Using DMM-VPM for Desktop Video

Revised June 19, 2007

Tip   Features in DMM-VPM are available to you if you purchased and installed the required license. For information about licensing, see Chapter 2, "Using DMM-Admin to Install Licenses."

DMM-VPM features are organized under four tabs. The tab that you select determines what you see:

Using Features Under the Setup Tab

Tip   To understand what you should do if you are setting up DMM-VPM on a brand-new DMM appliance, see *Quick Start Guide for Cisco Digital Media System 4.0* on Cisco.com.

Administrators, content authors, and designers use options under the Setup tab to enter or edit the configuration and deployment settings for DMM-VPM on a DMM appliance that is already in use. This section contains these topics:

Configuring the Settings for Global Variables

You can configure low-level administrative and network settings for DMM-DS.

Step 1   Select **Video Portal Module** from the untitled list at the top far-right of any page.

Step 2   Select **Setup > Global Variables**.

Step 3   Select the options or enter the values that meet your requirements. If you do not understand your options, see Table 4-1 on page 4-2.

Step 4   To save and commit your entries, click **Save Configuration Parameters**.

Table 4-1   *Elements for Configuring Global Variables*

Element	Description
Application Administrator Contact Email	The email address that receives help requests from users.
Deployment Email Reply To	The email address that receives any user replies to the deployment and notification messages that DMM sends.
Deployment CC Email Recipient	The email address that receives a copy of every deployment and notification message that DMM sends to any user.
Password Retrieval Email	The email address that receives user requests to retrieve and restore lost passwords.
Metadata Checkout Duration	The duration (in minutes) that a user can lock metadata for editing.
Scheduled Deployment Interval	The interval (in minutes) between automated cycles when DMM checks whether there are any scheduled deployments that it should process. This setting pertains only to scheduled deployments; immediate deployments start immediately.
Default Content Provider	The content provider name to assign, by default, to any new program upon its creation. For example, you might enter the name of your organization.
E-mail Server	The routable DNS name or IP address of the SMTP server through which DMM sends deployment and approval email messages automatically.
Application Server Base	The lowest-level HTTP URL (including the TCP port number) that points to your DMM appliance. For example: `http://dmm.yourdomain.com:8080`.
Upload URL	The HTTP URL (including the TCP port number) that points to the subdirectory where you keep uploaded binary files temporarily on your DMM appliance. For example: `http://dmm.yourdomain.com:8080/DMM/temp/video_portal/asset`.
Upload Path on Local File System	⚠ **Caution** You must not change the *Upload Path on Local File System* value from its default, even though the field is editable. Deployments fail if you change it. The complete file system pathname (starting from the root directory) that points to the subdirectory where you keep uploaded binary files temporarily on your DMM appliance. For example: `/dm2/apache-tomcat/webapps/DMM/temp/video_portal/asset`.
Preview URL	The HTTP URL (including the TCP port number) that points to the private staging area on your DMM appliance.
Preview Path on Local File System	⚠ **Caution** You must not change the *Preview Path on Local File System* value from its default, even though the field is editable. Previews fail if you change it. The complete file system pathname (starting from the root directory) that points to the staging area subdirectory on your DMM appliance. For example: `/dm2/apache-tomcat/webapps/DMM/temp/video_portal`.

Configuring the Settings to Use a Video Portal

You can configure settings to use DMM-DS with a Video Portal.

Step 1   Select **Video Portal Module** from the untitled list at the top far-right of any page.

Step 2   Select **Setup > Video Portal**.

Step 3   Select the options or enter the values that meet your requirements. If you do not understand your options, see Table 4-2 on page 4-3.

Step 4   To save and commit your entries, click **Save Portal Parameters**.

Table 4-2   Elements for Configuring DMM-VPM to Use a Video Portal

Element	Description
Video Portal Web Server Base	The top-level HTTP URL of the server on which your audience can find your Video Portal.
The URL to the live video portal	The HTTP URL that points directly to your public Video Portal. If you click **Check**, you see one of these messages: • "URL is blank."—You have not entered any URL. • "Server was not found."—You entered an invalid URL. • "URL exists."—The URL that you entered points correctly to a Video Portal.
Default Audio Only Image	The SWF or non-progressive JPEG image to show as the thumbnail for every audio file. You must specify a file that is 100 pixels wide and 75 pixels high (or uses any proportional multiple of those dimensions). The file must be in the same directory that you specified as the *Upload Path on Local File System* when you completed the "Configuring the Settings for Global Variables" section on page 4-1. **Note** This option applies to you *only if*—when you or an administrator used AAI to set up your Video Portal appliance—you selected FLV as the only supported filetype and Flash/Sorenson as the only supported format for encoding. For more information, see Task 10 in the "Setting Up and Configuring a Video Portal Appliance" chapter in *Appliance Administration Guide for Cisco Digital Media System 4.0* on Cisco.com.
Default Preview Image	The SWF or non-progressive JPEG image to show as a placeholder thumbnail image when no other preview image is available for a video file. You must specify a file that is 100 pixels wide and 75 pixels high (or uses any proportional multiple of those dimensions).
Supported Media Formats	⚠️ **Caution** You must select exactly the same options that you selected in AAI when you set up your Video Portal appliance. If your selections now differ from those earlier selections, your Video Portal might not work correctly. For more information, see Task 10 in the "Setting Up and Configuring a Video Portal Appliance" chapter in *Appliance Administration Guide for Cisco Digital Media System 4.0* on Cisco.com. The formats to support. Select any combination of Flash Video, Windows Media, Real, and MPEG4/H.264.

Configuring the Location Settings for Deployments

You can configure the location settings for video deployments. You must deploy files to at least one remote location, because you cannot present them to audiences directly from your DMM appliance.

Caution You must enter a deployment location for each filetype that you use. You can enter a unique location for each of the different filetypes or you can use one location that applies equally to every filetype. Any invalid entries will cause deployments to fail.

Tip If you make a mistake when you edit the deployment locations, the blue or gray background images might no longer be visible on your Video Portal. This happens when the path is wrong that should point to your background images, or when the path points to progressive JPG files instead of nonprogressive JPG files, which are required. To correct this problem, select **Video Portal > User Interfaces**, then confirm that the default values are still correct:

- **blue**—000000000000000000000000000005_onBusinessBlueBG.jpg
- **gray**—000000000000000000000000000005_onBusinessGrayBG.jpg

Alternatively, if you uploaded your own image file to use as the background image, confirm that the file is a nonprogressive JPG and that the path to it does not contain any errors.

Step 1 Select **Video Portal Module** from the untitled list at the top far-right of any page.

Step 2 Select **Setup > Deployment Locations**.

Step 3 Select the options or enter the values that meet your requirements. If you do not understand your options, see Table 4-3 on page 4-5. The filetypes are:

- **Flash Video**—Flash (FLV) files to deploy as the Flash Video version of a video offering or to show as a video preview.
- **Windows Media Video**—Windows Media (WMV) files to deploy as the Windows Media version of a video offering.
- **Real Video**—Real Player (RM) files to deploy as the Real Player version of a video offering.
- **Quicktime Video**—Quicktime (MOV) files to deploy as the Quicktime version of a video offering.
- **Video Portal Metadata** (XML)—XML files that DMM-VPM creates and that your Video Portal reads. You cannot edit the deployment location values for these XML files.
- **Support**—Any non-video binary files to deploy as supporting images, such as SWF files or non-progressive JPG files.

Step 4 To save and commit your entries, click **Save Deployment Locations**.

Step 5 (**Optional**) To run a deployment now:

   a. Select **Video Portal > Deployments**, then click ⊕ **Schedule New Deployment**.

   b. Select the **Video Part 1** check box (in the "Video Part Selection" area).

   c. To deploy the pre-loaded content and metadata immediately, select the **Schedule Immediately** check box (in the "Deployment Time" area.)

    d. Click **Create Deployment**.

    e. To ensure that the content and metadata deployed appropriately, use another computer on your network to access the Video Portal that you installed.

Table 4-3   Elements for Configuring Deployment Locations

Element	Description
Connection type	The protocol or method for file transfer (the options are FTP, SFTP, and SCP). No matter which protocol you use, the connection timeout is 10 seconds on this page and 30 seconds during an actual deployment.
Host address	The DNS-routable hostname or IP address of the remote server where you will deploy files of the relevant filetype.
Login name	A user account name that has the required privileges to access the remote server.
Login password	The assigned password for the login name that you specified. If you select the SFTP option for deployments to your Video Portal appliance, the password that you enter must be exactly the same as your Video Portal admin password.
Root file directory	The absolute directory path to files that you will deploy. If you click **Check**, you see one of these messages: • "Field is blank"—You have not entered any path. • "File Path Does Not Exist"—You entered an invalid path. • "File Path exists"—The path that you entered points correctly to a valid file.
Root URL Path	The absolute URL, where the Video Portal will host and reference your files. If you click **Check**, you see one of these messages: • "URL is blank" — You have not entered any URL. • "Server was not found" — You entered an invalid URL. • "URL exists"—The URL that you entered points correctly to a valid file.

Using Features Under the Users Tab

You can assign differing levels of access and permissions to DMM-VPM users, depending on their roles and responsibilities. Features under the Users tab help you to create and administer user accounts, permissions, and profiles.

Any user can edit his or her own user account information at any time. In addition, if you are a DMM-VPM administrator, you can create, edit, disable, and delete accounts for other users.

