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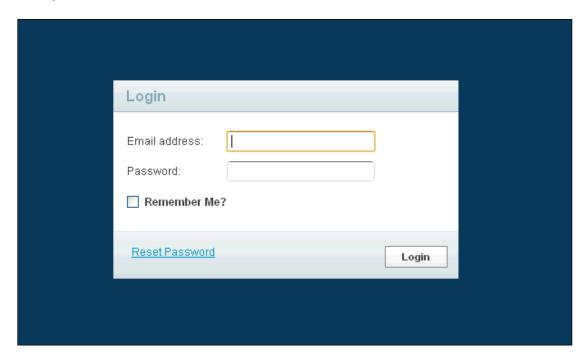


Login

Go to the Kaltura Admin Console at the URL configured in your site deployment (the common URL is: www.yourdomain/admin console) and login with your Kaltura Admin Console user credentials.

Note that you have the option to check the "Remember Me" box in order for the system to complete your password automatically after you typed in your user name, and the option to click on the "Forgot Password" link to have a password reset link sent to your email.

Note that Admin Console user login credentials are set to a unified user account in the system, only one set of credentials is kept for a specific user (uniquely defined by the user email address) and is applicable to both the Kaltura Admin Console and the Kaltura Management Console (KMC).



The functionalities available in the Kaltura Admin Console are: Publisher Management, Administration Users Management, Batch Processes Control, Site Monitoring, Distribution Definition and Management, and Developer tools for working with the Kaltura API.



Publishers Tab

Here you can review and fully control the publishers that are registered on your Kaltura video platform deployment. You can see all the publishers' details and their usage information. Additionally, you can manage your publishers' content accounts, create new publishers, block publishers, remove publishers, and change their settings. The Publishers tab contains three functionality options: Publisher Management, Add New Publisher and Publisher Usage.

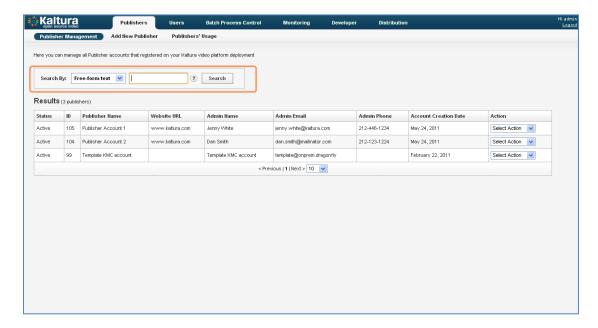


Publisher Management Page

From this page you may manage all the aspects of your publishers.

How to search and view the details of registered publishers

You may search for a specific publisher by entering a publisher ID, publisher name, or by entering a free text keyword (search will be applied in the publisher description, publisher URL or publisher's administrator email address). After you choose your search criteria and/or relevant keyword, click on the "Search" button.





Publisher Actions

The following actions may apply on every publisher account from the right most column of the publisher's information table.

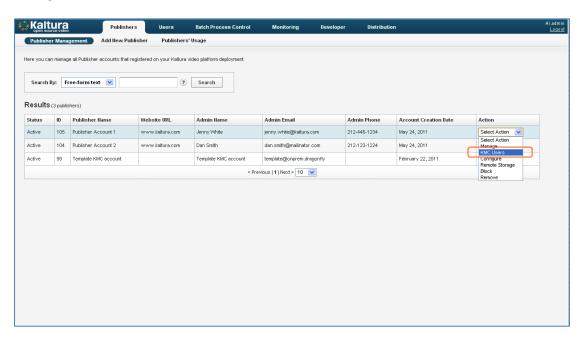
How to access a KMC account of a publisher

In order to manage a publisher KMC account, choose the account you wish to manage, and select the "manage" action from the dropdown menu. The specific publisher's management console (KMC) then opens in a separate tab and you can see its full details.

Choosing this action gives you full access to the specific publisher KMC account. From the publisher KMC account, you can monitor and control all of the publisher's account activities and fully support publishers in any questions or problems they might be experiencing.

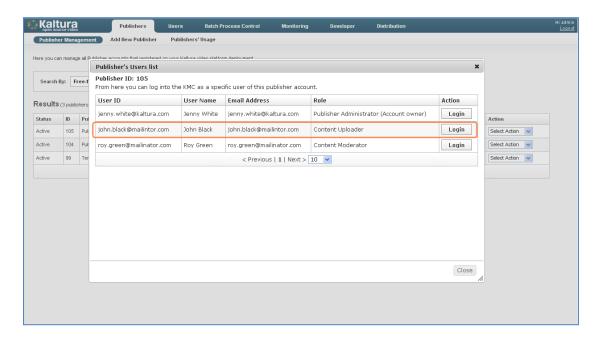
How to access a KMC account using a specific KMC user login

In order to view a list of users associated with a specific KMC account and to login to this KMC account as a specific user, choose the publisher account whose user you wish to manage, and select the "KMC Users" action.



The publisher's user list opens in a separate window. Click "Login" for the KMC user that you want to manage.





