Learning and Support Docs
Welcome to the user documentation for 5th Kind. You’re probably here because you want to learn how to use the system, or you have some questions. Don’t worry. We made this site just for you, just in case.

5th Kind is a web-based application. You and your team can use it to share files, images, videos, and documents with each other, while making sure that everyone only sees what they need to. To your left is the Navigation Pane, which will tell you everything you need to know.

If you’re looking for a place to start, the **Logging In** page is as good a place as any.

New Account
When your administrator creates an account for you, you will receive an email containing a link to initiate your account.

```
Hello Asset Viewer,

Your username is: assetviewer

Please follow this link to set your password for the system: [Click this link to initiate your account and set your initial password]

For an optimal experience please use Firefox 3+, Chrome 10+, Safari 5+ or IE 9+ and ensure your flash player is up to date.

If you cannot play video, please ensure the HLS protocol is enabled in your company firewall.

5th Kind
```

When you click the link, you will be prompted to set a password. Enter your password, and click **Submit**.

Enter your Username and Password, then click **Login**.
The first time you log in, you will be prompted to agree to a license agreement before continuing. Check the box, and click Accept Terms & Conditions to continue.

Logging In
Enter your Username and Password, then click Login.
Multi-Factor Authentication

Your company policy may require you to log in using Multi-Factor Authentication. If so, follow these instructions to log in.

Enter your Username and Password, then click Login.
Google Authenticator

Installation and Setup

If this is the first time you are logging in, you will be shown a barcode, and prompted to link the account with Google Authenticator.
Install Google Authenticator on your Android or iPhone. Find it by searching for it in the Play Store/App Store, or by using the links below.


iPhone: https://itunes.apple.com/us/app/google-authenticator/id388497605?mt=8

On your phone, open Google Authenticator, and click Begin.
Select "Scan a barcode," then point your phone's camera at the onscreen barcode.

Once you've scanned the barcode, your account will be added to Google Authenticator automatically.
Google Authenticator Troubleshooting

If you are experiencing trouble with your Google Authenticator code and you are using an Android phone, it might be because the time on your Google Authenticator app is not synced correctly.

To make sure that you have the correct time:

- Go to the main menu on the Google Authenticator app
- Click Settings
- Click Time correction for codes
- Click Sync now

On the next screen, the app will confirm that the time has been synced, and you should now be able to use your verification codes to sign in. The sync will only affect the internal time of your Google Authenticator app on your Android phone, and will not change your device’s Time and Date settings.

Logging In

After your account has been added to Google Authenticator, you will need to enter the 6 digit code from it each time you log in. The code changes once per minute, so make sure to enter the current code.
Enter the current code and click Send.

Multi-factor authentication is turned on, please, follow instructions below.

Google Authenticator code
274089

Send

Sign in with SAML

Resetting Your Password
If you’ve forgotten your password, click Forgot Password
Enter your email address and click **Email Me**. You'll receive an email at the address you entered. Click the link, and you'll be prompted to enter a new password. For security reasons, you must submit your new password within 300 seconds. Your password must meet all listed requirements.
As you type, the requirements will update. Once all password requirements have met, click Submit.

Package Inbox

The Package Inbox is where you can view all Packages that have been shared with you or that you have created.
Filtering
Filtering options are an easy way to narrow down the list of Packages in your Inbox to a desired subset.

Package Type Filter
Select a Package Type to filter your Inbox to only Packages of the selected type.

- **All Packages**: Displays Packages of any type.
- **Standard**: Normal Packages. Clicking on a standard package will display its contents, and allow you to view and/or download them.
- **Dailies**: Packages with a streamlined workflow, designed to automatically bring up a viewer and play their contents in order.

Status Filters

- **Inbox**: Filter your Inbox to only non-Archived Packages you have received
- **New**: Filter your Inbox to only Packages you haven’t viewed yet
- **Favorites**: Filter your Inbox to only Packages you’ve Favorited
- **Archived**: Filter your Inbox to only Packages you’ve Archived
- **Deleted**: Filter your Inbox to only Packages you’ve Deleted
- **All**: Show all Packages, regardless of their status

Add More Filters
Click this to add additional ways to filter your Packages.

