movingimage

Author: Le Ngoc Duong
and Sarah Whitley
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VideoManager Pro Administration Documentation

Contact

movingimage EVP GmbH
Stralauer Allee 7
10245 Berlin

Sarah Whitley
sarah.whitley@movingimage.com

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movingimage EVP GmbH

Stralauer Allee 7

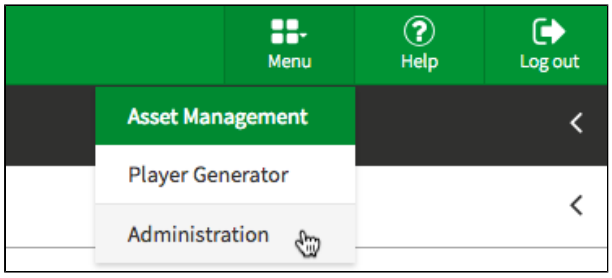
10245 Berlin

www.movingimage.com

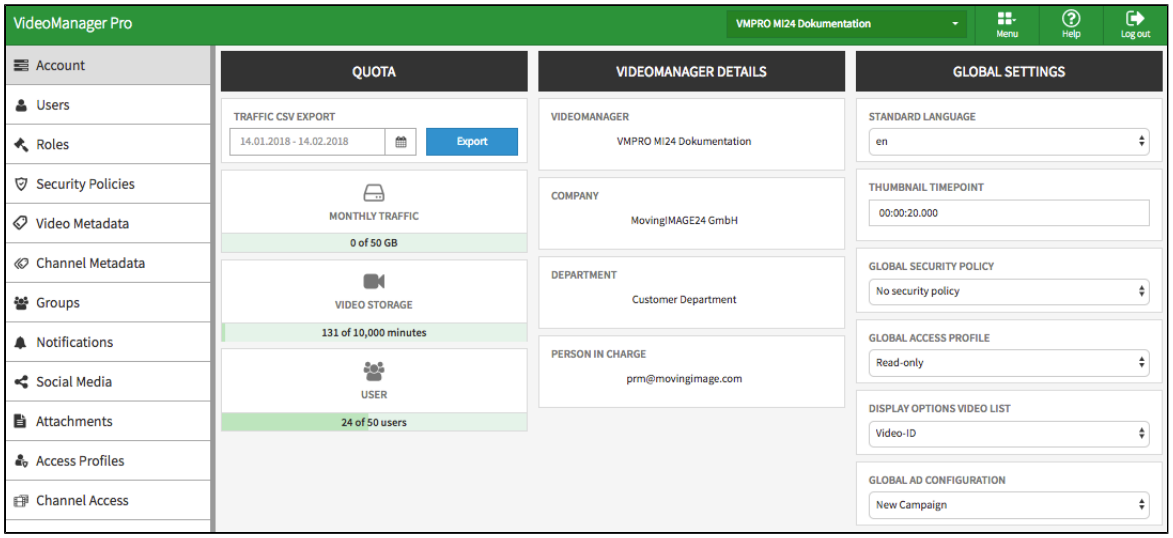
Introduction

The "Administration" area of VideoManager provides, among other things, customizable user and rights management. Here you can create user accounts with access permissions and user rights. This guarantees that each VideoManager user works only with rights associated with them. Unauthorized access to data or their changes can be prevented from here. 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.



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



⚠ Please note that some features are separately booked modules and may not be available for your VideoManager.

The following editing or information options are available in the Administration area:

Standard features:

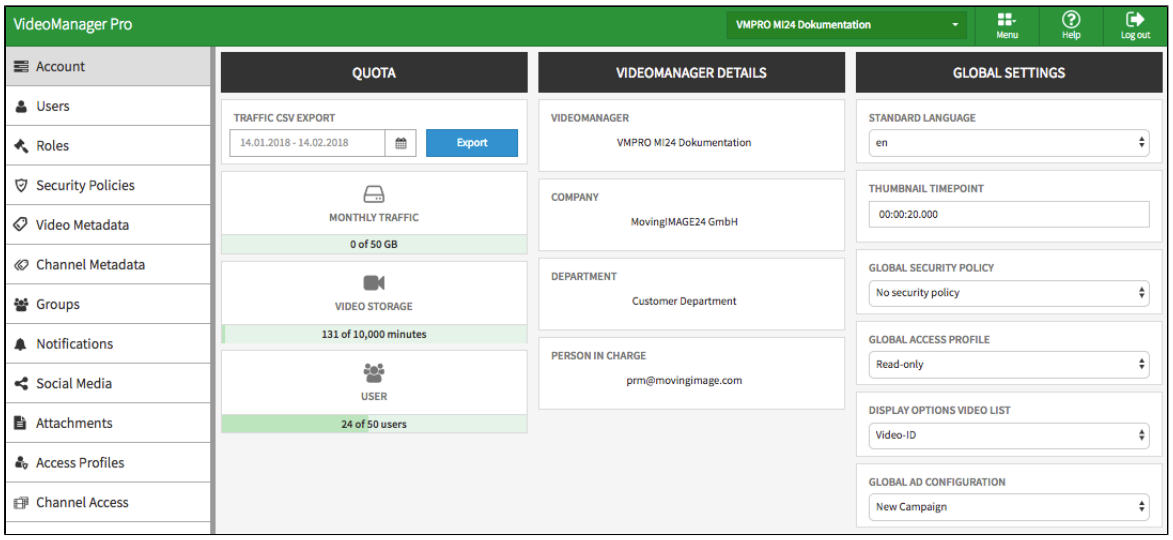
- account overview
- user management
- roles management
- security policies
- video metadata
- channel metadata

Separately booked modules:

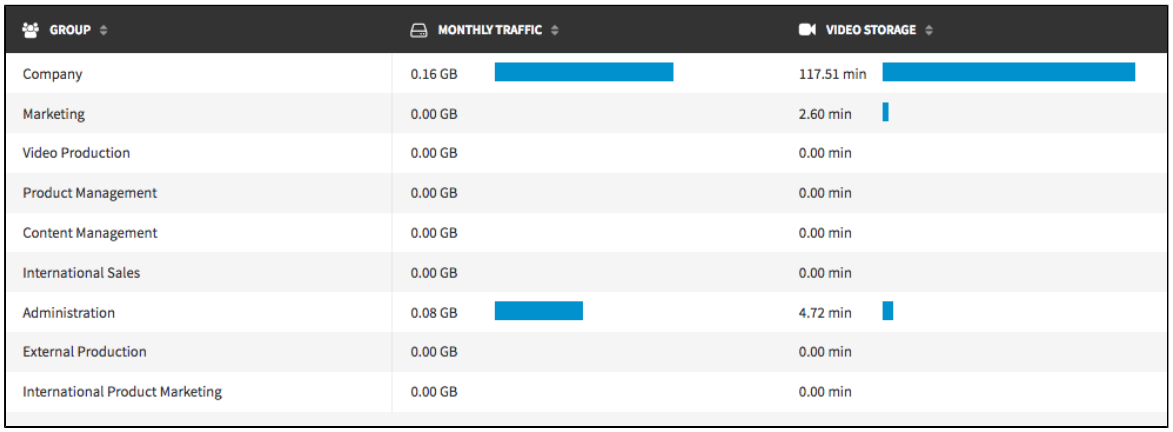
- distributing videos to social media platforms
- ownership
- attachments to a video
- notifications
- geoblocking
- FTP-import
- video ads

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

Account Overview



In the administration area, click "Account" in the navigation pane to get current information about your VideoManager account. VideoManager details and global settings are displayed. The "Quota" pane presents the current usage values against the booked capacities for: monthly traffic, video storage, number of users, and number of groups. A red highlight indicates that you may wish to book additional capacity to avoid fees; however, it is not possible to book more monthly traffic.
Use the "Traffic CSV Export" feature to export a CSV file containing traffic information for a specified range of dates.
In the bottom list, you have a more detailed overview of traffic and video storage consumption per group.



GROUP	MONTHLY TRAFFIC	VIDEO STORAGE
Company	0.16 GB	117.51 min
Marketing	0.00 GB	2.60 min
Video Production	0.00 GB	0.00 min
Product Management	0.00 GB	0.00 min
Content Management	0.00 GB	0.00 min
International Sales	0.00 GB	0.00 min
Administration	0.08 GB	4.72 min
External Production	0.00 GB	0.00 min
International Product Marketing	0.00 GB	0.00 min

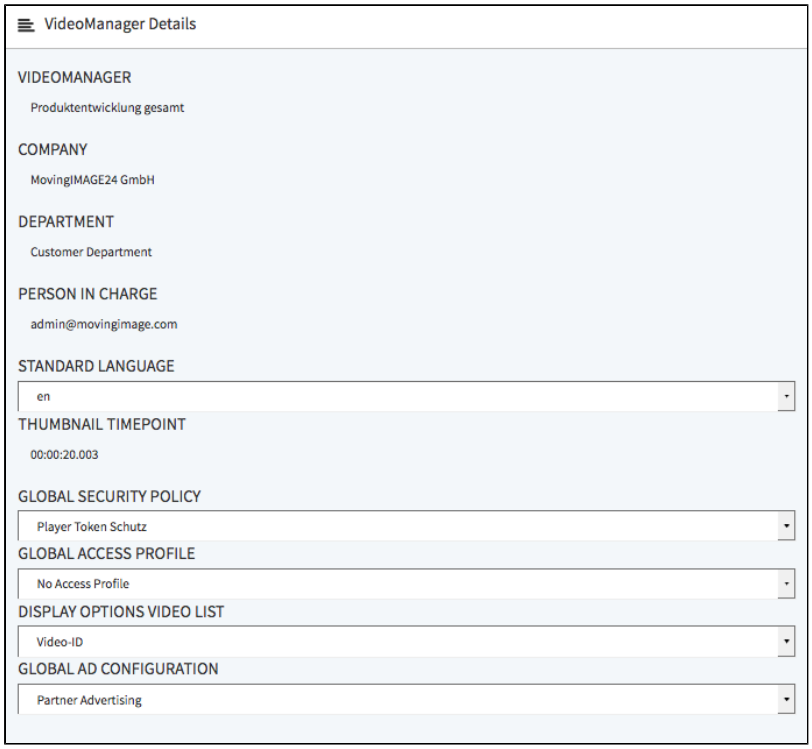
The following global settings apply to the entire VideoManager by default. If a video-specific setting is later applied, it will take precedence over the global setting.

- **Standard Language** - the language selected here will be the default language for new users

- **Thumbnail Timepoint** - this indicates the default time in a video from which initial thumbnails will be generated
- **Global Security Policy** - this allows you to apply a security policy to all videos by default
- **Global Access Profile** - this allows you to apply an access profile to all videos by default
- **Display Options Video List** - this lets you choose what information to show for all videos in the video asset management list
- **Global Ad Configuration** - this allows you to apply an ad configuration to all videos by default.

Global Settings

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



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 security policy	From the dropdown menu, select one of the applied security setting or "No security policy". For more information about video security see chapter " Security Policy ".

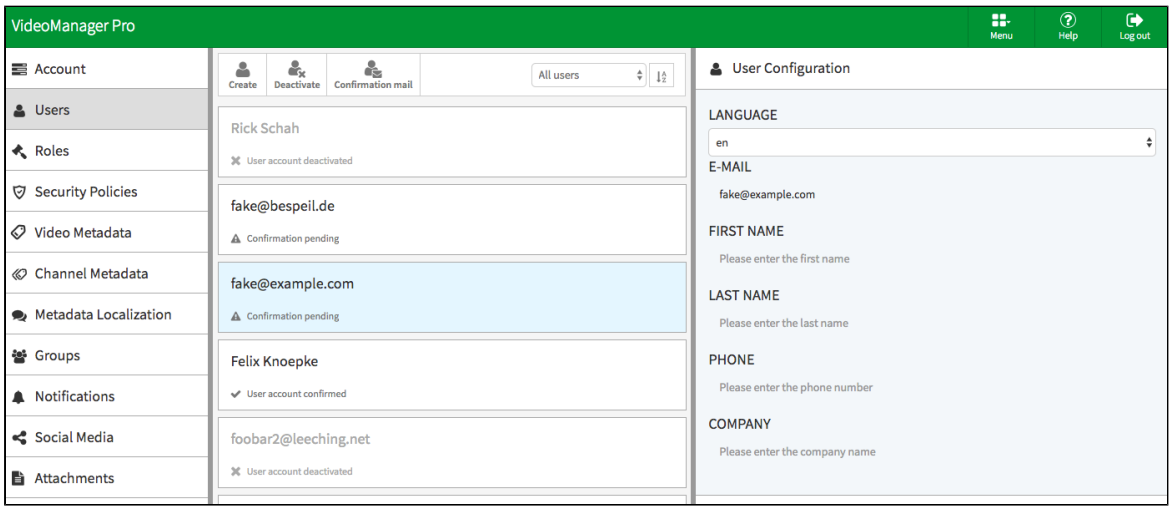
Global Settings	Description
Global access profile	From the dropdown menu, select an access profile. The global access profile applies to all videos in the VideoManager. In accordance to the standard access profile, users can access videos that do not belong to their group if so defined. Further details are in chapter " Access Profiles ".
Display options video list	You can configure the video list according to your needs. Select one of the following display options in the drop down menu. The selected item is displayed in the video list below the video title: ■ No information ■ Description ■ Keywords ■ Video-ID
Global ad configuration	From the dropdown menu, select the desired video-ad configuration. The global ad configuration applies to all videos in the VideoManager according to the settings. Further details are in chapter " Video Ads ". ⚠ Please note that the feature "video ads" must be booked separately. It might not be available in your VideoManager.

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, create appropriate privileges for each user account. Each user will have to login into the system with valid credentials and then perform only the functions for which the necessary rights are available (e.g. editing video data, creating a channel).

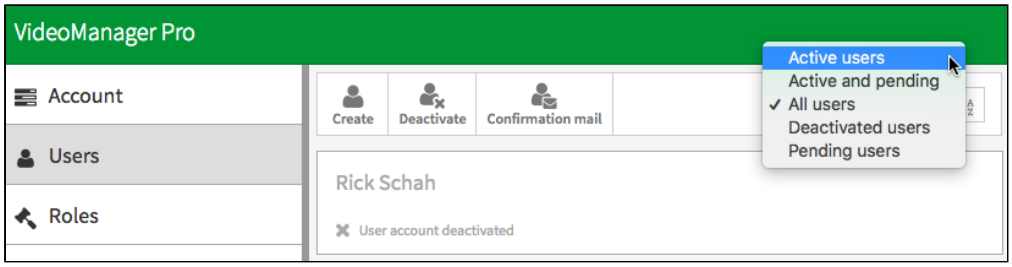


Edit user accounts using the following options:

- **Create**: Create a new user account for VideoManager
- **Deactivate**: Disable an existing active account
- **Confirmation mail**: If a newly created account was not yet confirmed by the receiver, you can send the receiver another confirmation mail.

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

Use the drop-down menu in the top right corner to filter the user list by Active, Active and Pending, All users, Deactivated, and Pending users. You can also sort the list alphabetically.

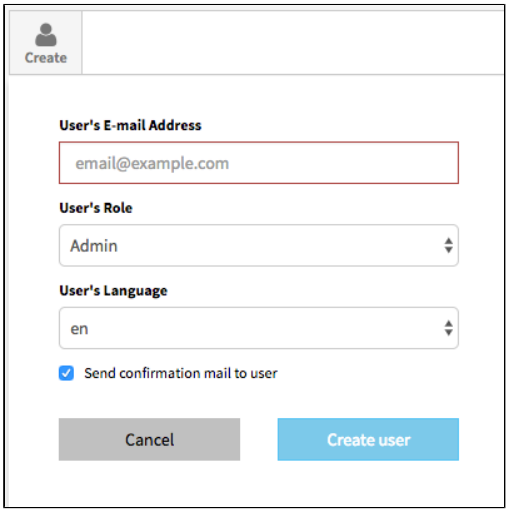


4.1.1 Creating a User Account

To create a new user account, proceed as follows:

1. Click the [Create] button in the top left of the Users view.

2. Enter the e-mail address of the 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 " Roles ").

4. Select the user's language from the corresponding drop-down menu. The confirmation e-mail to the new user will be sent in the language of your choice.

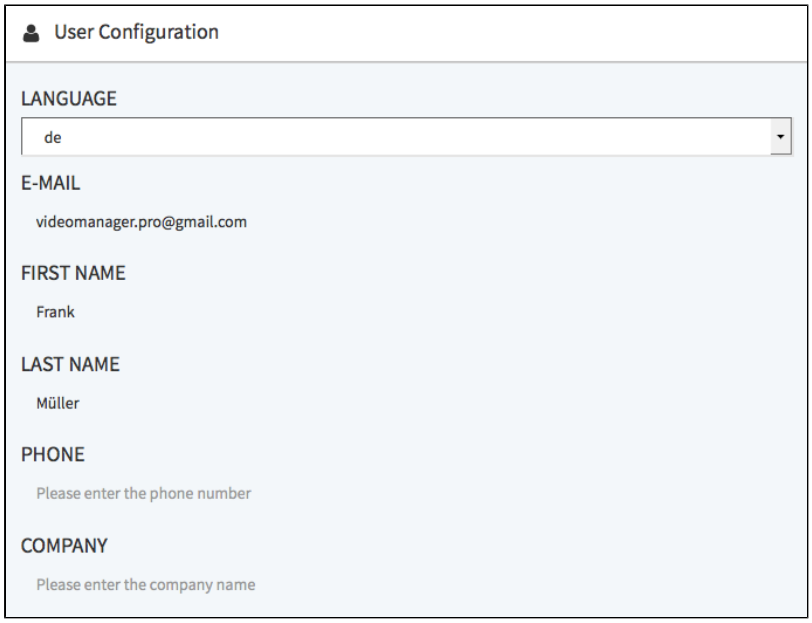
5. Activate the check box "Send confirmation to user" to send an activation link to the new user upon creation.

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 " Editing a User Account ").

4.1.2 Editing a User Account

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



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 ").

4.1.3 Disabling a User Account

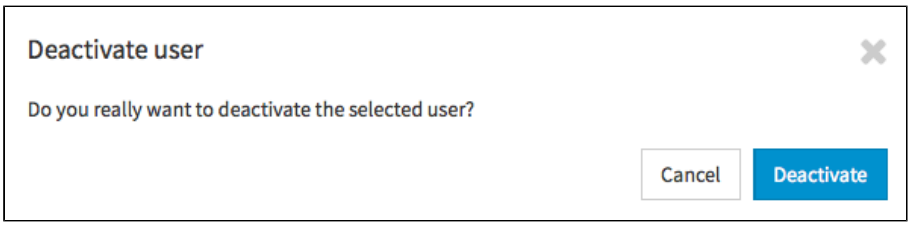
If you disable a user account, you deprive the user of his access permission to VideoManager, but all data of the user account are retained in your user management. In this way you can make a reactivation of the account at any time if necessary, without further settings - like role assignment etc.

