



# Rtube (Mystro) Training Guide

Information Technology has created this training guide for the use of Rtube (Mystro) technologies. This training will explain system design, operation and address FAQs related to overall system use.

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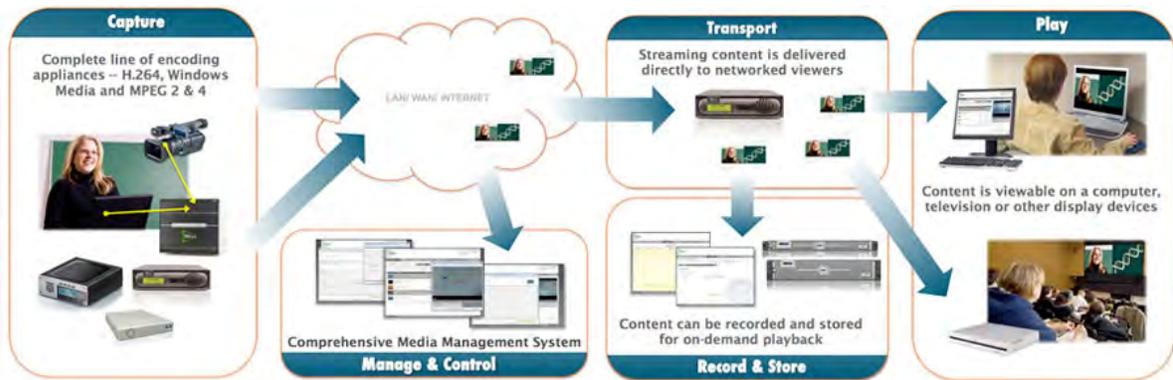
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# Overview of Rtube and Its Components

## I. WHAT IS RTUBE?

Rtube utilizes VBrick's Enterprise Media System (VEMS) Mystro. Mystro is a web-based portal for accessing Live and Stored audio and video files. The VEMS portal server can be accessed from Windows PCs or Apple Macintoshes. Please note that for the most part the operation of the portal server is the same regardless of the device you use to access it. There may be subtle differences though. This manual is written from a PC perspective, so certain screen shots may be slightly different on a MAC or IP Receiver.

**Fig. 1 Overview of How it Works.**



Key Components of the VEMS Mystro System:

- **Encoding Appliances** - captures a video source, digitizes and compresses the video signal and then delivers it over an IP network. Video source could be CATV, DVD/VCR, Live Camera, etc.
- **Video on Demand (VOD) Servers** - stores and sends previously recorded video over the network on demand.

- **Network Video Recorder (NVR)** – extra recorder for recording additional simultaneous streams. Comes in two sizes: NVR-10 and NVR-40. By default the system can record 2 simultaneous streams.
- **Set-Top boxes-** units that decode the video from the Windows Media encoders for display on a monitor or projector.
- **Portal server** - a web-based management portal to configure, secure and control video operations and assets. The portal server is where you will go to access content (play streams, record streams, etc.).

Optional Modules in the Portal Server:

Some of the portal server functions are optional and require a license. These include:

- Scheduler – Lets you schedule broadcasts, webcasts, recordings, etc. in advance.
- Presenter – Allows you to create and save live webcasts.
- Channel Guide – Shows programming data for your live channels, very much like your home TV cable guide.
- SharePoint – Lets you embed a list of live and stored videos in a SharePoint page.
- Zones – In large multi-site environments, it's beneficial to locate videos sources like servers as close as possible to the client to minimize traffic on the network backbone. The Zones feature helps to accomplish this. You are provided a certain number of addressable zones (Standard – gets 2 zones, Professional – gets 10 zones, Enterprise – gets 100 zones). Additional zones require a separate license and fee.

## II. APPLICATIONS

a. Examples of Applications you may be utilizing now or in the future:

- i. **TV distribution**
- ii. **Stream DVDs or VHS tapes**
- iii. **Digitize content produced at the colleges**
- iv. **Create an On-Demand Video Library**
- v. **Create webcasts**

# Portal Server Home Page

## I. ACCESSING RTUBE PORTAL SERVER

- a. To access the portal server, enter *rtube.roberson.edu* into your web browser.

If your system requires authentication, then a login screen will pop up so you can enter a user name and password. If authentication is not required, you will be taken directly to the portal server.



- b. Enter your User Name and Password. This is typically the same as your
- c. college computer login and password.
- d. If you need to log in to the Administrator settings, and have those credentials, select the **Admin** button (shown above). Otherwise, you will be logged in as a user. If you have previously logged in as Admin and are now attempting to log in to the basic user functions, select the **User** button to access the main portal page.



**Note:** Depending on the platform and browser you are using, the first time you log into the Portal Server you may need to download additional components from VBrick. If you do not install these

components, files may display on the portal server, but will not play. If prompted to download these components, you must answer **Yes** to the security requests.

Once logged in, the VEMS Portal Server Home Page will be displayed.

### Portal Server Home Page



**All VEMS Mystro functionality is available from this page, but you will only see the features and functions that you have access to based on your user privileges/roles assigned to your login.**

## II. OVERVIEW OF ROLES

Individuals are typically assigned to a group and then that group is assigned roles (or permissions) within VEMS. For example, College ABC may have a group listed as “media specialists”. They would then assign the roles that they wanted Media Specialist to have access to within Mystro. You can assign multiple roles to a group, but the role categories themselves cannot be adapted. Below is a listing of the different roles available.

- **System Admin** – Complete access to ALL admin and client functionality. This includes being able to assign permissions to users.

Highlights of Client Functionality:

- Can mark videos as Featured or Required.
  - Can grant administrative privileges on specific content items.
  - Can add and edit content metadata.
  - Can perform broadcast administration.
  - Can Add Video.
  - Have full scheduling access to their own schedules, as well as others.
- **User Admin** – Complete access to Administrator functions except they CANNOT assign permissions. Complete Access to all Client Functionality.
  - **Content Admin** – Complete Access to all Client Functionality. Does not have any access to Administrator functionality.
  - **Content Viewers** – Can view all areas, but
    - CANNOT perform Broadcast Administration.
    - CANNOT mark videos as featured or required.
    - CANNOT add video
    - CANNOT add or edit any content metadata.
    - CANNOT schedule.
  - **Scheduler** – Complete Access to All Client Functionality, Except:
    - CANNOT perform Broadcast Administration.
    - Full scheduling access of their own schedule, CANNOT modify other user schedules.
  - **Content Publisher** – Complete Access to All Client Functionality, Except:
    - CANNOT perform Broadcast Administration
    - CANNOT mark videos as featured or required.
    - Full scheduling access of their own schedule, but CANNOT modify other user schedules.
  - **Content Editor** - Complete Access to All Client Functionality, Except:
    - CANNOT perform Broadcast Administration
    - CANNOT mark videos as featured or required.
    - CANNOT add Video.
    - Can only view the main scheduling page; no actual scheduling privileges.

- **Channel Guide Admin** – Access to the following functions:
  - Channel Guide Admin.
  - Content Admin.
  - Featured Content Admin.
  - Publisher Services.
  - Required Content Admin.
  - User Services.
  - Can only view the main scheduling page; no actual scheduling privileges.

**Content Approver** – Content Approval is an optional feature that can be configured at your site to protect against objectionable or otherwise inappropriate content. If enabled, all stored video added to the system (and any content flagged as inappropriate by viewers, will need to be approved by a content approver before it can be viewed by other Mystro users. A content approver has access to the following functions:

- Content Approval.
- User Services.
- Can only view the main scheduling page; no actual scheduling privileges.

*Users can also be limited as to what content they have access to view and whether they have the rights to add, edit or delete video files.*

### III.HOME PAGE KEY AREAS

#### TOP HALF OF HOME PAGE



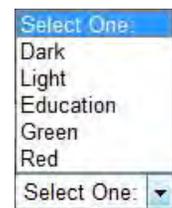
Again, you may not see features or functionality that you do not access to. Here is an overview of all of the areas of the home page, starting at the upper left hand corner and working across to the right and then down. Each of these areas will be discussed in greater detail throughout the manual.

- **Home:** Brings the user back to the home page.
- **My Videos:** This page is different for every user. It shows favorites, recently viewed streams and recordings for that current user.
- **All Videos:** Provides access to all LIVE and STORED videos that you have permission to view.
- **Add Video:** Depending on your level of privileges, lets you add videos to the portal server.
- **Help:** Brings up the complete online Mystro User Guide.
- **Logout:** Logs you out of Mystro.
- **Scheduler:** View or create scheduled broadcasts of live or stored content, as well as schedule webcasts (presentations), or recordings. This optional service requires a license. You also must be assigned permissions in order to schedule, though everyone can view the schedule.
- **Channel Guide:** VBrick has partnered with a leading content provider to provide a channel guide for the Portal Server much like what you see on your home TV. This optional service requires a license and may not be supported at your site.
- **Search:** Lets you search for any live or stored content available on the system.
- **Featured Content:** Content that has been tagged as “featured” by an administrator. If there are multiple featured content videos, you can use the left and right arrows to advance to the next or previous video stream.
- **Related Content:** Displays other live or stored streams that belong to the same category. *This feature can be disabled by an administrator.*
- **Systems Announcement:** Displays messages that have been entered by a system administrator.

## BOTTOM HALF OF HOME PAGE

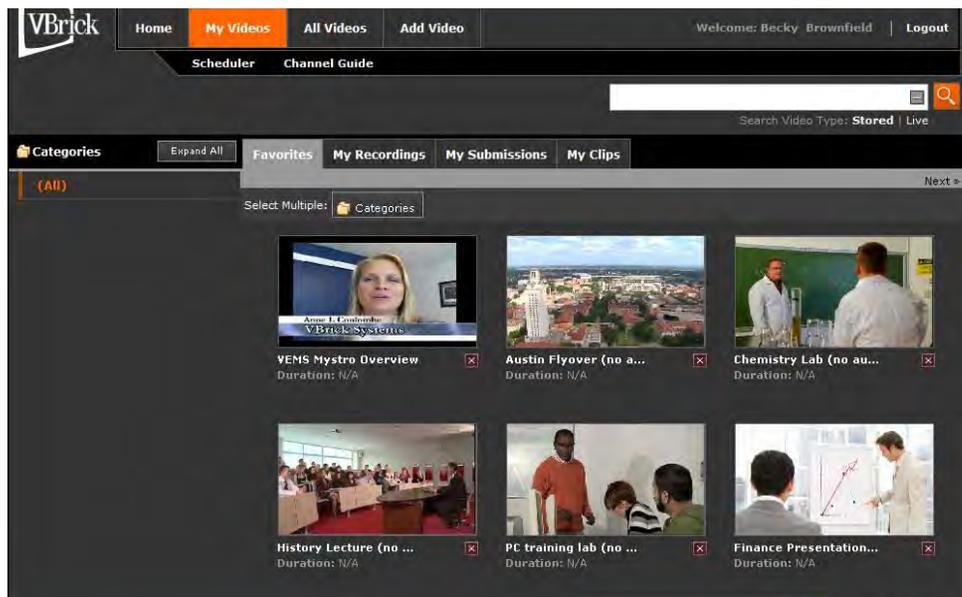


- **Categories:** Similar to folders. You can filter videos by *Popular*, *Recently Viewed*, *Required* or *Recommended*. A ▶ indicates that subcategories are present. Click on the triangle to expand or collapse a single category.
  - **Popular:** Video streams that have been viewed the highest number of times by all users.
  - **Recently Viewed:** Video streams that have recently been viewed by other users.
  - **Required:** Video streams that have been tagged by a system administrator as “required” viewing. These videos will remain in this category until they have been viewed by the currently logged in user.
  - **Recommended:** Video streams that have been tagged, by other users, as “recommended” videos. Authorized users will see a “delete” button to remove recommended videos.
- **Themes:** Allows you to change the color of the VEMS Mystro background.



## My Videos

This page is personalized to the user that is currently logged in.



- **Favorites:** This is where videos you have tagged as your “favorites” are stored.
- **My Recordings:** If you have record privileges, this is where you will find the status of all your recent recordings. Once a recording has gone through all three stages (recording, FTP and Ingestion), it will disappear from this page. In the previous VEMS versions, this information was found under “STATUS”. *How to record will be covered in more detail later in the manual.*
- **My Submissions:** All videos that you have recently submitted to the portal server will be displayed in this area. This includes videos that have been recorded by pushing the record button while viewing, as well as videos that have been added or downloaded using the Add Video feature. If content approval has been enabled, the submission will be tagged as Approved or Requires Approval. Videos that have not been approved will

not be available to other users and will remain on the **My Submissions** page until they are either approved or deleted by the Content Approver. *How to add video will be covered in more detail later in the manual.*

- **My Clips:** Within Mystro, you can create clips (segments of a larger stored video clip). Any clips you create will be stored within **My Clips**. *This will be covered in more detail later in the manual.*

## All Videos

The **All Videos** page will show all the video streams (both stored and live) that you have access to within VEMS Mystro.

