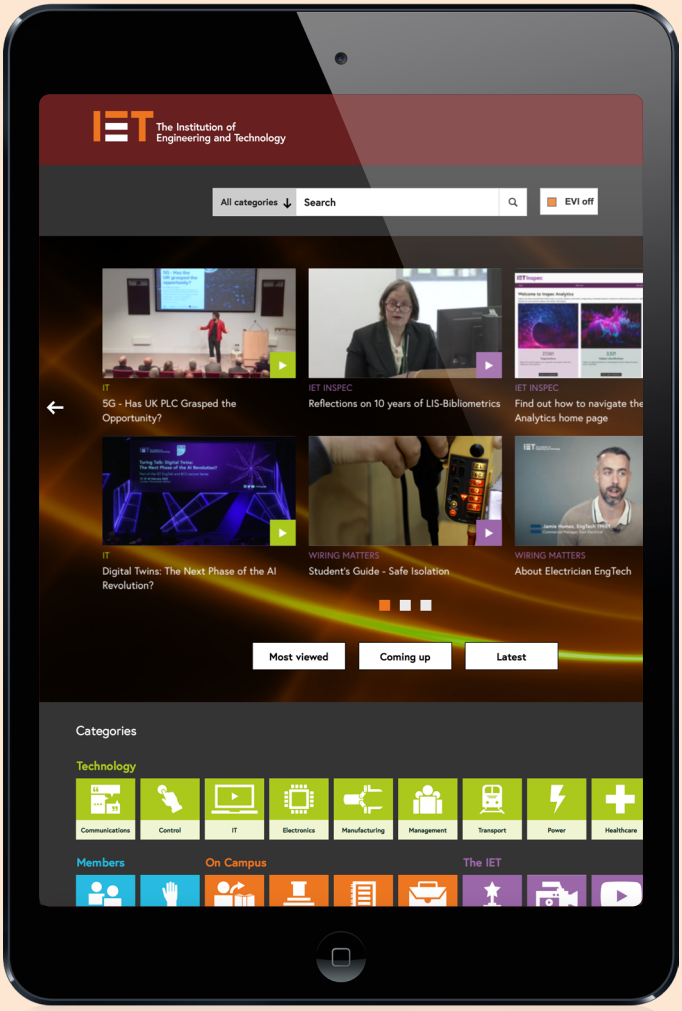
The Institution of Engineering and Technology

iet.tv

iet.tv
User Guide

to the world's largest collection of engineering and technology video resource.



IET.tv User Guide

Welcome to the user guide for the IET.tv platform from the Institution of Engineering and Technology (IET). Designed for all of our users – IET Members, occasional visitors, users at institutions or large organisations and their librarian or administrator – this guide covers a range of useful information for the platform. If you cannot find what you are looking for in this guide, or if you are experiencing technical problems, please contact us using the details at the end of the guide.

If you want to subscribe to IET.tv, contact us by email at **iettvsales@theiet.org**.

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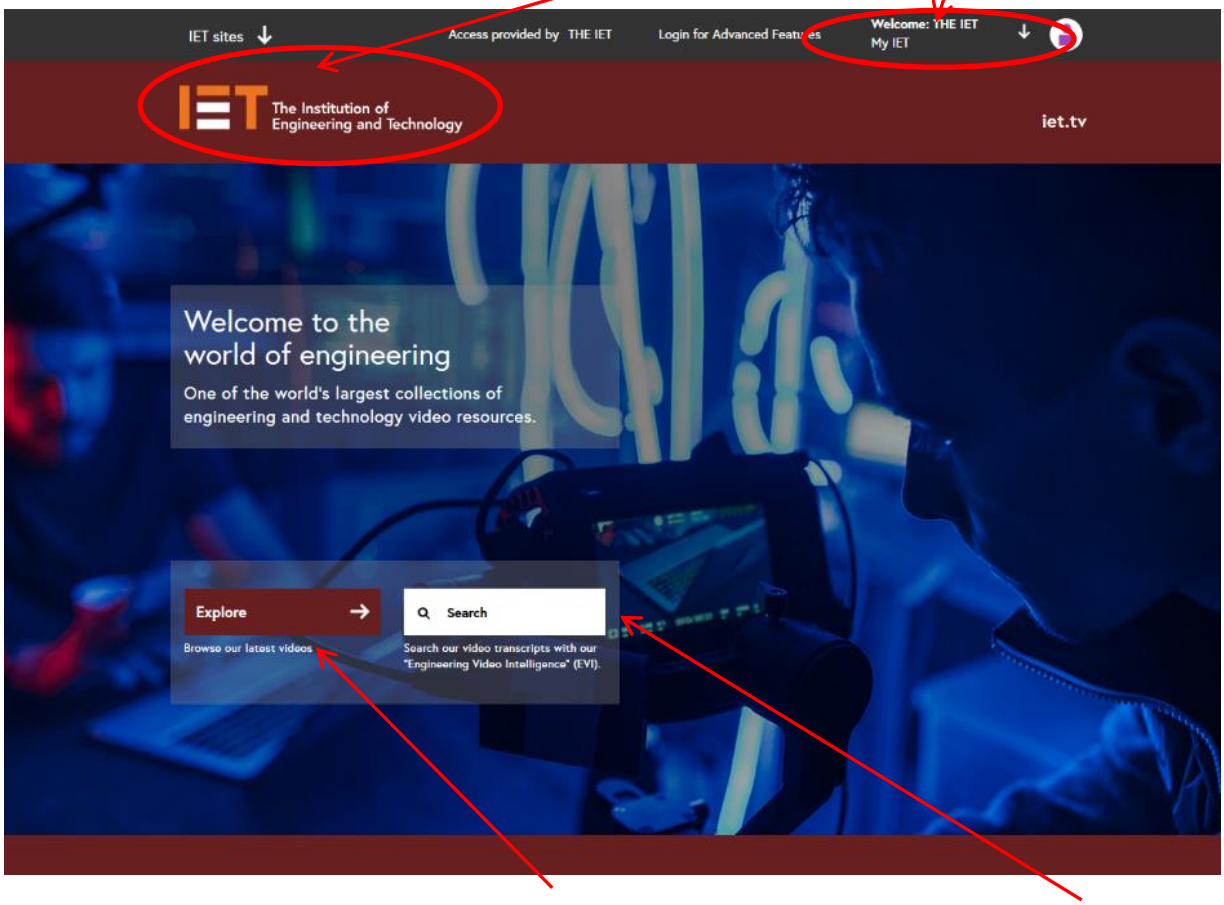
Getting Started on the Home Page

Start IET.tv by visiting http://tv.theiet.org/. If you are an **administrator,** you can **log in** with your account details you should have received when your account was activated by Sales Support.

Contact iettvsales@theiet.org if you did not receive this information.

If you are **not an administrator,** you will either need institutional access or a user name and password to access subscription content on IET.tv
In either case, speak to your local administrator.

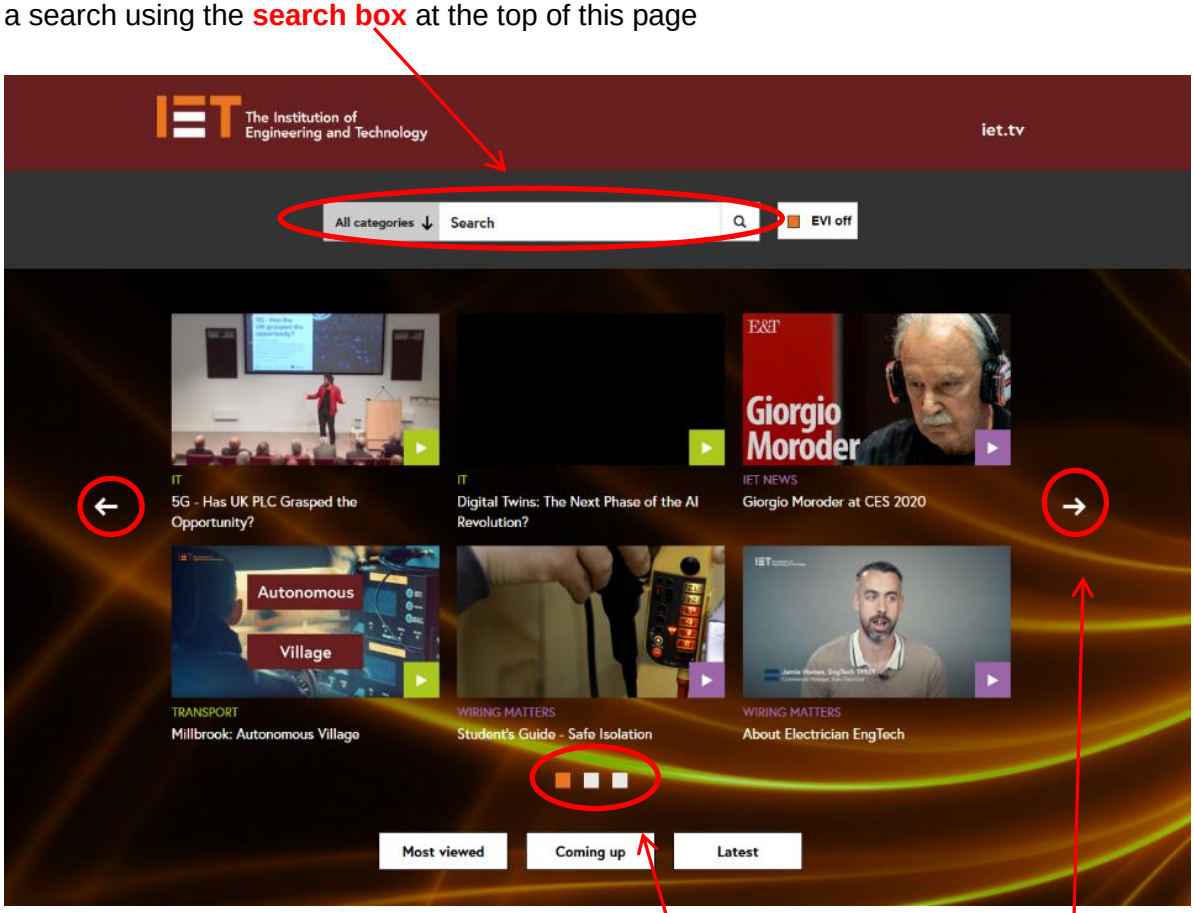
To return to this **home page**, you can use the **IET.tv logo.**



You can choose whether to browse the **carousel homepage**, or carry out an **EVI search**. These options are explained below.

Carousel Homepage

When you select the **carousel homepage** option, you are taken to a screen such as the one below, which presents a selection of the most recent videos. Note that you can also perform a search using the **search box** at the top of this page



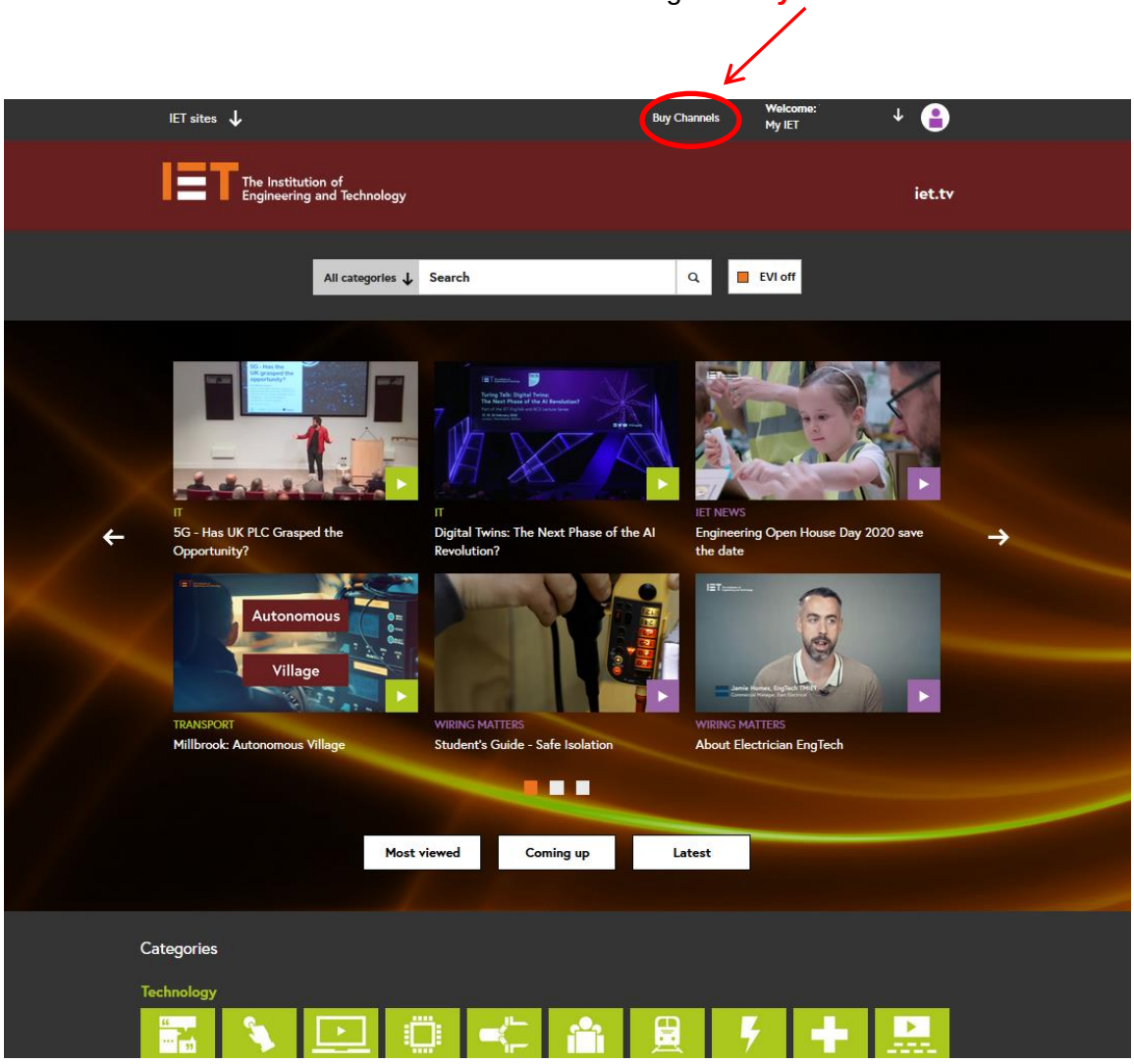
The videos are arranged in a 'carousel' layout.
This means that you can navigate using **radio buttons** or by using the **left** and **right** arrows.
Further down the same page you can access the **Most Viewed, Forthcoming** and **Latest** videos.

Channels

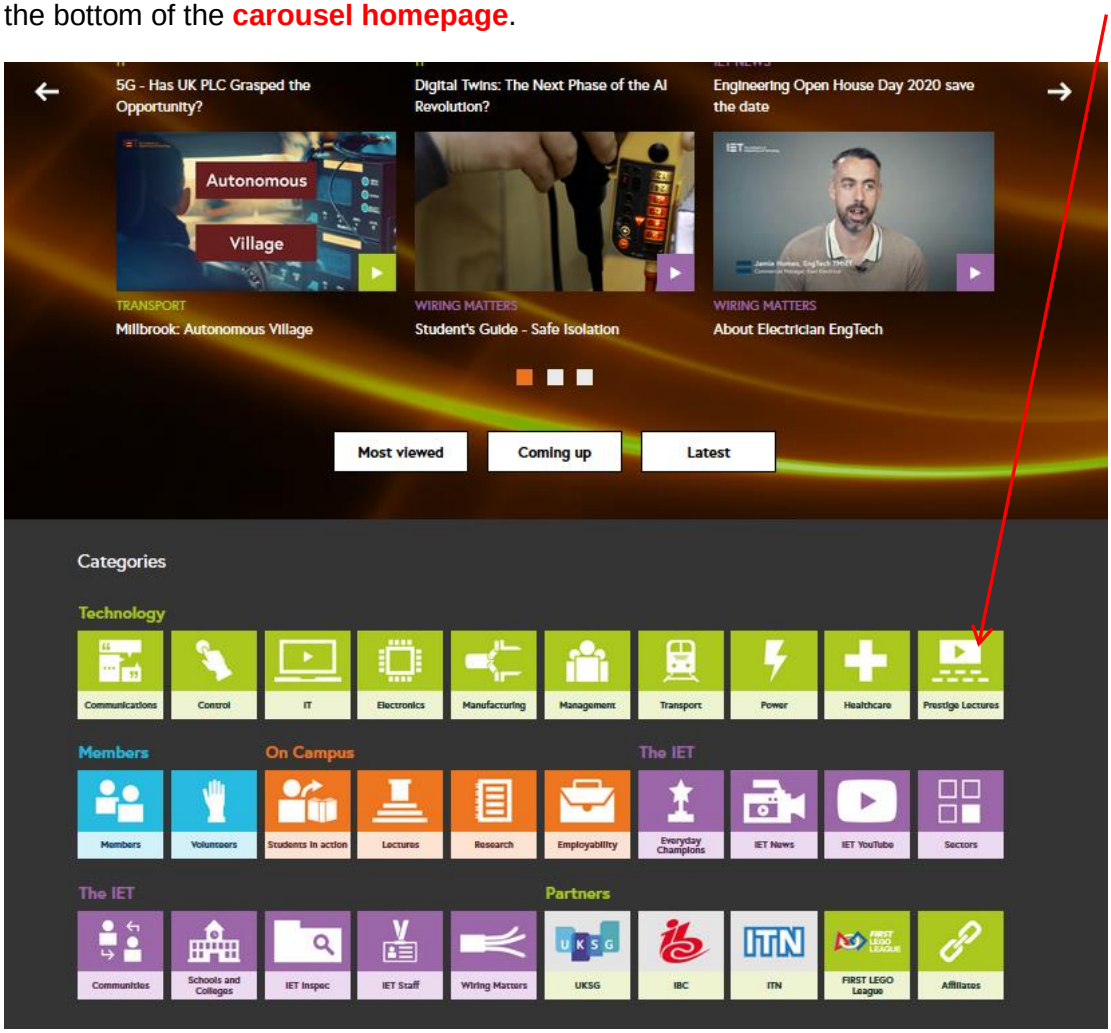
Content in IET.tv is organised by subject streams called channels.
Go to the **carousel homepage** to see a screen such as the one below:

To subscribe to new channels, Institutions should contact IET.tv at: iettvsales@theiet.org

Individuals can subscribe to new content streams using the **Buy Channels** button.

