

Operator manual

Complete install and operation guide for the YCtlX desktop app, version 2.27.1. Written to train someone who has never used it.

CONTENTS

1. 1. What YCtlX is, and what it is not
2. 2. Requirements
3. 3. Installation
4. 4. First-time setup, once per PC
5. 5. Know the screen
6. 6. Building a playlist
7. 7. Linking to vMix and operating
8. 8. Rules for operating on air
9. 9. When something fails
10. 10. Training: guided exercises
11. 11. Quick reference
12. 12. Appendix
13. 13. Legal notice

This manual covers **the desktop app only**, the one you install on the machine, on Windows or on macOS. If you are running YCtlX from a browser there are important differences, above all with file paths, and this is not the right document.

1. What YCtlX is, and what it is not

YCtlX is the VTR control for vMix **List** inputs. You use it to build the running order of a block, send it to vMix, and then drive it live: cue the next clip, roll it, pause it, and watch how much time is left on whatever is going out.

What it does:

- Builds video playlists, ordered by hand or by rundown code.
- Connects to vMix over the network, pulls its Lists in or pushes yours out.

- Cues, plays and pauses the clip loaded in each List.
- Shows the countdown on the on-air clip and vMix's real tally.
- Exports and imports `.m3u`.

What it does NOT do, and this should be clear from day one:

- **It does not play video.** vMix plays the video. YCtlX is the remote: nothing on this screen is the signal.
- **It shows no thumbnails and no picture preview.** The vMix API does not offer them, so there is no way to show them.
- **It does not mix audio.** No mute, no faders here. That is vMix.
- **It puts nothing on air by itself.** Taking an input to Program is the switcher's job, not this app's.

Vocabulary

These terms run through the whole manual and they are what you will hear in the room.

Deck	One playlist on screen, with its own transport and its own clock. The equivalent of a VTR.
Rack	The area where decks sit side by side.
List input	The List-type input that exists on the vMix side. A linked deck points at one of these.
Linked	A deck connected to a vMix List input. Unlinked decks are loose playlists with no transport.
Cue	Leave a clip loaded and stopped at 0:00, ready to roll.
Program	The on-air bus. Whatever is on Program is what the audience is watching.
Preview	The preview bus. Set up, but not on air.
Tally	The colour signal telling you which bus something is on: red Program, green Preview.
Rundown code	The filename prefix in the form <code>5A1-</code> : show 5, segment A, story 1.

2. Requirements

On the PC where you install YCtlX

- **Windows 10 or 11**, or **macOS 10.15 or newer**, with permission to install software. The macOS build comes in two files, one for Apple Silicon and one for Intel.
- Network access to the machine running vMix.
- **Disk space: under 100 MB.** The interface is drawn with the browser engine Windows and macOS already include, so the app carries none of its own.
- On Windows, **WebView2**. Windows 11 ships with it and on Windows 10 Edge installs it, so in practice it is already there; if it were missing, the installer fetches it. That is the only thing the install may want from the internet, and only once. macOS needs nothing extra: it draws with the engine the system already has.

On the vMix machine

- **The vMix Web Controller must be on.** In vMix: `Settings → Web Controller`. Default port is **8088**.
- That machine's firewall must let that port through from the local network.

If the Web Controller is off, YCtlX can do nothing at all against vMix, no matter how healthy the network is.

What you do NOT need

- **Internet.** The whole app works with no route to the outside. Nothing is fetched remotely while it runs. The one exception is the ? button, which opens this manual at `yctlx.com/help` in your browser, and it is the only thing that stops working without it. See 4.5.
- **A server.** The app needs no service running anywhere, other than vMix itself.
- **A browser.** The app is its own window.
- **A username and password.** There is no login anywhere.

Optional: ffprobe

If the PC has **ffprobe** installed and reachable on the PATH, YCtlX uses it as a last resort to read durations for formats the app's engine cannot decode, typically **ProRes and most MXF**. If it is not installed nothing bad happens: those clips just show `--:--` in the duration column. That is not an error and does not need reporting.

3. Installation

Get the installer

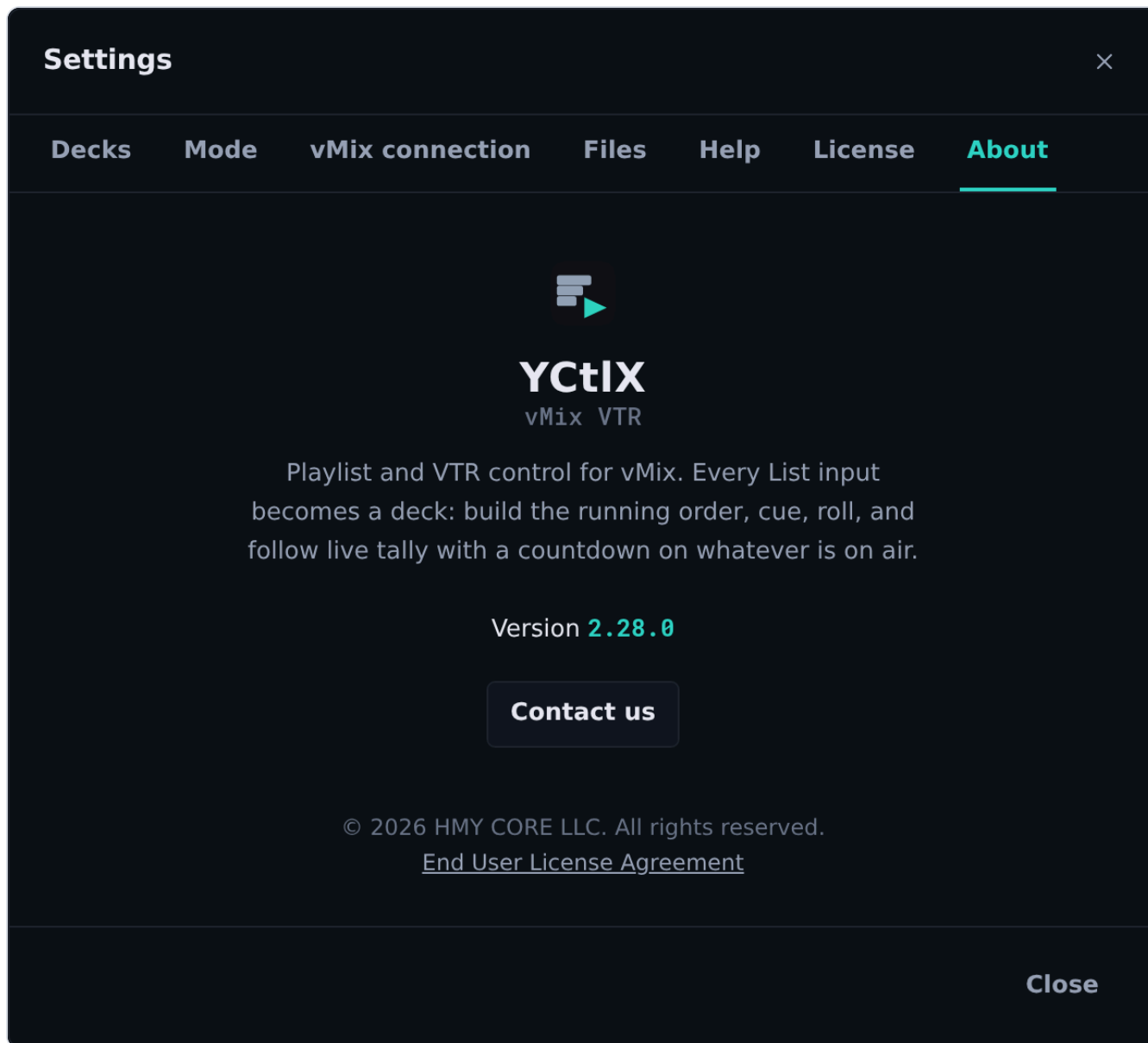
One file per system, named for the version and the machine:

Windows	YCtlX_X.Y.Z_x64-setup.exe	
macOS	YCtlX_X.Y.Z_aarch64.dmg	Apple Silicon (M1 and later)
	YCtlX_X.Y.Z_x64.dmg	Intel

where `X.Y.Z` is the version number. Ask whoever provides YCtlX for it.

On a Mac, if you are not sure which of the two you need: Apple menu → **About This Mac**. A chip that reads `Apple M1`, `M2`, `M3` or later takes the `aarch64` file; anything that says `Intel` takes the `x64` one.

Before installing, check the number in the file name and confirm it is the version you expected. Once installed, the version can also be read inside the app, under `⚙️ → About`.



The **About** tab, which is where you confirm which version is installed on that PC.

That tab also carries a **Contact us** button, which opens your own mail program with our address already filled in. If that machine has no mail program set up, the address appears on screen instead so you can copy it: **support@yctlx.com**.

Install on Windows

1. Run the **YCtIX_X.Y.Z_x64-setup.exe** file.
2. Windows asks for permission to install. The prompt names **HMY CORE LLC** as the publisher: the installer is **digitally signed**, so there is no unknown-publisher warning to click past.
3. The wizard lets you **choose the install folder**. Unless you have a reason, keep the one it offers.
4. It creates a **desktop shortcut** automatically.

5. When it finishes, open YCtlX from the desktop or the Start menu.

Install on macOS

1. Open the `.dmg`. A window appears with the YCtlX icon and a shortcut to `Applications`.
2. **Drag YCtlX onto the `Applications` folder.** Running it from inside the disk image works, but the copy disappears when the image is ejected.
3. Eject the disk image and open YCtlX from `Applications` or from Launchpad.
4. The first launch takes a few seconds longer than the rest: macOS checks the signature once and remembers it.

The app is **signed and notarized by Apple**, so it opens like any other program. There is no right-click → Open, and no Security preference to unlock.

If a warning appears anyway

A signed installer does not produce one, so treat it as a sign that **this is not the file we published**: an interrupted download, or a copy that has been through somebody's file server. Do not click past it. Get the installer again from the source that gave it to you, and if it happens twice, write to support@yctlx.com before installing.

The install is **for the current user** by default. If several people operate that machine under different accounts, each one gets their own installation and their own settings.

Activating your license

The first time you open YCtlX on a PC, a box asks for your **license key** before the normal screen appears. It is the one that arrived by email when you bought it. Paste it, tick the box saying you accept the **End User License Agreement**, and click **Activate**. You need internet only at that moment.

The link in that box opens the agreement in your browser, and reading it does not accept it: ticking the box is your own doing. The same link stays in ⚙ → **About**, so you can read it again whenever you want, without uninstalling anything.

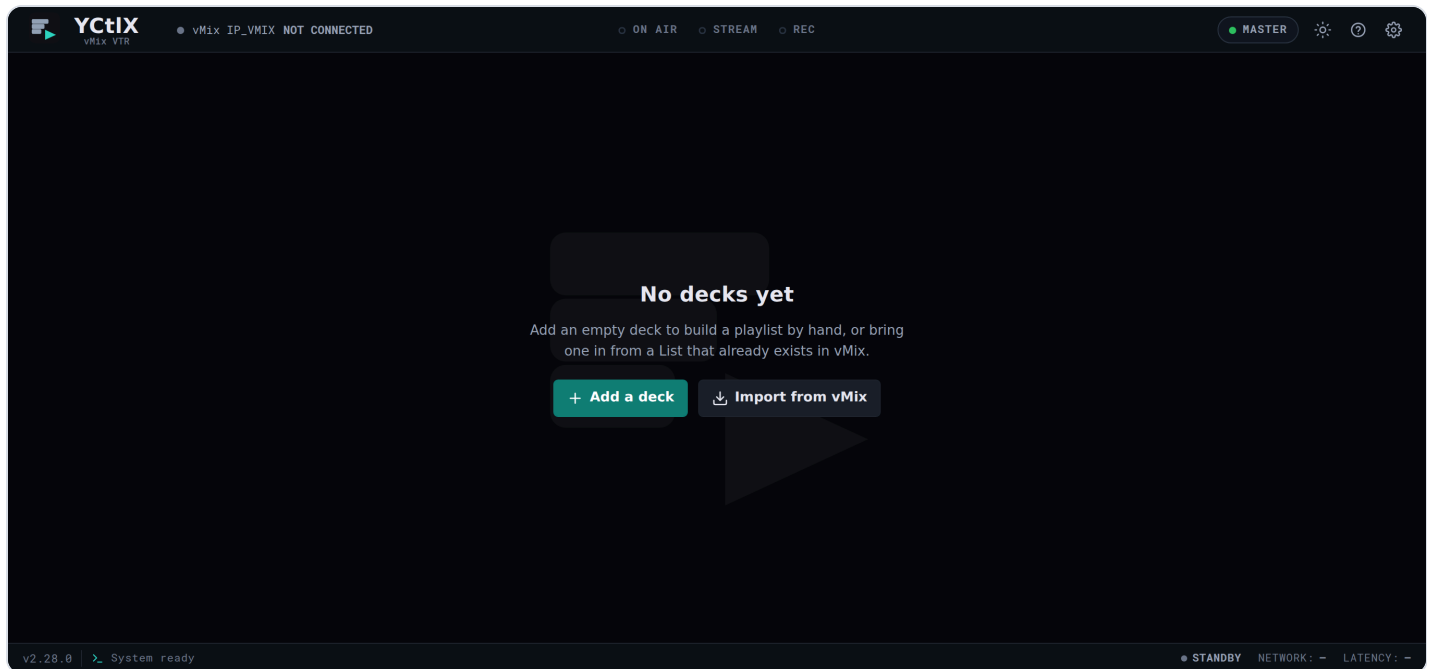
Once activated, the app does not ask again while the license stays valid. It can work **offline for up to 7 days**; after that it asks to reconnect once to confirm the license is still current, and then goes back to working offline. Driving vMix never needs internet at all: that runs over your local network.

