



# Starter Guide

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VIMP 6.0

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## Activating 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.

If you're using VIMP Enterprise or VIMP Campus, your VIMP platform is deactivated after installation initially and has to be activated by entering a valid license key in the administration panel.

Therefore, please browse to the administration panel first:

**<https://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:

USERNAME	PASSWORD
user	user
moderator	moderator
admin	admin

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

After successful login, please click on "Configuration" in the top link bar. This is the main configuration page of your portal and will be addressed more often in this guide.

▶ VIMP Enterprise and Campus only ◀

Click on the "Basic" setting and enter the license key which you have received from your VIMP contact in the "License Key" option. In case you did not receive a license key yet, please contact the VIMP sales team at [info@vimp.com](mailto:info@vimp.com).

Once the license key has been entered correctly, the portal will be activated, and you can start using it henceforth.

## Changing 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.

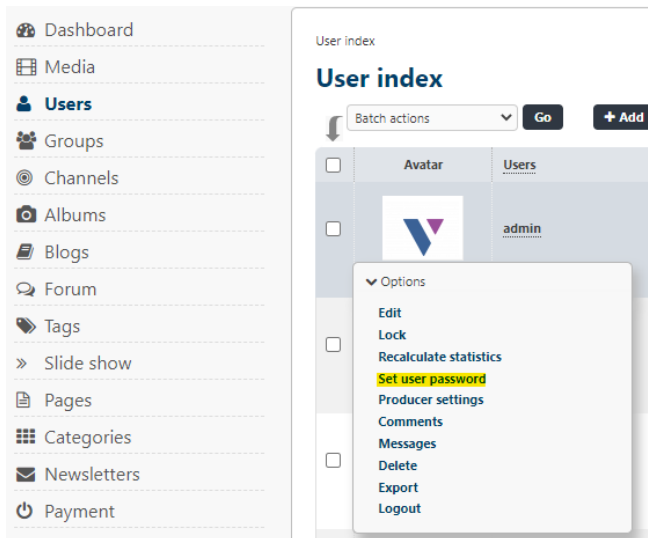


Figure 1: Administration panel – “Set user password” link

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

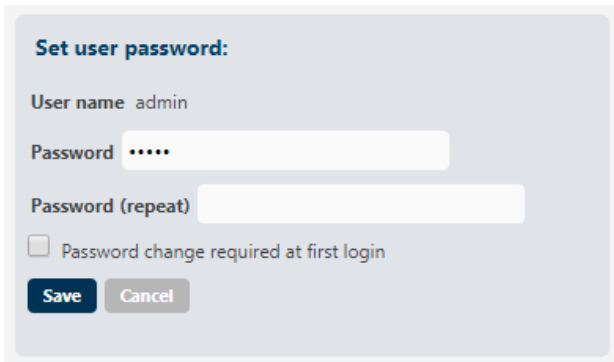


Figure 2: Administration panel - "Set user password"

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

## 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:

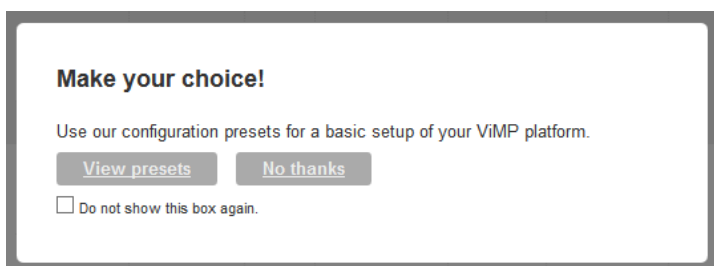



Figure 3: Preset notification

By clicking “View presets” you will be directed to the selection of the presets in the administration panel. 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 admin panel.

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”.

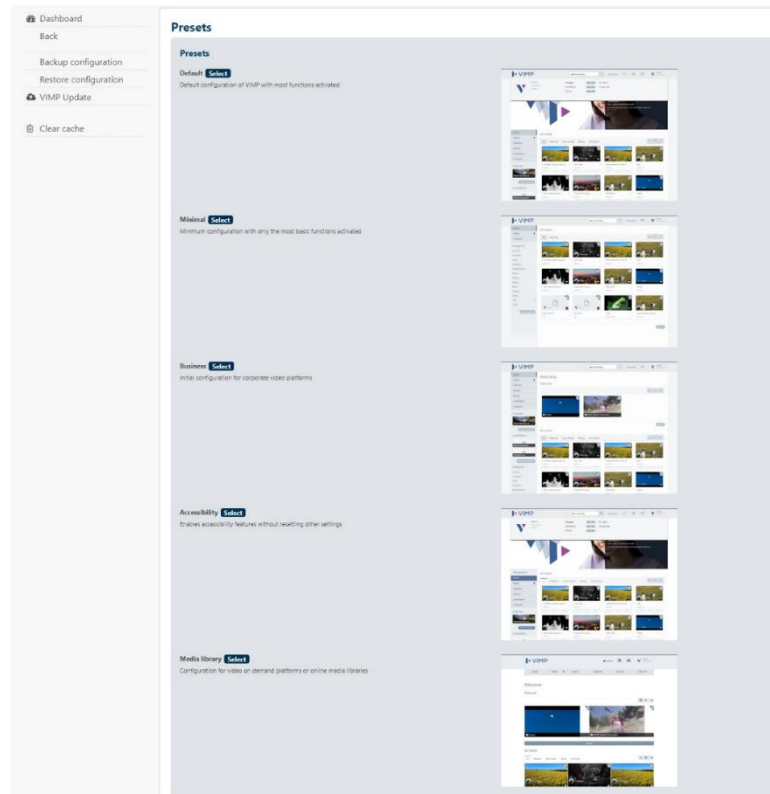


Figure 4: Preset selection

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.

## Important settings

You should adjust or make the following settings right at the beginning:

### Change portal title and metadata

At **Configuration -> Basic -> Portal** please change portal title, portal description, portal keywords, portal email address and copyright notice to your data.

Please also check the web address again. This must be according to your complete domain, under which the VIMP installation is accessible (incl. https://).

## E-mail dispatch

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Set up the e-mail dispatch under **Configuration -> Basic -> E-mail**. Select between native sending (via the VIMP server) and sending via an external SMTP server. We recommend the latter variant. Configure the sending method using the other configuration parameters on the page.

## Rich Text Editor

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For a more comfortable formatting of text in input fields you can activate a Rich Text Editor (RTE). Choose between the CKEditor and the TinyMCE at **Configuration -> Components -> Component Settings -> Rich Text Editor**.

## Transcoding settings

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Decide for the transcoding between the default OpenSource transcoding or the external Transcoding Webservice. Make the selection at **Configuration -> Transcoding -> Transcoding settings -> Transcoder type**.

The Transcoding Webservice has to be installed separately. For further information please refer to our [FAQ](#).

For OpenSource transcoding we recommend to enable **Parallel Transcoding**. Furthermore, we recommend to activate native HLS as follows:

**Configuration -> Transcoding -> Transcoding Settings -> Transcoding OpenSource:**

- Enable native HLS support

**Configuration -> Streaming -> Streaming Settings:**

- Enable streaming: On
- Streaming protocol: Native HLS
- Enable adaptive bitrate streaming: On

Native HLS provides many of the benefits of a real streaming server without having to have one installed.

## Role permissions

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Please also check the role permissions right away, especially for the Administrator role. To do this, open the "Roles & Permissions" item in the upper link bar of the admin panel and edit the permissions of the Administrator role.

Since administrators should normally have access to all functions, it makes sense to activate all permissions in this role. You can do this with a click on "mark all" at the end of the permissions list.

Check the permissions of the other roles you want to use accordingly.

## Favicon

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If possible, change the favicon of your VIMP installation to your own. The default favicon can be found in the web/ directory of your VIMP installation and can easily be replaced there with your favicon.

## The navigation of your VIMP portal



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.

