

MiTV

Video Scheduler

User Manual

Revision 3

March 23rd, 2016

MicroVideo Learning Systems, Inc.

<http://www.microvideo.com>

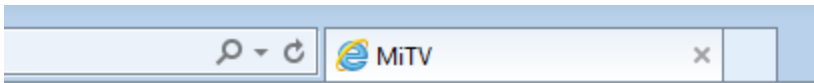
The MiTV Video Scheduling System allows you to schedule and stream stored and live video 24x7x? without having to have the technical knowledge of streaming video.

This manual will help you get started.

Login:

First, with a browser, go to:

The URL provided by email from MicroVideo, and you'll see something like this :



MiTV

Please Sign In

[Forgot Password](#)

Use the following to login:

Username: see email sent to you with Login info

Password: see email sent to you with Login info

Your screen should now look something like this:

The screenshot shows the MiTV interface. At the top left is the 'MiTV' logo. At the top right, there is a user profile '235-MITV1' and a 'Logout' button. On the left side, there is a sidebar menu with options: 'Add Video', 'Manage Videos', 'Scheduling', 'User Management', and 'Watch'. Below the menu is a green button labeled 'MiTV Started'. The main content area has a green header bar with the text 'Add New Video'. Below this is a table with columns: 'Video', 'Done', and 'Sent'. The table contains 10 rows of video entries, each with a checkbox in the 'Video' column and checkmarks in the 'Done' and 'Sent' columns. At the bottom of the table is a pagination bar with numbers 1 through 10 and navigation arrows.

<input type="checkbox"/>	Video	Done	Sent
<input type="checkbox"/>	my5feb26th	✓	✓
<input type="checkbox"/>	Blacks in Motion-feb26th	✓	✓
<input type="checkbox"/>	Blacks in Motion-Feb19th2016	✓	✓
<input type="checkbox"/>	my5feb19	✓	✓
<input type="checkbox"/>	Blacks in Motion-feb5th	✓	✓
<input type="checkbox"/>	my5feb5th	✓	✓
<input type="checkbox"/>	theperfectmatch	✓	✓
<input type="checkbox"/>	Londonisfallen	✓	✓
<input type="checkbox"/>	KevinHart-What NowTrailer	✓	✓

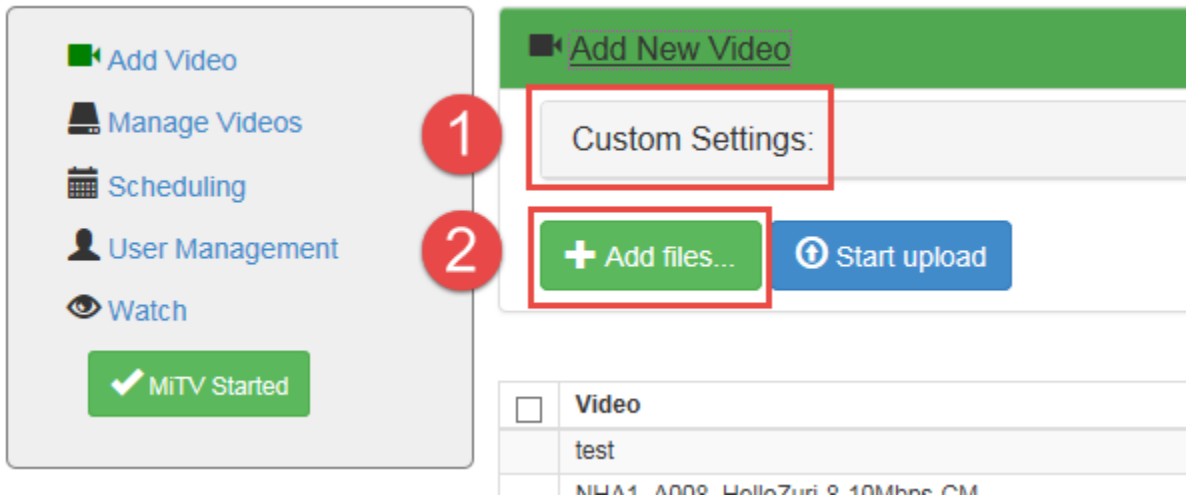
Menu Items:

Add Video

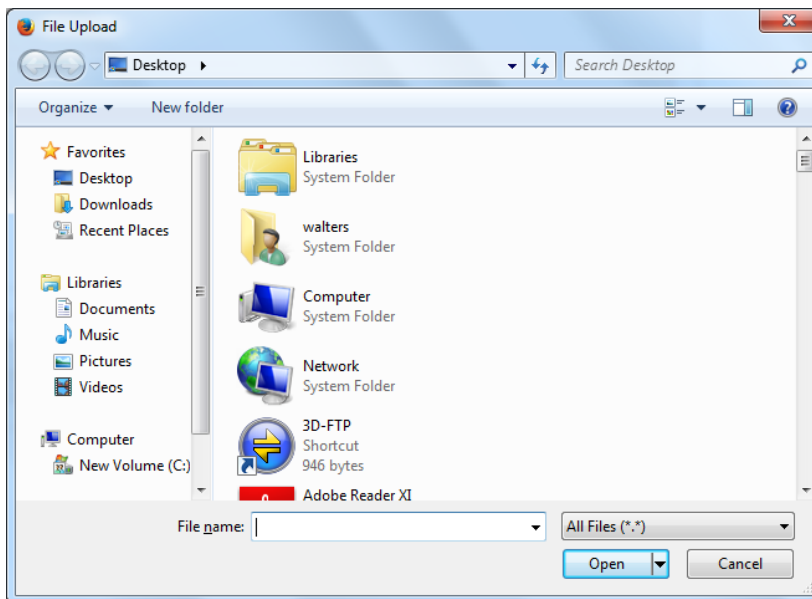
1. The first item in the menu is Add Video, and we're presently on this screen.
2. The videos you see on this screen have been uploaded, and copied to your Video folder already.

This screenshot is similar to the previous one but includes red annotations. A red box with the number '1' highlights the 'Add Video' option in the sidebar menu. A red box with the number '3' highlights the 'Add New Video' button in the green header bar. A red box with the number '2' highlights the entire table of video entries.

3. To Add Videos, click on the Add New Video button at the top of the screen.



1. If you need to crop your videos, click on Custom Settings. We'll discuss Custom Settings later on, as it's for Advanced Users, and most of you won't need this feature.
2. Click on the Add files... button to upload your videos to our servers: You'll see something like this:



Browse to your video folder and select as many videos at once as you want, by holding down the Shift or CTRL keys as you select with your mouse. Then select Open.
Then you'll see something like this:

- Add Video
- Manage Videos
- Scheduling
- User Management
- Watch

MITV Started

Add New Video

Custom Settings:

[+ Add files...](#) [Start upload](#) **1**

big_buck_bunny_1080p_h264-1.mp4 81.95 MB

[Cancel](#)

1. Click on the Start upload button to Start the uploading. You'll see check marks beside your videos when they've been transcoded and sent to your Video Folder.
2. You can use the Page number buttons to advance to other pages, next or previous, as well as first and last pages.

- Add Video
- Manage Videos
- Scheduling
- User Management
- Watch

MITV Started

Add New Video

Custom Settings:

[+ Add files...](#) [Start upload](#)

<input type="checkbox"/>	Video	Done	Sent
	williams30sec	✓	✓
	Straight3	✓	✓
	Straight1	✓	✓
	StarWars-bvn	✓	✓
	St_Phillips_Homecoming_2015	✓	✓
	Special Report-Stephen Jackson-Retire	✓	✓
	Special Report-Police-TVC	✓	✓
	Special Report-Omega Psi Alpha Chapter 75th	✓	✓
	Special Report-Laborfest 2015	✓	✓

1

2 [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [>](#) [>>](#)

Manage Videos

The Videos shown on this screen are the videos and live streams that you can use to add to your schedules. By default, all videos are uploaded to the Video Folder. On this screen if you check in the check box beside a video, you can delete or move the video to another folder that you create. This way you can organize your videos into different categories.

