

The Media Library

The **Media Library** houses all media uploading, tagging, associating, and managing. The **Media Library** can be accessed through both the **Scheduling** and **Web Editor** apps. Additionally, media files can be quickly uploaded from the **Launchpad**. This guide will detail how to access and use the Media Library functionality.

Accessing the Scheduling or Web Editor Apps

Follow these steps to access either the **Scheduling** or **Web Editor** apps:

1. Login to Venus Control Suite and select an account to access the **Launchpad**.
2. Select either **Scheduling** or **Web Editor** from the **My Apps** menu. Refer to **Figure 1**.

Using the Media Library

This section covers the core functionality of the **Media** page. Use these sections to manage VCS media.

Uploading Media

1. Click **Media** inside either the **Scheduling** or **Web Editor** apps. Refer to **Figure 2**.
2. Click **Add New** and select an option. Refer to **Figure 3**.

Note: The **Add New** button has a drop-down list for **Upload Files**, **New Content Studio Presentation**, **New Web Presentation**, or **Explore Free Content**.

3. Drag and drop files or click and navigate to files inside the **Upload Media** menu. Refer to **Figure 4**.
 - The video file upload size is dependent on the VCS subscription level:
 - Basic – 2GB
 - Select – 5GB
 - Professional – 10GB
 - Enterprise – 20GB
4. Click **Next**.

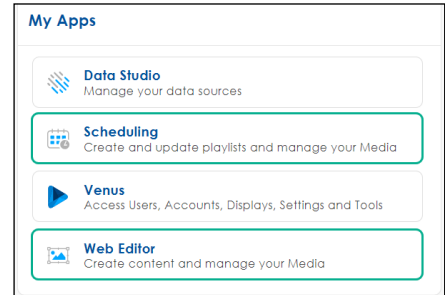


Figure 1: My Apps Menu

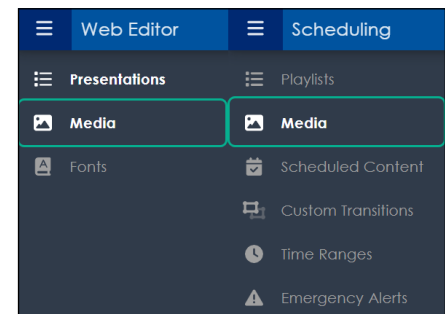


Figure 2: Media Tab

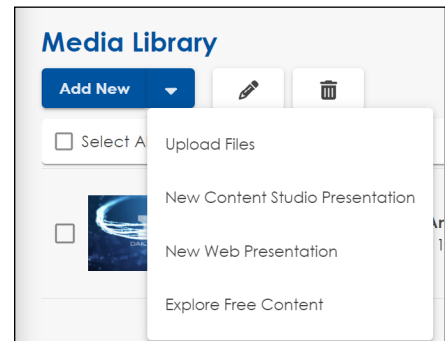


Figure 3: Add New Menu

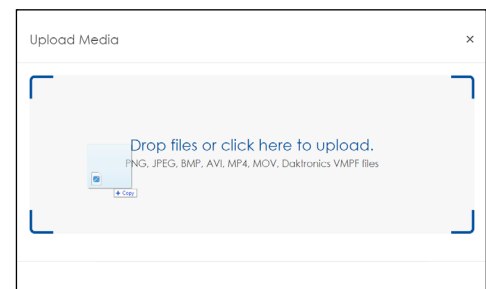


Figure 4: Upload Media Menu

5. Tag media by selecting an existing tag or entering a name and clicking **+** to create a new tag. Refer to **Figure 5**.

Note: Advanced scheduling accounts will be prompted to tag and associate the media.

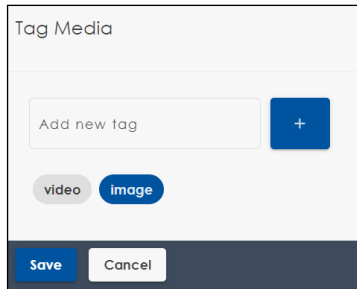




Figure 5: Tag Media Menu

6. Click **Save**.

Viewing the Library

The Media Library can be viewed in one of two ways:

- List View - Prioritizes detail information with a smaller media preview.
- Grid View - Prioritizes the media preview with smaller detail information.

