Harmony 22

Toon Boom Harmony22

WebCC User Guide
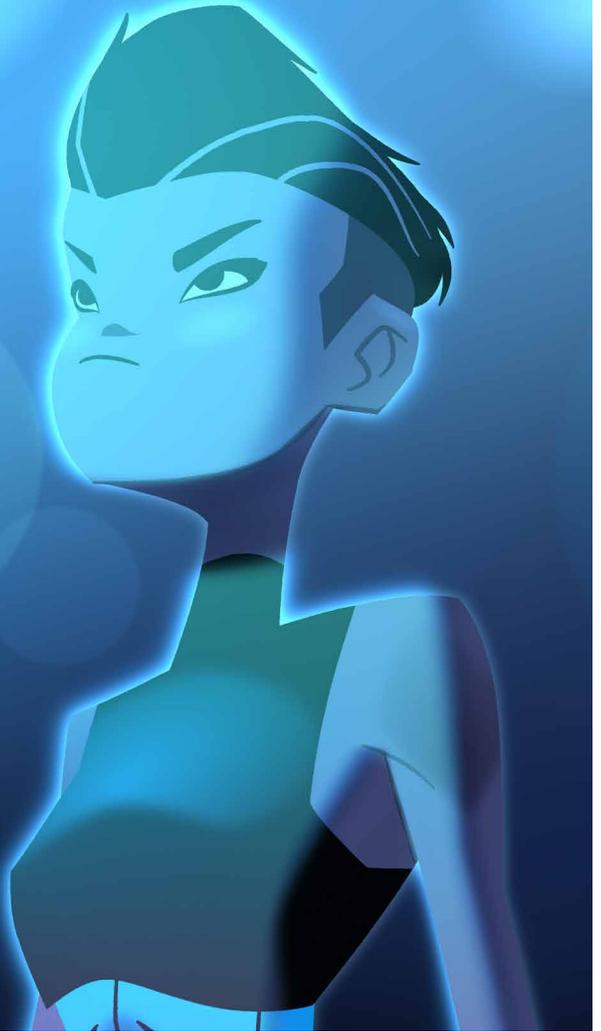
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About WebCC

WebCC is a web server suite that essentially allows you to host your Harmony database on the Internet, letting freelancers and off-site contributors work on your production from any location with Internet access. Users can browse your Harmony database using a web browser, download scenes, work on the downloaded scenes locally using their copy of Harmony, then upload their changes back to the database.

Because it is entirely web-based, WebCC users do not need to be directly connected to the Harmony server nor to have a Harmony Server license to use WebCC. All they need is a web browser, as well as a licensed copy of Harmony Stand Alone to work on the scenes they download.

WebCC can however also be used on machines that are connected to the Harmony database server, as a complement to Control Center. In this case, scenes can be opened directly from WebCC in Harmony, without having to download them first.

Once your WebCC server is set up, users can access it by entering the server's address and, if applicable, its port number, in the address bar of their web browser, and then logging in with their credentials. The user interface of WebCC is very similar to the one of Control Center.

> **NOTE**
>
> This guide instructs how to use WebCC as a client. For instruction on how to install and configure WebCC, refer to the Harmony Installation Guide.

Chapter 1: Connecting to WebCC

Before you can access the WebCC to exchange scenes as a freelancer or manage the database as an administrator, you must open a web browser and enter the WebCC URL. The URL must be set by the studio's IT department. Refer to the Harmony Server Installation Guide for details on how to install and set up the WebCC.

Note that if the WebCC application is not running, you will not be able to connect to it.

When installing Harmony Server, a default user is created called **usabatch**. The password is also **usabatch**. When you log in for the first time, use this username and password. Once logged in, you can create a set of users.

> **NOTE**
> - Do not delete the **usabatch** username as it is used by Harmony Server for batch processing.
> - It is **highly recommended to change the password**.

How to connect to WebCC

1. Open a web browser.

2. In the Address bar, type the WebCC URL provided by the studio you are working with.

   - If you are an administrator viewing the WebCC instance installed on your machine, enter **localhost:8080**. 8080 is the default port. If you modified it, enter your custom port number in place of 8080.

   - If you are testing the connection from a different machine connected to the same local network, enter [name of machine]:8080 or the custom port number you previously set.

The WebCC page opens.
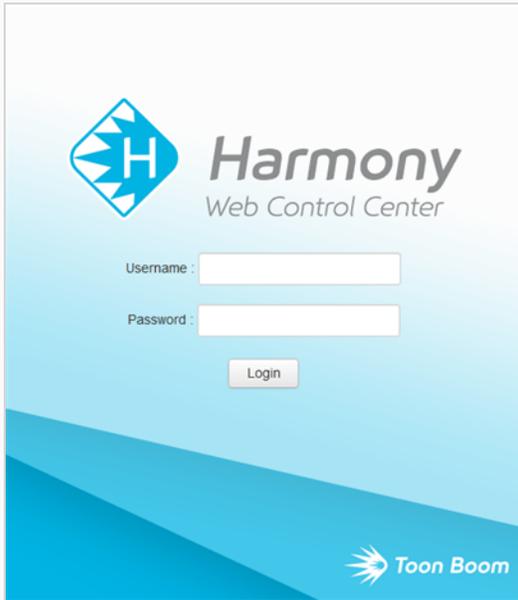
3. In the Username field, type the username assigned to you by the studio. If you are an administrator, enter the administrator username.

4. In the Password field, type the password assigned to you by the studio. You can change your password later. If you are an administrator, enter the administrator password.

5. Click **Login**.

Chapter 2: User Interface

To manage a production, you will need the WebCC. WebCC is used to create new environments, jobs, scenes and users, as well as to import and export scene packages. WebCC directly manages your server database.

The user now have the ability to hide Library options when exporting offline in WebCC. These options can be hidden by adding the "-hideLibExport" option to the WebCC service launcher.
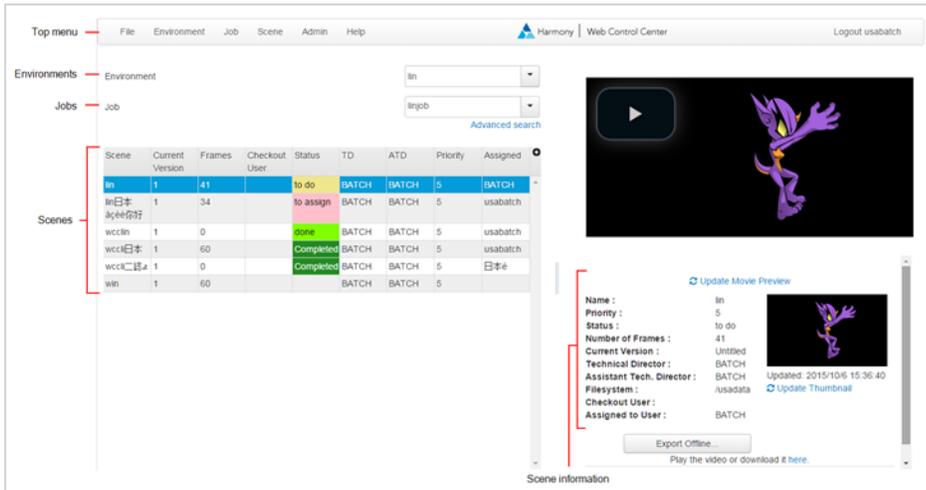
The WebCC interface is divided into several areas:

Parameter	Description
Top menu	Contains all the commands available in the WebCC. You can also find the commands in the contextual menus available in each area by right-clicking.
Environments	Displays one of your projects, such as a feature film, a TV series or a group of TV spots.
Jobs	Displays the sequences or episodes in your project (Environment). You can only see your jobs when you select a project from the Environments list.
Scenes	Displays the scenes in an episode or sequence (Job). You can only see your scenes when you select a job from the Jobs list. You can also see who checked out the scene, as well as the number of versions and frames. Click the Add Column button to add information columns to the scene list such as Current Version, Frames, Checkout User and Priority.
Scene Information	Displays information on a selected scene, such as the name, priority, technical director and user who checked the scene out. You can also preview the scene's thumbnail and rendered clip of selected scenes.

