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ShotPut Pro®

Media Offloading Application
User's Guide

Version 2024.3, Indianapolis, Indiana USA

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Welcome

We're pleased that you've chosen **ShotPut Pro®** to securely backup your media files. We hope getting results is easy without looking at the documentation.
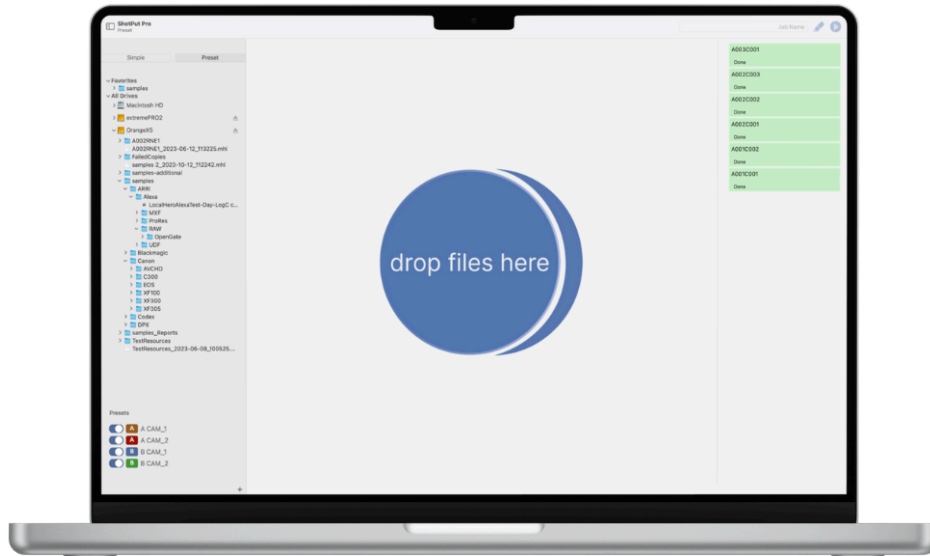
ShotPut Pro works with any camera or audio files, regardless of manufacturer, including ARRI®, BlackMagic Design®, Canon®, DJI™ , GoPro®, JVC®, Panasonic®, RED®, Sony® and more.

It may also be used to copy from digital disk recorders such as Atomos®, AJA® or Codex™ or entire Solid State Drives, Hard Disks, or just folders or individual files. Use it with Lexar®, SanDisk®, Sonnet®, or any number of HCSD, CF™ , CFast®, or P2® card readers. Regardless of content, as long as the operating system sees and mounts the card or memory device, ShotPut Pro can securely copy it!

NOTE: This application is for late model Macintosh operating systems. Features and dialogs may vary slightly between them. Imagine Products also offers a Windows version of ShotPut Pro with similar functionality.

Overview

ShotPut Pro® for Macintosh is an automated copy utility application for video and media files. It makes secure, auto-named copies of a card's contents, entire hard disks, or selected files to multiple locations simultaneously.
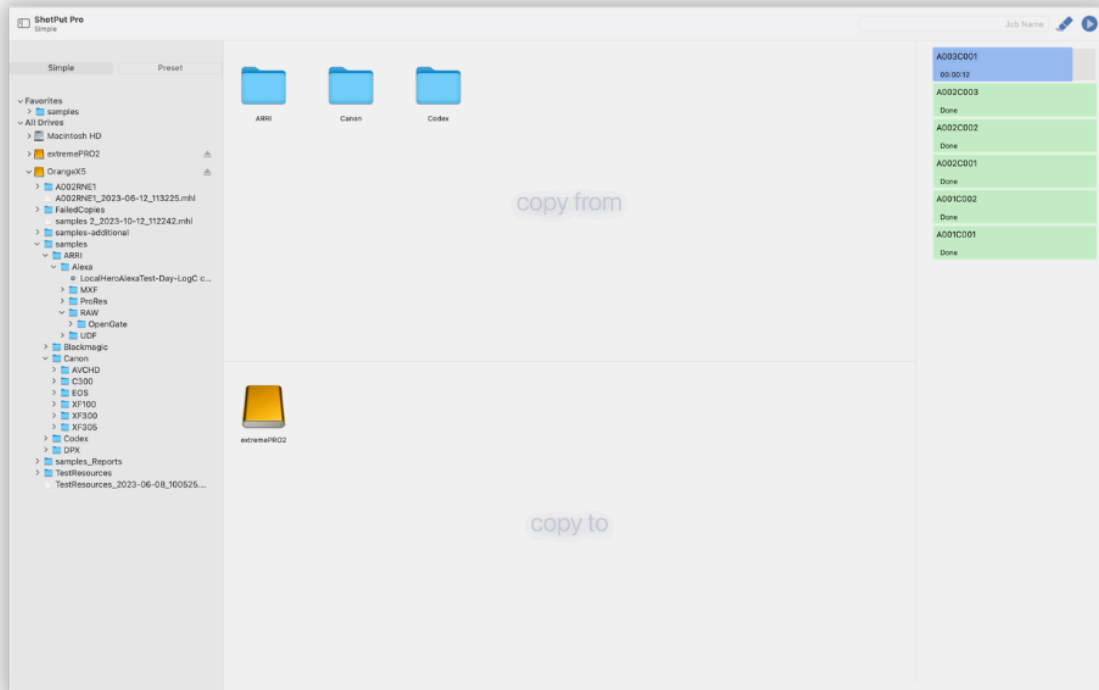
Its simplified user interface offers a color-coded progress window, fast copy speeds, in-depth folder naming options, pause and resume processing, 'video aware' reports with thumbnails, metadata, and more.

Digital Video, Audio and other Media: ShotPut Pro copies ANY media or file types.

Entire Cards or Disks: Entire contents of any mountable volume (card or drive) can be copied. Or, individually select the material you want to backup and verify.

Fast Copying: ShotPut Pro reads the source files once and uses multi-thread technology to copy multiple files to multiple destinations simultaneously for the fastest possible processing.

Security: Verify with checksum technology to ensure copies exactly match the originals. You can also save an MHL file with copies to "seal" a folder of files. MHLs may then be used in your downstream workflow processes to be sure they still match the originals.

Reports: Create a printable record of file transfer activity, how the copies were named, time, date, etc. Save complete details for project organization or just summaries for billable time. Select from a number of formats including PDF, TXT or CSV. Reports may be custom named and saved individually with job data, or combined in a central folder with other reports.

Video Thumbnails: Choose PDF style reports to include up to 10 extracted frames and metadata per clip from over 20 known camera types.

Personalized Reports: Automatically add your contact information (notes) and company logo to each report. ShotPut Pro titles reports using the Job Name or a customized name.

Automatic or Manual Processes: Setup an output folder auto-naming scheme and use the auto-begin mode to copy cards upon insertion. Or, Drop cards or folders into the processing queue to be copied according to the Preset settings.

Simple Mode: allows FAST Drag-and-Drop copies directly to existing output locations with the security of verification and generated reports for all copies.

Easy Folder Naming: Improve consistency and organization by letting ShotPut Pro auto-name copy folders. Select from various custom naming conventions such as card name, time/date information, project name with auto-numbering, etc.

Advanced Folder Naming: Organize copies by nested (sub) folders, and label them using concatenated naming conventions such as dates, project names, locations, etc.

Pause and Resume Copies: ShotPut Pro lets you gracefully 'Pause' copy processes and 'Resume' where you left off. This feature is perfect for temporarily stopping big jobs on set when you need to relocate. Resume may also be used when a drive is inadvertently disconnected during use to finish processing a job.

Status at a Glance: Job tasks have progress bars that are color-coded to indicate status. They may be individually paused, resumed, or removed from the task list. 'Click' on the status bar to open the details and a report preview. You may also set Preferences to automatically open job details when it starts.

Presets: Multi-camera data wranglers will appreciate being able to easily switch between folder naming conventions and designated output locations without re-typing. Simply set up separate custom Presets for each set of naming choices. Presets may be sorted alphabetically and by status.

Error Checking: ShotPut Pro helps eliminate human errors by preventing accidental overwriting of existing files and folders, and checks whether there is available space at the output locations. An audible alert warns if a card or hard disk is disconnected during a job.

Finishing Touches: After copying is finished, ShotPut Pro can play a notification sound and automatically eject (unmount) source cards for your convenience. You can have the software text a notification or e-mail the verification report after each job completes.

Preferences

This section will help you enable the ShotPut Pro settings to perform in the manner you want when copying media cards, drives, or files and folders.

If this is your first-time starting ShotPut Pro, you will want to check a few default settings to customize them to your liking. From the Application Menu select the **Preferences** menu.
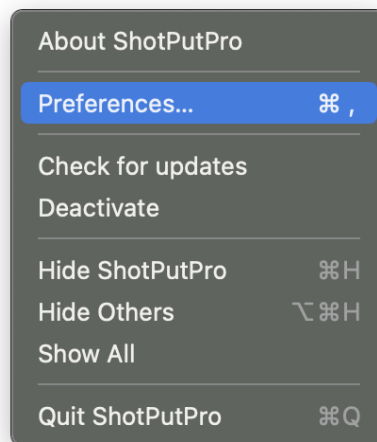
Additionally, refer to Presets in the next chapter of these instructions for configuring presets and using automatic folder creation if you plan to use the **Preset Mode** (versus **Simple Mode** where files and folders are dropped directly between mounted drives).

