

Getting Started in MediaManager

Signing In

To sign in to MediaManager, perform the following steps:

Note: Granicus recommends using Internet Explorer 8 or newer, and disabling Pop-up Blocker for your MediaManager site.

1. Enter [http://\(jurisdiction\).granicus.com](http://(jurisdiction).granicus.com) in your browser's address field. For example: <http://sanfrancisco.granicus.com>.
2. Confirm the Sign in screen appears.
3. Enter your **Username** and **Password** in the corresponding fields.
4. Click **Sign In**.



The screenshot shows the MediaManager sign-in interface. At the top, the Granicus logo and "Pleasantville" are visible. Below is a sign-in form with fields for "Username:" and "Password:", a "Sign In" button, and links for "Forgot password?" and "Request New Account". To the right is a webinar registration banner for "Smart Government: Top Six Ways to Harness Innovation". The banner includes the date "Wed, March 27, 2013", time "10am PT", and price "Complimentary". It features a list of six key principles of innovation, each with a blue checkmark: "Expand leadership and creativity", "Foster better partnerships internally and externally", "Strengthen public engagement", "Build trust and accountability", and "Measure results". A "Register Now" button is at the bottom. A yellow sticky note with the word "innovate" and a graphic of a gear and a building is pinned to the banner.

Signing in to MediaManager

Navigating the MediaManager Interface

After signing in, take a look around and then read through the following sections to familiarize yourself with MediaManager's features.

Forgot Your Password?

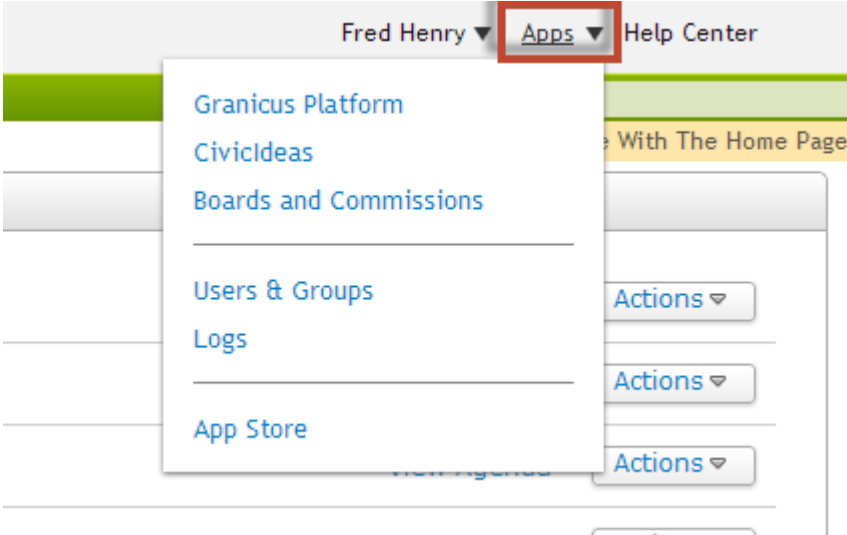
If you have forgotten your password, contact your MediaManager administrator or IT lead.

Requesting a New Account

If you are a new user and would like to request a new MediaManager account, contact your MediaManager administrator or IT lead.

Apps Menu

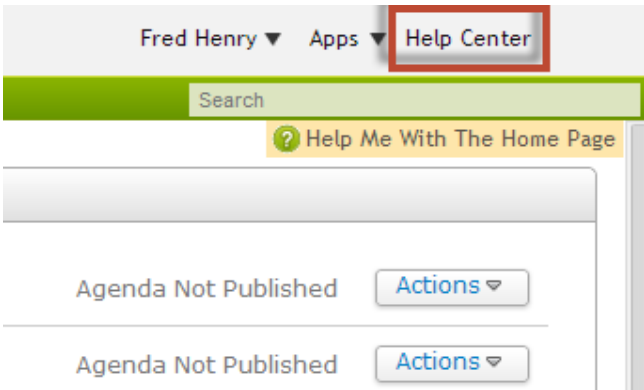
From the Apps menu, you can access all of the various Granicus cloud apps that your organization uses. Click the **Apps** menu and select the cloud application (for example, Boards and Commissions) you'd like to open.