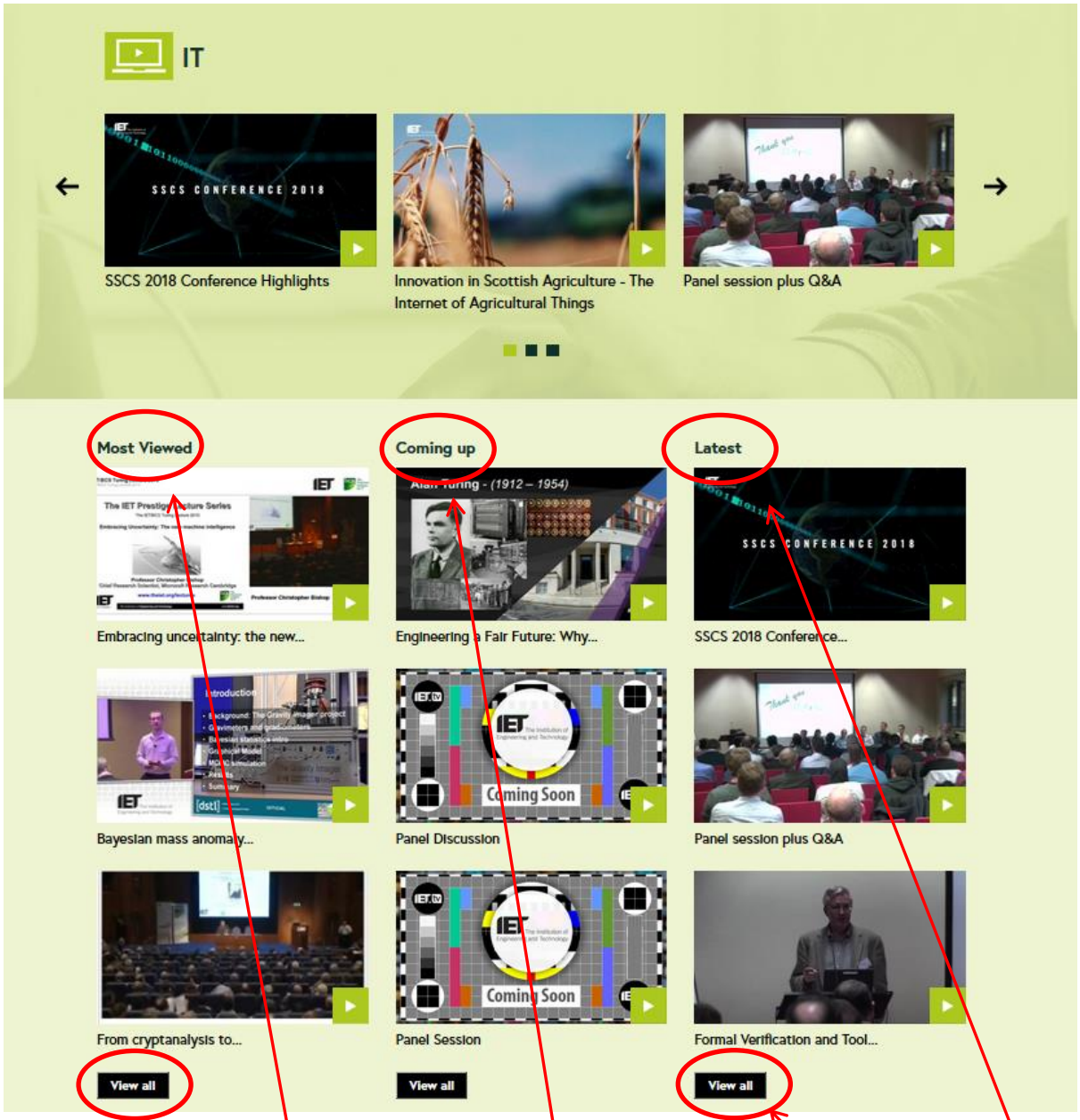


You can access the channels to which you have subscribed using the **Channel Buttons** at the bottom of the **carousel homepage**.



For example, to select videos in the IT Channel, click the green **IT Channel icon**

This takes you to the **IT Channel page**

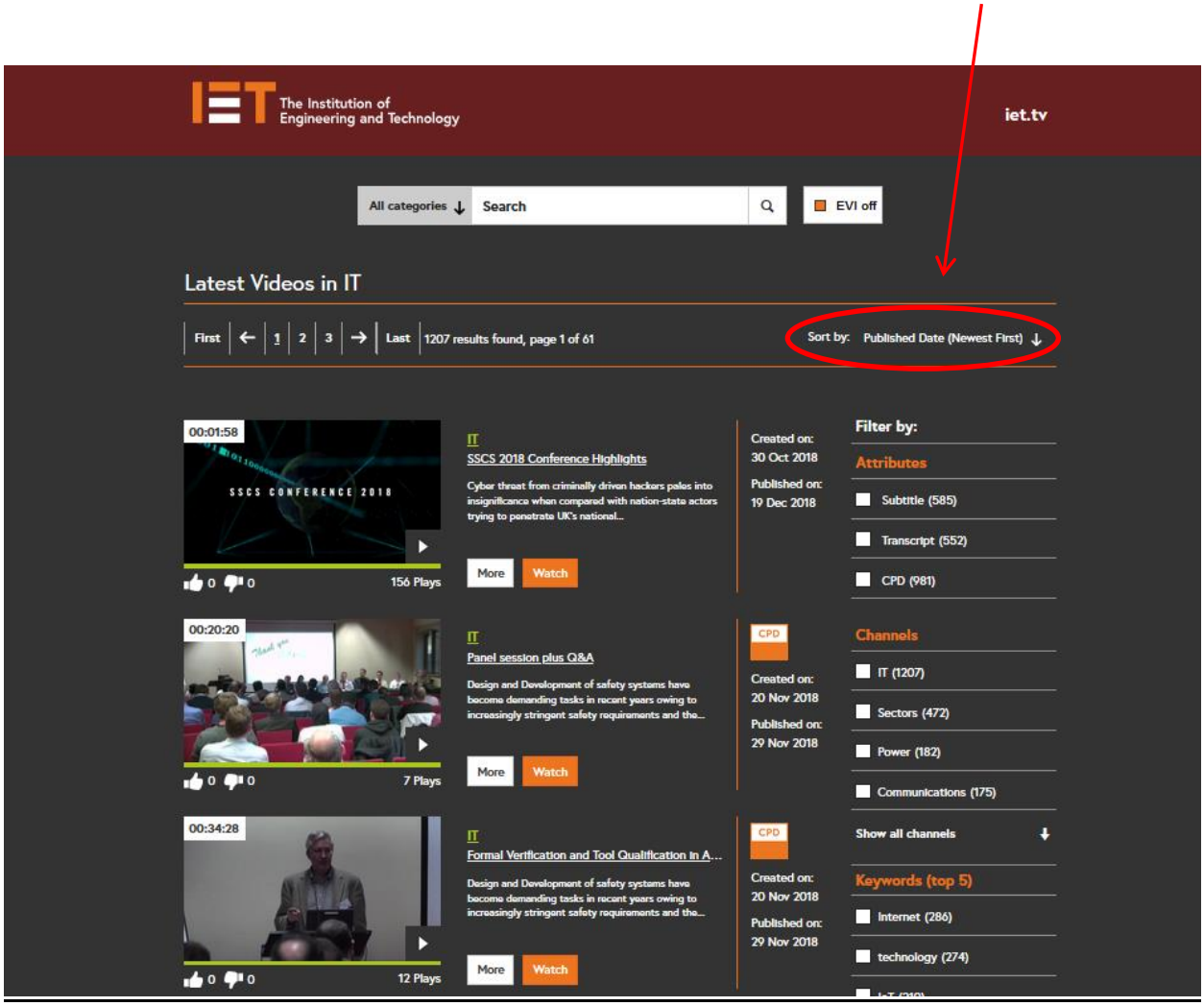


View all under the **Most Viewed** heading for a channel page expands the page to show all the videos in the current channel sorted by their popularity (most "liked") at the top.

The **Coming Up** section allows you to see information about videos that are about to go live.

View all under the **Latest** heading for a channel page expands the page to show all the videos in the current channel sorted by date, with the newest at the top. See the next page for an example.

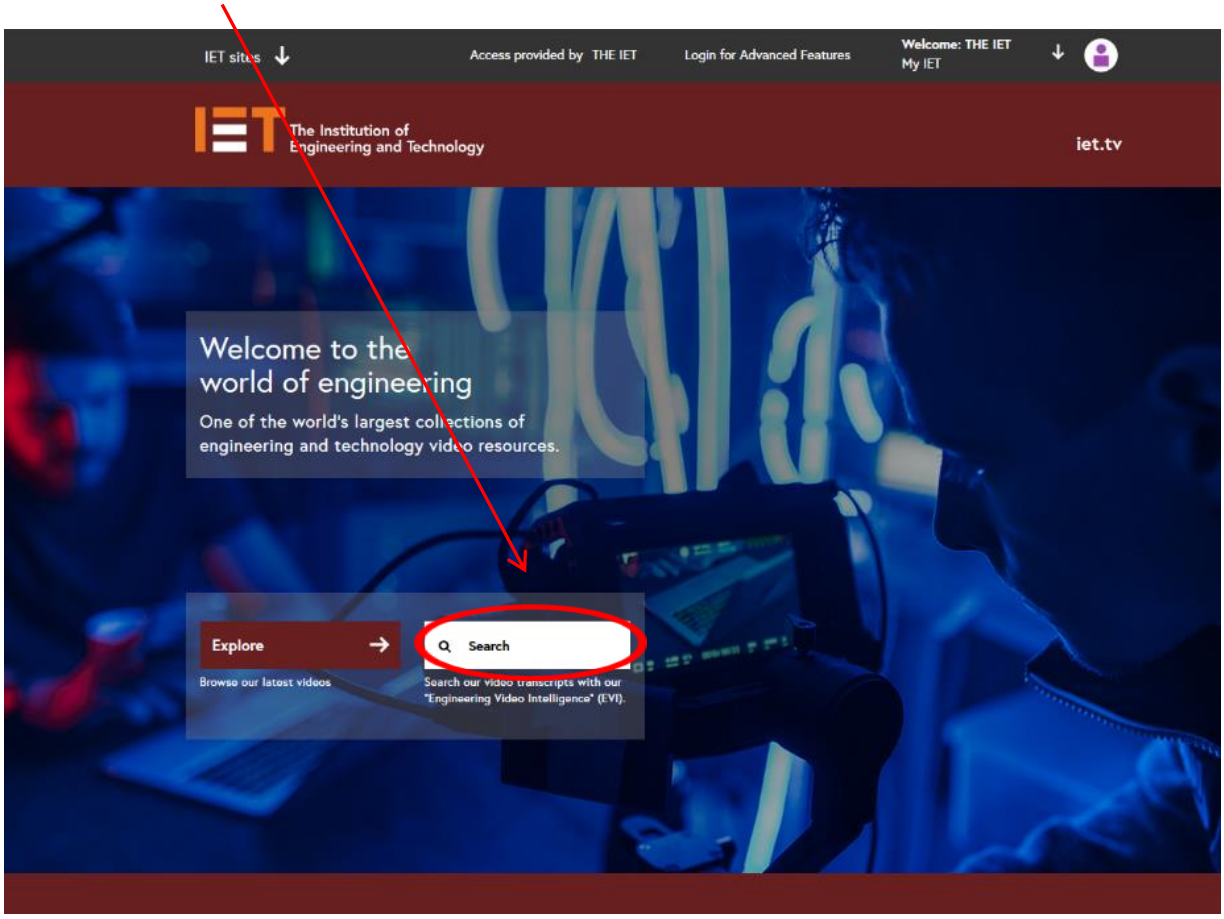
This example shows what you see when you select '**View all**' for the **Latest** heading in the **IT Channel page.** Note that all these video are sorted by **Published Date (newest first)**.



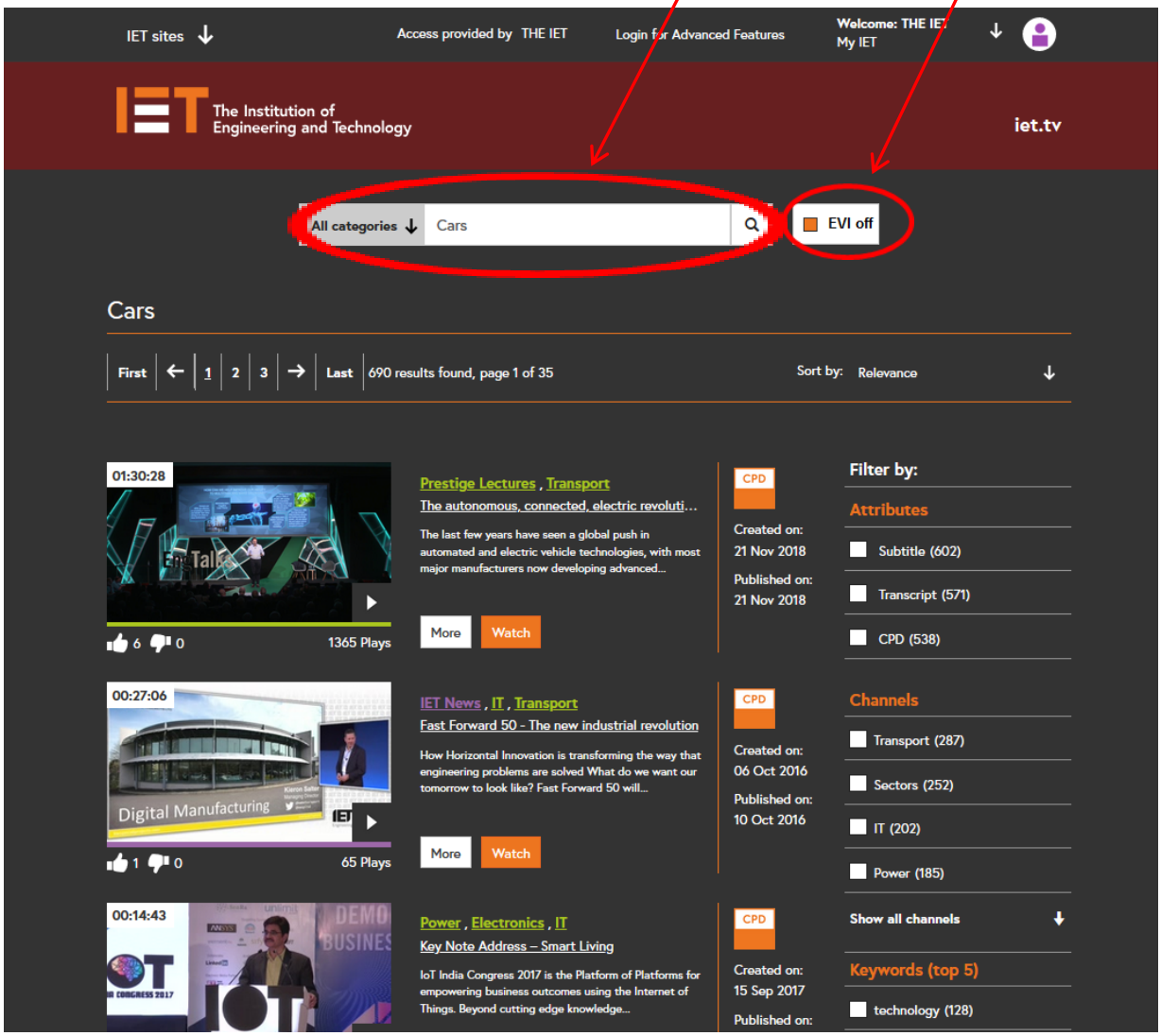
EVI Video Transcript Search

If you are searching for information on a particular engineering or technology term or phrase why not try using the **EVI search function**. Simply type the word or phrase you are looking for into the box and click search. The **EVI search** system now looks through all the videos that have transcripts and finds the words you're looking for within each of the videos.

You can begin an EVI search straight from the home page by entering a search term in the **EVI search box**.

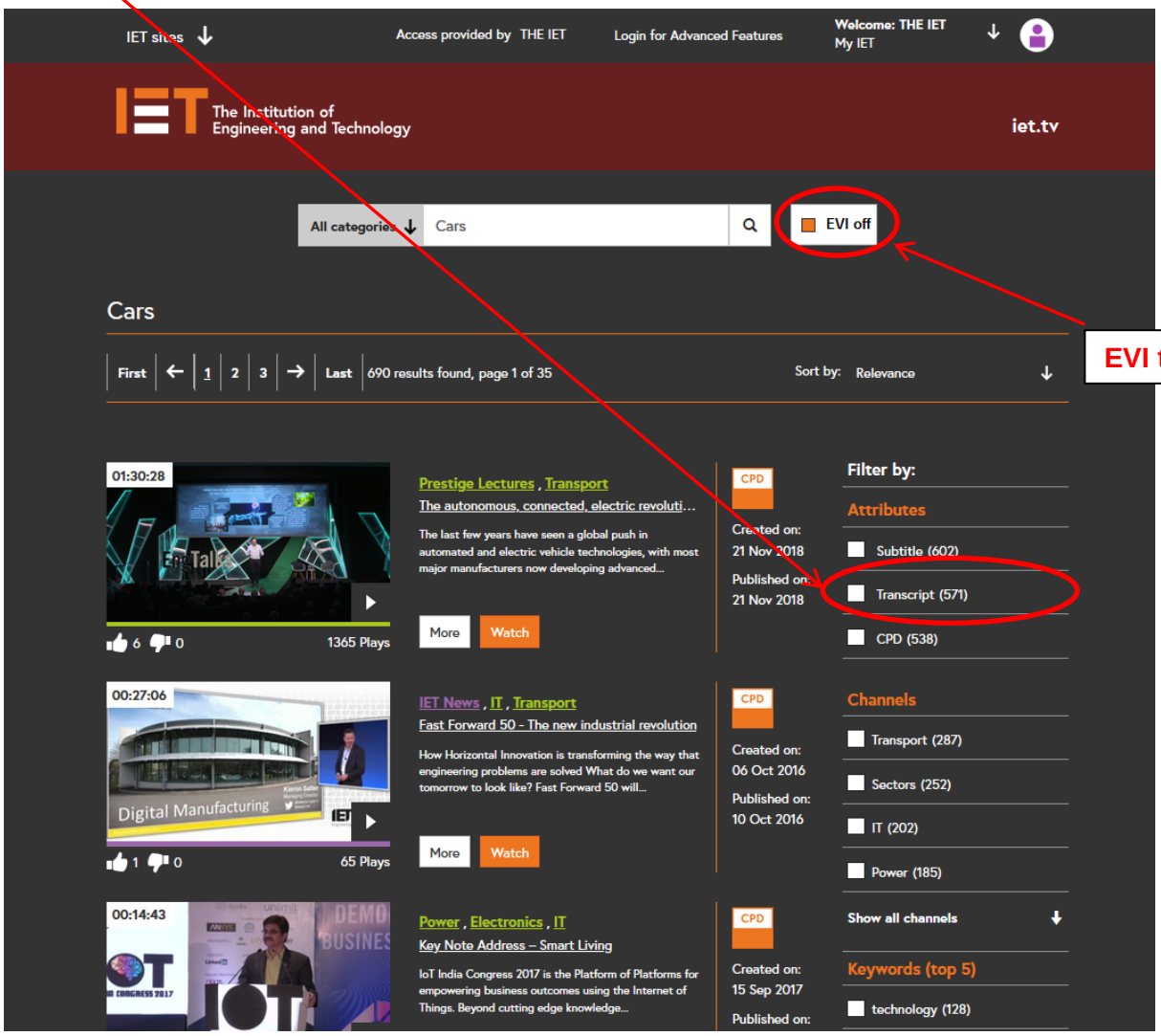


The results page will show the videos with the greatest number of instances of your word or phrase in order. In the example below, we searched for '**cars**'. Note the **EVI mode button**.

