

# KeyFlow Pro 2

Quick Setup Guide for Collaboration

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# KeyFlow Pro 2 in a Shared Environment

KeyFlow Pro 2 is a Media Asset Management (MAM) software optimized for collaborative workflows over a local network. It is designed specifically to meet the needs of small to medium workgroups and delivers powerful features at an affordable price.

## Sharing and Collaborating with KeyFlow Pro 2

KeyFlow Pro 2 allows multiple users to share media assets and metadata between each other when the assets are stored on a shared device, such as a NAS, SAN or hard disks connected to a server. It's recommended to use a dedicated Mac for a server that hosts KeyFlow Pro 2 library. Multiple KeyFlow Pro 2 libraries can be shared by a server, but only the assets in one library can be accessed from the clients at a given time.

## Key Features for Collaboration

### Share Libraries

Once the "Shared" option is enabled and clients are identified on a server, the clients can then connect to a shared library on the server through various network protocols such as Bonjour, Wi-Fi, LAN and VPN.

### Live Folders

Users can add current working folders that are updated frequently as Live Folders.

All media files in Live Folder are imported immediately, and changes made in the Finder (i.e. add, delete, and rename files) are updated automatically. In the server, you can set whether to use "Automatic" or "Manual" scan in Preferences.

### On-the-fly FCP X Project Sharing

KeyFlow Pro 2 allows unique, on-the-fly FCP X project (or event) sharing by simply dragging and dropping between FCP X and KeyFlow Pro 2. You no longer need to export and import XML to share FCP X projects (or events). FCP X Collaboration has never been easier and faster.

### Notifications

Now, with macOS Notifications, your collaborative workflow can be faster and smarter than ever. Once you enable macOS Notifications for each Live Folder you want to track, a new notifications will alert you in real-time when and what is added into the Live Folder, even while you're working on other apps.

### Remote Upload

Clients can upload media with "Copy to library" or "Leave files in place (or Store-to)" in KeyFlow Pro 2. This is useful for filtering and selectively uploading media to the shared library.

### Metadata and Annotations

Client users can add/edit metadata and annotations (markers, keywords and favorites) on the shared library.

### Active Sessions

When sharing a Library, you can see all connected users in real-time with the "Active Sessions" on the Server.

For more details, please refer to our [Quick User Guide](#).

# Key Terms for Collaboration in KeyFlow Pro 2

KeyFlow Pro 2 is a unique MAM app that can perform both server and client functions on a single Mac, so it has a different concept from existing MAM software that has a separate server and client. And, KeyFlow Pro 2 uses some terms used in Final Cut Pro X (such as Libraries and Projects), but the way they function are fundamentally different.

This section explains how KeyFlow Pro 2 defines these key terms.

