



Version 3.0

System Administrator Guide

This document provides information Ensemble Video System Administrators can use to design and implement an appropriate Ensemble Video organizational framework, manage Ensemble Video system settings, and ensure Ensemble Video system continuity and security.

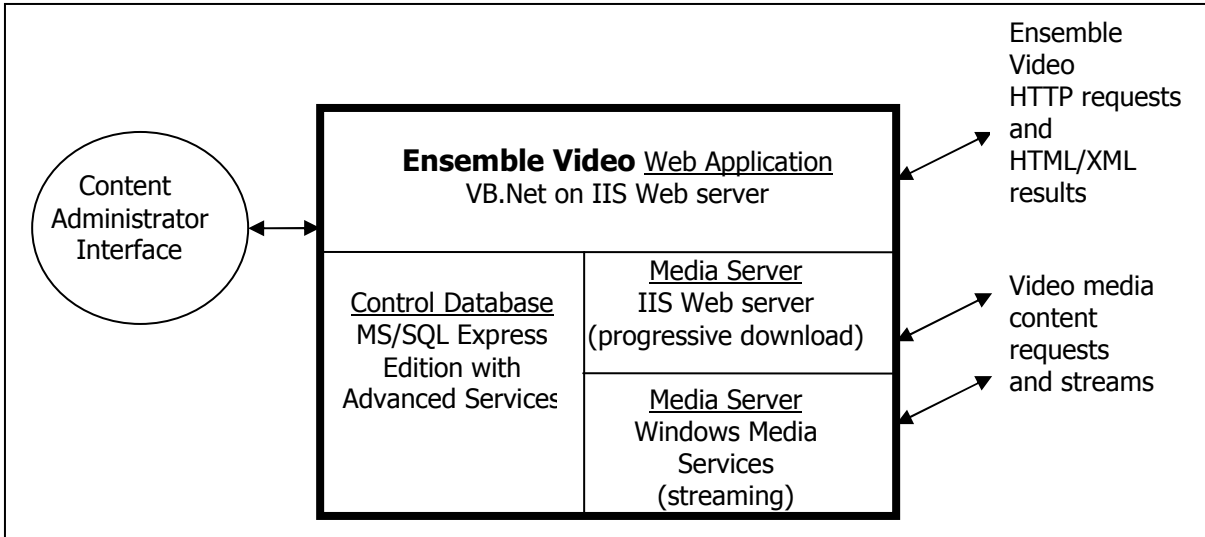
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I. Technical Components of Ensemble Video

Each installation of Ensemble Video has three components: the Web application, a Control Database, and one or more Media Servers. The Web application is written in VB.Net and must run on a Windows Server (Web Edition, Standard, or Enterprise) with MS Internet Information Server (IIS). The Control Database is an MS-SQL database. And the Media Server(s) can be a Web server(s) for progressive download and/or a streaming media server(s). In the simplest of installations these three components all reside on a single server.

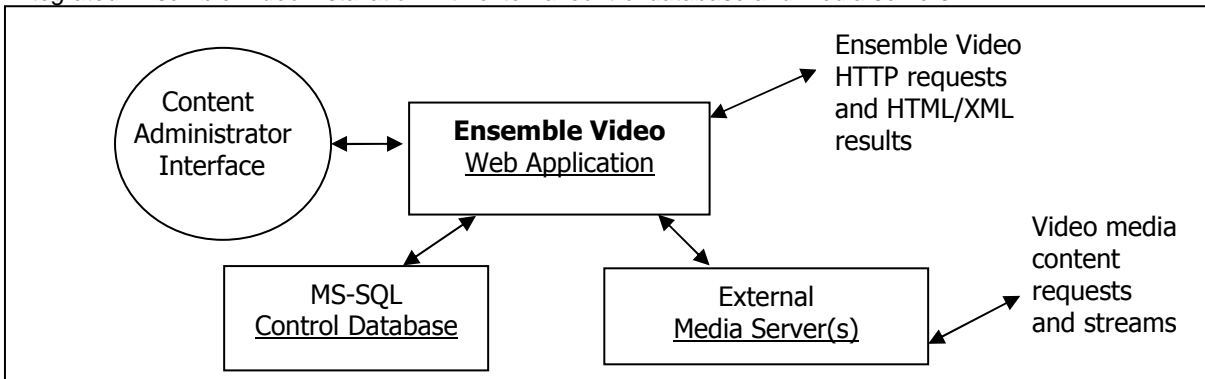
Ensemble Video all-in-one installation.



