



# User Guide

Version 1.3.4

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# Document Revision History

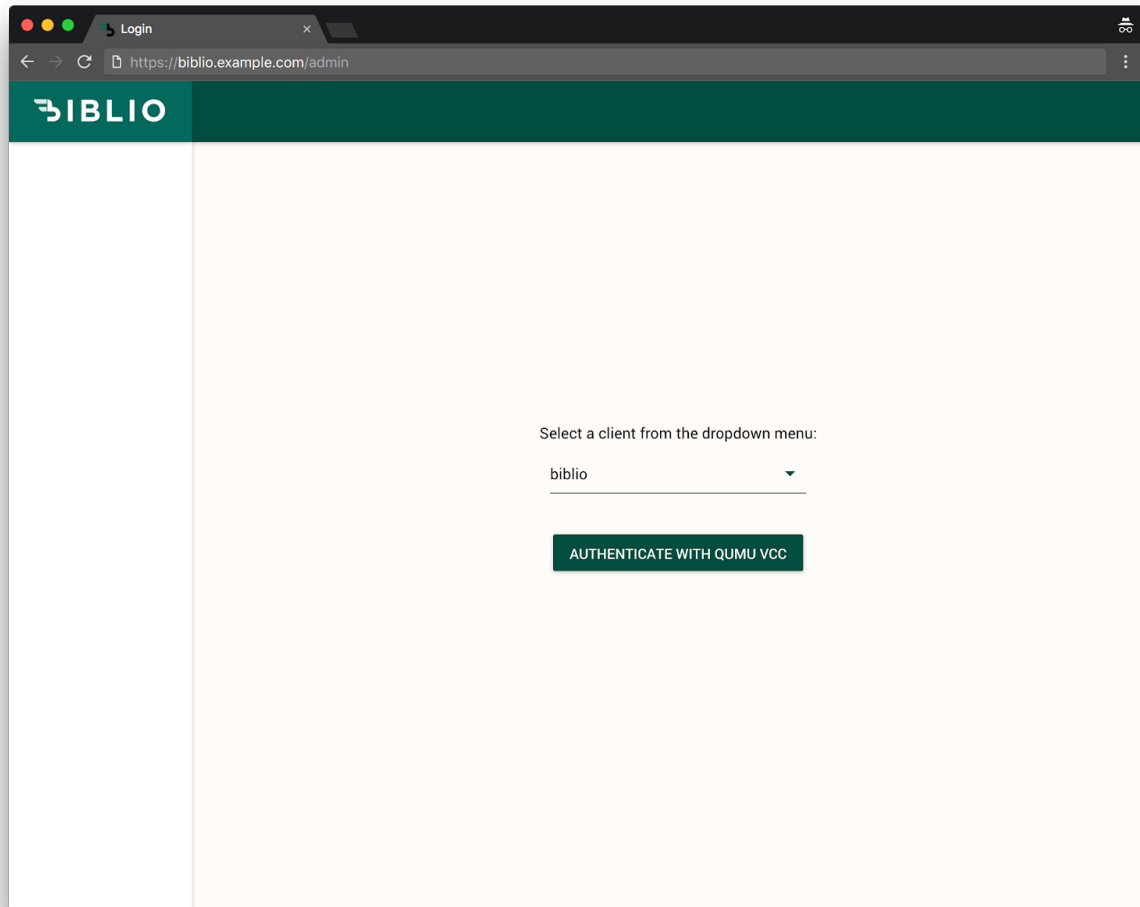
## July 18, 2017

- Initial release of documentation.

## Logging In

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

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



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

# Jobs

## Overview

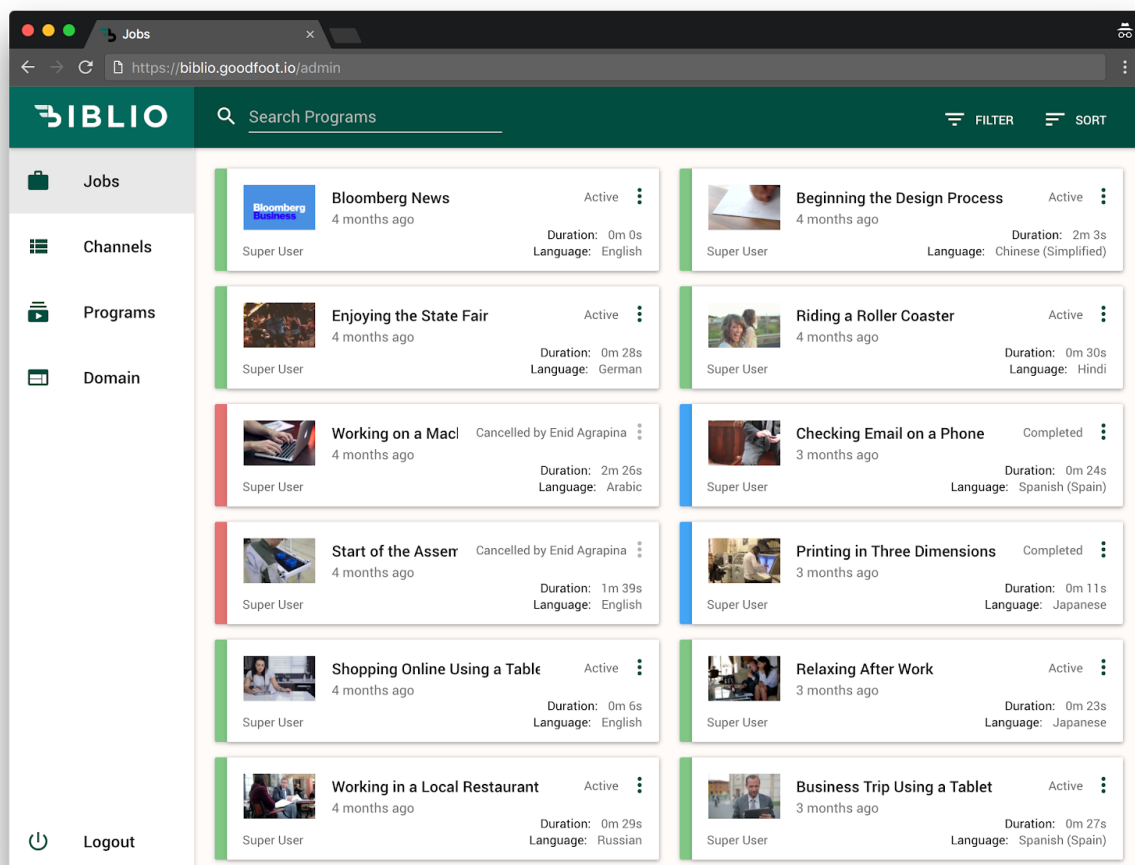
Jobs are transcription or translation requests for videos that are selected for captioning from the Video Control Center.