Basic Preferences

Select the Basic button to set global options for Queue and Verification processes.
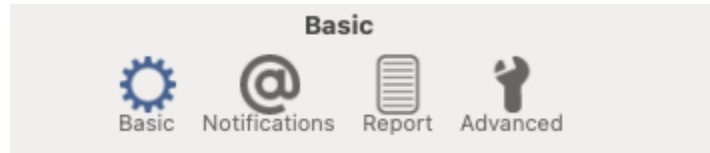
Queue Options

The **Queue Options** determine how copying will be initiated and details presented.
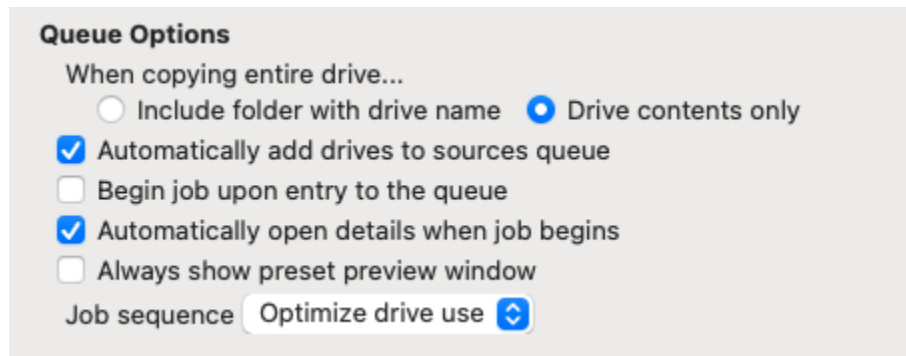
When copying entire drive… This feature lets you choose whether volume names should be included as the top folder name in the copies, or if you simply want to ignore that and copy the contents only.

Automatically add drives to sources queue places the contents of any newly detected removable drive or card into the queue for you, ready for copying. In this mode ShotPut Pro will ignore already attached drives and mounted cards.

Begin job upon entry to the queue starts copying without manually pressing the **Begin** button on the main window.

TIP: With this option enabled, to automate **Simple Mode**, add the **Copy To** destination(s) first, and then drag in the **Copy From** items.

CAUTION! Do not plug in an external hard disk while the two automatic modes above are enabled unless you intend to copy its entire contents!

Job statuses are shown on the right side of the screen. You may click on any job status to open its details in the center area of the application, or enable **Automatically open details when job begins** to open it every time you start a new job.

Always show preset preview window causes a pop-up when starting a job in Preset mode. This window will also open if you are missing information, regardless of your preferences.
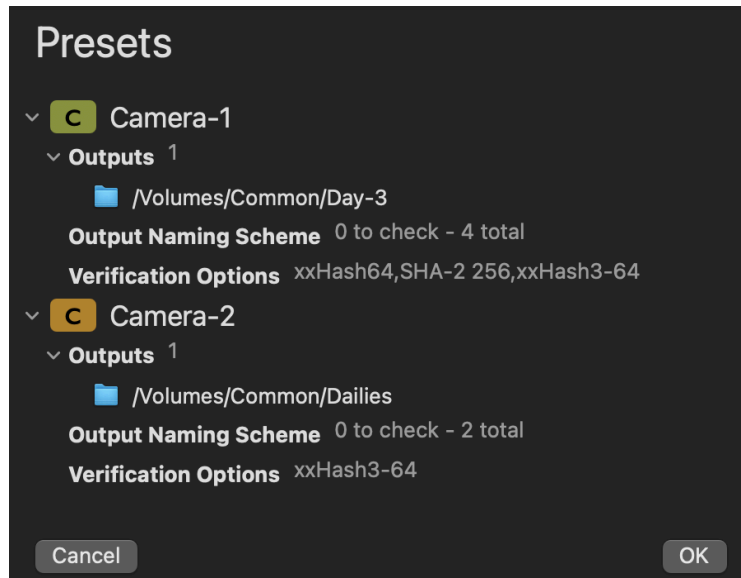
The preview shows output locations, naming schemes and verification options for all enabled presets. This gives you an opportunity to cancel the job and make changes if something isn't as intended.

Job sequence allows you to specify when and how offload jobs are to begin. The following are the job sequence options you can select:
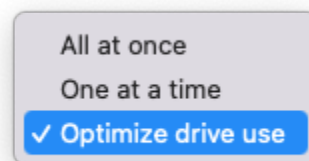
Optimize drive use instructs the application to use built-in technology which will allocate offload resources based on the drives involved to optimize throughput and allow concurrent IO when appropriate. Jobs which do not have access to sufficient IO resources will be queued and begin once these resources become available.

All at once will begin each offload job immediately, regardless of any other ongoing replication job. If jobs have common IO resources, competition for these resources can occur and result in slower offload times and choppy throughput.

One at a time will only permit one offload to occur at a time. Ensures there is no competition for IO resources, but will not permit jobs with disjoint IO needs from executing concurrently.

Verification

Though it's rare to experience copy errors, video files are usually highly valued, and therefore copies should be verified. ShotPut Pro offers a number of verification types to choose from depending on you and your client's needs.

TIP: You may override verification settings within individual presets without changing options in these global preferences.

File Size – Source Checksum offers the fastest checksum as it is a less intensive verification option than full checksum comparisons. This option relies on the operating system's report that the files made it to the output destinations correctly. It does not compare checksums of copies to source files.

However, the File Size option does obtain checksum values from the source(s) while reading the files. These values are included in reports and may be used for downstream file checking.

Full Checksum causes a read back of the copied files from the output destinations to acquire their checksum values, and then compares those to the source values obtained during the copy process. This is a more thorough verification than relying only upon file size comparisons.

File Size Only compares the file size of the source to the copy and is faster than the checksum options. While our apps can detect some transit problems during the replication process, only a full checksum verification can ensure the bytes read match the bytes copied.

Checksum Types

Checksum type verifications (such as **XXHash**, **MD5** & **SHA**) use algorithms that calculate a binary value for the bytes of a file. The idea of checksums is to also identify any misplaced or changed position bytes in which case a file size may match but a checksum would not.

Choose between the various checksum hash types, or combinations of them, for comparison purposes and to be included in reports and Media Hash Lists (MHLs).

In general, **xxHash3-64** is the newest and fastest option and therefore the default for this application.

xxHash-128 may be specified by clients in cases where the files will be aggregated with many others. Because it uses 128-bit processing, it will take a bit longer than xxHash3-64, but there's even less chance of data collisions (where the same hash value applies to two different files).

Other checksum types may be required by clients as deliverables (e.g. where an asset management system is designed around a specific standard.)

Calculate directory checksums

You may also specify that a checksum value be calculated for entire directories (folders) of files. This type value is a handy way to compare large quantities of data sets without having to drill down to the individual file level. Currently this option is only added to ASCMHL, PDF, and TXT reports.

TIP: Enable Media Hash Lists (MHLs) under **Report Preferences** to **Seal** output copies. MHL files contain checksum file path information that allow analysis of copied files in downstream workflows to track any changes and determine that the contents still match originals.

Learn more about Media Hash Lists under **Report Preferences.**

Source Integrity Verification

Sometimes media card readers overheat, begin to fail, or the cabling is intermittent or faulty. The **Source Integrity Verification** option instructs ShotPut Pro to read the source a second time at the end of the backup session to ensure what it was initially given to copy has not changed.

Hardware failures may be detected in this manner because a matching checksum is not likely if anything is intermittent or changing.

This option adds more time to read the source again, but is a strong insurance against corrupt incoming files.

This option is only available when 'Full Checksum' is selected.

Hidden Files and Folders

Many camera manufacturers and operating systems create hidden files to assist in file system regulation (e.g. **Spotlight** or **Trash** files). These files typically have no value and no bearing on your media files. For these reasons, hidden files and folders are skipped by ShotPut Pro and not copied.

Depending upon your Finder options, the exclusion of hidden files may cause a difference in file count and possibly reported total size of sources versus copies.

Notification Preferences

ShotPut Pro features several automated notifications to inform you about job progress. Select the [@] icon from the toolbar to open notification options.
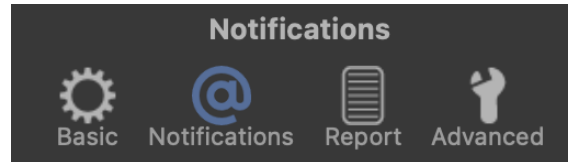
Check the box to **Enable Desktop Notifications**. This will present a textual message when the application is "not in focus" (selected).
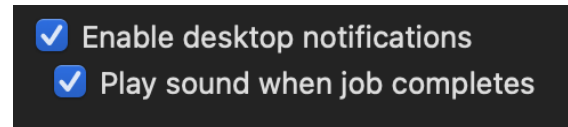
You may also choose sound alerts for completion (and errors).