> ⚠ 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 at the top of the list.
3. Confirm the deactivation in the dialog that opens by clicking on the [Deactivate] button.



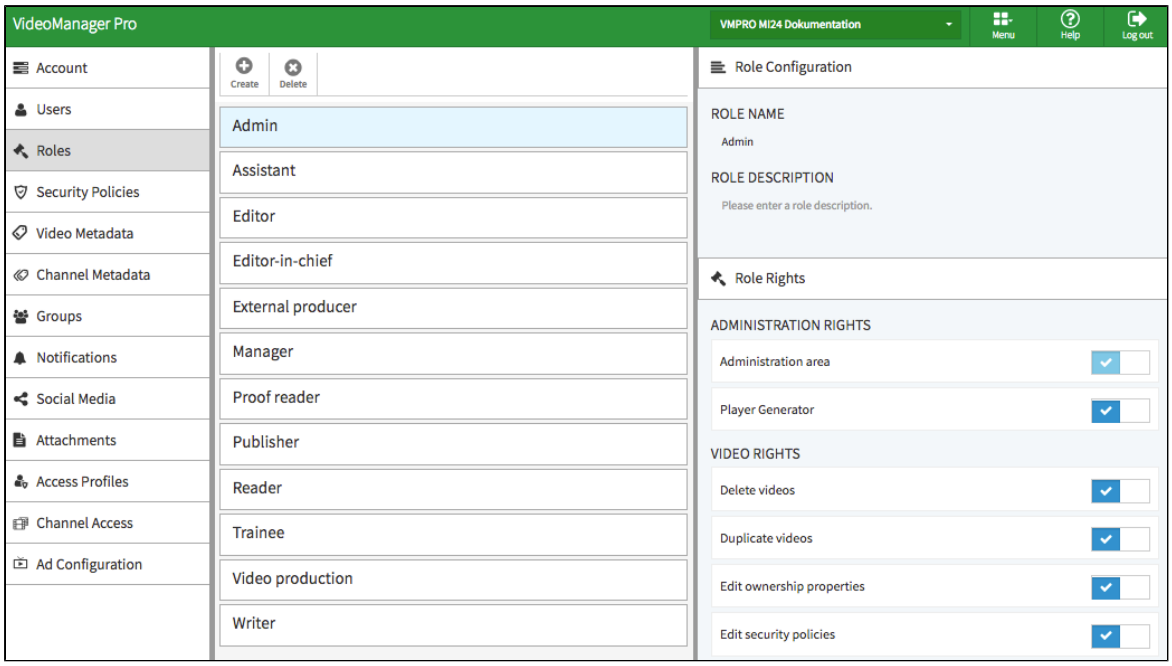
4.2 Roles Management

A role is a set of rights allowing users to perform certain tasks. You can set up a role and assign it to a group of similar users (e.g. admins, editors, publishers, trainees, etc.). This streamlines the process of setting up permissions for each user account. Working with user roles simplifies administration if, for example, the rights structure changes.

The rights are subdivided into three basic categories:

- **Administration Rights**: these rights relate to global settings for the VideoManager
- **Video Rights**: these rights relate directly to videos, such as upload, edit or delete
- **Channel Rights**: these rights relate to editing channels or adding videos to them

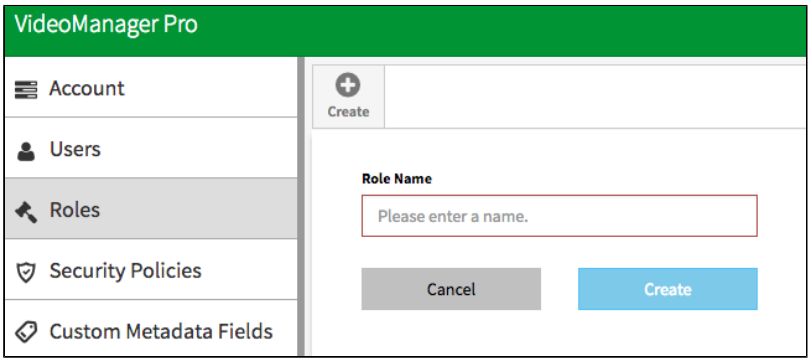
In this chapter, you will learn how to create roles and assign them to user accounts.



4.2.1 Creating a New Role

To create a new role, proceed as follows:

1. Click the "Roles" entry in the navigation pane.
2. Click the [Create] button at the top of the list of roles. This will open the dialog for creating a new role.



3. Enter the role name and then click the [Create] button. This creates the new role and immediately adds it to the list of all roles.
4. Enter the required settings for the new role (see chapter " Editing Role Data ") .

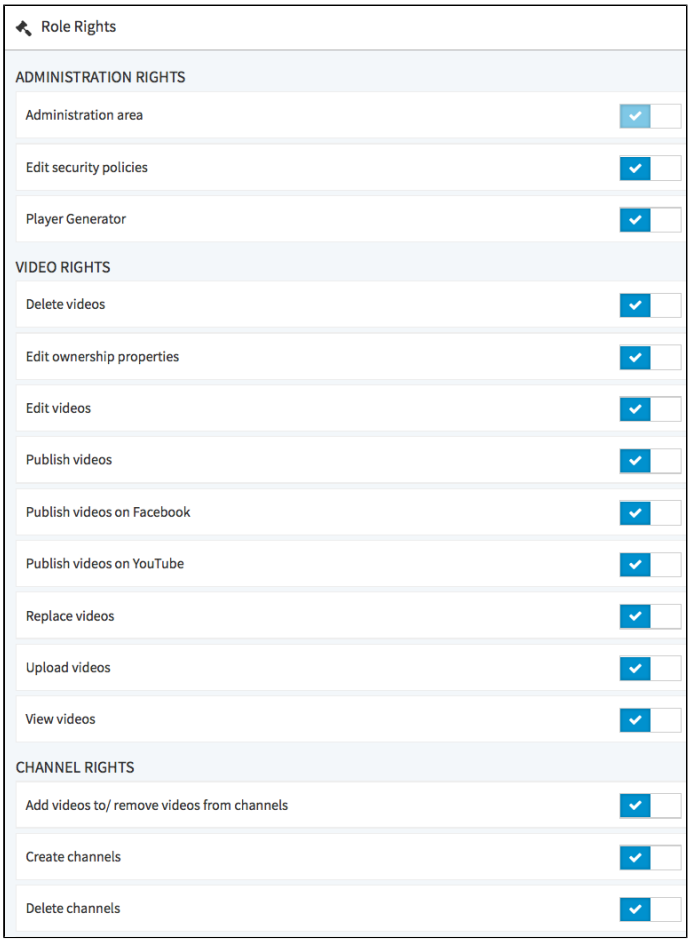
4.2.2 Editing Role Data

After you have created a new role or if the rights 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 edit pane to the right, you can modify the following **Role Configuration** settings:
   - **Role name**: If necessary, edit the name of the role.
   - **Role description**: Optionally, enter a meaningful description for the role.

2. You can also modify the **Role Rights** settings to update the necessary rights with the toggle button. Further information about the rights can be found in the appendix, in the " Rights in the VideoManager " chapter.

> ⚠ The list of rights that appear here is dependent on which features are booked in your VideoManager and may differ from the list shown below.



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

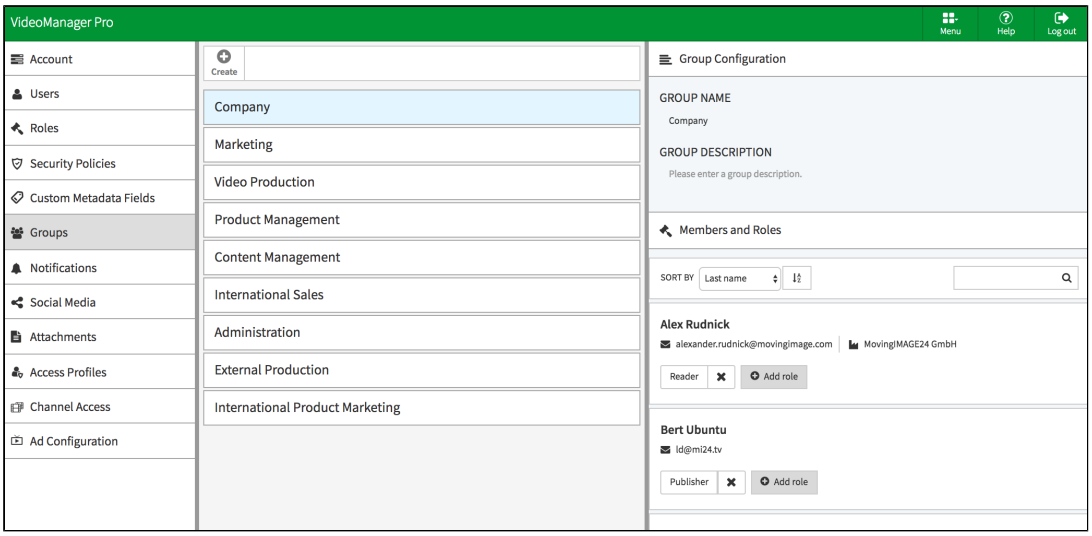
4.2.3 Assigning a User to a Role

After creating each required role and user, use groups to assign the role(s) to a user. See also the " Groups" chapter.

Group management is a bookable feature. Only the "Company" group is available by default if you have not purchased this option.

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

1. Click the "Groups" entry in the navigation pane. The list of all groups will appear in the middle pane of the browser window. The "Company" group is listed by default.



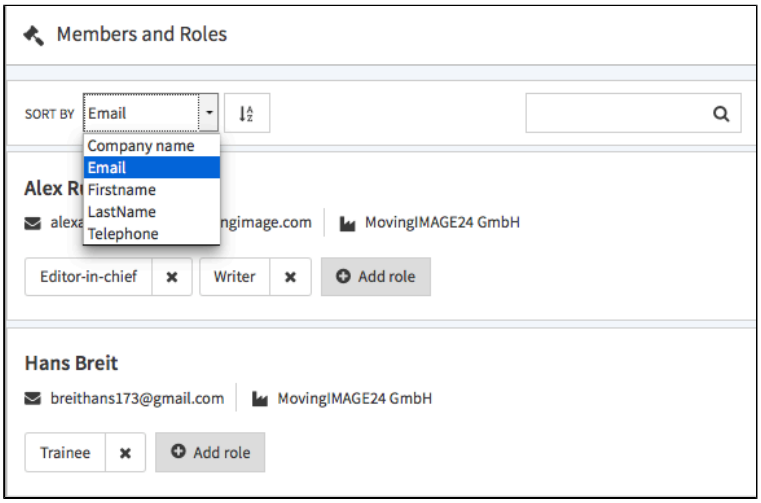
2. Click the "Company" group to open an edit pane to the right.

3. In the edit pane, you can make following changes:

   - Group Name
   - Group Description

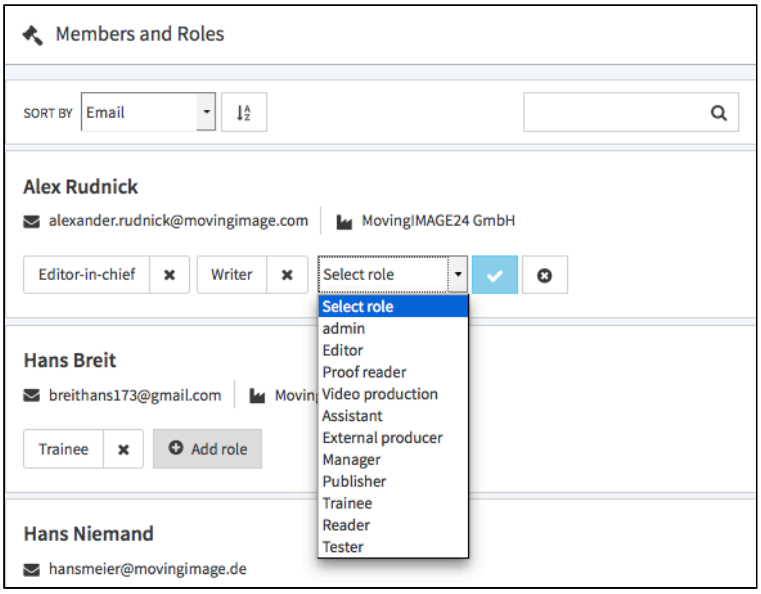
4. All created users are listed in alphabetical order under the "Members and Roles" menu. A search function is available to help you find the desired user entry. You can also sort the user list according to the following criteria :

   - Company name
   - Email
   - Firstname
   - LastName
   - Telephone



5. Each user entry displays an email address, a company name (if one is defined in user management), and a list of the user's existing roles .

6. To assign a role to a user account, click the [Add role] button. This opens a drop-down menu where you can select additional roles.



7. Click the [✔] icon to confirm your selection. Add more roles as described to this user account as needed.

> When multiple roles are assigned to a user, the rights they grant are "additive". This means that if one role grants the right to edit, and another one assigned to the same user doesn't, that user maintains the right to edit .

8. Click the [✖] icon to remove any role.

> Every user must have at least one role in the group, thus removing the last role from the user also removes the user from the group . This is true of all groups except for the "Company" group. The "Company" group must contain every user, thus it is not possible to delete the last remaining role assigned to a user in this case.

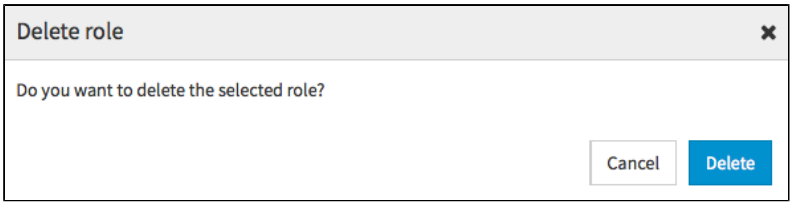
> There must always be at least one person with an administrator role within each group. Thus, it is not possible to remove the last admin user from a group.

4.2.4 Deleting an existing Role

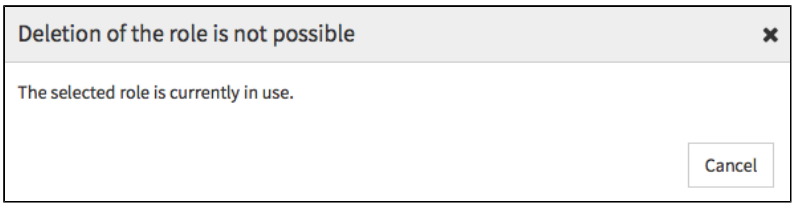
> A role can only be deleted if it is currently not in use.

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 at the top of the list. A confirmation dialog box opens.



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.



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).

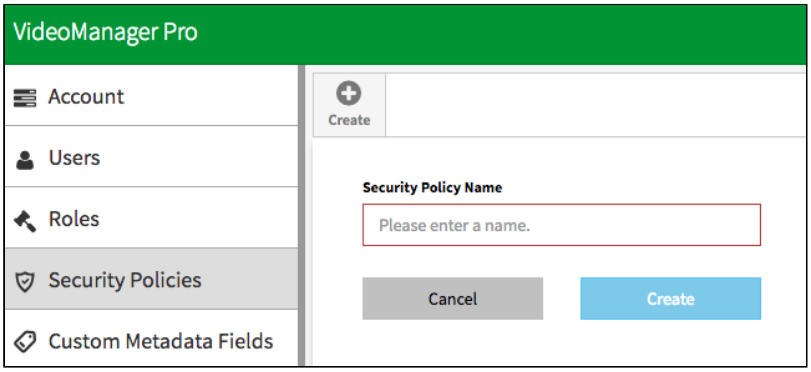
As an administrator, you have the ability to define security settings in the VideoManager. Defined policies can be set on video level or as a global security policy.

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:

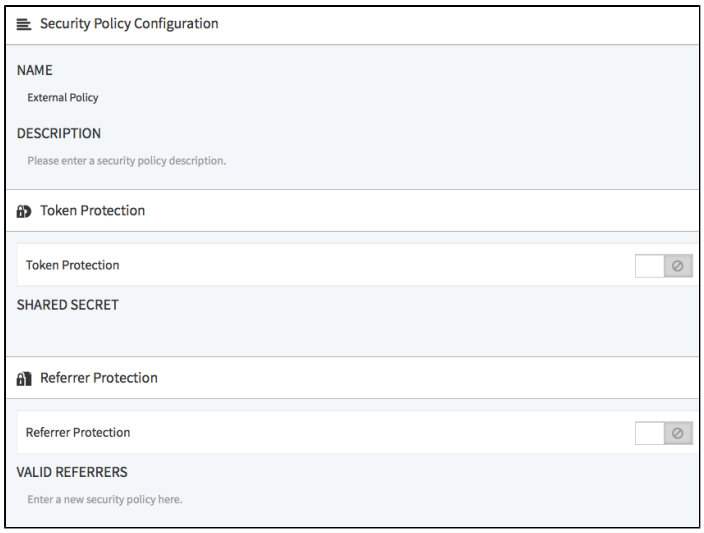
1. In the navigation pane, click the "Security Policies" entry.
2. To create a new security setting, click the [Create] button at the top of the security policies list.



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

4.3.2 Security Policy Configuration

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



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 " Token Protection: HMAC-SHA Signature ".

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

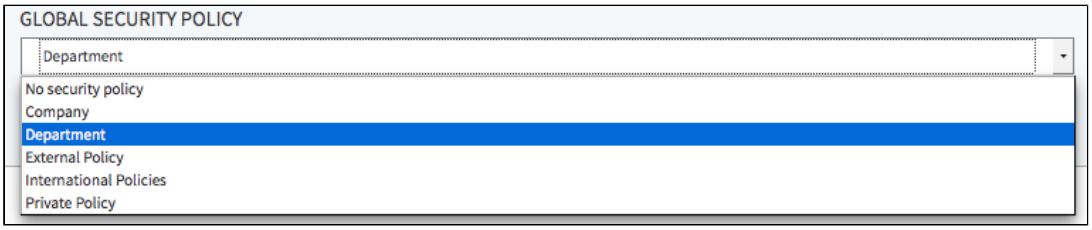
> If you first want to test a referrer locally, enter "localhost" without further additions (such as "http").

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.



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.

