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Documentation

VideoManager Pro Manual

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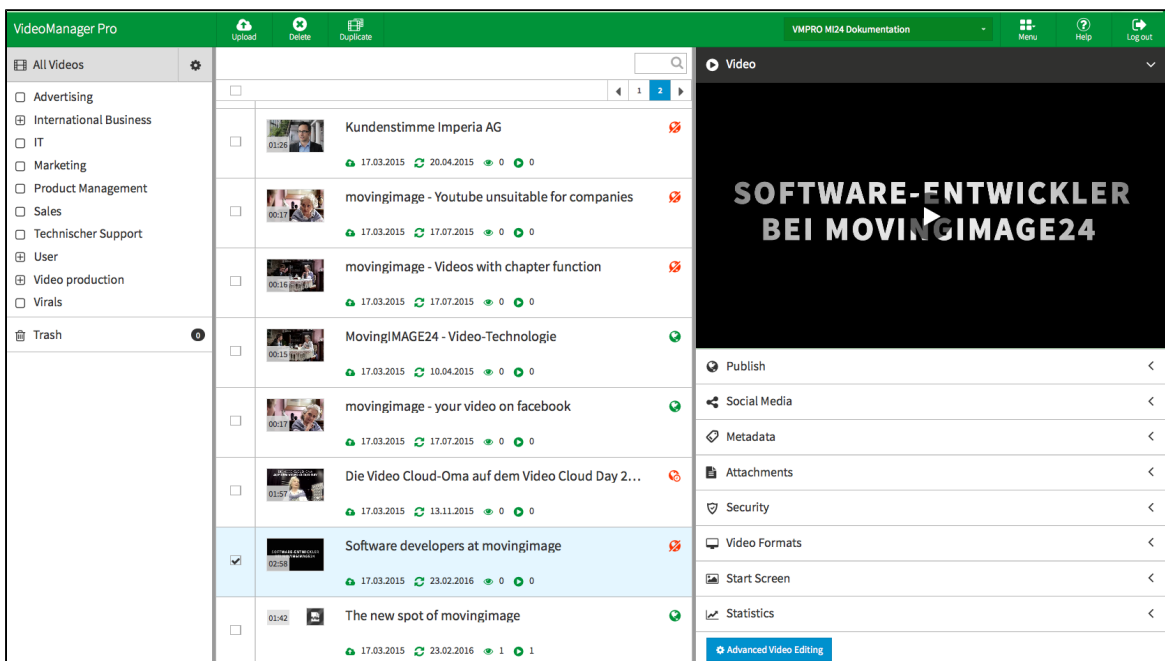
www.movingimage24.com

Introduction

The new movingimage VideoManager Pro combines all relevant functions to manage, edit and stream corporate videos in a single interface. With the SaaS solution, companies can cover the entire spectrum of video asset management in their communication strategies. VideoManager Pro is the central core element of the movingimage Managed Video Platform, which includes both managed services as well as solutions.

The intuitive handling and the clear structure of the VideoManager user interface allow fast processes for editors who organize moving image campaigns for web, Intranet and social media in their everyday operations.

This documentation is dedicated to all users of the web-based VideoManager and provides a detailed description of the video asset management tool, as well as the available functions.



The user interface of VideoManager is clearly divided into functional areas, which optimizes the work in the browser- even when using mobile devices. There are three main areas in which you can change by the drop down menu in the action toolbar. Depending on the selected area, the toolbar provides action icons, the [Help] button and the logout function.

The three main areas are:

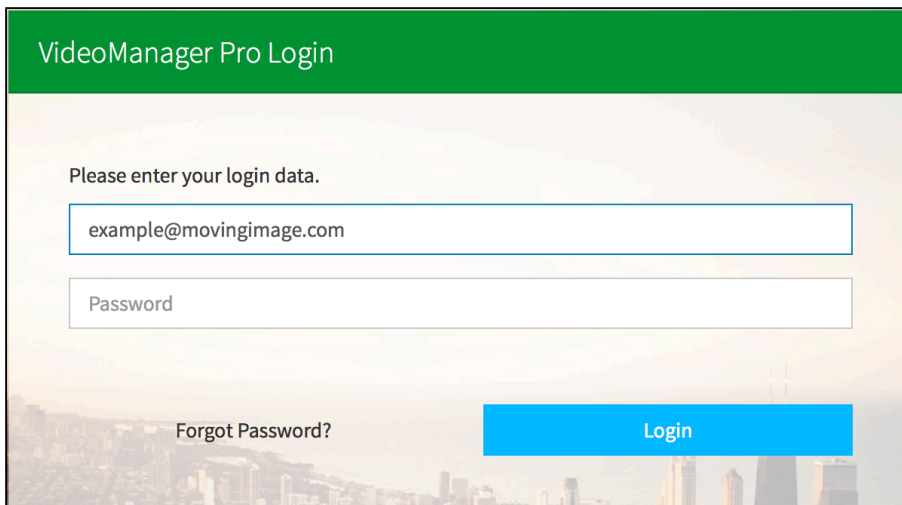
- Video asset management

- Player Generator
- Administration

Login

To be able to work with the VideoManager Pro, a registration is required. The access data to your personal account as well as the corresponding web link to your VideoManager is issued by your administrator.

1. Open the browser and enter the URL to your VideoManager. The login window opens.



2. Enter your login data:

- User name or e-mail
- password

3. Click the [Login] button.

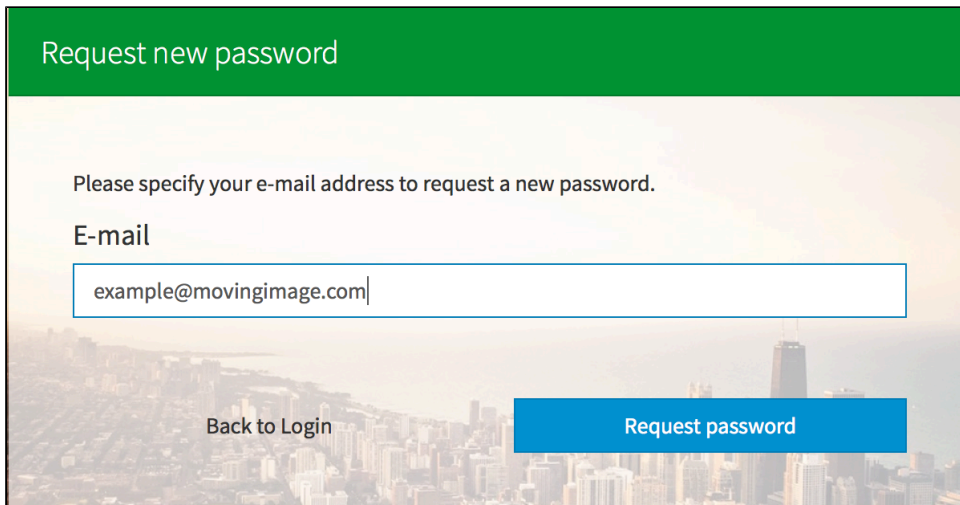
After a successful login, you will be directed to the video asset management of VideoManager Pro.

2.1 Forgot Password

Once you have forgotten your password you can request a new one.

1. Click the [Forgot password] button in the login dialog box.

2. In the following dialog, type your e-mail address in the text box provided, and click then on the [Request password] button.



Request new password

Please specify your e-mail address to request a new password.

E-mail

example@movingimage.com

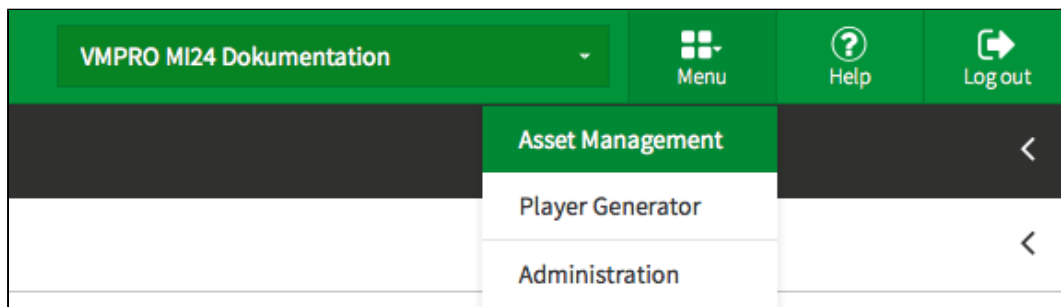
Back to Login Request password

You will receive an e-mail with further instructions on how to reset your old password.

Video Asset Management

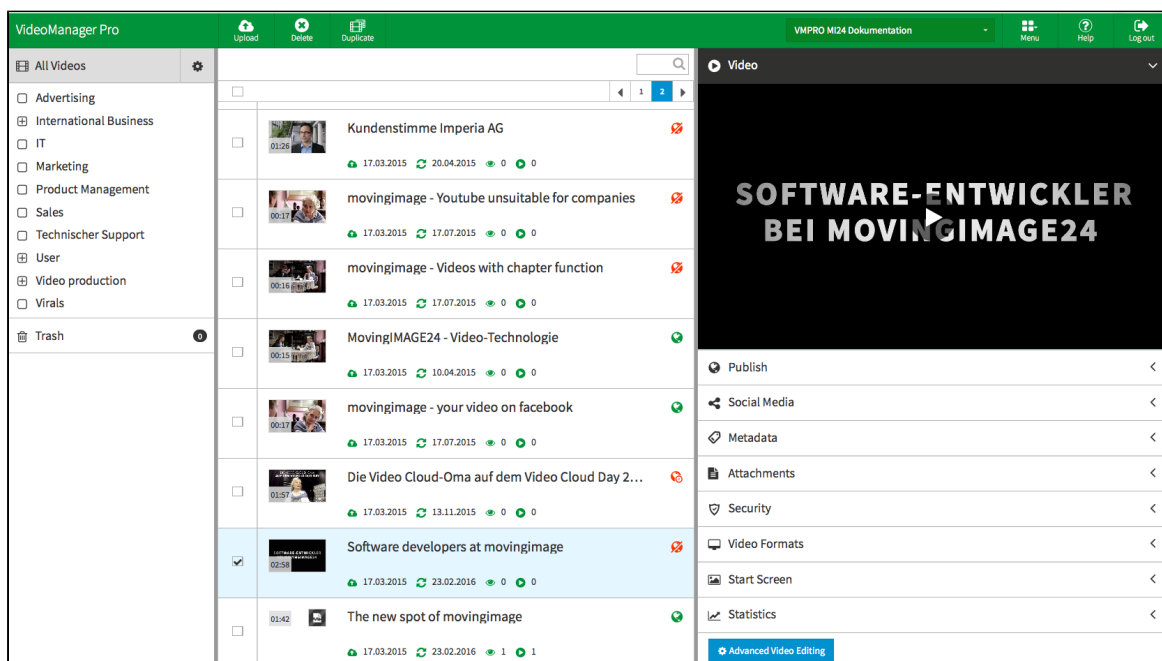
In the asset management area of VideoManager, you can upload, edit and publish videos centrally.


After the initial login you will automatically be directed to the video asset management area. Otherwise, you can go here via the selection menu for the different areas of VideoManager.



3.1 The User Interface

The asset management area is organized as follows:




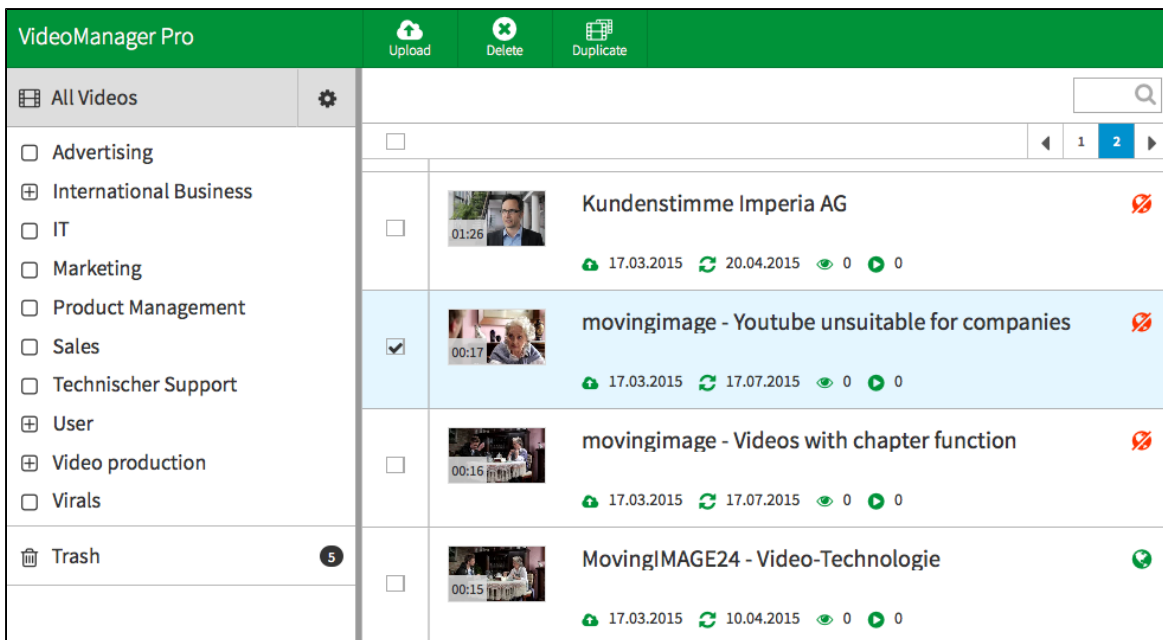
Section	Description
<p>Navigation</p>	<p>The navigation is located in the left pane of the browser window. Here, the applied channels are shown. You can create new channels and edit or delete existing channels here.</p> <p>Via the navigation you can also open the recycle bin.</p>
<p>Video list</p>	<p>This area displays all uploaded video files in a list (the video list is sorted in descending order by the upload date).</p> <div data-bbox="427 770 1353 954" style="border: 1px solid #add8e6; border-radius: 10px; padding: 10px; background-color: #e6f2ff;"> <p> The visibility of videos depends basically on your permissions: certain videos are not listed, because you do not have the necessary permission.</p> </div>
<p>Search</p>	<p>The video asset management has a search function with which you can search specifically for certain videos. The full-text search included also titles and descriptions of the created chapters and interactive overlays in addition to the standard metadata.</p>
<p>Editing area with preview</p>	<p>The working area is located on the right side of the browser window. You can view and edit data of the selected video from the video list in thematically organized accordion menus. You can play the selected video in a viewer.</p>
<p>Action toolbar</p>	<p>The action toolbar of the video asset management provides the following commands:</p> <ul style="list-style-type: none"> ■ Upload: videos from your local drive can be uploaded. ■ Delete: one or more selected videos of the video list can be moved to the recycle bin. ■ Selection of the VideoManager: dropdown menu to select the VideoManager instance, you want to work with.

Section	Description
	<ul style="list-style-type: none"> ▪ Help: link to the online documentation of VideoManager. ▪ Menu: via the drop-down box you can switch to the Player Generator or Administration area. ▪ Logoff: log off from the system.









3.2 The Video List

Within the VideoManager, the video list represents the central library of all uploaded videos. From here, you can call up video data for processing or sort video files in channels.

 By default, the video list is sorted by descending upload date.




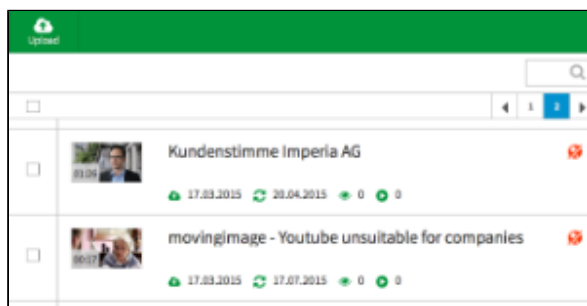
The list includes basic video information, which are marked with the following status icons for quick overview:

Icon	Description
	This video is uploaded on <date>
	This video is updated on <date>
	Number of views (access to the website with this player)
	Number of plays (player starts with this video)
	An automatic deletion date is defined for this video
	This video is released
	This video is released time-controlled
	This video has not been released yet

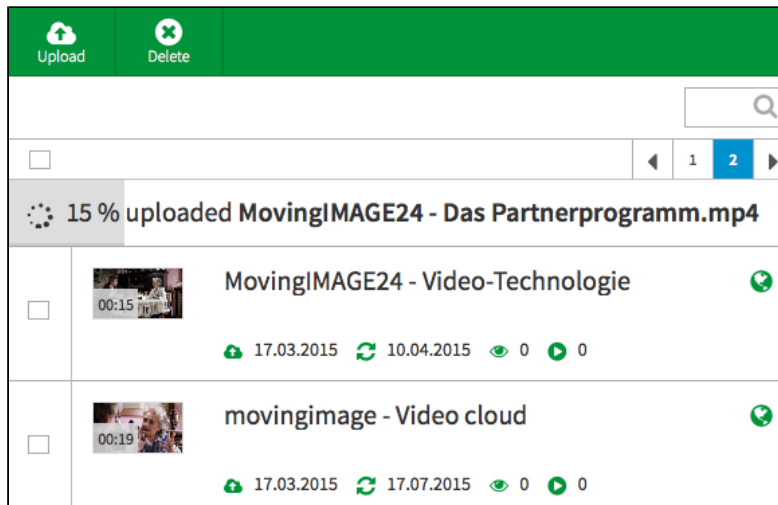
3.3 Video Upload

Follow the described steps to upload a video from your local drive:

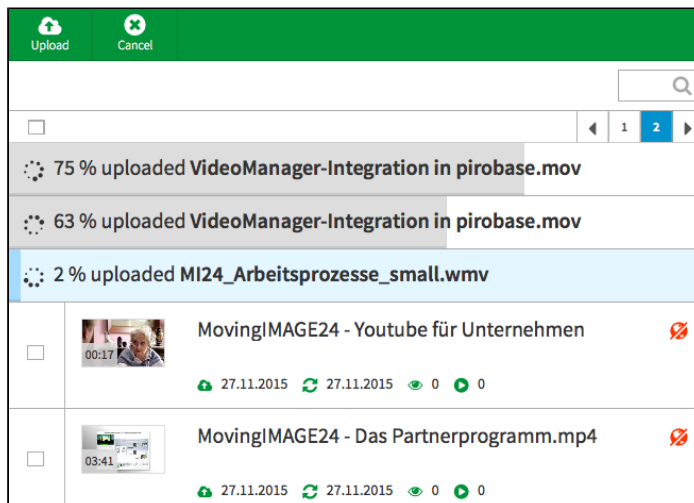
1. Click on the [ Upload] button in the action toolbar. The file display window opens, where you can select a video file.



