Dublist Portal Guide

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Creating Dublist Portal Configurations and Dublist Schemes

This chapter explains how to create Dublist Portal configurations, and create dublist schemes to use in TrafficManager. Both of these are created and set up in the Vantage Management Console.

Note: Features in products for which you don't have a license are disabled and indicate that you require a license to use them.

Topics

- Creating Dublist Portal Configurations
- Creating Dublist Schemes

Creating Dublist Portal Configurations

The Dublist Portal provides operators and managers with the ability to view and manage TrafficManager dublists. Using the Vantage Management Console's Dublist Portal configuration panel, you create *configurations*, which define the features and information an operator uses and sees when using the Dublist Portal.

You can create as many configurations as required to implement your dublist processing. Before you can use the Portal, you must create at least one configuration.

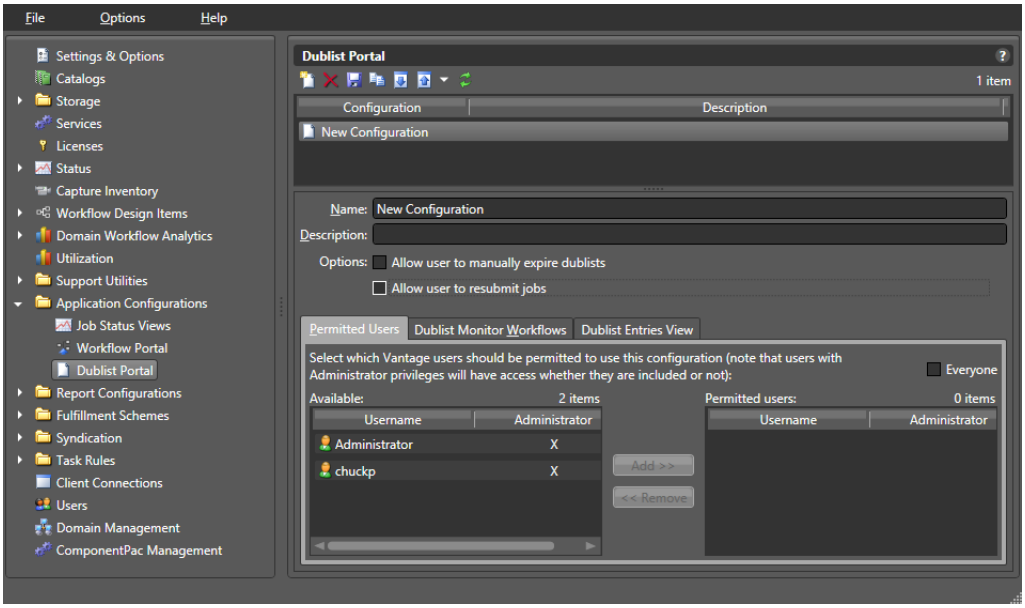
Note: For a comprehensive overview of the Dublist Portal program, see Using the Dublist Portal in the *Vantage TrafficManager User Guide*.

The following topics provide information on Dublist Portal configuration tasks:

- Displaying the Dublist Portal Configuration Panel
- Refreshing the Configuration List
- Creating and Saving a New Configuration
- Renaming a Configuration
- Duplicating a Configuration
- Deleting a Configuration
- Setting Options and Choosing Columns
- Configuring Permitted Users
- Specifying Workflows
- Exporting and Importing Configurations

Displaying the Dublist Portal Configuration Panel

To display the Dublist Portal configuration panel in the Management Console, select Application Configurations > Dublist Portal in the panel on the left:



Refreshing the Configuration List

When you select the Dublist Portal configuration panel, the Management Console displays the current configurations list and the current workflows. If another administrator is making changes (such as adding Vantage users), you must refresh the display to see those changes. To refresh the display, click the Refresh button .

Creating and Saving a New Configuration

To create a new configuration, do this:

1. Click the New Configuration button (or right-click in the empty configuration list space and select New Configuration).
2. Enter a name in the Name field after the new configuration displays in the Configuration list.
3. Optionally, enter a description of the configuration in the Description text box.
4. Click the Save button .
5. Proceed to *Setting Options and Choosing Columns* to set up the configuration per your requirements.

Renaming a Configuration

To rename a configuration, follow these steps:

1. Select the configuration to rename.
2. In the Name text box, enter a new name for the configuration.
3. Click the Save button .

Duplicating a Configuration

To duplicate a configuration, do this:

1. Select the configuration to duplicate.
2. Click the Duplicate button (or right-click and select Duplicate).
3. In the Name text box, enter a name for the duplicate configuration.
4. In the Description field, enter a description for the configuration (optional).
5. Click the Save button .

Deleting a Configuration

To delete a configuration, do this:

1. Select the configuration to delete. (Ctrl-click or Shift-click to select multiple configurations.)
2. Click the Delete button (or right-click and select Delete).
3. When the confirmation dialog displays, click OK.

Setting Options and Choosing Columns

You can set Dublist Portal configuration options and columns below the Name and Description fields.

Setting Your Options

To set these options, do this:

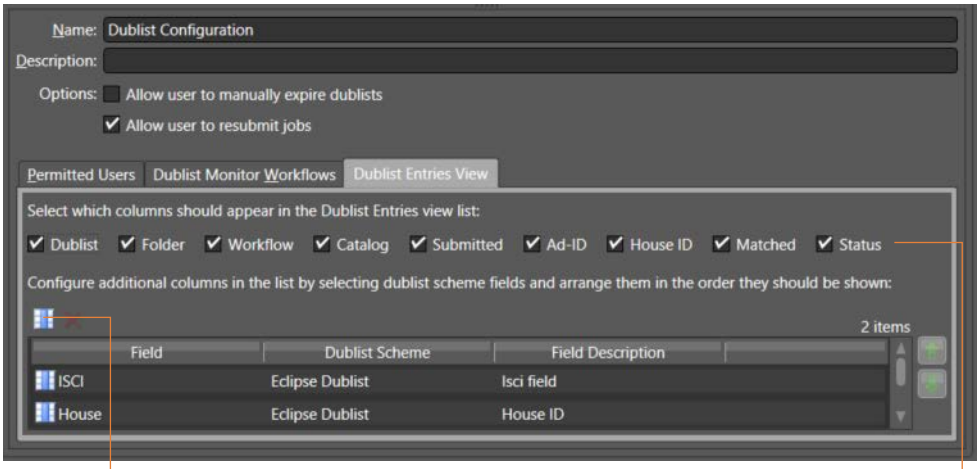
1. Select the configuration you want to modify.
2. *Allow Users to Manually Expire Dublists*—Check to enable users to expire a dublist dynamically, as required. Clear the check box to prevent users from ever manually expiring a dublist.
3. *Allow User to Resubmit Jobs*—Check to enable users to resubmit jobs as required. Clear the check box to prevent users from resubmitting jobs.

