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# Documentation **VideoManager Pro Administration**

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# Introduction

The "Administration" area of VideoManager provides among other things a user and rights management. Here, you can create user accounts including access permissions and user rights. This guarantees that each VideoManager user works only with rights associated with him. Unauthorized access to data or their changes will be excluded in this way. Furthermore, you can set a global security policy for all uploaded videos. The "Account" overview gives you the current status of your VideoManager.

From the selection menu for the different areas of VideoManager, you can go here.

VMPRO MI24 Dokumentation		Menu	? Help	C Log out
	Asset Management		<	
	Player Generator Administration		<	

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

VideoManager Pro		f.mohr	-	Menu	? Help	CD Log out
S Account	🔒 Monthly Traffic	■ VideoManager Details				
🎍 Users	0.00 of 434 GB	VIDEOMANAGER				
🔦 Roles	Video Storage	fmohr				
Security Policies	11 of 243 minutes	COMPANY MiMitarbeiter				
🖉 Custom Metadata Fields	🚨 User	DEPARTMENT				
쯀 Groups	3 of 350 users	Customer Department				
< Social Media	😤 Group	PERSON IN CHARGE marc.burkert@movingimage.com				
Attachments	3 of 5 groups	DEFAULT LANGUAGE				
ab Access Profiles		de				•
🗗 Channel Access		THUMBNAIL TIMEPOINT 00:00:20.000				
		GLOBAL SECURITY POLICY No security policy GLOBAL ACCESS PROFILE No Access Profile				•

Please note that some features are separately booked modules. Possibly some features are not available for your VideoManager.



The following editing options or information are available in this area:

#### Standard features:

- account overview
- user management
- roles management
- security policies
- custom metadata fields

#### Separately booked modules:

- distibuting videos to social media platforms
- ownership
- attachments to a video
- notifications
- geoblocking

These editing options are described in detail in the following sections of this manual.

# Account Overview

VideoManager Pro		f.mohr -	Menu	(?) Help	C> Log out
E Account	🖨 Monthly Traffic	■ VideoManager Details			
🛔 Users	0.00 of 434 GB	VIDEOMANAGER			
🔦 Roles	Video Storage	f.mohr			
Security Policies	11 of 243 minutes	COMPANY MiMitarbeiter			
Custom Metadata Fields	💄 User	DEPARTMENT			
📽 Groups	3 of 350 users	Customer Department			
< Social Media	쓸 Group	PERSON IN CHARGE marc.burkert@movingimage.com			
Attachments	3 of 5 groups	DEFAULT LANGUAGE			
ab Access Profiles		de THUMBNAIL TIMEPOINT			•
Channel Access		00:00:20.000			
		GLOBAL SECURITY POLICY			
		No security policy GLOBAL ACCESS PROFILE			•
		No Access Profile			•

You can at any time call up an overview to obtain current information about your VideoManager account:

- monthly traffic
- video storage in minutes
- user accounts in this VideoManager
- groups in this VideoManager (this information appears only if you have booked the feature "Ownership")
- The table presents the currently used quantity against the booked capacities. Using the colour marking (e.g. red) you can see at a glance, at what rate you might need an additional booking.

In addition to the capacity data the following datasets to your VideoManager are available:

- VideoManager name
- company
- department



person in charge

# **Global Account Settings**

To make global settings for your VideoManager, go to the account summary. Here you have the following options in the editing area:

VideoManager Details
VIDEOMANAGER
VMPRO MI24 Dokumentation
COMPANY
MovingIMAGE24 GmbH
DEPARTMENT
Customer Department
PERSON IN CHARGE
prm@movingimage.com
DEFAULT LANGUAGE
de 🔹
THUMBNAIL TIMEPOINT
00:00:20.000
GLOBAL SECURITY POLICY
Internal Policy
GLOBAL ACCESS PROFILE
Editing -

Global Settings	Description
Default language	Set the default language for your VideoManager by selecting the desired language from drop down menu.
Thumbnail timepoint	You can specify the time within a video clip at which a thumbnail is automatically captured. This applies to all uploaded videos.

Global Settings	Description
Global security policy	From the drop down menu, select one of the applied security setting or "No security policy". For more information about video security see chapter " <u>Security Policy</u> ".
Global access profile	From the dropdown menu, select an access profile. The global access profile applies to all videos in the VideoManager. In accordance to the standard access profile, users can access videos that do not belong to their group if so defined. Further details are in chapter " <u>Access</u> <u>Profiles</u> ".

# **Standard Features**

Standard features include the basic administrative functions in the VideoManager, which you need not to book in addition.

## 4.1 User Management

To ensure that only authorized users can work with the VideoManager, you create in the user administration user accounts with appropriate function privileges. In this way each user have to login on the system with his valid credentials and can perform only the program functions, for which the necessary rights are available (e.g. editing video data, creating channel).

VideoManager Pro	Create Deactivate Confirmation mail	VMPRO MI24 Dokumentation
Account	Product Management	Liser Configuration
🛔 Users	✓ User account confirmed	LANGUAGE
Roles	rs@mi24.tv	e v
Security Policies	✓ User account confirmed	hansmeler@movingimage.de
🛇 Custom Metadata Fields	Le Ngoc Duong	FIRST NAME
📽 Groups	✓ User account confirmed	Hans LAST NAME
Notifications	Kenny W.	Niemand
< Social Media	✓ User account confirmed	PHONE
Attachments	Hans Niemand •	Please enter the phone number
Access Profiles	Confirmation pending	COMPANY Please enter the company name
Channel Access	Frank Müller •	
	✓ User account confirmed	



Following options for editing user accounts are here available:

- **Create**: Creating a new user account for VideoManager
- Deactivate: Disable an existing active account
- **Confirmation mail**: A newly created account was not confirmed by the receiver yet. This receiver can again be sent a confirmation mail.

The options listed here are described in detail in the next chapters.

From the user list, see also the following information:

lcon	Description
•	The user has confirmed his VideoManager account using the activation link.
•	The account was not confirmed by the user yet.
	The user account has been disabled.

#### 4.1.1 Creating a User Account

To create a new user account, proceed as follows:

**1.** Click on the [Create] button in the action toolbar.



2. Enter the e-mail address of the user.

Create Deactivate Confirmation mail					
User's E-mail Address					
email@example.com					
User's Role					
Admin	•				
User's Language					
de	•				
Send confirmation mail to user					
Cancel Create user					

- **3.** If user roles are already defined, you can select the desired from the drop-down menu. But you have also the opportunity to define roles and assign them to the user in the follow-up (see chapter " <u>Roles</u> " ).
- **4.** Select from the corresponding drop-down menu the user's language. The confirmation email to the new user will be sent in the language of your choice.
- **5.** Activate the check box "Send confirmation to user". The recipient receives an e-mail with an activation link.
- **6.** Click on the button [Create user], to create the user account. The entry will appear immediately in the list of users.

After you have successfully created the user account, you can make additional settings (see chapter " <u>Editing User Account</u>").

#### 4.1.2 Editing a User Account

In addition to the basic data of a user account, you can also assign different roles.

VideoManager

Liser Configuration					
LANGUAGE	LANGUAGE				
de					
E-MAIL					
videomanager.pro@gmail.com					
FIRST NAME					
Frank					
LAST NAME					
Müller					
PHONE					
Please enter the phone number					
COMPANY					
Please enter the company name					

- **1.** Highlight the entry you want to edit in the list of all created users. In the right pane, the following editing options are available:
  - **Language**: In the drop-down menu, select the language for the user account. The VideoManager is represented in the chosen language.
  - **E-mail**: The e-mail that you specified when creating the user account, is subsequently not editable.
  - First name: Optionally, enter the first name of the user.
  - Last name: Optionally, enter the last name of the user.
  - **Phone**: Optionally, enter the user's phone number.
  - **Company**: Optionally, enter the company name.
- 2. You can now allocate roles to the user (see chapter "Assign a Role to a User").

#### 4.1.3 Disabling a User Account

If you disable a user account, you deprive the user of his access permission to VideoManager, but all data of the user account are retained in your user management. In this way you can make a reactivation of the account at any time if necessary, without further settings - like role assignment etc. Please keep in mind that you can re-enable disabled user accounts only in the context of your reserved quota. Should this be exceeded, you will receive a notice.

Disabled user accounts are marked accordingly in the administration area; the respective metadata can be edited in this state.

To disable a user account, proceed as follows:

- 1. In the list of all created users, select the account that you want to disable.
- 2. Click on the [Deactivate] button in the action toolbar.
- 3. Confirm the deactivation in the dialog that opens by clicking on the [Deactivate] button.

Deactivate user		×
Do you really want to deactivate the selected user?		
	Cancel	Deactivate

## 4.2 Roles Management

Through the role concept in the VideoManager, you have the ability to assign certain properties and rights to a user. Typically, roles are in the context of the tasks that users perform. In this way, sets of rights are defined as user role, so that you can assign many users without having to set permissions for individual accounts. Working with user roles simplifies administration, if e. g. the rights structure changes.

Basically, the rights are subdivided into three categories:

- administration rights: these permissions allow global settings for the VideoManager and also settings in the Player Generator
- video rights: these rights relate directly to videos, such as upload, edit or delete
- channel rights: these rights allow, for example, editing of channels or adding videos to these channels.

In this chapter, you learn how to create roles and assign these to user accounts.



VideoManager Pro	Create	VMPRO MI24 Dokumentation	Log out
Network	Admin	■ Role Configuration	
🌡 Users	Assistant	ROLE NAME	
🔦 Roles	Editor	Admin	
Security Policies	Editor-in-chief	ROLE DESCRIPTION Please enter a role description.	
🖉 Custom Metadata Fields	External producer		
嶜 Groups	Manager	Role Rights	
Notifications	Proof reader	ADMINISTRATION RIGHTS	
≼ Social Media	Publisher	Administration area	
Attachments	Reader	Edit security policies	
loccess Profiles	Tester	Player Generator	
🗗 Channel Access	Trainee	VIDEO RIGHTS	
	Video production	Delete videos 🗸	
	Writer	Duplicate videos	$\oslash$
		Edit ownership properties	

### 4.2.1 Creating a New Role

To create a new role, proceed as follows:

- **1.** First click on the "Roles" entry in the navigation.
- **2.** Click then on the [Create] button in the action toolbar. The dialog for creating a new role opens.

VideoManager Pro	+ Create	
🛢 Account	Role Name	
💄 Users	Please enter a name.	
🔦 Roles	Cancel	Create

- **3.** Enter the role name and then click on the [Create] button. The new role is created and appears immediately in the list of all roles.
- 4. Make the required settings for the role now (see chapter <u>"Editing Role Data</u>").

#### 4.2.2 Editing Role Data

After you have created a new role or the right structure has changed in your company, you can adjust the role rights accordingly.

- **1.** Highlight the entry you want to edit in the list of roles. In the right pane, in the accordion menu **Role Configuration** you can perform the following settings:
  - **Role name**: If necessary, edit the name of the role.
  - **Role description**: Optionally, enter a meaningful role description for the role.
- 2. In the accordion menu **Role Rights** you can assign corresponding rights with the activation button. Further information about the rights can be found in the appendix, in chapter "<u>Rights in the VideoManager</u>".

ADMINISTRATION RIGHTS	
Administration area	×
Edit security policies	<b>~</b>
Player Generator	×
/IDEO RIGHTS	
Delete videos	<b>~</b>
Edit ownership properties	<b>~</b>
Edit videos	× .
Publish videos	<b>~</b>
Publish videos on Facebook	×
Publish videos on YouTube	<b>~</b>
Replace videos	×
Upload videos	<b>~</b>
View videos	×
CHANNEL RIGHTS	
Add videos to/ remove videos from channels	<b>~</b>
Create channels	<b>~</b>
Delete channels	

By default, no rights are assigned to a newly created role.

0

### 4.2.3 Assigning a User to a Role

If you have created the required roles and users in your user management, you can assign these roles to every single user.

Because the group management is a bookable feature, usually only the default group "Company" will be available if you have not purchased this option.

In the standard group management the group "Company" is created by default, here you can assign the roles to users.

To assign one or more roles to a user, proceed as follows:

1. First click on the menu item "Groups" in the navigation pane.

The list of all groups is located in the middle pane of the browser window, by default, the group "Company" is available.