2. Select the desired video file, and then click on the [Open] button. The upload process is started. The progress bar allows you to monitor the transfer.



3. Alternatively, you can add a video file via drag & drop. To do this, select the desired file in your local directory and drag it while holding the left mouse button in the video list. The upload process starts when you release the mouse button.
4. If you want to cancel an already started uploading process, highlight the corresponding line in the video list and click on the [Cancel] button. The upload will be canceled.




3.4 Duplicating a Video File

With the function "Duplicate video" you can create a copy of a video file. You will need a copy of the video, for example, if you want to provide identical, independent video files for two different departments, without having to upload the same file. In this context it should be noted that the following properties of the original file are adopted for the copy:


- group membership
- security policy
- access profile
- used thumbnail
- metadata: title, description, keywords and person in charge.


The system automatically assigns a separate video-ID to the duplicate.

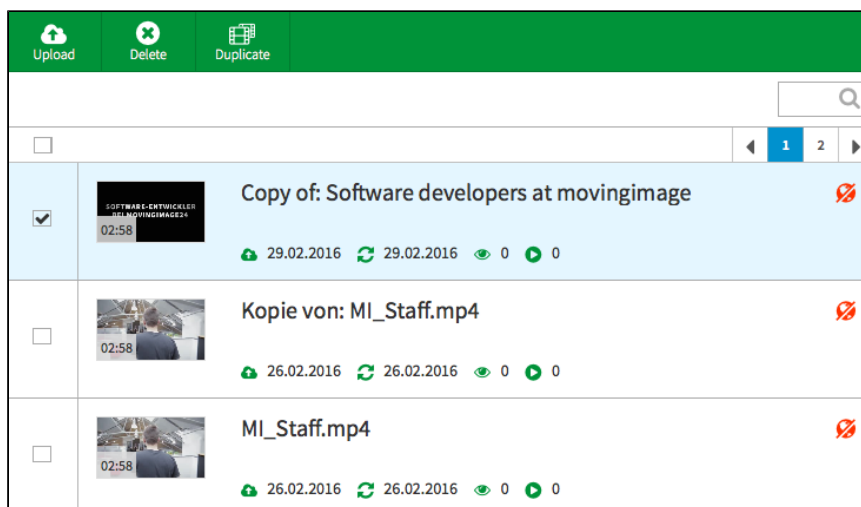
 To duplicate a video file, you need the right "Duplicate video".

To duplicate a video file, proceed as follows:

1. Select the video that you want to duplicate in the video list, by clicking on the appropriate entry.

 Video files in channels and subchannels cannot be duplicated, you must switch to the video list "All videos" for this purpose. Moreover, all formats must have been converted already.

2. Click then on the [ Duplicate] button in the action toolbar. The selected video file will be duplicated and appears in the video list as "Copy of: <video title>".





3. Now you can edit the copied file as usual.

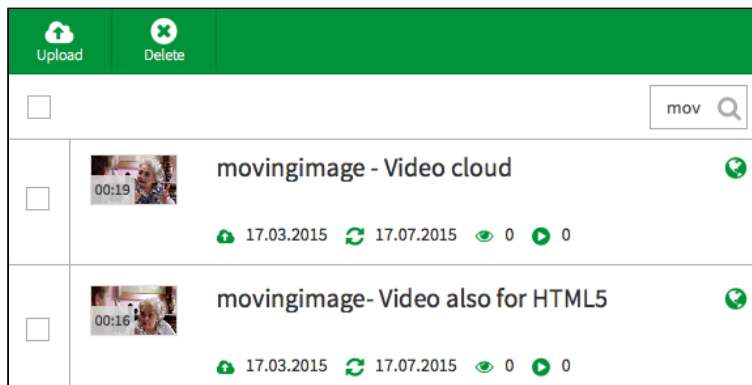
3.5 Editing Video Data

Once the upload process is started, you can edit metadata of the file. For this purpose, editing options are available in the right pane of VideoManager.

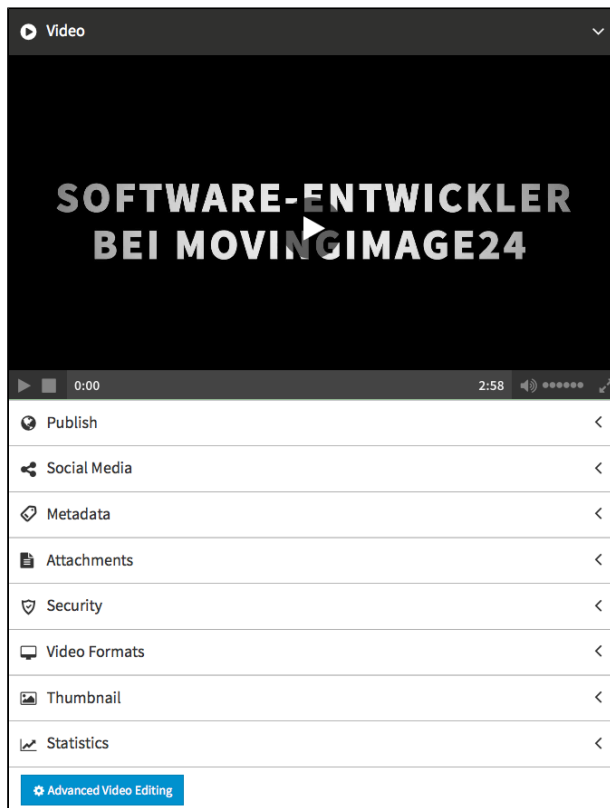
1. Select the desired video in the video list, by clicking on the appropriate entry.
2. If necessary, you must seek the desired video with the help of the search function. To do this, enter a search term in the text box provided for this purpose.

 The search function of VideoManager allows you to search for specific videos. The full-text search considers in addition to the standard metadata and video-ID, also title and description of existing chapters or overlays.

3. Then click on the icon []. The search result will be shown in the hit list. In the right pane of the window, you have the video preview, as well as all the data to the selected video.



4. In the respective accordion menus you can make changes depending on your user rights. These editing options are described in detail below.



3.6 Metadata

The accordion menu **Metadata** provides information on the video and the following editing options:

Metadata
▼

VIDEO TITLE
MissFilm_Japanese_v2.mp4

DESCRIPTION
Japanese version

KEYWORDS
SCRUM
framework
movingimage

Please enter a keyword.

UPLOADED
5.4.2016 by Le Ngoc Duong

LAST MODIFICATION
on 6.4.2016 by Le Ngoc Duong

PERSON IN CHARGE

VIDEO-ID
BtsxAsZixmFJ-jwB3q4kx

12345
Please specify a value.

Bewertung
Please specify a value.

Standard Metadata:

Menu Item	Description
Video title	Enter the desired video title.
Description	Enter a short description of this video.
Keywords	Enter keywords in the text box provided, and confirm this by the [Enter] key of your keyboard. Multiple keywords can be assigned.
Uploaded	Upload date and the user who has uploaded this video file (cannot be edited).
Last modification	Date and user name of the last modification (cannot be edited).
Person in charge	You can optionally change the person in charge of this video.

Menu Item	Description
Video ID	The video ID is assigned automatically by the system and cannot be edited.

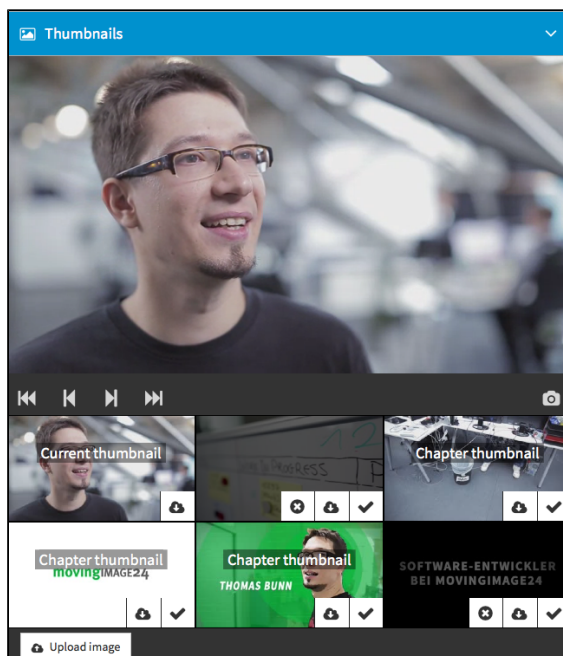
i If necessary, your administrator has applied additional metadata fields that can be edited as well.


3.7 Creating a Video Thumbnail

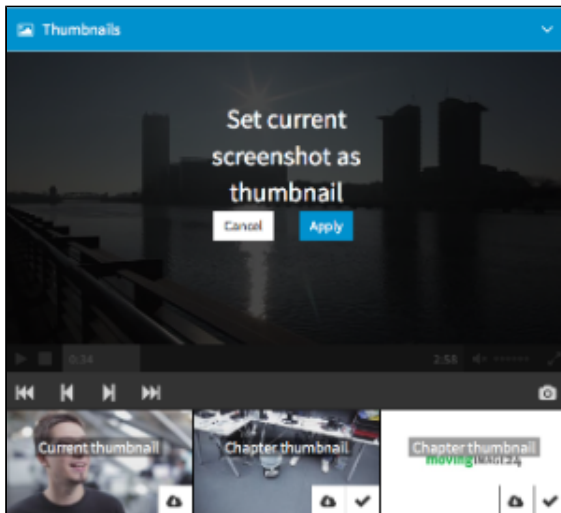
i Please keep in mind that you must have the right "Edit video" to edit thumbnails.

To increase the initial effect for your video, it is possible to produce an individual thumbnail for each video. There are different possibilities: either a desired image file is uploaded or any frame from the video itself is captured and then set as start screen.


1. Open the accordion menu **Thumbnail**. Here is a player as well as a gallery of pre-created start screenshots. The current thumbnail is marked accordingly.





2. First, start the video with the help of the corresponding control on the player.
You have the possibility either to jump from frame to frame or from second to second in the video.
3. Once you get to the place with the desired image, click on the button [].
4. Confirm your selection by clicking on the [Apply] button. The selected screenshot appears in the selection gallery and is set directly as thumbnail of the video.

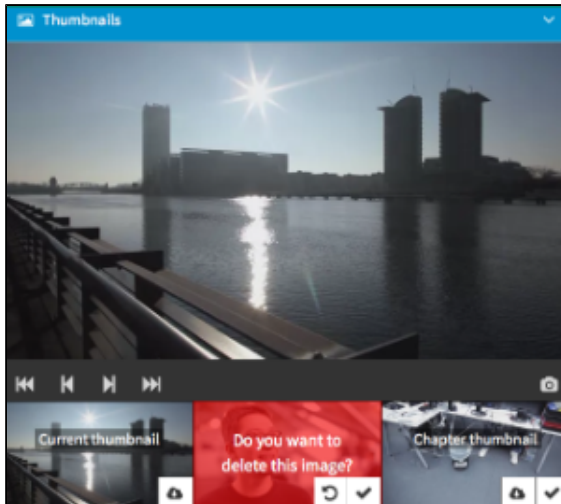


5. Alternatively, you can upload an image file from the hard disk of your computer and set it as thumbnail. To do this, click the [Upload image] button. This opens the file window, where you can select the desired file.
6. Select the desired file and click [Open]. The file will be uploaded promptly and will appear in the gallery of all thumbnail images.

 Please note that the file must no larger than 200 KBytes.

7. Now set the uploaded image as thumbnail by clicking on the [] button of the appropriate image.
8. Within the gallery of thumbnails you can also replace, download or delete a thumbnail by using the appropriate buttons.

 The currently used thumbnail, as well as chapter thumbnails are appropriately marked and cannot be deleted.



3.8 Channels

A structuring of the data can be very helpful in the retrieval of a specific video in a wide variety of uploaded videos. You can create channels for this purpose.

Channels, as well as their subchannels are arranged in the navigation in a tree structure. Depending on your user rights, channels can be accessed easily.

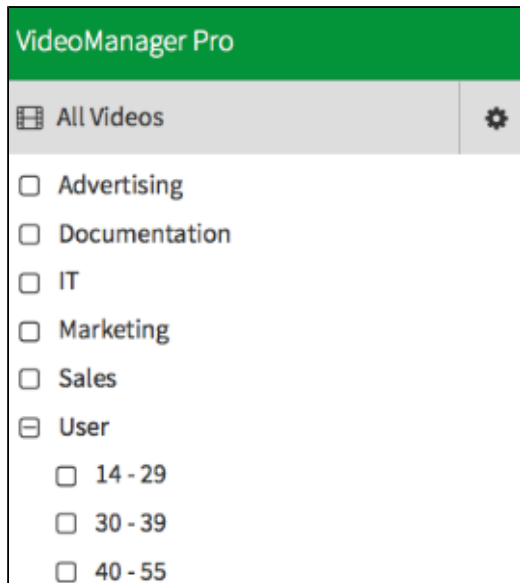
In the navigation pane of the video management, you see all established channels and subchannels. If you want to add a video to a channel, you can easily drag & drop the video to the channel. The assignment of a video to a channel establishes a link of the video with this channel.


i As long as the feature "Ownership" has been booked for your VideoManager, you can assign channels to an owner group. In this way, the visibility and access is controlled (see chapter "[Channel Access Rights](#)").

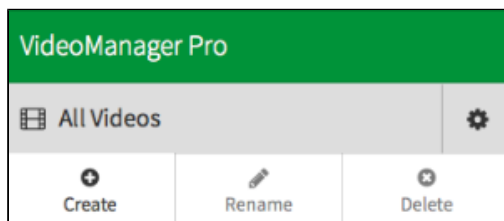
3.8.1 Creating a Channel

To create a new channel, follow these steps:

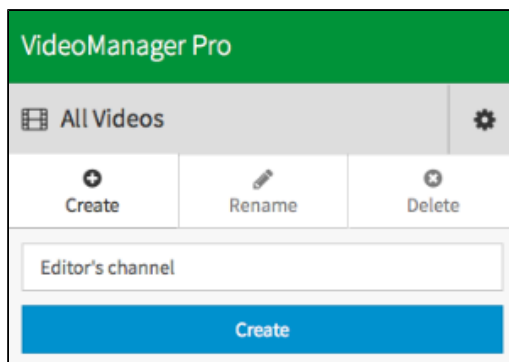
1. If you want to create a subchannel, first select the desired channel, below which the new subchannel should be placed.




2. Click on the  symbol, and then on the [Create] button.



3. Enter the desired channel name in the text box provided and then click on the [Create] button. The new channel is created and appears in the hierarchically structured channel tree.




4. To change the name of a channel, select the relevant entry in the channel tree, then click on the  symbol, and then on the [Rename] button.

3.8.2 Assigning a Video to a Channel

Channels are very helpful structuring tools, for example, to organize the video list in a hierarchical structure. In this way, administration of video data is easier and work processes of video editors are accelerated.

In the navigation pane of the video management, you see all established channels and subchannels. You can assign videos to these channels.

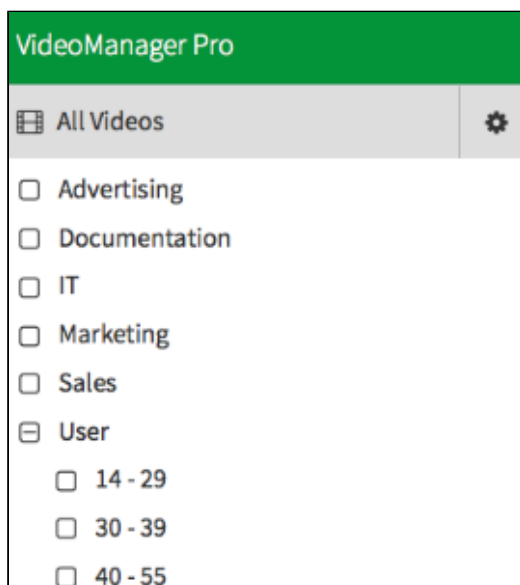
 A video can be assigned to several different channels at the same time.


1. Select in the video list one or more videos that you want to assign to a channel. The selected entries in the list are correspondingly color-coded.
2. Now, drag the highlighted entries to the desired channel with left mouse button held.
3. When you release the mouse button, the videos are associated with the channel.

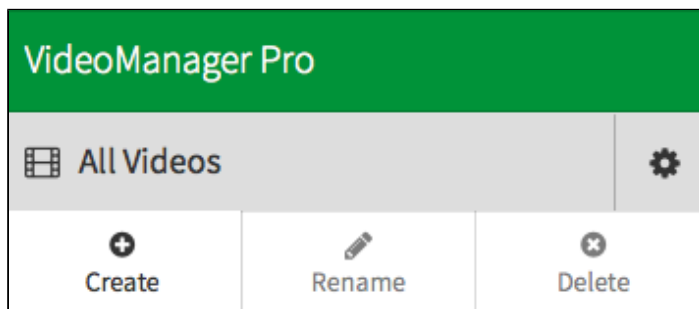
3.8.3 Deleting a Channel

To delete a channel, proceed as follows:

1. If you want to delete a channel, first select the desired channel in the channel tree.

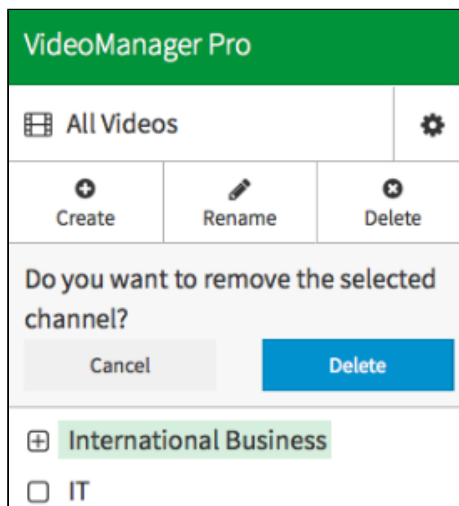


2. Click on the  symbol, and then on the [Delete] button.



3. With the [Delete] button, then confirm that you want to delete the channel. The channel will be deleted.


Should the channel contain subchannels, deleting is not possible.