Displaying Selected Columns

The Columns selections enable you to include or exclude these columns: Dublist, Folder, Workflow, Catalog, Submitted, Ad-ID, House ID, Matched, and Status. The columns you select determine which columns and associated information are visible when using this configuration in the Dublist Portal.

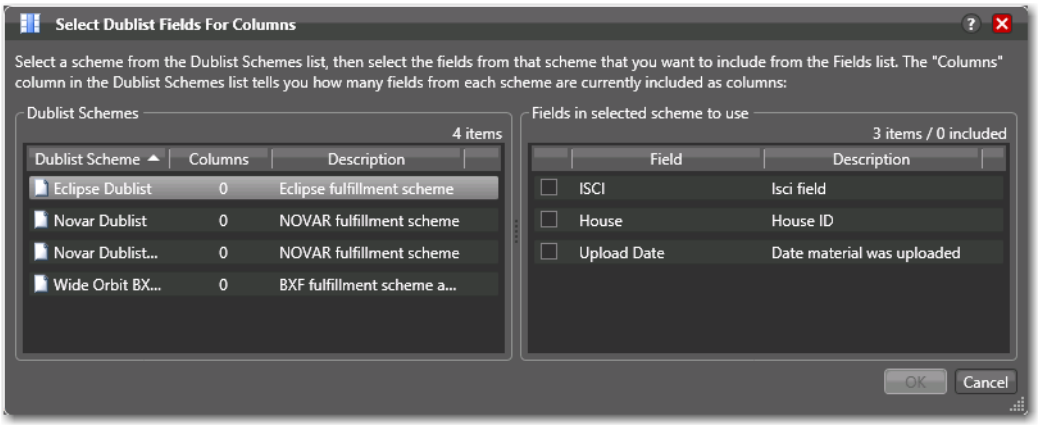
To define which columns display in the Dublist Entries view list in a configuration, do this:

1. Select the configuration you want to modify.
2. Click on the Dublist Entries View tab.



3. Check the boxes for columns you want to display in this configuration, and uncheck them to hide them. The only current option allows the user to manually expire dublists in addition to any automatic expiration.

4. You can also add other columns, as shown in the previous figure. For each column to add, click the Add/Delete Columns icon. The Management Console displays the Select Dublist Fields for Columns dialog:



5. Select a scheme from the list to display the available fields on the right. Then check the fields that you want to add. (The value in the Columns row of the Dublist Schemes table indicates how many fields are currently included).
6. Click the Save button .

Configuring Permitted Users

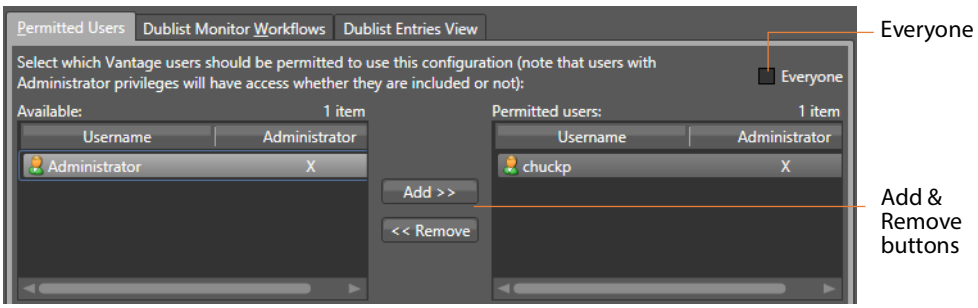
When user administration is enabled, you can set a configuration to be available to individual users or all users (Public).

If you plan to use the Dublist Portal web application, you must enable user administration to provide a layer of security for web application usage.

Note: The Permitted Users tab is displayed only if User Administration is enabled in Settings & Options.
Users with administrative privileges always have access to configurations.

To specify which Vantage users can access a configuration, do this:

1. Select the configuration you want to update.
2. Click the Permitted Users tab (see the figure below).



3. To make the selected configuration available to all Vantage users, do this:
   a. Check the Everyone check box.
   b. Click the Save button .
4. To make the configuration available to certain Vantage users, do this:
   a. Clear the Everyone check box.
   b. In the *Available* panel, select the users who should have access, and click Add.
   c. In the *Permitted Users* panel, select the users who *should not* have access, and click Remove.
   d. Click the Save button .

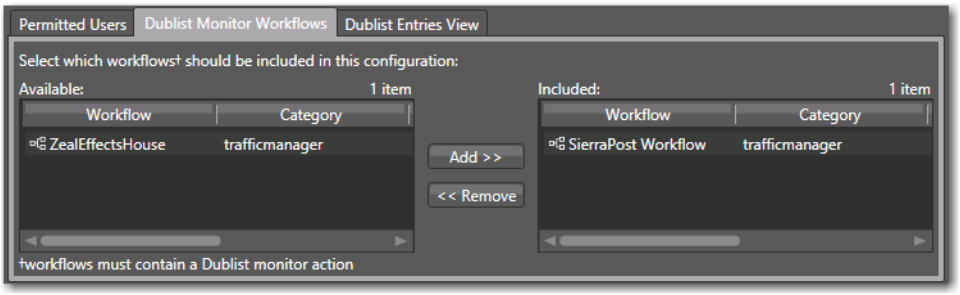
Specifying Workflows

Use the Dublist Monitor Workflows tab to specify which workflows are accessible to the Dublist Portal operator. The operator can submit jobs to these workflows directly from Dublist Portal.

Note: Only workflows beginning with a Dublist action are usable in Dublist Portal.

To specify which workflows are accessible in a configuration, do this:

1. Select the configuration to modify.
2. Click the Dublist Monitor Workflows tab, as shown in this figure:



3. Select a workflow in the Available panel and click Add to add it to the configuration. Click a workflow in the Included panel and click Remove to delete it.
4. Click the Save button .

