



# User Guide

Version 2.0.4

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## Copyright Notice

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# Document Revision History

## **November 9, 2017**

- Initial release of documentation.

## **March 1, 2018**

- YouTube documentation.

## **June 1, 2018**

- Content Gateway documentation.

## **September 21, 2018**

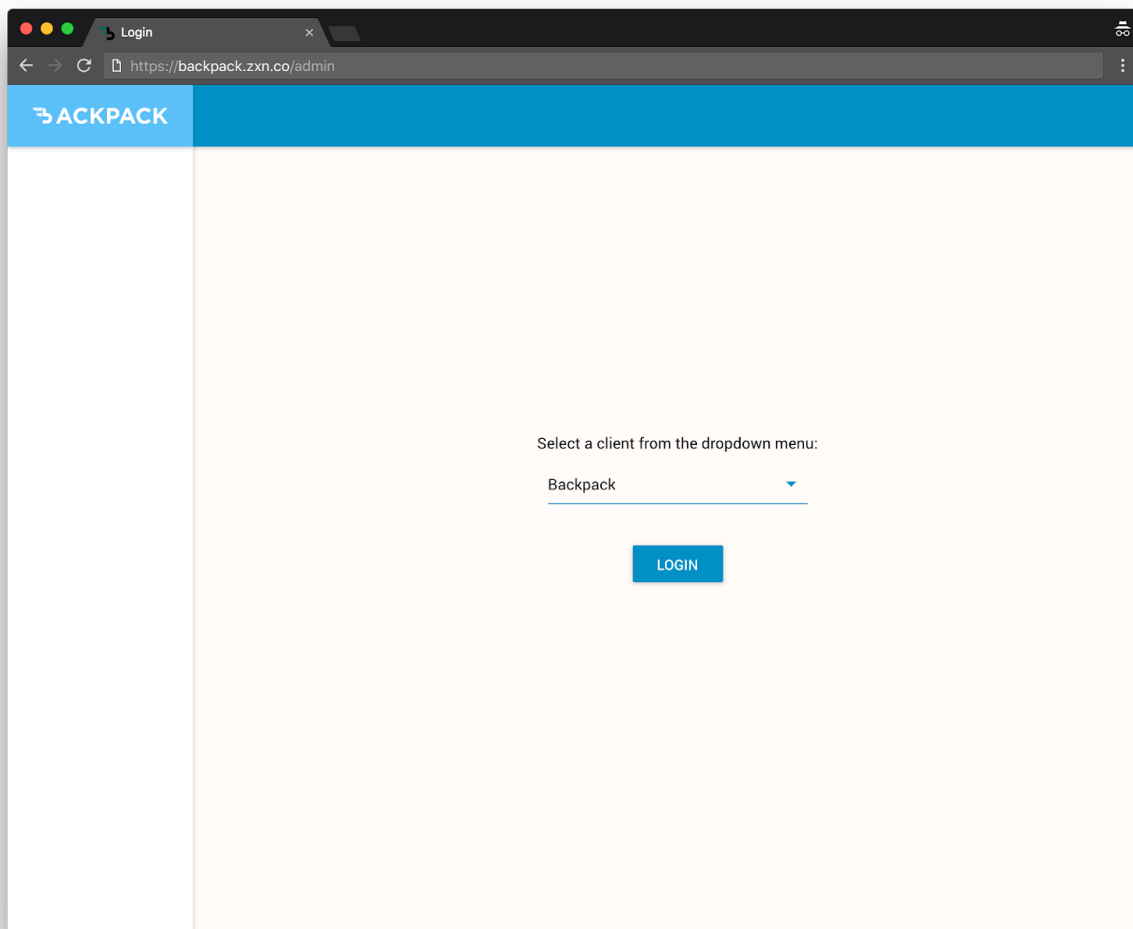
- YouTube Account Requirements



## Logging In

Visit the HTTPS **/admin** path from the Backpack web address. If the Backpack web address were **https://backpack.example.com**, the address would be **https://backpack.example.com/admin**.

Select the desired client, and click the **Login** button to authenticate with the Qumu VCC.

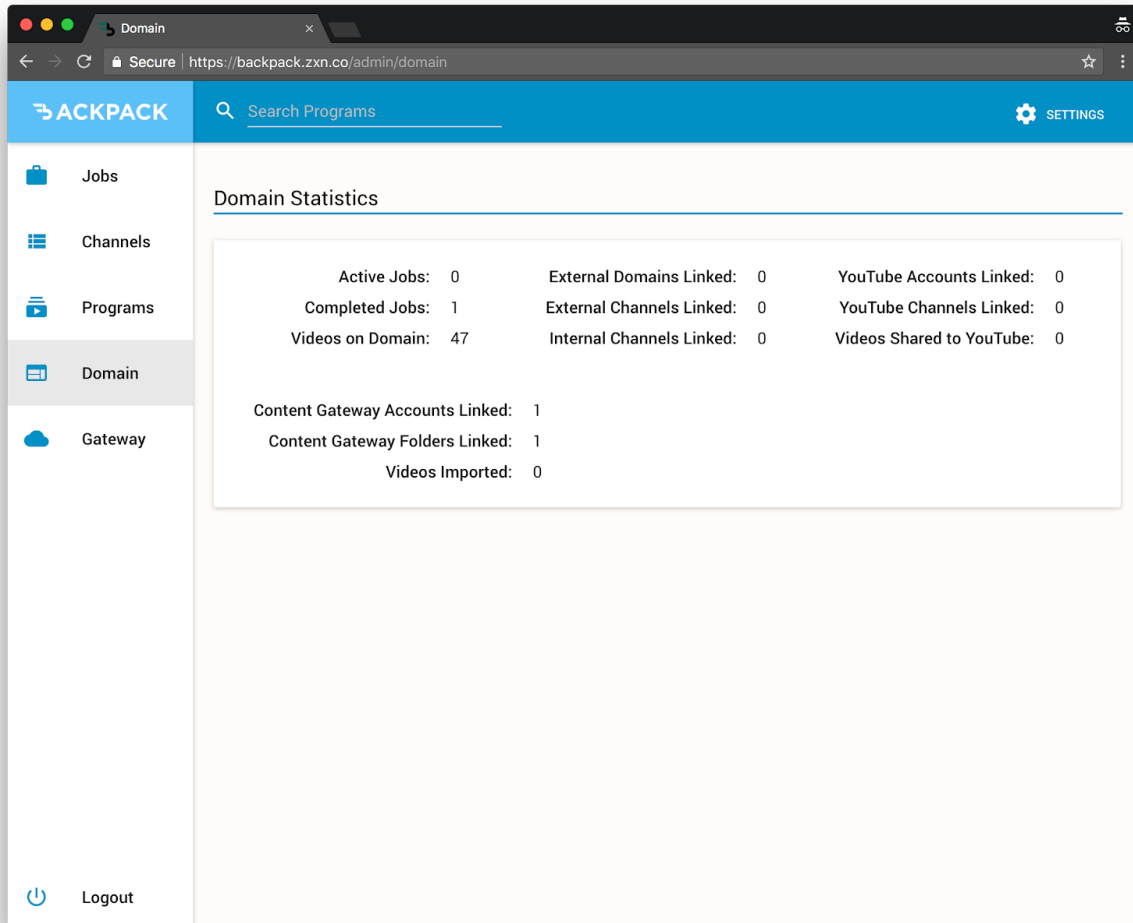


Once authenticated, you will be routed to the Jobs page.

# Domain

## Overview

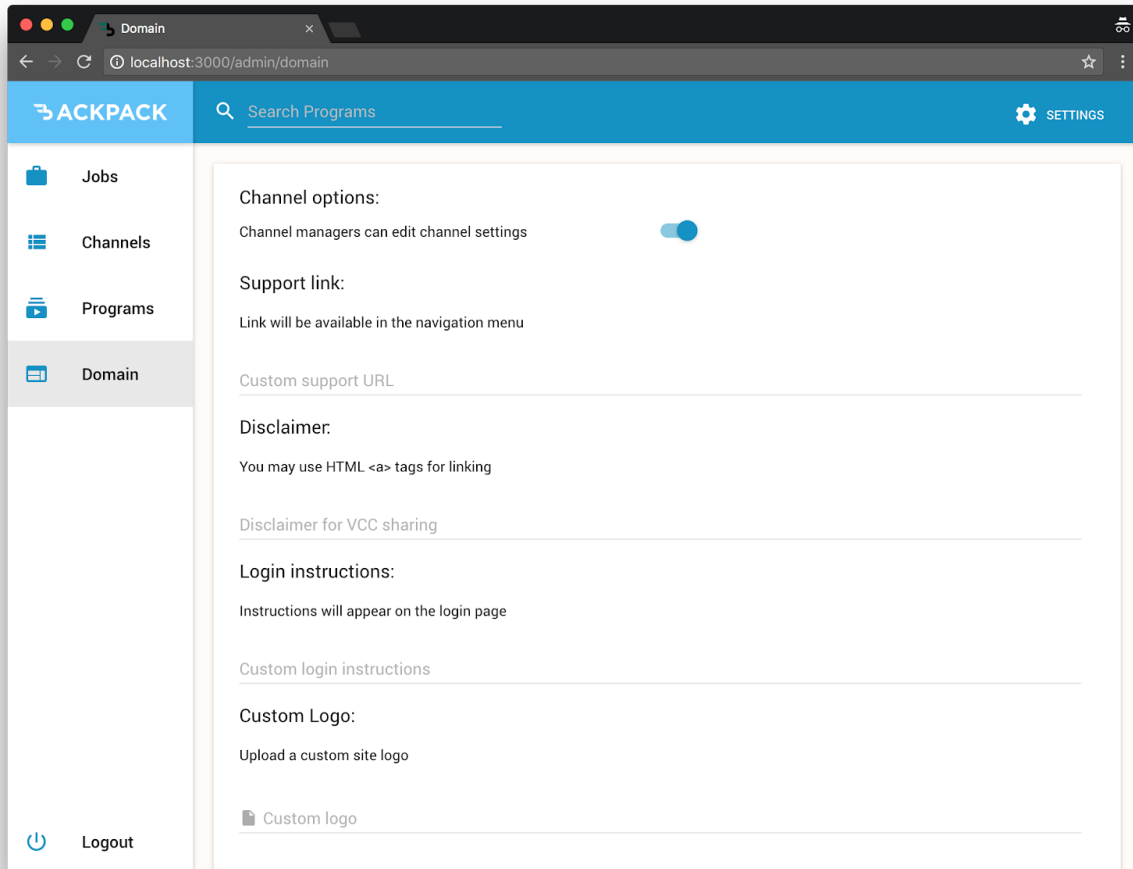
The domain page gives a number of statistics at a quick glance. Depending on the features enabled, there may be more or less information shown.

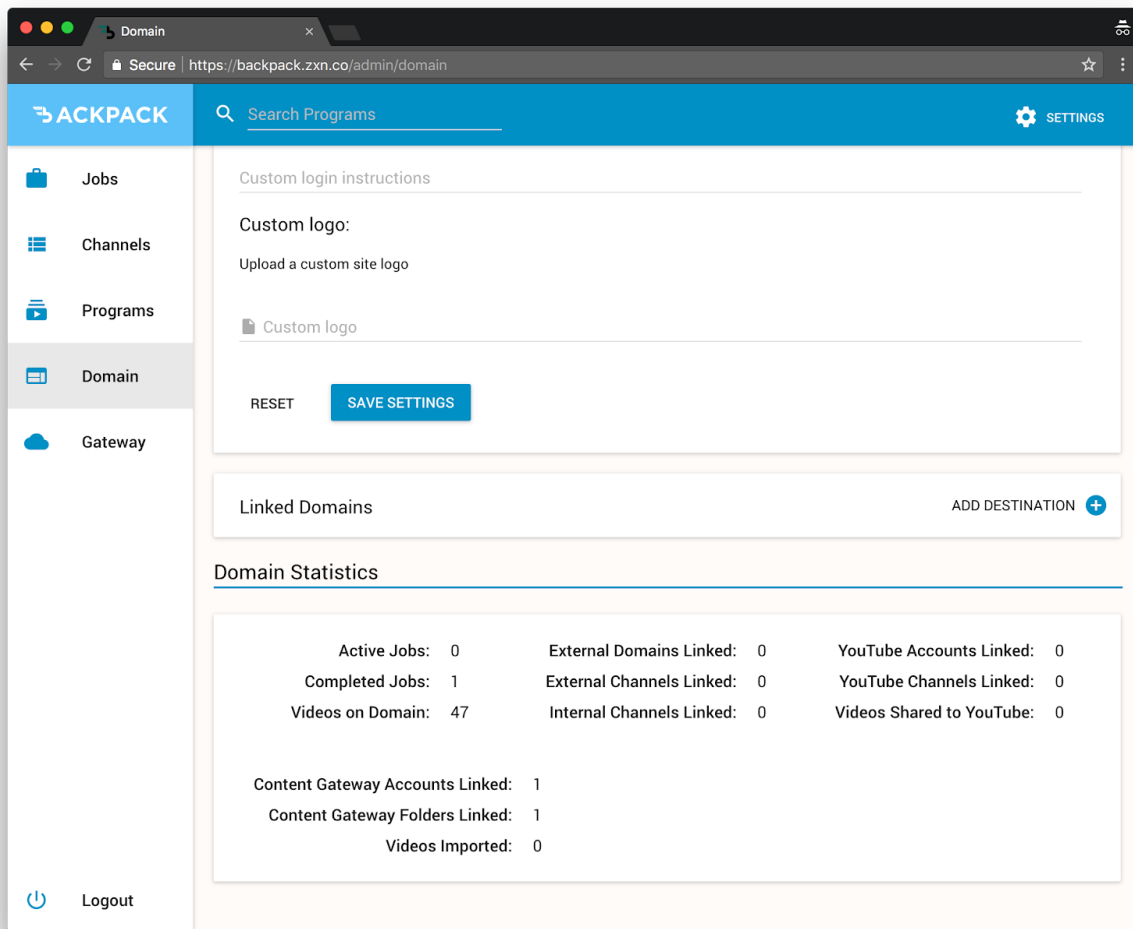


## Settings

To access domain settings, navigate to the **Domain** page and click on the **Settings** button on the top right of the page.

Please note, to access these settings, you must be logged in with a Super User role.

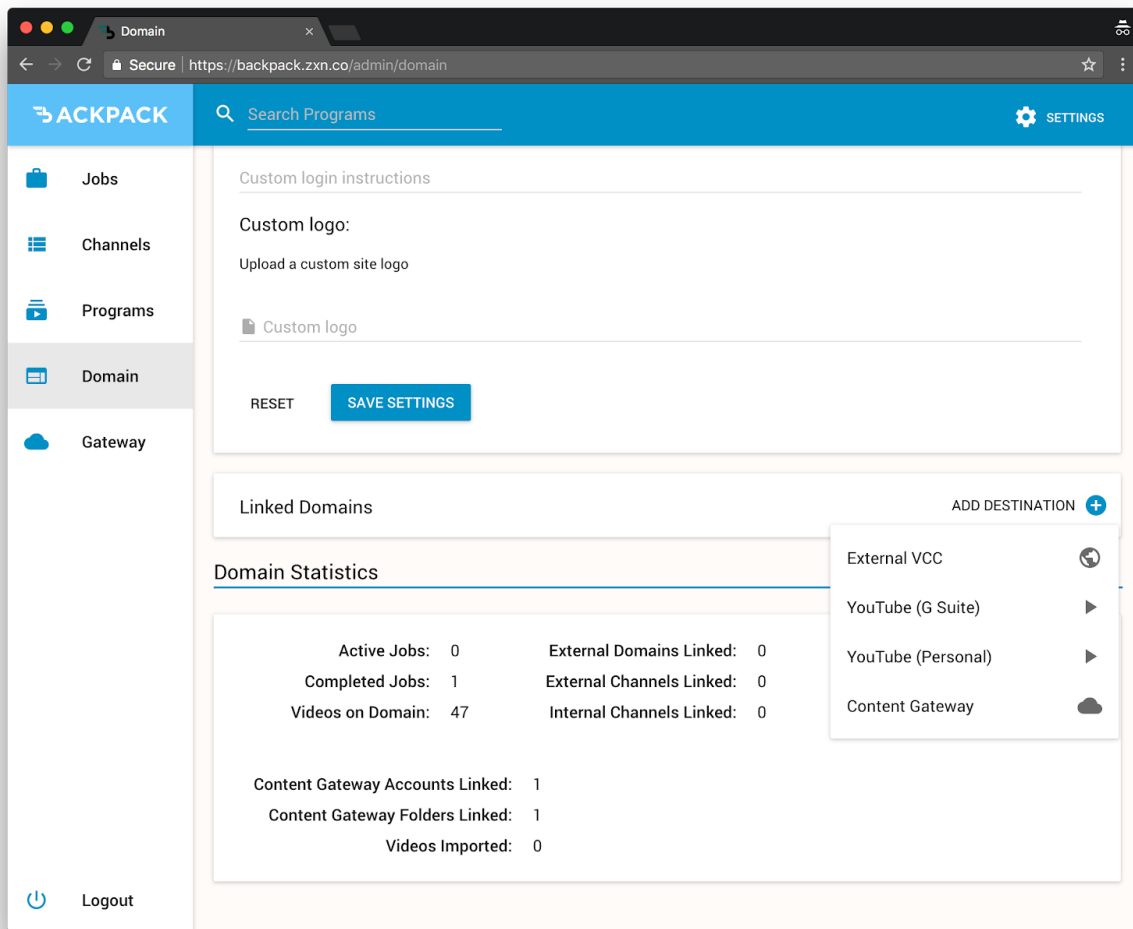




On the settings card, you are able to change the following settings:

- Enable or disable Channel managers from editing channel settings.
- Add a custom support link. If a link is set, an extra menu item will appear below “Domain” on the navigation bar on the left.
- Add custom disclaimer text. If a disclaimer is set, it will be shown on every job request dialog.
- Add custom login instructions. If instructions are set, it will be shown while the user is entering his/her credentials prior to logging in.
- Add a custom logo. If a logo is set, it will appear on the top left corner where the “Backpack” logo is. Most image formats are supported.

Click **Save Settings** to save your changes.



On the Linked Domains card, the following options may be available:

- Add a destination to publish programs to. Destinations may include:
  - External VCC
  - YouTube Account (G Suite and Personal accounts supported)
  - Content Gateway
- Link internal channels to destinations. You may enable or disable the ability to publish externally per linked channel for these groups:
  - Channel managers
  - Channel publishers
  - Viewers (everyone)
- Unlink internal channels with destinations.
- Edit destination credentials.
- Unlink destinations.

To add an destination, navigate to the **Domain** page and click on the **Settings** button on the top right of the page.

In the card titled Linked Domains, click the **Add Destination** button and choose the desired destination. Complete the forms and click **Submit** when you are finished to link the destination.

## External VCC

To link an external domain, fill out the form and click **Submit**.