## 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 duration of the video, as well as transcription or translation language are labeled on the bottom right.
- Clicking on a card will bring you to the **Job** page containing additional job information.



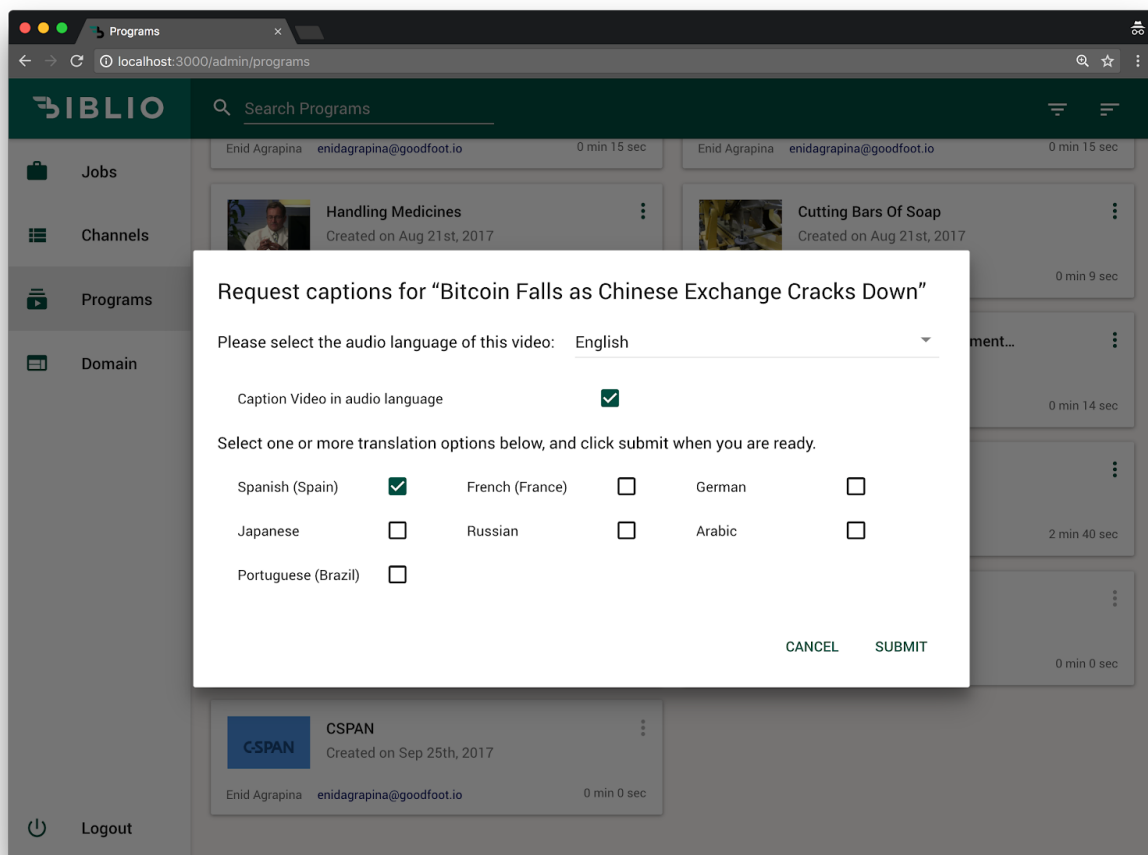
## Creating a job

To create a transcription or translation job, first search for a program, or choose a program from the list on the **Programs** page. On the program card, click the action button on the top right and click **Request Caption**. A request dialog will appear.

First, select the audio language of the video by searching using the input field. If the language is english, you may leave this as is.

The checkbox labeled **Caption Video in audio language** will submit a transcription (caption) request in the video's audio language selected above. All other checkboxes below are translation options. Click **Submit** when finished selecting options.

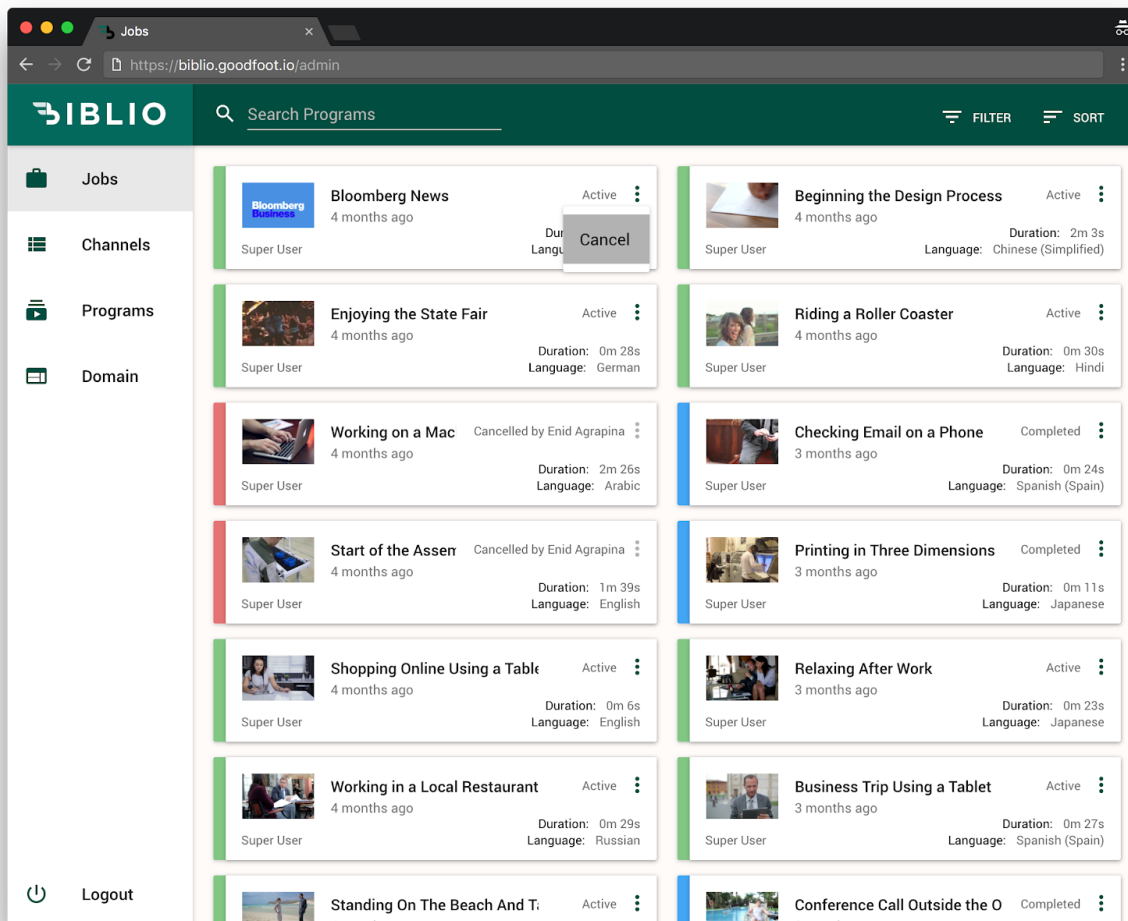
Please note, **any translation requests require a transcription** in the video's audio language.



