

# 2016



# Audit Workflow Manual

# 2016 Audit Workflow Manual

R20160106

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## Physical Setup

### (1) Physical Setup:

- a. Show up to the venue with everyone 10 minutes prior to truck getting there.
- b. Do a quick walk through of where you will be setting up your three judges station, the audit station and the MC location. Evaluate your set up and make sure you will have enough room to set up 3 judges tables and 1 each for the auditor and MC.
- c. Make sure you have three separate 20 amp circuits for your set up: (1) for the Judges and (2) for the Audit case, audio mixer, printer and other more power-hungry accessories.
- d. Confirm with your competition director where the wired Internet connection is located, and if you will need an Ethernet cable or if the venue will supply one for you. [See the MC Workflow document for specifics on Internet connection requirements.](#)
- e. Find out if you will have a judges/staff lounge where your judges goodie box will be located for the weekend.
- f. Assist in unloading the truck with all departments involved.
- g. Once the truck is unloaded, do an inventory to make sure all your cases and tables are accounted for. All equipment is located in 3 individual audit cases.
- h. Following the audit system wiring diagram ([see attached](#)), make sure all your connection and adapters are in place and firmly seated.
- i. Power up the equipment in the following order
  - i.(1) UPS/Battery backup units
  - i.(2) Wireless router (CradlePoint MBR-1400 unit)
  - i.(3) Network switch
  - i.(4) G-Dock EVThunderbolt drive dock
  - i.(5) FireWire Audio Mixer (PreSonus FireStudio Project)
  - i.(6) Main Audit server laptop (WMIA-MBP-x) with Thunderbolt Dock attached and power adapter plugged in.
  - i.(7) Printer
  - i.(8) Judges Laptops
  - i.(9) MC/Streaming Laptop
  - i.(10) MC/Audio Library and MC/Audit Music Laptops
  - i.(11) iPads: (1) iPad Mini for Same Day Productions and 4 for backstage/MC use.

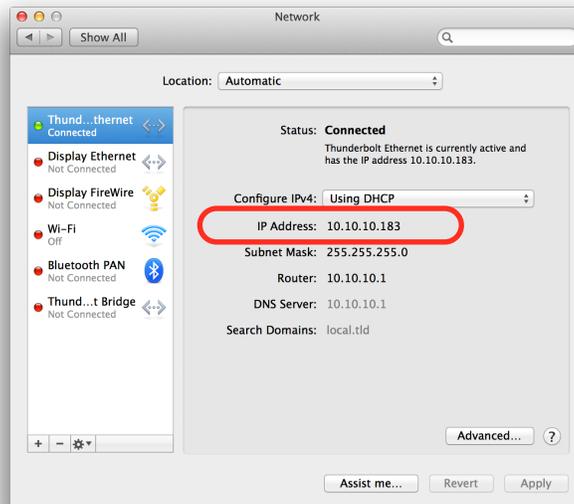
*(Note: Under no circumstances are any other devices to be connected to the WiFi network other than the company iPads used at the show. This includes company and personal iPhones and other WiFi capable devices. If a non-approved device is shown to be connected to the network, it will be blocked by the IT staff and the show director will be made aware of the connection).*

*(Note: Under no circumstances is an employee to run software update or make system modifications on any MacBook or iPad unless told to do so by a member of the IT staff. The systems are locked into a production mode and any changes to the system software will complicate any conflict resolution and may actually create new issues).*

# Software Setup

## (2) Software Setup

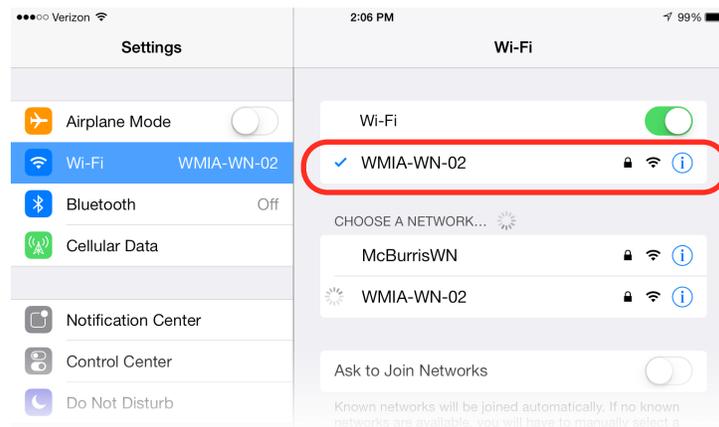
- Log into the Audit Server laptop as 'Auditor' with password '9audit!' (*Note: Under no circumstances are you to run the competition as the 'WMI Admin' account on any system unless you are told to do so by a member of the IT staff. The WMI Admin password is not to be given to any employee other than the show director*)
- Log into the Judges laptops as 'Judge' with password '9judge!'
- Log Into the MC/Streaming laptop as 'MC' with password '9mc!'
- Verify that all laptops are connected to the MBR-1400 router via Ethernet. You can check this by going to the **Apple Menu > System Preferences > Network**.
- In the IP address field, make sure that you have an IP address in the range of 10.10.10.x. These addresses are automatically assigned by the router to all devices on the network (wired and wireless). If the IP address is not in this range, check your Ethernet connection.



- No laptops should be connected to the network via Wi-Fi. For the most reliable connections, all laptops must have Wi-Fi disabled. If Wi-Fi turned on, right-click on the Wi-Fi icon in the task bar and choose 'Turn Wi-Fi off'



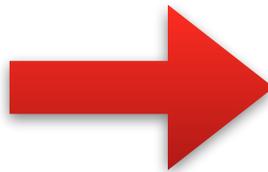
- g. Verify that all iPads are connected to the WiFi network. Each router has a unique Wi-Fi network name (WMIA-WN-01, 02, etc.) In the event of a 2-room show it is very important you are connected to the correct WiFi network, as you will need to be communicating with the correct database for the show to run correctly. On the iPads, you can go to *Settings* > *Wi-Fi* and check what network you are connected to. Video Critique Storage Setup



- g.(1) Insert the G-Dock EV drive into the Thunderbolt drive enclosure. This is the backup location where the video critiques will be recorded to and will need to be returned with the show director to the office for archival.



**C-HD-xx**

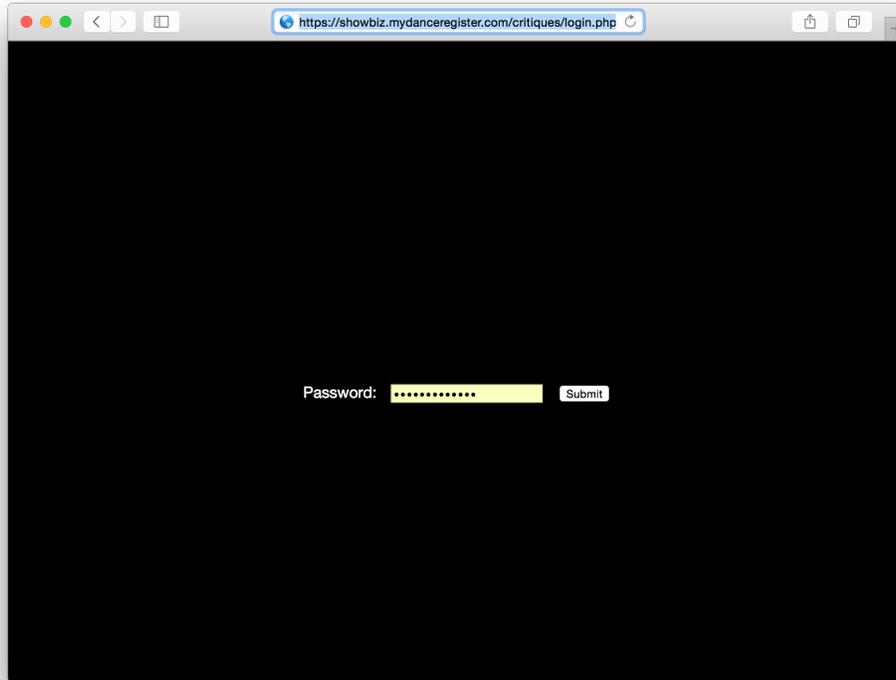


- g.(2) You will see a drive mounted on the Audit Server desktop named **C-HD-xx** (where xx is the volume number on the label on the bottom of the drive). Do not eject this volume or power off the docking station while the volume is mounted, as it can cause data loss or disc corruption. At the end of the show, drag the volume to the Trash or right-click on the drive and choose 'Eject'.
- g.(3) On the desktop create a new folder and name it with the following format: **year\_comp\_locationName**. For example, you were at a Showbiz show in Daytona Beach in 2016, you would name the folder **2016\_SB\_DaytonaBeach**. If you were at a PrimeTime show in Omaha in 2016 you would name the folder **2016\_PT\_Omaha**. If there are multiple rooms at one show, make sure and label the folder with the room number at the end, for example: **2016\_SB\_DaytonaBeach\_Room1**, **2016\_SB\_DaytonaBeach\_Room2**, etc. It is important to keep the folder name accurate as to not confuse different shows data when it is returned to the office, especially with multiple rooms.
- g.(4) As a backup in case of a disk or power failure, the video critiques will be recorded to two locations simultaneously. Create a second folder on the C-HD-XX drive with the exact same name as your desktop folder with a **-B** suffix behind the name to denote it is a backup folder (following the example above, the name for this backup folder would be **2016\_SB\_DaytonaBeach-B**). You will set the location of both of these folders when starting the TourVideo capture application in step i.(4).