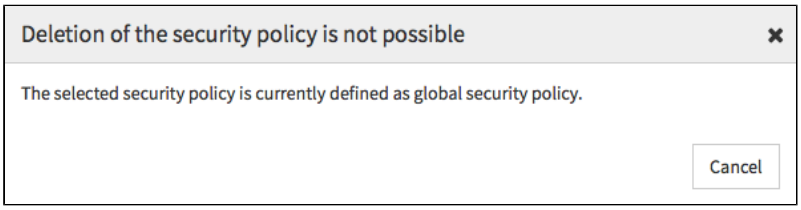
To delete a security policy, perform the following steps:

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

2. Then, click the [Delete] button at the top of the list. 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.



4.4 Video Metadata

Here you can create and edit additional metadata fields that are not standard metadata (such as title, keyword etc.). This allows you to predefine a list of company-specific options for a video. This metadata can be used, for example, to search for video files.

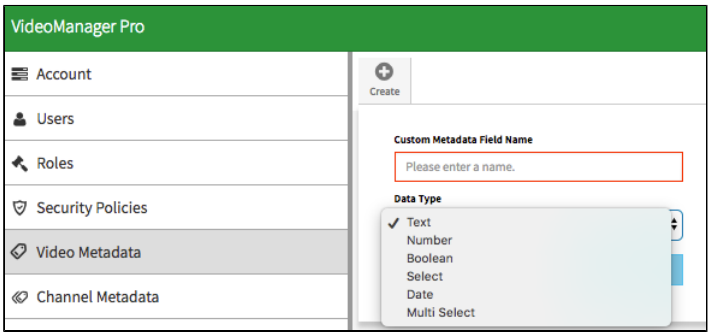
All data fields here will appear in Video Asset Management under the accordion menu **Metadata**, where video editors can assign appropriate values to each video.

To create a custom video metadata field, proceed as follows:

1. Select the "Video Metadata" entry in the navigation pane.

2. Click the [Create] button at the top of the video metadata list.

3. Enter the name of the custom metadata field.



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
   - Select
   - Date
   - Multi Select

5. Click the [Create] button to create the new metadata field.

6. Click the new field to view the "Custom Metadata Configuration" edit pane, which will display to the right.

7. If the metadata field should not be editable in the VideoManager (for example, because this is allowed only through the API), you can disable this option in the edit pane.

8. If the custom metadata type is set to [Select] or [Multi Select], you can configure the [SELECT OPTIONS] in the edit pane.

To add options to a select or multi select field:

1. Type the text for your select option into the text field. Each option must be unique (case insensitive).
2. Hit enter or click the [✓ save] button.
3. Add more options by clicking [Add select option] .
4. To delete an option, click the [x] button to the right of the text field.

These select fields will now be available in the video asset's metadata accordion menu. Each type will be represented as follows:

- Select - a drop-down menu with the configured options (sorted alphabetically)
- Multi Select - a text field that provides a searchable list of options that can be chosen from

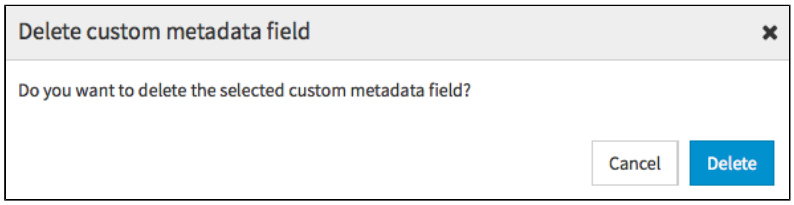
If the use of a custom metadata field has changed so that the original field name no longer fits, you are able to rename this field without losing currently saved values. Simply enter the desired name in the edit pane of the custom metadata field.

4.4.1 Deleting a Video Metadata Field

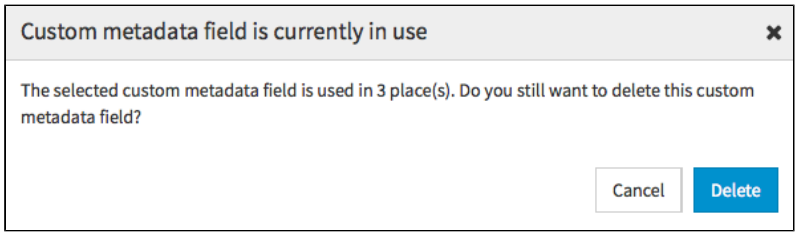
To delete a custom video metadata field, proceed as follows:

1. Highlight the entry you want to delete in the list of video metadata fields.

2. Then, click the [Delete] button at the top of the list. A confirmation dialog box opens.



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 video metadata field is deleted.

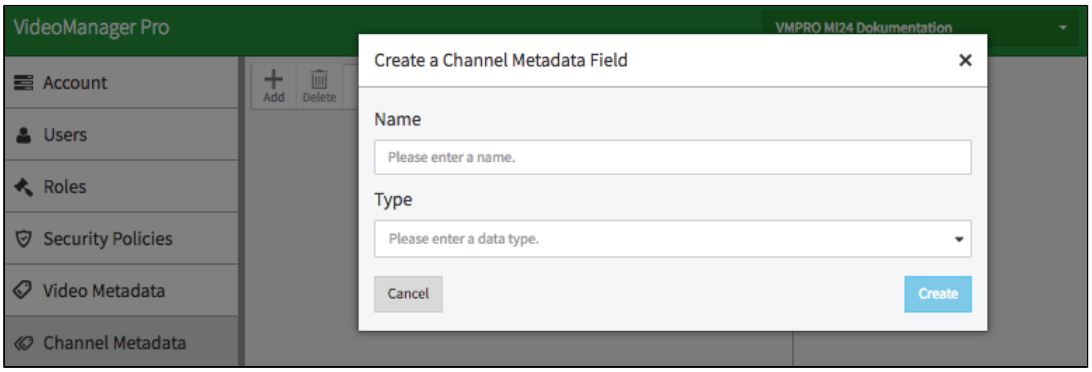
4.5 Channel Metadata

Here you can create and edit custom metadata fields for chapters. These are useful when you need to associate information with a whole channel, as opposed to individual videos (i.e. a team name or website) .

All data fields here will appear in Video Asset Management in each channel's edit area, where editors can assign appropriate values for each channel. See the Channel Metadata chapter in the VideoManager Pro Manual.

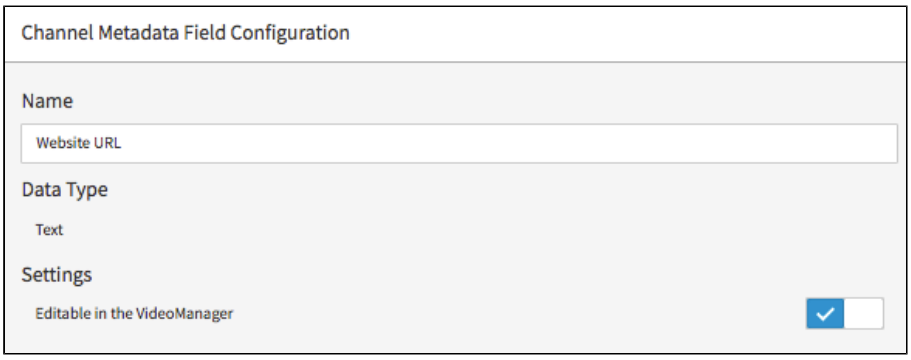
To create a custom channel metadata field, proceed as follows:

1. Select the "Channel Metadata" entry in the navigation pane.
2. Click the [Add] button at the top of the channel metadata list.
3. Enter the name of the custom metadata field.

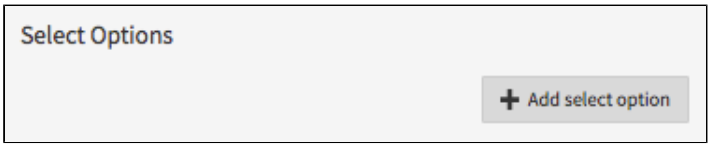


4. In the drop-down menu, select what type of data you want for subsequent input through the channel editor. The following data types are possible:
   - Text
   - Boolean
   - Multi Select
5. Click the [Create] button to create the new metadata field.
6. Click the new field to view the "Channel Metadata Field Configuration" edit pane, which will display to the right.

7. If the metadata field should not be editable in the VideoManager (for example, because this is allowed only through the API), you can disable this option in the edit pane.



8. If the custom metadata type is set to [Multi Select], you can configure the [SELECT OPTIONS] in the edit pane.



To add options to a multi select field:

1. Click the [Add select option] button.
2. Type the text for your select option into the text field. Each option must be unique (case insensitive).
3. Hit enter.
4. Add more options by clicking [Add select option].
5. To delete an option, click the trash button to the right of the text field.

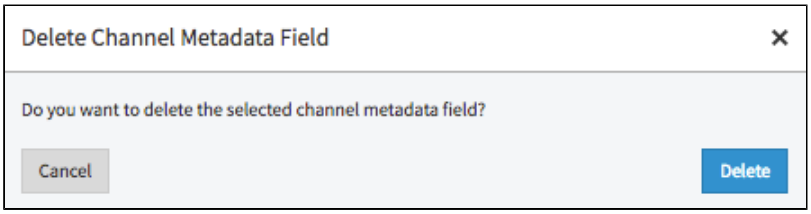
> These select fields will now be available in Video Asset Management in each channel's edit area. It will be represented as a text field that provides a searchable list of options that can be chosen from.

If the use of a custom channel metadata field has changed so that the original field name no longer fits, you are able to rename this field without losing currently saved values. Simply enter the desired name in the edit pane of the custom metadata field.

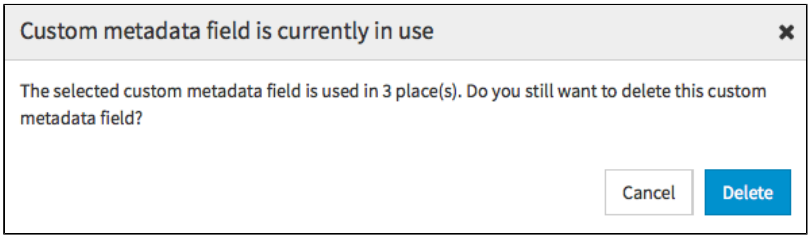
4.5.1 Deleting a Channel Metadata Field

To delete a custom channel metadata field, proceed as follows:

1. Highlight the entry you want to delete in the list of channel metadata fields.
2. Then, click the [Delete] button at the top of the list. A confirmation dialog box opens.



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 channel 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 will teach you how to 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

By means of the social media profile in the VideoManager, you can create 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: YouTube help .

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 at the top of the list.
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 " Connecting with YouTube Channel ") or the Facebook page (see chapter " Connecting with Facebook Page ").

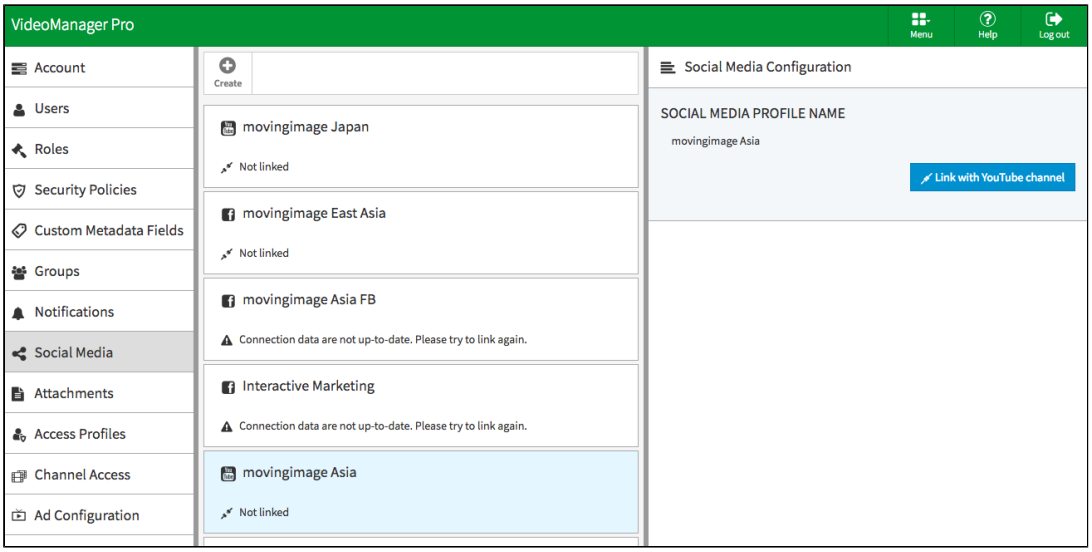
5.1.5 Connecting with YouTube Channel

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

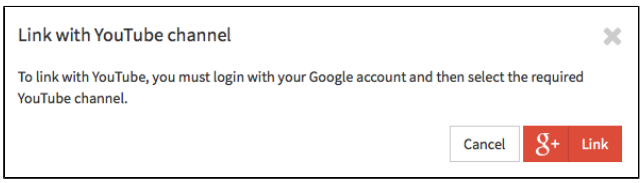
> A connection requires that you have created initially the appropriate channel on YouTube with a valid account.

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.

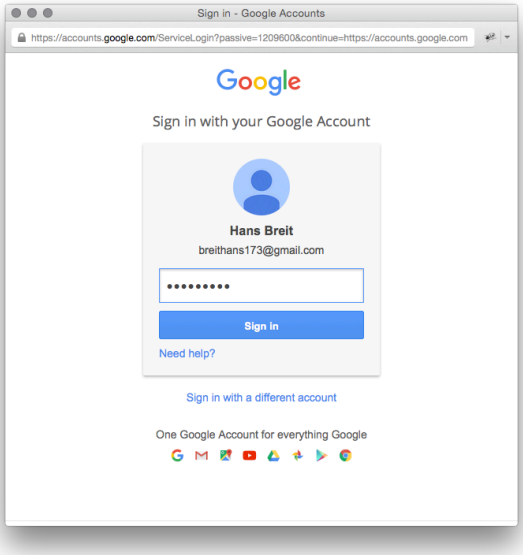


2. In the right pane of your browser window, click on the [Link with YouTube channel] button. A new dialog box with further instructions opens.

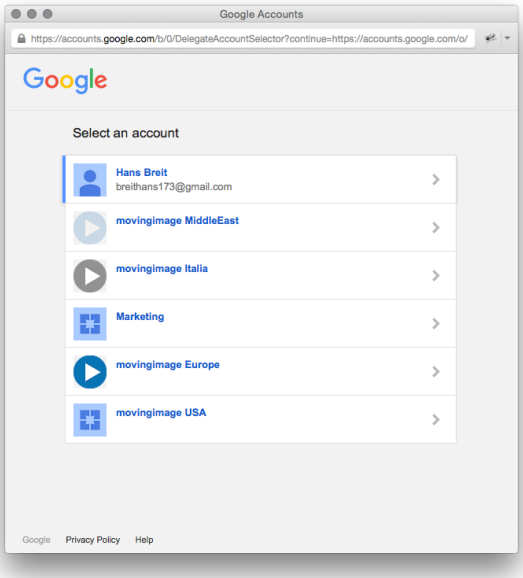


3. Click on the [Link] button. In the next steps, dialogs from Google open for the registration and selection of YouTube channels.

4. Login with your Google account.

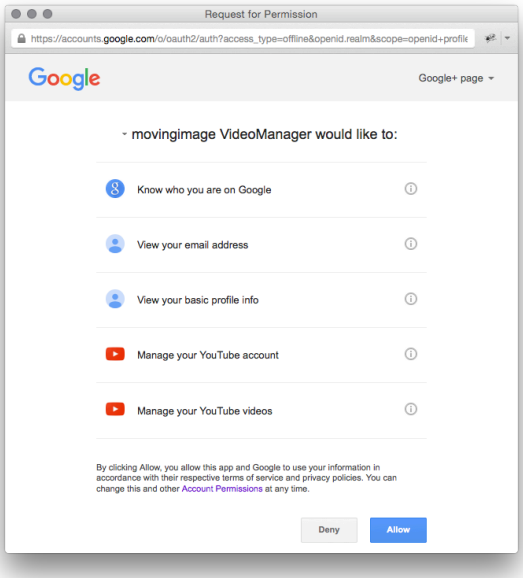


5. In the next step, select the desired channel.



⚠ 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.



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.

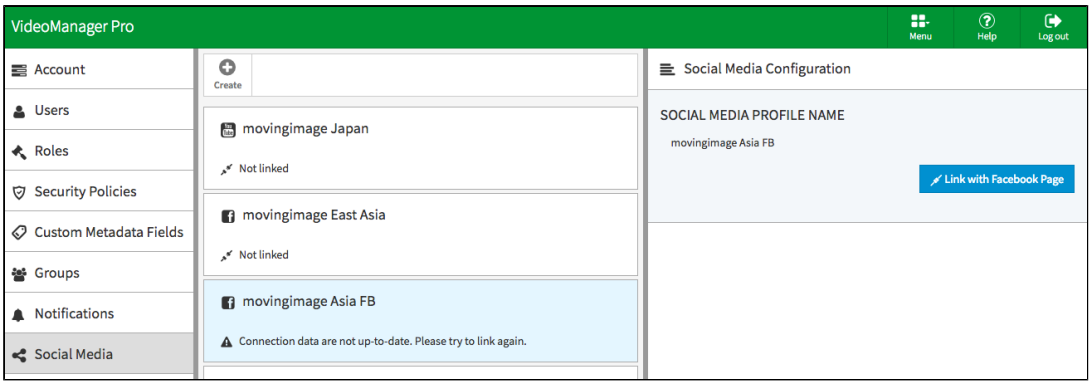
5.1.6 Connecting with Facebook Page

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.

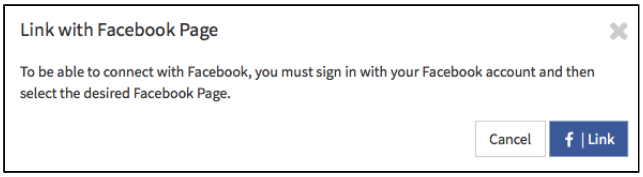
> A connection requires that you have created initially the appropriate page on Facebook with a valid account.

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.

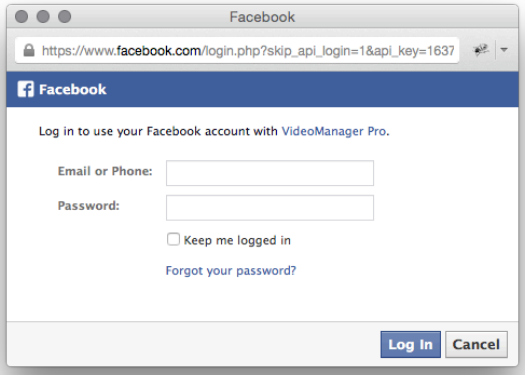


2. In the right pane of your browser window, click on the [Link with Facebook Page] button. A new dialog box with further instructions opens.