The control database holds all of the meta-data for all video entries as well as control information for the Web application. A media server directory can be an upload directory or watch directory.

Many Ensemble Video customers already have one or more media servers that they want to use instead of, or in addition to, the media services resident on the Ensemble Video application server. Many also have an existing MS-SQL database they want to use for their control database, rather than installing a separate instance of MS-SQL on the Ensemble Video Web application server. This is also supported, and can be done easily with the network access to those external resources.

Integrated Ensemble Video installation with external control database and media servers.



MS-SQL

In the case of an external MS-SQL control database, an account with MS-SQL System Administrator privileges must be used at installation time to create the Ensemble Video database. This is only required once, during or prior to installation. A separate user with rights to manage the database will be used by Ensemble Video to create, add, and delete database tables and data.

As part of the upgrade to version 3.0, all attachments and thumbnail images are migrated from local storage on the Ensemble Video application server to the MS-SQL database. This is a step toward providing a clean Web application environment that can be replicated for redundancy and fault tolerance.

Backup and Recovery

Ensemble Video is a Web application similar to others commonly used in enterprise environments. To ensure recovery in case of failure, it is critical to back up the database at least daily. The Ensemble Video program folder and Web application directory should also be backed up regularly (it contains log files and other useful information), and you should have a backup of the Symphony Video, Inc. software which is typically installed on "C:\Program Files\Symphony Video, Inc".

The Symphony Video, Inc. program group on the Web application server provides access to a backup script that you can modify and use to create a snapshot file from your MS-SQL Server, which can be backed up by your regular backup mechanism (see section III, below, for more information on the system administrator program group). This backup script is designed to make it easier to configure database backup when using MS-SQL Express, which does not offer a built-in backup agent as other MS-SQL versions do.

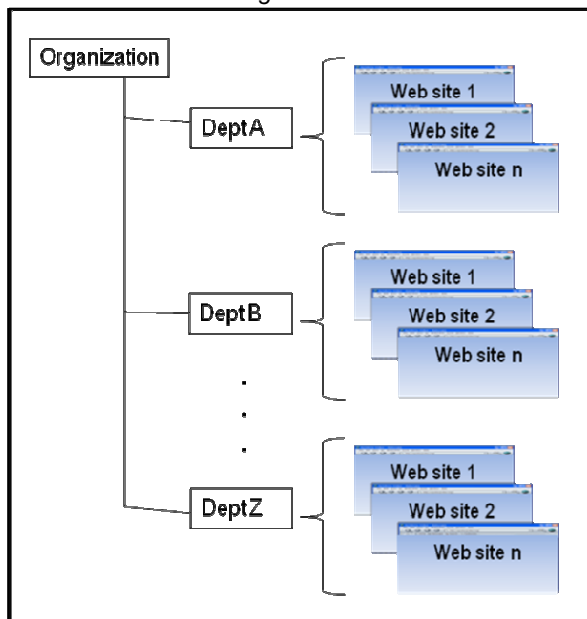
Ensemble Video technical support is available to consult on continuity strategies for organizations that need assistance with backup and recovery procedures.

II. The Ensemble Video Organizational Framework

Ensemble Video makes it easy to upload, catalog, and publish a library of video "titles" or video "entries" (in version 3.0, image galleries are also supported – for more information, see the Ensemble Video Content Administrator Guide). Each video entry has a title, keywords, production date, and a variety of other catalog descriptors and meta-data. Ensemble was designed for decentralized content management. This is implemented through a very flexible organizational framework, where different groups and users can maintain independent video libraries, but also share content across those libraries.

Within a single implementation of Ensemble Video at least one "organization" is defined. Within an organization any number of Ensemble Video "departments" can be created, where each department has its own independent video library. Each department has one or more Content Administrators who create video entries that are owned by their department and appear in the video library listing for that department.

The Ensemble Video organizational framework.



A department Content Administrator may set up one or more Internet Web destinations (also called “Web sites”) for publishing content for external constituents, and one or more Web sites accessible to internal viewers (e.g., a training video Web site or a Web site where organizational processes or events are documented).

