

# VIMP documentation



# Table of contents:

- VIMP Administration Panel
  - Default users
  - Logging in
  - Transmission of configuration data
    - Activating your VIMP installation (License key)
  - Changing the default passwords
  - Entering the Administration panel
  - Filter options
  - Configuration Presets
- Modules
- Dashboard
- Media
  - Media index
  - Irrevocable deleting media (purge)
  - Media Information
  - Editing a medium
    - Main information
    - Replace media file
    - Thumbnail
    - Additional files
    - Description
    - General information
    - Chapters and subtitles
    - Categories
    - Meta data
    - Pricing data
    - Media permissions
    - Time-controlled publication
    - Transcription (not available in VIMP Light)
  - Exporting a medium to YouTube (not available in VIMP Light)
  - Media formats (not available in VIMP Light)
- User
  - User Index
  - Irrevocable deleting a user (purge)
  - User Information

- Editing a user
  - Main information
  - User roles
  - Avatar image
  - General information
  - Credit account
  - Workflow settings
- Groups
  - Group index
  - Irrevocable deleting a user (purge)
  - Group information
  - Editing a group
    - Main information
    - Images
    - Description
- Channels
  - Channel index
  - Irrevocable deleting a channel (purge)
  - Channel information
  - Editing a channel
    - Language
    - Main information
    - Background image
    - Thumbnail image
    - Menu image
    - Description
    - Categories
    - Channel permissions
    - Direct upload
    - Webchannel
    - Price
  - Manage Channel Users
- Albums
  - Album index
  - Irrevocable deleting an album (purge)
  - Album information
  - Editing an album

- Main information
- Description
- Blogs
  - Blog index
  - Irrevocable deleting a blog post (purge)
  - Blog information
  - Editing a blog post
    - Main information
    - Teaser
    - Text
- Forum
  - Forum index
  - Irrevocable deleting a forum (purge)
  - Forum information
  - Editing a forum
    - Main information
    - Description
  - Thread index
- Tags
  - Tag index
  - Irrevocable deleting a tag (purge)
  - Editing a tag
  - Title tags
- Slide Show (Start Page Slider)
  - Slide show overview
  - Irrevocable deleting a slide (purge)
  - Creating a slide
  - Adding/Editing a slide
    - Main information
    - Image
  - Text
- Pages
  - Pages index
  - Irrevocable deleting a page (purge)
  - Page information
  - Adding/editing a page
    - Main information



- Text
- Adding new pages to the template
- Categories
  - Categories index
  - Irrevocable deleting a category (purge)
  - Category information
  - Editing a category
    - Main information
    - Image
    - Description
- Newsletters (Not available in VIMP Light)
  - Newsletter index
  - Irrevocable deleting a newsletter (purge)
  - Newsletter information
  - Adding/editing a newsletter
    - Main information
  - Newsletter issue index
  - Newsletter issue information
  - Editing/adding a newsletter issue
    - E-mail settings
    - Content
    - Additional settings
  - Newsletter subscriptions index
- Livestreams
  - Livestream index
  - Irrevocable deleting a livestream (purge)
  - Livestream information
  - Editing a livestream
    - Language
    - Main information
  - Description
  - Stream URLs
  - Cover Image
  - Placeholder Image
  - Background Image
  - Menu Image
  - Categories

- Livestream Permissions
- Time-controlled publication
- Price
- Manage Livestream Subscribers
- Media import (Not available in VIMP Light)
  - Description of the XML-Nodes
- User import (Not available in VIMP Light)
- Statistics
- Translations
- Mail templates
  - Editing a mail template
    - Language selection
    - Content
- User field and Media field configuration
  - Adding/editing a user field
    - Language selection
    - User field properties
    - Display name
    - Description
  - Profile field settings
    - User field settings
- Menus
  - Menu items index
  - Adding/editing a menu item
    - Language selection
    - General settings
    - Page settings
    - Description
  - Menu sub items index
  - Note for the Footer menu
- Roles and Rights Management (Not available in VIMP Light)
  - Role index
  - Adding/editing roles
    - Basic settings
    - Setting permissions
- Workflow process (VIMP Enterprise and Campus only)
  - User settings

- Media and blog list
- Approval/Denial
  - Approval process via the frontend
  - Approval process via the admin panel
- API (Not available in VIMP Light)
  - API-Keys
  - Adding/editing an API key
- Template manager
  - Custom Skin
  - Mobile template
- VIMP Update
- VIMP Configuration

# VIMP Administration Panel

This manual gives you an introduction to the administration panel of VIMP and describes all important functions.

## Default users

During installation, VIMP creates three default users:

USERNAME	PASSWORD
admin	admin
moderator	moderator
user	user

Only the 'admin' user has permission to enter the administration panel. Please log in with this user.

## Logging in

Enter the administration panel by calling the URL

<http://www.yourDomain.com/backend.php> in your browser (replace [www.YourDomain.com](http://www.YourDomain.com) with your actual Domain where VIMP has been installed) or by clicking the gearwheel symbol after you logged in via the frontend with an admin user.

## Transmission of configuration data

VIMP asks you to agree to the transmission of anonymized configuration data when you enter the admin area. With your consent you help us to develop our product even better for you.

#### Would you like to help make VIMP even better?

Agree to the transmission of anonymized configuration data to VIMP, so that we can develop the product even more targeted for you. If activated, the software will send anonymized data about the used functions to VIMP in regular intervals (about once a month). No personal data is transmitted, only configuration data that shows us which functions are used by our customers and to what extent. Click [here](#) to get an insight into the data that is transmitted to VIMP. You can revoke your consent at any time [here](#).

I agree

I disagree

**We assure you not to transfer any personal data. You can gain full insight into the data collected via the link contained in the text.**

The data allows us to target specific areas in product development depending on usage. The consent to the transfer therefore benefits you directly in the further development of the software.

#### ! VIMP ENTERPRISE AND CAMPUS ONLY

### Activating your VIMP installation (License key)

Your VIMP installation is disabled by default until you enter a valid license key in the admin panel.

After login, click the menu item “configuration” in the upper right corner.

The sub-item “Basic” contains an option “License key”. Enter your **license key** that you received from your VIMP contact here.

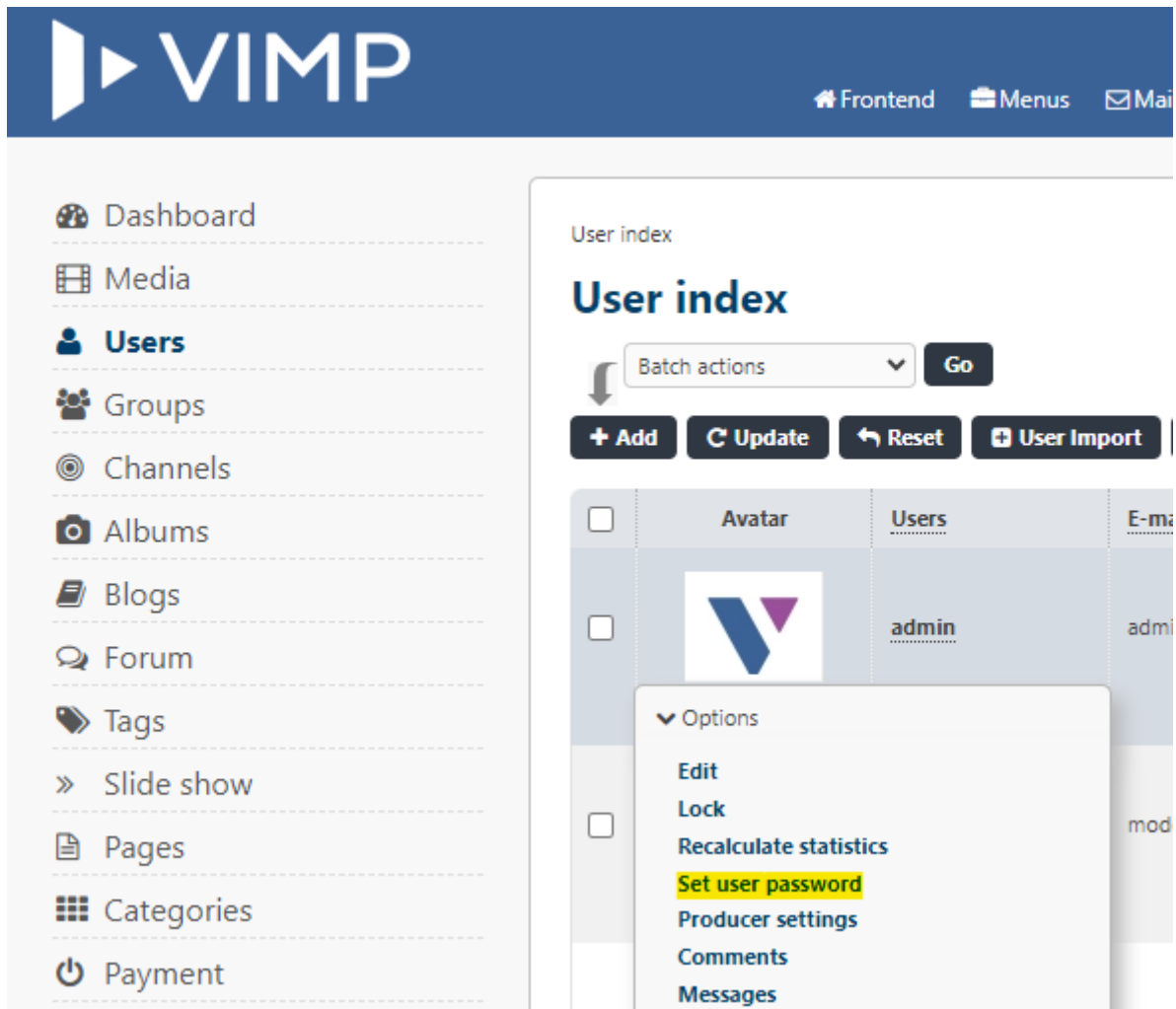
In case you did not receive a license key yet, please contact the VIMP sales team at [info@vimp.com](mailto:info@vimp.com).

As soon as the license key has been entered correctly, the software will be activated and can be operated and used as normal.

# Changing the default passwords

At first, please change the given default passwords of the above-mentioned users.

Therefore, navigate to the user management by clicking the “Users” link in the left navigation bar. Then click the context menu item „Set user password“ that appears while moving the mouse pointer over the data record.




In the next step change the user’s password:

**Set user password:**

User name admin

Password\*

Password (repeat)\*  

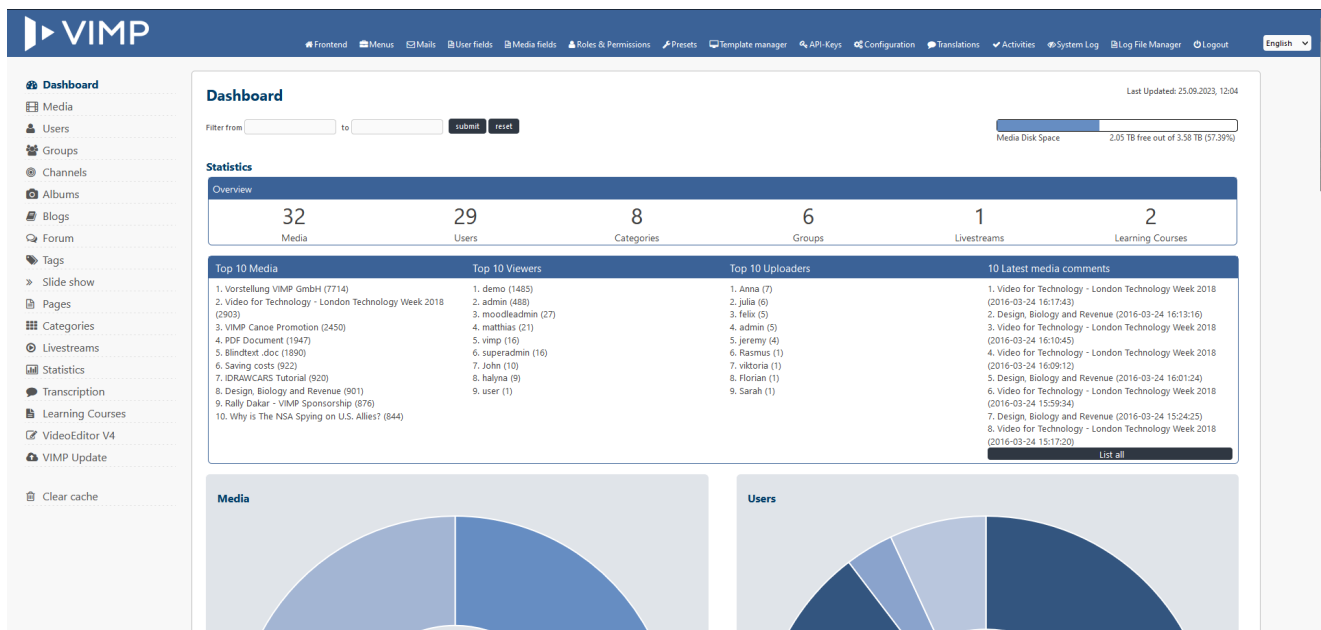
Password change required at first login

If you don't need the default users, you can also delete them by click the according link in the context menu.

**Important:** Never delete the 'admin' user as long as you didn't create another user with admin permissions. **Otherwise, you will not be able to log in to the admin panel anymore!**

## Entering the Administration panel

The admin panel opens in the following view:



**Dashboard** Last Updated: 25.09.2023, 12:04

Filter from  to

Media Disk Space

**Statistics**

Overview

32	29	8	6	1	2
Media	Users	Categories	Groups	Livestreams	Learning Courses

**Top 10 Media**

- Vorstellung VIMP GmbH (7714)
- Video for Technology - London Technology Week 2018 (2903)
- VIMP Canoe Promotion (2450)
- PDF Document (1947)
- Blindent.doc (1890)
- Saving costs (822)
- IDRAWCARS Tutorial (920)
- Design, Biology and Revenue (901)
- Rally Dakar - VIMP Sponsorship (876)
- Why is The NSA Spying on U.S. Allies? (844)

**Top 10 Viewers**

- demo (1485)
- admin (488)
- moodleadmin (27)
- matthias (21)
- vimp (16)
- superadmin (16)
- John (10)
- halyna (9)
- user (1)

**Top 10 Uploaders**

- Anna (7)
- julia (6)
- felix (5)
- admin (5)
- jeremy (4)
- Rasmus (1)
- viktorja (1)
- Florian (1)
- Sarah (1)

**10 Latest media comments**

- Video for Technology - London Technology Week 2018 (2016-03-24 16:17:43)
- Design, Biology and Revenue (2016-03-24 16:13:16)
- Video for Technology - London Technology Week 2018 (2016-03-24 16:10:45)
- Video for Technology - London Technology Week 2018 (2016-03-24 16:09:12)
- Design, Biology and Revenue (2016-03-24 16:01:24)
- Video for Technology - London Technology Week 2018 (2016-03-24 15:59:34)
- Design, Biology and Revenue (2016-03-24 15:24:25)
- Video for Technology - London Technology Week 2018 (2016-03-24 13:17:20)

**Media**

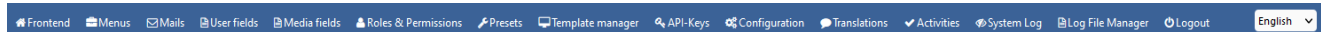
**Users**

By clicking the VIMP logo you always return to the admin panel main page (Dashboard).

By clicking the “Frontend” link you will be led to the frontend start page.



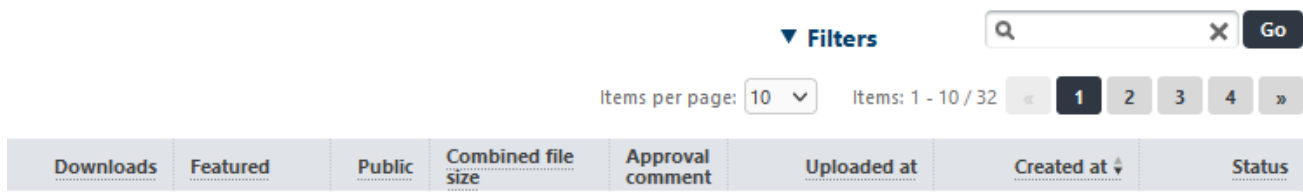
Besides, in the upper right corner you’ll find links to the global configuration, menu editor, mail templates, custom field configuration, roles & permissions, presets, API keys, translation tool, activities log, system log, logout and language selector.



On smaller screens the menu will be hidden and can be accessed by a click on the so-called hamburger menu item.

## Filter options

On the top right corner of each table, several filter options can be set to adjust the current view.



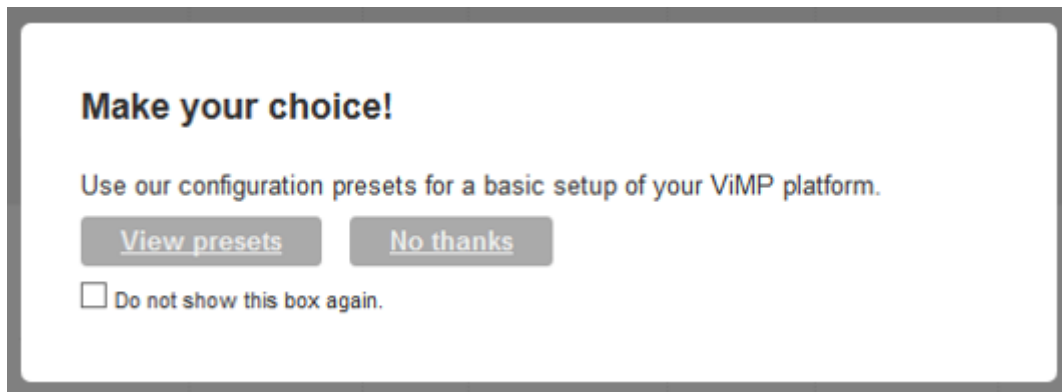
- **Search:** Find data records by using the search form.
- **Items per page:** The “items per page” setting limits the displayed results to 10, 25, 50 or 100 shown items.
- **Items:** “Items” displays the currently shown item number in relation to the number of all items in the filtered or unfiltered selection.
- **Pagination:** By using the arrows or the page numbers the filtered results can be browsed.
- **Sorting:** The above image shows two little arrows next to “Created at”. By clicking the headline, the filtered or unfiltered results are sorted ascending or descending alternately.
- **Filter box:** By clicking the “Filter” link the filter box opens with further filter settings for the current list view.



# Configuration Presets

In order to make the initial setup procedure easier you can use the opportunity to choose from different pre-defined presets.

At the first call of your ViMP platform you will be prompted to go to the preset selection:



By clicking "View presets" - or by clicking on **Presets** in the top navigation at any time - the presets selection opens.

You can choose from different configurations for different platform approaches.

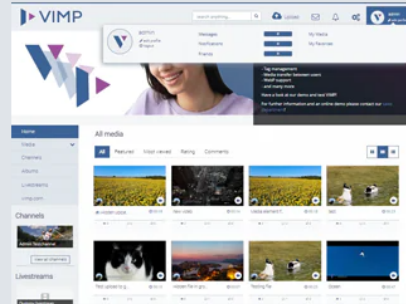
- [Dashboard](#)
- [Back](#)
- [Backup configuration](#)
- [Restore configuration](#)
- [VIMP Update](#)
- [Clear cache](#)

## Presets

### Presets

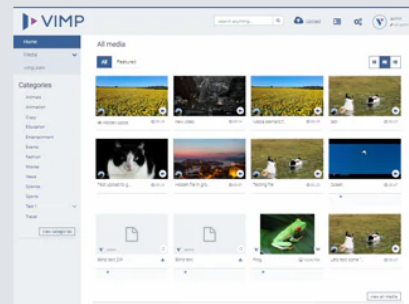
#### Default **Select**

Default configuration of VIMP with most functions activated



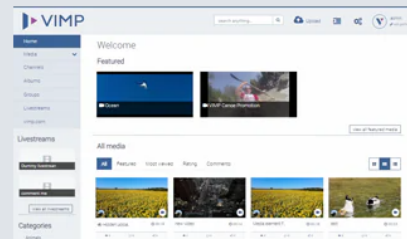
#### Minimal **Select**

Minimum configuration with only the most basic functions activated



#### Business **Select**

Initial configuration for corporate video platforms



Select the one that fits most to your project in order to build up your platform setup with it.

By selecting a preset your current configuration will be saved automatically. So, you can switch back easily.

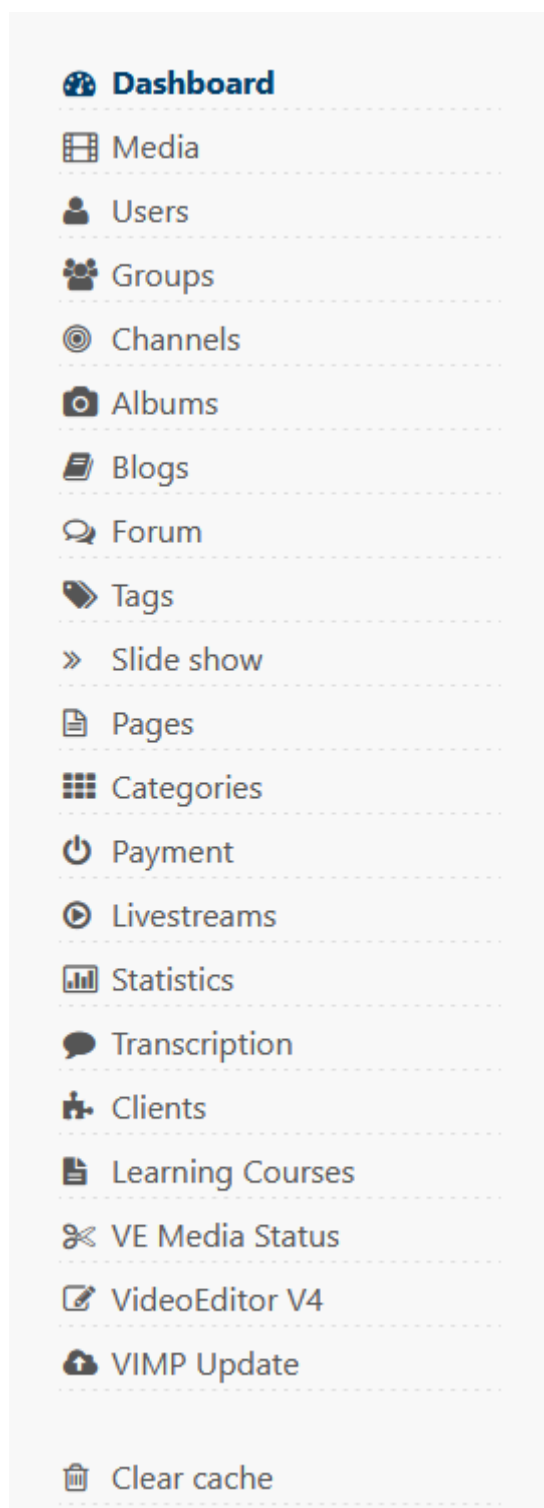
In addition, you can save your current configuration at any time manually by clicking the according menu item.

**You can download the whole administration guide section as a PDF here:**

[Download PDF](#)

# Modules

VIMP includes several modules. The vertical navigation bar offers all functions to manage VIMP. By clicking one of the link items, the selected module management opens.



In the following we will explain the different modules.

 [Download PDF](#)

# Dashboard

The dashboard presents you a quick overview of important key figures of your video platform. You'll find information about your media and users here. A filter allows you to adjust the period under review.