TIP: With sound options off, enabling **Desktop Notifications** will present a pop-up notice of activity, even when the application is minimized.

Email and Text Messages

You may send an **Email** or an **SMS** text message to yourself about completed jobs.

NOTE: An Imagine Cloud account and up to date software are required. You must have an active (unexpired) Update Plan associated with your ShotPut Pro license to utilize E-mail and SMS features. Also, notifications are only available for use on macOS 10.15 and newer. This feature is not available on macOS 10.14 and earlier.

TIP: You may check the status of your license in the About screen, or from your **Account>View Licenses** page on the www.ImagineProducts.com website.

To set up these options, be sure you have an Internet connection, and then click the **Login** button. The email associated with your license will automatically populate.

Enter/edit other account information, including your Phone Number, if you wish to use the SMS option.

To use the SMS option, you must Verify the Phone Number. A two-factor verification code will be sent to your phone. Once received, enter it and press OK.

TIP: Verification codes have a limited use time. If it has expired, click the Refresh button to have another sent.

NOTE: ShotPut Pro is a 'send only' application. It will have no effect upon your other email or texting applications. Be aware that depending upon the receiving phone's data plan, you may incur additional charges for SMS messaging.

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

Report Preferences

Reports can be an important bookkeeping tool and even used for simple offline search indices. Click the 'Report' button to set up.
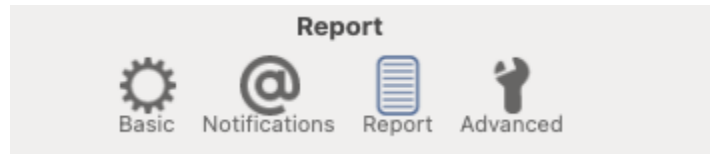
Seal Copy Folders

ShotPut Pro can output two different types of checksum verification files, also known as "seals". The default is the new American Society of Cinematographers (ASC) industry standard Media Hash List (**ASCMHL**).
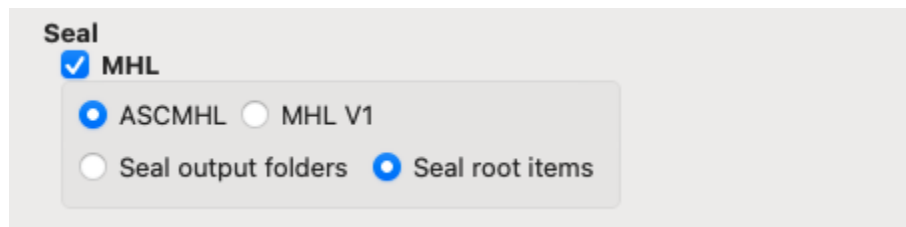
ASCMHL files adhere to the organization's formatting and naming standards (see www.mediahashlist.org/mhl-specification). These XML lists contain relative paths to data files and folders, and their original checksum values. These are always saved with output copies inside the Destination location(s).
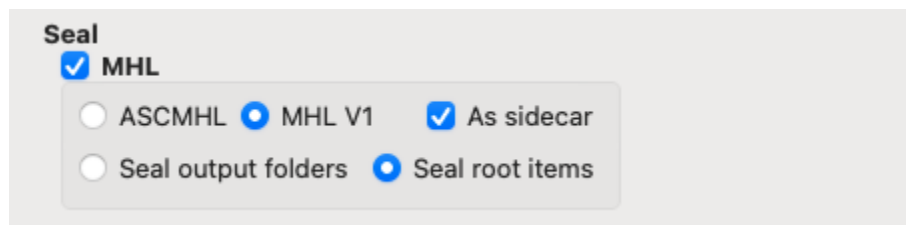
Version 1 MHL style seals place the XML file as a 'sidecar' (outside of the referenced folder of files) or embedded in the sealed directory. This older MHL form is less robust than ASCMHL, but may still be in use or required by your clients.

With either of these type files, you can check the integrity of data files at any time to ensure they still match the originals.

Seal Location Specification

You may customize the locations being sealed with either MHL seal type. **Seal root items** will generate an individual seal for each item being offloaded. For example, if multiple directories are being offloaded a seal will be generated for each directory at the offload destination. **Seal output folders** will generate a single seal for all of the items at each offload location. For example, if multiple items are offloaded to a single folder called "OffloadDestination" a single seal will be generated for "OffloadDestination", regardless of the number of items offloaded.

NOTE: MHL seals will only contain information pertaining to items involved in the offload process. Existing items at the offload location and reports generated and saved to the offload location will not be included in the seal information

NOTE: When MHL seals are enabled, you will receive warnings when attempting to use incompatible checksums.

NOTE: When ASC MHL is enabled, you will receive warnings when attempting to copy to non-empty folders

Reports

ShotPut Pro offers several job report formats, including **PDF**, **TXT**, and **CSV** types. PDF is a Portable Document Format used by Adobe Acrobat readers. The TXT report is a simple human readable form, while CSV (comma separated values) is a format that's readily compatible with spreadsheets.

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

Report Location

Save reports with job places reports in a Report Folder in the root of the copy destination(s).

Save in reports folder allows you to browse to an existing location on your computer (or attached drive) to save all your reports together.

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

Notes

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

For example,notes about contact information, project details, etc. The notes will appear in each report at the bottom of the header information.

Report Naming

Choose how to name the reports. They can be labeled automatically by the **Job Name**, or you can type in a **Custom Name**.

PDF Formatting

ShotPut Pro is "video aware" and can extract file metadata and thumbnails for over 20 different camera/video formats, including MOV, MXF, MTS, MPEG, DPX, ARI, AVI, and more.

With PDF report type enabled, choose between including information about all files in the copy job, or **Video files only**.

All Files means the report may have thumbs and metadata for video files as well as textual metadata information about non-video files that were copied.

Thumbnails for videos are optional. Choose up to 10 sampled video frames to be included for each video file. The thumbs are sampled based on percentages within the clip.

Normally the first thumb would be grabbed a few frames inside the clip to avoid potential black or useless frames. However, you can select the option **First thumbnail should match frame** for situations such as clapboards, etc.

NOTE: Image sequence files such as RAW will be treated as if they're one continuous clip and sampled accordingly.

Custom Logo for PDF Header

PDFs may include your own company logo if desired.

Enable the **Use Custom logo for header** and browse to the image file you want to use.

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

TIP: To remove the header image, simply replace it with another. Or, you can uncheck the Use custom logo option to revert to the ShotPut Pro logo.

Advanced Preferences
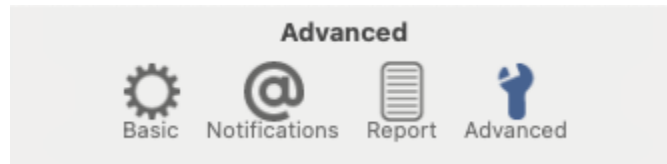
Click the **Advanced** button to open the panel. Settings here are generally ones that are changed infrequently.

Date Options

Files copied from external devices or cards usually incorporate the date the file was copied to the output destination, rather than original file information.

You may choose to **Keep source creation date when copying** and/or **Keep source modification date when copying**.

These options instruct ShotPut Pro to override the system default of today's date (when the copy was performed) with those gathered from the source file information.

NOTE: Not all cameras apply Volume Date information to files or cards! Please check the card information in Finder before using either of these options.

Date Format

Click **Edit format** to change the style used in **Reports** and **Notifications**.
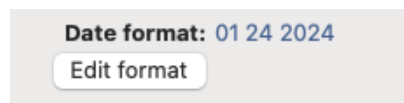
The preview is shown at the top of the dialog.

Select from one of the popular **Common Formats**.

Alternatively, design your own format by dragging the items (month, day, year etc.) to the top area. You may also type in separators such as colons and commas.

To remove an item simply select it and press the Delete button on your keyboard.

Copy Options
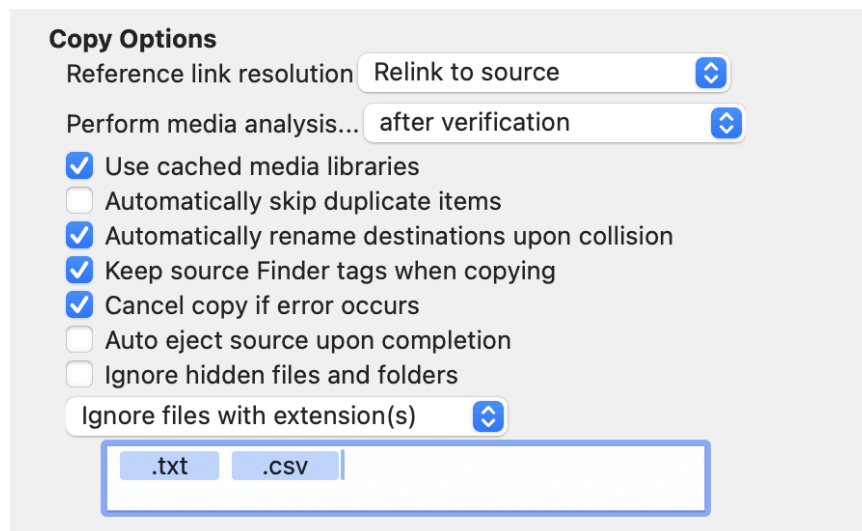
Symbolic Links (**B-reference links**) are files containing path information such as references to other media files, etc. Often **symbolic links** are **"absolute paths"** which means when copied, they're no longer valid (because they're not relative paths).