	When you select a scene that has no thumbnail available, the request is sent to the Harmony database to create it. But first, batch processing must be enabled on the WebCC server. If not, nothing will happen. For more information, see *Batch Processing* in the Harmony Server Installation Guide to learn how to set it up.

> **NOTE**
>
> When navigating, click the Return to Scene list button in the top bar to return to the main page.

Chapter 3: Users

In order to use WebCC, a project collaborator must log in to the WebCC interface with their username and password, which must be created by a server administrator beforehand.

WebCC users are regular Harmony Server users, except they have a WebCC password. While users can access a Harmony Server database from the server's local network using Harmony Server applications with their username only, they must absolutely have a password to their account to be able to access WebCC.

If you create a users in WebCC, you must create their password at the same time. If you want to give access to WebCC to a user account that was created in Control Center, which would hence not have a password, you can simply select the user from the list of users in WebCC and create a password to that account.

Because WebCC is meant to be used by clients from outside of the studio, every WebCC user is required to have a strong password, based on the following requirements:

- The password must be at least eight (8) characters in length.

- The password must contain at least one capital letter, other than the first character of the password.

- The password must contain at least one digit or non-alphabetical character.

> ⚠ **IMPORTANT**
>
> Before creating other users, it is strongly recommended to start by assigning a strong password for the user **usabatch**, as this user has administrative privileges and its default password is usabatch.

Viewing User Lists in WebCC

The User List dialog box lists all the users and their details, including: username, first and last names, and user type.

How to view the user list

1. Select **Admin > Manage Users**.

   The Manage Users screen displays a list of users in the system.

2. Select a user from the list.

   The user information is displayed on the right.
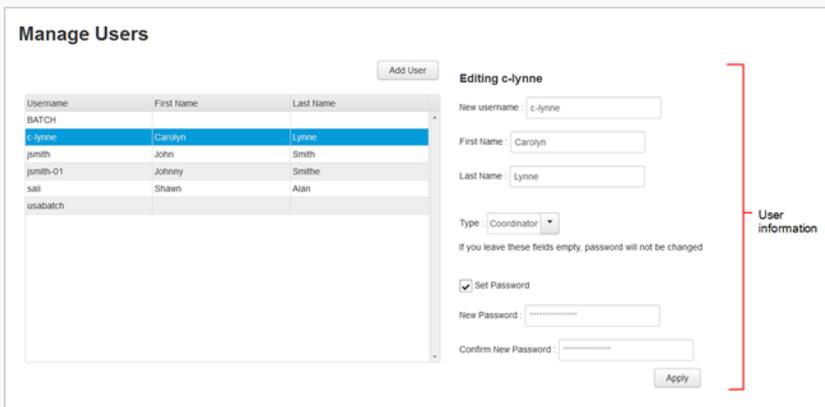
3. When you are finished, click **Return to Scene List** at the top-left of the screen.

Adding Users in WebCC

Users must have a Harmony Server account with a password in order to access WebCC. You can create a user account and assign them a password in the Manage Users panel.

> **NOTE**
>
> Users created in the Control Center application have a Harmony Server account, but do not have password to their account. They must be assigned a password before they can use their account to log in to WebCC. Until then, they only have access to the Harmony Server database through Harmony applications ran from the local network of the server.

How to add a user to Harmony

1. From the top menu, select **Admin > Manage Users**.

2. In the upper-right corner of the Manage Users screen, click **Add User**.

   The **Create New User** form appears in the right panel.

3. In the **New username** field, enter the desired username for the user. This will be used by the user to log in to WebCC.

4. In the **First Name** and **Last Name** fields, enter the user's first and last names.

5. In the **Type** drop-down menu, select the user type to define the type of work the user typically performs. This will determine the permissions the user has on assets in the Harmony database— see *User Types and Restrictions in WebCC* on page 19.

6. In the **New Password** field, create a password for the user. WebCC users must have a password that fits the following requirements:

   - The password must be at least eight (8) characters in length.

   - The password must contain at least one capital letter, other than the first character of the password.

   - The password must contain at least one digit or non-alphabetical character.

7. In the **Confirm New Password** field, retype the password to confirm it.

8. Click **Create**.

   The name appears in the user list.

Username	First Name	Last Name	
BATCH			
jsmith	john	smith	
ltam	Liven	Tam	
mec	Marie-Eve	Chartrand	
sali	Shabana	Ali	
test	gdfg	dfgdgd	
usabatch			

How to create a password for a user created in Control Center

1. From the top menu, select **Admin > Manage Users**.

2. In the user list, select the user to which you want to assign a password.

   The **Editing *Username*** form appears on the right.

3. In the **New Password** field, create a password for the user. WebCC users must have a password that fits the following requirements:

- The password must be at least eight (8) characters in length.

- The password must contain at least one capital letter, other than the first character of the password.

- The password must contain at least one digit or non-alphabetical character.

4. In the **Confirm New Password** field, retype the password to confirm it.

5. Click **Apply**.

   The user will be able to log in to WebCC using their username and newly created password.

Deleting Users in WebCC

As your studio network grows and evolves, you may need to delete old or obsolete user profiles from your system. After you delete a user profile, the person who used that profile will no longer be able to access Harmony. You cannot delete yourself from the user list. If you accidentally delete a name, you must follow the procedure for adding a user to put the user back into the system.

How to delete a user

1. Select **Admin > Manage Users**.

2. In the Manage Users screen:

    - right-click on a user and select **Delete User**.

    - Select a user and click on the Delete User button.

    The Confirm dialog box opens.

3. Click **OK**.

Editing User Information in WebCC

You can edit the user profiles at any time to update the user information.

> **NOTE**
>
> To change your own user profile, log in as `usabatch` (the default user).

How to modify user information

1. Select **Admin > Manage Users**.

2. In the user list, select the user you want to modify.

   The **Editing *Username*** section appears.

3. Modify the information as required.

4. Click **Apply**.

Refreshing User Lists in WebCC

If new users were created through the Control Center module while working in WebCC, you can refresh the list to get the most up to date information.

How to refresh the user list

1. Select **Admin > Manage Users**.

2. In the Manage Users screen, right-click on the user list and select **Refresh List**.

Restricting Access to Environments for WebCC Users

It is possible to define which users can access each environment in the Harmony Server database via WebCC. It is also possible to make certain environments inaccessible to any users in WebCC. To do this, a .json configuration file which defines a list of users who have access rights to each environment must be created at the following location:

/USA_DB/environments/environment-filter.json

Create this file and open it in a text editor. In this file, define each environment that should be accessible in WebCC, followed by the list of users who should have access to the environment, in the following format:

```
{
    "EnvironmentName1" : ["_all_"],
    "EnvironmentName2" : ["username1", "username2", "username3"],
    "EnvironmentName3" : ["username2", "username4"]
}
```

If you want an environment to be accessible by all users, define it as accessible by **"_all_"**. This is critical as, if the environment filter file exists, environments that are not listed in this file will be inaccessible by anyone on WebCC. Likewise, if you don't want an environment to be accessible in WebCC, simply omit to list it in the configuration file.

After you are done writing the environment filter list, save it, then log in to WebCC to see if it works. If there is a syntax error in the configuration file, WebCC will not apply the restrictions and will add the following message to the log:

Failed to parse C:/USA_DB/environments/environment-filter.json

To see the log, select **Help > View Log** from the top menu.