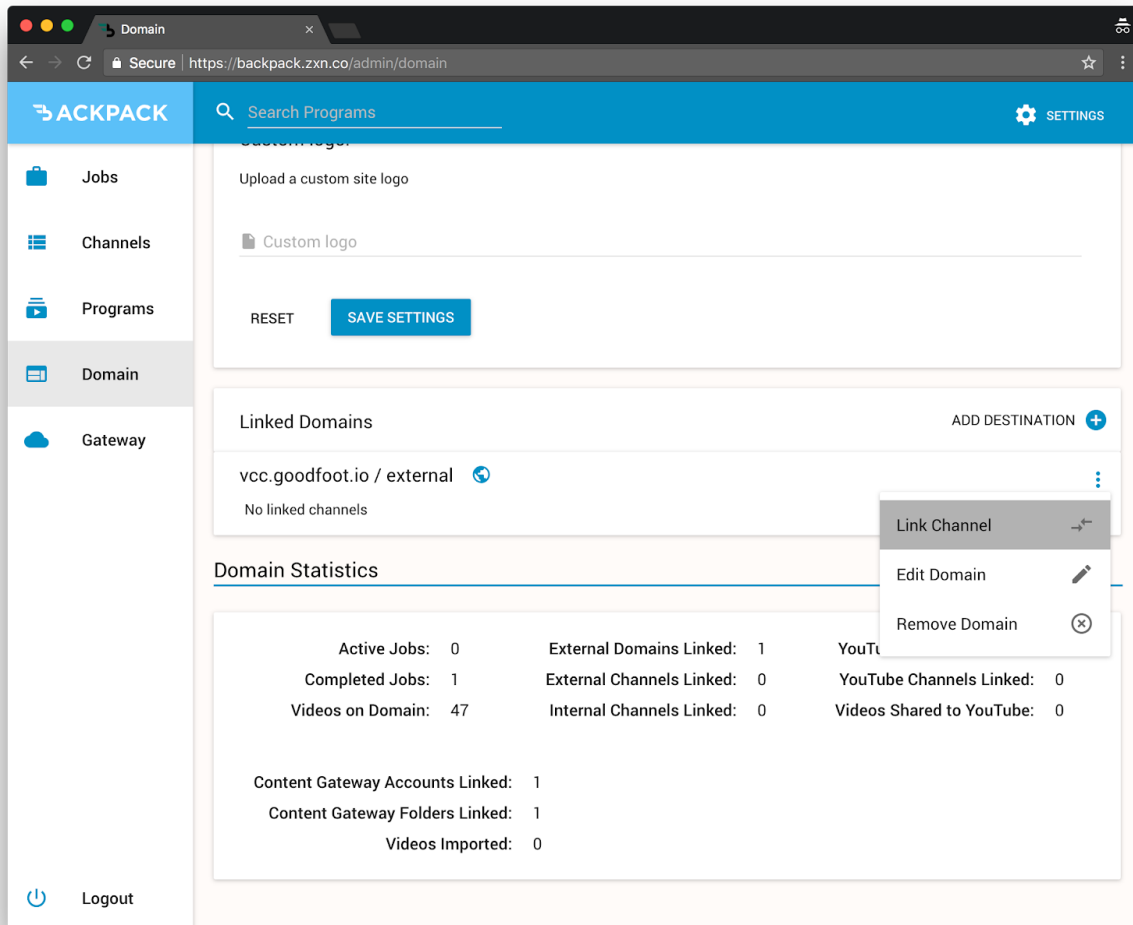
The screenshot shows the Backpack Admin interface with a modal form titled "Add External Domain". The form contains the following fields:

Field	Value
Viewer Portal Protocol	https
Viewer Portal Host Name	qumu.example.com
Viewer Portal Port	443
Viewer Portal Domain	example
Service Account Principal ID	ExamplePrincipalID
oAuth Client ID	ExampleClientID
oAuth Client Secret	ExampleClientSecret
oAuth Redirect URL Pattern	https://biblio.example.com/admin/login
oAuth Access Token Expiry	86400

At the bottom right of the modal, there are two buttons: "CANCEL" and "SUBMIT".

To link an internal channel to an external domain channel, hover over the target external domain and click on the **More** icon (three vertical dots) on the right side of the card to view options.

Click **Link Channel**.

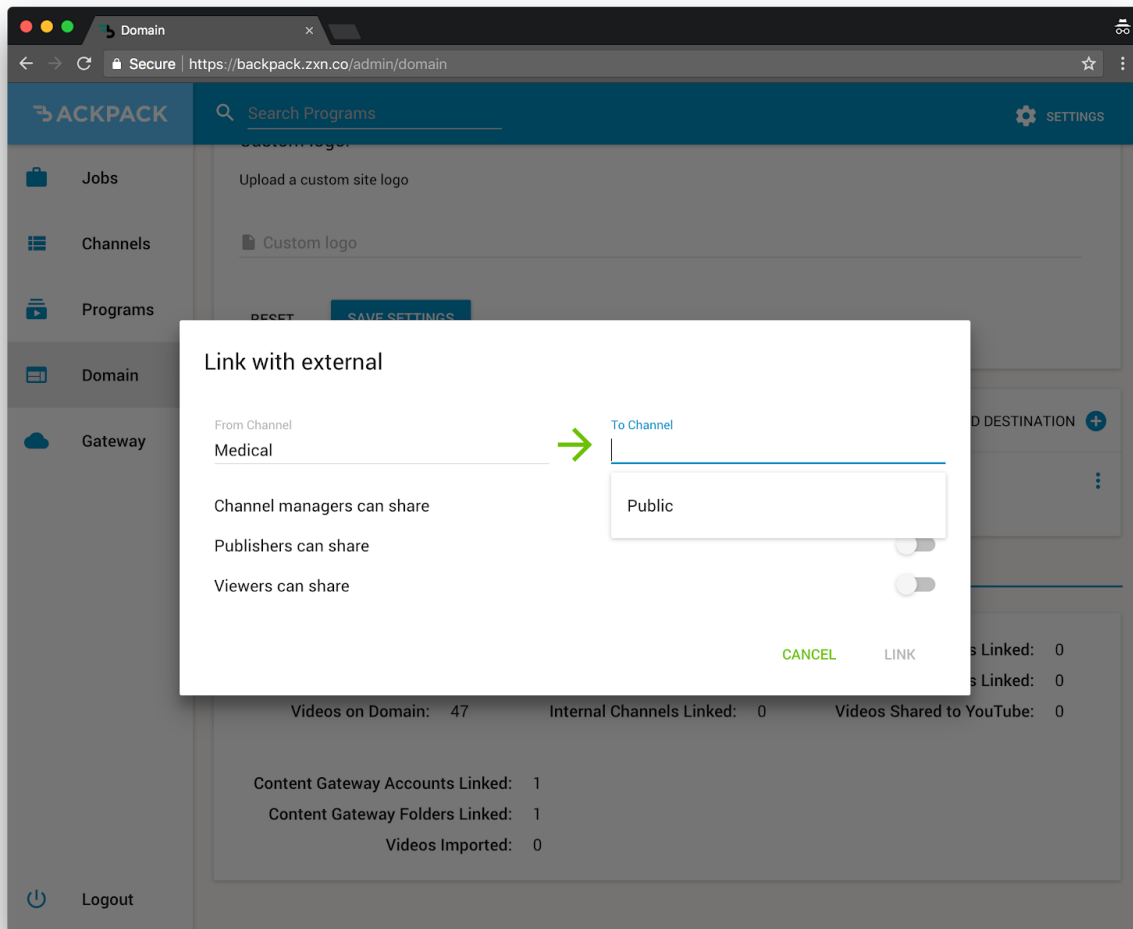


Select an internal channel (From Channel) and an external channel (To Channel) by typing in the desired channel in the autocomplete fields.

Select the channel by clicking on the option.

You can set the publishing permissions by toggling any of the three options below. These options can be changed at a later time.

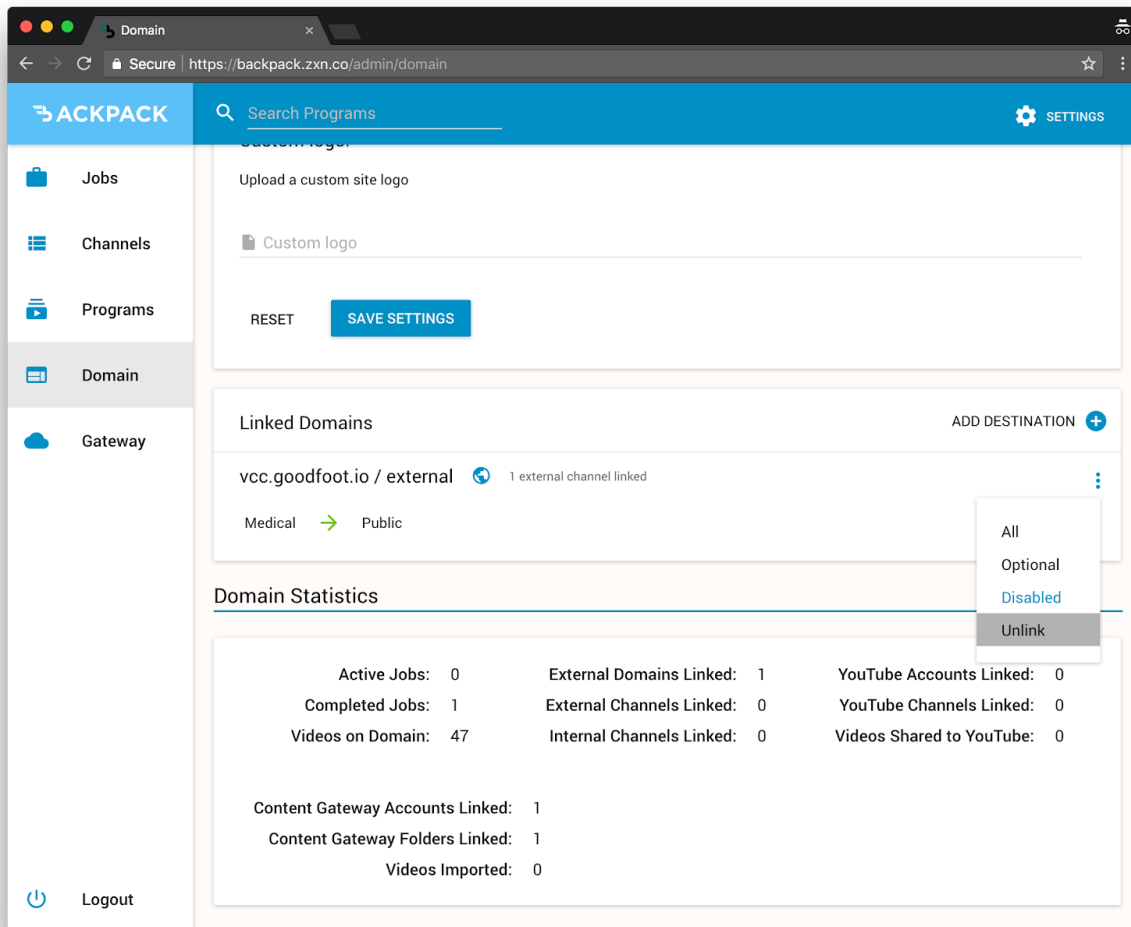
Click **Link** when you are finished.





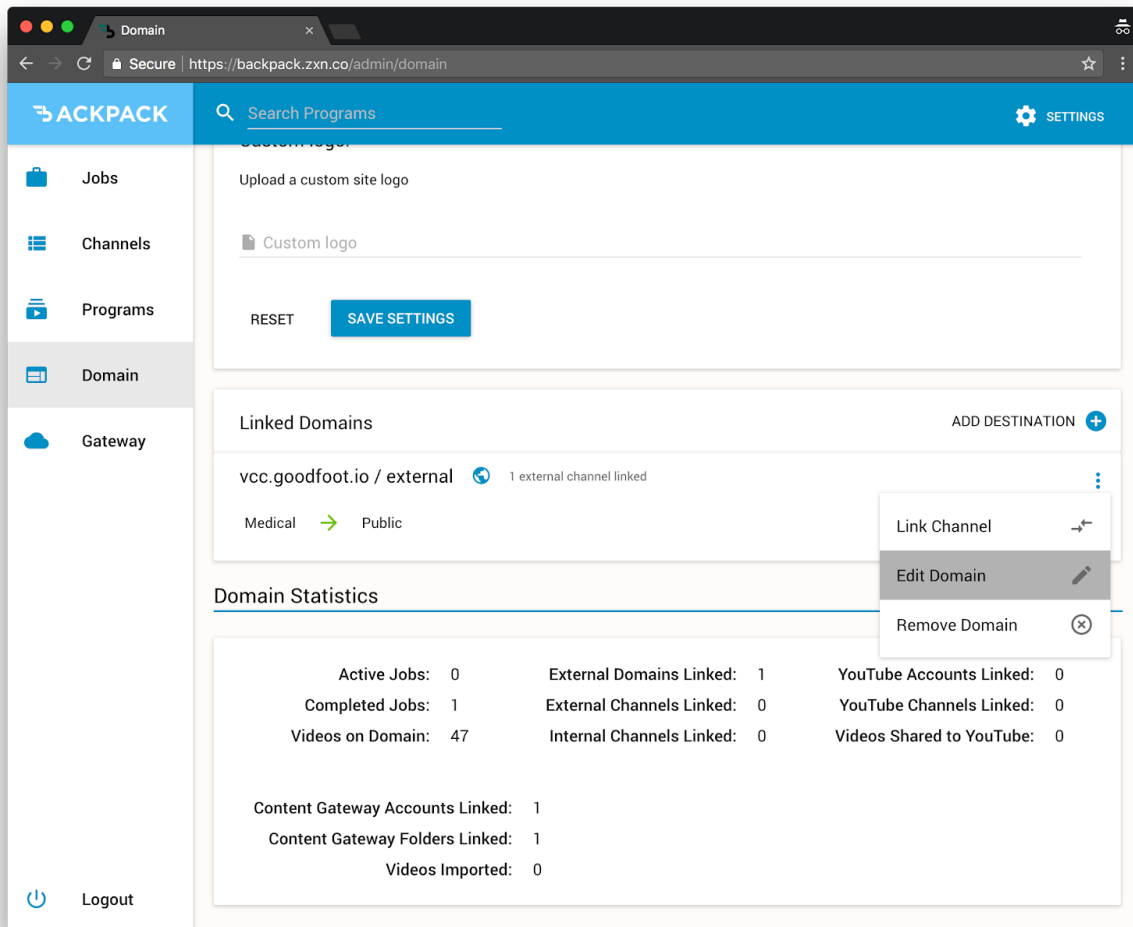
To unlink a linked channel, hover over the target linked channel and click on the left most drop down menu.

Click **Unlink** to unlink the channel.



To edit a linked domain, hover over the target external domain and click on the **More** icon (three vertical dots) on the right side of the card to view options.

Click **Edit Domain**.

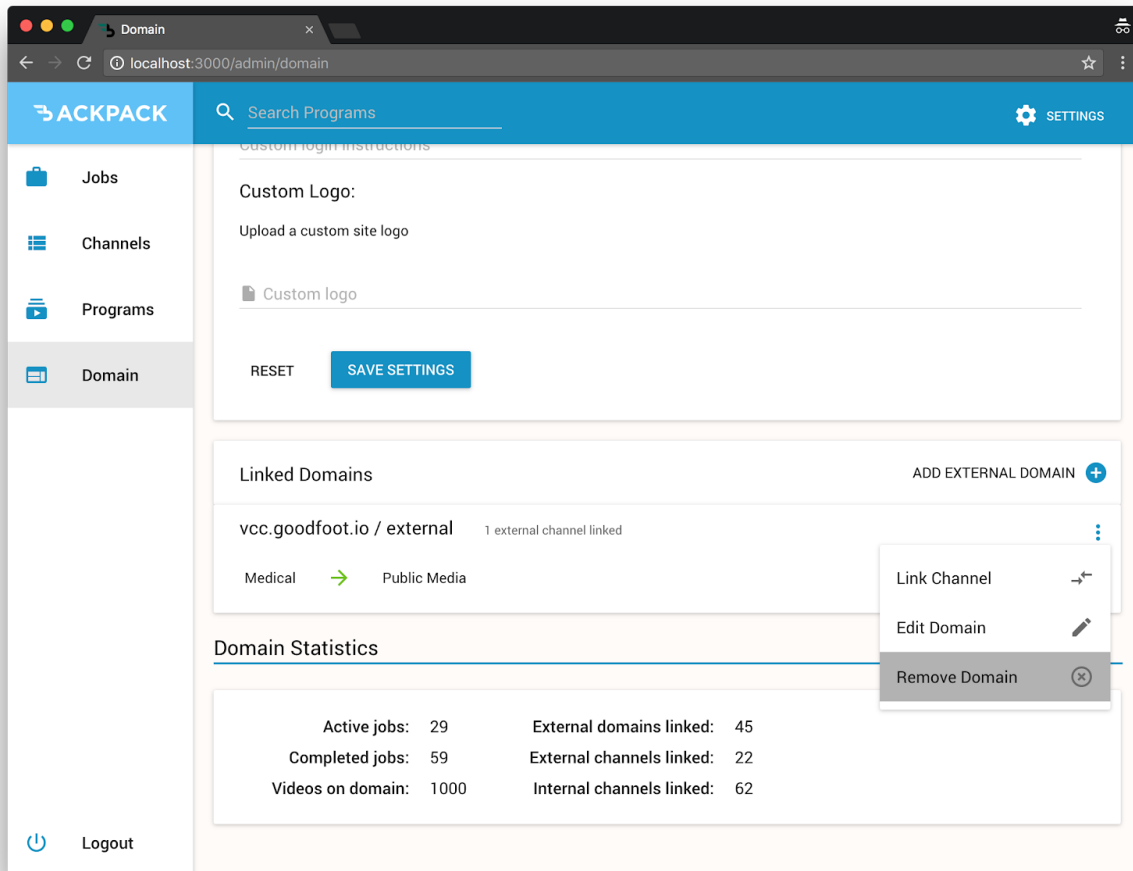


Please note, there is no option to update the hostname, domain, or client ID. If you must change any of these credentials, please remove and re-add the external domain with the updated credentials.

Once you are finished editing, click **Submit** to save your changes.

To remove an external domain, hover over the target external domain and click on the **More** icon (three vertical dots) on the right side of the card to view options.

Click **Remove Domain**.