While it's unlikely your data will contain such files, you can instruct ShotPut Pro how to handle these type files should they be encountered.

Relink to Source

This option recreates the link after the copy is complete to point back to the original source.

NOTE: Links to any drives that were not copied will break if the drives lose connection to each other.

Due to changes within the reference file, verification of it is skipped because the resulting link file contents are no longer the same as the original link file.

Relink to replicated source

If the original item was part of the copy, this option will recreate a link to the newly copied item.

If the item is not part of the copy, then the original link file will be copied.

Due to changes within the reference file, verification of it is skipped because the resulting link file contents are no longer the same as the original link file.

Copy original

Use this option to find the linked file or directory and copy it instead of the link.

Copy original link

Use this option to copy the reference link "as is" without any changes/resolution.

While the copied and original link files will be byte equivalent, there is no checking of links contained therein (so some references may be broken).

Perform Media Analysis

Media analysis is the extraction of video file metadata and thumbnail generation. There are four options available when performing it, **Before Replication, Concurrent with Replication, Concurrent with Verification,** or **After Verification**.

To ensure a quick replication and verification time a user would want to select the last of these options. However, the fastest option overall is to analyze it concurrently with replication.

Use Cached Media Libraries

Selected by default, this option allows the user to select whether or not to cache media libraries into RAM when performing media analysis for the fastest possible result. However, since media analysis utilizes multiple third party SDKs, it is possible to experience performance degradation and memory bloating after continued use of the same in-memory libraries.

If you are experiencing media issues with media analysis, we recommend unchecking this option. When this option is unchecked, each media analysis operation will utilize freshly loaded media libraries and remove them from RAM once the analysis is complete. While this option is slower, it can be more reliable if media analysis is failing while using the Cached Media Libraries.

Automatically Skip Duplicate Files

When **Automatically Skip Duplicate Items** is enabled, users can direct ShotPut Pro to automatically detect duplicate files between the copy source(s) and destination(s) based on matching criteria, and if they are found, it will skip them during the copy. This can speed up your offload, increase organization, and prevent unnecessary duplication. A file will be considered a duplicate under the following circumstances:
  ● A file already exists at the specified output path at each destination
  ● The modification dates for the source and existing output paths are equal
  ● The byte sizes for the source and existing output paths are equal

If the modification dates or sizes of the output file paths differ from that of the source, the outputs will not be considered duplicates and the actions taken will depend on the selections made in the app Settings.

NOTE: When this setting is enabled, ASC MHL seals will only produce partial results as items in the original source(s) that are being copied may not be copied to the destination(s) due to them already existing there.

NOTE: PDF and TXT reports will include a section which enumerates skipped file paths.

You will notice that when Automatically skip duplicate items is enabled certain settings are turned on and locked. This is because detection of duplicates relies on the information these settings provide. These settings include **Keep source creation date when copying** and **Keep source modification date when copying**. To turn these settings off, first disable Automatically skip duplicate items.

If every file in an attempted copy is deemed a duplicate, the job will be canceled and you will be met with the following pop-up message.

Files already exist

354 files were detected to be duplicates and skipped.

The contents of this job may have already been copied to this location. If this is unexpected, or you would like to copy its contents anyways, please review your Advanced Settings.

OK
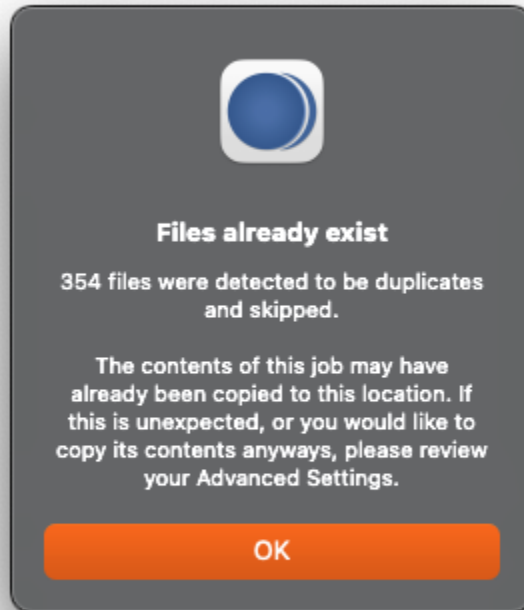
Name Collision Resolution

If you're copying multiple items to the same destination (output location), naming conflicts potentially exist. You can instruct ShotPut Pro to **Automatically rename destinations upon collision**. This option retains the same named items and differentiates with an extension (e.g. -2, -3, -4).

With this option **OFF**, you'll be warned whenever duplicates are found.

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

Keep source Finder tags

When this option is enabled, tags that you have set for both folder and files in Finder will be copied along with any data.

Cancel copy if error occurs

Enable this option to immediately terminate the copy processes should a failure happen.

When not enabled, you will just be alerted that an error occurred, but copying will be retried multiple times until it skips and continues with the remainder of the copies.

NOTE: An error during the copy process will be indicated in the status and the progress will turn **RED**. If you've chosen not to cancel on errors (unchecked this option), the copy will finish what it can and all reports, including checksum text files, will include **Error Warnings**.

If this option is not selected, the offload will be halted and resolution options will be displayed to the user. The user will have a predefined number of minutes to select an option on how to continue before the job will automatically retry to copy or verify the erred file.

Auto Eject Source

You can save time by letting the software **Auto eject source upon completion** from the Desktop. This simply makes it ready to unplug from your computer (it does not physically eject cards from readers).

NOTE: This option may not eject until Reports are complete.

## Ignore Hidden Files and Folders

File systems can contain hidden files and folders. The function of these files vary from important os system files to simple indexing files used to make Spotlight function more efficiently. For media offloads, it is often desirable not to include these items since they often have no relevance to the integrity of the offload. This is why ignoring these files is **on by default**.

NOTE: Currently Spotlight's ".DS_Store" files are ignored regardless of the option selection as copying these files can cause problems with verification.

Copy/Ignore by File Extension

Users can direct ShotPut Pro to **Ignore by File Extension** during the copy process, meaning any file with the extension the user specified in the input box will not be copied during the replication process. If offload sources frequently contain unwanted files, enabling this setting will prevent these files from being copied to the output destinations

Inversely, you can use the dropdown arrow to change the settings to **Only Copy by File Extension**. This means only files with the file extension(s) specified in the box below this setting will be copied during the replication process.
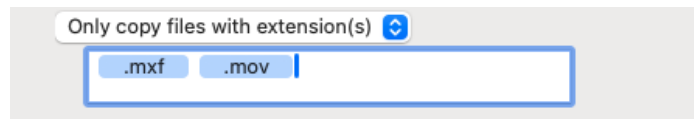
To utilize either of these functions, simply begin typing the desired file extensions in the box below. After each file extension either click **Enter** or type a **Space** to confirm the extension.

NOTE: PDF and TXT reports will include a section which enumerates ignored file paths.

CAUTION: When this setting is enabled, source files will be omitted from the replication process and will likely be permanently lost when the source drives are reformatted and reused.

If the specified file extensions omit every file in an attempted copy, the job will be canceled and you will be met with the following pop-up message.
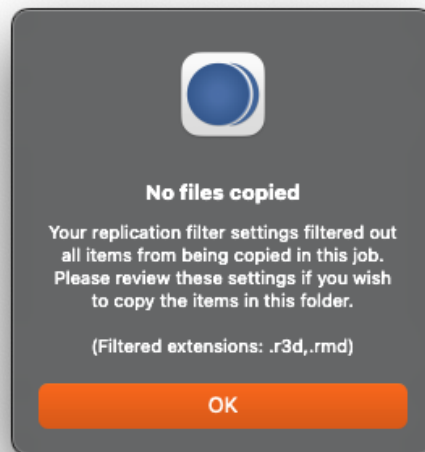
Change Language

ShotPut Pro now has localization for certain languages. Click the 'Change Language' button to open macOS System Preferences.

