



Rev[®] Media Management Platform

Install and Use the Rev SharePoint App in Office 365

Quick Reference Guide



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About Vbrick Systems

Founded in 1998, Vbrick Systems is a privately held company that has enjoyed rapid growth by helping our customers successfully introduce mission critical video applications across their enterprise networks. Since our founding, Vbrick has been setting the standard for quality, performance and innovation in the delivery of live and stored video over IP networks—LANs, WANs and the Internet. With thousands of video appliances installed world-wide, Vbrick is the recognized leader in reliable, high-performance, easy-to-use networked video solutions.

Vbrick is an active participant in the development of industry standards and continues to play an influential role in the Internet Streaming Media Alliance (ISMA), the MPEG Industry Forum, and Internet2. In 1998 Vbrick invented and shipped the world's first MPEG Video Network Appliance designed to provide affordable DVD-quality video across the network. Since then, Vbrick's video solutions have grown to include Video on Demand, Management, Security and Access Control, Scheduling, and Rich Media Integration. Vbrick solutions are successfully supporting a broad variety of applications including distance learning and training, conferencing and remote office communications, security, process monitoring, traffic monitoring, business and news feeds to the desktop, webcasting, corporate communications, collaboration, command and control, and telemedicine. Vbrick serves customers in education, government, healthcare, and financial services markets among others. Vbrick products are manufactured in an ISO certified manufacturing facility.

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Install and Use the Rev SharePoint App in Office 365

This document provides the details and steps needed to install the Rev SharePoint app to the Office 365 environment and the necessary configuration changes that need to be made. Once installed, the functions available for use are covered.

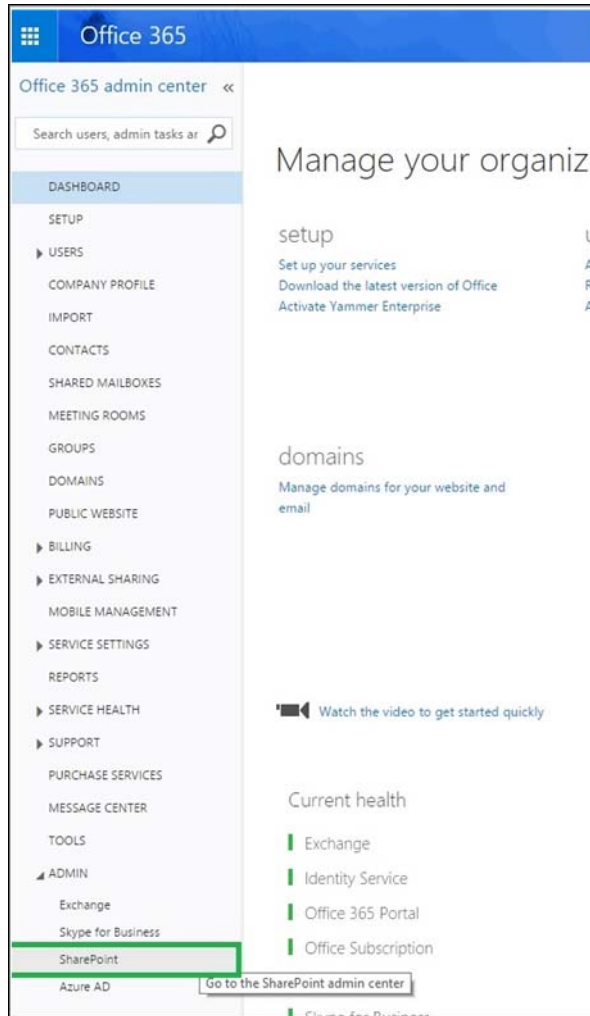
Tip: To install and deploy the Rev SharePoint app, you must have administrator privileges to your Office 365 account.