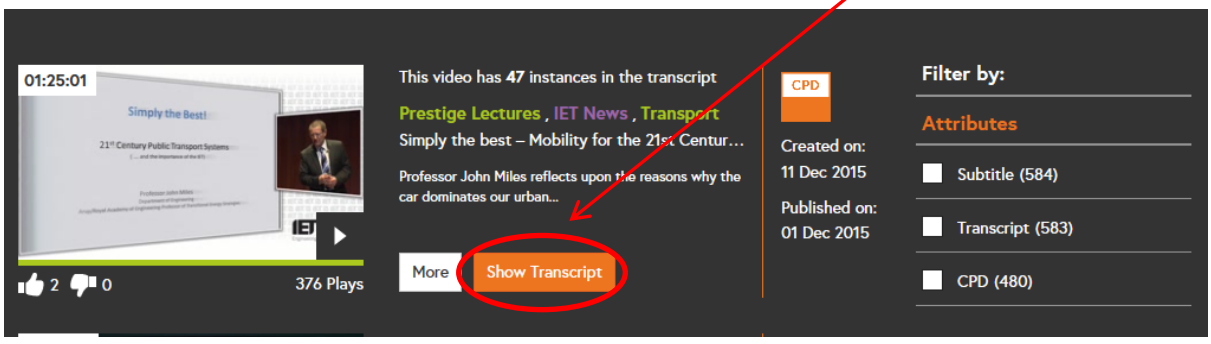


When this mode is 'on', the **EVI mode button** is highlighted (**orange**) and all the searches you carry out will parse video transcript content. You can toggle the EVI search mode at any time by clicking the **EVI mode button**, which is black and white when it is turned off.

Note that when EVI is turned off, you can access videos that have transcripts using the **Transcript filter** on the right-hand side of your search results.

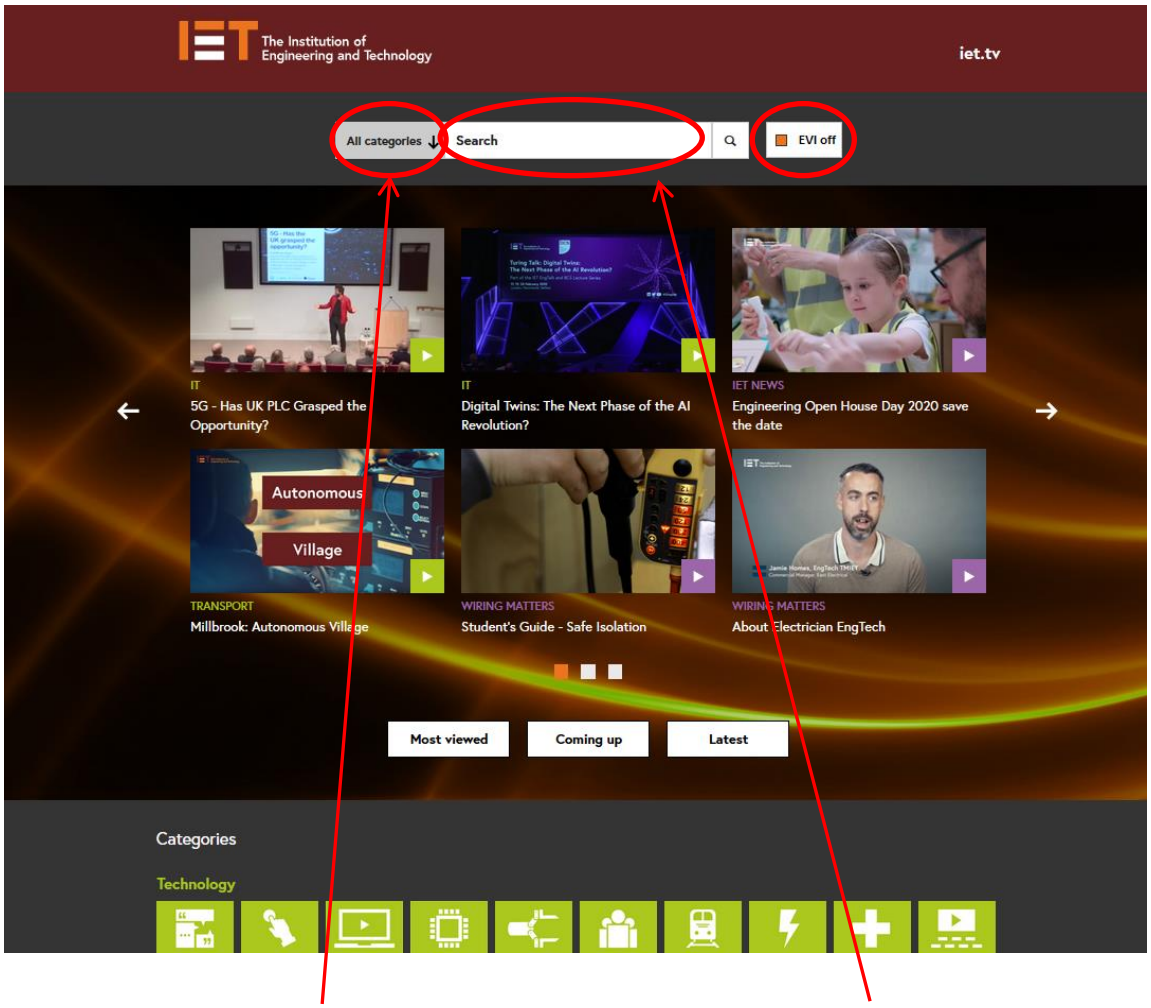


To see where in the video the word or phrase appears, click on the **Show Transcript** button on the video page



Tip: You can convert an existing EVI search into a standard search (and vice versa) by clicking the **EVI mode button** and then clicking the magnifying glass icon in the search bar to run the search again. To find out more, view our **EVI tutorial** video.

The IET.tv search function finds all the video content for the selected keyword, as well as suggesting related content from eBooks, journals and other online resources from the IET. For more information on the **EVI search option**, please see the **EVI Video Transcript Search** section (Page 8).



You can use the **search dropdown** to narrow the search within a category e.g. speaker/presenter.

Use the **search bar**, to enter your keyword or phrase then press Enter or click the magnifying glass icon.

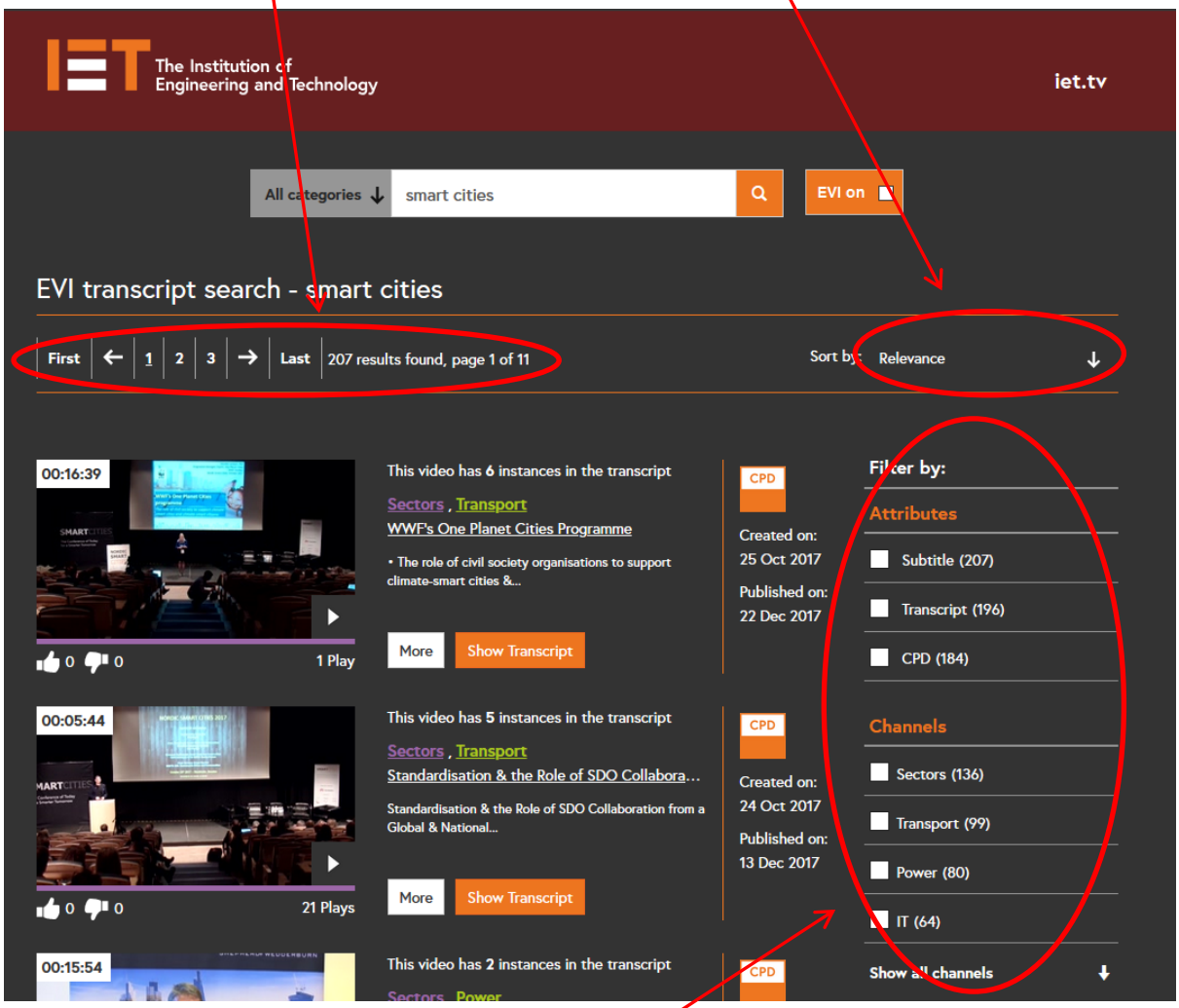
You can search for topics like **Radar**, and keywords such as **Cyber**, for events such as **CIRED** or by named speakers such as **Bill Gates.**

Once you enter your search term, you will go to a results screen, where you can refine your search. As an example, we have searched for the term ‘smart city’ (see overleaf).

You can see sample results from a range of searches, including the examples given above in **Appendix 2: sample searches**.

Refining Your Search

Once you reach the results page, you can refine the search to narrow the results down or enter a new search term. If there is more than one page of results, you can scroll through them all with the **page navigation bar.** You can **sort results** by date, relevance, popularity, title etc.



You can refine your results using a range of **Filters** to narrow the search.

For example, you can find videos from conferences that fall under your search topic.

You can also select the

'button to view additional information about each video.

> Tip: you can convert your search into an EVI search (see **EVI Video Transcript Search**) by clicking the **EVI mode button** to the right of the search bar and clicking on the magnifying glass icon in the search bar.

Click on the video you want to watch and go to the next section in this guide.

Watching Videos

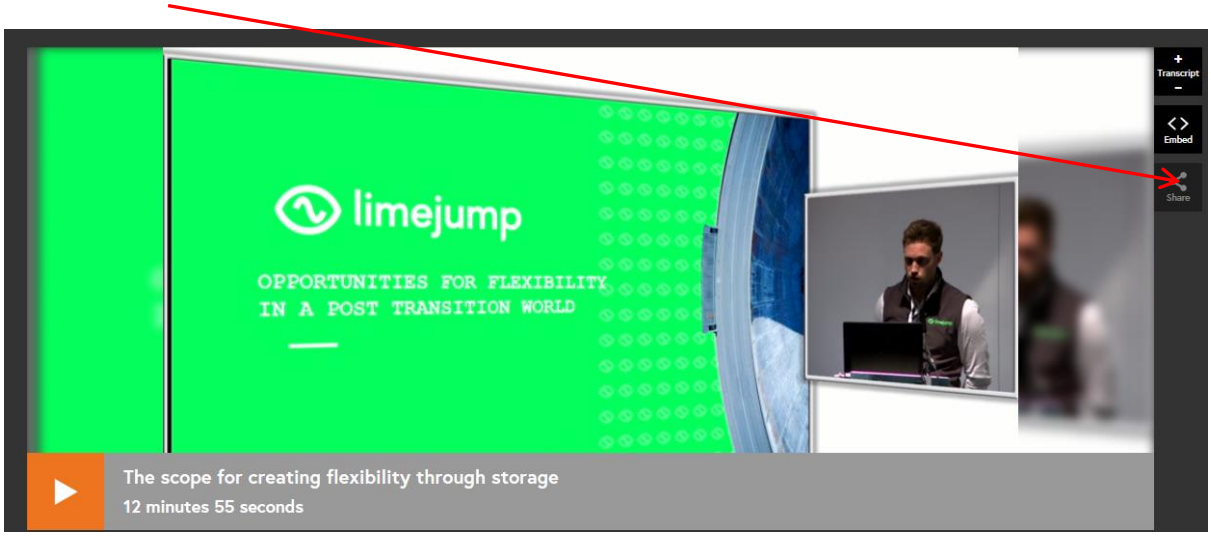
On the video page, you can choose from a number of options:

You can **Play** the video

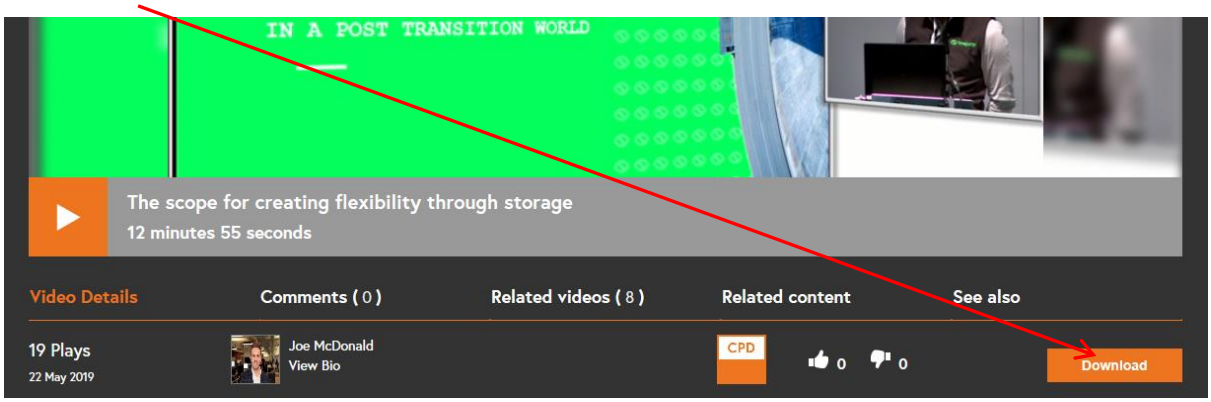
Embed the video link in your own media**:**

Access the Transcript (if available)