It checks every six hours while it is running, and it can ask again mid-session. If the license is cancelled or disabled, or if it goes more than seven days without reaching the service, the activation box comes back over the app, whether or not there is a block on air. Worth knowing before it happens: **the broadcast does not stop**, because vMix is what plays the video and this app is the remote; what you lose is control of the running order until you activate again. An outage on our side does not do this: if the licensing service cannot be reached, the app waits and retries, and your seven days keep running.

If the key is refused, the box says why. The two usual causes are pasting it with extra spaces, and having used up the number of PCs your license allows.

Moving to another PC. Each license allows a limited number of installations. To move one, on the old PC go to ⚙️ → **License** and click **Release this installation**; that frees the slot for another machine. If you no longer have access to the old PC, write to support@yctlx.com and we will free it for you.

A room with no internet. If that machine never reaches the internet, click **No internet here** on the activation box, give support the device code shown there, and we will send back an activation code to paste. That PC never has to be connected.



The app right after installing. It creates no deck at all: it shows the logo behind and offers the two things worth doing from there.

The app creates no deck when it opens. The empty screen offers **Add a deck** and, once you have saved a vMix address, **Import from vMix**. Before you have saved one, that second button says **Set up vMix** and takes you there. The first deck is your decision.

Updating to a new version

The app tells you when you have fallen behind, but it does not update itself. In ⚙️ → **License** there is a **Check for updates** button: it asks the site for the newest version, compares it with yours, and offers to download it if there is a newer one. That request carries no license key and nothing about your machine. It also runs by itself when Settings opens, at most once a day.

There is no banner and no notice at startup: if you never open Settings, you never hear about it, and that is on purpose. A machine that is left running for weeks in a control room is no place for a notice that puts itself in front of

something on air.

If that PC has no route to the internet the check fails and the box says **Could not check right now**. It is not an error and there is nothing to fix.

Updating still means downloading the new installer and running it: on Windows it installs over the previous one, and on macOS you drag the new YCtlX onto **Applications** and let it replace what is there. **The app never replaces itself**, and that is deliberate: swapping the running program on a machine that has something on air is not the software's decision to make.

Updating **keeps** that PC's vMix settings and playlists. Nothing has to be re-entered.

Uninstalling

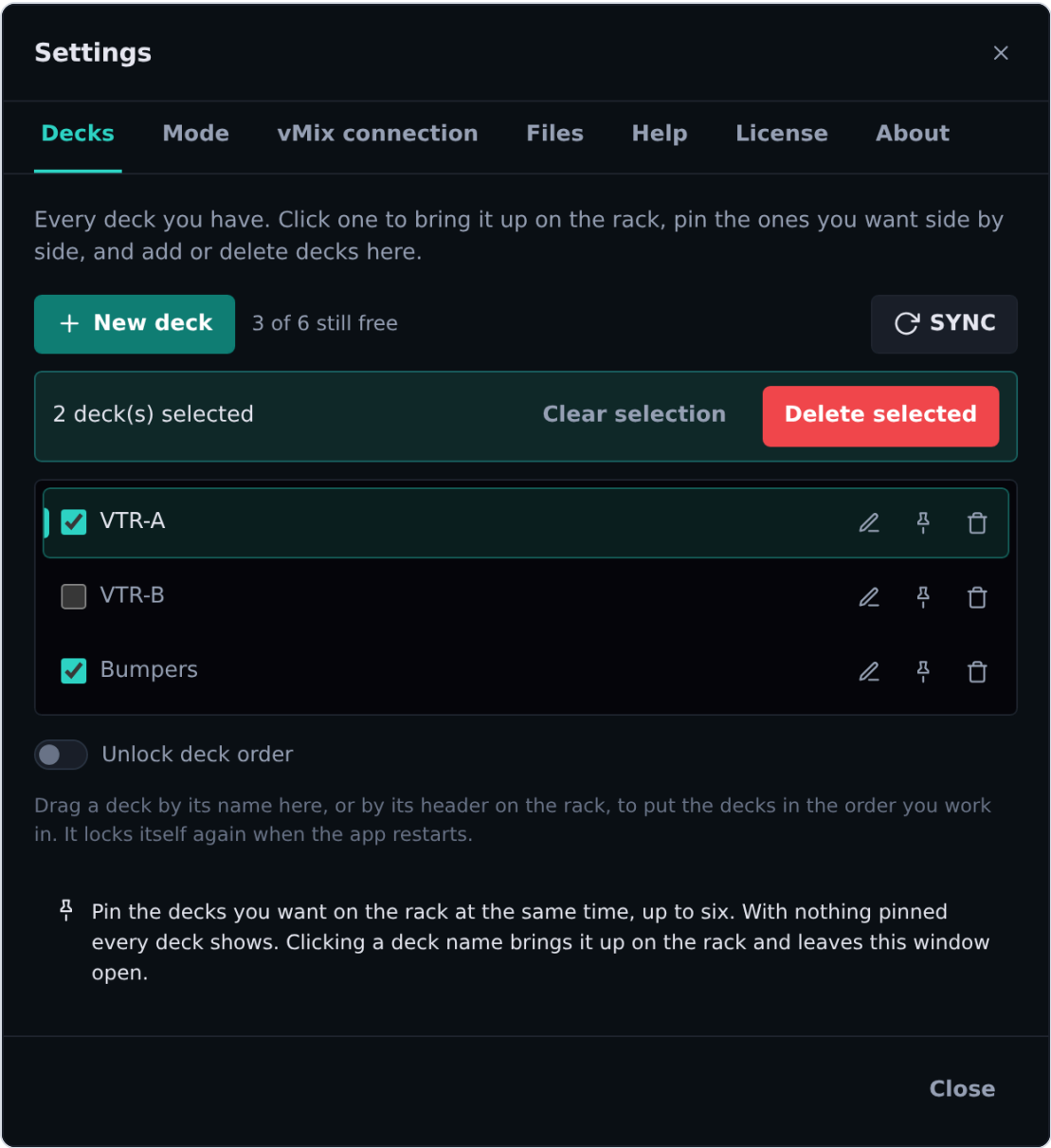
On **Windows**, uninstall like any other program, from **Settings → Apps**. On **macOS**, drag YCtlX from **Applications** to the Trash.

Neither one removes your settings or your playlists: those live in a folder of their own, and 12.1 says where. Delete it by hand if you want the machine left clean.

4. First-time setup, once per PC

All of this setup lives **on this computer**. It is not shared, not synced, it does not travel. Install YCtlX on another PC tomorrow and you do it again there.

Open settings with the  button in the top bar, or with **Ctrl+B**.



Settings on the **Decks** tab: every deck, with the pin and delete buttons on each row, and **SYNC** at the right end of the top row.

4.1 Mode tab: MASTER or CLIENT

The first decision on every machine. It defines what that PC is for.

MASTER	The full control room. Connects to vMix, imports its Lists, cues, plays and pushes changes. This is the machine next to the switcher.
CLIENT	No connection to vMix at all. For building and ordering playlists and exporting them as .m3u. Everything that talks to vMix disappears from the screen.

CLIENT is a real safety measure, not a tidier screen. On a machine in CLIENT, nothing you do can touch what is on air. It is the mode for the producer's PC, the writer's, or whoever builds the rundown from another office.

Switching modes **destroys nothing**: decks, clip order and vMix links stay intact and come straight back when you return to MASTER.

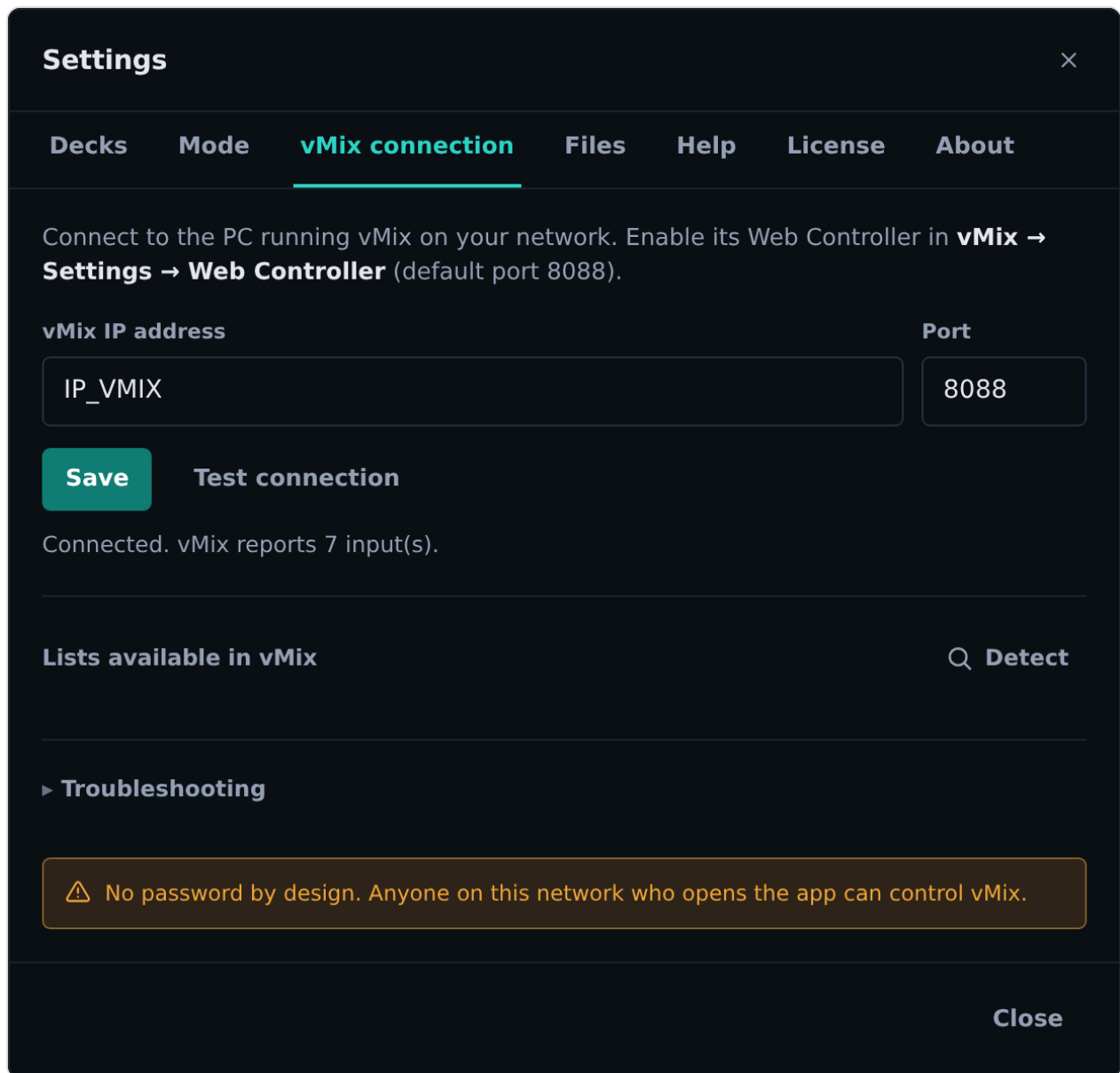
The mode is always visible in the top bar, next to the theme button. **Clicking that indicator does not switch modes**, it opens this settings tab. That is deliberate: dropping out of MASTER on a stray click mid-show would be the worst accident that button could cause.

4.2 vMix connection tab

Only appears in MASTER mode.

1. In **vMix IP address** type the IP of the machine running vMix, in the form `x.x.x.x`. Throughout this manual that address is written as `IP_VMIX`.
2. In **Port** leave `8088`, unless the Web Controller port was changed in vMix.
3. Press **Test connection**. If all is well you read `Connected. N input(s) found in vMix.` with the number of inputs vMix has at that moment.
4. Press **Save**. Only then is it stored.

If **Test connection** fails, go to chapter 9, which lists every error message with its cause.