The management console (KMC) of the specific user of the publisher account opens in a separate window and you can view and manage the KMC features that are granted to the selected user according to his/her KMC role.

How to set a specific configuration for a publisher account

Using the configure option in the publisher actions menu; you can control your publishers' account specific settings.

When, and if needed, you can assign any one of your publishers with a specific API Host URL and specific content delivery (CDN) host URLs. You can limit or extend the number of KMC users that are allowed for the specific account, and enable/disable some of the features supported by the system such as: Custom Data, Advertising (VAST), availability of mobile transcoding flavors and more.

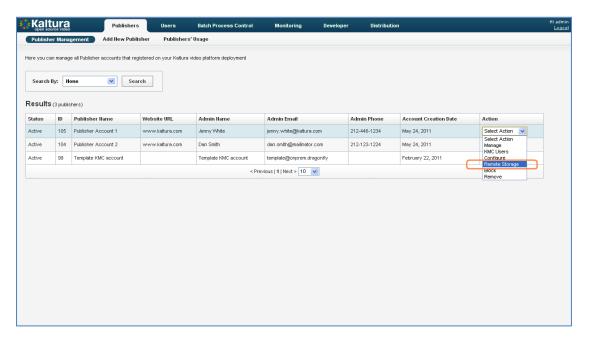
Choose the account you wish to configure, and select the "configure" action from the dropdown menu.

A configure window opens, where you can configure the specific settings for this account, When you finish, you may save the changes.

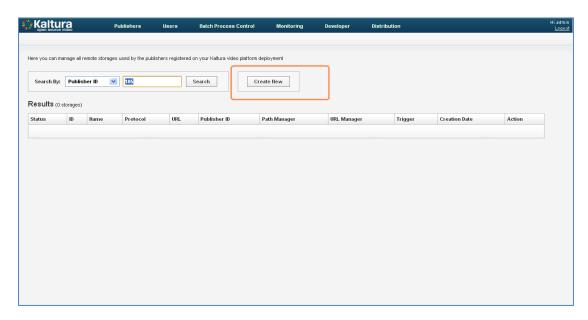


How to configure a publisher's Remote Storage & Delivery profile

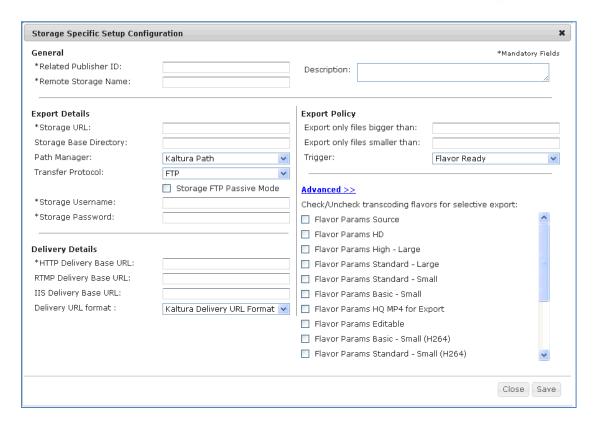
Using the Remote Storage action in the Publisher Management Page you can define and set a remote storage and delivery profile for a specific publisher account. The remote storage and delivery solution can be used to enable storage and delivery of video assets from a network storage location that is external to the Kaltura Platform. This is commonly used to leverage a publisher's CDN network storage solution (e.g., <u>Akamai's NetStorage</u>). Selecting this option will lead you to the Remote Storage Profiles page for creating or editing publisher specific Remote Storage profiles. Please note that access to the Remote Storage profiles page is possible only through this action option.



For creating a new storage profile, click the "Create New" button to open the Storage Specific Setup window.







In the Storage Profile window you can set the following information and options:

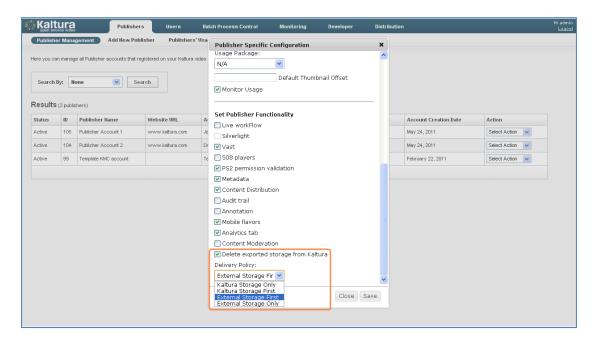
Export Details: Here you can set the access information required for exporting assets from the Kaltura server to the remote storage location that follows the video transcoding process. Here you should provide a URL, based directory and transfer protocol information. Select 'Kaltura Path' for constructing storage hierarchy according to Kaltura's default path structure, or contact Kaltura for instructions on how to customize storage structuring to a specific storage path definition.

Delivery Details: Here you can set the delivery related information to enable direct delivery of content from the defined remote storage to a Kaltura player. HTTP delivery is mandatory; all other listed delivery methods are optional.

Export Policy: Here you can set different delivery policy options for selective export to the remote storage location. It is possible to use the Remote Storage feature to store/deliver only assets that are bigger than/smaller than a specific file size, to store/deliver only specific transcoding flavors and with or without the source file or to push assets to remote storage only after moderator approval.