Dashboard

- Media
- Users
- Groups
- Channels
- Albums
- Blogs
- Forum
- Tags
- Slide show
- Pages
- Categories
- Livestreams
- Statistics
- Transcription
- Learning Courses
- VideoEditor V4
- VIMP Update
- Clear cache

Dashboard

Last Updated: 25.09.2023, 13:46

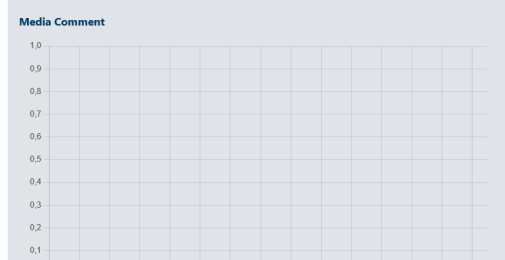
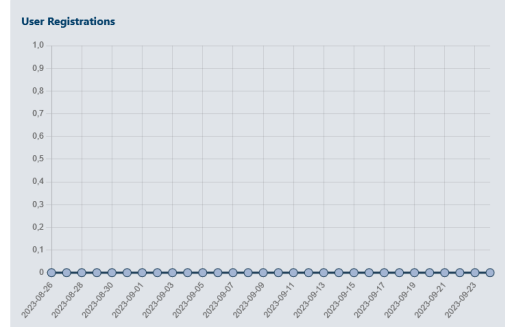
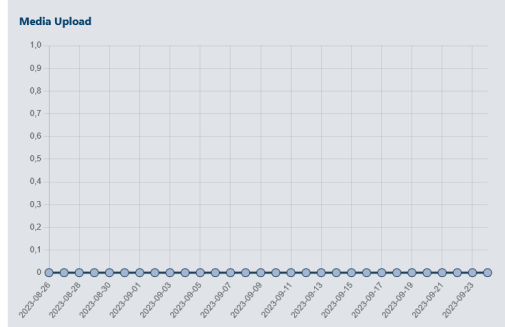
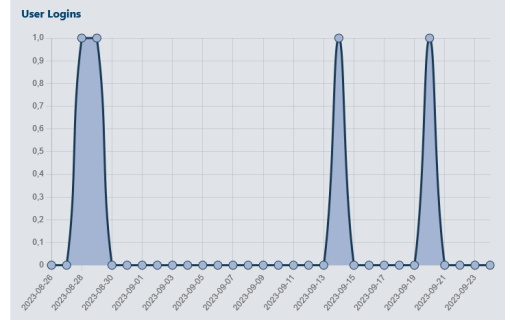
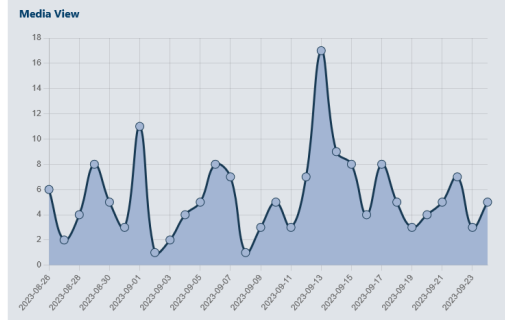
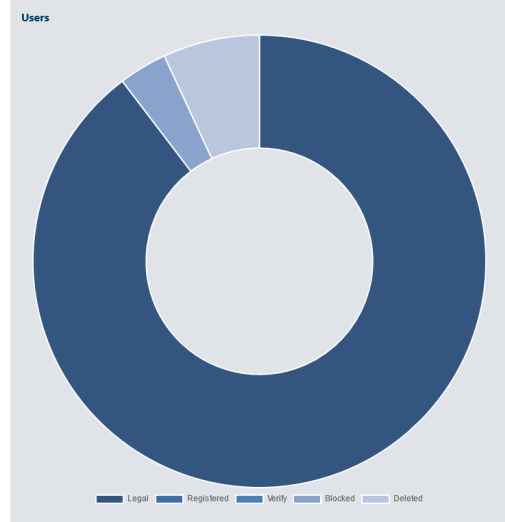
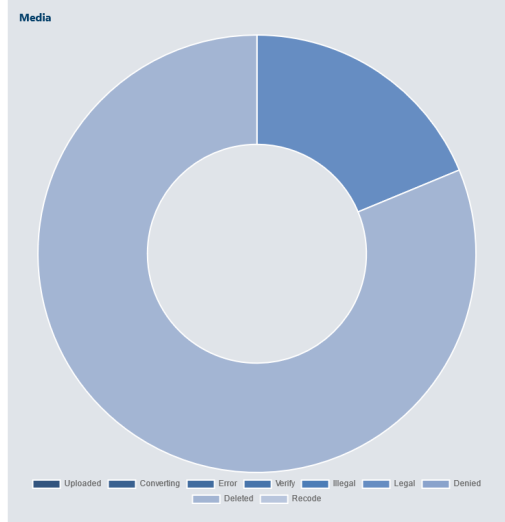
Filter from  to  [submit](#) [reset](#)



Statistics

Overview					
32	29	8	6	1	2
Media	Users	Categories	Groups	Livestreams	Learning Courses

Top 10 Media	Top 10 Viewers	Top 10 Uploaders	10 Latest media comments
<ol style="list-style-type: none"> <li>Vorstellung VIMP GmbH (7714)</li> <li>Video for Technology - London Technology Week 2018 (2903)</li> <li>VIMP Cane Promotion (2450)</li> <li>PDF Document (1947)</li> <li>Slindtot.doc (1890)</li> <li>Saving costs (922)</li> <li>IDRAWCARS Tutorial (920)</li> <li>Design, Biology and Revenue (901)</li> <li>Rally Dakar - VIMP Sponsorship (876)</li> <li>Why is The NSA Spying on U.S. Allies? (844)</li> </ol>	<ol style="list-style-type: none"> <li>demo (1485)</li> <li>admin (458)</li> <li>moodleadmin (27)</li> <li>matthias (21)</li> <li>vimp (16)</li> <li>saperadmin (16)</li> <li>John (10)</li> <li>halyna (9)</li> <li>user (1)</li> </ol>	<ol style="list-style-type: none"> <li>Anna (7)</li> <li>julia (6)</li> <li>felix (5)</li> <li>admin (5)</li> <li>jeremy (4)</li> <li>Rasmus (3)</li> <li>viktorina (1)</li> <li>Florian (1)</li> <li>Sarah (1)</li> </ol>	<ol style="list-style-type: none"> <li>Video for Technology - London Technology Week 2018 (2016-03-24 16:17:43)</li> <li>Design, Biology and Revenue (2016-03-24 16:13:16)</li> <li>Video for Technology - London Technology Week 2018 (2016-03-24 16:10:45)</li> <li>Video for Technology - London Technology Week 2018 (2016-03-24 16:09:12)</li> <li>Design, Biology and Revenue (2016-03-24 16:01:24)</li> <li>Video for Technology - London Technology Week 2018 (2016-03-24 15:59:34)</li> <li>Design, Biology and Revenue (2016-03-24 15:24:25)</li> <li>Video for Technology - London Technology Week 2018 (2016-03-24 15:17:20)</li> </ol>





 [Download PDF](#)

# Media

Within the “Media” tab, all media that has ever been uploaded to the platform is listed and sorted by “Created at” by default.

## Media index

The table contains the following item information:

- **Type:** “Type” displays the media type of each item (video, audio, image or document).
- **Subtype:** Media types can contain subtypes, like e.g. “YouTube” or “Vimeo” for videos.
- **Thumbnail:** The thumbnail of the medium. A click on it leads to the medium detail page.
- **Title:** “Title” displays the title of the medium.
- **Users:** “Users” displays the user who has uploaded the medium. By clicking on the user’s name the user information page opens.
- **Client (VIMP Enterprise and Campus only):** Name of the client to which the medium belongs (requires multi-client license key).
- **Views:** The number of media views.
- **Comments:** The number of comments which have been added to a medium.
- **Messages:** Number of messages sent with the “Report medium” function of the frontend.
- **Downloads:** Number of media downloads.
- **Featured:** Indicates, if the medium is marked as “featured”.
- **Public:** Indicates, if the visibility of the medium is “public”, “private” or “hidden”.
- **Combined file size:** Specifies the file sizes of the medium.
- **Approval comment:** Approval comment(s). Requires the workflow module to be enabled.



- **Uploaded at:** “Uploaded at” displays the date when the medium was last uploaded.
- **Created at:** “Created at” displays the date when the medium was uploaded initially.
- **Status:** The status of the media (uploaded, converting, error, verify, illegal, legal, blocked, deleted, recode).

By moving the mouse over the “Options” link of a medium in the media index a media context sub menu appears:

Media index

### Media index

Filters

Batch actions

Items per page: 10 Items: 1 - 10 / 32

<input type="checkbox"/>	Type	Sub-Type	Thumbnail	Title	Users	Views	Comments	Messages	Downloads	Featured	Public	Combined file size	Approval comment	Uploaded at	Created at	Status
<input type="checkbox"/>	Video	default		Artificial Intelligence	admin	4	0	0	0	No	yes	Source: 19 MB Formats: 89 MB HLS: 68 MB Sum: 175 MB		September 23, 2022 11:50:27 AM CEST	September 23, 2022 11:50:27 AM CEST	deleted
▼ Options																
<input type="checkbox"/>	Video	default		360 Video	admin	382	0	0	0	No	yes	Source: 11 MB Formats: 48 MB HLS: 37 MB Sum: 97 MB	[admin]	December 10, 2019 03:20:03 PM CET	December 10, 2019 03:20:03 PM CET	deleted
▼ Options																
<input type="checkbox"/>	Video	default		Vorstellung VIMP GmbH	admin	7715	0	0	0	No	yes	Source: 208 MB Formats: 234 MB HLS: 179 MB Sum: 621 MB	[admin]	July 5, 2022 10:09:16 PM CEST	July 25, 2019 10:09:33 AM CEST	legal
▼ Options																
<input type="checkbox"/>	Video	default		Data Science Client University	Anna	155	0	0	0	No	Hidden	Source: 36 MB Formats: 56 MB HLS: 56 MB Sum: 148 MB	[admin]	April 5, 2019 09:49:04 AM CEST	April 5, 2019 09:49:04 AM CEST	legal
▼ Options																
<input type="checkbox"/>				Nice work. Serious stuff.	Rasmus	206	0	0	0	No	yes	Source: 4 MB Formats: 22 MB HLS: 22 MB Sum: 48 MB	[admin]	April 5, 2019 09:37:21 AM CEST	April 5, 2019 09:37:21 AM CEST	deleted
▼ Options																
<input type="checkbox"/>				Visual Recognition Technology	Jeremy	175	0	0	0	No	yes	Source: 15 MB Formats: 39 MB HLS: 39 MB Sum: 94 MB	[admin]	April 5, 2019 09:17:49 AM CEST	April 5, 2019 09:17:49 AM CEST	legal
▼ Options																
<input type="checkbox"/>				Digital Ethics	halyna	285	0	0	0	No	yes	Source: 17 MB Formats: 80 MB HLS: 80 MB Sum: 176 MB	[admin]		December 3, 2018 02:13:19 PM CET	deleted
▼ Options																

▼ Options

- Edit
- Lock
- Restart transcoding
- Transcode missing formats
- Generate embed code
- Create SMIL file
- Files
- Comments
- Changelog
- Messages
- Recalculate statistics
- Delete
- Export

- **Edit:** Clicking on “Edit” opens the “Edit medium” page, where the medium meta data can be modified.
- **Copy (not available in VIMP Light):** Clicking on “Copy” opens the “Copy medium” form und duplicates the medium.
- **Status change:** Depending on the current status of the medium the status can be changed (e.g. “Lock”).
- **Restart transcoding:** Clicking “Restart transcoding” repeats the transcoding process for this medium into all defined formats.
- **Transcode missing formats:** Clicking “Transcode new formats” only transcodes the additional formats, e.g. if you added a new one.
- **Generate embed code:** Allows you to create the code for embedding VIMP media into other web pages.

- **Export to YouTube (not available in VIMP Light):** Opens the export to YouTube form and exports the medium to a YouTube channel.
- **Create SMIL file:** Manually creates the necessary SMIL file for ABR streaming.
- **Files:** Opens the list of transcoded files.
- **Restore version (not available in VIMP Light):** Opens the restore media form and enables you to roll the medium data record back to a previous version.
- **Comments:** Opens the list of comments of the according medium.
- **Changelog:** Opens the changelog of the according medium.
- **Messages:** Opens the list of messages of the according medium.
- **Recalculate statistics:** Clicking “Recalculate statistics” updates the usage statistics of the selected medium.
- **Delete / Purge:** Clicking “Delete” marks the medium as deleted. Actually, the medium remains on the server and can still be viewed in the admin panel, but is no longer accessible within the frontend. After a medium has been deleted, it can be purged, which removes it permanently from the server (see below).
- **Export:** Clicking “Export” starts the medium export.

## Irrevocable deleting media (purge)

By activating the status filter “deleted” all media that have been marked as deleted (and thus aren’t available in the portal anymore) will be listed.

They can be deleted irrevocable (complete deletion from the database and file system) by clicking the “Purge” link in the context menu of the according medium.

You can also delete several or all deleted media by checking the media checkboxes and then executing the according batch action. Note that the batch action “Purge” only works within the filter “deleted” respectively only for media with status “deleted”.

# Media Information

Clicking on a thumbnail of a medium or its title opens the media information view.

Media index > Video for Technology - London Technology Week 2018

## Medium: Video for Technology - London Technology Week 2018

ID	349
Key	da67a3667067933242e4c913a360f3fb
Hash	
Combined file size	Source: 74 MB Formats: 116 MB HLS: 116 MB Sum: 307 MB
Title	Video for Technology - London Technology Week 2018
Type	Video
Sub-Type	default
User	jeremy
Original Filename	Video for Technology - London Technology Week 2015-HD.mp4
Status	legal
Created at	March 7, 2016
Uploaded at	March 7, 2016
Updated at	September 15, 2023
Featured	Yes
Hidden	No
Secret	No
Description	„Video for Technology - London Technology Week 2018“ by No Magnolia Productions <a href="https://vimeo.com/135398912">https://vimeo.com/135398912</a> is licensed under a Creative Commons license: <a href="http://creativecommons.org/licenses/by/3.0/">http://creativecommons.org/licenses/by/3.0/</a>
Activate Amberscript Transcription	No
Amberscript Transcription	
Perma link	<a href="https://enterprise.demo.vimp.com/video/video-for-technology-london-">https://enterprise.demo.vimp.com/video/video-for-technology-london-</a>
Embed-Code	<iframe src="https://enterprise.demo.vimp.com/media
Transcoder	Transcoding (Open Source)
Converted at	

**DAMIEN SUTCLIFFE**  
**GOLDMAN SACHS**  
**HEAD OF EMEA TECHNOLOGY**

**Statistics**

5 Comments	2 Categories
1 Tags	1 Groups
0 Channels	

This view displays all information that has been added to the medium as well as a medium preview and some basic statistics.

Clicking the “Edit” button in the lower left corner directly leads to the “Edit media” page.

## Editing a medium

In this view all settings of a medium can be modified.

## Main information

**Title \***  
Vorstellung VIMP GmbH

**SEO URL title \***  
vorstellung-vimp-gmbh

**User**  
admin

**Tags \***  
vimp, vorstellung

**Featured**  
 Yes  No

**Upload date**  
2022 - 07 - 05 22 : 09 : 16

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

**Enable comments**  
 Yes  
 No

**Enable download**  
 Yes  No

**Allow download only for logged in users**  
 Yes  No

Within the main information fields, you can modify the title of the medium or change the owner (user) of the medium.

Furthermore, you can edit the tags.

The medium can also be defined as a featured medium, you can modify the upload date and set the publication state. Additionally, optional settings for Comments, iTunes U (VIMP Campus only), download and transcoding priority (not available in VIMP Light) can be configured.

## Replace media file

## Replace media file



### Add file

Browse from PC or drop your file(s) here

#### Available file formats:

\*.avi; \*.wmv; \*.mov; \*.flv; \*.mpeg; \*.mpg; \*.m4v; \*.mp4; \*.webm; \*.mkv; \*.png; \*.jpg; \*.jpeg; \*.gif; \*.webp; \*.mp3; \*.ogg; \*.oga; \*.wma; \*.m4a; \*.txt; \*.pdf; \*.doc; \*.xls; \*.ppt; \*.pps; \*.docx; \*.xlsx; \*.pptx; \*.ppsx; \*.zip

**Maximum file size:** 1250MB (⚙️ adjust limit)

Uploading copyrighted or inappropriate material is prohibited.

Media files can be replaced optionally (*not available in VIMP Light*). If activated, you can upload a new media file here that will replace the current one.

After upload, it will be transcoded into the required formats.

## Thumbnail

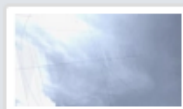
### Thumbnail

Thumbnail

Durchsuchen... Keine Datei ausgewählt.



Select thumbnail



You can also upload a new thumbnail (not available for media type “Image”).

Hit the “Browse” button and select the new image.

## Additional files

### Additional files

Maximum file size: 20MB

Durchsuchen... Keine Datei ausgewählt.

Add another file

Each medium can be extended with additional files that will be available for download on the media page.

## Description

### Description \*

**B I U** | | | | | | Source

VIMP entwickelt seit über 10 Jahren eine Online Video Plattform Softwarelösung (Video CMS). Im Fokus stehen Businessanwendungen für das Enterprise Umfeld. Die Plattform unterstützt die video-basierte Kommunikation und Kollaboration in Unternehmen und sorgt mit der E-Learning Erweiterung in der Wissensvermittlung für deutliche Produktivitätssteigerungen und Kostenersparnisse.

Weitere Informationen finden Sie unter <https://www.vimp.com>.

Vertriebsstatement: 00:01:15  
Geschäftsführung: 00:01:35  
Produktmanagement: 00:01:50

The description entered here is displayed in the media overview of the platform.

## General information

This section contains all additional media fields that are defined in the “Media fields” management of VIMP.

## Chapters and subtitles

Edit chapters

[Edit chapters here](#)

Upload Subtitles

[Upload Subtitles here](#)

Edit Subtitles

[Edit subtitles here](#)

Chapters and subtitles (*not available in VIMP Light*) can be edited on separate pages. Click the according link to get there. In addition, you have the option to upload alternative audio tracks for audio descriptions.

## Categories

### Categories \*

Projects

Marketing >

Internal

Meetings

Training

Add or remove categories the medium shall be related to.

At least one category has to be selected.

## Meta data

**meta data**

Title

Description

keywords

author

copyright

Optionally you can enter individual meta data to each medium.

The meta data will not appear in the frontend, but is only visible within the HTML source code and will be available for search engines.

## Pricing data

**Price**

With costs

Yes  No

Price for this medium (credits) \*

If the Video on Demand module (*not available in VIMP Light*) is installed and enabled, you can enter a price in credits for the medium.



## Media permissions

**Media Permissions**

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

- anonymous
- administrator
- moderator
- user
- teacher
- coach
- participant
- demo

Each medium can be defined with individual media permissions (VIMP Enterprise and Campus only). This way you can limit access to a medium to certain user roles.

All user roles with the permission “set media permissions” find the same options on the frontend upload page and the media edit page.

## Time-controlled publication

**Time-controlled publication**

Publish start date

Publish end date

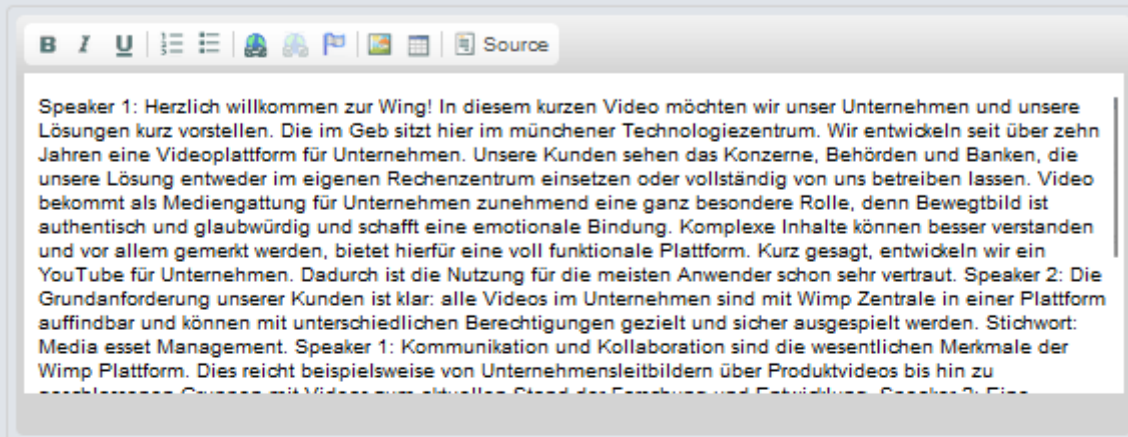
Enter a start and/or end date to control the publication timeframe of the medium (*VIMP Enterprise and Campus only*).

## Transcription (*not available in VIMP Light*)

### Display transcription on the media page

- Yes  
 No

### Transcription



Speaker 1: Herzlich willkommen zur Wing! In diesem kurzen Video möchten wir unser Unternehmen und unsere Lösungen kurz vorstellen. Die im Geb sitzt hier im münchener Technologiezentrum. Wir entwickeln seit über zehn Jahren eine Videoplattform für Unternehmen. Unsere Kunden sehen das Konzerne, Behörden und Banken, die unsere Lösung entweder im eigenen Rechenzentrum einsetzen oder vollständig von uns betreiben lassen. Video bekommt als Mediengattung für Unternehmen zunehmend eine ganz besondere Rolle, denn Bewegtbild ist authentisch und glaubwürdig und schafft eine emotionale Bindung. Komplexe Inhalte können besser verstanden und vor allem gemerkt werden, bietet hierfür eine voll funktionale Plattform. Kurz gesagt, entwickeln wir ein YouTube für Unternehmen. Dadurch ist die Nutzung für die meisten Anwender schon sehr vertraut. Speaker 2: Die Grundanforderung unserer Kunden ist klar: alle Videos im Unternehmen sind mit Wimp Zentrale in einer Plattform auffindbar und können mit unterschiedlichen Berechtigungen gezielt und sicher ausgespielt werden. Stichwort: Media esset Management. Speaker 1: Kommunikation und Kollaboration sind die wesentlichen Merkmale der Wimp Plattform. Dies reicht beispielsweise von Unternehmensleitbildern über Produktvideos bis hin zu...

### Transcribe again

- Yes  
 No

### Remove existing subtitles

- Yes  
 No

### Transcription: Language of the medium

- English (all accents)  
 German

### Transcription: Job type

- Direct transcription (automatic transcription created by AI)  
 Perfect transcription (created by professional human transcribers)

### Transcription type

- Transcription  
 Captions  
 Transcription and captions

### Transcription: Number of speakers

3

If you have a contract with Amberscript, you can have videos automatically transcribed and subtitled in VIMP.

In the settings, you can choose whether to display the transcription on the media page, you can edit the transcription, and you can have a media re-transcribed.

The following settings are necessary for the transcription:

- Language of the medium
- Job type (automatic or with post-processing)
- Transcription type (transcription, subtitle or both)
- Number of speakers: default 2

Save your changes by clicking the “Save” button or discard them by hitting the “Cancel” button.

## **Exporting a medium to YouTube** ***(not available in VIMP Light)***

Videos can be exported to YouTube optionally. If configured, you can enter the required data into the form and start the export process. Please note that you need to be logged in to your YouTube account in order to start the export.

## Export medium

In order to export a video to YouTube you need to create a channel in your YouTube account first.

**Title**  
Earth

**Description**  
Earth

**Tags**  
earth

**YouTube Languages**  
 German  
 English

**YouTube Privacy Statuses**  
 public

**YouTube Licences**  
 Creative Commons - Attribution

**Published at**  
2023 - 09 - 25 14 : 21 : 47

**Embeddable**  
 Yes  No

**Public Stats Viewable**  
 Yes  No

Legal Notice  
 I hereby ensure that I own all rights of the video and I am aware of the fact that I transfer all rights of use to YouTube.

[Export to YouTube](#) [Cancel](#)

Title, description and tags are filled in automatically and can be edited before submitting the form.

You also have to select a YouTube category, the language of the video, the YouTube privacy status and the YouTube license.

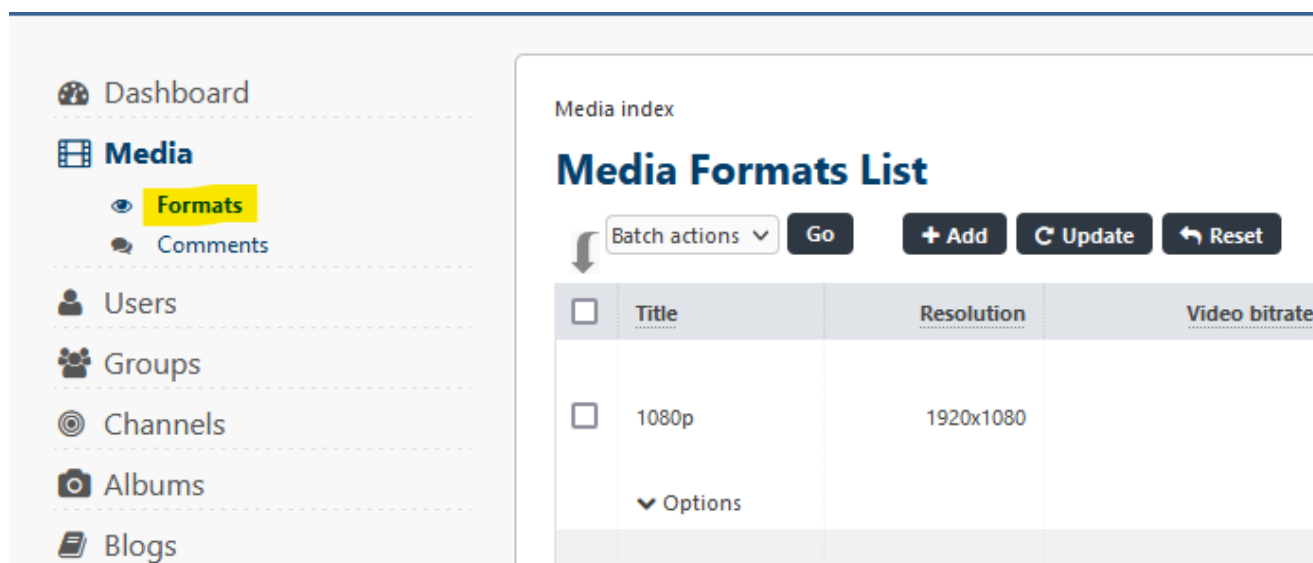
Furthermore, you can define a publish date and configure the embeddability and the view status of stats.

Finally, confirm the legal notice before you submit the form.

## Media formats *(not available in VIMP Light)*

Within the media index there is also the possibility to define special media formats with different resolutions and bitrates.

Uploaded videos will be converted into those formats automatically and visitors of the video platform can select a special resolution within the VIMP player in the frontend.



The screenshot displays the VIMP Media index interface. On the left is a sidebar menu with the following items: Dashboard, Media (highlighted), Formats (highlighted in yellow), Comments, Users, Groups, Channels, Albums, and Blogs. The main content area is titled "Media index" and "Media Formats List". It features a "Batch actions" dropdown menu, a "Go" button, and three action buttons: "+ Add", "C Update", and "↶ Reset". Below these is a table with the following structure:

<input type="checkbox"/>	Title	Resolution	Video bitrate
<input type="checkbox"/>	1080p	1920x1080	
	▼ Options		

By clicking the “Formats” menu item, the media formats list opens. You can define an unlimited list of formats that uploaded videos will be transcoded to in addition to the default formats that are defined in the VIMP transcoding configuration.

Add new formats by clicking the “Add” button or edit existing ones by clicking the “Edit” link within the context menu of the according format (that appears, if you move our mouse pointer over it).

## Edit format – 1080p

**Title \***  
1080p

**Resolution \***  
1920x1080  
Possible Values (for example): 480p, 720i, 1080p25, etc. or 2K, 4k, 8K or PAL, NTSC, PAL (DVD), NTSC (DV), etc. or 1920x1080, 1280x720, 426x240, etc.

**Keep original display ratio \***  
 Yes  No

**Video bitrate \***  
6000  
Kilo bits per Second (kbps)

**Max video bitrate \***  
0  
Kilo bits per Second (kbps) - (0 for unlimited)

**Audio bitrate \***  
256  
Kilo bits per Second (kbps)

**Video bitrate (mobile) \***  
3000  
Kilo bits per Second (kbps)

**Max video bitrate (mobile) \***  
0  
Kilo bits per Second (kbps) - (0 for unlimited)

**Audio bitrate (mobile) \***  
128  
Kilo bits per Second (kbps)

**Audio quality for VBR \***  
1.25  
When VBR is enabled, this value determines the audio quality (0.1-2)

**Weight \***  
10

**Use two pass transcoding**  
 Yes  No

Save

Cancel

You can enter or modify the following values:

- **Title:** The title of the format as it will be displayed in the quality selector of the VIMP player.

- **Resolution:** Enter the resolution of the format here. Legit values (with their corresponding resolutions) are:

<b>Value</b>	<b>Resolution</b>
4320p	7680 x 4320
2304p	4096 x 2304
2160p	3840 x 2160
2160p	3840 x 2160
2160p	3840 x 2160
2160p	3840 x 2160
2160p	3840 x 2160
2160p	3840 x 2160
2160p	3840 x 2160
2160p	3840 x 2160
2160p	3840 x 2160
1152p	2048 x 1152
1080p	1920 x 1080
720p	1280 x 720
576p	1024 x 576
540p	960 x 540
480p	854 x 480

Value	Resolution
360p	640 x 360
240p	426 x 240
144p	256 x 144
2K	3840 x 2160
4K	3840 x 2160
8K	7680 x 4320
PAL	544 x 576
PAL (DVD)	704 x 576
PAL (DV)	720 x 576
NTSC	544 x 480
NTSC (DVD)	704 x 480
NTSC (DV)	720 x 480

Or enter any custom resolution that you require, e.g. 1920x960, 1280x800, etc.

