IMAGINE PRODUCTS, INC®

Imagine Together®

PreRoll Post™
LTFS Archive Application
Users Guide

Version 2022, Indianapolis, Indiana USA

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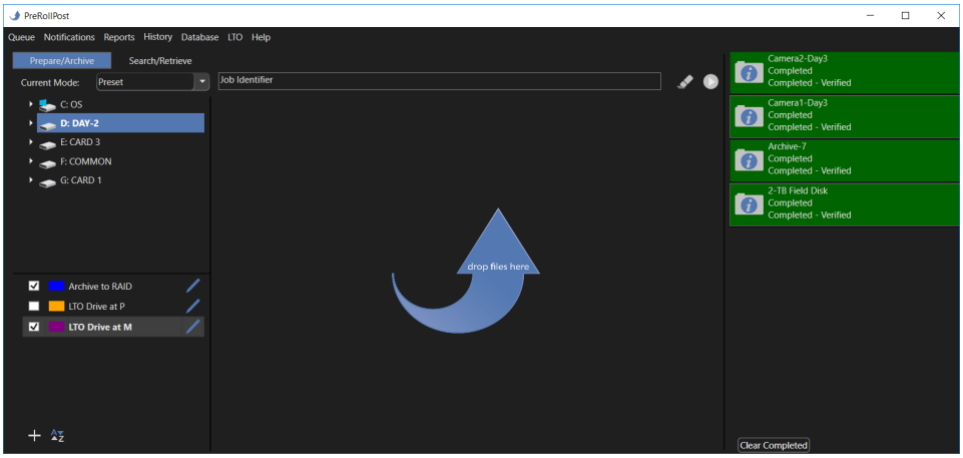
Welcome

Overview

We're pleased that you've chosen **PreRoll Post™** to archive your video assets. PreRoll Post is an application that automates indexing your video projects and camera originals to long-term Linear Tape Open (LTO) tape or a local server.

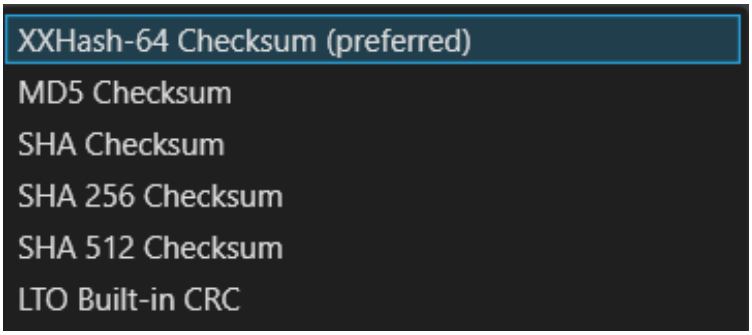


The software takes advantage of the Linear File Transfer System (LTFS), developed by IBM and supported by HP, Quantum, Tandberg and other tape drive manufacturers.

LTFS mounts a tape as a user defined read/write volume within the computer operating system.

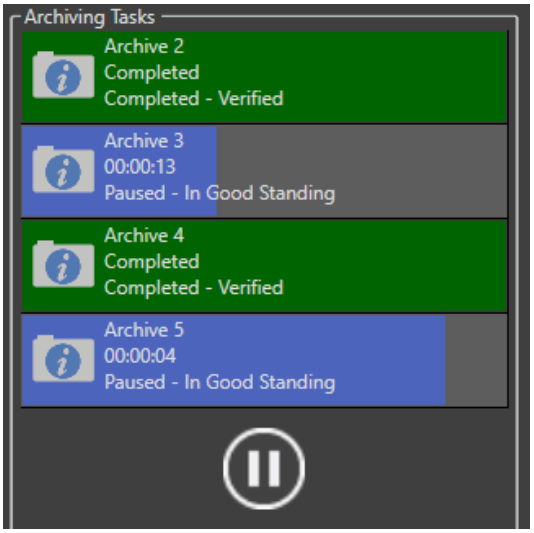
This makes it possible to write and read from the tape as if it were a disk and save files in their original format. It also makes PreRoll Post hardware independent—you can use it with any Ultrium® LTFS compliant LTO tape drive.

Copies may be verified using checksum integrity algorithms (e.g. XXHash, MD5, SHA256, SHA512). Or select '**LTO Built-in CRC**' to use the hardware's robust built-in byte-to-byte verification as files are written to tape.



Archiving is just a matter of dragging files into the queue. Use **Preset** mode to automate folder creation on the tape and place files in them. Or, use **Simple** mode to drag items directly to the tape or an existing folder on it.

As you begin processing, archiving tasks are listed in the far right column with their status.



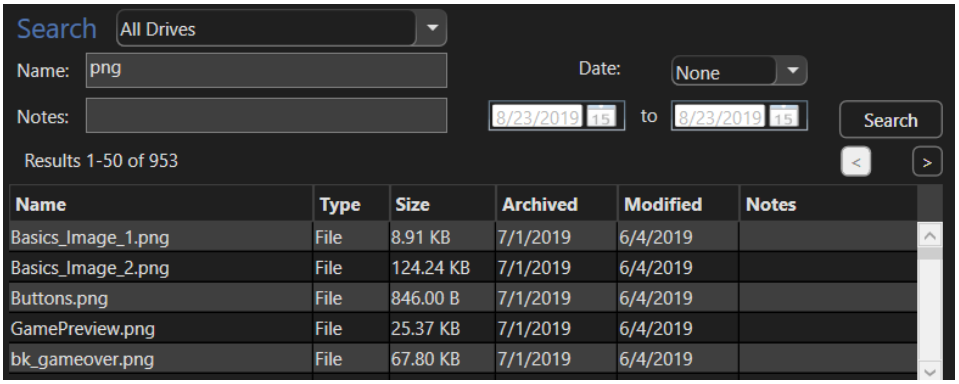
There you can see their progress and status. Click on the blue icon for details, or double click to open the report. PreRoll Post also features robust archive and restore reporting options. Choose from several output formats (PDF, Text, CSV).

You can even setup a Gmail account to inform you when an archive finishes, attach reports, or just drop a text message notification.

All PreRoll Post indices are saved into an SQLServer database on your computer. We recommend backing this up to the cloud, a server or external drive occasionally on a scheduled basis.

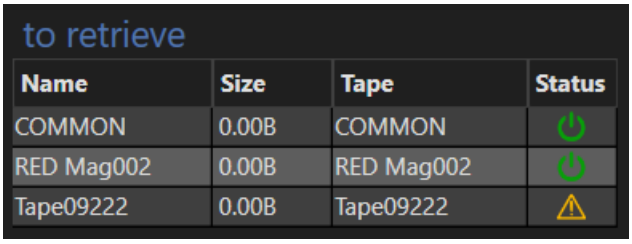
Click the '**Search/Retrieve**' tab to restore files from tape. When you select a tape in the left column its details are displayed in the middle area. Or drill down and select a specific item to display its properties.

In the '**Search**' controls, select which volumes or categories to search within. Then type in search criteria for Name, Notes, or define a date range. You may input partial text strings too. The first 100 matching items are displayed below. Use the Next buttons to page to more results.



'**Right-Click**' on a result item to add it to your Retrieve queue, or '**Show location on left panel**'. This option expands the folder structures in the left column to show exactly where the item is located on the tape or drive.

To restore an item you've browsed to, just '**Right-Click**' on it and choose '**Retrieve**'. Or, you may drag it to the lower section of the '**To Retrieve**' area to queue it along with other items. A yellow warning means the tape isn't currently mounted.

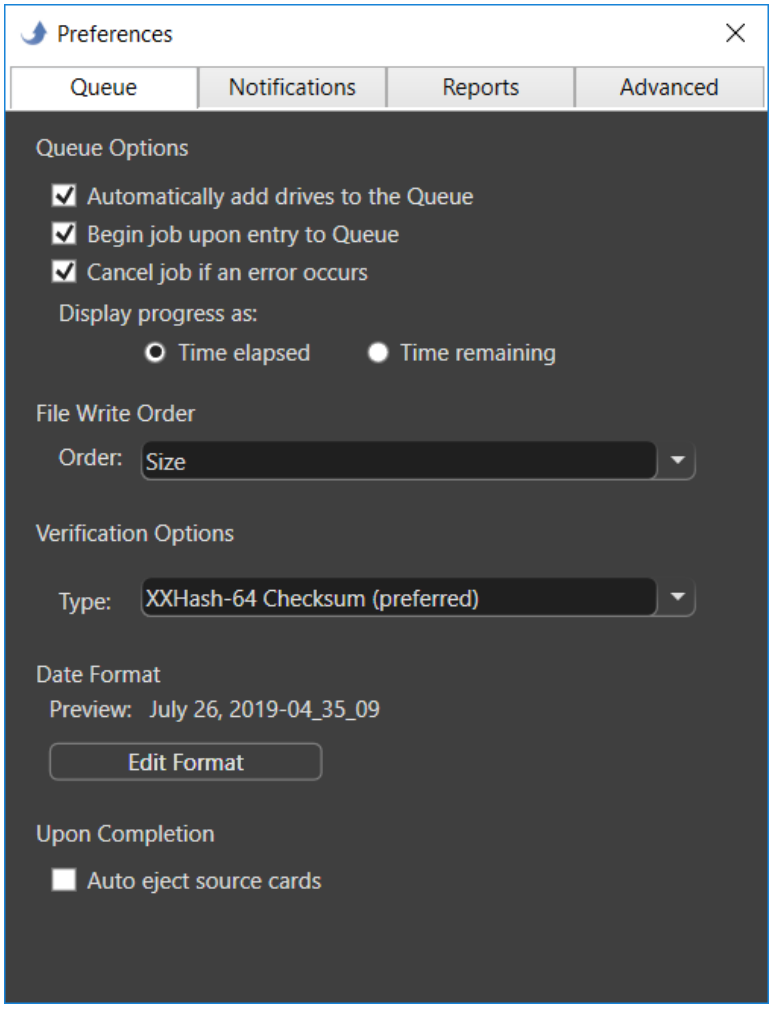


Click the '**Begin**' button to start the process.

Preferences

This section will help you enable the PreRoll Post settings to perform in the manner you want when archiving entire drives, files or folders. If this is your first time starting the application you will need to check a few default settings.

The most frequently changed settings are grouped in '**Quick Select**' menus at the top left of the application toolbar. You can also access the full '**Preferences**' menu, including '**Advanced Preferences**', from each of the quick preference menus.



Queue Options

Select '**Queue**' tab from the main menu to configure general copy actions.

PreRoll Post can '**Automatically add drives**' when new attached media is detected (e.g. you plug in an external hard disk or mount a video card reader).

CAUTION! Do not plug in an external hard disk while in automatic mode unless you intend to copy its entire contents!

Check the box to '**Begin Job upon entry to Queue**' **Queue'** if you prefer copying to start without manually pressing the '**Begin**' button on the main window.

TIP: To automate **Simple Mode** add the '**Archive To**' destination(s) first then drag in the '**Archive From**' items.

'**Cancel job if an error occurs**' applies to both copy and verification errors and will cause all activities to stop. With this option unchecked you will be alerted to errors but have options to skip problem files and continue.

NOTE: An error during archiving will be indicated in the status and the progress will turn **RED**. If you've chosen not to cancel on errors (unchecked this option) PreRoll Post will attempt to fix any copy or verification issues for you. If it's unable to correct the problems, the archive will finish what it can and all reports will include **Error Warnings**.

Archiving task status can display either actual time it's taking to complete ('**Time elapsed**'), or the estimated '**Time remaining**' to completion.

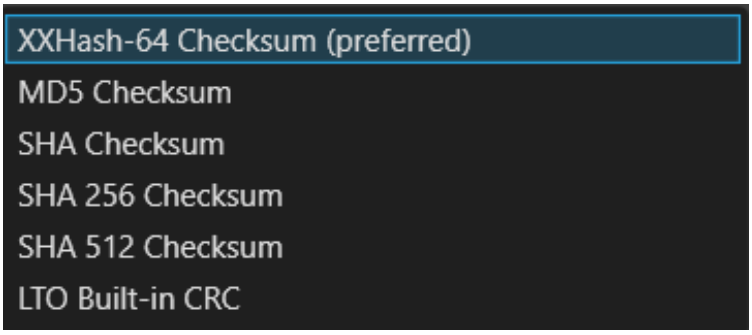
File Write Order

You may choose the '**File Write order**' on the tape. The default is by '**Size**', which is faster and optimized for the tape writing mechanism. Alternatively, choose '**Alphabetic**' for the write order if you're making tapes for use in other LTFS systems that require this organization.