Select a Filtering method, then set the values you’d like to Filter by.

Search
Use the search box to search the contents of your Packages. Searching will find any packages whose contents match the text you have entered.
Packages

The main area of the Package Inbox, this shows you all packages you have created or received which match your current filter criteria. Click on a Package Title or Thumbnail to view it.

Sort Options

By default, your Packages will be listed in the order you've received them. Select a different Sort Option to change the method by which your Packages are sorted. When you mouse over an option, you can select the Sort Order for that option by clicking on the arrow. Clicking this toggles between ascending and descending order for the selected Sort Option.

Select

Check a Package's box to select it. Once you've selected one or more Packages, you can choose actions to apply to them.

- Archive: Set the selected Packages to Archived. Once Archived, Packages will no longer show up in your Inbox.
- Delete: Set the selected Packages to Deleted.
- Merge: Combine the contents of selected Packages into a single new Package.

Favorite

Click the Star icon on a Package to set it as Favorite. Once you've set a package as Favorite, it will show up when you select the Favorites filter. Click the Star icon a second time to un-Favorite it.

Download

If you have Permission to download the contents of the Package, you can click here to do so.

Options

Click the options button to view options that are available for the package.

- Archive: Archive the package. Once Archived, Packages will no longer show up in your Inbox.
Advanced Package Inbox

The Package Inbox is where you can view all Packages that have been shared with you or that you have created.

Filtering

Filtering options are an easy way to narrow down the list of Packages in your Inbox to a desired subset.

Navigation Filters

- Inbox: Filter your Inbox to only non- Archived Packages you have received
- Sent: Filter your Inbox to only non- Archived Packages you have created or sent to others.
- New: Filter your Inbox to only Packages you haven't viewed yet
- Favorites: Filter your Inbox to only Packages you've Favorited
- Archived: Filter your Inbox to only Packages you've Archived
- Deleted: Filter your Inbox to only Packages you've Deleted
- All: Show all Packages, regardless of their status

Package Type Filter

Select a Package Type to filter your Inbox to only Packages of the selected type.

- All Packages: Displays Packages of any type.
- Standard: Normal Packages. Clicking on a standard packages will display its contents, and allow you to view and/or download them.
- Dailies: Packages with a streamlined workflow, designed to automatically bring up a viewer and play their contents in order.

Add More Filters

Click this to add additional ways to filter your Packages.

Select a Filtering method, then set the values you'd like to Filter by.
Click the \( \times \) to remove a Filter. Click the Clear Filters button to remove all Filters.

**Search**

Use the search box to search the contents of your Packages. Searching will find any packages whose contents match the text you have entered.

**Packages**

The main area of the Package Inbox, this shows you all packages you have created or received which match your current filter criteria. Click on a Package Title or Thumbnail to view it.

**Sort Options**

By default, your Packages will be listed in the order you've received them. Select a different Sort Option to change the method by which your Packages are sorted. When you mouse over an option, you can select the Sort Order for that option by clicking on the arrow. Clicking this toggles between ascending and descending order for the selected Sort Option.

**Select**

Check a Package's box to select it. Once you've selected one or more Packages, you can choose actions to apply to them.

- **Archive**: Set the selected Packages to Archived. Once Archived, Packages will no longer show up in your Inbox.
- **Delete**: Set the selected Packages to Deleted.
- **Merge**: Combine the contents of selected Packages into a single new Package.

**Favorite**
Click the Star icon on a Package to set it as Favorite. Once you've set a package as Favorite, it will show up when you select the Favorites filter. Click the Star icon a second time to un-Favorite it.

**Download**

If you have Permission to download the contents of the Package, you can click here to do so.

**Options**

Click the options button to view options that are available for the package.

- **Archive**: Archive the package. Once Archived, Packages will no longer show up in your Inbox.
- **Delete**: Delete the package. If you have shared the package with other users, it will be deleted for them as well.
- **Duplicate**: Make a duplicate of the package.

---

**Creating a Package**

Use Packages to share Files with other Users and get their feedback.

