vbrick rev

Rev® Media Management Platform

vbrick rev v7.38

User Guide

December 2020

Copyright

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.

Contents

Vbrick Rev User Guide

Getting Started

Working with Video

Channel Pages and Functions

Webcast Events

Vbrick Rev User Guide

User Guide Preface

Online help is written for anyone who will be using or evaluating the Vbrick Rev® media management platform. This includes system administrators, software developers, network technicians, and end users in a variety of business environments. Information for end user functions is arranged as follows:

Getting Started	Provides a overview of Vbrick Rev. It explains how to login and exit the system and how to reset a user's password and security question.
Interface Overview	Describes the interface elements of Rev's user interface including the Home Page and Header navigation options. Details on personalized video content found under the Media Menu and the All Videos, Playlists, and My Videos tabs are covered. Notifications and how to manage them are also covered in detail.
Working with Video	Explains how video functionality works in Vbrick Rev. Includes topics from adding, embedding, and uploading video to leaving feedback on the videos.
Channel Pages and Functions	Explains the Channels functionality in Rev. How to view Channels and manage their members and video assets is discussed in detail.
Webcast Events	Everything you need to know on how to create, manage, and host your own Webcast event.

Getting Help

If you can't find the information you need from the Online help system, or from your certified Vbrick reseller, you can contact Vbrick Support Services on the Web. Support Services can usually answer your technical questions in 24 business hours or less. Also note that our publications team is committed to accurate and reliable documentation and we appreciate your feedback. If you find errors or omissions in any of our documents, please send e-mail to documentation@vbrick.com and let us know. You may also send feedback about a specific topic using the e-mail icon in the upper right corner.

> **Tip**: Vbrick has made every effort to ensure that the information in this document is accurate at the time of publication. Vbrick reserves the right to make changes without notice. To see the latest documentation for all products go to https://portal.vbrick.com//doc/index.html.

> **Note**: All versions of help may be viewed in PDF format for easy portability but are optimized for the Web and are best viewed Online.

Getting Started

Vbrick Rev Access

Vbrick Rev® is a Web-based media management platform used for accessing live and stored video that you have either uploaded, linked to, or recorded. It provides a simple, intuitive interface that allows you to navigate to, search for, and immediately begin viewing TV-quality video. You are able to categorize, tag, and manage viewing controls on all video you add to your platform, brand your platform, and create Channel based landing pages for videos managed on your Rev platform. Rev is accessible from any Windows-based PC, Apple Mac, or mobile device.

Online help is created from a PC perspective; some of the images may be slightly different on a Macintosh.
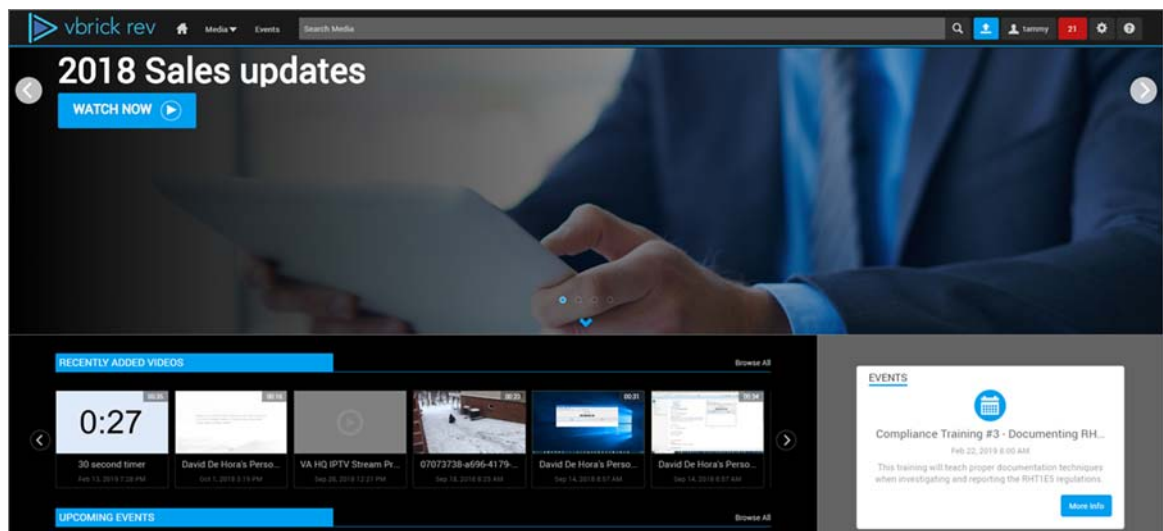
User Roles

Vbrick Rev uses a role-based permissions model to determine what content you will be able to see and what functionality you will be allowed use. In all cases, if you do not have permission to view certain content, functions, or player controls, that video or control will not be shown on the user interface.

> Online help uses **Tip** or **Note** boxes such as this one to provide additional details when a specific role or permission is needed for a function or subject being discussed in a topic.
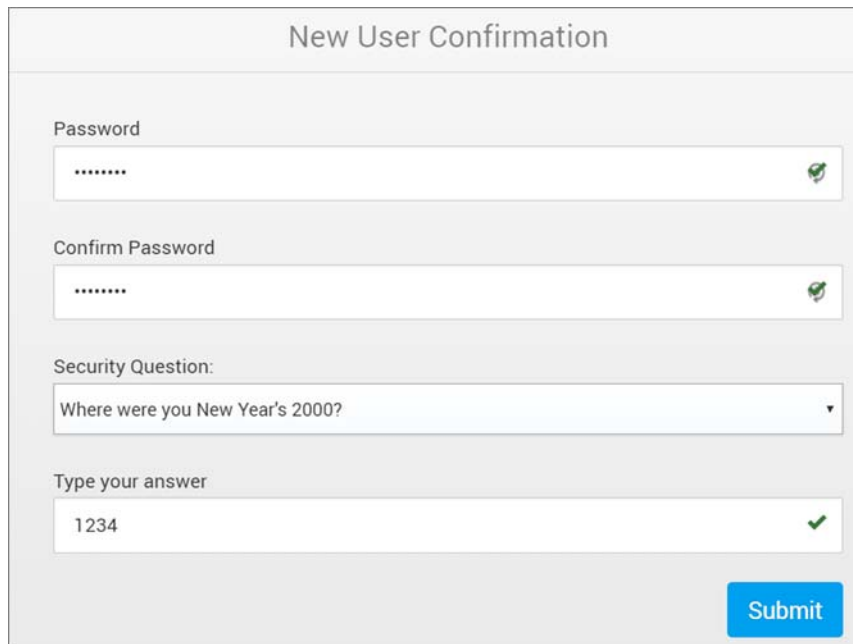
User Roles and Permissions by Function

Create a Rev User Account

When a Vbrick Rev user account is created, an email confirmation is sent to the email address that is used. It will look similar to the image below.
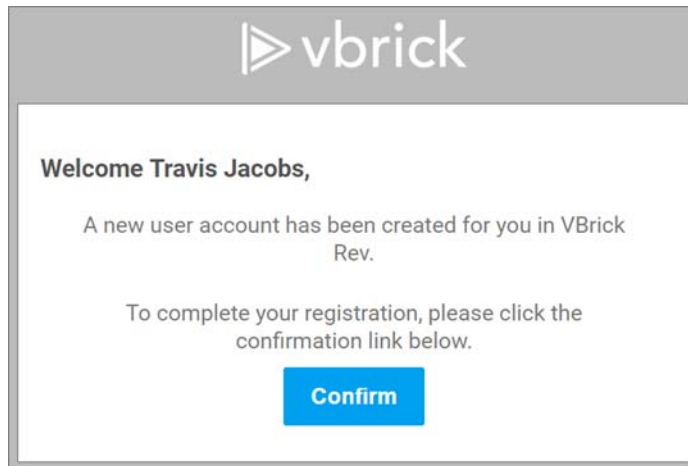
Clicking the **Confirm** button will prompt the **New User Confirmation** form so that a Password and Security Question may be completed for the account. All fields are required.
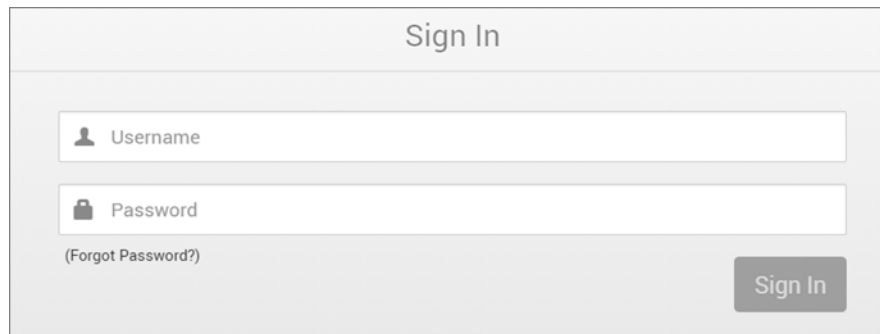
Note: If an email is misplaced or not received, an Account Admin may resend a confirmation email.

Log In to Vbrick Rev

The **Home Page** is automatically displayed when you log in with a valid **Username** and **Password**. All Rev functionality and commands are available from this page but you may not have access to all depending upon the user permissions that you have been assigned.

> **Note**: After a number of unsuccessful log in attempts, you will need to close the window and start again or may even need to reset your password depending upon the security features that have been set up for your system. Contact an Account Admin if you have trouble logging in.

▼   To log in:

1.   Open a browser.
2.   Enter a valid **Username** and **Password**.
3.   Click **Sign In**.

> **Tip**: If you have forgotten your password, you may click the **(Forgot Password?)** hyperlink to recover it from the system. You will be prompted for your **Username** and **Security Question**. If this link is not available, contact an Account Admin.

Log Out of Vbrick Rev
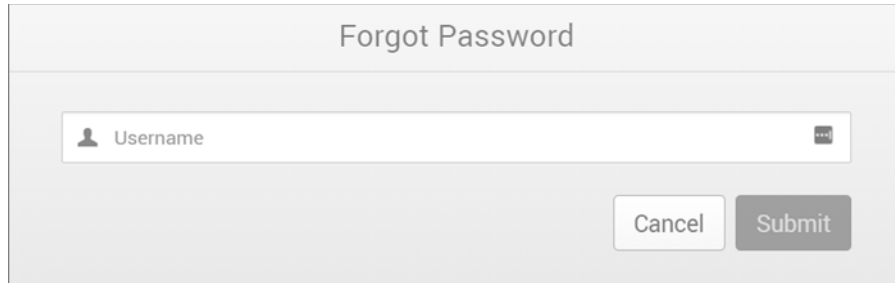
The **Logout** command logs you out of the application and lets you log back in as a different user. This may be necessary to gain access to certain functionality. For example, some users may not be allowed to upload videos and you may want to log in as a user who has the permissions to do this.

To exit the system, click the **User Account** icon in the upper right corner of the Header Navigation Options.

Reset Your Rev User Account Password or Security Question

If you have forgotten your user account password, you may click the **(Forgot Password?)** hyperlink on the **Sign In** form. You will be prompted for your **Username**.
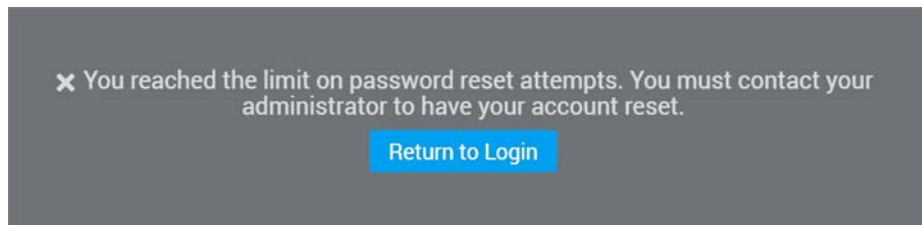
An email will be sent to your email address on file that contains a hyperlink where you may reset your user password using the **Forgot Password** form. You will be unable to log in until you complete this form. If you do not receive the email, contact your Account Admin.

Keep in mind that you will need to know the answer to your **Security Question** to reset your password.

If you enter the wrong answer for your **Security Question** and reach the limit on password reset attempts, you will need to contact an Account Admin to reset your account.

You will be sent another verification email that will let you use the **New User Confirmation** form to create a new **Password** and **Security Question** similar to when you first created your account once your Account Admin resets your password for you.

Update Your Rev Profile Settings and Picture

You can update your profile settings and profile image at any time by clicking the user account icon in the Header Navigation Options.
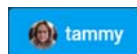
Click **My Profile** from the dropdown menu that appears. You are able to update the following information:

- First Name
- Last Name

- Contact Email (should be a non-duplicate valid email address if used)
- Title
- Phone Number
- Preferred Language

If you upload a profile image, it will be used throughout Rev in the following areas:
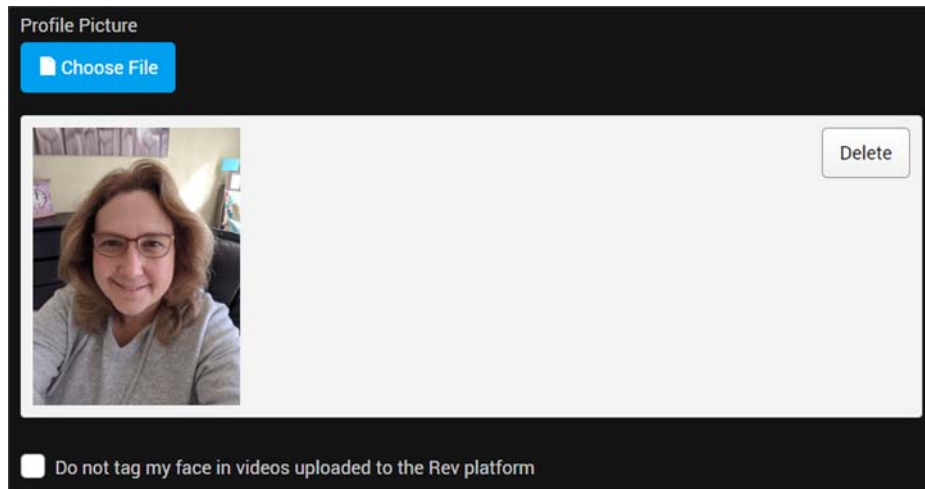
- Header Navigation Menus (Profile icons)
- Webcast Events
  - Attendee List
  - Chat
  - Q&A
- Videos
  - Uploader
  - Comments (if you are the Commenter)
- Administration & Search
  - User Management
  - Whenever searching for a user
- Facial Recognition & Tagging
  - If you do not want to be included in Rev's "In This Video" and Facial Recognition searches and tagging, you may opt-out by selecting the **Do not tag my face in videos uploaded to the Rev platform** checkbox.

> **Tip**: The recommended resolution for profile pictures is 480x480 and no larger than 5MB. A valid file format for use with Rev must also be used.
> See: Supported Supplemental File Types and Image Types

Interface Overview

The Home Page

The **Home Page** launches as soon as you log in with a valid **Username** and **Password**. It lets you quickly access all of the features and functions of Rev such as the **Events** or **Media** page.
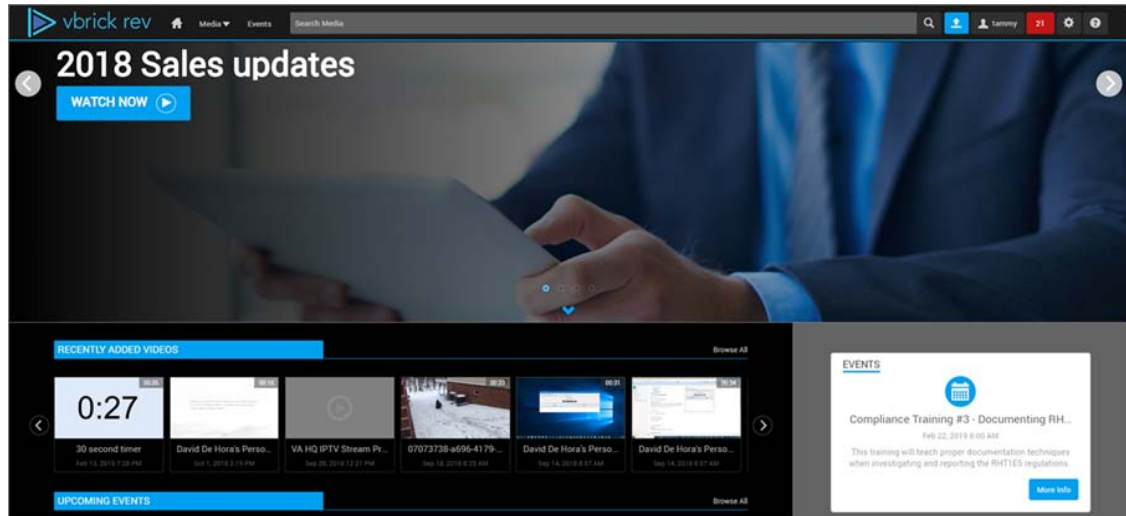
Some functionality and features may be restricted or customized for certain users. If you are not authorized to **Add Video** or use **Events**, for example, those menu items may not be displayed or may not be functional. Contact your Account Admin if some functionality is not available or does not work as you would expect.

The **Home Page** default carousels are:

Video	Description
Featured Videos Carousel	Featured playlist content that may be continually updated by an Admin based upon what is relevant to the organization. Clicking on a video will take you to the video itself if you have permission to view the video.
Recently Added Videos	This playlist will display all recently added videos. Note that these videos will be permission based in that if you do not have the correct permissions to view them, they will not appear.
Live Videos	Video uploads marked "Live" have been designated as "live streaming" videos and become part of this channel. Videos are sorted based on the user's viewing history.
Upcoming Events	Only public events with the most recent upcoming event appearing first display. The event date, title, and time is noted so you may jump right to the event from the **Home Page** without opening the **Event Calendar**. Account Admins and Event Admins will also see private events here.

You may return to the Home Page at any time by clicking the **Home** icon on the Header Navigation Options.

> **Tip**: Your Account Admin customizes what appears on your **Home Page** so your settings may appear differently that what is described here. See your Account Admin for details.

Header Navigation Options

Customize the Home Page Template and Carousels

Header Navigation Options
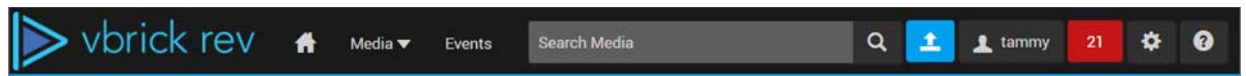
The **Header** navigation options in Rev:
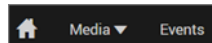
 User Menu Functions: Contains the user menu features and functions; you may not see all functions depending upon your role and permissions.
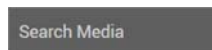
 Search Media: Find media, events, uploaders, and so forth. See: Search Media and Video Content

 Add Content: Click to upload, link to, or record video and audio content. Only visible to users with the Account Admin, Media Admin, or Media Contributor roles. See: Upload Video and Add Content

User Account: Displays the current, logged-in user. Click to log out.

 Notifications: Alerts you to the functions that have occurred in the system since the last time you logged in as well as in real-time as actions occur while logged in. Specific to each user and will change colors depending upon if notifications are present and the type of notification. See: Viewing Your Notifications

 Admin Menu Functions: Provides access to Admin menu functions and features. This icon will not be present if you do not have Account Admin access.

 Online Help: Launches Rev's Online help files. This can be customized by adding your own help files and URLs. See: Customize and Add Additional Help Links to Rev

User Menu Bar

The main options available on and within the user menu bar fall under the Home, Media, and Events dropdown menu options which are explained below.
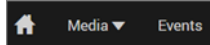
> **Tip**: The menu bar will first display non-Admin navigation options. Clicking the **Gear** icon in the upper right corner of the menu bar accesses Admin menu options only if you have the Account Admin or Media Admin role assigned. The icon will not be displayed, however, if you do not have Admin access.

Option	Description
Home	Returns you to the **Home Page**. It is the same for all users.
Media	Provides access to media components in the system and includes: • Videos: Access to all the videos you have permission to view. • Channels: Access to all the Channels you are a member of.
Events	Provides access to the public events calendar. Level of access depends on role assigned.

Access Admin Menu Functions

Viewing Your Notifications

The **Notifications** icon on the menu bar alerts you immediately upon log in (and in real-time while logged in) that certain actions have occurred in the system. For example, when you first log in, the **Notifications** icon will inform you by number and a colored background that you have new or unread actions since your last log in if this is the case. The color informs you of the type of action that has occurred. For example, red is an alert that indicates your immediate attention is needed while blue indicates that your video has been added successfully and is ready for you to edit.
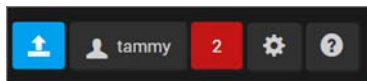
Click the **Notification** icon to view the **Notifications** dropdown and specific information about what has occurred. This dropdown is capped at 10 notifications.

Clicking the **Mark all as read** link will clear all notifications and reset the notification icon.

Clicking the **See all notifications** link will display the **Notifications** form with more details about each. You may click it at any time to also view past notifications. The **Notifications** form is capped at 100 notifications.
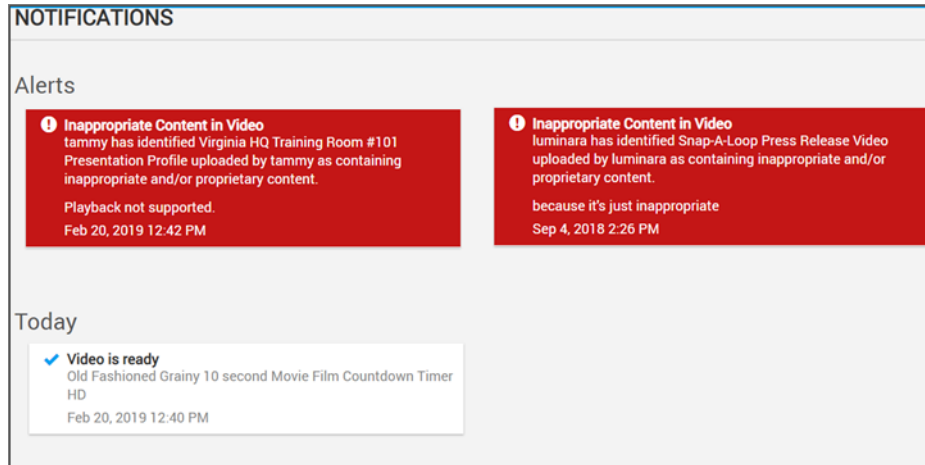
Notifications appear in chronological order with the newest notification being first on the list sorted by date and time. Click on specific video to go directly to the **Video Player** form.

> **Tip**: Remember, you may click the **See all notifications** hyperlink at any time to view notifications that have taken place in the past if you have no current notifications to view. Some notifications will also send you an email if you have an email address on file.

System Emails

Rev will frequently send you an email (if you have one set) in addition to updating your Notifications. The table below details when you should receive an email in addition to viewing an update to your Notification icon in the Rev UI and for what alert/reason.

> Tip: In cases where the Notifications tray does not display an alert, the specific device module may. For example, DME device notifications are often viewed both by email and by the device logs and/or management areas.
> See: Device Maintenance, DME Network Statistics

Alert	Email	Notification
Video is ready (finished processing)	Yes	Yes
User comments on a video (Uploader notified)	Yes	
DME goes into Warning status	Yes	
DME goes into Offline status	Yes	
DME download failed	Yes	Yes
Encoder goes into Warning status	Yes	
Encoder goes into Offline status	Yes	

Alert	Email	Notification
User confirmation to set password	Yes	
Content Approval - User submits for Approval/Pending Approval	Yes	
Content Approval - Video approved	Yes	
Content Approval - Video rejected	Yes	
Video expired	Yes	
Video published	Yes	
Video reported (inappropriate content)	Yes	
Video bulk update failed	Yes	
Admin password reset	Yes	
Delete account fail	Yes	
Delete account success	Yes	
Delete account w/warning	Yes	
User credentials reset	Yes	
User password reset	Yes	
Users CSV upload timed out	Yes	Yes
Account License Expired (75% or 100% of hours used)	Yes	
Account License Expired - AI Hours (75% or 100% of hours used)	Yes	
Webcast presentation image processing failed	Yes	Yes
Video put into Legal Hold	Yes	
Video Legal Hold removed	Yes	
Video bulk update failed notification	Yes	
User Confirmation	Yes	
DME Update failed	Yes	
DME Update Success	Yes	
DME Update Download Failed	Yes	
DME Update Checks Failed	Yes	
Device Offline/Warning	Yes	
Master Key Rotation Failed	Yes	
Share playlist	Yes	
Share video	Yes	
Bulk user upload	Yes	
Bulk user update failed	Yes	
Video expired	Yes	

Alert	Email	Notification
Video expiring soon	Yes	
Video processing failed	Yes	
Video step approval	Yes	

Rev Only Notifications

Some system alerts will only display in Rev, under the Notification icon discussed above. No system email will be sent for them. They are detailed below.

Alert	Email	Notification
Video failed to upload	No	Yes
Video failed to process	No	Yes
Video link created	No	Yes
Video instance storing failed	No	Yes
Upload webcast presentation failed	No	Yes
Stop recording failed	No	Yes
Channel category subscription failed	No	Yes
Transcription file generation failed	No	Yes
Delete video from VoiceBase failed	No	Yes
Videos udpated	No	Yes
Videos deleted	No	Yes

Suppress System Email Messages to Suspended User Accounts

Search Media and Video Content

Vbrick Rev has robust sorting and search features that make it easy to find video assets and media content in the system.

Anyone may search for videos from anywhere using the **Search Media** field in Rev's Header Navigation Options.

The search index in Rev ranks content based on the following factors:
- Video metadata, such as title, description, category, tags and custom fields
- Enrichment data from transcription, uploaded SRTs and user's tagged in a video
- Popularity based on all video views in the last 7 days
- Freshness (recency) based on the video's upload date

▼ To search for video content and media assets:

1. Navigate to **User** > **Menu Bar** > **Search Media** field.
2. Enter a search query. The text is not case-sensitive and you can enter any combination of words and numbers (special characters are not permitted). **Note**: You are not limited by

video names. Try categories, uploader, subtitles, and so forth to find the content you need. The results in the image below demonstrate videos found in a category search of "Training" for example. To further narrow you results, combine your search results with filters.

3. Rev will attempt to complete your search with type ahead auto suggestions.

Results will include only those videos that you have permission to view. You may view results by **Grid** or **List** view.

When viewing search results in **Grid** view, you may use the **Sort** dropdown to view results by the following attributes:

- Relevance
- Recommended
- Uploaded Date
- Title
- Views
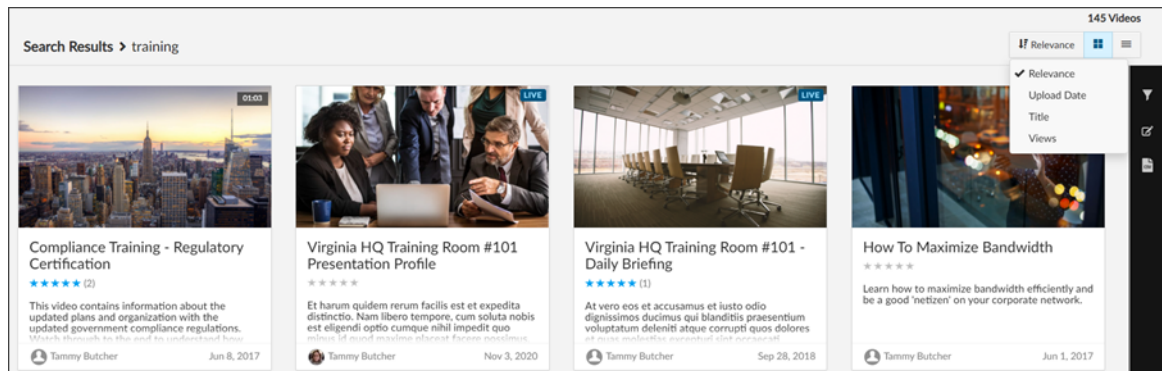
When viewing search results in **List** view, sort all columns by ascending or descending view by your preference.

Note that when viewing results in List view that, if your query is included in subtitles attached to a video, it will be highlighted in search results as seen in the image below.

Use the **Filters** icon (in either view) to further narrow your search results by specific video attributes. See: <u>Understanding the My Channels Menu</u>.
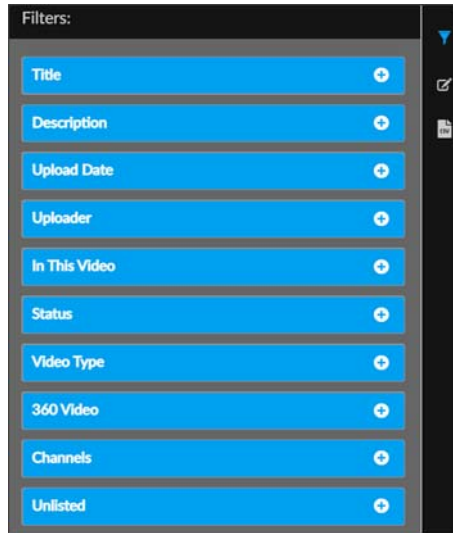
Speech Search Results

Most often, video titles are what are entered in the **Search Media** field and, as a result, search results are weighted toward those title searches. However, keep in mind, you may also search the transcript speech of all videos so that you can find specific videos that include those phrases in the audio transcript of the video and not just use the video metadata for your video searches.

> **Tip**: Subtitles must be added to the video before a speech search may be performed. See: Upload and Attach a Subtitle File to a Video.

Keyword matches within a video's subtitles are included in search results. Subtitle matches will include the time and text with the matching search string highlighted:

Further, if a video contains more than one audio search result, they are contained in a list sorted by start time. This is displayed in the image below (List view).

Keep in mind:

- Each audio result is an active link to the video player page. The video will start playing from the start time link that is clicked.
- Rev will only search subtitles for the user's language. For example, if the user's Rev interface is in English, search results will only include matches associated to English subtitles.
- As noted, the video must have a subtitle file associated with it before it will be included in an audio search.

- You may also search individual video files for specific metadata content by using the Video Pulse Flyout on the video player. See: Search for Speakers and Audio Transcript Speech in a Video.

Understanding the My Channels Menu

Search for Speakers and Audio Transcript Speech in a Video

Video Search Filters

Use the **Video Search Filter** functionality in Rev to filter search results for videos containing specific attributes.

Clicking the **Filter** icon from the various **Media** menu and video forms will access the **Filters** interface where you can search on the various video attributes seen and explained below.
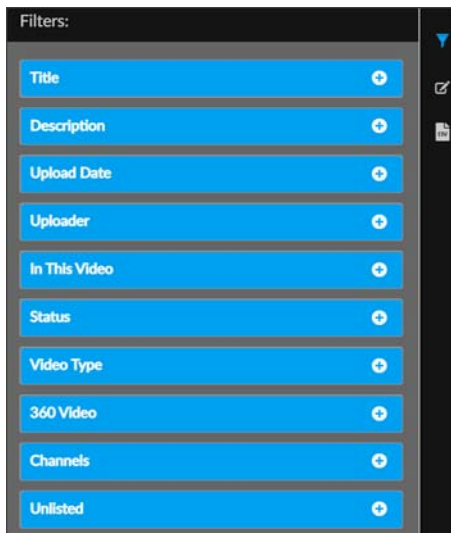
Video filter attributes that be searched include:

- Title: Text field that will return only videos that contain the specified text in the title.
- Description: Filters by words found in the description of the video.
- Upload Date: Specify a date range that the video was uploaded between.
- Uploader: Videos uploaded by a specific user account.
- In This Video: Videos that have tagged users present.
- Status: Select Active or Inactive videos.
- Video Type: Specify VOD or Live videos.
- 360 Video: Specify to find 360 videos only or to exclude them (if you have 360-videos enabled in Rev).
- Channels: Filters by assigned Channel.
- Unlisted: Filters by the Unlisted flag setting.

▼ To use the video filters interface:

1. Navigate to **User** > **Media** > **Filters**.

2. Select the filter(s) you want to use to find specific video attributes.
3. Select **Clear All** to clear filters you have entered and start over.

Filters can be combined so that you can narrow your search and find very specific videos. For example, use the **Upload Date** and **Uploader** filters demonstrated below to obtain a list of videos by two user accounts uploaded between two specific dates.
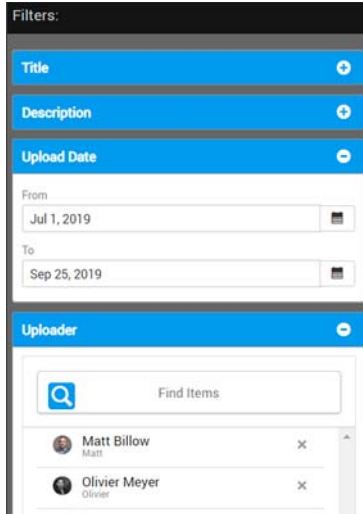
A search of a category named "Training" combined with **Active** status and **In This Video** filters might present you a return of relevant speakers in recent Training videos you may want to view.
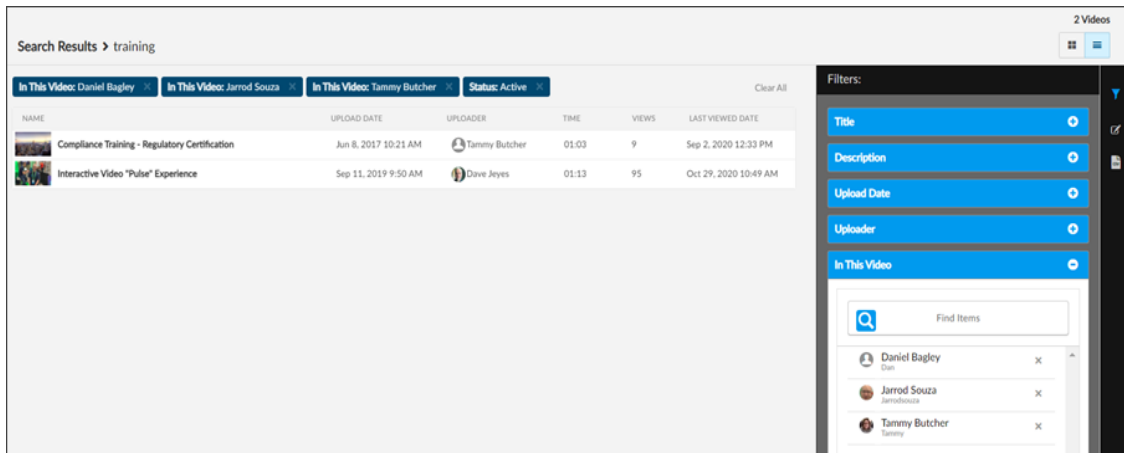
Search Media and Video Content

Search for Speakers and Audio Transcript Speech in a Video

Video Inventory Report Export

> **Note**: The **Video Inventory** report is generated asynchronously and you are notified when your download is complete to better support larger video libraries.

The **Video Inventory Report** is accessible by Media Admins and above from the Search/Filters toolbar.
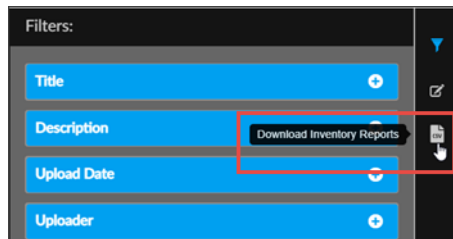
Reports are based on the content that you have access to and on the search results and filters you set for it. For example, if you run a search on the keyword "Training", you can retrieve a an inventory report on the search results. Another use case is a report on the results returned from **Media** > **My Uploads**. **Note**: Unlisted videos are included in inventory reports.

Specifically, you can retrieve a report from the following areas in Rev:

• Search Results (tile, list, bulk edit)
• All Videos
• My Uploads
• Category video listing
• Channel video listing
• Expirations
• Pending Approvals

The **VideoInventory.csv** is placed in your **Downloads** folder.

The Media Menu

The **Media** menu, under <u>Header Navigation Options</u>, features content that is applicable specifically to you and your organization.

It contains two sub-menu options:

• Videos
• My Channels

Understanding the Videos Menu

The **Videos** option under the **Media** menu contains several selections for viewing video content in Rev. Each one is explained in more detail below.

Tab/Function	Description

All Videos	All videos that you have permission to view. You may view by List or Grid view.
	The **Sort** icon (Grid view only) will sort by **Recommended**, **Title**, **Upload Date**, and **Views**. Recommendations are based on popularity, content freshness and the user's viewing history.
	The **Filter** icon may be used to search further on specific video attributes.
	Download a <u>Video Inventory Report Export</u> from here based on search and filter results you set.
	You may use this view to access the **Bulk Edit** video feature if needed.
Browse Categories	All videos that you have permission to view arranged by **Category**. You may view by List or Grid view.
	Admin roles may edit categories by clicking the **Gear** icon on the category card or the **Edit** button in list view. The **Add Category** button is visible here if you have the Category Creator or an Admin role.
	When a specific category is clicked, you may then further **Sort** (Grid view only) the videos by **Recommended**, **Title**, **Upload Date**, and **Views**. Recommendations are based on popularity, content freshness and the user's viewing history.
	You may subscribe the category to a **Webex Teams** room if the integration is enabled. (When in a specific category).
	The **Filter** icon may be used to search further on specific video attributes.
	You may use this view to access the **Bulk Edit** video feature if needed.
My Uploads	Videos you have uploaded if you have upload permissions.
	The **Sort** icon (Grid view only) will sort by **Recommended**, **Title**, **Upload Date**, and **Views**. Recommendations are based on popularity, content freshness and the user's viewing history.
	The **Filter** icon may be used to search further on specific video attributes.
	Download a <u>Video Inventory Report Export</u> from here based on search and filter results you set.
	You may use this view to access the **Bulk Edit** video feature if needed.
My Playlists	Playlists you have created.
Expirations	Provides a list of your videos that have **Expiration Dates** set. This option is only available to the Media Contributor and Account Admin roles.
	Download a <u>Video Inventory Report Export</u> from here based on search and filter results you set.

Grid vs. List view	View videos based on arranged grids or in a list based on upload date once a selection is made; may be used with the **Sort** and **Filter** options.

Understanding the My Channels Menu

Channels are users or groups that have something in common such as a functional area or department. For example, a Human Resources or Marketing channel may be created in Rev. Channel pages will be contained within themselves and only members of that channel will be able to view and edit their channel videos.

The **My Channels** option under the **Media** menu contains each channel you are a member of and the ability to view **All Channels** you are a member of on one Channels Landing page. Clicking on a specific channel link will take you to that specific Channel Landing page only. If you have the correct Admin or Channel permissions, you will have the **Create New Channel** option.
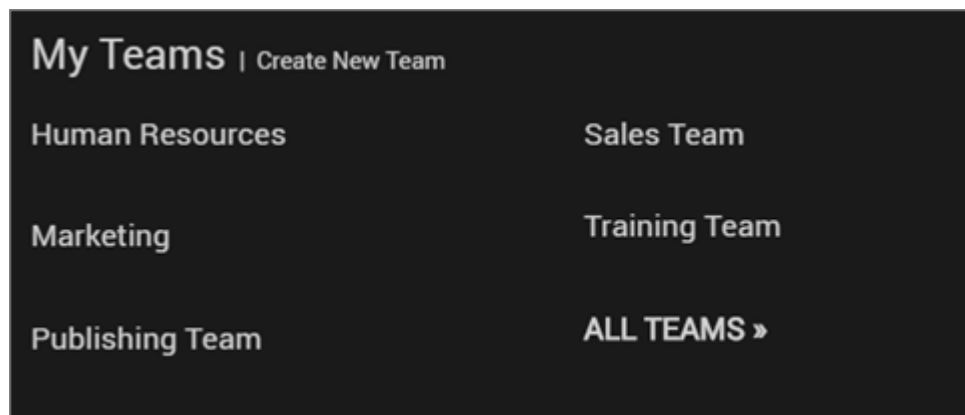
If you do not belong to any channels, a "No Channels Available" message will display and you will be given the option to create a new channel but only if you are Rev Admin or Channel Creator.

Channel Pages and Functions

Chapter 2

Working with Video

Upload Video and Add Content

The user menu bar allows you to immediately begin uploading videos in Vbrick Rev if you have the permissions to do so. Once video has been uploaded to the system, you may also generate embed code to embed the video player on another Website or portal so that your viewers are not required to use the Vbrick portal to watch it.

To begin, use the **Add Content** icon in the menu bar to upload videos from your hard drive or by adding a URL. (This icon will not be present if you do not have Account or Media Admin permissions).

Once a video has been uploaded, you may play it, edit the video details such as its categories and tags, and specify which users, groups, or channels will have access to view or edit it.

You must have the correct permissions to perform these tasks which will be explained in each topic. You may also be required to submit your video for approval if an approval process has been created.

Upload a Video from Your Hard Drive

Upload a Video through a URL Link

Set the Status of a Video

Submit a Video for Approval

Embed a Video

Upload a Video from Your Hard Drive

Use the **Add Content** icon in the user menu bar to upload a video from your hard drive. You must have video upload permissions for this icon to be present.

> **Tip**: The recommended uploading format is MP4 with an H.264 video codec and AAC audio codec.

▼ To upload a video from your local hard drive:

1. Click the **Add Content** icon on the menu bar.
2. Click the **Upload Files** tab.
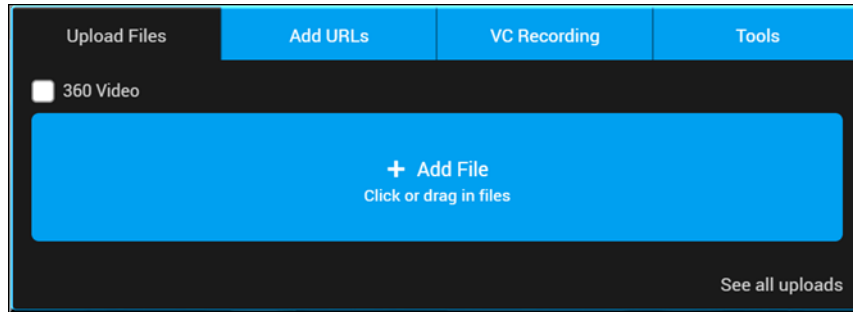
3. Click the **Add File** box. You may select multiple files at once to upload.

4. If you are uploading a 360-degree video, click the **360 Video** checkbox. This option must be enabled by your account Admin first before it will be visible. See: Enable 360 Video Upload.

5. Your most recent uploads will remain visible in the dropdown. Click **See all uploads** to view them (or click the video title to go to the **Video Player** page). Click **Clear completed** to clear the recent uploads.

6. Video uploads are automatically set to **Inactive** status by default

7. You must select a valid file type or you will receive an error message. See: Supported Video and Audio File Formats.

8. Once your video(s) have finished uploading and transcoding, you will receive an email with a link to the video. This means you do not have to keep manually checking your videos to see if they have finished processing.

9. Use the settings button to modify who may access the video, expiration dates, categories, and so forth. See: Video Settings.

10. You may also edit the video to add chapters and presentation slides if desired. See: Edit a Video Upload.

> **Note**: By default, all uploaded video as well as video URLs (live and VOD) and recorded Webcasts are set to inactive status and must be manually activated. This allows you to control when videos are available for general viewing so that video settings such as thumbnails, categories, access controls, and so forth may be put in place before allowing your audience to view them.

> **Role(s)**: Account Admin, Media Admin, or Media Contributor

Video Settings

Set the Status of a Video

Enable 360 Video Upload

Upload a Video through a URL Link

Use the **Add Content** icon in the menu bar to upload a video through a URL link. You must have video upload permissions for this icon to be present and your account admin must have this option enabled. When you link to a URL, you are also able to specify if the video is a live stream or a VOD as well as the encoding type.

▼ To upload a video through a URL link:

1. Click the **Add Content** icon in the menu bar.
2. Click the **Add URLs** tab.

3. Specify **Direct URL** in the **Create Using** dropdown option.
4. Enter the Link to URL address in the **Web Address** field. Note: Only RTP/RTSP unicast/multicast (H.264 encoding) streams may be used for videos to be streamed to STBs.
5. Select **Live** or **VOD** as the **Video Type**.
6. Select the **Encoding Type**.
7. Click the **Add** button to save the link.

> **Tip**: Videos with a **Video Type** of **Live** will appear in the **TV Channel** slider on the **Home Page**.

8. Your most recent uploads will remain visible in the dropdown. Click **See all uploads** to view them (or click the video title to go to the **Video Player** page). Click **Clear completed** to clear the recent uploads.
9. Video uploads are automatically set to **Inactive** status by default.
10. Use the settings button to modify who may access the video, expiration dates, categories, and so forth. See: Video Settings.
11. You may also edit the video to add chapters and presentation slides if desired. See: Edit a Video Upload

> **Note**: URL linked videos will *not* have an actual file saved to the system. Instead, the file will play from the source of the URL that is provided. The linked videos will have the same features of videos that are uploaded to the system however, such as comments, ratings, and so forth.
>
> By default, all uploaded video as well as video URLs (live and VOD) and recorded Webcasts are set to inactive status and must be manually activated. This allows you to control when videos are available for general viewing so that video settings such as thumbnails, categories, access controls, and so forth may be put in place before allowing your audience to view them.

Video Settings

Set the Status of a Video

Enable Add Video via URL Option

Upload a Video through a Presentation Profile

Use the **Add Content** icon in the menu bar to upload a video through a Presentation Profile. You must have video upload permissions for this icon to be present and your Presentation Profile must be set up first. Similar to uploading through a URL, you are also able to specify if the video is a Live stream or a VOD as well as the encoding type.

▼ To upload a video through a Presentation Profile:

1. Click the **Add Content** icon in the menu bar.

2. Click the **Add URLs** tab.

Upload Files	Add URLs	VC Recording	Tools

CREATE USING

Presentation Profile ▾

PRESENTATION PROFILE

Virginia HQ Training Room #101 Presentation Profile ▾

+ Add

See all uploads

3. Specify **Presentation Profile** in the **Create Using** dropdown option.
   • Keep in mind that the streams specified in the profile may be controlled by Rev's zone logic as far as who may view the video.

4. Enter the Link to URL address in the **Web Address** field. Note: Only RTP/RTSP unicast/multicast (H.264 encoding) streams may be used for videos to be streamed to STBs.

5. Select **Live** or **VOD** as the **Video Type**.

6. Select the **Encoding Type**.

7. Click the **Add** button to save the link.

Tip: Videos with a **Video Type** of **Live** will appear in the **TV Channel** slider on the **Home Page**.

8. Your most recent uploads will remain visible in the dropdown. Click **See all uploads** to view them (or click the video title to go to the **Video Player** page). Click **Clear completed** to clear the recent uploads.

9. Video uploads are automatically set to **Inactive** status by default.

10. Use the settings button to modify who may access the video, expiration dates, categories, and so forth. See: Video Settings.

11. You may also edit the video to add chapters and presentation slides if desired. See: Edit a Video Upload

> **Note**: URL linked videos will *not* have an actual file saved to the system. Instead, the file will play from the source of the URL that is provided. The linked videos will have the same features of videos that are uploaded to the system however, such as comments, ratings, and so forth.
>
> By default, all uploaded video as well as video URLs (live and VOD) and recorded Webcasts are set to inactive status and must be manually activated. This allows you to control when videos are available for general viewing so that video settings such as thumbnails, categories, access controls, and so forth may be put in place before allowing your audience to view them.

> **Role(s)**: Account Admin, Media Admin, or Media Contributor

Video Settings

Set the Status of a Video

Enable Add Video via URL Option

Upload an MP3 File from Your Hard Drive

Use the **Add Content** icon in the user menu bar to upload an MP3 file from your hard drive. Currently, MP3 files are the only audio files supported in Rev. MP3 files are uploaded and treated the same as video files in that they will play in Rev's video player and you will also need to modify video settings once uploaded. You must have upload permissions for this icon to be present.

▼ To upload an MP3 file from your local hard drive:

1. Click the **Add Content** icon on the menu bar.
2. Click the **Upload Files** tab.
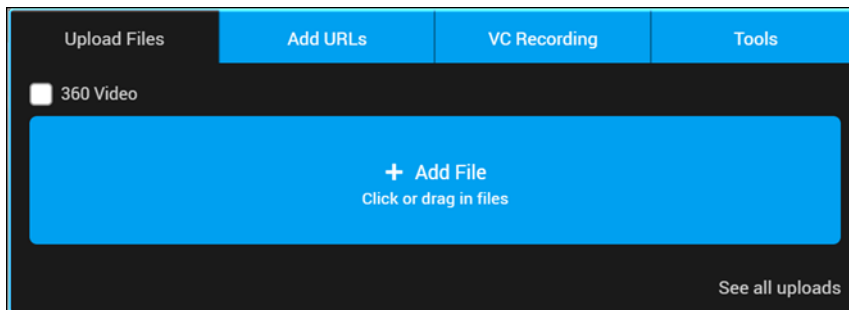
3. Click the **Add File** box. You may select multiple MP3 files at once to upload. The MP3 file(s) will be uploaded as a video file in Rev with a MP3 file icon thumbnail

background. As a result, you may manipulate it as a Rev video including modifying video settings, using an approval process, subtitles, and so forth.

4. Your most recent uploads will remain visible in the dropdown. Click **See all uploads** to view them (or click the video title to go to the **Video Player** page.). Click **Clear completed** to clear the recent uploads.

5. Audio uploads are automatically set to **Inactive** status by default just as video uploads.

6. You must select a valid file type or you will receive an error message. See: Supported Video and Audio File Formats.

7. Once your file(s) have finished uploading and transcoding, you will receive an email with a link to the video. This means you do not have to keep manually checking your videos to see if they have finished processing.

8. Use the settings button to modify who may access the video, expiration dates, categories, and so forth. See: Video Settings

9. You may also edit the video to add chapters and presentation slides if desired. See: Edit a Video Upload

> **Note**: By default, all uploaded files in Rev, including audio files, are set to inactive status and must be manually activated. This allows you to control when content is available for general viewing so that video settings such as thumbnails, categories, access controls, and so forth may be put in place before allowing your audience to view them.

> **Role(s)**: Account Admin, Media Admin, or Media Contributor

Video Settings

Set the Status of a Video

Record a Video Conference

The cloud-version Vbrick Rev system supports recording Video Conferences and ingesting them into your standard media workflow. The recordings will capture both active speaker and any content streams (if available). Vbrick's player has been modified to display both streams and allow user control of layout.

Please review the Supported Video Conference (VC) System Integrations topic for specific details and limitations on use.

To record a video conference, follow the steps below to use the **Add Content** icon and the **VC Recording** tab to initiate the recording. You must have a Rev cloud account with video conferencing enabled for the VC Recording tab and functionality to be present. If you do not see the VC Recording tab, contact your Account Admin.

▼ To record a video conference:

1. Click **Add Content** icon on the menu bar.

2. Click the **VC Recording** > **Video Address** option.
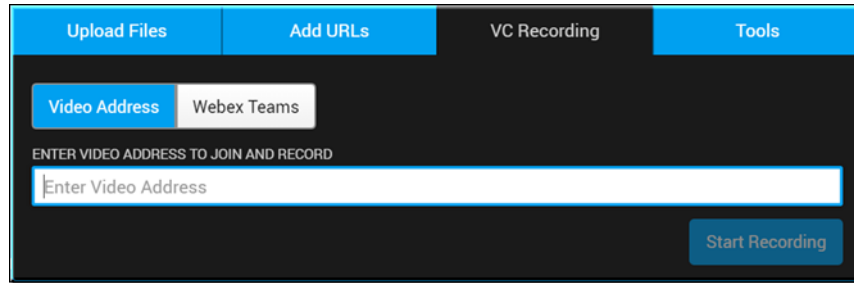
3.   Enter the **Video Address** and click the **Start Recording** button to join and record the video conference of your chosen video source.

4.   If a valid **SIP URL/Video Address** is used, Rev will connect to the conference room and begin recording.
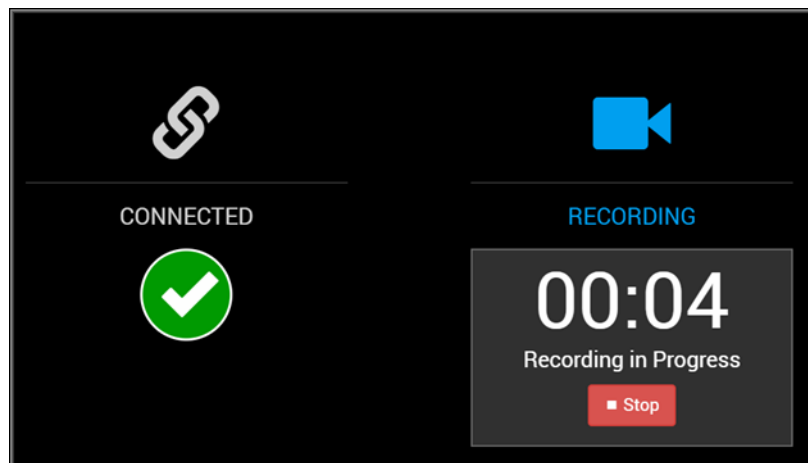
5.   When the **Stop** button is pushed, Rev will upload the video to Rev and disconnect.

6.   Video uploads are automatically set to **Inactive** status by default

7.   Once your video(s) have finished uploading and transcoding, you will receive an email with a link to the video. This means you do not have to keep manually checking your videos to see if they have finished processing.

8.   Use the settings button to modify who may access the video, expiration dates, categories, and so forth. See: Video Settings

9.   You may also edit the video to add chapters and presentation slides if desired. See: Edit a Video Upload

> **Note**: By default, video conference recordings are set to Inactive status and must be manually activated similar to all other uploaded videos and recorded Webcasts.
>
> This allows you to control when videos are available for general viewing so that video settings such as thumbnails, categories, access controls, and so forth may be put in place before allowing your audience to view them.

> **Role(s)**: Account Admin, Media Admin, or Media Contributor

Enable Video Conference Recording for Video Uploads

Schedule a Video Conference (VC) Live Webcast Event

Supported Video Conference (VC) System Integrations

Record a Webex Teams Meeting

Similar to Video Conference recording, the cloud-version Vbrick Rev system also supports recording Webex Team meetings and ingesting them into your standard media workflow if you have the Webex Teams integration enabled. The recordings will capture both active speaker and any content streams (if available). Vbrick's player has been modified to display both streams and allow user control of layout.

To record a Webex Team meeting, follow the steps below to use the **Add Content** icon and the **VC Recording** tab to initiate the recording. You must have a Rev cloud account with video conferencing enabled in addition to Webex Teams for this functionality. Contact Vbrick Support Services and your Admin for assistance.