Switch between **List** and **Grid** view by clicking  and  respectively. Refer to **Figure 6** and **Figure 7**.

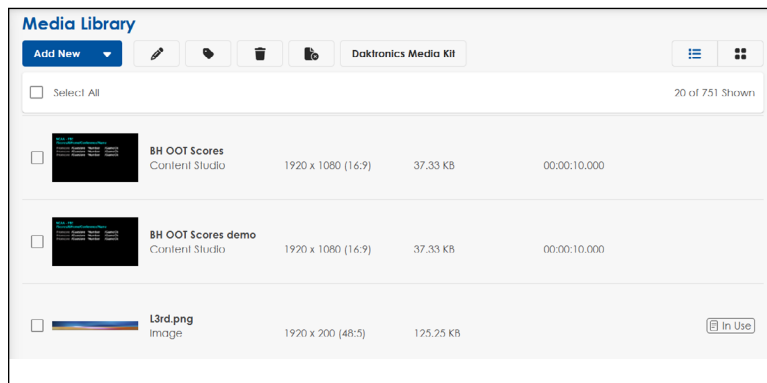


Figure 6: List View

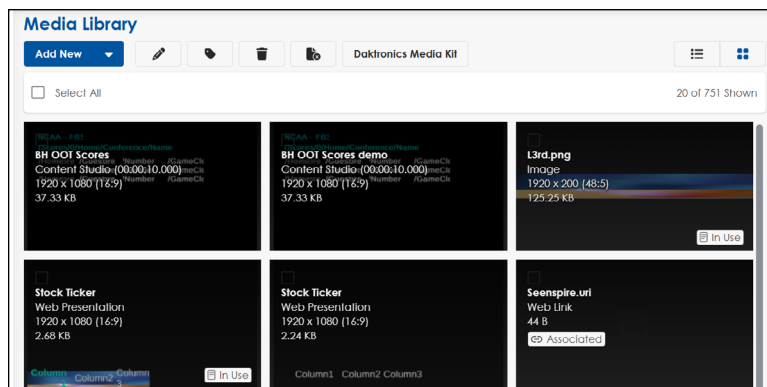


Figure 7: Grid View

Replacing a Media File

Media files can be replaced in the Media Library. This can be used to replace a file with a new file or update a file with a newer version. Media files marked with **In Use** are currently being used in scheduled content. Editing these files will automatically update the media and any associated playlists. The slide-in menu for these files also have an **In Use Details** field that details where the file is scheduled. Clicking the details will open Web Editor with the in-use content open. Refer to x.

Follow these steps to replace a media file:

1. Select the file to be replaced.
2. Click **Replace Media** on the slide-in menu. Refer to **Figure 8**.

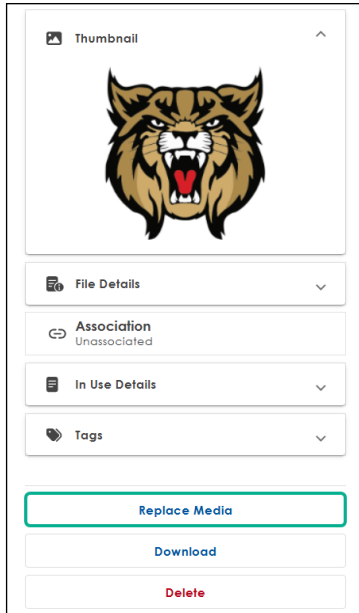


Figure 8: Replace Media

3. Select or drag and drop the new file. Refer to **Figure 9**.

Note: The file replacement menu will indicate if the file is in use and explain that replacing an in use file permanently replaces it in all playlists and web presentations.

