



DMSP

Streaming Publisher
Quick-Start Guide

Version 2

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This Quick-Start Guide is available in several formats, Word, PDF, and as an active web page. The document format you are using, will determine if the active links provided in this document are available. If you are viewing this Quick-Start Guide using [®]Microsoft Word or as an active web page, you may select (click) on any Table of Contents item and you will be automatically taken to that section in this manual. If you are viewing it as a PDF document, use the Table of Contents to identify page numbers of interest and scroll down to the desired item.

Change History

Version 2

Quick-Start Guide finalized and released.

Released - 02/24/2009

Version 2.1

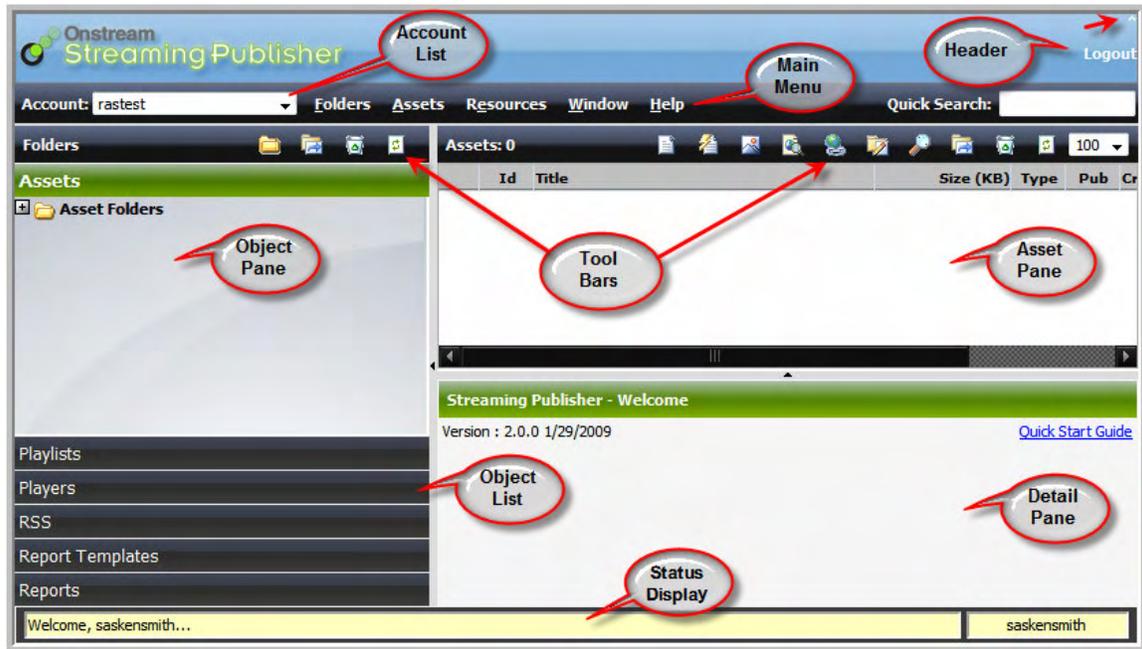
Modified FTP site information to correct the site address.

Released - 03/21/2009

Instructions

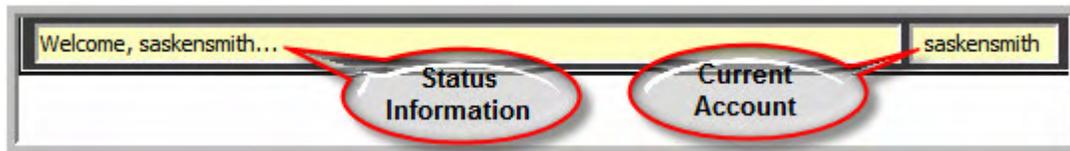
SCREEN LAYOUT

Main Screen



- ➔ **Account List** – A pull-down list showing your available DMSP accounts
- ➔ **Main Menu** – A series of pull-down menus for creating and managing folders and assets; creating playlists and custom players; generating reports and report templates; managing user accounts; and accessing DMSP Streaming Publisher updates as well as customer support information.
- ➔ **Header** – Provides a quick link to the **Logout** function and displays the wait status indicator. The header can be hidden and returned by selecting the small white arrow.
- ➔ **Object List** – Provides a tabular view of your **Folders, Assets, Playlists, Players, RSS feeds, Report Templates** and **Reports**.
- ➔ **Object Pane** – contains the **Inbox, Recycle, and Personal** folders for each Object tab (**Assets, Playlists, Players, Reports, Report Templates, and RSS feeds**).
- ➔ **Toolbars** - Custom toolbars are provided for function in the Object list: **Folders, Assets, Playlists, Players, RSS feeds, Report Templates** and **Reports**.
- ➔ **Asset Pane** – Contains a list of assets, playlists, players, reports, report templates or RSS feeds contained within the selected folder displayed in the **Object Pane**.
- ➔ **Details Pane** – Displays properties of the items / functions selected by the user. Provides detailed instructions / procedures for actions selected from the toolbars and main menu.

Status Display



- ➔ Progress and Status messages are shown in the Status Information field. Your current login account is also displayed at the bottom of this display.

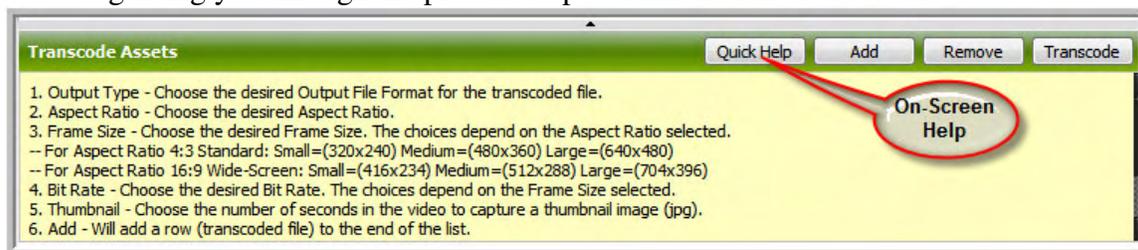
Wait Status Display



- ➔ When a delay in processing your request is required, a Wait Status indicator is shown in the Header section of the main screen.

On-Screen Help Windows

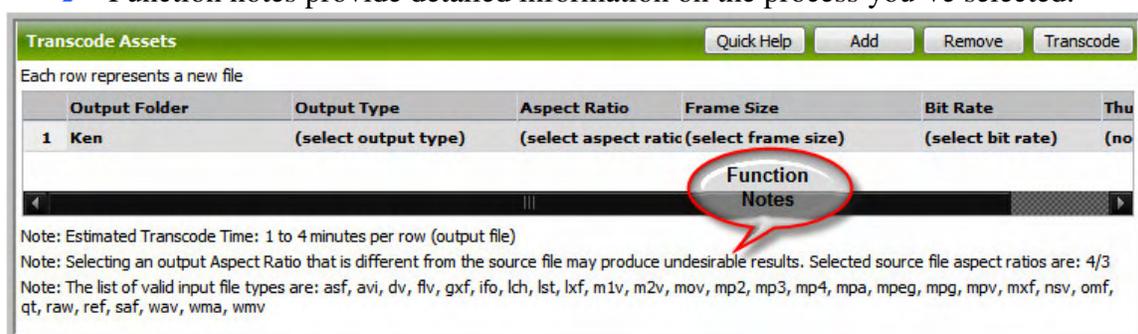
- ➔ Several functions in Streaming Publisher contain their own on-screen help windows. These windows provide basic information for making selections and guiding you through the process steps within the function screen.



- ➔ Use the **Quick Help** button to expand or reduce the help information window.
- ➔ Use the scroll bar to view additional information that maybe hidden within the window.

Function Notes

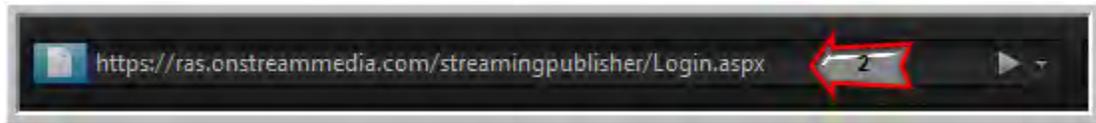
- ➔ Function notes provide detailed information on the process you've selected.



LOGGING IN



1. From your *Desktop* or *Start* menu, select a web browser.



2. On the Address field of your browser, enter the following address “ras.onstreammedia.com/streamingpublisher/Login.aspx” and then press the **Enter** key.



3. At the Streaming Publisher Login screen, enter your **User Name**.
4. Enter your **Password**.
5. Select the **OK** button.
6. Use the **Cancel** button to halt the login process.

FOLDERS

Creating a New Folder



1. Select the appropriate object tab (**Assets, Playlists, Player, RSS, Reports, or Report Templates**) to display a location for your new folder.
2. Select a parent folder for your new folder.
3. Select the **Add New Child** button on the Folders toolbar or select **Folders | New Folder** from the Main Menu
4. The new folder, titled **New Folder 1** (default title name), will appear beneath the selected parent folder.



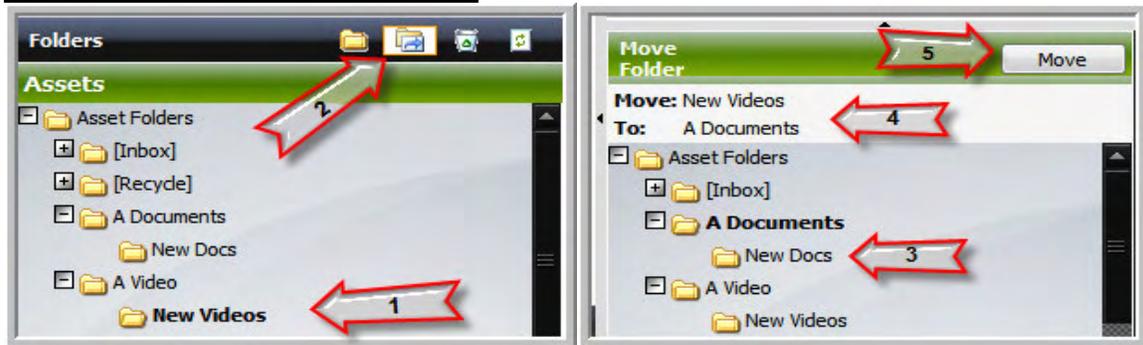
*Adding a new sub-folder to the Recycle folder or any Recycle sub-folder is **NOT** permitted.*

Renaming your Folders



1. To rename a folder, first double-click on the folder's name (*not on the folder icon*) or select the folder and press the **F2** function key.
2. Type in your new folder name in the highlighted area. A text validation feature for all user input will prevent the use of text characters such as &, <, >, which can cause HTML problems.
3. Press **Enter** key to re-title your folder.

Moving the location of your Folder

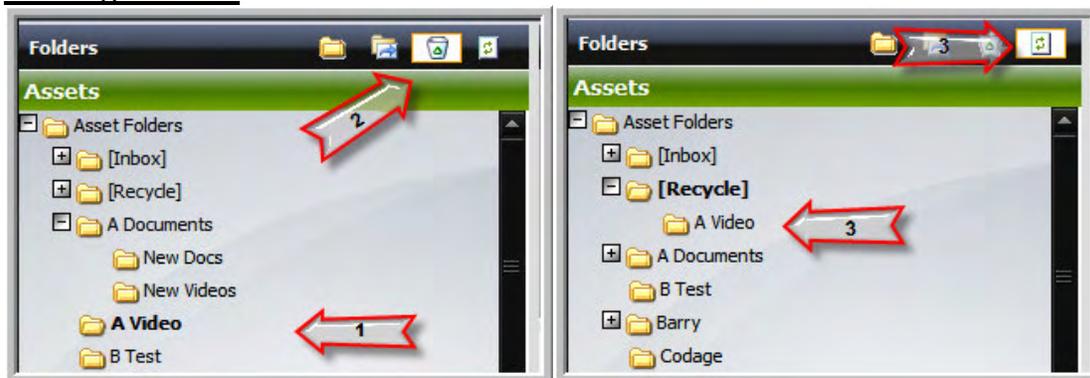


1. Select the folder to be moved in the object pane.
2. Click the **Move** button on the folders toolbar or select **Folders | Move Folder** from the Main Menu.
3. On the **Move Folder** window in the details pane - choose a new location for the selected folder.
4. The move function to be performed is indicated, *Move: New Videos - To: A Documents*.
5. If this move is correct, select the **Move** button.



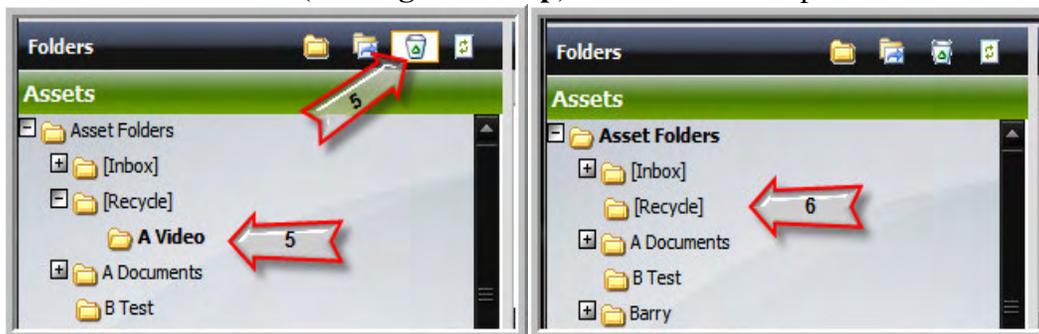
6. Use the Refresh button to view the results.
7. You can also use the **Drag-and-Drop** operation to move the selected folder to a new location.

Deleting a Folder



1. Select the folder to be deleted.
2. Click the **Delete** button on the folders toolbar or select **Folders | Delete Folder** from the Main Menu. Select **OK** on the acknowledgement to delete the folder.

- Use the Refresh button to view the results. The selected folder will be moved to the *Recycle* folder.
- To undo a delete, select the deleted item in the *Recycle* folder and use the move folder instructions (or **Drag-and-Drop**) to return it to its previous location.

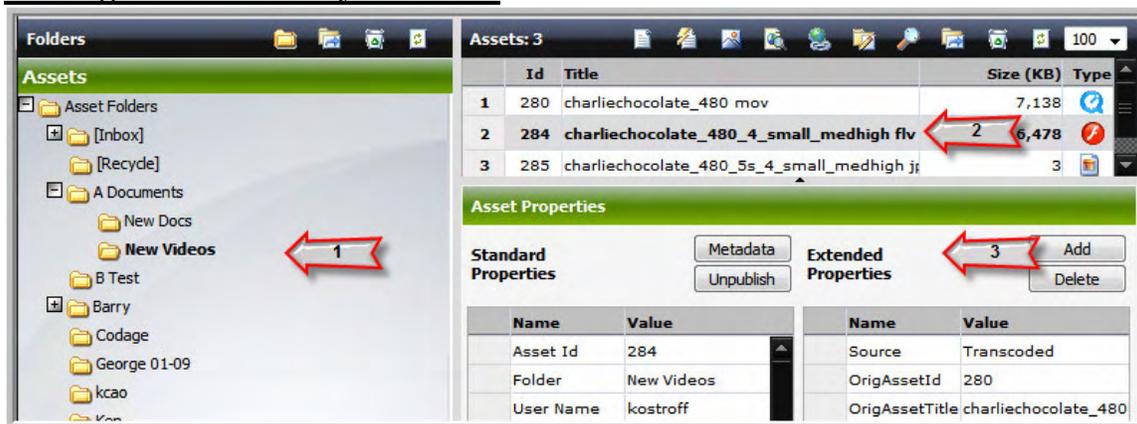


- To permanently delete the folder, select the *Recycle* folder or a specific item in the *Recycle* folder, then select the **Delete** button on the Folders toolbar, and confirm the delete request.
- The delete action will result in all assets associated to the folder being unpublished and the folder, all assets within the folder, and any sub-folders being permanently removed.



Deleting a folder will delete all assets in that folder. At any time you can click Refresh on the Folders Toolbar or select Folders \ Refresh Folders to update and see any changes that may not be displayed.