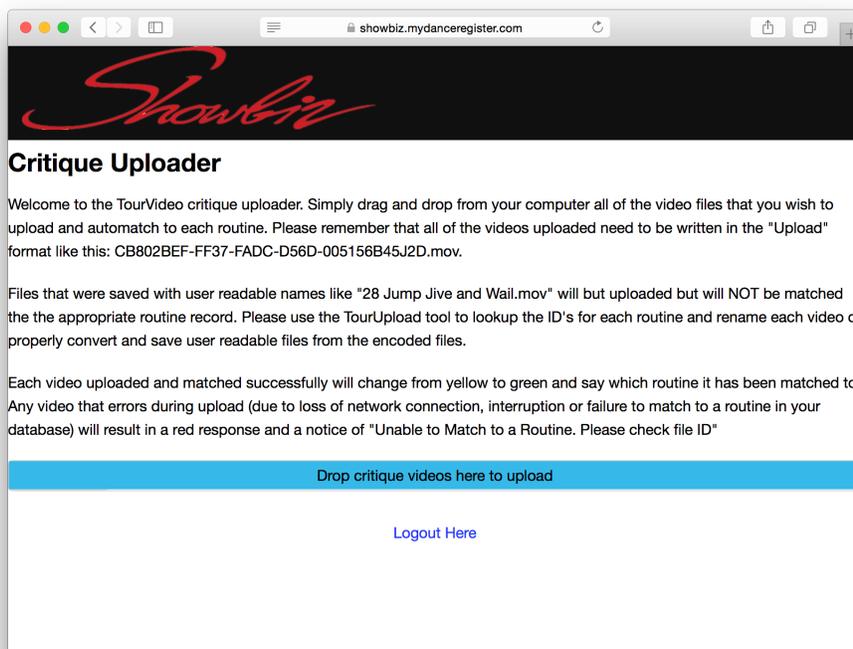
g.(5) As you go through the event, you will upload the critiques you record to cloud storage over the internet. Open your web browser and go to the following address appropriate for your competition:

Showbiz: <https://showbiz.mydanceregister.com/critiques/>

PrimeTime: <https://primetime.mydanceregister.com/critiques/>

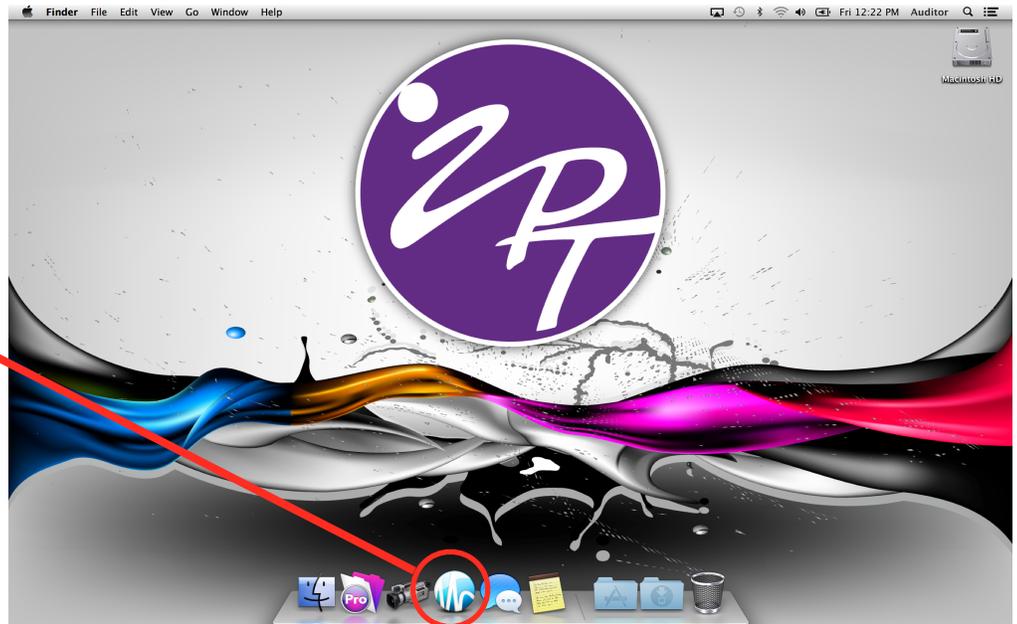


The password for each account is () - have your browser open and ready to drop files as you record.

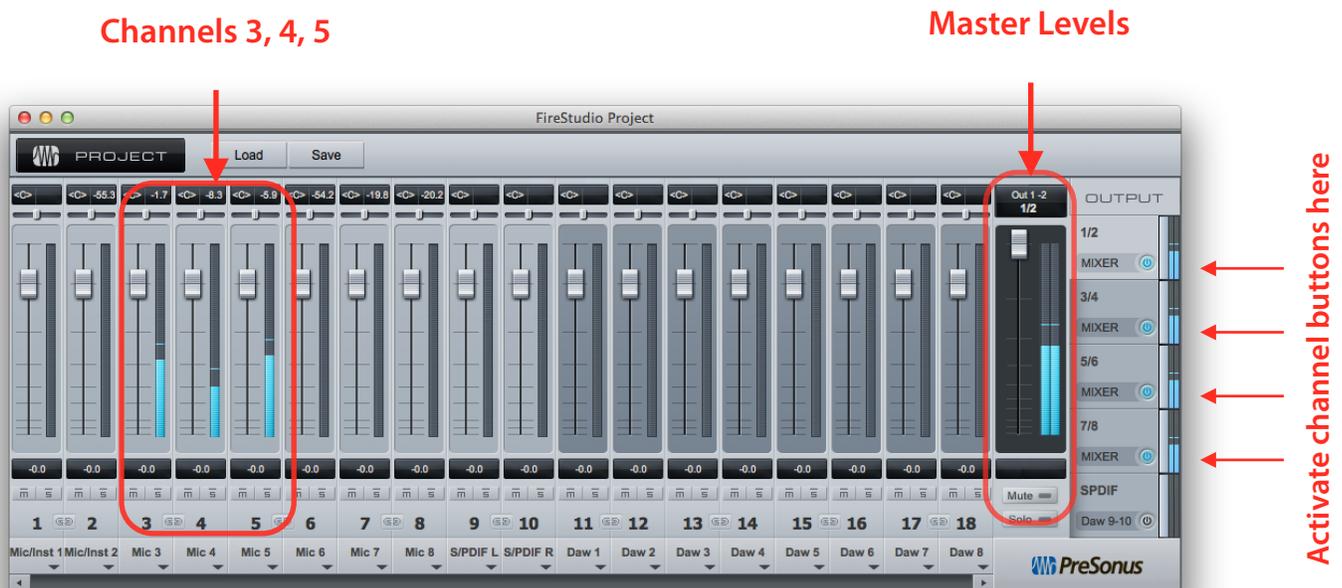


## h. Video Critique Audio Mixer Connections

h.(1) Make sure all headphones and microphones are plugged in as shown on Audit Setup Diagram and launch the PreSonus Universal Control Application.



h.(2) Check all the headphones and microphones so they are working properly by being able to hear all three judges through the FireStudio Project mixer. Do this by having three people put the headphones on and speak into the microphones. All three users should be able to hear each other at the same time. Master Levels for 1/2, 3/4, 5/6 and 7/8 should be active in the PreSonus Universal Control App.



h.(3) On the front of the PreSonus FireStudio panel, make sure the FireWire LED is blue. If it is red, unplug and then reconnect the FireWire cable or power cycle the unit with the power switch to have it reset itself.



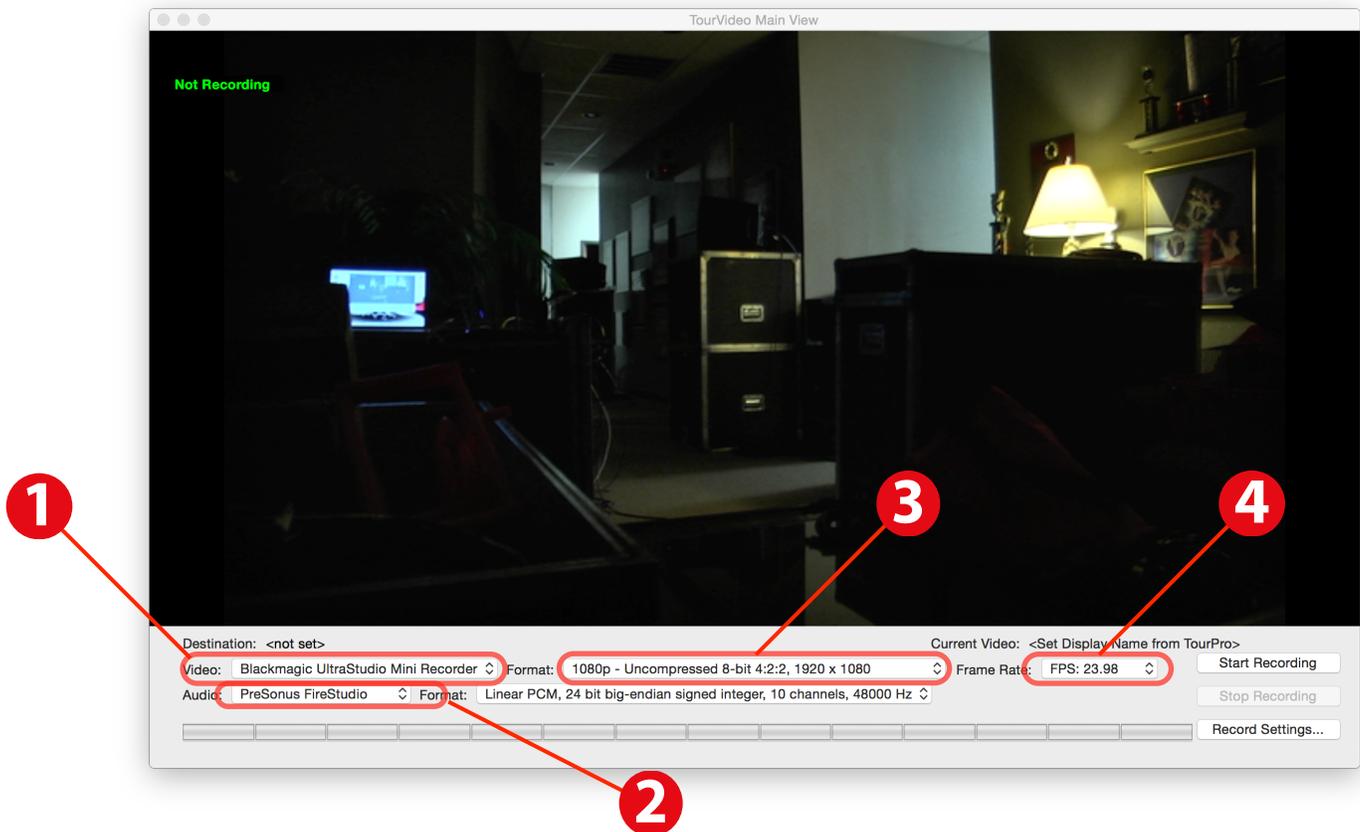
## i. Video Critique Camera & TourVideo Setup

i.(1) Make sure the Blackmagic Mini Recorder is plugged into an available Thunderbolt port and the HD/SDI cable is going OUT from the UltraStudio capture device IN to the Mini Recorder (see Audit Wiring Diagram for details).