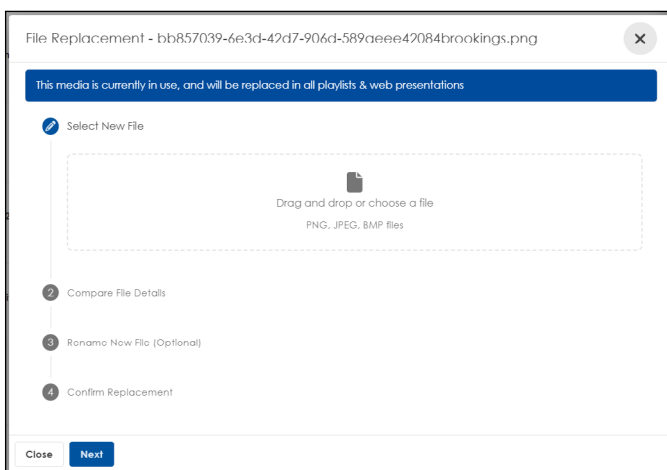


Figure 9: Select a File for Replacement

4. Review the comparison of the old and new file details. Refer to **Figure 10**.

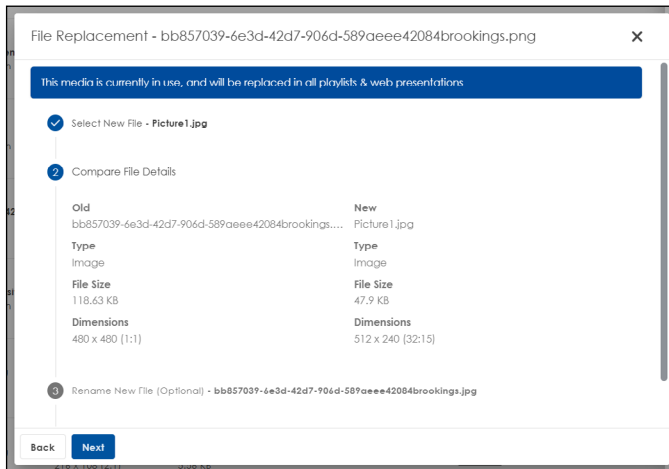


Figure 10: Comparison of the Old and New Files

5. Click **Next**.

6. Rename the new file or keep the old name. Refer to **Figure 11**.

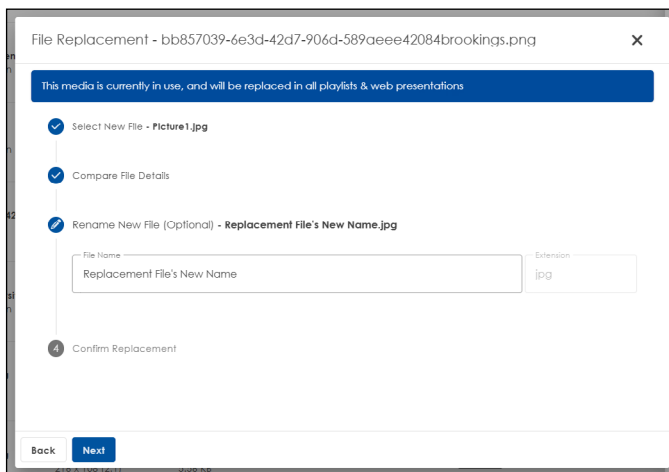



Figure 11: Naming the New File

7. Click **Next**.

8. Confirm the replacement by clicking **Upload**.

Editing, Bulk Editing, and Tagging Media

1. Select a single media file to open the slide-in menu. Refer to **Figure 12**.

Note: Media files marked with  are currently being used in scheduled content. Editing these files will automatically update the media and any associated playlists.

- Click the thumbnail in **Thumbnail** for a preview of the media file.