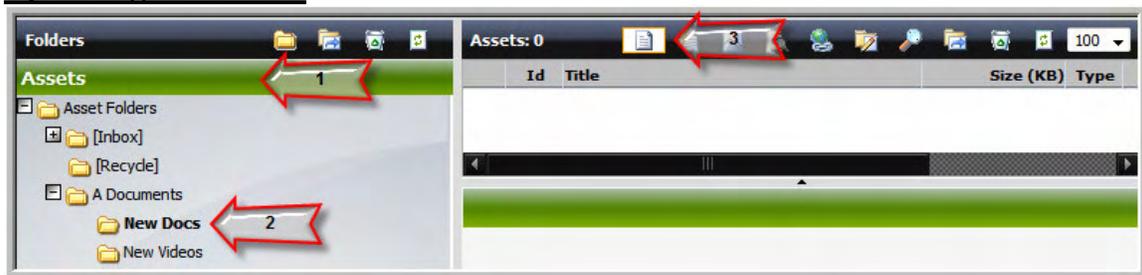
Viewing the Contents of your Folder



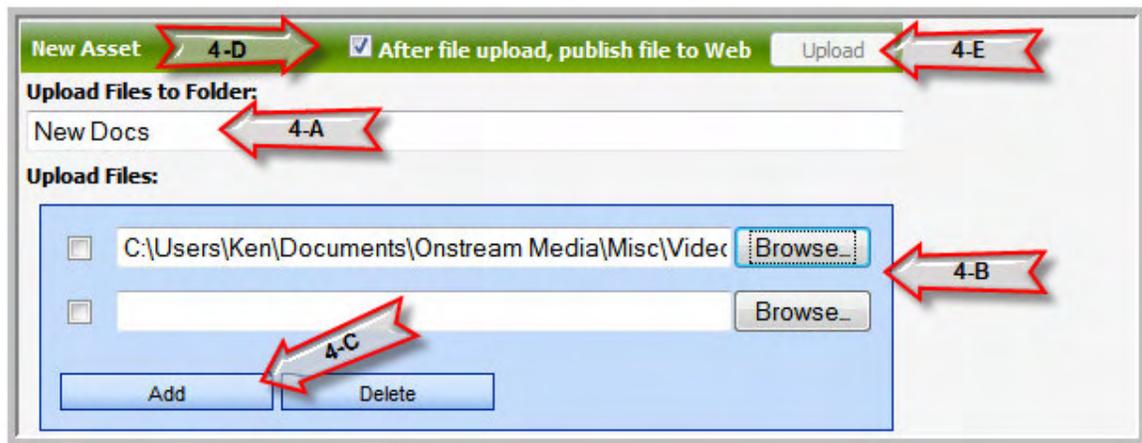
- Select a folder from the object pane list.
- The contents of that folder are displayed in the asset pane.
- The properties of the selected asset are displayed in the Detail pane.

ASSETS

Uploading New Assets



1. To upload files from your computer, select the **Assets** object tab.
2. Select the destination folder (folder where the asset will be stored) by choosing it from the list in the object pane. If you need to create a folder, see the section on “*Creating a New Folders*”.
3. Click the **Add New Item** button on the Asset toolbar or select **Assets | New** from the Main Menu.



4. In the **New Asset** window:
 - A. Verify the **Upload Files to Folder** field indicates the correct storage location for the new asset.
 - B. Two **Browse** fields appear as a default for uploading. Locate the file to be uploaded by selecting one of the **Browse** buttons. Using the **File Upload** window, search your computer or network for your file, select the file by highlighting it, and then click **Open** button. Repeat this process for the second browse field to upload another file.



Files should be named using only Letters (A-Z, a-z), Numbers (0-9), Underscores (_), Hyphens (-), Dots (.) or Spaces (). All other characters (% & < > { } ? / \) will cause a failed upload.

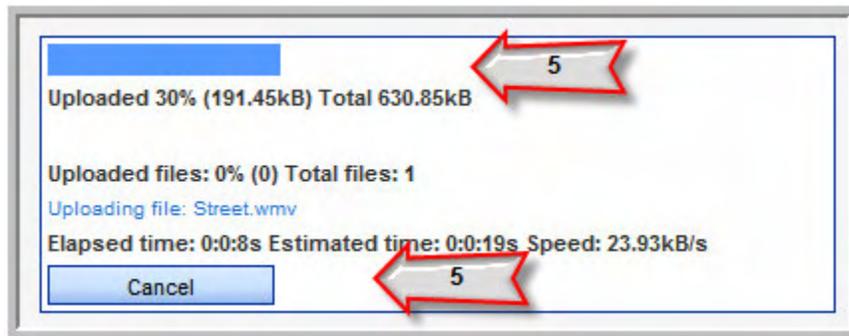
- C. To upload more than two files at one time, add additional browse fields with the **Add** button and simply repeat step B as many times as you have files to upload up to a max of 10 files or 1GB in total. To remove one of the browse fields, select the check box next to the field you wish to remove and click the **Delete** button.

- D. You can automatically publish your file(s) to the Web upon completion of the upload process by making sure the “*After file upload, publish file to Web*” box is checked. (By default this box is checked) If you uncheck the box, the uploaded files will **not** be published.

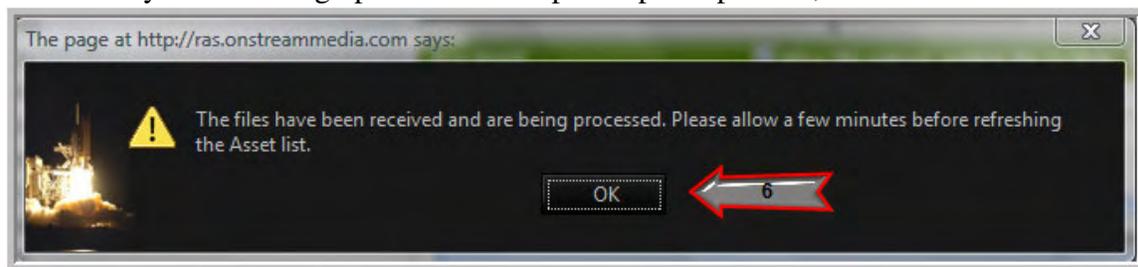


Publishing and up-publishing assets can always be performed after an asset is uploaded.

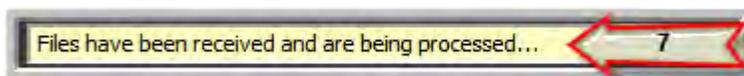
- E. When all the files are identified in the browse fields, select the **Upload** button.



5. An upload progress window briefly appears in the details pane showing the status of your file being uploaded. To stop the upload process, select the **Cancel** button.



6. Another dialog box will appear confirming that your upload is complete. It will instruct you to wait a few minutes for your asset to appear in the asset pane. Click the **OK** button.



7. Your files are uploaded and being processed when the status bar across the bottom of the details pane indicates, “*Files have been received and are being processed...*”



8. The upload process may take several minutes depending on the size of the file. Please wait a few minutes before using the **Refresh** button to update the asset window. The new asset will be displayed in the asset pane when the process is complete.



Adding a new asset to the Recycle folder or any Recycle sub-folders is **NOT** permitted.

Uploading more than 10 files or larger than 1 GB file

1. To upload more than 10 files simultaneously or to upload files larger than 1GB:

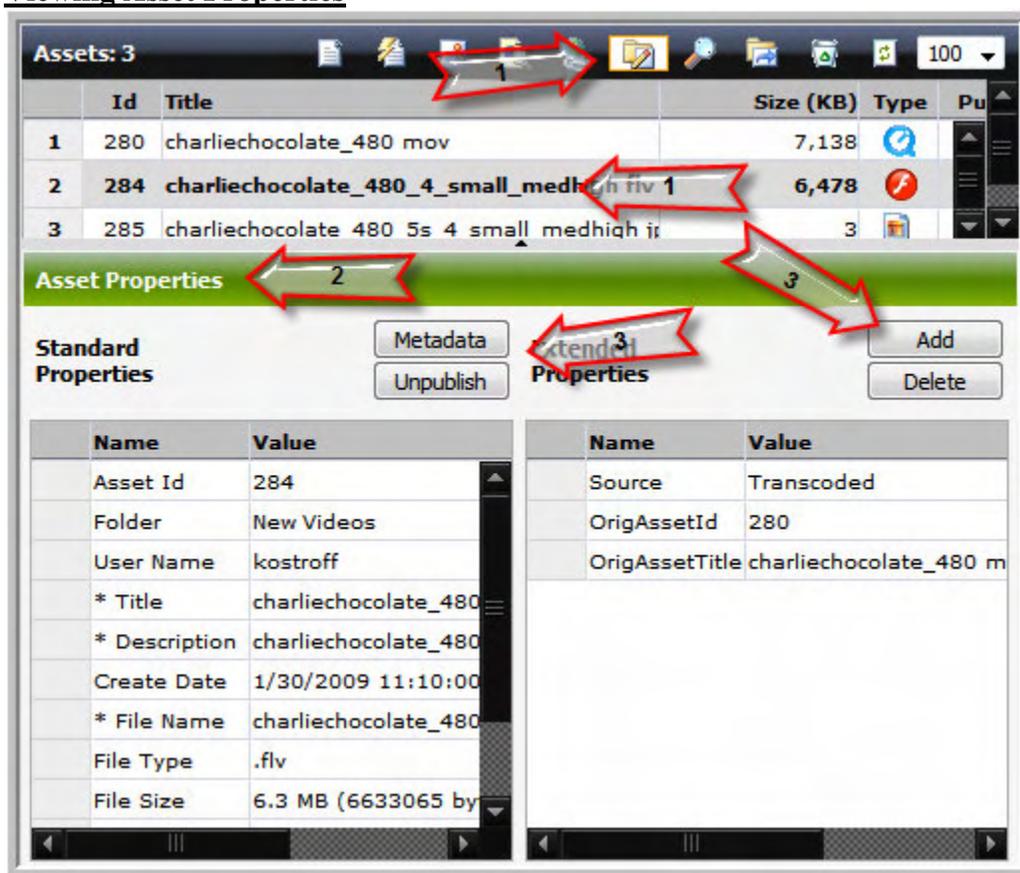
◆ Windows Users (only):

- 1) Select **Resources | Tools** and download the FTP application (this requires .NET 2.0 framework be installed) or
- 2) Use an FTP tool of your choice and FTP to <ftp://gtw.onstreammedia.com>
Then use the DMSP Streaming Publisher Username & password

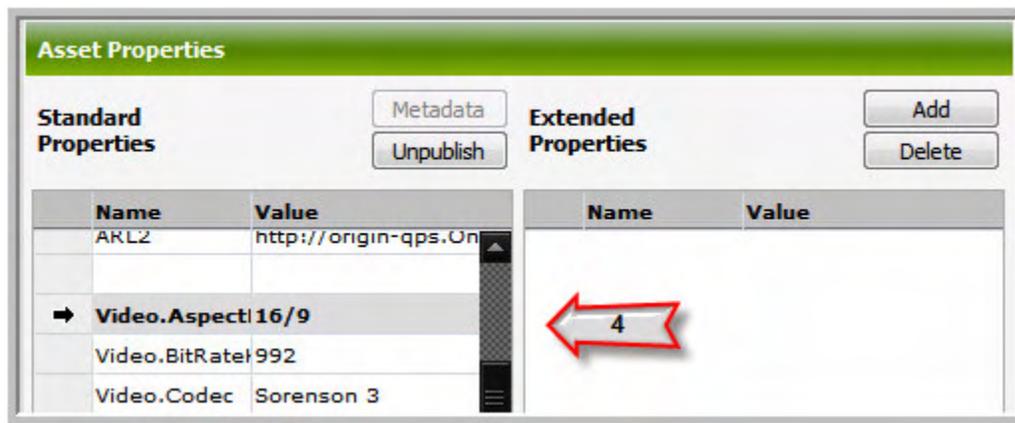
◆ Apple/Mac Users:

- 1) Use an FTP tool of your choice and FTP to <ftp://gtw.onstreammedia.com>
Then use the DMSP Streaming Publisher Username & password

Viewing Asset Properties

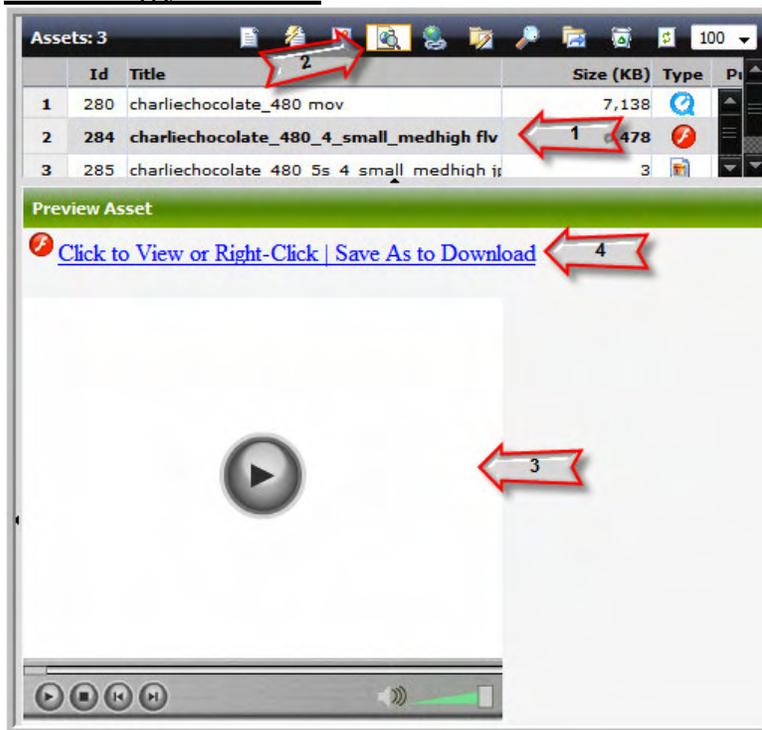


1. Select as asset to view its properties or click on the **Properties** button.
2. In the Asset Properties pane, details regarding the asset will be displayed.
3. To display additional metadata for an asset, select the **Metadata** button, to publish or unpublish an asset to the web use the **Unpublish / Publish** button and to add or remove new property fields to this asset use the **Add** or **Delete** buttons.



4. If you select the **Metadata** button, additional metadata will be displayed below the Asset properties.

Previewing your Assets



1. Select the desired asset in the asset pane. Make sure the asset is marked as **Yes** in the Published column.



*Assets that are not published **CANNOT** be previewed.*

2. Click the **Preview** button on the Asset toolbar **or** select **Asset | Preview** from the Main Menu. The **Asset View** page will appear in the details pane if the asset has been published. If it is not published, an error message will be displayed in the Status Display field.
3. The published asset is displayed along with a hyperlink at the top of the asset pane.

- The hyperlink can be selected (left-clicked) to view the asset or right-clicked to download the asset. To download to your computer, right-click on the link, select **Save Target As**, and choose how you wish to save the file in the **Save As** box.



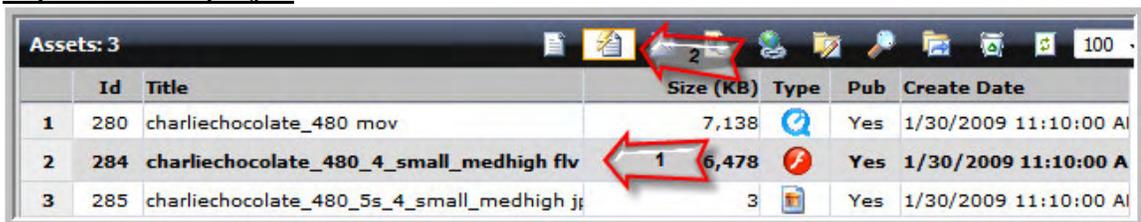
If you try selecting multiple assets to view, only the active asset (last one selected) will be displayed.

Transcoding Assets

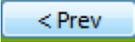
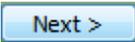
- The Media Player used in Streaming Publisher is a Flash video player. The only valid video types for use with this player are Flash (FLV) and Shockwave (SWF) files. Use this transcode function to convert your videos.
- The Transcode utility is used for converting (encoding and decoding) your assets between different audio and video container formats. You can convert (transcode) your existing assets into several different formats, e.g. Flash Video, QuickTime Video (Standard and H.264), MPEG Audio (MP3 and MP4), Real Media, Flash Format, M4V (AppleTV, iPhone, and iPod), Waveform Audio, and Windows Media. A complete list of the transcode options is provided in the table below.