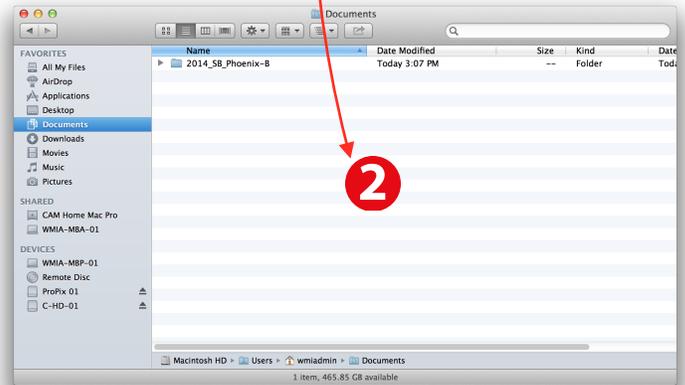
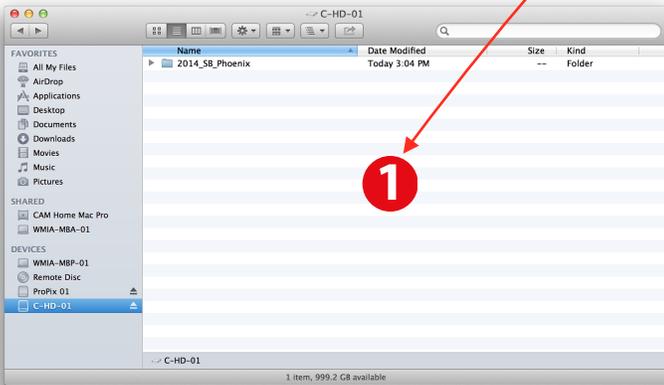
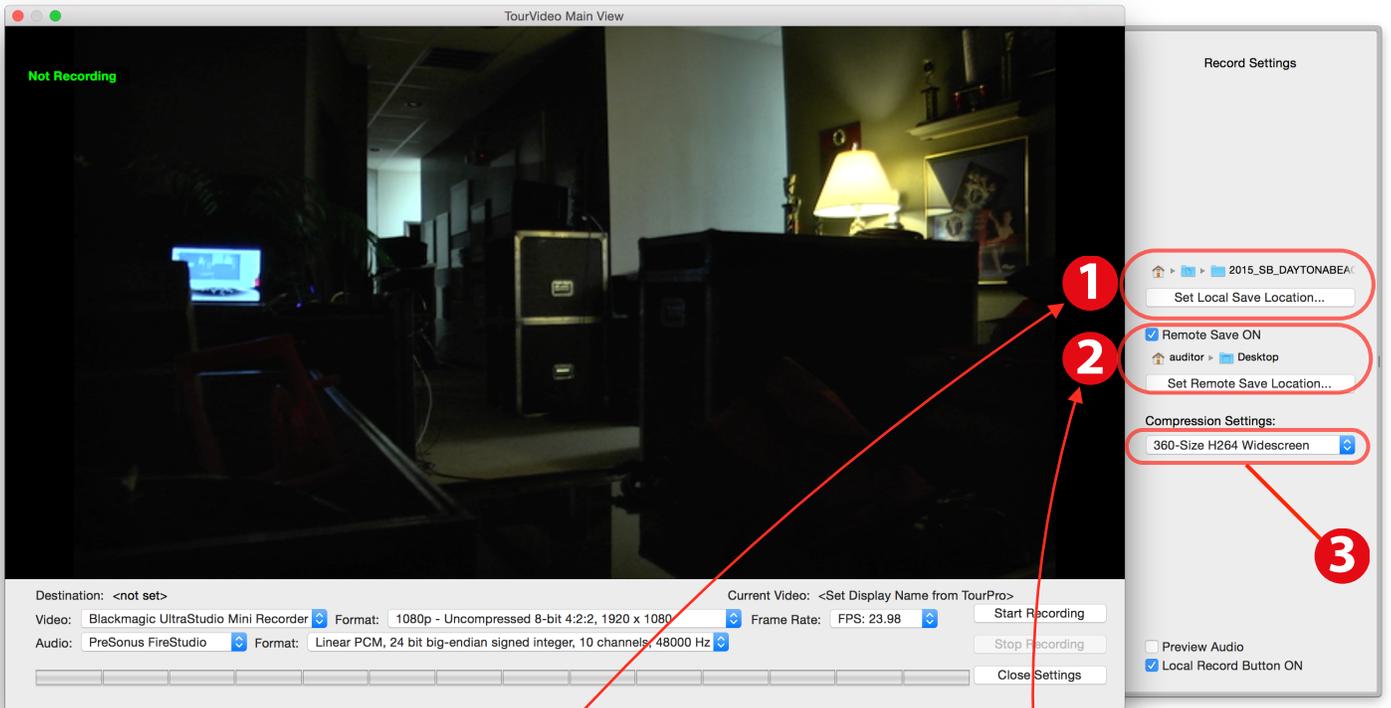
i.(2) Launch the TourPro video capture application:



i.(3) When you launch TourVideo, the **Video setting (1)** may default to the the built-in FaceTime HD camera. You will need to change it to the **Blackmagic UltraStudio Mini Recorder**. Check that the **Audio (2)** setting is set to **PreSonus FireStudio** option. Check that your **Format (3)** is set to **1080p - Uncompressed 8-bit 4-2-2** and the Frame Rate setting **(4)** is at **FPS: 23.98**.



i.(4) You will now need to set the primary and backup recording location. In the TourVideo app, click the 'Record Settings' and the side panel will slide open. Set '**Local save Location**' (1) to the desktop folder you created previously, and the '**Remote Save Location**' (2) to the G-Dock EV volume folder you created with the same name and -B added to the end of the folder name. Make sure the '**Compression Settings**' (3) drop-down is set to **360-Size H264 Widescreen** for the best quality/file size.



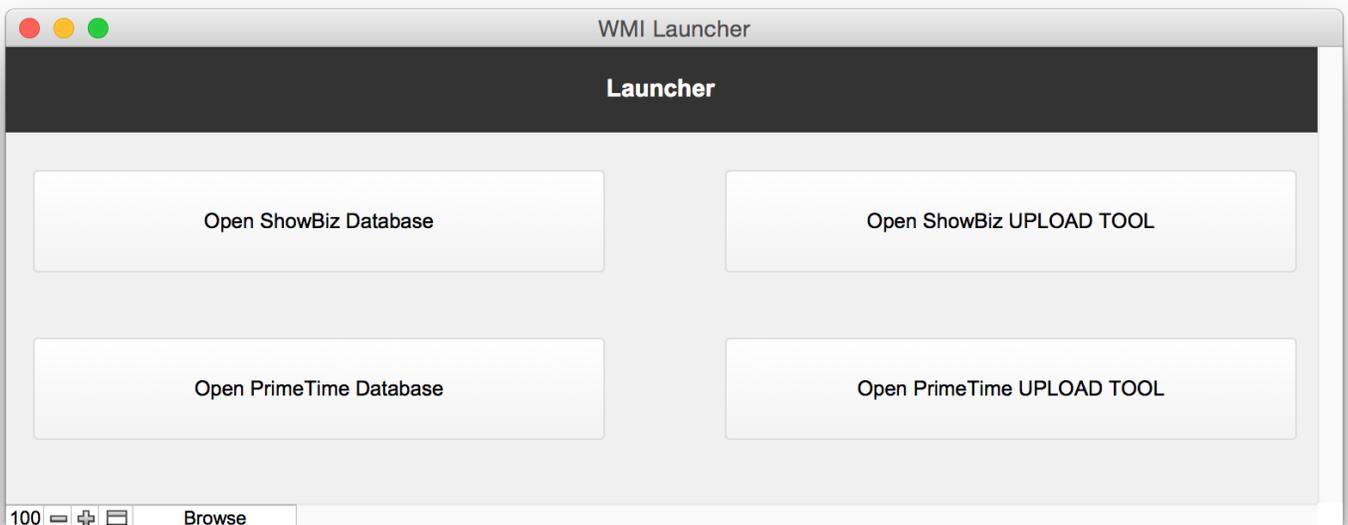
## Competition Setup

### (3) Competition Setup

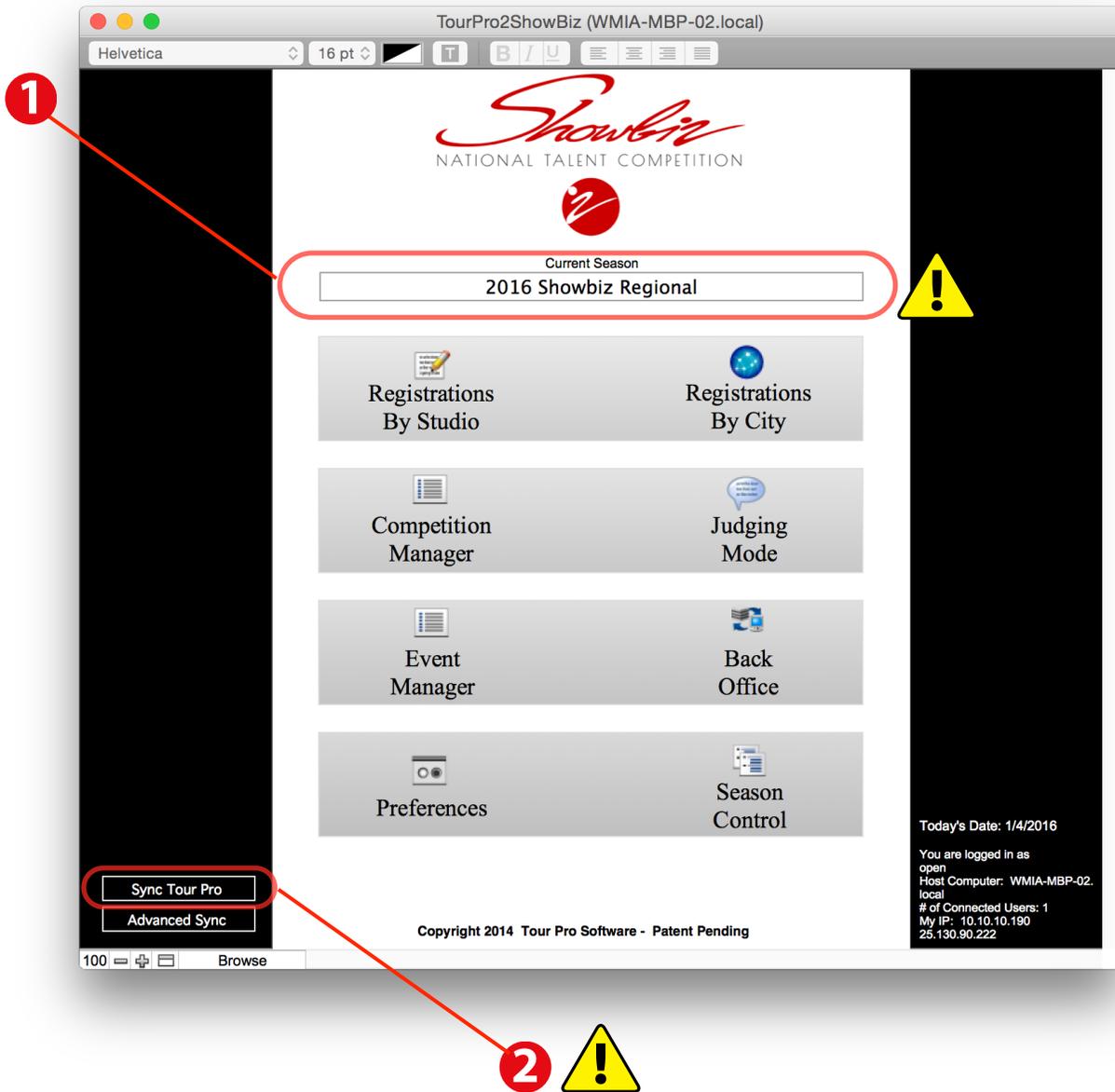
- a. On the Audit Server laptop, find the file named **WMI Launcher.fmp12** on the desktop:



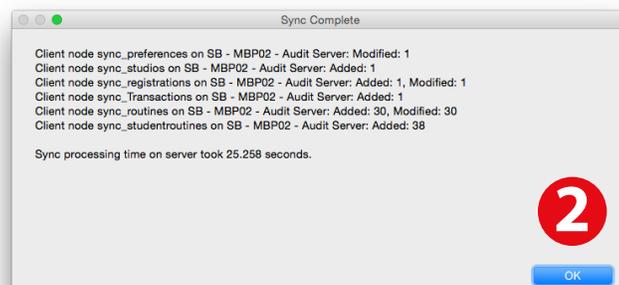
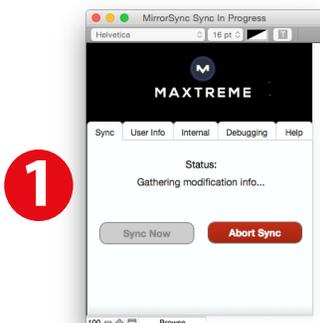
- b. This will open the TourPro Launcher dialog box. Choose the competition you are running (Showbiz or PrimeTime) and launch the appropriate database and uploader tool. **Do not mix and match Showbiz/PrimeTime database and uploader tools!** *Note: There is a glitch with the system that gives an "Unknown Error 307" twice when file launches. Just hit OK to ignore these errors.*



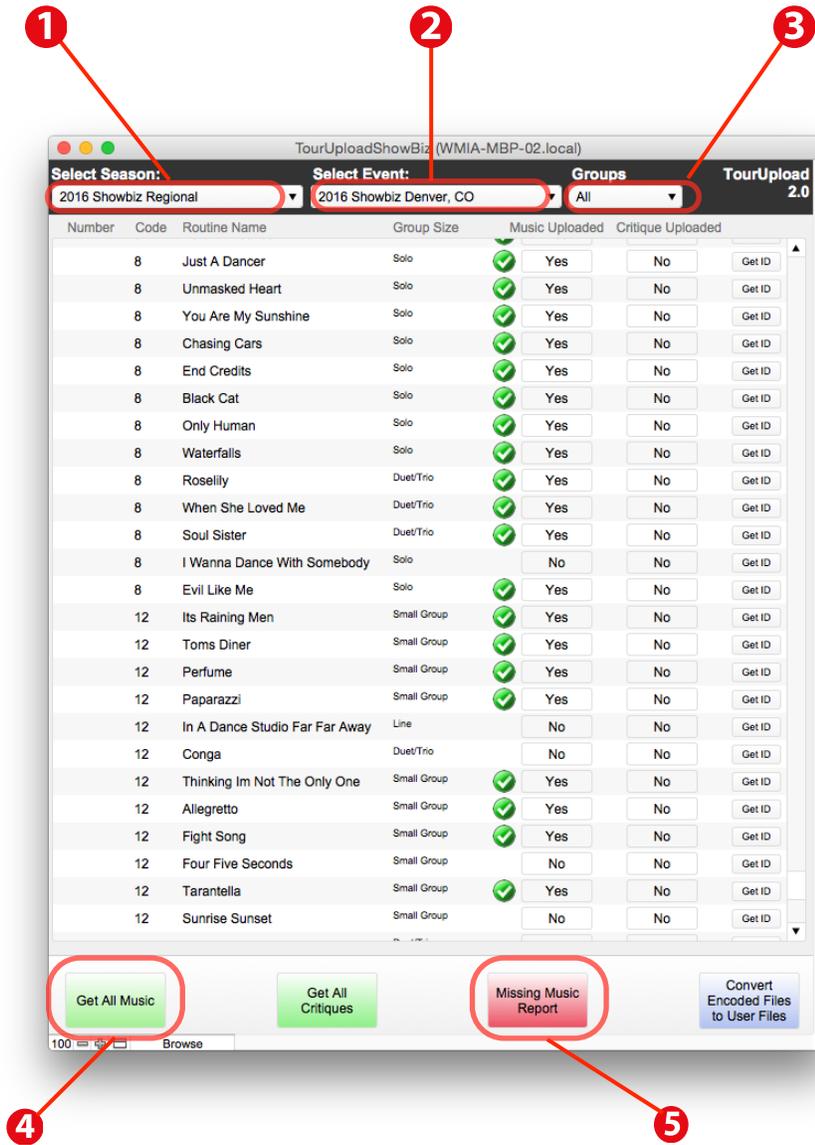
- c. **IMPORTANT:** Once the Showbiz or PrimeTime database and uploader tool are open, make sure your competition season is selected correctly from the dropdown menu for the database: (1)
- d. **IMPORTANT:** Be sure to sync the database before you do perform any other task. Go to "Sync Tour Pro" (2) in the lower left of the main window and allow the database to sync. This may take a while, so allow plenty of time during setup for this to happen. **Again, you cannot perform an accurate show without doing this first!**



- e. You will see a small window appear while TourPro is connected to the central server (1). Allow all sync operations to complete before you continue. You will see a completion window with the results. Press OK (2) to proceed.

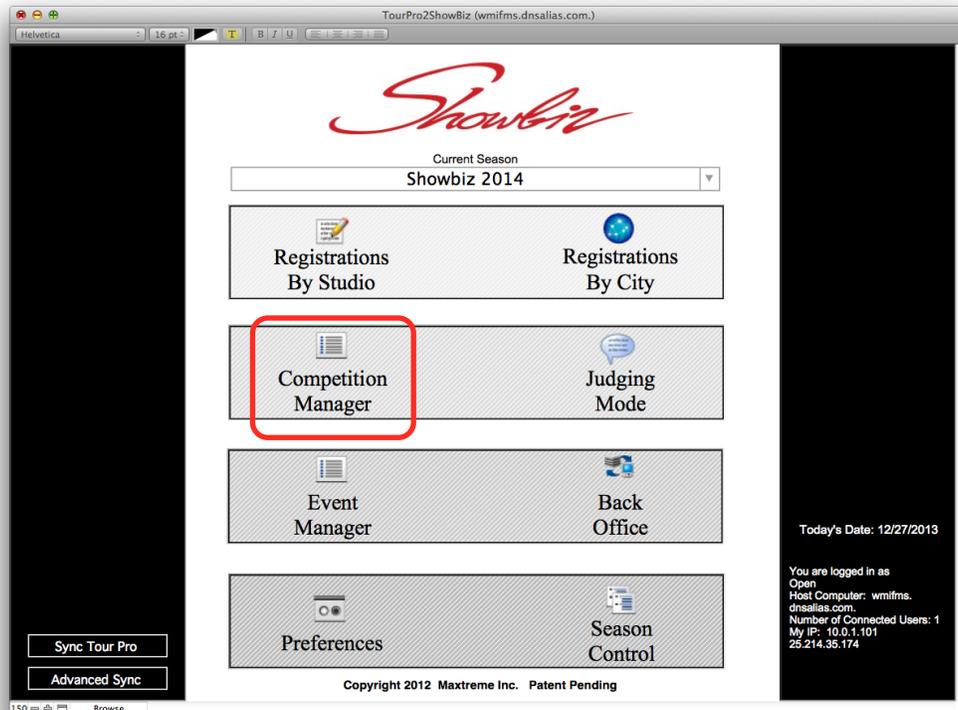


- f. In the Uploader tool, select the current season (1), the event location (2), and leave the 'Groups' dropdown set to 'All' (3)

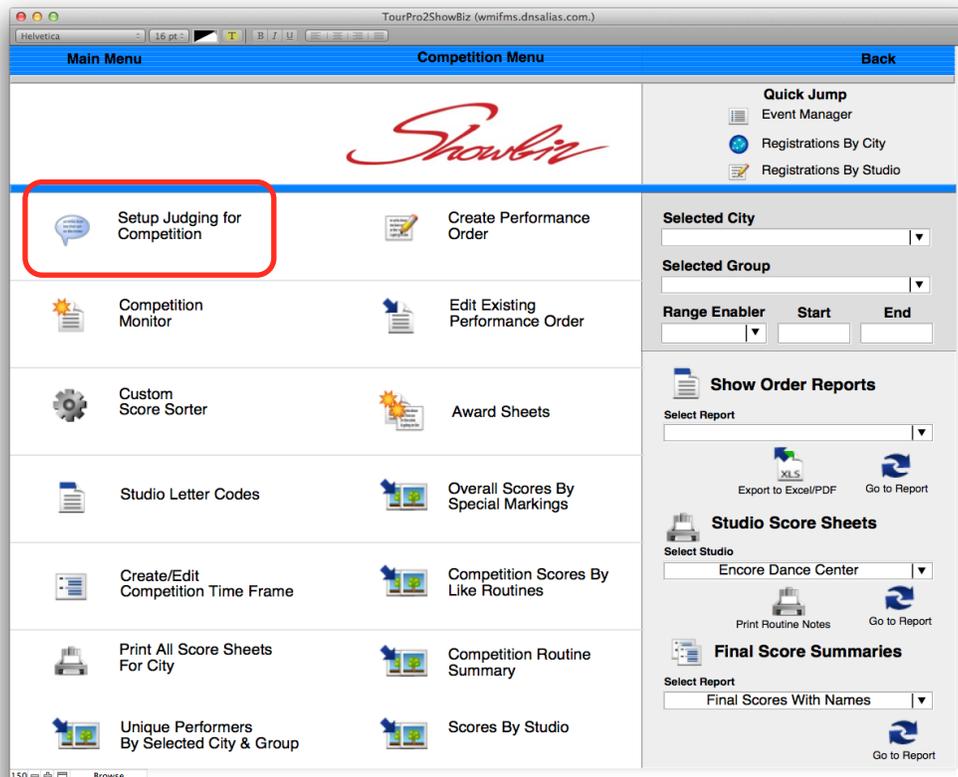


- g. Notice in the column named "Music Uploaded", you will see studios that uploaded their music during registration marked with a green checkmark. You will need to download these tracks and give them to the MC to use on the MC Audit Tracks Laptop.
- h. Make a new folder on the desktop and name it (event) Audio Tracks, where "event" is the name of your location. For example, if you were in Daytona Beach, you would name the folder "Daytona Beach Audio Tracks"
- i. You will need to download all the audio tracks from the cloud server to the laptop. To do this, press the "Get All Music" button in the Upload tool (4). FileMaker will ask you what folder to download the tracks to, and when prompted, choose the folder you created in the previous step and hit 'Open'. **This will take some time depending on how many tracks need to be downloaded and your internet connection speed. Do this as soon as your audit equipment is set up so you have enough time to get all the tracks.**
- j. Once all the tracks are downloaded you will need to copy them to a flash drive and give them to the MC. You can also copy them over the network using the Finder (go to the Finder sidebar, find the audit server on your network (WMIA-MBP-xx) and log in as **auditor** with password **9audit!** from the MC Audit Music laptop) The MC will then copy those files to their system for playback.
- k. Once you hand off the audit audio tracks, you will generate a Missing Music Report for the MC so they will know which files to play from the MC Audit Tracks Laptop, and which they will need a CD or other device from the studio director. Press the "Missing Music Report" (5) button to generate this. Once the file is generated, print it out and give it to the MC.