VideoManager Pro	Create	VMPRO MI24 Dokumentation · · · · · · · · · · · · · · · · · · ·
Account	Company	■ Group Configuration
🛔 Users		GROUP NAME
🔦 Roles		Company
Security Policies		GROUP DESCRIPTION Please enter a group description.
🖉 Custom Metadata Fields		Members and Roles
e Groups		
Notifications		SORT BY LastName V 12
< Social Media		Alex Rudnick
Attachments		Salexander.rudnick@movingimage.com
♣ Access Profiles		Editor-in-chief X Writer X O Add role
🖽 Channel Access		Bert Ubuntu
		⊠ ld@mi24.tv
		Editor-in-chief X Publisher X Add role

- 2. In the editing area you can make following changes:
  - group name
  - group description



3. All created users are listed under the menu Members and Roles.

Here, all entries are listed by default in alphabetical order. You can use the search function to find the desired user entry faster, or, alternatively you can sort the user list according to the following criteria:

- e-mail
- company name
- last name
- phone number
- first name

Members and Roles	
SORT BY Email - I <sup>A</sup> Company name	۹
Alex R     Firstname       LastName     ngimage.com       Telephone     Writer       Editor-in-chief     X       Writer     X	
Hans Breit  Hans Breit  Hans Breit  Add role	



4. For each user entry, all already assigned roles are displayed next to the corresponding email and company name (if one is defined in the user management). To assign a role to a user account, click on the [Add role]-button. This opens the a selection box where you can select other roles.

Members and Roles	
SORT BY Email	Q
Alex Rudnick alexander.rudnick@movingimage.com Editor-in-chief X Writer X	Select role 🔹 🗸
Hans Breit <ul> <li>breithans173@gmail.com</li> <li>Movin</li> </ul> Trainee × O Add role	Select role admin Editor Proof reader Video production Assistant External producer Manager Publisher
Hans Niemand	Trainee Reader Tester

- 5. Confirm your selection by the ✓ -icon. Add more roles as described to this user account as needed.
- 6. You also have the option, to remove any user assigned roles. To do this, click the X-icon of the appropriate role.

Members and Roles	
SORT BY Email	Q
Alex Rudnick S alexander.rudnick@movingimage.com	
Editor-in-chief X Writer X Select role	0

Please keep in mind that it is not possible to withdraw the last role with the administration area right as an administrator.

### 4.2.4 Deleting an existing Role

A role can only be deleted if it is currently not in use.

To delete a role, perform the following steps:

- **1.** Highlight the entry you want to delete in the list of roles.
- 2. Then, click the [Delete] button in the actions toolbar. A confirmation dialog box opens.

Delete role		×
Do you want to delete the selected role?		
	Cancel	Delete

- **3.** Confirm with the [Delete] button. The role is deleted.
- **4.** If the role is still in use, it cannot be deleted. In the appropriate warning dialog, click [Cancel] . The delete action is canceled.

Deletion of the role is not possible	×
The selected role is currently in use.	
	Cancel

## 4.3 Security Policy

Company-specific security policies for the playback of videos in the Internet play a key role. One of the most important requirements is the prevention of unauthorized use and distribution of your videos. In some cases sensitive data and information should be not accessible to everyone. Protective mechanism can be set up in varying degrees, including token protection, IP-range protection or encryption of the content (media encryption).

As an administrator, you have the ability to define security settings in the VideoManager. Defined policies can be set on video level or as a global security policy.

The globally enabled security setting will always be overridden by a video-specific security setting.

### 4.3.1 Setting up a Security Policy

To create a globally-applicable security policy, proceed as follows:

- 1. In the navigation pane, click the entry "Security Policies".
- 2. To create a new security setting, click on the [Create] button in the action toolbar.

VideoManager Pro	+ Create	
Account	Security Policy Name	
Lusers	Please enter a name.	
Roles	Cancel	Create
Security Policies		

- 3. In the dialog box that opens, type the name of the security setting.
- Finally click on the [Create] button. The entry will appear immediately in the list of security settings. Now you can set additional parameters (see chapter " <u>Editing Security</u> <u>Policy</u> ").
- 4.3.2 Security Policy Configuration

The globally enabled security settings will always be overridden by a video-specific security setting.



E Security Policy Configuration	
NAME	
External Policy	
DESCRIPTION	
Please enter a security policy description.	
Token Protection	
Token Protection	$\oslash$
SHARED SECRET	
Referrer Protection	
Referrer Protection	$\oslash$
VALID REFERRERS	
Enter a new security policy here.	

After you have created a new security policy, you can edit parameters.

- **1.** Select the appropriate entry in the list of security policies. In the editing area, the following editing options are available:
  - Name: If necessary, edit the name of the security setting.
  - Description: Optionally, enter a meaningful short description for the security setting.
- **2.** If necessary, select the token protection for this security setting through the corresponding activation button.

Please keep in mind that an HMAC implementation is necessary for the playout of token-protected videos. For more information see Developer's Guide, chapter "<u>Token Protection: HMAC-SHA Signature</u>". **3.** Choose the referrer protection through the corresponding activation button. Then, enter the valid referrer in the text box provided for this purpose. For example, to include referrers at subdomain level, you have the ability to specify also valid referrer with wild card. **Sample**: \*.website.com

If you first want to test a referrer locally, enter "localhost" without further additions (such as "http").

### 4.3.3 Defining a Global Security Policy

All applied security policies are available in the video asset management for each individual video for selection. However, you have the possibility to determine a global policy. Whenever no video-specific security policy has been defined, then the global policy will be valid.

To globally enable a security policy, proceed as follows:

- **1.** Go to the account overview, by clicking on the appropriate entry in the navigation.
- **2.** In the editing area of the account overview select now the desired security setting in the drop-down menu.

LOBAL SECURITY POLICY	
Department	•
o security policy ompany	
ompany	
epartment	
rternal Policy ternational Policies	
ternational Policies	
rivate Policy	- 1

### 4.3.4 Deleting a Security Policy

Please keep in mind that a security policy can only be deleted if it is not currently in use or defined as global security policy.

To delete a security policy, perform the following steps:

**1.** Select the entry in the list of security policies that you want to delete.



2. Then, click the [Delete] button in the actions toolbar. A confirmation dialog box opens.



- 3. Confirm with the [Delete] button. The security policy is deleted.
- **4.** If the selected security policy is still in use or has been defined as global security policy, it cannot be deleted. In the appropriate warning dialog, click the [Cancel] button. The delete action is canceled.

Deletion of the security policy is not possible	×
The selected security policy is currently defined as global security policy.	
	Cancel

## 4.4 Custom Metadata Fields

You have the possibility to create and edit additional metadata fields to a video that are no standard metadata (such as title, keyword etc.). In this way, customized information about a video that have company-specific relevance are stored. This metadata can be used, for example, for a search for video files.

To create a custom data field, proceed as follows:

- **1.** Select the "Custom Metadata Fields" entry in the navigation.
- 2. Then, click on the [Create] button in the action toolbar.
- 3. Now, enter the name of the custom data field.

VideoManager Pro	+ Create
Network	Custom Metadata Field Name
💄 Users	Please enter a name.
🔦 Roles	Data Type Text
Security Policies	Text Number Boolean
🐼 Custom Metadata Fields	buoiean



- **4.** In the drop-down menu, select what type of data you want for subsequent input through the video editor. The following data types are possible:
  - text
  - number
  - boolean
- 5. Click on the [Create] button to create the new metadata field.

All data fields here will appear in the video management under the accordion menu Metadata, where video editors can assign appropriate values to every single video.

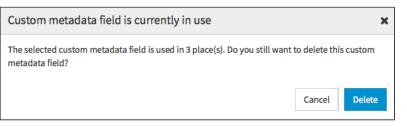
#### 4.4.1 Deleting a Custom Metadata Field

To delete a custom metadata field, proceed as follows:

- **1.** Highlight the entry you want to delete in the list of metadata fields.
- 2. Then, click the [Delete] button in the actions toolbar. A confirmation dialog box opens.

Delete custom metadata field		×
Do you want to delete the selected custom metadata field?		
	Cancel	Delete

**3.** Confirm with the [Delete] button. A second dialog box opens, in which you will be informed, in how many places the metadata field is currently in use.



4. If you still want to delete it, click [Delete]. The custom metadata field is deleted.

# Separately Booked Features

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

## 5.1 Distributing Videos to Social Media Platforms

The VideoManager allows an easy deployment of your videos for the target platforms YouTube and Facebook.

This section discusses basic concepts such as "Social media profile", "Facebook Page" or "YouTube channel". Then, you will learn how you can connect the VideoManager with your YouTube or Facebook account to provide videos for your channel or page.

The functions "YouTube publication" and "Facebook publication" must be booked separately. It might not be available in your VideoManager.

### 5.1.1 Social Media Profile

The social media profile in the VideoManager constitutes the connection to the target platform. By means of the social media profile you have created a valid link to your YouTube channel or Facebook page. This is the prerequisite to be able to upload videos to YouTube or Facebook.

By default, a social media profile can be connected with exactly one YouTube channel or one Facebook page.

Please keep in mind that created social media profiles cannot be deleted at the moment, but only disabled.

### 5.1.2 Facebook Page

Facebook pages offer companies the opportunity to present themselves to their target group on the social media platform. Here, you can provide details about your products or services, always up to date and enriched by photos and videos. Companies can create multiple pages on Facebook.



You can learn more about Facebook pages under the following link: Facebook Pages.

#### 5.1.3 YouTube Channel

In a YouTube channel, which you can customize individually, you have the possibility to add videos to your play lists that are provided for the public. Moreover, depending on the objective of your video strategy, social media-typical functions such as comment or subscribers can be added.

If you have a valid YouTube account, you can upload videos directly from VideoManager. Depending on your needs, you can create more channels on YouTube.

Information about YouTube channels can be found here: <u>YouTube help</u>.

#### 5.1.4 Creating a Social Media Profile

To allow video editors to provide videos on the YouTube or Facebook platform, you must first create a social media profile in the administration area of VideoManager. In the second step, the desired YouTube channel or Facebook page must be associated with this profile.

To create a social media profile, proceed as follows:

- **1.** In the navigation pane of the administration area, select the "Social Media" entry.
- 2. Click on the [Create] button in the action toolbar.
- **3.** Enter the desired name of the new social media profile in the text field provided.
- **4.** By using the appropriate radio button, select which platform you want to create the profile for.
  - YouTube
  - Facebook
- **5.** Click on the [Create] button. The new social media profile is created and appears in the list of all profiles.
- 6. Now, connect the profile created with the desired YouTube channel (see chapter "
  <u>Connecting with YouTube Channel "</u>) or the Facebook page (see chapter " <u>Connecting</u> with Facebook Page ").

### 5.1.5 Connecting with YouTube Channel

After you have created a social media profile, you can now connect it with the desired YouTube channel, to allow deploying videos.

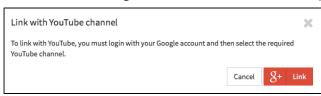
A connection requires that you have created initially the appropriate channel on YouTube with a valid account.

Perform the following steps to establish a connection to your YouTube channel:

**1.** First select in the list of applied social media profiles, the profile which you want to connect.

VideoManager Pro	Create	VMPRO MI24 Dokumentation	Menu	(?) Help	Log out
🖺 Account	😭 movingimage East Asia	Social Media Configuration			
🛔 Users	م Not linked	SOCIAL MEDIA PROFILE NAME			
🔦 Roles	😭 movingimage Asia FB	movingimage Asia			
Security Policies	۶۲ Linked		Link مر	with YouTube	channel
< Social Media	Interactive Marketing				
🖉 Custom Metadata Fields	🖋 Linked				
📽 Groups	🖫 movingimage Asia				
Second Access Profiles	م Not linked				
Channel Access	🖥 movingimage Italia				

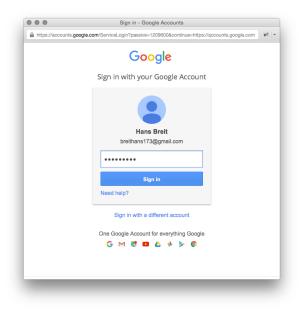
**2.** In the right pane of your browser window, click on the [Link with YouTube channel] button. A new dialog box with further instructions opens.



**3.** Click on the [Link] button. In the next steps, dialogs from Google open for the registration and selection of YouTube channels.



