

# WELCOME TO THE KZO PLATFORM

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This documentation will walk you through how to navigate and use a variety of features within the KZO Platform.

## 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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## 1.1 Logging In

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Once you've been set up with a username and password for your Platform, you can **log in** to view videos.

Open your web browser and go to your Platform's web address (example: mycompany.kzoinnovations.com). This should be provided by your administrator.

Type in your **Username** and **Password**, and press **Sign In**. Your username and password should be provided by your administrator or by KZO.

Username:	<input type="text"/>
Password:	<input type="password"/>
	<input type="button" value="Sign In"/>
	<a href="#">Don't have an account? Register Now</a>

Alternatively, if you do not have an account, you can **Register** an account by clicking **Register Now**. You will be asked to enter some basic information about yourself. When you're done, click on the **Create Account** button and you will be able to log in with your new account.

If you are unable to log in, make sure your **username** and **password** are correct. If you still cannot log in, there may be a problem and you should contact your administrator.

You should now arrive at your Platform's home page. It will appear something like this:

The screenshot displays the KZO Platform home page. At the top left is the KZO logo. To the right, a user is logged in as "John Doe" with a search bar and navigation buttons for "Admin", "Account", "Communities", and "Logout". The main content area is titled "Community Enrollment" and states "You are currently enrolled in the following online Communities." Below this, two community cards are shown: "KZO Marketing" (Community 1) and "KZO Videos" (Community 2). Each card includes a "More Info" button and an "Offline Viewing" button. On the right side, there are two sections: "Important Links" with links for "Offline Player", "Get Adobe Air (required for Offline Player)", and "Full Motion Desktop Capture"; and "RSS Feeds" which explains the concept of feeds and provides subscription buttons for "BLOG LINES", "newsgator", "MY YAHOO!", and "Google", along with a "Direct RSS Link".

## 1.2 Viewing Videos

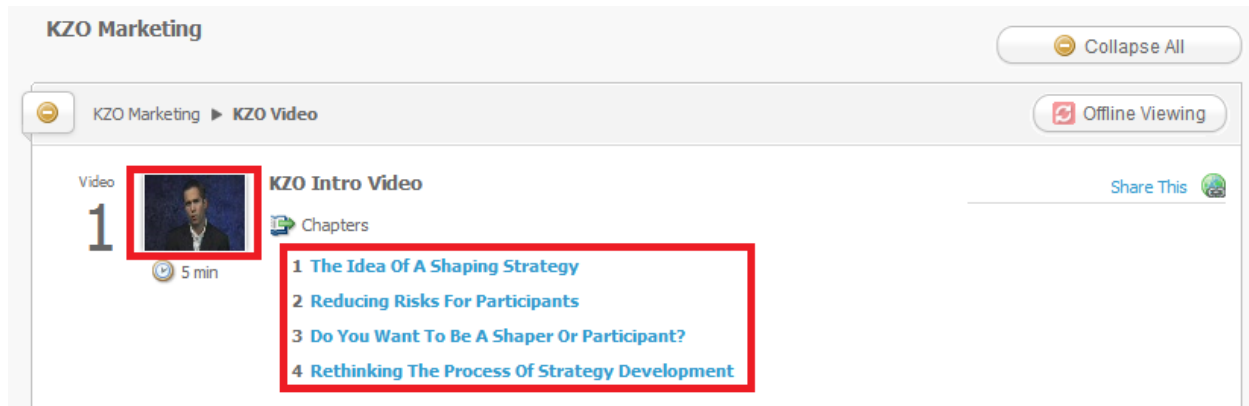
A KZO Platform is separated into **Communities**. Each community contains one or more **Presentations**, which are separated into one or more **Parts**.

To view the presentations in a community, click anywhere on the Community bar.

This is a close-up screenshot of the "KZO Marketing" community bar. The bar is highlighted with a red border. It shows the community name "KZO Marketing", a large number "1" indicating the count of presentations, and a small profile picture of a man. Below the bar are two buttons: "More Info" and "Offline Viewing".

