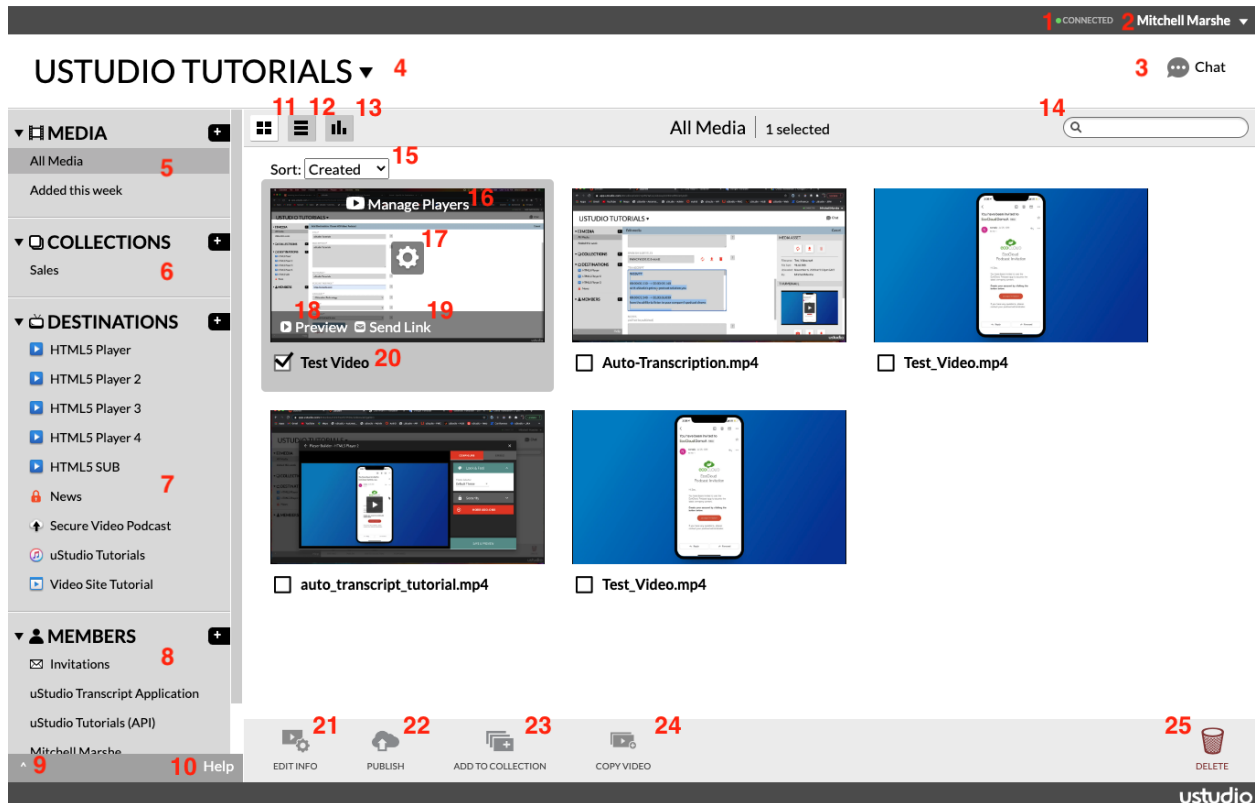


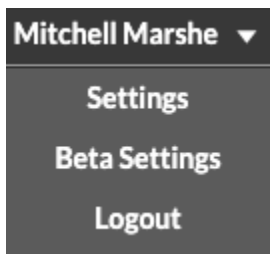
# uStudio Platform Guide

DISCLAIMER: This document is work in progress and is meant to facilitate basic understanding of our Platform.

As an administrator, you have access to the HUB (<https://app.ustudio.com>) where you can manage media assets, destinations, and other admins. The HUB is designed for Platform clients who want to securely distribute media into websites and applications.



1. The **Connection Status** indicates whether or not you're connected to the internet. Green means connected and red means not connected.
2. At the top-right is your **Username** that can be clicked to pop-up a drop-down menu to Settings, Beta Settings, and Logout.



- a. Settings allows you to change your name, email, phone number, and password. You can also remove yourself from any studios you don't want to access anymore.

The screenshot shows a 'SETTINGS' page with a dark blue header. On the left, there is a sidebar with two main sections: 'YOUR ACCOUNT' and 'YOUR STUDIOS'. Under 'YOUR ACCOUNT', there are two expandable items: 'Account' and 'Password'. Under 'YOUR STUDIOS', there are four expandable items, each with a right-pointing arrow. The main content area contains the following fields: 'NAME \*' with the value 'Mitchell Marshe'; 'EMAIL ADDRESS \*' with an empty input field; 'PHONE NUMBER' with two input fields, the second labeled 'EXT'; and a '\* Required' note. At the bottom, there are two buttons: 'Cancel' and 'Save Settings'.

