# Getting started with Qumu Self-Serve Portal

## 1. Qumu cloud portal

This is the content management system of Qumu Cloud and the first thing you see when you log into the system.

* Presentations	Customer Events	*				
All Presentations	o	Title	Status	Duration	Publisher	Created *
My Presentations  Human Resources	O orien	Sales Update to Customers - episode 28	Pending Publication	02:00	Karen Vanwert	Thu, 1 Jun 2017 12:59
► Sales ► Saved Playlists	0 aview	Sales Update to Customers - episode 28	Pending Approval	02:00	Karen Vanwert	Thu, 1 Jun 2017 12:57
Create playlist	O over	Sales Update to Customers - episode 27	Draft	02:00	Karen Vanwert	Thu, 1 Jun 2017 12:46
	O 0.104	Sales Update to Customers - episode 26	Published	02.00	Karen Vanwert	Thu, 1 Jun 2017 12:44
	O orien	Sales Update to Customers - episode 25	Published	02:00	Karen Vanwert	Thu, 1 Jun 2017 12:43
						Thu: 3 lun 3917

• You'll see both published and unpublished content to the right.

* Presentations	Castomic Sents +						
Al Presentations	0	Title	Status	Duration	Publisher	Created *	
My Presentations Human Resources	0 0.000	Sales Update to Customers - episode 28	Pending Publication	02:00	Karen Vanwert	Thu, 1 Jun 2017 12:59	
Sales Sevel Playlists	0 g.m.	Sales Update to Customers - episode 28	Pending Approval	02:00	Karen Vanwert	Thu, 1 jun 2017 12:57	
Conatte playles	0	Sales Update to Customers - episode 27	Draft	02:00	Karen Vanwert	Thu, 1 Jun 2017 12:46	
	() Online	Sales Update to Customers - episode 26	Published	02:00	Karen Vanwert	Thu, 1 Jun 2017	

- Presentations
   All Presentations
   My Presentations

   Human Resources
   New Hire
   Onboarding

   Sales
   Eest Practices

   Customer Events
   Saved Playlists
   Create playlist
- The navigation panel on the left is organised in folders and playlists. Folders group together playlists.
- Playlists group together presentations that may be distributed or managed together.

• 'Create a presentation' from the menu bar at the top.

Create presentations
 Search presentations
 Q
 Advanced search
 Reporting
 Advanced search

- Search content using the 'search' or perform an 'advanced search'.
- On the right of the Top menu bar, you can access:-
  - **Reporting** : For entire playlist or a selected presentation.
  - **Administration** (Only for users with special privileges): For managing users and configuring the platform.
- Click your 'username' to access support, preferences or logout (top right menu)

Reporting		Administr	ration	Karen Vanwert 🕶		
ation	Publi	sher	Help Technical documentation Widgets documentation			
			Prefer	rences		
00	Katie	Von West	Log of	Log out		

 View the preview of each presentation, 'Title, Status, Duration, Publisher name, Created date'.

C	Title	Status	Duration	Publisher	Created	۲
Q	New Hire Orientation - Legal B	nefit Published	02:00	Katie Von West	Fri, 2 Jun 2017 08:45	

#### 2. Manipulate the presentation

# New Hire Orientation - Legal Benefit Published 02:00 Kate Von West

• View the presentation, edit it, share it via email, duplicate the presentation, get information, view links, create a widget, view feedback, view reporting, withdraw or delete it



## 3. Manipulate the playlist

- **Subscribe** to receive updates.
- View reports for a playlist.
- Create widget to embed entire playlist on your website or intranet site.
- Edit to add tags and filters.
- Delete playlist.