**4.** Login with your Google account.



5. In the next step, select the desired channel.

Select an account		
Hans Breit breithans173@gmail.com	>	
movingimage MiddleEast	>	
movingimage Italia	>	
Marketing	>	
movingimage Europe	>	
movingimage USA	>	

Please keep in mind that each social media profile in the VideoManager can only be connected to exactly one YouTube channel. **6.** In the next dialog you are asked to allow access permissions on your data. Click on the [Allow] button. The social media profile is now associated with the selected YouTube channel.

Goog	e	Google+ page 👻
	<ul> <li>movingimage VideoManager wo</li> </ul>	ould like to:
	8 Know who you are on Google	0
	View your email address	0
	View your basic profile info	0
	Manage your YouTube account	0
	Manage your YouTube videos	0
	By clicking Allow, you allow this app and Google to use your in accordance with their respective terms of service and privacy change this and other Account Permissions at any time.	

Once the social media profile has been associated with a YouTube channel, it is available for the supply of videos in the asset management area of VideoManager.

### 5.1.6 Connecting with Facebook Page

After having successfully created a new social media profile, you must connect it to a desired Facebook page to allow the posting of videos directly from VideoManager.

A connection requires that you have created initially the appropriate page on Facebook with a valid account.

Proceed as follows to connect a social media profile to a Facebook page:



**1.** First select in the list of applied social media profiles, the profile which you want to connect.

VideoManager Pro	Create	VMPRO MI24 Dokumentation	(?) [♪ Help Logout
National Account	🕼 movingimage Asia FB	■ General Settings	
🚨 Users	مر Not linked	SOCIAL MEDIA PROFILE NAME	
🔦 Roles	Interactive Marketing	movingimage Asia FB	
Security Policies	✔ Linked	∠ Lint	with Facebook Page
< Social Media	🔚 movingimage Asia		
🖉 Custom Metadata Fields	م « Not linked		
嶜 Groups	🔄 movingimage Italia		
	≠ Linked		

**2.** In the right pane of your browser window, click on the [Link with Facebook Page] button. A new dialog box with further instructions opens.



- **3.** Click on the [Link] button. In the next steps, dialogs from Facebook open for the registration and selection of Facebook pages.
- 4. Login with your Facebook account.

	Facebook	
https://www.facebo	ok.com/login.php?skip_api_login=1&a	pi_key=1637 🕷 🔻
F Facebook		
Log in to use your F	acebook account with VideoManager Pro	o.
Email or Phone:		
Password:		
	Keep me logged in	
	Forgot your password?	
		Log In Cancel
1000		



**5.** Now select the desired Facebook page, which you want to connect to the social media profile.

Facebook Page Selection		×
Please select your Facebook Page:		
Movingimage Asia		
Movingimage Europe		
Film		
Transpersonal Literature		
	Cancel	Select

Please keep in mind that each social media profile in the VideoManager can only be connected to exactly one Facebook page.

6. Confirm your selection with the [Select] button.

After the social media profile has been associated with a Facebook page, it is available for the provision of videos on Facebook.

### 5.1.7 Disconnecting from YouTube Channel or Facebook Page

Social media profiles that are successfully associated with a YouTube channel or a Facebook page can be unlinked at any time.

Please note that current transfers of videos are not aborted through a disconnection from the YouTube channel or the Facebook page.

To disconnect a social media profile from a YouTube channel or a Facebook page, proceed as follows:

**1.** First select in the list of created profiles, the social media profile that you want to disconnect.

VideoManager Pro	Creater	VMPRO MI24 Dokumentation -	Menu	(?) Help	Log out
Network	👑 movingimage Italia	🗮 General Settings			
🗃 Users	💉 Linked	SOCIAL MEDIA PROFILE NAME			
🔦 Roles	👑 movingimage MiddleEast	movingimage USA			
Security Policies	💉 Linked		Unli کېږ	nk the YouTub	e channel
📸 YouTube	a movingimage USA				
🛇 Custom Metadata Fields	💉 Linked				

**2.** Then, click in the editing area on the [Unlink YouTube channel] or [Unlink Facebook Page] button.

## 5.2 Ownership - The User and Rights Management

Please keep in mind that "Ownership" is an optional feature that may not be available in your VideoManager. However, the standard user management still includes the user and role management, with which you can perform basic functions such as "Create user" and "Create role".

The movingimage VideoManager offers a convenient way to manage users and rights to ensure a controlled access to content. For example, videos are generally associated with a group of owners, so that it is initially inaccessible by non-group members. Such access can be granted due to access profiles with defined rights.

You can set up for each employee in your company a user account in the VideoManager and assign him to one or more groups. Groups are completely independent, they depict usually departments or subsidiaries. Unlimited users can belong to a group, they are also flexible changeable. Within a group, all members have equal rights and have same function rights. The care and maintenance of user rights is facilitated by consistently using the group concept. You can apply individually access rights and permissions, so that the company's safety concept can be implemented.

This section discusses first basic terms of user management.

## 5.2.1 Terminology

Term	Description
User	A user receives via the roles assigned to him the permission to use the system and the data in accordance with his responsibility. Function rights (program functions) and access rights (visibility of videos and channels) are differentiated.
Group	A group represents an organizational entity and can be a department, a subsidiary company or similar. Every video and every channel in the VideoManager has a group as owner. Newly uploaded videos belong to the group "Company" by default if it is not directly uploaded in a channel that maps to a specific group. This can be modified at any time if other groups were created (see chapter " <u>Assigning a Video to a Group</u> "). A video can only be assigned to exactly one group. Typically, only members of the owners group have access to the corresponding channels and videos. This may be revised however through access profiles (see below).
Role	A user role defines tasks, characteristics and above all the user's rights. The role specifies what actions a user can perform on videos and channels belonging to his group. Because the role is group-specific, it is possible to assign different rights to a user in different groups. <b>Sample</b> A user is a member of the group "Sales" and "Marketing" at the same time. In the "Sales"-group this user has the role "read-only" and therefore can only watch videos that belong to his group, but he is not allowed to edit or publish videos. In the "Marketing"-group, the user is allocated to the "editor"-role. In this role he has the permission to edit and publish videos of his group.
Role rights	You can assign a role to following rights:

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Term	Description					
	<ul> <li>administration area: with this right, you can perform administrative tasks, these include among other things the creation of new users, group management, adding new metadata or the creation of new social media profiles.</li> </ul>					
	<ul> <li>edit security policies</li> </ul>					
	channel: create, view, edit, delete, view sub-channels					
	<ul> <li>videos: watch, edit, replace, upload, delete, publish, add to a channel, remove from a channel</li> </ul>					
	social media: publication on YouTube, publication on Facebook					
Global access profile	The global access profile applies to all videos in the VideoManager. It is set globally in the account overview. Users can access non-group videos in accordance with the global access profile.					
Access profile	Access rights that are possible on a single video can be given by an access profile. This way, users not directly belonging to the group associated with the video, can still work with the video (e.g., edit and manage data).					
	A user has the role that allows him to watch videos and channels of the group "Company". In addition, he was assigned to any other role or group. The user would like to edit a video that was associated with the "Sales"-group. Although this video was assigned an access profile with editing rights, the user cannot edit it, since his role was granted no editing right.					
	▲ If no access profile for a video is selected, only users in the same group as the video have access to it. If a video is uploaded directly in a channel, it inherits the default access profile of the channel. This profile can be modified later in the accordion menu <b>Security</b> .					
	If no access profile for a video is selected, only users in the same group as the video have access to it. If a video is uploaded directly in a channel, it inherits the default access profile of the channel. This					



Term	Description
Access right	Access rights are for example, administrative rights, channel-specific rights or video-specific rights.

#### 5.2.2 Users

To ensure that only authorized users can work with the VideoManager, you create in the user administration user accounts with appropriate function privileges. In this way each user have to login on the system with his valid credentials and can perform only the program functions, for which the necessary rights are available (e.g. editing video data, creating channel).

VideoManager Pro	Ceate Desctivate		VMPRO MI24 Dokumentation	(?) Help	Logout				
National Account	Sandra Trist		🛔 User Data						
😁 Users	User account confirmed	-	LANGUAGE						
🔦 Roles	vmprotest004@armyspy.com		de		•				
Security Policies	User account deactivated		E-MAIL						
Custom Metadata Fields	kwo@mi24.com		FIRST NAME						
Channel Access	Liser account deactivated		Please enter your firstname						
	kwo@movingimage.com		LAST NAME						
	Confirmation pending		Please enter your lastname						
	miguel.yeboah@movingimage.com		PHONE Please enter your phone number						
	Confirmation pending		COMPANY						
	np@mi24.tv		Please enter your company						
	✓ User account confirmed		🔦 Role Overview						
	Marc Dinter •		admin		~				
	✓ User account confirmed			-					
	Bert		Chef		$\oslash$				
	✓ User account confirmed		Chefredakteur		$\oslash$				
	rico.slaby@mi24.tv		Externe Produzenten		$\oslash$				
	✓ User account confirmed		Mitarbeiter		$\oslash$				

Following options for editing user accounts are here available:

- **Create**: Creating a new user account for VideoManager
- Deactivate: Disable an existing active account
- **Confirmation mail**: A newly created account has not confirmed by the receiver yet. This receiver can again be sent a confirmation mail.

The options listed here are described in detail in the next chapters.



#### From the user list, see also the following information:

lcon	Description
•	The user has confirmed his VideoManager account using the activation link.
•	The account has not confirmed by the user yet.
	The user account has been disabled.

#### 5.2.2.1 Creating a User

To create a new user account, proceed as follows:

- **1.** Click on the [Create] button in the action toolbar.
- 2. Enter the e-mail address of the user.

Create	Deactivate C	Confirmation	mail				
User's E	mail Address						
emai	email@example.com						
User's R	ole				-		
Adm	Admin						
User's L	User's Language						
de	de						
Send	Send confirmation mail to user						
	Cancel		Create				

**3.** If user roles are already defined, you can select the desired from the drop-down menu. But you have also the opportunity to define roles and assign them to the user in the follow-up (see chapter " <u>Roles</u> " ).

- **4.** Select from the corresponding drop-down menu the user's language. The confirmation email to the new user will be sent in the language of your choice.
- **5.** Activate the check box "Send confirmation to user". The recipient receives an e-mail with an activation link.
- **6.** Click on the button [Create user], to create the user account. The entry will appear immediately in the list of users.

After you have successfully created the user account, you can make additional settings (see chapter " <u>Editing a User</u>").

#### 5.2.2.2 Editing a User

In addition	n to the bas	ic data of a us	er account, you	ı can also assign	different roles.

User Configuration
LANGUAGE
de 🗸
E-MAIL
hansmeier@movingimage.de
FIRST NAME
Hans
LAST NAME
Niemand
PHONE
Please enter the phone number
COMPANY
Please enter the company name

**1.** Highlight the entry you want to edit in the list of all created users. In the right pane, the following editing options are available:



- **Language**: In the drop-down menu, select the language for the user account. The VideoManager is represented in the chosen language.
- **E-mail**: The e-mail that you specified when creating the user account, is subsequently not editable.
- First name: Optionally, enter the first name of the user.
- Last name: Optionally, enter the last name of the user.
- **Phone**: Optionally, enter the user's phone number.
- **Company**: Optionally, enter the company name.
- 2. You can now allocate roles to the user (see chapter "Assigning a Role to a User").

#### 5.2.2.3 Disabling a User

If you disable a user account, you deprive the user of his access permission to VideoManager, but all data of the user account are retained in your user management. In this way you can make a reactivation of the account at any time if necessary, without further settings - like role assignment etc.

Please keep in mind that you can re-enable disabled user accounts only in the context of your reserved quota. Should this be exceeded, you will receive a notice.

Disabled user accounts are marked accordingly in the administration area; the respective metadata can be edited in this state.

To disable a user account, proceed as follows:

- 1. In the list of all created users, select the account that you want to disable.
- **2.** Click on the [Deactivate] button in the action toolbar.



**3.** Confirm the deactivation in the dialog that opens by clicking on the [Deactivate] button.



#### 5.2.3 Roles

Through the role concept in the VideoManager, you have the ability to assign certain properties and rights to a user. Typically, roles are in the context of the tasks that users perform. In this way, sets of rights are defined as user role, so that you can assign many users without having to set permissions for individual accounts. Working with user roles simplifies administration, if e. g. the rights structure changes.