### I. STORED VIDEO VS. LIVE VIDEO

The first thing you need to do is select whether you wish to view a stored video stream or a live video stream.

**Stored Videos** are video files that are stored on the Video-on-Demand (VOD) server.



Examples would include such things as:

- TV programming that was recorded.
- DVDs/VHS tapes that have been digitized from your college's DVD/VHS collection.
- Purchased digital content.
- Remote generated content (i.e. College Announcements, Spelling Bees, College Events) that was recorded.
- Other video content or YouTube videos that have been "added" to the server.

**Live Videos** are any live stream currently being sent out on the network. The source of the stream could be any video source (camera, live feed from your local cable TV provider, PC, etc.) that is connected to an encoder.

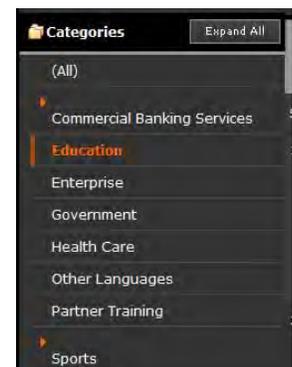


Examples of live feeds you may receive at your college:

- Live streams generated from a VBrick Encoder. Examples include:
  - Cable TV Stations (if you have not purchased channel guide or the channel is not supported by channel guide).
  - A live camera connected to your college encoder.
  - A DVD, VCR or DVD/VCR combo unit connected to your college encoder.
- Manually entered live stream URLs.
- Active scheduled stored broadcasts (must have scheduler for this feature).
- Webcasts

## II. CATEGORIES

Once you have selected STORED or LIVE, your selections will display. Categories for the available selections will be listed on the left-hand side. Categories are similar to folders and are used to group selected content together. A video stream can reside in more than one category. Categories can only be created by a system administrator, but depending on your permissions you may be able to assign content to a category (see the next section for more information on this process). The currently selected category is marked with a bold vertical bar. For example, in the picture to the right, **Education** is the selected category.



- Select **All** to see all of the video streams available.
- A ▶ indicates that subcategories are present. Click on the triangle to expand or collapse a single category.
- Expand All/Collapse All will show or hide all subcategories.

### III. CONTENT MANAGEMENT

You have the ability to add or remove content to/from the various categories. To do this:

1. Select the  button. This will now put a check box  in front of all of the streams.
2. Check the boxes for any of the streams you wish to add to or remove from a category.
3. Click the  button. This will open the following screen where you can select the category you would like to add the content to or remove the content from. You will only see categories for which you have “add” or “remove” permissions. Use Ctrl-Click or Shift-Click to select multiple categories.



4. Select **Submit** when you are done. The following message will appear if you have been successful.



#### IV. DISPLAY OPTIONS

You can change the number of video stream selections that are displayed as well as the manner in which they are displayed.

- a. **Items per page** - select the number of streams (5, 10, 25, 50, 100) you wish to display on the page at one time.



- b. **Pages** – Jump to a numbered page.

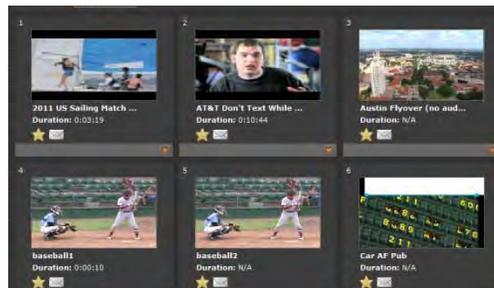


- c. **Sort by** – this option determines the sort order. Here you can choose the order in which streams are displayed:



- d. **View** – allows you to select how you wish to view the files.

-  **Thumbnail View** – Shows a thumbnail image, the title of the video stream, and the duration of the stream.

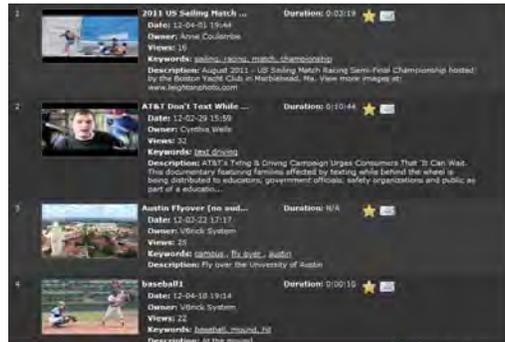


Click on the  arrow to display more details about the stream.

- **Date:** date the stream was added.
- **Owner:** user who added the stream.
- **Views:** number of times the stream has been viewed.
- **Keywords:** any custom keywords that have been assigned to the stream.
- **Description:** description of the stream.



- **Detail View**  – Shows a thumbnail image of the stream, along with all the details relating to this video.



- **List View**  – Shows

Education	1	2011 US Sailing Match ...	Duration: 0:02:19		
Enterprise	2	AT&T Don't Text While ...	Duration: 0:10:44		
Government	3	Austin Flyover (no aud...	Duration: N/A		
Health Care	4	baseball1	Duration: 0:00:10		
Other Languages	5	baseball2	Duration: N/A		
Partner Training					

- e. **Stream Listings** – All the streams will be listed with a Title and if you are in thumbnail or detail view, there will be an icon.

**Title** –Stream titles are listed in alphabetical order. Numerical titles will be listed first.

**Icons** – video streams can have a variety of icons



Default icon if a thumbnail has not been created for the video stream.



Custom image that has been assigned to the video stream. Thumbnails can be a captured screenshot from the video or an uploaded image.



Default icon or custom thumbnail with a red banner to indicate it is a clip.



Custom icon assigned by an administrator to a TV station or encoder.

## V. PLAYING A STREAM

You can play a stream either by clicking on the title of the video or the icon for that video.

Your stream will launch in a player window. To the right of the player window will be a listing of related content.



### Basic Information/Icons

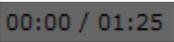
- a. **Title:** The video name. If you have permission, there will be an  **edit icon**. Clicking on this icon will allow you to change the name of the video file.
- b. **Views:** This is the number of times the streams has been viewed by all viewers.
- c. **Ratings** : Ratings are shown out of 5 stars. The rating shown is the calculated average of all users who have rated the video (the number of people who have voted is listed in parenthesis).  

You can rate a video by clicking on a star (1-5), with 5 being the highest rating. You can only rate a video once.
- d. **Add a Clip** : Allows you to create a video clip.
- e. **Add to Favorites** : Adds this stream to your **Favorites** tab in **My Videos**.
- f. **Recommend this Video** : Adds the stream to the **Recommended** tab on the **Home** page.
- g. **Embed this video** : Allows you to embed the video stream on a webpage.
- h. **Share this video** : Allows you to email a link to this video stream.

## Additional Icons that may be available depending on your roles/permissions

- i. **Flag as inappropriate**  – Allows you to mark a video as having inappropriate content. This selection is only available when the Content Approval feature has been enabled. If a video is flagged as inappropriate, the flagged content will be moved to the **Videos for Approval** tab on a content approver's Home page.
- j. **Feature this Video** : Allow you to list this video in the **Featured Content** section on the home page. This selection is available only if you have permission or rights to feature videos.
- k. **Require a Video** : Allows you the ability to mark a video stream as required viewing for a user or group. This selection is available only if you have permission or rights to set required viewing. If selected, the stream will be added to the **Required** tab on the Home page of the users that are required to view it and will remain there until it has been viewed.

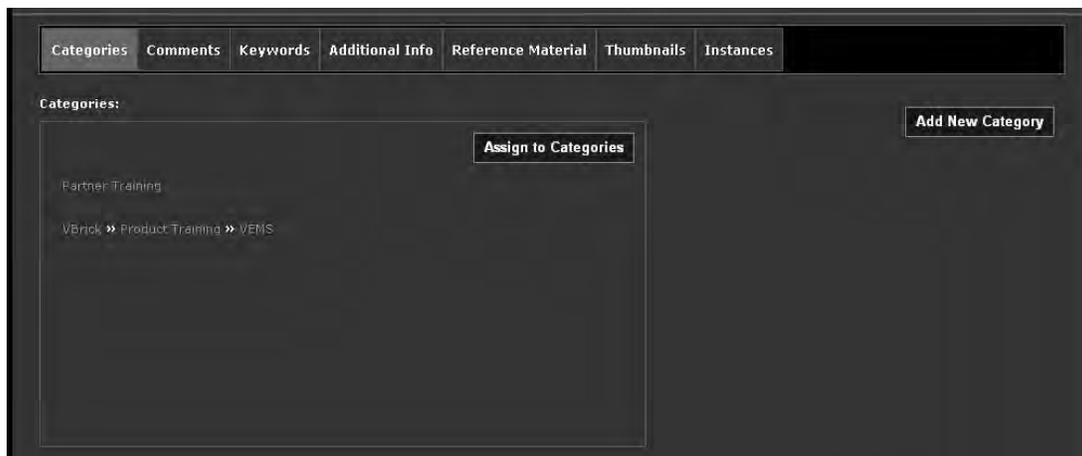
## Player Controls

- a. **Play** : Starts the video stream if it was previously stopped.
- b. **Pause** : Pauses the video stream. On the live video pages this will be grayed out because you cannot pause the live streams.
- c. **Stop** : Stops the video from playing. If it is live stream, it will stop the stream from playing, but will NOT stop the recording.
- d. **Recording** : Records the video to the VOD server. Depending on your user permissions, you may not have the capability to record. Press the record button once to start recording (the center circle will turn from green to red  to indicate that recording is in progress). Press the button again to stop recording.
- e. **Seek Bar** : Allows you to advance (or go back) to any point in the video. This selection is only available when viewing a stored video stream.
- f. **Time Elapsed** : Displays the amount of time lapsed since the viewer began running the currently selected video/total length of the video stream.
- g. **Mute** : Allows you to mute/un-mute the sound from the video stream.
- h. **Volume Bar** : Allows you to adjust the volume of the video stream.

- i. **Full Screen** : Provides a full screen view of the video stream. Push ESC to return to the preview.
- j. **Closed Captioning** : Turns closed captioning on or off. Closed Captioning will only work if closed captioning has been enabled on the encoder. A stored video stream must be encoded with caption in advance for captions to be displayed. Captions are displayed immediately below the player window. Closed captions are supported on all live and stored Windows Media (wm), H.264, and .mp4 content (and players), except Flash and QuickTime.
- k. **Create a Thumbnail** : Allows you to capture a thumbnail (or screenshot image) for the video stream as it is playing. When you click on the icon, wait a few seconds and a message will indicate that the thumbnail was successfully generated. Be aware that the image is actually captured a few seconds after you click the icon. Thumbnails can also be manually created in the content metadata (more information on how to do this will be listed in that section).
- l. **Description** : Allows you to enter a description for this video stream.

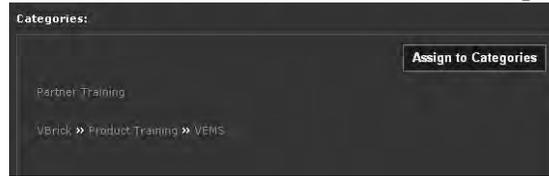
## VI. CONTENT METADATA

Immediately below the preview window is additional information, or metadata, that is associated with this video stream.



Depending on your permissions, you may not see all of the tabs described in this section.

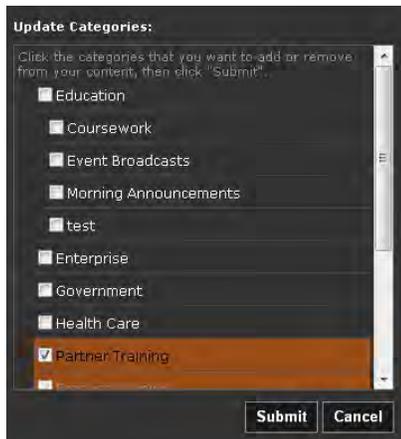
- a. **Categories:** These are similar to folders and are useful in organizing content into groups. The difference between categories and the folders that were in the previous VEMS versions is that a video stream can be listed in multiple categories.



In this example, you can see that the video is listed in the category **Partner Training** as well as in the category **VBrick > Product Training > VEMS**.

Any end user can view the categories tab, but you must have assigned permissions in order to edit categories.

If you have Content Editor or higher permissions, then you will see an  button. Click on this button to bring up the available categories.



