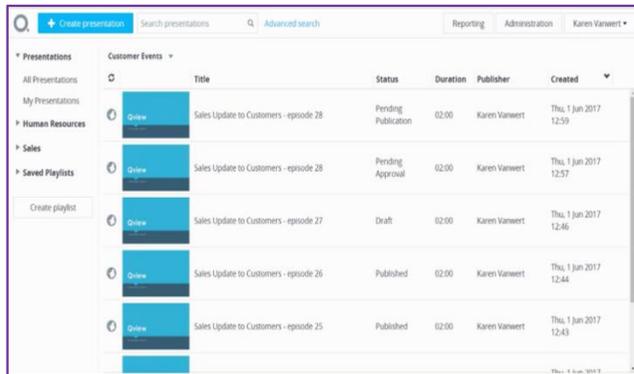


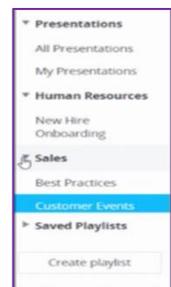
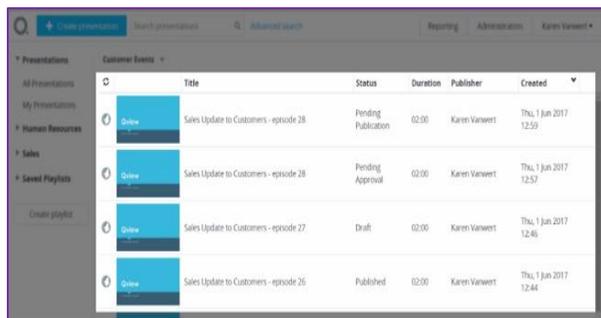
Getting started with Qumu Self-Serve Portal

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.



- You'll see both published and unpublished content to the right.

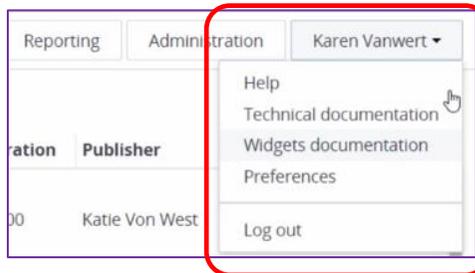


- The navigation panel on the left is organised in folders and playlists. Folders group together playlists.
- Playlists group together presentations that may be distributed or managed together.

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



- 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)



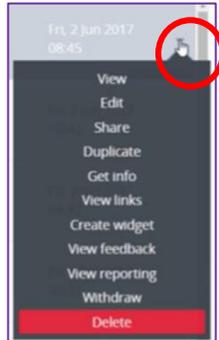
- View the preview of each presentation, 'Title, Status, Duration, Publisher name, Created date'.



2. Manipulate the presentation



- 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.