Verification Options

Copies may be verified using checksum integrity algorithms (e.g. XXHash, MD5, SHA256, SHA512). Or select '**LTO Built-in CRC**' to use the hardware's robust built-in byte-to-byte verification as files are written to tape.

XXHash checksum is a modern type hash method that employs 64-bit processing for fast, efficient calculations to ensure copied files still match the originals without modification. PreRoll Post also uses checksums to ensure restored files still match those prior to copy to the tape.



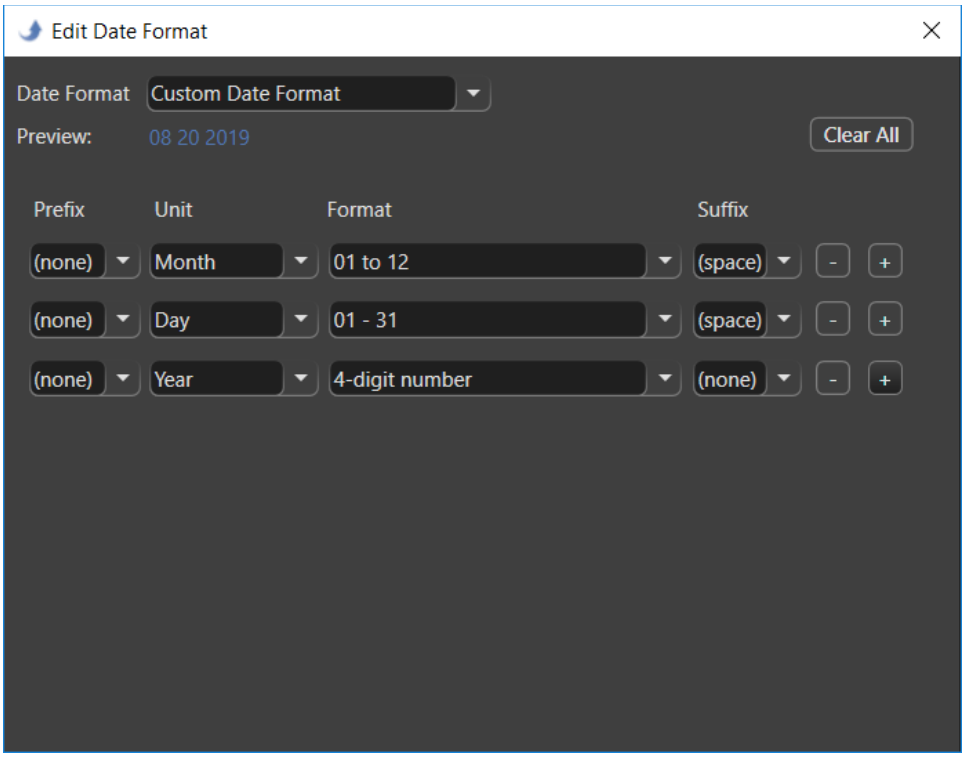
Other checksum types MD5, SHA 256 & 512 are also offered. XXhash is faster than these. With the checksum options, each source file's value is calculated when read. After copying to tape is complete the software will cue to each file to ascertain it's details and calculate the copied file's checksum. Then PreRoll Post compares the two values and stores the results in the database.

You may also select '**LTO Built-in CRC**'. This option is also safe as LTO drives do have byte-to-byte verification built-in while writing to tape. This method uses the LTFS provided system responses that the file transfers were successful and is the fastest verification option because the tape doesn't need to re-read the files to determine sizes or byte counts.

Date Format

Choose the '**Date Format**' for **Reports** and **Notifications**. The '**Standard American Date**' includes hours_minutes_seconds suffix.

There are two **American** and two suggested **European** formats, or you can **customize** your own. To build a Custom date format, choose the prefix, unit and suffix. Click the **Plus (+)** button to the right to add more items. The preview is displayed near the top of the dialog.



The date format set here is used across the application as the default.

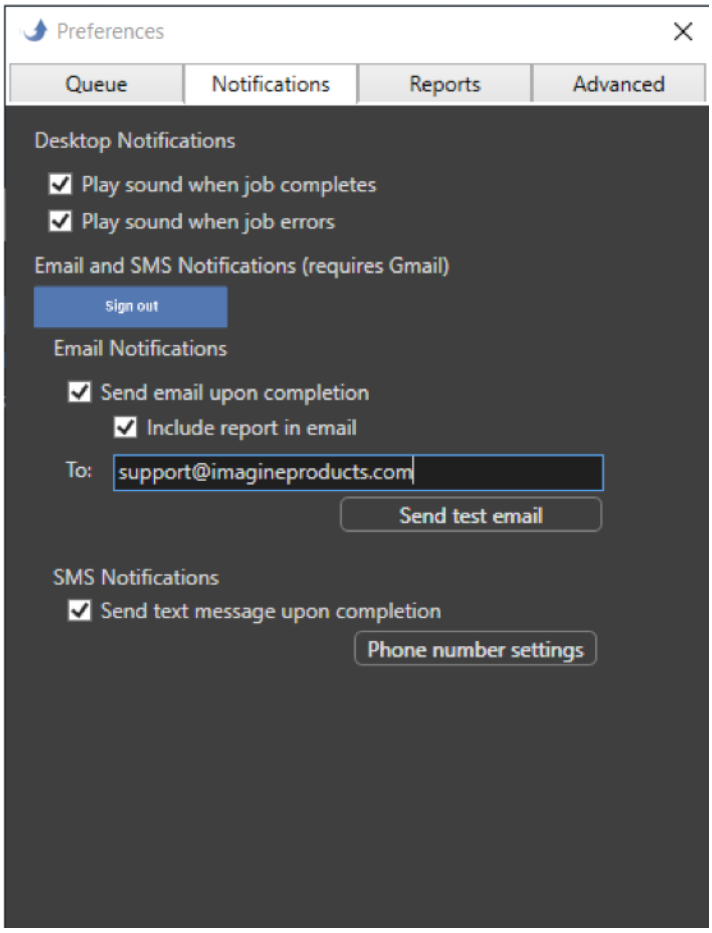
TIP: You may override the date formatting within individual Presets without affecting this setting.

Upon Completion

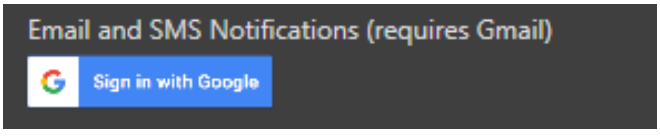
'**Auto eject source cards**' means the source drive or card will be un-mounted from the operating system (ejected), ready to be physically removed.

Notifications

Select '**Notifications**' from the main menu. Because backing up large files or entire hard disks can take awhile, PreRoll Post offers Email and Text notification options as well as Desktop alerts.



For desktop notifications choose '**Play sound when job completes**' and '**Play sound when job errors**'. PreRoll Post can also send job completion status information via email or SMS text.



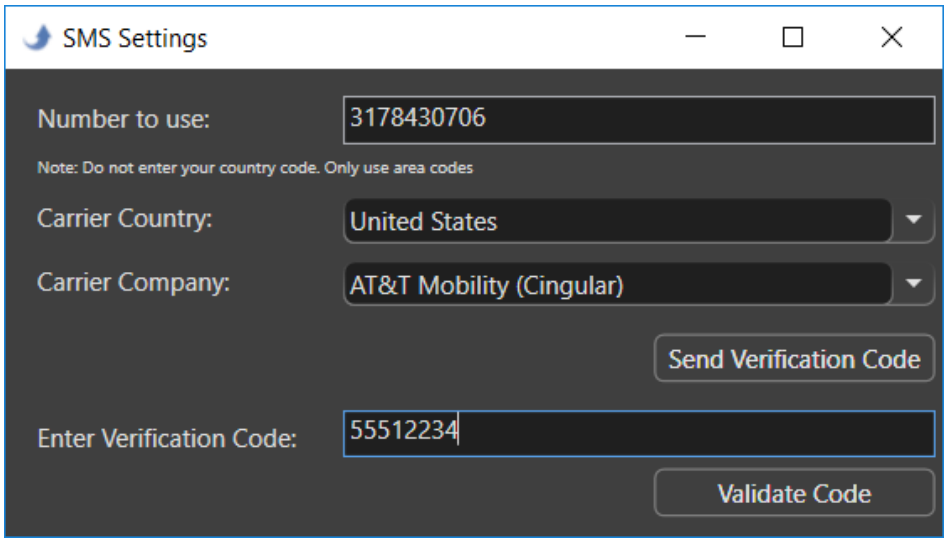
To set these up you must first link the application to a Gmail account. If you don't have one, create one—they're free. **(This is a 'send only' application so it will have no effect upon your other email communications.)**

Next, choose whether to send notifications by email, text, or both. With email you may also include reports.

Enter the '**TO**' email address. Note you may send the notifications to yourself if desired, or a different account. **Send Test Mail** to ensure it's working properly.

TIP: You may send to multiple recipients – just separate email addresses by a comma.

SMS Texting also uses Gmail (instead of your computer's Mail application). To send texts, choose the country and carrier and the number to send to. '**Send Verification Code**' then enter the received code into the box and click Validate Code. **You MUST validate before using this option.**



If the archive session fails or contains errors you'll receive notice of these as well as successful completion messages.

NOTE: Texting does not allow attachments due to size constraints. The SMS texting uses your carrier's incoming email server, usage charges may apply. **Some cell carriers no longer offer this option (text messages via email). Use email instead if necessary.**

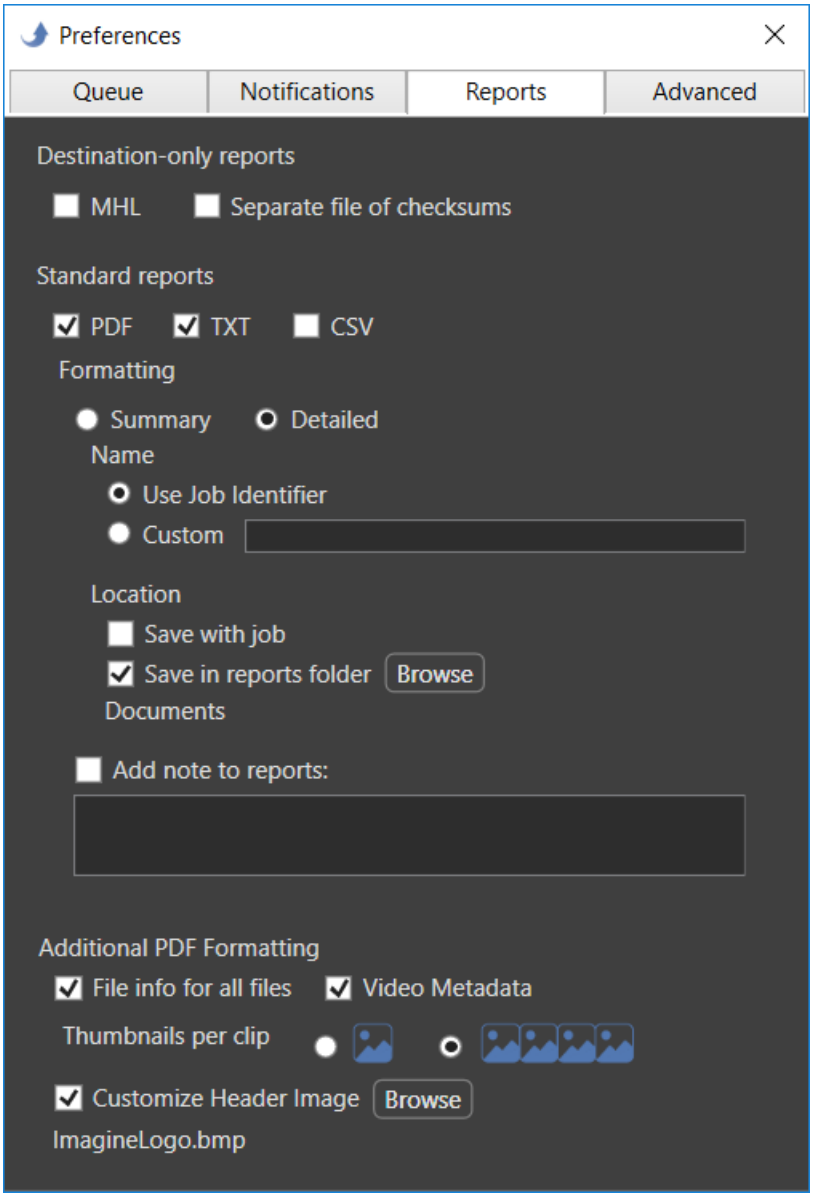
CAUTION! Turning the email/text option **ON** with improper settings may cause perceived processing delays or error messages.