- b. The **Beta Settings** is an extension of the Settings page. This is only available if your studio has been configured with Beta Settings. Beta Settings allows you to get your user's API token. Furthermore, as a studio owner, you can change additional parameters on studios and create studios if enabled.

The screenshot shows a 'Settings' page with a light gray background. At the top right, there is a 'Back to App' link. Below the title, there are four tabs: 'STUDIOS', 'PROFILE', 'PASSWORD', and 'API', with 'API' being the active tab. Under the 'API' tab, there is a 'TOKEN' label followed by a field containing a series of dots. To the right of the field is a 'SHOW' button.

- c. Clicking the **Logout** button takes you back to the sign-in page.
3. The **Chat** widget is an intercom directly to uStudio Support.
4. At the top-left is your **Studio's Name** and drop-down to other accessible studios.
5. The **Media** section is where you will upload and manage your media asset's metadata and be able to put them into collections or destinations.
  - a. **All Media** sub-section provides a view with all of your content.
  - b. **Added this week** sub-section provides a view with all of your content that was added this week. This view is much easier to find recent content.
  - c. The **+** icon allows you to upload new content.
    - i. Upload up to 8GB by selecting content from your local directory.

- ii. Drag & Drop up to 2GB from your local directory onto the upload widget.

## UPLOAD VIDEO

uStudio accepts most video formats. For more information, [click here](#).



If you need to bulk upload videos or have large video files (over 2GB) - just ask [support](#).

Cancel

- iii. Keys to a successful upload are to have a stable internet connection, upload from a local directory, error free file, and wait for the content to reach 100% upload before exiting the page.

- 6. The **Collections** section is where you can organize likewise media assets into a folder. You will have all the same media management abilities to put content into destinations.
  - a. The **+** button allows you to create a new collection folder.

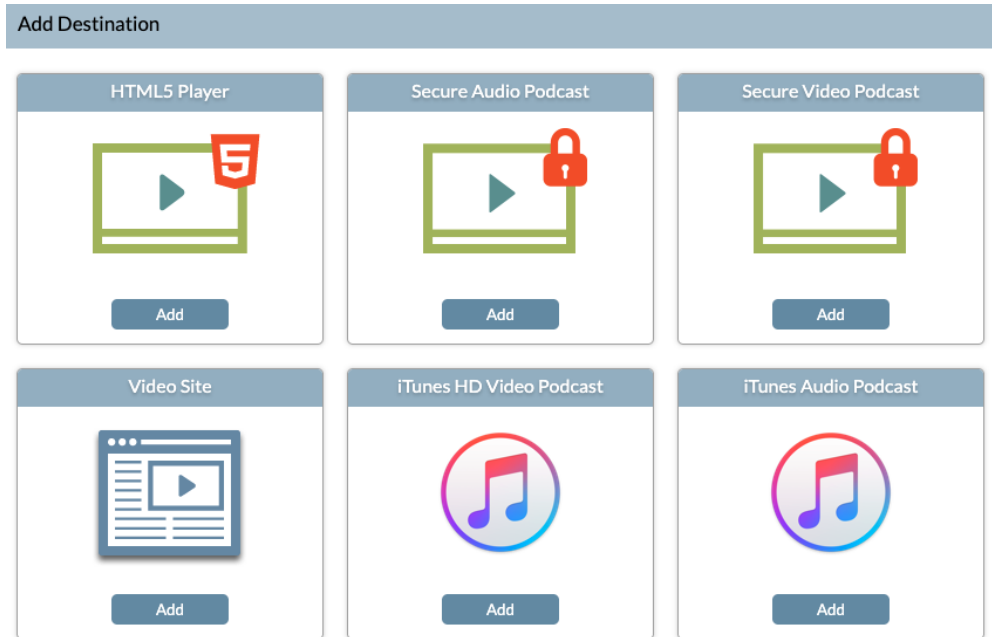
## ADD A NEW COLLECTION

NAME

Cancel

- 7. The **Destination** section is where you will publish media and manage the endpoints of where content is being consumed.

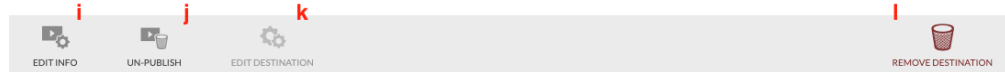
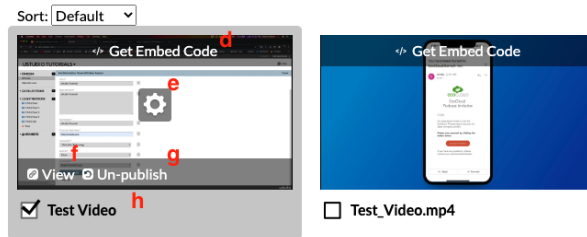
- a. The + button allows you to choose which destination type you want to create.



