



## Logging In and The Project Manager

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# Logging In and The Project Manager

This chapter covers three vital steps in the process of setting up to work in DaVinci Resolve: creating a user within which you'll be saving your projects, creating and organizing your projects, and saving projects. It's a good idea to familiarize yourself with the information in this chapter prior to getting started with Resolve.

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# Single-User versus Multi-User Installations

When you first install DaVinci Resolve, you can choose whether to install it as a single-user or multi-user environment. Starting with DaVinci Resolve 12, the default method of installing Resolve is as a single-user environment, in which opening Resolve takes you directly to the Project Manager, where all your projects are located within a single convenient window.

If you've previously installed Resolve and you upgrade to version 12.5, then the multi-user environment will automatically be enabled; you'll see all of your users and have access to all your databases as before. On the other hand, if you installed the default single-user environment and change your mind, you can switch over to the multi-user environment whenever you want by turning on the "Show multi user login window" checkbox in the System Overview panel of the DaVinci Resolve Preferences window.

The main difference between the single-user and multi-user environments is in how your Resolve projects are managed. Single-user installations only use Disk Databases. With multi-user enabled, you have the option of organizing projects among multiple user accounts, and you also have the option to use PostgreSQL Databases, which enables additional advanced functionality such as the use of Project Servers, Remote Workflow, and Collaborative Workflow.

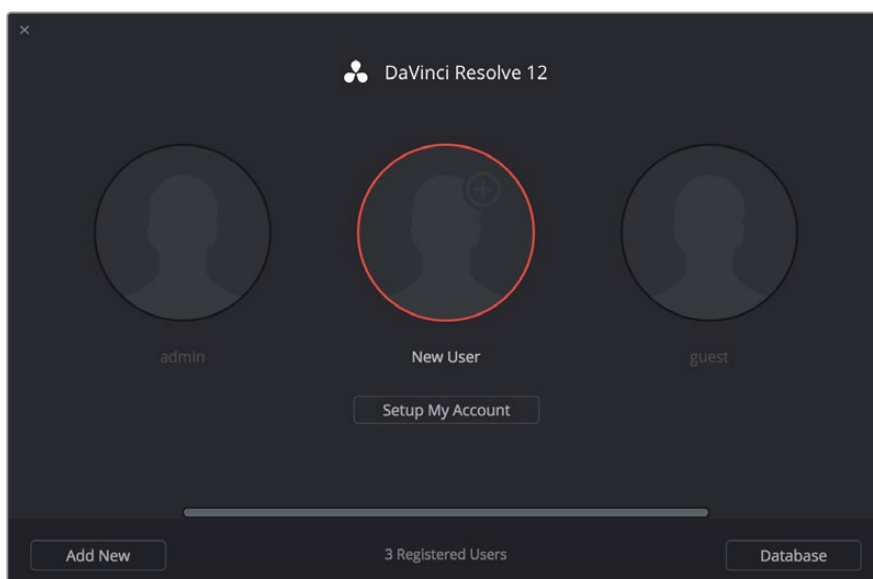
However, all other Resolve functionality relating to editing and grading in the Media, Edit, Color, and Deliver pages is identical regardless of whether or not you're in single or multiple user mode.

## Logging In and Creating New Users

If you've installed DaVinci Resolve as a multi-user environment and open it for the first time, there are a few things you're going to want to do before you begin working on your first project.

### Creating a User and Logging in

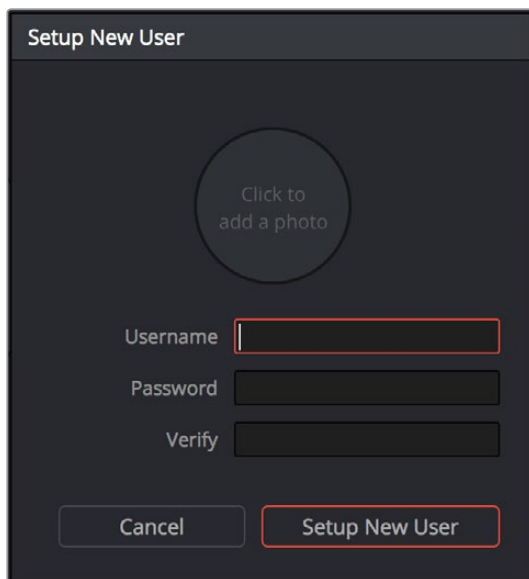
DaVinci Resolve was originally designed as a multi-user application for use in commercial suites. Resolve is still very much used in that capacity in high-end facilities around the world, and the login screen provides the interface that's used to create and manage multiple users on a single workstation.



