

Rich Media Content Management System Training Agenda

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OVERVIEW

This session is intended for admin users and will provide an introduction of the Rich Media Content Management System (Rich Media CMS) as well as, cover the step by step on how to upload, manage, and edit content.

Upon completion of this learning session, the participants will be able to:

- Understand Rich Media Content Management System (Rich Media CMS).
- Understand and manage the three main sections *Content*, *Studio* and *Analytics*.
- How to manage and understand the entry's life cycle.
- Understand roles and user management.
- Create and edit a new player.
- How to view, filter, and understand analytics.

Agenda

Topic	Instruction:
Greeting/ Introduction	
Rich Media Content Management System <ul style="list-style-type: none"> • How to use and what is its purpose? • Logging into Rich Media CMS • Top navigation bar overview of tabs and links 	Introduction to Rich Media CMS
Administration <ul style="list-style-type: none"> • Add users and roles 	Overview of users, roles, and permissions.
Settings Account	Understand and establish your system

<ul style="list-style-type: none"> • Integration • Access control • Transcoding • Custom data • My user setting 	<p>Structure and customize your system preferences.</p>
<p>Content Tab</p> <ul style="list-style-type: none"> • Search and Filter Bar • Bulk actions • Upload content • Share & Embed, view Details, and Delete <p>Entries menu (Life cycle)</p> <ul style="list-style-type: none"> • Metadata • Thumbnails • Access control • Scheduling • flavors • Distribution • Captions • Related files • Clips • Users • Advertisement 	<p>Learn about the <i>Content</i> section and its functions. Learn best practices with filtering, sharing & embedding, metadata, custom data, and tags to help with content management.</p>
<p>Content Tool Bar</p> <ul style="list-style-type: none"> • Moderation • Playlist • Syndication • Categories 	<p>Learn tips and tricks to moderate and manage media. Discuss its role and the importance of creating categories for management.</p>
<p>Studio Page</p> <ul style="list-style-type: none"> • Table overview • Upgrade, Duplicate, Delete player <p>Edit/create a player</p>	<p>Understand the studio page, how to create a custom player.</p>

<ul style="list-style-type: none">• Search• Basic Display• Look and feel• Analytics• Monetization• Plugins	
Analytics <ul style="list-style-type: none">• Analytics dashboard• Analytics action toolbar	Review what analytics reports we can generate. See how to analyze, view, and filter our data.
Getting Help / Questions	