▼   To record a Webex Teams meeting:

1. Click **Add Content** icon on the menu bar.
2. Click the **VC Recording** > **Webex Teams** option.
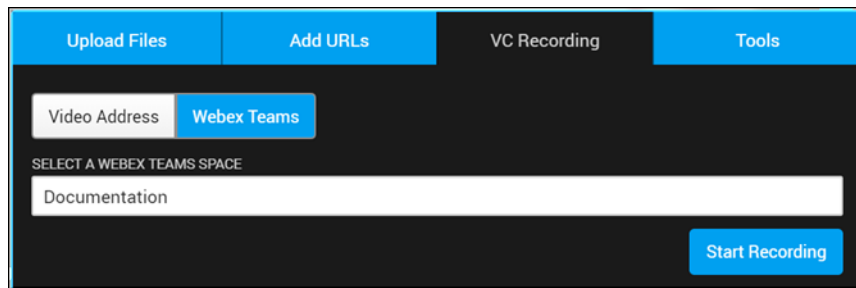
3. Type the Webex Team name in the **Select a Webex Teams Space** search box to select a Webex Team meeting to record (the Teams you belong to will appear to select from).
4. If a valid Team is used, Rev will connect and begin recording.
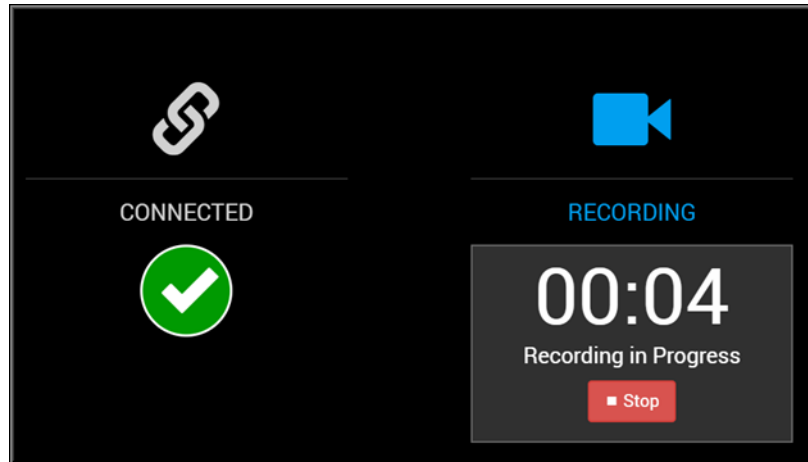
5. When the **Stop** button is pushed, Rev will upload the video to Rev and disconnect.

6. Video uploads are automatically set to **Inactive** status by default

7. Once your video(s) have finished uploading and transcoding, you will receive an email with a link to the video. This means you do not have to keep manually checking your videos to see if they have finished processing.

8. Use the settings button to modify who may access the video, expiration dates, categories, and so forth. See: Video Settings

9. You may also edit the video to add chapters and presentation slides if desired. See: Edit a Video Upload

> **Note**: By default, Webex Team recordings are set to Inactive status and must be manually activated similar to all other uploaded videos and recorded Webcasts.
>
> This allows you to control when videos are available for general viewing so that video settings such as thumbnails, categories, access controls, and so forth may be put in place before allowing your audience to view them.

> **Role(s)**: Account Admin, Media Admin, or Media Contributor

Enable Video Conference Recording for Video Uploads

Schedule a Webex Team Webcast Event

Enable Webex Teams Integration

Supported Video Conference (VC) System Integrations

Record a Zoom Meeting

Similar to Video Conference recording, the cloud-version of Vbrick Rev supports recording Zoom meetings and ingesting them into your standard media workflow if you have the Zoom integration enabled. The recordings capture both active speaker and any content streams (if available).

To record a Zoom meeting, you must have a Rev cloud account with video conferencing and the Zoom integration enabled in addition to a Zoom account. Contact Vbrick Support Services and your Account Admin for assistance.

▼ To record a Zoom meeting:

1. Click **Add Content** icon on the menu bar.
2. Click the **Recording** > **Zoom Meeting** option.

3. Type in the **Zoom Meeting ID** or **Zoom Meeting URL**.
4. If the meeting is password protected, you must enter the H323/SIP numeric Password for the meeting into the **Password** field.
5. Click the **Start Recording** button. If a valid Zoom Meeting is used, Rev will connect and begin recording.
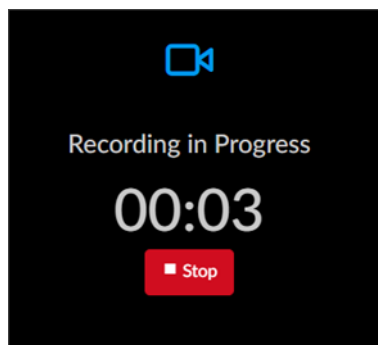
6. When the **Stop** button is pushed, Rev will upload the video to Rev and disconnect.
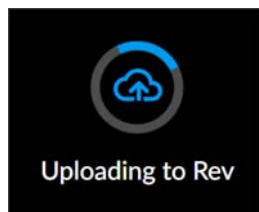
7. Video uploads are automatically set to **Inactive** status by default

8. Once your video(s) have finished uploading and transcoding, you will receive an email with a link to the video. This means you do not have to keep manually checking your videos to see if they have finished processing.

9. Use the settings button to modify who may access the video, expiration dates, categories, and so forth. See: Video Settings

10. You may also edit the video to add chapters and presentation slides if desired. See: Edit a Video Upload

> **Note**: By default, Zoom recordings are set to Inactive status and must be manually activated similar to all other uploaded videos and recorded Webcasts.
>
> This allows you to control when videos are available for general viewing so that video settings such as thumbnails, categories, access controls, and so forth may be put in place before allowing your audience to view them.

> **Role(s)**: Account Admin, Media Admin, or Media Contributor

Enable Video Conference Recording for Video Uploads

Enable Zoom Meetings Integration

Schedule a Zoom Meeting Webcast Event

Supported Video Conference (VC) System Integrations

Upload a Video from Webex Meetings

Use the **Add Content** icon in the user menu bar to upload a video from Webex Meetings. You must have video upload permissions for this icon to be present. Using this feature makes the 100 most recent meeting videos (within the last 28 days) of a Webex user's account available for upload into Rev.

> **Tip**: To use this feature, Rev must have the **Webex Integration** feature enabled. If you do not see the **Webex Meetings** icon under the **Tools** tab, see your Admin for details.

▼ To upload a video from Webex:

1. Click **Add Content** icon on the menu bar.

2. Click the **Tools** tab > **Webex Meetings** icon.
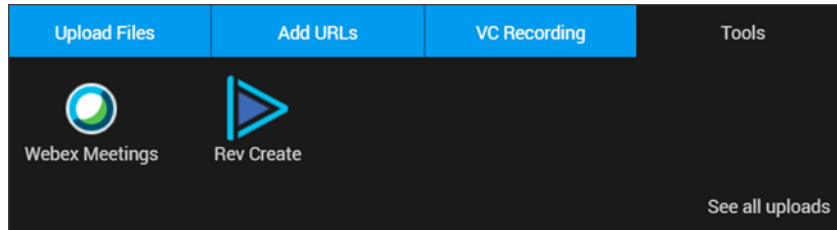
3. You may be prompted to log in with your Webex user account. You may also be prompted to login to the Webex Meetings site you want to import from if multiple sites have been set up by your Admin.
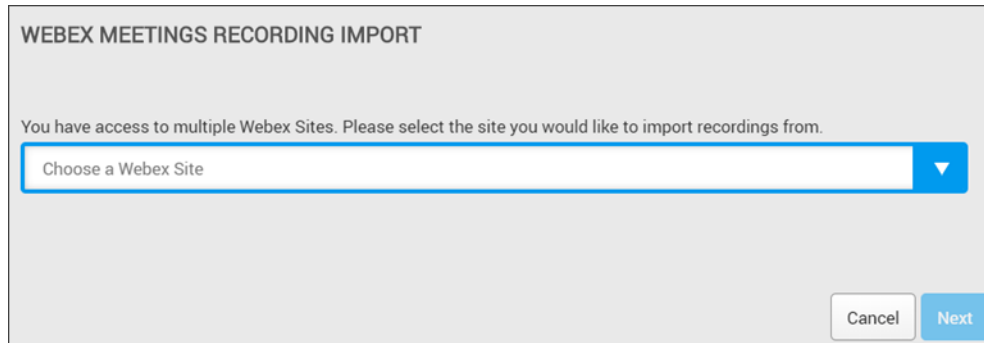
4. Select your Webex Meetings site and then use the **Select Files** dialogue box to choose which videos from Webex to import.
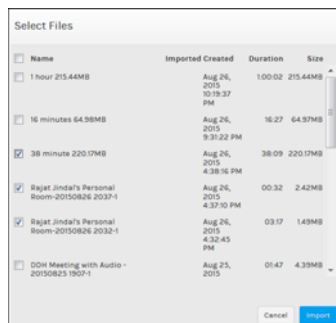
5. Click the **Name** checkbox to select all videos.

6. Only MP4 videos are displayed and supported for Webex import. (.ARF files are not imported.) Further, you should be on version 29 or higher of Webex and you may need to ensure that MP4 recording files are available if you have issues with your import.

7. Once your video(s) have finished uploading and transcoding, you will receive an email with a link to the video. This means you do not have to keep manually checking your videos to see if they have finished processing.

8. Similar to a Rev video upload, Webex uploads are automatically set to **Inactive** status by default unless your Admin has specified otherwise. Your Webex upload will appear under the **My Videos** tab with its Webex title. Rev <u>Video Settings</u> should be assigned such as categories, tags, and so forth before setting it to **Active** status.

> **Note**: By default, all uploaded video, including Webex videos, as well as video URLs (live and VOD) and recorded Webcasts are set to Inactive status and must be manually activated. This allows you to control when videos are available for general viewing so that video settings such as thumbnails, categories, access controls, and so forth may be put in place before allowing your audience to view them.

> **Role(s)**: Account Admin, Media Admin, or Media Contributor

Video Settings

Set the Status of a Video

Add and Configure a Webex Meetings Site

Stream a Webex Meeting as a New VOD Recording

You can use Webex Meetings as a source for a new video recording if you have enabled **Support for Webex Meeting Live Streaming** in your Webex Meetings site.

> **Caution**: This is a Rev Cloud only feature that requires Rev v7.31 or later and Webex Meetings WBS39.10 or later.

When support for Webex Meeting live streaming is enabled for VOD recording:

- The Webex Meetings Vbrick Rev Streaming interface presents an option to **Record Video**. Only those Rev user accounts with Media Contributor permissions or higher will be able to use this function.
- The maximum recording duration is 10 hours.
- The recording will end if the meeting stream stops for more than 5 minutes. An email will be sent to the Webex Meeting Host with a URL to the video recording so that Video Settings in Rev may be configured and finalized.
- This functionality supports conversion to MP4 for download.

▼ To stream a Webex Meeting as a new Rev VOD Recording:

1. Login to your Webex Meetings account when you are ready to stream to a new VOD recording. Start a meeting.
2. In the header navigation menu, click **Meeting** > **Start Live Streaming**. It is also available in the 3 dot menu featured at the bottom of the screen.
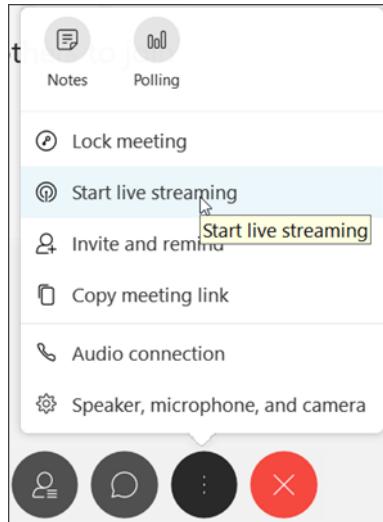
3. You will be prompted to login to Rev. As noted, you must login to an account that is listed as a Media Contributor or above.

4. Select the Vbrick Rev function you want to initiate from the Webex Meeting; in this case **Record Video**.
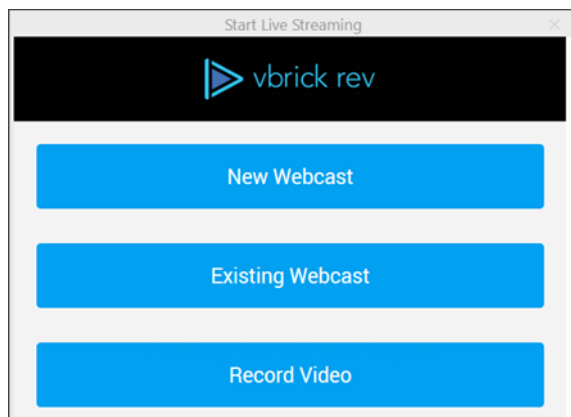
5. The **Name** of the video will be taken from the name you give when you schedule a Webex Meeting (or the name of your personal room). Click the **Start Recording** button to start Rev's recording interface.
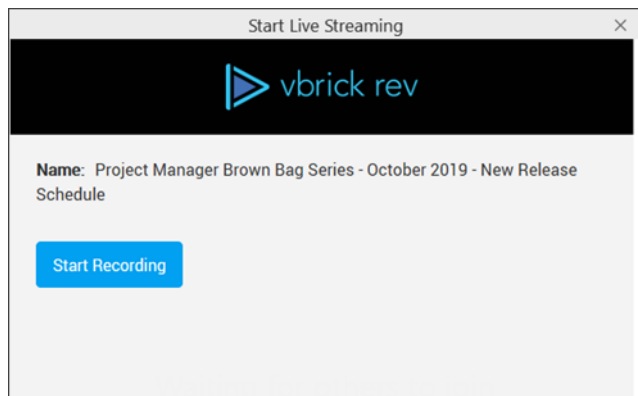
6. When you are ready, click the **Start Streaming** button to begin streaming your Webex Meeting window to Rev.
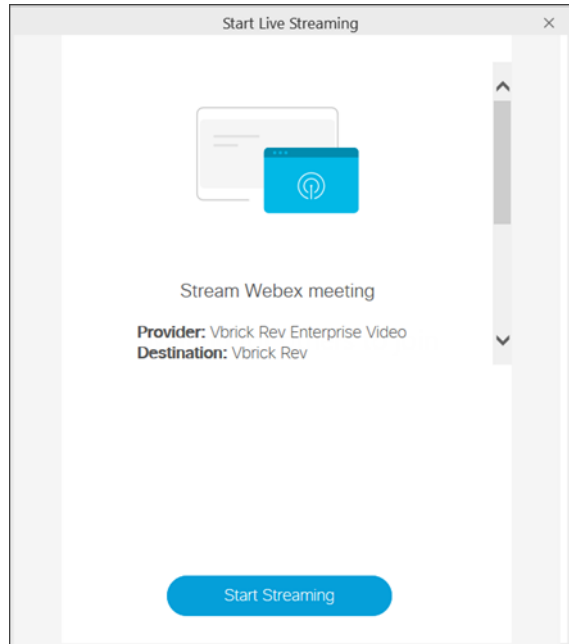
7. The Webex Meetings interface will note that you are **Live** and **Connected** in the upper right corner of your meeting window.
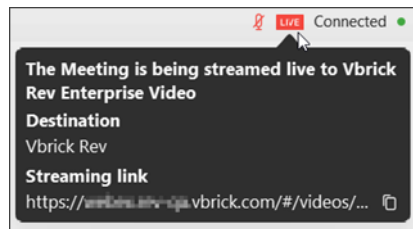
8. All Video Settings are expected to be edited in Rev once the video stops recording and processing.

> **Role(s)**:
> • Event Admin
> • Media Admin
> • Media Contributor

Enable Webex Meetings Live Streaming Support

Add and Configure a Webex Meetings Site

Stream a Webex Meeting to a Scheduled Rev Webcast Event

Upload a Video from Rev Create

Rev Create is a simple and intuitive tool for capturing video directly from your desktop. Using Rev Create, users can quickly and easily generate videos for corporate use, quick video announcements, HR announcements, or department level communications.

Use the **Add Content** icon in the user menu bar to access the Rev Create Website.

▼ To access the Rev Create Website for Downloads and Help:

1. Click **Add Content** icon on the menu bar.
2. Click the **Tools** tab > **Rev Create** icon.
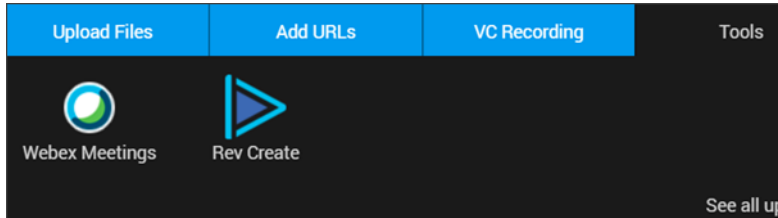
Role(s): Account Admin, Media Admin, or Media Contributor

Video Settings

Set the Status of a Video

Submit a Video for Approval

Rev has content approval processes that may be put in place by the Admin of your system to ensure that content is reviewed before it is released. If you upload a video and its status is set to **Approval Required**, you will need to submit your video through a content approval process. Videos that need approval may only be seen by the uploader and Admins until they are approved. The approval process may have one or more stages depending upon what your Admin has decided is appropriate.
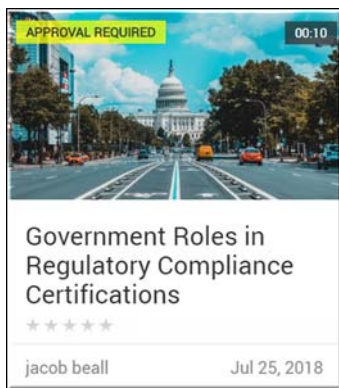
▼ To submit a video for approval:

1. Upload a video as you normally would.
2. Edit the Video Settings as needed for publication.
3. Click the **Submit For Approval** button on the **Video Player** page. If more the one approval process exists for a user, group, or channel, a drop-down menu will be present that will allow you to select the appropriate process for the content you are uploading.

4. Video status will switch to **Approval Pending** and the **Video Player** page will display a message that the video has been submitted for approval along with the date and time it was submitted (viewed by clicking the **Submission Details** button).
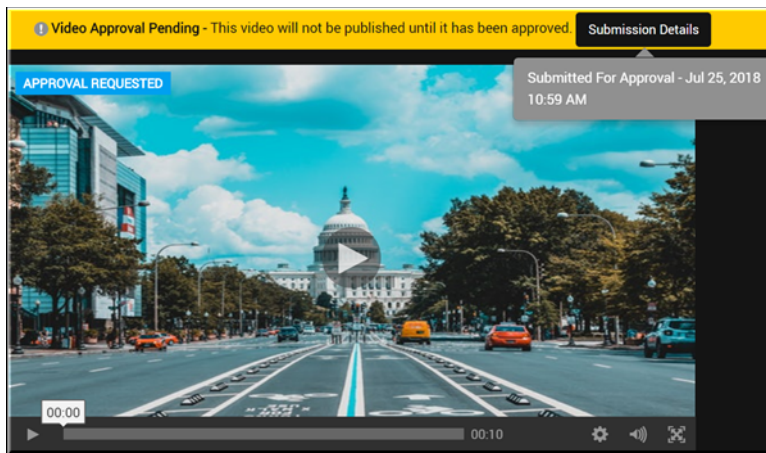
5. You will receive an email when an approver has approved or rejected your submission with any comments that the approver has made. If your video was rejected, you may resubmit your video or delete it on the Video Player.
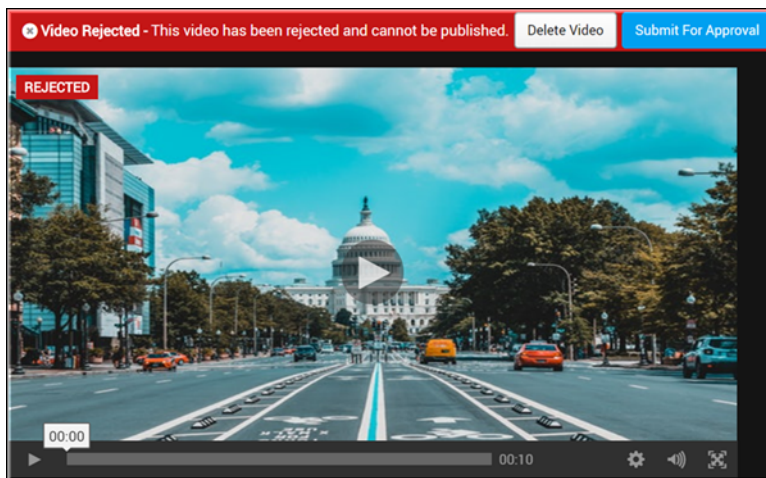
Create or Edit an Approval Process

Approve or Reject a Video Submitted for Approval

Approval Process Queue

Video Settings

You may add or edit video settings at any time to make it easier for users to find content. Video settings may be edited during upload or after a video has already been saved and include such items as name, description, category, and so forth. There are **Basic Settings** and **Advanced Settings** that may be edited; each are described below.

Note: By default, all uploaded video as well as video URLs (live and VOD) and recorded Webcasts are set to **Inactive** status and must be manually activated. This allows you to control when videos are available for general viewing so that video settings such as thumbnails, categories, access controls, and so forth may be put in place before allowing your audience to view them.

▼   To edit video settings:

1.   Navigate to a video you want to edit the settings for and access the video player.

2.   Click or hover over the **Video Settings** button.

3.   A dropdown menu appears that provides you with access to the various settings that you may modify or apply to your video.
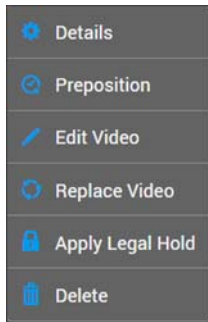
Setting	Description
Details	Clicking this dropdown option provides access to both the **Basic Settings** and **Advanced Settings** tabs for your video. This means the ability to modify such options as title, description, expiration dates, and the ability to use a custom thumbnail image become available here.
Preposition	Immediately push the video to VOD DMEs once processing is through. This setting must be enabled to display.
Edit Video	Includes such abilities as cropping portions of the video from the front, middle, and end of the clip which will change how it plays and the time length.
Replace Video	Allows you to replace the video with a new or different version of the [existing] video.
Apply Legal Hold	Used to place a lock on the video so that it may no longer be viewed or accessed.
Delete	Used to entirely remove the video from Rev.

Tip: Individual help topics are available on all **Video Settings** through Search or the Help navigation menu under **Rev User Guide** > **Video Settings**. View them for more details on how to use each setting fully.
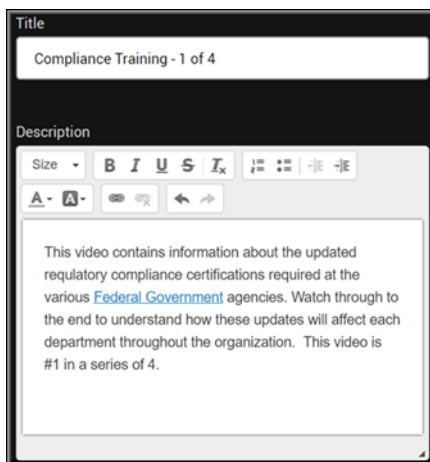
Role(s): Account Admin, Media Admin, Edit Access

Edit a Video Title or Description

Use the **Video Settings** button on the **Video Player** form to edit a video title or description.

▼ To edit a video title or description:

1. Navigate to a video.
2. Click the **Video Settings** > **Details** dropdown option.
3. Edit the video **Title** and/or **Description** fields as needed.

4. You may use the Rich Text Editor controls to customize the **Description** field including font size, color, formatting, and the ability to open a hyperlink to a new page if desired. This formatting will be displayed on the **Video Basic Information** panel flyout on the Video Player.

Note: A video **Title** is required.

Upload a Video from Your Hard Drive

Upload a Video through a URL Link
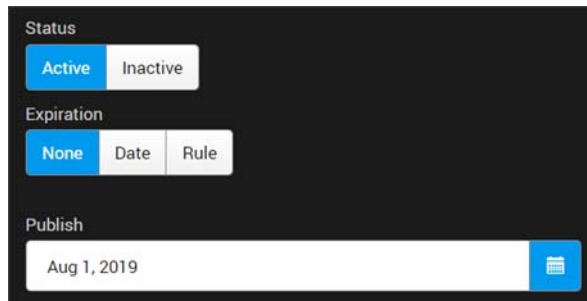
Set the Status of a Video

Use the **Video Settings** button on the **Video Player** form to set the status of a video to **Active** or **Inactive**. If a video is **Inactive**, it will *not* be accessible or visible to other user accounts with the exception of Account Admins.

> **Note**: By default, all uploaded video as well as video URLs (live and VOD) and recorded Webcasts are set to **Inactive** status and must be manually activated. This allows you to control when videos are available for general viewing so that video settings such as thumbnails, categories, access controls, and so forth may be put in place before allowing your audience to view them.

▼ To edit a video's status:

1. Navigate to a video.
2. Click the **Video Settings** > **Details** dropdown option.
3. Set the video status to **Active** or **Inactive** as needed. **Inactive** is the default.
4. When a video is set to **Active** status, the **Publish** date is automatically set to the current date by default. No **Expiration Date** or **Rule** is set.
5. Toggling the video back to **Inactive** status will not reset the **Publish** date unless you manually specify a different date.
6. You may only specify a **Publish** date in the future by using an **Expiration Date** or **Rule** on an Inactive video. See: Set an Expiration Date or Rule for a Video.

Keep in mind that status may also be automatically set by Rev if the video upload is part of an approval process. Approval status updates that may be set by the system are:

- **Approval Required**: The video must be submitted for approval before it may be published and viewed. You will not be able to set this video to Active or Inactive status yourself until this step is completed and the video is approved. See: Submit a Video for Approval.
- **Pending Approval**: The video has been submitted for approval but has not been reviewed or approved yet by an Approver.
- **Rejected**: The video was rejected by an Approver.

> **Role(s)**: To deactivate and view deactivated videos:
> - Account Admin
> - Media Admin

Bulk Editing Video Status

Upload a Video from Your Hard Drive

Upload a Video through a URL Link

Deactivate a Video

Set the Publish Date of an Inactive Video

Set an Expiration Date or Rule for a Video

Video Settings

Set the Publish Date of an Inactive Video

Use the **Video Settings** button on the **Video Player** form to set a publish date for a video that is inactive. If a publish date is set, the video will be set to **Active** status at 12:00 a.m. on the date that is set. You are only able to set the publish date of a video that is set to **Inactive** status.

▼   To set a video's publish date:

1.   Navigate to a video.
2.   Click the **Video Settings** > **Details** dropdown option.
3.   Set the video **Publish** date by using the calendar control icon or entering it manually.
4.   When a video is set to **Active** status, the **Publish** date is automatically set to the current date by default. No **Expiration Date** or **Rule** is set.
5.   Toggling the video back to **Inactive** status will not reset the **Publish** date unless you manually specify a different date.
6.   The Uploader will be sent an email notification that the video is now active.
7.   You may only specify a **Publish** date in the future by using an **Expiration Date** or **Rule** on an Inactive video. See: Set an Expiration Date or Rule for a Video.

Role(s):
• Account Admin
• Media Admin
• edit access

Upload a Video from Your Hard Drive

Upload a Video through a URL Link

Deactivate a Video

Set the Status of a Video

Set an Expiration Date or Rule for a Video

Video Settings

Set an Expiration Date or Rule for a Video

Use the **Video Settings** button on the **Video Player** form to set an expiration date for a video. Expiration dates may be set by date or by an expiration rule that your Admin may have set up such expiration occurring when videos have not been viewed after 30 days.

If an expiration date is set, the video will be set to **Inactive** status at 12:00 a.m. on the date that is set. At that point, it will *not* be accessible or visible to other user accounts with the exception of Account Admins. If the **Delete When Expires** checkbox is checked, the video will be deleted when it expires instead of set to **Inactive** status.
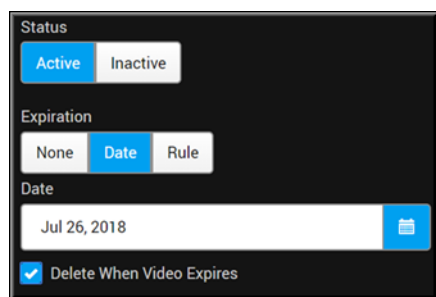
If an expiration rule is set, the video will be set to **Inactive** status at 12:00 a.m. on the date it expires or it will be deleted on the date it expires depending upon the parameters the Admin sets when the rule is created. At that point, it will *not* be accessible or visible to other user accounts with the exception of Account Admins (if set to **Inactive**).

You are only able to set an expiration date or rule for videos that are set to **Active** status.

▼   To set a video's expiration date or rule:

1. Navigate to a video.
2. Click the **Video Settings** > **Details** dropdown option.
3. Click the **Date** tab to set an expiration date.
4. Set the video **Expiration** date by using the calendar icon or entering it manually.
5. Click the **Delete When Video Expires** checkbox if you want the video to be deleted when it expires.
6. When the video is 7 days away from expiration, you will receive an email notification so you can extend that date if needed. Otherwise, you will also receive an email on the actual expiration date as well.

7. Click the **Rule** tab to set an expiration rule. Note: This tab will not be present if your Admin has not defined any expiration rules for your content.
8. Set the **Expiration** rule by clicking the rule dropdown. The video will expire based on the parameters set in the rule by the Admin when it was created. In the example below, the Admin has created a rule that will expire the video and set it to **Inactive** if it is not viewed in 30 days.

Keep in mind:

- Videos that have expiration dates set may be viewed on the **Expirations** tab by Admins and Media Contributors. See: Understanding the Videos Menu

- The video is not deleted from the system when expired, only set to **Inactive** status *unless* the **Delete When Video Expires** checkbox is selected or it is set to delete in the expiry rule by the Admin.

- If the video is set to expire by an expiry rule and that rule is deleted, it will no longer expire.

- If a video expires while a user is viewing it, the user may complete watching the video. When a new session is started, however, the video will then be expired.

- As noted, the video Uploader will be emailed 7 days prior to video expiration and again upon the actual date of expiration.

- If you set a video to **Active** status and do not set an **Expiration Date** or **Rule**, the **Publish** date is automatically set for the current date it is made active.

> **Role(s)**:
> - Account Admin
> - Media Admin
> - edit access

Recording

Enable Expiration Rules for Video Uploads

Upload a Video from Your Hard Drive

Upload a Video through a URL Link

Deactivate a Video

Set the Status of a Video

Set the Publish Date of an Inactive Video

Video Settings

Set Video Access to Public

Use the **Video Settings** button on the **Video Player** form to set video access to **Public**.

When a video upload is set to **Public** access, anyone may view it if it has also been embedded on a 3rd party Website and has been set to **Active** status. A Rev user account is *not* required unless edit access is desired.

▼ To set a video to public access:

1. Navigate to a video.
2. Click the **Video Settings** > **Basic Settings** dropdown option.
3. Select the **Public** tab under **Access Control**.
4. To set a password for the video, enter it in the **Password** field. This is a shared password (a user may not individually modify or change it). See: Set a Password for a Public Video.
5. To indicate that specific Rev user accounts or groups will also have the ability to edit the video settings (if desired), click the **Find items...** box. Begin typing a name and Rev will complete the entry for you. Click **Done** to complete and add your **Edit Access** entry.
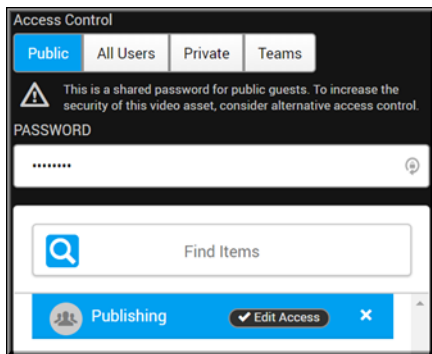
6. As seen in the image above, the video may be embedded and viewed on a 3rd party Website with **Public** access and user accounts in the Publishing group in the Rev system will *also* be able to edit it. You may remove edit access to this group at any time by clicking the **X** icon next to the entry.

> **Note**: Public video access must be enabled by the Account Admin before a video may be set to Public access. If this tab is missing, see your admin.

Bulk Editing Video Settings

Set a Password for a Public Video

Enable Guest Portal or Public Video Access

Upload a Video from Your Hard Drive

Upload a Video through a URL Link

Embed a Video

Video Settings

Set a Password for a Public Video

Use the **Video Settings** button on the **Video Player** form to set a password for a **Public** video.

When a video upload is set to **Public** access, anyone may view it if it has also been embedded on a 3rd party Website and has been set to **Active** status. For additional security, you may also implement a shared password on the video.

> Caution: If a video requiring a password is added to a playlist, it will not play. The user will receive a messasge stating,"The resource you have requested cannot be accessed". The user will then be redirected back to the login page.

▼ To set a password on a Public video:

1. Navigate to a video.
2. Click the **Video Settings** > **Details** dropdown option.
3. Select the **Public** button under **Access Control**.
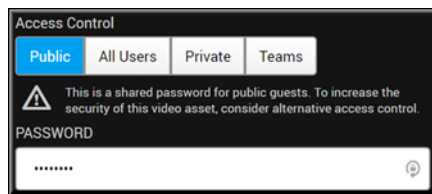
4. To set a password for the video, enter it in the **Password** field. This is a shared password (a user may not individually modify or change it).
5. Users will need to know this password before viewing the video on the Guest access URL or through any sharing or embedding options used. To remove the password, simply delete it and save the video again.
6. Click **Save** to add your password.

> **Note**: Public video access must be enabled by the Account Admin before a video may be set to Public access. If this tab is missing, see your Admin.

7. When a user attempts to view the video using a public URL, a password prompt is displayed displaying the video name and description. The password you set must be entered. The user may also login using a registered Rev account as well.
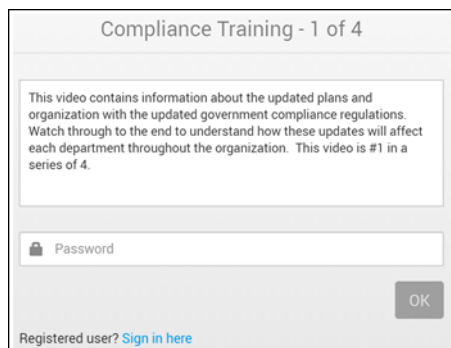
Bulk Editing Video Settings

Enable Guest Portal or Public Video Access

Upload a Video from Your Hard Drive

Upload a Video through a URL Link

Set Video Access to All Users

Use the **Video Settings** button on the **Video Player** form to set video access to **All Users**.

When a video upload is set to **All Users** access, all *logged in* Rev user accounts may view the video upload. You may also set additional edit access to specific user accounts or groups by using the **Find items...** box if desired.

▼ To set a video to all users access:

1. Navigate to a video.
2. Click the **Video Settings** > **Details** dropdown option.
3. Select the **All Users** button under **Access Control**.
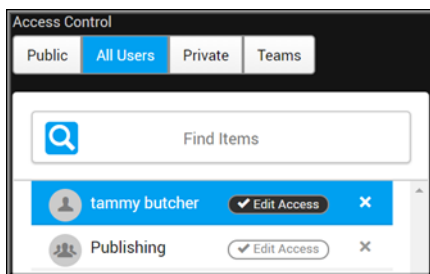
4. To specify which Rev user accounts or groups will also have access to edit the video, click the **Find items...** box. Begin typing a name and Rev will complete the entry for you. Click **Done** to complete and add your entry.
5. As seen in the image above, only those Rev user accounts or groups specified in the **Find items...** box may also edit the video settings in addition to viewing the video. You may remove edit access at any time by clicking the **X** button next to the selection.

> **Note**: The Rev search engine works similar to popular Web search engines in that using double quotes around your search will narrow it and result in more accurate results if you are looking for a specific user or item.
>
> For example, if you are searching *only* for one specific video, user account, event, etc., enclosing the search in double quotes avoids returns of similar terms or derived words in your search results.
>
> Note that this is also true when using **Find Items** search within the Rev user interface to search for user accounts.

© 2020 Vbrick

Set Video Access to Private

Use the **Video Settings** button on the **Video Player** form to set video access to **Private**. This is the default setting along with **Inactive** status (or **Approval Required** if an Approval Process is in place) after a video is initially uploaded or linked.

When a video upload is set to **Private** access, *only* logged in Rev user accounts that have been specified in the **Find items...** box may view the video upload. You will also need to specify if **Edit Access** is to be granted on the designated user accounts or groups as well.

▼   To set a video to private access:

1. Navigate to a video.
2. Click the **Video Settings** > **Details** dropdown option.
3. Select the **Private** button under **Access Control**.
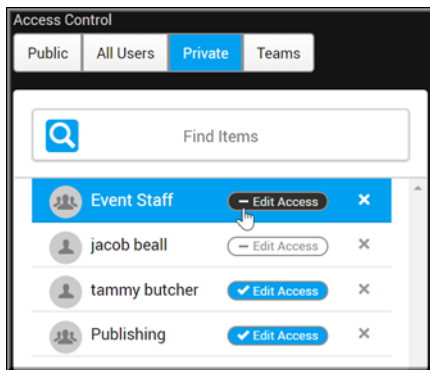
4. To specify which user accounts or groups will have access to the **Private** video, click the **Find items...** box. Begin typing a name and Rev will complete the entry for you. Click **Done** to complete and add your entry.
5. Click the **Edit Access** checkbox to specify that the user account, group, or channel may also edit the video settings. This checkbox acts as a toggle switch so that you may click the **Edit Access** checkbox again to remove the ability to edit at any time. To remove access to the video entirely, click the **X** next to the selection.
6. As seen in the image above, only those user accounts or groups specified in the **Find items...** box may view the **Private** access video. Further, only those with **Edit Access** granted (denoted by a checkmark) may also edit the video settings.

Bulk Editing Video Settings

Upload a Video from Your Hard Drive

Upload a Video through a URL Link

Video Settings

Set Video Access to Channels

Use the **Video Settings** button on the **Video Player** form to set video access to **Channels**. This setting is only available if channels have been created in Rev.

When a video upload is set to **Channels** access, *only* logged in Rev user accounts that are *also* members of the Channels that have been specified in the **Add Channels...** dropdown may view the video upload. You will also need to specify if **Edit Access** is to be granted to specific members of the Channel as well.

▼ To set a video to channel access:

1. Navigate to a video.
2. Click the **Video Settings** > **Details** dropdown option.
3. Select the **Channels** tab under **Access Control**.
4. Click the **Add Channels...** dropdown control to add a Channel's view access. At least one Channel is required.
5. In the example below, only members of the Publishing and Training Team(s) channels will be able to view this video once logged in to Rev.
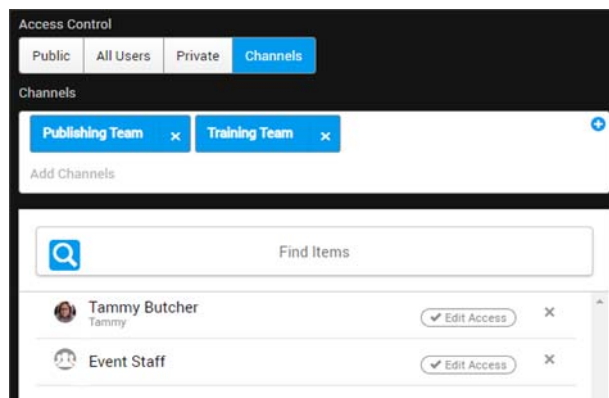
6. To specify which user accounts or groups will also have edit access to the **Channels** video, you can add them in the **Find items...** box. Begin typing a name and Rev will complete the entry for you. Click **Done** to complete and add your entry. Only channel members with edit access will be able to edit the video settings.

Understanding the My Channels Menu

Create and Edit a Channel

Bulk Editing Video Settings

Upload a Video from Your Hard Drive

Upload a Video through a URL Link

Video Settings

Add or Delete a Category or Subcategory from a Video

Use the **Video Settings** button on the **Video Player** form to add a video to a category or a subcategory. Clicking a category from the Video Player will display all videos assigned to the category.

▼   To add a video to a category or subcategory:

1.   Navigate to a video.
2.   Click the **Video Settings** > **Details** dropdown option.
3.   Select a category or a subcategory from the **Categories** dropdown. Note in the image below that subcategories will have their parent category label below the subcategory label such as Government > Training and Corporate > Training (Government and Corporate are both subcategories of the Training category).
4.   Click the **X** next to the category or subcategory to remove the category.
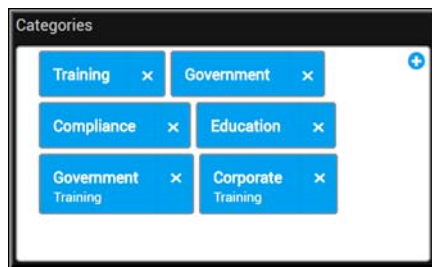
> **Note**: You are only able to view and add categories you have permissions to view.

Bulk Editing Video Categories

Allow Categories on All Media

Create or Edit a Category or Subcategory

Upload a Background Image to a Webcast Event

Add or Delete a Tag from a Video

Use the **Video Settings** button on the **Video Player** form to add tags to a video. Clicking a tag from the Video Player will display all videos assigned to the tag.

▼   To add a tag to a video:

1.   Navigate to a video.
2.   Click the **Video Settings** > **Details** dropdown option.
3.   In the **Tags** field, type the tag and press <Enter> to save. Multiple tags may be entered. Spaces may be used. Tags are *not* case sensitive.
4.   Click the **X** next to the tag to delete the tag from the video.

Bulk Editing Video Tags

Allow Tags on All Media

Add or Delete a Tag From a Webcast Event

Enable or Disable Comments for an Individual Video

Use the **Video Settings** button on the **Video Player** form to enable or disable comments on a specific video. Note that comments *must* be enabled globally by your administrator first before this feature is available.

▼ To enable or disable comments on a specific video:

1. Navigate to a video.
2. Click the **Video Settings** > **Details** dropdown option.
3. Select the **Enable Comments** checkbox in the **Features** section. This checkbox will not be visible if comments have not been enabled globally by your administrator.
4. If comments are enabled, you will be notified by email when a user leaves a comment on your video. The email will include the user's name, date and time the comment was left, and the comment itself along with a link to the video in Rev. This includes nested comments.
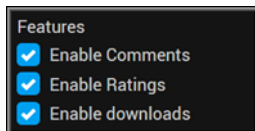
Bulk Editing Video Comments Setting

Allow Comments on All Media

Enable or Disable Ratings for an Individual Video

Use the **Video Settings** button on the **Video Player** form to enable or disable ratings on a specific video. Note that ratings *must* be enabled globally by your administrator first before this feature is available.

▼ To enable or disable ratings on a specific video:

1. Navigate to a video.

2. Click the **Video Settings** > **Details** dropdown option.

3. Select the **Enable Ratings** checkbox in the **Features** section. This checkbox will not be visible if ratings have not been enabled globally by your administrator.
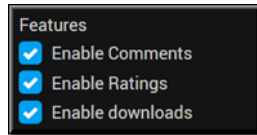
Allow Ratings on All Media

Enable or Disable Downloads of an Individual Video

Use the **Video Settings** button on the **Video Player** form to enable or disable the ability to download a specific video. Note that downloading *must* be enabled globally by your administrator first before this feature is available. Further, only downloads to a PC are available at this time; mobile downloads are not available.

▼ To enable or disable downloads on a specific video:

1. Navigate to a video.

2. Click the **Video Settings** > **Details** dropdown option.

3. Select the **Enable Downloads** checkbox in the **Features** section. This checkbox will not be visible if downloads have not been enabled globally by your administrator.
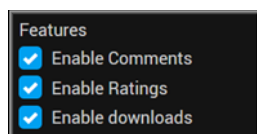
Bulk Editing Video Downloads Setting

Allow Downloads on All Media

Tag Users In This Video

Use the **Video Settings** button on the **Video Player** form to tag specific users in a video that are speakers. Once tagged, videos showing specific users can easily be found using Rev's rich search and filtering capabilities.

> **Note**: Tagged users must have a profile picture uploaded and may not have opted-out in their **Profile Settings**. Rev users always have the option to opt-out of tagging in even if they have a profile picture uploaded.
>
> **See**: Update Your Rev Profile Settings and Picture

In This Video tagging can also be extended and automated with the Rev IQ module's Facial Recognition capabilities. This is discussed in more detail below.

▼   To tag users in this video:

1. Navigate to a video.
2. Click the **Video Settings** > **Details** dropdown option.
3. Enter each user you want to tag in the **Find Items** box and click **Done**.
4. Rev will search the Facial Recognition index and, if the account has a valid profile picture uploaded and has not opted-out of tagging, will add your tag to the **In this Video** box. You may continue to tag User Accounts as desired before saving your **Video Settings** as normal.
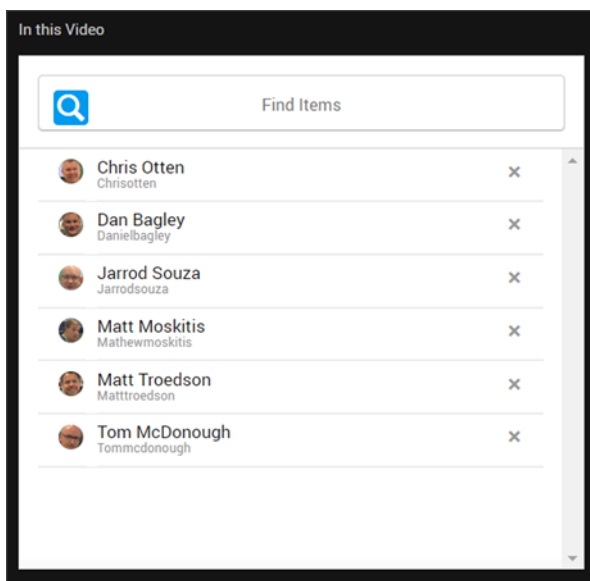
5. Each tagged video now has the following functionality available:
   - Search and filter capabilities to find and filter tagged users.
   - Bulk editing options to append, replace, and remove tagged users.
   - Addition of tagged users to the Video Basic Information Flyout panel. **Note**: Timeline tagging on this flyout to indicate where on the timeline these users appear in the video requires that **Facial Recognition** is activated by your Account Admin.
   - Addition of tagged users to the Video Pulse Flyout. **Note**: Interactive timeline tagging on this flyout as playback occurs that **Facial Recognition** is activated by your Account Admin.

Tag Users Automatically with Facial Recognition Activated

In This Video tagging can be automated with the Rev IQ module's **Facial Recognition** capabilities. Note that this is a licensed ability that must be enabled by your Account Admin first. Once Facial Recognition is activated, Rev will tag all users with a valid profile image in a video automatically. Facial Recognition also adds timeline tagging to Rev.

▼   To automatically tag users in a video:

1. Navigate to a video.
2. Click the **Video Settings** > **Details** dropdown option.

3. Click the **Tag Users In This Video** button. If this button is not visible, contact your Account Admin to enable **Facial Recognition**. This setting is disabled by default.
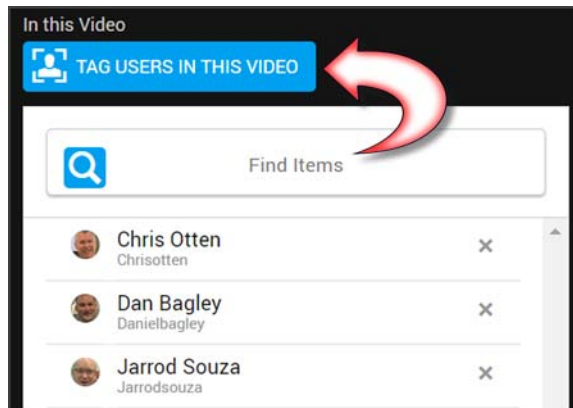
4. An "In Progress" message will display on the form. If Facial Recognition fails, an error message will be displayed. Otherwise, the tagged user profiles will display (if they have not opted-out) along with a success message.

5. As noted, timeline tagging on the Rev Video <u>Player and Playback Bar</u> is now available in both the <u>Video Basic Information Flyout</u> and <u>Video Pulse Flyout</u> panels as well. The ranges during which they appear will display on the timeline if clicked.

6. Once automatic tagging has completed (or failed), you will also receive a system notification and email of your results (<u>Viewing Your Notifications</u>).

Profiles that have been automatically tagged with Facial Recognition enabled (versus manually tagged) are indicated with an arrow **>** next to their profile picture. **See**: <u>Video Metadata and Flyout Menu Options</u>.
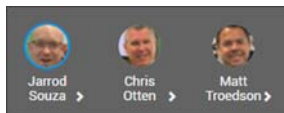
> **Note**: Tagged users must have a profile picture uploaded and may not have opted-out in their **Profile Settings**. Rev users always have the option to opt-out of tagging in even if they have a profile picture uploaded.
> **See**: <u>Update Your Rev Profile Settings and Picture</u>

> **Caution**: In This Video tagging does not function with Live videos (although it will function with video conferenced sourced recordings afterwards). Transcoding must be completed on VOD videos before you may tag them. Larger videos may not be automatically tagged at this time due to technical limitations (2+ hours long / 8GB +).

<u>Enable Facial Recognition</u>

<u>Update Your Rev Profile Settings and Picture</u>

<u>Video Metadata and Flyout Menu Options</u>

Add a Custom Field to a Video

Your Account Admin may have configured additional metadata fields for videos. These fields are specific to your organization and are accessed by the **Video Settings** button.

▼   To add a custom field to a video:

1. Navigate to a video.
2. Click the **Video Settings** > **Details** dropdown option.
3. If custom fields have been set up by your Admin, they appear beneath the **Description** field on the **Basic Settings** tab.
4. Just as with default field settings, required fields are marked by a red asterisk.

Custom fields are included in video searches and also appear on the **Video Basic Information** flyout on the Video Player (seen below) depending upon how your Account Admin has configured the custom field (if it is visible or not). Your Admin controls which fields should be displayed, for example, and which fields are available only to users who can edit the video.
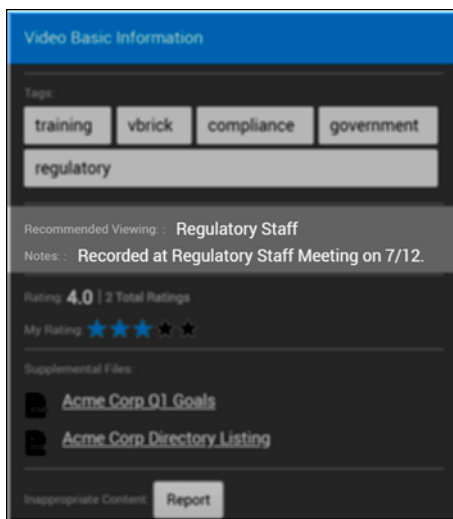
Manage Custom Fields in Rev

Add a Custom Field to a Webcast Event

Bulk Editing Custom Fields

Upload a Custom Thumbnail for a Video

Thumbnails provide a quick snapshot of what your video contains. When a video is uploaded, Rev automatically generates a thumbnail image for you.

Keep in mind:

*   The auto-generated thumbnail is the default thumbnail for the video.
*   If a new thumbnail image is uploaded, the auto-generated thumbnail is discarded and may *not* be recovered.

Use the **Video Settings** button on the **Video Player** form to upload a custom thumbnail for the video.

▼   To upload a custom thumbnail for your video:

1.   Navigate to a video.
2.   Click the **Video Settings** > **Details** dropdown option. Select the **Advanced Settings** tab.
3.   Click the **Thumbnail** button (**+**) in the **Thumbnail** section.
4.   Select an image you would like to use from your local hard drive.
     a.   File types you may use include: .jpg, .png, .gif
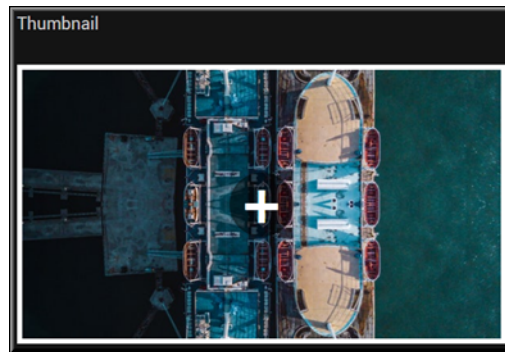
Attach a Supplemental File to a Video

Supplemental files are attached to video uploads so that viewers may download and view them at their own speed. They include files such as Excel spreadsheets, PDF documents, and PowerPoint presentations among others.

Use the **Video Settings** button on the **Video Player** form to attach a file. Note that this ability *must* be enabled by your administrator first before this feature is available.

▼   To attach a file:

1.   Navigate to a video.
2.   Click the **Video Settings** > **Details** dropdown option. Select the **Advanced Settings** tab.
3.   Click the **Add Files** button in the **Supplemental Files** section. If you do not see this feature available, speak to your Admin to enable it.

4. Select a file you would like to use from your local hard drive.
    a. File types you may use include: PowerPoint presentations (.ppt, .pptx), Word documents (.doc, .docx), Excel documents (.xls, .xlsx, .csv), PDFs, Zip files (.zip, .rar, .7z), Text files (.txt), Images (.jpg, .png, .gif)
    b. You may specify the name for the file or the file name itself will be used if you do not. (Note: To use a name different than the filename, you must upload the file first, click **Save**, and then edit and rename it as seen below. The **Edit** option will *not* be available until it is saved however.)
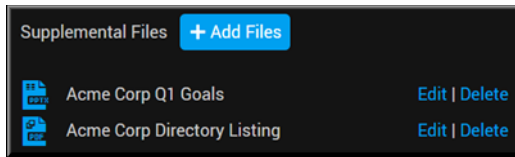
    c. Use the **Delete** button to remove the file attachment from the video.
5. Supplemental files appear on the **Video Basic Information** flyout on the Video Player (seen below) and may be downloaded and viewed by people accessing the panel.
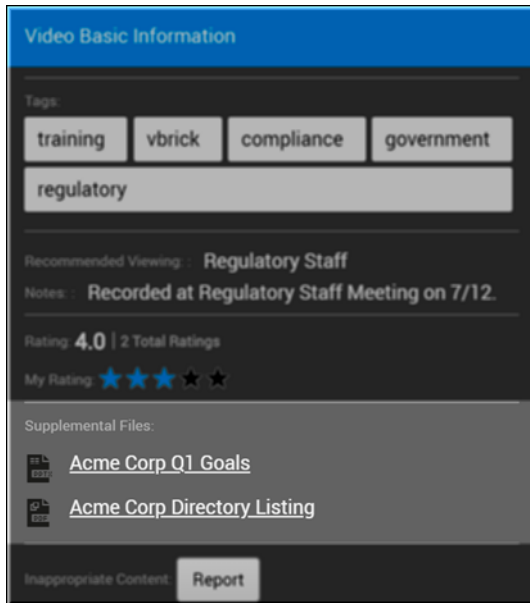
Download a Video File Attachment

Enable Supplemental Content Option

Upload and Attach a Subtitle File to a Video

Subtitles may be added to video uploads by attaching various SubRip (SRT) files to the video in any of the various supported languages that Rev accepts.

> **Tip**: Uploading a subtitle (.srt) file is not the same as enabling closed captions for a video. A subtitle file can be created in the language of your choice and you also have a great deal of control over your formatting options. Subtitles are normally concerned with just the spoken words in a video.
>
> Closed captions are encrypted within the video file itself and you have less control over formatting. Further, closed captions normally also note additional items other than the human voice such as sound effects occurring (breaking glass, music playing, and so forth).

Use the **Video Settings** option on the **Video Player** form to attach a .srt file. You may upload a .srt file with formatted or non-formatted text; both are accepted. Further, you may use formatted and non-formatted text in the same .srt file if desired.