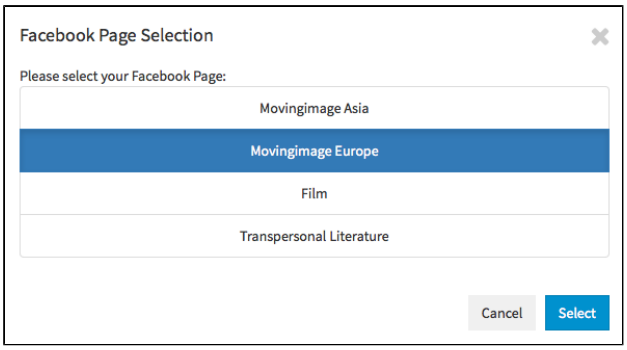


3. Click on the [Link] button. In the next steps, dialogs from Facebook open for the registration and selection of Facebook pages.

4. Login with your Facebook account.



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



> ⚠ 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.

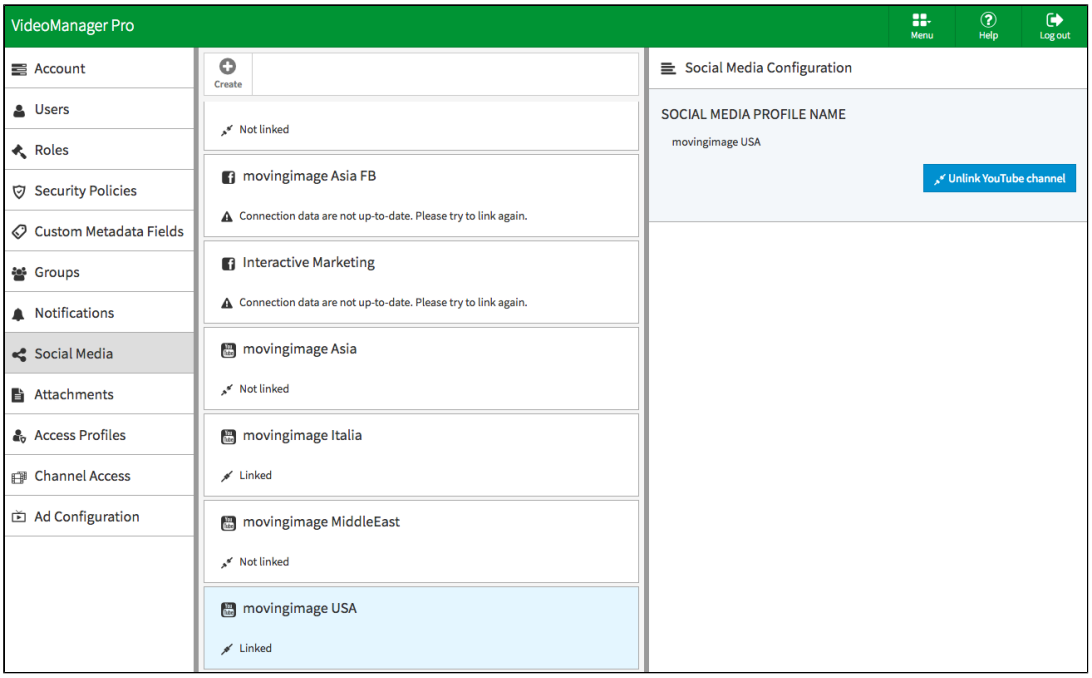
5.1.7 Disconnecting from YouTube Channel or Facebook Page

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.



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

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 " Assigning a Video to a Group "). 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.

Sample

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:

- **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.
- **edit security policies**
- **channel:** create, view, edit, delete, view sub-channels

- **videos**: watch, edit, replace, upload, delete, publish, add to a channel, remove from a channel
- **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).

Sample

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.

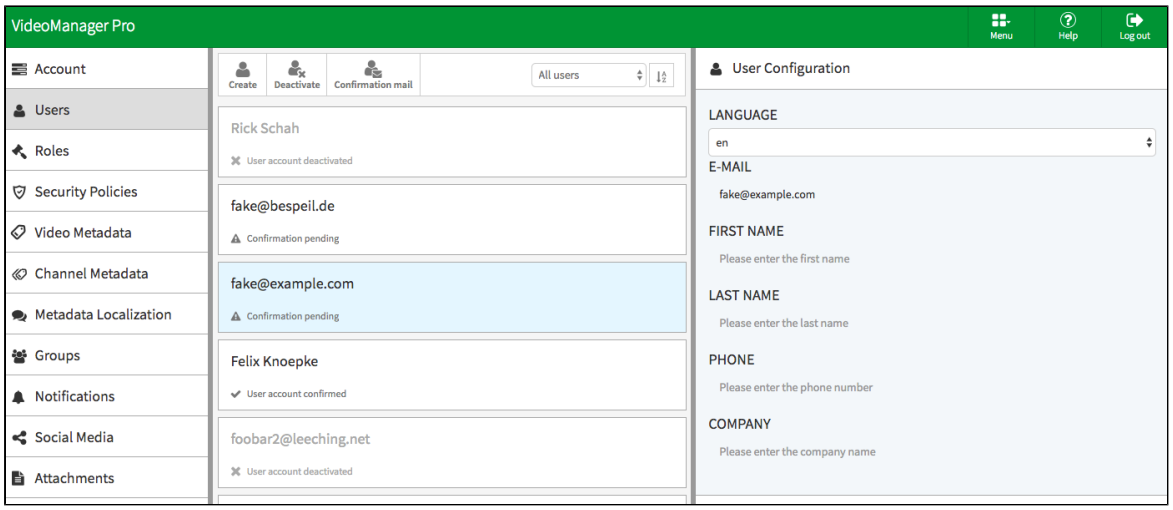
If no access profile for a video is selected, only users in the same group as the video have access to it. If a video is uploaded directly in a channel, it inherits the default access profile of the channel. This profile can be modified later in the accordion menu **Security**.

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, create appropriate privileges for each user account. Each user will have to login into the system with valid credentials and then perform only the functions for which the necessary rights are available (e.g. editing video data, creating a channel).

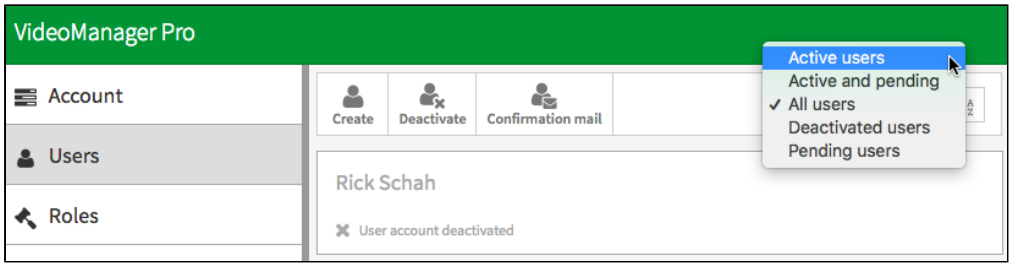


Edit user accounts using the following options:

- **Create**: Create a new user account for VideoManager
- **Deactivate**: Disable an existing active account
- **Confirmation mail**: If a newly created account was not yet confirmed by the receiver, you can send the receiver another confirmation mail.

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

Use the drop-down menu in the top right corner to filter the user list by Active, Active and Pending, All users, Deactivated, and Pending users. You can also sort the list alphabetically.

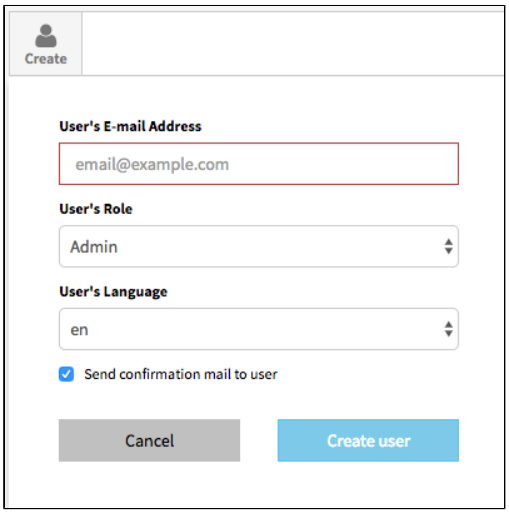


5.2.2.1 Creating a User

To create a new user account, proceed as follows:

1. Click the [Create] button in the top left of the Users view.

2. Enter the e-mail address of the 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 " Roles ").

4. Select the user's language from the corresponding drop-down menu. The confirmation e-mail to the new user will be sent in the language of your choice.

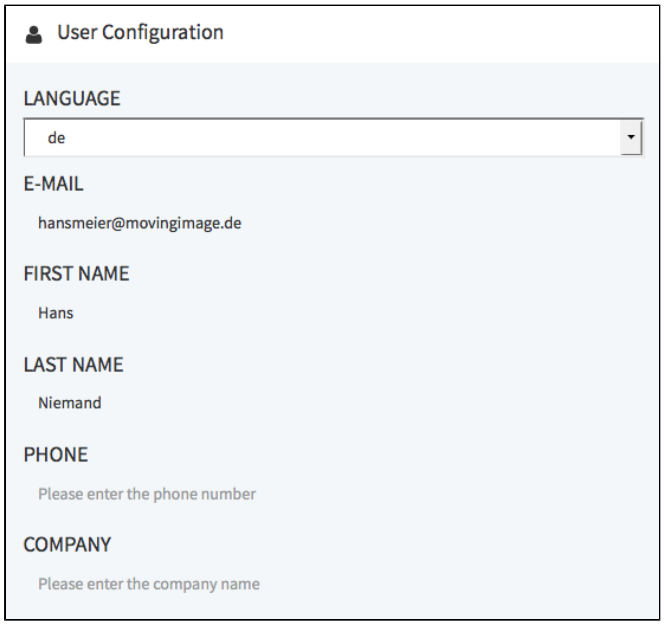
5. Activate the check box "Send confirmation to user" to send an activation link to the new user upon creation.

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 " Editing a User ").

5.2.2.2 Editing a User

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



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

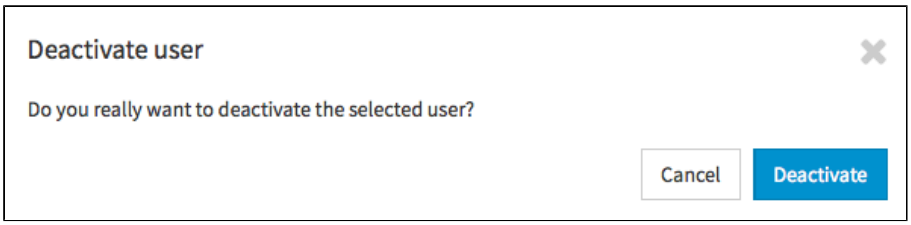
If you disable a user account, you deprive the user of his access permission to VideoManager, but all data of the user account are retained in your user management. In this way you can make a reactivation of the account at any time if necessary, without further settings - like role assignment etc.

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 at the top of the list.
3. Confirm the deactivation in the dialog that opens by clicking on the [Deactivate] button.



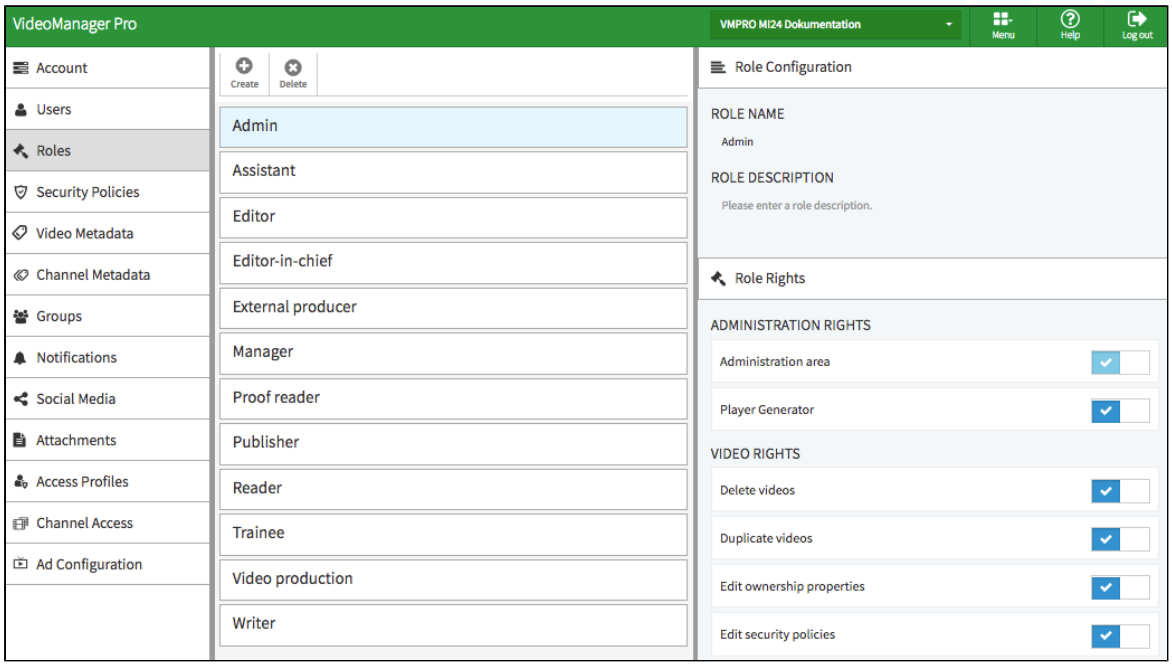
5.2.3 Roles

A role is a set of rights allowing users to perform certain tasks. You can set up a role and assign it to a group of similar users (e.g. admins, editors, publishers, trainees, etc.). This streamlines the process of setting up permissions for each user account. Working with user roles simplifies administration if, for example, the rights structure changes.

The rights are subdivided into three basic categories:

- **Administration Rights**: these rights relate to global settings for the VideoManager
- **Video Rights**: these rights relate directly to videos, such as upload, edit or delete
- **Channel Rights**: these rights relate to editing channels or adding videos to them

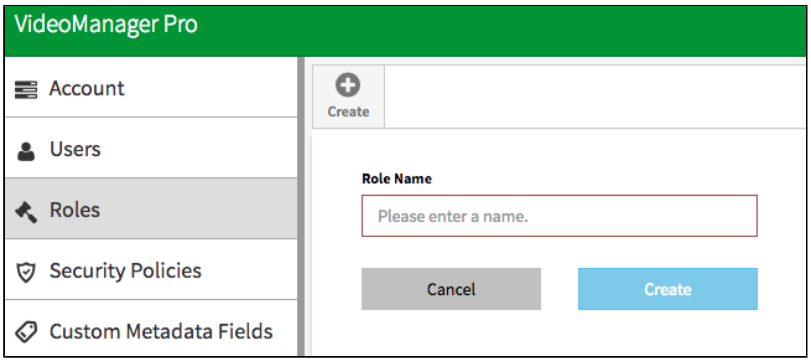
In this chapter, you will learn how to create roles and assign them to user accounts.



5.2.3.1 Creating a Role

To create a new role, proceed as follows:

1. Click the "Roles" entry in the navigation pane.
2. Click the [Create] button at the top of the list of roles. This will open the dialog for creating a new role.



3. Enter the role name and then click the [Create] button. This creates the new role and immediately adds it to the list of all roles.
4. Enter the required settings for the new role (see chapter " Editing a Role ").

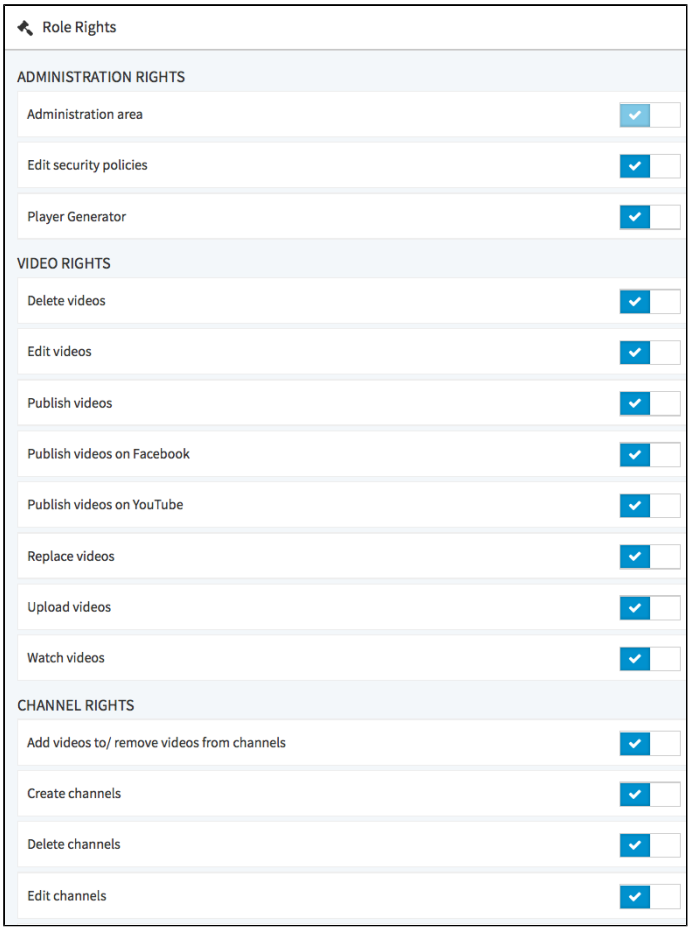
5.2.3.2 Editing a Role

After you have created a new role or if the rights 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 edit pane to the right, you can modify the following **Role Configuration** settings:
   - **Role name**: If necessary, edit the name of the role.
   - **Role description**: Optionally, enter a meaningful description for the role.

2. You can also modify the **Role Rights** settings to update the necessary rights with the toggle button. Further information about the rights can be found in the appendix, in the " Rights in the VideoManager " chapter.

> The list of rights that appear here is dependent on which features are booked in your VideoManager and may differ from the list shown below.