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

## Cancelling a job

To cancel a job from the **Jobs** page, go to the job card and click the action button on the top right. Click **Cancel Job**.





## Editing captions

To see captions for a job, navigate to the **Jobs** page and click on a job that has a status of **Completed**.

The screenshot displays the Biblio web application interface. The top navigation bar is dark green with the 'BIBLIO' logo and a search bar labeled 'Search Programs'. A left sidebar contains icons and labels for 'Jobs', 'Channels', 'Programs', and 'Domain'. The main content area shows details for a job titled 'Qumu Client Summit'. The job status is 'SUCCESS', the caption is in 'English', it was created by 'Robert Bolen' on 'Nov 1st, 2017', and has a duration of '1 min 4 sec'. A video player shows a scene with people and the 'QUMU' logo overlaid. Below the video, a 'Captions' section lists time-coded text segments. A 'Logout' button is visible in the bottom left corner of the sidebar.

**Qumu Client Summit**

Job status: SUCCESS  
Caption: English  
Language: English  
Created by: Robert Bolen  
Created on: Nov 1st, 2017  
Duration: 1 min 4 sec

**Captions**

Start Time	End Time	Caption Text
00:00	00:05	QUMU [Music playing]
00:05	00:08	[Music playing]
00:08	00:12	>>Join us May 18, here in New York City
00:12	00:14	for the Qumu Client Summit.
00:14	00:15	You'll meet with other industry leaders
00:15	00:17	to discuss today's video challenges
00:17	00:20	and plan for tomorrow enterprise success story.
00:21	00:25	We've been hard at work with unified communications, Citrix,
00:25	00:28	social integrations, analytics, and mobile applications.
00:28	00:31	Set improve all aspect of the Qumu experience.
00:31	00:34	This year seems the best of the developments

To edit captions, hover over the **Captions** section and click on any line to open the inline editor. When you are finished editing, click the **Save** button on the right side of the inline editor to save your changes. To discard your changes, click the **Cancel** button.

The screenshot shows the Biblio web application interface. The top navigation bar is dark green with the 'BIBLIO' logo and a search bar labeled 'Search Programs'. A left sidebar contains icons and labels for 'Jobs', 'Channels', 'Programs', and 'Domain'. The main content area displays details for a video titled 'Qumu Client Summit'. The video player shows a scene with people and the 'QUMU' logo overlaid. Below the video, the 'Captions' section lists several time-coded lines of text. The third line, starting at 00:08, is currently being edited, with 'CANCEL' and 'SAVE' buttons visible to its right. The 'Logout' button is located at the bottom left of the sidebar.

**Qumu Client Summit**

Job status: SUCCESS  
Caption language: English  
Created by: Robert Bolen  
Created on: Nov 1st, 2017  
Duration: 1 min 4 sec

**Captions**

00:00 > 00:05	QUMU [Music playing]	
00:05 > 00:08	[Music playing]	
00:08 > 00:12	>>Join us May 18, here in Minneapolis	CANCEL SAVE
00:12 > 00:14	for the Qumu Client Summit.	
00:14 > 00:15	You'll meet with other industry leaders	
00:15 > 00:17	to discuss today's video challenges	
00:17 > 00:20	and plan for tomorrow enterprise success story.	
00:21 > 00:25	We've been hard at work with unified communications, Citrix,	
00:25 > 00:28	social integrations, analytics, and mobile applications.	
00:28 > 00:31	Set improve all aspect of the Qumu experience.	