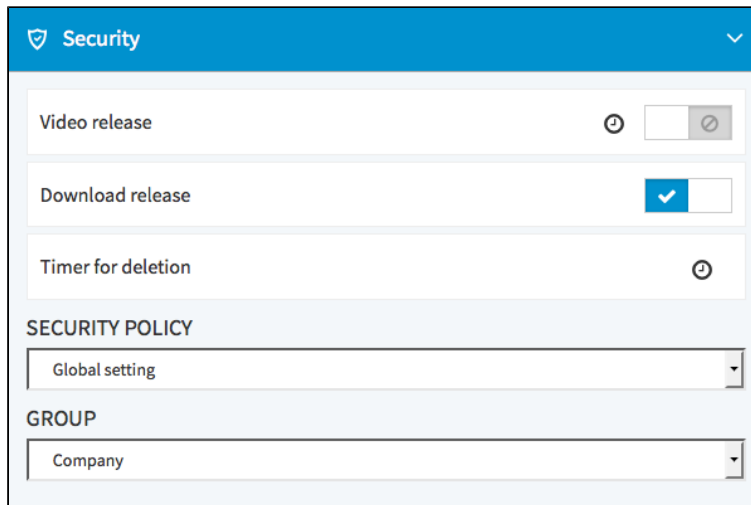
3.9 Setting Security Policy for a Video

Security policies are defined usually by your administrator. They are set in the administration area and are then available for selection in the video asset management.

Security policies can be set globally for all videos in the VideoManager or specified for a single video if required .

 If you set a video-specific security policy, this will override the globally defined security setting.


1. Select the desired video in the video list by clicking on the appropriate entry.
2. Open the accordion menu **Security**.




3. In the drop-down menu, select a security option for the video. See chapter "[Security Policy](#)" for more information about the security.

3.10 Ownership Features


This section describes features relating to the feature of "Ownership".

 Please keep in mind that "Ownership" is an optional feature that may not be available in your VideoManager.

3.10.1 Assigning a Video to a Group

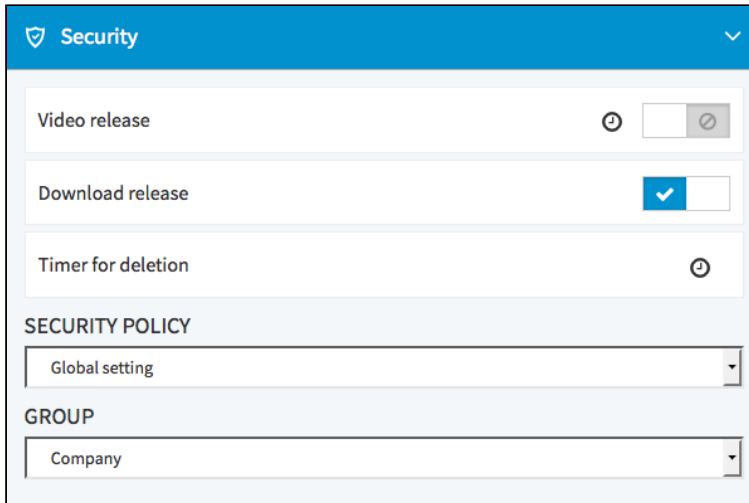
 Please note the assignment of videos to a group of owners is only available within the "Ownership" feature. Your VideoManager might not offer this feature.

Within the framework of the "Ownership" feature, you can assign to each video in the VideoManager a group as owner. Consequently, only members of the owners group have access to the corresponding videos. Detailed information on the concept of ownership can be found in chapter "[Ownership - The User and Rights Management](#)".


 You must have the right "Edit ownership properties" to be able to define the owner group for a video.

To associate a video with a group of owners, proceed as follows:

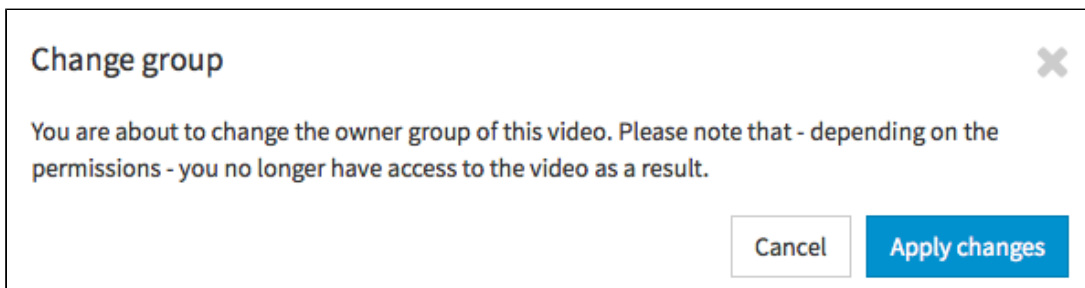
1. Select the desired video in the video list by clicking on the appropriate entry.
2. Open the accordion menu **Security**.




3. In the "Group" drop down menu, select the desired group.

 An assignment to group usually also means that permissions on the video change - depending on the configuration of the respective groups. Please keep in mind that you may be no longer have access to this video as a result.

4. Confirm your cahnges with the button [Apply changes] in the note dialog.




3.10.2 Assigning an Access Profile to a Video

 Please note that the assignment of an access profile to a video is only available within the "Ownership" feature. Your VideoManager might not offer this function.

Access rights that are possible on a single video can be given by an access profile. This way, users not directly belonging to the group associated with the video, can still work with the video (e.g., edit and manage data). Detailed information on the concept of ownership can be found in chapter "[Ownership - The User and Rights Management](#)".

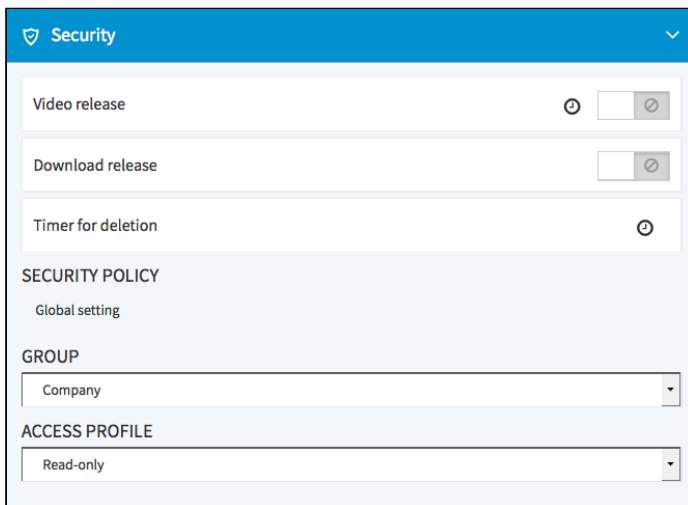
When you upload a video newly in the VideoManager, so the globally set access profile is automatically associated with this video. This can be changed at any time as described below.

In some cases, it is necessary to change the defined rights of an existing access profile. This means that the previously assigned access profile takes over the permission change immediately. For individual videos, the profile change may imply that editing is no longer possible.

 You must have the right "Edit ownership properties" to be able to assign an access profile to a video.

To assign a specific access profile to a video, perform the following steps:


1. Select the desired video in the video list by clicking on the appropriate entry.
2. Open the accordion menu **Security**.




The screenshot shows the 'Security' settings panel. It includes the following elements:

- Video release:** A toggle switch that is currently turned off.
- Download release:** A toggle switch that is currently turned off.
- Timer for deletion:** A clock icon indicating a timer setting.
- SECURITY POLICY:** A section with a link for 'Global setting'.
- GROUP:** A dropdown menu currently set to 'Company'.
- ACCESS PROFILE:** A dropdown menu currently set to 'Read-only'.

3. In the "Access Profile" drop down menu, select the desired profile.


 Please be aware that the video-specific setting will overwrite the default access profile, which is set globally (see chapter "[Default Access Profile](#)").

3.11 Social Media Publication


 The features "Publication on YouTube" and "Publication on Facebook" must be booked separately. It might not be available in your VideoManager. Please contact your administrator for further information.

In many cases, you can extend effectively your video strategy by publishing videos in your company YouTube channel or Facebook page. Doing so, a wider range of target audience can be reached because videos are played out in a platform which is accessible to millions of viewers. VideoManager allows an easy provision of videos directly from the asset management to the YouTube or Facebook platforms.

For this purpose, your company's YouTube channels and Facebook pages are connected to the VideoManager. This is done usually by your administrator, who creates so-called social media profiles (more information in chapter "[Administration - Distributing Videos to YouTube](#)").

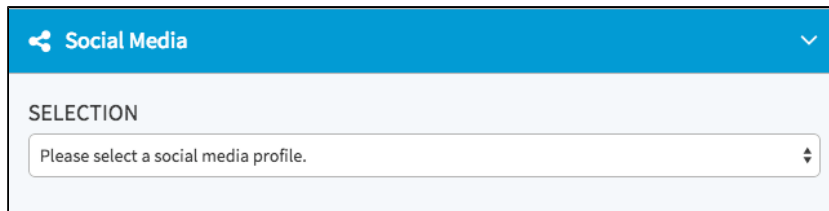
 Please note that on YouTube or Facebook provided videos are subject to the respective terms and conditions. For more information see the following links [YouTube Terms of Service](#) and [Facebook terms and policies](#).

3.11.1 Providing a Video on YouTube

 To deploy videos on YouTube, you will need the corresponding right.

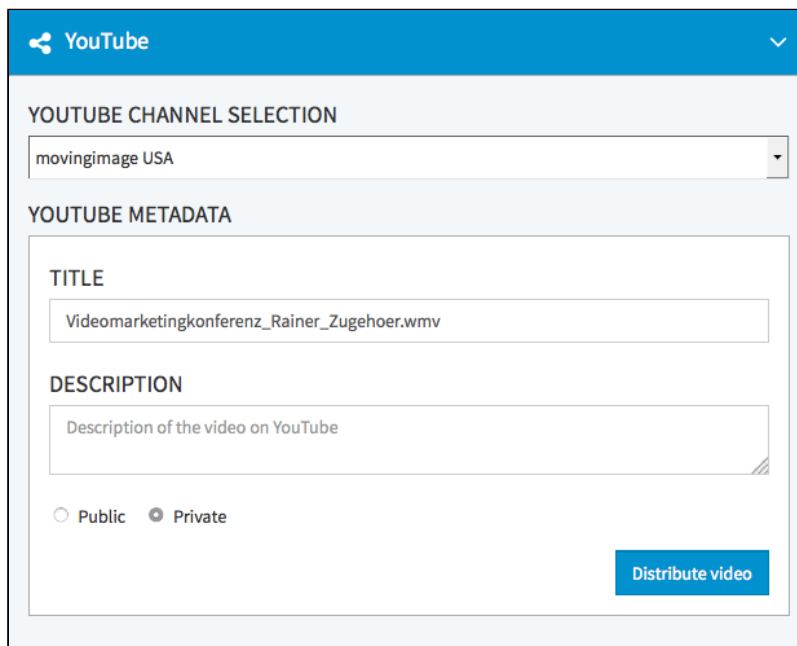
To provide videos on YouTube, proceed as follows:

1. Select in the video list the video that you want to deploy on YouTube.
2. Open the accordion menu **Social Media**.



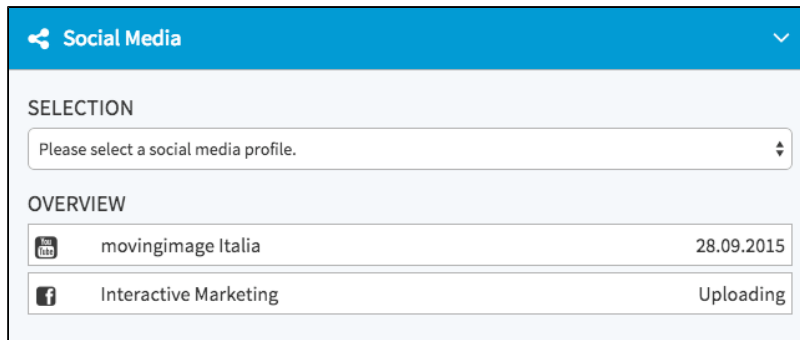
The screenshot shows a blue header bar with a share icon and the text "Social Media". Below the header, the word "SELECTION" is displayed. Underneath, there is a white text input field with the placeholder text "Please select a social media profile." and a small downward arrow icon on the right side.

3. Select the required YouTube channel via the drop-down menu.
4. Enter the following YouTube-specific metadata:
 - title
 - description
5. Select the publishing status by means of the appropriate radio button:
 - public
 - private



The screenshot shows a blue header bar with a share icon and the text "YouTube". Below the header, the text "YOUTUBE CHANNEL SELECTION" is displayed above a drop-down menu showing "movingimage USA". Underneath, the text "YOUTUBE METADATA" is displayed above a form with two text input fields: "TITLE" containing "Videomarketingkonferenz_Rainer_Zugehoer.wmv" and "DESCRIPTION" containing "Description of the video on YouTube". Below the description field, there are two radio buttons: "Public" (unselected) and "Private" (selected). A blue button labeled "Distribute video" is located at the bottom right of the form.

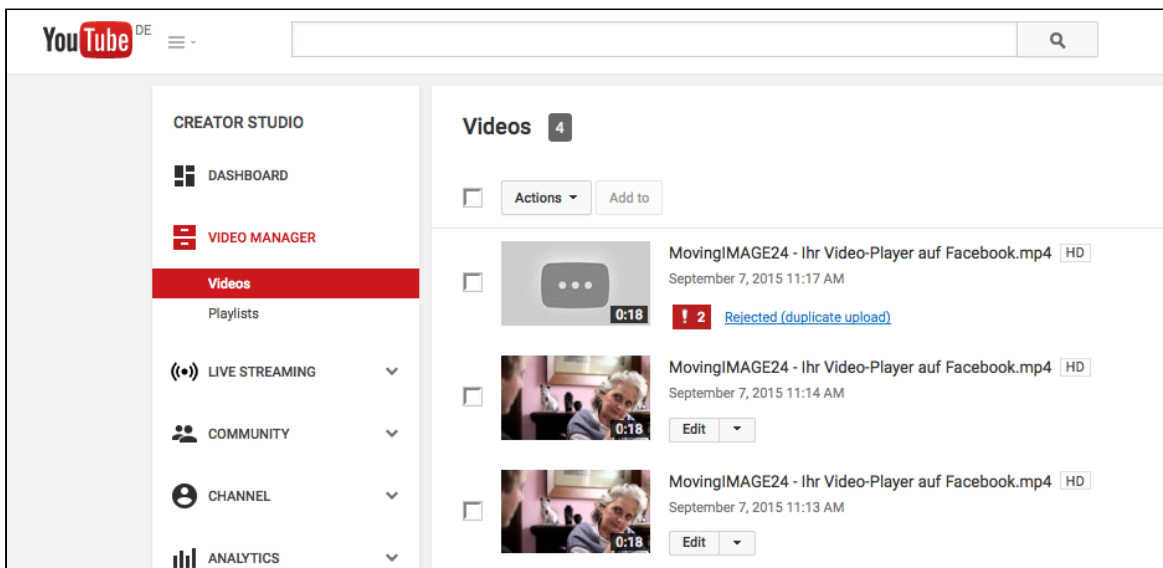
6. Then click the [Distribute video] button to start the upload process. You will find the current status of the transfer in the overview.



⊖ Please note that uploading videos to YouTube affects the current video source file. Subsequent modifications (such as replacing the video file) is not synchronized with YouTube.

3.11.1.1 Duplicate Upload of Videos

It is not possible to transfer a same video file in a YouTube channel. On YouTube, you receive the error message "Rejected (duplicate upload)".



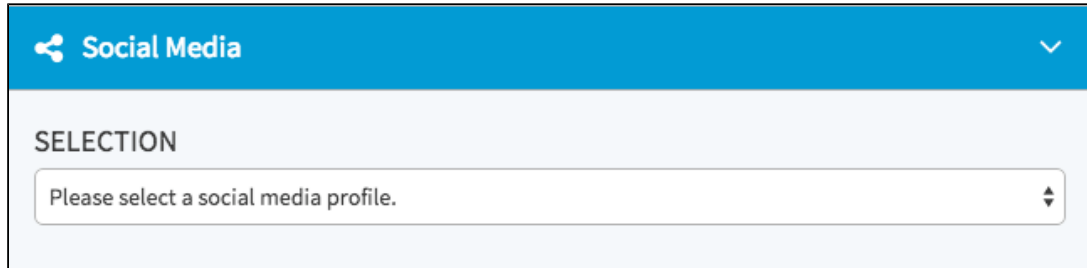
You have the ability to delete the duplicates directly from YouTube.

3.11.2 Posting a Video on Facebook

i To deploy videos on Facebook, you will need the corresponding right.

To post a video on Facebook, make the following steps:

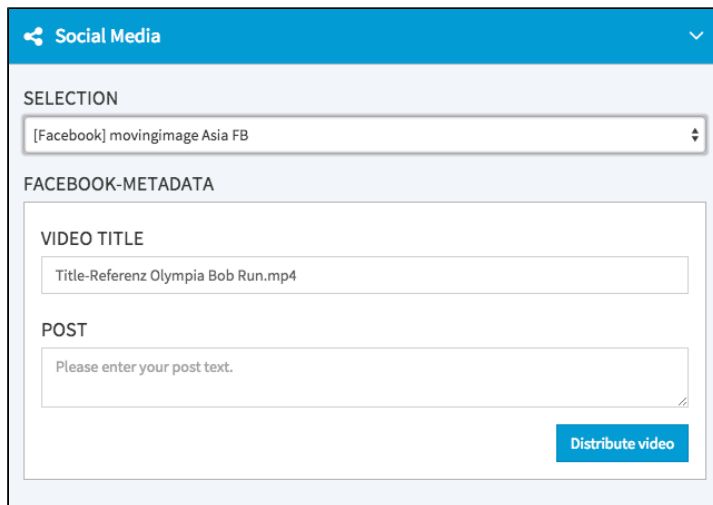
1. Select in the video list the video that you want to deploy on Facebook.
2. Open the accordion menu **Social Media**.