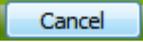
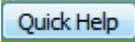
Input File Formats	Transcode Formats	Aspect Ratio	Frame Size in Pixels	Bit Rate
ASF, AVI, DV, FLV, GXF, IFO, LCH, LST, LXF, M1V, M2V, MOV, MP2, MP3, MP4, MPA, MPEG, MPG, MPV, MXF, NSV, OMF, QT, RAW, SAF, SWF, WAV, WMA, WMV	FLV, M4V (for AppleTV, H.264, iPhone, and iPod), MOV (for QT and QTH.264), MP3, MP4, RM, SWF, WMA, WMV	<u>Standard</u> (4:3)	<u>Standard</u> Small (320x240) Medium (480x360) Large (640x480)	Low (240Kbps) Medium (480Kbps) Medium High (750Kbps)
		<u>Wide Screen</u> (16:9)	<u>Wide Screen</u> Small (416x234) Medium (512x288) Large (704x396)	High (920Kbps)

Step 1 – Select input file

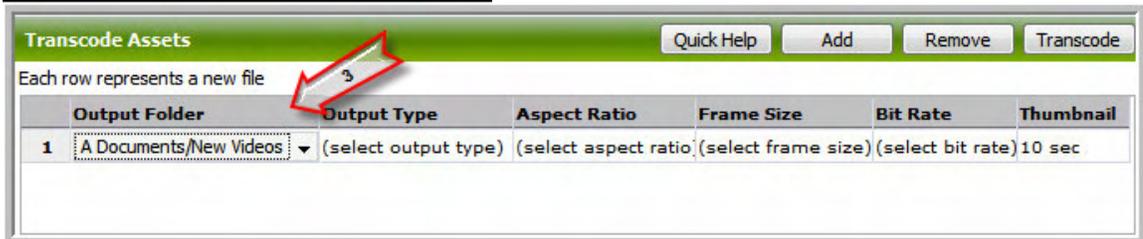


Assets: 3						
	Id	Title	Size (KB)	Type	Pub	Create Date
1	280	charliechocolate_480 mov	7,138		Yes	1/30/2009 11:10:00 AI
2	284	charliechocolate_480_4_small_medhigh flv	6,478		Yes	1/30/2009 11:10:00 AI
3	285	charliechocolate_480_5s_4_small_medhigh j...	3		Yes	1/30/2009 11:10:00 AI

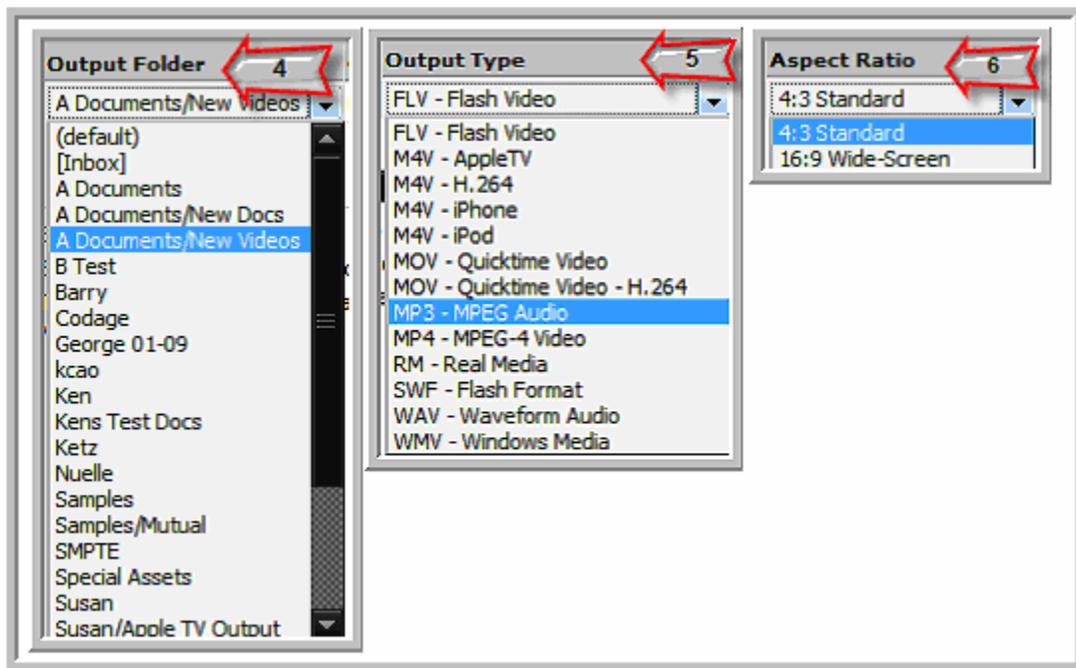
- To transcode or convert assets from one format to another, first select the asset from the Asset pane.
- Select the **Transcode** button from the Asset toolbar or select **Asset | Transcode** from the Main Menu. To navigate step-by-step in the transcode process:
 - Use  and  buttons to move forward and back one step at a time.

- B. To cancel the process at any time, select the  button.
- C. During the transcode process the user can use expandable help window that provides text and tips for transcoding assets by selecting the  button.

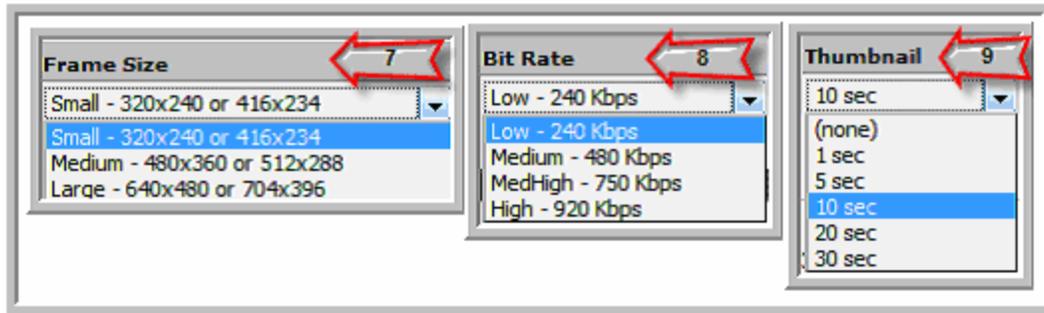
Step 2 – Assign transcode output options



- 3. For each output video format, modify the transcode field options (Output Folder, Output Type, Aspect Ratio, Frame Size, Bit Rate, and Thumbnail) to meet your requirements. All options for each field are displayed using the drop-down list of available choices.



- 4. Select **Output Folder** field to view a drop-down list of all folder locations.
- 5. Select the **Output Type** field to display the drop-down list of output types. From this list, select the transcoded output file format for the new file.
- 6. Select the **Aspect Ratio** field. From the drop-down list, choose one of the following aspect ratio: **4:3 Standard** or **16:9 Wide Screen**.



7. Select the **Frame Size** field. Select one of the drop-down list choices for frame size: **Small** (320x240 pixels for Standard or 416x234 pixels for WS), **Medium** (480x360 pixels for Standard or 512x288 pixels for WS) or **Large** (640x480 pixels for Standard or 704x396 pixels for WS).
8. Select the **Bit Rate** field. Choose one of the following: **Low** (240Kbps), **Medium** (480Kbps), **Medium High** (750Kbps) or **High** (920Kbps).



The aspect ratio selected will determine the frame size options available.

9. Select the **Thumbnail** field and from the drop-down choice list select one of the following video thumbnail locations, **None** (no thumbnail provided), **1 Sec**, **5 Sec**, **10 Sec**, **20 Sec** or **30 Sec**. The thumbnail will be selected from the video frame at the time indicated.



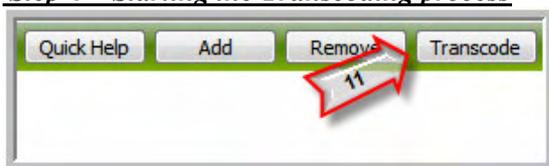
Audio output types do not require aspect ratio, frame size, bit rate or thumbnail values. Those fields will be defaulted to "none" and no additional values are permitted.

Step 3 – Multiple output files type

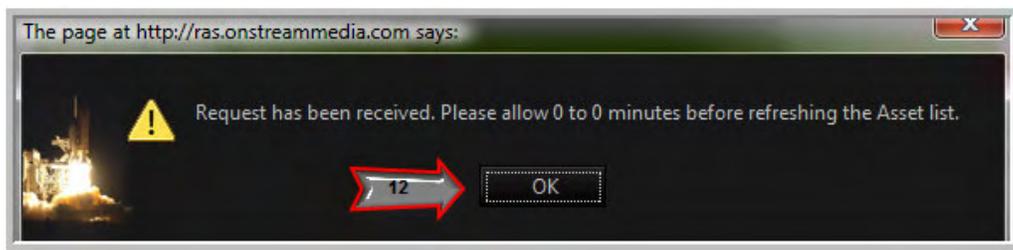


10. You can produce multiple output types for the same input video by adding additional line items.
 - A. To add additional transcode output types, use the **Add** button. A second row of options for an additional transcoded output file will be displayed. Repeat the previous steps and modify the transcode fields for the second output.
 - B. To remove a transcode file row, select the row number to be removed, and then select the **Remove** button.

Step 4 – Starting the Transcoding process



11. Select the **Transcode** button to start the conversion process.



- On the confirmation window, select the **OK** button. As with Uploading Assets, the transcoding process may take an extended period of time to complete. Please wait a several minutes before you use the **Refresh** button to refresh the asset pane.



You can only transcode assets that are published. If your asset is not published or if you select a starting format not allowed, the Transcode button will be grayed out.

Assets: 5				
	Id	Title	Size (KB)	Type
1	631	Throw Small	261	
2	632	Throw Small WS	254	
3	633	Throw Small Thumbnail	9	
4	634	Throw Small WS Thumbnail	7	
5	596	Throw	316	

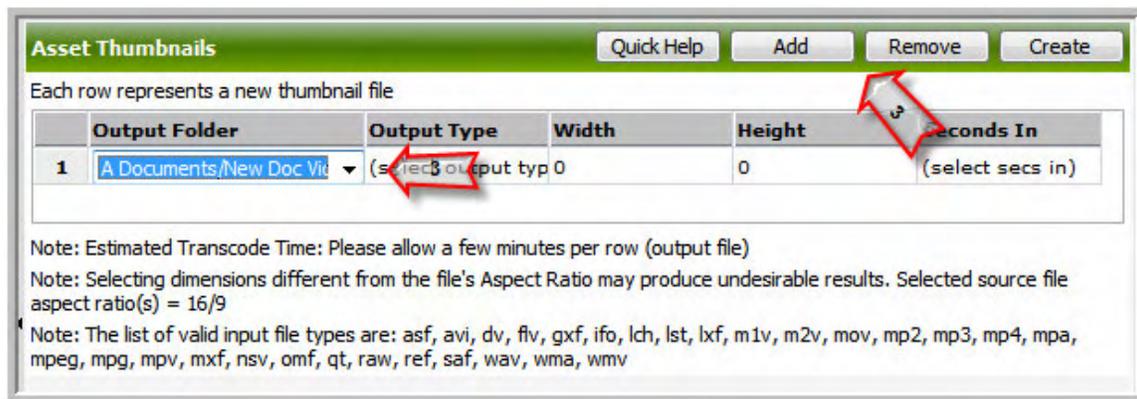
- At the completion of the transcoding process, the new file or files will be displayed in the output folder you selected. Remember to use the Refresh button to update the asset display.

Creating a Thumbnail for a Video without using the Transcoding Process

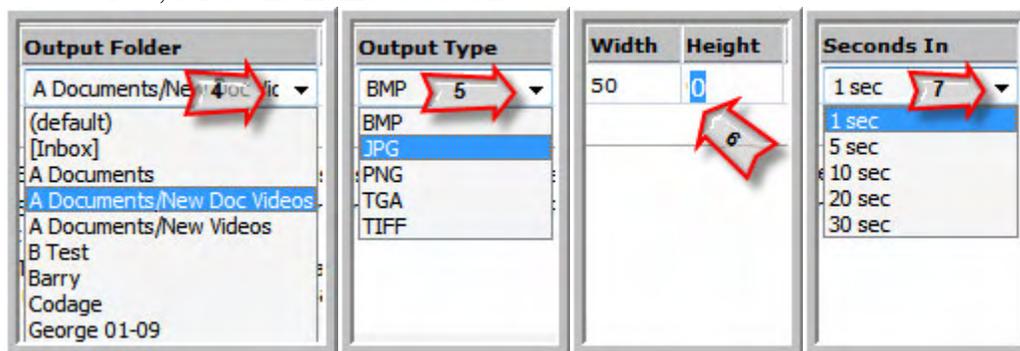
- You can create a thumbnail for any video asset you have available.
- The thumbnails can be used on the Playlist to represent the video.



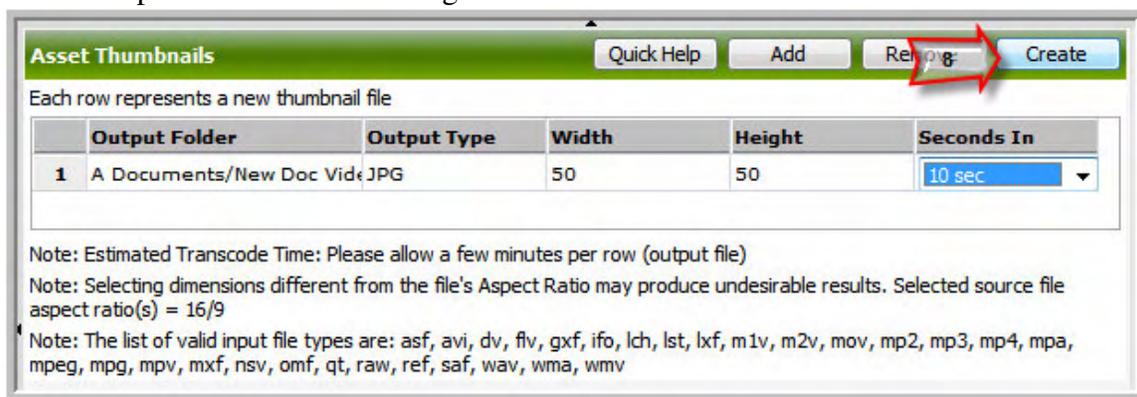
- Select the video asset by choosing it from the list in the object pane.
- Click the **Create Thumbnail Image** button on the Asset toolbar or select **Assets | Thumbnail** from the Main Menu.



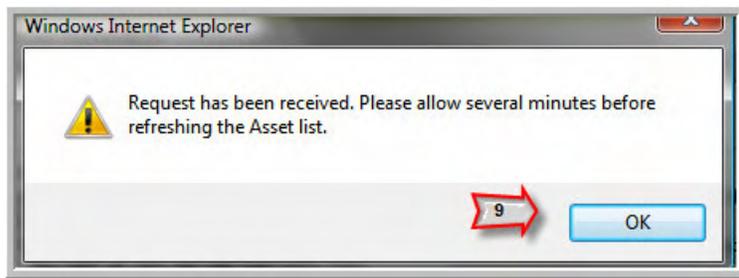
- To edit the Thumbnail process, click on each field and modify the contents to your requirements. You can process multiple images by adding additional rows to be processed. To add an additional row, select the **Add** button. To delete a row, select the **Remove** button.



- Modify the **Output Folder** destination by using the drop-down folder list of available folders.
- Modify the **Output Type** using the drop-down list. Available image types for thumbnails are BMP, JPG, PNG, TGA, and TIFF.
- Enter a value in pixels for the **Width** and **Height** of the thumbnail image. Recommended values are width=50 and height=50.
- From the **Seconds In** drop-down list, select the location within the video to capture the thumbnail image.