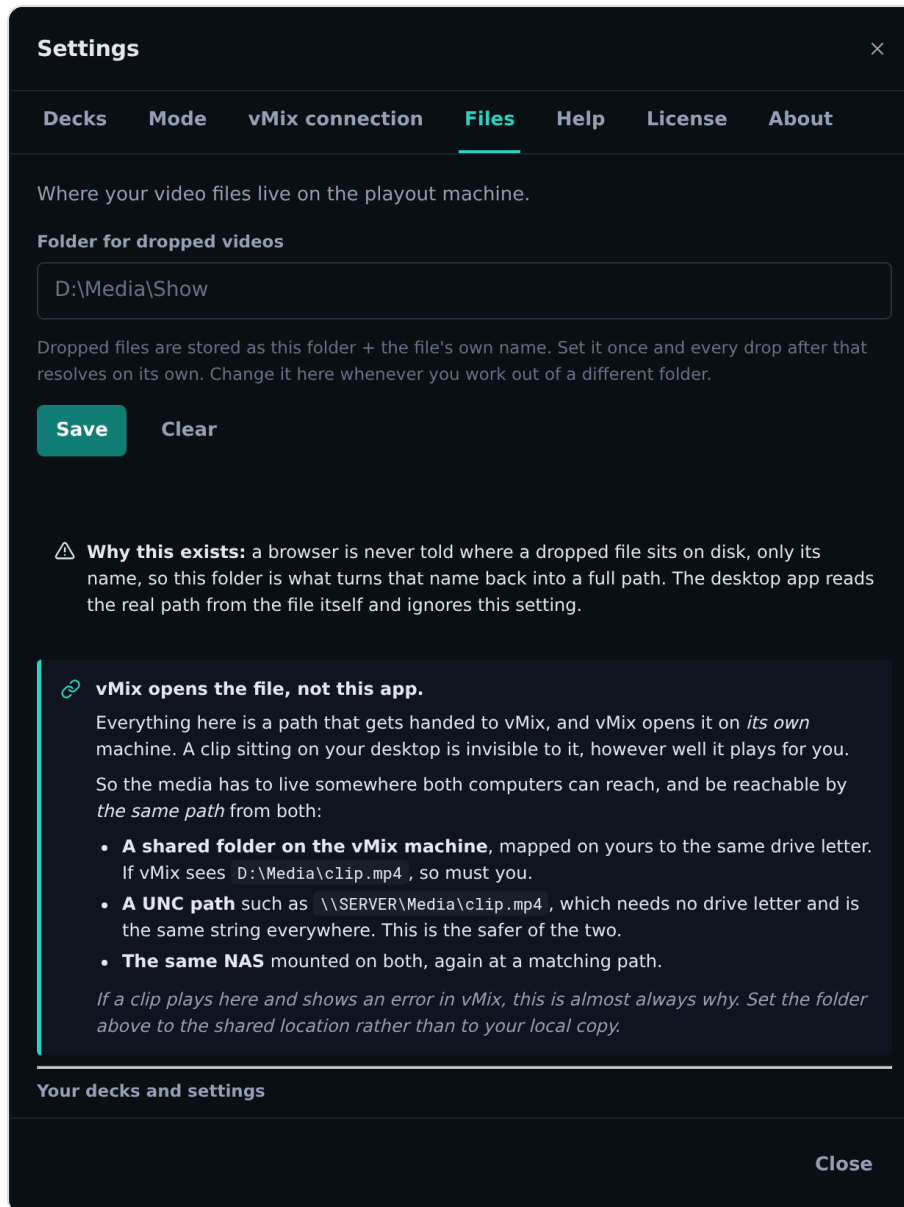


The `vMix connection` tab after a successful `Test connection`. The IP goes where this reads `IP_VMIX`.

Watch this one and say it out loud when you train someone: there is no password, by design. Anyone on that network who opens the app and types the IP can drive vMix. The app trusts that the production network is trusted.

4.3 `Files` tab

In the desktop app you **do not need to touch it**. It exists for the browser version, where the browser never reveals where a file sits on disk and you have to tell it. The desktop app reads each file's real path directly, so it ignores this setting.



The `Files` tab. The note at the bottom is the one to read, even though the rest of the screen does nothing in the desktop app.

What is worth reading on that tab is the note about paths, because it explains the single most common failure. YCtlX does not send files. It sends vMix **each clip's path, as text**, and vMix opens it on its own. Which means the path has to be valid **from the machine running vMix**, not from yours.

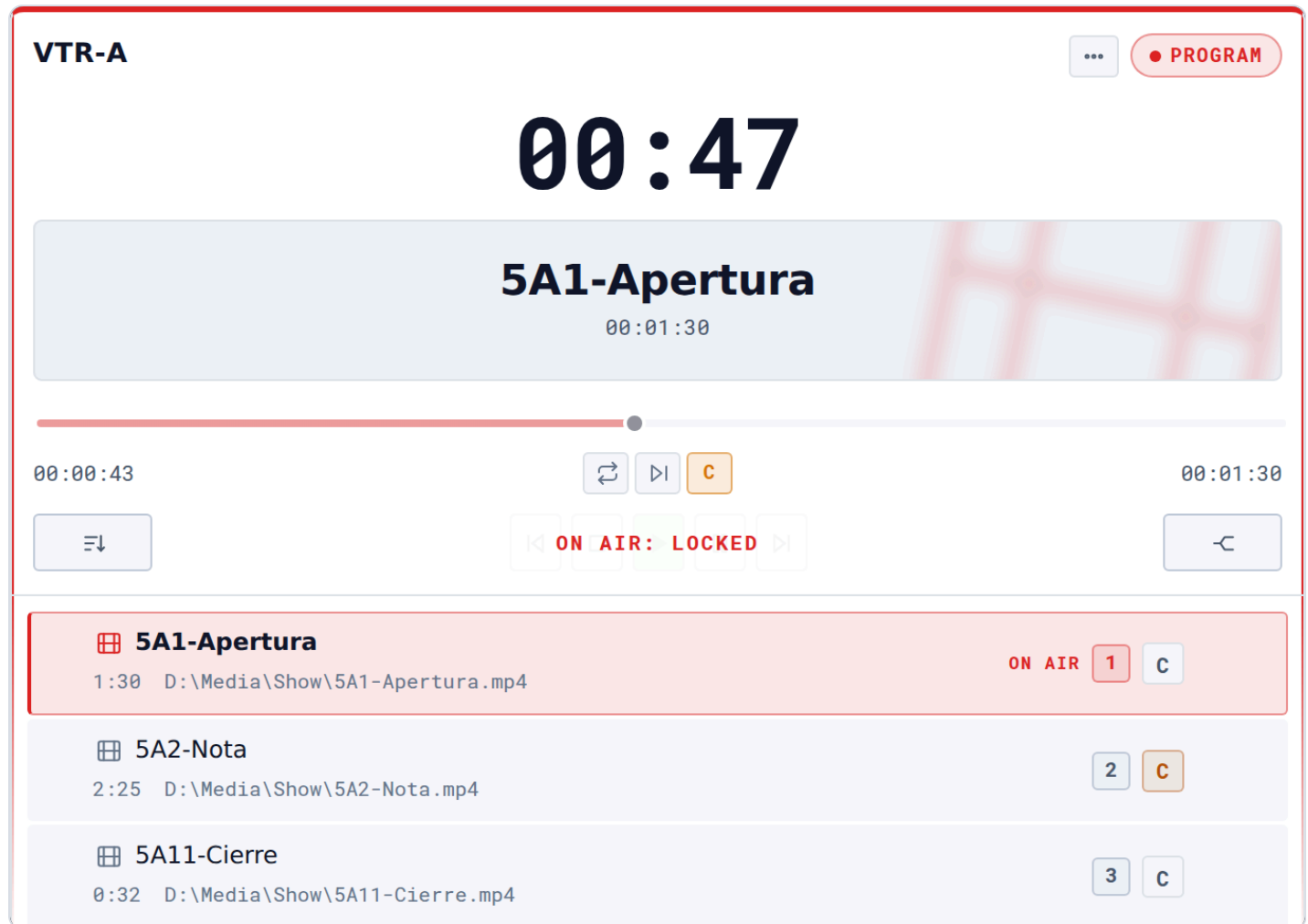
If YCtlX is on the same PC as vMix, there is nothing to think about. If it is on another one, there is one rule:

Keep every clip on a network location, reachable at the same drive letter or the same UNC path from both machines.

A clip at `D:\Media\show.mp4` on your PC does not exist for a vMix that has no such `D:`. Whereas `\\SERVER\Media\show.mp4`, or a network drive mapped as `M:` on both, works from either one.

When this fails, vMix says nothing: it accepts the command and leaves the input black. So test it with one clip before the first show, not during it.

4.4 Light and dark theme



The same deck in the light theme.

The sun and moon button in the top bar switches between them. By default it follows whatever Windows is set to; the moment you pick one by hand, that choice sticks and stops following.

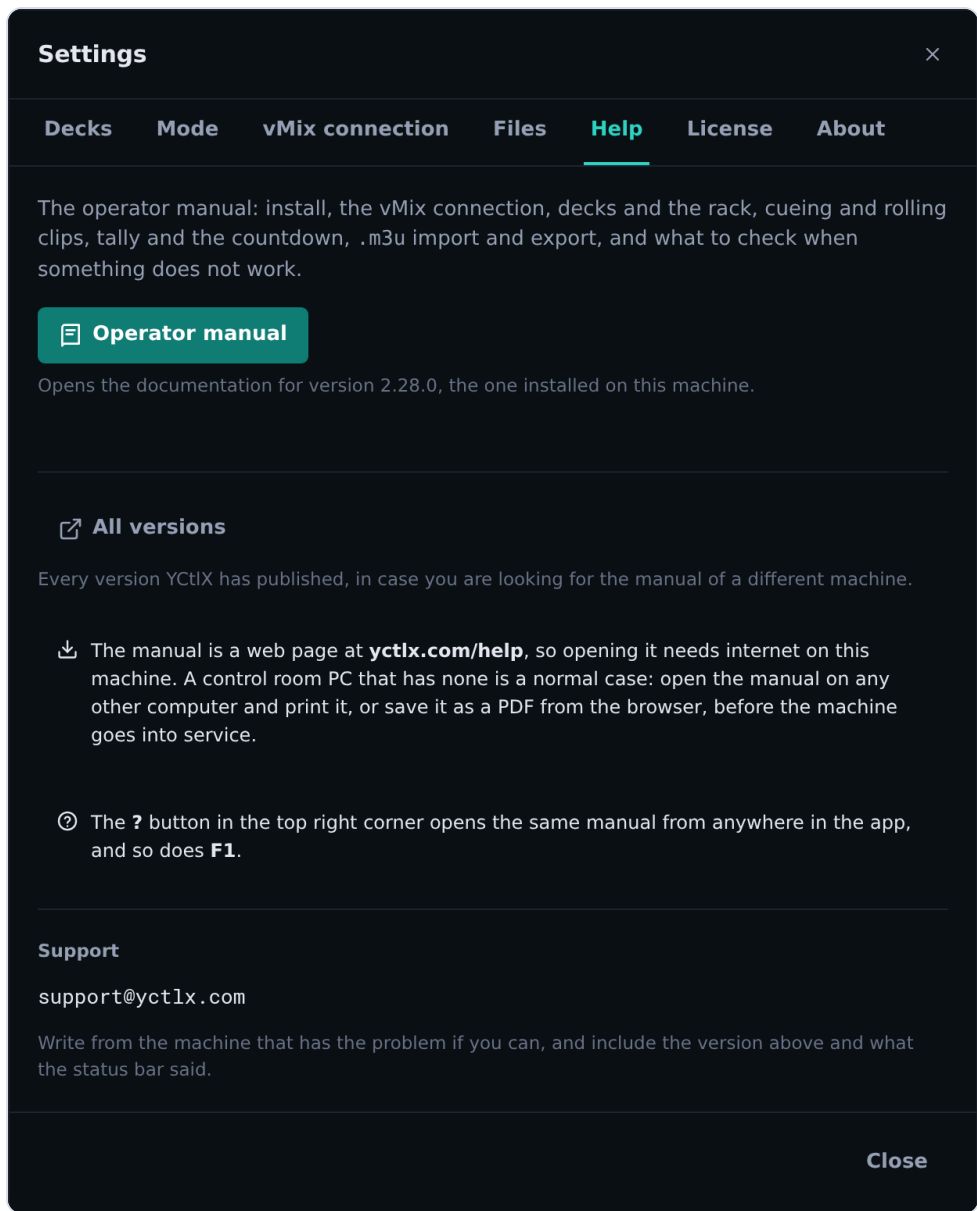
Dark theme for a dark room. Light is easier for building rundowns in a lit office.

4.5 **Help** tab: this manual, for your version

The ? button in the top bar,  → Help, and the **F1** key all open the same tab. From there:

- **Operator manual** opens this manual in your browser, at yctlx.com/help/<version>/en/. The page carries a link across to the Spanish edition.

- **All versions** opens `yctlx.com/help`, the list of every published version.
- **Support: support@yctlx.com.** Write from the machine that has the problem if you can, and say which version it is and what the status bar said.



The `Help` tab. The line under the buttons is the version they will open the manual for.

The link is not generic: it goes to the manual of the version installed on this PC. Each version's manual is published on its own address and is frozen once published, so a machine that stayed on an earlier build reads the manual describing the screen it actually has, not one full of buttons it does not have. The tab says which version that is, and it is the same number shown at the bottom left of the window.