Create an App Catalog in Office 365

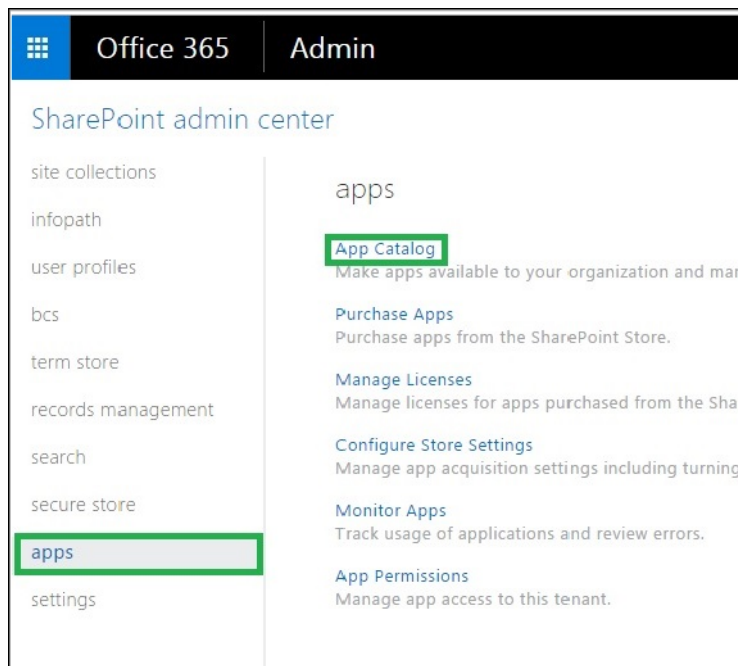
If an **App Catalog** has not already been created, it will need to be created first.

▼ To create an App Catalog:

1. Login to your SharePoint account
2. Click on the upper left navigation-icon which will open the **Office 365 Admin center** list.
3. Select the **SharePoint** option in the **ADMIN** subgroup. This will open the SharePoint Admin center, seen below.



4. Click **apps** > **App Catalog**.

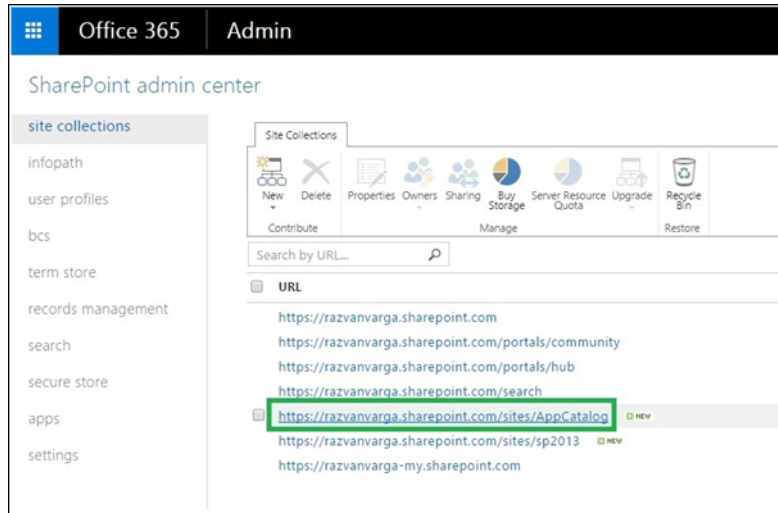


- If an **App Catalog** has not previously been created, a new window will appear. Check the **“Create a new app catalog site”** option, seen below, and click **OK**.

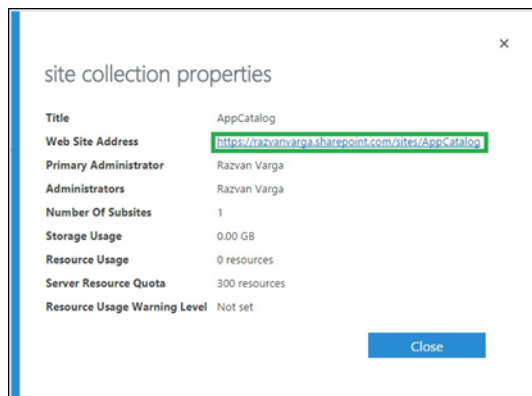
- Fill the **Create App Catalog Site Collection** form with the required information and select **OK**.

Field	Description
Title	The title of the app catalog site. (“AppCatalog” in the example above.)
Web Site Address	The desired app catalog URL. Type in the third text box the desired name for the site name. The combination of the three will result in the final URL. (“AppCatalog” in the example above)
Administrator	The administrator of this site.
Server Resource Quota	This is a site collection metric calculated by SharePoint Online, the maximum amount of relative CPU and memory allocated to a site collection and or site collection group. The default value is 300.
Storage Quota	If required, 5GB or more will suffice.

