

# MediaShowroom Features Guide

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# MediaShowroom User Guide

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## Overview

MediaShowroom is a robust, cloud-based multimedia solution that allows customers to store, screen, share, and manage all their multimedia content on one simple to use platform. Content owners can manage all of their content from one secure platform and share that content with their viewers and customers on the platform, through FTP and email, or by embedding the content on other websites. Administrators have access to a powerful metrics engine to track how content is viewed, shared, or downloaded. This features guide gives an overview to many of the features that users and administrators can use on MediaShowroom to effectively monetize their multimedia content.

## Logging In and Out

Users access the MediaShowroom application through the login screen:

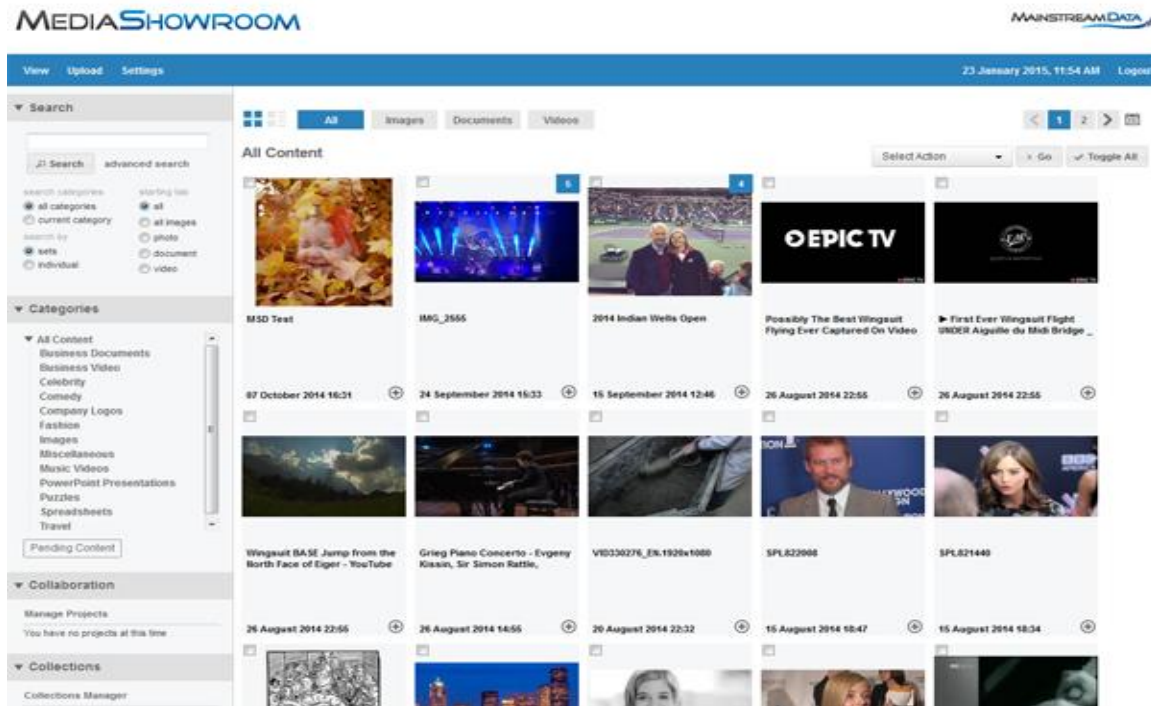


The username field is not case sensitive, but the password field is case sensitive for user security purposes. To logout, click the 'Logout' option in the upper right-hand corner in any MediaShowroom screen.



## Home Screen

MediaShowroom has been designed to be intuitive. Logging in, users will be taken to a home screen that typically looks like the screenshot below



The MediaShowroom home page shows most recent items by default. To navigate through older items, use the links near the top right of the screen to go to different pages of additional content.



The calendar button opens a window that allows the users to navigate to content from a specific date.

There are three options at the top of every home screen.

**View** Takes the User to the home screen where they can view all content.

**Upload** Opens the MediasUploader where a User can add content to the

platform. See the section called Upload to learn more.

**MEDIA SHOWROOM**

View Upload Settings

**Settings** Allows the user to control their user preferences throughout the application and manage their account. Users can manage their personal preferences and passwords from this link.

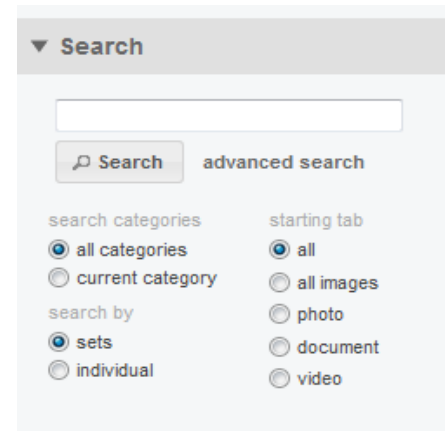
Administrators can manage all their users, categories, projects, assignments and delivery settings as well as view metrics from this link.

## Search

Users can search for specific items by using the basic search located in the Search browsing tool in the upper left-hand corner of the MediaShowroom home page.

The basic keyword search settings are automatically set to search through all items in every folder and every content type.

By selecting a specific folder and starting tab, users can easily locate the stories, images, and videos they are looking for.



### Advanced Search

To create a Search with more detailed criteria, choose 'advanced search' from the search browsing tool.

