

Author: Le Ngoc Duong
and Sarah Whitley
Date: 06-Mar-2018 14:05

VideoManager Pro Manual Documentation

Contact

movingimage EVP GmbH
Stralauer Allee 7
10245 Berlin

Sarah Whitley
sarah.whitley@movingimage.com

Table of Contents

1	Introduction	6
2	Login	7
2.1	Forgot Password	8
3	Video Asset Management	9
3.1	The User Interface	9
3.2	The Video List	11
3.3	Video Upload	12
3.4	Duplicating a Video File	14
3.5	Editing Video Data	16
3.6	Metadata	18
3.7	Creating a Video Thumbnail	21
3.8	Channels	23
3.8.1	Creating a Channel	24
3.8.2	Channel Metadata	25
3.8.3	Assigning a Video to a Channel	27
3.8.4	Deleting a Channel	28
3.9	Security	29
3.10	Video Release & Publishing	31
3.10.1	Releasing a Video for Publishing	31
3.10.2	Time-controlled Release	31
3.10.3	Publishing a Video	33
3.11	Video Formats	35
3.11.1	Original Video Versions	35
3.11.2	Video Transcoding	35
3.12	Video Download	37

3.12.1	Releasing a Video for Download	37
3.12.2	Downloading a Video	38
3.12.3	Video Download in the Player	40
3.12.4	Distributing a Video Download Link	42
3.13	Statistics	43
3.13.1	Views and Plays	43
3.13.2	Exit Time	44
3.13.3	Calling up and Exporting Statistics Data	44
3.13.4	Usage Overview	46
3.14	Deleting a Video	47
3.14.1	Removing a Video from the Video List	47
3.14.2	Deleting a Video from a Channel	48
3.14.3	Time-controlled Deletion	49
3.14.4	The Trash	51
3.15	Advanced Video Editing	52
3.15.1	Creating a Chapter	52
3.15.2	Replacing a Video	54
3.15.3	Subtitles Management	55
3.15.4	Interactive Overlays	58
3.15.5	Related Videos	61
3.16	Separately Booked Features	63
3.16.1	Attachments	63
3.16.2	Ad Configuration	66
3.16.3	Social Media Publication	68
3.16.4	Ownership Features	72
3.16.5	360° Video	74
4	Player Generator	76
4.1	Creating a New Player	77
4.2	Configuring a Player	79
4.2.1	Player Metadata	79
4.2.2	Color Scheme	80
4.2.3	Controls	82
4.2.4	Responsive Player Configuration	84
4.2.5	Additional Settings	86
4.3	Editing a Player	90
4.3.1	Deactivating a Player	90

4.3.2	Activating a disabled Player	91
4.3.3	Deleting a Player	92
5	Accessible Player	93
5.1	Keypad Operations	93
5.2	Screen Reader	96

Disclaimer

This manual is the intellectual property of movingimage EVP GmbH. This includes the contents but also all images, tables and drawings. Change or removal of copyright notices, registering mark or control numbers are not allowed. Any use not permitted by German copyright law requires the prior written consent of the respective author or creator. This applies in particular to reproduction, editing, translation, storage, processing or distribution of contents in databases or other electronic media and systems.

movingimage EVP GmbH allows the use of the content solely for the contractual purpose. It should be noted that the contents of this manual may be subject to changes, without that a reporting obligation on the part of movingimage EVP GmbH can be derived from this. Users of this manual must obtain independently information themselves, whether modified versions or notes to the contents are present, for example on the Internet at <http://doc.movingimage.com>, and take these into account during operation.

All information provided in this manual is made available by movingimage EVP GmbH. movingimage EVP GmbH assumes no liability or warranty for errors or omissions in this manual, but avow for products and services according to the agreement which is expressly laid down for the respective products and services. The information contained in this manual result in no further liability.

movingimage EVP GmbH

Stralauer Allee 7

10245 Berlin

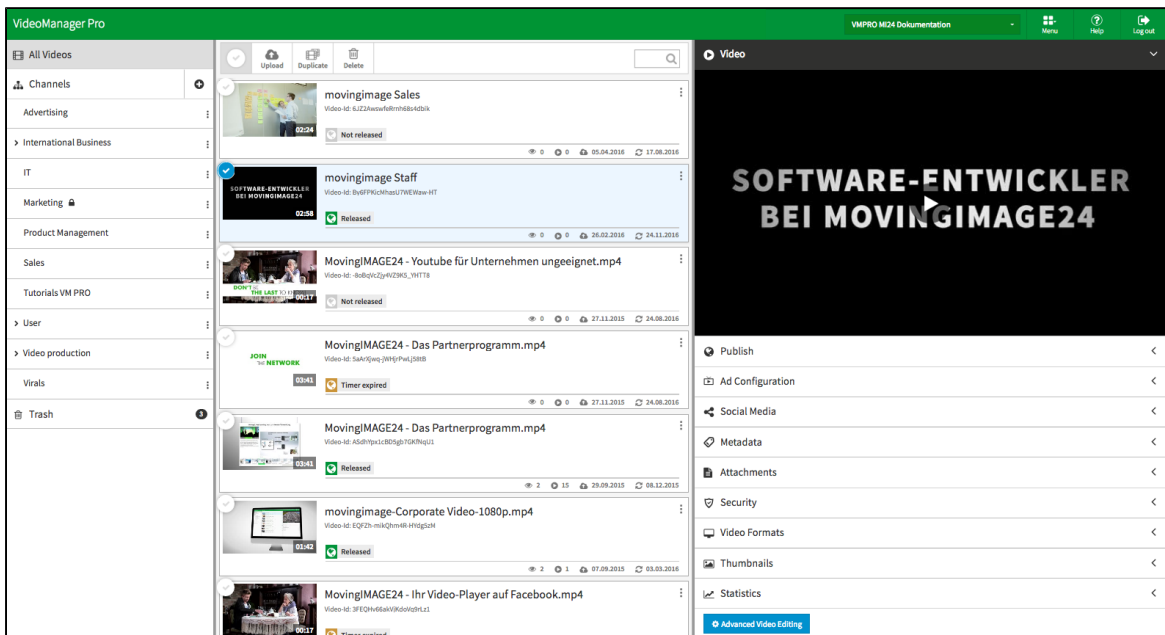
www.movingimage.com

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 movingimage 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.



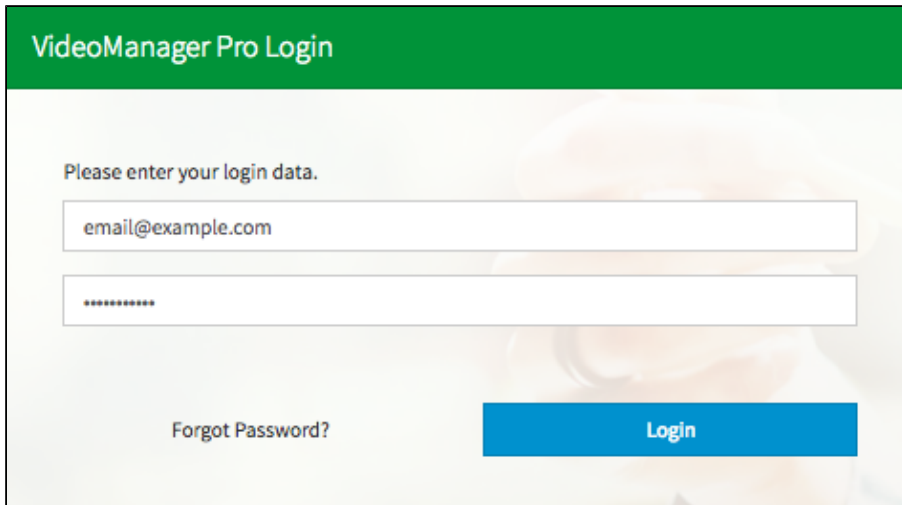
The user interface of VideoManager is clearly divided into functional areas, which optimizes the work in the browser - even when using mobile devices. There are three main areas, which you can navigate to via the [Main] drop-down menu in the top right corner of the software. This top menu bar also contains the [Help] button and the [Log out] function.

The three main areas are: Video Asset Management, Player Generator, and 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.

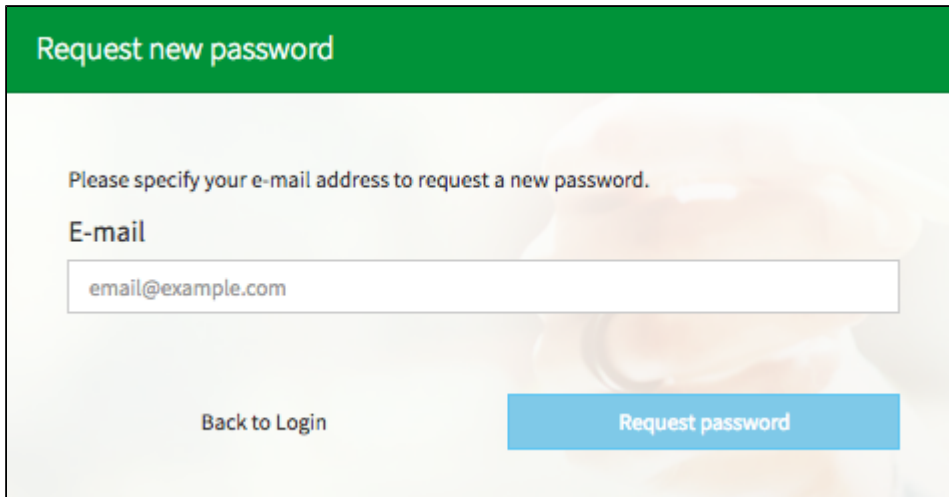
3. Click the [Login] button.

After a successful login, you will be directed to the video asset management of VideoManager Pro. Your login session will expire after 1 hour of inactivity.

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

email@example.com

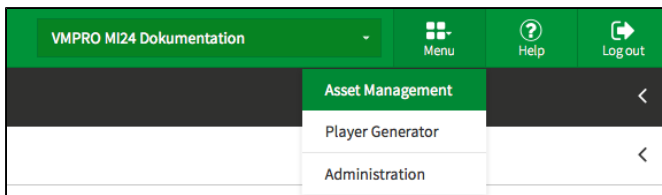
Back to Login Request password

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

Video Asset Management

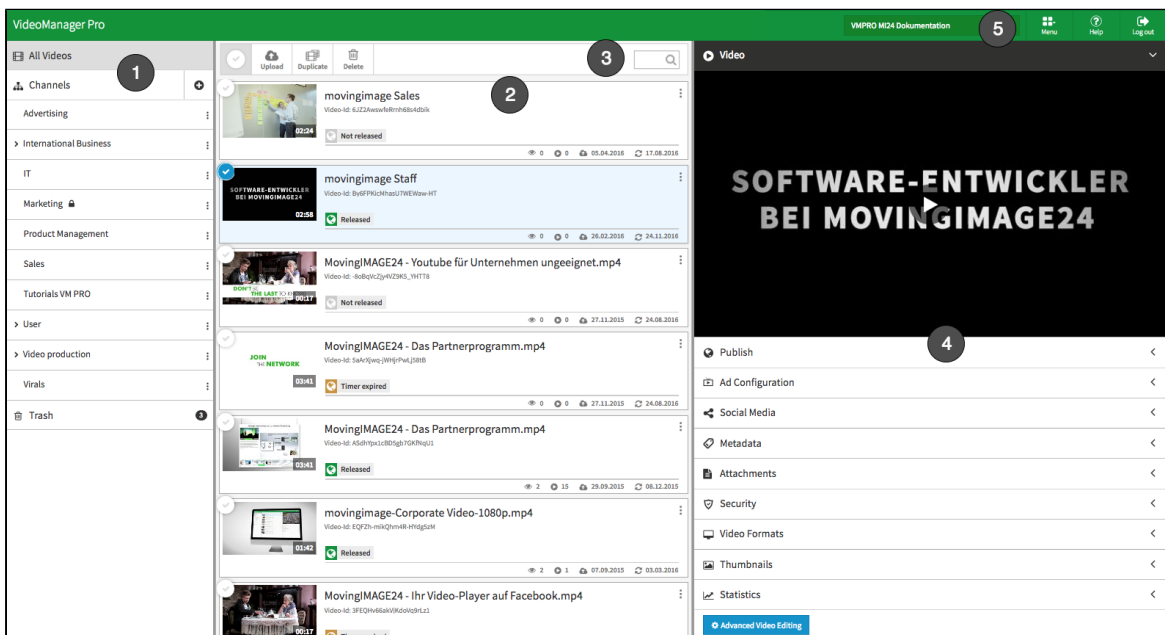
In the asset management area of VideoManager, you can upload, edit and publish videos centrally.

After login, you will be automatically directed to the video asset management area. Otherwise, you can find it in the "Menu" options in the top right corner of the software, which lists all of the areas of VideoManager Pro.




3.1 The User Interface

The "Asset Management" area is organized as follows:




- 1. Navigation** - Navigation is located in the left pane of the browser window. The video channels are listed here. You can create new channels and edit or delete existing channels. You can also view the contents of the trash.

2. **Video list** - This area displays all uploaded videos in a list (the video list is sorted in descending order by upload date).

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

3. **Video toolbar** - Above the video list there is a toolbar with the following options:


- **Select all:** by activating this button, all videos in the video list are selected
- **Upload :** videos from your local drive can be uploaded
- **Duplicate:** a video highlighted in the video list can be duplicated
- **Delete:** multiple selected videos of the video list can be moved to the trash
- **Search:** search for specific videos in the list

 You can search for text within the titles and descriptions of the video, chapters, and interactive overlays, as well as other video metadata.

4. **Editing area with preview player** - The editing 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 the preview player.

5. **Menu bar** - The menu bar of VideoManager Pro provides the following commands:


- **VideoManager Selection:** drop-down menu for selecting the VideoManager you want to work with


 This menu is only shown when a user has access to multiple VideoManagers.

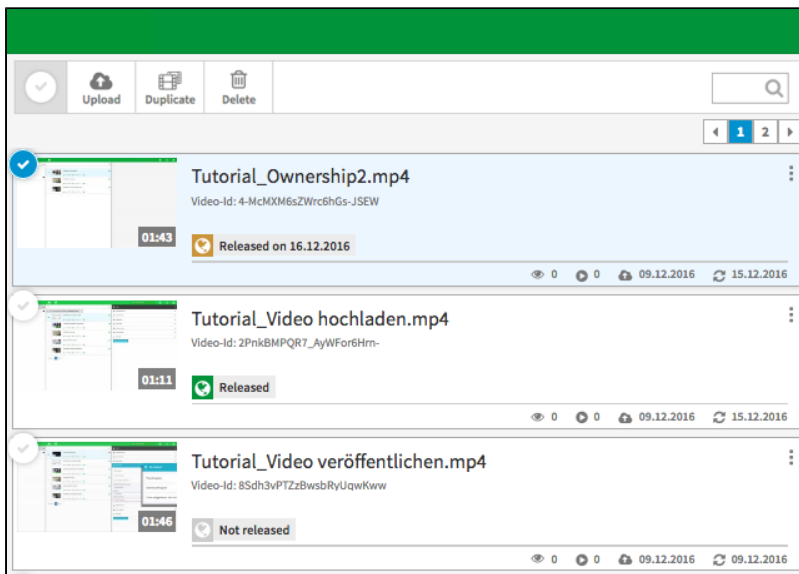
- **Help:** link to the online documentation of VideoManager Pro
- **Menu:** drop-down menu for switching to the Player Generator or Administration area
- **Log out:** log out of the system

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 editing, add videos to channels, and search for videos. Each video entry in the list also provides a context menu with additional options, such as "delete" or "duplicate".




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

 Even after renaming a video, you can still search for it using the original filename.



The status icons along the bottom of each video in the list indicate the following:

Icon	Description
	This video was uploaded on <date>
	This video was updated on <date>
	Number of times the web page that the video is embedded on is viewed
	Number of times the video begins playing

Icon	Description
	An automatic deletion date is defined for this video
	This video is released
	This video has not been released yet

3.3 Video Upload


Numerous upload options are available for uploading a video to your VideoManager. Smaller videos (up to approximately 200 MB) can be uploaded very easily through the web browser. For larger videos, or to upload multiple videos at once, we recommend the use of the FTP server (see also the [FTP Import](#) chapter). You can also upload videos with a mobile device via the movingimage upload app for iOS and Android.



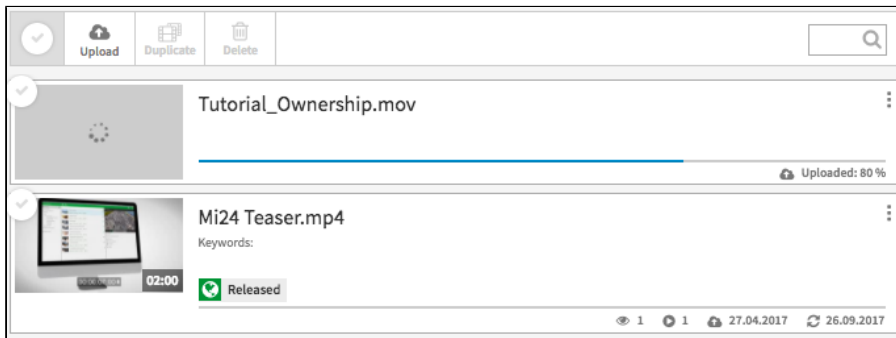
Important information about video settings can be found here: [Recommended Video Settings](#).

