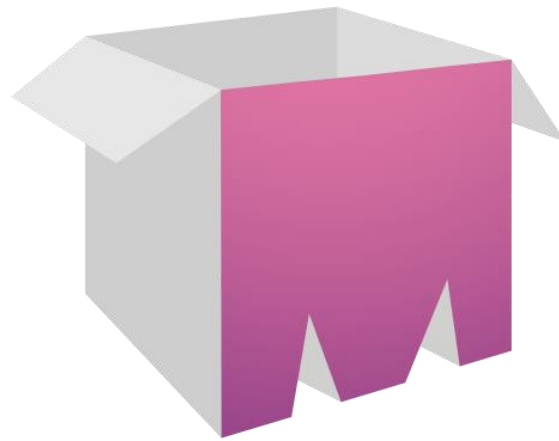


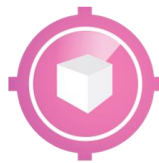
To search for topics in this document when residing in your browsers pdf reader, press following:

Command + f
Ctrl + f

(Mac users)
(Windows users)



MEDIABANK.ME



User Guide

Administration

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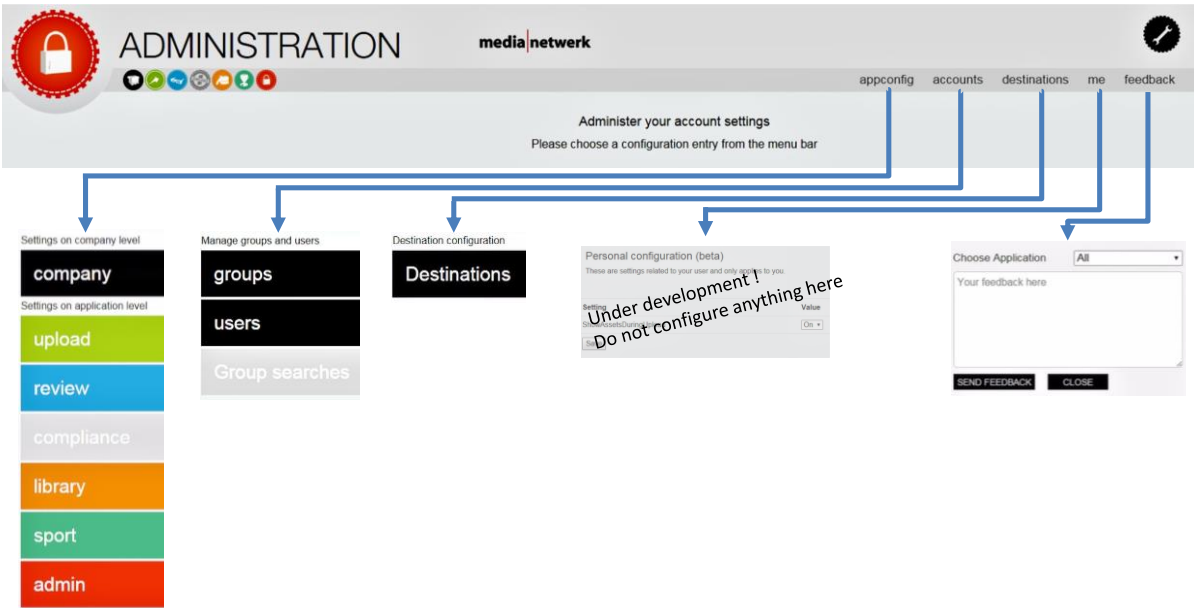
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Administration

This web based application lets you setup and manage your users and clients. Set access levels to users, groups and assets. You can customize metadata sets to be displayed on your webpage, give access to applications and destinations and much more.

Administration Main view



The systems setting policy is hierarchal, meaning it will always look for user settings first and work its way up to the system settings.

The hierarchy settings

System	12	Assume the system settings for number of items (assets) in Library Thumb view is 12 per page and a user's default setting is configured to 96 per page. This settings sample will results in posting 96 items per page. If the user deletes the items per page preference the new setting will be fetched from the group settings, in this case 24 items per page. If no preferences are set, the systems default setting will be used.
Company	8	
Application		
Group	24	
User	96	This is general throughout all parts of the Mediabank.

Appconfig

Company

These are the configurable items for the Company profile, applications, groups and user settings. This is the highest of levels the local admin can affect the hierarchy.

The listings in the table below show the configurable items. Observe that the configurable items are constantly under revision and are due to change without further notice.

