



# ViMP Light + Ultimate

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Starter Guide

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## Backend login of your ViMP installation

This guide will give a short introduction to the ViMP portal for the initial use after a fully new ViMP installation and aims to describe the most relevant functions and features that can be helpful for the first use.

Please browse to the administration panel first: <http://www.YourDomain.com/backend.php> (replace *www.YourDomain.com* with the real web address used for the ViMP installation).

The following users are set up initially for the first use:

|                 |                     |
|-----------------|---------------------|
| User: user      | Password: user      |
| User: moderator | Password: moderator |
| User: admin     | Password: admin     |

To access the administration panel please log in with the “admin” user, since this is the only user with administration rights by default.

## Change the default passwords

Change the default passwords of the users mentioned above urgently at your very first login by navigating to the user management which you can find in the left navigation.

Click the context menu item “Set user password” that appears by moving the mouse pointer over the user account.



Figure 1: Administration panel – “Set user password” link

Following this, please set a new password for each of the three default users to avoid exploits:

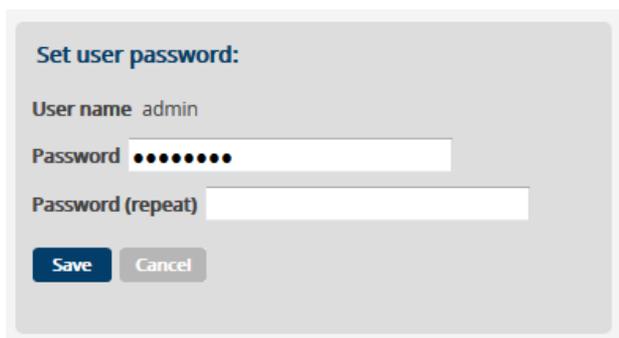


Figure 2: Administration panel - "Set user password"

If you don't need the default user accounts anymore, delete them by clicking the "Delete" button in the context menu.

**Important:** Do not delete the "admin" user as long as you did not create a new user account with administration rights. Otherwise you will not be able to log in to the admin panel anymore!

## Configuration presets

For a comfortable initial start-up of your ViMP portal, you can choose between various pre-defined configuration presets.

With the first administrator login, an overlay appears heading you to the preset selection page:

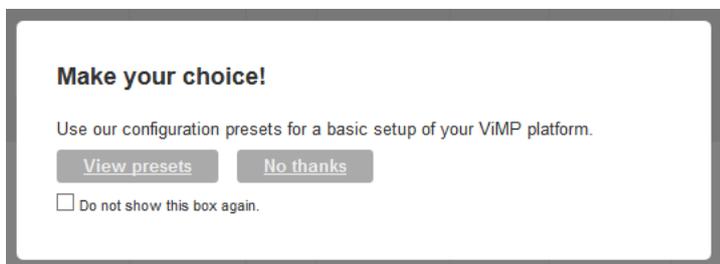


Figure 3: Preset notification

By clicking "View presets" you will be directed to the selection of the presets in the administration backend. The presets do not have to be used necessarily but are intended to enable a first quick configuration. A later selection of a preset is possible at any time via the  link in the backend.

You can choose between different initial configurations for your ViMP portal.

Choose the most appropriate preset for your purposes by clicking the “choose” link of the desired preset.

The current configuration will always be stored for your convenience, hence if you select a new preset, you can always get back to the old state via “Restore configuration”.

Additionally, you can back up the current configuration manually via “Backup configuration”.

To simplify the selection of the different presets, please take a look at their descriptions. Of course, you can always change your configuration afterwards at any time by accessing the presets section via the backup of your ViMP portal.

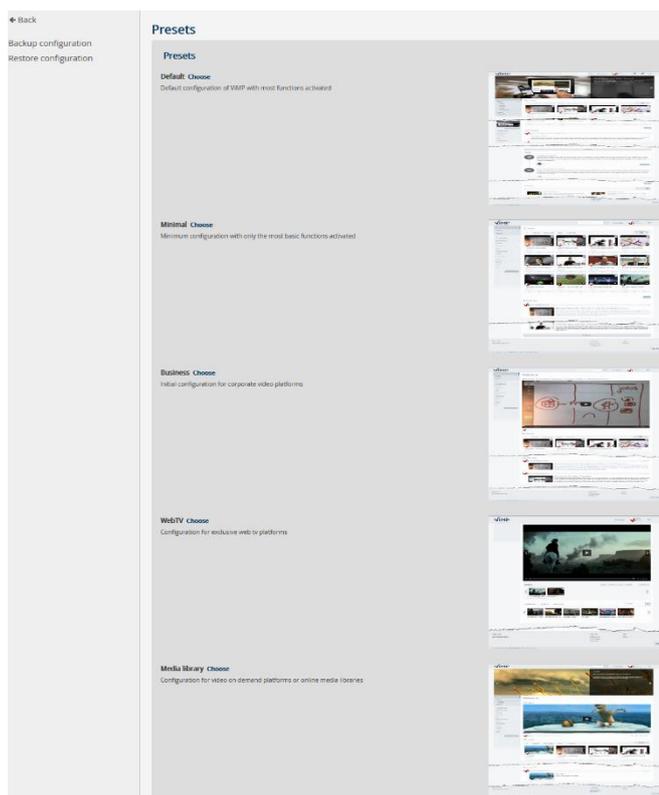


Figure 4: Preset selection

## The navigation of your ViMP portal

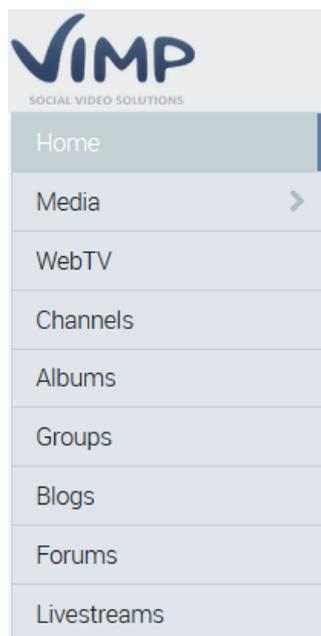


Figure 5: The ViMP navigation

The frontend navigation specifies the installed and activated modules of your ViMP portal. Please take a look in the administration manual for a detailed description of every module and its configuration.

In the following section, each module will be described briefly. Moreover, the core functionalities are explained on the one hand to provide an idea of how to use the modules efficiently and on the other hand to define the opportunities of every single module.

Please be aware that the most important currently available modules will be described in the following section which you may or may not have installed on your server.

Please note that your ViMP edition may possibly not contain all listed extensions. A feature list of all available editions as well as the possibility to purchase extensions can be found on our website ([www.vimp.com](http://www.vimp.com)).

## Home

The Home section is – briefly spoken – the front page of your ViMP portal. With the selection of a preset, you have already defined which sections and features show up on the front page. Additional changes of your front page are going to be described more detailed further below.

## Media

The media section is the centerpiece of your ViMP portal, clearly itemizing all of your uploaded media (videos, pictures, music, documents). Both a sorting function (1) and different display possibilities (2) allow various customizations of the media section.

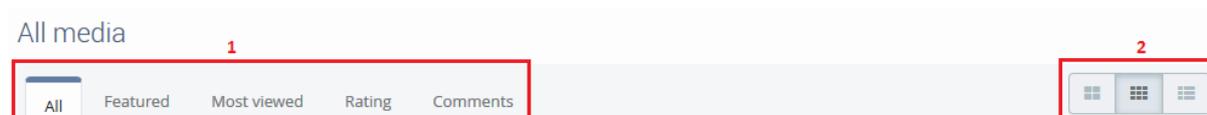


Figure 6: Media – Sorting function and display settings

## WebTV

▶ ViMP Ultimate only ◀

As the name already states, WebTV can be seen as your own web-based broadcasting station. Here you can create playlists which are lists of videos from your portal that will be played in the declared order. Such a playlist can be forced to load automatically in the user’s WebTV when opening it, but can also be generated individually by the user itself with its favorite videos.