The screenshot shows the MITV Manage Videos interface. On the left is a sidebar with navigation options: Add Video, Manage Videos (highlighted with a red box and number 1), Scheduling, User Management, Watch, and a green 'MITV Started' button. The main content area is titled 'Videos' and features a search bar (numbered 4) and a search dropdown (numbered 5) with a 'Search' button. Below is a table of videos with columns: Name, Folder, Playlist ID, Duration, and Action. The table contains several rows of video entries. One row is highlighted with a red box and number 2, and its name is also highlighted with a red box and number 3. Other elements include a 'Delete' button (numbered 10), an 'Export CSV' button (numbered 11), a 'Move' button (numbered 12), and a pagination control (numbered 13) showing page numbers 1 through 10.

1. To select all of the videos on this page (to move or delete them), click in the check box beside Name.
2. To select just one video, click in the check box beside the video you want to select.
3. If you want to change the name of the video, or its properties, click on the video name.
4. If you have numerous videos, just type the video filename or Playlist ID into the Search box.
5. If you want to search based on Playlist ID instead of The Video Name, select Search ID from the drop-down box. Once you've entered your criteria into the Search box, and selected the search type, click on the Search button.
6. This shows what folder the video is stored in.
7. This is the Video or Playlist ID.
8. This is the duration or run-time of the video.
9. Clicking on Play will play the video so you can preview it before scheduling it.
10. Use the Delete button to delete any videos selected (by a check box).
11. Use the Export button to export the entire Video Inventory list into an Excel spreadsheet (CSV file).
12. Use the Move button to move any selected videos to another folder.
13. These numbers represent the pages of videos you have in inventory. You can use the Page number buttons to advance to other pages, next or previous, as well as first and last pages.

Let's suppose we want to move a video to another folder so we can categorize our videos.

This close-up shows a video entry '81463085-1280x720_Jul_23_2015_1_33_11' with a checked checkbox next to it, highlighted with a red box and number 1. Below the video list are three buttons: 'Delete', 'Export', and 'Move'. The 'Move' button is highlighted with a red box and number 2.

1. Select the video you wish to move, by clicking in the check box beside the video
2. Click on the Move button

The image shows a 'Move Videos' dialog box. At the top left is the title 'Move Videos' and at the top right is a red circular button with the number '4' and a close 'x' icon. Below the title is a section labeled 'Select Folder:' containing a yellow drop-down menu with 'Video' selected, marked with a red circle '1'. Below this is the word 'OR'. Underneath is a section labeled 'Create Folder:' with a text input box containing 'Council Meetings', marked with a red circle '2'. At the bottom right, there is a green 'Move' button marked with a red circle '3' and a red circular button with the number '3' and a close 'x' icon.

1. Select the folder you wish to move the file to, from the drop-down list.
2. If the folder you wish to move the file to doesn't exist, add the new folder name in the Create Folder text box.
3. Click on the Move button when you're ready to move the file.
4. If you've changed your mind and don't want to move file, click on the exit button.

To edit a video clip's properties, you click directly on a Video clip name:

<input type="checkbox"/>	81463085-1280x720_Jul_23_2015_1_33_11
<input type="checkbox"/>	90767770-1280x720_Sep_30_2015_22_25_18
<input type="checkbox"/>	Ad Council-6

The Update Video dialog box appears:

Update Video

Video Name
Ad Council-6.mp4 **1**

Video Path
C:\MITV\MITV1\Videos\Ad Council-6.mp4 **2**

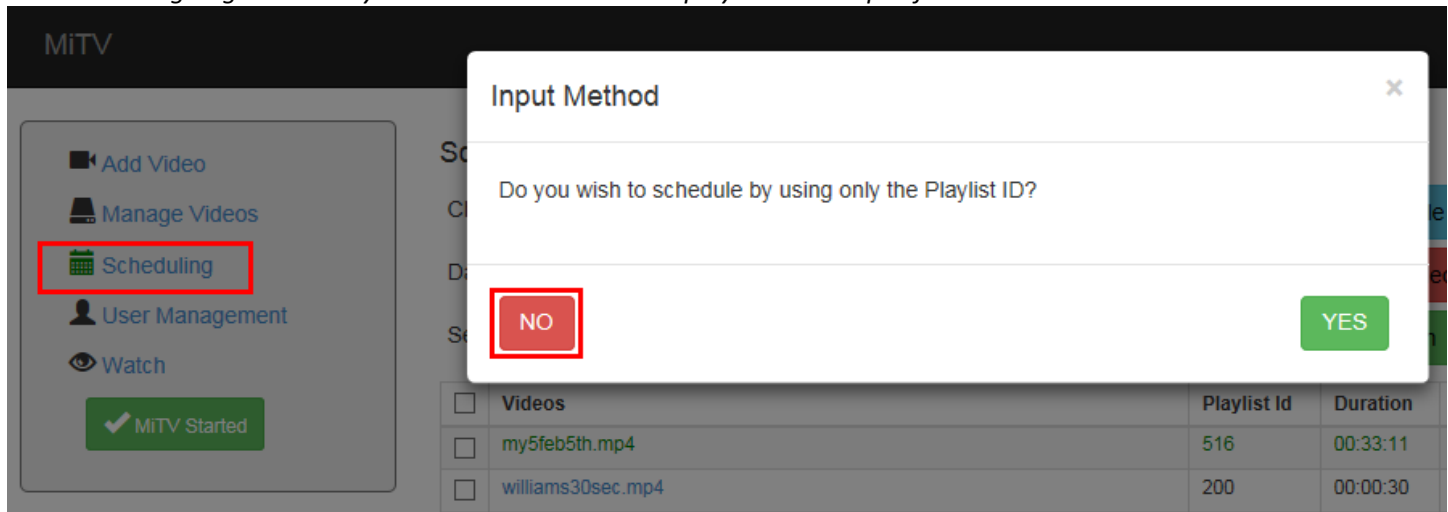
Running Time (in ms)
29960 **3**

4 Update Video Reset **5** **6** Cancel

1. You can change the Video clip's name here.
2. The video path is read only.
3. You can edit the clip's running time here (in milliseconds, = 1/1000th of a second). It's not a good idea to edit the clip's running time, but if you need to make it shorter, it's handy to do it here. (Don't make it longer as you'll be creating a gap. Gaps are not recommended, as they can break the audio or video in streams.
4. Once you've made your changes, select the Update Video button.
5. Select the Reset button if you want to discard your changes and see the original clip info.
6. Click Cancel to cancel any changes and return to Manage Videos.

Scheduling

The Scheduling Page is where you will schedule videos to playback on a specific date and time.



Now when you click on "Scheduling" from the menu, a pop-up appears, asking you whether you would like to Schedule by Playlist ID? This is for people that are familiar with using Playlist ID's to schedule videos instead of using their descriptive name. For now we'll select NO, and proceed to schedule by Video Description.