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

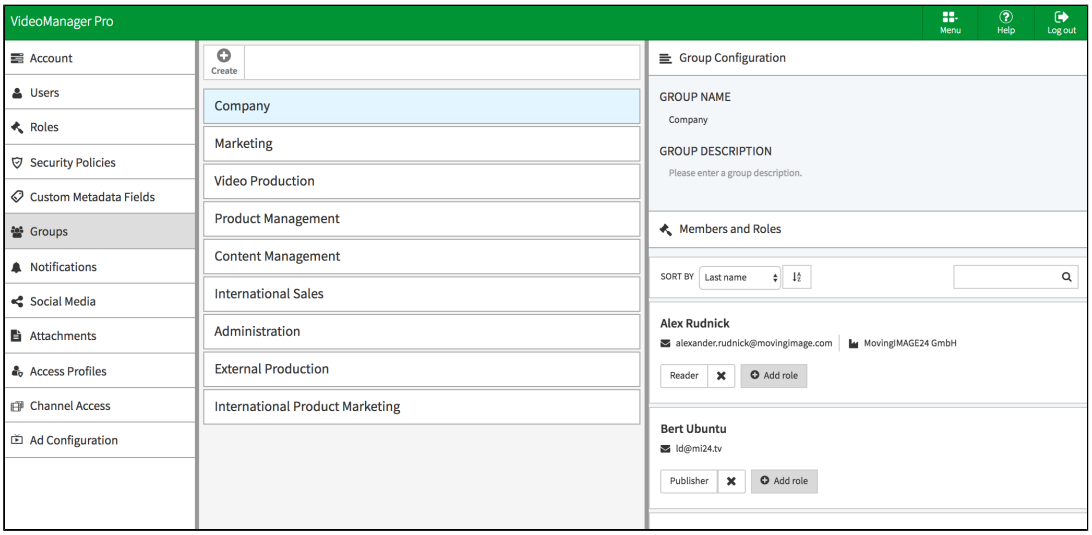
5.2.3.3 Assigning a Role to a User

After creating each required role and user, use groups to assign the role(s) to a user. See also the "Groups" chapter.

> Group management is a bookable feature. Only the "Company" group is available by default if you have not purchased this option.

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

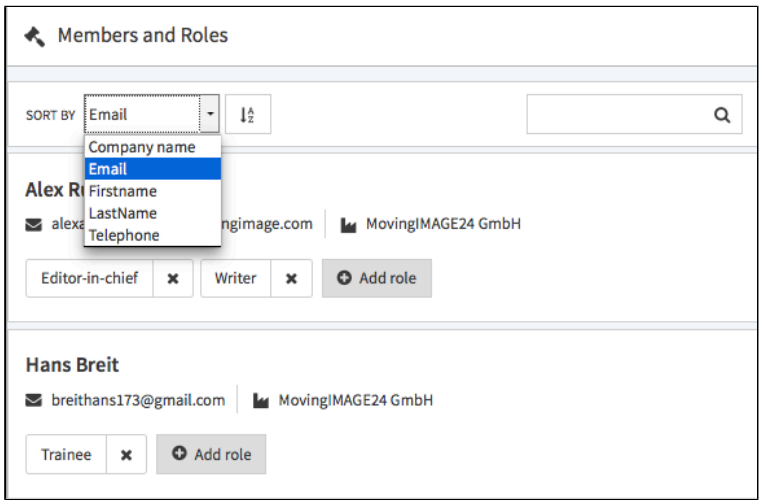
1. Click the "Groups" entry in the navigation pane. The list of all groups will appear in the middle pane of the browser window. The "Company" group is listed by default.



2. Click the "Company" group to open an edit pane to the right.
3. In the edit pane, you can make following changes:
   - Group Name
   - Group Description

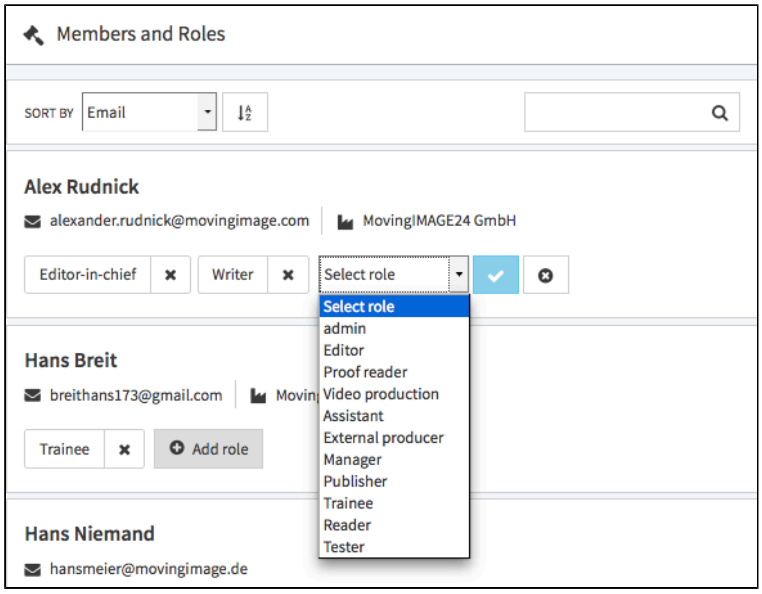
4. All created users are listed in alphabetical order under the "Members and Roles" menu. A search function is available to help you find the desired user entry. You can also sort the user list according to the following criteria :

   - Company name
   - Email
   - Firsname
   - LastName
   - Telephone



5. Each user entry displays an email address, a company name (if one is defined in user management), and a list of the user's existing roles .

6. To assign a role to a user account, click the [Add role] button. This opens a drop-down menu where you can select additional roles.



7. Click the [✔] icon to confirm your selection. Add more roles as described to this user account as needed.

> When multiple roles are assigned to a user, the rights they grant are "additive". This means that if one role grants the right to edit, and another one assigned to the same user doesn't, that user maintains the right to edit .

8. Click the [✖] icon to remove any role.

> Every user must have at least one role in the group, thus removing the last role from the user also removes the user from the group . This is true of all groups except for the "Company" group. The "Company" group must contain every user, thus it is not possible to delete the last remaining role assigned to a user in this case.

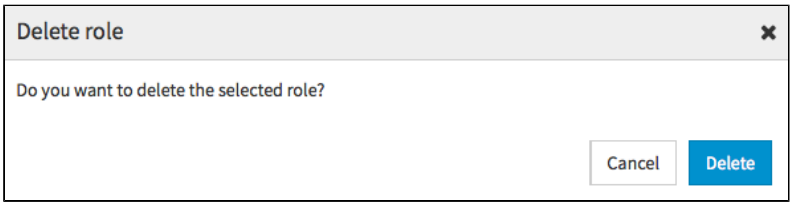
> There must always be at least one person with an administrator role within each group. Thus, it is not possible to remove the last admin user from a group.

5.2.3.4 Deleting a Role

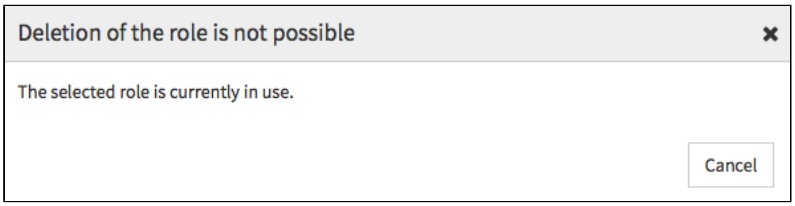
Please keep in mind that a role can only be deleted if it is currently not in use.

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 at the top of the list. A confirmation dialog box opens.



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.

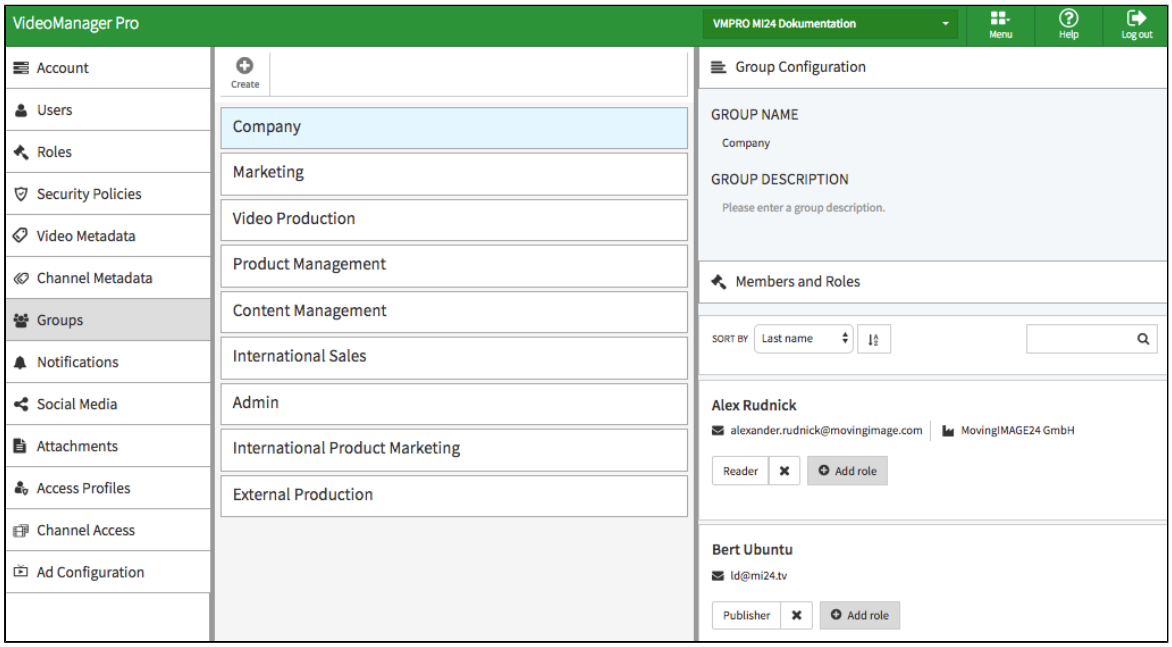


5.2.4 Groups

Each video in the VideoManager is assigned to a group. Manage your groups here to organize each user's rights to videos in a group. Rights are assigned through the use of roles, which are applied to the user here in group management (s ee also the "Assigning a User to a Role" chapter).

> Group management is a bookable feature. Only the "Company" group is available by default if you have not purchased this option.

The "Company" group acts as a master group and cannot be deleted; every user is automatically assigned to the "Company" group and cannot be removed. Create additional groups to classify users in more detail.



5.2.4.1 Creating a Group

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

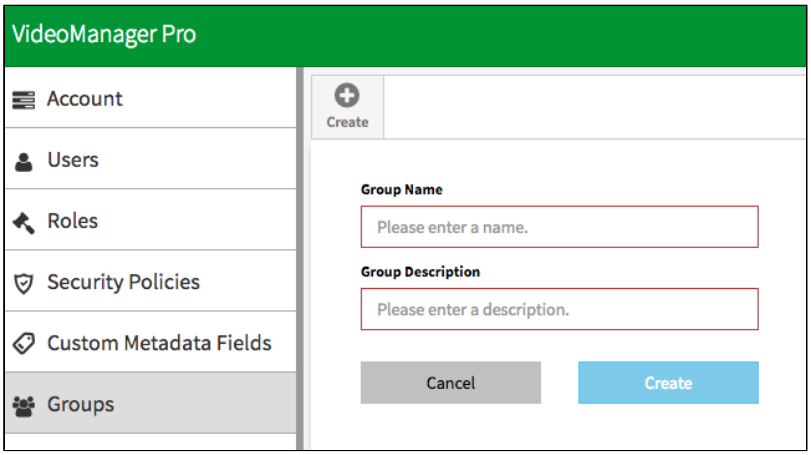
Every video and every channel in the VideoManager has a group as its owner. Newly uploaded videos belong to the "Company" group by default if it is not directly uploaded to a channel that maps to a specific group. This can be modified at any time after other groups are created. A video can only be assigned to one group. See the " Assigning a Video to a Group " chapter for more information.

To create a new group, proceed as follows:

1. Click the "Groups" entry in the navigation pane.

2. Click the [Create] button at the top of the list of groups.

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



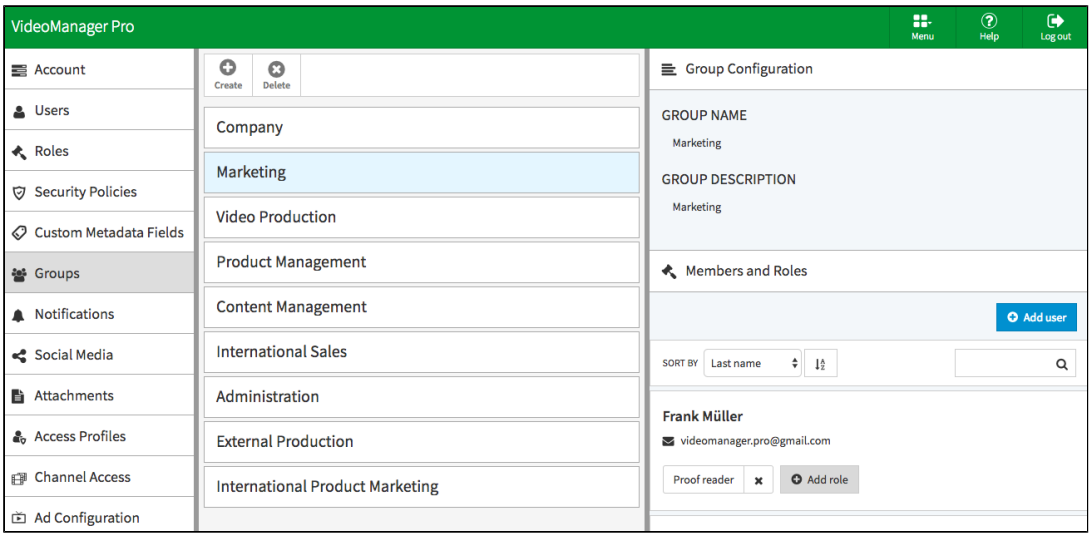
4. Click the [Create] button. The group is created and appears in the list of all groups.

5.2.4.2 Adding Users to a Group

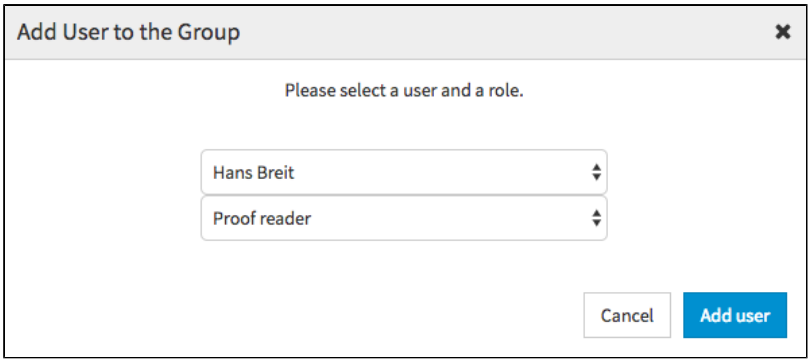
All users are automatically assigned to the default group "Company". You may assign users to additional , self-created groups as well.

After you create a new group, add users to this group using the following steps:

1. Select the group in the group list that you want to assign users to.



2. In the edit pane, click the [Add user] button. This opens a dialog box.



3. Select the desired user and role from the respective drop-down menus.

4. To confirm your selection, click the [Add user] button .

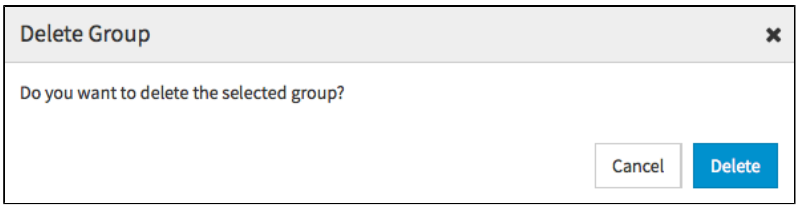
The entry now appears in the "Members and Roles" list.

5.2.4.3 Deleting a Group

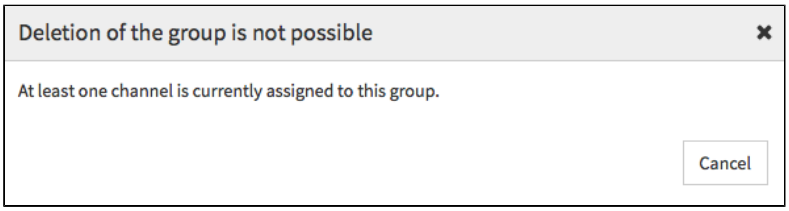
Please note that a group can only be deleted if it contains any user, videos or channels. Deletion of the default group "Company" is also not possible.

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 [Delete] button at the top of the list. 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.



5.2.5 Access Profiles

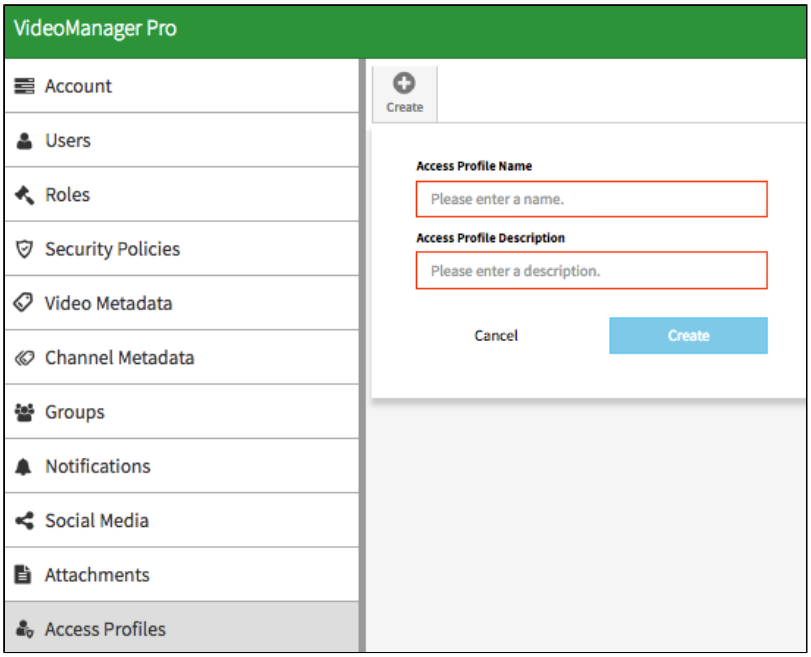
Access profiles define what video rights are allowed for users who do not belong to the ownership group of a video. In order to exercise one of those rights, the user must have it in the default/master group. For example, an access profile named "Read-only" might only contain the "View videos" right. This means that when a video uses this access profile, users outside of the video's ownership group are only allowed to view the video. It will still be hidden from users who don't have the right to view videos in the default group.