On a machine with no internet. The manual is a web page, so the ? button is the one thing in YCTLX that needs a connection. Open the manual on any other computer and print it, or save it as a PDF from the browser, before the PC goes into service. Two minutes, once.

4.6 The **License** tab: the state of this copy

Everything about the license and about updates lives here, in **⚙️ → License**, and nowhere else. They answer the same question, which is whether this copy is in order.

Top right there is a status pill, and its colour tells you what to look at:

- **ACTIVE** in green: all good, nothing to do.
- **Amber**: it works, but something needs attention. The usual case is a machine that has gone days without being able to confirm the license and is running out of time. A line below says how many days are left.
- **Red**: the license is not active. The app is going to ask for the key.

The five rows below, and what each one is for:

Licensed to	Whose license this is.
Computers	How many of the PCs your plan allows are in use.
Renews	The end date, if your key has one. If it reads With your subscription there is no fixed date: the license holds for as long as the subscription is paid.
Last checked	When it was last confirmed with the service.
This device	This machine's short code. It is the one to read out to support over the phone, and the one that identifies this installation among the ones on your license.

Check now confirms the license there and then, without waiting for the automatic check. If anything changed, the screen updates itself: if the license stopped being active it says so and asks for the key, and if the service could not be reached it says that instead, because those are two different things and confusing them helps nobody.

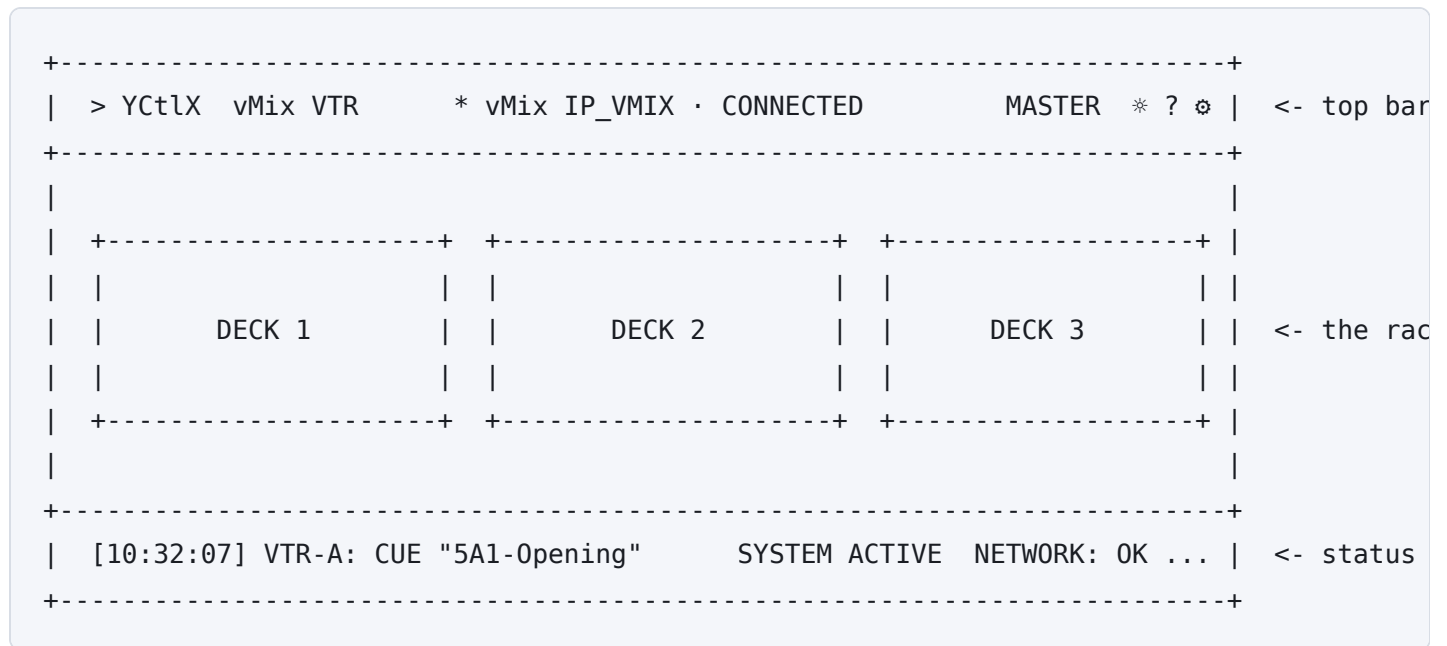
Release this installation frees this PC's seat so it can be used on another one. It is covered under **Moving to another PC**, above.

Below that, Updates. The **Check for updates** button asks the site for the newest published version and compares it with yours. It is covered under **Updating to a new version**.

In the browser version this tab does not exist, and that is right: that copy is not bought per seat and is not updated from here, it is managed by whoever deployed it.

5. Know the screen

5.1 The full layout



The top bar.

Top bar, left to right:

- The name `YCtIX` with `vMix VTR` under it. The version is at the bottom left, before the `>_`, so it can be read without opening anything.
- The vMix connection state: `Not connected` before you configure it, then `vMix IP_VMIX · CONNECTED` with the IP you configured and a green dot, or `· OFFLINE` with a red dot if vMix stopped answering.
- The mode indicator, `MASTER` or `CLIENT`.
- The theme button, the manual button `?`, and the settings button `⚙`.

The rack shows decks side by side. You can have **up to 6 decks visible** at once. Which ones show depends on which decks are pinned (see 6.9). On a narrow window the decks stack vertically instead.

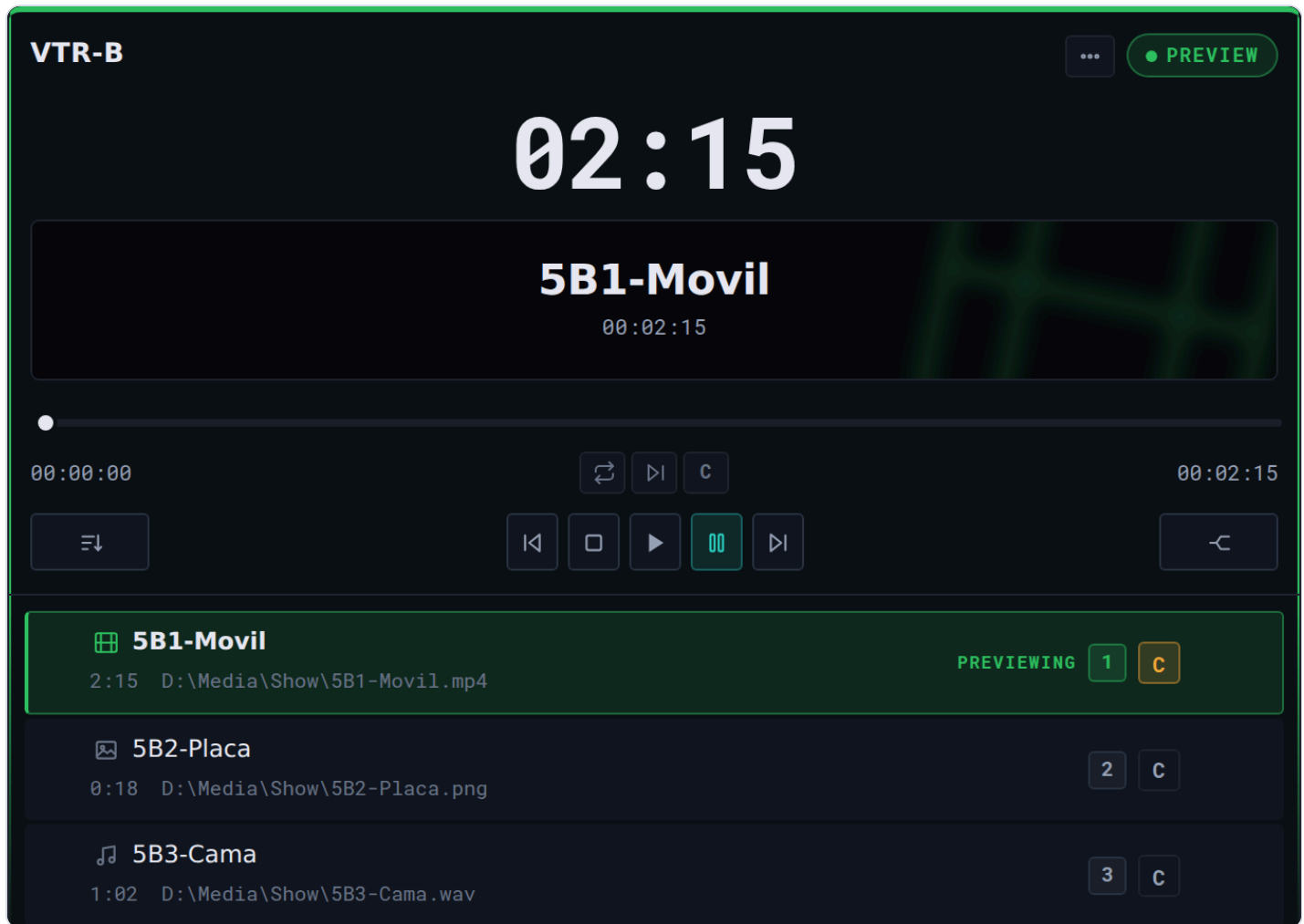
Status bar, at the bottom:

- On the left, the **log of the last command**, timestamped: `[10:32:07] VTR-A: CUE "5A1-Opening"`. This is the first thing to read when something did not respond the way you expected.

- On the right, `SYSTEM ACTIVE` or `STANDBY`, `NETWORK: OK` or `DOWN`, and `LATENCY:` with the real milliseconds vMix takes to answer. Latency running away is a network problem, not an app problem.

5.2 Inside one deck

```
+-----+
| VTR-A                                     ... ▲ [PROGRAM] | <- name, menu, pending, bus
+-----+
|
|                                00:47                | <- countdown
|
| [ ▶ ] 5A1-Opening                | <- loaded clip
|      00:01:30
|
| 00:00:43 |=====o-----| 00:01:30            | <- scrub
|           [↺] [ ] [C]                |      Loop / Auto Next / Auto Cue
|
| [↻]      [ ] [■] [▶] [ ] [ ]          [ ] | <- Sort, transport, Split
+-----+
| ■ 1 5A1-Opening      01:30  D:\Media\...  ON AIR |
| ■ 2 5A2-Story        02:15  D:\Media\...      | <- playlist
| ■ 3 5A11-Closing     00:45  D:\Media\...      |
+-----+
```



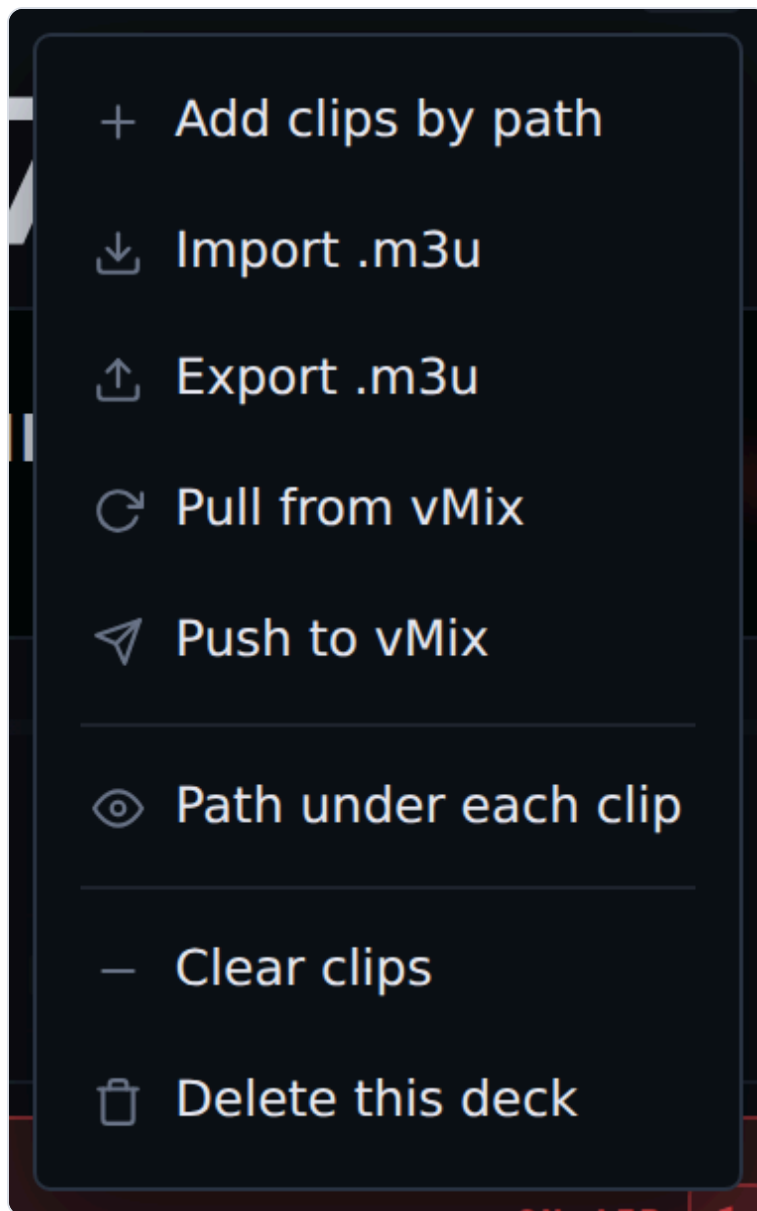
A deck off air, with everything visible: the green **PREVIEW** badge, the countdown, the clip screen, the scrub with **Loop**, **Auto Next** and **Auto Cue**, and the transport row with **Sort** on the left and **Split** on the right.