Tip If you want to edit the settings for your own DMM-VPM user account, click **My Profile** at any time. The My Profile page shows you all of the same options that you see when you edit any other user account, except that the options apply specifically and exclusively to you.

Step 1 Select **Video Portal Module** from the untitled list at the top far-right of any page.

Step 2 Select **Users > User Accounts**.

On the User Accounts page, you can toggle between two tables that are mostly very similar and that both show a list of DMM-VPM user accounts. You can move user accounts from one table to the other.

Step 3 Do one of the following:

- Click **Active** to see in the Active table a list of all the user accounts that are available to their owners. These accounts are active in the sense that you have not disabled them.

- Click **Archive** to see in the Archive table a list of all the user accounts that you have disabled temporarily. These accounts are disabled in the sense that they are not available for use by their owners. You might choose eventually to restore them or delete them.

Step 4 Select the options or enter the values that meet your requirements. If you do not understand your options, see Table 4-4 on page 4-6.

Table 4-4   Elements for Configuring User Accounts

Element	Description
Add New User	⊕ —Shows the Add New User page, where you can create new user accounts for access to DMM-VPM.
Delete Selected	⊖ —Shows the Delete Confirmation page. See the instructions on that page that tell you how to to delete a user account that you disabled.
Archive Selected	🅾🄵🄵 —Moves from the Active table to the Archive table a user account that you selected.
Activate Selected	🅾🄽 —Moves from the Archive table to the Active table a user account that you selected.
Select A User Type	Lists the categories of administrative access that you can assign to a user account. Select an access category type to filter the list of users and show only the users whose accounts you authorized for that type of access. You can associate any user account with more than one type of access. The categories for administrative access are: • **Administrator**—Sufficient to manage users, passwords, and permissions. • **Category Manager**—Sufficient to create, edit, or disable categories. • **Author**—Sufficient to create, edit, or disable programs, videos, video parts, and lineups. • **Designer**—Sufficient to edit aspects of the Video Portal graphical user interface for audiences, including its templates, logos, background images, and links. • **Approver**—Sufficient to approve content items. • **Configuration Manager**—Sufficient to use DMM-VPM options under the Setup tab.

Table 4-4   *Elements for Configuring User Accounts (continued)*

Element	Description

columns	The table contains these columns:
	
	• **untitled check box**—One of the following:
	
	  – Marks a user account that you will disable, if selected in the Active table.
	
	  – Marks a user account that you disabled and that you will restore or delete, if selected in the Archive table.
	
	• **User**—Shows the username for the account that one row describes and shows the Properties (🖼) button. Values in the User Name column are the basis by default for how DMM-VPM sorts the rows, but you can click the heading in any other column to re-sort the rows by the values in that column. If you click the Properties button, DMM-VPM loads the user profile page where you can edit the user account that one row describes.
	
	• **Email**—Shows the email address for the user whose account one row describes. DMM-VPM uses this address to send approval requests and notifications.
	
	• **First Name**—Shows the given name of the user whose account one row describes. DMM-VPM greets the user by this name when the user logs in. DMM-VPM also includes this name when it sends approval requests and email notifications.
	
	• **Last Name**—Shows the surname of the user whose account one row describes. DMM-VPM includes this name when it sends approval requests and email notifications.
	
	• **Last Login**—Shows the most recent date and time when someone used the account that one row describes and logged in to DMM-VPM.

Table 4-4   Elements for Configuring User Accounts (continued)

Element	Description

{Add New User | Edit User Profile | My Profile}	**Note** Only a DMM-VPM administrator can enter or edit user account information for another user.
	
	A user account profile contains three types of information:
	• Personal Contact Items—Enter the required values.
	  – **First Name**—The given name of the user. DMM-VPM greets the user by this name after login. DMM-VPM includes this name when it sends approval requests and email notifications.
	  – **Last Name**—The surname of the user. DMM-VPM includes this name when it sends approval requests and email notifications.
	  – **Company**—The company name. Optional.
	  – **Department**—The department name. Optional.
	  – **Email Address**—The email address for this user.
	  – **Phone Number**—The telephone number for this user. Optional.
	• Account Login—Enter the required values.
	  – **Login User Name**—Enter a unique username (from 4 to 50 characters long).
	  – {**Password** | **Password Again**}—Enter a password (from 8 to 30 characters long, containing at least one numeral and combining uppercase and lowercase letters).
	  – **User Status**—Select an option from the list. If you select Active, the user account is available for use. If you select Inactive, the account is disabled and its owner cannot use it.
	• Module Access Type—Select one or more categories of administrative access in DMM-VPM that this account should have. The Module Access Type area might be hidden from you if your access privileges are not sufficient to use it.
	  – **Administrator**—Sufficient to manage users, passwords, and permissions.
	  – **Category Manager**—Sufficient to create, edit, or disable categories.
	  – **Author**—Sufficient to create, edit, or disable programs, videos, video parts, and lineups.
	  – **Designer**—Sufficient to edit aspects of the Video Portal graphical user interface for audiences, including its templates, logos, background images, and links.
	  – **Approver**—Sufficient to approve content items.
	  – **Configuration Manager**—Sufficient to use DMM-VPM options under the Setup tab.
	Note Not even an administrator can change his or her own access privileges; only another administrator can change your access privileges if you are an administrator.

Using Features Under the Video Portal Tab

This section contains these topics:

Working with Programs, Videos and Video Parts

> **Note**
> - Programs, videos, and video parts are all *content objects*. You can create, edit, disable, and delete content objects at any time, according to your requirements.
> - Although a program can contain multiple videos, you cannot add any video to more than one program.
> - Each program that you create must contain at least one video before you can show it to any audience.
> - Each video that you create must contain at least one video part before you can show it to any audience.

You can create programs and populate them with videos and video parts, then deliver the programs to your audiences live or on demand.

You can also configure DMM-VPM to track approvals for video parts. The approval process workflow does not help you to enforce any security policy; instead, it helps your organization to formalize communication. Content developers can request approval for video parts, then a designated approver can approve or deny the requests. A designated approver is someone whose DMM-VPM user type (which you configured under the Users tab) is Approver. Not even a designated approver can approve his or her own requests. Approval and denial have *no effect* on whether a video part can be deployed.

Step 1 Select **Video Portal Module** from the untitled list at the top far-right of any page, then select **Video Portal > Programs**.

On the Programs page, you can toggle between two tables that are mostly very similar and that both show a list of DMM-VPM programs. You can move programs from one table to the other.

Step 2 Do one of the following:
- Click **Active** to see in the Active table a list of all the programs that are available to show to your audience. These programs are active in the sense that you have not disabled them. If you have not created any programs or if you archived every program, the table is empty.
- Click **Archive** to see in the Archive table a list of all the programs that you have disabled temporarily. These programs are disabled in the sense that they are not available for your audience to find or see and you cannot add them to playlists. You might choose eventually to restore or delete these programs.

Step 3 Select the options or enter the values that meet your requirements. If you do not understand your options, see Table 4-5 on page 4-10.

Step 4 Click **Save**.

Table 4-5   *Elements for Configuring Content Objects*

Element	Description
Add New {Program | Video | Video Part}	⊕ —Shows the Add New {Program | Video | Video Part} page.
Delete Selected	⚠ **Caution** If you delete a program, the actual effect of the deletion differs if the program is part of a playlist or is not. If you delete a program that is part of an active and deployed playlist, your audiences can still find, see, and use the program, its videos, and its video parts on your Video Portal. However, if you *have not* included the program in any playlist, DMM-VPM immediately deletes the program, its videos, and its video parts; they are not available for any purpose in DMM-VPM or on your Video Portal and you cannot undo the deletion. ⊖ —Shows the Delete Confirmation page. See the instructions on that page that tell you how to delete the disabled or archived content objects that you selected.
Archive Selected	OFF —Moves from the Active table to the Archive table the content objects that you selected. **Note** If you archive a program, the videos and video parts within it remain active. You can deploy them in a playlist and your audiences can use a keyword search to find them on your Video Portal.
Activate Selected	ON —Moves from the Archive table to the Active table the content objects that you selected.
Select a Program Provider	Lists the program providers. Select a provider name to filter the list of programs and show only the programs the are associated with that provider.