Logout

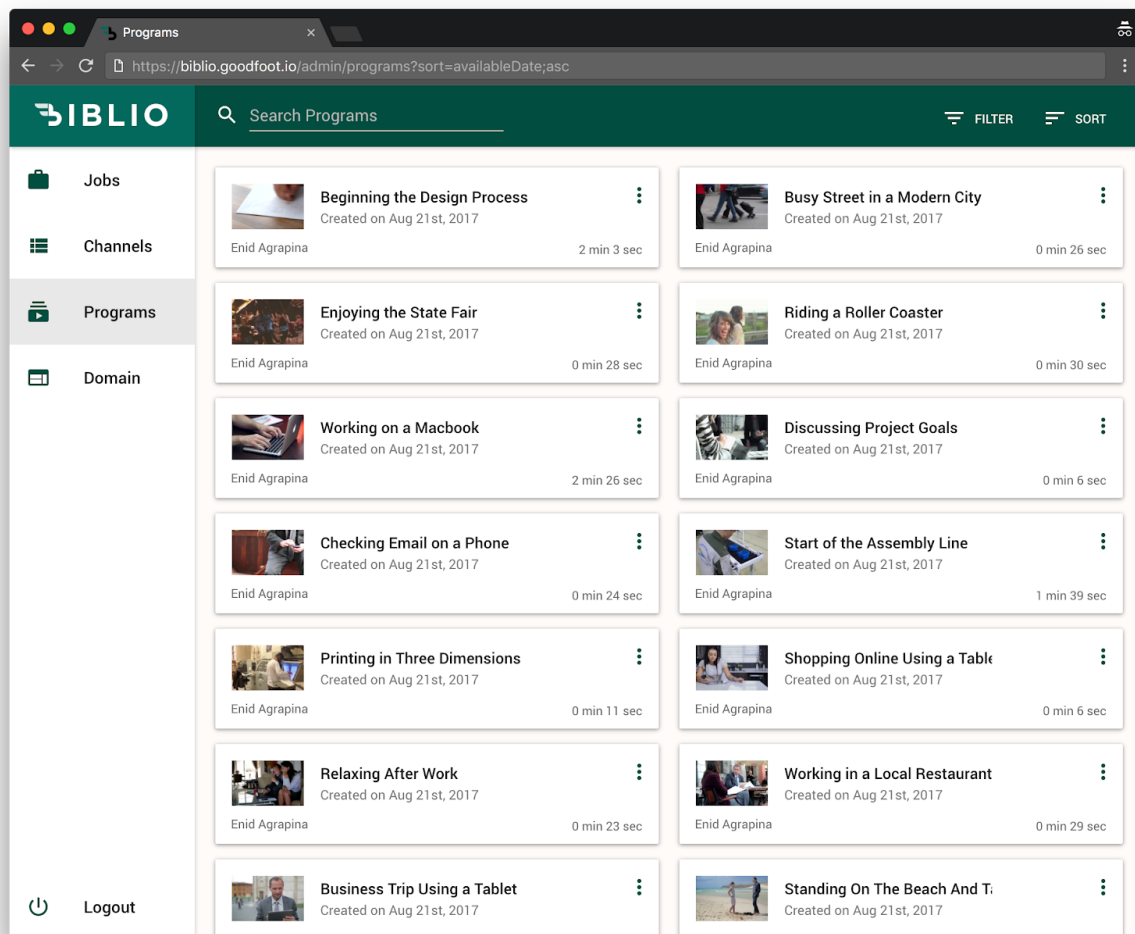
# Programs

## 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 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.

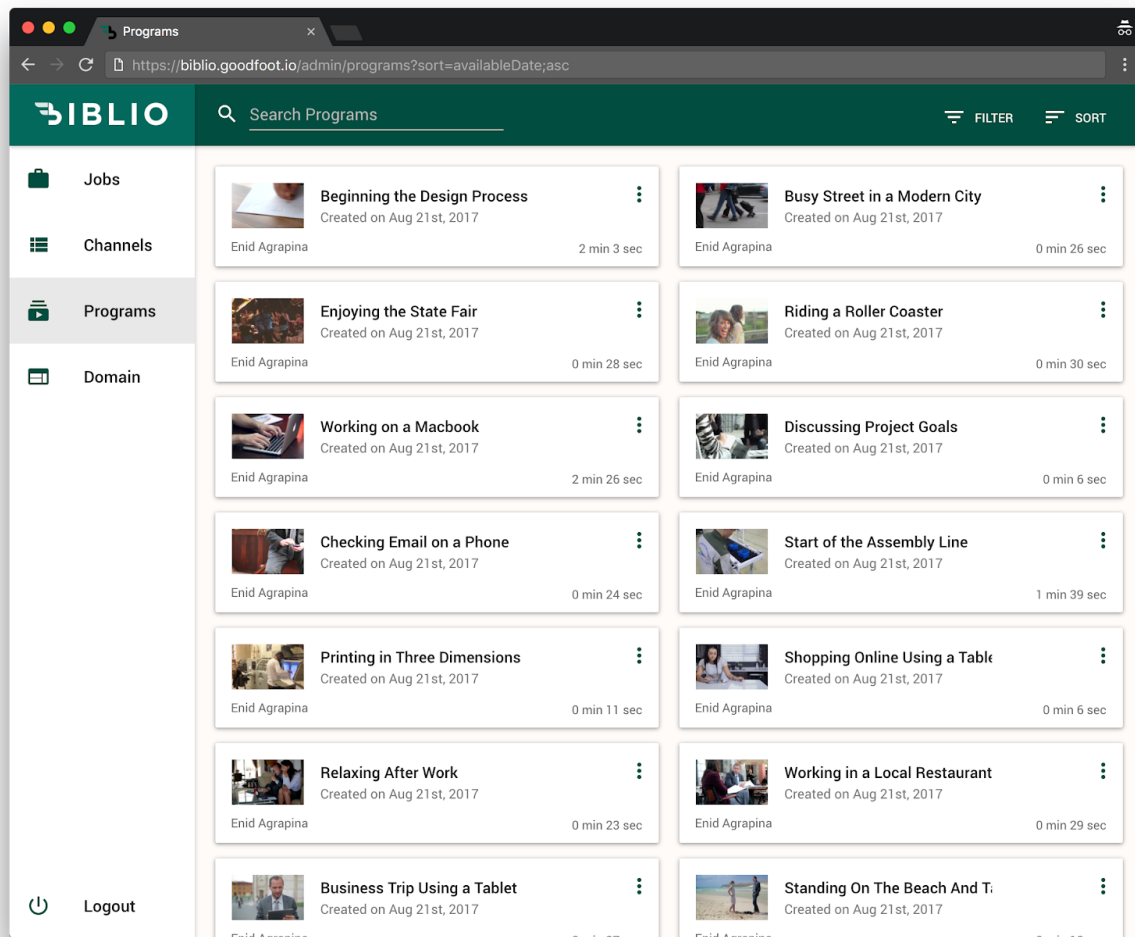


## Request a job

To request a job for a program, click the action button on the top right and click **Request Caption**. Additional information about requesting a job can be found in the Jobs section of this document.