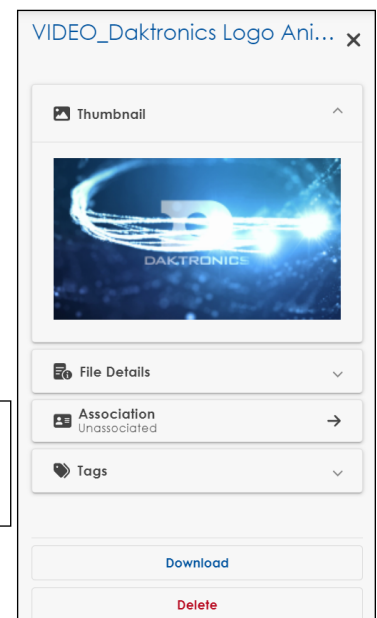




Figure 12: Media Slide-In Menu

- Select **File Details** to see the dimensions, file size, last modified date, type, and uploaded by information.
 - Select **Association** to bring up **Media Association**. **Media Association** is used to select associated accounts if using an advanced scheduling account and is primarily used for proof of play reports.
 - Select **Tags** to see the tags attached to the selected media file.
2. Select one or more media file(s) and click  to add or manage tags. Refer to **Figure 5**.
 3. Make bulk changes to media files by selecting multiple media files and clicking . This is used to bulk edit tags, association, download the files, or delete.

Filtering the Library

The **Filters** menu is used to sort and identify specific media inside the **Media Library**.

- Type inside the **Search** bar to automatically search the media files. Refer to **Figure 13**.
- Sort the files by selecting **Newest First**, **Oldest First**, **Recently Modified**, **Alphabetical**, or **Reverse Alphabetical**.
- Sort by **Added to Library** by selecting **Past Day**, **Past Week**, or **Past Month**.
- Sort by media **Dimensions** by selecting a dimension.
- Sort by **File Types** by selecting a file type.
- Sort by **Tags** by selecting a previously created tag.

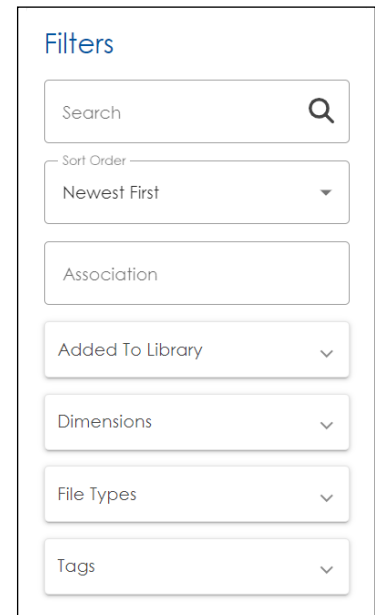


Figure 13: Media Filter Menu

Previewing Media

1. Select the desired media file from the list.
2. Click the thumbnail on the slide-out menu to preview the file. Refer to **Figure 14**.

Note: Images, videos, and web presentations can all be previewed in the slide-out menu.

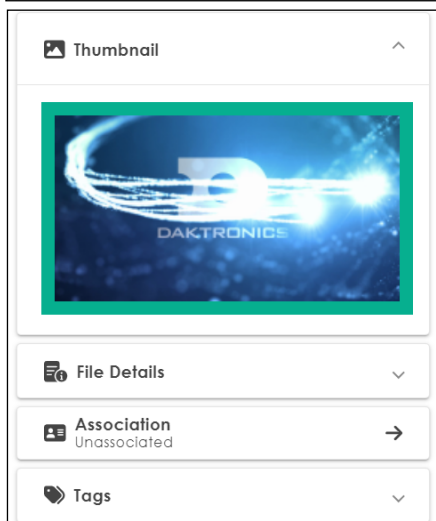



Figure 14: Media Previewing

Removing Media

1. Select one or more media files.
2. Click  or **Delete Selected** to remove.

Using Media Cleanup

The **Media Cleanup** tool is a quick and easy way to bulk delete old and unused media. Follow these steps to use the **Media Cleanup** tool:

1. Click **Media Cleanup**. Refer to **Figure 15**.

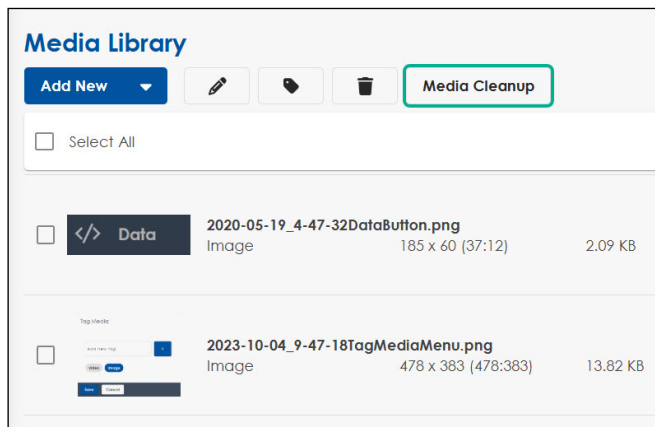


Figure 15: Media Cleanup

2. Select the cleanup criteria and click **Next**. This defines what media will be selected for removal. Refer to **Figure 16**.

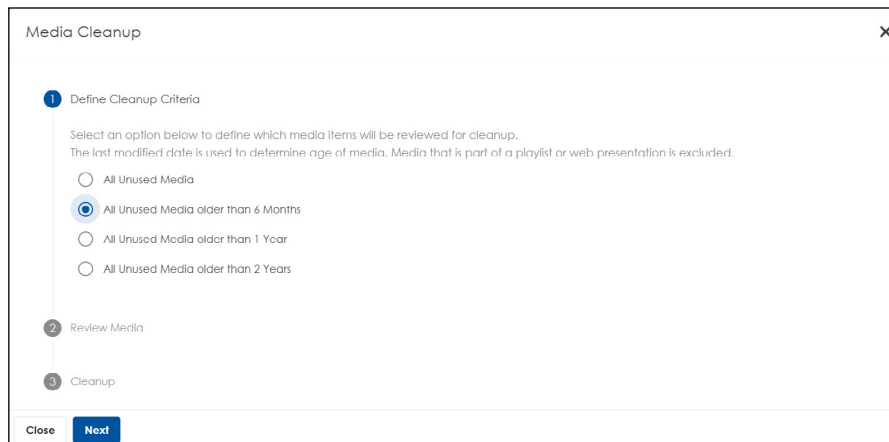


Figure 16: Media Cleanup Criteria

3. Select or deselect the media flagged for cleanup and click **Next**. Refer to **Figure 17**.

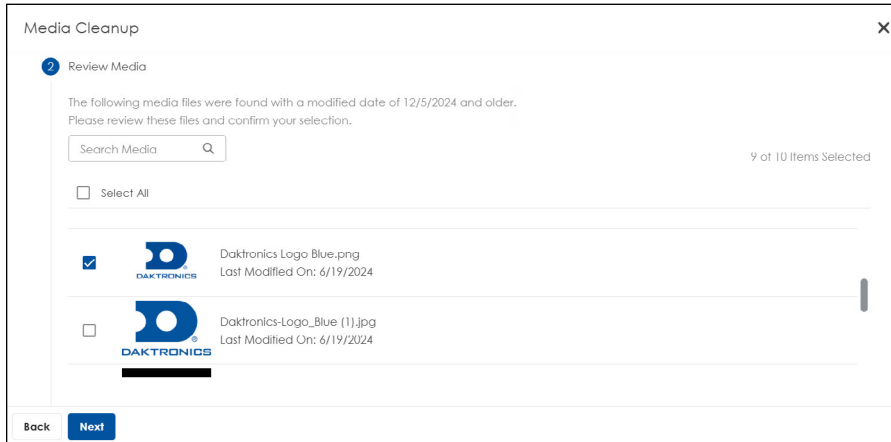


Figure 17: Media Cleanup Review Media

4. Click **Confirm** to permanently delete the selected media. Refer to **Figure 18**.

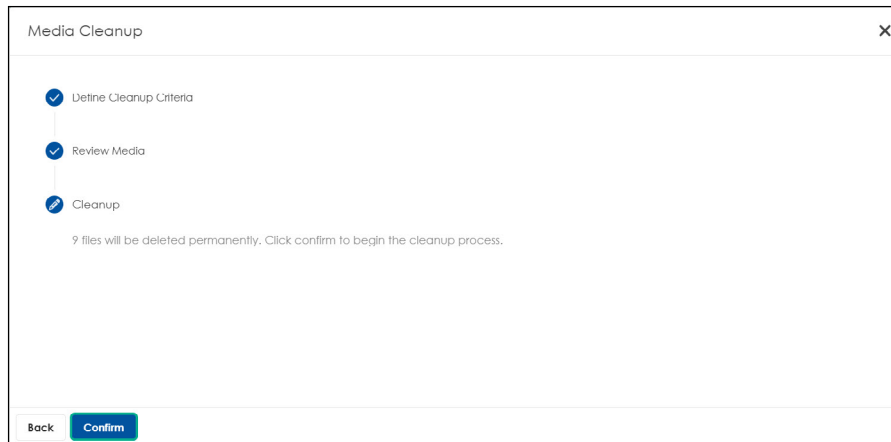


Figure 18: Media Cleanup Confirmation

Launchpad Quick Upload

Media files can be quickly uploaded to the Media Library via the Launchpad without tagging and associating. Once uploaded, these file can be accessed in the **Media Library** in either the **Scheduling** or **Web Editor** apps for more advanced management. Follow these steps to upload media through the **Launchpad**:

1. Log in to Venus Control Suite to access the **Launchpad**.
