

XStream RapidShareTM Media Management Server

Technical Brief

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XStream RapidShare Media Management Server – Introduction

XStream RapidShare Media Management Server (MMS) is XStream Software's rich, web-based media management system (within the **XStream RapidShare*** technology) that can manage, schedule, and track live broadcasts and on-demand media presentations created and delivered with XStream's **softTV Presenter** technology. In addition, the system includes optional capabilities for web-based communication and collaboration.

***NOTE: XStream RapidShare** is XStream's unique web environment and digital workspace that provides access to the following modules:

1. **Communication and Collaboration Module** – This module enables clients to use a project-based methodology to have distributed or global teams of people access, organize and work jointly on projects 24/7. Each project created consists of powerful capabilities that enable users to instantly share files and documents (of all types), exchange e-mail, post notes and messages, participate in real-time discussions and chat sessions, and much more. For more information on the XStream RapidShare technology and the specific communication and collaboration capabilities provided, consult the "**XStream RapidShare v1.0 Technical Brief**" document. This document may be downloaded (in .PDF format) from XStream's web site at <http://www.xstreamsoftware.com/downloads.htm>, or it may be acquired by contacting XStream at **613-731-9443** or by e-mail at info@xstreamsoftware.com.
2. **Learning Management System (LMS) Module** – This module enables management of all types of online learning content and offline scheduled events with optional capabilities for web-based communication and collaboration as part of the LMS. In addition, the LMS provides many other features and capabilities, including e-mail notifications, extensive reporting capabilities, self-registration capabilities, learning paths, course catalogs, prerequisite definitions, bookmarking capabilities, offline exam generation, interface customization, archiving capabilities, 508 compliance, multi-language support, and more. For more information on XStream RapidShare LMS, consult the "**XStream RapidShare LMS v1.0 Technical Brief**" document. This document may be downloaded (in .PDF format) from XStream's web site at <http://www.xstreamsoftware.com/downloads.htm>, or it may be acquired by contacting XStream at **613-731-9443** or by e-mail at info@xstreamsoftware.com.
3. **Media Management Server (MMS) Module** – This module provides capabilities for scheduling, tracking, and reporting on Live and On-Demand streaming media presentations created with XStream's **softTV Presenter** technology. Online presentations may be scheduled and made accessible to selected users by e-mail invitation. Custom catalogs of online presentations may also be created. In addition, optional communication and collaboration capabilities can facilitate the development of presentation content.

This technical document focuses on the capabilities provided by the XStream RapidShare MMS Module along with optional capabilities that may be added in for web-based communication and collaboration as part of the MMS.

Streaming Media Presentation Content in XStream RapidShare MMS

XStream RapidShare MMS works with XStream's **softTV Presenter** technology.

softTV Presenter is a highly advanced streaming media authoring tool. It enables developers to create and deliver Live and On-Demand web-based streaming video/audio presentations. These presentations consist of Microsoft PowerPoint slides that change in synchronization with the video or audio content.

Using softTV Presenter, a user can broadcast and control a Live presentation, which can be easily archived, complete with synchronized slides, so that viewers can access it later as an On-Demand presentation. A user can also create an On-Demand presentation from scratch by recording a video or

audio presentation and encoding it (or importing a previously encoded streaming media file), and then synchronizing the video/audio with a PowerPoint presentation.

The Live and On-Demand presentations created with sofTV Presenter may be managed, scheduled, tracked, and cataloged through the XStream RapidShare MMS system. XStream RapidShare MMS includes the following media management capabilities:

Publishing Presentations to the MMS

Upon creating/configuring a Live or On-Demand presentation in sofTV Presenter, a user (with appropriate rights) may easily publish the web content and/or media content to XStream RapidShare MMS for scheduling, tracking, and cataloging. From within sofTV Presenter, the user can easily log in to the MMS module and publish the presentation content.

Scheduling Presentations

Administrators may schedule live and on-demand presentations with built-in tracking & reporting.

Online presentations in the MMS can be scheduled to be started/viewed at a specific date and time. When scheduling the live presentation, the administrator enters details including the start date/time, end date/time, and the number of required connections (i.e., the number of users attending the presentation).

