movingimage

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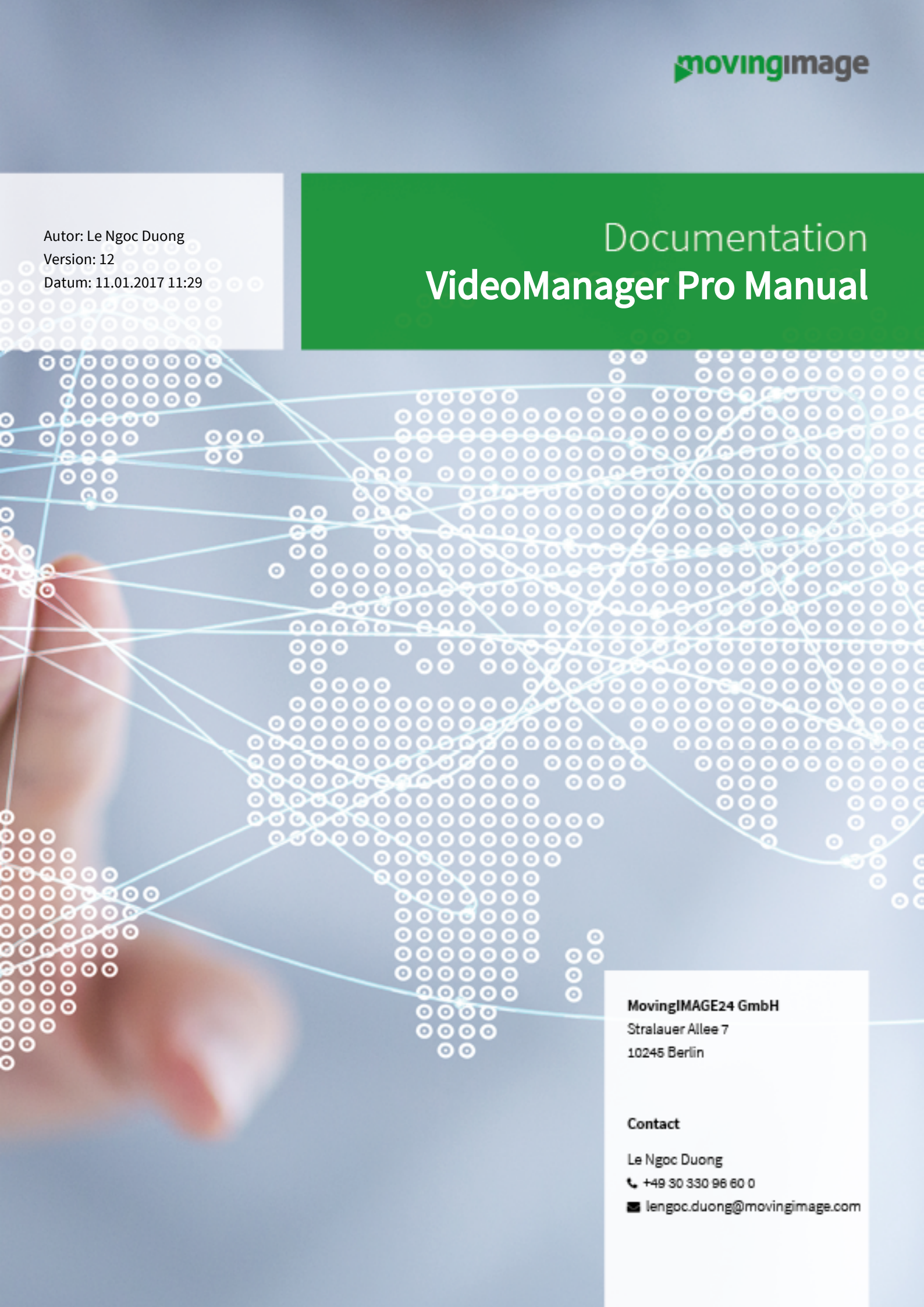
Documentation

VideoManager Pro Manual



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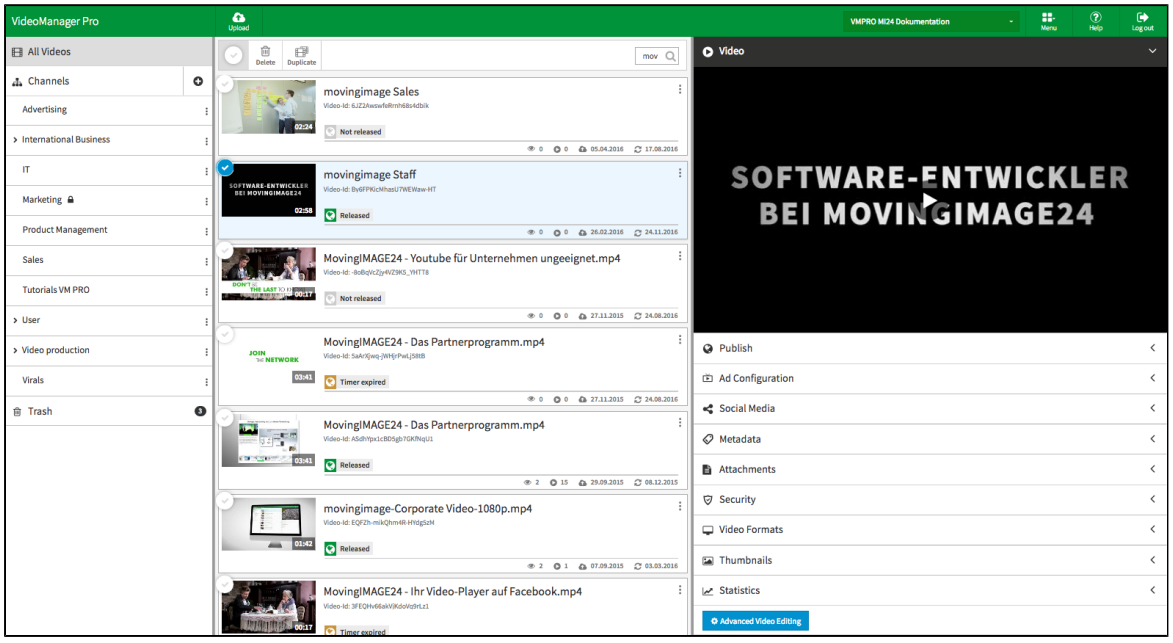
Introduction

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:

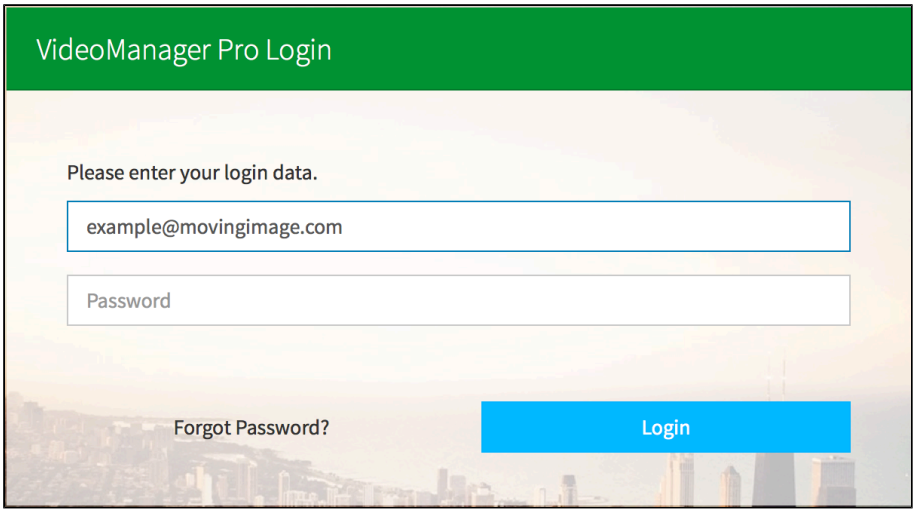
- Video asset management

- 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

   Although the storing of login information is prevented from the system, it is not supported by all browsers. Please make sure therefore, not to store your login data on publicly accessible computers.

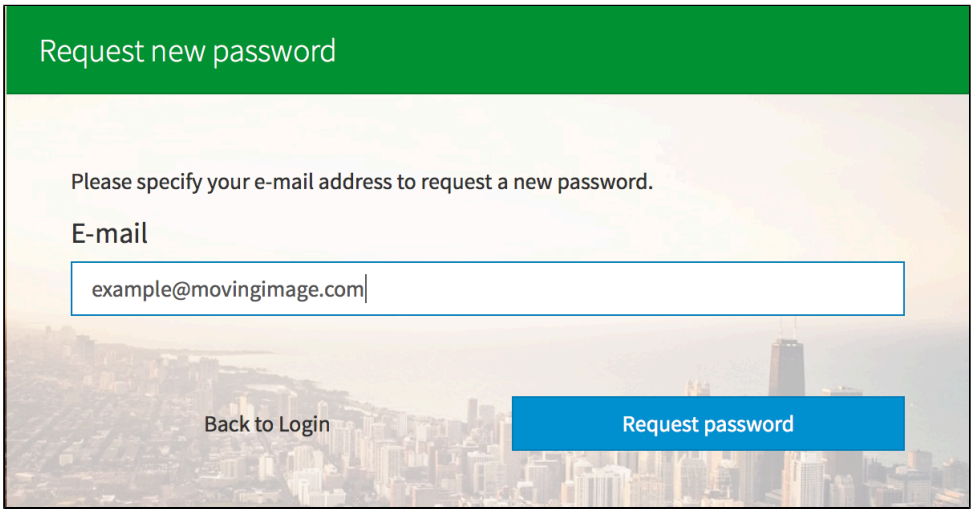
3. Click the [Login] button.

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.

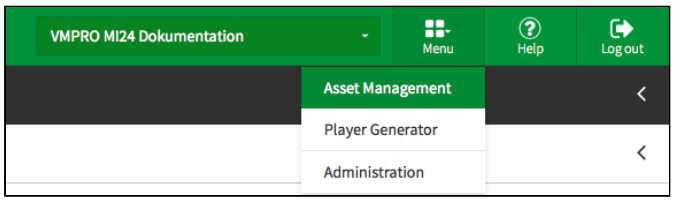


You will receive an e-mail with further instructions on how to reset your old password.

Video Asset Management

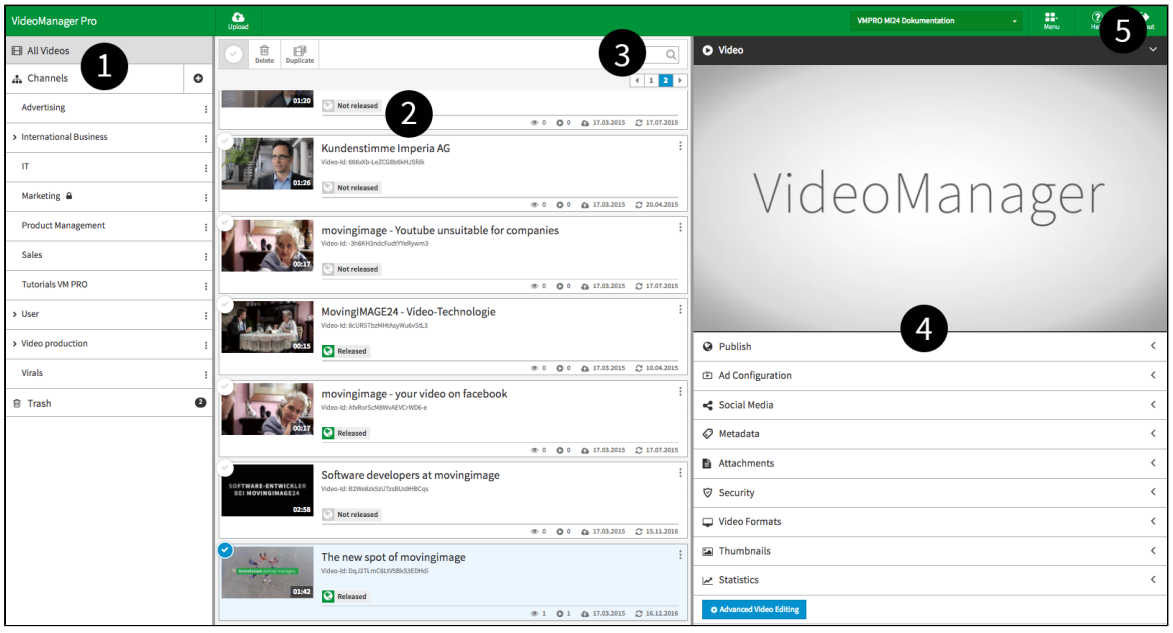
In the asset management area of VideoManager, you can upload, edit and publish videos centrally.

After the initial login you will automatically 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:



1 Navigation

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.

Via the navigation you can also open the recycle bin.

2 Video list

This area displays all uploaded video files in a list (the video list is sorted in descending order by the upload date).

> The visibility of videos depends basically on your permissions: certain videos are not listed, because you do not have the necessary permission.

In addition, the video list contains a toolbar with the following options:

- **Select all**: By activating this button, all videos in the video list are selected.
- **Delete**: Multiple selected videos of the video list can be moved to the recycle bin.
- **Duplicate**: A video highlighted in the video list can be duplicated.

3 Search

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.

4 Editing area with preview player

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.

5 Action toolbar

The action toolbar of the video asset management provides the following commands:

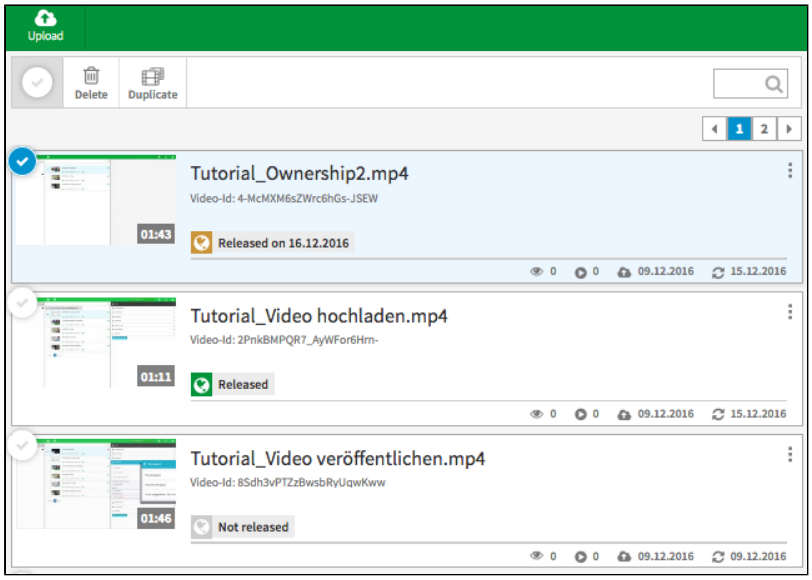
- **Upload**: videos from your local drive can be uploaded.

- **Selection of the VideoManager**: dropdown menu to select the VideoManager instance, you want to work with.
- **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. Each video entry in the video list also provides a context menu with additional options, such as "delete" or "duplicate" function.