Reports

Select '**Reports**' tab under the main menu then '**Report Preferences**' to configure automated reports for individual archive sessions.

You may also manually export reports at a later date from the '**History**' list (see next section of this manual).

TIP: You can also make simple text reports for entire tapes in the '**Search/Retrieve**' window. '**Right-Click**' and choose '**Create Report**'.



Verification Files

PreRoll Post can output two different types of checksum verification files. Select an industry standard Media Hash List (**MHL**) type or a simple text list of files and checksums.

These are called '**Destination-only reports'** because they must be saved as 'sidecars' to the referenced material in order for their links to function properly.

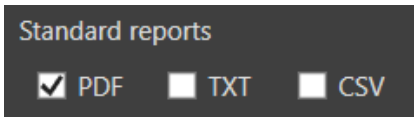
MHL files adhere to the organization's formatting and naming standards (see www.mediahashlist.org/mhl-specification). MHL lists contain relative paths to files and their original checksum values. These are always saved with output copies in the Destination location(s).

Text Checksum Files are named by the verification type
(e.g. **xxhashChecksumFile.xxhash**).

With either of these type files you can check the integrity of your video files throughout your workflow and network.

Standard Reports

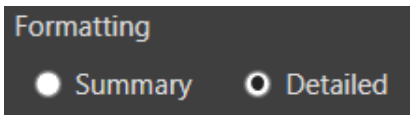
PreRoll Post offers several standard report formats including '**PDF**', '**Text**', '**CSV**' and types. The Text type is a simple human readable form, while **CSV** (comma separate values) is a format that's readily compatible with spreadsheets.



PDF is a Portable Document Format used by Adobe Acrobat readers.

When you select a report type it will automatically be generated without further prompting after archiving has finished.

Report Formatting



Select how much detail your report will contain.

'**Detailed**' type reports contain a more thorough listing of each file's information including full path names, the name of the folders created, duration of each file's transfer, validation results, etc.

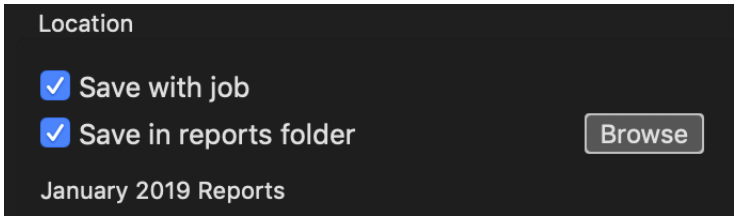
The '**Summary**' type report shows only aggregate information such as number of files copied, total size and session information.

Report Name

Choose how to name the reports. They may be labeled automatically by the **Job Identifier** (the name assigned to the archive session at the top of the queue) or you can type in a **Custom** name.

Report Location

'**Save with job**' places reports in a '**Reports Folder**' in the root of the archive destination.



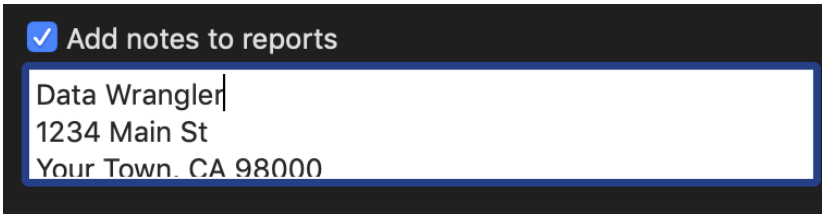
NOTE: When archiving to LTO tape the destination is the tape so it may be more useful to output reports to a location on your computer.

'**Save in reports folder**' allows you to browse to an existing location on your computer or attached drives to save all your reports together.

TIP: You may choose to save a report in both places—with the job and in a reports folder.

Notes

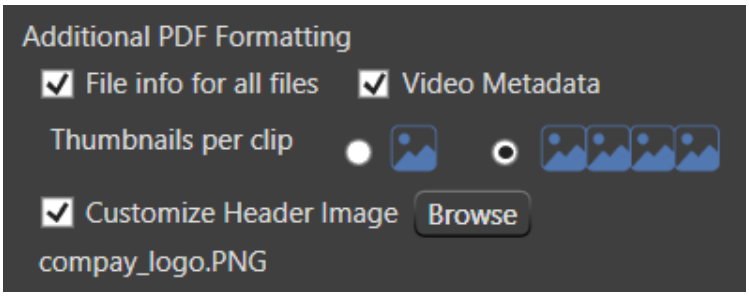
You may automatically '**Add notes to reports**'.



For example, this might be contact information, project details, etc. The notes will appear in each report at the bottom of summary information.

Additional PDF Formatting

PreRoll Post is ”video aware” and can extract file metadata and thumbnails for over 20 different camera/video formats including MOV, MXF, MTS, MPEG, AVI and more.



With PDF report type enabled above, choose whether to include information about ‘**File info for all files**’ and ‘**Video Metadata**’.

Information for ‘All Files’ means the report will include file system details about all files included in the archive job, not just video clips.

‘**Video Metadata**’ means camera reported details such as timecode, format type, frame rate, etc. These may vary from camera type to camera type. The metadata includes thumbnails. Choose one or four sampled video frames. These are sampled based on percentage locations within the clip.

NOTE: Frame based image sequence files such as RAW will be treated as if they’re one continuous clip and sampled accordingly.

Customize Header Image

PDFs may be customized to include your own company logo if desired.

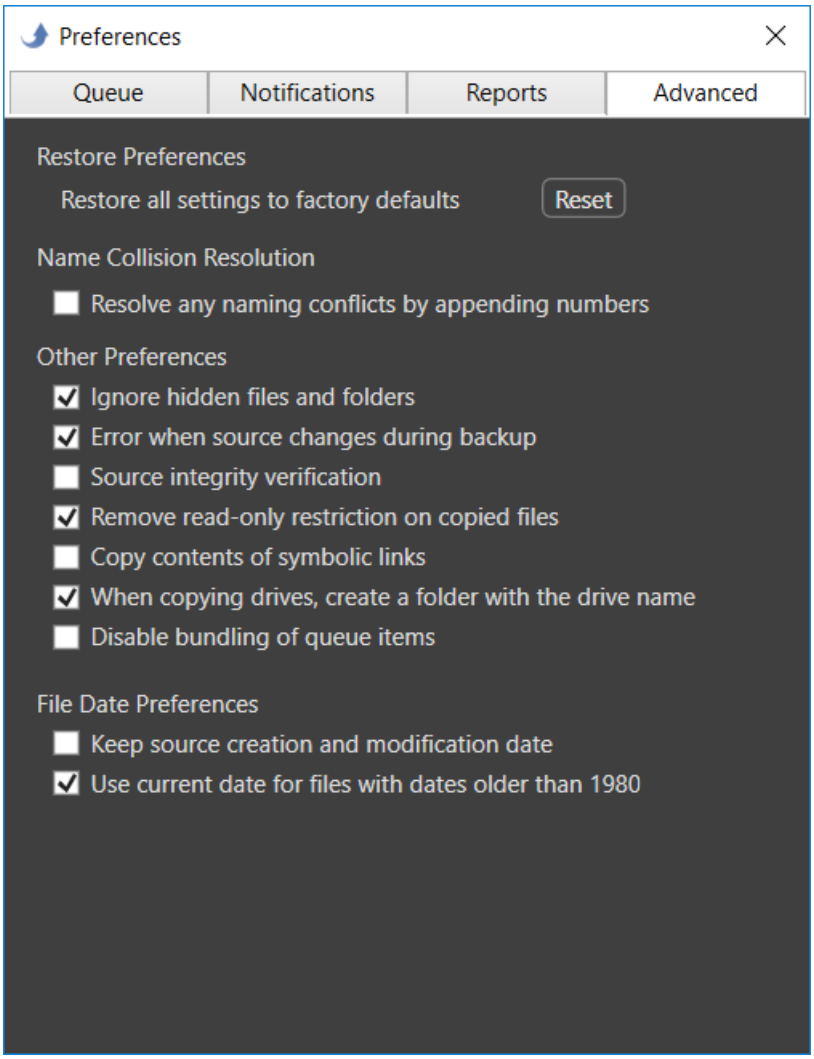
To replace the PreRoll Post logo with yours, they must be PNG, JPG, TIF, GIF or BMP and 128x128 pixels. Larger files will be resized appropriately. Non-square files may be cropped or stretched to fit.

Enable the option and browse to the header image file.

TIP: To change the header image, simply replace it with another or click **Reset** preferences to factory defaults under ‘**Advanced Preferences**’.

Advanced Preferences

'**Advanced Preferences**' are defaults that generally are not changed frequently.



Reset Preferences

Click the **'Reset**' button to reset all settings within the application to default values.

CAUTION! 'Reset' applies to **All Preferences** not just **Advanced** settings**.** Be sure to review **Queue, Notifications** and **Reports preferences** after using the **Reset** function**.**

Name Collision Resolution

If you're copying multiple items to the same destination (output location) without creating unique folders, naming conflicts potentially exist.

You can instruct PreRoll Post to **'Resolve any naming conflicts by appending numbers'**. This option retains the same named items and differentiates with an extension (e.g. -2, -3, -4).

NOTE: With this option **OFF** you'll be warned whenever duplicates are found to resolve manually.

TIP: Avoid the potential for file/folder name collisions altogether by using unique folder naming schemes in **Preset** copy mode.

Ignore Hidden Files and Folders

'Ignore hidden files and folders' omits hidden files and folders from copies. Many camera manufacturers and operating systems create hidden files to assist in file system regulation. These files typically have no value and no bearing on your media files.

Often times attempting to archive hidden files, especially those containing file path information, can create errors and should not be included at all. Therefore, it is advised to **always 'Ignore hidden files and folders**' unless you're very, very sure they are needed.

Error on Source Changes

Items are indexed from the source(s) for the copy process at the instant they're placed into the queue.

Unfortunately, some virtual file systems on media recorders are known to mount on the Desktop before their contents are fully indexed by the operating system.

'Error when source changes during backup' feature checks for any source mutations and alerts you at the end of the archive session if any new files are discovered or are missing or altered at the source.

Source Integrity Verification

Sometimes media cards or readers begin to fail, or the cabling to them is intermittent or faulty. This option instructs the application to read the source a second time, at the end of the archive session, to ensure what it was given to copy was complete and correct.

Any hardware failures may be detected in this manner, because a matching checksum isn't likely if anything is intermittent or changing.

This option does add a small amount of additional time to read the source again but is a strong insurance against bad files.

TIP: Use this option in conjunction with '**LTO Built-in CRC**' verification type for added security.

Read-only Files

Some camera files are purposely set as '**Read-Only**' to prevent accidental changes or erasures. This can be cumbersome when working with the file copies.

PreRoll Post can **'Remove read-only restriction on copied files'** for your convenience when copying to disks. This setting has no effect upon files saved to tape.

Files containing Shortcuts

Files containing path information such as references to other media files, etc. can cause copy errors. While it's unlikely your data will contain such files, you can instruct PreRoll Post to **'Copy contents of shortcuts'**, meaning follow the links and include the referenced files in the copy.

Drive Name Inclusion

Normally users want to ignore the card or volume name and just copy its contents to the destination.

However, should you wish to incorporate the card or volume name as part of the output nested folder structure, enable the preference **'When copying drives, create a folder with the drive name'.**

Disable Bundling

For best performance PreRoll Post automatically combines (bundles) all items dropped into the queue into one archive task (job).

If you prefer each item to be treated as a separate job, check the option to '**Disable bundling of queue items**'. For example, with feature enabled two drives dropped into the Preset queue will result two separate jobs with individual statuses.

File Date Preferences

Files copied from external drives or devices may incorporate the date the file was created at the output destination rather than original information.

Choose **'Keep source creation and modification date**' to instruct PreRoll Post to override the system copy dates with those gathered from the source files.

NOTE: Not all cameras apply Volume Date information to files or cards! Please check the card information in **Explorer** before using this option. Missing creation dates may cause problems with file operations. You may choose to have PreRoll Post '**Use current date for files with dates older than 1980**'.

Creating Archives

Mount a tape using the IBM or HP external configuration utility. A mounted tape should show up in the list of attached tapes and drives in '**Prepare/Archive**' mode. (If the tape is not in the list refer to **LTO** section in this guide to configure and mount the tape.)

NOTE: A mounted tape will also show up in the '**Search/Retrieve**' drive list, but only the contents that have previously been archived will be displayed (because this is a view to the database contents, not of the tape contents directly.)

PreRoll Post has two different processing modes: **Simple** and **Preset**.

Simple Mode

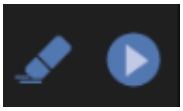
Simple mode offers a quick way to drag in files or folders and place them into an existing location on the tape without creating new output folders. Select '**Prepare/Archive**' then '**Simple**' from the pull-down menu.