Login window

### To Create a New User:

- 1 Click the New User button at the bottom left, or double-click the New User icon in the middle of the login screen.
- 2 Enter the following information:
  - **Name:** This is the only setting you really need to enter, to identify the user.
  - **Password:** (optional) If your login requires security, you can enter any password you like. You'll need to enter the same password into the Confirm Password field to make sure a typo doesn't cause you to create a password you didn't intend.
  - **Icon:** (optional) If you have a picture you'd like to use as the icon for this login, you can click the photo region and choose one from your file system.
- 3 Click Setup New User.



New User window

### To alter a user's settings:

If you've already created a user, select that user's icon and click the gear icon to open the Account Settings dialog for that user, in which you can change all of the settings you originally defined.

### To delete a user:

Right-click on a user you've created, choose Delete User, then click Yes to confirm when prompted.

**Warning:** Deleting a user also deletes all of the projects and PowerGrades associated with that user, so do this with care, and if necessary, back up all projects and/or databases associated with that user before deletion.

By default, every new installation of DaVinci Resolve starts out with two logins that cannot be deleted. The admin has special privileges for setting system configuration presets, while the guest login is useful for visitors to your suite who just need to log in quickly to get some work done.

**To log in as a user:**

- 1 If necessary, use the scroll bar along the bottom to find the login you want to use, and do one of the following:
  - Click to select a user's icon, then click Log In.
  - Double-click any user's icon to log in as that user.
- 2 If your login is password protected, you'll be prompted to enter it now.

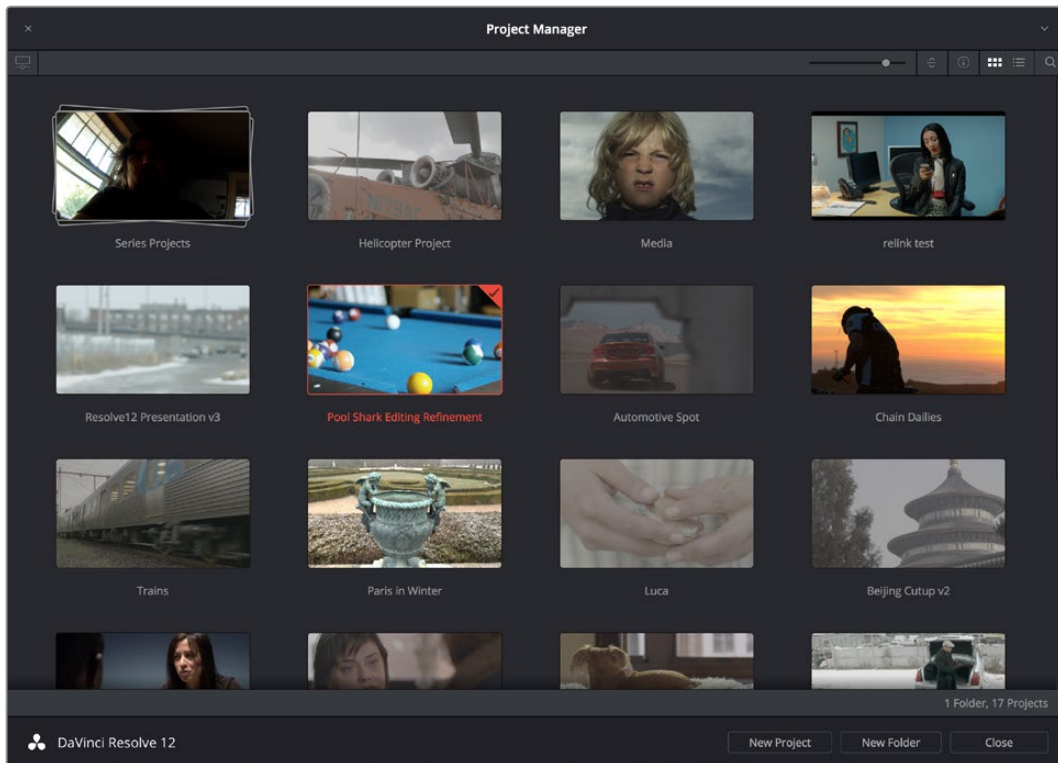
Before you log in, if you've just installed DaVinci Resolve and have opened it for the first time, it's time to set the preferences. For more information about setting the preferences in Resolve, see Chapter 3, "Project Settings and Preferences".