Configuration name	Description	Configuration value
AllowUserDownloadOriginal	Sets download of original on or off. Applies to all users and groups except local admins or above	Allow or restrict users from downloading original file from applications. Possible settings: On or Off. Default: On
AllowUserDownloadProxy	Sets download of original on or off. Applies to all users and groups except local admins or above	Allow or restrict users from downloading proxy file from applications. Possible settings: On or Off. Default: On
ApplicationSettingsIcon	Show or hide the configuration icon at top right	Default Value: On
ApplicationSwitcher	Whether to show or hide the applications menu in top menu bar on all pages.	Possible values: on,off or 1,0 Default Value: On
AssetArchiveBackupSchedule	Define rules for moving assets from Archive storage to Backup storage.	Configure rules as follows: X:Unit where X is a number and Unit is one of following: Day,Month,Year. Example: 60:Day will move storage from Archive to Back-up after 60 days. Default Value: {Nothing}
AssetOnlineArchiveSchedule	Define rules for moving assets from High Availability storage to Archive storage.	Configure rules as follows: X:Unit where X is a number and Unit is one of following: Day,Month,Year. Example: 60:Day will move storage from HA to Archive after 60 days Default Value: {Nothing}
CompanyShowInternalStoragePath	Internal use only. Set to On to show internal storage path in External access in R&A	Default Value: {Nothing}
ComplianceDefaultSelectedFilters	CSV of filters that should be default enabled in Compliance.	Possible values are: new, onhold, rejected, approved Default Value: {Nothing}

Configuration name	Description	Configuration value
ComplianceFilters	Defines which filter keys to show in Filters section in Compliance	Default Value: {Nothing}
CustomIntroFields	CSV of fields that should produce custom intro text in thumb view of this application. Multiple fields will be concatenated by space. Intro defaults to system default (assetintro) if this is left empty. Usually used for the assets title.	CSV of fields that should produce custom intro text in thumb view of this application. Multiple fields will be concatenated by space. Intro defaults to system default (assetintro) if this is left empty. Format: Label:TEXT;Data:Fieldname,Label:TEXT;Data:Fieldname2 where TEXT is a label (can be empty) in front of Fieldname which represents a valid Meta field. Default Value: {Nothing}
CustomKeyValues	Create custom values for a set of keys to be used in multi select inputs in upload and other apps.	Input format: Keyname:value1,value2,value_x Keyname2:value2_1,value2_2,value2_x. Separate Keys by line feeds. I.e: Keyname and Keyname2 should be on separate lines Default Value: {Nothing}
CustomTitleFields	CSV of fields that should produce title in thumb view of this application. Multiple fields will be concatenated by space. Title defaults to system default (assettitle) if this is left empty.	Format: Label:TEXT;Data:Fieldname,Label:TEXT;Data:Fieldname2 where TEXT is a label (can be empty) in front of Fieldname which represents a valid Meta field. Default Value: {Nothing}
DefaultOmitSenderRewrite	Add x-mailgun-native-send: true to emails sent to omit re-writing of SMTP sender address.	Possible values: On Off. Default Off Default Value: {Nothing}
DefaultAssetGroupACL	Defines the default groups that should have access to new assets	Default Value: Different values for each customer
DefaultEmailDisclaimer	Text to add at the end of any emails that is sent through Mediabank. It is a good thing to have a disclaimer that is specific to your company so that emails may not be blocked as spam at recipient's server. This however is NOT a guarantee that the email will not be blocked.	Default Value: {Nothing}
DefaultItemsPerPage	Defines the default items per page (in thumb view and list view) when opening Library.	Default Value: 12

Configuration name	Description	Configuration value
DefaultNewUserGroupID	Specify the group id or group ids which will be default for new users added to the system	Default Value: Different values for each customer
DefaultPlayer	Defines which player to use. Possible values are: jwplayer, html5 or qt	Default Value: {Nothing}
DefaultSenderEmailAddress	Define default sender email address for Quick links, annotations etc. Must be a valid email address	Default Value: noreply@mediabank.me
DefaultSenderName	Specify a default sender name for emails and SMS. Please DO NOT use foreign characters. Only characters A-Z is allowed and max length is 10 characters. Defaults to Mediabank	Default Value: {Nothing}
DefaultShowAnnotations	Defines whether to show or hide the annotations panel in R&A by default. Possible value: On (default), Off. Set to Off to default hide annotations.	Default Value: On
DestinationAccounts	Username and password pairs for your destinations.	Please enter on the following form: Detstination:username:password, Destination2:username2,password 2. Valid destinations are: Youtube, Facebook currently. Example: Youtube:me@myemail.com:MyHard24getPassword Default Value: {Nothing}
DisableUploadToApplications	Disable upload to given CSV of applications. Example: review,library will disable upload to Review and Library	Default Value: {Nothing}
EventTypes	Define a CSV of event types for selecting and filtering in Sports view. Format is: event_type_id:Name,event_type_2:Name2. example: 1:Goal,2:Corner	Default Value: {Nothing}
HeaderCustomerInfoText	The customers slogan to put in header after the logo	Default Value: {Nothing}
HeaderCustomerLogo	The filename of the image file to form the customers header logo	Default Value: netwerk_logo.png