From the right column '**Attached Drive List**' select a mounted drive or card, or drill down inside the drive and drag the desired files or folders into the '**Archive From**' top center area of the window. You may also drag items in from Explorer to this queue.

Next, select the output location and drag it into the lower '**Archive To**' queue area. This may be just the tape itself if you want to place items into the root of the tape, or select an existing folder on the tape.

You may queue multiple '**from**' and '**to**' items before pressing '**Begin**' to start the copy process. The software may separate tasks into more than one job and perform them in sequence rather than all at once to alleviate control conflicts.

Even though you're not creating new folders, archives made in this mode are treated as jobs too. You can type in a '**Job Identifier**' and save **Reports** and checksum files for each job. Progress is reported in the right column.



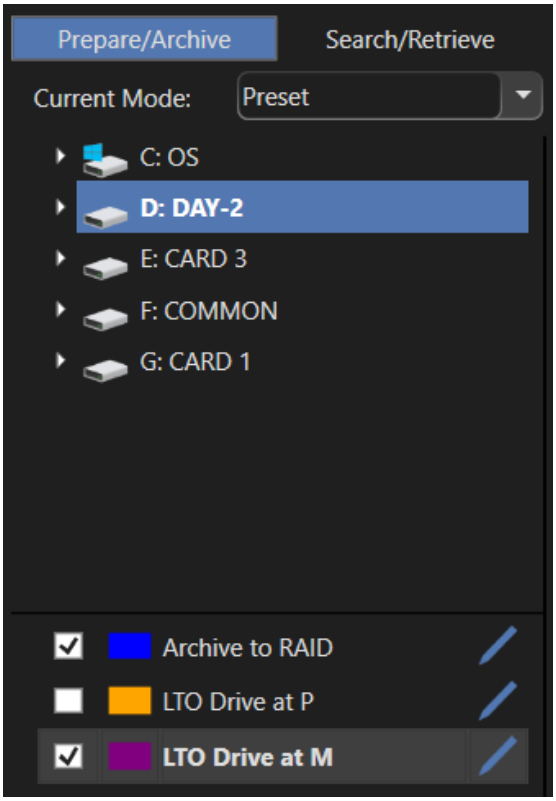
Clear all items from the queues using the Eraser button. Alternatively, you can remove individual items--'**Right-Click**' and choose '**Remove**'.

Click the blue 'Information' icon to expose details. Once complete, double click in the status to open the job report.

TIP: To automate starting copies, enable the option in Queue Preferences to '**Begin job upon entry to the Queue**' if you prefer copying to start without manually pressing the '**Begin**' button on the main window. In **Simple Mode**, add the '**Archive To**' destination(s) first then drag in the '**Archive From**' items.

Preset Mode

Preset mode automatically creates and names folder for you on the tape. Simply drag-and-drop files or entire volumes into the queue area and let PreRoll Post do the rest.



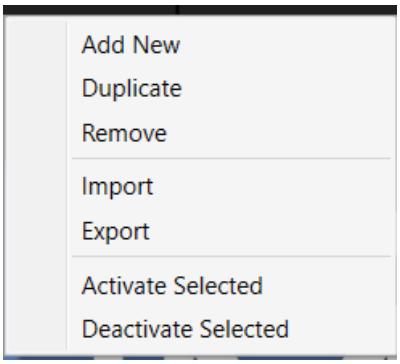
You can name the Preset for easier organization, and assign a color to help quickly identify or group them.

To add a Preset click the **Plus [+]** button at the bottom of the Preset column. or '**Right-Click**' anywhere in the list the list to '**Add New**'.

To delete a **Preset**, select it (or more than one) and '**Right-Click**' to '**Remove**'.

To edit an existing Preset, click the blue pencil to the right of it in the list.

NOTE: All Presets that are active (checked) will be applied to items placed in the queue.

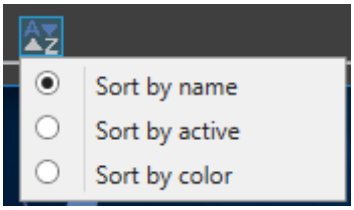


Other options available via '**Right-Click**' include Duplicating, Import, Export and activating or deactivating a preset.

Use the '**Duplicate**' function to make a copy of the selected preset then just change settings in it to make it unique.

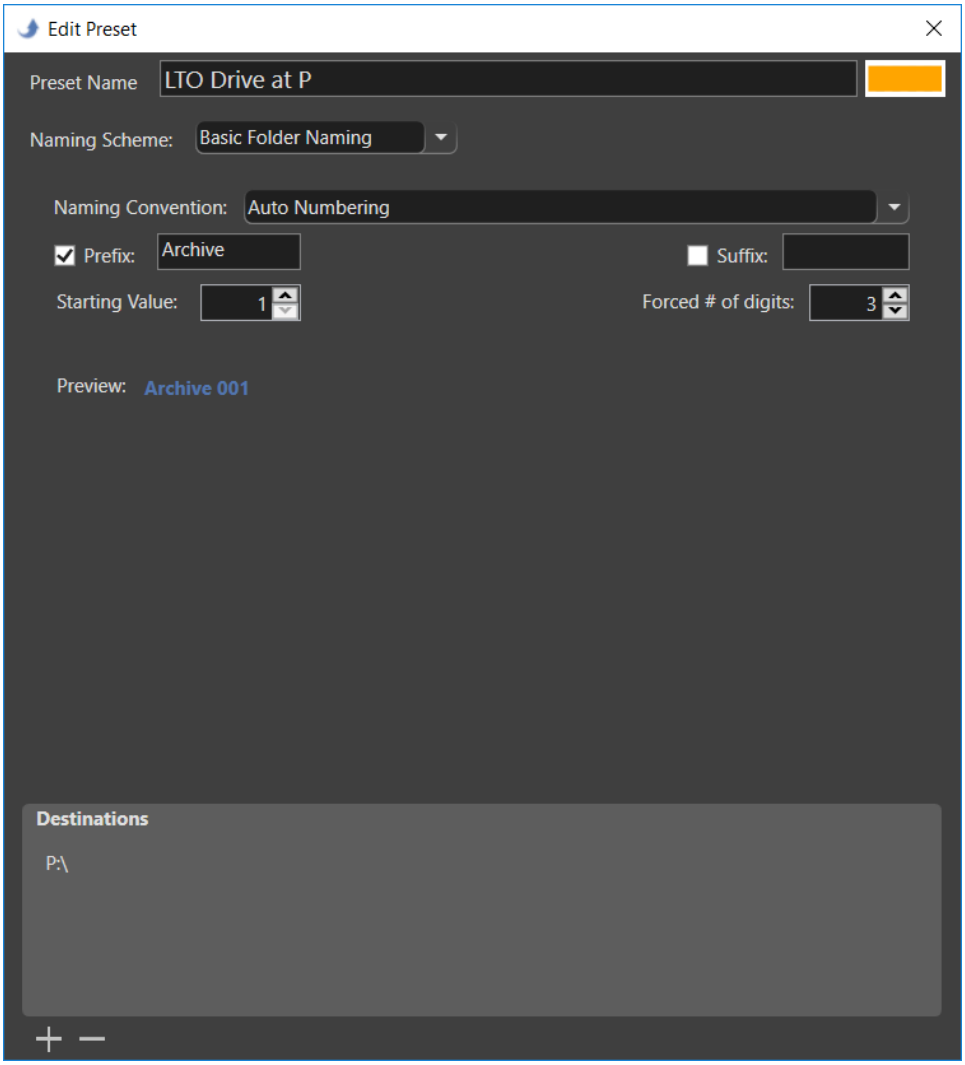
Presets may be **Imported** and **Exported** between computers and users for convenience and consistency.

Click the '**Sort'** button below the Preset list to sort by '**Name**', '**Color'** or whether they're '**Active**'.



Edit Preset

To **Edit** an existing **Preset** click the blue pencil button to the right of the name or double-click on the preset to open it.



Type in a '**Preset Name**' that helps you differentiate between them. You may also use color to help group presets for easy reference.

Click the **color box** (upper right) to open a color selection dialog.

Naming Scheme

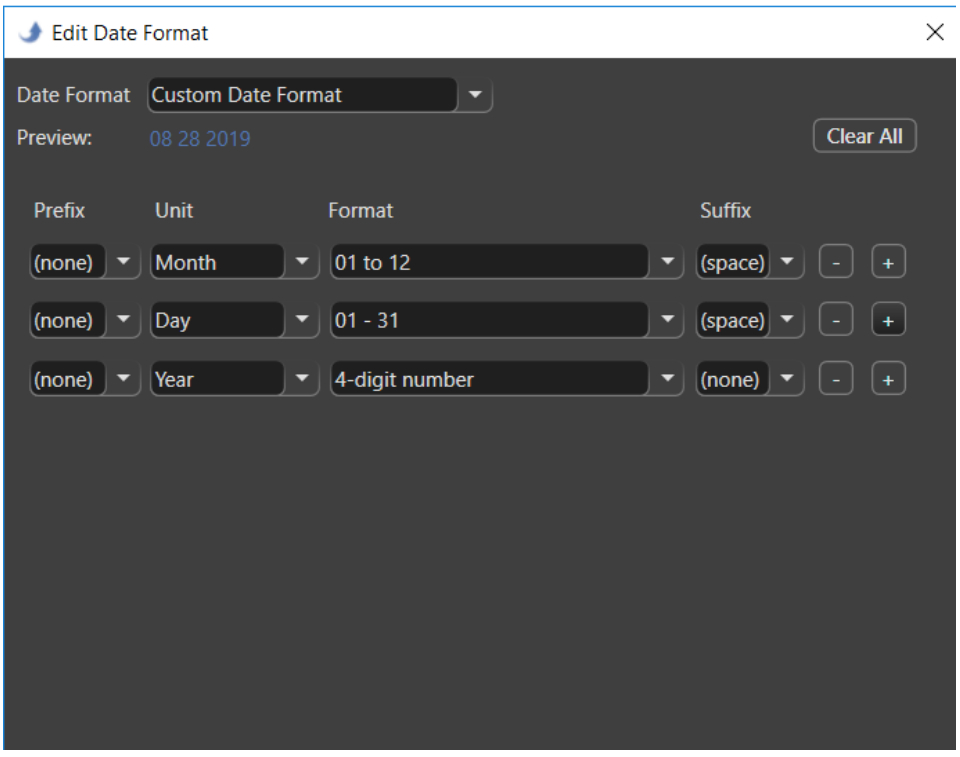
Choose between '**Basic Folder Naming**' and '**Advanced Folder Naming**' schemes.

'**Basic Folder Naming**' in the Preset allows simple values for the names such as a '**Custom Value**' you type in, or choose from a list of Dates, Card Name (if you are archiving directly from camera cards) Auto Numbering (1, 2, 3 etc.), and Job Identifier.

TIP: Choose **'None'** for the naming convention if you do not want a sub-folder created at the output destination.

