



TRAINING DOCUMENTATION

Brightcove SharePoint 2013 Connector

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This training material contains an overview of the Brightcove SharePoint 2013 Connector (the Connector) which allows for the management of Brightcove videos and playlists from within SharePoint 2013 on-premise solutions. Included are details of the user interface and key functionality. This training guide assumes the reader has a working knowledge of the Brightcove Video Cloud and the overall process of adding, editing and managing accounts, videos and playlists in that environment, as well as familiarity with the basic SharePoint 2013 functionality.

1 SP2013 Connector Overview

A prioritized list of features have been defined for the first release of the new SharePoint 2013 Connector

- **Use SharePoint Permissions Model and Active Directory to control access to key functions and content**
- **Brightcove Account Management.**
 - Support Multiple Brightcove Accounts
 - Manage Brightcove Configurations from within SharePoint lists
 - Leverage the SharePoint permissions models to control access to accounts and functionality.
- **Content Integration**
 - Enter Metadata for SharePoint and Brightcove concurrently
 - Add Metadata from defined SharePoint Term Store
- **Make Brightcove Video information available in the SharePoint Enterprise Search Results**
- **Maintain current SharePoint 2010 Connector Functionality (repackage as necessary)**
 - Video Cloud Search
 - Video Cloud Editor
 - Video Cloud Player
 - Video Cloud Playlist
 - Video Cloud Picklist
- **Implement the connector using the SharePoint 2013 App Model for ease of installation and management**

(Important Note: This connector is only designed to work with SharePoint 2013 on-premise solutions only. It is not backward compatible with SharePoint 2010)

2 SP2013 Connector – User Interface and Functionality

The following sections provide a detailed description of the functionality of the SP2013 Connector.

2.1 Main Navigation Overview

The main navigation in the left column of the Connector is always present and allows the user to navigate all of the sections they have access to (see Section 2.2 regarding permissions). Following is a brief description of the purpose of each section:

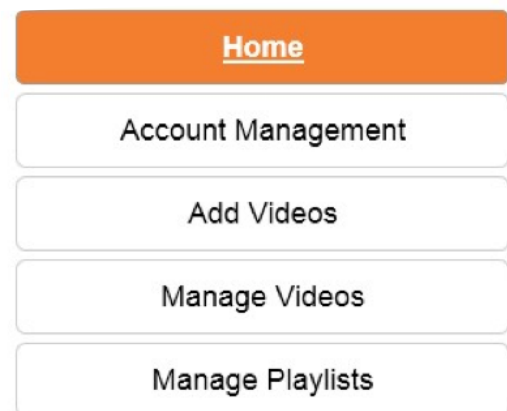
Home – the landing page when first entering the Connector.

Account Management – provides the interface for entering the Brightcove Video Cloud account(s) information into SharePoint.

Add Videos – used to upload new videos into Video Cloud. Information entered is also stored in SharePoint (except for the actual video file).

Manage Videos – used to browse and manage existing videos including editing and updating.

Manage Playlists – used to create new as well as browse and manage existing playlists.



2.2 Use of SharePoint 2013 Permissions

A benefit of integrating the Connector into SharePoint directly is the ability to leverage its permission model. The SharePoint Admin can control which users have access to the various functions of the Connector. The following is the default set of groups which are used by the Connector to control access to the sections of the Connector.

Note:

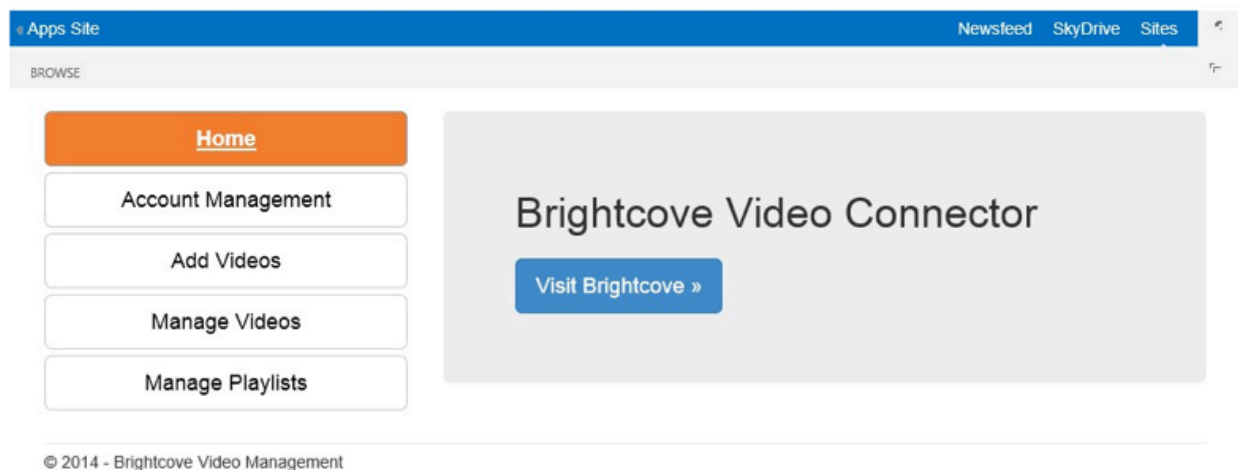
- Groups need to be setup by the SharePoint administrator and are not automatically created by the Connector during installation.
- Users must have at least visitor access to the Site on which the Connector is installed in order to access the App. With access to the Site the app is installed in, users can see the Home, Manage Videos and Manage Playlists sections of the Connector.
- In addition to the groups below, each Account is setup with an Author and View Group explained later.

SHAREPOINT GROUP	CONTROLS ACCESS TO	NOTES
BCAdmin	Account Management	Should be a limited set of people with access to managing the accounts
BCVideoAdd	Add Videos	Provides means to manage who can add new videos to Video Cloud.

2.3 Home

The Connector is installed as a SharePoint 2013 App within the target SharePoint site. To launch the application, the user can click on the “BrightcoveConnector” app within the Site Contents listing, or click on a menu link if so configured by the SharePoint administrator.

In either case, the user will be brought to the Home Page of the Connector app. This page could be further configured by the client to include additional company specific messaging, additional links, etc. As described above, depending on the group membership of the user, they may or may not see the Account Management and Add Videos tabs.



2.4 Account Management

The Account Management section of Connector is used to enter the information for each of the Brightcove Video Cloud accounts that will be accessed in the site. **Brightcove accounts cannot be created from SharePoint, they must be created in Video Cloud first.** The account information is required in SharePoint as it is used when accessing the Brightcove API to communicate with Video Cloud. It also provides the means to assign access permissions specific to an account. For multi-account enterprise clients it provides control over which users can access each account, and whether they can just browse or upload videos.

2.4.1 ACCOUNT MANAGEMENT LANDING PAGE

The Account Management Landing Page displays the current list of configured accounts, along with the assigned groups for Authors and Viewers.

Apps Site Newsfeed SkyDrive Sites

BROWSE

Home

Account Management

Add Videos

Manage Videos

Manage Playlists

Brightcove Management / Account Management

Account Title 1	AuthorsGroup 2	ViewersGroup 3
BrightCoveSP_QATest1	Owners	Visitors
BrightCoveSP_QATest2	Owners	Visitors
BrightCoveSP_QATest3	Owners	Visitors

+ Add new account **4**

1. **Account Title** - lists the accounts currently configured (or at least created)
2. **AuthorsGroup** - lists the SharePoint group assigned "Author" rights for the account
3. **ViewersGroup** - lists the SharePoint group assigned "Viewer" rights for the account
4. **Add new account** - clicking this button will open the account creation screen to setup a new account

2.4.2 CREATING/EDITING AN ACCOUNT

Whether creating a new account, or editing an existing account, the process and the options are the same. All of the account properties (except for the Author and Viewers groups) needs to be obtained from the Video Cloud account first. The following are the properties required for each account.