You can also create a dummy user, give it access to only a few environments and log in as this user to make sure it works.

> **NOTE**
>
> Users with administrative privileges (ie: R & D, Coordinator, Supervisor, TD or Executive type users) are not affected by the environment filters and always have access to all environments via WebCC.

User Types and Restrictions in WebCC

Here are the different user types available and their restrictions/permissions:

Feature	R & D Coordinator Supervisor TD Executive	Animator	Xsheet Archive	Scan	Ink & Paint
Create environment	✓				
Change asset lock on environment	✓				
Delete environment	✓				
Create job	✓	✓			
Change job priority	✓	✓	✓	✓	✓
Change job status	✓				
Delete job	✓				
Create scene	✓	✓		✓	✓
Delete scene	✓				
Unlock scenes locked by another user	✓				
Unlock scene version locked by another user	✓				
Unlock scene locked by current user	✓	✓	✓		
Unlock scene version locked by current user	✓	✓	✓		
Rename scene	✓				
Clear scene	✓				
Change scene priority	✓	✓	✓	✓	✓
Change scene status	✓				

Feature	R & D Coordinator Supervisor TD Executive	20 Animator	Xsheet Archive	Scan	Ink & Paint
Reorder scenes	✓				
Copy scenes	✓	✓			
Send to Vectorize	✓	✓	✓	✓	✓
Send to Unvectorize	✓	✓	✓	✓	✓
Send to Rendering	✓	✓	✓	✓	✓
Manage users	✓				
Change approval policy	✓				
Export scenes owned by another user	✓				
Import scenes owned by another user	✓				
Export scenes owned by current user	✓	✓	✓		
Import scenes owned by current user	✓	✓	✓		
View log	✓	✓	✓	✓	✓
Open in Harmony	✓	✓	✓		

[1] This feature is not available in WebCC.

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Chapter 4: Environments, Jobs and Scenes

Every project you create with the Harmony solution starts with an environment, the highest level in the WebCC. After that, you can add jobs and scenes. Elements (layers and columns) and drawings can only be created directly in Harmony Advanced or Harmony Premium when working with the WebCC.

The WebCC divides your animation project into the following categories which organize the components of your animated projects:
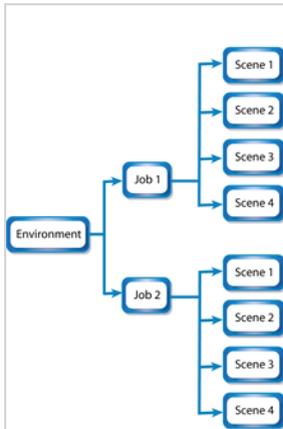
- **Environment**: This is the name of your animation project.

  Example: `adventure_movie`

- **Jobs**: These are the major sections of an environment, such as sequences or episodes.

  Example: `adv_seq_001, adv_seq_002`

> ⚠️ **IMPORTANT**
>
> All jobs are stored in the same location in the Harmony database. Be sure to prefix all job names appropriately, so you can identify the project in which it belongs. Each job must have a **different** name. You **cannot** give two jobs the same name.

- **Scenes**: These are the different shots in a job.

  Scenes are contained in their respective job folder in the Harmony database. If desired, prefix all scenes names appropriately, so you can identify the environment and job to which they belong.

  Example: `adv_sc_001, adv_sc_002, adv_sc_003` and so on.

As your projects come and go, you will probably want to start cleaning up your database, as well as your server's hard drive, by removing old and obsolete environments and their associated animation data.

> **IMPORTANT**
>
> After you delete a scene, job, or environment, the associated data is **permanently removed** from your storage disks. Make sure you really want to erase these items before you delete them as there is no way to retrieve the data after it has been erased.

You might want to export old environments and archive them somewhere else before you delete them from your system.

> **NOTE**
>
> If you are working in a mixed Windows/macOS/GNU/Linux environment or share files with other studios that do, you should use lowercase letters to name the various items in your animation projects and not include any spaces. For example, write `the_show` instead of `The Show`. This is useful for GNU/Linux because it is case-sensitive whereas Windows is not.

About Environments in WebCC

Harmony uses environments to manage and organize related projects. Using environments allows you to organize your production projects by their nature or type.

If your projects center around episodic and commercial types of work, you can create two environments. For example, one environment called `commercials` and the other called `the_show`. Then you can insert the jobs that relate to each type of project. When you want to work on a commercial project, open the `commercials` environment and select the commercial job you need. Similarly, if you want to work on an episodic project, open the environment called `the_show`.

Environment	Job	
commercials	dentist	sc_001 sc_002
	soda	sc_001
	cereal	sc_001
the_show	sho_001	sc_001 sc_002
	sho_002	sc_001
	dentist	sc_001 sc_002

Creating Environments in WebCC

Create environments in order to manage and organize you studio's projects.

How to create an environment in WebCC

1. From the top menu, select **Environment > Create.**

    In mixed platform Environments (Windows/macOS and Windows/GNU/Linux) it is best to name everything in lowercase so data can be interpreted the same way on each operating system. The same is true if working between studios using Windows, macOS, and GNU/Linux.

    The Create Environment dialog box appears.

2. In the Create Environment field, enter a name for the new project.

> **NOTE**
>
> The environment name is alphanumeric and can include underscores (_), but no spaces or other special characters. The environment name is case sensitive.

3. To grant the user with the rights to modify all the scene assets (drawing, scene setup, palette lists, etc.), select the **Change Asset Lock** option.

4. Click **Create**.

    The new environment appears in alphabetical order in the Environments list.

> **NOTE**
>
> After you create an environment, you must add it to the Batch Processing queue so it can vectorize and render the drawings and scenes automatically. You only need to do this once. You can only do this in a shell with the `Setdef` command.

Deleting Environments in WebCC

When you are ready to remove old environments, you can delete them from the database. However, in order to prevent accidental loss of data, you can only delete an empty environment (one that contains no jobs, images, or palette information).

How to delete an environment

1. In the environment section, select the environment to delete from the Environment list.

2. Select **Environment > Delete.**

   The Confirm dialog box appears.

3. Click **OK**.

About Jobs in WebCC

Within each environment is a list of jobs that contains all the segments for your animated sequence. If you are creating a weekly television series called `The Show`, you could name your job `show_ep_06` (`the_show` would be the name of your environment).

If each episode is composed of 100 animated shots, each job would contain 100 scenes.

> ⚠️ **IMPORTANT**
>
> You cannot archive a job by deleting it. To archive a job, export first and save it to a secure location to be stored permanently.

Creating Jobs in WebCC

Every job must be created under an environment. Each job must have a unique name. Two jobs cannot have the same name, even if they appear in two different environments, because all the jobs are in the same folder on the server.

How to create a job

1. From the Environment list, select the project in which you want to create a job.

2. Select **Job > Create**.

   The Create Job window opens.

3. In the New Job Name field, enter the name of the job to create.

> **NOTE**
>
> The job name is alphanumeric and can include underscores (_), but no spaces or other special characters. The job name is case-sensitive.

4. From the Technical Director list, select a technical director (TD). The names available are generated from a list of all possible users by their login username. You must select a TD to create the job.

   A TD is usually the person who oversees the animation project and makes sure the work is done properly. Select the person who most closely resembles this definition. If you do not have a particular user for the task, you can simply assign this field to: `BATCH`.

   When creating Harmony users, you can label a user as a TD.

5. From the Assistant Technical Director list, select an assistant technical director (ATD). The names available are generated from a list of all possible users by their login username. You must select an ATD to create the job. If you do not have an ATD, select the same person for the TD and ATD jobs. In some studios, the responsibilities of the TD can be shared by more than one person. This second person is the ATD.