The screenshot shows the MITV Scheduling page with various UI elements highlighted by red circles with numbers 1 through 19. The sidebar on the left has 'Scheduling' highlighted (11). The main content area has a 'Schedules' section with a 'Channel' dropdown set to 'MyTV' (1), an 'Add Video' button (3), a 'Copy Schedule' button (4), an 'Import XLS' button (5), and a 'Print' button (6). The 'Date' field is set to '03/21/2016' (2), with a 'Select Range' button (7) and a 'Delete Video' button (8). The 'Search' field has a 'Search Name' dropdown (9) and a 'Search' button (10). The table below has columns for 'Videos', 'Playlist Id', 'Duration', 'Start Time', 'End Time', and 'Action'. The first row is 'my5feb5th.mp4' (19) with Playlist Id 516 and Duration 00:33:11. The second row is 'williams30sec.mp4'. The third row is 'Tyrese - How You Gonna Act Like That.mp4'. The fourth row is 'Ne-Yo - Miss Independent.mp4'. The fifth row is 'Monica - Love All Over Me.mp4' (12), with Playlist Id 288 (13), Duration 00:04:31 (14), Start Time 00:42:27 (15), End Time 00:46:58 (16), and Action 'Play' (18). The sixth row is 'LL Cool J - I Need Love.mp4' with Duration 00:04:15 (17) and End Time 00:51:13. The seventh row is 'Kelly Rowland - Daylight ft. Travis McCoy.mp4'. The eighth row is 'Jagged Edge - Walked Outta Heaven.mp4'. The ninth row is 'Destiny's Child - Girl.mp4'. The tenth row is 'Bobby Brown - Every Little Step.mp4'. The eleventh row is 'Young Jeezy - Leave You Alone (Edited) ft. Ne-Yo.mp4'. The twelfth row is 'Whitney Houston - It's Not Right But It's Okay.mp4'.

The Scheduling Page is where you will schedule videos to playback on a specific date and time.

1. Select a Channel if you have more than 1.
2. Pick the date that you need to schedule videos on. A calendar pops up so you can pick a date.
3. The Add Video button. Select this when you need to add a video to the schedule.
4. Copy Schedule button. Click this to Copy the entire schedule of one day to other day(s). Select the same date for the Start Date and End Date if you need to copy to just one day.
5. Import XLS. This button allows you to import a schedule from an Excel spreadsheet. You need to export one first and then edit it, so that the formatting is correct.

6. *Print button.* This feature allows you to print the schedule for the current day.
7. *Select Range button.* This feature allows you to select a time range, like from midnight to 4 am. With a selected range you can then either delete the selection, repeat this selection in the same or another day, or remove the Gaps or Overlaps within the selection.
8. *Delete Video button.* If you select a video by clicking in the check box to the left of the video name, then select the Delete Video button, you will delete that video from the schedule.
9. *Export XLS button.* This button allows you to export the schedule based on which videos you have selected. To select the entire day of videos, select the check box at 11 (beside Videos).
10. *Show All button.* This button will Show All occurrences of any videos that are selected in the schedule.
11. *Check box for Videos.* This check box will select all videos for the day.
12. *Individual videos.* Each has a check box beside it to select videos individually. Note that the text for individual videos can change color... red which means there's a Gap before the video, and Green, which means there's an Overlap with the previous video. Gaps can cause problems in the stream. Overlaps just mean that the previous video will be truncated.
13. *This is the Video's Playlist ID.* Some Users would rather schedule based on Playlist ID than by Video name. Video names can change, but Playlist ID's don't.
14. *Clip Duration:* how long a clip will play.
15. *Start time:* when the video starts to play.
16. *End Time:* when the clips tops playing.
17. *Start time of next clip.* When you Add a clip, the scheduler automatically sets the start time to the end time of the previous clip. This can be overwritten, but the scheduler is designed not to leave Gaps in the stream.
18. *Select the Play button* if you want to preview the clip at any time. You can scroll back and forth to save time.
19. *Notice the entire line is green.* This means this clip is truncating (cutting off) the last clip from yesterday. Green is OK, red (gap) is bad.