Basically, WebTV was designed to be used in two ways. On the one hand, it is a comfortable tool to generate individual lists of videos playing in a declared order. On the other hand, it can be used for representative purposes, for example for the presentation of your products or image films at a fair or stall.

## Channels

▶ ViMP Ultimate only ◀

The channel is an outstanding option for the administrator to gather specific media at one certain place and present them to the community or users. A channel can be managed either by an administrator or by a channel moderator plus it can be subscribed by users who henceforth do not miss any new media anymore. Channels can either be public or private. The content of a private channel is only accessible for subscribers of this specific channel.

Furthermore, you can assign fee-based media (VoD module required) to fee-based channels. This might be a comfortable way for your users to pay only for the entire channel and its complete content and not for every single medium.

## Albums

▶ ViMP Ultimate only ◀

Every user with the permission to upload its own media to the portal can also create an album on its own, assign its media to this album and consequently share this album with other users. The only essential precondition is that the media has to be uploaded by the owner of the album since foreign media cannot be assigned to albums. The visibility of an album can be restricted for special user groups

by the owner. Therefore, an album can be declared invisible for all users except the owner, visible for all users or restricted just for friends of the owner of the album.

## Blogs

With the installed and activated blog module you and your users can easily create own blog entries and share them with the community. The built-in web editor already provides all you need. You can either use the buttons of the text editor to put in pictures, links or anchors, or edit the content in full HTML code. Every blog entry has its own comments section where the users can have a discussion about the contents of the blog. Since all blog entries are public, you cannot declare special visibility or restrictions to specific user groups.

## Forums

▶ ViMP Ultimate only ◀

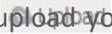
Extend your ViMP portal with your own forum by purchasing the forums module without installing any external software. You define the overarching topics of your forum, while your users can create new subjects, so-called threads, referring to your topics.

You can also create specific topics for a special group of users. In this case, these topics will be hidden for other users, unless they get an invitation and join the private group. With a private forum you can easily undock sensitive discussions from the public audience and restrict the visibility to a specific user group.

## Livestreams

Turn your ViMP portal into a broadcasting station with the livestream module. You can easily embed and integrate a video or audio livestream into your portal and share the livestream with your audience. The integration of a livestream is a very straightforward process, since you only need the stream URL that has to be injected into the “Livestreams” settings form. Once a user accesses the livestream page, the stream can be started automatically within the built-in ViMP player. You can also provide fee-based livestreams to your users by purchasing and installing the VoD module.

## Upload

The media upload is the core functionality of your ViMP portal and conducts in two ways. You can either upload your own local media (videos, audios, pictures, documents) to the server or import YouTube or Vimeo videos to your portal, given that you have installed the YouTube and Vimeo plugin. Both your own media and externally hosted videos are going to be uploaded respectively imported via the  button in the frontend.

## Upload of local media

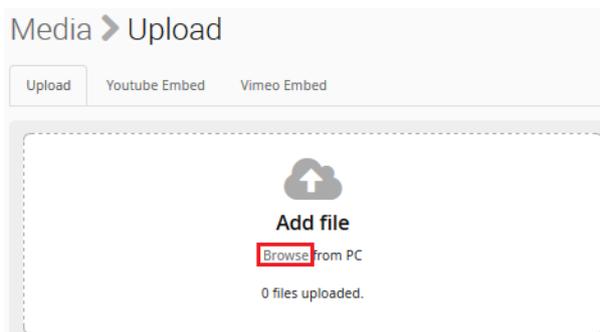


Figure 7: Medium selection for the upload

The upload form can be accessed by clicking the upload button. Clicking the “Browse” button will open a new window where you can browse your local PC directory for the correct medium and upload it to the server. Once the appropriate medium has been found, you can select and save the selection for uploading.

Alternatively, just drag’n’drop the file(s) with your mouse into the “Add file” box.

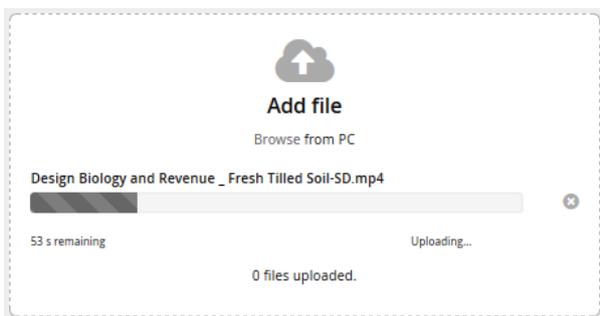


Figure 8: Upload status indication

The upload process will start automatically as you have selected the correct medium. A status indication reports about the current upload status and calculates the remaining time. This process might take several minutes depending on the file size and the server state.

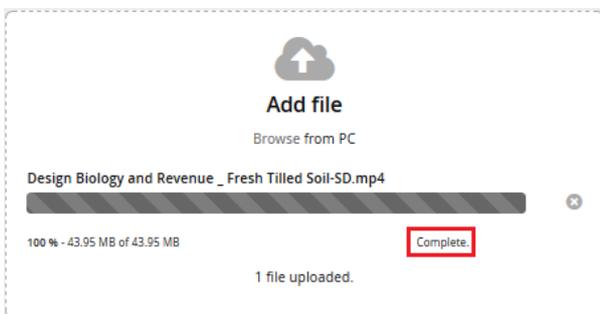


Figure 9: Upload completed

After upload, a notification will point out the upload outcome. If the process was successful, the “complete” notification will appear. If not, a corresponding error message will address the issue.

Basic Infos

Title

Description

Tags

Figure 10: Basic information of the medium

The basic information of your medium contains a title, a description and at least one tag. Tags are keywords which describe your medium best and enable a specific keyword search to find related media.

Category

- Animals
- Animation
- Crazy
- Education
- Entertainment
- Events
- Fashion
- Movies
- News
- Science
- Sports
- Travel

Figure 11: Category selection for the medium

By choosing an appropriate category for the uploaded medium, you allow a specific search for your users' interests since all media of a certain category will be found by clicking this category. The categories shown on the left will be created along with your ViMP installation by default but of course you can define your own categories or delete the default categories via the backend at any time. Further information can be found in the administration guide.

Publication

- Public - everyone can see this medium (recommended)
- Hidden - this medium is only accessible via a direct link
- Private - this medium will not be shown in the portal

Figure 12: Selection of the publishing mode

Choose a publishing mode and define, if the uploaded media shall be public and visible for all users or if it shall have a limited visibility.

Add to channel

Figure 13: Channel selection (optionally)

If enabled in the configuration, you can assign media to a channel directly at the upload.

The definition of meta data is optional and does not influence the upload process. Meta data are additional information about your medium saved in the data base and are solely relevant for the use of search engines. As soon as all obligatory information have been provided, a click on  will start the medium upload. If one or several fields have not been filled out properly, an error message will appear in the upper area of the form, indicating which fields are missing. The server side transcoding of your medium will start automatically, if all obligatory information have been provided and the message "media has been uploaded and is now being converted" appears on top of the page.

Transcoding of your media is an automated process that will be executed by a special software installed on your server. You don't have to start it manually. The transcoding might take several minutes depending on your server's performance and the size of the medium.



*Please refer to chapter „Media formats“ of the ViMP Administration Guide for more information about the available formats and the configuration of custom formats.*

You can enable a notification service to get an e-mail once the transcoding is finished. By default, the medium will appear on your portal automatically afterwards.