Table 4-5   Elements for Configuring Content Objects (continued)

Element	Description
columns	The table contains these columns:

- **untitled check box**—One of the following:
  - Marks a content object that you will disable, if selected in the Active table.
  - Marks a content object that you disabled and that you will restore or delete, if selected in the Archive table.
- **Name**—Shows the name or title for the content object that the corresponding row describes, shows the Properties ( ) button, and sometimes shows the Preview ( ) button. Values in the name column are the basis by default for how DMM-VPM sorts the rows, but you can click the heading in any other column to re-sort the rows by the values in that column. If you click the Properties button, DMM-VPM loads a page where you can edit content object metadata, such as the title and description for a program.
- **Provider**—*Programs only*. Shows the provider who produced the program that one row describes, as specified in the program metadata.
- **Last Modified**—Shows the date on which the content object was last edited.
- **Active Videos**—*Programs only*. Shows the Active Videos ( ) button and the Add New Video ( ) button. If you click the Active Videos button, DMM-VPM loads a page where you can add videos to the program that the corresponding row describes or mark videos to remove from that program. If you click Add New Video, DMM-VPM loads the page where you can enter metadata for a new video.
- **Active Categories**—*Programs only*. Shows the Active Categories page for the program that the corresponding row describes. From the Active Categories page, you can select and add categories to associate with the program or you can select and delete category associations from the program.
- **Active Video Parts**—*Videos only*. Shows the Active Video Parts ( ) button and the Add New Video Part ( ) button. If you click the Active Video Parts button, DMM-VPM loads a page where you can add video parts to the video that the corresponding row describes or mark video parts to remove from the video.
- **Release Date**—*Video Parts only*. Shows the release date.
- **Length**—*Video Parts only*. Shows the playback duration of the video part in minutes and seconds.
- **Active Related Items**—*Video Parts only*. Shows the Active Related Items page for the video part that the corresponding row describes. From the Active Related Items page, you can select and add related items to the video part or you can select and archive related items. Related items can be links to web sites, links to video parts in other programs on your Video Portal, or links to files for your audience to download and use. Your audience sees the related items for a video part on your Video Portal if they click **More Info** during playback. If you link to a web site, you can choose to show it in an ordinary browser window or in a browser that you customize in DMM-VPM.
- **Approval Status**—*Video Parts only*. To request an approval for the video part that the corresponding row describes, click **Request Approval**, select an approver from the list in the popup window, then click **Request Approval** and **Close**.

Table 4-5   *Elements for Configuring Content Objects (continued)*

Element	Description
{Add New Program | Modify Program}	The metadata attributes that define the program. Enter or select the metadata after you click Add New Program or after you click the Properties button for a program. • **Program Name**—The title for this program, which your audiences should see on your Video Portal when they click the Program Guide tab. • **Program Description**—The description that your audiences should see on the Program Guide tab, next to the corresponding program name. In addition, this description is visible in the Video Portal "More Info" text for any video that this program contains. • **Program Status**—If you select Active, the program is visible to your audiences after you populate, save, and deploy it. If you select Archive, the program is not visible to your audiences. • **Program Provider**—The name of your company, organization, or department. You use this information to manage and administer content; your audiences do not see it. The default provider name is whichever one you chose under the Setup tab. • **Program Categories**—Your audiences can use the program guide or search feature on your Video Portal to find this program in the categories that you select. You can add or remove category associations at any time. To understand categories, see Creating and Working with Content Categories, page 4-17.
{Add New Video | Modify Video}	The metadata attributes that define the video. Enter or select the metadata after you click Add New Video or after you click the Properties button for a video. • **Video Title**—The title for this video, which your audiences should see on your Video Portal when they use its playlist, program guide, or search features. • **Video Status**—If you select Active, you can add the video to a program that you create. If you select Inactive, you cannot add the video to any program unless you reactivate it. • **Video Description**—A description for your reference. Your audiences do not see it.

Table 4-5   Elements for Configuring Content Objects (continued)

Element	Description
{Add New Video Part | Modify Video Part}	Physical and logical attributes of the file that you use as a video part. Enter or select the attributes after you click Add New Video Part or after you click the Properties button for a video part. • **Show Direct Portal Link**—Shows the Video Portal URL for this video part. • **Video Part Description**—The description that your audiences see on your Video Portal in its preview pane and in the "More Info" text under its Overview tab. Do not enter more than 72 lines of text or more than 48 characters per line. • **Type of Video**—If VoD, the source for the video part is a file; if Live Event, the source for the video part is an encoder. • {**Flash** | **Windows Media** | **Real** | **QuickTime**} **Video** (video or audio)—Shows a filename that you enter or that DMM-VPM enters automatically after you click the link to upload a new VoD file. If you enter the filename manually for a VoD, special requirements apply[1, 2, 3, 4] to each supported filetype. DMM-VPM saves any uploaded VoD files to the deployment location that you specified under the Setup tab. The file formats that you see are exactly the ones that you selected to support when you set up your Video Portal. You must enter or upload one file apiece for *each* format that your Video Portal supports. We recommend that you encode all files to be 400 pixels wide and 300 pixels high. If you selected the Live Event option[5] as your Type of Video, you see these options: – **Encoder**—Lists all of the encoders that you configured DMM-VPM to use. Select the encoder that is the source of the live stream. – **Use Default Streaming Settings**—Use the DMM-VPM settings exactly as they are. – **Advanced Settings**—Configure this stream to use settings that differ from the default. Select the encoding or transcoding format[6], the encoder input channel (⊙⊙ ▤ ▐▐ A *or* ⊙⊙ ▤ ▐▐ B), the publishing method (push *or* pull), the input methods and standard for audio and video, and whether to save a copy of the live stream as a file. • **Play Order in Video**—Shows when the video will play this video part, relative to the playback sequence of all the video parts in the video. • {**Release** | **End of Life**} **Date/Time**—Click ▦ to pick the date, select options for the hour and minute, then select AM or PM. Options to configure the End of Life[7] date and time values are visible only if you are setting up a live event. The default release date is 7 days from today. • **Duration**—Describes the playback duration of the video part in hours, minutes and seconds. Use the format HH:MM:SS. If you enter only seconds, DMM-VPM corrects your entry. You can use the scheduled length of a live event as the duration of its corresponding stream. The duration that you enter does not stop your Video Portal from delivering the whole stream if the actual event runs past its scheduled time to stop; the stream continues to play in your Video Portal until you stop it or it is no longer available. • **Preview Content File URL**—The location of a SWF file or *nonprogressive* JPEG[8] file that is 100 pixels wide and 75 pixels high (or any proportionate multiple of those dimensions) and that your Video Portal should show as the preview image for this video part. To select a local file and upload it for this purpose, click **Upload new preview video file**. If you use a SWF file, we recommended that you program it to pause after 10 seconds and not loop. • **Preview Description**—A text description that your Video Portal shows to your audiences but truncates after 160 characters. If you do not enter a preview description, your Video Portal shows the first 160 characters from the video part description instead. • **Keywords**—Descriptive words to make this video part searchable on your Video Portal[9].

1. You must use HTTP to point to any remote Flash file that you will upload. Flash files must use {FLV | SWF} for their filename extension. You cannot select Flash as the media format for a live event.

2. You must use {MMS | RTSP} to point to any remote Windows Media file that you will upload. Windows Media files must use {WMV | WMA | ASF} for their filename extension.

3. You must use RTSP to point to any remote RealPlayer file that you will upload. RealPlayer files must use RM for their filename extension.

4. You must use {HTTP | RTSP} to point to any remote QuickTime file that you will upload. QuickTime files must use {MOV | MP4 | M4V} for their filename extension.

5. When you point to a live stream, a filename is not necessary. In most cases, you point instead to a directory on the streaming server (or servers). If you are unsure about the configuration that your organization uses, see your systems administrator for details.

6. Encoding format options are 1.5M, 350K, 50K, and 768K. Transcoding format options are 1.5M, 2M, 350K, 50K, and 768K.

7. If you are setting up a live event, you must explicitly enter the End of Life Date/Time value. (DMS does not parse it automatically from the Release Date/Time value.) If you do not enter a End of Life Date/Time value, your live event will not occur.

8. Your Video Portal cannot display progressive JPEG images.

9. There is no reason to enter commas, semicolons, or other word separators; your Video Portal ignores them if you do.

Approving or Denying the Request to Approve a Video Part

After anyone submits a video part approval request, DMM-VPM sends email to the designated approver. The email message contains a link to preview and approve or deny the video part. If you receive the message, do the following:

Step 1   Click the email link to preview the video part and, when your browser loads the Approval Request page, click **Preview Now**.

Step 2   Watch the video part, enter comments if you have any, then use the controls at the bottom of the window to approve or deny the request.

DMM-VPM is updated immediately and notifies the requestor through email that you approved or denied the request.

Step 3   To return to DMM-VPM, click **Close and Return**.

Creating and Working with Playlists

Note   Each playlist that you create must contain at least one video part before you can show it to any audience.

DMM-VPM can help you to emphasize particular content offerings by showing key videos on your Video Portal under its Featured Playlist tab.

You can also configure DMM-VPM to track approvals for playlists. The approval process workflow does not help you to enforce any security policy; instead, it helps your organization to formalize communication. Content developers can request approval for playlists, then a designated approver can approve or deny the requests. A designated approver is someone whose DMM-VPM user type (which you configured under the Users tab) is Approver. Not even a designated approver can approve his or her own requests. Approval and denial have *no effect* on whether a playlist can be deployed.

Step 1   Select **Video Portal Module** from the untitled list at the top far-right of any page, then select **Video Portal > Playlists**.

On the Playlists page, you can toggle between two tables that are mostly very similar and that both show a list of DMM-VPM playlists. You can move playlists from one table to the other.

Step 2   Do one of the following:

- Click **Active** to see in the Active table a list of all the playlists that are available to show to your audience. These playlists are active in the sense that you have not disabled them. If you have not created any playlists or if you archived every playlist, the table is empty.

- Click **Archive** to see in the Archive table a list of all the playlists that you have disabled temporarily. These playlists are disabled in the sense that they are not available for your audience to find or see. You might choose eventually to restore or delete these playlists.

Step 3   Select the options or enter the values that meet your requirements. If you do not understand your options, see Table 4-6 on page 4-15.

Step 4   Click **Save**.