### Behind the Scenes: DaVinci Resolve Databases

By default, DaVinci Resolve uses a disk database to keep track of all of the users and projects you create. You'll use the Project Manager (described in the next section) to manage your projects, which are saved to a specific directory on your system that corresponds to the operating system you use. However, you can create other databases of different kinds depending on whether or not you want to set up multiple DaVinci Resolve workstations to work together. For more information about creating and managing databases, see Chapter 41, "Managing Databases and Database Servers."

# Using the Project Manager

The Project Manager is a centralized place to manage all your projects. If you've done a single-user installation of DaVinci Resolve, this is the first window you'll see. If you're working with a multi-user installation, this is the second window you'll see, and it will show all projects belonging to the user who's currently logged in and whose name appears at the upper right-hand corner of the window.



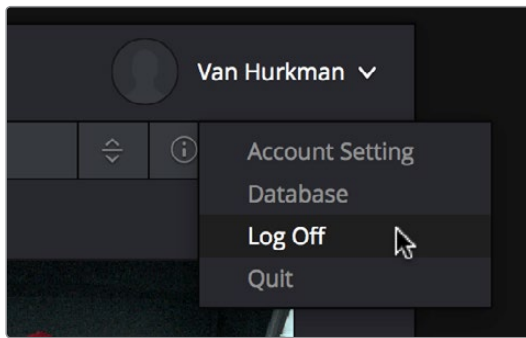
Project Manager

If you've already opened a project, you can re-open the Project Manager at any time by clicking the Home button at the bottom right-hand corner of the Resolve window.



The Project Manager button at the bottom right corner of the DaVinci Resolve interface

If you need to return to the Log In screen, you can click the User Name pop-up menu at the upper right-hand corner. If you're using Resolve as a single-user environment, there will be no name, just a pop-up menu in the same location that presents the options to open the database manager, or quit.



User Name popup menu

## Project Management

The Project Manager provides an in-application interface for creating, renaming, and deleting projects saved within the current user account. Many of these commands exist within the contextual menu that appears when you right-click the background of the Project Manager.

### Methods of project management:

- **To create a new project:** Double-click the Default Project, or click the New Project button. A new project is created, and Resolve opens up the Media page. Once a project is open, you can alter its project settings by clicking the gear icon.
- **To load a previously saved project:** Double-click any Project icon, or Item if you're in List view. Or, select a project and click the Open button in the lower right-hand corner.
- **To load a project in Read-Only Mode:** Right-click a Project icon or Item, and choose Load in Read Only Mode. This lets you open a project without danger of altering it. If you make changes, then you can save a new copy of the project with a new name.
- **To rename a project:** Right-click a Project icon or Item, choose Rename, and type a new name in the dialog that appears, clicking OK when you're finished.
- **To load a config from another project to the currently open project:** Right-click a Project icon or Item (other than the currently open project), and choose "Load config to current project."
- **To delete a project:** Select one or more projects, then right-click one of the selected projects and choose Delete. Click OK when a dialog asks you to confirm the operation.

**NOTE:** You cannot move or delete the currently loaded project.

## Importing and Exporting Projects

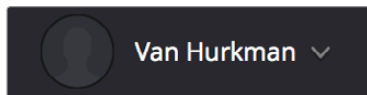
Another set of commands let you import and export projects. Because all projects are managed by a Resolve database, this is the only recommended way to export and import individual projects, even for file-based projects.

## Methods of importing and exporting projects

- **To export a project:** If you need to export a project to another location, such as to copy it to the disk of a client you're delivering the project to, you can right-click a Project icon or Item, choose Export (to export only the project) or Export With Stills and LUTs (to export the project including both still frames in the gallery and LUTs used in grades), then in the Save dialog choose a location, enter a name, and click Save. This can also be done from the File menu in the main Resolve interface.
- **To import a project:** Right-click any empty area of the Project Manager and choose Import, then find and select a project file using the Import Project File dialog, and click Open.