Brightcove Management / Account Management

	Property	Value	Description
1	Account Name	BrightCoveSP_QATest3	This field is used to specify the account name
2	PublisherId	3906942854001	This field is used to specify the publisher id of the account
3	DefaultVideoPlayerId	3908339986001	This field is used to specify the default video player of the account
4	DefaultPlaylistPlayerId	3908339987001	This field is used to specify the default playlist id of the account
5	ReadAPIServiceURL	http://api.brightcove.com/services/library	This field is used to specify the read api service url of the account
6	WriteAPIServiceURL	http://api.brightcove.com/services/post	This field is used to specify the write service url of the account

Tokens

	Value	Type
7	MQ5B1UU2cymqVAH45OAvjlgk-0vqgg1yVHoWRMrLtsqeDnBZKOUbBQ...	Read
	MQ5B1UU2cynbFk8G4ztpJj60PV-cshm2WpU40mw66ntSTMsKDrgOBg...	Write
	MQ5B1UU2cynbFk8G4ztpJj60PV-cshm21NsUbQkydJq0JuR152gSdQ...	ReadURL

Add Token

	Group	Value
8	Author's Group	Owners
	Viewer's Group	Visitors

1. **Account Name** – this is the name of the account. This name is only used in SharePoint so does not have to be the same as in Video Cloud
2. **PublisherId** – the PublisherId from the Video Cloud account. This is used as the unique ID to link to the Video Cloud account from SharePoint
3. **DefaultVideoPlayerId** – sets the default player for videos
4. **DefaultPlaylistPlayerId** – sets the default playlist player
5. **ReadAPIServiceURL** – this is the default URL for read access to the Brightcove API.
6. **WriteAPIServiceURL** - this is the default URL for write access to the Brightcove API.
7. **Tokens** – the read/write/read URL tokens associated with the account. Any number of Video Cloud tokens of each type can be entered.
8. **Author's Group, Viewer's Group** – these are SharePoint side permissions definition groups for the account.
 - Members of the Author's Group (in this case the SharePoint "Owners" Group) have the ability to perform functions in the account that require a write token such as adding a video, editing and updating an existing video, creating/editing a playlist, etc.. They can also do all read type functions such as browsing and searching for videos and playlists.
 - Members of the Viewer's Group (in this case the SharePoint "Visitors" Group) are only authorized for read type functions such as browsing and searching for videos and playlists.

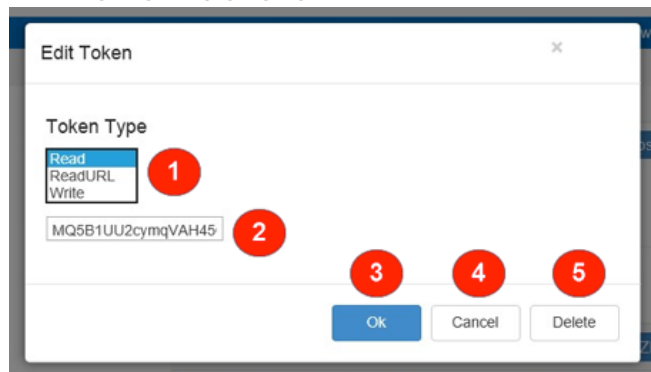
To edit any of the properties in the above account list, the user can either click on the property name or its value (if present) to open the property popup dialog box:

1. **Value** – enter the value for the property. The value can be entered using cut and paste from the Video Cloud data if available.
2. **Close** – this will close the property dialog box without making any changes
3. **OK** – this will record the value in the property list and close the dialog.

IMPORTANT – the values for an account are not saved until the account "Save" button is clicked. Entering values in the property dialog boxes does not immediately save them in the account.

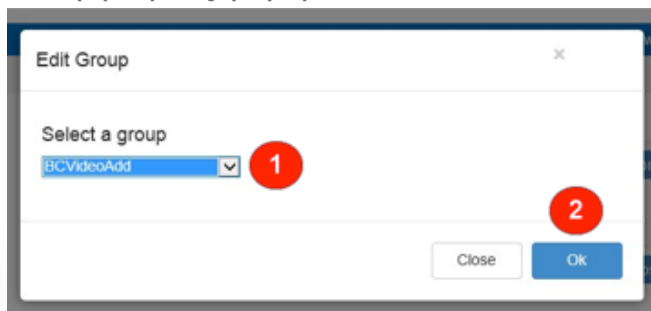
There are two property popup dialog boxes that offer additional options as follows:

Token property popup:



1. **Token Type** – for tokens, the three types (Read, ReadURL and Write) appear in the drop down list
2. **Token Value** – copy and paste from Video Cloud into this field the complete token. It is critical that this matches exactly as it is used by the API.
3. **OK** – this will record the value in the property list and close the dialog.
4. **Cancel** – this will close the property popup without recording any of the changes
5. **Delete** – this is the only property which has the delete function. As tokens can be deleted in Video Cloud, this is used to also remove them from the account

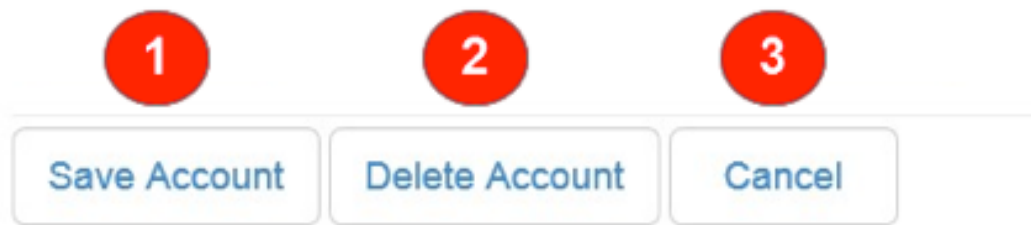
Group property popup:



1. **Select a group** – this dropdown will display all of the SharePoint groups that are available in the site in which the Connector is installed. The admin can select the group they want to have authorized as either the Author's Group or the Viewer's Group (depending on which group is being edited).
2. **OK** – this will record the value in the property list and close the dialog.

Once all of the values for the account property have been set (or at any point during the process) the account should be saved to commit the values and record them in SharePoint.

IMPORTANT – the values for an account are not saved until the account “Save” button is clicked. Entering values in the property dialog boxes does not immediately save them in the account.



1. **Save Account** – commits all of the values set on the account properties into SharePoint
2. **Delete Account** – removes the account from SharePoint. Warning – when this action is taken, all videos that have been recorded in SharePoint under the account will no longer be accessible in SharePoint. It does not, however, delete the videos from Video Cloud.
3. **Cancel** – this will close the account setup window without recording any of the changes

2.5 Add Videos

The Add Videos section of the Connector is used to (quite appropriately) upload new videos into Video Cloud. The benefit with the SP2013 Connector is that all of the data that is uploaded to Video Cloud (with the exception of the video file itself) is also stored in SharePoint, which makes it available for the Connector functions as well as for SharePoint search results. It also provides the SharePoint admin and users native access to the data without having to login to Video Cloud.

When a user accesses Add Videos (if they have permission to do so) they are presented with the following fields which enable them to enter the data that will be sent to Video Cloud:

2.5.1 ADD VIDEOS LANDING PAGE

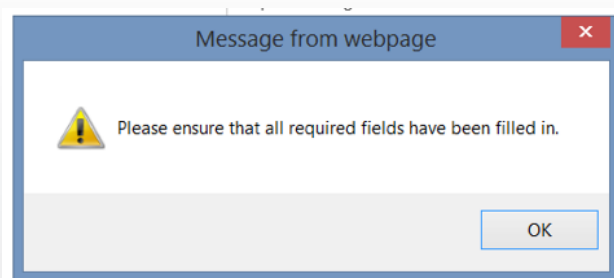
The screenshot shows the 'Add Video' form with the following fields and their corresponding numbered highlights:

- 1** Select Account * (Dropdown menu)
- 2** Name * (Text input field)
- 3** Short Description * (Text input field)
- 4** Long Description (Text input field)
- 5** Is Active * (Dropdown menu)
- 6** Related Link URL (Text input field)
- 7** Related Link Text (Text input field)
- 8** Video Still * (Text input field with Browse... button)
- 9** Thumbnail * (Text input field with Browse... button)
- 10** Start Availability Date (Text input field)
- 11** End Availability Date (Text input field)
- 12** Economics (Dropdown menu)
- 13** Brightcove Tags (comma-separated) (Text input field)
- 14** Video File(s) * (Text input field with Browse... button)

A 'Save' button is located at the bottom left of the form.