Exporting and Importing Configurations

Vantage allows you to export configurations to XML files, which you can then use to import the same configurations into another Vantage domain.

To export configurations, do this:

1. Select the configuration(s) to export. (Ctrl-click or Shift-click to select multiple configurations.)
2. Click the Export button to export the configurations (or right-click and select *Export*, or select *Export all* from the Export button menu).
3. Use the file system dialog to save the exported configurations.

   The default file name is the configuration name, but you can change the file name.

Note: Changing the name of the XML file does not change the name of the configuration defined by the XML file.

To import configurations, do this:

1. Click the Import button .
2. Use the file system dialog to locate and select the configuration file to import, then click Open.

Note: If you try to import a configuration that is already in this Vantage domain, Vantage prompts you to cancel or confirm replacement.

Creating Dublist Schemes

Dublist schemes contain dublist parsing patterns you can create for each type of dublist you plan to use with Vantage TrafficManager or Ingest Manager. Each scheme provides the specification that Dublist actions use in a workflow for extracting the correct data fields from the dublist you used.

The advantage of dublist schemes is that you don't have to set up the parsing pattern for the dublist each time you use a Dublist action in a workflow. Instead, you set it up once as a scheme in the Dublist Schemes panel in the Management Console and then specify that scheme by name in a Dublist action. Different broadcast systems use different dublist formats, so you can create a scheme for each one. The dublist files themselves can consist of comma-separated values (CSV), column-based files, and formats provided by supported dublist databases.

When configuring a Dublist action, you can use one of the default dublist schemes provided in Vantage or create one or more dublist schemes to meet your requirements.

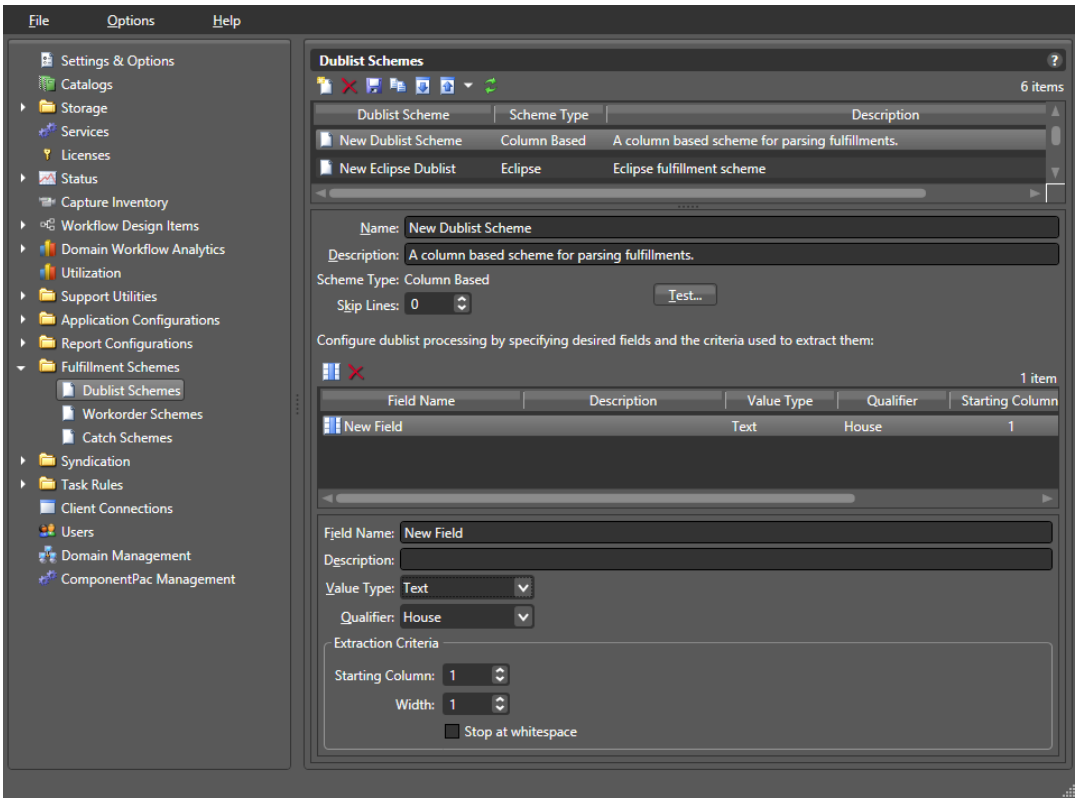
You can set up a scheme to extract any data fields you require so that your workflows can find and process media files and include their metadata. For example, you might extract the Advertiser, Title, Ad-ID/ISCI code, and Duration and pass those along to the traffic workflow for further action.

- Displaying the Dublist Schemes Panel
- Creating and Saving a New Dublist Scheme
- Renaming a Scheme
- Duplicating a Scheme
- Deleting a Scheme
- Configuring Dublist Scheme Fields

Note: If you are using an XML-based dublist (such as BXF, Eclipse, or Novar), the dublist must be saved with the appropriate encoding relative to the content in the file. For example, If your dublist contains non-ASCII characters (such as German or French), you must save the file with UTF-16 encoding. In XML files, the encoding type is generally indicated in the header line: <?xml version="1.0" encoding="utf-16"?>.

Displaying the Dublist Schemes Panel

To view the Dublist Schemes panel in the Management Console, open Fulfillment Schemes in the side panel and select Dublist Schemes. The Vantage Management Console displays the panel shown in the figure below:



Creating and Saving a New Dublist Scheme

To create a new dublist scheme, follow the steps below. At a minimum, each dublist scheme requires an Ad-ID/ISCI qualifier and a house qualifier.

1. Click the *Create a new dublist scheme* button (or right-click in the empty schemes list space and select New Dublist Scheme).
2. Choose Column-based | CSV | Eclipse | Wide Orbit BXF in the dialog that displays.
3. Enter a scheme name in the Name field.

   When naming your dublist schemes, you probably want to use the type of dublist in the name, so a scheme for BXF dublists might be called “BXF Dublist Scheme” to make it easy to identify.
4. Optionally, enter a description of the scheme in the Description text box.
5. *Skip Lines*—Enter the number of header lines to skip at the top of a file before dublist parsing starts.
6. Click the Save button .