Advanced search allows users to search for specific terms in headlines and sluglines as well as limit the search by other criteria such as language, media type, time range, or service/category.

### Display

MediaShowroom offers two browsing view options that can be selected at each user's discretion. The Lightbox view is the default setting. The 'Lightbox' view can be changed to a 'Headline' view by clicking the buttons in the image to the right, just above the content thumbnail previews.

In Lightbox view, when the user's cursor is scrolled over an image, an expanded version of the image is shown with its coupled text story below.



### Media Types

MediaShowroom supports all types of multimedia including images, video, and text-based documents. Users can toggle between viewing all forms of media, or quickly focus on just displaying images, documents, or videos.

### Categories

Users can search for content based on the category. For example, an agency might provide different categories such as "Business Video", "Comedy", "Celebrity", or "Internal Use Only". When uploading content administrators can assign content to different categories and users can click on the desired category to see all the content assigned to it.

## Collaboration

The Collaboration section on the search tools bar allows different users and administrators to work together on a project. Projects are shared among users and allow users to highlight several pieces of content into one collection and share comments on specific pieces of content or the project as a whole.

Administrators can control projects by creating them, assigning users to them, and editing them. Administrators can manage projects by clicking on the “manage projects” link from the search tools bar on the left-hand side of the screen or they can go to the ‘Settings’ page and access it in the ‘Collaboration’ section there.

## Collections

Each user has the ability to create custom Collections that are specific to his/her account. Collections remain intact across user sessions, so every time a user logs in the profiles are available. After creating a Collection it is saved to the Collections Manager.

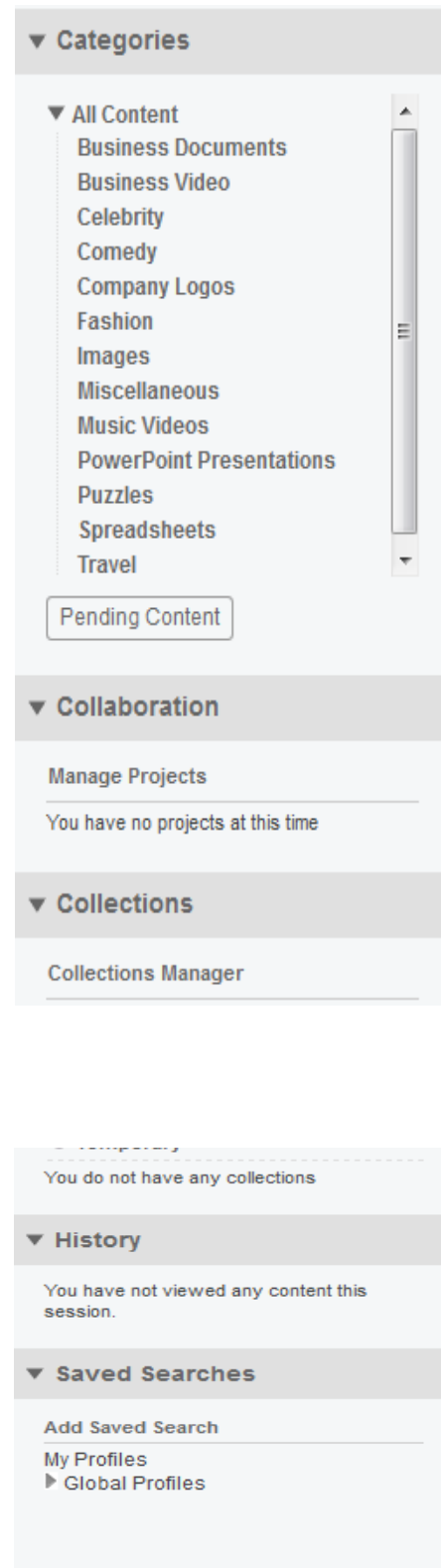
Collections are deposits of items which are used to gather stories, images, and other content into one area for retrieval at a later date. To create a Collection, select ‘Collections Manager’ from the search tools bar on the left-hand side of the page, or from the ‘Settings’ link at the top of the menu in the upper left-hand corner of the MediaShowroom.

A user can add, edit, or delete Collections from this screen.

Users can add content to a Collection from the detail page for a piece of content. Or they can add content from the search grid by clicking in the small box at the top, left-hand side of each content preview.

## History

Users have immediate access to the last five stories they have viewed with the history browsing tool. When a user clicks one of the items in the History list, the MediaShowroom will navigate directly to that specific item.



## Saved Searches

Each user has the ability to create custom Saved Searches that are specific to his/her account. Saved Searches remain intact across user sessions, so every time a user logs in the profiles are available. After creating a profile, it is saved to the Saved Search browsing tools field.

Clicking on a Saved Search automatically runs a search with the specifications a user has previously set up. To create a Saved Search, select 'Saved Search' from the 'Settings' menu in the upper left-hand corner of the MediaShowroom. Next, click the 'Saved Searches' option. A user can add, modify, or delete Saved Searches from this screen.