- Once the **App Catalog** has been successfully created, click on its URL and the **Site Collection Properties** will appear.



8. Click on the **Web Site Address** and the newly created **App Catalog** page will load.

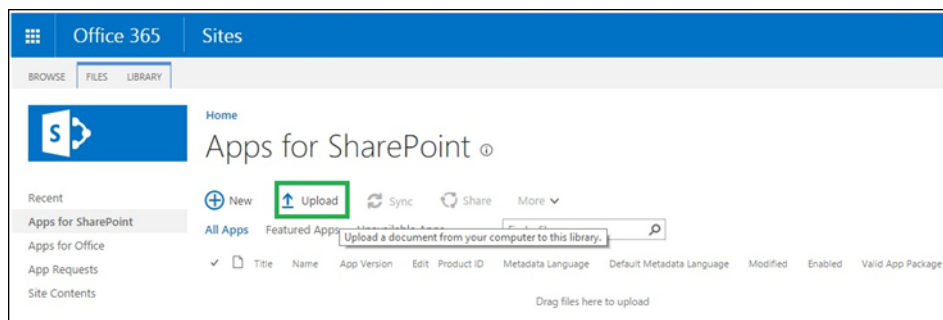


9. You may now add the Rev SharePoint app to the **App Catalog**.

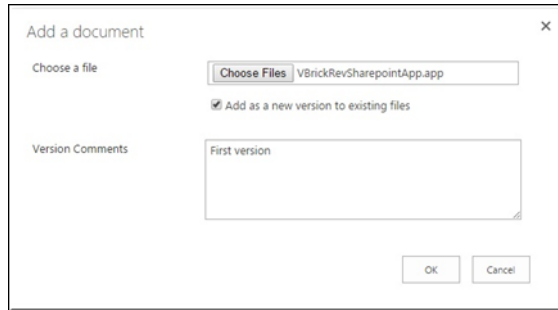
Add the Rev SharePoint App to the App Catalog

▼ To add the Rev SharePoint app to your App Catalog:

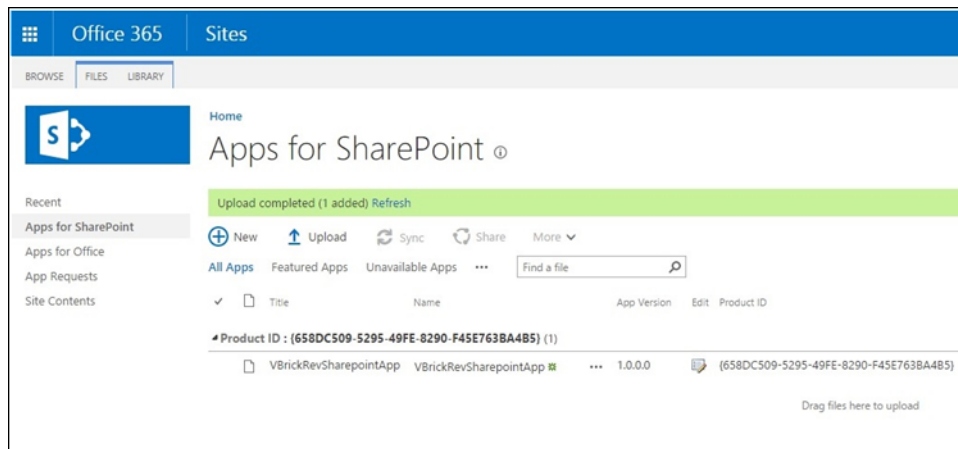
1. Select **Apps for SharePoint > Upload**.



2. This loads the **Add a document** window.



3. Choose the **VBrickRevSharepointApp.app** file and click **OK**. The app will now show up in the **App Catalog**.
4. Click the “edit” option to rename the App to a custom name that suits your organization.