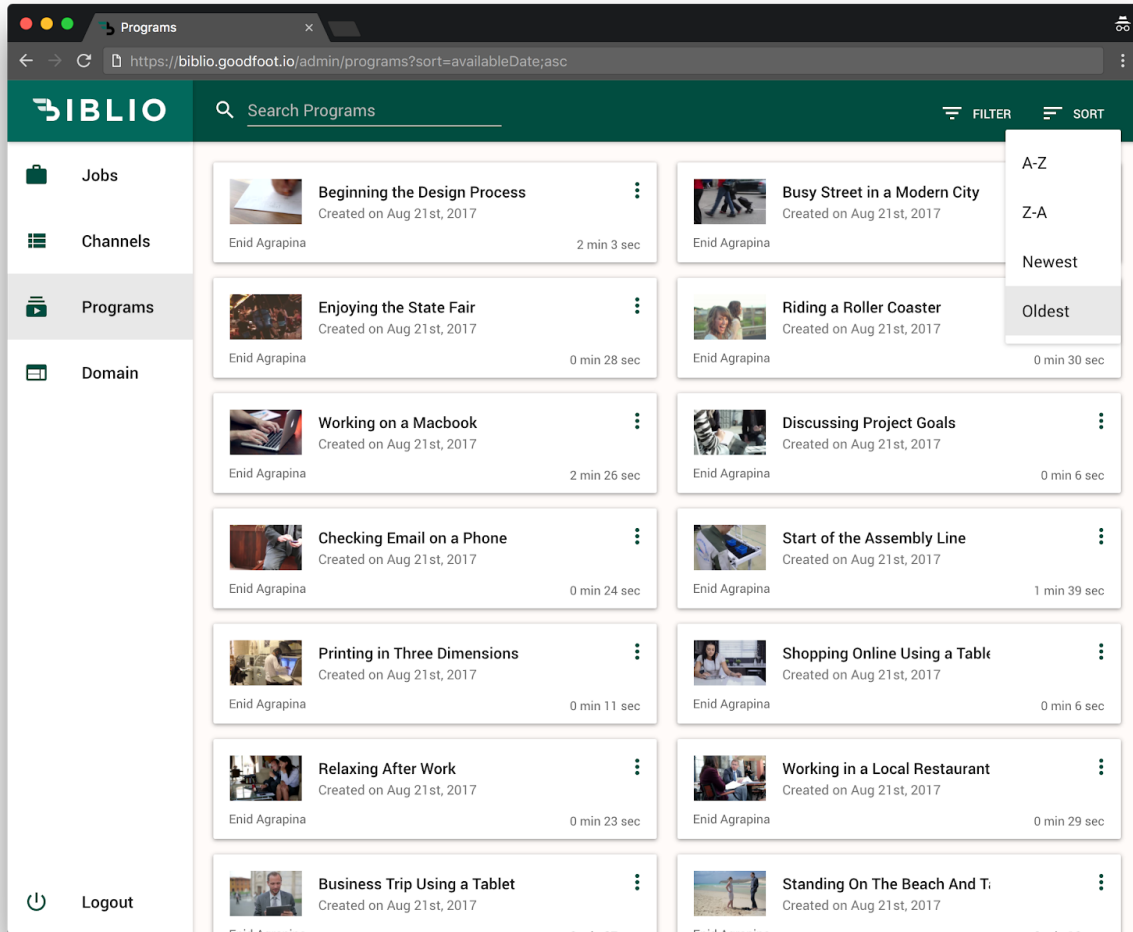
## Filtering

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



## Sorting

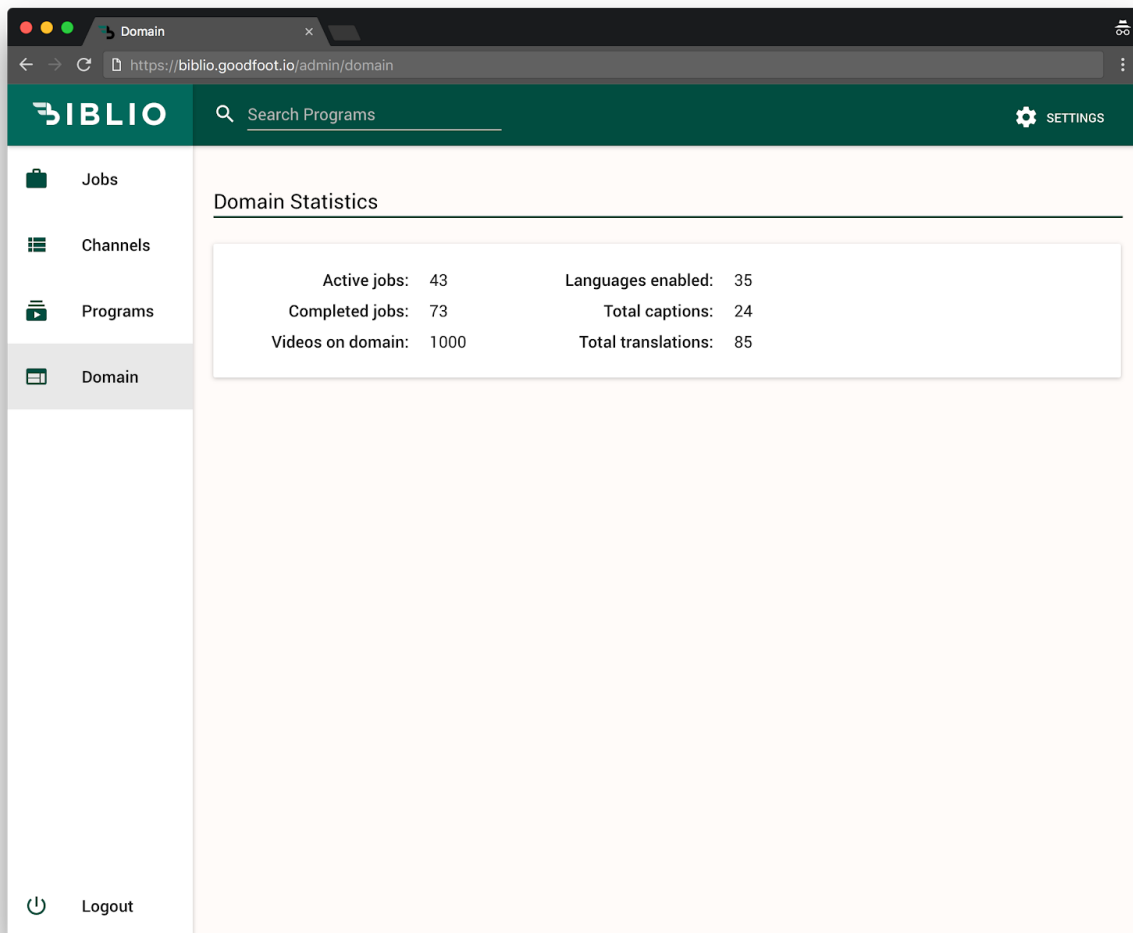
To sort programs, click on the **Sort** button on the top right of the page.