While an Ensemble Video organization can indeed be a single organization with multiple departments created within that organization, the system is not limited to that terminology and model. A regional school district consortium may establish an organization for each participating school district, and then districts could in turn create departments as needed within their own organization. A college may create an organization for all faculty members, and then create a department for each faculty member, so they

can manage and publish their own video content independently.

When Ensemble Video is installed, it is important to think through an appropriate organizational structure for your implementation. Do you want to have a single organization and have each entity be a department in that organization? Or do you want some of your entities to have their own organizations? The key to this lies in understanding the different user roles within an Ensemble Video implementation, as summarized in the table below.

Summary of User Roles and Privileges

System Administrators

The super user account for creating organizations and managing system-wide settings

- Can create and edit Content Type definitions, and edit Application Settings
- Can configure an LDAP authentication source
- Can create new organizations
- Is an Organization Administrator for his or her department

Organization Administrators

Account used to manage departments, users, and department paths in an organization

- Can create new departments
- Can add, edit, and delete user accounts for departments in the organization
- **Can set up video sources for departments in the organization**
- Is associated with a single department
- Can switch to any department in the organization

Content Administrator (Contributor)

These users manage, catalog, and publish video content using Ensemble Video

- Is associated with a single department

- Can add, edit, publish, and delete video entries
- Can define, edit, delete Web sites to publish content to (e.g., using HTML Plug-in or Quick Publish)
- Can customize bandwidth labels
- Can add department Shares and authorize Direct Publishing permission

Content Administrator (Editor)

These users can

- Edit and publish videos in the department Media Library
- Publish videos in the Shared library

Content Administrator Editors cannot Add or Delete videos, and do not have access to the Web Publishing or Administration Tabs.

Viewer

Can view content that is in the Media Library or the Shared Library.

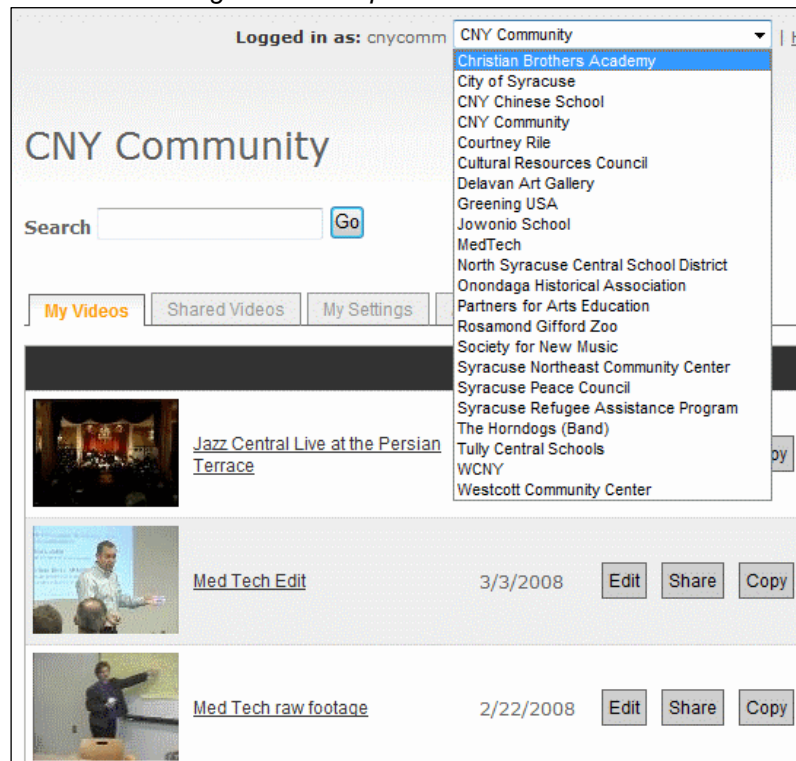
The installation of Ensemble Video creates an Ensemble Video System Administrator account. This account is also the Organization Administrator for an initial organization defined during the installation procedure. **The System Administrator is also the only user who can create additional organizations.**

An Organization Administrator can create and manage any number of departments within his or her organization, and create and create and manage any number of users within each department. **An Organization Administrator can also configure department video sources.**

Switching between departments.

When an Organization Administrator logs in, he or she will be able to move between departments in the organization via a drop-down menu at the top of the Ensemble Video interface, as shown in the screen shot at right.