Renaming a Scheme

To rename a scheme, do this:

1. Select the scheme to rename in the scheme list.
2. In the Name text box, enter a new name for the scheme.
3. Click the Save button .

Duplicating a Scheme

To duplicate a dublist scheme, do this:

1. Select the scheme to duplicate.
2. Click the Duplicate button (or right-click and select Duplicate).
3. In the Name text box, enter a name for the duplicate scheme.
4. In the Description field, enter a description for the scheme (optional).
5. Click the Save button .

Deleting a Scheme

To delete a dublist scheme, do this:

1. Select the configuration to delete. (Ctrl-click or Shift-click to select multiples.)
2. Click the Delete button (or right-click and select Delete).
3. When the confirmation dialog displays, click OK.

Configuring Dublist Scheme Fields

You can set up your dublist scheme fields using the panel below the field Name and Description. These options determine which data columns, lines, and fields in a particular type of dublist are extracted and forwarded for use in TrafficManager workflows and which are ignored. Typical data to extract from a dublist might include the advertiser, the media title, the Ad-ID/ISCI code, the length of the media in hours/minutes/seconds/frames, and so on.

This figure depicts a typical dublist with data arranged in columns, each of which is described and extracted by a field in your dublist scheme.

Order	Advertiser	Order Complete Date	Type	Ad-ID	Title	Length
1494696	JCPenney	10/17/2018 21:17:49	Video	PJCP8375	WK39 Sale	00:00:15:00
1495125	FedEx	10/17/2018 23:37:27	Video	FJFX-6383	PREVIOUS	00:00:30:01
1495707	Dodge	10/18/2018 20:45:04	Video	CDA-7006B	ROADTRIP	00:00:30:00
1496038	Mercedes	10/19/2018 21:56:32	Video	DZNA-6347	JCKHAMMER	00:00:30:00
1495935	Advance	10/20/2018 1:47:27	Video	AAPT0751	LOW PRICE	00:00:30:00
1495935	Advance	10/20/2018 1:47:27	Video	AAPT0753	LOW PRICE	00:00:15:00

Creating a Field List

The field list shows the fields you create as part of a scheme. You can add and delete fields as required. Each field in a scheme is created and configured to extract data from a particular element in the dublist when a dublist is parsed. The data extracted from a dublist is published as a variable in the job.

Note: Given that various types of dublists are in use (column-based | CSV | Eclipse | Wide Orbit BXF), how you define the field varies by type.

Adding New Fields

Click Add Field to add a new data field to extract from dublists. Specify the following information:

Field Name—Enter a name for the field.

Description—Optionally, enter a description of the field.

Value Type—Enter the type of value to search for and extract from the field. Available values are True/False, Integer Number, Size, Decimal Number, Date, Text, Path, Timecode, and Mail Address. See the following table for descriptions of these values.

The following table presents Value Type descriptions.

Value Type	Description
True/False	True or false
Integer Number	Signed 32-bit integer (decimals are rounded)
Size	Signed 64-bit integer (decimals are rounded)

Value Type	Description
Decimal Number	Double-precision floating point decimal number
Date	Date specified according to local standards: MM/DD/YYYY or DD/MM/YYYY
Text	Any text string; use when your data does not fit any other value type
Path	Windows or UNC path. Must follow this pattern: *[Drive Letter]:*\ Or this pattern: *Device**path*
Timecode	Timecode value in this pattern: HH:MM:SS:FF@FR HH is hours, MM is minutes, SS is seconds, FF is the frame number, and @FR is the frame rate. Examples: 00:00:30:04 or 01:00:30;00@29.97 or 00:02:30:00@25. A frame rate of 29.97 is assumed if not specified.
Mail Address	Email address consisting of an @ sign with a string before and after—email@domain. Example: name@telestream.net

Qualifier—Set to the type of field being extracted: an Ad-ID/ISCI identifier, a House ID, or other General qualifier.

Next, specify extraction criteria. How you set it up depends on the type of dublist you're working with. Proceed to the topic appropriate to your type of scheme.

After entering your selections for each item described previously, click the Save button to save the field and scheme.

Specifying Column-based Extraction Criteria

Starting Column—Set this to the number of the column in which to start extracting data, starting at column 1. That is, counting from the left margin, how many characters to the right should the parser count before starting to extract data for this field?

Width—Set this to the width of the data to be extracted. That is, counting from the starting column (above) how many characters to the right should the parser count before ending extraction of the field?

Stop at white space—Check this option to stop parsing the Ad-ID/ISCI column at the first space character. That is, if this field contains multiple words or character groups separated by spaces, parsing stops after the first group.

Specifying CSV Extraction Criteria

CSV Index—Specifies the number of the column in which to start extracting data. This value is 1-based; the first column is identified as column 1.

Specifying Eclipse Extraction Criteria

CSV Index—Specifies the number of the column in which to start extracting data. This value is 1-based; the first column is identified as column 1.

Specifying Wide Orbit BXF Extraction Criteria

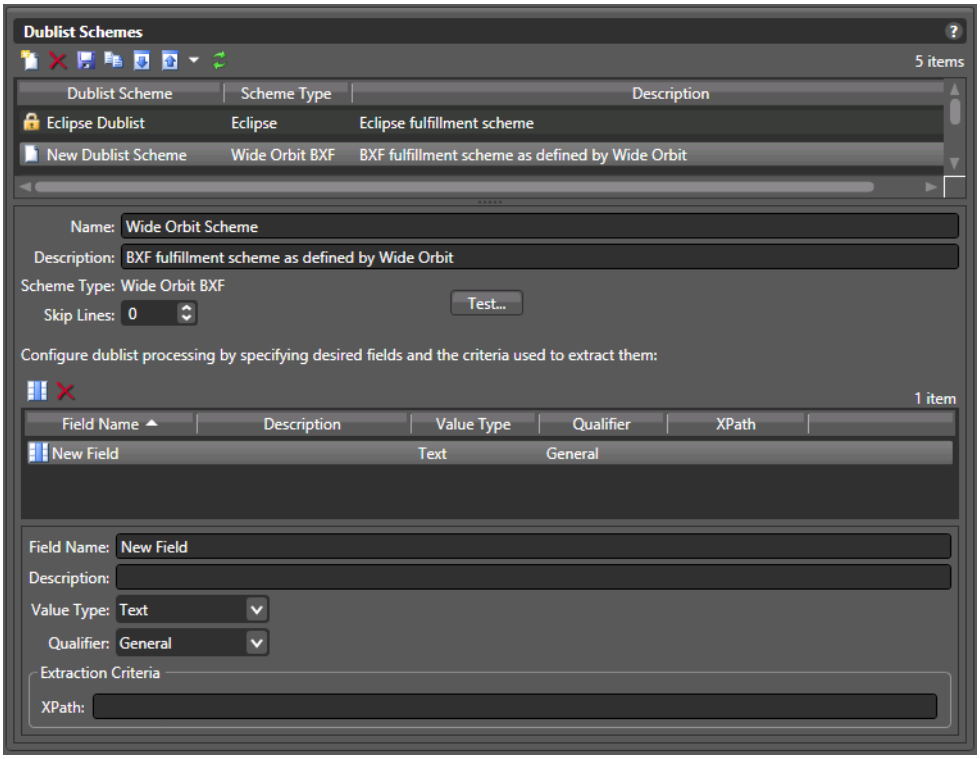
XPath—indicates the field/node position in the hierarchy of the XML file. The XPath begins with the root node, followed by any additional nodes in the hierarchy, leading to the node being defined. For example: /ROOT/Node_Level_1/Node_Level_2.