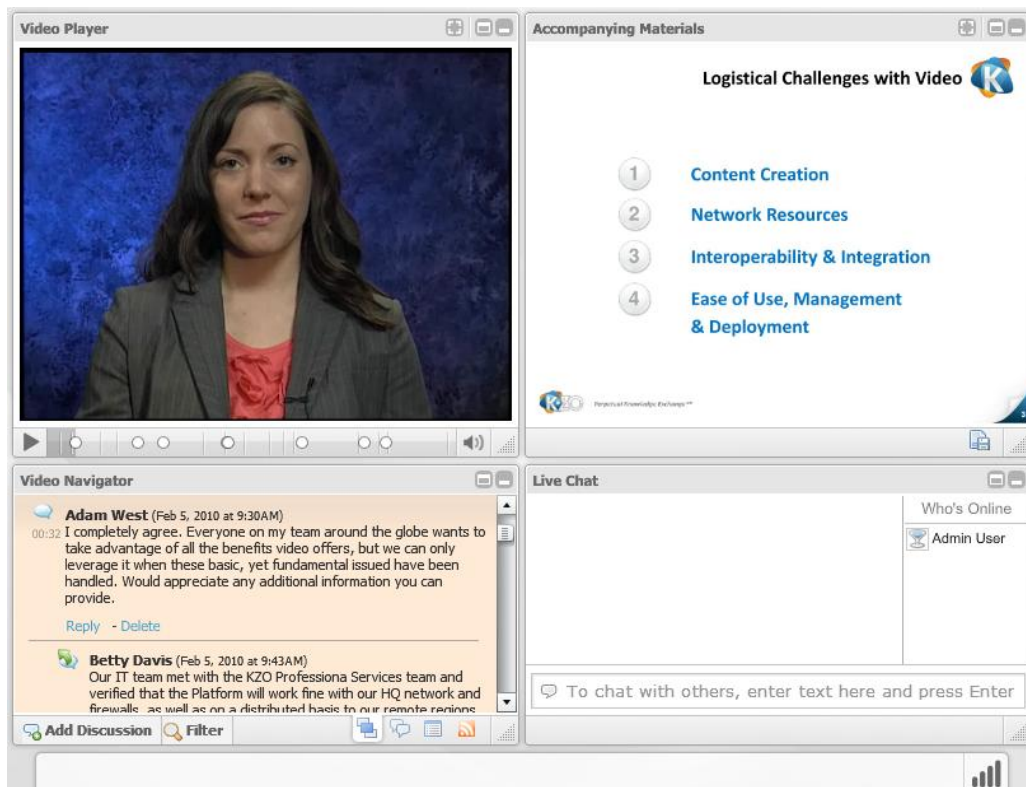
You can now view all of the presentations in a community. A community may have only one presentation, or it may have several.

You can start any part of the presentation by clicking on its corresponding thumbnail. You can also skip directly to a chapter by clicking on the chapter name.



### 1.3 Jumping to Different Video Sections

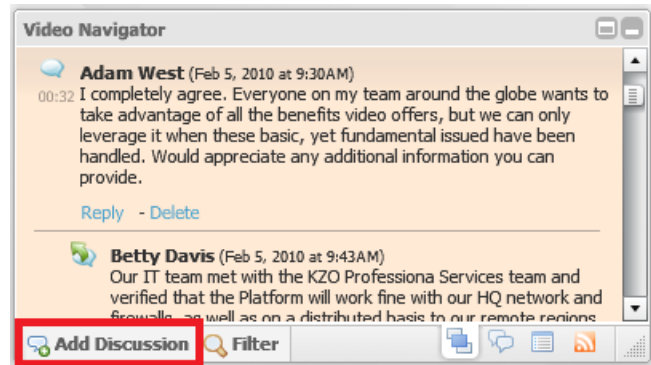
When you open a presentation you will see the **viewer window**. The viewer window is divided into different modules. Each can be **moved**, **resized**, and **minimized** using the buttons in the upper right.



The most prominent feature is the **video** in the upper-left. To the right of the video you can see the **presentation slides** which will usually correspond to the video.

Below the presentation slides is the **navigation and tag list panel**.

Using this panel you can **jump** to different sections of the video. You can do this by clicking on the **section title** in the navigation panel.



## 1.4 Starting and Participating in Discussions

The **navigation and tag list panel** can also be used for discussions, which are also known as **tags**.

To start a discussion at any point in the video, click on the small **Add Discussion** button below the video. This will add your comment or question at the point you're currently at in the video. Other users will now be able to see and reply to your tag.