▼ To upload and attach a .srt file to add subtitles:

1. Navigate to a video.
2. Click the **Video Settings** > **Details** dropdown option. Select the **Advanced Settings** tab.
3. Click the **Select Language** dropdown on the **Upload .srt File** tab in the **Subtitles** section.
4. You may upload one or all of the available subtitles in the **Select Language** dropdown. Only those languages present in the **Select Language** dropdown are currently supported.
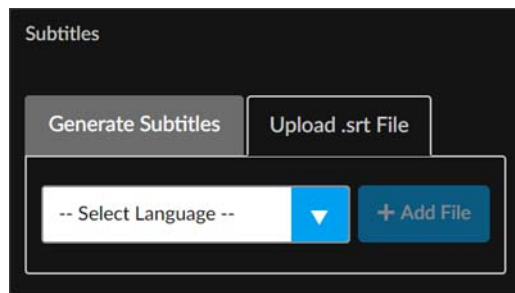
5. Click the **Add File** button once you have selected the language you want to use for your subtitles.
6. Click **Save** when you have finished adding all subtitle languages for this specific video.
7. A CC button will appear on the video so that users can select subtitles in languages that were uploaded. If more than one .srt file has been attached, the user viewing the video may choose between the languages.
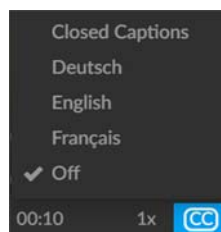
8. Use the **Delete** link to remove the .srt attachment from the video if you want to remove a subtitle file. Use the **Download** link to view the .srt file in a new tab.
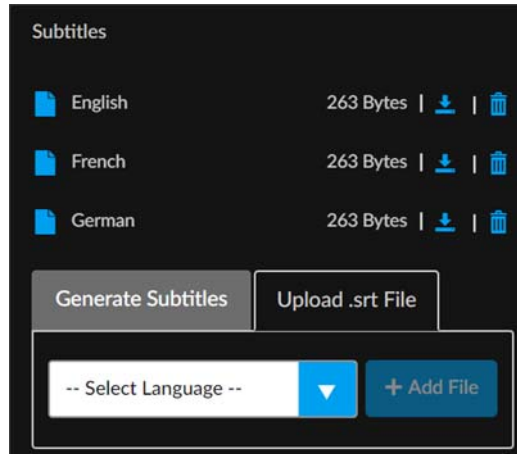
9. You may also view the transcript in real-time, along with each speaker, on the <u>Video Pulse Flyout</u>, if you have used **In This Video** tags and enabled **Facial Recognition** functionality.

> **Tip**: The following format types are supported for formatted text:
> - Bold
> - Italic
> - Underlined
> - Line Breaks

> **Caution**: Some Windows 7 users may experience issues when uploading .srt files. If you are experiencing issues, please ensure that you set the file association for .srt files to Internet Explorer.
>
> To do this go to Control Panel > Default Programs > Set Associations. Select the .srt file type in the list and click Change Program. Select Internet Explorer.

<u>Generate Subtitles for a Video with VoiceBase</u>

<u>Enable Closed Captions on a Video</u>

<u>Tag Users Automatically with Facial Recognition Activated</u>

<u>Enable Facial Recognition</u>

<u>Video Pulse Flyout</u>

Generate Subtitles for a Video with Rev IQ

If your Account Admin has enabled **Rev IQ Transcription and Translation** services, you may generate a SubRip (SRT) file directly for an individual video. You may translate it into additional supported languages as well. Use the **Video Settings** button on the **Video Player** form to generate the .srt file.

▼   To generate a Rev IQ transcription file:

1.   Navigate to a video.

2.   Click the **Video Settings** > **Details** dropdown option. Select the **Advanced Settings** tab.

3.   Click the **Generate .srt Files** tab in the **Subtitles** section.

4.   Select **Rev IQ** (if it is not already selected).

5.   Click the **Select Language** dropdown to choose a language.

6.   To translate the transcription file into additional languages, use the **Translate to additional language(s)** form to select supported languages.

7.   Click the **Generate Subtitles** button.

> **Caution**: If you have previously generated a transcription file, this file will be overwritten if you choose the same language to generate again.

8.   The transcription process begins. You do not need to wait for the video to finish the transcription process before exiting **Video Settings**. You may click **Save** and come back to view the video once the transcription process has finished. You may start the transcription process for several videos in this manner, if desired.

9.   You may download or delete the generated file just as if you had uploaded the file yourself by using the same **Download** and **Delete** links.

10. If you decide to download and edit the generated file to add additional formatting, you will need to delete the current file that is attached to the video before you use the **Upload .srt File** tab to reattach the edited file.

> **Tip**: The following video format types are supported by Rev IQ Transcription:
> - .mov
> - .flv
> - .m4v
> - .wmv
> - .MP4
> - .MP3
>
> While Rev supports MPEG and m3u8 (HLS) file formats, these file types are *not* supported by Rev IQ.

Enable Rev IQ Transcription and Translation

Configure Automatic and Default Transcription and Translation Settings

Upload and Attach a Subtitle File to a Video

Enable Closed Captions on a Video

Tag Users Automatically with Facial Recognition Activated

Enable Facial Recognition

Video Pulse Flyout

Translate a Subtitle File to Additional Languages

If you are using Rev IQ transcription services, you have the option to translate the subtitle file you generate into additional languages at the same time you generate your source (default) language for the file.

Be aware that translation services do cost a portion of Rev's AI licensing services in the form of Rev IQ credits and you should always check with your Account Admin before using.

▼ To translate a Rev IQ transcription file into additional languages:

1. Navigate to a video.
2. Click the **Video Settings** > **Details** dropdown option. Select the **Advanced Settings** tab.
3. Click the **Generate Subtitles** tab in the **Subtitles** section and select **Rev IQ** (if it is not already selected).
4. Click the **Select Language** dropdown to select the source language.
5. Enter the additional languages to translate the transcript to in the **Translate to additional language(s)** form.
6. Click the **Generate Subtitles** button. Note that if you have previously generated any .srt files for the video, they may be used as the source for the new translation or you will be asked if you want to transcribe a new subtitle file if the language is supported.

7. This process translates your transcription file for an individual video. You also have the option of automatically translating new uploads for all videos if your Account Admin configures automatic transcription and translation settings.

Enable Rev IQ Transcription and Translation

Configure Automatic and Default Transcription and Translation Settings

Enable Microsoft Teams Integration

Upload and Attach a Subtitle File to a Video

Enable Closed Captions on a Video

Tag Users Automatically with Facial Recognition Activated

Enable Facial Recognition

Video Pulse Flyout

Generate Subtitles for a Video with VoiceBase

If your Account Admin has enabled the VoiceBase integration in Rev, you may generate a SubRip (SRT) file directly from within Rev. Use the **Video Settings** button on the **Video Player** form to generate the .srt file.

▼ To generate the VoiceBase .srt file:

1. Navigate to a video.
2. Click the **Video Settings** > **Advanced Settings** dropdown option.
3. Click the **Generate .srt Files** tab in the **Subtitles** section.
4. Select **VoiceBase Transcription** in the **Select Transcription Service** dropdown (if not already selected).
5. Click the **Send for Transcription** button. Note that only English is supported by VoiceBase at this time. Transcription fees are applied by VoiceBase.
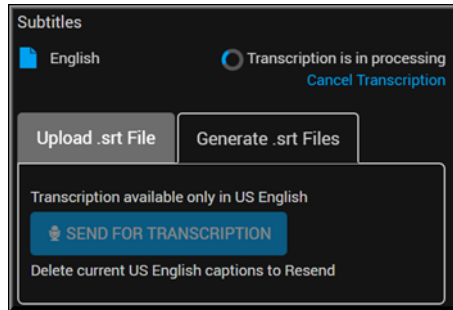
6. The transcription process begins. You may cancel the transcription by clicking the **Cancel Transcription** link while it is in progress.

7. You do not need to wait for the video to finish the transcription process before exiting **Video Settings**. You may click **Save** and come back to view the video once the transcription process has finished. You may start the transcription process for several videos in this manner, if desired.

8. You may download or delete the generated file just as if you had uploaded the file yourself by using the same **Download** and **Delete** links.

9. If you decide to download and edit the generated file to add additional formatting, you will need to delete the current file that is attached to the video before you use the **Upload .srt File** tab to reattach the edited file.

> **Tip**: The following video format types are supported by VoiceBase:
> - .mov
> - .flv
> - .m4v
> - .wmv
> - .MP4
> - .MP3
>
> While Rev supports MPEG and m3u8 (HLS) file formats, these file types are *not* supported by VoiceBase.

Enable VoiceBase Integration

Configure Automatic and Default Transcription and Translation Settings

Upload and Attach a Subtitle File to a Video

Enable Closed Captions on a Video

Tag Users Automatically with Facial Recognition Activated

Enable Facial Recognition

Video Pulse Flyout

Enable Closed Captions on a Video

Closed captions may be enabled on video uploads by selecting the **Enabled** tab in the **Closed Captions** section.

> **Tip**: Uploading a subtitle (.srt) file is not the same as enabling closed captions for a video. A subtitle file can be created in the language of your choice and you also have a great deal of control over your formatting options. Subtitles are normally concerned with just the spoken words in a video.
>
> Closed captions are encrypted within the video file itself and you have less control over formatting. Further, closed captions normally also note additional items other than the human voice such as sound effects occurring (breaking glass, music playing, and so forth).

Use the **Video Settings** button on the **Video Player** form to enable closed captioning in Rev.

▼   To enabled closed captions:

1. Navigate to a video.
2. Click the **Video Settings** > **Advanced Settings** dropdown option.
3. Click the **Enabled** tab in the **Closed Captions** section.
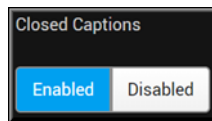
4. A CC button will appear on the video so that users can select **Closed Captions** while viewing the video. **Note:** You must have a compatible browser that supports closed captioning otherwise it will not function even if enabled and present in a video.
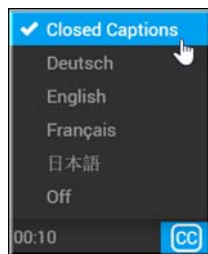
Upload and Attach a Subtitle File to a Video

Recording

Generate Subtitles for a Video with VoiceBase

Supported Browser, Operating System, and Device Compatibility

Unlist a Video

When you Unlist a video, it prevents it from being displayed to anyone who does not have edit rights within the Rev UI.

This includes the following areas:

• All Videos view
• Browse Categories view

- Dashboard carousels including the Featured Video carousel
- Channels page
- Playlist views
- Global Search

However the video may be played when accessed directly via embed code or direct link. Unlisted videos may also be manipulated through Rev APIs.

> **Note**: This functionality must be enabled by your Account Admin first.

Use the **Video Settings** button on the **Video Player** form to unlist a video in Rev.


▼   To unlist a video:

1. Navigate to a video.
2. Click the **Video Settings** > **Details** dropdown option. Select the **Advanced Settings** tab.
3. Click the **Unlist this Video** checkbox under the **Closed Captions** section. If this checkbox is not displayed, as noted, you will need to request that this functionality is enabled to your Account Admin.
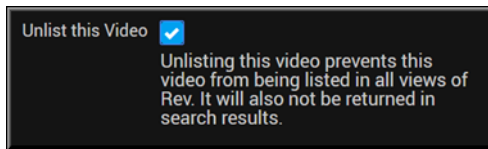
4. An Unlisted icon will appear on the video so that you are aware which videos have been unlisted in the future.

Enable Unlisted Videos

Edit Webcast Settings During an Event

View all Transcoded Video Instances

Your administrator may set up your Rev system so that several different transcoded instances of your video are created when you upload a file. For example, you may have one that is Standard Definition while another is created at High Definition 1080p.

This is so that anyone who views the video may select the video quality that best fits the requirements of his/her computer or device. Use the **Settings** button on the **Video Player** form to view available video instances.

▼   To view all transcoded video instances:

1. Navigate to a video.
2. Click the **Video Settings** > **Details** dropdown option. Select the **Advanced Settings** tab.

3. Available instances of the video are listed in the **Instances** section of **Video Settings** below the **Thumbnail**.
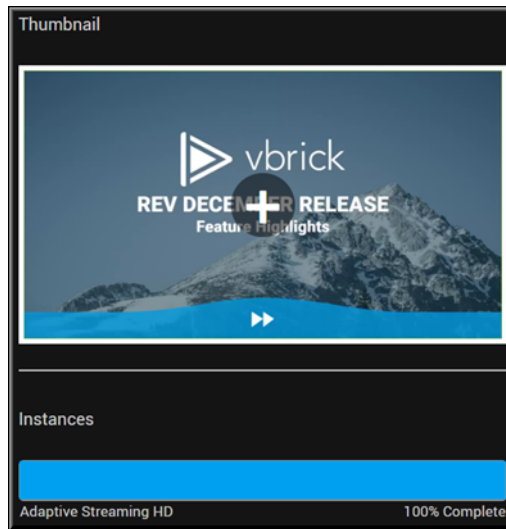
4. Anyone playing the video from the Video Player screen may select the instance they wish to view if multiple options are available by clicking the resolution button which will appear next to the closed caption button (seen below).
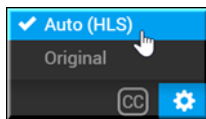
Transcoding Preset Default Settings

Preposition an Individual Video

The **Preposition** tab will allow an Account or Media Admin to immediately preposition important content if necessary. This means that the video will be immediately pushed to VOD DMEs (once processing is through) instead of waiting for your Admin's predefined times. This functionality must be enabled first before this tab will be available. Use the **Settings** button on the **Video Player** form to access the **Preposition** tab.

▼ To preposition an individual video:

1. Navigate to a video.
2. Click the **Video Settings** > **Preposition** dropdown option.
3. If this dropdown is not visible either the video is not finished processing or your Account Admin has not enabled this feature.
4. Enter the **Start** date and time to preposition the video.
5. Enter the **Timezone**.
6. Click **Save**.

7. The video will be pushed to all VOD DMEs on the date and time specified.

Enable Prepositioning of Individual Videos

Designate a DME Video Playback Device

Preposition DME Content

Apply or Remove a Legal Hold from an Individual Video

The **Apply Legal Hold** dropdown will allow an Account Admin to immediately place an individual video on legal hold which means it will no longer be viewable or accessible to other users of Rev. Use the **Video Settings** button on the **Video Player** form to access the **Apply Legal Hold** dropdown. It is not visible to any other role and it must be enabled first in **Security** settings.

▼   To apply or remove a legal hold from an individual video:

1. Navigate to a video.
2. Click the **Video Settings** > **Apply Legal Hold** dropdown option.
3. This dropdown will not be present if the feature has not been previously enabled.
4. You will receive a confirmation pop-up asking if you would like to proceed. Click **OK**.
5. A message and lock icon will be displayed in the upper left-corner of the video confirming that it is now in a state of **Legal Hold**. This status will also be displayed in Grid view.
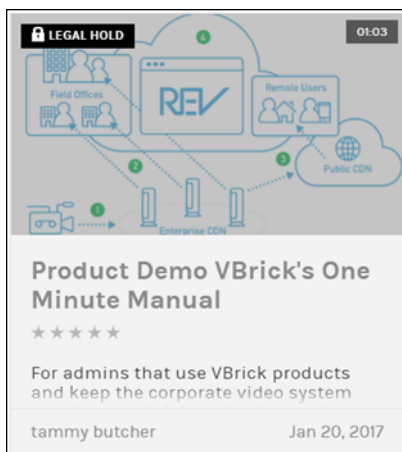
6. When **Legal Hold** status is applied:
   • The video is set to inactive
   • The **Delete** option is removed for all users, including account and media admins
   • **Video Settings** may not be edited either through Rev or Rev's API
   • The video may not be replaced

- • If the video was in an approval process, it is removed without being approved
- • Rev account admins are emailed with notice that it has been placed in legal hold
7. To remove Legal Hold status, select **Video Settings** > **Remove Legal Hold**. This option is available to account admins only.
8. When **Legal Hold** status is removed:
   - • The video remains inactive
   - • The **Delete** option is restored
   - • **Video Settings** and the ability to edit is restored
   - • The video may be replaced again by eligible users
   - • If the video was in an approval process prior to being placed on legal hold, the approval process will start over again from the beginning with the user requiring approval needing to request approval again.
   - • Account Admins will be sent emails with updated details regarding the legal hold and the removal.

Enable Legal Hold Functionality

Bulk Editing Legal Hold Status on Multiple Videos

Video Settings Templates

Video Settings templates allow you to save common settings for videos that you are able to use again for future video uploads without the need to create them again from scratch which can be error prone.

For example, certain categories of videos that are uploaded frequently often use this feature for time and efficiency and may include training videos or townhall videos that need the same settings each time. (**Note**: The category must not be restricted or you must have permissions to use the category in this case)

Account or Media Admins may manage all templates as well as specify a default template that automatically populates each time that a new video is uploaded to Rev.

Create a Video Settings Template

Media and Account Admins may save certain Video Settings as a template for future video uploads so that other user accounts in the organization may apply the settings to a video they upload without having to create them from scratch.

When a video's settings are saved as a template, most are saved "as is" including:
- • Template creator
- • Date the template was created. This will allow tracking of template security and future template enhancements.

There are notable exceptions that are not saved. They are:
- • Title
- • Description
- • Thumbnail
- • SRT (Subtitle) File
- • Supplemental Files that may be attached
- • URLs (Live/Linked)

- • Publish Date
- ▼ To create a Video Settings template:
1. Navigate to a video.
2. Click the **Video Settings** > **Details** dropdown option.
3. Review the <u>Video Settings</u> that you want to keep in your template.
4. Click the **Save As Template** button at the bottom left of the form.
5. Use a descriptive name for your template in the **Save As Template** dialogue box. This must be a unique name or an error will generate.
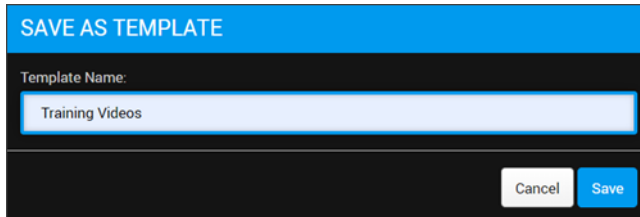
6. You may now apply this template as a default template for all uploaded videos or to select videos that are uploaded as needed.
7. The video will have the settings you saved in the template immediately applied.

Expiration Rules and Video Templates

It is important to note that video **Expiration** settings will be ignored within the template context if they are defined as a fixed **Date** as opposed to a **Rule**. This means that if you attempted to save the setting in the image below to a video template, the Expiration setting would actually be set to **None** when the template is applied to a video instead of the intended April date.
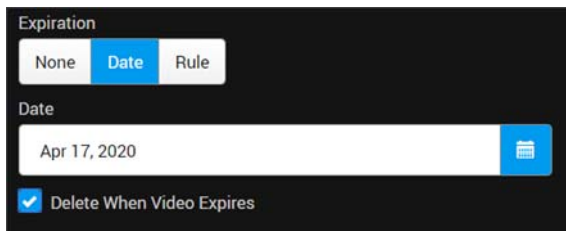
However, you *may* use an **Expiration Rule** as depicted below and it will be applied as expected when a video template is used.
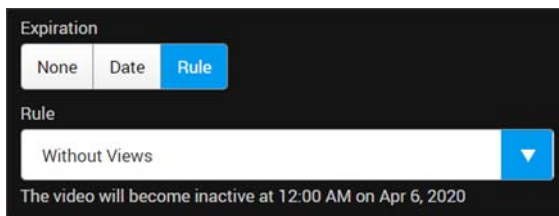
It should also be noted that if a default account Expiration Rule is set (at the account level), the video template **Expiration Rule** will override this setting. Therefore, Expiration Rules are applied in the following order for videos:

1. If a default Video Settings Template is being applied, the template's video settings will be applied *first*. This includes the Expiration setting used so long as it is a **Rule** and *not* a **Date** as specified above.

2. If the Video Setting's template does *not* have an **Expiration Rule** set, then the account's Expiration Rule is set (if an account wide default rule has been configured). See: Expiration Management for details on configuring account-level expiration rules.

3. Otherwise, if no default account-level Expiration Rule has been set, or if the Video Setting Template Expiration has been set to **Date** (rather than Rule), then the Expiration setting will be set to **None** when the template is applied to a video.

Apply a Template to a Video's Settings

Video Settings Templates

Set a Default Video Settings Template

Apply a Template to a Video's Settings

You may apply any saved template to a video's settings to save time and reduce errors when configuring Video Settings to similar uploaded videos. Templates may be applied to newly uploaded videos or to any previously saved videos.

▼ To apply a Video Settings template to a video:

1. Navigate to a video.

2. Click the **Video Settings** > **Details** dropdown option.

3. Click the **Templates** button.

[Templates]

4. Select a template in the **Select a Template** dropdown box. Note that the template must have been saved/created first before any will appear here. Click the **Apply** button to populate your video fields with the Template's settings.

5. You may select and apply as many templates as you like.

6. Make any adjustments as needed. Verify your settings before saving your video.

Create a Video Settings Template

Video Settings Templates

Set a Default Video Settings Template

Bulk Editing Video Settings

You may bulk edit video settings and metadata to save time when edits on multiple videos at once are needed. You may only bulk edit the videos you have uploaded unless you have account, media Admin, or edit access permissions.

The following video settings may be edited in bulk:

• Status

• Publish Date

• Access Control

• Categories

• Tags

• In This Video

- Enable Downloads
- Enable Comments
- Enable Ratings
- Custom Fields (if created)
- Unlisted Flag (if enabled)
- Legal Hold Status (if enabled)

▼ To bulk edit video settings:

> **Note**: There is a 1000 video maximum that can be edited at once. You must have bulk video editing permissions before you may perform the operations described in this topic.

1. Navigate to the bulk editing interface by clicking the **Bulk Edit** icon. Accessible through most **Media** menu options.

2. Select the videos you want include in your edit by selecting the checkbox to the left of the video. You may also select *all* videos by clicking the checkbox next to **Name**. Keep in mind, this selects all videos currently displayed on the form you have selected.

3. Click the **Edit Videos** gear icon to the right of your videos to access bulk editing functions.

4. Bulk edit the selected video settings as desired (view individual bulk editing topics for more details and assistance if needed).
5. Click the **Save** button to save any edits you have made.
6. Click the **Cancel** button to discard any edits you have made.
7. Click the **Back** button to close the Bulk Edit interface.

> **Role(s)**: Account Admin, Media Admin, Edit Access

Bulk Editing Video Status

Bulk Editing Publish Date

Bulk Editing Video Status

Use the **Bulk Edit** icon to set the status of several videos at once to either **Active** or **Inactive**. Further, you may decide to delete the videos once they expire or set a publish date in the future as well.

> **Additional Information**: See the Bulk Editing Video Settings topic if you are unclear on how the **Bulk Edit** interface works.

▼   To bulk edit the status of several videos:

1. Navigate to the videos you want to edit and click the **Bulk Edit** icon.
2. Select specific videos you want to include by clicking the checkbox to the left of each. You may also select all videos in the list by selecting the top checkbox.
3. Click the **Edit Videos** gear to access the bulk edit functions.
4. In the **Status** dropdown, select which status setting you want to set on the videos you have selected. In the example below, all selected videos will have an **Active** status applied. Note: By default, if you choose an Active status and do not choose a **Publish** date, the current date will be applied.

5. Click the **Save** button. You will receive a notification that the bulk operation has been submitted.
6. Each video you selected will now have the status you set applied; in this example, **Active**.

> **Tip**: If you are unsure on the results of a bulk edit, test it on one video first before applying it to multiple videos.

Replace or Remove the Expiration Date or Rule on Multiple Videos

If you have several **Active** videos that have an **Expiration Date/Rule** applied, you can choose to either replace it or remove it through the Bulk Edit feature.

▼   To replace or remove the expiration date or rule on several videos:

1. Select **Active** in the **Status** drop-down.

2. Select **Replace** in the **Expiration** dropdown if you want to replace previously set expiration dates or rules. Select **Remove** if you want to remove previously set expiration dates or rules.

3. Notice in the image below that if you select to replace an expiration date, you can also choose what action to take once the videos expire; delete them or set them to Inactive status.
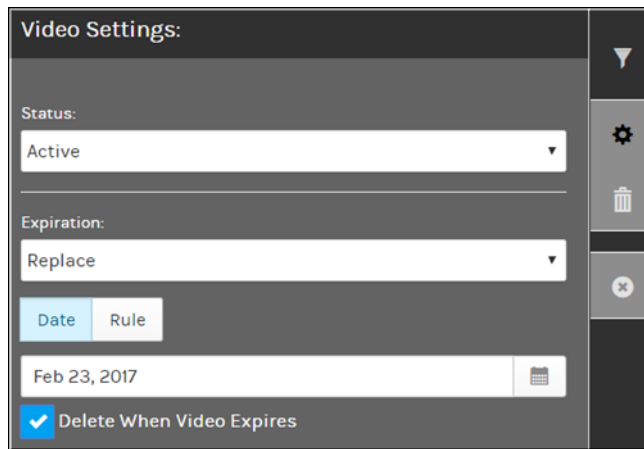
Replace or Remove the Publish Date on Multiple Videos

If you have several **Inactive** videos that have an **Publish Date**, you can choose to either replace it or remove it through the Bulk Edit feature.

▼   To replace or remove the publish date on several videos:

1. Select **Inactive** in the **Status** drop-down.

2. Select **Replace** in the **Publish** dropdown if you want to replace previously set publish dates. Select **Remove** if you want to remove previously set publish dates.
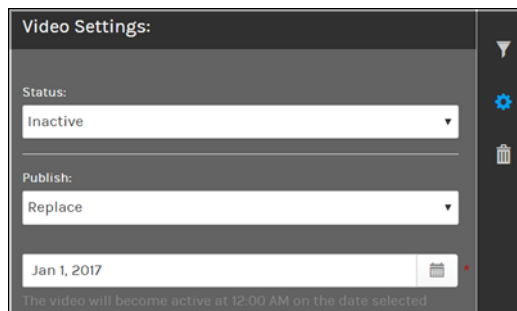
Set the Status of a Video

Bulk Editing Publish Date

Use the **Bulk Edit** icon to replace or remove the **Publish Date** of several videos at once. .

> **Additional Information**: See the Bulk Editing Video Settings topic if you
> are unclear on how the **Bulk Edit** interface works.

▼   To bulk edit the Publish Date of several videos:

1.   Navigate to the videos you want to edit and click the **Bulk Edit** icon.

2.   Select specific videos you want to include by clicking the checkbox to the left of each. You may also select all videos in the list by selecting the top checkbox.

3.   Click the **Edit Videos** gear to access the bulk edit functions.

4.   In the **Publish** dropdown, select which publish setting you want to apply on the videos you have selected; **Replace** or **Remove**. In the example below, all selected videos will have a Publish Date of 9/25/2019 applied.

5.   If the video(s) are in **Inactive** status, they will become **Active** on that date when you select **Replace**.

6.   If you set a date in the future, and the videos are in **Active** status, you must first make them **Inactive**.

7.   You may not use the **Remove** function if you are using mixed **Active/Inactive** states.
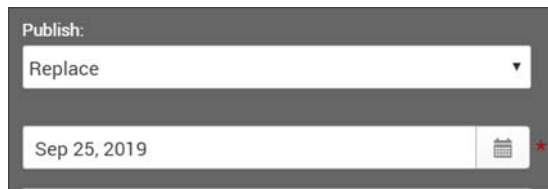
8.   Click the **Save** button. You will receive a notification that the bulk operation has been submitted.

9.   Each video you selected will now have the status you set applied.

> **Tip**: If you are unsure on the results of a bulk edit, test it on one video first
> before applying it to multiple videos.

Bulk Editing Video Access

Use the **Bulk Edit** icon to modify the video access of several videos at once. Access may be modified to **Public**, **All Users**, **Private** or **Channels** just as if you are setting the access on one video at a time. You may also modify user account, group, and channel access as well as edit access to several videos at once if needed.

> **Additional Information**: See the Bulk Editing Video Settings topic if
> you are unclear on how the **Bulk Edit** interface works.

▼   To bulk edit the video access of several videos:

1.   Navigate to the videos you want to edit and click the **Bulk Edit** icon.

2.   Select specific videos you want to include by clicking the checkbox to the left of each. You may also select all videos in the list by selecting the top checkbox.

3.   Click the **Edit Videos** gear to access the bulk edit functions.

4. In the **Access Control** dropdown, select which access setting you want to set on the videos you have selected. In the example below, all selected videos will be set to **Public**. You may select **Public**, **All Users**, **Private** or **Channels**.

5. Click the **Save** button. You will receive a notification that the bulk operation has been submitted.
6. Each video you selected will now have the access control you set applied; in this example, **Public**.

> **Tip**: If you are unsure on the results of a bulk edit, test it on one video first before applying it to multiple videos.

Appending Video and Edit Access to Specific Users, Groups, and Channels

Use **Append** in the **Access Control List** dropdown to add User Accounts, Groups, and Channels or specify **Edit Access** to several videos at once.

For example, two groups will be added to all selected videos in the image below: Human Resources and Video Approval Admins. Additionally, Video Approval Admins will also be granted **Edit Access** to the videos selected.
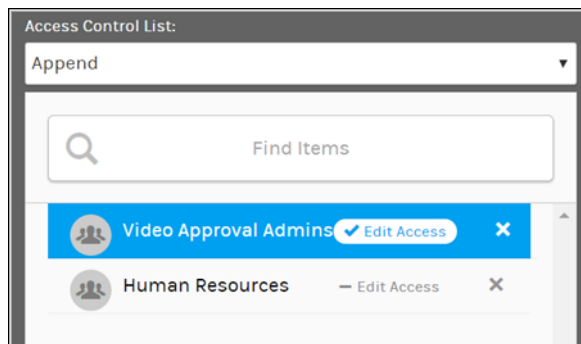
Removing Video and Edit Access from Specific Users, Groups, and Channels

Use **Remove** in the **Access Control List** dropdown to remove User Accounts, Groups, and Channels or **Edit Access** from several videos at once.

For example, in the image below, the Human Resources group will have view access removed from selected videos while **Edit Access** only will be removed from the Video Approval Admins group while still retaining view access.
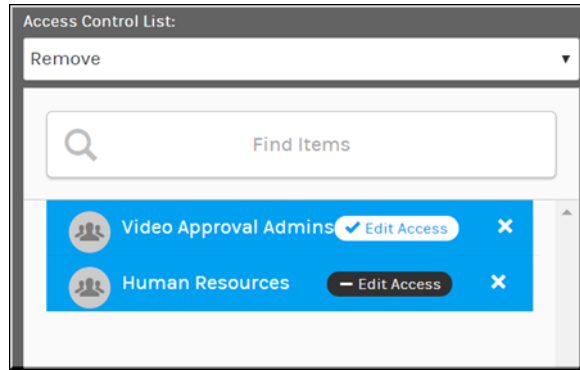
It is important to understand that when using **Remove** that if you have **Edit Access** selected (as seen with the Video Approval Admins group) then the **Remove** function applies to the removal of editing access and *not* the entity's view access to the videos selected.

Replacing Video and Edit Access for Specific Users, Groups, and Channels

Use **Replace** in the **Access Control List** dropdown to replace User Accounts, Groups, and Channels or **Edit Access** for several videos at once.

For example, in the image below, all selected videos will be set to Private access with only the Video Publishing and System Administrators groups granted view access. No **Edit Access** has been granted. All prior view and **Edit Access** will be wiped and replaced (as well as all former User Accounts, Groups, and Channels to be replaced with the current list).
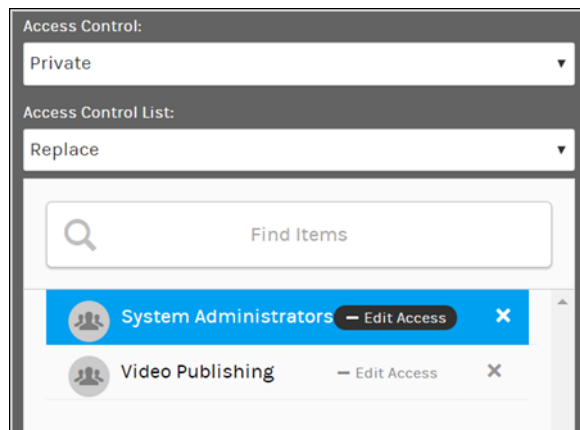
Set Video Access to Public

Set Video Access to All Users

Set Video Access to Private

Bulk Editing Video Categories

Use the **Bulk Edit** button to append, remove, or replace one or more categories to several videos at once. If you are adding a category, it must already exist in the system. Keep in mind

that your System Admin must have categories enabled in Rev globally before you will see the ability to bulk edit them appear.

> **Additional Information**: See the Bulk Editing Video Settings topic if you are unclear on how the **Bulk Edit** interface works.

▼ To bulk edit the categories of several videos:

1. Navigate to the videos you want to edit and click the **Bulk Edit** icon.

2. Select specific videos you want to include by clicking the checkbox to the left of each. You may also select all videos in the list by selecting the top checkbox.

3. Click the **Edit Videos** gear to access the bulk edit functions.

4. In the **Categories** dropdown, select which action you want to perform and then choose the categories to perform the action on before clicking **Save**. Each is explained below.

5. The **Append** action will add whichever categories you choose to the selected videos. The categories the videos currently contain will not be modified.
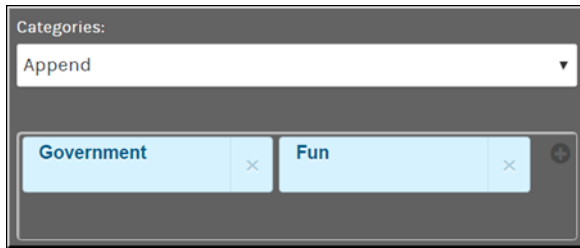
6. The **Remove** action is the opposite of **Append** and will delete the categories you choose from the selected videos. No other categories will be modified.

7. **Replace** will replace *all* current categories associated with selected videos with the categories chosen. For example, Orientation and Government will be the new categories on all videos. All other categories associated with the videos will be removed.

> **Caution**: You are not able to bulk edit a Secure Category if you do not have permissions to do so as either a Category Contributor or Category Manager.

> **Tip**: If you are unsure on the results of a bulk edit, test it on one video first before applying it to multiple videos.

Add or Delete a Category or Subcategory from a Video

Allow Categories on All Media

Bulk Editing Video Tags

Use the **Bulk Edit** button to append, remove, or replace one or more tags to several videos at once. Keep in mind that your System Admin must have tags enabled in Rev globally before you will see the ability to bulk edit them appear.

> **Additional Information**: See the Bulk Editing Video Settings topic if you are unclear on how the **Bulk Edit** interface works.

▼   To bulk edit the tags of several videos:

1. Navigate to the videos you want to edit and click the **Bulk Edit** icon.
2. Select specific videos you want to include by clicking the checkbox to the left of each. You may also select all videos in the list by selecting the top checkbox.
3. Click the **Edit Videos** gear to access the bulk edit functions.
4. In the **Tags** dropdown, select which action you want to perform and then choose the tags to perform the action on before clicking **Save**. Each is explained below.
5. The **Append** action will add whichever tags you choose to the selected videos. The tags the videos currently contain will not be modified. **Note**: You must click <ENTER> after typing the name of each tag before you are able to **Save**. In the example below, regulations has not been entered as a new tag because <ENTER> was not clicked. Rev will not let you **Save** an unentered tag until you do so as demonstrated by the red warning labels.

6. The **Remove** action is the opposite of **Append** and will delete the tags you choose from the selected videos. No other tags will be modified.
7. **Replace** will replace *all* current tags associated with selected videos with tags chosen. For example, orientation and government will be the new tags on all videos. All other tags associated with the videos will be removed.

> **Tip**: If you are unsure on the results of a bulk edit, test it on one video first before applying it to multiple videos.

Add or Delete a Tag from a Video

Allow Tags on All Media

Bulk Editing In This Video Tags

Use the **Bulk Edit** icon to append, replace, or remove **In This Video** tags to several videos at once. .

▼   To bulk edit In This Video tags on several videos:

1. Navigate to the videos you want to edit and click the **Bulk Edit** icon.
2. Select specific videos you want to include by clicking the checkbox to the left of each. You may also select all videos in the list by selecting the top checkbox.
3. Click the **Edit Videos** gear to access the bulk edit functions.
4. In the **In This Video** dropdown, select which setting you want to apply on the videos you have selected; **Append**, **Replace** or **Remove**.
5. In the **Find Items** box, enter the user accounts to apply your selection to:
    *   Append will add the identified users in addition to those users already tagged.
    *   Replace will wipe any users already tagged on the videos and replace them with the user accounts that are added.
    *   Remove will remove all currently tagged users and the videos will retain no tagging.
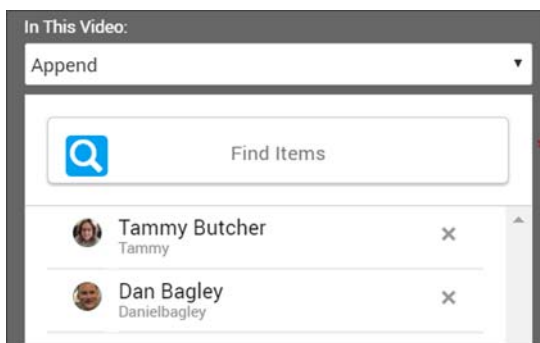
6. Click the **Save** button. You will receive a notification that the bulk operation has been submitted.
7. Each video you selected will now have the status you set applied.

Bulk Editing Video Downloads Setting

Use the **Bulk Edit** button to enable the **Downloads** setting on several videos at once. If the **Enable downloads** checkbox is selected, the video is able to be downloaded by the viewer. Keep in mind that your System Admin must have this download ability enabled in Rev globally before this setting may bulk edited.

▼ To bulk edit the download ability of several videos:

1. Navigate to the videos you want to edit and click the **Bulk Edit** icon.

2. Select specific videos you want to include by clicking the checkbox to the left of each. You may also select all videos in the list by selecting the top checkbox.

3. Click the **Edit Videos** gear to access the bulk edit functions.

4. In the **Downloads** dropdown, select if you want the videos to be enabled or disabled from downloading. Note: If you do not see the **Downloads** dropdown, this ability has not been enabled by your System Admin.

5. Click the **Save** button. You will receive a notification that the bulk operation has been submitted.

> **Tip**: If you are unsure on the results of a bulk edit, test it on one video first before applying it to multiple videos.

Enable or Disable Downloads of an Individual Video

Allow Downloads on All Media

Bulk Editing Video Comments Setting

Use the **Bulk Edit** button to enable the **Comments** setting on several videos at once. If the **Enable Comments** checkbox is selected, the video may be commented upon by viewers. Keep in mind that your System Admin must have comments enabled in Rev globally before you will see the ability to bulk edit the setting appear.

> **Additional Information**: See the Bulk Editing Video Settings topic if you are unclear on how the **Bulk Edit** interface works.

▼ To bulk edit the comment ability of several videos:

1. Navigate to the videos you want to edit and click the **Bulk Edit** icon.

2. Select specific videos you want to include by clicking the checkbox to the left of each. You may also select all videos in the list by selecting the top checkbox.

3. Click the **Edit Videos** gear to access the bulk edit functions.

4. In the **Comments** dropdown, select if you want the videos to have comments enabled or disabled. Note: If you do not see the **Comments** dropdown, this ability has not been enabled by your System Admin.

5. Click the **Save** button. You will receive a notification that the bulk operation has been submitted.

> **Tip**: If you are unsure on the results of a bulk edit, test it on one video first before applying it to multiple videos.

Enable or Disable Comments for an Individual Video

Allow Comments on All Media

Bulk Editing Video Ratings Setting

Use the **Bulk Edit** button to enable the **Ratings** setting on several videos at once. If the **Enable Ratings** checkbox is selected, the video may be rated by viewers. Keep in mind that your System Admin must have ratings enabled in Rev globally before you will see the ability to bulk edit the setting appear.

> **Additional Information**: See the Bulk Editing Video Settings topic if you are unclear on how the **Bulk Edit** interface works.

▼   To bulk edit the ratings ability of several videos:

1. Navigate to the videos you want to edit and click the **Bulk Edit** icon.
2. Select specific videos you want to include by clicking the checkbox to the left of each. You may also select all videos in the list by selecting the top checkbox.
3. Click the **Edit Videos** gear to access the bulk edit functions.
4. In the **Ratings** dropdown, select if you want the videos to have ratings enabled or disabled. Note: If you do not see the **Ratings** dropdown, this ability has not been enabled by your System Admin.

5. Click the **Save** button. You will receive a notification that the bulk operation has been submitted.

> **Tip**: If you are unsure on the results of a bulk edit, test it on one video first before applying it to multiple videos.

Enable or Disable Ratings for an Individual Video

Allow Ratings on All Media

Bulk Editing the Unlisted Video Setting

Use the **Bulk Edit** button to enable or disable the **Unlisted** setting on several videos at once. If a video is unlisted, it is not viewable anywhere in the Rev interface. Keep in mind that your System Admin must have this setting enabled in Rev globally before you will see the ability to bulk edit the setting appear.

> **Additional Information**: See the Bulk Editing Video Settings topic if you are unclear on how the **Bulk Edit** interface works.

▼   To bulk edit the unlisted video setting flag of several videos:

1. Navigate to the videos you want to edit and click the **Bulk Edit** icon.
2. Select specific videos you want to include by clicking the checkbox to the left of each. You may also select all videos in the list by selecting the top checkbox.

3. Click the **Edit Videos** gear to access the bulk edit functions.

4. In the **Unlisted** dropdown, select if you want the videos to have the Unlisted flag enabled or disabled. Note: If you do not see the **Unlisted** dropdown, this feature has not been enabled by your System Admin.

5. Click the **Save** button. You will receive a notification that the bulk operation has been submitted.

> **Tip**: If you are unsure on the results of a bulk edit, test it on one video first before applying it to multiple videos.

Enable Unlisted Videos

Unlist a Video

Edit Webcast Settings During an Event

Bulk Editing Custom Fields

Use the **Bulk Edit** button to replace or remove any custom fields you have defined on several videos at once. Keep in mind that your System Admin must have custom fields defined in Rev globally before you will see the fields appear in the **Bulk Edit** interface.

> **Additional Information**: See the Bulk Editing Video Settings topic if you are unclear on how the **Bulk Edit** interface works.

▼ To bulk edit the custom fields of several videos:

1. Navigate to the videos you want to edit and click the **Bulk Edit** icon.

2. Select specific videos you want to include by clicking the checkbox to the left of each. You may also select all videos in the list by selecting the top checkbox.

3. Click the **Edit Videos** gear to access the bulk edit functions.

4. Any custom fields that have been defined will appear at the bottom of the **Bulk Edit** interface. Each edit option is explained below.

5. The **Replace** action will replace the current value of the field with the value you have selected.

6. The **Remove** action will remove the current value of the field on all selected videos. Removing the value from a required field is not permitted.

7. The example below places Manager in the "Recommended For" variable, removes the Training Series custom variable, and sets the "Difficulty Level" at 4 in all selected videos.

8. The decision to make the videos managerial and harder in nature above could be reversed with the following modifications to the custom variables below. "Recommended For" becomes All Employees, "Training Series" returns with a value of Information Technology: Beginner and, finally, the "Difficulty Level" has been set back to 1.

Tip: If you are unsure on the results of a bulk edit, test it on one video first before applying it to multiple videos.

Add a Custom Field to a Video

Delete Videos in Bulk

Use the **Bulk Edit** button to delete several videos at once.

Additional Information: See the Bulk Editing Video Settings topic if you are unclear on how the **Bulk Edit** interface works.

▼ To bulk delete several videos:

1. Navigate to **Media** > **All Videos / My Videos / Expirations** tab(s) as needed.
2. Click the **Bulk Edit** icon.

3. Select the videos you want to delete by clicking the checkbox to the left of each. You may also select all videos in the list by selecting the top checkbox.

4. Click the **Edit Videos** gear to access the bulk edit functions.

5. Select the **Delete Videos** icon under the gear to delete the selected videos. Use caution when using this function!
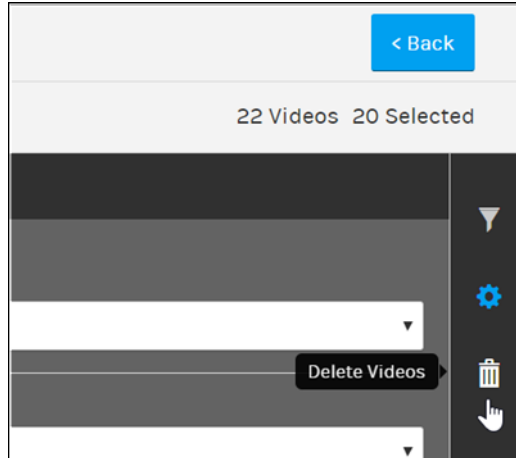
6. Click the **Save** button. You will receive a notification that the bulk operation has been completed.

Keep in mind, when a video is deleted:

• It will be removed from all playlists.

• Number of videos in an associated category will be updated appropriately.

• All associated metadata, comments, ratings, etc. will be removed.

• If the video was embedded, any user trying to play the video will receive an error when trying to play the video in the future.

• Video analytics associated with the video will not be removed and instead are preserved for historical reporting purposes though it will be noted that the video has been deleted.

Delete a Video

Deactivate a Video

Bulk Editing Legal Hold Status on Multiple Videos

Use the **Bulk Edit** button to apply or remove a legal hold on several videos at once. Your System Admin must have enabled this functionality in Rev globally before you will have access to this ability in the **Bulk Edit** interface. To apply legal hold, only videos not in legal hold status may be selected. To remove legal hold, only videos in legal hold status may be selected.

> **Additional Information**: See the Bulk Editing Video Settings topic if you are unclear on how the **Bulk Edit** interface works.

▼ To bulk edit the legal hold status of several videos:

1. Navigate to **Media** > **All Videos / My Videos / Expirations** tab(s) as needed.

2. Click the **Bulk Edit** icon.

3. Select the videos you want to edit by clicking the checkbox to the left of each. You may also select all videos in the list by selecting the top checkbox.

4. Click the **Legal Hold** lock icon to access the legal hold function.

5. Click **Apply Legal Hold**.

6. A pop-up window will appear asking you to confirm the legal hold status change. Click **Save**.

7. The **All Videos** form will display in Grid view. A message and lock icon will be displayed in the upper left-corner of the each video you selected confirming that it is now in a state of **Legal Hold**.
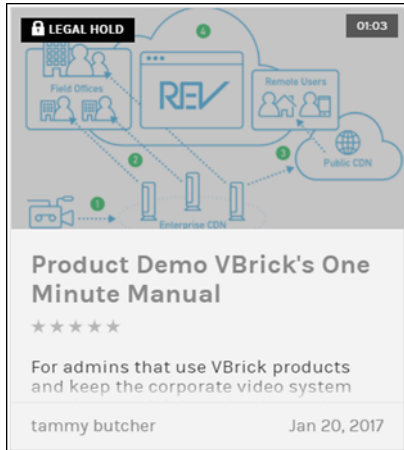
8. When **Legal Hold** status is applied:

   • Each video is set to inactive

   • The **Delete** option is removed for all users, including account and media admins

   • **Video Settings** may not be edited either through Rev or Rev's API

   • The videos may not be replaced

   • If the videos were in an approval process, they are removed without being approved

   • Rev account Admins are emailed with notice that each video has been placed in legal hold status

9. To bulk edit remove Legal Hold status, select **Bulk Edit** > **Legal Hold** > **Remove Legal Hold** for each of the videos in legal hold status that you want to remove. This option is available to account admins only.

10. When **Legal Hold** status is removed:

   • The videos remain inactive

   • The **Delete** options are restored

   • **Video Settings** and the ability to edit is restored

   • The videos may be replaced again by eligible users

   • If the video were in an approval process prior to being placed on legal hold, the approval processes will start over again from the beginning with the user requiring approval needing to request approval again.

   • Account Admins will be sent emails with updated details regarding the legal holds and the subsequent removals.

Enable Legal Hold Functionality

Apply or Remove a Legal Hold from an Individual Video

Rev Video Player Features

Player and Playback Bar

The features of Rev's video player and playback bar are described in the tables below.

Player Window	Description
1	Status setting. Communicates information such as Inactive videos or videos that need approval. See: Set the Status of a Video, Submit a Video for Approval
2	Depicts a video in Legal Hold. This means it may not be viewed or edited through Video Settings. See: Apply or Remove a Legal Hold from an Individual Video
3	Denotes that the video is Unlisted at the present time. See: Unlist a Video
4	Indicates the video is a 360-video. See: 360-Degree Video Playback
5	Plays and pauses the current video.

Playback Bar	Description
1	Play / Pause
2	Current playback location
3	Playback timeline; Used to jump to a specific location in the video.
4	Video length
5	Variable playback speeds; Dependent upon browser support. MP4 and HLS videos may be played at 1.0x, 1.25x, 1.5x, and 2.0x in HTML5 players. To ensure proper playback, the player must receive an https link as the playback URL.

Playback Bar	Description
6	View optional video instances See: <u>View all Transcoded Video Instances</u>
7	Enable subtitles and closed captioning that are available (and if enabled) See: <u>Upload and Attach a Subtitle File to a Video</u>, <u>Enable Closed Captions on a Video</u>
8	Volume control
9	Full screen

Additional Options	Description
◄× MUTED	Indicates that a video's sound is muted. Also acts as a toggle to turn audio on and off. Note that if videos or playlists are set to autoplay, mute is automatically turned on. This also applies to Webcasts.

360-Degree Video Playback

Two additional playback features are present if you have uploaded a 360-degree video and are described below.

> Note: 360-degree video playback is not supported on mobile browsers at this time.

360-degree directional control: Rev supports 3 different methods to pan your 360-degree video uploads:
- Click and hold the an arrow on the directional control to pan the video in that direction.
- You may also use the arrow keys on your keyboard.
- Finally, you can click and drag on the video itself to pan in a specific direction.

Reset control: Clicking Reset returns the video to its original perspective. This is the perspective seen when the video begins playback. Reset is displayed on the directional control once you begin panning the video.

<u>Upload Video and Add Content</u>

<u>Video Settings</u>

<u>Bulk Editing Video Settings</u>

<u>The Media Menu</u>

<u>Working with Video</u>

Video Metadata and Flyout Menu Options

Directly to the right of the Video Player window are Rev's flyout menu options that contain all associated metadata for a video.

Video Basic Information Flyout

Click the **Video Basic Information** icon to access the **Video Basic Information** flyout, a portion of which is displayed below.

The **Video Basic Information** flyout contains various metadata about the video along with various video settings that may have been enabled.
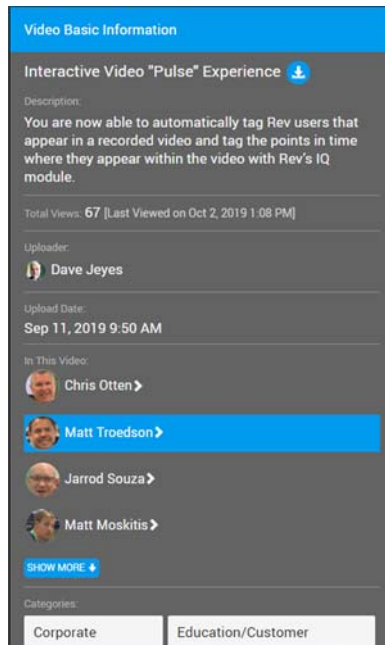
Each is described in the links below:

- Title
- Download icon (if enabled) to download the video.
  - Enable or Disable Downloads of an Individual Video
- Description
  - Edit a Video Title or Description
- Total number of views (including Last Viewed date and time based on user's timezone)
- Uploader
- Upload date
- In This Video tags
  - Tag Users In This Video
  - Timeline tagging that highlights on the timeline where in the video speakers are present is available *only* if **Facial Recognition** is enabled (disabled by default).
  - Profile pictures that have tagging enabled are indicated by an arrow **>** next to their image. If enabled, click the profile picture to highlight the range the speaker appears on the timeline. (Enable Facial Recognition)

- Users may opt-out at any time by updating their Profile Settings. (Update Your Rev Profile Settings and Picture)
- Categories the video belongs to; clicking a category will take you to the Category archive page and display all videos that belong to that specific category.
  - Add or Delete a Category or Subcategory from a Video
- Tags the video has been assigned; clicking a tag will take you to a Tag archive page and display all videos that have been tagged with that specific tag.
  - Add or Delete a Tag from a Video
- Custom fields (if defined)
  - Add a Custom Field to a Video
- Rating Scale to assign a rating to the video and view those that have already been applied.
  - Rate a Video
- Inappropriate Content; the ability to report the video as inappropriate.
  - Flag or Report a Video
- Password Protection Notification (if applicable)
  - Set Video Access to Private
- Approval Process stage; Only available if the video and viewer are part of an approval process.
  - Submit a Video for Approval

Video Comments Flyout

Icon	Flyout Description
💬	The **Video Comments** flyout provides the ability to enter a comment on the video and view/sort all previously entered comments. • Comment on a Video

Video Sharing Flyout

Icon	Flyout Description
<	Sharing and embedding options that may be enabled are displayed on the **Video Sharing** flyout. • Share a Video • Share a Video to a Webex Team • Embed a Video

Video Pulse Flyout

Click the Pulse icon to display the Pulse flyout, a portion of which is displayed below.

The **Video Pulse** flyout displays speakers that have been tagged **In This Video**. When combined with the Rev IQ module's Facial Recognition capabilities, it also highlights each speaker interactively (during playback) as they appear in real-time along with audio transcript highlighting and on the timeline if their profile image is clicked. Profile pictures that have tagging enabled are indicated by an arrow **>** next to their image.
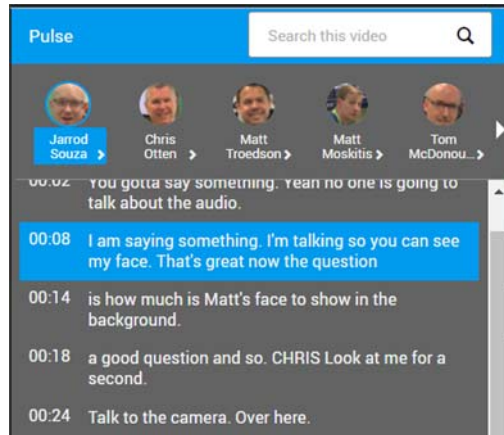
Note that this interactivity requires an SRT transcript file uploaded (for audio transcripts) and a Rev IQ license purchased (for timeline tagging).

The **Video Pulse** flyout also features the ability to **Search** videos for text in audio transcripts (SRT files) and any tagged users.

- Tag Users In This Video
- Upload and Attach a Subtitle File to a Video
- Enable Facial Recognition
- Search for Speakers and Audio Transcript Speech in a Video

Note: This tab is not available for Live videos. Facial Recognition is disabled by default and must be enabled by an Account Admin. Users may opt-out at any time by updating their Profile Settings. (See: Update Your Rev Profile Settings and Picture)

Video Playlists Flyout

Icon	Flyout Description
	Playlists Flyout. The ability to create, edit, and manage playlists. • Playlist Functionality

Video Chapters Flyout

Icon	Flyout Description
	Chapters. Only present in those videos that have chapters defined. Allows you to view and navigate between chapters. • Edit a Video Upload

Video Reports Flyout

Icon	Flyout Description
	Reports. Displays the video reporting analytics of the individual video. • View a Video Report

Rate a Video

If ratings have been enabled for content, you may rate each video you view in the ratings section of the **Video Basic Information** panel flyout.

▼ To rate a video:

1. Navigate to a video and open the **Video Basic Information** panel flyout.
2. Click the **Average Rating Received** tab to display the **My Rating** scale. (The **Comments** tab is displayed by default).
3. Select a star 1 through 5 on the **My Rating** scale to add your rating.
4. The **Ratings** scale displays the "Average Rating Received" while the number next to the scale indicates the "Total Number of Ratings Received" to date.

> **Note**: If you change a previously rated video, your previous score will be overwritten. This will not change the **Total Number of Ratings Received** count for the video. The **Average Rating Received** will be recalculated, however, based on your new rating score.

Keep in mind:

- The average rating for each video is represented by a star ratings scale (1 to 5) and round to the nearest whole number.
- The total number of the ratings received for each video is in parentheses next to the star ratings scale.
- You may click on the star ratings tab to open the **My Rating** section to rate the video yourself between 1 and 5 stars.

Allow Ratings on All Media

Enable or Disable Ratings for an Individual Video

Comment on a Video

If comments have been enabled for content, you may access them in the Video Comments Flyout flyout menu of the Video Player.

