



**TelVue® Connect™** is a content management system through which you can contribute video content directly to your TV station through any Internet connection. The following step-by-step guide explains how to upload video to the TelVue Connect library, describe your video with metadata, and submit it to your organization.

### 1) Activate Your Account

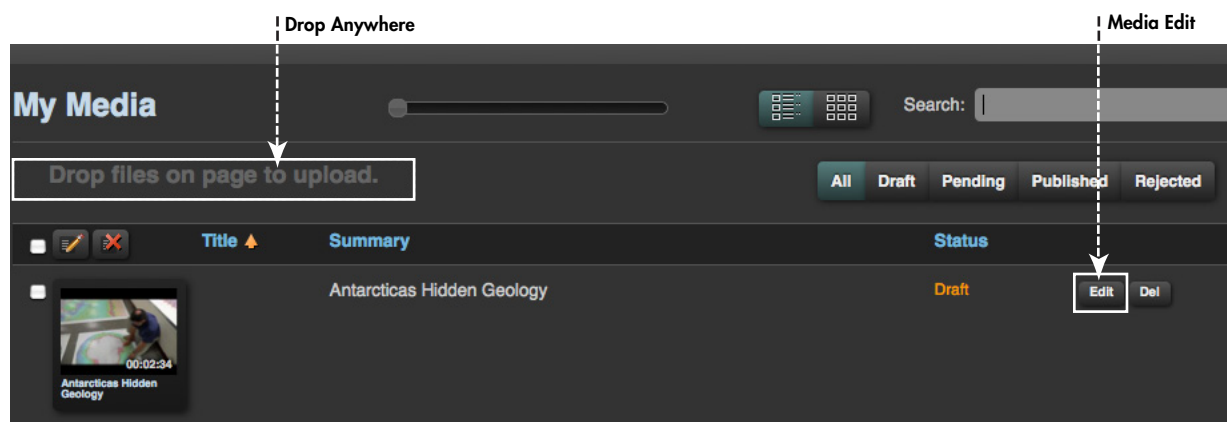
When your **TelVue Connect** account is created by an administrator, you will receive an e-mail to activate it. Click the activation link in your email and select a password.

### 2) Login to TelVue Connect

- Go to <http://connect.telvue.com> and login with your username and password.
- TelVue Connect** is compatible with the following web browsers: **Chrome** (latest), **IE 8+** (optionally with **ChromeFrame** plugin for drag and drop), **Firefox** (latest) and **Safari** (latest).

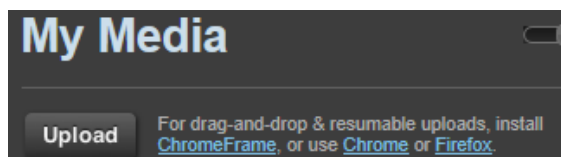
### 3) Upload Media

- Click on the **media tab**.
- When in the **media tab**, upload one or more videos by dragging and dropping them anywhere on the page. In **Chrome** and **Firefox**, your uploads are automatically "Resumable". If they are interrupted for whatever reason, simply return to the site and drag the same files in again, and they will resume where they left off. Resume support is coming soon for **Safari**.



Media Tab - For uploading and managing your videos

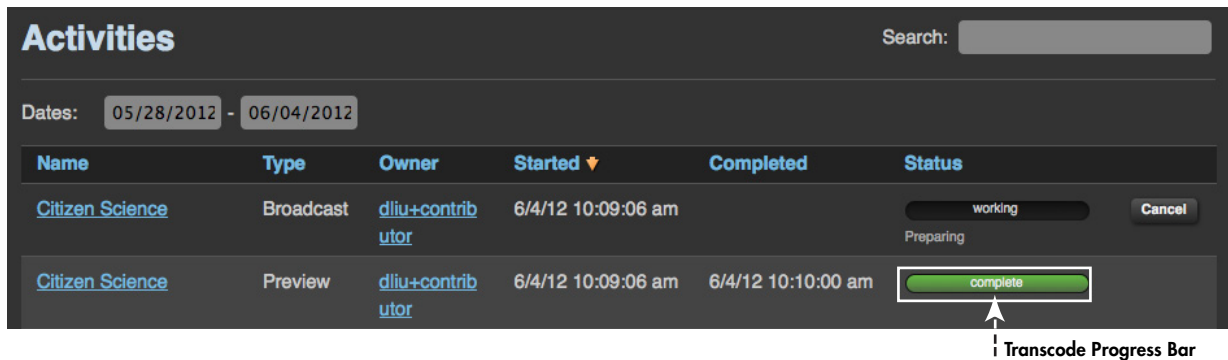
- If you are using **Internet Explorer (IE)**, which does not support drag-and-drop natively, you will instead see an **upload button**. Click on that to browse and choose one or more videos from your computer. Alternatively, you can install **ChromeFrame** in **IE**, which will enable the drag-and-drop feature.