## YouTube (G Suite and Personal accounts)

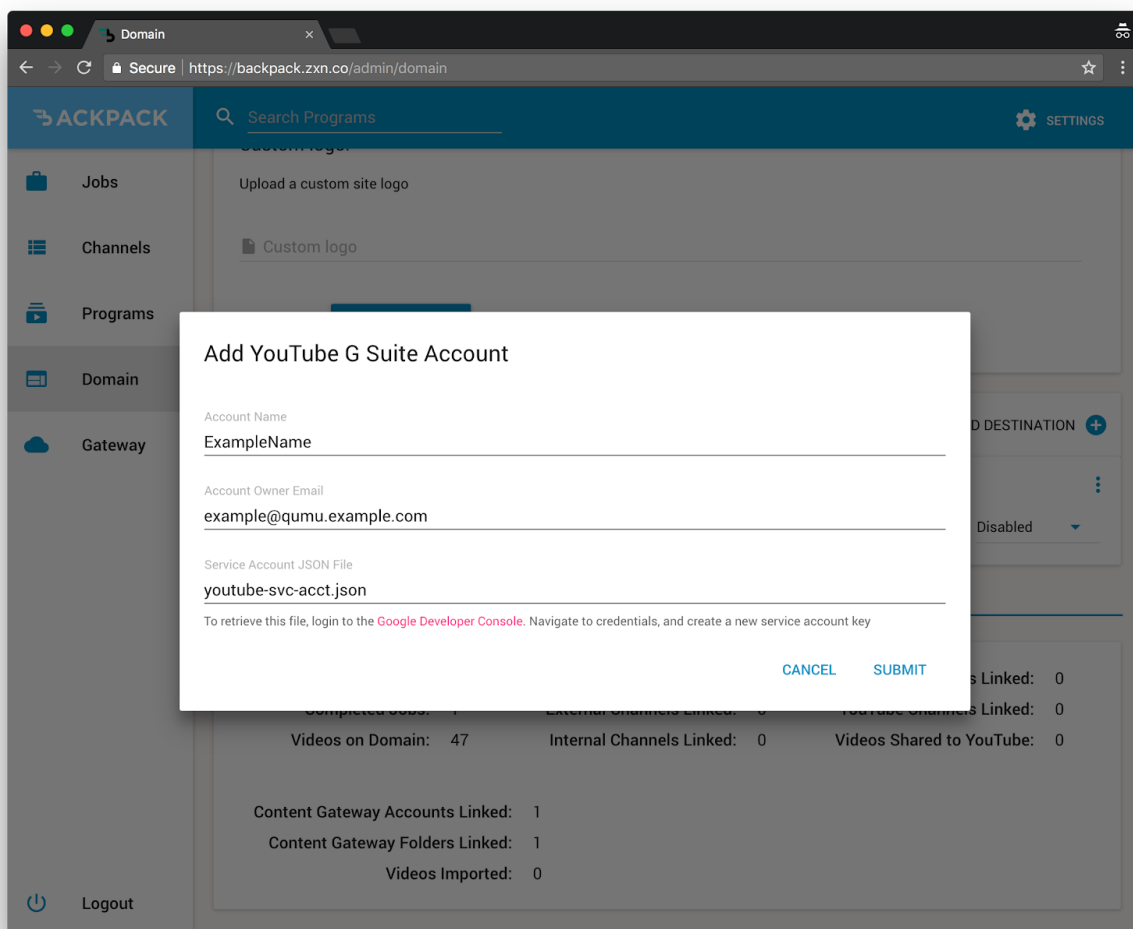
To link a YouTube account, click **Add Destination** and select the desired YouTube option.

Fill out the form, and upload the required files:

- For YouTube (G Suite), you will need a Service Account JSON File
- For YouTube (Personal), you will need an OAuth Client ID JSON File

For steps on how to create or retrieve the required files to link a YouTube account, please refer to the Backpack YouTube Setup Guide.

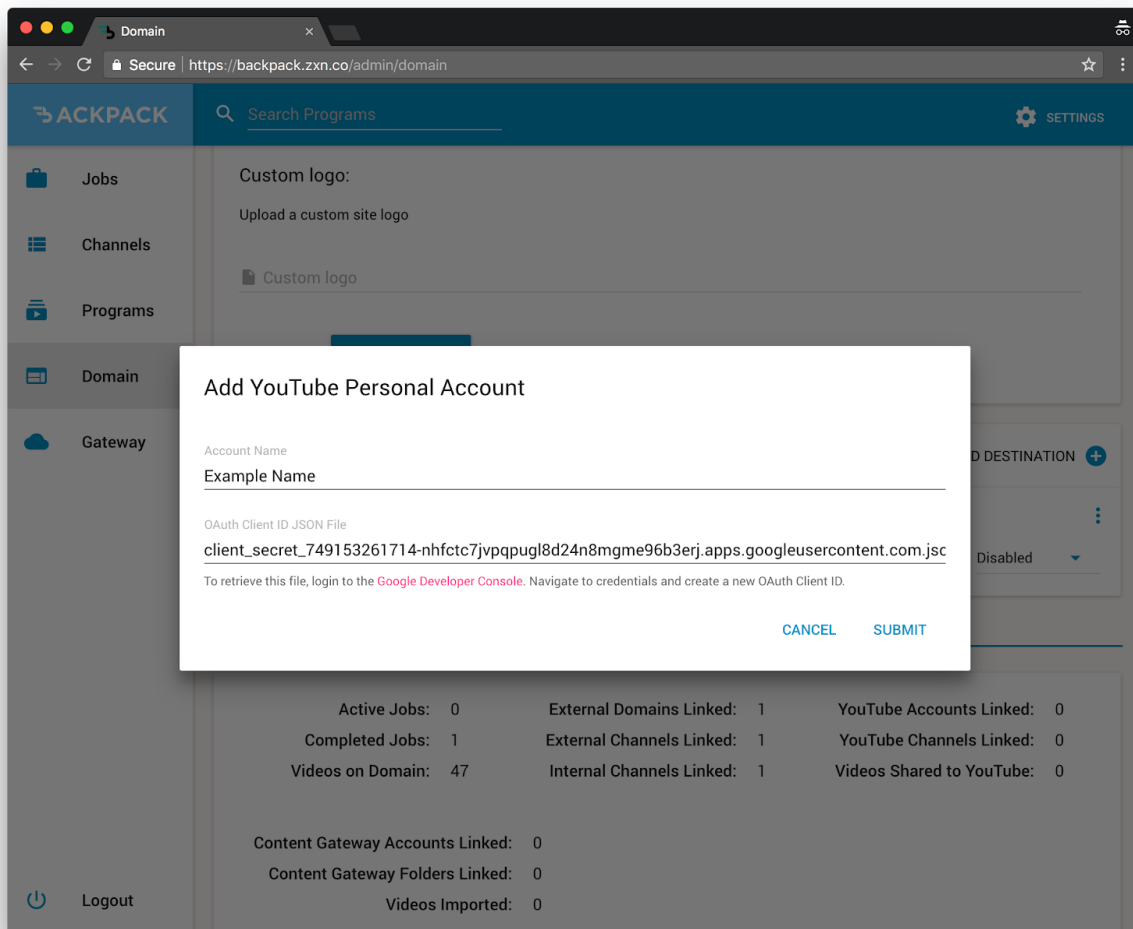
Click **Submit** when you are finished.



The screenshot shows the Backpack admin interface with a modal form titled "Add YouTube G Suite Account". The form contains the following fields and text:

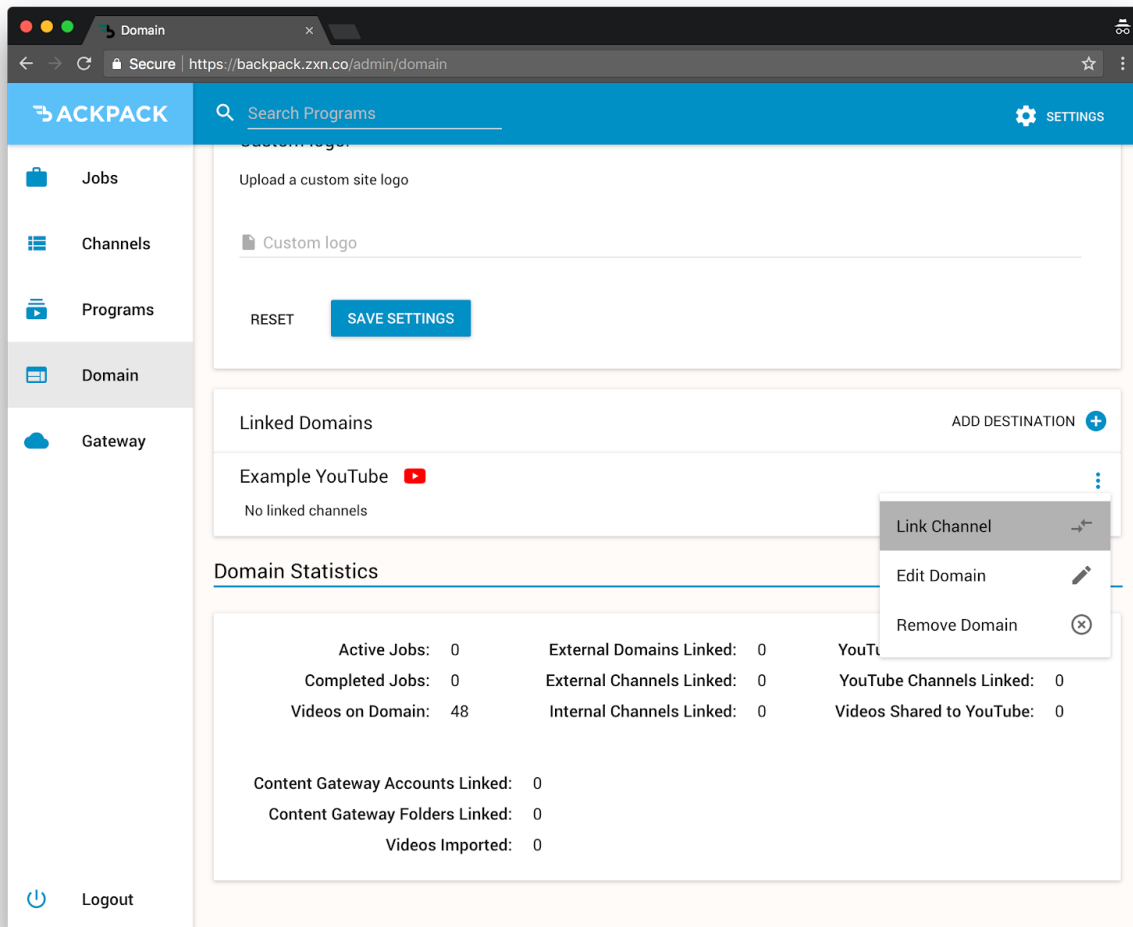
- Account Name:** ExampleName
- Account Owner Email:** example@qumu.example.com
- Service Account JSON File:** youtube-svc-acct.json
- To retrieve this file, login to the [Google Developer Console](#). Navigate to credentials, and create a new service account key
- Buttons:** CANCEL and SUBMIT

The background interface shows a sidebar with navigation options: Jobs, Channels, Programs, Domain, and Gateway. The main content area displays various statistics and links, including "Videos on Domain: 47", "Internal Channels Linked: 0", "Videos Shared to YouTube: 0", "Content Gateway Accounts Linked: 1", "Content Gateway Folders Linked: 1", and "Videos Imported: 0".



To link an internal channel to a YouTube channel, hover over the target YouTube account and click on the **More** icon (three vertical dots) on the right side of the card to view options.

Click **Link Channel**.

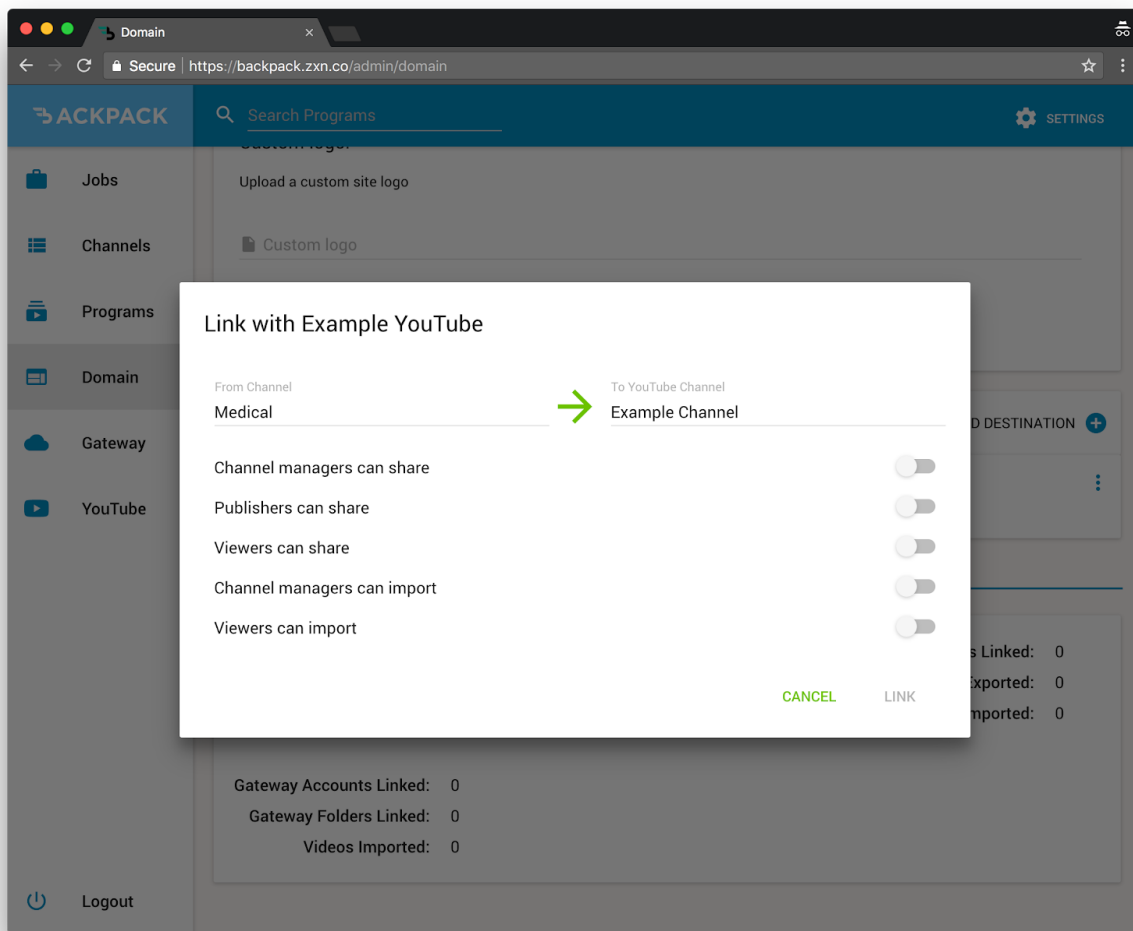


Select an internal channel (From Channel) and a YouTube channel (To YouTube Channel) by typing in the desired channel in the autocomplete fields.

Select the channel by clicking on the option.

You can set the publishing permissions by toggling the options below. These options can be changed at a later time.

Click **Link** when you are finished.



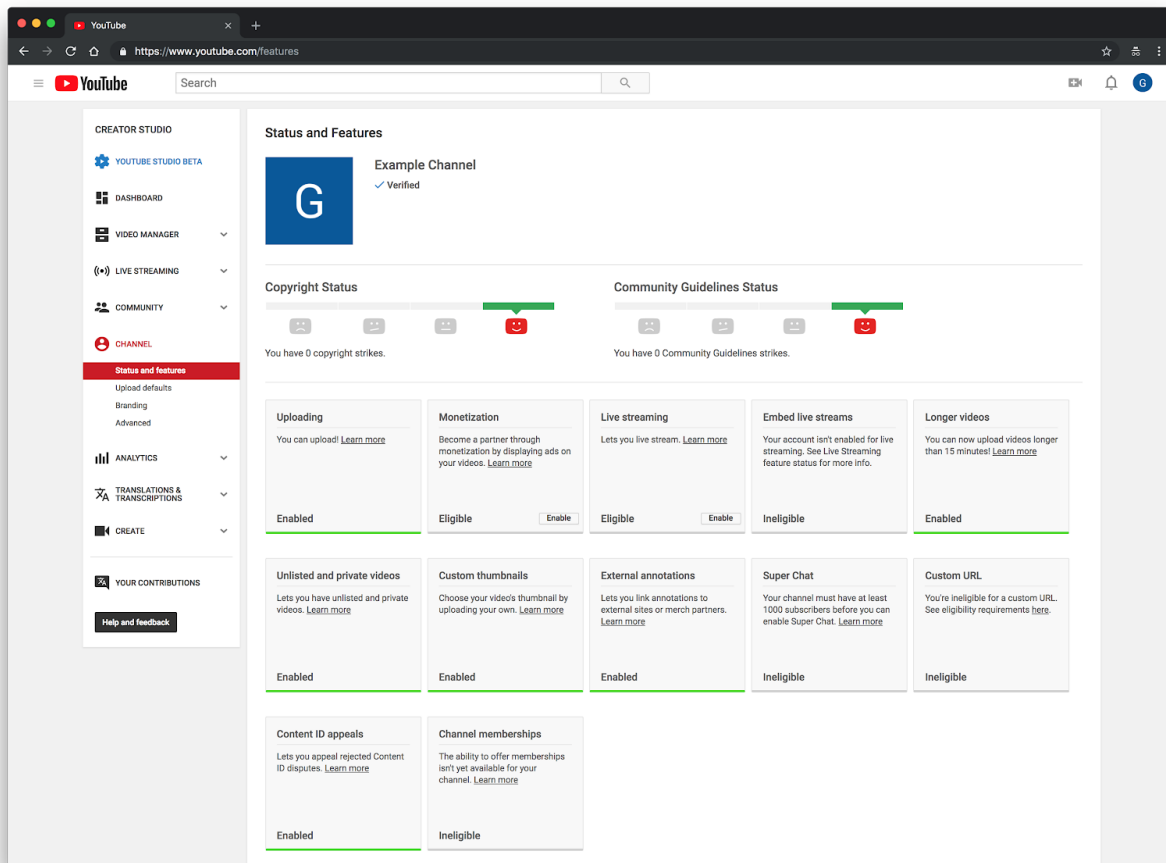
To unlink a channel, edit, or remove a YouTube account, follow the steps in the External VCC section of this document.

## YouTube Account Requirements

In order to Export/Import video from YouTube enable to following features on **Channel -> Status and Features** page ( [www.youtube.com/features](https://www.youtube.com/features) )

- Longer Videos
- Custom thumbnails

However the features mentioned above can only be enabled on phone verified YouTube accounts.