Configuration name	Description	Configuration value
InternalStorageMountPoint	Internal use only. Has no effect for public use. Internal info: Declare internal mount point for online media including trailing slash. Ex: /Volumes/media/	Default Value: {Nothing}
LibraryAutoPlayVideo	Whether to auto play videos from thumb and listview in Library. I.e One click play.	Possible values: On or Off Default Value: {Nothing}
LibraryCustomSectionFields	Define custom sections with editable fields in asset Properties page in Library.	Format: SectionLabel;Field:type,Field2:type SectionLabel2;Field:type,Field2:type Default Value:{Nothing}
LibraryDefaultSelectedFilters	CSV of filters that should be default selected in Library.	Possible values: new Default Value: {Nothing}
LibraryEditableMetaFields	Define a set of meta data fields that can be edited in Library. Separate each field with comma.	Format: MetaField:Type:Description:Label:Datasource where Description is a help text to show in HTML form and type is any of select,input,yesno. Label is the label in front of the field and Datasource defines which field from CustomKeyValues to pick values from. Default Value: {Nothing}
LibraryFilters	Defines which filter keys to show in Filters section of Library	Default Value: {Nothing}
LibraryNotificationFileReadyTemplate	The email/SMS template for notifying users when an asset is received and processed by the workflow. I.e. the proxy is generated and the file is ready.	Allowed keywords: <ASSET_ID>,<ASSET_TITLE> Default Value: {Nothing}
LibraryReadOnlyMetaFields	Define custom fields that should be possible to see as read only values in Library properties window.	Default Value: {Nothing}
LibraryShowDeleteButton	Whether to show or hide delete button in the edit template. Will never show for users anyhow.	Possible values are: On or Off, true or false Default Value: {Nothing}
LibraryViewChangeIcons	Turns view change icons on or off.	Set to on or off to enable or disable the view change icons in the menubar in Library Default Value: {Nothing}

Configuration name	Description	Configuration value
ListviewColumns	CSV of meta data fields to include as columns in ListView mode. Any meta data key in your meta data set is allowed.	To give the meta key a different label than the key name, use the form MetaName:LABEL Where LABEL will replace the key name. You can also specify the width of the column as third parameter. Example: Category:Cat:100 will force label to say Cat and make the column 100 pixels wide Default Value: {Nothing}
MainStreamingPoint	Defines the main streaming point for this customer account	Default Value streaming.mediabankweb.com
MinimalUploadMetaFields	Use these meta data fields as minimum input fields if no template is set for a given destination in upload.	Format: MetaField:Type:Label:Datasource where Type is any of: select,input,date,textarea. Label is the label in front of the field and Datasource defines which field from CustomKeyValues to pick values from. Default Value: {Nothing}
MP4ProxyEncodingParameters	Define FFMPEG parameters to use when creating proxy files on upload and ingest	Default Value -y -c:v libx264 -b:v 1200k -b:a 160k -strict -2 -pix_fmt yuv420p -vf yadif=0:0:0,scale=960:540 -ac 2 -dmix_mode loro -dcodec copy
OwnProductionProgramSeries	Comma separated list of program series that you produce for any broadcaster. This list will show up in Program Series for TV2 Master delivery (upload) among others.	Please specify the program series name EXACTLY as they are supposed to be according to specifications from Broadcaster. Default Value: TestBonansa
PNGPosterEncodingParameters	Define the FFMPEG parameters to use for PNG poster creation on upload and ingest.	Default Value -y -r 1 -ss 00:00:11 -t 00:00:01 -f mjpeg -vf scale=640:360
QuicklinkReplyToUser	Use logged-in users email address as sender of Quick links. Any reply-to will be sent to the user that initiated the quick link.	Please note that this may be blocked by certain email servers that requires SPF records for senders email server. If so, use either default or add MailGuns servers to your companys SPF records. Defaults to Off (which sets sender to noreply@mediabank.me). Possible values: On or Off Default Value: {Nothing}