The Apps Menu

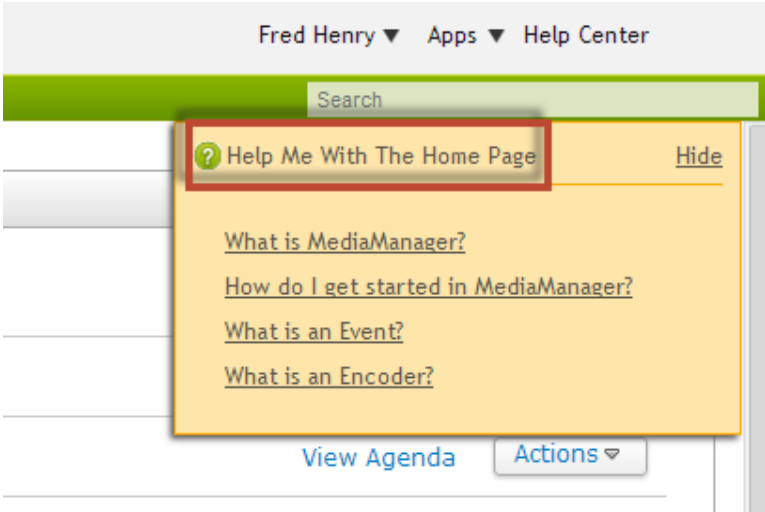
Help Options

The Help Center Link is located in the top right corner of every screen. From this link, you can access the Granicus Help Center to see user guides, training videos and PDFs, frequently asked questions, and more. You can also contact our Customer Care team via an online form.



Help Center Link

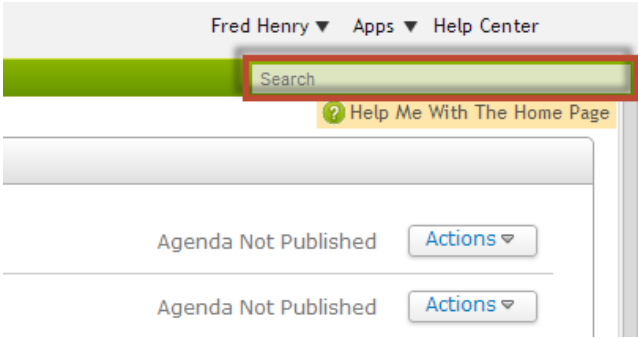
You can also access MediaManager's contextual help options by expanding any of the **Help Me With ...** boxes and selecting the available links, which are available from almost every screen in the application. These links allow you to view help topics and FAQ articles that are directly relevant to the screen you're on.



Contextual Help Topics

Search

The Search field is located on the top right of the screen. To search for an item, enter the keyword in the Search field, and press Enter on your keyboard.



The Search Field

Lists of all the Event, Archive, Content View, Group, and Template matches for the search are displayed. Double-click a search result to view the player page for the item. Select the Edit button to edit the item.

Event Matches Edit		
Name	Start Time	Status
City Council A Session on 2013-12-10 9:00 AM	2013-12-10 9:00 AM	Stopped
City Council A Session on 2013-12-13 9:00 AM	2013-12-13 9:00 AM	Stopped
City Council on 2013-10-30 7:00 PM - Test for MeMa with Encoder 6	2013-10-30 7:00 PM	Stopped
City Council on 2013-11-01 12:01 PM	2013-11-01 12:01 PM	Stopped
City Council on 2013-11-01 5:00 PM - ?sa meeting	2013-11-01 5:00 PM	Stopped
City Council on 2013-11-01 6:00 PM	2013-11-01 6:00 PM	Stopped
City Council on 2013-11-01 7:00 PM - New meeting for MeMa	2013-11-01 7:00 PM	Stopped
City Council on 2013-11-07 7:00 PM - *** nv ***	2013-11-07 7:00 PM	Stopped

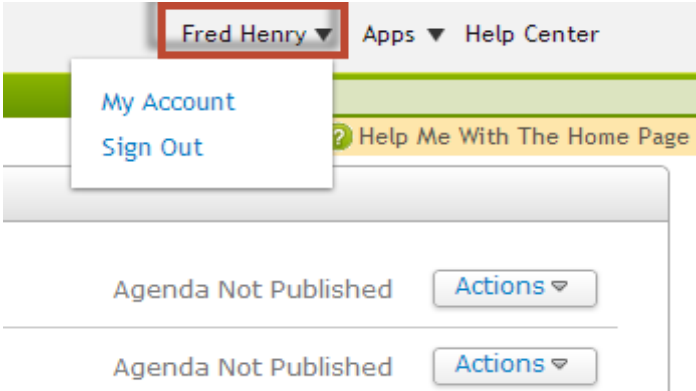
Content View Matches Edit	
Name	Description
City Of Millvalley	New archive listing

Group Matches Edit		
Name	Description	Created Date
Clerks	City Clerks	December 31, 1969

Search Results for "City"

User Drop-Down Menu

The User drop-down menu is located in the upper right-hand corner of every screen, right next to the Help & Training drop-down menu. From this menu, you can view your account information or sign out of MediaManager. Click your name to open it.