Basically, the rights are subdivided into three categories:

- administration rights: these permissions allow global settings for the VideoManager and also settings in the Player Generator
- video rights: these rights relate directly to videos, such as upload, edit or delete
- channel rights: these rights allow, for example, editing of channels or adding videos to these channels.

VideoManager Pro	€ Create	VMPRO MI24 Dokumentation • (?) Menu Help	C+ Log out
Account	Admin	Role Configuration	
🛎 Users	Assistant	ROLE NAME	
🔦 Roles	Editor	Admin	
	Editor-in-chief	ROLE DESCRIPTION Please enter a role description.	
🖉 Custom Metadata Fields	External producer		
😸 Groups	Manager	Role Rights	
Notifications	Proof reader	ADMINISTRATION RIGHTS	_
< Social Media	Publisher	Administration area	<u>~</u>
Attachments	Reader	Edit security policies	~
la Access Profiles	Tester	Player Generator	<b>~</b>
Channel Access	Trainee	VIDEO RIGHTS	
	Video production	Delete videos	<b>~</b>
	Writer	Duplicate videos	$\oslash$
		Edit ownership properties	~

In this chapter, you learn how to create roles and assign these to user accounts.

#### 5.2.3.1 Creating a Role

To create a new role, proceed as follows:

- **1.** First click on the "Roles" entry in the navigation.
- **2.** Click then on the [Create] button in the action toolbar. The dialog for creating a new role opens.

VideoManager Pro	Create	
Account	Role Name	
💄 Users	Please enter a name.	
🔦 Roles	Cancel	Create
Security Policies		

- **3.** Enter the role name and then click on the [Create] button. The new role is created and appears immediately in the list of all roles.
- 4. Make the required settings for the role now (see chapter " Editing a Role ").

#### 5.2.3.2 Editing a Role

After you have created a new role or the right structure has changed in your company, you can adjust the role rights accordingly.

- 1. Highlight the entry you want to edit in the list of roles. In the right pane, in the accordion menu **Role Configuration** you can perform the following settings:
  - **Role name**: If necessary, edit the name of the role.
  - **Role description**: Optionally, enter a meaningful role description for the role.
- 2. In the accordion menu **Role Rights** you can assign corresponding rights with the activation button. Further information about the rights can be found in the appendix, in chapter "<u>Rights in the VideoManage r</u>".



Role Rights	
ADMINISTRATION RIGHTS	
Administration area	<b>~</b>
Edit security policies	<b>~</b>
Player Generator	<b>~</b>
VIDEO RIGHTS	
Delete videos	<b>~</b>
Edit videos	<b>~</b>
Publish videos	<b>~</b>
Publish videos on Facebook	<b>~</b>
Publish videos on YouTube	<b>~</b>
Replace videos	<b>~</b>
Upload videos	<b>~</b>
Watch videos	<b>~</b>
CHANNEL RIGHTS	
Add videos to/ remove videos from channels	<b>~</b>
Create channels	<b>~</b>
Delete channels	<b>~</b>
Edit channels	<b>~</b>

By default, no rights are assigned to a newly created role.

#### 5.2.3.3 Assigning a Role to a User

If you have created the required roles and users in your user management, you can assign these roles to every single user.

In the standard group management the group "Company" is created by default, here you can assign the roles to users.

To assign one or more roles to a user, proceed as follows:



**1.** First click on the menu item "Groups" in the navigation pane. The list of all groups is located in the middle pane of the browser window, by default, the group "Company" is available.

VideoManager Pro	Create	VMPRO MI24 Dokumentation		
Account	Company	E Group Configuration		
🛔 Users	Marketing	GROUP NAME		
🔦 Roles	Video Production	Marketing		
	Product Management	GROUP DESCRIPTION Marketing		
Custom Metadata Fields	Content Management			
😁 Groups	International Sales	Members and Roles		
Notifications	Administration	O Add user		
< Social Media	External Production	SORT BY LastName • 12 Q		
Attachments		Hans Niemand		
loccess Profiles		S hansmeier@movingimage.de		
Channel Access		Editor X • Add role		
		Le Ngoc Duong Le Ngoc Duong Impoclaong@movingimage.com admin x O Add role		

- 2. In the editing area, you can make following changes:
  - group name
  - group description
- **3.** All created users are listed under the menu **Members and roles**. Here, all entries are listed by default in alphabetical order. You can use the search function to find the desired user entry faster, or, alternatively you can sort the user list according to following criteria:
  - e-mail
  - company name
  - last name
  - first name
  - phone number



Members and Roles		
	Q	
Company name   Email   Alex Ri   Firstname   LastName   Telephone   Editor-in-chief X Writer X O Add role		
Hans Breit         breithans173@gmail.com         Image: Trainee         X         O Add role		

**4.** For each user entry, all already assigned roles are displayed next to the corresponding email and company name (if one is defined in der users administration). To assign a role to a user account, click on the [Add role]-button. This opens a selection box where you can select other roles.

Members and Roles	
SORT BY Email	Q
Alex Rudnick	
Editor-in-chief 🗙 Writer 🗙	Select role   Select role
Hans Breit <ul> <li>breithans173@gmail.com</li> <li>Movin</li> </ul> Trainee × O Add role	admin Editor Proof reader Video production Assistant External producer Manager Publisher
Hans Niemand <ul> <li>hansmeier@movingimage.de</li> </ul>	Trainee Reader Tester



- 5. Confirm your selection by the ✓ -icon. Add more roles as described to this user account as needed.
- 6. You also have the option, to remove any user assigned roles. To do this, click the **X**-icon of the appropriate role.

🔦 Members and Rol	es	
SORT BY Email	▪ ↓ <sup>A</sup>	Q
Alex Rudnick	vingimage.com MovingIMAGE24 GmbH	
Editor-in-chief 🗙	Writer X Select role V	•

 Please keep in mind that it is not possible to withdraw the last role with the administration area right as an administrator.

#### 5.2.3.4 Deleting a Role

Please keep in mind that a role can only be deleted if it is currently not in use.

To delete a role, perform the following steps:

- **1.** Highlight the entry you want to delete in the list of roles.
- 2. Then, click the [Delete] button in the actions toolbar. A confirmation dialog box opens.

Delete role		×
Do you want to delete the selected role?		
	Cancel	Delete

**3.** Confirm with the [Delete] button. The role is deleted.



**4.** If the role is still in use, it cannot be deleted. In the appropriate warning dialog, click [Cancel] . The delete action is canceled.

Deletion of the role is not possible	×
The selected role is currently in use.	
	Cancel

#### 5.2.4 Groups

In the group management, a random number of groups, which combine multiple users within a company can be created. This simplifies the administration of all users, since these can be better classified in terms of their rights.

VideoManager Pro	Create	VMPRO MI24 Dokumentation • (2) (2) (2) (2) (2) (2) (2) (2) (2) (2)
Network	Company	■ Group Configuration
🌲 Users	Marketing	GROUP NAME
🔦 Roles	Video Production	Marketing
Security Policies	Product Management	GROUP DESCRIPTION Marketing
🖉 Custom Metadata Fields	Content Management	Members and Roles
쯀 Groups	International Sales	
Notifications	Administration	O Add user
< Social Media	External Production	SORT BY LastName 1
Attachments		Hans Niemand
& Access Profiles		S hansmeier@movingimage.de
🗊 Channel Access		Editor X O Add role
		Le Ngoc Duong
		Interstation in the second
		admin × O Add role

#### 5.2.4.1 Creating a Group

A group represents a business unit and can be a department, a subsidiary company or similar.

Every video and every channel in the VideoManager has a group as owner. Newly uploaded videos belong to the group "Company" by default if it is not directly uploaded in a channel that maps to a specific group. This can be modified at any time if other groups were created (see chapter " <u>Security</u> "). A video can only be assigned to exactly one group.

To create a new group, proceed as follows:

- **1.** First click on the menu item "Groups" in the navigation pane.
- **2.** Click the [Create] button in the action toolbar.



**3.** Enter the group name and a description for this group.

VideoManager Pro	+ Create	
🗃 Account	Group Name	
💄 Users	Please enter a name.	
	Group Description	
🔦 Roles	Please enter a description.	
Security Policies		
	Cancel	Create
< Social Media		
🛇 Custom Metadata Fields	International Sales	
😁 Groups	Administration	

4. Click the [Create] button. The group is created and appears in the list of all groups.

#### 5.2.4.2 Adding Users to a Group

Please keep in mind that it is possible to assign users to self-created groups. Initially, all newly created users are automatically assigned to the default group "Company".

After you have created a new group, you add as follows the user to this group:

VideoManager Pro	<b>↔</b> Creste	VMPRO MI24 Dokumentation
Account	Company	E Group Configuration
🚨 Users	Marketing	GROUP NAME
🔦 Roles	Video Production	Marketing
	Product Management	GROUP DESCRIPTION Marketing
🖉 Custom Metadata Fields	Content Management	A Members and Roles
😁 Groups	International Sales	·
Notifications	Administration	O Add user
< Social Media	External Production	SORT BY LastName · 12 Q
Attachments		Hans Niemand
<b>å</b> ₀ Access Profiles		S hansmeier@movingimage.de
Channel Access		Editor X O Add role
		Le Ngoc Duong
		🐷 lengoc.duong@movingimage.com 🕍 MovingIMAGE 24 GmbH
		admin 🗙 🗘 Add role

**1.** First, select the group in the group list, which you want to assign users.

2. In the editing pane, click on the [Add user] button. This opens a dialog box to add a user.



Add User		×
	Please choose user and role.	
	Frank Müller	•
	Proof reader	-
		Cancel Add user

- **3.** Now, select the desired user, as well as the role from the respective drop down menus.
- **4.** To confirm your selection, click again the [Add user] button . The entry appears in the list "Members and Roles" with the selected roles. In this way, you can assign any desired number of members to this group.

#### 5.2.4.3 Deleting a Group

Please note that a group can only be deleted if it contains any user, videos or channels. Deletion of the default group "Company" is also not possible.

To delete a group, perform the following steps:

- 1. Select the entry in the list of groups that you want to delete.
- 2. Then, click the [

#### 8

Delete] button in the actions toolbar. A confirmation dialog box opens.



**3.** Confirm with the [Delete] button. The group is deleted.



**4.** If the group is currently in use, it cannot be deleted. In the appropriate warning dialog, click the [Cancel] button. The delete action is canceled.

Deletion of the group is not possible	×
At least one channel is currently assigned to this group.	
	Cancel

#### 5.2.5 Access Profiles

Managing videos in the VideoManager is structured on the basis of the channels and additionally protected by group affiliation. It is still possible that users who are not members of this group are able to work with the protected videos. This is enabled via access profiles depending on the specified rights, non-members are granted to view, edit or manage videos of different groups.

In chapter "<u>Assigning an Access Profile to a Video</u>" you will learn how to assign an access profile to a video.

#### 5.2.5.1 Creating an Access Profile

Perform the following steps to create a new access profile:

- **1.** Click the entry "Access profile" in the navigation pane.
- 2. Click the [Create] button in the action toolbar.
- **3.** Enter the profile name and a description for this profile.

VideoManager Pro	Course	
Account	Access Profile Name	
🛓 Users	Please onter a name.	
🔩 Roles	Access Profile Description Please enter a description.	
Ø Security Policies	Caneci	Create
< Social Media	Carter -	Critical Inc.
🖉 Custom Metadata Fields		
셜 Groups		
& Access Profiles		

- **4.** Click the [Create] button. The new access profile is created and appears in the list of all access profiles.
- **5.** Next, assign the desired rights to this access profile (see chapter " <u>Editing an Access</u> <u>Profile</u> ").

#### 5.2.5.2 Editing an Access Profile

After the creation of new access profile, you can assign the appropriate rights .

1. Highlight the entry you want to edit in the list of access profiles . In the right editing pane, you can make the following settings:

■ Access Profile Configuration
ACCESS PROFILE NAME Read-only
ACCESS PROFILE DESCRIPTION Only reading right

2. In the menu Permissions, you can now enable the desired rights for this access profile.

<b>≧</b> Rights	
Add videos to/ remove videos from channels	$\oslash$
Create channels	$\oslash$
Delete channels	$\oslash$
Delete videos	$\oslash$
Edit channels	<b>~</b>
Edit videos	<b>~</b>
Facebook	$\oslash$
Publish videos	$\oslash$
Replace videos	$\oslash$
Upload videos	$\oslash$

#### 5.2.5.3 Global Access Profile

The default access profile applies to all videos in the VideoManager. Users can access nongroup videos in accordance with the standard access profile.