## Server

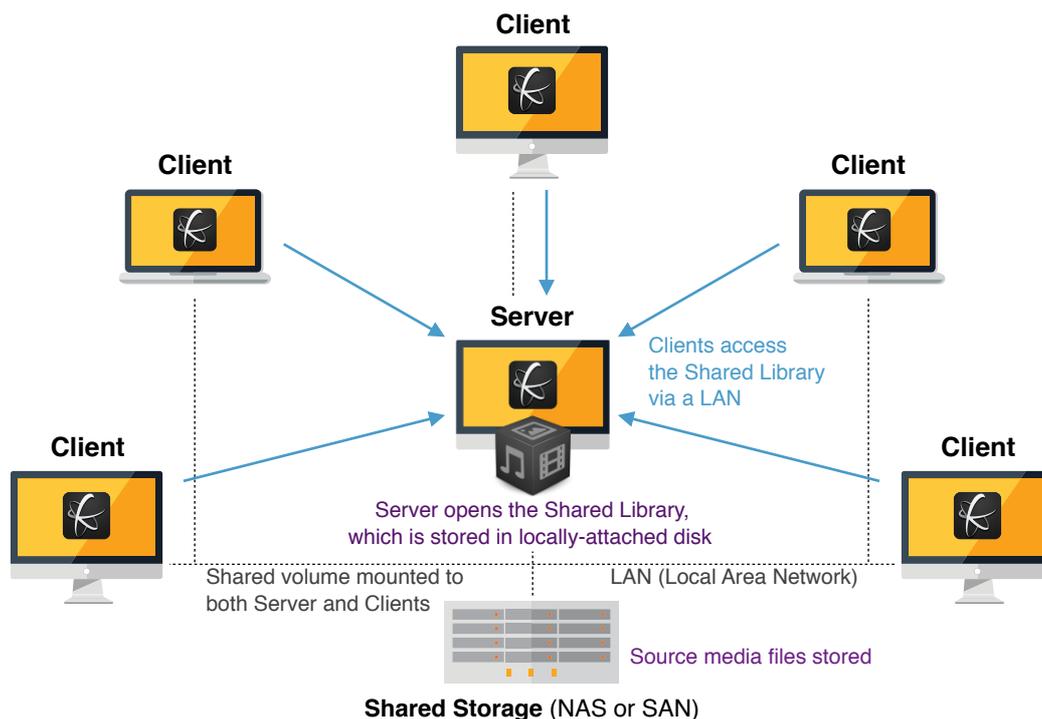
Server is a Mac that hosts a shared library (which can be stored either locally or on shared storage) using KeyFlow Pro 2. You use the server to setup and control client accounts and library permissions (such as “Shared”, “Creatable” and “Editable”). To provide a server hosting service, KeyFlow Pro 2 must always be running on the server.

## Client

Client is a Mac that connects to a shared library on the server over the network. With "Server Expansion Pack" enabled, 3 clients can connect to the server simultaneously, and up to 20 concurrent clients can connect to the server by purchasing additional client licenses (via In-App Purchase in Preferences).

## Library

A Library in KeyFlow Pro 2 is different from a library in Final Cut Pro X. A KeyFlow Pro 2 library, like a Final Cut Pro X library, is a “package” that contains databases, media assets and supporting files. However, only one library can be opened at a time, so searching and moving media assets across multiple libraries can’t be supported. For collaboration, typically there is one master shared library on the server, which all clients can access. The name of the shared library changes depending upon where it is viewed. For example, on the server it is called the “Local Library”. On a client, it is called the “Network Library.”

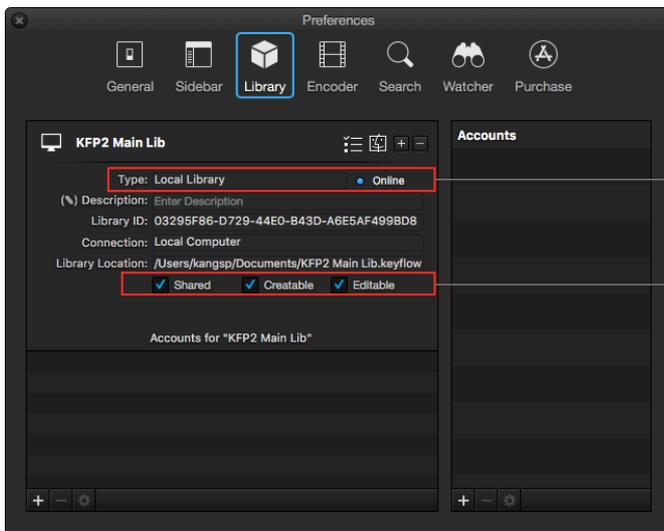


# Set Up The Server

You set up the KeyFlow Pro 2 server on one of your Macs, regardless of the type of Mac it is.

To set up a Server, follow the steps below:

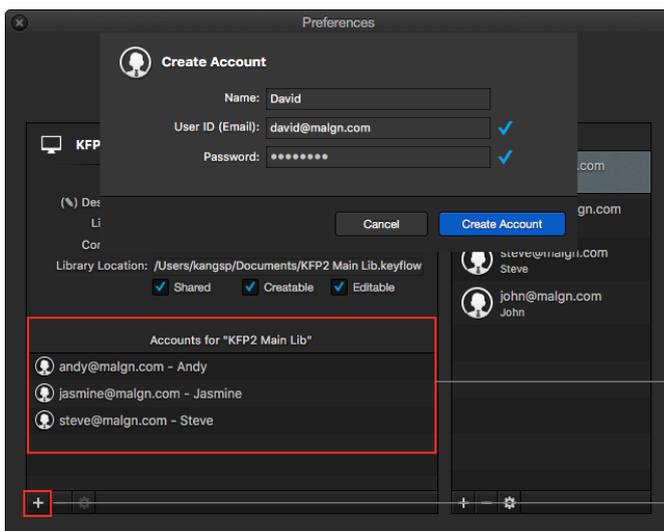
1. Create a new library<sup>1</sup> or Open an existing library on the Server's local disk (e.g. Macintosh HD).
2. Choose KeyFlow Pro 2 > Preferences (or press Command-,) and Click Library pane.
3. Set the checkboxes for sharing this library. ("Shared" is required, but "Creatable" and "Editable" are optional.)



In the server, this library is shown as "Local Library" even if it is shared over the network because it is connected locally.

- Shared: Make the Library accessible to users on a network. ("Creatable" and "Editable" are only available when "Shared" is checked.)
- Creatable: Allows users to upload and duplicate media on a shared Library. (Although this is checked, "Live Folders" can be added from the server only.)
- Editable: Allows users to edit metadata or tags, add annotations and move media to Trash. (Only in the server, you can empty trash.)

4. Add user accounts by clicking the plus (+) button in the Accounts for "Shared Library's Name" on the lower left corner.



Only these users can access to the shared library over a network.

Once you add a user account by clicking this icon, the user account will also be added automatically to the Accounts list on the right.

5. Or, drag-and-drop the existing user accounts on the right to the Accounts for "Shared Library's Name" list on the left.

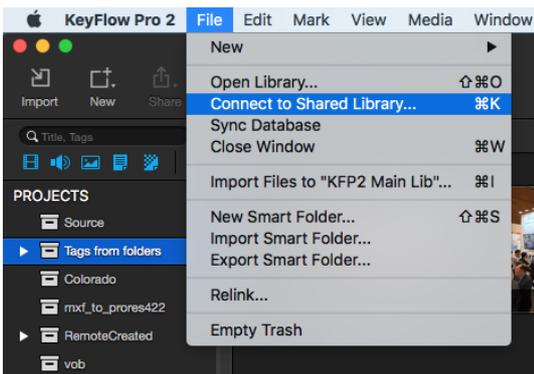
<sup>1</sup> A library can be stored in anywhere, such as a local disk, DAS, NAS or SAN, but it is highly recommended that the library should be stored in a locally-attached drive to the Server Mac for the best rescanning performance of Live Folders (if required).

# Set Up The Client

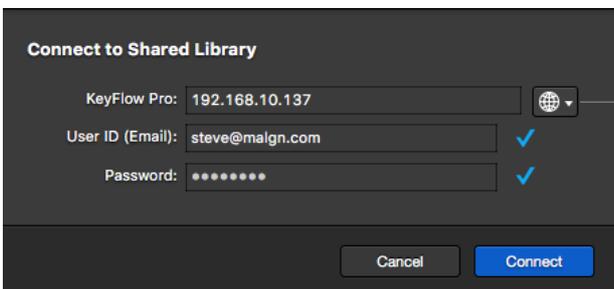
After the “Shared” option is checked and your account is added as a Client to the shared library on the Server, you can now connect to the shared library over the network.

To connect to the shared library, follow the steps below:

1. Choose File > Connect to Shared Library (or press Command-K).

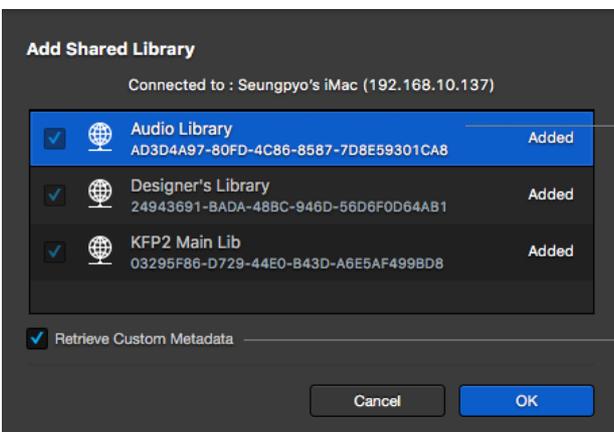


2. Enter the Server IP address, User ID and password and click Connect.



Click this icon and select Bonjour network user.  
Note: Click only once. Depending on network condition, it may take a while to appear a list.