▼ To comment on a video:

1. Navigate to a video and open the **Comments** flyout.
2. Enter your comment in the **Add a comment** box.
3. Click the ellipses menu dropdown next to a comment to **Reply** to a previously left comment.

4. Click the ellipses menu dropdown next to a comment to **Delete** any previously left comment if you have the correct permissions to do so.
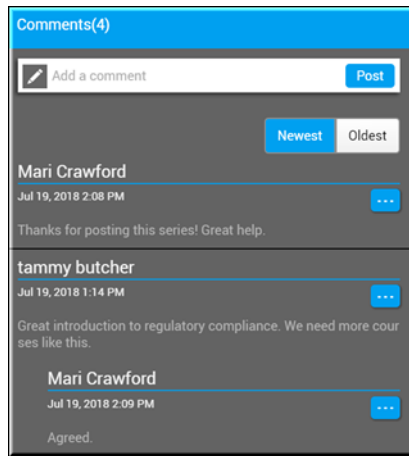
Keep in mind:

- The maximum number of characters that may be used in a comment is 1000.
- Your **Username** and **Date** and **Time** will be left next to each comment.
- You may reply to a comment to create a nested comment (only one level of nested comments will be created).
- You may delete your own comments. Account Admins and Media Admins may also delete any comments.
- You may also delete any comments on videos that you upload.

Allow Comments on All Media

Enable or Disable Comments for an Individual Video

> **Role(s)**: To delete comments: Account Admin, Media Admin, Comment Creator

View a Video Report

Each video contains video analytic reports that are accessed from the **Video Player** page from the **Reports** flyout. Each report will provide data only for that specific video.

▼ To view a video report:

1. Navigate to a video and open the **Reports** flyout.
2. The following analytics can be observed on the Video's Report Dashboard:
   - Total Views Since Upload
   - Unique Viewers (includes anonymous views)
   - Completion Rate %
   - Average Viewing Time

TOTAL VIEWS SINCE UPLOAD	UNIQUE VIEWERS	COMPLETION RATE	AVERAGE VIEWING TIME
214	8	88%	0:00:18

3. Video views in last 30 days and viewer drop-off rates. Rolling over a chart will display specific stats for a day or session.
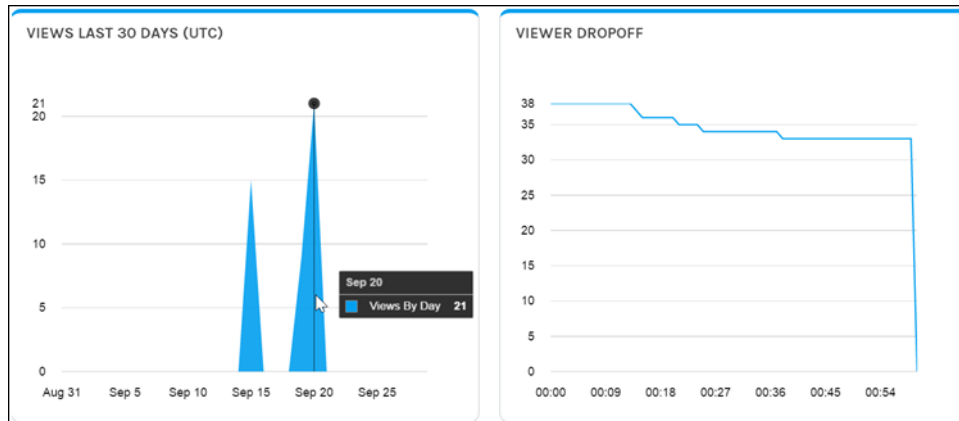
4. Use the **Date Range** control to filter your views by Days, Months, Year, or enter a custom range in the picker. Note that this control will change all analytics on the Dashboard by the view you select.
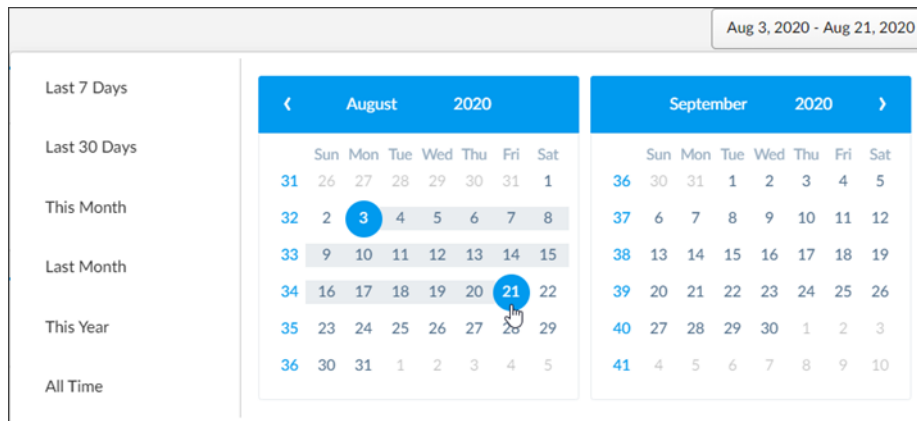
5. A sorting and filtering **Columns** control allows you to filter key views metrics that you specifically want to observe about the video without the need to download the **Video Views** report first. Note you may still download the complete report should you so choose.

6. To download the complete **Video Views** report, click the **CSV** button. A <video_name>.csv file will be downloaded to your **Downloads** folder with the following viewing data statistics about the video:

- Date [each video] is viewed - For continued sessions that take place on different days, the Date Viewed cell will be the most recent date that the video was resumed; not the first day that the video was started/viewed.
- Username of person who viewed the video
- First name of person who viewed the video
- Last name of person who viewed the video
- Email address of person who viewed the video
- IP Address of the person who viewed the video
- Whether or not the video was completed - A video completion occurs when a user's viewing time is greater than or equal to 90% of the duration of the video.
- Zone the video was viewed from
- Device that was used to view the video - PC or Mobile
- Playback URL
- The type of browser the person used - Chrome, Edge, Firefox, etc.
- Viewing Time - The amount of time that a user has spent viewing a video. Note that you could see multiple entries for a user for one video in VOD analytics during different play-through of the video. This is because Viewing Time resets once a viewer has completed watching the video.
- Drop-Off Time (if applicable) - The maximum point a viewer watched in a video as reported by a heartbeat in a player every 30 seconds or whenever a user presses Play, Pause, or Seeks to another point in the video.
- Platform Version - Specific Operating System (Windows 10, macOS 10.14 Mojave, Android 9.0, etc.).
- Platform - Generic Operating System (Windows, macOS, Android, iOS, etc.).

Download an Individual Video

If downloading has been enabled for a video, you may download it on the **Video Basic Information** panel flyout on the **Video Player**.

▼ To download a video:

1. Navigate to a video you want to download and open the **Video Basic Information** panel flyout.
2. Click the **Download Video** icon next to the video title. This icon will not display if your administrator has not enabled the video for download (or if videos have not been enabled globally for download).

3. The video will be saved to your Downloads folder.

Keep in mind:

• Downloading to PC is only available at this time; Mobile downloads are not available.

• Downloading is also not available if the video is sourced from a URL.

• The download will be in MP4 format.

Enable or Disable Downloads of an Individual Video

Allow Downloads on All Media

Download a Video File Attachment

If one or more files have been attached to a video, you may download them from the **Supplemental Files** section of the **Basic Information Panel** flyout on the **Video Player** form.

▼ To download a video file attachment:

1. Navigate to a video and open the **Video Basic Information** panel flyout.

2. Click the supplemental file you want to download in the **Supplemental File** section. Files will only display here if they have been previously uploaded and attached to the video.
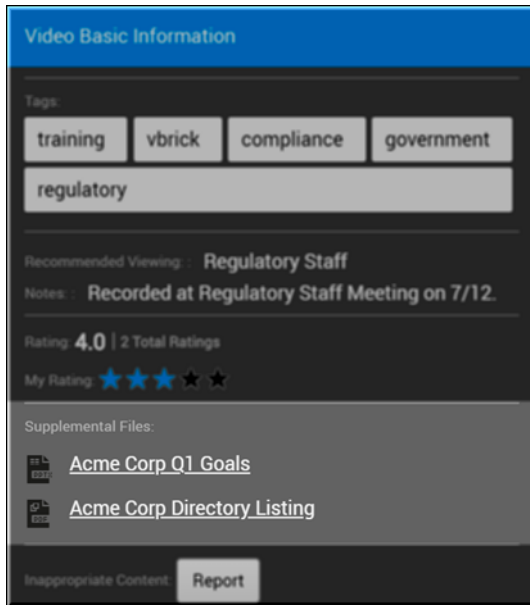
3. The file(s) are placed in your **Downloads** folder.

Attach a Supplemental File to a Video

Share a Video

Rev offers multiple options to share a video with other users from the **Video Player** form in the Video Sharing Flyout.

▼   To share a video:

1. Navigate to the video you want to share and click the **Sharing** flyout to display sharing options that have been enabled.
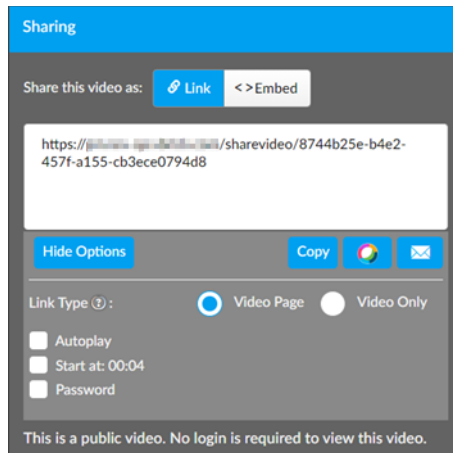
2. Select the **Link** tab to display the video URL. The **Embed** tab is used to generate and share the embed code for the video such as on a 3rd party Website. See: Embed a Video.

3. Select the **Link Type** to use. Selecting **Video Page** links to a full page, including Header and navigation options while **Video Only** links to only the video (similar to embedding a video).

4. Select **Autoplay** if you want the video to begin playing immediately when the video is accessed; note that if the video is set to Private and authentication/SSO is required, this will not occur until after the viewer login.

5. If you want the video to play from the beginning, leave the **Start at:** checkbox unchecked. Otherwise, select the **Start at:** checkbox to specify where on the timeline you want to start sharing the video. To select a different time, deselect the checkbox, select a different time on the timeline, and then check the **Start at:** checkbox again to choose the new time.

6. Click the **Password** checkbox to include the password needed to view a **Public** video (if applicable) in the link.

7. Click the **Copy** button to copy the video link and start time to the clipboard. Note that not all browsers support this function. The button will not be present if your browser does not support clipboard copy.

8. The **Share to Webex Teams** button is active only if you have the Webex Teams integration activated in Rev. It will allow you to share the video to a previously defined Webex Team space. See: Share a Video to a Webex Team.

9. Click the **E-mail** button to generate an e-mail that links to the video. It will begin playing the video URL at the designated start time when clicked. The video title and description will also be included in the e-mail body.

Notes about video access:

*   The video must be in **Active** status to be shared.

*   If a video has been set to **All Users** access or **Private** status, users must log in to view the video. When sharing private videos, make sure that users have permission to view the video. Otherwise, users will be notified that they are not authorized to view the video after logging in.

- This feature is not available for Live video.
- For Rev video links shared on sites like Facebook, LinkedIn, and Twitter to render a thumbnail, title, and friendly description of the video, your System Admin must enable this feature.

Embed a Video

Enable Private Video Metadata Sharing

Share a Video to a Webex Team

You may share a video to a Webex Team space if your Admin has enabled this integration in Rev under the Video Sharing Flyout.

▼ To share a video to a Webex Team space:

1. Navigate to the video you want to share and click the **Sharing** flyout to display sharing options that have been enabled.
2. Click the **Link** > **Share To Webex Teams** button.
3. If you want the video to play from the beginning, leave the **Start at:** checkbox unchecked. Otherwise, select the **Start at:** checkbox to specify where on the timeline you want to start sharing the video. To select a different time, deselect the checkbox, select a different time on the timeline, and then check the **Start at:** checkbox again to choose the new time.
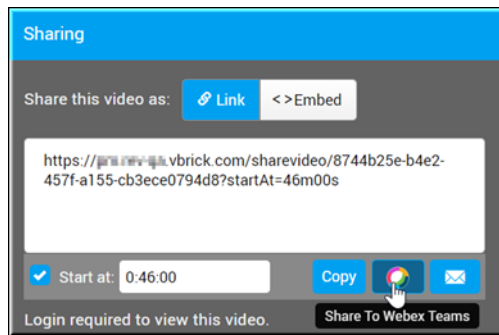
4. Notice that if you are not logged in to Webex, you will be prompted to log-in. You will also be required to grant permissions to post and delete on your behalf the first time you attempt to either subscribe to a category or share a video to the channel. This is a one-time occurrence and you will only need to grant permissions once.
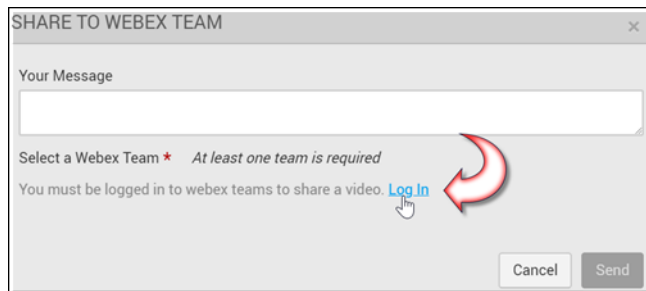
5. Once you have logged in and granted Webex permissions, select the Webex Team space you want to link the video to in the **Select a Webex Team Room** drop-down. All your Webex user spaces will appear in this drop-down.

6. You will be also be able to attach any additional messaging you want to note to the video in the **Your Message** text box.
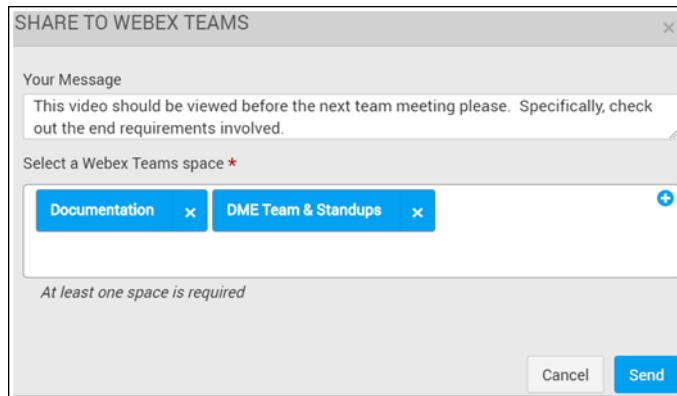
7. A link to the video, along with any message you entered, will appear in the space you select. Any user in the same room may click on the hyperlink to view the video. This is demonstrated in example 1, seen in the image below.
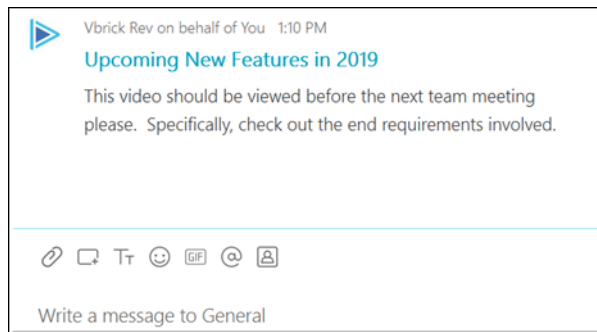
Notes about video access:

• The video must be in **Active** status to be shared.

• Rev permissions are still applied when users view a video. If the video is public, users can view the video without logging in. If the video is not public, users that are not logged into Rev will be prompted to do so prior to accessing the video. If the user has not been granted permissions to the video, the user will not be able to view the video.

• You must be logged in to the Webex Team space to post to the room. If you leave the space, you will not be able to post to the space.

Enable Webex Teams Integration

Subscribe a Category to a Webex Team

You may subscribe a category to a Webex Team space if your Admin has enabled this integration in Rev. This means that every time a video is added to a category, Webex users with access to the space will be notified that a new video has been added to that category.

▼ To subscribe a category to a Webex Team space:

1. Navigate to the category that you want to subscribe to through **Media** > **Browse Categories**.

2. Click the **Subscribe via Webex Team** button to subscribe the category.
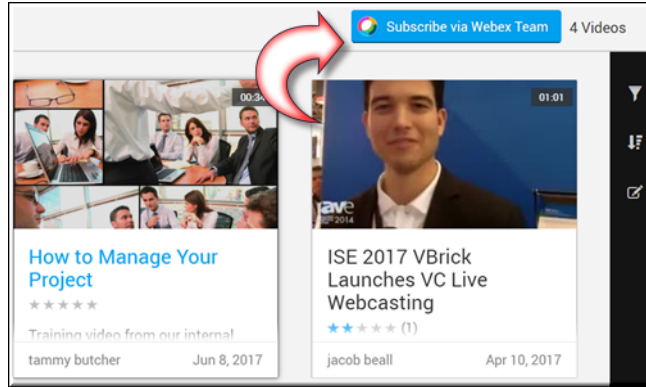
3. If you are not logged in to Webex, you will be prompted to log-in. You will also be required to grant permissions to post and delete on your behalf the first time you attempt to either subscribe to a category or share a video. This is a one-time occurrence and you will only need to grant permissions once.

4. Once you have logged in and granted permissions, you may select the Webex Team space you want to subscribe the category to in the **Select a Webex Teams Space** drop-down. All your user spaces will appear in the drop-down.
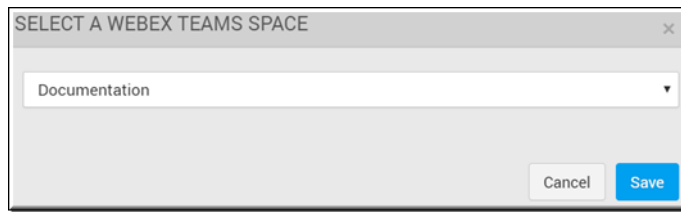
5. The Webex Team space you select will be notified that a new video has been added to the category.

6. Click the **Unsubscribe** button to stop the category subscription at any time.

Keep in mind:

• Category subscriptions are user-based. This means that:

• More than one person can subscribe a Team space to the same category. If multiple users subscribe the same category to the same space, multiple messages will appear in the space.

• If the user that subscribed to a category leaves the Webex Team space, updates will no longer be posted to that space (the Webex APIs prevent users from posting to spaces that they are not in).

• If the user that subscribed the category is suspended, the category will be unsubscribed and updates will no longer be posted to the Webex space unless another user has also subscribed the category.

• Users can only subscribe a category to one Webex Team space at a time.

• Subcategories are not subscribed to by virtue of subscribing to the category. To subscribe to the subcategory, you must go directly to the subcategory page.

• If a category is deleted, the subscription will be removed.

Enable Webex Teams Integration

Embed a Video

You may decide that you want to embed your video player on a 3rd party Website or portal so that your viewers are not required to use the Vbrick Rev portal to view your videos. This means you will need access to the embed code under the Video Sharing Flyout.

> **Note**: Video status must be set to **Active** and the **Access Control** must be **Public** before embed code may be generated and videos may be viewed anonymously on 3rd party sites. Otherwise, if the Access Control is Private, users will need to log-in to Rev before viewing embedded video.
>
> Further, your Account Admin must have enabled video embedding on your Rev site before you will be able to view the steps described in this topic.

▼   To access embed code:

1.   Navigate to the video you want to embed and click the **Sharing** flyout to display sharing options that have been enabled.

2.   Click the **Embed** tab. This will not be active if the video is not set to **Active** status.

3.   Select the **Options** button to adjust the settings you will use.

Feature	Options
Content Type	The content type allows you to choose between in-line or pop-up videos for frame embedding. • **In-Line Video** - The default type. Creates an iframe that embeds a video player and playback for the selected video (VOD or Live Video). • **Pop-up Video** - When this option is selected, a thumbnail image is created displaying, "view video". When clicked, a new browser tab is launched that plays the video (after authentication if used). Note this is *not* a full player page, just a link to the video player.

Feature	Options
Player Size	• Small 560x315 • Medium 640x360 • Large 853x480 • Responsive • Custom (Enter width, calculate height for 16:9 ratio - divide width by 1.78)
Autoplay	Select if you want the video to begin playing immediately when the video is accessed; note that if the video is set to **Private** and authentication/SSO is required, this will not occur until after viewer login. Videos that autoplay start muted.
Start at	If you want the video to play from the beginning, leave the **Start at:** checkbox unchecked. Otherwise, select the **Start at:** checkbox to specify where on the timeline you want to start sharing the video. To select a different time, deselect the checkbox, select a different time on the timeline, and then check the **Start at:** checkbox again to choose the new time.

4. Click the **Copy** button to copy the embed code.

5. If you want to embed a video on a mobile Web page or need the video player to work on responsive Web pages, select the **Responsive** option in the **Size** dropdown. When this option is selected, the embed code changes to the code below and the height/width boxes are hidden.

```
<div style="position: relative; height: 0; padding-bottom: 56.25%;">
<iframe allowfullscreen="" frameborder="0" height="100%" src="&lt;playback URL&gt;"
style="position: absolute; left: 0px; top: 0px;" width="100%"></iframe>
</div>
```

Note(s):

• As stated, **Enable Embeds** must be specified in **Media Settings** > **Features** before this capability exists.

• To display thumbnails for **Private** videos, you must enable **metadata** for **Private** videos in the **Sharing and Embedding** section in **System Settings** > **Security**.

Enable Video Embed Code

Enable Private Video Metadata Sharing

Embed a Playlist

Set the Status of a Video

Set Video Access to Public

Share a Video

Search for Speakers and Audio Transcript Speech in a Video

Use the Video Pulse Flyout to search a video's metadata which may include both the audio/transcript speech if you have uploaded an SRT file and any speakers tagged in the **In This Video** box.

> **Note**: Subtitles must be added to the video before an audio search may be performed and speakers must be added to **In This Video** before their user profiles are found.
>
> See: Upload and Attach a Subtitle File to a Video, Tag Users In This Video

▼ To perform a search using the Video Pulse Flyout:

1. Navigate to a video.

2. Click the **Video Pulse** flyout to display the **Search this video** field.
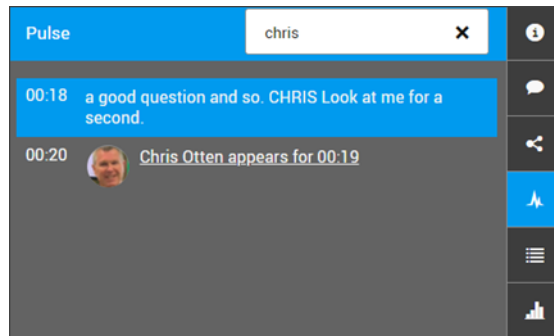
3. Enter a query in the search field.

4. Result matches will be displayed beneath the field and sorted by start time, in chronological order. You may click on the audio result to highlight its location on the Player and Playback Bar.

5. Note that if the query also contains a tagged user, that user will also be displayed, seen above.

6. You may click the timestamp of the audio transcript to move to that point in the video. Clicking a speaker profile to do the same requires **Facial Recognition** activation. (See: Enable Facial Recognition).

Keep in mind:

• Rev will only search subtitles for the user's language. For example, if the user's Rev interface is in English, search results will only include matches associated to English subtitles.

• Searches can include multiple words.

• As noted, the video must have a subtitle file associated with it before it will be included in an audio search.

• You may also search all videos that have subtitle files by using the **Search Media** field. See: Speech Search Results.

Search Media and Video Content

Understanding the My Channels Menu

Replace an Existing Video with a New Version

You may replace an existing video with a new version on the **Video Player** page if you have edit access to Video Settings or are a Media or Account Admin. If you do not have the Media or Account Admin role assigned to your user account, or you do not have edit access, you will not see the **Replace Video** option under the **Video Settings** menu dropdown.

When you replace a video, all current analytics, embed code links, comments, ratings, categories, features, and so forth that have been collected will remain in place for the new upload and will not change.

▼   To replace a video:

1. Navigate to the video you want to replace and click the **Replace Video** dropdown option under the **Video Settings** button.
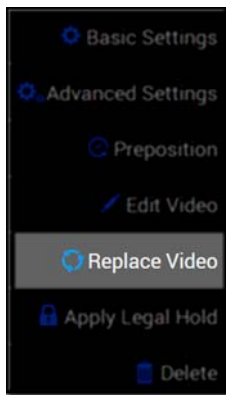
2. Click the **Select File** button and choose a new video file to upload from your hard drive when prompted. This file will replace the current video file. Keep in mind that users will not be able to view the video until the new file is ready for playback.

3. You may cancel and restore the original video until it has finished uploading by clicking the **Restore original video** button on the upload dialogue box. Once it has finished uploading, you may not use the restore function.
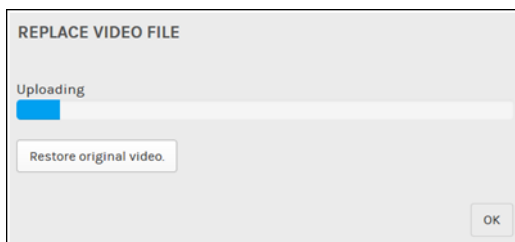
4. Once the video has finished uploading, you will receive an email that processing is complete just as you would a normal upload. The video will be set to **Inactive** status. Before it is visible, you will need to set it to **Active** status.

Keep in mind:

*   The new file is transcoded based on existing transcoding presets for adding video.
*   The new file is distributed to DMEs marked as pre-positioned DMEs.
*   A new thumbnail is generated from the new video file.
*   As mentioned, the status of the new file is set to **Inactive**.

- If the replaced video is part of an approval process and is in **Pending Approval** or **Rejected** status, the new video will be reset to **Approval Required** and will need to be submitted for approval again once the upload is complete.
- If the file upload fails, you may upload a new file or return to and use the old video file.
- Once the new file is uploaded and ready for playback, the old file is deleted from Rev storage and DMEs so that older content is not accessed and to reduce storage space.

> **Role(s)**:
> - Account Admin, Media Admin
> - edit access

Upload a Custom Thumbnail for a Video

Set the Status of a Video

Approval Processes

Preposition DME Content

Flag or Report a Video

You may flag or report a video that you think is inappropriate or proprietary on the Video Basic Information Flyout on the **Video Player** form.

This will send a notification to Media and Account Admins so that the content may be reviewed and action taken as necessary.

▼ To flag a video:

1. Navigate to the video you want to report and click the **Basic Information Panel** flyout.
2. Click the **Report** button in the Inappropriate Content section.
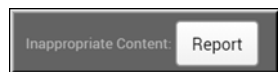
3. Enter the reason you are reporting the video. **Note**: A reason must be specified before the **Submit** button will be active.

4. Account and Media Admins will receive a notification in Rev and an email so that the video may be reviewed.
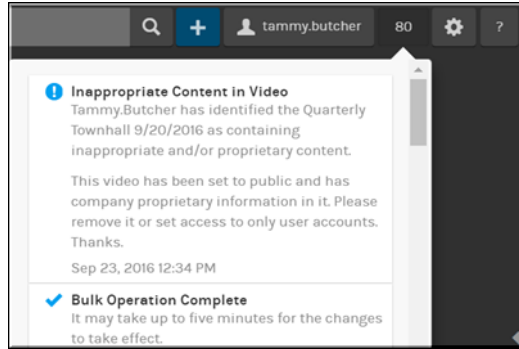
5. The notifications and emails will contain the title of the video, name of the user account reporting the video, and the date and time it was reported.

6. Note that reported videos will still be able to be played.

> **Role(s)**:
> • Reporting: All user accounts
> • Notifications: Account Admin, Media Admin

Delete a Video

You may delete a video on the **Video Player** page under the **Video Settings** button if you are a Media or Account Admin. If you do not have the Media or Account Admin role assigned to your user account, you will not see the **Delete** button.

▼ To delete a video:

1. Navigate to the video you want to delete and click the **Delete** icon under the **Video Settings** button.
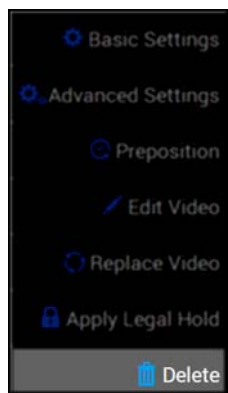
2. Confirm the delete action when prompted.

3. See also: Deactivate a Video.

Keep in mind, when a video is deleted:

• It will be removed from all playlists.

• Number of videos in an associated category will be updated appropriately.

• All associated metadata, comments, ratings, etc. will be removed.

• If the video was embedded, any user trying to play the video will receive an error when trying to play the video in the future.

- Video analytics associated with the video will *not* be removed and instead are preserved for historical reporting purposes.

> **Role(s)**: Account Admin, Media Admin

Delete Videos in Bulk

Deactivate a Video

Rather than deleting a video, you may deactivate it instead so that it is hidden from other users without deleting it entirely. This preserves it (and its associated metadata) for future use should it be needed.

▼ To deactivate a video:

1. Navigate to the video you want to deactivate and click the **Basic Settings** button.
2. Click the **Inactive** tab under the **Status** section.
3. See Also: Delete a Video.

Keep in mind, when a video is deactivated:

- Categories only include **Active** videos in their video counts.
- Inactive videos are *only* available within **My Uploads** for the user that added the video.
- Inactive videos are still viewable by users with an Admin or Approver role.
- For users *without* the Admin or Approver role, inactive videos are:
  a. Hidden in search results.
  b. Hidden in video lists of all videos for a user.
  c. Hidden in all playlists.
  d. Hidden in all **Home Page** playlist sliders.

> **Role(s)**: To deactivate and view deactivated videos:
> - Account Admin
> - Media Admin

Set the Status of a Video

Playlist Functionality

Playlists are created and edited in Vbrick Rev so that users are able to group videos into logical sets. To access playlist functionality, use the Video Playlists Flyout.

Keep in mind:

- Playlists are not unique in the system.
- Playlist names can contain numbers, letters, and special characters.
- Playlists are only visible to the user that creates them unless they are emailed.
- Playlists are not visible to Admins.

Create a Playlist

Before you can add a video to a playlist, the playlist must first be created under the Video Playlists Flyout.

▼   To create a playlist:

1.   Navigate to the video you want to add and click the **Playlist** flyout icon.

2.   Click the **New** icon.
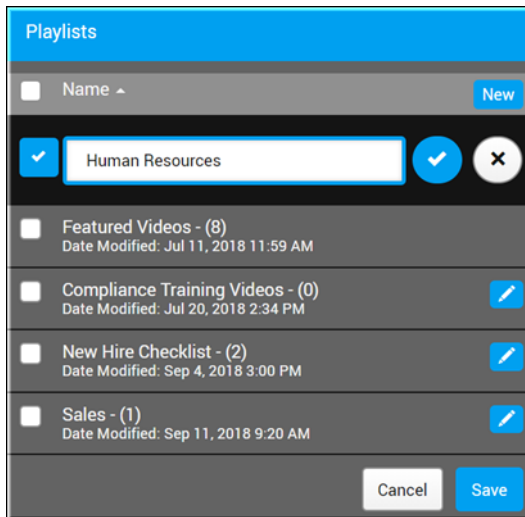
3.   Enter a **Playlist Name** and click the **checkmark** to create the new playlist. Note that this does *not* add the video to the playlist but only creates it and makes it available for videos to be added.

4.   To add a video to the playlist, click its checkbox, and then click the **Save** button.

Additional Digital Learner Content: Create a Playlist

Create a Featured Playlist

The **Featured Playlist** videos appear on the **Home Page** when you first log in to the system and are a good method for displaying important information to your organization. The **Featured Playlist** is automatically created and packaged with Vbrick Rev and you add videos to it exactly as you would one of your own custom created playlists.

The **Featured Playlist** is managed under the Video Playlists Flyout.

▼ To add videos to the featured playlist:

1. Navigate to the video you want to add and click the **Playlist** flyout button.

2. Select the **Featured Videos** checkbox to add the video to the highlighted **Featured Videos** playlist on the **Home Page**. Note that the number next to the name indicates how many videos are already currently part of the playlist and the **Date Modified** also indicates the last time it was modified (the last time a video was added to the playlist).

3. Click **Save**.
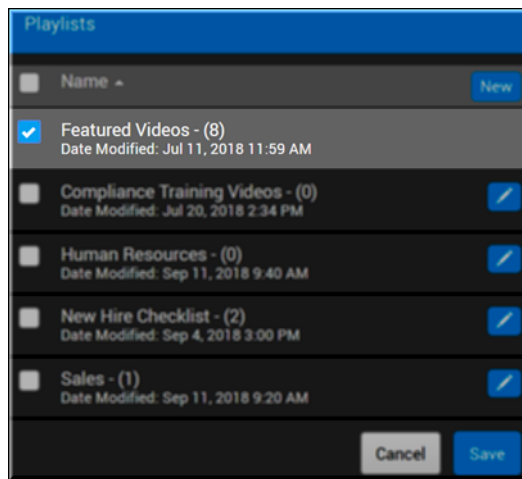
> **Role(s)**: Account Admin, Media Admin

The Home Page

Add a Video to a Playlist

Videos are added to playlists from the **Video Player** page under the Video Playlists Flyout.

▼ To add a video to a playlist:

1. Navigate to the video you want to add and click the **Playlist** flyout button.

2. You are able to add the video to one or more existing playlists by selecting their checkboxes from an alphabetized list of existing playlists.
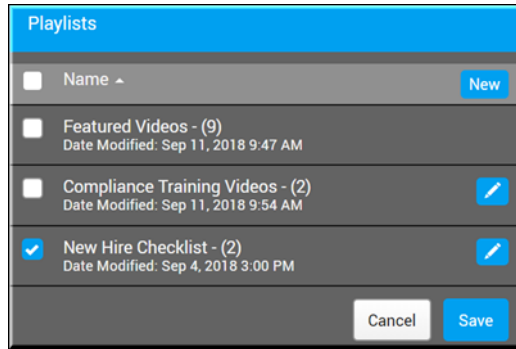
3. Each playlist contains the number of videos already added to it and the **Date Modified** (the last date/time a video was added); clicking the checkbox beside the playlist adds the current video to it when saved.

4. Clicking the checkbox next to the **Name** label adds the video to all playlists while unchecking it removes it from all playlists.

5. Clicking the **Edit** icon next to the playlist allows you to change the name of the playlist.

6. Click the **Save** button after you have added the video to one or more playlists to save your modifications.

Edit the Name of a Playlist

Playlists can be renamed from the **Media** menu bar or directly from the **Playlist** flyout menu on a specific video.

▼ To edit the name of a playlist:

1. Navigate to the playlist you want to rename by clicking **Media** > **My Playlists**.
   • Note: You may also click the **Edit** icon next to the playlist name if you are on the **Playlist** flyout form. See: Add a Video to a Playlist

2. Click the name of the playlist you want to edit.

> **Note**: You may only edit playlists you have created.

3. Click the **Edit** link next the playlist name.
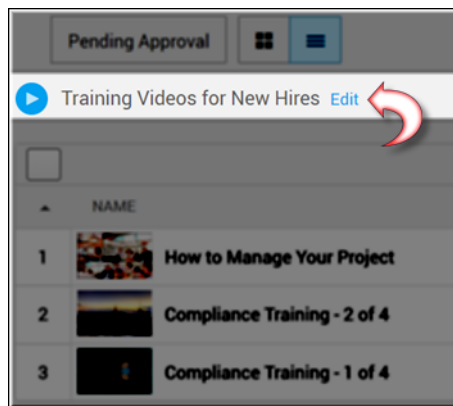
4. Update the name of the playlist and click the check mark to save it.
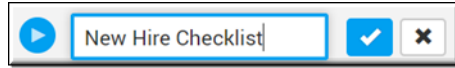
> **Note**: You may not modify the name of the **Featured Playlist** but you can edit the order and number of videos it contains as you would any other playlist (if you are an Account Admin).

Edit Playlist Order

Playlists are managed and edited from the **Media** menu bar. Edit the playlist to arrange the order of the videos.

▼ To edit playlist order:

1. Navigate to the playlist you want to reorder by clicking **Media** > **My Playlists**.
2. Click the playlist you want to edit.
3. Videos are listed in the order in which they are added to the playlist with most recent displaying first. The order may be changed in **List** view.
4. Click the **List** view button to display the videos in list view as opposed to **Grid** view.

5. While in list view, click and drag videos to the desired play order. Your changes are saved automatically when you drop a video into place.
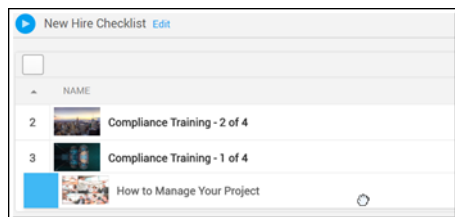
Delete a Video from a Playlist

Playlists are managed and edited from the **Media** menu bar. Edit the playlist to delete one or more videos from it.

▼ To delete a video from a playlist:

1. Navigate to the playlist you want to edit by clicking **Media** > **My Playlists**.
2. Click the playlist name to access the video list.
3. You may only delete videos in list view. Click the **List** view button to display the videos in list view as opposed to **Grid** view.

4. While in list view, click the number next to the video to delete it from the playlist. You may select more than one video or all videos by selecting the top check box.
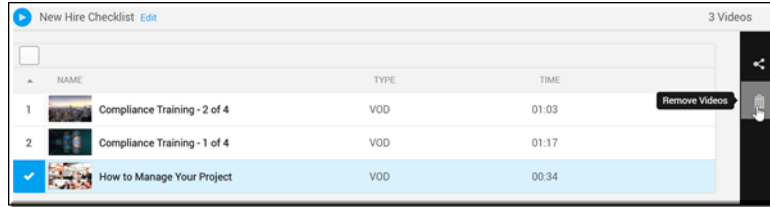
5. Click the **Remove Videos** icon to delete all selected videos from the playlist. The videos themselves will not be deleted from Rev. They will only be removed from the playlist.

Delete a Playlist

Playlists are managed from the **Media** menu bar. You are able to delete a playlist from the **My Playlists** page. You may *not* delete the **Featured Playlist**.

▼   To delete a playlist:

1. Navigate to the playlist you want to delete by clicking **Media** > **My Playlists**.
2. You may only delete videos in list view. Click the **List** view button to display the videos in list view as opposed to **Grid** view.

3. The videos inside the playlist will not be deleted. Only the playlist will be removed.
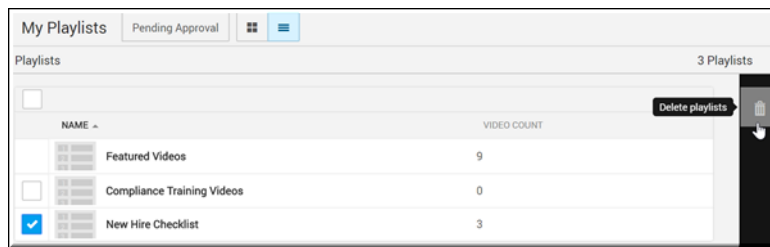
Email and Share a Playlist

Playlists are managed and edited from the **Media** menu bar. Email a playlist to share it with other user accounts in Rev. Users will need to log in to Rev before they may view the playlist.

▼   To email a playlist:

1. Navigate to the playlist you want to share by clicking **Media** > **My Playlists**.
2. Click the playlist you want to email.
3. Click the **Sharing** icon.
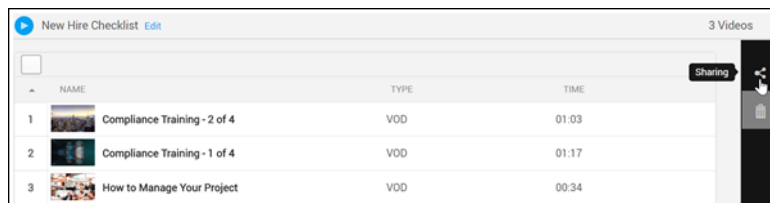
4. The **Sharing** options dialogue box will appear with the **Link** tab selected.

5. Click the **Copy** button to copy the playlist link to the browser clipboard. Note that not all browsers support this function. The **Copy** button will not be present if your browser does not support clipboard copy. You may share the link as needed.

6. Click the **Email** button.
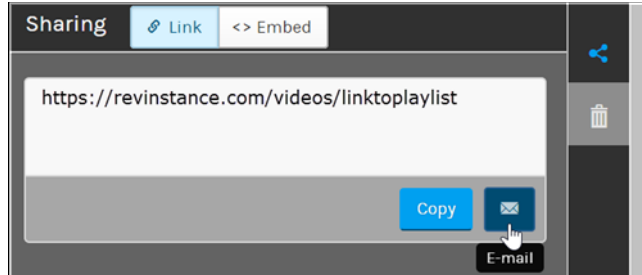
7. Your default email program will open with a link to the playlist inside the email body. The playlist title will also be included.

8. When the email recipients click the playlist hyperlink, they will be prompted to log in to Rev if they are not already or if the videos in the playlist are not public.

9. Once logged in, they will be taken directly to the playlist for viewing.

> **Tip**: Video permissions will still dictate whether or not a user may view each video in a playlist.

Embed a Playlist

Similar to individual videos, you may decide that you want to embed your playlist on a 3rd party Website or portal so that your viewers are not required to use the Vbrick Rev portal to view it. This means you will need access to the embed code.

> **Note**: Just as when you embed an individual video, video status in playlists you plan to embed must be set to Active and view access control must be Public before embed code may be generated for the playlists and viewed on 3rd party sites.
>
> Further, your Account Admin must have enabled video embedding on your Rev site before you will be able to view the steps described in this topic.

▼ To embed a playlist:

1. Navigate to the playlist you want to share by clicking **Media** > **My Playlists.**

2. Click the playlist you want to email.

3. Click the **Sharing** icon.
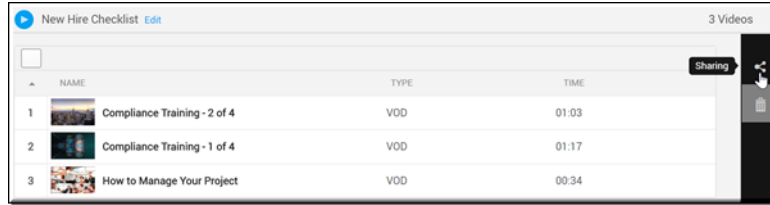
4. The **Sharing** options dialogue box will appear with the **Link** tab selected.

5. Click the **Embed** tab.

6. Select the **Options** button to adjust how playlist settings will be displayed.
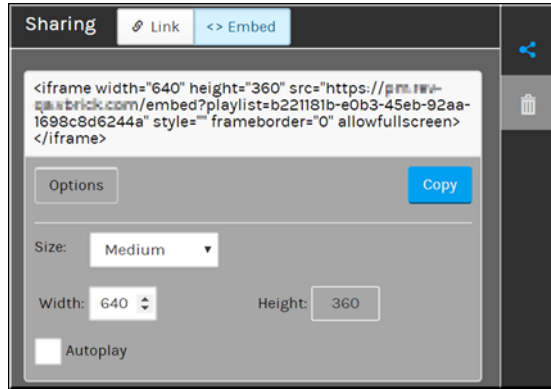
Feature	Type	Defaults	Options
Player Size	Dropdown	Medium	• Small 560x315 • Medium 640x360 • Large 853x480 • Responsive • Custom (Enter width, calculate height for 16:9 ratio - divide width by 1.78) • Autoplay enable (disabled by default). **Note:** If your videos and playlists are set to autoplay, be aware that they will started muted. This also applies to Webcasts.

7. Click the **Copy** button to copy the embed code.

8. If you want to embed a video on a mobile Web page or need the video player to work on responsive Web pages, select the **Responsive** option in the **Size** dropdown. When this option is selected, the embed code changes to the code below and the height/width boxes are hidden.

```
<div style="position: relative; height: 0; padding-bottom: 56.25%;"><iframe
width="100%" height="100%" src="https://revinstance.com/
embed?playlist=2c6499e8-634f-4d2a-bee7-344874ee1ee9" style="position:
absolute; left: 0; top: 0;" frameborder="0" allowfullscreen></iframe></div>
```

> **Tip**: Video permissions will still dictate whether or not a user may view each video in a playlist.

Play a Playlist

Playlists are played from the **Media** menu bar. You may begin playing your playlist from any video that is part of the list.

▼   To play a playlist:

1. Navigate to the playlist you want to play by clicking **Media** > **My Playlists**.

2. Click the **Play** button next to the **Playlist Name** to begin playing the playlist from the first video in the playlist.

3. You may also click on any video within the playlist to begin playing from that specific video as opposed to the first video in the list.

4. Use the playlist view buttons to view the playlist either vertically or horizontally.

> **Tip**: The **Featured Playlist** may be played directly from the **Home** screen by clicking on the blue playlist bar at the bottom of any video in the playlist.

Edit Playlist Order

Edit a Video Upload

After you upload a video to Rev, you may edit it if you have permissions to do so. Editing video uploads in Rev includes such abilities as cropping portions of the video from the front, middle, and end of the clip which will change how it plays and the time length. This is different from editing **Video Settings** which is also supported in Rev (See: Bulk Editing Video Settings). You may also add PowerPoint presentations and video chapters to your uploads so that other users may jump to defined points on the timeline if desired.

> **Caution:** The video editor is not supported on Internet Explorer 9 and smartphone devices. Note that Vbrick has tested the editor on old video conference recordings, however, there might be the occasional recording that the editor cannot read or edit. If this occurs while editing a VC recording, the editor will display "Processing failed" and a **Restore Original Video** button. Restore the original video by clicking this button and do not attempt to edit the video again.

To begin editing a video upload, click the **Edit Video** option on the **Video Settings** dropdown. (This option will not be present if you do not have the correct role or edit permissions assigned).
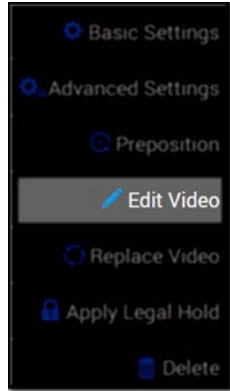
Once the upload has stopped processing, you may edit the clip, described in the topics below.

Understanding the Video Editing Interface

Add Chapters to a Video

Add PowerPoint Presentation Chapters to a Video

Select and Cut a Thumbnail Segment

Role(s):
- Account Admin
- Media Admin
- edit access
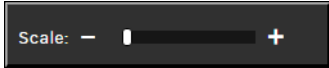
Understanding the Video Editing Interface

When the **Edit Video** option is clicked, the video editing interface is revealed. The Video Player shrinks and displays the video on the upper half of the screen and video editing buttons and timeline appear beneath the video. Each function is described below.
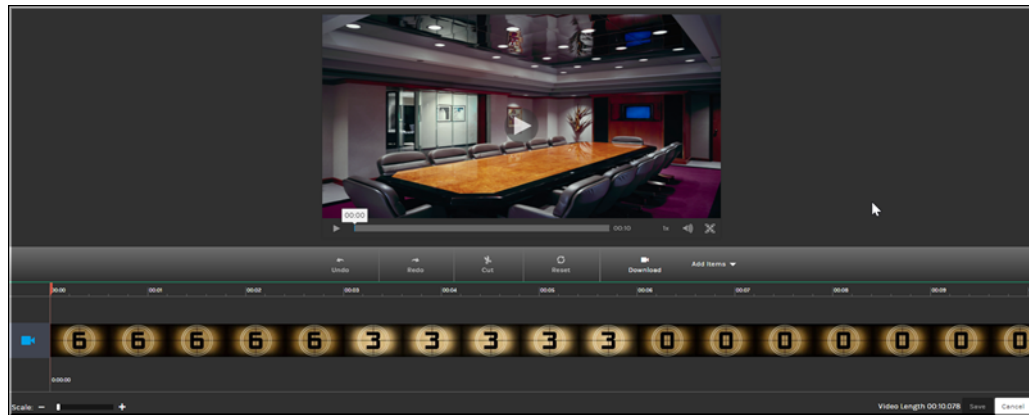
Function	Description
	Video Edit buttons

Undo: Undo the last action taken.

Function	Description
Redo: Redo the last undone action.	
Cut: Cuts a video thumbnail segment selected on the timeline. See: <u>Select and Cut a Thumbnail Segment</u>	
Reset: Resets the video back to its original state at any point in the editing process (if it has not been saved).	
Download: Downloads the original video to your hard drive. You are advised to do this before editing so you have a saved copy.	
Add Items: Allows you to add the following items to the video: • **Presentation**: Adds PowerPoint presentation chapters to the video. Note this is different from attaching a standalone supplemental presentation file to a video. In this instance you are syncing the presentation slides to the video timeline that then act as named chapters. These chapters can subsequently be edited and manipulated on the timeline. • **Chapter**: Add chapters to a video (with no slides) at specified points on the timeline so that other users may jump to those points in time you have defined.	
 Timeline/Thumbnails: Displays the full timeline of the video in conjunction with the video thumbnails. Defaults to minutes and seconds format (mm:ss). If the video is an hour in length or longer, the timeline will display in (hh:mm:ss) format. The thumbnails may be selected and cut from the video, including any filler images that may have been inserted in the event of a stream interruption.	
 Scale: Adjusts the timeline scale to allow zooming of video thumbnails for more granular time editing as needed.	
 Save / Cancel: Saves the edited version of the video or cancels all edits (if not saved first) without saving changes.	

Caution: The video editor is not supported on Internet Explorer 9 and smartphone devices. Note that Vbrick has tested the editor on old video conference recordings, however, there might be the occasional recording that the editor cannot read or edit. If this occurs while editing a VC recording, the editor will display "Processing failed" and a **Restore Original Video** button. Restore the original video by clicking this button and do not attempt to edit the video again.

Add Chapters to a Video

Use the **Add Items** dropdown to add chapters to a video. Adding chapters to a video allows other Rev users to jump to specific locations on the video's timeline that you have defined. This is beneficial in that if you have a long video, you can create named chapters to allow immediate access to content users may be looking for rather than forcing them to view or search the entire video with no directional assistance.

> **Caution**: Once you save any edited video, the original is lost. You are always advised to download a copy of the original first! If you do not have the option to download an original copy of your video first, speak to your Admin about enabling this function. See: Allow Downloads for Video Backup

You must have edit access to use this functionality. The **Edit Video** option will then be present on the Video Player under the **Video Settings** dropdown.

▼ To add chapters to a video:

1. Navigate to the video you want to edit and click **Video Settings** > **Edit Video**.

2. Click the **Add Items** dropdown on the **Video Edit** buttons that appear and then select **Chapters**.
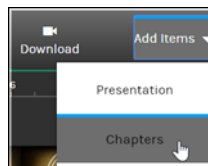
3. The first chapter appears at 0:00:00 on the timeline. Enter a name for the chapter and new time (if you want to change its location) to create the first chapter.
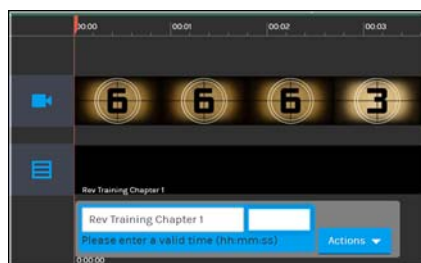
4. To add a second chapter, click the location on the timeline where you want the chapter to appear and then click **Add Items** > **Chapter** again. The **Add Chapter** fields will appear so

that you can once again name your chapter and fine tune where it will appear on the timeline if desired. You may also use the **Actions** dropdown to add an image to the chapter, remove a slide image (if previously added), or delete the chapter entirely.
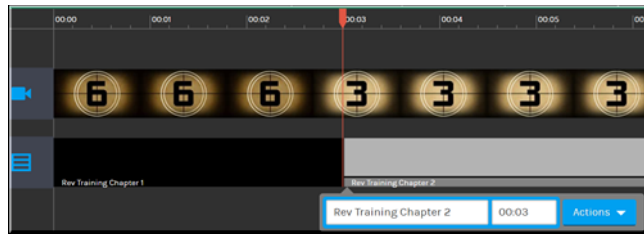
5. To continue adding chapters to the video, click the location on the timeline where you want the chapter to appear, then click **Add Items** > **Chapter** to enter the chapter name and adjust its attributes if desired.

> **Note**: If you leave a timeline gap between chapters, Rev will automatically stretch the preceding chapter's time to meet your most recently entered chapter's time so there is no space between chapters.

6. Once you have finished adding chapters, click the **Save** button. You may click the **Undo** or **Reset** button(s) at any time before you click **Save** to revert any changes you have made to the video.

7. Users that view the edited video may now click on the **Chapters** icon to view and jump to the chapters that you defined.
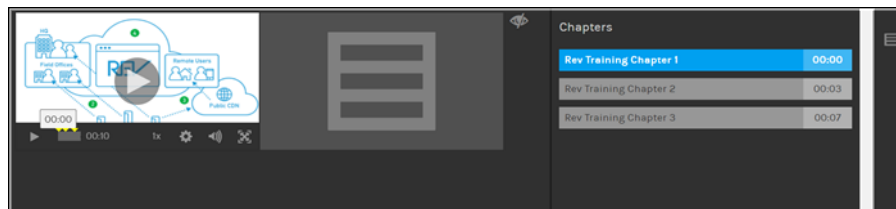
8. When chapters are added to a video, a default image is also added as seen in the image above. To disable chapter images during playback, use the **Show/Hide Chapter Images** toggle to the right of the image.
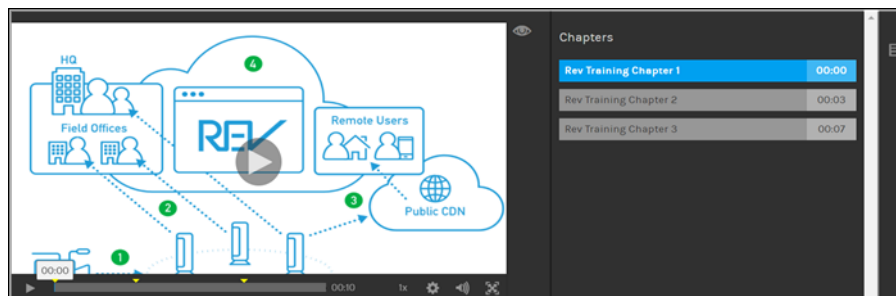
Understanding the Video Editing Interface

Add PowerPoint Presentation Chapters to a Video

Add or Delete an Image or Slide from a Video Chapter

Hide or Show a Chapter Image or Slide During Playback

Delete a Video Chapter

Select and Cut a Thumbnail Segment

Add PowerPoint Presentation Chapters to a Video

Use the **Add Items** dropdown to add PowerPoint presentation chapters to a video. Adding chapters to a video allows other Rev users to jump to specific locations on the video's timeline that you have defined. This is beneficial in that if you have a long video, you can create named chapters to allow immediate access to content users may be looking for rather than forcing them to view or search the entire video with no directional assistance.

When you use a PowerPoint presentation to define your chapters, each slide becomes a chapter on the timeline and the chapter is named based on slide title. Further, the presentation is synced across the length of the video automatically upon upload. You may modify and edit the presentation slides to suit your needs once the upload is finished. Once saved, Rev users may jump to a specific slide while viewing the video.

> **Caution**: Once you save any edited video, the original is lost. You are always advised to download a copy of the original first! If you do not have the option to download an original copy of your video first, speak to your Admin about enabling this function. See: Allow Downloads for Video Backup

You must have edit access to use this functionality. The **Edit Video** option will then be present on the Video Player under the **Video Settings** dropdown.