> 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 has not been released yet

3.3 Video Upload

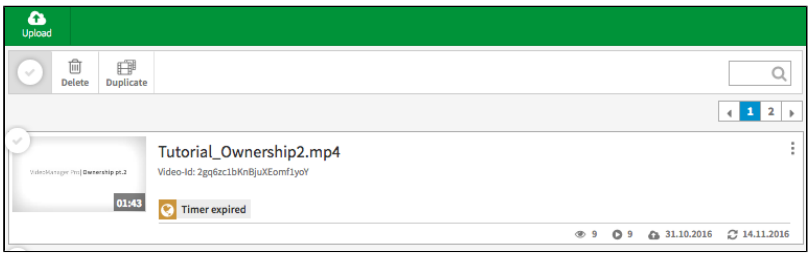
For the comfortable video upload to VideoManager numerous upload options are available. Smaller videos up to approx. 200 MB can be uploaded very easily through the web browser. For larger or multiple videos, we recommend the use of the FTP-server (see also FTP import). Also with mobile devices videos can be easily added to VideoManager with the movingimage upload app for iOS and Android.

Important information about video settings can be found here: Recommended Video Settings.

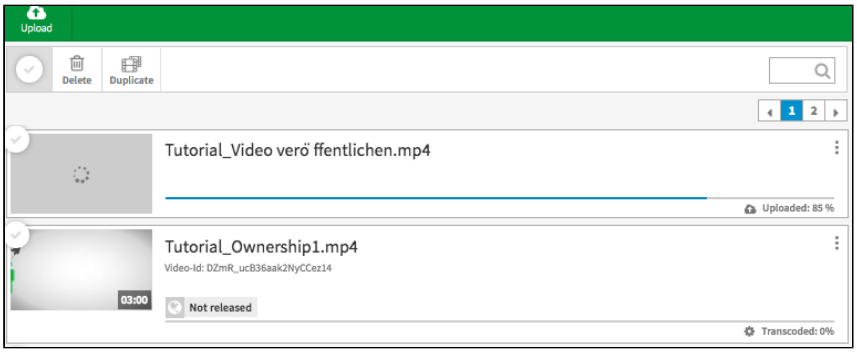
Should the upload process unexpectedly be canceled, because the browser has been closed or your WLAN connection is interrupted, you must not upload the entire video again. The upload process continues at exactly the point where the upload was interrupted. Here, the system automatically detects whether the selected file corresponds to the file that was originally selected.

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.



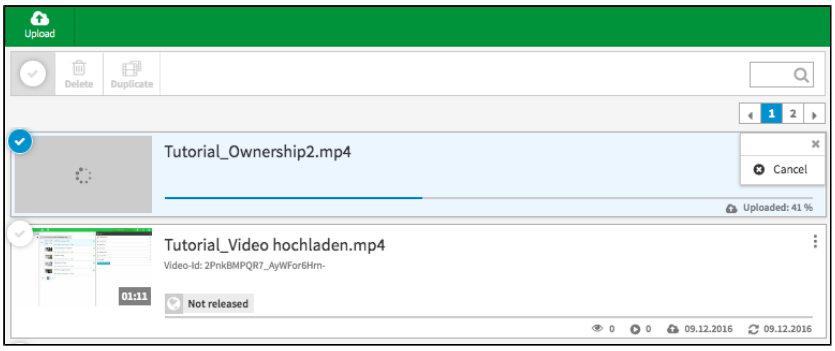
2. Select the desired video file from your local directory, and then click on the [Open] button. The upload process is started. The progress bar allows you to monitor the transfer.



> You can see both the upload and the transcoding progress based on the corresponding progress bar.

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, open the shortcut menu of the corresponding entry in the video list, then 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 adpoted for the copy:

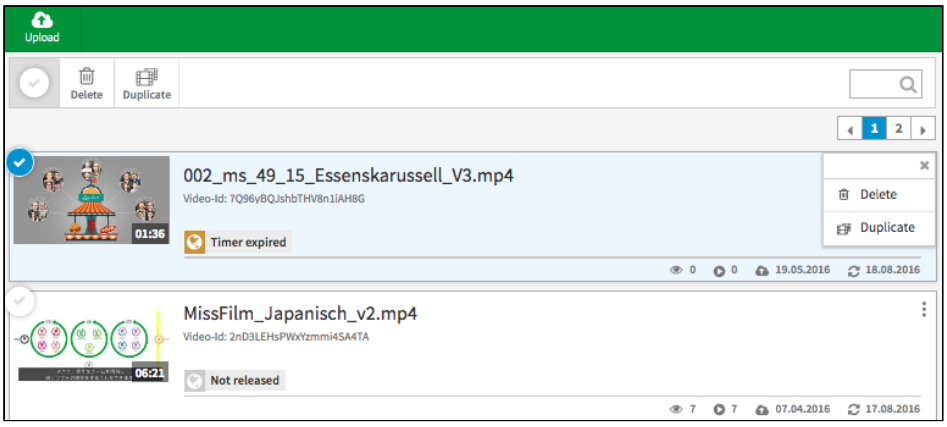
- group membership
- security policy
- access profile
- used thumbnail
- metadata: title, description, keywords and person in charge.

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

To duplicate a video file, you need the right "Duplicate video". More access rights on the video and on the channel are necessary within the framework "Ownership" (see also " Access Right Matrix: Duplicate videos into a channel ").

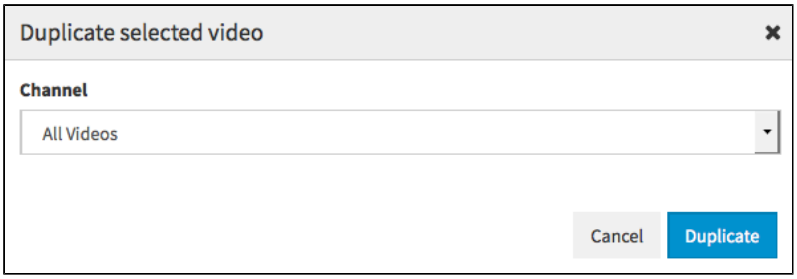
To duplicate a video file, proceed as follows:

1. Each video entry in the video list provides a context menu with additional options. Open the context menu of the video, which should be duplicated.



To duplicate videos requires that all formats of the video have already been converted.

2. Click then on the [Duplicate] button. A popup dialog opens in which you can optionally select a channel.



3. In the drop down menu, you will find all channels to which you can assign the duplicate video. Please be aware that channels are available in accordance with the roles and rights that have been assigned to you. Click the [Duplicate] button.

The duplicated video will automatically inherit the group of the channel. In this way, you can first create a main group with videos that are write-protected. If necessary, videos are duplicated and allocated to certain channels so that the respective group members can edit, delete or publish them.

4. The selected video file will be duplicated and appears in the video list as "Copy of: <video title>".

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

3.5 Editing Video Data

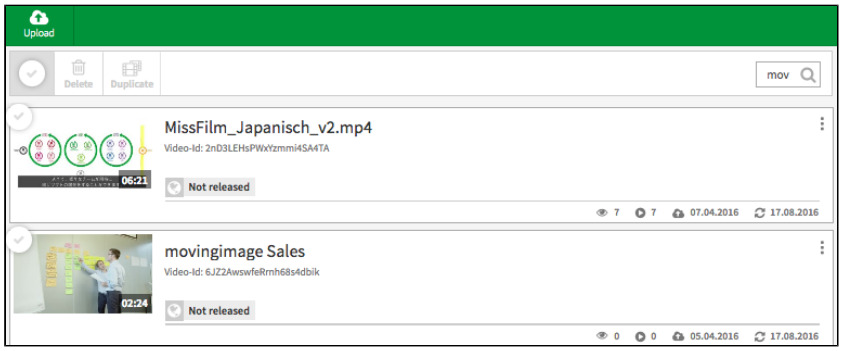
Once the upload process is started, you can edit metadata of the file. For this purpose, editing options are available in the right pane of VideoManager.

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

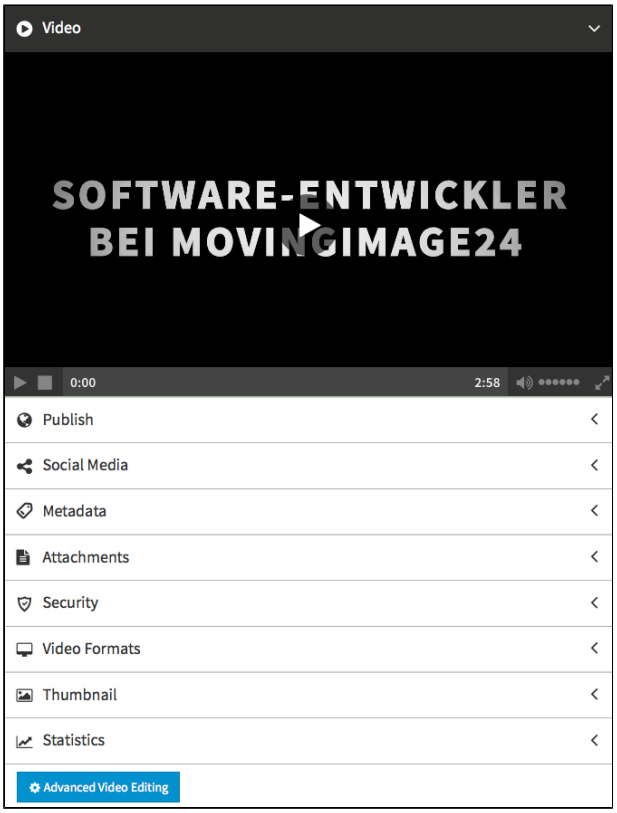
2. If necessary, you must seek the desired video with the help of the search function. To do this, enter a search term in the text box provided for this purpose.

> 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.

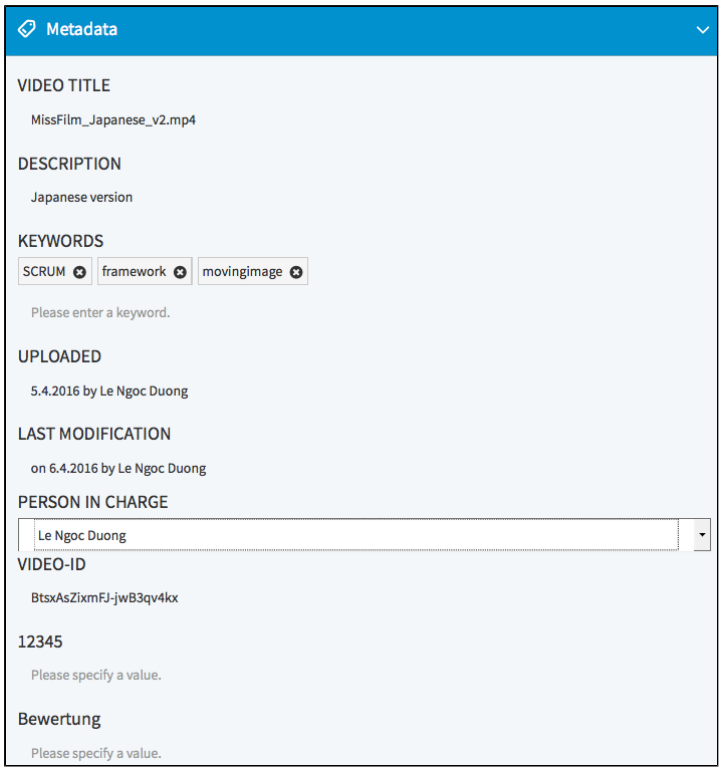


4. In the respective accordion menus you can make changes depending on your user rights. These editing options are described in detail below.



3.6 Metadata

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



Standard Metadata:

- **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.
- **Video ID**: The video ID is assigned automatically by the system and cannot be edited.

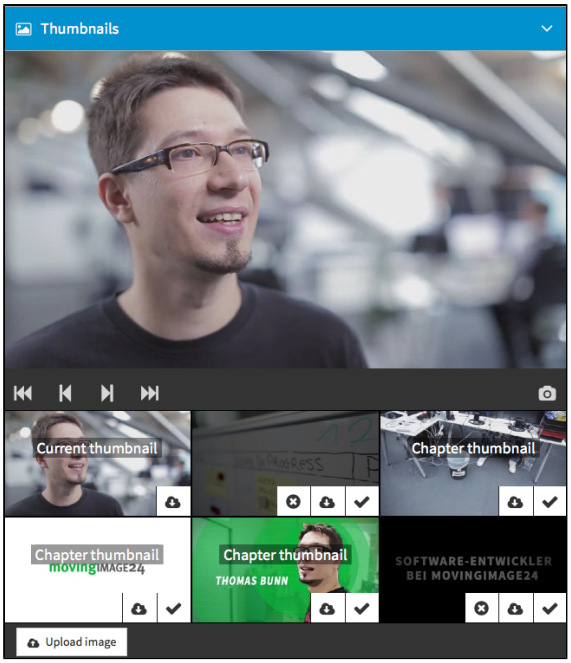
If necessary, your administrator has applied additional metadata fields that can be edited as well.

3.7 Creating a Video Thumbnail

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 upoaded or any frame from the video itself is captured and then set as start screen.

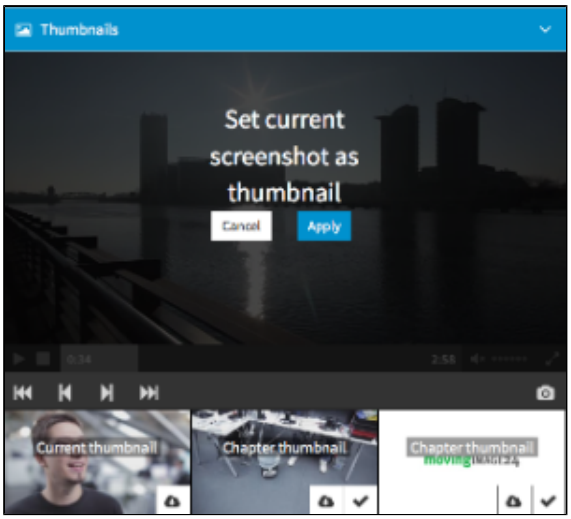
1. Open the accordion menu **Thumbnail**. Here is a player as well as a gallery of pre-created start screenshots. The current thumbnail is marked accordingly.



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.

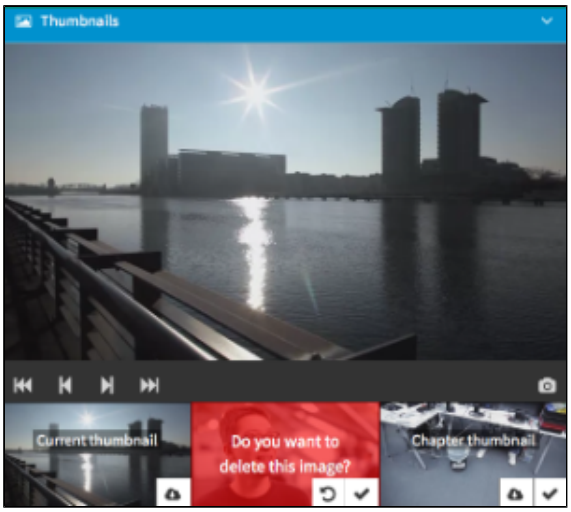
6. Select the desired file and click [Open]. The file will be uploaded promptly and will appear in the gallery of all thumbnail images.

> ⚠ Please note that the file must not be larger than 10000 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.

> ℹ 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.