The list below provides a description of the Saved Search entry fields:

**Saved Search Name** – name of the saved search to be displayed in the saved searches browsing tools field

**All fields** – a keyword to be searched for in all search fields (separate multiple keywords with commas). The saved search will return items that contain these keywords

**Headline** – a keyword to search for in headlines only

**Slugline** – a keyword to search for in sluglines only

**Languages** – the saved search will only collect items composed in these specified languages

**Media types** – the user can select if only one media type will be returned or if the search will return multiple or all media types

**Services** – the saved search will only collect items in the feed categories selected

The screenshot shows the 'Saved Search' form with the following fields and options:

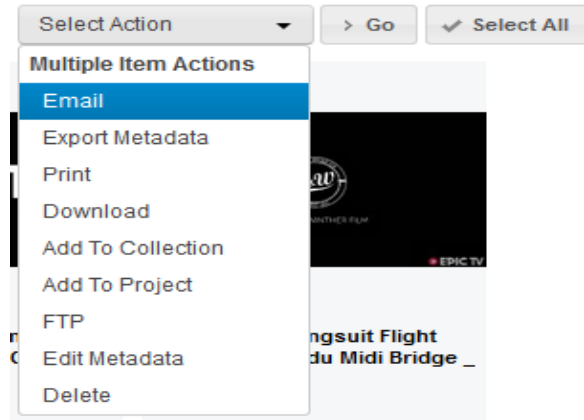
- search name**: A text input field with a note 'Limit 35 characters'.
- all fields**: A large text input field for keywords.
- headline**: A text input field.
- slugline**: A text input field.
- keywords**: A text input field.
- languages**: A section titled 'Select which languages to include in the search results' with checkboxes for English, Arabic, German, Spanish, French, Italian, Japanese, Dutch, Portuguese, Simplified Chinese, and Traditional Chinese.
- media types**: A section with checkboxes for video, photo, graphic, and audio.
- start date**: A date input field.
- end date**: A date input field.
- categories**: A list box containing various categories like All Content, Business Documents, Business Video, Celebrity, Comedy, Company Logos, Fashion, Images, Miscellaneous, Music Videos, and PowerPoint Presentations.
- display sets as**: Radio buttons for 'standard' (selected) and 'expanded'.
- Buttons**: 'save', 'reset', and 'cancel' buttons at the bottom.

## Multiple Item Actions

Users can modify and complete tasks on multiple pieces of content at once. By selecting several pieces of content by clicking on the checkbox in the left-hand corner of each content preview on the home screen, users have several options for working with a batch of content.

**Select All** - This button toggles all content on this page to be selected/un-selected

**Email** - This action allows all selected items to be added to be emailed (see next section on 'Email')

A screenshot of a dialog box titled 'Export Metadata' with a close button (X) in the top right corner. The dialog contains several settings: 'Prep for Import' with a checked checkbox, 'Include Headers' with a checked checkbox, and 'File Type' with radio buttons for 'csv' (selected) and 'tab'. Below these is a section titled 'Please select metadata to export:' followed by a list of checkboxes: 'Title', 'Caption', 'Video Data Rate', 'Audio Data Rate', 'Frame Rate', 'Width', 'Height', 'Audio Codec', 'Video Codec', 'Credit', 'Country', 'Display Date', 'Promote Until', 'Set Name', 'Number in Set', 'Keywords', and 'Select All'. At the bottom of the dialog are two buttons: 'Export' and 'Cancel'.

**Export Metadata** – This action allows a user to export the on all selected items into a CSV or tab file so the user can edit the metadata offline and reupload it later (see the section on 'Import Metadata' in the 'Administrative Functions' section).

**Print** - This action allows all selected items to be added to be Printed

**Download** - This action allows all selected items to be added to be downloaded

**Add to Collection** - This action allows all selected items to be added to the selected Lightbox

**Add to Project** – Allows the user to add all selected items to the selected Project

**FTP** – Allows a user to FTP all the selected items to a single FTP destination or a custom FTP Distribution list. Only allowed if an administrator has enabled FTP Distribution and set up a list.

**Edit Metadata** – ADMIN ONLY - This action allows all selected items metadata to be edited

**Delete** - ADMIN ONLY - This action allows all selected items to be deleted. A log of deleted items is added to the Story Delete log in the Settings section.



## Email

Each user has the ability to email content from MediaShowroom.