Configuration name	Description	Configuration value
RestrictToIP	Restrict access to this application by the given set of IP addresses.	Notation form is: x.x.x.x or x.x.x.x/net. Separate entries by comma. Example: 10.10.10.0/24,10.10.0.23 (Applies to version 212.002 and above) Default Value: {Nothing}
ReviewDefaultSelectedFilters	CSV of filters that should be default enabled in review & approval.	Possible values are: new, inProgress, rejected, approved Default Value: {Nothing}
ReviewEditableMetaFields	Define a set of meta data fields that can be edited in Review and Approval.	Separate each field with comma. Format: MetaField:Type:Description where Description is a help text to show in HTML form and type is any of select,input Default Value: {Nothing}
ReviewFilters	Defines which filter keys to show in Filters section in review and Approval	Default Value: Category,Status
ReviewMoveApprovedToLibrary	When an asset is approved in Review module, move it to Library after status is changed.	Default Off. Possible values: On:Off Default Value: {Nothing}
ReviewQuicklinkDefaultActive	Defines how you want the default Quicklink expiry. You can configure it for x months, x days, x hours or x clicks.	Format: X:TYPE. Example: to set default expiry to 5 days, enter 5:Days or to default to 10 clicks, enter 10:Clicks Default Value: {Nothing}
ReviewResultHeaderFields	CSV of meta data fields to include in search results under Filters. Any meta data key in your meta data set is allowed.	To give the meta key a different label than the key name, use the form MetaName:LABEL Where LABEL will replace the key name. Example: Status:Review Status will force label to say Review Status Default Value: {Nothing}
ReviewShowDeleteButton	Whether to show or hide delete button. Applies to admin users only, will never show for users anyhow.	Possible values are: On or Off, true or false Default Value: {Nothing}
ReviewSubtitleFields	CSV of meta data fields to include in sub title just above the video placeholder. Any meta data key in your meta data set is allowed.	To give the meta key a different label than the key name, use the form MetaName:LABEL Where LABEL will replace the key name. Example: Status:Review Status will force label to say Review Status Default Value: {Nothing}

Configuration name	Description	Configuration value
ReviewVersionLabel	Defines the label for revision tabs in Review.	Defaults to Rev Default Value: Rev
SendNewUserAlert	Whether to send alert via email or SMS to a new user when creating from admin module.	Possible values are: On, Off. If set to On, newly created users will be alerted with a URL to confirm the account and to set a password. Default Value: On
ShowAssetsDuringUpload	Display assets in apps even when they are uploading. This will show a placeholder instead of the proxy file to tell the user file is being uploaded.	Possible values: ON or OFF. Default value OFF Default Value: {Nothing}
SmartFiltersSelection	Whether to use smart filter functionality in Filters. When set On, filters will be populated based on selections in other filters.	Possible values: On Off Default Value: On
SportAutoClipSettings	Special Sport setting for auto clips. Choose types of events and pre/post roll times.	Example: Types:goal;penaltykick;penalty,PreRoll:15,PostRoll:20 Default Value: {Nothing}
SportDefaultSelectedFilters	CSV of filters that should be default enabled in Sport & Event	Default Value: {Nothing}
SportEditableMetaFields	Define a set of meta data fields that can be edited in Sport & Event.	Separate each field with comma. Format: MetaField:Type:Description where Description is a help text to show in HTML form and type is any of select,input Default Value: {Nothing}
SportFilters	Define which filters to show in Filters section of Sports & Event	Default Value: {Nothing}
SportSubtitleFields	CSV of meta data fields to include in sub title just above the video placeholder. Any meta data key in your meta data set is allowed.	To give the meta key a different label than the key name, use the form MetaName:LABEL Where LABEL will replace the key name. Example: Status:Review Status will force label to say Review Status. Special keywords: MATCHRESULT example: MATCHRESULT:Result will output Result: 2 - 0 if home team scored 2 and away team scored 0 Default Value: {Nothing}
TopMenuItems	CSV of menu item ids to show in top menu bar.	Default Value appconfig,accounts,destinations,feedback

Configuration name	Description	Configuration value
TopMenuViews	Deprecated. Whether to show icons for changing view mode.	Set to a csv of view types to show Default Value: {Nothing}
UploadTemplateCompanies	Defines a CSV per template id that owns the template. NB! This shall never be changed by other than Media Network	Default Value: {Nothing}
UploadTemplates	CSV of upload templates that should be enabled for this customer. Must be set by Media Network. NB! Do not change this setting unless you are told to.	Default Value: {Nothing}

Upload

Configuration name	Description	Configuration value
DefaultAssetGroupACL	Defines the default groups that should have access to new assets.	Default Value is set differently for each account.
DisableUploadToApplications	Disable upload to given CSV of applications.	Example: review,library will disable upload to Review and Library Default Value: {Nothing}
HeaderCustomerInfoText	The customer's slogan to put in header after the logo.	Default Value: {Nothing}
MinimalUploadMetaFields	Use these meta data fields as minimum input fields if no template is set for a given destination in upload.	Format: MetaField:Type:Label:Datasource where Type is any of: select,input,date,textarea. Label is the label in front of the field and Datasource defines which field from CustomKeyValues to pick values from. Default Value: {Nothing}
RestrictToIP	Restrict access to this application by the given set of IP addresses.	Notation form is: x.x.x.x or x.x.x.x/net. Separate entries by comma. Example: 10.10.10.0/24,10.10.0.23 (Applies to version 212.002 and above) Default Value: {Nothing}
TopMenuItems	CSV of menu item ids to show in top menu bar	Default Value: appconfig,accounts,destinations,feedback
UploadTemplates	CSV of upload templates that should be enabled for this customer. Must be set by Media Network. NB! Do not change this setting unless you are told to.	Default Value: {Nothing}