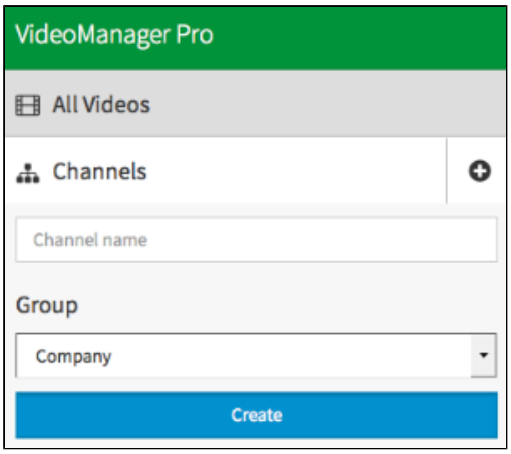
In the navigation pane of the video management, you see all established channels and subchannels. If you want to add a video to a channel, you can easily drag & drop the video to the channel. The assignment of a video to a channel establishes a link of the video with this channel.

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. In the navigation area, click on the [⊕] - symbol.

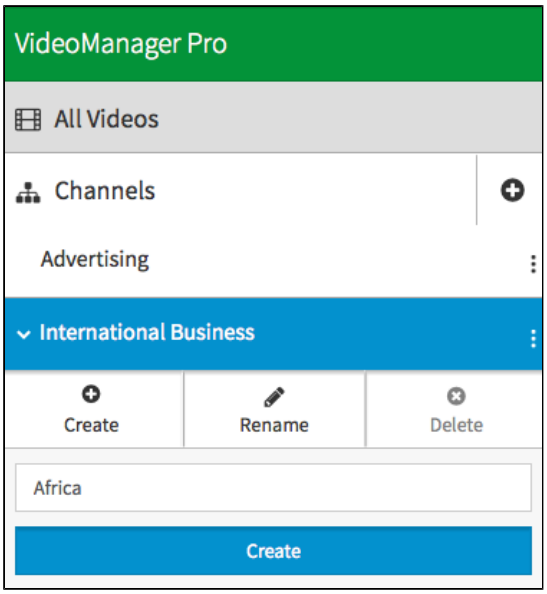


2. Enter the desired channel name in the text box provided and then click on the [Create] button. The new channel is created and appears in the hierarchically structured channel tree.

3. Should the "Ownership" feature is enabled for your VideoManager, you can directly assign the new channel to a group via the corresponding drop down menu.

4. If you want to create a subchannel, first click on the [⋮] -symbol of the respective entry in the channel tree, below which the new subchannel should be placed.

5. Then click the [Create] button. Enter the subchannel name and then confirm with the [Create] button.



6. To change the name of a channel, click on the [⋮] -symbol of the respective entry in the channel tree, and then on the [Rename] button.

3.8.2 Assigning a Video to a Channel

Channels are very helpful struturing 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.

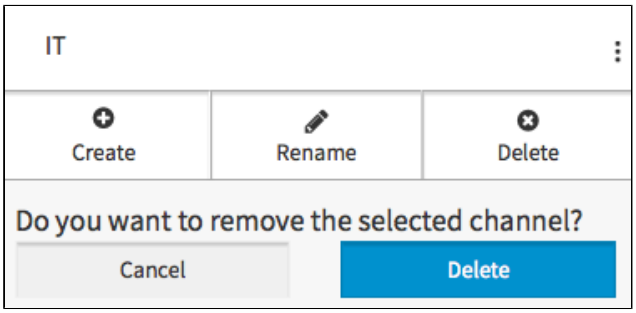
1. Select in the video list one or more videos that you want to assign to a channel. The selected entries in the list are correspondingly color-coded.
2. Now, drag the highlighted entries to the desired channel with left mouse button held.
3. When you release the mouse button, the videos are associated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

If the destination channel is a subchannel, drag the video by holding down the left mouse button to the parent main channel. This opens the channel tree and the video can be added to the desired subchannel.

3.8.3 Deleting a Channel

To delete a channel, proceed as follows:

1. If you want to delete a channel, first click on the ⋮ -icon of the respective entry in the channel tree. Then select the option "Delete" by clicking on the appropriate button.



2. Confirm by clicking on the [Delete] button. The channel will be deleted.
Should the channel contain subchannels, deleting is not possible.

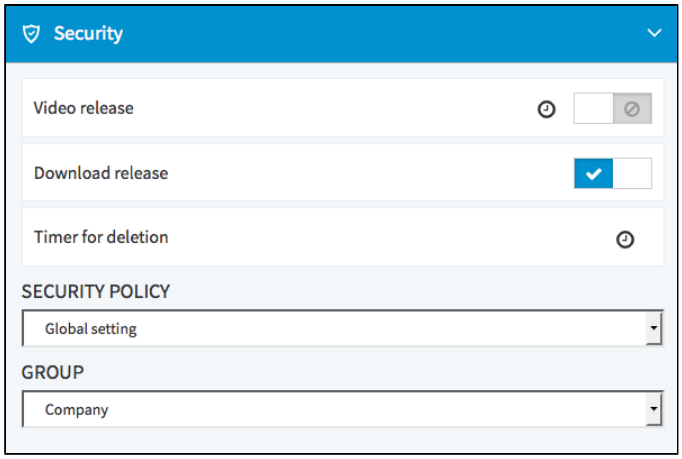
3.9 Setting Security Policy for a Video

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 managment.

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

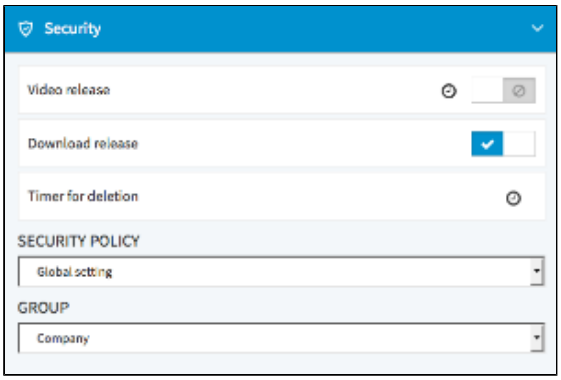
Please note the assignment of videos to a group of owners is only available within the "Ownership" feature. Your VideoManager might not offer this feature.

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:

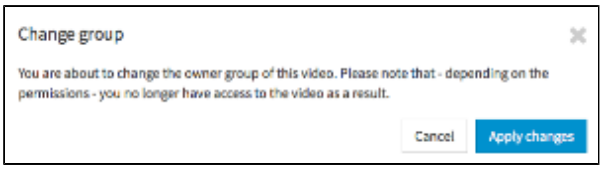
1. Select the desired video in the video list by clicking on the appropriate entry.
2. Open the accordion menu **Security**.



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 changes 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 ".

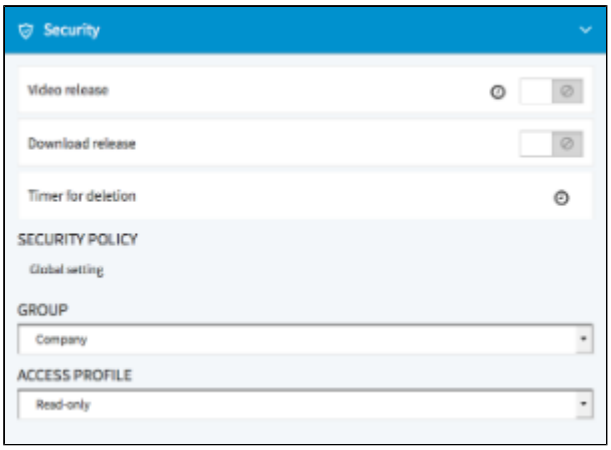
When you upload a video newly in the VideoManager, so the globally set access profile is automatically associated with this video. This can be changed at any time as described below.

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**.



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 ").

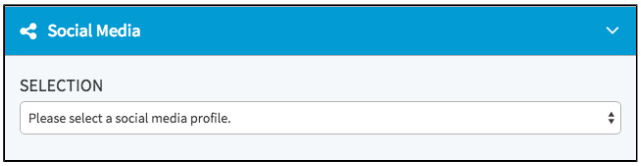
> Please note that on YouTube or Facebook provided videos are subject to the respective terms and conditions. For more information see the following links YouTube Terms of Service and Facebook terms and policies .

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**.

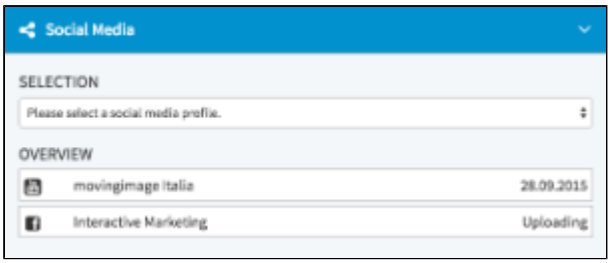


3. Select the required YouTube channel via the drop-down menu.
4. Enter the following YouTube-specific metadata:
   - **Title**
   - **Description**
   - **Tags**: The keywords given to the video (in the accordion **Metadata**) are taken over automatically. You can delete this one and / or add new tags.

5. Select the publishing status by means of the appropriate radio button:
   - public

- private

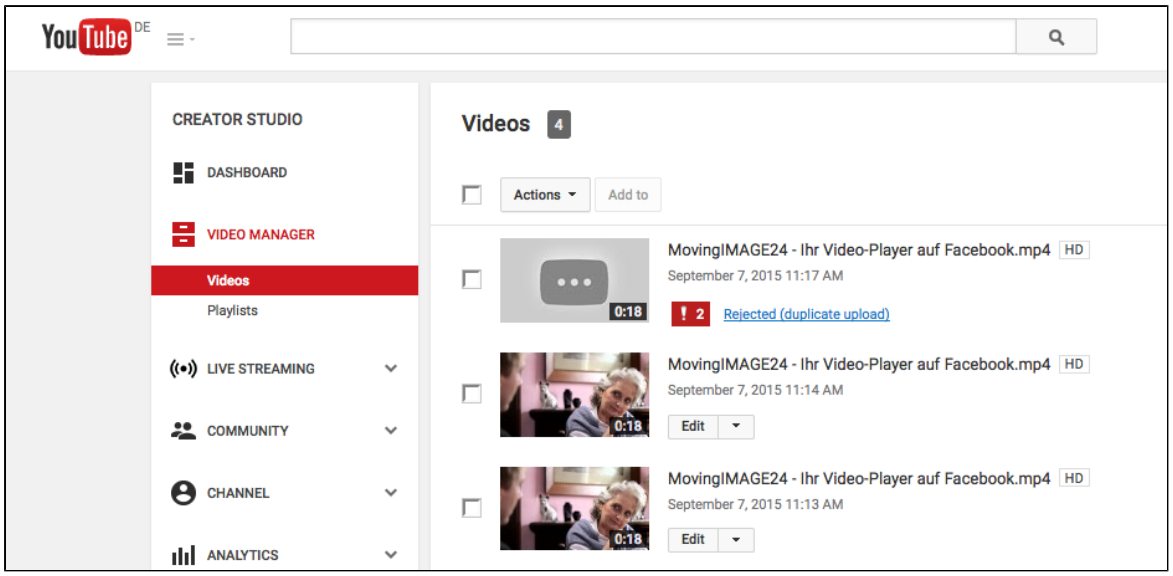
6. Then click the [Distribute video] button to start the upload process. You will find the current status of the transfer in the overview.



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)".



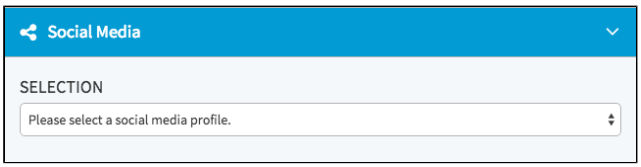
You have the ability to delete the duplicates directly from YouTube.

3.11.2 Posting a Video on Facebook

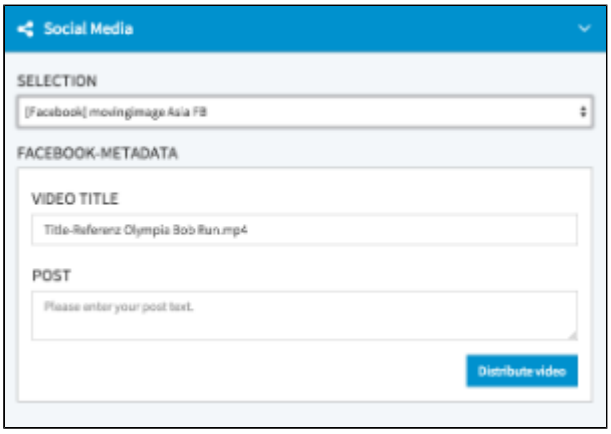
To deploy videos on Facebook, you will need the corresponding right.

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

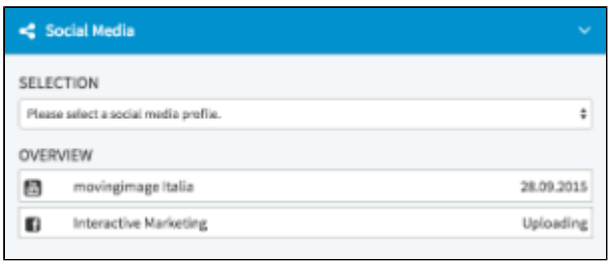
1. Select in the video list the video that you want to deploy on Facebook.
2. Open the accordion menu **Social Media**.



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)



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



3.12 Video Release & Publishing

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

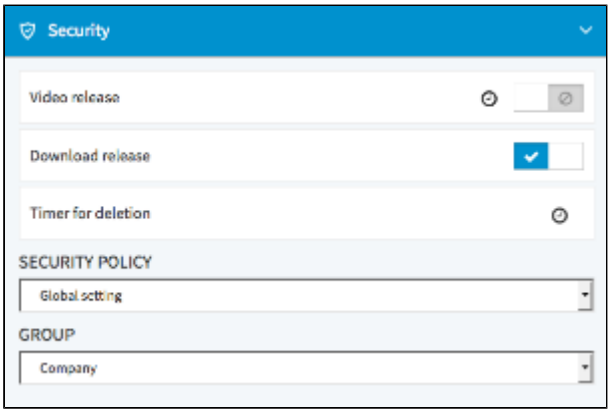
3.12.1 Releasing a Video for Publishing

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.

> 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**.

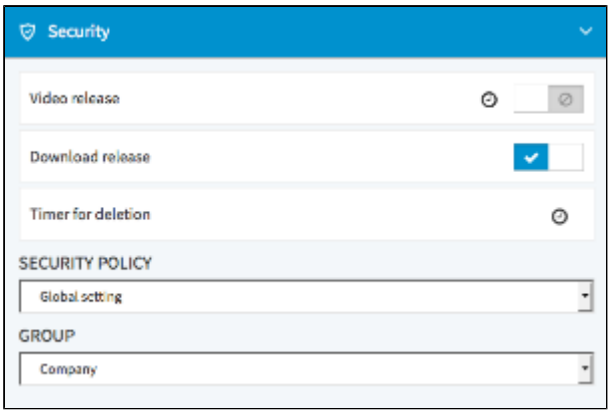


3. To release the video, activate the option "Video release". The video is released and is marked accordingly in the video list.