Figure 5: The VIMP navigation

## Home

The Home section is – briefly spoken – the start page of your VIMP portal. With the selection of a preset, you have already defined which sections and features show up on the start page. Additional changes of your start 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), which can be folded in and out via the option , allow various customizations of the media section.

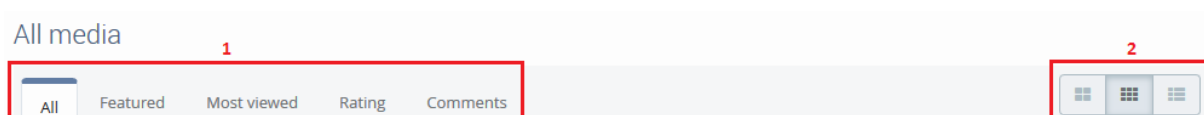


Figure 6: Media – Sorting function and display settings

## Channels

▶ Not available in VIMP Light ◀

The channel is an outstanding option for the administrator or as a user with appropriate permissions 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. In addition, channel editors can be defined for further support, which can manage the media within channels. 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

▶ Not available in VIMP Light ◀

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.

## Groups

▶ VIMP Enterprise and Campus only ◀

Groups can be created by every user of the portal. They were explicitly designed as a collaboration tool where all group members can add and share their own media with the other members. Furthermore, a group can be declared either as public or private. Latter configuration means that the content shared in the group can only be seen by the group members.

Additionally, every group can obtain a group forum for a completely isolated communication between the members. For this purpose, the forums module has to be installed.

## 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

▶ Not available in VIMP Light ◀


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 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 and particular metadata 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, pictured, documents) to the server or import YouTube or Vimeo videos to your portal, given that you have installed the YouTube and Vimeo plug-in. Both your own media and externally hosted videos are going to be uploaded respectively imported via the  **Upload** button in the frontend.

### Uploading local media

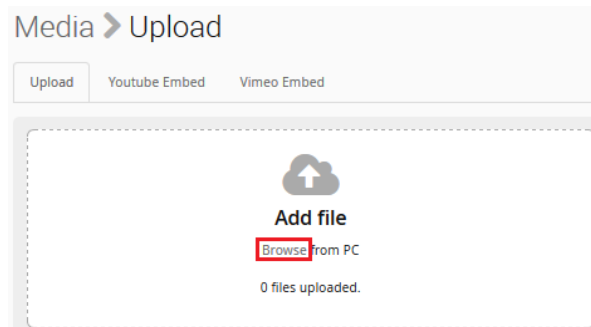


Figure 7: Medium selection for the upload

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.

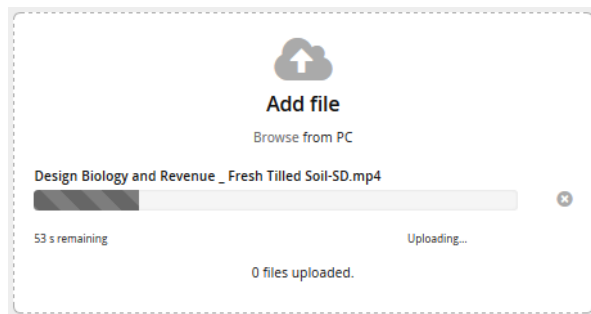


Figure 8: Upload status indication

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.

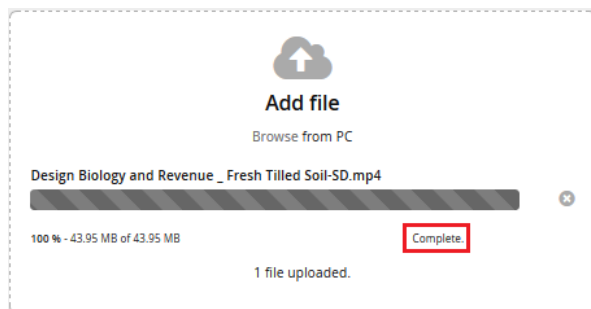
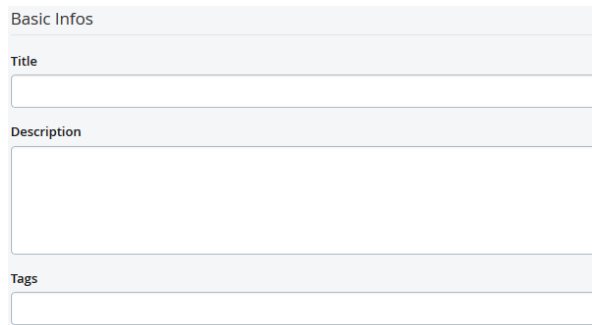


Figure 9: Upload completed

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**

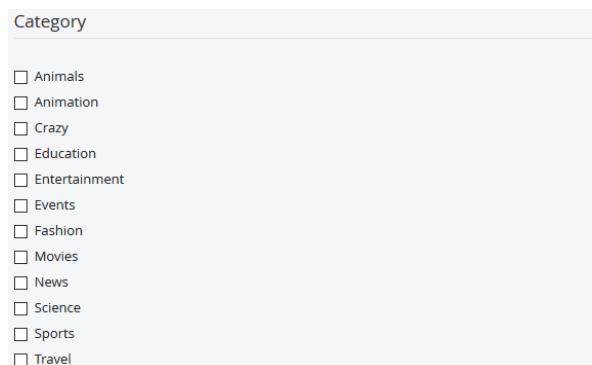
**Title**

**Description**

**Tags**

Figure 10: Basic information of the medium

The basic information of your medium contains a title, a SEO url title (slug), 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.

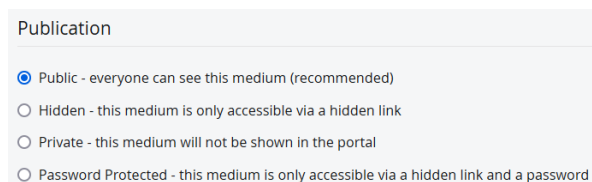


**Category**

- 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 admin panel at any time. Further information can be found in the administration guide.

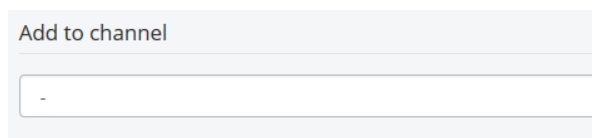


**Publication**

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

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, if it shall have a limited visibility or if only with the help of a password.

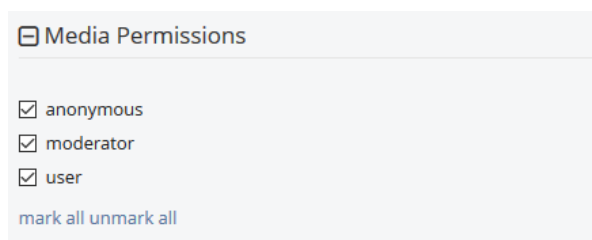


**Add to channel**

-

Figure 13: Direct upload to a channel

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



**Media Permissions**

- anonymous
- moderator
- user

[mark all](#) [unmark all](#)

Figure 14: Media permissions

If you decide for a "public" visibility, you can further restrict the media to specific user roles.

For example, if you chose "moderator", your medium will be visible for moderators only, but not for the other user roles.

Time-controlled publication

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**Publish start date**

**Publish end date**


 

By entering a start and/or end date you can further limit the visibility to a certain time period.

Figure 15: Time-controlled publication

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.