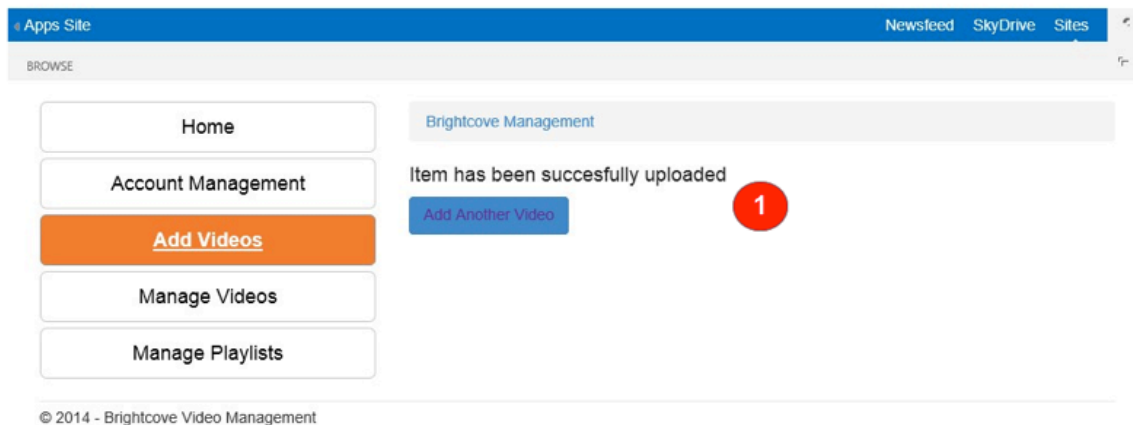
1. **Select Account (required)** – This dropdown list will be populated with all accounts that the user is authorized to add videos to (this is enabled through the Account Groups assignment). The user must select an account to enable upload.
2. **Name (required)** – this will be the name of the uploaded video
3. **Short Description (required)** – the short description for the video
4. **Long Description** – the long description for the video
5. **Is Active (required)** – options for this dropdown are: Active, Inactive, Pending, Deleted.
Note: If a video is uploaded with a state of Inactive, Pending or Deleted SharePoint will no longer be able to access the video information for any future edits. This is a function of the Brightcove API.
6. **Related Link URL, Related Link Text** – these will be the associated hyperlink and text displayed in the player for the video
7. **Video Still, Thumbnail (required)** – these are images for the video. Clicking on the “Browse” button will open the local file system explorer to select the image.
8. **Start Availability Date, End Availability Date** – if set, these will determine the dates of availability for the video.
9. **Economics** – values are Free and Ad Supported
10. **Brightcove tags** – these are the data tags that will be saved in the Video Cloud tag information (in addition to being saved in SharePoint. These are separate and distinct from SharePoint Metadata tags which some clients will want to add to this interface, and which would only be saved in SharePoint (not transferred to Video Cloud).
11. **Video File (required)** – Clicking on the “Browse” button will open the local file system explorer to select the video file for upload.

Once the user clicks on the “Save” button, a validation check is run to verify all required fields are complete and the data is in the correct format. If the validation fails, the user will be prompted to complete the required fields or correct the invalid data. For example:



If there are no validation errors, the data is transferred to Video Cloud and also save in SharePoint under the specified account and video name. A unique ID is also generated in SharePoint for each video uploaded. This ID (called the Reference ID) is transferred with the video into Video Cloud as an additional tag on the video.

1. The following message is displayed on successful upload:



As a result of how the API works with the Connector, the Video Cloud ID is not immediately available during the upload process. However, once the video is edited (even with no changes) and saved for the first time, the Video Cloud ID is retrieved and added to the video info in SharePoint under the Video ID field.

The following is an example of a completed Add Video form ready for submission:

Add Video	
Select Account *	BrightCoveSP_QATest3
Name *	Example_LegoVideo
Short Description *	This is the short description for the Lego video
Long Description	Here is a much longer description which will be saved in SharePoint and Brightcove
Is Active *	Active
Related Link URL	http://brightcove.com
Related Link Text	Brightcove
Video Still *	C:/Desktop/Legostill.jpg Browse...
Thumbnail *	C:/Desktop/Legothumb.jpg Browse...
Start Availability Date	12/01/2014
End Availability Date	03/31/2015
Economics	Free
Brightcove Tags (comma-separated)	lego,sample
Video File(s) *	C:/Desktop/legovideo.mp4 Browse...
Save	

2.6 Manage Videos

The Manage Videos section of the Connector is used to browse and manage existing videos. This includes editing and updating of existing videos as needed. The search functionality is used to find videos by search name, description and tag information.

2.6.1 MANAGE VIDEOS LANDING PAGE

The Manage Videos Landing Page displays the list of the fields that can be used to browse or search for videos in the available accounts:

Apps Site Newsfeed SkyDrive Sites

BROWSE

Home

Account Management

Add Videos

Manage Videos

Manage Playlists

Brightcove Management / Manage Videos

Select Account

Select an Account

Search

Search

☒ SharePoint only ☐ Video Cloud only

Sort results by: ☒ display name ☐ relevance ☐ creation date ☐ start date

Order: ☒ ascending ☐ descending

© 2014 - Brightcove Video Management

1. **Select Account** – This dropdown list will be populated with all accounts that the user is authorized to access (this is enabled through the Account Groups assignment). The user must select an account to view any video listings.
2. **Search** – entering a term in this box (after an account is selected) will filter the video results to those containing the term. Name, tags and description information (along with SharePoint metadata fields if defined) are searched. It is only possible to search in one account at a time (no cross account searching).
3. **Display SharePoint only or Video Cloud only** – the purpose of this option is to filter the videos to only those that are recorded in SharePoint, or those that are only resident in Video Cloud and have never had their data imported into SharePoint.
4. **Sort/order filters** – these can be used to sort and order any results by the parameters listed to help find videos more quickly.

2.6.2 VIEWING A VIDEO LISTING IN AN ACCOUNT

Once an account is selected, the list of available videos for that account is displayed:

Brightcove Management / Manage Videos

Select Account 1

BrightCoveSP_QATest2

Search




Search

☒ SharePoint only ☐ Video Cloud only 2

Sort results by: 3 ☐ display name ☐ relevance ☒ creation date ☐ start date

Order: ☐ ascending ☒ descending

1 2 3 4 4

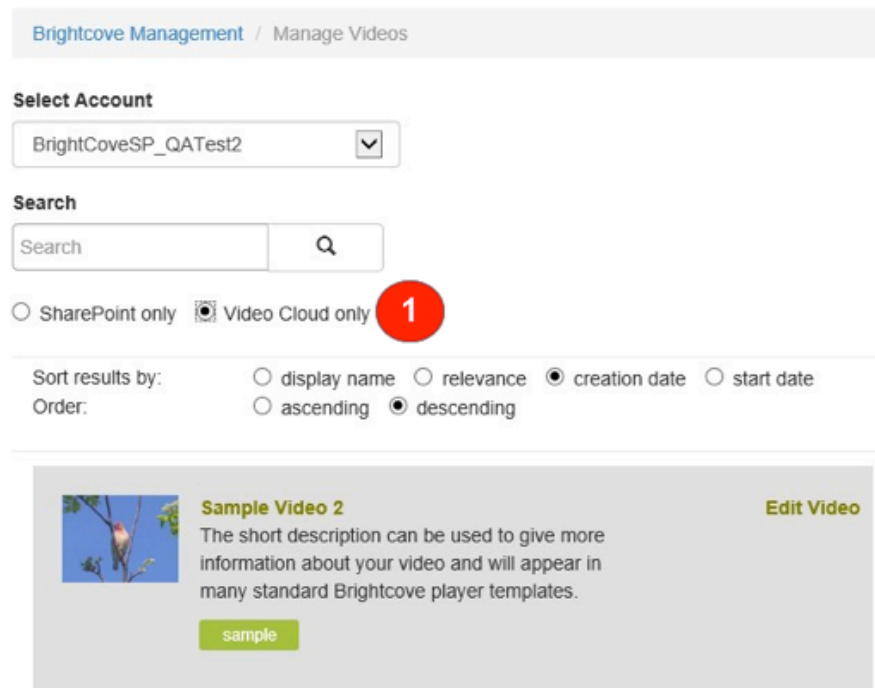
	New Video Item Short description here... tag1 tag2	Edit Video Video ID: 3917371366001
	QATest2_1126PM_Inactive Test Short description here...	Edit Video Video ID: 3911197628001
	QATest2_LegoTest Short description legotest tag1 tag2 greg	Edit Video Video ID: 3909627439001

1. **Select Account** – This dropdown list will be populated with all accounts that the user is authorized to access (this is enabled through the Account Groups assignment). The user must select an account to view any video listings.
2. **Display SharePoint only or Video Cloud only** – the purpose of this option is to filter the videos to only those that are recorded in SharePoint, or those that are only resident in Video Cloud and have never had their data imported into SharePoint.
3. **Sort/order filters** – these can be used to sort and order any results by the parameters listed to help find videos more quickly.

