

# ADMINISTERING YOUR KZO PLATFORM

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The KZO Platform includes many administrative functions to help you manage and customize your Platform.

In order to perform administrative tasks, you will need the appropriate permissions. For a detailed breakdown of user permissions, see section 4: Managing Groups of this guide.

## Common Terms

There are several terms unique to the KZO Platform that should be clarified beforehand:

A **Community** is a collection of **Presentations** within the Platform.

A **Presentation** is a collection of videos (a playlist) for viewing, separated into different **Parts/Videos**.

A **Part** or **Video** is a single video within a Presentation. Each **Part** has its own **chapters**.

A **Chapter** is a searchable segments within the video. While watching a video, users can skip between chapters at will.

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The screenshot shows the 'Admin Panel' interface. It features four main sections: 'Broadcast & Record', 'Communities', 'Users', and 'Groups'. Each section has a list of actions and a 'Publish' or 'Manage' button. Below these sections are three summary boxes: 'Statistics', 'Configuration', and 'Hits and Metrics'.

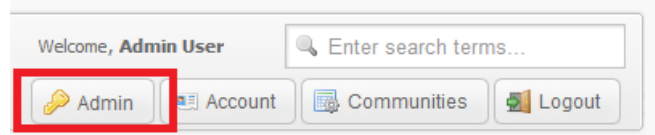
Section	Actions	Button
Broadcast & Record	<ul style="list-style-type: none"><li>Broadcast from Webcam</li><li>Share your Desktop</li><li>Upload Documents</li></ul>	Publish
Communities	<ul style="list-style-type: none"><li>Manage Content</li><li>Upload a Video</li><li>Add/Edit Chapters</li></ul>	Manage
Users	<ul style="list-style-type: none"><li>Create Users</li><li>Edit User Info</li><li>Delete Users</li></ul>	Manage
Groups	<ul style="list-style-type: none"><li>Add Users to Groups</li><li>Control Access</li><li>Create Groups</li></ul>	Manage

Category	Item	Value
Statistics	Total Users:	1814 / 2000
	Total Videos:	380
	Content Hours:	63:42 hr
Configuration	Platform Settings	<a href="#">Platform Settings</a>
	Edit Language File	<a href="#">Edit Language File</a>
	Manage Licenses	<a href="#">Manage Licenses</a>
Hits and Metrics	View Site Metrics	<a href="#">View Site Metrics</a>

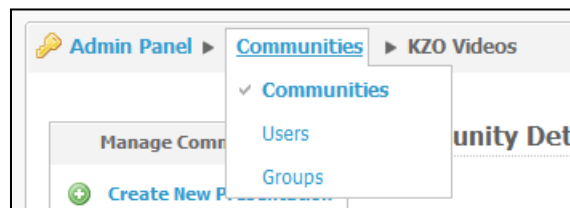
## 1 - The Administrator Panel

Once you've logged in, you can access the administrator panel by clicking the **Admin button** in the upper panel.



If you do not see the Admin button, you may not have administrative privileges. You may have to contact your administrator.

While in the administrator panel, you can use the **bread crumbs** on the top bar for easy navigation.



## 2 - Producing and Uploading Content

If you have the appropriate privileges, you can record and upload content to your platform.

First, log in to your account and access the **Admin Panel**.

There are two basic ways you can add content to your Platform – you can upload existing content to a presentation, or you can record content directly from your desktop to a presentation.

### Recording Content

Using a webcam, you can record content directly to a presentation from your desktop. To record content, click on the **Publish** button on the admin panel. You can now select which presentation you would like to record to.

For more information on using the **KZO Presenter** to record content, please refer to the **KZO Presenter Manual**.



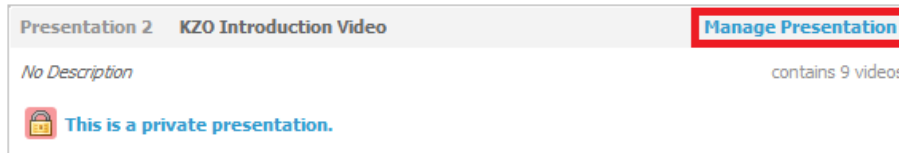
### Uploading Existing Content

It's also possible to upload content that you've already created. To do this, begin by clicking the **Communities** button in the **Admin Panel**.