Table 4-6   *Elements for Configuring Playlists*

Element	Description
Add New Playlist	⊕ —Shows the Add New Playlist page.
Delete Selected	⊖ —Shows the Delete Confirmation page. See the instructions on that page that tell you how to delete the archived playlist that you selected.
Archive Selected	(OFF) —Moves from the Active table to the Archive table the playlists that you selected.
Activate Selected	(ON) —Moves from the Archive table to the Active table the playlists that you selected.

Table 4-6   *Elements for Configuring Playlists (continued)*

Element	Description
columns	The table contains these columns: • **untitled check box**—One of the following: – Marks a playlist that you will disable, if selected in the Active table. – Marks a playlist that you disabled and that you will restore or delete, if selected in the Archive table. • **Name**—The title of the playlist that the corresponding row describes, the Properties ( ) button, and the Preview ( ) button. Values in the name column are the basis by default for how DMM-VPM sorts the rows, but you can click the heading in any other column to re-sort the rows by the values in that column. If you click the Properties button, DMM-VPM loads a page where you can edit metadata, such as the title and description, for the playlist that the corresponding row describes. If you click the Preview button, your Video Portal shows to you the playlist that the corresponding row describes. • **Publish Dates**—The range of dates when which the playlist is valid, between the release date and the end of life date. • **Last Modified**—The date on which the content object was last edited. • **Active Video Parts**—Shows the Active Video Parts ( ) button and the Add New Video Part ( ) button. If you click the Active Video Parts button, DMM-VPM loads a page where you can add video parts to the playlist that the corresponding row describes or mark video parts to remove from the playlist. • **Current Status**—Describes the approval status and helps you to request playlist approval from a DMM-VPM user with approver permissions. To request approval for the playlist that the corresponding row describes, click **Request Approval**, select an approver from the list in the popup window, then click **Request Approval** and **Close**. • **Deployment Choice**—Says whether the playlist that the corresponding row describes is the default playlist for deployments.
{Add New Playlist | Modify Playlist}	Metadata attributes that define the playlist. Enter or select the metadata after you click Add New Playlist or after you click the Properties button for a playlist. • **Name**—The title for this playlist. • **Status**—Active or Inactive. If you select Active, the playlist is visible to your audiences after you populate, save, and deploy it. If you select Inactive, the playlist is not visible to your audiences. The default is Active. • **Description**—Enter a description that is meaningful to you. The description is optional and is only for your reference. • **Make this lineup default choice for deployments?**—Yes or No. To use this playlist by default in every deployment, select Yes. Otherwise, select No. • **Release Date**—This date is optional and is only for your reference. • **End of Life Date**—This date is optional and is only for your reference.

Table 4-6   Elements for Configuring Playlists (continued)

Element	Description
{Add New Video Part | Modify Video Part}	Select a video part to add in the playlist that the corresponding row describes. • **Video Part Link**—The title of the video part that you selected. DMM-VPM enters the title automatically after you select the video part. • **Select Video Part**—Opens a popup window where you can select a video part to add to the playlist. Select a program from the Program list, then select a video part from the Video list. If you select the wrong video part, try again. • **Play Order Position**—Select a playlist position for the video part, relative to the position of other video parts in the playlist. • **Status**—Active or Inactive. The default is Active.

Approving or Denying the Request to Approve a Playlist

After anyone submits a playlist approval request, DMM-VPM sends email to the designated approver. The email message contains a link to preview and approve or deny the playlist. If you receive the message, do the following:

Step 1   Click the email link to preview the playlist and, when your browser loads the Approval Request page, click **Preview Now**.

Step 2   Watch the playlist, enter comments if you have any, then use the controls at the bottom of the window to approve or deny the request.

DMM-VPM is updated immediately and notifies the requestor through email that you approved or denied the request.

Step 3   To return to DMM-VPM, click **Close and Return**.

Creating and Working with Content Categories

You can categorize programs according to characteristics that they have in common, such as their topic, subject matter, target audience, featured executive, or business function. Your audiences use corresponding categories on your Video Portal to find or browse content. The videos and video parts in a program inherit its category associations automatically.

The program guide on your Video Portal describes only the programs that you have categorized. If you deploy a program but do not associate it with any categories, it is not visible in the program guide. In this case, your audiences must either perform a keyword search or know and use the absolute URL to find and see a video that the program contains. Therefore, to improve the user experience for your audiences, we recommend that you associate each program with at least one category.

To create and manage categories and to associate programs with them, use the Categories page.

Step 1   Select **Video Portal Module** from the untitled list at the top far-right of any page, then select **Video Portal > Categories**.

On the Categories page, you can toggle between two tables that are mostly very similar and that both show a list of DMM-VPM content categories. You can move categories from one table to the other.

Step 2   Do one of the following:

- Click **Active** to see in the Active table a list of all the categories that are available to associate with content objects and show to your audience. These categories are active in the sense that you have not disabled them. If you have not created any categories or if you archived every category, the table is empty.

- Click **Archive** to see in the Archive table a list of all the categories that you have disabled temporarily. These categories are disabled in the sense that they are not available for your audience to find or see and you cannot associate them with any content objects. You might choose eventually to restore or delete these categories.

Step 3   Select the options or enter the values that meet your requirements. If you do not understand your options, see Table 4-7 on page 4-18.

Table 4-7   ***Elements for Configuring Categories***

Element	Description
Add New Category	➕ —Shows the Add New Category page.
Delete Selected	➖ —Shows the Delete Confirmation page. See the instructions on that page that tell you how to delete the archived category that you selected.
Archive Selected	OFF —Moves from the Active table to the Archive table the categories that you selected.
Activate Selected	ON —Moves from the Archive table to the Active table the categories that you selected.

columns	The table contains these columns:
	
	• **untitled check box**—One of the following:
	
	   – Marks a category that you will disable, if selected in the Active table.
	
	   – Marks a category that you disabled and that you will restore or delete, if selected in the Archive table.
	
	• **Name**—The name of the category that the corresponding row describes and the Properties (🖼) button. Values in the Name column are the basis by default for how DMM-VPM sorts the rows, but you can click the heading in any other column to re-sort the rows by the values in that column. If you click the Properties button, DMM-VPM loads a page where you can edit metadata, such as the name and description, for the category that the corresponding row describes.
	
	• **Last Modified**—The date and time when the category was last edited.
	
	• **Date Added**—The date and time when the category was created.
	
	• **# of Programs**—Shows the Active Associated Programs (🖳) button. If you click the button, DMM-VPM loads a page where you can associate programs with the category that the corresponding row describes or mark programs to disassociate from the category.

Table 4-7   Elements for Configuring Categories (continued)

Element	Description
{Add New Category | Modify Category}	Metadata attributes that define the category. Enter or select the metadata after you click Add New Category or after you click the Properties button for a category. • **Category Name**—The name for this category. Your audiences see this category name on your Video Portal when they use its the Program Guide tab to browser by category. • **Category Status**—Active or Inactive. If you select Active, the category is visible to your audiences and you can associate programs with it. If you select Inactive, the category is not visible to your audiences and you cannot associate programs with it. The default is Active. • **Associated Programs**—Lists all programs, so that you can select any of them to associate with the category or deselect any of them to disassociate from the category. You must associate each category with at least one program, but there is no upper limit to the number of programs that you can associate with any category. You can add or remove category associations at any time. • **Category Description**—Enter a description that is meaningful to you. The description is optional and is only for your reference.

Creating and Working with Interstitials

In DMM-VPM, an interstitial is a short segment that your Video Portal shows when you have not scheduled anything else to show. To create a new interstitial, follow these steps:

Step 1 Select **Video Portal Module** from the untitled list at the top far-right of any page, then select **Video Portal > Interstitials**.

On the Interstitials page, you can toggle between two tables that are mostly very similar and that both show a list of DMM-VPM interstitials. You can move interstitials from one table to the other.

Step 2 Do one of the following:

• Click **Active** to see in the Active table a list of all the interstitials that are available. These interstitials are active in the sense that you have not disabled them. If you have not created any interstitials or if you archived every interstitial, the table is empty.

• Click **Archive** to see in the Archive table a list of all the interstitials that you have disabled temporarily. These interstitials are disabled in the sense that your audience will not see them. You might choose eventually to restore or delete these interstitials.

Step 3 Select the options or enter the values that meet your requirements. If you do not understand your options, see Table 4-8 on page 4-19.

Step 4 Click **Save**.

Table 4-8   Elements for Configuring Interstitials

Element	Description
Add New Interstitial	⊕ —Shows the Add New Interstitial page.
Delete Selected	⊖ —Shows the Delete Confirmation page. See the instructions on that page that tell you how to delete the archived interstitial that you selected.