The screenshot shows the 'Social Media' accordion menu. It has a blue header with a share icon and the text 'Social Media'. Below the header is a section titled 'SELECTION' containing a dropdown menu with the placeholder text 'Please select a social media profile.' and a downward arrow icon.

3. Select the required Facebook page via the drop-down menu.
4. Then, enter the following Facebook-specific metadata:

- video title
- post (text, which is posted along with your video)

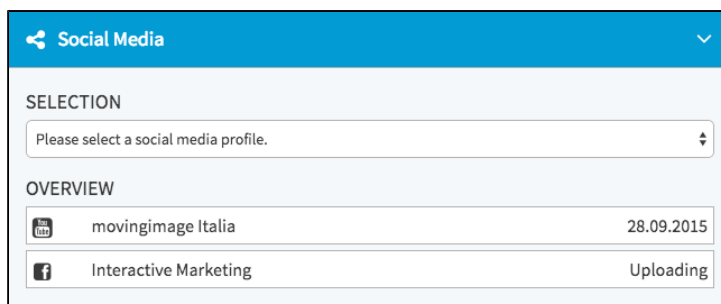


The screenshot shows the 'Social Media' accordion menu with the following fields filled in:

- SELECTION:** [Facebook] movingimage Asia FB
- FACEBOOK-METADATA:**
 - VIDEO TITLE:** Title-Referenz Olympia Bob Run.mp4
 - POST:** Please enter your post text.

A blue button labeled 'Distribute video' is located at the bottom right of the form.

5. Then click the [Distribute video] button to start the upload process. You will find the current status of the transfer in the overview.



The screenshot shows the 'Social Media' accordion menu with an 'OVERVIEW' section containing a table of video uploads.

Platform	Profile	Status
YouTube	movingimage Italia	28.09.2015
Facebook	Interactive Marketing	Uploading

3.12 Video Release & Publishing

In this chapter, you will learn what steps are necessary to successfully publish a video.

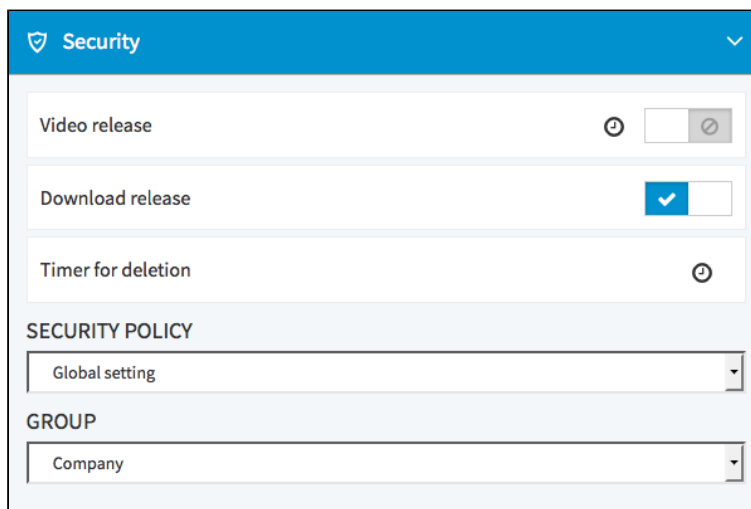
3.12.1 Releasing a Video for Publishing

An uploaded video must first be released before it can be published. For this purpose, the simple release, as well as a time-controlled release is available in the VideoManager.

i Please note that a video release is only possible if the conversion of the 360p-format is complete.

Perform the following steps to release a video:

1. Select the desired video in the video list by clicking on the appropriate entry.
2. Open the accordion menu **Security**.



The screenshot shows the 'Security' settings panel. It has a blue header with a shield icon and the word 'Security'. Below the header are three rows of settings, each with a toggle switch and a help icon (i):

- 'Video release': The toggle switch is grey and to the right, indicating it is disabled.
- 'Download release': The toggle switch is blue with a white checkmark, indicating it is enabled.
- 'Timer for deletion': The toggle switch is grey and to the right, indicating it is disabled.

Below these settings are two sections with dropdown menus:

- 'SECURITY POLICY': A dropdown menu currently showing 'Global setting'.
- 'GROUP': A dropdown menu currently showing 'Company'.

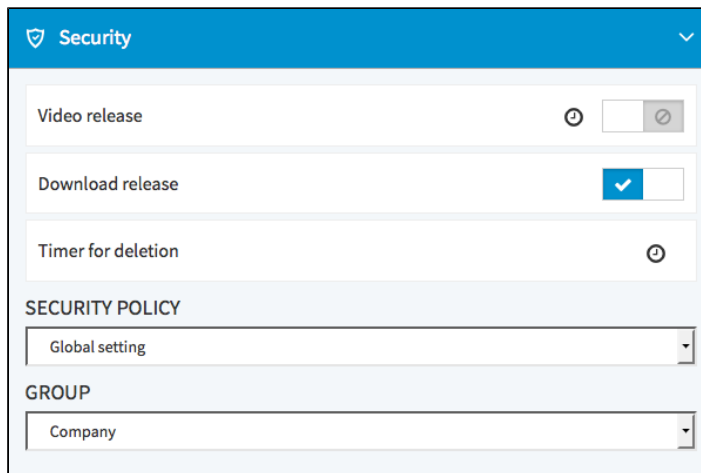
3. To release the video, activate the option "Video release". The video is released and is marked accordingly in the video list.


3.12.2 Time-controlled Release

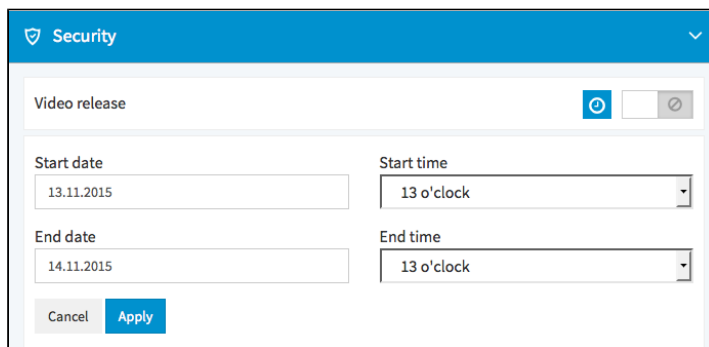
Optionally, you have the opportunity to release a video for a certain period of time automatically. For this purpose, you can define the period of time using exact hours.

1. Select the desired video in the video list by clicking on the appropriate entry.


- Open the accordion menu **Security**.



- Click on the  -icon in the menu item "Video release". Fields open for entering date and time.




- Enter the desired start date and select the time from the drop down menu.
- Define also the desired end date and time.
- Click on the [Apply] button. The release period for the video is set; in the video list, the entry is marked accordingly.
- To delete a time-controlled release, click the [Delete] button under the "Video release" menu item.

 Please keep in mind that only the period for automatic release was removed by deleting. The video still remains released. To change the status, you must actively disable the release option.

3.12.3 Publishing a Video


Once you have all the data of the uploaded videos edited according to your needs and set the startup screen, you can publish it now.

Since VideoManager Pro supports the Open Graph Protocol, elements such as title, description and thumbnail is embedded when sharing your video content on social networks (e.g. Facebook, Yammer etc.). This increases the attractiveness of the click.

 To publish a video, it must be released before (see "[Releasing a Video for Publishing](#)").

1. Open the accordion menu **Publish**.


2. Then select a player from the drop-down menu.

 The drop-down box contains all standard and individually created players (further information under ["The Player Generator"](#)).

3. If you first want to look at the video, just copy the URL of the preview and enter this in the address bar of your browser. The video will now play.

4. You can then copy the desired publication code:

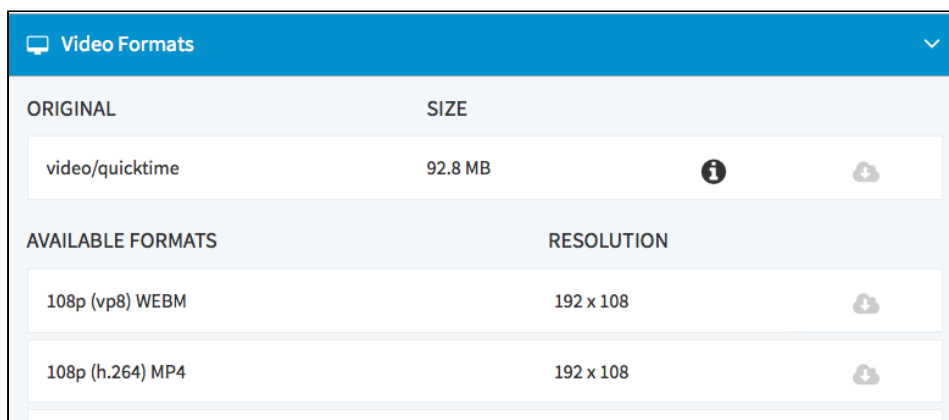
- Video-URL
- HTML-Code
- iFrame-Code





 The option "iFrame embed code" is a bookable feature and may not be available in your VideoManager.


5. For the integration of the video, you can place the release code for your website as you want.


3.13 Video Formats



In the accordion menu **Video Formats** you will find detailed information about the source video file, as well as a list of all available video formats.



ORIGINAL		SIZE	
video/quicktime	92.8 MB		
AVAILABLE FORMATS		RESOLUTION	
108p (vp8) WEBM	192 x 108		
108p (h.264) MP4	192 x 108		











Click on the [ Information] button to open the details of the source video file.


To download a video, [ Download] buttons are available for each format.

 The [ Download] button is only active when there is also a download release for the video (see chapter "[Releasing a Video for Download](#)").

3.13.1 Original Video Versions

If a video has been replaced, the video history will be listed in this area.

ORIGINAL VIDEO HISTORY		
17.03.2015 - 15.06.2015		
17.03.2015 - 17.03.2015		
17.03.2015 - 17.03.2015		
17.03.2015 - 17.03.2015		
17.03.2015 - 17.03.2015		

Clicking on the [ Information] button allows you to open detailed information about any version.

In this way, you can access older video versions or verify the publish period at any time.

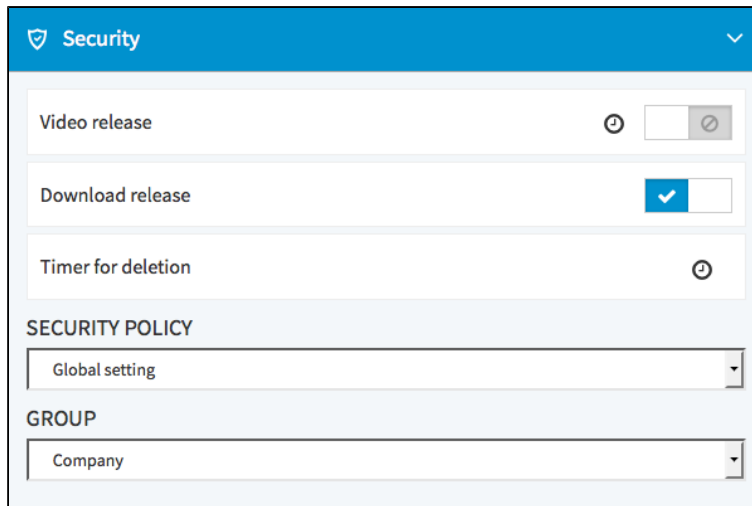
3.14 Video Download

You have the possibility to download videos in the required formats from VideoManager and then save these files in your local device. In addition, you can send download links if necessary.

3.14.1 Releasing a Video for Download


If you want to allow your viewers to download a video, you must release this video for download.

1. Select the desired video in the video list by clicking on the appropriate entry.
2. Open the accordion menu **Security**.








3. To release the video for download, activate the option "Download release".

3.14.2 Downloading a Video

 A download is possible only if you have previously released the download (see section [" Releasing a Video for Download "](#)).

To download a video file, follow these steps:

1. First, highlight the entry with the video in the video list which you want to download.
2. Open the accordion menu **Video Formats** in the editing area. All available formats of the video and its corresponding resolution are listed here.

ORIGINAL	SIZE		
video/quicktime	92.8 MB		
AVAILABLE FORMATS	RESOLUTION		
108p (vp8) WEBM	192 x 108		
108p (h.264) MP4	192 x 108		
288p (vp8) WEBM	512 x 288		

- At the top of the list, the original format is displayed. If you click on the **i** symbol, all available data to the source file is represented.

ORIGINAL	SIZE	
video/quicktime	92.8 MB	i
General		
File Size	92.8 MB	
Container	mov,mp4,m4a,3gp,3g2,mj2	
Video		
Stream 1		
Video Codec	H264	
Resolution	1280 x 720	
Bit Rate	4022382 bps	
Frame Rate	50/1	
Aspect Ratio	16:9	
Audio		
Stream 1		
Audio Codec	pcm_s16be	
Audio Channels	-	
Bit Rate	1411200 bps	
Sample Rate	44100 Hz	

- To download the video file, click on the icon for the desired format. The browser's download dialog opens.
- Select the option that you want in this dialog box, and then click on the [Save] button.

Save As: ▼

Tags:

Where: ⌵

3.14.3 Distributing a Video Download Link

A download link can only be sent if you have previously released the download (see section "[Releasing a Video for Download](#)").

To send a download link, perform the following steps:

1. First, highlight the entry with the video in the video list, the download link you want to send.
2. Open the accordion menu **Video Formats** in the editing area. Here, all available formats of the video and its resolution are listed.

ORIGINAL	SIZE		
video/quicktime	92.8 MB		
AVAILABLE FORMATS	RESOLUTION		
108p (vp8) WEBM	192 x 108		
108p (h.264) MP4	192 x 108		
288p (vp8) WEBM	512 x 288		

3. Now go to the video format in the list which you want to make available as a download.
4. Click on the -icon with the right mouse button. The context menu opens.

ORIGINAL	SIZE		
video/quicktime	92.8 MB		
AVAILABLE FORMATS	RESOLUTION		
108p (vp8) WEBM	192 x 108		
108p (h.264) MP4	192 x 108		
288p (vp8) WEBM	512 x 288		

- Open Link in New Tab
- Open Link in New Window
- Open Link in New Private Window
- Bookmark This Link
- Save Link As...
- Copy Link Location
- Search Google for "https://file-1-..."
- Inspect Element
- Inspect Element with Firebug

5. Click on the entry "Copy link location". Now you can paste the copied link address in an e-mail message of your e-mail program and then send it.

Please keep in mind that for token protection the retrievability of the sent link can expire and no download can be carried out.

3.15 Statistics

The VideoManager Pro statistics evaluates central key figures of videos at user-selectable intervals. Thus, you have a reliable source to measure the success of your videos.

The following chapter describes the statistical function of your VideoManager. In the section "[Calling up and Exporting Statistics Data](#)" you will learn how you can call video statistics.

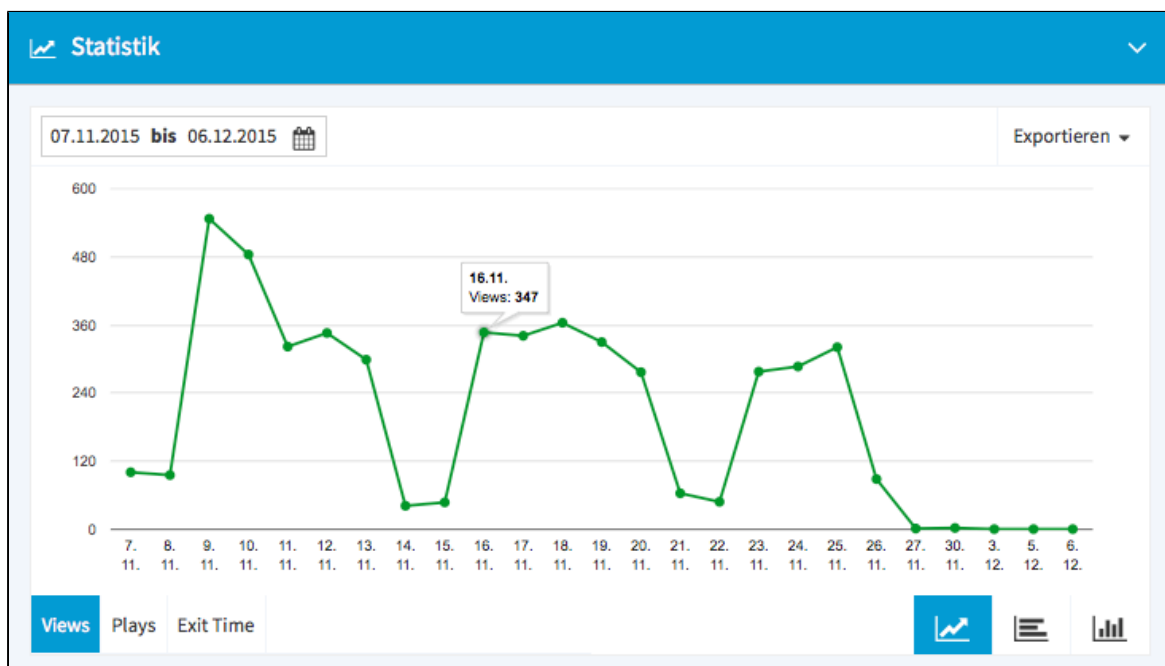
3.15.1 Views and Plays

In the accordion menu **Statistics** you can see the number of views or plays for a video.

- **Views** are representing how often a video was shown on a web page or in a video gallery. If you have placed a video on your landing page of your website, for example, it will probably produce many views because the homepage is often called.
- **Plays**, however, indicate how many times a video was actually played.

Usually the two values for views and plays vary - typically the number of plays is less than the number of views.