Deleting Fields

Click Delete Field to delete the highlighted field from the field list.

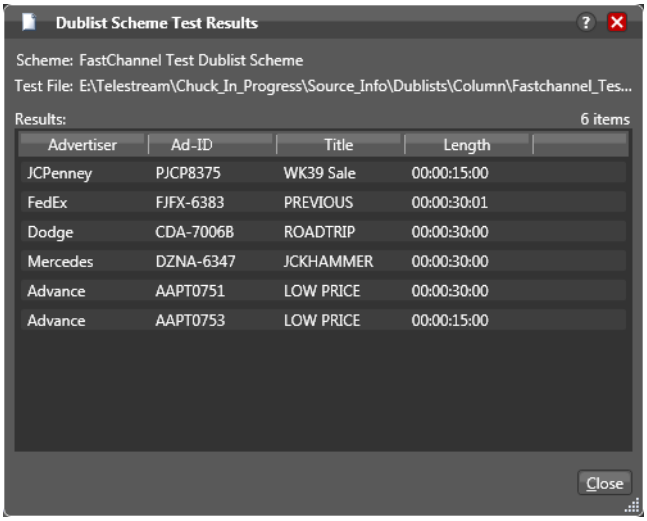
Testing Dublist Portal Schemes

The Test button in the center of the Dublist Schemes panel enables you to test a scheme on actual dublists to verify that the scheme works correctly—that the dublist has been parsed correctly—extracting the metadata that the workflow requires.



To test a scheme, follow these steps:

1. Select a dublist scheme in the scheme list.
2. Press the Test button.
3. Examine the Test Results table for proper extraction: verify that each field contains the correct data, as shown in the figure below.



4. Adjust each field of the scheme until a test produces correct output.

Using the Dublist Portal

The Dublist Portal is provided as a Windows client program and a web application that enables you to display and manage dublists processed by Dublist monitor workflows. The web client can be used on any computer with a supported web browser (see *Web Application Browser Requirements*) and a network or Internet connection to your Vantage domain.

Note: Both versions offer substantially the same user interface and functionality, except that the web version does not support dublist pre-qualification or display this panel. When a topic applies to only one client, it is noted.

The Dublist Portal is configuration-driven. A Vantage administrator must create one or more Dublist Portal configurations in the Vantage Management Console before the portal can be used.

Filters allow you to narrow the list of dublists displayed based on various criteria. Dublist Portal also includes a panel for viewing and managing dublist expirations, as well as one for pre-qualifying dublists to see the results that will occur when you submit a dublist example to a workflow.

The following topics introduce and describe the Dublist Portal:

- Starting Dublist Portal
- Dublist Portal Overview
- Monitoring Dublist Entries
- Managing Dublist Expiration
- Pre-qualifying Dublists
- Dublist Portal Windows Program Menus
- Troubleshooting Dublist Portal

Starting Dublist Portal

To start the Dublist Portal Windows program, do one of the following:

- Double-click the Vantage Dublist Portal shortcut on your desktop
- Click Start > All Programs > Telestream > Vantage > Dublist Portal.

To start the Dublist Portal web application, do one of the following:

- Open your web browser and enter the Vantage web application home page URL:

  http://<IISServerName>/Vantage/
  where <IISServerName> is the DNS name of the IIS server (or its IP address)—by default, the same as the Vantage domain server—and click on the Dublist Portal panel.

Note: If you don't know the name of the Vantage IIS server (by default, the same server where the Vantage domain database is hosted), contact your Vantage administrator or IT department.

- If you are prompted, select a domain and log in, then select a configuration.
- If you are prompted, enter your authorized user name and password

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Note: For information on managing Vantage Windows clients and web applications, including starting and stopping the program, logging into and changing domains, changing Vantage users and passwords, and selecting configurations, go to the Vantage User Guide > Vantage Client Programs Overview chapter.