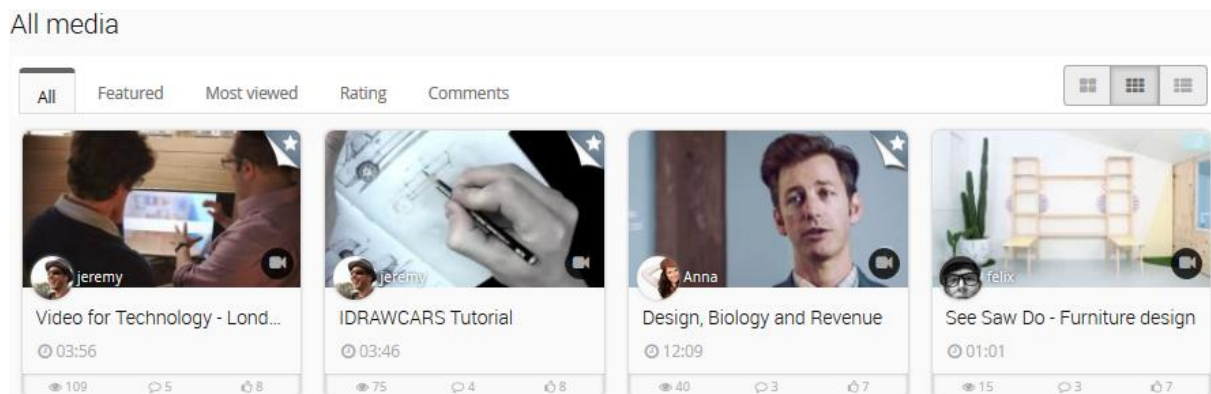



Figure 16: Overview of the uploaded media

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.

## Importing 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](#).

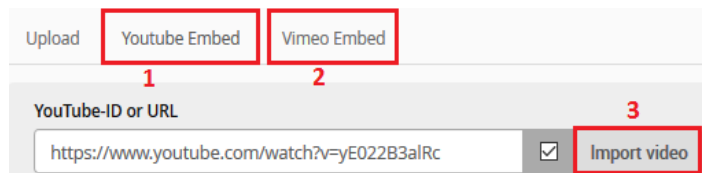


Figure 17: YouTube and Vimeo import

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.

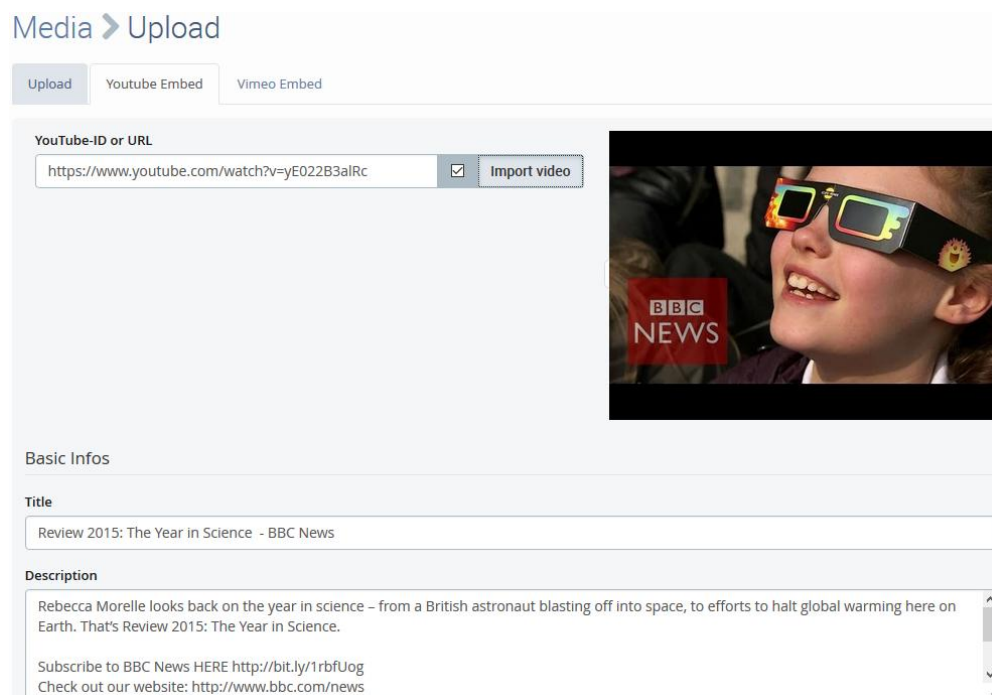


Figure 18: Successful YouTube import

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

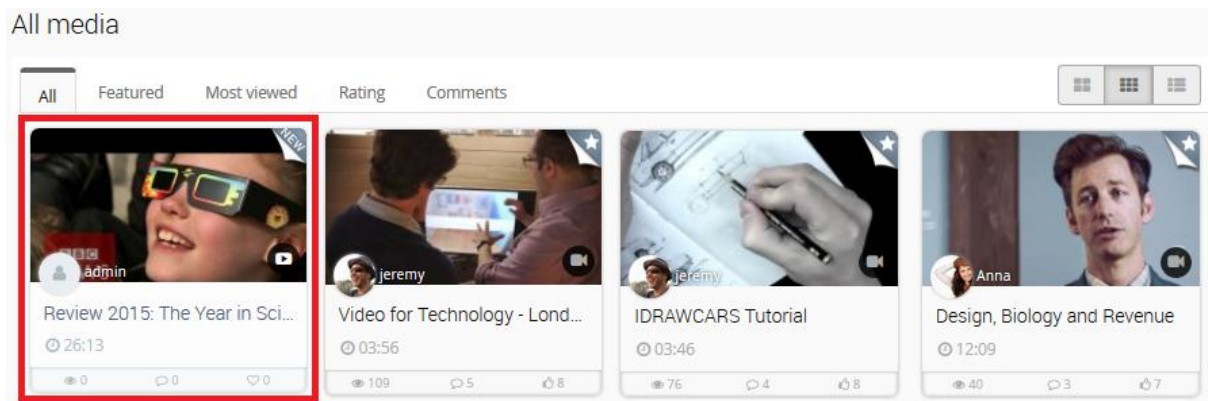


Figure 19: Successfully imported YouTube video in the media section

## Video recording with a webcam

▶ VIMP Enterprise and Campus only ◀

VIMP Enterprise and VIMP Campus enable you to record and upload videos, audios and images directly with your webcam.

Therefore, click the “Webcam” tab within the upload page. Your browser will ask you for permission to automatically detect your webcam. If the detection was successful, you can start recording.

Fill in the required form fields after you finished your recording and transfer the stream to the server. After the stream has been uploaded you can submit the form by clicking the “Upload” button.

The video will be transcoded into the defined web formats automatically and will be available in VIMP afterwards.

As of VIMP version 5.7, you can transfer webcam recordings to the server while they are being recorded. To do this, select the "Webcam Stream Recording" tab and start your recording. This new function allows you to make longer and more computationally intensive recordings via webcam.



*Please note that webcam recording is available for Google Chrome only currently. Furthermore, you'll need a SSL certificate for your VIMP domain (https://).*

## Video recording via screen recording

▶ VIMP Enterprise and Campus only ◀

With VIMP Enterprise and VIMP Campus, in addition to webcam recording, you also have the option to record and upload videos directly via screen recording.

To do this, click on the "Screen Recording" tab within the upload page. The browser will now ask you to select a window or a screen of your device as well as a corresponding microphone and to approve it. After granting approval, the selected window will now appear in the upload form and you can now start recording.

After finishing the recording you can save the screen recording video via the button "Transfer video to server" and finally upload it in combination with the filling of the video information in your VIMP portal.