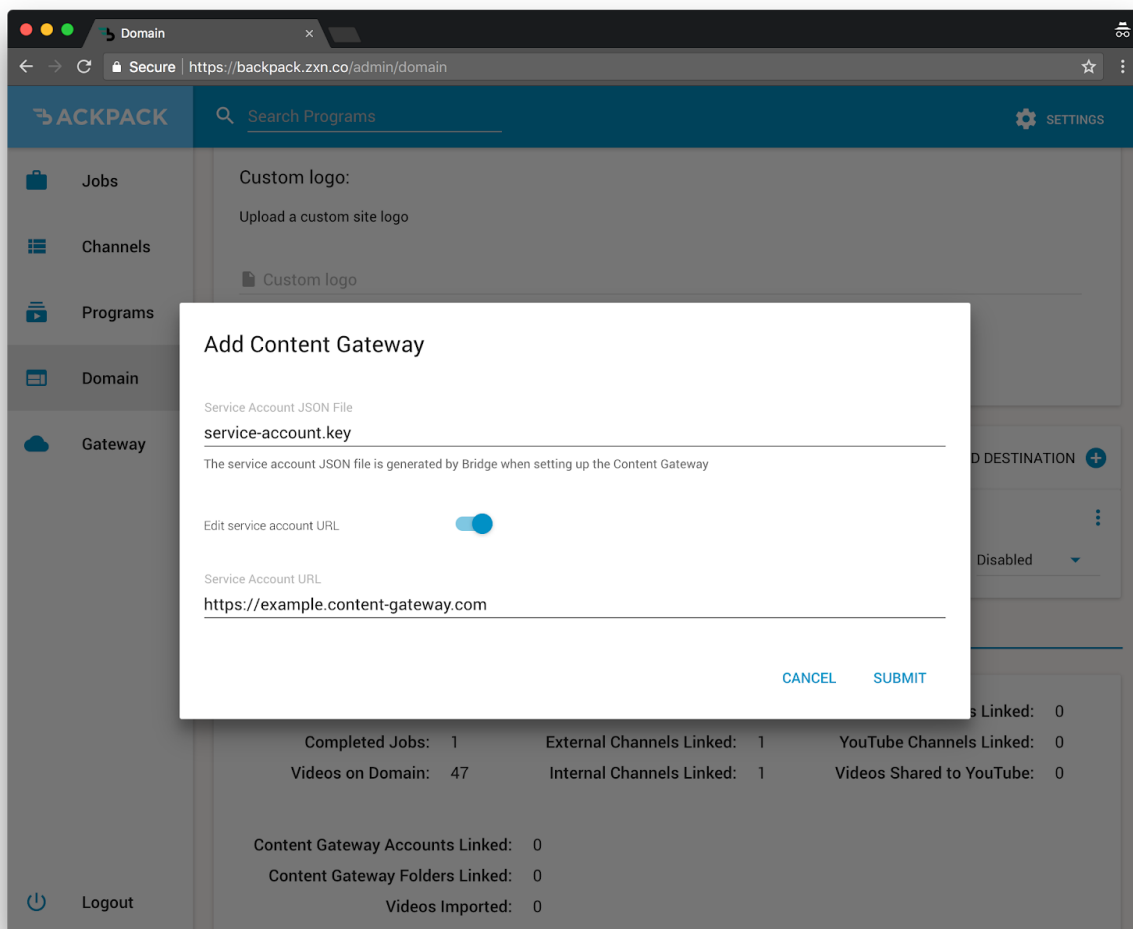
## Content Gateway

To link a Content Gateway, click **Add Destination** and select the content gateway option.

You will need to have set up a Content Gateway and downloaded the associated Service Account JSON File to continue. If you do not have the file, please refer to the Backpack Content Gateway Setup Guide.

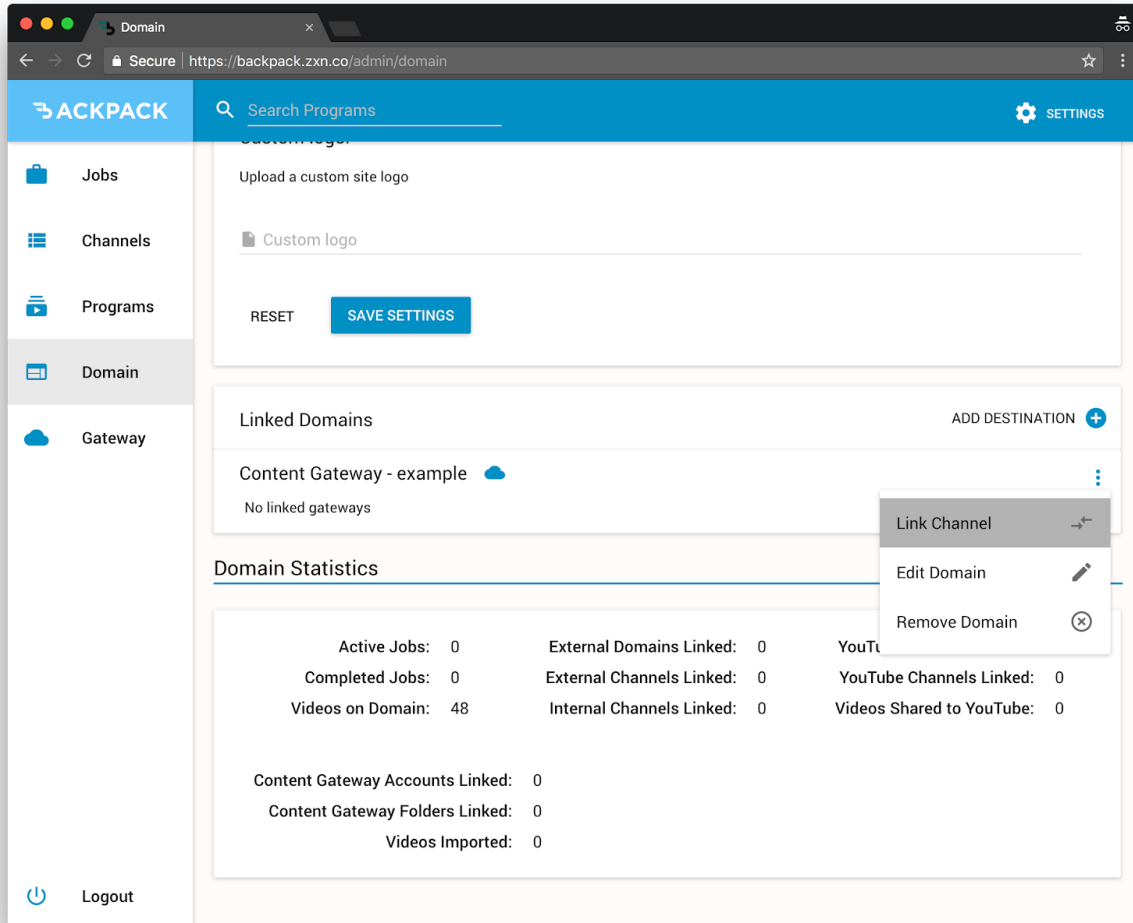
Upload the Service Account JSON File. If needed, edit the Service Account URL by toggling the switch.

Click **Submit**.



To link a content gateway folder to an internal channel, hover over the target content gateway and click on the **More** icon (three vertical dots) on the right side of the card to view options.

Click **Link Channel**.



Enter a folder name and an internal channel (To Channel). Click the desired channel to select it.

The folder name can be anything, and will be the name displayed on the Content Gateway alongside the folder description.

#### Adding an Approved User

- Search for a user by typing in a name.
- Once a user is selected, they are now an Approved User.

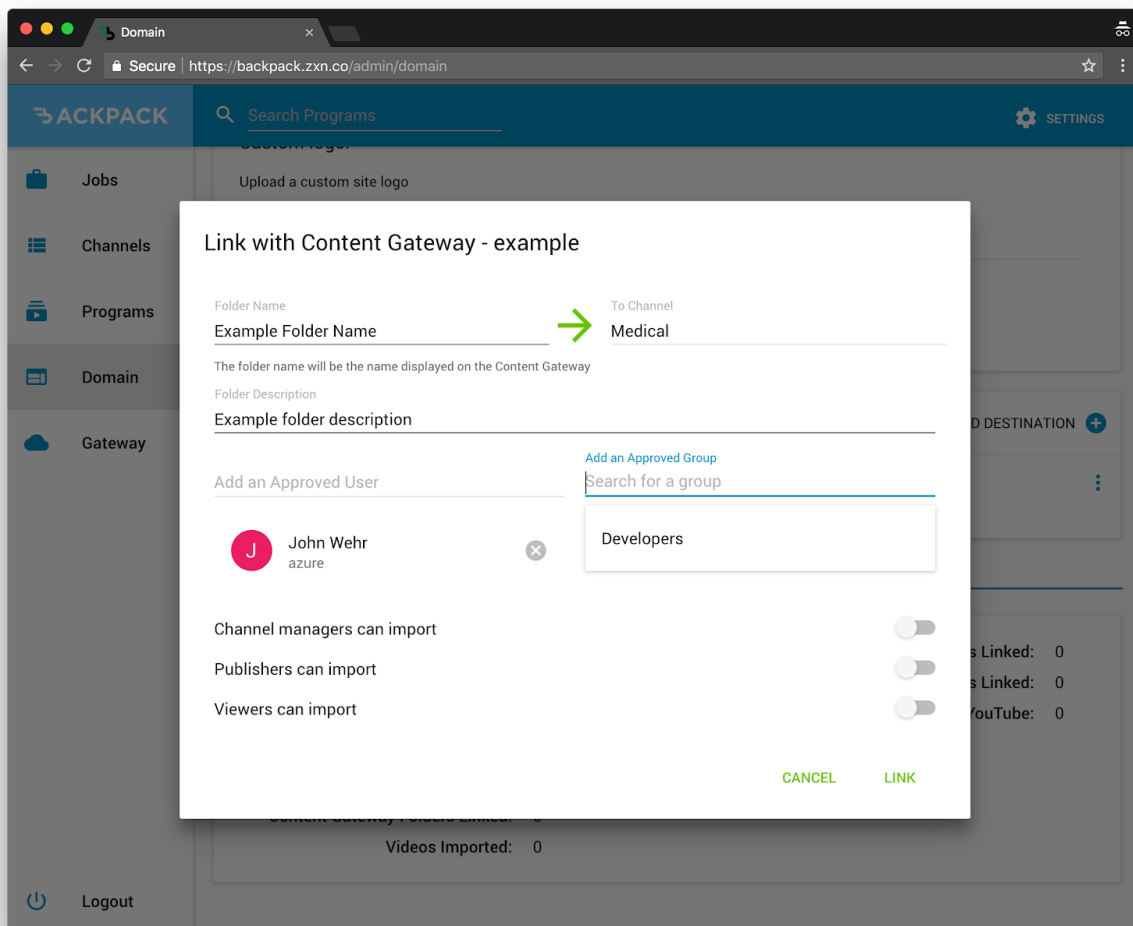
#### Adding an Approved Group

- Search for a group by typing in a group name.
- Once a group is selected, any user belonging to that group are now Approved Users.

Approved users can sign into Content Gateway and upload content to folders that they have been approved for.

You can set the publishing permissions by toggling any of the three options below. These options can be changed at a later time.

Click **Link** when you are finished.

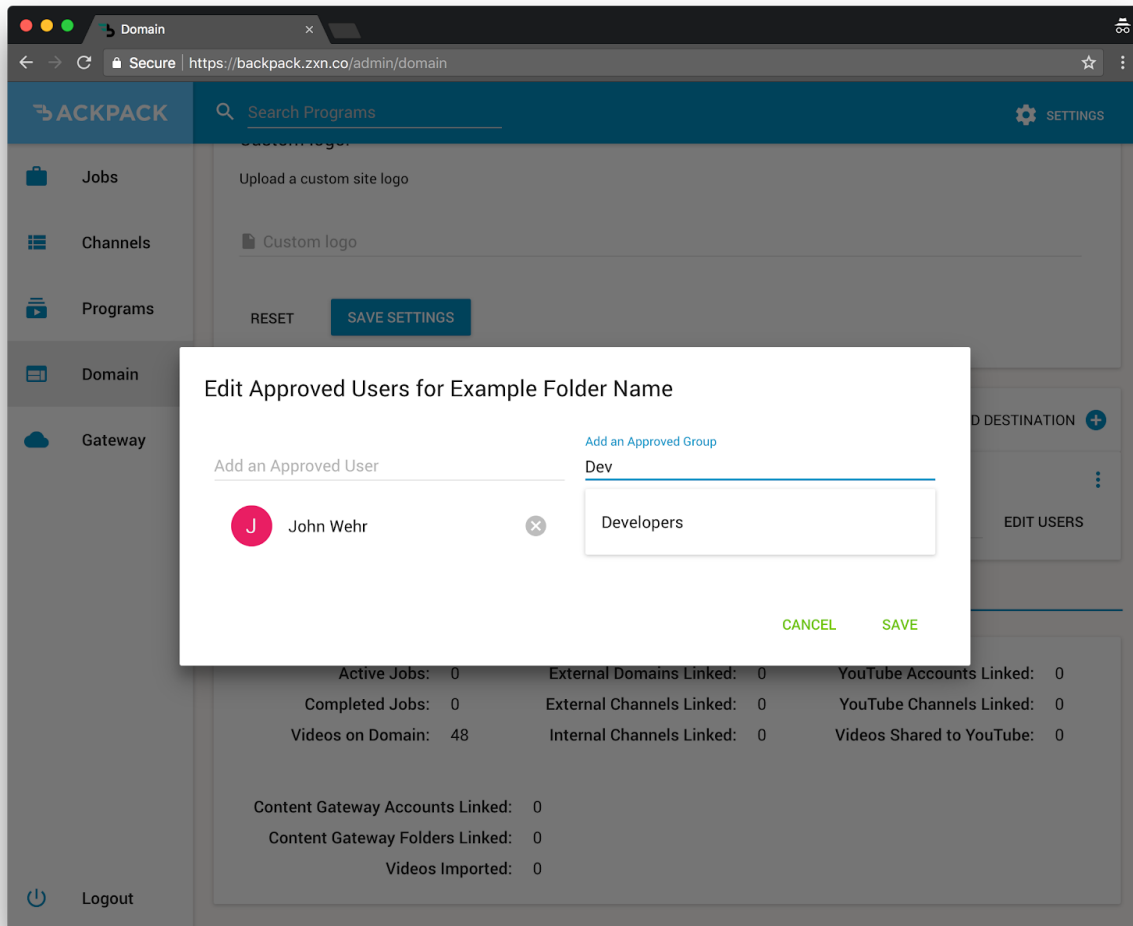


To edit Approved Users and Approved Groups for a linked channel, hover over the target linked channel and click **Edit Users**.

To add an Approved User or Approved Group, search for the user or group and select the result by clicking.

To remove an Approved User or Approved Group, click the (X) button next to the user or group you want to remove.

Click **Save**.



To unlink a channel, edit, or remove a Content Gateway, follow the steps in the External VCC section of this document.

# Channels

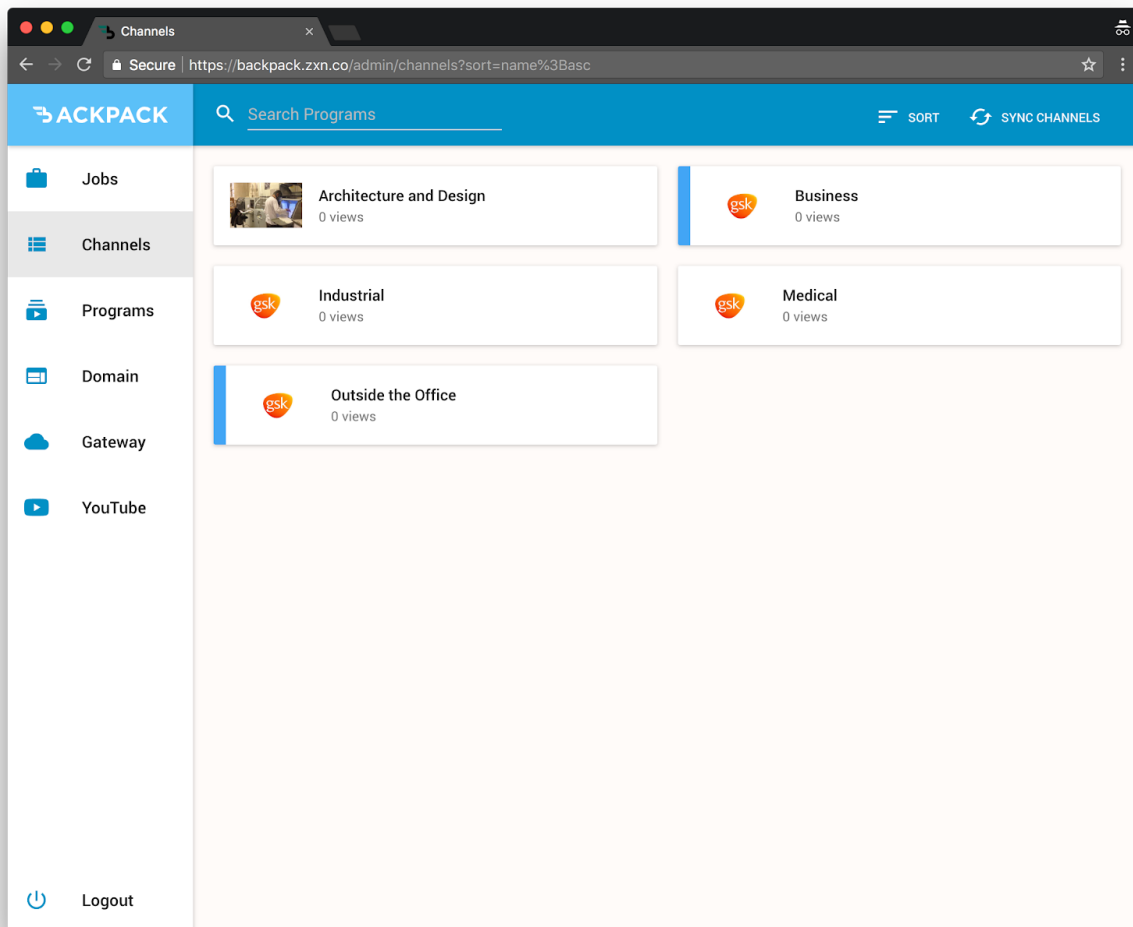
## Overview

Channels are from the linked Video Control Center.

Channels are located on the Channels page. Channel data is cached in Backpack, and automatically synced with the Video Control Center. Clicking the **Sync Channels** button on the top right of the page will manually trigger a refresh of all channel data.