Additional remote storage account setting options are available from the publisher configuration window. These options will apply to all storage profiles that may be in use by the publisher account.



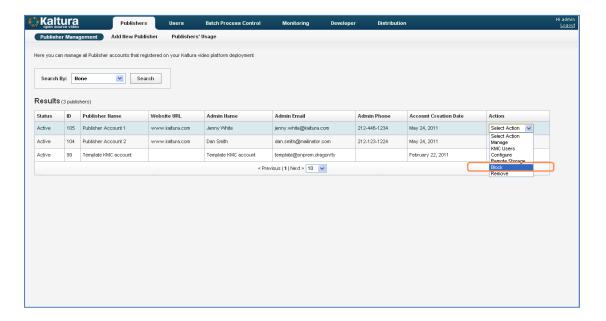




How to Block/Unblock a publisher account

Using the block option you can block a publisher account, i.e., the publisher's content will not be displayed. Note that the publisher will still be able to login to the management console.

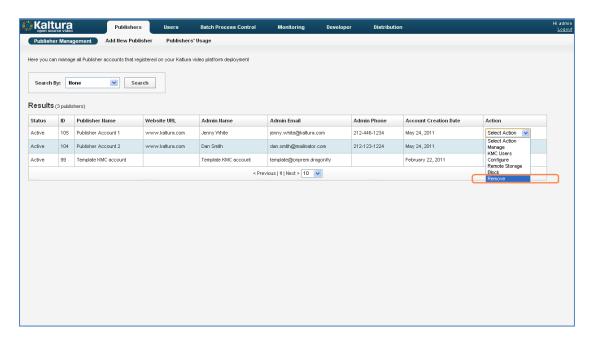
Choose the account you wish to block, and select the "block" action. A dialogue box opens, asking you if you are sure you wish to block this account. A blocked account may be unblocked by an admin at any time from the publisher actions menu.



How to remove a publisher account

Using the remove option you can remove a publisher account, i.e., fully block it – so its content is not displayed and the publisher is not able to login to the management console. Choose the account you wish to remove, and select the "remove" action. A dialogue box opens, asking you if you are sure you wish to remove this account. Note that account removal is permanent.







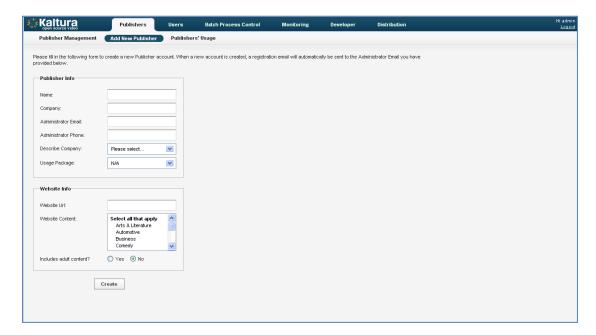
Add New Publisher Page

How to add a new publisher account

Here you can add a new publisher account. Fill-in all the publisher's details such as name, company description, the email address and phone number of the administrator etc. The Publisher's "Usage Package" may be selected to assign a specific usage package to the new publisher. If the usage package selection is not relevant, you can select the N/A option. For instructions on how to adjust the "Usage Packages" menu, please refer to Appendix A.

Once the publisher is created in the system, the publisher's administrator will receive an email containing his credentials to the Kaltura Management Console (KMC).

Please note that Admin Console users are able to create multiple KMC accounts for any purpose while using the email address used for their Kaltura Admin Console user account, however, actual publisher accounts, that are not associated with an Admin Console user are limited to enable one KMC account per email address, this limitation is set mainly to secure the credentials of publisher account owners.



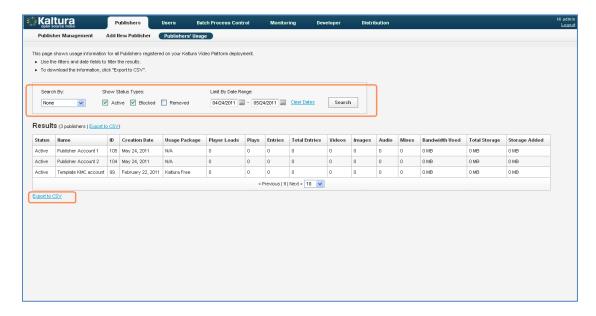


Publisher Usage Page

How to retrieve and export publisher usage information

Here you may see all the info about the publisher's usage – including number of entries, number of views, total bandwidth usage, storage usage and more. You may search for specific publishers by entering publisher ID, name or free text, or you can filter the list of publishers by selecting a specific status (active, blocked, removed) or by date range of account creation.

Note that you can click on the "Export to CSV" link at the bottom in order to export the information to a CSV formatted file, for further analysis and/or for billing purposes.