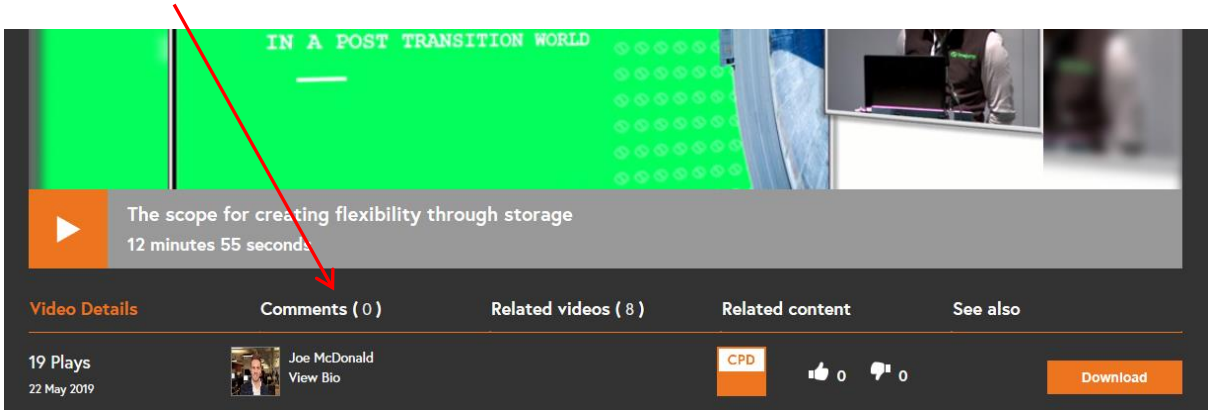
Share the video



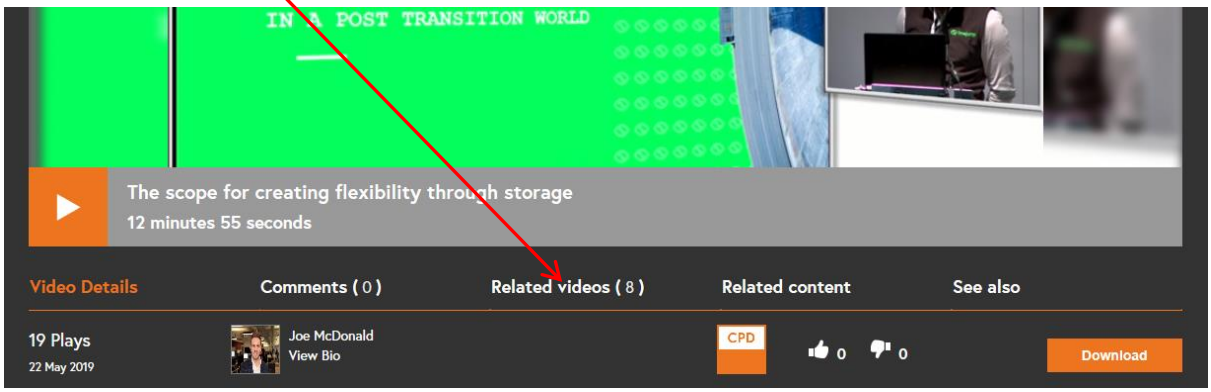
Download the video



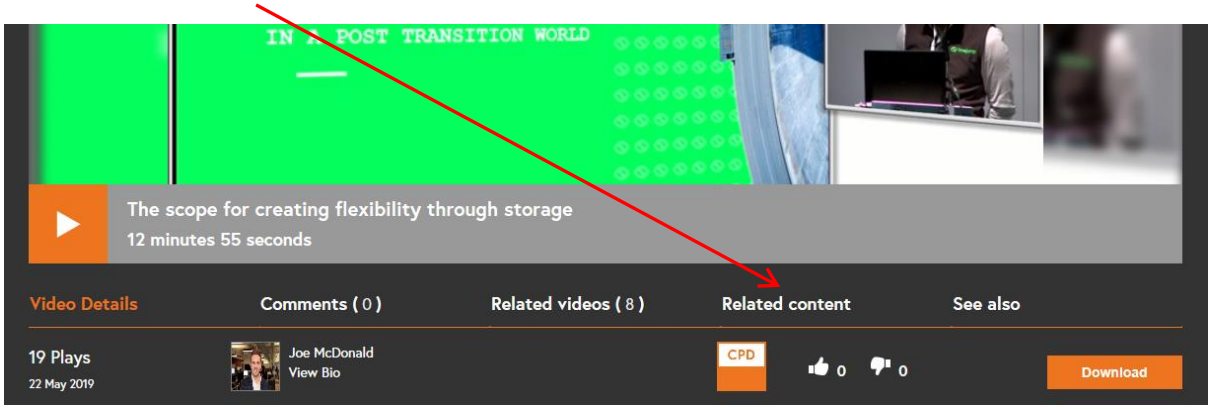
Read **Viewer Comments:**



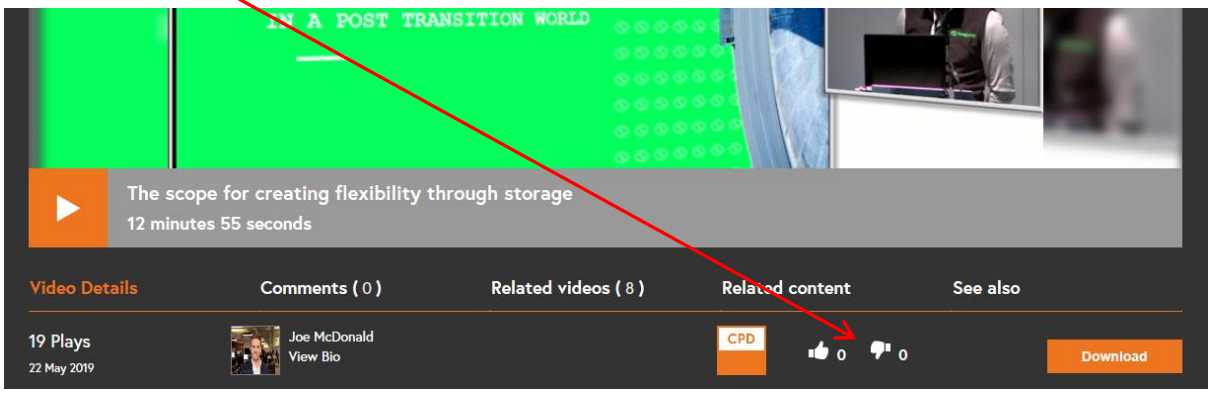
Access **Related videos:**



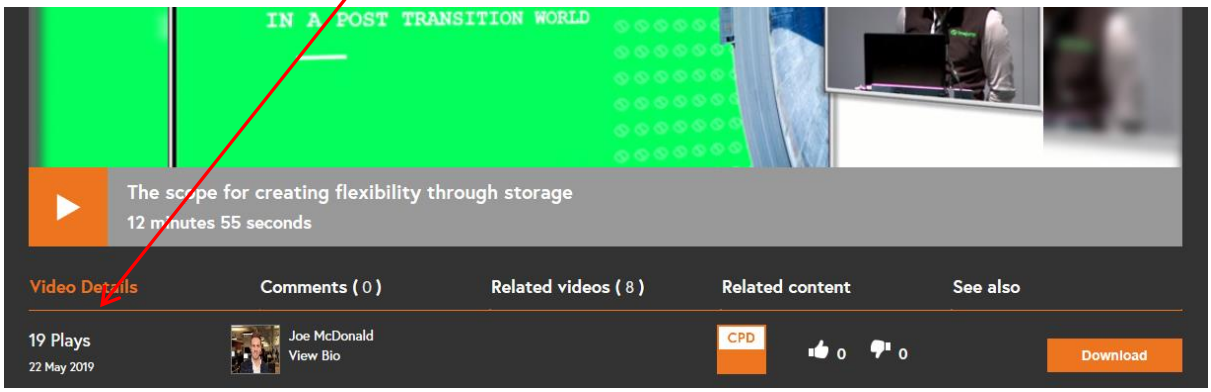
View **Related Content** (e.g. Journal Articles):



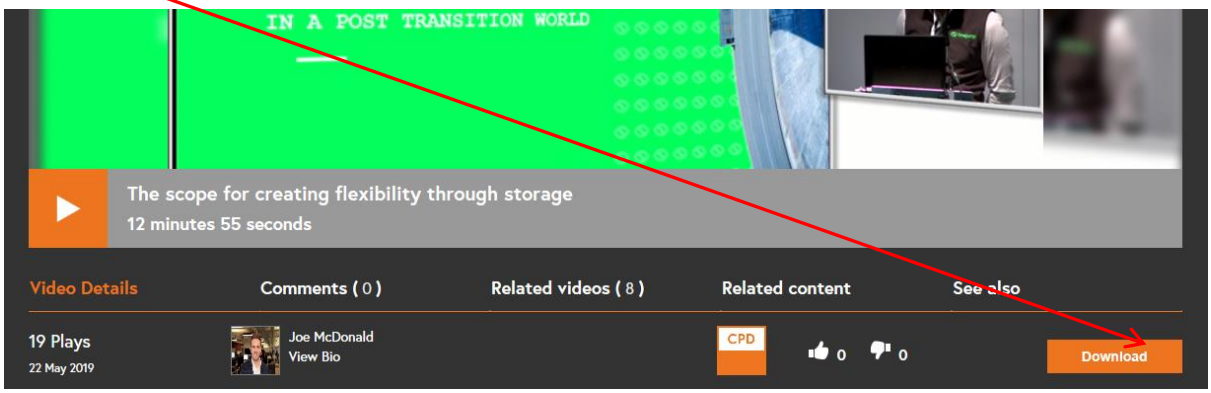
See **how popular** it is



See the **Number of times the video has been viewed**



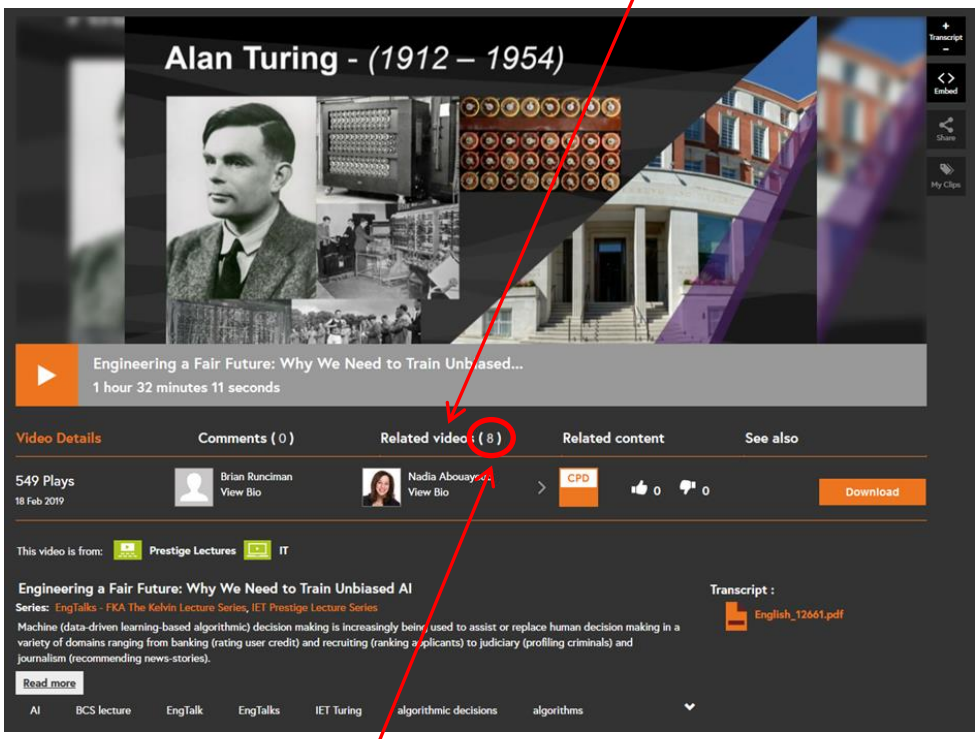
Download the video



Once downloaded, videos can be viewed offline, allowing users to include them in presentations, research projects, training courses or lectures.

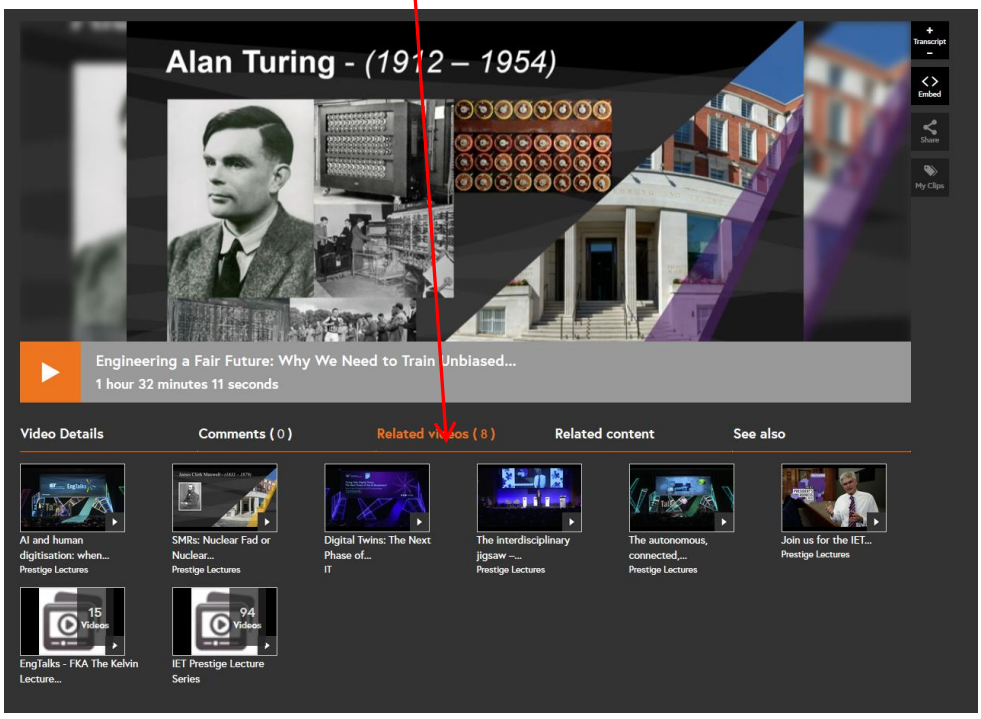
Accessing Related Videos

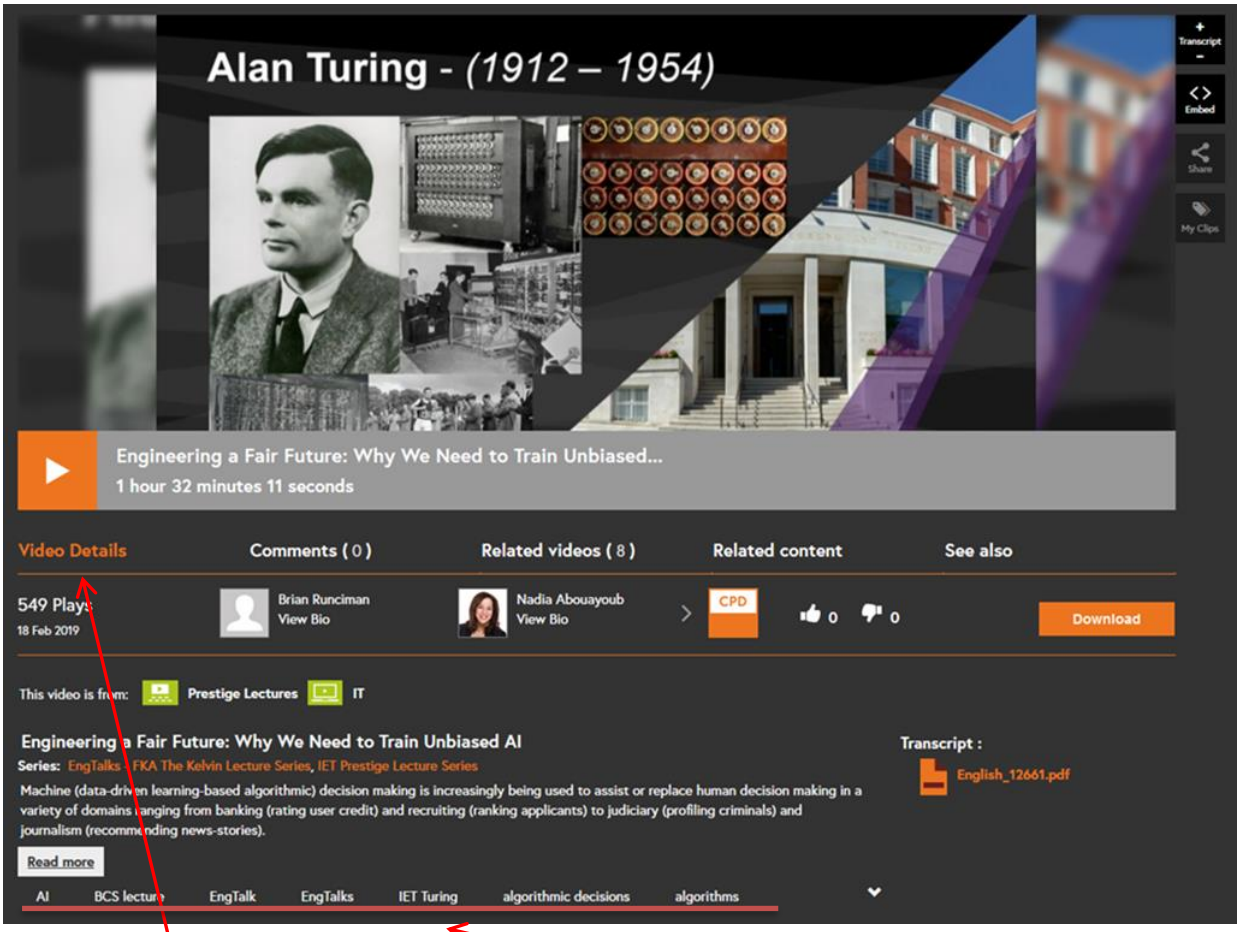
To access related videos, simply click on the **Related videos** link under the video image.



Note that the **number of Related videos** available is shown in the link.

You should now see the list of **Related videos**.

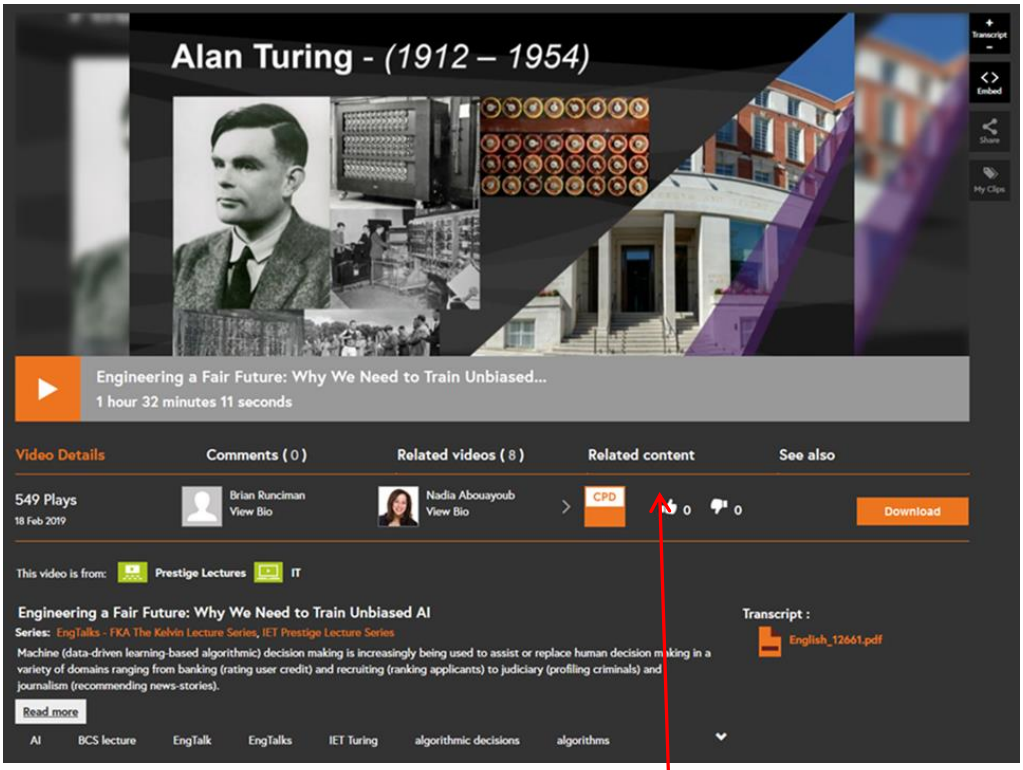




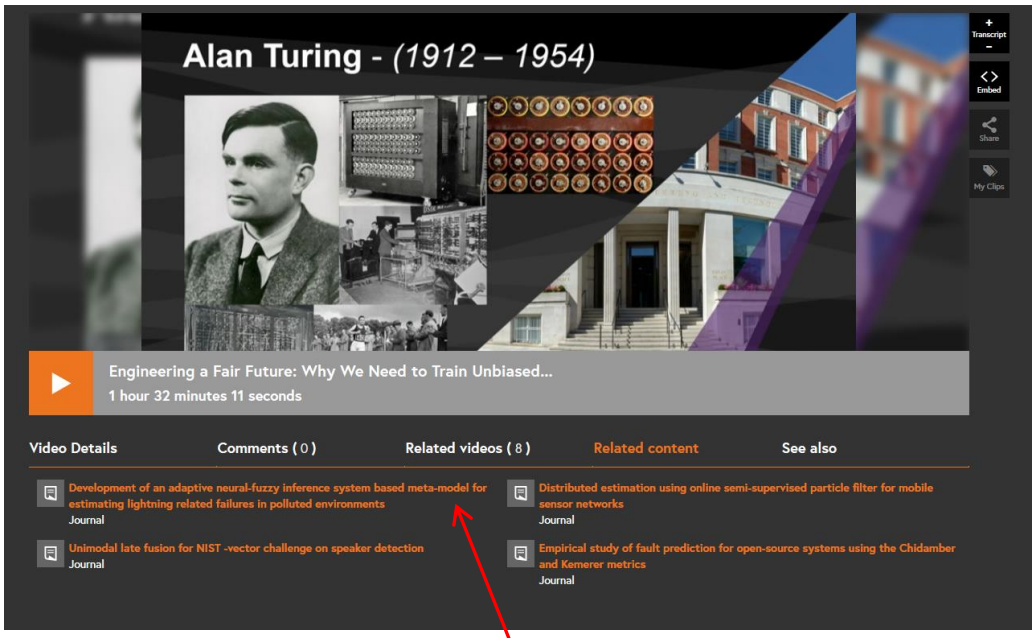
Back on the **Video Details** tab, you can see the **keywords** associated with the video. Each is a link, which takes you to content tagged with that keyword.