# Domain

## Overview

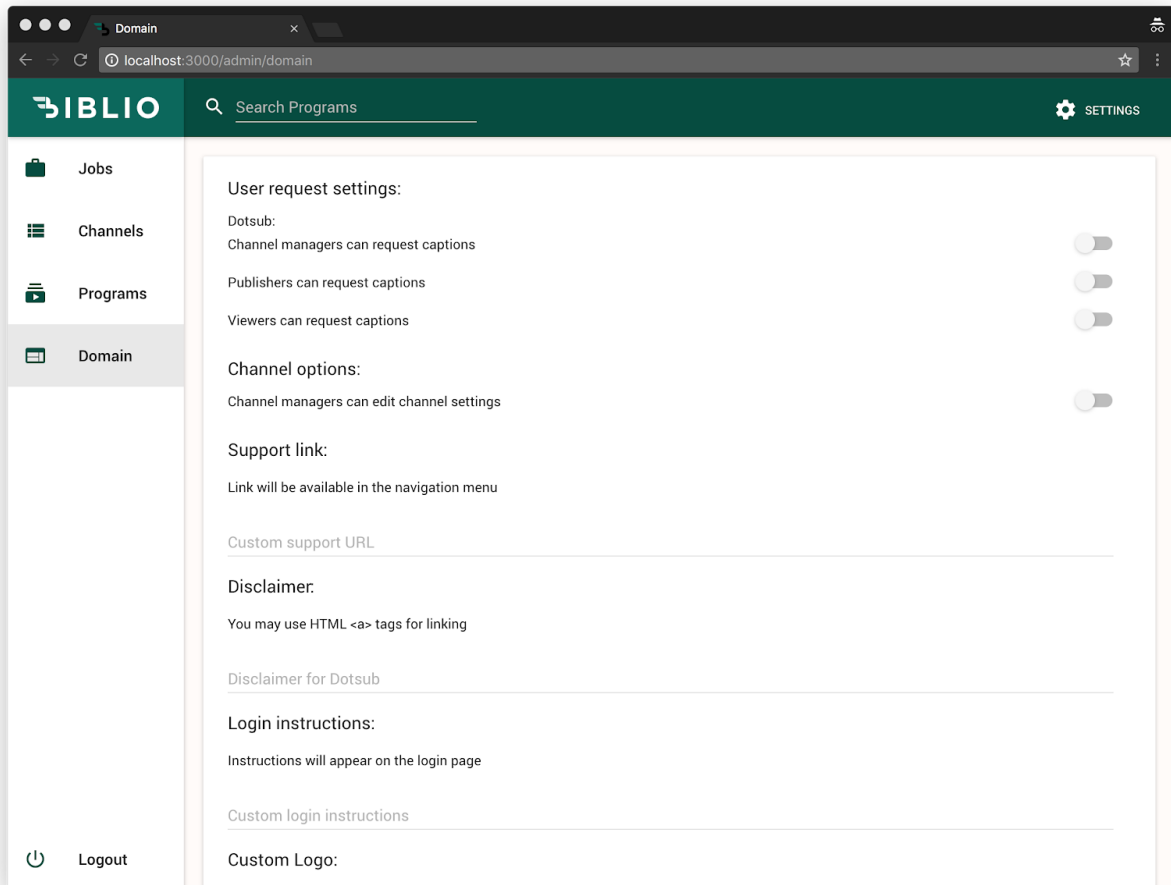
The domain page gives a number of statistics at a quick glance.