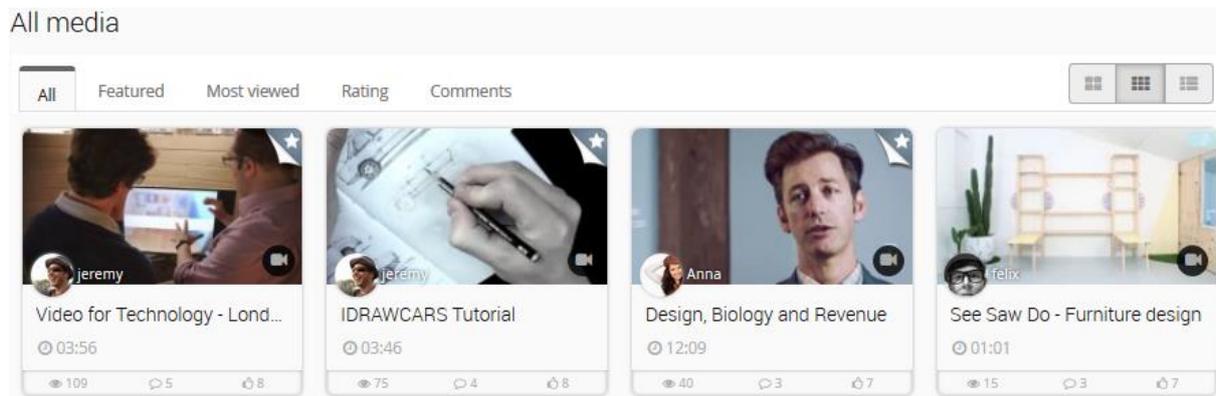


Figure 14: Overview of the uploaded media

The homepage of your portal shows the most recent uploaded media which are available for watching. A single click on a medium will open it along with its basic information, share opportunities and a comment section. A click on the play button will immediately start the video directly in the browser without the need of downloading it.

## Import YouTube and Vimeo videos

In addition to the conventional way of uploading your own local media, you can also import videos from YouTube or Vimeo to your portal. To do so, enter the **Upload** section, select the tabs “Youtube Embed” (1) or “Vimeo Embed” (2), paste the video ID, e.g. “yE022B3aIRc” or the complete URL (e.g. <https://www.youtube.com/watch?v=yE022B3aIRc>) into the provided field and click “Import video” (3). Unlike the YouTube import, Vimeo import does not require any specific settings. For YouTube imports you need to generate and provide a YouTube API key. Detailed information about the connection to the YouTube API can be found in our FAQ article <http://support.vimp.com/en/faq/items/how-to-create-a-youtube-apikey.html>.



Figure 15: YouTube and Vimeo import

Both title and description of the video will be imported together with the actual video, if the entered ID or the URL is valid. Of course, you can also change the imported title and description, if those do not fit for you. Only the tags and categories are obligatory again and have to be entered and chosen by yourself. Figure 15 shows a successful import of a YouTube video.

## Media > Upload

Upload   Youtube Embed   Vimeo Embed

YouTube-ID or URL  
  Import video



Basic Infos

Title

Description

Figure 16: Successful YouTube import

A successful import has to be confirmed by clicking the “Upload” button. Again, an error message will be displayed, if any obligatory information are missing. The imported video will appear immediately without any further transcoding or processing time in your portal:

All media

All   Featured   Most viewed   Rating   Comments

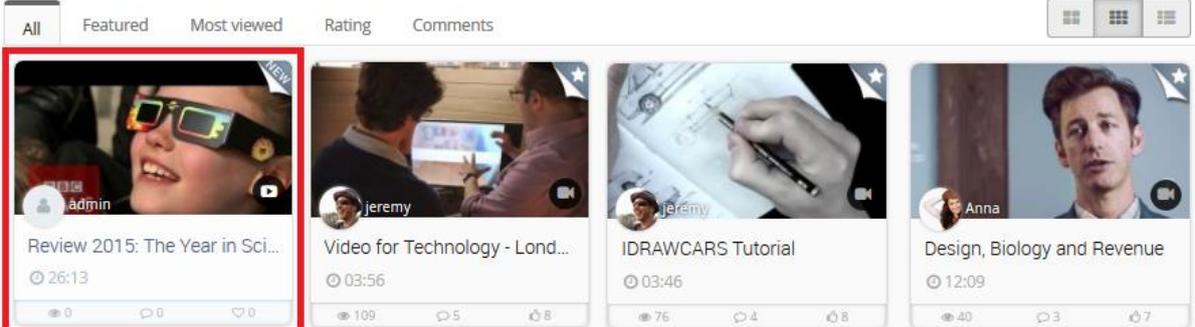


Figure 17: Successfully imported YouTube video in the media section

## Export videos to YouTube

▶ ViMP Ultimate only ◀

Videos can be exported with just a few clicks to your existing YouTube channel.

Click the “Export to YouTube” button on the media page to open the YouTube export form. It is pre-filled with the data you provided within ViMP, but can be modified to your requirements before submitting the form.

After submission, the video will be exported to YouTube with the individual settings of the form and will be available in your YouTube channel shortly.

## Chapters

After successfully uploading and transcoding a video, you can comfortably add chapters to the video to differentiate it into sections. Since YouTube and Vimeo videos come along with their own players, chapters can only be created for your own videos that have been uploaded directly to the ViMP portal. To add chapters to a video, enter its edit form by clicking the “edit” button:



Figure 18: Edit medium to add chapters

To enter the chapter section, click [Edit chapters here](#) in the edit form of the video and confirm the following message box with “OK”.

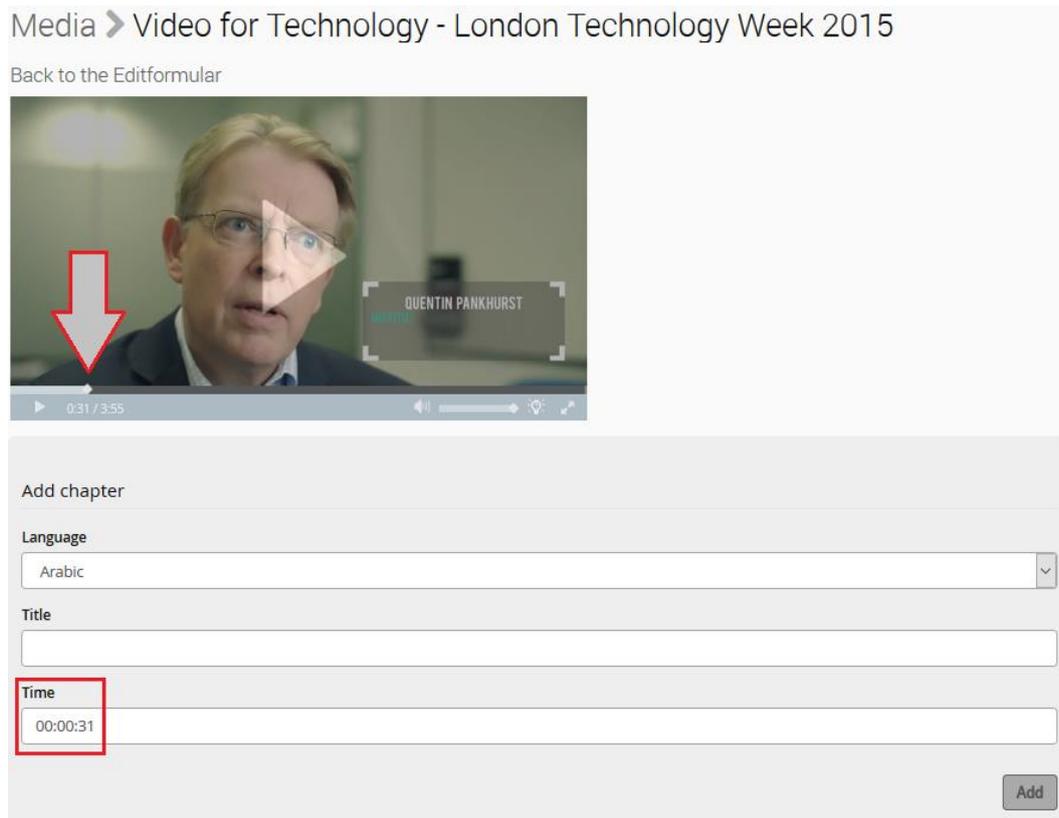


Figure 19: Adding chapters to the video

The full length video is displayed in the chapter edit form to simplify the chapter adding process. To add a chapter to the video, search the video using the seek bar for a specific sequence (see arrow in figure 18) as the start point of the chapter. The timestamp of the selected sequence will be automatically transferred to the “Time” field to simplify the adding process. To finalize the chapter, select the appropriate language, add a title and confirm the chapter creation by clicking the “Add” button. Repeat those steps for every chapter that you want to add to your video and don’t forget to confirm each of them by clicking “Add”. Already generated chapters will always be displayed and refreshed in the video player directly and in the chapter form to avoid duplicates. After adding all chapters, leave the edit form over the link “Back to the edit form” and save your changes by clicking “Save”.