This will take you to the **Community Listing**. Find the community to which your presentation belongs and click on the leftmost icon in the **Actions** column.



You can now view all of the presentations in that community. Find the presentation you'd like to upload a part to, and click on **manage presentation** to the right side of the name.



You can now view the individual video parts of the presentation. To upload an existing video, click on the small **Upload** button. (If you wish to record a video to this presentation immediately, you can also click on the **Broadcast** button - see the previous section on recording content).



This will take you to the **Upload Wizard**.

A screenshot of a web form titled "Upload a Video to: KZO Video". The form contains several input fields: "Title:" with a text box, "Description:" with a larger text area, "Video File:" with a text box and a file selection icon, and "Presentation File:" with a text box and a file selection icon. At the bottom right of the form is a link labeled "advanced settings". At the bottom center are two buttons: "Continue" and "Cancel".

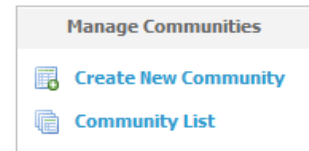
From here you can enter basic information about your video, and upload the **video** as well as any **presentation materials** you have as well. (Presentation files can be in either Microsoft PPT or Adobe PDF format.)

By clicking the small **advanced settings** link, you can add **timing** XML files, **closed captions**, and **swf** files. You can upload any Adobe Flash SWF file, and it will appear in the Presentation Materials window like any other slide for users to interact with. For more information on XML timing files, please refer to the KZO **PowerPoint XML Timings Guide** and **Chapters XML Timings Guide**.

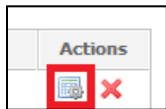
Now that you've uploaded your video, you can edit its information, slide timings, and chapters. For more details on managing videos, please refer to the next section, **Managing Content**.

### 3 - Managing Content

A user with the right administrative privileges can manage, add, and delete communities and presentations as well as produce and view content. To manage communities, go to the **admin panel** and click on the **Content** button.

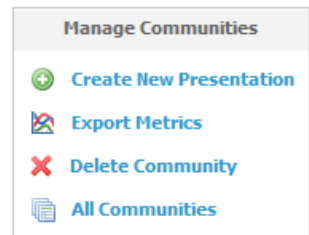


You will now see the community listing. To **add a community**, simply click on **Create New Community** in the sidebar.



To manage a community, simply find the community you'd like to edit in the community listing, and click on the first icon underneath the **Actions** column.

You can edit a community's details, including the name, description, and notification settings, by clicking on the **Edit** link to the right of the **Community Details** header.



Using the **Manage Community** sidebar to the left, you can create a presentation, export metrics for the community, or even delete the community.

### Managing Presentations and Videos

From the Community Management page, you can manage individual presentations and their videos. To view a specific presentation, find the presentation in the list and click on the **Manage Presentation** link to the right of the presentation name.

From this screen, you can **upload** or **broadcast** a new video, **export metrics** for this particular presentation, **manage** and **delete** individual videos, or even **delete** the entire presentation. (For more details on uploading and recording content, please see the previous section, **Producing and Uploading Content**.)

To **edit details** of the presentation itself, click the **Edit** link to the right of the **Presentation Details** header.

### Presentation Settings

From here you can edit basic information about the presentation, as well as modifying the **viewer interface** for the presentation. You can check or uncheck different options to include for that particular presentation. Your changes will affect **ONLY** that presentation. Make sure to **save** your changes when you are done.

Viewing Interface:	Options	Preview				
	<input checked="" type="checkbox"/> Include Video	<table border="1"><tr><td>Video</td><td>PPT</td></tr><tr><td>Disc.</td><td>Chat</td></tr></table>	Video	PPT	Disc.	Chat
Video	PPT					
Disc.	Chat					
	<input checked="" type="checkbox"/> Include Discussion					
	<input checked="" type="checkbox"/> Include Powerpoint					
	<input checked="" type="checkbox"/> Include Chat					
<input type="button" value="Save"/> <input type="button" value="Cancel"/>						

You can also edit the viewing restrictions for this presentation by clicking on the **Edit** link to the right of the **Viewing Restrictions** header. For more detail on viewing restrictions, please see the section on **Permissions**.