- b. Click **Add** on the destination type to start creating that destination with a name.

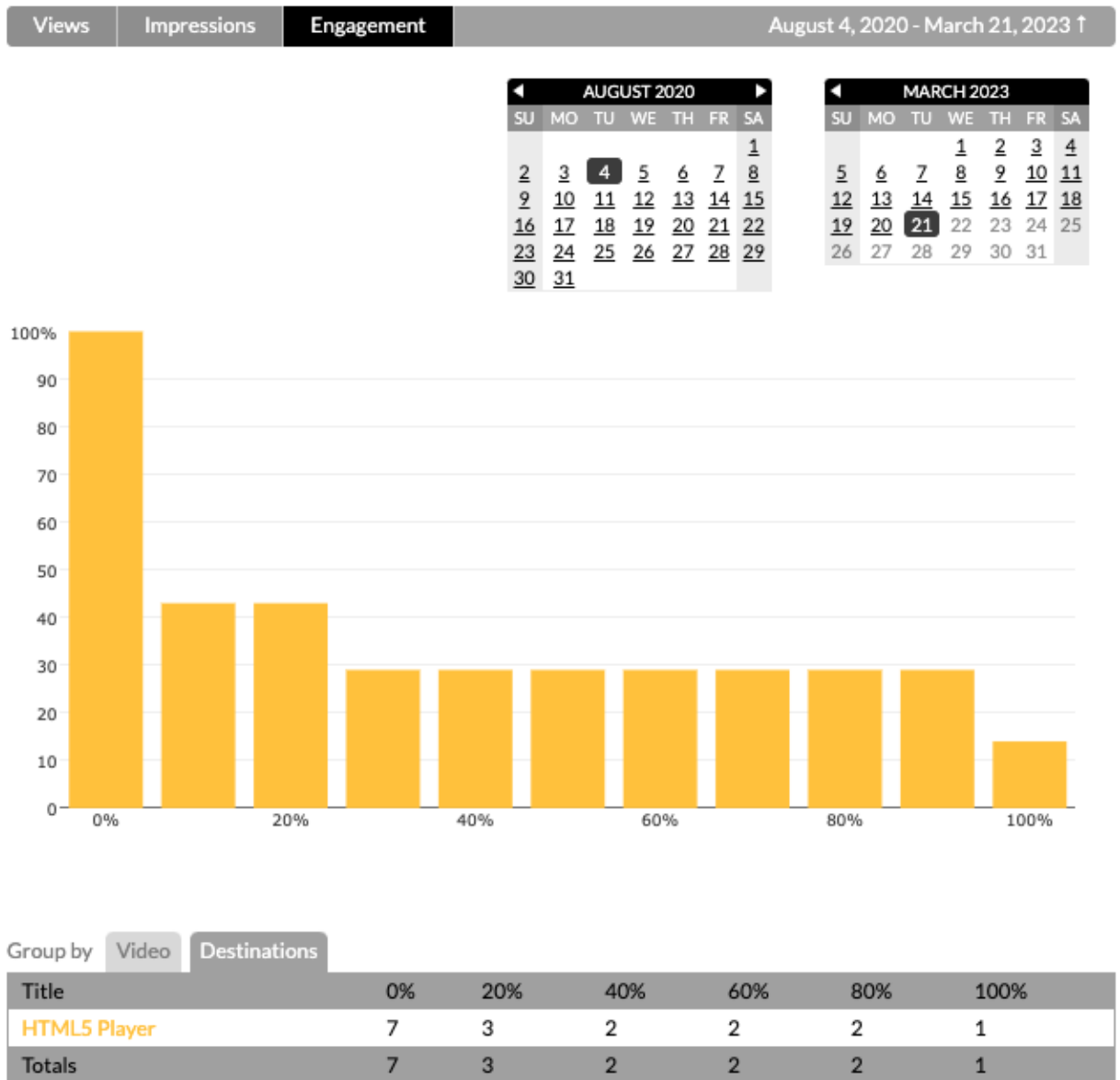
The image shows a dialog box titled "Add Destination: HTML5 Player" with a light blue header and a "Cancel" button on the right. Below the header is a text input field labeled "PLAYER NAME \*" containing the text "HTML5 Player". To the right of the input field is a small question mark icon. Below the input field is a paragraph of text: "Players are listed under Destinations in the left column. Videos published to this player will have an embed code which can be used to insert the player into a website. To retrieve this embed code, you'll need to click the 'Get Embed Code' link from the Gallery view of this player." Below the text is an "Add Player" button. At the bottom left, there is a red asterisk followed by the word "Required".

