Custom Content Upload Guide for Cisco Patient Connect

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Overview

This guide provides instructions on how to store and serve custom hospital videos for the Cisco Patient Connect solution. This document is designed for Cisco Patient Connect administrators who wish to publish content into Cisco Patient Connect.

The topics in this chapter include the following:

- "Content Management System"
    - "Create a Workspace"
    - "Create Sections for Publishing"
    - "Add and Tag a Video"
    - "Publish Videos"
    - "Modify Video Attributes"

Content Management System

Cisco Patient Connect uses the Nuxeo content management system to store and serve custom hospital content.

You will:

1. Create a workspace
2. Create at least one section in order to publish the videos
3. Add videos to the workspace and tag them
4. Publish videos to the sections

Create a Workspace

Step 1 Log into the Nuxeo Content Management System at http://<host>:<port>/nuxeo/.

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Note Contact your Cisco representative for the host address and port.

> default username = **Administrator**
>
> default password = **Administrator**

Step 2 Click **WORKSPACE** on the top navigation bar.

Step 3 Expand the navigation tree in the left pane, and click **Workspaces** under Default Domain.

The Workspaces content will appear on the right hand side panel with the Content tab selected by default.

Step 4 Click the **Create a new workspace** button.

Step 5 Enter the title, such as "Custom Videos", and a description.

Step 6 Click the **Create** button to create the workspace.

Once the workspace has been created, it will appear under Workspaces.

Create Sections for Publishing

The custom videos should be organized by departments or function. For example, all the videos related to medications or pharmacy procedures should be grouped under "Pharmacy" . Similarly, hospital orientation videos should be grouped under a section named something like "Orientation".

Before you can publish a video, the 'Media' folder must exist under the 'Sections' folder in the left pane under Default Domain.

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Caution Since 'Media' is the root section for all custom video categories, it is important that there is ONLY one 'Media' section under the root 'Sections'. Do not create more than one 'Media' section.

Within the Media folder, there must be at lease one section (i.e. "Pharmacy", "Orientation", "Surgery", etc.).

Follow the steps below to add sections:

Step 1 Expand the menu in the left navigation pane to open the Sections page (Default Domain > Sections).

Step 2 If the "Media" section already exists, go to the next step. Otherwise, create the 'Media' section:

    a. On the right panel, click the **New** button under the Content tab.

    b. In the Available document type dialog window, click **Section**.

    c. Enter "Media" in the Title field.

    d. Click the **Create** button.

Step 3 Go to the 'Media' section.

Step 4 On the right panel, click the **New** button under the Content tab.

Step 5 In the Available document type dialog window, click **Section**.

Step 6 Create a new document Section screen, enter the name of the department or function in the Title field.

✎
Note Avoid using symbols such as '&' and '/' in the titles.

Step 7 Click the **Create** button.

Once this is done the section is available for publishing of content.

Add and Tag a Video

You will use the Nuxeo CMS to upload and store videos.

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Tip Place the video files on your desktop for easy loading.

Follow the steps below to upload a video:

Step 1 Choose your workspace.

Step 2 Click the **New** button in the Content tab.

Step 3 In the Available document types dialog box, click the **Video** button.

Step 4 Enter the video title.

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Tip If a video is available in multiple languages, the title entered should be the same for both videos. You will enter the localized title of the video in the Description field.

✎
Note Avoid using symbols such as '&' and '/' in the titles.

Step 5 Enter a description. If the video is a localized version of another video, enter the translation of the title in this field.

Step 6 To upload the video file, select the **Upload** radio button.

Step 7 Click the **Choose File** button.

Step 8 Find the video on your desktop and click **Open**.

The video file name will appear next to the Browse button.

Step 9 Click the **Create** button.

This will create a video entry within the workspace as well as upload the video file into Nuxeo.

Two attributes need to be set for each uploaded video: Tags and Language.

Step 10 Scroll to the bottom of the page and click **Add a tag**.

Step 11 Enter one of these gender tags into the tag field: "gender:male", "gender:female", or "gender:any". Press the Enter key.

The gender tag will appear in the field.

Step 12 Enter one of the following age tags into the tag field: "g", "pg", "pg-13", "r", or "nc-17". Press the Enter key.

- g = Contains no strong language, nudity, sex, or drug usage. Violence is minimal.

- pg = May not be suitable for younger children because there is some profanity, some violence, or brief nudity.

- pg-13 = Some material may be inappropriate for children under 13.

- r = Requires a parent or adult guardian to be present in order to view the film. May include adult themes, adult activity, hard language, intense or persistent violence, sexually-oriented nudity, and drug abuse.

- nc-17 = No one under the age of 17 is permitted to watch this video as it contains violence, sex, aberrational behavior, drug abuse or any other element that most parents would consider too strong.

Step 13 Scroll to the top of the page and choose the **Edit** tab.

Step 14 On the Edit page, scroll to the center of the page and enter a value for the Language field (e.g. "English", "Spanish", "Arabic", etc.).

Step 15 Scroll to the bottom of the page and click the **Save** button.

Once this is done the video is ready to be published.

Publish Videos

After you have added videos and tagged them, you are ready to publish them. These steps explain how to publish your videos:

Step 1 Go to video that you want to publish.

Step 2 Choose the **Publish** tab at the top of the panel.

Step 3 Expand the Sections tree at the bottom of the Publish screen. As you expand it, you will see "Publish here" links next to each of the sections.

Step 4 Click the **Publish here** link next to the section that you want.

A "Video published" success message will be displayed on the top right hand side corner of the page.

Step 5 Verify that the video has been published by choosing the section title within the left pane. Your video should appear in the Content tab in the right pane.

Note Any changes to a video after it has been published such as its title, language, or tags requires that the video be re-published,

Modify Video Attributes

If the video attributes need to be changed, such as its title or tag, you must re-publish it.

Step 1   Go to the video within the appropriate Workspace.

Step 2   Click the **Edit** tab.

Step 3   Make your changes.

Step 4   Under the Update Versions at the bottom of the Edit page, choose either the **Increment minor version** or **Increment major version** radio button.

Step 5   Click the **Save** button.

Step 6   Click the **Publish** tab.

Step 7   Click the **Republish** button at the bottom of the Publish screen.

A "Video published" success message will be displayed on the top right hand side corner of the page.