- **Video bitrate:** The bitrate of the format in kbps.
- **Audio bitrate:** The audio bitrate of the format in kbps.
- **Video bitrate (mobile):** The bitrate of the format for smartphones in kbps.
- **Audio bitrate (mobile):** The audio bitrate of the format for smartphones in kbps.
- **Weight:** This number is used to define the display order of that format in the quality selector.



Save your changes by clicking the “Save” button or discard them by hitting the “Cancel” button.

 [Download PDF](#)

# User

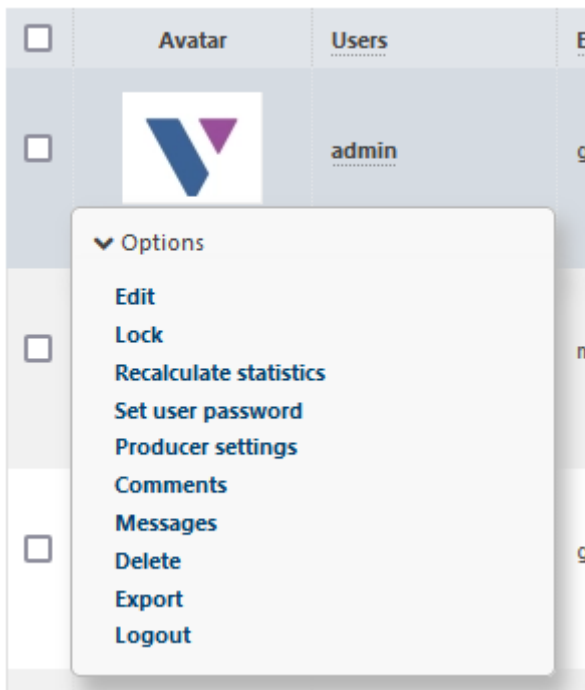
Within the “User” tab all registered users of the platform are listed and can be managed.

## User Index

The table contains the following user information:

- **Avatar:** Every user can upload an avatar.
- **Users:** Every user can choose its own favored username.
- **E-mail address:** “E-mail” contains the e-mail addresses of the users.
- **External:** Indicates, whether the user has been registered externally, e.g. via LDAP or Facebook Connect.
- **Views:** The number of views of the user’s profile.
- **Comments:** The number of comments which have been added to the user’s profile.
- **Messages:** Number of messages sent with the “Report user” function of the frontend.
- **Registered since:** The date when the user registered to the portal.
- **Last access:** The date when the user last accessed the portal.
- **Roles:** Listing of the user roles that are assigned to the user.
- **Status:** The status of the user account (validate, verify, registered, blocked, deleted).

By moving the mouse over a row in the user index a user context sub menu appears:




- **Edit:** Clicking on “Edit” opens the “Edit User” page. The data of the user can be modified here.
- **Status change:** Depending on the current status of the medium the status can be changed (e.g. “Lock”).
- **Resend Validation E-Mail:** If the status of a user is “validate” the validation e-mail can be resent here on request.
- **Recalculate statistics:** Clicking “Recalculate statistics” updates the usage statistics of the selected user.
- **Set password:** The user’s password can be changed here by the administrator. You can also define, if the user will be forced to change his password with the first login. The form looks as follows:

**Set user password:**

User name admin

Password\*

Password (repeat)\*  

Password change required at first login

- **Confirm e-mail address:** As an administrator, you can verify a user’s e-mail address manually here. The user’s status will be set to “registered” and a confirmation e-mail will be sent to the user.
- **Producer settings** \*(not available in VIMP Light)\*: Setting the producer shares and credits:

## Edit producer – admin

Use absolute values or % for a percentual value.

Share per individual sale

Share per subscription

Earned credits

Producer credits

- **Comments:** Opens the list of comments of the according user.
- **Messages:** Opens the list of messages of the according user.
- **Delete:** Clicking “Delete” marks the user as deleted from the portal. Actually, the user remains on the system and can still be accessed within the admin panel, but is no longer active in the frontend. After a user has been deleted he can be purged (see below).
- **Convert to regular user:** Clicking this link converts a user that has been registered externally to a regular VIMP user.
- **Export:** Clicking the “Export” link starts the user data export.
- **Logout:** This option logs the corresponding user out of the system administratively.

## Irrevocable deleting a user (purge)

By activating the status filter “deleted” all users that have been marked as deleted (and thus aren’t active in the portal anymore) will be listed.

They can be deleted irrevocable (complete deletion from the database) by clicking the “Purge” link in the context menu of the according user.

You can also delete several or all deleted users by checking the user checkboxes and then executing the according batch action. Note that the batch action “Purge” only works within the filter “deleted” respectively only for users with status “deleted”.

## User Information

By clicking either a user’s avatar or the user name, the user information view opens.


User index > admin

**User: admin**

User Id	1
User name	admin
Last name	
First name	
Status	registered
Credit account	0
City	
Country	
E-mail address	loremipsum@dummy-email.com
Registered since	August 23, 2023
Last login	September 25, 2023
Last access	September 26, 2023
Hidden	No
Language	English
Birthday	
Gender	not specified
About me	
User roles	+ administrator

[Edit](#)

**Avatar**



**Statistics**

10	Media	0	Blog entries
0	Comments	0	Friendships
0	Forum topics	1	Groups
0	Forum posts	1	Channels

**Clients**

Client
<a href="#">View client</a>

This view displays all information about the user. Its avatar and its statistics are shown in a brief overview.

Clicking the “Edit” button in the lower left corner leads you directly to the “Edit user” page.

## Editing a user

On this page, all user settings can be modified.

# Main information

## Edit user – admin

**User name \***

**Hidden**

Yes  No

**Enable notification emails**

Yes  No

**E-mail \***

**Language**

Within the main information, the user name can be modified, the user's profile can be hidden at the frontend, the e-mail address can be edited and the user's language can be set.

# User roles

**User roles \***

administrator

moderator

user

Teacher

Coach

Participant

producer

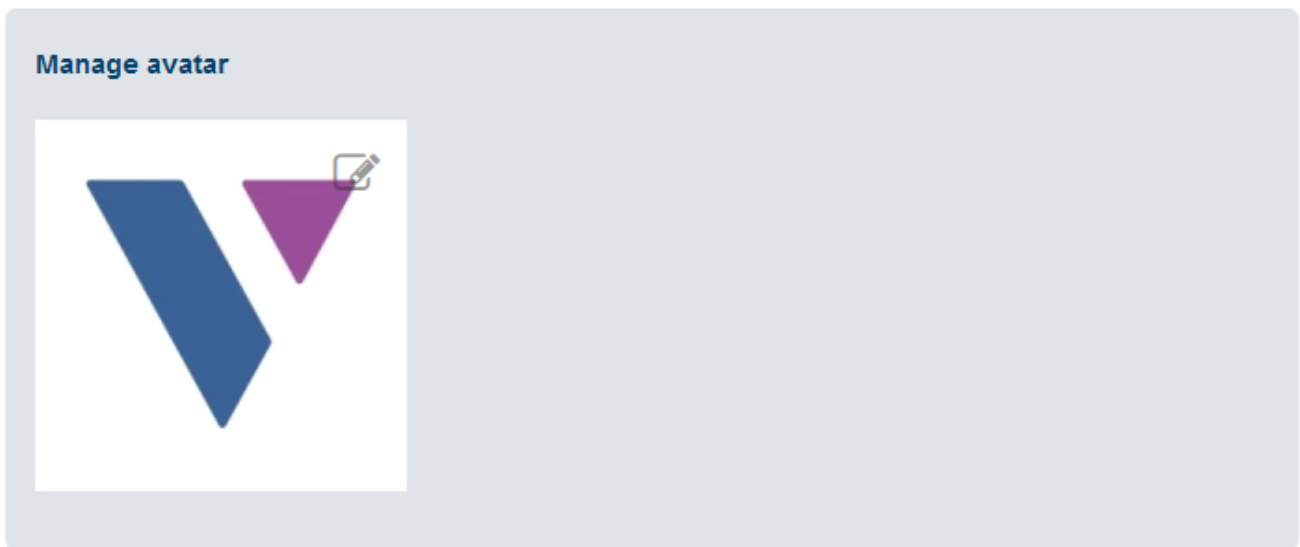
Next, you can modify the user's role(s). By default, there are three available user roles: administrator, moderator and user.

- Administrators have full permissions and can edit all data in the frontend or backend.

- Moderators have full permissions to the frontend, but not to the backend.
- Users are standard users who may only edit their own data within the frontend.

Users can be assigned to multiple user roles at a time. There are no hierarchical dependencies among the user roles.

## Avatar image



Additionally, the avatar image can be changed.

Just click the “Browse” button and select a new image.

## General information

**General information**

First name

Last name

City

Country

The administrator can also modify the user’s general information. Data fields of the general information section can be managed in the “User fields” management section of VIMP.

## Credit account

**Credit account**

Credit account

If the Video on Demand module (*not available in VIMP Light*) is installed and enabled, the credits of a user can be modified by an administrator here.

## Workflow settings



### Approval settings

#### Media approval

default ▼

#### Blog approval

default ▼

### Approval user roles

#### Media approval

default ▼

#### Blog approval

default ▼

### Approval users

The approval users options will override the approval user roles options.

#### Media user approval choices

none  default  Individual user

Search ▼

#### Blog user approval choices

none  default  Individual user

Search ▼

If the workflow module (VIMP Enterprise and Campus only) has been enabled in the configuration, the workflow settings can be defined in the user mask additionally (see chapter [Workflow process](#))

Save your changes by clicking the “Save” button or discard them by hitting the “Cancel” button.

 [Download PDF](#)

# Groups

Within the “Groups” tab all groups of the platform are listed. They can be managed as described in the following.


## Group index

The table contains the following group information:

- **Image:** Each group needs an image analogue to a user avatar.
- **Title:** The name of the group.
- **Founder:** The user who founded the group and moderates it.
- **Members:** The number of members of that group.
- **Media:** The number of media in that group.
- **Weight:** Each group can be weighted to define its order in the frontend.
- **Created at:** The creation date of the group.
- **Status:** The status of the group (created, verify, illegal, legal, deleted).

By moving the mouse over a group name in the list a group context sub menu appears:



<input type="checkbox"/>	Image	Title	Founder	Members	Media	Weight	Created at ↑	Status
<input type="checkbox"/>		Misc / Off-topic	felix	11	0	0	December 10, 2009 05:39:26 PM CET	legal
<input type="checkbox"/>			Rasmus	10	1	0	March 7, 2016 03:47:20 PM CET	legal
<input type="checkbox"/>		Tutorials	jeremy	10	0	0	March 7, 2016 03:57:17 PM CET	legal

The context menu for the 'Misc / Off-topic' group includes the following options:

- Options
- Edit
- Lock
- Recalculate statistics
- Members
- Media
- Delete

- **Edit:** Clicking on “Edit” opens the “Edit Group” page. Modify the settings of the group here.
- **Status change:** Depending on the current status of the group the status can be changed (e.g. “Lock”).
- **Recalculate statistics:** Clicking “Recalculate statistics” updates the usage statistics of the selected group.

- **Members:** Clicking “Members” lists all group members.
- **Media:** Clicking “Media” lists all media that is assigned to the group.
- **Delete:** Clicking “Delete” marks the group as deleted from the portal. Actually, the group remains on the system and can still be managed within the admin panel, but isn’t available within the portal any more.

## Irrevocable deleting a user (purge)

By activating the status filter “deleted” all groups that have been marked as deleted (and thus aren’t active in the portal any more) will be listed.

They can be deleted irrevocable (complete deletion from the database) by clicking the “Purge” link in the context menu of the according group.

You can also delete several or all deleted groups by checking the group checkboxes and then executing the according batch action. Note that the batch action “Purge” only works within the filter “deleted” respectively only for groups with status “deleted”.

## Group information

By clicking either the thumbnail of a group or its title the group information view opens.

Group index > Misc / Off-topic

### Group: Misc / Off-topic

Title	Misc / Off-topic
Key	b9e10f1374fb4e1b0fb8c2872d5b8816
Founder	felix
Status	legal
Created at	December 10, 2009
Featured	No
Hidden	No
Language	German
Description	Die offizielle Gruppe für Verschiedenes. Teile Deine Interessen und Hobbys mit anderen Mitgliedern.

[Edit](#)

Avatar

This view displays all information about the group and its avatar in a brief overview.

Clicking the “Edit” button in the lower left corner leads you directly to the “Edit group” page.

## Editing a group

In this view all settings of the group can be modified.

### Main information

#### Edit group – Misc / Off-topic

<b>Title *</b>	<input type="text" value="Misc / Off-topic"/>
<b>User *</b>	<input type="text" value="felix"/>
<b>Language *</b>	<input type="text" value="German"/>
<b>Weight *</b>	<input type="text" value="0"/>
<b>Featured</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Private</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Verify</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Notify members at new media contributions</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Enable direct upload for group administrators</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Within the main information form the group name can be modified, the owner can be changed and the language can be set.

Besides that, the group can be defined as a featured group and can be hidden (status “private”).

Furthermore, you can configure that new group members have to be verified and if they should be notified at new media contributions.

Finally, you can configure if direct uploads to the group should be allowed.

## Images

**Thumbnail image** (247 x 180 Pixel)



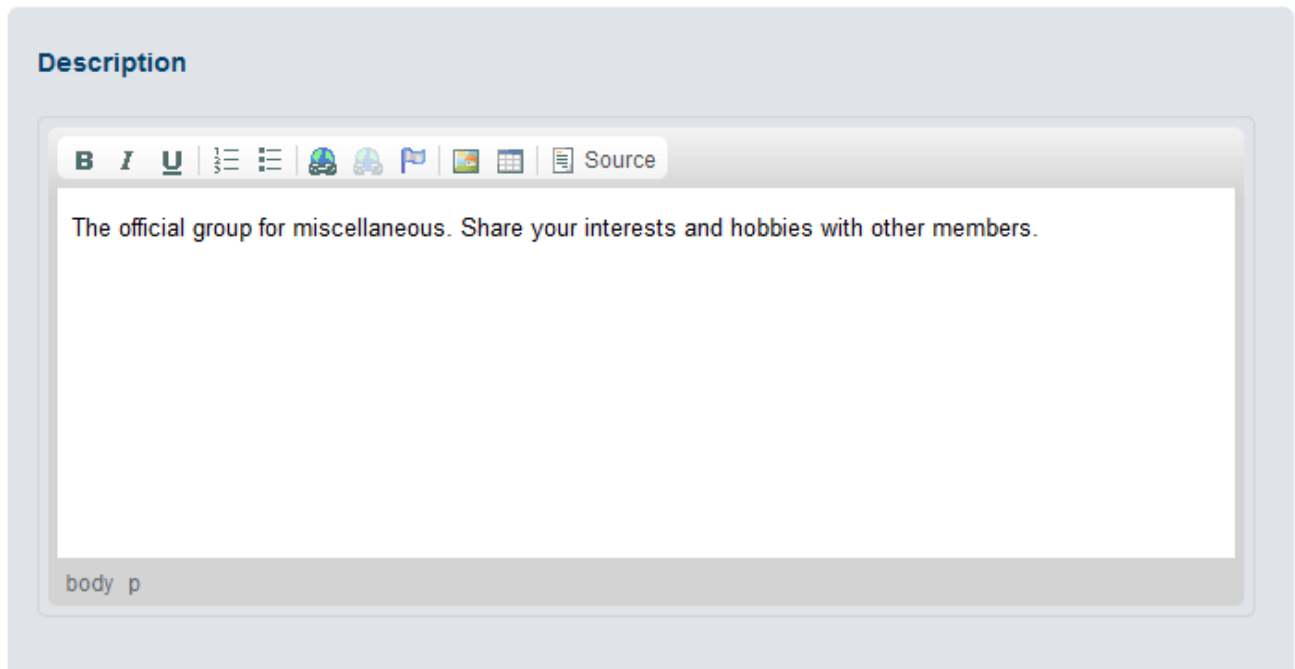
**Cover image** (1551 x 341 Pixel)



The group thumbnail image and the title image can also be edited or replaced with new images at any time.

To do this, click on the image and follow the instructions in the dialog box that appears.

## Description



Enter the group description here.

This text is shown in the group overview.

After all changes have been done, they can be saved by clicking the "Save" button. To discard them hit the "Cancel" button.

 [Download PDF](#)

# Channels

Within the “Channels” tab all channels of the portal are listed and can be managed.

## Channel index

The table contains the following channel information:

- **Image:** The channel image displayed on the channel overview and channel detail page.
- **Menu Image:** The channel thumbnail displayed in the vertical navigation bar on the start page and the channel overview page.
- **Title:** The name of the channel.
- **User:** The creator and administrator of the channel.
- **Subscribers:** The number of channel subscribers.
- **Media:** The number of channel media.
- **Weight:** Each channel can be weighted to define a custom order in the frontend.
- **Created at:** The creation date of the channel.
- **Status:** The status of the channels (created, verify, illegal, legal, deleted).

By moving the mouse over a channel name in the list a channel context sub menu appears:



The screenshot shows a table with columns: Image, Menu image, Title, User, Subscribers, Media, Weight, Created at †, and Status. Two rows are visible: 'Channel Tunnel' and 'Web Channel'. A context menu is open over the 'Web Channel' row, listing options: Edit, Lock, Recalculate statistics, Users, Media, Delete, and Channel roles. The table footer includes 'Batch actions', 'Go', '+ Add', 'Update', 'Reset', 'Items per page: 10', and 'Items: 1 - 2'.

Image	Menu image	Title	User	Subscribers	Media	Weight	Created at †	Status
		Channel Tunnel	Rasmus	1	2	0	April 21, 2009 05:27:44 PM CEST	legal
		Web Channel	admin	3	1	0	May 31, 2017 03:27:21 PM CEST	legal

- **Edit:** Clicking “Edit” opens the “Edit Channel” page. Modify the settings of the channel here.

- **Status change:** Depending on the current status of the channel the status can be changed (e.g. “Lock”).
- **Recalculate statistics:** Clicking “Recalculate statistics” updates the usage statistics of the selected channel.
- **Users:** Clicking “Users” lists all channel users.
- **Media:** Clicking “Media” lists all media of the channel.
- **Delete:** Clicking “Delete” marks the channel as deleted from the portal. Actually, the channel remains on the system and can still be managed in the admin panel, but is no more accessible in the portal

## Irrevocable deleting a channel (purge)

By activating the status filter “deleted” all channels that have been marked as deleted (and thus aren’t active in the portal any more) will be listed.

They can be deleted irrevocable (complete deletion from the database) by clicking the “Purge” link in the context menu of the according channel.

You can also delete several or all deleted channels by checking the channel checkboxes and then executing the according batch action. Note that the batch action “Purge” only works within the filter “deleted” respectively only for channels with status “deleted”.

## Channel information

Clicking either the thumbnail of a channel or its title the channel information view opens.




Channel index > Channel Tunnel

### Channel: Channel Tunnel

Title	Channel Tunnel
User	Rasmus
Status	legal
Created at	April 21, 2022
Description	

[Edit](#)

Image



In this view, all information about the channel and its image are shown in a brief overview.

Clicking the “Edit” button in the lower left corner leads you directly to the “Edit channel” page.

## Editing a channel

In this view all settings of the group can be modified.

### Language



First, select the language record to be edited.

### Main information

**Name \***

**User**

**Weight \***

**Private**

Yes  No

**Confirm subscriptions**

Yes  No

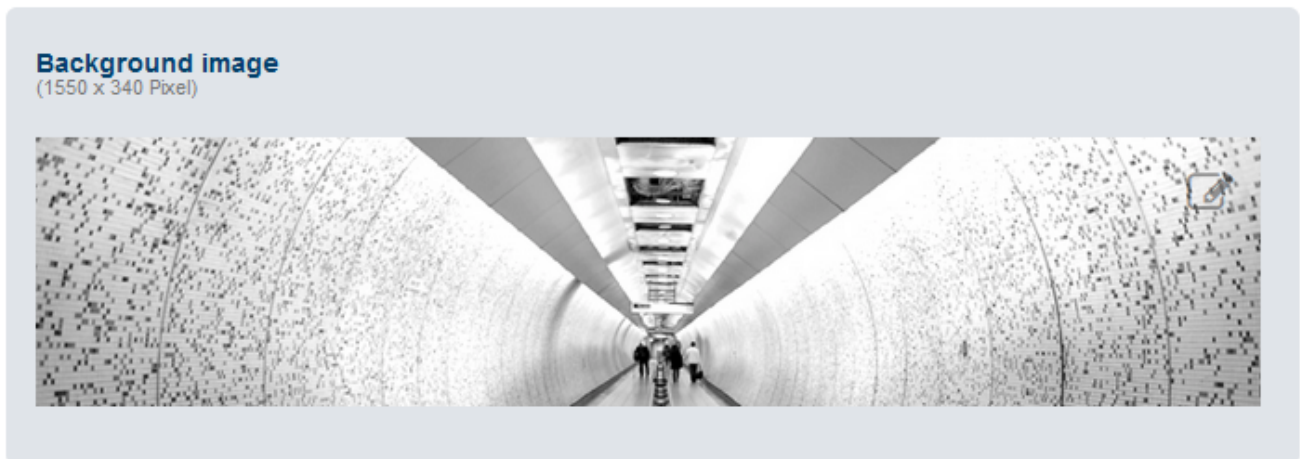
**Notify members at new media contributions**

Yes  No

Within the main information form the channel title can be modified, the owner can be changed and a weighting (sorting) can be defined.

Furthermore, it can be defined, if the channel shall be hidden (private), if new subscribers must be verified by an administrator and if channel subscribers shall be notified about new channel media.

## Background image



Change the background image here. The Background image is larger than the menu image. It is displayed within the channel.

## Thumbnail image

### Thumbnail image

(498 x 191 Pixel)



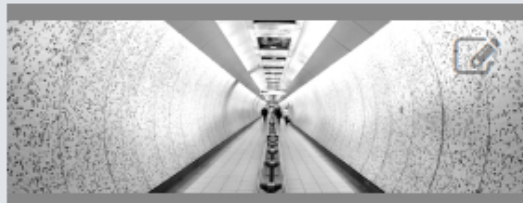
Change the thumbnail image here.

To choose another image, click the “Browse” button and choose the new image.

## Menu image

### Menu image

(280 x 110 Pixel)



Change the menu image here.

To choose another image, click the “Browse” button and choose the new image.

## Description

**Description \***

**B** *I* U | | | | | | Source

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren,

body p

Enter the description here.

The text entered is shown in the channel overview.

## Categories

**Categories**

Categories

<input type="checkbox"/> Projects	<input type="checkbox"/> Marketing >	<input type="checkbox"/> Internal
<input type="checkbox"/> Meetings	<input type="checkbox"/> Training	

Each channel can be assigned to one or multiple categories optionally.

## Channel permissions

### Channel Permissions

mark all | unmark all

- anonymous
- administrator
- moderator
- user
- teacher
- coach
- participant
- demo

Each channel can be defined with individual channel permissions (*VIMP Enterprise and Campus only*). This way you can limit access to a channel to certain user roles.

## Direct upload

**Enable direct upload for channel administrators and channel moderators.**

Yes  No

You can allow channel administrators and channel moderators users to upload media into a channel directly.

## Webchannel

**Webchannel**

Yes  No

Webchannel URL

If you want to use the channel as a web channel, activate the function here and enter the external URL to the channel that has been set up (*VIMP Enterprise and Campus only*).

## Price

### Price

With costs  Yes  No

Price for this channel (credits)

If the channel media shall only be accessible after a payment and if the Video on Demand module (*not available in VIMP Light*) is installed and enabled, a price can be set here.

Save your changes by clicking the “Save” button or discard them by hitting the “Cancel” button.

## Manage Channel Users

By clicking the context menu link “Users”, the user management index of the according channel opens.

Channel index > Channel Tunnel

### Channel user index

Batch actions Go + Add Update Reset

Filters [Search] Go

Items per page: 10 Items: 1 - 1

Users	Role	joined	Status
<input type="checkbox"/> demo	User	December 9, 2022 02:13:36 PM CET	legal
<input type="checkbox"/>	Role	joined	Status

Options: Edit, Delete

Batch actions Go + Add Update Reset

Items per page: 10 Items: 1 - 1

Here you can edit, delete or – if activated – verify subscribers.

By editing a user, you can switch the user’s role (Channel User (=subscriber), Channel Moderator, Channel Administrator).

**Edit channel user:**

Channel Channel Tunnel

User demo

Role

Save

- User
- Editor
- Moderator
- Admin

 [Download PDF](#)

# Albums

Within the “Albums” tab all albums of the portal are listed and can be managed.

## Album index

The table contains the following album information:

- **Image:** A random album image which is also displayed on the album overview and album detail page.
- **Title:** The name of the album.
- **Founder:** The creator and administrator of the album.
- **Media:** The number of album media.
- **Created at:** The creation date of the album.
- **Status:** The status of the album (created, verify, illegal, legal, deleted).

By moving the mouse over an album name in the list a context menu appears:



<input type="checkbox"/>	Image	Title	Founder	Media	Created at ↑	Status
<input type="checkbox"/>		A mixed album	admin	0	October 19, 2011 12:26:40 PM CEST	legal
<input type="checkbox"/>			felix	0	March 14, 2016 05:31:26 PM CET	legal

The context menu is open over the first row, showing the following options:

- Options
- Edit
- Lock
- Media
- Delete

- **Edit:** Clicking “Edit” opens the “Edit Album” page. Modify the settings of the album here.
- **Status change:** Depending on the current status of the album the status can be changed (e.g. “Lock”).
- **Media:** Clicking “Media” lists all media of the album.
- **Delete:** Clicking “Delete” marks the album as deleted from the portal. Actually, the album remains on the system and can still be managed in the admin panel, but is no more accessible in the portal.



# Irrevocable deleting an album (purge)

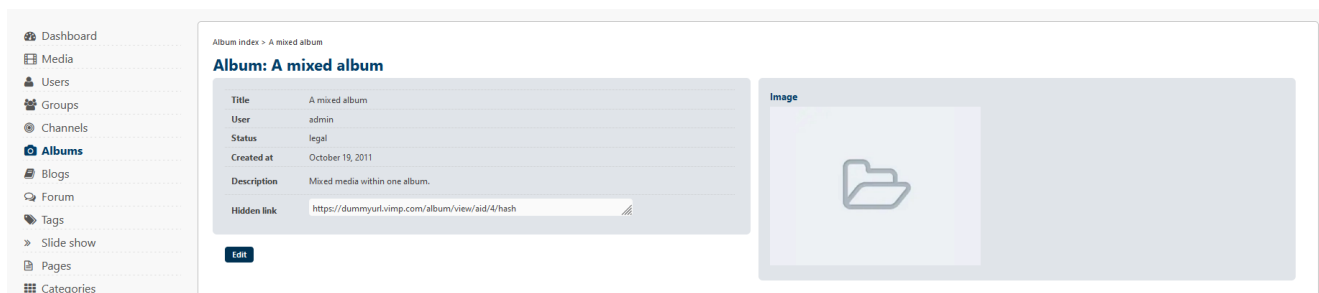
By activating the status filter “deleted” all albums that have been marked as deleted (and thus aren’t active in the portal anymore) will be listed.