For instance, if you click on **EngTalk**, you go to a page listing all the IET.tv videos that have 'EngTalk' as a tag.

Accessing Related Content



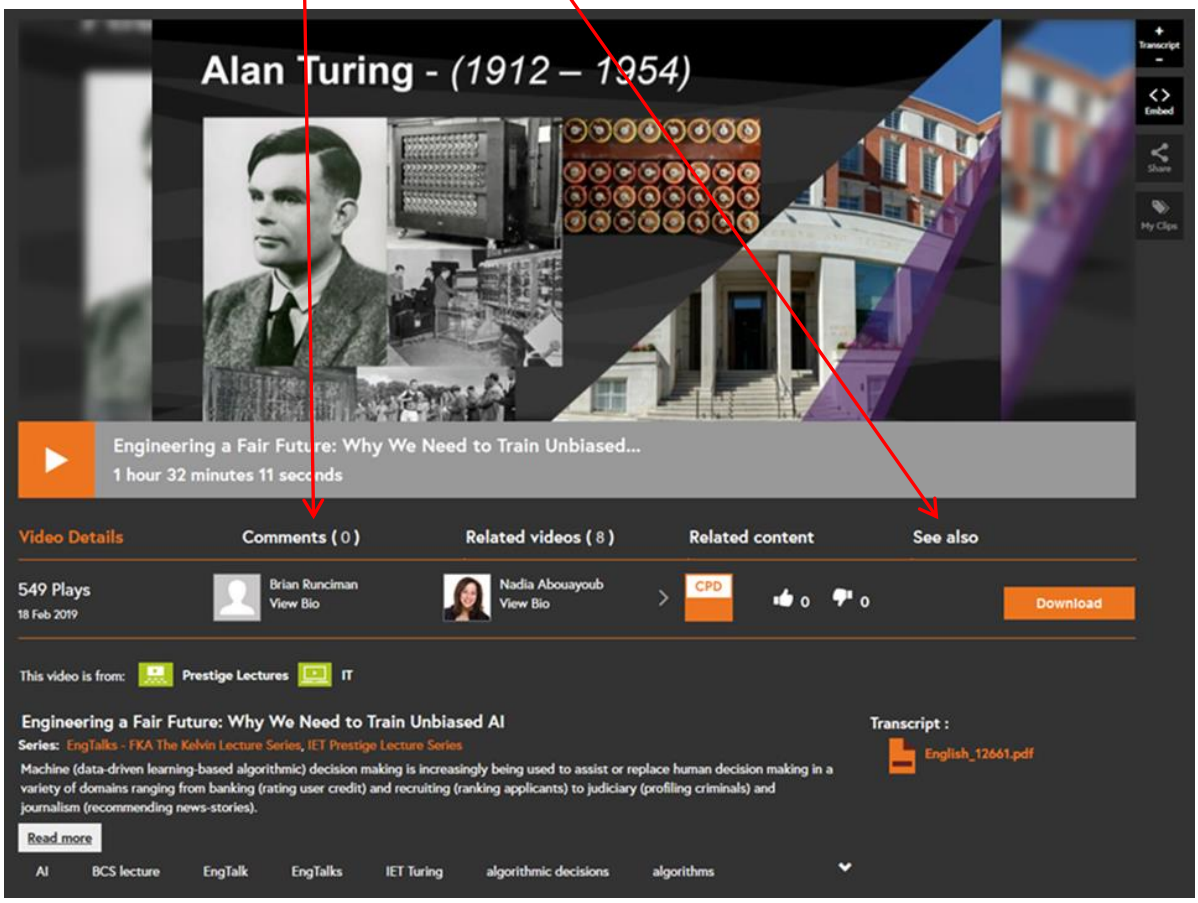
You can also find links to other types of **Related content**, such as non-video content (e.g. eBooks and Journals) from the **IET Digital Library***. Click on the **Related Content** tab.



Now you should see a number of **journal articles** under the main image.

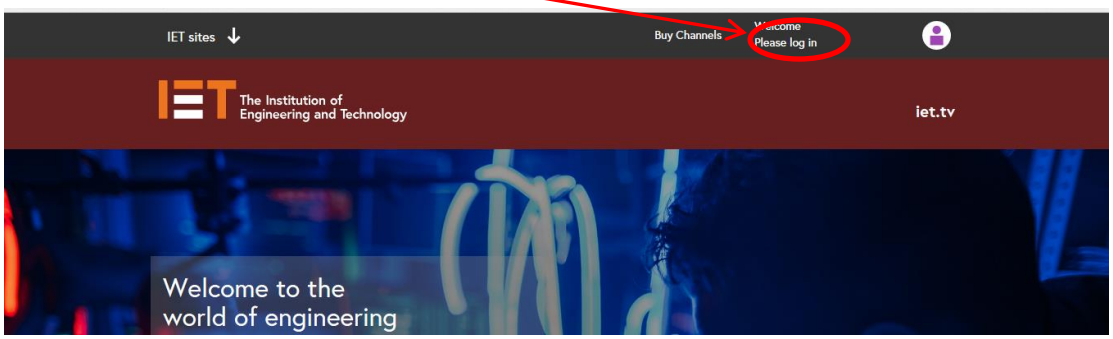
*Please note that you will need a separate **IET Digital Library** account to access this content. Please contact your library or recommend the **IET Digital library** to your organisation via **www.theiet.org/recommend**.

Similarly, you can access user comments and any other related materials from the IET website using the **Comments** and **See also** tabs respectively

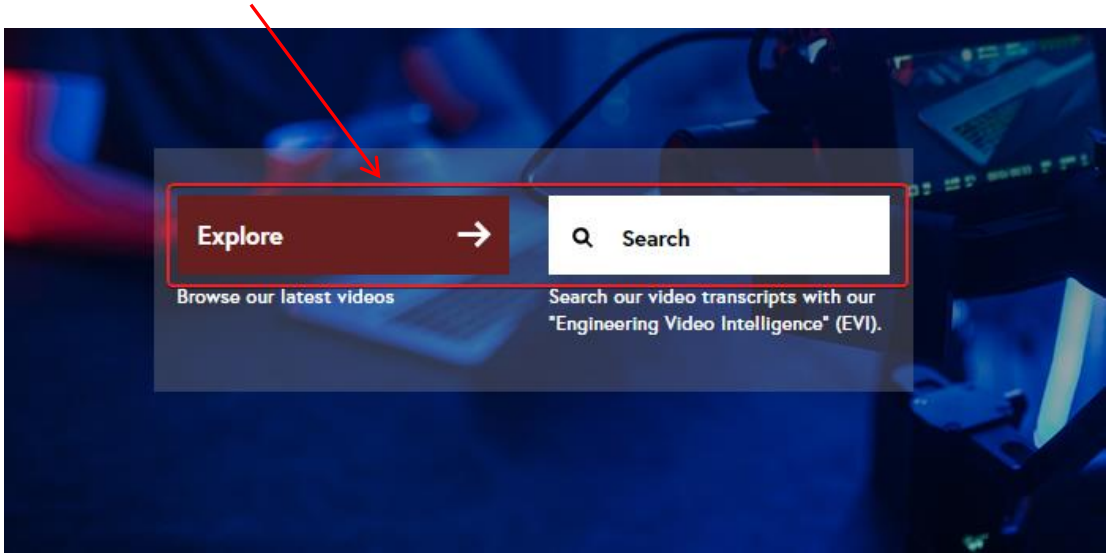


Saving a Clip

To save a clip you must first be **logged in**.



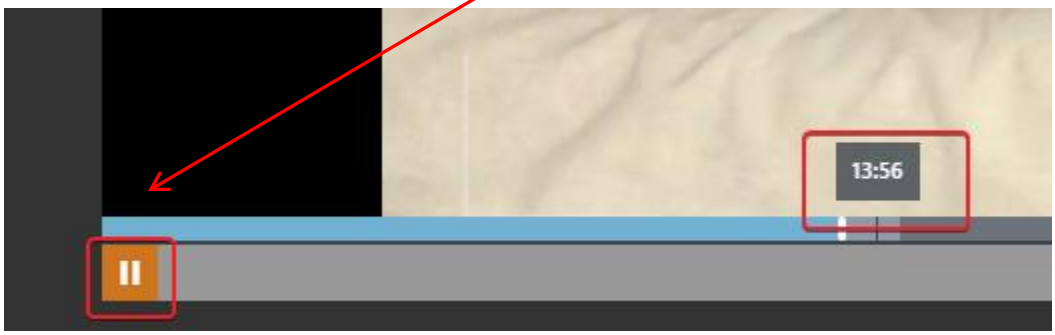
Once logged in, **search** for the video you wish to save in the usual way.



Set the video to **play**.

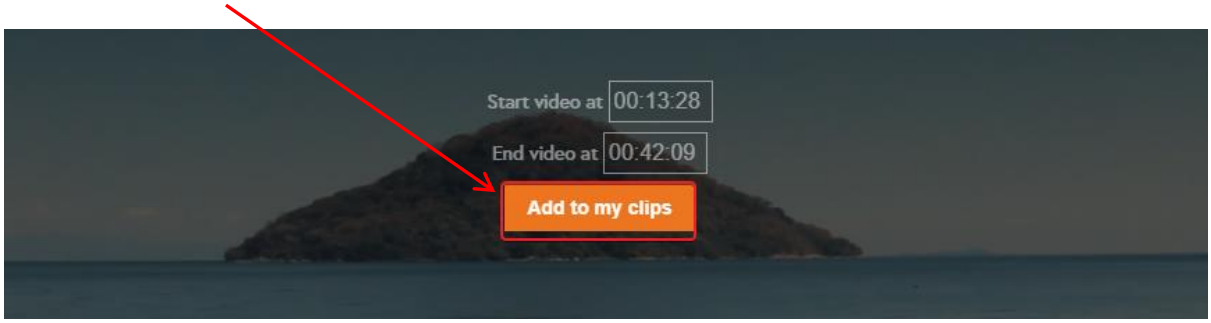
Once you have found the beginning of the clip, **stop** the playback.

Tip You can select where the clip starts, but you cannot select the end of the clip. The video will run on to the end.

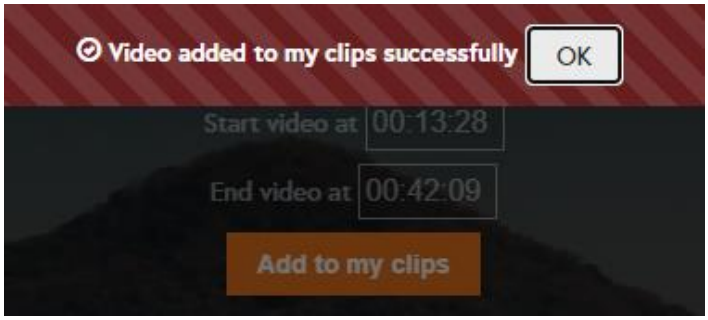


Click on **My Clips**

Then on **Add to My Clips**

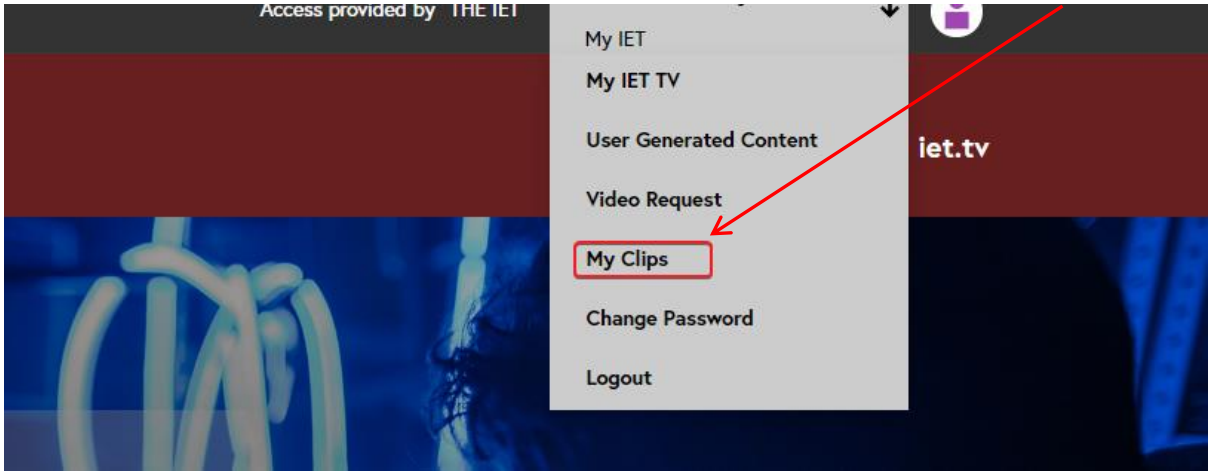


You should get a confirmation that it has added successfully.

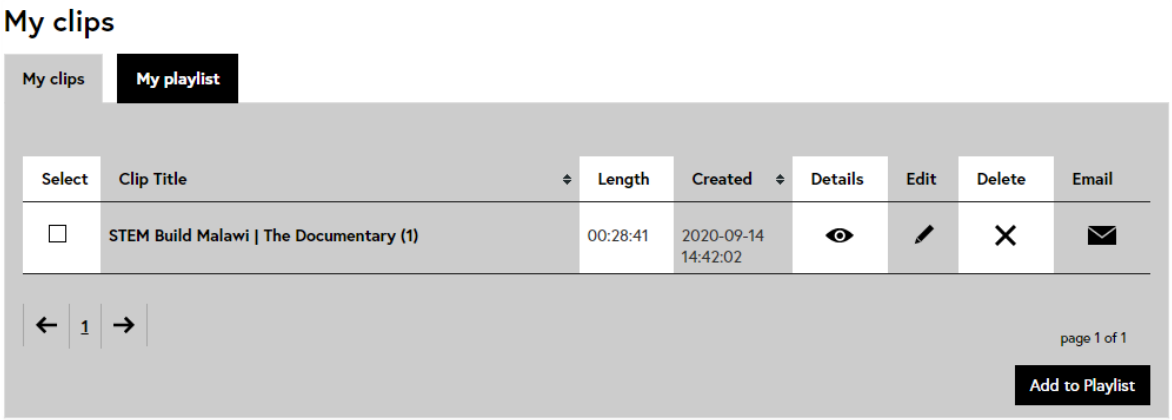


Viewing Clips

To view the Clips which you have saved, go to the **Log-in** menu and click on **My Clips**.

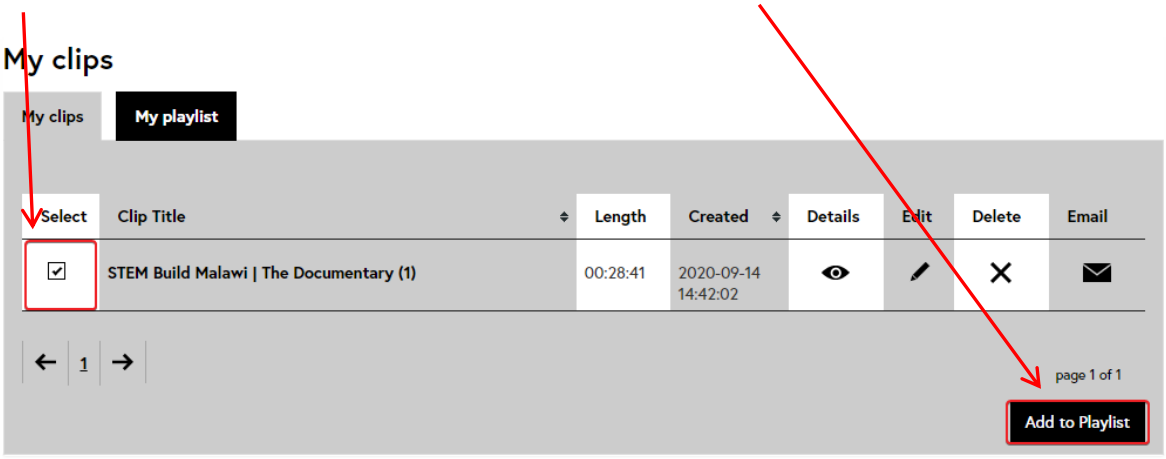


This will bring up a menu of all the clips which you have saved.