You will now be able to add or remove this video stream from any categories that you have permissions for. Make sure to click **Submit** to save changes at the end.

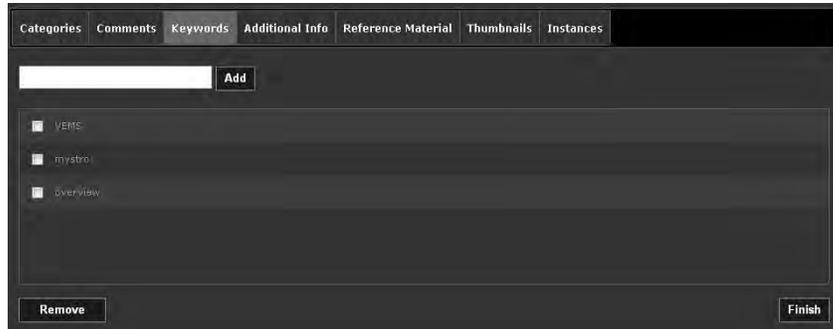
Only those with system administrator privileges can create categories. If you have those privileges you will see an **Add New Category**  button. Clicking on this button will allow you to open a screen where you can create a new category.



1. On the right-hand side, select the root category that you would like the new category listing to belong to.
2. On the left side, enter the name for the new category.
3. Click **Submit** to save the new category.

- b. **Comments:** This is an area where all viewers can add a comment about this video stream. These comments are then accessible by any viewer on the system.
- c. **Keywords:** Searchable keywords that relate to the video stream. Any end user can view the keywords tab, but you must have assigned permissions in order to edit keywords.

If you do have permissions, you will see an **Edit Keywords** button. Clicking on this button will take you to the edit screen, so you can add or remove keywords. Make sure to click **Finish** to save any changes.



- d. **Additional Information:** This field is for any additional information that you want the viewer to have about the video. Custom fields for this tab can be created by your system administrator. These custom fields can be created with text boxes or a drop down list. Common components in the additional information category include: **subject area** and **grade level**.

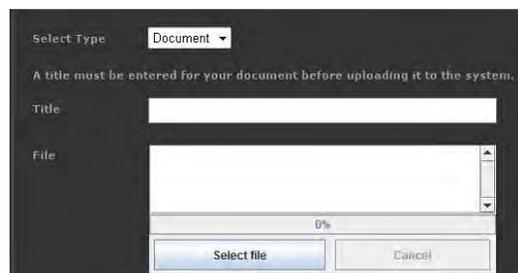
Any end user can view the additional information tab, but you must have assigned permissions in order to edit the additional information. If you do have permission and enter any information, make sure to click the **Submit** button in order to save the changes.

- e. **Reference Material:** This tab allows you to add an attachment for a document (i.e. Word, PowerPoint, pdf., etc.) that pertains to the video stream or to associate a URL with the stream.

Any end user can view the reference material tab, but you must have assigned permissions in order to add an attachment. If you do have permission, you will see an

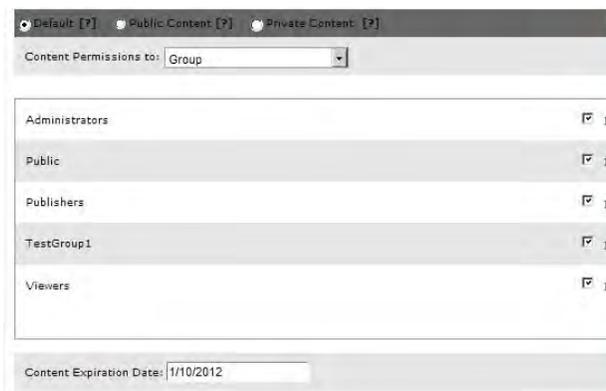
**Add New Attachment** button. Click on this to add in the URL or document.

1. Select Type (Link or Document).
2. Enter appropriate information.



3. Click **Submit** or **Select File** as appropriate, to save the link or document.

- f. **Channel Guide:** This tab is only available when you are in the All Videos >Live Video area. It allows you to add or edit channel information. Note: you can only add or edit channels if you are a **Channel Administrator**.
- g. **Thumbnails:** If you have permission, you can assign a thumbnail (small image) to the video stream. As indicated in an earlier section, you can capture a thumbnail (or screenshot image) for the video stream as it is playing. This tab lets you select which thumbnail to use, if multiple thumbnails have been created OR it allows you to upload your own image as a thumbnail. If you are uploading an image, it is recommended that you resize the image to 542x305 px before uploading.
- h. **Instances:** This tab is used if you want to add additional instances of this stream with different characteristics. For example, you might have another instance of this stream with a different bit rate or encoded using a different format.
- i. **Permissions:** This refers to who has permission to view or edit the content. Permissions are typically derived from a category or defined by an administrator. You will typically only use this tab to override the existing category permissions or to apply file level permissions for specific content.



**Default:** Inherit the category permissions.

**Public Content:** Make content available for all users.

**Private Content:** Only users with explicit permission can view the content.

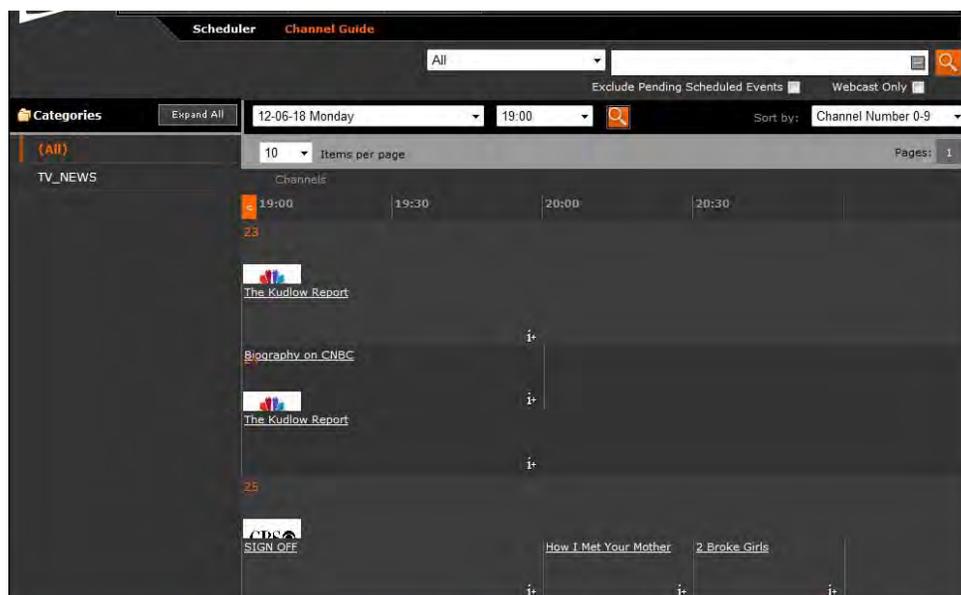
This tab is also used to set the **Content Expiration Date**. An expiration date is typically only set for time-sensitive, copyrighted or otherwise protected content. Sometimes an expiration date will also be set, to insure that out-of-date content does not hang around on the server for an unnecessarily long period of time. For example, in most cases you don't need the college announcements on the system forever. Users with permissions to add or modify content can also assign a **Content Expiration Date** on the **Permissions** tab.

Note: When content expires, a warning icon is displayed on the viewer page and you can mouse-over the icon to see the expiration date and the delete date. Typically, there will be a 14 day delay period between the time content expires and when it is deleted. In most cases, an administrator has been set up to receive email notifications about expiring content and they have the ability to renew the video stream or allow it to be deleted.

## FUTURE OPTION: Channel Guide

The channel guide displays a programming schedule for TV channels, as well as any live custom channels that have been created. Channel guide is an optional service that requires a license (if you do not have channel guide, the **Channel Guide** tab will not display on your screen).

Data for the TV channels is provided by a VBrick server. Programming data for any custom channels can be entered by anyone who has privileges to edit both content and channel guide (typically a site will select a Channel Guide Admin). If you only have custom channels, you can have a Channel Guide without a Channel Guide server. The channel guide will show programming information for the prior day and up to 13 days in advance.



## I. IMPORTANT POINTS ABOUT CHANNEL GUIDE

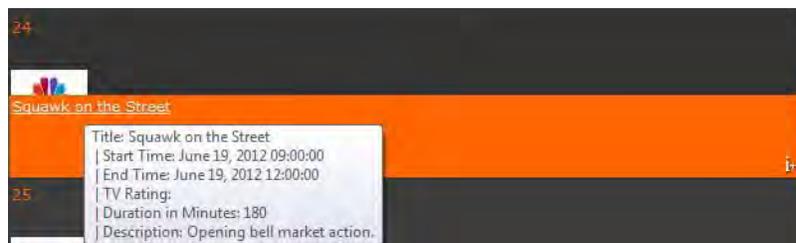
- a. The Channel Guide page shows you what's currently on. There are several features available that enable you to look at specific types of programming or programming at different time slots.



- i. Use the right or left arrows to scroll through the program guide so that you can see content at different time slots than what is currently showing on screen.
  - ii. Use the search function to look for programming. You can search by **Channel Number, Title, Keyword, Description, Investments** or **All content**.
  - iii. Use the check boxes to **Exclude Pending Scheduled Events** or to show **Webcast Only** events.
  - iv. Use the pull down window to display the schedule for a specific date and time.
- b. The message “Program Unavailable” in the Channel Guide means there is no programming data associated with the stream. The stream is still available; there just wasn't programming information available.
  - c. The message “Off Air” means a network TV station (for example, ABC or NBC) does not have programming scheduled in that time slot. During “Sign Off” time, local stations typically air their local content (for example, the local news).

## II. PLAYING OR RECORDING A CHANNEL

You can learn more information about a show by scrolling over the name of the show.



This will bring up the Start and End time, the TV Rating (if known), the duration of the program, and a brief description (if available).

If you click on the channel icon or thumbnail picture, the channel will launch in the preview window. If the program is currently active, clicking on the program title will also launch the stream. Once the stream has launched in the preview window, you can then use the player controls (e.g. stop, play, record, full screen, etc.) to control the stream.

If you click on a program name that is not currently active, or the Info button, an Info page will pop up.

The screenshot shows an information window with three sections: Channel, Program, and Schedule Record Options. The Channel section lists: Number: 24, Station: CNBC, Title: CNBC-Low, and Description: CNBC at 300K. The Program section lists: Title: Squawk on the Street, Description: Opening bell market action..., Start Time: June 19, 2012 09:00:00, End Time: June 19, 2012 12:00:00, and TV Rating: (blank). The Schedule Record Options section shows 'Not Available' and a 'Watch Channel Now' link. An 'OK' button is at the bottom right.

Channel	
Number:	24
Station:	CNBC
Title:	CNBC-Low
Description:	CNBC at 300K

Program	
Title:	Squawk on the Street
Description:	Opening bell market action...
Start Time:	June 19, 2012 09:00:00
End Time:	June 19, 2012 12:00:00
TV Rating:	

Schedule Record Options	
Not Available	
<a href="#">Watch Channel Now</a>	

OK

Depending on your level of permissions, from this Info page, you will be able to:

- Play the stream (**Watch Channel Now**). This option is only available on active streams.
- Record the entire program that is in progress.
- Schedule a future recording.

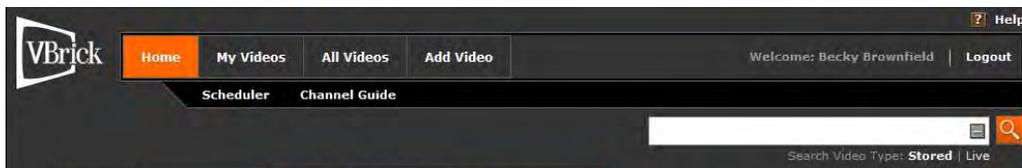
If you have recording permissions, you would also be able to record using the “record” pushbutton in the preview window.

Recording will be covered more in section 7.