Should the upload process unexpectedly be canceled (i.e. if the browser has been closed or your WLAN connection is interrupted) you don't need to 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:

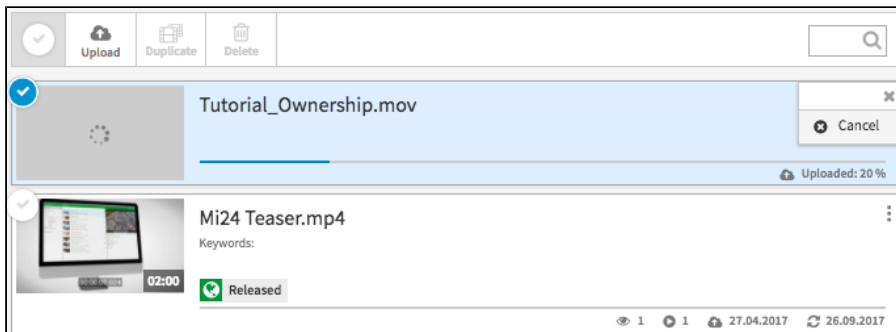
1. Click on the [ Upload] button in the video toolbar. The file display window opens, where you can select a video file.

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.



i You can see the transcoding progress based on the corresponding progress bar in the "Video Formats" accordion menu.

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 upload that has already started, open the context 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

You can create a copy of a video file via the [Duplicate] button in the video toolbar. One example of when you would need a copy of the video is if you wanted to provide identical, separate 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
- active thumbnail
- metadata: title, description, keywords, and person in charge

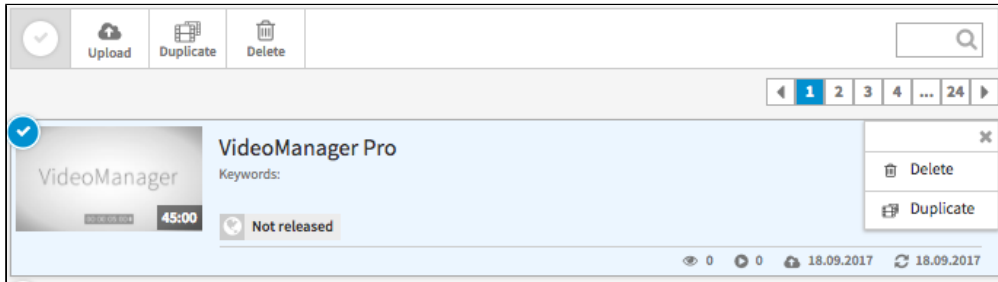
The system automatically assigns a separate video ID to the duplicate.



To duplicate a video file, you need the right: "Duplicate video". Additional access rights to the video and channel are necessary via the "Ownership" framework (see also "[Access Right Matrix: Duplicate videos into a channel](#)").

To duplicate a video file, proceed as follows:

1. Select the video you wish to duplicate.
2. Click the [ Duplicate] button. Alternatively, the context menu for each video also contains a [ Duplicate] button.



All video formats must be finished converting before a video can be duplicated.

3. A popup dialog will open allowing you to select a channel from a drop-down menu.



Please be aware that channels are available in accordance with the roles and rights that have been assigned to you.

4. Click the [Duplicate] button.



The duplicated video will automatically inherit the group of the channel. This allows you to 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. All while the original video remains untouched in the write-protected group.

5. The selected video file will be duplicated and appear in the video list as "Copy of: <video title>".
6. Now you can edit the copied file as usual.

3.5 Editing Video Data

Once the upload process begins, you can edit metadata of the file. Editing options are available for this purpose in the right pane of the VideoManager.

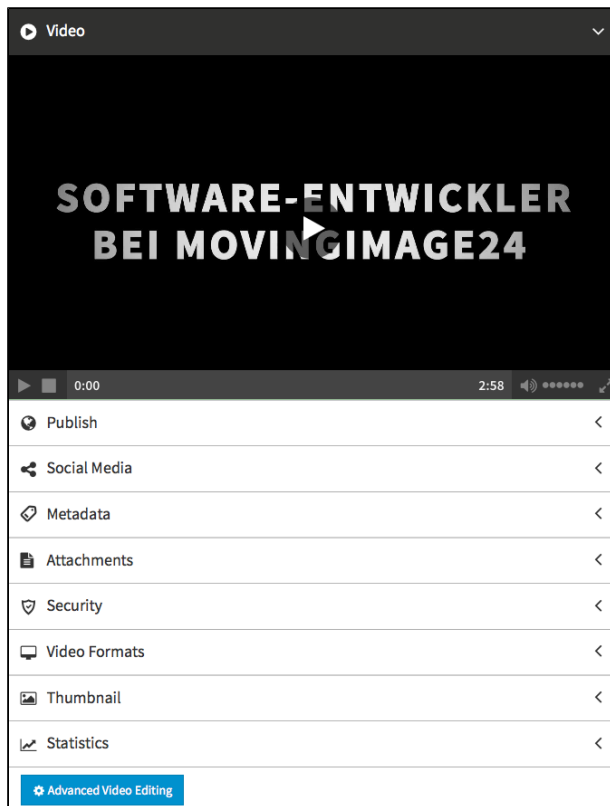
1. Select the desired video in the video list, by clicking the appropriate entry.
 - a. You can search for the desired video with the help of the search function. Click the [🔍] icon to enter a search term in the text box provided in the video toolbar. The search results will be shown in the video list.

✓ The search function of VideoManager allows you to search for specific videos. The search will include standard metadata and video IDs, and also the titles and descriptions of videos, existing chapters, and overlays.



2. The right pane of the window will reveal the video preview, as well as the metadata for the selected video.

- The respective accordion menus provide editing options depending on your user rights. These options are described in detail in the following chapters.



3.6 Metadata

The **Metadata** accordion menu provides information on the video including standard and custom metadata. If your VideoManager is set up to provide metadata in multiple languages, you can use the drop-down menu in the top right corner to select a metadata localization set to edit. For more information about metadata localization sets, see the [Metadata Localization](#) chapter of the VideoManager Pro Administration Manual.

en-US (DEFAULT)

Video Title
Welcome to movingimage!

Description
Lorem ipsum dolor sit amet...

Keywords
movingimage x staff x

Person in Charge
sarah.whitley@movingimage.com

Uploaded
08.06.2017 by Product Management

Last Modification
on 01.02.2018 by sarah.whitley@movingimage.com

Filename
Produktfilm_englisch_V3.mp4

Video-ID
E9Ar-f17sqnV14I9gTYPH5




Standard Metadata:

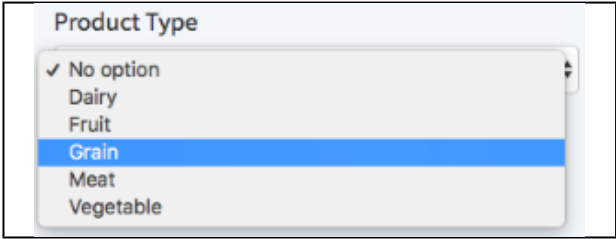
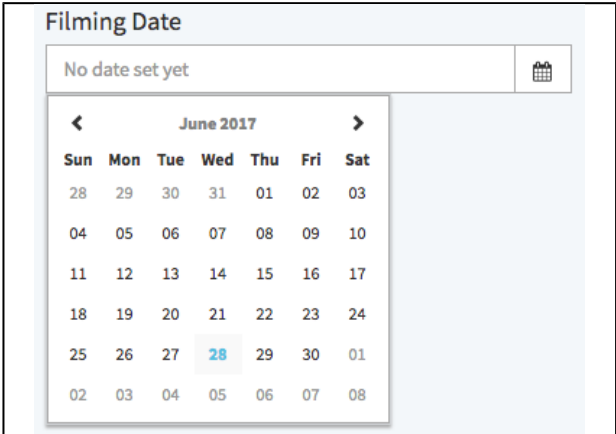

- **Video title:** Enter the desired video title.
- **Description:** Enter a short description of this video.

- **Keywords:** Enter keywords in the text box provided, and confirm this by the [Enter] key of your keyboard. Multiple keywords can be assigned.
- **Person in Charge:** You can optionally change the person in charge of this video.
- **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).
- **Filename:** The original name of the file that was uploaded (cannot be edited).
- **Video-ID :** The video ID is assigned automatically by the system and cannot be edited.

Custom Video Metadata:

Your administrator may have applied custom video metadata fields that can be edited as well. These fields come in a variety of types, editable in the following ways:

Data Type	Interface Element	Example
Text	Type freely in the text field provided.	
Number	You can either use the increment/decrement buttons, the up/down keys on your keyboard, or type a number directly into the number field.	
Boolean	Click the toggle switch to indicate true or false.	

Data Type	Interface Element	Example
Select	Use the drop-down menu to make a selection – the options will appear in alphabetical order.	
Date	Click the calendar icon to the right of the date field and use the date picker to set the desired date.	
Multi Select	Click the text field and a list of valid options will appear. Start typing to search the list. Click or use the up, down, and enter keys on your keyboard to select an option. Add as many items as desired.	



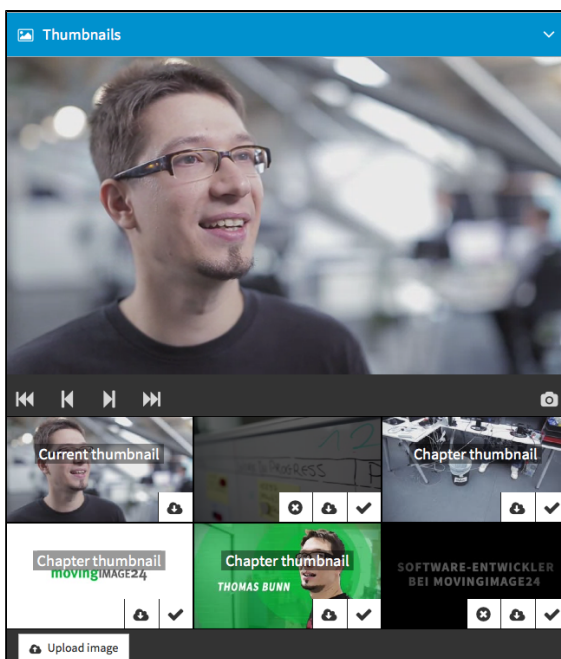
For information about how to configure these custom video metadata fields see the [Video Metadata](#) chapter of the VideoManager Pro Administration manual.


3.7 Creating a Video Thumbnail

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

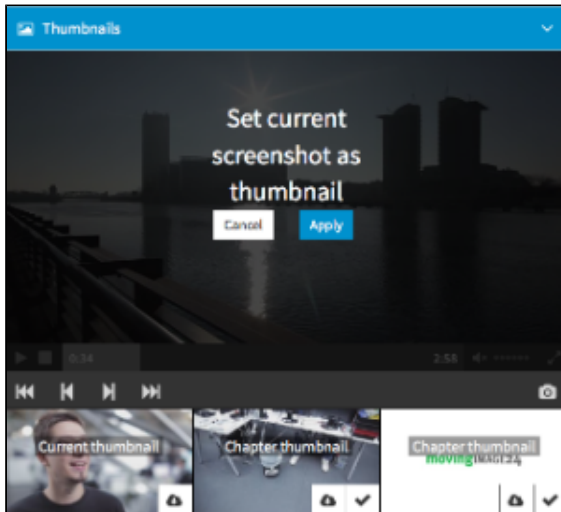
To increase the initial effect for your video, it is possible to produce an individual thumbnail for each video. There are different possibilities: either a desired image file is uploaded or any frame from the video itself is captured and then set as start screen.

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.

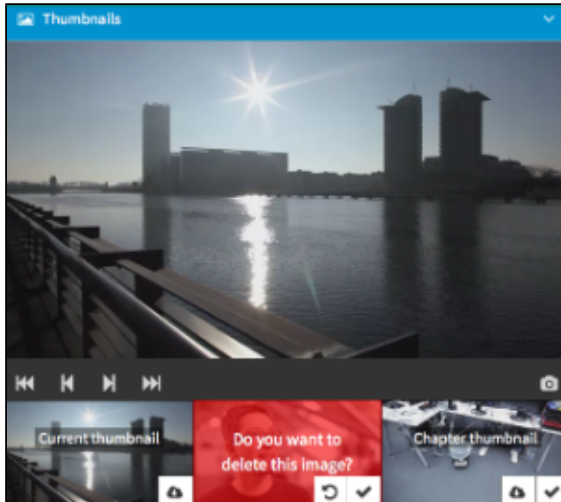


Please note that the file must not be larger than 10000 KBytes.

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


You can add videos to channels to keep them organized and group them in various ways. Channels, as well as their sub-channels, are arranged in the navigation pane in a tree structure. Which channels you can access is dependent on your user rights.

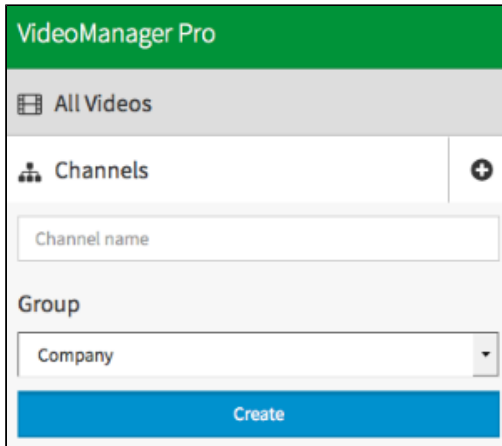
If you want to add a video to a channel, you can easily drag and drop the video into the channel. The assignment of a video to a channel establishes a link between the video and the assigned channel.

i If the "Ownership" feature has been booked for your VideoManager, you can assign channels to an owner group. This way, you can control who can see and access each channel (see the "[Channel Access Rights](#)" chapter).

3.8.1 Creating a Channel

To create a new channel, follow these steps:

1. In the navigation area, click the [] symbol.




The screenshot shows the 'VideoManager Pro' interface. At the top, there is a green header with the text 'VideoManager Pro'. Below the header, there is a navigation area with a grid icon and the text 'All Videos'. Underneath, there is a 'Channels' section with a group icon and the text 'Channels', followed by a plus sign icon. Below this, there is a text input field labeled 'Channel name'. Underneath the text input field, there is a 'Group' section with a dropdown menu labeled 'Company'. At the bottom of the form, there is a blue button labeled 'Create'.

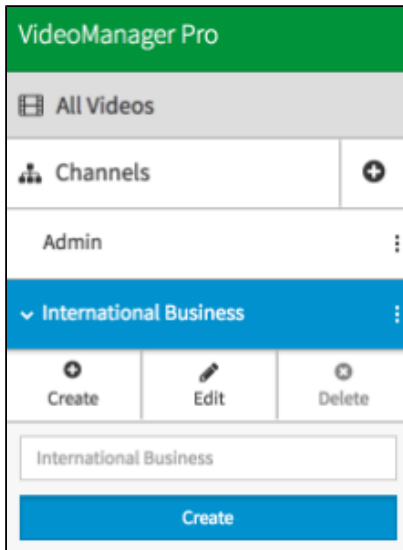
2. Enter the desired channel name in the text box provided.
3. If the "Ownership" feature is enabled for your VideoManager, you can assign the new channel to an ownership group via the corresponding drop-down menu.
4. Click the [Create] button.

The new channel is created and appears in the hierarchically structured channel tree.

To create a new sub-channel, follow these steps:

1. Click the [] symbol of the channel you wish to add a sub-channel to.

2. Click the [Create] button.





3. Enter the sub-channel name and confirm with the [Create] button under the text field.

See the [Channel Metadata](#) chapter for information about how to rename a channel and modify its other metadata.

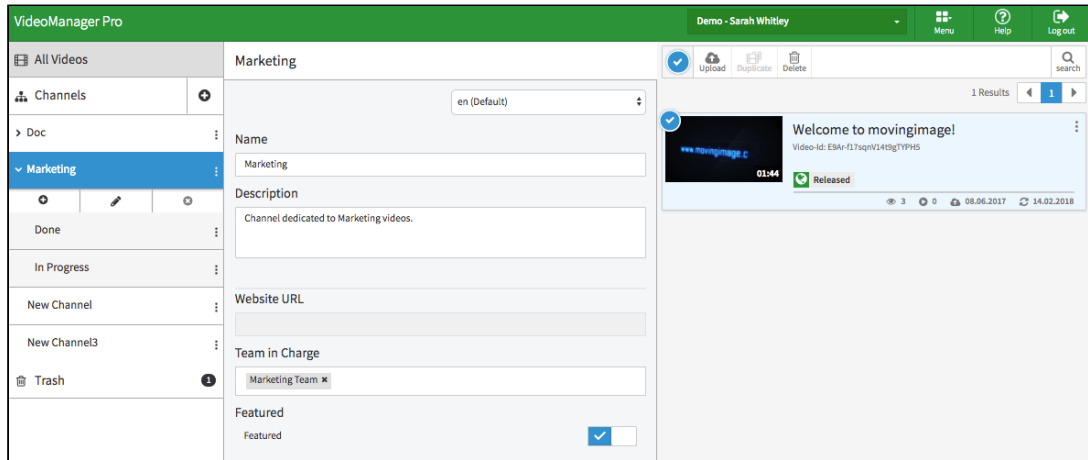
3.8.2 Channel Metadata

Channels can be assigned metadata, which includes standard and custom metadata. If your VideoManager is set up to provide metadata in multiple languages, you will see a drop-down menu in the top right corner for selecting a metadata localization set to edit. For more information about metadata localization sets, see the [Metadata Localization](#) chapter of the VideoManager Pro Administration Manual.