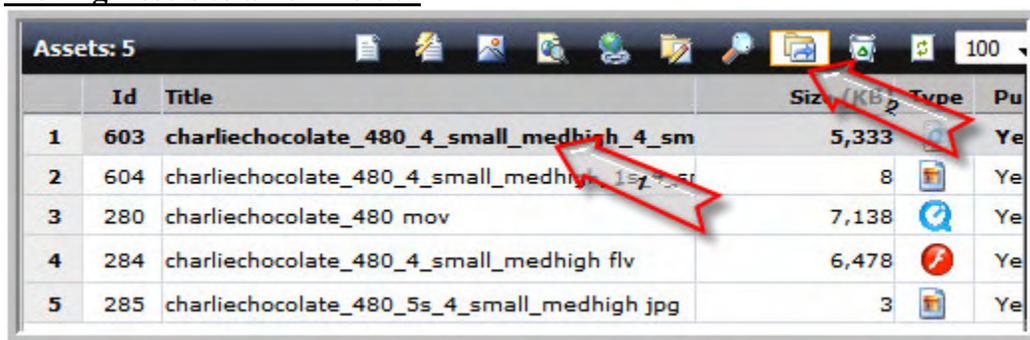


- After you have set all the options, select the **Create** button.

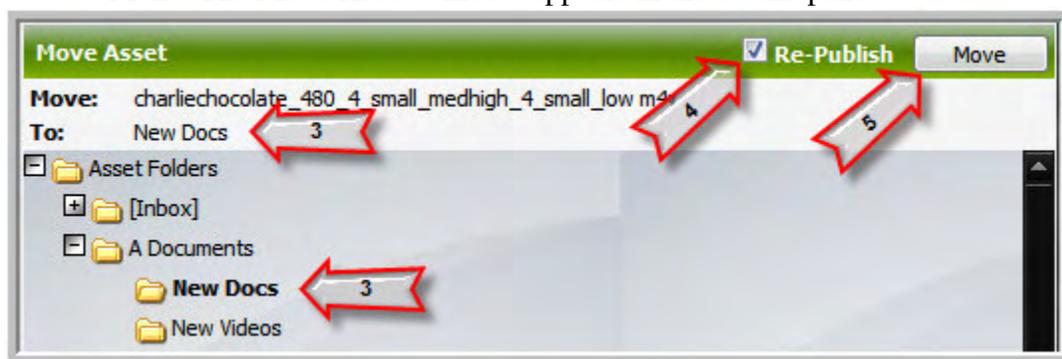


9. On the request acknowledge screen select the **OK** button. Your request may take several minutes before the thumbnail image is available. Please wait a few minutes and then use the **Refresh** button to update the Assets folder contents.

Moving Assets to a new Folder



1. Select a single asset from the asset pane.
2. Click **Move** on the Asset toolbar or select **Assets | Move Asset** from the Main Menu. The **Move Asset** window appears in the details pane.



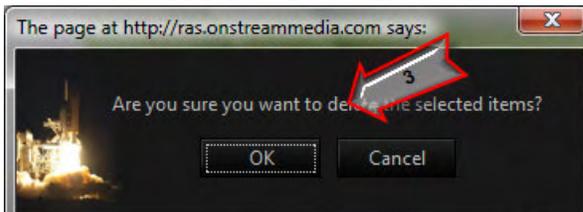
3. Select a new location folder. The **Move** field will indicate the asset to be moved and the **To** field will have the new folder location after the move is complete.
4. To re-publish the asset in its new folder, make sure the **Re-Publish** checkbox is marked (checked by default).
5. To complete the move, select the **OK** button.
6. To move multiple assets at one time:
 - ◆ For multiple individual items – hold down the **Control** key and select each item to be moved with a left-mouse click – when all desired items are selected, the complete the previous steps listed above.
 - ◆ For multiple items in a series – hold down the **Shift** key, select the first item with a left-mouse click, scroll to the end of your list and select the last item

with a left-mouse click – the series of items will be selected to be moved, then complete the previous steps listed above.

Deleting your Assets



1. Select the desired asset from the asset pane.
2. Click the **Delete** button on the Asset toolbar or select **Assets | Delete** from the Main Menu. You will be asked to confirm your request.



3. Click **OK** button to remove the asset or use the **Cancel** button to stop the deletion.



4. When selecting to delete an asset, the delete action will result in the asset being un-published and moved to the *Recycle* folder.
5. To delete multiple assets at one time
 - ◆ For multiple individual items – hold down the **Control** key and select each item to delete with a left-mouse click – when all desired items are selected, then complete the previous steps listed above.
 - ◆ For multiple items in a series – hold down the **Shift** key, select the first item with a left-mouse click, scroll to the end of your list and select the last item with a left-mouse click – the series of items will be selected for deletion then complete the previous steps listed above.
6. To undo a delete, select the deleted item in the *Recycle* folder and use the move assets instructions (or **Drag-and-Drop**) to return it to its previous location.
7. To permanently delete the asset, select the *Recycle* folder or a specific asset in the *Recycle* folder, then select the **Delete** button on the toolbar, and confirm the delete request. The delete action will result in asset being permanently removed.

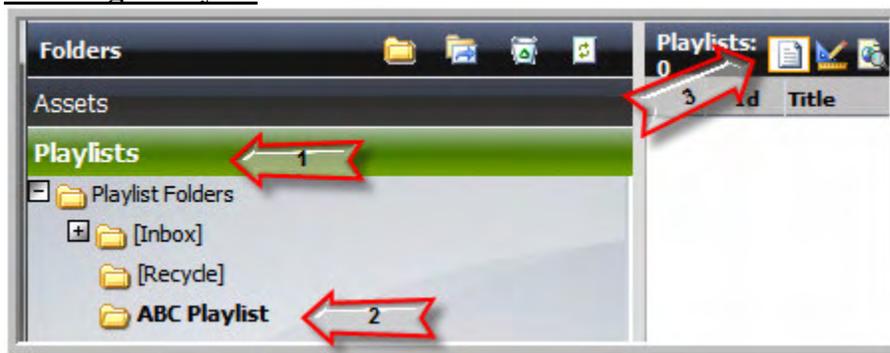


At any time you can click Refresh on the Toolbar to update and see any changes that may not be displayed.

PLAYLIST

- ➔ A playlist is a personalized list of Flash and Shockwave videos and/or video segments used in your Video Player applications.
- ➔ To use other video types, you will need to transcode those videos to Flash or Shockwave file types.
- ➔ Each playlist can be customized for any application and will be displayed in the Video Player's Video Library.
- ➔ Video can be added, removed, and sequenced in any order in your playlist.
- ➔ Thumbnails can be also be created and displayed for any video.

Creating a Playlist



1. First select the **Playlist** object tab.
2. Select the destination folder by choosing it from the list in the object pane. If you need to create a new folder, see the section on “*Creating a New Folder*” in this guide.
3. Click **Add New Item** button on the Playlist toolbar or select **Playlist | New** from the Main Menu. To navigate step-by-step in the playlist process,
 - A. Use and buttons to move forward and back one step at a time.
 - B. To cancel the playlist process at any time, select the button.
 - C. During the process the user can use expandable help window that provides text and tips for creating a playlist by selecting the button.

Step 1 – Add Videos to a Playlist

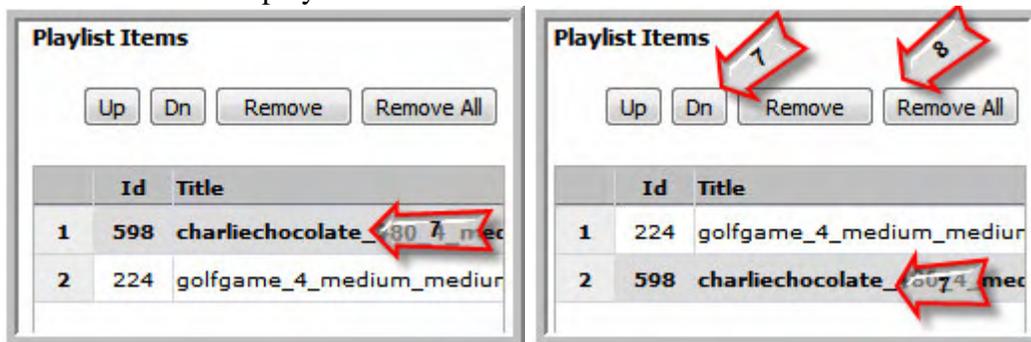


4. From the **Available Assets** drop-down list, select the folder that contains your videos.



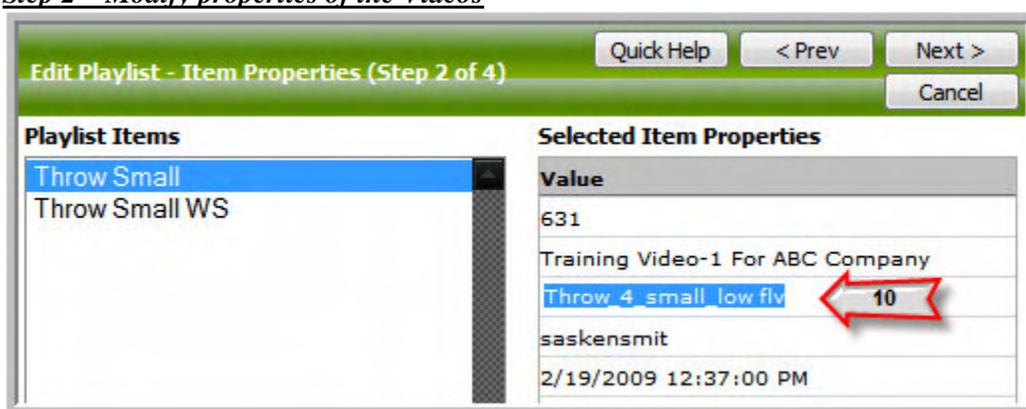
The Video Player will only display Flash or Shockwave format files. The Available Assets display will also only display Flash or Shockwave format files. Any other types of video files will not be displayed.

5. Select the Flash or Shockwave video you wish to place in the new playlist from the list provided.
6. Select the **Add** button to add a single video, or select the **Add All** button to add all the videos shown in the list. The video selected will be displayed under the **Playlist Items** field. Repeat these steps until you have all the desired videos selected for the playlist.



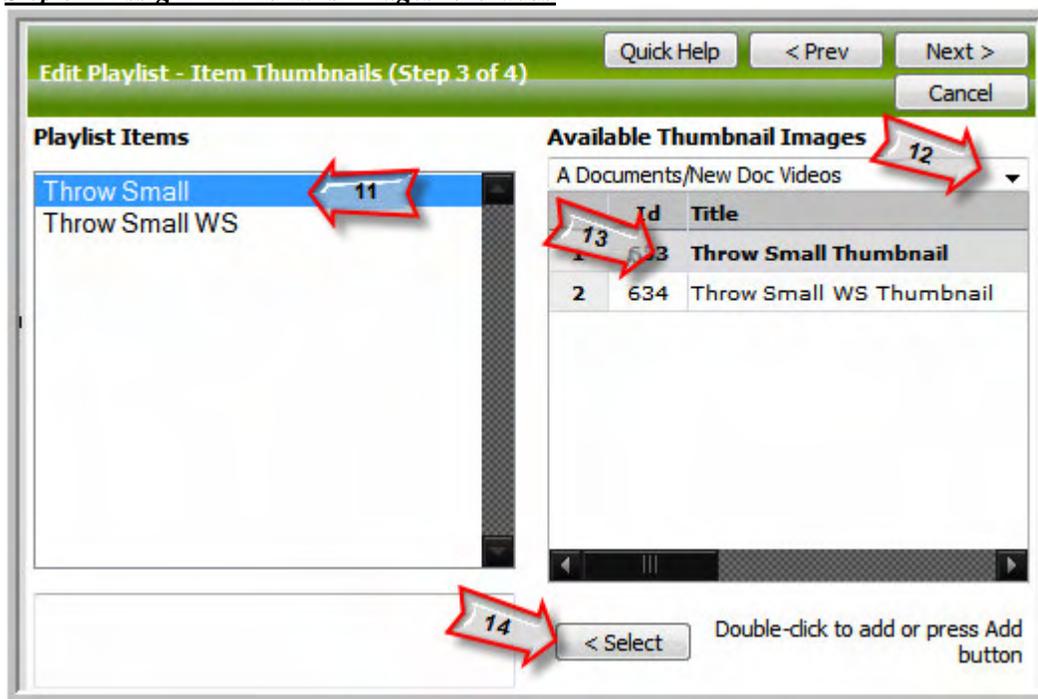
7. After all the videos are selected, place these videos in the correct play order by highlighting a video and using the **Up** and **Dn** buttons. The top video will be the first one played from the playlist.
8. To remove one of the videos from your playlist, select it and use the **Remove** button to delete that specific video from the list, or you can remove all the videos by selecting the **Remove All** button.
9. When you have completed adding, removing and sequencing the videos, select the **Next >** button.

Step 2 – Modify properties of the Videos



10. If you need to modify any of the editable video properties, you can double-click on the value field and make changes to the following fields: Title, Description, Comment, Link, Author, and Pub Date. When you have finished with your changes, select the **Next >** button.

Step 3 – Assign Thumbnail Images to Videos

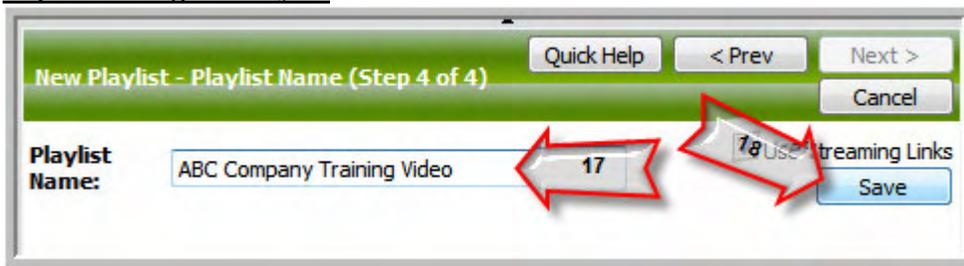


11. A thumbnail image can be added to each video in your playlist. Thumbnail images can be used in the Video Player's Video Library but are not required. If you do **NOT** wish to assign a thumbnail to your videos simply select the button.
12. To assign a thumbnail, select the video in the playlist items window. Use the **Available Thumbnail Images** drop-down list to locate your thumbnail image file. If you did not have a thumbnail image but wish to create one, go to section titled "*Creating a Thumbnail for a Video*" in this guide.
13. Select the image you wish to use by clicking on the thumbnail image file.
14. Use the **Select** button to assign the thumbnail image to the video.

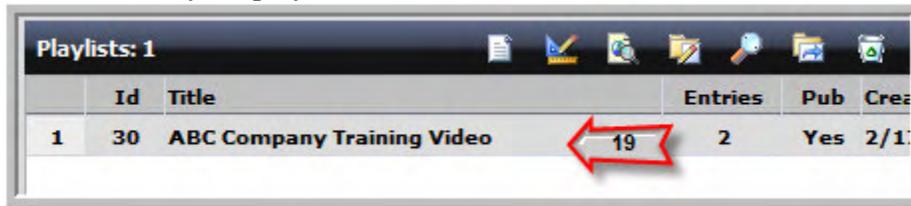


15. Details of the thumbnail will be shown after the assignment is complete.
16. When you have finished with your thumbnail assignments, select the button.

Step 4 – Saving the Playlist



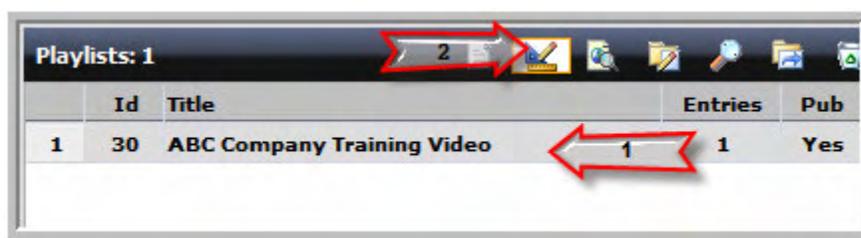
17. In the **Playlist Name** field, enter the name of your new playlist.
18. To create your playlist in the selected folder, select the **Save** button.