Once a chapter has been added to the video, it will be shown alongside with the player for all users. Move the mouse cursor over the single chapters to show the chapter titles. By clicking a chapter mark, you will be directed to the related video sequence without seeking the complete video for that specific position.

## Media > Video for Technology - London Technology



Figure 20: The generated chapters appear directly under the video player.

## Subtitles

▶ ViMP Ultimate only ◀

To offer your videos to an international audience, you can upload subtitles in multiple languages via the edit form of the video (likewise to chapters). If subtitles have been uploaded for a specific video or not, can be seen, if the symbol is visible in the video player to the left of the volume control. By clicking this icon, a menu with all available subtitle languages will pop up.

All you need for the generation of a subtitle file is a text editor. It's up to you which editor you use – if you don't have a favorite one, we suggest to use the Windows text editor "Notepad" which is already pre-installed on your Windows computer. Open "Notepad", which can be found in the "Windows Accessories" folder of the Windows Start Menu usually. Now you're set to enter the subtitles. The subtitles need to be formatted in a specific format. For better visualization an example subtitle is shown in figure 20:

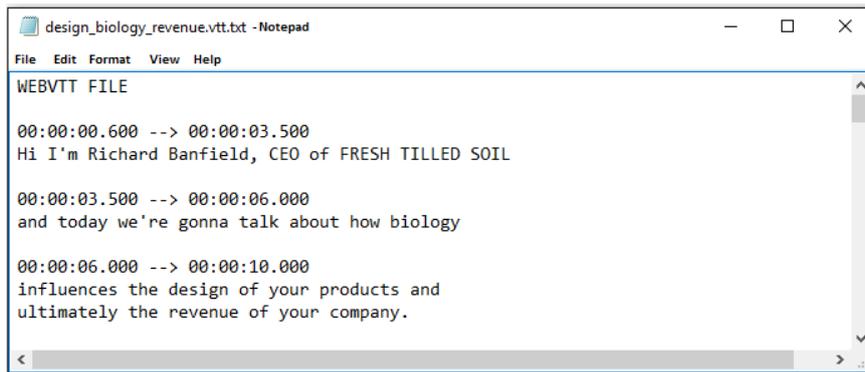


Figure 21: Sample file to create a subtitle

Make sure you write “WEBVTT FILE” at the beginning of each subtitle file before the actual subtitle information. If this very first line is missing, the subtitles won’t be identified by the video player and thus cannot be turned on. The actual subtitle has to be entered in a very precise format. Make sure your timestamps for every single line are coded in the following way: hh:mm:ss.f --> hh:mm:ss.f followed by a line break (return) and the subtitle line. Please also take care that your timestamps do not overlap, since this would cause unintended behaviors of the subtitles while playing the video.

After you completed your subtitles file, save it to your local hard disk. You can choose the filename on your own, just be sure to remember the location of the file later. If you use umlauts like in German, Spanish, Chinese, Russian or other languages, please make sure to select “UTF-8” for encoding and save the file.

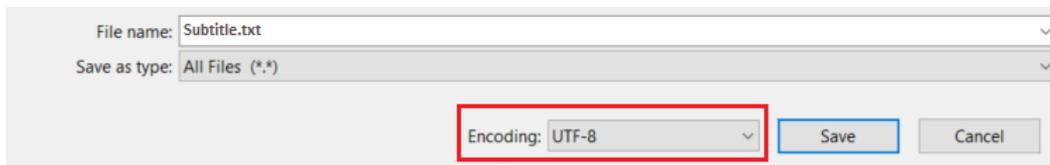


Figure 22: Save the subtitle file UTF-8 encoded

Next you can upload the subtitles file to the ViMP portal to display the subtitles right in the video player. Click the uploaded video on the start page and enter the edit form analogous to the chapter creation in figure 17. Click the [Upload Subtitles here](#) link and confirm the message box with “OK”.



Figure 23: Upload subtitle file to the ViMP portal

You now enter the subtitle form where you can select the saved subtitle file from your disk, choose the appropriate language and save the selection by clicking “Upload”. If you go back to your homepage, select the video and just activate the uploaded subtitles by clicking the  button as described earlier. If you detect any mistakes or want to adjust the timestamps of the subtitles, feel free to upload the subtitles file again and again. The latest uploaded file will always overwrite the previous one.

## Media > Design, Biology and Revenue



Figure 24: Subtitles in the video player

## ViMP search box

With a growing number of media on the server, the need for a search function will increase. Therefore, a search box has been implemented on top of the portal, right beside the upload button:

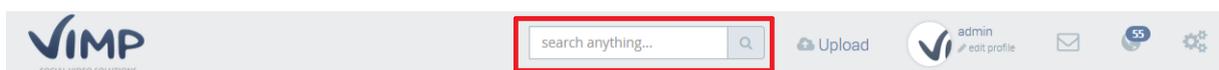


Figure 25: The search box is located right beside the upload button

Enter a keyword in the search box to perform a basic search. The basic search will seek for registered user accounts and media that has been uploaded to the server, having the keyword in their title or description. For an advanced search, select the “Advanced search” tab right in the search results.

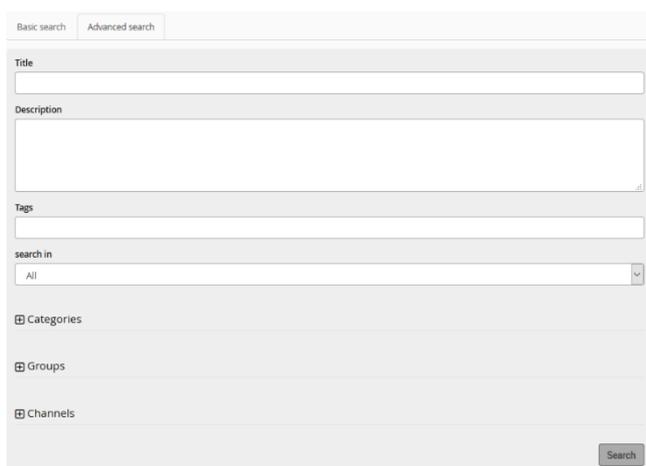


Figure 26: Advanced search

Within the advanced search, you can specifically search for a title, description and tags. Furthermore, the search location can be defined more strictly – for example in a specific group or a channel, or in a category. Additionally, you can also search for a specific media type, e.g. a document or an audio file.

After specifying your search terms, clicking the search button will show you the results.

## Media embed on external websites

Since you now learned how to upload your own media to the server, this section will show you how to embed your media on different external websites – as long as your server is connected to the internet. You can easily embed or share your media to external websites and also on social networks without any technical foreknowledge.

### Embed your ViMP media

Media > Design, Biology and Revenue

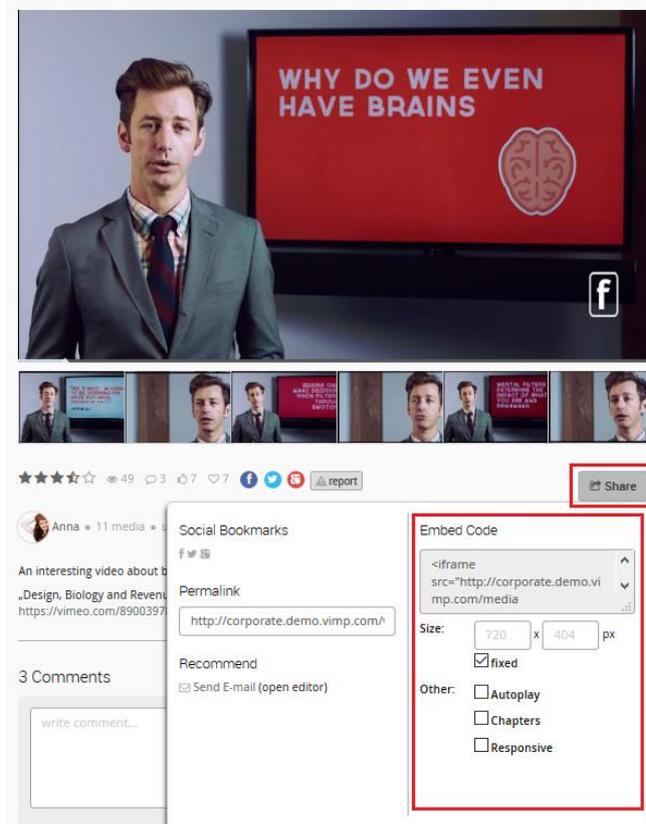


Figure 27: copy and paste the embed code

Embedding your media on an external website means that the medium will be shown and played directly on the external website without leaving it or entering the ViMP portal through a link.

