Instruction Manual

**The tools within the PostMaster Post-Production Tool Kit are intended for integrated use. Externally processed documents may not be compatible with the PostMaster system.*

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Video Upload Center

Start here! before using the Screenshots & Descriptions and Facial Recognition AI tools. For best performance, upload video files under 1GB. Once video files are uploaded, they will appear in the file selection dropdown window on the AI tool pages.

EDL Processor

Start here! Most PostMaster tools require a processed EDL file (turning a raw.edl file into a sortable document). Use the EDL Processor tool to transform a .edl file into an .xlsx (best option), .cmx, .tab, or .txt file. The tool will create an organized spreadsheet that can be filtered and organized.

A.I. TOOLS

Screenshots & Descriptions

The Screenshots & Descriptions tool extracts a screenshot at each Dst In timecode and generates a detailed description of the image.

Note: Always review the AI-generated descriptions, as the AI may occasionally make mistakes.

Step 1: Select Files

1. Select a video file previously uploaded via the Video Upload Center.
2. Upload a formatted EDL file (use the EDL Processor Tool to format).

Tip: Delete any rows where timecodes or file names aren't needed—for example, keep only 3rd party content if you're capturing licensed footage.

Step 2: Configure Frame Rates

1. Select the frame rate of the Burned-In Timecode (BITC)—typically 23.976 fps.
2. Select the frame rate of the video file—QuickTime files are typically 24 fps.

Step 3: Set Timecode Reference

1. Enter the BITC displayed on the first frame of the video (e.g., 00:59:50:00 or 01:00:00:00).
2. Enter the corresponding video start time for that frame (typically 00:00:00:00).

Step 4: Choose AI Tool Select the AI tool you'd like to use for generating screenshot descriptions.

Step 5: Select Output Options Choose your output: Screenshots only, or Screenshots + AI Descriptions.

Processing Time Once you click Generate, processing takes approximately 5–10 minutes depending on the number of screenshots and descriptions.

A.I. TOOLS

Facial Recognition

The Facial Recognition Tool scans your processed EDL timecodes (Dst In/Out) and identifies each individual face that appears, allowing you to quickly see who's in an episode.

Step 1: Select Files

1. Select a video file previously uploaded via the Video Upload Center.
2. Upload a formatted EDL file (use the EDL Processor Tool to format).

Tip: Delete any rows where timecodes or file names aren't needed—for example, remove all 3rd party footage entries so only production footage is processed.

Step 2: Set Timecode Reference

1. Enter the BITC displayed on the first frame of the video (e.g., 00:59:50:00 or 01:00:00:00).
2. Select the frame rate of the Burned-In Timecode (BITC)—typically 23.976 fps.
3. Select the frame rate of the video file—QuickTime files are typically 24 fps.

Step 3: Configure Detection Adjust the detection settings as needed, or keep the defaults.

Processing Time Once you click Process, it takes approximately 5–10 minutes depending on the number of entries.

Output The resulting document includes a condensed list of individual faces detected in the footage.

Note: The tool may occasionally identify the same person as separate individuals, resulting in duplicate entries.

POST & EDL TOOLS

Metadata Extraction

This tool matches your processed EDL file against your third-party footage database to pull in associated metadata such as costs, rights, and descriptions.

Step 1: Upload Files

1. Upload your processed EDL file.
2. Upload your third-party footage database log (containing costs, rights, descriptions, etc.).

Step 2: Configure EDL File Settings

1. Select the column letter containing the content filename in your processed EDL file.
2. Enter the number of characters to use for filename matching (e.g., if your filenames follow the pattern ABC_012345_, enter 11 characters).

Step 3: Configure Database File Settings Select the column letter containing the content filename in your third-party footage database file.

Step 4: Select Processing Options Choose one or more of the following:

- **Remove Duplicate Metadata** — Removes filenames that appear more than once in the EDL, so each file's information appears only once regardless of how many times it's used.
- **Highlight All Duplicate Metadata** — Highlights filenames that appear more than once in the EDL without removing them.
- **Exclude Non-Matching Metadata** — Keeps only rows where filenames were successfully matched; all other rows are removed. Useful when you only need third-party content listed and can omit production footage.

Processing Time After clicking Process, allow 1–2 minutes for processing.

POST & EDL TOOLS

Timecode Calculator

The Timecode Calculator provides several tools for calculating timecodes and converting frame rates.

Basic Timecode Calculator Select a frame rate, then add, subtract, multiply, or divide timecodes as needed.

Tip: Click the corner of the calculator to pop it out into a floating window—useful when working with other tools or documents.

Batch Timecodes Calculate the total duration of multiple timecodes at once.

1. Select the appropriate frame rate.
2. Copy and paste timecodes from your EDL files into the Bulk Import window.
3. Click Import to move them to the Timecode List.
4. To include more entries, use the Add Additional Timecode Entries box.
5. Click Calculate Total to see the combined duration.

Frame Drift Conversion Use this tool when your EDL/BITC frame rate differs from the source video file (e.g., 23.976 fps timecodes on a 24 fps QuickTime).

1. Select the source frame rate (your EDL/BITC frame rate).
2. Enter the timecode you want to convert.
3. Select the target frame rate.
4. The converted timecode appears below.

Timecode Durations Calculate the exact duration between two In/Out timecodes.

POST & EDL TOOLS

EDL Timecode Consolidator

EDL documents often contain multiple sequential entries from the same source file. This tool consolidates those entries into a single row, making your EDL cleaner and easier to read.

Step 1: Upload File Upload your processed EDL file.

Step 2: Select Consolidation Options Choose one or more of the following:

- **Combine adjacent Src Timecodes with matching filenames** — Consolidates sequential entries from the same filename based on Source In/Out timecodes only.
- **Combine adjacent Dst Timecodes with matching filenames** — Consolidates sequential entries from the same filename based on Dst In/Out timecodes only.
- **Highlight modified rows** — Highlights all rows where consolidation occurred, so you can easily see what changed.

Processed Files

All uploaded videos and processed documents are stored here. Delete files as needed to reduce storage costs.