## User Pop-Up Menu

The User pop-up menu at the upper right-hand side of the project manager contains all the commands you need to manage your account, databases, and log off (when multi-user is enabled), as well as the command to quit.



The User pop-up menu

- **Account Setting:** When multi-user is enabled, opens the account settings where you can edit your photo and password.
- **Database:** Opens the database manager.
- **Log Off:** When multi-user is enabled, this takes you back to the Login window.
- **Quit:** Exits DaVinci Resolve and returns you to the file system.

## Project View

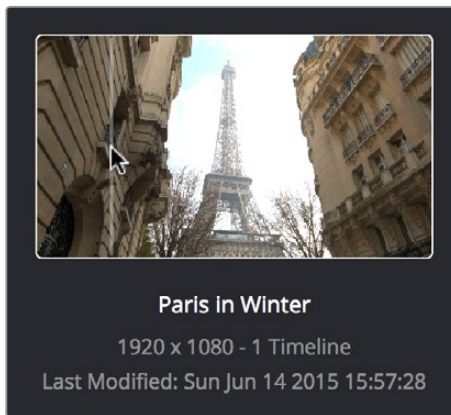
Four buttons at the top right let you control how projects are viewed in the Project Manager.



Select Icon or List View

- **Project Sort Order pop-up:** (Only appears in Icon View) Lets you choose the sort order of projects in Icon View.
- **Information:** (Only appears in Icon View) Lets you show or hide additional project information displayed underneath each thumbnail, including the frame size, number of timelines within, and when that project was last modified.
- **Icon View:** Each project is represented by a large image that can be hover-scrubbed to reveal five representative images from that project.





Hover-scrub over Project icon, information is enabled

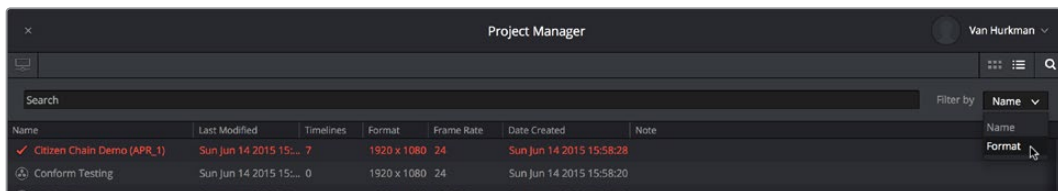
- **List View:** Every project appears as an item on a list that has seven columns: Name, Last Modified, Timelines, Format, Frame Rate, Date Created, and Note. You can click any column header to sort the contents of the Project Manager by that criteria; clicking the header a second time toggles that column between ascending and descending sorting.

Name	Last Modified	Timelines	Format	Frame Rate	Date Created	Note
✓ Citizen Chain Demo (APR_1)	Sun Jun 14 2015 15:...	7	1920 x 1080	24	Sun Jun 14 2015 15:58:28	
⊖ Conform Testing	Sun Jun 14 2015 15:...	0	1920 x 1080	24	Sun Jun 14 2015 15:58:20	
⊖ Dialog Test	Sun Jun 14 2015 15:...	1	1920 x 1080	23.976	Sun Jun 14 2015 15:58:13	
⊖ DNxHD Edit	Sun Jun 14 2015 15:...	0	1920 x 1080	25	Sun Jun 14 2015 15:58:07	
⊖ Helicopter Project	Sun Jun 14 2015 15:...	0	1920 x 1080	24	Sun Jun 14 2015 15:58:01	
⊖ Landscapes	Sun Jun 14 2015 15:...	0	1920 x 1080	25	Sun Jun 14 2015 15:57:55	
⊖ Luca	Sun Jun 14 2015 15:...	0	1920 x 1080	23.976	Sun Jun 14 2015 15:57:49	
⊖ Matted Composite	Sun Jun 14 2015 15:...	0	1920 x 1080	25	Sun Jun 14 2015 15:57:43	
⊖ MultiCam	Sun Jun 14 2015 15:...	7	1920 x 1080	23.976	Sun Jun 14 2015 15:57:37	
⊖ Paris in Winter	Sun Jun 14 2015 15:...	1	1920 x 1080	24	Sun Jun 14 2015 15:57:28	

Project List view

## Searching For Projects

Clicking the magnifying glass button at the upper right-hand corner of the Project Manager exposes the Search Options, which can be used to locate one or more projects based on the metadata that's selected in the Filter By pop-up menu to the left of it.