**To** - Recipient's Email address

**From** – Sender's Email address

**Your Name** - Name of the Sender

**Subject** - Subject of the email

**Your Message** - Message attached to the email for the recipient.

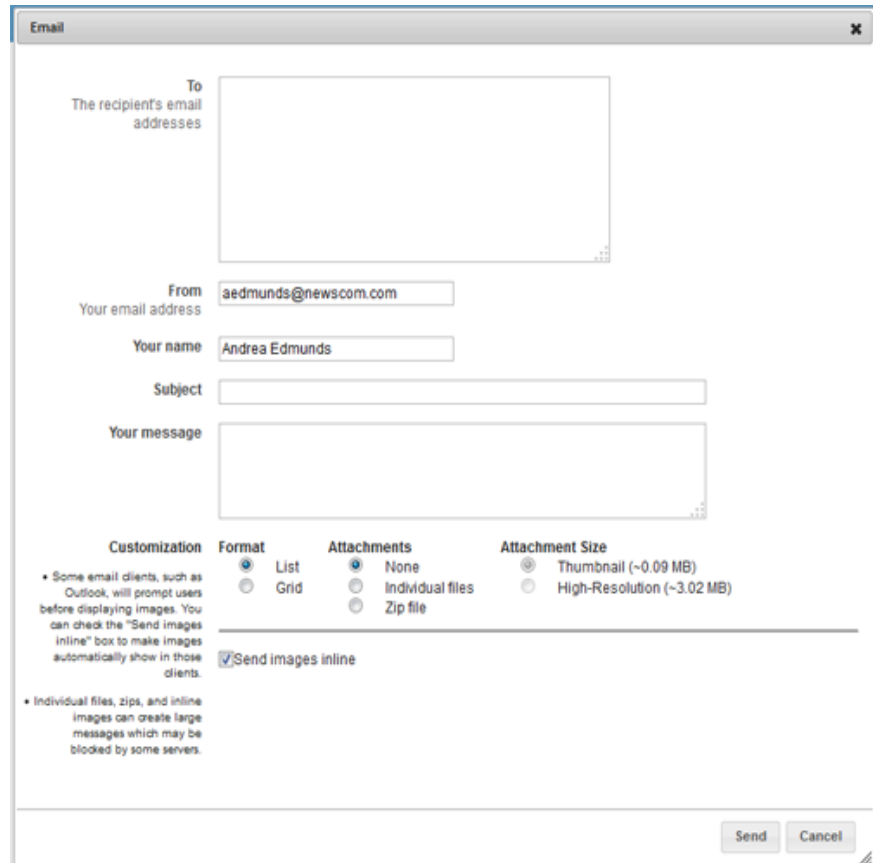
Customization: 3 Options are available

**Format** – the User can choose to have the email in a list or grid format

**Attachments** – Users can choose to whether or not to attach images to the email. Images can be attached as individual files or as zipped files.

**Attachment Size** – Users can choose whether to attach full Hi-Res images to the image, or send small thumbnail versions of the images to reduce the file sizes.

**Send Images Inline** – Some email clients require that images be sent inline.



The screenshot shows an 'Email' window with the following fields and options:

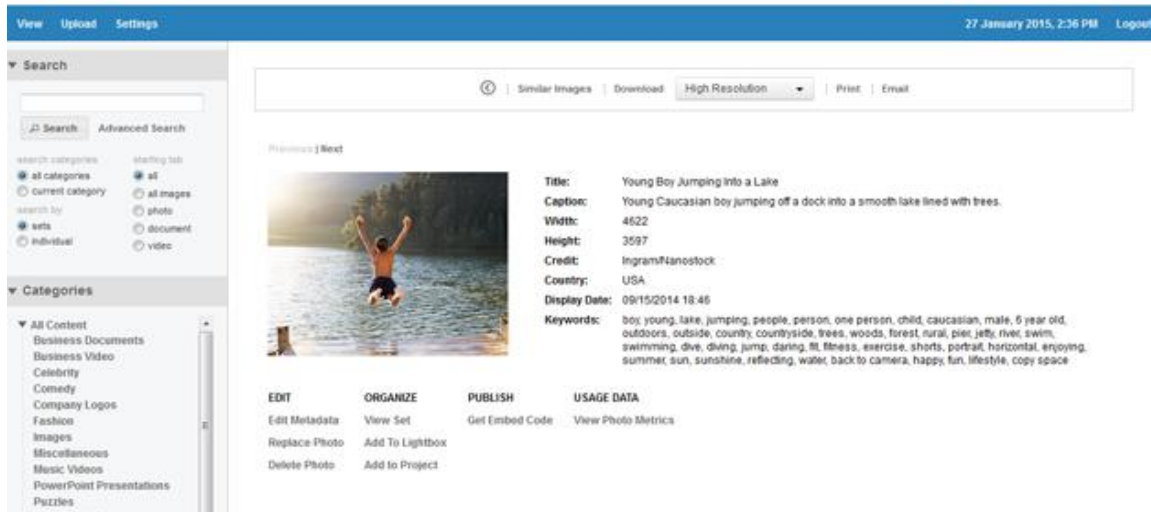
- To:** The recipient's email addresses (empty text box)
- From:** aedmunds@newscom.com (text box)
- Your name:** Andrea Edmunds (text box)
- Subject:** (empty text box)
- Your message:** (empty text box)
- Customization:**
  - Format:** List (selected), Grid
  - Attachments:** None (selected), Individual files, Zip file
  - Attachment Size:** Thumbnail (~0.09 MB) (selected), High-Resolution (~3.02 MB)
- Send images inline:** (checked checkbox)
- Buttons:** Send, Cancel

## Detail Page

Once an item is selected from the MediaShowroom home screen, a new screen with the object's metadata information will appear in the browser application unless the display settings are set for pop-out (See Pop-out).

Several options will appear above the story.

The back arrow navigates MediaShowroom back to the previous view.



‘Similar Content’ searches the archive for videos using an automated keyword search.

‘Download’ executes a download in the format specified (see Downloading Content).

‘Print’ initiates a print command and the internet browser’s print options open.

Downloading media content on MediaShowroom is very straight forward. When a user is viewing specific content in the application an options bar appears above the item.

By simply clicking ‘Download’ a universal file download prompt will appear. Users can either save the file or directly open it.

To the right of the ‘Download’ option is a drop-down menu that allows users to select from a number of format types. Be sure to select your preferred format type before executing the download.