Media Tab - As viewed in Internet Explorer

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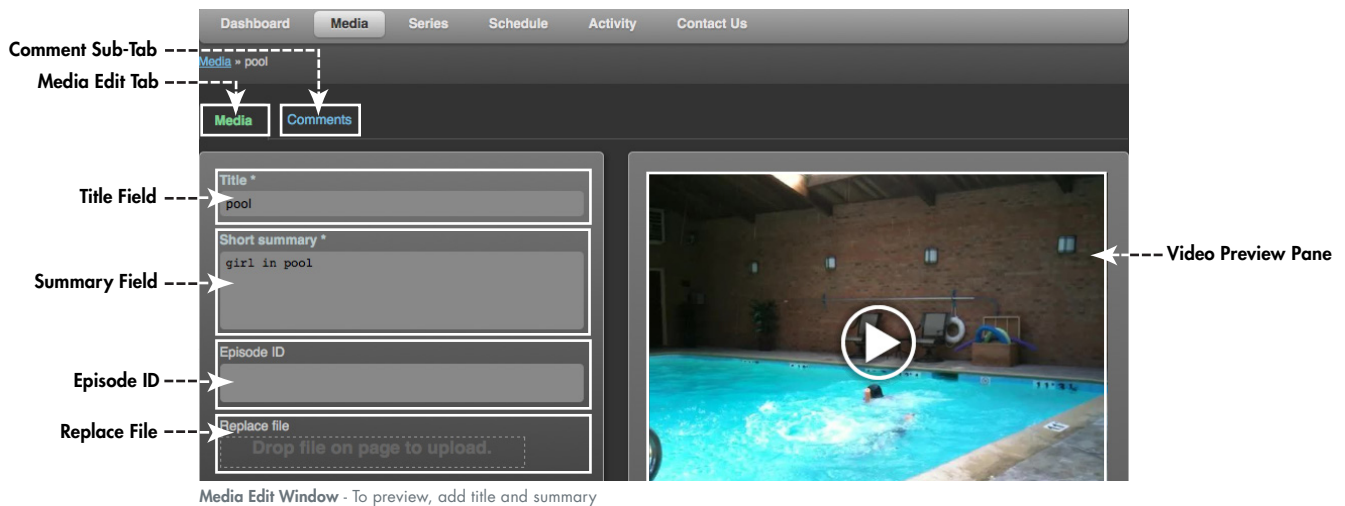
- c) Do not close your browser window while the file(s) are uploading. If you want to continue to work within **TelVue Connect** while your upload(s) are in progress, open a new browser window or tab.
- d) Once a file has finished uploading, it will be automatically converted to the required broadcast format, and a thumbnail and web preview video will be created.
- e) You can see the progress of the broadcast and preview conversion in the **activity tab** or on the **dashboard**.



- f) Once the video is transcoded, you can preview it from the thumbnail on the **media page**, or in the **video preview pane** on the **media edit window**.

## 4) Enter Metadata

- a) Under the **media tab**, click the **edit button** for a specific video to fill in the metadata including **title** and **summary**.