Each channel card contains information and metadata available at a quick glance:

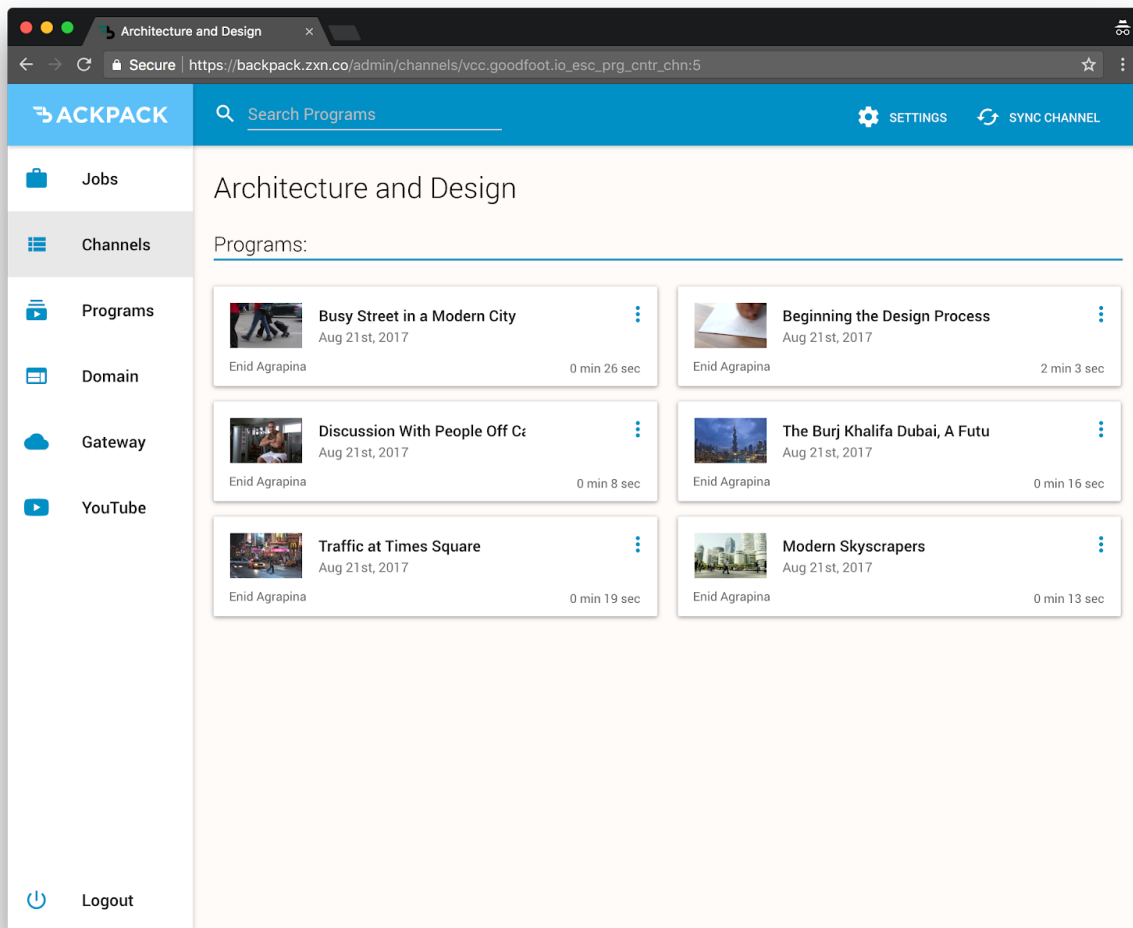
- Color coded markers on the left designate the status of the channel program's jobs, as well as an active job count on the top right (if any active jobs exist).
- Channel view count.



## Channel

To access channel settings, first navigate to the **Channels** page. Click into a channel card to navigate to the Channel page.

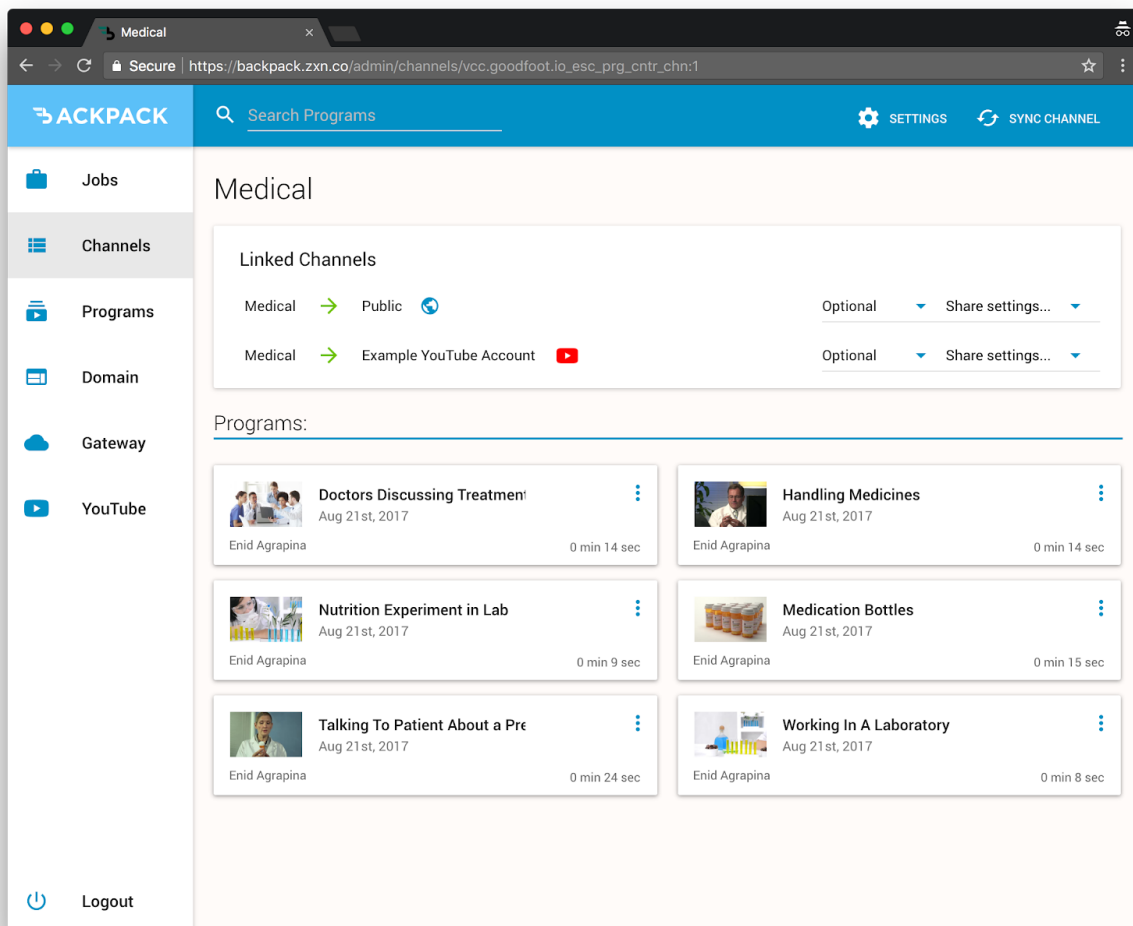
Channel and channel program data are all cached in Backpack, and automatically synced with the Video Control Center. Clicking the **Sync Channel** button on the top right of the page will manually trigger a refresh of the current channel being viewed, as well as all programs within the channel.



## Settings

To access channel settings, first navigate to the **Channels** page. Click into a channel card to navigate to the Channel page, and click the settings button on the top right of the page.

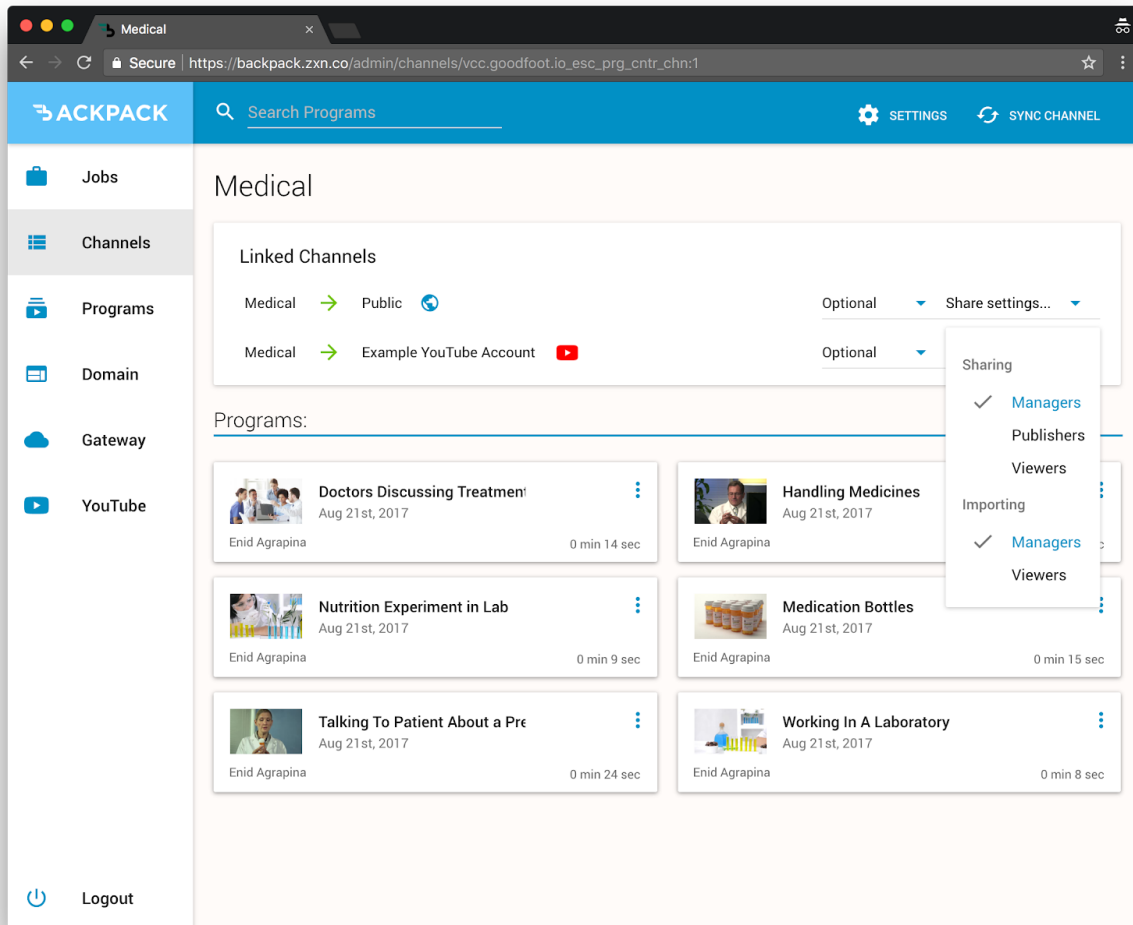
Please note, to access channel settings, you must be logged in as the Channel Manager, Channel Publisher, or as a Super User



On the settings card, you may edit a number of publishing options:

- Options available are All, Optional, or Disabled.
  - All: all future programs published to this channel will be automatically published to the linked external channel.
  - Disabled: disable ability to publish externally for users except admins.
  - Optional: additional options will be visible, which are detailed below.
- Enable or disable the ability to publish externally for the channel's programs for:
  - Channel managers
  - Channel publishers
  - Viewers (everyone)

- For linked YouTube channels, you can enable or disable the ability to import from the YouTube channel for:
  - Channel managers
  - Viewers (everyone)



Settings are saved automatically as soon as you make them.



# Jobs

## Overview

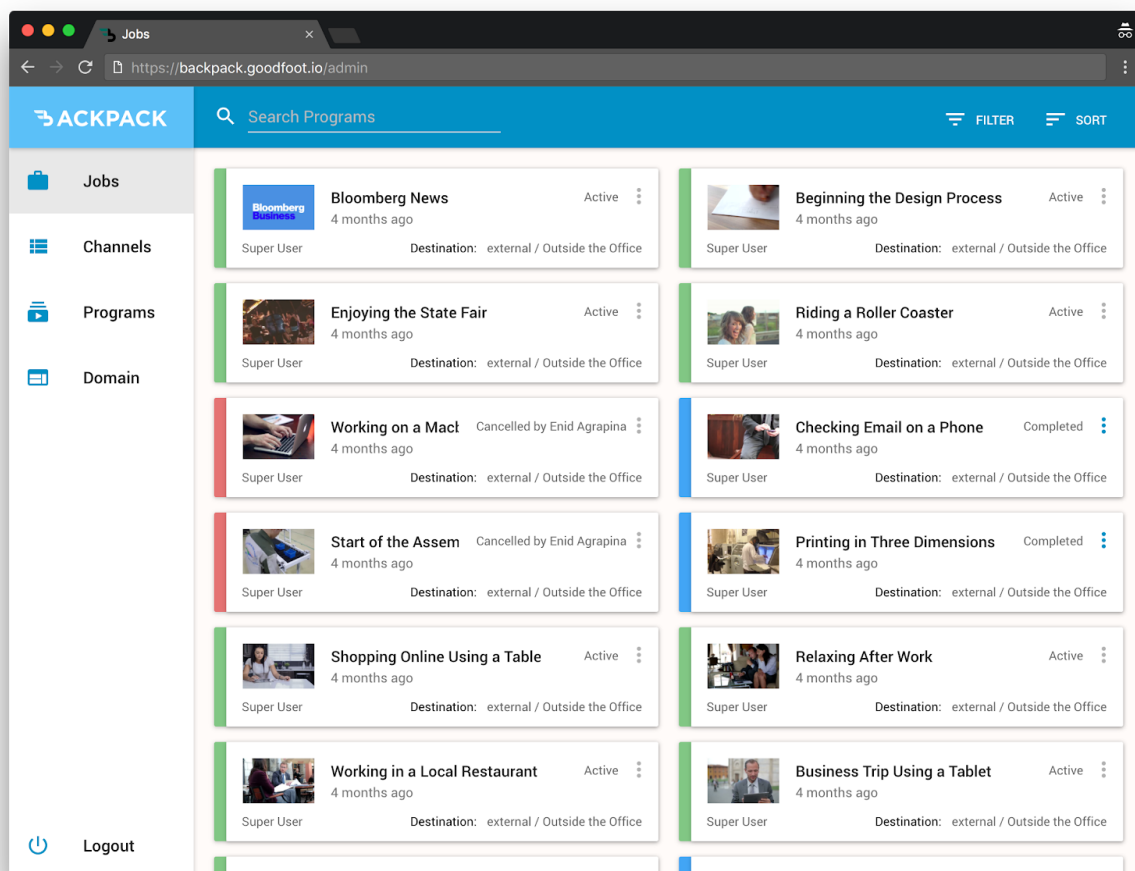
Jobs are transcription or translation requests for videos that are selected for captioning from the Video Control Center.

## Job

Navigate to the **Jobs** page. All past and present jobs will be displayed here in chronological order.

Each job card contains information and metadata available at a quick glance:

- Color coded markers on the left designate the status of the job, which are also labeled on the top right.
- The username and email on the bottom left are of the user who created the job.
- The external destination for the program.
- Clicking on a card will bring you to the **Job** page containing additional job information.



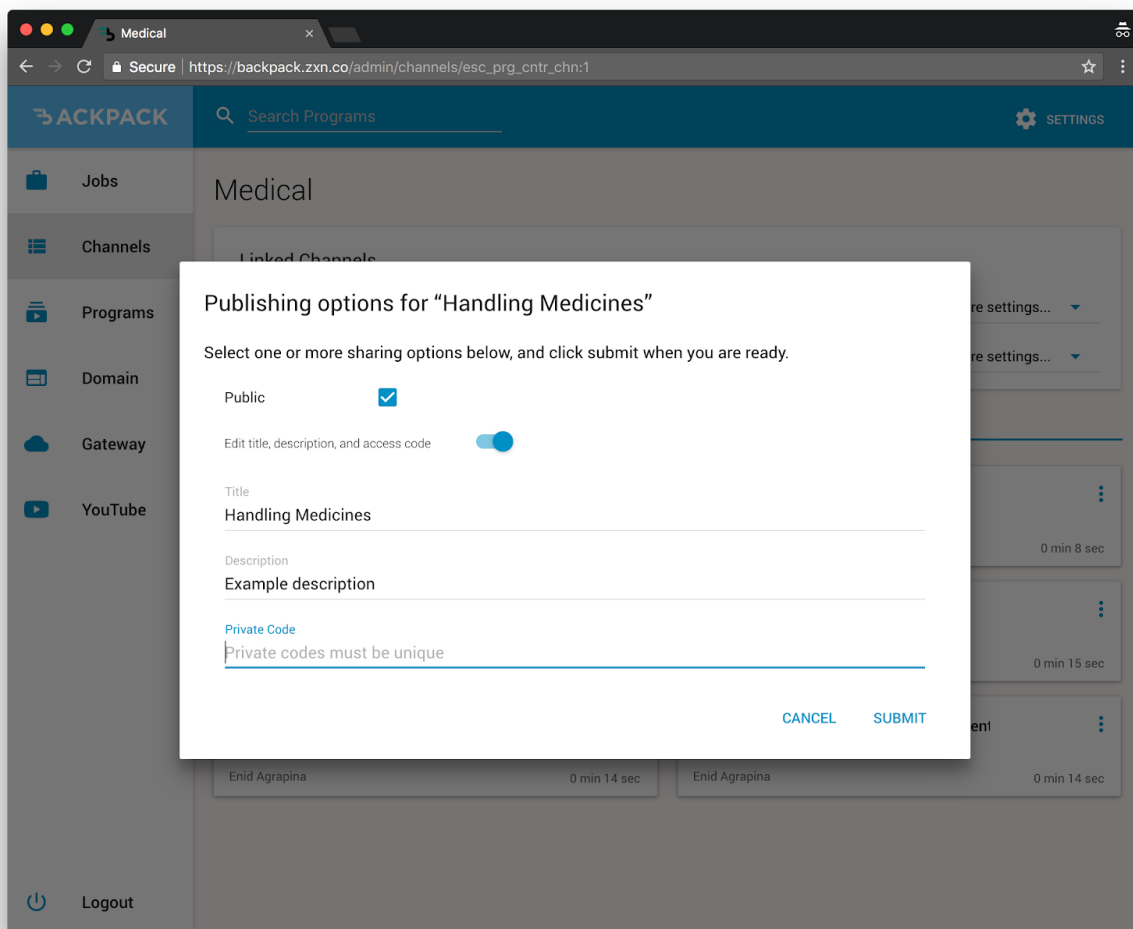
## Creating a job

To publish a program to an external domain, first search for a program, or choose a program from the list on the Programs page. On the program card, click the **More** button on the top right and choose a publishing option. A request dialog will appear.

Select the desired destination(s) for the program. If desired, you may edit the program's title, description, and private code by toggling the **Edit** toggle. For importing videos from Content Gateway or YouTube, you may optionally add/remove video tags and set the video to be listed or unlisted with the "listed" checkbox for additional privacy.

Please note, to publish a program externally, you must first link the parent channel of the program to an external channel in Domain settings. Also, private codes must be unique to the domain.