Table 4-8   Elements for Configuring Interstitials (continued)

Element	Description
Archive Selected	**OFF** —Moves from the Active table to the Archive table the interstitials that you selected.
Activate Selected	**ON** —Moves from the Archive table to the Active table the interstitials that you selected.
columns	The table contains these columns: • **untitled check box**—One of the following: – Marks an interstitial that you will disable, if selected in the Active table. – Marks an interstitial that you disabled and that you will restore or delete, if selected in the Archive table. • **Name**—The Properties ( ) button, the name of the interstitial that the corresponding row describes, and the name of the video part that the interstitial contains. The interstitial name in this column is the basis by default for how DMM-VPM sorts the rows, but you can click the heading in the Length column to re-sort the rows by duration. If you click the Properties button, DMM-VPM loads a page where you can edit metadata, such as the name and description, for the interstitial that the corresponding row describes. • **Length**—The number of seconds that the video part will play until it stops.
{Add New Interstitial | Modify Interstitial}	Physical and logical attributes of the interstitial. Enter or select the attributes after you click Add New Interstitial or after you click the Properties button for an interstitial. • **Name**—The name for this interstitial. Enter a maximum of 50 characters. • **File URL**—Before deployment, the filename. After deployment, the URL. • **Upload new Interstitial graphical media file**—Uploads a SWF or nonprogressive JPEG file that is 400 pixels wide and 120 pixels high. This file acts like a button; when your audiences click it, your Video Portal shows to them the click-through segment that you specify. • **Click Through Segment**—Select the video part that your Video Portal should show to someone who clicks the interstitial. • **Play Duration**—The number of seconds that the video part should play until it stops. • **Description**—Enter a description that is meaningful to you. The description is optional and is only for your reference. • **Status**—Active or Inactive. If you select Active, your audiences see the interstitial. If you select Inactive, the category is not visible to your audiences and you cannot associate programs with it. The default is Active.

Creating and Working with Interstitial Sequences

In DMM-VPM, an interstitial sequence is an ordered list of interstitials that your Video Portal should play in order when you have not scheduled it to show anything else. To create a new interstitial sequence:

Step 1 Select **Video Portal Module** from the untitled list at the top far-right of any page, then select **Video Portal > Interstitial Sequences**.

On the Interstitial Sequences page, you can toggle between two tables that are mostly very similar and that both show a list of sequences. You can move sequences from one table to the other.

Step 2 Do one of the following:

- Click **Active** to see in the Active table a list of all the sequences that are available. These sequences are active in the sense that you have not disabled them. If you have not created any sequences or if you archived every sequence, the table is empty.

- Click **Archive** to see in the Archive table a list of all the sequences that you have disabled temporarily. These sequences are disabled in the sense that your audience will not see them. You might choose eventually to restore or delete these sequences.

Step 3 Select the options or enter the values that meet your requirements. If you do not understand your options, see Table 4-9 on page 4-21.

Step 4 Click **Save**.

Table 4-9   *Elements for Configuring Interstitial Sequences*

Element	Description
Add New Interstitial Sequence	—Shows the Add New Interstitial Sequence page.
Delete Selected	—Shows the Delete Confirmation page. See the instructions on that page that tell you how to delete the archived sequence that you selected.
Archive Selected	—Moves from the Active table to the Archive table the sequences that you selected.
Activate Selected	—Moves from the Archive table to the Active table the sequences that you selected.

columns	The table contains these columns:
	
	• **untitled check box**—One of the following:
	  – Marks a sequence that you will disable, if selected in the Active table.
	  – Marks a sequence that you disabled and that you will restore or delete, if selected in the Archive table.
	
	• **Name**—The Properties ( ) button and the name of the sequence that the corresponding row describes. Values in the name column are the basis by default for how DMM-VPM sorts the rows, but you can click the heading in any other column to re-sort the rows by the values in that column. If you click the Properties button, DMM-VPM loads a page where you can edit metadata, such as the name and description, for the sequence that the corresponding row describes.
	
	• **Date Added**—The date and time when the sequence was created.
	
	• **Last Modified**—The date and time when the sequence was last edited.
	
	• **Active Interstitials**—Shows the Active Interstitials ( ) button and the Add New Interstitial ( ) button. If you click the Active Interstitials button, DMM-VPM loads a page where you can add interstitials to the playlist that the corresponding row describes or mark interstitials to remove from the playlist.
	
	• **Deployment Choice**—Says whether the sequence that the corresponding row describes is the default sequence for deployments.

Table 4-9   Elements for Configuring Interstitial Sequences (continued)

Element	Description
{Add New Interstitial Sequence | Modify Interstitial Sequence}	Metadata attributes that define the sequence. Enter or select the metadata after you click Add New Interstitial Sequence or after you click the Properties button for a sequence. • **Name**—The name for this sequence. Enter a maximum of 50 characters. • **Description**—Enter a description that is meaningful to you. You must enter the description. Enter a maximum of 2,000 characters. • **Status**—Active or Inactive. If you select Active, your audiences see the sequence. If you select Inactive, the sequence is not visible to your audiences. The default is Active. • **Make this sequence default choice for deployments?**—Yes or No. To use this sequence by default when your Video Portal is not showing anything else, select Yes. Otherwise, select No.

Creating and Working with Tickers

In DMM-VPM, a ticker is scrolling text that your Video Portal shows to your audiences. To create a new ticker:

Step 1   Select **Video Portal Module** from the untitled list at the top far-right of any page, then select **Video Portal > Tickers**.

On the Tickers page, you can toggle between two tables that are mostly very similar and that both show a list of tickers. You can move tickers from one table to the other.

Step 2   Do one of the following:

- Click **Active** to see in the Active table a list of all the tickers that are available. These tickers are active in the sense that you have not disabled them. If you have not created any tickers or if you archived every ticker, the table is empty.

- Click **Archive** to see in the Archive table a list of all the tickers that you have disabled temporarily. These tickers are disabled in the sense that your audience will not see them. You might choose eventually to restore or delete these tickers.

Step 3   Select the options or enter the values that meet your requirements. If you do not understand your options, see Table 4-10 on page 4-22.

Step 4   Click **Save**.

Table 4-10   Elements for Configuring Tickers

Element	Description
Clear Defaults	Stops your Video Portal from playing any ticker.
Add New Ticker	⊕ —Shows the Add New Ticker page.
Delete Selected	⊖ —Shows the Delete Confirmation page. See the instructions on that page that tell you how to delete the archived ticker that you selected.
Archive Selected	OFF —Moves from the Active table to the Archive table the tickers that you selected.
Activate Selected	ON —Moves from the Archive table to the Active table the tickers that you selected.

Table 4-10   *Elements for Configuring Tickers (continued)*

Element	Description

columns	The table contains these columns:
	
	• **untitled check box**—One of the following:
	  – Marks a sequence that you will disable, if selected in the Active table.
	  – Marks a sequence that you disabled and that you will restore or delete, if selected in the Archive table.
	
	• **Name**—The Properties ( ) button and the name of the ticker that the corresponding row describes. Values in the name column are the basis by default for how DMM-VPM sorts the rows, but you can click the heading in any other column to re-sort the rows by the values in that column. If you click the Properties button, DMM-VPM loads a page where you can edit the ticker that the corresponding row describes.
	
	• **Launch Date**—The date and time when the ticker should start.
	
	• **Expiration Date**—The date and time when the ticker should stop and should no longer be visible in your Video Portal.
	
	• **Deployment Choice**—Says whether the ticker that the corresponding row describes is the default ticker for deployments.

{Add New Ticker | Modify Ticker}	Physical and logical attributes of the ticker. Enter or select the attributes after you click Add New Ticker or after you click the Properties button for a ticker. • **Ticker Name**—The name for this ticker. Enter a maximum of 50 characters. • **Ticker Description**—Enter a description that is meaningful to you. You must enter the description. Enter a maximum of 2,000 characters. • **Ticker Text**—Enter the text that the ticker should show on your Video Portal. Enter a maximum of 2,000 characters. The text that you enter will scroll across the bottom of your Video Portal. • **Ticker Status**—Active or Inactive. If you select Active, your audiences see the ticker. If you select Inactive, the ticker is not visible to your audiences. The default is Active. • **Launch Date**—Select the month, day, and year when your Video Portal should start the ticker. • **Make this ticker default choice for deployments?**—Yes or No. To show this ticker by default on your Video Portal, select Yes. Otherwise, select No. • **End of Life Date**—Select the month, day, and year when your Video Portal should stop the ticker.

Customizing Your Video Portal

DMM-VPM helps you to control and customize the user interface that your audiences see when they use your Video Portal. You can customize the appearance of backgrounds, logos, ticker messages, interstitials, and controls.

Step 1   Select **Video Portal Module** from the untitled list at the top far-right of any page, then select **Video Portal > User Interfaces**.

On the User Interfaces page, you can toggle between two tables that are mostly very similar and that both show named sets of user interface customizations. You can move sets from one table to the other.

Step 2 Do one of the following:

- Click **Active** to see in the Active table a list of all the customization sets that are available. These customizations are active in the sense that you have not disabled them. If you have not created any customization sets or if you archived every set, the table is empty.

- Click **Archive** to see in the Archive table a list of all the customization sets that you have disabled temporarily. These customizations are disabled in the sense that your audience will not see them. You might choose eventually to restore or delete these customization sets.

Step 3 Select the options or enter the values that meet your requirements. If you do not understand your options, see Table 4-11 on page 4-24.

Step 4 Click **Save**.