▼ To add PowerPoint presentation chapters to a video:

1. Navigate to the video you want to edit and click **Video Settings** > **Edit Video**.

2. Click the **Add Items** dropdown on the **Video Edit** buttons that appear and then select **Presentation**. Note that if the video already contains chapters a PowerPoint presentation cannot be added. You may, however, change individual images by uploading an image.
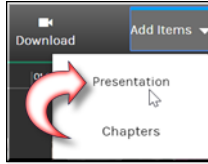
3. You will prompted to upload a PowerPoint presentation file from your hard drive. Only files with the .ppt or .pptx extensions will be accepted for upload. A message will be displayed that the presentation is loading. While the PowerPoint is loading, you will not be able to edit the video.

4. Once loaded, the first slide of the PowerPoint will begin at 00:00 on the timeline and the remainder of the slides will be spaced evenly across the span of the entire timeline.

5. The slide titles will become the name of the chapters and, if no slide title is available, the slide number will be used instead.
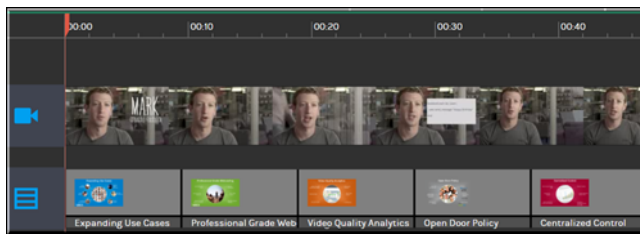
6. Click on a slide to edit its attributes such as slide name and time. You may also use the **Actions** dropdown to replace the slide image, remove the slide image, or delete the slide chapter entirely.
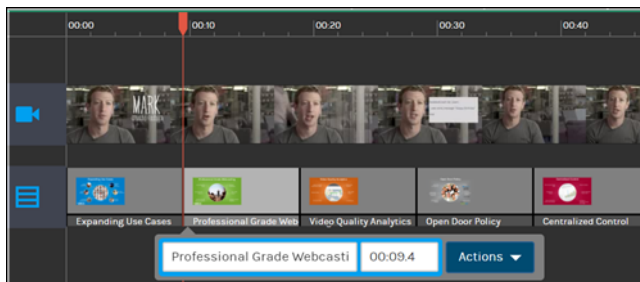
7. Once you have finished editing, click the **Save** button. You may click the **Undo** or **Reset** button(s) at any time before you click **Save** to revert any changes you have made to the video.

8. Users that view the edited video may now click on the **Chapters** icon to view and jump to the chapters that you defined.

9. When chapters are added to a video from a PowerPoint presentation, the slides are added as images, as seen in the image above. To disable chapter images during playback, use the **Show/Hide Chapter Images** toggle to the right of the image.
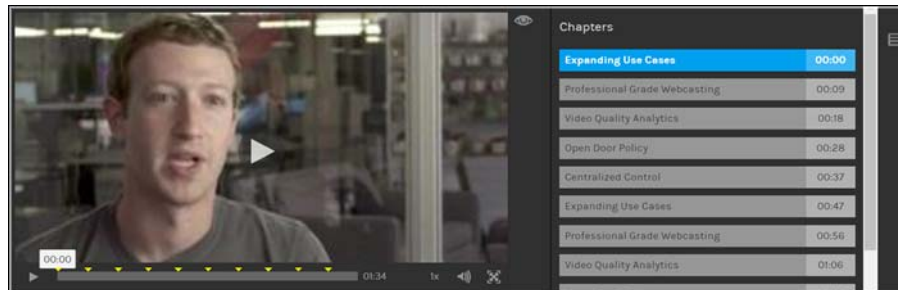
Role(s):
- Account Admin
- Media Admin
- edit access

Understanding the Video Editing Interface

Add Chapters to a Video

Add or Delete an Image or Slide from a Video Chapter

Delete a Video Chapter

Hide or Show a Chapter Image or Slide During Playback

Select and Cut a Thumbnail Segment

Edit Presentation Slide Title and Timing for a Recorded Webcast Event

Add or Delete an Image or Slide from a Video Chapter

You may add an image to a chapter at any time. If the chapter already contains an image or a slide, you may replace the image or slide with a different image. You may also delete the image entirely. The chapter will remain.

▼ To add or delete an image or slide from a video chapter:

1. Navigate to the video you want to edit and click **Video Settings** > **Edit Video**.
2. Click on the slide you want to edit.
3. Under the **Actions** dropdown you may select **Replace Image**, **Remove Image**, and **Delete Chapter** accordingly. If no image has been previously uploaded, you will have an **Upload Image** option.
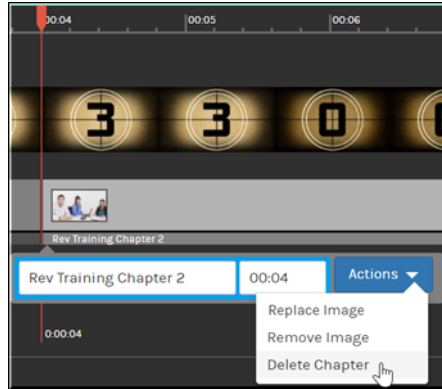
Understanding the Video Editing Interface

Add Chapters to a Video

Delete a Video Chapter

Hide or Show a Chapter Image or Slide During Playback

Select and Cut a Thumbnail Segment

Hide or Show a Chapter Image or Slide During Playback

When chapters are added to a video, a default image is also added. If chapters are added through a PowerPoint presentation, then the slide is added. To disable chapter images or slides during playback, use the **Show/Hide Chapter Images** toggle to the right of the image.
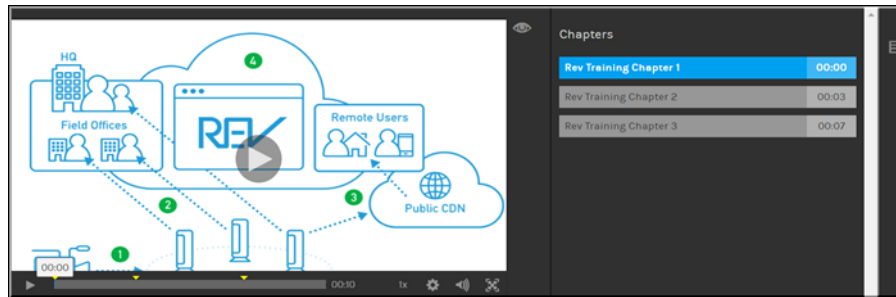
You may display the images again by clicking the toggle again.

Understanding the Video Editing Interface

Add Chapters to a Video

Delete a Video Chapter

Select and Cut a Thumbnail Segment

Delete a Video Chapter

You may delete a chapter from a video at any time. If you delete a chapter, the previous chapter's length on the timeline will expand to fill the gap left by the deletion.

▼   To delete a video chapter:

1. Navigate to the video you want to edit and click **Video Settings** > **Edit Video**.

2. Click on the slide you want to delete.

3. Under the **Actions** dropdown you may select **Replace Image**, **Remove Image**, and **Delete Chapter** accordingly.
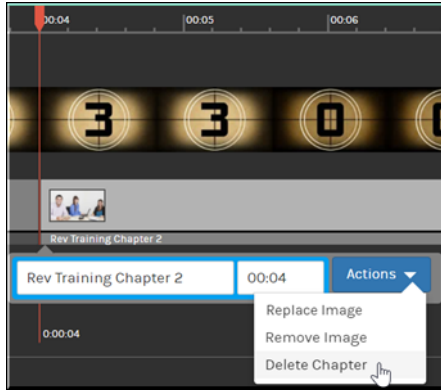
Understanding the Video Editing Interface

Add Chapters to a Video

Add or Delete an Image or Slide from a Video Chapter

Select and Cut a Thumbnail Segment

Select and Cut a Thumbnail Segment

Use the **Cut** button if you need to cut certain portions out of an uploaded video such as sensitive company data or information that is not relative to what you want to show with your content. Once you have cut the video, you may save it as an entirely new video in Rev.

▼   To select and cut a thumbnail segment of a video:

1. Navigate to the video you want to edit and click **Video Settings** > **Edit Video**.

2. Select the thumbnail segments of the video you want to cut using the timeline. If you need to see more granular detail for your cut, use the **Scale** slider.

3. You may make your selection in one of two ways:
   - Use Shift-Click. Left click on the timeline or thumbnail segment to set your cut starting point and then shift-click on the timeline or thumbnail segment to set your cut end point. Your video segment will be defined by two blue endpoints with the segment to be cut grayed out.
   - Click and drag. Use your mouse and left click and drag over the thumbnail segment you want to cut. Your video segment will be defined by two blue endpoints with the segment to be cut grayed out once you release the mouse button.
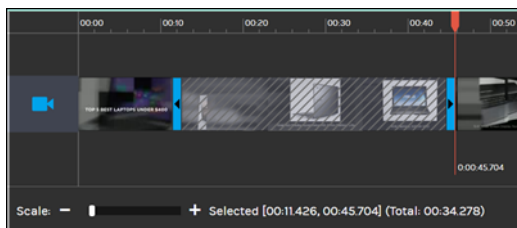
• If chapters with slides or images have been defined in the video, they will automatically selected as well.
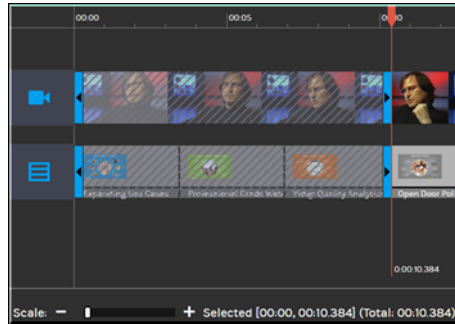
4. Notice to the right of the **Scale** slider, the start and end point time of the selected segment is noted along with the total time of the segment.

5. Use the **Cut** button to remove the selected segment from the video. The blue endpoints will be removed and the time notations will be gone next to **Scale**. The grayed out thumbnails will remain, however, so you are easily able to see what portions of the video have been edited from the original.
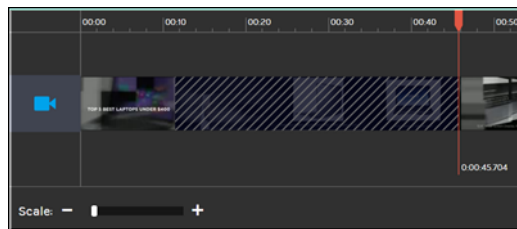
6. Use the **Play** button on the Video Player to view the video before saving to make sure your cuts are correct.

7. Use the **Undo** button if you want to undo the cut to the thumbnails. Undo will only undo the most recent cut.

8. You may make more than one cut to thumbnails in a video. After your first cut, for example, you may make another segment selection to cut.
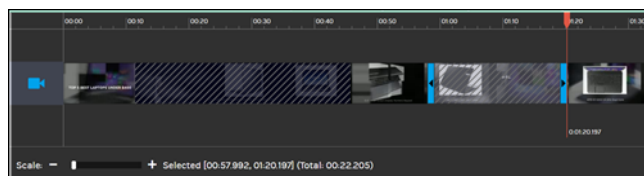
9. Use the **Reset** button at any time to undo all changes you have made and reset the video to its original state. This will only work if you have not saved the video.

10. Click the **Save** button to save the video. Note that this saves the video and replaces the original video. If you want a copy of the original video, you should always use the Download video to download it first before you do any editing.

11. The saved video will be retitled with the same name and the word "Edited" appended. Further, the **Description** of the edited video will note that the video has been edited. Metadata and analytics will remain unchanged.

> **Caution**: If the video and user previously required approval, the video must be submitted and go through the approval process again before it will be Active.

Edit a Filler Image or Segment

Rev Cloud v7.31 and later includes recording improvements that handles stream interruptions in a much more efficient manner by automatically stitching together those recordings that are interrupted (rather than separating them into separate or multiple videos). However, where the rare interruption does occur, a filler thumbnail will be present to indicate this has occurred. You should always evaluate your recordings to decide if you want the filler to remain or if it is worth editing/cutting out.

▼   To edit a filler image or segment in a video:

1.   Navigate to the video you want to edit and click **Video Settings** > **Edit Video**.

2.   Filler images are indicated on the timeline by a black Rev icon.

3.   Select the thumbnail segments of the video you want to cut or edit using the timeline and edit as you normally would. See: Select and Cut a Thumbnail Segment

4.   Should recording interruptions occur, Event Hosts will also be notified during an event so they can also choose to edit the filler image once a Webcast has concluded.

Channel Pages and Functions

View All Channels

When the **Media** > **My Channels** > **All Channels** menu option is chosen, all channels that you are a member of will appear. This option is only available if you are a member of one or more channels in Rev.
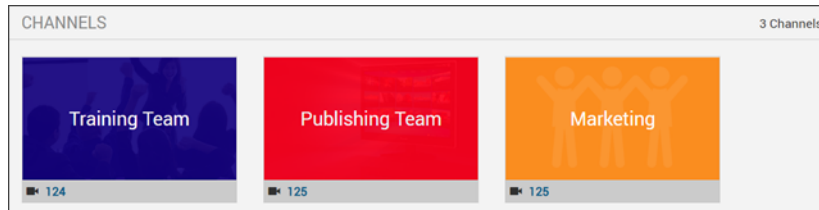
Each Channel tile will display:

• Channel name

• Number of videos associated to the channel

You may click a Channel tile to navigate to the **Channel Landing** video page. The Channel Landing page will display:

• Channel name

• Last updated specifics which includes the last time the Channel was updated with either a video or member

• An **Edit Channel** link if you are an Admin account or have been assigned permissions to edit the Channel

• All videos assigned to the Channel in grid view as seen below
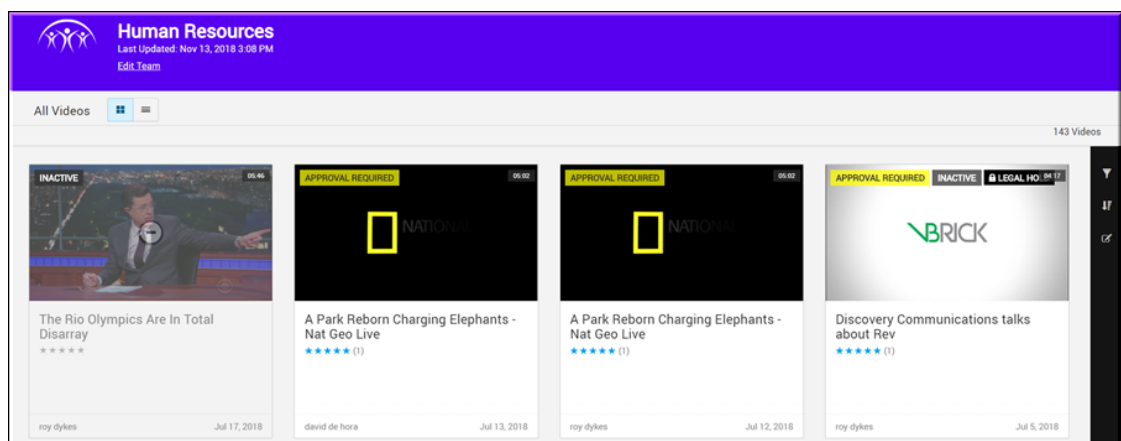
• Also available on the Channel Landing page are filter, sort, and bulk editing options.

Video Search Filters and the Channel Landing Page

Bulk Editing Channel Videos

Create and Edit a Channel

Set Video Access to Channels

Assign or Modify Channel Roles and Permissions

Upload or Record Video from a Channel Page

Channel Contributors or Channel Admins may upload or record videos directly from the Channel Landing Page. When a video is added from the Channels page, the Access Control is automatically set to Channels and assigned to the channel you are uploading or recording from.

Only Channel Admins and Channel Contributors may add a video to a Channel Landing page.

▼   To upload or record a video to a Channel:

1. Navigate to a Channel.
2. Click the **Upload to Channel** link.

3. Add or record the video as you normally would using the method desired:
   a. Upload a Video from Your Hard Drive
   b. Upload a Video through a URL Link
   c. Upload a Video through a Presentation Profile
   d. Record a Video Conference
   e. Record a Webex Teams Meeting
   f. Upload a Video from Webex Meetings

Video Search Filters and the Channel Landing Page

If your Channel Landing page contains several videos, you may use Rev's video search filters to search for videos containing specific attributes just as you would search for all Rev videos. Use the **Filters** icon to access this functionality on the Channel Landing page.

▼   To use video search filters on the Channel Landing page:

1. Navigate to **Media** > **Channels Selection Page** > **Channel Landing Page**.
2. Click the **Filters** icon.
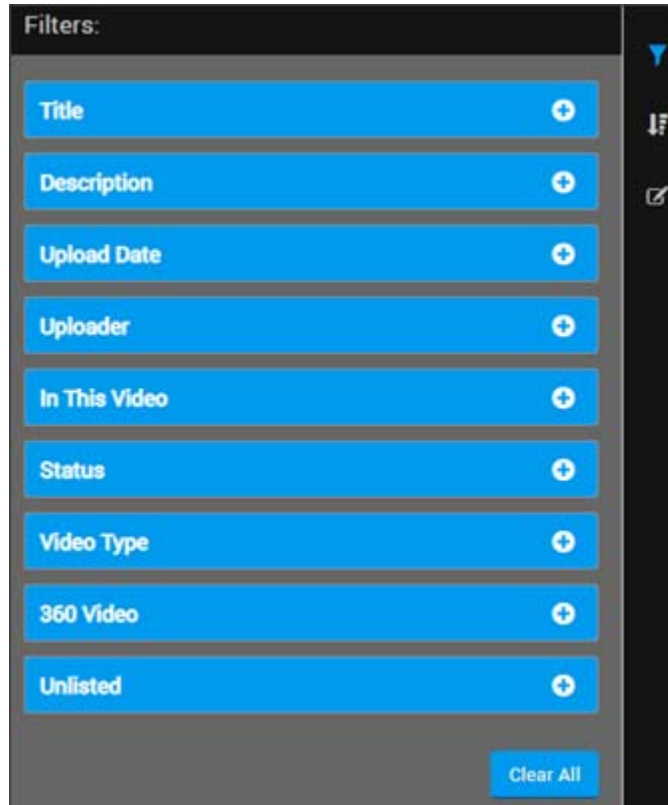
3. Use the video search filters to specify the attributes you want to find. To close the filter interface, click the video search filter icon again.

4. For complete instructions on how to use Rev search filters, see: Understanding the My Channels Menu.

Video Search Filters and the Channel Landing Page

Bulk Editing Channel Videos

Create and Edit a Channel

Set Video Access to Channels

Assign or Modify Channel Roles and Permissions

Bulk Editing Channel Videos

You may use Rev's bulk editing feature to bulk edit videos that appear on your **Channel's** Landing page if you have edit permissions.

▼ To use bulk editing features on the Channel Landing page:

1. Click the bulk edit icon to open the bulk editing interface for the **Channel's** Landing page.
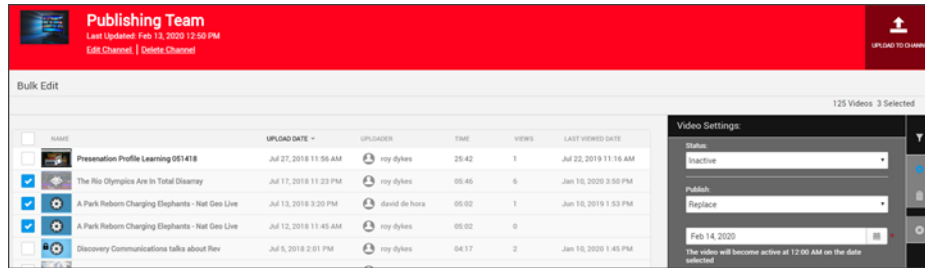
2. Select the videos you want to edit and click the **Edit Settings** icon.

3. The **Video Settings** you may edit will appear. Make your desired edits and click the **Save** button.

4. Click **Cancel** to close the bulk edit interface.

5. For more details on how to bulk edit specific video settings, see: Bulk Editing Video Settings.

Video Search Filters and the Channel Landing Page

Create and Edit a Channel

Set Video Access to Channels

Assign or Modify Channel Roles and Permissions

Webcast Events

Navigate the Event Calendar

The **Event Calendar** displays all upcoming Webcasts that you also have access to view. By default, the calendar is displayed in monthly view but you may toggle between a monthly, weekly, and daily based view.

> **Note**: Private Webcasts (depicted by a Lock icon) are not displayed or viewable on the calendar unless the following conditions are met:
> - You are the Event Admin, Account Admin, or Event Host that created the event.
> - You have been invited to the private event.
> - A group you belong to has been invited to the event. If you are subsequently removed from the group, you will no longer be able to view or attend the event.

▼   To view the Event Calendar:

1. Navigate to the **Events** menu in the Header navigation. Webcast events may also be displayed on The Home Page if your Admin has configured Rev carousels to display **Upcoming Events**.
2. Use the **Month**, **Week**, and **Day** buttons to toggle views.
3. Use the **Today** button to return quickly to the current day's events.
4. Use the right and left arrows to page between months (or days, weeks, etc. depending upon your selected view).
5. Click on a specific day or event on the calendar to:
   - Schedule a new event (Event/Account Admins)
   - Edit a previously scheduled event (Event/Account Admin)
   - Start an event (Event/Account Admin)
   - Attend an event (Attendee or Invited Attendee if private event)
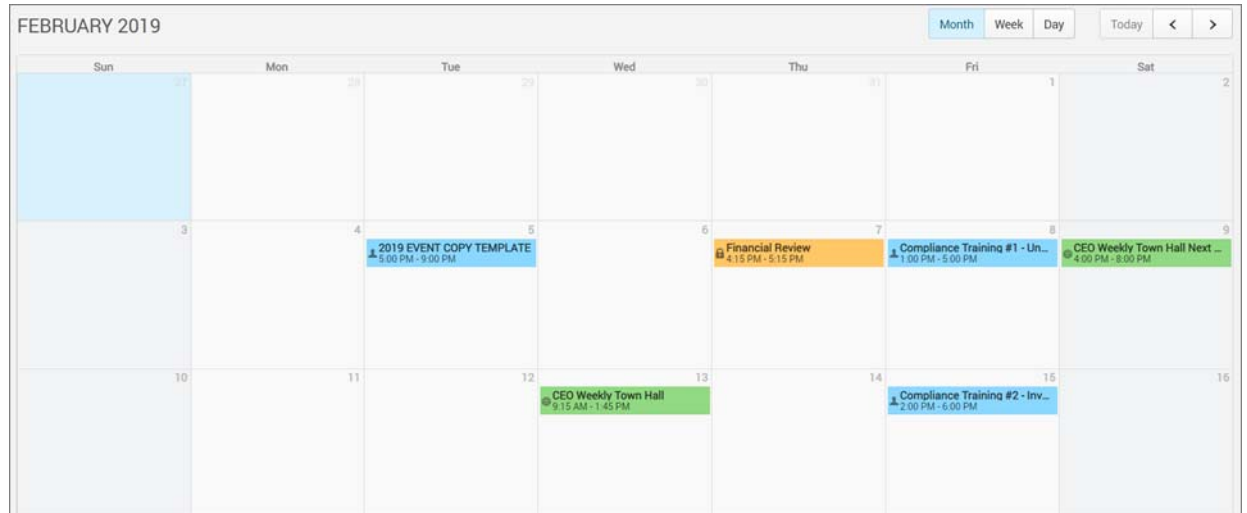
Create a Webcast

Schedule a Webcast Event

Event Admins and Hosts are easily able to create live Webcasts from the **Event Calendar**.

> **Note**: Most settings may be edited once the Webcast has started. For additional details and a list of those that may *not* be edited during the event, see: Edit Webcast Settings During an Event.

▼   To schedule a Webcast:

1.   Navigate to the Event Calendar.
2.   Click the date you want to schedule the Webcast.
3.   Complete the **Basic Settings** section.

Field	Required	Description
Title	Yes	Descriptive title for your Webcast.
Webcast Shortcut		Used to create a friendly custom URL for the event that is easy for attendees to remember. This URL may be used for multiple events so long as they do not conflict in date or time within the same 24-hour time frame. Use the calendar icon next to the field to check for conflicts. See: Create a Custom URL for a Webcast Event
Description		Extended description for your Webcast that displays as part of the launch page before the event starts and as part of the **Event Details** section after the event starts. This also becomes part of your invitation text to your attendees so be aware of what you include in this field. You may use the Rich Text Editor controls to customize the **Description** field including font size, color, formatting, and the ability to open a hyperlink to a new page if desired. As noted, this text formatting will be displayed in the invitation text as well as on the event launch page and guest login (if enabled).
Start Date/ Time	Yes	The start date may not be after the end date/time. Time is defaulted to 9:00 a.m. (if not on monthly view). If navigated from weekly or daily view, the default is the time selected from calendar. This may not be after the end date/time.
End Date/ Time	Yes	The default end date is the same as the start date. The end date may not be before the start date/time. Time is defaulted to add one hour to the start time. This may not be before the start date/time.
Time Zone		No time zone is selected by default because the time zone is assumed to be that of the user's browser. The Event Host can manually specify a time zone for the event if scheduling an event on behalf of someone in another time zone. If manually specified, all Administrator accounts that can access the event details will see the event in the manually specified time zone.

Tip: If the event start date/time are modified, the end date/time are also subsequently changed to keep the original duration that was specified for the event. For example, if an event is set up to begin at 1:00 and end at 3:00, the end time would change to 5:00 if the start time is changed to 3:00.

Field	Required	Description
Lobby Time	Yes	The period of time before a Webcast starts when attendees are permitted to join the event. This may be no longer than 120 minutes prior to the start of the event. See: Add Lobby Time to a Webcast Event
Pre-Production		Disabled by default. Enable Pre-Production settings if you want to conduct one or more test runs (dry runs) of your event prior to the scheduled start time of the Main Event. When enabled, the following settings become visible: • **Pre-Production Time Duration**: Time duration, prior to the official start time of the event, during which you are able to finalize settings and perform test runs (dry runs) of the event. • **Pre-Production Attendees:** People that will be participating in the dry run of the event. Hosts and Moderators are automatically part of a dry run. See: Host a Webcast Event Dry Run
Categories		Add your Webcast to the various categories that have been created in Rev in the **Categories** dropdown. This makes your Webcast more easily found through category searches and on the **Browse Categories** page as well. Once your recorded Webcast becomes a VOD asset after the Webcast has concluded, the resulting video retains the categories you have set. Note: You are only able to view categories you have permission to view. See: Add or Delete a Category or Subcategory From a Webcast Event

Field	Required	Description
Tags		Add tags to your Webcast in Rev in the Tags field. Once your recorded Webcast becomes a VOD asset after the Webcast has concluded, the resulting video retains the tags you have set. Clicking a tag from the Video Player will display all videos assigned to the tag. See: <u>Add or Delete a Tag From a Webcast Event</u>
Custom Fields		If custom fields have been added and then set to display in Webcast events, they are displayed beneath the Tags field. If they are also required, they will display a red asterisk next to them. See: <u>Add a Custom Field to a Webcast Event</u>

4. Complete the **Video Source** section.

Field	Required	Description
Video Source	Yes	Select your **Video Source**: Presentation Profiles are comprised of more traditional video sources while other tabs that appear here depend on what integrations you have enabled with Rev. If you are not sure which source to use, ask your Account Admin. Each is described in more detail below. • **Presentation**: Visible if **Presentation** is selected as a video source. A **Presentation Profile** is used to define a device profile for your event and specifies attributes such as video sources. You *must* select a device to stream your video for each live event. See: Add an Event Moderator to a Webcast Event and Add a Presentation Profile in Admin functions. • **Video Address**: Visible if **Video Address** is selected as a video source. VC Webcast streaming will need to be enabled by Vbrick Support first and you will need a SIP address to stream a video conference for an event. See: Schedule a Video Conference (VC) Live Webcast Event. • **Webex Teams**: Visible if **Webex Teams** is selected as a video source. The Webex Teams integration must be enabled by your Admin before this option will be visible and you will need to log in to a Webex Team. See: Schedule a Webex Team Webcast Event. • **Webex Meeting Stream** (not shown): Visible if support for Live Streaming from Webex Meetings option is enabled on Webex Meetings integration. See: Stream a Webex Meeting to a Scheduled Rev Webcast Event • **Zoom** (not shown): Visible if the Zoom Meetings integration is enabled. See: Schedule a Zoom Meeting Webcast Event

Field	Required	Description
Automated Webcast		Visible if Presentation Profile video source selected. Enable if you want your event to begin broadcasting at the appointed start time on its own, automatically, without the need for the Event Host to start it. See: Schedule an Automated Webcast Event for details.
Autoplay		This setting determines the autoplay and audio muting setting(s). When enabled, the Webcast plays and audio is muted immediately upon the stream playing. When disabled, the user must click the **Play** control to start the Webcast stream and the audio is *not* muted when the stream plays.
Live Event Subtitles		Visible if **Rev IQ** subtitles enabled and **Video Conference Live Streaming** selected as a video source. You may select a source language and one or more target languages to translate to. See: Enable and Translate Subtitles for a Live Webcast Event
Closed Captions		Visible when Presentation Profile video source selected. Select to enable or disable closed captions on your event. See: Enable Closed Captions for a Webcast Event

5. Complete the **Webcast Recording** section.

Field	Required	Description
Associate and Link Webcast Recording with the Completed Event		Enabled by default. When enabled, the Webcast recording will be automatically linked to the event after it has completed. See: Link and Redirect Webcast Event Recordings to a Completed Event
Redirect Attendees to Linked Webcast Recording for the Completed Event		Enabled by default. When enabled, attendees will be redirected to the Webcast recording that is linked to the event after it has completed. This means that attendees may simply click the event's link to view the recording instead of searching for the video once it is over. If this is not enabled, they will be redirected to the Webcast Landing Page instead to view details about the event. See: Link and Redirect Webcast Event Recordings to a Completed Event

Field	Required	Description
Select the Uploader	Yes	This field specifies the Uploader for the Webcast recording. By default, this is set to the creator of the event. Only one Uploader may be designated and the role must be a Media Contributor / Event Host or above. **Note**: This field may not be edited once the Webcast has started. See: <u>Designate the Uploader for a Webcast Event Recording</u>

6. Complete the **Hosts and Moderators** section.

Field	Required	Description
Event Host	Yes	Event Hosts control the Webcast which means they control such functions as starting, broadcasting, recording, and so forth. A Rev Webcast allows up to 3 assigned Hosts. The Host setting defaults to the person creating the event. **Note**: Account/Event Admin accounts in Rev may access and control *all* Webcast events even if they are not an assigned Host. All other roles, however, must be assigned before they are able to control/access Webcast event settings. See: <u>Select an Event Host for a Webcast Event</u>

Field	Required	Description
Event Moderators		Use the **Find Items** search to add one or more Event Moderators to your Webcast. Multiple moderators may be added so that various event features may be handled all at once by different moderators for large events. Event features may include managing polls, live chat, Q&A, and viewing the event details and attendee list. Click **Done** to add the Moderators for your event.
		Once the moderator has been added by clicking **Done**, you may then designate a moderator to control the presentation slides (instead of an Event Host) by clicking the **Control Slides** button. Only one moderator at a time may control the slides. The **Control Slides** button will only be visible after the moderator has been added by clicking the **Done** button.
		See: Add an Event Moderator to a Webcast Event

7. Complete the **Attendees** section.

Field	Required	Description
Listing Type	Yes	The **Listing Type** determines who is able to view and attend the Webcast. Selections include: • **All Users**: All user accounts that have logged in may attend and the event will appear in the **Event Calendar** and **Upcoming Events** carousel. • **Private**: A private event will only be accessible and visible to those accounts invited to the event. See: Schedule a Private Webcast Event • **Public**: A public event may be set up so that anyone can attend the event and not be required to log in to Rev. See: Schedule a Public Webcast Event
Estimated Number of Attendees		This field allows you to estimate the number of people that will attend the Webcast so that technical resources can be adjusted as necessary. The actual number of attendees can then be compared once the event has concluded so that plans can be adjusted accordingly for the next Webcast as needed. See: Estimate the Number of Webcast Event Attendees
Unlist this Webcast		Select this checkbox to remove all views of the Webcast from Rev, including in the Events Calendar and Carousels. When a Webcast is unlisted, only those with edit rights may view it until it is listed again. See: Edit Webcast Settings During an Event for more details.

Note: The Rev search engine works similar to popular Web search engines in that using double quotes around your search will narrow it and result in more accurate results if you are looking for a specific user or item.

For example, if you are searching *only* for one specific video, user account, event, etc., enclosing the search in double quotes avoids returns of similar terms or derived words in your search results.

Note that this is also true when using **Find Items** search within the Rev user interface to search for user accounts.

8. Complete the **Attendee Engagement** fields.

Field	Required	Description
Enable Polls		Select to allow event hosts and moderators to insert a poll into the Webcast. A question and four responses may be inserted.
		See: Add a Poll to a Webcast Event
Enable Chat		Enables the Chat interface for attendees during the Webcast.
		See: Enable Chat for a Webcast Event
Enable Q&A		Enables the Q&A interface and allows attendees to submit questions for the speaker(s) during the Webcast. Moderators will be able to view and filter the questions submitted.
		See: Enable Q&A for a Webcast Event
Disable Anonymous Questions		Only visible if the **Enable Q&A** checkbox is selected.
		Select to disable anonymous questions from attendees when submitting questions to the Q&A interface during the Webcast.
		See: Enable or Disable Anonymous Questions for a Webcast Event
Enable each participant to self-select anonymous question submissions		Only visible if the **Enable Q&A** checkbox is selected.
		Allows attendees to decide if their question is anonymous when submitting questions to the Q&A interface during the Webcast.
		See: Enable or Disable Anonymous Questions for a Webcast Event
Force all participants to submit questions anonymously		Only visible if the **Enable Q&A** checkbox is selected.
		Forces all questions to anonymous when submitting questions to the Q&A interface during the Webcast.
		See: Enable or Disable Anonymous Questions for a Webcast Event
Upload Presentation File		If a PowerPoint presentation will be part of this event, upload it using the **Browse** button. You may also choose to allow your attendees to download it.
		See: Upload a PowerPoint Presentation to a Webcast Event for details on sizing and format extensions.
Background Image		Click the (+) link to upload a background image to your Webcast. For best results, use an image that is at least 1600px wide by 1200px high. Click the **Remove Background Image** button to remove a previously uploaded image.
		See: Upload a Background Image to a Webcast Event for more details.

> **Note**: Only Event Admins, Event Hosts, or Account Admins may be designated as an Event Host for an event and will appear in the **Event Host** dropdown.
>
> Any Rev user account may be designated as an **Event Moderator**.
>
> If an Event Host or Event Moderator must cancel for any reason, any Event Admin or Account Admin in the system has the ability to edit the event for replacements. However, an event may not be edited once it has started broadcasting.

> **Role(s)**:
> • Event Host, Event Admin, Account Admin - Schedules, edits, and controls Webcasts. Event Hosts may only manage those events they create.
> • Event Moderator - Manages Webcast features for the Event Host or Admin

Schedule a Private Webcast Event

There may be times when you want only invited attendees to be able to join your event. In this case, you need to set your event to private and specify which user accounts or groups will have access to the event.

When an event is private:

- It does not appear in the **Upcoming Events** carousel on the **Home Page** unless the user account (or a group the user account belongs to) is invited to the event.
- It does not appear in the **Event Calendar** unless the user account (or a group the user account belongs to) is invited to the event.
- Access to private events should be granted to groups or individuals when scheduling the event and *before* they try to access the event. Otherwise, the invited attendees will not be able to access the event. In other words, you may distribute the event invitation and then go back and add additional attendees; however, you will need to grant access before the event begins and before they try to access the event. Otherwise, invited attendees will not be able to attend.
- Event and Account Admins are always able to see, edit, and join private events through the calendar and carousel.
- If a user account has been granted access to a private event through a group and is subsequently removed from that group, the event will no longer appear on the user's event calendar and the user will not be able to access the event.

▼ To create a private event:

1. Navigate to **Events** > **Add Event**.
2. Schedule the event as you normally would. See: Schedule a Webcast Event
3. Select **Private** as the **Listing Type** in **Host and Attendees** settings.
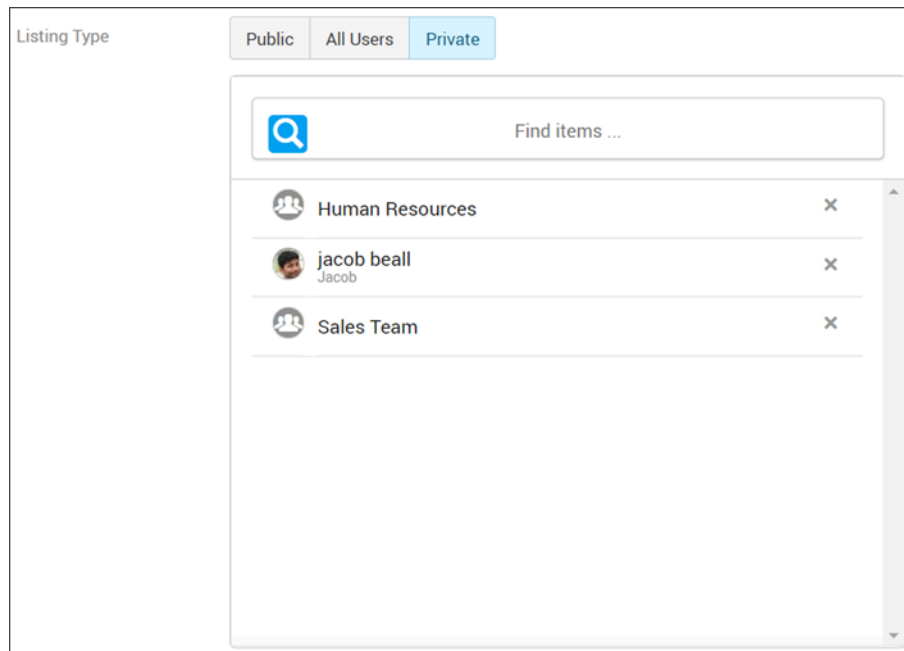
4. Use the **Find Items** search to specify users and groups that may attend the event.

5. User accounts and groups that are not specified will not be able to access the private event through invitation text that is sent by an Event Moderator if they are not added. They will also not be able to see the event in the **Event Calendar** or on the **Upcoming Events** carousel on the **Home Page**.

> **Role(s)**:
> • Event Admin, Event Hosts, Account Admin (to schedule and edit Webcasts)
> • Invited Attendee and Groups (to view a private Webcast)

Schedule a Public Webcast Event

Rev allows you to create a Webcast event that does not require authentication so that you may host public events. In this case, you need to set your event to Public and specify a password if you want to control who has access to the event.

This functionality must first be enabled by an Account Admin. If you do not see the ability to set an event to Public, contact your Rev Account Admin.

When an event is public:

• It appears in the event calendar denoted by a World Wide Web icon as a visual indicator.

• Account and Event Admins may enable or disable public access to the event.

• Public Webcasts are a licensed feature and will have a certain amount of viewing hours configured. Admins may check how many hours remain on the Admin Report dashboard. See: The Admin Report Dashboard.

• If you specify a password to the event:

  • Passwords are case sensitive

  • Passwords allow letters, numbers, and special characters

- • There is no minimum length
- • The password that is created is included in the event invitation text that is created in clear text. If no password is specified, that will also be noted.

▼ To create a public event:

1. Navigate to **Events** > **Add Event**.

2. Schedule the event as you normally would. See: Schedule a Webcast Event

3. Select **Public** as the **Listing Type** in **Host and Attendees** settings. **Note**: Contact your Account Admin to enable this functionality if you do not see this tab.

Listing Type	Public	All Users	Private
Password	PublicEventPassword		

4. Use the **Password** field to specify a password if desired.

5. If custom **Webcast Registration Fields** have been created and enabled for Public events, Account and Event Admins may select which are displayed and then **Preview the Login Screen**.

Webcast Registration Fields — Select the registration fields for attendees to complete before entering the webcast. Fields will display in the order arranged here.

Preview the Login Screen

- ☑ Company Name: ≡
- ☑ Type of Business: ≡
- ☑ How did you hear about us? ≡
- ☐ Number of Employees: ≡

6. Selecting the checkbox next to a field will include it on the Login Screen for attendees of a Public Webcast. Note that you may *not* deselect a custom registration field that has been designated as required by an Admin when it was set up. You may click and drag the handle to the right of the field to rearrange the order in how they appear on the form. See: Add a Public Webcast Registration Field for details on how to create custom fields.

7. Once you **Create** your Webcast, use the **Add to My Calendar** button to add the event directly to your system's default calendar. Use the **Copy Event Info** button to paste the Event Title, Date, Start/End Time, and URL to an email that you can send to multiple recipients.

8. Should you need this information once the event begins, the URL to the event and its password will be displayed under the **Webcast Information** icon once started. A link to download the PowerPoint presentation slides will also be included here if the Event Admin allows it to be downloaded.

Event Details   ✎ Edit Settings

Compliance Training #3 - Documenting RHT1E5 Regulations
Feb 22, 2019 8:00 AM – Feb 22, 2019 5:00 PM

Share the webcast using this link:
https://prev.rev-sja.vbrick.com/#/webcasts/compliancetraining

Password:
PublicEventPassword

Use this link to download PowerPoint presentation:
DEMO-Webcast Presentation.pptx

Description:
This training will teach proper documentation techniques when investigating and reporting the RHT1E5 regulations.

This is course 3 of 5. Course(s) 1 and 2 of 5 are pre-requisite(s) before attending this course. Please make sure you view videos of the same name(s) before attending.

For complete certification requirements, view our documents and videos on Vbrick University.

Attendees will need to complete all fields including a **Display Name**, **Email**, and **Password** (if a password is set up) before they may click the **Sign in as a guest button**. This also includes any

custom fields designated as required. If they do not remember the event password, they may refer to the event invitation email. Attendees may also use a Rev user account and log in to the public event if they have one.

> **Note**: As mentioned, you may collect additional details here by creating and applying custom Webcast Registration fields to public events. See: <u>Configure Custom Fields</u>

Finally, the attendee is made aware that Vbrick captures a display name and email address that is used in certain Webcast features and reports. This use must be consented to before the guest sign in may be completed.

> **Note**: Public events are displayed on the event calendar by a world wide web icon as a visual reference.

> **Role(s)**:
> - Schedule/Edit: Account/Event Admins, Event Hosts
> - Edit Custom Registration Fields: Account/Event Admins
> - Attend: Attendees with the URL and Password (if set)

<u>Enable Public Webcasts</u>

<u>Add a Public Webcast Registration Field</u>

Schedule a Video Conference (VC) Live Webcast Event

You can use Rev cloud to broadcast your video conferencing software so that you take advantage of your video conference while using Rev's Webcast features at the same time. In

this case, you need to set your video source as your VC SIP address instead of Rev's presentation profile. You also need to make sure you have added an Akamai Live device.

> **Note**: Vbrick will be adding new certified devices for this feature on a regular basis. See the related topics below for a list of currently supported devices.
>
> *This is a Rev Cloud feature only and must be enabled by Vbrick Support Operations before you are able to create your Akamai Live device and begin scheduling VC Live events.*

When a VC Live Webcast event is scheduled:

- An Akamai Live device must be set up first. (See: Add an Akamai Live Device) Akamai is used to capture and forward the specialized VC session/stream to the viewers. Any viewer that is in a Zone that contains a DME v3.15 (or greater) will get the stream reflected from Akamai through the DME. There are some limitations based on bandwidth – please refer to the DME help topic: "Akamai Reflection of Video Conference Streaming and Recording" in DME Online help for details.

- It must be used throughout the event. In other words, you may not use a video conference as the source for half the event and then switch to a "traditional" source (camera/presentation profile) for the second half of the event. You must use one or the other source per event or an error will occur.

- When you choose to save the recording at the end of your Webcast using this new streaming option, it will count against your licensed recording hours.

- When you start a Webcast using this streaming option, the Webcast is automatically recorded. At the end of the Webcast, you will be asked if the recording should be saved.

- As noted above, this is a Rev Cloud feature only and must be enabled by Vbrick before you are able to create your Akamai Live device and begin scheduling VC Live events.

▼ To create a VC Live Webcast event:

1. Navigate to **Events** > **Add Event**.
2. Schedule the event as you normally would. See: Schedule a Webcast Event
3. Select **Video Address** as the **Video Source** in **Video Source** settings.
4. Enter a valid video conference system Webex address or SIP address.

5. The event will synchronize and broadcast what is shared on the Admin's VC screen.
6. The event may then be hosted as a normal event and utilize all of Rev's standard event features.

> **Role(s)**:
> - Event Admin
> - Event Host, Account Admin (to schedule and provide the video conference address)

Schedule a Webex Team Webcast Event

You can use Webex Teams as a source for your Webcast event during event setup. When you select Webex Teams as a source, you may search from a list of teams that you belong to and you will not be required to enter a SIP address.

When a Webex Team event is scheduled:

- The Webex Teams integration must be enabled by your Admin before this option is visible as a selection.
- You must be logged in to at least one Team before you may proceed.
- You may switch to a different Team by selecting the **Edit** button control next to the selected Team. This causes the search control to appear again so that you may search on a different Team.
- Once the event is saved/created within a Webex Team space, a message in the space displays that the event has been scheduled for that space.
- If the event has not yet started, a message displaying a countdown of days, hours, and minutes (as applicable) will also display.

▼   To create a Webex Teams Webcast event:

1. Navigate to **Events** > **Add Event**.
2. Schedule the event as you normally would. See: Schedule a Webcast Event
3. Search for a **Webex Team** as the **Video Source** in **Video Source** settings.
4. You will be prompted to log in before you may search on the Webex Teams that you currently belong to in the search box.
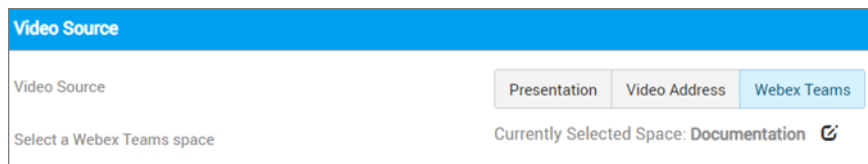
5. Select a Team that you want to use as the source. Note, this field is not a drop-down. You must type in the name of the team you want to use and Rev will find it for you.
6. The event will synchronize and broadcast what is shared on the Admin/Host's screen to the selected Webex Team once the event is started.
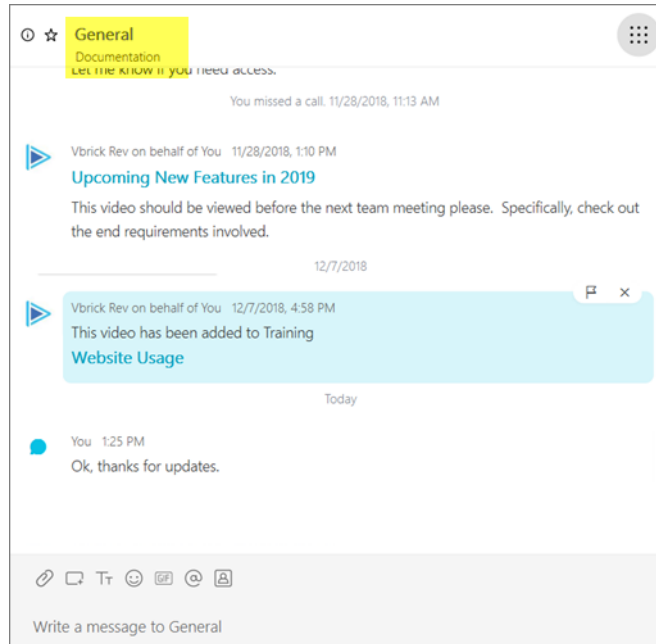
7. The event recording will utilize all of Rev's standard event settings and features.

8. As noted, click the **Edit** control to the right of the Team name if you want to select a different Webex Team.

> **Role(s)**:
> • Event Admin
> • Event Host
> • Account Admin

Enable Video Conference Recording for Video Uploads

Enable Webex Teams Integration

Record a Webex Teams Meeting

Upload a Video from Webex Meetings

Stream a Webex Meeting to a Scheduled Rev Webcast Event

As a Webex meeting Host, you have the option to stream your Webex Meetings using Webex Meeting's **Live Streaming** feature and have it serve as the video source for a new Rev Webcast event or an existing Rev Webcast event that was previously scheduled in Rev. This topic covers how to use the feature to stream to an existing event that was previously scheduled in Rev.

You can use Webex Meetings as a source for your Webcast event if you have enabled **Support for Webex Meeting Live Streaming** in your Webex Meetings site. When you select Webex Meetings as a source, you may then start and broadcast your Webcast directly *from* your Webex Meetings account if you choose. This means you can take advantage of Rev's Webcast functionality and pair it with a Webex Meeting. Afterwards, you can save the recording and use Rev's video settings and metadata.

To use this functionality:

- The **Support for Webex Meeting Live Streaming** setting in you Webex Meetings site must be enabled by your Account Admin.

- You must be logged in to a Webex Meeting account that matches an Event Host of the Webcast (or a Rev Account Admin account).

- If the Webex Meeting has not yet started and you start the Rev Webcast from within the Rev client, a message displaying "Waiting For Stream" will display to attendees until you select the Webcast from Webex Meetings.

▼ To start and broadcast a Webcast event from the Webex Meetings client:

1. Navigate to **Events** > **Add Event**.

2. Schedule the event as you normally would. See: Schedule a Webcast Event

3. Select **Webex Meeting Stream** as the **Video Source** in **Video Source** settings. If you do not see this tab, speak to your Account Admin about enabling **Support for Webex Meeting Live Streaming**.
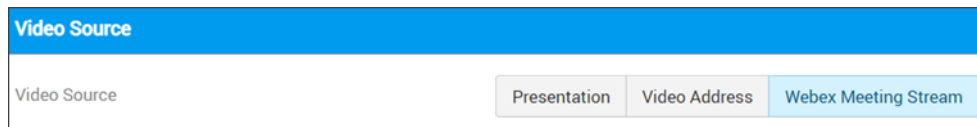
4. Login to your Webex Meetings account when you are ready to stream to a Webcast Event in Rev. Start a meeting.

5. In the header navigation menu, click **Meeting** > **Start Live Streaming**. It is also available in the Dot menu (seen below) featured at the bottom of the screen.
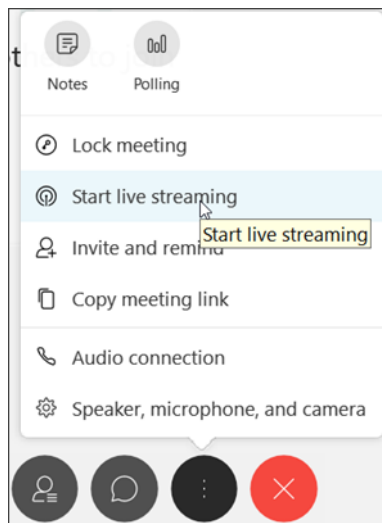
6. You will be prompted to login to Rev. As noted, you must login to an account that is listed as an Event Host on the Webcast (or an Account Admin account).

7. Select the Vbrick Rev function you want to initiate from the Webex Meeting; in this case **Existing Webcast**.
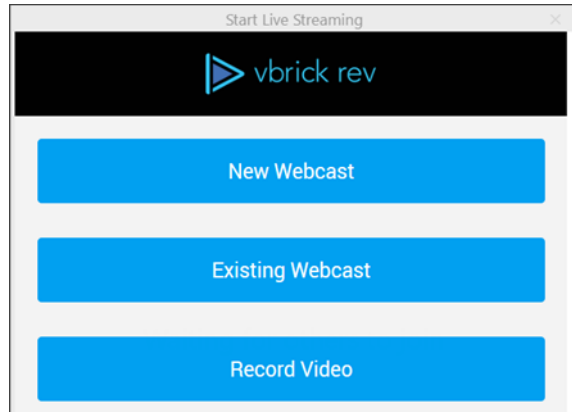
8. Each Webcast that you are authorized to stream to will appear in the **Select an Event** drop-down (i.e., those Webcasts where you are an Event Host or if you are an Account Admin, those Webcasts that are currently available and not streaming from another Webex Meeting).
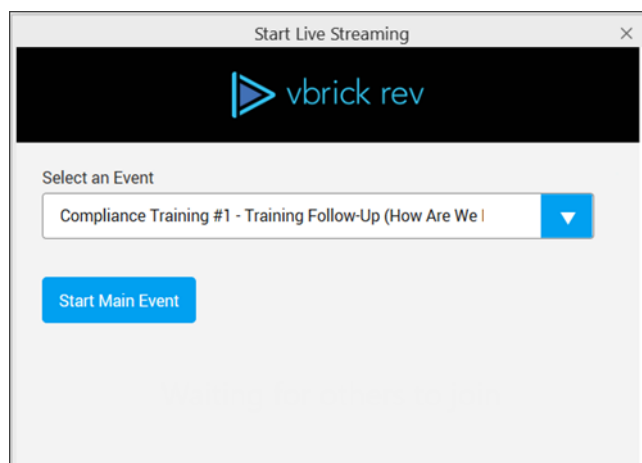
9. Click **Start Webcast**. This will start the Webcast in Rev. Depending on the time-frames defined for the Webcast, you may have the following button options available:

   • **Pre-Production**: Webcast automatically starts and broadcasts a Pre-Production Event. (Host a Webcast Event Dry Run)

   • **Main Event**: Webcast automatically starts and broadcasts a Main Event. (Host a Production Webcast)

   • **Overlaps**: If a potential overlap period occurs where either run may be started, you will be presented with the option to select which type to stream.

10. Click the **Start Streaming** button to begin streaming your Webex Meeting to the Rev Webcast you selected. If you selected a Webcast event that has already been started in Rev, you will then begin streaming your Webex Meeting to that event. If it has *not* been started in Rev, Webex Meetings will automatically start it for you at this point and begin broadcasting.
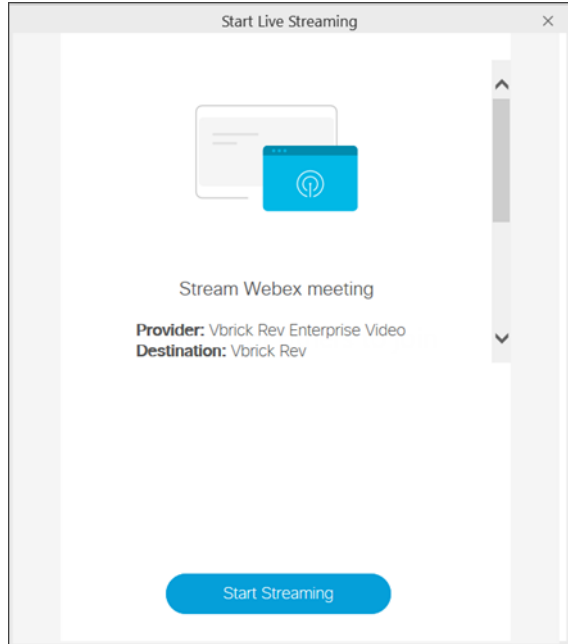
11. Webex Meetings indicates that you are **Live** and **Connected** in the upper right corner of your meeting window.
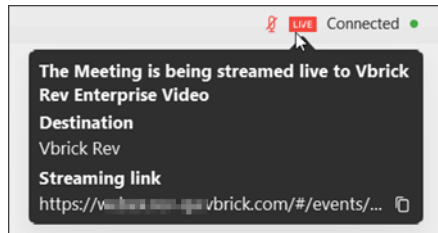
12. If, for any reason, you stop the live stream in your Webex Meeting, attendees will see "The Webex Meeting Host is not currently live streaming". You can stop and start the stream as many times as you need/desire. Rev handles the interruptions with a placeholder image that you can edit out.
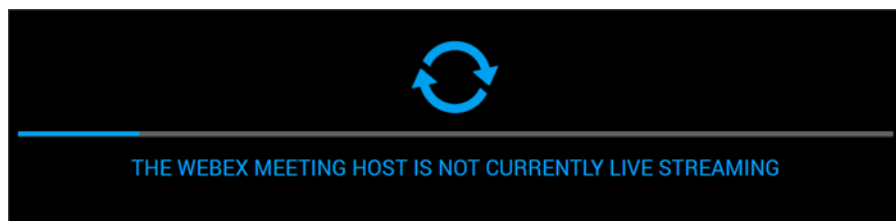
13. Webex Meetings are automatically recorded. Upon ending the Rev Webcast, the Event Host will be asked to **Save** the recording with the option to discard it if requested.