# Search Feature

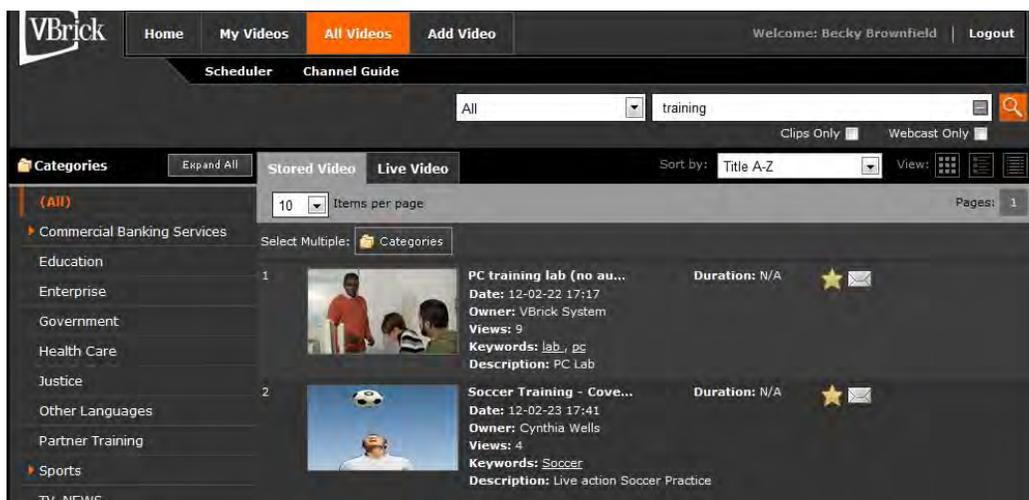
The Search Feature makes it easy to find just the video file you are looking for.

## I. BASIC SEARCH FROM ANY PAGE

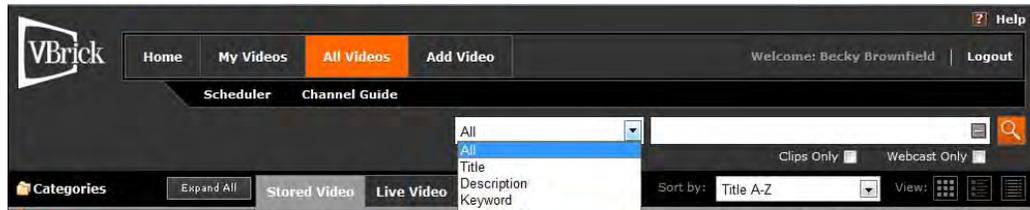


From any screen you can enter a search term and select whether to search for Stored or Live video streams that are associated with that term. Select the magnifying glass to begin your search. Any matches found will be listed in alphabetical order in the center of the screen.

In this example, I'm searching for any video streams that relate to training.

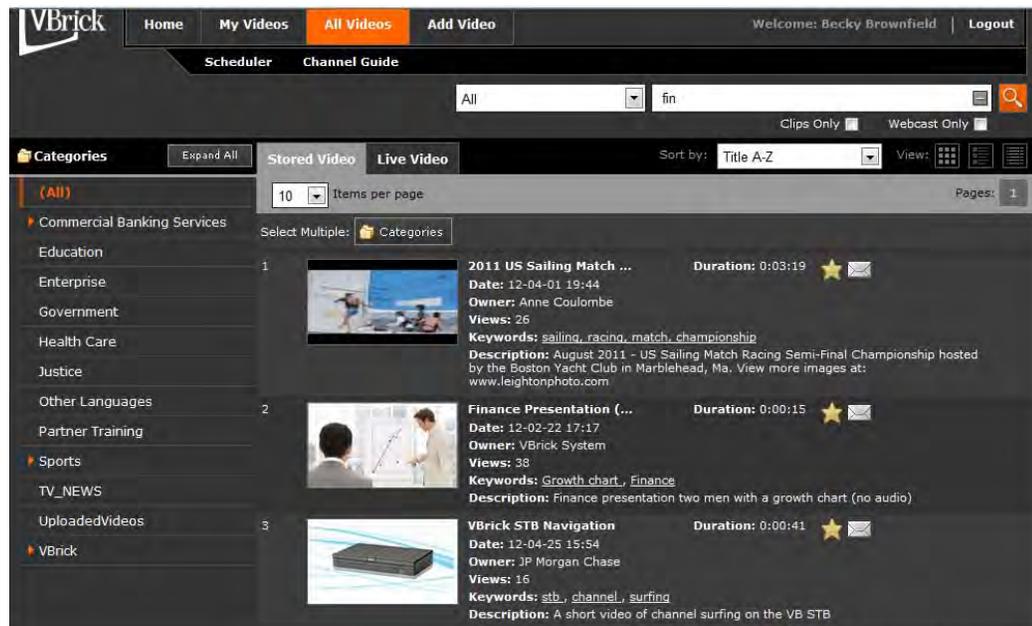


## II. GRANULAR SEARCH FROM ALL VIDEOS PAGE



To search for specific video content on the **All Videos** page:

- a. By default, you are searching **All Categories**, you can narrow your search by first selecting the category (on the left) in which you wish to search.
- b. Select the filter that you wish to use in the search. Default Choices are: **All**, **Title**, **Description** and **Keyword**. Any custom metadata (additional information) areas that you have added also become filter selections.
- c. Enter a search term. The text is not case-sensitive and you can enter any combination of words, numbers and special characters. For example, a search of “fin” brings up selections that include: “final”, “finance”, “surfing”.
- d. You also have the option of narrowing the search to **Clips Only** (stored video clips) or **Webcast Only** (presentations – live or stored) within the **All Videos** section. To narrow the search, check the box of the desired selection.
- e. Click the magnifying glass to begin the search. Any matches found will be listed in alphabetical order in the center of the screen.



## III. CLEARING FILTERS

Select the **Clear Filters**  icon to reset the search text field to blank and the filter to All.

# Recording and Adding Video

## I. RECORDING

Depending on the licenses you have purchased, you may have multiple ways of recording, including:

- Recording from the **All Videos > Live Video** page.
- Recording from within **Channel Guide** (this only applies if you have purchased Channel guide).
- Scheduling a recording in the **Scheduler** software (this only applies if you have purchased a scheduling license).

**Note: Only the users that have recording privileges have the ability to record. You will also need scheduling privileges in order to schedule a recording.**

This section will cover recording from the **All Videos > Live Video** page or from the **Channel Guide**. We will cover how to schedule a recording in the scheduling section of this manual.

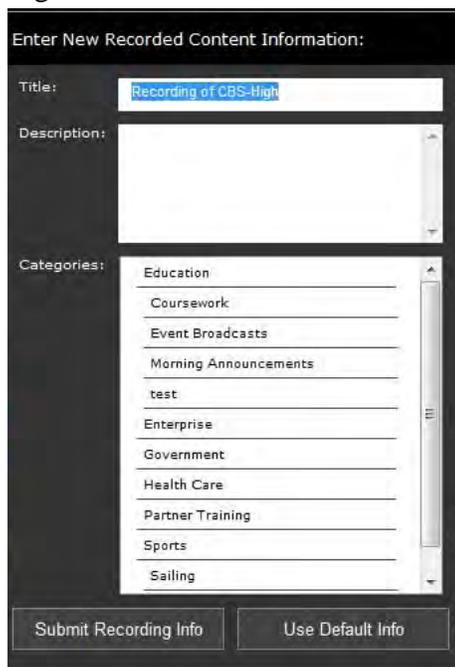
When you record from the Live Video page, by default your recording is limited to a maximum of 120 minutes.

### a. Recording A Stream from the All Videos > Live Video page

- Go to the All Videos Screen.
- Select Live Video.
- Select and play the desired live stream.
- Press the green “record” button under the preview window. The record button will turn red.



- v. A pop-up screen will appear on the right for basic metadata related to this content. You can choose to use the **Default Info** or to **Submit Recording Info**. It is recommended that you submit detailed recording information when possible as this will make finding the video stream later, much easier.



a. **Default Info**

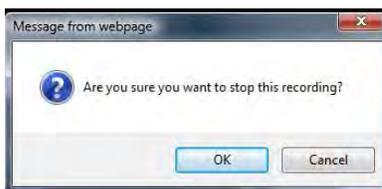
- i. Title : program\_name\_mm\_dd\_yy\_hh\_mm\_ss
- ii. Description: none
- iii. Category: Uncatagorized.

b. **Submit Recording Info**

- i. Enter a title.
- ii. Enter a description.
- iii. Select one or more categories in which the video will be included. You select the categories by clicking (or unclicking) the desired category title.

b. **Stopping a Recording from the All Videos > Live Video page**

- i. Press the red “record” button again. A pop-up will display asking if you really want to stop recording. Press **OK**.



- ii. The video will now be FTP'd and ingested onto the video on demand server. After the video stream has been FTP'd and ingested, it will be available for viewing on the portal server in the category/categories it has been assigned (providing content approval is NOT configured at your site. If Content Approval has been configured, you can view it in the **My Videos > My Submissions** page while awaiting approval). Please note that it takes about the same time to be FTP'd and ingested as it took to initially record, so it will NOT be immediately available. You can check the status of the FTP and ingestion process on your **My Videos > My Recordings** page.

**c. Recording A Stream from the Channel Guide**

- i. Go to the Channel Guide page.
- ii. Click on the desired channel to launch the stream and then use the record button (the same as if you had chosen the stream from All Videos >Live Video) to do a push button recording.



OR

Select the info button (i+) to display the Info page.



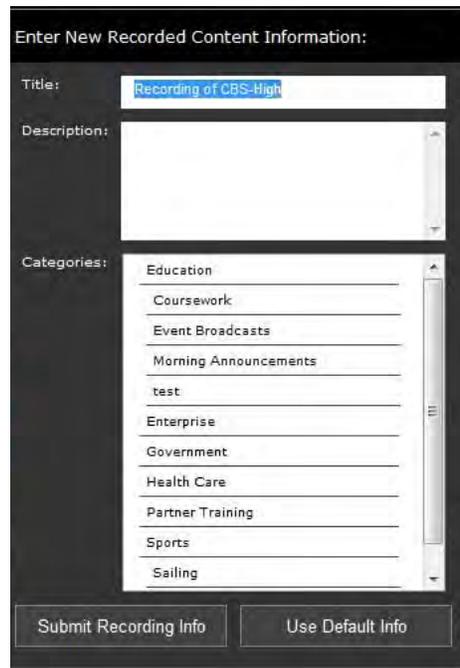
If you are looking at a program that is playing at a future time, clicking the hyperlinked Program name will also open the information page.



**Information Page**

You can now select **Record without Options** or **Record with Options**.

- a. **Record without Options** - Clicking this button, starts (or schedules) a recording that will continue for the duration of the program. There are no other options available. The only difference between this and push button recordings is that you do not have to manually stop the recording when it is started in this fashion. Recordings made with this option DO NOT show on the calendar. When you select this option, you will get a pop-up that allows you to enter basic metadata information.



Enter New Recorded Content Information:

Title: Recording of CBS-High

Description:

Categories:

- Education
- Coursework
- Event Broadcasts
- Morning Announcements
- test
- Enterprise
- Government
- Health Care
- Partner Training
- Sports
- Sailing

Submit Recording Info Use Default Info

A red icon indicates a recording is in progress (or scheduled).



When recording in this format, you do not have the option to enter full content metadata. It is recommended that you go back into the stream at some point and enter additional information (keywords, description, etc.), so that the stream becomes more easily searchable.

- b. **Record with Options** - Clicking this button lets you schedule and customize a recording for the current program or set up a recording at a future date and time. Selecting this option will launch the scheduler page.

The screenshot shows the 'Scheduler' interface with the following sections:

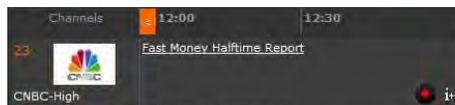
- Event Type:** Record (selected). Event Name: Recording of The Young and the Restless. Time Zone: (UTC) Coordinated Universal Time. Description: Created from Channel Guide.
- Start:** Date: 2012-06-27, Hour: 16, Min: 43, Now button.
- End:** Date: 2012-06-27, Hour: 17, Min: 30, --Or-- button.
- Owner:** becky@lentzconnected.com
- Duration:** Hours: 0, Minutes: 47, Seconds: 0
- Source:** Selected Live Video, CBS-High (CBS logo).
- Record:** Server Record (selected). [Show Advanced Settings](#)
- Content Metadata:** Info (selected), Categories, Comments, Keywords, Additional Info, Reference Material, Thumbnails, Permissions.
- Title:** Recording of The Young and the Restless
- Description:** Cane and Lily celebrate the twins' birthday; Daisy disappearance grows more mysterious.
- Save** button.
- Finalize** section with **Submit** and **Cancel** buttons.

You can now enter full metadata that relates to this video stream. Press **Submit** when done entering all of the information. If you do not enter the metadata at this time, it is recommended that you go back into the video stream at a later date and add this information, so that the video stream can be easily searched for.

Schedules created using this option will show on the calendar, along with other scheduled events.

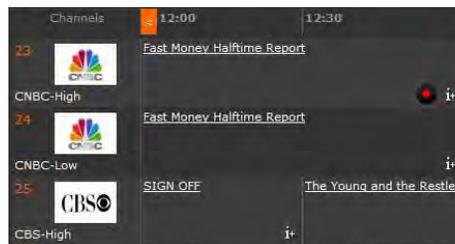


A red record icon on the channel guide also indicates a recording is in progress (or scheduled).