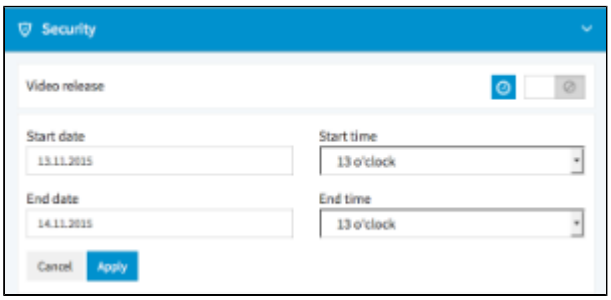
3.12.2 Time-controlled Release

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.
2. Open the accordion menu **Security**.



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

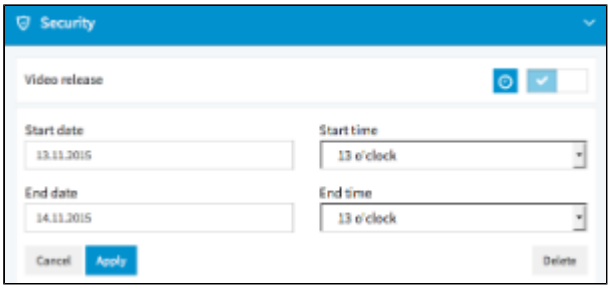


4. Enter the desired start date and select the time from the drop down menu.

5. Define also the desired end date and time.

6. Click on the [Apply] button. The release period for the video is set; in the video list, the entry is marked accordingly.

7. 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.

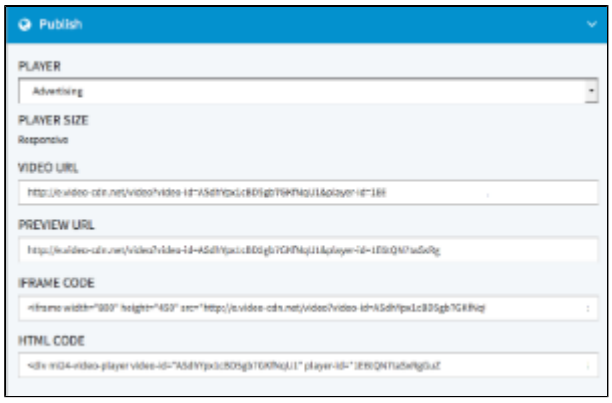
3.12.3 Publishing a Video

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:

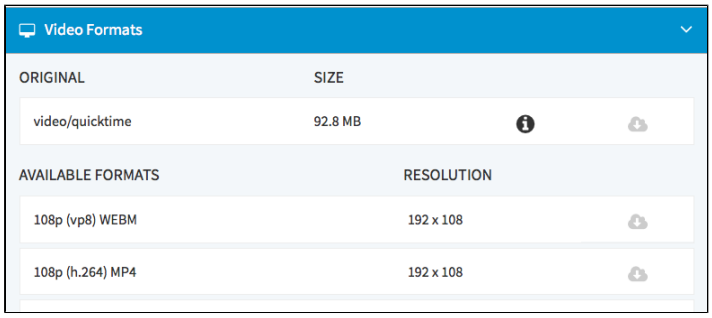
- Video-URL
- HTML-Code
- iFrame-Code

> 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.



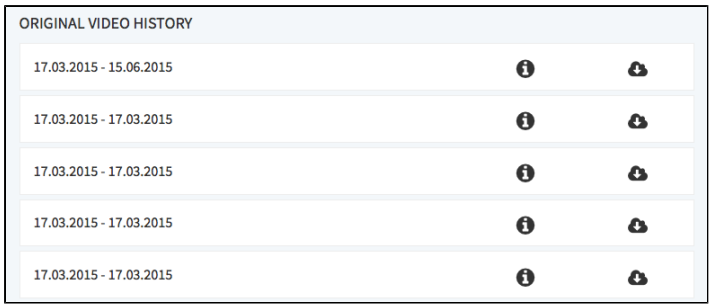
Click on the [Information] button to open the details of the source video file.

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.



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.

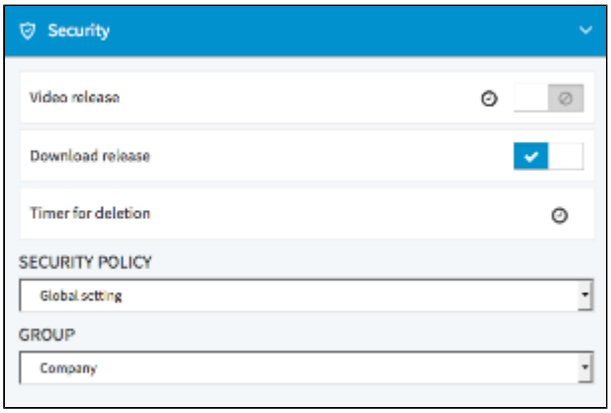
3.14 Video Download

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".

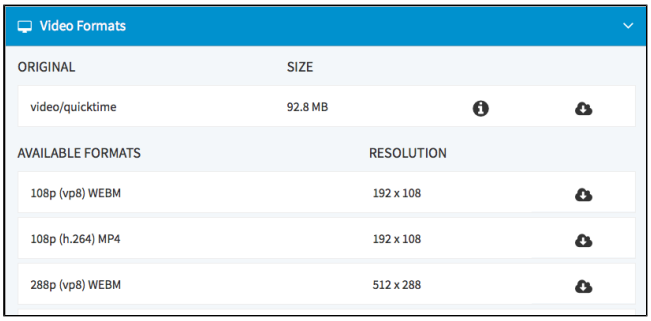
3.14.2 Downloading a Video

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

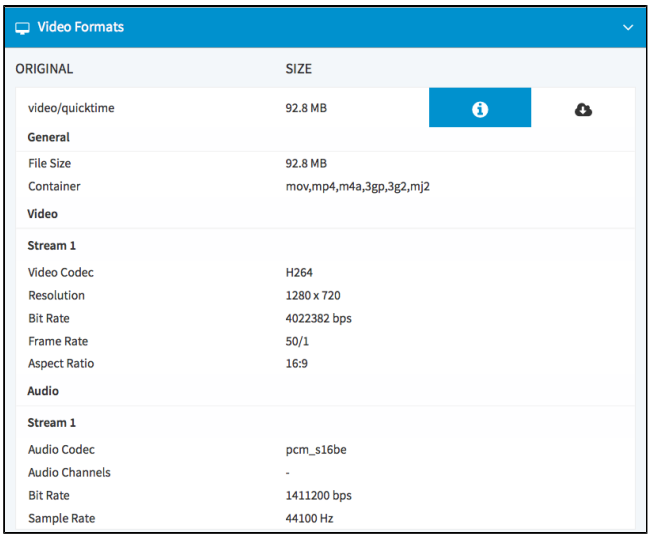
To download a video file, follow these steps:

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.

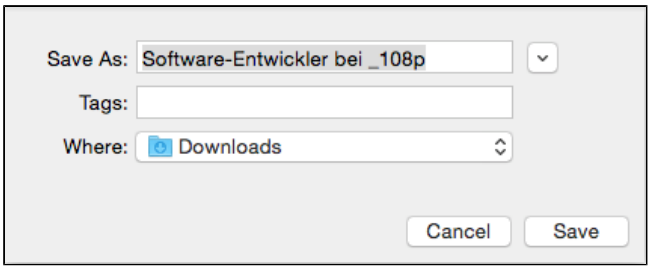


3. At the top of the list, the original format is displayed. If you click on the [ℹ]- symbol, all available data to the source file is represented.



4. To download the video file, click on the [ ]- icon for the desired format. The browser's download dialog opens.

5. Select the option that you want in this dialog box, and then click on the [Save] button.



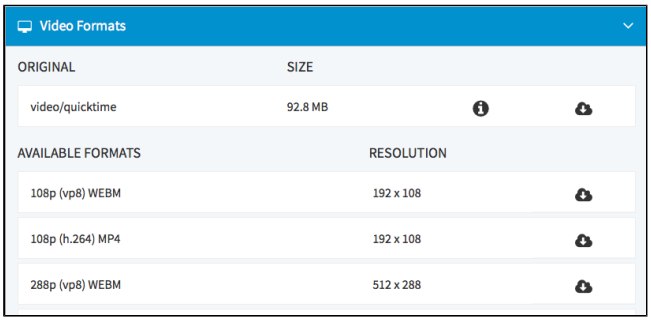
3.14.3 Distributing a Video Download Link

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:

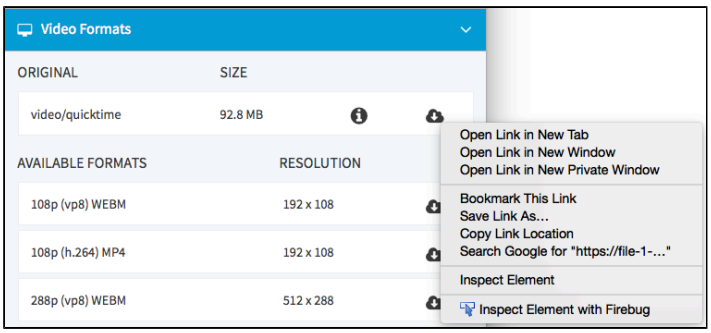
1. First, highlight the entry with the video in the video list, the download link you want to send.

2. Open the accordion menu **Video Formats** in the editing area. Here, all available formats of the video and its resolution are listed.



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.



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.

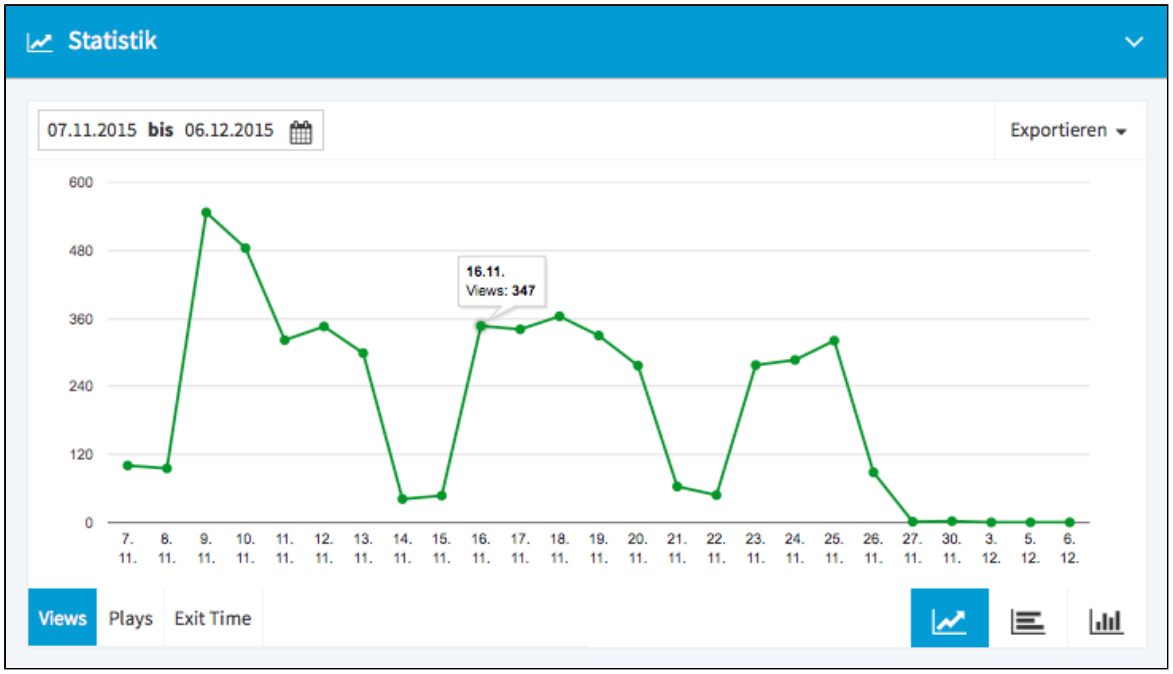
3.15.1 Views and Plays

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.

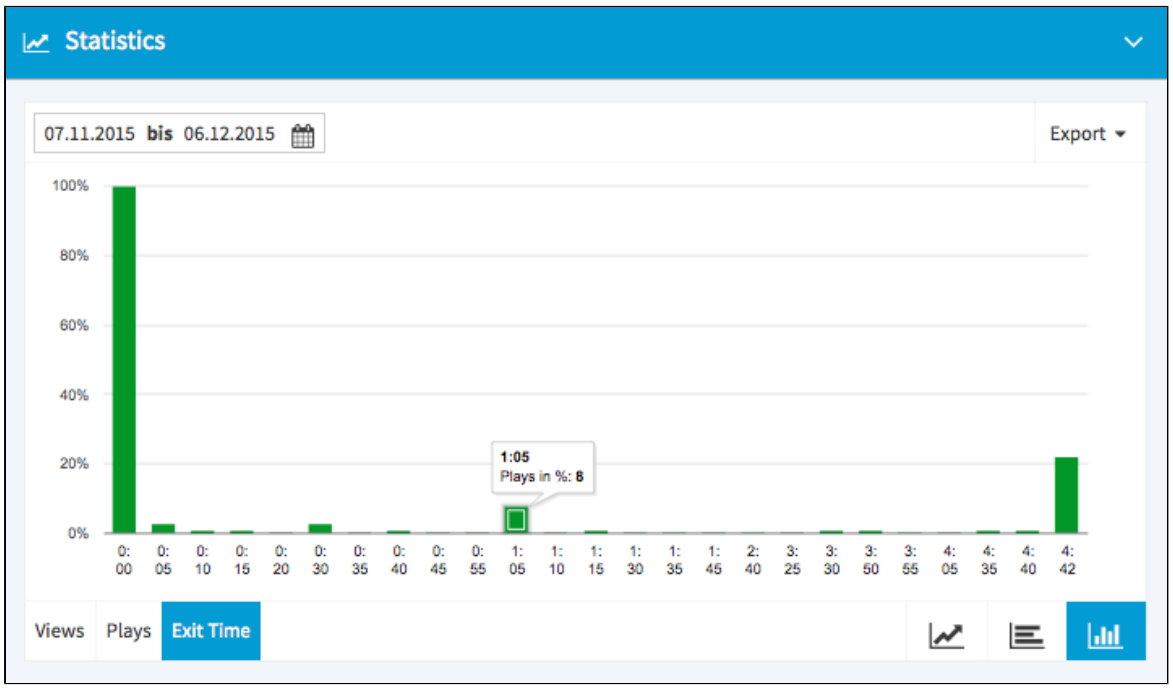
To obtain accurate values, in the graphic, click the respective graph or bar. This will open a detail display.



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.

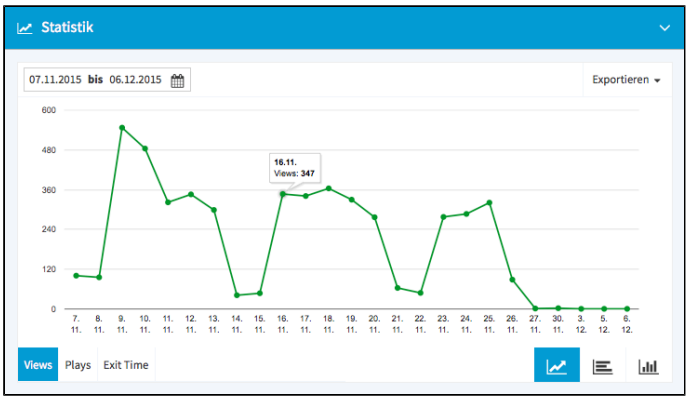
Also here a detail display can be opened by clicking on the relevant bar or graph.