An Organization Administrator can add a new department by going to the Administration Tab and clicking on **Manage Departments**. To add a Content Administrator to a department, Organization Administrators simply switch to that department using the dropdown menu and then click on **Manage Users** in the Administration Tab.



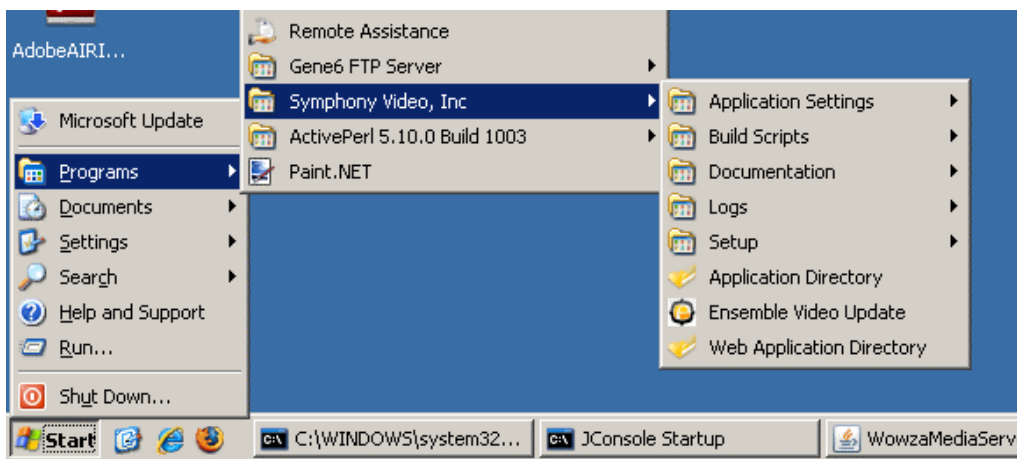
To determine how you want to organize your Ensemble implementation, consider the following two critical questions:

1. *Who will configure video sources for departments that use the system?*
2. *Who will create and add departments and users?*

If you want to manage these things centrally, then it likely makes sense to set entities up as departments in a single shared organization. If these activities are going to be farmed out to various entities, then you will likely want to set up those entities as independent organizations.

III. System Administrator Tools

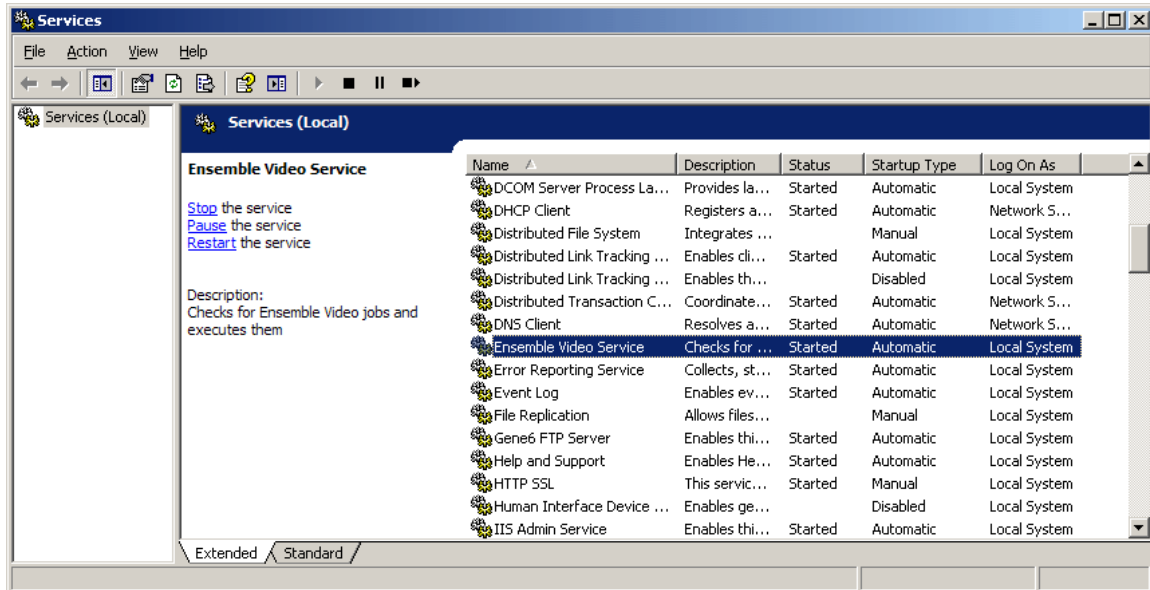
On the Ensemble Video application server, a program group provides access to several useful System Administrator resources and functions.