19. After the save function is complete, the new playlist will be displayed in the output folder.

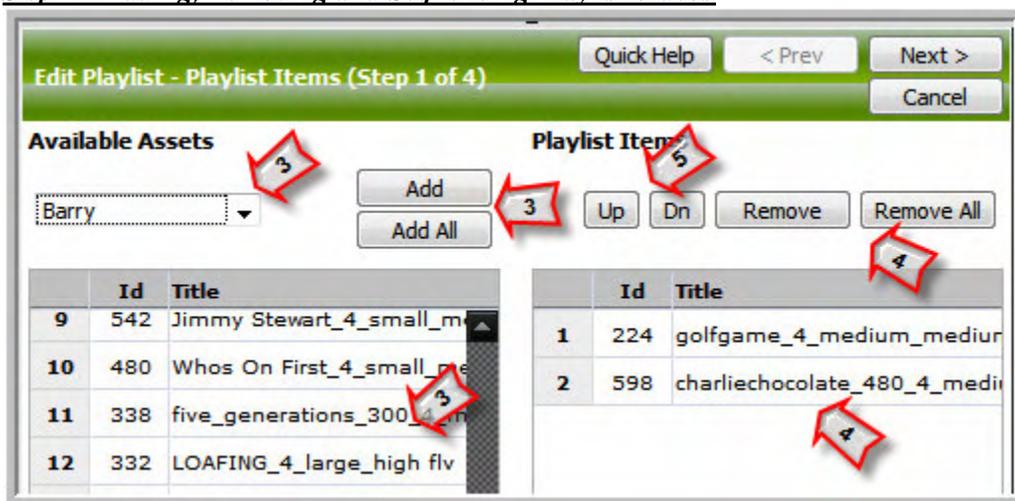
Editing a Playlist

- The Edit Playlist function allows you to perform any of the following editing functions to your existing playlist:
 - ◆ Add or remove videos.
 - ◆ Re-sequence the videos.
 - ◆ Change the properties to any video.
 - ◆ Add or remove thumbnails.
 - ◆ Publish or unpublish your playlist.
 - ◆ Rename your playlist.



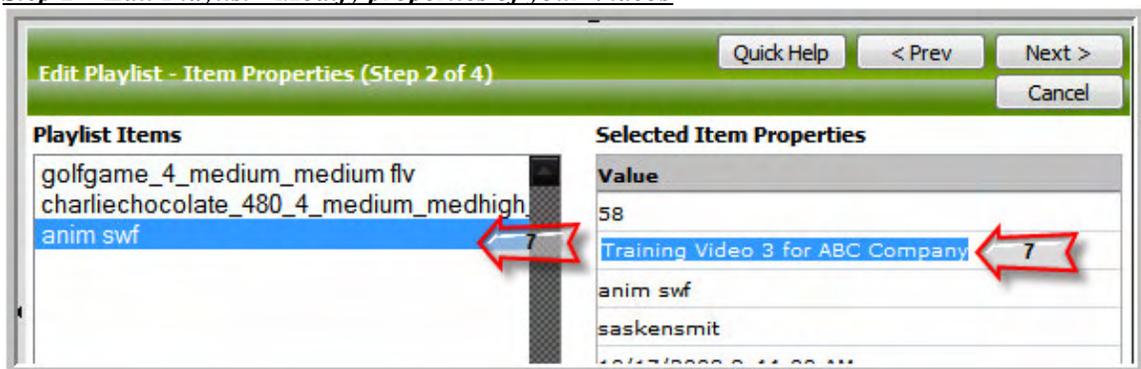
1. To edit a Playlist, select the folder and the playlist.
2. Select the **Edit** button on the Playlist toolbar or select **Playlist | Edit** from the Main Menu.

Step 1 – Adding, Removing and Sequencing Playlist Videos



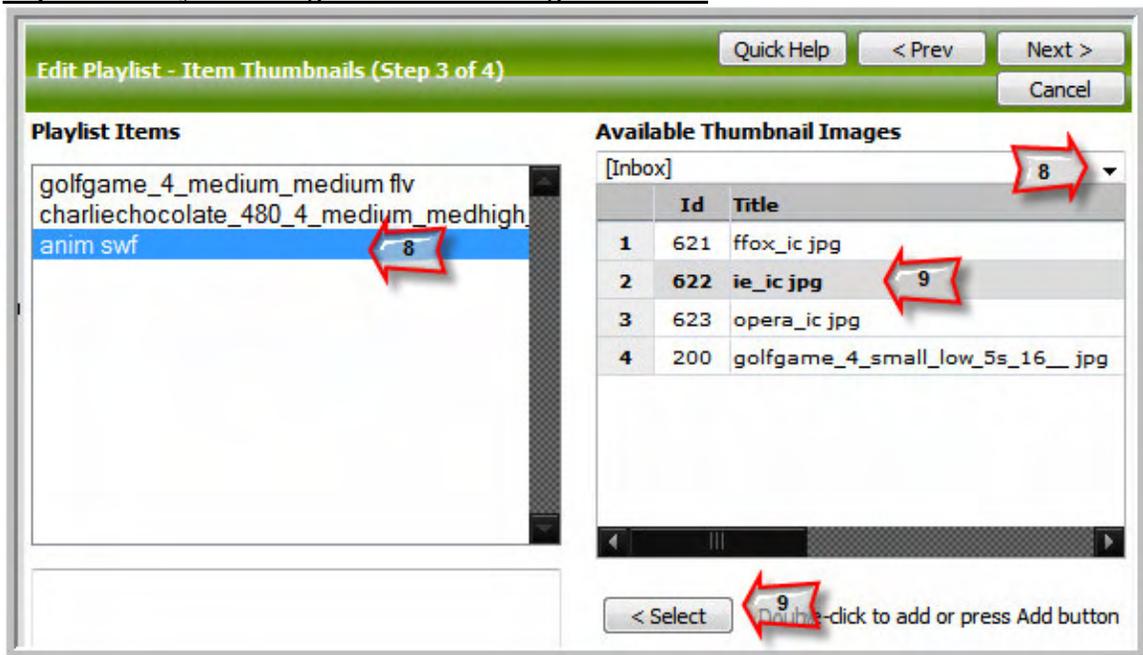
3. On the Edit Playlist screen and using the **Available Assets** drop-down list, select a video from the list and use the **Add** or **Add All** buttons to add one new video or all the videos to your playlist.
4. You can also delete a video already in the playlist by selecting it from the Playlist Items list and use the **Remove** or **Remove All** buttons to delete a single video or all the videos shown from the playlist.
5. Use the **UP** and **DN** buttons to re-sequence the videos in your existing playlist. The top video will be the first one played from the playlist.
6. When you have completed adding, removing and re-sequencing the videos, select the **Next >** button.

Step 2 – Edit Playlist - Modify properties of your Videos

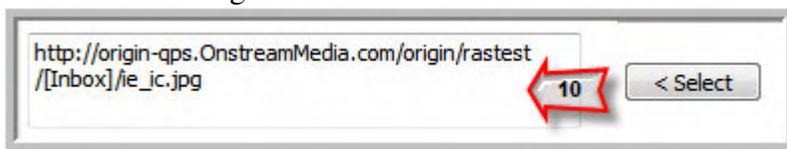


7. If you need to modify any of the editable video properties, you can double-click on the value field and make changes to the following fields: Title, Description, Comment, Link, Author, and Pub Date. When you have finished with your changes, select the **Next >** button.

Step 3 Edit Playlist – Assign Thumbnails Images to Videos



8. To assign a new thumbnail to a video, select the video in the playlist items window. Use the **Available Thumbnail Images** drop-down list to locate your thumbnail. If you did not have a thumbnail image but wish to create one, go to section “*Creating a Thumbnail*” in this guide.
9. Select the image to be used by clicking on the image item number. Use the **Select** button to assign the thumbnail to the video.



10. Details of the thumbnail will be shown after the assignment is complete.
11. When you have finished with your thumbnail assignments, select the **Next >** button.

Step 4 Edit Playlist – Saving your changes



12. In the **Playlist Name** field, the name of your existing playlist will be displayed. If you wish, you can change the playlist name by entering a new name here.
13. To save your modifications to the existing playlist or create a new playlist if you have changed the name, select the **Save** button.

Previewing a Playlist

Playlists: 1					
	Id	Title	Entries	Pub	C
1	30	ABC Company Training Video	2	Yes	2,

1. To preview a published Playlist, select the folder and the playlist to be viewed.



Only published Playlists can be previewed.

2. Select the **Preview** button on the Playlist toolbar or select **Playlist | Preview** from the Main Menu.



3. A link to your playlist will be displayed in the Preview Playlist window. Left-Click on the link to open the playlist videos or Right-Click to download it to your computer.

ABC Company Training Video

You are viewing a feed that contains frequently updated content. When you subscribe to a feed, it is added to the Common Feed List. Updated information from the feed is automatically downloaded to your computer and can be viewed in Internet Explorer and other programs. [Learn more about feeds.](#)

[Subscribe to this feed](#)

Displaying 2 / 2

All 2

Sort by:

- Date
- Title
- Author

[Training Video 1 for ABC Company](#) ← 4

Tuesday, February 10, 2009, 4:20:00 AM | saskensmit

→

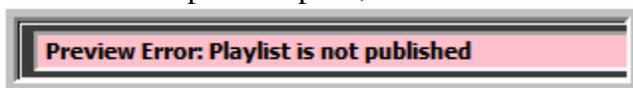
Training video for ABC Company

[Training Video 2 for ABC Company](#) ← 4

Thursday, December 11, 2008, 6:05:00 AM | saskensmit

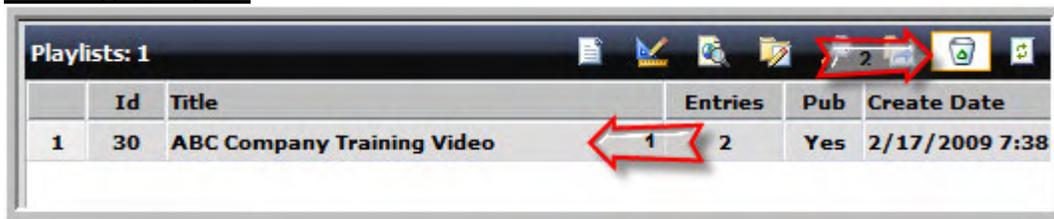
→

4. In the preview pane, select the link to view the video in the preview pane.

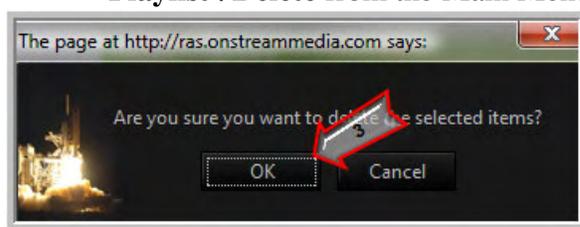


5. You can only preview a published playlist; if you select to preview a playlist that is not published you will receive a preview error message in the status field.

Deleting a Playlist



1. To delete an existing Playlist, select the folder and the playlist.
2. Highlight the playlist and select the **Delete** button on the Playlist toolbar or select **Playlist | Delete** from the Main Menu.

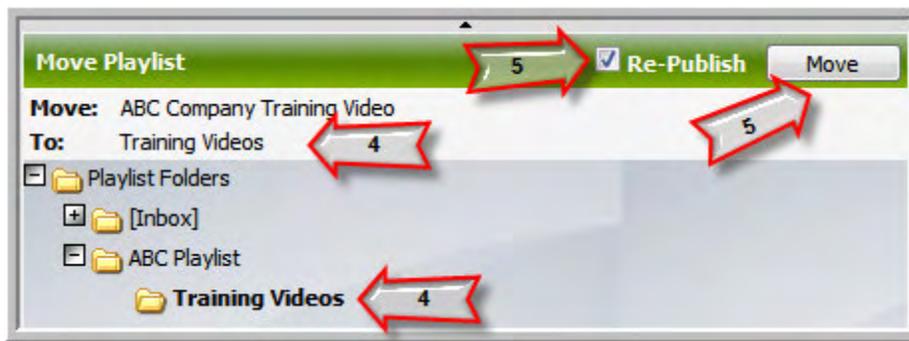


3. Confirm the delete function by selecting the **OK** button.
4. The feed will be moved to the **Recycle** folder. To permanently delete the feed, again select the asset name, this time from the **Recycle** folder and select the **Delete** button again. This will permanently delete the feed from the system.

Moving a Playlist to a new Folder



1. Moving a Playlist between folders functions exactly in the same way as moving Assets between folders. Select the folder that contains the playlist to be moved.
2. Select the playlist to be moved from the list
3. Select the **Move** button from the Playlist toolbar or select **Playlist | Move** from the Main Menu.



4. In the **Move Playlist** pane, select the new folder location. The **Move** field will indicate the playlist to be moved and the **To** field will indicate the new folder location.
5. If you wish to have the Playlist re-published in the new location make sure the box is checked (the default is checked) and then select the **Move** button.

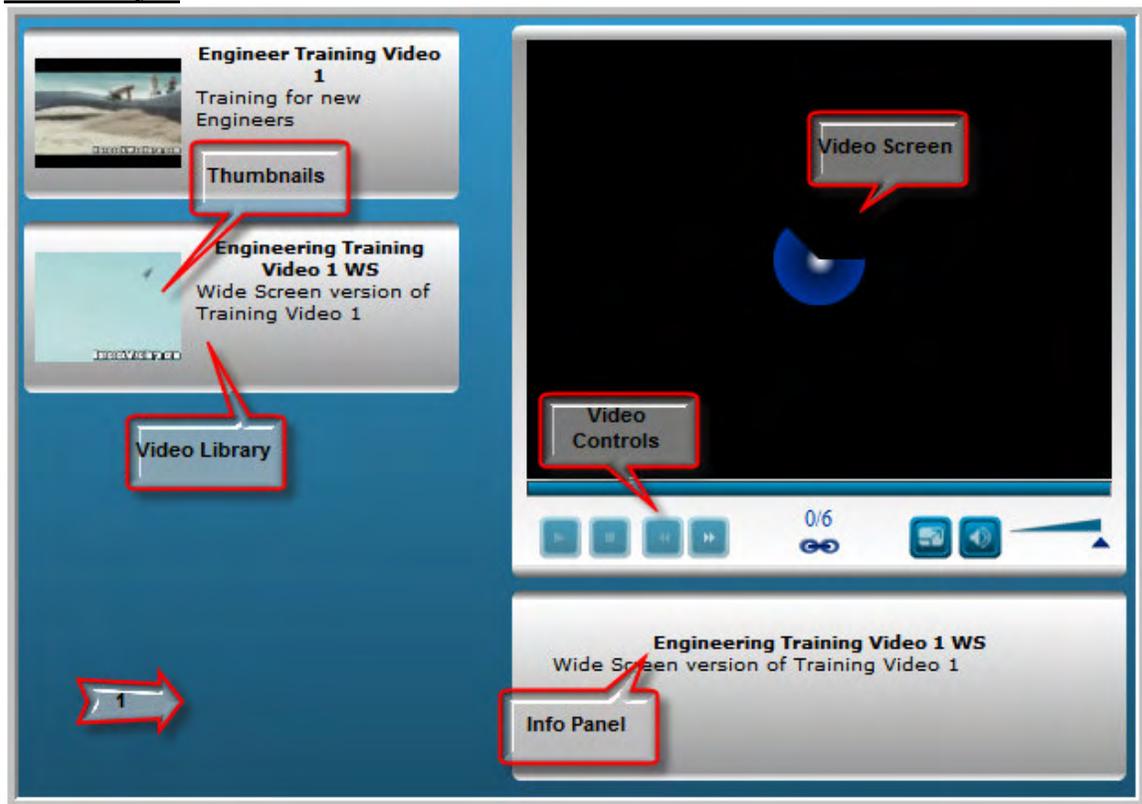


6. The Playlist will be moved and displayed in the new folder.

PLAYER

- The Media Player is a Flash video player. The only valid video types for use with this player are Flash (FLV) and Shockwave (SWF) file types.
- To use other video types, see the instructions in the Asset section titled “*Transcoding Assets*” which will allow you to convert your videos to a video format used by these players.
- The Media Player Designer function is used to create a new or customize an existing media player for any Streaming Publisher application. When activated, the Designer will use a new Pop-Up window. Make sure you have enabled pop-ups from this site so you can use this function.