**Creating a New Package**

To create an empty Package that you can add Files to, follow one of these methods:

**Creating a New Package from the Package Menu**

Click the Package icon in the upper right hand corner of the screen to access the Package Menu, then click the "+ New" button to create a new Package.
Type the name of the Package, then click "Create."

OR:

Creating a New Package from File Search

If you have no Active Package, click the + icon on any File or Asset Group. This will allow you to create a new Package, with the selected Files added.
The Package will be created, with the File or Asset Group you clicked on inside it.

**Sharing a File or Asset Group**

When viewing any File or Asset Group, click the icon to share it in a Package. This will allow you to immediately share the selected File.

**Adding Files to a Package**

Once you have made a Package, you can add Files to it.

**Drag and Drop**

When browsing Files, open the Package Sidebar. If it's not already open, click the Package icon in the upper right corner, then click the Package you want to add to.
With the Package Sidebar open, simply drag and drop any File into it.

Add to Package Button

When viewing any File or Asset Group, click the + icon to add it to the active Package.

Adding Multiple Files to a Package

If you have selected one or more file, you can add all of them to a Package at once.

From Search

With one or more File selected, a group of additional options will appear along the top of the Search Results. Click the + icon to add all selected Files to your Package.
Modifying a Package

Once you’ve created a Package, you can re-order or remove its contents at any time.

Renaming a Package

When viewing a Package in the Package Sidebar, click the "Edit Name" button. Type the new name for your Package, then click Save.

Re-ordering Package Contents

To re-order Files in a Package, open it in the Package Sidebar. If it’s not already open, click the Package icon in the upper right corner, then click the Package you want to modify.

Mouse over the left tab of a File, then drag it to the position you want it to be in.
Removing Files from Packages

If you’ve got the Package open in the Package Sidebar, mouse over the left tab of the File you want to remove, then drag and drop it outside of the Package.

If you’d like to remove more than one File from a Package at once, check the boxes of the ones you’d like to remove, then click the icon and select "Remove From Package."

If you’re viewing the Package from the Package Inbox, either hover over the thumbnail and click the icon, or check one or more Files, then select "Remove from Package."

Creating a Package from a CSV File

You can automate creation of a Package in 5th Kind by uploading a CSV file. Simply create a CSV file containing the names of the Files you’d like to add to your package, and upload it through the interface.
First, create a CSV file containing the filenames of the Files you'd like to add to your Package, in the order you'd like them to appear. The first line of the file must say "File Name". [Click here to download the CSV template.]

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>File Name</td>
</tr>
<tr>
<td>2</td>
<td>201_1.mov</td>
</tr>
<tr>
<td>3</td>
<td>21_1pt1.mov</td>
</tr>
<tr>
<td>4</td>
<td>21_1pt2.mov</td>
</tr>
<tr>
<td>5</td>
<td>130F_3a.mov</td>
</tr>
<tr>
<td>6</td>
<td>130F_3c.mov</td>
</tr>
<tr>
<td>7</td>
<td>130G_2a.mov</td>
</tr>
<tr>
<td>8</td>
<td>130G_3a.mov</td>
</tr>
<tr>
<td>9</td>
<td>130G_4a.mov</td>
</tr>
<tr>
<td>10</td>
<td>130G_2c.mov</td>
</tr>
<tr>
<td>11</td>
<td>130G_3c.mov</td>
</tr>
</tbody>
</table>

To create your package, click the `>` next to the package icon in the upper right corner of the screen.

Select "Package from CSV."

Enter the name of the Package, then click "Choose CSV file." Select the CSV file you created, and then click [Upload].

Any Files in the system matching the filenames given will be added to your new package.

**Important:** Files must be categorized in the system in order to be added to a Package. Also, you can only add Files that you have Permission to view. If you require access to additional Files in the system, please contact your Administrator.

[CREATING A PACKAGE] [SHARING PACKAGES]
Package Type

Select the type of Package.

Standard
A normal Package. When opened by the recipients, it will display a thumbnail view of its contents.

Dailies
A package that’s optimized for quick viewing. When opened by the recipients, it will immediately begin playing its contents in order.

Send Email

Check this to send an email to each of the recipients with a link to the package.

Recipients

Add Recipients to the Package. Type the name of the user you would like to share the package with. As you type, you will be shown suggestions.