Table 4-11   Elements for Customizing Your Video Portal

Element	Description
Add New Interface	⊕ — Shows the Add New Interface page.
Delete Selected	⊖ — Shows the Delete Confirmation page. See the instructions on that page that tell you how to delete the archived customization sets that you selected.
Archive Selected	(OFF) — Moves from the Active table to the Archive table the customization sets that you selected.
Activate Selected	(ON) — Moves from the Archive table to the Active table the customization sets that you selected.
columns	The table contains these columns: • **untitled check box** — One of the following: – Marks a customization set that you will disable, if selected in the Active table. – Marks a customization set that you disabled and that you will restore or delete, if selected in the Archive table. • **Name** — The Properties (🖼) button, the Preview (🎬) button, and the name of the customization set that the corresponding row describes. Values in the name column are the basis by default for how DMM-VPM sorts the rows, but you can click the heading in any other column to re-sort the rows by the values in that column. If you click the Properties button, DMM-VPM loads a page where you can edit the customization set that the corresponding row describes. If you click the Preview button, your Video Portal shows to you the customization set that the corresponding row describes, so that you can confirm that the customizations work as you expect them to, before you deploy them to your Video Portal. • **Date Added** — The date and time when the customization set was created. • **Last Modified** — The date and time when the customization set was last edited. • **Deployment Choice** — Says whether the customization set that the corresponding row describes is the default Video Portal user interface for deployments.

Table 4-11   *Elements for Customizing Your Video Portal (continued)*

Element	Description
{Add New Interface | Modify Interface}	Physical and logical attributes of the user interface customization set. Enter or select the attributes after you click Add New Interface or after you click the Properties button for a named set of user interface customizations. • **Name**—The name for this set of customizations. Enter a maximum of 50 characters. • **Background Image**—The nonprogressive JPEG file that serves as the background image. The file that you select should be 720 pixels wide by 520 pixels high, and should not distract or detract from the content that you want to emphasize. • **Base Template Interface**—Select whether blue or gray should be the predominant color. • **Interface Idle Duration**—In seconds, the idle time that you allow after any one of your scheduled shows has stopped, before your Video Portal starts to show (and loop) interstitials. • **Make this template default choice for deployments?**—Yes or No. To show this user interface customization set by default on your Video Portal, select Yes. Otherwise, select No. • **Status**—Active or Inactive. If you select Active, you can select the customization set as one for your audiences to see. If you select Inactive, the customization set is not selectable as one that your audiences might see. The default is Active. • **Description**—Enter a description that is meaningful to you. You must enter the description. Enter a maximum of 2,000 characters. • **Header Logo**—The nonprogressive JPEG file that serves as the logo for your Video Portal. The file that you select should be 470 pixels wide by 60 pixels high. The tabbed area on your Video Portal will cover and hide the lower right quarter of the image, so we recommend that quadrant not contain anything important. It is optional to use a logo. Do one of the following: 　– To upload a logo file that you have never uploaded, click **Upload new Header Logo file**. 　– To reuse a logo file that you uploaded previously for use in another customization set, click **Existing Images**. 　 If you click **Check** to confirm your selection to use the logo, you see one of these messages: 　– "Field is blank"—You have not entered any path. 　– "File Path Does Not Exist"—You entered an invalid path. 　– "File Path exists"—The path that you entered points correctly to a valid file. • **Interface Links**—As many as three web links that your Video Portal should show: 　– **Link Text**—The clickable text to show. Enter a maximum of 17 characters. 　– **URL**—The HTTP URL for the clickable text. 　 If you click **Check** to confirm that a URL is valid, you see one of these messages: 　– "URL is blank"—You have not entered any URL. 　– "Server was not found"—You entered an invalid URL. 　– "URL exists"—The URL that you entered points correctly to a valid file.

Configuring the Settings to Manage Deployments

You must deploy all additions, updates, and other changes in your content and data. You can deploy immediately or schedule deployments in advance for any time and date. You can cancel any deployment that you schedule.

After you schedule a deployment, the Currently Scheduled Deployments table is refreshed and shows the new deployment that you scheduled, in its chronological sequence relative to any other scheduled deployments. DMM-VPM then deploys the job to the deployment location that you specified under the Setup tab (see Configuring the Location Settings for Deployments, page 4-4). After a deployment is finished, the Currently Scheduled Deployments table is refreshed again, so that it no longer includes any description of the deployment.

Tip   There is no need for you to navigate through your Video Portal to find a video part after you deploy it successfully, because DMM-VPM links directly to it as a convenience to you. The link is not specific to any particular media format, because your Video Portal determines automatically which format to deliver to each audience member according to his or her system configuration.

1. Select **Video Portal > Programs**, find the row that describes the relevant program, then click **Active Videos** ( ) in that row.

2. Find the row that describes the relevant video, then click **Active Video Parts** ( ) in that row.

3. Find the row that describes the relevant video part, then do one of the following:

   - To play the video part, click **Preview** ( ) in that row.
   - To learn the actual URL for the video part, click **Properties** ( ) in that row, then click **Show Direct Portal Link**.

Live event offerings differ from on-demand offerings:

Live events	Live events are scheduled to start and stop at a fixed date and time. After a live event starts, audience members who connect late see the event in progress and cannot see what came before. Each audience member sees the same thing at the same time as other audience members. Audience members cannot see a live stream before the event starts, go backward, or skip ahead. When a live event stops, it is no longer available to anyone. You can record a live event as it occurs, then edit and upload the recording for on-demand access shortly thereafter. Live events are either *push*ed or *pull*ed: • push—The encoder pushes the live stream to a streaming server. • pull—The streaming server pulls the live stream from an encoder.
On-demand events	You schedule on-demand events to become available at any date and time that you specify, and remain available for any span of hours or dates that you specify, depending on the freshness or relevance of the content. Any audience member can start at the beginning of an event, no matter when they see it. Likewise, any audience member can rewind, skip ahead, or jump to different parts of an event at any time, assuming that your Video Portal makes these video navigation controls available. As long as an on-demand offering is available, audience members can see it at any time. You can archive an on-demand event at any time; after you archive an event, no one in your audience can see it.

Tip • Using the Video Part page, you can upload a pre-event image and post-event image. These will appear in the video frame before and after the live event.

• Your encoder can simultaneously stream a live event and save it to a file. See Capturing a Live Stream and Publishing the Output File as Video On-Demand, page 4-33.

This section contains these topics:

• Scheduling a New Deployment, page 4-27

• Scheduling a Pre-Event Listing, page 4-29

• Scheduling a Live Event, page 4-29

• Scheduling a Post-Event Listing, page 4-30

• Scheduling an On-Demand Deployment, page 4-30

Scheduling a New Deployment

To schedule a new deployment, follow these steps:

Step 1 If you configured your browser to block popup windows, reenable popup windows now. You cannot complete this procedure successfully if your browser blocks popup windows.

Step 2 Select **Video Portal Module** from the untitled list at the top far-right of any page, then select **Video Portal > Deployments**.

The Currently Scheduled Deployments page lists all of the scheduled and queued deployments. To understand the list, see Table 4-12 on page 4-27.

Table 4-12 **Elements for Deployment Scheduling**

Element	Description
Schedule New Deployments	Schedule a new deployment.
columns	• **Scheduled Deployment**—The date and time for which existing deployments are scheduled, listed in chronological order starting with the earliest deployment.
	• **Date Added**—The date and time when existing deployments were added to DMM-VPM.
	• **Cancel**—Cancel a deployment.

Step 3 Click **Schedule New Deployment**.

The ▼ Active ▼ Inactive ▼ Removed legend at the top of the page shows the real-time color-coding that DMM-VPM applies to entities in the list, based on their change status:

• Active—Entities whose status has been changed to Active. All entities classified as Active are visible in the Video Portal after deployment.

• Inactive—Entities whose status has been changed to Inactive. All entities classified as inactive or removed disappear from the Video Portal after deployment.

• Removed—Entities that have been permanently deleted from DMM-VPM.

Step 4   In the "Video Part Selection" area (**1**), click a check box to select the corresponding video part. DMM-VPM automatically lists for selection all new and modified video parts whose status is set to Active. Each video part is displayed with its corresponding videos and programs. All uploaded files, file references, and metadata associated to each Active video part are deployed with your selection. These files are deployed to the deployment location that you specified under the Setup tab.

Step 5   In the "Additional Items Included in Deployment" area (**2**), review any metadata changes that will be published with your deployment; the following entities are identified in the Metadata Changes:

- Categories—All categories whose status has changed or that were deleted.

- Programs—All programs whose status has changed or that were deleted.

- Videos—All videos whose status has changed or that were deleted.

Step 6   In the "Global Options" area (**3**), make selections from these lists:

- **Featured Playlist**—Select the playlist to publish on your Video Portal. The list displays all Active Featured Playlists in alphabetical order by Featured Playlist Name, with the Default Featured Playlist selected by default. There must always and can only be one Featured Playlist visible in the Video Portal at any given time. See Creating and Working with Playlists, page 4-14.

- **User Interface**—Select the customization set to use on your Video Portal. The alphabetical list contains all Active user interfaces customization sets, with the default customization set selected by default. There must always and can only be one user interface visible in your Video Portal at any given time. See Customizing Your Video Portal, page 4-23.

- **Ticker**—Select the ticker to publish on your Video Portal. The list displays all Active tickers in alphabetical order by name, with the default ticker selected by default. (To hide the ticker, click **Don't Show a Ticker**.) You can use no more than one ticker at a time on your Video Portal. See Creating and Working with Tickers, page 4-22.

- **Interstitial Sequence**—Select the sequence to publish on your Video Portal. The list displays all Active Interstitial Sequences in alphabetical order by Interstitial Sequence Name, with the Default Interstitial Sequence selected by default. There must always and can only be one Interstitial Sequence visible in the Video Portal at any given time. See Creating and Working with Interstitial Sequences, page 4-20.