To edit the metadata for a channel, follow these steps:

1. Click the [] symbol of the channel.
2. Click the [] button.

- The channel edit area will appear to the right of the channel tree, which moves the video list to the right as well.





- Now you can update the channel's metadata using the fields provided. See the tables below for details.
- To close the edit area, click the [✎] button again or another UI element outside of the edit area.

The Channel edit area shows both standard and custom channel metadata:

Standard Metadata:	
Name:	Enter the desired channel title (255 character limit).
Description:	Enter a short description of this channel (5000 character limit).

Custom Channel Metadata:		
Your administrator may have applied custom channel metadata fields that can be edited as well. These fields come in a variety of types, editable in the following ways:		
Data Type	Interface Element	Example
Text	Type freely in the text field provided.	

Custom Channel Metadata:		
Boolean	Click the toggle switch to indicate true or false.	
Multi Select	Click the text field and a list of valid options will appear. Start typing to search the list. Click or use the up, down, and enter keys on your keyboard to select an option. Add as many items as desired.	



For information about how to configure these custom channel metadata fields see the [Channel Metadata](#) chapter of the VideoManager Pro Administration manual.

3.8.3 Assigning a Video to a Channel

Channels are very helpful structuring tools, for example, to organize the video list hierarchically. This can make administration of video data easier and accelerate the workflow of video editors.

In the navigation pane of the video asset management area, all established channels and sub-channels are displayed. You can assign videos to these channels.



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

1. In the video list, select one or more videos that you want to assign to a channel. The selected entries in the list will be highlighted in blue.
2. 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 sub-channel, drag the video(s) to the parent channel without releasing the mouse button. This opens the channel tree so you can drag the videos into the desired sub-channel.

For information about how to remove a video from the channel, see the "[Deleting a Video from a Channel](#)" chapter.

3.8.4 Deleting a Channel

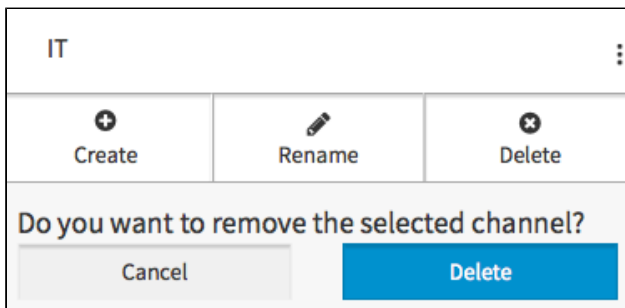
To delete a channel, proceed as follows:

1. Click the [⋮] icon of the channel you wish to delete.



It is not possible to delete a channel that contains sub-channels.

2. Click the [Delete] button.

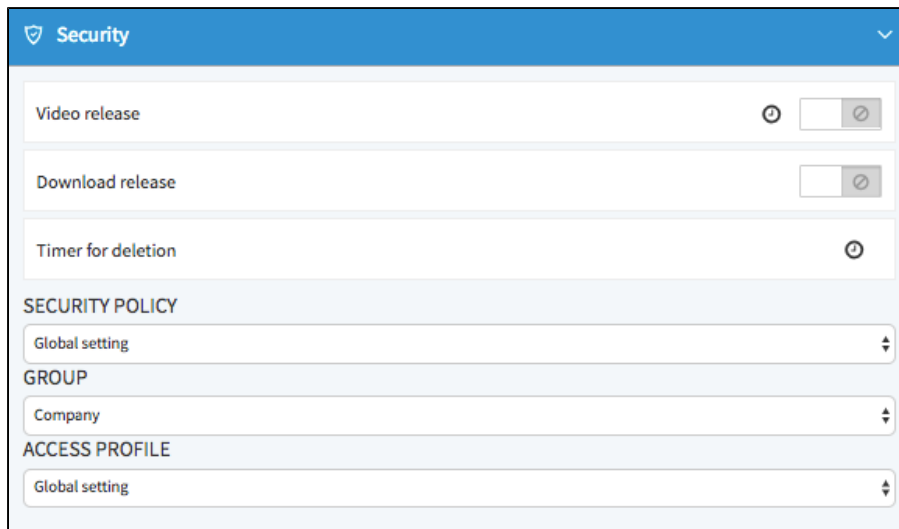


3. Confirm by clicking the [Delete] button.

The channel will be deleted.

3.9 Security

The **Security** accordion menu provides video release settings, a timer for automatically moving the video to the trash, security policy settings, and group selection.



Video release - for more information about releasing a video, see the "[Releasing a Video for Publishing](#)" and/or the "[Time-controlled Release](#)" chapters.

Download release - use this toggle to allow the video to be downloaded from the player after it has been published.

Timer for deletion - for more information about timing a video to automatically move it to the trash, see the "[Time-controlled Deletion](#)" chapter.

Security Policy

Use the drop-down menu to set a security policy for this video. Security policies are usually defined by your administrator. They are configured in the administration area and are then available for selection here. They can include settings for token protection, referrer protection, IP range protection, and/or geo-blocking (depending on the features booked for your video manager). See the "[Security Policy](#)" chapter in the administration manual for more information about configuring the options that will be available here.

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 take precedence over the globally defined security setting.

Group



The option to select a group of owners will only appear if the "Ownership" feature is enabled for your VideoManager.

See the "[Assigning a Video to a Group](#)" chapter for more information.

Access Profile



The option to select an access profile will only appear if the "Ownership" feature is enabled for your VideoManager.

See the "[Assigning an Access Profile to a Video](#)" chapter for more information.

3.10 Video Release & Publishing

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

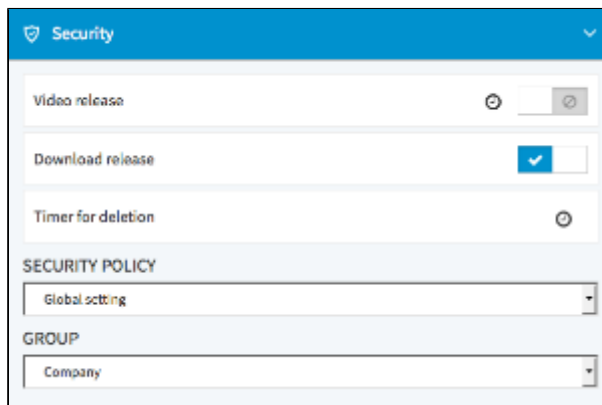
3.10.1 Releasing a Video for Publishing

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**.



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


3.10.2 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**.

The screenshot shows the 'Security' accordion menu. It contains three main sections: 'Video release' with a toggle switch, 'Download release' with a checked checkbox, and 'Timer for deletion' with a clock icon. Below these are two dropdown menus: 'SECURITY POLICY' set to 'Global setting' and 'GROUP' set to 'Company'.

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

The screenshot shows the 'Video release' sub-menu open. It contains four input fields: 'Start date' (13.11.2015), 'End date' (14.11.2015), 'Start time' (13 o'clock), and 'End time' (13 o'clock). There are 'Cancel' and 'Apply' buttons at the bottom.

- 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.

The screenshot shows the 'Video release' sub-menu open. It contains four input fields: 'Start date' (13.11.2015), 'End date' (14.11.2015), 'Start time' (13 o'clock), and 'End time' (13 o'clock). There are 'Cancel', 'Apply', and 'Delete' buttons at the bottom.



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.

3.10.3 Publishing a Video

Once you are finished configuring the settings for an uploaded video, you can now publish it.

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



The video cannot be published until it is released (see "[Releasing a Video for Publishing](#)").

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

The screenshot shows the 'Publish' accordion menu with the following sections and values:

- PLAYER**: Advertising
- PLAYER SIZE**: Responsive
- SHARE - URL**: `https://e.video-cdn.net/share?video-id=F-ohNw8qMEhh-Yd9J6ew2x&player-id=Bn6ajxxλ`
- VIDEO-URL**: `https://e.video-cdn.net/video?video-id=F-ohNw8qMEhh-Yd9J6ew2x&player-id=Bn6ajxxλ`
- PREVIEW-URL**: `https://e.video-cdn.net/video?video-id=F-ohNw8qMEhh-Yd9J6ew2x&player-id=Bn6ajxxλ`
- IFRAME-CODE**: `<iframe width="800" height="450" src="//e.video-cdn.net/video?video-id=F-ohNw8qMEI`
- HTML-CODE**: `<div mi24-video-player video-id="F-ohNw8qMEhh-Yd9J6ew2x" player-id="Bn6ajxxMw4fi`

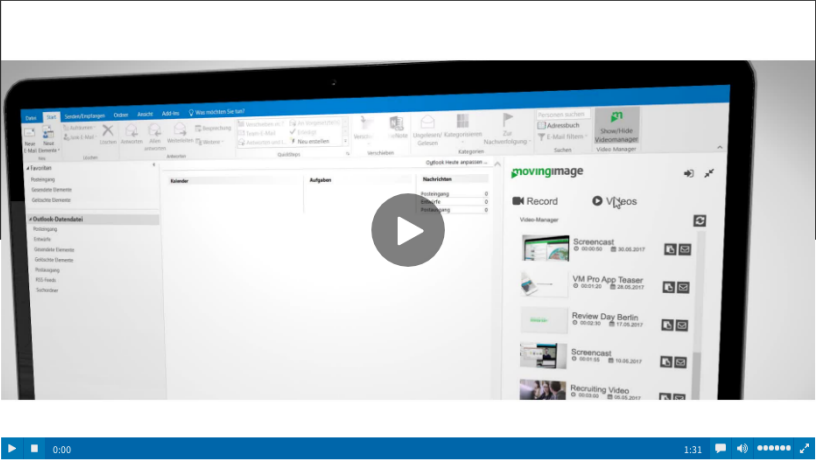
2. Select a player from the drop-down menu.



The drop-down box contains all standard and user-created players (for further information see "[Player Generator](#)"). These are ordered alphanumerically, just as they are listed in the "Player Generator" area. You can ensure a certain Player will appear first in the list by making sure the first letter of the Player's name comes first alphanumerically (e.g. "1 My Favorite Player" or "*Default Player").

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. Copy one of the desired embed codes:
 - Share-URL - presents a styled page for the video and includes the video title and description (similar to the example below)

Outlook video Add-In



The Outlook Add-in allows you to capture video with a webcam and upload it to VideoManager Pro, so you can add links or upload video directly to your e-mail or clipboard. This feature enables you to access your video content without ever exiting Outlook.

technology by
movingimage



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

- Video-URL - presents a plain page with the video sized according to the width of the page
- Preview-URL - presents a plain page with the Player centered and with a width of 800px
- iFrame-Code - an embed code that encloses the video in an iFrame







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


- HTML-Code - an embed code that encloses the video in a regular HTML div element


- Paste the embed code into a website to complete the publishing process.

3.11 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](#)").

3.11.1 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.

3.11.2 Video Transcoding

The VideoManager provides high-quality playback and streaming of your videos through its transcoding function. After the upload, video files are automatically converted to standard and special formats. In this way, your video is playable on different devices and in different quality levels.

Transcoding of videos means that the encoding of the original video file is converted into one or more new, compressed streams. These streams can then be played in a suitable player on a computer or also on mobile devices.

After you have uploaded your video, the automatic transcoding starts. You can see the corresponding transcoding process in your VideoManager. The accordion menu **Video Formats** lists all available formats. The transcoding status is indicated by the corresponding progress bar.



In addition to the standard formats (108p - 1080p), also the 1440p and 2160p formats are transcoded, unless the original video file has a high enough resolution and the VideoManager has these profiles.

ORIGINAL		SIZE		
video/mp4		18.3 MB		
AVAILABLE FORMATS		RESOLUTION		
	33%	108p (vp8) WEBM		
	71%	108p (h.264) MP4		
	6%	288p (vp8) WEBM		
	14%	288p (h.264) MP4		
	5%	360p (vp8) WEBM		
	25%	360p (h.264) MP4		

Since the conversion takes place in the background, you can start editing your newly uploaded video once the format "360p (h.264) MP4" exists. For example, metadata can be edited although not all video formats are available.

3.11.2.1 Video Formats

Providing different video formats is particularly important with regard to their use. You should weigh which format is suitable for your planned publication as they differ in quality and size. Furthermore, you have to take playback devices of potential viewers into consideration, because the playback of certain formats is technically not possible on mobile devices, for example.

The following table provides an overview of the standard formats of VideoManager Pro:

Video Format	Properties
MP4	<ul style="list-style-type: none">■ high image quality■ small storage volume■ multiple codecs for compression possible; standard is H.264■ web standard, which is supported by nearly all browsers■ based on H.264, HLS or HDS is provided
WEBM	<ul style="list-style-type: none">■ high compression with codec VP8 or VP9■ website standard HTML5
WMV	<ul style="list-style-type: none">■ high image quality■ high compression■ suitable for streaming

3.12 Video Download

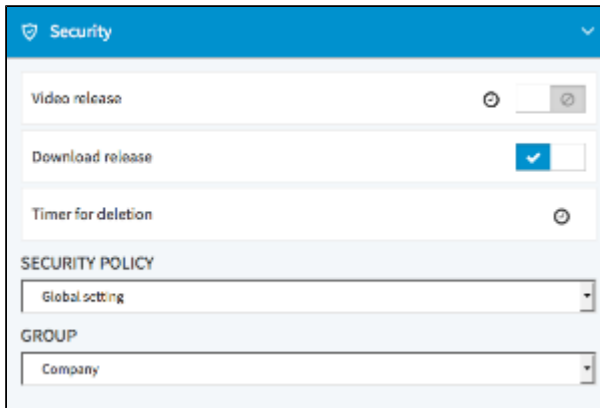
You have the possibility to download videos in the required formats from VideoManager and then save these files in your local device. In addition, you can send download links if necessary.

3.12.1 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".

3.12.2 Downloading a Video




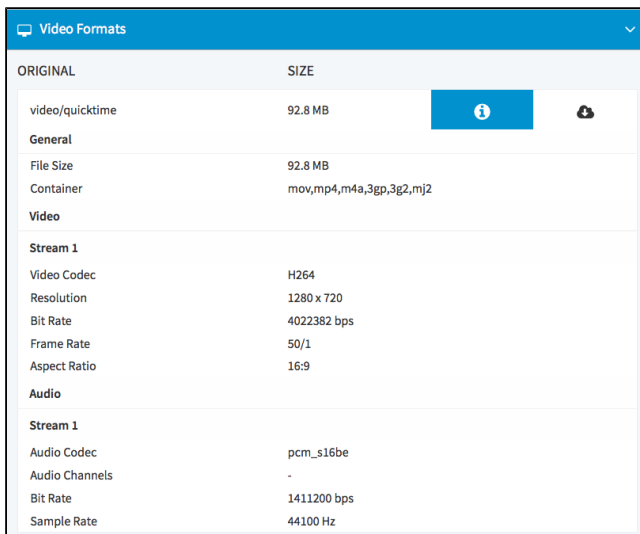
A download is possible only if you have previously released the download (see section "[Releasing a Video for Download](#)").


To download a video file, follow these steps:

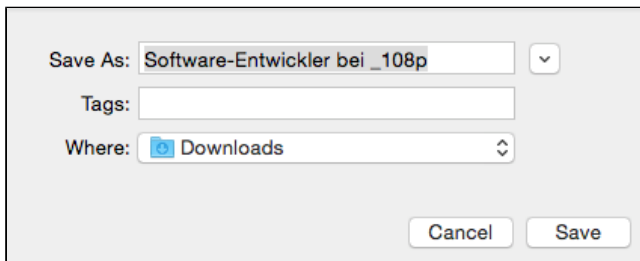
1. First, highlight the entry with the video in the video list which you want to download.
2. Open the accordion menu **Video Formats** in the editing area. All available formats of the video and its corresponding resolution are listed here.

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 []- symbol, all available data to the source file is represented.



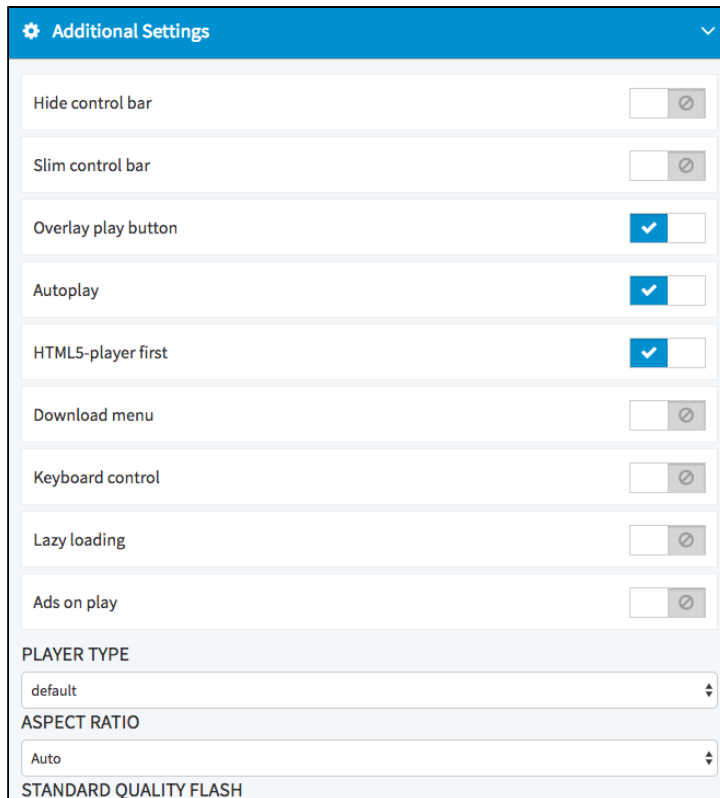
- To download the video file, click on the []- icon for the desired format. The browser's download dialog opens.
- Select the option that you want in this dialog box, and then click on the [Save] button.