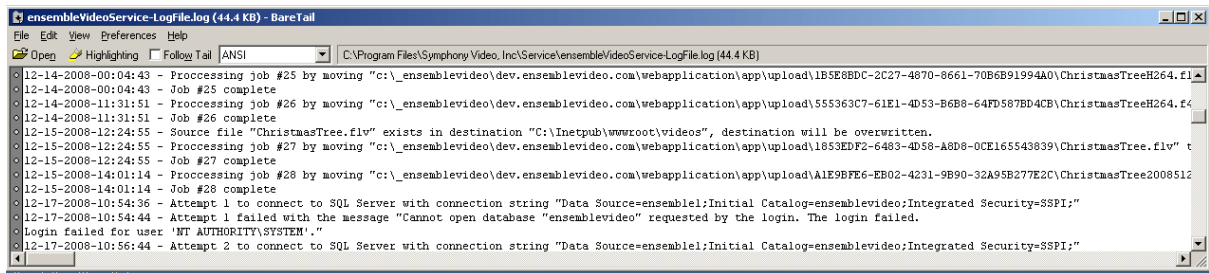
- Applications Settings*** For specifying system-wide settings
- Build Scripts*** System utilities useful when upgrading/troubleshooting, this also provides access to a script for taking a snapshot of an Ensemble MS-SQL database
- Documentation*** Takes you to manuals and tech support resources
- Logs*** For verifying proper function of the system
- Setup*** To run the Ensemble Video software installation process
- Application Directory*** Takes you directly to the application root directory where the video management service and other key software components reside
- Ensemble Video Update*** Tool for querying update status and applying new software updates
- Web Application Directory*** Takes you directly to the Web application root directory

The Video Management Service

A video management service is installed on the Web application server. This runs as a Windows Service ("Ensemble Video Service" – see screen shot below). When a file is uploaded, it automatically copies it to the appropriate media server using the directory and authentication credentials provided in the appropriate video source.



If you find that uploaded files are not available for streaming/download once they are uploaded, be sure to check that the Ensemble Video Management service is running (it should also be configured to start automatically on system restart). If the service is running, you can look at the Video Management Service Log file to see if there are any error messages that were generated when the file was copied to a media server directory.



You can view the log using the system administrator tool on the Ensemble Video Web application server.

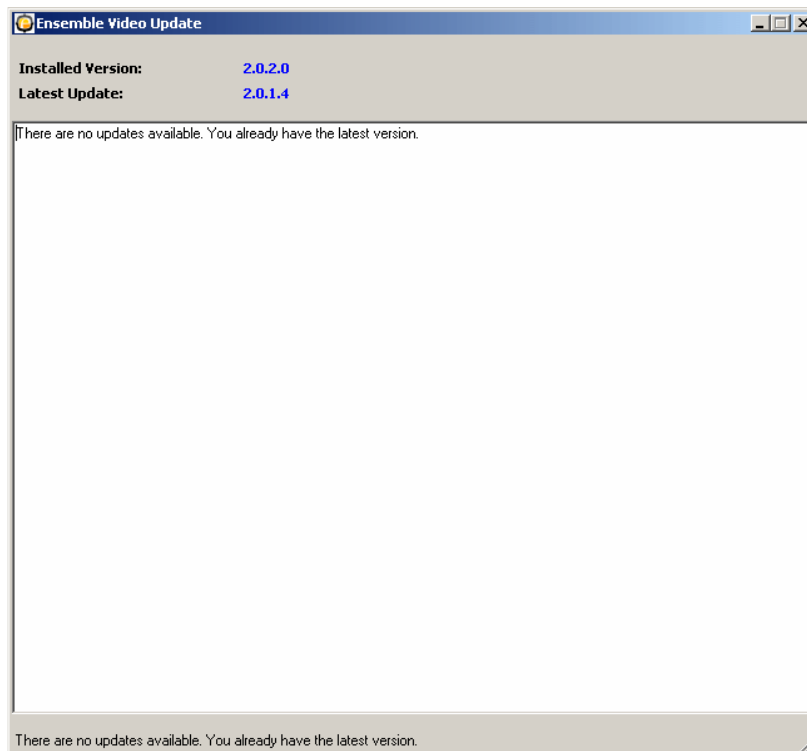
Start->Programs->Symphony Video, Inc->Logs->Ensemble Video Service Log

Updating Ensemble Video Software

A system tool is accessible on the Web Application to query for and install Ensemble Video software updates.