2. Drag and drop files or click and navigate to files inside the **Upload** menu. Refer to **Figure 19**.
3. Use **Files View** to see a preview of uploaded media. Refer to **Figure 20**.

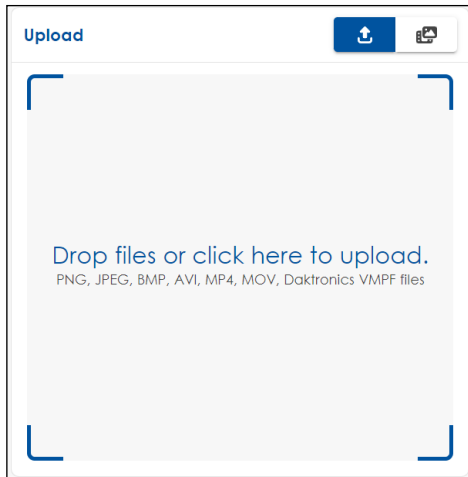


Figure 19: Upload Media: Launchpad

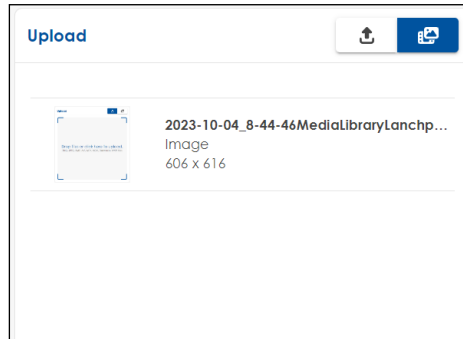



Figure 20: Upload Media: Files View


Media Management Mode

Media sharing can be managed in one of two ways in accounts with hierarchy. **Manual** mode allows the account owner to share individual media files with specific accounts. **Automatic** mode shares all media files with all linked accounts. This selection can be accessed via **Settings**.

1. Navigate to **Settings** by selecting  **Settings**.
2. Select either **Manual** or **Automatic**. Refer to **Figure 21**.

Media Sharing

To share media while **Manual Media Management Mode** is active, follow these steps:

1. Select the media file(s) to be shared.
2. Click .
3. Select **Sharing**.
4. Search for and select desired accounts. Refer to **Figure 22**.

