

Making ECHO360 Files Available/Unavailable

Login to the ESS Server via <https://vpc1.umb.edu:8443>

Use you UMB Email address (john.doe@umb.edu)

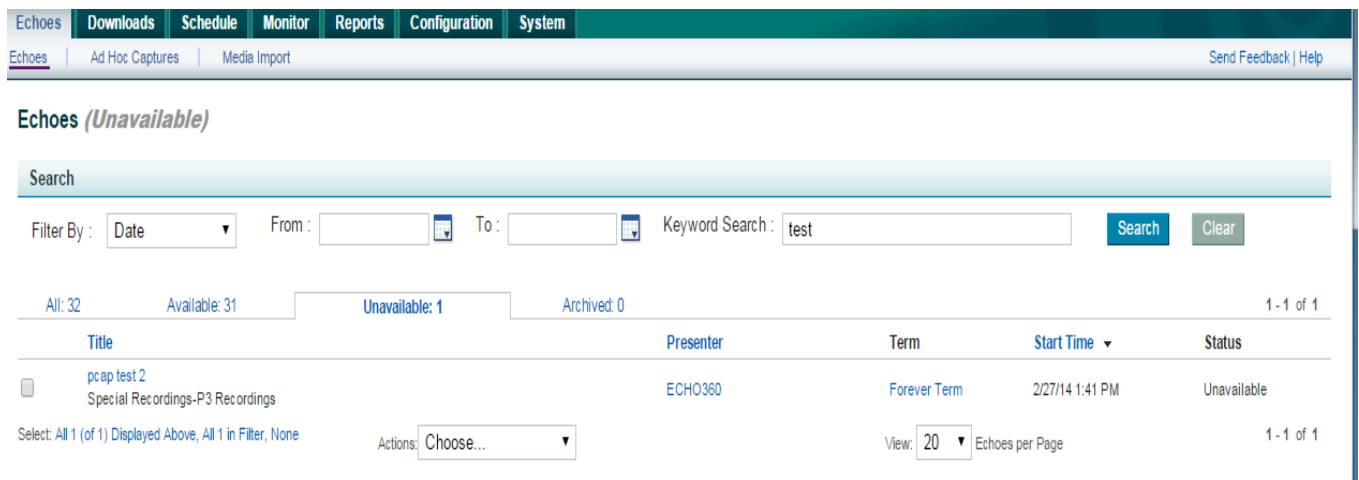
And UMB Email Password to gain entry.



The image shows the Echo 360 login interface. At the top, the logo "echo 360" is displayed in a green-to-blue gradient. Below the logo, the text "Please enter your user name and password." is centered. There are two input fields: "User Name:" and "Password:". Below these fields is a blue "Log In" button. The entire login area is enclosed in a rounded rectangular frame.

EchoSystem 5.4.2014-03-24.1

Once logged in you will see a list of all the ECHOES that are available to you:



The screenshot shows the Echo 360 web interface. At the top, there is a navigation menu with tabs: Echoes, Downloads, Schedule, Monitor, Reports, Configuration, and System. Below the navigation menu, there is a sub-menu with tabs: Echoes, Ad Hoc Captures, and Media Import. The main content area is titled "Echoes (Unavailable)". Below the title, there is a search bar with a "Search" button and a "Clear" button. The search bar contains the text "test". Below the search bar, there are filter options: "Filter By:" with a dropdown menu set to "Date", "From:" and "To:" with date pickers, and "Keyword Search:" with a text input field. Below the filter options, there are summary statistics: "All: 32", "Available: 31", "Unavailable: 1", and "Archived: 0". Below the statistics, there is a table with columns: Title, Presenter, Term, Start Time, and Status. The table contains one row with the following data: Title: "pcap test 2", Presenter: "ECHO360", Term: "Forever Term", Start Time: "2/27/14 1:41 PM", Status: "Unavailable". Below the table, there are additional options: "Select: All 1 (of 1) Displayed Above, All 1 in Filter, None", "Actions: Choose...", "View: 20 Echoes per Page", and "1 - 1 of 1".

You will see tabs that say “ All, Available, and Unavailable”

To Make a video Available, click the square box to the left of it, next choose the dropdown list and select make available.

Search

Filter By : From : To : Keyword Search :

All: 32 Available: 31 Unavailable: 1 Archived: 0

	Title	Presenter	Term	Start Time
<input checked="" type="checkbox"/>	pcap test 2 Special Recordings-P3 Recordings	ECHO360	Forever Term	2/27/14 1:41 PM

Select: All 1 (of 1) Displayed Above, All 1 in Filter, None

Actions: **Make available** Archive selected Delete permanently

View: Echoes per Page

EchoSystem v. 5.4.2014-03-24.1

Within a couple of minutes the video will be available and you will receive an automated email from ECHO360@umb.edu alerting you to this change.

To make a file “Unavailable” go to the Available tab- select the checkbox for the file you want to make unavailable and choose “ Make Unavailable” from the Actions Dropdown.

Actions: **Make unavailable** Archive selected Delete permanently