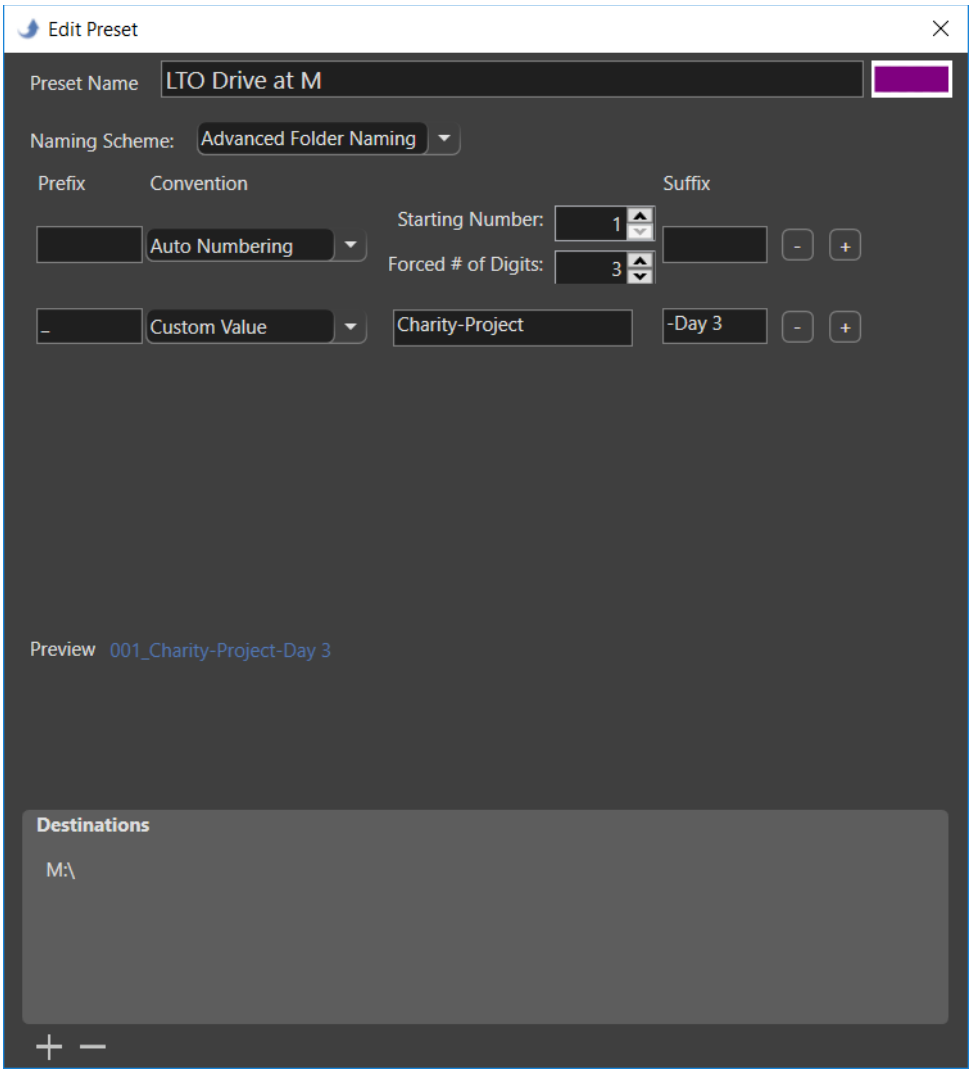
NOTE: Invalid path characters are not allowed in folder names (e.g. colon ":", "/", etc.).

You may override the global date format (set under Queue Preferences) on an individual Preset basis. Click **'Change Date Format'** to open the **Edit Date Format** dialog. Choose from four standard formats, or create your own **Custom Date Format**.



Advanced Folder Naming

The '**Advanced Folder Naming**' scheme allows you to combine naming conventions into a single output folder name. You may also designate sub-folders, each using any of the naming convention types, prefixes and suffixes.



This is a powerful way to further organize media for complex projects.

Notice that the '**Preview'** shows how the path and folders will be created. Sub-folders are presented in an indented fashion to help visualize the structure.

Output Destinations

A **Preset** can offload to more than one location at the same time.

Click the **Plus [+]** button below the list to **Add** a root folder or drive where you would like sub-folders to be created. Click the **Minus [-]** button to remove paths.

You may add as many destinations as desired and just select (checkmark) those to use. At least one valid output destination must be active before you will be allowed to begin the offload using the preset.

At least one valid output destination must be specified and enabled before beginning an offload using the preset.

TIP: Avoid long path names (those approaching 250 characters or more) as these may exceed the Operating System limits.

Click the **Plus [+]** button below the archive '**Destinations**' to browse to the LTO tape (or other locations such as a server).

Archiving with Presets

Once you've enabled the desired **Preset**(s), just drag & drop the items you want to archive into the queue (center part of the screen).

You may type in a '**Job Identifier**' if desired. If you don't assign a '**Job Identifier**', PreRoll Post will default the name of job to that of the volume or file in the queue. If multiple items are included in a single session the Job will be named generically 'Archive 1', 'Archive 2', and so forth.

Items placed into the queue inherit the active Preset(s) values at that time and each will constitute an Archive Task or session. To remove individual items from an archive task, select (highlight) them in the queue and '**Right-Click**'. To remove ALL items from the queue, click the '**Clear Queue**' button.

There is no need to fill the entire tape in one session. You can keep adding files from time to time until it's full.

File names saved onto tape need not be unique, however if you're copying to disk they should not be duplicated. For this reason PreRoll Post will allow same name files to be copied onto tape, but if you're also copying onto disk it will add a "-1, -2" as needed.

LTFS is a little more restrictive than Windows about "illegal characters" in the file or path names. PreRoll Post will warn should your source material contain non-compliant names and propose to substitute them with underscores (_).

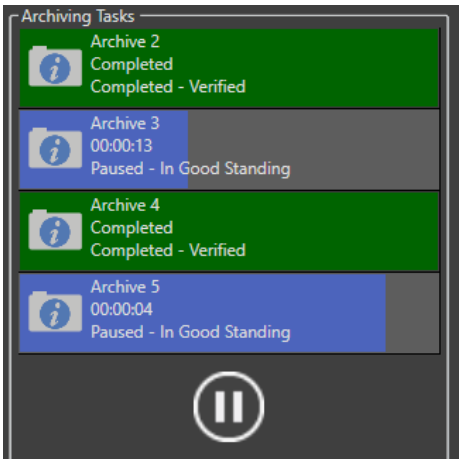
Selected output locations will at this point be checked for sufficient space. PreRoll Post will indicate if the material will fit on the selected output tape or disc. You may have to reduce the amount of files in the queue to fit.

NOTE: The LTFS format consists of two partitions—one for the indices and one for the actual data files. The index partition takes up 5% of the tape's capacity. Remaining usable space for data is further reduced approximately 5% by PreRoll Post for a safety margin. The safety margin is determined at the beginning of each backup session, so it becomes progressively smaller as more sessions are added to the tape.

NOTE: Deleting files from a LTO tape will not free up space without reformatting the entire tape.

Click the '**Begin**' button on the toolbar to start archiving.

Progress of the archive is indicated along with estimated time.

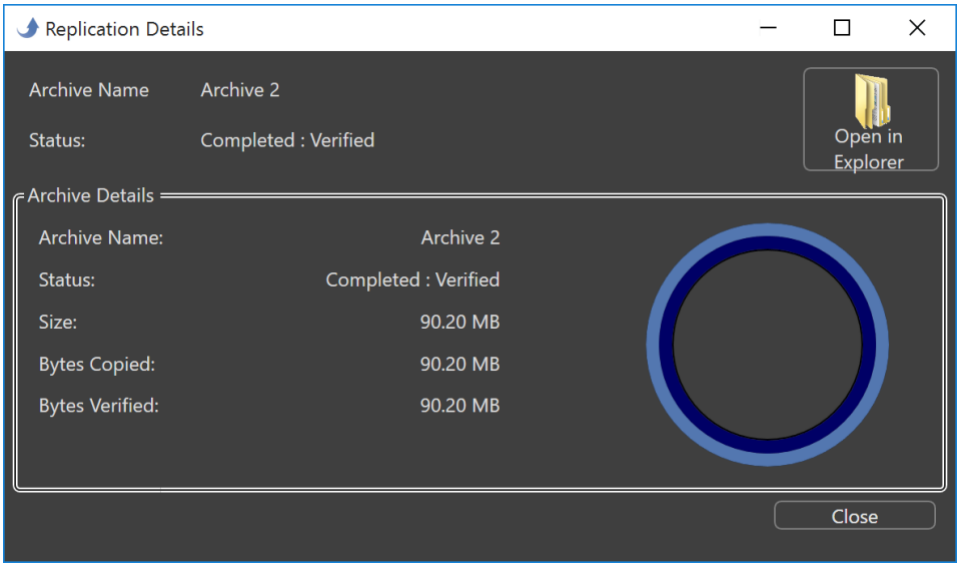


CAUTION! Do not quit the application or force Eject the tape while a backup session is being processed. Doing so may create incomplete files or even damage your LTO tape. Click the '**Pause**' or '**Cancel ALL**' button at the bottom of the Archiving Tasks list before un-mounting (or ejecting) a tape.

'**Right-Click**' on the progress bar for more options such as '**Cancel**', '**Pause**', '**Resume**' and '**Clear**'. If you choose to '**Pause**' a job, the copy process will be suspended at a logical point (when the current file being copied is finished).

Jobs may '**Resume**' at a later time as long as the application has not been '**Quit**'.

Click the **Information (i)** button at any time to open Details.



NOTE: Files can fail verification even though they copied correctly if their size is zero (invalid) or they're simply reference or pointer files.

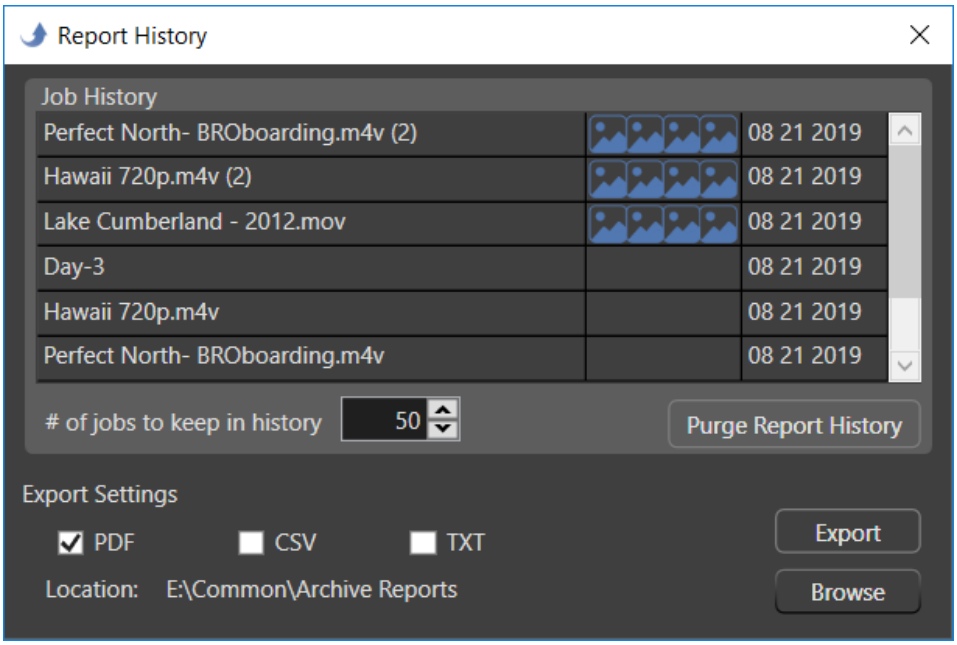
The finishing phase is creation of the tape's index file, save reports, and update the local database on your computer. At this point PreRoll Post will also attempt to send a notification email or text message if you've selected this option.

TIP: Improperly configured email options may fail to send causing an error at the end of the backup process. Always test your email settings when setting up this option.

History

PreRoll Post also saves a history of your recent archive jobs so you can manually generate reports at a later time. The '**Job History**' list includes the '**Job Identifier**' and date/time stamp.

NOTE: PDFs may contain thumbnails only if the preference to collect them was selected during the archive process.



To export a report, select the job in the list, then choose the type report (PDF, CSV, or TXT) and browse to the location where you'd like to save them (displayed at the bottom of the dialog). Then click '**Export**'.

TIP: Set the maximum number of saved jobs history to zero if you do not want to keep any locally.

NOTE: '**Purge Report History**' has no bearing upon reports that have already been saved elsewhere. It simply reclaims used storage space on your computer's hard disk.

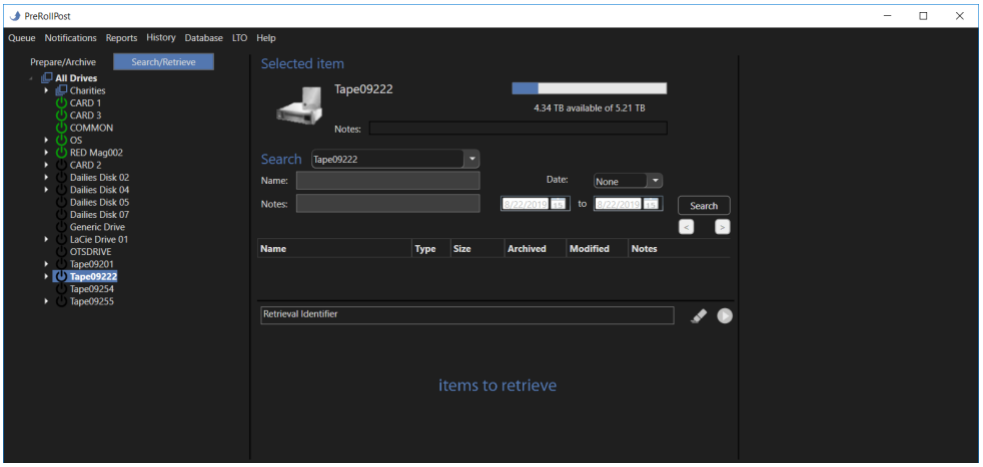
TIP: You can also make simple text reports for entire tapes in the '**Search/Retrieve**' window. '**Right-Click**' and choose '**Create Report**'.