- I. Return to the main TourPro database window and you will be greeted with the main menu. To set up the competition, choose 'Competition Manager':



- m. At the Competition Menu page, choose 'Setup Judging for Competition'



- n. Under 'Judging Setup Options': Select the city of your competition, from the 'Select City' (1) drop-down, and from the 'Select Groups' (2) drop-down, choose 'All'. Once these selections have been made, press the 'Begin Setup...' button (3).

**Judging Setup Options**

Select City: Phoenix AZ 2014 \*\*SOLD OUT\*\*

Select Groups: All

Begin Setup...

**Judging Categories**

Category	Max Points
Technique	40
Execution	35
Showmanship	25

Click To Change Categories

**Competition Setup Instructions**

Use the box at left to select the competition you wish to set up judging for. When you selected a city location and group type, hit the Begin Setup button below. Listed below are the categories for the competition that will be created for each judge to fill in. To make any changes, select Click To Change Categories.

**Remove Judge From Competition**

Removing a judge from a competition will remove both their Judging record AND any score's that were created for them. This is intended to fix accidental Judge creation and should not be run after a competition has been run. This process is not reversible.

Remove Judge

- o. After setup is finished you will be asked to choose the judges for the competition. In the column on the left labeled 'Available Judges', choose Judge 1, Judge 2 and Judge 3 and add them to the 'Current Judges' column on the right by clicking the green '+' symbol for each one. Press 'Continue' when completed.

Mobile AL 2014

Below on the left is a list of available judges who are pulled from your staff list. To the right is a list of judges who are presently in the selected city above. To add a new judge, click on the green arrow button on the left. To remove a judge, delete arrow from the list on the right.

Available Judges	Current Judges
Judge 1	
Judge 2	
Judge 3	
Judge 4	
Judge 5	
Don Burris	
Carlos Vigil	

Cancel Continue

Mobile AL 2014

Below on the left is a list of available judges who are pulled from your staff list. To the right is a list of judges who are presently in the selected city above. To add a new judge, click on the green arrow button on the left. To remove a judge, delete arrow from the list on the right.

Available Judges	Current Judges
Judge 1	Judge 1
Judge 2	Judge 2
Judge 3	Judge 3
Judge 4	
Judge 5	
Don Burris	
Carlos Vigil	

Cancel Continue

p. With the judges activated for the competition, log on each judge to their respective laptops:

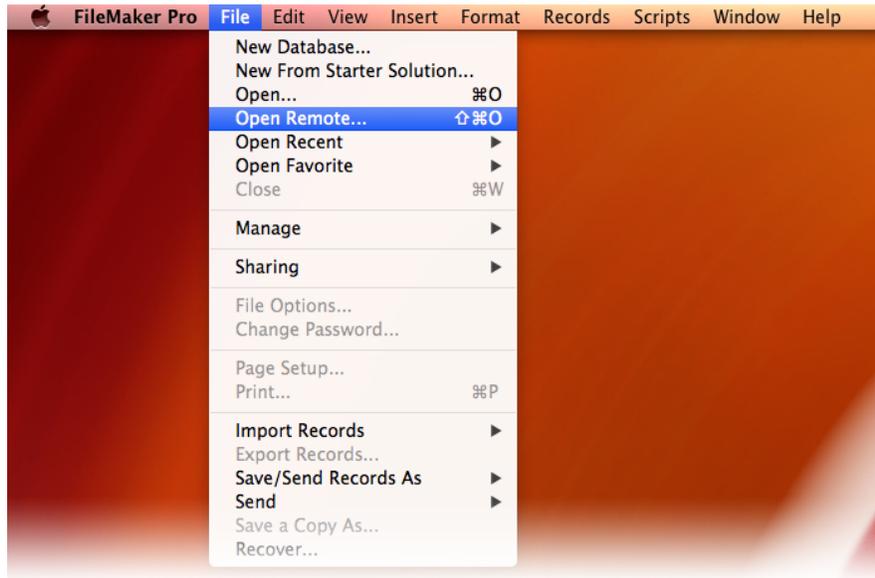
p.(1) Each Judge laptop has a 'Judge' account (the Green user icon) - log on to each account with the password **9judge!**.

p.(2) The Judge account is a restricted account, and only has access to basic functions in the Finder, and no access to the Internet.

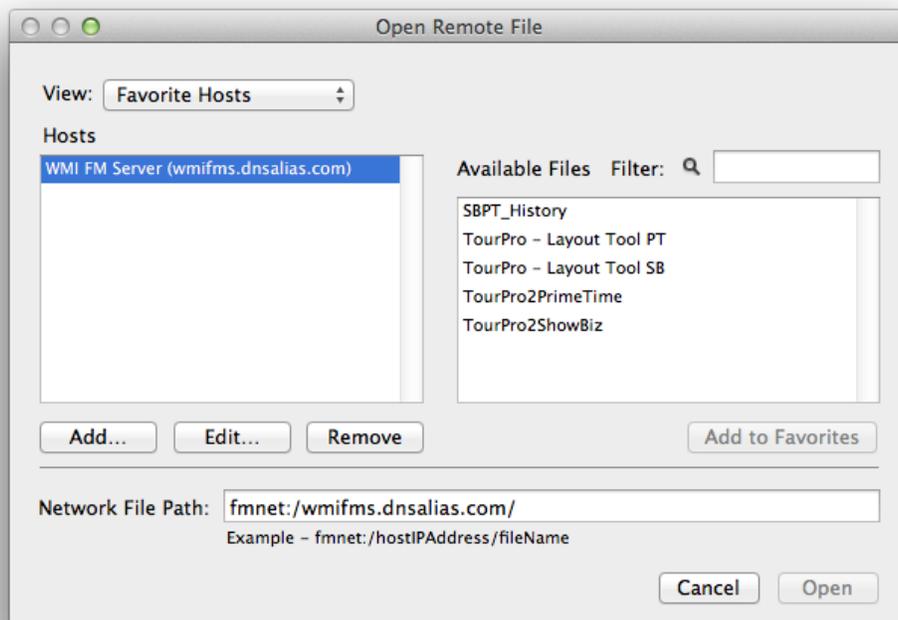
p.(3) Launch FileMaker from the Dock

p.(4) If not already open, navigate to the FileMaker database for your competition:

p.(4)(1) From the FileMaker menu, choose **File > Open Remote...**



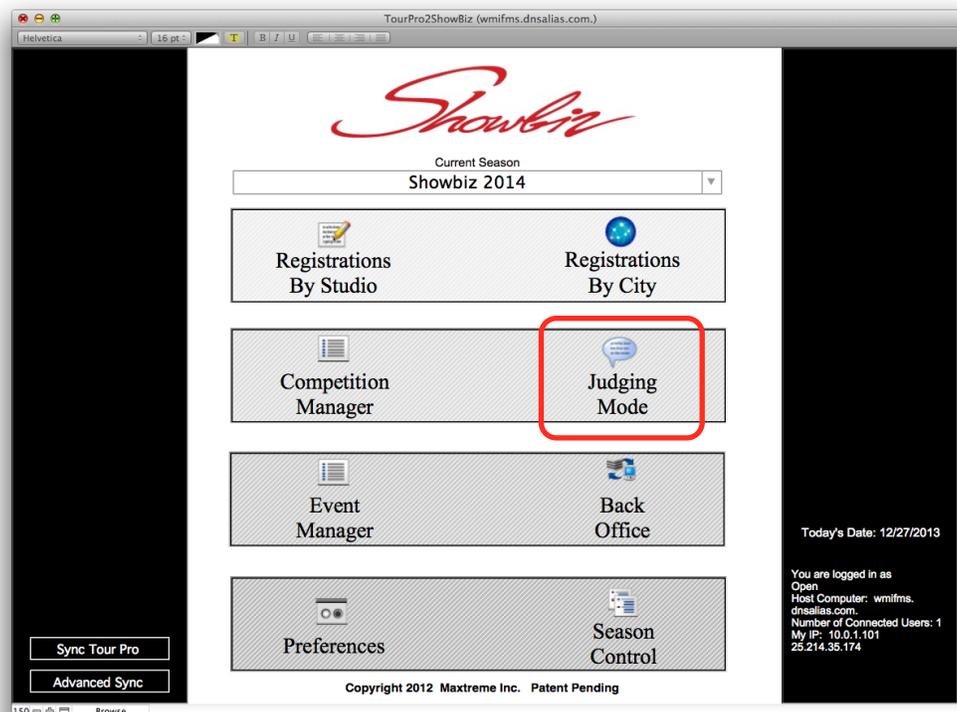
p.(4)(2) The 'Open Remote File' dialog box will appear. In the list on the left you will see the available FileMaker server on your network (and it's corresponding IP address). The computer name will be in the series of WMI-MBP-xx. If you do not see this in the list, check your network connections. Choose the correct file for your competition (SB or PT).