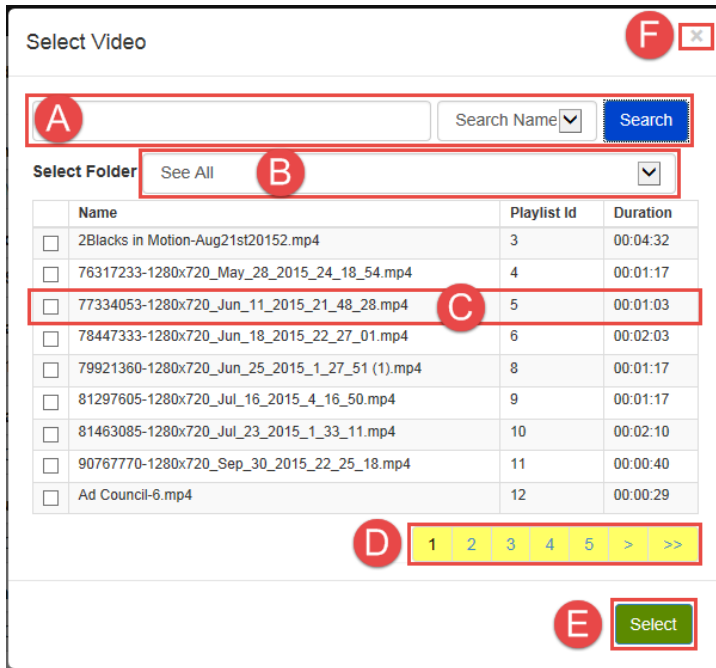
3. *Add Video:*

The screenshot shows the 'Add new Video' form with the following elements and callouts:

- 1:** A sidebar menu on the left with 'Scheduling' highlighted in a red box.
- 2:** The 'Select Video' button in the 'Video' field, highlighted in a red box.
- 3:** The 'Add Video' button at the bottom left, highlighted in a red box.
- 4:** The 'Reset' button at the bottom center, highlighted in a red box.
- 5:** The 'Cancel' button at the bottom right, highlighted in a red box.

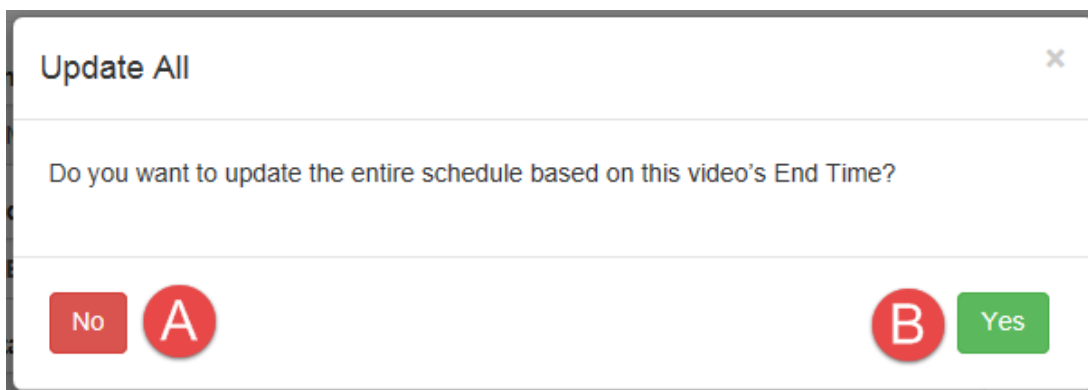
The form fields include: Channel (MyTV), Video (Select Video), Playlist ID, Start Date (03/21/2016), Start Time (00:00:00), Duration (00:00:00), and End Time (00:00:00).