4. **Paging controls** – each page will displays up to 5 video listings. When more than 5 are present, the paging controls will appear.
5. **Video listing** – each video listing contains the following:
 - Video Name – clicking on the name will open the video for editing of its data
 - Short Description
 - List of the tags associated with the video (does not list the Reference ID even though it is saved in Video Cloud as a tag)
 - The “Edit Video” link. This link (or clicking on the Name) is used to open the video for edit if the current user has permission.
 - Video ID: This is the Video Cloud video ID. This ID will be listed once the video is edited (even with no changes) and saved for the first time after upload.

2.6.3 IMPORTING A VIDEO CLOUD ONLY VIDEO INTO SHAREPOINT

If there is a video that was uploaded directly into Video Cloud and not through the Connector, it is possible to “import” data for that video into SharePoint so that it can be managed in SharePoint moving forward. To do this, first find the video using the “Video Cloud only” listing option (1):



Brightcove Management / Manage Videos

Select Account

BrightCoveSP_QATest2

Search

Search

☐ SharePoint only ☒ Video Cloud only 1

Sort results by: ☐ display name ☐ relevance ☒ creation date ☐ start date

Order: ☐ ascending ☒ descending

Sample Video 2 Edit Video

The short description can be used to give more information about your video and will appear in many standard Brightcove player templates.

sample

Then click on either the video name or Edit Video link to open the video in edit mode as described in the following sections. Although the Video Cloud data will be pulled in, the exception are the Video Still and Thumbnail images. Those images are required and will need to be available locally to upload as part of the import process (they cannot be pulled across the Brightcove API). Brightcove is investigating other processes to enable this import outside of the Connector.

2.6.4 SEARCHING FOR VIDEOS IN AN ACCOUNT

The user can enter a search term to find videos in the selected account that have a name, description, or tag information that match the search term. Once the results list is displayed, all of the sorting and order filters can be applied.

Brightcove Management / Manage Videos

Select Account




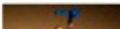
BrightCoveSP_QATest2 ▼

Search lego Q

☒ SharePoint only ☐ Video Cloud only

Sort results by: ☐ display name ☐ relevance ☒ creation date ☐ start date
 Order: ☐ ascending ☒ descending

1 2

	QATest2_LegoTest Short description legotest tag1 tag2 greg	Edit Video Video ID: 3909627439001
	QATest2_1125PM_lego Short Lego description, which is required22	Edit Video Video ID: 3909519554001
	QATest2_1121PM_Lego SS	Edit Video Video ID: 3904062472001
	QATest2_Lego	Edit Video

1. **Search field** – the user can enter the search term(s) here and click the magnifying glass (or hit return) to execute the search
2. **Display SharePoint only or Video Cloud only** – the purpose of this option is to filter the videos to only those that are recorded in SharePoint, or those that are only resident in Video Cloud and have never had their data imported into SharePoint.
3. **Sort/order filters** – these can be used to sort and order any results by the parameters listed to help find videos more quickly

2.6.5 EDITING EXISTING VIDEOS IN AN ACCOUNT

To edit existing videos in order to update their data fields, the user can click on either the name (1) or the Edit Video link (2) in the video listing:

Brightcove Management / Manage Videos

Select Account

BrightCoveSP_QATest3

Search

lego


☒ SharePoint only ☐ Video Cloud only

Sort results by:

☒ display name ☐ relevance ☐ creation date ☐ start date

Order:

☒ ascending ☐ descending




BC_rollout_call_video_Lego
SD lego video

tag1tag2greg

1

Edit Video

Video ID: 3909700588001



LegoVideo1
This is the short Lego video description

tag1tag2

1

Edit Video

Video ID: 3919896534001

The Edit Video screen will appear, with the data for the selected video displayed for edit:

Apps Site Newsfeed SkyDrive Sites

BROWSE

Home

Account Management

Edit Video 1

Manage Videos

Manage Playlists

Brightcove Management / Edit Video

Edit Video / Add New Video

Select Account * BrightCoveSP_QATest3

Reference ID 3909700588001 2

SharePoint ID bcsp-neww-20141125041540-1

Name * BC_rollout_call_video_Lego

Short Description * SD lego video

Long Description Long description here...Long description here...Long

Is Active * Active

Related Link URL http://www.brightcove.com

Related Link Text Brightcove

Video Still *

Thumbnail *

Start Availability Date 2014-11-06

End Availability Date 2014-12-31

Economics Free

Brightcove Tags (comma-separated) tag1,tag2.greg

Save

1. Note that “Edit Video” is displayed in the left main navigation where Add Videos is usually displayed. This is because it uses the same page form, just in a different mode since it is an existing video. This also lets the user easily navigate back to the Manage Videos section if needed.
2. There are certain fields that are not available for edit/update during this process:
 - The Account the video is associated with cannot be changed (as videos cannot be transferred between Video Cloud accounts).
 - The Reference ID (the Video Cloud video ID) cannot be changed
 - The SharePoint ID cannot be changed

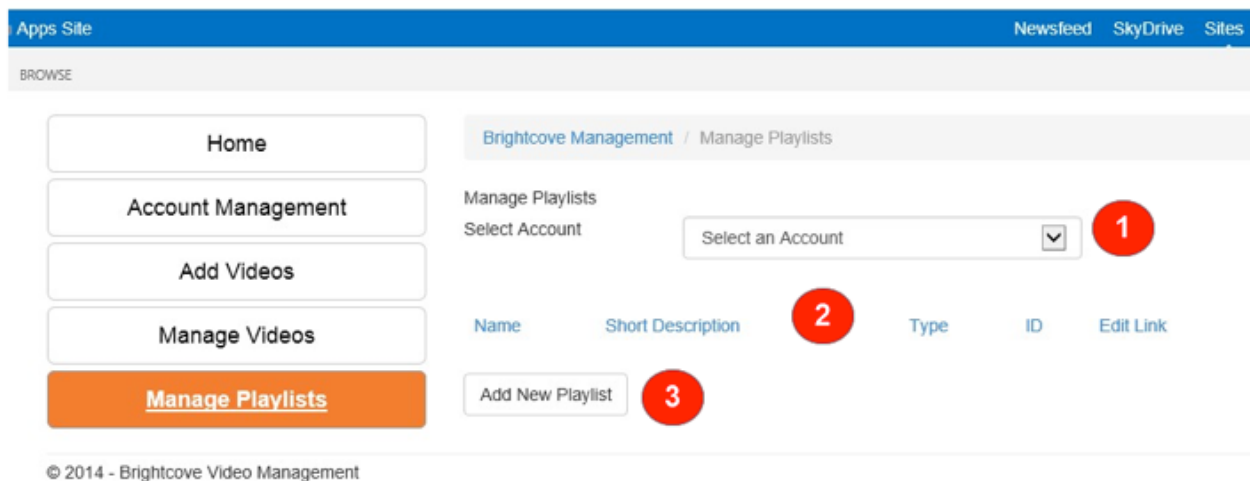
All other displayed fields (including images) are available for update just like the first time the video was uploaded. Once the changes are made, the user clicks the “Save” button to commit the changes. The same validation that runs on Add Videos upload is also performed here.

2.7 Manage Playlists

The Manage Playlists section of the Connector is used to create new playlists as well as browse and manage existing playlists (including editing and updating). Unlike videos, playlist information is not stored in SharePoint, but rather retrieved from Video Cloud each time an account is browsed in this section. For this reason, there are some delays inherent in the availability of playlist data through the API which will be called out in the following sections.

2.7.1 MANAGE PLAYLISTS LANDING PAGE

The Manage Playlists Landing Page displays the list of the fields that can be used to browse for playlists or create new ones in the available accounts:



1. **Select Account** – This dropdown list will be populated with all accounts that the user is authorized to access (this is enabled through the Account Groups assignment). The user must select an account to view any playlist listings.
2. **Playlist display columns** – playlist data will be displayed in these columns. The results can be sorted by any column by clicking on the column heading
3. **Add New Playlist** - the user can click this button to create a new playlist in the selected account

Once an account is selected, all the playlists for that account are displayed.