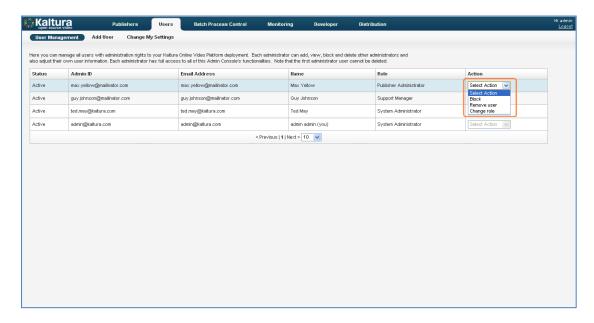
Users Tab

Here you may configure the system administrator users in your site. The Users tab contains three functionality options: User Management, Add User and Change My Settings



User Management Page

Here you may see all the administrator users authorized to use the Kaltura Admin Console. From the actions menu you are able to block a Kaltura Admin Console user for temporary denial of access to the Admin Console, permanently remove the user or change the user's role. Note that you are not able to apply any action on your own user or on the primary administrator of the platform.



How admin users and roles are defined

The Kaltura Admin Console includes the following default Admin Console user roles:

- System Administrators
- Support Manager
- Publisher Administrator
- Guest

You assign a role to each user to permit access to Admin Console functionality based on his/her organizational responsibilities.

The "System Administrator" role has full permission for all Admin Console functionalities. © 2011 Kaltura Inc. All rights reserved.



The "Support Manager" role has the following permissions:

- Publisher Management page
 - Access to publisher KMC accounts (Manage option)
 - Access to KMC Users list (and KMC user login)
 - Access to Publisher Configuration page (Configure option)
 - o Block publisher
- Add publisher
- Publishers' Usage
- Batch Process Control (view only)
- Distribution Profiles
- Developer

The "Publisher Administrator" role has the following permissions:

- Publisher Management page
 - Access to publisher KMC accounts (Manage option)
 - Access to KMC Users list (and KMC user login)
 - Access to Publisher Configuration page (Configure option)
 - Block publisher
- Add publisher
- Publishers' Usage
- Developer

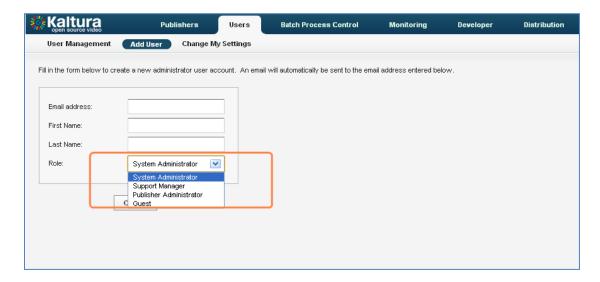
The "Guest" role is pre-defined with no access to any of the Admin Console functionalities, but is reserved to enable tailored permission settings according to specific needs.

Add New User Page

Here you may create a new administrator user to the site. Fill in the new administrator user details, select a role and click the "Create" button. Then, the new user will receive an email with credentials for the Kaltura Admin Console.

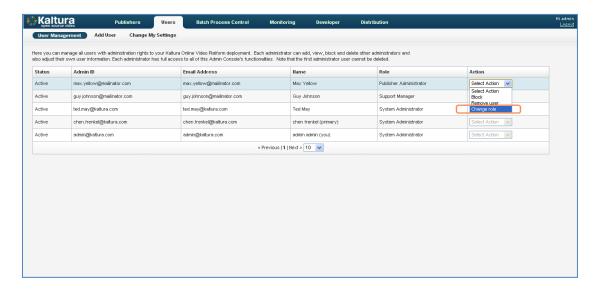
For descriptions of roles, please refer to **How admin users and roles are defined**.





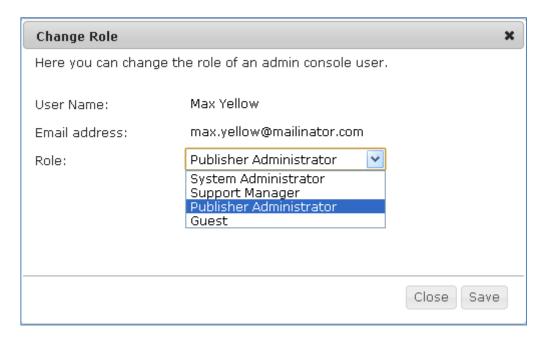
How to change the role of an existing Admin Console user

In order to change a Kaltura Admin User's role, choose the user and select the "Change role" action.



The Change Role window opens. Select a role and click the "Save" button.

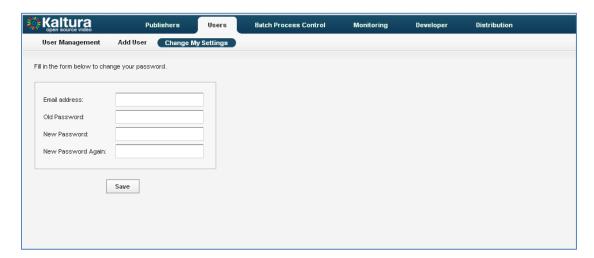






Change My Settings Page

Here each Kaltura Admin Console user may change his/her own login credentials to the Admin Console. Following this action an email message will be sent to him/her with the new login credentials information. Note that any change to user's credentials will apply also to any KMC user account such user may be associated with.