Search & Retrieve

One of the key advantages of LTFS is the ability to browse tape contents in Explorer (or Finder on Macintosh computers). However, Explorer doesn't present much information nor create an intelligently sorted retrieval list for efficient restoration from tape. Neither can you perform detailed searches.

PreRoll Post's search and retrieval window overcomes these deficiencies with a simple, powerful interface.

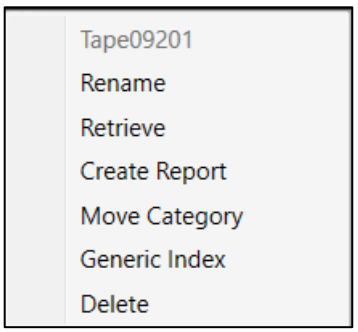
Click the '**Search/Retrieve**' tab to expose the list of archived tapes and drives plus currently mounted ones.



Browse

Tapes and drives are organized alphabetically in the left column. Browse contents of tapes or disks that have been archived.

Volumes that are currently mounted, but not yet archived, will also show in this list.



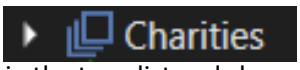
To add the contents of these to your database, '**Right-Click**' on and choose '**Generic Index**'.

This process may also be used to import generic LTFS tapes that were created by another application into your PreRoll Post database.

You may delete entire tapes, folders or individual files from the database view. In '**Search/Retrieve**' view select the item in the left column '**Right-Click**' and choose '**Delete**'.

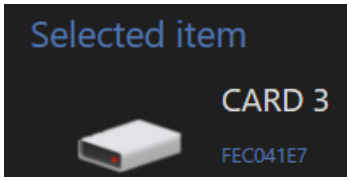
CAUTION! Doing so only removes the information from the '**Search/Retrieve**' view; it does not remove any files from the tape or disk where saved.

Tapes or drives may also be **Re-named** from the '**Right-Click**' menu. Note this does not affect Explorer's naming, just the database reference to that item.



You may organize tapes in the list into Categories (groups). To create a Category, '**Right-Click**' anywhere in the tape list and choose '**Create New Category**' and give it a name. To add tapes to the category, '**Right-Click**' on the tape and choose '**Move Category**' then pick the category. To remove a tape from a Category, move it to '**All Drives**'.

When you select a tape in the left column its details are displayed in the middle area. Or drill down and select a specific item to display its properties. Serial numbers of tapes are also shown.

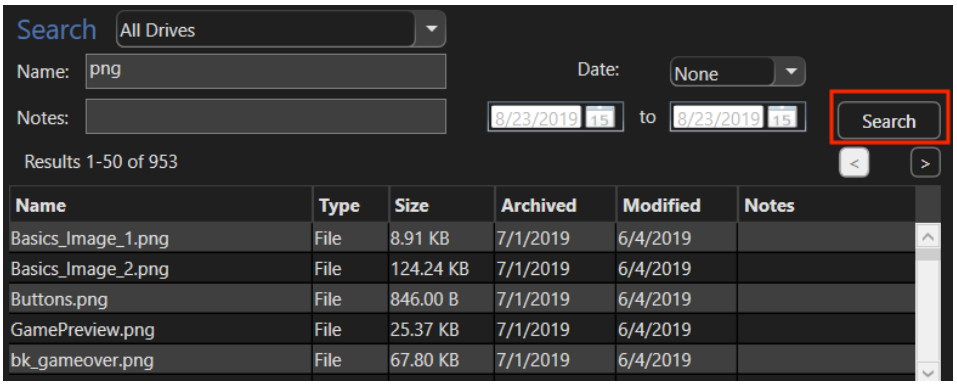


NOTE: For previously created tapes that are offline the serial number may not display until it is mounted again in the 2019 version software which will determine the serial and add it to the database for you.

TIP: In this view you may type into the **Notes** or a description about the tape or drive. This data field is searchable in the section below.

Search

In the '**Search**' controls, select which volumes or categories to search within. You may search '**All Drives**' (including all tapes), just the selected tape or drive in the left column list, or search within a specific Category.



Next type in search criteria for Name, Notes, or define a date range. You may input partial text strings too. Click '**Search**' to begin. **The first 50 matching items are displayed** below. Use the '**Next**' buttons to page to more results.

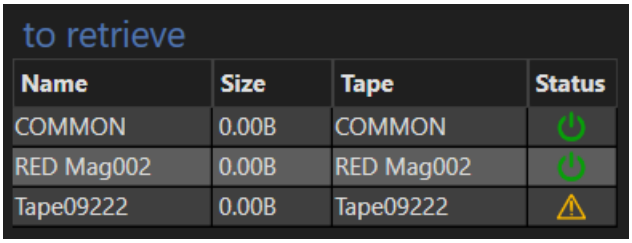
TIP: In this view you may type into the **Notes**. Just click in the desired row and a tool tip Edit Pencil will appear then type in notes, descriptions, etc.

'**Right-Click**' on a result item to add it to your **Retrieve** queue, or '**Show location on left panel**'. This option expands the folder structures in the left column to show exactly where the item is located on the tape or drive.

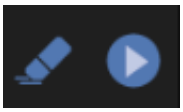
Retrieving Files

To restore an item (file, folder or entire volume) to a local hard disk, browse to it in the left column '**Right-Click**' and choose '**Retrieve**'.

Or you can drag item(s) to the '**To Retrieve**' queue in the lower center of the screen along with other items to retrieve at the same time.



NOTE: A yellow warning means the tape or drive isn't currently mounted.



Use the '**Clear**' (eraser) button to remove all items from the Retrieve queue, or '**Right-Click**' on items to remove them individually.

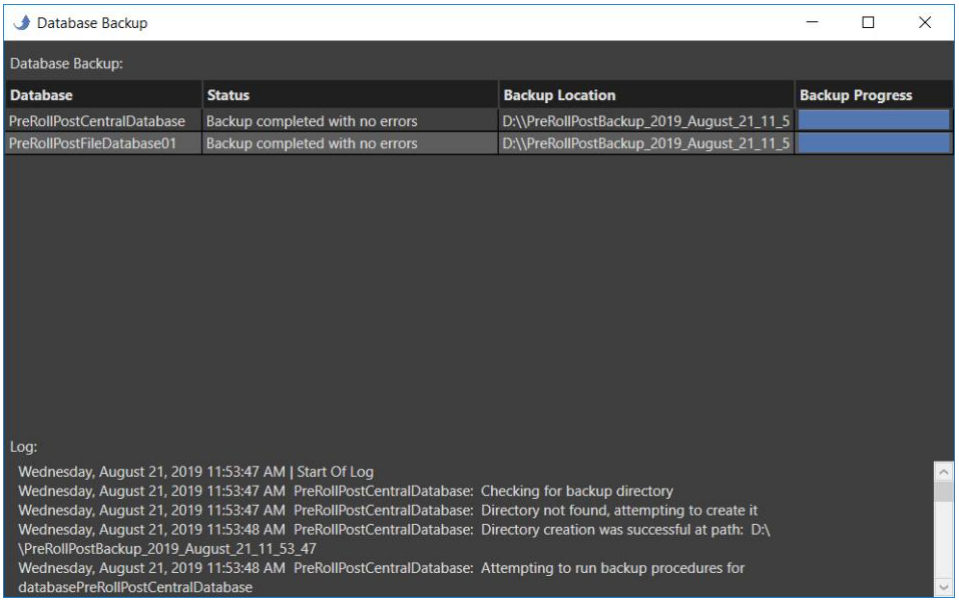
You may add a '**Retrieval Identifier**' (used in the status display and reports); then click the blue '**Begin**' button to start the process. You'll be prompted where to save the restored files.

Retrieval status will be displayed in the right column. Similar to archiving progress, you may click the blue Info button for more details. Once complete, double click in the status bar to open the retrieval report—a manifest of the items restored.

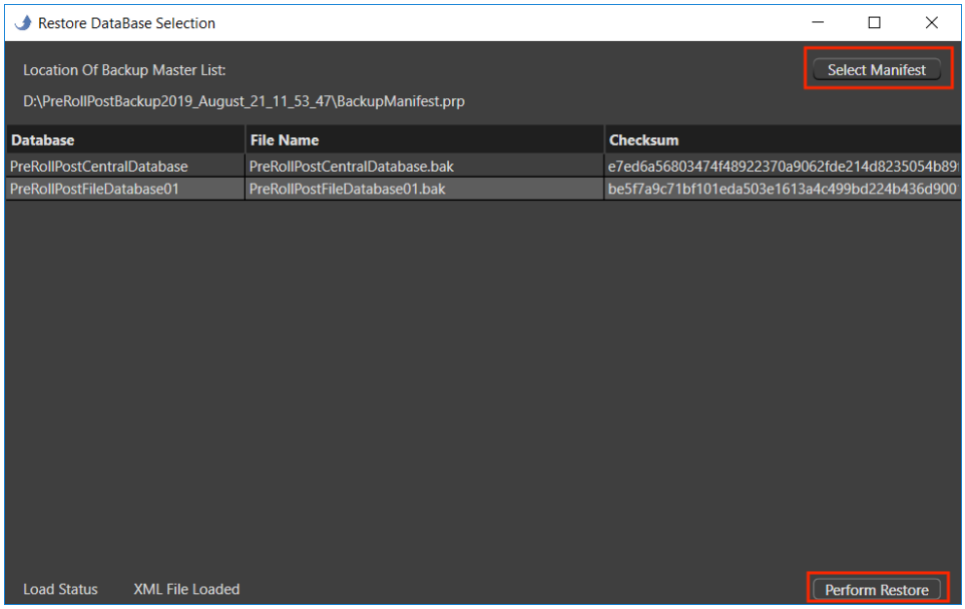
Database Maintenance

Archive indices are automatically stored in a SQL database on your computer. To prevent data loss in case of a hard disk failure you'll also want to periodically copy this file to a remote location such as a server or backup disk. Fortunately, database files are relatively small compared to the full data files.

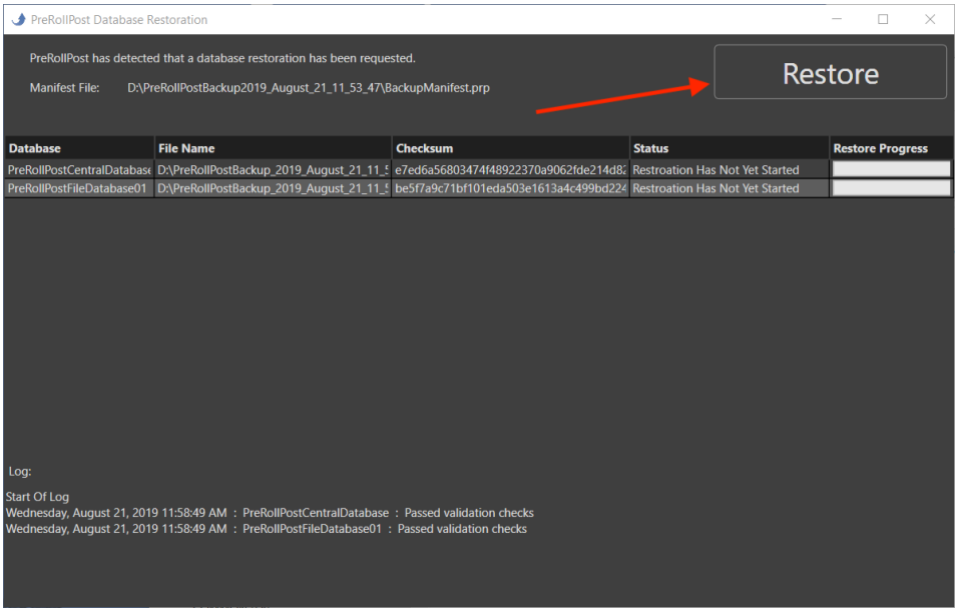
Under the '**Database**' tab from the main menu, click '**Backup Database**' and browse to a location where you'd like to create a copy of the database.



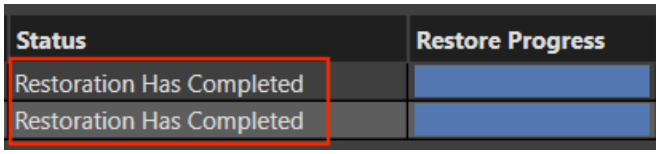
Should you need to move PreRoll Post to a different computer use the '**Restore Database**' option to rebuild the database onto a new system. Click '**Select Manifest**' to browse to the **BackupManifest.prp** file, then click '**Perform Restore**'.



This will load the files and restart the application. Then press the large '**Restore**' button to begin the final phase of the restoration. Please be patient—Restore Progress will be shown in the upper right and will fill blue when complete.



