FAA Media Center SOP

The Media Center is part of the Web Management tools provided at the FAA. This system is for adding a video to be displayed on one of two (2) websites for public dissemination. Before beginning this SOP, certain conditions must be met to ensure smooth deployment of the new media file. These conditions are enumerated below:

- Currently, Firefox is the only supported browser for this process. It requires you to login using your email address, and not the standard PIV card/id.
- A media file must already exist in the On Demand media storage folder. That location is
    - /ondemand_fms/*.* (where *.* is a wildcard denoting the name of the file and its extension)
- Wrapper information should be provided by the content creator in an email. This should include the thumbnail as well as the closed caption text in .xml format.
- Once these conditions are met, the creating media file and its wrapper can begin.

Starting the Process

Direct your browser (remember: Firefox only) to the following address:
https://redacted_for_security

- Login with your user email address, not your PIV id.

The main screen, shown below, displays the options for creating a new video, configuring the main repositories, as well as viewing the videos already uploaded into the system.

Media management main screen

Web Management
Media Management

Streaming Application Library Websites

Manage the available streaming media libraries using the tabbed listing below. Use the ⚙ Configure links to update the lead media item, featured listing and categories for each library. You can find, edit, add and publish media items from each listing.

📑 New Video

⚙ **Configure**
- FAA TV
- MyFAA TV

ⓘ **Video Statistics**

Total Published Videos: 1975
Total Unpublished Videos: 343
Total Videos: 2529

Closed Captioned (published): 467 [24%]
Open Captioned (published): 19
Not Captioned (published): 17

The video repository

The current video repository, showing both the FAA TV repository tab, as well as the MyFAA TV repository tab. The "Stats at a Glance" information duplicates the blue "Video Statistics" info box.

Creating a new media file

Creating a new media file begins on the top of the page with the **New Video** link.

- Click on the **New Video** link to go to the "Edit Media Details" page.

Media Management Home « **Edit Media Details**

Use the tabs to manage the meta data and assets for the media item. For new media data in the basic information tab has to be saved before the media assets and related content information can be applied.

New Video | View Info

| Basic Information | Media Assets | Related Content |

* indicates a required field.

Media Information

* Title:

* Description:

Tags:

Use comma to delimit tags e.g., "pilot, license, renewal"

* Library Categories:

FAA TV

- ○ About FAA
- ○ Aviation
  - ○ Air Traffic
  - ○ Airman Education
  - ○ Industry
  - ○ Safety
- ○ Conferences

Edit Media Details Page (shown above)

This page presents a form for inputting the required information to create a new media item. It is comprised of 3 tabs, each with a form for information. Each tab will be described in sequence from left to right.

Basic Information Tab

The Basic Information displays a form for inputting information. Although simple, this tab is the most important of the three as it sets the wrapper with its required information. This tab cannot be skipped and will lock the other two until it is filled out.

Media Information form fields (The first half of the tab)

Field denoted with a red asterisk * are required.

Title: The title of the video, provided by the client.

Description: Description of the contents of the video, also provided by the client. Please note this is not the 508/alternative text, but the description the public will see.

Tags: Not required, but recommended. The tags categorize the information for easy storage and retrieval, provided by the client.

- To use upper-case tags: **Copy/Paste** the tag from the email and press <Enter> on your keyboard. The page adds the tag, a comma, and then allows you put in another tag.

Library Categories: Designates in which Line of Business (LOB) category the video displays. There are several radio buttons, only the first seven are displayed for brevity. Only one radio button can be selected for "FAA TV" and "My FAA TV" respectively. Take care to be sure of your selection. The only way to reset your selection (currently) is to click on the **New Video** link to start the process over.

Contact Information form fields (the second half of tab)

Name: The name of the requesting client. Note the field will scan existing names in the FAA contact list. Begin typing to start searching, or you can enter the whole name without waiting for the search results.

Email: Similarly, email addresses will search the same way.

Phone: This field will autofill based on a successful email search.

Organization: This drop down will also autofill, however, related organizations can be user- selected.

Status radio buttons
The Published/Unpublished **radio buttons** are greyed out at this stage of the process, and will not be active until all of the information is posted. They exist on every screen however.

Form action buttons
Click <Save Details> to save the information entered into the form, the "Media Assets" tab will open. Pressing <Cancel> will reset the form, and reload the page.

Media Assets Tab
This tab adds the file previously loaded into the /ondemand_fms/ directory. It is also the location to add the thumbnail and caption information contained in the client email.

The top of the page reiterates the information entered in the Basic Information tab, and shows the locations the media will be contained in once the media is published.

Asset Information form fields
Filename: The filename field is auto populated after the video is added, to add the video, click the <Add Video> button.

Clicking <Add Video> brings up the "Choose Video File" modal window. This window allows you to search through all the available videos that can be used for the media item. The most recent video in the /ondemand_fms/ directory appears at the top of the list. (Further explanation removed for brevity in this sample.)

Clicking the <Choose> radio button for the desired file, then pressing <Select>, populates some of the information described below.
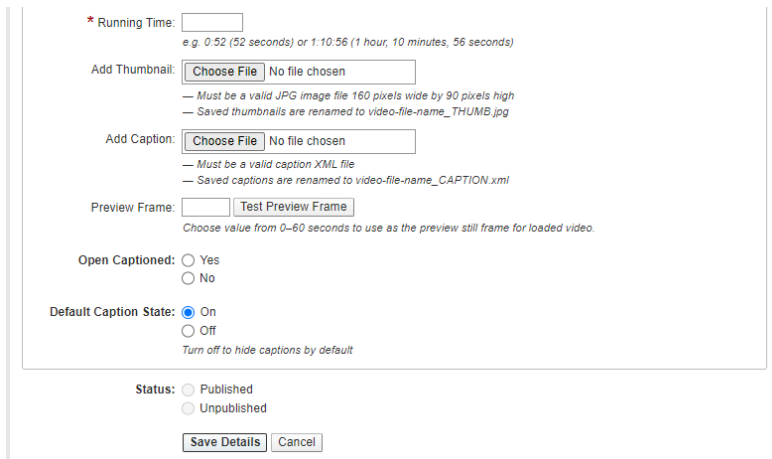
Running time: This field will be populated when the video is added, and can be altered here if the client requests it.

Add Thumbnail: Selecting <Choose File> allows you to upload the thumbnail image provided by the client. Although it does not show an asterisk, it is required.

Add Caption: Selecting <Choose File> uploads the closed-caption .xml file. Again, it is required but not marked so.

Preview Frame: This field generates a preview for the media asset. Generally, it is from the first, non-black, frame of the video. You can choose which frame to display by entering the second (0-60) from the video you wish to use. Selecting <Test Preview Frame> displays the keyframe for your chosen moment in time.

Open Captioned: These radio buttons select whether the captioning is synced to the video, or displays at its own speed.

Default Caption State: These radio buttons toggle whether the closed-captioning is displayed automatically. It is set to "on" by default.