To embed your medium, you only need the embed code shown in figure 26, which you can simply copy and paste to the external website. To get the code, head your mouse over the “Share” button without clicking it. An overlay will appear immediately on the right side, where you can specify the size of your embedded player and if your video shall be started automatically as well as the option to include the chapters to the embed. You can also check the responsive box, meaning that your player will be automatically scaled depending on the users’ screen size, e.g. mobile devices. Please note that every new setup will automatically update the embed code.

## Share your ViMP media on social networks

Of course, you can also share your media in the popular social networks Facebook, Twitter and Google+. Click on the icon of the social network where you want to share your medium (for example Facebook). The exact position of the icons is shown in figure 27. To share the medium, you'll be prompted to log in to your social network and enter a message for your post. The medium will appear on the timelines or the profiles of your friends and contacts automatically after you submitted the form.

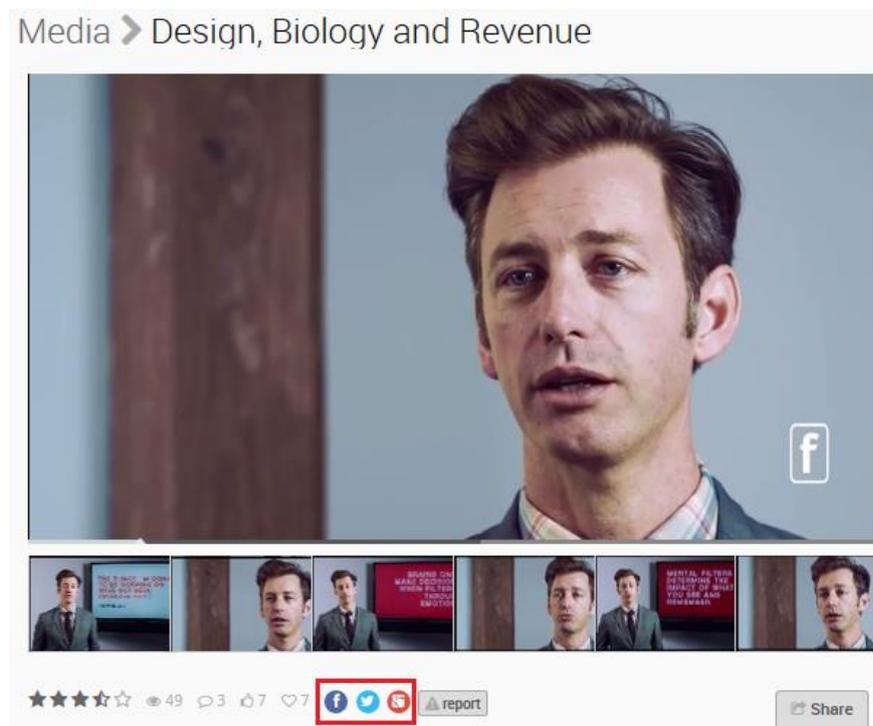


Figure 28: Share buttons for the social networks

## Personalize your ViMP portal

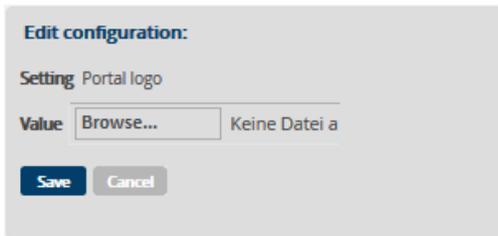
As mentioned before in the descriptions of the available modules, you have plenty opportunities to personalize your ViMP portal to your own, your client's, employees' and visitors' requirements by installing available ViMP modules and extensions. In this chapter, we will explain how to create a personal WebTV playlist, an album, a livestream and much more.

### Embedding a portal logo

One of the very first steps in customizing your ViMP portal is to upload your company logo, which is not only a logo, but also the link to the start page of your portal from everywhere. To embed the logo on your portal, please click the [Configuration](#) link in the administration backend and enter the "Portal" settings. Now click "Edit" at the "Portal logo" parameter shown in figure 28:



Figure 29: Click "Edit" to upload your portal logo



To upload your logo, click the “Browse...” button and select your logo from your local hard drive. By clicking the “Save” button, your selection will be checked for the correct file type and uploaded to the server. Please note: Your logo will not be cropped or resized automatically and thus has to be uploaded in the correct size.

Figure 30: Upload portal logo

## Creating a new WebTV playlist

▶ ViMP Ultimate only ◀

With the WebTV module you and your users can create individual playlists and watch the videos of interest successively and without interruption. Furthermore, the administrator can define a playlist that will be loaded automatically whenever a user enters WebTV. This and further preferences with respect to WebTV can be found in the ViMP Administration Guide.

To create a new WebTV playlist, please click the „New“ button in the playlist bar to clear the preloaded playlist:

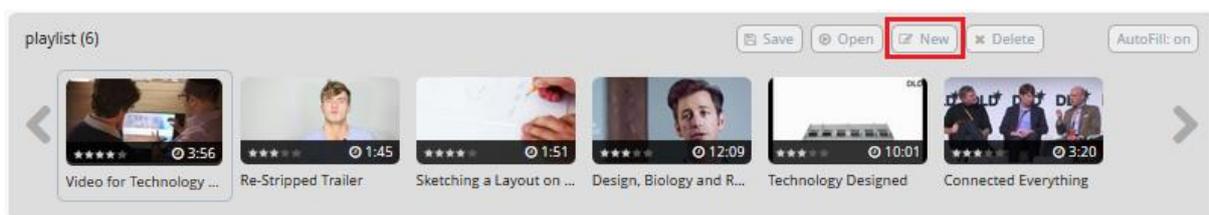


Figure 31: Create a new WebTV playlist

Once the preloaded playlist has been cleared, you can add videos of interest to the playlist by browsing the sections “Related Media”, “Categories”, “Media of user”, or simply by searching the portal for a specific video. To demonstrate the search, we will search for the keyword “technology”, shown in figure 31. The result list contains all videos with this keyword in their title or description. When you have found the correct video, click the “+” icon to add the video to the playlist or drag’n’drop it to the playlist section:

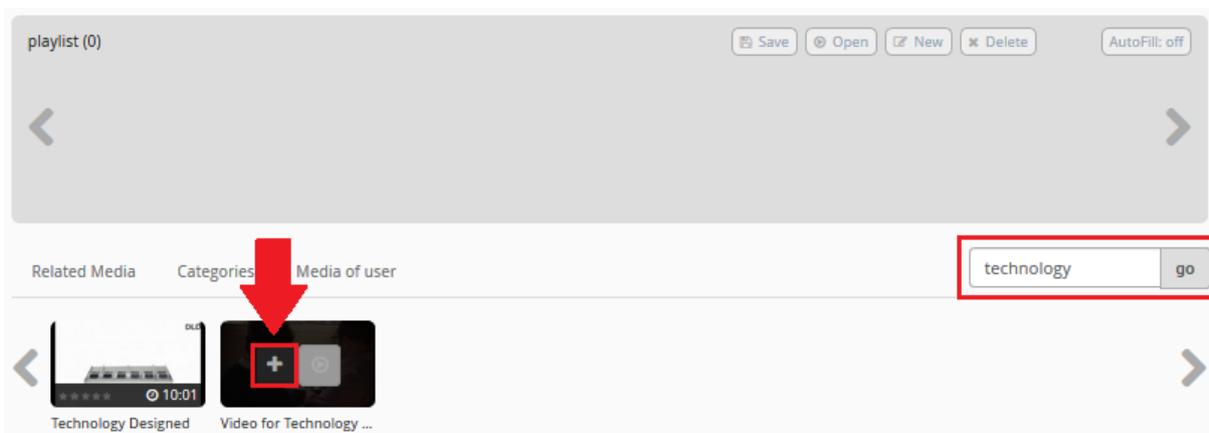


Figure 32: Adding videos to the playlist

To start playing, click the play button of a video within the playlist. Of course you can also save your created playlist, so you don't need to recreate it after accessing WebTV again. Click the "Save" button within the playlist bar and enter a name for the created playlist. To open it again afterwards, just select the playlist from the list after clicking "Open".