A default access profile for all videos can be assigned here in the administration area. Access profiles can also be assigned to videos individually. When a video is set to a specific access profile, this setting overrides the default setting. See t he " Assigning an Access Profile to a Video " chapter for information about 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 "Access profile" entry in the navigation pane.
2. Click the [Create] button at the top of the list of access profiles.
3. Enter the profile name and a description for this profile.



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 " Editing an Access Profile ").

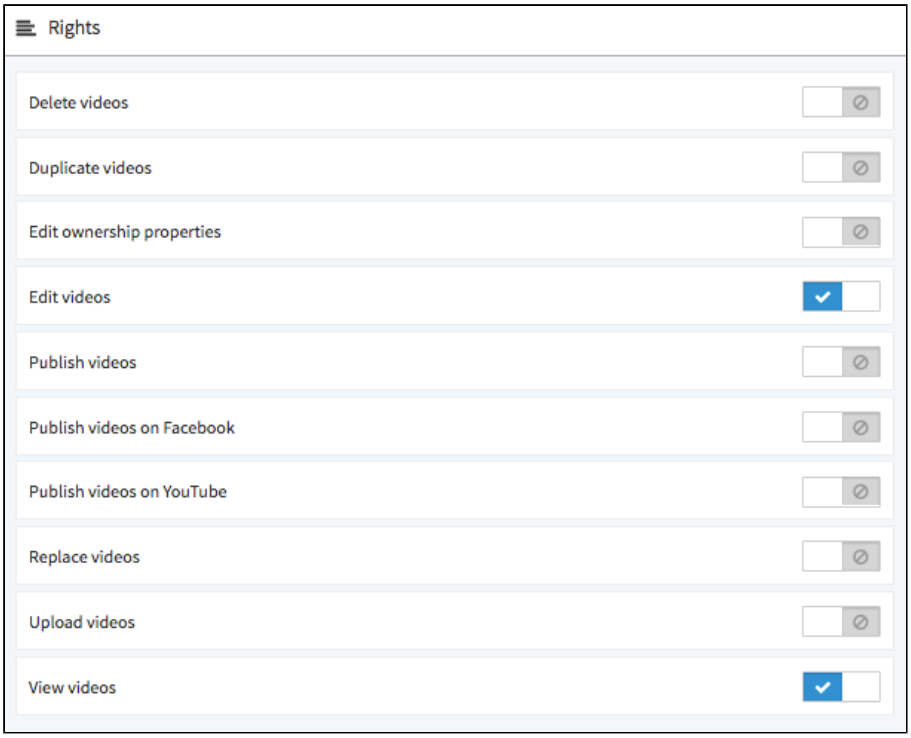
5.2.5.2 Editing an Access Profile

After creating a new access profile, you can toggle the appropriate rights on or off .

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

   - **Access profile name**
   - **Access profile description**

2. In the **Rights** menu, you can toggle the desired rights for this access profile.

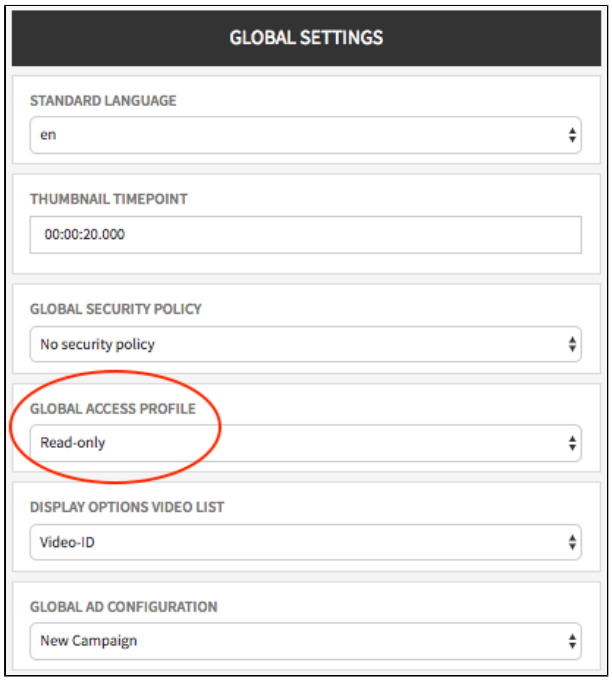


In some cases, it is necessary to change the defined rights of an existing access profile. In this case the change in rights will apply immediately to all videos that use the updated access profile. It's important to be aware of the potential impact of such a change, such as users losing rights to edit and/or view videos.

5.2.5.3 Global Access Profile

It is possible to set up a default/global access profile that automatically applies to all videos in the VideoManager, provided that the video's access profile has not been specified individually (which is done in the video asset management area).

To set the global access profile, go to the account overview (at the top of the navigation pane). Then locate the global settings and select the desired access profile from the drop-down menu.



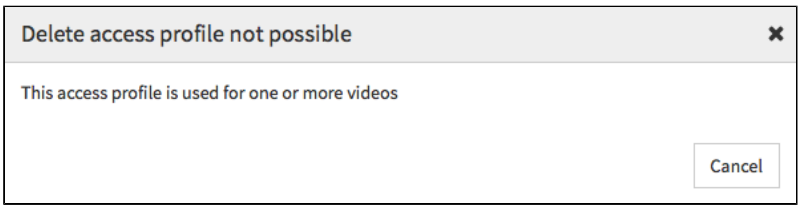
5.2.5.4 Deleting an Access Profile

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 at the top of the list. 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.

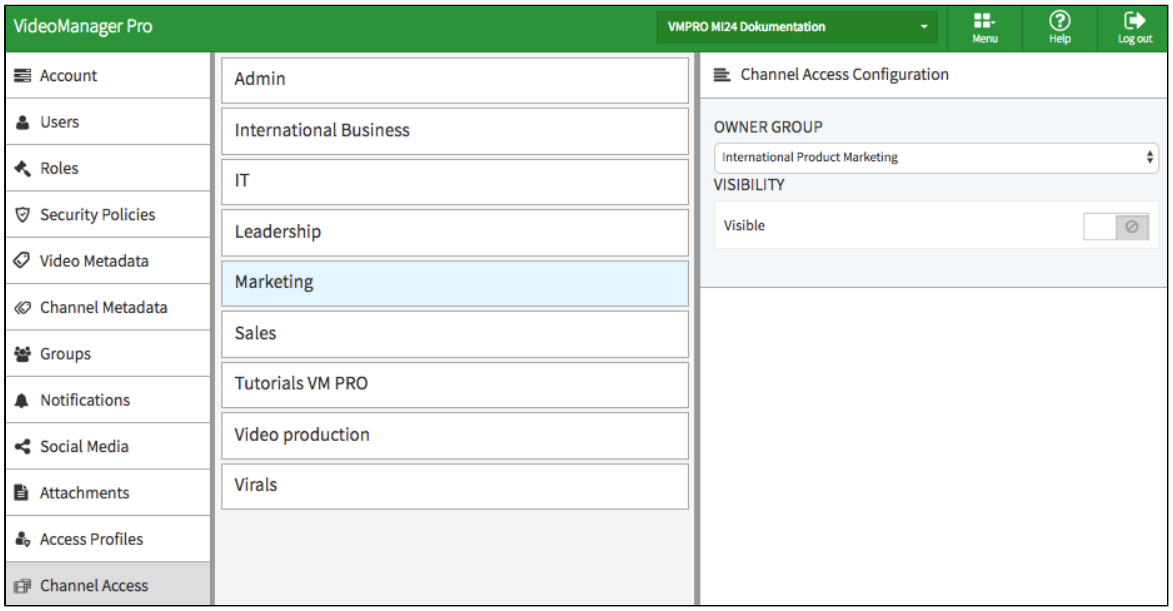


5.2.6 Channel Access Rights

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

Access to channels can be controlled in the administration area of VideoManager Pro. Here you can set the owner group for each existing channel. The assigned group then owns the channel (see the " Groups " chapter for more information).

If the channel's "Visible" toggle is off, that channel and all of its sub-channels will be hidden ("protected") from anyone that is not part of the group that owns it; the videos related to the channel will also be hidden.

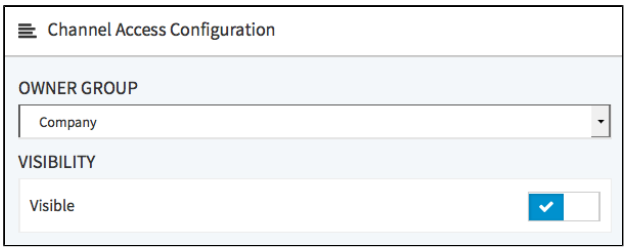


To assign a channel to a group, proceed as follows:

1. In the navigation pane of the administration area, select the "Channel access" entry.
2. In the center pane, you see a list of all available main channels of your VideoManager.

> Sub-channels are not listed here because they are automatically assigned the same owner group as their parent channel.

3. Highlight the channel that you want to assign a group to by clicking on the appropriate entry.
4. An editing area will appear on the right side of the browser window; there you can select an owner group from the drop-down menu.



5. Enable visibility if it is necessary for non-members of the owner group to see the channel.

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.

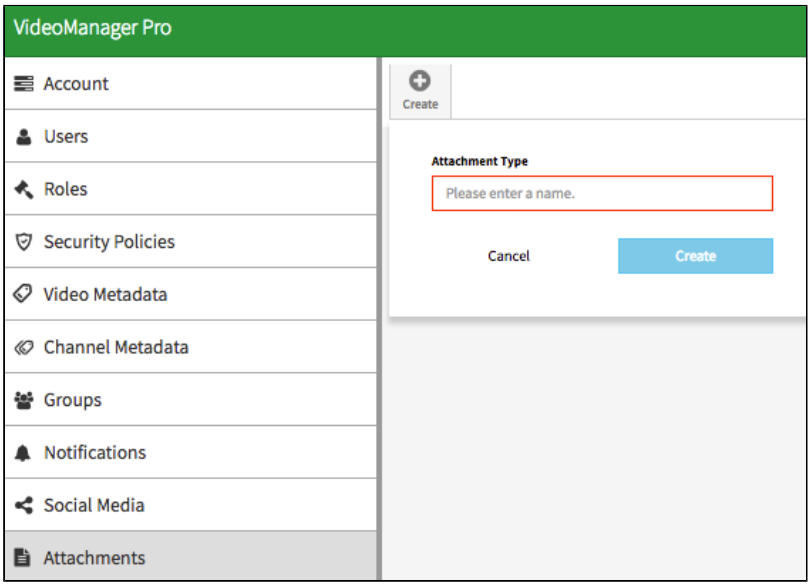
The video asset management provides a way to create different attachments to a video. The management of your video collection can be arranged very comfortably: if, for example, external production companies produce video footage, you can make available additional information to this video - such as invoices,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

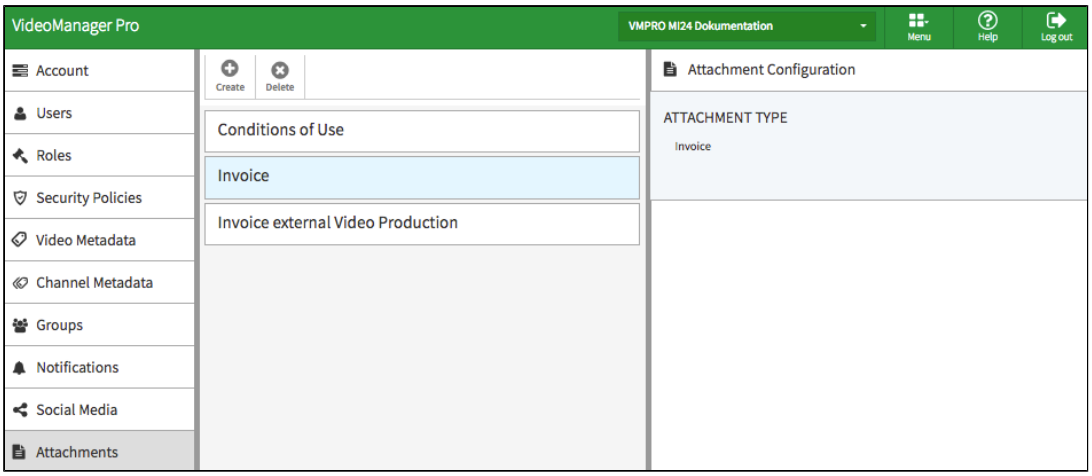
5.3.1 Setting up Attachment Types

To create a type of attachment, proceed as follows:

1. Select the "Attachments" entry in the navigation pane.
2. Click the [Create] button at the top of the list of attachments.



3. Enter the desired name for the attachment type in the text box provided.
4. Click the [Create] button. The new attachment type is created and appears in the list of attachments types.

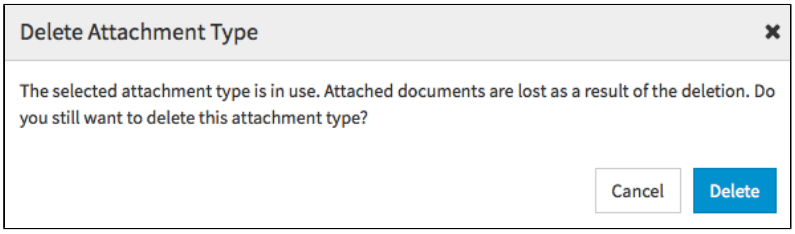


5. To change the name of the attachment type, click the appropriate entry in the list. This opens the the edit pane where you can click the attachment type text to edit it. All attachment types created here are available to any video in video asset management (see the " Upload Attachments to a Video " chapter).

5.3.2 Deleting Attachment Types

You can delete existing 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 at the top of the list. A confirmation dialog box opens.



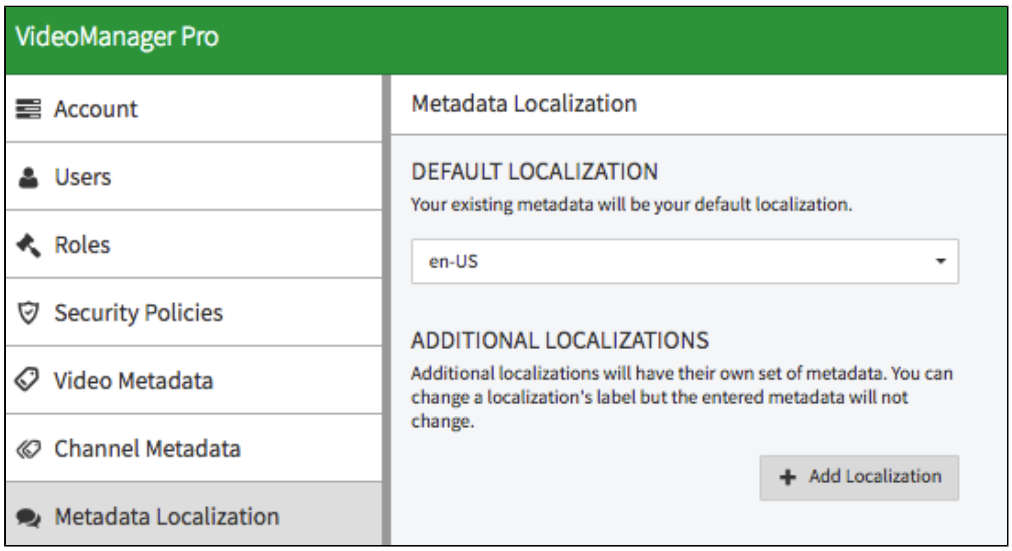
3. If the attachment type is currently in use, you will be noted accordingly. Confirm with the [Delete] button if you want to delete nevertheless.

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

5.4 Metadata Localization

Here you can create and edit different metadata localization sets so that you can create multiple sets of metadata for your video according to language. For example, if you create an English and a German metadata localization, you would be able to assign a title, description, keywords, custom metadata, etc. to a video in both English and German. For information about how to assign metadata to the localizations set up here, see the Metadata chapter of the VideoManager Pro User Manual.

> "Metadata localization" is a bookable feature and might not be available in your VideoManager.



- **Default Localization** - You always begin with one default localization, which consists of the existing metadata. You can use the drop-down menu to select a corresponding language for the existing metadata.

- **Additional Localizations** - Use the [+ Add Localization] button to create another localized set of metadata. A new set will be created with empty values for all videos (these can be edited in the video's metadata accordion menu in the video asset management area) . You can add as many localizations as you need.

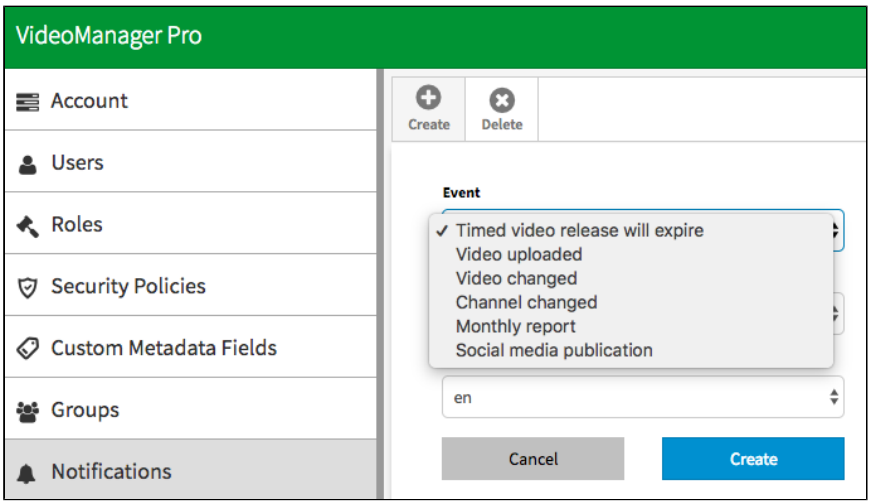
5.5 Notifications

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.

5.5.1 Setting up a Notification Rule

To set up a notification rule, proceed as follows:

1. Select the "Notifications" entry in the navigation pane.
2. Click the [Create] button at the top of the list of notifications.



