



Version 3.1

Organization Administrator Guide

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

Table of Contents

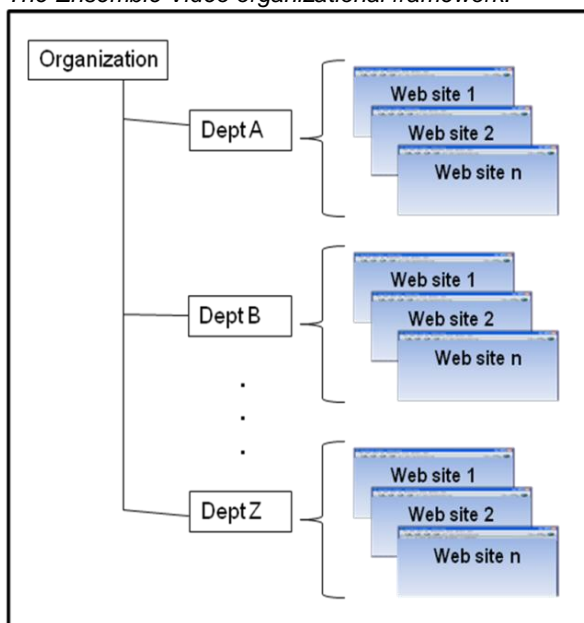
Page 3	I. The Ensemble Video Organizational Framework
3	System and Organization Administrators
4	Summary of User Roles
Page 5	II. Managing Departments, Users, and Media Sources
6	Departments
7	Users
8	Media Sources
9	Creating a Media Source from a Template
10	Creating a Custom Upload Directory Media Source
11	Creating a Custom Watch Directory Media Source
12	Creating a TANDBERG Content Server Media source

I. The Ensemble Video Organizational Framework

Ensemble Video makes it easy to upload, catalog, and publish a library of video “titles” or video “entries.” Each entry has a title, keywords, production date, and a variety of other catalog descriptors and one or more media files. 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 video 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 “departments” can be created, where each department has its own independent video library. Each department has one or more Content Administrators who create video entries that are owned by their department and appear in the media library listing for that department.

The Ensemble Video organizational framework.



A department Content Administrator may set up one or more Internet Web publishing destinations (also called “Web sites”) for publishing content for external constituents, and one or more Web destinations for internal viewers (e.g., a training video Web site or a Web site where organizational processes or events are documented).

While an Ensemble Video organizational structure can indeed correspond to a single organization with multiple named departments that exist within that organization, the system is not limited to that terminology and model. For example, a college may create an organization for all faculty members, and then create a department for each faculty member so they can manage and publish their own video content independently. Or a regional school district consortium may establish an

organization for each participating school district, and then districts could in turn create departments as needed within their own organization. An Ensemble Video department can be created for any individual or group of individuals that want or need to manage media in their own independent library.

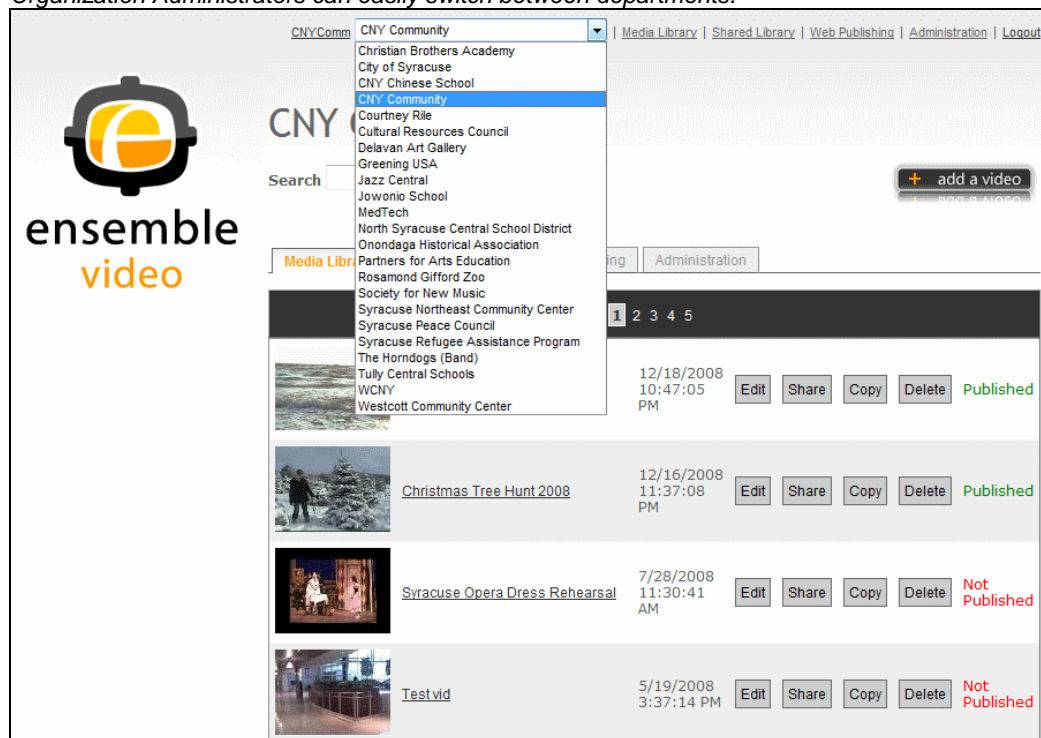
System and Organization Administrators

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 3.1 System Administrator Guide**.