Brightcove Management / Manage Playlists

Manage Playlists

Select Account: BrightCoveSP_QATest3

Name	Short Description	Type	ID	Edit Link
Sample Manual Playlist Video IDs in list: 3908496068001,3919896534001	Sample with 3 videos	Manual Playlist	3920041903001	Edit
Sample Smart Playlist Video IDs in list: 3908496069001,3908496068001	Example Smart playlist	Smart Playlist	3907495557001	Edit

Add New Playlist

1. **Select Account** – This dropdown list will be populated with all accounts that the user is authorized to access (this is enabled through the Account Groups assignment). The user must select an account to view any playlist listings.
2. **Playlist display columns** – The listings can be sorted by any column by clicking on the column heading. This can help find a playlists if the listing get long.
3. **Playlist listing** – each playlist listing contains the following:
 - a. Playlist Name – clicking on the name will open the playlist for editing of its data
 - b. A list of video IDs that are active in the playlist
 - c. Short Description
 - d. Type of playlist (Manual or Smart playlist)
 - e. The ID of the playlist (Video Cloud playlist ID)
 - f. The “Edit Playlist” link. This link (or clicking on the Name) is used to open the playlist for edit or to view its details.
4. **Add New Playlist** - the user can click this button to create a new playlist in the selected account

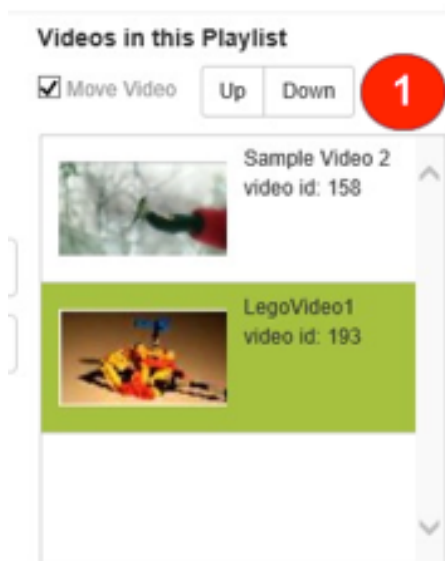
2.7.2 ADDING A NEW PLAYLIST

To add a new playlist into an account, the user clicks on the “Add New Playlist” button. This opens the Add Playlist form:

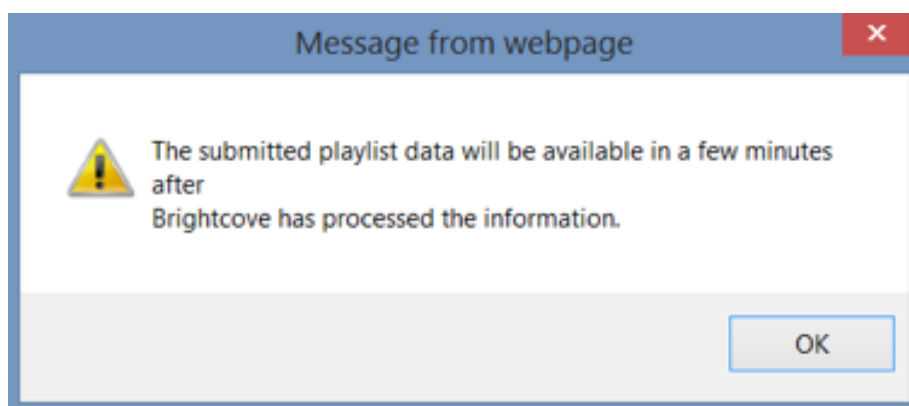
The screenshot shows a web form titled "Add New Playlist" with a close button (X) in the top right corner. The form contains the following elements:

- Name:** A text input field containing "Sample Manual Playlist" (callout 1).
- Description:** A text input field containing "Sample with 3 videos" (callout 2).
- Type:** A dropdown menu with "Manual" selected (callout 3).
- Available Videos:** A section with a search bar (callout 4) and a list of videos. The first video, "LegoVideo1" (video id: 193), is highlighted in green (callout 5). Below it are "test" (video id: 194) and another video with a similar image. A vertical scrollbar is on the right.
- Videos in this Playlist:** A section with a "Move Video" checkbox, "Up" and "Down" buttons (callout 6), and a list containing "Sample Video 2" (video id: 158) (callout 7). A vertical scrollbar is on the right.
- Navigation:** Between the two video lists are ">>" and "<<" buttons (callout 8).
- Buttons:** At the bottom right are "Save" and "Cancel" buttons (callout 8).

1. **Name** – the name of the new playlist
2. **Description** – a brief description for the playlist
3. **Type** – the type of playlist (Manual or Smart). The next example (editing an existing playlist) will cover the options for the Smart playlist.
4. **Available Videos** – in the case of a Manual Playlist, the search box and the list of videos available in the account are displayed. This allows the user to narrow the video choices to add to the playlist.
5. **Available videos listing** – the available videos in the account are listed (or filtered based on the search term). One or more videos can be selected by clicking on the videos. Selected videos are highlighted in green. To deselect a video the user clicks on it again. This allows multiple videos to be moved into the playlist in one action.



1. **Action Arrows** – these arrows allow selected videos to be moved in and out of the playlist
2. **Videos in this Playlist** – the current videos in the playlist are displayed here.
3. Note that videos can be moved up and down in the playlist by selecting the video to move, and enabling the “Move Video” option to use the Up/Down buttons. Multiple videos can be moved at a time.
4. **Save** – clicking on the Save button will commit the changes and start the process of creating the new playlist in Video Cloud (remember playlists are not saved in SharePoint). Because of the process, there is a delay between the time a new playlist is created and the time that it appears in the Connector playlist listing for that account. As a reminder, the following message is displayed when saving a new or existing playlist:



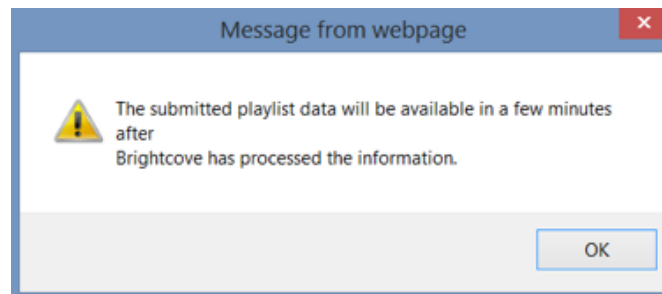
2.7.3 EDITING AN EXISTING PLAYLIST & SMART PLAYLIST OPTIONS

Editing an existing playlist is started by clicking either on the name or on the “Edit” link in the playlist listing. This opens the following view to edit the playlist options (this example shows the options for a Smart playlist, which would be the same if a new playlist was being created). Any of the fields, with the exception of the Playlist ID and Account, can be modified:

The screenshot shows the 'Edit Playlist' dialog box. At the top, it displays 'Playlist ID: 32165498732101' and 'Account: BrightCoveSP_QATest3'. Below this, there are three input fields: 'Name' (containing 'Sample Smart Playlist'), 'Description' (containing 'Smart Playlist example'), and 'Type' (a dropdown menu set to 'Smart'). These are numbered 1, 2, and 3 respectively. Below the 'Type' field is a section titled 'Smart Playlist Settings' with the text 'Videos will be automatically added to this Playlist based on the following settings:'. This section contains three fields: 'Tags' (a dropdown menu set to 'Contain one or more'), 'of the following:' (a text input containing 'sample'), and 'Order:' (a dropdown menu set to 'Activated Date (newest first)'). These are numbered 4, 5, and 6 respectively. Below these is a 'Limit to:' field with a numeric input set to '5' and a 'Preview' button. These are numbered 7 and 8 respectively. At the bottom, there is a section titled 'Videos in this Playlist:' which contains two video thumbnails with titles and IDs. This section is numbered 9. At the very bottom of the dialog are three buttons: 'Save', 'Cancel', and 'Delete Playlist'.