**d. Stopping a Recording from the Channel Guide**

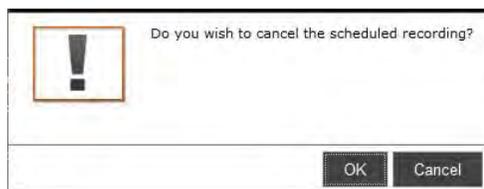
- i. Click on the red record icon showing on the Channel guide to cancel the recording.



A pop up will appear.



- ii. Click on the appropriate **Cancel Record** option. This will bring up another pop-up, where you can confirm that you wish to cancel the recording.



## II. ADDING VIDEO

You must have publishing permissions in order to add video.

Often the content available on the portal server are TV stations that are connected directly to encoders or content that was recorded in the system and automatically ingested into the VOD server. With the Add Video feature though, you can add live video from other sources or streams that were recorded outside of the VEMS system. Supported stream types include:

- **Windows Media** - .asf, .wmv, .wma, .mp3, and .wsx.
- **H.264** – most stream types including all ISMA – compliant streams.
- **Flash** - Most stream types including .flv, H264., mp4, .mov, .m4a, m.4v, and .swf. Limited support for .mp4 files on a progressive download file server.

Note: you will need to have the latest version of Java downloaded in order for the adding video feature to work properly. For the latest version of Java that is appropriate for your browser and operating system, please go to <http://java.com/en/download/>.

When you add video it will go to the **My Videos > My Submissions** page. If content approval is NOT required, you can go to this area and assign it to any public categories you have access to. If content approval is required, it will remain in My Submissions until such time that a content approver makes it active to a public category.

### a. To Add a Stored Video.

- i. Select the **Add Video** tab.



- ii. Select **Stored Video**



- iii. Select the way that you will be uploading the video stream.
  - a. **Entered URL** - enter the fully qualified URL of a stored asset.
  - b. **Upload Video** - select a file usually from your PC's hard drive.
  - c. **YouTube Video** - upload to YouTube or search on YouTube.
- iv. Complete the appropriate form for the method you have selected.

a. **Entered URL**

The screenshot shows a web interface for adding a video stream. The breadcrumb trail is 'Home >> Add Video >> Stored Video >> Entered URL'. The form has the following fields:

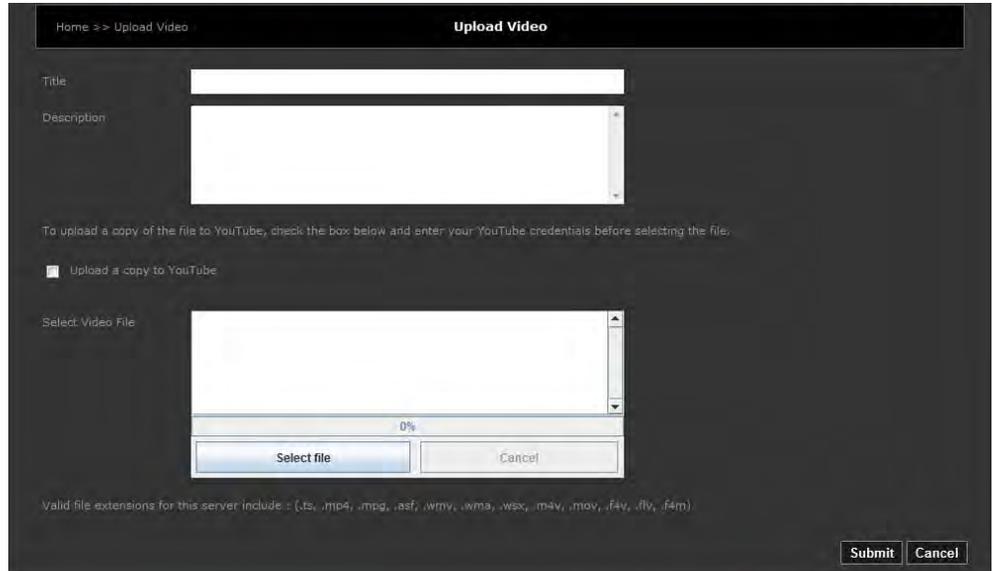
- Title:** A text input field.
- Description:** A large text area.
- Entered URL:** A text input field with a preview of 'http://example.com/example.wmv' to its right.
- Bit Rate:** A text input field containing '0'.
- Duration (seconds):** A text input field containing '0'.
- Encoding Type:** A dropdown menu currently showing 'Document'.

At the bottom right, there are 'Submit' and 'Cancel' buttons.

- i. **Title:** Name for this Video Stream.
- ii. **Description** - description of the video. This just provides the end user with additional information about this video stream.
- iii. **Entered URL** – the path to an asset on a web server.
- iv. **Bit Rate** – (optional) – the bit rate in kbps if available.
- v. **Duration** - (optional) – the video length in seconds.
- vi. **Encoding Type** – select from the dropdown list.



## b. Upload Video



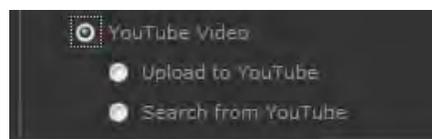
The screenshot shows a web form titled "Upload Video" with a breadcrumb "Home >> Upload Video". The form contains the following elements:

- Title:** A text input field.
- Description:** A larger text area with a scroll bar.
- Instructions:** "To upload a copy of the file to YouTube, check the box below and enter your YouTube credentials before selecting the file."
- Checkbox:** "Upload a copy to YouTube" with an unchecked checkbox.
- Select Video File:** A file selection area with a scrollable list of files and a progress bar showing "0%". Below the list are "Select file" and "Cancel" buttons.
- Footer:** "Valid file extensions for this server include: (.ts, .mp4, .mpg, .asf, .wmv, .wma, .wsc, .m4v, .mov, .f4v, .flv, .f4m)" and "Submit" and "Cancel" buttons.

- i. **Title:** Name for this Video Stream.
- ii. **Description** - description of the video. This just provides the end user with additional information about this video stream.
- iii. **Upload a Copy of the file to YouTube** – allows you to put a copy of this file on YouTube as well, if desired. You will be asked to enter your YouTube credentials in order to do this and the upload limit is 2 GB max.
- iv. **Select Video File** – allows you to browse to the file location

## c. YouTube Video

This option allows you to upload a video to YouTube or download a video from YouTube.



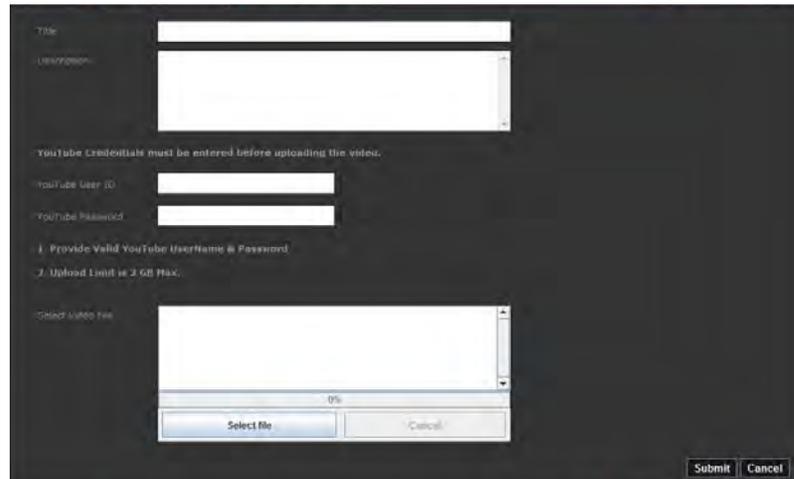
The screenshot shows a menu titled "YouTube Video" with two radio button options:

- Upload to YouTube
- Search from YouTube

You must have a valid YouTube account to use these options.

i. **Uploading a file to YouTube**

Selecting this choice is the same as checking the YouTube box in the upload file section. You will be required to enter your YouTube credentials and you have a file size limit of 2GB.

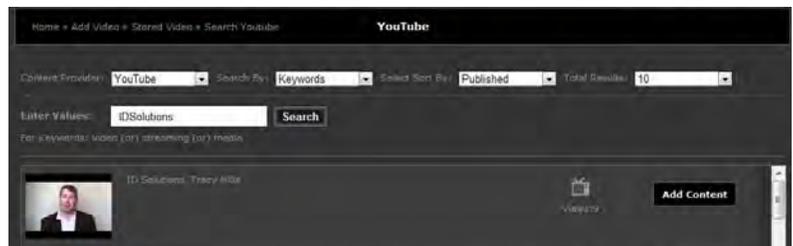


ii. **Downloading a video from YouTube**

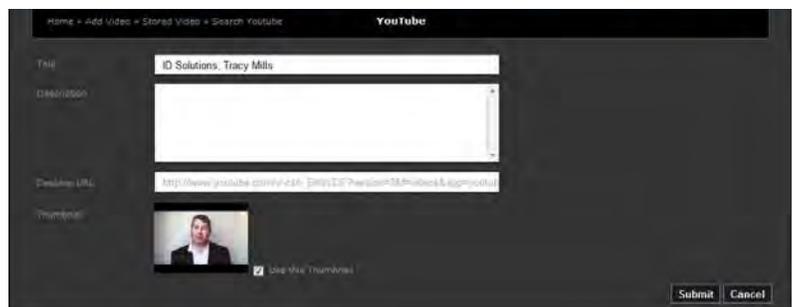
Selecting this choice allows you to search YouTube for content and then add that content to the Portal Server. You do NOT need to have a YouTube account to use this function.



- a. Enter the value you wish to search by in **Enter Values**. In this example, I have searched by **IDSolutions**.



- b. Then select **Add Content**.

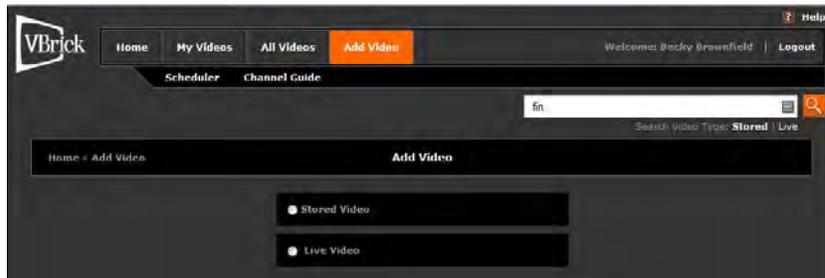


- c. Enter **Title** and **Description** and then press **Submit**.

b. **To add a Live Video**

Use this option to create a link to a live video that is available anywhere on the web.

i. Select the **Add Video** tab.



ii. Select **Live Video**

A screenshot of the 'Entered URL' form in the VBrick interface. The form is titled 'Entered URL' and has a breadcrumb trail 'Home >> Add Video >> Live Video >> Entered URL'. The form fields include: 'Title' (text input), 'Description' (text area), 'Entered URL' (text input with the example 'http://example.com/example.wmv'), 'Source IP' (text input), 'Bit Rate' (text input with '0'), 'Encoding Type' (dropdown menu with 'Document' selected), and 'Multicast?' (checkbox). There are 'Submit' and 'Cancel' buttons at the bottom right.

i. **Title:** Name for this Video Stream.

ii. **Description** - description of the video. This just provides the end user with additional information about this video stream.

iii. **Entered URL** – the path to an asset on a web server.

iv. **Source IP** – this is only needed when using “zones” to direct Portal Server clients to specific servers. Please refer to your admin guide for more information.

v. **Bit Rate** – (optional) – the bit rate in kbps if available.

vi. **Encoding Type** – select from the dropdown list.



vii. **Multicast** - check mark if you want this stream to be available as a multicast.

## Creating Clips

### I. WHAT IS A CLIP?

A video clip is a segment of a larger stored stream. You can create clips of streams and then store them on the portal server. If content approval is enabled, clips will be stored on the **My Videos** page until they have been approved. Once approved, they can be assigned to a public category (**All Videos** page), if you wish to make them available to other users.