The User Drop-Down Menu

Signing Out

To sign out of MediaManager:

- 1. Click the User drop-down menu in the upper right corner of the screen.
- 2. Select **Sign Out**.
- 3. Confirm the sign out by clicking **Yes** at the confirmation screen.

Sign Out Policy

There are two session expirations for MediaManager sign ins: sliding and absolute. Sliding expiration means you will be signed out after a set period of inactivity. Activity is defined as any button click, media launch, or other function on a MediaManager page. Absolute expiration means you will have to sign back in after a certain time period, even if you've been active the entire time. Both forms of timeout are security measures to ensure unauthorized users won't have unlimited access to your data if you accidentally forget to log out of MediaManager after a session.

Navigating the Events Tab

The Events list is displayed when you click the **Events** tab in MediaManager.

The screenshot shows the Granicus Events tab interface. At the top, there is a navigation bar with 'Home', 'Events', 'Archives', and 'Reports'. A search bar is located on the right. Below the navigation bar, there is a 'New Event' button and a date range selector showing 'Jun 25, 2013 - Jul 24, 2013' with 'Go to Today' link. A calendar on the left allows selecting a date. The main area displays a list of events with columns for date, time, event name, and actions. Callouts provide instructions: 'Date Range Navigation - use the arrows to navigate back and forward 30 days at a time', 'Search bar - type whole or partial event names and press Enter to search', 'Calendar - select a date to jump to it in the events list, or use the menus to change month or year', 'Actions menu - use this to start and stop recording, copy, or delete an event', and 'Events list - click the event name to edit its properties'.

Date	Time	Event Name	Agenda Status	Actions
Fri Jun 28, 2013	9:30 PM	Town Hall Meeting	Agenda Not Published	View Agenda Actions
Mon Jul 1, 2013	9:00 PM	City Council Regular Meeting	Agenda Not Published	Actions
Thu Jul 4, 2013	9:00 PM	CANCELED: City Council Work Session	Agenda Not Published	Actions
Wed Jul 10, 2013	9:30 PM	Budget Work Session	Agenda Not Published	Actions
Thu Jul 11, 2013	9:30 PM	Planning Commission	Agenda Not Published	Actions
Mon Jul 15, 2013	9:00 PM	City Council	Agenda Not Published	Actions
Thu Jul 18, 2013	9:00 PM	City Council	Agenda Not Published	Actions

Showing events between Tue Jun 25, 2013 and Wed Jul 24, 2013.
[Look for earlier events](#) or [Look for later events](#)

The Events Tab

Events List

The Events list displays your events scheduled for the next 30 days from the selected date, which is the current date by default. The date and time is displayed for each event.

Previously "unscheduled" events are listed on the date they were last scheduled.

Notes:

- A recurring event is indicated as follows:
- An event that is part of a series but is modified separately from the series is indicated as follows: . To learn more about these types of events, see [Modifying One Event in a Series](#).
- Click the name of an event to edit it.

Navigation Arrows

Click the back arrow to go back 30 days at a time and click the forward arrow to go forward 30 days at a time. Click the Go to Today link to return to the current date at any time.

Calendar

Click a specific date in the calendar to display events for the next 30 days starting from that date. Select a different month or year, or click the arrows to navigate the calendar.

Search Bar

If you can't locate an event using the navigation arrows or the calendar, enter all or part of the event name in the Search bar, and press Enter or Return to view a list of matching events.

Actions Menu

For any event, click the **Actions** menu to select the **Start Recording Now**, **Copy Event**, **Edit Event**, and **Delete Event** options. See [Starting and Stopping an Event](#), [Copying an Event](#), [Editing an Event](#), and [Deleting an Event](#) for more information.

Note: Government Transparency Suite clients will see the **Start the Meeting in LiveManager** option instead of the **Start Recording Now** option.