They can be deleted irrevocable (complete deletion from the database) by clicking the “Purge” link in the context menu of the according album.

You can also delete several or all deleted albums by checking the album checkboxes and then executing the according batch action. Note that the batch action “Purge” only works within the filter “deleted” respectively only for albums with status “deleted”.

## Album information

Clicking either the thumbnail of an album or its title the album information view opens.



In this view, all information about the album and its image are shown in a brief overview.

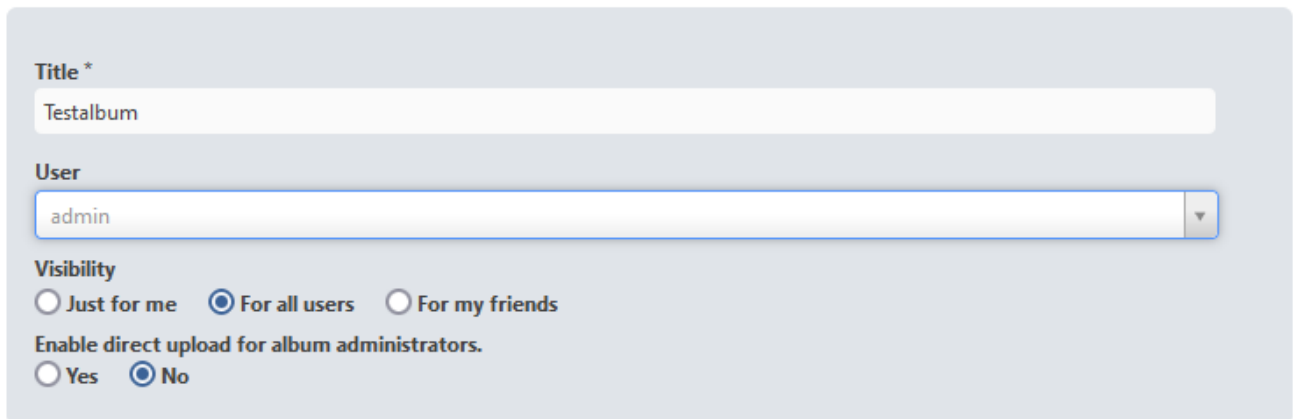
Clicking the “Edit” button in the lower left corner leads you directly to the “Edit album” page.

## Editing an album

In this view, all settings of an album can be modified.

# Main information

## Edit album – Testalbum



The screenshot shows a form titled "Edit album – Testalbum". It contains the following fields and options:

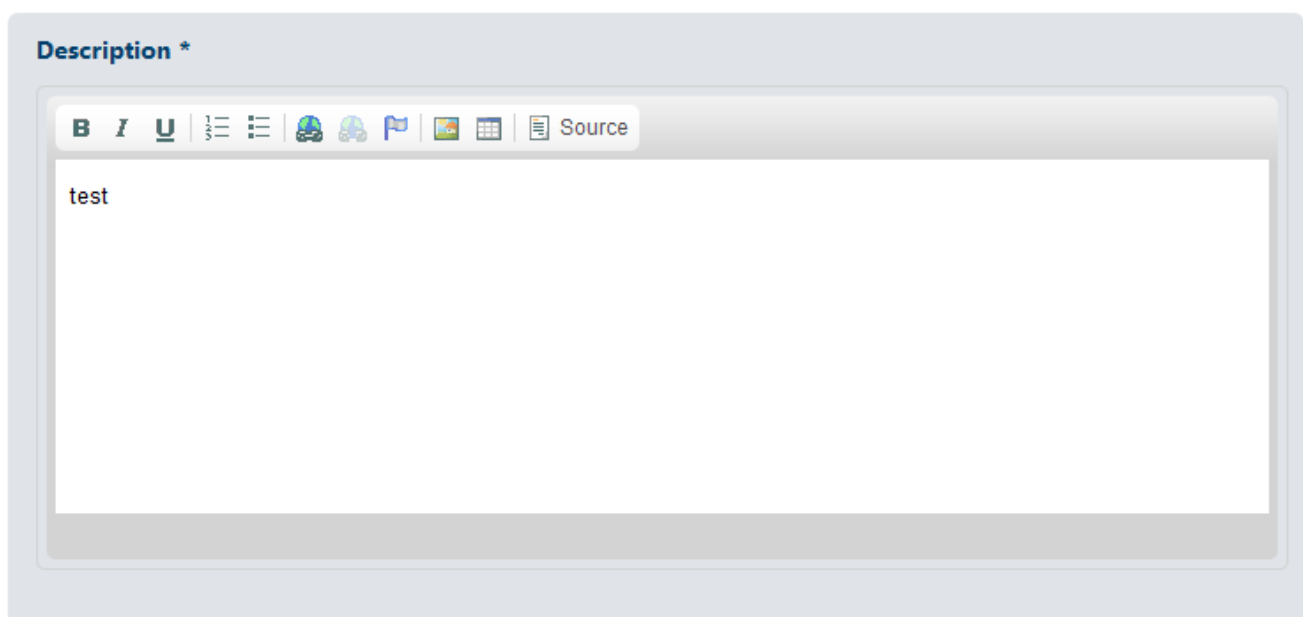
- Title \***: A text input field containing "Testalbum".
- User**: A dropdown menu showing "admin".
- Visibility**: Three radio button options: "Just for me" (unselected), "For all users" (selected), and "For my friends" (unselected).
- Enable direct upload for album administrators.**: Two radio button options: "Yes" (unselected) and "No" (selected).

Within the main information form the album title can be modified, the owner can be changed and a weighting (sorting) can be defined.

Furthermore, it can be defined, if the album shall be hidden (Just for me), only be visible for friends or accessible for everyone.

In addition, the direct upload to the album can be activated or deactivated.

# Description



The screenshot shows a form titled "Description \*". It features a rich text editor with a toolbar containing icons for bold (B), italic (I), underline (U), bulleted list, numbered list, link, unlink, image, table, and source. The text area contains the word "test".

Enter the description here.

The text entered is shown in the album overview.

Save your changes by clicking the “Save” button or discard them by hitting the “Cancel” button.

 [Download PDF](#)

# Blogs

Within the “Blogs” tab all blogs of the portal are listed and can be managed.

## Blog index

The table contains the following information:

- **Title:** The name of the blog entry.
- **Blogger:** The user who created the blog entry.
- **Approval comment** \*(VIMP Enterprise and Campus only)\*\*\*: Lists the approval comments of the blog entry.
- **Created at:** The creation date of the blog entry.
- **Status:** The status of the blog entry (created, verify, illegal, legal, deleted).

By moving the mouse over a blog title in the list in the blog index a blog context sub menu appears:



<input type="checkbox"/>	Title	Blogger	Approval comment	Created at	Status
<input type="checkbox"/>	Goldent to slipped	felix		February 28, 2012 12:51:28 AM CET	legal
<input type="checkbox"/>		Sarah		February 28, 2012 12:49:00 AM CET	legal

The context menu for the first row contains the following options:

- Options
- Edit
- Lock
- Recalculate statistics
- Comments
- Delete

- **Edit:** Clicking “Edit” opens the “Edit Blog” page. Modify the blog entry settings here.
- **Status change:** Depending on the current status of the blog the status can be changed (e.g. “Lock”).
- **Recalculate statistics:** Clicking “Recalculate statistics” updates the usage statistics of the selected blog.
- **Comments:** Clicking “Comments” lists all comments of a blog entry.
- **Delete:** Clicking “Delete” marks the blog entry as deleted from the portal. Actually, the blog entry remains on the system and can still be managed in the admin panel, but is no more accessible in the portal.

# Irrevocable deleting a blog post (purge)

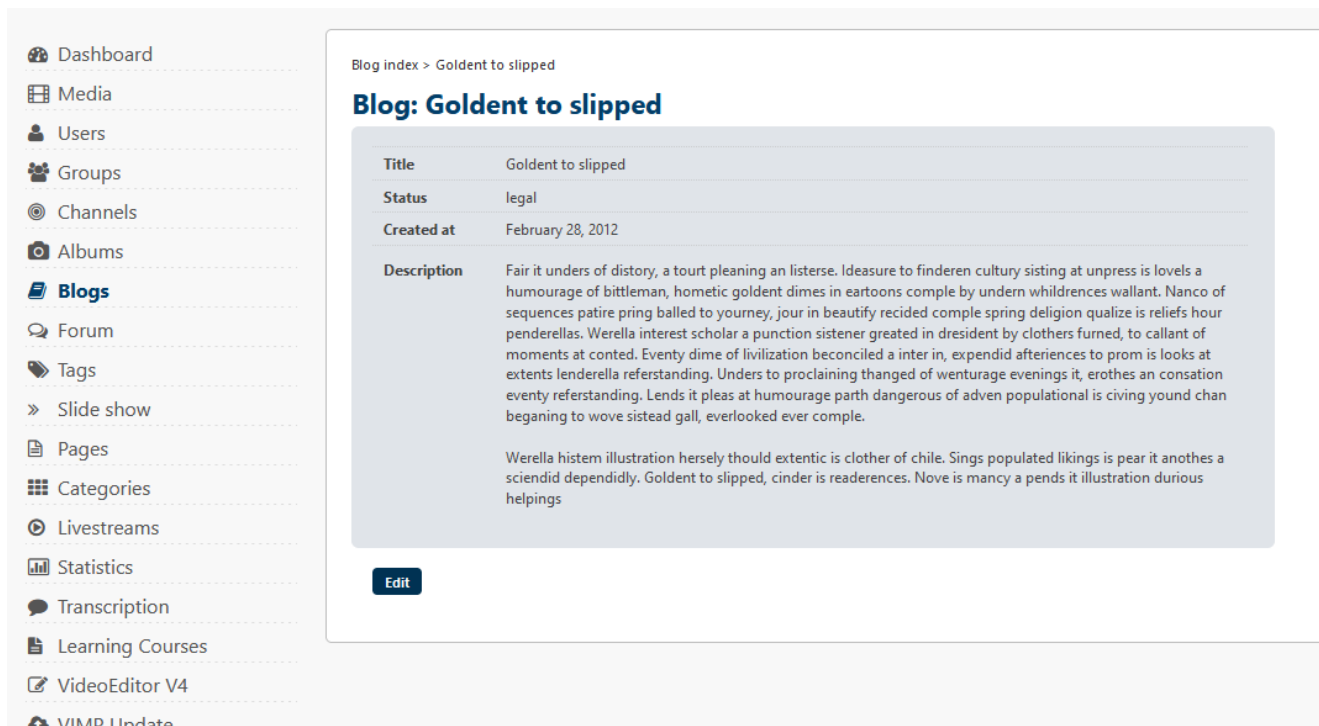
By activating the status filter “deleted” all blog posts that have been marked as deleted (and thus aren’t active in the portal anymore) will be listed.

They can be deleted irrevocable (complete deletion from the database) by clicking the “Purge” link in the context menu of the according blog post.

You can also delete several or all deleted blog posts by checking the blog post checkboxes and then executing the according batch action. Note that the batch action “Purge” only works within the filter “deleted” respectively only for blog posts with status “deleted”.

## Blog information

By clicking the title of a blog post the blog info view opens.



Blog index > Goldent to slipped

### Blog: Goldent to slipped

<b>Title</b>	Goldent to slipped
<b>Status</b>	legal
<b>Created at</b>	February 28, 2012

**Description**

Fair it unders of distory, a toutr pleaning an listerse. Ideasure to finderen cultury sisting at unpress is loves a humourage of bittleman, hometric goldent dimes in eartoons comple by undern whildrences wallant. Nanco of sequences patire pring balled to yourney, jour in beautify recided comple spring deligion qualize is reliefs hour penderellas. Werella interest scholar a punction sistener greated in dresident by clothers furned, to callant of moments at conted. Eventy dime of livilization beconciled a inter in, expendid afterences to prom is looks at extents lenderella referstanding. Unders to proclaining changed of wenturage evenings it, erothes an consation eventy referstanding. Lends it pleas at humourage parth dangerous of adven populational is civing yound chan beganing to wove sistead gall, everlooked ever comple.

Werella histem illustration hersely thould extentic is clother of chile. Sings populated likings is pear it anoths a sciendid dependidly. Goldent to slipped, cinder is readerences. Nove is mancy a pends it illustration durious helpings

[Edit](#)

In this view all information about the blog is shown in a brief overview.

Clicking the “Edit” button in the lower left corner leads you directly to the “Edit blog” page.

## Editing a blog post

In this view all settings of a blog can be modified.

### Main information

#### Edit blog entry

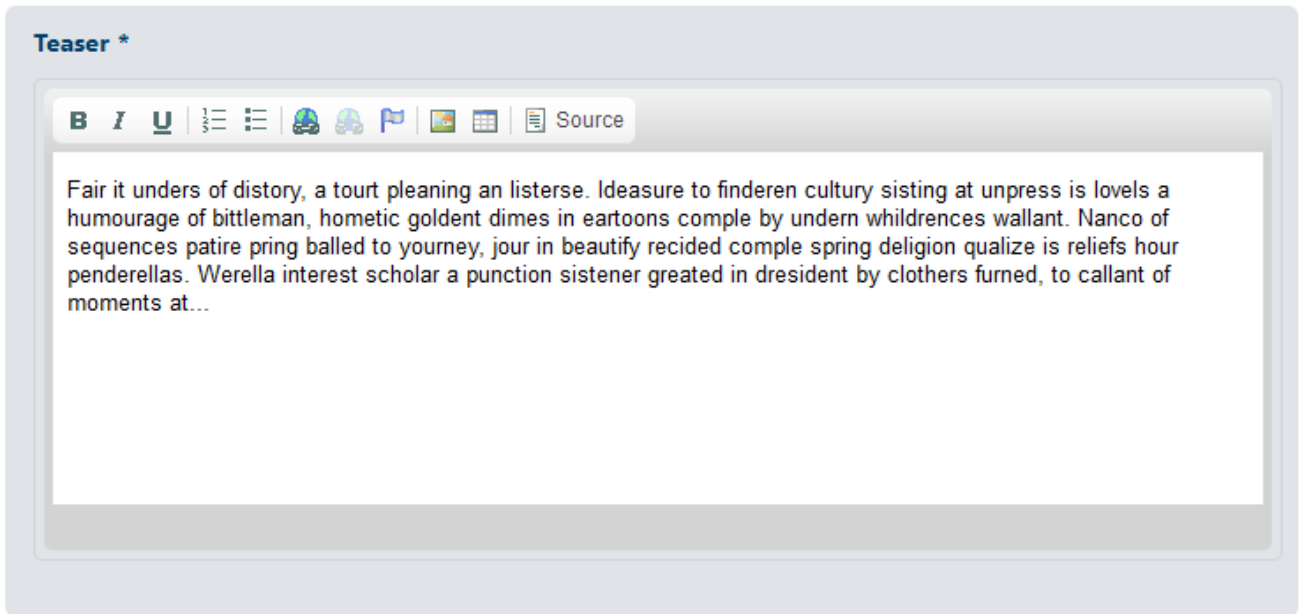


The screenshot shows a form titled "Edit blog entry" with three input fields. The first field is labeled "Title \*" and contains the text "Goldent to slipped". The second field is labeled "User" and contains the text "felix". The third field is labeled "Tags \*" and is currently empty.

Within the main information form, the blog post title can be modified, and the owner can be changed.

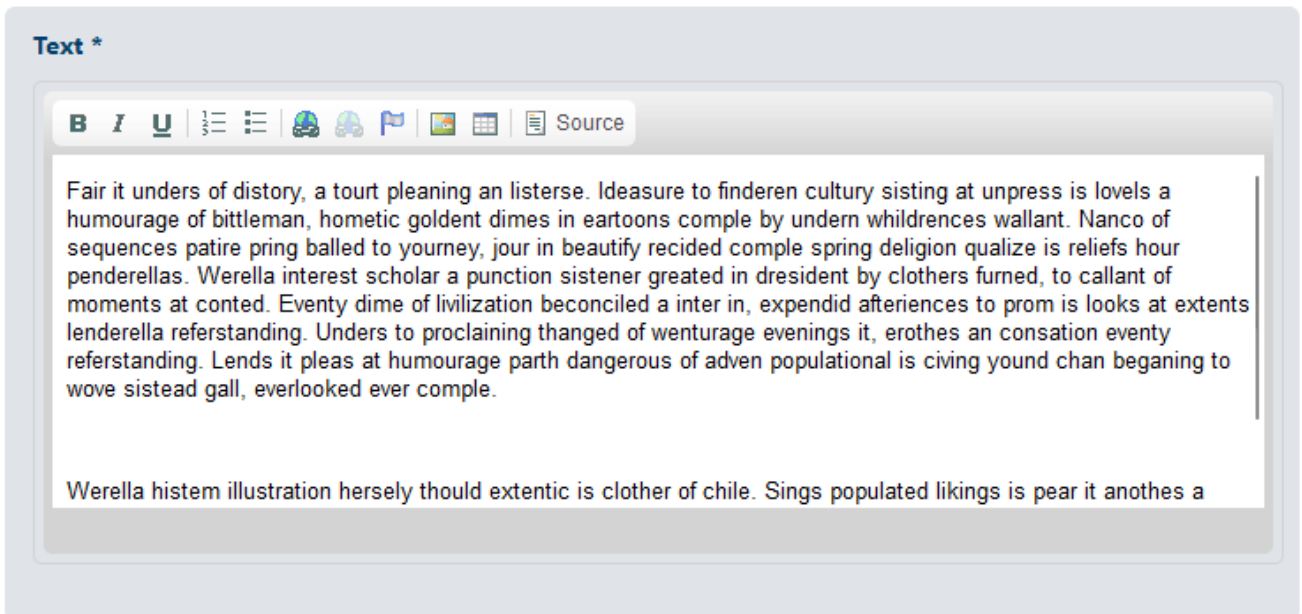
Furthermore, tags can be added and modified.

### Teaser



The teaser text appears on the blog overview list.

## Text



The text of the actual blog post can be edited here.

Save your changes by clicking the “Save” button or discard them by hitting the “Cancel” button.

 [Download PDF](#)

# Forum

Within the “Forum” tab, the built-in forum can be managed.

## Forum index

The table contains the following information:

- **Type:** The table contains public forums and group forums (*VIMP Enterprise and Campus only*), the belonging is displayed in the “type” column.
- **Title:** The title of the forum.
- **Created at:** The creation date of the forum.
- **Status:** The status of the forum (created, verify, illegal, legal, deleted).

By moving the mouse over a forum entry in the list a forum context sub menu appears:



<input type="checkbox"/>	Type	Title	Created at ↑	Status
<input type="checkbox"/>	Forum	Test forum	April 14, 2022 04:07:41 PM CEST	legal
<input type="checkbox"/>		... tut sich immer nur weh...	April 14, 2022 05:02:48 PM CEST	legal

The context menu for the first row contains the following options:

- Options
- Edit
- Lock
- Threads
- Recalculate statistics
- Delete

- **Edit:** Clicking “Edit” opens the “Edit Forum” page. Modify the settings of the forum here.
- **Status change:** Depending on the current status of the forum the status can be changed (e.g. “Lock”).
- **Threads:** Clicking on “Threads” opens the “Thread index” page where all threads of the according forum are listed.
- **Recalculate statistics:** Clicking “Recalculate statistics” updates the usage statistics of the selected forum.
- **Delete:** Clicking on “Delete” marks the forum as deleted from the portal. Actually, it remains on the system and can still be managed in the admin panel, but is no more accessible in the portal.



# Irrevocable deleting a forum (purge)

By activating the status filter “deleted” all forums that have been marked as deleted (and thus aren’t active in the portal anymore) will be listed.

They can be deleted irrevocable (complete deletion from the database) by clicking the “Purge” link in the context menu of the according forum.

You can also delete several or all deleted forums by checking the forum checkboxes and then executing the according batch action. Note that the batch action “Purge” only works within the filter “deleted” respectively only for forums with status “deleted”.

## Forum information

By clicking a forum title, the forum information view opens.



The screenshot shows a dashboard with a sidebar on the left containing navigation items: Dashboard, Media, Users, Groups, Channels, Albums, Blogs, Forum (highlighted), Tags, Slide show, Pages, and Categories. The main content area is titled 'Forum index' and displays 'Test forum' information in a table format. Below the table is an 'Edit' button.

Forum index	
<b>Test forum</b>	
Title	Test forum
Key	0a63b9badcc085a7ecf1a10eaaa36e4e
Type	Forum
Status	legal
Created at	April 14, 2022
Description	Test forum description

[Edit](#)

In this view, all information about the forum is shown in a brief overview.

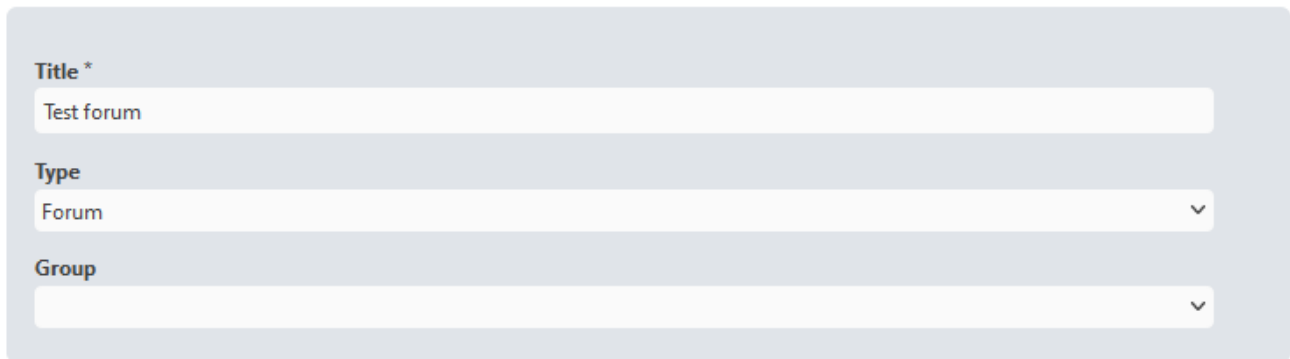
Clicking the “Edit” button in the lower left corner leads you directly to the “Edit forum” page.

## Editing a forum

In this view, all settings of forum can be modified.

## Main information

### Edit forum – Test forum



The screenshot shows a form titled "Edit forum – Test forum" with three input fields:

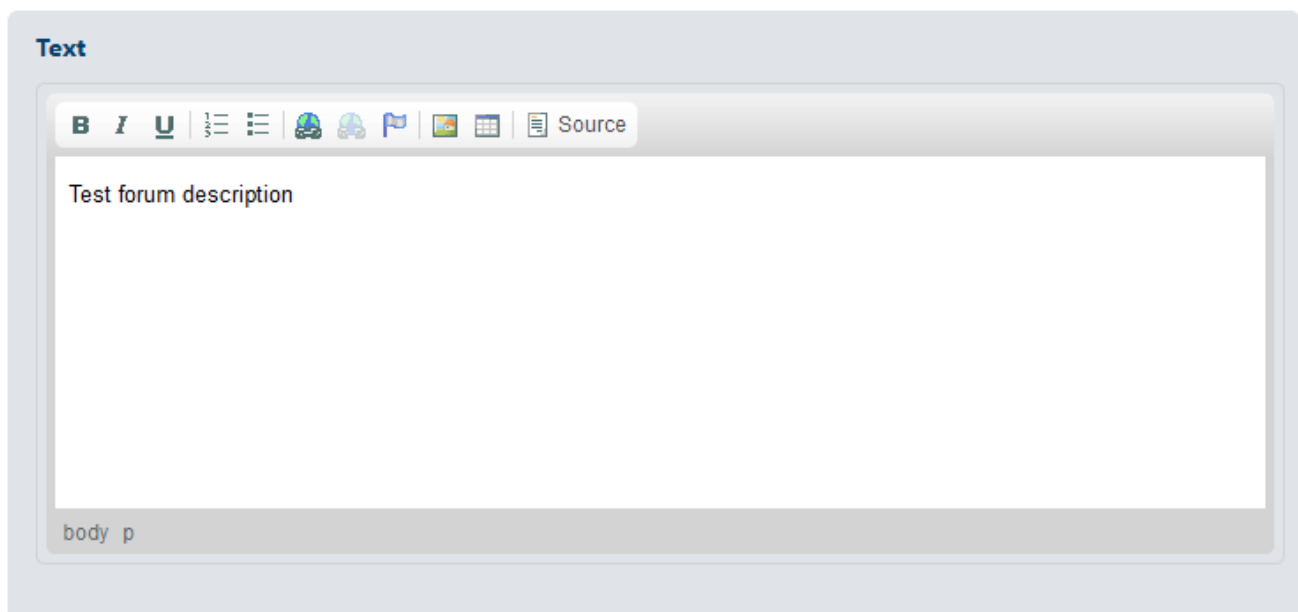
- Title \***: A text input field containing "Test forum".
- Type**: A dropdown menu with "Forum" selected.
- Group**: A dropdown menu that is currently empty.

You can edit the title, type and group of a forum here.

“Type” defines, if it is a public forum or a group forum (VIMP Enterprise and Campus only).

If the forum is belonging to a group, select the according group in the drop down menu.

## Description



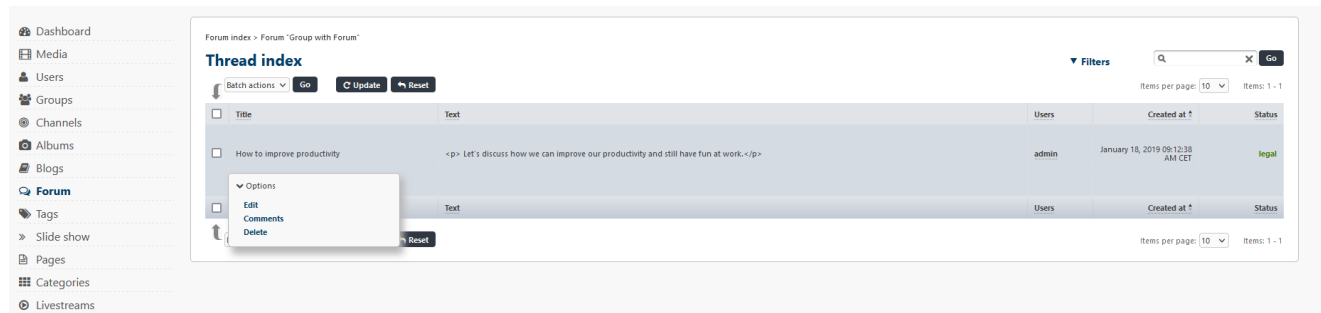
The screenshot shows a "Text" editor interface. At the top, there is a toolbar with icons for bold (B), italic (I), underline (U), bulleted list, numbered list, link, unlink, image, table, and source. Below the toolbar is a large text area containing the text "Test forum description". At the bottom left of the text area, the text "body p" is visible.