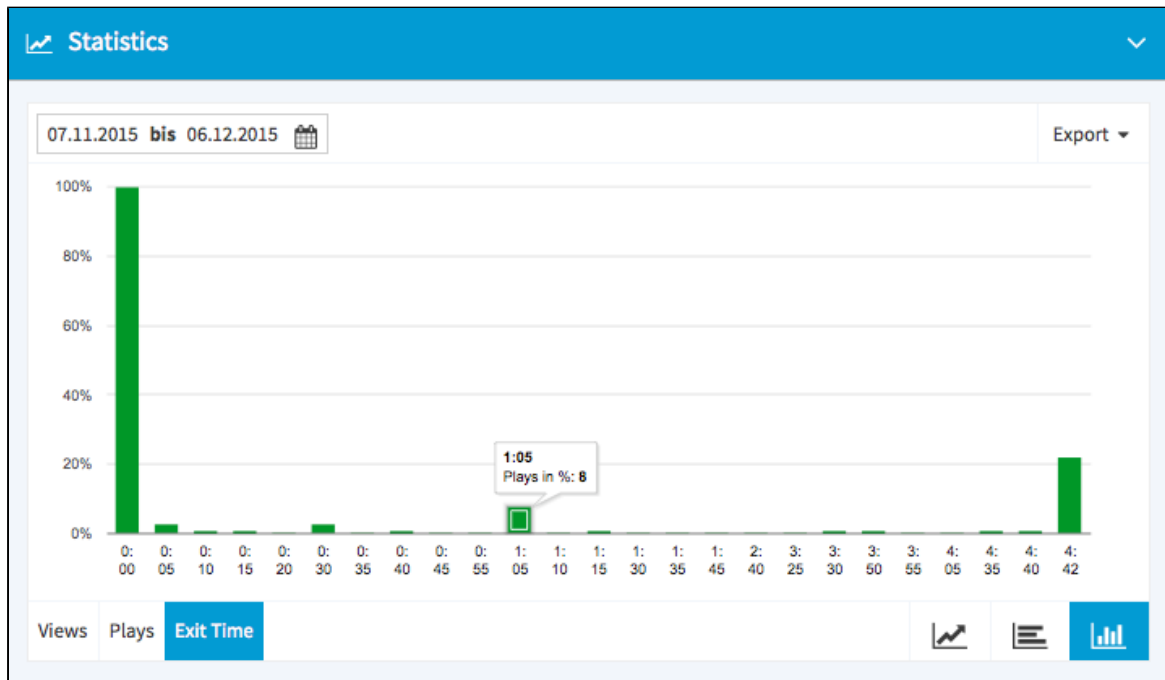
To obtain accurate values, in the graphic, click the respective graph or bar. This will open a detail display.



3.15.2 Exit Time

You see the percentage of the audience compared to the duration of the video (in minutes) in the representation. From this, you can determine the proportion of the audience at specific times in the video, and also you can derive the time, to which most viewers cancel the video.

Also here a detail display can be opened by clicking on the relevant bar or graph.




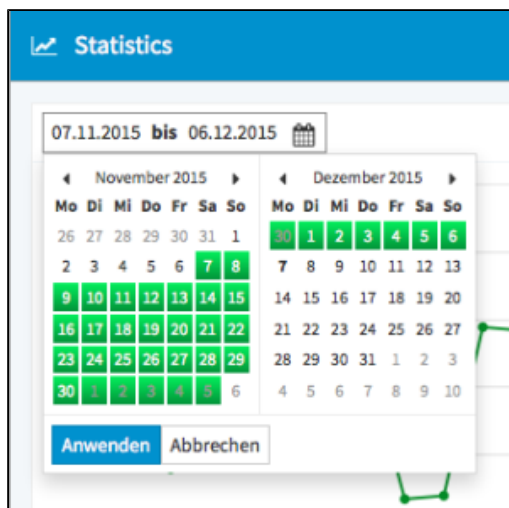
3.15.3 Calling up and Exporting Statistics Data

You have the option of limiting the period for the evaluation of your video statistics. The calendar control is available for this purpose. Optionally, you can export all statistics values as a CSV-file, to further process these then, for example, in Excel.


1. First select the video in the video list, whose statistics you want to call up.
2. Open the accordion menu **Statistics**.



3. Click on the  -icon to open the calendar control.






4. Now select start and end of the period by clicking on the desired date. The data is updated according to the selected time period.

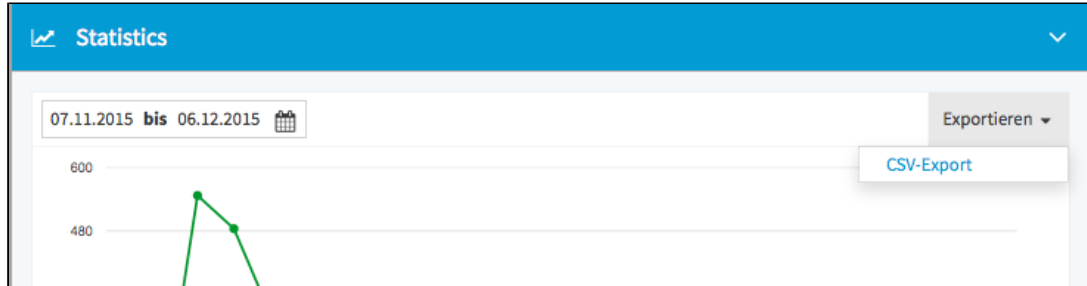
 Please note that the beginning of the period automatically adjusts to the start date within the selected time period, from which statistical data are actually available. For example, if you have selected the 1st November as the start date and statistical data is available only from the 12th November, the period is calculated from the 12th November.

5. Now you can click on the appropriate buttons to display statistics data of views, plays or exit time.

6. Also choose the display type using the following buttons:

-  - line chart
-  - bar chart or
-  - column chart

7. To export statistics data, click on "CSV-export" and save the CSV-file locally.



3.15.4 Usage Overview

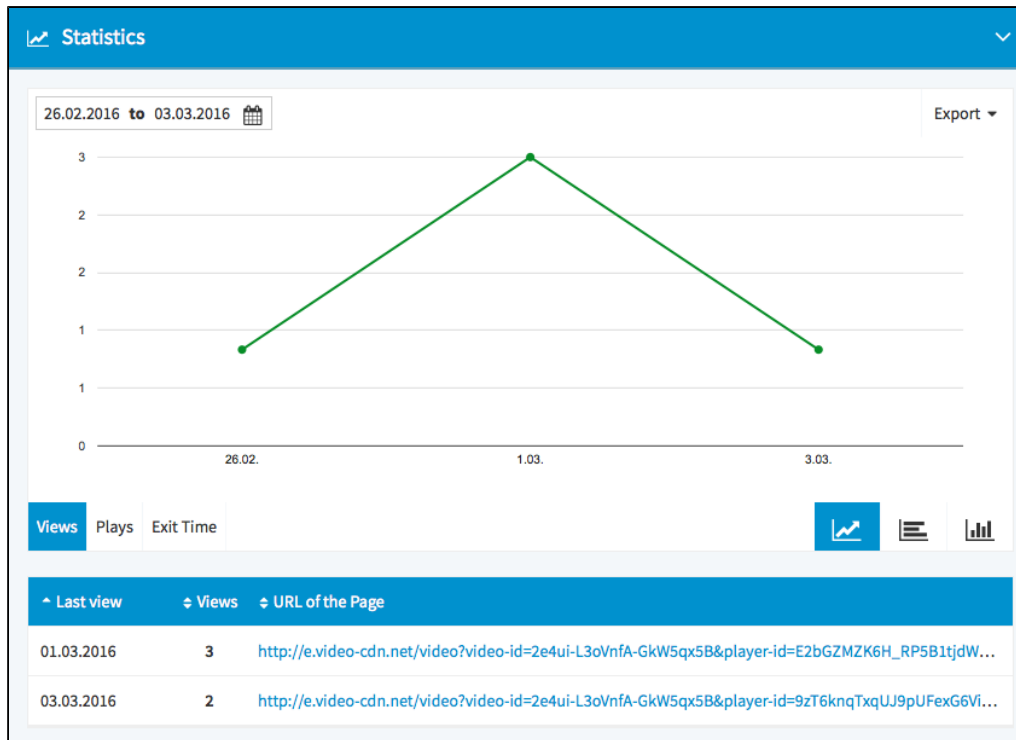


Please keep in mind that "Usage Overview" is an optional feature that may not be available in your VideoManager.

In addition to the statistical data, the accordion menu **Statistics** offers a usage overview of your videos, i.e. in which web pages your videos are linked to. Here, the appropriate URLs of web pages are listed. You can directly open the web pages by clicking on the URL.

If you want to call up the usage overview, proceed as follows:


1. Select the desired video in the video list, by clicking on the appropriate entry.
2. Open the accordion menu **Statistics**.
3. Now, select the corresponding view by clicking on the button [Views]. The usage overview appears now.



4. You can now sort the list as needed by following criteria:

- last view
- views (quantity)
- page URL.


3.16 Attachments

 The feature "Upload attachments to a video" must be booked separately. It might not be available in your VideoManager. Please contact your administrator for further information.

The video asset management provides a way to create different attachments to a video. The management of your video collection can be arranged very comfortably: if, for example, external production companies produce video footage, you can make available additional information to this video - such as invoices, licenses, etc.

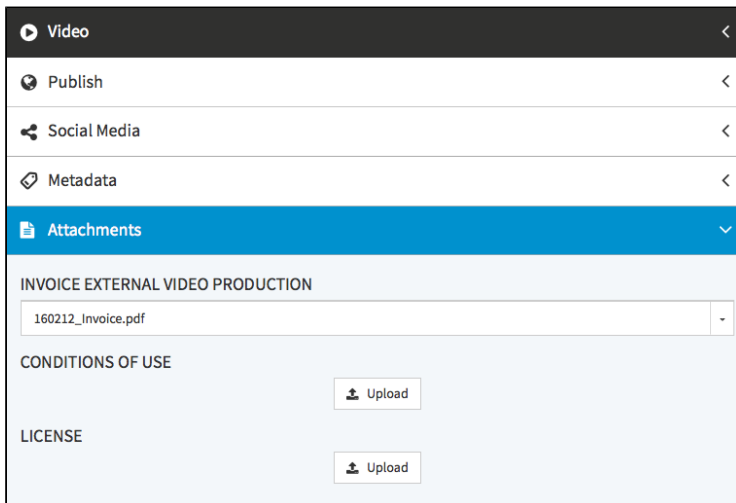
Depending on which document types your administrator has set up (see [Attachments -Setting up Attachment Types](#)), you can upload file attachments for this purpose and always replace or delete again.

3.16.1 Upload an Attachment


 To add attachments to a video file, the appropriate attachment types must be defined in the administration area. If you have the necessary permissions, you can do this in the administration area (see "[Administration: Attachments - Setting up Attachment Types](#)").

To upload an attachment, please proceed as follows:

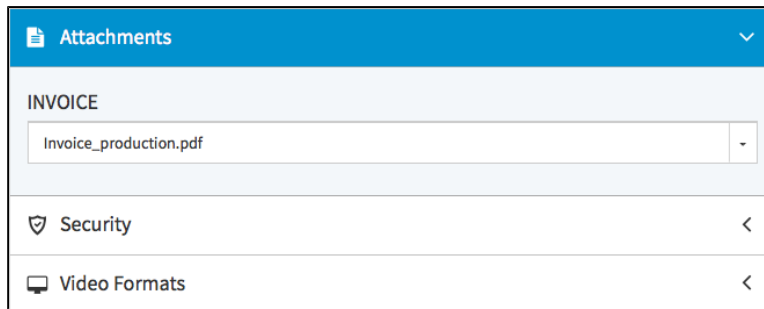
1. First select the desired video in the video list by clicking on the appropriate entry. To this video, you can upload the desired attachments.
2. Open the accordion menu **Attachments**.



3. Depending on which document types your administrator has set up, you have here the possibility to upload the required documents. Click on the [Upload] button. The file window opens to select a file.

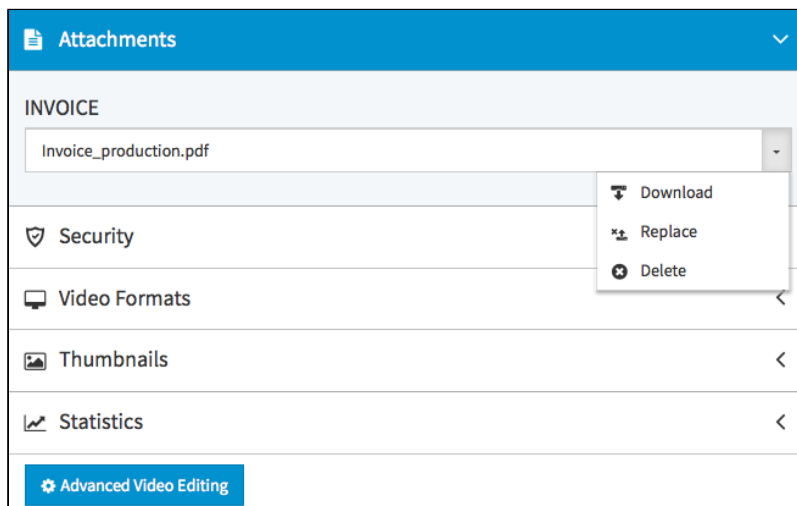
 Please keep in mind that for each type of document only one file can be uploaded. Uploaded files must not exceed 10 MB.

4. Select the desired file and then click [Open]. The file will be uploaded promptly and will appear under the corresponding document type.




5. To perform other actions, open the drop-down menu to the respective file. Here are the following actions available:

- Download
- Replace
- Delete



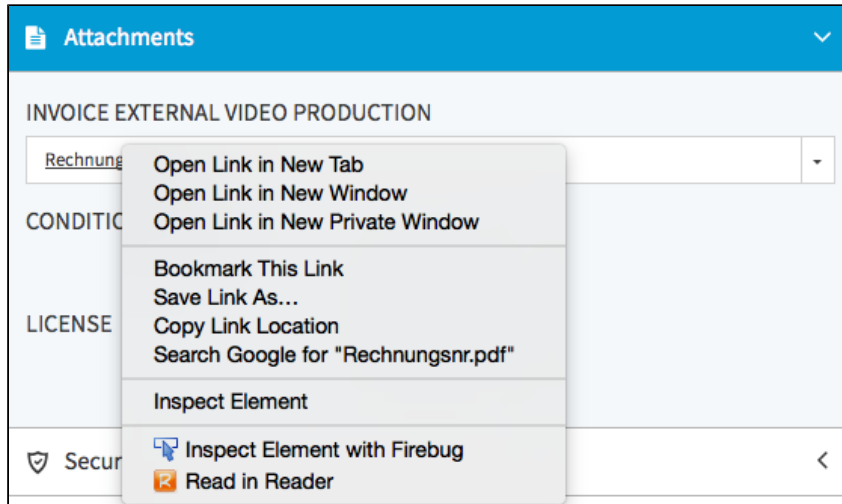
6. Click directly on the file name of the attachment, the file will be opened in a new browser window.

 Please keep in mind that opening must be supported by your browser used, otherwise the file is offered for download.


3.16.2 Distributing Attachment File Link

To send a link to the attachment file, perform the following steps:

1. Click with the right mouse button on the file name. The corresponding context menu opens.



2. Click on the entry "Copy Link Location" from the context menu. Now, the copied link to this attachment can be sent in your mail program.

 Please note that the generated link is valid for one year. After expiry of this period, the attachment can no longer be called.


3.17 Deleting a Video

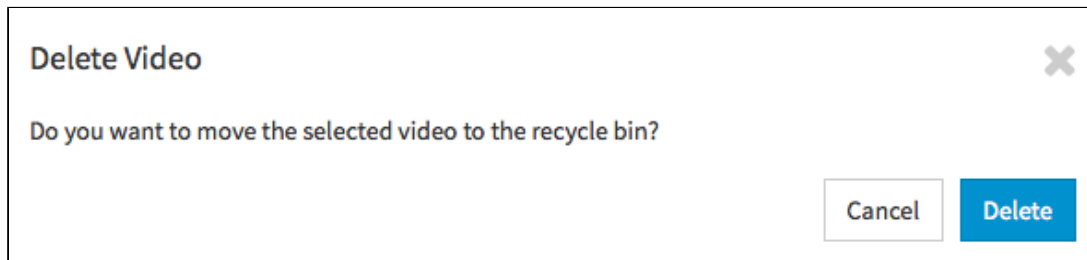
In the VideoManager Pro, there are several ways to delete a video: for example, you can remove a video from a channel or you specify a time-based deletion. These options are described in detail below.

3.17.1 Removing a Video from the Video List


To remove a video from the video list, follow these steps:

1. Select the video that you want to delete in the video list. A multiple selection is possible by pressing the shift/ control key while selecting.

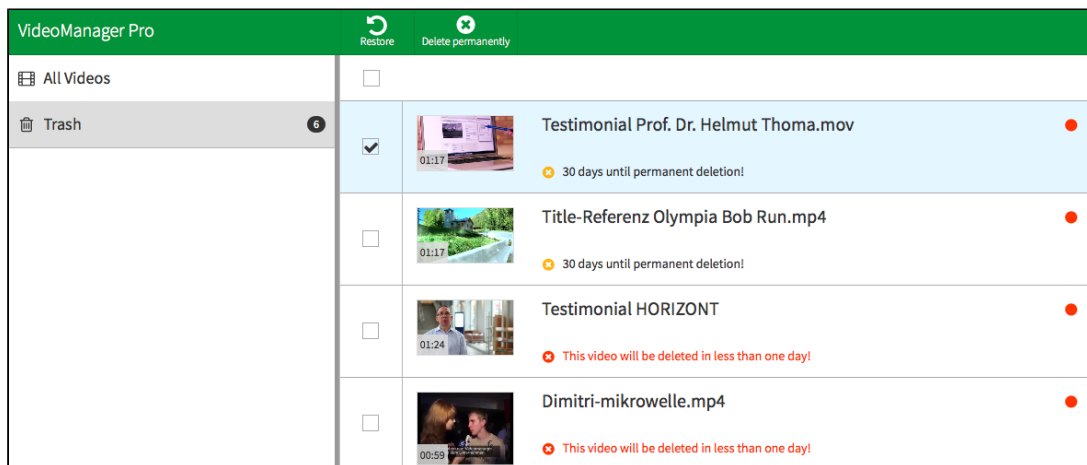
- Then click the [ Delete] button in the action toolbar. The confirmation dialog "Delete Video" is displayed.