NOTE: For live presentations, the sofTV Presenter technology is required. When the live presentation is started by the host user, sofTV Presenter is automatically launched (if it is available on the system) and begins broadcasting the live presentation. On-demand presentations can be launched directly from the MMS module.

One or more invited/assigned internal users or external users may join a scheduled presentation. Internal users may join the presentation by clicking a Start Presentation button available to them. External users may join the presentation by receiving a URL (via e-mail or using some other method) that they can use.

NOTE: If a user who receives an invitation URL is not already registered in the system, the user has the capability to self-register in the system (by creating his/her own account online). Once the user has created an account, the user may proceed to join the presentation.

Presentation Catalogs

Administrators may build customized catalogs of on-demand presentations that are available to authorized users online. Each on-demand presentation can be optionally scheduled and added to the calendar by specifying a Start Date/Time and End Date/Time.

In addition, as soon as a live presentation is completed, it may be automatically moved into a designated presentation catalog (if this option has been enabled for the live presentation). Once it is stored in the catalog, the live presentation automatically becomes an on-demand presentation that is available to authorized users.

For each presentation in the catalog, the administrator may also define an expiry date (after which the presentation will no longer be available to users). Expired presentations are automatically stored in a special repository. The archived content may be subsequently restored to the MMS or permanently removed.

Calendar

Each user in the MMS has access to a Calendar component, which provides a mechanism for keeping track of and accessing/launching scheduled presentations. Assigned presentations can be organized and viewed by day, week, month, or year.

The Calendar shows all upcoming live presentations, presentations currently in progress, and on-demand presentations.

A user who is hosting a live presentation can launch the presentation from the Calendar. In addition, any on-demand presentations that have been scheduled can be launched from the calendar (or from the presentation catalog).

E-mail Reminders/Notifications

E-mail reminders (i.e., reminder messages automatically sent to participants before the presentation is started) and e-mail notifications (i.e., results automatically sent to participants after the presentation has ended) can be configured for presentations within XStream RapidShare MMS.

Administrators can configure the e-mail messages for each type of presentation separately and define who is to receive the different e-mail reminders/notifications that have been configured.

Multiple e-mail reminders/notifications (assigned to different users and groups) can be created for the same presentation (e.g., for a presentation, two e-mail reminders/notifications may be defined: one for one group and the second for a different group).

Other features available for e-mail reminders/notifications include the following:

- a. Selecting one or more manager users for each e-mail reminder and defining the “To”, “CC”, and “BCC” for each selected manager.
- b. Defining the start and stop dates for each e-mail reminder.
- c. Sending out results reports containing presentation attendance to respective participants and assigned managers.

XStream RapidShare MMS Reports

XStream RapidShare MMS enables administrators to generate a number of statistical reports on presentations, including a report displaying the number of viewers watching a live web cast/presentation, a report displaying the number of viewers watching an archived presentation, a report showing how long a user has viewed a presentation, etc. Reports can be generated according to region/country or other defined domains.

Reports may be viewed online, printed, exported to other formats (including Excel), and e-mailed.

Communication & Collaboration Features in XStream RapidShare MMS

In addition to its capabilities for managing online streaming media presentations, XStream RapidShare MMS provides **optional** access to powerful communication and collaboration capabilities (as part of the MMS module). Note that XStream RapidShare MMS is available and may be used **with** or **without** the communication and collaboration capabilities.

These features enable users to communicate and collaborate with each other, which facilitates presentation development, discussion, and sharing of ideas. Users may also share files and collaborate on the development of presentation content prior to its release. In addition, users may be provided access to other types of files that represent supplementary or reference material to the presentation content provided to the users.

The XStream RapidShare MMS communication and collaboration capabilities include threaded discussion forums, interactive chat sessions, file transfer/sharing capabilities, “notify me” capabilities, e-mailing capabilities, notifications, and posted notes, comments, and URL links. These features are described in the next few sections of this document.