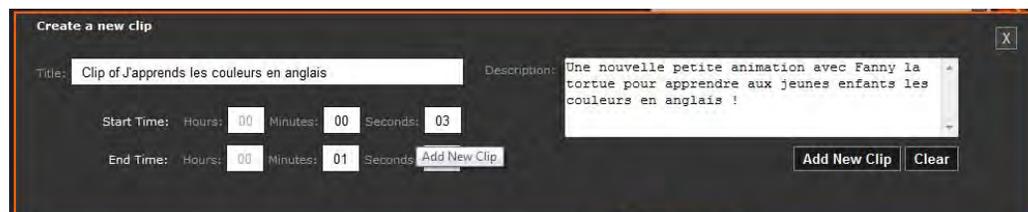
Important points about clips:

- Creating a clip does not alter the original video in any way.
- Clips can be featured, favorited, saved with metadata, etc.

### II. HOW TO CREATE A CLIP

a. Play a stored stream.

b. At the desired start of your clip, click the **Add New Clip**  icon. This will bring up the following pop-up.



The screenshot shows a dark-themed pop-up window titled "Create a new clip" with a close button (X) in the top right corner. It contains the following fields and controls:

- Title:** A text input field containing "Clip of J'apprends les couleurs en anglais".
- Description:** A text area containing "Une nouvelle petite animation avec Fanny la tortue pour apprendre aux jeunes enfants les couleurs en anglais !".
- Start Time:** A time selection interface with "Hours: 00", "Minutes: 00", and "Seconds: 03".
- End Time:** A time selection interface with "Hours: 00", "Minutes: 01", and "Seconds: Add New Clip".
- Buttons:** "Add New Clip" and "Clear" buttons are located at the bottom right.

c. Enter a title and description. If desired modify the start and end times of the clip. By default, the clip starts when you click the icon and ends when the stream ends.

- d. Click **Add New Clip**. The clip will now be in the **My Videos > My Clips**. It will have a new icon to reflect that it is a clip.



- e. Click on the **Update Clip**  icon to edit start/end times, to enter content metadata, or to assign the clip to public categories.

A screenshot of the 'Update existing clip' form. The form has a title field with 'Clip of J'apprends les couleurs en anglais' and a description field with 'Une nouvelle petite animation avec Fanny la tortue pour apprendre aux jeunes enfants les couleurs en anglais !'. There are time pickers for 'Start Time' (Hours: 00, Minutes: 00, Seconds: 03) and 'End Time' (Hours: 00, Minutes: 01, Seconds: 33). Buttons for 'Update Clip', 'Clear', and 'Delete' are present. Below the form are tabs for 'Categories', 'Comments', 'Keywords', 'Additional Info', 'Reference Material', and 'Thumbnails'. The 'Categories' tab is active, showing a list of categories and an 'Assign to Categories' button.

Make sure that if you make any changes that you click **Update Clip** and/or **Save**.

## FUTURE OPTION: Scheduling

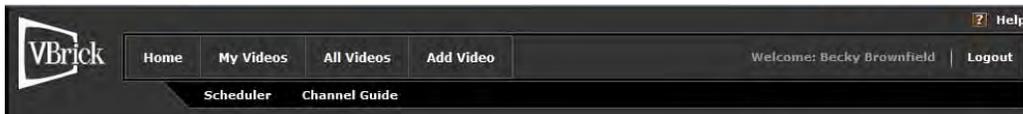
Scheduler is an optional service that requires a license and may not be supported at your site. If your site has scheduler, then all users will be able to view the schedule, but only those with scheduling rights will be able to add or delete anything from the schedule.

### I. WHAT CAN I SCHEDULE?

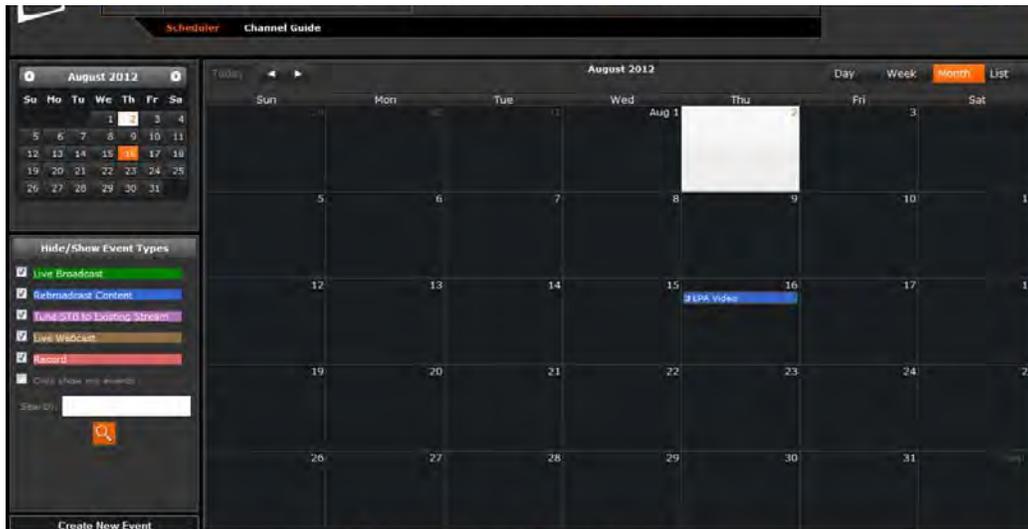
- a. **Live Broadcast** – the advantage to scheduling the live broadcast is that the event will now show on the calendar.
  - i. Example 1 – A show on one of your CATV stations that you wish to draw attention to, such as a presidential address or historical event.
  - ii. Example 2 – Listing what will be showing on one of your college encoders.
- b. **Rebroadcast Content** – a video from the VOD server that all end users are expected to view at the same time. An example of this might be a stored video on fire safety that all teachers are supposed to show to their students at 10 a.m. on Friday. The advantage as a college district to scheduling a stored broadcast when multiple end users will be viewing the video at the same time is that it sends the stream out as a multi-cast stream instead of multiple unicast streams. This takes less bandwidth on your network and allows the system to function in a more efficient and timely manner.
- c. **Tune STB to Existing Stream** – allows you to automatically tune a set-top Box to an existing stream.
- d. **Live Webcast** – allows you to deliver rich media presentations, such as webinars with live video and synchronized PowerPoint content.
- e. **Record** – you can schedule the system in advance to record a Live Stream so that you don't have to be present at the time of the event to do the recording.

## II. VIEWING THE SCHEDULE

Anyone can view the schedule by selecting the **Scheduler Tab** from the top Mystro Toolbar.



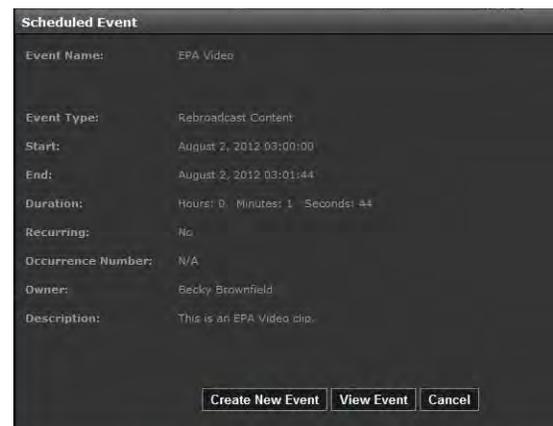
This will open the scheduler.



The Scheduler is presented in a calendar format that can display in Month, Week or Day listings. Event listings are color-coded to the type of event they are.

- Events listed in green are Live Broadcasts.
- Events listed in blue are Rebroadcasted Content.
- Events listed in purple are where the STB will be tuned to Existing Stream.
- Events listed in brown are Live Webcasts.
- Events listed in pink are Recordings.

To find out more information about an event, click on the event listing to open the “snapshot” of this event.



### III. SCHEDULING PRIVILEGES

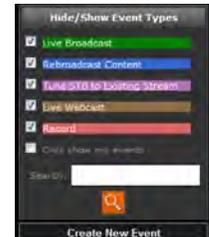
- a. Privileges – not everyone has scheduling privileges. There are three levels of privileges.
  - i. Super – can create, modify, delete schedules for all users.
  - ii. Full – can create, modify, and delete their own schedules.
  - iii. None – no schedule privileges. Users that do not have scheduling privileges will not see the **Create New Event** button on the scheduling page.

### IV. HOW DO I SCHEDULE A LIVE BROADCAST?

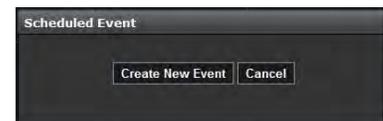
Scheduling a live broadcast is done to draw attention to it on the calendar. Note, only those with Super or Full scheduling privileges will be able to schedule.

- a. From within Scheduler, click on the **Create New Event** button

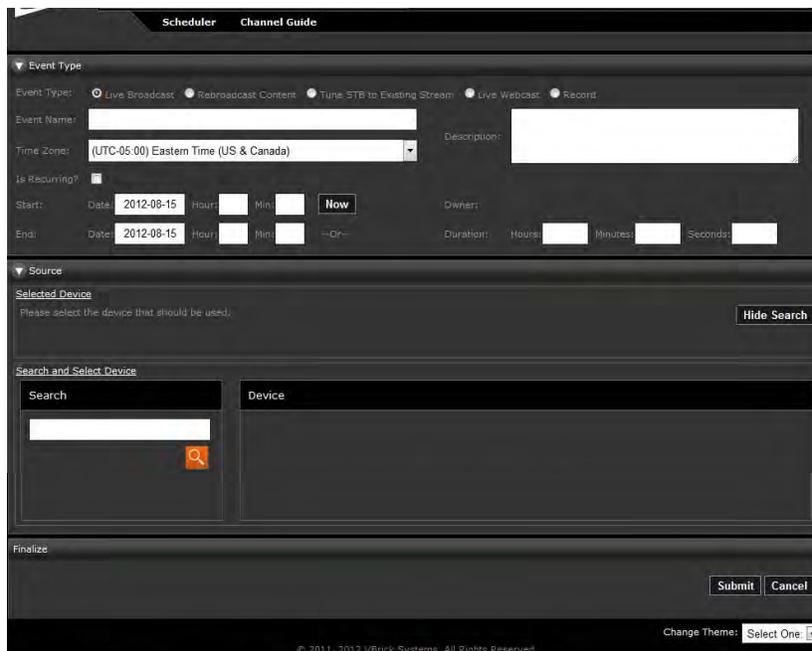
OR



Click anywhere in the date square you wish to select, and then choose **Create New Event** from the pop-up box that appears. If you are in day view, you must click on a specific hour.



- a. After you click the **Create New Event** button on the initial scheduling screen, a scheduling template will open.



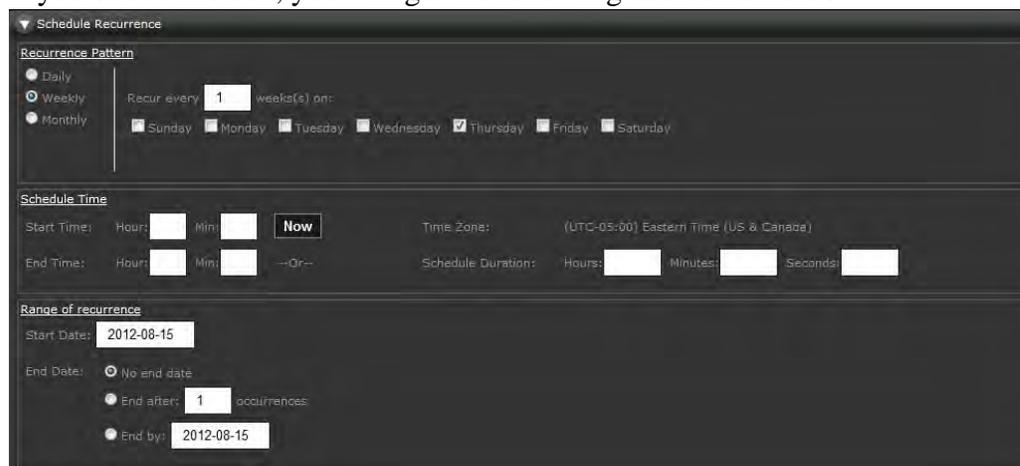
There are Four main sections of the Live Broadcast Template

- Event Type
- Source
- Record
- Content Metadata

b. Entering the **Event Type** Section.

- Select **Event Type**. In this case you will select **Live Broadcast**.
- Enter a name for your event (i.e. Morning announcements) in the **Event Name** field. Names must be alphanumeric. No special characters can be used. There is a maximum of 128 characters.
- Enter a description of the event. The description will be displayed in the event “snapshot”.
- Select a time zone. Your time zone should auto-populate, but it’s always good practice to double-check this box. If you have any viewers looking at the schedule remotely, the event is automatically time-adjusted relative to the zone selected there.
- Check mark the **Is Recurring** box if this will be a recurring event. An example of a recurring event would be morning announcements. You can tell the system that this event occurs daily, thus preventing you from having to go in every day and enter the schedule again.