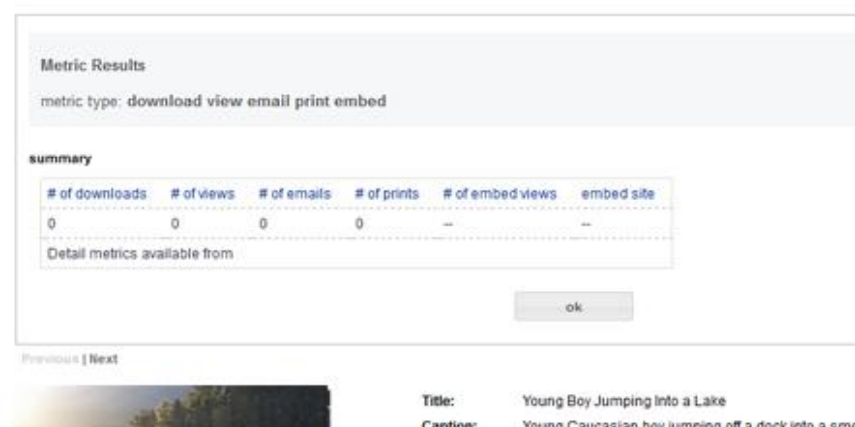
Below or to the left of each image are several options to manipulate an individual piece of content.

**Edit** – Users can edit the metadata of the content or upload an edited version of the content. Users also have the option to delete the object.

**Organize** – Users can view other content in a set (if the content was uploaded as part of a set) or they can add it to a collection or project.

**Publish** – Users can get an embed code to publish the content on another website

**Usage Data** – Administrators can view the metrics for that specific piece of content.



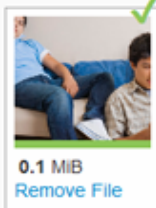
## Upload

Clicking “Upload” in the top blue menu on the home screen will open up a new window where Users can drag and drop files to be uploaded to the application.

### Content Uploader

Drop files into the area below or click to bring up a dialog window. The content will automatically upload into MediaShowroom. You can find the content in the **Pending Content** menu. You can edit and move your content around once it's inside MediaShowroom.

#### Set Name



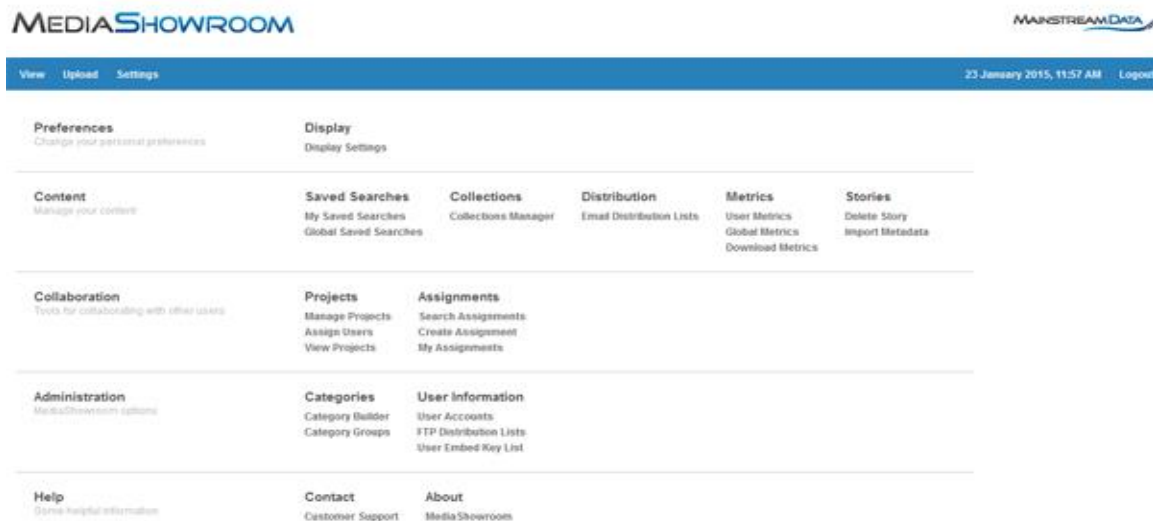
Dragging images into the upload field automatically begins the upload process. A green bar shows the upload progress and a green checkmark appears in the upper right hand corner of the image when it has been uploaded. For larger video files the upload process can take several minutes.

Content is immediately available to be edited and can be accessed by going to the home screen and clicking on “Pending Content” in the Categories section of the search tools bar on the left-hand side of the screen.

Users can add metadata to a whole set of images or edit each image individually.

# Media Showroom Admin Functions

MediaShowroom gives administrators various options to customize and control the application to suit their preferences. To access these administration options click 'Settings' in the upper left-hand corner of the application.



## Preferences

*Change your personal preferences*

MediaShowroom offers users various options to customize the application to suit their preferences. To access these user options click 'Settings' in the upper left-hand corner of the application.

## Display Settings

To edit a user account password, the user must access the user preferences by clicking 'Settings' in the upper left-hand corner of the MediaShowroom application. Next, select 'Display Settings'. At the bottom of the 'Display Preferences' page there is a simple password edit option.

If you have forgotten your password, there is a Reset Password selection on the Showroom Home page. It will send a new password to your e-mail address.

Users can access the display settings options by first clicking 'Settings' in the upper left-hand corner of the application. Next, click 'Display Settings'.