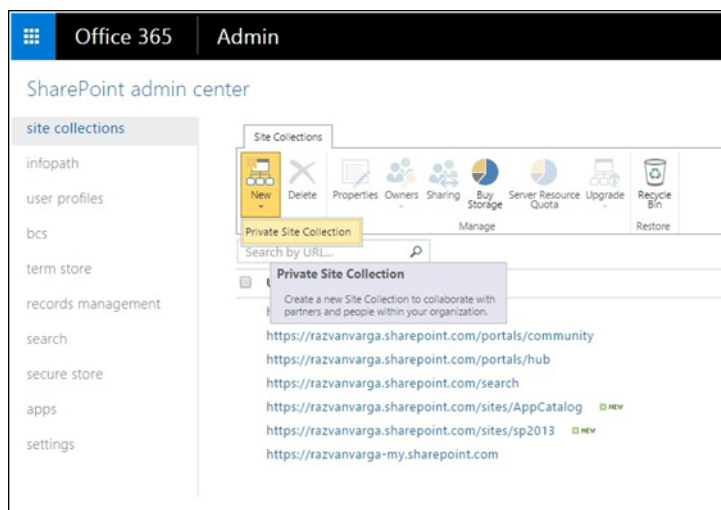


Create a Site Collection (If Required)

The **Rev SharePoint** app can be added to new or existing “Sites” within SharePoint. This section details how to create a Site if you need to add a new Site to your SharePoint account.

▼ To create a site collection:

1. In the **SharePoint admin center**, select **site collections** > **New** > **Private Site Collection**, seen below.



2. Provide the required information in the **new site collection** form seen below. For more information on how to complete the form, please refer to the previous section: [Create an App Catalog in Office 365](#).

The screenshot shows a 'new site collection' dialog box with the following fields and values:

- Title:** New Test Site
- Web Site Address:** https://razvanvarga.sharepoint.com /sites/ NewTestSite
- Template Selection:** 2013 experience version will be used. Select a language: English. Select a template: Collaboration, Enterprise, Publishing, Custom. Team Site, Blog, Developer Site, Project Site, Community Site.
- Time Zone:** (UTC-08:00) Pacific Time (US and Canada)
- Administrator:** Razvan Varga
- Server Resource Quota:** 300 resources of 1800 resources available

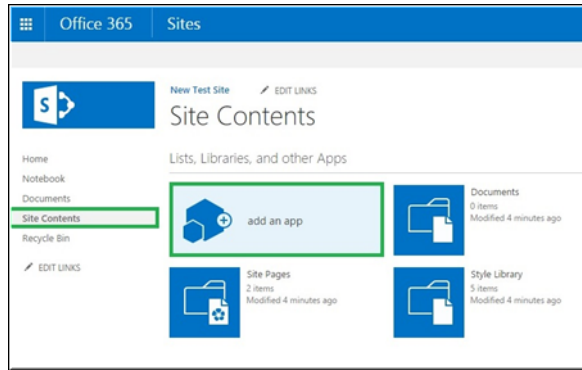
Buttons: OK, Cancel

3. Once created, the **NEW** label will appear next to the site URL and it will be ready to be used.

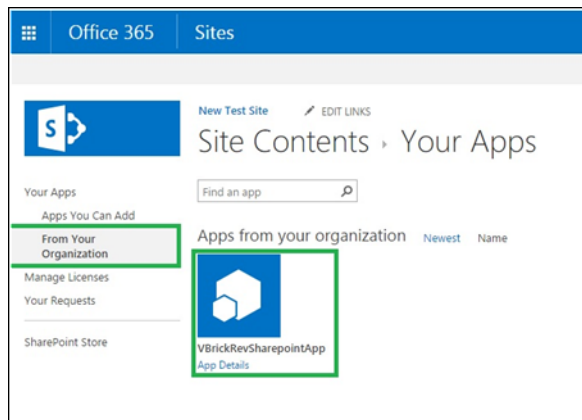
Add the Rev SharePoint App to the Site Collection

This section details how to add the Rev SharePoint app to an existing Site. You must have permission to edit the site contents to add the app to a SharePoint site.