Top to bottom:

1. **The deck name.** A label, not a field: renaming is in **Settings → Decks** (see 5.2), and on a deck linked to vMix it renames the input over there as well.
2. **The **SYNC** button**, right next to the name and only on a deck that has no List of its own in vMix, or whose List is no longer there. It is the way to give that deck its List over there. See 7.1.
3. **The **...** menu** with the rest of the deck's actions. See 5.3.
4. **The pending-changes chip** (a warning triangle), which only appears when there are saved changes that have not reached vMix yet. See chapter 8.
5. **The bus badge**, top right: **PROGRAM** in red, **PREVIEW** in green, **READY** when linked and on no bus, and **LOCAL** when the deck is not linked to vMix. The deck's whole top border takes the same colour.
6. **The countdown**, the big number. It is the time left on the current clip, not elapsed time.

7. **The screen**, with the loaded clip's name and its total duration centred, one above the other. Behind them, oversized and defocused, the media-type icon: a film for video, a camera for a still and a note for audio; it is decided by the file extension, and anything unrecognised shows as video. That backdrop takes the colour of the bus, red on **PROGRAM** and green on **PREVIEW**, so the screen says what is on air from the corner of your eye. With no clip loaded there is no backdrop: the screen stays empty and reads **No clip loaded**.
8. **The scrub**, the position bar. Drag it to move the playhead. Either side of it, current position and total duration.
9. **The three toggles** in the middle of the scrub: **Loop**, **Auto Next** and **Auto Cue**. See 7.5.
10. **The transport row**: the **Sort** button on the left, the five transport buttons in the centre, and the **split** button (the forking icon) along the right edge. See 7.4 and 6.8. The two on the ends are local: they reorder or deal clips on this side, so they stay available in CLIENT mode and with the deck on air.
11. **The playlist**, one row per clip.

5.3 The deck's menu



The deck menu. `Pull from vMix` and `Push to vMix` only appear if the deck is linked.

Add clips by path	Opens the field for typing or pasting paths.
Import .m3u	Brings a playlist in from an .m3u file.
Export .m3u	Saves the playlist as an .m3u file.
Pull from vMix	Replaces the deck's contents with what is in vMix now.
Push to vMix	Sends the deck's order to vMix.
Path under each clip	Shows or hides the path under each clip. Remembered per deck.
Clear deck	Empties the whole deck.

Pull from vMix and Push to vMix only appear if the deck is linked and you are in MASTER.

The menu closes by itself: on picking an option, on Esc, or on a click anywhere else on screen. Only one can be open at a time, so opening another deck's menu closes the first. The one option that does not close it is Path under each clip, which is a switch and usually gets flicked on and off a couple of times in a row.

5.4 One playlist row



The status bar. On the left the last command with its timestamp, on the right the network state and the real latency.

Every row carries two lines that start at the same point: on top the **media-type icon** with the **clip name** beside it, and underneath the **duration** and the file **path**. Along the right edge, the **position number** and the **state word**: ON AIR, PREVIEWING or READY.

The icon is the same one that backs the deck's screen, and it comes from the file extension: a **film** for video, a **camera** for a still and a **musical note** for audio. It is there because a vMix List does not only carry video: graphics and music beds go in the same playlist, and cueing a still is not the same as cueing a two-minute package.

Hovering reveals the row actions:

- **C**: picks that clip. It is the only button always visible without hovering, because it is the one you use most. **The amber C marks the clip that goes next**, not the one that is loaded: while a clip rolls, the row's red tally already says which that is, and what you need to know is what follows it. With the deck parked the two are the same clip.

What the button does depends on the deck:

- **Deck parked:** loads that clip in vMix there and then, as before.

- **Deck rolling, or on air: it does not touch vMix.** It notes that clip as the one to follow, marks it amber, and loads it once the take ends or the deck leaves air. That is why it is safe to press live: not one call goes out to vMix during the take.

With **Auto Cue** or **Auto Next** on and nobody choosing by hand, the amber marks the clip they are heading for. Choosing one by hand always wins.

- **The move button** (four arrows): sends that clip to another deck.
- **The bin:** deletes the clip. **It does not ask for confirmation**, keep that in mind.

The clip name **cannot be edited**. It identifies a real file on disk, so changing it would only make the app and reality disagree. The path can be edited, except on clips that came from vMix.

To the left of every row is a **drag handle**, used to reorder the playlist or move a clip to another deck.

5.5 The colours, all in one place

This is the table worth memorising before sitting down to operate.

Colour	Where	What it means
Red	Deck badge, top border, row	On Program . On air.
Green	Deck badge, top border, row	On Preview . Set up, not on air.
Amber	Playlist row	Cued locally, not on any bus yet.
Amber	Countdown	15 seconds or less left.
Red	Countdown	Under 10 seconds left.
Amber	Warning chip in the title	There are changes that have not reached vMix.
Teal	Buttons, borders, focus	Just the interface colour, it means nothing operationally.

Teal was picked for exactly that reason: red, green and amber are reserved for on-air state, and nothing else is allowed to compete with that meaning. Do not confuse a teal button with Preview green: the tally green is stronger and always appears on the badge or the deck border, never on a loose button.

The one exception lives inside Settings, and it does not break the rule: the status pill in  **→ License** uses those same three colours for the license (green fine, amber something to attend to, red not active). There is no deck and no status bar beside it there to confuse it with. On the rack, all three still mean one thing only.

6. Building a playlist

6.1 Create a deck

`Settings → Decks → New deck`. The new deck appears in the rack.

A fresh install carries no decks at all. It opens onto an empty screen with the logo behind it, offering the only two things that can be done from there: **Add a deck**, or **Import from vMix** if you have already saved an address. If you have not, that second button says **Set up vMix** and takes you to the connection tab. The app used to invent a deck called `List 1` that most people renamed or deleted; the first one is now your call.

Six decks is the cap, counting the ones you make by hand and the ones you bring in from vMix alike. Next to the button you can see how much room is left (`2 of 6 still free`), and at six the button turns off.

Rename: in the `Settings → Decks` list, the pencil button on the row opens the name for editing right there. `Enter` saves it, `Escape` leaves it as it was. It is the only place a deck is renamed: the title at the top of a deck is a label.

If the deck is linked to vMix, **the name changes in vMix too**, on the input it belongs to, and the one that sticks is the name vMix reports back. Both sides always read the same, which is what matters when somebody calls a VTR over intercom. If vMix does not answer, the name still stands on this side and a notice tells you it never got there.

Delete: the same menu has `Delete`, with a confirmation. It removes the deck from YCtlX and nothing else: **the List in vMix is left untouched**.

6.2 Drag files in

Drag one or more files from Windows Explorer and drop them **anywhere on the deck**. The whole deck is a drop zone, you do not have to aim.

What it takes. A vMix List holds more than video, so the filter does too:

	Formats
Video	<code>mp4</code> <code>m4v</code> <code>mov</code> <code>mxv</code> <code>mkv</code> <code>avi</code> <code>wmv</code> <code>mpg</code> <code>mpeg</code> <code>m2v</code> <code>ts</code> <code>m2ts</code> <code>mts</code> <code>webm</code> <code>flv</code> <code>f4v</code> <code>3gp</code> <code>asf</code> <code>dv</code>
Photo	<code>jpg</code> <code>jpeg</code> <code>png</code> <code>bmp</code> <code>gif</code> <code>tif</code> <code>tiff</code> <code>webp</code> <code>tga</code>
Audio	<code>mp3</code> <code>wav</code> <code>aac</code> <code>m4a</code> <code>wma</code> <code>flac</code> <code>ogg</code> <code>aif</code> <code>aiff</code>

These are what vMix opens in a List. Anything else is ignored silently, so that dropping a folder with `.txt` and `.xml` in it does not fill the deck with junk.

In the desktop app **full paths resolve on their own**. The message reads `N video(s) added with their full path`. If you ever see an amber `Needs folder` badge, that clip arrived some other way, not by dragging.

6.3 Drag a whole folder

You can drop an entire folder. YCtlX walks it, subfolders included, and adds every piece of media it finds, **preserving the structure** in the paths. Anything that is not recognised media is ignored.

It handles large folders fine, past a hundred clips.

6.4 Type or paste paths

`... → Add clips by path` opens a text field. You can:

- Type a full path and press **Enter**.
- **Paste several lines at once**: one clip per line. This is the fastest way to load a rundown someone sent you over chat or mail.

6.5 Import an `.m3u`

`... → Import .m3u`, or just **drop the `.m3u` file onto the deck**. It accepts both the extended and the plain format, even mixed in the same file.

6.6 Pull a List from vMix

See 7.1. This is the usual route when the block is already built on the vMix side.

6.7 Sort by rundown code

The `Sort` button on the transport row orders the deck by reading the code in the filename, in the form `5A1-NAME`:

5	The show
A	The segment
1	The story

It sorts by show, then segment, then story, **and it treats the numbers as numbers**. That is the whole point: alphabetical order puts `5A11` before `5A2`, and this does not.

before: 5A11-Closing, 530A1-Story, 11B2-Story, 5A2-Story, 6A1-Story, 5A1-Opening, bumpe
after: 5A1-Opening, 5A2-Story, 5A11-Closing, 6A1-Story, 11B2-Story, 530A1-Story, bumpe

The pattern is matched strictly: digits, one capital letter, digits, then a hyphen. A name that does not match exactly (`5a1-` lowercase, `5 A1 -` with spaces, `5A1story` with no hyphen) counts as **having no code** and goes to the end, sorted by name. The message tells you how many ended up there, so if that number surprises you, go and check how the files are named.

`Sort` orders **only the deck whose button you pressed**, and only once. After that you can drag freely and nothing rearranges itself.

6.8 Deal one deck into two, A/B roll

The **split button**, next to the deck name, deals clips **every other one** into another deck: 1st, 3rd and 5th stay; 2nd, 4th and 6th go across.

It is for the classic control-room pattern: while VTR-A rolls a clip, the next one is already loaded and cued on VTR-B, so the change is instant.

Pressing it opens a menu to choose the destination deck, or to **create the partner on the spot**. If the deck is called `VTR-A`, it offers to create `VTR-B`. Whatever the destination already had is kept, and the dealt clips are appended.

It needs at least 2 clips to make sense, and tells you if there are not.

6.9 Choose which decks are visible

`Settings → Decks` holds the list of all your decks. Each has a **pin** button and a **delete** button.

- **With nothing pinned**, every deck shows (up to 6, which is what fits in the rack).
- **With decks pinned**, those show, up to the 6 that fit in the rack.
- The deck you are working on always shows, pinned or not.

Clicking a deck's name brings it up. Neither that, nor pinning, nor deleting closes the window, so you can arrange several in one go.

Six decks, and that is the cap. The app holds **six at most**, counting the ones you make by hand and the ones you bring in from vMix alike. Next to the add button you can see how much room is left (**2 of 6 still free**), and at six the button turns off. If you want to import Lists from vMix and they do not fit, the app asks **which decks to replace** rather than sending you off to delete some and come back.

DELETING SEVERAL DECKS AT ONCE

Every row in the list also has a **checkbox** on its left. Ticking the first one brings up a bar above the list saying how many decks and how many clips you have selected, with two buttons: **Clear selection** and **Delete selected**.

The confirmation **names the decks** about to go, not just how many. Read it: this cannot be undone. If you ticked every deck it also warns that an empty one will be left in their place, because the rack is never left with none.