To set the default access profile, go to the account overview. Select the desired access profile from the drop down menu in the global settings.

GLOBAL ACCESS PROFILE		
Editing	•	
No Access Profile		
Read-only		
Editing		
Administration		

#### 5.2.5.4 Deleting an Access Profile

Please note that you can only delete an access profile if it is currently not assigned to any video.

To delete an access profile, proceed as follows:

- 1. Select the entry in the list of access profiles that you want to delete.
- 2. Then, click the [Delete] button in the actions toolbar. A confirmation dialog box opens.



- **3.** Confirm with the [Delete] button. The access profile is deleted.
- **4.** If the selected access profile is still in use, it cannot be deleted. In the appropriate warning dialog, click the [Cancel] button. The delete action is canceled.





#### 5.2.6 Channel Access Rights

A The "Channel access"-feature is an optional function and may not available in your VideoManager.

Access to channels can be controlled in the administration area of VideoManager. Main channels including its sub-channels can be protected. With the status of "protected", the channels and related videos in the video management are basically invisible.

Channels (and any sub-channels) and the related videos are assigned to a group by the administrator. This group is then the owner of the channel.

VideoManager Pro		VMPRO MI24 Dokumentation ~	Menu	? Help	C> Log out
Account	International Business	Channel Access Configuration			
🎍 Users	ΙΤ	OWNER GROUP			
Roles	Marketing	Company			•
☑ Security Policies	Sales	VISIBILITY			
		Visible			$\oslash$
< Social Media	Technischer Support	_			
🖉 Custom Metadata Fields	User				
🖀 Groups	Video production				
access Profiles	Virals				
Channel Access					

To assign a channel to a group, proceed as follows:

- 1. In the navigation pane of the administration area, select the "Channel access" entry.
- **2.** In the center pane, you see all available main channels of your VideoManager. Highlight the channel that you want to assign to group by clicking on the appropriate entry.
- **3.** In the editing area on the right side of the browser window, select from the drop down menu the owner group.

■ Channel Access Configuration	
OWNER GROUP	
Company	•
VISIBILITY	
Visible	<b>~</b>

**4.** Then enable the visibility if necessary to visualize the channel for non-members of the owners group.

### 5.3 Attachments to a Video

The function "Upload attachments to a video" must be booked separately. It might not be available in your VideoManager.

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.

As an administrator, you have the possibility to configure different types of documents as an attachments to a video. For each type, the video editor can upload one document to a video in the video asset management.

#### 5.3.1 Setting up Attachment Types

To create a type of attachment, proceed as follows:

- **1.** Select the entry "Attachments" in the navigation pane of the administration area.
- 2. Click the [Create]-button in the action toolbar.

VideoManager Pro	Create	
National Account	Attachment Type	
Lusers	Please enter a name.	
Roles	Cancel	Create
Security Policies		
🛇 Custom Metadata Fields		
🗃 Groups		
Notifications		
< Social Media		
Attachments		

3. Enter the desired name for the attachment type in the text box provided for this purpose.



**4.** Click on the [Create] button. The new attachment type is created and appears in the list of attachments types.

VideoManager Pro	€ Create	VMPRO MI24 Dokumentation	(?) Help	Log out
Account	Conditions of Use	Attachment Configuration		
🚨 Users	Invoice external Video Production	ATTACHMENT TYPE		
🔦 Roles	License	Invoice external Video Production		
Security Policies				
🛇 Custom Metadata Fields				
😁 Groups				
Notifications				
< Social Media				
Attachments				
access Profiles				
🗊 Channel Access				

5. To change the name of the attachment type, click the appropriate entry in the list. In the editing area, you can change the name. All attachment types created here are available to any video in the video asset management, see chapter "<u>Upload Attachments to a</u> <u>Video</u>").

#### 5.3.2 Deleting Attachment Types

You can delete exisiting attachment types as follows:

- **1.** In the list of all attachment types, select the entry you want to delete.
- 2. Click on the [Delete] button in the action toolbar. A confirmation dialog box opens.



**3.** If the attachment type is currently in use, you will be noted accordingly. Confirm with the [Delete] button if you want to delete nevertheless.

If to this attachment type a document has been already uploaded, this document is lost.

# 5.4 Notifications

Notification rules can be set up in the VideoManager for various events to automatically send targeted information about certain events. So you can send, for example, a notification to any e-mail address, if an automatic video release expires. The date of notification can be defined as well as the addressee.

#### 5.4.1 Setting up a Notification Rule

To set up a notification rule, proceed as follows:

- **1.** Select the entry "Notifications" in the navigation.
- 2. Click on the [Create]-button in the action toolbar.

VideoManager Pro	+ Create	× Delete	
S Account	Event		
Lusers	Time-controlled video release expires       •         Time-controlled video release expires       •         Video uploaded       •         Send e-mail to address       •		eo release expires
🔦 Roles			
Security Policies		Cancel	Create
Custom Metadata Fields			
📽 Groups			
Notifications			

- **3.** Now select the event in the dropdown menu, to which an action will be carried out. Currently, you can choose the following event:
  - time-controlled video release expires
  - video uploaded

**4.** Then select the desired action. Currently, you can choose the following actions:

Send e-mail to address: When the selected event occurs, an e-mail will be sent to the registered e-mail address.



- Call up URL with GET: When the selected event occurs, the specified URL will be called up.
- **Call up URL with POST**: When the selected event occurs, information regarding the selected event is passed in a JSON-file to the specified URL.
- **5.** Click on the [Create]-button. The notification rule is created and appears in the list of all notification rules.

Please note that you must make other input, so the notification rule can be enabled (see "<u>Editing Notification a Rule</u>").

#### 5.4.2 Editing a Notification Rule

After you have created a notification rule, more information have to be added in the editing area, so that the notification rule can be activated.

**1.** Select first in the list of all notification rules, the newly created rule by clicking on the appropriate entry.

Newly created and thus not yet enabled notification rules are marked with the
 -icon in the list.

VideoManager Pro	Create Delete		VMPRO MI24 Dokumentation
🚍 Account	If 'Time-controlled video release expires', Then 'Send e-m	•	Notification Configuration
🛔 Users	Notification	•	ТҮРЕ
🔦 Roles	RELEASE expires	•	Time-controlled video release expires + Send e-mail to address
Security Policies	Editor notification	•	NAME If 'Time-controlled video release expires', Then 'Send e-mail to address'
🛇 Custom Metadata Fields			NOTIFICATION TIME
😁 Groups			Days before the event
Notifications			E-MAIL
< Social Media			A Please enter an e-mail address.
access Profiles			Please specify the e-mail address to be notified about.
P Channel Access			Activate

- 2. Make the following configurations:
  - **Type**: The notification type is automatically entered by the system and cannot not be edited. It consists of the selected event and the action.



- Name: Optional. Enter the desired name for the notification rule in the text box provided for this purpose.
- Notification time: Enter the desired time for the notification (days before the occurence of the event). 14 days is predefined by default.
- **E-mail**: If you have selected the action "Send e-mail to address", then enter a valid e-mail address. To this address, a notification will be sent when the specified event occurs.
- URL: If you have chosen the action "Call up URL", enter the URL that should be called up when the selected event occurs.
- **3.** Click finally on the [Activate]-button, to enable the notification rule.

## 5.5 Geo-Blocking

In some cases, the playback of certain video content, for example, due to country-specific copyright must be prevented. Because technically, the origin of the viewers can be identified, it is possible to restrict access to your video content by geo-blocking on specific countires or regions.

In the administration of security policy, you have the option to provide or prevent access to viewers from certain countries or regions.

To enable the feature "geo-blocking", proceed as follows:

- 1. In the navigation bar, click the entry "Security Policies".
- If you want to add an already existing security policy with geo-blocking, select the corresponding entry in the list of security policies, otherwise set a new security policy (see " <u>Setting up a Security Policy</u> ").
- **3.** In the editing area on the right side, select geo-blocking for this security policy with the corresponding activation button.



🚱 Geo-Blocking	
Activate geo-blocking	~
Activate whitelist mode	~
VALID COUNTRY CODES	
Please enter a country code. Video playback is allowed in these countries.	
r case enter a country code, video playback is allowed in these countries.	

4. Optionally, you can enable the 'whitelist mode".

If the white list mode is enabled, viewers from the listed countries and regions have access to your video content.

**5.** Then enter the desired country codes. In whitelist mode, the playback of videos is allowed in these countries.

# Appendix

The appendix offers further information on the VideoManager Pro that will assist you in setting up your system.

# 6.1 Video Formats and Codecs

Videos can be saved in many formats. Formats are actually rules prescribing how to store digital data for videos. For example, formats specify the maximum resolution and color depth, the aspect ratio, or the number of images per second.

Application programs, such as player, must read out these formats to play out videos properly. For this purpose, codecs are used. Codecs know the format rules, and can encode or decode video files according to these rules. They form the interface between the video format and the application program. Codecs compress and also decompress usually video, audio or images in a desired format: when you play a video codecs ensure that certain information, such as duration, resolution or aspect ratio is correctly implemented.

Analogous to the various video formats, there are a variety of codecs available. The playback program must the find the matching codec from a list of existing codecs to reproduce the corresponding video file. While the player determines parameters such as position and size of the video window, the video resolution can be adjusted during playback by a codec.

#### 6.1.1 Supported Codecs

The following table lists all the codecs supported in VideoManager Pro.

- D..... = Decoding supported
- .E.... = Encoding supported
- ..V... = Video codec
- ..A... = Audio codec
- ...S... = Subtitle codec
- ...I.. = Intra frame-only codec
- ....L. = Lossy compression



#### .....S = Lossless compression

Туре	Code	Description
D.VI	012v	Uncompressed 4:2:2 10-bit
D.V.L.	4xm	4X Movie
D.VI.S	8bps	QuickTime 8BPS video
D.VS	aasc	Autodesk RLE
D.VIL.	aic	Apple Intermediate Codec
DEVI.S	alias_pix	Alias/Wavefront PIX image
DEVIL.	amv	AMV Video
D.V.L.	anm	Deluxe Paint Animation
D.V.L.	ansi	ASCII/ANSI art
DEVIL.	asvl	ASUS V1
DEVIL.	asv2	ASUS V2
D.VIL.	aura	Auravision AURA
D.VIL.	aura2	Auravision Aura 2
D.V	avrn	Avid AVI Codec
DEVI	avrp	Avid 1:1 10-bit RGB Packer



Туре	Code	Description
D.V.L.	avs	AVS (Audio Video Standard) video
DEVI	avui	Avid Meridien Uncompressed
DEVI	ayuv	Uncompressed packed MS 4:4:4:4
D.V.L.	bethsoftvid	Bethesda VID video
D.V.L.	bfi	Brute Force & Ignorance
D.V.L.	binkvideo	Bink video
D.VI	bintext	Binary text
DEVI.S	bmp	BMP (Windows and OS/2 bitmap)
D.VS	bmv_video	Discworld II BMV video
D.VI.S	brender_pix	BRender PIX image
D.V.L.	c93	Interplay C93
D.V.L.	cavs	Chinese AVS (Audio Video Standard) (AVS1- P2, JiZhun profile)
D.V.L.	cdgraphics	CD Graphics video
D.VIL.	cdxl	Commodore CDXL video
DEV.L.	cinepak	Cinepak
DEVIL.	cljr	Cirrus Logic AccuPak



Туре	Code	Description
D.VI.S	cllc	Canopus Lossless Codec
D.V.L.	cmv	Electronic Arts CMV video (decoders: eacmv )
D.V	сріа	CPiA video format
D.VS	cscd	CamStudio (decoders: camstudio )
D.VIL.	cyuv	Creative YUV (CYUV)
D.V.L.	dfa	Chronomaster DFA
D.V.LS	dirac	Dirac
DEVIL.	dnxhd	VC3/DNxHD
DEVI.S	dpx	DPX (Digital Picture Exchange) image
D.V.L.	dsicinvideo	Delphine Software International CIN video
DEVIL.	dvvideo	DV (Digital Video)
D.VS	dxa	Feeble Files/ScummVM DXA
D.VI.S	dxtory	Dxtory
D.V.L.	escape124	Escape 124
D.V.L.	escape130	Escape 130
D.VILS	exr	OpenEXR image