## Exporting videos to YouTube

▶ Not available in VIMP Light ◀

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:

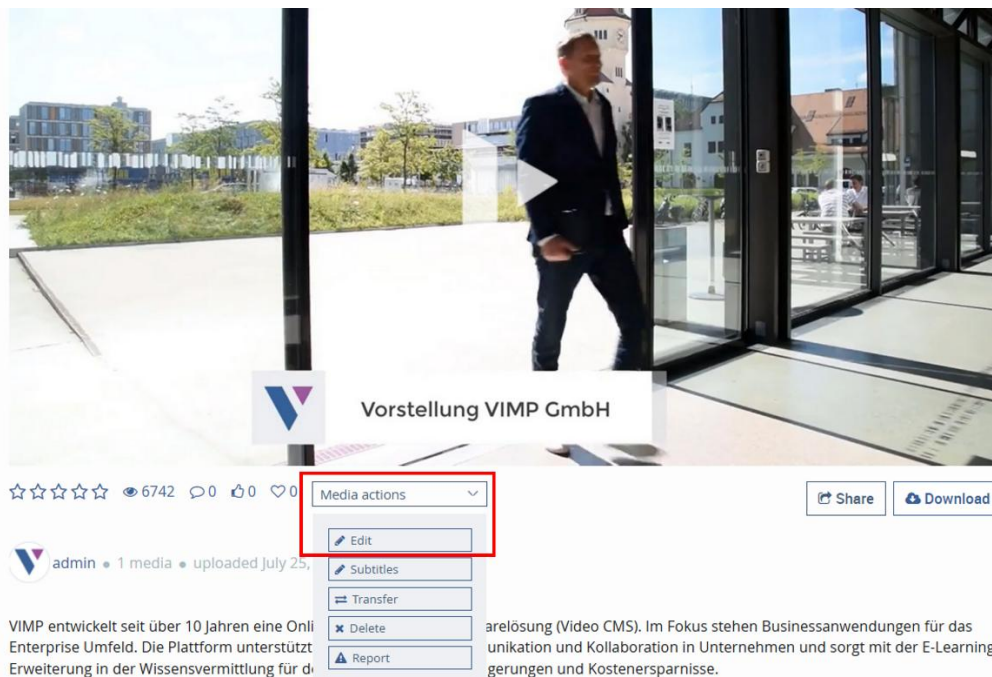


Figure 20: Edit medium to add chapters

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

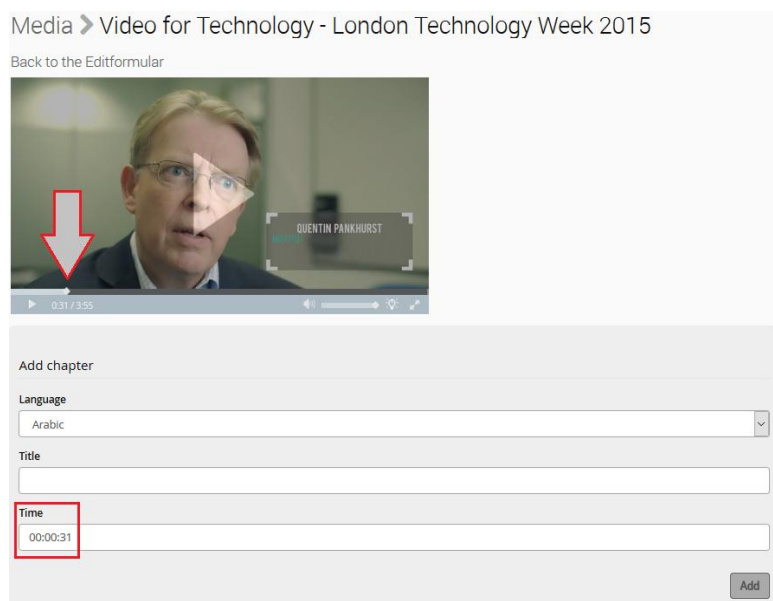


Figure 21: Adding chapters to the video

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 21) 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 and saved, 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.




Figure 22: The generated chapters appear directly under the video player.

## Subtitles

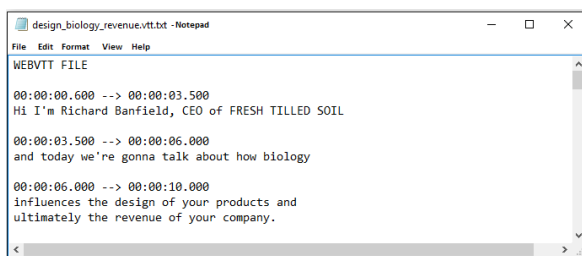
▶ Not available in VIMP Light ◀

With VIMP Enterprise and VIMP Campus you have two options to add subtitles to a video, which are described in more detail below.

### Upload of a .vtt file

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:



```
design_biology_revenue.vtt.txt - Notepad
File Edit Format View Help
WEBVTT FILE
00:00:00.600 --> 00:00:03.500
Hi I'm Richard Banfield, CEO of FRESH TILLED SOIL
00:00:03.500 --> 00:00:06.000
and today we're gonna talk about how biology
00:00:06.000 --> 00:00:10.000
influences the design of your products and
ultimately the revenue of your company.
```

Figure 23: 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.

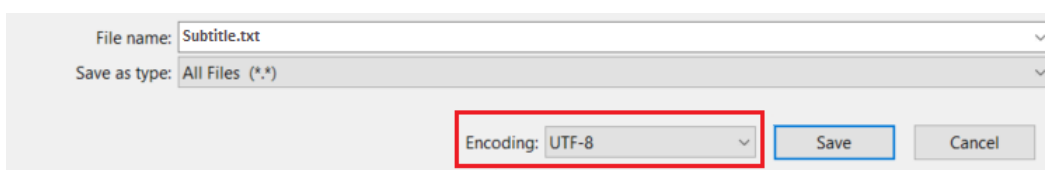



Figure 24: Save the subtitle file UTF-8 encoded

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 25: 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.

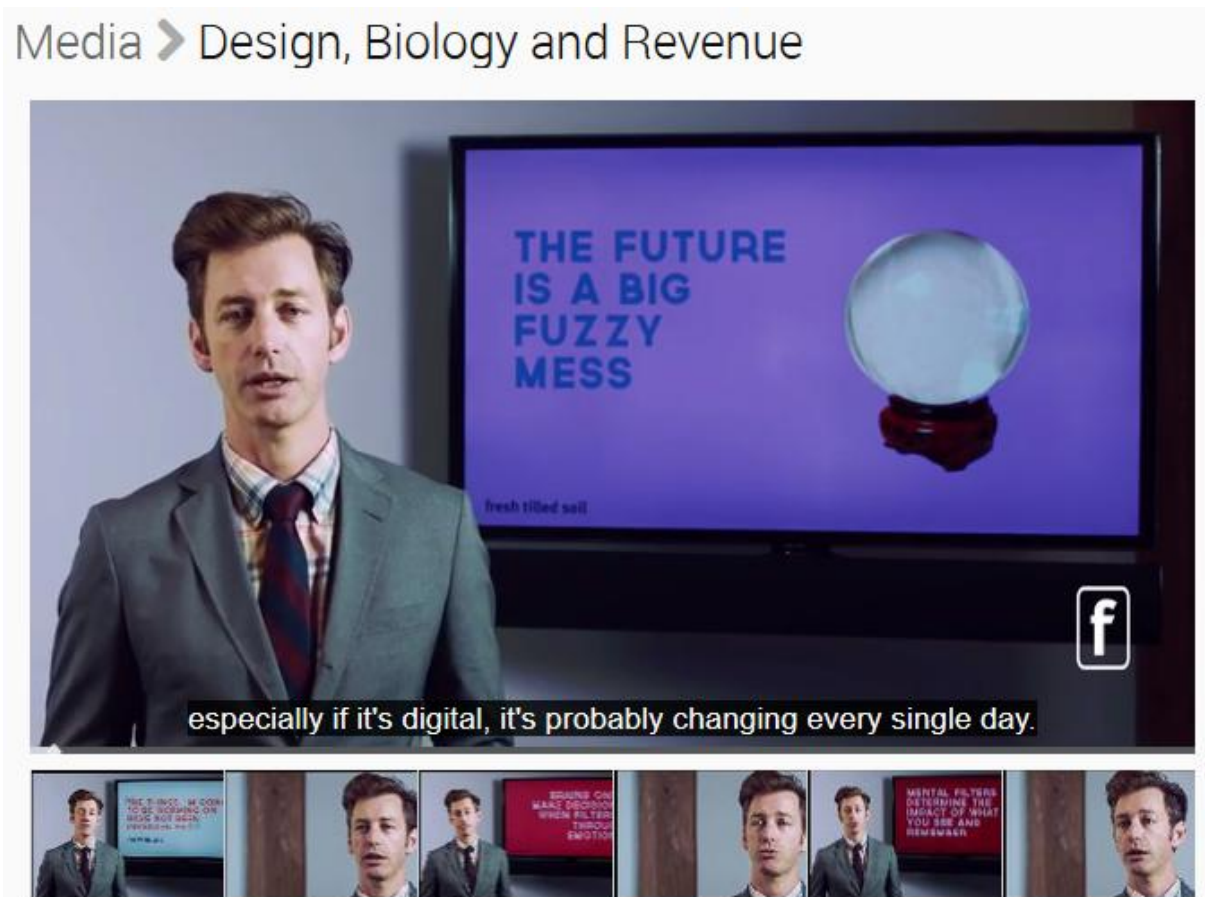


Figure 26: Subtitles in the video player

## Create and edit subtitles directly VIMP

VIMP also gives you the option to create subtitles directly within VIMP using the built-in subtitle manager. You can access the subtitle manager via the media actions on the media details page by clicking "Subtitles":



Figure 27: Opening the subtitle editor on a media page

Now you can add subtitles for all languages available in VIMP to your video by clicking on "Add entry". You can also use the option to let the player set the timestamp of the subtitles by checking the corresponding box and playing the video in parallel.