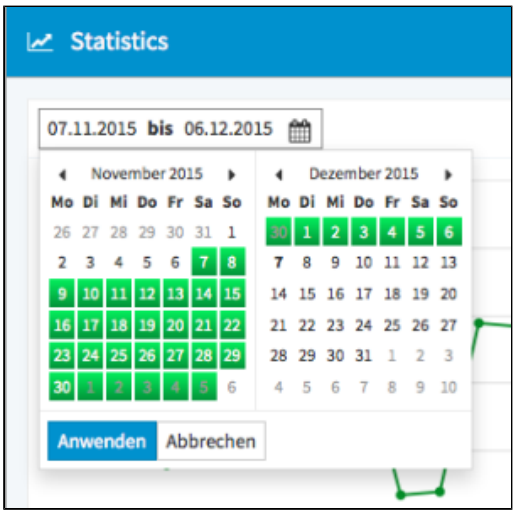
3.15.3 Calling up and Exporting Statistics Data

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.**



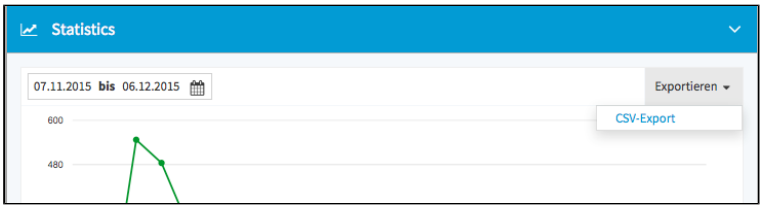
3. Click on the [ ]-icon to open the calendar control.



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

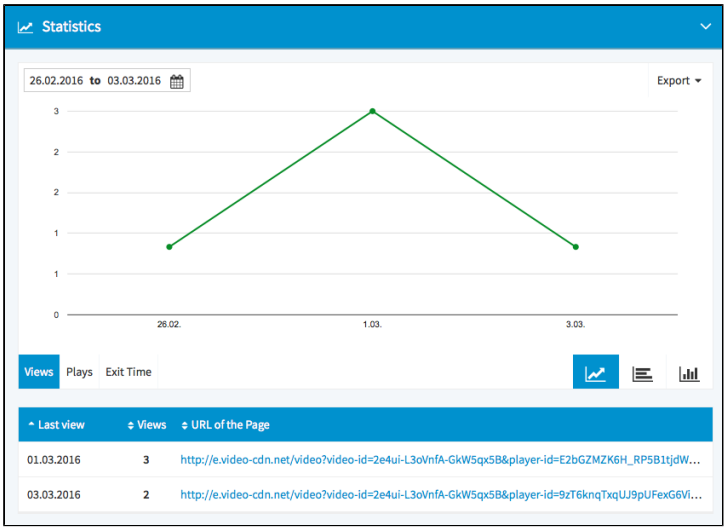
Please keep in mind that "Usage Overview" is an optional feature that may not be available in your VideoManager.

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.

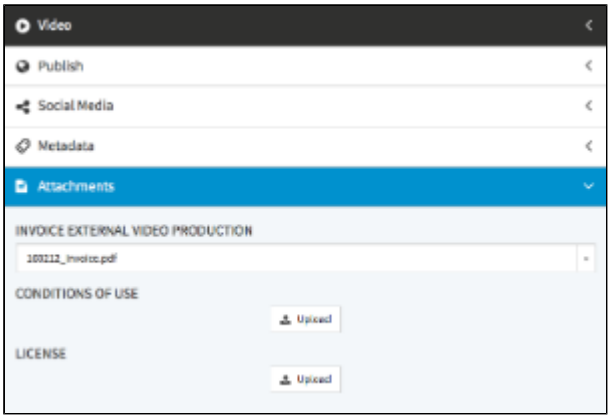
3.16.1 Uploading an Attachment

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 adminstration 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.

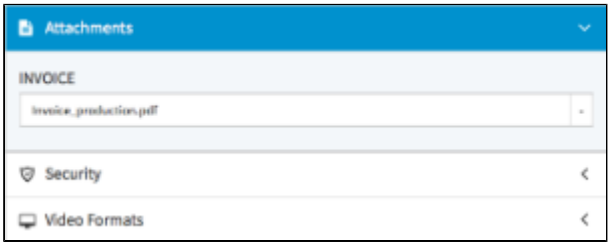
2. Open the accordion menu **Attachments**.



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.

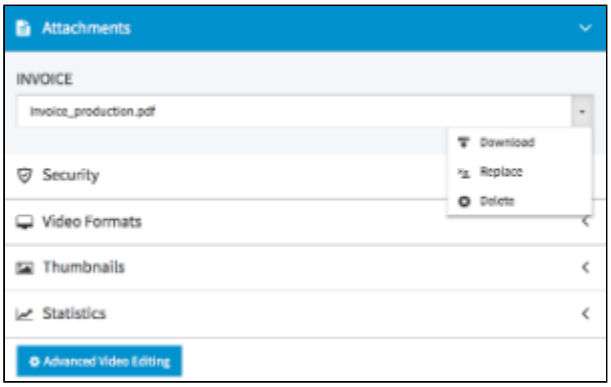
Please keep in mind that for each type of document only one file can be uploaded. Uploaded files must not exceed 10 MB.

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



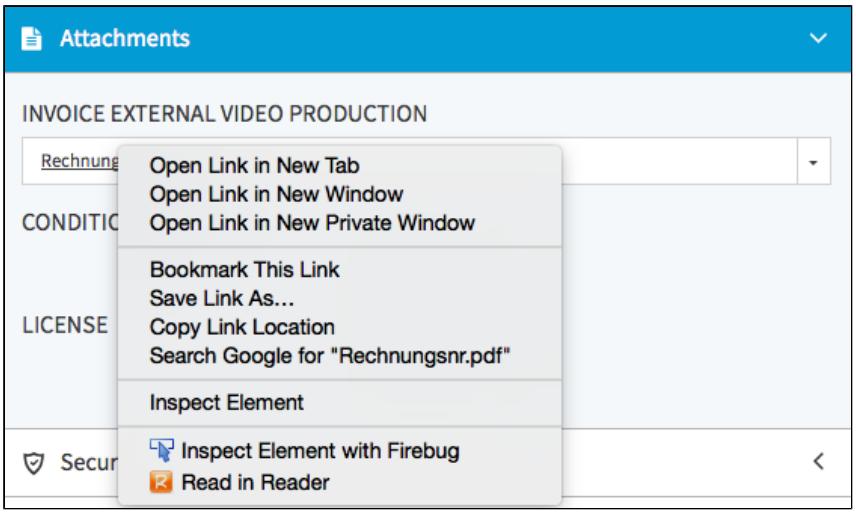
6. Click directly on the file name of the attachment, the file will be opened in a new browser window.

> ⚠ 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 follwoing 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 Ad Configuration

> Please keep in mind that video ads are a bookable feature and may not be available in your VideoManager.

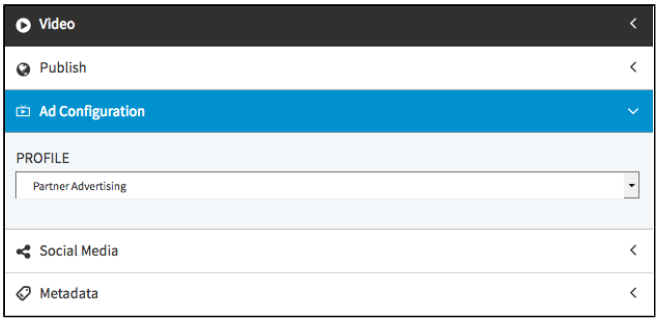
Your VideoManager offers you the possibility to add additional video ads to your videos. For this purpose, ad configurations that have been set up in the administration area can be easily assigned to this video (see also " Video Ads "). Video ads can be defined as pre-, mid- or post-roll; while all three ad options can be applied to a single video.

> It is also possible to define a global ad configuration for the entire stock of video in your VideoManager. If you have not chosen a different ad configuration for a video, so this global setting applies.

To assign an ad configuration to a video, perform the following steps:

1. First, select the desired video in the video list by clicking on the appropriate entry. For this video, you can now select the required ad configuration.

2. Open the accordion menu **Ad Configuration**.



3. Select then the desired ad configuration from the drop-down menu.

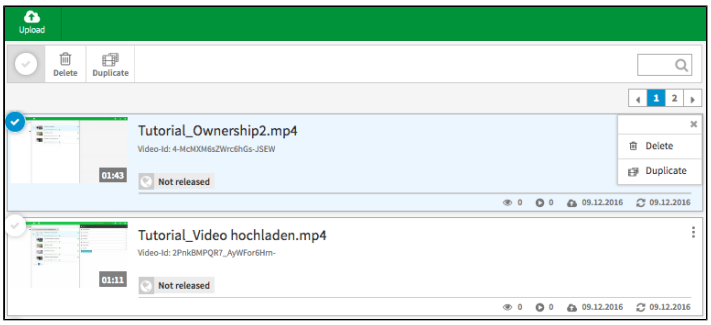
3.18 Deleting a Video

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.

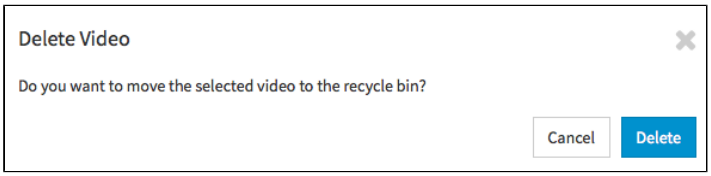
3.18.1 Removing a Video from the Video List

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

1. Open the context menu of the video entry, which you want to delete.



2. Then click the [Delete] button. The confirmation dialog "Delete Video" is displayed.



3. 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. V ideo files that are moved to the trash are automatically be deleted permanently after 30 days, by default (see section " The Recycle Bin ").

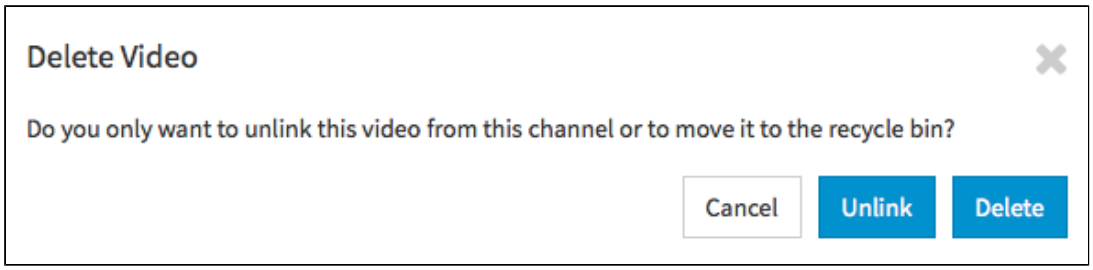
If you want to delete multiple videos at the same time, select the entries you want to delete in the video list with the [Shift] key or by activating the selection boxes. Click then on the [Delete] button in the actions toolbar. The selected videos will be moved to the recycle bin.

3.18.2 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.

If you want to delete multiple videos at the same time from a channel, select the entries you want to delete in the video list with the [Shift] key or by activating the selection boxes. Click then on the [Delete] button in the action toolbar.

3.18.3 Time-controlled Deletion

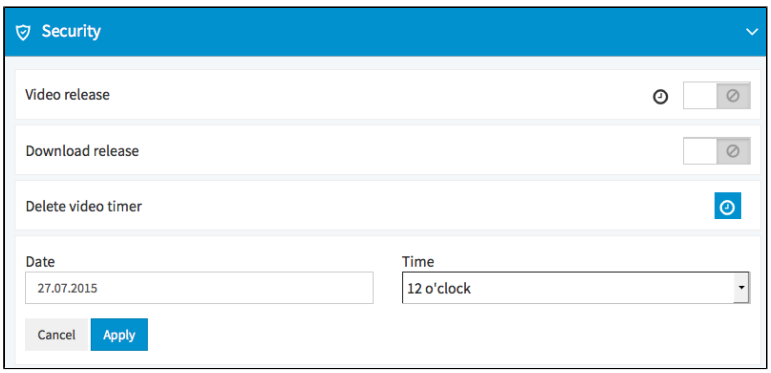
The function "time-controlled deletion" allows you to define the exact time at which a video is to be moved automatically to the recycle bin. This option facilitates the deletion process in many cases when certain videos need to be removed, for example, for legal reasons. In this way, you do not need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

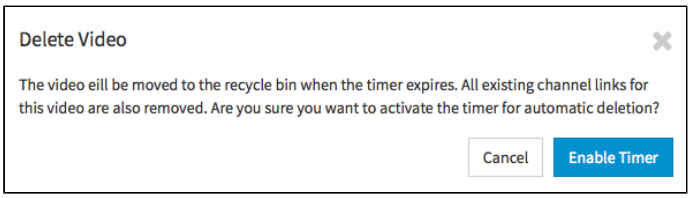
2. Open the accordion menu **Security** in the editing area.

3. Click on the [ ]- icon in the menu item "Timer for deletion". Editing fields open for date and time.



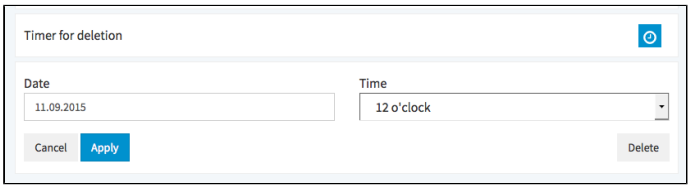
4. Enter the desired deletion date and select the time from the drop-down menu.

5. Click then on the [Apply] button. A confirmation dialog box opens.

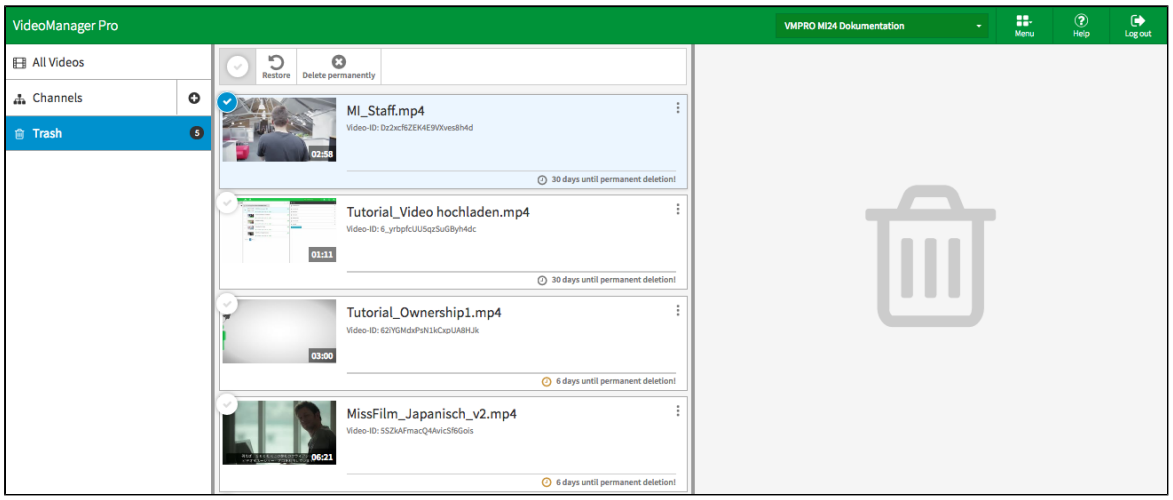


6. Click on the [Enable timer] button. In the video list, this video will be shown accordingly with the [ ]- icon and the deletion date.