New Event Button

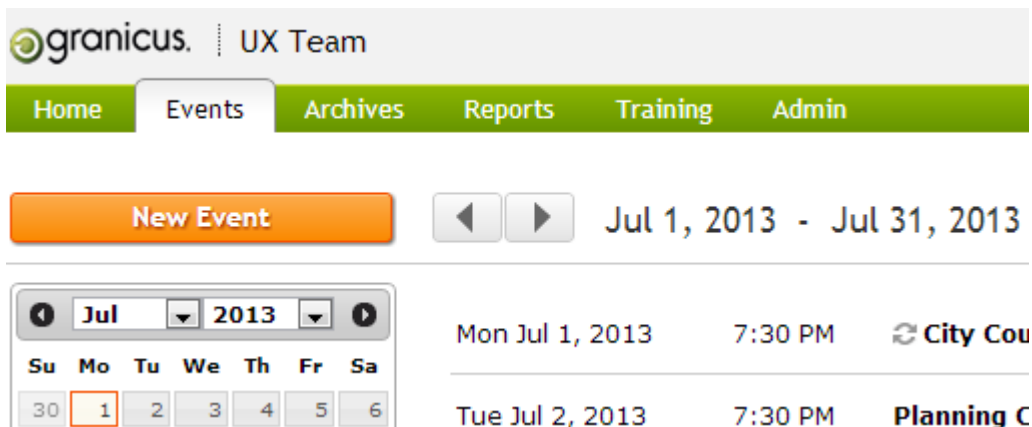
Click the orange **New Event** button above the calendar to create a new event. See [Creating an Event](#) for step-by-step instructions.

Note: Tasks performed before every meeting include [preparing](#) and [loading an agenda](#), [editing an agenda](#), and [publishing the agenda](#).

Creating an Event

Important Note: It is possible to re-use an existing event rather than create a new one. To do so, you can edit or copy the event. For more information, see [Editing an Event](#) and [Copying an Event](#).

1. On the **Events** tab, click the orange **New Event** button.



The screenshot shows the Granicus interface for the UX Team. At the top, there is a navigation bar with tabs for Home, Events, Archives, Reports, Training, and Admin. The 'Events' tab is selected. Below the navigation bar, there is an orange 'New Event' button. To the right of the button are navigation arrows and the date range 'Jul 1, 2013 - Jul 31, 2013'. Below this, there is a calendar view for July 2013. The calendar shows the days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and the dates (30, 1, 2, 3, 4, 5, 6). The date '1' is highlighted. To the right of the calendar, there is a list of events. The first event is 'City Cou' on 'Mon Jul 1, 2013' at '7:30 PM'. The second event is 'Planning C' on 'Tue Jul 2, 2013' at '7:30 PM'.

2. Confirm the New Event page opens:

New Event

Name:

Date & Time: at

Duration:

Recurrence: Does not repeat (occurs only once) [Edit](#)

[Add Description](#) [Add Keywords](#) [Add Location](#)

- Media Options:
- Automatically start recording
 - Broadcast event
 - Record event

Encoder:

Player Template:

Agenda Template:

Archive Folder (after upload):

- Archive Status :
- Pending
 - Public
 - Not Public

Views Available:

- City Council View
- Documentation View
- New View



Views Assigned:

-

Save

Cancel

3. Enter a **Name** for the event (e.g., City Council Regular Meeting). The default name is "New Event".
4. Click in the **Date & Time** fields to select a date and time for the meeting. In the **Date** field, a calendar is displayed from which you can select a date. The date format is MM/DD/YYYY; for example, 09/21/2013. In the **Time** field, you can select a time from the drop-down list available. The time is in AM PM format in 15-minute increments. You can enter a different time in the format 07:00 AM or PM if necessary.
5. Click in the **Duration** field to select a duration for the event in the format *hours:minutes:seconds*. To ensure your recording doesn't cut short if the meeting overruns, we recommend adding one hour to the duration of the event (you can trim the file later if necessary). You cannot exceed 16 hours (16:00:00).
6. Click **Edit** to set the **Recurrence Pattern** for the meeting, if this is a meeting that occurs at the same time every (number of) days, weeks, months, or years. The default setting is **Does Not Repeat (occurs only once)**. See [Recurring Event Setup](#) for more details.
7. (Optional) Do one or more of the following:

To	Do This
Enter a description of the event	Click Add Description
Enter keywords for the event	Click Add Keywords
Enter the location of the event	Click Add Location to enter the Event location in the Street Address, City, State, and Zip fields.

Note: These fields are usually used to add data to an agenda template for a meeting; you don't need to add anything unless requested by the Granicus Design team or your trainer.

8. Select the checkboxes associated with your desired **Media Options**:

To...	Select This...
Automatically start the encoder at the specified date and time	Select the Automatically Start Recording checkbox. Note: If you don't select this option, you must manually start the encoder.
Create an archive of the event	Select the Record Event checkbox.
Stream the event live	Select the Broadcast Event checkbox. Note: If Broadcast Event is not selected, the meeting will not show on the view page.

Stream the event live, and create an archive of the event

Select both the **Record Event** and **Broadcast Event** checkboxes.