1. **Name** – the name of the playlist
2. **Description** – a brief description for the playlist
3. **Type** – the type of playlist (Manual or Smart). This example covers the options for the Smart playlist.
4. **Tags** – in the case of a Smart Playlist, this field allows the user to specify criteria and the tag(s) to use to identify the videos to be dynamically included in the playlist.
 - Criteria dropdown includes “Contain one or more” or “Contain all”
5. **Order** – this allows the user to specify how the order of the matching videos is set. The selections include the following:
 - Alphabetical
 - Activated Date (newest first)
 - Activated Date (oldest first)
 - Total Plays
 - Trailing Week Plays
 - Start Date (oldest first)
 - Start Date (newest first)
6. **Limit to** – sets the maximum number of videos that will be included in the playlist based on the selected criteria
7. **Preview** – clicking this button communicates with Video Cloud to get the list of videos which match the criteria and displays them in the

8. **Save** – clicking on the Save button will commit the changes and start the process of updating the playlist in Video Cloud (remember playlists are not saved in SharePoint). Because of the process, there is a delay between the time a playlist is updated and the time that it appears in the Connector playlist listing for that account. As a reminder, the following message is displayed when saving a new or existing playlist:



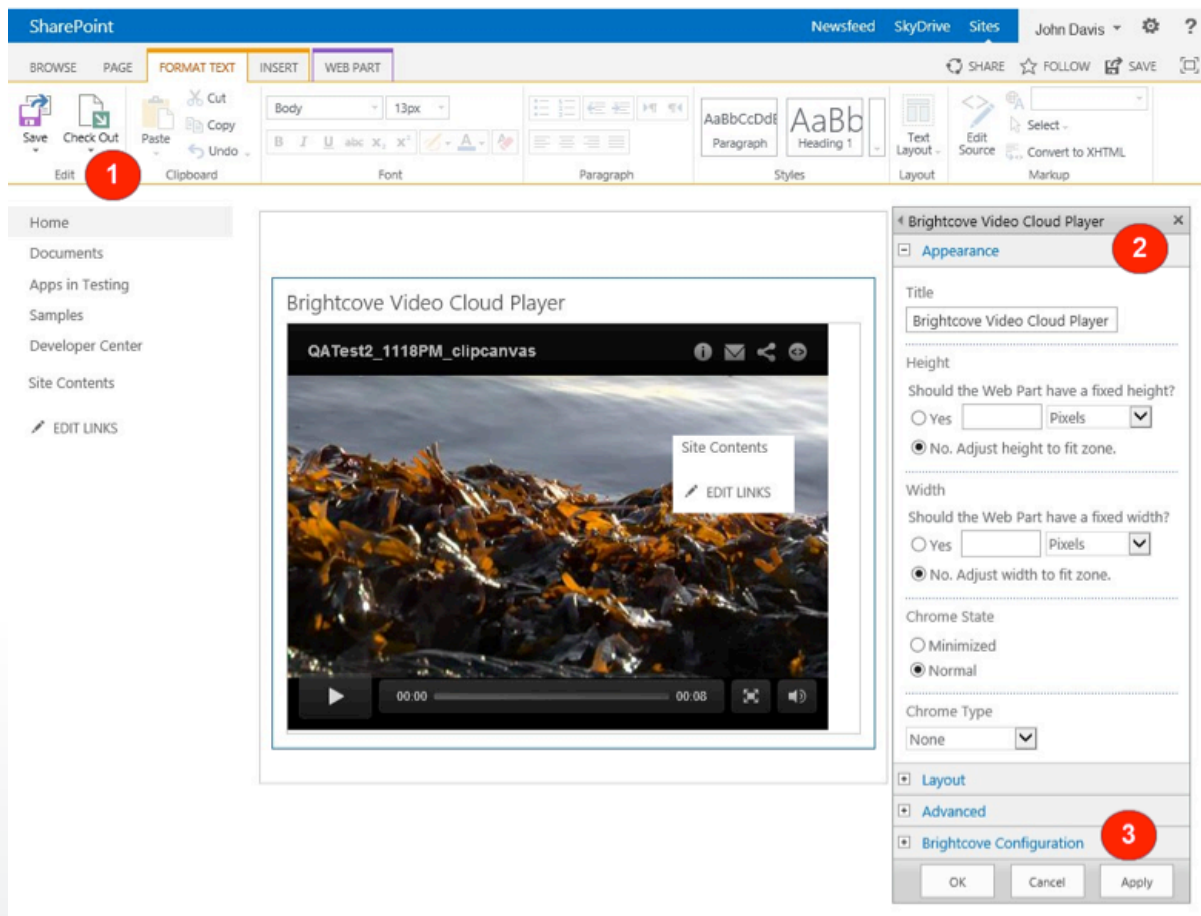
9. **Delete Playlist** – this option will mark the playlist as deleted in Video Cloud. The playlist will no longer appear in the Connector playlist listing.

2.8 SP2013 Player Web Part

The final component in the SP2013 Connector solution is the Player Web Part. This is the component that is actually placed on a site page in the internal (or external) website and which plays the Brightcove video. This web part has now been updated to work in the SharePoint 2013 on-premise environment (not currently for cloud based Office 365).

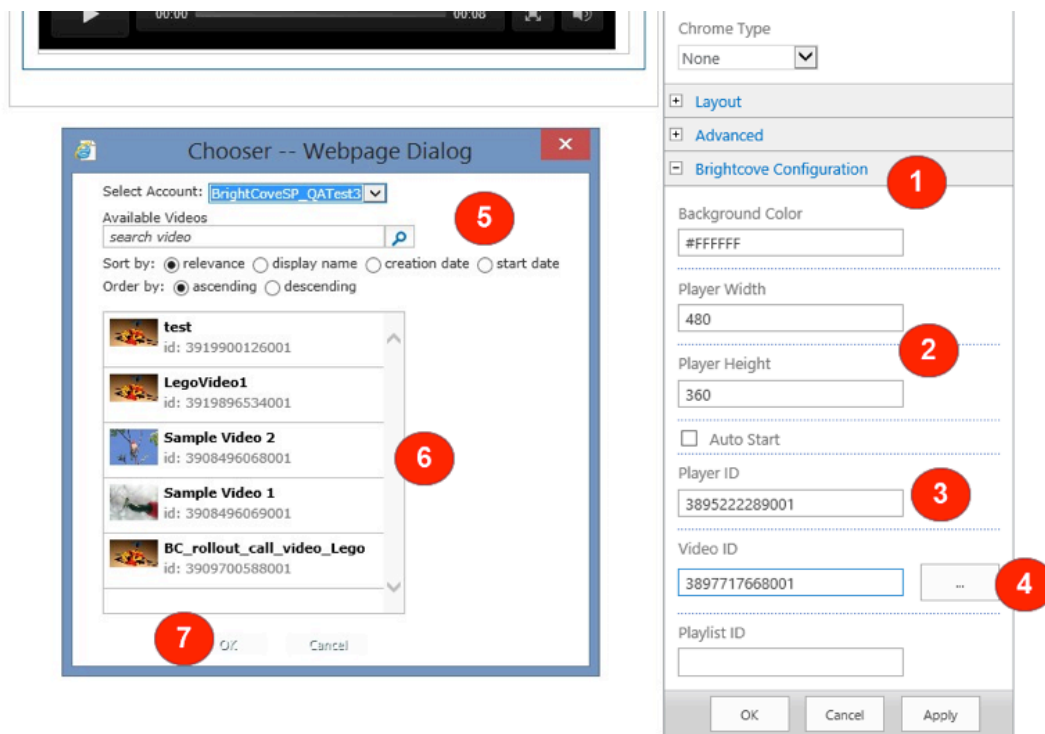
The web part has also been augmented with some of the same features in the management console including Account Selection and advanced search with sorting and ordering to find videos and playlists faster.

To view the SP2013 Player Web Part options, the SharePoint 2013 page needs to be in “Edit” mode (1) which will expose the option to edit the web part (2). The SP2013 web part specific options are found in the “Brightcove Configuration” section (3) of the web part editor.



Expanding the Brightcove Configuration section reveals the updated features of the SP2013 Player Web Part.