Important: Packages can only be shared with people who have user accounts in 5th Kind. If you cannot find the person you would like to share the package with, please contact your administrator.
Click on the highlighted name, or type Enter to add it to the list of Recipients.

You can add as many Recipients as you want. To remove a recipient, click the \( \times \) next to their name.

**Recieve Notification**

Turn this setting ON if you would like to receive an email notification when each recipient views the package for the first time.

**Message**

Enter a message for the package that will be seen by each recipient

**Next**

Once you've added recipients and a message, click Next Step to continue.

**Exit**

Click the \( \times \) to close the Package Share panel.

**Package Permissions**

Set Permissions on the Package before you send it. Permissions determine how the recipients can interact with the contents of the Package, and when they can access it.
Allow Forwarding

If this is On, the recipients of this Package will be able to forward it to other Users.

Allow Editing

If this is On, the recipients of the Package will be able to add additional files to it or remove existing files from it.

Allow Printing

If this is On, the recipients of the Package will be given the option to print the Image or PDF files from their browser.

Download Options

Control the manner in which recipients can download the contents of the Package, or whether they can at all.

Recipient Settings

The default option. Each recipient will be able to download according to the permissions assigned to their User Role. For instance, some Users may not be able to download at all, and others may be able to download source files.

View Only

All recipients will only be able to view the contents of the Package, and will not be able to download them, regardless of their assigned permissions.

Allow download without watermark

Recipients can download the contents without a watermark. You must choose a quality setting with this option selected:

Important: The option to share without watermark, as well as to share the source files, are only available with certain Permissions. If you do not see this option but feel you need it, please contact your 5th Kind Administrator.

Allow download with watermark

Recipients can download the contents of the package with a watermark burned in. You must choose a quality setting and priority, as well as a watermark style for each type of file with this option selected.
Important: The option to share with watermark is only available with certain Permissions. If you do not see this option but feel you need it, please contact your 5th Kind Administrator.

### Quality

**Source**
Recipients can download the original source of each file sent in the Package.

**High**
Recipients can download a high resolution proxy of each file in the Package.

**Low**
Recipients can download a low resolution proxy of each file in the Package.

### Watermark

**Image Watermark**

**Watermark Style**
This option will appear if you are sharing with a watermark. For each type of file (Image, Video, or PDF) contained in the Package, select the style of watermark to apply.

**Priority**
Select how high the priority is for the watermarking process. For urgent watermarking jobs, select High. For watermarking jobs that are less urgent, select Low. Otherwise, leave this set at Normal.

### Start Date

If this is set to On, the recipients will not be able to access the Package until the date and time entered. If Send Email is set to On, the recipients will still receive the notification email immediately.
To set a date, click the icon. Use the date picker to choose a date.

To set a time, click the Time field, and choose a time from the dropdown.

Date and Time can both be entered or edited manually by clicking in the field and typing.

**End Date**

If this is set to On, the recipients will no longer be able to access the Package after the date and time entered have passed.

**Restrictions**

Turn this on to limit the number of times recipients can access the contents of the Package. If a recipient reaches their limit and requires more access, you can share the package with them again to refresh their permissions.

**Limit number of Views**

Recipients can only view any File this many times.

**Limit number of Downloads**

Recipients can only download any File this many times.

**Back**

Click the to return to the previous screen.

**Submit**

After you have set your desired Permissions, click to send the Package.
Downloading

When you initiate a download of one or more files, the download panel will open. Select your download options here.

**Download Method**

**Download as Zip**

Download a zip file containing all selected files. When selecting this option, please allow additional time for the Zip file to be created.

**Download using Aspera**

This is the recommended option for downloading. Using Aspera allows accelerated download speeds, as well as the ability to pause and restart downloads. You must have Aspera installed to use this option.

**Download Options**

*Important:* You may not have all of these options available, depending on your permissions. If you need download options that are not available to you, please contact your Administrator.

**Create folder structure on download**
If this is turned on, folder structures will be created in your target directory matching the Asset Groups of files being downloaded. If it is turned off, all files downloaded will be placed directly in the target directory.

**Download without Watermark**

Download the image, video, or document without a watermark burned in.

