



Version 3.2

Organization Administrator Guide

This document provides information that Ensemble Video Organization Administrators can use to manage Ensemble Video libraries and users, and configure Media Sources.

September 2011

Table of Contents

Page 3	I. The Ensemble Video Organizational Framework
3	System and Organization Administrators
4	Summary of User Roles
Page 5	II. Managing An Ensemble Video Organization
6	Libraries
7	Media Sources
8	Creating a Media Source from a Template
8	Creating a Custom Upload Directory Media Source
10	Creating a Custom Watch Directory Media Source
11	Plug-in Templates
12	Users
12	Library Users
13	Users with Access to Your Library

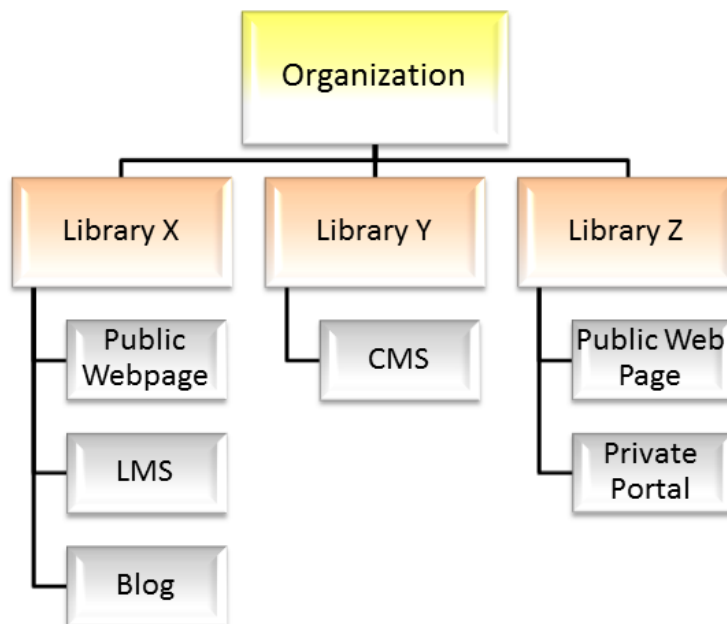
I. The Ensemble Video Organizational Framework

Ensemble Video makes it easy to upload, catalog, and publish a library of media “titles” or media “entries.” Each entry has a title, keywords and production date along with a variety of other catalog descriptors and one or more media files. While most Ensemble Video users are interested in the video management capabilities of Ensemble, the system can support a wide range of media types including animations, images, and attachments (documents, spreadsheets, .zip archives, etc.).

Ensemble was designed for de-centralized content management. This is implemented through a very flexible organizational framework, where different groups and users can maintain independent media libraries, but also share content across those libraries.

Within a single implementation of Ensemble Video at least one “Organization” is defined. Within an organization any number of Ensemble Video “Libraries” can be created. Each library has one or more Content Administrators who create and manage entries within the library.

The Ensemble Video organizational framework.



A library contains content uploaded or ingested by the Content Administrators associated with the library (the Media Library) as well as content shared by other users of the system (in a Shared Library). A Content Administrator may set up one or more Internet Web publishing destinations for external constituents, and one or more Web destinations for internal viewers (e.g., a training video Web, Learning Management system, or a Web site where recorded lectures or events are made available).