If you select this box, you will get the following additional fields.



The screenshot shows a 'Schedule Recurrence' form with the following sections:

- Recurrence Pattern:** Radio buttons for Daily, Weekly (selected), and Monthly. A field for 'Recur every 1 week(s) on:' is present. Below are checkboxes for days of the week: Sunday, Monday, Tuesday, Wednesday, Thursday (checked), Friday, Saturday.
- Schedule Time:** Fields for Start Time (Hour, Min, Now button), End Time (Hour, Min, --Or--), Time Zone (UTC-05:00 Eastern Time (US & Canada)), and Schedule Duration (Hours, Minutes, Seconds).
- Range of recurrence:** Start Date (2012-08-15), End Date options: No end date (selected), End after: 1 occurrences, End by: 2012-08-15.

- If your event was not recurring, then select a **Start Date and Time** and an **End Date and Time** from the template. To avoid formatting errors, I recommend that you click in the date field and use the pop-up calendar to select the desired date.



The screenshot shows a date selection pop-up for August 2012. The date 15 is highlighted in orange. The calendar includes a 'Source' dropdown, a 'Selected Device' field, and a 'Please select the de...' prompt. At the bottom, there are 'Search and Select Dr...', 'Current Month', and 'Close' buttons.

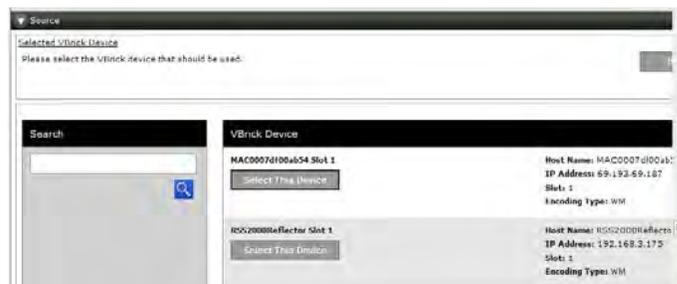
Enter the time in hours and minutes. Or select **Now** to start immediately with a default duration of one hour.

vii. The **Owner** field is a read-only field. The owner listed will be the user who is currently logged in.

viii. You can enter the **duration** of a stream instead of entering an end time if desired.

c. Entering the **Source** Section.

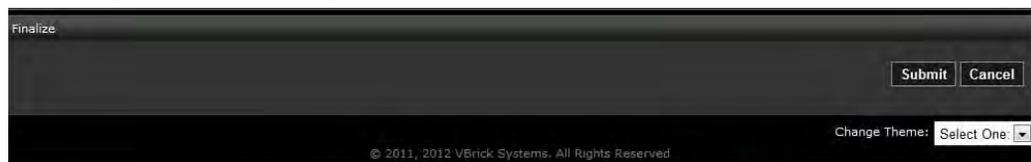
Now you must select the VBrick device, from the available encoders listed, that will be used for this live broadcast stream.



d. Enter the **Record** section. Note you will only see this section if you have recording privileges.

e. Enter the **Content** Metadata section. Note you will only see this section if you have publishing privileges.

f. Finalize your selections by select **Submit**.



## V. HOW DO I SCHEDULE REBROADCAST CONTENT?

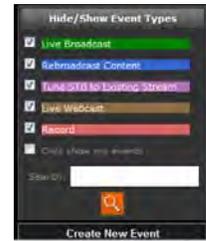
Rebroadcast content is when you want to broadcast a stored video. Scheduling this will add the stored video to the **Live Video** page and it will be available to all authorized users for viewing. Please note, that you cannot schedule a broadcast of a video stored on a file server. The video must be stored on your VOD server or on a VBStar.

Only those with Super or Full scheduling privileges will be able to schedule.

- a. From within Scheduler, click on the **Create New Event** button

OR

Click anywhere in the date square you wish to select, and then choose **Create New Event** from the pop-up box that appears. If you are in day view, you must click on a specific hour.



- b. After you click the **Create New Event** button on the initial scheduling screen, a scheduling template will open.

There are four main sections of the Rebroadcast Content Template

- Event Type
- Source
- Destinations (this will only appear if you have STB on your network)
- Content Metadata

- c. Entering the **Event Type** Section.

- Select **Event Type**. In this case you will select **Rebroadcast Content**.
- Enter a name for your event (i.e. Universal Safety Precautions Video) in the **Event Name** field. Names must be alphanumeric. No special characters can be used. There is a maximum of 128 characters.

- iii. Enter a description of the event. The description will be displayed in the event “snapshot”.
- iv. Select a time zone. Your time zone should auto-populate, but it’s always good practice to double-check this box. If you have any viewers looking at the schedule remotely, the event is automatically time-adjusted relative to the zone selected there.
- v. Check mark the **Is Recurring** box if this will be a recurring event. One of the available recurrence patterns is to set the content to play on a continuous loop.

If you select the **Is Recurring** box, you will get the following additional fields.

The screenshot shows a 'Schedule Recurrence' form with three main sections:

- Recurrence Pattern:** Includes radio buttons for Loop, Hourly, Daily, Weekly (selected), and Monthly. A 'Recur every' field is set to 1 week(s) on Sunday.
- Schedule Time:** Includes 'Start Time' (Hour, Min, Now), 'End Time' (Hour, Min, --Or--), 'Time Zone' (UTC-05:00 Eastern Time (US & Canada)), and 'Schedule Duration' (Hours, Minutes, Seconds).
- Range of recurrence:** Includes 'Start Date' (2012-08-05) and 'End Date' options: No end date, End after: 1 occurrences, and End by: 2012-08-05.

- vi. If you have not selected the Recurring Option, then you will need to select a **Start Date and Time** and an **End Date and Time** from the template. To avoid formatting errors, I recommend that you click in the date field and use the pop-up calendar to select the desired date.

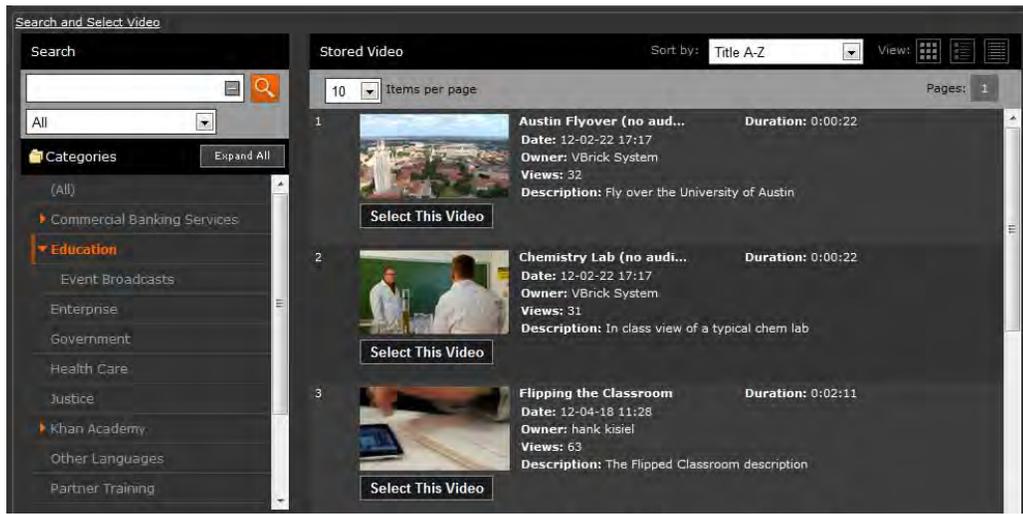
The screenshot shows a date selection interface with a calendar for August 2012. The 'Start' date is 2012-08-15 and the 'End' date is August 2012. A calendar grid is displayed with the 15th highlighted. Below the calendar is a 'Source' dropdown and a 'Selected Device' field.

Enter the time in hours and minutes. Or select **Now** to start immediately with a default duration of one hour. Please note that regardless of how much time you schedule for the video on the calendar, the time blocked out will automatically adjust to the actual length of the video.

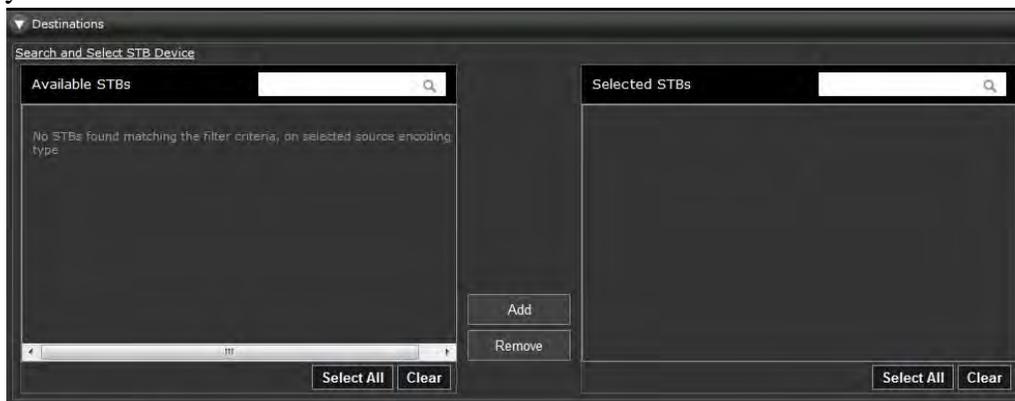
- vii. The **Owner** field is a read-only field. The owner listed will be the user who is currently logged in.
- viii. You can enter the **duration** of a stream instead of entering an end time if desired.

- d. Entering the **Source** Section.

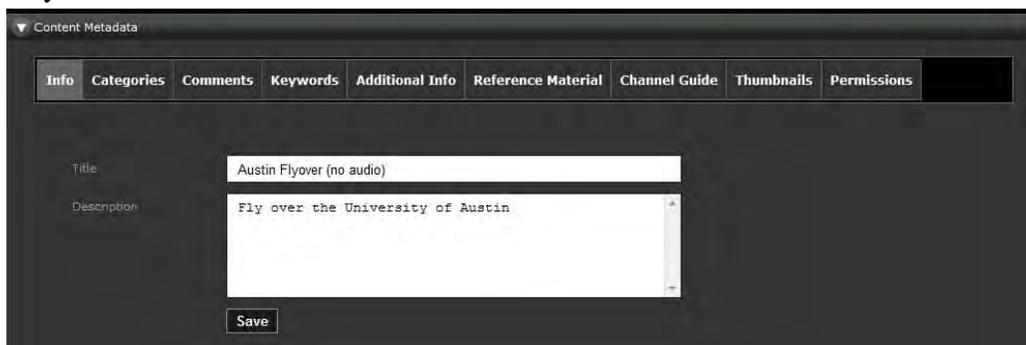
Now you must select the stored video stream that you wish to have played.



- e. Enter the **Destination** Section if you wish to push this stream out to Set-Top boxes on your network.



- f. Enter the **Content Metadata** section. The original content metadata will be listed. You may edit that metadata here if desired.



- g. Finalize your selections by select **Submit**.



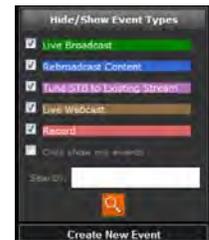
## VI. HOW DO I SCHEDULE TUNE STB TO EXISTING STREAM?

This selection is used if you want to tune a set top box to an existing live stream at a specific date and time.

Only those with Super or Full scheduling privileges will be able to schedule.

- a. From within Scheduler, click on the **Create New Event** button

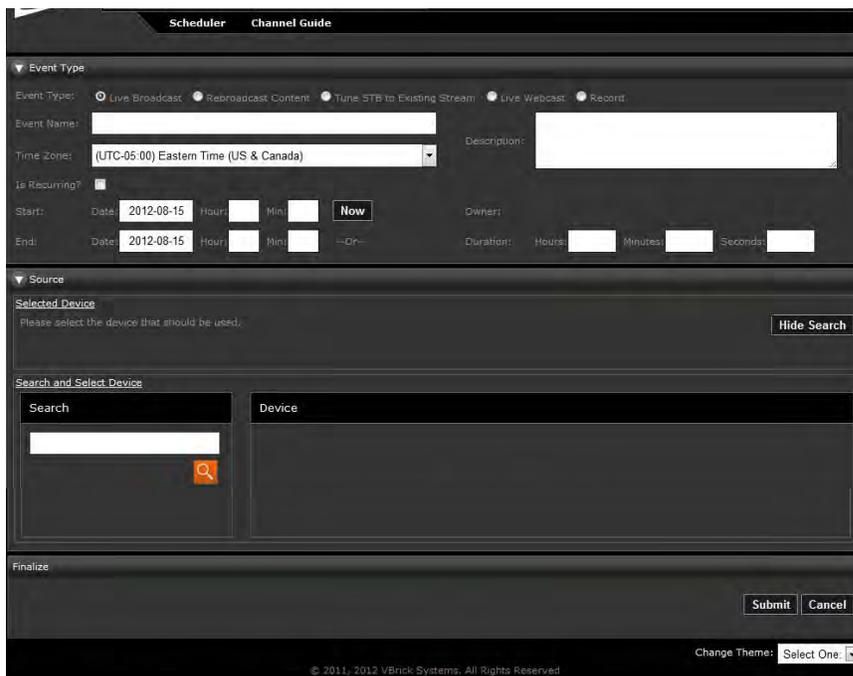
OR



Click anywhere in the date square you wish to select, and then choose **Create New Event** from the pop-up box that appears. If you are in day view, you must click on a specific hour.