- c. Finalize the creation by clicking **Add Player**.



- d. When selecting a destination and hovering over the media assets, you will see additional controls like **Get Embed Code**, where you can copy & paste an `<iframe>` or the source url to the video player to your website or application.
- e. This is the **Media Editor** as discussed on #17.
- f. The **View** opens up the content into the player's view as your audience will experience it. This is different from Preview player.
- g. **Unpublish** will remove the video if selected from the destination.
- h. **Checkbox** to select the media for actions.
- i. Alternative Media Editor button.
- j. Alternative Unpublish button.
- k. **Edit Destination** allows you to configure the destination with themes and other parameters if available. Make sure checkbox is unchecked.
- l. **Remove Destination**, delete the destination and unpublishing the content.
8. The **Members** section is a list of admins and API service accounts who have access to your studio. As a [studio owner](#), you can manage other admins here. Please do not remove service accounts as it will cause disruptions.
9. At the bottom-left is an arrow when clicked pops up the transcoding **Tasks** that are currently being worked on.
10. Click **Help** to view our knowledge base for how-to articles and best practices.
11. The **Grid** view is available to the Media, Collection, and Destination sections. This portrays media content in a grid format with a thumbnail and controls.

12. The **List** view is available to the Media, Collection, and Destination sections. This portrays media content in a list format with a thumbnail and limited controls.
13. The **Analytics** view is available to the Media, Collection, and Destination sections. As an admin you have access to our [API documentation](#) which carefully describes what Views, Impressions, and Engagements mean by Video and Destinations. Analytics are only tracked if the content is published to a Destination!



14. The **Search** bar view is available to the Media, Collection, and Destination sections. This helps you find media content by name or keywords.
15. The **Filter** is available to the Media, Collection, and Destination sections. This lets you see content by Created Date, A-Z or Z-A ordering.

16. When hovering over the media asset and if enabled, you can reveal the **Manage Player** button which allows you to create a HTML5 destination with a theme and modules and publish the selected content directly via a separate user interface.
17. When hovering over the media asset, you can reveal the **Media Editor** (gear icon) to manage the metadata associated with the content.

The screenshot shows the 'Edit media' interface. On the left, there are several input fields for metadata: 'TITLE' (containing 'Test Video'), 'DESCRIPTION' (containing 'Test Video Description'), 'VIDEO WEB PAGE' (with a note '(required for Twitter and Facebook Destinations)'), 'CATEGORY' (set to 'Entertainment'), 'KEYWORDS', and 'SPANISH SUBTITLES'. On the right, the 'MEDIA ASSET' section shows file details: 'Filename: RSS Feeds.mp4', 'File Size: 222.47 MB', 'Uploaded: January 5, 2021 at 5:43am GMT', and 'By: Mitchell Marshe'. Below this is the 'THUMBNAIL' section, which displays a video player with a play button and a thumbnail image. At the bottom right, there is a 'SUBCLIP' section with a 'Create Subclip' button.

- a. On the left side by default, you edit the Title, Description, Category, Keywords, and Notes of a media asset. Once you're done editing, scroll down and click Save at the bottom.
  - b. On the right side, the **Media Asset** section allows you to [reupload a new version of the file](#), download the actual media file, or remove the file without changing the embed code or metadata.
  - c. On the right side, the **Thumbnail** section allows you to capture a thumbnail, upload a thumbnail, or download a thumbnail.
  - d. On the right side and if enabled, the **Subclip** allows you to create a clip of the media asset for a video trailer.
18. When hovering over the media asset, you can reveal the **Preview** button to see the content in a default HTML5 player for yourself. This is great to view the content before publishing it to a destination.
  19. When hovering over the media asset, you can reveal the **Send Link** button to send an email to another administrator to view the content on a secured Video Site. This is great for getting approvals and revisions on content before publishing.

20. The **Checkbox** is to select the media asset to enable the functions described in 21-25.
21. The **Edit Info** button opens up the Media Editor described in #17.
22. The **Publish** button pops up a list of destinations to publish the content. As an alternative you may Drag & Drop the media asset over a collection or destination without having to enable the checkbox. When you publish content to a destination, that media asset gets transcoded into many different formats, which your audience receives the best version based on their device and internet connectivity.
23. The **Add to Collections** pops up a list of collections to organize the content.
24. The **Copy Video** button allows you to copy the video over to another accessible studio. Copied videos have a title ending in “copy.” The copy may fail if this title exceeds 100 characters.
25. The **Delete** button removes the media asset from your studio.