3.12.3 Video Download in the Player

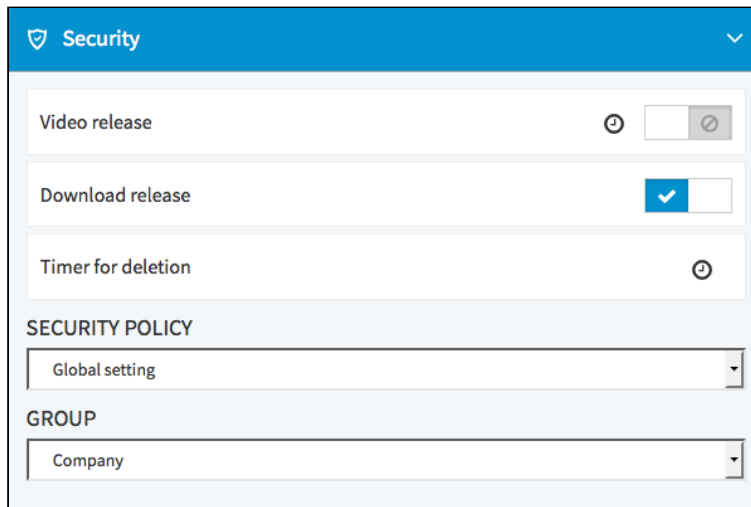
You can also offer your viewers a video download directly in the player. Here, users have the possibility to download transcoded video formats as needed. To enable a video download in the player, perform the following steps:

1. First, you have to enable the download feature for the used player. Open the Player Generator and go to the accordion menu **Additional Settings**.

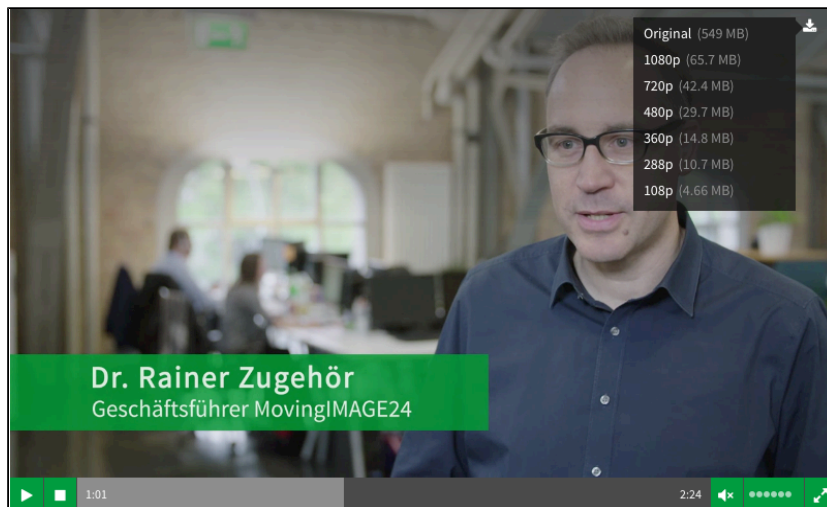


2. Activate the option "Download menu" with the appropriate activation button.
3. In order for customizations to have an impact on your player, click on the [Save] button beneath the preview player.

- Now, activate the download release option as usual in Asset Management. This is done in the accordion menu **Security**. To release the video for download, activate the option "Download release".




- The corresponding video can now be downloaded in the player.



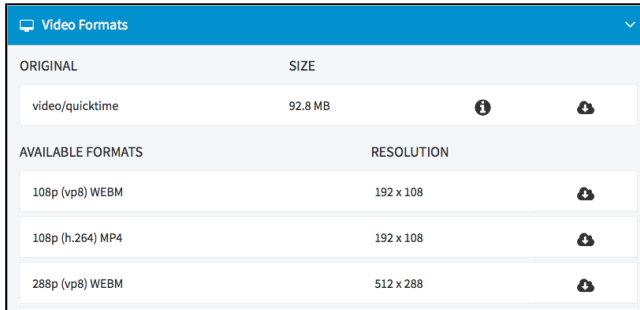
The ability to download the original file must be activated first and therefore might not be in the list.






3.12.4 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](#)").

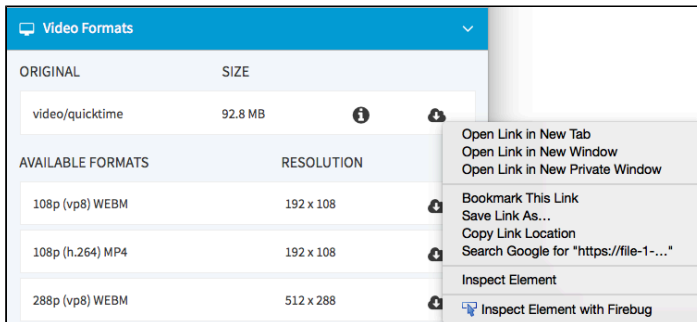
To send a download link, perform the following steps:






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.

3.13 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.

3.13.1 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.

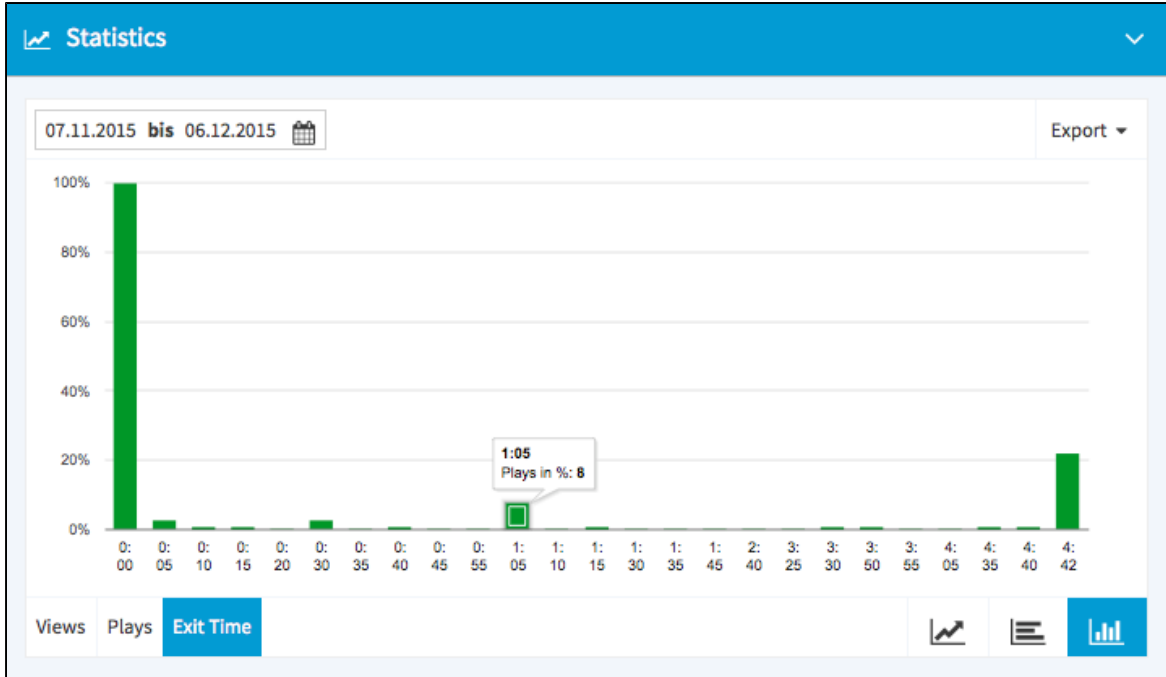
To obtain accurate values, in the graphic, click the respective graph or bar. This will open a detail display.



3.13.2 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.

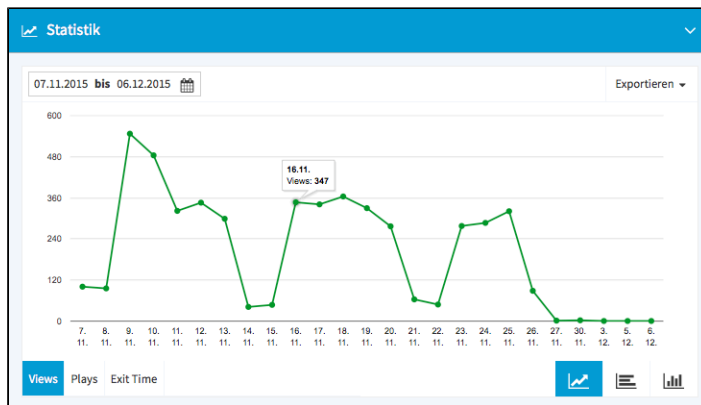
Also here a detail display can be opened by clicking on the relevant bar or graph.



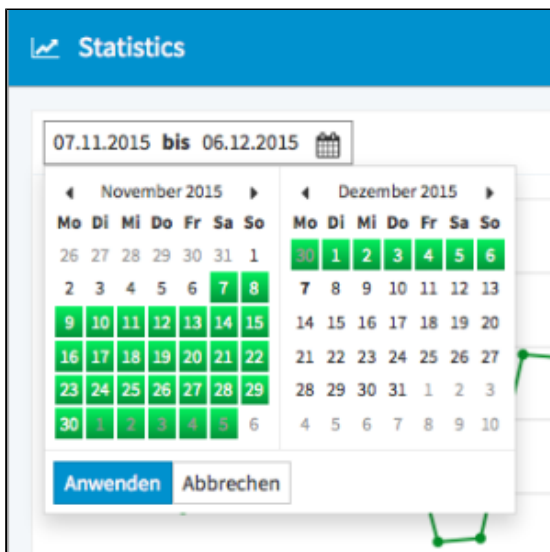
3.13.3 Calling up and Exporting Statistics Data

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.



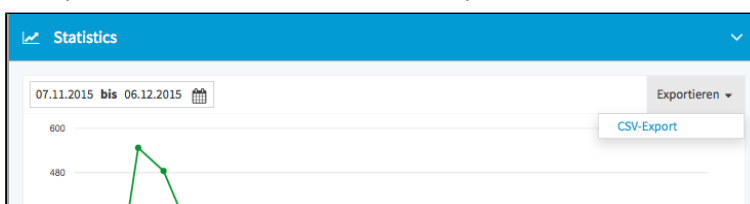
4. Now select start and end of the period by clicking on the desired date. The data is updated according to the selected time period.

⊖ 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.



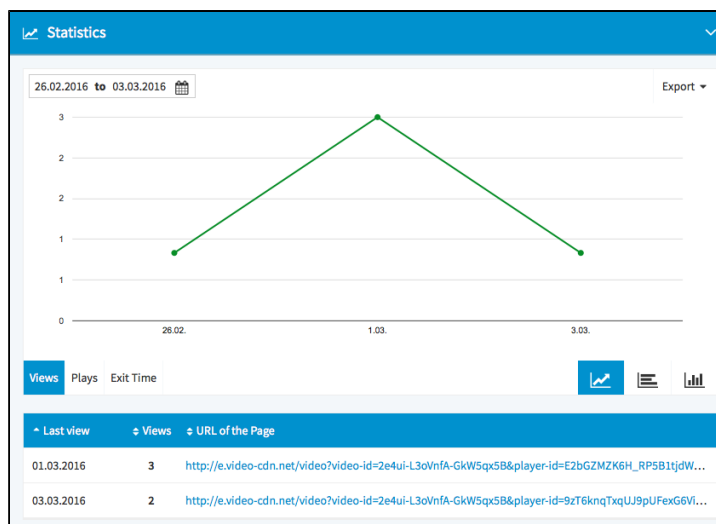
3.13.4 Usage Overview

 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.

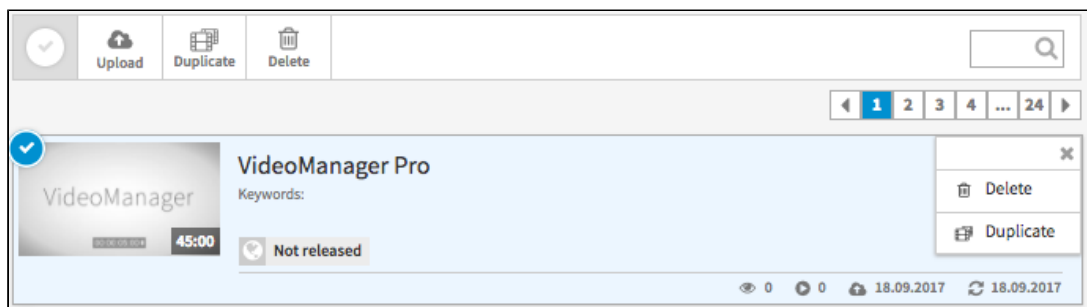
3.14 Deleting a Video

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.

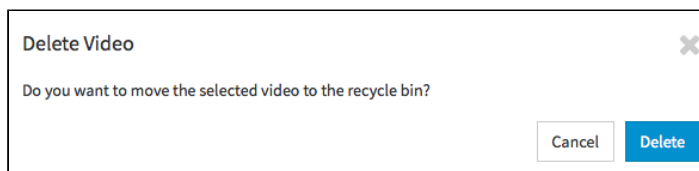
3.14.1 Removing a Video from the Video List

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. A confirmation dialog is displayed.



3. Confirm the deletion of the video by clicking on the [Delete] button. The selected video is first placed in the trash.



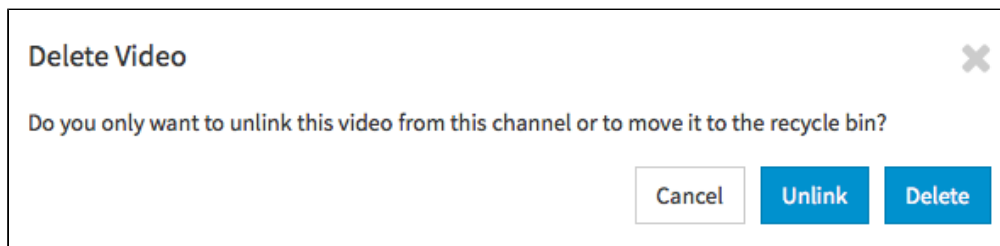
By moving to the trash, the video automatically loses its "Release" status. Video files that are moved to the trash are automatically deleted permanently after 30 days, by default (for more detail see chapter: "[The Trash](#)").



If you want to delete multiple videos at the same time, select the entries you want to delete in the video list while holding the [Shift] key or by activating the selection boxes. Then click the [Delete] button in the video toolbar. The selected videos will be moved to the trash.

3.14.2 Deleting a Video from a Channel

1. First, open the channel from which you want to delete a video by clicking it in the navigation pane. The video list of the selected channel is displayed.
2. Select one or more videos from the video list for deletion.
3. Click the [Delete] button in the video toolbar. A confirmation dialog 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 trash.




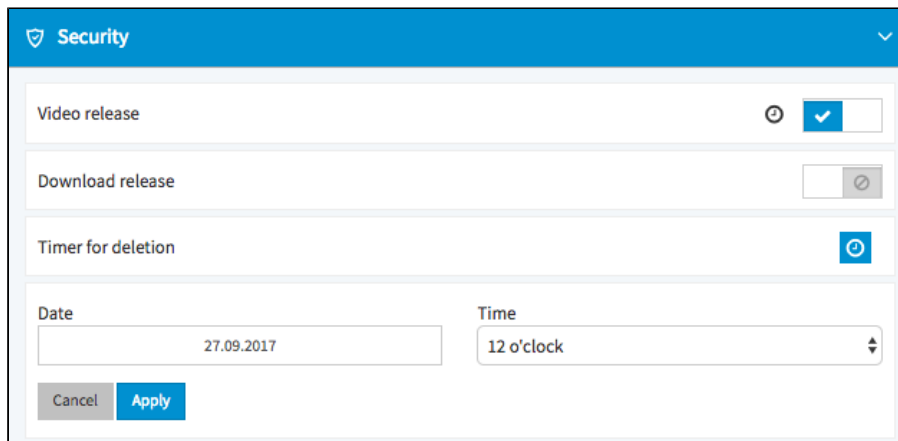
If you want to delete multiple videos from a channel at the same time, select the entries you want to delete in the video list while holding the [Shift] key or by activating the selection boxes. Click then the [Delete] button in the video toolbar.

3.14.3 Time-controlled Deletion

The "time-controlled deletion" feature allows you to define the exact time at which a video is to be automatically moved to the trash. This option facilitates the deletion process in cases when certain videos need to be removed, for example, for legal reasons. It allows the convenience of defining the automatic deletion immediately when uploading and editing a video, so you don't have to remember to delete the video manually in the future.