The list below provides a description of the available options:

**refresh enabled?** – MediaShowroom automatically refreshes with the newest stories

**display language** – users determine the display language for MediaShowroom

**desired time zone** – users set their time zone settings

**display first paragraph/thumbnail?** – users can chose whether or not to view an item’s first paragraph and thumbnail in the headline view

**content items per page** – determine the preferred number of stories in headline view

**picture columns/rows** – determine the matrix size in Lightbox view

**pop out story info screen** – select to pop out the detail page for a specific piece of content

**story language** – determine desired languages; filter text by 11 language types

**search filter default** – users can choose whether to search on all media types or whatever they have currently selected on the home screen

**password** – users reset their passwords here (see Password Settings above)

**Display Preferences**

refresh enabled? ☒ 60  
Update the stories every x seconds

display language English

desired time zone ((GMT-07:00) Mountain Time (US & Canada))

display first paragraph/thumbnails? ☒

content items per page 15

picture columns/rows 5 7  
Used in grid view

Pop out story info screen ☐

story languages  
Display stories with the following languages

☒ English ☐ Arabic ☐ German ☐ Spanish ☐ French  
☐ Italian ☐ Japanese ☐ Dutch ☐ Portuguese ☐ Simp. Chinese  
☐ Trad. Chinese

search filter default ☒ all filters ☐ current filter

password \*\*\*\*\*

verify password  
Please reenter your password \*\*\*\*\*

save reset cancel

## Content

### *Manage Your Content*

### *Saved Searches*

To delete, add, or edit a Saved Search, users must navigate to the user preferences page by clicking on ‘Settings’ in the upper left-hand corner of the application. Next, click the ‘Saved Searches’ option. From there a user can add a new saved search for their profile.

### Collections Manager

Collection Name	Actions	
test	Edit	Delete
Andrea's Favorites	Edit	Delete
Sports Images	Edit	Delete
Marketing Videos	Edit	Delete
<input type="text"/>	Add	

Done

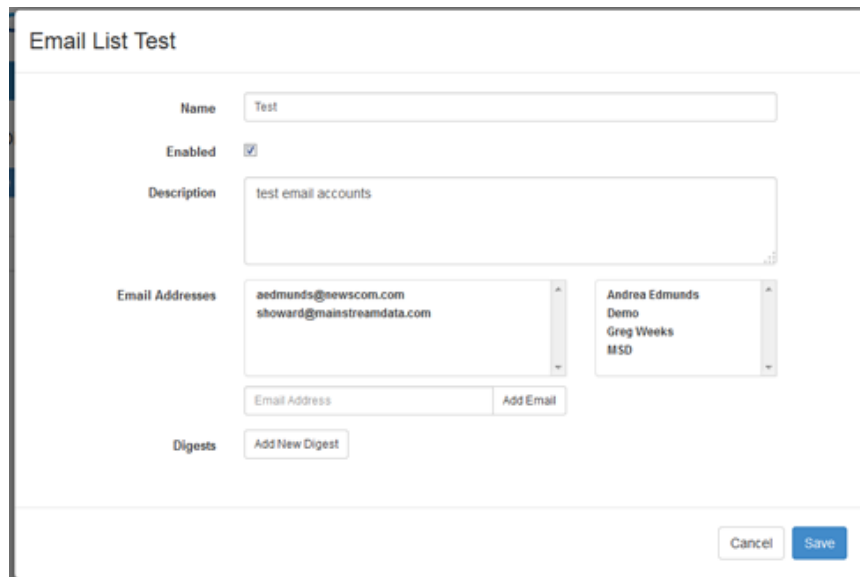
Administrators can manage and add saved searches globally for all the user accounts under their company.

## Collections

Users can access all the collections in their account from the Settings page by clicking on “Collections Manager”. Users can edit, add, or delete a collection from this page. To add a new collection, users just need to type in the text box field at the bottom of their collections list and then “Enter” or click “Add”.

## Distribution

Administrators can create email distribution lists to quickly share content with a group of people. Administrators can create a list with just users of the application or can manually include email addresses outside of the application.



The screenshot shows a form titled "Email List Test". It contains the following fields and controls:

- Name:** A text input field containing the word "Test".
- Enabled:** A checkbox that is checked.
- Description:** A text area containing the text "test email accounts".
- Email Addresses:** A list of email addresses: "aedmunds@newscom.com" and "showard@mainstreamdata.com". To the right of this list is a separate list of names: "Andrea Edmunds", "Demo", "Greg Weeks", and "MSD".
- Email Address:** A text input field with a placeholder "Email Address" and an "Add Email" button next to it.
- Digests:** A button labeled "Add New Digest".
- Buttons:** "Cancel" and "Save" buttons at the bottom right.

## Metrics

Administrators have access to view individual user’s usage metrics as well as aggregate global metrics. To view a certain user’s metrics select “User Metrics” (see User Metrics below for more information). To view global metrics select “Global Metrics” (see Global Metrics below for more information).

**Metrics**  
[User Metrics](#)  
[Global Metrics](#)  
[Download Metrics](#)

Administrators have access to view individual user’s usage metrics as well as aggregate global metrics. To view a certain user’s metrics select “User Metrics” (see User Metrics below for more information). To view global metrics select “Global Metrics” (see Global Metrics below for more information).

## Metric Options

time period	<input type="radio"/> last 24 hours <input checked="" type="radio"/> last 7 days <input type="radio"/> last 14 days <input type="radio"/> last 30 days
	<input type="radio"/> custom time period <input type="text"/> to <input type="text"/> (yyyy-MM-dd hh:mm:ss)
type	<input checked="" type="checkbox"/> views <input checked="" type="checkbox"/> downloads <input checked="" type="checkbox"/> searches <input checked="" type="checkbox"/> emails <input checked="" type="checkbox"/> logins
media type	<input checked="" type="checkbox"/> text <input checked="" type="checkbox"/> photos <input checked="" type="checkbox"/> graphics <input checked="" type="checkbox"/> video

## User Metrics

Individual user metrics can be accessed by clicking “User Metrics” under the metrics options (see Metrics above for more information). By selecting the time period, type of action, media type, and viewing mode, administrators can customize the specific metrics they wish to view.