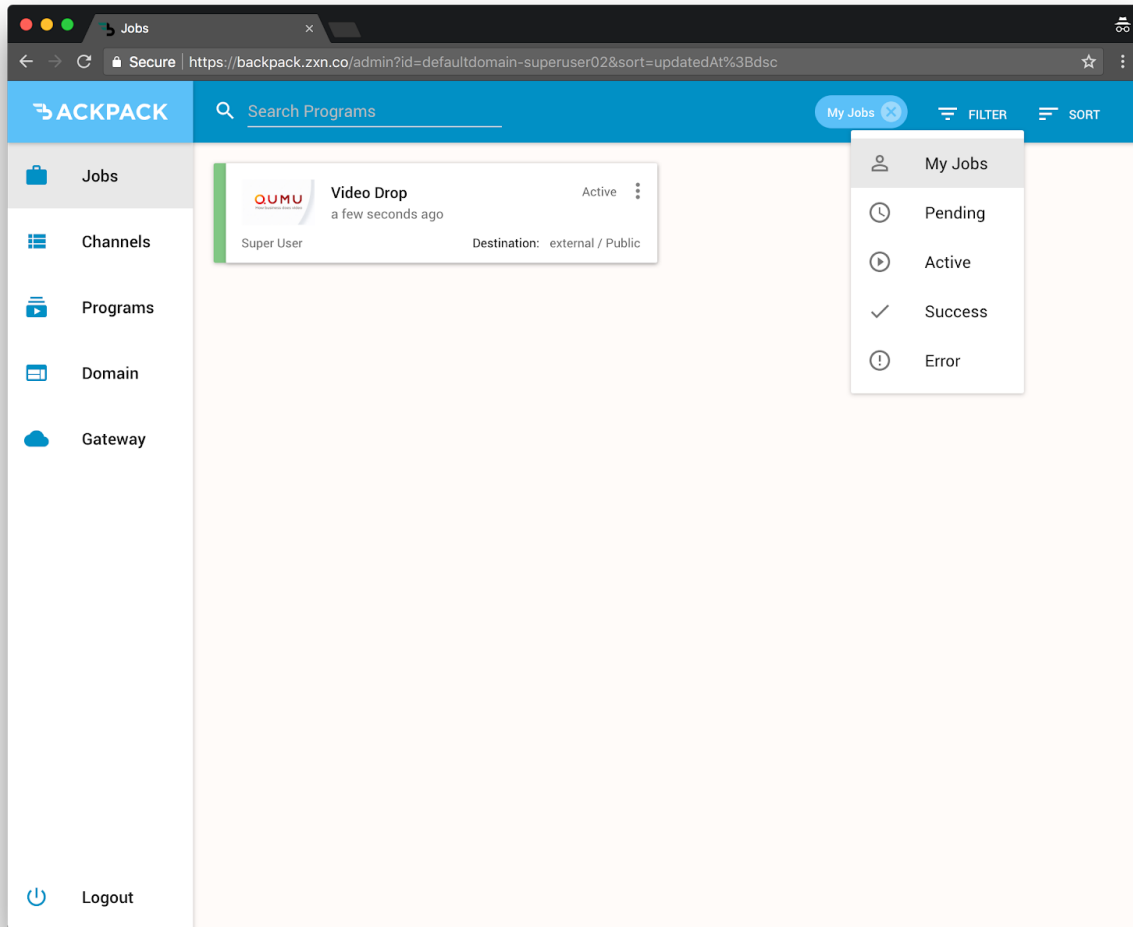
Click **Submit** when you are finished.



Once the job is submitted, you may verify by navigating to the **Jobs** page.

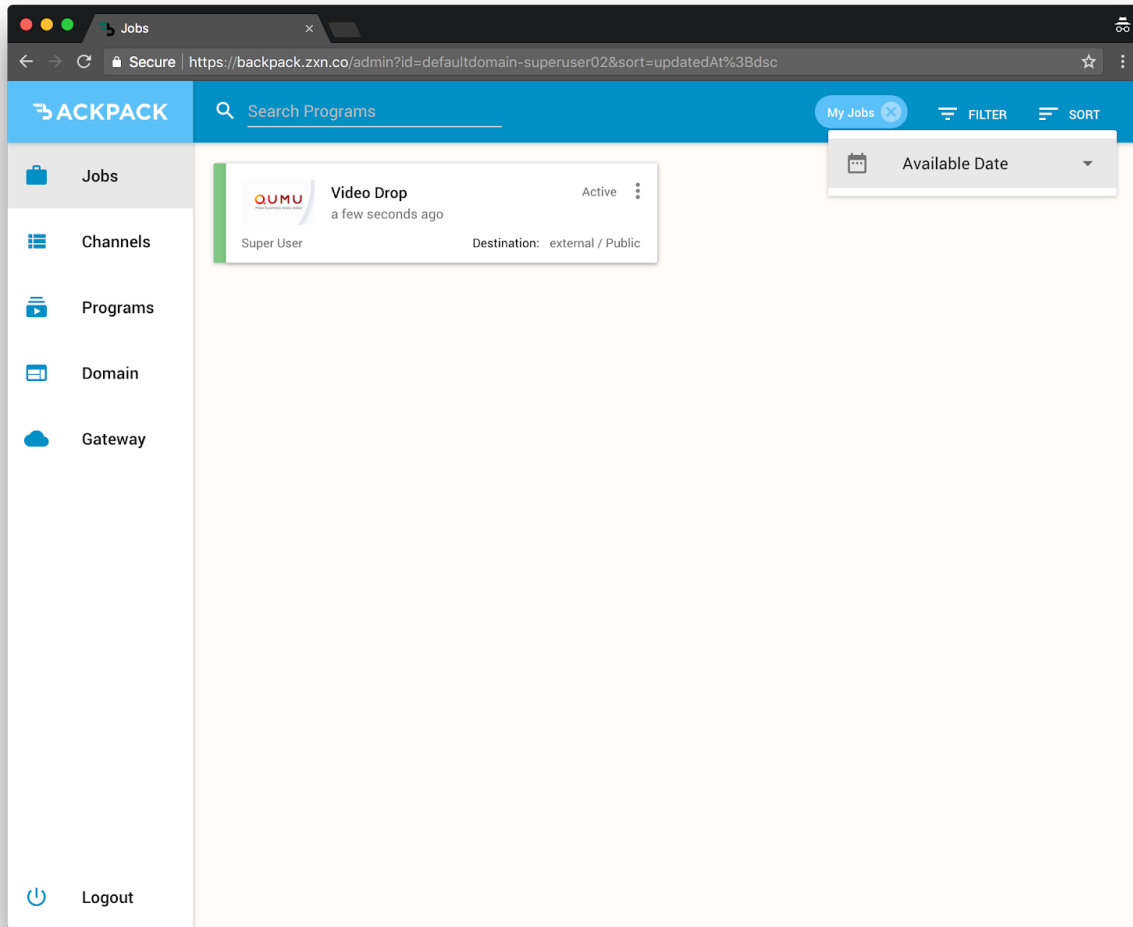
## Filtering

To filter jobs, click on the **Filter** button on the top right of the page.



## Sorting

To sort jobs, click on the **Sort** button on the top right of the page.



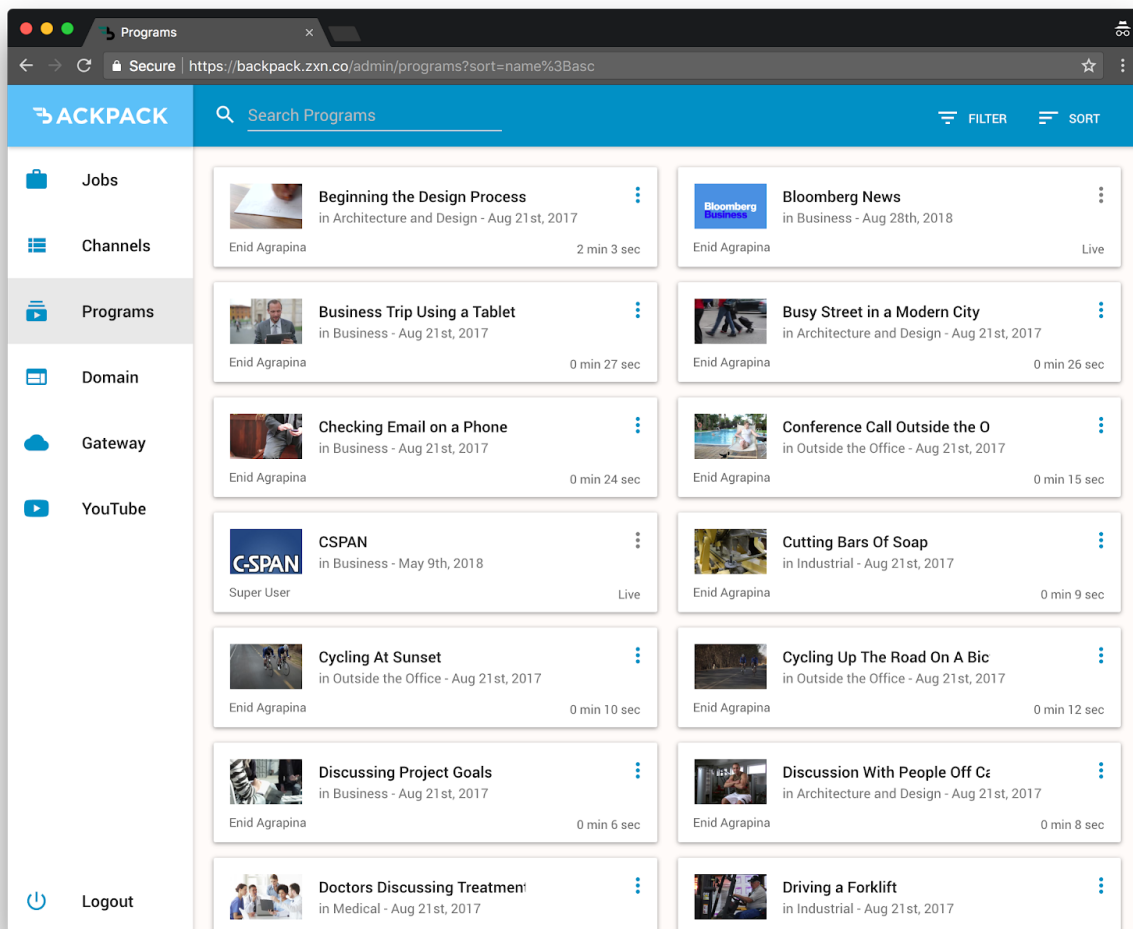
# Programs

## Overview

Programs are from the linked Video Control Center.

Programs are located on the **Programs** page. Each program card contains information and metadata available at a quick glance:

- Color coded markers on the left designate the status of the program's jobs, which are also labeled on the top right (if any jobs exist).
- The channel the program is in, along with date the program was created.
- The publisher of the program on the bottom left.
- Duration of the video on the bottom right.
- Click on a card will bring you to the **Program** page containing additional information.



## Publish to an external domain

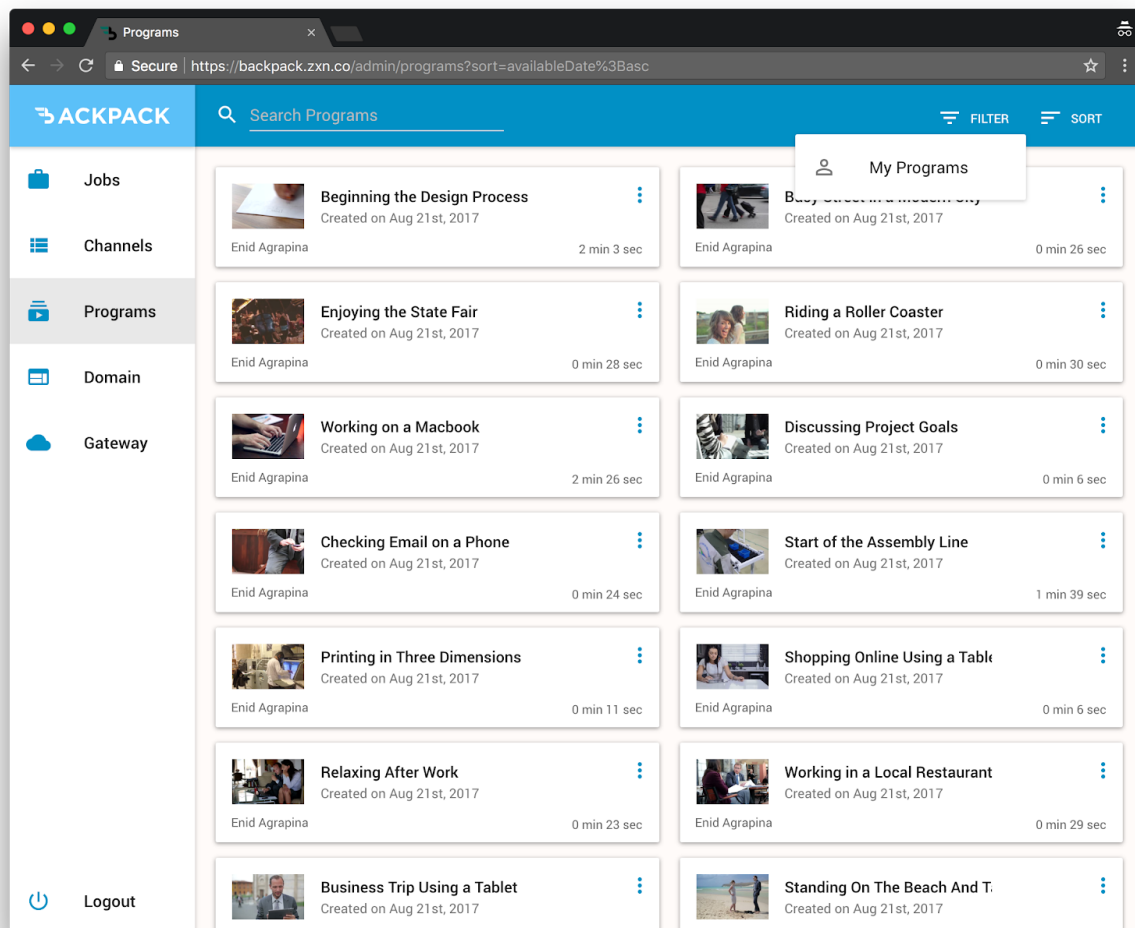
To request a job for a program, click the action button on the top right. The available options are:

- Publish to Internet (External VCC)
- Publish to YouTube

Additional information about requesting a job can be found in the Jobs section of this document.

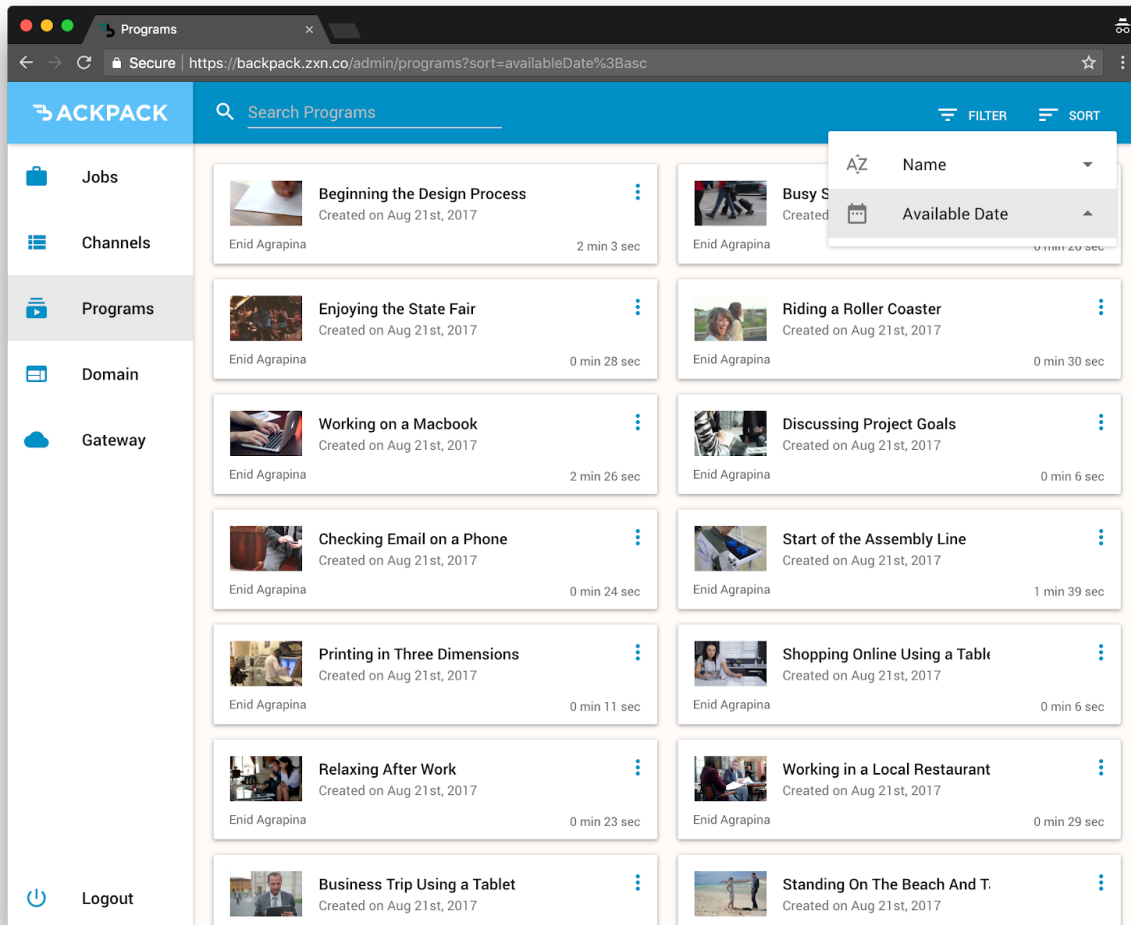
## Filtering

To filter programs, click on the **Filter** button on the top right of the page.



## Sorting

To sort programs, click on the **Sort** button on the top right of the page.



# Content Gateway

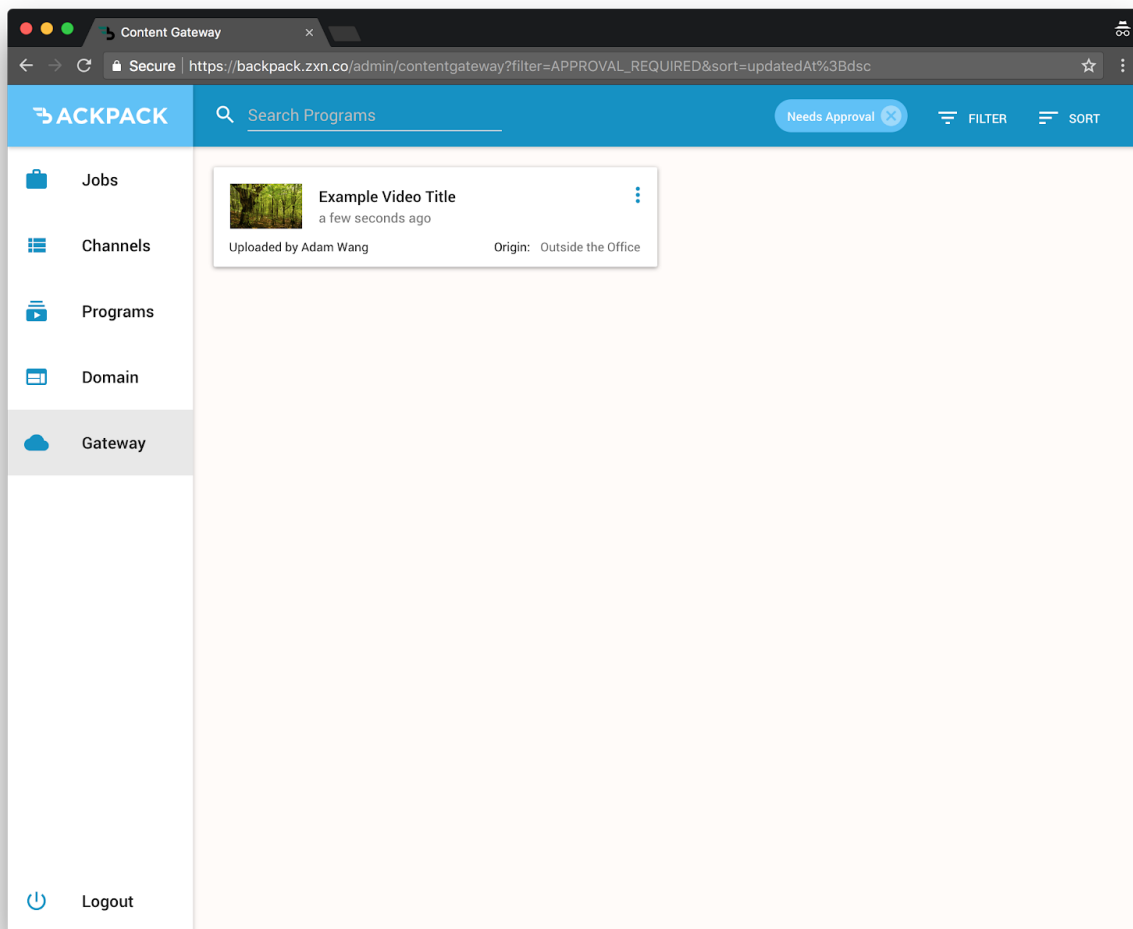
## Overview

The Gateway page is where you will see content that has been uploaded by approved users.