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



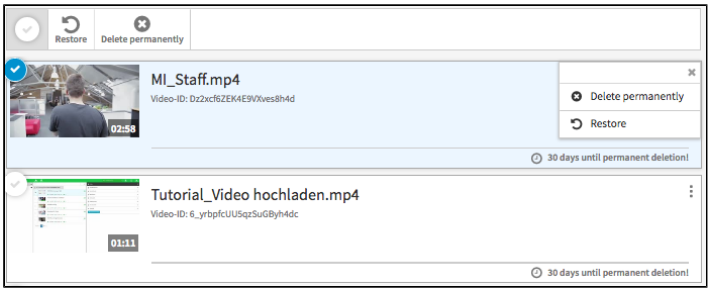
3.18.4 The Recycle Bin



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.

Each video entry provides the information, in how many days it will be deleted automatically.

1. Open the context menu of the video entry, which you want to delete or restore.



2. Select one of the options via the button [Delete permanently] or [Restore] . Alternatively, you can use the buttons in the actions toolbar.

If you want to delete multiple videos at the same time, select the entries you want to delete in the video list with the [Shift] key or by activating the selection boxes. Click then on the [Delete permanently] or [Restore] button in the actions toolbar.

3.19 Advanced Video Editing

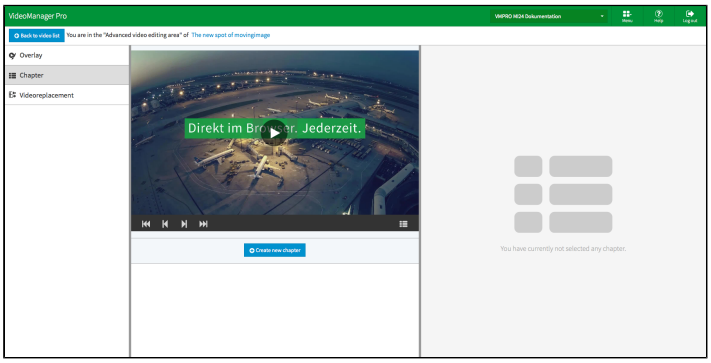
This section provides the detailed description of the advanced editing area of your VideoManager.

3.19.1 Creating a Chapter

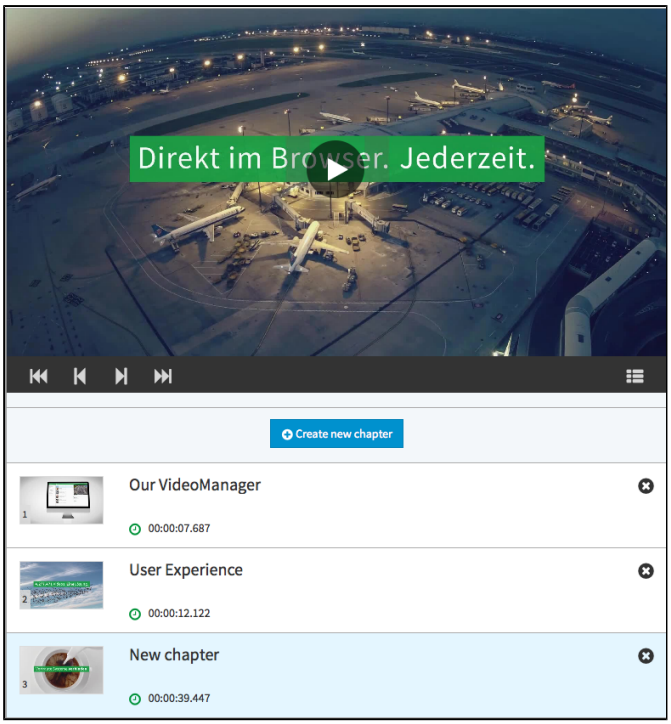
Setting chapters in longer video clips is very user friendly, as viewers can jump directly to the different contents via navigation.

To set chapters in a video, proceed as follows:

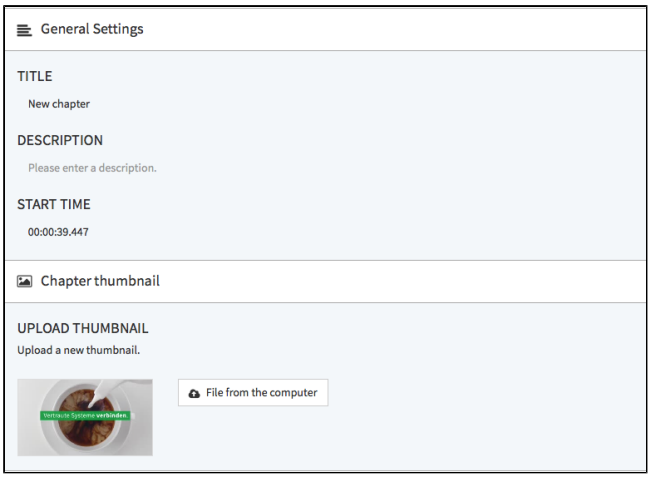
1. First, select from the video list the required video by clicking the corresponding entry.
2. Click the [Advanced Video Editing] button in the editing area. You will be forwarded to the appropriate area of VideoManager.
3. Select the "Chapter" entry in the navigation.



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:



- **Title**: Enter a title for this chapter.
- **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.

3.19.2 Replacing a Video

T o 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.

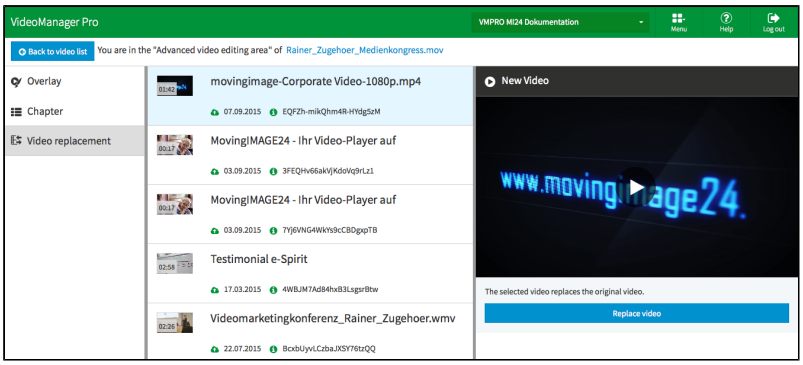
To replace a video follow the described steps:

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.

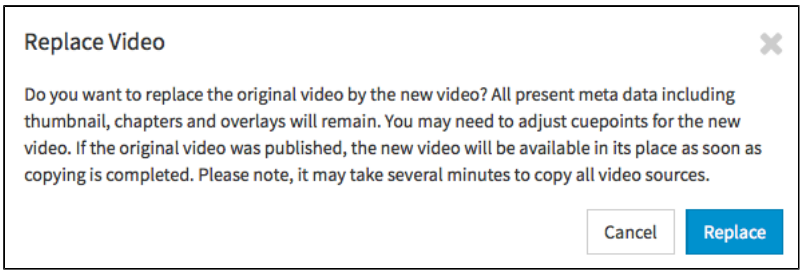
3. Choose in the navigation pane the option "Video replacement". You now see a list with all the videos that are available for replacing in the central area.

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. Videos that are not completely transcoded, are also not listed here.



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 con firm the replacement.



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

3.19.3 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.

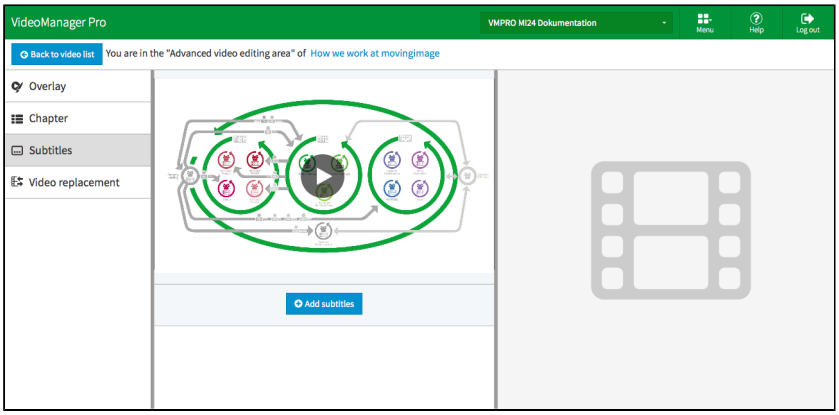
The VideoManager offers you the possibility to implement subtitles as closed caption in your videos, so that viewers can show or hide subtitles as needed.

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

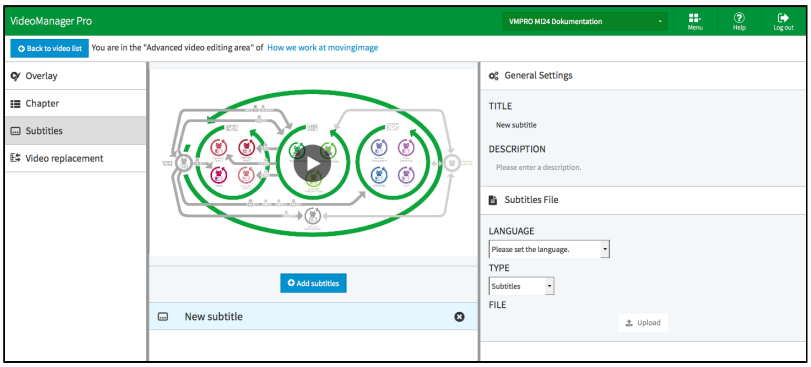
Currently, subtitles are only supported by HTML5 play out and by the Chrome browser.

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

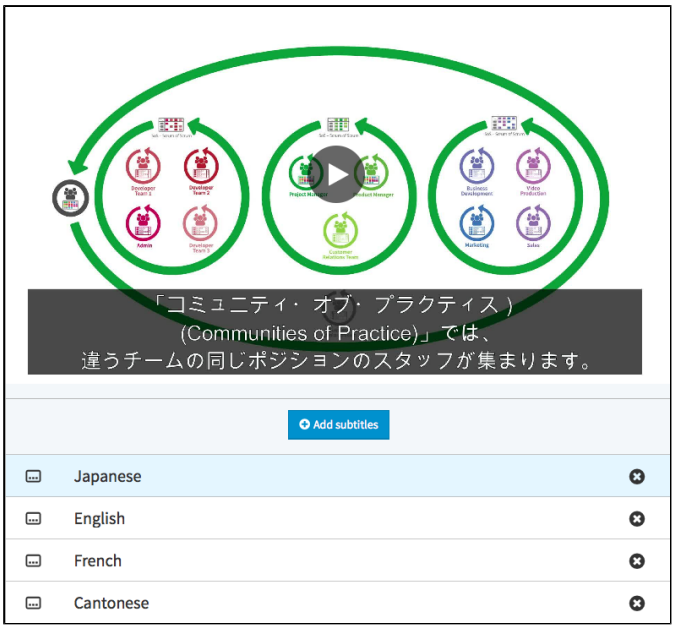
7. Select the subtitling target language from the drop down menu; this will be available in the player control.

8. Then, specify the type of subtitle.

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.



3.19.4 Interactive Overlays

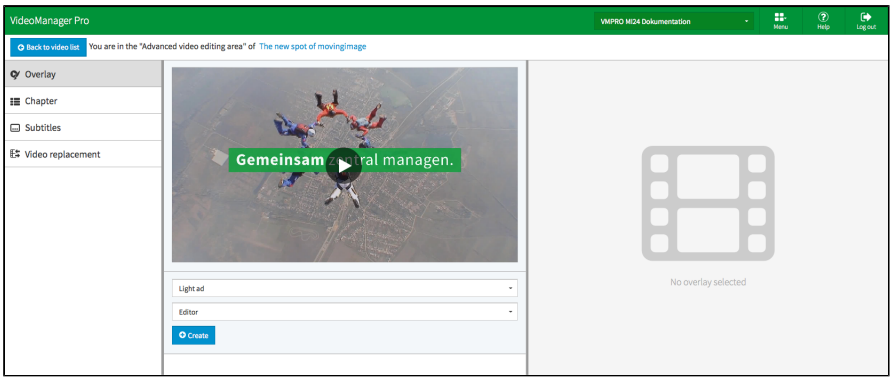
In the advanced editing area of the VideoManager you can create and place custom overlays for a video. These are text or image overlays in individual sizes, which represent for example, further information, call-to-action texts or also logos.

There are two types of overlay. They differ in that the corresponding video either continues to play during display or stops altogether when the overlay runs. In the first case it is a so-called "layer", in the second case it is a "light ad".

> The function "Interactive overlays" is a bookable feature and may not be available in your VideoManager. Please contact your administrator for more details.

To create an interactive overlay, proceed as follows:

1. First, select the video in the video list to which you want to add the overlay.
2. Click on the [Advanced Video Editing] button. You will be forwarded to the appropriate area of VideoManager.



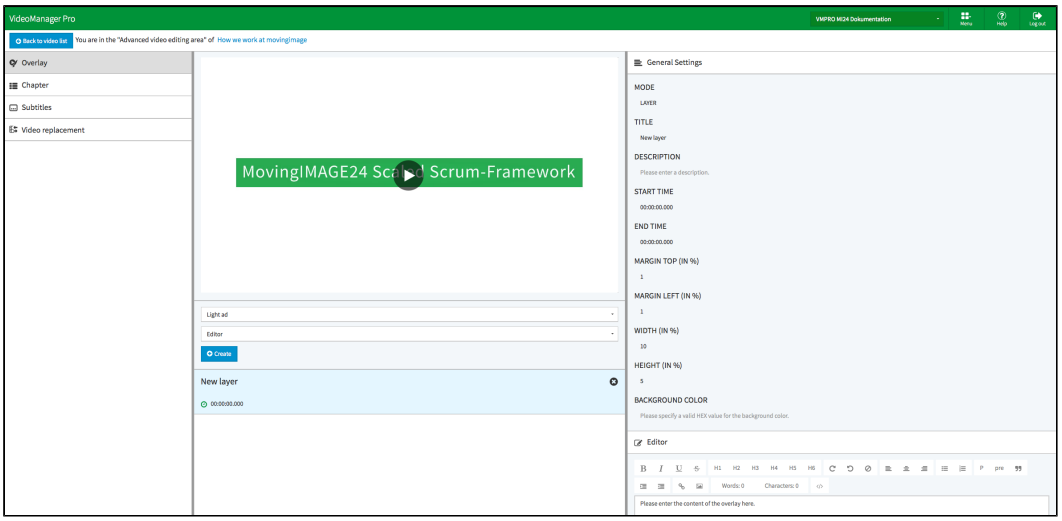
3. Select the "Overlay" entry in the navigation. You see now a preview player, possibly including a list of already created overlays in the central area.
4. In the drop down menu, select the desired insert type:
   - light ad
   - layer
5. In the drop down menu below, you can select custom templates (this is an additional option). Otherwise select the "Editor" entry to set up your overlay manually.
6. Click on the [Create] button. In the editing area, you can now edit the overlay.