3. Select one of the following "Event" options from the drop-down menu:

Event	Description
Timed video release will expire	As soon as a timed video release expires, the configured action is triggered.
Video uploaded	As soon as a new video is uploaded to your VideoManager, the configured action is triggered.
Video changed	The configured action is triggered as soon as a video is changed in one of the following ways:

Event	Description
	■ metadata (e.g. title, description, keywords, etc.) ■ security settings (e.g. release status, security policy, etc.) ■ moving a video to the trash or restoring a deleted video ■ a video has been replaced ■ a video was assigned to a channel or unlinked from a channel
Channel changed	The configured action is triggered as soon as a channel changes in one of the following ways: ■ a new channel was created ■ a channel was deleted ■ a channel name has been changed ■ the owner group of a channel has been changed.
Monthly report	At the end of each month (last day of a calendar month), a monthly report is sent to the specified e-mail addresses. The following information is available in this report: ■ traffic generated by each VideoManager group ■ storage used by each VideoManager group
Social media publication	The configured action is triggered as soon as a video publish to a social media profile is initiated (Facebook or YouTube).

4. Select one of the following "Action" options from the drop-down menu:

Action	Description
Send email to address	When the selected event occurs, an email will be sent to the registered email address. You can also set the language of the notification (see step 5).
Call up URL with GET	When the selected event occurs, the specified URL will be called up. API developers can use this to trigger events within their own API.

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. API developers can use this data within their own API. Each POST will send an event object containing some standard data and some values specific to the type of event. Use the list below to reveal a sample response for each event type:
	
	Timed video release will expire...
	
	`{ "videoManagerId": 174, "videoManagerName": "Company Videos", "eventExecutionTime": 1466422467227, "eventType": "PUBLISH_PERIOD_EXPIRES", "videoId": "CPfMCAuS5U78C4eshAaBWV", "periodEnd": 1417089466985, "editorEmail": "" }`
	
	Video uploaded...
	
	`{ "videoManagerId": 174, "videoManagerName": "Company Videos", "eventExecutionTime": 1466422467227, "eventType": "VIDEO_UPLOADED", "videoId": "CPfMCAuS5U78C4eshAaBWV", "fileName": "video.mp4",`

Action	Description

	`"editorEmail": "example@movingimage.com" }`
	Video changed...
	`{ "videoManagerId": 174, "videoManagerName": "Company Videos", "eventExecutionTime": 1466422467227, "eventType": "VIDEO_CHANGED", "videoId": "CPfMCAuS5U78C4eshAaBWV", "fields": ["TITLE","DESCRIPTION"], "editorEmail": "" }`
	Channel changed...
	`{ "videoManagerId": 174, "videoManagerName": "Company Videos", "eventExecutionTime": 1466422467227, "eventType": "CHANNEL_CHANGED", "changeType": "VIDEOS_ADDED", "channelId": 54, "channelName": "Promo", "videoIds": ["CPfMCAuS5U78C4eshAaBWV","7PfMCAuS5U78C4eshAaBWV"], "editorEmail": "" }`
	Monthly report...
	`{ "trafficBooked": 500, "monthTraffic": 8.270144462585449e-7, "storageAllotment": 500, "storageUsed": 345, "groupTraffic": [ { "id": 1,`

Action	Description

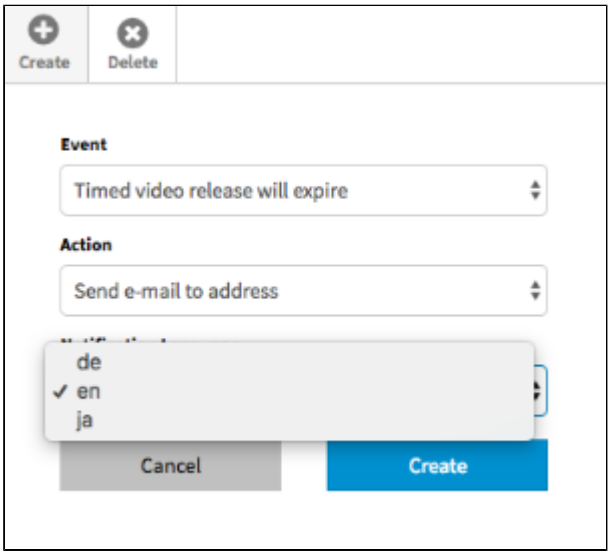

```
            "name": "Company",
            "traffic": 2.0675361156463623e-7,
            "storage": 22
        },
        {
            "id": 2,
            "name": "Marketing",
            "traffic": 2.0675361156463623e-7,
            "storage": 33
        },
        {
            "id": 3,
            "name": "Documentation",
            "traffic": 4.1350722312927246e-7,
            "storage": 55
        }
    ],
    "editorEmail": ""
}
```


Social media publish...


```
{
    "videoManagerId": 174,
    "videoManagerName": "Company Videos",
    "eventExecutionTime": 1503589879686,
    "eventType": "SOCIAL_MEDIA_PUBLISH",
    "videoId": "CPfMCAuS5U78C4eshAaBWV",
    "socialMediaType": "FACEBOOK",
    "publicationProfileName": "Company Facebook
Profile",
    "editorEmail": "example@movingimage.com"
}
```


Note that the "editorEmail" will return an empty string unless the "User Email" toggle in the "Include User Information" field is enabled (it defaults to off). The "editorEmail" string will also always be empty for certain event types that aren't initiated by a user (e.g. monthly reports). See the Editing a Notification Rule chapter for more information.

5. If you have selected an email notification, you can choose the language for this notification in the drop-down menu.



6. Click the [Create] button. This creates the notification rule and displays it in the list.

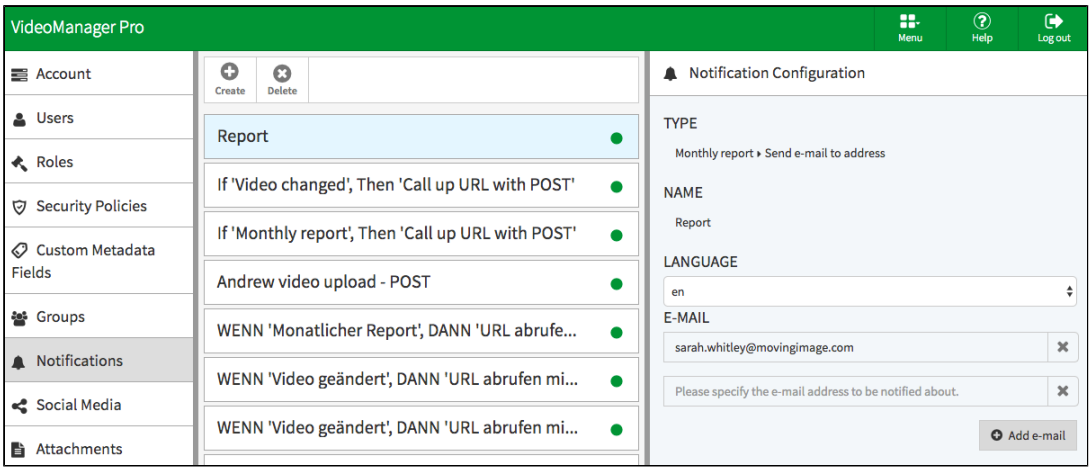
To enable the notification rule, you must configure the options in the notification edit pane (see " Editing a Notification Rule ").

5.5.2 Editing a Notification Rule

To activate a newly created notification rule, you must first configure the options in the rule's edit pane.

1. Click a rule from the notifications list to open the edit pane for that rule.

> If a gray [●] icon is displayed to the right of a notification rule, this indicates that it is not yet activated.



2. Enter the following configurations:

Parameter	Description
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	This field will appear if "Timed video release will expire" is the selected event type. Use this field to enter the desired time for the notification (in days before the occurrence of the event). By default, the value is set to 14 days.
Email	This field will appear if "Send email to address" is the selected action type. Use this field to specify a valid e-mail address to send this notification to.

Parameter	Description
	It is possible to set up multiple email addresses to receive the notification. The [Add email] button will appear after activating the notification (see step 3 below). Click the button to create another text field, allowing you to enter more e-mail addresses.
Include User Information	This field will appear if the "Call up URL with POST" action is selected. You can switch the "User Email" toggle on to include the user's email address in the POST data (under the "editorEmail" key). When the toggle is off, an empty string will be sent in the POST data instead. The default state is off. In some cases, even when the "User Email" toggle is on, the "editorEmail" value will still be an empty string. This happens when event types that aren't initiated by a user trigger the action (i.e. the monthly report and timed video release will expire events).
URL	This field will appear if one of the "Call up URL..." actions is the selected. Use this field to specify the URL to call up when the selected event occurs. It is possible to set up multiple URLs. The [Add URL] button will appear after activating the notification (see step 3 below). Click the button to create another text field, allowing you to enter an additional URL.

3. Finally, click the [Activate] button to enable the notification rule.

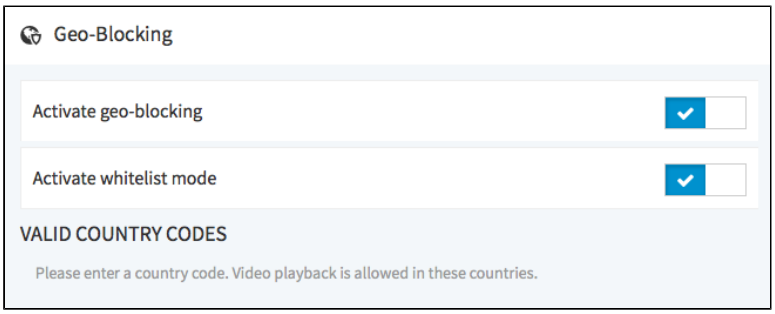
5.6 Geo-Blocking

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".
2. 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 " Setting up a Security Policy ").
3. In the editing area on the right side, select geo-blocking for this security policy with the corresponding activation button.



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.

5.7 IP Range Protection

With the IP range protection, you can define IP ranges in which the playout of your videos is allowed. In the administration area of VideoManager, under "Security Policies" you create a whitelist with all allowed IP ranges.

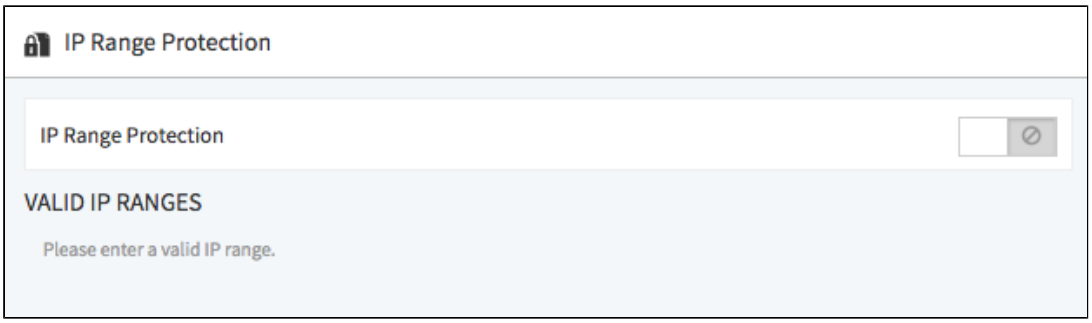
> Please keep in mind that the IP ranges are defined according to the CIDR notation. In this notation, subnet masks are specified by a suffix, appended with a slash to the IP address (sample: 74.125.227.0/29).

To define IP ranges, proceed as follows:

1. In the navigation bar, click the entry "Security Policies".

2. If you want to add an already existing security policy with IP range protection, select the corresponding entry in the list of security policies, otherwise, create a new security policy (see " Setting up a Security Policy ").

3. In the editing area on the right side, select IP range protection with the corresponding activation button.



4. Now enter the required IP ranges. Video playout is allowed within the specified IP ranges.

5.8 FTP Import

The FTP import feature offers you an alternative way to import video files and associated metadata to your VideoManager. Using an XML file, imported with a video file, you can store necessary metadata (such as title, description, keywords) to edit later as usual in the VideoManager. By specifying a channel, the video can be assigned to a channel during import.

"FTP Import" is a bookable feature and might not be available in your VideoManager.

- **FTP Server Host**: ftpupload.video-cdn.net
- **Username**: use your VideoManager Pro username followed by a colon and the VideoManager ID number you want to upload your video to (e.g. "example@movingimage.com:558")

  Please contact Customer Relations for assistance if you do not know your VideoManager ID number.

- **Password**: use your VideoManager Pro password

Usually, there are the following folders on the FTP server:

- **Input**: upload your video files and corresponding XML files to this folder

- **Done**: .flag files of all successfully uploaded files are located here
- **Error**: .flag files of all video files that could not be added to your VideoManager are stored here

For a smooth import, it is essential to comply with the specified XML schema. Please consider the XML schema in the sample file .

5.8.1 Important Notes

Please consider the following instructions when uploading your files to the FTP server:

- If a video file is uploaded without an XML file, only the title or file name is applied.
- To import metadata for the video, the XML file according to the schema must be uploaded before the video file.
- There are two different options of encoding:

```
<keyword>&lt;h1&gt;foo bar&lt;/h1&gt;</keyword>
```

```
<keyword><![CDATA[<h1>foo bar </h1>]]></keyword>
```

- If you want to add a thumbnail to a video, please complete your upload in the following order: 1. XML file, 2. thumbnail file, 3. video.

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

Also note that if a thumbnail image is not provided after defining one in the XML file, an error will occur and the video will not upload.

5.8.2 XML-Schema and Sample XML-File

For a smooth import, it is essential to comply with the specified XML schema. Please validate your XML file according to the schema in the sample file below.

The uploader will validate its XML against the following schema:

The XML schema and sample XML file can be called using the following link: XML-Schema and Sample XML-File.

```
<?xm
l ve
rsion="1.0" encoding="UTF-8" ?>
<schema xmlns="http://www.w3.org/2001/XMLSchema"
        targetNamespace="http://schemas.video-cdn.net/vmpro/public/v1
/ingest/ftp/result.xsd"
        elementFormDefault="qualified">
    <element name="result">
        <complexType>
            <choice minOccurs="1" maxOccurs="1">
                <element name="success">
                    <complexType>
                        <all>
                            <element name="videoTitle" type="string"
minOccurs="1" maxOccurs="1" />
                            <element name="video" minOccurs="1" maxOc
curs="1">
                                <complexType>
                                    <attribute name="id" type="string
" use="required"/>
                                </complexType>
                            </element>
                            <element name="channels" maxOccurs="1" mi
nOccurs="0">
                                <complexType>
                                    <sequence minOccurs="0" maxOccurs
="1">
                                        <element name="id" type="long
" minOccurs="0" maxOccurs="unbounded"/>
                                    </sequence>
                                </complexType>
                            </element>
                        </all>
                    </complexType>
```

```
                </element>
                <element name="failure">
                    <complexType>
                        <all>
                            <element name="cause" type="string" minOc
curs="0" maxOccurs="1"/>
                        </all>
                    </complexType>
                </element>
            </choice>
            <attribute name="fileName" type="string"/>
            <attribute name="reference" type="string"/>
        </complexType>
    </element>
</schema>
```

For a video, you can import the following metadata:

Video Metadata	Description
reference	**Optional**. To improve mapping of your import you can specify any value. This value will be supplied in the response.
title	**Optional**. If not specified, the file name is applied.
description	**Optional**. Enter a short description.
keywords	**Optional**. Multiple entries possible.
source	**Mandatory**. If the source file is not specified, the XML is invalid. The video is then placed in the "error" folder.
channels	**Optional**. Multiple entries possible. Assign the imported video to a channel, by specifying one or more channel IDs.
customMatadata	**Optional**. Multiple entries possible. Specify the custom metadata field name and give it a value of the corresponding data type (boolean, number, or string).

Video Metadata	Description
	Please keep in mind that the custom metadata field must already have been created. If the metadata field does not exist or if the value entered does not match its data type, the entry will be ignored.
release	**Optional**. Specify the release status of the video via the <publish> tag. There are two options: ■ If a period is specified, the release is time-controlled. ■ Example: *<period> <begin>2016-08-01T00:00:00</begin> <end>2016-12-31T23:59:59</end> </period>* ■ If the <publish/> element is left empty, the video is immediately released and without a time limit. The time is indicated in the format according to D ISO 8601 Date and Time . If you entered an invalid date (i.e., the release date is in the past), the video will be imported without any release.
download	**Optional**. You can activate the download release via the <download/> element.
delete	**Optional**. Specify the date when the video has to be automatically deleted.
still	**Optional**. Specify the file, which should be used as a thumbnail for the video. Please note that the file must not be larger than 10000 KB.

Video Metadata	Description
	Also note that if a thumbnail image is not provided after defining one in the XML file, an error will occur and the video will not upload.

5.8.3 Logging

For each FTP import a log file is created, so that you can see if the import was successful or failed.

Log files are each named after the name of the imported video file.

5.8.3.1 Successful Import

After a successful import, you will find the log file in the "Done"-directory.

This file contains the following information:

- name of the imported file
- video-ID
- channel-ID

Sample log file for a succesful import

```
<?xml version="1.0" encoding="UTF-8" standalone="yes"?>
<result xmlns="http://schemas.video-cdn.net/vmpro/public/v1/ingest/ftp/result.xsd">
<fileName>Produktfilm_englisch_720p.mp4</fileName>
<success>
<video id="4seN4MJ7AEbAcupVQnvXBW"/>
<channels>
<id>33</id>
</channels>
</success>
</result>
```

5.8.3.2 Failed Import

If an import has failed, the corresponding log file is placed in the "Error"-directory. The following information is available in this file:

- name of the imported file
- reason for the failed import: for example corrupted XML file or video file, or files could not be parsed.

Sample log file for a failed import

```
<?xml version="1.0" encoding="UTF-8" standalone="yes"?>
<result xmlns="http://schemas.video-cdn.net/vmpro/public/v1/ingest/ftp/result.xsd">
<fileName>test.xml</fileName>
<failure>
<cause>XML file 'test.xml' could not be parsed.</cause>
</failure>
</result>
```

5.9 Ad Configuration

Ads can be configured to enrich your video assets with content from external service providers (i.e. targeted commercials).