3. You can manually select the ones you want and click OK to immediately open the shared library.



KeyFlow Pro 2 allows you to easily select and connect to several libraries. The connected libraries are added to the Library list on the client, but only one library can be opened at a time.

If this is checked (by default), the user-defined metadata fields on the server will be retrieved and added to your user-defined metadata list.

Note: In order to share media and other assets, both the server and clients must mount the shared storage on the same path. In other words, everyone must access files from the same location on the same subnet.

## FAQ

Q: How do I get the software installed on five systems? If each user logs onto their Mac using their personal Apple ID, only one will show that they purchased KeyFlow Pro 2.

A: Basically, you need to buy individual licenses for each user who will be using KeyFlow Pro 2. Once you purchase the KeyFlow Pro 2 app and Server Expansion Pack, it supports up to three concurrent clients access to the server. If you need more than three clients accessing the server at the same time, you need to purchase "User Client Pack" licenses additionally (on the server Mac) as your needs. 2, 5, and 10 user client pack are available, so the maximum number of concurrent users can be expanded up to 20 per server.

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Q: If I copy the software, what do I need to copy?

A: Please don't copy the KeyFlow Pro 2 app to other Macs. Not all elements are transferred and the application won't work properly. You need to install the app through the App store.

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Q: Having a Mac act as a server always slows performance. Since video editing is a high-performance activity, what Mac should we use as a KeyFlow Pro 2 server?

A: Depending on your network infrastructure, but in general, sharing a KeyFlow Pro 2 library does not cause a system load.

If you are worried about this, it would be better to run a separate Mac dedicated to the KeyFlow Pro 2 server. If you need a lot of transcoding done quickly, the higher the specification, the better. (We do not specify the hardware specifications of the server Mac.)

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Q: How do client create a new Project (or Group) or add a Live Folder to the shared library?

A: Remote clients can create and rename Projects (or Groups) as their need. For security purpose, however, remote clients can't delete Projects (or Groups). And remote clients can't add a Live Folder on the shared library. The clients can search, preview, add/edit metadata, add/edit annotations, download and upload media to the shared library, if the shared library is turned on the permissions (Creatable and Editable) properly.

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Q: How do I back up and restore the database of shared library?

A: Regardless of where the shared library is stored, the most up-to-date database is stored first in the local disk on a Mac hosting the server in order for the best update performance of the database, and then it is backed up after 6 hours to inside the shared library. KeyFlow Pro 2 supports "Automatic Database Backup (6-hour interval)" from the server Mac's local disk to inside the shared library and "Migration" from inside the shared library to the server Mac's local disk if the database does not exist on the server Mac's local disk.

The latest database is located in (Server):

~/Library/Group Containers/2DNBVEVS78.com.malgn.KeyFlow-Pro2/Fusion/Database

To backup the database manually, first you have to QUIT KeyFlow Pro 2 BEFORE copying the database and check the Library ID from the Library Information window. You can copy the database folder (the same name as the Library ID). In order to restore the database, please email our support team ([keyfowpro@malgn.com](mailto:keyfowpro@malgn.com)) for specific instructions. You must be VERY CAREFUL when restoring databases because it is highly likely that the database can be mismatched between the Macs if you make a mistake, and please don't forget to Back Up your previous database in advance.

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For more information, please visit the [FAQ](#) on our website.

Official Website: <http://www.keyflowpro.com>

FAQ: <http://www.keyflowpro.com/help/FAQ.html>

How to Use: <http://www.keyflowpro.com/help/howtouse.html>

Technical Support: [keyflowpro@malgn.com](mailto:keyflowpro@malgn.com)