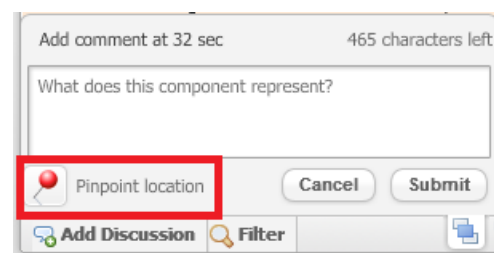
You can also reply to other people's discussions – simply press the small **Reply** button on the tag.

## 1.5 Adding XY Coordinates to a Discussion

You may also highlight a region or specific location on the upper-left video panel or the upper-middle presentation panel. This is useful if you'd like to point out a certain spot on the video for your comment.

At any point in the video, simply click the **Add Discussion** button to add a tag. Next, before you add your tag, click the **Pinpoint a Location** option.

This will pause the video and turn the cursor into a pointer. You can now select where you'd like to add an XY tag. You can click anywhere on the video or the accompanying materials screen.



Once you've selected your location, drag the mouse towards or away your location to adjust the size of your XY tag.

If you'd like to re-place your XY tag, simply click **Pinpoint a Location** again. You can do this as many times as you like for your comment, so don't be afraid to experiment!

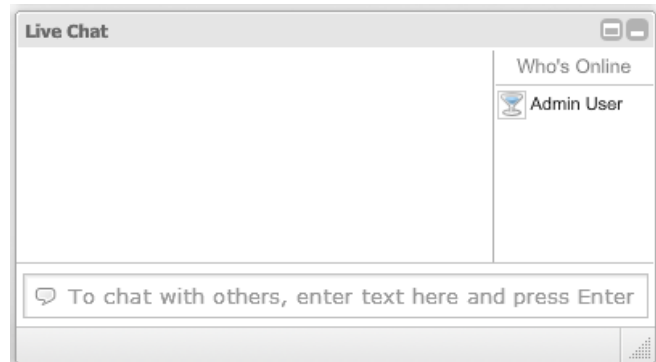
## 1.6 Chatting With Other Viewers

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While viewing a presentation, it is possible to chat in real-time with other people viewing the same presentation.

You can see who else is viewing the same presentation by looking at the **Live Chat** panel, under **Who's Online**.

In the **Live Chat** panel, you can see any messages typed by yourself or others. To send a message for others to see, type your message in the lower box and press **Enter**.



## 1.7 Changing Your Account Settings

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You can change your password, e-mail address, and more in the Account menu. To change your account settings, click the **Account button** in the top menu bar.

From the account page, you can use the **Account Settings** dialog to change your password and e-mail address.

### Edit User Info

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Email	<input type="text" value="jdoe@foo.com"/>
Current Password:	<input type="password"/>
New Password:	<input type="password"/>

Under the **Chat Preferences** section, you can change your **Chat Icon**, which appears next to your name when you are viewing a presentation with others. You can also change your **Chat Text Color**, which is the color your name appears as in the Who's Online box. These are purely cosmetic and do not affect your presentations.

Below the chat preferences, you can change your **Notification Settings**. These settings will change whether or not e-mail notifications will be sent to the address you specify above.

The last setting is the **Player Buffer Size**. We recommend you keep the default value of 3 seconds.

Once you've made the changes you desire, make sure to click the **Update Account** button at the bottom of the page to save your changes.

## 1.8 Searching

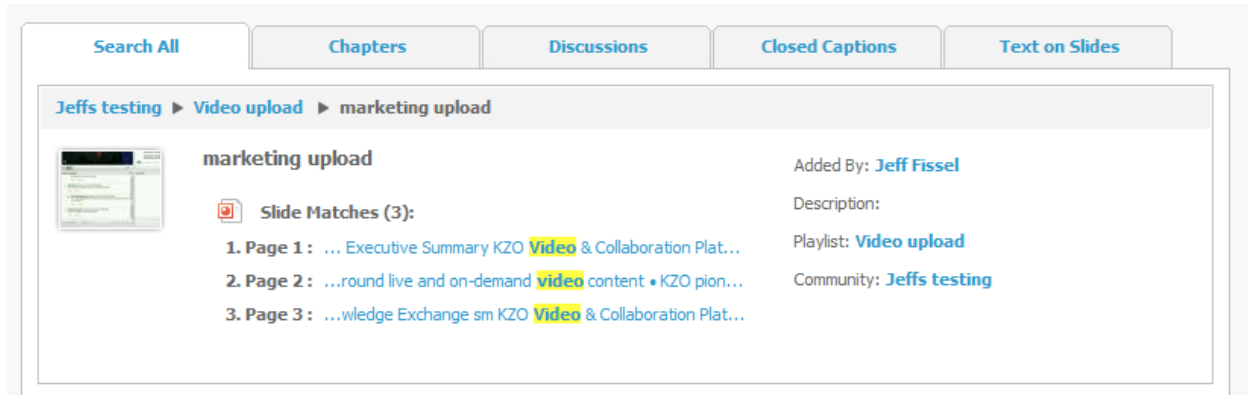
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You can search for keywords, discussion topics, comments, and many other things by using the **Search Box**.