- b. After you click the **Create New Event** button on the initial scheduling screen, a scheduling template will open.



There are four main sections of the Tune STB to Existing Stream Template

- Event Type
- Source
- Destinations (this will only appear if you have STB on your network)
- Content Metadata

c. Entering the **Event Type** Section.

Select **Event Type**. In this case you will select **Tune STB to Existing Stream**.

- Select **Event Type**. In this case you will select **Tune STB to Existing Stream**
- Enter a name for your event (i.e. Morning announcements) in the **Event Name** field. Names must be alphanumeric. No special characters can be used. There is a maximum of 128 characters.
- Enter a description of the event. The description will be displayed in the event “snapshot”.
- Select a time zone. Your time zone should auto-populate, but it’s always good practice to double-check this box. If you have any viewers looking at the schedule remotely, the event is automatically time-adjusted relative to the zone selected there.
- Check mark the **Is Recurring** box if this will be a recurring event. An example of a recurring event would be morning announcements. You can tell the system that this event occurs daily, thus preventing you from having to go in every day and enter the schedule again.

If you select this box, you will get the following additional fields.

▼ Schedule Recurrence

**Recurrence Pattern**

Daily

Weekly

Monthly

Recur every  week(s) on:

Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

**Schedule Time**

Start Time: Hour:  Min:   Time Zone: (UTC-05:00) Eastern Time (US & Canada)

End Time: Hour:  Min:  --Or-- Schedule Duration: Hours:  Minutes:  Seconds:

**Range of recurrence**

Start Date:

End Date:  No end date

End after:  occurrence(s)

End by:

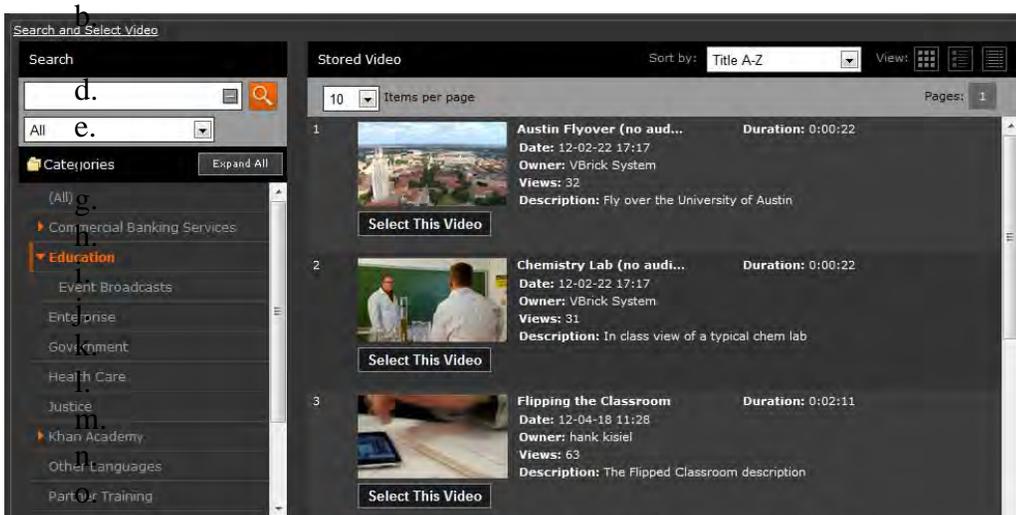
- vi. If you have not selected the Recurring Option, then you will need to select a **Start Date and Time** and an **End Date and Time** from the template. To avoid formatting errors, I recommend that you click in the date field and use the pop-up calendar to select the desired date. Enter the time in hours and minutes. Or select **Now** to start immediately with a default duration of one hour.



- vii. The **Owner** field is a read-only field. The owner listed will be the user who is currently logged in.
- viii. You can enter the **duration** of a stream instead of entering an end time if desired.

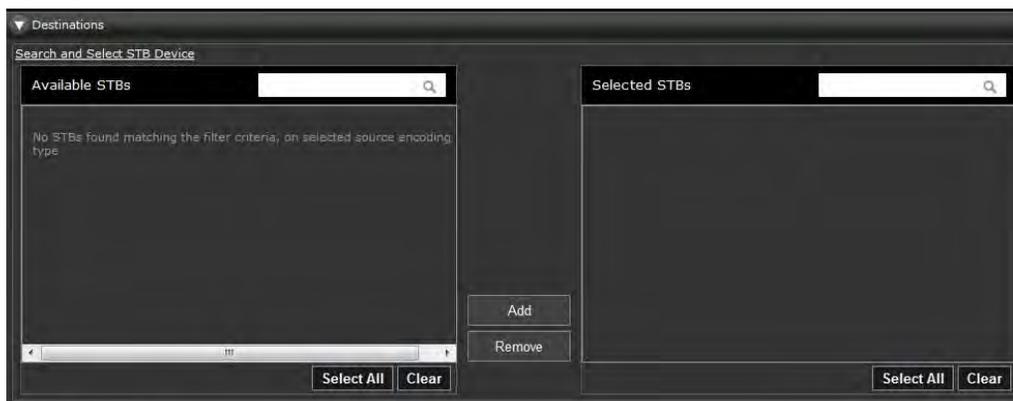
d. Entering the **Source** Section.

Now you must select the stored video stream that you wish to have rebroadcast



p.

- k. Enter the **Destinations** (Set-Top boxes) you wish to push this stream out to on your network.



- l. Enter the **Content** Metadata section. Note you will only see this section if you have publishing privileges.
- m. Finalize your selections by select **Submit**.



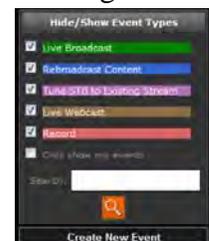
## VII. HOW DO I SCHEDULE A WEBCAST?

Live Webcast is an optional module that requires a separate license and may not be available on your system. We do not cover webcasts in this manual. For complete information on setting up a webcast within Mystro, please access the **Help** option in the upper right hand corner of the portal server and then select the **Scheduler** option.

## VIII. HOW DO I SCHEDULE A RECORDING?

Only those with Super or Full scheduling privileges will be able to schedule a recording.

- a. From within Scheduler, click on the **Create New Event** button



OR

Click anywhere in the date square you wish to select, and then choose **Create New Event** from the pop-up box that appears. If you are in day view, you must click on a specific hour.



- b. After you click the **Create New Event** button on the initial scheduling screen, a scheduling template will open.

A complex scheduling form with a dark theme. It is divided into several sections:
 

- Event Type:** Radio buttons for "Live Broadcast", "Rebroadcast Content", "Tune-STD to Existing Stream", "Live Webcast", and "Record".
- Event Name:** A text input field.
- Time Zone:** A dropdown menu showing "(UTC-05:00) Eastern Time (US & Canada)".
- Description:** A text input field.
- Is Recurring?:** A checkbox.
- Start:** Fields for "Date" (2012-08-15), "Hour", "Min", and a "Now" button.
- End:** Fields for "Date" (2012-08-15), "Hour", "Min", and an "Or" separator.
- Duration:** Fields for "Hours", "Minutes", and "Seconds".
- Source:** A section titled "Selected Device" with a "Hide Search" button and a "Please select the device that should be used." message.
- Search and Select Device:** A section with a "Search" input field and a "Device" list area.
- Finalize:** "Submit" and "Cancel" buttons at the bottom right.

There are Four main sections of the RecordingTemplate

- Event Type
- Source
- Record
- Content Metadata

c. Entering the **Event Type** Section.

- Select **Event Type**. In this case you will select **Recording**.
- Enter a name for your event (i.e. Sid the Science Kid\_Nutrition) in the **Event Name** field. Names must be alphanumeric. No special characters can be used. There is a maximum of 128 characters.
- Enter a description of the event. The description will be displayed in the event “snapshot”.
- Select a time zone. Your time zone should auto-populate, but it’s always good practice to double-check this box. If you have any viewers looking at the schedule remotely, the event is automatically time-adjusted relative to the zone selected there.
- Check mark the **Is Recurring** box if this will be a recurring event. An example of a recurring event would be if you wanted to record every weekday episode of Sid the Science Kid. You can tell the system that this event occurs daily, thus preventing you from having to go in every day and enter the schedule again.

If you select this box, you will get the following additional fields.

The screenshot displays the 'Schedule Recurrence' configuration interface. It is divided into three main sections:

- Recurrence Pattern:** Features radio buttons for 'Daily', 'Weekly' (selected), and 'Monthly'. A 'Recur every' field is set to '1' week(s). Below, checkboxes for days of the week are shown, with 'Thursday' selected.
- Schedule Time:** Includes 'Start Time' (Hour, Min, and a 'Now' button), 'End Time' (Hour, Min, and a '--Or--' button), 'Time Zone' (set to '(UTC-05:00) Eastern Time (US & Canada)'), and 'Schedule Duration' (Hours, Minutes, and Seconds fields).
- Range of recurrence:** Shows 'Start Date' as '2012-08-15'. Under 'End Date', the 'No end date' radio button is selected, with 'End after: 1 occurrences' and 'End by: 2012-08-15' options also visible.

- vi. If your event was not recurring, then select a **Start Date and Time** and an **End Date and Time** from the template. To avoid formatting errors, I recommend that you click in the date field and use the pop-up calendar to select the desired date.



Enter the time in hours and minutes. Or select **Now** to start immediately with a default duration of one hour.

- vii. The **Owner** field is a read-only field. The owner listed will be the user who is currently logged in.
- viii. You can enter the **duration** of a stream instead of entering an end time if desired.

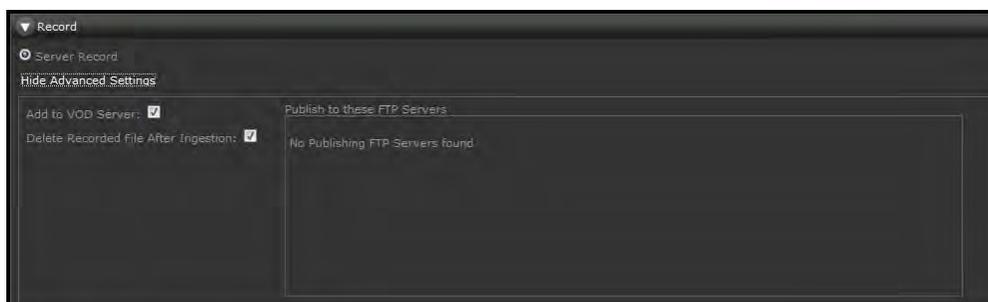
d. Entering the **Source** Section.

Now you must select the source you wish to record.



e. Enter the **Record** info.

You have the option of entering advanced record settings. In most cases you will want to select, add to VOD and delete recorded file after ingestion.



- f. Enter the **Content Metadata** section. Note you will only see this section if you have publishing privileges.



The screenshot shows a dark-themed software interface for editing content metadata. At the top, there is a dropdown menu labeled "Content Metadata" with a downward arrow. Below this is a horizontal navigation bar with several tabs: "Info", "Categories", "Comments", "Keywords", "Additional Info", "Reference Material", "Thumbnails", and "Permissions". The "Info" tab is currently selected. The main area contains two input fields: "Title" with the text "CBS-High" and "Description" with the text "This is CBS at 750K". A "Save" button is located at the bottom center of the form.

- g. Finalize your selections by select **Submit**.



The screenshot shows a dark-themed software interface for finalizing selections. At the top, there is a dropdown menu labeled "Finalize" with a downward arrow. Below this is a horizontal navigation bar with two buttons: "Submit" and "Cancel". The "Submit" button is highlighted. At the bottom right, there is a "Change Theme:" label followed by a dropdown menu showing "Select One:". At the bottom center, there is a copyright notice: "© 2011, 2012 VBrick Systems. All Rights Reserved."