Start->Symphony Video, Inc->Ensemble Video Update

This brings you to a Window where you can see what updates are available. Contact Ensemble Video technical support if you need to apply an update.



The Ensemble Video Update Log also provides information about all updates that have been applied. To view the update log go to:

Start->Programs->Symphony Video, Inc->Logs->Ensemble Video Update Log

Securing Ensemble Video with SSL

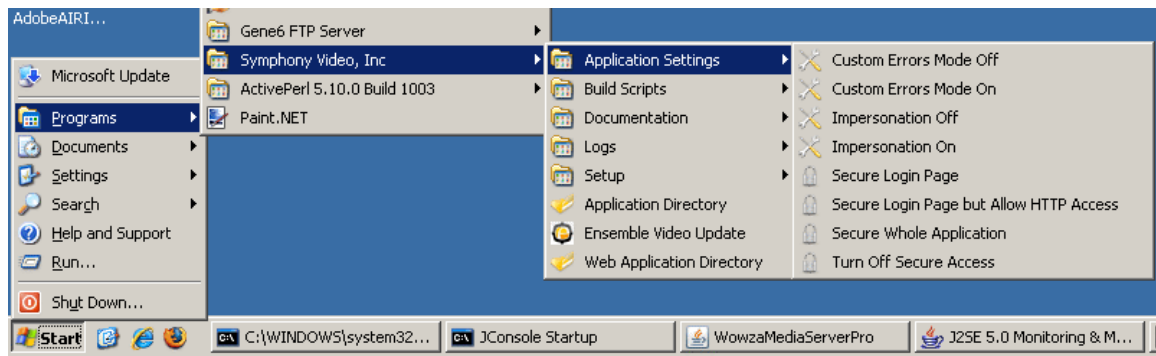
After you install a signed SSL certificate on the Ensemble Video application server, there is still some minor configuration to do to configure SSL within Ensemble Video. Depending on your security needs, choose from these three options:

1. **Secure only the logon pages** (Login.aspx and Default.aspx). In this option, you can secure the logon pages via SSL, but force all other requests from client to server over un-encrypted HTTP. This option will still offer encryption of user logins, yet provide the best performance for other client requests to the application.
2. **Secure the entire site via SSL.** This will make every page accessible only via SSL, and, while this is the most secure option, there may be performance implications of using Ensemble in this manner since all requests between client and server must be encrypted. This includes preview animations, thumbnails, and video uploads.
3. **Secure the logon pages, and don't force HTTP over the other pages.** This option is similar to (2) except requests to the pages other than the login page can be encrypted as well. Once logged in, the end user can issue requests using HTTP or HTTPS.

Enabling SSL Security via Ensemble System Administration Tool

Once your Signed SSL certificate is installed, an option is available on the Ensemble Web application server to set the proper settings in Ensemble to implement any of the three security scenarios described above.

IMPORTANT: Always make a back up copy of your web.config file prior to using this tool.



Start->Symphony Video, Inc->Application Settings->Secure Login Page

Start->Symphony Video, Inc->Application Settings->Secure Login Page but allow HTTP Access

Start->Symphony Video, Inc->Application Settings->Secure Whole Application

Start->Symphony Video, Inc->Application Settings->Turn Off Secure Access

Web.Config File Settings

Security is enabled through changes to the Ensemble Video **web.config** file, which is found in the /app folder under the directory where you installed the Ensemble Video web application.

By default, SSL is disabled and this section looks like this:

```
<!-- edit this section to change which pages are secured via SSL -->
<secureWebPages warningBypassMode="AlwaysBypass">
  <files>
    <!--
      <add path="Login.aspx" />
      <add path="Default.aspx" />
    -->
  </files>
  <directories>
    <add path="/" recurse="True" secure="Ignore" />
  </directories>
</secureWebPages>
```

Option 1: Securing only the logon pages

To secure only the logon pages, edit the `secureWebPages` section of the **web.config** file to look like this:

```
<!-- edit this section to change which pages are secured via SSL -->
<secureWebPages warningBypassMode="AlwaysBypass">
  <files>
    <add path="Login.aspx" />
    <add path="Default.aspx" />
  </files>
  <directories>
    <add path="/" recurse="True" secure="Insecure" />
  </directories>
</secureWebPages>
```