6. From the Approval list, select how Harmony will mark the various stages that the scenes will pass through in your production schedule.

- **Automatic**: When you work on scenes, Harmony automatically approves their status at each stage.

- **Manual**: When you work on scenes, the TD or ATD must approve their status at each stage using the Change Status command in the Scene menu.

7. Adjust the Priority slider to increase or decrease the job's priority (0 means the job has the highest priority for processing through the Vectorize or Render queue, and a job with a priority of 10 is the least important). Jobs with higher priorities pass in front of other projects with lower priorities in the rendering and vectorizing queues.

   If you do not know what priority to assign to your project, leave it at 5. You can always change it later.

8. Click **OK**.

   WebCC adds the new job to the selected environment; it appears in alphabetical order in the Jobs list.

Changing Job Status in WebCC

As you complete your animation project, you can update a job's status to reflect its progress in the overall production. You can indicate a job as being in production or not. If a job is in production, other modules can still access this job. If a job is no longer in production, it means the job is completed. The Harmony database still has all the job's components (scenes, elements, drawings), but the job neither appears nor is accessible from the Harmony applications.

In most cases, a job is no longer in production after it has been finalized (inked, painted, rendered) and transferred to a medium, such as Blu-ray, or sent to post-production. However, if you need to continue working on a job, you can revert its status at any time.

How to change the status of a job

1. From the Environment list, select an environment.

2. Select **Job > Change Status**.

    The Change Status window opens.
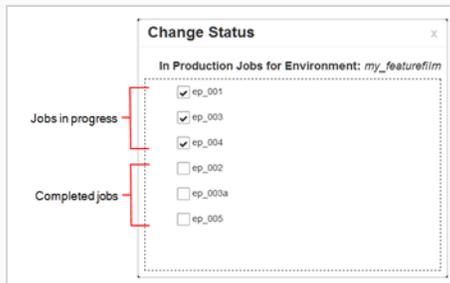
3. Deselect any completed jobs and close the window.

    The deselected jobs no longer appear in the Jobs list.

Changing Job Priorities in WebCC

Before sending a job's scenes to be vectorized or rendered, you can set their priority level for the processing queue. Increasing the priority of a job makes the system process it before other jobs in the queue. For example, if job B is before job A in the queue, you can change the priority, so job A is processed first.

Changing a job's priority does not affect the vectorizing or rendering of jobs already sent to the queue. It will only affect jobs that are sent after the priorities were changed.

How to change a job's priority

1. From the Environment list, select the environment with the job whose priority you want to change.

2. From the Job list, select a job.

3. Select **Job > Change Priority**.

   The Change Priority window opens.

4. Adjust the slider to increase or decrease the priority (0 means the job has the highest priority for processing through the Vectorize or Render queue. A job with a priority of 10 is the least important). Jobs with higher priorities will pass in front of other projects with lower priorities in the queues.

5. Click **OK**.

   When you send this job to be vectorized or rendered, it will have this new priority in the processing queue.

Deleting Jobs in WebCC

When you no longer need a job, you can delete it. Doing so will permanently remove the following:

- Scenes

- Elements

- Drawings

- Database information associated with the selected job

- Palettes stored under the selected job

Before you delete a job:

- Make sure no one else is currently using the job. Failure to do this may result in file corruption and loss of your work.

- Wait until everyone is offline. This ensures no one can open the data files while you delete them.

> **NOTE**
>
> You cannot delete a job if it still contains scenes.

How to delete a job

1. From the Environment list, select the environment with the job you want to delete.

2. From the Job list, select a job to delete.

3. Select **Job > Delete**.

4. Click **OK**.

About Scenes in WebCC

After you create a scene, you can view some of the scene information in the Scenes list, such as the version, number of frames and status.

> **NOTE**
>
> It is useful to have at least one Display node in your scene as it dictates what is displayed in the movie and thumbnail of the selected scene.

Scene	Current Version	Frames	Checkout User	Status	TD	ATD	Priority	Assigned	
lin	1	41		to do	BATCH	BATCH	5	BATCH	
lin日本àçèé你好	1	34		to assign	BATCH	BATCH	5	usabatch	
wcclin	1	0		done	BATCH	BATCH	5	usabatch	
wccli日本	1	60		Completed	BATCH	BATCH	5	usabatch	
wccli二誌ょ	1	0		Completed	BATCH	BATCH	5	日本é	
win	1	60			BATCH	BATCH	5		

> **NOTE**
>
> Add more categories to the Scenes list by clicking the plus (+) icon at the top-right corner and selecting items to view—see *Scenes List* on page 67.

> **NOTE**
>
> When selecting scenes from the Scenes list, there is a delay for the first preview/thumbnail update because it is done in batch render.

Creating Scenes in WebCC

When creating scenes, you must indicate where you want to store the scene data and where you want the new scene to appear in the Scenes list. You can create a single scene or multiple scenes at the same time.

How to create a scene in WebCC

1. From the Environment list, select the environment with the job in which you want to add scenes.

2. From the Job list, select the job in which you want to add scenes.

3. Select **Scene > Create**.

   The Create Scene window opens.
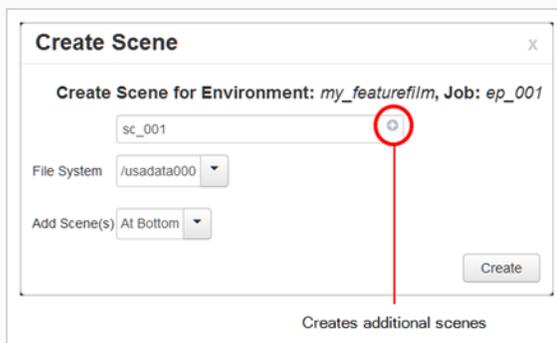
4. In the first field, enter the name of the scene to create.

5. To create additional scenes, do one of the following:

   - Click the plus (+) sign and enter a name.

   - Press Enter/Return.

   Repeat until you have the required number of scenes.

   > **NOTE**
   >
   > By default, when creating a new scene or renaming a scene, the scene's name cannot exceed 23 characters. If Unicode is enabled, the scene's name can not exceed 119 characters. Job and scene names are alphanumeric and can include underscores (_), but no spaces, or other special characters. All names are case-sensitive.

6. From the File System list, select the path where you want to store the files.

   If you are unsure which hard drive to select, consult your technical director or system administrator.

> **NOTE**
>
> Although you can add as many scenes as you want, you can only select one path at a time. Therefore, the WebCC stores all scenes you create in one session at the same place (same path).

7. Select where you want to place the scene(s) in the Scenes list from the Add Scene(s) list:

   - **At Bottom**: Places the new scenes at the bottom of the list.

   - **At Top**: Places the new scenes at the top of the list.

8. Click **Create**.

   The new scene(s) are created and displayed in the Scene list. If you do not want to create the scene(s), click the close button (x) at the top-right corner of the Create Scene window.

Deleting Scenes to WebCC

When deleting a scene, you remove the scene from the WebCC window, as well as permanently removing all the information associated with the scene including:

- Exposure sheet (and all associated versions)

- Elements

- Drawings

- Database information

- Any palettes stored in that scene's palette library

Before you delete a scene:

- Be sure you really want to remove all this information from the system.

- Are you going to use the scene in the future?

- Do you need to archive the scene for future use?

- Make sure no one else is currently using the scene. Failure to do this may result in file corruption and loss of work.

- Wait until everyone is offline. This ensures no one will open the scene as you are trying to delete it.

How to delete a scene

1. From the Scenes list, select a scene name to delete.

2. Do one of the following:

   - Select **Scene > Delete**.