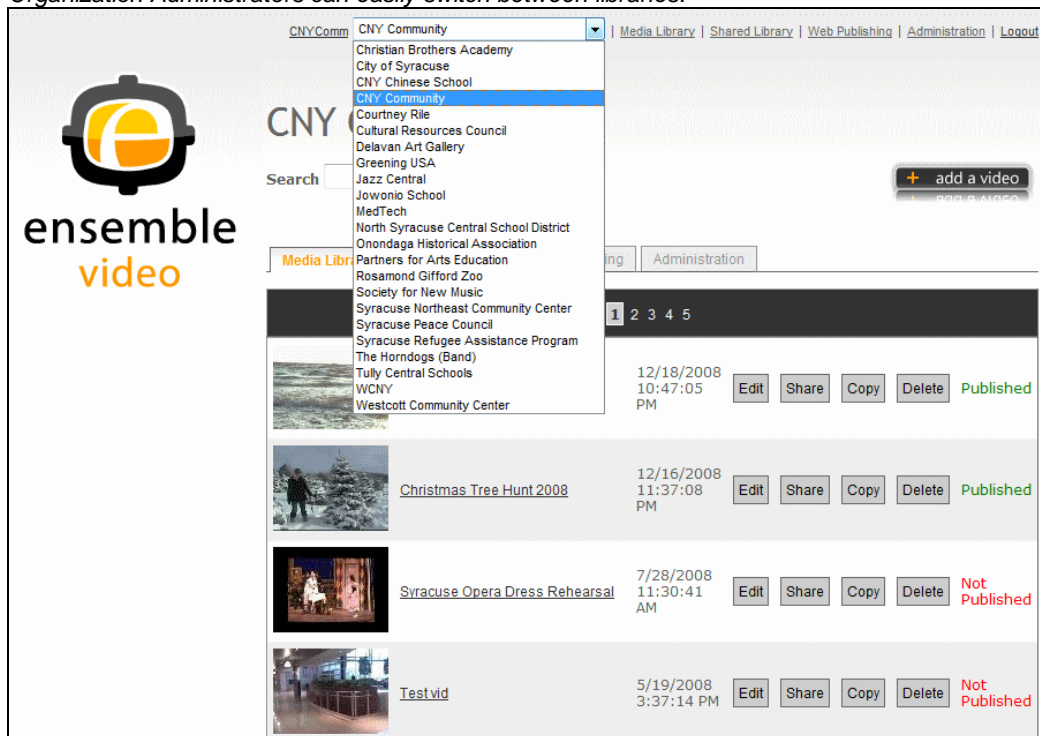
System and Organization Administrators

The installation of Ensemble Video creates an Ensemble Video System Administrator account. This account is also the Organization Administrator for an initial organization defined during the installation procedure. The System Administrator can create additional organizations, and create

Organization Administrator account(s) for each organization created. For more on the System Administrator role see the **Ensemble Video Version System Administrator Guide**.

An Organization Administrator can create and manage any number of libraries within his or her organization, and create and manage any number of user accounts for each library. When an Organization Administrator logs in, he or she can move between libraries in the organization via a drop-down menu at the top of the Ensemble Video Contributor Interface.

Organization Administrators can easily switch between libraries.



An Organization Administrator can add a new library by clicking on the **Libraries** control in the Administration Tab or selecting **--Manage--** from the dropdown menu that enables switching between libraries. More information on managing libraries is provided in the Libraries section on page 6.

Summary of User Roles

System Administrators

The super user account for creating organizations and managing system-wide settings

- Can create and edit Content Type definitions, and edit Application Settings
- Can configure an LDAP authentication sources
- Can create and manage organizations
- Can switch to any organization and any library
- Has access to all Administrative controls in the Administration Tab

Organization Administrators

Account used to manage libraries, users, and media server integration

- Can create new libraries
- Can add, edit, and delete user accounts for libraries in the organization
- Can set up Media Sources for libraries in the organization
- Can switch to any library in the organization

Content Administrator (Contributor)

These users manage, catalog, and publish video content using Ensemble Video

- Is associated with a library which they have access to when they log in
- Can add, edit, publish, and delete video entries
- Can define, edit, and delete Web publishing destinations
- Can customize bandwidth labels
- Can add library Shares and authorize Direct Publishing permissions

Content Administrator (Editor)

These users can

- Edit and publish videos in the Media Library
- Publish videos in the Shared Library

Content Administrator Editors cannot Add or Delete videos, and do not have access to the Web Publishing or Administration Tabs.

Viewer

Can view “viewable” or “published” items in the Media Library and any content that is in the library Shared Library.

II. Managing an Ensemble Video Organization



The Administration tab provides controls you will use to manage **Libraries**, **Media Sources**, **Plug-in Templates**, and **Users**. This section provides information on each of these administrative controls, which are available ONLY to Organization Administrators.



To create and manage Ensemble Video libraries, log in as an Organization Administrator and select **Libraries** in the Administration Tab, or select **--Manage--** from the dropdown menu at the top of the page for switching between libraries.

Name	Google	
Admissions and Financial Aid	Analytics	Edit
American History Department	Analytics	Edit
College of Business	Analytics	Edit
Prof. Troy Ferrari	Analytics	Edit
TANDBERG - Howe Schools	Analytics	Edit
University Relations Office	Analytics	Edit

Organization Administrators are able to create any number of libraries within an organization. Each library can have one or more Content Administrators who create and upload videos that are owned by that library. To create a new library, click on the **Add a New Library** button on the right side of the panel.

Library Name: Type in the name of the library. It should be a name that will be familiar to Content Administrators when they see it in the publishing process.