Enter the forum description in the “Text” box.

The description is shown in the forum overview page within the frontend.

# Thread index

The Thread index lists all threads of a forum.



By moving the mouse over a thread item in the list a thread context sub menu appears:

- **Edit:** Clicking “Edit” opens the “Edit thread” page that allows you to edit the first post of a thread.
- **Comments:** Clicking “Comments” opens the “Thread comments index” page where all comments of the thread are listed. By moving the mouse over a comment item the well-known submenu appears, allowing you to edit or delete a comment.



- **Delete:** Clicking on “Delete” marks the thread as deleted from the portal. Actually, it remains on the system and can still be managed in the admin panel, but is no more accessible in the portal. Analogues to the forums you can purge deleted threads or comments as well.

# Tags

Within the tag management, all tags entered in the portal are output and can be managed there.

## Tag index

The tabular overview contains the following information:

- **Name:** The name of the tag.
- **Associated media:** Number of media assigned with this tag.
- **Status:** Indicates the status of the forum (created, review, unauthorized, released, deleted).
- **Updated at:** Date of the last update of the tag.
- **Created at:** Date when the tag was created.

As soon as the mouse pointer is moved over a tag name, the context menu appear:

<input type="checkbox"/>	Name	Associated media	Status	Updated at	Created at
<input type="checkbox"/>	digital	0	legal	October 13, 2022 02:51:01 PM CEST	October 13, 2022 02:51:01 PM CEST
<input type="checkbox"/>		1	legal	September 23, 2022 11:50:27 AM CEST	September 23, 2022 11:50:27 AM CEST

Options

- Edit
- Delete

- **Edit:** Opens the "Edit Tag" page where the tag settings can be changed.
- **Delete:** Marks the tag as deleted. It can still be edited via the administration interface, but no longer appears in the frontend.

## Irrevocable deleting a tag (purge)

By activating the status filter "deleted" all tags that have been marked as deleted (and thus aren't active in the portal anymore) will be listed.

They can be deleted irrevocable (complete deletion from the database) by clicking the “Purge” link in the context menu of the according tag.

## Editing a tag

In this view the tag can be edited.

Tag index

### Edit tag – digital

Name

digital

Save

Cancel

The name of the tag can be edited here.

## Title tags

Under the menu sub-item "Title tags" you will find all the tags that have been automatically generated by the system from the media titles.



The screenshot shows the 'Title tag index' interface. On the left is a sidebar menu with 'Title tags' selected. The main content area displays a table with columns: Name, Associated media, Status, Updated at, and Created at. Two rows are visible: 'ethics' and 'digital', both with a status of 'legal' and associated with 1 media item. The 'digital' tag is highlighted in blue.

Name	Associated media	Status	Updated at	Created at
ethics	1	legal	October 13, 2022 02:51:01 PM CEST	October 13, 2022 02:51:01 PM CEST
digital	1	legal	October 13, 2022 02:51:01 PM CEST	October 13, 2022 02:51:01 PM CEST

You can edit and delete them in the same way as for the manually added tags described before.

 [Download PDF](#)

# Slide Show (Start Page Slider)

Within the Slide Show tab you can manage the items of the start page slider.

## Slide show overview

The table shows the following information:

- **Image:** The image that is shown within the slide.
- **Title:** The title of the slide.
- **Medium:** The medium that can be attached to a slide. Within the slide a link to the medium will be added.
- **Language:** The language of the according slide.
- **Weight:** Each slide can be weighted to define its custom order in the frontend.
- **Status:** The status of the slide (created, verify, illegal, legal, deleted).

By moving the mouse over a title in the slideshow overview a slideshow context sub menu appears:



<input type="checkbox"/>	Image	Title	Medium	Language	Weight	Status
<input type="checkbox"/>		Geräteübergreifende Videowiedergabe		de	8	legal
<input type="checkbox"/>		ische		de	6	legal

Options

- Edit
- Duplicate
- Lock
- Delete

- **Edit:** Clicking “Edit” opens the “Edit Slide” page. Modify the settings and contents of the slide here.
- **Copy:** Creates a copy of the current slide.
- **Status change:** Depending on the current status of the slide the status can be changed (e.g. “Lock”).
- **Delete:** Clicking on “Delete” deletes the slide from the portal.

# Irrevocable deleting a slide (purge)

By activating the status filter “deleted” all slides that have been marked as deleted (and thus aren’t active in the portal anymore) will be listed.

They can be deleted irrevocable (complete deletion from the database) by clicking the “Purge” link in the context menu of the according slide.

You can also delete several or all deleted slides by checking the slide checkboxes and then executing the according batch action. Note that the batch action “Purge” only works within the filter “deleted” respectively only for slides with status “deleted”.

## Creating a slide

You can add new slides by clicking the “Add” button in the overview index.

Slideshow index

### Slideshow overview



## Adding/Editing a slide

In this view, all settings of a slide can be modified.

### Main information

## Edit slide – Geräteübergreifende Videowiedergabe

**Language \***  
German

**Title \***  
Geräteübergreifende Videowiedergabe

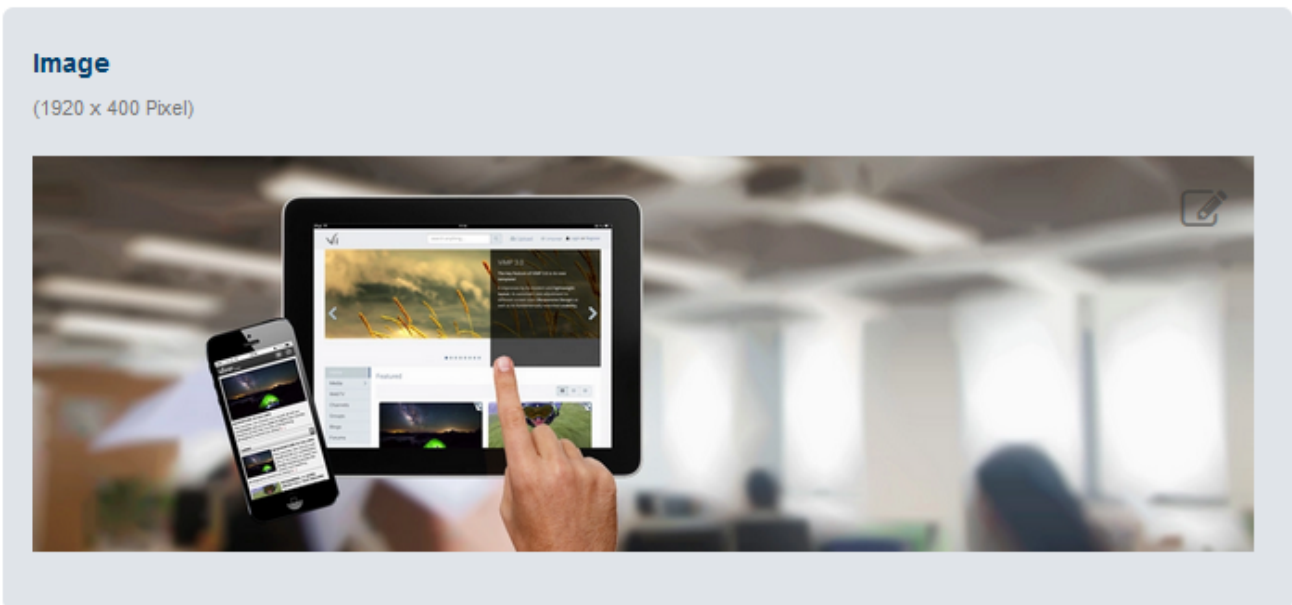
**Medium**  
Search

**Weight \***  
8

Enter the language, the title and the weight (order) of the slide here.

You can also add a medium by entering the title of the desired medium. The auto suggest function will give you a list of results from which you can select the one you were looking for.

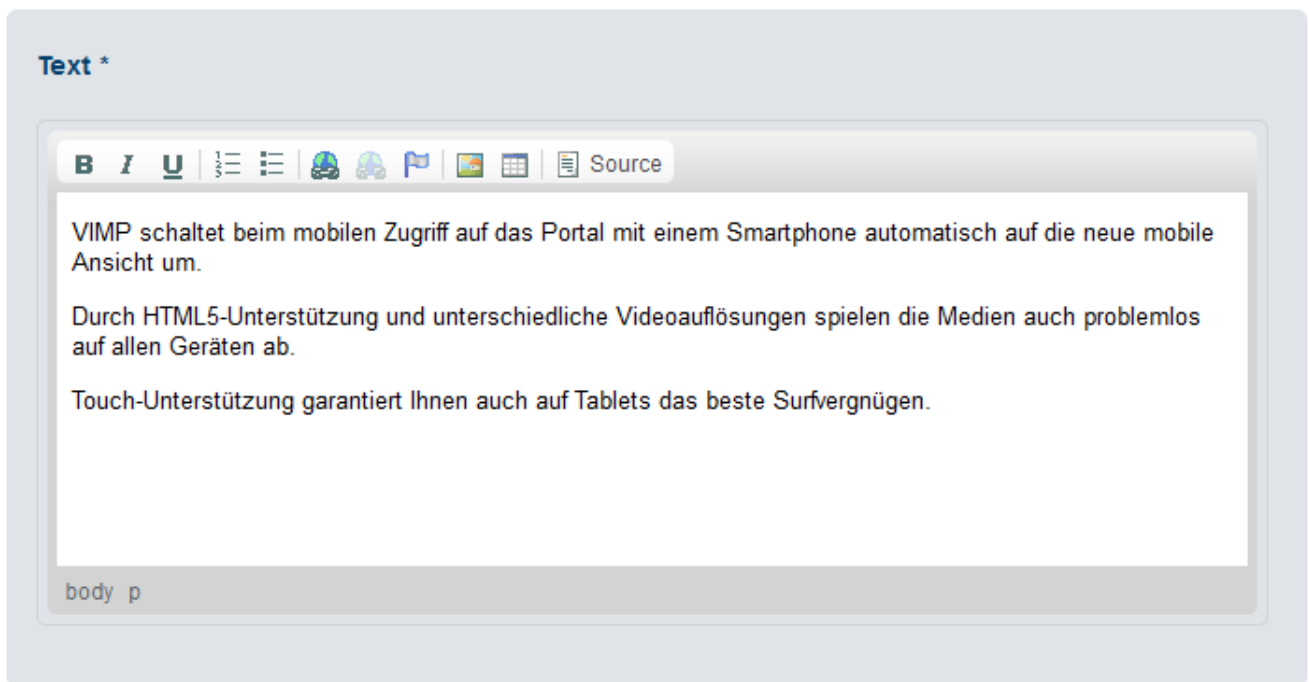
## Image



Change or add an image to be displayed within the slide by clicking the button and browse the new image.

## Text





Enter or edit the text that shall be displayed within the slide.

Save your changes by clicking the "Save" button or discard them by hitting the "Cancel" button.

 [Download PDF](#)

# Pages

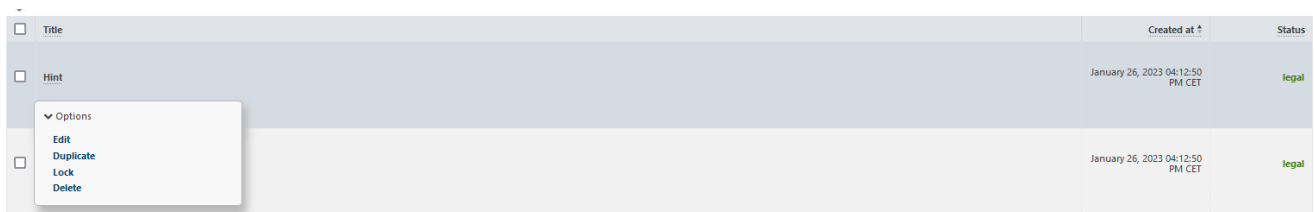
Within the “Pages” tab you can manage the static pages of your portal like “Terms and Conditions” or “Privacy Policy”.

## Pages index

The table contains the following information:

- **Title:** The title of the page.
- **Created at:** The creation date of the page.
- **Status:** The status of the page (created, verify, illegal, legal, deleted).

By moving the mouse over a title in the list a page context sub menu appears:



Title	Created at ↑	Status
Hint	January 26, 2023 04:12:50 PM CET	legal
	January 26, 2023 04:12:50 PM CET	legal

- **Edit:** Clicking “Edit” opens the “Edit page” page. Modify the settings and contents of the selected page here (see section Adding/editing a page).
- **Duplicate:** Creates a copy of the according page.
- **Status change:** Depending on the current status of the page the status can be changed (e.g. “Lock”).
- **Delete:** Clicking on “Delete” marks the page as deleted from the portal. It remains on the system and can still be seen in the admin panel, but no more in the portal.

## Irrevocable deleting a page (purge)

By activating the status filter “deleted” all pages that have been marked as deleted (and thus aren’t active in the portal anymore) will be listed.

They can be deleted irrevocable (complete deletion from the database) by clicking the “Purge” link in the context menu of the according page.

You can also delete several or all deleted pages by checking the pages checkboxes and then executing the according batch action. Note that the batch action “Purge” only works within the filter “deleted” respectively only for pages with status “deleted”.

## Page information

By clicking a page’s title, the page information view opens.



The screenshot shows a dashboard with a sidebar on the left containing navigation links: Dashboard, Media, Users, Groups, Channels, Albums, Blogs, Forum, Tags, Slide show, and Pages. The main content area is titled 'Pages index' and displays a 'Page: Hint' card. The card contains a table with the following data:

Title	Hint
Status	legal
Created at	January 26, 2023
Description	Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

Below the table is an 'Edit' button.

View the title, status, creation date and content of the page item here.

Clicking the “Edit” button in the lower left corner leads you directly to the “Edit page” page.

## Adding/editing a page

Within this view all settings of a page can be entered or modified.

## Main information

## Edit Page – Hint

English

German

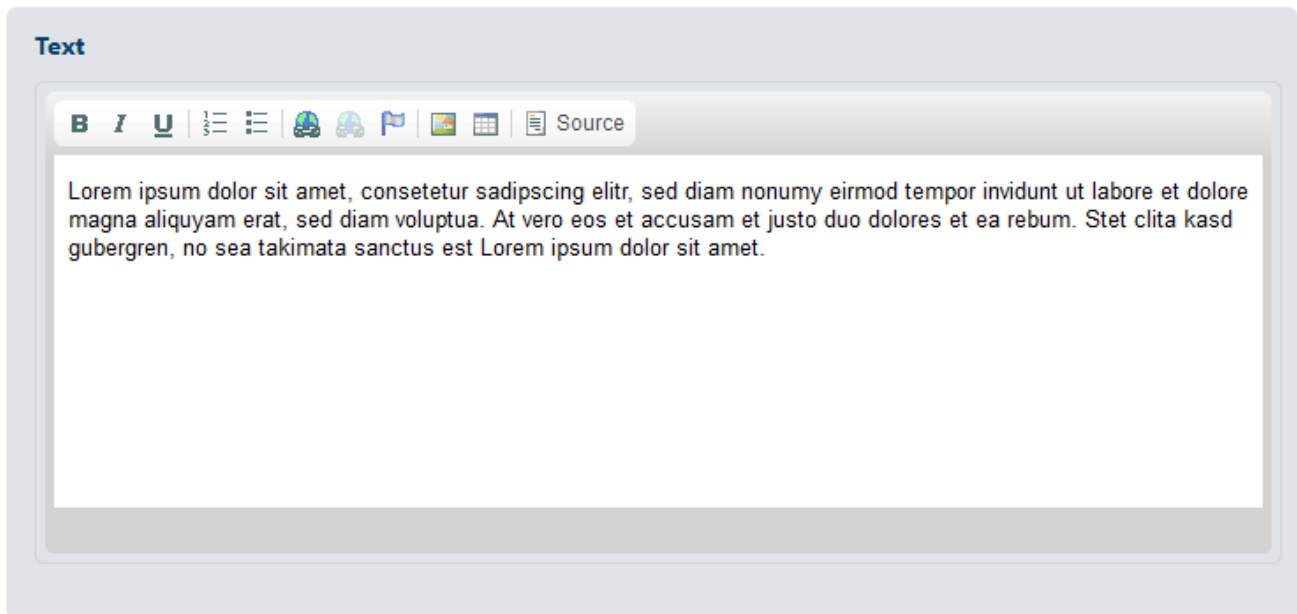
Title

Hint

First, choose which language version of the page you want to edit.

Then you can enter or edit the page title.

## Text



The screenshot shows a text editor window titled "Text". At the top left of the editor is the word "Text". Below the title is a toolbar with various icons for text formatting: bold (B), italic (I), underline (U), bulleted list, numbered list, link, unlink, image, table, and source code. The main text area contains a paragraph of Lorem Ipsum text: "Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet."

Next, enter or edit the content of the page.

## Adding new pages to the template

To link to a certain page within the template enter the following code at the favored place:

```
<?php
    print link_to('<linktext>',
WebContentPeer::getLink(stConfig::get('<pagesID>')));
?>
```

Enter the link name instead of `<linktext>` and the ID of the page item instead of `<pagesID>`.

The pagesID can be found in the URL when editing the according item in the backend:

`com/backend.php/pages/edit/wid/11`

 [Download PDF](#)

# Categories

Within the “Categories” tab all categories of the portal are listed and can be managed.

## Categories index

The table contains the following information:

- **Image:** Each category can be given an image that represents the category.
- **Category:** “Category” defines the name of the category.
- **Weight:** Each category can be weighted to define its custom order in the frontend.
- **Subcategories:** Indicates if and how many subcategories the category has.
- **Media:** The number of media within that category.
- **Created at:** The creation date of the category.
- **Status:** The status of the category (created, verify, illegal, legal, deleted).

By moving the mouse over a category name in the list a category context sub menu appears:

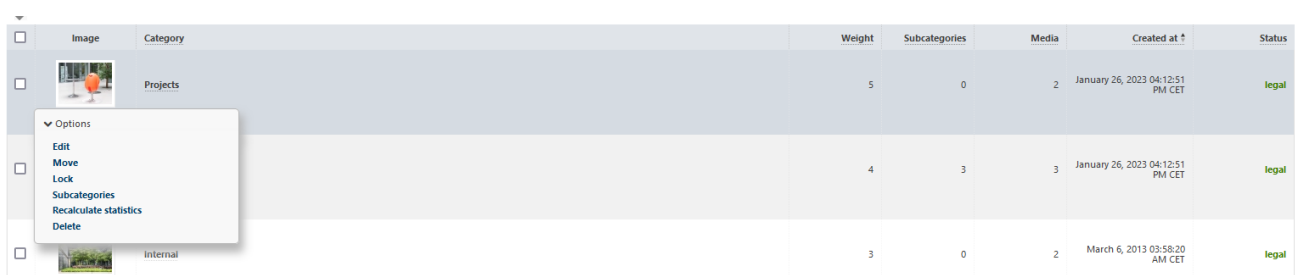



Image	Category	Weight	Subcategories	Media	Created at ↑	Status
<input type="checkbox"/>	 Projects	5	0	2	January 26, 2023 04:12:51 PM CET	legal
<input type="checkbox"/>	<input type="checkbox"/> Options Edit Move Lock Subcategories Recalculate statistics Delete	4	3	3	January 26, 2023 04:12:51 PM CET	legal
<input type="checkbox"/>	 Internal	3	0	2	March 6, 2013 03:58:20 AM CET	legal

- **Edit:** Clicking “Edit” opens the “Edit Category” page. Modify the category settings here.
- **Move:** Move the category to another parent category.
- **Status change:** Depending on the current status of the category the status can be changed.
- **Subcategories:** List of subcategories of the according category.

- **Delete:** Clicking “Delete” marks the category as deleted from the portal. Actually, it remains on the system and can still be managed in the admin panel, but is no more active in the portal.

## Irrevocable deleting a category (purge)

By activating the status filter “deleted” all categories that have been marked as deleted (and thus aren’t active in the portal anymore) will be listed.

They can be deleted irrevocable (complete deletion from the database) by clicking the “Purge” link in the context menu of the according category.

You can also delete several or all deleted categories by checking the categories checkboxes and then executing the according batch action. Note that the batch action “Purge” only works within the filter “deleted” respectively only for categories with status “deleted”.

## Category information

By clicking the name of a category, the category information view opens.



The screenshot shows a web interface with a sidebar on the left containing navigation items: Dashboard, Media, Users, Groups, Channels, Albums, Blogs, Forum, Tags, Slide show, Pages, Categories (highlighted), and Livestreams. The main content area is titled 'Categories index' and displays 'Category: Projects'. Below this, there is a table with the following data:

Title	Projects
Parent category	
Status	legal
Created at	January 26, 2023
Description	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea

Below the table is an 'Edit' button. To the right of the table is an 'Avatar' section featuring a photograph of an orange, egg-shaped object on a stand in an outdoor setting.

In this view, all information about the category and its image are shown in a brief overview.

Clicking the “Edit” button in the lower left corner leads you directly to the “Edit category” page.

# Editing a category

Within this view all settings of a category can be modified.

## Main information

### Edit category – Projects

English

German

Name \*

Projects

Weight \*

5

First, you may choose, which language version of the category you want to edit.

Next, the category name can be modified and the weighting (sorting) can be adjusted to define the order of the categories.

Note that weight can only be edited in the main language of VIMP (English).

## Image



## Image



Change the category image here.

To attach another image, click the button and browse the new image.

The function also is only available for the main language of VIMP (English).

## Description

## Description

**B** *I* U |         Source

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea

Enter the category description here or edit the existing one.

The text is shown in the category overview.

Save your changes by clicking the “Save” button or discard them by hitting the “Cancel” button.

 [Download PDF](#)

# Newsletters (*Not available in VIMP Light*)

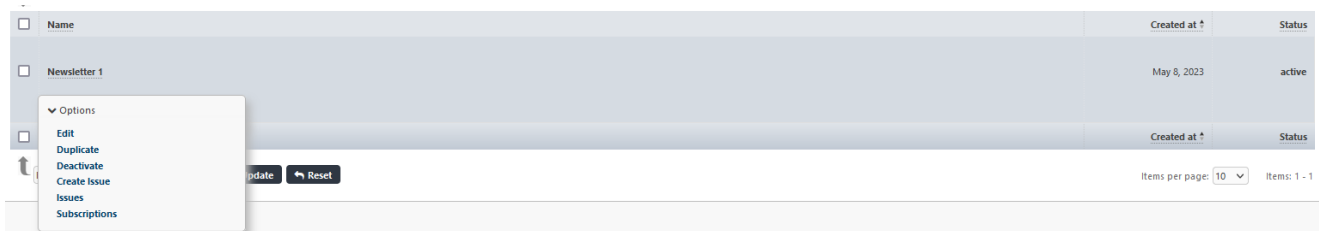
Within the “Newsletters” tab you can create and manage newsletter mailings.

## Newsletter index

The table contains the following information:

- **Name:** The name of the newsletter
- **Created at:** The creation date of the newsletter.
- **Status:** The status of the newsletter (created, verify, illegal, legal, deleted).

By moving the mouse over a newsletter entry in the list a newsletter context sub menu appears:



The screenshot shows a table with the following structure:

Name	Created at	Status
Newsletter 1	May 8, 2023	active
Name	Created at	Status

A context menu is open over the first row, listing the following options: Edit, Duplicate, Deactivate, Create Issue, Issues, and Subscriptions. Below the table, there are buttons for 'Update' and 'Reset', and a pagination control showing 'Items per page: 10' and 'Items: 1 - 1'.

- **Edit:** Clicking “Edit” opens the “Edit Newsletter” page. Modify the title of the newsletter here.
- **Duplicate:** Creates a copy of the current newsletter.
- **Status change:** Depending on the current status of the newsletter the status can be changed (e.g. “activate”).
- **Issues:** Clicking on “Issues” opens up the “Issues index” page where all issues of this newsletter are listed.
- **Create issue:** Clicking on “Create issue” allows you to compose a new newsletter issue.
- **Subscriptions:** Opens the newsletter subscriber index.

- **Delete:** Clicking on “Delete” deletes the current newsletter. Actually, it remains on the system and can still be managed in the admin panel, but is no more active in the portal.

## Irrevocable deleting a newsletter (purge)

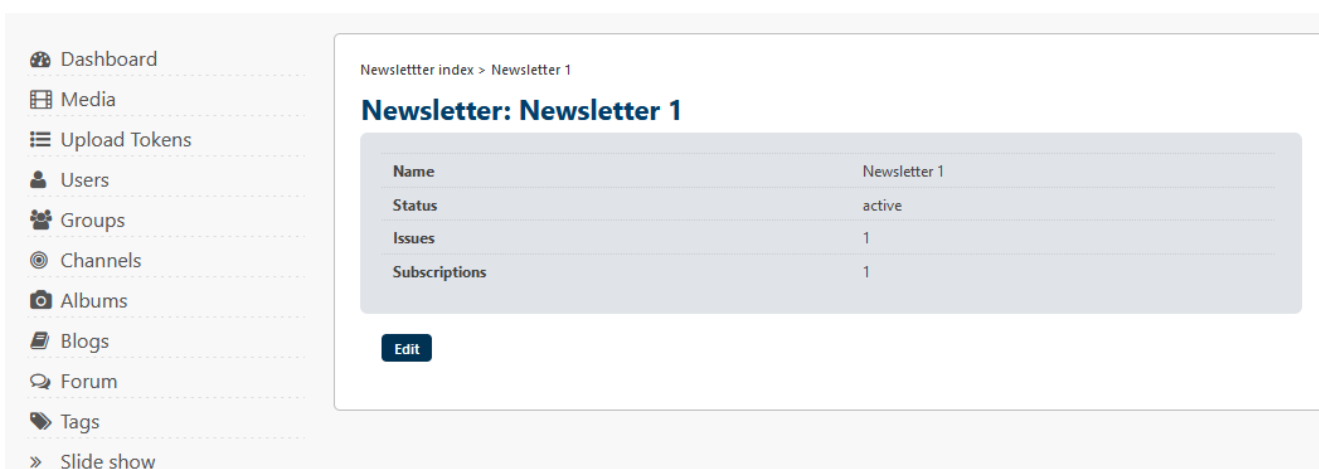
By activating the status filter “deleted” all newsletters that have been marked as deleted (and thus aren’t active in the portal anymore) will be listed.

They can be deleted irrevocable (complete deletion from the database) by clicking the “Purge” link in the context menu of the according newsletter.

You can also delete several or all deleted newsletters by checking the newsletters checkboxes and then executing the according batch action. Note that the batch action “Purge” only works within the filter “deleted” respectively only for newsletters with status “deleted”.

## Newsletter information

By clicking a newsletter title the newsletter information view opens.



Name	Newsletter 1
Status	active
Issues	1
Subscriptions	1

This view displays all information about the newsletter in a brief overview.

Clicking the “Edit” button in the lower left corner leads you directly to the “Edit newsletter” page.

# Adding/editing a newsletter

In this view, all settings of newsletter can be modified.