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

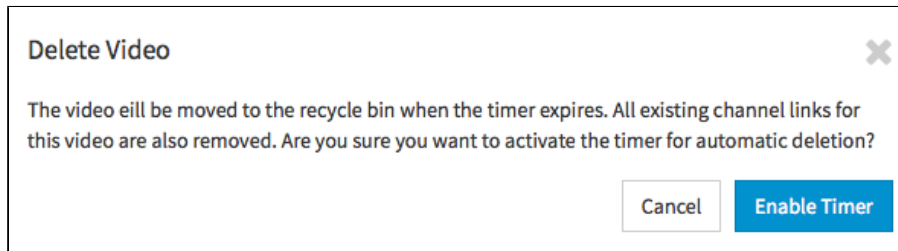
1. In the video list, highlight the entry of the video which you want to be deleted at a specific time.
2. Open the **Security** accordion menu in the editing pane.
3. Click the [] icon in the menu item "Timer for deletion". Editing fields for a date and time will appear below.



The screenshot shows the 'Security' settings panel. It contains three sections: 'Video release' with a checked checkbox, 'Download release' with an unchecked checkbox, and 'Timer for deletion' with a clock icon. Below the 'Timer for deletion' section, there are two input fields: 'Date' with the value '27.09.2017' and 'Time' with a drop-down menu showing '12 o'clock'. At the bottom of the panel are 'Cancel' and 'Apply' buttons.

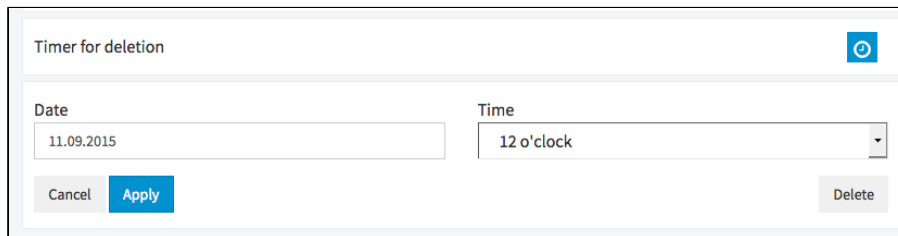
4. Enter the desired deletion date and select the time from the drop-down menu.

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

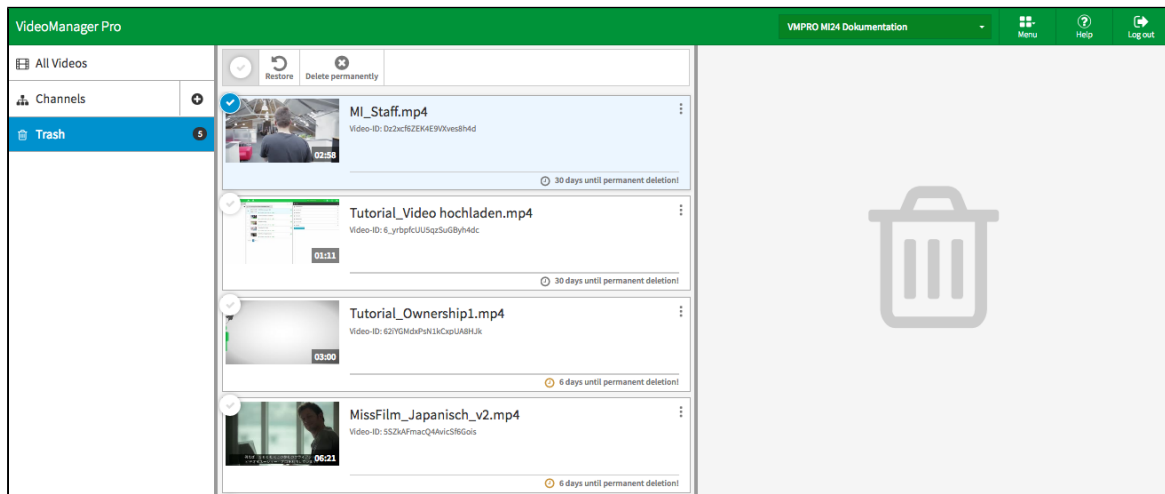


6. Click the [Enable timer] button. The video will now show the [🕒] icon and deletion date accordingly in the video list.

7. If you want to remove an existing deletion date, click the [Delete] button.



3.14.4 The Trash

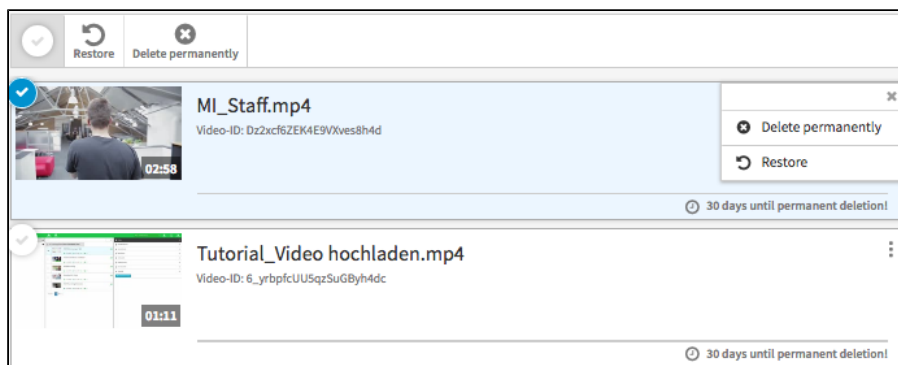


The "Trash" contains all video files that have been removed via the "delete" function in the video toolbar. The files are automatically deleted permanently after 30 days by default. Before the true deletion deadline, it is possible to restore videos or to permanently delete them before the deadline.



Each video entry displays the number of days left before the video will be deleted automatically.

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



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



If you want to delete multiple videos at the same time, select the entries you want to delete in the video list while holding the [Shift] key or by activating the selection boxes. Then click the [Delete permanently] or [Restore] button in the action toolbar.

3.15 Advanced Video Editing

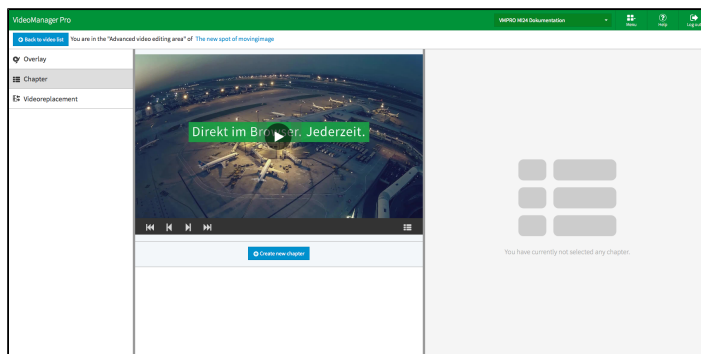
This section provides the detailed description of the advanced editing area of your VideoManager.

3.15.1 Creating a Chapter

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

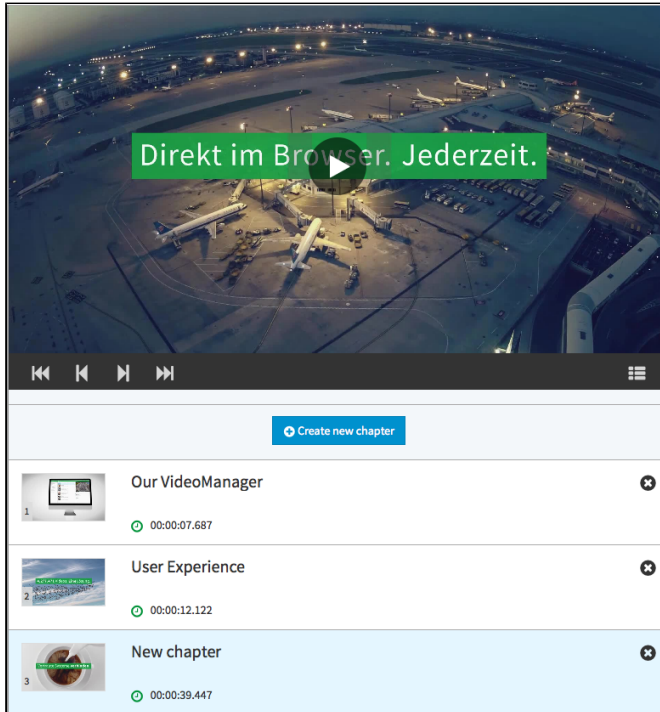
To set chapters in a video, proceed as follows:

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.

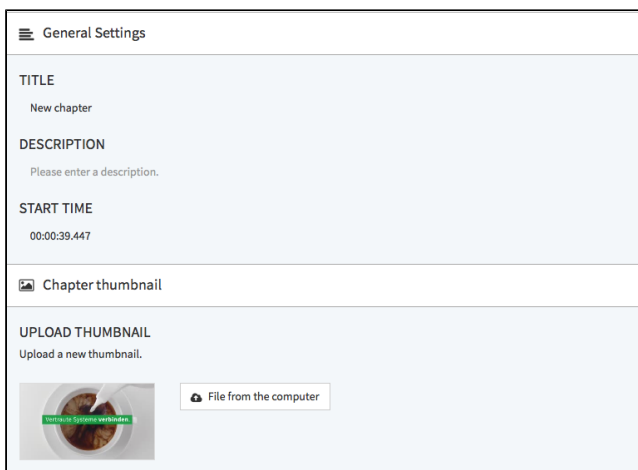


4. First, start the video in the preview player in the center pane of the browser window.

- 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.



- 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.

3.15.2 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.



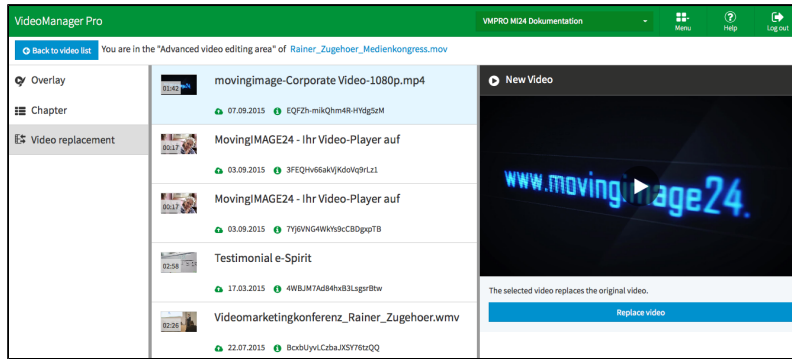
Please keep in mind that if the original video is already released, the new video will be directly available after the substitution process is completed.

To replace a video follow the described steps:

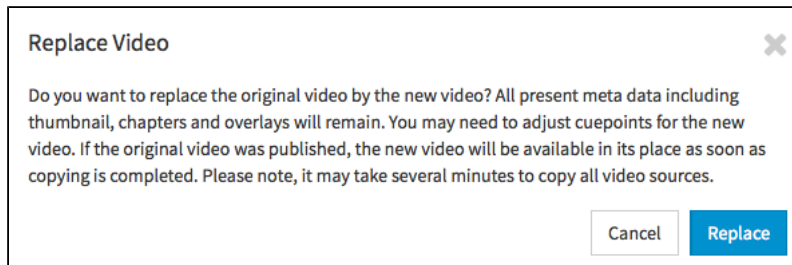
1. First, select the video in the video list which you want to replace with a new.
2. Then click on the [Advanced Video Editing] button in the editing area. You are redirected to the advanced editing area for this video.
3. Choose in the navigation pane the option "Video replacement". You now see a list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



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

3.15.3 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.

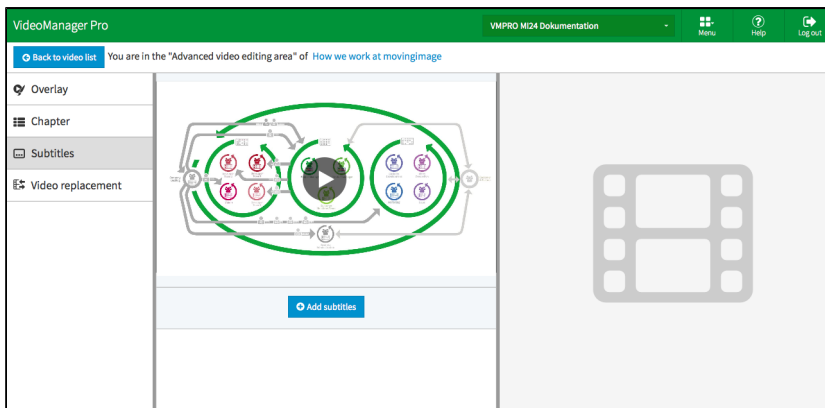
You can add subtitles in the advanced editing area of uploaded videos. WEBVTT and SRT files are supported, which is a W3C standard.



Currently, subtitles are only supported when using the Bitmovin Player type (all browsers) and HTML5 when using Chrome or Safari.

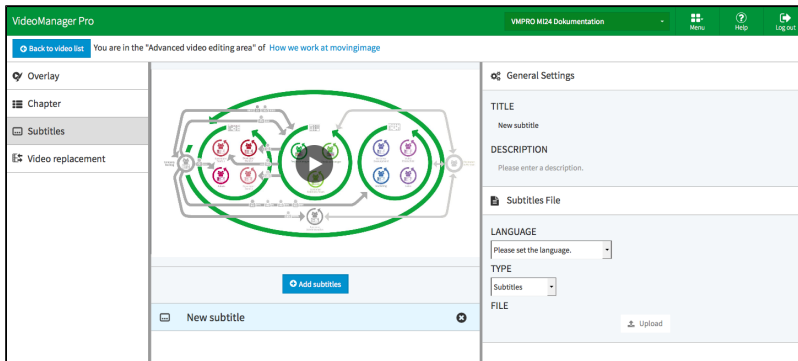
Perform the following steps to add subtitles to a video:

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.

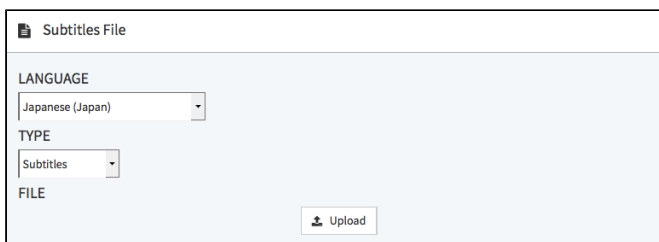


6. Make the following settings:

- Title
- Description

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

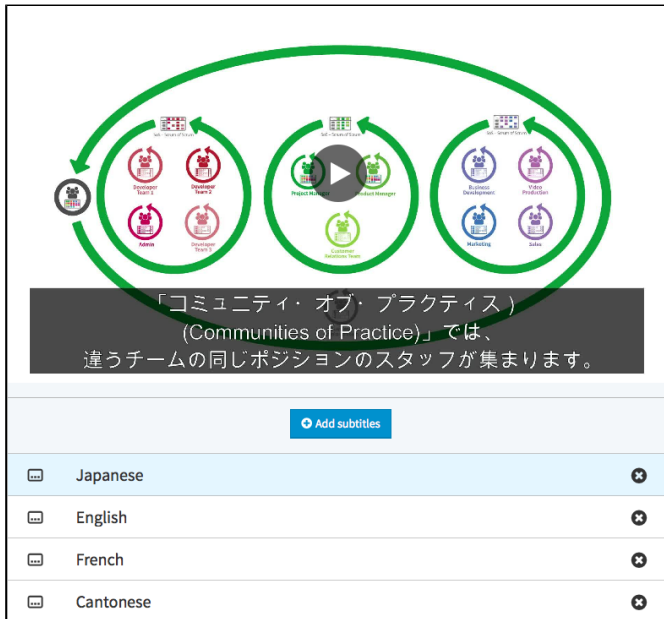
8. Then, specify the type of subtitle.



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.

- 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.



3.15.4 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".

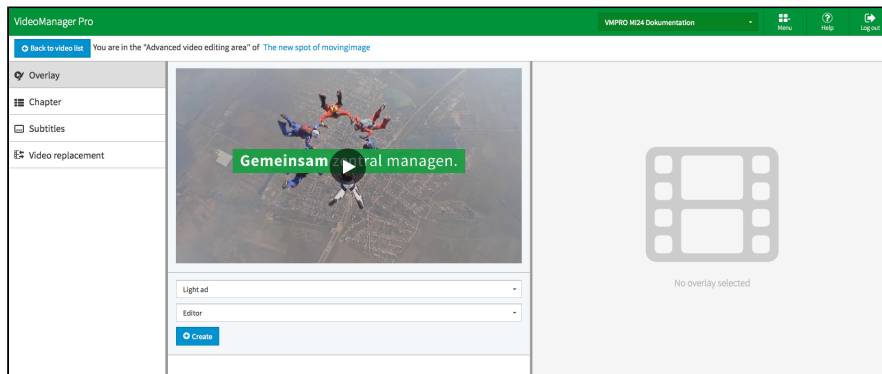


The function "Interactive overlays" is a bookable feature and may not be available in your VideoManager. Please contact your administrator for more details.

To create an interactive overlay, proceed as follows:

- 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.