9. Select the **Encoder**, which is the server responsible for recording, streaming and transferring media files to Granicus' cloud services (data center). It manages data captured during the meeting such as time stamps, notes, motions/votes, and serves as a data repository to other Granicus applications such as LiveManager and VoteCast. In short, the encoder is the nerve center for all Granicus-related tasks that happen during a live event.
10. Select the **Player Template**. The Player Template is a preset design for the Player Page that the public uses to view your live meeting and associated meeting documents.
11. Select the **Agenda Template**. The agenda template is a preset design for displaying the agenda on the web.

Note: Skip this step if you're an Open Platform Client.

12. Select the **Archive Folder** where recordings of the meetings will be stored after the meeting ends.
13. Select the **Archive Status** (after upload).

Status	Description
Pending	Allows an internal user to view and edit the archive and decide when to make it public
Public	Allows citizens to view the archive after uploading
Not Public	Prohibits citizens from accessing the archive after uploading

14. Select **Views**.
 - **Views Available** displays the available View Pages for displaying the event.
 - **Views Assigned** displays the chosen View Pages for displaying the event under the "Upcoming Events" section of the View Page.
15. Click **Save**.

Recurring Event Setup

You can set up recurrence patterns for an event when you create the event or when you edit an existing event.

Events that have a recurrence pattern work like recurring events in a calendar: when you turn on recurrence, a series of events is scheduled into the future and you can edit each occurrence's basic properties separately from the series if needed to cancel or reschedule particular dates.

Each occurrence in a recurring series will have its own agenda, so you can load a text file or publish a PDF in advance.

1. On the **New Event** page (or the **Basic** tab if you're editing an existing event), click the **Edit** link associated with the **Recurrence** field.

Date & Time: at
 Duration:
 Recurrence: Does not repeat (occurs only once) [Edit](#)

[Edit Recurrence](#)

2. Select the **Recurrence Pattern**:

- Select **Does Not Repeat** in the **Repeats** field for meetings that occur only once. If you select this option, you'll need to set a new date prior to each meeting.
- Select **Daily** in the **Repeats** field for meetings that occur at the same time every (number) of days. For example, if your meeting occurs every other day, enter **2** in the **Every** field.

Recurrence Pattern

Repeats: ▼

Every: day(s)

Start Date:

End After:

Daily Recurrence Pattern

- Select **Weekly** in the **Repeats** field for meetings that occur every (number) of weeks on one or more days. For example, if your meeting occurs every other week on Wednesdays, enter 2 in the **Every** field, and select the **Wed** checkbox.

Recurrence Pattern

Repeats:

Every: week(s)

On: Sun Mon Tues Wed Thu Fri Sat

Start Date:

End After:

Weekly Recurrence Pattern

- Select **Monthly** in the **Repeats** field for meetings that occur every (number) of months on a specific day. For example, if your meeting occurs on the first Monday of each month, you would enter **1** in the **Every** field, select the **1st** checkbox, and select **Monday** from the drop-down menu.

Recurrence Pattern

Repeats:

Every: month(s)

On: 1st 2nd 3rd 4th 5th of the month

Start Date:

End After:

Monthly Recurrence Pattern

- Select **Yearly** in the **Repeats** field for meetings that occur once per year. For example, if your meeting occurs every January 2nd, select **January** from the **Every** drop-down menu, and enter **2** in the text field.

Recurrence Pattern

Repeats: ▼

Every: ▼

Start Date:

End After:

Yearly Recurrence Pattern

Note: The **Start Date** defaults to the current date by default; click in the field and select a different date if necessary. The **End After** date defaults to a year later than the start date; click in this field and select an earlier or later date if necessary.

3. Click **Done**. The recurrence details are displayed in the **Recurrence** summary.
4. If you're creating an event, return to [Creating an Event](#), or if you're editing an event, return to [Editing an Event](#).

Common Scenarios

With calendar-based scheduling, you have more flexibility in how you set up your events. Here are some common scenarios to illustrate the expanded options in the **Events** tab.

Scheduling an event not on a recurrence pattern

If you want to reuse the settings from an event that happened in the past, the calendar controls enable you to navigate to when it was last scheduled or recorded, or you can use the Search bar in the top right corner of the screen. When you find the event, you can either reschedule it to the new date and time, or you can choose the **Copy Event** option to copy it to today and leave the old event as it was. See [Copying an Event](#) for more information.

Canceling a meeting that's on a recurrence pattern

Edit the one occurrence in the series. To do this, find the date that's canceled in the Events list, edit the basic properties for that date as needed, and then save the changes for this one occurrence. The rest of the series is unaffected.