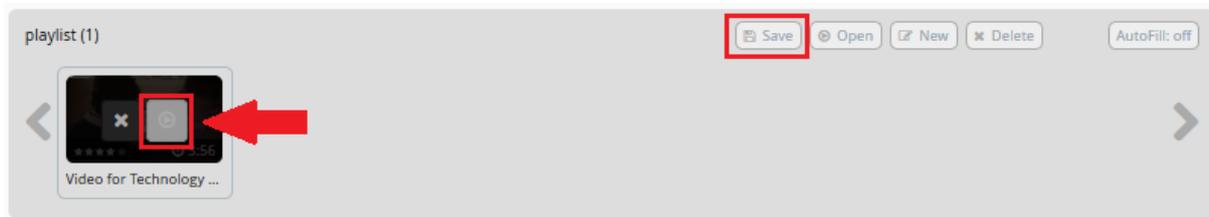


Figure 33: Play and save the created playlist

## Creating a new album

▶ ViMP Ultimate only ◀

Just like a WebTV playlist, a new album can be created by every registered user of your ViMP portal and can be shared with friends or other users. To create a new album, access the album module from the homepage navigation and click the [create album](#) button. After entering a title, a description and defining the visibility of the album, the basic information for the album can be saved by clicking the "Save" button.

Once you saved the basic information, you can start adding media to the album by selecting the "Manage Media" tab within the album and clicking the "Add media" button:

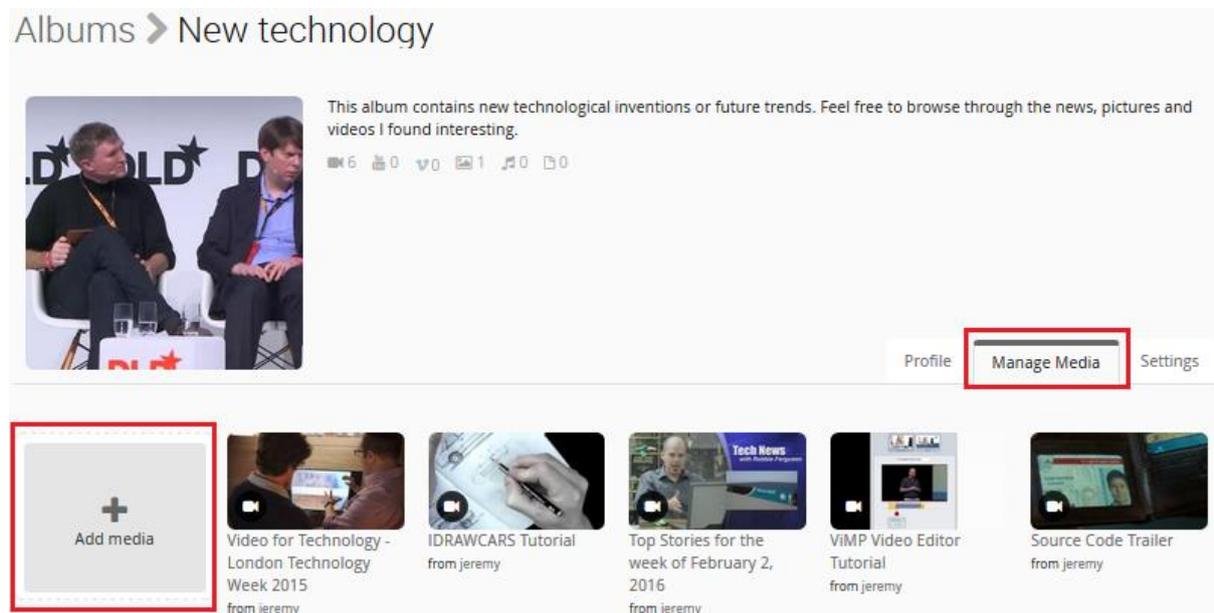


Figure 34: Adding media to an album

A new window with all available media that has been uploaded from your account will open immediately. You now have two possibilities to add media to your album, appearing by dragging the mouse cursor over the individual medium. The first way (figure 34, arrow 1) is to add a single medium one by one clicking the "+" icon within the thumbnail. The second possibility is to mark several media and add them to the album at one go. Therefore, just check the checkboxes of all desired media thumbnails (figure 34, arrow 2) and add the selection by clicking "Add media". Now, as you added

some content to your album, it will be visible to all users that have access to your album. Of course, you can add new media to your album or remove existing media from it at all times to keep your album up to date.

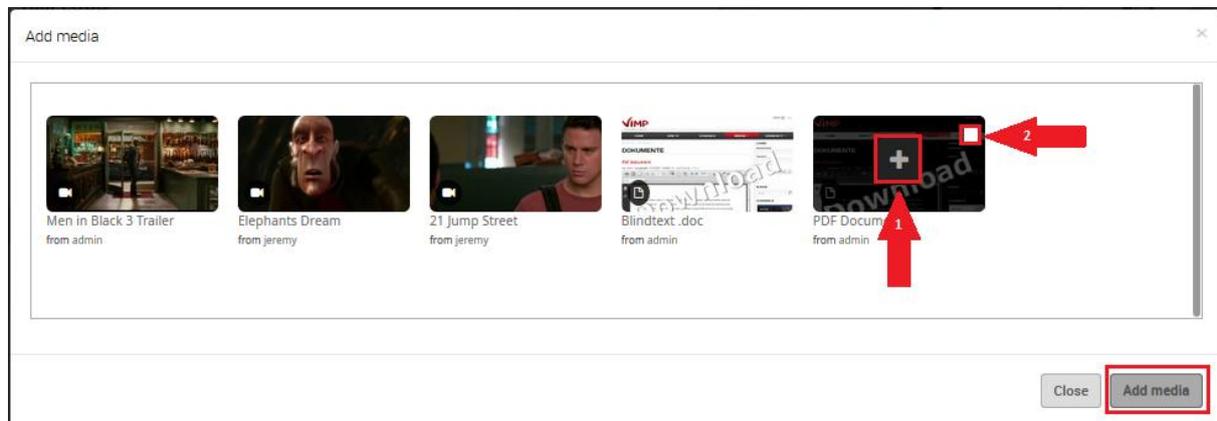


Figure 35: Media selection to fill an album with content

## Creating a new channel

▶ ViMP Ultimate only ◀

If you read the chapters before, you already know how to categorize your media within your ViMP portal. The channels module is another possibility to divide your content into specific topics or sections and contains a broad range of features. Unlike the categories, a channel can only be populated by a channel administrator. To support the channel administrator in management tasks, channel moderators can be assigned for each channel in addition. In conjunction with the Video on Demand module you can also charge the complete channel content with a fee. This simplifies the distribution of fee-based content noticeably, since the users won't have to buy each medium separately. For a step-by-step manual on how to create a channel, please take a look at the ViMP Administration Guide.

You can upload a channel cover image for each channel individually. Within the channel overview, the latest media of a channel will be shown as thumbnails right below the cover picture. The channel section of your portal could look like follows:



Figure 36: Channel "Trailer Park" in the channel overview

## Creating a livestream

In addition to conventional media (videos, audios, documents, pictures), you can also provide video and audio livestreams within your ViMP portal. All you need for broadcasting is the stream URL of the streaming service or the streaming server (e.g. Wowza). A detailed step-by-step description on how to add a livestream to your portal can be found in the ViMP Administration Guide.