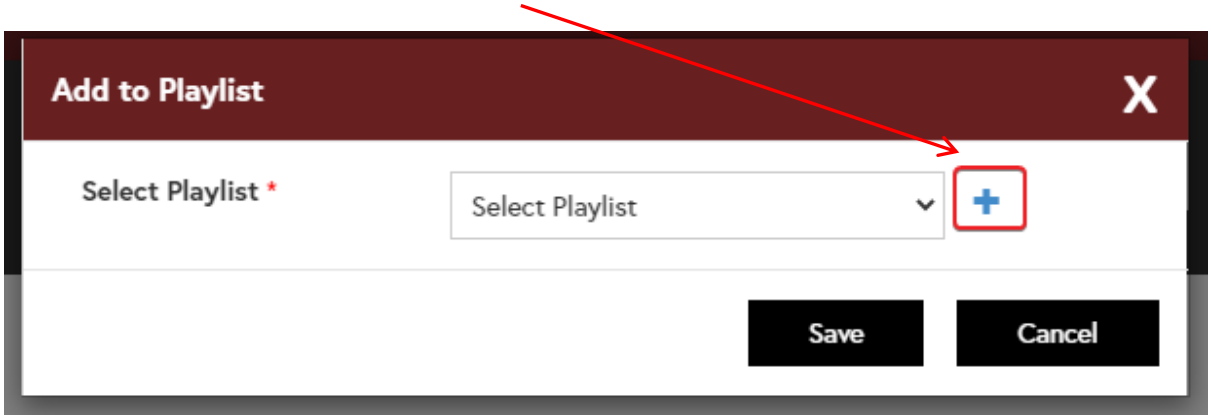


Adding a Clip to a Playlist

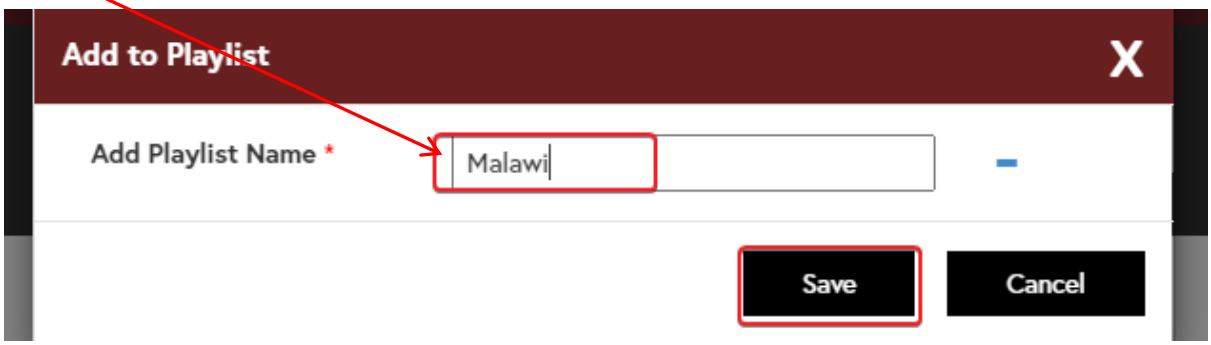
Select the clip which you wish to add, then click on **Add to Playlist**.



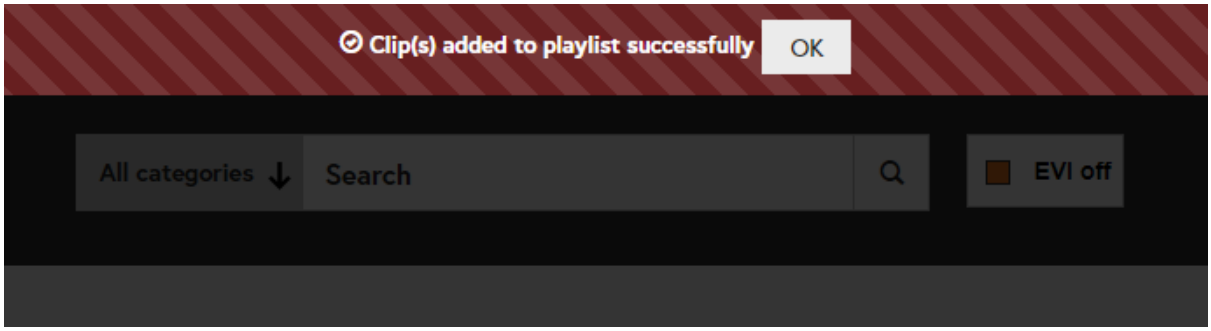
If there are no Playlists saved, click on **+** to add a new one.



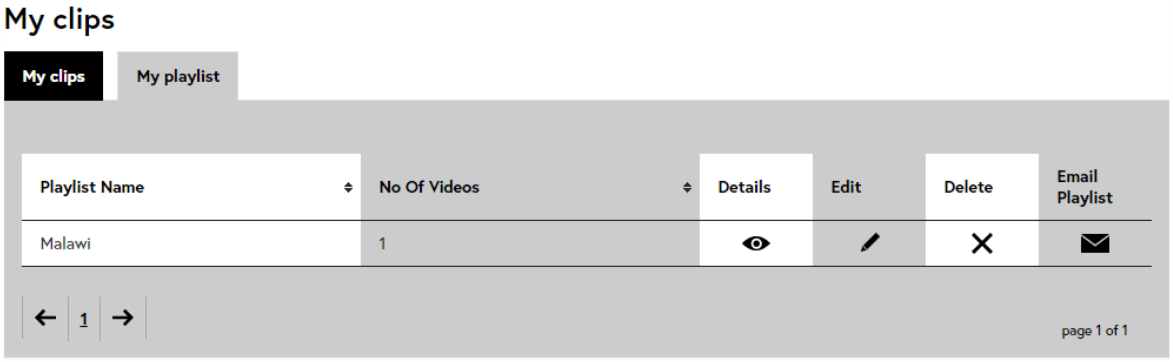
Name it and **Save**.



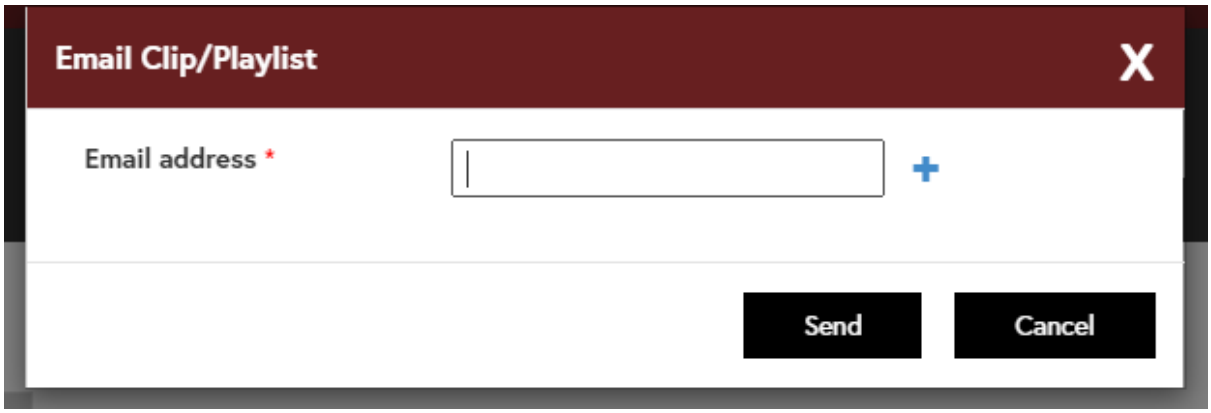
The clip will add itself automatically to the playlist. You should see a confirmation.



When you click on the Playlist tab, the clip will be seen.

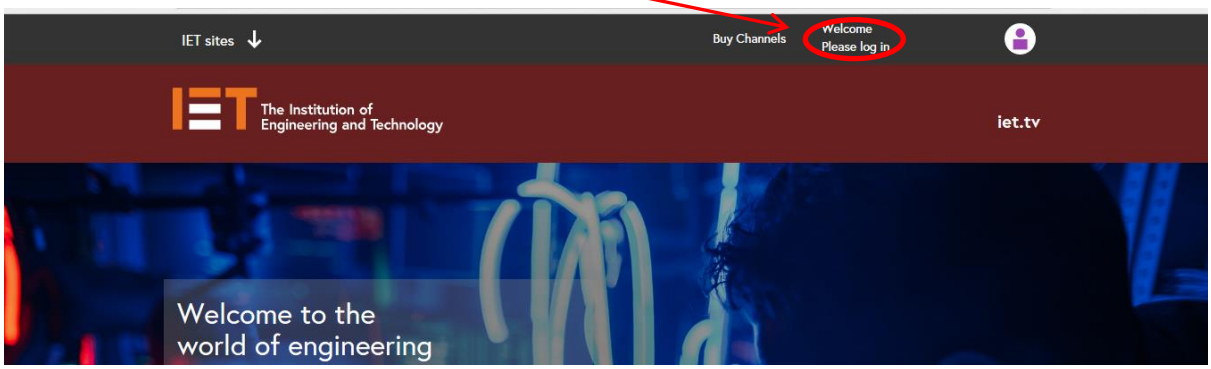


This video in your playlist can be shared with others by email by clicking on **Email Playlist**.
Tip This will email the link to the full video and not just the clip.



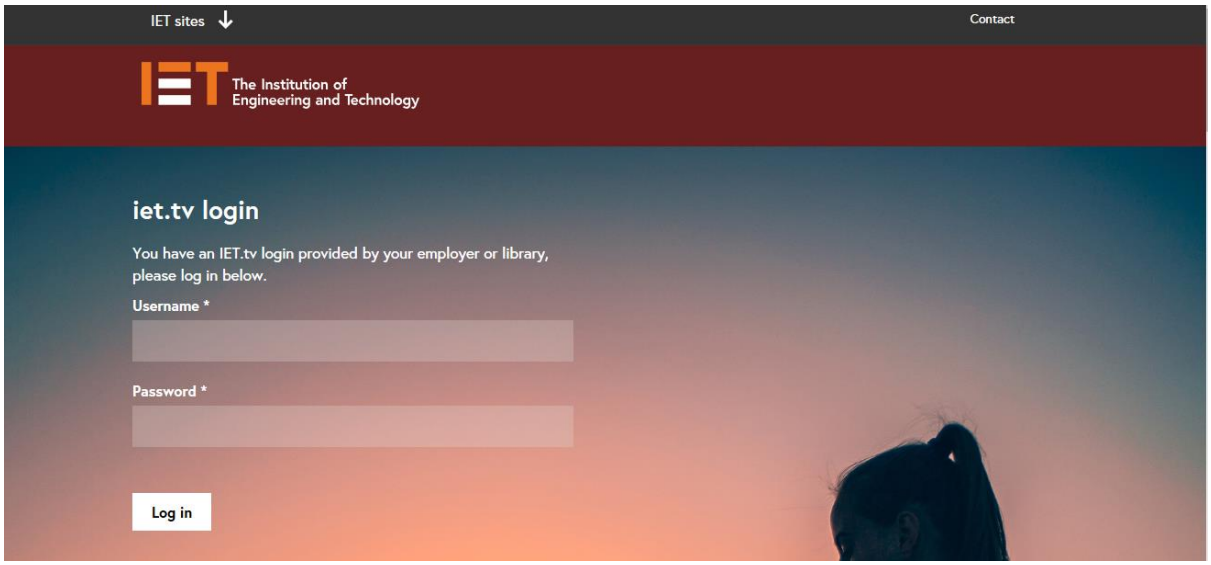
Administrator Access

If you are an administrator for IET.tv at your organisation, you will have access to an advanced set of options, including usage statistics and access control. This section introduces some of these functions and features. To access administrator privileges, you must **log in.**

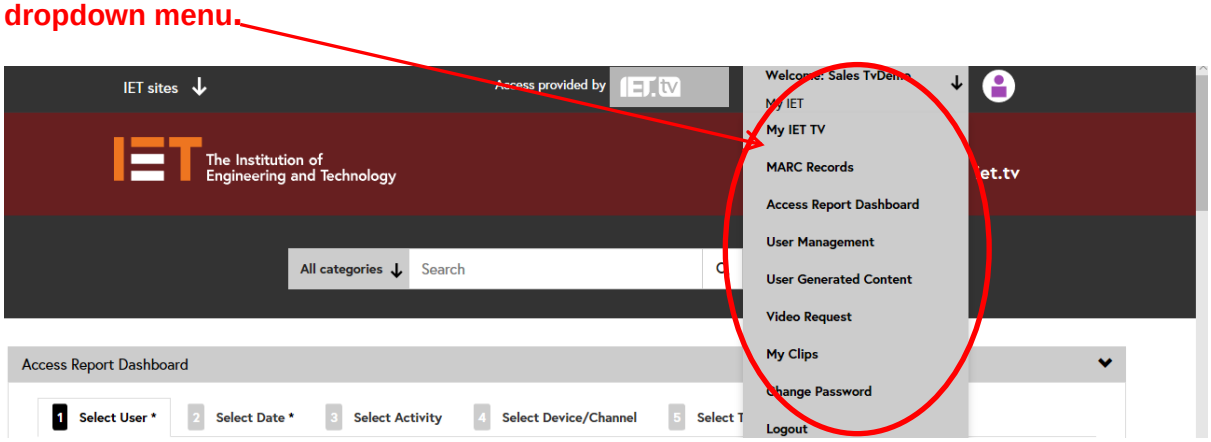


N.B. Your login will be created by the Sales Support team when obtaining a trial or purchasing access.

You should now be taken to the **Login** page**:**



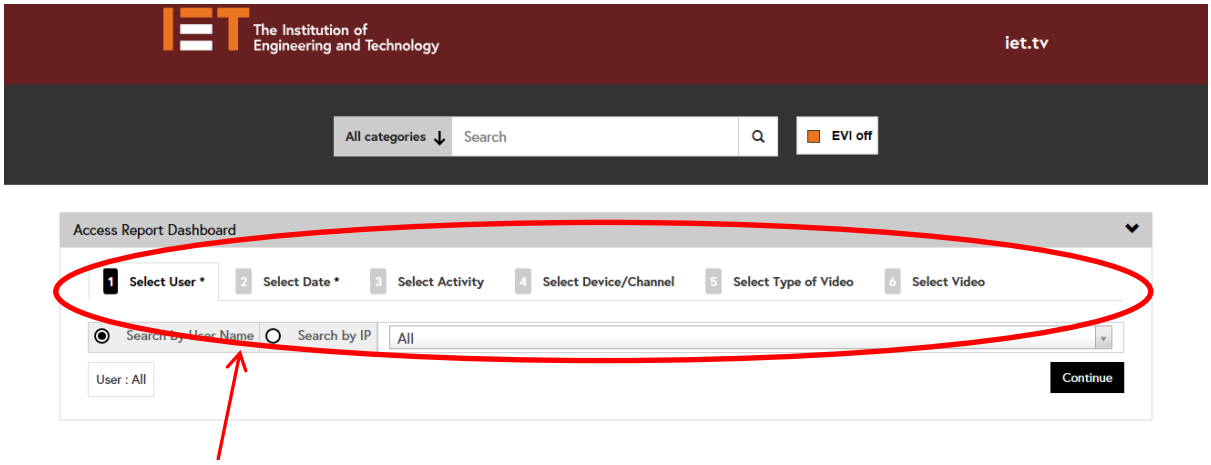
Once you have logged in, you will have access to the administrator options from the **login dropdown menu.**



This gives you access to the access report dashboard and the user management function.

Access Report Dashboard

With this dashboard, administrators can view usage statistics for IET.tv for their organisation.



Using the **report tabs** shown above, you can create a report that gives you

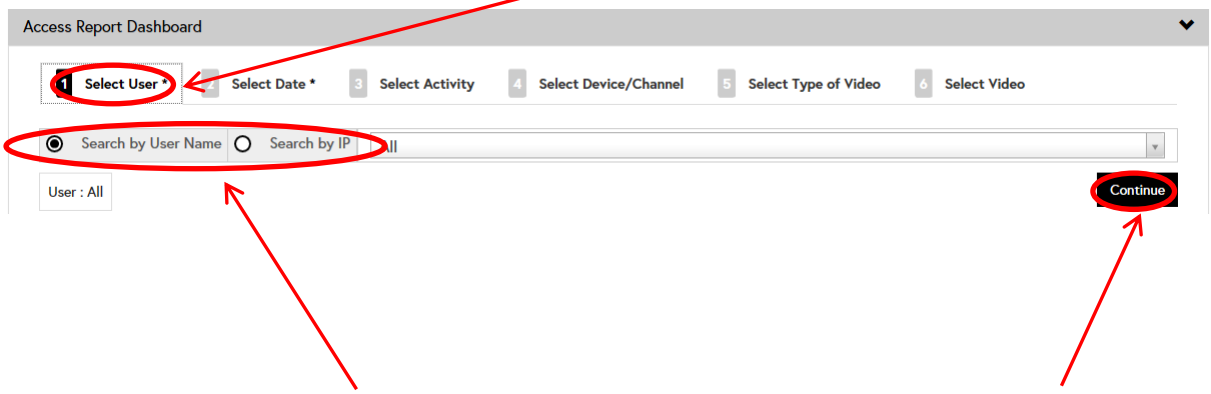
- Usage by a **specified user** (by user name*****) or usage by **IP address***
- Usage in a specified **date range**
- Usage by **type of activity** (e.g. download, view, play)
- Usage by **device** (e.g. desktop/mobile/tablet)
- Usage by **channel** (i.e. the channel options presented to users in the Channels dropdown menu)
- Usage by **video type** (i.e. free, [premium or subscription)
- Usage for a **specified video**

(***Please note:** Institutions that employ IP address access cannot view usage by user names; similarly institutions that employ username and password access cannot view usage by IP address.)

Usage Report Example

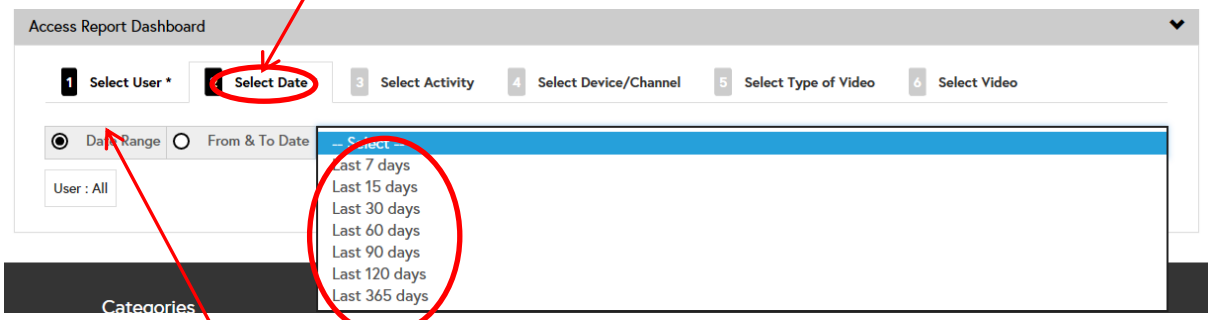
In this example, we will create a general usage report.

When you access this screen, you start in the **Select User** tab.