**Download with Watermark**

Download the image, video, or document with a watermark burned in.

**Watermark**

This section will appear if you have selected to download with Watermark. **Important:** You may not have all of these options available, depending on your permissions. If you need quality options that are not available to you, please contact your Administrator.

**Custom Watermark**

Specify the text that will be burned into the File as the Watermark, as well as the Watermark Style.

**Watermark Label**

This is the text that will be burned into the File as the Watermark. It defaults to your name, but you can change it by clicking the button and adding a new label.

**Watermark Style**

Select the Watermark Style that will be used for each type of File that you’re downloading: Image, Video, and Document. This defaults to your default as set in your User Role, but can be changed if you have the proper permissions.

**Group Watermark**

This option lets you specify a group of Users and download a copy of each selected File for each of them, with their individual Watermark burned in.

**Asset Details**

**Important:** You may not have all of these options available, depending on your permissions. If you need quality options that are not available to you, please contact your Administrator.

**Quality**

**Source**

Download the original Source file. This option is not available if you are downloading With Watermark.

**High**

Download a high resolution proxy file.

**Low**

Download a low resolution proxy file.

**Priority**

Select the priority for the watermarking process. If you select High priority, your watermarking job will go to the front of the queue; if you select Low priority, it will go to the back of the queue. This option defaults to Normal.

**Uploading**

**Selecting Upload Mode**

Click the next to the Upload icon to select Upload Mode. We recommend using Aspera to upload, for faster speeds and greater reliability. Use of Aspera requires installation.
When Aspera mode is enabled, the red Aspera logo will appear next to the Upload icon.

**Initiating an Upload**

To begin uploading, click on the icon in the upper right corner.

A File picker dialog window will open. Select as many files as you would like to upload. To select multiple files, hold Ctrl (Command on MacOS) as you click. To select a range of files, hold Shift as you click to extend your selection.

**Important:** Once you have initiated an upload, you must keep your browser window open until the upload has finished. The upload cannot continue if the window is closed.

**Skip Categorization and Share**

If you'd like to bypass the categorization process and share the files you've just uploaded immediately, click Skip and Share.

**Categorizing Uploaded Files**

Your selected Files will appear in the Upload Details View, where you can categorize them.

**Important:** File Categorization is extremely important in 5th Kind. The way files are categorized determines how people will find them in the system, as well as who has access to them. If you have questions about how to categorize the files you are uploading, please contact your administrator.
Files

View information about your uploading files here. You can select them to apply categorization to a subset of files.

Select
Check the box to select a file. If you have files selected, the categorization settings you choose will apply only to them.

Thumbnail
Files will display a default icon as they upload. Once they have been ingested and processed, the thumbnail will be updated to that of the File.

Upload Progress
The progress bar for each File will update as it uploads.

Overall Upload Progress
This shows the overall upload progress for all Files. It will update as the Files upload.
View Mode
Switch between List View Mode (default) and Thumbnail View Mode.

Categorization Panel

This is where you categorize the uploaded Files. If no File is selected, this categorization will apply to all Files, otherwise, it will apply to all selected Files.

Domain Select
Select the Domain that the uploaded Files belong to. This must be selected in order to categorize your Files.

Tag Group Select
Each Tag Group contains a set of Tag Fields that can be used to categorize your uploads. Click any available Tag Group to view the Fields it contains.

Required Tags
The Required Tag Group will always be available as an option, and contains the Tag Fields from all Tag Groups that have been designated as Required by your Administrator. These fields must be filled in order to submit the categorization.

Save Template
If you commonly use the same settings to categorize Files, you can save time by creating a template. When you create a template, it saves all current Field settings for later use. Click the icon, enter a name for your template, and click Ok to save.

Load Template
Once you’ve saved a template, you can apply it to any other files. Click the icon, then select the template you would like to apply.

Delete Template
If you’d like to delete a saved template, click the icon to display your templates, then click the icon next to the unwanted template.

Last Categorization
5th Kind will automatically remember the last settings you used to categorize Files. If you’d like to repeat your previous settings, click the icon, and select Last Categorization.