Batch Process Control Tab

Here you can control all the aspects of the Kaltura platform batch processes. The Batch Process Control tab contains five functionality options: In-progress Tasks, Failed Tasks, Setup, Entry Lifecycle and Entry Investigation.



In-Progress Tasks Page

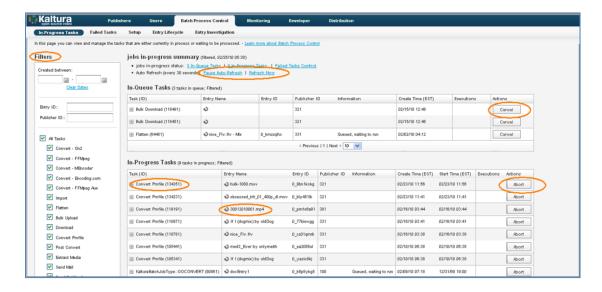
Here you may see all ongoing batch tasks in your site. You can be constantly updated on the current situation and understand your system's batch processing behavior.

The page contains two tables: the in-progress tasks table lists the batch tasks that are currently processed and the in-queue tasks table lists the batch tasks that are waiting to be processed. In both tables you'll find useful information on the characters of each batch task. This may include an option to cancel a batch task currently in queue or abort a batch task currently in progress. Please note that an action that you take on a 'parent' entry affects its 'children' entries as well.

You may filter the in-progress tasks by using several filters, such as date range for task creation, Entry ID, Publisher ID or the specific task type. These filters will apply on both of the tables in this page.

Clicking a task name within the table will display additional information on the specific batch task parameters. Clicking an entry name leads to the entry lifecycle page.

The page refreshes every 30 seconds (can be adjusted). You may pause and resume the automatic refresh or refresh manually by clicking on the "Refresh Now" button.





Failed Tasks Page

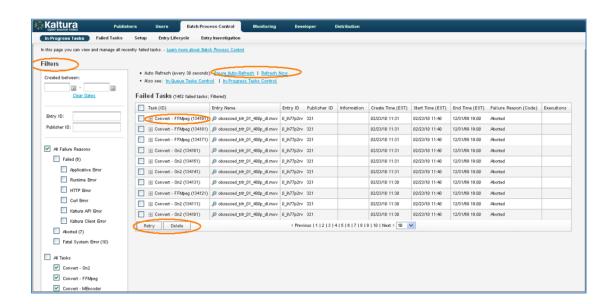
Here you may see all your failed batch tasks (including aborted tasks as well). From here you may delete or retry a failed task or initiate a troubleshooting process.

You may filter the list of failed tasks by using several filters, such as date range for task creation, Entry or Publisher identifiers, specific task type or specific reason of failure.

You can hover with your mouse on the Failure Reason information for each task in the table to understand the specific error type and code. Some error types will lead you to a link with a specific error description.

For entry ingestion related failures, you can diagnose a problem and investigate it by clicking the entry name information within the table. This will lead to the advanced entry investigation page.

The screen refreshes every 30 seconds (can be adjusted). You may pause and resume the automatic refresh or refresh manually by clicking on the "Refresh Now" button.

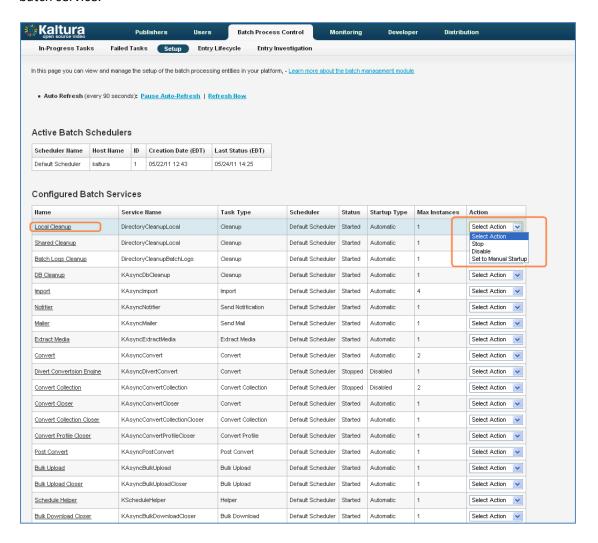




Batch Setup Page

Here you may manage the batch services that are configured in the site.

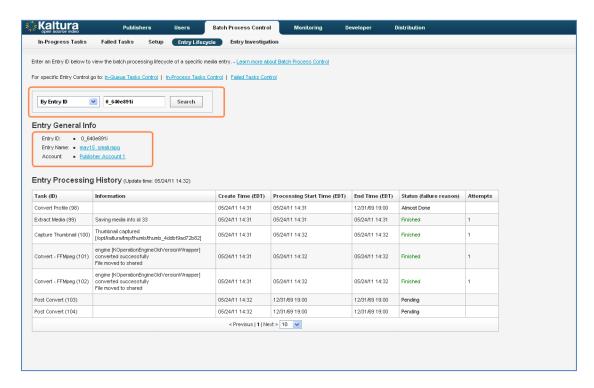
You can view the specific configuration of each batch service by clicking on its name. You are also able to adjust your site by controlling the batch services from the actions menu within the batch services table. You can start/stop, enable/disable or set the startup type of each batch service.