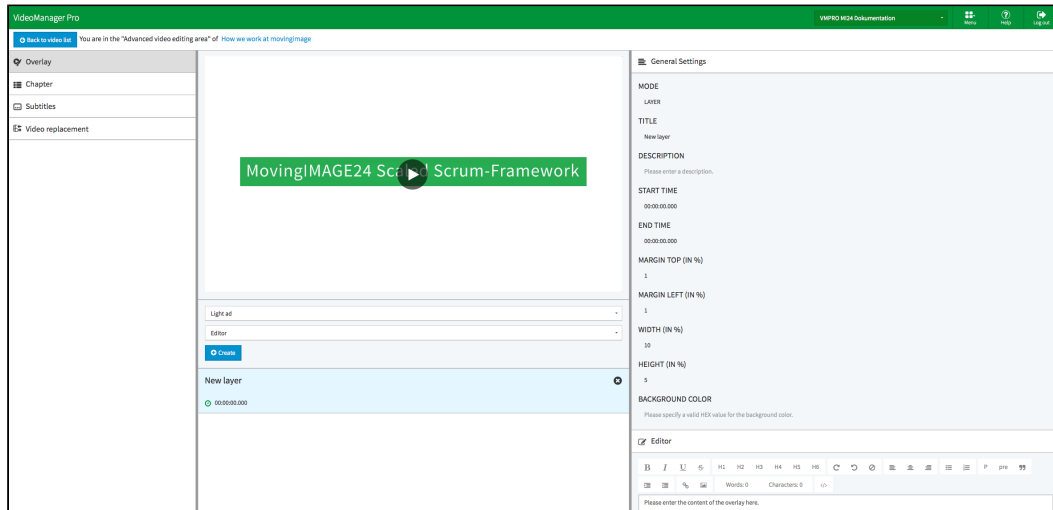
3. Select the "Overlay" entry in the navigation. You see now a preview player, possibly including a list of already created overlays in the central area.
4. In the drop down menu, select the desired insert type:
 - light ad
 - layer
5. In the drop down menu below, you can select custom templates (this 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.

3.15.4.1 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 enter 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".
- **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 with the alpha channel defined (e.g. "#AACCEE22").
- **Editor:** Use the editor to enter text, define a URL to a desired image, or embed a link.

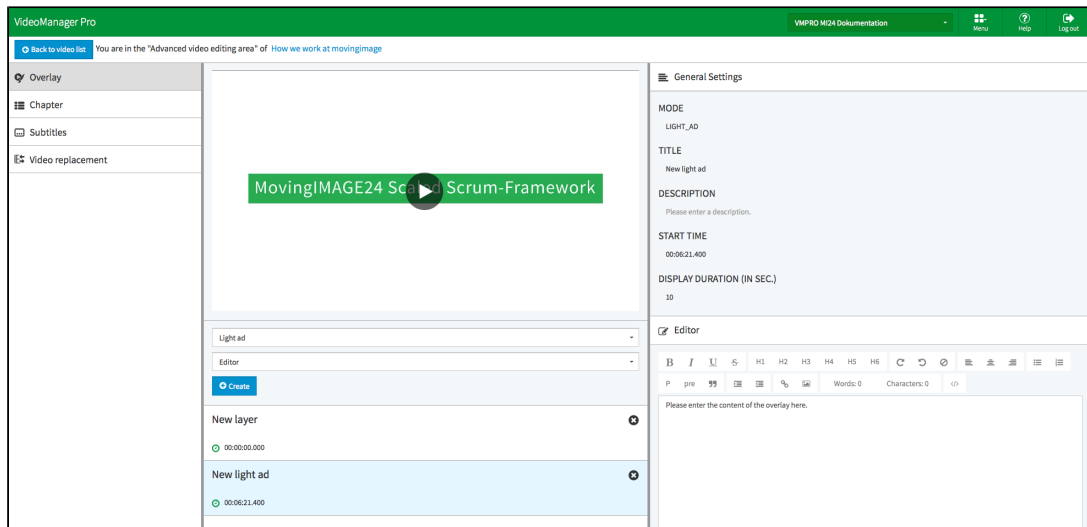
- **Floating titles:** If you selected the option "Floating Titles", enter the header and the text and then click the [Save] button.

3.15.4.2 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 what this element should display and for how long. Viewers have the opportunity to skip or pause an insert using the controls.

Perform the following steps to configure a light ad:

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



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

- **Title:** Enter the desired name for the light ad.
- **Description:** Optionally, enter a description.
- **Start time:** Enter the desired start time for the insert in the format "hh:mm:ss.sss". The video will split at this point and the light ad will be inserted.
- **Display duration (in sec):** Enter the duration for the overlay in seconds.
- **Editor:** Use the editor to enter text, define a URL to a desired image, or embed a link.

3.15.5 Related Videos

The "Related videos" function allows you to make relevant video suggestions to your audience and draw attention to different videos with similar content to encourage the user to continue watching. This effectively increases the play and view rate of your video stock.

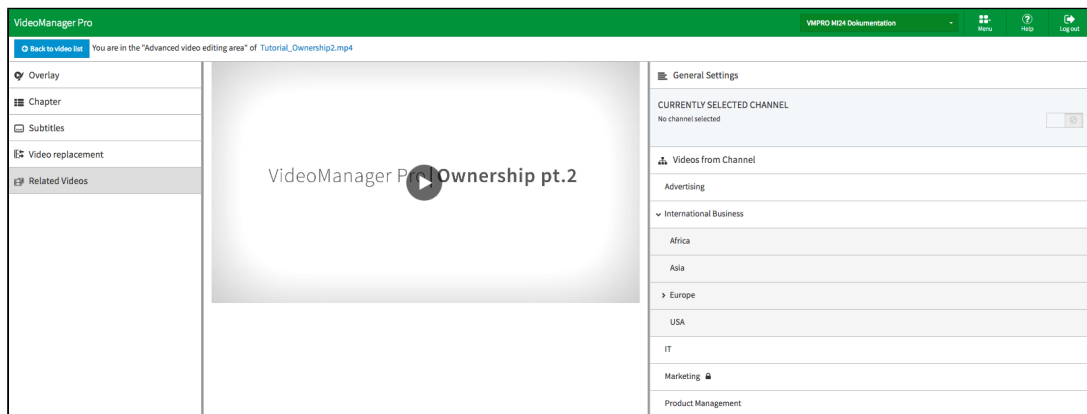
The videos are linked at the channel level, i.e. you can choose a specific channel that contains related videos. All published videos in this channel are then proposed to your viewers once the original video has finished playing.



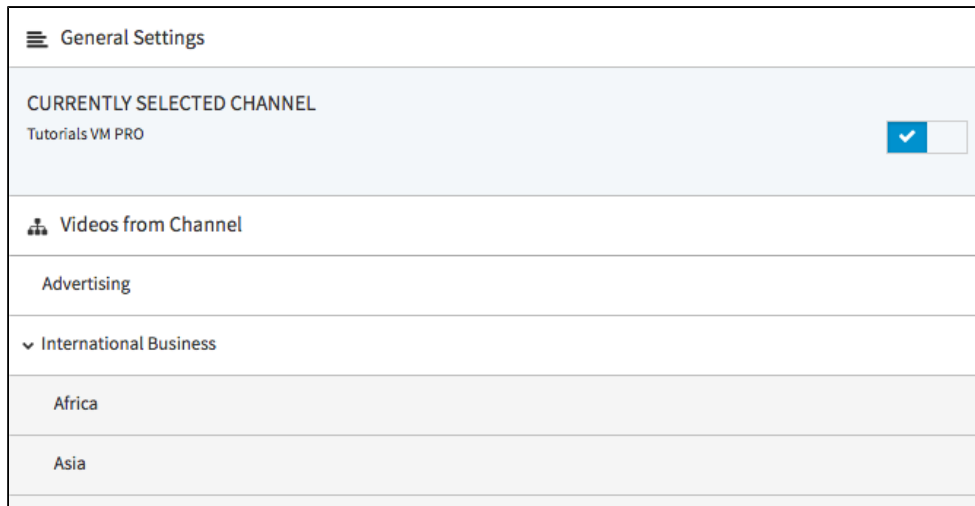
The related videos feature can only function if the video is not token protected. This is because the token is included in the Player embed code but is only valid for the originally embedded video. See the "[Security Policy Configuration](#)" chapter of the VideoManager Pro Administration Manual for more information about token protection.

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

1. Select a video from the video list 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 "Related videos" entry in the navigation pane.



4. In the edit pane you will see the channel tree. If a channel is currently selected, it will be highlighted in blue. 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 at the end of playback.



- To deselect the channel, disable the "Currently Selected Channel" toggle button at the top of the list.

3.16 Separately Booked Features

This chapter describes VideoManager functions that need to be booked separately because they do not belong to the standard features.

3.16.1 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.

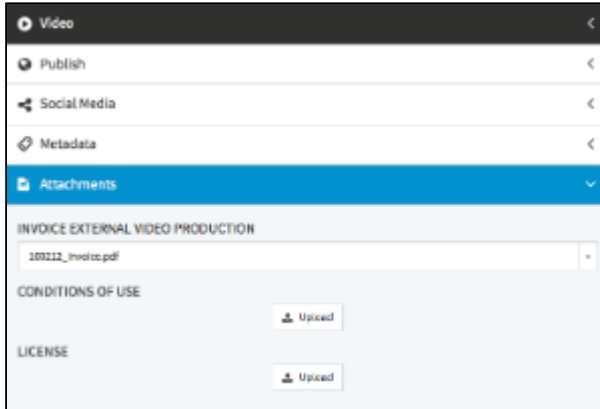
3.16.1.1 Uploading an Attachment



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 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**.

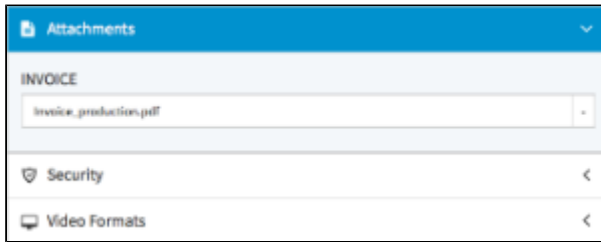


3. Depending on which document types your administrator has set up, you have here the possibility to upload the required documents. Click on the [Upload] button. The file window opens to select a file.



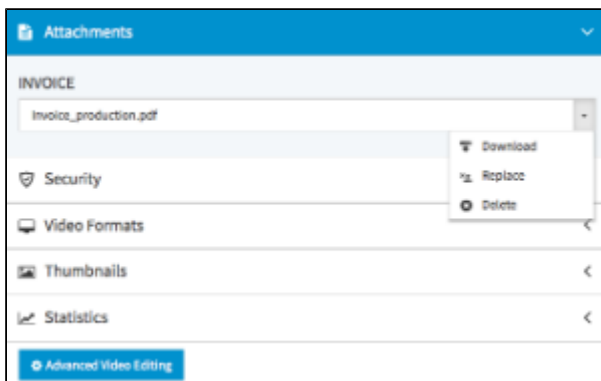
Please keep in mind that for each type of document only one file can be uploaded. Uploaded files must not exceed 10 MB.

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.

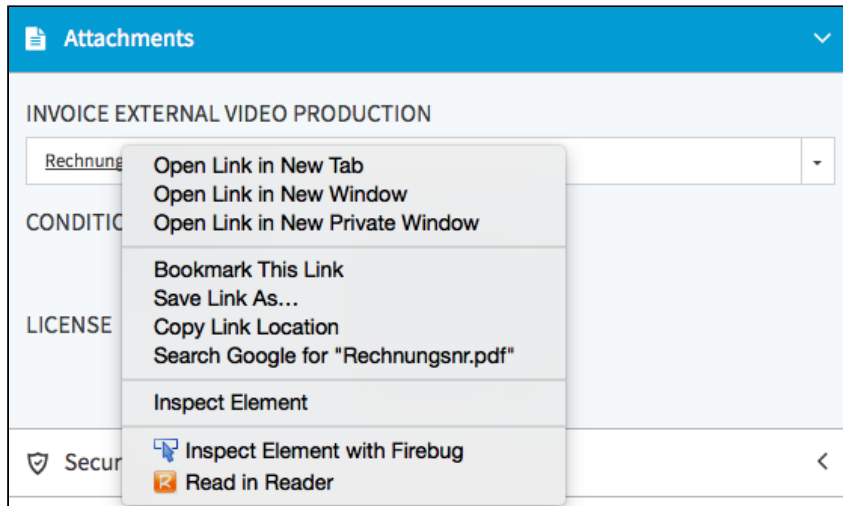


Please keep in mind that opening must be supported by your browser used, otherwise the file is offered for download.

3.16.1.2 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.

3.16.2 Ad Configuration



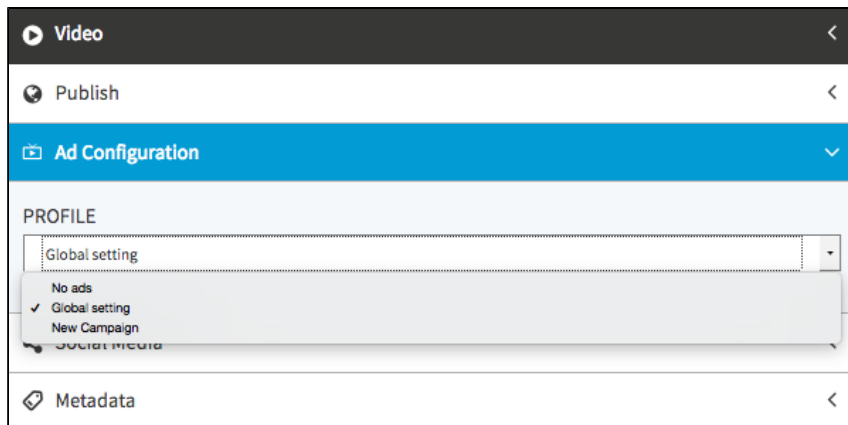
Please keep in mind that video ads are a bookable feature and may not be available in your VideoManager.

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.

i 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.
4. If you do not wish to show any ads for this video, select the entry "No ads" from the drop-down menu. For this video, also the global set ad configuration does not apply.

3.16.3 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 Social Media Platforms](#)").

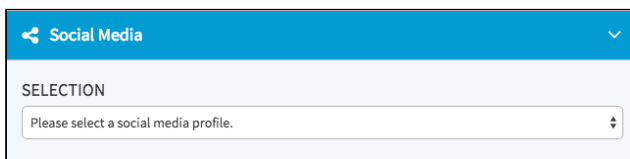
 Please note that on YouTube or Facebook provided videos are subject to the respective terms and conditions. For more information see the following links [YouTube Terms of Service](#) and [Facebook terms and policies](#).

3.16.3.1 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 left-pointing arrow, the text "Social Media", and a downward-pointing chevron. Below the header is a white box with the label "SELECTION" and a text input field containing the placeholder text "Please select a social media profile." with a small downward-pointing chevron on the right side.

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

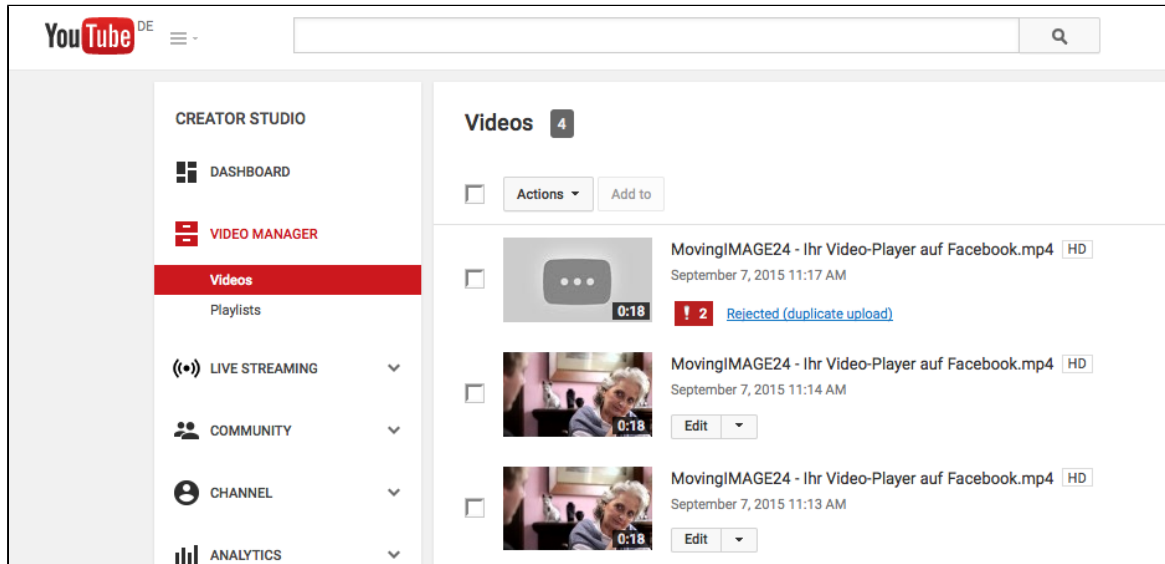
6. Then click the [Distribute video] button to start the upload process. You will find the current status of the transfer in the overview.

OVERVIEW	
	movingimage italia 28.09.2015
	Interactive Marketing Uploading

⊖ 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.

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)".



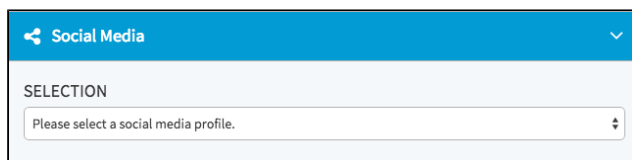
You have the ability to delete the duplicates directly from YouTube.