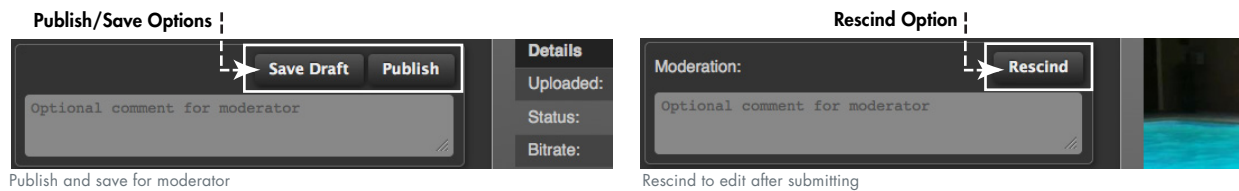


- b) The **episode ID** is optional.
- c) If you want to substitute a new video file for the existing one, upload it to the page and it will replace the old video file. This is irreversible. If the video is part of a series, the length of the replacement video must be within the same range of tolerance.
- d) If your organization uses Moderation, clicking "Save Draft" saves the record as a draft, so you can come back and make changes if you need to. Clicking "Publish" changes the status of the entry to "Pending", which means it's ready for moderators to approve or reject.

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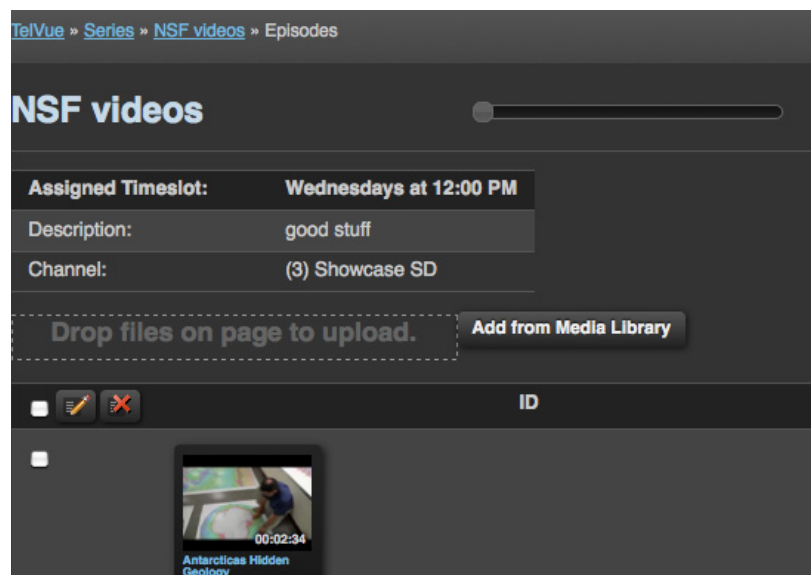
## 5) Submit for Review (this section only applies to organizations using moderation)

- a) Once you have previewed your video and have entered all metadata, you are ready to submit your media for review by the moderator.
- b) From the **media edit window**, click "Publish". If you are moderated by your organization, this changes your video and metadata status to "Pending", for review and approval by a moderator. The moderator may "Accept" or "Reject" the submission, and may provide comments.
- c) You will receive email notifications on moderation actions and comments.
- d) If you have published media that is still "Pending" and realize you would like to change the metadata, click "Show", "Rescind" the media, make changes, and then re-publish.
- e) Once your media has been accepted, you cannot make any changes. If you feel you really need to make changes after that point, contact your system administrator via the **contact us tab**, or post a comment in the **comments sub-tab** on the **media edit window**.



## 6) Series and Scheduling; if you are assigned a specific Series, you must first assign episodes to that series, then fill the timeslots.

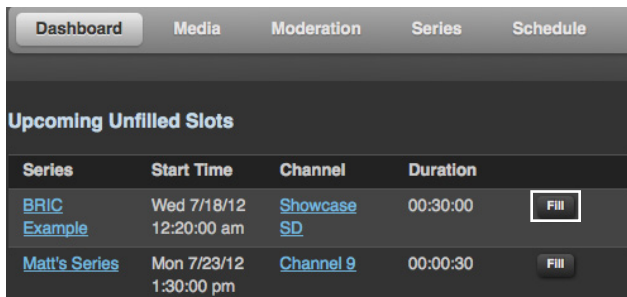
- a) **To assign episodes**, click the **series tab** and navigate to the series you want to associate with this video. Click on the thumbnail, and you will see the upload interface. You can add episodes in two ways:
  - 1) *Directly into the Series* - Drag and drop one or more videos from your computer on to the page, and these will be associated with this series.
  - 2) *Choose from Media Library* - If you want to create an episode for this series using a video that already exists in the media library, you can "Add from Media Library", and it will take you to a list of usable media.