Entry Lifecycle Page

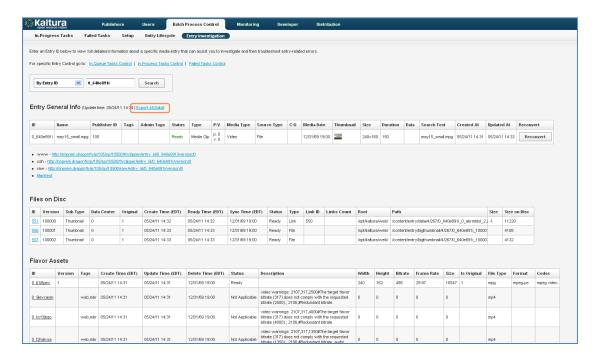
Here you may see the full process that a specific entry has gone through during its ingestion to the Kaltura platform. This may include import related tasks as well as transcoding related tasks. By tracking a specific entry lifecycle you can spot entry specific problems as well as more general problems in the system. You can access this page by clicking any entry name in the in-progress tasks page. When entering this page from the batch control process menu, the entry ID must be provided for loading the relevant information. Clicking the entry name leads to the advanced entry investigation page. Clicking the publisher name leads to the publisher KMC account.





Entry Investigation Page

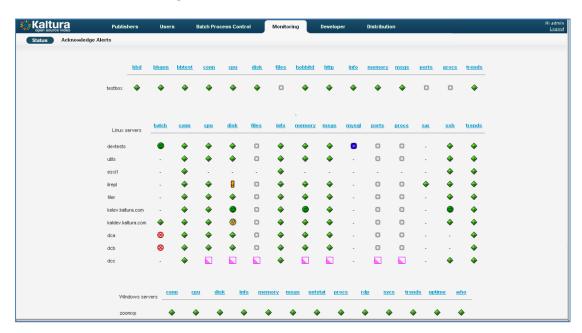
Here you can fully research a specific entry and view detailed information about its parameters, its batch processing history, the information related to its transcoding flavors and the actual files on disk related to it. This page is the place for Kaltura platform experts to go to fully investigate what went wrong during the entry ingestion process. You can export this page to an external file and send it to the Kaltura support team as input for further investigation by Kaltura experts.





Monitoring Tab

Here you may see a graphical monitoring overview of your servers. Each row represents the monitoring checks configured for a single server in your site. The dashboard monitoring page gives you a quick view of the platform hosts and services. Green icons indicate that status is OK for the specific check. Orange and Red icons represent a critical or almost critical state that requires the attention of the site administrator. Orange and red states are usually accompanied by a real-time alert message. From the monitoring dashboard page you can drill down to the history and trend information of each check in each server. To read more about the monitoring capabilities within the Kaltura Admin Console please refer to the Kaltura Platform Monitoring Overview document.



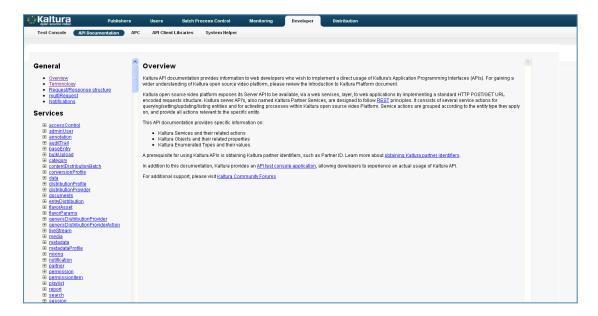
Note that it is also possible to run the Xymon based monitoring functionality directly from the Xymon application GUI. This includes some advanced monitoring functionalities that are not available within the Kaltura Admin Console. The common URL for the Xymon application is http://www.your.domainname/xymon



Developer Tab

API Documentation

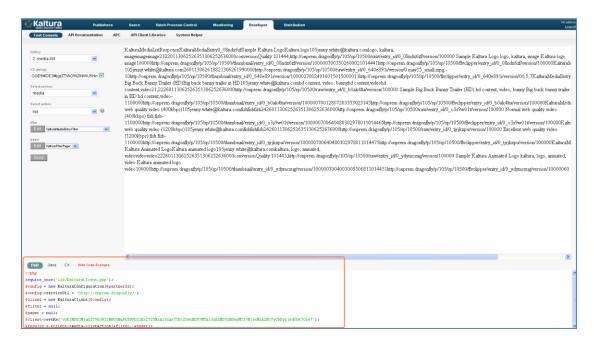
Here you can learn about the different Kaltura REST API methods available, either for extending the services offered in your site or for advanced integration of any website with your online video platform.