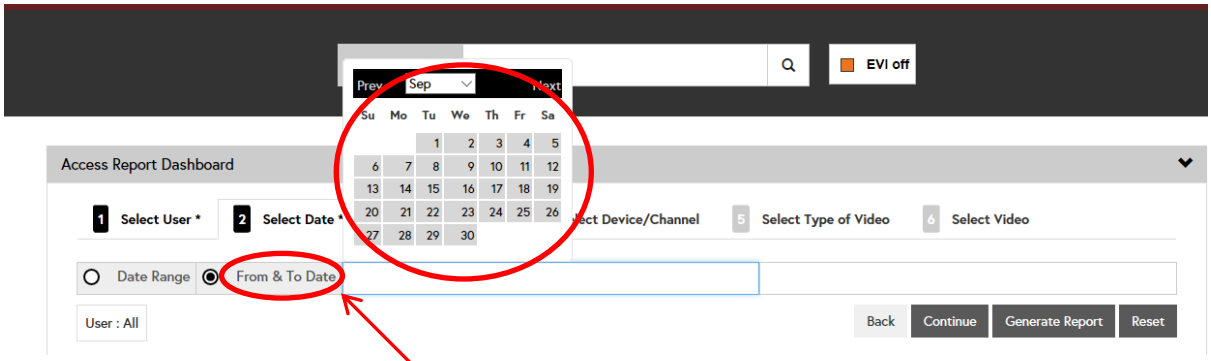
First, search for the **User Name(s) or IP addresses** that you want and click **Continue** to move to the next tab.

You are now on the **Select Date** tab.



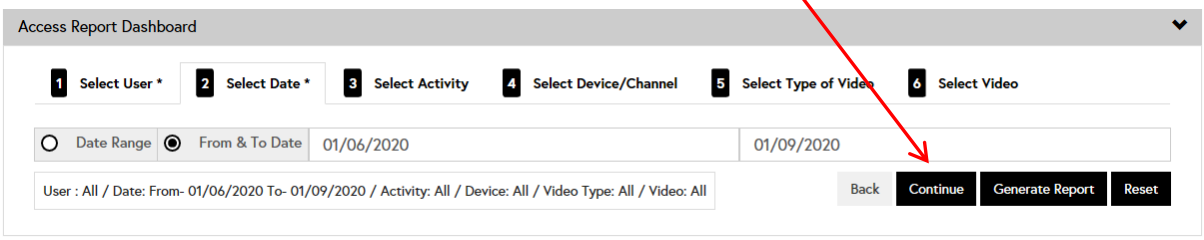
Select or enter a **date range**

The **date range** option gives you a dropdown list where you can choose the length of time for the report.

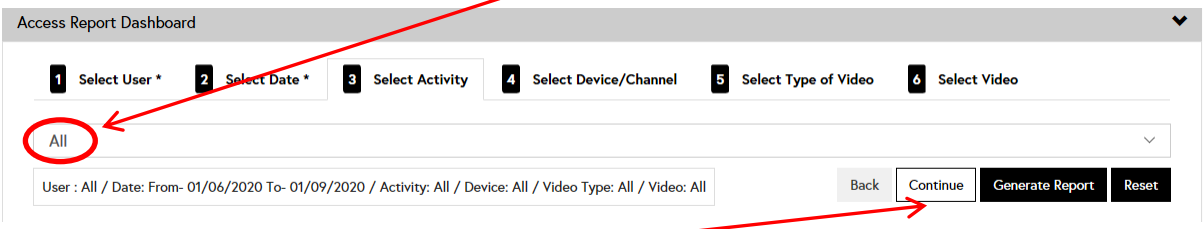


Alternatively, you can select the specific start and end dates for your report by using the drop-down calendars.

When you have completed your selections, click the **Continue** button again to move to the **Select Activity** tab.

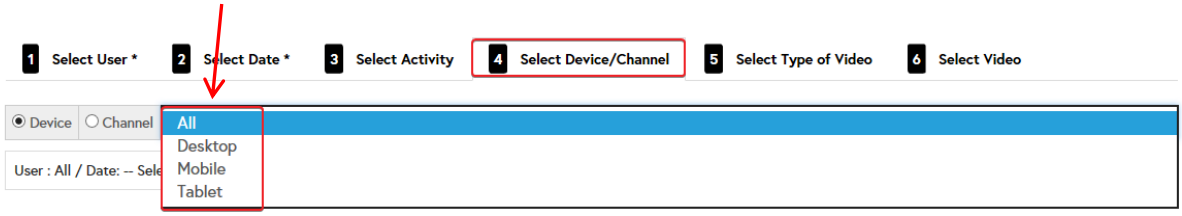


In the **Select Activity** tab, choose the activity statistics you are interested in from the dropdown menu. In this case, we are selecting **All,** which is the default setting.

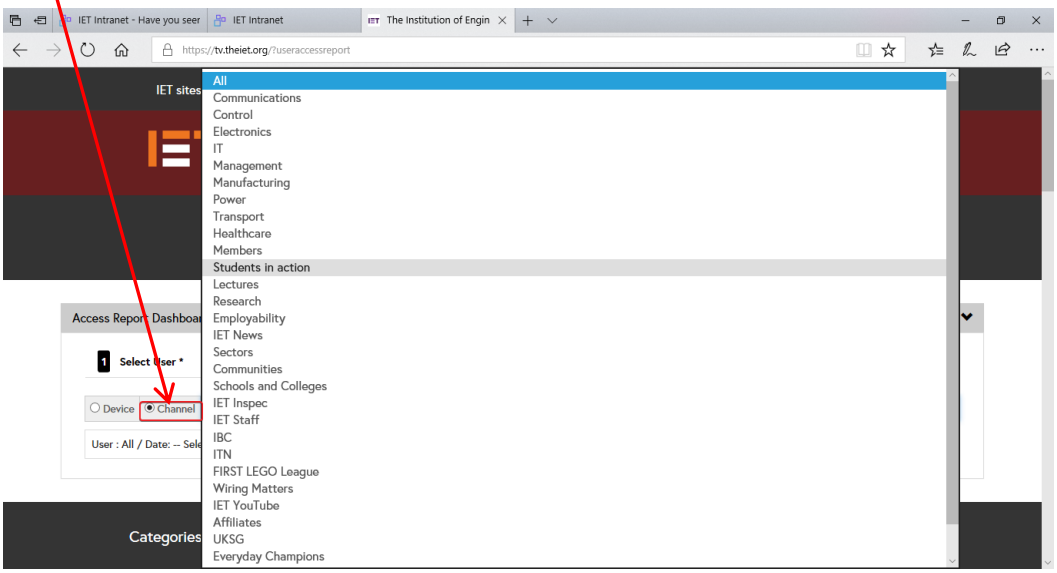


Once completed, click **Continue** to move across the tabs and set up the rest of the parameters according to your needs. In this example, we are using the default settings for all the other tabs. You can specify:

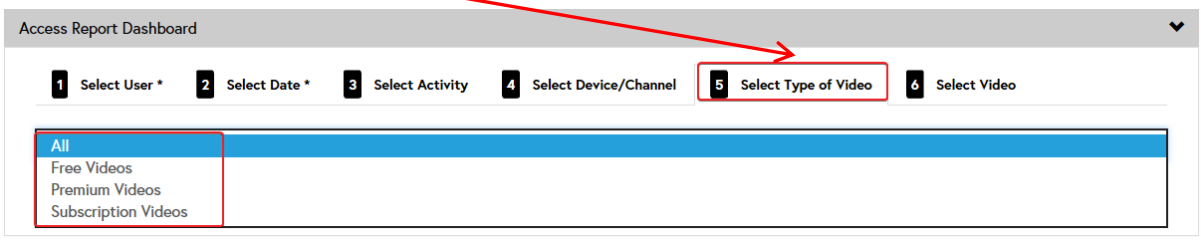
- the type of device used



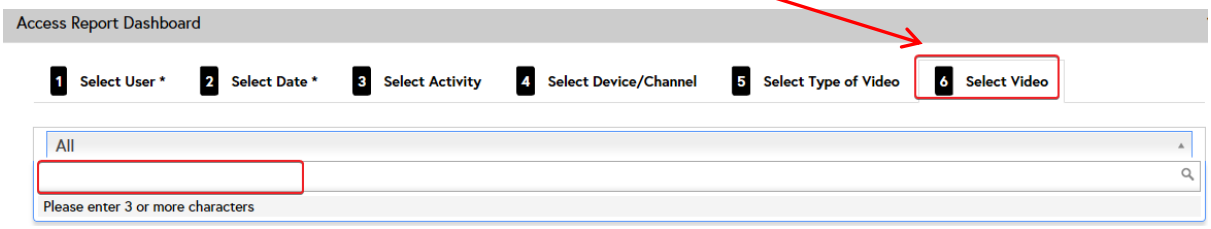
- the channel viewed



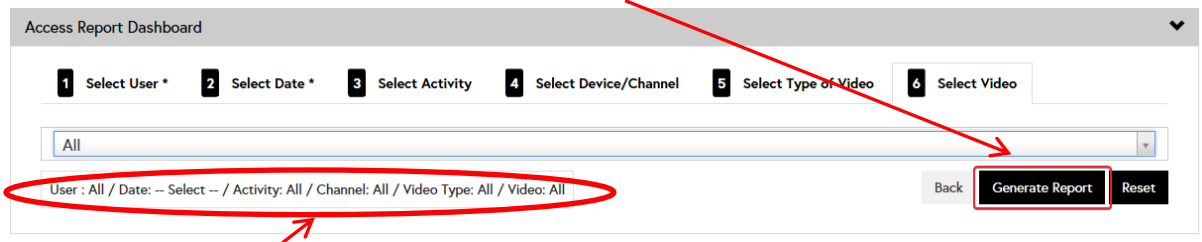
- the type of content viewed:



- Or an individual video by typing in the name:



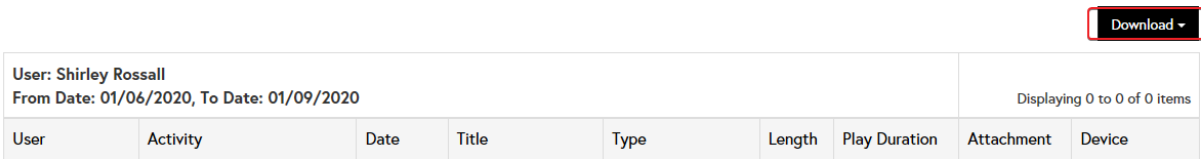
When you get to the last tab, click the **Generate Report** button



Note that a **summary of your selected parameters** displays below the dropdown menu.

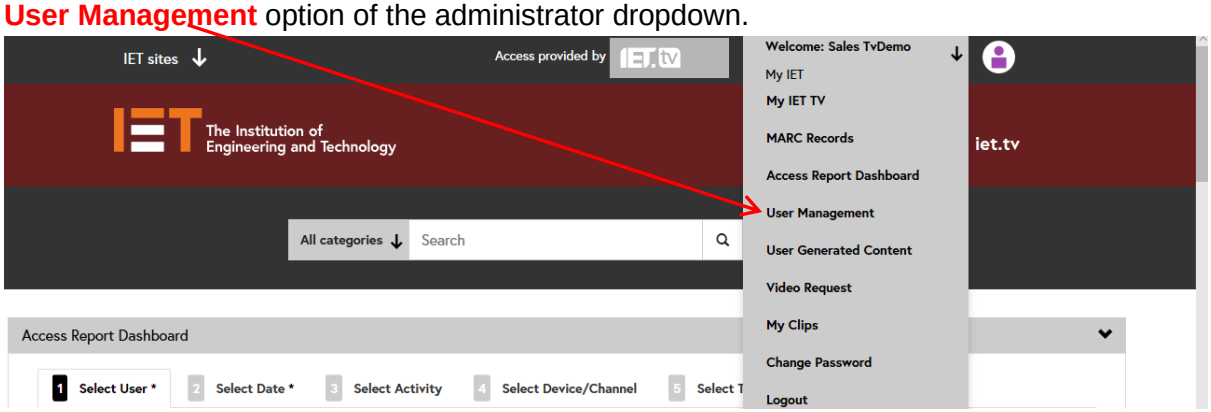
The **Generate Report** button creates a table of usage data.

You can also **download this information** as an Excel file.



User Management

Administrators can create a maximum of 4 other administrator accounts using the **User Management** option of the administrator dropdown.

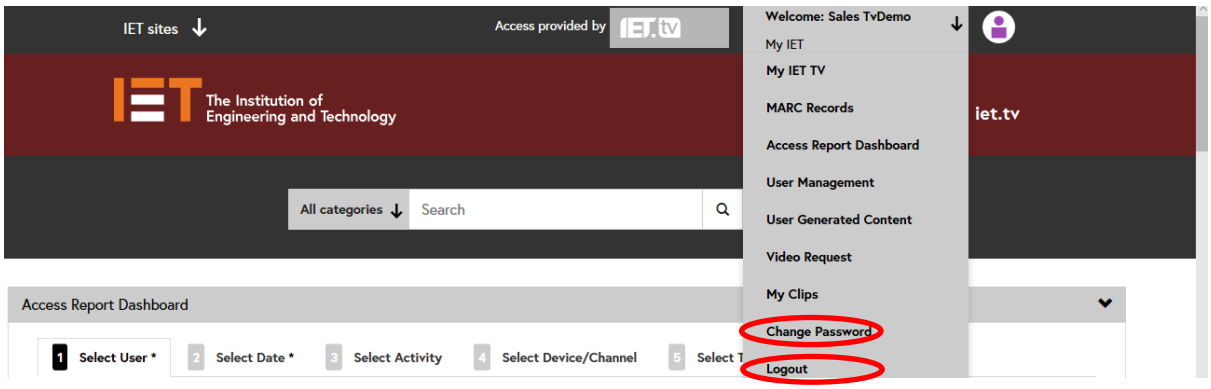


In the **User Management** section you can:

- Search for a User
- Activate or inactivate a User or reset their password
- Add a new User

This is used for organisations which employ username and password access control for their users.

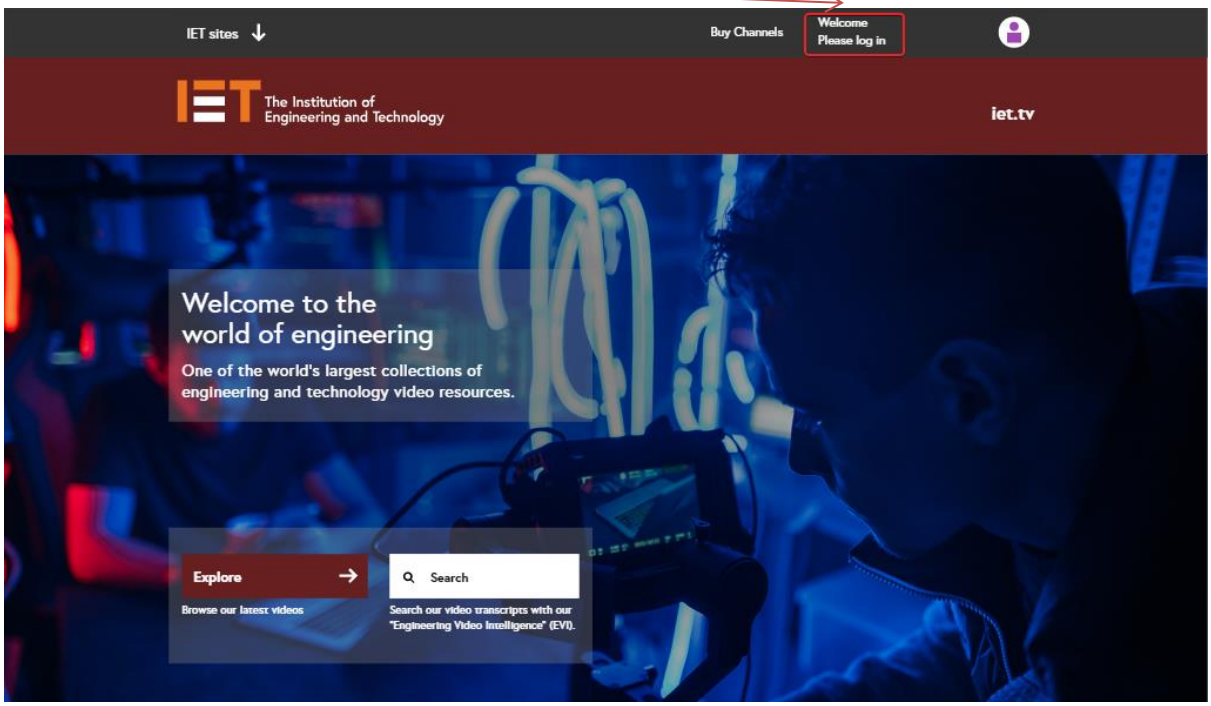
Administrators can also **change their administrator password** and **Logout** of administrator privileges here.



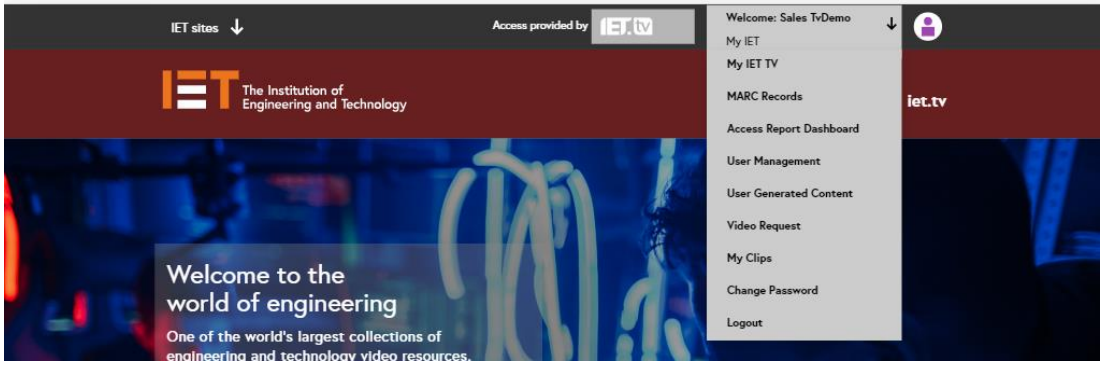
Viewing IET.tv on a tablet or smartphone

Viewing IET.tv on a tablet/smartphone in landscape will give you a view that is almost identical to the above. You can buy channels or log in at the top of the screen.