- Confirm the deletion of the video by clicking on the [Delete] button. The selected video is first placed in the recycle bin.


 By moving to the recycle bin, the video automatically loses its "Release"-status.

- In the navigation bar, click on "Trash". You will be redirected to the overview of all deleted items.




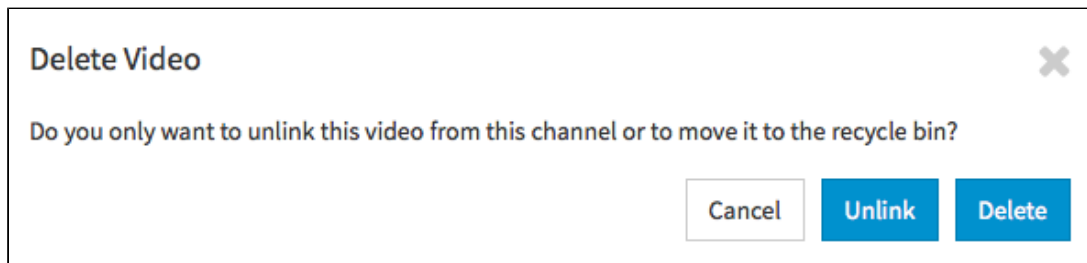
- Select the appropriate entry in the list of deleted videos. For a final deletion, click the [ Delete permanently] button.

 By default, all videos placed in the recycle bin are automatically deleted after 30 days.

6. If you want to recover the deleted video, click on the appropriate button [ Restore]. The video appears again in the video list.

3.17.2 Deleting a Video from a Channel


1. First, open the channel from which you want to delete a video by marking it in the navigation pane. The video list of the selected channel is displayed.
2. Select one or more videos from the video list, which should be deleted.
3. Click on the [ Delete] button in the action toolbar. The confirmation dialog "Delete video" is displayed.




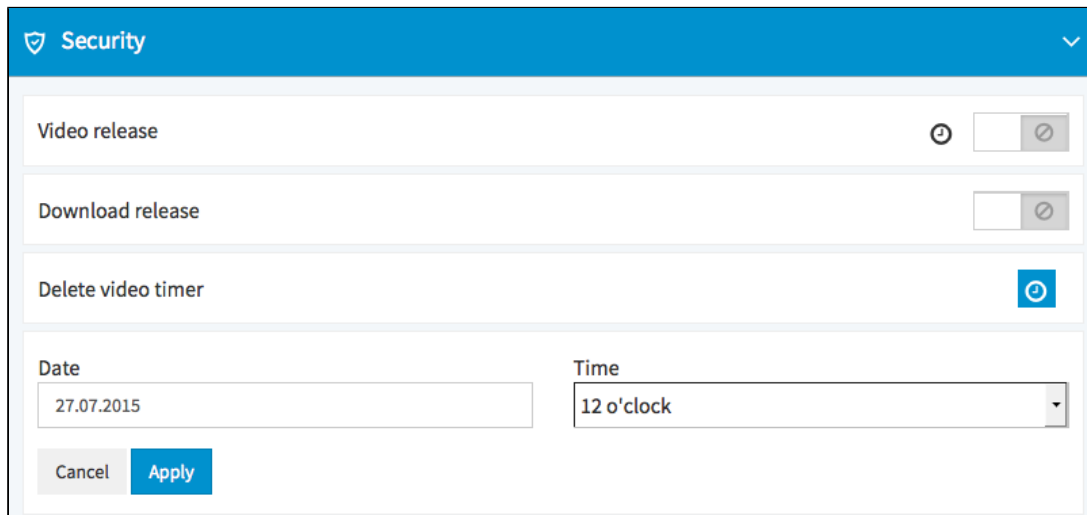
4. Select the desired option by clicking on the appropriate button:
 - **[Unlink]:** The video will only be removed from this channel.
 - **[Delete]:** The video will be moved to the recycle bin.

3.17.3 Time-controlled Deletion

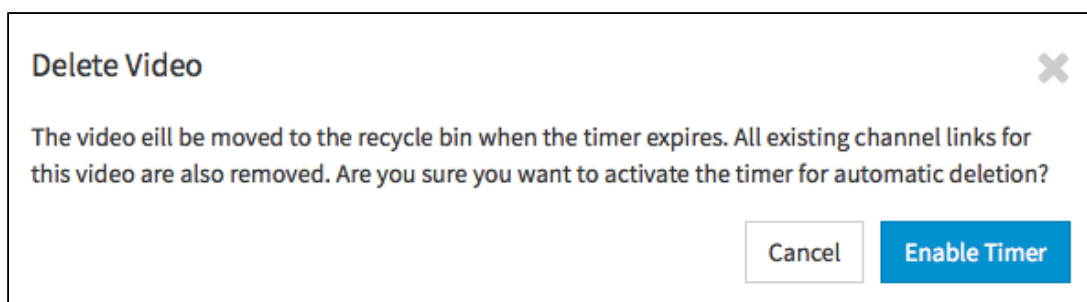
The function "time-controlled deletion" allows you to define the exact time at which a video is to be moved automatically to the recycle bin. This option facilitates the deletion process in many cases when certain videos need to be removed, for example, for legal reasons. In this way, you do not need to remember any deletion dates, but can define the automatic deletion immediately when uploading and editing a video.


 In case the video is linked to one or more channels, it will also be unlinked from these channels by automatic deletion.

1. In the video list, highlight the entry of the video which you want to delete time-based.
2. Open the accordion menu **Security** in the editing area.
3. Click on the  icon in the menu item "Timer for deletion". Editing fields open for date and time.



4. Enter the desired deletion date and select the time from the drop-down menu.
5. Click then on the [Apply] button. A confirmation dialog box opens.



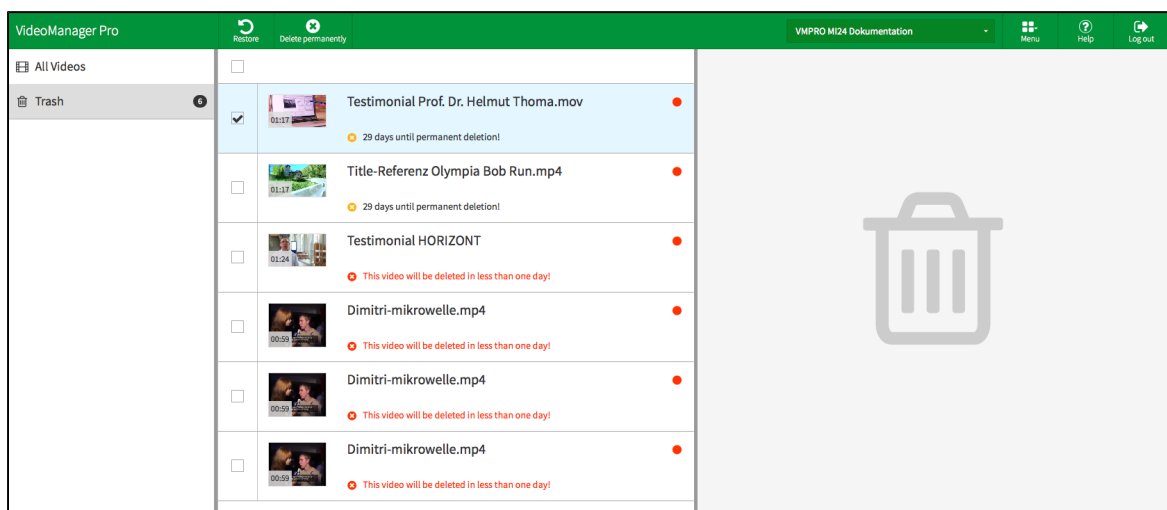
6. Click on the [Enable timer] button. In the video list, this video will be shown accordingly with the  icon and the deletion date.

7. If you want to remove a deletion date already set, click on the [Delete] button.

Timer for deletion ⓘ

Date Time

3.17.4 The Recycle Bin



The recycle bin contains all video files that have been removed by the delete function from the video list. Because the files are automatically be deleted permanently after 30 days by default , you have here the possibility to restore individual videos or to delete even before the deadline.

1. Select one or more entries in the list of videos in the recycle bin. The appropriate entries are highlighted in colour.
2. Click then on the [Restore] button in the action toolbar. Selected videos will be resumed in the video list.
3. Click on the [Delete permanently] button, if you want to permanently remove these files.

3.18 Advanced Video Editing

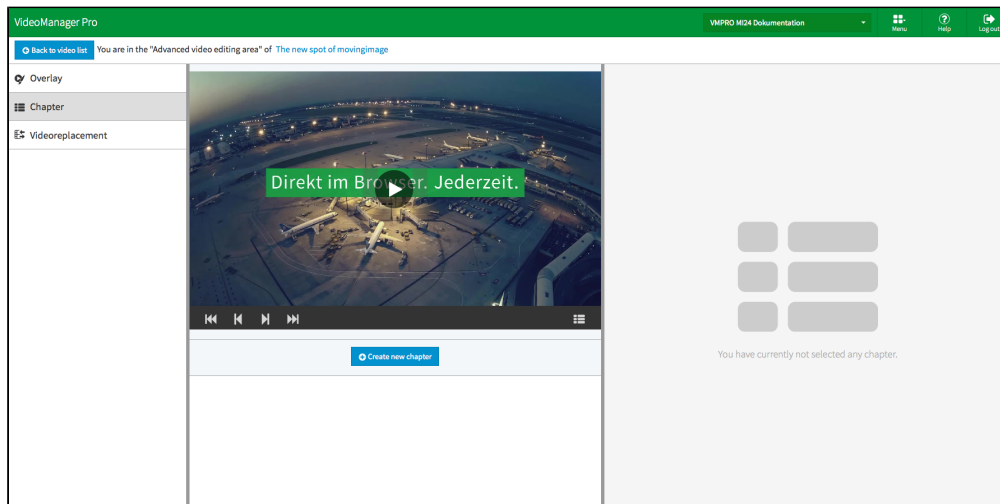
This section provides the detailed description of the advanced editing area of your VideoManager.

3.18.1 Creating a Chapter

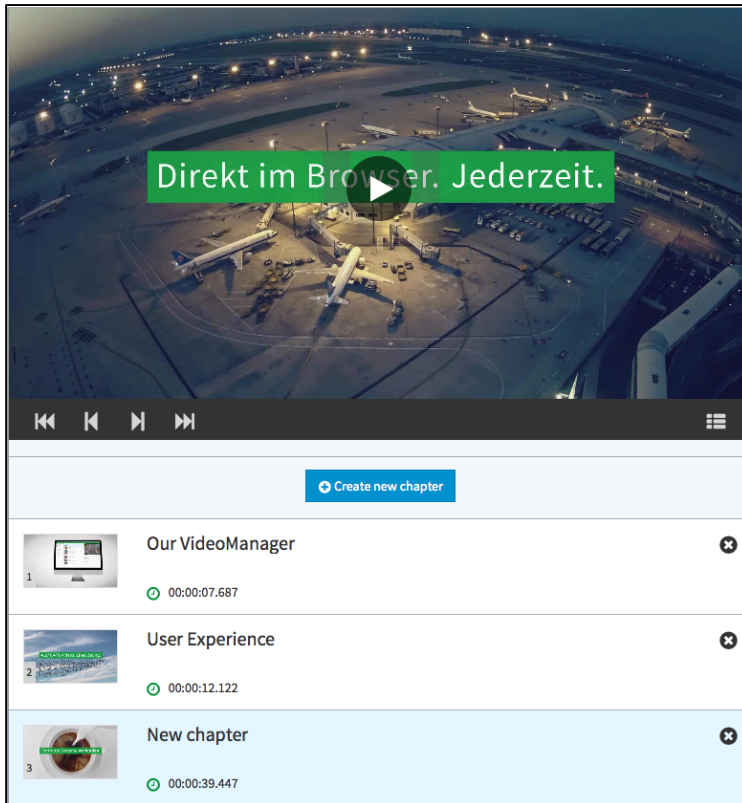
Setting chapters in longer video clips is very user friendly, as viewers can jump directly to the different contents via navigation.

To set chapters in a video, proceed as follows:

1. First, select from the video list the required video by clicking the corresponding entry.
2. Click the [Advanced Video Editing] button in the editing area. You will be forwarded to the appropriate area of VideoManager.
3. Select the "Chapter" entry in the navigation.



4. First, start the video in the preview player in the center pane of the browser window.
5. Click the [Create new chapter] button at the point where you want to insert the chapter. The newly created chapter will appear immediately in the list of created chapters beneath the preview player.



6. To edit the metadata of the chapter, select the desired entry in the list of chapters. Following editing options are available in the editing area:

☰ General Settings


TITLE
New chapter

DESCRIPTION
Please enter a description.

START TIME
00:00:39.447

🖼️ Chapter thumbnail

UPLOAD THUMBNAIL
Upload a new thumbnail.




Menu Item	Description
Title	Enter a title for this chapter.


Menu Item	Description
Description	Enter a short description for this chapter.
Start time	The start time of the chapter within the video is automatically set by the system.
Chapter thumbnail	By default, the thumbnail is assumed from the video. You can however upload different images from your computer's hard drive.

3.18.2 Replacing a Video

To update a video, you can replace the original file of an already uploaded video. The originally generated embed code, as well as the video ID for the new video will be taken over.


 The function "video replacement" must be booked separately. It might be not available in your VideoManager. Please contact your administrator for further information.

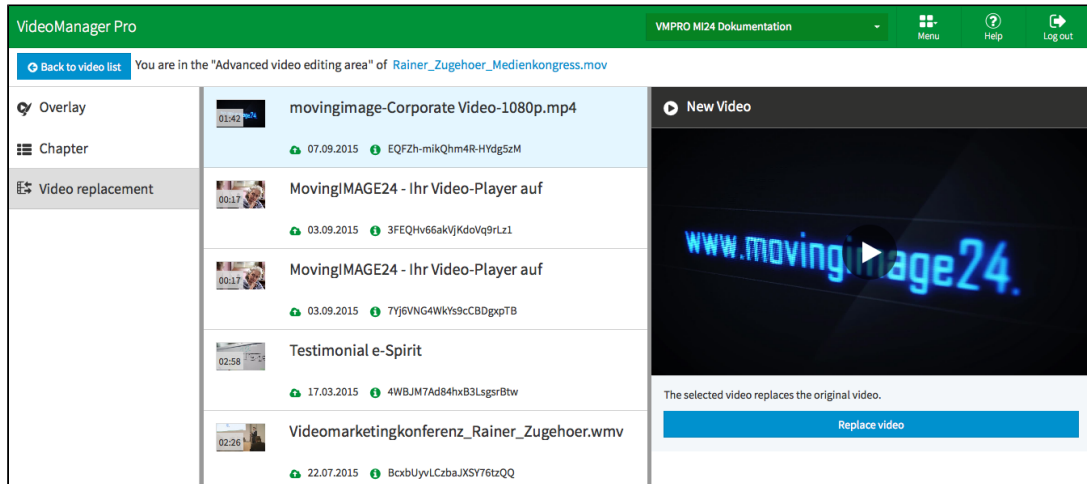
In case the original video is replaced by a new file, all previous metadata as well as chapters and overlays are taken over. You may need to adjust this for the new video.

 Please keep in mind that if the original video is already released, the new video will be directly available after the substitution process is completed.

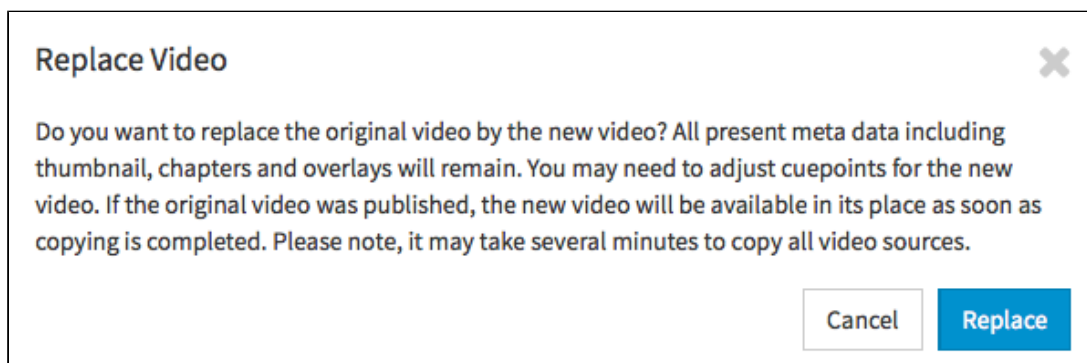
To replace a video follow the described steps:

1. First, select the video in the video list which you want to replace with a new.
2. Then click on the [Advanced Video Editing] button in the editing area. You are redirected to the advanced editing area for this video.
3. Choose in the navigation pane the option "Video replacement". You now see a list with all the videos that are available for replacing in the central area.

 The list of videos for replacement contains all videos of VideoManager that have not been released for publishing yet (see "[Releasing a Video for Publishing](#)"), except the video that should be replaced.




4. Select the desired video from the video list, which is intended to replace the original video.
5. Click on the [Replace video] button. A query dialog opens, in which you must confirm the replacement.



6. Click on the [Replace] button, this will start the replacement process and can take several minutes.


3.18.3 Subtitles Management

 Please keep in mind that "Subtitles" is an optional feature that may not be available in your VideoManager.

Nowadays it is essential to take a barrier-free implementation of online videos into consideration, if you intend to distribute your videos professionally. This means that the subtitling for the deaf or hard of hearing, but also for viewers, who do not perfectly master the video language, is required. In addition to the spoken, subtitles help to transcribe audible elements (relevant ambient noise or events) of the video in a visually readable form, so that in this way, your viewers can follow a video content even without sound. This aspect is of great significance for mobile accessing of videos because the viewing of videos on the go is often without sound.