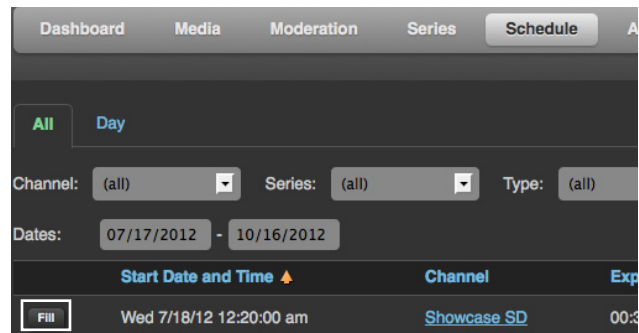
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- b) To fill the schedule with episodes, assign specific episodes to specific time slots from the **dashboard** or **scheduling tab**. In the **dashboard** or **schedule tab** (list view), any empty slot will display a "Fill" button. In the **schedule tab** (day view), the empty slot appears in the appropriate time slot.

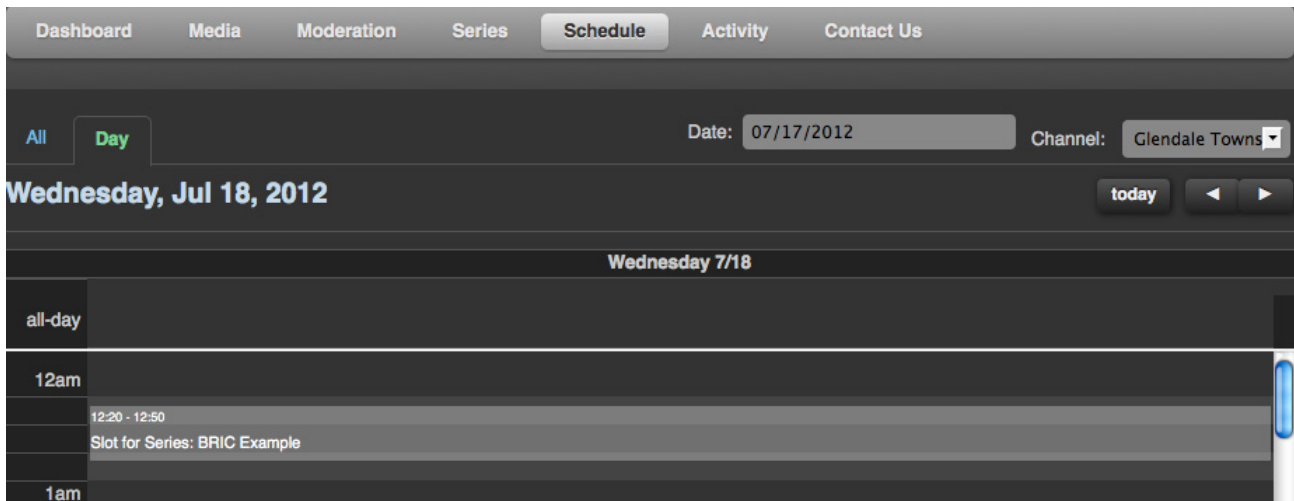
Click either the "Fill" button or the empty slot, and when your choices pop up, click on the thumbnail of the episode for that series you want to run in the time slot. It will populate the empty time slot.



Fill Option as Seen in Dashboard



Fill Option as Seen in Schedule Tab (list View)



Fill Option as Seen in Schedule Tab (day View)

- c) **Alerts** - If there is an empty slot coming up in your schedule, **TelVue Connect** will send you an email alert, giving you seven days to deal with it.

## 7) Search

- a) You can search for media by entering in metadata keyword matches or partial matches in the search field on the **media tab**.
- b) You can also filter based on moderation status. For example, see all of your media that is "Pending" approval, or has been "Published" and accepted.

## 8) Questions

- a) If you would like to add a comment to any individual video in **TelVue Connect**, each piece of media has a **comment sub-tab** in the **media edit window**.
- b) If you would like to reach your administrator, the **contact us page** should have all the information you need.