Under the General tab you can change your preferred language for the computer.
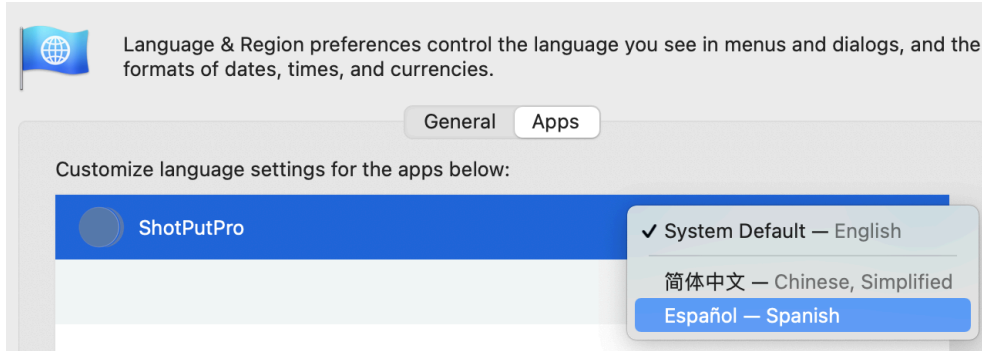
Click the **Apps** tab to choose ShotPut Pro. Select from System Default or other supported languages in the drop down menu.

Reset to Defaults

Click the **Reset to Defaults** button to change all Preferences back to default values.

CAUTION! Reset applies to **ALL Preferences**, not just Advanced settings. Be sure to review **Basic**, **Notifications** and **Reports Preferences** after using this function.

TIP: To set a dark appearance, use the Operating System's General Preference to switch to 'Dark Mode'.

Copy

ShotPut Pro has two different copy modes.

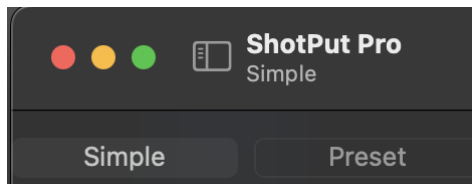Use **Simple Mode** to easily copy from one location to another without creating new output folders.

Simple Mode will copy the source contents into the specified destination folders. In this mode, there is no need to create copy content folders manually ahead of time.

Simply drag-and-drop files or entire volumes to be copied into the queue area, and let ShotPut Pro do the rest.

Favorites are handy quick links to often-used locations.
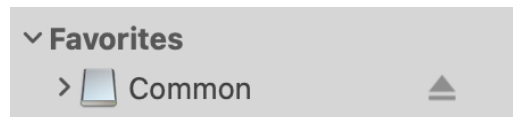
To add, **Right-Click** on an item in the **Connected Media list** and choose **Add to Favorites**, or drag the volume below the Favorites heading.

Simple Mode

Use **Simple Mode** to easily copy from one location to another without creating new output folders.

Simply drag files, folders or entire volumes from the left **Connected Media** list (or from Finder) into the top 'Copy From' queue area. Likewise, drag output destinations into the 'Copy To' area. You may queue multiple 'From' and 'To' items.

Press the **Begin** button (upper right) to start the copy process.

TIP: In **Basic Preferences**, enable **Begin job upon entry to the queue** if you prefer copying to start without manually pressing the **Begin** button on the main window.

To automate discovery and copy of removable volumes, select **Automatically add drives to sources queue** in Basic Preferences. Then drag destination(s) into the **Copy To** area before mounting a new volume.

Even though you're not creating new folders, file copies in this mode are treated as jobs too. You can type in a **Job Name** and save **Reports** and checksum files for any items copied in this manner.

TIP: To remove an item in the queue highlight it then press the 'Delete' key.

To clear entire queues, click the **Clear Queue button** in the upper right, or right-click in the queue area and select **Clear All Items**.

Preset Mode

To use **Preset Mode**, you'll need to set the locations where you'd like copies to be placed and how the folders containing them are named. In ShotPut Pro, these are organized by **Presets**.
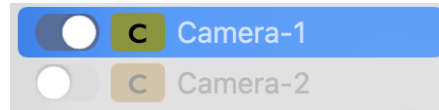
Create your own presets and turn them **ON** or **OFF** by the slider to the left of the name.

Click the Plus **[+]** button or **Right-Click** anywhere in the list to **Create Preset.**

To **Delete** a Preset, R**ight-Click** on it and choose **Remove**, or highlight it and click the keyboard delete button.

TIP: To easily duplicate complicated naming schemes, select 'Copy' to make a copy of the selected preset. Then, just change settings in it to make it unique.

Presets may be **Imported** and **Exported** between computers and users for convenience and consistency. Importing 'Legacy Presets' refers to those created by versions of ShotPut Pro prior to version 2022.

Presets may be sorted by **Name** and whether they're **Activated** (enabled).

Edit Preset

To create a new **Preset**, select **Preset Mode**, then right-click anywhere in the Presets list. You may also import presets from other instances of ShotPut Pro from this menu. To edit an existing preset, simply select it in the Presets list to open the edit dialog window.

Type in a name in the **Preset Name** box. Presets may be color coded for more distinction or grouping. Click the color box to open a color wheel dialog.
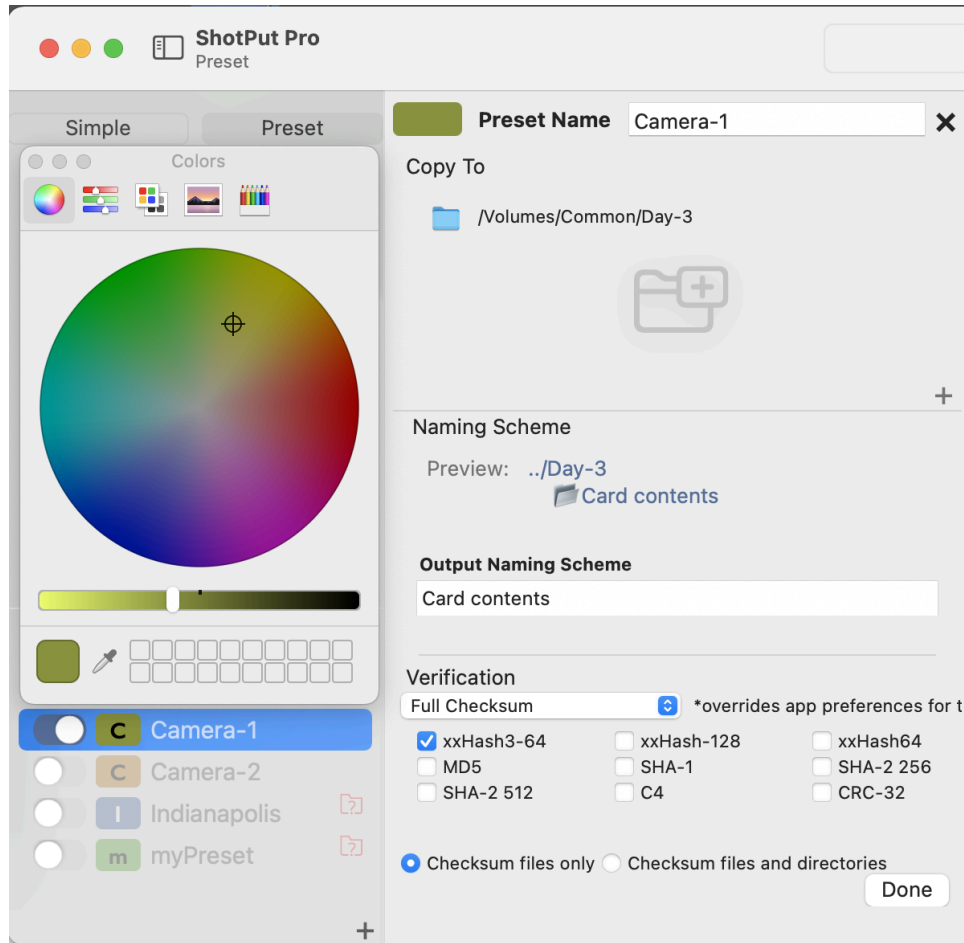
Output Destinations

A **Preset** can be set to copy to one or more locations at the same time.
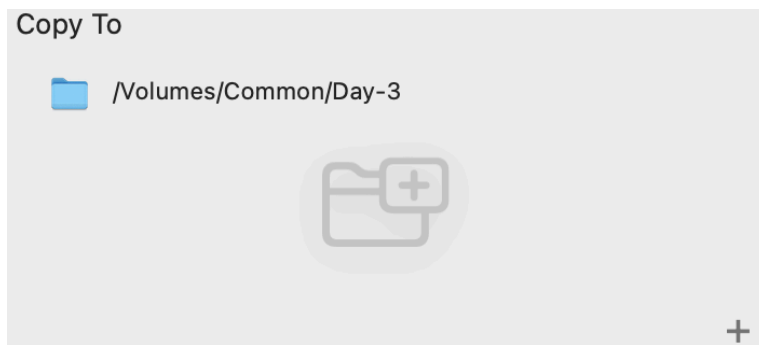
Click the Plus **[+]** button below the list to **Add** a root folder or drive where you would like sub-folders to be created.