The Status will also change to say '**Restoration Has Completed**'.



Close the dialog and restart the application. The restored database should now be loaded under **Search/Retrieve** mode.

LTO Tapes

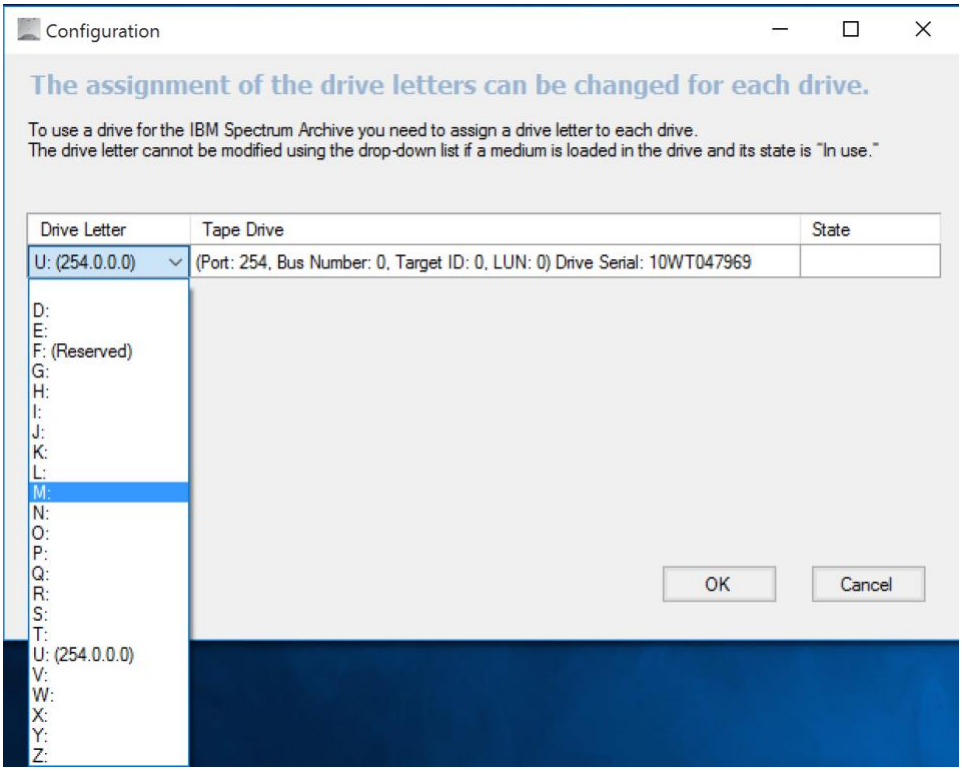
After installation of the application and restarting the computer, launch the **IBM** or **HP LTFS Configuration Manager** depending upon your model deck.

To launch the external application from the link in the '**LTO**' menu click '**Open LTFS Software**'.

TIP: Generally you MUST connect the LTO device and turn it ON before starting the computer in order for it to be "found" by Windows®.

NOTE: You MUST have ADMIN privileges to install and use this application. Some settings may not be accessible while a backup is in progress. To access Admin mode, '**Right-Click**' on the launch icon for PreRoll Post and choose '**Run as administrator**'.

In the configuration manager, **Map a drive letter for the deck.** Typically it's best to use a higher letter than just the next available one to avoid potential conflicts with other randomly mounted devices such as an external disk or thumb drive in the future.



Once your LTO device (tape drive) is mapped to a drive letter and a tape is mounted, you'll be able to select it under '**Prepare/Archive**'.

NOTE: Even though a tape will be presented in the **Search/Retrieve** list you will not be able to browse its content in that view until the tape has been archived or its index added to the database.

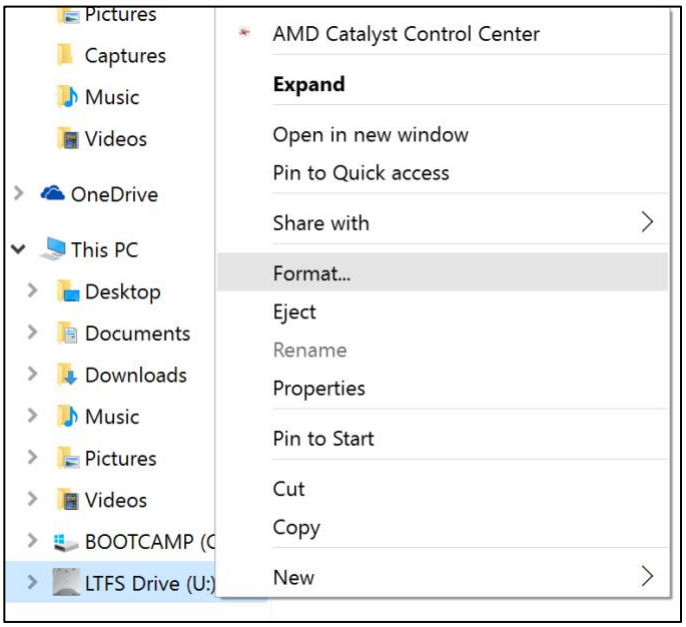
The appropriate drivers (including LTFS driver) must be installed on your system for the **TAPE** to be listed. The deck must be connected and **ON** in order to select it.

PreRoll Post can mount multiple tape drives at the same time as long as they share a common LTFS version. For example, one may be Thunderbolt connected and the other SAS connected as long as they both use the same LTFS driver, or drivers that do not conflict with one another.

That means you can make two exact copies at the same during the backup process. Or you can use one tape as a source and copy selected portions of its contents to another tape.

Format Tapes

To reformat a tape '**Right-Click**' on the tape in **Explorer** and choose '**Format**'.

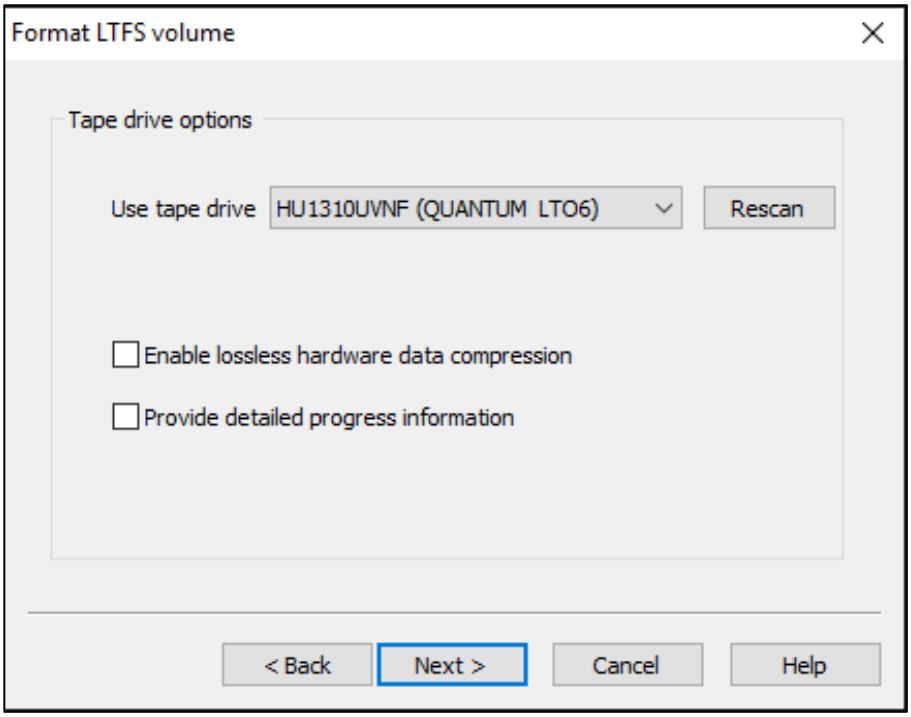


Ultrium LTO tapes are generally supplied in an unformatted state. The first time you load a tape in the deck Explorer will detect whether the tape is properly formatted for LTFS use. If not, you'll be prompted whether to allow the formatting and to input a tape serial number and other information. Once formatted, the tape will mount automatically whenever it's inserted into the drive.

Select the tape drive from the menu (if you have more than one attached to your computer). A unique Tape UUID is assigned by the drive during formatting. This is an un-editable field.

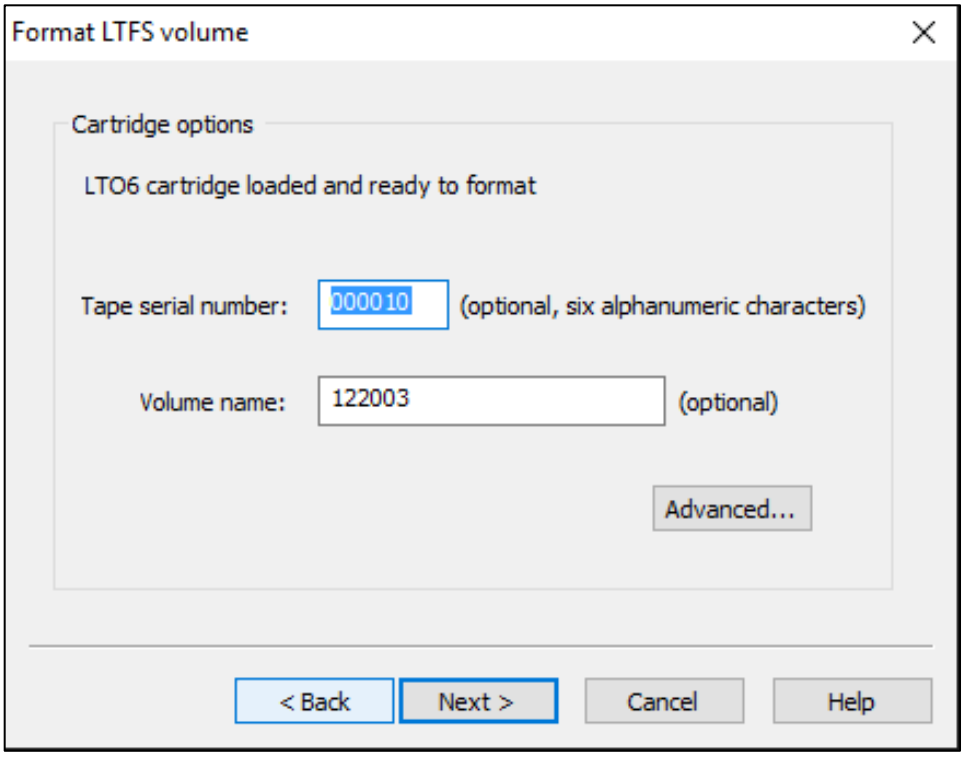
NOTE: In general **"Enable lossless hardware data compression"** does not provide additional capacity when working with video files because they are already highly compressed. In fact, PreRoll Post may perform best in uncompressed mode because there will be no wait time for the hardware compression/decompress processes.

TIP: For best organization, we recommend using a consistent simple serial number for your tapes or purchased barcode labels. As your library of archives grows, this will facilitate sequential shelving and finding the correct tape when retrieving files.

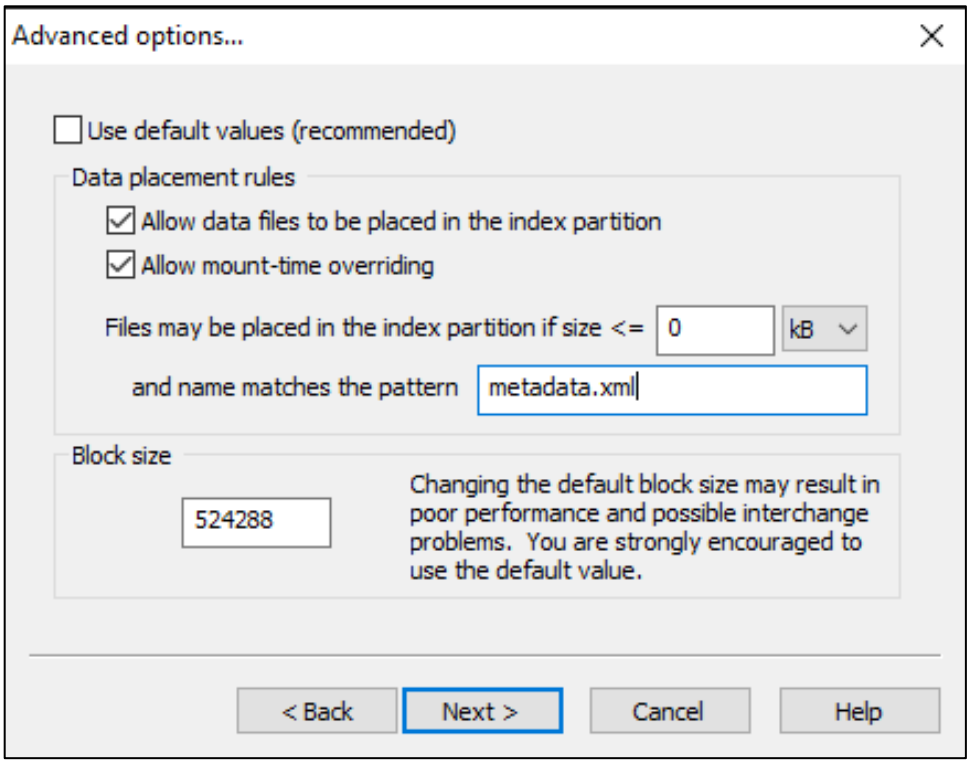


On the next dialog, fill in Tape serial number and Volume (Tape) Name if desired. Tape Serial numbers are limited to 6 (capital) alphanumeric characters.