Rescheduling a meeting that's on a recurrence pattern

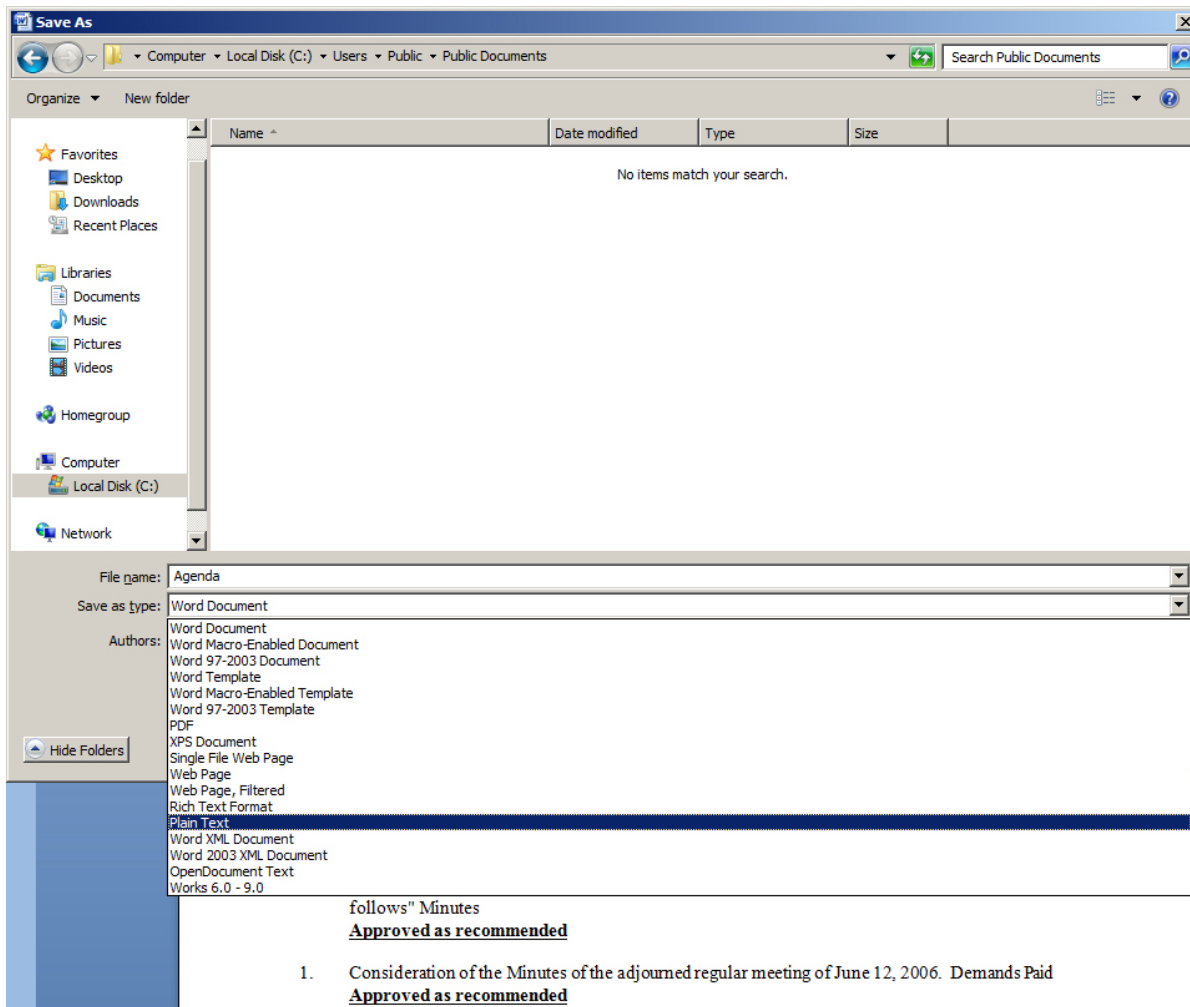
If you need to reschedule a meeting (perhaps the regularly scheduled date falls on a holiday, or the time has been changed), you can edit that one occurrence without changing the recurrence pattern. Each date in the series is listed separately in the Events list so you can find the meeting at issue, change its date or time, and save your changes for that one occurrence, leaving the rest of the series ready to go for next time.

Preparing an Agenda in MediaManager

1. Open the **agenda** in Microsoft Word.

Note: When you upload an agenda into MediaManager, the document must be plain text. MediaManager does not read Microsoft Word documents because of the formatting.

2. Click the **Office menu button**.
3. Select **Save As** from the menu.
4. Select the location for saving the file.
5. Enter the **File Name**.
6. Select **Plain Text** from the Save as Type menu.
7. Click the **Save button**.
8. If prompted about format, click the **OK button**.