1. *Click on the Select Video button to launch the pop-up:*



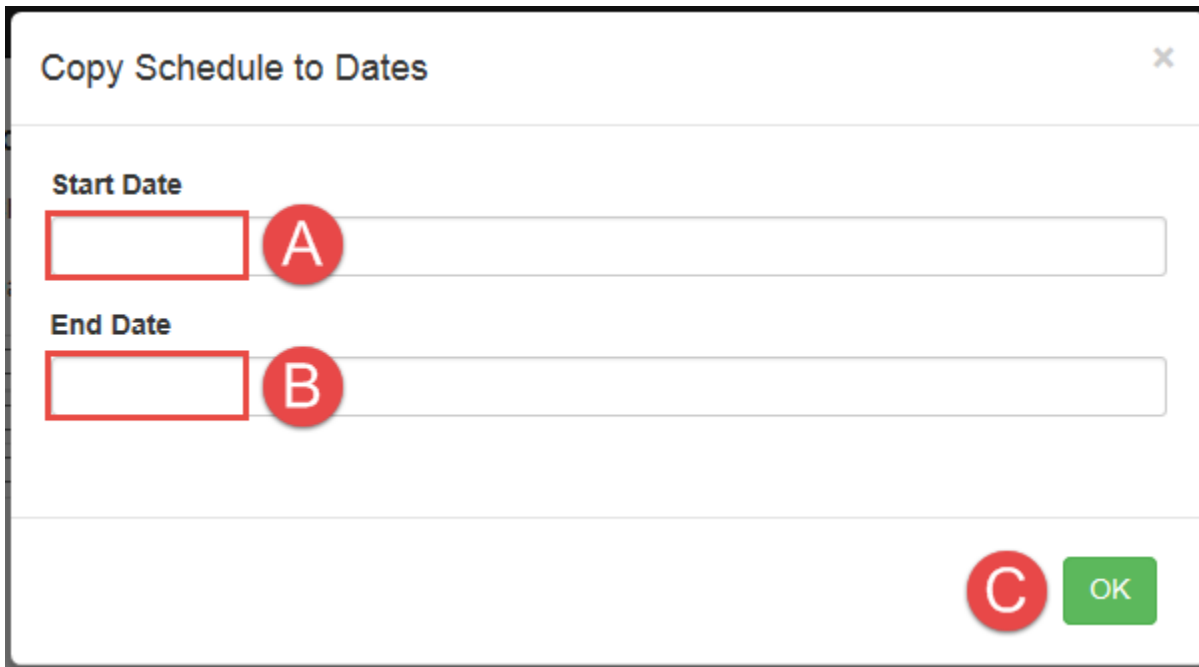
- A. Use the search tool to find a video by it's name or by it's Playlist ID.
 - B. Look in All folders or select a specific folder.
 - C. Select a Video by clicking in the check box beside the clip name. Videos are listed alphabetically by name.
 - D. Manually scroll through the pages of videos.
 - E. Once you've selected a clip, click on the Select button to add the video to the schedule.
 - F. Click on the "X" to close the window without adding a video to the schedule.
2. Start time. Continued from Add Video. Edit this entry if you want the Video start time to be something other than what was automatically provided. (Values are automatically provided to keep videos back to back with no Gaps).
 3. Click on the Add Video button to add your selection.
 4. Reset to clear your changes.
 5. Cancel to return to the Scheduling page.

Update All:



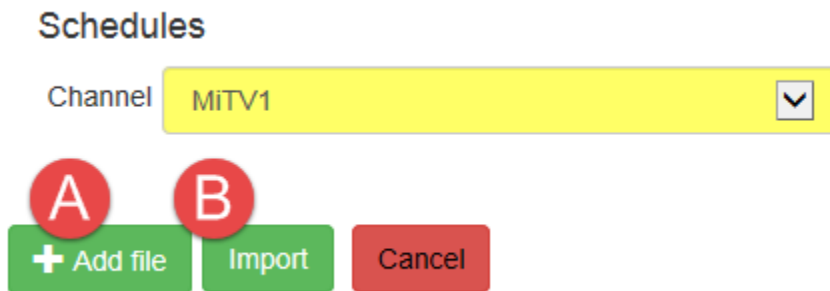
- A. If you select No, the start times for any videos scheduled AFTER this one will not be affected.
- B. If you select Yes, you'll be prompted for an end date. This means that any Videos scheduled AFTER this one will automatically be shifted to and including the end date. This feature aids when a video in a schedule needs to be changed, and the new video has a different duration than the one it replaced.