14. A Webex Meeting Live Streaming event will automatically end when the scheduled end time is reached *and* when there is no longer an active live stream received from Webex Meeting. At that time, you will be given the option to save the recording of your Webcast to a VOD recording. You are encouraged to use Rev's Video Settings to configure your saved video at that time.
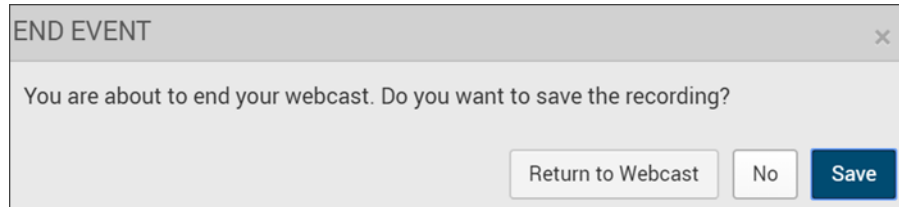
END EVENT   ✕

You are about to end your webcast. Do you want to save the recording?

                          Return to Webcast   No   **Save**

Role(s):
• Event Admin
• Event Host
• Account Admin

Add and Configure a Webex Meetings Site

Stream a Webex Meeting to a New Rev Webcast Event

Stream a Webex Meeting as a New VOD Recording

## Stream a Webex Meeting to a New Rev Webcast Event

As a Webex meeting Host, you have the option to stream your Webex Meetings using Webex Meeting's **Live Streaming** feature and have it serve as the video source for a new Rev Webcast event or an existing Rev Webcast event that was previously scheduled in Rev. This topic covers how to use the feature to stream to a new event.

Streaming to a new event means you do *not* have to have previously scheduled a Rev Webcast event before you begin streaming to Rev as described in the topic Stream a Webex Meeting to a Scheduled Webcast Event.

To use this functionality:

• The **Support for Webex Meeting Live Streaming** setting in you Webex Meetings site must be enabled by your Account Admin.

▼ To stream to Vbrick from a Webex Meeting client:

1. Login to your Webex Meetings account and start a meeting.
2. In the Header navigation menu, click **Meeting** > **Start Live Streaming**. It is also available in the Dot menu (seen below) featured at the bottom of the screen.
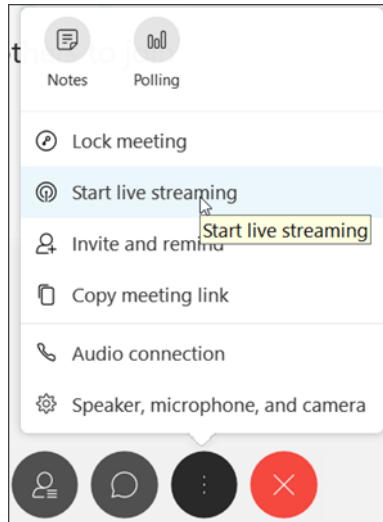
3. You will be prompted to login to Rev. You must login to an account that has at least Event Host (or an Account Admin account) permissions.

4. Select the function you want to initiate from the Webex Meeting; in this case a **New Webcast**.
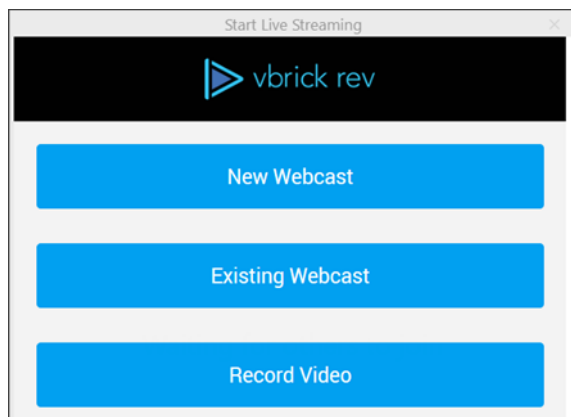
5. A simplified new Webcast form is displayed that captures the minimum set of required fields to launch a new event in Rev. You may use inline editing once the Webcast begins to add more settings if needed (see: Edit Webcast Settings During an Event)

6. Complete the following fields to start your Live Stream to a New Webcast:

Field	Description
Title	Defaults to the Webex Meetings room name. You can edit this.
Description	Defaults to the description of the Webex meeting. You can edit this.
Start Date/Time - End Date/Time	Set to match the Webex meeting scheduled details (you cannot change the Start Date/Time, however, you can change the End Date/Time). The duration is set to one hour by default.
Video Source	Set to Webex meeting stream. Not editable.
Host	Set to the authenticated Rev user account. Not editable.
Listing Type	Set to Private by default. Editable. If set to Public, you are able to specify an optional password. All other edits should be configured inline.

7. Once you have completed the required fields, click the **Start Main Event** button. Rev will create the event.

8. You can then click **Start Streaming** when you are ready to stream from your Webex meeting to the Rev Webcast event.
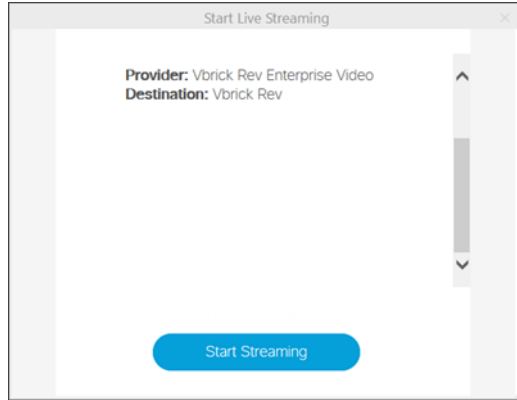
9. You Webex Meeting window will display a **Live Connected** status in the upper right window and the Rev Webcast will begin streaming your meeting.

10. An email with the Webcast details will be sent to the creator of the new event.

11. You may stop your stream to the Webcast at any time by clicking **Meeting** > **Stop Streaming** in Webex.

> **Note**: Once started, the event becomes an *existing* event. If you stop streaming and start again, you should connect to an existing event. Do *not* attempt to start a new event again.
>
> In the event the Webcast is successfully created but the Live stream does not start, the new event will not be deleted in Rev. You will need to modify or delete it from Rev.

The following user engagement capabilities and video source settings will default to their defined values when creating a new event. These default settings can be modified through the Rev UI/inline editing capabilities once the Rev event starts (see: Edit Webcast Settings During an Event)

Function	Value
Chat	Enabled
Allow Anonymous Questions	Disabled
Polls	Disabled
Q&A	Disabled
Closed Captions	Disabled
Auto Associate VODs	Set to True
Redirect VODs	Set to True

> **Role(s)**:
> • Event Admin
> • Event Host
> • Account Admin

Add and Configure a Webex Meetings Site

Stream a Webex Meeting to a Scheduled Rev Webcast Event

Stream a Webex Meeting as a New VOD Recording

Schedule a Zoom Meeting Webcast Event

You can use a Zoom Meeting as a video source for your Webcast event if you have enabled the **Zoom Meeting Integration** in **Media Settings**. When you select **Zoom** as a **Video Source**, starting your Rev Webcast event also starts your scheduled Zoom meeting. This means you can take advantage of Rev's Webcast functionality and pair it with the Zoom meeting. Afterwards, you can then save the recording and use Rev's video settings and metadata features.

> **Caution**: This is a Rev Cloud only feature that requires certain settings be configured in the Zoom Meeting which are described below.

To use this functionality:

- The **Zoom Meeting Integration** setting in **Media Settings** must be enabled and configured correctly by your Zoom Account Administrator. See: Enable Zoom Meetings Integration
- You must be logged in to a Zoom Meeting account that has an email that matches the email being used in the Rev account for the Webcast Event setup.

▼ To start and broadcast a Zoom Meeting in a Webcast Event:

1. Navigate to **Events** > **Add Event**.
2. Schedule the event as you normally would. See: Schedule a Webcast Event
3. Select **Zoom** as the **Video Source** in **Video Source** settings. If you do not see this tab, speak to your Account Admin about enabling the **Zoom Meeting Integration**.
4. Click the source field and select a Zoom Meeting from the drop-down.

> **Note**: All previously scheduled Zoom meetings automatically appear in the Video Source drop-down. Meetings that are scheduled in the past do not appear.
>
> You may also enter a **Zoom Meeting ID** or **URL** if you do not have any meetings scheduled when you create your Webcast. The meeting ID requires a number between 9 and 11 digits.

5. If no meetings appear, you must enter a valid **Zoom Meeting ID** or **Zoom Meeting URL**.
6. If a Password has been set for the Zoom meeting, you must enter the H323/SIP numeric **Password** for the meeting.

Video Source

Video Source	Presentation	Video Address	Webex Teams	Webex Meeting Stream
	Zoom			

555-555-5555

Enter your Zoom meeting ID or Zoom meeting URL.

5555

For a password-protected Zoom meeting, enter the numeric H323/SIP password for the meeting.

7. When you are ready, start the Webcast Event and the Zoom meeting if you have not already started it.

8. Once the Zoom meeting starts, an "Initializing" message appears in the Webcast window while Rev and Zoom connect. Note that initialization may take up to a minute for video from Zoom to display in Rev.

9. Once your Zoom conference video appears, you may begin Broadcasting your event as you would any other Webcast Event.

10. You may end the event in either Rev or Zoom. The video appears in Rev with the Meeting Name if you choose to save the recording. You may modify its metadata and **Video Settings** as you would any other video.

Enable Zoom Meetings Integration

Record a Zoom Meeting

Schedule a Microsoft Teams Webcast Event

You can use a Microsoft Teams Meeting as a video source for your Webcast event if you have enabled the **Microsoft Teams Integration** in **Media Settings**. When you select **Microsoft Teams** as a **Video Source**, you are prompted to enter a **Microsoft Teams Meeting URL**. This means you can save the recording once it is finished and use Rev's video settings and metadata features.

To use this functionality:

• The **Microsoft Teams Integration** and **Microsoft Teams Video Conferencing Integrations** setting(s) in **Media Settings** must both be enabled.

• You must have the correct **Microsoft Teams Meeting URL** entered correctly in the Video Source during Webcast Event setup.

▼ To start and broadcast a Microsoft Teams Meeting in a Webcast Event:

1. Navigate to **Events** > **Add Event**.

2. Schedule the event as you normally would. See: Schedule a Webcast Event

3. Select **Microsoft Teams** as the **Video Source** in **Video Source** settings. If you do not see this tab, speak to your Account Admin about enabling the **Microsoft Teams Integration**.

4. Click the **Microsoft Teams Meeting URL** field and paste the meeting URL for your meeting. This is a required field and can be quite long.

   Example:

   ```
   https://teams.microsoft.com/l/meetup-join/
   19%3ameeting_MTI4NWFiN2MtMmI5Mi00OTc2LWE4ODQtZjgzZTY2M2UxNTFh%40thread.v2/
   ```

0?context=%7b%22Tid%22%3a%2224ed0676-67e2-4293-a8d4-
28937fd33247%22%2c%32Oid%23%3a%22a3fbdcb9-04e8-4c17-9303-859cc56c0d5g%22%7d

5. When you are ready, start the Webcast Event and the MS Teams meeting if you have not already started it.

6. Rev utilizes the Microsoft Teams meeting URL to stream through Rev via the Webcast settings you have selected.

7. You may end the event in either Rev or MS Teams. The video appears in Rev with the Meeting Name if you choose to save the recording. You may modify its metadata and **Video Settings** as you would any other video.

Known Issues using Microsoft Teams Video Integration:

- In limited cases, some Live and VOD content from Microsoft Teams meetings may not play correctly on MAC Safari. In some cases seeking or a browser refresh may get past the issue. Chrome is recommended for the best user experience on MAC.

- Minimizing a shared application in the Microsoft Teams meeting may cause Rev Live playback issues on iPhone. The recommendation is to not minimize shared content. If minimization is necessary, then the workaround is to refresh the player after the application share is restored or ended within the meeting.

- In rare cases, some Microsoft Teams VOD may fail to play on iPhone. The workaround is to use the Rev editor and make any small change to the content, which removes the issue within the VOD.

- Rev playback of Live and VOD content from Microsoft Teams meetings may have incorrect aspect ratio when the meeting is a mobile device in portrait mode.

Enable Microsoft Teams Integration

Supported Video Conference (VC) System Integrations

Schedule an Automated Webcast Event

Rev makes it possible to schedule an event that begins broadcasting at the appointed start time on its own, automatically, without the need for the Event Host to start it. In this case, you need to set your event to automated.

When a Webcast event is automated:

- Event and Account Admins are always able to see, edit, and join automated events through the calendar and carousel just as they would a manually scheduled event.

- If the event has not started, an Admin may always switch the event back to manual (non-automated) status for control by disabling the automated flag.

▼ To create a an automated event:

1. Navigate to **Events** > **Add Event**.

2. Schedule the event as you normally would. See: <u>Schedule a Webcast Event</u>
3. Set **Automated Webcast** to **Enabled** in **Video Source** settings.

4. The event will begin automatically at the designated **Start Time** and will use the Host's time zone.
5. The event will also be broadcast, recorded, and ended automatically.
6. Once the event begins, the Event Host may join the event and control it (presentations, polls, comments, etc.).

> **Role(s)**:
> • Event Admin, Event Host, Account Admin (to schedule and edit automated Webcasts)
> • Invited Attendee and Groups (to view automated Webcasts)

Edit Webcast Settings

Not all settings may be edited once a Webcast has started or is broadcasting. For settings that may be edited or modified after it has started or is broadcasting, see the <u>Edit Webcast Settings During an Event</u> section.

Basic Settings

Create a Custom URL for a Webcast Event

You may create a custom URL for your Webcast to make it easier to remember for attendees. This URL may be reused for multiple events as long as those events do not conflict in date and time.

Once created, the custom URL will be displayed everywhere current Webcast URLs are featured.

To create a custom URL for a Webcast Event:
1. <u>Navigate the Event Calendar</u> and select the event.
2. Scroll to or open the **Basic Settings** section.
3. Modify the **Webcast Shortcut** field with the friendly name you want to use. Your Rev URL will be auto-completed for you.
   a. You may only use letters, numbers and dashes.
   b. The shortcut must be a value between 5 and 50 characters in length.
   c. It may not be assigned to another Webcast whose pre-production time and lobby time start and end time overlap.
   d. Webcast shortcuts may not be edited once the event starts (see: <u>Edit Webcast Settings During an Event</u>).

Note also that if a Webcast shares a custom URL with other events, clicking on the **Webcast Link** on the The Webcast Landing Page displays the **Select Event** drop-down. This drop-down contains each event that shares the URL and may be subsequently browsed through.

The **Permanent Link** will always go directly to a specific Webcast whereas the Webcast Link will display all events that share the shortcut. Finally, the **Copy Event Info** button copies the current **Webcast Link** information.

Add or Delete a Category or Subcategory From a Webcast Event

Categorizing your Webcast makes it easier to find and organize once it becomes a video asset. You are able to categorize your Webcast in the **Categories** field.

▼   To add or delete a category from a Webcast:

1.   Navigate the Event Calendar and select the event.

2.   Scroll to or open the **Basic Settings** section. Modify the **Categories** field.

3.   Only categories and subcategories that are currently in the system will be displayed in the dropdown or those you have access to view.

4.   Click the **X** next to the category to delete the Webcast from the category. This does not delete the category itself from Rev.

5.   If a category or subcategory is removed from Rev, the Webcast will be removed from the category as well.

6.   When a recorded Webcast is saved as a video asset, it will retain its categories.

Add or Delete a Tag From a Webcast Event

Tagging your Webcast makes it easier to find and organize once it becomes a video asset. You are able to tag your Webcast in the **Tags** field.

▼   To add or delete a tag from a Webcast:

1. Navigate the Event Calendar and select the event.
2. Scroll to or open the **Basic Settings** section. Modify the **Tags** section.
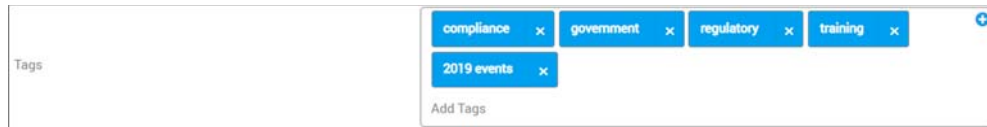
3. In the **Tags** field, type the tag and press <Enter> to save. Multiple tags may be entered. Spaces may be used. Tags are not case sensitive.
4. Click the **X** next to the tag to delete the tag from the Webcast.
5. When a recorded Webcast is saved as a video asset, it will retain its tags.

Add a Custom Field to a Webcast Event

Custom fields allow you to add custom metadata to a Webcast event that is specific to your organization. Your Account Admin configures custom fields and you add them to your Webcasts.

▼   To add a custom field to a Webcast Event:

1. Navigate the Event Calendar and select the event.
2. Scroll to or open the **Basic Settings** section. If any custom fields have been defined, they will appear beneath the **Tags** section.

3. Notice that if any fields have been configured as "required", a red asterisk will appear next to it. This means you must complete the field before you Save your Webcast just as you would a "normal" field.

4. Keep in mind that if a Webcast template is created with custom fields, the fields will be saved as part of the template.

Manage Custom Fields in Rev

Add a Custom Field to a Video

Bulk Editing Custom Fields

Video Source Settings

Select a Presentation Profile for a Webcast Event

A **Presentation Profile** is used to define a device profile for your Webcast and specifies attributes such as video sources and destination streams. You *must* select a device to stream your video to for each event when creating a Webcast.

Your Account Admin will have already defined **Presentation Profiles** for you to select from when creating an event.

▼   To select a Presentation Profile for your Webcast:

1. Navigate the Event Calendar and select the event.

2. Scroll to or open the **Video Source** section.

3. Enable the **Presentation** section.

4. A list of all active profiles displays with their availability displayed.

Column	Description
Presentation Profile	The name of the profile; Click to select it for the Webcast event and then click the **Choose** link. You may filter the list by clicking the **All** and **Available** buttons.
Availability	Whether or not the profile is available to use for your Webcast during your selected date/time. If it is **Available**, it is not reserved for another event and you may reserve it for your event. If it is reserved, the profile is scheduled for another event for the same date/time you and may not be used.
Schedule	Click the calendar icon to view the current schedule of the profile. The number of events the profile is scheduled for is indicated next to the calendar icon.

5. Use the **Available** button to view only the profiles that are available for the indicated date/time you have scheduled for your event.

6. Click the **Choose** button to use the **Presentation Profile** for your event if it is available.

7. Click the **Calendar** icon in the **Schedule** column to view the events that have been scheduled for the presentation profile (both past and future). **Event Names**, **Start** and **End** date and times, and **Event Admin** are listed.

SCHEDULED EVENTS FOR VA HQ ENCODER (VIRGINIA HQ TRAINING ROOM #101 PRESENTATION PROFILE)

Mar 8, 2019 11:00 AM

Compliance Training #1 - Understanding RHT1E5 Regulations
Event Date: Mar 8, 2019 1:00 PM - Mar 8, 2019 5:00 PM

Event Admin: tammy butcher

Finance Committee Planning & Luncheon
Event Date: Mar 8, 2019 11:00 AM - Mar 8, 2019 12:30 PM

Event Admin: Mari Crawford

Close

Add a Presentation Profile

Enable Closed Captions for a Webcast Event

You may enable closed captions for your Webcast events by clicking the **Enabled** button under **Closed Captions** in the **Video Source** section.

When Closed Captions are enabled:

- A closed caption toggle will be available on the Webcast video player just as it is on the VOD video player. See: Player and Playback Bar
- Closed captions are only available for the following formats: RTMP, RTMFP Multicast, HLS for Flash players and HLS for HTML5 players.
- If closed captions are enabled, they will be displayed if available for the video.

▼ To enable closed captions for a Webcast:

1. Navigate the Event Calendar and select the event.
2. Scroll or open the **Video Source** section.
3. Set **Closed Captions** to **Enabled.**

Closed Captions   Enabled   Disabled

Role(s):
- Event Admin
- Event Host
- Account Admin

Enable and Translate Subtitles for a Live Webcast Event

You may transcribe Live subtitles for your Webcast events and translate the source language (up to 8 additional languages) by clicking the **Enabled** button under **Live Event Subtitles** in the **Video Source** section. This feature is only available when **Rev IQ Transcription and Translation** is enabled and for events that use **Video Conference Live Streaming** as a video source.

When **Live Subtitles** are enabled:

- A **Source Language** dropdown appears. Languages available for transcription are English-US, English-GB, Spanish, French, French-Canadian, German, Italian, and Australian-English.
- You may enter the same languages for translation as used for VOD videos.

▼ To enable Live Subtitles for a Webcast:

1. Navigate the Event Calendar and select the event.
2. Scroll or open the **Video Source** section.
3. Set **Live Event Subtitles** to **Enabled.**
4. Select a **Source** language and up to 8 additional **Translation** languages for Subtitles.

Role(s):
- Event Admin
- Event Host
- Account Admin

Link and Redirect Webcast Event Recordings to a Completed Event

Linking and redirecting Webcast recordings offers attendees the ability to seamlessly transition from viewing a live Webcast to its recording once it has completed. Event Hosts control when it is redirected so that it may be edited before it is viewed if desired.

You may link a Webcast recording to a completed event by clicking the **Enabled** button next to **Associate and link webcast recording with the completed event** in the **Webcast Recording** section during event set up. You can also enable it once the Webcast has started.

When a Webcast recording is linked to a completed event:
- The event recording is automatically associated to the completed event for both manual and automated Webcasts.
- In the event that multiple recordings took place during the Webcast, the last recording is associated upon event completion.

You may redirect attendees to a linked Webcast recording by clicking the **Enabled** button next to **Redirect attendees to linked webcast recording for the completed event** in the **Webcast Recording** section.

When attendees are redirected to a linked Webcast recording:

- Attendees visiting the event link after the Webcast has completed (and event linking has been enabled above) will be redirected to the recorded video.
- If this setting is disabled, attendees visiting the event link after the Webcast has completed will be redirected the Webcast Landing Page. See: The Webcast Landing Page.
- Keep in mind that the video must be also viewable by the attendee. That is, active, not in a legal hold, part of an approval process, and so forth.

Account and Event Admins may use the **Edit** icon from the Webcast Landing Page to edit either setting at any time. For example, you may decide to edit the event recording to a more professional version (or to remove sensitive information) and disable redirecting while doing so.
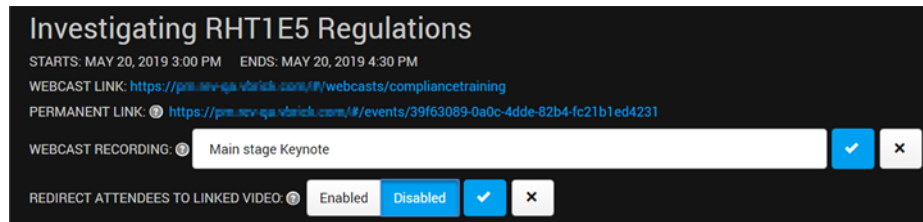
Designate the Uploader for a Webcast Event Recording

During event setup, you may specify who the Uploader of the Webcast recording is once it has concluded. This user account is specified as the creator of the event by default but it may be changed to any system user and is not limited to the Hosts or Moderators of the event.

▼ To edit the Webcast recording uploader:

1. Navigate the Event Calendar and select the event.
2. Scroll to or open the **Webcast Recording** section.
3. The account that creates the event is selected by default. One Uploader is required.
4. Select a new account Uploader in the Find Items box and click **Save**.
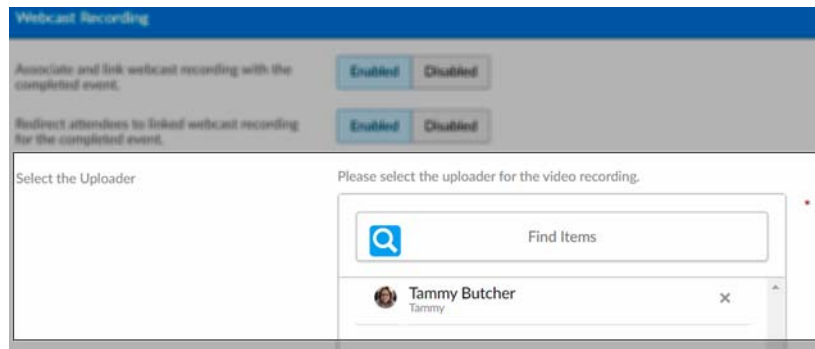
Keep in mind:

- No more than one Uploader may be specified.
- You may not edit this field during the event.

- This field is required.

Hosts and Moderators Settings

Select an Event Host for a Webcast Event

Every Webcast must have a designated **Event Host** to start and run the event no matter if it is private or public. You must have an Event Host or Account/Event Admin role to start and control an event from the **Event Calendar**. There may be up to three Event Hosts assigned per event. An Event Host is typically selected during event creation and the event creator is the default Host assigned.

> **Note**: The Event Host role may *only* control those events they are assigned to as described in this topic whereas Account/Event Admin roles may control all events as needed.
>
> Event Moderator tasks and permissions are different from those of an Event Host and they may only control event features such as polls and chat but do not control the event itself. See: Add an Event Moderator to a Webcast Event

▼ To select one or more Event Hosts:

1. Navigate the Event Calendar and select the event.
2. Scroll to or open the **Host and Moderators** section.
3. Select one or more hosts from the **Select an Event Host** control. Only accounts with the Event Admin, Event Host, or Account Admin roles will appear here.

> **Note**: The Rev search engine works similar to popular Web search engines in that using double quotes around your search will narrow it and result in more accurate results if you are looking for a specific user or item.
>
> For example, if you are searching *only* for one specific video, user account, event, etc., enclosing the search in double quotes avoids returns of similar terms or derived words in your search results.
>
> Note that this is also true when using **Find Items** search within the Rev user interface to search for user accounts.

4. All Event Hosts assigned will be able to control the Webcast slides if an Event Moderator has not been assigned.
5. If the Event Host that creates the event is unable to reach the Webcast, additional hosts or Admins assigned may control the Webcast.
6. If no Event Host or Admin is able to reach the Webcast, it will automatically end on its own after 60 minutes of its scheduled end.

> **Note:** The Event Host added first is the "owner" of the event (and appears **last** as a result in the Host list if more than one Host is added).
>
> In the example below, the Event Host "Tammy Butcher" is the actual owner of the event. Be aware of this if you add more than one Event Host to your Webcast and add the person you want to "own" the event first.

> **Note:** Event Hosts may only edit and control the events they specifically create. Event and Account Admins, however, may edit and control any event created in the system.

> **Role(s)**:
> • Event Admin
> • Event Host
> • Account Admin

Host a Production Webcast

Add an Event Moderator to a Webcast Event

Add an Event Moderator to a Webcast Event

An **Event Moderator** is used to manage and control the "behind the scene" event *features* that have been set up by the Event Host such as polls and Q&A sessions. This allows the Event Host(s) to focus on controlling the Webcast itself.

> **Note**: Any user account may be added as an Event Moderator. You do not have to be any certain functional role to be assigned as a moderator.

Several Event Moderators may be assigned to an event while only three Event Hosts may be assigned at a time. For example, you may have an event where a large panel of speakers are presenting and several hundreds of attendees are expected. This type of event would expect to draw several questions at once during a Q&A session. A moderation team to manage the question queues and polls for the speakers would be the ideal set up in this case.

The table below illustrates the differences between Event Hosts and Event Moderators.

Event Moderator Tasks (As many as needed)	Event Host Tasks (Up to three per event)
Event Moderators are unable to perform the tasks of an Event Host. They are able to perform the following tasks: • View event attendees • View and manage the poll interface during an event • View and manage the Q&A interface during an event • View the event invitation text during an event • Download the chat report after the event • Download the Q&A report after the event • Access the event dashboard • Toggle the event layout • Control the event presentation (if designated, one moderator at a time)	Event Hosts are able to perform all the tasks of an Event Moderator in addition to the following tasks: • Create an event • Edit an event • Start an event • Stop an event • Pause an event • Broadcast an event • Record an event • All Account/Event Admins are able to access/control Webcast functions.

It is important to keep in mind that moderators will not be able to modify or control the event aside from its features.

▼ To add a moderator to an event:

1. Navigate the Event Calendar and select the event.

2. Scroll to or open the **Hosts and Moderators** section.

3. In the **Event Moderators** dialogue box, use the **Find Items** search to specify which user accounts will be designated moderators for the event. When attending the Webcast, these accounts will have access to the Event Moderator interface.

> **Note**: The Rev search engine works similar to popular Web search engines in that using double quotes around your search will narrow it and result in more accurate results if you are looking for a specific user or item.
>
> For example, if you are searching *only* for one specific video, user account, event, etc., enclosing the search in double quotes avoids returns of similar terms or derived words in your search results.
>
> Note that this is also true when using **Find Items** search within the Rev user interface to search for user accounts.

4. More than one user may be designated a moderator so that you may use a moderation team if needed.
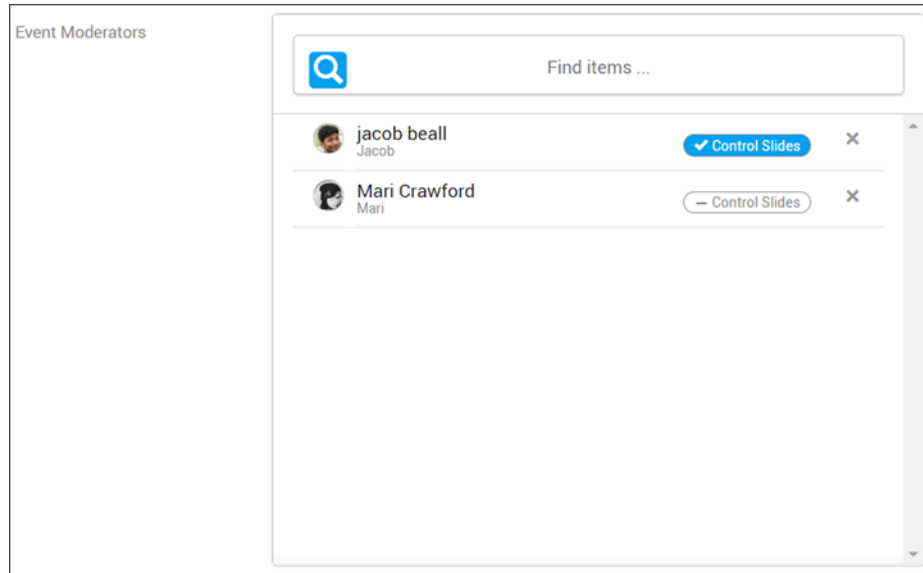
5. Once the moderator has been added by clicking **Done**, you may then designate a moderator to control the presentation slides (instead of the Event Host) by clicking the **Control Slides** button. Only one moderator at a time may control the slides. The **Control Slides** button will only be visible after the moderator has been added by clicking the **Done** button.

Select an Event Host for a Webcast Event

The Q&A Question Queues

Moderate a Question in the Q&A Inbox Queue

Moderate a Question in the Q&A Speaker Queue

Moderate a Question in the Q&A Closed Queue

Unlist a Webcast Event

When you unlist a Webcast, it prevents it from being displayed to all Media Contributors, Media Viewers, and Event Hosts that did not create the Webcast.

This includes the following areas:

*   Event Calendar
*   All Dashboard carousel views and templates
*   Global Search

However, Unlisted Webcasts may be manipulated through Rev APIs. View the Rev Developer's Site for details.

> **Note**: This functionality must be enabled by your Account Admin first.

Use the **Unlist this Webcast** checkbox in event setup to unlist a Webcast in Rev.

▼ To unlist a Webcast:

1. Navigate the Event Calendar and select the event.
2. Scroll to or open the **Attendees** section.
3. Select the **Unlist this Webcast** checkbox. It is disabled by default.
4. The Webcast is now unlisted and unable to be seen in Rev.

Enable Unlisted Videos

Unlist a Video

Bulk Editing the Unlisted Video Setting

Estimate the Number of Webcast Event Attendees

You may estimate the number of people that will attend your event so technical resources can be adjusted as necessary. The actual number of attendees can then be compared once the event has concluded so that plans can be adjusted accordingly for the next Webcast as needed. Estimated attendees will be included on the Webcast Event Report as well.

Use the **Estimated Number of Attendees** field in the **Attendees** section to estimate attendees.

Estimated Number of Attendees	20

Note that this must be a number of an error message will result.

To compare your estimate with actual attendees at the conclusion of the event, see the **Engagement Analytics** tab under Event Analytics and Quality of Experience Reports.

Attendee Engagement Settings

Add a Poll to a Webcast Event

A **Poll** may be used to increase the interactivity in a Webcast to keep attendees engaged in the presentation and to collect information.

Account or Event Admins may add one or more polls to a Webcast event before broadcasting so that the poll does not have to be created on the fly. Both Event Admins and Event Moderators may create and manage polls once the event begins if needed.

▼ To add a poll to an event:

1. Navigate the Event Calendar and select the event.
2. Scroll to or open the **Attendee Engagement** section.
3. Click the **Add Polls** button. Polls are disabled by default. Your Admin will need to enable them if this button is not visible.

Enable Polls	Enabled Disabled	+ Add Poll

4. Use the **Question** field to enter the poll question and up to four answers in the **Answer** fields. At least one answer is required. These fields may be edited if no responses have been received.

5. Select the **Yes** button next to **Allow Multiple Answers** if you want event attendees to be able to choose more than one answer when taking the poll.

6. You may add more than one poll to the event by clicking the **Add Poll** button again to add additional polls. Event Moderators will be able to choose when to launch each poll (and in which order) during the Webcast.

7. Click the **Save** button save the polls to the event.

8. Click the **Delete Poll** button to remove the poll entirely from the event. However, you may also temporarily remove polls from an event (without deleting them) by clicking the **Disabled** button instead.

9. **Note**: This feature must be added by an Account Admin in **Media Settings** before it is visible.

> **Role(s)**:
> • Poll Creation: Event Host (During event set up)
> • Poll Management: Event Host / Event Moderators (During Webcast)

Display a Poll and View Results During a Webcast Broadcast

Edit a Poll During a Webcast Broadcast

Close a Poll and Publish Results to Attendees During a Webcast Broadcast

Add a Poll During a Webcast Broadcast

Submit an Answer to a Poll During a Webcast Event

Allow Polls on Webcasts

Enable Chat for a Webcast Event

A **Chat** interface may be enabled for your event if you want to allow your attendees to be able to comment to each other during your Webcast. This interface is not the same as the **Q&A** interface and should not be used to ask questions.

▼ To enable Chat for an event:

1. Navigate the Event Calendar and select the event.

2. Scroll to or open the **Attendee Engagement** section.

3. Select **Enabled** to enable Chat for a Webcast.

Keep in mind:

- The chat interface is not moderated.
- All comments made in the chat interface are associated to a user account and are unable to be made anonymously.
- This feature must be added by an Account Admin in Media Settings before it is visible.

Submit a Chat Comment During a Webcast Event

Allow Chat on Webcasts

Enable Q&A for a Webcast Event

A **Q&A** interface may be enabled for your event if you want to allow your attendees to be able to ask questions during your Webcast. This interface is not the same as the **Chat** interface and should not be used for general comments and conversation among attendees.

> **Note**: Moderators may also submit questions to seed discussion points during an event. They will be denoted by (Moderator) behind the first and last name of the person submitting the question to other Moderators and the Event Host. If the question is submitted anonymously, it will appear the same as all other anonymous questions. The Q&A report will not denote moderator submitted questions.

▼ To enable Q&A for an event:

1. Navigate the Event Calendar and select the event.
2. Scroll to or open the **Attendee Engagement** section.
3. Select **Enabled** to enable Q&A for a Webcast.
4. Q&A must also be enabled first before you are able to enable or disable anonymous questions.

Enable Q&A	Enabled	Disabled

○ Disable anonymous questions
◉ Enable each participant to self-select anonymous question submissions
○ Force all participants to submit questions anonymously

A Q&A session for your event provides the following features:

- Question queues - As questions are asked by event attendees, Event Admins or moderators may categorize them into one of three queues so that each question is handled from receipt until closure for the event speaker.
- Once the event is concluded, the Event Host or moderator may view a Q&A report for details on how each question was handled.
- **Note**: This feature must be added by an Account Admin in Media Settings before it is visible.

> **Role(s)**:
> • Q&A Creation: Event Host (During event set up)
> • Q&A Management: Event Host / Event Moderators (During Webcast)

The Q&A Question Queues

Moderate a Question in the Q&A Inbox Queue

Moderate a Question in the Q&A Speaker Queue

Moderate a Question in the Q&A Closed Queue

Submit a Question During a Webcast Event

Submit an Anonymous Question During a Webcast Event

Allow Q&A on Webcasts

Enable or Disable Anonymous Questions for a Webcast Event

If Q&A is enabled for an event, you may also specify if attendees are able to submit questions anonymously or if they *must* submit them anonymously.

▼   To enable or disable anonymous questions:

1.   Enable Q&A for the Webcast first.

2.   Select your **Allow Anonymous Questions** checkbox preference.

Submit an Anonymous Question During a Webcast Event

Upload a PowerPoint Presentation to a Webcast Event

You are easily able to display and control a PowerPoint presentation in addition to your streaming video for your Webcast event.

> **Caution:** If your PowerPoint contains non-standard fonts, you must embed them for proper display. Select File > Options then the Embed fonts in file checkbox.

▼   To upload a PowerPoint presentation:

1.   Navigate the Event Calendar and select the event.

2.   Scroll to or open the **Attendee Engagement** section.

3.   In the **Upload Presentation File** section, select a presentation to upload.

4.   The following extensions must be used or an error is generated upon upload:
    •   .ppt
    •   .pptx

5. When a presentation has been uploaded, the **Choose a File** button is replaced by the **Replace File** button. Use the **Replace File** button to replace a previously uploaded presentation file. Select the **Enable Download** checkbox if you want your attendees to be able to download the presentation. It will be available for download in the **Event Details** section during the Webcast.

Presentations and Rev Best Practices

Some PointPoint best practices for display during a Rev Webcast Event are suggested below.

Rev Related:
- Embed fonts
- Remove all animations
- Consider previewing your slides at the lowest resolution you will be broadcasting at

General Best Practices:
- Simplify slides and limit the amount of text on each screen
- Use large fonts for legibility
- Make sure that there is enough contrast between text and backgrounds
- If you want to additional information bullets on a slide, use separate slides to do so
- It is best to preview your slides on the screen that you will be presenting on from the back of the room

Control a Presentation During a Webcast Broadcast

View Information about a Webcast Event

Upload a Background Image to a Webcast Event

You are easily able to add a background image to your Webcast event so that you can use branded imagery from your organization if desired.

▼ To upload a background image:

1. Navigate the Event Calendar and select the event.
2. Scroll to or open the **Attendee Engagement** section.
3. Select the image you want to upload under **Background Image**.

4. The following image formats may be used:
    *   .jpg
    *   .png
    *   .gif
5. For best results, use an image that is at least 1600 pixels by 1200 pixels.
6. Choose a Background Size:
    a. Fit to Space: Image is sized to fit available space and filler gray space will be displayed if image is not sized exactly to fit the space.
    b. Fill Space: Image is expanded to fill available area and may be trimmed.
7. Images will automatically be scaled to a smaller size for mobile devices viewing the Webcast.
8. The background image will appear in the following locations:
    *   guest user log-in (internal log-in page unaffected)
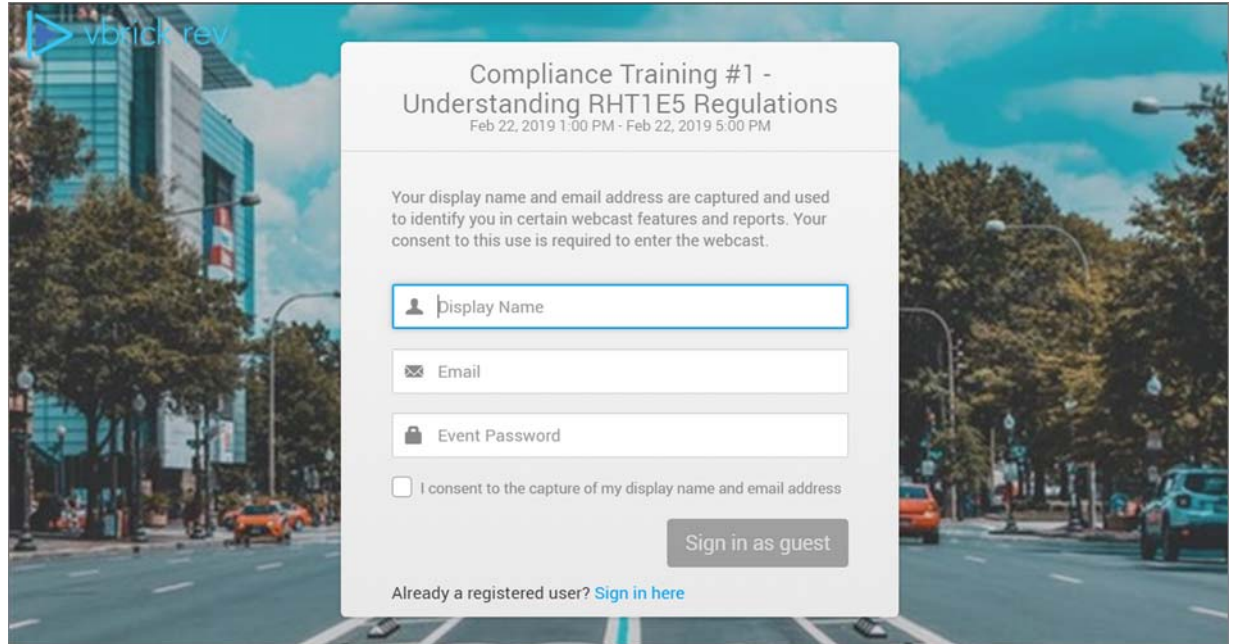
- in the live Webcast behind the video and slides (during the broadcast)
- full screen slide mode
- on the **Upcoming Events** carousel on the **Home Page**
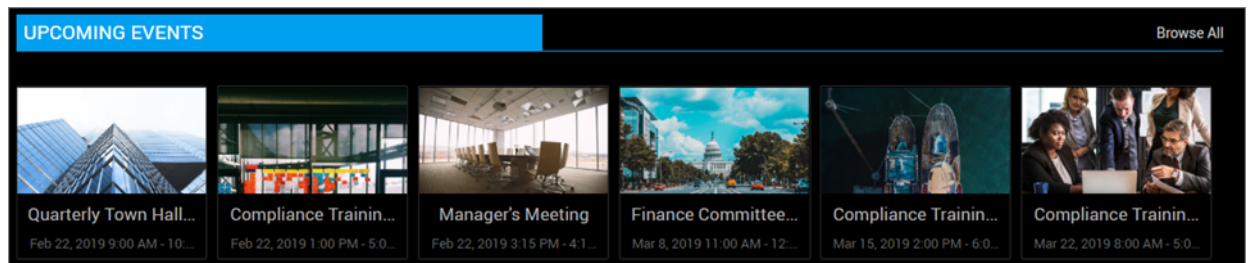
9. Use the **Remove Background Image** button to delete a background image and replace a previously uploaded image file by clicking the (**+**) link again.

Edit Webcast Settings During an Event

All Webcast settings may be edited once an event has started with the *exception* of the following which you may *not* edit once an event has started:

- Closed Captions
- Listing Type
- Custom (Event-Friendly) URLs
- Lobby Time
- Video Source
- Start/End Date and Time
- Timezone

Make sure you understand what settings you need to have set up *before* your Webcast starts and what you may edit "on-the-fly" during the event.

▼   To edit a Webcast during an event:

1. <u>Start a Webcast Event</u> as you normally would.

2. Click the **Edit Settings** button on the **Event Details** form. (See: <u>View Details for a Webcast Event</u> if you need a refresher on how to access this form)

3. Webcast settings that are available for editing will appear and look similar to the image below. As noted, for complete details on which are available, view the **Edit Inline** column for each setting on the <u>Schedule a Webcast Event</u> topic.

4. The new settings will be available immediately to all attendees once you click **Save**.

Delete a Webcast Event

You may *not* delete an event in progress.

▼   To delete a Webcast event:

1. <u>Navigate the Event Calendar</u> and edit the Webcast.

2. Click the **Delete** button.

3. Confirm the deletion when prompted.

4. The event is removed from the **Event Calendar**.

5. All resources reserved for the event on the **Presentation Profile** (encoders, DMEs, etc.) become available. See: <u>Add an Event Moderator to a Webcast Event</u> if you are unfamiliar with device profiles.

> **Role(s)**:
> • Event Admin
> • Event Host
> • Account Admin

Webcast Event Templates

Webcast templates allow you to save common settings for an event that you are then able to use again for future Webcasts without having to create them from scratch which can be error-prone.

For example, a quarterly CEO townhall event may need certain settings arranged and repeated for security and Q&A whereas a smaller departmental monthly staff meeting may have a different set of settings. Webcast templates may be created for each type.

Account Admins can manage all templates as well as specify a default template that automatically populates each time that a new Webcast is created.

> **Tip**: A Webcast template is different from duplicating an event in that you can pick and choose which settings and metadata are applied to new events by enabling or disabling them and then saving them as a template.
>
> When you duplicate an event, *every* setting is copied to the duplicated event as is. This includes the metadata for the Webcast such as its name, description, tags, and categories which you may not want on a new event.

Create a Webcast Event Template

Event Hosts may save certain event settings as a template for future Webcasts so that other user accounts in the organization may apply the settings to Webcasts they create without having to create them from scratch.

When a Webcast is saved as a template, most settings are saved "as is" including:

- Template creator
- Date the template was created. This will allow tracking of template security and future template enhancements.

There are notable exceptions that are *not* saved. They are:

- Video Source section. This should be unique and updated for each event.
- Start date and time which will be defaulted to the current date and time.
- Event PowerPoint (if attached).

▼ To create a Webcast Event Template:

1. Navigate the Event Calendar.
2. Create the event as you normally would. See: Schedule a Webcast Event.
3. You may also edit a previously created event.
4. Double check the settings and metadata, enable/disable them as desired, then click the **Save as Template** button.

5. Enter a unique name for the template. You may now apply this template when you create a new Webcast event or edit a previously saved Webcast and apply the event as needed.
6. The Webcast will have the settings and metadata you saved in the template applied.

7. If custom public Webcast registration fields are added to the event after an Event template is created (and are marked to be included in every Webcast), they will be automatically added/updated with the template. See: <u>Configure Custom Fields</u>.

> **Caution**: The Event Creator is *not* automatically added as an Event Host.

<u>Apply a Template to a Webcast Event</u>

<u>Webcast Templates</u>

<u>Set a Default Webcast Event Template</u>

Apply a Template to a Webcast Event

You may apply any saved template to a Webcast event to save time and reduce errors when setting up similar Webcasts. Templates may be applied to new events or any previously saved event.

▼ To apply a Webcast Event Template to a new event:

1. <u>Navigate the Event Calendar</u>.
2. Create the event as you normally would. See: <u>Schedule a Webcast Event</u>.
3. You may also edit a previously scheduled Webcast.
4. Click the **Templates** button.

> **Templates**

5. Select a template in the **Select Template** dropdown box. Note that a template must have been saved/created first before any will appear here. Click the **Apply** button to populate your Webcast with the Template's settings.
6. You may select and apply as many templates as you like so long as the Webcast has not started.
7. Verify the settings before saving your event.

<u>Create a Webcast Event Template</u>

<u>Webcast Templates</u>

<u>Set a Default Webcast Event Template</u>

Webcast Event Layout Controls

Webcast Layout controls dictate where video, audio, and the presentation appear during the event. Where these controls appear depends upon your role and where the Webcast is being sourced from.

Attendee Layout Controls

You may toggle how the Webcast layout appears (and functions) by using the three buttons at the top of the event window.

The **Video**, **Audio**, and **Presentation** buttons are used to toggle the elements of the Webcast on and off. The buttons are "on" by default when the event is started. If a button is clicked, that element is toggled off until the button is clicked again to turn it back on.

For example, if the **Presentation** button is clicked, the large presentation window will be removed until the **Presentation** button is clicked again to turn the presentation back on.

The same three buttons are available (in smaller format) on mobile interfaces.

Host Layout Controls

Host Layout controls are similar to the Attendee controls along with the addition of the ability to control Slides.
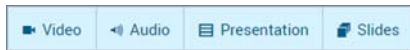
Video Conference Integration Sourced Webcast Controls

A VCI-sourced Webcast (such as a Zoom video conference or Webex Meeting streamed event) has an enhanced slider control that the attendee may use for finer grained control over the layout and sizing of the Speaker's video and content during playback.

These controls appear in the Player bar at the bottom right of the Webcast window.

These controls appear in the Playback bar at the bottom right of the Webcast window.

Host a Webcast Event Dry Run

The Pre-Production setting is enabled in Webcast settings and allows Event Admins and Hosts to run one or more test runs (dry runs) of the event before the Main Event. Once the Pre-Production setting is enabled, additional option(s) to configure pre-production become available.

Note that these test runs are *not* visible to the main event attendees. Those attendees will be unaware of the test runs and the event will appear as if it has not yet started.

▼   To enable Pre-Production Time:

1. Navigate the Event Calendar and create or edit an existing Webcast.
2. Select **Enabled** next to the **Pre-Production** in the **Basic Settings** section. Set the additional settings that then become available:
    a. Enter a **Pre-Production Time Duration** in hours and minutes (00:00). This will be the period of time before the start of the Main Event that the event Host can run one or more test runs (dry runs). For example, if your Webcast starts at 9:00 a.m. and you enter 30 minutes in this field, you may conduct your dry runs and test your event beginning at 8:30 a.m. until the start of your Main Event at 9:00 a.m.
    b. Enter any additional **Pre-Production Attendees**. Event Hosts and Moderators are added automatically. **Note**: The list of pre-production attendees is a separate list from the list of Main Event attendees and provides the ability to select different

people to participate in testing the dry run versus attending the Main Event if desired.

<div style="background-color:red">

Caution: If leveraging pre-production, the **Lobby Time** for your event should be *shorter* in duration than the **Pre-Production Time Duration**. That is, if your Lobby Time is set to 30 minutes, then your Pre-Production Time Duration should be *more* than 30 minutes.
See: Add Lobby Time to a Webcast Event

</div>

3. During the Pre-Production window you have set, the Webcast Landing Page will display a **Start Pre-Production** button instead of a **Start Webcast** button. See: The Webcast Landing Page

<div style="background-color:#29ABE2">

Note: You will still need to Broadcast your Pre-Production event for your Pre-Production attendees to view it just as you would a Main Event.

</div>

4. To end your Pre-Production dry run and start your Main Event, click the **End Pre-Production** button.

5. You will return to the Webcast Landing Page where you can click the **Start Webcast** button as you normally would at its regular Start Time. See: Host a Production Webcast

Keep in mind:

- This setting is disabled by default.
- If the event Start Time is modified, the Pre-Production Duration (and total event time) is updated accordingly automatically (once the event is saved initially).
- Webcast reservations for technical resources (DMEs, presentation profiles, etc.) will now include the total event time plus any pre-production time needed/set.
- DMEs may not be updated during pre-production.
- During the pre-production webcast period, the Webcast Admins/Hosts will be able to start and stop Webcast pre-production broadcasting and there will be on-screen indicators to all roles that it is a pre-production version of the event and not the main Webcast event.
- Webcast analytics reports are now separated and differentiated by "Main Event" and "Pre-Production" added to report titles.
    - See: Event Analytics and Quality of Experience Reports and Download the Webcast Event Attendees Report.

Pre-Production FAQs

Do attendees of the Main Event see what the Pre-Production attendees see?

Only designated pre-production attendees can see the event during a Pre-Production dry run. Any actions that you take while in Pre-Production will only affect those designated attendees. This allows you peace of mind when doing a test run of your event in Pre-Production.

How do I end Pre-Production and go directly into the Main Event?

To start the Main Event webcast, simply click on the End Pre-Production button and then click Start Webcast on the Webcast Landing page. This will launch your webcast and you can broadcast your event whenever you are ready.

Do changes I make during Pre-Production impact the Main Event?

Yes, the Pre-Production feature allows you to test, change, and save the settings of your Event. You do not need to remember the changes and apply them anywhere else because it's the same event.

How long of a Pre-Production test should I run?

You can test your webcast for up to 72 hours before it starts. We find that most people test their event either the day before or the day of the Main Event. However, you have the flexibility to test your Event in Pre-Production for multiple days before it begins.

Should I test my event in Pre-Production?

In addition to added confidence when you start your Event, there are scenarios where Pre-Production testing is recommended:
- You want to broadcast your Pre-Production test to a set of attendees
- You are setting up a new Presentation Profile and want to make sure it works

How are analytics reported for Pre-Production?

Analytics for the pre-production session are reported separately. This allows you to clearly see the attendees and performance of your Webcast. View analytics topics referenced above for more information.

Duplicate a Webcast Event

The duplication feature makes it easy to replicate an event so that you may create a "template event" that you may use as many times as you like to quickly set up an event that has the features and technical set up that you need. This means you do not have to create a Webcast event from scratch every time.

When a Webcast event is duplicated, the following features from each section are copied:

- **Basic Settings Section**
  a. Title
  b. Description
  c. Automated toggle
  d. Lobby Time
  e. Timezone
  f. Categories
  g. Tags
- **Video Source Section**
  a. Presentation Profile / Video Address / Webex Team
  b. Closed Captions setting
- **Hosts and Attendees Section**
  a. Event hosts
  b. Moderators
  c. Listing Type
  d. Unlisted setting
  e. Estimated attendees
- **Attendee Engagement Section**
  a. Polls
  b. Chat
  c. Q&A
  d. Upload presentation file and enabling download settings
  e. Uploaded background image and background size settings

▼ To duplicate an event:

1. Navigate the Event Calendar and click the title of the Webcast to duplicate.
2. Click **Duplicate Webcast** button.
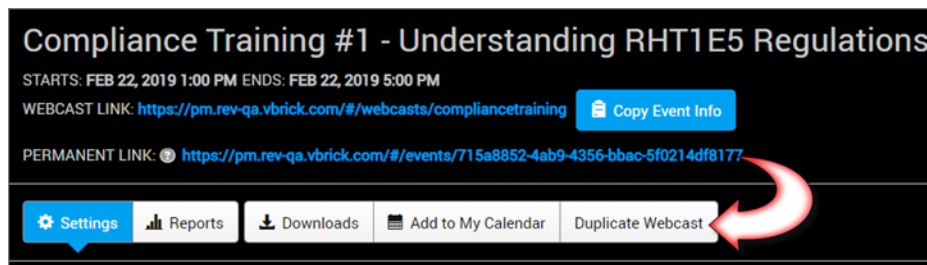
3. "Copy of" is added to the event **Title**.
4. The event start date/time is pre-populated with the next hour of the current date/time.
5. The duration of the event is the same as the original.
6. Click **Create Duplicate** to make a copy of the event or **Cancel** to cancel the duplication.