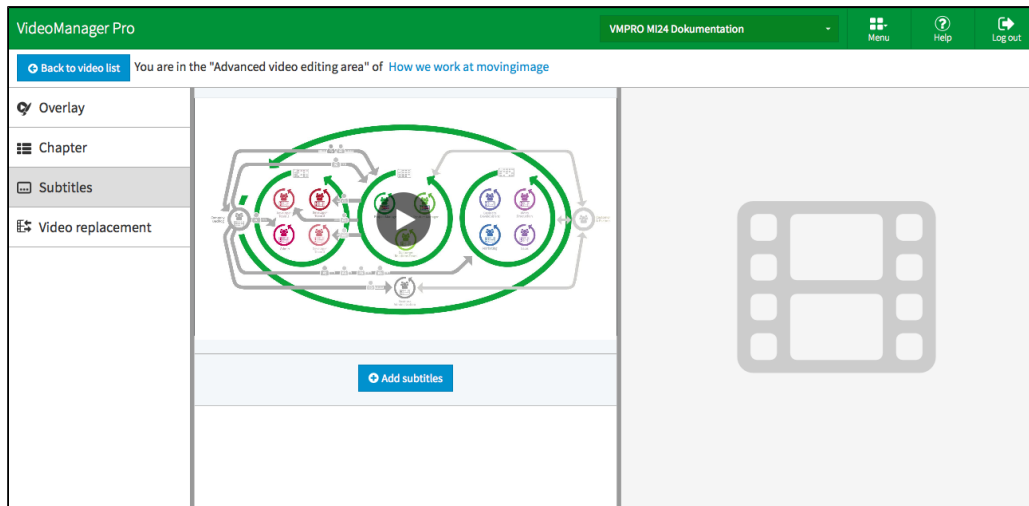
The VideoManager offers you the possibility to implement subtitles as closed caption in your videos, so that viewers can show or hide subtitles as needed.

You can add subtitles in the advanced editing area of uploaded videos. WEBVTT and SRT files are supported, which is a W3C standard.

 Subtitles are only supported by HTML5 play out.

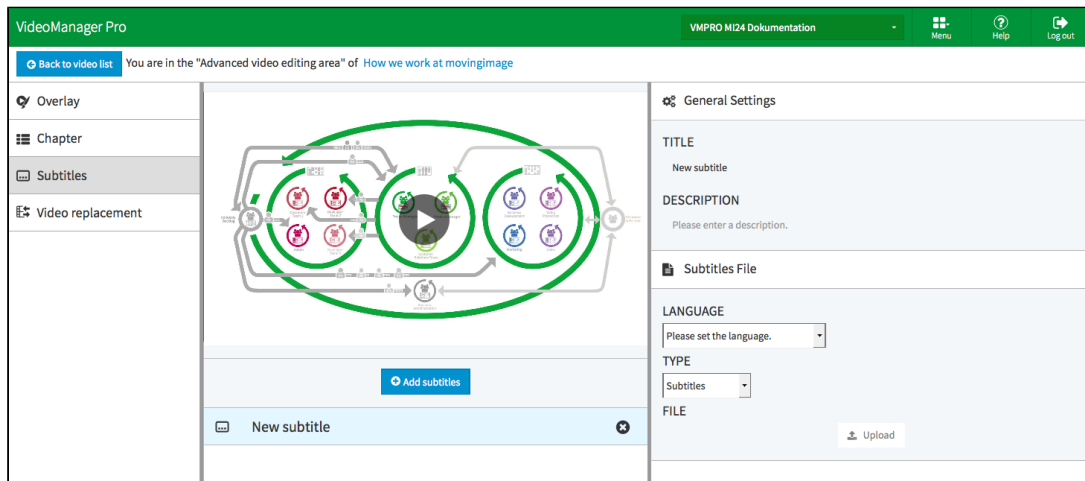
Perform the following steps to add subtitles to a video:

1. First, select from the video list the required video by clicking the corresponding entry.
2. Click the [Advanced Video Editing] button in the editing area. You will be forwarded to the appropriate area of VideoManager.
3. Select the "Subtitles" entry in the navigation.



4. Click on the button [Add subtitles] beneath the preview player.

5. A new subtitle entry is created, which you can edit now.



6. Make the following settings:

- Title
- Description

7. Select the subtitling target language from the drop down menu; this will be available in the player control.

8. Then, specify the type of subtitle.

Subtitles File

LANGUAGE
Japanese (Japan)

TYPE
Subtitles

FILE

Upload

9. Now upload the correct subtitle file by clicking on the appropriate button and select the WEBVTT file.
10. For more subtitles in other languages, create a subtitle entry per language as described above.
11. You will receive a preview of a subtitle in the video as follows: select the appropriate subtitle entry and start the video in the preview player.

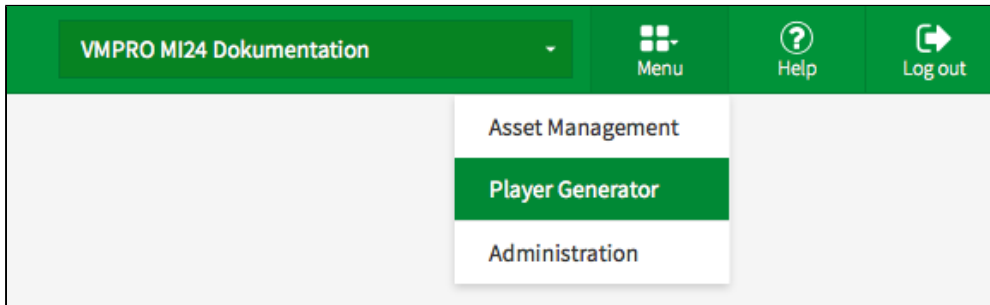
「コミュニティ・オブ・プラクティス」(Communities of Practice)では、違うチームの同じポジションのスタッフが集まります。


Add subtitles

Japanese	✕
English	✕
French	✕
Cantonese	✕

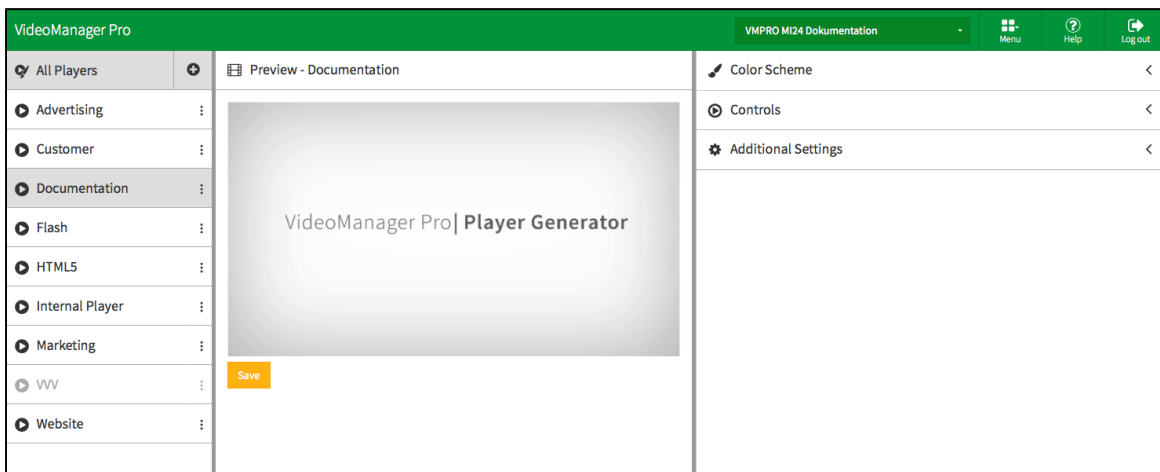
Player Generator

Before publishing a video, you can individualize the appropriate player for streaming and adapt it to suit your needs. For this purpose, the "Player Generator" area of VideoManager is available. Select the "Player Generator" from the selection menu for the different areas of VideoManager.



 To be able to access the area "Player Generator", you need the appropriate right.

The Player Generator user interface is divided into functional sections that are described in the following.



Work Space	Description
Navigation	The navigation is located in the left pane of the browser window. All existing players are listed here. You can also add or remove players here.
Player preview	In this area, you will see the customized design of already established players. New customized players will be published by the "Save" function.
Editing area	The editing area is located on the right side of the browser window. Here you can adjust the color scheme, controls and other settings to the player.

4.1 Creating a New Player

Via the navigation menu in the left pane of VideoManager, you have the opportunity to create a new player.

1. Click on the **+**-symbol in the navigation area.

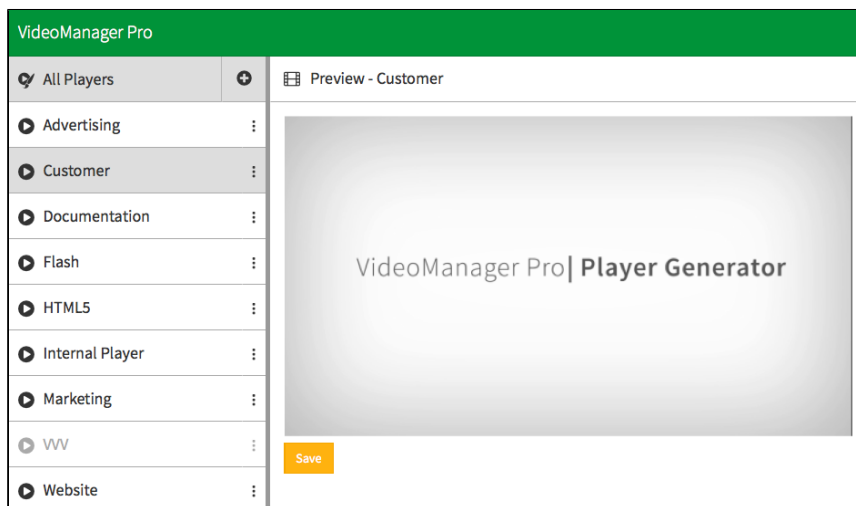
The screenshot shows the VideoManager Pro interface. At the top is a green header with the text 'VideoManager Pro'. Below it is a navigation menu with a grey background and the text 'All Players' next to a plus sign icon. Below the navigation menu is a form for creating a new player. The form has a title 'Player Skin Template' and a dropdown menu with 'Default Player Skin' selected. Below that is a text input field for 'Player Name' with 'Product Marketing' entered. At the bottom of the form is a blue button with the text 'Create'.

2. First, select the player skin template in the dropdown box.

3. Enter the desired name for the new player in the text box provided for this purpose.
4. Click on the [Create] button. The new player is created and appears in the navigation under "All Players".
5. Click then on the [Save] button below the player preview, so that this player can immediately be used for video releases.



Please keep in mind that saving the player is necessary for published videos to be played back correctly with this player.



The newly created player has the Flash as the default, you can change this by activating the "HTML5 player first" option (see for more information "[Additional Settings](#)").

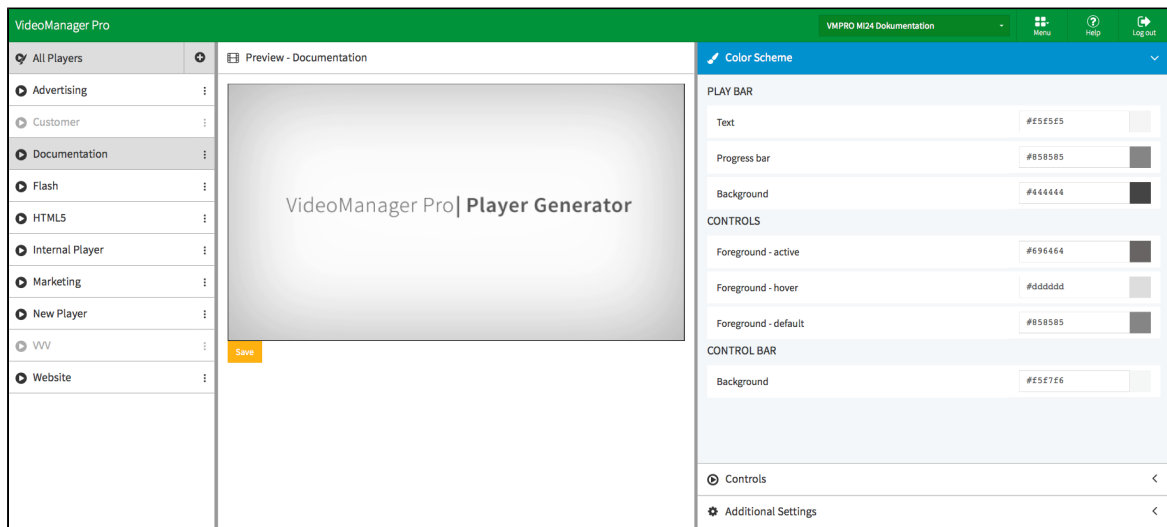
4.2 Editing a Player

After you have created a player, you can customize it to meet your requirements. To do this, you can configure, for example, the color scheme or specific controls.



Any changes that you make, are only visible when you have released the player through the [Save] button beneath the preview player.

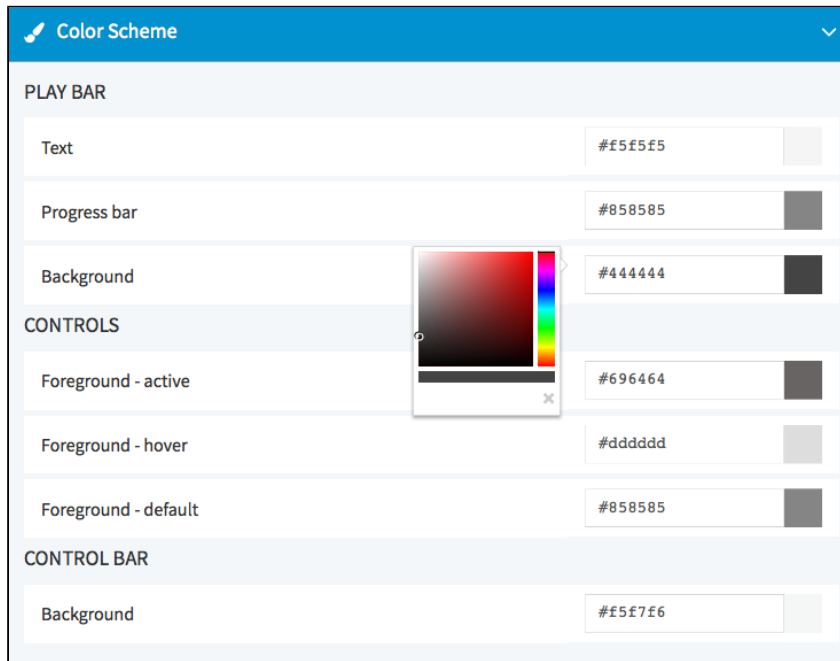
4.2.1 Color Scheme



You can make the following color settings in the accordion menu **Color Scheme**:

- play bar
- controls
- control bar

1. You can basically make a colour adaption, by clicking on the color field in the respective player component that you want to customize (e.g. "Background"). This opens a color selection box.



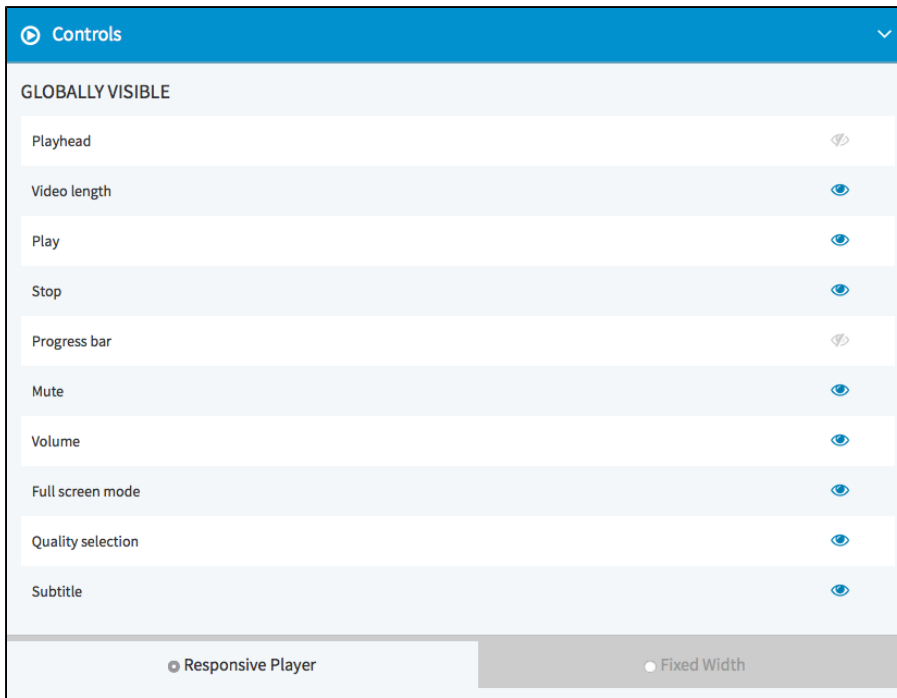
2. The currently selected color is marked by a small circle. First select the shade in the vertical color bar.
3. Move the selection within the color box to the desired brightness variation of this colour. Your selection is applied directly in the preview of the player.
4. Alternatively, you can enter the HEX code of the color type.
5. In order that customizations also have an impact on the public player, click on the [Save] button beneath the preview player.




By storing your player settings, all published videos using this player are affected.

4.2.2 Controls

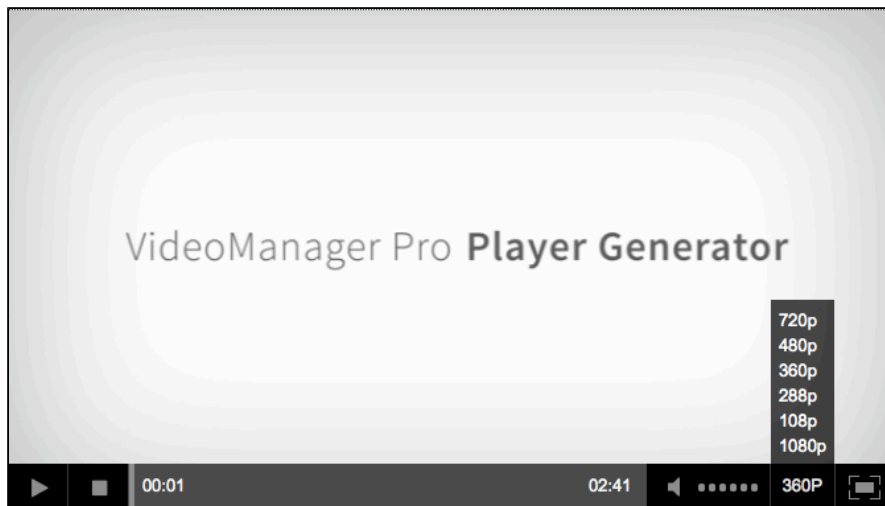
In the accordion menu **Controls**, you can enable various player controls as needed. In addition, you have the possibility to choose between the options "Responsive player" or "Fixed width" here.