Video Player



1. The Video Player screen consists of a player and a video library. The player consists of the video screen, video control, and an information panel. The Video Library displays the playlist videos in the sequence order selected. A thumbnail of the video is displayed, if selected, as well as the video titles and description.

Fixed Player Templates

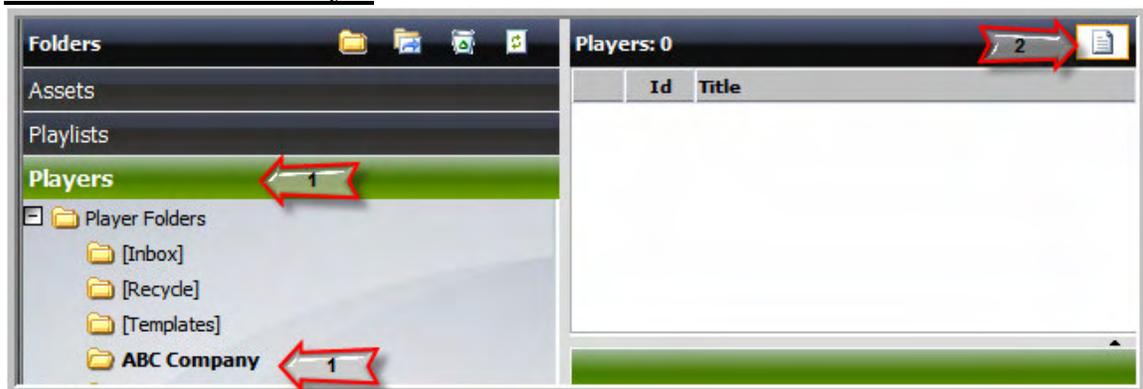


1. To view the available fixed set of 30 player templates, first select the **Players** object tab and then the **Templates** director.
2. The Assets pane will display all 30 available templates. These templates are available when you create your custom player.

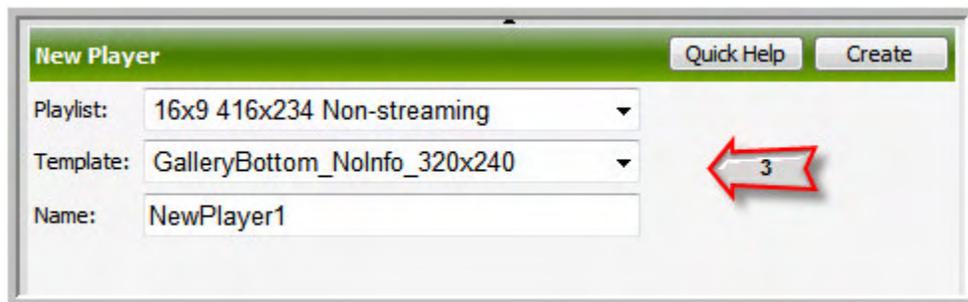


Instructions on how to create your own custom templates are provided in the Streaming Publisher Operations Manual.

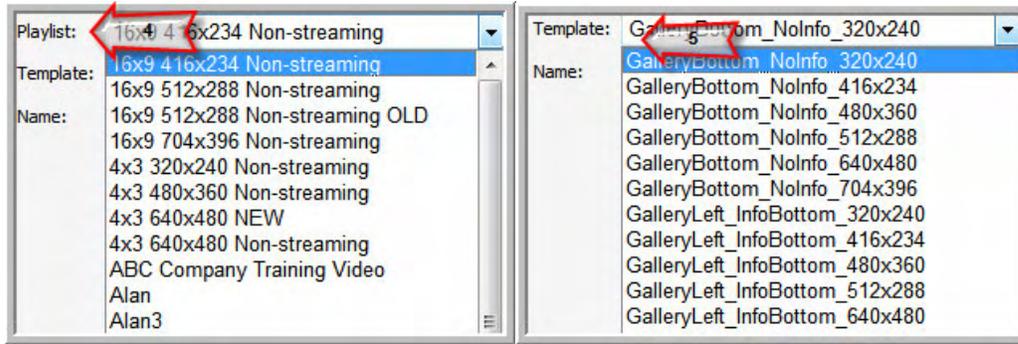
Create a new Media Player



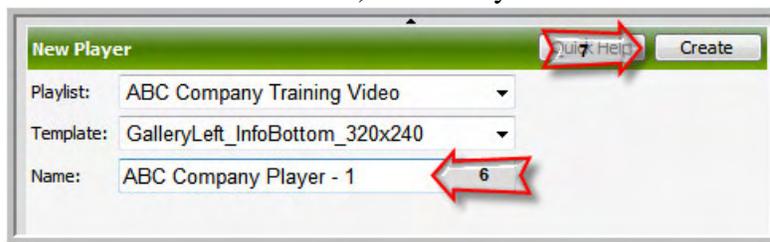
1. Select the **Players** object tab and then select the folder storage location for the new Player.
2. Select the **Add New Item** button on the Players toolbar or **Players / New** from the Main Menu.



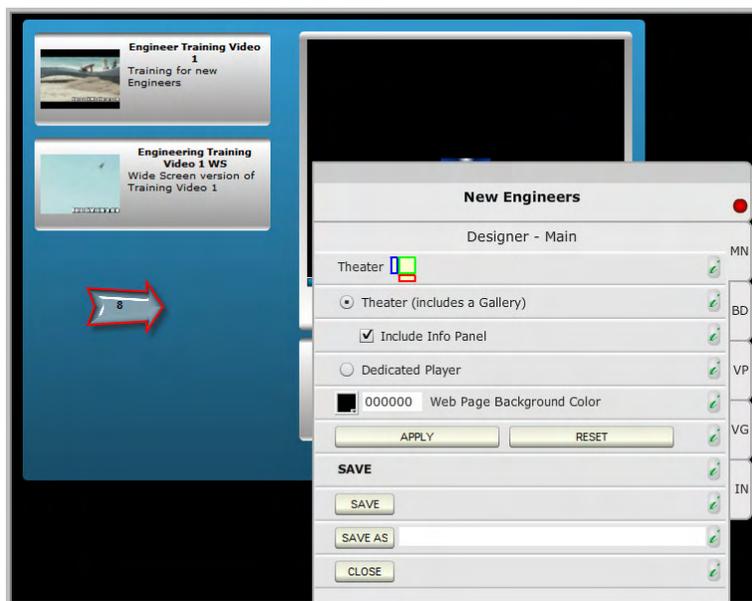
3. In the *New Player* pane, you will be using the pull-down list of options to select your **playlist**, select the template to use when creating the Video Gallery and the name field to name your player.



4. Using the **Playlist** drop-down list, select a playlist for the new player.
5. Using the **Template** drop-down list, select a template for the new player. The template options allow you to select the size of the player in pixels (**320x240**, **416x234**, **480x360**, **512x288**, **640x480**, or **704x396**), Playlist Video Gallery location (**Bottom**, **Left** or **Right**), and Playlist Info Panel (**No Info Panel**, **Bottom Info Panel**) and in any combination of these options.



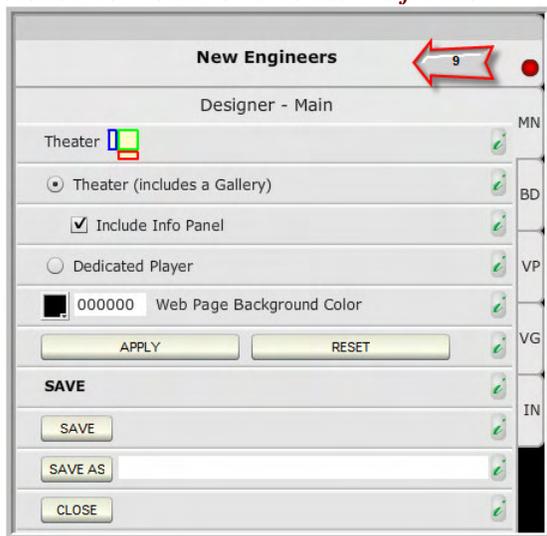
6. Enter the name of the player in the **Name** field.
7. When all the options are selected and the name is entered, select the **Create** button.



8. After you have selected the **Create** button, the *Media Player Designer* will open in a new window. The Media Player Designer features are described in the Streaming Publisher Operations Manual.



The Media Player Designer requires that you allow pop-ups from this site. Please modify your browser controls in order to use this function.



9. The Designer Control panel provides the controls to totally customize your Video Player.

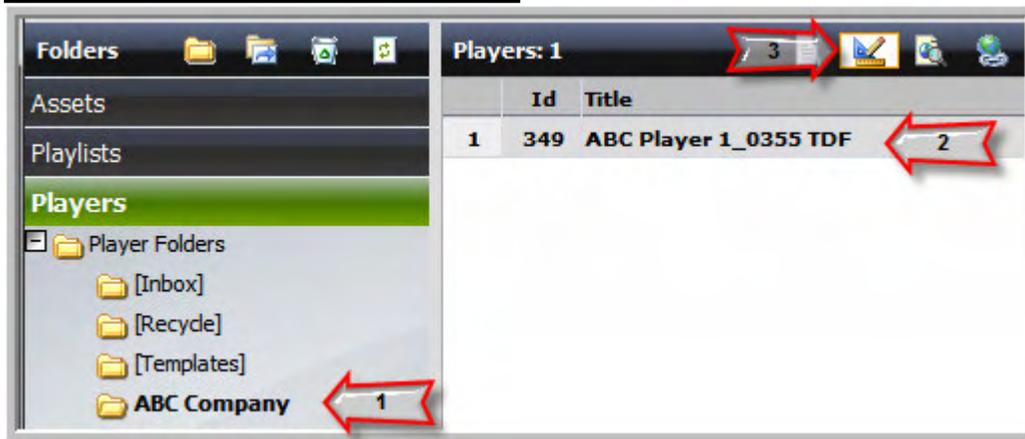


10. A sample of your player is provided so you can view how your player will look on the web.

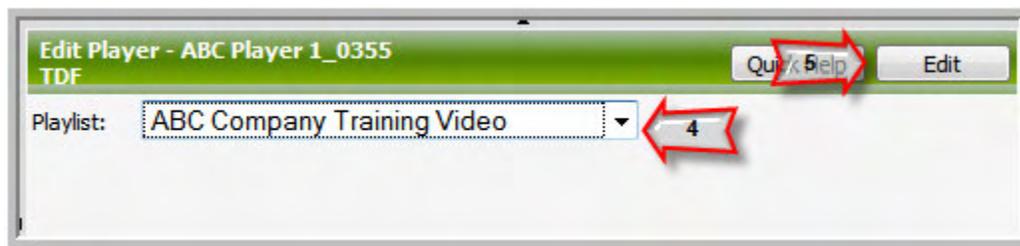


11. After you have created your new player, select the **Save** button on the Designer main page to save your design. Use the **Close** button to cancel all your changes and exit from the Designer.

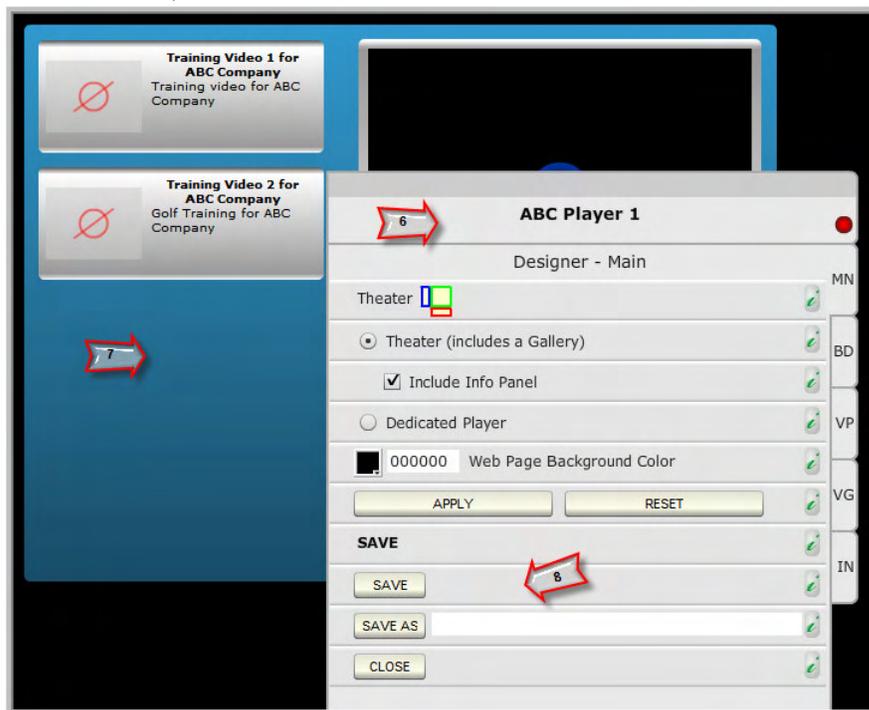
Customizing an existing Media Player



1. Select the folder location of the existing Player.
2. Select the player to edit from the list of players.
3. Next, select the **Edit Selected Item** button for the Players toolbar or **Player/Edit** from the Main Menu.



4. In the **Edit Player** panel, you can change the playlist by selecting a new one from the drop-down list.
5. Next, select the **Edit** button.



6. After you have selected the **Edit** button, the Media Player Designer will open in a new window which contains a sample web page with a Media Player and the Media Player Designer Control Panel. The Media Player Designer features are described in the Operations Manual. The Designer Control panel provides the controls to totally customize your player.
7. A sample player is provided so you can view how you player will look on the web.
8. After you have customized your player to your satisfaction, select the **Save** button to save all the changes made to the Media Player design. The save function will overwrite the existing player with the new modifications. Selecting the **Save As** button allows all player changes to be saved to a different file name, resulting in a new player being created. In the text field, enter the name of the player and select the **Save As** button. The player will be saved in the file directory selected. Use the **Close** button to cancel all your changes and exit from the Designer.

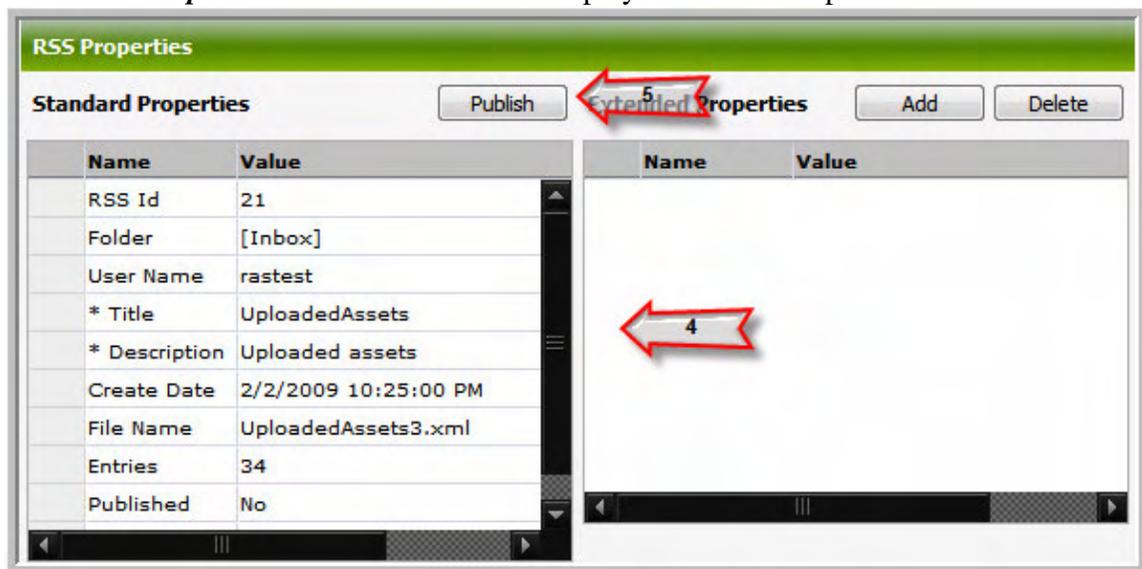
RSS FEEDS

- ➔ Streaming Publisher RSS feeds point to frequently updated digital content including pictures, audio or video content published to the web. Selecting the **RSS** object tab accesses these feeds.
- ➔ There is one automatically generated RSS feed titled **Uploaded Assets** that contains links to all upload assets. It is updated when any asset is uploaded and published in your account. The **Uploaded Assets** feed can be found in the Inbox folder of the **RSS** object tab.
- ➔ All other RSS feeds must be user created.