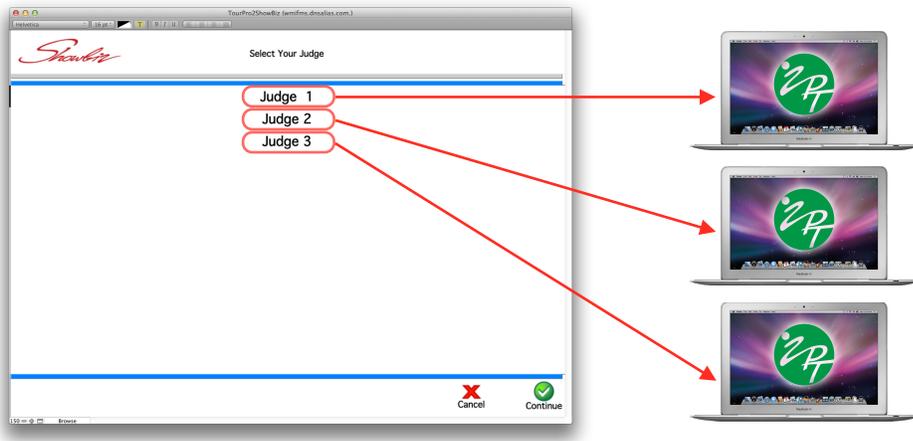
p.(4)(3) You will be required to enter a user name and password to access the database. On all judge systems, the user name is 'open' and the password is 'open5'. You can check the box 'Remember this password in my keychain' to save it for the next session.



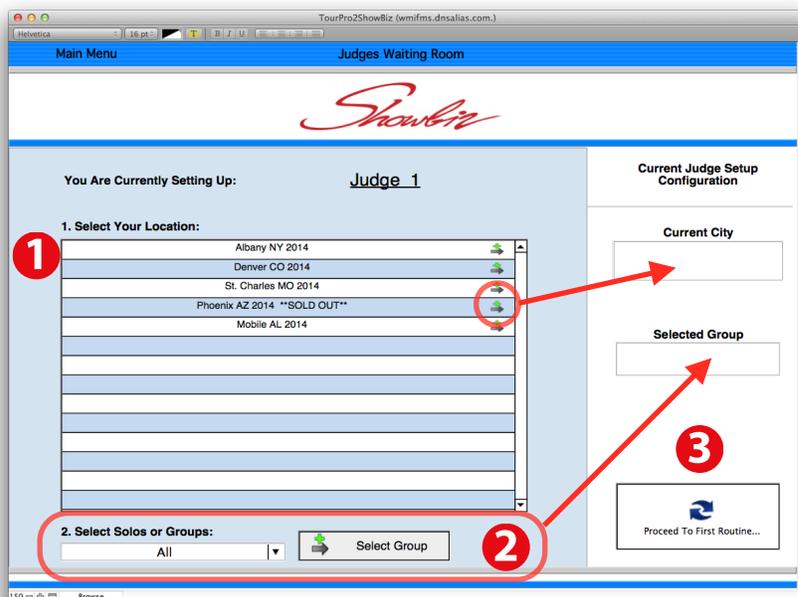
p.(4)(4) When the main TourPro menu appears, choose Judging Mode for each system.



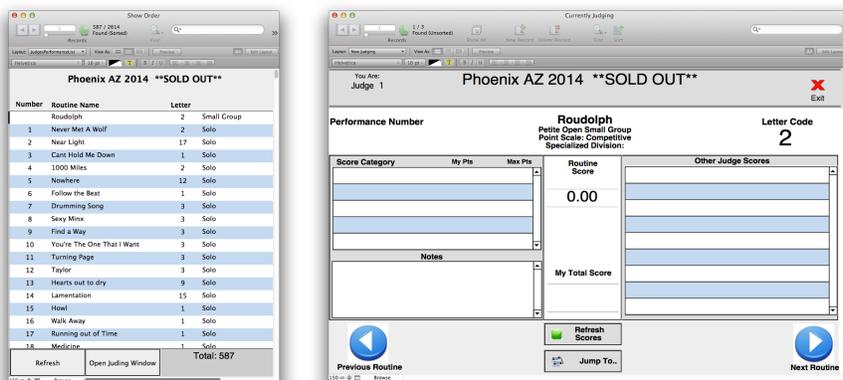
p.(4)(5) For each of the laptops (from left to right) assign them each a Judge number (1, 2, and 3 respectively). Press 'Continue' on each system to proceed.



p.(4)(6) Once each judge is activated, the 'Judges Waiting Room' will appear. Choose the location of your competition (1), Select 'All' under 'Select Solos or Groups' and press 'Select Groups' (2), then press 'Proceed to First Routine' (3).

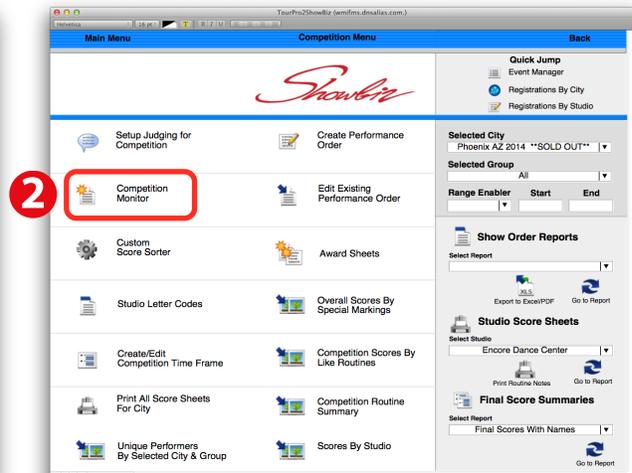
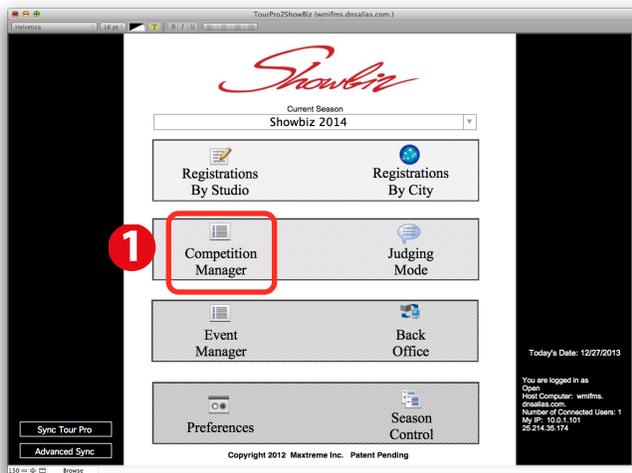


p.(4)(7) The scoring session will start on the judging laptop, and the judges can start scoring each act

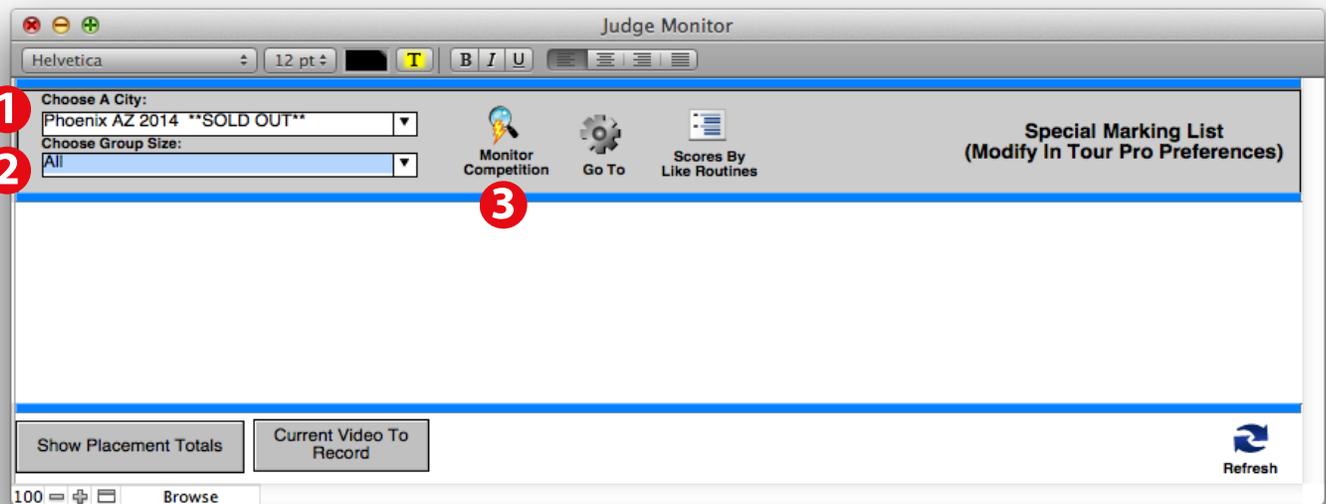


q. Once the judges systems have been set up for scoring, set up the Audit Server to monitor the show, record video critiques and generate reports for awards.

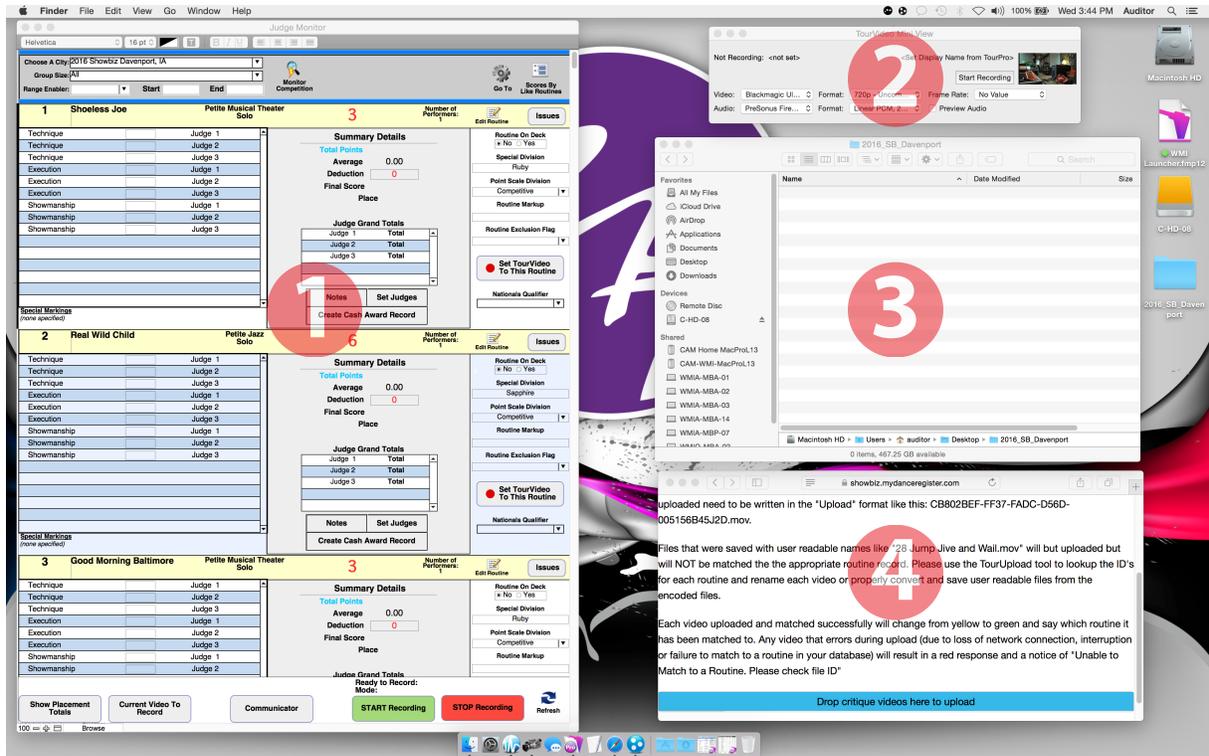
q.(1) Launch FileMaker and select 'Competition Manager' (1), and at the Competition Menu choose 'Competition Monitor' (2)



q.(2) When the Competition Monitor window appears, choose your competition city from the 'Choose A City' (1) drop-down, and under 'Choose Group Size' select 'All' (2), press the 'Monitor Competition' button (3).