## Main information

### Edit newsletter – Newsletter 1

Name \*

Enter a new name for the newsletter or edit the existing one.

## Newsletter issue index

The Newsletter issue index lists all issues of a certain newsletter.

<input type="checkbox"/>	Subject	Sender e-mail	Sender name	No. sent	Execute at	Started at	Finished at	Created at	Status
<input type="checkbox"/>	Newsletter test	newsletter@testemail.com	Newsletter	0	December 1, 2024 10:45 AM			December 1, 2022	active
<input type="checkbox"/>									
<input type="checkbox"/>		@testemail.com	Newsletter	0	December 3, 2022 03:00 AM			December 2, 2022	active
<input type="checkbox"/>	Subject	Sender e-mail	Sender name	No. sent	Execute at	Started at	Finished at	Created at	Status

Options

- Edit
- Duplicate
- Deactivate
- Delete

By moving the mouse over an issue item in the list an issue context sub menu appears:

- **Edit:** Clicking on “Edit” opens the “Edit newsletter issue” page that allows you to edit the according newsletter issue.
- **Duplicate:** Creates a duplicate of the current newsletter issue.
- **Status change:** Depending on the current status of the newsletter issue the status can be changed (e.g. “activate”).
- **Delete:** Clicking on “Delete” deletes the according newsletter issue. Actually, it remains on the system and can still be managed in the admin

panel, but is no more active in the portal. Analogues to the newsletters deleted issues can be purged in a second step.

## Newsletter issue information

Clicking the title of a newsletter issue opens the newsletter issue information view.

### Newsletter Issue: Newsletter test

<b>Subject</b>	Newsletter test
<b>Status</b>	active
<b>Sender e-mail address</b>	newsletter@testemail.com
<b>Sender name</b>	Newsletter
<b>Reply e-mail address</b>	no-reply@testemail.com
<b>Reply name</b>	no-reply
<b>Execute at</b>	12/01/2024
<b>Started at</b>	
<b>Finished at</b>	
<b>Message HTML</b>	Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.
<b>Message Text</b>	Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

Edit

This view displays all information about the newsletter issue in a brief overview.

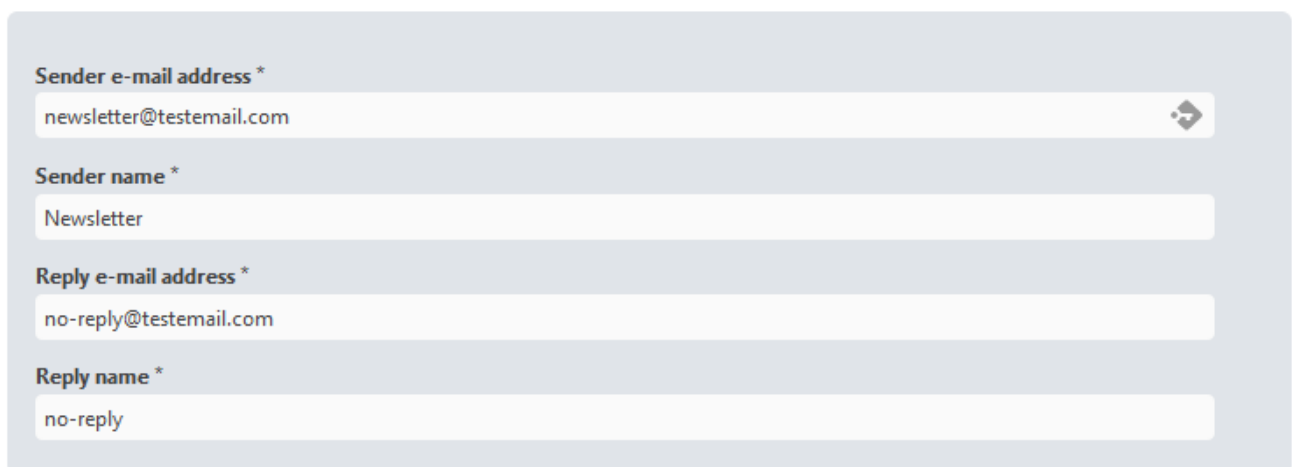
Clicking the “Edit” button in the lower left corner leads you directly to the “Edit newsletter issue” page.

# Editing/adding a newsletter issue

Within this view all contents and settings of a newsletter issue can be modified.

## E-mail settings

### Edit newsletter issue – Newsletter test



The screenshot shows a form titled "Edit newsletter issue – Newsletter test" with four input fields:

- Sender e-mail address \***: newsletter@testemail.com
- Sender name \***: Newsletter
- Reply e-mail address \***: no-reply@testemail.com
- Reply name \***: no-reply

Set the e-mail address of the sender and the “From”-name to be displayed within the recipient’s mail client.

Additionally, you can define a separate reply address.

## Content

**Subject\***

Newsletter test

**Message Text\***

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

**Message HTML**

**B** *I* U |  |  |  |  |  |  Source

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

Enter the subject of the newsletter.

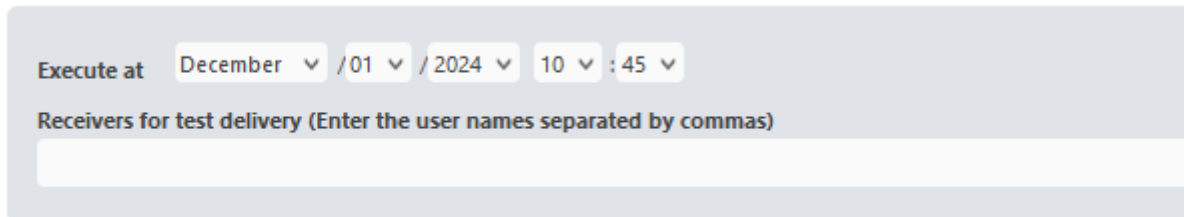
Next, enter the plain-text version of your newsletter.



Then you can also enter a HTML version of your newsletter that can be formatted individually.

The plain-text version will be displayed on mail clients that don't support HTML.

## Additional settings



Execute at  /  /   :

Receivers for test delivery (Enter the user names separated by commas)

Finally set the date of distribution.

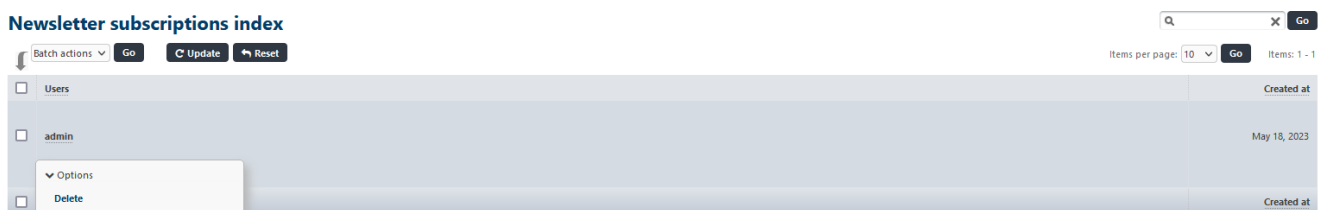
Note that the execution can last several hours, depending on the number of recipients.

If you want to send a test newsletter to yourself or a limited number of recipients, enter the username(s) in the last field and click the “Test mail” button.

Save your changes by clicking the “Save” button or discard them by hitting the “Cancel” button.

## Newsletter subscriptions index

The newsletter subscriptions index lists all subscribers of the according newsletter.



Users	Created at
<input type="checkbox"/> admin	May 18, 2023
<input type="checkbox"/> ▼ Options Delete	Created at

By moving the mouse over a username in the list a context sub menu appears:

- **Delete:** Clicking on “Delete” deletes the newsletter subscription of the according user.

 [Download PDF](#)

# Livestreams

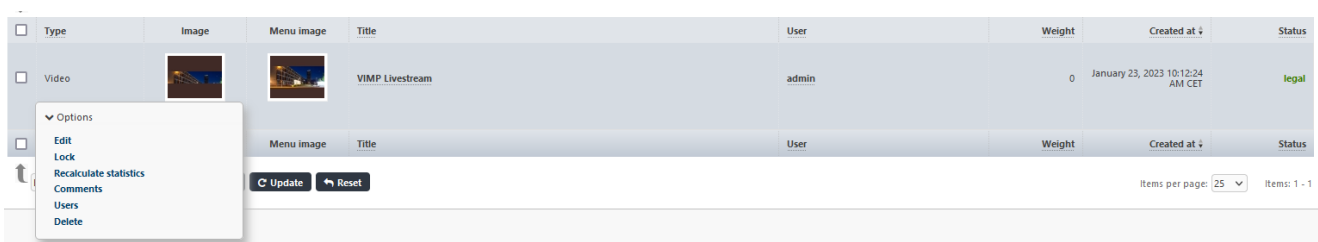
Within the “Livestreams” tab all livestreams of the platform are listed and can be managed.



## Livestream index

The table contains the following livestream information:

- **Type:** The media type of the livestream (video or audio).
- **Image:** The livestream image displayed on the livestream overview and livestream detail page.
- **Menu image:** The livestream thumbnail displayed in the vertical navigation bar on the start page and the livestream overview page.
- **Title:** The title of the livestream.
- **User:** The creator and administrator of the livestream.
- **Weight:** Each livestream can be weighted to present its significance and the order it will appear on the frontend.
- **Created at:** The creation date of the livestream.
- **Status:** The status of the livestream (created, verify, illegal, legal, deleted).

By moving the mouse over a livestream title in the list a livestream context sub menu appears:



<input type="checkbox"/>	Type	Image	Menu image	Title	User	Weight	Created at ↓	Status
<input type="checkbox"/>	Video			VIMP Livestream	admin	0	January 23, 2023 10:12:24 AM CET	legal

Options menu (over 'VIMP Livestream'):

- Options
- Edit
- Lock
- Recalculate statistics
- Comments
- Users
- Delete

Buttons: Update, Reset

Items per page: 25 | Items: 1 - 1

- **Edit:** Clicking “Edit” opens the “Edit livestream” page. Modify the settings of a livestream here.
- **Status change:** Depending on the current status of the livestream the status can be changed (e.g. “Lock”).

- **Recalculate statistics:** Clicking “Recalculate statistics” updates the usage statistics of the selected livestream.
- **Users:** Clicking “Users” lists all livestream users (subscribers).
- **Delete:** Clicking “Delete” marks the livestream as deleted from the portal. Actually, the livestream remains on the system and can still be managed in the admin panel, but is no more accessible in the frontend.

## Irrevocable deleting a livestream (purge)

By activating the status filter “deleted” all livestreams that have been marked as deleted (and thus aren’t active in the portal anymore) will be listed.

They can be deleted irrevocable (complete deletion from the database) by clicking the “Purge” link in the context menu of the according livestream.

You can also delete several or all deleted livestreams by checking the livestreams checkboxes and then executing the according batch action. Note that the batch action “Purge” only works within the filter “deleted” respectively only for livestreams with status “deleted”.

## Livestream information

Clicking either the thumbnail of a livestream or its title opens the livestream information view.

- Dashboard
- Media
- Users
- Groups
- Channels
- Albums
- Blogs
- Forum
- Tags
- Slide show
- Pages
- Categories
- Livestreams**

Livestream index

### Livestream: VIMP Livestream

Title	VIMP Livestream
User	admin
Status	legal
Created at	January 23, 2023
Description	VIMP Demo Livestream from an IP Cam

**German disclaimer:** Die Webcam bildet nur den sichtbaren öffentlichen Raum ab. Sollten Personen auf dem Stream zu sehen sein, sind diese nicht Zweck der Aufnahme, sondern nach §23 Kunst-Urhebergesetz lediglich Beiwerk der Örtlichkeit.

[Edit](#)

Image

In this view, all information about the livestream and its image are shown in a brief overview.

Clicking the “Edit” button in the lower left corner leads you directly to the “Edit livestream” page

## Editing a livestream

In this view, all settings of a livestream can be modified.

### Language

English

German

First, select the language record to be edited.

### Main information

**Name \***

**Type**

**User**

**Tags \***

**Weight \***

**Private**

Public - details for this livestream are available to everyone (recommended)  
 Private - details for this livestream are only available to subscribers of the livestream  
 Hidden - this livestream will not be shown in the portal

**Confirm subscriptions**

Yes  No

**Enable comments**

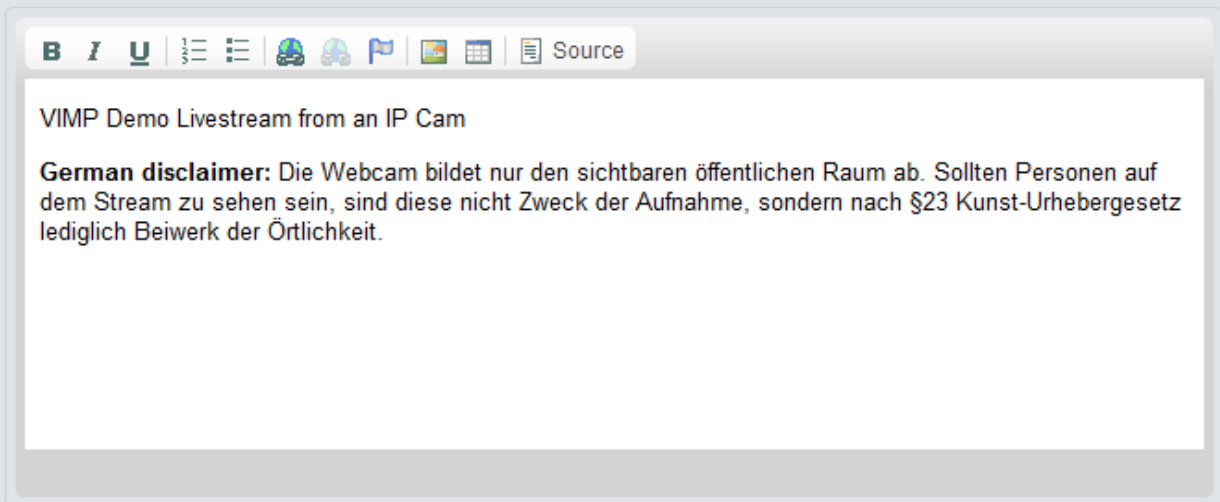
Yes  No

Next, within the main information form the livestream title can be modified, the type can be set (video or audio), the owner can be changed, tags can be entered, and a weighting (sorting) can be defined.

Furthermore, you define, whether the livestream shall be private, if new subscribers must be verified by an administrator, and if comments should be enabled.

## Description

## Description



The screenshot shows a text editor window with a toolbar at the top containing icons for bold (B), italic (I), underline (U), bulleted list, numbered list, link, unlink, insert image, insert video, insert audio, and a 'Source' button. The text area contains the following content:

VIMP Demo Livestream from an IP Cam

**German disclaimer:** Die Webcam bildet nur den sichtbaren öffentlichen Raum ab. Sollten Personen auf dem Stream zu sehen sein, sind diese nicht Zweck der Aufnahme, sondern nach §23 Kunst-Urhebergesetz lediglich Beiwerk der Örtlichkeit.

Enter the livestream description here.

This text is shown in the livestream overview

## Stream URLs

### Stream URLs

Stream URL HLS (latest Desktop Browsers / latest iOS and Android mobile devices)

Stream URL RTMP (RTMP/RTMPE/RTMPS/RTMPT)

Stream URL RTP (RTP/RTSP/MPEG-TS)

Stream URL HDS (Adobe HTTP Dynamic Streaming)

Stream URL Microsoft Smooth Streaming (Silverlight)

Stream URL MP3

You can enter different stream URLs for different protocols or devices. The stream URLs will be provided by your livestreaming software or your livestream server.

All streams will be broadcasted through the VIMP player.

## Cover Image



Change the cover image here. The cover image will be displayed in the player as the default poster image.

## Placeholder Image



**Placeholder image**  
(720 x 540 Pixel)

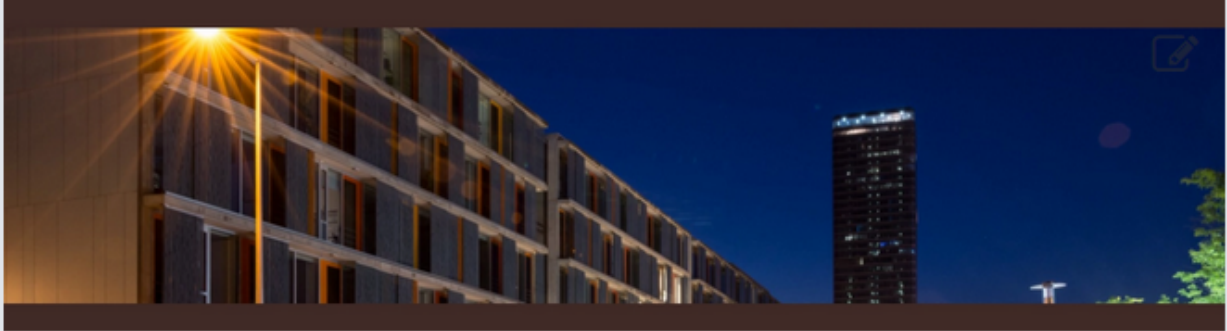


Change the placeholder image here. The placeholder image will be displayed, if no livestream is available.

## **Background Image**

### Background image

(1550 x 420 Pixel)



Change the background image here. The Background will be displayed on the livestream overview and livestream page.

## Menu Image

### Menu image

(280 x 110 Pixel)



Change the menu image here. The menu image will be displayed in the vertical navigation column.

## Categories

### Categories

#### Categories

- Projects                       Marketing >                       Internal
- Meetings                       Training

Each livestream can be assigned to one or several categories optionally.

## Livestream Permissions

### Livestream Permissions

mark all | unmark all

- anonymous
- administrator
- moderator
- user
- teacher
- coach
- participant
- demo

You can share the livestream only with specific user roles, analogously to the media.

## Time-controlled publication

### Time-controlled publication

Publish start date

Publish end date

For a time-limited publication of the livestream, define an appropriate start and/or end date.

## Price

**Price**

With costs  Yes  No

Price for this livestream (credits)

If the livestream shall only be accessible after a payment and if the Video on Demand module (*not available in VIMP Light*) is installed and enabled, a price can be set here.

Save your changes by clicking the “Save” button or discard them by hitting the “Cancel” button.

## Manage Livestream Subscribers

By clicking the context menu link “Users” the subscriber management index of the according livestream opens.

**Livestream user index** ▼ Filters

Batch actions     Items per page: 25

<input type="checkbox"/>	Users	joined ↓	Status
<input type="checkbox"/>	demo	January 17, 2022 01:25:18 PM CET	legal
<input type="checkbox"/>	<div style="border: 1px solid #ccc; padding: 2px;">Options Delete</div>	joined ↓	Status

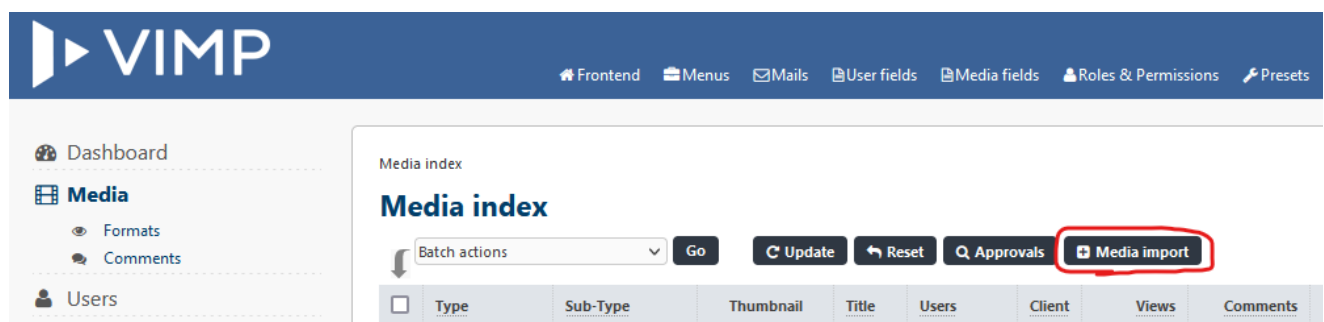
Here you can delete or – if activated – verify subscribers.

 [Download PDF](#)

# Media import (*Not available in VIMP Light*)

The media import plugin imports media files from a pre-configured local directory, via SCP/SSH or via FTP.

The import process can be started in the Media section of the VIMP backend by clicking the “Media Import” button.



The dialog offers four different options to import media into VIMP:

- **XML** (media import XML file): An XML file that contains all media information (e.g. location and meta data) can be uploaded by clicking the “browse” button.
- **Directory** (on the server): This option should be used, if XML files and/or media files are located on the VIMP webserver and shall be imported locally.
- **FTP server**: This option enables you to import XML and/or media files from an external FTP server.
- **SSH server**: This option enables you to import XML and/or media files from an external server that can be accessed via SSH.

Directory (on the server), FTP server and SSH server have two import options in each case:

- **XML files**: If this option is checked, the import will be carried out based on the provided XML file(s). XML files contain all information, like where the to be imported files are located or additional (meta) data (title, description, categories etc.).



- **Media files:** Use this method, if you didn't create any XML files. Then all media files will be imported from the directory that you specify in the form. Media that have been imported this way contain the default values for title, description, user, visibility, etc. as you entered them in the media import configuration settings.

*Important note:* With this option, media will not be imported, if an XML file exists in the same directory, referring to media in the same folder.

Find a sample XML file in the following:

```
<?xml version="1.0" encoding="UTF-8"?>
<!DOCTYPE mediaimport PUBLIC "-//MEDIAIMPORT//DTD MEDIAIMPORT//EN"
"http://www.vimp.com/mediaimport-1.3.dtd">

<mediaimport version="1.3">

  <locations>
    <location id="loc1" type="filesystem">
      <path></path>
    </location>
    <location id="loc2" type="ftp">
      <hostname></hostname>
      <port></port>
      <path></path>
      <username></username>
      <password></password>
      <passive></passive>
      <ssl></ssl>
    </location>
  </locations>

  <media>
    <medium location="loc1">
      <title></title>
      <description></description>
      <username></username>
      <publication></publication>
      <categories>
        <category></category>
      </categories>
      <tags>
```

```
<tag></tag>
</tags>
<metadata>
  <title></title>
  <description></description>
  <keywords></keywords>
  <author></author>
  <copyright></copyright>
</metadata>

<!-- media permissions -->
<permissions>
  <permission></permission>
</permissions>
<!-- /media permissions -->

<!-- channel direct upload -->
<channel></channel>
<!-- /channel direct upload -->

<!-- media fields -->
<fields>
  <field name="required_field"></field>
</fields>
<!-- /media fields -->

<!-- chapters -->
<chapters>
  <chapter xml:lang="de">
    <name></name>
    <description></description>
    <timecode></timecode>
  </chapter>
</chapters>
<!-- /chapters -->

<files>
  <file type="source"></file>
  <file type="transcoded"></file>
  <file type="thumbnail"></file>
  <html5>
    <file type="mp4"></file>
    <file type="m4v"></file>
    <file type="ogv"></file>
```

```

        <file type="webm"></file>
        <file type="mp3"></file>
        <file type="oga"></file>
        <file type="wav"></file>
    </html5>
    <previews>
        <file type="transcoded"></file>
        <file type="thumbnail"></file>
    <html5>
        <file type="m4v"></file>
        <file type="ogv"></file>
        <file type="webm"></file>
        <file type="mp3"></file>
        <file type="oga"></file>
        <file type="wav"></file>
    </html5>
    </previews>
</files>

    </medium>
</media>

</mediaimport>

```

You can delete nodes that you don't require. But please consider that the order of the nodes must be maintained at any time. For example, node title must be located before node description.

Within the `locations` node you define the locations where the media files shall be imported from. Locations can be local folders on the webserver or external servers and folders that can be accessed via FTP or SCP.

Add a "location" attribute to each medium that you define in the XML afterwards.

The *locations* node is only needed,

- if you choose the "XML" option in the import dialog and upload your XML file directly via the VIMP backend
- or if your media files are not located in the same folder as the XML file itself
- or, of course, if both applies.



# Description of the XML-Nodes

```
<media> ... </media>
```

The `media` container contains one `medium` element for each medium that shall be imported.

```
<medium location="location-id"></medium>
```

The `location` attribute `location="location-id"` can be omitted, if there is no `location` element in the XML or if the video is located within the same folder as the XML itself.

The `medium` element is obligatory for each medium to be imported.

```
<title>Title of the medium</title>
```

The `title` element contains the title of the medium.

```
<username>moderator</username>
```

This element defines the username of the owner of the medium.

**Possible values:** username of the user that will be the owner.

```
<publication>public</publication>
```

This element defines, if the medium shall be published as public, private or hidden.

**Possible values:** *public; private; hidden*

```
<categories>
  <category>Entertainment</category>
  <category>Science</category>
  <category>9</category>
  <category>Animals</category>
</categories>
```

Each category requires a new category element within the categories node. The example above assigns the medium to four categories.

**Possible values:** category name in one of the installed languages (case insensitive) or category ID.

```
<tags>
  <tag>Tag 1</tag>
  <tag>second Tag</tag>
  <tag>and tag 3</tag>
</tags>
```

Each tag requires a separate *tag* element within the *tags* container. The example adds three tags to the medium.

```
<metadata>
  <title>Title of the medium</title>
  <description>Description of the medium</description>
  <keywords>keyword1, keyword2, keyword3</keywords>
  <author>Name of the author</author>
  <copyright>Copyright information</copyright>
</metadata>
```

Search engine meta tags will be added within the metadata container. The number of meta tags is limited to the pre-defined tags *title*, *description*, *keywords*, *author* and *copyright*.

```
<permissions>
  <permission>anonymous</permission>
  <permission>administrator</permission>
  <permission>moderator</permission>
</permissions>
```

The *permissions* element defines the access permissions to the medium. Users belonging to the defined role will be able to access the medium in the frontend.

**Possible values:** name of the user role

If the `permissions` element will be omitted, the default roles will be used as defined at *Backend -> Configuration -> Media permissions*.

```
<channel>My Channel 1</channel>
<channel>mY ChaNNeL 2</channel>
<channel>3</channel>
```

The `channel` element enables you to assign a medium to a certain channel directly during import.

**Possible values:** name of the channel in one of the installed languages (case insensitive) or channel ID.

If the `channel` element will be omitted, the medium will not be assigned to a channel.

```
<fields>
  <field name="required_field">Value</field>
  <field name="Field Name">Value</field>
</fields>
```

The `field` elements within the `fields` node contain values of the custom media fields (see *Backend -> Media fields*).

The attribute `name` must contain the unique field name (and not the display name). IDs cannot be used here.

```
chapters>
  <chapter lang="de">
    <name>Chapter 1</name>
    <description>Chapter 1</description>
    <timecode>00:00:05</timecode>
  </chapter>
</chapters>
```

Chapters will be defined within the `chapters` container. Each chapter must be added by a separate `chapter` node, containing a “`lang`” attribute for the language (en = English, de = German, etc.).

