

Making ECHO360 Files Available/Unavailable

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

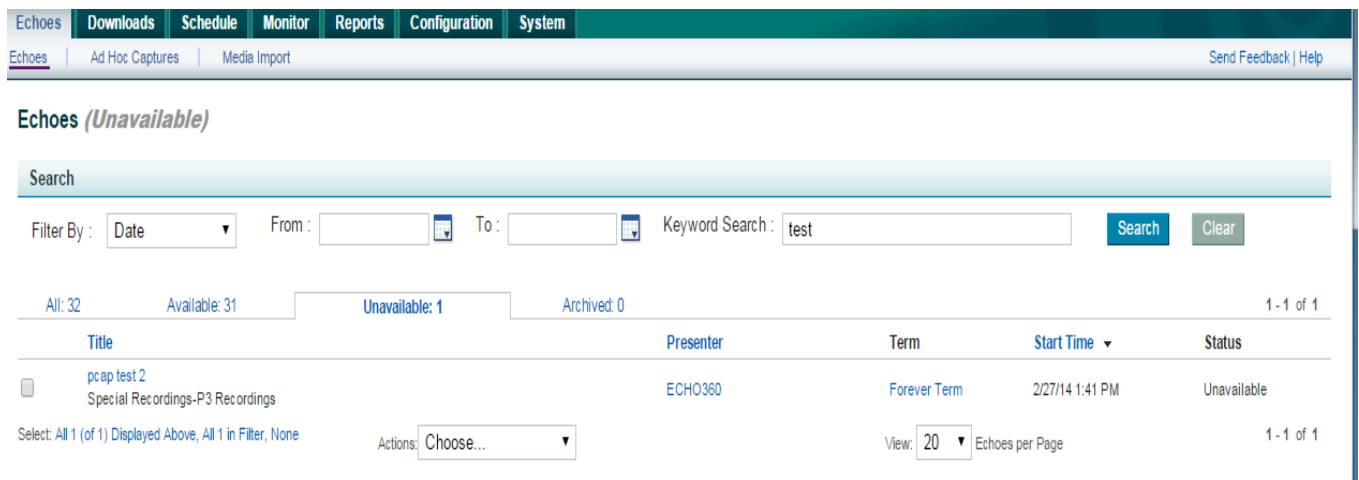
Use you UMB Email address (john.doe@umb.edu)

And UMB Email Password to gain entry.



EchoSystem 5.4.2014-03-24.1

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



Title	Presenter	Term	Start Time	Status
pcap test 2 Special Recordings-P3 Recordings	ECHO360	Forever Term	2/27/14 1:41 PM	Unavailable

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