Content cards will appear when content submissions are made. All uploaded content will need to be approved or rejected.

Each content card contains information and metadata available at a quick glance:

- Name of user who uploaded the content through Content Gateway
- Thumbnail set by the uploader
- Origin, or folder name of where the content was uploaded to





## Review content

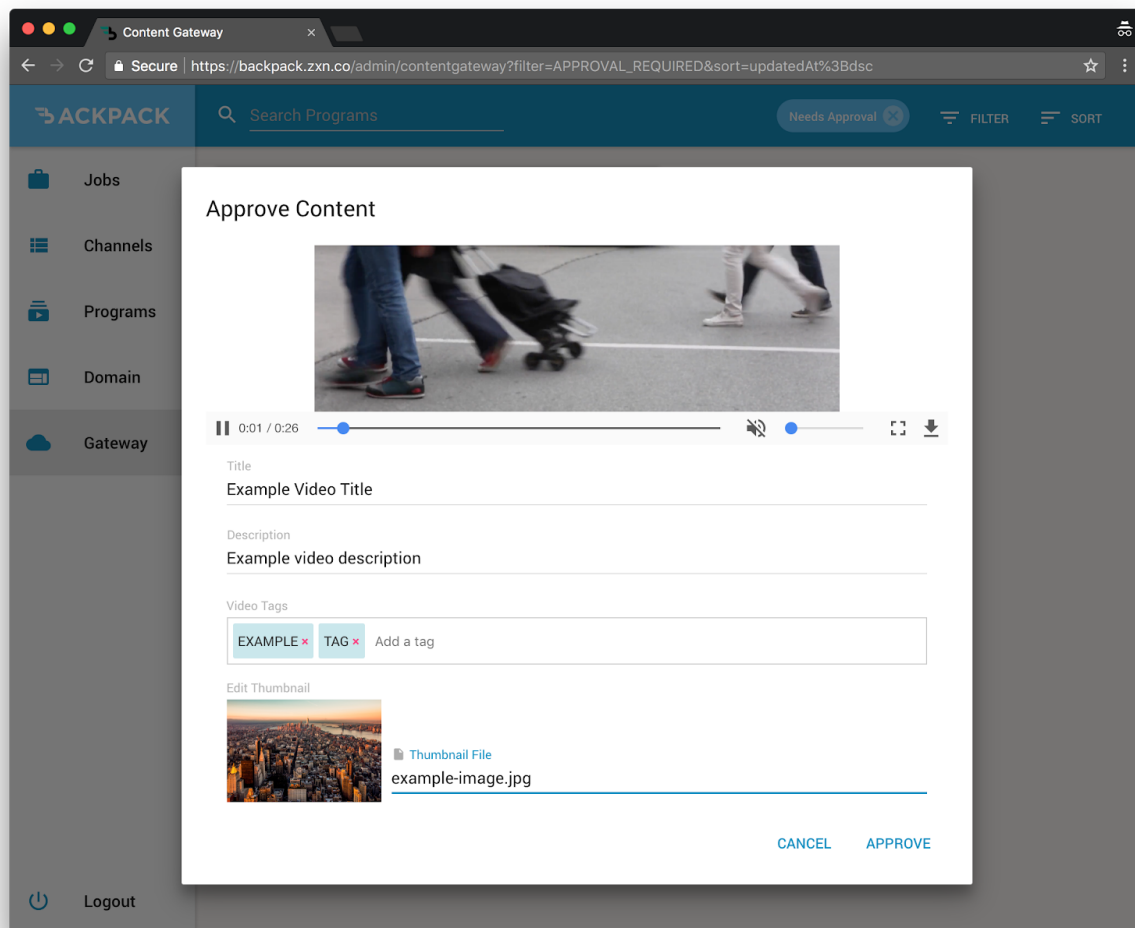
To review and approve content, click the action button on the top right of the content card and click **Review Content**. A dialog will appear with the following:

- Video preview
- Title
- Description
- Tags
- Thumbnail

These items were set by the user who uploaded the content. To make changes, just edit the form fields directly. To add tags, enter the desired tag and hit enter, tab, or click anywhere.

To upload a new thumbnail, click on the file field next to the original thumbnail preview and select an image. Most image formats are supported.

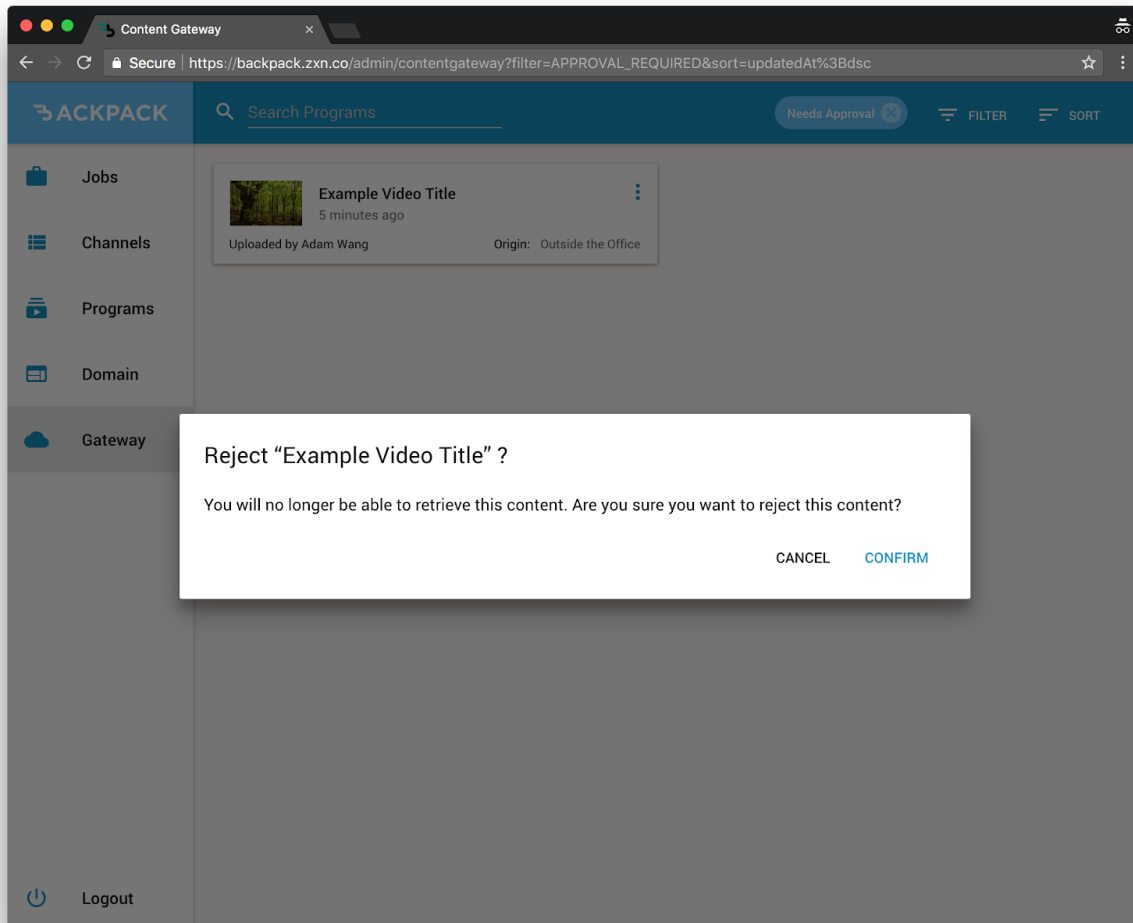
Click **Approve** to import the content to the internal channel.



## Reject content

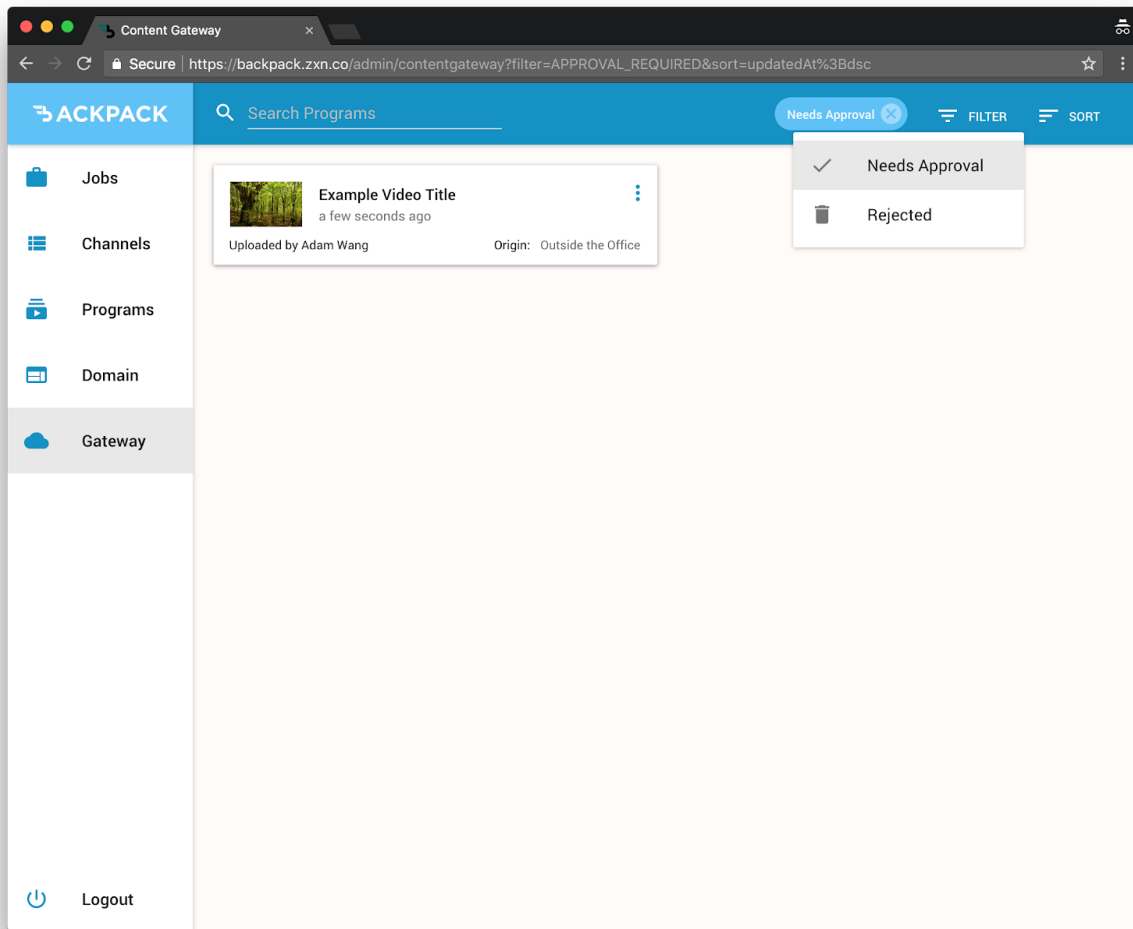
To reject content, click the action button on the top right of the content card and click **Reject Content**. A confirmation dialog will appear.

Once content is rejected, it cannot be retrieved.



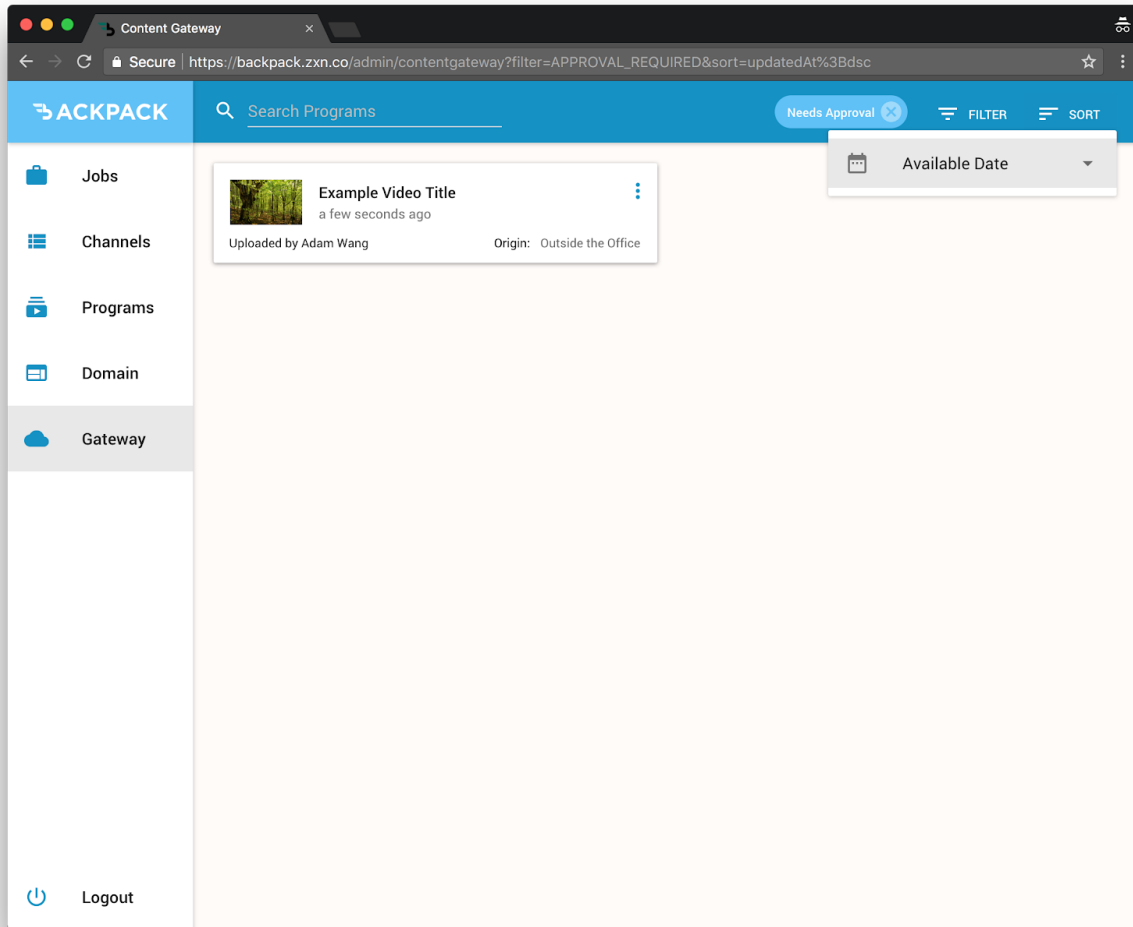
## Filtering

To filter content, click on the **Filter** button on the top right of the page.



## Sorting

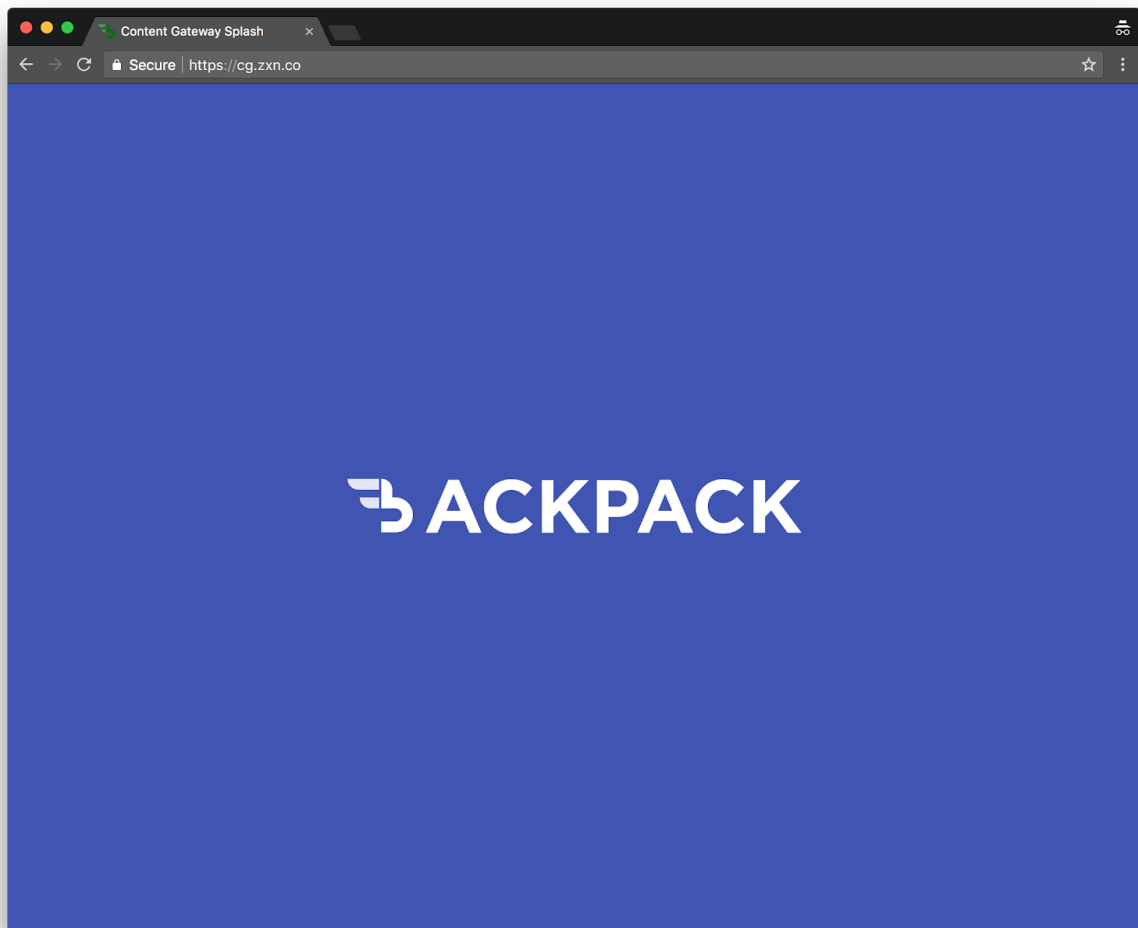
To sort content, click on the **Sort** button on the top right of the page.