To remove a destination, right-click and select **Remove selection**, or just select it and press the keyboard Delete button.

TIP: Avoid long path names (those approaching 100 characters or more) since these may exceed the Operating System limits with the addition of the card's volume name, subfolders and file names within.

Naming Scheme

To create your naming scheme for output folders, double-click in the scheme design area to open the editor. (You may need to increase your application window size to expose all the options.)
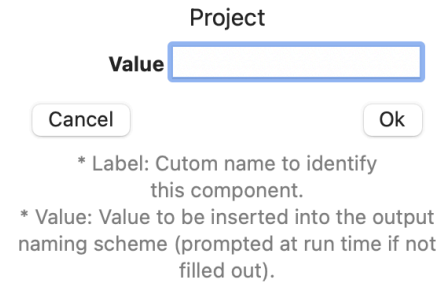
Drag & Drop the naming items into the Output Naming Scheme box. You may move them around at any time. To create a sub-folder structure, drag the folder icon into your naming scheme, and then type in the name of it.

You also have the option to type in text. A new autocomplete feature allows you to begin typing the name of tokens to add them in. Keep in mind this feature only works if a token is directly before the autocomplete text.

A preview of the structure is shown. Sub-folders are shown indented beneath their parent folder.

NOTE: Invalid path characters are not allowed in the volume name (e.g. colon ":", "/", etc.).

Custom Token is a special naming field. When one is included in your naming structure, the application will prompt for user input at initiation of a copy job. This type field is a handy way to prompt for input to group output copies such as Project Name, etc.

Project

Value [   ]

Cancel   Ok

* Label: Cutom name to identify
this component.
* Value: Value to be inserted into the output
naming scheme (prompted at run time if not
filled out).

TIP: Click anywhere in the dialog to refresh the naming convention **Preview**. This will show you the name of the folder ShotPut Pro is going to create at the output destination(s). In the case of any time-stamped convention, a placeholder of the current time/date will appear in the preview.
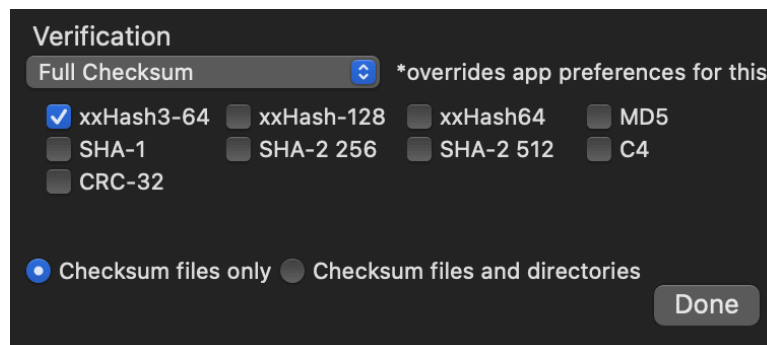
ShotPut Pro will not automatically overwrite existing folders, so the naming—whether typed in or automatic—should be unique. If the same name is accidentally chosen, ShotPut Pro will prompt for user action.

Today's Date, Date Drive Created, and **Date Drive Modified** selections name the copy folder based on the date/time information. These can be useful ways to ensure unique labels as well as organizing your cards based on when they were shot (provided that the card contains this information).

NOTE: Not all cards have Volume Date information. Should this happen, the software will attempt to acquire date information from folders and files within.

Verification

You may override global verification preferences to customize individual presets.

Verification

Full Checksum ⌄   *overrides app preferences for this

☑ xxHash3-64 ☐ xxHash-128 ☐ xxHash64   ☐ MD5
☐ SHA-1   ☐ SHA-2 256   ☐ SHA-2 512   ☐ C4
☐ CRC-32

◉ Checksum files only ◯ Checksum files and directories

Done

Refer to the Verification Preferences section of this guide for detailed information about the various checksum types and options.

Copying Using Presets

Once you've enabled the desired Preset(s) via the slider on the left of it, close the preset editor, and drag & drop the items you want to copy into the queue (center part of the screen).

NOTE: For easy identification, only items' names are shown, without their full file paths.

Type in the **Job Name** if desired, and then click the **Begin** button on the toolbar to start copying.
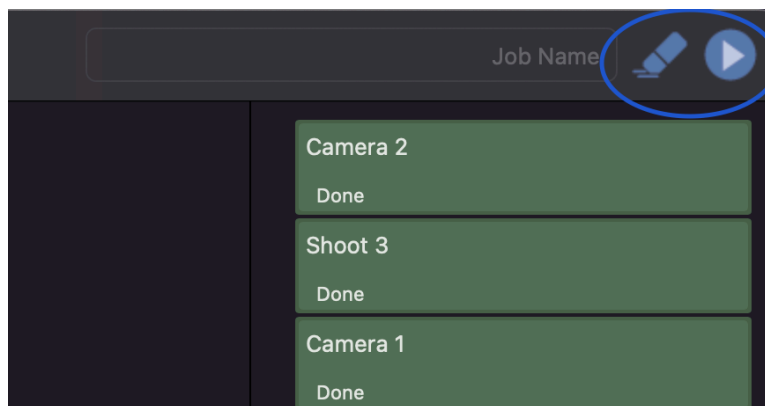

If you don't assign a **Job Name**, ShotPut Pro will default to the name of the card or volume being copied. If multiple items are included in a Job, they will be named based off of the source files.

TIP: If you set up automatic copy options in **Basic Preferences**, just insert a card, and it should show up in the process area and begin copying automatically.

CAUTION! When selecting cards, be sure to select the card itself, not a sub-folder, to ensure all needed files are copied for a given format. For example, P2 cards have a 'lastclip.txt' file outside of the CONTENTS folder.

ShotPut Pro offers rich details about any mounted volume. You can **Get Info** about any disk or card by selecting it in the **Connected Media** list. Volumes not currently in use may be **Ejected** from this **Connected Media** list.

Job Progress status is reflected by both color and text, and displays the estimated time remaining.
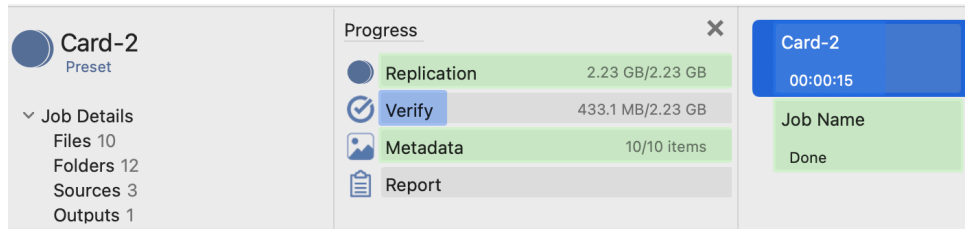
Detailed information is displayed in the center area about the various stages of the job.

If a PDF type report is being created, its preview will display below the progress details. Click the **Browse** button to the left of the report name to open its location in Finder.

Right-Click on the progress bar for more options such as **Cancel**, **Pause**, **Resume**, and **Clear**.

Right-Click on the status to **Pause** or **Resume**. If you choose to **Pause** a job, the copy process will be suspended at a logical point (when the current file being copied is finished).

Jobs may **Resume** at a later time. You can also use Resume to finish a job that has been interrupted unexpectedly such as a cable pulled, etc.