Test Console

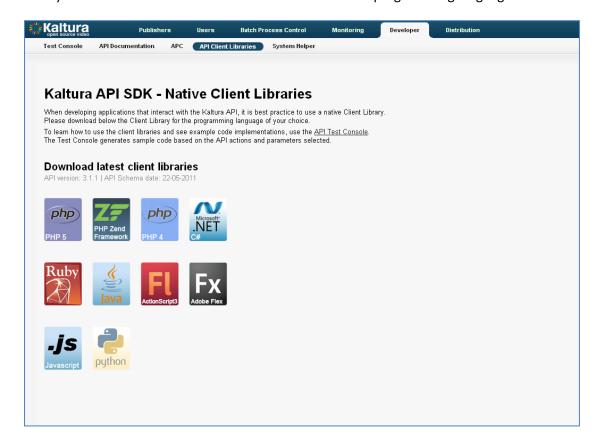
Here you can test the different Kaltura REST API methods available. Automatic code generation (currently available for Java, PHP and C#) is included. You can select specific API services and actions and the relevant code is automatically generated to simply copy-and-paste into your work.





API Client Libraries

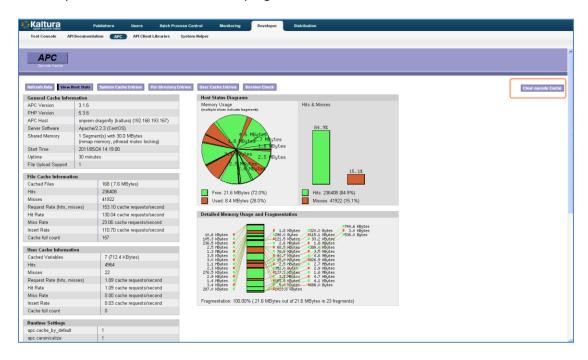
Here you can download the API Client libraries in different programming languages.





APC Cache Page

Here you can check PHP APC cache management statistics for a **single server** deployment - useful mainly during development and testing. Cache cleaning is possible by clicking the "Clear opcode cache" button at the top right corner.





Distribution Tab

The Distribution module enables publishers to automate the distribution of video packages, directly from within the KMC to distribution partners who enable automatic submission of content to their sites and expose specifications for such automatic submission. Such specifications may include requirements for video qualities, different sizes of thumbnails, metadata, scheduling data, supported submission actions and more.

Kaltura provides a robust infrastructure UI for enabling the content distribution workflow. Distribution connectors can be developed as Kaltura server plugins according to the specifications of each distribution partner on how to submit video packages into their sites. When a distribution plugin is enabled in the system, publisher's Distribution Profiles can be set for it from the Admin Console for each publisher account. For further technical information on Kaltuar's Distribution module, please refer to the *Creating a Custom Distribution Destination – Using Kaltura Infrastructure* Document.

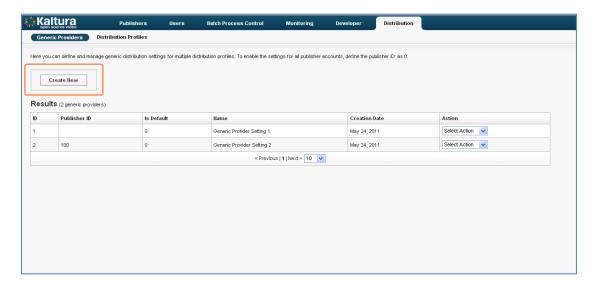
Generic Providers Page

Here you may define Generic Distribution Provider setting such as the required transcoding flavors for distribution target, the required thumbnails for distribution target and required parameters of each specific distribution action. You may later utilize your Generic Provider setting for setting multiple Distribution Profiles according to your needs.



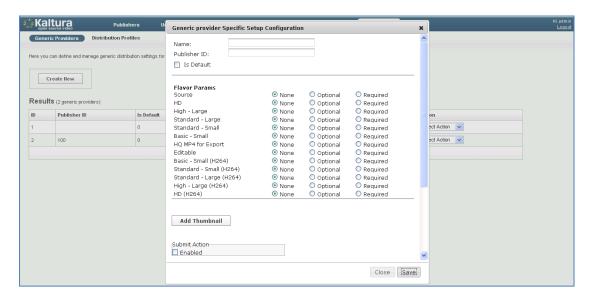
How to create and configure a generic distribution provider

In order to create a new generic distribution provider, click the "Create New" button.





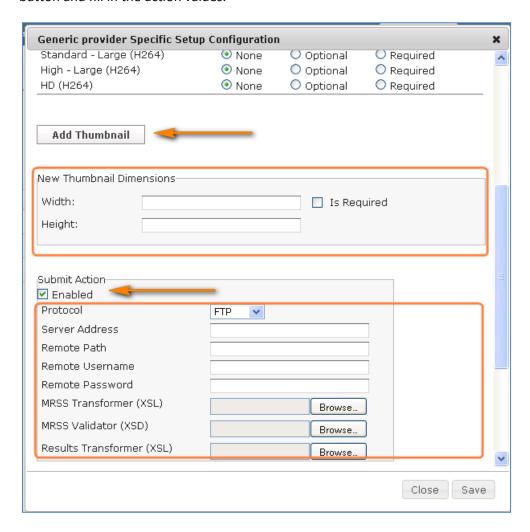
The Configuration window opens. Fill in the required generic provider identifiers. To enable settings for all publisher accounts, define the publisher ID as 0. To enable setting for a specific publisher account, define the specific publisher ID. To define the default generic provider, check the "Is Default" box. Then you may fill in other configuration values. Scroll down for more options.