   - Right-click and select **Delete**.

   The Confirm dialog box appears.

3. Click **OK**.

   The scene name all its associated files are deleted.

Checking Scenes In and Out in WebCC

It is important to check out a scene before exporting it. If you have downloaded a scene to work on and forgot to perform a checkout, other users could make changes to the scene on the server, which would cause conflicts with your work when you upload the scene later. In the WebCC, you can check out the scene even if you have already exported it. Once you check out a scene, other users can open it, but not make changes to it.

When you are finished working on a scene, you must upload it to the database and check the scene back in, to allow others users to make changes to it.

> **NOTE**
>
> Remember that even if you forget to check out a scene, you can still perform partial updates to the scene in the database when you use the **Update Database Scene** command (File menu). This could cause conflicts with other users. For more information on partially updating scenes, see *Updating WebCC Scenes from Harmony* on page 60.

How to check out or check in a scene

1. From the Scenes list, select the scene to check out.

2. Do one of the following:

   - Select **Scene > Checkout** or **Checkin**.

   - Right-click and select **Checkout** or **Checkin**.

   The Checkout or Checkin Scene confirmation window opens.

3. Click **OK**.

Renaming Scenes in WebCC

As you work on scenes, their nature and content may change and the name of the scene may no longer be relevant. When this happens, you can rename the scene.

Before renaming a scene:

- Make sure no one else is currently using the scene. Failure to do this may result in file corruption and loss of your work.

- Wait until everyone is offline. This ensures no one can open the scene while you rename it.

How to rename a scene

1. From the Scenes list, select a scene to rename.

2. Do one of the following:

    - Select **Scene > Rename**.

    - Right-click and select **Rename**.

    The Rename Scene window opens.

3. Enter the new scene name and click **Rename**.

> **NOTE**
>
> - Use lower case letters if the scenes may be used with a Windows workstation.
> - When creating a new scene or renaming a scene, the scene name cannot exceed 23 characters.

Reordering Scenes in WebCC

You can change the sequence of scenes in your job, which affects the order in which the scenes appear in the job throughout the system. You can place a scene anywhere in the Scenes list or sort them alphanumerically.

How to reorder a scene

1. Select a scene from the Scenes list.

2. Select **Scene > Reorder**.

   The Reorder Scenes window opens.
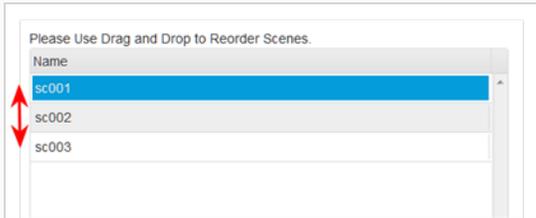
3. Drag a scene up or down to reorder it.

4. Click **OK**.

Clearing Scenes in WebCC

If you must clear a scene from WebCC, wait until everyone is offline to ensure no one can open the data files while you clear them. Otherwise, there is a risk of corrupting the files and losing work.

How to clear a scene

1. From the Scenes list, select a scene to clear.

2. Do one of the following:

   - Select **Scene > Clear.**

   - Right-click and select **Clear**.

   The Confirm dialog box appears.

3. Click **OK**.

   The Scene list refreshes and displays blank elements and drawings lists, showing that the WebCC module has deleted the exposure sheet for the scene you cleared.

Changing the Status of Scenes in WebCC

Changing a scene's status and making manual approvals is a way to track its progress in your production. For example, in a scene whose drawings are being scanned, you can set the scene status to Scan. After you begin adding colour to these line drawings, you can change the scene status to Paint.

To change a scene's status, the approval policy must be set to Manual. You can also create customized approval stages that reflect the approval process in your production environment—see *About Jobs in WebCC on page 28*.

Users who have limited rights in WebCC can still change the status of a scene, as long as it is a scene that is assigned to them.

How to change a scene's status

1. Select a scene from the Scenes list.

2. Do one of the following:

   - Select **Scene > Change Status.**

   - Right-click and select **Change Status**.

   The Change Status window opens.

3. Select a status for the scene.

4. Click **Apply**.

Customizing the Scene Status Colour in WebCC

Changing a scene's status is easy when you can use colours to help differentiate them. With a glance at the Scenes list, you can quickly assess the status of a production.

You can add new scene statuses and customize their name and colour, as well as manually edit the list.

How to customize the scene status colour

1. Select **Admin > Change Statuses**.

   The Change Custom Statuses window opens.
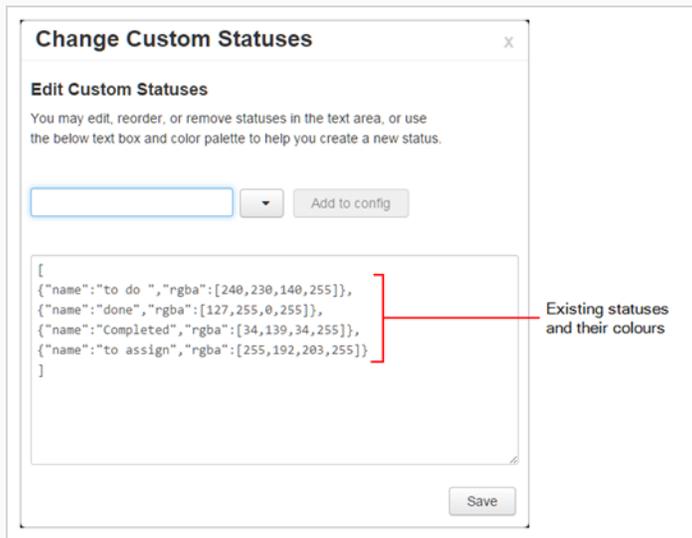
2. In the Status field, type in the name of the new status to create.

3. Click the arrow and select a colour for the new status.
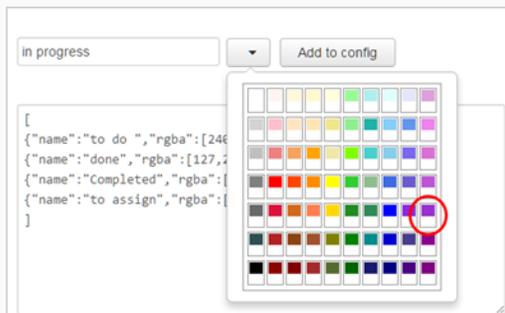
4. Click **Add Config**.

   The new status and its colour are displayed. The list of statuses updates with the new status and its colour defnition.

5. Click **Save**.

   The new status is added to the list of statuses and the Change Custom Statuses window closes.

   The next time you change the status of a scene, the new status will be available from the list.
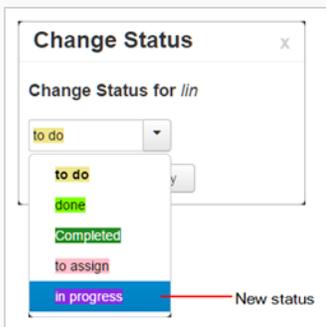

6. Select a status for the scene.

7. Click **Apply**.

How to edit the Scene Status list

1. Select **Admin > Change Statuses**.

2. In the Change Custom Statuses window, manually edit the name and colour of a scene status. You can also add or delete a status.

> **NOTE**
>
> At the end of the last line, make sure there is no comma.

3. Click **Save**.

Assigning Scenes to Users in WebCC

Project collaborators who do not have administrative privileges must be assigned a scene before they can export it. Likewise, they must still be in ownership of the scene when they're done making changes to the scene and want to import their version back into the database. Hence, it is important to assign each scene to the user who is expected to work on it.

> **NOTE**
>
> For more information on user types and privileges, see *User Types and Restrictions in WebCC* on page 19.