Auto RSS Feeds



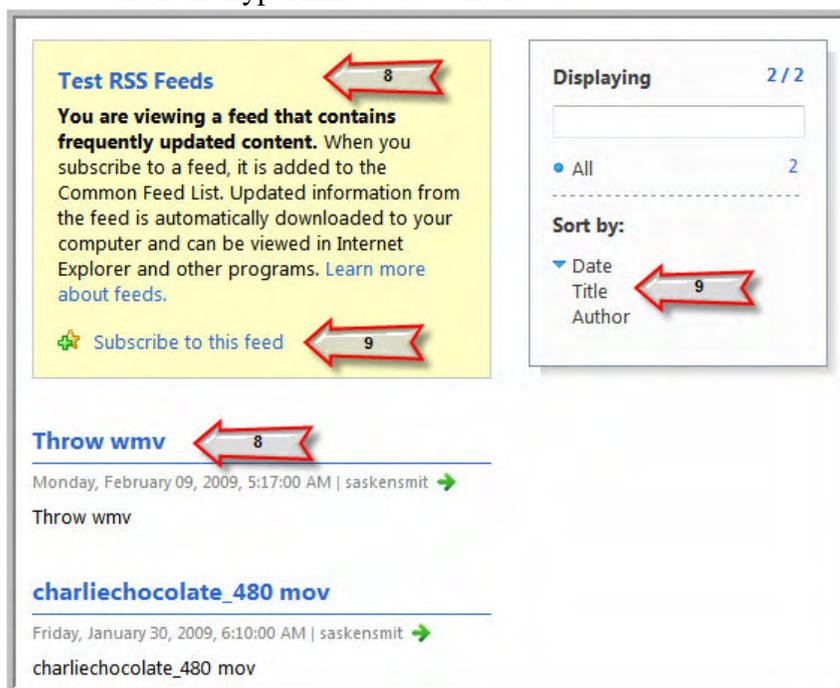
1. All your uploaded and published assets result in the automatic creation of an RSS feed. To display this information, select the **RSS** object tab.
2. Next, select the **RSS Inbox** directory.
3. The **Uploaded Assets** RSS feed is displayed in the asset pane.



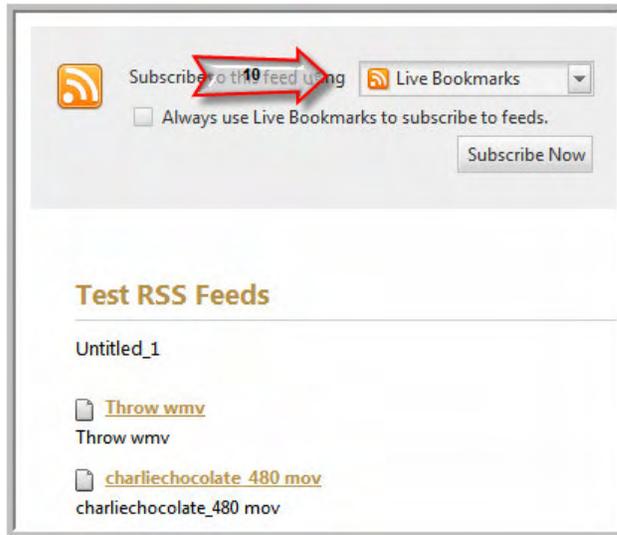
4. Selecting the **Uploaded Assets** feed will result in the properties of that feed being displayed in the details pane.
5. As with Assets, only published RSS feeds can be viewed (by default the uploaded RSS feed is published). To publish or unpublish the RSS feeds select the **Publish** button. This button will toggle between the publish and un-publish option.



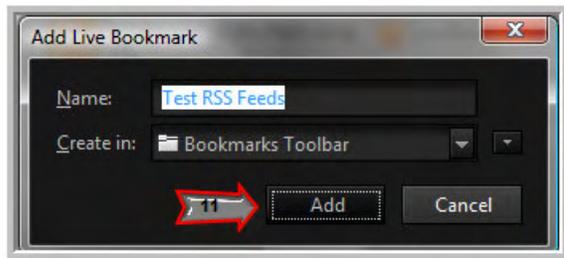
6. After making sure the feed is published, select and double click on **Uploaded Assets**.
7. The **Uploaded Assets** feeds are displayed as a hyperlink in the asset pane. Left-click the hyperlink to view the feeds.



8. Your published RSS Feeds are shown by the RSS feed title. The feeds are displayed by their asset titles.
9. If you are using Microsoft IE® browser, the sort order is displayed by the date they were uploaded (first to last). This list can be re-ordered to (last to first) by clicking on the Date sort. The feeds can be re-sorted by Title (A to Z) or Author (A to Z). Re-order them to Z to A by clicking on Title or Author again. You can select to subscribe to these feeds by selecting the **Subscribe to this feed** link.

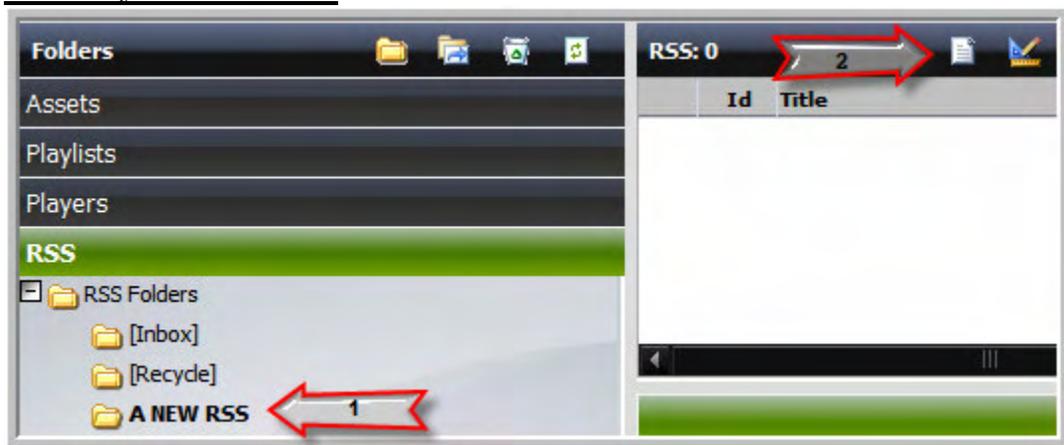


- If you are using the Mozilla Firefox[®] browser, there is no sort options provided. You can select to subscribe to the feeds by selecting the **Subscribe Now** button.



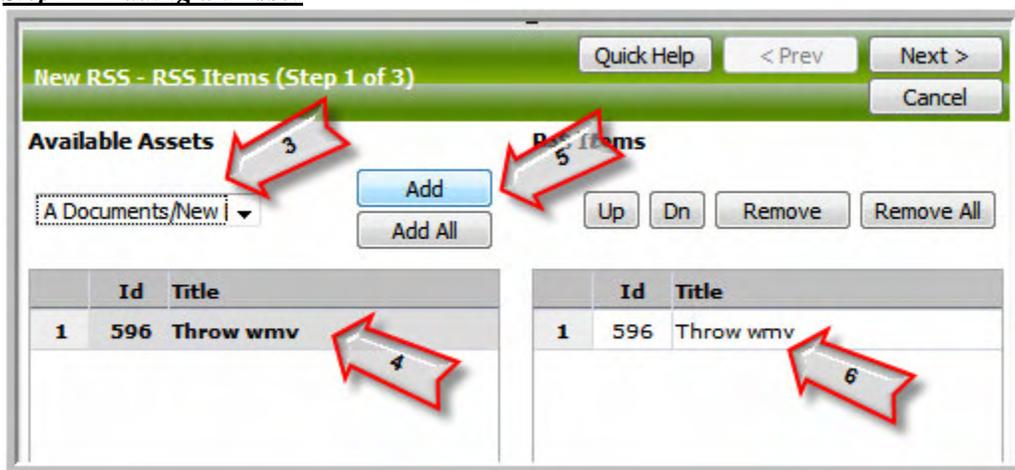
- Select the **Add** button on Firefox[®] browser Add Live Bookmark acknowledgement screen to complete your subscription.

Manually Created Feeds

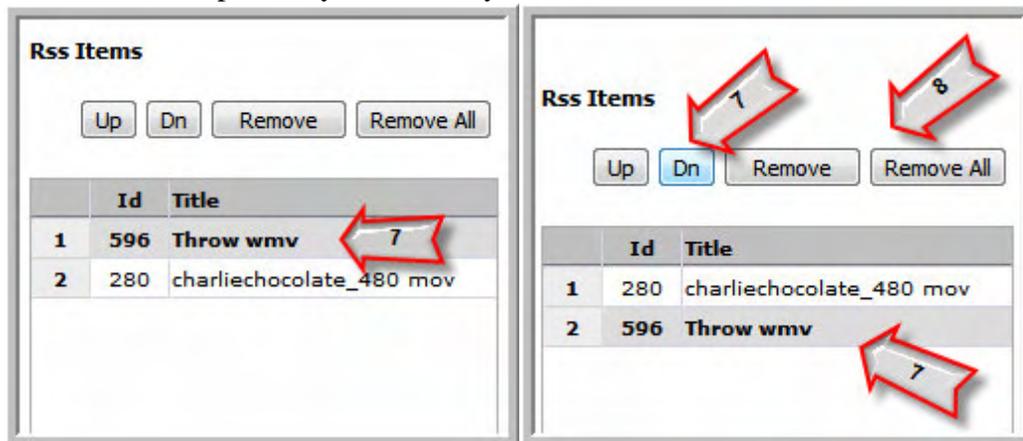


- Select the **RSS** folder where the new feed will be created.
- Select the **Add New Item** button.

Step 1 – Adding an Asset

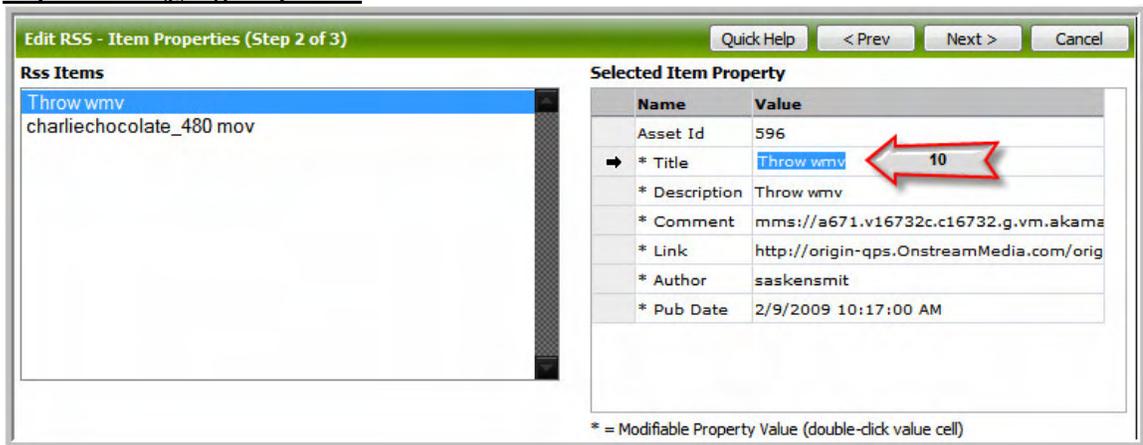


3. From the **Available Assets** drop-down list, select the asset folder that contains your feed.
4. Select the asset feed you wish to place in the new folder from the list provided.
5. Select the **Add** button to add a single feed, or select the **Add All** button to add feeds for all the assets shown in the list.
6. The asset feed selected will be displayed under the **RSS Name** field. Repeat these steps until you have all your desired assets selected.



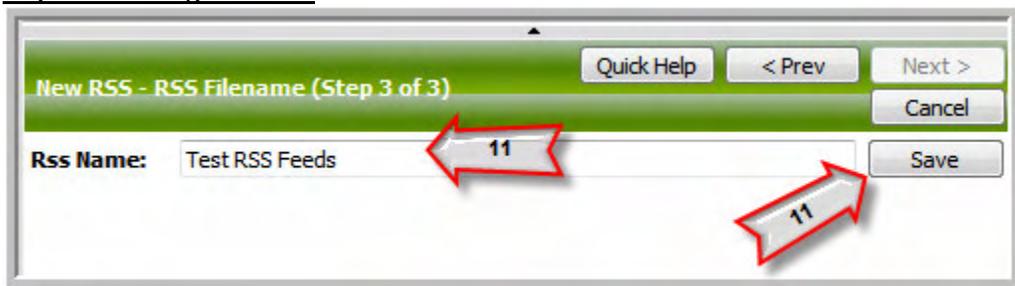
7. Use the **Up / Dn** buttons to sequence the RSS items.
8. To remove one of the feeds select the row number and use the **Remove** button or to remove all the feeds select the **Remove All** button.
9. To verify the properties of the new RSS items select the **Next >** button.

Step 2 – Modifying Properties

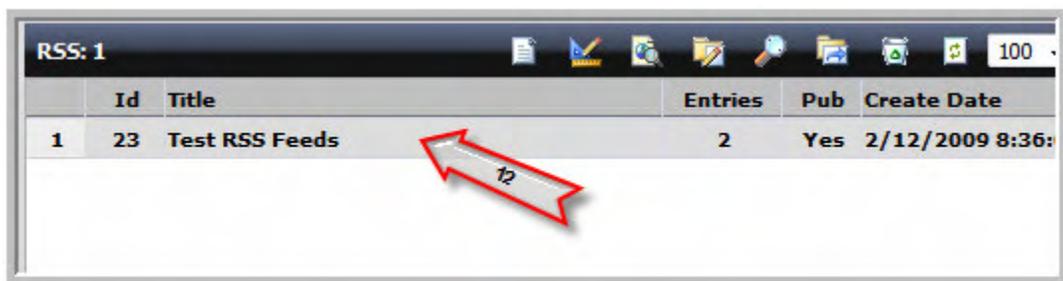


10. Verify the properties of the RSS feeds. If modifications are required you can double-click on the value field and make changes to the following name properties: Title, Description, Comment, Link, Author, and Pub Date. When you have finished with your changes, select the **Next >** button.

Step 3 – Naming the Feed



11. Enter a name for the new feed in the RSS Name field and select the **Save** button.



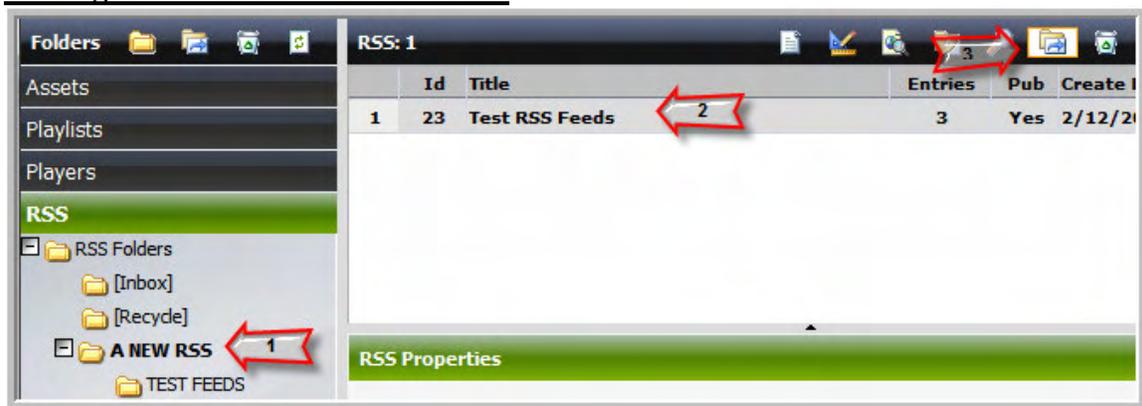
12. After a save function is complete, the new feed will be displayed in the folder you selected.