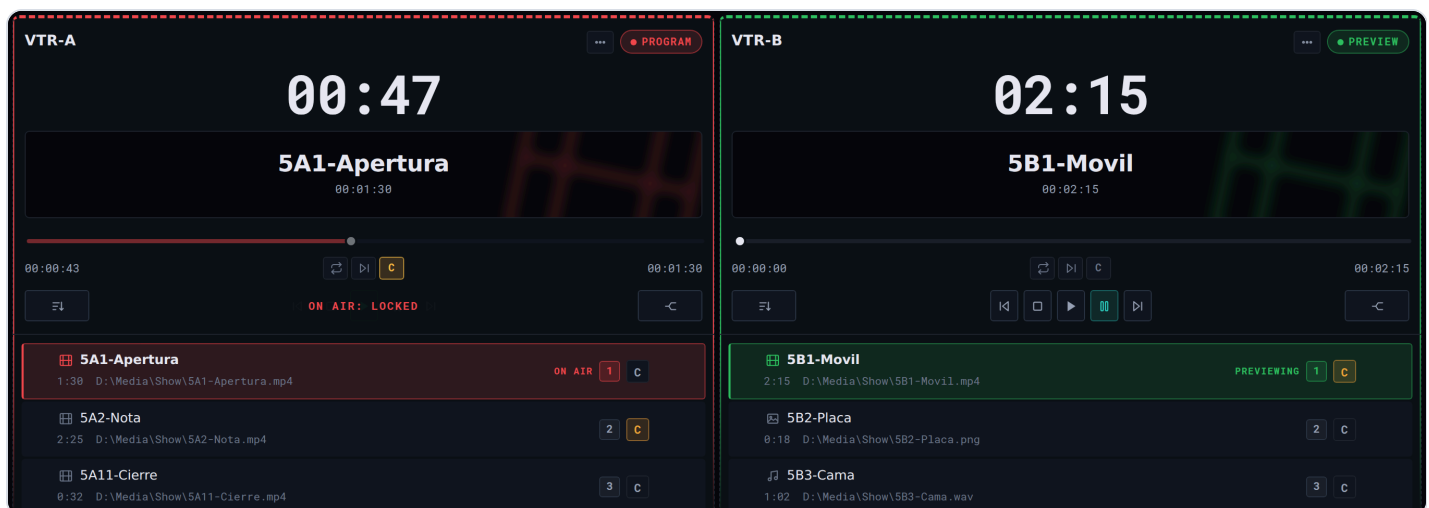
Ticking a checkbox does **not** switch decks or close the window, so you can mark several without interruption. The selection is dropped when you close settings: you will never reopen it and find decks already armed for deletion.

CHANGING THE ORDER OF THE DECKS ON THE RACK

Deck order is **locked** until you unlock it. On a rack of six decks, a click that slips during a show is a deck that moved, so dragging one is not something that happens by accident.

To reorder them:

1.  → Decks and turn on the **Unlock deck order** switch.
2. Drag the decks: **by name** in that same list, or **by their header** on the rack. Both do the same thing and can be mixed.
3. Lock it again when you are done.



The unlocked rack: every deck is drawn with a dashed border and its header takes the drag cursor.

While it is unlocked, every deck is drawn with a **dashed border** and the status bar shows **DECK ORDER UNLOCKED**. That notice is also the button that locks it again, so you do not have to go back into settings.



The notice in the status bar. One click there locks the order again.

Two things worth remembering:

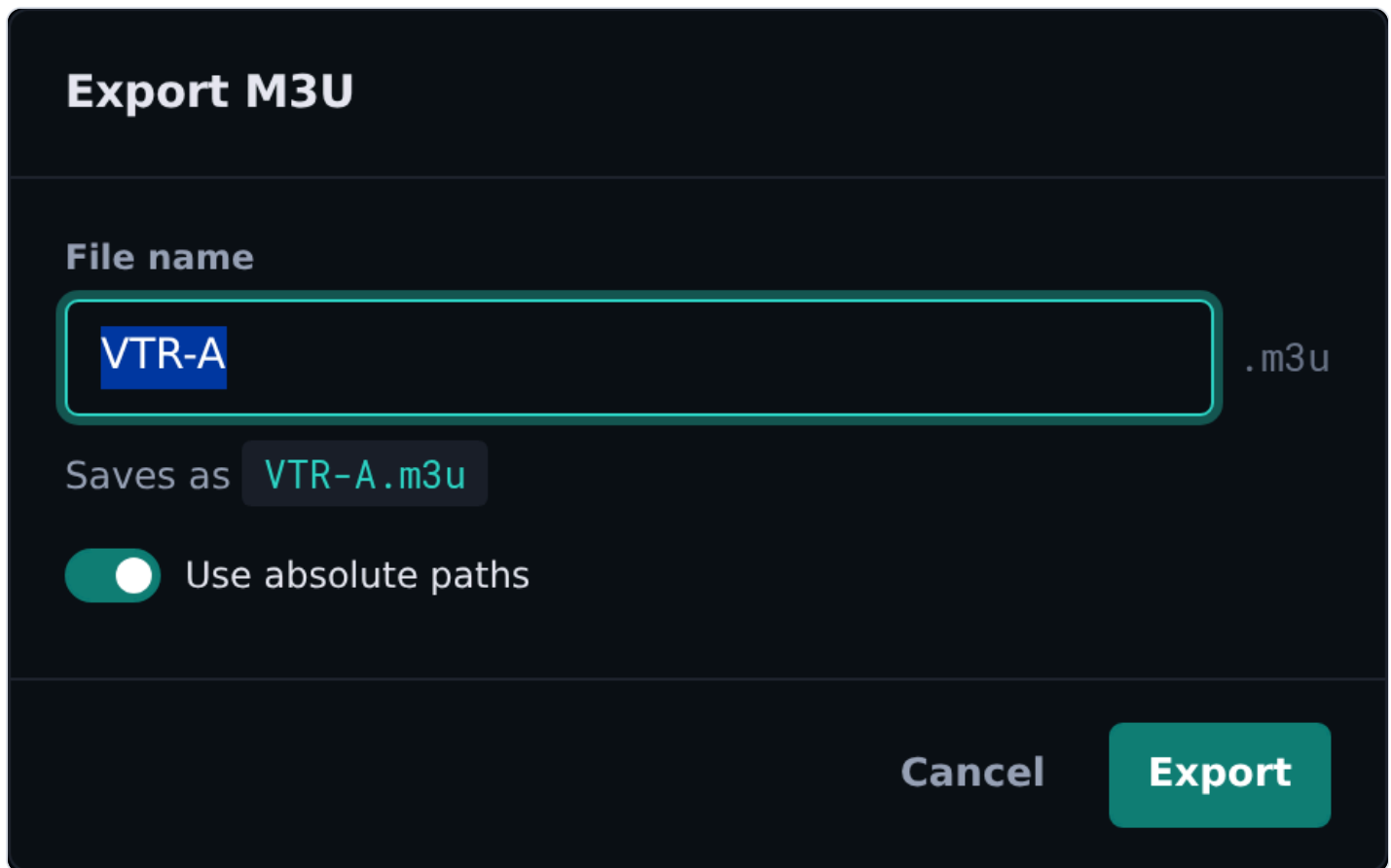
- **It locks itself when the app closes.** You will never open YCtlX with the rack unlocked.
- **With decks pinned**, dragging on the rack reorders only the ones you can see. The ones off screen stay where they were.

Reordering decks **touches nothing in vMix**: it changes the order you see them in, not the inputs on the other machine.

6.10 Reorder, move and delete

- **Reorder**: drag the row by the handle on its left. You can also drop into the blank space below the last clip.
- **Move to another deck**: drag the row onto the other deck, or use the row's move button and pick the destination.
- **Delete a clip**: the bin on the row. **No confirmation.**
- **Empty the whole deck**:   **Clear deck**. This one does ask, and if the deck is linked it warns you that **the List in vMix is emptied too**.

6.11 Export an `.m3u`



The export dialog, with the name prefilled and the `Use absolute paths` switch.

`... → Export .m3u` opens a dialog with:

- **The file name**, prefilled with the deck's name. Characters Windows will not accept are replaced automatically and the `.m3u` extension is added for you. Below, you see exactly how it will come out.
- **The `Use absolute paths` switch**, on by default. On, the file carries each clip's full path, which is what vMix needs. Off, it carries names only.

If any clip has an unresolved path while the switch is on, the export stops and offers to set the folder first. That is deliberate: better to stop than to write an `.m3u` full of broken paths that will fail at the worst moment.

6.12 Move the setup to another PC

`Settings → Files → Export configuration` writes a single `.json` file with everything needed to make another machine match this one:

- The decks, with their clips and paths.
- Each deck's link to its vMix List.

- **The vMix address and port.**
- MASTER or CLIENT mode, the theme, the base folder and the toggles.

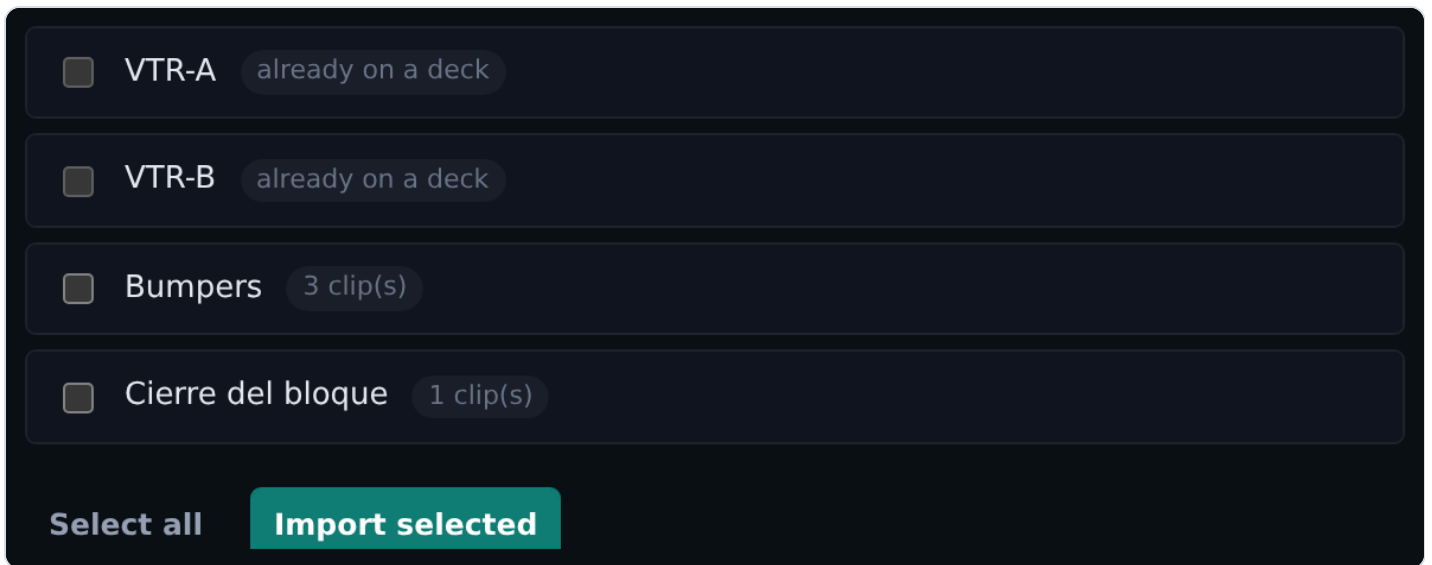
`Import configuration` on the other PC reads it and **replaces whatever was there**, asking first. It is how you set up a second operating position, or bring a PC back after a reinstall, without typing anything in again.

The vMix address travels with it. It lives on the host side rather than in the saved state, so it has to be picked up on purpose: without it you arrive at the new machine with every deck and nothing that answers.

7. Linking to vMix and operating

7.1 Pull vMix's Lists in

1.  → vMix connection, with the connection already tested and saved.
2. Press **Detect**. Up comes every List-type input vMix has at that moment, with each one's clip count.
3. **Tick the ones you want** with the checkboxes, or use **Select all**.
4. Press **Import selected**. Each List comes in as a new linked deck with its current clips.



The screenshot shows a dark-themed interface with a list of four items, each with a checkbox on the left and a label on the right. The first two items, 'VTR-A' and 'VTR-B', have the label 'already on a deck' in a light gray font. The third item, 'Bumpers', has the label '3 clip(s)' in a light gray font. The fourth item, 'Cierre del bloque', has the label '1 clip(s)' in a light gray font. At the bottom left, there is a 'Select all' button. At the bottom right, there is a green button labeled 'Import selected'.

Checkbox	Label	Clip Count
☐	VTR-A	already on a deck
☐	VTR-B	already on a deck
☐	Bumpers	3 clip(s)
☐	Cierre del bloque	1 clip(s)

Select all Import selected

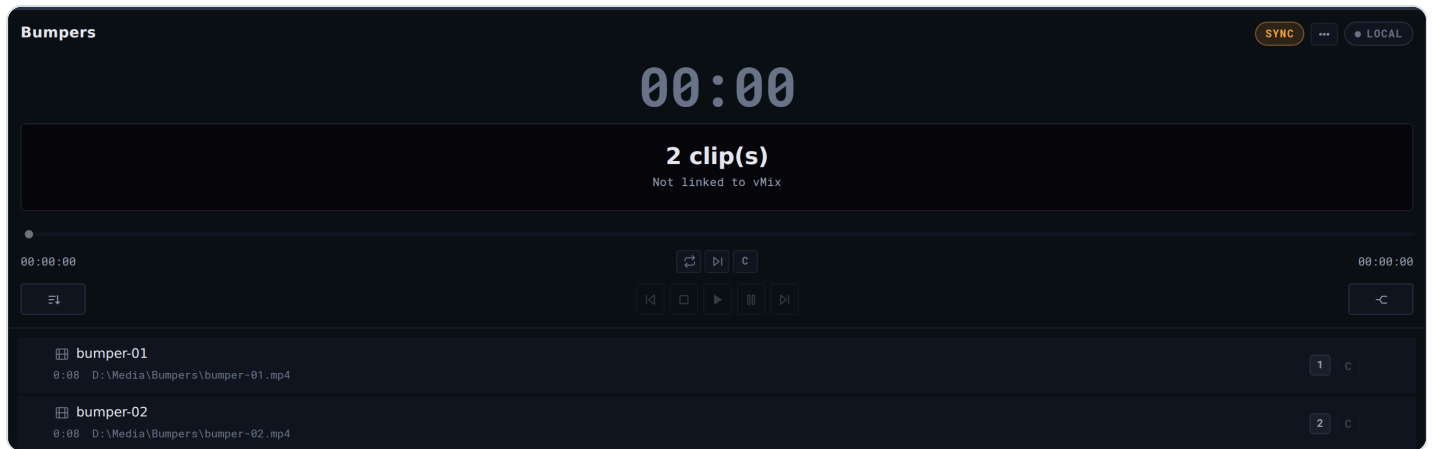
The Lists that **Detect** found, with their clip counts. The first two are ticked and come in together with **Import selected**.