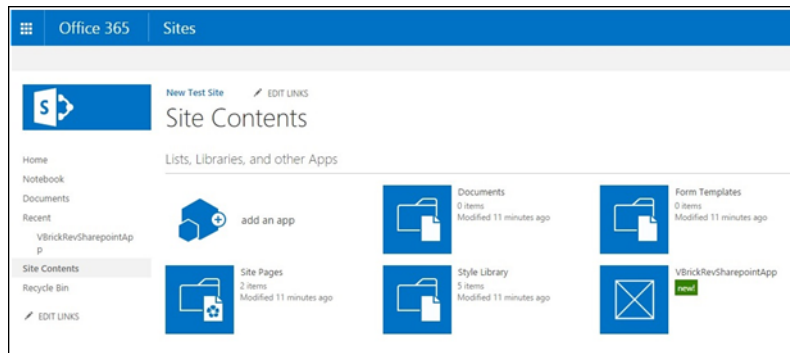
- ▼ To add the Rev SharePoint app to site collection:
 1. In the site collection of choice, click **Site Contents** > **add an app**.



2. Click on the uploaded app from the **From Your Organization** option and then on the **Trust it** button.



3. The app will then be added to the site collection and ready for use.



Configure the Rev SharePoint App

This section details how to connect the Rev SharePoint app to a Rev account. You will need a Rev account admin to get the API details necessary to enable this integration. You will also need a SharePoint admin to enter the API credentials in SharePoint once you have them from Rev.

- ▼ To configure the Rev SharePoint App:
 1. Select the Rev SharePoint app from the site contents list.
 2. For SharePoint admins, the first page will contain a link to edit the configuration details.
 3. Select the “edit” option
 4. Copy the SharePoint URL for this Webpage prior to the ? in the URL.

- a. For example, <https://company.sharepoint.com/sites/Rev/VBrickSharepointApp/Pages/Default.aspx>
5. Go to Rev Admin > Security > API Keys
6. Create a new API Key
 - a. Select a random API key value
 - b. An API key name
 - c. Paste the URL in the Redirect URI field. Change the last part of the URL from "Default.aspx" to "Token.aspx". For example: <https://company.sharepoint.com/sites/Rev/VBrickSharepointApp/Pages/Token.aspx>
7. Save the API key
8. Return to SharePoint and enter the columns below.



9. The following columns will need to be changed for every user:
 - **AppKey** - The API key set up in Rev
 - **AppSecret** - The secret key generated when creating the API key
 - **UrlVbrick** - The Rev instance host name
10. When the information has been entered, select **Stop** to save the API details.
11. Select the **Login** button to access the OAuth login page for Rev to access the Rev SharePoint app.

How to Use the Rev SharePoint App

Login

1. Use your normal Rev username and password credentials when prompted to login.

Filter by Category

1. An alphabetized list of all the categories in your account appears in a picklist above the video list in the app.
2. Selecting a category gets all the videos within that category. You can select Uncategorized as well to view videos with no category associated to them.
3. Each video will indicate:
 - Video Title
 - Inactive when videos are in the Inactive status
 - Uploader
 - Length (or Live)
 - Total Video Views
4. Users can select either the video thumbnail or video title to navigate to that video.

Search

1. Users can search for videos the same way they would in Rev using keywords to find specific videos.
2. Search results are displayed alphabetically for easy navigation.

Video Page

1. Each video appears in the same video player used in the Rev portal. When the video player is embedded on the video page, Rev uses its intelligent zoning logic the same way it does within the Rev portal. This ensures that even while using an embedded video player, the video is being served in the most appropriate route for that particular user.
2. Each video displays the following:
 - Title
 - Description
 - Categories – Clickable to view all videos in a category
 - Tags
 - Any custom metadata fields enabled
3. Edit settings
 - Users with Edit access to the video will see an “Edit Settings” button below the video.
 - Selecting this button will open the edit page with all current settings pre-populated in each form field.
 - Edits can be made to one or more fields and the settings will saved; the page is then reloaded with the new settings saved in Rev.
 - If any custom metadata fields are enabled in Rev AND marked as required fields, these cannot be empty when editing the video settings.

Download

1. A download button appears below the video player when the download option as been enabled for this video.
2. Selecting the download button will open the video in a new page.
3. Right click on the video and select “Save video as” to save the video to a file.

Delete

1. A delete button appears when the user has edit access to the video.
2. Selecting this button will delete this video from Rev.
3. The user will be taken back to the app main page upon deleting a video.