Option 2: Secure the entire site

To secure the entire site, edit the `secureWebPages` section of the **web.config** file to look like this:

```
<!-- edit this section to change which pages are secured via SSL -->
<secureWebPages warningBypassMode="AlwaysBypass">
  <files>
    <add path="Login.aspx" />
    <add path="Default.aspx" />
  </files>
  <directories>
    <add path="/" recurse="True" secure="Secure" />
  </directories>
</secureWebPages>
```

Option 3: Securing the logon pages

To the secure logon pages and allow the end user to use HTTP or HTTP for the remaining pages, edit the `secureWebPages` section of the **web.config** file to look like this:

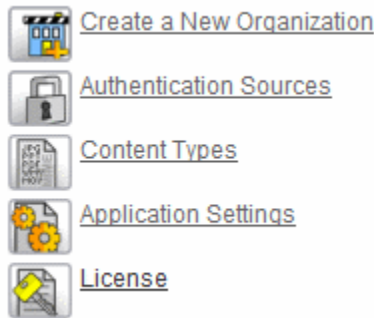
```

<!-- edit this section to change which pages are secured via SSL -->
<secureWebPages warningBypassMode="AlwaysBypass">
  <files>
    <add path="Login.aspx" />
    <add path="Default.aspx" />
  <directories>
    <add path="/" recurse="True" secure="Ignore" />
  </directories>
</secureWebPages>
</files>

```

IV. Administration Tab

When you log into Ensemble Video as System Administrator, and go to the Administration Tab, you have access to five control interfaces.



Create a New Organization



To create a new organization, just click on the **Create a New Organization** control, fill out the information in the form, and click Continue.

ensemble video Setup Wizard

Setup Your Organization

Enter your organization's information

* Organization:

* Department:

Create an account for the administrator

* Username:

* Password:

* Confirm Password:

* E-mail Address:

* First Name:

* Last Name:

Authentication Sources



If you have an enterprise LDAP repository, you can add it as an authentication source for Ensemble Video. Then, when an Organization Administrator creates a user account, he or she can simply enter a username and specify the LDAP source for authentication.

To configure an LDAP authentication source, go to the Administration tab and click on the **Manage Authentication Sources** control. You will need to provide the information shown in the screen shot below.

Form for configuring an LDAP authentication source.

Test Department

* - indicates a required field

* Name

* Server Name

* Port

* Root Path

Search Filter

Use SSL?

Direct Bind?

Bind Username

Bind Password

Bind Path Format

Username Attribute

Username Format

* User ID Attribute

* First Name Attribute

* Last Name Attribute

* Email Attribute

Content Types



You can create, manage, and delete content types through the **Content Types** control interface.

Extension	Description	Icon	Generate Thumbnails	Use Embedded Player	Allow Transcoding		
	video/tandberg-cs		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	
.	video/unknown		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	
.3gpp	video/3gpp		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	
.3gpp2	video/3gpp2		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	
.asf	video/x-ms-asf		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	
.asr	video/x-ms-asr		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	
.asx	video/x-ms-asf		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	
.avi	video/avi		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	
.divx	video/divx		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	
.doc	application/ms-word		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	
.docx	application/ms-word		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	
.f4v	video/x-f4v		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	
.fli	video/x-fli		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	
.flv	video/x-flv		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	
.gif	image/gif		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	

Clicking the **Edit** button for a content type gets you to the form where you can edit information for an existing content type.

Edit Content Type

* File Extension

Description
(e.g., video/unknown)

Icon Image Url
(e.g., ~/images/contentTypes/video-unknown.gif)

Generate Thumbnails

Use Embedded Player

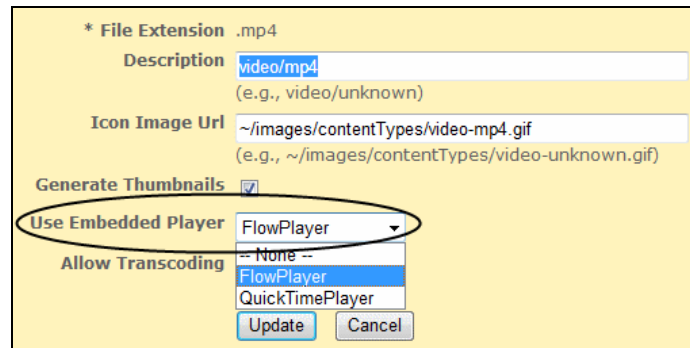
Allow Transcoding

Here, you can specify file extension and description, and you can specify an icon that will display with a media link for that content type. You can indicate that thumbnail/preview images should be generated. Also, you can indicate whether the content type should be an option for the Transcode file type in an Upload Video Source, or the File Filter selection for a Watch Directory Video Source (for more on Video Sources see the Ensemble Video Organization Administrator Guide).