Review

Configuration name	Description	Configuration value
DefaultAssetGroupACL	Defines the default groups that should have access to new assets.	Default Value is set differently for each account.
DefaultShowAnnotations	Defines whether to show or hide the annotations panel in R&A by default.	Possible value: On (default), Off. Set to Off to default hide annotations. Default Value: On
HeaderCustomerInfoText	The customer's slogan to put in header after the logo.	Default Value: {Nothing}
MinimalUploadMetaFields	Use these meta data fields as minimum input fields if no template is set for a given destination in upload.	Format: MetaField:Type:Label:Datasource where Type is any of: select,input,date,textarea. Label is the label in front of the field and Datasource defines which field from CustomKeyValues to pick values from. Default Value: {Nothing}
RestrictToIP	Restrict access to this application by the given set of IP addresses.	Notation form is: x.x.x.x or x.x.x.x/net. Separate entries by comma. Example: 10.10.10.0/24,10.10.0.23 (Applies to version 212.002 and above) Default Value: {Nothing}
ReviewDefaultSelectedFilters	CSV of filters that should be default enabled in review & approval.	Possible values are: new, inProgress, rejected, approved Default Value: {Nothing}
ReviewEditableMetaFields	Define a set of meta data fields that can be edited in Review and Approval.	Separate each field with comma. Format: MetaField:Type:Description where Description is a help text to show in HTML form and type is any of select,input Default Value: {Nothing}
ReviewFilters	Defines which filters to show in Filters section in review and Approval	Default Value: Category,Status
ReviewMoveApprovedToLibrary	When an asset is approved in Review module, move it to Library after notification.	Default Off. Possible values: On:Off Default Value: {Nothing}

Configuration name	Description	Configuration value
ReviewQuicklinkDefaultActive	Defines how you want the default Quicklink expiry. You can configure it for x months, x days, x hours or x clicks.	Defines how you want the default Quicklink expiry. You can configure it for x days or x clicks. Format: X:TYPE. Example: to set default expiry to 5 days, enter 5:Days or to default to 10 clicks, enter 10:Clicks Default Value {Nothing}
ReviewResultHeaderFields	CSV of meta data fields to include in search results under Filters. Any meta data key in your meta data set is allowed.	To give the meta key a different label than the key name, use the form MetaName:LABEL Where LABEL will replace the key name. Example: Status:Review Status will force label to say Review Status Default Value: {Nothing}
ReviewShowDeleteButton	Whether to show or hide delete button. Applies to admin users only, will never show for users anyhow.	Possible values are: On or Off, true or false Default Value: {Nothing}
ReviewSubtitleFields	CSV of meta data fields to include in sub title just above the video placeholder. Any meta data key in your meta data set is allowed.	To give the meta key a different label than the key name, use the form MetaName:LABEL Where LABEL will replace the key name. Example: Status:Review Status will force label to say Review Status Default Value: {Nothing}
ReviewVersionLabel	Defines the label for revision tabs in Review.	Defaults to Rev Default Value Rev
SmartFiltersSelection	Whether to use smart filters functionality in Filters. When set On, filters will be populated based on selections in other filters.	Possible values: On Off Default Value: On
TopMenuItems	CSV of menu item ids to show in top menu bar.	Default Value appconfig,accounts,destinations,feedback

Compliance

This section is not available yet.

Configuration name	Description	Configuration value
CustomIntroFields	CSV of fields that should produce custom intro text in thumb view of this application. Multiple fields will be concatenated by space. Intro defaults to system default (assetintro) if this is left empty.	Format: Label:TEXT;Data:Fieldname,Label:TEXT;Data:Fieldname2 where TEXT is a label (can be empty) in front of Fieldname which represents a valid Meta field. Default Value: {Nothing}
CustomTitleFields	CSV of fields that should produce title in thumb view of this application. Multiple fields will be concatenated by space. Title defaults to system default (assettitle) if this is left empty.	Format: Label:TEXT;Data:Fieldname,Label:TEXT;Data:Fieldname2 where TEXT is a label (can be empty) in front of Fieldname which represents a valid Meta field. Default Value: {Nothing}
DefaultAssetGroupACL	Defines the default groups that should have access to new assets.	Default Value is set differently for each account.
DefaultItemsPerPage	Defines the default items per page (in thumb view and list view) when opening Library.	Default Value: 12
HeaderCustomerInfoText	The customers slogan to put in header after the logo	Default Value: {Nothing}
LibraryAutoPlayVideo	Whether to auto play videos from thumb and listview in Library. I.e One click play.	Possible values: On or Off Default Value: {Nothing}
LibraryCustomSectionFields	Define custom sections with editable fields in asset Properties page in Library.	Format: SectionLabel;Field:type,Field2:type [SectionLabel2;Field:type,Field2:ty pe Default Value: {Nothing}
LibraryDefaultSelectedFilters	CSV of filters that should be default selected in Library.	Possible values: new Default Value: {Nothing}