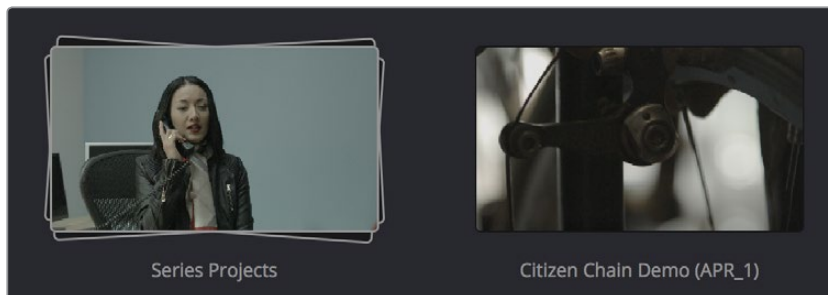


Search field open with Filter by search criteria selected

Using the pop-up menu, you can choose to search by name, or by project format. Once you've chosen a criteria, begin typing into the search field, and the Project Manager will immediately and dynamically begin to be filtered by your search text.

## Creating Folders

If you're organizing a lot of projects, you can create folders to put them into.



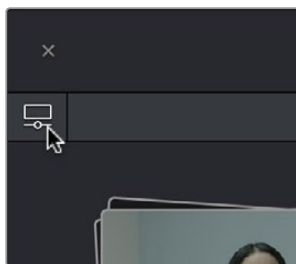
A folder (left) and a project (right) in the Project Manager

### Methods of working with project folders:

- **To create a folder:** Click the New Folder button, then enter a name into the Create New Folder dialog and click Create.
- **To delete a folder:** Right-click a folder, choose Delete, and click Yes when prompted. All projects inside a deleted folder will be deleted as well.
- **To rename a folder:** Right-click a folder, choose Rename, then enter a new name and click OK.
- **To open a folder:** Double-click a folder to open it and view its contents. At the upper left-hand corner of the Project Manager, a folder path view shows you which folder is open, as well as where you are within a nested series of folders if that's what you've set up.
- **To exit a folder:** Use the path control at the bottom left of the Project Manager.
- **To move a project into a folder:** Drag the project onto a folder icon, and drop it to place it inside the folder.
- **To move a project out of a folder:** Open a folder, select one or more projects you want to move, then right-click the selection and choose Cut from the contextual menu. Then, navigate to the next place in the Project manager where you want to place the cut projects, right-click the background of the Project Manager, and choose Paste. The projects should appear in the new location.