Subtitles can be saved and deleted individually. You can also save and delete all the subtitles you have created at once:

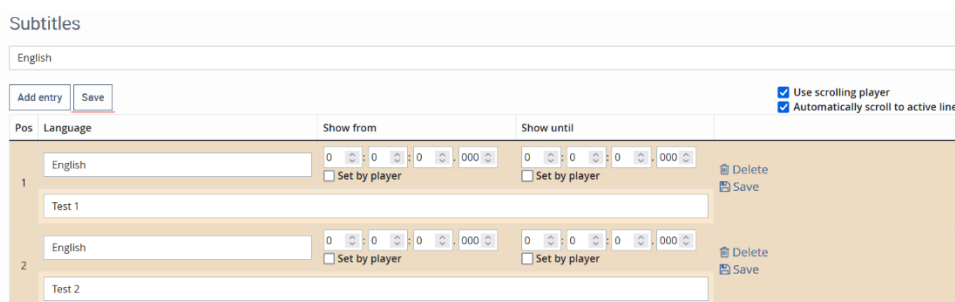


Figure 28: Create and save subtitles

You can leave the subtitle editor again by clicking "Back to edit form". If there are any unsaved changes on the page, VIMP will inform you about it with a warning message. All subtitles are stored in the database and are not kept exclusively in the .vtt files. These can still be imported, but it is now also possible to create subtitles directly in VIMP using forms. In addition, subtitle editing has been extensively improved. If the video is running, then the input automatically jumps to the appropriate subtitle entry for the current timestamp. And so that the player does not disappear from view when scrolling, it moves in small format to the lower right edge of the screen.

## VIMP search

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:

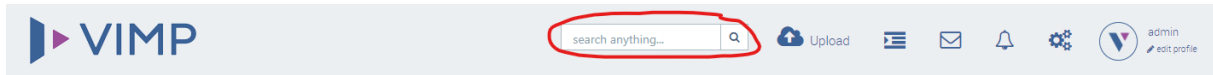
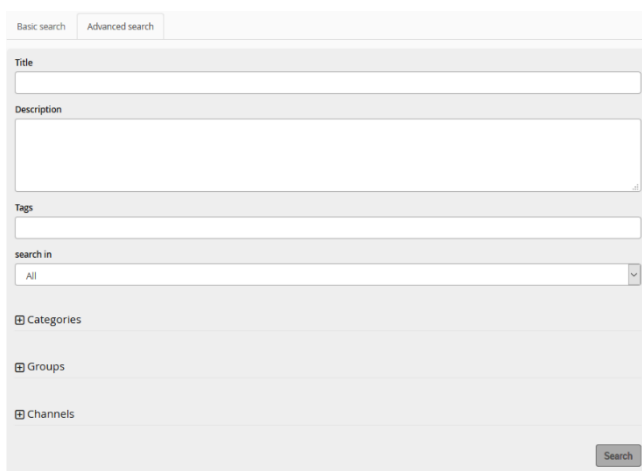


Figure 29: Search field of the VIMP portal

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

The image shows the "Advanced search" tab of the search interface. It features several input fields: "Title", "Description", and "Tags". Below these is a "search in" dropdown menu currently set to "All". At the bottom, there are three expandable sections: "Categories", "Groups", and "Channels", each with a plus icon. A "Search" button is located at the bottom right of the form.

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.

Figure 30: Advanced search

## 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.

### Embedding your VIMP media

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 29, which you can simply copy and paste to the external website.

To get the code, point your mouse over the “Share” button without clicking it. An overlay will appear in which you can choose between two embed options, Iframe and JavaScript, on the right-hand side. You can find the exact differences between the two options in our FAQ section.

In the overlay, you can adjust the size of the embedded player in pixels and choose whether the aspect ratio should be fixed, the video should be played automatically when the page is called up or the video player should be scaled dynamically on all end devices ("responsive" option for the iframe embed). Each change to these settings automatically generates a new embed code, which you can simply select and copy from the field.

**Important:** Select the complete embed code including the HTML tags (<iframe> or <script> etc).

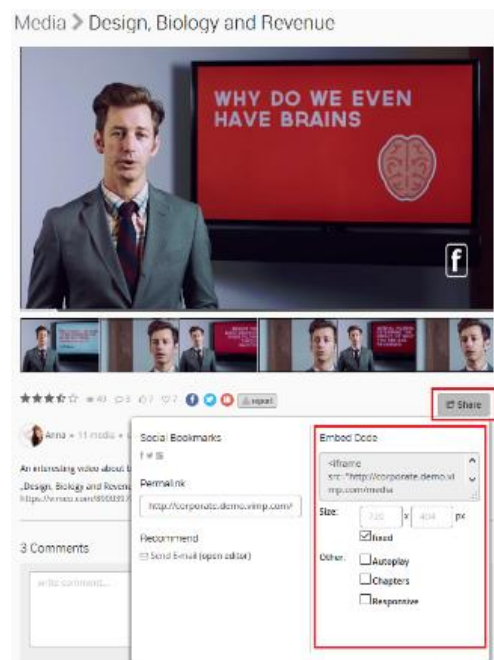


Figure 31: copy and paste the embed code

### Share your VIMP media on social networks

Of course, you can also share your media in the popular social networks Facebook and Twitter. 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 30. 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.

Media > Vorstellung VIMP GmbH

## Vorstellung VIMP GmbH



Figure 32: Share buttons for the social networks

## Playlists for videos

You can activate the global playlists under Configuration -> Media -> Media settings -> Enable playlists.

Below videos, users will then find a new “+” button that allows them to add videos to a playlist or remove the video from a playlist. In addition, new playlists can also be created here.

An overview of all playlists, including editing options, can be found as a button in the VIMP header bar.

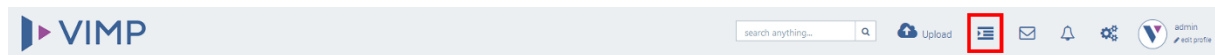


Figure 33: Playlist button in the VIMP header bar

There you can edit the playlist name as well as the status, remove videos from playlists, change the order of videos within the playlist using drag'n'drop as well as share your playlists (including embed code).