Configuration name	Description	Configuration value
LibraryEditableMetaFields	Define a set of meta data fields that can be edited in Library.	Separate each field with comma. Format: MetaField:Type:Description:Label: Datasource where Description is a help text to show in HTML form and type is any of select,input,yesno. Label is the label in front of the field and Datasource defines which field from CustomKeyValues to pick values from. Default Value: {Nothing}
LibraryFilters	Defines which filters to show in Filters section of Library	Default Value: {Nothing}
LibraryNotificationFileReadyTemplate	The email/SMS template for notifying users when an asset is received and processed by the workflow. I.e. the proxy is generated and the file is ready.	Allowed keywords: <ASSET_ID>,<ASSET_TITLE> Default Value: {Nothing}
LibraryReadOnlyMetaFields	Define custom fields that should be possible to see as read only values in Library properties page.	Default Value: {Nothing}
LibraryShowDeleteButton	Whether to show or hide delete button in the edit template. Applies to admin user only. Will never show for users anyhow.	Possible values are: On or Off, true or false Default Value: {Nothing}
LibraryViewChangeIcons	Turns view change icons on or off.	Set to on or off to enable or disable the view change icons in the menubar in Library Default Value: {Nothing}
ListviewColumns	CSV of meta data fields to include as columns in ListView mode. Any meta data key in your meta data set is allowed.	To give the meta key a different label than the key name, use the form MetaName:LABEL Where LABEL will replace the key name. You can also specify the width of the column as third parameter. Example: Category:Cat:100 will force label to say Cat and make the column 100 pixels wide Default Value: {Nothing}

Configuration name	Description	Configuration value
MinimalUploadMetaFields	Use these meta data fields as minimum input fields if no template is set for a given destination in upload.	Format: MetaField:Type:Label:Datasource where Type is any of: select,input,date,textarea. Label is the label in front of the field and Datasource defines which field from CustomKeyValues to pick values from. Default Value: {Nothing}
RestrictToIP	Restrict access to this application by the given set of IP addresses.	Notation form is: x.x.x.x or x.x.x.x/net. Separate entries by comma. Example: 10.10.10.0/24,10.10.0.23 (Applies to version 212.002 and above) Default Value: {Nothing}
SmartFiltersSelection	Whether to use smart filter functionality in Filters. When set On, filters will be populated based on selections in other filters.	Possible values: On Off Default Value: On
TopMenuItems	CSV of menu item ids to show in top menu bar.	Default Value: appconfig,accounts,destinations,feedback

Sport

Configuration name	Description	Configuration value
DefaultAssetGroupACL	Defines the default groups that should have access to new assets	Default Value is set differently for each account.
EventTypes	Define a CSV of event types for selecting and filtering in Sports view.	Format is: event_type_id:Name,event_type_2:Name2. example: 1:Goal,2:Corner Default Value: {Nothing}
HeaderCustomerInfoText	The customer's slogan to put in header after the logo.	Default Value: {Nothing}
MinimalUploadMetaFields	Use these meta data fields as minimum input fields if no template is set for a given destination in upload.	Format: MetaField:Type:Label:Datasource where Type is any of: select,input,date,textarea. Label is the label in front of the field and Datasource defines which field from CustomKeyValues to pick values from. Default Value: {Nothing}

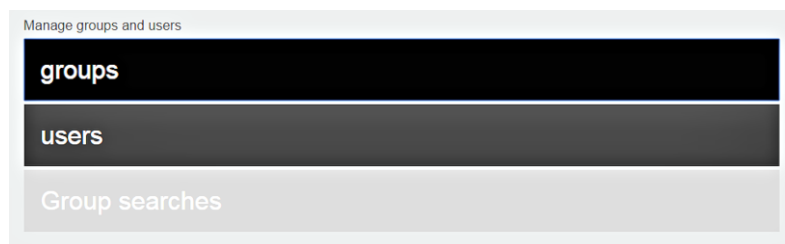
Configuration name	Description	Configuration value
RestrictToIP	Restrict access to this application by the given set of IP addresses.	Notation form is: x.x.x.x or x.x.x.x/net. Separate entries by comma. Example: 10.10.10.0/24,10.10.0.23 (Applies to version 212.002 and above) Default Value: {Nothing}
SmartFiltersSelection	Whether to use smart filter functionality in Filters. When set On, filters will be populated based on selections in other filters.	Possible values: On Off Default Value: On
SportAutoClipSettings	Special Sport setting for auto clips. Choose types of events and pre/post roll times.	Example: Types:goal;penaltykick;penalty,Pre Roll:15,PostRoll:20 Default Value: {Nothing}
SportDefaultSelectedFilters	CSV of filters that should be default enabled in Sport & Event	Default Value: {Nothing}
SportEditableMetaFields	Define a set of meta data fields that can be edited in Sport & Event.	Separate each field with comma. Format: MetaField:Type:Description where Description is a help text to show in HTML form and type is any of select,input Default Value: {Nothing}
SportFilters	Define which filters to show in Filters section of Sport & Event.	Default Value: {Nothing}
SportSubtitleFields	CSV of meta data fields to include in sub title just above the video placeholder. Any meta data key in your meta data set is allowed.	To give the meta key a different label than the key name, use the form MetaName:LABEL Where LABEL will replace the key name. Example: Status:Review Status will force label to say Review Status. Special keywords: MATCHRESULT example: MATCHRESULT:Result will output Result: 2 - 0 if home team scored 2 and away team scored 0 Default Value: {Nothing}
TopMenuItems	CSV of menu item ids to show in top menu bar.	Default Value: appconfig,accounts,destinations,feedback