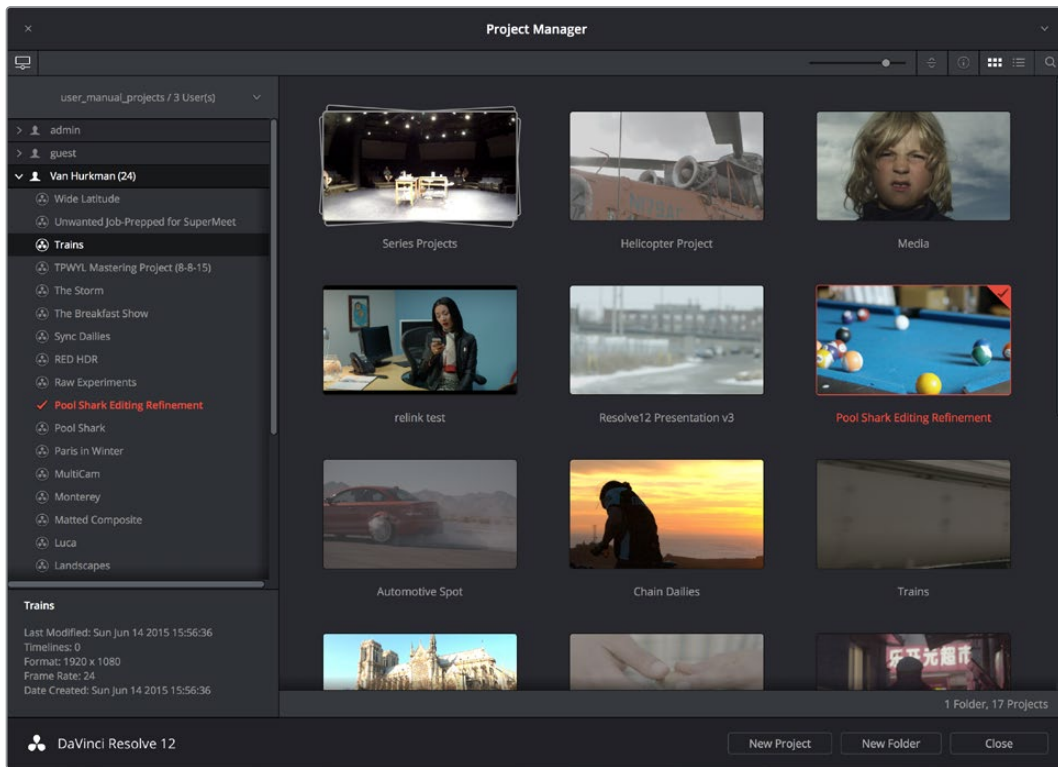
## Group Projects Browser

If you've installed Resolve to support multiple users, then the Group Projects button at the upper left-hand corner of the Project Manager opens up the Group Projects browser. This browser lets you import projects from other users into the Project Manager for the current user that's logged in.



Group Projects browser button

Furthermore, if you're on a system that's configured to use databases for project management, a pop-up menu at the top of the Group Projects browser lets you open up another database entirely to browse its users and projects.



Project manager with Group Projects browser displayed

### To use the Group Projects browser:

- 1 Click the Group Projects button to open the browser. It always appears in List view.
- 2 Choose a disk or database from the pop-up menu at the top of the browser to reveal that disk or database's users in the browser
- 3 Click the disclosure triangle to the left of any user to reveal that user's projects in a hierarchical list.
- 4 To import a project into the current user, right-click it and choose Import.
- 5 A dialog appears that lets you change the name of the project being imported. If you like, change the name, then click OK.

That project should now appear in the Project browser to the right. When you're done importing projects, click the Group Projects button again to close the browser.

**NOTE:** For more detail on shared database setup and operation, see Chapter 41, "Managing Databases and Database Servers."

# Saving Projects

Once you've created and opened a project, you want to make sure that you regularly save your work.

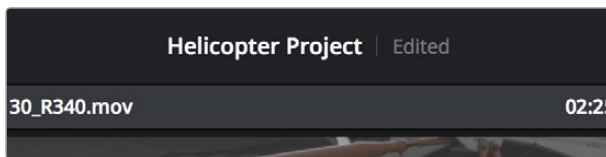
## Methods of saving projects:

- Choose File > Save Project (Command-S).
- Push the SAVE button on the DaVinci control panel.
- To save the current state of your project as a copy with a new name, choose File > Save Project As (Command-Shift-S), then enter a name into the Save Current Project window and click Save.

## To revert to the last saved state of a project:

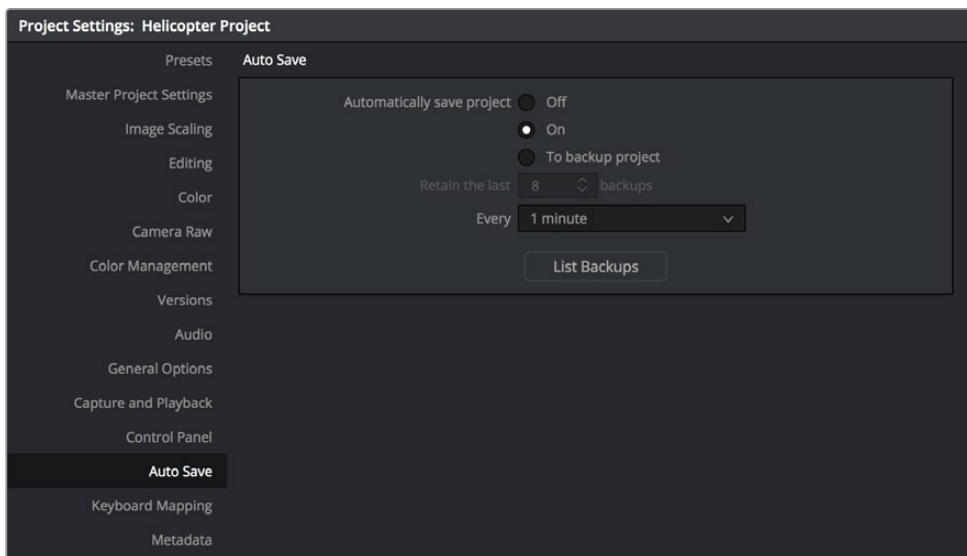
If you don't want to save, but you want to revert to last saved state of the project, choose File > Revert to Last Save.