Saving a File as Plain Text

Warning! You must close the converted Word document before you can load the agenda in MediaManager.

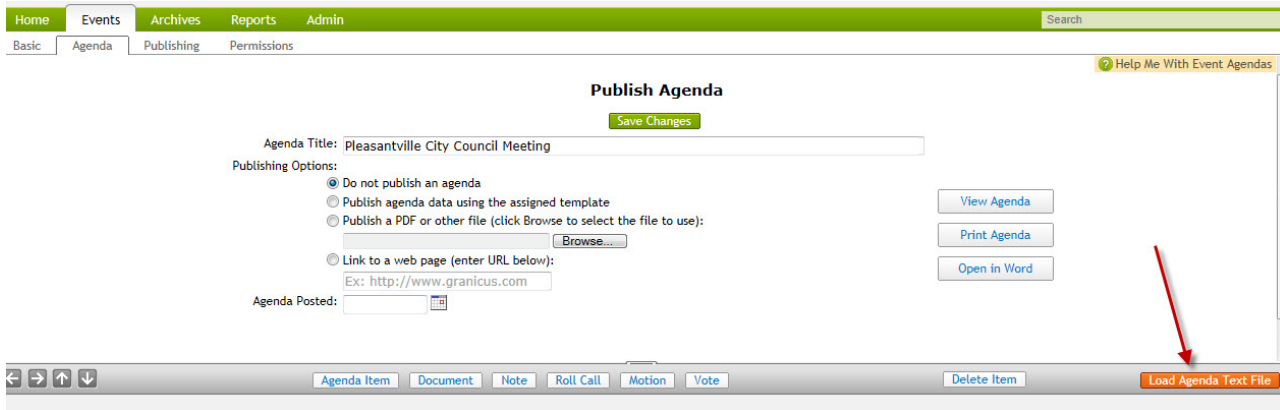
What's Next

[Loading an Agenda](#)

Loading an Agenda in MediaManager

Note: The data within the loaded agenda is used for generating and timestamping documents.

1. Click the **Events tab** > select an **event**.
2. Click the **Edit** button.
3. Click the **Agenda** subtab.
4. Click the orange **Load Agenda Text File** button.



Load Agenda Button

5. Click **Browse** and locate the agenda file in the Plain Text format. See [Four Simple Rules for Creating Great Agenda Documents](#) for help with formatting.
6. Select **Replace Existing Agenda** or **Append to Existing Agenda**.
 - Replace Existing Agenda will replace the previously loaded agenda with the new agenda.
 - Append to Existing Agenda will attach the new agenda to the existing agenda.

Note: Agendas attached to recurring events will be saved with the archive after the meeting records.

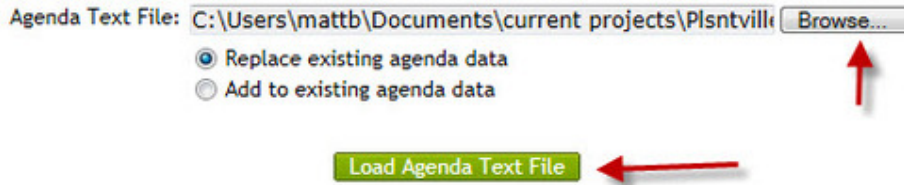
7. Click the green **Load Agenda Text File** button.

Load Event Agenda

Agenda Text File: C:\Users\mattb\Documents\current projects\Plsntville Browse...

Replace existing agenda data
 Add to existing agenda data

Load Agenda Text File



Load Event Agenda Page

8. Confirm the agenda content loads. If the upload is successful, you will see a message below the Load Agenda Text File button, and your agenda will appear in the bottom frame.

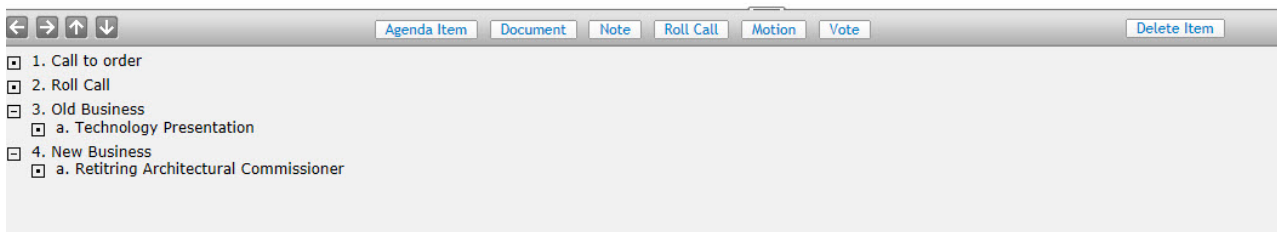
Load Event Agenda

Agenda Text File: Browse...