How to assign a user to a scene

1. Select a scene from the Scenes list.

2. Do one of the following:

   - Select **Scene > Assign User.**

   - Right-click and select **Assign to User**.

   The Assign User window opens.

3. Select a user to assign to the scene.

4. Click **Assign**.

Setting Scene Priority in WebCC

You can change a scene's rendering and vectorization queue priority to place it ahead of or behind other scenes. For example, if scene B comes before scene A in the queue, change the scene's priority so scene A is processed first.

If a scene was already sent to the queue, changing the priority will not affect its priority in the queue. Changes will only be applied the next time it is sent to the queue.

> **NOTE**
>
> If you want to change a scene's priority after it has been sent to the queue, you can do so using the Change Priority button in the Queue window in the Control Center application—see Viewing the Render Queue in the Harmony Server Installation Guide.

How to change the scene priority

1. Select a scene from the Scenes list.

2. Do one of the following:

   - Select **Scene > Change Priority.**

   - Right-click and select **Change Priority**.

   The Change Priority window opens.

3. Drag the slider to adjust the priority. 0 = the highest priority for processing through the Vectorize or Render queue and 10 = a priority of 10 is the least important. Items with higher priorities pass in front of other projects with lower priorities in the Vectorize and Render queues even if there is already a queue processing.

4. Close the window.

   The new scene priority appears in the Priority column of the Scenes list.

Searching Scenes in WebCC

When managing your production, you will want to search and filter scenes to accurately track progress. In the WebCC, you can search scenes by user or state, or both at the same time.

How to search scenes by user or state

1. Click **Advanced search**.

   Two search fields appear.

2. Do one or both of the following:

   • To search for a user, select one from the Select a User list.

   The Scenes list updates to display only the scenes assigned to the user you selected.

   • To search for a state, select one from the Select a State list.
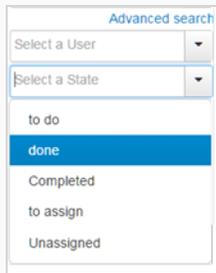
The Scenes list updates to display only the scenes assigned to the state you selected. In this example, we searched for a user named BATCH and a state called "done". The result is one scene displayed below.

How to reset the Advanced Search fields

1. Do one of the following:

   - Click **Advanced search** to close the search fields. Click **Advanced search** again to reopen the fields.

   - Place your cursor in a search field and press Backspace repeatedly until the field is blank.

Vectorizing Scenes in WebCC

When your scene is completed, you can revectorize scanned drawings with a different vectorization style, including TVG, greyscale, greyscale rougher lines or soft edge, and tones/highlights. You can also choose to convert vector drawings into bitmap drawings.

If you didn't scan drawings and just did them paperless or imported them, you cannot revectorize them because the original bitmaps are required in the scene.

How to vectorize scenes

1. Select a scene from the Scenes list.

2. Do one of the following:

    - Select **Scene > Vectorize.**

    - Right-click and select **Send to Vectorize**.

    The Send to Vectorize window opens.

3. Select a vectorization style for the scene.

4. Click **Send to Vectorize**.

How to unvectorize scenes

1. Select a scene from the Scenes list.

2. Do one of the following:

    - Select **Scene > Unvectorize.**

    - Right-click and select **Send to Unvectorize**.

    The Send to Unvectorize window opens.

3. From the Antialiasing Quality list, select a quality level.

4. In the Antialiasing Exponent field, set the .

5. In the Resolution section, select one of the following:

   - As Scanned to use the resolution at which the drawing was scanned.

   - Use Custom Resolution, then enter the desired X and Y resolution.

6. From the Output File Format list, select a format for the unvectorized scene.

7. In the Command Line field, you can enter a command from the utransform utility. For example, you can set the background colour: -bgcolor 1.0 1.0 1.1.

8. Click **Send to Unvectorize**.

Rendering Scenes in WebCC

When one or more scenes are complete, you can send them to the batch processing machine for rendering. You can also use Harmony Advanced or Harmony Premium to render scenes, but since you must open each scene individually in Harmony, you can only send one scene to render at a time.

How to send a group of scenes to the Render queue

1. Select the environment, job and scenes to send to the Render queue.

2. Do one of the following:

   - Select **Scene > Send to Rendering.**

   - Right-click and select **Send to Rendering**.

   The Send to Rendering window opens.
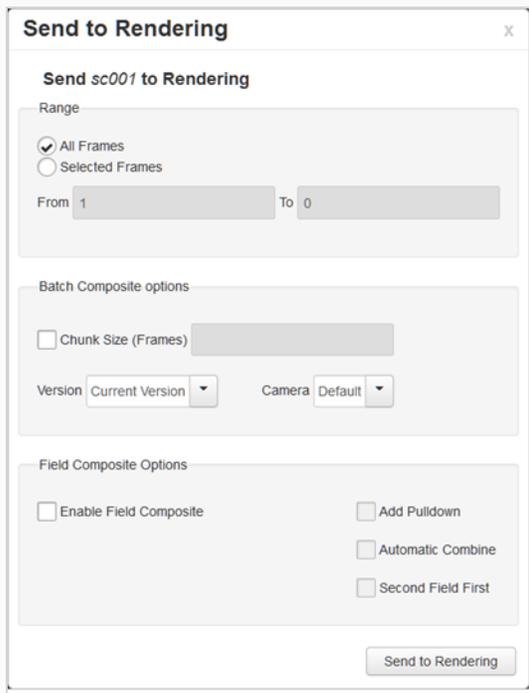
3. In the Range section, select the frames to render:

   - **All Frames**: Sends all the frames in the scene to be rendered.

   - **Selected Frames**: Sends a range of frames to be rendered. You can only do this if you selected one scene. Enter the frame range.

4. Select the **Chunk Size (Frames)** option if you want to split the frames into chunks. This lets you process frames among many stations instead of just one. Enter the number of frames in each chunk.

5. From the Version list, select the version of the scene to render.

6. From the Camera list, select the camera to render the scene's images. These are the cameras you created in Harmony.

7. If you want to create a sequence of images in fields, such as in NTSC or PAL, select **Enable Field Composite** option and any of the following:

   - **Add Pulldown**: Uses the 3:2 pulldown technique.

   - **Automatic Combine**: Combines even and odd fields on a scene's image.

   - **Second Field First**: Always starts with the second field before combining with the first field.

8. Click **Send to Rendering**.

Downloading Scenes from WebCC

WebCC allows you to download (export offline) scenes from a studio's Harmony database and work on them locally from a remote location. When downloading the scene, you have the option to check it out, which locks it from being modified by other users until you make your changes to it. Once you are done working on the scene, you can re-import it back into the database via WebCC, and check it back in at the same time.

Scenes can be exported individually or in bulk. When exporting scenes, a package containing the scenes is created in the User Exchange folder. Users can then download that package using the Exchange Manager panel accessible from the File menu.

> **NOTE**
>
> The following restrictions apply to exporting scenes from WebCC:
>
> - Users who do not have administrative privileges must be assigned a scene before they can export or re-import it—see *User Types and Restrictions in WebCC* on page 19 and *Assigning Scenes to Users in WebCC* on page 47.
> - Scenes cannot be uploaded or downloaded using a tablet.
> - If you want to export or import environments, jobs and scenes for archiving, you must use the Control Center. WebCC is designed to allow remote project collaborators to work on individual scenes.

How to download an individual scene

1. From the Scenes list, select a scene to export.

2. In right pane, click **Export Offline**.

   The Export Offline window opens.
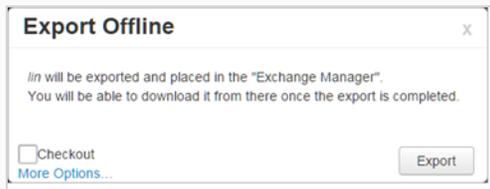
3. Select the **Checkout** option to lock the scene, preventing anyone from modifying the scene.