Of course you can customize your livestream with a cover image, placeholder and background image. The livestream module is a very comfortable way to broadcast streams to your viewers since the user only needs to select the livestream in the livestreams overview:

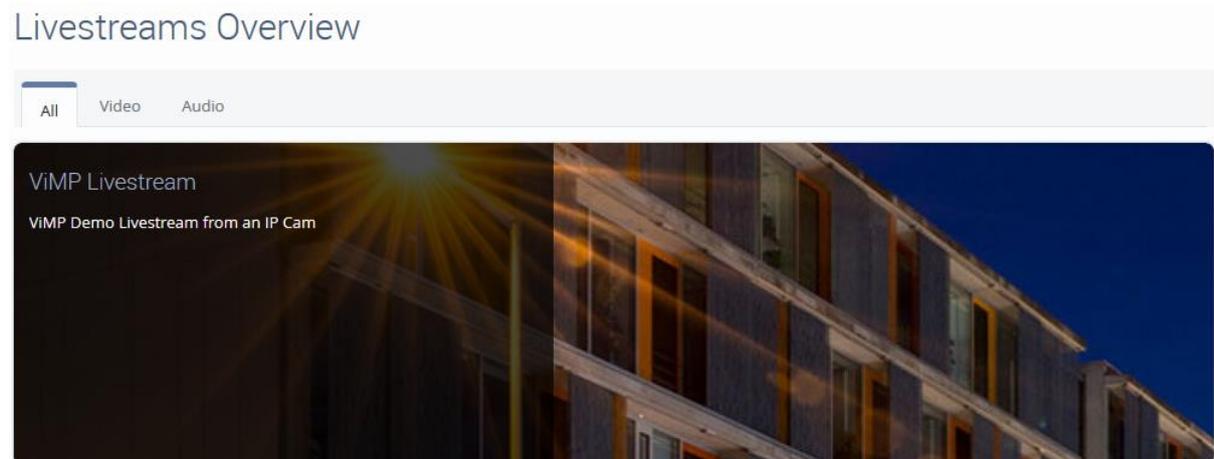


Figure 37: Livestreams overview

The selected livestream will be played directly within the ViMP flash player right in the browser and can be viewed by your users without additional software or prior technical knowledge.

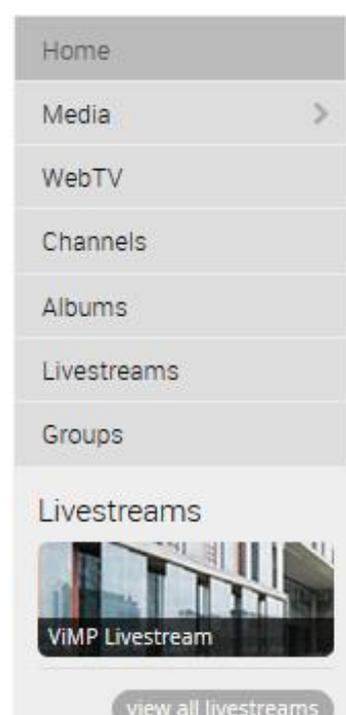


Figure 38: Livestream menu icon

In addition to accessing the livestreams via the front page navigation, a stream can also be accessed directly by clicking the livestream picture listed below the navigation.

Of course you can also retrieve detailed statistics about the view counts of your livestreams and hide inactive livestreams temporarily while they are offline. Both can be done within the administration backend.

Furthermore, you can share your free livestreams on external websites with an embed code or the social network share option, exactly like sharing a conventional medium. In conjunction with the VoD module, you can also charge your livestreams with a fee.

## Static pages

Static pages are perfectly suited for the creation of general terms and conditions, imprint, contact information or content pages. A static page can contain any information and is accessible via individual links that can be placed in the footer for example. For the generation of static pages please enter the backend and click “Pages” in the left navigation. Please note that you can also use HTML tags for page creation.

## Customize your front page

### Slideshow

Use the Slideshow on the front page of your ViMP portal to say welcome to your users, refer to interesting media, new channels or upcoming livestreams with a striking picture. The slider provides you the opportunity to call attention to your most important content right from the front page. A slider could for example look like in the following picture:

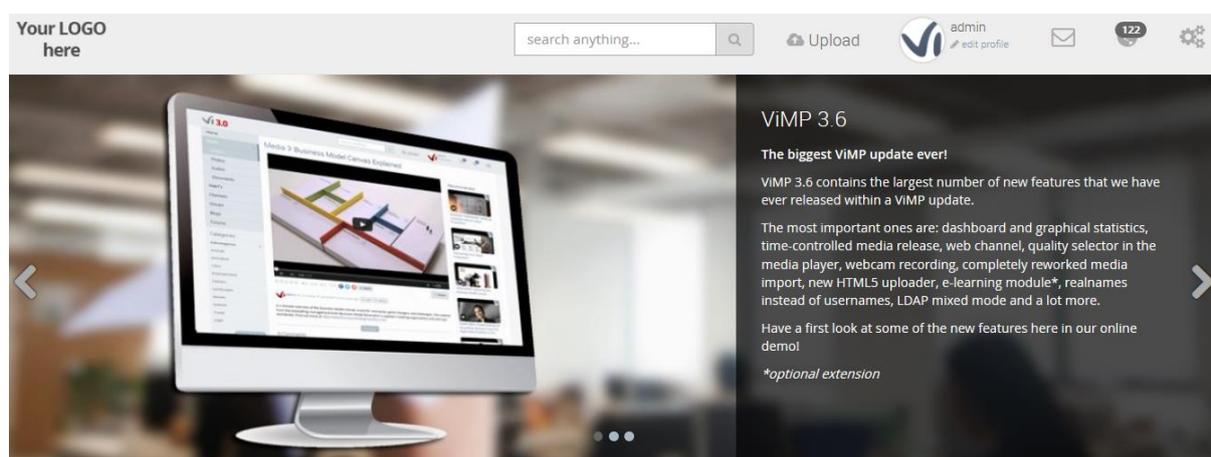


Figure 39: A sliding element of the slideshow at the front page

A slideshow needs to be set up in the backend. The exact procedure is described in the administration guide in more detail.

### Front page media player

For a particular emphasis, a single medium can be embedded on the front page of your ViMP portal as well. This is a very convenient way to attract attention to special media that can be watched on the start page directly. The media player will be embedded for all users of your portal, the administrator decides which video will be loaded within the media player.

In order to enable the media player on the front page, click [Configuration](#) in the backend followed by “Components” in the navigation menu. Search for the option “Enable media player on startpage” and set the value by editing the current setting to TRUE. Now you have to make sure that the correct video will be loaded in the media player. Enter the “Media” section in the backend configuration and edit the setting “Featured media type”. If you select the “special media” option, make sure to pick the correct medium in the setting “Featured medium”. By the way: you can either select videos that you

have uploaded by yourself or embedded videos from YouTube or Vimeo. Your front page could look like follows afterwards:



Figure 40: Featured video on the start page

## Featured media box

Another way to draw the attention of your users to specific media is the featured media box on the front page which can be used to highlight interesting or important media. You can pre-define the layout of the featured media box out of three different options. Later on, your users can change the appearance individually as well. To activate the media box, enter the “Components” section in the backend configuration and activate the media box with the setting “Enable featured media box on startpage”. To choose a different layout of the media box, go to the “Media” section in the configuration and edit the “Featured Media box default layout”. A featured media box with “Big thumbs” could look this for example:

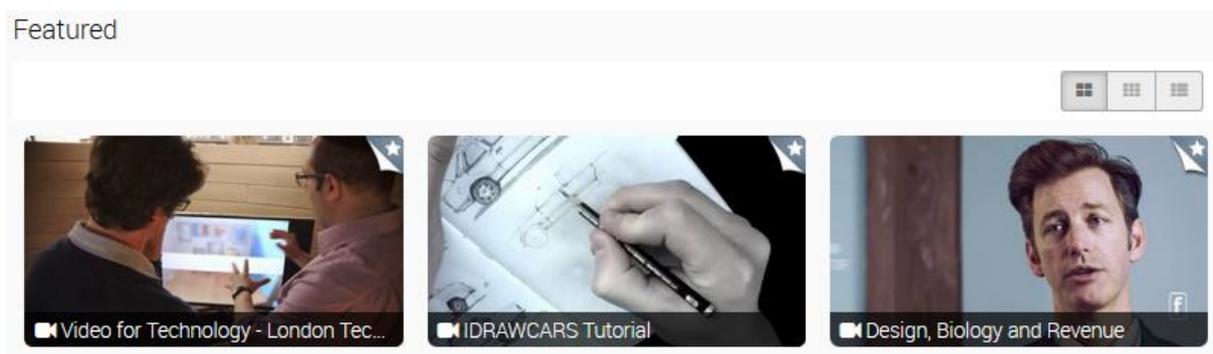


Figure 41: Featured media box on the start page

## Activity list

The activity list is a timeline that illustrates the most recent activities of your users. Of course you can define what kind of activities shall be listed by selecting them in the “Activities” section of the backend configuration. An active activity list could for example look like follows:

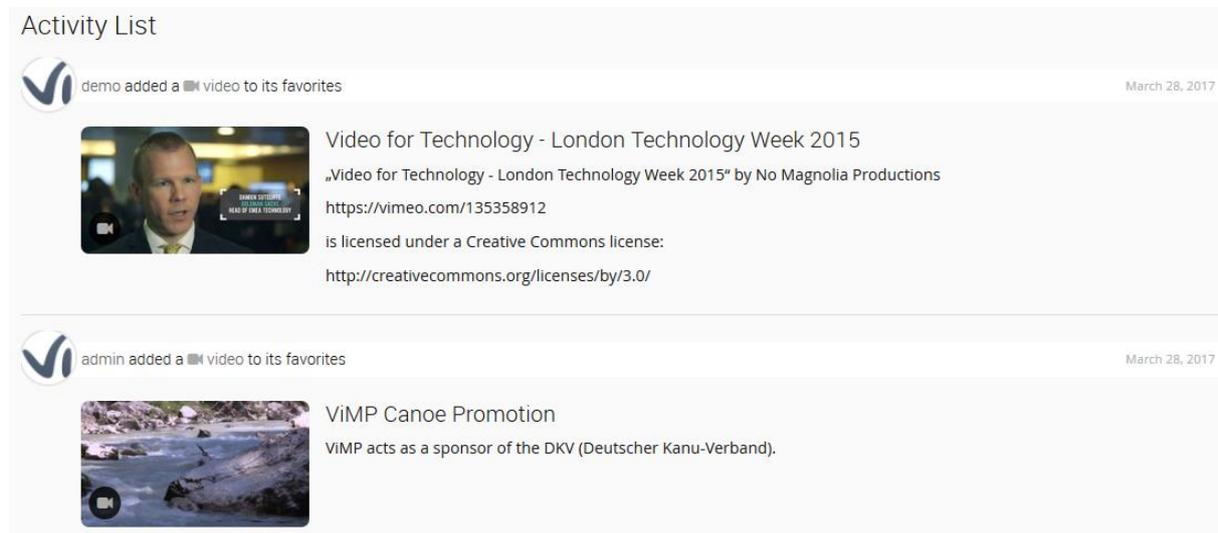


Figure 42: Activity list on your start page

## Customization of the main menu navigation

A successfully installed ViMP portal automatically includes a main menu based on the installed modules. You can either keep the pre-defined menu structure or change items freely according to your requirements. You can customize the menu navigation by renaming the items, deleting existing or adding new ones. Additionally, menu items can not only link to pre-defined pages like your installed modules (e.g. Forums, Blogs, ...) but also to static or external pages.

The menu editor is accessible via the  **Menu** link in the backend. For more information about how to modify the main menu, please refer to the administration guide.

## User account

To create a new user account, enter the start page of your ViMP portal and logout, if you are already or still logged in. Click on “Register” in the top right corner, fill out the register form and click on “Sign up”. You can also disable the registration for your portal via the backend configuration in the “Components” section. In addition to the regular registration process via the frontend, the administrators can always create user accounts via the backend, also if the registration is disabled. Furthermore, you can add custom registration fields that the users have to fill in with their registration. A more detailed description on how to create new user accounts via the backend and how to add custom registration fields can be found in the administration guide.

To log in to a registered user account, simply click the “Login” link and type in your username and password. Your personal profile page can be accessed by clicking your username located on top of the front page.

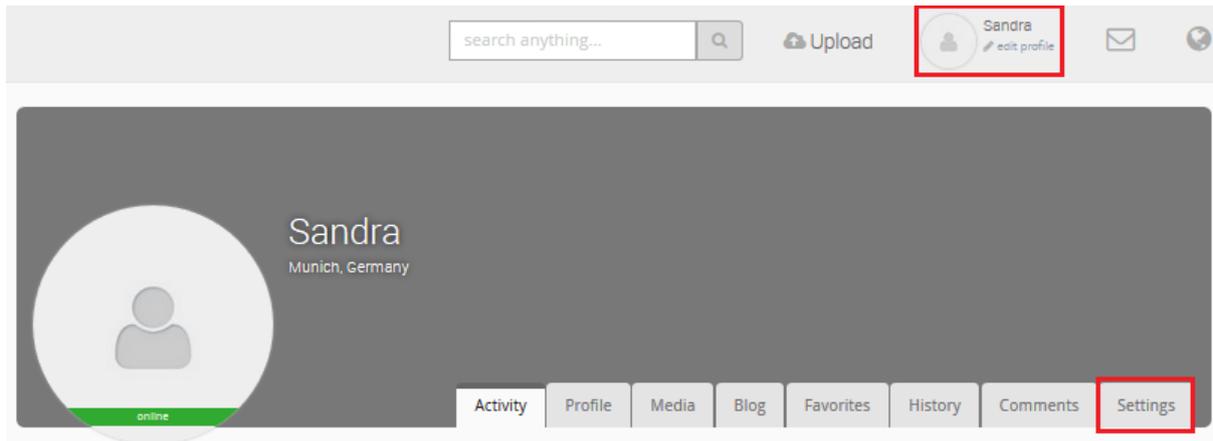


Figure 43: User account settings

You can provide several information about yourself which you can share with other users in your user profile. Within the settings tab (shown in figure 43) you can enter your name, birthday, location, and much more. Additionally, you can upload an avatar and a title picture for your profile page. Once you provided all necessary information and uploaded the pictures, click  to save your changes.

In addition, find your recent activities in the “Activity” tab where your new uploads, comments, favorites, etc. will be shown. Your activities are visible for any other user on the portal, as well as you can see the activities of other users on their profile pages. Friends and groups that you belong to will also be shown on your profile page. The tab “Media” lists all of your uploaded media. Furthermore, the media section lists your channels and albums. The “Favorite” section is your personal watch list where you find all media you have marked as favorites. The “Comments” section is your personal guestbook where other users can comment on your profile, your media or your activities.

## Communication

Besides the guestbook, there are two additional communication channels implemented in ViMP in order to receive portal specific notifications or private messages.

### Notifications

Notifications are visualized as a small globe in the header section.  The little digit shown jointly to the globe is the number of new notifications you did not read yet. Click on the globe to show both your new and the old notifications. Notifications can contain diverse messages, starting with new media in one of your channels, successful transcoding or new comments on your media, to requests for a validation of a new user or medium – if configured in the backend.

### Private Messages

To write and send private messages (PM) click on the profile of the receiver, followed by the button “send PM”, shown in figure 44. A new form will open where you can enter a subject and the message

to send. After your message has been delivered, the recipient will be notified with the  envelope symbol.

To open a conversation, just click the envelope and hereinafter the message of the sender. A response can be entered directly right beneath the message.



Figure 44: Sending a private message - PM

## Afterword

This manual is intended as a first orientation on your new ViMP portal and is not a complete description of all functions and features. Discover the diverse functionality of your portal on your own based on this introduction or get more information about the latest versions and additional modules at [www.vimp.com](http://www.vimp.com). For further information and upcoming questions please feel free to contact us via the contact form at <https://www.vimp.com/en/contact.html>.