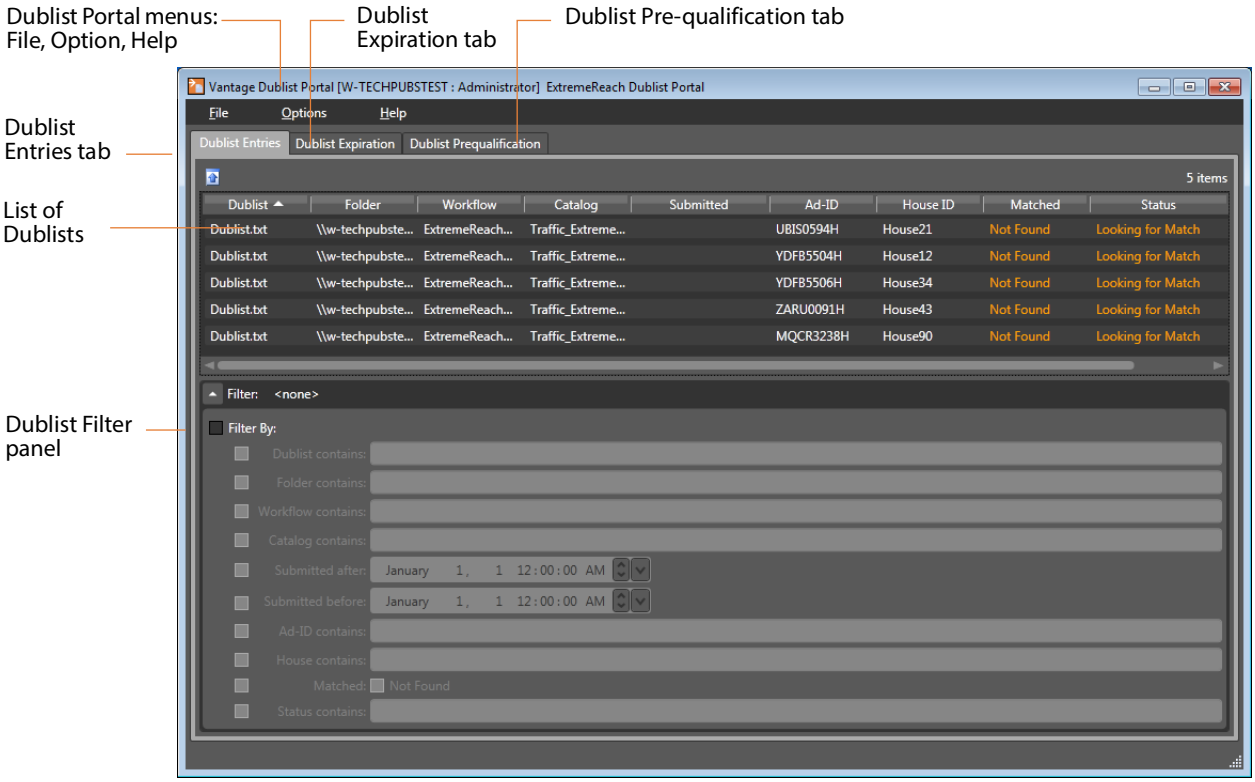
Dublist Portal Overview

Dublist Portal provides a single window for all of its functionality, in both versions—the Windows client and the web application.

- Dublist Portal Windows Program User Interface
- Dublist Portal Web Application User Interface
- Using the Panels

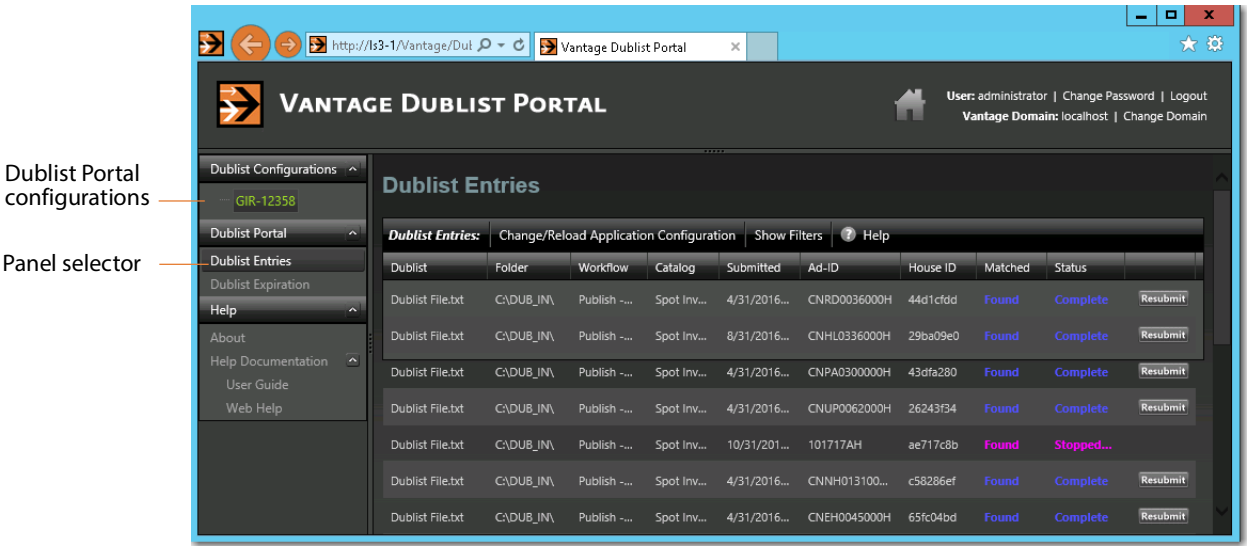
Dublist Portal Windows Program User Interface

The Dublist Portal Windows program's main window is shown in this figure:



Dublist Portal Web Application User Interface

The Vantage Dublist Portal web application's main window is shown in this figure:



Using the Panels

The Vantage Dublist Portal window consists of these panels:

- *Dublist Entries panel—Monitoring Dublist Entries*
  - Displays a list of dublist ads corresponding to active Dublist Monitor actions and when enabled, permits resubmitting jobs.
  - Lists folder location, associated workflow and catalog (when submitted), Ad-ID or ISCI, whether a matching media file was found, and status.
  - Filters allow narrowing of dublists shown in the list.
- *Dublist Expiration panel—Managing Dublist Expiration*
  - Displays active dublist expiration dates and locations and allows dublists to be manually expired.
- *Dublist Pre-qualification panel (Windows only)—Pre-qualifying Dublists*
  - Displays active Dublist Monitors and allows dublist testing to show the results of submitting a dublist to a dublist monitor—specifically, what spots are in the catalog inventory that would be auto-forwarded by submitting the dublist.
- *Dublist Portal Menus (Windows only)—Dublist Portal Windows Program Menus*
  - File allows changing domain, user, password, and reloading a configuration.
  - Options lets you add headers to CSV exports and show or hide tool tips.
  - Help offers access to several kinds of built in and online help.

Monitoring Dublist Entries

Display the Dublist Entries panel to monitor your current dublist entries—do one of the following:

- *Windows client*—Click the Dublist Entries tab
- *Web app*—Open the Dublist Portal item in the menu and click on Dublist Entries

The Dublist Entries panel, which is the primarily-used panel, displays a list of dublist ads sorted by dublist, which have been processed or are waiting to be processed by Dublist-action workflows. Using this panel, operators managing the traffic system can monitor t he system in real time, verifying that dublists and their ads are being correctly processed and matched up with associated media files (spots). The Dublist Entries panel provides this information about dublists:

- *Dublist*—dublist name or identifier
- *Folder*—location where the dublist is stored
- *Workflow*—workflow that processed the dublist
- *Catalog*—catalog containing the dublist and associated binders
- *Submitted*—date and time the dublist was submitted for workflow processing
- *Ad-ID*—an ID assigned to the media (spot), often this is an ISCI code
- *House ID*—an internal name or identifier assigned to the spot
- *Matched*—an indicator showing whether the dublist is matched with a media file
- *Status*—current status of the dublist
- *Resubmit*—When enabled in a dublist configuration, the Resubmit button on completed jobs enables the operator to resubmit a previously-processed ad for re-processing.