4. Click **More Options**.

   Additional options for exporting offline are displayed, including the palettes and libraries for the environment and job. You can also export external drawings.
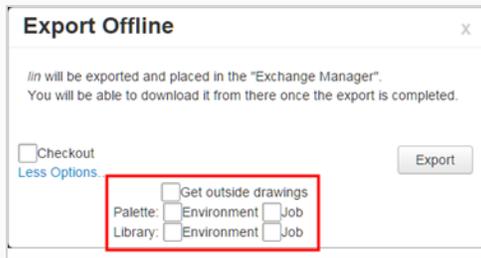
5. Select the appropriate options and click **Export**.

   The selected scene is zipped and exported to your user exchange folder. Wait for the Export process to complete.

6. Close the Successful Export dialog box.

7. Select **File > Manage Uploaded/Exported Files**.

   The Exchange Manager window opens.
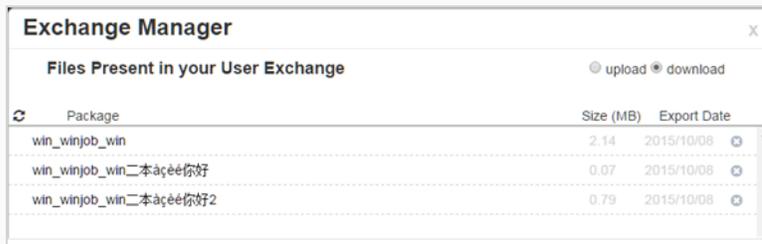
8. To delete exported files after you download them, select the **Delete from Exchange After Download** option in the bottom-right corner.

9. In the Package list, click a web link to download.

How to download multiple scenes

1. From the Scenes list, select the scenes to export.

2. Select **Admin > Export**.

   The Export screen opens. The selected scenes are listed in the List of Scenes to Export section.

   - To add more scenes, select the environment, job and scenes to add and click **Add Selected Scenes**.

   - To remove unwanted scenes, select the scene and click **Remove Selected Scene**.

3. To export:

- Click **Export Offline** to export your selection to your user exchange folder using the preset options. Select the **Checkout** option to lock the scene, preventing anyone from modifying the scene. Click **Export**.

- To export your selection with custom options, click **Export to Another Database**. The Export with Options window opens—see *Import or Export to Another Database Options* on page 68. Select the appropriate options and click **Export**.

4. Close the Successful Export dialog box.

5. In the top-left corner, click **Return to Scene List** to return to the main page.

6. Select **File > Manage Uploaded/Exported Files**.

7. To delete exported files after you download them, select the **Delete from Exchange After Download** option in the bottom-right corner.

8. In the Package list, select the zip file to download.

TIP

In the Exchange Manager, you can refresh the list of files by clicking on the Refresh List ⟳ button.

TIP

When you no longer need the stored packages in the exchange folder, delete them from the User Exchange folder to keep your storage space organized avoid taking up too much disk space.

Uploading Scenes Back to WebCC

Once you are done working on the local copy of a scene, you must re-import it back into the Harmony Server database to make your changes accessible to other users.

The following restrictions apply to importing scenes in WebCC:

- Although it is possible to export several scenes at the same time, scenes can only be re-imported individually.

- Users who do not have administrative privileges must be assigned a scene before they can export or re-import it—see *User Types and Restrictions in WebCC* on page 19 and *Assigning Scenes to Users in WebCC* on page 47.

- You cannot import a scene that was checked out by another user.

- Scenes cannot be uploaded or downloaded using a tablet.

- If you want to export or import environments, jobs and scenes for archiving, you must use the Control Center. WebCC is designed to allow remote project collaborators to work on individual scenes.

> **NOTE**
>
> Importing your scene into WebCC will cause the thumbnail and preview movie to be automatically regenerated. It may take a few minutes for the thumbnail and preview movie to update.

How to upload a scene back to the database

1. Create an .zip archive containing a single scene. The archive should have the same folder structure as the one you download when exporting your scenes from WebCC.

2. In WebCC, select **Admin > Import**.

   The Import panel opens.

3. Click **Add Another File to your Exchange** to browse for and upload your zip file.

   Once the package is uploaded, WebCC analyzes its content and displays information about the scene.

   > **NOTE**
   >
   > If any package is already in your User Exchange, you can import it by selecting it from the list. You can also add packages to your user exchange by via the Exchange Manager panel by selecting **File > Manage Uploaded/Exported Files** from the top menu, selecting **Upload** and then clicking on **Select Zip File to Upload**.

4. If you have checked out the scene when you exported it, select the **Checkin** option to check your scene back into the Harmony database and allow other users to modify it.

5. Do one of the following:

    - Click **Quick Import** to import your scene with the default options.

    - Click **Import with Options** to select the scene assets to import into the database—see *Import or Export to Another Database Options* on page 68.

> **TIP**
>
> When you no longer need the stored packages in the exchange folder, delete them from the User Exchange folder to keep your storage space organized avoid taking up too much disk space.

Chapter 5: Updating WebCC Scenes from Harmony

When working on a scene you exported from WebCC in Harmony, it is possible to download changes made to the scene by other users directly from WebCC into Harmony. Likewise, once you are done working on a scene, you can upload your changes directly from Harmony to the WebCC server. In both cases, this is referred to as a "partial update".

To perform partial updates, you must first add the address to the WebCC server in your Harmony preferences. Then, when downloading or uploading changes to a scene, you will be prompted to enter your WebCC username and password.

Configuring Harmony to Perform Partial Updates with WebCC

To be able to perform partial updates, you must first add the address to the WebCC server in your Harmony preferences.

How to configure Harmony to communicate with WebCC

1. In the top menu, select **Edit (Windows/Linux) or Harmony [Edition] (macOS) > Preferences**.

2. Open the **General** tab.

   In the bottom-right corner of the tab, there should be a **Web Control Center** section.

3. In the **URL** field of the Web Control Center section, type in the URL of the WebCC server including the protocol, domain and port number, as you would in your web browser:

   protocol://hostname:portnumber

   For example, to access a server named **webcc.mystudio** through **https** via port **8843**, you would enter:

   https://webccserver.mystudio:8843

4. Click on the **OK** button.

Downloading Scene Changes from WebCC in Harmony

If the scene you exported from WebCC has been updated on the WebCC server, your local version will be outdated. If you need to work on the latest version, you can download the changes made to the scene directly from the WebCC server into Harmony.

> ⚠️ **IMPORTANT**
>
> This will overwrite changes that you have made locally to the scene and which you have not uploaded to the WebCC server.

How to download changes made to the database scene from WebCC to Harmony

1. In the top menu, select **File > Download Database Changes**.

2. If you have not yet done so during this Harmony session, you will be prompted to enter your WebCC username and password:

3. Click on the **OK** button.

   The following prompt will appear:

4. If you want to download palettes, templates and other assets added to the scene's environment, check the **Environment** check box.

5. If you want to download palettes, templates and other assets added to the scene's job, check the **Job** check box.

6. Click on the **Continue** button.

   Harmony will download the scene from the database server, apply the changes to it, and re-open the scene with the changes applied.

Uploading Scene Changes from Harmony to WebCC

Once you are done working on your local copy of a scene you exported from WebCC, you can upload the changes you made directly from Harmony to the original version of the scene on the WebCC server.

> **NOTE**
>
> Uploading changes to your scene to WebCC will cause the thumbnail and preview movie to be automatically regenerated in WebCC. It may however take a few minutes for the thumbnail and preview movie to update.