3.19.4.1 Layer (interactive Annotation)

With interactive annotations, you can enrich your video with additional information. While the video is playing, the insert appears at the time you set. The viewer then receives informative content or links calling for further actions if needed.

Perform the following steps to configure an interactive annotation:

1. Highlight the entry beneath the preview player, which you want to configure.



2. In the editing area, you can now make following settings:

   - **Title**: Enter the desired name for the layer.
   - **Description**: Optionally, enter a description.
   - **Start time**: Enter the desired start time for the insert in the format "HH: mm: ss. sss".
   - **End time**: Enter the desired end time for the insert in the format "HH: mm: ss.sss".
   - **Margin top (in%)**: Define the distance of the overlay to the top player border in %.
   - **Margin left (in %)**: Define the distance of the overlay to the left player border in %.
   - **Width (in %)**: Define the width of the overlay in % (of the total player size).
   - **Height (in%)**: Define the height of the overlay in % (of the total player size).
   - **Background color**: Define the background color for the overlay, here you must specify a valid HEX value (E.g. '#AACCEE' / '#AACCEE22').
   - **Editor**: Enter a text, a URL to the desired image or embed a link by using the editor.
   - **Floating titles**: If you have selected the option "Floating Titles", enter the header and the text and then click the [Save] button.

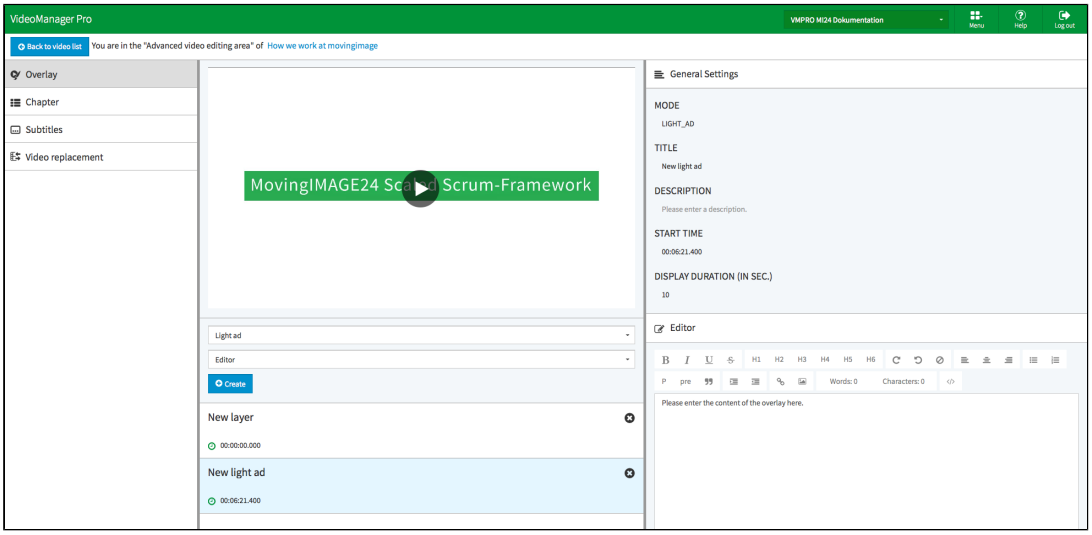
3. To have a look at the new interactive annotation in the preview player, refresh your browser.

3.19.4.2 Light Ad

Light ads are inserts that interrupt the video. These can be informative texts or subheads within your video. Here, you can define exactly how long this element should be displayed. Also, viewers have the opportunity to skip or pause an insert by control.

Perform the follwoing steps to configure a light ad:

1. Highlight the entry beneath the preview player that you want to edit.



2. In the editing area, you can make the following settings:

   - **Title**: Enter the desired name for the layer.
   - **Description**: Optionally, enter a description.
   - **Start time**: Enter the desired start time for the insert in the format "HH: mm: ss. sss".
   - **Display duration (in sec)**: Enter the duration for the overlay in seconds.
   - **Editor**: Enter a text, a URL to the desired image or embed a link by using the editor.

3. To have a look at the new interactive annotation in the preview player, refresh your browser.

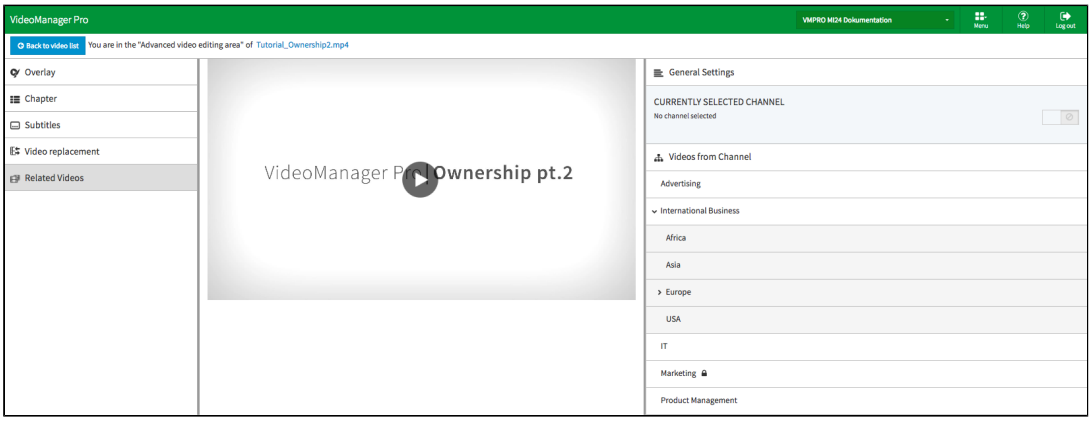
3.19.5 Related Videos

With the "Related videos" function, you can make relevant video suggestions to your audience. In this way, you draw attention to different videos with similar content e.g., and encourage the user to continue watching. This is highly effective to increase the play and view rate of your video stock.

The link of the videos is done at the channel level, i.e. you can refer to all videos that are in a specific channel. All published videos in this channel are then proposed to your viewers once the original video has finished.

Perform the following steps to associate a video with further videos:

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. Selct the "Related videos" entry in the navigation.

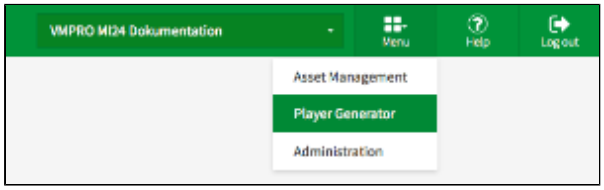


4. In the editing area you will see the channel tree of your video asset management. Select the desired channel by clicking on the appropriate entry. The videos from the selected channel are now associated with your video and will be suggested as relevant videos to the viewer.
5. If selected, you can quickly see the currently linked channel. If you want to select another channel, just click on the required entry in the channel tree. The display will be updated immediately.

6. To deselect the channel, click the disable button.

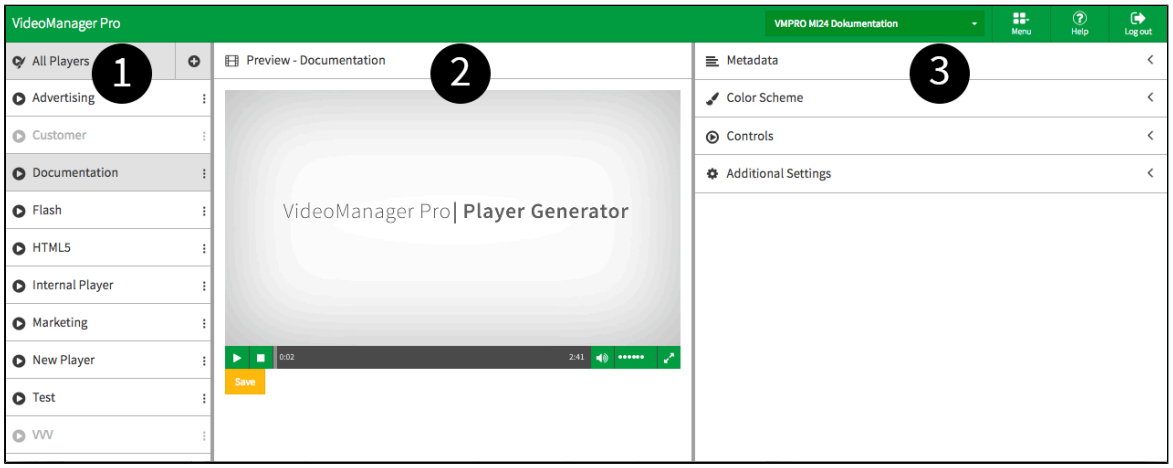
Player Generator

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.



1 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.

2 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.

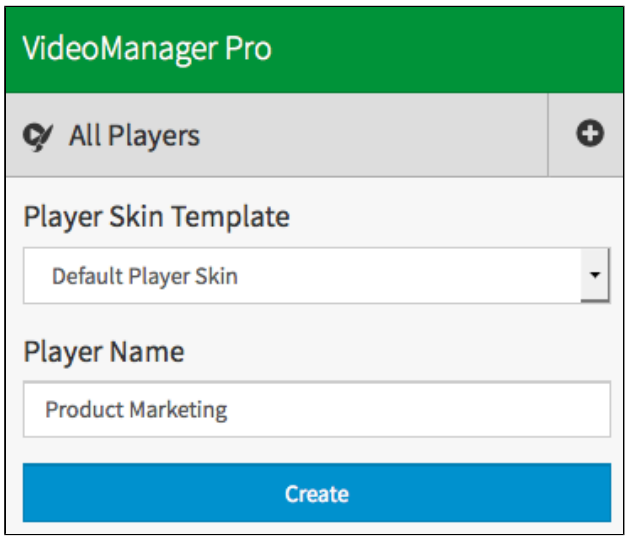
3 Editing area

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

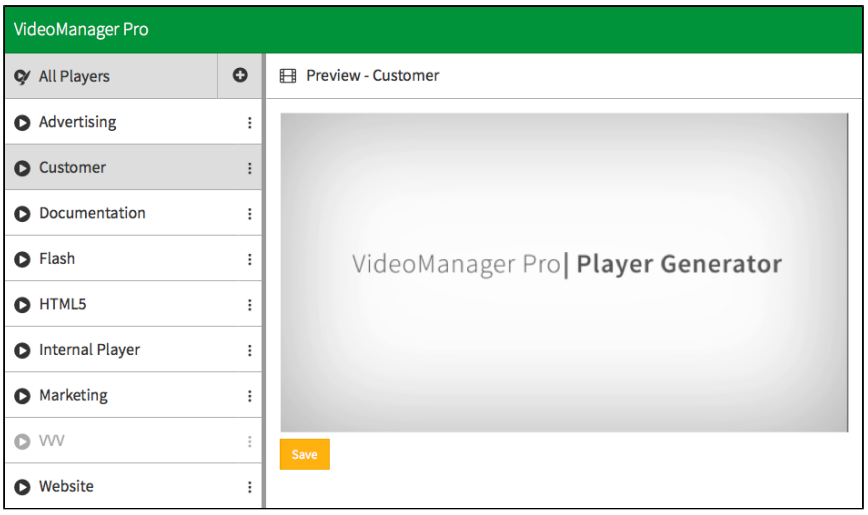
Via the navigation menu in the left pane of VideoManager, you have the opportunity to create a new player.

1. Click on the [⊕] -symbol in the navigation area.



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.



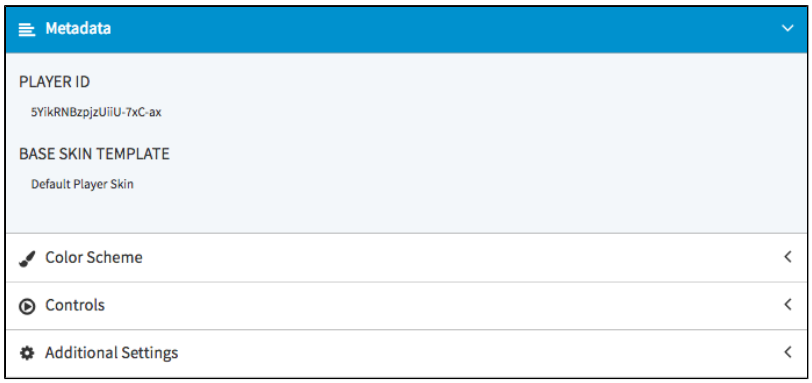
The newly created player has the Flash as the default, you can change this by activating the "HTML5 player first" option (see for more information " Additional Settings ").

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.

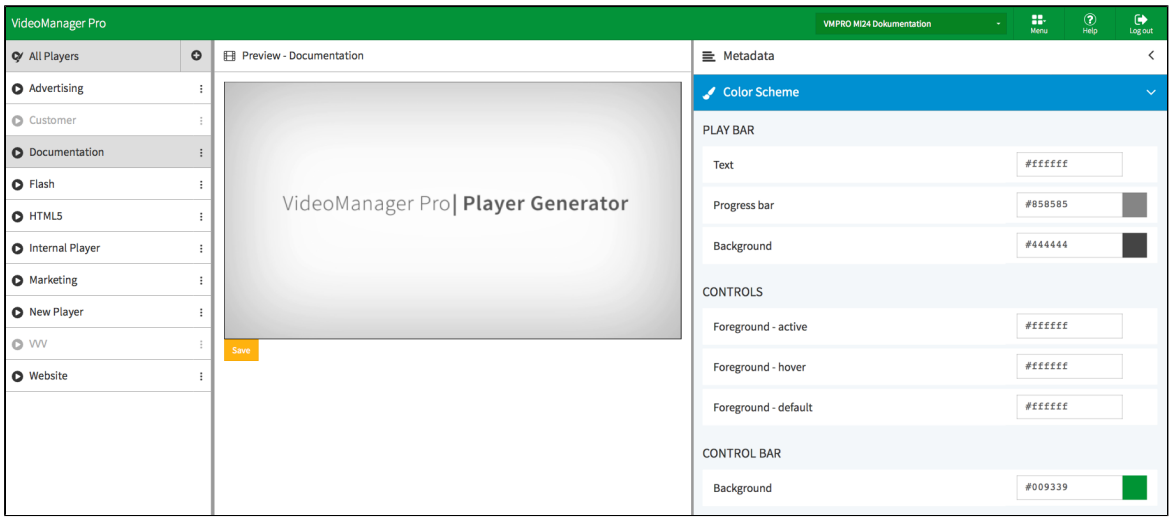
4.2.1 Player Metadata



In the accordion menu **Metadata** information to the player is displayed:

- **Player ID**: The ID is assigned automatically by the system and can not be edited.
- **Base skin template**: Player skin the player is based on.