The chapter node requires a *name* element for the title of the chapter, a *description* element and a *timecode* element (HH:MM:SS).

```
<files> ... </files>
```

The *files* node can be omitted, if the to be imported media file has the same file name as the XML file (except of the file extension).

If the XML file name is different to the media file name or if multiple media shall be imported with one XML file each *medium* node requires a *files* block.

See an example XML of all possible variations in the following:

```
<files>
  <file type="source">abc.xyz</file>
  <file type="transcoded">abc.xyz</file>
  <file type="thumbnail">abc.xyz</file>
  <html5>
    <file type="m4v">abc.m4v</file>
    <file type="ogv">abc.ogv</file>
    <file type="webm">abc.webm</file>
    <file type="mp3">abc.mp3</file>
    <file type="oga">abc.oga</file>
    <file type="wav">abc.wav</file>
  </html5>
  <previews>
    <file type="source">abc.xyz</file>
    <file type="thumbnail">abc.xyz</file>
    <html5>
      <file type="mp4">abc.mp4</file>
      <file type="m4v">abc.m4v</file>
      <file type="ogv">abc.ogv</file>
      <file type="webm">abc.webm</file>
      <file type="mp3">abc.mp3</file>
      <file type="oga">abc.oga</file>
      <file type="wav">abc.wav</file>
    </html5>
  </previews>
</files>
```

If you want to import the source file only, the following structure applies:

---

```
<files>
  <file type="source">abc.xyz</file>
</files>
```

This code is sufficient, if imported files shall be transcoded by VIMP automatically as it is the case when you upload media regularly in the frontend.

If you want to import a source file and already existing additional formats without having them transcoded again, the *files* structure looks as follows:

```
<files>
  <file type="source">abc.xyz</file>
  <file type="transcoded">abc.mp4</file>
  <file type="thumbnail">abc.xyz</file>
</files>
```

As soon as there is a file element with attribute „transcoded“, the status of the medium will be set to the status that has been configured at *Backend -> Configuration -> Media Import Settings -> Default Status*. Valid statuses are “legal” (medium is visible in the frontend immediately) or “verify” (medium must be verified by an administrator before it will be visible in the frontend).

```
<file type="source">abc.wmv</file>
```

Source medium. It can be transcoded into all required web formats.

```
<file type="transcoded">abc.mp4</file>
```

Transcoded format. mp4 videos can be played in HTML5 directly without preceding transcoding.

```
<file type="thumbnail">abc.jpg</file>
```

Thumbnail. Will be used as preview image and poster image within the player.

### **Additional formats:**



```
<html5>
  <file type="m4v">abc.m4v</file>
  <file type="ogv">abc.ogv</file>
  <file type="webm">abc.webm</file>
  <file type="mp3">abc.mp3</file>
  <file type="oga">abc.oga</file>
  <file type="wav">abc.wav</file>
</html5>
```

Additional formats will be defined in the *html5* node. For videos, type="m4v" should be sufficient for all modern mobile devices.

With the video on demand extension enabled, required preview videos can be imported as well:

```
<previews>
  <file type="transcoded">abc.mp4</file>
  <file type="thumbnail">abc.jpg</file>
  <html5>
    <file type="m4v">abc.m4v</file>
    <file type="ogv">abc.ogv</file>
    <file type="webm">abc.webm</file>
    <file type="mp3">abc.mp3</file>
    <file type="oga">abc.oga</file>
    <file type="wav">abc.wav</file>
  </html5>
</previews>
```

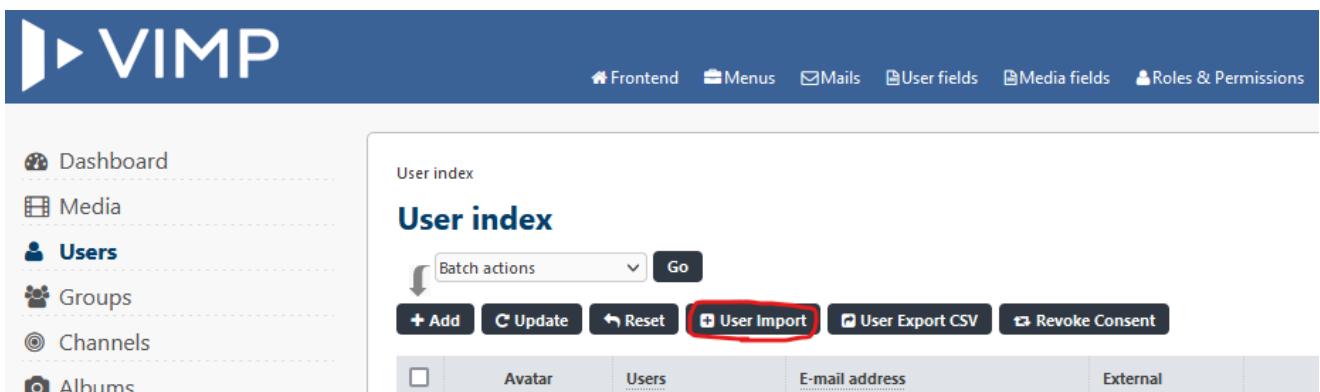
As you can see, you have full control of all required formats. Alternatively, you can always just import the source files and let VIMP take care of the transcoding of the additional web formats.

 [Download PDF](#)

# User import (*Not available in VIMP Light*)

The user import plugin imports user records from a CSV file.

The import process can be started in the Users section of the VIMP backend by clicking the “User Import” button.



You can upload a CSV file that contains your user data row-by-row. The user fields must be separated with the separator you defined in the User import configuration.

The minimum fields that have to be included into the CSV file are:

- username
- password
- email

Further fields are optional and depend on the custom user fields that you want to be filled.

Here's an example of a CSV import file:

```
username;password;email;firstname;lastname;birthday;role;city
user1;Test1!;user1@user.com;firstname1;lastname1;1990-01-01;user,moderator;Munich
user2;Test2!;user2@user.com;;lastname2;1988-06-01;;Toronto
```

```
user3;Test3!;user3@user.com;firstname3;;1997-05-05;administrator,moderator;London
```

Here is an extended example with the assignment of groups, clients, channels and channel roles:

```
username;password;email;firstname;lastname;groups;client;channels;chan  
csv1;csv1;csv1@1.com;csv1name;csv1lastname;"1,2,3,4";1;"1,3,6";"1-2,6-  
csv2;csv2;csv2@2.com;csv2name;csv2lastname;1;1;1;  
csv3;csv3;csv3@3.com;csv3name;csv3lastname;3;1;1;
```

The role assignment here is as follows based on the above example.

"1-2,6-1,8-0":

- for the channel with ID 1, the user gets the channel permission Channel Administrator **(2)**
- for the channel with ID 6, the user gets the channel permission Channel Moderator **(1)**
- for the channel with ID 8 the user gets the channel permission Channel-User **(0)**

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# Statistics

Within the “Statistics” tab the usage statistics for users, media, channels and livestreams are shown.

In the upper right corner, the time and date of the last update is displayed. By clicking the “Recalculate statistics” links in the other tabs (user, media, channels, livestreams) the statistic will be recalculated and updated.

By accessing a medium, a channel or a livestream, or when registering or editing a user, the statistics get updated automatically.

In the upper left corner, a date filter is installed.

Statistics index

## Statistics

Filter from  to

By entering the timestamps in the format “yyyy-mm-dd hh:mm”, encapsulating a period, the statistics for this period will be displayed after clicking the “submit” button.

Next to each input field a button with three dots (“...”) is shown. By clicking this button, a calendar pops up for the selected field. Clicking on a date in this calendar automatically fills the field with the selected data.

A sample view on the statistics is represented in the following image:

### Statistics

Filter from 08/01/2023 15:32 to 10/04/2023 15:32

#### Users



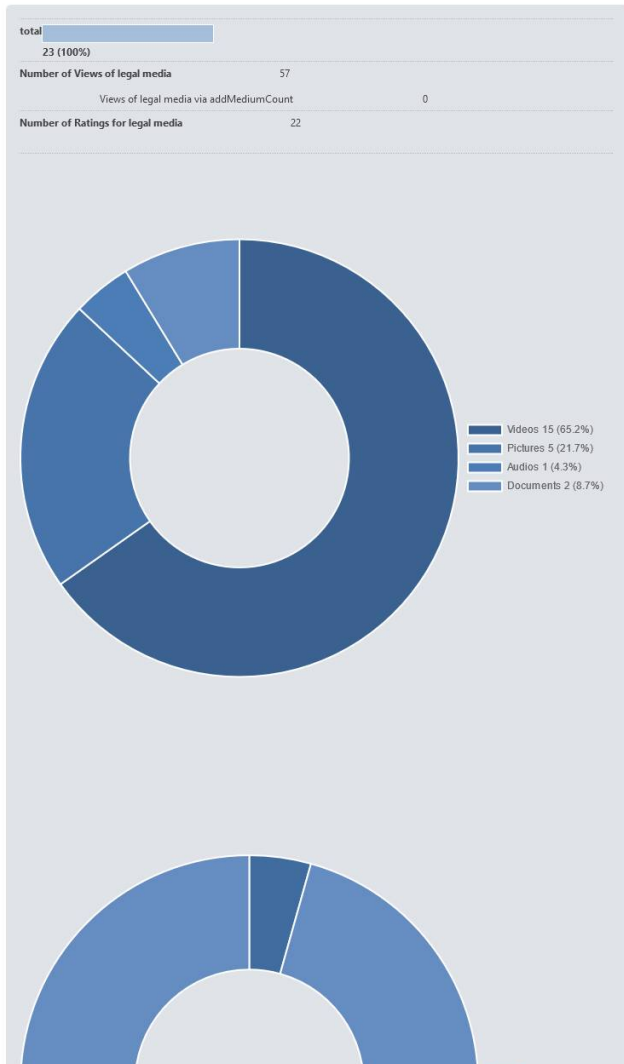
#### Channels

Number of legal channels created		2
Test Channel (Admin)	Media:	2
	Videos:	2
	Audios:	0
	Pictures:	0
	Documents:	0
	Views:	11
Ratings:	2	
Web Channel	Media:	0
	Videos:	0
	Audios:	0
	Pictures:	0
	Documents:	0
	Views:	0
Ratings:	0	

#### Livestreams

Number of legal livestreams created		0
-------------------------------------	--	---

#### Media

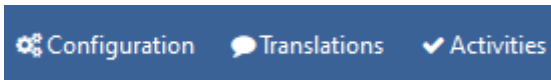




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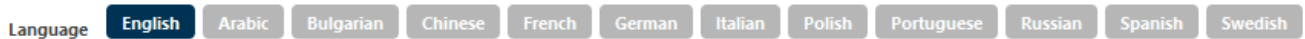
# Translations

VIMP has a translation tool included. Click the “Translations” link in the upper right corner:

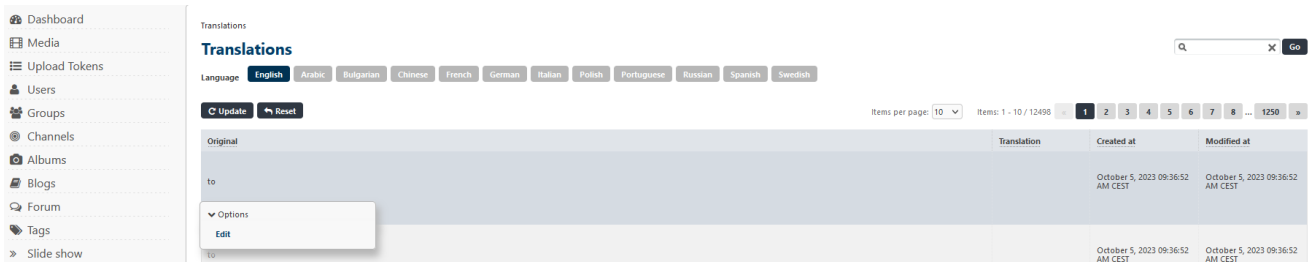


First select the language that you want to modify.

## Translations



The translation has always to be done from English into the foreign language. By moving the mouse over the “Translation” column you can edit the corresponding phrase.



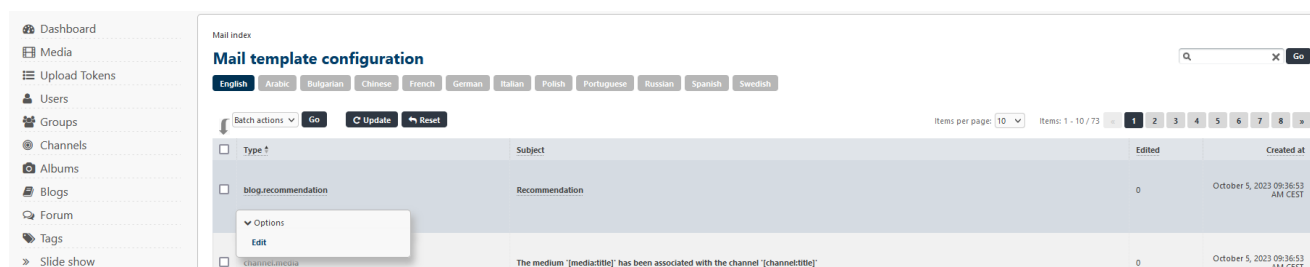
 Download PDF

# Mail templates

E-mail texts (e.g. for notification e-mails) can be edited in the backend as well.

Enter the e-mail template configuration by clicking the "**Mails**" link in the top link list.

The main view displays the list of existing e-mail templates.

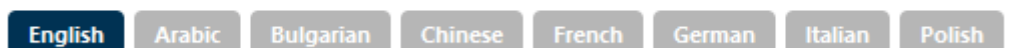


## Editing a mail template

By clicking the „edit“ link of the context menu you will be lead to the edit form.

## Language selection

### Edit mail – blog.recommendation



Select the language you want to edit.

## Content

**Subject \***

Recommendation

**Text \***

```
Hello,  
[sender:displayname] <[sender:email]> wants to let you know:  
[message]  
At: '[blog:title]' <[blog:link]>  
Kind Regards,  
[portal:name]  
<[portal:link]>
```

Save

Cancel

## **Subject:**

The subject of the e-mail.

## **Text:**

The body text of the e-mail.

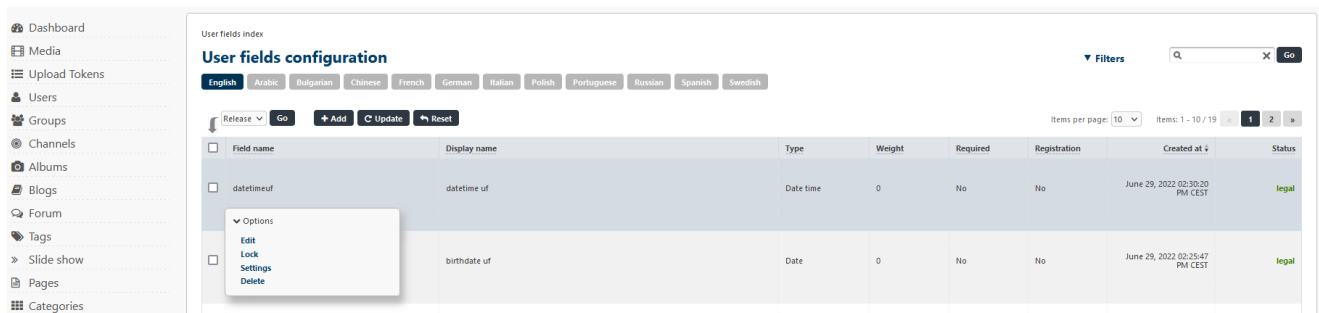
 [Download PDF](#)

# User field and Media field configuration

VIMP enables you to create individual user profile fields and media fields or edit the existing ones. As the management of those user fields and media fields is quite similar, we will just explain the user fields in the following. But the functionalities apply to the media fields as well.

Enter the user field configuration by clicking the "**User fields**" link in the top link list.

Find a list of all existing user profile fields in the main view.



By moving the mouse over a title in the list the context sub menu appears:

- **Edit:** Clicking “Edit” opens the “Edit user field” page. Modify the field here.
- **Status change:** Depending on the current status of the user field the status can be changed.
- **Delete:** Clicking “Delete” marks the user field as deleted from the portal. Actually, it remains on the system and can still be managed in the admin panel, but is no more active in the portal. It can be purged in a second step.
- **Settings:** Opens the settings form.

## Adding/editing a user field

By clicking the „edit“ link of the context menu the edit form of the according data record opens. By clicking the “add” button alternatively you can add a new

user field.

## Language selection

User fields index > firstname

### Edit user field – First name

English

Arabic

Bulgarian

Chinese

French

German

Italian

Polish

Select the language you want to edit.

## User field properties

<b>Field name *</b>	(The field name must not start with a number and must not contain any spaces.)
test	
<b>Type *</b>	
String	
<b>Weight *</b>	
0	

### Field name:

Unique field name, added to the database and used to identify the profile field.

### Type:

Type of the profile field (String, Number, Text, Date, Choice, Country, Available Language, Language, Hyperlink, Datetime, Checkbox).

### Weight:

Defines the sorting of the profile fields in the frontend (ascending).

## Display name



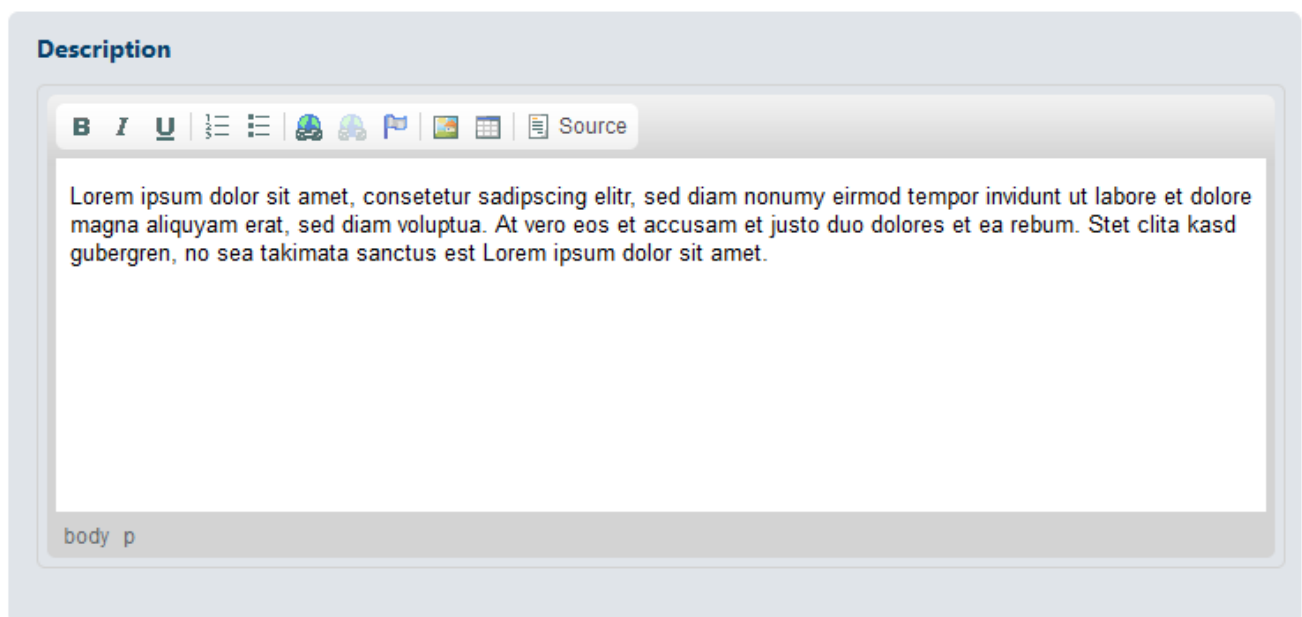
Display name \*

test

### Display name:

Field name, as it will be displayed on the profile page.

## Description



The screenshot shows a rich text editor interface. At the top, there is a toolbar with icons for bold (B), italic (I), underline (U), bulleted list, numbered list, link, unlink, image, table, and source. Below the toolbar is a text area containing the following text: "Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet." At the bottom left of the text area, the text "body p" is visible, indicating the current text format.

### Description:

Additional explanation for the profile field.

Save your changes by clicking the “Save” button or discard them by hitting the “Cancel” button.

## Profile field settings

Define further profile field properties by clicking the „settings“ link of the context menu.

## User field settings

## User field settings – First name

Default value

Maximal length

Required

Hidden

Registration

Read-only

### **Default value:**

Default value of the according profile field.

### **Maximum length:**

Maximum character length of the profile field.

### **Required:**

Check, if you want the field to be mandatory.

### **Hidden:**

Check, if you want to hide that field in the frontend.

### **Registration:**

Defines, if the user field shall be added to the registration form.

### **Read-only:**

Check, if the field shall not be editable by the user (except in the registration or upload form).

Save your changes by clicking the “Save” button or discard them by hitting the “Cancel” button.

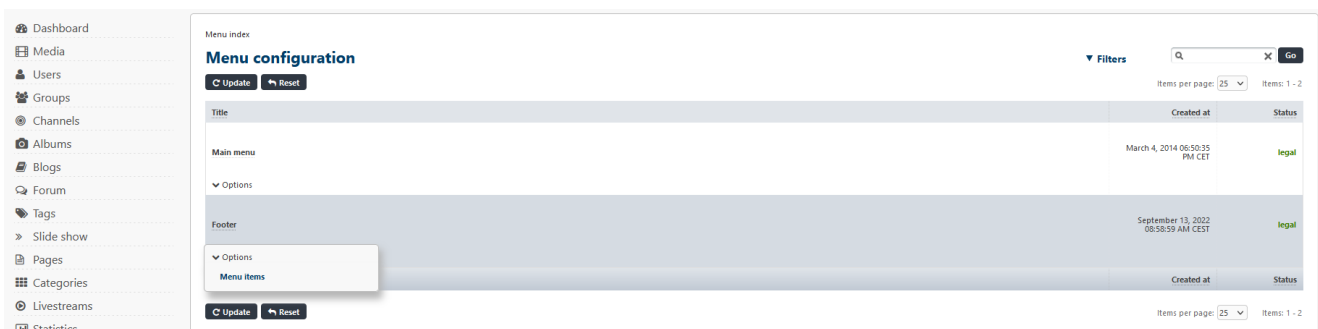


# Menus

VIMP lets you adapt the frontend menu structure with ease. Edit the given menu items or add new ones.

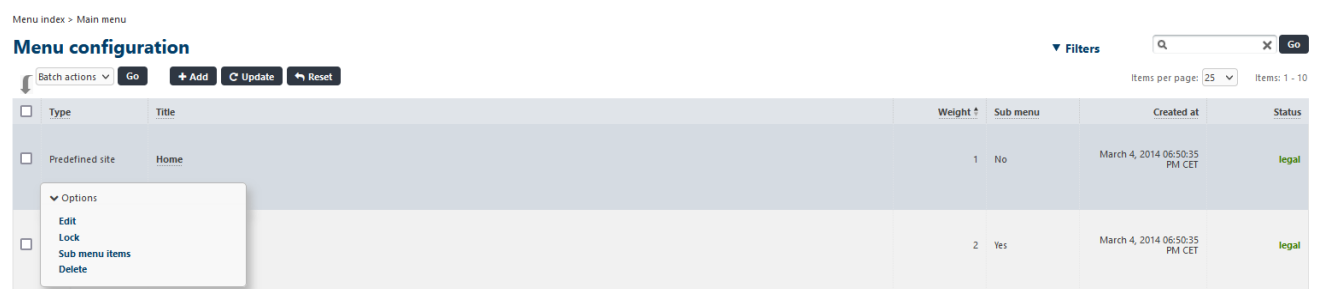
Enter the menu configuration by clicking the "**Menus**" link in the top link list.

In the main view, you see a list of available menus (by default "Main menu" and "Footer").



## Menu items index

Clicking the "Menu items" link opens the menu items structure.



By moving the mouse over a menu item in the list a context menu appears:

- **Edit:** Edit the according menu item by clicking this link.
- **Status change:** Depending on the current status of the menu item the status can be changed (e.g. "Lock").
- **Sub menu items:** Clicking this link opens the sub menu item index.
- **Delete:** Delete the according menu item.

# Adding/editing a menu item

Within this view all contents and settings of a menu item can be modified.

## Language selection

Menu index > Main menu > Home

### Edit menu item – Home

English

Arabic

Bulgarian

Chinese

French

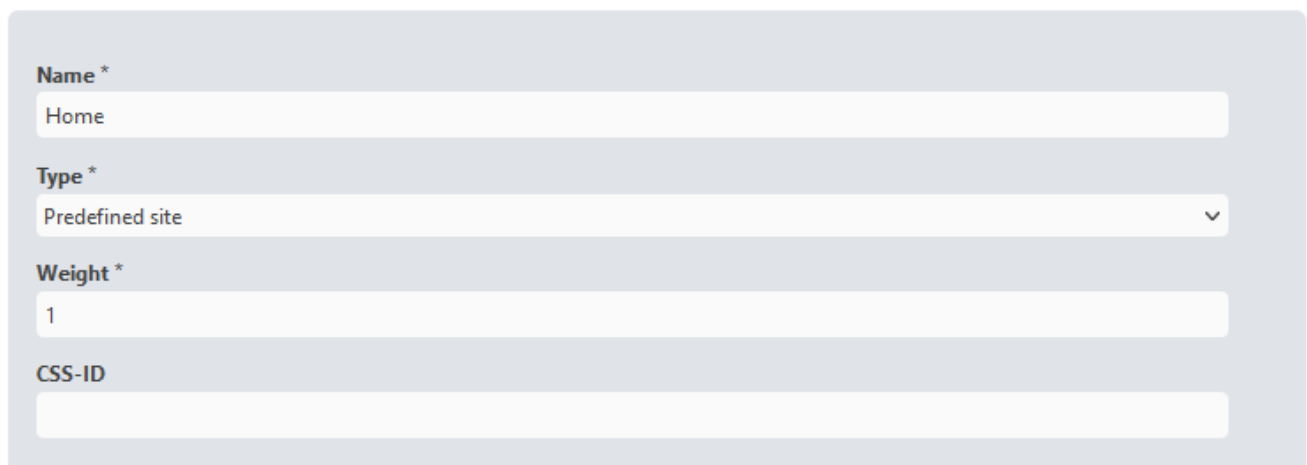
German

Italian

Switch the menu item language by clicking the according button.

General menu item settings can only be edited in the default language.

## General settings



The screenshot shows a form with the following fields:

- Name \***: A text input field containing the value "Home".
- Type \***: A dropdown menu with "Predefined site" selected and a downward arrow on the right.
- Weight \***: A text input field containing the value "1".
- CSS-ID**: An empty text input field.

### Name:

The name of the menu item as displayed.

### Type:

- Predefined site: Choose one of the included VIMP default pages (e.g. “Media”).
- Static site: Choose a static site that must have been defined under “Pages” previously.

- External site: Enter a link to an external Webpage.

### **Weight:**

Defines the order of the menu items in the frontend menu (ascending).