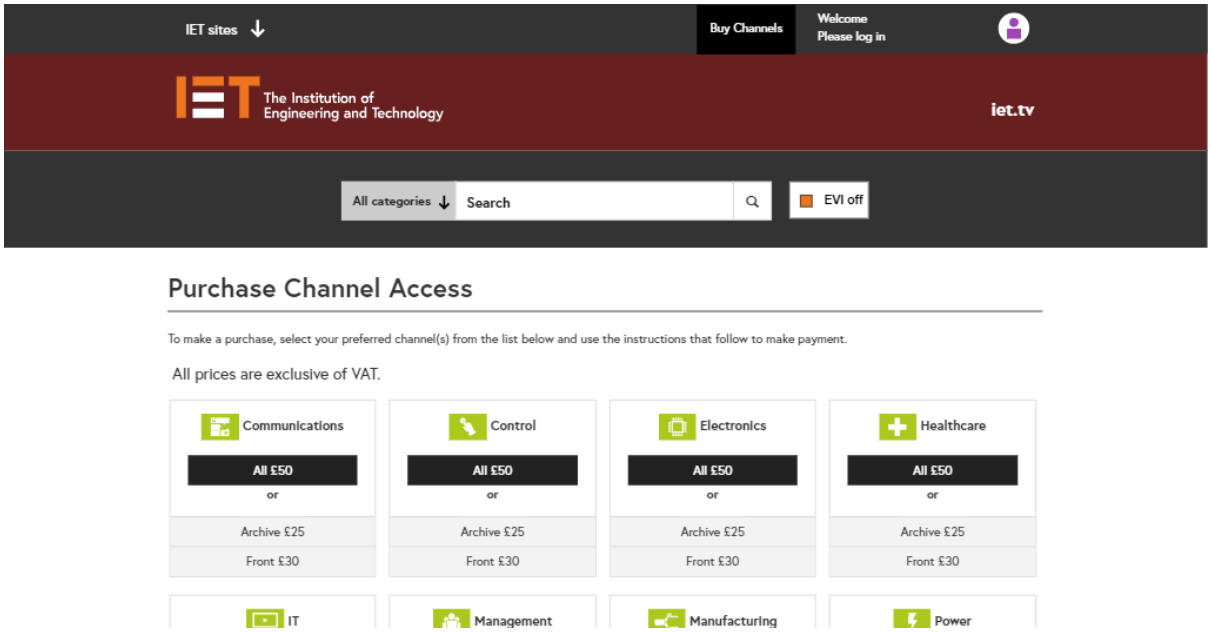
The **log-in** field is at the top of the screen.



Once logged in, the menu is in the same place as on a desktop:



Channels can be purchased via the Buy Channels button. Tip: If the **Buy Channels** button does not appear, trying logging out.

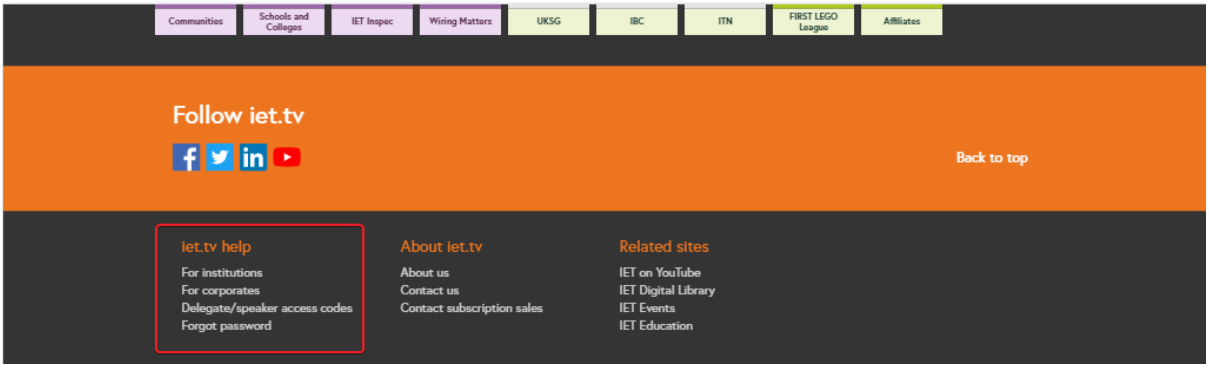


*As before, please note that **Buy Channels** is for individual rather than institutional purchases.

(See Channels section for more information). **If you are an administrator, please see page 26 for details of how to access admin privileges.**

Help

The **Help** section is in the footer of the page:



This section covers a number of useful topics. Should your question not be answered by the **Help**, please email us at IETtvsales@theiet.org

Appendix 1 – channels available

The video channels available to view in IET.tv are:

9 specialist channels covering a huge range of engineering and technology:

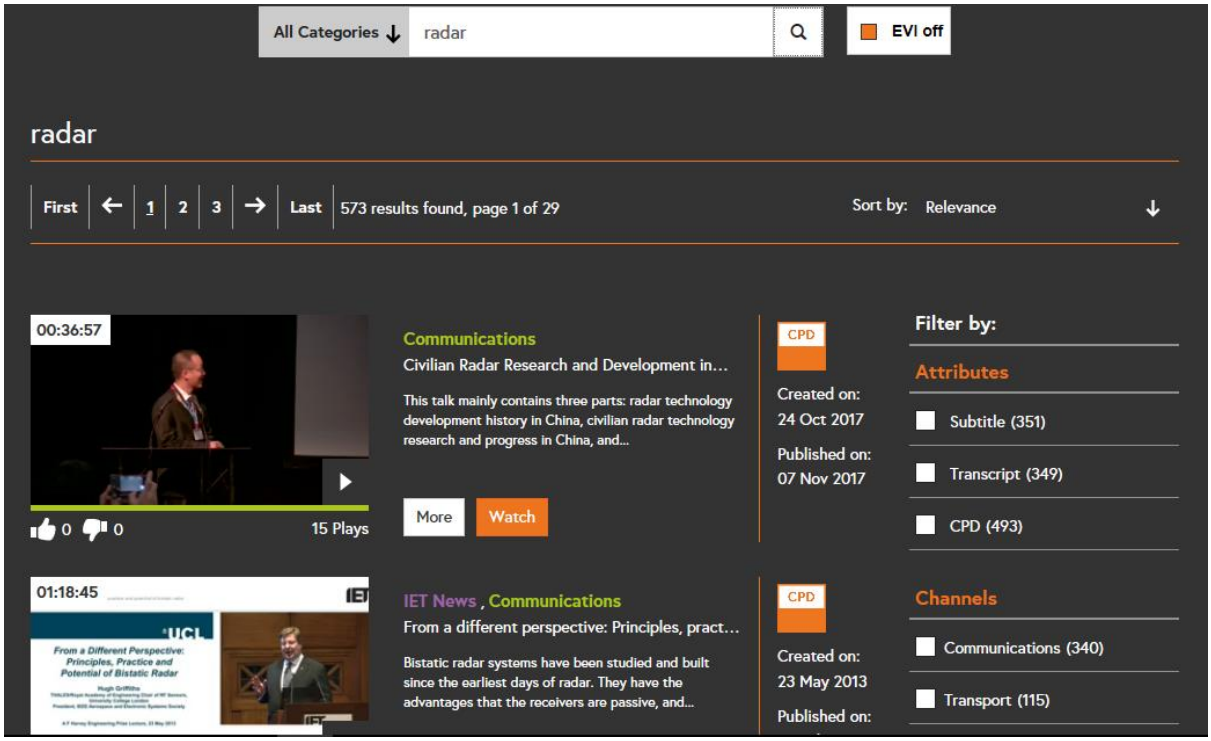
- communication
- manufacturing
- control
- transport
- electronics
- power
- IT
- healthcare
- management

6 free-to-view channels covering:

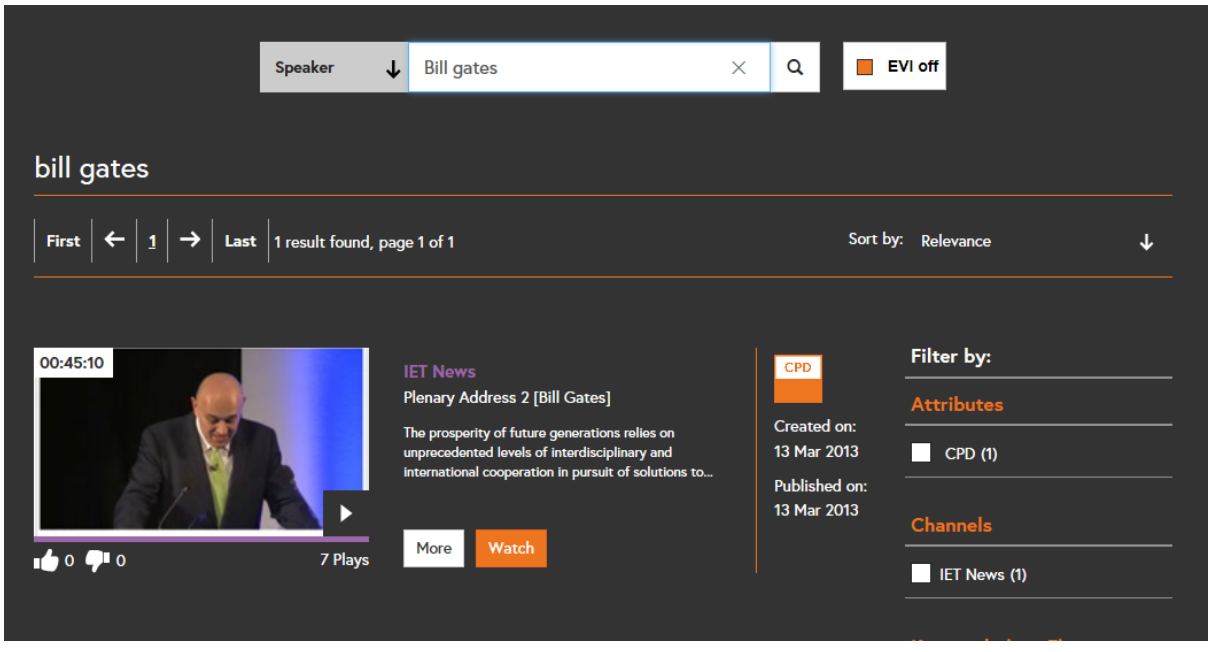
- News from the IET
- Research seminars
- Corporate presentations and showcases
- IBC (International Broadcasting Convention) partner channel
- National Instruments partner channel
- IET's *Inspec* bibliographic database

Appendix 2 – Sample Searches

Search by topic



Search by speaker



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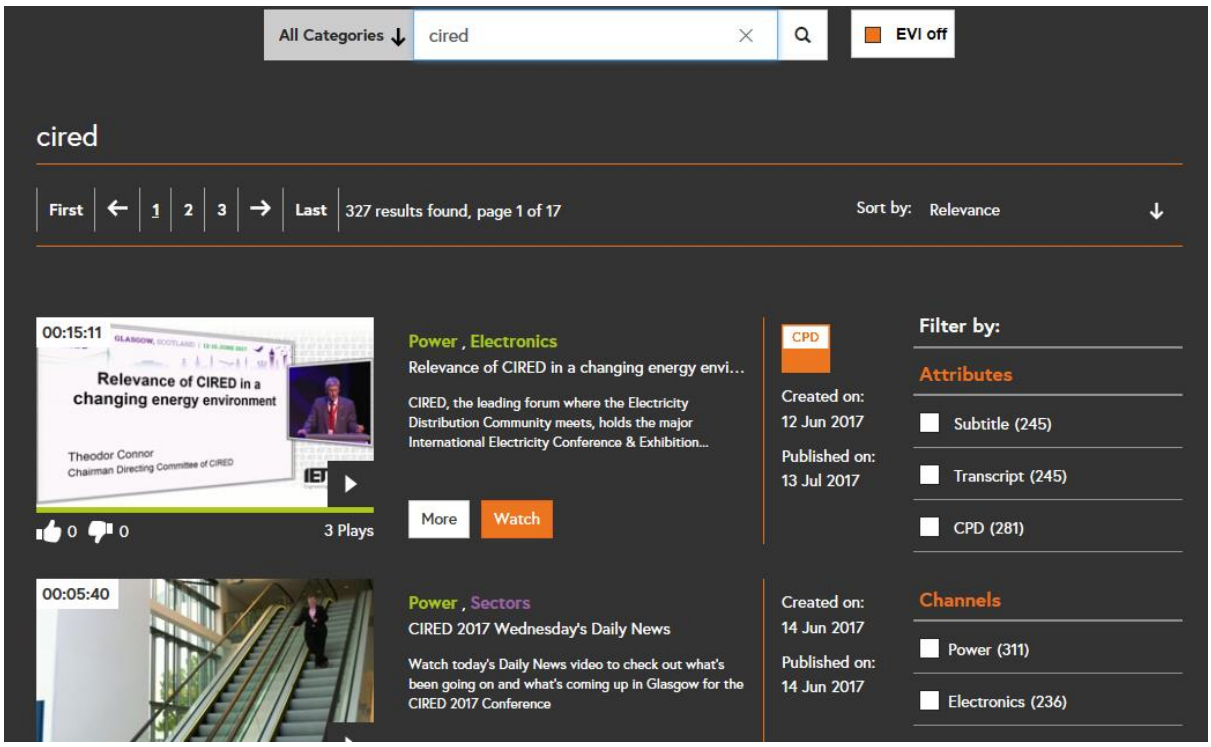
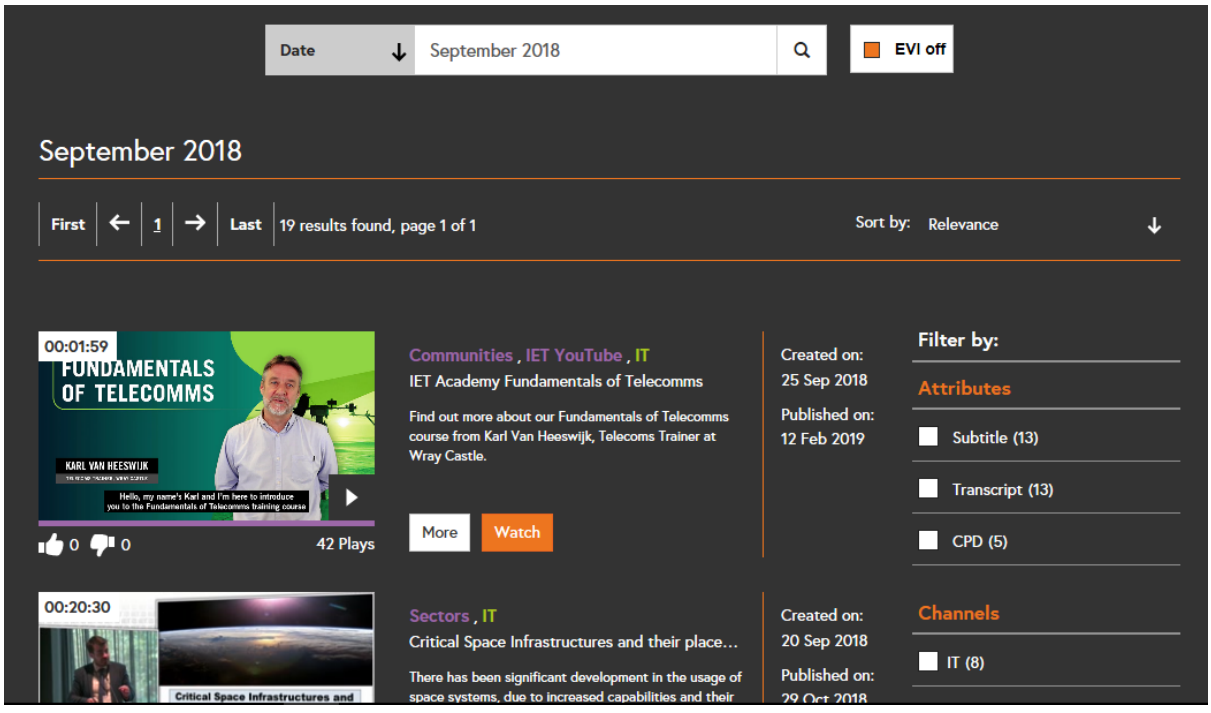
Search by conference



Search by date



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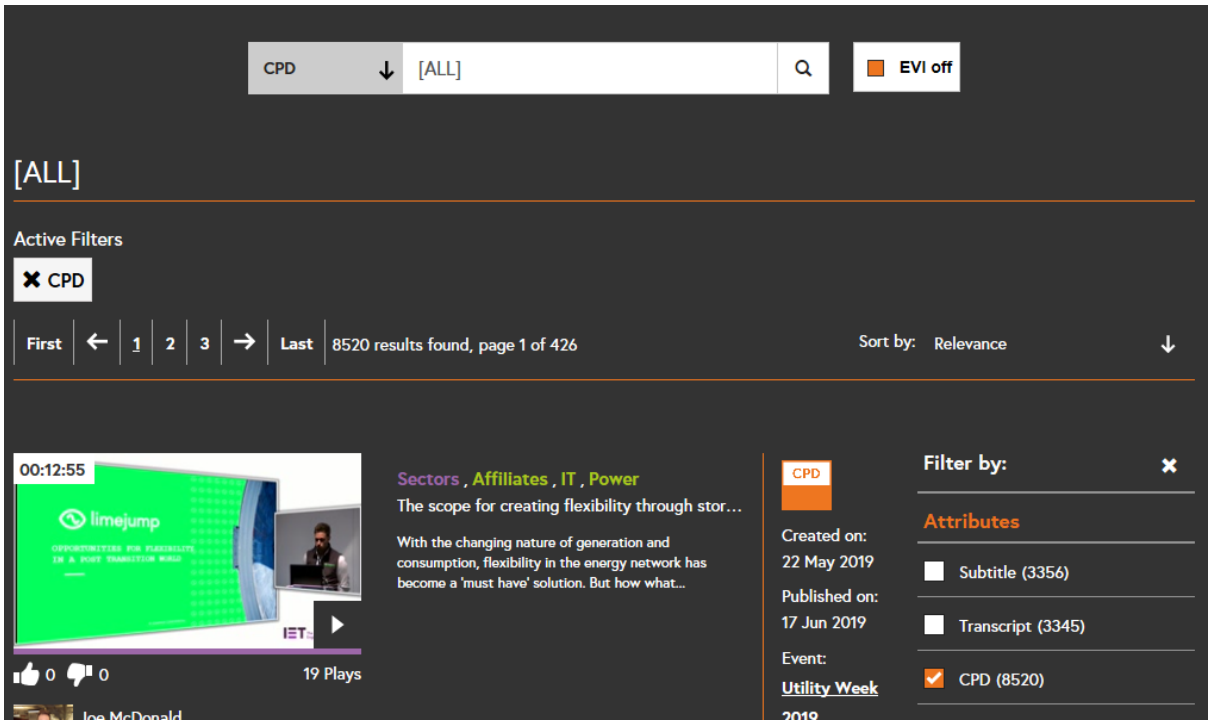
Search for CPD content



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Contact Details and Technical Support

If you require further information or are experiencing technical problems, please email sales@iet.tv in the first instance. For other queries, please contact your local branch:

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