Admin

Configuration name	Description	Configuration value
ApplicationSwitcher	Whether to show or hide the applications menu in top menu bar on all pages.	Possible values: on,off or 1,0 Default Value: On
HeaderCustomerInfoText	The customer's slogan to put in header after the logo.	Default Value: {Nothing}
RestrictToIP	Restrict access to this application by the given set of IP addresses.	Notation form is: x.x.x.x or x.x.x.x/net. Separate entries by comma. Example: 10.10.10.0/24,10.10.0.23 (Applies to version 212.002 and above) Default Value: {Nothing}
TopMenuItems	CSV of menu item IDs to show in top menu bar.	Default Value: appconfig,accounts,destinations,feedback

Accounts

In accounts you manage Groups, Users and Group searches.



Groups

You can choose to use one of the default groups or create a new group to fit your needs.

A screenshot of a form titled "Add new group" with an orange header. The form contains the following fields: "Group name" (text input), "Group type" (dropdown menu with "Guest" selected), "External group id" (text input), and "Applications" (dropdown menu). At the bottom left is a "CLOSE" button and at the bottom right is a "CREATE" button.

Group name	Group names are free of choice. Remember to use names that are easy to identify.
Group type	There are three types of groups: <i>Guest</i> - has restricted access to applications and assets. <i>User</i> - has restricted access to applications and assets. <i>Local Admin</i> – Access to all applications and all assets. Manage adjustments to the users work credentials, application settings and asset management.
External Group Id	Link to other 3 rd party software. Normally left blank.
Applications	Select the applications that should be available for this particular group if other than default.

Group searches

This window lists the active group searches

Click the delete link to remove the default search for a group.

To create new default searches for a group, please use the functionality within Library action menu.