Optional: **Library Logo URL:** The library logo can be used to provide library branding for applications where multiple libraries collaborate to create a “showcase” video Web site.

Optional: **Library Website:** Enter a link to the web site for the library you are creating for future reference. This can also be used as a link in collaborative “showcase” Web sites.

To edit an existing library, click on the **Edit** button, make your changes, and then click **Update**. To delete a library, click on the **Delete** button next to the name of the library you wish to delete.

Media Sources



Media Sources provide a source of media for an Ensemble Video library. Organization Administrators configure one or more Media Sources for each library they set up, through a simple control interface. There are 3 configurable sources:

- 1) **Upload Directory:** When video content is uploaded through the Ensemble Video Web application and then transferred to a destination media server.
- 2) **Watch Directory:** Ensemble Video can be configured to monitor a media server so that when a media file is added to that directory, a corresponding video entry is automatically created in an Ensemble video library. Users can also add an XML metadata file to a Watch Directory to pass catalog information to Ensemble Video (for more on this see <http://wiki.ensemblevideo.com>).
- 3) **Podcast Producer:** A special Podcast Producer media source is also available for institutions that implement integration with Podcast Producer through a custom workflow. ***Please contact Ensemble Video corporate technical or sales support for more information on how to create a Podcast Producer Media Source.***

Each Ensemble Video library must have at least one Media Source configured before any media can be added to the Media Library. Your system administrator may have set up a default Media Source that is automatically created when you create a library in your Organization. If not you will need to configure at least one Media Source for each library.

To configure one or more Media Sources, log in as an Organization Administrator and switch to the library for which you want to configure Media Sources. Then go the Administration Tab and select **Media Sources**.

Title	Type	Status			
Progressive with no transcoding - Admissions and Financial Aid	Upload Directory	Enabled	Edit		⊘
Watch Directory - Admissions and Financial Aid	Watch Directory	Enabled	Edit		⊘
Wowza Media Server with Transcoding - Admissions and Financial Aid	Upload Directory	Enabled	Edit		⊘

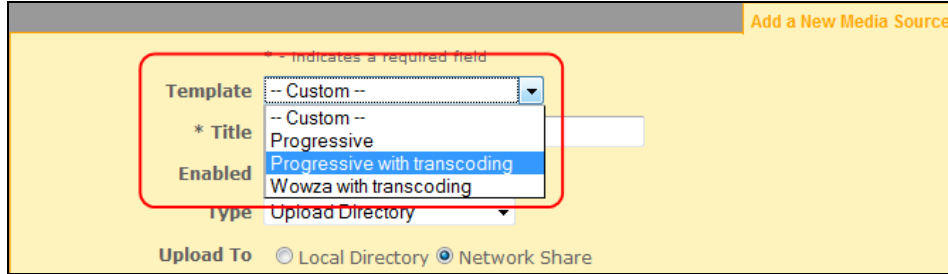
The **Status** buttons for each Media Source acts as a toggle between Enable and Disable status. Status for any Media Source can be changed by clicking on its corresponding **Status** button.

To edit an existing Media Source, click on the **Edit** button, make your changes, and then click **Update**. To delete a Media Source, click on the **Delete** button next to the name of the Media Source you wish to delete.

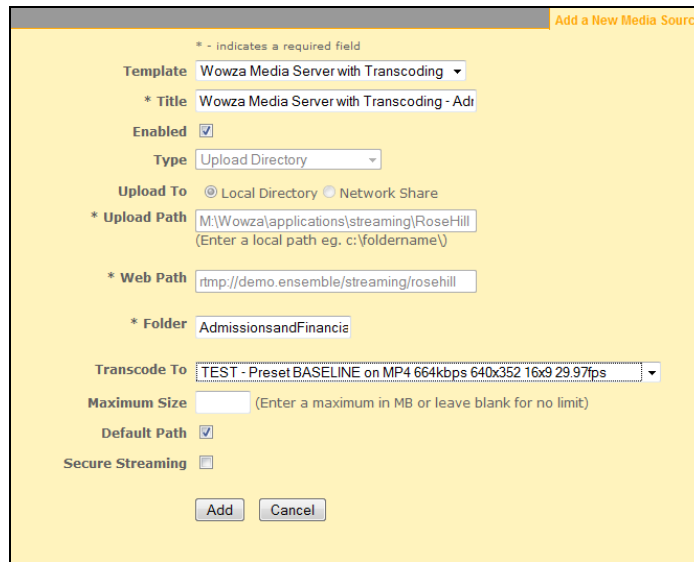
To add a new Media Source, click on the **Add a New Media Source** button on the right side of the panel.