2.8.1 SELECTING A VIDEO TO PLAY IN THE WEB PART

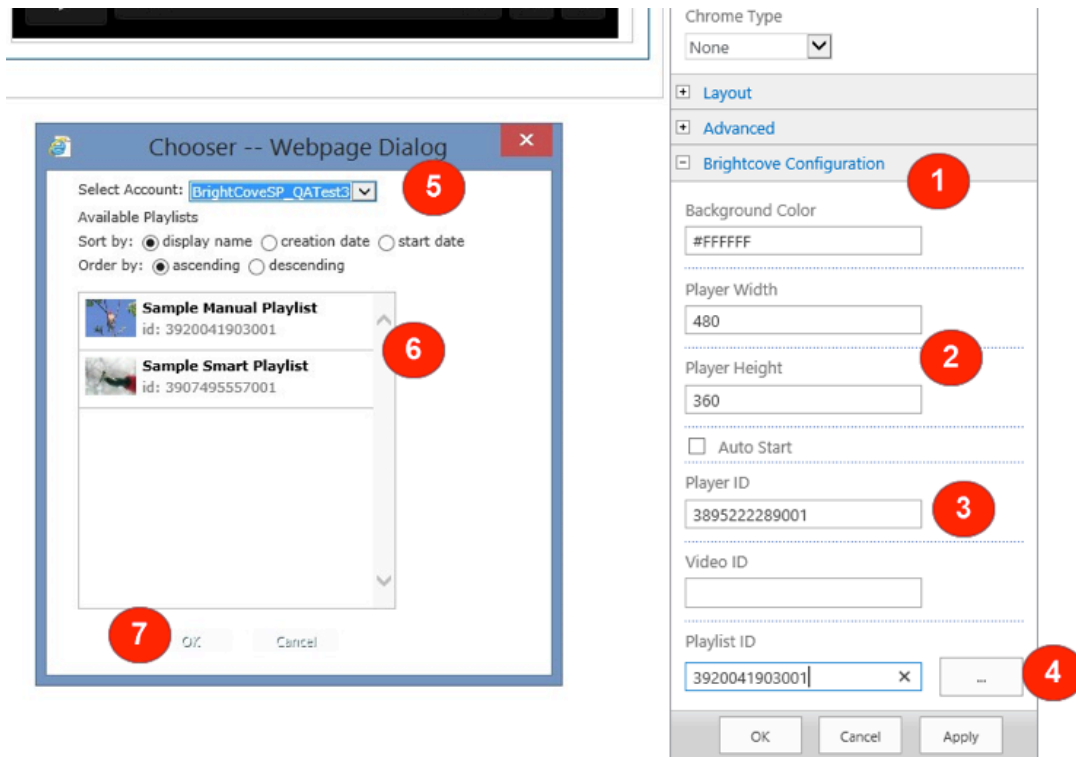


1. **Brightcove Configuration** – this section of the web part editor provides access to the parameters for configuring the web part and selecting the videos/playlists to be played
2. **Player Width, Player Height** – these fields allow for the dimensions of the player to be set
3. **Player ID** – this field specifies the ID of the player to be used. It is important that the player selected is from the same account as the selected video if it is a multi-account environment. There is no “chooser” for the player, so the ID must be entered in directly (which can be found in the Video Cloud).
4. **Video ID** – the Video ID field can actually be populated using the video chooser. If the user clicks on the ellipses box to the right of the field, the Chooser window is displayed.
5. **Chooser Window** - This window has been enhanced to support the following:
 - Select Account – this functions the same as in the management console and will only display the accounts that the current user has permission to access.
 - Available Videos search
 - Sort by and Order by
6. **Video listing window** – clicking on a video will select it for playing
7. **OK button** – this button will commit the selection and populate the Video ID field with the appropriate ID value

Once the Player ID and the Video ID are set, the web part is configured and ready to play!

2.8.2 SELECTING A PLAYLIST TO PLAY IN THE WEB PART

The process to select a Playlist to be played is almost identical to selecting a video.



1. **Brightcove Configuration** – this section of the web part editor provides access to the parameters for configuring the web part and selecting the videos/playlists to be played
2. **Player Width, Player Height** – these fields allow for the dimensions of the player to be set
3. **Player ID** – this field specifies the ID of the player to be used. It is important that the player selected is from the same account as the selected video if it is a multi-account environment. There is no “chooser” for the player, so the ID must be entered in directly (which can be found in the Video Cloud).
4. **Playlist ID** – the Video ID field can actually be populated using the video chooser. If the user clicks on the ellipses box to the right of the field, the Chooser window is displayed.
5. **Chooser Window** - This window has been enhanced to support the following:
 - Select Account – this functions the same as in the management console and will only display the accounts that the current user has permission to access.
 - Sort by and Order by
6. **Playlist listing window** – clicking on a playlist will select it for playing
7. **OK button** – this button will commit the selection and populate the Playlist ID field with the appropriate ID value

Once the Playlist ID and the Video ID are set, the web part is configured and ready to play!

3 Installation

Before you begin this operation, review the following information about prerequisites and permissions:

- Before a user can add an app for SharePoint, a member of the Farm Administrators group must configure the environment to support apps for SharePoint. For more information, see [Configure an environment for apps for SharePoint \(SharePoint 2013\)](#):

<http://technet.microsoft.com/en-us/library/fp161236%28v=office.15%29.aspx>

- A user must have the Manage Web site and Create Sub-sites permissions to add an app for SharePoint. By default, these permissions are available only to users who have the Full Control permission level or who are in the site Owner's group.
- When a user adds an app for SharePoint, the app requests permissions that it needs to function (for example, access to Search, or to create a list). Users who do not have those permissions are informed that they do not have sufficient permissions and the app cannot be added. The user can contact a site or farm administrator to see if the administrator can add the app.
- A user logged in to a site as the system account cannot install an app. The system account cannot import app licenses because that could result in performance problems.

3.1 Adding the app to the App Catalog

Reference [http://technet.microsoft.com/en-us/library/fp161234\(v=office.15\).aspx](http://technet.microsoft.com/en-us/library/fp161234(v=office.15).aspx)

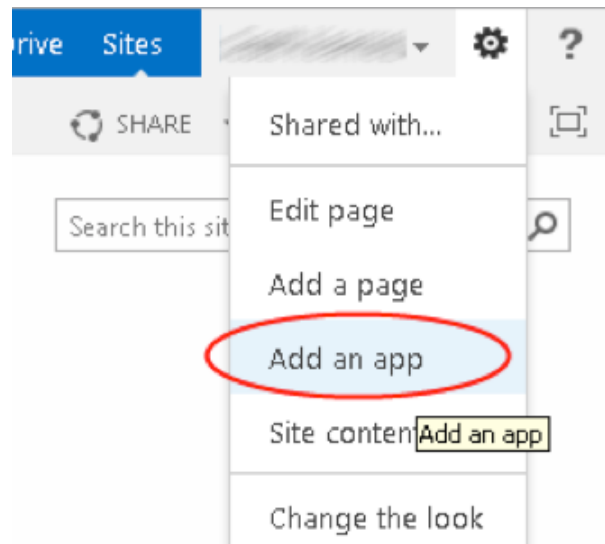
This assumes you have an App Catalog setup.

- Verify that the user account that is performing this procedure is a member of the site Owners or Designers group for the App Catalog.
- On the App Catalog site, click the **Apps for SharePoint** list.
- On the **Apps for SharePoint** page, click **new item**.
- In the **Choose a file** box, click **Browse**, and then locate the folder that contains the app that you want to upload.
- Select the app, and then click **Open**.
- Click **OK** to upload the app.
- In the Item details box, verify the Name, Title, Short Description, Icon URL, and other settings for the app. Be sure that the **Enabled** check box is selected so that users can see the app in their sites. You can select the **Featured** check box to list the app in the Featured content view of the App Catalog.
- Click **Save**.

3.2 Installing the BrightcoveConnector App in a Site

- Verify that the user account that is performing this procedure is a member of the site Owners group.
- The app can be added to a site via 1 of 2 methods:

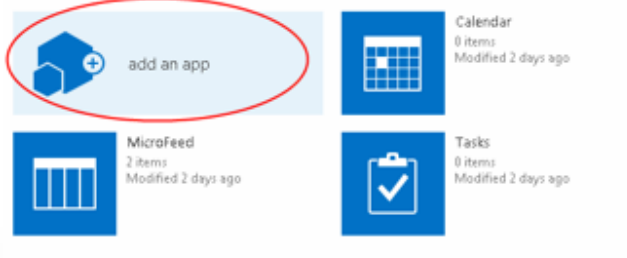
On any page, from the **Settings** menu -> **Add an app** option.



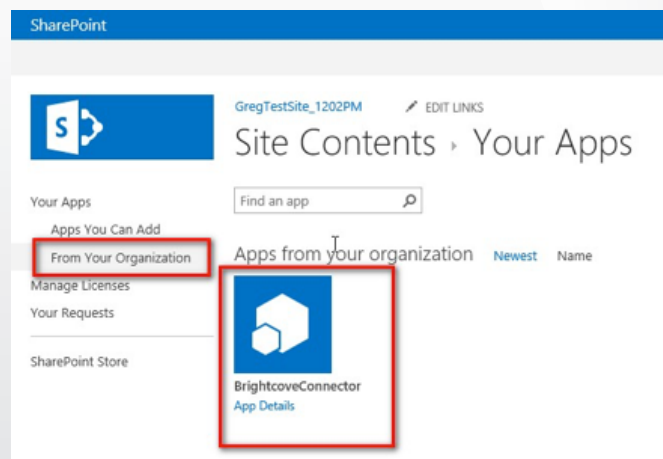
From **Site Contents** using the “Add an app” option.