Threaded Discussion Forums

Threaded discussion forums enable users to initiate one-on-one discussions with other users. A new topic is created for each discussion with the capability of adding threaded replies under each message.

Administrators may create threaded discussion forums anywhere at the root level or sub-folder level of the MMS, and they may define the rights that individual users have to discussion forums and discussion topics.

Interactive Chat Sessions

Users can initiate synchronous text-based chat sessions with other users on demand. Chat sessions are an excellent electronic medium for enabling users to share information and ideas.

Administrators or users (with appropriate rights) have the capability to create chat rooms where one or more invited internal users or external users may join the chat. Internal MMS users invited for a chat may be notified via animated marquee to join a chat in progress. External users may participate in chatting by receiving a URL that they can use.

Each chat session can be saved and made available to other users.

File Transfer/Sharing Capabilities

XStream RapidShare MMS includes file transfer/sharing capabilities that facilitate collaboration on the development of presentations. Files and documents (created using any application) can be easily uploaded to the system and then shared with other users. Files/documents may be organized in folders and subfolders created under the MMS root.

Administrators, MMS managers, and power users may restrict file/folder access to selected users/groups for security.

Files/documents may be uploaded using either of the following methods:

- **Normal Method** – The file is uploaded from a local or LAN/WAN drive using a standard “Choose File” dialog box.
- **ActiveX Method** – The file or folder is uploaded over the web using the ActiveX component. Using this method, the user may upload a single file or a folder containing multiple files and subfolders.

The files/documents that are uploaded to the MMS have built-in capabilities for File Locking and Version Tracking. This makes it easier for participants to work on and access the latest versions of files or documents that are part of the MMS.

There are a number of unique features and capabilities provided for File objects:

1. Ownership

The file is by default owned by the person who initially created it. This means that only the owner can edit this file by default. However, the owner can assign rights (read and/or modify) to other users as required.

2. Version Tracking

Users can keep track of the different versions of the files that are created.

3. File Read Access

When a user views a file (i.e. reads a file), other users can still access it. Reading a file does not prevent the file from being accessed by others for reading or editing purposes.

4. File Edit Access

When a user edits a file, they reserve the file, which prevents other users from editing the same file. However, it does not prevent users from accessing the file for reading/viewing purposes. The

“automatic” reservation placed on the file (when a user opens the file for editing) is released when the file is replaced or the changes are abandoned. Once the file has been updated, an unread mark is placed on the file as a visual indicator letting others know that the file has been modified.

NOTE: If necessary, the administrator can release a reservation on any file in the MMS so that others can edit it.

5. Manual Reservation

If a user wishes to hold a file for future editing, a manual reservation can be placed on the file. This prevents other users from editing the file until the user has finished editing the file and released the reservation.

“Notify Me” Capabilities

The “**Notify Me**” feature in XStream RapidShare MMS enables users to track changes occurring within the MMS.

Each user is given the capability and the rights to enable “**Notify Me**” at any node level. A user may choose to be automatically notified (by e-mail) as soon as a change occurs in a selected MMS component, or he/she may choose to receive a daily summary of all changes made to a selected MMS component or all changes made to the complete MMS.

Electronic Mail Facility

Users may compose, send, receive, and store e-mail messages. Since anyone can send e-mail to the mailbox, it is particularly useful for receiving e-mail from people outside of the MMS.

Notifications

Users may create, post, and view notification messages within the MMS.

Notification messages are useful for informing users about MMS changes and enhancements, upcoming meetings and chat sessions, and other types of information.

Notes

Users can post general notes pertaining to the MMS.

Web Links

Users can create shared links or shortcuts to Web URLs.

A link is a shortcut to a web site. It allows you to specify whether a web page referred to by the link should be opened in a new window or not.

Comments

Users may add comments to various objects within the MMS.

Comments are user-defined annotations or notes that provide extra details, recommendations, hints, tips, or other general information to any user accessing the MMS object.

Contact Information

For more information on **XStream RapidShare MMS**, please contact our sales team either by phone at (613) 731-9443 or by e-mail at salesupport@xstreamsoftware.com.

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