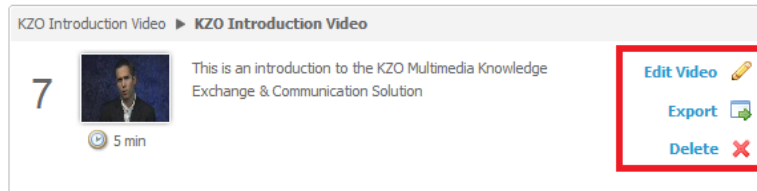
The **Owner** of the presentation will receive e-mail notifications for tags and discussion replies. In most cases, you will want the owner to be the subject matter expert associated with the content. Alternatively, you can choose to turn off tag notifications. By default they will be set to **on**.

If you want to be able to preview and approve user discussions before they're added to the video, check the **Enable Tag Moderation** checkbox. This will enable tag moderation for every video in your presentation. When a user leaves a tag, you'll be able to preview it and approve it or delete it before it goes live. If you're the owner of the video, you'll receive an email notification as well.

★ **New Tags to Moderate** When there are tags pending approval, you'll see a link titled **New Tags to Moderate**. If you click this link, you'll be taken to the Tag Moderation screen. From here, you can select pending tags to approve or delete. The Tag Moderation screen sorts tags by the video they were posted to – you can select each video in the sidebar.

## Editing Videos

You can also edit settings for individual videos. To manage a video, use the links to the right of its entry in the video list.

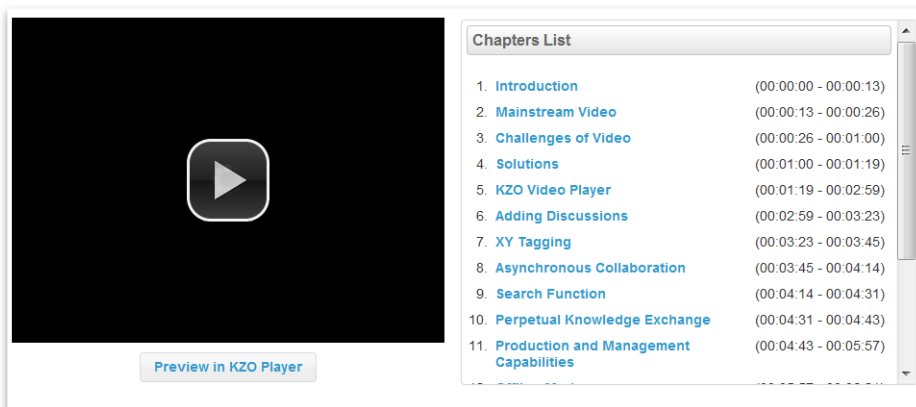
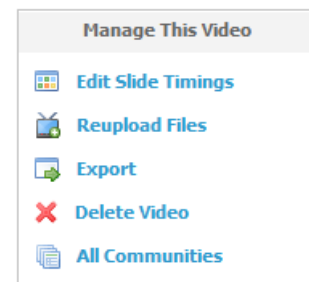


Using these, you can **edit** the video settings, **export** the video files (including the video itself, accompanying materials, and any XML timing files), and **delete** the video, if you so choose.

Clicking on **edit video** will take you to the **Video Details** page. Like the two pages before it, you can edit basic information about the video using the **Edit** link to the right of the Video Details header.

New to the KZO Platform is the ability to add an **Expiration Date** to your video. Your video will be made unavailable to viewers after it expires.

The sidebar on the left allows you to edit slide timings (which will be covered later in this section), re-upload files that you may have changed, export video materials, and delete the video.



You can edit video chapters in the section titled **Chapters** below the video description.

**Chapters** are searchable segments of your presentations between which users can skip back and forth. To create a new chapter in your video, click the **Manage Chapters** button. Using the dialog that appears, you can watch your video and add chapters by clicking the "Add Chapter" button. You can also edit the timings of existing chapters by clicking on the chapter names.

**Note** that you can enter an end time that is longer than the video itself – the chapter will simply end at the end of the video. Similarly, if your last chapter ends before the video ends, the video will be cut to match the chapter. In this way, it's possible to make last-minute edits to your video.

From this page you can also manage and adjust the timing of any **Presentation Materials** in your video. Click the **Edit Slide Timings** link in the sidebar to bring up the **Slide Timings** page.