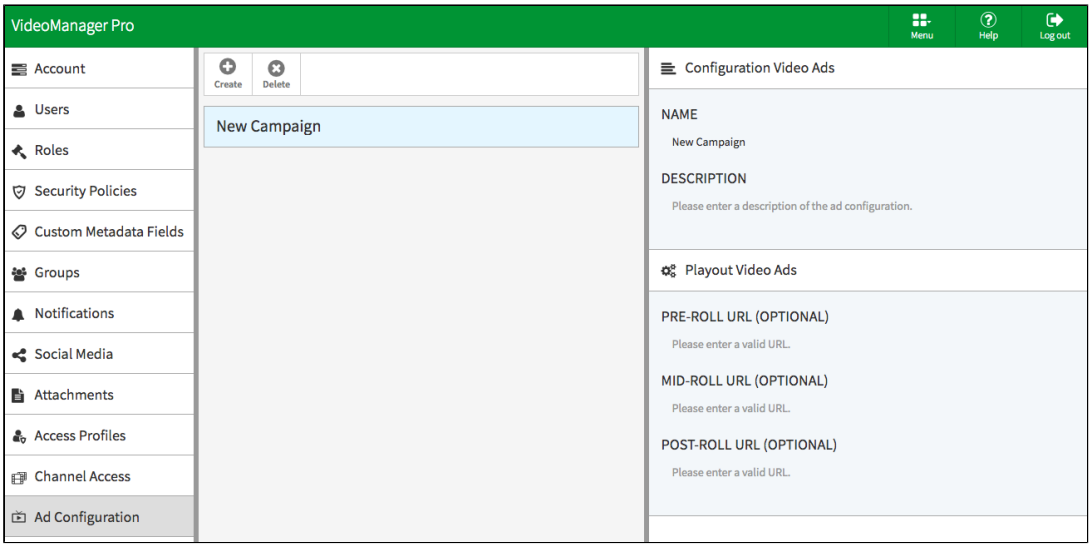
Here you define whether video ads are embedded as pre-roll, mid-roll or post-roll. It is possible to define pre-, mid- and post-roll at the same time with one single video ad or different video ads. For example, if you have entered a URL for pre-roll and one URL for post-roll, the video ad appears in the beginning and at the end of the video.

The VideoManager currently supports video ad formats of the VAST 3.0 standard. A maximum of seven wrappers are allowed.

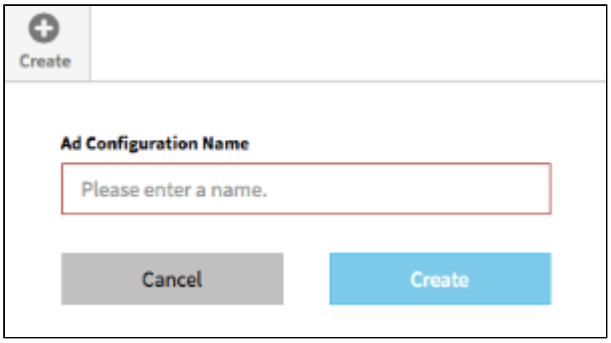
5.9.1 Setting up an Ad Configuration

To set up an ad configuration, proceed as follows:

1. In the navigation pane, click the "Ad Configuration" entry.



2. To create a new video ad configuration, click the [Create] button at the top of the list of video ads.



3. In the dialog box that opens, type the name of the video ad.

4. Finally, click the [Create] button. The entry appears immediately in the list of video ads.

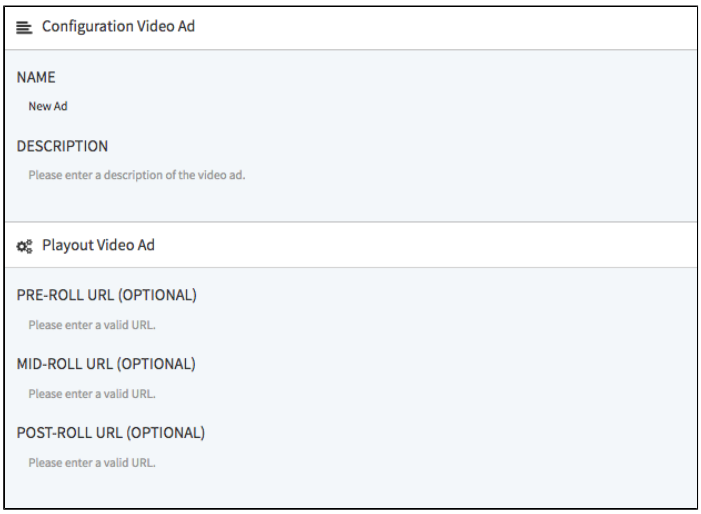
Now you can use the edit pane to set additional parameters (see chapter " Ad Configuration Settings ").

5.9.2 Ad Configuration Settings

After you have created a new ad configuration, you can specify the playout and edit some parameters.

1. Select the appropriate entry in the list of ad configurations. In the editing area, the following editing options are available:

   - **Name**: If necessary, edit the name of the video ad.
   - **Description**: Optionally, enter a meaningful short description for the video ad configuration.



2. Then enter the URL to the desired video ads or alternatively a placeholder, such as {{mid_ad_url}}. The following options are available:

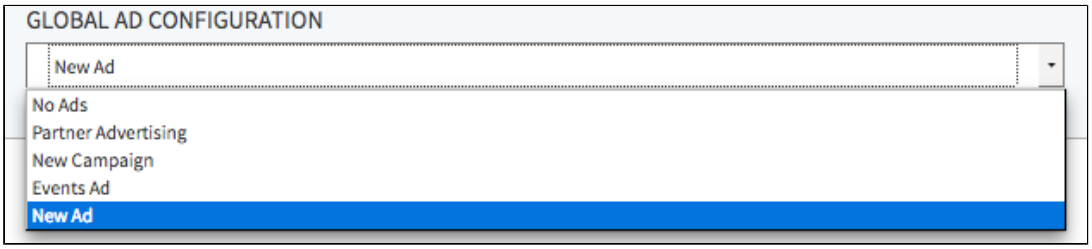
   - pre-roll
   - mid-roll
   - post-roll

> It is possible to define pre-, mid- and post-roll at the same time with one single video ad or different video ads. For example, if you have entered a URL for pre-roll and one URL for post-roll, the video ad appears in the beginning and at the end of the video.

5.9.3 Assigning a Global Ad Configuration

To define a global ad configuration that is applied for all videos in your VideoManager, perform the following steps:

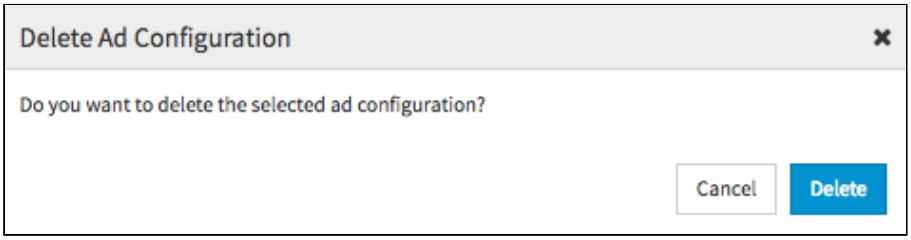
1. Switch to the account overview by clicking on the appropriate entry in the navigation.
2. In the account overview under "Global Settings", select the desired ad configuration from the drop down menu. This configuration will be played out for all of the videos in your VideoManager.



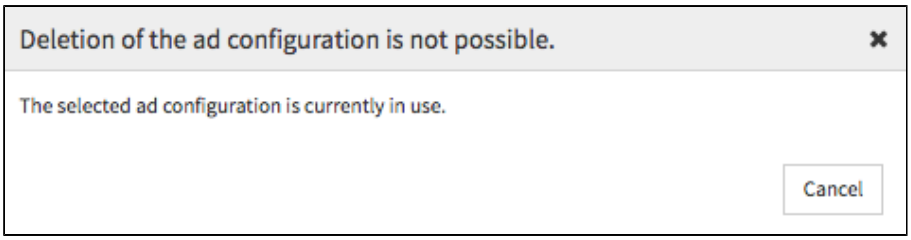
5.9.4 Deleting an Ad Configuration

To delete an ad configuration, proceed as follows:

1. Select the entry in the list of ad configurations that you want to delete.
2. Click then on the button [Delete] at the top of the list. A confirmation dialog box opens.



3. Confirm with the [Delete] button, The ad configuration is deleted.
4. It is not allowed to delete an ad configuration, which is still in use or defined as global ad configuration. In the appropriate warning dialog, click the [Cancel] button. The delete action is canceled.



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 Video Formats

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

Types

Type	Description
D	Demuxing supported
E	Muxing supported

Type	Code	Description
D	4xm	4X Technologies

Type	Code	Description
D	aac	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
DE	adx	CRI ADX
D	aea	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	apc	CRYO APC
D	ape	Monkey's Audio
D	aqtitle	AQTitle subtitles
DE	asf	ASF (Advanced / Active Streaming Format)

Type	Code	Description
DE	ass	SSA (SubStation Alpha) subtitle
DE	ast	AST (Audio Stream)
DE	au	Sun AU
DE	avi	AVI (Audio Video Interleaved)
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

Type	Code	Description
DE	caf	Apple CAF (Core Audio Format)
DE	cavsvideo	raw Chinese AVS (Audio Video Standard) video
D	cdg	CD Graphics
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)

Type	Code	Description
D	dv1394	DV1394 A/V grab
D	dxa	DXA
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

Type	Code	Description
D	flic	FLI/FLC/FLX animation
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

Type	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
D	lavfi	Libavfilter virtual input device

Type	Code	Description
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
D	mov,mp4,m4a,3gp,3g2,mj2	QuickTime / MOV
DE	mp3	MP3 (MPEG audio layer 3)

Type	Code	Description
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	MTV
DE	mulaw	PCM mu-law
D	mv	Silicon Graphics Movie
D	mvi	Motion Pixels MVI
DE	mxf	MXF (Material eXchange Format)
D	mxg	MxPEG clip
D	nc	NC camera feed
D	nistsphere	NIST SPeech HEader REsources

Type	Code	Description
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	pva	TechnoTrend PVA
D	pvf	PVF (Portable Voice Format)
D	qcp	QCP
D	r3d	REDCODE R3D
DE	rawvideo	raw video

Type	Code	Description
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
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

Type	Code	Description
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
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

Type	Code	Description
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	THP
D	tiff_pipe	piped tiff sequence
D	tiertexseq	Tiertex Limited SEQ
D	tmv	8088flex TMV
DE	truehd	raw TrueHD
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

Type	Code	Description
DE	u32be	PCM unsigned 32-bit big-endian
DE	u32le	PCM unsigned 32-bit little-endian
DE	u8	PCM unsigned 8-bit
DE	vc1	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
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

Type	Code	Description
DE	webvtt	WebVTT subtitle
D	wsaud	Westwood Studios audio
D	wsvqa	Westwood Studios VQA
DE	wtv	Windows Television (WTV
DE	wv	raw WavPack
D	xa	Maxis XA
D	xbin	eXtended BINary text (XBIN)
D	xmv	Microsoft XMV
D	xwma	Microsoft xWMA
D	yop	Psygnosis YOP
DE	yuv4mpegpipe	YUV4MPEG pipe

6.1.2 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

Type	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.V..S	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

Type	Code	Description
DEVIL.	asv1	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
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.V..S	bmv_video	Discworld II BMV video
D.VI.S	brender_pix	BRender PIX image
D.V.L.	c93	Interplay C93

Type	Code	Description
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
D.VI.S	cllc	Canopus Lossless Codec
D.V.L.	cmv	Electronic Arts CMV video (decoders: eacmv)
D.V...	cpia	CPiA video format
D.V..S	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.V..S	dxa	Feeble Files/ScummVM DXA

Type	Code	Description
D.VI.S	dxtory	Dxtory
D.V.L.	escape124	Escape 124
D.V.L.	escape130	Escape 130
D.VILS	exr	OpenEXR image
DEV..S	ffv1	FFmpeg video codec #1
DEVI.S	ffvhuff	Huffyuv FFmpeg variant
D.V.L.	fic	Mirillis FIC
DEV..S	flashsv	Flash Screen Video v1
DEV.L.	flashsv2	Flash Screen Video v2
D.V..S	flic	Autodesk Animator Flic video
DEV.L.	flv1	FLV / Sorenson Spark / Sorenson H.263 (Flash Video) (decoders: flv) (encoders: flv)
D.V..S	fraps	Fraps
D.VI.S	frwu	Forward Uncompressed
D.V.L.	g2m	Go2Meeting
DEV..S	gif	GIF (Graphics Interchange Format)
DEV.L.	h261	H.261
DEV.L.	h263	

Type	Code	Description
		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
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

Type	Code	Description
DEVILS	jpegls	JPEG-LS
D.VIL.	jv	Bitmap Brothers JV video
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

Type	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.V..S	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
DEVI.S	pcx	PC Paintbrush PCX image

Type	Code	Description
DEVI.S	pgm	PGM (Portable GrayMap) image
DEVI.S	pgmyuv	PGMYUV (Portable GrayMap YUV) image
D.VIL.	pictor	Pictor/PC Paint
DEV..S	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
DEV..S	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
DEV.L.	roq	id RoQ video (decoders: roqvideo) (encoders: roqvideo)
D.V.L.	rpza	QuickTime video (RPZA)

Type	Code	Description
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	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

Type	Code	Description
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.V..S	tscc	TechSmith Screen Capture Codec (decoders: camtasia)
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

Type	Code	Description
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.	vc1image	Windows Media Video 9 Image v2
D.VIL.	vcr1	ATI VCR1
D.VIL.	vixl	Miro VideoXL (decoders: xl)
D.V.L.	vmdvideo	Sierra VMD video
D.V..S	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)

Type	Code	Description
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
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

Type	Code	Description
DEVI..	y41p	Uncompressed YUV 4:1:1 12-bit
D.V.L.	yop	Psygnosis YOP Video
DEVI..	yuv4	Uncompressed packed 4:2:0
D.V..S	zerocodec	ZeroCodec Lossless Video
DEVI.S	zlib	LCL (LossLess Codec Library) ZLIB
DEV..S	zmbv	Zip Motion Blocks Video
D.A.L.	8svx_exp	8SVX exponential
D.A.L.	8svx_fib	8SVX fibonacci
DEA.L.	aac	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

Type	Code	Description
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	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

Type	Code	Description
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
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
DEA..S	alac	ALAC (Apple Lossless Audio Codec)
D.A.L.	amr_nb	AMR-NB (Adaptive Multi-Rate NarrowBand) (decoders: amrnb)

Type	Code	Description
D.A.L.	amr_wb	AMR-WB (Adaptive Multi-Rate WideBand) (decoders: amrwb)
D.A..S	ape	Monkey's Audio
D.A.L.	atrac1	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
D.A.L.	dsicinaudio	Delphine Software International CIN audio

Type	Code	Description
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)
DEA..S	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
D.A..S	mlp	MLP (Meridian Lossless Packing)
D.A.L.	mp1	MP1 (MPEG audio layer 1) (decoders: mp1 mp1float)

Type	Code	Description
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.A..S	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
DEA.L.	pcm_alaw	PCM A-law / G.711 A-law
D.A..S	pcm_bluray	PCM signed 16|20|24-bit big-endian for Blu-ray media
D.A..S	pcm_dvd	PCM signed 20|24-bit big-endian
DEA..S	pcm_f32be	PCM 32-bit floating point big-endian
DEA..S	pcm_f32le	PCM 32-bit floating point little-endian

Type	Code	Description
DEA..S	pcm_f64be	PCM 64-bit floating point big-endian
DEA..S	pcm_f64le	PCM 64-bit floating point little-endian
D.A..S	pcm_lxf	PCM signed 20-bit little-endian planar
DEA.L.	pcm_mulaw	PCM mu-law / G.711 mu-law
DEA..S	pcm_s16be	PCM signed 16-bit big-endian
DEA..S	pcm_s16be_planar	PCM signed 16-bit big-endian planar
DEA..S	pcm_s16le	PCM signed 16-bit little-endian
DEA..S	pcm_s16le_planar	PCM signed 16-bit little-endian planar
DEA..S	pcm_s24be	PCM signed 24-bit big-endian
DEA..S	pcm_s24daud	PCM D-Cinema audio signed 24-bit
DEA..S	pcm_s24le	PCM signed 24-bit little-endian
DEA..S	pcm_s24le_planar	PCM signed 24-bit little-endian planar
DEA..S	pcm_s32be	PCM signed 32-bit big-endian
DEA..S	pcm_s32le	PCM signed 32-bit little-endian
DEA..S	pcm_s32le_planar	PCM signed 32-bit little-endian planar
DEA..S	pcm_s8	PCM signed 8-bit
DEA..S	pcm_s8_planar	PCM signed 8-bit planar

Type	Code	Description
DEA..S	pcm_u16be	PCM unsigned 16-bit big-endian
DEA..S	pcm_u16le	PCM unsigned 16-bit little-endian
DEA..S	pcm_u24be	PCM unsigned 24-bit big-endian
DEA..S	pcm_u24le	PCM unsigned 24-bit little-endian
DEA..S	pcm_u32be	PCM unsigned 32-bit big-endian
DEA..S	pcm_u32le	PCM unsigned 32-bit little-endian
DEA..S	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
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.A..S	ralf	RealAudio Lossless
DEA.L.	roq_dpcm	DPCM id RoQ
DEA..S	s302m	SMPTE 302M
D.A..S	shorten	Shorten
D.A.L.	sipr	RealAudio SIPR / ACELP.NET

Type	Code	Description
D.A.L.	smackaudio	Smacker audio (decoders: smackaud)
D.A.L.	sol_dpcm	DPCM Sol
DEA...	sonic	Sonic
D.A..S	tak	TAK (Tom's lossless Audio Kompressor)
D.A..S	truehd	TrueHD
D.A.L.	truespeech	DSP Group TrueSpeech
DEA..S	tta	TTA (True Audio)
D.A.L.	twinvq	VQF TwinVQ
D.A.L.	vima	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.A..S	wmalossless	Windows Media Audio Lossless
D.A.L.	wmapro	Windows Media Audio 9 Professional

Type	Code	Description
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)
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

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

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.

	Right	Description
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.
	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.

	Right	Description
	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".
	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
-	-	-	☐	☐	☐
-	-	✓	☐	☐	☐
-	✓	-	☐	☐	☐
-	✓	✓	☐	☐	☐
✓	-	-	☑	☐	☐
✓	-	✓	☑	☐	☑
✓	✓	-	☑	☑	☐
✓	✓	✓	☑	☑	☑

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
-	-	-	-	✓	☐	☐	☐
-	-	-	✓	✓	☑	☐	☐
✓	-	-	✓	✓	☑	☐	☐
✓	-	✓	✓	✓	☑	☑	☐
✓	✓	✓	✓	✓	☑	☑	☑

6.2.1.3 Duplicate Videos into a Channel

To be able to duplicate a video into a channel, users need more than only the "Duplicate video" right. This is due to the fact that in the framework of the "Ownership" feature, videos and channels are assigned to a group and therefore may have different associated rights for access. In the following, all necessary rights are listed.

Rights on the video that needs to be duplicated:

- View videos
- Duplicate videos

Rights on the channel in which the duplicated video should be placed:

- View channels
- Add videos to/ remove videos from channel
- Upload videos.

A channel selection is available when a video is duplicated in VideoManager. Thereby, the selection of channels is defined according to the permissions.