As you work on your project, the word "Edited" appears to the right of the project name at the top of the Resolve UI to let you know that you have unsaved changes. If you don't save in over 15 minutes, the word "Edited" turns yellow, and if you still don't save in over 30 minutes, it turns red to let you know that you probably should save. If you move the pointer over the word "Edited," a tooltip appears letting you know when the last save was performed.



The word "Edited" to the right of the project name lets you know you have unsaved changes

DaVinci Resolve also has an auto save mechanism that you can enable in the Project Settings. This means that every project has its own auto save settings individually enabled or disabled. Resolve 12.5 has significantly improved save times, so using Auto Save is highly recommended to prevent the loss of work in the event you have a problem.



Auto Save controls in the Project Settings

### To enable Auto Save:

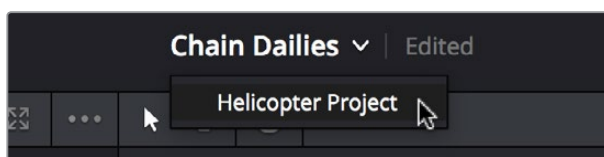
- 1 With a project opened, click the gear icon, at the bottom left-hand corner of the DaVinci Resolve interface.
- 2 When the Project Settings window appears, click Auto Save in the left hand sidebar.
- 3 There are three options in the Automatically Save project setting:
  - **Off:** Disables Auto Save. This is the default.
  - **On:** Automatically saves the current project every few minutes, as defined by the pop-up menu below that has options for 5, 10, 20, and 30 minute, or 1 hour intervals. If you're using a PostgreSQL database, you have the additional option of saving over 1 minute intervals, as PostgreSQL database saving is considerably faster. If Resolve unexpectedly quits before you have a chance to save, you'll see all autosaved changes the next time you reopen that project.
  - **To backup project:** Automatically saves new projects to a backup list. Each backup is an individual project file, so this lets you version your work. The total number of backup files that are saved can be selected via the "Retain the last X backups" pop-up menu. Backups are discarded in first in, first out fashion.
- 4 Click Save to confirm your change, and then close the Project Settings window.

## Dynamic Project Switching

Dynamic Project Switching is an option in the Project Manager contextual menu that lets you load multiple projects into RAM simultaneously, so that you can quickly switch from one to the other just to work, or when copying and pasting clips, timelines, and node settings back and forth. If you plan on opening many projects, or even just a few very large projects, you should be sure your workstation has lots of RAM installed or you could experience a slowdown in performance.

### Methods of using Dynamic Project Switching:

- **To enable Dynamic Project Switching:** Open the Project Manager, right-click anywhere within the Project Manager and choose Dynamic Project Switching so that it's checked. Dynamic Project Switching will remain enabled until you turn it off.
- **To open multiple projects in RAM:** Open any project, then reopen the Project Manager and open any other project. All projects you open are kept available in RAM.
- **To switch among open projects:** Choose File > Switch Project and select the project you want to switch to from the submenu. You can also choose other projects that have been opened into RAM from the pop-up menu that appears to the right of the project name at the top center of the Resolve user interface.
- **To close a specific project:** Choose File > Close Project and select the project you want to close from the submenu. You may be prompted to save, after which the project closes.
- **To close all other open projects:** Open the Project Manager. All open projects appear with a check mark in the upper right-hand corner; the currently open project has an orange corner mark, while other projects open in memory have a gray corner mark. Right-click anywhere within the Project Manager, and choose Close Projects in Memory to close all projects other than the current one.



Switching among open projects using the Project Title pop-up at the top of the Resolve UI

**Using dynamic project switching, you can do the following:**

- Copy and paste clips from the Media Pool of one project into another.
- Copy and paste timelines from the Media Pool of one project into another. When you paste a timeline from another project, all of the clips used in that timeline will be pasted to the same location as well.
- Copy and paste clips from a timeline in one project to a timeline in another.
- Copy a node's settings from one project and paste them to a node in another project.