Once the desired metrics parameters have been established, administrators then select the user account whose usage metrics they wish to view. By selecting the summary viewing mode administrators will see an overview of the actions executed by an individual user:

### views (4)

date/time	media type	story id	provider	headline	slugline	reference
29 Mar 2012 09:46:42	video	20120328081226ENEND3...	end	Offspring	3; ; 1	http://endemol.mainstreamdata.com/
27 Mar 2012 14:59:33	video	20120327030638ENEND3...	end	Grandma's House	2; ; 203	http://endemolmb.mainstreamdata.com/medias/appnb/getNews.do
27 Mar 2012 14:54:57	video	20120327053552ENEND3...	end	Happily Divorced	1; I Wanna Be Alone; 106	http://endemol.mainstreamdata.com/
26 Mar 2012 22:25:12	video	20120320214741ENEND3...	end	Prisoner's Wives	1; ; 101	http://endemol.mainstreamdata.com/

### downloads (15)

date/time	media type	story id	provider	headline	slugline	reference	file downloaded	size of file (bytes)
26 Mar 2012 17:30:15	video	20120320223519ENEND3...	end	Hell On Wheels	1; Pilot; 101	388120_Hell-On-Wheels_S1_Ep101	388120_Hell-On-Wheels_S1_Ep101.mp4	535872066
26 Mar 2012 16:56:48	video	20120320223519ENEND3...	end	Hell On Wheels	1; Pilot; 101	388120_Hell-On-Wheels_S1_Ep101	388120_Hell-On-Wheels_S1_Ep101.flv	461249863

### searches (26)

date/time	search term	search results	media type
29 Mar 2012 10:50:07	spir*	1	text photo graphic video
29 Mar 2012 10:50:00	spir	0	text photo graphic video

## Global Metrics

The Global Metrics function gives administrators access to view the aggregate usage of all MediaShowroom users. These global metrics can be accessed by clicking “Global Metrics” under metrics (see Metrics above for more information).

The process for viewing global metrics is very similar to that of the user metrics explained above (see User Metrics for more information). Global metrics, unlike user metrics, are available exclusively in the summary view format.

The number of stories option allows users to toggle between the top 50, 100, and 150 items. To determine the number of stories click the desired option.

number of stories	<input checked="" type="radio"/> top 50 <input type="radio"/> top 100 <input type="radio"/> top 150
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### Download Metrics

Downloadable metrics can be accessed by clicking “Download Metrics” under the metrics options (see Metrics above for more information). The download metrics option allows administrators to download xml and tab-delimited text-based metrics. Once an administrator has established a desired timeframe, metrics, and file type he or she then executes the download by clicking the download button.

#### download metrics

begin date (YYYY-MM-DD HH:MM:SS)	<input type="text"/>
end date (YYYY-MM-DD HH:MM:SS)	<input type="text"/>
metrics	<input checked="" type="checkbox"/> Login <input checked="" type="checkbox"/> View <input checked="" type="checkbox"/> Download <input checked="" type="checkbox"/> Search
file type	<input checked="" type="radio"/> xml <input type="radio"/> tab-delimited

downloadresetcancel

## Stories

### Delete Story

Administrators have access to delete stories and view the log of deleted stories. To delete a story select “Delete Story” under the story options (see Delete Story below for more information).

To view the deleted story log, administrators must select “Story Delete

#### Deleted List

Older   New			
date changed	original date	headline	slugline
27 Mar 2012 15:28:31	27 Mar 2012 05:48:11	Prisoner's Wives	1; ; 105
Older   New			

Log” under the stories options. A list of deleted stories will appear. Users can navigate to older or newer stories by clicking the “Older” and “Newer” buttons on the right-hand side.

To delete a story select “Delete Story” under the story options in the main administration options window.

Users locate the “story id” by selecting a story while viewing news content in the MediaShowroom home screen. Administrators then enter the story identification code into the story id field and select execute to permanently delete a story.

If the story does not contain an ID then use the “Delete” option on the detail page for that piece of content.



### *Import Metadata*

This feature allows an administrator to bulk edit metadata for several pieces of content offline. Administrators can download the metadata (see 'Multiple Item Actions' above) and if "prep for import has been selected" the administrator can easily reupload the CSV or TSV file into the application. Blank fields will not override current metadata, only fields that have text in them will be updated.

## Collaboration

### *Tools for collaborating with other users*

#### *Projects*

Projects are shared among users and allow users to highlight several pieces of content into one collection and share comments on specific pieces of content or the project as a whole.

Administrators can control projects by creating them, assigning users to them, and editing them. From the 'Settings' page users can also manage and view which projects are assigned to them. Project owners can assign users to a project from this page as well.

#### Project Assignments

##### Create New Assignment

Please enter the following assignment information

Select Project:

Title:  
Maximum 100 characters

Description:  
Maximum 500 characters

Assign To User

#### *Assignments*

Administrators can assign tasks to individual users within a project.