Туре	Code	Description
DEVS	ffv1	FFmpeg video codec #1
DEVI.S	ffvhuff	Huffyuv FFmpeg variant
D.V.L.	fic	Mirillis FIC
DEVS	flashsv	Flash Screen Video v1
DEV.L.	flashsv2	Flash Screen Video v2
D.VS	flic	Autodesk Animator Flic video
DEV.L.	flv1	FLV / Sorenson Spark / Sorenson H.263 (Flash Video) (decoders: flv ) (encoders: flv )
D.VS	fraps	Fraps
D.VI.S	frwu	Forward Uncompressed
D.V.L.	g2m	Go2Meeting
DEVS	gif	GIF (Graphics Interchange Format)
DEV.L.	h261	H.261
DEV.L.	h263	H.263 / H.263-1996, H.263+ / H.263-1998 / H. 263 version 2
D.V.L.	h263i	Intel H.263
DEV.L.	h263p	H.263+ / H.263-1998 / H.263 version 2



Туре	Code	Description
DEV.LS	h264	H.264 / AVC / MPEG-4 AVC / MPEG-4 part 10
D.V.L.	hevc	H.265 / HEVC (High Efficiency Video Coding)
D.V.L.	hnm4video	HNM 4 video
DEVI.S	huffyuv	HuffYUV
D.V.L.	idcin	id Quake II CIN video (decoders: idcinvideo )
D.VI	idf	iCEDraw text
D.V.L.	iff_byterun1	IFF ByteRun1 (decoders: iff )
D.V.L.	iff_ilbm	IFF ILBM (decoders: iff )
D.V.L.	indeo2	Intel Indeo 2
D.V.L.	indeo3	Intel Indeo 3
D.V.L.	indeo4	Intel Indeo Video Interactive 4
D.V.L.	indeo5	Intel Indeo Video Interactive 5
D.V.L.	interplayvideo	Interplay MVE video
DEVILS	jpeg2000	JPEG 2000
DEVILS	jpegls	JPEG-LS
D.VIL.	jv	Bitmap Brothers JV video



Туре	Code	Description
D.V.L.	kgv1	Kega Game Video
D.V.L.	kmvc	Karl Morton's video codec
D.VI.S	lagarith	Lagarith lossless
D.VI.S	loco	LOCO
D.V.L.	mad	Electronic Arts Madcow Video (decoders: eamad )
D.VIL.	mdec	Sony PlayStation MDEC (Motion DECoder)
D.V.L.	mimic	Mimic
DEVIL.	mjpeg	Motion JPEG
D.VIL.	mjpegb	Apple MJPEG-B
D.V.L.	mmvideo	American Laser Games MM Video
D.V.L.	motionpixels	Motion Pixels video
DEV.L.	mpeg1video	MPEG-1 video
DEV.L.	mpeg2video	MPEG-2 video (decoders: mpeg2video mpegvideo )
DEV.L.	mpeg4	MPEG-4 part 2
D.V.L.	msa1	MS ATC Screen



Туре	Code	Description
D.V.L.	msmpeg4v1	MPEG-4 part 2 Microsoft variant version 1
DEV.L.	msmpeg4v2	MPEG-4 part 2 Microsoft variant version 2
DEV.L.	msmpeg4v3	MPEG-4 part 2 Microsoft variant version 3 (decoders: msmpeg4 ) (encoders: msmpeg4 )
D.VS	msrle	Microsoft RLE
D.V.L.	mss1	MS Screen 1
D.VIL.	mss2	MS Windows Media Video V9 Screen
DEV.L.	msvideo1	Microsoft Video 1
D.VI.S	mszh	LCL (LossLess Codec Library) MSZH
D.V.L.	mts2	MS Expression Encoder Screen
D.VIL.	mvc1	Silicon Graphics Motion Video Compressor 1
D.VIL.	mvc2	Silicon Graphics Motion Video Compressor 2
D.V.L.	mxpeg	Mobotix MxPEG video
D.V.L.	nuv	NuppelVideo/RTJPEG
D.V.L.	paf_video	Amazing Studio Packed Animation File Video
DEVI.S	pam	PAM (Portable AnyMap) image
DEVI.S	pbm	PBM (Portable BitMap) image



Туре	Code	Description
DEVI.S	рсх	PC Paintbrush PCX image
DEVI.S	pgm	PGM (Portable GrayMap) image
DEVI.S	pgmyuv	PGMYUV (Portable GrayMap YUV) image
D.VIL.	pictor	Pictor/PC Paint
DEVS	png	PNG (Portable Network Graphics) image
DEVI.S	ppm	PPM (Portable PixelMap) image
DEVIL.	prores	Apple ProRes (iCodec Pro) (decoders: prores prores_lgpl ) (encoders: prores prores_aw prores_ks )
D.VIL.	ptx	V.Flash PTX image
D.VI.S	qdraw	Apple QuickDraw
D.V.L.	qpeg	Q-team QPEG
DEVS	qtrle	QuickTime Animation (RLE) video
DEVI.S	r10k	AJA Kona 10-bit RGB Codec
DEVI.S	r210	Uncompressed RGB 10-bit
DEVI.S	rawvideo	raw video
D.VIL.	rl2	RL2 video



Туре	Code	Description
DEV.L.	roq	id RoQ video (decoders: roqvideo ) (encoders: roqvideo )
D.V.L.	rpza	QuickTime video (RPZA)
DEV.L.	rv10	RealVideo 1.0
DEV.L.	rv20	RealVideo 2.0
D.V.L.	rv30	RealVideo 3.0
D.V.L.	rv40	RealVideo 4.0
D.V.L.	sanm	LucasArts SANM/SMUSH video
DEVI.S	sgi	SGI image
D.VI.S	sgirle	SGI RLE 8-bit
D.V.L.	smackvideo	Smacker video (decoders: smackvid )
D.V.L.	smc	QuickTime Graphics (SMC)
D.V	smv	Sigmatel Motion Video (decoders: smvjpeg )
DEV.LS	snow	Snow
D.VIL.	sp5x	Sunplus JPEG (SP5X)
DEVI.S	sunrast	Sun Rasterfile image
DEV.L.	svq1	



Туре	Code	Description
		Sorenson Vector Quantizer 1 / Sorenson Video 1 / SVQ1
D.V.L.	svq3	Sorenson Vector Quantizer 3 / Sorenson Video 3 / SVQ3
DEVI.S	targa	Truevision Targa image
D.VI.	targa_y216	Pinnacle TARGA CineWave YUV16
D.V.L.	tgq	Electronic Arts TGQ video (decoders: eatgq )
D.V.L.	tgv	Electronic Arts TGV video (decoders: eatgv )
DEV.L.	theora	Theora (encoders: libtheora )
D.VIL.	thp	Nintendo Gamecube THP video
D.V.L.	tiertexseqvideo	Tiertex Limited SEQ video
DEVI.S	tiff	TIFF image
D.VIL.	tmv	8088flex TMV
D.V.L.	tqi	Electronic Arts TQI video (decoders: eatqi )
D.V.L.	truemotion1	Duck TrueMotion 1.0
D.V.L.	truemotion2	Duck TrueMotion 2.0
D.VS	tscc	TechSmith Screen Capture Codec (decoders: camtasia )



Туре	Code	Description
D.V.L.	tscc2	TechSmith Screen Codec 2
D.VIL.	txd	Renderware TXD (TeXture Dictionary) image
D.V.L.	ulti	IBM UltiMotion (decoders: ultimotion )
DEVI.S	utvideo	Ut Video
DEVI.S	v210	Uncompressed 4:2:2 10-bit
D.VI.S	v210x	Uncompressed 4:2:2 10-bit
DEVI.	v308	Uncompressed packed 4:4:4
DEVI.	v408	Uncompressed packed QT 4:4:4:4
DEVI.S	v410	Uncompressed 4:4:4 10-bit
D.V.L.	vb	Beam Software VB
D.VI.S	vble	VBLE Lossless Codec
D.V.L.	vc1	SMPTE VC-1
D.V.L.	vclimage	Windows Media Video 9 Image v2
D.VIL.	vcrl	ATI VCR1
D.VIL.	vixl	Miro VideoXL (decoders: xl )
D.V.L.	vmdvideo	Sierra VMD video



Туре	Code	Description
D.VS	vmnc	VMware Screen Codec / VMware Video
D.V.L.	vp3	On2 VP3
D.V.L.	vp5	On2 VP5
D.V.L.	vp6	On2 VP6
D.V.L.	vp6a	On2 VP6 (Flash version, with alpha channel)
D.V.L.	vp6f	On2 VP6 (Flash version)
D.V.L.	vp7	On2 VP7
DEV.L.	vp8	On2 VP8 (decoders: vp8 libvpx ) (encoders: libvpx )
DEV.L.	vp9	Google VP9 (decoders: vp9 libvpx-vp9 ) (encoders: libvpx-vp9 )
D.VILS	webp	WebP
DEV.L.	wmv1	Windows Media Video 7
DEV.L.	wmv2	Windows Media Video 8
D.V.L.	wmv3	Windows Media Video 9
D.V.L.	wmv3image	Windows Media Video 9 Image
D.VIL.	wnv1	Winnov WNV1



Туре	Code	Description
D.V.L.	ws_vqa	Westwood Studios VQA (Vector Quantized Animation) video (decoders: vqavideo )
D.V.L.	xan_wc3	Wing Commander III / Xan
D.V.L.	xan_wc4	Wing Commander IV / Xxan
D.VI	xbin	eXtended BINary text
DEVI.S	xbm	XBM (X BitMap) image
DEVIL.	xface	X-face image
DEVI.S	xwd	XWD (X Window Dump) image
DEVI	у41р	Uncompressed YUV 4:1:1 12-bit
D.V.L.	уор	Psygnosis YOP Video
DEVI	yuv4	Uncompressed packed 4:2:0
D.VS	zerocodec	ZeroCodec Lossless Video
DEVI.S	zlib	LCL (LossLess Codec Library) ZLIB
DEVS	zmbv	Zip Motion Blocks Video
D.A.L.	8svx_exp	8SVX exponential
D.A.L.	8svx_fib	8SVX fibonacci
DEA.L.	аас	



Туре	Code	Description
		AAC (Advanced Audio Coding) (decoders: aac libfdk_aac ) (encoders: aac libfdk_aac )
D.A.L.	aac_latm	AAC LATM (Advanced Audio Coding LATM syntax)
DEA.L.	ac3	ATSC A/52A (AC-3) (decoders: ac3 ac3_fixed ) (encoders: ac3 ac3_fixed )
D.A.L.	adpcm_4xm	ADPCM 4X Movie
DEA.L.	adpcm_adx	SEGA CRI ADX ADPCM
D.A.L.	adpcm_afc	ADPCM Nintendo Gamecube AFC
D.A.L.	adpcm_ct	ADPCM Creative Technology
D.A.L.	adpcm_dtk	ADPCM Nintendo Gamecube DTK
D.A.L.	adpcm_ea	ADPCM Electronic Arts
D.A.L.	adpcm_ea_maxis_xa	ADPCM Electronic Arts Maxis CDROM XA
D.A.L.	adpcm_ea_r1	ADPCM Electronic Arts R1
D.A.L.	adpcm_ea_r2	ADPCM Electronic Arts R2
D.A.L.	adpcm_ea_r3	ADPCM Electronic Arts R3
D.A.L.	adpcm_ea_xas	ADPCM Electronic Arts XAS
DEA.L.	adpcm_g722	



Туре	Code	Description
		G.722 ADPCM (decoders: g722 ) (encoders: g722 )
DEA.L.	adpcm_g726	G.726 ADPCM (decoders: g726 ) (encoders: g726 )
D.A.L.	adpcm_g726le	G.726 ADPCM little-endian (decoders: g726le )
D.A.L.	adpcm_ima_amv	ADPCM IMA AMV
D.A.L.	adpcm_ima_apc	ADPCM IMA CRYO APC
D.A.L.	adpcm_ima_dk3	ADPCM IMA Duck DK3
D.A.L.	adpcm_ima_dk4	ADPCM IMA Duck DK4
D.A.L.	adpcm_ima_ea_eacs	ADPCM IMA Electronic Arts EACS
D.A.L.	adpcm_ima_ea_sead	ADPCM IMA Electronic Arts SEAD
D.A.L.	adpcm_ima_iss	ADPCM IMA Funcom ISS
D.A.L.	adpcm_ima_oki	ADPCM IMA Dialogic OKI
DEA.L.	adpcm_ima_qt	ADPCM IMA QuickTime
D.A.L.	adpcm_ima_rad	ADPCM IMA Radical
D.A.L.	adpcm_ima_smjpeg	ADPCM IMA Loki SDL MJPEG
DEA.L.	adpcm_ima_wav	ADPCM IMA WAV