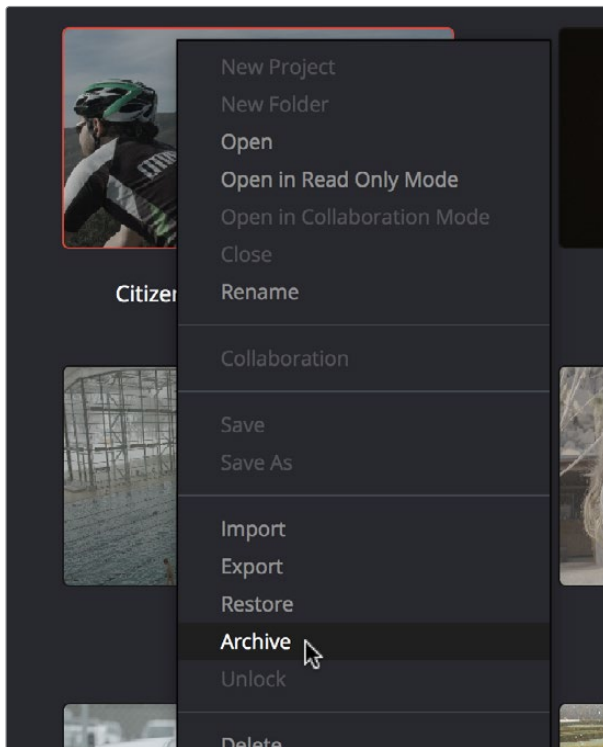
You can also copy and paste clips, timelines, and node settings from one project to another without using dynamic project switching, but using switching makes this process faster.

## Archiving and Restoring Projects

DaVinci Resolve has a convenient feature for quickly archiving every single media file used by a project, along with the project itself, to a single location. This can be done to hand a project off to another Resolve user, or to bundle a project and its media up for either short- or long-term archiving using the backup methodology of your choice. The process is simple.

**To Archive a project:**

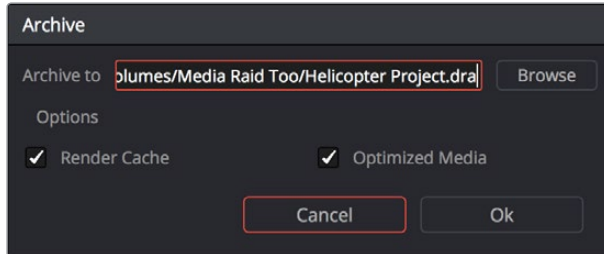
- 1 Open the Project Manager.
- 2 Locate and right-click the project you want to archive, and choose Archive.



The contextual menu command for archiving projects

- 3 When the Archive Project window appears, choose a location to save the archive. Make sure you choose a volume that's large enough to accommodate the size of all the media from the project you're archiving, and click Save.

- 4 When the Archive dialog appears, verify the location the archive will be saved to, and choose which optional media you want to save within the archive. As of Resolve 12.5, you can optionally save Optimized media and/or Render Cache media associated with a project.



A dialog letting you choose whether to save Optimized and/or Render Cache media

- 5 Click Ok, and a dialog with a progress bar will show you how long the archive operation will take to finish. If any errors come up, resulting from missing or offline media, they'll be presented at the end of the process.

The resulting archive that is written is a directory with the .dra file extension. Inside this folder are a series of subdirectories containing all of the media that's used by the archived project. Each directory of media files used is saved within a directory path that mirrors the exact path it came from, so you have a reference for where each clip came from originally.

#### To restore an Archived project:

- 1 Copy the .dra archive directory you want to restore to the volume where you want those media files to be. Restoring doesn't move this directory, it only adds the project file within to the Project Manager, so you should make sure the .dra archive directory is located on a storage volume with suitable performance for you to work.
- 2 Open the Project Manager, right-click anywhere, and choose Restore from the contextual menu.
- 3 Choose the .dra archive directory you just copied, and click Open.
- 4 At the prompt, enter a unique project name for the restored project, and click OK. The project is restored to the Project Manager, and remains linked to the media located inside the .dra archive.

If, after restoring an archive, you want to move its media to another location, you can use Media Management to do a move operation for all clips in that project. For more information on Media Management, See Chapter 21, "Media Management."