## Admin

### *Site level options*

#### *Categories*

##### *Category Builder*

Administrators can create categories to help them manage both content and users. Administrators can create a new category simply by typing the name of the category in the text field and then click "Create". The new category will be added to the category list. Users can also create parent and child categories by dragging and dropping the category names in the order the administrator would like them to appear.

##### *Category Groups*

Category groups can be created to assist with creating user accounts.

Example groups would be 'Admin' and 'User' in order to easily differentiate between users.

Other examples would be creating groups for 'Sport' 'Drama' 'TV' etc. This saves time and means that the actual user account doesn't have to be modified afterwards in order to limit or expand the content available.

## Category Group Designer

Create or edit the Category Group by dragging and dropping available categories from the right column to the left column. Order and organize categories by clicking and dragging them up and down in the category layout.

Category Group Name

Category Layout

The Category Layout interface shows a nested structure of categories. It includes a 'Miscellaneous' category, a 'Business Documents' category (which is expanded to show 'Company Logos' and 'Business Video' sub-categories), and a 'Business Video' category. Each category has a 'remove' button next to it.

Available Categories

The Available Categories list shows various content types that can be added to the category group. The categories are: Business Documents, Business Video, Celebrity, Comedy, Company Logos, Fashion, Images, Miscellaneous, Music Videos, PowerPoint Presentations, Puzzles, Spreadsheets, and Travel. Each category is represented by a button with its name.

To create a new group, click on 'Category Groups' in the 'Settings' page.

Type in a group name, and then select the content that will be available to the group.

## User Information

### User Accounts

Under the user information options, administrators can edit, add and delete user accounts, configure user groups and manage the owners list. To manage user accounts select "User Accounts".

After selecting “User Accounts” from the user information section, a list of user accounts will appear.

Now enter the account information, including Username, Password, when the account will expire (if necessary), whether the account is enabled to access the application, whether the account can download content, whether the account can ftp content, and whether the account can embed content on other websites.

The screenshot shows a two-column form for creating a user account. The left column is titled 'Account information' and the right column is titled 'User information'. Both columns have a sub-header 'Please enter the following...'.

**Account information section:**

- username**: Text input field, labeled 'Required'.
- password**: Text input field, labeled 'Required'.
- verify password**: Text input field, labeled 'Required'.
- configuration group**: Dropdown menu with 'User' selected.
- account expires**: Date input field (mm/dd/yyyy), labeled 'Required', with values '1 / 28 / 2016'.
- account enabled?**: Checkmark input, checked.
- downloads allowed?**: Checkmark input, checked.
- ftp allowed?**: Checkmark input, unchecked.
- video embed allowed?**: Checkmark input, unchecked.

**User information section:**

- email address**: Text input field.
- customer number**: Text input field.
- organization name**: Text input field, labeled 'Required'.
- contact name**: Text input field, labeled 'Required'.
- contact address 1**: Text input field.
- contact address 2**: Text input field.
- contact city**: Text input field.
- contact state/region**: Text input field.
- contact zip**: Text input field.
- cell phone**: Text input field.
- business phone**: Text input field.

At the bottom of the form are three buttons: '<< back', 'reset', and 'next >>'.

For other user information, a publication and contact name are required. An e-mail address is not mandatory, but it is advised. This means that if the user loses their password, when they use the password reset function, the new password will be mailed directly to their own address. Click next to continue.

User display settings are now available for selection. These options are specific to how the client wants the browser to look, such as the amount of stories visible on each page, and how many columns/rows are displayed. Times zones can be selected, as well as different languages. Language can be selected both for the browser itself, and also for the content. If Videos are submitted in different languages, this could be refined so that only certain language videos are displayed.

Lastly, select a group for the user. Root means that all content will be visible to the client. Extra groups can be created (see User Groups for more information)

Example groups would be ‘Admin’ and ‘User’ in order to easily differentiate between users. Other examples would be creating groups for ‘Sport’ ‘Drama’ ‘TV’ etc. This saves time and means that the

actual user account doesn't have to be modified afterwards in order to limit or expand the content available.

After selecting "User Accounts" from the user information section (see Editing User Information above for more information), a list of user accounts will appear.

To edit a particular user, click on their username. This will take you into their account details, and all information about the account can be edited, apart from the username. If the username needs to be amended/changed, it is best just to delete the account and recreate it.

To delete a user select "delete" on the left-hand side in the account list page.

### *FTP Distribution Lists*

Administrators can set up FTP Distribution lists as a way to mass FTP content to a number of FTP locations. Administrators can control which users have access to these lists.

### *User Embed Key List*

The User Embed Key List is an administrative feature to see who has embedded what content and how it is being accessed.

#### **User Embed Key List**

– msdscaldier (2 keys)

Content Summary	Enabled	Start Date	Expiration Date	Views	Actions
[+] Steve Jobs at the D8 Conference	✓	04 Sep 2014	04 Oct 2014	1 more	edit delete
[+] Wingsuit BASE Jump from the North Face of Eiger - YouTube	✓	28 Aug 2014	27 Sep 2014	1 more	edit delete

+ msrpbrownA (2 keys)

+ msrpbrownU (1 keys)

## **Help**

*Some helpful information*

### *Contact*

If a user or administrator has any trouble accessing, managing, or using any of the features on MediaShowroom, they can access the contact information for MediaShowroom's parent company Mainstream Data from this page. Customer support is available 24/7.