This page allows you to visually see the order and timing of your materials to the video. On the **top** are slides that have been selected to be displayed in your presentation. On the **bottom** are slides that have yet to be timed.

The KZO Platform now includes a newer, updated version of the Slide Timings Editor. You can access this by clicking the **Manage Slides With Video** button on the Slide Timings page.

This new editor will allow you to advance the slides as you're watching the video. The "Set Start Time" and "Set End Time" buttons will set the respective times to the current times in the video. Then, once you click "Save & Continue", the slides will advance.



## 4 - Managing Groups

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Using **Groups**, it is possible to easily assign permissions to large groups of users at once.

### Managing Permissions

First, let's explore viewer permissions. To access viewer permissions, the user must be an administrator. Navigate to the Admin panel, and open **Groups**.



This will take you to the Platform's group list. Groups allow you to assign permissions in bulk to a large set of users. Let's take a look at the three buttons for each group.

The first button will bring up a list of users. Using this list, you can manage which users are members of that group. Like the Platform's global user list, it can be filtered by name and username. Check the box next to the user's name to **enroll** them in that group, or uncheck to **remove** them.

#### Filter User List:

Enrolled ▾	Last Name	First Name	Username
<input type="checkbox"/>	Johnson	Debbie	djohnson
<input type="checkbox"/>	Smith	John	jsmith

The middle button in the group list manages that group's permissions. From this screen you can set permissions for all users enrolled in the group. Let's take a look at some of the different options.

The options at the top allow you to assign **global** permissions for a group:

**Allow this Group to:**

<input type="checkbox"/> Create Communities	<input type="checkbox"/> Create All Content	<input type="checkbox"/> Read All Content
<input type="checkbox"/> Update All Content	<input type="checkbox"/> Delete All Content	<input type="checkbox"/> Manage Users
<input type="checkbox"/> Do Everything		

**Create Community:** Allows the group to create communities on the Platform (only communities, not content).

**Create All Content:** Allows the group to create content on pre-existing communities on the Platform.

**Read All Content:** Allows the group to VIEW all content on the platform.

**Update All Content:** Allows the group to rearrange and rename pre-existing content in all communities (does not allow them to create new content).

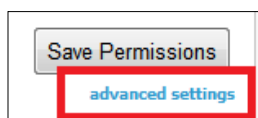
**Delete All Content:** Allows the group to delete pre-existing content.

**Manage Users:** Allows the group to create, delete, and manage users, as well as create, delete, and manage groups.

**Do Everything:** Allows the user to perform all functions, as well as administrative functions (Full Admin).

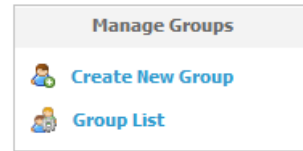
\*Note that all of these options (except Create Community) will allow users to view content in the Admin section of the platform.

The next section on the page allows you to set the permissions for individual communities.



By checking the box next to the community, users enrolled in this group will be able to view content in that community. For advanced access settings, click the **advanced settings** link below the **save permissions** button.

This will allow you to set specific permissions on a per-community basis. This allows for highly flexible group permissions. **Note** that if you've assigned global permissions for a group, they will override per-community settings.



**Organize your Users into Groups to assign bulk permissions.**

<b>Administrators</b>	<b>Users:</b> Admin User, Andrew Hauser	
<b>All Regular Users</b>	<b>Users:</b> Admin User, Dave Chesebrough, Betsy Lauer, Nicole Davis, Mannie TChawi <b>and 5 others</b>	
<b>All Public Content Viewers</b>	<b>Users:</b> Edward Ost, Kevin Jackeon, JP Morgenthal, Robert Rolfe, Dennis Brown <b>and 504 others</b>	

Finally, the last button in the group list, the red **X**, will **delete** the entire group. This action cannot be undone.

<input checked="" type="checkbox"/> View	<input type="checkbox"/> Create	<input type="checkbox"/> Update	<input type="checkbox"/> Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To create a group, click the **create new group** link in the "Manage Groups" sidebar.

## Default Groups

The KZO Platform will automatically set up four default groups. These groups are Administrators, All Users, All Regular Users, and Public Content Viewers. These groups cannot be deleted.