Туре	Code	Description
D.A.L.	adpcm_ima_ws	ADPCM IMA Westwood
DEA.L.	adpcm_ms	ADPCM Microsoft
D.A.L.	adpcm_sbpro_2	ADPCM Sound Blaster Pro 2-bit
D.A.L.	adpcm_sbpro_3	ADPCM Sound Blaster Pro 2.6-bit
D.A.L.	adpcm_sbpro_4	ADPCM Sound Blaster Pro 4-bit
DEA.L.	adpcm_swf	ADPCM Shockwave Flash
D.A.L.	adpcm_thp	ADPCM Nintendo Gamecube THP
D.A.L.	adpcm_vima	LucasArts VIMA audio (decoders: adpcm_vima vima )
D.A.L.	adpcm_xa	ADPCM CDROM XA
DEA.L.	adpcm_yamaha	ADPCM Yamaha
DEAS	alac	ALAC (Apple Lossless Audio Codec)
D.A.L.	amr_nb	AMR-NB (Adaptive Multi-Rate NarrowBand) (decoders: amrnb )
D.A.L.	amr_wb	AMR-WB (Adaptive Multi-Rate WideBand) (decoders: amrwb )
D.AS	аре	Monkey's Audio
D.A.L.	atrac1	



Туре	Code	Description
		ATRAC1 (Adaptive TRansform Acoustic Coding)
D.A.L.	atrac3	ATRAC3 (Adaptive TRansform Acoustic Coding 3)
D.A.L.	atrac3p	ATRAC3+ (Adaptive TRansform Acoustic Coding 3+) (decoders: atrac3plus )
D.A.L.	avc	On2 Audio for Video Codec (decoders: on2avc )
D.A.L.	binkaudio_dct	Bink Audio (DCT)
D.A.L.	binkaudio_rdft	Bink Audio (RDFT)
D.A.L.	bmv_audio	Discworld II BMV audio
DEA.L.	comfortnoise	RFC 3389 Comfort Noise
D.A.L.	cook	Cook / Cooker / Gecko (RealAudio G2)
D.A.L.	dsd_lsbf	DSD (Direct Stream Digital), least significant bit first
D.A.L.	dsd_lsbf_planar	DSD (Direct Stream Digital), least significant bit first, planar
D.A.L.	dsd_msbf	DSD (Direct Stream Digital), most significant bit first
D.A.L.	dsd_msbf_planar	DSD (Direct Stream Digital), most significant bit first, planar



Туре	Code	Description
D.A.L.	dsicinaudio	Delphine Software International CIN audio
DEA. LS	dts	DCA (DTS Coherent Acoustics) (decoders: dca ) (encoders: dca )
DEA.L.	eac3	ATSC A/52B (AC-3, E-AC-3)
D.A.L.	evrc	EVRC (Enhanced Variable Rate Codec)
DEAS	flac	FLAC (Free Lossless Audio Codec)
DEA.L.	g723_1	G.723.1
D.A.L.	g729	G.729
D.A.L.	gsm	GSM
D.A.L.	gsm_ms	GSM Microsoft variant
D.A.L.	iac	IAC (Indeo Audio Coder)
D.A.L.	imc	IMC (Intel Music Coder)
D.A.L.	interplay_dpcm	DPCM Interplay
D.A.L.	mace3	MACE (Macintosh Audio Compression /Expansion) 3:1
D.A.L.	mace6	MACE (Macintosh Audio Compression /Expansion) 6:1
D.A.L.	metasound	Voxware MetaSound



Туре	Code	Description
D.AS	mlp	MLP (Meridian Lossless Packing)
D.A.L.	mp1	MP1 (MPEG audio layer 1) (decoders: mp1 mp1float )
DEA.L.	mp2	MP2 (MPEG audio layer 2) (decoders: mp2 mp2float ) (encoders: mp2 mp2fixed )
DEA.L.	mp3	MP3 (MPEG audio layer 3) (decoders: mp3 mp3float ) (encoders: libmp3lame )
D.A.L.	mp3adu	ADU (Application Data Unit) MP3 (MPEG audio layer 3) (decoders: mp3adu mp3adufloat )
D.A.L.	mp3on4	MP3onMP4 (decoders: mp3on4 mp3on4float )
D.AS	mp4als	MPEG-4 Audio Lossless Coding (ALS) (decoders: als )
D.A.L.	musepack7	Musepack SV7 (decoders: mpc7 )
D.A.L.	musepack8	Musepack SV8 (decoders: mpc8 )
DEA.L.	nellymoser	Nellymoser Asao
DEA.L.	opus	Opus (Opus Interactive Audio Codec) (decoders: opus libopus ) (encoders: libopus )
D.A.L.	paf_audio	Amazing Studio Packed Animation File Audio



Туре	Code	Description
DEA.L.	pcm_alaw	PCM A-law / G.711 A-law
D.AS	pcm_bluray	PCM signed 16 20 24-bit big-endian for Blu- ray media
D.AS	pcm_dvd	PCM signed 20 24-bit big-endian
DEAS	pcm_f32be	PCM 32-bit floating point big-endian
DEAS	pcm_f32le	PCM 32-bit floating point little-endian
DEAS	pcm_f64be	PCM 64-bit floating point big-endian
DEAS	pcm_f64le	PCM 64-bit floating point little-endian
D.AS	pcm_lxf	PCM signed 20-bit little-endian planar
DEA.L.	pcm_mulaw	PCM mu-law / G.711 mu-law
DEAS	pcm_s16be	PCM signed 16-bit big-endian
DEAS	pcm_s16be_planar	PCM signed 16-bit big-endian planar
DEAS	pcm_s16le	PCM signed 16-bit little-endian
DEAS	pcm_s16le_planar	PCM signed 16-bit little-endian planar
DEAS	pcm_s24be	PCM signed 24-bit big-endian
DEAS	pcm_s24daud	PCM D-Cinema audio signed 24-bit
DEAS	pcm_s24le	PCM signed 24-bit little-endian



Туре	Code	Description
DEAS	pcm_s24le_planar	PCM signed 24-bit little-endian planar
DEAS	pcm_s32be	PCM signed 32-bit big-endian
DEAS	pcm_s32le	PCM signed 32-bit little-endian
DEAS	pcm_s32le_planar	PCM signed 32-bit little-endian planar
DEAS	pcm_s8	PCM signed 8-bit
DEAS	pcm_s8_planar	PCM signed 8-bit planar
DEAS	pcm_u16be	PCM unsigned 16-bit big-endian
DEAS	pcm_u16le	PCM unsigned 16-bit little-endian
DEAS	pcm_u24be	PCM unsigned 24-bit big-endian
DEAS	pcm_u24le	PCM unsigned 24-bit little-endian
DEAS	pcm_u32be	PCM unsigned 32-bit big-endian
DEAS	pcm_u32le	PCM unsigned 32-bit little-endian
DEAS	pcm_u8	PCM unsigned 8-bit
D.A.L.	pcm_zork	PCM Zork
D.A.L.	qcelp	QCELP / PureVoice
D.A.L.	qdm2	QDesign Music Codec 2



Туре	Code	Description
DEA.L.	ra_144	RealAudio 1.0 (14.4K) (decoders: real_144 ) (encoders: real_144 )
D.A.L.	ra_288	RealAudio 2.0 (28.8K) (decoders: real_288 )
D.AS	ralf	RealAudio Lossless
DEA.L.	roq_dpcm	DPCM id RoQ
DEAS	s302m	SMPTE 302M
D.AS	shorten	Shorten
D.A.L.	sipr	RealAudio SIPR / ACELP.NET
D.A.L.	smackaudio	Smacker audio (decoders: smackaud )
D.A.L.	sol_dpcm	DPCM Sol
DEA	sonic	Sonic
D.AS	tak	TAK (Tom's lossless Audio Kompressor)
D.AS	truehd	TrueHD
D.A.L.	truespeech	DSP Group TrueSpeech
DEAS	tta	TTA (True Audio)
D.A.L.	twinvq	VQF TwinVQ
D.A.L.	vima	



Туре	Code	Description
		LucasArts VIMA audio (deprecated id) (decoders: adpcm_vima vima )
D.A.L.	vmdaudio	Sierra VMD audio
DEA.L.	vorbis	Vorbis (decoders: vorbis libvorbis ) (encoders: vorbis libvorbis )
D.A	wavesynth	Wave synthesis pseudo-codec
DEA. LS	wavpack	WavPack
D.A.L.	westwood_snd1	Westwood Audio (SND1) (decoders: ws_snd1 )
D.AS	wmalossless	Windows Media Audio Lossless
D.A.L.	wmapro	Windows Media Audio 9 Professional
DEA.L.	wmav1	Windows Media Audio 1
DEA.L.	wmav2	Windows Media Audio 2
D.A.L.	wmavoice	Windows Media Audio Voice
D.A.L.	xan_dpcm	DPCM Xan
DES	ass	ASS (Advanced SSA) subtitle
DES	dvb_subtitle	DVB subtitles (decoders: dvbsub ) (encoders: dvbsub )



Туре	Code	Description
DES	dvd_subtitle	DVD subtitles (decoders: dvdsub ) (encoders: dvdsub )
D.S	hdmv_pgs_subtitle	HDMV Presentation Graphic Stream subtitles (decoders: pgssub )
D.S	jacosub	JACOsub subtitle
D.S	microdvd	MicroDVD subtitle
DES	mov_text	MOV text
D.S	mpl2	MPL2 subtitle
D.S	pjs	PJS (Phoenix Japanimation Society) subtitle
D.S	realtext	RealText subtitle
D.S	sami	SAMI subtitle
DES	srt	SubRip subtitle with embedded timing
DES	ssa	SSA (SubStation Alpha) subtitle
DES	subrip	SubRip subtitle
D.S	subviewer	SubViewer subtitle
D.S	subviewer1	SubViewer v1 subtitle
D.S	text	raw UTF-8 text



Туре	Code	Description
D.S	vplayer	VPlayer subtitle
DES	webvtt	WebVTT subtitle
DES	xsub	XSUB

## 6.1.2 Supported Video Formats

The following table lists all the video formats supported in VideoManager Pro.

Types

Туре	Description
D	Demuxing supported
E	Muxing supported

Туре	Code	Description
D	4xm	4X Technologies
D	аас	raw ADTS AAC (Advanced Audio Coding)
DE	ac3	raw AC-3
D	act	ACT Voice file format
D	adf	Artworx Data format
D	adp	ADP



Туре	Code	Description
DE	adx	CRI ADX
D	аеа	MD STUDIO audio
D	afc	AFC
DE	aiff	Audio IFF
DE	alaw	PCM A-law
D	alias_pix	Alias/Wavefront PIX image
DE	amr	3GPP AMR
D	anm	Deluxe Paint Animation
D	арс	CRYO APC
D	аре	Monkey's Audio
D	aqtitle	AQTitle subtitles
DE	asf	ASF (Advanced / Active Streaming Format)
DE	ass	SSA (SubStation Alpha) subtitle
DE	ast	AST (Audio Stream)
DE	au	Sun AU
DE	avi	AVI (Audio Video Interleaved)



Туре	Code	Description
D	avr	AVR (Audio Visual Research)
D	avs	AVS
D	bethsoftvid	Bethesda Softworks VID
D	bfi	Brute Force & Ignorance
D	bin	Binary text
D	bink	Bink
DE	bit	G.729 BIT file format
D	bmp_pipe	piped bmp sequence
D	bmv	Discworld II BMV
D	boa	Black Ops Audio
D	brender_pix	BRender PIX image
D	brstm	BRSTM (Binary Revolution Stream)
D	c93	Interplay C93
DE	caf	Apple CAF (Core Audio Format)
DE	cavsvideo	raw Chinese AVS (Audio Video Standard) video
D	cdg	CD Graphics