1. By default, all available controls are visible. To hide a control, click on the [] symbol of the appropriate element.

Control	Description
Playhead	The player displays the position in the progress bar to which the video is paused.
Video length	The total length of a video will be shown.
Play	The video can be started via the "Play" button.
Stop	The video can be stopped via the "Stop" button.
Progress bar	The progress bar is displayed. In this way, the viewer can jump to specific points in the video with a mouse click.
Mute	The mute can be performed by the viewer.

Control	Description
Volume	The volume control is possible via the control bar.
Fullscreen mode	The viewer can play the video in full-screen mode.
Quality selection	The video playback quality can be selected.
Subtitle	The viewer has the option to turn subtitles on/ off. If there are subtitles in various languages, he can select the language.



Sample: Control bar of a player

2. Optionally, enable "Responsive player" by clicking on the appropriate tab. Thus, the player adapts itself to the screen format and the aspect ratio of the playback device.
3. Alternatively, you can set a fixed size of the player. Click on the tab "Fixed width". You can then specify which fixed width you want to set for the player, in pixels. Due to the fixed aspect ratio, the player height is calculated automatically.



Please keep in mind that the valid range of values for the player width is 100px - 5000px.

The screenshot shows the configuration interface for a video player. At the top, there are two tabs: 'Responsive Player' (which is currently selected and highlighted in grey) and 'Fixed Width'. Below the tabs, there is a 'Player Width' field with a dropdown menu showing the value '805' and a 'px' unit. Below this, there is a table with two columns: 'Aspect Ratio' and 'Height'. The table contains two rows: one for '16:9' with a height of '453px', and one for '4:3' with a height of '604px'.

Aspect Ratio	Height
16:9	453px
4:3	604px

4. In order that customizations also have an impact on the public player, click on the [Save] button beneath the preview player.



By storing your player settings, all published videos using this player are affected.

4.2.3 Configuration Responsive Player



Please note that the configuration for responsive player is a bookable feature and possibly not available in your VideoManager.

Modern web pages are created nowadays under the technical and design paradigm of responsive web design, so that a maximum range of users with a wide variety of devices can be reached. If you want to offer your video content professionally, it is imperative to discuss how you can optimally adjust the used player for playing your videos to meet the responsive design requirements.

The VideoManager offers you the possibility to adjust your responsive player by means of the Player Generator. Here, you can set breakpoints and also show or hide individual controls for players within the set breakpoints.


Breakpoints are predefined points (in pixels), where the layout of the web page should change, for example, for the display size of tablets or smartphones. In this way, the fixed layout is avoided, where the browser of the mobile device shrink the web page in its entirety so that the content is unreadable.



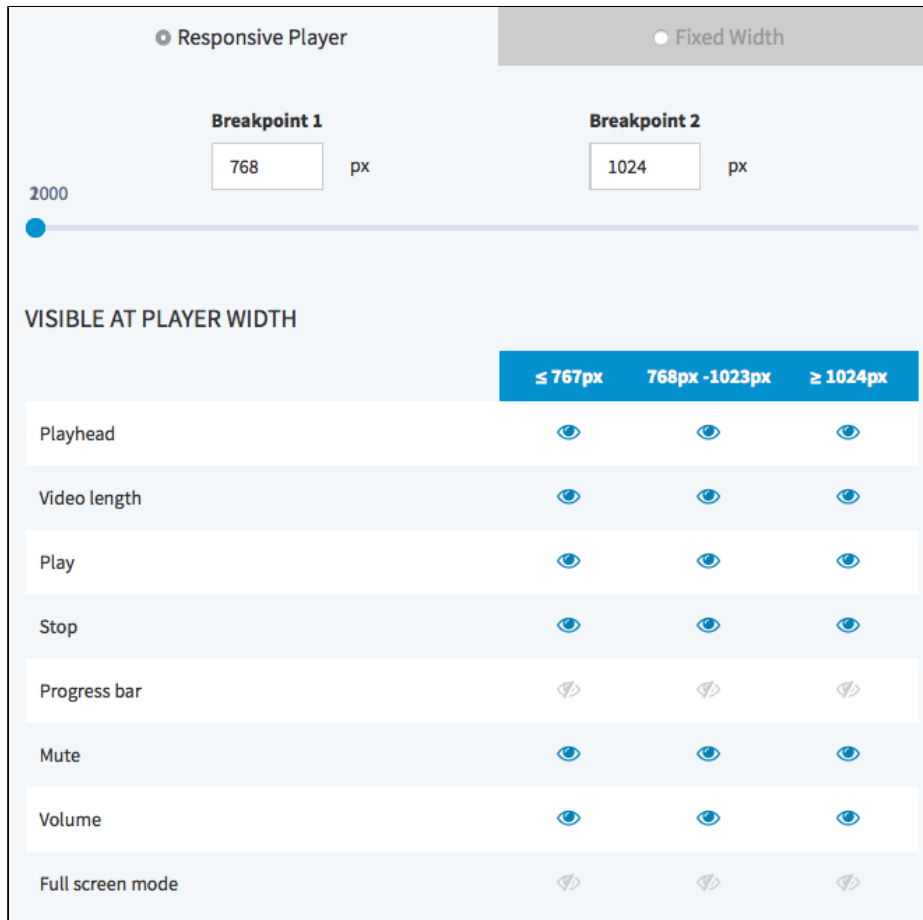
Configurations for responsive players applies only to HTML5 players.


To make the configuration for responsive players, proceed as follows:

1. First, make the global settings for the visibility of the controls (see section "[Controls](#)").

 Controls that are not globally visible, are automatically not available on responsive players.

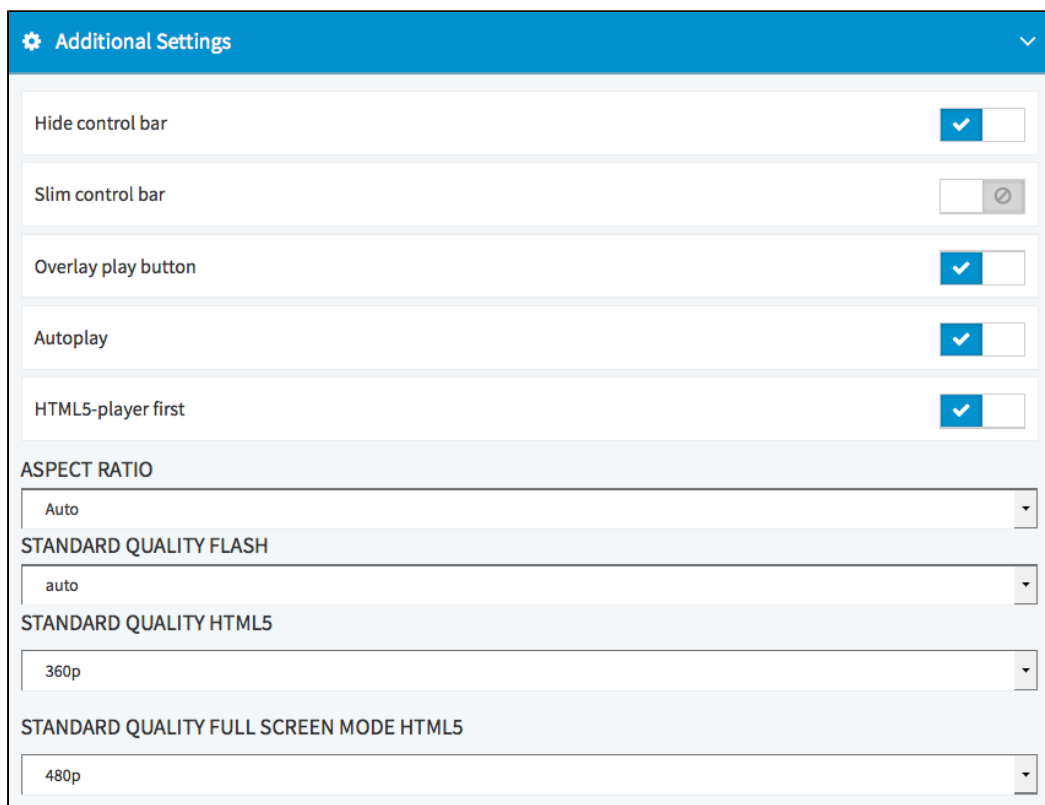
2. By clicking on the appropriate tab, enable the option "Responsive player".



3. First, define the breakpoints by using the controller. Alternatively, you directly enter the desired values in the fields provided.
4. Now you can view or hide the controls available for the respective player width, by clicking on the [] icon of the item.
5. In order that customizations also have an impact on the public player, click on the [Save] button beneath the preview player.


 By storing your player settings, all published videos using this player are affected.


4.2.4 Additional Settings



In the accordion menu **Additional Settings** you can make the following configurations:

Settings	Status	Description
Hide control bar	Active	The control bar is not visible. The viewer cannot control the video in any way.
	Active	The control bar has a lower height (25px).

Settings	Status	Description
Slim control bar		
Overlay play button	Active	The "Play" button is also in a central location of the player screen available.
Autoplay	Active	<p>The video will start automatically.</p> <div style="border: 1px solid #ccc; border-radius: 10px; background-color: #fff9c4; padding: 10px; margin-top: 10px;">  Please keep in mind that mobile devices in most cases prevent an "Autoplay". </div>
HTML5-player first	Active	By default, the HTML5-player is loaded first.
Aspect ratio		<p>In the appropriate drop-down menu, set the desired aspect ratio:</p> <ul style="list-style-type: none"> ■ auto (the video is played out in its original format) ■ 4:3 ■ 16:9 ■ 21:9
Standard quality Flash		Define a standard quality via the appropriate drop-down menu.

Settings	Status	Description
		<p>All videos will be played back by default in the set quality/ size, provided that the video in the quality/ size is available. Should you set up a standard quality for the player, to which the video is unavailable, the next smaller level of quality in the player is used automatically for playback.</p> <p>If you choose the option "auto", automatic adjustment of the quality of the available bandwidth is done.</p>
<p>Standard quality HTML5</p>		<p>Define a standard quality via the appropriate drop-down menu.</p> <p>All videos will be played back by default in the set quality/ size, provided that the video in the quality/ size is available. Should you set up a standard quality for the player, to which the video is unavailable, the next smaller level of quality in the player is used automatically for playback.</p>
<p>Standard quality full screen mode HTML5</p>		<p>Define a standard quality via the appropriate drop-down menu.</p> <p>All videos will be played back by default in the set quality/ size, provided that the video in the quality/ size is available. Should you set up a standard quality for the player, to which the video is unavailable, the next smaller level of quality in the player is used automatically for playback.</p> <div data-bbox="576 1608 1353 1832" style="border: 1px solid #f0e68c; border-radius: 10px; padding: 10px; margin-top: 10px;"> <p> Please keep in mind that the setting of the standard quality in full screen mode is an additional booked feature and may not be available in your VideoManager.</p> </div>

In order that customizations also have an impact on the public player, click on the [Save] button beneath the preview player.

By storing your player settings, all published videos using this player are affected.

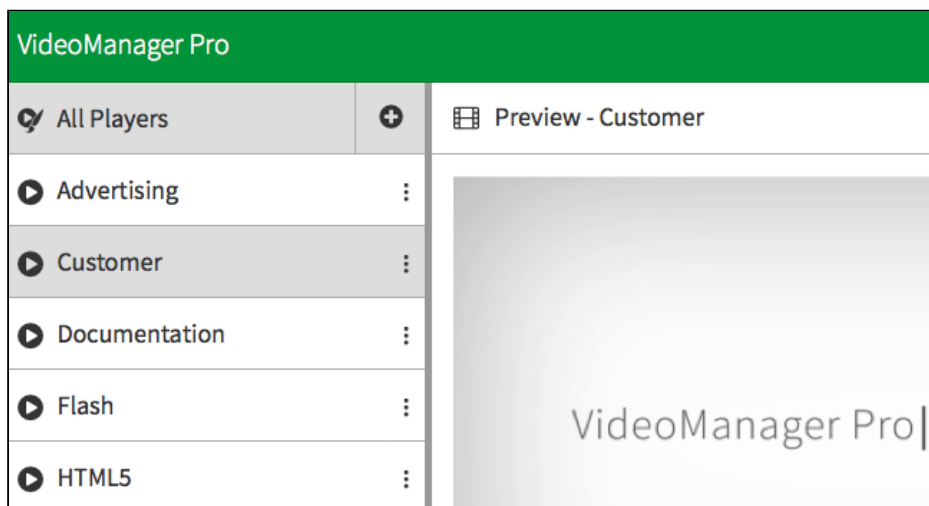
4.3 Deactivating a Player


It is possible to disable existing players. As only active players are offered for selection in the video management, you prevent that video editors apply outdated players.

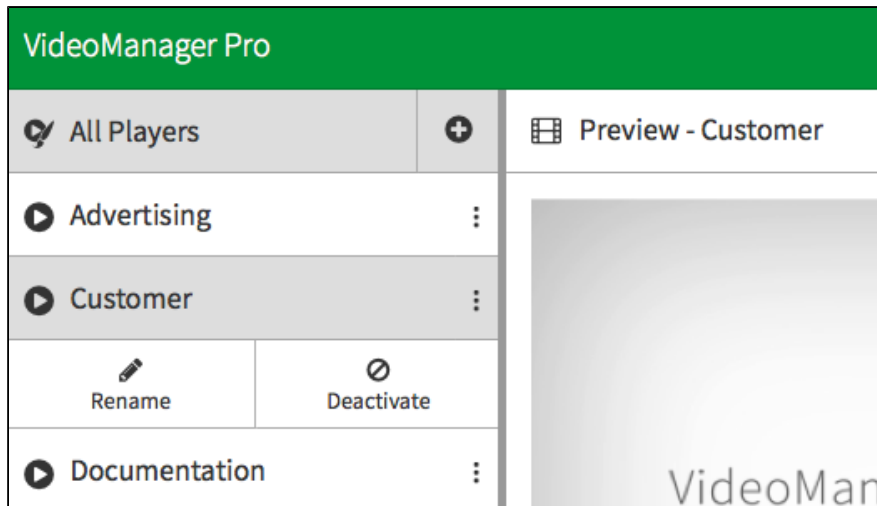
Please note the disabled player is no longer available for future video publishes, however the deactivation has no effect on videos, which have already been published with this player. If you edit the disabled player, all changes made apply for these videos through saving.

To deactivate a player, proceed as follows:

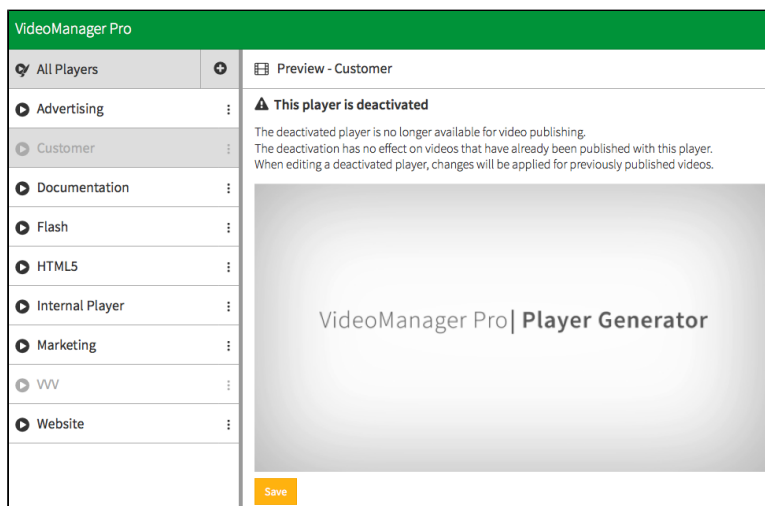
1. First select the player in the navigation area, which you want to disable.



2. Each player entry has a context navigation. Click the  -icon of the player, which you want to disable. This opens the context menu for the player.



3. Click on the [Deactivate]-button. The player is thus disabled and marked correspondingly.

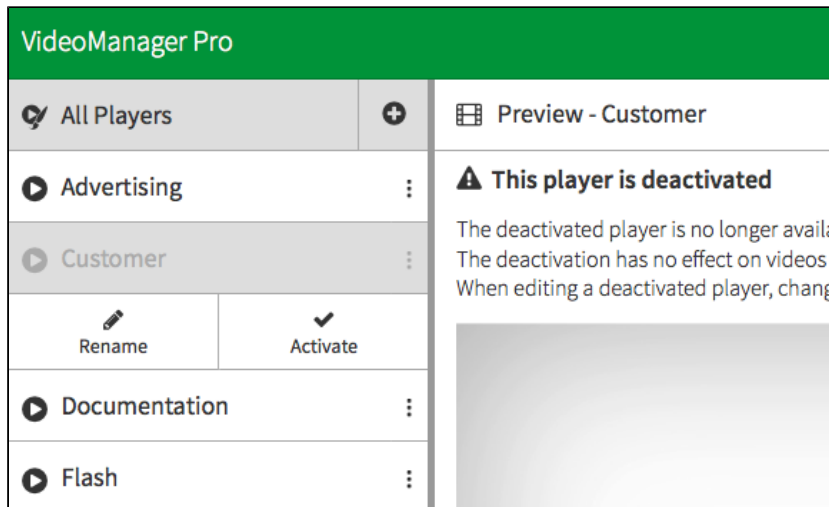


4.4 Activating a disabled Player

To enable a disabled player, perform the following steps:

1. First, highlight the disabled player, which you want to activate under "All Players" in the navigation.
2. Each player entry has a context navigation. Click the
 - ⋮

-icon of the player, which you want to disable. This opens the context menu for the player.



3. Click on the [Activate]-button. The player is thus reactivated and available for video publishing.