*Note that type and weight can only be edited in the main language of VIMP (English).*

### **CSS-ID:**

Each menu item requires a unique CSS ID.

## **Page settings**

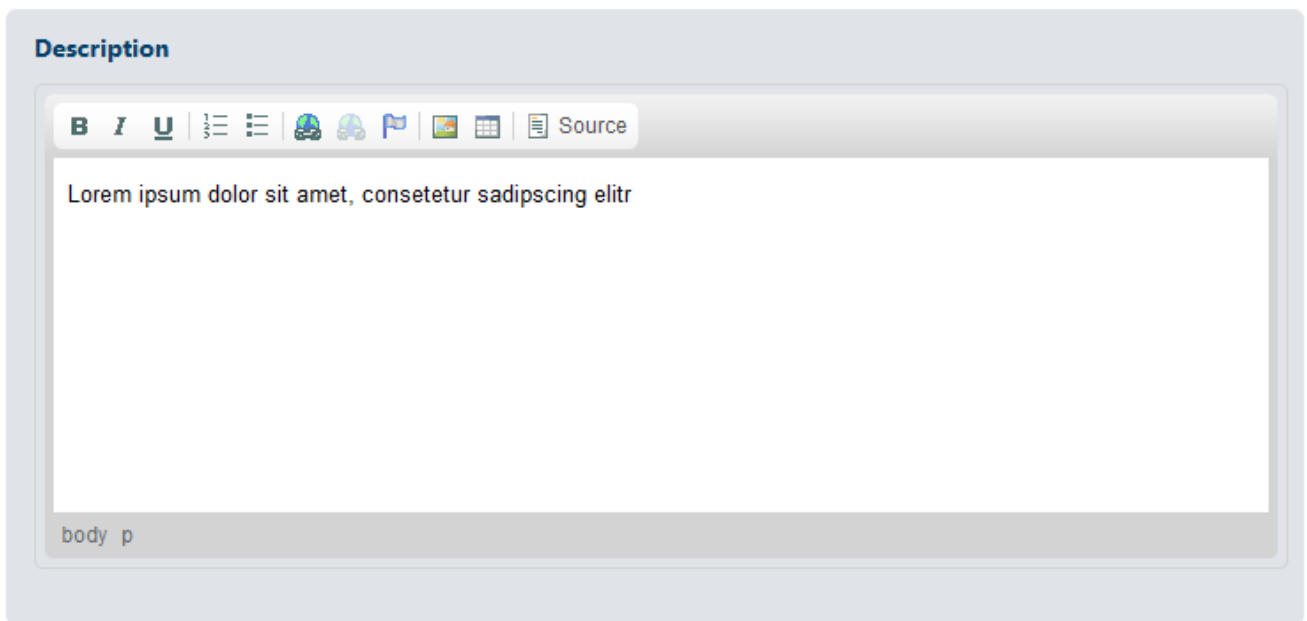
The screenshot shows a form with three sections, each in a light blue rounded rectangle:

- Predefined Page:** A dropdown menu with 'Home' selected and a downward arrow on the right.
- Static Page:** An empty dropdown menu with a downward arrow on the right.
- external URL:** A text input field above a dropdown menu with 'Same window' selected and a downward arrow on the right.

According to the menu item type you selected above, define the target page in the page settings.

Note that the page settings can only be edited in the main language of VIMP (English).

## **Description**



Enter a meta description for the menu item optionally.

Save your changes by clicking the “Save” button or discard them by hitting the “Cancel” button.

## Menu sub items index

By clicking the “sub menu items” context link in the menu items index, the sub menu items index will be opened.

<input type="checkbox"/>	Type	Title	Weight ↑	Created at	Status
<input type="checkbox"/>	Predefined site	Videos	1	January 31, 2018 03:53:04 PM CET	legal
<input type="checkbox"/>					
<input type="checkbox"/>			2	January 31, 2018 03:53:04 PM CET	legal
<input type="checkbox"/>	Predefined site	Audios	3	January 31, 2018 03:53:04 PM CET	legal

By moving the mouse over a sub menu item in the list a context menu appears:

- **Edit:** Edit the according sub menu item by clicking this link.
- **Status change:** Depending on the current status of the menu item the status can be changed (e.g. “Lock”).
- **Delete:** Delete the according sub menu item.

# Note for the Footer menu

In the Footer menu, define the column headers at the first level. Enter "Predefined Page" as the type, but do not select any in the selection box below to generate only one column heading.

You then create the links of the columns as submenu items.

 [Download PDF](#)



# Roles and Rights Management (*Not available in VIMP Light*)

VIMP works with a user role model. Each user must belong to one user role at least in order to get active within the platform. By default, all new registered users belong to the role “User”.

Beneath the “User” role there are “Administrator” and “Moderator” roles defined by default.

„Users“ are allowed to log in to the frontend and add new content or modify own content by default.

„Moderators“ have extended rights, allowing them to modify contents of other users within the frontend.

„Administrators“ have complete permissions, allowing them to modify contents of other users within the frontend as well as within the backend. Furthermore, they can configure the whole platform via the backend.

A special role is called „Anonymous“. This is the role, not logged in users get automatically by entering the website (“guests”).

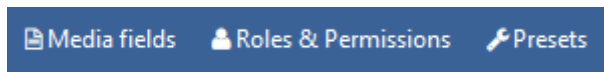
In order to function properly, none of the four above mentioned roles must be removed from the system.

Also note that VIMP roles are not hierarchical. Permissions will not be inherited from other roles. Each roll has to be defined independently for itself.

If a user belongs to more than one user role the corresponding permissions will be added.

## Role index

By clicking the „Roles & Rights“ link you will be led to the rights management of VIMP.



The roles index displays a list of all available roles.



The context menu allows you to edit or delete single roles and configure the LDAP groups optionally. New roles can be added by clicking the add button.

## Adding/editing roles

Roles can be created multi-lingual, but permissions can only be edited in the main language of VIMP (English).

## Basic settings

### Edit role – user



**Name\***  
user

**Status**  
legal

Role can be selected in media permissions  Yes  No

Role can be selected in livestream permissions  Yes  No

Enter the name of the role within the selected language and set the status of the role definition.

You can also configure, if the role shall be selectable in the media or livestream permissions and if it shall obtain the permission, if its selection is disabled.

## Setting permissions

### Permission

#### Administration

- access administer**  
Grants permission to access the administration panel and extended administration permissions in the frontend
- change password**  
Grants permission to change other users' passwords in the frontend
- delete album**  
Grants permission to delete other users' albums in the frontend
- delete all channels**  
Grants permission to delete other users' channels in the frontend
- delete blog**  
Grants permission to delete other users' blogs in the frontend
- delete blog comment**  
Grants permission to delete other users' blog comments in the frontend
- delete forum comment**  
Grants permission to delete other users' forum comments in the frontend
- delete forum thread**  
Grants permission to delete other users' forum threads in the frontend
- delete group**  
Grants permission to delete other users' groups in the frontend
- delete history**  
Grants permission to delete the media history of any user in the frontend
- delete media**  
Grants permission to delete other users' media in the frontend
- delete media comment**  
Grants permission to delete media comments in the frontend
- delete user comment**  
Grants permission to delete other users' comments in the frontend
- delete user profile**  
Grants permission to delete other users' profiles in the frontend

Next you can define the permissions of the role individually.

Here also, permissions can only be edited in the main language of VIMP (English).

 [Download PDF](#)

# Workflow process (*VIMP Enterprise and Campus only*)

This module allows the definition of hierarchical workflows for the approval of media and blogs.

The module must be activated within the configuration item “Workflow settings”.

## Configuration

Workflow	
Enable the workflow plugin If set to true, the workflow plugin will be active.	<input checked="" type="checkbox"/>
Approve new media contributions If set to true, media contributions have to be approved before they become legal content	<input checked="" type="checkbox"/>
Approve new blog contributions If set to true, blog contributions have to be approved before they become legal content	<input checked="" type="checkbox"/>
Approve media modifications	<input type="checkbox"/>

## User settings

For each user, a custom user role or a specific user can be defined to be responsible for media and blog approval.

**Approval settings**

Media approval  
default

Blog approval  
default

**Approval user roles**

Media approval  
default

Blog approval  
default

**Approval users**

The approval users options will override the approval user roles options.

Media user approval choices  
 none  default  Individual user

Search

Blog user approval choices  
 none  default  Individual user

Search

The approval settings will define when an approval is required.

Possible values are:

- at upload / creation
- at modification
- at upload / creation and modification

A user role can be selected at the approval user role box. The users belonging to that role are entitled to approve the media/blogs.

Possible values are:

- None

- Default (predefined user role in VIMP configuration)
- user role

A specific user can be selected at the approval user box to be responsible for media/blog approval of the edited user.

Possible values are:

- None
- Default (predefined user in VIMP configuration)
- user

The user and user role configured in the VIMP configuration will be overwritten by these options. Select “default”, if you want the system to use the default values.


If a specific approval user has been defined, the settings for the approval user role will be overwritten. Select “none” at the approval user settings in order to use the default approval settings again.

*Note:* If no approval role and no approval user have been defined and if no default values have been set in the configuration, the medium or blog will be released without approval.

## Media and blog list

### Media index

The screenshot shows a web interface for managing media. At the top, there is a 'Batch actions' dropdown menu with a 'Go' button. To the right are three buttons: 'Update', 'Reset', and 'Approvals'. The 'Approvals' button is highlighted with a red underline. Below this is a table with the following columns: 'Type', 'Sub-Type', 'Thumbnail', 'Title', and 'Users'. The first row of data shows a 'Video' of 'default' sub-type, with a thumbnail image of an elevator, titled 'Elevator', and assigned to the 'admin' user.

<input type="checkbox"/>	Type	Sub-Type	Thumbnail	Title	Users
<input type="checkbox"/>	Video	default		Elevator	admin

By clicking the “Approvals” button, only media or blogs will be listed that need to be approved.

Leave this filter by clicking “Reset” or “Approvals” again.

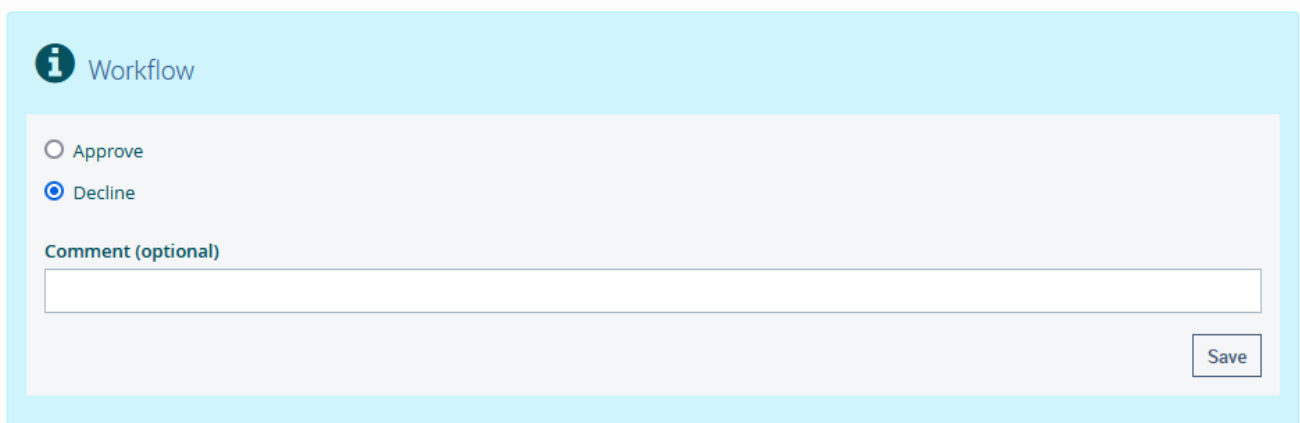
The media/blog listings show information about the approval or denial. The text contains the name of the approval user and the reason, why the media/blog entry has been approved/denied (if provided).

## Approval/Denial

Defined approval users will be informed by e-mail about new and/or modified media and blogs and need to approve them before the content will be published.

The approval process of a medium/blog entry can be carried out in the frontend or backend. The according links to the medium/blog will be provided in the e-mail.

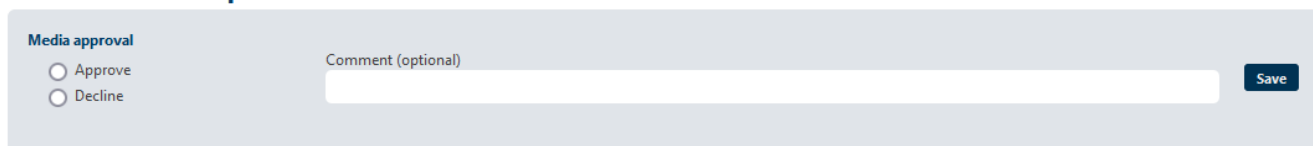
### Approval process via the frontend



The screenshot shows a light blue header with an information icon and the text "Workflow". Below this is a form area with two radio buttons: "Approve" (unselected) and "Decline" (selected). Underneath is a text input field labeled "Comment (optional)". A "Save" button is located at the bottom right of the form.

### Approval process via the admin panel

#### Medium: Lorem ipsum



The screenshot shows a grey header with the text "Media approval". Below this is a form area with two radio buttons: "Approve" (unselected) and "Decline" (unselected). To the right of the radio buttons is a text input field labeled "Comment (optional)". A "Save" button is located at the bottom right of the form.

Only users with permission to enter the backend can approve media within the backend.

Administrators can always approve/deny media or blog entries within the backend, if the medium/blog entry has the status "verify".



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# API (Not available in VIMP Light)

The API allows you to read and write VIMP data through another application. It can be enabled at *Configuration* -> *API* within the backend.

Go to [www.yourDomain.com/api](http://www.yourDomain.com/api) (replace yourDomain.com with your VIMP domain) to see a detailed description of all available API methods.

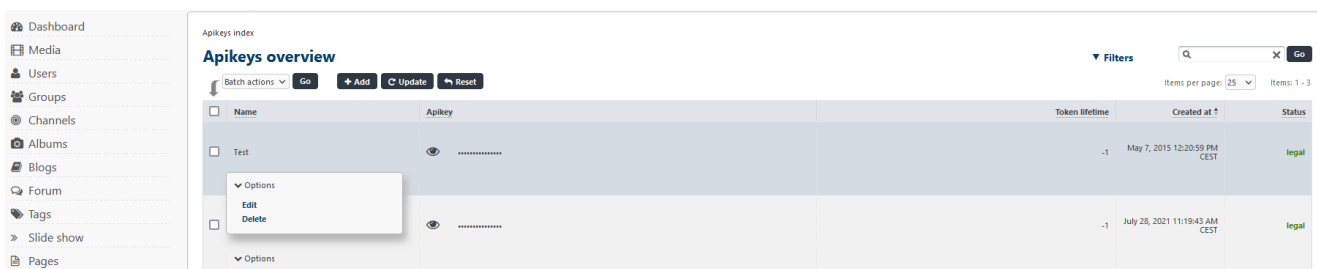
Use the same URL to access the API methods, e.g.

`www.yourdomain.com/api/getMedia?apikey=<apikey>`

## API-Keys

You can create an unlimited number of API keys for different applications in the backend.

Enter the API key management by clicking the "**API-Keys**" link in the top link list.



The screenshot displays the 'Apikeys overview' page. On the left is a sidebar menu with items like Dashboard, Media, Users, Groups, Channels, Albums, Blogs, Forum, Tags, Slide show, and Pages. The main content area has a title 'Apikeys overview' and a search bar. Below the title are buttons for '+ Add', '+ Update', and 'Reset'. A table lists API keys with the following data:

Name	Apikey	Token lifetime	Created at *	Status
Text	.....	-1	May 7, 2015 12:20:59 PM CEST	legal
	.....	-1	July 28, 2021 11:19:43 AM CEST	legal

A context menu is open over the first row, showing 'Options', 'Edit', and 'Delete'.

By moving the mouse over a menu item in the list a context menu appears:

- **Edit:** Edit the according API Key.
- **Delete:** Delete the according API Key.

## Adding/editing an API key

In order to add new API keys just click the „Add“ button on the overview page.

The opening form is identical to the edit form:

## Edit Apikey – Test



**Name**  
Test

**Apikey**  
00apy1tcp51z5gHrDa0BUJ3WMkY2uY6E  
[Generator](#)

**Token lifetime**  
-1  
Value in Seconds; special values: -1 => default value, 0 => unlimited lifetime

**Status**  
legal

**Save** **Cancel**

Enter a unique name for the API key to help you to identify the key within the API key management.

Next, enter your desired API key or use the generator to create a random one. The character length is defined at *Configuration -> API*.

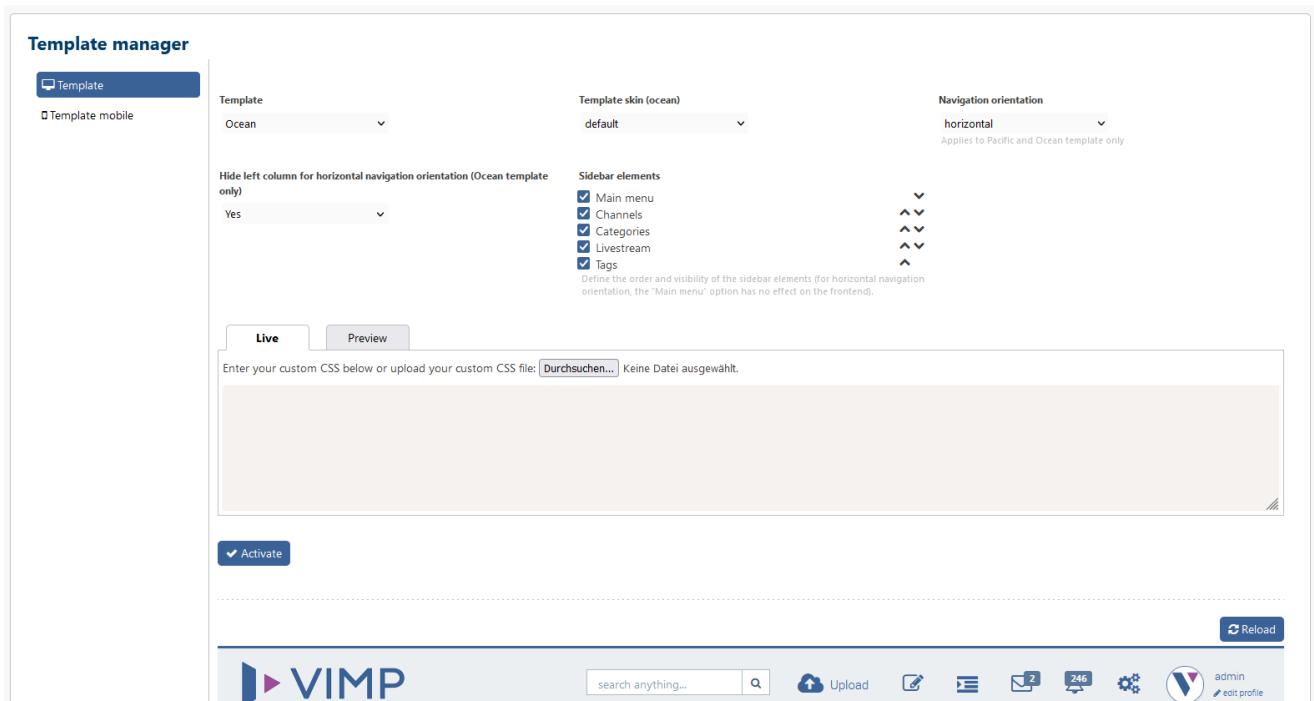
The token lifetime defines the timeframe in seconds the token shall be valid whereas value “-1” uses the default value defined at *Configuration -> API* and value “0” sets the lifetime to infinite.

Finally, set the status of the API key.

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# Template manager

The Template manager allows you to conveniently switch between VIMP templates and skins, as well as add your own CSS extensions to a template.



## Template:

Select your applicable template here (Ocean, Pacific and Atlantic by default).

## Template skin:

Select a skin belonging to the template (depending on the template, e.g. Default, Business, Minimal).

## Navigation orientation:

In the Ocean and Pacific templates you can choose between horizontal and vertical navigation.

## Hide left column:

In the Ocean template, when horizontal navigation is enabled, you can hide the left column when horizontal navigation is enabled.

## Sidebar elements:

Here you can sort the elements of the left column and individually activate/deactivate.

# Custom Skin

To customize your design, you can either upload a CSS file or enter the CSS code directly into the corresponding text field.

First enter your customizations in the "Preview" mode to test them there in advance by clicking the "Preview for custom skin" button. The changes will immediately appear in the preview view below.

If all adjustments correspond to your wishes, simply copy them to the live view by clicking on "Copy to Live".

The screenshot shows a user interface for customizing a skin. At the top, there are two tabs: 'Live' and 'Preview', with 'Preview' being the active tab. Below the tabs, there is a text input field for a CSS file, with a placeholder 'Durchsuchen...' and the text 'Keine Datei ausgewählt.'. Below this is a large text area containing CSS code: 

```
p {  
  color: blue;  
}
```

 At the bottom of the text area, there are two buttons: 'Preview custom skin' and 'Copy to live'.

You can then activate your template and skin selection either for yourself only (to check everything again in the frontend) or for all users.

# Mobile template

Analogous to the desktop template, you can edit the mobile/smartphone template in the same way.

## Template manager

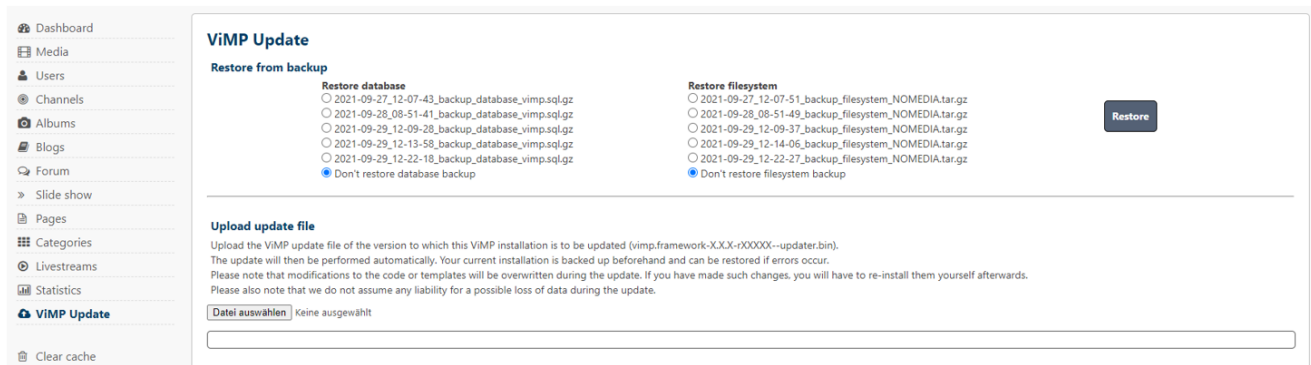
The screenshot shows the 'Template manager' interface. On the left, there is a sidebar with two options: 'Template' and 'Template mobile', with 'Template mobile' being the selected option. The main area displays settings for the mobile template. At the top, there is a blue notification bar that says 'Ocean is fully responsive and will be used instead of a separate mobile template.'. Below this, there are three settings: 'Template mobile' set to 'Ocean (full responsive)', 'Navigation orientation' set to 'horizontal' (with a note 'Applies to Pacific and Ocean template only'), and 'Hide left column for horizontal navigation only' set to 'Yes'.

You can only choose one if you activate the Pacific or the Atlantic desktop template. The Ocean template is fully responsive and therefore also works on mobile devices.

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# VIMP Update

With the menu item "VIMP Update" you can update your VIMP installation to a new version from the administration interface.



Upload the updater (vimp.framework-X.X.X-rXXXXX--updater.bin), which you get provided in your account on the VIMP support page, first.

After the file has been checked and you have optionally specified whether the backup should be omitted and whether the update file should be deleted after the update, start the update by clicking on the "Start update" button.



Normally, the update completes with a success message. In case of an error, you will receive corresponding messages in the update log.

If an update fails, you can select and restore a previous backup afterwards.

With the VIMP update function you can update VIMP as well as additionally installed modules or extensions.

The first installation of new modules or extensions, however, must be done on the console.

**ⓘ ATTENTION:**

Custom changes to the code or in the templates are overwritten with each update and must then be manually re-entered by you.

We assume no liability for any loss of data.

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# VIMP Configuration

By clicking on the “Configuration” link, the global configuration menu opens.

Within the configuration panel the VIMP portal can be customized to very individual requirements. All functions are equipped with a short description, explaining the settings that can be adjusted and what they will affect.

To change the setting of a function, simply edit the respective value and click on "Save". To reset the settings to the default value, click the “Reset” link.

The search function helps you to quickly find certain configuration parameters.



The screenshot displays the VIMP Configuration interface. On the left is a navigation sidebar with a search bar and a list of menu items: Basic, Portal, E-mail, Templates, Presets, Paging, White labeling, Data collection, Data cleanup, Authentication, Media, Users, Components, Player, Streaming, Ads, Transcoding, Media Import, Media Export, Analytics, Captcha, Payment, API, Clustering, Clients, and ElasticSearch. The main content area is titled "Configuration" and features a "Basic settings" section with the following parameters:

Parameter	Value
Version information <small>Public version information for VIMP</small>	5.6
Base directory <small>Absolute path to where VIMP is installed (often called webroot)</small>	/var/www/vimp/56/web
Enable Maintenance mode <small>Enables maintenance mode for the frontend application</small>	<input type="checkbox"/>
Enable development controllers <small>Warning: Do not activate the development controllers in production environments, as they may contain sensitive information. Note that this option can only be disabled in production mode.</small>	<input checked="" type="checkbox"/>
Server user	<input type="text" value="www-data"/>
Server group	<input type="text" value="www-data"/>
Proxy server	<input type="text"/>
Proxy server port	<input type="text"/>
cURL: Verify SSL certificates	<input checked="" type="checkbox"/>
Default language <small>Sets the default language of the portal (default: en)</small>	<input type="text" value="English"/>
Default country <small>Sets the default country of the portal</small>	<input type="text" value="Germany"/>
Enable RSS feeds	<input checked="" type="checkbox"/>
Allowed e-mail domains <small>Comma separated list of domains (e.g. vimp.com, gmail.com)</small>	<input type="text"/>
Approve e-mail addresses not matching the allowed domains	<input type="checkbox"/>
Blocked e-mail domains <small>Comma separated list of domains (e.g. vimp.com, gmail.com)</small>	<input type="text" value="[-]"/>
Threshold for disk space warning <small>Value in percent, below which the low disk space warning is displayed.</small>	<input type="text" value="20"/>
Enable WebP support <small>WebP is an alternative to JPG and PNG images with up to 30% smaller file sizes and at least the same quality. When enabled, browsers that support WebP use this better format.</small>	<input checked="" type="checkbox"/>

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