Add Lobby Time to a Webcast Event

Lobby Time refers to the how soon attendees may enter an event prior to it beginning. The default Lobby Time is 15 minutes. This may be modified by up to 120 minutes during event set up.

▼ To add Lobby Time to a Webcast:

1. Navigate the Event Calendar and edit the Webcast.

2. Scroll to or open the **Basic Settings** section and modify the **Lobby Time** field.

3. Enter a value no greater than 120 minutes.

4. Prior to the event starting, attendees in the Lobby will see a message stating that the Webcast has not started along with the date and start time.

Lobby Time (minutes)	120
	This period is prior to the start of the event. Attendees may join the event during this time. The maximum duration should be no more than 120 minutes.

> **Tip**: Any DMEs associated to the event may not be updated during Lobby Time nor during the Webcast itself.

Host a Production Webcast

Several tasks are involved when hosting your Webcast including steps you must take before, during, and after your broadcast to ensure the event runs smoothly.

Vbrick Rev makes hosting an event a painless procedure and prepares you to handle everything that may come your way. This includes the ability to configure dry-runs of the event to make sure you have all technical set up correct before attendees are in place.

Be aware that different roles are involved when hosting an event. Event Admins and Event Hosts may start and stop an event, for example, whereas Event Moderators may control and manage event features such as polls but may not start the event. Review help topics on these roles if you are unsure which role is best for what you need to accomplish.

Start a Webcast Event

Be aware that when you start a Webcast event you are not actually broadcasting slides and videos associated with it to your audience. Vbrick Rev allows you to first start the event so you can preview it before you actually begin broadcasting those to your audience. You must have the Event Admin or Host role to start an event.

Functionality that you have enabled for the event aside from slides and video, such as chat, Q&A, and polls will be available to moderators and attendees once you start the event and before you begin broadcasting however. The features that are available once an event is started versus broadcasting are noted in the table below.

Event Start	Event Broadcasting
Features Available to Moderators and Attendees (if enabled)	

Chat	Chat
Q&A	Q&A
Polls	Polls
Invite text (Moderators only)	Invite text (Moderators only)
Attendee list (Moderators only)	Attendee list (Moderators only)
Video feed (Moderators only, attendees will be displayed a "not broadcasting message")	Video feed (Everyone)
Presentation slides (Moderators only)	Presentation slides (Everyone)
Slide control (Moderators only if assigned)	Slide control (Moderators only if assigned)
* Event Admins full access to all of the above / Event Hosts to the events they create or are assigned	* Event Admins full access to all of the above / Event Hosts to the events they create or are assigned

> **Note**: An Event Admin or Host may only start an event up to 15 minutes before the event start time. If the event has not started, users will be displayed a message that the event has not yet started and no features will be available. If Lobby Time has been configured, attendees may enter the Webcast when it begins.

▼   To start an event from the Event Calendar:

1. Navigate the Event Calendar and select the **Event Name**.

2. Click the **Start Webcast** button from the Webcast Event Landing Page. (You may also click on the **Event Name** in the **Upcoming Events** carousal from the **Home Page**). Note: This button will not be available until the Pre-Production event has ended if you have conducted a dry run of your event first. See: Host a Webcast Event Dry Run
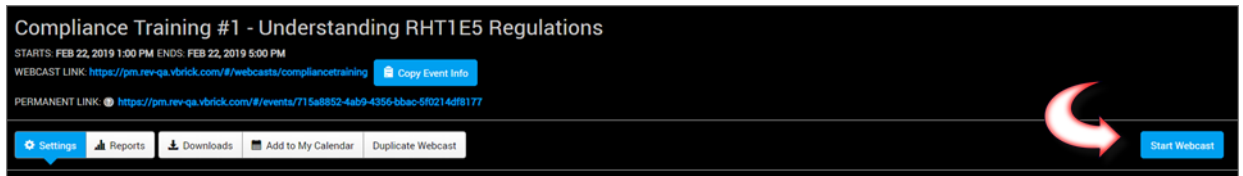
3. This will display Event Admin/Host view. Note: If you have given an Event Moderator control of the presentation slides for your Webcast, they can be tested now before broadcasting begins.
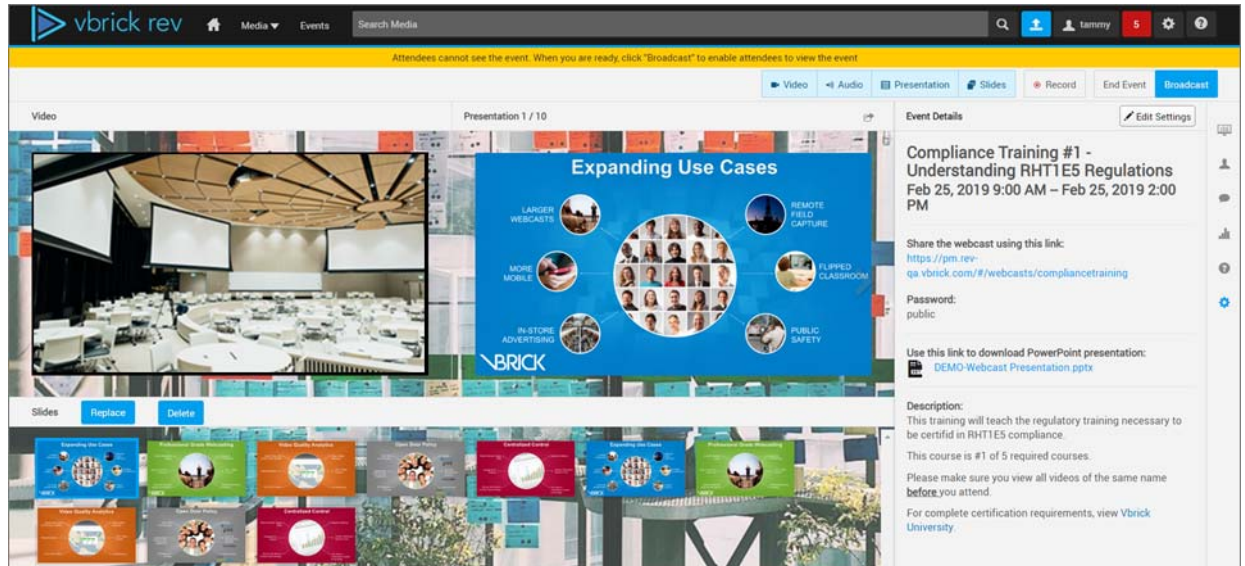
While in Event Admin/Host view:
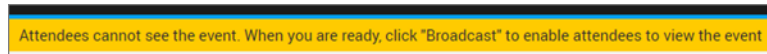
- The yellow bar across the top of the screen indicates that you are not broadcasting initially. This changes to a blue bar if you click the **Broadcast** button to begin broadcasting the event to attendees.

> **Caution**: When using a Vbrick 9000 series encoder for your Webcast event, you may see a delay in the video feed as the admin of the event. When this delay occurs, the admin user may need to click the **Play** button on the video player. This is due to a specific scenario when extra time is needed for Rev to dynamically start the encoder. When the encoder video feed is sent to a DME that is converting the feed to HLS and this specific HLS feed is also in the Admin's zone, there can be a 30-60 second delay in the video starting. This may occasionally cause the video player to timeout. Simply clicking the **Play** button will start the video feed as it is still being converted to HLS and prepared for streaming from the DME. Note that only when the delay approaches 60 seconds does this occur and it is *not* likely to happen often.


- The **Video**, **Audio**, **Presentation**, and **Slides** buttons are used to toggle the views of the Webcast for the Event Admin/Host. All views are "on" by default when the event is started. If a button is clicked, that view is toggled off until the button is clicked again. For example, if the **Presentation** button is clicked, the large presentation window to the right of the video will be removed until the **Presentation** button is clicked again. As noted, if you have given an Event Moderator control of the presentation slides for your Webcast, they may be tested.
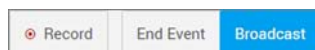
- Use **Record**, **End Event**, and **Broadcast** buttons initially to control the event. The Record button will not work if you do not have a recording device set up or if the event is not

broadcasting. However, it may be "set to record" by clicking it before you begin broadcasting so that when broadcast is clicked, the recording will begin immediately.

- The **Event Features** button bar provide access to the following Webcast features (if enabled):

🖵	**Real Time Dashboard:** Displays ongoing Webcast event analytics in real-time such as attendee statistics, devices in use, streams by zone, and DME status.
👤	**Attendees**: Provides information and access to how many people are currently in the event.
💬	**Chat**: Access to the chat interface (if enabled at event setup). New comments will be noted with a number.
📊	**Polls**: View and manage polls for the event (if enabled at event setup).
🗨	**Questions & Answers**: View and manage questions and answers for the event (if enabled at event setup). New questions will be noted with a number.
⚙	**Event Details**: Provides information about the event to attendees including the following: • Event Title • Start and End Date/Time • Event Description • Event URL • Password (if applicable) • Presentation Download (if applicable) • You may also use the **Edit Settings** button to modify those settings that are available to edit inline.

Role(s): Event Host of the Webcast

Select an Event Host for a Webcast Event

Broadcast a Webcast Event to Attendees

Edit Webcast Settings During an Event

View Details for a Webcast Event

Once an event is created and saved, the Event Admin(s) or Hosts of the event may view and copy auto generated event details such as the URL, event password (if used), and any attachments provided. Regular accounts may view details of upcoming events.

The **Event Details** icon may also be used to send additional invitations once the event has started by Event Moderators if necessary.

▼ To view details for an event (before the Webcast has started):

1. Navigate the Event Calendar and select the event. (You may also click on the **Event Name** in the **Upcoming Events** carousal from the **Home Page**)

2. Admins/Hosts may view event information at the top of the Event Settings page, seen below.

3. Regular user accounts will view similar information on <u>The Webcast Landing Page</u> but will not have the ability to edit settings.

4. Click the **Copy Event Info** button to copy the event name, start date and time, and the **Webcast link** to access it into an email.

5. **Reports** will keep track of the event metrics (Admin/Hosts only). (See: <u>Event Analytics and Quality of Experience Reports</u>)

6. Use the **Downloads** button to view Chat, Q&A, Attendees, and Polls reports once the event has concluded. (Admin/Hosts only)

7. **Add to My Calendar** will schedule the event on your computer's calendar. (Admin/Hosts only)

8. The **Permanent Link** provides a permanent URL to the specific event versus the **Webcast Link** which provides an event-friendly link and may be shared by more than one event.

▼ To view details of the event (after the Webcast has started):

1. Once the Webcast has started, you may click the **Event Details** icon to access these details including the password (if one has been set), a description, and the PowerPoint for download. Event Moderators also have this access. **Event Settings** may be edited here if you are the Moderator/Host.

> **Role(s)**:
> • Event Admin/Host of the Webcast (Before the Webcast starts)
> • Event Moderators (During the Webcast)

> **Tip**: When creating an event, the **Description** field is used for the event invitation description text.

Navigate the Event Calendar

Edit Webcast Settings

Edit Webcast Settings During an Event

Send Invitations for a Webcast Event in Calendar

Event Analytics and Quality of Experience Reports

Duplicate a Webcast Event

Send Invitations for a Webcast Event in Calendar

Once an event is created and saved, Event Admins/Hosts may save it to their calendar (or any application using the .ics file format) to create invitations, including Outlook. The **Add to My Calendar** button may be used to save and send the event date and time to attendees once the event has been created.

▼ To save and send invitations for an event in calendar:

1. Navigate the Event Calendar and click the Event Name.

2. Click the **Add to May Calendar** button. (You may also click on the **Event Name** in the **Upcoming Events** carousal from the **Home Page**)

Add to My Calendar
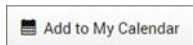
3. A .ics file will download that, when clicked on, will open Microsoft Outlook (for Windows) or the default calendar app in use.

4. The event name, start and end dates and times, description, and URL will be copied to a calendar event. The event-friendly custom URL will be used if applicable.

5. You will then be able to send the event to applicable attendees or save it for yourself.

> **Role(s)**: Event Host of the Webcast (Before the Webcast starts)

> **Tip**: When creating an event, the **Description** field is used for the event invitation description text.

Schedule a Private Webcast Event

Navigate the Event Calendar

View Details for a Webcast Event

Create a Custom URL for a Webcast Event

View the Attendees in a Webcast Event

Once an event begins broadcasting, Event Admins/Hosts and Event Moderators of the event are able to view a list of attendees.

The attendee count will always reflect the current number of attendees in an event and updates dynamically when any of the following occurs:
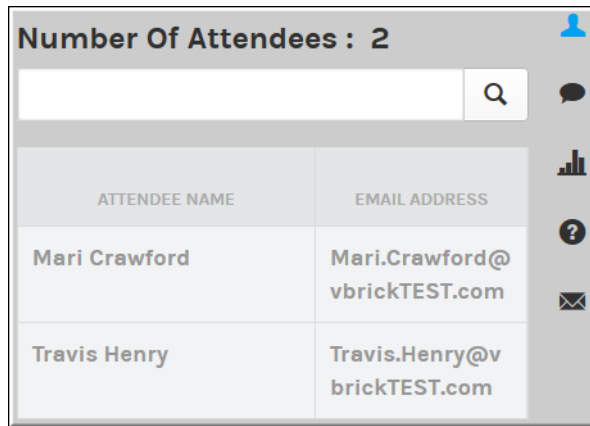
• An attendee leaves an event
• An attendee navigates away from an event
• An attendee's connection is terminated and/or re-established.

▼ To view a list of attendees in an event:

1. Navigate to **Events** > **Event Name** > **Start Webcast** button.
2. Click the **Broadcast** button to begin broadcasting the event to attendees when ready.
3. The **Attendees** button displays the current number of attendees in the event and will update dynamically as attendees join and/or leave the event.

4. Clicking on the button displays an **Attendees List**.
5. Search by **Attendee Name** or **Email Address** if needed.

Role(s):
• Event Host
• Event Moderators

Event Analytics and Quality of Experience Reports

Broadcast a Webcast Event to Attendees

To enable attendees to view the event slides and video, you must broadcast it. While in Event Admin/Host view after starting the event, you will notice a yellow bar across the top of the screen that informs you that you are not yet broadcasting.

Attendees cannot see the event. When you are ready, click "Broadcast" to enable attendees to view the event

Functionality that you have enabled for the event aside from slides and video, such as chat, Q&A, and polls will be available to moderators and attendees once you start the event and before you begin broadcasting. The features that are available once an event is started versus broadcasting are noted in the table below.

Event Start	Event Broadcasting
Features Available to Moderators and Attendees (if enabled)	
Chat	Chat
Q&A	Q&A
Polls	Polls
Invite text (Moderators only)	Invite text (Moderators only)
Attendee list (Moderators only)	Attendee list (Moderators only)
Video feed (Moderators only, attendees will be displayed a "not broadcasting message")	Video feed (Everyone)
Presentation slides (Moderators only)	Presentation slides (Everyone)
Slide control (Moderators only if assigned)	Slide control (Moderators only if assigned)
* Event Admins/Hosts full access to all of the above	* Event Admins/Hosts full access to all of the above

▼   To begin broadcasting slides and video to attendees:

1. Navigate to **Events** > **Event Name** > **Start Webcast** button > **Broadcast** button.
2. The **Broadcast** button will turn to a **Pause Broadcast** button in the event you need to pause the Webcast.
3. The yellow bar at the top of the screen will turn to the blue broadcasting bar seen below. Attendees are now viewing your event.

Attendees can see the event. You are broadcasting live to your audience.

> **Tip**: You may not record a Webcast until you begin broadcasting the event. However, if you click the **Record** button before you begin broadcasting, the event will be "set to record" (and the button will reflect this). The Webcast will begin recording immediately upon broadcasting as a result.

> **Caution**: Customers are recommended to wait a few minutes after starting a Webcast before broadcasting. This ensures that configured resources, which may vary across customers, are ready for distribution to all endpoints.

Start a Webcast Event

Remove an Attendee from a Webcast Event

There may be times when you need to remove a disruptive attendee from a Webcast to ensure a positive experience for the remaining attendees. Only Event Admins/Hosts and Event Moderators may remove an attendee from an event.

▼   To remove an attendee from a Webcast event:

1.   Click the **Attendees** icon to display all current attendees viewing the Webcast.
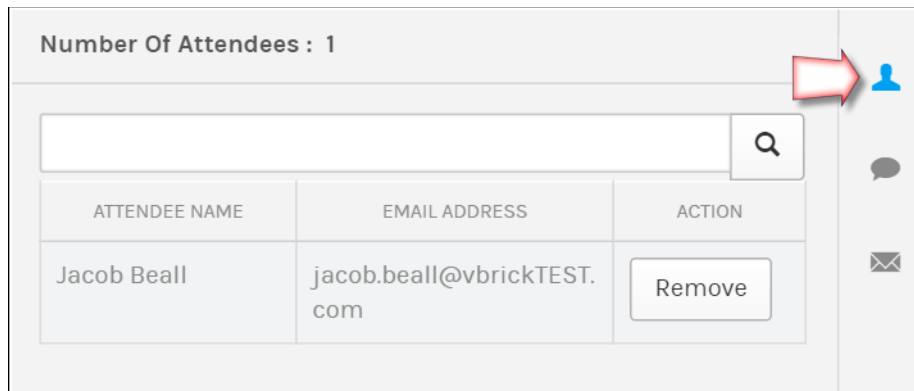
2.   Click the **Remove** button next to the attendee you want to remove from the event.
3.   You will be prompted to confirm that you want to remove the attendee. Click Ok.
4.   The attendee will be immediately removed from the event and displayed a message that they have been removed.

5.   The Remove button changes to Restore. The Restore button may be clicked to restore attendee access to the event if desired.

Restore a Removed Attendee to a Webcast Event

You may easily restore a removed attendee to a Webcast event if needed.

▼   To restore a removed attendee to a Webcast event:

1.   Click the **Attendees** icon to display all current attendees viewing the Webcast. Attendees that have been removed will have a **Restore** button under the **Action** column.
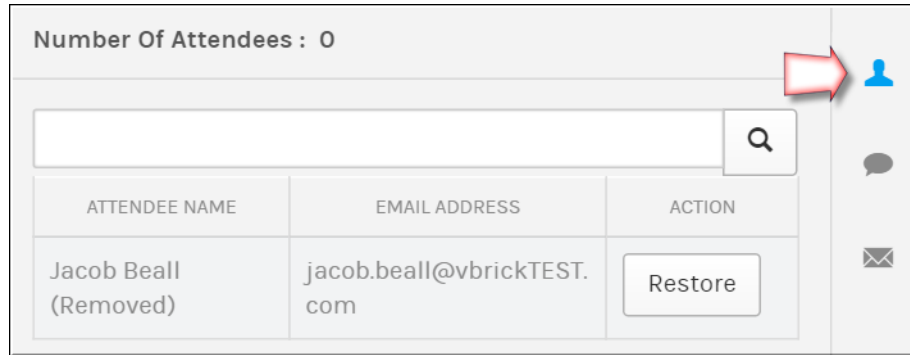
2. Click the **Restore** button to immediately restore the attendee's access to the Webcast.

> **Tip**: If the removed attendee is an internal user, the user will not be able to re-access the event unless they are restored by the Event Admin/Host or Event Moderator. If the removed attendee is a guest user, the user will not be able to re-access the event if using the same computer and browser or with the same email address.

> **Role(s)**: Event Admin/Hosts or Event Moderator of the Webcast

Record a Webcast Event

To record a Webcast event, the event must be broadcasting and an Account Admin must configure Rev to record Webcast events by setting a primary DME player.

When you record a Webcast event both the video input will be recorded as well as any attached PowerPoint presentation (if applicable). If you stop broadcasting or end the event, the recording will also stop. You may view and edit your recorded events under the **Media** menu > **My Videos** tab.

> **Note**: If recording is started/stopped multiple times during an event, each start/stop combination is treated as a separate recorded event. Videos are transcoded to the presets specified in transcoding settings for recording

▼   To record an event:

1. Navigate to **Events** > **Event Name** > **Start Webcast** button > **Record** button.
2. The **Record** button will turn red and the text will display "Recording".
3. If the event is paused or not yet broadcasting, the Record button may be clicked and the Webcast will be "set to record" so that it begins recording immediately once broadcasting.

An error message will be displayed and you should contact your Account Admin if:

• DMEs are down and Rev is unable to connect and record your event.
• DMEs have reached their storage capacity and have run out of storage space.

• DMEs have reached their maximum simultaneous recordings allowed.

Role(s): Event Host of the Webcast

Set a Primary and Secondary DME

Transcoding Preset Default Settings

Control a Presentation During a Webcast Broadcast

If a PowerPoint presentation is associated to a Webcast, it can be controlled in Event Host view or in Event Moderator view if, during set up, the Host specifies the Moderator can control the slides. Once broadcasting begins, slides are easily controlled in either the **Presentation** window or in the **Slide** carousel depending on preference.

Tip: If an Event Moderator has slide control (during event set up), the Event Admins will not see the Slides carousel during the Webcast nor be able to navigate and page through the slides. However, if a Moderator is not given slide control during set up, then all Event Admins/Hosts assigned to the Webcast will have control.

▼ To control a presentation during a broadcast:

1. Navigate to the Webcast and begin broadcasting as you normally would.
2. Use the **Next Slide** and **Previous Slide** buttons (seen in the image below) to page through the slides. You may also use the right and left arrow buttons on your keyboard to transition slides forward and backward while the space bar will page forward.
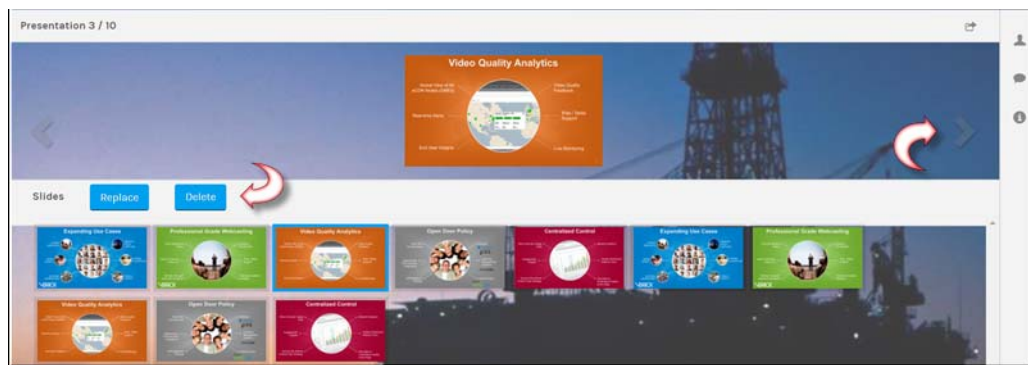
3. Use the thumbnails on the **Slides** carousel beneath the presentation to go to a specific slide.
4. Use the **Replace** and **Delete** button(s) to both replace and delete the PowerPoint during the event if needed.

Role(s): Event Host of the Webcast

Upload a PowerPoint Presentation to a Webcast Event

Edit Presentation Slide Title and Timing for a Recorded Webcast Event

Edit Video Settings of a Recorded Webcast Event

Webcast Event Layout Controls

Display a Poll and View Results During a Webcast Broadcast

The Event Host and Moderators may easily display and manage all polls that have been created once broadcasting begins. Polls may also be edited or created once the event begins without the need to leave the event. The Event Host must have polls enabled during event setup before this functionality may be used.

▼ To display a poll during a broadcast:

1. Click the **Polls** button to display the polls currently available. This button will not be visible if polls have not been enabled for the event.

2. Use the next and back arrows to page through the available polls.
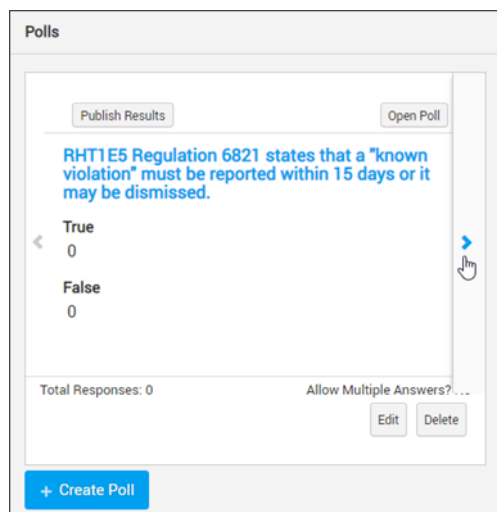
3. Click the **Open Poll** button to present the poll to attendees.

4. Click the **Edit** button to edit the poll attributes before you open it to attendees if necessary. You may not edit polls that have been opened or that have received responses.

5. Poll results are updated as attendees respond until you close the poll. Each question will display total number of respondents and number of responses per answer. Numbers are updated dynamically if attendees change their answer before you close the poll.
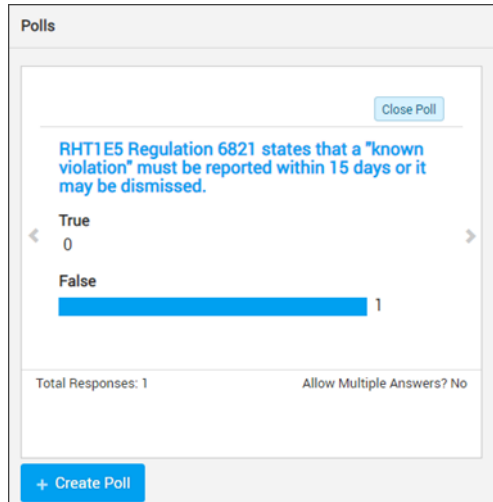
> **Role(s)**:
> - Event Host of the Webcast (Enable/create before the Webcast starts)
> - Event Host / Event Moderators (Create/manage during the Webcast)

Add a Poll to a Webcast Event

Submit an Answer to a Poll During a Webcast Event

Edit a Poll During a Webcast Broadcast

If a poll has no responses and is closed, you may edit it during a Webcast broadcast.

▼ To edit a poll during a broadcast:

1. Click the **Polls** button to display the polls currently available. This button will not be visible if polls have not been enabled for the event.

2. Use the next and back arrows to navigate between polls.
3. Click the **Edit** button to edit the poll attributes if necessary. It must be closed and have no responses.
4. You may edit the poll question, answers, and whether or not multiple answers are allowed.
5. Click the **Save** button to save your configuration or the **Cancel** button to return to the unedited question.

70   © 2020 Vbrick

Add a Poll to a Webcast Event

Submit an Answer to a Poll During a Webcast Event

Close a Poll and Publish Results to Attendees During a Webcast Broadcast

Use the **Close Poll** button to close an open poll so that results may be published to attendees. Only polls that have been closed may have results published.

▼   To close a poll:

1. Click the **Polls** button to display the polls currently available. This button will not be visible if polls have not been enabled for the event.

2. Use the next and back arrows to navigate between polls.
3. Click the **Close Poll** button on an open poll. It immediately switches to an **Open Poll** button. You may use this button to open the poll again to attendees should you choose if you want to collect additional answers.
4. Click the **Publish Results** button to display the results of the poll to attendees. The **Hide Results** button will appear once they are published. You must hide the results of the poll before you may open it again.
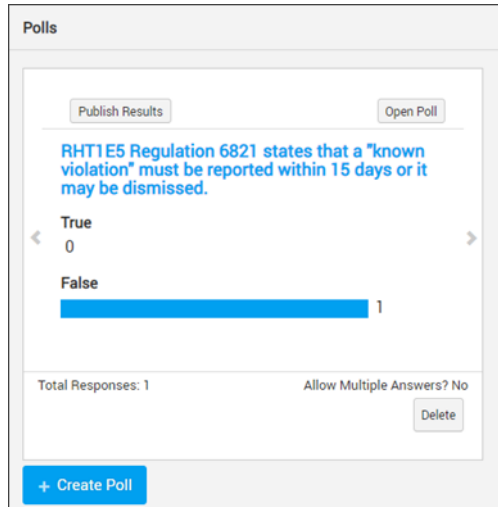
5. The **Hide Results** button will immediately hide the results again and allow you to open the poll again with the **Open Poll** button if desired.

Add a Poll to a Webcast Event

Submit an Answer to a Poll During a Webcast Event

Add a Poll During a Webcast Broadcast

The Event Host or Event Moderators may choose to add a poll on the fly during a Webcast broadcast.

▼ To create a poll during a broadcast:

1. Click the **Polls** button to display the polls currently available.

2. Use the next and back arrows to navigate between polls.
3. Click the **Create Polls** button to add a new poll to the event during the broadcast.

4. Use the **Question** field to enter the poll question and up to four answers in the **Answer** fields.

5. Select the **Yes** button next to **Allow Multiple Answers** if you want event attendees to be able to choose more than one answer when taking the poll.

6. Click the **Create** button to save the poll or the **Cancel** button to return to the **Polls** tab.

> **Role(s)**:
> • Event Host of the Webcast (Enable/create before the Webcast starts)
> • Event Host / Event Moderators (Create/manage during the Webcast)

Add a Poll to a Webcast Event

Submit an Answer to a Poll During a Webcast Event

The Q&A Question Queues

If the Event Host enables questions and answers (Q&A) during event setup, the Q&A interface will be available to both the Event Host and Event Moderators by clicking the Q&A button.

There are three question queues contained in the Q&A module; the Inbox queue, the Speaker Queue, and the Closed queue.

New questions submitted by attendees appear in the Inbox queue. If the Q&A module is hidden, a visual indicator (in the form of a number) will appear on the Q&A button. From the Inbox, event hosts/moderators take the appropriate action on the question. They may respond directly, flag for follow up, close, or add the question to the speaker queue so that the speaker can answer the question during the Webcast. When responding directly, the question may be published publicly so that the entire event may see the answer, or it may be sent privately directly back to whomever asked the question.

The **Open in New Window** button may be used to view the Q&A interface in a separate browser window or tab if desired so that, during large events, only the Q&A interface is visible and questions and answers may be more easily managed. This view is seen in the image below.
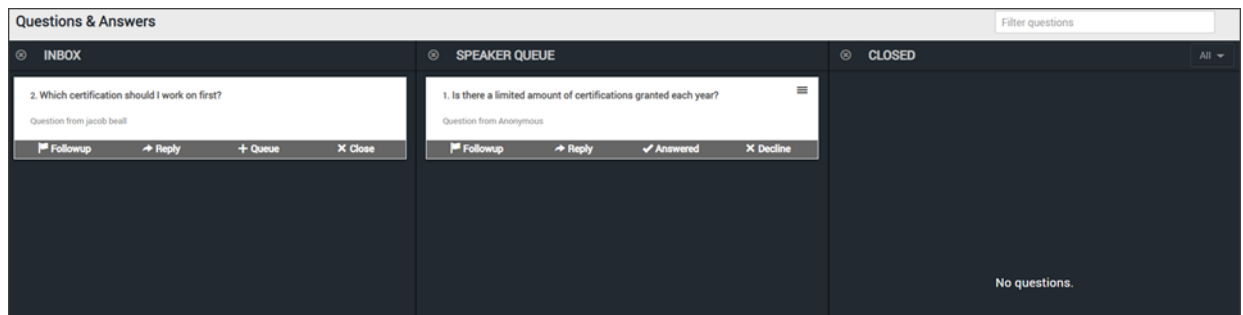
To return to the event window, simply close the open browser window or tab.

Each queue and the actions that may be taken on questions within are described in the topics below.

Moderate a Question in the Q&A Inbox Queue

New questions that are asked during the Webcast event appear in the Inbox queue first. Both the Event Host and Event Moderators have access to the Inbox queue.

▼   To access the Q&A Inbox queue:

1.   Click the **Q&A** button > **Inbox** tab. Questions that have been submitted and are pending action will appear here.
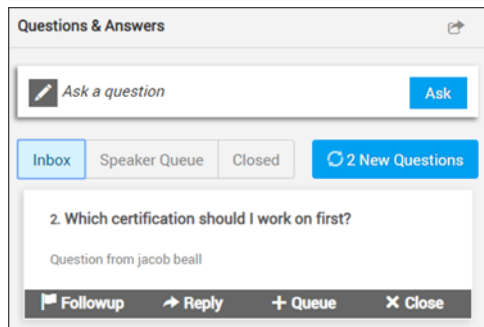
Keep the following in mind:

•   New questions appear on the bottom of the list. However, when new questions come in, the list requires a manual refresh to see them first by using the **New Questions** button. Those questions will then be moved to the bottom of the list.

↻ 2 New Questions

- Each question is assigned a starting number when it is received (starting with 1). This number is maintained with the question when it is moved to another question queue for consistency and easy referral throughout the question's "lifecycle". So, for example, question #6 in the example above will remain question #6 even if it is moved to the **Closed** queue.

- For each Inbox queue question, the following actions may be taken: **Close**, **Followup**, **Reply**, **Queue**.

⚑ Followup   → Reply   + Queue   ✕ Close

- **Followup**: Moves the question to the Closed queue and marks it as "flagged for followup" for the Q&A report.

- **Reply**: Replies directly to the attendee that asked the question or to all event attendees if the **Publish to All** checkbox is selected. No other attendee will be able to view the reply if the **Publish to All** checkbox is *not* selected. If it *is* selected, the question and its reply will be moved to the **Group Questions** tab for all attendees to view.

> **Note**: When a moderator direct replies, all other moderators are alerted that the question is being answered. If *two* moderators submit a reply, the most recent submission becomes always overwrites the current reply and is noted in the Q&A report.

REPLY

Question:

You can work on them in any order, however, RHT1E is recommended first since it is the largest and covers the most regulations.

If checked then your response will be visible to all participants

☑ Publish to All

Cancel   Save

- **Queue**: Moves the question to the Speaker's queue to be answered. New questions appear at the bottom of the Speaker queue list.

- **Close**: Moves the question to the Closed queue and marks it as "closed" for the Q&A report.

> **Note**: When an action is taken on a question, Rev will display a message indicating which action was taken.

Enable Q&A for a Webcast Event

The Q&A Question Queues

Moderate a Question in the Q&A Speaker Queue

Moderate a Question in the Q&A Closed Queue

Moderate a Question in the Q&A Speaker Queue

Moderators filter questions that appear in the Inbox to the speaker Queue when appropriate.

> **Tip**: If more than one Event Moderator has been assigned to an event, the Q&A interface dynamically updates as the Q&A interface is moderated and actions are assigned to incoming questions. Each moderator will be aware of what actions other moderators are performing in real-time.

▼   To access the Q&A Speaker queue:

1.   Click the **Q&A** button > **Queue** tab.
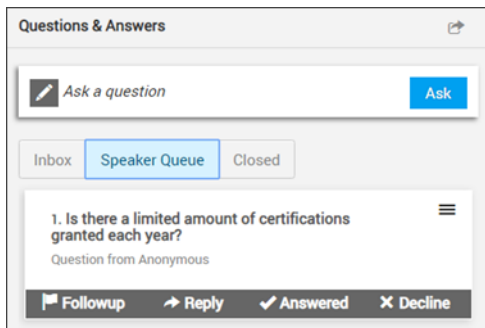
Keep the following in mind:

- New questions appear on the bottom of the list. The list automatically updates when a new question is placed in the queue.

> Tip: Moderators may drag and drop questions to reorder them as desired. However, the question number, in the order received, will remain the same. New questions will still appear at the bottom of the list.

- For each speaker Queue question, the following actions may be taken: **Followup**, **Reply**, **Answered**, **Decline**.

  - **Followup**: Moves the question to the Closed queue and marks it as "flagged for followup" for the Q&A report.
  - **Reply**: Replies directly to the attendee that asked the question or to all event attendees if the **Publish to All** checkbox is selected. No other attendee will be able to view the reply if the **Publish to All** checkbox is *not* selected. If it *is* selected, the question and its reply will be moved to the **Group Questions** tab for all attendees to view.

> **Note**: When a moderator direct replies, all other moderators are alerted that the question is being answered. If two moderators submit a reply, the most recent submission overwrites the current reply and is noted in the Q&A report.

- **Answered**: Assumes the speaker verbally responds to the question during the Webcast, moves the question to the Closed queue and marks it as "answered" for the Q&A report.
- **Decline**: Moves the question to the Closed queue and marks it as "declined" for the Q&A report.

Enable Q&A for a Webcast Event

The Q&A Question Queues

Moderate a Question in the Q&A Inbox Queue

Moderate a Question in the Q&A Closed Queue

Publish and Remove a Question from Public View During a Webcast Event

Submit a Question During a Webcast Event

Submit an Anonymous Question During a Webcast Event

Moderate a Question in the Q&A Closed Queue

Questions that appear in the Closed queue have had some sort of action taken upon them in the Q&A interface. You may search the queue or take additional actions upon the Closed queue questions as desired.

> **Tip**: If more than one Event Moderator has been assigned to an event, the Q&A interface dynamically updates as the Q&A interface is moderated and actions are assigned to incoming questions. Each moderator will be aware of what actions other moderators are performing in real-time.

▼ To access the Q&A Closed queue:

1. Click the **Q&A** button > **Closed** tab. Notice that the action that has been taken on each question is noted through text and an associated icon next to the question. Rolling over the icon will display the action taken on the question.
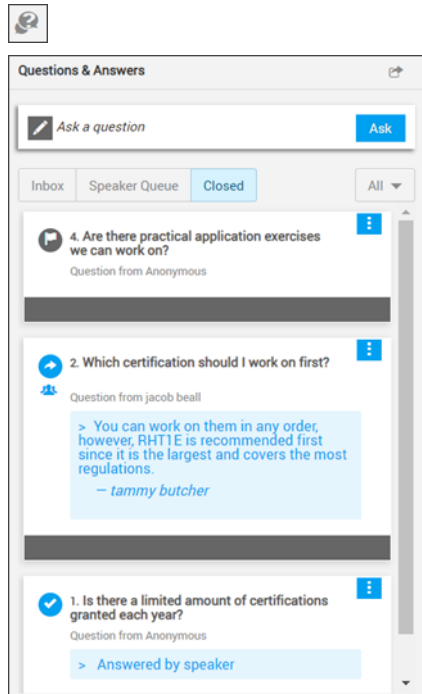
Keep the following in mind:

- New questions appear on the bottom of the list. The list automatically updates when a new question is placed in the queue.

- For each Closed queue question, one or more of the following actions may be taken by clicking the Closed queue action controls to the right of each question: **Queue**, **Answered**, **Followup**, **Reply**.
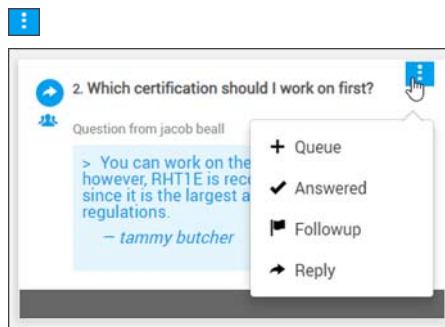
- **Queue:** Moves the question back to the Speaker Queue.

- **Answered**: Changes the status to "answered" for the Q&A report.

- **Followup**: Changes the status to "flagged for followup" for the Q&A report.

- **Reply**: Replies directly to the attendee that asked the question or to all event attendees if the **Publish to All** checkbox is selected. No other attendee will be able to view the reply if the **Publish to All** checkbox is *not* selected. If it *is* selected, the question and its reply will be moved to the **Group Questions** tab for all attendees to view.

> **Note**: When a moderator direct replies, all other moderators are alerted that the question is being answered. If two moderators submit a reply, the most recent submission overwrites the current reply and is noted in the Q&A report.

- If you have several questions, you may use the **All** drop-down to search and filter for a specific question by status.

> **Note**: When an action is taken on a question, Rev will display a message indicating which action was taken.

Enable Q&A for a Webcast Event

Moderate a Question in the Q&A Inbox Queue

Moderate a Question in the Q&A Speaker Queue

Publish and Remove a Question from Public View During a Webcast Event

The Q&A Question Queues

Submit a Question During a Webcast Event

Submit an Anonymous Question During a Webcast Event
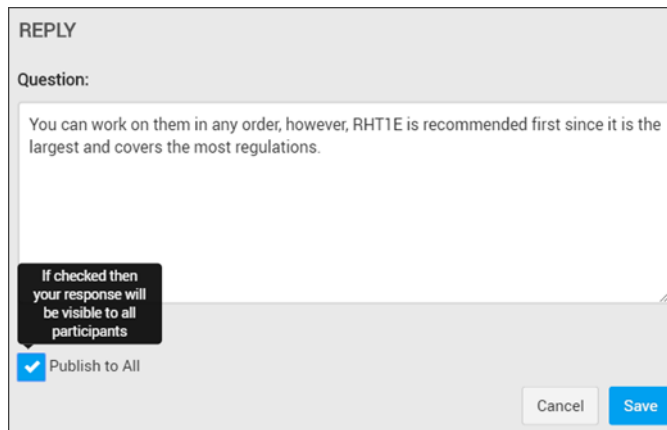
Publish and Remove a Question from Public View During a Webcast Event

When an Event Host or Event Moderator replies to a question in any Q&A queue the option exists to make the reply public to all event attendees. A question that has previously been made public may also be removed from public view as well.

> **Tip**: All questions that are made public are done so anonymously. The user account name is not associated to the question on the **Group Questions** tab.

▼ To publish a reply to a question for public view:

1. Click the **Publish to All** checkbox when replying to any question in a Q&A queue. Then click **Save**.

2. The question will appear under event attendees **Group Question** tab and visible to the entire Webcast.

▼ To remove a previously published public reply to a question:

1. Navigate to the **Closed** queue and find the question reply. Use the **All** dropdown menu to sort through filter options to help you find the question if needed.

2. Use the **Closed** queue action controls to the right of the question and click **Reply**.

3. Uncheck the **Publish to All** checkbox and click **Save**.

4. The question will no longer appear under the **Group Questions** tab for the event.

Enable Q&A for a Webcast Event

Moderate a Question in the Q&A Inbox Queue

Moderate a Question in the Q&A Speaker Queue

The Q&A Question Queues

Submit a Question During a Webcast Event

Submit an Anonymous Question During a Webcast Event

End a Webcast Event

Only the Event Host (or an Event Admin) of an event can end the event. The event is ended by clicking the **End Webcast** button.
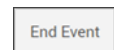
When an event is ended:

- The event will no longer be broadcast.
- The event will no longer be recorded.
- Attendees viewing the event receive an on screen notification that the event has ended.

Attend a Webcast

Join a Webcast Event

There are several methods of joining a Webcast depending on how your Event Admin has configured Rev and how the Event Host has set up the Webcast itself. Each is discussed in more detail below.

Join a Webcast From the Upcoming Events Carousel

If an event has been added to the **Event Calendar** and has been designated as a public event, you will be able to see it on the **Upcoming Events** carousel on the **Home Page**.

Upcoming Events must be one of the carousel options configured on Rev's Home Page by an Account Admin before this is an option.
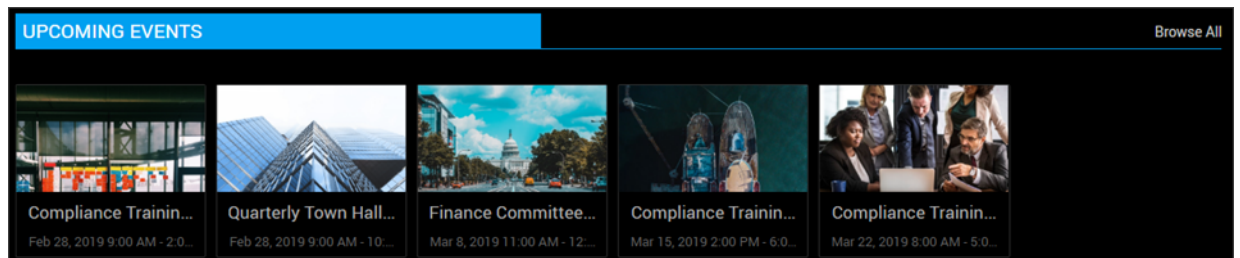
Join a Webcast From the Event Calendar

Navigate the Event Calendar when the date and time arrives to access the Webcast.

Join a Webcast From a URL Invite

Your Event Host or Moderator has the option of sending you an event invite through an email or calendar invite. Clicking the provided URL will prompt you to log in to Vbrick Rev where you will then be redirected to the Webcast.

> **Tip**: Private events (denoted by a Lock icon) are only displayed when the following conditions are met:
> - You are an Event Admin or Account Admin or the Event Host that created the event.
> - You have been invited to the private event.
> - A group you belong to has been invited to the event. If you are subsequently removed from that group, you will no longer be able to view or attend the event.

What Happens When You Join a Webcast

You will automatically join the event if the Event Host has started broadcasting. If the Webcast has started but is not yet broadcasting, you will be placed in the event Lobby instead to wait until broadcasting begins (if the Host has allowed this during event set up by adding **Lobby Time**).

If the Host has not yet started the event or configured Lobby Time, a **Webcast** will be displayed with the event details instead. You will then be automatically added to the event Lobby once it is started or broadcasting begins by the Event Host.

Customize the Home Page Template and Carousels

Add Lobby Time to a Webcast Event

The Webcast Landing Page

You may always obtain details about a Webcast event by visiting the **Webcast Landing Page**. The **Webcast Landing Page** is launched anytime an event is clicked and display details about the Main Event and any Pre-Production Events that have been scheduled or ended.

The Webcast Landing Page contains the following:
- Event Title

- Description
- Start Date/Time
- End Date/Time

Note also that if a Webcast shares a custom, event-friendly shortcut URL with other events, clicking on the **Webcast Link** displays the **Select Event** drop-down. This drop-down contains each event that shares the URL and may be subsequently browsed through.

Create a Custom URL for a Webcast Event

Submit a Chat Comment During a Webcast Event

The Chat interface is used to chat with other people attending the Webcast and are posted under the **Chat** tab. Chat must be enabled for the event before this icon will appear.
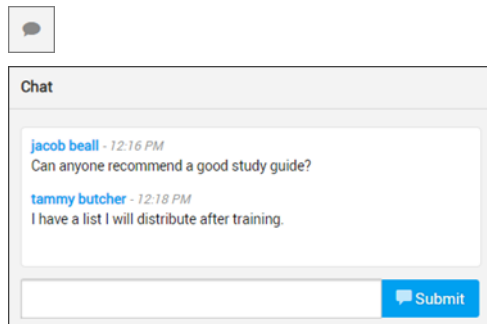
▼ To submit a comment:

1. Type your comment in the **Comment** field.
2. Press **Submit**.

Keep in mind:

- You may only submit comments for events that have been started.
- You may view comments that have been submitted prior to when you joined the event.
- Comments are displayed in the order they are submitted.
- You may not submit an anonymous comment. If you want to ask an anonymous question, view the Q&A interface if it has been enabled.
- When new comments are available in chat, the **Chat** button will display a visible indicator.

Enable Chat for a Webcast Event

Submit a Question During a Webcast Event

The **Q&A** tab of the attendee interface is used to submit questions to the Event Moderators so that specific topics can be discussed during a Webcast. Questions that you submit will be

answered and visible to you under the **My Questions** tab. No other attendee will be able to see the questions that you submit unless the Event Host or Moderator decides to make the question public. In that case, the question will become visible for other attendees to see under the **Group Questions** tab. This will often be the case for frequently asked questions or questions that are good for the entire event to see. You may also want to check this tab before you ask your own question to make sure it has not already been asked and answered.

> **Tip**: All questions that are made public are done so anonymously. Your user account name is not associated to the question on the **Group Questions** tab.

The Event Host and Event Moderators will be able to see that your user account submitted the question unless you choose to submit it anonymously. The Event Host must set up the ability to ask anonymous questions before this checkbox will appear however. Further, if you do not see the Q&A icon below, this means the Event Host has not set up a Q&A session for your event.

▼ To submit a question:

1. Type your question in the **Question** field.
2. Select the **Post Anonymously** checkbox if you want the question to be anonymous and if it has been enabled.
3. Press **Submit**.

Rev will keep track of the status of your question and keep it updated in real-time. When your question has been addressed by the event staff, the Q&A button will provide a visual indicator next to the Q&A icon and on the question tabs.

The question itself will have the action taken and its status as well addressed in the interface.
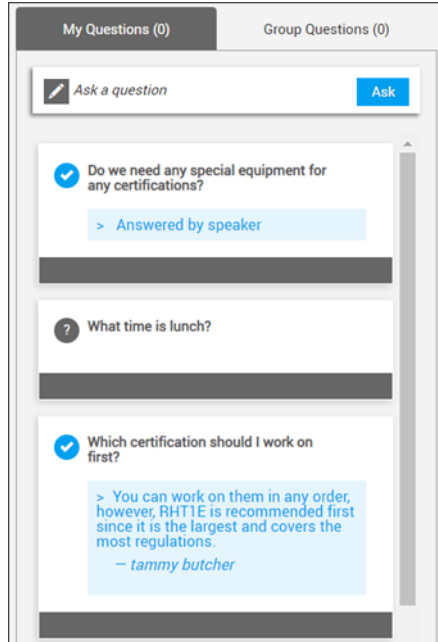
Enable Q&A for a Webcast Event

Submit an Anonymous Question During a Webcast Event

Anonymous questions are posted by making sure the **Post Anonymously** checkbox is selected when submitting your question in the Q&A interface if it has been enabled by the Event Host. This will ensure that the Event Host and Event Moderators will not be able to view which user account submitted the question.
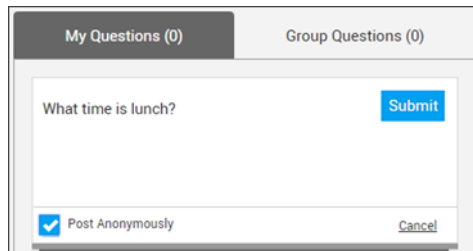
You may only ask anonymous questions in the Q&A interface and only if the Event Host has enabled them for the event. Further, the Event Host may have only enabled Anonymous questions for Q&A as well. The Chat interface is always associated to your user account.

> **Tip**: All questions that are made public are done so anonymously. Your user account name is not associated to the question on the **Group Questions** tab.

Enable or Disable Anonymous Questions for a Webcast Event

Submit an Answer to a Poll During a Webcast Event

Answers to polls are submitted under the **Poll** tab of the attendee interface.

- If more than one poll is available, use the back and next arrows for paging.
- Some polls may allow you to select more than one answer.
- Your answers are not submitted until you click the **Submit** button.
- You may select and/or change your answer so long as the poll remains open. Even after you have submitted an answer. Just click an answer again and the **Submit** button becomes active again. Once the poll is closed, however, you may not submit again.
- When a new poll opens, the poll icon will display a visual reference indicating this on the Poll button.

Add a Poll to a Webcast Event

Display a Poll and View Results During a Webcast Broadcast

Edit a Poll During a Webcast Broadcast
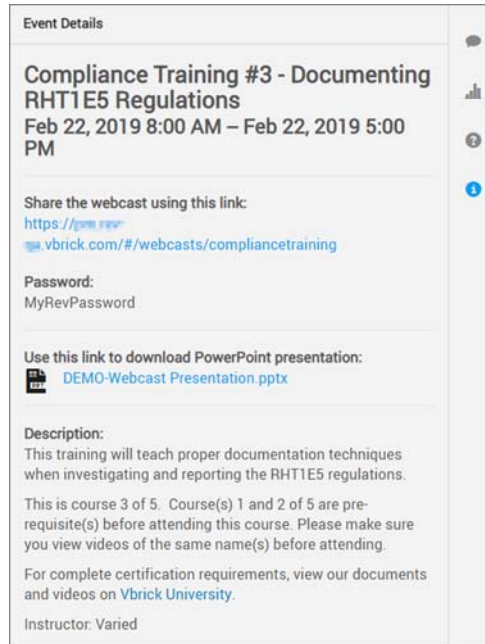
Close a Poll and Publish Results to Attendees During a Webcast Broadcast

Add a Poll During a Webcast Broadcast

View Information about a Webcast Event

While attending a Webcast Event you may view relevant event details by clicking the **Event Details** button. Keep in mind that some of these features must be enabled by the Event Host during event set up before they will appear here.

The Event Details section will display the following information:

- Event Title
- Start and End Date/Time
- Event Description
- Event URL
- PowerPoint presentation download link

Schedule a Webcast Event

View Details for a Webcast Event

Upload a PowerPoint Presentation to a Webcast Event

View Group Questions Submitted During a Webcast Event

While attending a Webcast Event you may view questions that have been submitted by other attendees by clicking the **Q&A** icon and then selecting the **Group Questions** tab. Questions that appear under this tab are those that the Event Host or Moderators have marked public so that the entire Webcast may view.
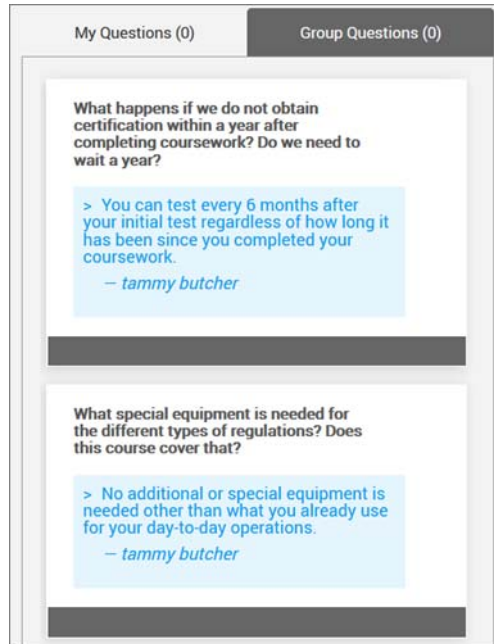
The Group Questions tab will display the following information:

- Question asked
- Response
- Who responded to the question (moderator, speaker, etc.)

> **Tip**: Group questions are always published anonymously. When a new question is published publicly to the **Group Questions** tab, a numeric indicator will display next to the tab name.

Enable Q&A for a Webcast Event

Publish and Remove a Question from Public View During a Webcast Event

View a Recorded Webcast Event

Recorded Webcasts are found under the **Media** menu along with other videos. However, the **Slide** icon may be used to skip to specific areas of the recorded Webcast if desired.

To view a recorded Webcast:

1. Click the recorded Webcast you want to view as you would any video in the system.
2. Use the video player features as needed.
3. Add the video to a playlist if desired.
4. Click the **Slide** icon on the right of the screen to view all slides in the recorded Webcast.
5. Click on a specific slide to jump to that slide and time in the recorded Webcast.
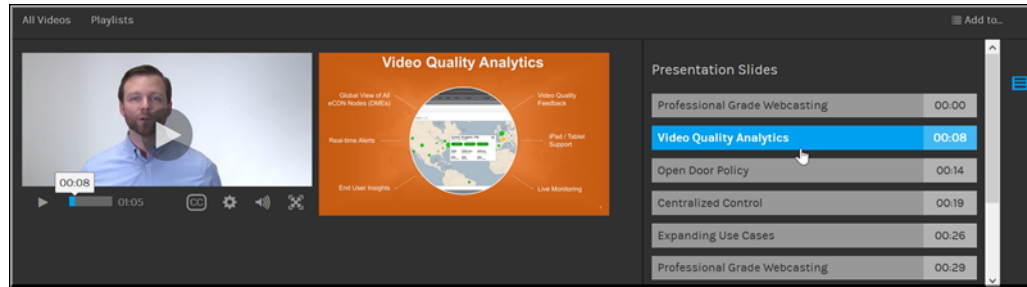
Edit Presentation Slide Title and Timing for a Recorded Webcast Event

Edit Presentation Slide Title and Timing for a Recorded Webcast Event

Delete a Presentation Slide from a Recorded Webcast Event

Real Time Webcast Event Analytics Dashboard

In addition to Event Reports at the end of your Webcast, you are also able to obtain analytics in real time, as the Webcast is occurring, by clicking the **Real Time Dashboard** icon.