3.16.3.2 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:

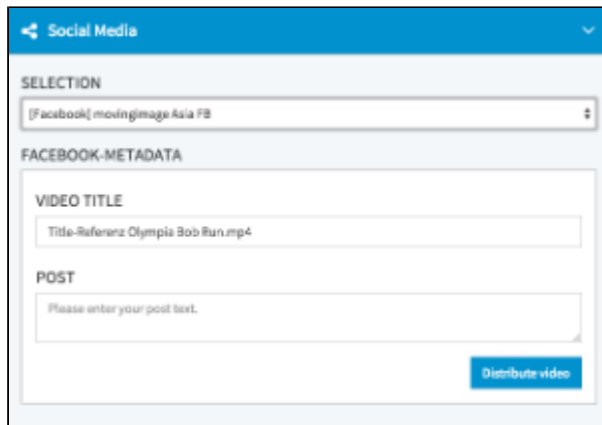
1. Select in the video list the video that you want to deploy on Facebook.
2. Open the accordion menu **Social Media**.



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 a 'Social Media' distribution form. Under the 'SELECTION' section, a dropdown menu is set to '[Facebook] movingimage Asia FB'. The 'FACEBOOK-METADATA' section contains two input fields: 'VIDEO TITLE' with the text 'Title-Referenz Olympia Bob Run.mp4' and 'POST' with the placeholder text 'Please enter your post text.'. A blue 'Distribute video' button 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' overview table. The 'SELECTION' dropdown is set to 'Please select a social media profile.'. The 'OVERVIEW' section displays a table with the following data:


Profile	Status
movingimage italia	28.09.2015
Interactive Marketing	Uploading

3.16.4 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.

3.16.4.1 Assigning a Video to a Group

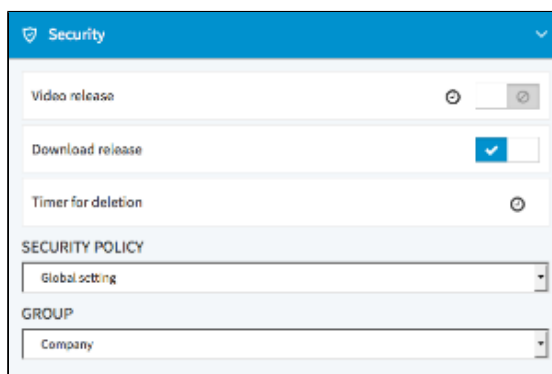
 Please note the assignment of videos to a group of owners is only available within the "Ownership" feature. Your VideoManager might not offer this feature.

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**.

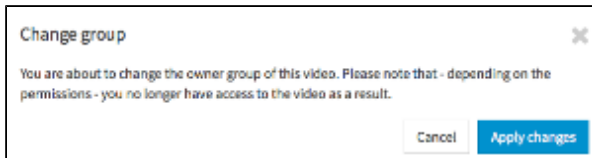


3. In the "Group" drop down menu, select the desired group.



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.



3.16.4.2 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 profiles define what video rights are allowed for users who do not belong to the ownership group of a video. In order to exercise one of those rights, the user must have it in the default/master group. This way, users not directly belonging to the group associated with the video, are potentially still allowed to work with the video (e.g. to edit and manage data). Detailed information on the concept of ownership can be found in chapter "[Ownership - The User and Rights Management](#)".

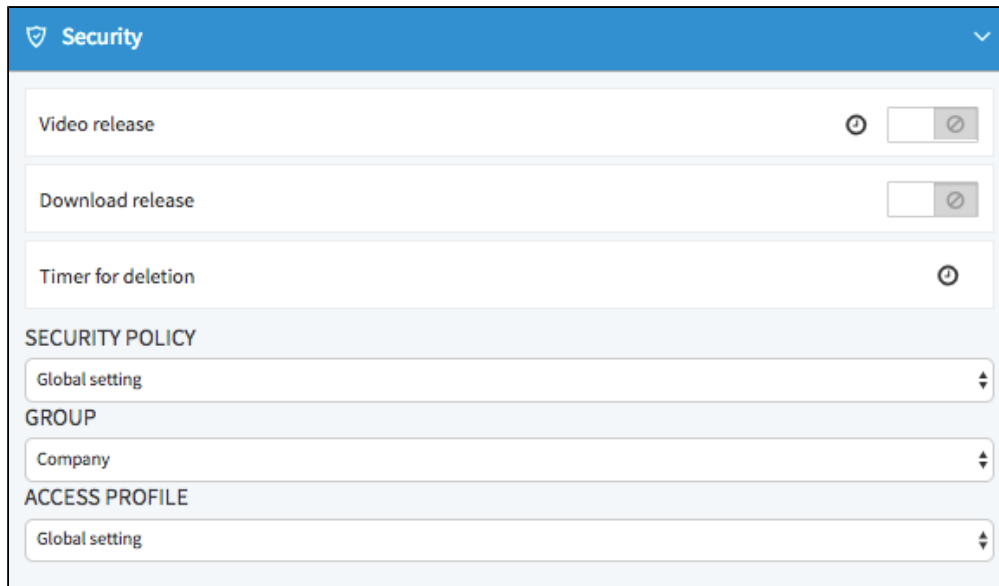
When you upload a new video to the VideoManager, the global access profile is automatically associated with this video. This can be changed at any time as described below.




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 **Security** accordion menu.



3. Select the desired profile in the "Access Profile" drop-down menu.


 Please be aware that the video-specific setting will take precedence over the default setting, which is set globally (see the "[Global Access Profile](#)" chapter for more information).

3.16.4.3 Video Tutorial: Ownership I - User, Roles & Groups


3.16.4.4 Video Tutorial: Ownership II - Channel Access

3.16.4.5 Video Tutorial: Ownership III - Access Profiles

3.16.5 360° Video

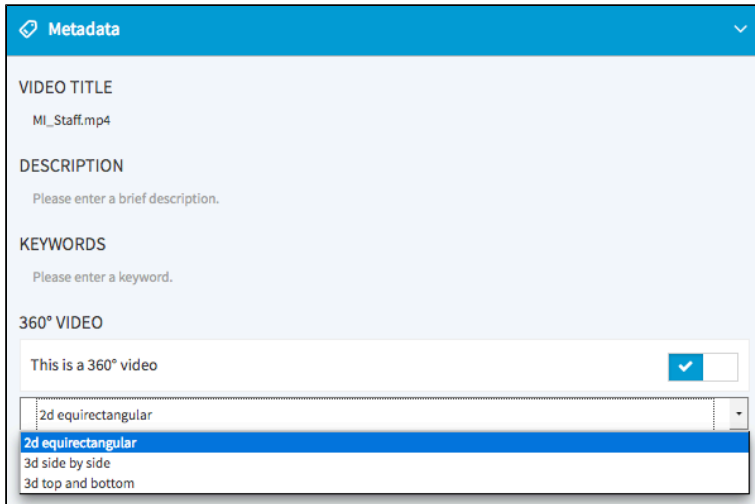
 The function "360° video" must be booked separately. It might not be available in your VideoManager. If you have questions to your VideoManager contact your administrator.

If you have uploaded a 360° video, this video has to be marked as such. The player is supplied with this information so that the video can be played out correctly.

 To perform this action, you need the right "Edit video".

To edit a 360° video, proceed as follows:

1. After you have uploaded the 360° video, select the corresponding entry in the video list.
2. Open the accordion menu **Metadata**.



The screenshot shows the 'Metadata' accordion menu. It contains the following fields:

- VIDEO TITLE**: MI_Staff.mp4
- DESCRIPTION**: Please enter a brief description.
- KEYWORDS**: Please enter a keyword.
- 360° VIDEO**: This is a 360° video (checked), with a dropdown menu showing options: 2d equirectangular (selected), 3d side by side, and 3d top and bottom.

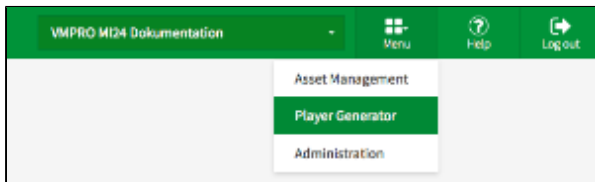
3. Activate the option "This is a 360° video".
4. Optionally, select the video type from the drop-down menu:
 - 2D equirectangular
 - 3D top and bottom
 - 3D side-by-side
5. To ensure a correct playback of the 360° video, a 360° ready player type must be selected for publication.



A 360° enabled player can be set up in the Player Generator. If you are not sure which player is suitable, contact movingimage customer support.

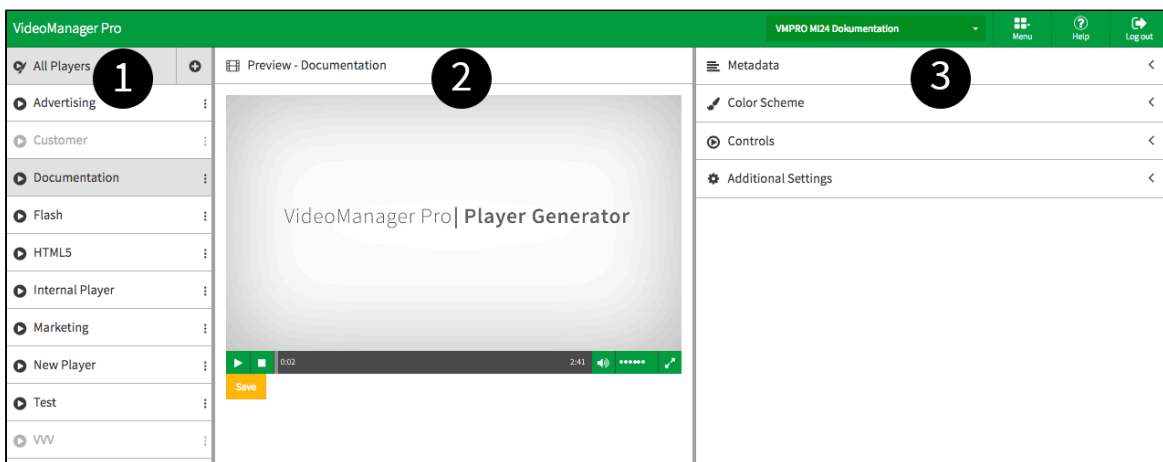
Player Generator

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.



i 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.

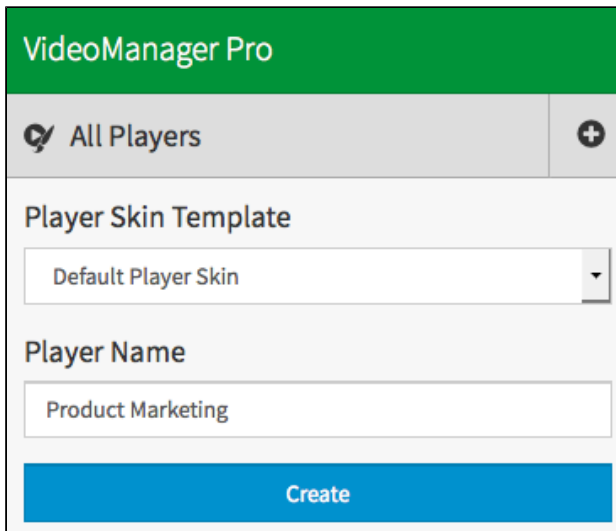


- 1. Navigation** - The navigation is located in the left pane of the browser window. All existing players are listed here. You can also add or remove players here.
- 2. Player preview** - In this area, you will see the customized design of already established players. New customized players will be 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.

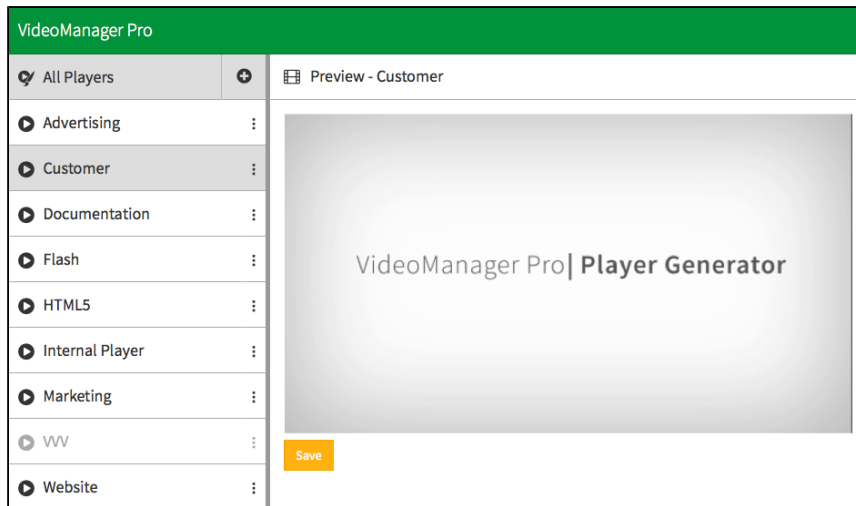


The screenshot shows the 'VideoManager Pro' interface. At the top, there is a green header with the text 'VideoManager Pro'. Below this is a navigation menu with a grey background. The first item is 'All Players' with a magnifying glass icon on the left and a plus sign icon on the right. Below the navigation menu is a form titled 'Player Skin Template'. It contains a dropdown menu with 'Default Player Skin' selected. Below that is a text input field titled 'Player Name' containing the text 'Product Marketing'. At the bottom of the form is a blue button labeled '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.



By default, all newly created players have the settings HTML5-player first and autoplay off. You can change this in the accordion menu **Additional Settings** (see chapter "[Additional Settings](#)").

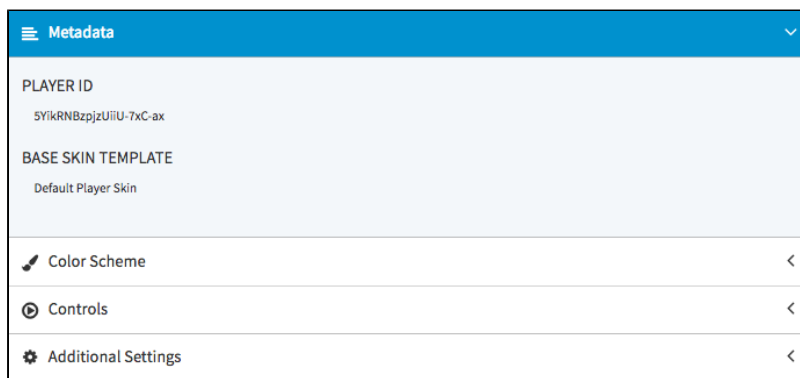
4.2 Configuring a Player

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.

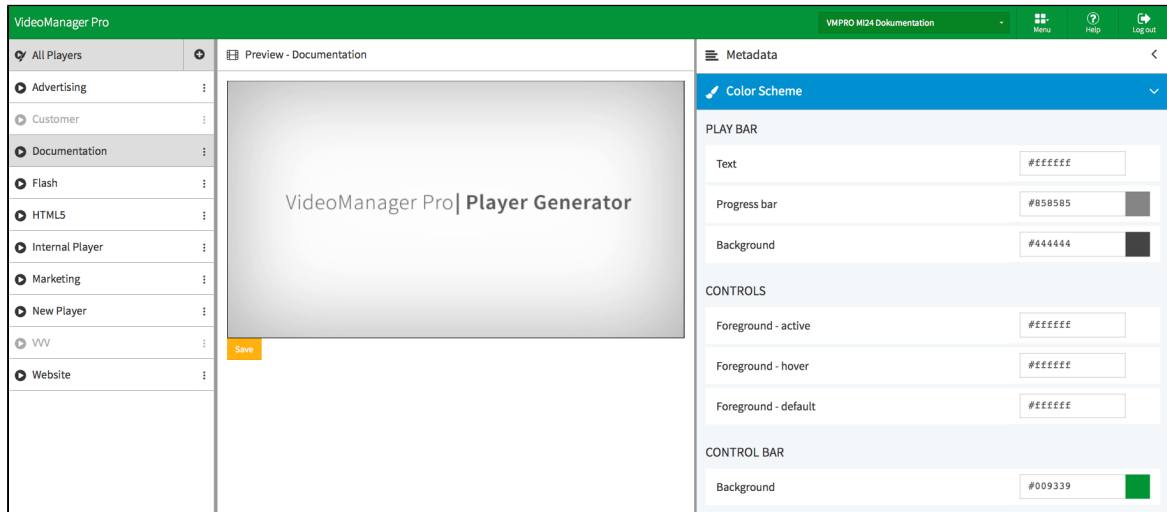
4.2.1 Player Metadata



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.

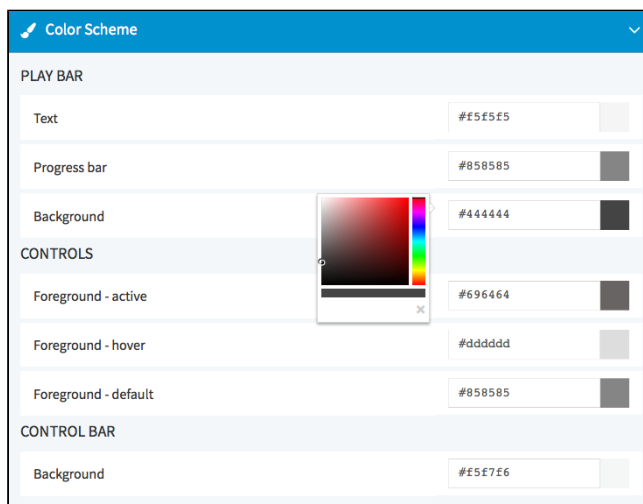
4.2.2 Color Scheme



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.