Drive Details

ShotPut Pro optimizes the offload process based on the types of drives involved in the process. The drive type is found by gathering information provided by macOS, however this process is not always perfect and it is possible for the OS to misidentify the drive's type. To override a drive's type, click on its representation in the left panel. This will open the drive's details.
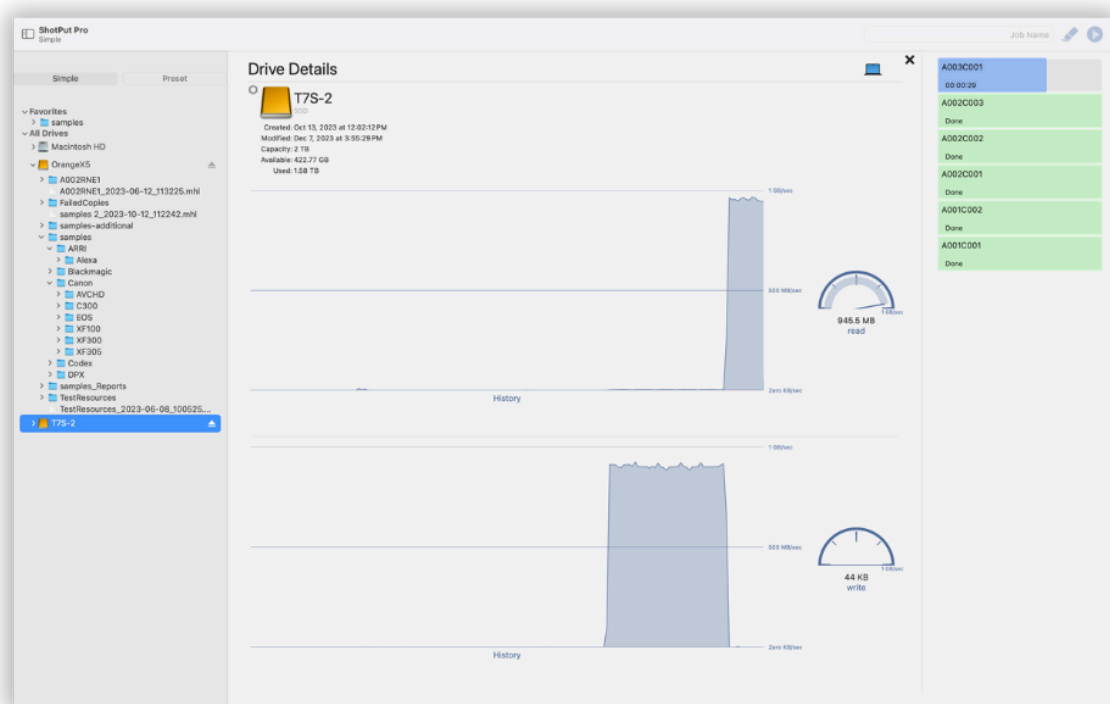
To override the **Drive Type** and **IO Settings**, click on the **Settings** gear beneath Drive Details. This will open a window which will let you override the drive's type.
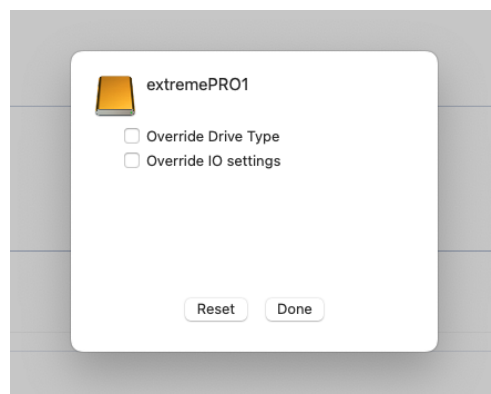
To override the drive type, select the **Override Drive Type** box. This will display a popup list which will allow you to specify the drive's type.
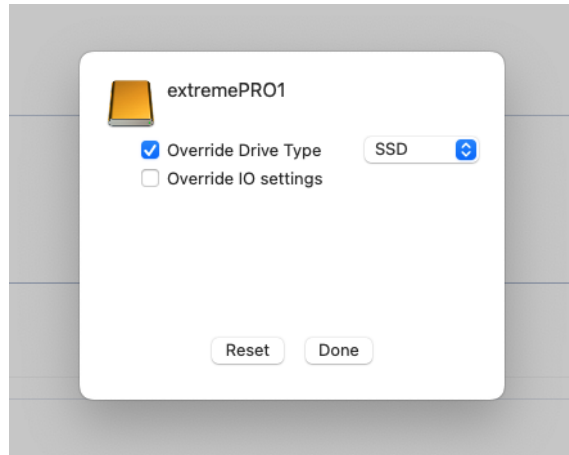
To instruct ShotPut Pro to use the default drive type, simply uncheck the **Override Drive Type** box.

In this view, users also have the option to override IO settings including **Concurrent Reads** and **Writes**, as well as the **Buffer Size**.
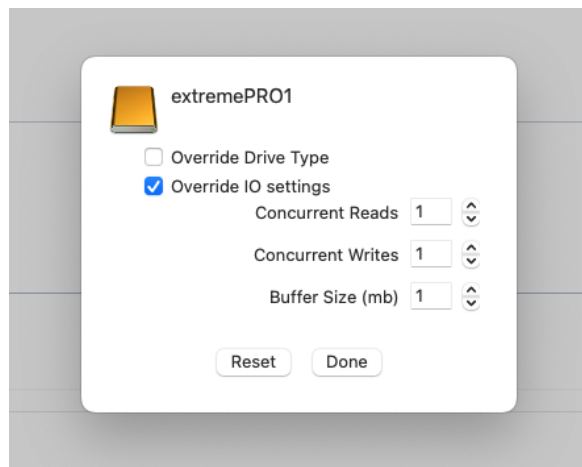
NOTE: These settings are for advanced workflows and we do not recommend changing these settings unless you are confident the changes will improve your drive's performance.

Job History

The **Job History** page stores information about your past jobs that can be accessed quickly and easily.

To navigate to this page, locate the tab marked **History** at the top of your screen, click it, and then select **View Job History** from the drop down menu. Then, you are presented with a screen showing your most recently completed jobs.
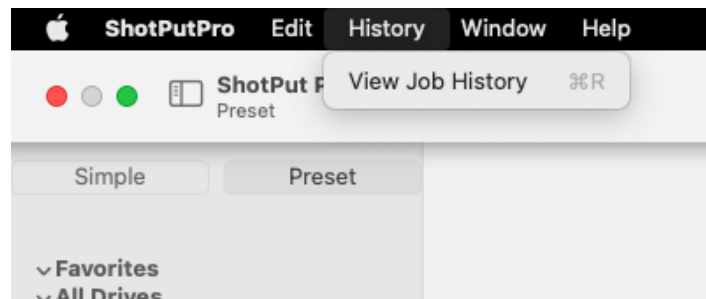
To view more information about a specific job, select it, and to the right a menu will appear including helpful information.
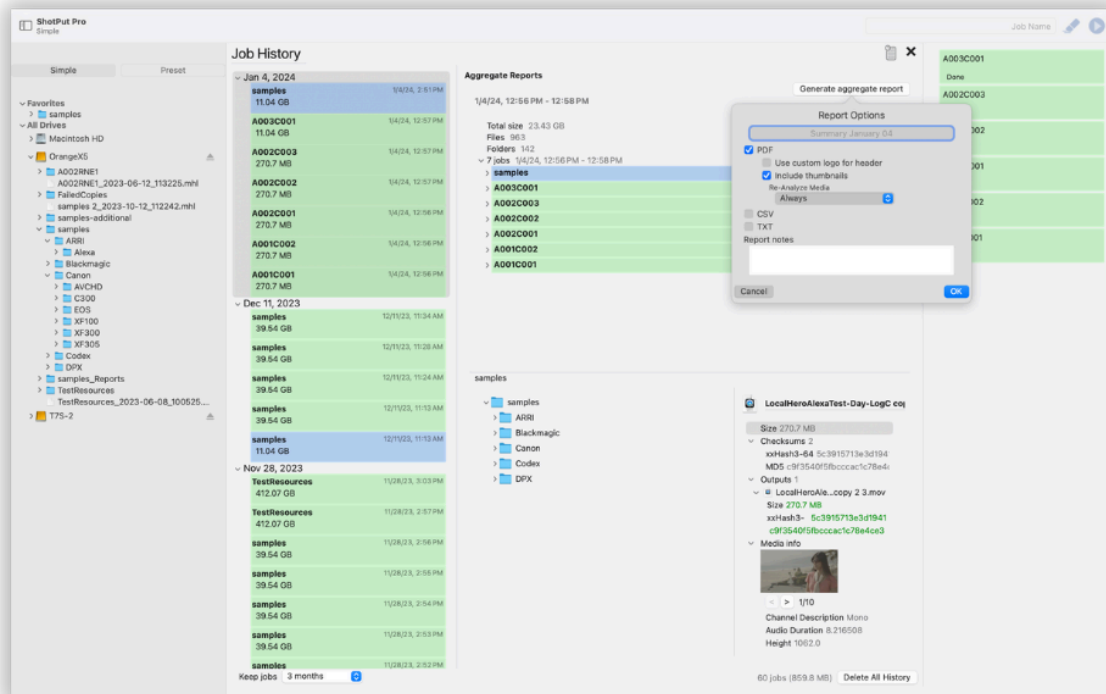
Underneath this, you have the options to select the actual file from the drop down list and again, more information is available. Here you can see generated checksum values at the time of the job, as well as generated media thumbnails and metadata.

To generate reports based off of the selected file, simply click **Generate reports** in the upper righthand corner. A box will then appear where you can select which reports you want generated, and then click **OK**.

Once done, your report will automatically open in Finder. You can also click on the blue report icon to open the location reports where most recently generated for the job.

There are two final options given to you in this window. In the bottom left, you can select how many jobs to keep in history. In the bottom right, you can see how much space your cached jobs are taking up on your hard drive, as well as an option to delete all job history. You can also delete individual jobs by selecting the jobs you want to delete, control-clicking, and choosing the option to delete the selected jobs.