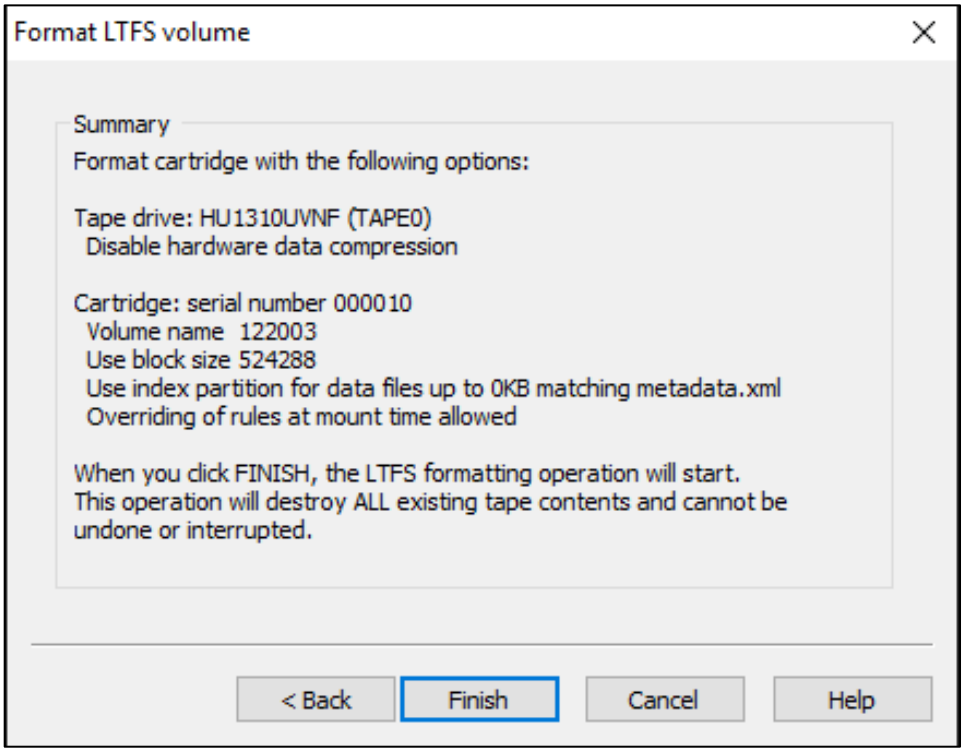
CAUTION! Tape Names cannot contain special characters (e.g. ~, #, $, \, /, *).



To configure the tape for Discovery delivery: Click '**Advanced**' and check the options as shown. Type in '**metadata.xml**' as the name match pattern.



Review the information on the last dialog and click Finish.

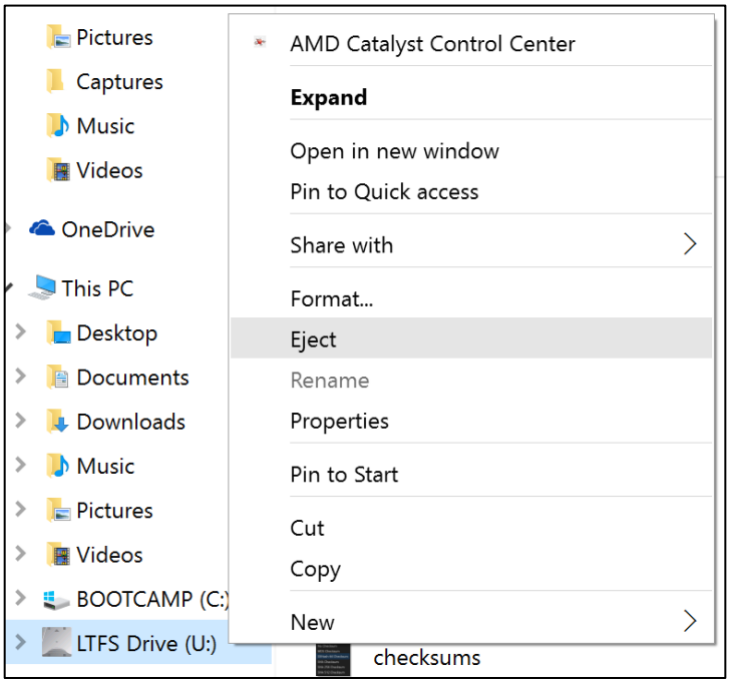


Mount Tape

To mount a tape, simply insert it into the LTO drive. Unformatted tapes or ones with non-LTFS formatting should prompt to format.

Eject Tape

To remove a tape from a deck use the Eject command in the LTO Configuration Manager utility or '**Right-Click**' on it in Explorer and select '**Eject**'.
This will rewind to the beginning of the tape and expel it from the deck. The process should take less than 2 minutes. Please be patient.



CAUTION! Do not eject the tape by simply pressing the button on the front of the deck until the tape has been un-mounted (via software command). Un-mounting includes final updates to the tape's index. If you remove the tape without this step it may become 'inconsistent' (data out of sync with the indices) and require repair.

Appendix A - Installation

Installing the Software

Download the PreRoll Post installer to your computer. '**Right-Click**' on it and choose '**Run As Administrator**'.

Since some of the components are subject to independent end user license agreements (EULAs) apart from Imagine Products' EULA so you may be prompted to accept the terms of each.

You will need to install:

-PreRoll Post application
-Microsoft .NET updates (if needed)
-Microsoft SQL Server
-ICU Framework

-LTFS drivers and HP or IBM LTFS Configuration Manager (These may be downloaded from the manufacturer's sites—links are provided on the LTO tab inside PreRoll Post and from Solutions page on www.imagineproducts.com)

NOTE: If you're using a SAS card in your computer you'll need to install its driver from the manufacturer separate from the PreRoll Post installation.

Once the components are installed you'll be prompted to **allow restarting of the computer to complete installation**.

If any of the components are already present on your computer, you may be able to update or skip depending upon the various versions.

Activation

PreRoll Post activation requires web access to our server to register the software for use. When you purchased the application, a license was added to your account on our website. Upon first launch, the software will attempt to connect to our server and prompt for you to activate.

TIP: Activation information is stored on the system level independent of user preferences, so multiple profiles on the same computer may access the application as long as you install under the **ADMIN** user profile for your computer.

Just enter your account email and password for fast, easy activation, or enter the individual license number.

If you don't have an Internet connection on the target computer you can perform a manual activation. Scan the QR code with your smart phone to quickly go to the appropriate page on our activation site to receive the manual activation code to type into the application.

PreRoll Post is a single user license. If you're upgrading to a new computer, or need to transfer the software, be sure to '**Deactivate**' from the PreRoll Post '**Help**' menu. If you no longer have access to the prior computer you can Deactivate from the website. Click the edit pencil beside your license on the View Licenses page, then click Deactivate.

System Requirements

Windows 10 or **11** (USA English version) is required.
The minimum configuration is:

- 4 GB RAM
-16 GB free disk space

NOTE: Other Windows versions may support this application (e.g. Windows Server) but have not tested by Imagine Products, Inc.

How to Register

If you've purchased from our webstore you are already registered in our system. If you purchased from a reseller or other method, ask the reseller to request transfer of ownership to you. You must first create an account on our website to receive the license into it.

Please sign up for our electronic news. Generally, we only notify of new products and trade shows, commentary and stories of interest from other users just like you. Let us know what you're up to (publishing your stories is an inexpensive way to network within the production community).

Follow us on Social Media for timely and helpful information.

On Twitter: @imagineproducts

Appendix B - Trouble Shooting

Throughout the program, reminders and error checks help to anticipate trouble spots in the program while preventing inadvertent data loss. If a message appears that is unclear, check the Help topics or refer to the appropriate section of this guide for further explanation.

Frequently Asked Questions

I Can't Activate!

Automatic PreRoll Post activation requires web access to our server to register the software for use. When you purchased the application, a PreRoll Post seat was added to your account on our website. Upon first launch, the software will attempt to connect to our server and prompt to activate.

Use your email and account password, or the assigned serial number to activate. If you don't have an Internet connection on the target computer perform a manual activation. Type in the license number, then scan the QR code with your smart phone to quickly go to the appropriate page on our activation site and receive the manual activation code to type into the application.

PreRoll Post is a single user license. If you're upgrading to a new computer, or need to transfer the software, be sure to '**Deactivate**' from the '**Help**' menu.

When transferring the software, always download the most recent version of the software onto the new computer and activate it normally.

Nothing appears in the drive lists

The most common cause of this is the visual C++ runtime libraries are not installed, be sure you installed all required prerequisites when you ran the PreRoll Post installer. You must be an Admin for the computer to properly install this software.

My local hard disks appear in the drive list but not the LTO drive

LTO tape drives do not show as connected devices; only mounted tapes. Use the IBM or HP LTFS Utility to mount the tape and assign a drive letter to it. **Generally you MUST turn on LTO drives before starting the computer for the device to be 'detected' by Windows.**

Not all my files are in the Search/Retrieve section

'**Search/Retrieve**' is a view to the database. If the tape is missing, has been deleted or was created with a different application you may add the tape's index to your database. To do that, mount the tape and in '**Search/Retrieve**' '**Right-Click**' on it and choose '**Generic Index**'. You'll see a task status indicating when indexing is finished.

My application cannot install or connect to its database

Run the PreRoll Post installer from the '**Right-Click**' menu and choose '**Run as Administrator**'. This ensures you have proper permissions to modify your computer from the installer.

Be sure the database installed and was configured properly. PreRoll Post can continue to function without its database but any archives done will not be logged into the restoration section. If you are alerted that the PreRoll Post cannot connect to the database, close the application and run SQL Server Management and ensure the server is running. It should auto-run upon Windows launch.

LTFS Questions

LTO Drive Not Found. Use the IBM or HP LTFS Configuration Manager (external utility application), depending upon your model deck to map a Windows drive letter to the deck. Only TAPES show up in attached media list inside PreRoll Post, not the LTO drive itself. You must format and mount a tape using the configuration manager.

Can I use LTO–7 media in my LTO–8 drive? Yes, absolutely. An LTO–8 drive fully supports creating and reading LTO-7 tapes. Likewise, an LTO-7 drive can create both LTO-7 and LTO-6 tapes, and can read from LTO-5, 6 and 7 tapes.

Does LTFS work with Write Once Read Many (WORM) media? No, WORM media cannot be partitioned therefore it is not usable with LTFS.

How long will it take to archive my media? LTO-8 drives are rated at a sustainable transfer rate around 300MB/sec, while LTO-7 drives top out around 160MB/sec. A 3 Gb/sec SAS card is capable of up to 375 MB/sec and USB 3.0 and Thunderbolt ports are all rated much higher. Be sure the source for the files being archived is capable of higher data transfer rates than the tape drive. Low bandwidth sources can starve the archive process and substantially slow it by numerous pauses and tape 'shoe-shining'.

Technical Support

This product was designed to be easy to use and we want you to feel at home as you navigate through it. This guide should address the most often asked questions along the way. However, should you need support the specialists at Imagine can provide answers quickly and in terminology that you can understand.

Contacting Imagine Products

Visit Imagine's Web site to fill out a problem report **http://www.imagineproducts.com/** for fast, free service.

Updated news and patches will be available on the page, as well as Frequently Asked Questions under the Support tab on our site.

Alternatively you may email support @ imagineproducts.com

Check for Updates

From the Help menu, select '**Check For Updates**' to manually check now for any updates. Click '**Configure Updates**' to set how often the application should check automatically whether a newer version of the software exists.

You may also download updates or purchase an Update Plan from the website under ACCOUNT>VIEW LICENSES.

Diagnostic Logs

Should you experience crashes or other system problems you may be asked to supply us with the '**Diagnostic**' logs. You'll find them at the Diagnostics location under the '**Help**' menu.

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