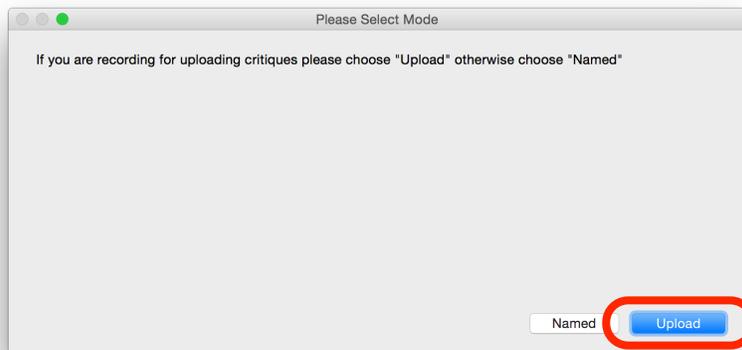


q.(3) Once these steps have been completed the Judge Monitor (1) windows will appear. You can arrange the windows to suit your needs, and below is a suggested layout with TourVideo (2) in mini mode, the primary desktop critiques folder (3), and the critique uploader open in Safari (4).



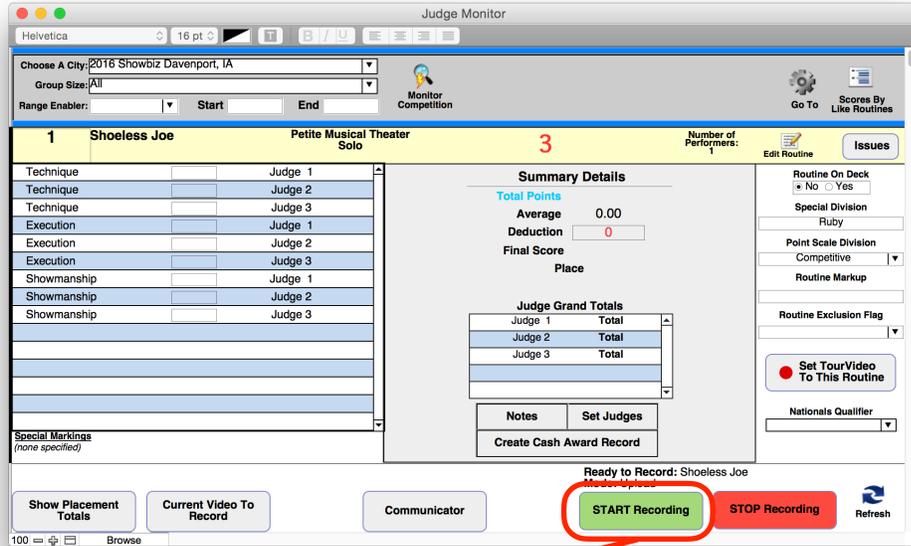
q.(4) You will monitor and will see all the judges scores as the routines are being tabulated in real time in the Judges Monitor (1).

q.(5) **It is important to press the 'Setup Tour Video To This Routine' for each act as it advances forward.** This passes the routine information to TourVideo so it can name the video file it records correctly. Each time you launch the database and start the Competition Monitor, when you press 'Set Tour Video To This Routine' a dialog bog will appear asking you how to name the video files:

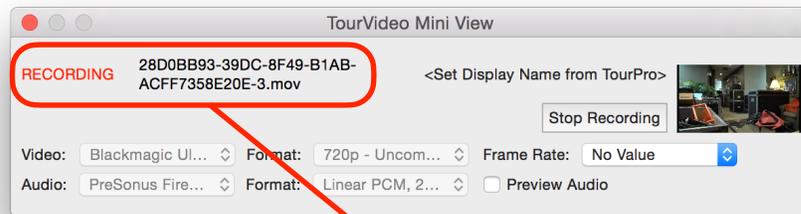


Make sure and choose the 'Upload' option. This will assign each act a filename with a unique ID number that you will drop into the critique uploader.

q.(6) In the Competition Manager window, press the START RECORDING button before each act starts (1). You will notice the unique ID number is passed to the TourVideo application as the name for the file being recorded (2).



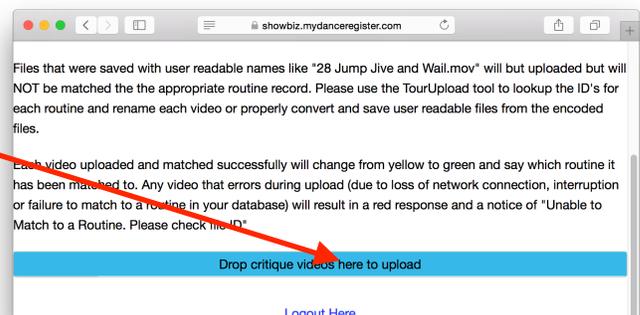
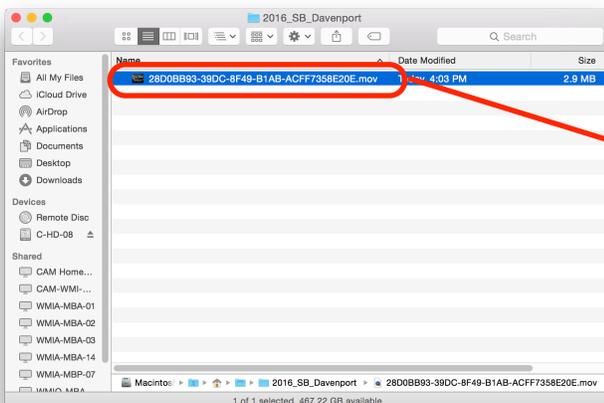
1



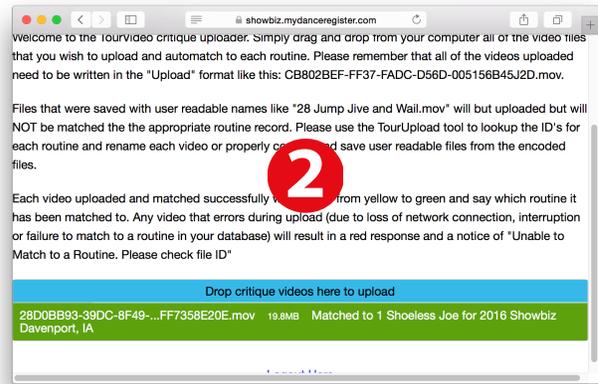
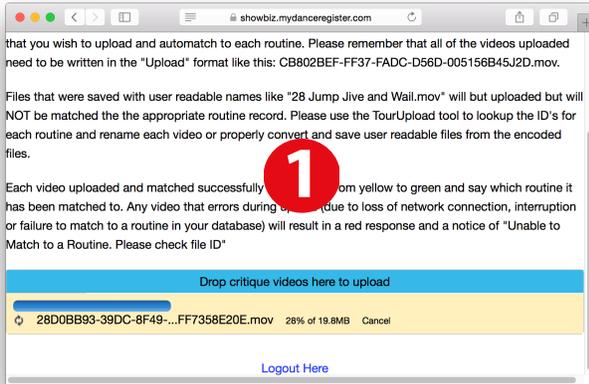
2

q.(7) When the routine is done, press the STOP RECORDING button. After each video is recorded, it will have the unique ID code as the file name. You can see each file appear in the Finder window you have open from the desktop folder you set it TourVideo (see (3) in step q.(3) above).

q.(8) Once a file has finished recording, drag and drop the file into the blue area of the critique uploader tool you have open in Safari:

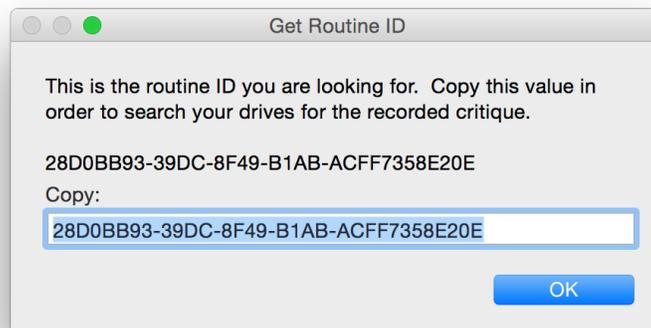
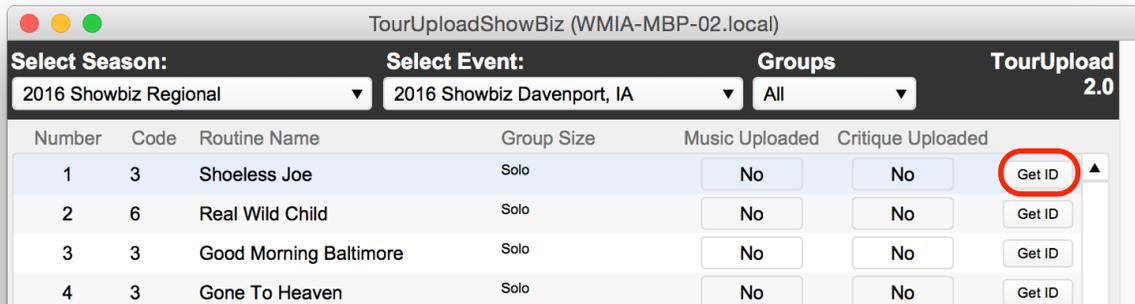


q.(9) For each act you drop into the uploader, it will show you a progress bar (1). You can have multiple files uploading at the same time. When the file is done, you will get a green bar indicating the file completed (2), as well as the actual act name that corresponds to the routine that you recorded. You can verify this name with the one in the Competition Monitor.