Site Contents

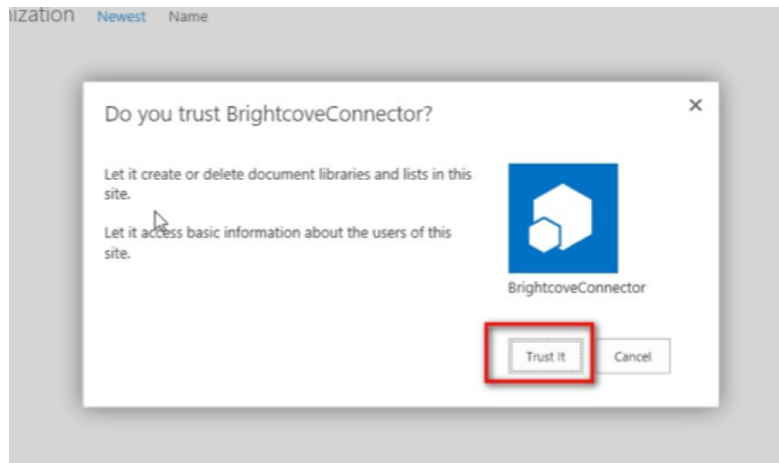
Lists, Libraries, and other Apps



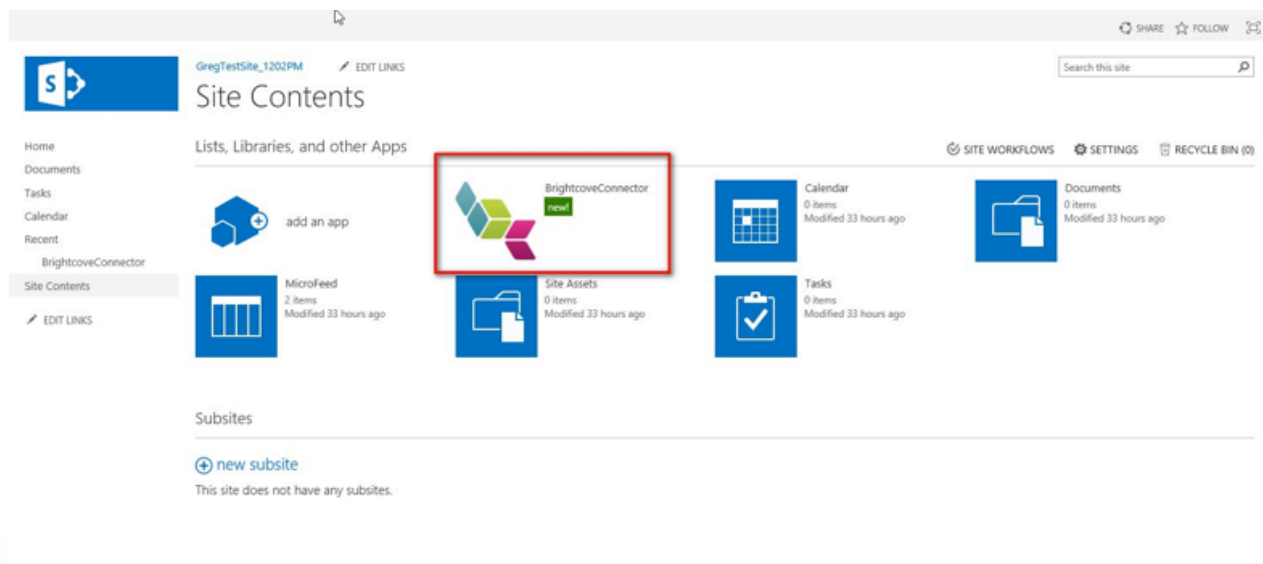
Click “**From Your Organization**” and then click on the Brightcove Connector App



In the **Grant Permission** dialog box, if you trust the Brightcove Connector, click “**Trust it**”.

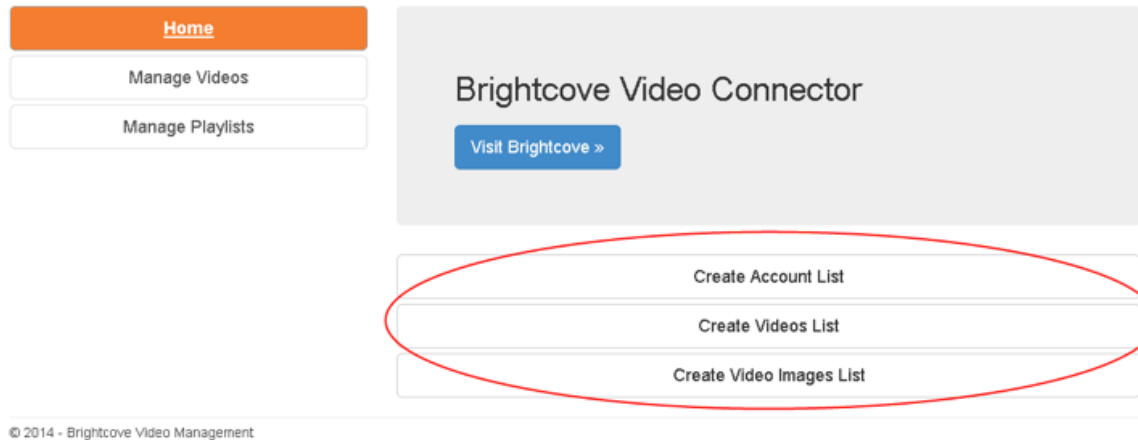


The BrightcoveConnector App for SharePoint is added and appears in Apps section of your Site Contents list. It is now available for use in the site.

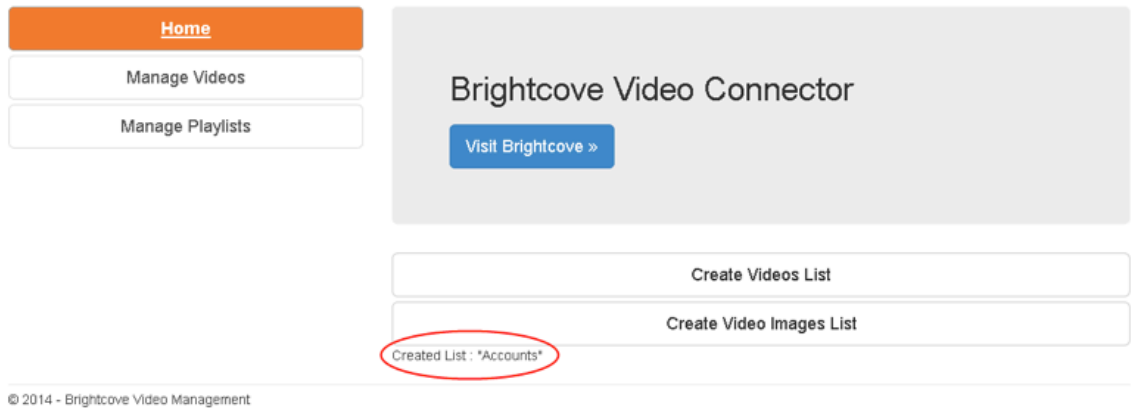


3.3 Provisioning the default lists and libraries for the app.

When the app is first instantiated, or if the lists are not present in the local site, then the user will be presented with up to 3 options to allow for the provisioning of lists inside the site.



When clicked, each button will display a message to the effect:




This will provision the following lists/libraries:

- **Accounts** – a custom list representing the Account objects.
- **Videos** – A custom list representing the video objects
- **VideoImages** – A document library representing the Video Images.


Site Contents

Lists, Libraries, and other Apps


 SITE WORKFLOWS




add an app




Accounts
new
0 items
Modified 2 minutes ago




BrightcoveConnector
new




Documents
0 items
Modified 15 minutes ago




MicroFeed
2 items
Modified 15 minutes ago




Site Assets
0 items
Modified 15 minutes ago



Site Pages
2 items
Modified 15 minutes ago



VideolImages
new
0 items
Modified 1 minute ago



Videos
new
0 items
Modified 1 minute ago

Subsites

[+ new subsite](#)

This site does not have any subsites.