If a List is already on a deck it is skipped rather than duplicated, and you are told how many were skipped. **Two decks pointing at the same List input would fight each other on every push**, which is why it is not allowed.

If you get **No List-type inputs were found in vMix.**, the connection is fine but vMix has no List-type input. You can create one from here, as follows.

SYNC: GIVING ONE DECK ITS LIST IN VMIX

The other direction: a deck you built here that does not exist in vMix yet. Instead of recreating it by hand on the other side, that deck carries a **SYNC** button next to its name.



A deck that exists only in the app: it says **LOCAL**, has no transport, and carries **SYNC** next to its name.

One click does all three things:

1. Creates a List-type input in vMix under the deck's name.
2. Links the deck to that input, exactly as if you had imported it.
3. Sends over the clips the deck already had.

From then on it is a linked deck like any other: bus badge, transport, countdown and tally.

The button appears **only** on a deck with no live List of its own, and **only in MASTER mode**: in CLIENT nothing on this screen may touch vMix. On a rack where every deck is linked you will not see a single one.

If something fails, the message tells the two moments apart. If the List could not be created, the deck is left as it was and you can try again. If the List was created but the clips did not arrive, the deck is already linked and **... → Push to vMix** is enough: nothing has to be created again.

WHEN VMIX ALREADY HAS THAT NAME

vMix takes a second List with a name it already holds without a word of protest, and then two Lists answer to the same name and the only difference between them is a GUID you cannot see. So **SYNC** reads vMix's state before it creates anything, and when the name is taken it asks instead of guessing:

That name is already in vMix

vMix already has a List called "Bumpers". Adding another under the same name would leave two Lists answering to it, and only one of them would be this deck's.

☒ **Use the List that is already in vMix**
This deck is linked to it and takes its 3 clip(s): the 2 clip(s) here are replaced. Nothing in vMix changes.

☐ **Overwrite it with this deck**
This deck is linked to it and its 3 clip(s) are replaced by the 2 in this deck.

☐ **Give this deck another name**
The deck is renamed here and gets a List of its own in vMix under the new name. The one already there is left alone.

Cancel

Use the one in vMix

The three answers when the name is already a List in vMix. The counts on each option are the real ones, so you can see what each one costs before pressing it.

- **Use the List that is already in vMix.** The deck is linked to it and takes its clips; what the deck held is replaced. Nothing in vMix changes. This is the answer when the List over there is the good copy.
- **Overwrite it with this deck.** The deck is linked to it and its clips replace what vMix holds. From an empty deck this empties the List, and the option says so in as many words before it can be pressed.
- **Give this deck another name.** The deck is renamed on this side and gets a List of its own under the new name; the one already in vMix is left alone. A free name is suggested (`Bumpers` becomes `Bumpers 2`) and whatever you type over it is checked against vMix again on the way out.

If vMix holds the same name twice, which it allows, a picker appears first so you say which of the two this is about.

SYNC IN SETTINGS: THE WHOLE RACK AGAINST VMIX

The button on a deck answers for that deck. **⚙️ → Decks** carries a **SYNC** of its own, at the right end of the row above the deck list, and that one answers for the whole rack: it reads vMix and shows everything the two sides do not agree about, in both directions at once.

This rack and vMix

3 thing(s) are not the same on both sides. Tick what should cross, in either direction.

The same name on both sides, not connected

Ticking one links the deck to that List and takes the clips vMix holds. Nothing in vMix changes.

☒ **Bumpers** 2 clip(s) here, 3 in vMix

Only in vMix

Ticking one brings it in as a new deck, linked to that List.

☒ **Cierre del bloque** 1 clip(s)

Only here

Ticking one makes its List in vMix and sends its clips over.

☒ **Notas** 2 clip(s)

3 change(s) ready.

Cancel Apply

The rack against vMix: what is on both sides but not connected, what is only in vMix, and what is only here. Every row has a tick box.

Three groups, and a tick box on every row:

- **The same name on both sides, not connected.** Almost always one thing that came apart: the app was reinstalled, or vMix started from a preset. Ticking it links the deck to that List and takes the clips vMix holds. Nothing in vMix changes.
- **Only in vMix.** Ticking it brings the List in as a new deck, linked, exactly like **Import selected**.
- **Only here.** Ticking it makes that deck's List in vMix and sends its clips over.

Everything that can cross comes ticked, because the usual answer is all of it; untick what should stay as it is. The rack holds six decks, so when more Lists are coming in than there are free slots, the ones that do not fit come unticked and the dialog says why rather than letting you press a button that cannot work.

A deck whose name is already a List that another deck drives is shown but cannot be ticked, with the reason on its row. That one is a question, not a chore, so it belongs to that deck's own `SYNC`.

What is already linked is not in the dialog at all. That is the part that is in sync, and listing it would bury the rows that need a decision.

WHEN A LINK GOES STALE

The link between a deck and its List is vMix's own GUID, and vMix hands out new ones when it is restarted from a preset or reinstalled, or when somebody deletes the input over there. A deck can therefore be holding a link to a List that no longer exists, which is not the same thing as a deck that was never linked and does not look like it either.

Both `SYNC`s treat that deck as what it actually is, a deck with no List. The button comes back on its header, and in Settings it appears with `its List is gone from vMix` beside its name. Pressing it makes the List again, or, if vMix has a List with that name, offers to link it back to that one.

7.2 Pull and Push

- `Pull from vMix` replaces the deck's contents with what is in vMix now. Use it when someone edited the List directly in vMix and you want to start from that.
- `Push to vMix` sends the deck's order to vMix.

In normal operation you almost never need to press **Push by hand**. Reordering, sorting with `Sort` and dealing with split all send the change themselves. The button is there for edge cases and for forcing a held push, which is what chapter 8 is about.

7.3 The bus badge

<code>PROGRAM</code>	That List is on air.
<code>PREVIEW</code>	That List is on the preview bus.
<code>READY</code>	Linked to vMix, on no bus.
<code>LOCAL</code>	The deck is not linked to vMix. It is a loose playlist.

7.4 The transport

The five buttons in the centre of the transport row, left to right:

Prev	Goes to the previous clip in the List.
Cue	Pauses and returns the current clip to 0:00. Ready to roll, not rolling.
Play	Rolls.
Pause	Pauses where it is.
Next	Goes to the next clip in the List.

Play and Pause light up according to what vMix is actually doing, not according to the last button you pressed.

To cue a specific clip, not the current one, use that row's **C** button. That is the normal way to arm the next one.

Two buttons are called **C** and they do different things. The **C** on a row cues that clip, now. The **C** on the scrub bar, next to Loop and Auto Next, is the **Auto Cue** toggle, which is a preference and cues nothing at that moment.

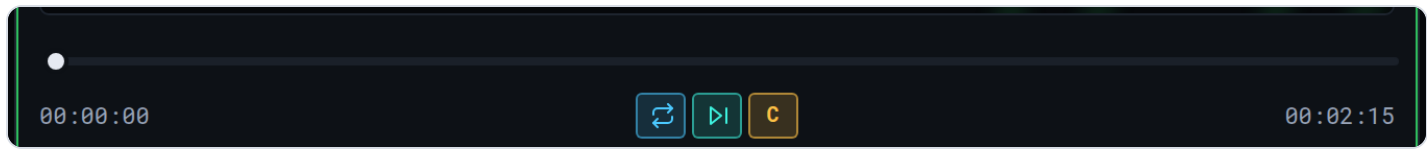
The scrub is dragged to move the current clip's playhead. Release it and vMix jumps to that position.

There is no mute button. Audio is mixed in vMix.

7.5 The three toggles

Loop	vMix repeats the current clip instead of ending it.
Auto Next	vMix moves to the next clip on its own when the current one ends. This is a vMix function.
Auto Cue (the C)	YCtlX's own function: leaves the next clip cued , without rolling it.

When they are on they take their own colour, one each so you can read which of the three is armed from across the room without remembering which button is which: **Loop** in **blue**, **Auto Next** in **teal** and **Auto Cue** in **amber**, the same amber as the rows' **C**.



The three toggles on, each in its own colour.

`Loop` belongs to vMix and is read back from vMix on every poll, so if somebody changes it over there you see it here. `Auto Next` appears nowhere in what vMix reports, so that one YCtlX remembers itself.

Auto Cue fires at two moments:

1. **When the deck comes off air**, whether the clip ended or was cut halfway. The shot is over, so the next one gets armed. This is the normal operating case.
2. **When a clip ends on a deck that is not on air**, a rehearsal deck for instance.

While the deck is **on Program** it **does nothing**: it never loads anything underneath what is going out.

If vMix's `Auto Next` is on, `Auto Cue` **steps aside** and says so in the status bar log: `Auto Cue skipped, Auto Next is on`. Both do the same job from different places and would collide.

On the last clip in the list there is no next one to cue, so it **re-cues that same clip** when the deck leaves air, even if it was cut halfway. It goes back to 0:00, ready to run again, instead of leaving the playhead where it was cut. It does not wrap to the first clip: that would be guessing.

7.6 The clock

It is the **countdown on the current clip**, not elapsed time. The numbers turn **amber at 15 seconds or less** and **red under 10 seconds**.

vMix only reports the time of the clip it has selected, so the clock always refers to that one, never to the block total.

The clock keeps its warning colours even with the deck on Program, which is exactly when they matter most.

8. Rules for operating on air

This is the chapter to read twice.

8.1 What locks when a deck is on Program



The same deck on Program: the transport is gone behind the **ON AIR: LOCKED** banner, the border and badge are red, and the amber **C** marks the clip that follows.

The moment a deck goes to **Program**, the app disables, by itself:

- All five transport buttons: **Prev**, **Cue**, **Play**, **Pause**, **Next**.
- The scrub bar.

A banner reading **ON AIR: LOCKED** appears over the transport. It unlocks by itself as soon as the deck leaves Program.

Why: if it is on Program, it is on air. Touching any of those controls changes what the audience sees, immediately.

The rows' `C` buttons keep working, and that is deliberate: while the deck is on air they send nothing to vMix, they only note which clip you want next. See 5.4.

8.2 What stays enabled on purpose

- `Loop`, `Auto Next` and `Auto Cue`. They only affect what happens *after* the current clip ends, so they are safe to set up live.
- `Sort` and all playlist reordering. The change is saved, but sending it to vMix is held back, see 8.3.
- **Adding clips, importing, exporting and moving clips between decks.**

What gets locked is what changes the output **right now**. Editing the playlist does not.

8.3 Reordering on air: the change is held

vMix has no way to reorder a List in place. Applying a new order forces emptying it and refilling it, and that instant with the List empty **sends black to the output**. This is not a theoretical flicker: it goes to air.

So when you reorder a deck that is on Program or rolling:

1. The change is **saved locally** and is NOT sent to vMix.
2. The **amber chip** appears in the deck title, and the message tells you the change is being held.
3. **As soon as the deck comes off air and stops rolling, it sends itself.** There is nothing to remember.

You will see `VTR-A: off air, applying held changes` in the status bar when that happens.

Appending clips at the end is the exception and is always safe, even on air: it touches nothing that is already there, so it syncs immediately.

A deck parked on a still does not count as "rolling". vMix reports a graphic as though it were playing, and never stops, because there is nothing to finish. If that counted, a deck of graphics would be held forever and its changes would never go out. What does protect it is the bus: if that still is on Program, the change is held exactly as it would be for a video.

8.4 Forcing the push on air

The `Push to vMix` button does let you force it, but it asks first and tells you exactly what will happen:

"VTR-A" is live in vMix. vMix can't reorder a List in place, so applying this order empties and refills it, so the output goes black for an instant and playback stops. Do it anyway?

Operating rule: never during a show. There is no way to make it invisible, it is a limitation of the vMix API and cannot be solved on the YCtlX side. If the order is wrong and the block is already running, the right move is to use **Next** and **Prev** to navigate, or cue the correct clip by hand, and let the reorder apply itself once the deck is off air.