Туре	Code	Description
D	cdxl	Commodore CDXL video
D	cine	Phantom Cine
D	concat	Virtual concatenation script
DE	data	raw data
DE	daud	D-Cinema audio
D	dfa	Chronomaster DFA
DE	dirac	raw Dirac
DE	dnxhd	raw DNxHD (SMPTE VC-3)
D	dpx_pipe	piped dpx sequence
D	dsf	DSD Stream File (DSF)
D	dsicin	Delphine Software International CIN
DE	dts	raw DTS
D	dtshd	raw DTS-HD
DE	dv	DV (Digital Video)
D	dv1394	DV1394 A/V grab
D	dxa	DXA



Туре	Code	Description
D	ea	Electronic Arts Multimedia
D	ea_cdata	Electronic Arts cdata
DE	eac3	raw E-AC-3
D	epaf	Ensoniq Paris Audio File
D	exr_pipe	piped exr sequence
DE	f32be	PCM 32-bit floating-point big-endian
DE	f32le	PCM 32-bit floating-point little-endian
DE	f64be	PCM 64-bit floating-point big-endian
DE	f64le	PCM 64-bit floating-point little-endian
DE	fbdev	Linux framebuffer
DE	ffm	FFM (FFserver live feed)
DE	ffmetadata	FFmpeg metadata in text
D	film_cpk	Sega FILM / CPK
DE	filmstrip	Adobe Filmstrip
DE	flac	raw FLAC
D	flic	FLI/FLC/FLX animation



Туре	Code	Description
DE	flv	FLV (Flash Video)
D	frm	Megalux Frame
DE	g722	raw G.722
DE	g723_1	raw G.723.1
D	g729	G.729 raw format demuxer
DE	gif	GIF Animation
D	gsm	raw GSM
DE	gxf	GXF (General eXchange Format)
DE	h261	raw H.261
DE	h263	raw H.263
DE	h264	raw H.264 video
DE	hevc	raw HEVC video
D	hls,applehttp	Apple HTTP Live Streaming
D	hnm	Cryo HNM v4
DE	ico	Microsoft Windows ICO
D	idcin	id Cinematic



Туре	Code	Description
D	idf	iCE Draw File
D	iff	IFF (Interchange File Format)
DE	ilbc	iLBC storage
DE	image2	image2 sequence
DE	image2pipe	piped image2 sequence
D	ingenient	raw Ingenient MJPEG
D	ipmovie	Interplay MVE
DE	ircam	Berkeley/IRCAM/CARL Sound Format
D	iss	Funcom ISS
D	iv8	IndigoVision 8000 video
DE	ivf	On2 IVF
D	j2k_pipe	piped j2k sequence
DE	jacosub	JACOsub subtitle format
D	jpegls_pipe	piped jpegls sequence
D	jv	Bitmap Brothers JV
DE	latm	LOAS/LATM



Туре	Code	Description
D	lavfi	Libavfilter virtual input device
D	live_flv	live RTMP FLV (Flash Video)
D	lmlm4	raw lmlm4
D	loas	LOAS AudioSyncStream
DE	lrc	LRC lyrics
D	lvf	LVF
D	lxf	VR native stream (LXF)
DE	m4v	raw MPEG-4 video
D	matroska,webm	Matroska / WebM
D	mgsts	Metal Gear Solid: The Twin Snakes
DE	microdvd	MicroDVD subtitle format
DE	mjpeg	raw MJPEG video
DE	mlp	raw MLP
D	mlv	Magic Lantern Video (MLV)
D	mm	American Laser Games MM
DE	mmf	Yamaha SMAF



Туре	Code	Description
D	mov,mp4,m4a,3gp, 3g2,mj2	QuickTime / MOV
DE	mp3	MP3 (MPEG audio layer 3)
D	mpc	Musepack
D	mpc8	Musepack SV8
DE	mpeg	MPEG-1 Systems / MPEG program stream
DE	mpegts	MPEG-TS (MPEG-2 Transport Stream)
D	mpegtsraw	raw MPEG-TS (MPEG-2 Transport Stream)
D	mpegvideo	raw MPEG video
D	mpl2	MPL2 subtitles
D	mpsub	MPlayer subtitles
D	msnwctcp	MSN TCP Webcam stream
D	mtv	ΜΤV
DE	mulaw	PCM mu-law
D	mv	Silicon Graphics Movie
D	mvi	Motion Pixels MVI
DE	mxf	MXF (Material eXchange Format)



Туре	Code	Description
D	mxg	MxPEG clip
D	nc	NC camera feed
D	nistsphere	NIST SPeech HEader REsources
D	nsv	Nullsoft Streaming Video
DE	nut	NUT
D	nuv	NuppelVideo
DE	ogg	Ogg
DE	oma	Sony OpenMG audio
DE	OSS	OSS (Open Sound System) playback
D	paf	Amazing Studio Packed Animation File
D	pictor_pipe	piped pictor sequence
D	pjs	PJS (Phoenix Japanimation Society) subtitles
D	pmp	Playstation Portable PMP
D	png_pipe	piped png sequence
D	psxstr	Sony Playstation STR
D	рvа	TechnoTrend PVA



Туре	Code	Description
D	pvf	PVF (Portable Voice Format)
D	qcp	QCP
D	r3d	REDCODE R3D
DE	rawvideo	raw video
D	realtext	RealText subtitle format
D	redspark	RedSpark
D	rl2	RL2
DE	rm	RealMedia
DE	roq	raw id RoQ
D	rpl	RPL / ARMovie
D	rsd	GameCube RSD
DE	rso	Lego Mindstorms RSO
DE	rtp	RTP output
DE	rtsp	RTSP output
DE	s16be	PCM signed 16-bit big-endian
DE	s16le	PCM signed 16-bit little-endian



Туре	Code	Description
DE	s24be	PCM signed 24-bit big-endian
DE	s24le	PCM signed 24-bit little-endian
DE	s32be	PCM signed 32-bit big-endian
DE	s32le	PCM signed 32-bit little-endian
DE	s8	PCM signed 8-bit
D	sami	SAMI subtitle format
DE	sap	SAP output
D	sbg	SBaGen binaural beats script
D	sdp	SDP
D	sdr2	SDR2
D	sgi_pipe	piped sgi sequence
D	shn	raw Shorten
D	siff	Beam Software SIFF
D	sln	Asterisk raw pcm
DE	smjpeg	Loki SDL MJPEG
D	smk	Smacker



Туре	Code	Description				
D	smush	LucasArts Smush				
D	sol	Sierra SOL				
DE	SOX	SoX native				
DE	spdif	IEC 61937 (used on S/PDIF - IEC958)				
DE	srt	SubRip subtitle				
D	subviewer	SubViewer subtitle format				
D	subviewer1	SubViewer v1 subtitle format				
D	sunrast_pipe	piped sunrast sequence				
DE	swf	SWF (ShockWave Flash)				
D	tak	raw TAK				
D	tedcaptions	TED Talks captions				
D	thp	ТНР				
D	tiff_pipe	piped tiff sequence				
D	tiertexseq	Tiertex Limited SEQ				
D	tmv	8088flex TMV				
DE	truehd	raw TrueHD				



Туре	Code	Description				
D	tta	TTA (True Audio)				
D	tty	Tele-typewriter				
D	txd	Renderware TeXture Dictionary				
DE	u16be	PCM unsigned 16-bit big-endian				
DE	u16le	PCM unsigned 16-bit little-endian				
DE	u24be	PCM unsigned 24-bit big-endian				
DE	u24le	PCM unsigned 24-bit little-endian				
DE	u32be	PCM unsigned 32-bit big-endian				
DE	u32le	PCM unsigned 32-bit little-endian				
DE	u8	PCM unsigned 8-bit				
DE	vcl	raw VC-1 video				
DE	vc1test	VC-1 test bitstream				
D	video4linux2,v4l2	Video4Linux2 device grab				
D	vivo	Vivo				
D	vmd	Sierra VMD				
D	vobsub	VobSub subtitle format				



Туре	Code	Description				
DE	voc	Creative Voice				
D	vplayer	VPlayer subtitles				
D	vqf	Nippon Telegraph and Telephone Corporation (NTT) TwinVQ				
DE	w64	Sony Wave64				
DE	wav	WAV / WAVE (Waveform Audio)				
D	wc3movie	Wing Commander III movie				
DE	webm_dash_manifest	WebM DASH Manifest				
D	webp_pipe	piped webp sequence				
DE	webvtt	WebVTT subtitle				
D	wsaud	Westwood Studios audio				
D	wsvqa	Westwood Studios VQA				
DE	wtv	Windows Television (WTV				
DE	WV	raw WavPack				
D	ха	Maxis XA				
D	xbin	eXtended BINary text (XBIN)				
D	xmv	Microsoft XMV				



Туре	Code	Description			
D	xwma	Microsoft xWMA			
D	уор	Psygnosis YOP			
DE	yuv4mpegpipe	YUV4MPEG pipe			

# 6.2 Rights in the VideoManager

The following table lists all roles -, videos -, and channel rights of the VideoManager.

	Right	Description
Administration rights	Administration area	The user has access to the administration area. He is allowed to do all administrative tasks in the VideoManager.
	Edit security policies	The user is allowed to specify a security setting for a video.
	Player Generator	The user has access to the "Player Generator". He is allowed to customize players.
Video rights	Delete videos	The user is allowed to move videos to the recycle bin. Videos in the recycle bin are scheduled for final deletion from the VideoManager.
	Duplicate videos	The user is allowed to duplicate videos.
	Edit ownership properties	The user is allowed to assign owner group as well as the access profile to a video.
	Edit videos	The user is allowed to edit videos. For example, he is able to change metatdata, specify thumbnails, etc.

	Right	Description			
	Publish videos	The user is allowed to release and publish videos.			
	Publish videos on Facebook	The user is allowed to post a video on a Facebook page.			
	Publish videos on YouTube	The user is allowed to provide videos in a YouTube-channel.			
	Replace videos	The function "Replace videos" in the advanced editing of videos can be executed.			
	Upload videos	The user is allowed to upload new videos in the VideoManager.			
	View videos	The list of videos in the video management is accessible.			
Channel rights	Add videos to/ remove videos from channels	The user is allowed to add videos to specific channels, or he can remove videos from the channel.			
	Create channels	The user is allowed to create channels and subchannels.			
		The channels or subchannels created by a user are not visible for him, if he does not have the right "View channels".			



	Right	Description				
	Delete channels	The user is allowed to delete channels and subchannels.				
		Prerequisite is that the right "View channels" has been assigned as well.				
	Edit channels	The user is allowed to edit channels (renaming).				
		Prerequisite is that the right "View channels" has been assigned as well.				
	View channel- content	The video lists of the respective channels and subchannels are visible to the user. Prerequisite is that the right "View videos"				
		has been assigned as well.				
		If the user does not have the right "View channels", the list of all videos is visible, but not channels with the respective videos.				
	View channels	The already created channels are visible to the user in the navigation (channel tree).				
	View subchannels	The already created subchannels are visible to the user in the navigation (channel tree).				
		Prerequisite is that the right "View channels" has been assigned as well.				

### 6.2.1 Access Right Matrix

#### 6.2.1.1 Visibility

In the following matrix, the visibility is represented by channels, subchannels and the respective video list in connenction with the existing rights.

Rights			Expected Impact			
View channel	View subchannel	View channel-content	Channel visible	Subchannel visible	Videos visible	
-	-	-				
-	-	$\checkmark$				
-	$\checkmark$	-				
-	$\checkmark$	$\checkmark$				
$\checkmark$	-	-	V			
$\checkmark$	-	$\checkmark$	V		V	
$\checkmark$	$\checkmark$	-	V	V		
$\checkmark$	$\checkmark$	$\checkmark$	M	$\overline{\mathbf{A}}$	V	

#### 6.2.1.2 Upload Videos

In this matrix, you can see which rights are necessary in order to be able to upload videos to a channel or subchannel.

- To be able to upload videos also the right "View videos" is necessary in addition to the right "Upload videos".
- To be able to upload videos to a specific channel the right "View channel" in addition to the right "View channel-content" is required

Rights				Expected Impact			
View channel View subchannel View channel-content View videos Upload videos					Upload videos to		
					Video list	Channel	Subchannel
-	-	-	-	$\checkmark$			
-	-	-	$\checkmark$	$\checkmark$	M		
$\checkmark$	-	-	$\checkmark$	$\checkmark$	$\mathbf{\nabla}$		
$\checkmark$	-	$\checkmark$	✓	$\checkmark$			
$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	V	V	M