Creating A Media Source from a Template

If your system administrator has set up one or more Media Source template specifications, you can choose them from the **Template** dropdown menu.



You will see that all of the settings are automatically populated.



If the specified folder already is already in use by another Media Source, you must specify an alternate folder name (two media sources cannot be tied to the same folder). If your Ensemble Video implementation has integrated Rhomet Carbon Coder for transcoding, you can also change the Transcode preset that has been selected if you want to use another set of transcoding specifications on your Carbon Coder server (be very careful if you do this as any change will affect ALL media that is uploaded to that Media Source subsequently).

Creating A Custom Upload Directory Media source

In some cases you may find there is no Template or for some other reason you want to create a custom Media Source. In this case, don't use the Template dropdown menu, instead you can fill out the forms of the Media Source specification as needed.

* - indicates a required field

Template: -- Custom --

* Title: Flash and MP4/H.264 Streaming

Enabled:

Type: Upload Directory

Upload To: Local Directory Network Share

* Upload Path: \\abcc-wowza\dept\$
(Enter a UNC path eg. \\server\sharename\folder\)

* Web Path: rtmp://media.institution.edu/streaming/dept

Transcode To: -- None --

Maximum Size: (Enter a maximum in MB or leave blank for no limit)

Username: whit-symweb

Password:

Domain: AD

Default Path:

Secure Streaming:

Buttons: Add, Cancel, Test

Title: This is the label Organization Administrators will see when viewing a summary in the Manage Media Sources control. This is also the label Video Content Administrators see when selecting an upload location, for Upload Directory Media Sources.

Enabled?: By default, all new Media Sources are enabled. You can choose to disable a Media Source by un-checking this box.

Media Source Type: Use **Upload Directory** for uploading videos to a specific media server.

Upload to: By default, **Network Share** is selected for uploading to a remote volume. This selection may require additional User/Password/Domain information to gain access to the server. Choose **Local Directory** if your upload pathway is to a local volume, such as c:\inetpub\wwwroot\videos.

Upload Path: This is the absolute path to the upload location. Use <drive letter>:\<path> for a local path and a UNC (i.e. \\server\sharename\folder) for external media servers.

Web Path: The Web path URL for viewer link or embedded media player.

Username, Password, Domain: Enter valid user credentials for external media servers.

Transcode to: For institutions that have opted to integrate Rhozet Carbon Coder with Ensemble Video, this dropdown let's you choose a Transcode preset which will be used by Carbon Coder to convert the content upon media upload.

Default Path: If checked, the path will appear as the default option when content administrators are uploading audio-video files in the Manage Content form of the Add/Edit wizard.

Use the **Test** button to verify that the path exists and is accessible using the authentication credentials entered.

Creating A Custom Watch Directory Media Source

* - indicates a required field

Template -- Custom --

* Title Watch Directory Media Source

Enabled

Type Watch Directory

Watch Local Directory Network Share

* Watch Path \\abc-wowza\watch\dept
(Enter a UNC path eg. \\server\sharename\folder)

* Web Path r://media.insitution.edu/streaming/watch/dept

File Filter -- None --

Use Shadow File

Username whit-symweb

Password

Domain AD

Secure Streaming

Add Cancel

Test

Title: This is the label Organization Administrators will see when viewing the summary information in the Manage Media Sources control.

Enabled?: By default, all new Media Sources are enabled. You can, however, choose to temporarily disable a Media Source without deleting it by un-checking this box.

Media Source Type: Use **Watch Directory** to have Ensemble monitor a specific media server directory. As video files are added, information about those files will automatically be imported to create a new video entry in your library. If XML metadata files are also added to the Watch Directory they can provide catalog information for new video entries. For more on this see <http://wiki.ensemblevideo.com>.

Watch: By default, **Network Share** is selected for “watching” a directory on a remote volume. This selection may require additional User/Password/Domain information to gain access to the server. Choose **Local Directory** if your watch directory path is to a local volume, such as c:\inetput\wwwroot\watch.

Watch Path: This is the absolute path to the Watch Directory location. Use <drive letter>:\<path> for all-in-one installations and a UNC (i.e. \\server\sharename\folder) for external media servers.

Web Path: The Web path URL for viewer link or embedded media player.