An Organization Administrator can create and manage any number of departments within his or her organization, and create and manage any number of user accounts for each department.

When an Organization Administrator logs in, he or she can move between departments in the organization via a drop-down menu at the top of the Ensemble Video Contributor Interface.

Organization Administrators can easily switch between departments.



An Organization Administrator can add a new department by clicking on the **Departments** control in the Administration Tab or selecting **--Manage--** from the dropdown menu that enables switching between departments libraries. More information on managing departments is provided in the Departments 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 source
- Can create new organizations
- Can switch to any organization and any department
- Has access to all Administrative controls in the Administration Tab

Organization Administrators

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

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

Content Administrator (Contributor)

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

- Is associated with a single department
- Can add, edit, publish, and delete video entries
- Can define, edit, and delete Web publishing destination
- Can customize bandwidth labels
- Can add department Shares and authorize Direct Publishing permissions

Content Administrator (Editor)

These users can

- Edit and publish videos in the department 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 department Shared Library.

II. Managing Departments, Users, and Media Sources



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

Departments



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

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 departments within an organization. Each department can have one or more Content Administrators who create and upload videos that are owned by that department. To create a new department, click on the **Add a New Department** button on the right side of the panel.

Rose Hill

* - indicates a required field

* Department Name

Department Logo URL
(e.g., <http://www.mysite.com/logo.gif>)

Department Website
(e.g., <http://www.mysite.com>)

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

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

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

To edit an existing department, click on the **Edit** button, make your changes, and then click

Update. To delete a department, click on the **Delete** button next to the name of the department you wish to delete.

Users



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

Name	Role	Edit	Delete
test test	System Administrator	Edit	Delete
Andy Covell	System Administrator	Edit	Delete
oadmin oadmin	Organization Administrator	Edit	Delete
Contributor Admin	Contributor	Edit	Delete
eadmin eadmin	Editor	Edit	Delete
Demo Viewer	Viewer	Edit	Delete

The **Manage Users** control interface shows all the user accounts for a specific department. The user name and role are indicated, and there are buttons to Edit or Delete a user account.

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

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

College of Business

* - indicates a required field

* Authentication Source: Built-in Authentication

* Username: jsmith

* Password: [masked]

* Confirm Password: [masked]

* Department: College of Business

* Access: Contributor

* First Name: Joe

* Last Name: Smith

* E-mail Address: jsmith@myinstitution.edu

Buttons: 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 department 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 department Media Library, and can view videos in the Shared Library (shared by other departments).
4. **Organization Administrators** - are permitted to perform both Content Administrator functions AND use tools in the Administration Tab to create departments and users, and manage Media Sources for departments 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.

Media Sources



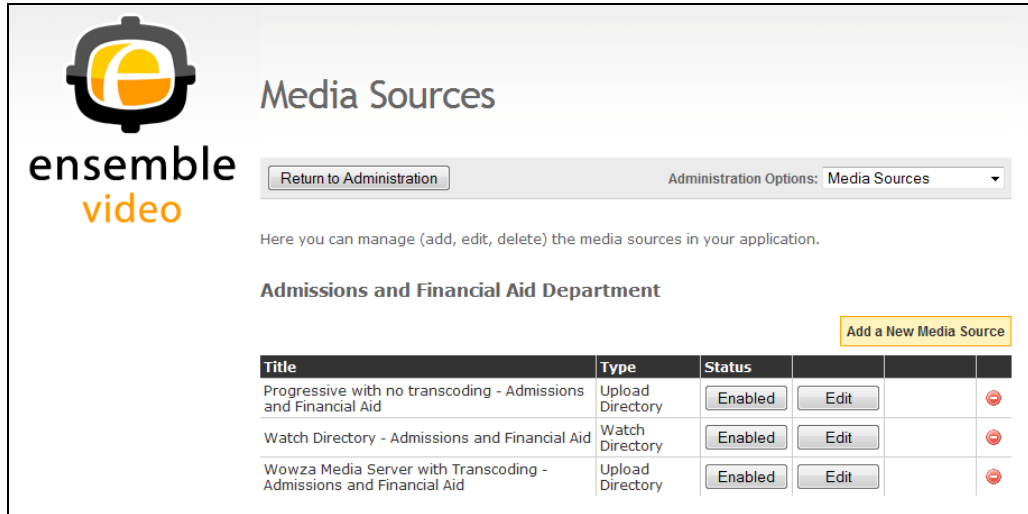
Media Sources provide a source of media for an Ensemble Video library. Organization Administrators configure one or more Media Sources for each department they set up, through a simple control interface. There are 4 configurable sources:

- 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) **TANDBERG Content Server:** Ensemble also offers a custom connector for the TANDBERG Content Server so that video catalog information, thumbnail images, and media links can be automatically imported to create an Ensemble Video entry.
- 4) **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 department 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 department in your Organization. If not you will need to configure at least one Media Source for each department.