Aggregate Reporting

Aggregate Reporting can be accessed through the **Job History** page. To use this feature, select a date from the list of completed jobs on the left side of your screen. Additionally, select a custom range using **Shift+Click** or a custom set by using **Command+Click**.
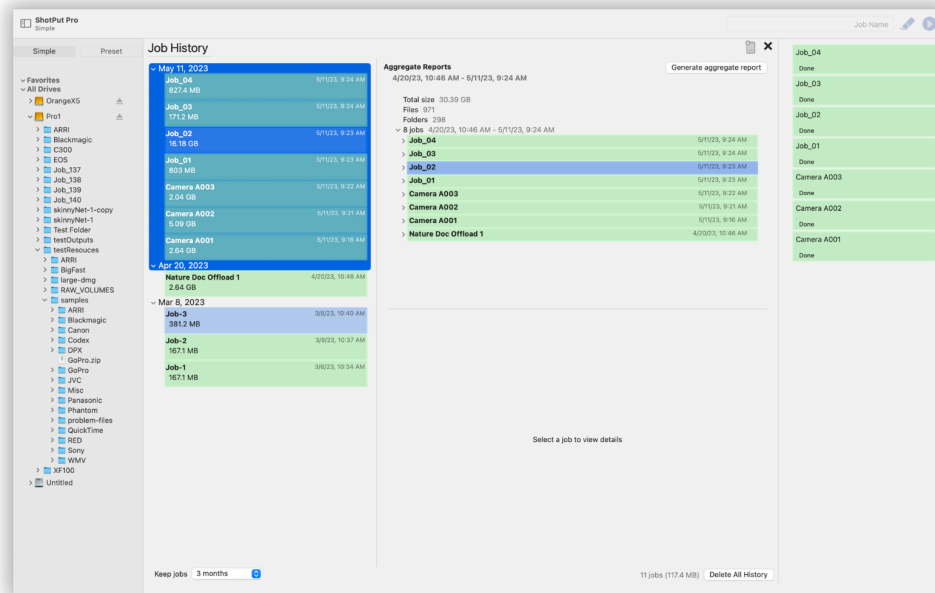
Upon selecting a day or range of jobs, the aggregate information appears in the upper panel to the right of your list of completed jobs. Information given includes the range of time in which the jobs were run, the total size of all files, the total number of folders, and the total number of jobs.

Selecting a single job from the list located directly beneath the aggregate information opens a panel at the bottom of the screen allowing you to view the folders and files included in that job.

Selecting a single file opens a panel to the right allowing you to view additional metadata information and thumbnail images.

Select the button **Generate Aggregate Report** in the top right corner to generate an aggregate report over the entire range of jobs selected. Upon doing so, a pop-up menu will appear allowing you to set a name and select the types of reports you would like to generate.

The name will default to **Summary Report (time range during which the jobs were run)**.

Report options include PDF (optional thumbnails), CSV, or TXT. This is also where you can re-run media analysis.

For example, if you did not include thumbnail images in your PDF report when you initially ran your job, or perhaps you did choose to include them, but some returned corrupted, you can select PDF report from this list, and then choose Include Thumbnails.

After checking this box an additional pop-up will appear asking you to define when you want to **Re-analyze the Media**.

Selecting **Always** will collect new metadata and thumbnail images no matter what.

TIP: This is the option you would choose if you had previously selected to include thumbnails, but some were corrupted or appeared incorrectly.

When Missing Thumbnails will only rerun the media analysis if there are no thumbnails found in the initial job.

TIP: This is the option you would select if you did not include thumbnails in your initial job or even if you didn't originally generate any reports at all.

The last option is to **Never Re-run Media Analysis**. Using this option will create a PDF report but will only use known metadata information and thumbnails that were gathered the first time.

Another option in this view is to select whether or not you would like to use a custom logo in the header in place of the ShotPut Pro logo. If this option is selected it will use the custom logo you have chosen in the **Reports** portion of the **General Settings**.

Finally, aside from including CSV or TXT reports, is the **Report Notes** section. Here you can choose to include additional information in the report header such as Production info, DIT details, the project name etc…

After you have chosen your options, selected **OK**, and set the destination, you can view your report's progress by clicking the **Report Icon**.

Selecting the **Eye Icon**, will bring up the location the report was sent to. From here you can open and view your report.

Appendix A – Installation

This section details the initial required steps before using ShotPut Pro. Included in this section are instructions on installing the program, system requirements, and registration.

Skip this section if a registered copy of the application is already installed on your system.

Installing the Software

Download the ShotPut Pro installer zip to your computer and double click to run. You may be asked for the administration password for the computer.

When you first run the ShotPut Pro application it will prompt whether to move it into the 'Applications' folder for you.

The application will periodically check for newer versions, but you can manually check at any time by clicking the 'Check for Updates' link under the 'Help' menu.

NOTE: An active Update Plan is required to access the most current software and to use E-mail and SMS notification options.

An initial period of free updates is included with your purchase. Thereafter upgrades are sold in 12-month periods. To extend your Update Plan, go to ACCOUNT>VIEW LICENSES on the website and click UPDATE beside your license for options.

System Requirements

The recommended Macintosh configuration:
-macOS 12, 11, 10.15, 10.14
-4 GB RAM (minimum)
-16 GB free disk space (minimum)

Activation

ShotPut Pro activation requires web access to our server to register the software for use. When you purchased the application, a ShotPut Pro seat was added to your account on our website.

Upon first launch, select 'ACTIVATE VIA INTERNET' and enter your account email and password for fast, easy activation. The software will attempt to connect to our server and select the next available license to use. Alternatively, you may designate which license to use by entering it here.

For RENTAL LICENSES you must enter the individual license number. (Rental periods start from the day of activation, not purchase.)

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

If you don't have an Internet connection on the target computer, a 'manual activation' may be performed. Scan the QR code with your smartphone to quickly go to the appropriate page on our activation site to receive the manual activation code.

ShotPut Pro is a single user license. If you're upgrading to a new computer or need to transfer the software, be sure to 'Deactivate' from the 'Application menu' just above 'Quit'.

How to Register

If you purchased from our webstore, you're already registered in our system. If you purchased from a reseller or other method, we can transfer ownership upon request. You must have or create an account on our website to transfer the license into.

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

Checkout our Blog or follow us on Social Media platforms for timely and helpful information.

Appendix B - Troubleshooting

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

Frequently Asked Questions

I Can't Activate!

Automatic ShotPut Pro activation requires web access to our server to register the software for use.

When you purchased the application, a ShotPut Pro license was added to your account on our website. Upon first launch, the software will attempt to connect to our server and prompt an activation.

Use your email and account password, or the assigned license number, to activate.

Rental licenses MUST be activated using a license number.

If you don't have an Internet connection on the target computer, choose manual activation. Then, scan the QR code with your smartphone to receive a code.

ShotPut Pro is a single user license. If you're upgrading to a new computer, or need to transfer the software, be sure to **Deactivate** from the Application menu just above **Quit**.

You may also Deactivate from the website on the ACCOUNT>VIEW LICENSES page. Click the edit pencil to the right of the license, then click DEACTIVATE.

When transferring or moving the software, always download the most recent version of the software from the **View Licenses** page onto the new computer and activate it normally.

Technical Support

 This product was designed to be easy to use and we want you to feel at home as you navigate through it. This guide should address the most often asked questions along the way. However, if

you need support, the specialists at Imagine can provide answers quickly and in terminology that you can understand.

Contacting Imagine Products

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

Updated news and Frequently Asked Questions are available on the page.

To contact us, fill a support ticket from the website or send an email to support@imagineproducts.com.

Check for Updates

From the application's menu, select 'Check For Updates' to manually check for updates. If your Update Plan isn't current, you may need to renew it in order to upgrade to a newer version of the software.

Diagnostic Logs

Should you experience operational problems, please send us the 'Diagnostic logs'. You'll find them under the 'Help' menu of the application.

Appendix C – Third Party Copyrights

Portions of this application use certain unmodified FFmpeg libraries under the LGPLv2.1 licensing. FFmpeg is a trademark of Fabrice Bellard, originator of the FFmpeg project. Imagine Products, Inc. claims no ownership of FFmpeg or any of their code that may be downloaded from www.ffmpeg.org.

This application uses the Canon U.S.A., Inc. Software Development Kit for Cinema RAW Movie metadata extraction and is subject to restrictions set forth in subdivision (c)(1)(ii) of the Rights in Technical Data and Computer Software clause at 48 CFR 252.227-7013, or in subdivision (c)(1) and (2) of the Commercial Computer Software - Restricted Rights clause at 48 CFR 52.27- 19, as applicable.

This application uses ALEXA ARRIRAW metadata extraction, CPU and GPU rendering, and ALEXA ARI File Format information provided by partner agreement with Arnold & Richter Cine Technik GmbH & Co. Betriebs KG ("ARRI").

Certain image files are processed using software developer routines provided by Adobe Systems Incorporated Copyright (c) 1999 - 2014, All rights reserved.

ShotPut Pro compatibility is made possible by a grant of License Agreement for the Blackmagic RAW Software Development Kit with Blackmagic Design Pty. Ltd.

R3D Software Developer Kit resources are used to process RED format video files by license agreement with RED Digital Cinema, RED.COM, Inc.

Sony RAW/X-CON (F55, F55, F5, FS700 and VENICE/CineAltaV) and MXF wrappers are processed using software developer kit license agreement with Sony Corporation, initiated May 2021.

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