**Administrators:** Able to perform all functions of the platform.

**All Regular Users:** Any user that is added in manually or through self registration will be automatically added to this group. KZO recommends **highly monitoring** these permissions as most of your platform's registered users will be part of this group.

**All Public Content Viewers:** Any user that uses the "webcast registration" form to view a public video will be added to this group. Administrators may not change the permissions of this group as they will be determined based on public viewing videos (which will be discussed later in this manual).

## Public Viewing

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If an individual is not a registered user of your Platform, it is still possible for him or her to access content. There are a few ways of accomplishing this.

### Self Registration

The first is to allow the individual to create his or her own login information. This is accomplished via the **Register Now** link on your Platform's login page.

This will automatically enroll the user in the **All Regular Users** group.

Username:

Password:

### Webcast Registration

Another method for public viewing is using a **webcast registration** form for an individual presentation in a community. To do this, navigate to the **Communities** section of the Admin page. Next, click the **Manage Community** button of the community the webcast is located in.

Here you can see all the presentations for that community. Click the "This is a private presentation" link for the presentation you would like to make public.

This will open the **viewing restrictions** dialog box. If you select **public viewing**, you will make the presentation open to the public. You can send the link provided to whomever you would like to view the presentation. Unregistered viewers will be able to view the presentation with chapters and accompanying materials, but they will NOT be able to add discussions or tags.

**Viewing Restrictions**

**Restricted Viewing**  
Restricted Viewing requires all viewers to be registered in the platform and have access to the content.

**Public Viewing**  
Public Viewing allows the general internet public to view and participate with the presentation.

Paste link in email or IM:

Display Registration

You may want public viewers to be able to add tags and receive mail notifications. To do this, click the **Display Registration** checkbox. This will open up fields for you to choose from. Select which fields you would like the user to fill in and click **Save**. Now when you supply the given link, the user will first be

asked to fill in the selected fields before they watch the presentation. The new user will now be able to add and participate in discussions.

**Note:** these users will automatically be added to the **All Public Content Viewers** group.

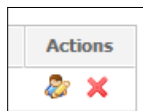
## 5 - Managing Users

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A **user** is a single account with a login name and password.

To manage your users, first access the **Admin Panel**.

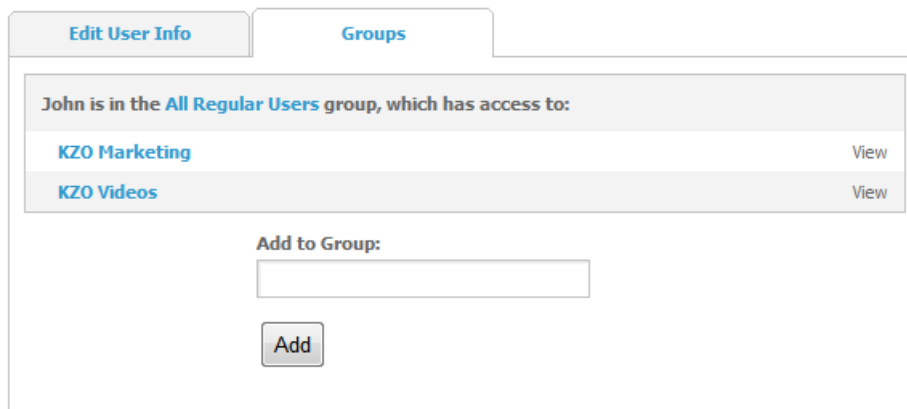
Next, click on the **Users & Groups** button.



You will be greeted with the **User List** panel. To edit a user's information, simply click on the left icon in the **Actions** column.

Clicking the X to the right will **delete** the user.

You can now **edit** the user's **basic information**. When you are finished, make sure you press the **save** button at the bottom of the screen to save your changes. In addition, by switching to the **Groups** tab, you can also **enroll** or **remove** the user from groups.



If you know the name of the group you'd like to add the user to, you can type it in the **Add to Group** dialog. The auto-complete feature will assist you. When you've found the group, simply click **Add** and the user will be added to the group. By clicking on the **Remove From Group** link to the right of a group, you can also **remove** the user from that group. Note that you cannot remove users from the Platform's default groups.