## Content Gateway Application

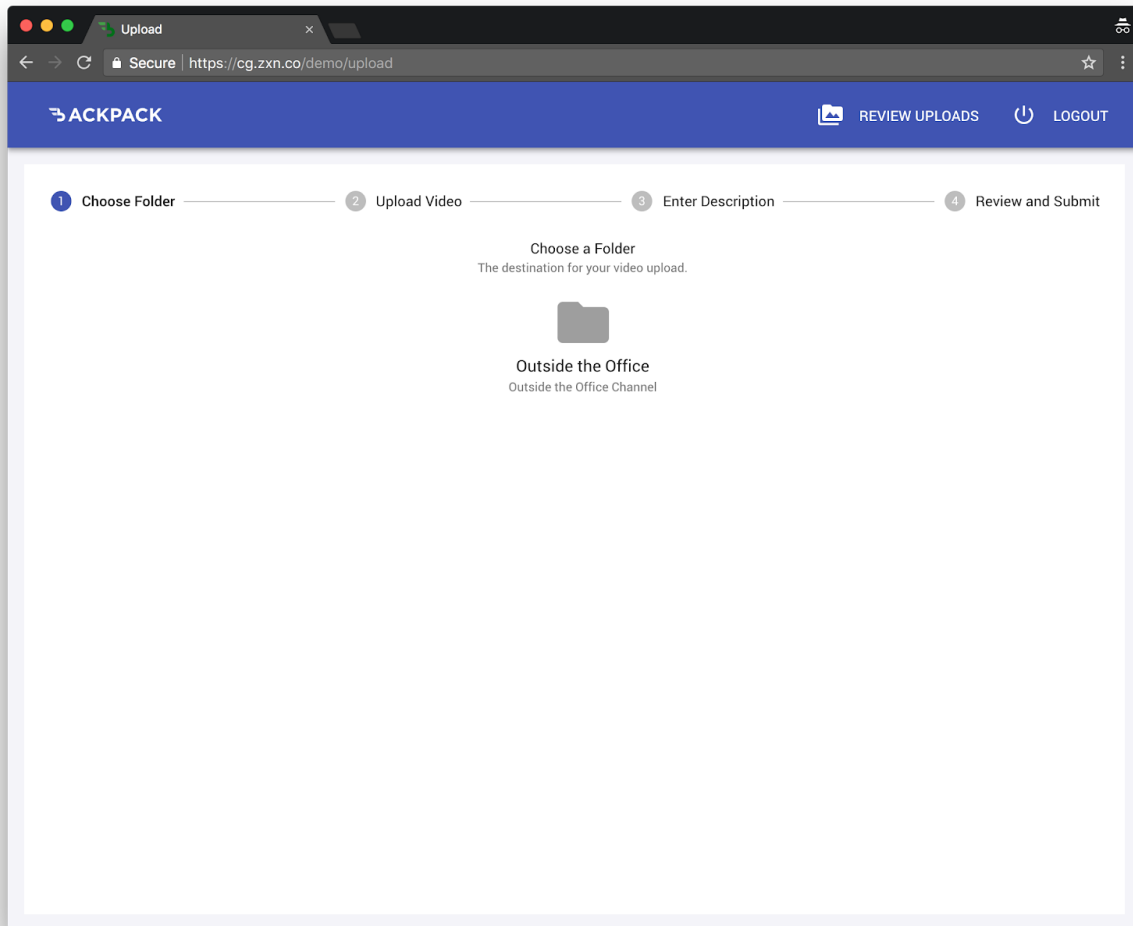
Logging into the Content Gateway application requires a link, or knowledge of the Gateway's short name. For example, if the Gateway's short name is **example** and the application's URL is **https://content-gateway.example.com**, the full URL is **https://content-gateway.example.com/example**.

Navigating to the full URL will prompt the user to sign in. Once the user is signed in, they are directed to the **/uploads** page. If the user has been added as an approved user to a folder, the folder will be shown. Instructions on how to add an approved user can be found in the Domain => Settings section in this document.

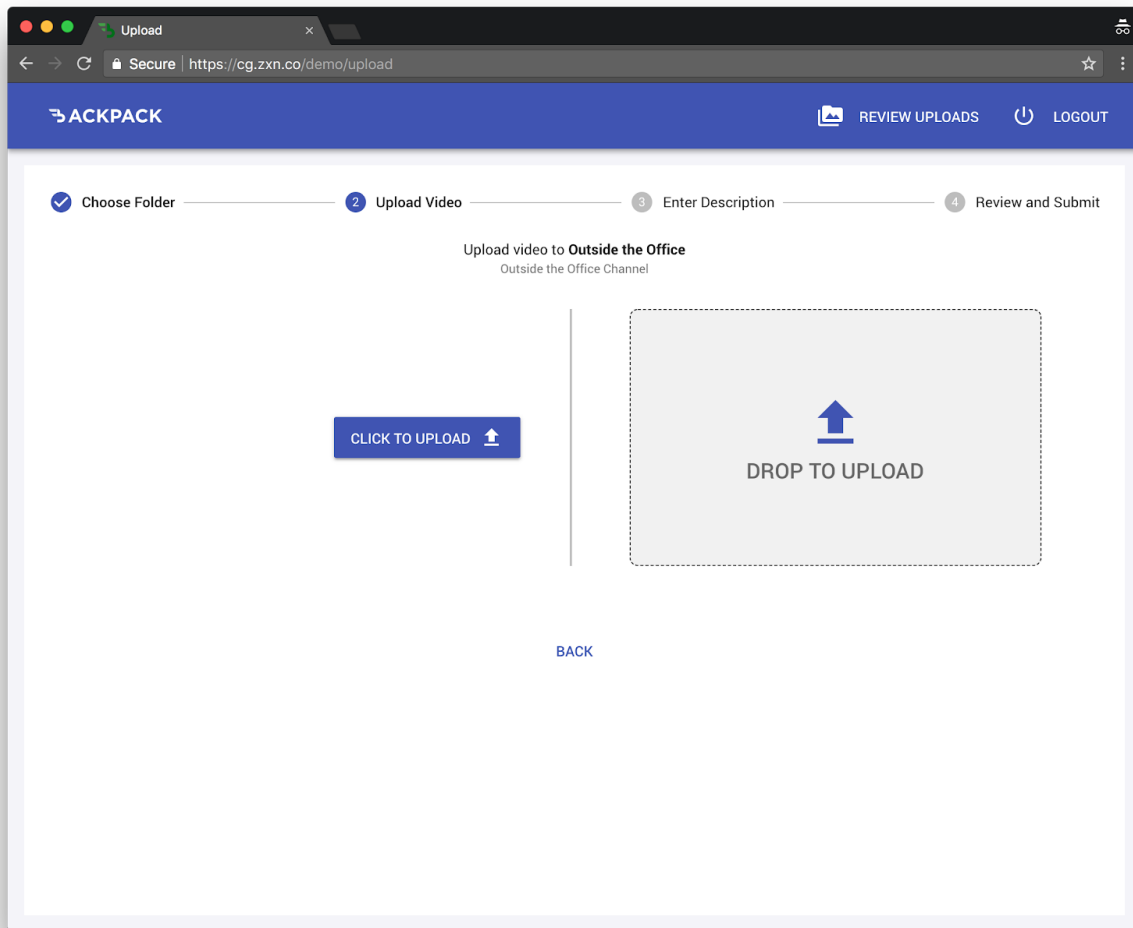


## Uploading Content

To upload content, first choose a folder by clicking on the folder.



Choose a video file by clicking **Upload** or drop a video file into the drop area to begin the upload process.



Once the upload is complete, fill out the following required fields:

- Title
- Description
- Thumbnail image file
  - Most image formats are supported
- Video Tags (Optional)
  - Tags will be published to the destination program

Click **Next**.

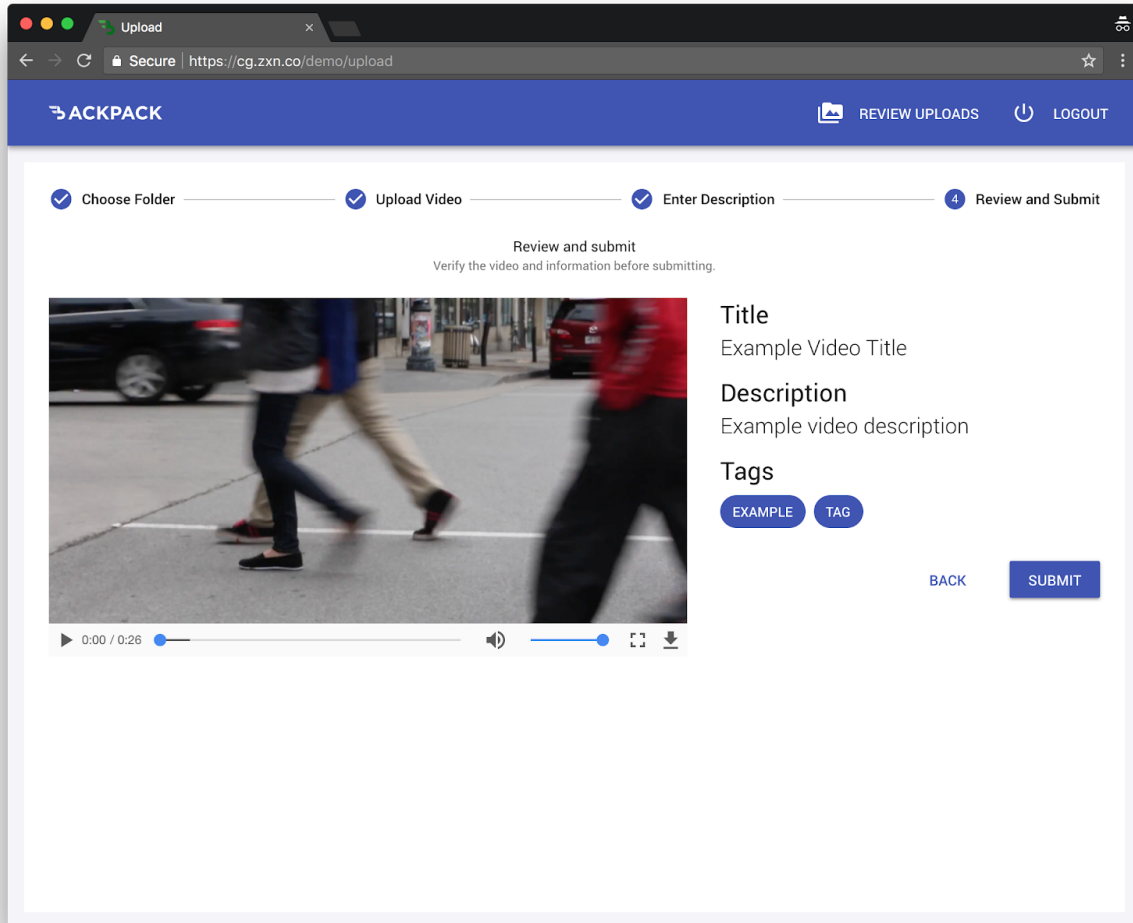
The screenshot shows a web browser window with the URL <https://cg.zxn.co/demo/upload>. The page has a blue header with the Backpack logo and navigation links: REVIEW UPLOADS and LOGOUT. Below the header, a progress bar shows four steps: 1. Choose Folder (checked), 2. Upload Video (checked), 3. Enter Description (active), and 4. Review and Submit. The main content area is titled 'Enter title, description, and tags' with a subtitle 'Information to help people find and understand your video.' On the left, there is a video player showing a blurred street scene with a timestamp of 0:00 / 0:26. On the right, there are input fields for 'Title' (containing 'Example Video Title') and 'Description' (containing 'Example video description'). Below these is a 'Thumbnail Photo' section showing a preview of a forest image and the filename 'example.jpg'. There is an 'ADD TAG' link and two existing tags: 'EXAMPLE' and 'TAG', each with a close button. At the bottom right, there are 'BACK' and 'NEXT' buttons.



Review the submission.

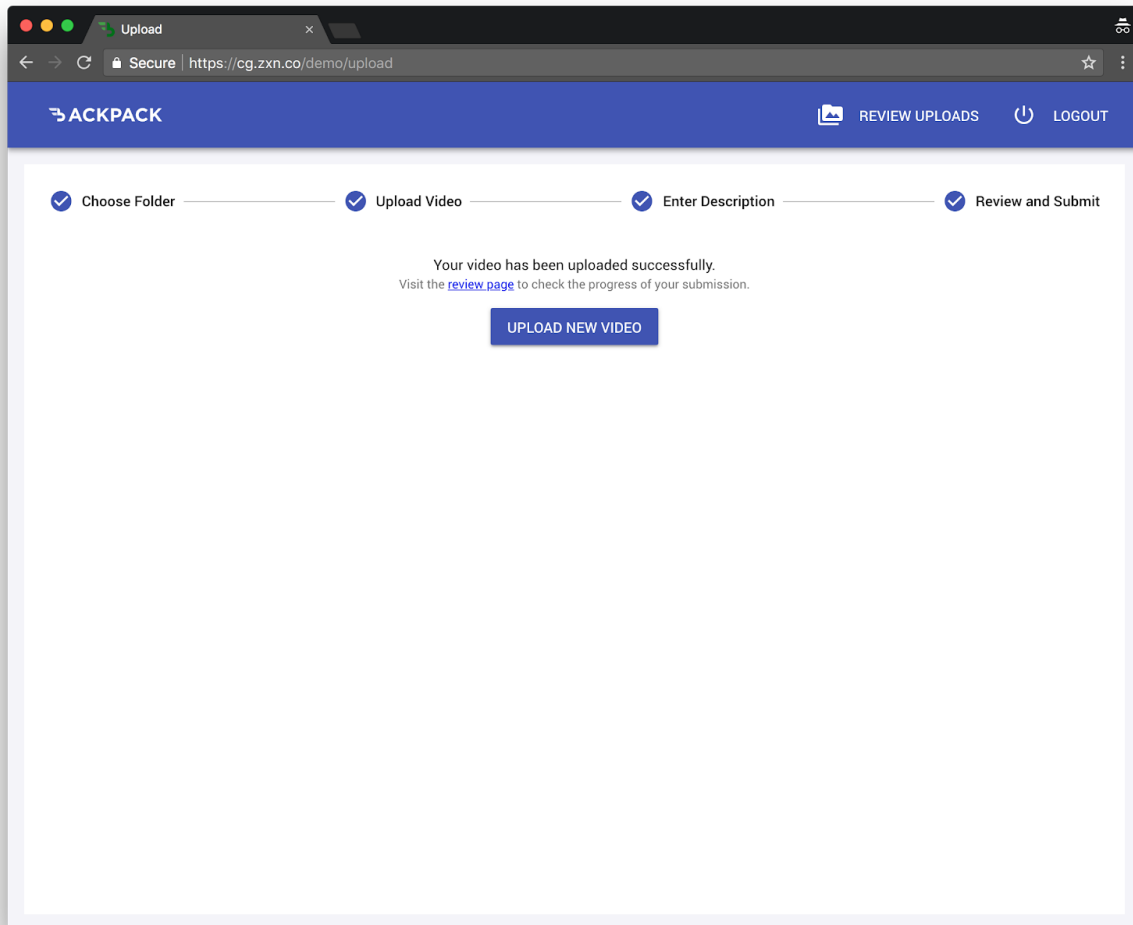
Once everything is confirmed, click **Submit** to continue.

If changes need to be made, click **Back**.

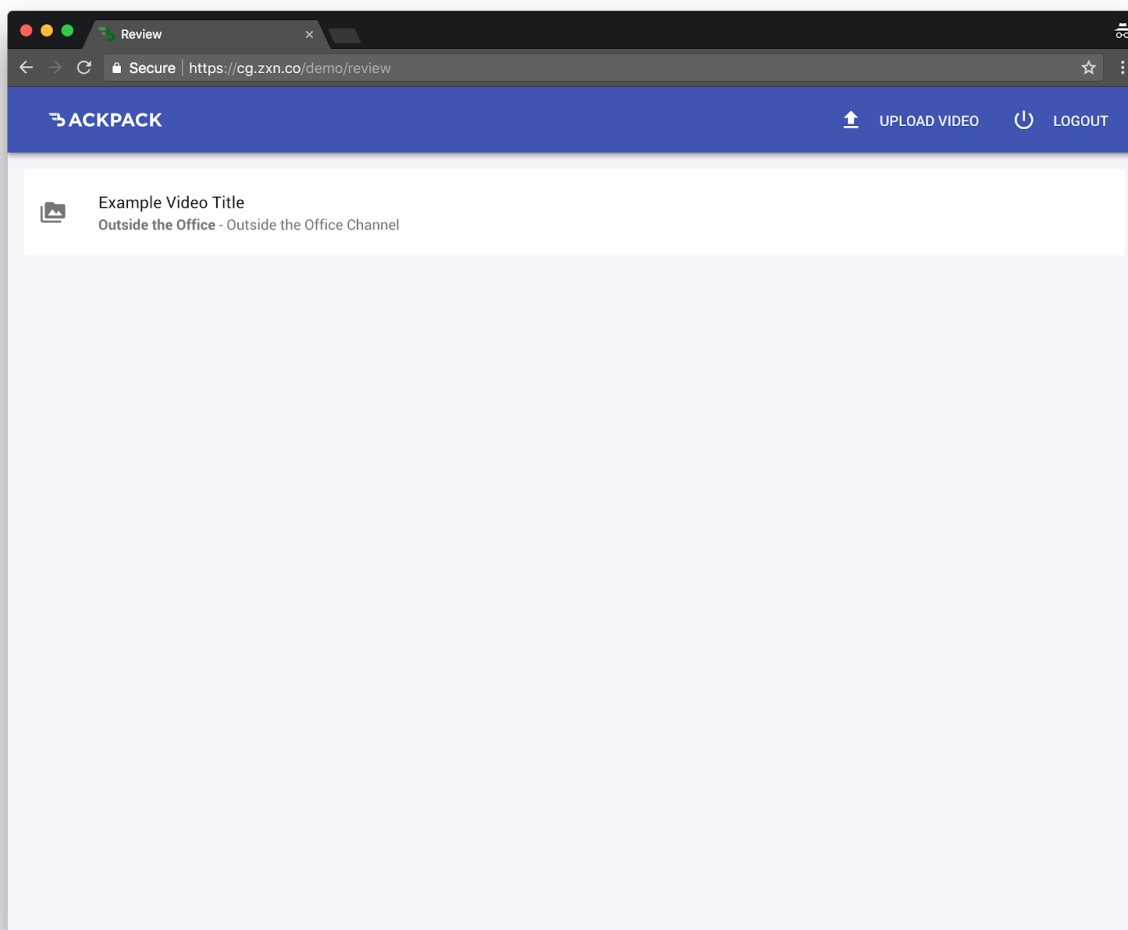


To view previously uploaded content, either click the link labeled **review page** after submission, or click the **Review Uploads** button on the top of the page.

To upload a new video, click **Upload New Video**.



Click on an uploaded file to view the upload status and file details.



File details include:

- Video status. The video is passed through an anti-virus scanner to thoroughly check for any security threats before making the video available.
- Title
- Description
- Tags
- Folder where content was uploaded to