If you want to use Ensemble Video to manage a content type that is not yet defined, click on the **Add a New Content Type** button on the right side of the screen.

Selecting An Embedded Player

In Version 3, for certain media types only (see table below), you can select an embedded player which will be used in the Media Library Preview Video page, and also in Quick Publish pages and wherever the new HTML Plug-in is embedded.



In the Content Types interface, click on **Edit** on the line for the media type you wish to configure an embedded player for, and use the dropdown menu to select a player.

This is a **system-wide setting**, so all Previews, Quick Publish, and HTML Plug-in pages (except those pages using the Plug-in provided in previous versions of Ensemble) will be affected. You should be sure to consider the impact across all your users before making this change. Also, in Version 3.0, the only embedded players are QuickTime and Flowplayer (a Flash-based player). These two players only work with certain media types:

Embedded Player	Media Formats supported
Flowplayer	works with Flash Video (flv), mp3 audio, and H.264 compressed video in mp4, m4v, and f4v files
Quicktime	can be configured for QuickTime video (mov), along with m4v and mp4 video files

Application Settings

The **Application Settings** control lets you modify some system settings. Generally, this will be used only by Ensemble Video technical support staff. However, you may want to set a default image when preview or thumbnail images are not generated, or replace the logo that appears in the upper left-hand corner of the Ensemble Video interface. To change one of these settings, click on the Edit button, modify the information as needed, and click Save. You also may want to enable and use the Ensemble Video Audit Log capability, which is new in version 3.0.

Enabling and Using Audit Logging

In the **Application Setting** control (found in the Administration Tab), you can enable Audit Logging. If you do, Ensemble Video will keep track of all the users who log in, and log whenever a



user adds, edits, or views a video. The logging information is available in an **Audit Log** control, which is available in the Administration Tab only when Audit Logging is enabled.

Audit Log

Return to Administration Administration options: Audit Log

<< First < Previous Page 1 of 35 Next > Last >> 25 /page Download CSV

Date/Time	User	Event	Content ID	Url	Title
10/2/2009 10:51:12 PM	test	logon		default.aspx	
10/2/2009 10:50:59 PM	cadmin	viewVideo	399218CD-E509-48FF-8E4B-DB1BE13E1B50	contentpreview.aspx	Festival Race
10/2/2009 10:50:51 PM	cadmin	editVideo	399218CD-E509-48FF-8E4B-DB1BE13E1B50	wizardvideodetails.aspx	Festival Race
10/2/2009 10:50:40 PM	cadmin	viewVideo	5A641D0F-CEBC-42AC-971F-12E6D7B167E1	contentpreview.aspx	Funny Tmpkyap2
10/2/2009 10:50:36 PM	cadmin	editVideo	5A641D0F-CEBC-42AC-971F-12E6D7B167E1	wizardvideodetails.aspx	Funny Tmpkyap2
10/2/2009 10:50:32 PM	cadmin	logon		default.aspx	

The Audit Log interface enables you to browse the audit log online, or you can download the complete audit log in a CSV formatted file.


License



The final system administrator control, **License**, is for updating your Ensemble Video license key. This control lets you know how many titles you are licensed for and expiration date for you license if you have an annual license.

To update the license click on **Update License**, paste in the license key provided by Ensemble Video or your authorized dealer or reseller, and then agree to the license terms.

abcovel Whitman School of Management | Media Library | Shared Library | Web Publishing | Administration | Logout

 **ensemble video**

Manage License

Return to Administration Administration options: License

Update License Remove License

Server ID: E553-2197-4679-62EA-CFAC-FA44-7629-DA24

License Key: Valid license key

Expiration Date: Never

Number of Titles Licensed: Unlimited

Number of Titles Used: 2101

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