### Presentations

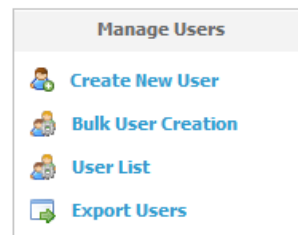


If you'd like to search for a specific user, you can use the **Filter User List** dialog. You can type a name, username and the list will automatically filter by that name.

## Adding and Removing Users

To add a new user, go to the **User List** and click on **Create New User** in the sidebar.

You can now enter the new user's information. Again, when you are finished, make sure to **save** your changes.



You can easily add many users at once using **Bulk User Creation**. To do this, click on Bulk User Creation in the sidebar. Bulk creation uses a CSV file to define users. These can be created in most

A	B	C	D	E
Username	First Name	Last Name	Email	Password
pablocassio	Pablo	Picasso	picasso@kzoinnovations.com	59h731
mclaudc	Claude	Monet	claudc.monet@kzoinnovations.com	6d8945
georgia	Georgia	O'Kiffe	lilies@kzoinnovations.com	319w56

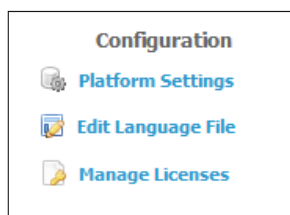
popular spreadsheet editors, such as Microsoft Excel or Google Docs. There are more detailed instructions and an example file on the Platform.

To **remove a user**, simply find the user you'd like to remove in the list, and click the small red **X** in the Actions column. This will remove that particular user from the Platform. Careful – this user will no longer be able to log in, and this action cannot be undone.

The **Export Users** link in the sidebar will **export** the list of your users to a **CSV** (comma-separated value) file. These files can be read by most popular spreadsheet programs, such as Microsoft Excel, OpenOffice.org, and Google Docs.

## 6 - Changing Platform Settings

You can edit many of your Platform's settings to customize it for your specific needs.



To begin, open the **Administrator Panel** and click on **Platform Settings** under the **Configuration** heading.

From here you can edit several important settings, ranging from cosmetic settings (such as **Company Logos**) to technical (such as **Streaming Protocol**). You can also add links to the **Important Links** sidebar. To add a link, look for the small **Add Additional Link** hyperlink.

You can also see the specific licenses your Platform has activated. To view your Platform's licenses, click on **Manage Licenses** under the **Configuration** heading in the Admin Panel.

## Advanced Settings

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### Editing the Language File

It is possible to change many of the default texts used in your Platform. This could be used, for example, to translate your Platform into another language.

To edit the language file, open the **Admin Panel** and select **Edit Language File** under the **Configuration** heading.

This will bring you to a window with two tabs. The **Substitutions** tab allows you to change the basic nomenclature of the Platform. The **Standard Messages** tab allows you to change more specific messages.

### Editing the Stylesheet

You can also customize the look and feel of your platform by editing the **CSS stylesheet**. This is recommended only for advanced users already familiar with CSS and web programming.

To edit the stylesheet, open the **Admin Panel** and go to **Platform Settings**. To edit the stylesheet, click on the last setting, **Edit Site Style Sheet**. From this window, you can insert any custom CSS code you wish for your Platform.

Link 1 URL:

Link 1 Text:

Remove this Link:

Save All [Add Additional Link](#)

After you've made your changes, remember to **save**. It may take a few minutes for your changes to appear.

## 7 - Understanding Metrics

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**Site Metrics** are a useful tool for gauging the activities of your Platform's users. You can, for example, use metrics to determine which videos are the most popular and which are getting very few views at all. Any user with administrative privileges can access site metrics.

Monthly hits		
Month	Hits	Visits
December 2010	33	14
October 2010	7	3
September 2010	12	3
August 2010	92	27
July 2010	108	24
June 2010	55	21

To view site metrics, open the **Admin Panel** and click on **Site Metrics**.



A few useful terms to know:

**Hit** – a hit is an individual visit to a video. Any time any user loads an individual video, it generates a hit.

**Visit** – a visit is a unique user session. A visit is only counted once when a user logs in.

Visits and hits are filtered into many different categories. You can view metrics sorted by day, month, video, and many other options. You can view metrics for individual presentations, individual users, and even filter by IP addresses.