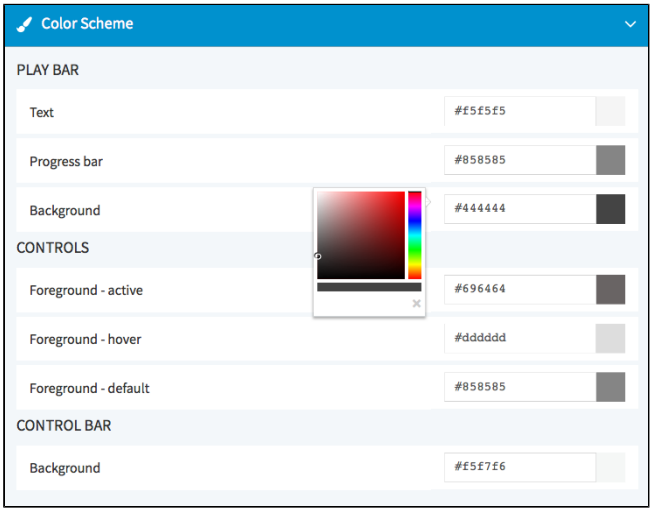
4.2.2 Color Scheme



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

- play bar
- controls
- control bar

1. You can basically make a color 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. Select the color with the color picker. Your selection is applied directly in the preview of the player.

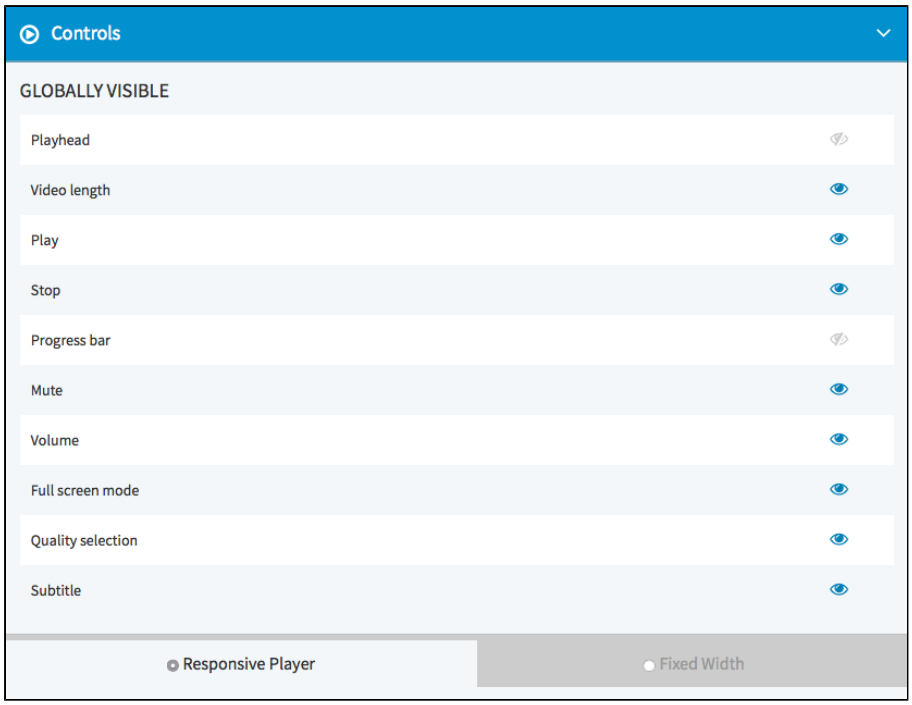
4. Alternatively, you can enter the HEX code of the color type.

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.

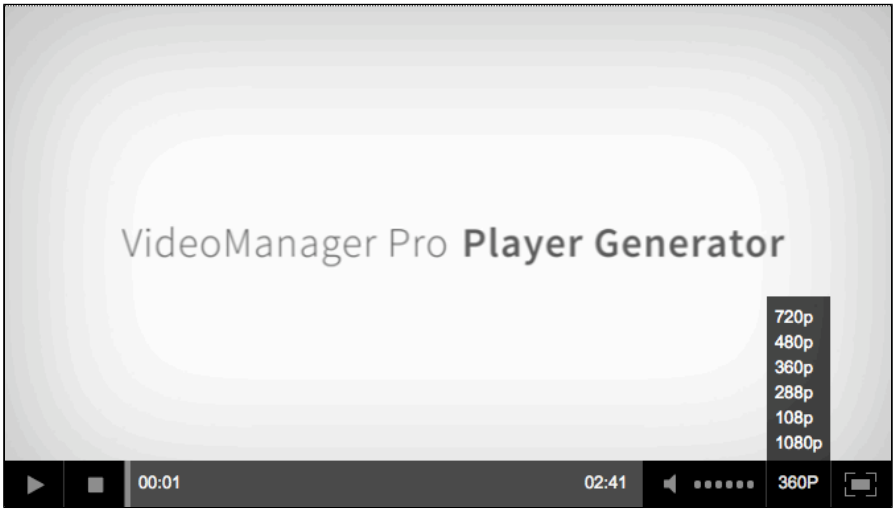
4.2.3 Controls

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.

   - **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.
   - **Volume**: The volume control is possible via the control bar.
   - **Fullscreen mode**: The viewer can play the video in fullscreen 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.

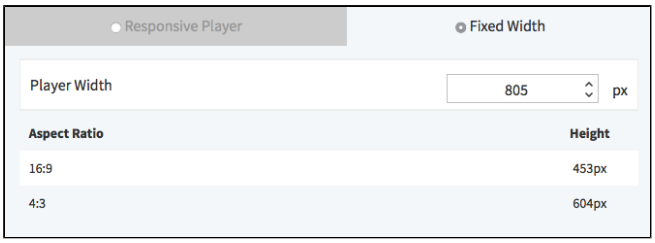


Sample: Control bar of a player

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. Alternativlely, 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.



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.

4.2.4 Configuration Responsive Player

⚠ Please note that the configuration for responsvie 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.

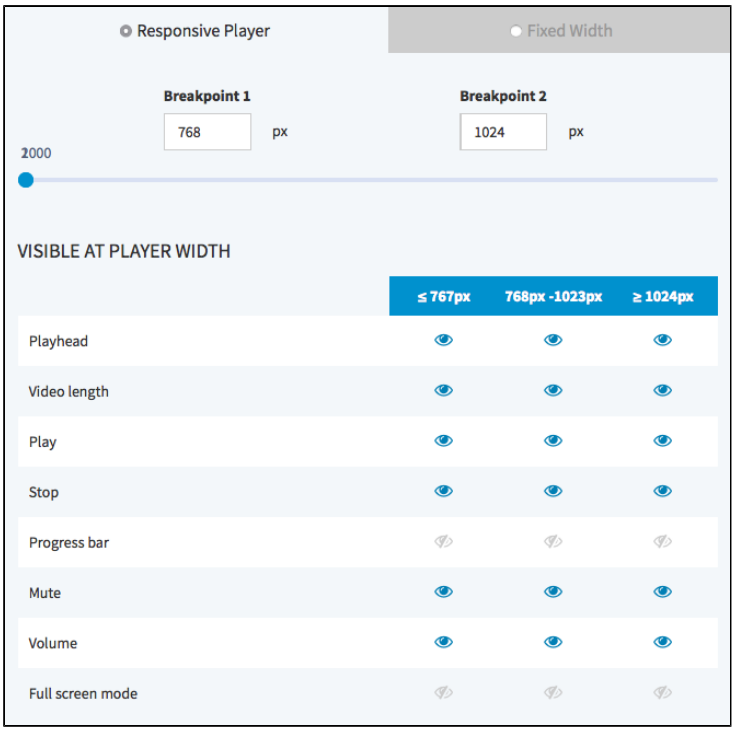
⚠ Configurations for responsive players applies only to HTML5 players.

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 ").

   ℹ 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".



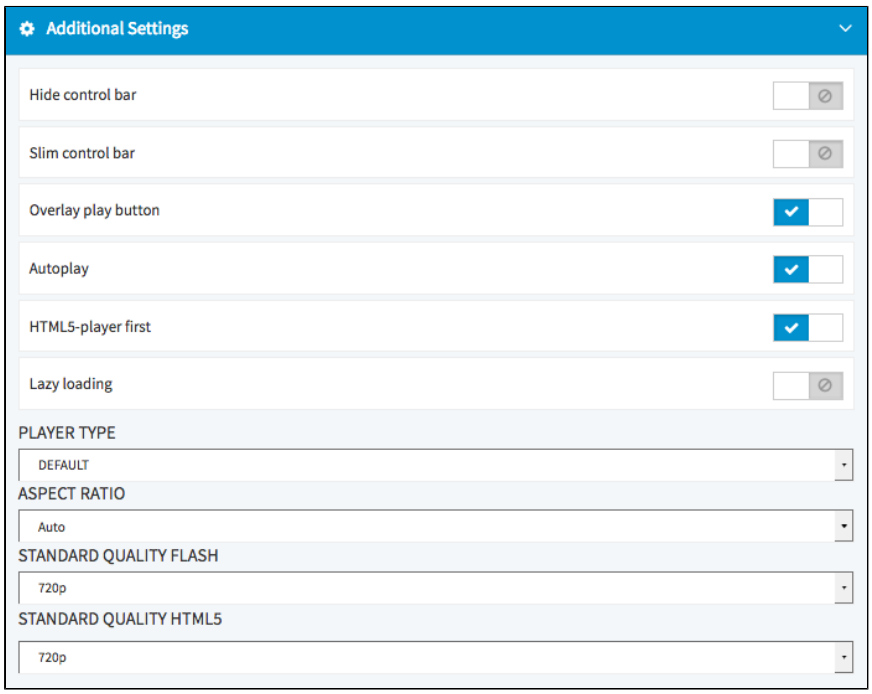
3. First, define the breakpoints by using the controller. Alternatively, you directly enter the desired values in the fields provided.

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.

4.2.5 Additional Settings



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

- **Hide control bar**
  When this option is active, the control bar is not visible. The viewer cannot control the video in any way.

- **Slim control bar**
  When this option is active, the control bar has a lower height (25px).

- **Overlay play button**
  When this option is active, the "Play" button is also in a central location of the player screen available.

- **Autoplay**
  When this option is active, the video will start automatically.

  Please keep in mind that mobile devices in most cases prevent an "Autoplay".

- **HTML5-player first**
  When this option is active, the HTML5-player is loaded first by default.

- **Lazy loading**

  > ⚠ Please keep in mind that "Lazy loading" is a bookable feature and may not be available in your VideoManager.

  When this option is active, necessary player plugins, external JavaScript, CSS and image files will only be loaded after the user clicks the "play" button. As a result, the entire load time of your website decreases.

  > ✓ With this feature, you are able to embed multiple videos on your web page, without significantly affecting the overall page load time.

- **Player type**

  > ⚠ Please note that the Bitdash-player has to be booked separately and may not be available in your VideoManager.

  Select the desired player type from the drop-down menu:

  - Default
  - Bitdash

- **Aspect ratio**
  In the appropriate drop-down menu, set the desired aspect ratio:

  - 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. 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.
  If you choose the option "auto", automatic adjustment of the quality of the available bandwidth is done.

- **Standard quality HTML5**
  Define a standard quality via the appropriate drop-down menu. 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.

- **Standard quality fullscreen mode HTML5**

  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.

  Define a standard quality via the appropriate drop-down menu. 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.

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.

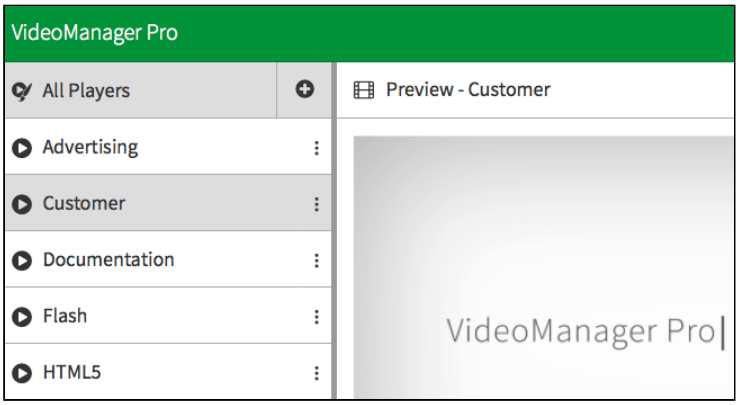
4.3 Deactivating a Player

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.

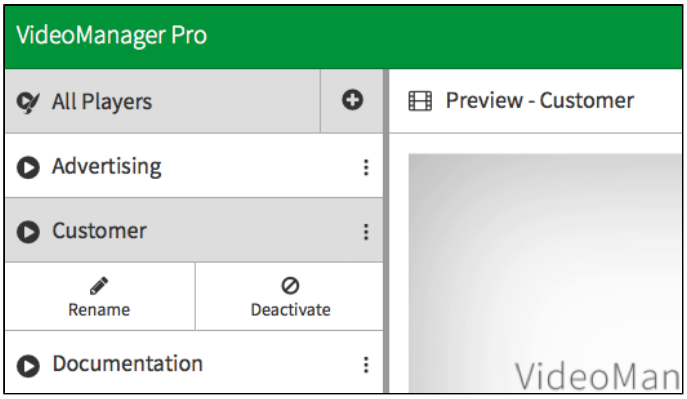
Please note the disabled player is no longer available for future video publishes, however the deactivation has no effect on videos, which have already been published with this player. If you edit the disabled player, all changes made apply for these videos through saving.

To deactivate a player, proceed as follows:

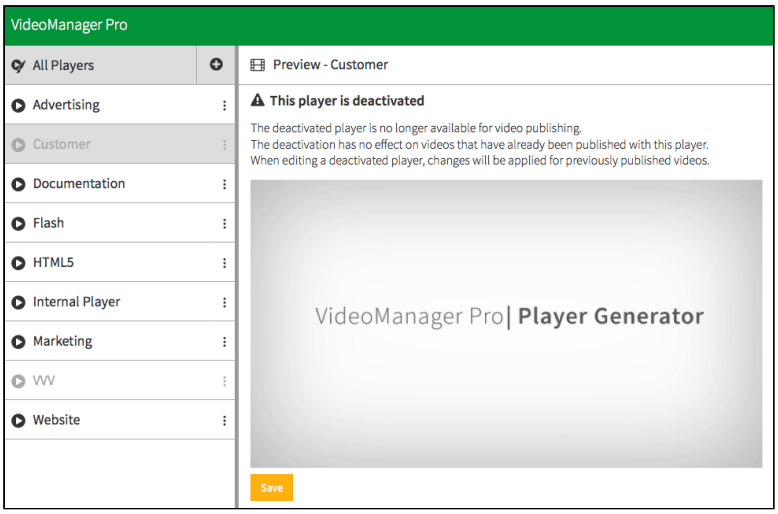
1. First select the player in the navigation area, which you want to disable.



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.

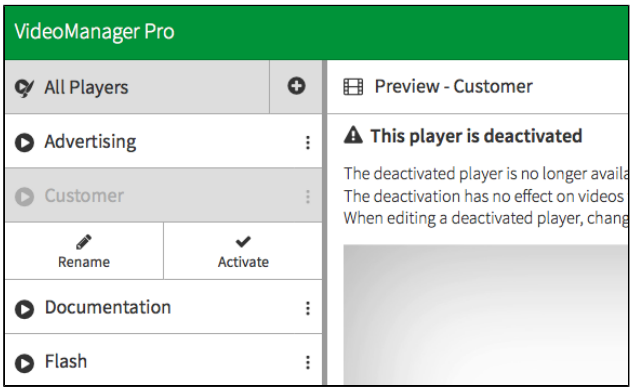


4.4 Activating a disabled Player

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.