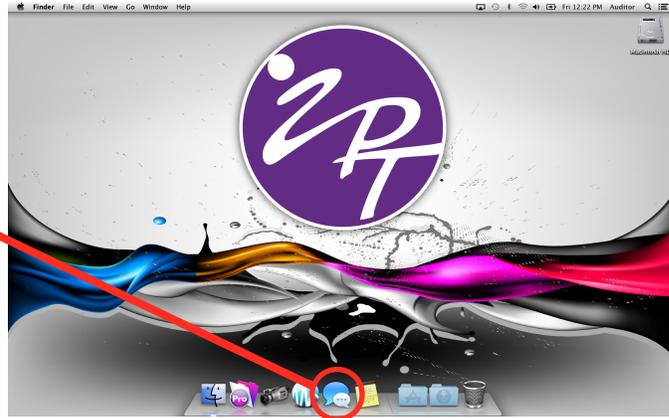


q.(10) Repeat this process for each act during the competition. If you make a mistake and need to re-record an act or you have to stop and start, a new file will be created with the same unique ID with a "-1" appended to the end of the file name. You will need to delete the previous file with the same unique ID, and remove the "-1" from the end of the new file, then drag it to the uploader tool in Safari for it to replace the previous file. This is also the procedure to follow if you need to edit a critique video for content (negative comments, foul lounge ,etc.)

q.(11) If you need to edit a file and rename it, open the TourUploader and find the name of the act in the list. Press the 'Get ID' button to retrieve the unique ID for that act. Copy the ID to the revised file and re-upload it through the browser upload tool in Safari.



q.(12) You will be able to communicate with the judges, MC and iPads via iMessage (see application icon below) or simply walk over and inform them if a score is to low or to high so they can make the adjustments as needed. You can minimize the Competition Menu window to the Dock.



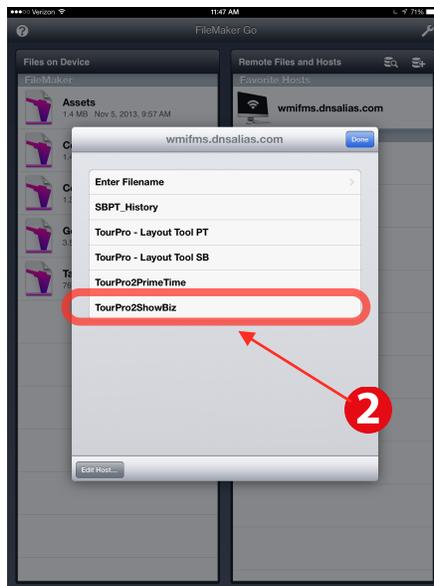
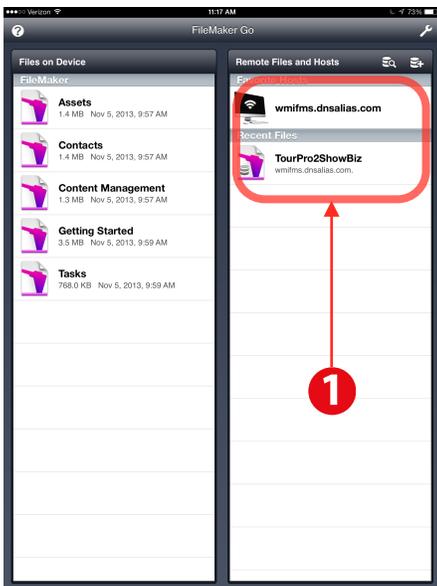
**r. iPad Competition Setup:**

r.(1) Make sure all iPads are connected to the same Wi-Fi network as the main Audit laptops. This is especially important when there is a two-room show as to not cross one iPad into another Audit Servers setup. See section 2-g above for more details.

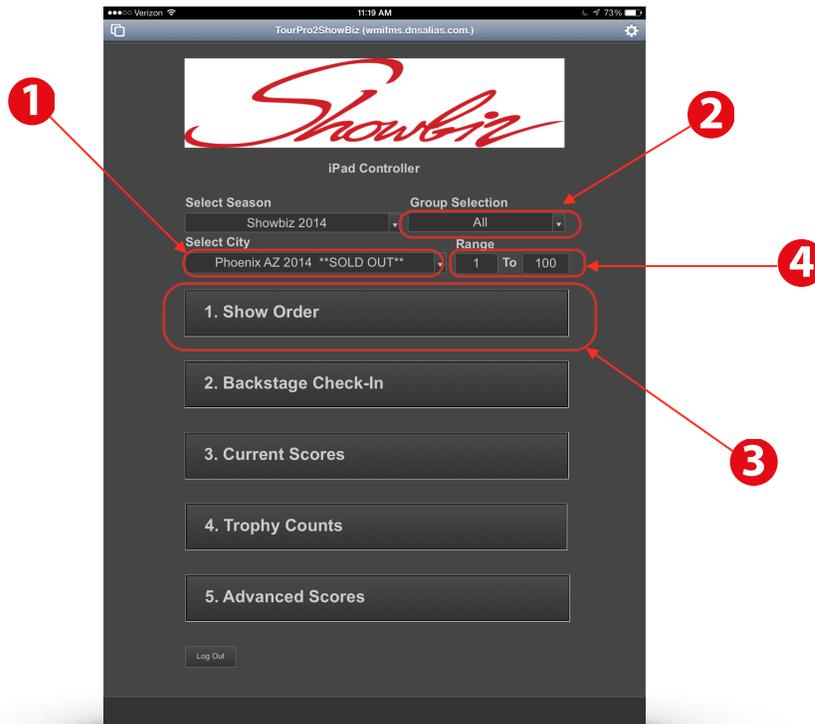
r.(2) Launch FileMaker Go from the main iPad home screen (see App icon below).



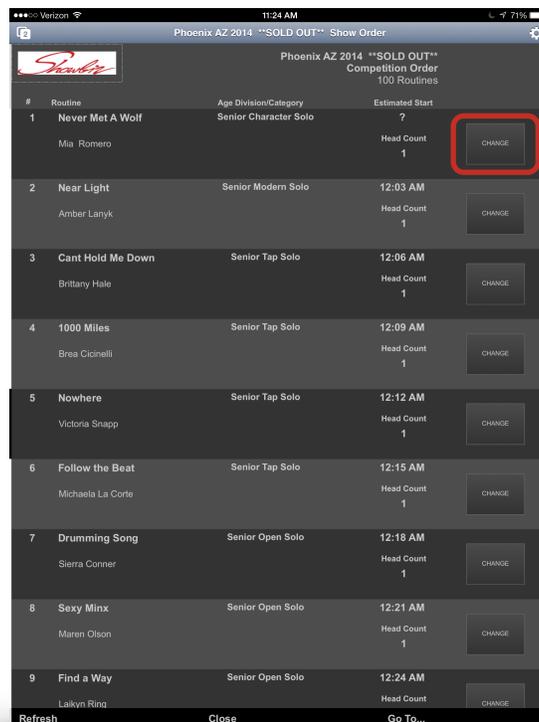
r.(3) On the main app screen, you will see a list of Favorite Hosts as well as Recent files. The primary thing to look for is the name of the Audit Server laptop (WMIA-MBP-xx, where xx is the number of your Audit system 01, 02, 03, etc.) This value may also be listed as an IP Address (10.10.10.xxx) but will be the only one listed on the network. Choose this server from the list and the correct file for your competition (*TourPro2ShowBiz* for Showbiz or *TourPro2PrimeTime* for PrimeTime) (1). These names correspond to the FileMaker database you opened in step 3-B. (2) When requested, enter the user name and password (3) for access to the database. Your show director will provide you with this information.



r.(4) Once logged into the database, you will need to choose the correct city location (1), set the Group Selection to 'All' (2), then choose 'Show Order' (3), and finally set the range for the segment of the show (between intermissions and awards breaks in the program book)(4).

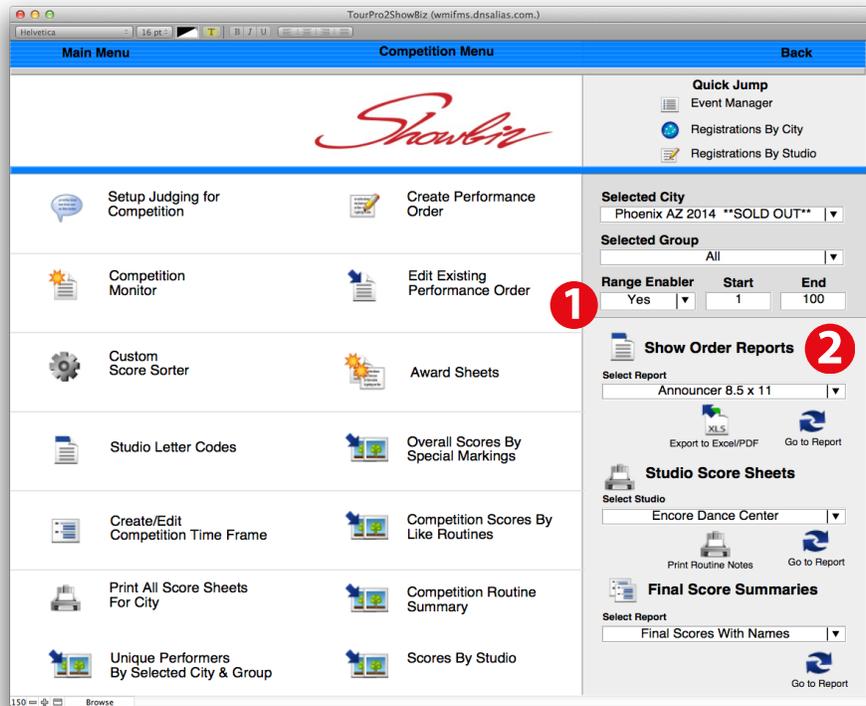


r.(5) Once these values are set, you will be able to monitor and advance the acts on stage. This will be reflected in the display of the Audit Server, other iPads and the MC. To advance to the next routine, click the 'Change' box on the right hand side of the column (Note: You may have to pinch to zoom out to see the Change box, as the iPad screen will zoom to the first object it encounters in the list).



## s. Generating Reports

- s.(1) On the Audit Server from the main menu, open the Competition Manager. On the Competition Menu make sure your location and group size are still set as correctly.
- s.(2) In the Range Enabler choose 'Yes' from the drop down menu (1) and set the start and end range numbers for the segment you require reports to be generate (2).
- s.(3) 'Show Order Reports' is where you choose what report to print for the range of segments you specified. For example, Petite, Junior, Teen and Senior Solos, Duet/Trio, Small Groups and so forth that were number 1-100 as in the image below. The competition director has a myriad of report styles to choose from depending on how they would like to read their information on stage.



(4) Most importantly...