8.5 Pre-show checklist

- ☐ The app is in **MASTER** mode on this PC.
- ☐ The top bar shows **CONNECTED** in green.
- ☐ **NETWORK: OK** and latency is low and steady.
- ☐ The block's decks are loaded and in rundown order.
- ☐ No clip shows **--:--** for duration without you knowing why.
- ☐ No deck is carrying the amber pending-changes chip.
- ☐ The first clip of each deck is cued, the clock shows the full duration.
- ☐ The decks you will use are pinned and visible in the rack.
- ☐ If you are working A/B roll, both decks are dealt and both are cued.

8.6 During the show

- ☐ Watch the clock, not the playlist. Amber at 15 seconds is your cue to arm the change.
- ☐ Before cueing, confirm the deck is **not** red.
- ☐ After each shot, check the next clip got cued. With **Auto Cue** on it happens by itself, but look anyway.
- ☐ If the amber chip appears, do not force it. It clears itself when the deck comes off air.
- ☐ If something does not respond, read the status bar log first.

8.7 After the show

- ☐ No deck was left carrying the amber pending-changes chip.
 - ☐ If tomorrow's rundown changes, export the **.m3u** before emptying anything.
 - ☐ **Clear deck** on the finished block's decks, if that applies. Remember it empties the List in vMix too.
-

9. When something fails

9.1 Connection errors

What you see	Why	What to do
Could not connect: fetch failed	The vMix machine is not answering. It is off, the IP is wrong, or a firewall is blocking.	Check the IP. Try <code>ping</code> . Check the vMix machine's firewall.
Could not connect: ECONNREFUSED	The machine answers, but nothing is listening on that port. Almost always the vMix Web Controller is off .	In vMix: <code>Settings → Web Controller</code> , turn it on. Confirm the port matches the one in the app.
Could not connect: The operation was aborted	vMix took more than 5 seconds to answer. Saturated network, or vMix is stuck.	Check the network and the load on the vMix machine.
Could not connect: vMix responded 401	vMix is requiring authentication on its Web Controller.	YCtlX handles no password. That protection has to come off in vMix.
The top bar says OFFLINE	It was connected and stopped answering.	Same path as above. Check <code>NETWORK</code> and <code>LATENCY</code> in the status bar.
Type the vMix IP first.	You pressed <code>Save</code> or <code>Test connection</code> with the IP field empty.	Type the IP.

9.2 Desktop app errors

What you see	Why	What to do
Desktop bridge did not load. vMix is unreachable, reinstall the app.	The installation is damaged. The app cannot talk to vMix no matter how perfect the network is.	Reinstall. Settings will not fix it. Download the installer again and run it over the top.
No vMix IP configured yet.	No IP was ever saved on this PC .	⚙️ → vMix connection, enter it and press Save . Settings are per machine.

9.3 Operating problems

What you see	Why	What to do
The C button cues the row above or below	This vMix installation's numbering convention is offset.	⚙️ → vMix connection → Troubleshooting → Video selection alignment , switch to Shifted by one . Press Save . If it gets worse, go back to Standard .
That List input no longer exists in vMix	That List was deleted or renamed on the vMix side.	Press the deck's own SYNC , which makes it again with its clips, or links it back to the List of that name if vMix has one.
Several decks show SYNC again after vMix restarted	vMix started from a preset or was reinstalled, so it handed out new GUIDs and every stored link points at nothing.	⚙️ → Decks → SYNC settles the whole rack in one pass: the decks whose name is still a List in vMix are relinked, and the rest are made again.
SYNC says the two sides agree and you believe they do not	Every deck holds a List that vMix really does have, and vMix holds no List that is not on a deck. Names that differ are not a disagreement: the link is a GUID, so a deck and its List can carry different names and still be the same thing.	Check the deck's List in vMix by its input number. If they really are different things, rename one of them so the two names tell them apart.
That video is no longer in the vMix List (try Push to vMix first).	The clip is on the deck but not in vMix. They drifted apart.	Push to vMix , or Pull from vMix if what is in vMix is the good version.
Every video needs a path before sending to vMix.	Some clip has an unresolved path.	Find the Needs folder badge in the playlist and resolve it with Set folder .

What you see	Why	What to do
The amber chip will not clear	This is correct behaviour: the deck is still on Program or rolling.	Wait for it to come off air. It sends itself. Do not force it mid-show.
A clip stays at <code>--:-</code>	A format the engine cannot decode, typically ProRes or MXF, and this PC has no ffprobe.	Not an error. If it bothers you, install ffprobe on the PC. The duration also fills in by itself the first time that clip plays.
Transport is greyed out and says <code>ON</code> <code>AIR: LOCKED</code>	The deck is on Program. This is the protection working.	Take it off air from the switcher. It unlocks by itself.
All the vMix controls disappeared	The app is in <code>CLIENT</code> mode.	<code>⚙️ → Mode → MASTER</code> .
My playlist is not on the other PC	Playlists live on each machine, they do not sync.	Export an <code>.m3u</code> and carry it, or import the List from vMix on the other PC.
<code>No video files were detected in what was dropped.</code>	What you dropped has no recognisable video files.	Check the file extensions.

9.4 When to escalate

If none of the above explains it, two things help the technician and are worth collecting before calling:

1. **The status bar log**, the timestamped line. Write down exactly what it says.
2. **The status line along the bottom**: it shows the last command sent, whether there is a connection, and the measured latency. Photograph it along with the error message.

10. Training: guided exercises

For the instructor. The six exercises run from lowest to highest risk. **The first five are done against a test vMix, or against the air one with nothing on Program.** The sixth needs coordinating with the switcher.

Exercise 1: install and connect

Goal: the operator can bring a PC up alone.

1. Get the installer for that machine and install it.
2. Open the app and go into .
3. Set the machine to **MASTER** mode.
4. Enter the vMix IP and port, press **Test connection**, then **Save**.
5. Pick the theme.

Passed when: the top bar shows **CONNECTED** in green and the status bar says **NETWORK: OK**.

Exercise 2: build a deck and export it

Goal: handling clips without touching vMix.

1. Create a deck from **Settings → Decks → New deck** and name it.
2. Drag a whole folder of clips in.
3. Reorder three clips by dragging.
4. Delete one.
5. Export the **.m3u** with **Use absolute paths** on.
6. Create another deck and import that same **.m3u**.

Passed when: the second deck holds exactly the same contents in the same order as the first.

Exercise 3: link, cue and roll

Goal: the basic operating cycle.

1.  → **vMix connection → Detect**, tick one List, **Import selected**.
2. Identify the new deck's bus badge.
3. Cue the third clip with its **C** button and verify in vMix that it is the one loaded.
4. **Play**, watch the countdown fall, then **Pause**.

5. **Cue** to return to 0:00.
6. Drag the scrub to the middle of the clip.
7. Try **Prev** and **Next**.

Passed when: the operator can say, from the screen alone, which clip is loaded and how much is left, without looking at vMix.

Exercise 4: sort by rundown code

Goal: understanding the pattern and its limits.

1. Build a deck with clips named **5A1-**, **5A2-**, **5A11-**, **6A1-**, and two with no code.
2. Shuffle them by hand.
3. Press **Sort**.
4. Read the message: how many had no code.
5. Rename one of the uncoded ones to **5a3-** in lowercase, import it again and sort again.

Passed when: the operator can explain why **5a3-** ended up last and what has to change in the name.

Exercise 5: A/B roll with split

Goal: the two-VTR workflow.

1. Build a deck with six clips.
2. Press the split button and choose to create the partner deck.
3. Verify the deal: 1st, 3rd and 5th on one side; 2nd, 4th and 6th on the other.
4. Pin both decks so they sit side by side.
5. Cue the first clip on each.
6. Roll A and, while it runs, confirm B is already armed.
7. Rehearse the change: when the clock hits amber, hit **Play** on B.

Passed when: the operator makes three changes in a row without looking at the playlist, only the clock.

Exercise 6: on-air behaviour

Goal: let the operator see the lock and the held push somewhere safe. **Coordinate with the switcher.**

1. Take the deck to Program from the switcher.
2. Watch the badge go red, the border go red, and the **ON AIR: LOCKED** banner appear.
3. Try pressing **Play** and a row's **C**. Read the message that comes back.

4. Reorder two clips in the playlist. Watch the amber chip appear.
5. Take the deck off Program.
6. Watch the chip clear by itself and read `off air, applying held changes` in the status bar.
7. Confirm in vMix that the new order arrived.

Passed when: the operator can explain in their own words why the reorder is not sent immediately and why forcing it would send black to air.

Competency checklist

To sign off when the operator can do each of these unaided.

- ☐ Installs and configures a PC from scratch.
 - ☐ Tells MASTER from CLIENT and knows which belongs at which position.
 - ☐ Builds a deck from files, from a folder and from an `.m3u`.
 - ☐ Imports a vMix List and can tell whether a deck is linked.
 - ☐ Reads the bus badge and the tally colours without hesitating.
 - ☐ Cues, rolls, pauses and navigates the list with the transport.
 - ☐ Uses `Sort` and explains which names fall outside the pattern.
 - ☐ Builds an A/B roll with split and makes the changes off the clock.
 - ☐ Explains what locks on air and why.
 - ☐ Explains the amber chip and why the push must not be forced live.
 - ☐ Diagnoses a connection failure and knows when to escalate.
-

11. Quick reference

To print and leave beside the console.

Shortcuts

<code>Ctrl+B</code>	Opens settings on the deck list.
<code>Esc</code>	Closes the open dialog or menu.
<code>Enter</code>	Confirms the field you are in.

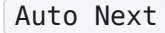
Transport

<code>Prev</code> / <code>Next</code>	Previous and next clip in the List.
<code>Cue</code>	Pause and return to 0:00.
<code>Play</code> / <code>Pause</code>	Roll and pause.
<code>C</code> on a row	Cues that clip. Stays lit in amber on the cued clip.
<code>Sort</code>	Orders by <code>5A1-</code> rundown code, at the left of the row.
<code>Split</code>	Deals the deck into another, at the right of the row.

Toggles

<code>Loop</code>	vMix repeats the current clip.
<code>Auto Next</code>	vMix moves to the next one by itself.
<code>Auto Cue</code> (the scrub's <code>C</code>)	YCtlX cues the next one when the deck comes off air.

Colours

Red	Program. On air.
Green	Preview.
Amber on a row	Cued, on no bus.
Amber 	That is the clip that goes next in that deck.
Amber clock	15 seconds or less left.
Red clock	Under 10 seconds left.
Amber chip in the title	Changes have not reached vMix.
Blue, teal or amber toggle	 ,  or  is on.
Dashed border on the decks	Deck order is unlocked.

Playlist icons

Film	Video.
Camera	Still or graphic.
Musical note	Audio.

The minimum show flow

1. Check  in green at the top.
2.  → vMix connection →  and import the block's Lists.
3. Order with  or by hand. Pin the decks you will use.
4. Cue the first clip on each deck with its  button.
5. On air: watch the clock, hit , and arm the next one when amber comes up.
6. Coming off air: confirm no amber chip was left behind.

The three rules

1. **Red is on air.** If the deck is red, the transport is not touched. The app locks it, but the rule is yours.

2. **The amber chip clears itself.** Never force a push during a show: it sends black to the output.
 3. **Appending at the end is always safe.** Reordering is not.
-

12. Appendix

12.1 Where everything lives

What	Where
The installed program	Windows: the folder you chose in the wizard. macOS: <code>/Applications/YCtlX.app</code>
The vMix settings (IP, port, alignment)	<code>settings.json</code> , in the app folder below
Playlists, theme and mode	<code>state.json</code> , in the same folder
That folder	Windows: <code>%APPDATA%\com.local.yctlx</code> · macOS: <code>~/Library/Application Support/com.local.yctlx</code>

None of this syncs between machines. **Every PC is independent.**

12.2 The `.m3u` format it exports

Plain text, one entry per clip, UTF-8 encoded:

```
#EXTM3U
#EXTINF:-1,5A1-Opening
D:\Media\Show\5A1-Opening.mp4
#EXTINF:-1,5A2-Story
D:\Media\Show\5A2-Story.mp4
```

This is the format the vMix **List** input consumes, so an `.m3u` exported here can be loaded straight into vMix with no YCtlX in between.

12.3 Interface glossary

The app is in **English**, and so is this manual. This table is the shared vocabulary for a bilingual room.

On screen	What it is
New deck	Create a deck
Deck name	The deck's name
Add clips by path	Add clips by typing the path
Import .m3u / Export .m3u	Import and export the playlist
Pull from vMix	Bring in from vMix
Push to vMix	Send to vMix
Path under each clip	Show the path under each clip
Clear deck	Empty the deck
Detect	Find the Lists that exist in vMix
Select all / Import selected	Select all, import the ticked ones
Test connection / Save	Test the connection, save
Video selection alignment	Video selection alignment
Standard / Shifted by one	Standard, offset by one

| Use absolute paths | Use full paths | | Needs folder / Set folder | Folder missing, set the folder | | ON AIR / PREVIEWING / READY | On air, in preview, ready | | ON AIR: LOCKED | On air, controls locked | | Not connected / CONNECTED / OFFLINE | Not configured, connected, not answering | | System ready | System ready |

13. Legal notice

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