Replace existing agenda data
 Add to existing agenda data

Load Agenda Text File

Agenda loaded successfully. Your agenda may take a moment to appear below.



- 1. Call to order
- 2. Roll Call
- 3. Old Business
 - a. Technology Presentation
- 4. New Business
 - a. Retiring Architectural Commissioner

Agenda Loaded Successfully

Adding Supporting Documents to an Agenda

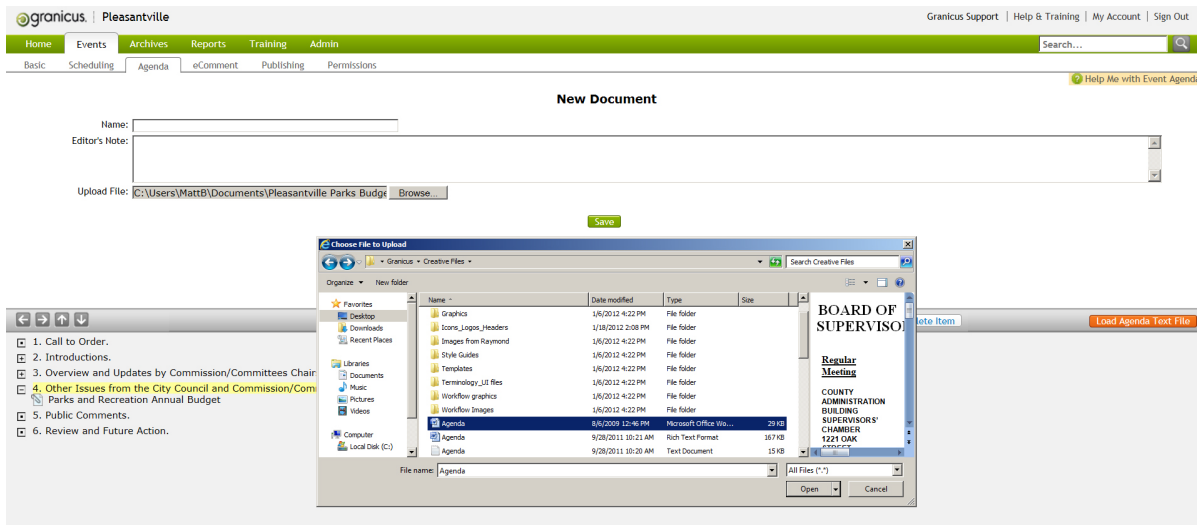
This feature is only supported for Meeting Efficiency and Government Transparency clients. If you do not have either of these suites, skip to the next step. Contact your Granicus Account Manager for more information or a demonstration.

Complete the following steps from the Events tab > Agenda subtab:

1. Select an **agenda item**.
2. Click **Document**.
3. Name the file.
4. Click **Browse**.
5. Select the document to upload in the Choose File window.

Note: Supported file formats include DOC, DOCX, PPT, PPTX, and PDF; however, it is recommended that you attach your files as PDFs. File Size is limited to 100MB.

6. Click **Open**.



Adding a Document to an Agenda

7. Click **Save**.

Note: You must name the Document and upload a file to enable the Save button. It will be grayed out until these two steps are completed.

8. Confirm the document loads in the agenda.

Publishing an Agenda

Note: If an event is part of a recurring series of events, publishing an agenda for an event detaches the event from that series. To learn more about detached events, see [Modifying One Event in a Series](#).

You have the option of using several different file sources for your agenda. Complete the following steps from the **Events** tab > **Agenda** subtab after [preparing](#), [loading](#), and [editing](#) your agenda:

1. (Optional) Edit the **Agenda Title**.
2. Do one of the following:

To

Keep your agenda private

Publish the agenda with the Granicus agenda template

Upload an agenda as a document (Word, PDF etc)

Create a link to an existing agenda elsewhere on your website

Do This

Select **Do not publish an agenda**

Select **Publish agenda data using the assigned template**

Select **Publish a PDF or other file**

Select **Link to a web page**, and paste the hyperlink into this field

3. Click **Save Changes**.
4. Click **View Agenda** to confirm your agenda is correct.
5. When you publish an agenda for an event that is part of a recurring series of events, the event becomes detached from the series, and the following icon is displayed beside the event name on the Events list:



- . To learn more about detached events, see [Modifying One Event in a Series](#).