To export a given dublist as a CSV file, click a file in the list, click the Export arrow, and browse to save the file.

Resubmitting Jobs

To resubmit a dublist entry—a previously processed ad (or other asset)—click the Resubmit button on its row.

Workflow Designer displays a Status dialog indicating it has been resubmitted. (If the workflow it was submitted to is not active, you'll be advised.)

Filtering Dublists

Open the Filter panel at the bottom of the table to filter your list.

Checking the Filter box and the boxes of any desired filter criteria allows you to narrow the list to display only dublists matching the filter criteria. For example, you can filter by *Dublist contains* to find a dublist or group of dublists by their names, or you can filter to find lists processed between a selected pair of dates. Data entry fields are alphanumeric.

These are the dublist filter criteria:

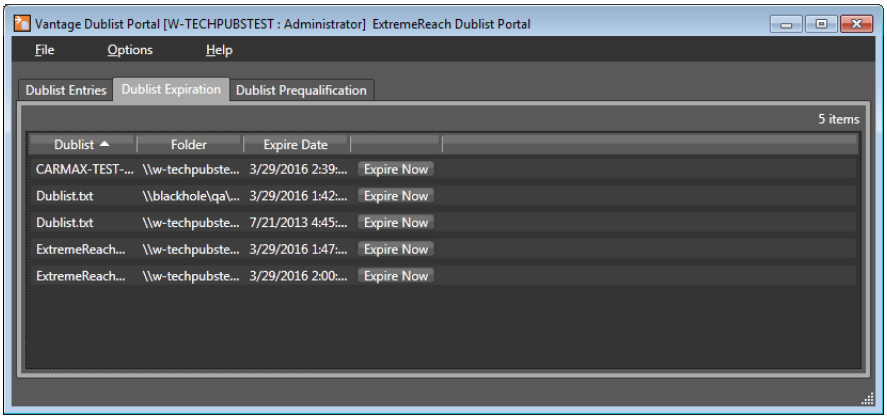
- *Dublist contains*—select dublists matching all or part of the name
- *Folder contains*—selects dublists matching all or part of the folder name
- *Workflow contains*—selects dublists matching all or part of the workflow name
- *Catalog contains*—selects dublists by matching all or part of the catalog name
- *Submitted after*—selects dublists submitted after the specified date
- *Submitted before*—selects dublists submitted before the specified date
- *Ad-ID contains*—selects dublists by matching all or part of the Ad-ID
- *House contains*—selects dublists by matching all or part of the House ID
- *Matched/Not Found*—selects dublists that have been matched to media spots, or if Not Found is checked, selects dublists that have not been matched to spots.
- *Status contains*—selects dublists by matching all or part of their status

Managing Dublist Expiration

To display the Dublist Expiration panel and view dublist expiration information, do one of the following:

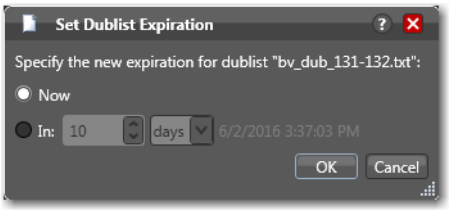
- *In Windows*—Click the Dublist Expiration tab
- *In the web app*—Open the Dublist Portal item in the menu panel, and click on Dublist Expiration

Dublist Portal displays a table showing dublists ordered by expiration date and time, as shown below. The list allows you to plan and manage the expiration of each dublist or group of dublists.



Manually Expiring a Dublist

Use the Expire Now button to expire a list immediately or at some future time (in hours, days, weeks, etc.), which ends all related processing at the specified time. Click Expire Now on a dublist whose expiration you want to adjust. Dublist Portal displays the Set Dublist Expiration dialog:



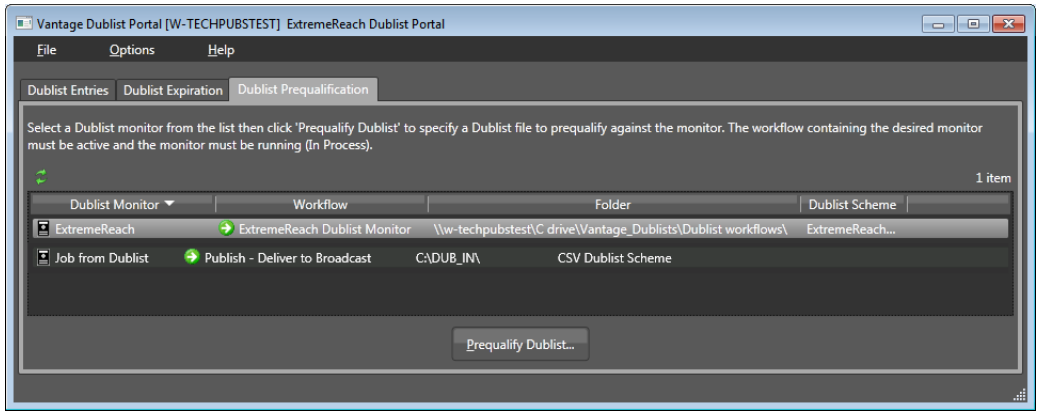
Select Now to expire the dublist immediately; select In to specify the amount of time to wait before expiring the dublist.

Pre-qualifying Dublists

Note: Dublist pre-qualification is provided only in the Dublist Portal Windows client.

The Pre-qualify Dublist button enables you to verify that dublists of each type and format can be detected and processed correctly by the Dublist action and scheme you've implemented in the workflow.