To search, type your search terms in the search box at the top of the page and press **Enter**.

You will now be able to view the results of the search you performed. Along the top of the search results, you can use the tabs to filter the kind of results you get. For example, if you were looking for information from a particular PowerPoint slide, you can filter your search results to include only text in slides by clicking the **Text on Slides** tab.

You can also see information about each search result to the right of the name.



The screenshot shows a search interface with tabs for 'Search All', 'Chapters', 'Discussions', 'Closed Captions', and 'Text on Slides'. The 'Text on Slides' tab is selected. Below the tabs, there is a breadcrumb trail: 'Jeffs testing > Video upload > marketing upload'. A search result for 'marketing upload' is displayed, including a thumbnail of a slide, the text 'marketing upload', and a list of 'Slide Matches (3)'. The matches are: 1. Page 1: ... Executive Summary KZO Video & Collaboration Plat..., 2. Page 2: ...round live and on-demand video content • KZO pion..., and 3. Page 3: ...wledge Exchange sm KZO Video & Collaboration Plat... To the right of the matches, there is a small profile picture and the text 'Added By: Jeff Fissel', 'Description:', 'Playlist: Video upload', and 'Community: Jeffs testing'.

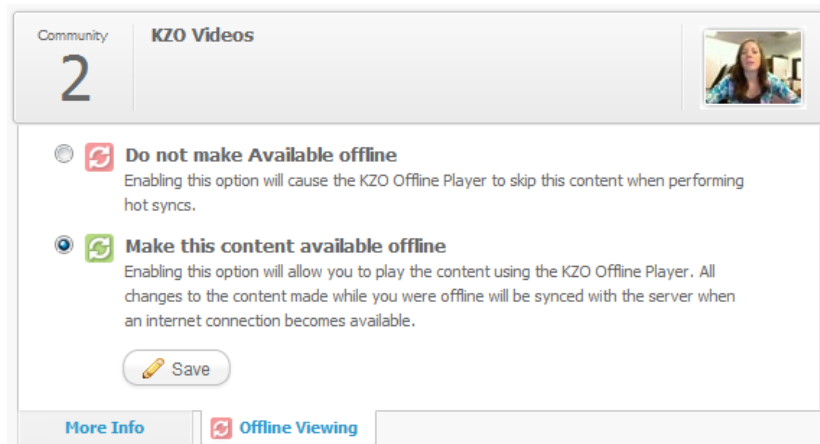
## 1.9 Offline Mode

Users in low bandwidth environments can still access and use the KZO Player. Start by downloading the **Offline Player**. This will most likely be via a link on your Platform, or provided to you by your administrator.

Follow the on-screen instructions to install the **Offline Player** to your computer.

You can select which communities you'd like to be made available offline using the **Offline Viewing** tab under the community.

More detailed information on offline mode is available in the **Offline Player Manual**.



The screenshot shows the 'Offline Viewing' settings for the 'KZO Videos' community. At the top, it says 'Community KZO Videos' with a profile picture of a woman. Below this, there are two radio button options: 'Do not make Available offline' (which is currently selected) and 'Make this content available offline'. The 'Do not make Available offline' option has a red icon and the text 'Enabling this option will cause the KZO Offline Player to skip this content when performing hot syncs.' The 'Make this content available offline' option has a green icon and the text 'Enabling this option will allow you to play the content using the KZO Offline Player. All changes to the content made while you were offline will be synced with the server when an internet connection becomes available.' Below the options is a 'Save' button with a pencil icon. At the bottom, there are two tabs: 'More Info' and 'Offline Viewing'.