4. Copy Schedule:



- A. Click here to pop up the calendar and select a Start date to copy the schedule to.
- B. Click here to pop up the calendar and select an End date to copy the schedule to. (If you only want to copy the current schedule to one other date, the Start and End dates must be the same).
- C. Select OK to copy the schedule. Wait for the copy process as it could take some time depending on how many videos are being copied to how many days.

5. Import XLS:



- A. Click on Add file to bring up the pop-up. Here you can browse to your modified XLS file. Note that you need to Export using the Export button to create a template for you to edit before you can import a schedule.
- B. Select the Import button once you have chosen a file to import.

6. Print:

Selecting the print button will display a formatted web page showing the current day's schedule and a print dialog box so that you can choose which printer to print with.

7. Select Range:

You can select a range of scheduled videos to Delete, or Repeat to copy to the same day or another day, or to Remove Gaps in the selected range.

- A. Enter the Start Time for the selected range.
- B. Enter the End Time for the selected range. If you wish to select the entire day, enter 23:59:59 here.
- C. Select Delete if you wish to delete all scheduled videos in this selected range.
- D. Select Repeat if you wish to repeat all scheduled videos in this selected range.

- i. The Start Time for copying is automatically set to the end time of the selected range of clips. Change it if you need to, using the HH:MM:SS format.
- ii. Click on OK to continue.

- a. Click here to pop-up the calendar. Choose the Start Date where you want to paste the Selected Range to.
- b. Click here to pop-up the calendar. Choose the End Date. Select the same date as the Start Date if you only want to paste to one day.
- c. Click on OK to paste the Selected Range into the selected times and dates.

- E. Select Remove Gaps if you wish to remove gaps from all scheduled videos in this selected range.

User Management:

Add New MiTV User

User Name
username 1

Password
password 2

3 Add MiTV User Reset 4 5 Cancel

The User Management Page is where you can add new Users. Note that multiple Users can login simultaneously, (under the same credentials or different, and because of this, care must be taken that these simultaneous users don't schedule the same day at the same time.

1. Add the New User's Name, which doesn't have to be a real name. It can be a nick-name if you wish. Don't use spaces.
2. Add the New User's password. Again don't use spaces.
3. Select the Add MiTV User button to add the New User.
4. Use the Reset button to clear the entries.
5. Use the Cancel button to cancel and exit the page.

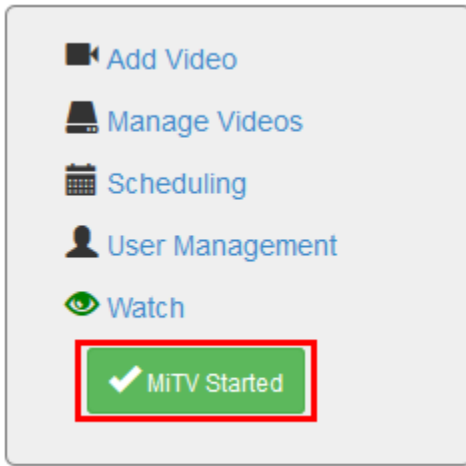
Watch:

Watch Live Stream

1

Selecting Watch from the menu will bring you to the player page.

1. Selecting the play button will launch the currently playing channel, so you can watch what's on without having to go to your website.



MiTV Stopped / MiTV Started button:

- 1. This button shouldn't be touched if you're streaming your channel to the Internet, as the streaming must be synchronized with a streaming server such as Wowza. MicroVideo personnel should handle the starting and stopping of the MiTV channel in this case. Once the Engine is started, you shouldn't have to stop it again, as long as you have correctly scheduled content for it to play.*
- 2. If you're not streaming to the Internet, then you have no streaming server other than what's built into the MiTV. In this case, you can click on this button to start streaming your scheduled videos.*
- 3. We recommend that you do not leave gaps in your schedule, as they can potentially cause issues with your stream.*

We are finished with this instruction.

Please email support@microvideo.com for comments or questions..

Thank-you for using our MiTV Video Scheduling and Streaming product.