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



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.

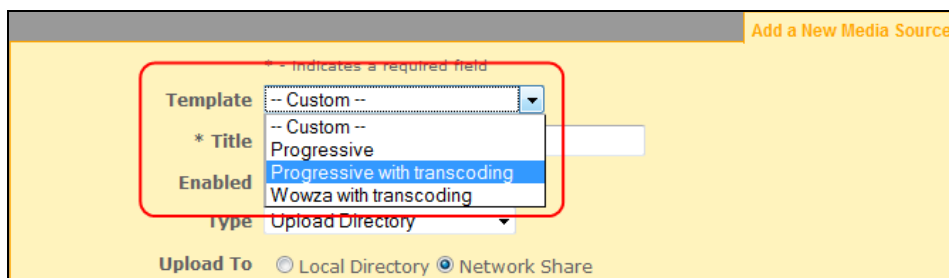
A **Sync Now** button only appear for any TANDBERG Content Server Media Source. It can be used to manually synchronize content with the TANDBERG server at any time.

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 exists for some reason, you can specify an alternate folder name. If your Ensemble Video implementation has integrated Rhozet 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).

Creating A Custom Upload Directory Media source

You can specify a local path to your media server or a remote path which is accessible via a Windows SMB share or a Samba share (for Linux and Macintosh servers). You can also specify multiple department paths if you want to set up access for streaming, progressive download, secure streaming (e.g., a Wowza Media Server with encryption and token passing), etc.

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 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.

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 Upload Directory Media Source for Content Administrators.

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

The screenshot shows a web form titled "Add a New Media Source" with a yellow background. At the top right, there is a link "Add a New Media Source". Below the title, there is a note: "* - indicates a required field". The form contains the following fields and controls:

- Template:** A dropdown menu with "-- Custom --" selected.
- * Title:** A text input field containing "Watch Directory Media Source".
- Enabled:** A checked checkbox.
- Type:** A dropdown menu with "Watch Directory" selected.
- Watch:** Radio buttons for "Local Directory" (unselected) and "Network Share" (selected).
- * Watch Path:** A text input field containing "\\abc-wowza\watch\dept". Below it is a hint: "(Enter a UNC path eg. \\server\sharename\folder)".
- * Web Path:** A text input field containing "r://media.insitution.edu/streaming/watch/dept".
- File Filter:** A dropdown menu with "-- None --" selected.
- Use Shadow File:** A checked checkbox.
- Username:** A text input field containing "whit-symweb".
- Password:** A text input field with masked characters (dots).
- Domain:** A text input field containing "AD".
- Secure Streaming:** An unchecked checkbox.

At the bottom of the form, there are three buttons: "Add", "Cancel", and "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 chosen file type will be imported from the Watch Directory. This is typically used when all uploaded video encodings are automatically transcoded to the chosen file type (with Rhozet Carbon Coder or some similar transcode mechanism).

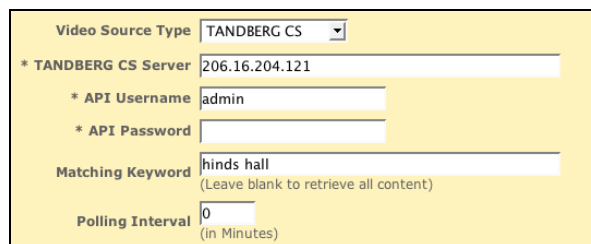
Username, Password, Domain: Enter valid user credentials for external media servers.

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

Creating A TANDBERG Content Server Media Source

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

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



The screenshot shows a configuration form for a Tandberg CS Server. The form has a yellow background and contains the following fields:

- Video Source Type:** A dropdown menu with "TANDBERG CS" selected.
- * TANDBERG CS Server:** A text input field containing "206.16.204.121".
- * API Username:** A text input field containing "admin".
- * API Password:** A text input field that is currently empty.
- Matching Keyword:** A text input field containing "hinds hall" with a subtext "(Leave blank to retrieve all content)".
- Polling Interval:** A text input field containing "0" with a subtext "(in Minutes)".

Media Source Type: Use TANDBERG CS when using Ensemble Video in conjunction with TANDBERG Content Servers.

TANDBERG CS Server: Enter the DNS name or IP address of the TANDBERG CS Server.

API Username/API Password: Enter the username and password necessary to gain access to the Content Server API.

Matching Keyword: This keyword selects entries on the TANDBERG Content Server based on keyword match. TANDBERG Content Server administrators can set up different aliases that contain different keywords, so video content for different users or types of conferences can be selectively routed to different Ensemble Video department libraries.

Polling Interval: This is the number of minutes between times when Ensemble Video checks for the presence for new content on the TANDBERG Content Server. The default interval is 30 minutes.

Use the **Test** button to verify that the Tandberg Content Server is accessible using the DNS name or IP address and Content Server API authentication credentials entered.