File Filter: Only videos that have the filtered file type(s) will be imported from the Watch Directory. There are several options here:

Watch Directory file filter options

None	ingest all supported media including audio, video, images and attachments
Audio and Video	ingest all audio and video media
Audio	ingest only audio files
Images	ingest only images
Attachments	ingest only attachments
File type	pick from the list of file types to limit content ingested to only that file type
Full shadow files	Ingest only XML files that define the location of media (for details on the full shadow file specification see wiki.ensemblevideo.com)

Username, Password, Domain: Enter valid user credentials for external media servers.

Use the **Test** button to verify that the path exists and is accessible using the authentication credentials entered.

Plug-in Templates



There are situations where System or Organization Administrators want to create a standard HTML Plug-in code template for their users. Typically when they want to apply a consistent style sheet, or have a standard set of Plug-in parameters that are set for a specific group of users.

[Add Plug-in Template](#)

Title	Status		
Rose Hill Listing with custom style sheet	<input type="button" value="Enabled"/>	<input type="button" value="Edit"/>	<input type="button" value="⊖"/>
Rose Hill Showcase with custom style sheet	<input type="button" value="Enabled"/>	<input type="button" value="Edit"/>	<input type="button" value="⊖"/>

With the Plug-in Templates control, Organization Administrators can create custom code templates and make them available through the dropdown menu on the QuickStart HTML Plug-in page, which is the Ensemble Video page where users copy the HTML Plug-in code to place in an external Web site.

When you click to **Add Plug-in Template** or **Edit** a Plug-in Template you will access a form that enables you to enter or modify Plug-in code. You will also provide a name for the Plug-in Template that Content Administrators will see in a dropdown menu on the **Install Plug-in** page in the Web Publishing tab. Simply make your changes as needed and click Save to make the Template available to Content Administrators.

Users



To manage users, login in and switch to the library for which you want to create and manage user accounts. Then go the Administration Tab and select **Users**.

[Add a New User](#)

Library Users | Users with Access to Your Library

Name	Role	Access		
Tory Ferrari	Organization Administrator		Edit	

The **Manage Users** control interface is a tabbed interface. The **Library Users** tab shows all the user accounts who have the specified library as their “home” library. The **Users with Access to Your Library** Tab is where you manage access to the library from users who have another “home” library.

Note: Only Organization Administrators can manage users – Content Administrators cannot manage users.

Library Users

The user name and role for users for whom this is the “home” library are indicated, and there are buttons to Edit or Delete a library user account.

To create a new User, click on the **Add a New User** button on the right side of the panel.

[Add a New User](#)

College of Business

* - indicates a required field

* Authentication Source: Built-in Authentication

* Username: jsmith

* Password: ●●●●●●

* Confirm Password: ●●●●●●

* Department: College of Business

* Access: Contributor

* First Name: Joe

* Last Name: Smith

* E-mail Address: jsmith@myinstitution.edu

[Add](#) [Cancel](#)


Many of the fields in this menu are self-explanatory — we’ll only cover those that require more detail.

Authentication Source: By default Users are authenticated based on the internal Ensemble Video login process. If your System Administrator has enabled LDAP authentication, you can create users and specify that authentication will use your enterprise LDAP repository.

Access: There are four types of user access available:

1. **Content Contributors** - can upload and delete video entries from the library Media Library and manage Web publishing destinations.
2. **Content Editors** - are only allowed to edit existing titles and publish to Web destinations.
3. **Viewers** - can view “viewable” or “published” files in the library Media Library, and can view videos in the Shared Library (shared by other libraries).
4. **Organization Administrators** - are permitted to perform both Content Administrator functions AND use tools in the Administration Tab to create libraries and users, and manage Media Sources for libraries within that organization.

Once you have entered the user information, click on **Add**. To edit an existing User, click on the **Edit** button, make your changes, and then click **Update**. To delete a user, click on the **Delete** button next to the name of the user you wish to delete.



You can also manage the access to other libraries that your users have through the Access control  lock icon. Here you can add, edit, or delete access to other libraries in your Organization.

Users with Access to Your Library Tab



This tab let's you view and manage users who have another “home” library, but have been granted access to the library you are managing.

Add a User

Library Users **Users with Access to Your Library**

Name	Role	Access	
Tom Kerwin	Editor		
Terry Kennedy	Viewer		

If you want to grant a user access, type characters from the user's name in the Add User search box and the system will immediately search against the user database and show users that match. You can select any user that shows up in the list and Add them, then select the permissions you want to grant that user to your library.

If you want to change the permissions for one of these users, click on the  Access icon. Use the  remove button to disable access for any of the users in the list.