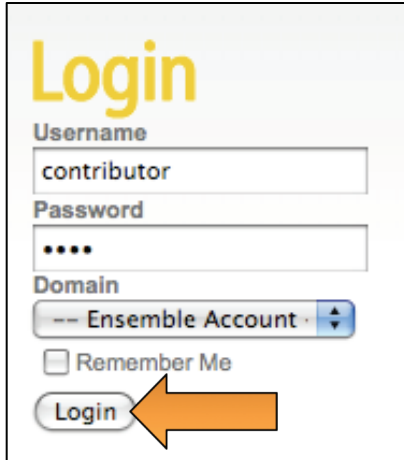


You can use the Sharing feature to grant sharing permissions to other libraries so they can share videos with your library. Note: You must be an Organization Administrator or Content Contributor to set up a Sharing.

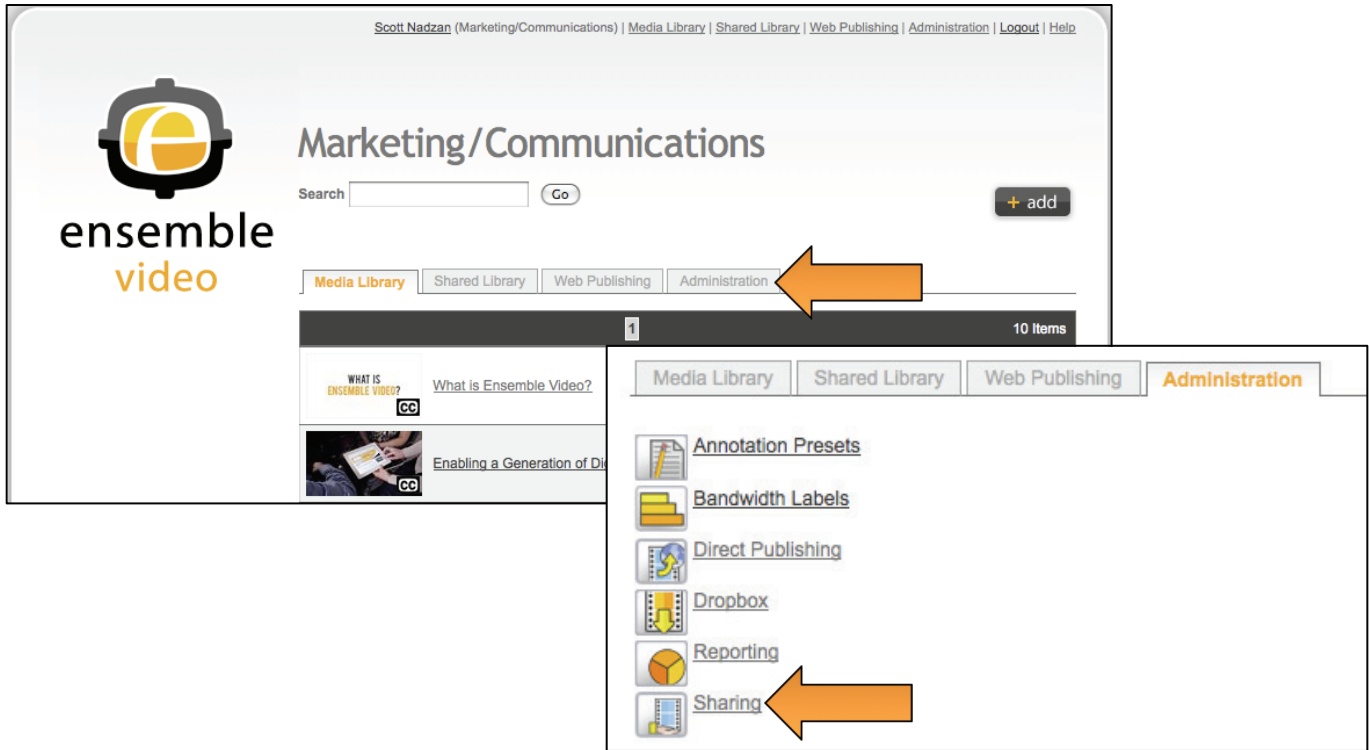


Login to your Ensemble Video account

Enter your username/password and click on Login.

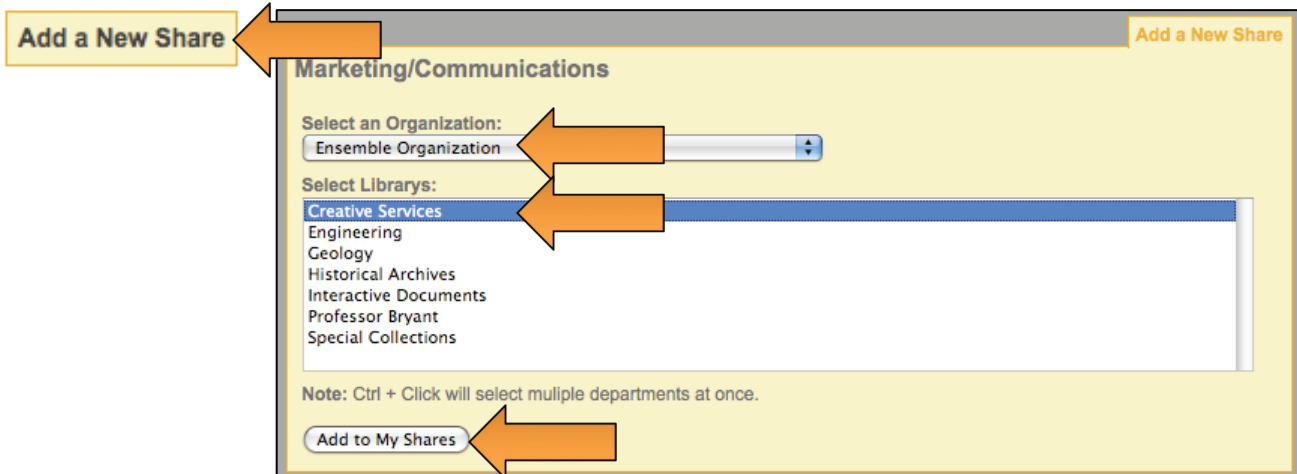
Go to the Administration Tab and Click on Sharing

Once you have logged in, you will need to go to the "Administration Tab." Once you are in the "Administration Area" click on "Sharing."



Add a New Share

To add a new “Share” click on the “Add a New Share” button and select an organization and one or more libraries from the list (*whom you will permit to share their videos with you*). Click on Control + Click to select multiple libraries, then Click “Add to My Shares” to finish the process.



Sharing is Setup

After clicking “Add to My Shares” you will go back to the Sharing area. The selected library can now share content with your library. Additionally, in the Sharing area you can click the “Copy” checkbox so that a Source Library can copy a video file from their Media Library to yours with all meta data included. Lastly, you can click the “Transfer” checkbox so that a Source Library can transfer a *new* video entry that is not included in their Media Library.

Source Department	Copy	Transfer	
Creative Services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>