> **Note**: Real Time Webcast Event Analytics are a Rev Cloud only feature.

When clicked, a separate browser window with the **Real Time Web Analytics Dashboard** is launched.

Webcast Key Performance Indicators

The top of the Dashboard displays Key Performance Indicators (KPIs) that let you easily compare performance across the live event currently in progress. Each KPI is described in more detail below.
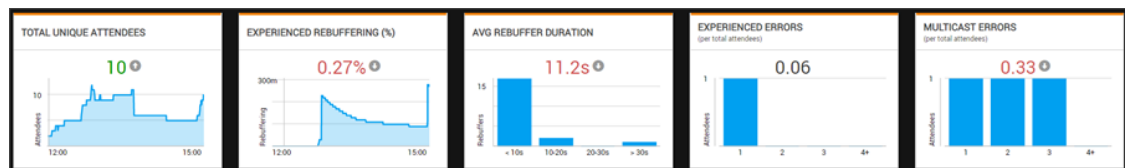
Total Unique Attendees

Displays the number of attendees currently viewing the Webcast. Please note that the count may include attendees who have recently left the Webcast. You can also see a line chart that shows the trend of attendees in the Webcast.

What to expect?

Under normal circumstances the total number of attendees should match the typical attendance for a Webcast.

How can this information be used?

An administrator can leverage the total number of attendees to get a quick read on the current state of the Webcast in comparison to the expected number of attendees. If the number of attendees is significantly lower than expected number, it may indicate an issue with the Webcast.

Experienced Rebuffering (%)

Percentage of seconds of rebuffering over total Viewing Time.

What to expect?

This metric gives you a sense for the amount of time users are spending rebuffering. Ideally this number is less than .5% and a reading over 1% could indicate a problem with users receiving the video.

How can this information be used?

This metric can be compared with previous Webcasts to determine whether video delivery is improving. Elevated rebuffering is often localized to a specific Zone, subnet or device type. You can sort by rebuffering duration on the Zone, Device or Attendee table to troubleshoot. Offering an appropriate bitrate version of the stream for users with low bandwidth can help to resolve buffering issues.

Avg Rebuffer Duration

Average duration of experience rebuffering.

What to expect?

This metric provides a sense of how long users wait to begin streaming again after going into a rebuffer state. You can also see a bar chart showing the distribution of buffers of different durations.

How can this information be used?

In Live Event scenarios, users understand that they will see the rebuffering spinner at times. Monitoring this metric can give you a sense of how long users have to wait before their stream begins playing again. Ideally any buffering will be under 10s long and buffering for over 30s at a time could indicate a problem. You can monitor this across events to see if video buffering improves.

Experienced Errors (per total attendees)

Ratio of the total number of Experienced Errors divided by the Total Attendees. You can also see a distribution that shows the number of attendees that have experienced one or more errors.

What to expect?

This metric reflects how often users see an error message and could not play back a stream, which generally reflects a compatibility or configuration issue.

How can this information be used?

This metric can help to pinpoint issues where users have a configuration issue such as not being able to reach the stream as configured by Zone logic, incompatibility with their device or browser or other configuration issues. The goal should be to keep this metric as low as possible, but .25 is a common number across the cloud platform. Numbers over .50 could indicate a problem. Often, these issues are contained to one Zone or even one user.

Multicast Errors (per total attendees)

Ratio of the total number of Multicast Errors divided by Total Attendees. You can also see a bar chart showing the distribution of attendees that had one or more Multicast Errors.

What to expect?

This metric is highly contextual based on your implementation. Many customers do not use multicast and will not have data for this metric. Others may expect many users to fall back to Unicast streams, so this metric may always be somewhat elevated for others.

How can this information be used?

For customers using Multicast, a higher number of Multicast Errors correlates with users also having more Experienced Errors. You can use it as a leading indicator of potential issues with a particular Zone, DME or subnet. Monitor this metric across events to get a sense for what level is expected for your environment.

Notice that you can quickly visualize the number of **attendees**, **rebuffering**, and any **errors** that are occurring immediately.

You can then use the **Zones**, **Devices**, and **Attendees** tables to more detailed information if needed. The **Select Columns** control to the right of the table(s) lets you sort and filter data to pinpoint issues.
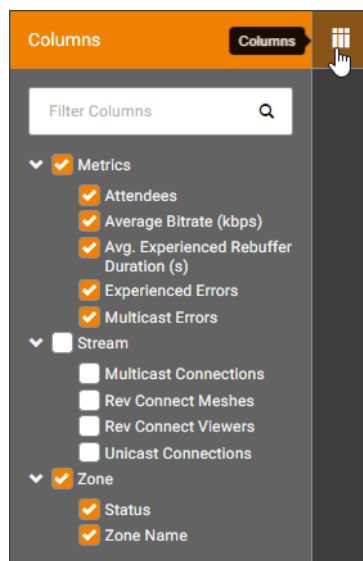
> **Tip**: Selecting the top-level metric in the tree selects all metrics under it.

Zones Real-Time Dashboard Table

Devices Real-Time Dashboard Table

Attendees Real-Time Dashboard Table

Zones Real-Time Dashboard Table

The **Zones** tab filters data in real-time by zone. Some contextual examples are defined below.

For more analytic definitions, view Event Analytics and Quality of Experience Reports > Users topic.

View Number of Attendees by Zone

Zone Name

Displays the name of the network Zone. A Zone represents a set of IP address ranges and is configured by the administrator to model the routing of video stream requests to the most appropriate device to serve the content (typically a DME). An administrator for example may define a Zone to represent a wireless network and use a separate Zone to define the wired network.

> **What to expect?**
>
> An event administrator should expect to see all Zones participating in the Webcast to be represented in the list.
>
> **How can this information be used?**
>
> An event administrator can leverage the list of Zones to verify that the expected zones are represented. Should expected Zones not be represented, it may be an indication that there is a misconfiguration of the Zone or network improperly routing users to the wrong Zone.

Attendees

Displays the total count of attendees currently viewing the Webcast per Zone. Please note that the count may include attendees who have recently left the Webcast (within 3 minutes of leaving).

> **What to expect?**
>
> Under normal circumstances the total number of attendees in the Zone should match the administrator's expectations for typical attendance for a Webcast in that Zone.
>
> **How can this information be used?**
>
> An event administrator can gauge if the number of attendees in the Zone matches the expectations they had for that Zone. A significantly smaller number or larger number may indicate an incorrectly configured Zone routing or network.
>
> A larger number of attendees on a Zone than expected may indicate a need to add additional DMEs or increase the size of the DME in the Zone.

View Average Bit Rate by Zone

The **Avg. Bit Rate (Kbps)** column displays the average bit rate across Webcast viewers per Zone. The average bit rate can give administrators a quick validation that on average users are experiencing the intended stream quality.

> **What to expect?**
>
> The expected bit rate is highly dependent on the underlying network and Zone configuration.

How can this information be used?

An administrator that is familiar with the underlying network capabilities of the Zone should be able to compare the average bit rate to the expected bit rate.   If the average is significantly different than what would be expected it may indicate a misconfiguration of the network, DME or zone and may be an indication that users on that Zone may be experiencing a lower quality stream.

View Number of Experienced Rebuffering Events by Zone

The **Experienced Rebuffering Count** column displays the number of buffering events that have occurred in each zone since the start of the Webcast (by zone). Rebuffering events are those that actually affect a user's experienced versus those that do not. This is normally indicated visibly through the display of a progress spinner. This excludes spinner event counts caused by the initial buffering at the beginning of an event.

What to expect?

Under normal circumstances a number of rebuffering events is to be expected, typically a small number per user in the Zone. A large number (disproportionate to the number of users in the Zone) may indicate some issues in the playback experience for users in that Zone.

How can this information be used?

An event administrator can leverage this information to get an idea of the overall experience a set of users have had in watching the Webcast in that Zone.

Configure a Rebuffering Threshold for Webcast Events

View Number of Unicast and Multicast Streams

The **Unicast Connections** and **Multicast Connections** columns display the number of unicast and multicast streams in each zone during the Webcast.

Unicast

Displays the total count of Webcast viewers in the Zone leveraging a unicast stream to consume the Webcast.

What to expect?

Under normal circumstances if a Zone and its underlying network has been configured for Vbrick or flash multicast is enabled, then one should expect that a good proportion of the total attendees in the Zone would be consuming a multicast stream and a smaller number to be consuming a unicast stream would be consuming a multicast stream and a smaller number to be consuming a unicast stream.

How can this information be used?

An event administrator can gauge if the number of attendees in the Zone consuming a unicast stream matches the expectations they had for that Zone. A significantly larger number of unicast streams than expected (when expectations were for larger number of multicast streams) may be an indication of misconfigured Zone or network.

Multicast

Displays the total count of Webcast viewers leveraging a multicast stream to consume the Webcast.

What to expect?

Under normal circumstances if a Zone and its underlying network has been configured for Vbrick or flash multicast is enabled, then one should expect that a good proportion of the total attendees would be consuming a multicast stream and a smaller number to be consuming a unicast stream enabled, then one should expect that a good proportion of the total attendees would be consuming a multicast stream and a smaller number to be consuming a unicast stream.

How can this information be used?

An event administrator can gauge if the number of attendees in the Zone consuming a multicast stream matches the expectations they had for that Zone. A significantly larger number of unicast streams than expected (when expectations were for larger number of multicast streams) may be an indication of misconfigured Zone or network.

An event administrator may also look to the multicast failover statistic in conjunction with this metric.

View Number of Multicast Error Events

The **Multicast Error Events** column displays the number of multicast error events that have occurred in each zone since the start of the Webcast. A multicast error is an indication that a viewer switched from a multicast stream to a unicast stream for viewing the Webcast.

What to expect?

Under normal circumstances if a Zone and its underlying network has been configured for Vbrick or flash multicast is enabled, then one should expect that a good proportion of the total attendees would be consuming a multicast stream and a smaller number to be consuming a unicast stream, so would expect a small number of multicast error events. enabled, then one should expect that a good proportion of the total attendees would be consuming a multicast stream and a smaller number to be consuming a unicast stream, so would expect a small number of multicast error events.

How can this information be used?

A high number may be an indication that the multicast setup for the network may not be configured correctly.

View Number of Users by Rev Connect Zone

The **Rev Connect Meshes** and **Rev Connect Viewers** columns displays the number of viewers using Rev Connect in existing peer meshes (that have been created) per zone.

Rev Connect needs to be enabled and the Zone needs to be configured to use Rev Connect for this column to display. This column shows both the number of Rev Connect viewers (users) and the number of peer meshes.

What to expect?

The column is formatted with two numbers:

Rev Connect Viewers / # Peer Meshes

The number of Rev connect viewers is provided first. These are the viewers, in the Zone, that are currently utilizing Rev Connect. The number of peer meshes is indicated by the second number.

For example, 12/2 indicates that there are 12 viewers spread across 2 peer meshes in the associated zone.

The number of Peer Meshes can range from 0 up to the maximum number of Peer Meshes defined within the Zone. Each Peer Mesh can support a limited number of viewers, and they are not guaranteed to have equal (in number) membership of viewers.

How can this information be used?

An event administrator can leverage this information to see, in real time, the use of Rev Connect and how many Peer Meshes have been created. Detailed information and metrics can be downloaded from the Rev Connect Zone Report at the end of the event.

Devices Real-Time Dashboard Table

The **Devices** tab filters data in real-time by device. Some contextual examples are defined below.

For more analytic definitions, view <u>Event Analytics and Quality of Experience Reports</u> > <u>Users</u> topic.

View DME Status by Zone

The **DME Status** column displays icons indicating DME status in each zone. This icon is an indicator for *all* DMEs in the applicable zone. Hovering over the icon will display a tool tip indicating the status for the zone.

If there are no DMEs in the zone, this column will be empty.

DME Status Indicator

A red, yellow, green indicator highlighting a potential issue with one or more DMEs contained in the Zone and may indicate a need for an administrator to investigate / drill down to get more details.

What to expect?

Under normal circumstances the Zones and their DMEs should all reflect green (normal) indicators.

How can this information be used?

An event administrator can use the Zone statistics and DME status to narrow down to areas of the Rev eCDN that may require attention. Note that it is possible that temporary spikes in CPU or memory usage could result in DME showing as yellow or red. In that circumstance, it is important to keep an eye on such status and check if they were temporary in nature or appear constant as these may indicate an actual issue that the Admin should investigate.

Status color indicators for the DMEs in each zone are defined as follows:

✅	Normal. Only displayed if *all* DMEs in the zone return a status of "Normal".
⚠️	Caution alert. Displayed if the overall status for at least *one* DME in the zone returns a !Caution alert (and none return a Red !Alert).

🔴	A Red alert for the zone will *always* be displayed if the overall status for at least one DME in the zone returns a Red !Alert (regardless of the overall status of all other DMEs in the zone).
⊖	If Rev has not received a DME status update for the last three minutes or if the DME is uninitialized then the DME column will display as "Unavailable".

Clicking a Caution or Red Alert within a zone will expand the DME Status window so that you are able to view active DMEs in the zone to view more details.

A table will display with the following information:

• DME Name

• CPU Status

• Memory Status

• Throughput

• Goto DME (Hyperlink to the DME)

CPU Status Indicator

CPU status represents a recent snapshot (updated every 60 seconds or so) of CPU utilization on the DME.

What to expect?

CPU utilization below 50% is viewed as normal. CPU utilization will be shown in yellow when it reaches between 50% and 85% and will be shown in red when above 85%. Both of these are indications that a host administrator should pay attention to the CPU utilization and monitor if CPU utilization remains high over time.

How can this information be used?

An event administrator should investigate cases where CPU utilization stays above normal for extended period of time as this may indicate a need to better distribute load across other DMEs or possibly upgrading DME to a larger system.

Memory Status Indicator

Memory status represents a recent snapshot (updated every 60 seconds or so) of memory utilization on the DME.

What to expect?

Memory utilization below 50% is viewed as normal. Memory utilization will be shown in yellow when it reaches between 50% and 85% and will be shown in red when above 85%. Both of these are indications that a host administrator should pay attention to the Memory utilization and monitor if Memory utilization remains high over time.

How can this information be used?

An event administrator should investigate cases where Memory utilization stays above normal for extended period of time as this may indicate a need to better distribute load across other DMEs or possibly upgrading DME to a larger system.

Throughput (Mbps) Status Indicator

Throughput represents a recent snapshot (updated every 60 seconds or so) of MPS throughput on the DME.

What to expect?

Throughput utilization below 60% of licensed throughput is viewed as normal. Throughput utilization will be shown in yellow when it reaches between 61% and 90% and will be shown in red when above 91%.   Both of these are indications that a host administrator should pay attention to the Throughput utilization and monitor if utilization remains high over time.

How can this information be used?

An event administrator should investigate cases where Throughput utilization stays above normal for extended period of time as this may indicate a need to better distribute load across other DMEs or possibly upgrading DME to a larger system.

View Devices by Zone

The **Device** column details the types of devices which are connected to the Webcast.

How can this information be used?

An event administrator can monitor the types of devices in use and compare to their expectations.

Attendees Real-Time Dashboard Table

The **Attendees** tab filters data in real-time by device. Some contextual examples are defined below.

For more analytic definitions, view Event Analytics and Quality of Experience Reports > Users topic.

> **Note**: Within the context of analytics, an Attendee is differentiated from a Viewer by someone *attending* the Webcast versus a user *viewing* an actual stream.

View Attendee Operating Systems by Zone

The **Attendees Real-Time Dashboard** allows you to view the operating systems being used by attendees in each zone during a Webcast in real-time. This includes:

• Windows
• Mac
• Android
• iOS
• Linux

The **Operating Systems** table displays each zone and operating systems in use in each.

How can this information be used?

An event administrator can monitor the types of operating systems in use and compare to their expectations.

View Attendee Browsers by Zone

The **Attendees Real-Time Dashboard** allows you to view the browsers being used by attendees in each zone during a Webcast in real-time. This includes:

• Airwatch

• Chrome

• Edge

• Firefox

• IE

• Mobile Safari

• Safari

• Mobile Android

• Unknown (browser unable to be determined)

This section details the types of browsers / user agents which are connected to the webcast.

How can this information be used?

An event administrator can monitor the types of browsers in use and compare to their expectations.

Event Analytics and Quality of Experience Reports

Event and Account Admins may access the **Event Analytics Reports** once the event has ended.
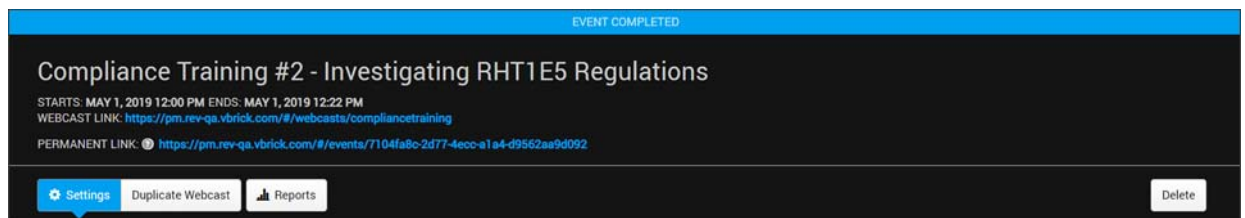
▼ To access and download event analytics reports/metrics:

1. Navigate to **Events** > **Event Calendar** > **Event Name.**

2. Click the **Reports** button to access **Engagement Analytics** and **Quality of Experience** tabs and the **Download** button which provides access to reports generated.

> **Note**: The **Reports** button will contain both **Main Event** and **Pre-Production** report access. If the Main Event has not yet started, only Pre-Production events will be displayed. If no Pre-Production dry runs were conducted, only the Main Event report will be displayed.
>
> If no Webcasts have occurred yet, the drop-down will display, "No reports are currently available" until one has concluded.

3. The **Download** button also contains links to download the **Chat**, **Questions & Answers**, **Attendees**, and **Polls** reports that exports that data along with the information included on the tabs detailed below.

4. As noted, the **Reports** button features three tab views along with the **Download** button. They are: **Engagement Analytics**, **Quality of Experience**, **Users**, and **Download**. Each tab view is described below.

Engagement Analytics

The **Engagement Analytics** tab displays the following information.

- Attendees (internal versus public). Includes the Estimated number of Webcast attendees entered during the event setup if this field was utilized.
- Total Viewing Time (internal versus public)
- Average Viewing Time
- Attendee Trends (sessions by time/duration). View how many attendees/sessions are connected to the event at any given time. This allows you to see when people connect/drop-off.
- Top 15 Zones used to connect to the event.
- Web Browsers used
- Device Types used

Quality of Experience

The **Quality of Experience** tab displays the following information.

- Average Zone Bit Rate Kbps (for all zones)
- Experienced Rebuffering (%)
- Average Rebuffering Duration (in seconds)
- Experienced Errors (per total attendees)
- Multicast Errors (per total attendees)
- Average Zone Bit Rate (for all zones, kbps)
- Average Zone Bandwidth (for all zones, mbps)
- Rebuffering Duration (%)
  - Bars represent the total number of rebuffering events by zone
  - Dot on each bar represents rebuffering duration
- Video Player (type used and numbers by zone)
- Video Stream (type and number of streams by zone)
- Experienced Errors (per total attendees)

Quality of Experience FAQs

The questions below have been asked about the data viewed on the Quality of Experience tab.

Average Zone Bit Rate

Question: Can you please explain the "average zone" portion of this metric and what is meant?

Answer: The metric displays an average of the average bit rate in each zone. The average bit rate provides administrators a quick validation that, on average, users are experiencing the intended stream quality.

Question: Can you please explain what is considered a Great||Good||Bad||Poor value for the metric?

Answer: The expected bit rate is highly dependent on the underlying source, network and Zone configuration. The delta between "expected" and "actual" is what potentially indicates great/good/poor for customers.

Question: What is the "Normal" or acceptable (Min/AVG/Max) threshold that is expected for this metric?

Answer: An administrator that is familiar with underlying network capabilities should be able to compare the average bit rate to the expected bit rate. If the average is significantly different than what is expected it may indicate a misconfiguration of the source, network, DMEs, or zones.

For example, an average bit rate of 500Kbps would be great news in the case of an MBR stream source of 500Kbps and 256Kbps because it means most viewers are getting the best stream. However, the same average bit rate of 500Kbps would be bad news in the case of an MBR stream source of 1.5Mbit and 500K bit as it would mean that most users received the lower quality stream.

Question: How does this metric provide information about the "Quality of Experience"?

Answer: To the extent that the actual bit rate is significantly different (less) than expected it may indicate that viewers had a lower quality viewing experience.

Average Zone Bandwidth

Question: Can you please explain the "average zone" portion of this metric and what is meant?

Answer: This metric displays an average of the average bandwidth in each zone.

Question: Can you please explain what is considered a Great||Good||Bad||Poor value for the metric?

Question: What is the "Normal" or acceptable (Min/AVG/Max) threshold expected for this metric?

Answer: An administrator familiar with the underlying network capabilities should be able to compare the average bandwidth to the expected bandwidth. If the average is significantly different than expected it may indicate a misconfiguration of the network, DMEs or zones.

Question: How does this metric provide information about the "Quality of Experience"?

Answer: To the extent that the actual bandwidth is significantly different (less) than expected it may indicate that viewers had a lower quality viewing experience.

Average Zone Experienced Rebuffering

Question: Can you please explain the "average zone" portion of this metric and what is meant?

Answer: This metric displays an average of the average rebuffering experienced in each zone. Experienced rebuffering events are cumulative from the start of the Webcast and are defined as those rebuffering events that affect a user, typically with a visible "spinner". This excludes event counts caused by the initial buffering at the beginning of an event.

Question: Can you please explain what is considered a Great||Good||Bad||Poor value for the metric?

Answer: A low average rebuffering event count and a low rebuffering duration are indications that end users did not suffer any pauses or spinners while viewing the Webcast. You should also look at these numbers in context of total number of attendees. A small number of rebuffering indicates few people had rebuffering events. The duration reflects the amount of time waiting for rebuffering for those attendees who had rebuffering events. It gives an indication that for those attendees that experienced rebuffering, this is how long (on average), they experienced a pause/spinner.

Question: What is the "Normal" or acceptable (Min/AVG/Max) threshold expected for this metric?

Question: How does this metric provide information about the "Quality of Experience"?

Answer: High rebuffering event counts may be an indication that a number of attendees experienced pauses and spinners while watching the Webcast.

Number of Experienced Rebuffering Events that Occurred

Question: Can you please explain "rebuffering" versus "buffering" when used on analytic reports and dashboards?

Answer: Rebuffering excludes buffering event counts caused by the initial buffering at the *beginning* of an event. Experienced rebuffering events are cumulative from the start of the Webcast and are defined as those buffering events that affect a user, typically with a visible "spinner" occurring for a user.

Can you please explain what is considered a Great||Good||Bad||Poor value for the metric?

Question: What is the "Normal" or acceptable (Min/AVG/Max) threshold that expected for this metric?

Question: How does this metric provide information about the "Quality of Experience"?

Answer: Under normal circumstances, a small number per user of rebuffering events is to be expected and typical. A large number (disproportionate to the number of users) may indicate some issues in the playback experience for users.

Multicast Errors

Question: Can you please define what is meant by a Multicast Error and how they occur?

Answer: Often, the multicast error is an indication that a viewer switched from a multicast stream to a unicast stream for viewing the Webcast. Multicast errors are not always result in a failover, however, if that zone has not been configured for failover.

Question: Is there a place that these "Errors" are logged and stored? If so, how are they accessed? Should we be taking a deeper dive into these "Errors" when they are reported?

Answer: Vbrick does not currently expose the details of multicast errors / player errors via the Rev administrative UI. Vbrick *does* extensively log and surface aggregates as part of the analytics displayed for the event. Vbrick is continuously working to enhance Rev's analytics and diagnostic capabilities and may expose more of the detailed / raw level details of multicast errors (and other player errors) in the future.

Question: Can you please explain what is considered a Great||Good||Bad||Poor value for the metric?
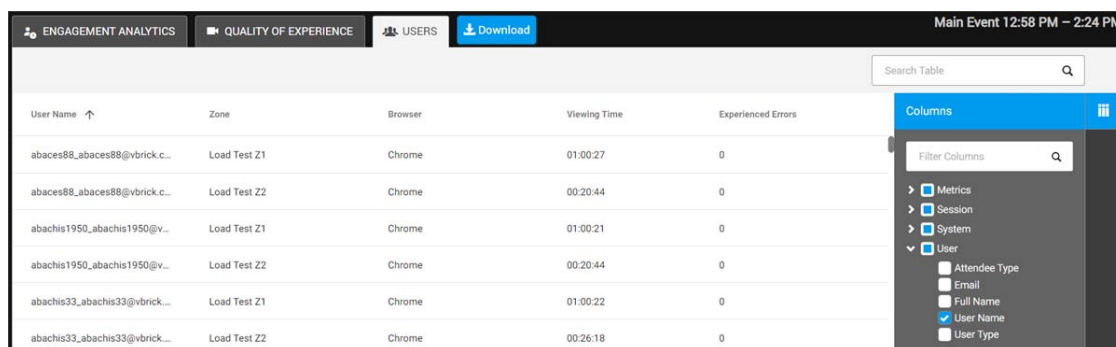
Question: What is the "Normal" or acceptable (Min/AVG/Max) threshold expected for this metric?

Question: How does this metric provide information about the "Quality of Experience"?

Answer: Under normal circumstances, if a Zone and its underlying network are configured for Vbrick multicast (or flash multicast is enabled), then expect that a good proportion of the total attendees are consuming a multicast stream and a smaller number are consuming a unicast stream, and a small number of multicast error events to occur.

Users

The **Users** tab displays the following default information. **Note**: The Users tab can be manipulated similar to the Real Time Analytics Dashboard. This allows you to view report data before you download the Webcast Event Attendees Report should you choose.

- Name (First Name, Last Name)
- Zone
- Browser (Safari, IE, Chrome, Edge, Mobile browsers specified)
- Platform (OS X, macOS, Windows, etc.)
- Experienced Errors
- Multicast Errors

Download the Webcast Event Attendees Report

Event Hosts and Moderators may access details about all attendees once an event has ended.

> **Note**: Please note that there may be some cases where attendee data in the CSV is not fully available such as when:
> - An attendee was not in an active zone
> - An attendee left the event prior to the start of broadcasting

▼ To access the Webcast Attendees report:

1. Navigate to **Event Calendar** > **Event Name.**
2. Click **Reports**.(**Note**: You may need to specify which reports you want to view. Main Event or Pre-Production Event may be specified if you run each type of Webcast.)
3. Click **Download** > **Attendees - CSV**.

4. **Note**: Select the **Attendees - CSV (With Pre-Production Events)** if you want to include your Pre-Production event analytics as well.
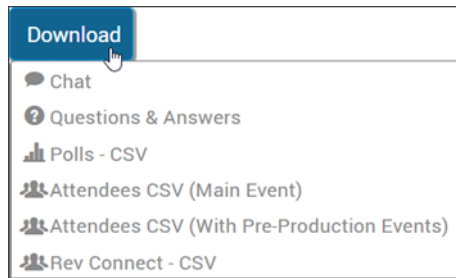
5. The **Event Attendees Report** will export a CSV file (named after the event title) to your Downloads folder. It will contain the following details about each Webcast attendee:

- **User Type** (Internal/Public/Guest) - Specifies if the user is an internally registered user account or anonymous user tied to an email.

- **Name** (Attendees's First Name / Last Name)

- **Username** (The Rev Account Login). For Public attendees, this is a concatenation of name + email address.

- **UserID**. The Rev internal unique ID for the user consuming the Webcast. This is auto-generated for Public/external attendees when they authenticate.

- **Email Address**

- **Session ID**. The Rev internal unique ID for the Web session. This is a concatenation of the Webcast GUID and the run number (0 for the Main Event, 1 for Pre-Production). A new session ID is only generated for the same user if a new authorization token is generated. For example, if the user logs out and logs back in or switches devices.

- **Zone Name**. The name of the Zone that the attendee was assigned to based on their IP Address and the Account Zone configuration. This is useful for determining what device and stream the attendee was viewing and spotting patterns among attendees of the same Zone.

- **IP Address**. The IP Address of the user consuming the Webcast.

- **Browser**. The type of browser/user agent that the user was using when consuming the Webcast such as Firefox, Chrome, IE and so forth. Note that this is the Browser that the session was registered on, not the browser version which can be found in the User Agent string.

- **Device Type**. PC or Mobile.

- **User Agent**. The specific Browser/User Agent version used such as Windows NT 6.1, Chrome 75, Safari 537.36, etc.

- **Platform/Platform Version** - Platform is the generic Operating System type used (such as Windows, MacOS, Android, and so forth) while Platform Version is the specific Operating System used (such as Windows 10, macOS 10.14 Mojave, Android 9.0).

- **Attendee Type** (Last known role of the user: Host, Moderator, Attendee, Account Admin). Note: This column will be blank if this is an old Webcast.

- **Session Start Time** (Previously called Entry Time) When the Attendee enters the Webcast regardless if it is broadcasting or not.

- **Stream Start Time**. The first time an Attendee receives a stream during a Live event.

- **Exit Time** (when an attendee leaves the event or is disconnected for more than 5 minutes or if the event is ended by the Event Host and is not restarted). Note: If the

attendee disconnects instead of leaving the Webcast, the Exit Time will be the last known event for that attendee (usually the last heartbeat received from the player).

- **Viewing Time** (total viewing time in hours:minutes). The total time from **Stream Start Time** to **Exit Time** in HH:MM format. If the time is shorter than the **Webcast Time**, this indicates that the Attendee left the event early.

- **Session Time**. Total time from **Session Start Time** to **Exit Time** in HH:MM format. If the time is shorter than the Webcast time, this indicates the Attendee left the event early.

- **Number of Buffering Events**. Displays the total count of buffering events the user experienced during the Webcast. Buffering events are an indication that the video player buffered some amount of the stream. Please note that while the number of buffering events does include all negligible buffering events which are defined as being less than 500 milliseconds (configurable), it does *not* include the initial buffering events.

- **Number of Rebuffering Events**. Rebuffering events are those defined buffering events that affect a user with a visible "spinner". The spinner appears 500ms (configurable) after the buffering event starts. This count is a subset of the number of total buffering events.

- **Rebuffering Duration**. The cumulative amount of rebuffering duration experienced by a user in seconds.

- **Removed**. (Marked TRUE or FALSE and indicates if an attendee was removed from the Webcast by a Host or Admin)

- **Experienced Errors**. How often attendee views a player error message with no fallback options in place.

- **Start Time** (of the Webcast) - The time that the Event Host initiated the Webcast (not necessarily the defined Start Time in set up).

- **Event Type** (Main Event versus Pre-Production) - Attendees will have a different session ID for the Main Event and for Individual Pre-Production Runs (i.e., separate lines in the CSV download).

- **Custom Registration Field(s)** - If defined, will appear before each source device column along with the data collected for each. Note: These columns only appear for Public Webcasts that are using custom registration fields. The columns are dynamic depending on how many custom registration fields are selected. These apply to public (external) users only. The fields will be empty for internal users.

- **Device** (1..n) The name of the source device(s) for the content stream. Each time an attendee's player connects to a stream, these columns will list the source device of the stream, the playback URL, the time the playback started, and the type of the event.

- For each playback device/stream, there will be a playback URL and start time column and an indicator if a Rev Connect peer mesh is used. For example:

  - **Device 1**. Device Name - Source device of the stream. This could be a DME or Akamai device.

  - **Playback1 URL**. Direct playback URL for the stream that was accessed. Use for determining what type of stream was being viewed (multicast, unicast, HLS, etc.)

  - **Playback Started1**. The time the that the playback was started using UTC date:time format.

  - **Type1**. They type of event that occurred. These may be:

    - **Initial** - When the attendee's player first accesses the stream, including exiting and rejoining the Webcast or when the Event Host starts broadcasting.

- **AutoSwitch** - When the current stream fails for some reason and the Player automatically falls back to the next available streams, including Multicast Failover.
  - **ManualSwitch** - When the attendee manually uses the stream selector option on the Player to switch to a different stream (if configured with multiple options).
- **Rev Connect** (True/False)

> **Role(s)**: Event Host, Account Admin, Event Moderators

Download the Rev Connect Zone Report

Event Hosts and Moderators may access details about all Rev Connect zones once an event has ended.

> **Note**: If you have not enabled Rev Connect zones for your Webcasts this report will not be visible for download.

▼ To access the Rev Connect zone report:

1. Navigate to **Event Calendar** > **Event Name.**
2. Click **Reports**.(**Note**: You may need to specify which reports you want to view. Main Event or Pre-Production Event may be specified if you run each type of Webcast.).
3. Click **Download** > **Rev Connect - CSV**.
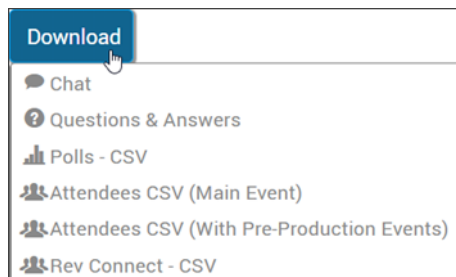
Each line within the Rev Connect report represents one user within a Peer Mesh. In most cases, users join a single Peer Mesh for an entire event and, therefore, there is only one entry. However, if a user joins or rejoins one or more Peer Meshes, a line is added for each instance. This provides different user experiences based on membership in different Peer Meshes available to the analyst during review. The UserID should be used for grouping information about specific Users – and UserID is the same and used for correlation to the **Webcast Event Attendees Report**.

If viewed as a table (as in Excel), the first set of columns focus on the User (or viewer) characteristics. They include:
- Attendee Full Name (First Name / Last Name)
- Account Username
- UserID
- Email Address
- Session ID
- Zone Name

- IP Address
- Browser Used
- Origin URL

Columns after User characteristics focus on Peer Mesh data. They include:
- **Peer Mesh GUID**
  - The Peer Mesh GUID is an unique ID representing a Peer Mesh. During analysis, this item can be used in a number of ways to:
    - Identify how many Peer Meshes were in this event (by counting unique Peer Mesh GUIDs)
    - Identify the timing life cycle of the Peer Mesh with start of this Peer Mesh (earliest Time In) and the end of the Peer Mesh (latest Time Out)
    - Grouping within Peer Mesh for analysis of:
    - Review User IPs for validation of the Peer Mesh membership (defined within the Zone settings for Peer Mesh)
    - Compare Peer Mesh metrics (defined below)
- **Peer Mesh Shares Out** (number of segments that this viewer provide to another peer)
  - This is the number of segments that this viewer, in this particular Peer Mesh, has shared to another peer. Higher number represents more sharing. Higher numbers are not necessarily good nor bad, but should be considered if a user is sharing too much. The Samaritan Load measure below expands on this and provides a consistent way to compare different users and their sharing behavior.
- **Peer Mesh Shares In** (number of segments that this viewer gets from another peer)
  - This is the number of segments that this viewer got from another another peer. Higher numbers represent getting more shares from peers and a better use of bandwidth.
- **Origin Gets**
  - This is the number of segments that this viewer has gone to origin (i.e., not a peer) to retrieve. While it is important that this number be low, it should also be realized that "someone" (some viewer) will have to go to origin to get it. This should always be evaluated in reference to **Peer Mesh Shares Out**, **Peer Mesh Shares In** and **Total Segments**. Having one (or a few) peers bear the load of many Origin Gets is not necessarily indicative of a problem.
- **Time In**
  - This is the time viewer enters this Peer Mesh. Viewers may be assigned to different Peer Meshes across an event, so please use this value with **Time Out** and all analysis should look for multiple entries per user.
- **Time Out**
  - Like **Time In**, This is the time viewer leaves this Peer Mesh. Viewers may be assigned to different Peer Meshes across an event, so please use this value with **Time In** and all analysis should look for multiple entries per user.
- **Total Segments In**
  - This is the number of segments that the viewer requested within the peer mesh. This is the number of **Peer Mesh Shares In** (how many they get from other peers) **+ Origin Gets** (this is the number of origin retrievals).

The following calculated percentages provide an insight to where (in percentage) the current user (within the peer mesh) is getting content (either via sharing from peers or going to origin), and how much user is sharing. While these are meaningful at the viewer level, they should not be used for an indication of the efficiency across the peer mesh.

- **Viewer Peer Mesh Efficiency (Peer Mesh Shares In / Total Segments In) * 100**
  - This is a viewer specific calculated measure. It represents the ratio/percentage of **Peer Mesh Shares In** (number of segments this viewer gets from peers) to the **Total Segments In** (total number of segments played, in from peers + origin gets).
  - In other words: This is the percentage of segments that a viewer got from a peer.
    - The higher the value, the more that this viewer is using the peer mesh to get content. The lower the value, the more this viewer is going to origin.
- **Viewer Peer Mesh Origin Load (Origin Gets / Total Segments In) * 100**
  - This is a viewer specific calculated measure, and the flip side of the Viewer Peer Mesh Efficiency. Meaning **Viewer Peer Mesh Origin Load** + **Viewer Peer Mesh Efficiency** = 100%.
  - This number represents the ratio/percentage of
  - **Origin Gets** (number of segments this viewer goes to origin for) to the **Total Segments In** (total number of segments played, in from peers + origin gets).
    - In other words: This is the percentage of segments that a viewer needed to go to origin.
    - The higher the value, the more this viewer is going to origin. The lower the value, the more that this viewer is using the peer mesh to get content.
- **Viewer Peer Mesh Samaritan Load (Peer Mesh Shares Out / Total Segments In) * 100**
  - This is a viewer specific calculated measure. It represents the ratio of how many times this user has shared with other peers to the total number of segments. This provides a quantitative measure to "How actively does this viewer share?" or "How good a Samaritan is this viewer in this Peer Mesh?"
  - This number represents the ratio of **Peer Mesh Shares Out** (how many times this user shared to another peer) to **Total Segments In** (total segments that could be shared, Shares IN + Origin Gets). This measure is provided as a ratio/percentage, but can be > 100%.
  - In other words: This is the percentage of how often this viewer shares to peers.
    - Higher numbers mean this viewer is sharing more (supplying segments to more peers.) Lower numbers represent a lack of sharing from this peer.

The next set of calculated measures represent Peer Mesh wide characteristics. These are common/duplicated across each User within the Peer Mesh. Meaning, these measures will be the same for all Users within a particular Peer Mesh, and are provided in this manner for direct comparison to the Viewer specific measures identified above.

- **Mesh Peer Mesh Share Efficiency** = (Sum(**Peer Mesh Shares In**) / Sum(**Total Segments In**))
  - This is a Peer Mesh specific calculated measure. It represents the ratio of how many times all the users got segments from peers to the total number of segments for all

users. This provides a quantitative measure to "Is this Peer Mesh sharing efficiently?"

- In other words: This percentage represents how often we are sharing.
  - Higher numbers mean better sharing within this Peer Mesh. Target should be > 90%. Lower numbers represent a lack of sharing within this Peer Mesh.
- Do not confuse **Viewer Peer Mesh Efficiency** with **Mesh Peer Mesh Share Efficiency**. Each metric identifies scope by the first word, either Viewer (the single viewer) or Mesh (the single Peer Mesh) scope.

- **Mesh Peer Mesh Origin Efficiency** = (Sum(**Origin Gets**) / Unique (**Origin Gets**))
  - This is a Peer Mesh specific calculated measure. It represents the ratio of how many times (across all the users) there were origin retrievals for a segment to the number of unique segments. This provides a quantitative measure to "Is this Peer Mesh going to origin too much?"
  - In other words: This ratio, always greater than 100, represents the number of times we go to origin to get segments against all unique segments.
    - For example, if the metric is 100 – that means we only ever go to origin once per segment (i.e., All Origin Gets == Unique Origin Gets). This implies that the users share that segment optimally between each other within the Peer Mesh (because, otherwise, there would be additional Origin Gets). 100 is the optimal result, but rarely achievable due to inherent timing between communicating peers.
    - If the metric is 125, this equates to, on average, going to origin 5 times for 4 unique segments.
    - **Guidance**: Strive for **Mesh Peer Mesh Origin Efficiency** value of 100-125.
    - **Are higher values bad**? Higher values indicate more origin gets across all users, and hence more bandwidth used. High values of this metric are most impactful on Peer Meshes that exist on networks with reduced or restricted bandwidth. Networks with additional bandwidth can service more origin calls on average.
    - **How do I effect change on Mesh Peer Mesh Origin Efficiency?** There are multiple reasons why this metric could be driven up, and if most often unique per network. A primary cause is network induced latency between Peer Mesh constituents/viewers. A large latency between communicating peers will time-out resulting in more requests driven to origin.
    - Examine your Rev Connect Peer membership rules on the Zones page. Only allow Peer Meshes to be comprised of "close" (restricted to a small geographical/network grouping) viewers.
    - Consider the size and structure of your HLS stream. Smaller segment sizes, while reducing latency, increase the communication load across all peers and the network. Larger sizes allow for more time to communicate between peers.
  - Do not confuse **Viewer Peer Mesh Origin Load** with **Mesh Peer Mesh Origin Efficiency**. Each metric identifies scope by the first word, either Viewer (the single viewer) or Mesh (the single Peer Mesh) scope.

Role(s): Event Host, Account Admin, Event Moderators

Rev Connect Enabled Zones

Download the Webcast Event Chat Log

The Event Host and Event Moderators may download all Chat comments that occurred during an event Webcast through a comment log once the event has ended.
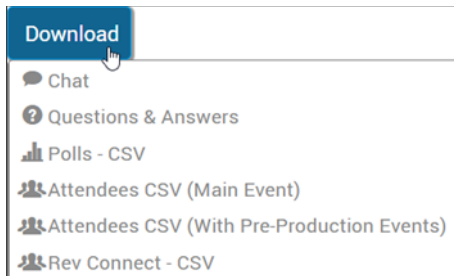
▼   To download the event Chat log:

1.   Navigate to **Events** > **Event Calendar** > **Event Name.**

2.   Click **Downloads** > **Chat**.

3.   A file will be downloaded to your root drive Downloads folder as comments.txt.

4.   You may open it in any text editor such as Notepad.

Enable Chat for a Webcast Event

Enable or Disable Anonymous Questions for a Webcast Event

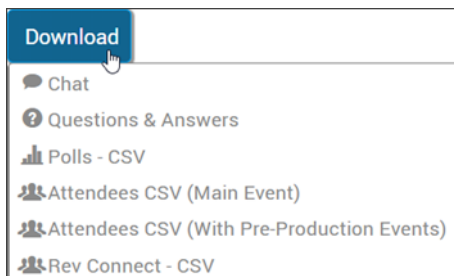Submit a Question During a Webcast Event

Submit an Anonymous Question During a Webcast Event

Role(s): Event Host, Account Admin, Event Moderators

Download Webcast Event Poll Results

The Event Host and Event Moderators may download poll results that occurred during an event Webcast.

▼   To download event polls:

1.   Navigate to **Events** > **Event Calendar** > **Event Name.**

2.   Click **Downloads** > **Polls**.

3.   A Polls .csv file will be downloaded to your Downloads folder and will display the following information:

•   Event name

•   Total number of attendees

- Poll question and all available responses
- Total number of respondents to the poll
- Total number of attendees that did not respond
- If the poll allowed multiple answers
- Number of responses per answer

Add a Poll to a Webcast Event

Display a Poll and View Results During a Webcast Broadcast

Edit a Poll During a Webcast Broadcast

Close a Poll and Publish Results to Attendees During a Webcast Broadcast

Add a Poll During a Webcast Broadcast

Submit an Answer to a Poll During a Webcast Event

Role(s): Event Host, Account Admin, Event Moderators

Download the Webcast Event Q&A Log

The Event Host and Event Moderators may download all Q&A submissions and results that occurred during an event Webcast through the Q&A log once the event has ended.
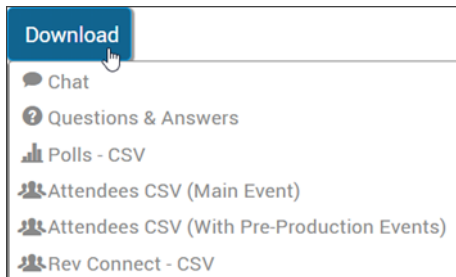
▼ To download the event Q&A log:

1. Navigate to **Events** > **Event Calendar** > **Event Name.**
2. Click **Downloads** > **Questions & Answers**.
3. A Questions .csv file will be downloaded to your root drive Downloads folder.
4. The following information may be viewed:
   a. Date / Timestamp when the question was received
   b. Question body
   c. User submitting the question (Full name and user name - for example, Tammy Butcher - tbutcher). Or Anonymous when applicable.
   d. Status of the question (none, answered, follow-up, declined, replied)
   e. Moderator direct reply text (if applicable)
   f. Moderator that replied to the question (Full name). If multiple moderators responded, the last moderator is included in the output file.

Enable Q&A for a Webcast Event

The Q&A Question Queues

Submit a Question During a Webcast Event

Role(s): Event Host, Account Admin, Event Moderators

Manage and Edit Webcast Event Recordings

Once you have finished broadcasting and recording your Webcast event, you have several options to consider when managing your Webcast recordings.

Before you make your Webcast recording available to view, for example, consider the following:

- Edit Video Settings of a Recorded Webcast Event
- Edit Presentation Slide Title and Timing for a Recorded Webcast Event
- Delete a Presentation Slide from a Recorded Webcast Event

Find a Recorded Webcast Event

When an event Webcast is recorded, it may be accessed under the **Media** user bar, **My Videos** tab. Keep in mind that each time a recording is started and stopped, a new video is created. Further, videos are transcoded to the presets specified in transcoding settings for recording.

Default video settings may be edited and are as follows:

- <Event Name> <Event Date> Multiple recordings will have a number appended to make each recording unique.
- Description: Event description.
- Original Broadcast Date: Event start date, time, time zone.
- Default settings for:
    - Category
    - Tags
    - Thumbnail

> **Tip**: Recorded Webcasts are initially inactive. So if you are having trouble finding your recorded event, try filters to find your event. You can filter by "Today" and "All Inactive", for example.

Video Settings

Set a Primary and Secondary DME

Transcoding Preset Default Settings

Edit Video Settings of a Recorded Webcast Event

Once an event Webcast is recorded, it becomes just like any other video in Rev and may be edited by clicking the Video Settings button.

All basic and advanced settings may be edited, including:

- Title
- Description, imported from the Webcast event
- Status, set to inactive by default until you are ready to release the video
- Access Control, set to private by default
- Categories
- Tags
- Features
- Thumbnail
- Supplemental Files
- Captions

> **Tip**: You may also add the recorded Webcast to a Playlist just as you would an uploaded video. See: Playlist Functionality for details.

Video Settings

Edit Presentation Slide Title and Timing for a Recorded Webcast Event

Delete a Presentation Slide from a Recorded Webcast Event

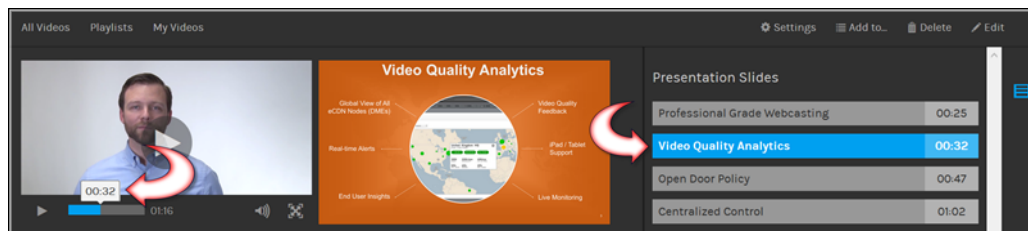Replace a Presentation Slide in a Recorded Webcast Event

View a Recorded Webcast Event

Edit Presentation Slide Title and Timing for a Recorded Webcast Event

Before you make your recorded Webcast event available to all users, you may change the title and timing of your presentation slides as needed to fix any synchronization issues that may have occurred during the live Webcast. The **Slide** icon on the right of the screen is used to view and jump to the slide chapters that are currently present in the video.


When the **Slide** icon is clicked, the **Presentation Slides** for the Webcast are displayed along with what time in the video they appear, seen below. All users may access this icon and jump to a specific slide in the video but only admins and users with edit access may edit slide chapters.
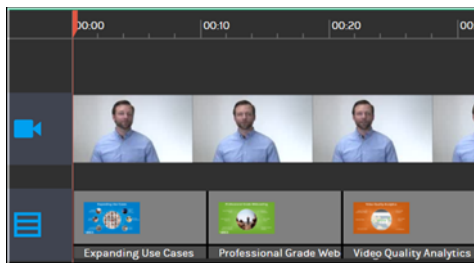
▼ To edit slide title and timing in your recorded Webcast:

1. Click the **Edit** icon in the **Video Player**.
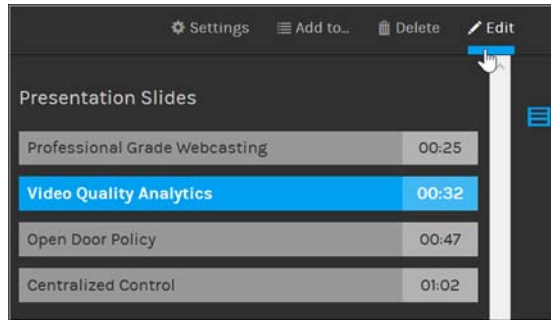
2. The video timeline and associated PowerPoint presentation slide chapters will appear under the video.

3. Click on the slide you want to edit and modify the title and time as needed. A maximum of 100 characters may be used for a slide title. If you enter a new time, the slide will move to its new place on the timeline.
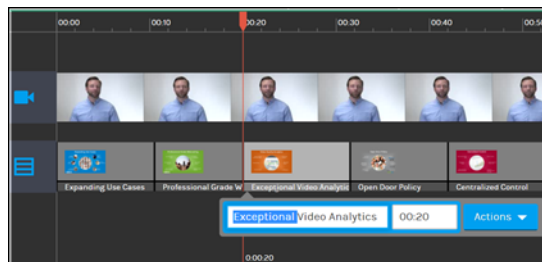
4. Use the **Actions** dropdown to replace the slide image, remove the slide image, or delete the slide chapter entirely.

5. Click the **Save** link to save any modifications you made to the slide.

6. Your new slide will now appear complete with the new time in the video.

Keep in mind:

- Anyone with video edit access may modify slide title and timing.
- Slide time must adhere to MM:SS format and cannot exceed the video duration.
- Two slides cannot have the same specified start time.
- If a slide time is moved to a different location (such as before a previous slide), the slide will be moved accordingly to the correct location in the timeline.
- Edits may be previewed by clicking the **Play** button on the video and playing from the current location or playing from a point in time. No changes are final until the Save link is clicked.
- Clicking **Cancel** reverts all changes since the last save.

Add PowerPoint Presentation Chapters to a Video

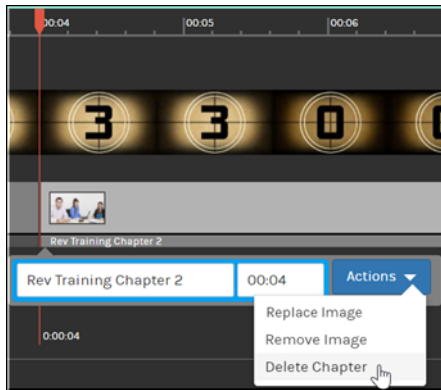## Delete a Presentation Slide from a Recorded Webcast Event

Before you make your recorded Webcast event available to all users, you may delete one or more presentation slides so that sensitive information may be removed (such as financial information) if needed. The **Slide** icon on the right of the screen is used to view and jump to the slide chapters that are currently present in the video.

When the **Slide** icon is clicked, the **Presentation Slides** for the Webcast are displayed along with what time in the video they appear, seen below. All users may access this icon and jump to a specific slide in the video but only admins and users with edit access may edit slide chapters.

▼ To add or delete an image or slide from a video chapter:

1. Select the video you want to edit and click the **Edit** icon on the **Video Player**.

2. Click on the slide you want to edit.

3. Under the **Actions** dropdown you may select **Replace Image**, **Remove Image**, and **Delete Chapter** accordingly. If no image has been previously uploaded, you will have an **Upload Image** option.

Keep in mind:

• Anyone with video edit access may modify slide titles.

• Edits may be previewed by clicking the **Play** button on the video and playing from the current location or playing from a point in time. No changes are final until the Save link is clicked.

• Clicking **Cancel** reverts all changes since the last save.

Add PowerPoint Presentation Chapters to a Video

Video Settings

Edit Presentation Slide Title and Timing for a Recorded Webcast Event

Replace a Presentation Slide in a Recorded Webcast Event

View a Recorded Webcast Event

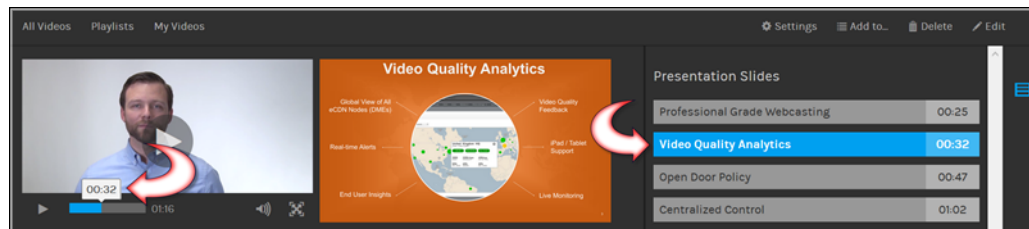## *Replace a Presentation Slide in a Recorded Webcast Event*

Before you make your recorded Webcast event available to all users, you may replace one or more presentation slides so that mistakes may be corrected or information updated if needed.

> **Tip**: To replace a slide, you will need an image of your replacement slide. For best results, open your original PowerPoint deck and save the slide as an image from the **File > Save As** menu. All accepted Rev image file formats may be used (jpg, png, gif).
>
> For more help with saving your slide as an image, view the Microsoft Help topic located here.
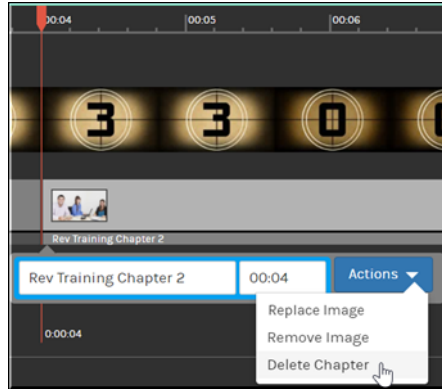
The **Slide** icon on the right of the screen is used to view and jump to the slide chapters that are currently present in the video.

When the **Slide** icon is clicked, the **Presentation Slides** for the Webcast are displayed along with what time in the video they appear, seen below. All users may access this icon and jump to a specific slide in the video but only admins and users with edit access may edit slide chapters.

▼ To add or delete an image or slide from a video chapter:

1. Select the video you want to edit and click the **Edit** icon on the **Video Player**.
2. Click on the slide you want to edit.
3. Under the **Actions** dropdown you may select **Replace Image**, **Remove Image**, and **Delete Chapter** accordingly. If no image has been previously uploaded, you will have an **Upload Image** option.

Keep in mind:

- Anyone with video edit access may modify slide titles.
- Edits may be previewed by clicking the **Play** button on the video and playing from the current location or playing from a point in time. No changes are final until the Save link is clicked.
- Clicking **Cancel** reverts all changes since the last save.

Add PowerPoint Presentation Chapters to a Video

Video Settings

Edit Presentation Slide Title and Timing for a Recorded Webcast Event

Delete a Presentation Slide from a Recorded Webcast Event

View a Recorded Webcast Event