Deleting an RSS Feed



1. To delete a feed from an **RSS** folder, select the folder where the feed is located and then select the feed to be deleted.
2. Select the **Delete** button and then confirm the delete function by selecting **OK**.
3. The feed will be moved to the **Recycle** folder. To permanently delete the feed, again select the asset name, this time from the **Recycle** folder and select the **Delete** button again. This will permanently delete the feed from the system.

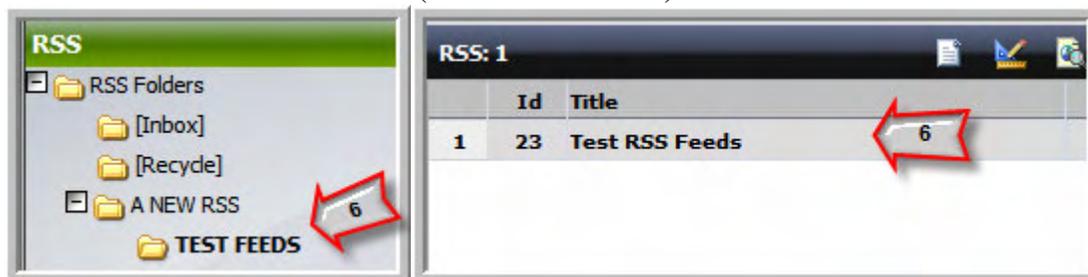
Moving an RSS Feed to a new Folder



1. Moving feeds between folders works exactly the same as moving Assets between folders. Select the folder that contains the feed(s) to be moved.
2. Select the feed from the list.
3. Select the **Move** button.



4. In the **Move RSS** pane, select the new folder location. The **Move** field will indicate the feeds to be moved and the **To** field will indicate the new folder location.
5. If you want the feed to be re-published at the new location, make sure the **Re-Publish** box is checked (default is Checked) and then select the **Move** button.

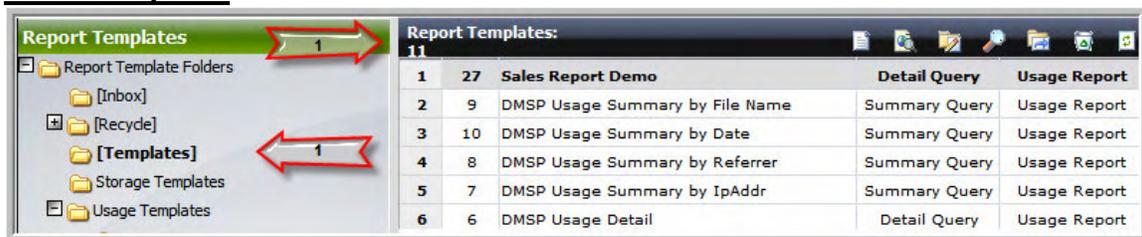


6. The asset feeds will be moved and displayed in the new folder.

REPORT TEMPLATES

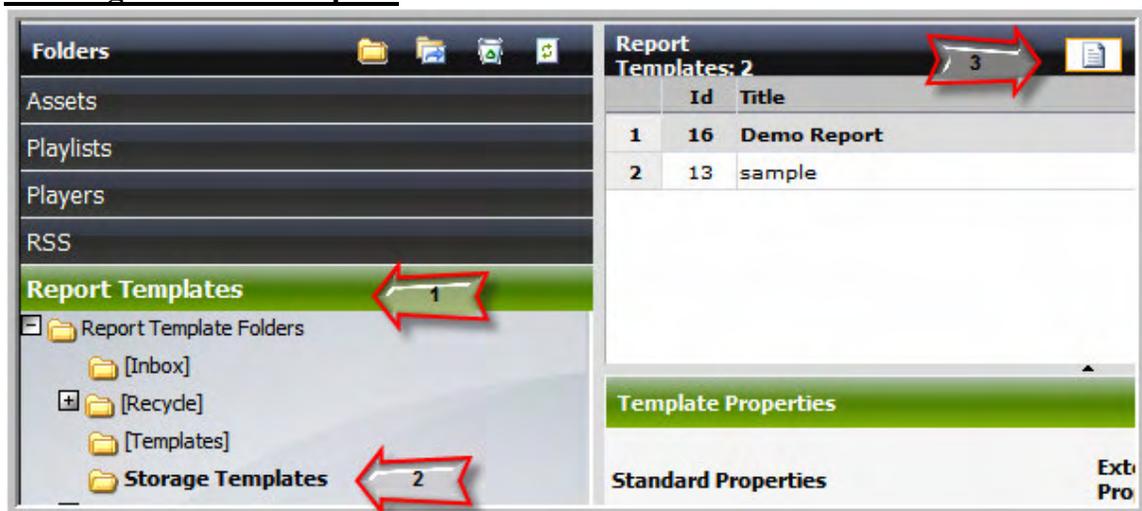
- ➔ A pre-defined set of report templates is available for use. You can create your own custom report template by modifying one of the pre-defined report templates.
- ➔ You have two options for creating a custom template; use a blank report template, or customizing pre-defined template.
 - ◆ A blank template has no pre-defined fields or conditions for a report, e.g. no report types (Usage or Storage, Detailed or Summary), no fields, or no conditions are defined for you.
 - ◆ Whereas a pre-defined report template already has a set of fields and report conditions defined for you. You can modify, add, or remove any of the fields or conditions from the existing template in order to make a report to meet your specific needs.
- ➔ Once your custom template is created, it will be stored in the **Report Templates** object tab.
- ➔ You must return to the **Reports** object tab to run your new custom report.

Fixed Templates

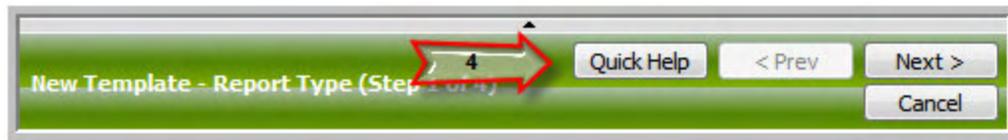


1. Select **Reports Templates** object tab.
2. Select **Templates** folder to view the set of templated reports available.

Creating a Custom Template

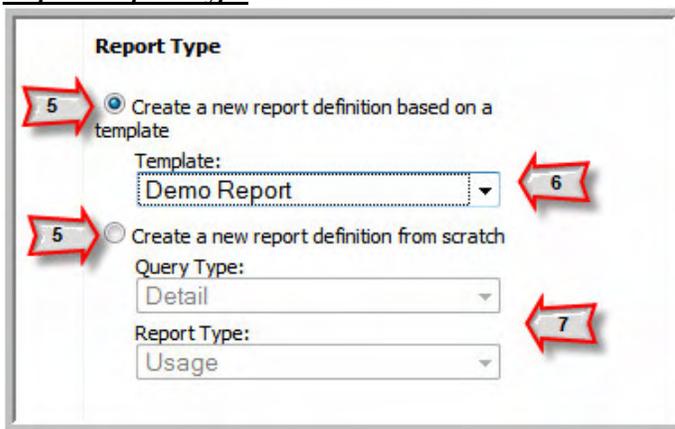


1. Select **Reports Templates** object tab.
2. Select a folder location for the new report template.
3. Select **Add New Item** on the Report Template toolbar or **Report Templates | New** from the Main Menu.

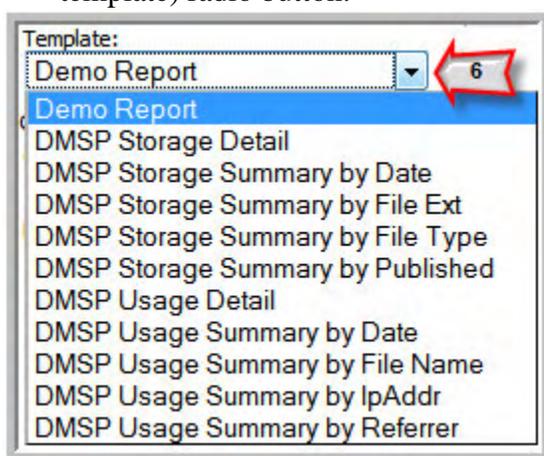


4. To navigate step-by-step in the report template process,
 - D. Use and buttons to move forward and back one step at a time.
 - E. To cancel the report template process at any time, select the button.
 - F. During the report template process the user can use expandable help window that provides text and tips for developing your reports by selecting the button.

Step 1 - Report Type

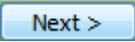


5. For the **Report Type**, select **Create a new report definition based on a Template** or select **Create a new report definition from Scratch** (for a blank template) radio button.



6. For a report based on a template, use the template drop-down list and select the template you wish to use or customize.

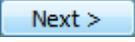
Query Type: Detail
Report Type: Usage

- For a blank report, use the **Query Type** drop-down list and select either a **Detail** or **Summary** report. On the **Report Type** drop-down list, select either a **Usage** or **Storage** report.
- After you have selected all the required template options, select the  button for the next step in the process.

Step 2 - Report Fields

Report Fields

	Field	Sort
1	Date	(no sort)
2	Date	(no sort)
3	Description	(no sort)
4	FileExt	(no sort)
5	FileName	(no sort)
6	FileSize	(no sort)
7	FileType	(no sort)
8	Published	A to Z
9	Time	(no sort)
10	Title	(no sort)
	UserName	(no sort)
	FileType	(no sort)
	FileSize	(no sort)
	Published	(no sort)

- If you are using a template, you can modify each field values on the existing row by selecting the field or sort and using the pull-down list of available options. If you selected the blank template, use the pull-down list to select the **Field Name** and **Sort Order** for your report.
- To add more fields to your report template, select the **Add** button. To remove a field, select the field number, which highlights the entire field, then select the **Delete** button.
- Select the  button for the next step in the report process.

Step 3 - Report Conditions

12. If you are using a pre-defined template, you can modify the existing condition values or leave them as they are. If you are using the blank template, use the available pull-down lists to;

- A. Select the **And/Or** condition to be used in your report
- B. Select the **Field Name** from the list
- C. Select the **Operator** from the list

- D. Select the **Value** field and enter your desired value
13. To add more report condition rows to your report template use the **Add** button. To remove a row, select the field number which highlights the entire field, then select the **Delete** button
14. When all the report conditions are entered, select the **Next >** button for the next step in the report template process.

Step 4 - Template Options

New Template - Report Options (Step 4 of 4) Quick Help < Prev Next > Cancel

Template Options Save

Title:

Description:

Records:

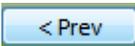
All Records

Top N Records

Top N Percent

15. Select the **Title** field and enter a name for your new report template
16. Select the **Description** field and enter a description for your report template.
17. Using the **Records** radio buttons select one of the following.
 - A. Select **All Records** to receive a report that contains all the records available in the report
 - B. Select **Top N Records** and enter your desired value to receive a report with only the top number of records that you indicated in the field.
 - C. Select **Top N Percent** and enter your desired percent value to receive a report restricted to a percent of records that you indicated in the field.
18. Select the **Save** button to store your custom report template.



To return to a previous step, select the  button.

19. To run a report from the custom template you just created, return to the **Reports** object tab and follow the instructions for *Running a Report* in this guide.

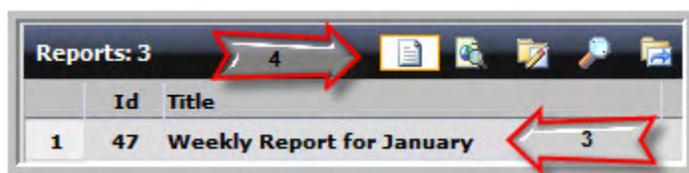
REPORTS

- Your reports are generated from a provided set of pre-defined templates or from custom templates you have created. They can only be run from the **Reports** object tab.
- The only modifications available when running reports are: to provide a new title and description of your report, to select a storage folder location for the new report, and to change the time period your report covers.
- You can create custom reports by modifying or creating a new report template. These templates can only be accessed and modified when you are in the **Report Templates** object tab. Once a custom template has been created, you must return to the **Reports** object tab in order to run your new custom report.

Running a Report



1. Select the **Reports** objects tab.
2. Next, if running an existing report, select the location where your report is stored. Otherwise, if you do not have an existing report folder structure, select the **Inbox** as your storage location.



3. To run an existing report, select a report from the list of previously run reports. If you have not run a report previously, go directly to the next step (step 4).
4. Select **New** on the toolbar or **Reports | New** from the Main Menu

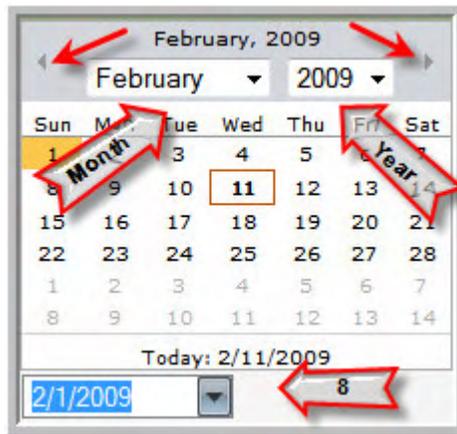
5. On the **New Report** window, if you have selected to run an existing report both the template and location will be automatically selected for you. If you are running a report for the first time, you will need to select the report template and a folder location where your new report will be stored from the drop-down lists provided.



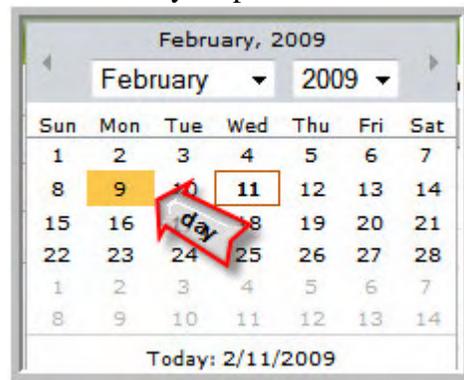
Both items (template and folder) can be modified for new and different reports if desired.

6. Enter a name for your new report in the **Title** field. Next, enter a description of the new report in the **Description** field.

7. Select the date option of your report. If the report is a monthly report, use the **Month** radio button and from the drop-down list select the month for your report.
8. If the report is for a specific period of time, select the **Date Range** radio button and using the date calendar field, select a start and end date using the **Start Date** or **End Date** pull-down list.
 - A. Modify the **Start Date** of your report by using the pull-down arrow to display a Calendar



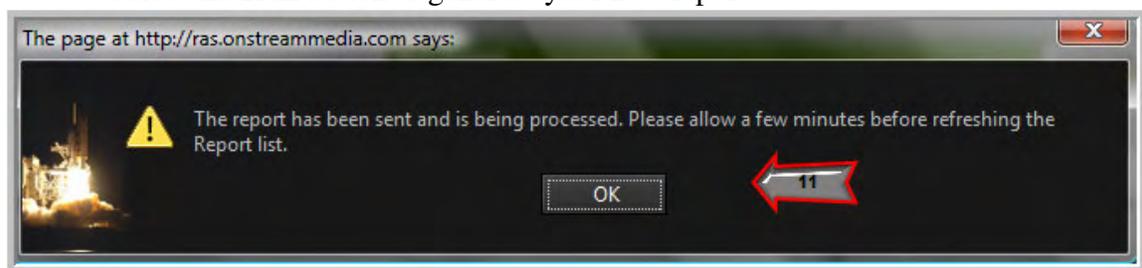
- B. Use the side arrows to move month-by-month ahead or behind.
- To adjust to a specific period (Month and/or Year), use the month and year pull-downs for find your specific period



- Click on the day to set the date.

- C. Modify the **End Date** of your report by using the pull-down arrow to display the Calendar and repeating steps A & B to set the new end date.

9. Select the **Run** button to generate your new report.



10. As with other processes, running reports may take several minutes for the process to complete.
11. A report acknowledgement window will be presented indicating that your report is being processed. Please wait a few minutes before you refresh the asset pane.

Reports: 3					
	Id	Title	Entries	Status	Create Date
1	47	Weekly Report for January	0	Step 3/6	2/11/2009 1

Reports: 3					
	Id	Title	Entries	Status	Create Date
1	47	Weekly Report for January	1,699	Complete	2/11/2009 :

12. The status of the report will be displayed in the status field. Use the **Refresh** button to continue to monitor the status of your report. When the report is finished and available, the status will change to “Complete”.

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