## 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 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 panel and enter the "Portal" settings. Now click "Edit" at the "Portal logo" parameter shown in figure 31:

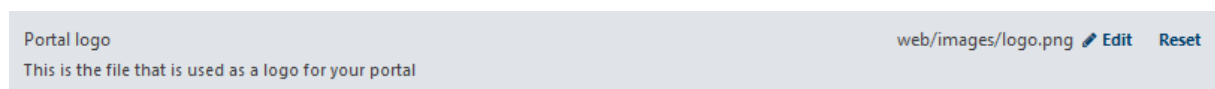
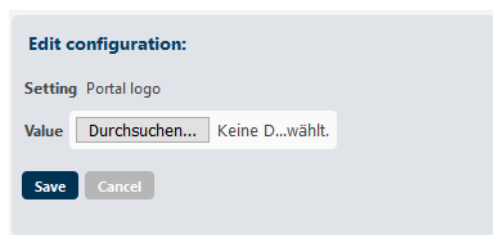


Figure 34: Click "Edit" to upload your portal logo



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 35: Upload portal logo

## VIMP Template manager

The VIMP Template Manager allows you to make simple adjustments to the appearance of your VIMP platform using a drop-down menu. You can access the template manager in the administration area via the link [Template manager](#). This allows you to choose between the different templates provided by VIMP (Ocean, Pacific, and Atlantic) as well as skins, such as the Accessibility skin. In addition, the orientation of the navigation (horizontal or vertical) can be defined via the manager.

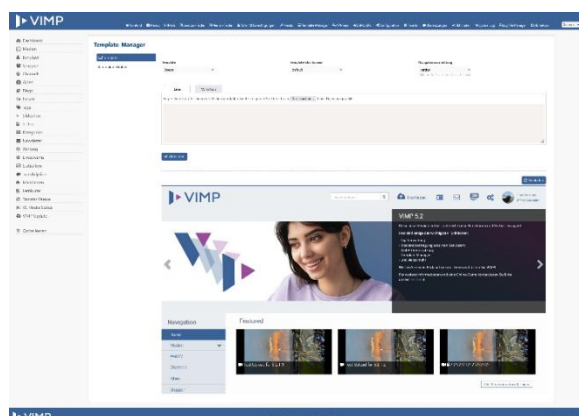


Figure 36: VIMP Template manager

The Template manager also allows you to make and test CSS changes to the templates directly in the admin panel. A live preview lets you immediately see if the desired changes are correct before you make them live.

## Creating a new album

▶ Not available in VIMP Light ◀

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:

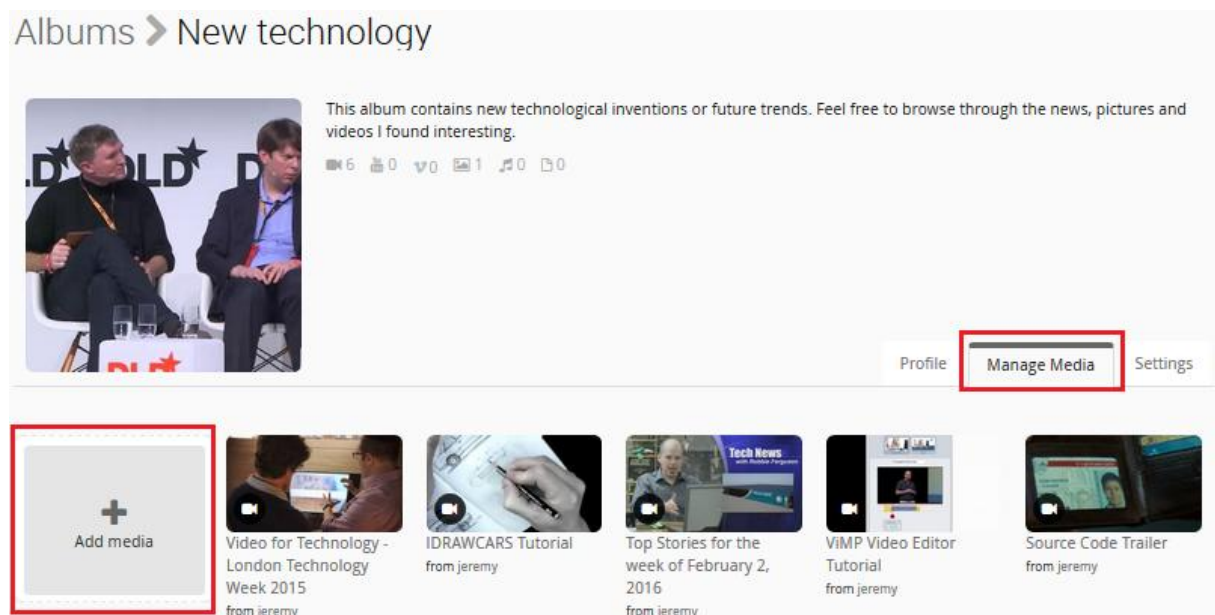


Figure 37: Adding media to an album

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 41, 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 41, 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.

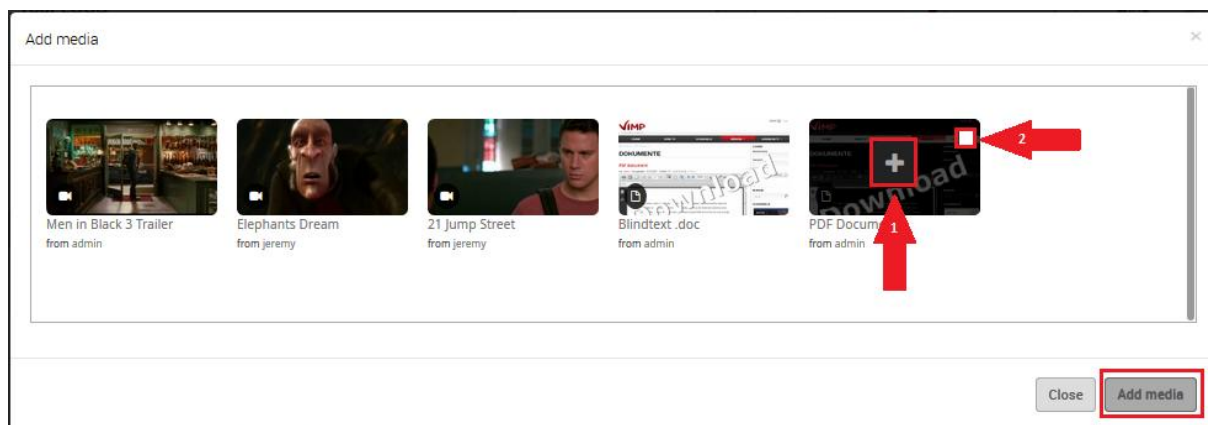


Figure 38: Media selection to fill an album with content

## Creating a new channel

▶ Not available in VIMP Light ◀

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, users with appropriate permissions or defined channel administrators as well as channel moderators. 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 39: Channel "Trailer Park" in the channel overview



*VIMP Enterprise or VIMP Campus enable you to define one channel as a „web channel“. All media within that special channel can be embedded to external websites outside your intranet optionally.*

## 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:

### Livestreams Overview

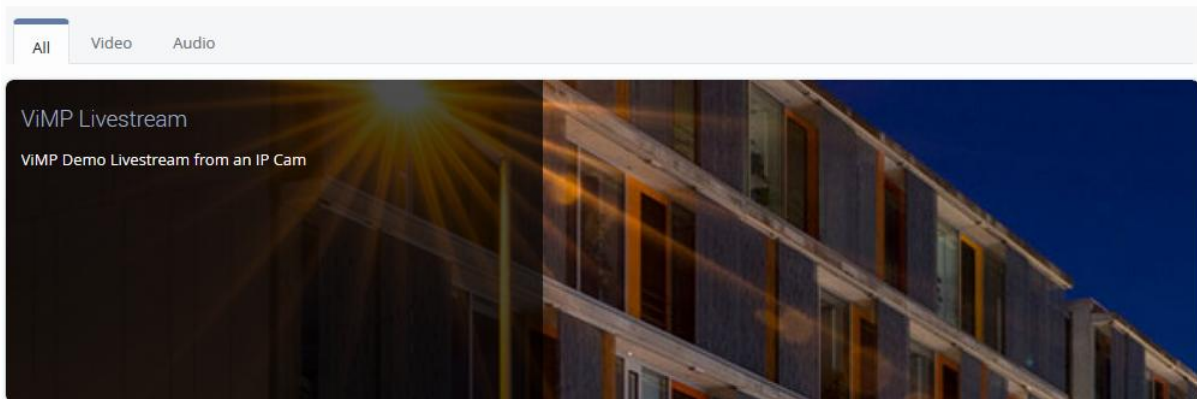


Figure 40: Livestreams overview

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.