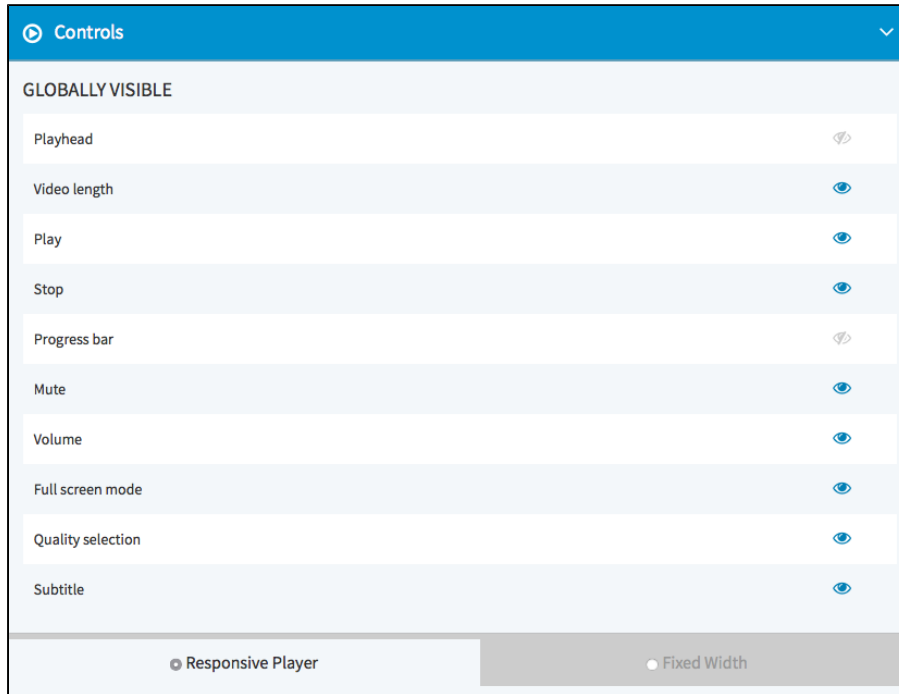
2. The currently selected color is marked by a small circle. First select the shade in the vertical color bar.
3. Select the color with the color picker. Your selection is applied directly in the preview of the player.
4. Alternatively, you can enter the HEX code of the color type.
5. In order that customizations 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

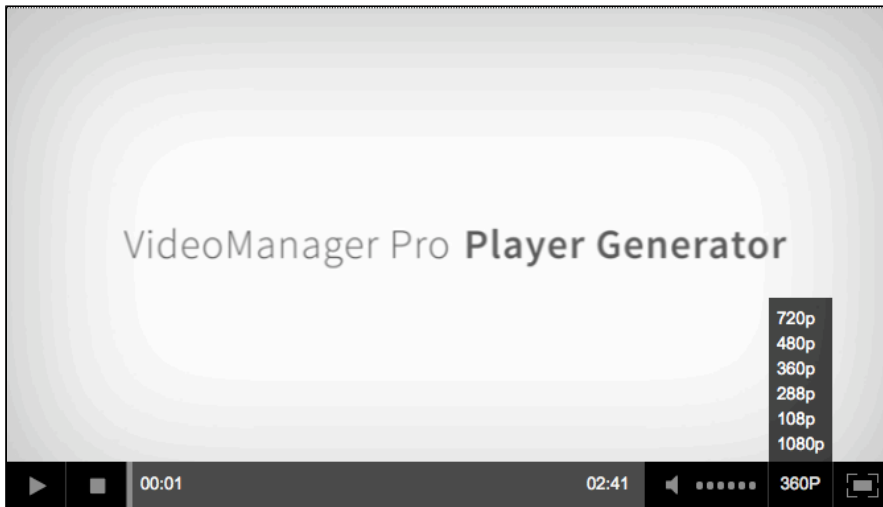
In the accordion menu **Controls**, you can enable various player controls as needed. In addition, you have the possibility to choose between the options "Responsive player" or "Fixed width" here.



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. 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.

Responsive Player		Fixed Width	
Player Width	805	px	
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.

4.2.4 Responsive Player Configuration



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

Modern web pages are created with responsive web design in mind, allowing a maximum range of users with a wide variety of devices to be reached. It is imperative to offer video content on a player that meets responsive design requirements. The VideoManager provides this possibility and allows customization via the Player Generator. In the Player Generator, you can set breakpoints - these are predefined points (widths of the player in pixels) that define when the layout of the web page should change depending on the size of the device (tablets, smartphones, etc.). In addition, you can show or hide individual controls when the Player width is smaller than, larger than, or within the range of the breakpoints. This prevents the browser of a mobile device from shrinking the content to the point that it becomes unreadable.



Configurations for responsive players applies only to HTML5 players.

To configure a responsive player, proceed as follows:

1. First, make sure you have configured the global settings for the visibility of the controls (see the "[Controls](#)" chapter).



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

- By clicking the appropriate tab, enable the option "Responsive Player".

VISIBLE AT PLAYER WIDTH	VISIBLE AT PLAYER WIDTH		
	≤ 767px	768px - 1023px	≥ 1024px
Playhead			
Video length			
Play			
Stop			
Progress bar			
Mute			
Volume			
Full screen mode			

- Define the breakpoints by using the slider control. Alternatively, you directly enter the desired values in the fields provided.
- Now you can view or hide the controls available for the respective player width, by clicking the [] icon of the item.
- Click the [Save] button beneath the preview player to save the changes.



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

4.2.5 Additional Settings

Additional Settings

- Hide control bar
- Slim control bar
- Overlay play button
- Autoplay
- HTML5-player first
- Download menu
- Keyboard control
- Lazy loading
- Ads on play

PLAYER TYPE

default





ASPECT RATIO



Auto

STANDARD QUALITY FLASH

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

Settings	Description
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 will appear additionally in a central location of the player screen.

Settings	Description
Autoplay	<p>When this option is active, the video will start automatically.</p> <div data-bbox="411 405 1353 533" style="border: 1px solid #add8e6; border-radius: 10px; padding: 10px; background-color: #e6f2ff;"> <p> Please keep in mind that in most cases mobile devices will prevent "Autoplay".</p> </div>
HTML5-player first	<p>When this option is active, the HTML5-player is loaded first by default.</p>
Download menu	<p>When this option is active, users can download videos directly in the player.</p> <div data-bbox="411 880 1353 1008" style="border: 1px solid #ffcc00; border-radius: 10px; padding: 10px; background-color: #fff9c4;"> <p> Please note additional settings that allow the downloading of videos in the player (see "Video Download in the Player").</p> </div>
Keyboard control	<p>Toggle on or off player response to keyboard commands.</p>
Lazy loading	<div data-bbox="411 1249 1353 1377" style="border: 1px solid #ffcc00; border-radius: 10px; padding: 10px; background-color: #fff9c4;"> <p> Please keep in mind that "Lazy loading" is a bookable feature and may not be available in your VideoManager.</p> </div> <p>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.</p> <div data-bbox="411 1574 1353 1702" style="border: 1px solid #c8e6c9; border-radius: 10px; padding: 10px; background-color: #e6f2ff;"> <p> With this feature, you are able to embed multiple videos on your web page, without significantly affecting the overall page load time.</p> </div>
Ads on play	<p>When this option is active, an ad request is sent out when the user clicks on play.</p>

Settings	Description
Player type	<div data-bbox="411 338 1353 465" style="border: 1px solid #ccc; border-radius: 10px; background-color: #fff9c4; padding: 10px; margin-bottom: 10px;">  Please note that the Bitdash-player has to be booked separately and may not be available in your VideoManager. </div> <p>Select the desired player type from the drop-down menu:</p> <ul style="list-style-type: none"> ■ Default ■ Bitdash
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	<p>Define a standard quality via the appropriate drop-down menu. All videos will be played back by default in the quality/size set here, provided that the video in the quality/size is available. Should you set up a standard quality for the player and 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 performed.</p>
Standard quality HTML5	<p>Define a standard quality via the appropriate drop-down menu. All videos will be played back by default in the quality/size set here, provided that the video in the quality/size is available. Should you set up a standard quality for the player and the video is unavailable, the next smaller level of quality in the player is used automatically for playback.</p>
	<div data-bbox="411 1832 1353 2002" style="border: 1px solid #ccc; border-radius: 10px; background-color: #fff9c4; padding: 10px;">  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. </div>

Settings	Description
Standard quality full screen mode HTML5	Define a standard quality via the appropriate drop-down menu. All videos will be played back by default in the quality/size set here, provided that the video in the quality/size is available. Should you set up a standard quality for the player and the video is unavailable, the next smaller level of quality in the player is used automatically for playback.

In order for customizations to 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 Editing a Player

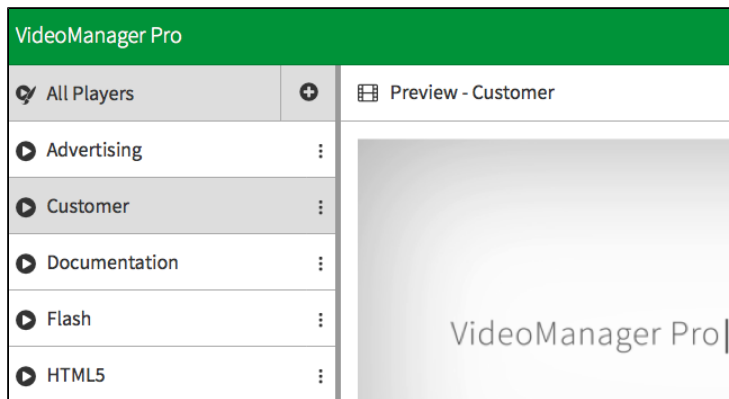
4.3.1 Deactivating a Player


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.

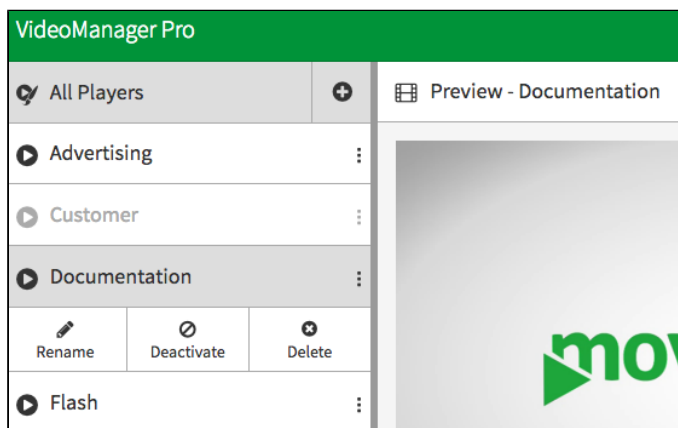
 Please note the disabled player is no longer available for future video publishes, however the deactivation has no effect on videos, which have already been published with this player. If you edit the disabled player, all changes made apply for these videos through saving.

To deactivate a player, proceed as follows:

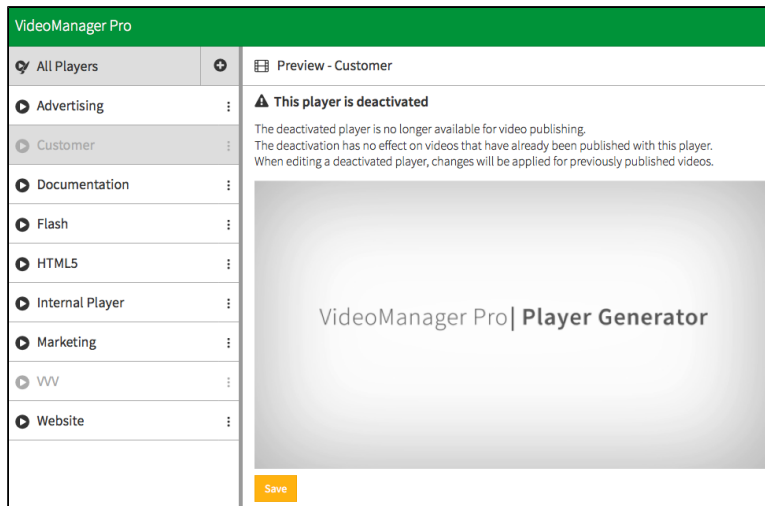
1. First select the player in the navigation area, which you want to disable.



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.



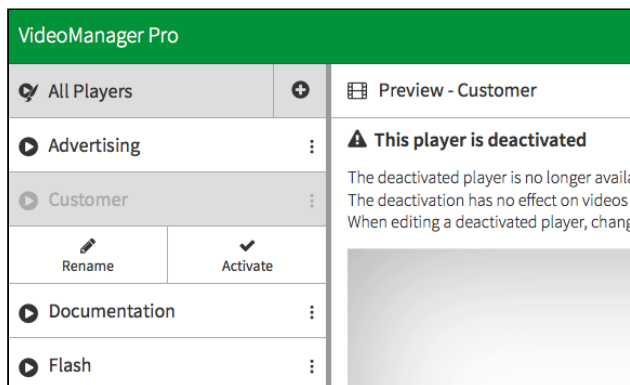
3. Click on the [ Deactivate]-button. The player is thus disabled and marked correspondingly.



4.3.2 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.

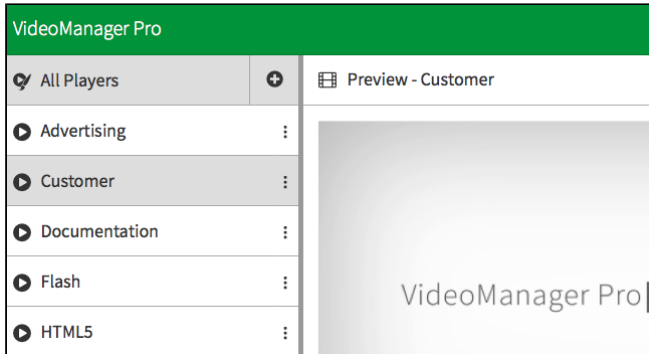


3. Click on the [✓ Activate]-button. The player is thus reactivated and available for video publishing.

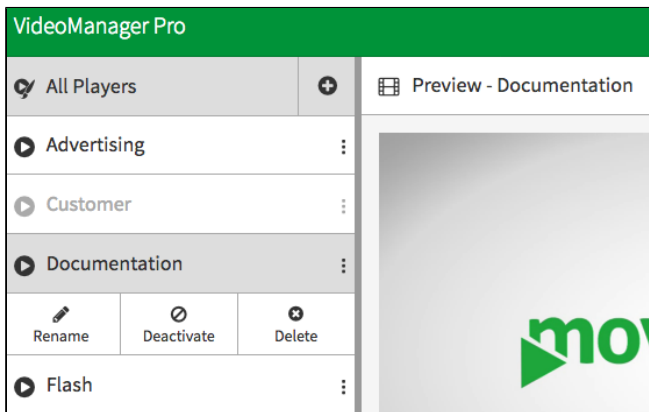
4.3.3 Deleting a Player

To delete a player, proceed as follows:

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



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 [Delete] button. A message dialog opens.



Embed codes using this player ID will not be playable after deletion.

4. If you still want to delete, click the [Delete] button. The player is immediately removed from the list.

Accessible Player

The movingimage player has features that ensure a barrier-free access to videos, so that a large group of users can be reached. This includes for example, that videos can be provided with subtitles or all control functions of your player are operable with the keyboard.

In the following, you will get an overview of these features.

5.1 Keypad Operations

By default, users are able to control themovingimageplayer without using a mouse or other input methods. The following table lists the functions with respective keyboard key:

When a control is selected, the corresponding button is visually highlighted.

Function	Key
Standard	
Direct focus to inside the player/ leave the focus of the player, tab through control elements	tab, shift + tab
Navigate to all of the player control elements	shift + tab
Activate/ deactivate control element	return or space
Play/ pause	space, K
Forward 5000 ms	right arrow cursor
Forward 10.000 ms	L
Rewind 5000 ms	left arrow cursor
Rewind 10.000 ms	J

Function	Key
Skip to the beginning	home
Skip to end	end
Skip to time segment (e.g., 3 = 30%)	0, 1, 2, 3, 4, 5, 6, 7, 8, 9
Activate fullscreen	F
Escape fullscreen	esc
Control the volume: turn up (between 0 and 1, in 0.1 steps)	up arrow cursor
Control the volume: turn down (between 0 and 1, in 0.1 steps)	down arrow cursor
Toggle mute	M
If volume control is focused	
Control the volume: turn up (between 0 and 1, in 0.1 steps)	right arrow cursor
Control the volume: turn down (between 0 and 1, in 0.1 steps)	left arrow cursor
If [Play] button is focused	
Play/ pause	space, enter
If [Stop] button is focused	
Stop	space, enter
If dropdown is focused	

Function	Key
Toggle dropdown	space, enter
If [Mute] button is focused	
Toggle mute	space, enter
If [Fullscreen] button is focused	
Toggle fullscreen	space, enter



The following browsers are supporting keypad operations:

- Firefox, Safari, Internet Explorer: latest version - 2
- Chrome, Edge: latest version
- iOS, Android standard browser: latest version

5.2 Screen Reader

With the support of the screen reader controls of the player can be made accessible to users with impairment of the vision. Selected player controls will be read by the screen reader.



The language is the language of the browser. Currently, the following languages are supported: German, English, and Japanese.

The screen reader is, for example, used,

- when you click on a button (e.g., [Play])
- when the seek bar is focused. The currently selected time will be announced (e.g., "Seek bar - 0: 02 seconds of 60 seconds")
- when you adjust the volume (e.g., "Volume level 5 of 8").



The screen reader is supported by the following browsers:

- Firefox, Safari, Internet Explorer: latest version -2
- Chrome, Edge: latest version
- iOS, Android standard browser: latest version