Step 7   In the "Deployment Time" area (**4**), select the deployment date and time or select the **Schedule Immediately** check box. If you select a scheduled deployment, the default date is 7 days from today.

Note   • The relevant time zone is the one that you specified when you set up your DMM appliance. If an administrator set up your DMM appliance and you cannot guess what time zone is in effect at its deployment location, contact its system administrator.

- To conduct a live online event successfully, you must complete exactly these four deployments in exactly this sequence:

  1. Pre-event listing: Intended to notify Video Portal end users of the upcoming live event. See Scheduling a Pre-Event Listing, page 4-29.

  2. Live event: Actual live offering. See Scheduling a Live Event, page 4-29

  3. Post-event listing: Intended to notify Video Portal end users who missed the live event that it has concluded and is no longer available. See Scheduling a Post-Event Listing, page 4-30.

  4. On-demand offering: Recorded version of the live-event for Video Portal end users who were not able to attend the live version. See Scheduling an On-Demand Deployment, page 4-30.

Step 8   To schedule the Deployment, click **Create Deployment**.

Scheduling a Pre-Event Listing

You can schedule a pre-event listing. We recommend that you use targeted email messages or a web site to preannounce your live events. The notifications that you prepare can describe, for example, the event date and time, its subject matter, the speaker, and the moderator. A notification can also link directly to the pre-event listing on your Video Portal.

Before You Begin

Ensure that your video part metadata is set appropriately for a pre-event listing.

Step 1   If you configured your browser to block popup windows, reenable popup windows now. You cannot complete this procedure successfully if your browser blocks popup windows.

Step 2   Complete Steps 1–6 in the "Scheduling a New Deployment" procedure.

Step 3   In the "Deployment Time" area (④), select the deployment date and time when your pre-event listing should become available on your Video Portal. The default date is 7 days from today.

> **Note**   The relevant time zone is the one that you specified when you set up your DMM appliance. If an administrator set up your DMM appliance and you cannot guess what time zone is in effect at its deployment location, contact its system administrator.

Step 4   To schedule the deployment, click **Create Deployment**.

Scheduling a Live Event

You can schedule a live event.

Before You Begin

Ensure that your video part metadata is set appropriately for a pre-event listing.

Step 1   If you configured your browser to block popup windows, reenable popup windows now. You cannot complete this procedure successfully if your browser blocks popup windows.

Step 2   Complete Steps 1–6 in the "Scheduling a New Deployment" procedure.

Step 3   In the "Deployment Time" area (④), select the deployment date and time when your live event should become available on your Video Portal. The default date is 7 days from today.

> **Note**   The relevant time zone is the one that you specified when you set up your DMM appliance. If an administrator set up your DMM appliance and you cannot guess what time zone is in effect at its deployment location, contact its system administrator.

We recommend that your Video Portal show a countdown to the live event for 10-15 minutes, then replace the countdown with the audio-video stream when the live event actually starts.

Step 4   To schedule the deployment, click **Create Deployment**.

Scheduling a Post-Event Listing

You can schedule a post-event listing.

Before You Begin

Ensure that your video part metadata is set appropriately for a post-event listing.

Step 1   If you configured your browser to block popup windows, reenable popup windows now. You cannot complete this procedure successfully if your browser blocks popup windows.

Step 2   Complete Steps 1–6 in the "Scheduling a New Deployment" procedure.

Step 3   In the "Deployment Time" area (④), select the deployment date and time when the post-event listing should become available on your Video Portal. The default date is 7 days from today.

> ✎
> **Note**   The relevant time zone is the one that you specified when you set up your DMM appliance. If an administrator set up your DMM appliance and you cannot guess what time zone is in effect at its deployment location, contact its system administrator.

Step 4   To schedule the deployment, click **Create Deployment**.

Scheduling an On-Demand Deployment

You can schedule an on-demand deployment.

Before You Begin

Ensure that your video part metadata is set appropriately for an on-demand deployment.

Step 1   If you configured your browser to block popup windows, reenable popup windows now. You cannot complete this procedure successfully if your browser blocks popup windows.

Step 2   Complete Steps 1–6 in the "Scheduling a New Deployment" procedure.

Step 3   In the "Deployment Time" area (④), select the deployment date and time when the on-demand deployment should become available on your Video Portal. The default date is 7 days from today.

> ✎
> **Note**   The relevant time zone is the one that you specified when you set up your DMM appliance. If an administrator set up your DMM appliance and you cannot guess what time zone is in effect at its deployment location, contact its system administrator.

Step 4   To schedule the deployment, click **Create Deployment**.

Using Features Under the Encoders Tab

Topics in this section tell you how to add and manage DME 1000 and DME 2000 encoders in DMM-VPM.

Adding an Encoder to DMM-VPM

You can add an encoder to DMM-VPM.

Step 1   Set up and connect the encoder according to the procedures in its documentation.

Step 2   Select **Video Portal Module** from the untitled list at the top far-right of any page, then do one of the following:

If the encoder will push streams to the streaming server:	If the streaming server will pull streams from the encoder:
Note Push configurations apply only to Windows Media streams. 1. Select **Encoders > Push Configurations**. 2. Enter the required values, including the streaming server URL and port number. 3. Click **Save**.	1. Select **Encoders > Encoders and Pull Configurations**. 2. If you do not know the encoder IP address or DNS-routable hostname, go to the encoder front panel, then select **Menu > Setup System > Network > 100 Mbit** (or **1,000 Mbit**) **> View Settings > IP Address(es)**. 3. Enter the encoder IP address or hostname in the **Encoder IP Address/Hostname** field and be sure to specify a port number (ideally, the port number that you use should be in the range from 6000 to 7000). 4. Click **Discover Encoder**. The button changes color and animates until the discovery process is finished. 5. Enter the encoder name and description in their respective fields. For example, you might identify or describe the owner, location, or purpose of the encoder, or enter exactly the serial number text from a sticker on the encoder chassis. 6. Select options in the "Default Encoder Input Settings" area to choose the video input, audio input, and video input standard settings that you will use most often. 7. Select **Push** or **Pull** as your most common method to publish live events, then do one of the following: • If you selected Push, select an option from the **Default Push Configuration** list to choose the default push configuration for this encoder. • If you selected Pull, click **Add a Pull Configuration** to add the streaming server pull configurations for this encoder. **Note** Push configurations apply only to Windows Media streams. If you selected Pull, DMM-VPM automatically creates a pull configuration called "test only (encoder-direct, port 6990)," which you can use to test streams that originate directly from the encoder. 8. To save your selections, click **Save this Encoder**. You should see a green box at the top of the page with the message "Successfully saved '{Encoder Name}'".

Testing the Ability to Publish Streams

You can use DMM-VPM to test whether your encoder can publish a stream.

Step 1   Select **Video Portal Module** from the untitled list at the top far-right of any page, then click the **Encoders** tab to see the encoder dashboard.

Step 2   Find the entry for the encoder that you want to test, then click **Encoder Setup** in the corresponding row.

Step 3   From the **Video Format** list, select the bit rate to test, then select the **Publish as a Streaming Video** check box.

Step 4   Select a Push publishing configuration or a Pull publishing configuration.

> 🔍
> **Tip**   To test a stream directly from the encoder, select the **test only (encoder-direct, port 6990)** pull configuration.

Step 5   Confirm that a live video source is connected to your encoder, then select the options from these lists that match your video source:

- Video Input
- Audio Input
- Video Input Standard

Step 6   Click **Start Encoder**.

The button becomes animated and the animation continues until the encoder starts. A delay that ranges from 10 to 25 seconds is normal.

Step 7   After the encoder starts, click **Close** in the Encoder Setup window.

Step 8   Do either or both of the following to test the video stream:

- Click **View Live Video**. A popup window plays your current live stream.
- To test the video stream as a static image that is updated periodically, click **Click to start preview**. Your encoder serves the static image directly, independent of your streaming server.

Step 9   Click **Stop Encoder**.

Capturing a Live Stream and Publishing the Output File as Video On-Demand

Your encoder can capture and save a live stream as a file, which you can publish as video on-demand.

Step 1   Select **Video Portal Module** from the untitled list at the top far-right of any page, then click the **Encoders** tab to see the encoder dashboard.

Step 2   Find the entry for the encoder that you want to test, then click **Encoder Setup** in the corresponding row.

Step 3   Select the **Store as File** check box, then enter a filename for the saved file.

Step 4 Confirm that a live video source is connected to your encoder, then select the options from these lists that match your video source:

- Video Input
- Audio Input
- Video Input Standard

Step 5 Click **Start Encoder**.

The button becomes animated and the animation continues until the encoder starts. A delay that ranges from 10 to 25 seconds is normal.

Step 6 After the encoder starts, click **Close** in the Encoder Setup window.

Step 7 When you are ready to stop adding video from the stream to the output file that you are creating, click **Stop Encoder**.

Step 8 To retrieve the output file from your encoder, point your web browser to **ftp://**<*encoder_IP_address*>**/AVFiles/Out**, then right-click the filename in the directory listing and select the option to download the file.

Step 9 (**Optional**) Use third-party software to edit the file.

Step 10 Before you can deliver the downloaded output file to your Video Portal audiences as a video on-demand offering, you must deploy it as a VoD video part. See Working with Programs, Videos and Video Parts, page 4-9, and Scheduling an On-Demand Deployment, page 4-30.