How to download changes made to the database scene from WebCC to Harmony

1. In the top menu, select **File > Download Database Changes**.

2. If you have not yet done so during this Harmony session, you will be prompted to enter your WebCC username and password:

3. Click on the **OK** button.

   Harmony will upload the changes you made to the scene to the WebCC server. The version of the scene on the database will correspond to your local copy.

Chapter 6: WebCC Commands

File Menu

Command	Description
Manage Uploaded/Exported Files	Opens the Exchange Manager, where you can upload zip files from your computer or download zip files exported from WebCC. **NOTE**: This command is not available on tablets.

Environment Menu

Command	Description
Create	Lets you create an environment and set the rights for modifying scene assets.
Delete	Lets you delete an environment from the database. This command is only available if the environment does not contain any jobs or scenes. If it does, they must be deleted before the environment can be deleted.
Change Asset Lock	Lets you set the rights for modifying the scene assets of a selected environment.

Job Menu

Command	Description
Create	Lets you a new job to the selected environment. Your job must have a unique name in the animation database. You cannot have two jobs with the same name, even if they exist in different environments, as they are all stored in the same folder on the database.
Delete	Removes a job from the selected environment. When a job is deleted, its scenes, elements, drawings, palette library, and database information are permanently deleted. If you want to archive a job, you should delete the job only after you have exported it and saved it in a secure location. Before deleting a job, verify that it is not currently in use.

Change Approval Policy	Let you select or deselect scenes for manual approval from the TD or ATD.
Change Status	Lets you indicate whether jobs are in production or completed. You can always put a completed job back in production.
Change Priority	Lets you set the priority of the selected job for the rendering and vectorization queues. 0 = highest priority, 10 - lowest priority.

Scene Menu

Command	Description
Reset List Sorting	Resets the order of the scenes in the Scenes list. Click on the Current Version heading to order to the scenes numerically by version number. Click again to reverse the order.
Open	Launches Harmony and opens the scene in it. If it was not previously specified, you will be asked to specify the path to the software's executable file.
Create	Opens the Create Scene window where you can add one or more scenes to the selected job. You can also choose to: • Select the file system where the created scenes will be stored. • Choose the position the scene will take within the job.
Delete	Removes a scene from the database. Before you use this command, make sure the selected scenes is not currently in use. When a scene is deleted, its exposure sheet, elements, drawings, palette library and database information are permanently removed. If you want to archive a scene, you should delete the scene only after you have exported it and saved it in a secure location.
Rename	Opens the Rename Scene window where you can enter a new name for the selected scene. Before doing this, verify that the scene is not in use.

Force Unlock	Unlocks a scene or version of a scene locked in Harmony. Usually, a scene unlocks when it is closed by a user. However, if a computer crashes while a scene is locked (in use), a scene may remain locked even if it is not open.
Force Unlock Version	If you used this command on more than one scene, you are prompted for confirmation to unlock each scene separately.
Force Checkin	Checks in a scene that was checked out, but not checked back in. Use this command only in extreme cases. Otherwise, two versions of the same scene will be in use, which will cause conflicts.
Checkin	Checks in a scene that you checked out.
Checkout	Checks out a scene. If a scene is already checked out, it is available as read-only and you cannot make any changes to it.
Change Priority	Lets you set the priority of the selected scene for the rendering and vectorization queues. 0 = highest priority, 10 = lowest priority. To change the priority of a scene already sent to the batch processing queue, use the Change Priority button in the queue through the Control Center application.
Assign User	Lets you assign a user to a scene.
Change Status	Lets you change the status of a scene to indicate where it is in the animation production process.
Reorder	Lets you change the order of scenes in a job.
Clear	Lets you delete a scene's exposure sheet, network, elements and database information. Image files will need to be deleted manually. Before using this command, make sure that none of the files in question are currently in use.
Send to Vectorize	Lets you revectorize scanned drawings in the selected scene to the vector style you set.
Send to Unvectorize	Lets you convert a scene's vector drawings into bitmap drawings.

Send to Rendering	Lets you add one or more scenes to the rendering queue.

Admin Menu

Command	Description
Change Password	Lets you change your password or set an empty password (no password needed for login).
Change Statuses	Lets you edit, reorder, or remove statuses, as well as add colours to statuses.
Manage Users	Displays a list of all system users. You can add, delete or modify user information in this list.
Export	Lets you select scenes to export from the selected environment and job.
Import	Lets you upload single or multiple project zip files to your exchange folder and then import them.

Help Menu

Command	Description
Help on WCC	Opens the WebCC integrated help system.
Developer Help	Lets you access documentation on other APIs.
About	Opens the About WebCC page which displays copyright information.
View Log	Opens the WebCC log window which details the activity in the WebCC.

Scenes List

Parameter	Description
Current Version	Displays the version number of the scene. For example, there can be many versions of the same scene saved in the root project folder.

Frames	Displays the number of frames in the scene. This indicates the length of the scene. If artwork has not been created in the scene yet, the number of frames in the Frames column displays 0.
Checkout User	Indicates the name of the individual who checked out the scene by their login username.
Status	Indicates the status of the scene in the animation production process. The default status is left blank to indicate that the scene has not been assigned a status. The assignable statuses are: Scan, Vectorize, Pencil Test, Paint, Sceneplanning, Camera and Completed.
TD	Displays the name of the technical director of the scene by their login username.
ATD	Displays the name of the assistant technical director of the scene by their login username.
Priority	Displays the priority of the scene on a scale of 0–10 (0 = highest priority, 10 = lowest priority).
Assigned	Displays the to which a scene is assigned.

Import or Export to Another Database Options

Exporting to another database makes a package with many scenes that must be imported into another database. You cannot open them offline as individual scenes. This is useful when exchanging large quantities of scenes from one studio to another. However, a freelancer working on a limited number of scenes may not want to create a personal database at home.

Parameter	Description
Audio	Exports the Audio directory.
Database	Selected by default, this option exports the elements in the scene. If you select this option and deselect the Elements option, you can access the elements from the Element Manager in the Control Center, but their drawing and bitmap files will not be included. The list of available versions in the scene is also exported. It is not possible to open a scene if this is not selected for export.

Final Frames	Exports the directory that contains the final, rendered frames.
Other Directories	Exports all other directories and files in the scene's data structure.
Elements	Selected by default, this option exports the contents (drawing and bitmap files) of the Element directories.
Timing Drawings	Selected by default, this option exports the contents of the Timing directories.
Annotation	Lets you export the different drawings created while drawing in the Annotation columns and imported images.
Stage (xsheet & network)	Selected by default, this option exports the Harmony [Edition] directory, which contains the Harmony [Edition] files for each scene you export. These files are necessary if you want to reuse the exposure sheet (timing) and the node structure from the original scene. If this option is selected, you can select the **Get Outside Drawings** option to copy drawings into the scene folder that is referred to by the Timing columns and their Element (Drawing) nodes.
Palettes	Exports the palette-library directories. Decide if you want to export the palette-library from the environment, job or scene level. When you select a level, the palette-library in lower-level directories will also be exported. Check Backup if you want to export the palette-list file which is necessary for the scene to know which palettes to use. In most cases, you should select this option as well as the Scene option.
Macros	Exports the macros (customized effect and node connections) that were created and stored in the environment, jobs or scenes to be exported. This is necessary if you have legacy scenes with macros.
Libraries	Exports templates created at the selected levels.

Chapter 7: Viewing the Log

The WebCC log view displays the log of operations done on the Harmony Server database. Green messages aresuccessful operations, orange messages are warnings, and red messages are errors or failed operations.

How to open the Log view

1. Select **Help > View Log**.

   The Log view opens

> 💡 **TIP**
>
> To clear all messages from the Log view, click **Clear Log**.