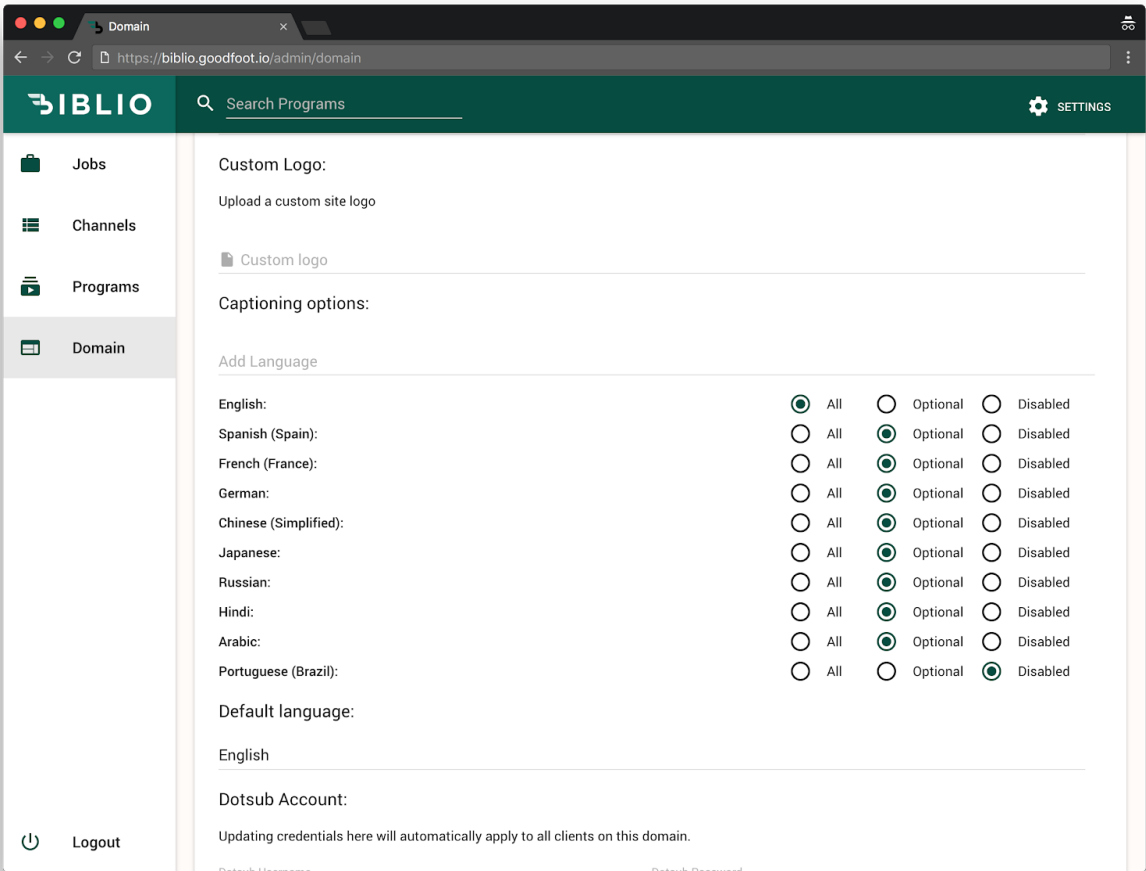


## Settings

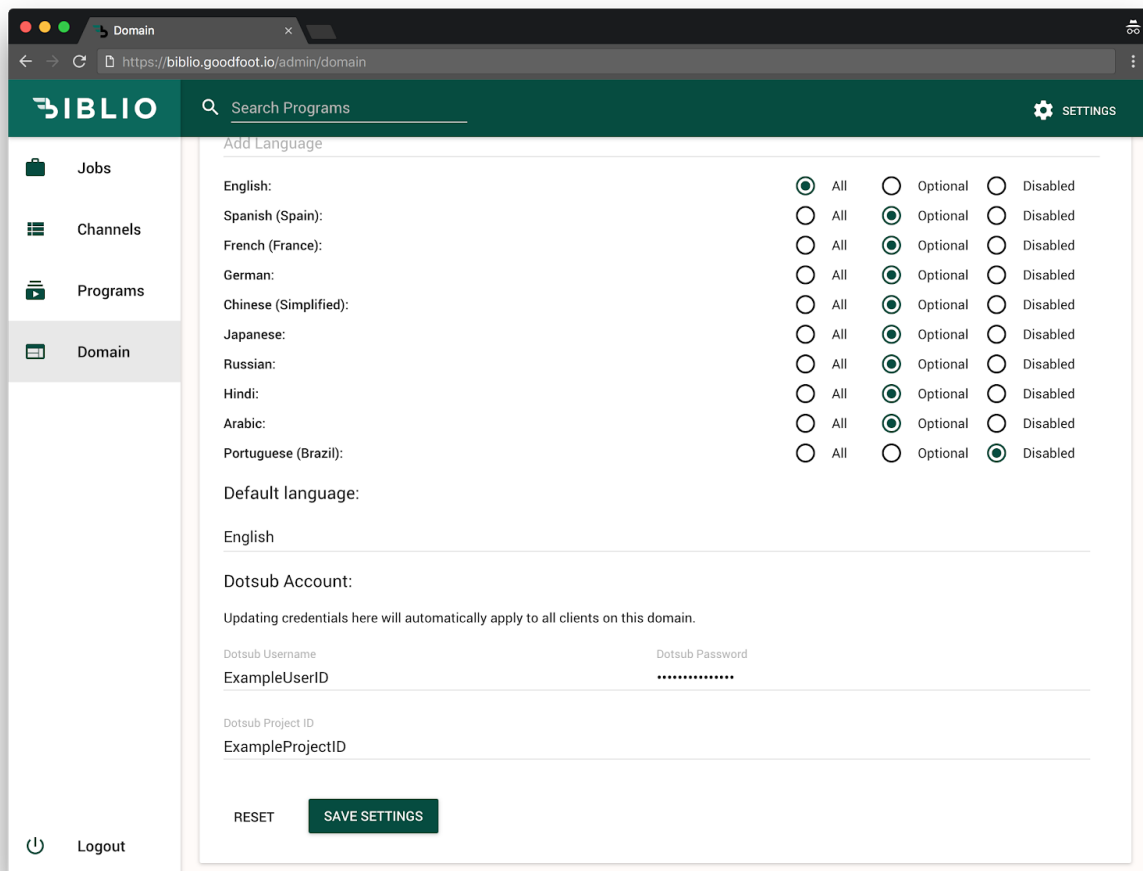
To access domain settings, navigate to the **Domain** page and click on the settings cog icon on the top right of the page.

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









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

- Enable or disable caption languages (for transcription and translation requests).
- Enable or disable channel managers ability to edit channel settings (on channels they manage).
- Enable or disable the ability to request captions on all programs for these groups:
  - Channel managers
  - Channel publishers
  - Viewers (everyone)
- 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. The uploader supports most image formats.
- Edit the default language for all channels and programs (defaults to English).
- Edit the Dotsub account on file.

Once you have updated your settings, click **Save Settings** to save your changes.

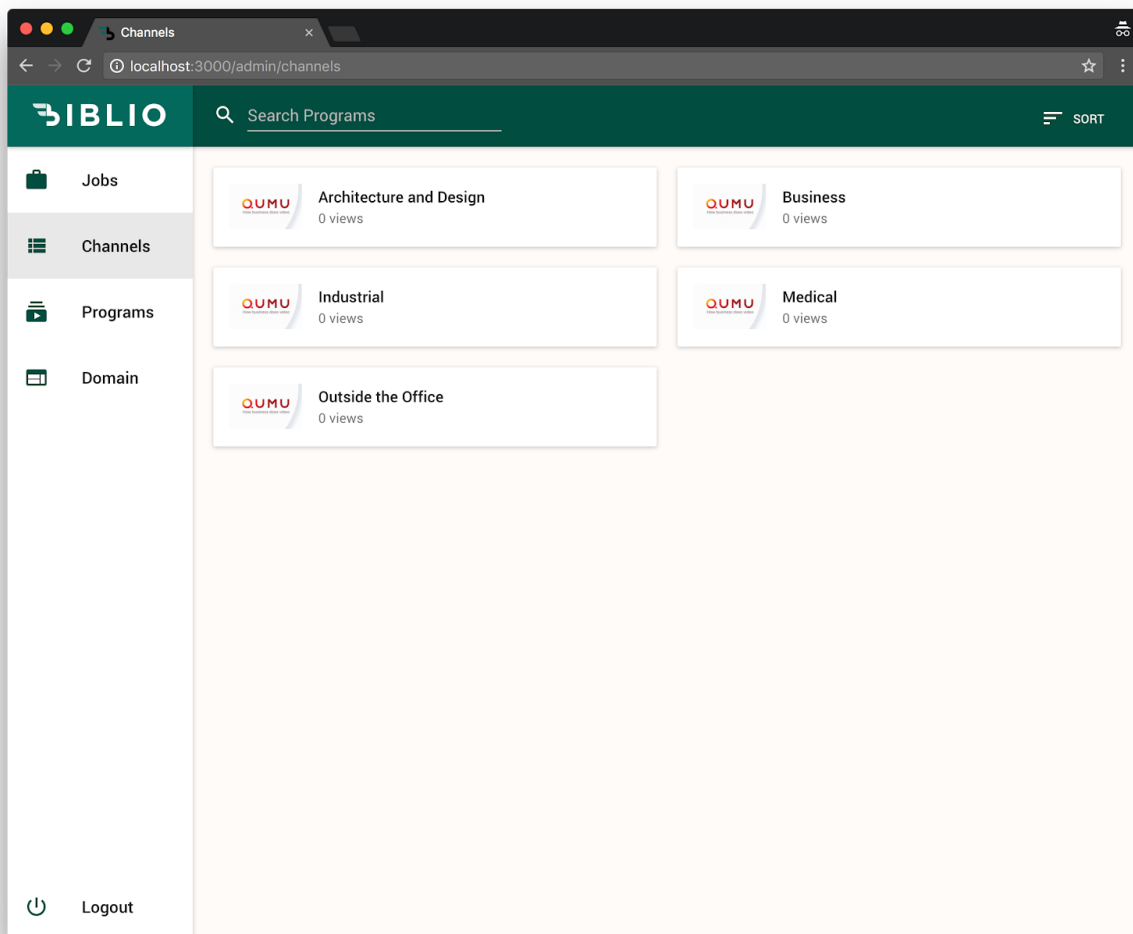
# Channels

## Overview

Channels are from the linked Video Control Center.