Managing Push Configurations

You can manage push configurations, which apply only to Windows Media streams.

Step 1 Select **Video Portal Module** from the untitled list at the top far-right of any page, then select **Encoders > Push Configurations**.

Step 2 Enter the push configuration name and description in their respective fields.

🔍

Tip The push configuration name that you enter now will be an option that you can select from a list before you start your encoder.

Step 3 Enter the base URL and port number for your streaming server.

Step 4 Enter the name of your Publishing Point.

Step 5 Confirm that the URL under the "Full Stream URL" heading is the valid URL for your publishing point.

Step 6 (**Optional**) Enter the username and password to push a stream to your streaming server, if it requires that you log in.

Step 7 Click **Save**.

Creating and Working with Encoding Formats

An *encoding format* is a collection of settings to specify a particular combination of media type and video dimensions, and to limit video bandwidth consumption and video quality.

DMM-VPM is preconfigured with the recommended encoding formats for your Video Portal. You can recognize these predefined and preferred formats in the Encoding Formats list, because DMM-VPM appends the word "default" to their names. If you select other encoding formats as your defaults, the "default" label no longer signifies that any encoding format is one that Cisco defined.

You can select only one default encoding format apiece for each supported media type. For example, you might select one encoding format as the default for Windows Media and a different encoding format as the default for Flash Video.

You can add or edit an encoding format.

Step 1 Select **Video Portal Module** from the untitled list at the top far-right of any page.

Step 2 Select **Encoders > Encoding Formats**, then do one of the following:

- To create and define a new encoding format, click **Add a new Encoding Format**.

- To edit an encoding format that you saved, click its name in the list.

Step 3 Enter or select the required values to define the encoding format:

- **Encoding Format Name**—Enter a unique and meaningful name for this encoding format.

- **Profile Description**—Enter a description.

- **Format**—Click a radio button to select its corresponding media format as the one that this encoding format should use.

- **Dimensions**—Select an option from the list or select **Custom** to use dimensions that the list does not contain.

- **Pixel Proportion**—Standard (square pixel) is the correct choice for most applications.

- **Audio Capture** {**On** | **Off**}—Enable or disable audio capture.

- **Windows Media Capture Profiles**—Select an option to limit bandwidth usage.

Step 4 Click **Save**.

Managing Transcoding Jobs

Transcoding is a process of deriving digital media files that use one codec from digital media files that use a different codec; the source file is not changed or destroyed. Because codecs are typically lossy, you might notice that the fidelity of the output file is not as high as the fidelity of the source file.

Your encoders can transcode AVI and MPEG2 files into Windows Media files. You can use DMM-VPM to manage your transcoding jobs. We recommend that you schedule your transcoding jobs so that they do not run at the same time as any other encoder tasks, such as streaming a live event or saving a live stream to a file. A transcoding job might take as long as, or possibly longer than, the duration of the source file, depending on multiple factors that include which codecs you use.

Step 1   Copy the source file to your encoder.

    a. Plug a keyboard, mouse, and monitor into your encoder.

    b. Add the file to a USB 2.0 hard drive or flash drive.

    c. Use Windows Explorer to copy the source file from the USB drive to **D:\AVFiles\In**.

Step 2   Log in to DMM-VPM, then select **Video Portal Module** from the untitled list at the top far-right of any page.

Step 3   Select **Encoders > Transcoding**, then click **Add a New Transcoding Task**.

Step 4   Enter or select the required values to define the transcoding job:

- **Transcoding Task Name**—Enter a unique and meaningful name.
- **Encoder Name**—Select the encoder that will transcode the source file.
- **Start Date/Time**—Select the date and time when the transcoding job should start.
- **Input Video Format**—Select the media format that the source file uses (AVI or MPEG2).
- **Input Directory Path**—Select **Input - Local Encoder Drive**.
- **Input File Name**—Enter the source filename. Do not include a path.
- **Output Video Format**—Select a format that includes the word "transcode" in its title.
- **Output Directory Path**—Select **Output - Local Encoder Drive**.
- **Output File Name**—Enter the output filename. Do not include a path.

Step 5   Click **Save**.

Tip   In the list, a color-coded icon next to the name of your transcoding job helps you to track its status. The icon is blue (scheduled *or* postponed); animated green (in progress); solid green (completed); or red (error). To learn more, mouse over the icon.

Step 6   To copy the output file from your encoder, do one of the following:

- If you plugged a keyboard, mouse, and monitor into your encoder, use Windows Explorer to copy the output file from **D:\AVFiles\Out** to the USB drive.
- Point your web browser to **ftp://**<*encoder_IP_address*>**/AVFiles/Out**, then right-click the filename in the directory listing and select the option to download the file.

Using Your DME 1000 or DME 2000 to Set Up a Live Event

You can use your DME 1000 or 2000 to set up live events. Use the checklist to track your progress while you complete the required tasks.

✓	Task
☐	**1.** **Add a live event to DMM and publish it.** Do the following: **a.** Select **Video Portal Module** from the untitled list at the top far-right of any page, then click the **Video Portal** tab. The Video Portal Programs page appears. **b.** Create or edit the program that should include the live event. See Working with Programs, Videos and Video Parts, page 4-9. **c.** In the Add New Video Part page, enter or select these required values: • **Type of Video**—Select **Live Event**; a message tells you that you cannot use Flash. • **Encoder**—From the list, select the encoder to use, then do *one* of the following: If you previously configured default streaming settings for the relevant encoder and those default settings are appropriate for this event, click **Use Default Streaming Settings**. If any of the default settings are *not* appropriate for this event or if you have not configured default settings for the relevant encoder, click **Advanced Settings**, then make selections and enter values to define the settings for this stream: – *Encoding Format*—From the list, select the method to use for encoding or transcoding the live stream. – *DME 2000 Input Channel*—Click ⊙⊙⊠∷ A *or* ⊙⊙⊠∷ B. – *Publish via Push*—Select whether the encoder should push the live stream to a streaming server. – *Publish via Pull*—Select whether the streaming server should pull the live stream from the encoder. – *Video Input*—From the list, select either **Composite** or **SVideo**. – *Store as a File*—Select the check box to enable automatic archiving or deselect the check box to disable automatic archiving. – *Audio Input*—Select the option to use balanced or unbalanced audio in the live stream. – *Video Input Standard*—From the list, select the standard that is relevant to your country and the equipment that you use. • **Play Order in Video**—From the list, select where in the video to show this video part. • **Release Date/Time** *and* **End of Life Date/Time**—Enter a date in the format shown or click 🗓 ("Show Calendar") to select a date from a calendar. Then select the hour, the minute, and AM or PM. **Note** You must explicitly enter the End of Life Date/Time value. (DMS does not parse it automatically from the Release Date/Time value.) If you do not enter a End of Life Date/Time value, your live event will not occur. • **Duration**—Indicates the duration of the live event, based on the start and stop times that you set. **d.** Click **Save**. **e.** When you want your Video Portal to show a program listing for this live event, see the deployment instructions in Scheduling a New Deployment, page 4-27.

COMMENTARY

✓	Task
☐	**2.** **Test the live stream and start the live event.** Do the following: **a.** Approximately 30 minutes before the live event, click the **Encoders** tab. The Encoder Dashboard page appears. **b.** In the encoder selection tree, find the encoder that you will use for this live event, then click ("Expand Encoder") to see the *ad-hoc streaming controls* for the encoder. **c.** Click **Encoder Setup**, enter the relevant values, then click **Start Encoder** and wait 10-to-20 seconds for it to start. **d.** After an encoder setup message confirms that the encoder started, click **Close**. **e.** To open a preview window that should show the live stream from your encoder, click **View Live Video**. If you see the live stream, your streaming server is successfully streaming output from the encoder. **f.** When you are ready for the live event to start, click **Start Broadcast**. Approximately 5-to-20 seconds later, the live stream should start for anyone who selected to see it. **g.** When you are ready to end the event, click **Stop Broadcast**, then click **Stop Encoder**.
	Tip If you stop the broadcast accidentally or too soon, but the encoder is still running, click **Start Broadcast** to start showing the live stream again.

Setting Up Live Events Using Third-Party Live Streams

You can use streams from a third party to set up live events. Use the checklist to track your progress while you complete the required tasks.

✓	Task
☐	**1.** **Create a pre-event listing to notify your audience about the upcoming event offering.** See Scheduling a Pre-Event Listing, page 4-29.
☐	**2.** **Show the actual live offering.** See Scheduling a Live Event, page 4-29. You must deploy this video part at the start at the event. In the "Add New Video Part" page where you configure the metadata attributes for this video part, you must select **VoD** as the Type of Video. VoD is the correct option for third-party live events, because the Live Event option is reserved for use with the Cisco Digital Media Encoder 1000 and Digital Media Encoder 2000. The offering should include information for end users to use during the live event, such as an agenda or downloadable materials. **Note** We recommend that you schedule the live event to start 10 to 15 minutes before the published start date and time. It is customary to offer live "hold" music for end users who attend the event early, to signal them that the event will start soon.
☐	**3.** (**Optional**) **Create a post-event listing to notify your audience that they missed the event and it is no longer available.** See Scheduling a Post-Event Listing, page 4-30.
☐	**4.** (**Optional**) **Publish a recorded copy of the event for delivery on demand to audience members who missed the live stream.** See Scheduling an On-Demand Deployment, page 4-30.

COMMENTARY