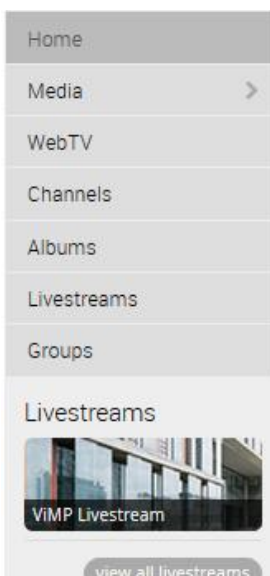


Figure 41: Livestream menu icon

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 (with vertical navigation orientation).

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 panel.

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.

## Creating a new group

▶ VIMP Enterprise and Campus only ◀

Groups can be used as collaboration tools within both an opened or closed area. To create a new group, simply click the create group button within the groups section.

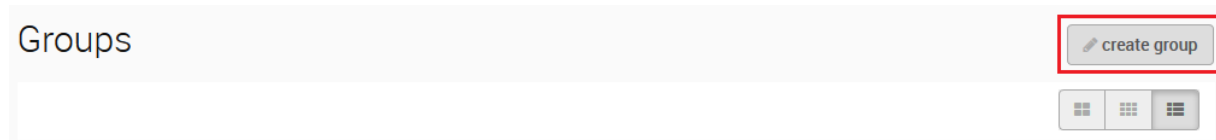


Figure 42: Create a new group

The form offers you to enter a title and a description for your group and optionally allows you to upload two cover pictures of different sizes. The big cover picture spans the complete width of the group page and ideally has a resolution of 1263 x 341px, while the smaller one can be found in the groups overview page and has a resolution of 247 x 180px ideally. If you do not upload the pictures in the correct resolution, the software will crop those images automatically to the correct size. Furthermore, you have to choose the way the content of the group will be published. You can specify that all media within the group shall be available for group members only or alternatively for every registered user. The last specification has to be made with respect to the membership – defining, if a new member has to be confirmed by an administrator or not.

Once the basic information have been provided, you can start adding media to your group. Select the “Manage media” tab and, as you already know from creating an album, click “Add media”:

## Groups ▶ The Techies

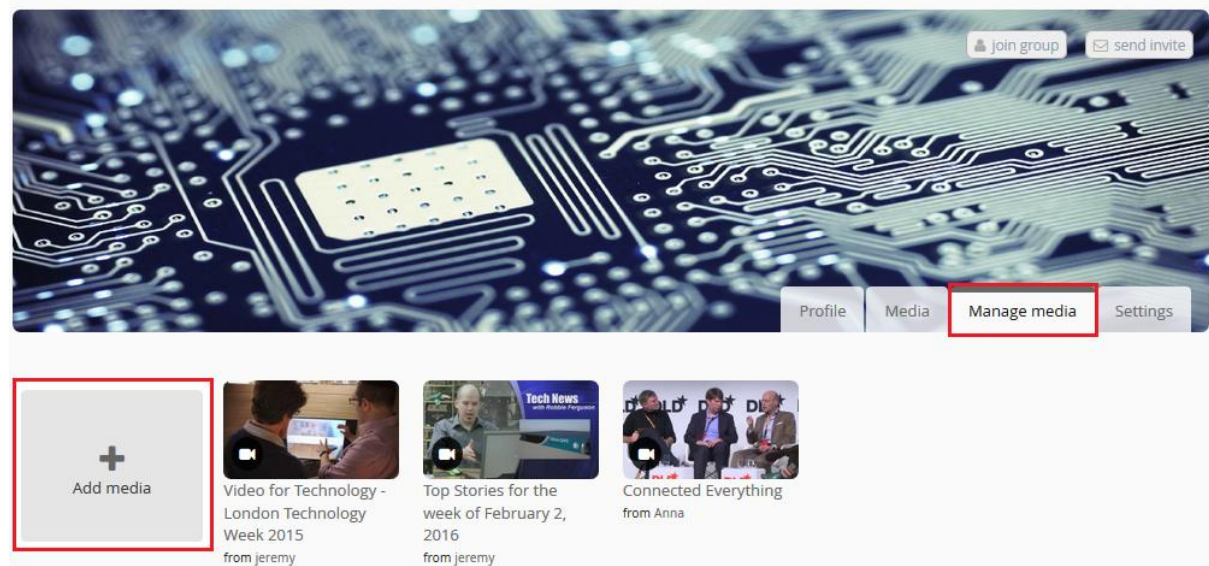
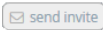



Figure 43: Add media to a group

By clicking „Add media“, a new window (that you also already know from figure 34) will open, showing all media available for adding to your group. To invite registered users to join a specific group, click the button  at the top right corner of the cover picture. The invited user will get a notification and only needs to click  to see the content of the group.

## 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 admin panel and click “Pages” in the left navigation. Please note that you can also use HTML tags for page creation.

Please refer to the Administration Guide for the steps required to create static pages.

## Customizing the start page

The configuration options for individualizing the start page of your VIMP portal can be found in the administration panel in the configuration under "Components" -> "Start page". Here you can choose from a variety of settings and thus customize your start page according to your wishes. The individual configuration options can be found in the administration guide.

The following sections briefly describe some start page modules and explain how they work.

## Slideshow

Use the Slideshow on the start 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 start page. A slider could for example look like in the following picture:

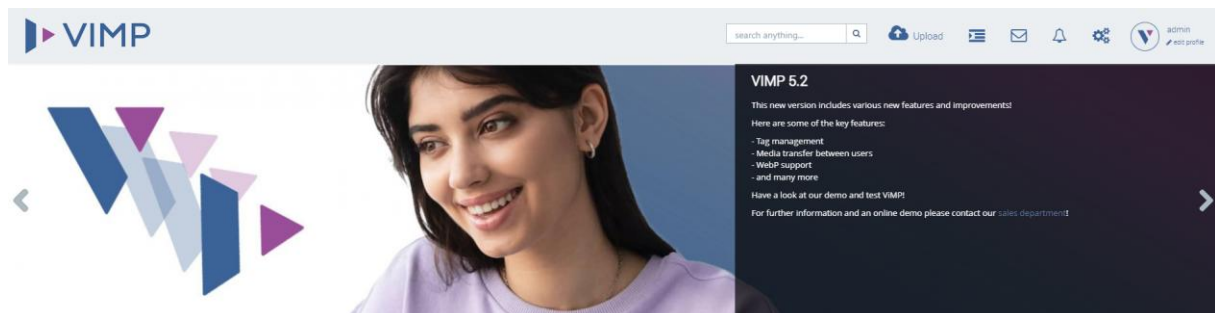


Figure 44: A sliding element of the slideshow at the start page

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

## Start page media player

For a particular emphasis, a single medium can be embedded on the start 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 start page, click [Configuration](#) in the admin panel followed by “Components” in the navigation menu. Search for the option “Enable media player on start page”

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 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 start page could look like follows afterwards:

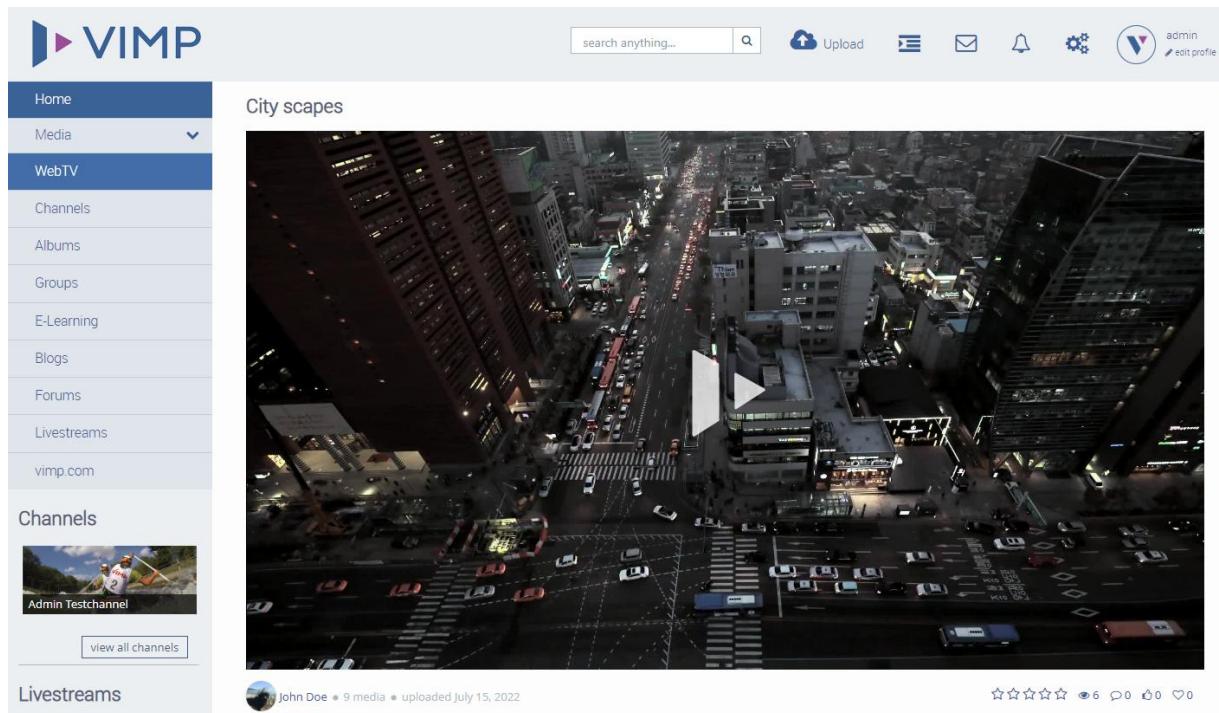


Figure 45: Featured video on the start page

## Featured media box

Another way to draw the attention of your users to specific media is the featured media box on the start 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 admin configuration and activate the media box with the setting “Enable featured media box on start page”. To choose a different layout of the media box, go to the “Media” section in the admin configuration and edit the “Featured Media box default layout”. A featured media box with “Big thumbs” could look this for example:

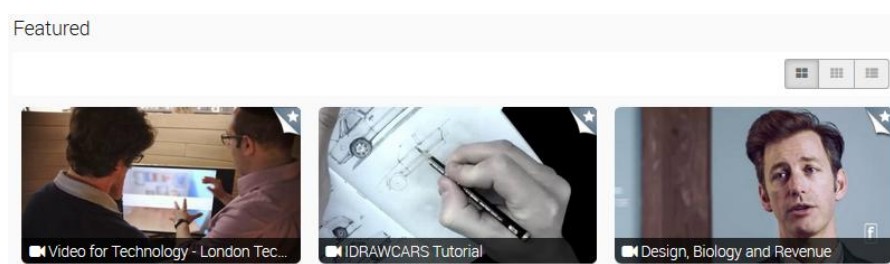


Figure 46: Featured media box on the start page

## More media boxes

You can create individual media boxes for your start page via the start page manager in the Admin Panel. By default, VIMP creates two boxes during installation - “All media” and “Recommended media”.

You can replace these or add further media boxes via the start page manager:

**Start page manager** ▼ Filters  X Go

German English

Batch actions     Items per page: 10 Items: 1 - 2

Fieldname	Name	Type	Box content	Weight	Created at ↑	Status
<input type="checkbox"/> All media ▼ Options	All media	Media	0	0	March 12, 2024 07:03:53 AM UTC	legal
<input type="checkbox"/> Recommended media ▼ Options	Recommended media	Media	4	1	March 12, 2024 07:03:53 AM UTC	legal

Figure 47: Start page manager



You can choose from the following boxes:


- All media
- Recommended media
- Continue watching media
- Media of your own client
- Media of other clients
- Media of a specific category

## 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 admin configuration. An active activity list could for example look like follows:

**Activity List**



 John Doe uploaded a  video July 15, 2022




City scapes

new

---

 Demo user uploaded a  video July 14, 2022




Media element for client 2

For testing

Figure 48: Activity list on your start page

## Customization of the main menu navigation and footer

A successfully installed VIMP portal automatically includes a main menu based on the installed modules and a footer. 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  Menus link in the admin panel. For more information about how to modify the main menu and footer, please refer to the administration guide.

## User profile

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 admin configuration in the “Components” section. In addition to the regular registration process via the frontend, the administrators can always create user accounts via the admin panel, 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 admin panel 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 page.

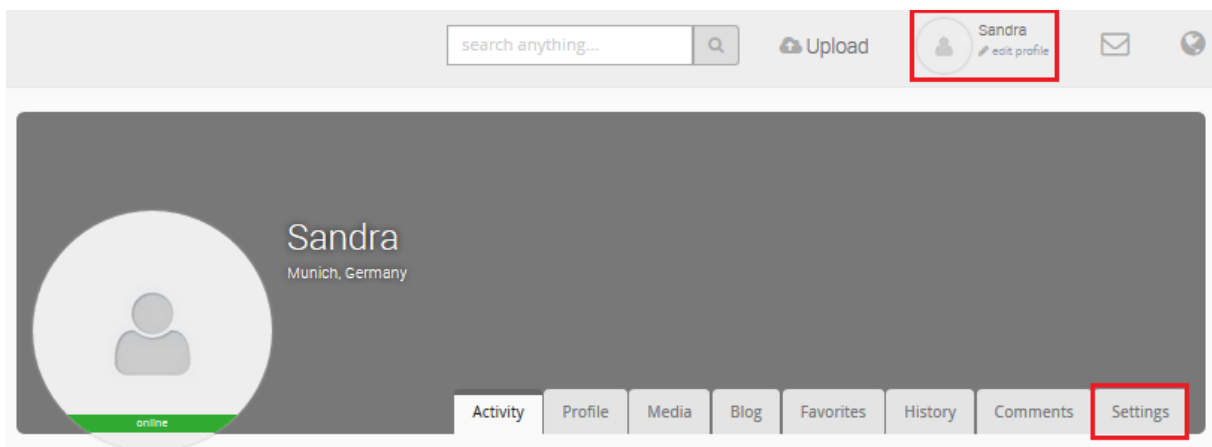


Figure 49: User account settings

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 admin panel.

### 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 52. 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.

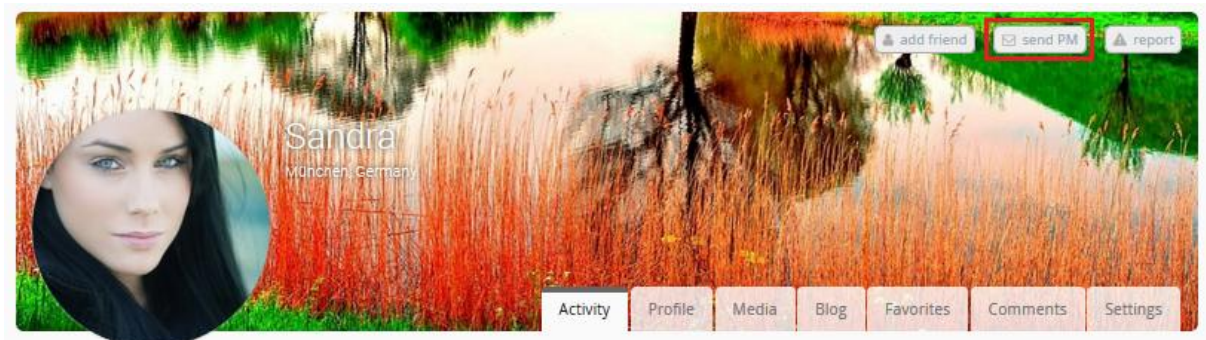


Figure 50: Sending a private message - PM

## 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>.