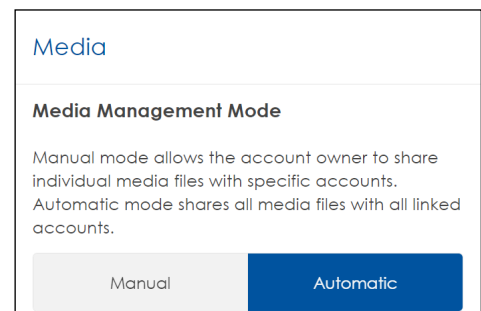


Figure 21: Media Settings

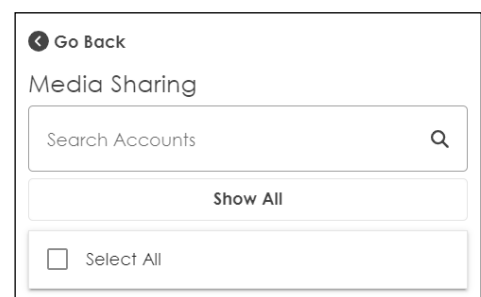



Figure 22: Media Sharing

Media Approval

The media approval system is designed for advanced scheduling. This allows the **Display Owner** to approve the media that can be displayed from **Advertisers** while still allowing advertisers to create media. Once media is approved, it can be scheduled to a display. Refer to **Figure 13** and **Figure 14** for both submitting and approving media.

Note: Pending media can be added to a playlist, but it will not play until approved.

Submit for Approval (Advertisers)

1. Upload media via the methods outlined in this guide.
2. Navigate to the list of uploaded media. Refer to **Figure 23**.
3. Select the files to be sent for approval.
4. Click .

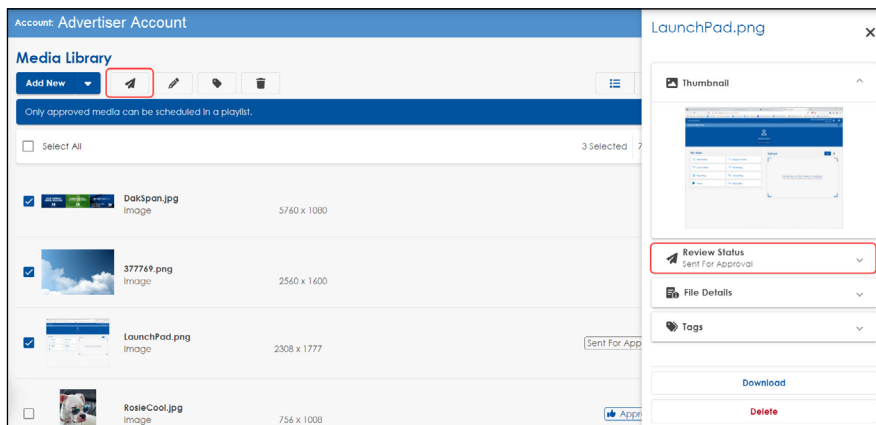





Figure 23: Media File Approval: Advertiser Account

Approve or Reject (Display Owner)

1. Navigate to the **Media Library**. The  icon indicates that there is new media to approve.
2. Select submitted material.
3. Click either  or . Refer to **Figure 24**.

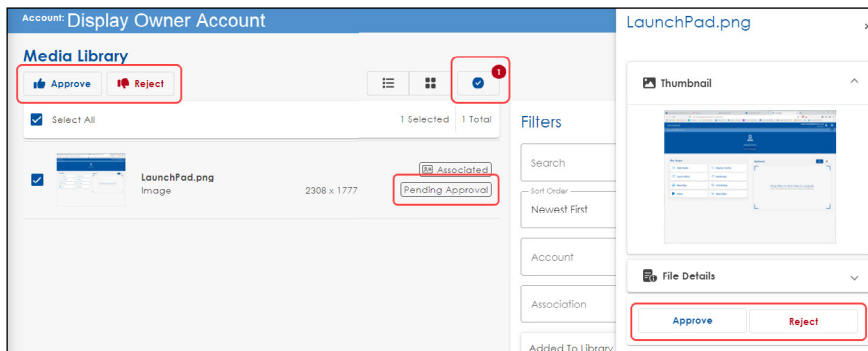


Figure 24: Media File Approval: Display Owner Account