Users

Add new user

User name*

Email*

Phone

Full Name*

Groups*

Primary group*

Applications

Must Change pwd

Is active

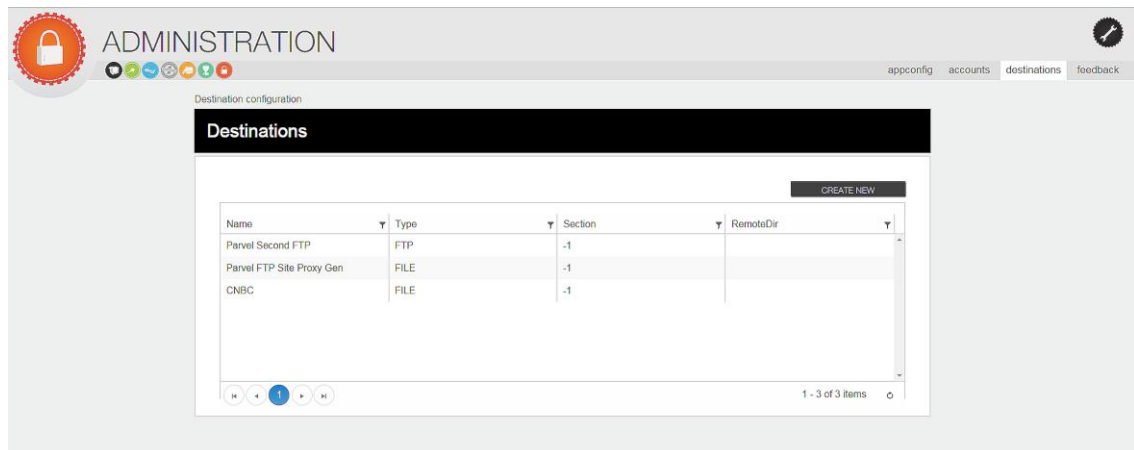
☐ Send welcome email

User name	This username must be unique. Recommended characters are: numerical, alphanumerical and underscore. Avoid special characters like: !"#\$%&/()=?
Email	A valid email is necessary to receive a welcome email and Quicklink messages
Phone (cellular)	Fill in your phone number starting with the country code. This is not mandatory but strongly recommended to interact with the Mediabank services.
Full name	Fill in the user's full name.
Groups	Select the groups the user should belong to. This enables the user to see other group member's media files (assets).
Primary Group	Select your primary group from the drop down menu.
Applications	If let empty, the user will be granted access to default applications. To restrict access, choose only allowed applications for this user.
Must change pwd	Leave as default. (No)
Is active	Users can not be deleted. You can only toggle users account from active to inactive.
Send welcome email	<p>In order to activate the user, you must check this box. The user will receive an email similar to this:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Welcome to Mediabank. An account has been created for you with the following details:</p> <p>Username: PeterPan Email: peter@pan_mail.com</p> <p>To start using your account, you must set a password. Please follow this link and enter your username: https://www.mediabank.me/verify_user.php?uid=84165</p> <p>Upon success, you will be able to start using Mediabank. Enjoy!</p> </div>

Destinations

This menu folder is most likely not visible to you since it is configured during service activation.

The below image show an example destination list that will appear in your Library or Sport & Event Application.



You may also create your own Destinations. But unless you are really comfortable with Encoding parameters, you should ask for support from certified administrators.

Destination configuration

Configure your destination parameters.

Name and description

Destination Name

Description

Section

Select or create section

ACL

Select groups that should be able to use this destination

Application

Select applications that should have this destination

Destination account information

Select destination type

Username

Password

Host

RemoteDir

Destination configuration

Export type

☐ Clip extraction

☐ Complete file

Source to copy or extract from

☐ Original file

☐ Proxy file

Encoding/Clipping-options

Encoding and clipping options

Other options

options

EDIT OPTIONS

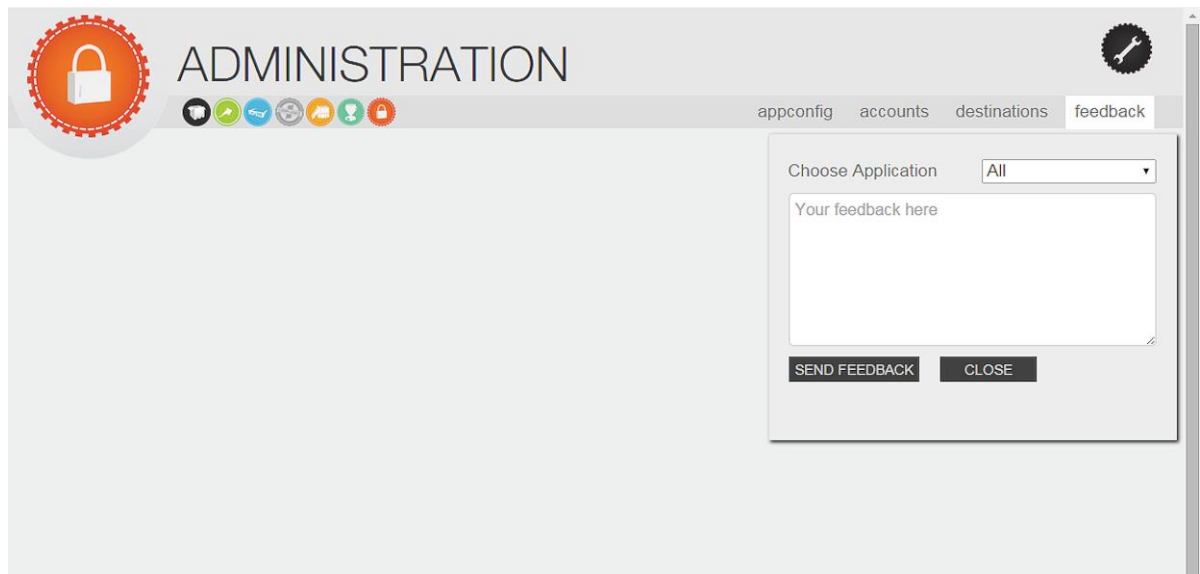
CREATE DESTINATION

CLOSE

Feedback (Ticket system)

Please report bugs, errors or urgent technical matters through our feedback service.

We are constantly working on improvements and welcome our users to make suggestions on how to improve ourselves. You can also send us feedback on new functionality, design etc.



The screenshot shows a web application interface titled "ADMINISTRATION". On the left, there is a large orange circular icon with a white padlock. Below the title, there is a horizontal bar with several small, colorful icons. To the right of the title, there is a navigation menu with the following items: "appconfig", "accounts", "destinations", and "feedback". The "feedback" item is highlighted. Below the navigation menu, there is a feedback form. The form has a dropdown menu labeled "Choose Application" with "All" selected. Below the dropdown is a large text area labeled "Your feedback here". At the bottom of the form, there are two buttons: "SEND FEEDBACK" and "CLOSE".