In order to add a thumbnail, click the "Add Thumbnail" button and fill in the thumbnail values.

In order to enable a Submit, Update, Delete or FetchReport action, click the "Enabled" button and fill in the action values.



For further configuration of an existing generic distribution provider profile, choose the profile from the list and select the "Configure" action.





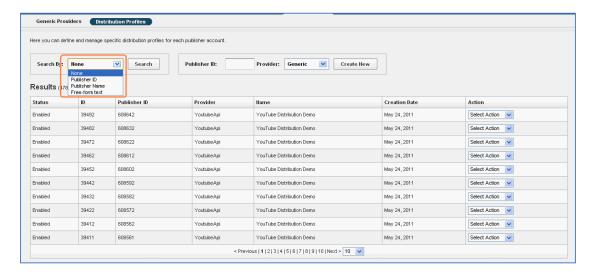
Distribution Profiles Page

From this page you may manage all aspects of distribution profiles for publisher accounts and create new distribution profiles.

In order to allow a specific publisher to distribute content to a certain distribution partner, an administrator must create a distribution profile for the specific distribution partner for the specific publisher's KMC account.

How to search and view the details of a distribution profile

You may search for a specific distribution profile by entering a publisher ID, publisher name or free text. After you choose your search criteria, click on the "Search" button.



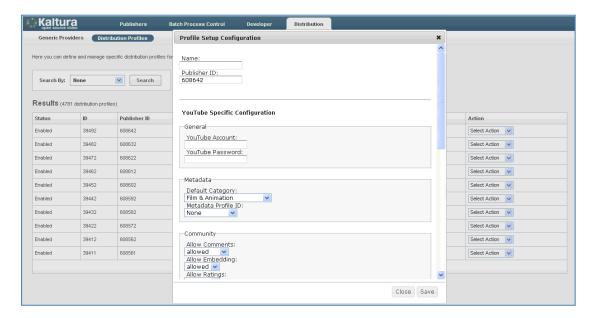
How to create a distribution profile

In order to create a new distribution profile, enter the publisher ID, select the provider type and click the "Create New" button.



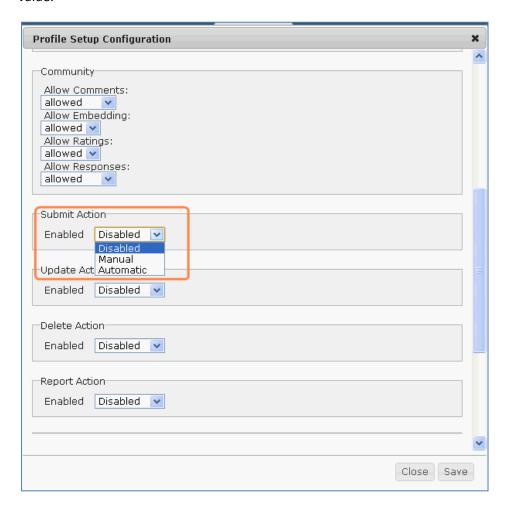


The Profile Setup Configuration window opens. Configure the values and scroll down for more options.



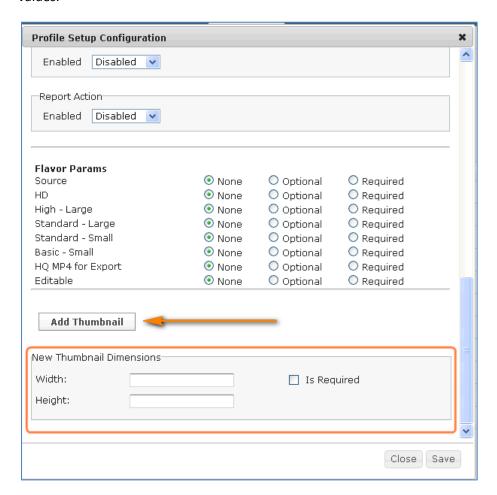


In order to set the status for a Submit, Update, Delete or Report action, select the "Enabled" value.





In order to add a thumbnail, click the "Add Thumbnail" button and fill in the thumbnail values.



In order to configure an existing distribution profile, choose the profile from the list and select the "Configure" action.





Appendix A - Adjusting the Usage Packages Menu

It is possible to adjust the names of the Usage Packages assigned to the publishers registered in your site to better fit the packages offered by your business unit.

For adjusting Usage Packages options, you can edit the patnerPackages.xml file available at the following location.

/opt/kaltura/app/alpha/apps/kaltura/config/partnerPackages.xml

Please update your changes on every server in your site that runs a Kaltura application code, it is recommended that you consult with the Kaltura technical team before applying such changes.