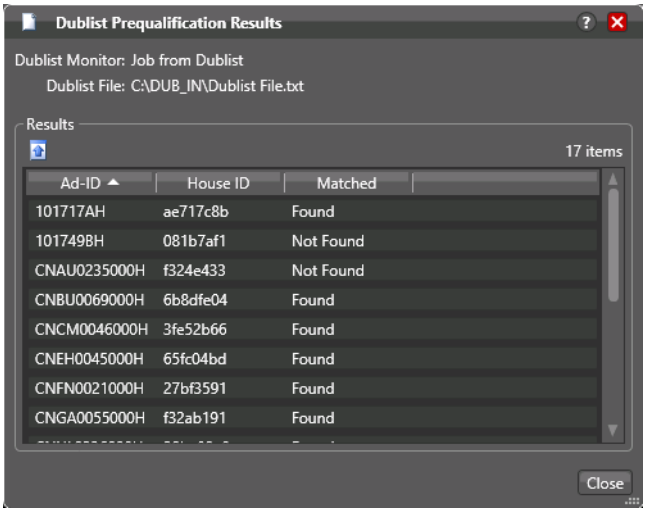
Click the Dublist Pre-qualification tab to display a list of dublist monitors (each monitor is instantiated by an activated workflow starting with a Dublist action) that are running in workflows accessible in the current configuration.



To pre-qualify a dublist against the scheme used in this monitor, follow these steps:

1. Select a monitor from the list.
2. Click the Pre-qualify Dublist button to browse and select a sample dublist to test.

   Dublist Portal displays the Dublist Pre-qualification Results dialog:



The dialog lists the Ad ID and House ID of each item in the dublist, and whether the asset was found or not, per the scheme you implemented.

Note: If you have already processed one or more ads/other assets in an ingest workflow and registered them in a catalog, you can use the Matched column to determine if your extraction and scheme are working correctly.

Verify that the values are correct and whether the matched information is also correct. If not, modify your scheme definition in the Management Console or adjust the dublist data specification to match the scheme and retry.

Dublist Portal Windows Program Menus

The Dublist Portal menus are File, Option, and Help. These menus are described below:

File Menu

The File menu includes these options:

- *Change Vantage Domain*—opens a Select Vantage Domain window, allowing you to select the domain you want to connect to. Connection Settings at the bottom allow you to enter a Login and Password for the selected domain database. (The default login and password are auto-filled and may be sufficient unless they have been changed by your administrator.) If your domain isn't listed, click *My Vantage Domain isn't listed* to open a field for entering the IP address of the domain server.
- *Recent Domains*—displays a list of recently-connected domains, if any.
- *Change Vantage User*—opens the Vantage Domain Login dialog. Enter your Vantage domain user name and password. (Change Vantage User and Change Password are available only if you check Enable User Administration in the Vantage Management Console Settings & Options menu.)
- *Change Password*—opens a Set Password dialog, allowing you to change your password. Enter the new password in both fields and click OK. (This feature is available only if User Administration is enabled in the Management Console.)
- *Change/Reload Application Configuration*—opens the Select Configuration dialog, allowing you to select or reload a Dublist Portal configuration created or changed using the Vantage Management Console. Click the configuration you want, and click OK.

Options Menu

- *Restore/Hide Tips & Warnings*—select Restore to turn on context-sensitive tool tips; select Hide to turn them off.
- *Prompt for Login Next Time Application is Launched*—when selected, forces the user to log in each time the program is started; otherwise remembers the last authorized user to log in.
- *Add Header to CSV Export Files*—when selected, adds a header row to exported CSV files.

Help Menu

- *Contents*—opens the Vantage built-in documentation to the table of contents.
- *Index*—opens the Vantage built-in documentation to the index.
- *Search*—opens the Vantage built-in documentation to the search field.
- *Online Help*—opens the Vantage online (web-based) help documentation.
- *About*—opens an About Vantage Dublist Portal dialog showing the version and data; click More to open built-in documentation or OK to close.

Dublist Portal Web App Commands and Menus

The Dublist Portal menus are displayed in two places:

- *General commands*—upper right-hand corner of the window.
- *Menus*— in the Menu panel on the left. They include Dublist Configurations, Dublist Portal, and Help.

This table describes the menu selections and commands in the title bar in the web app.

Menu	Selection	Description
Title bar options	Change Password	Opens a Set Password dialog, allowing you to change your password. Enter the new password in both fields and click OK.
	Logout	Log out the current Vantage user and displays the Dublist Portal Login dialog, so you can log back in under another user. Enter your Vantage domain username and password.
	Change Domain	Opens a Select Vantage Domain window, allowing you to select the domain you want to connect to. Connection Settings at the bottom allow you to enter a Login and Password for the selected domain database. (The default login and password are auto-filled and may be sufficient unless they have been changed by your administrator.) If your domain isn't listed, click *My Vantage Domain isn't listed* to open a field for entering the IP address of the domain server.
Dublist Configurations menu	<Current Configuration>	Displays the list of configurations, highlighting the name of the current configuration in use. Click to reload any configuration, picking up any changes to the configuration since it was last loaded.
Dublist Portal menu	Dublist Entries	Displays the Dublist Entries panel, populated with the table of current dublists.
	Dublist Expiration	Displays the Dublist Expiration panel, populated with the table of current dublists, which you can select and manually expire.

Menu	Selection	Description
Help menu	About	Select to display Workflow Portal product version information.
	Help Documentation	Click this entry to toggle the display of the submenu.
	User Guide	Click to display the PDF version of this guide in a separate browser window.
	Web Help	Click to display the HTML version of this guide in a separate browser window.
Dublist Configurations menu	<Current Configuration>	Displays the name of the current configuration in use. Click to reload the configuration, picking up any changes to the configuration since it was last loaded.

Troubleshooting Dublist Portal

When opening Dublist Portal for the first time, depending on the design of your network and the location of your workstation and Vantage server, the Domain login dialog may not be able to discover and display your Vantage domain. If this is the case, you can log in by using the name or IP address of the server.

When you change domains or configurations, you may also encounter these problems:

- No Configurations Available...

  Dublist Portal displays this error when you log in to a domain where no Dublist Portal configurations are defined or where you do not have access to any of the defined configurations.

  Contact your Vantage domain administrator.

- Problem communicating with database—could not find stored procedure SelectSessionsByExecution...

  This error displays when Dublist Portal is attempting to display a list of configurations from the selected domain, but the version of the domain is not compatible with your client. Contact your Vantage domain administrator to upgrade the Dublist Portal program on your computer.