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

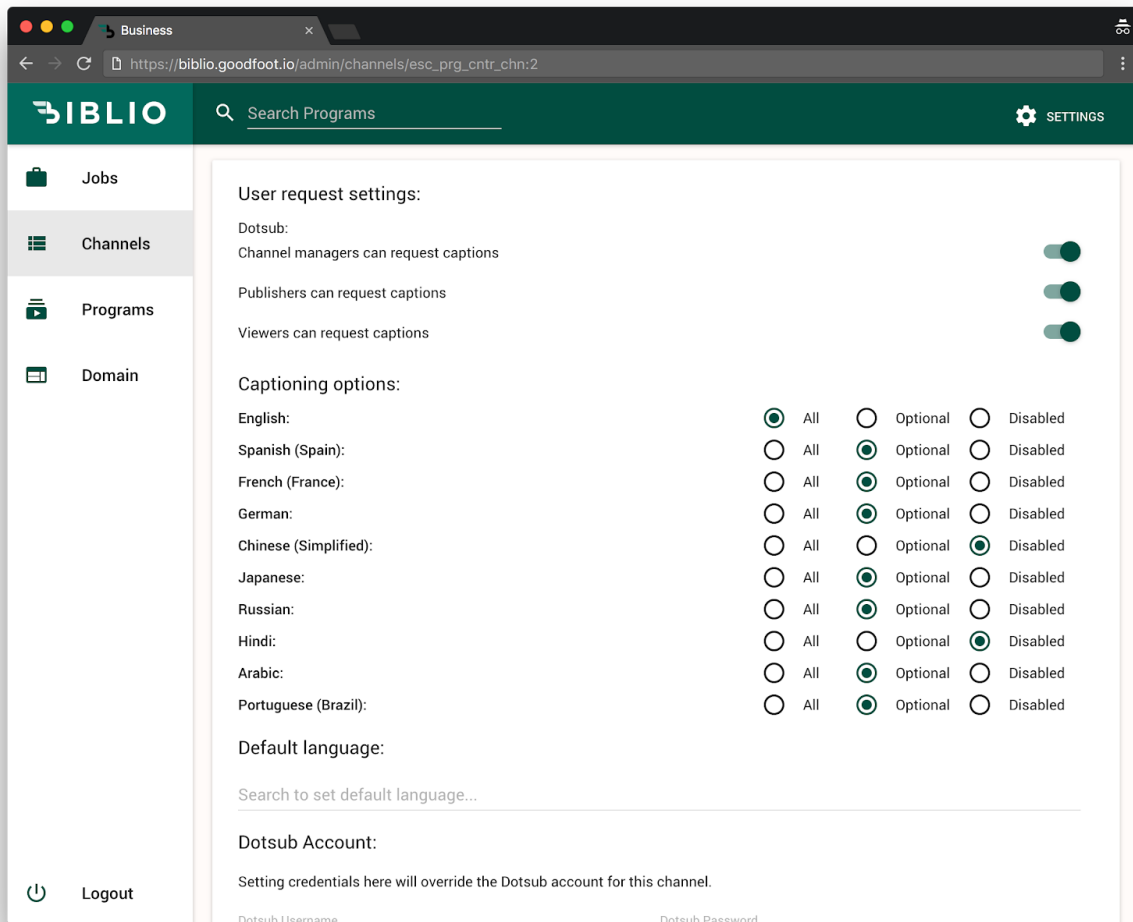
- Color coded markers on the left designate the status of the channel program's jobs, as well as an active job count on the top right (if any active jobs exist).
- Channel view count.

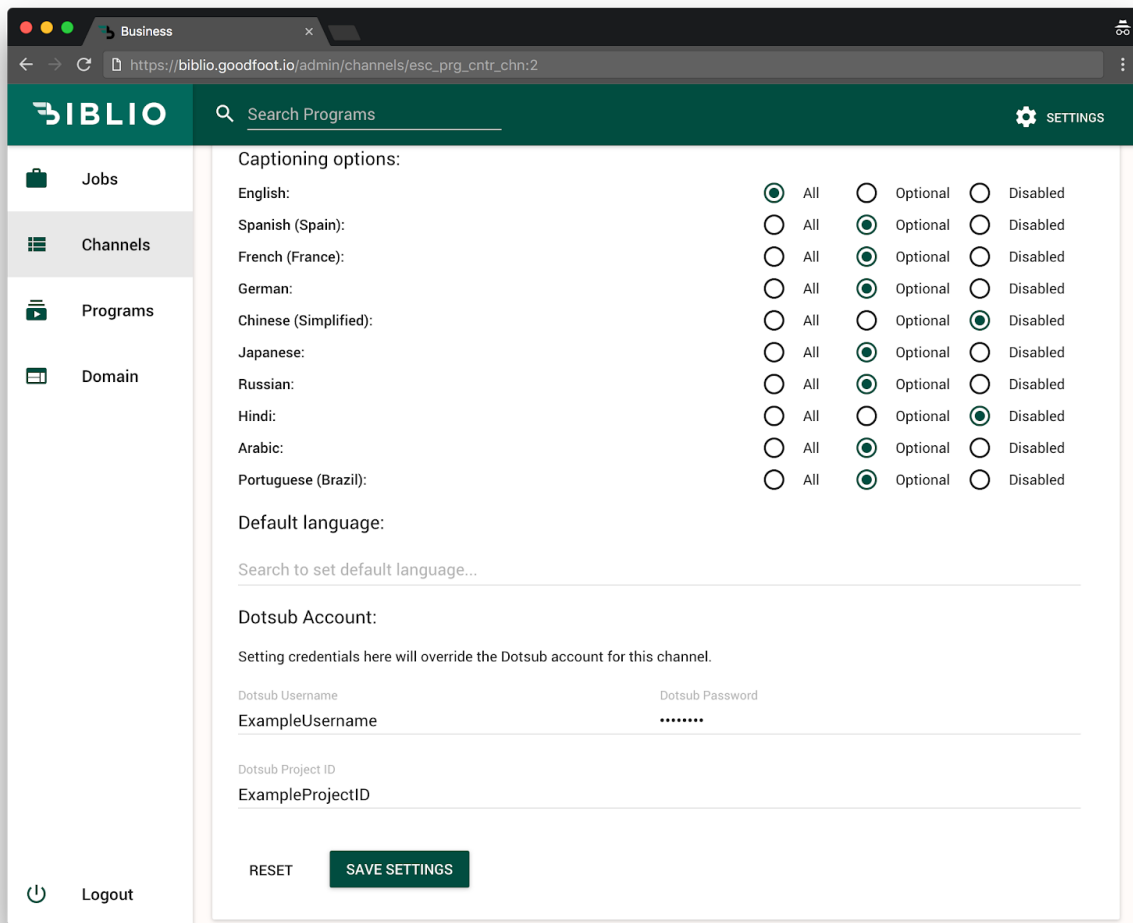


## Settings

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 cog 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**.





Channel settings, by default, inherit settings that are set on a **Domain** level.

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

- Enable or disable caption languages (for transcription and translation requests).
  - Options for languages set to “All” will be disabled.
  - Languages disabled on the domain level will not appear.
- Enable or disable the ability to request captions for the channel programs for:
  - Channel managers
  - Channel publishers
  - Viewers (everyone)
- Edit the default language for the channel programs (defaults to domain default language).
- (Optional) Add a Dotsub account.
  - Adding a Dotsub account for a specific channel will override the Domain level Dotsub account when creating jobs for any programs in this channel.

Once you have updated your settings, click **Save Settings** to save your changes.