Reset
Click Reset to clear all Fields.
Field
For each Field in the selected Tag Group, click the dropdown to select a value. Some Fields are dependent on another; if so, you must select a value for the other field first.

Add New Value
If there are no values in a Field, or if the value you want is not an option, click the button. Enter the new value, then click Save. To cancel adding a new value, click Cancel.

Exit
Click this to skip categorization. You can return to it later by selecting your upload from the Uploads page. Note that if your files are not categorized, they will not appear in the search view.

Video Specs
Here are the recommended specifications for uploading video into 5th Kind. Video not matching these specs may take longer to be playable, or may have difficulty processing.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Spec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution</td>
<td>1280 x 720</td>
</tr>
<tr>
<td>Data Rate</td>
<td>2400 kb/s</td>
</tr>
<tr>
<td>Frame Rate</td>
<td>24 fps (same as source)</td>
</tr>
<tr>
<td>Encoding Profile</td>
<td>Baseline</td>
</tr>
<tr>
<td>Pixel Aspect Ratio</td>
<td>Square</td>
</tr>
<tr>
<td>Color Space ITU</td>
<td>Rec-709 (sRGB LUT)</td>
</tr>
<tr>
<td>Compression Type</td>
<td>h264</td>
</tr>
<tr>
<td>Container Format</td>
<td>Quicktime (.mov)</td>
</tr>
<tr>
<td>Encoding</td>
<td>Faster encode (single pass)</td>
</tr>
<tr>
<td>Audio Format</td>
<td>AAC</td>
</tr>
<tr>
<td>Audio Bit Rate</td>
<td>192</td>
</tr>
</tbody>
</table>

Search
This view lets you search and browse for Files in the system.

Important: The files and options that appear in this view may vary based on your permissions. If you need access to something that you do not have access to, please ask your Administrator.
Browse

The Browse section lets you look through for files in a way that’s similar to a directory structure on your computer. Select a Top Level Tag from the dropdown, then browse through the nested Metadata Tag values. Clicking a value will add Search Filters in the Options panel, and search for files matching those values. This is equivalent to selecting and applying these filters manually.

Top Level Tag Select

Click this dropdown to view Top Level Tags, and select one to view the nested Metadata Tags under it.

Metadata Tag Browse

These nested tags represent Metadata values of Files. Click the + next to any value to view the values nested under the selected tag.
Options

Search

Search for Files whose File Names match the terms you enter. Click the icon or hit Enter to search.

Save/Load Template

Save sets of filters that you use frequently, and easily recall them later.

Add Filter

Click here to add additional filters to your File Results, to help you narrow your search to the Files you’re looking for.

Mouse over the Field Groups to see what Metadata Fields are available, then click a Field to add it as a Filter.

Click the dropdown to choose a value to filter by. Your search results will automatically be filtered according to your selection. Click the X to remove a Filter. Click the Clear Filters button to remove all Filters.
Display Setting

Choose between List Mode and Thumbnail Mode.

**Thumbnail Mode**

Thumbnail mode is the default mode. Click on any thumbnail to view it. Click the ⌄ of a file to select it. Click the  for more options.

Mouse over any thumbnail to access additional options.

**List Mode**

In List Mode, you can view the full name of each file, as well as additional details. Click the ⌄ for more options.
Group

Enabling Group Mode displays files grouped together by shared Metadata Tag Values. Click the group name to view or edit all of the files within it. Click any of the icons at the top right to interact with the group.

Sort

By default, files will be listed in the order in which they were uploaded. Select a different Sort Option to change the method by which your files are sorted. When you mouse over an option, you can select the Sort Order for that option by clicking on the arrow. Clicking this toggles between ascending and descending order for the selected Sort Option.
More Options

When at least one file is selected, additional options will appear in the upper right corner. Clicking any of these will apply the chosen action to all selected files.

Results

This is where Files matching your search/filter criteria appear. When you first navigate to this view, you will see the most recently uploaded Files shown first. Use the search, filter, sort, and group options to change the Files that appear, and the way in which they are shown. Note that you will only be able to see files that you have been given permission to access. If you cannot find the files you need, or if you believe you should have access to additional files, please contact your Administrator.

Files

Thumbnail Mode

In Thumbnail mode, click on any thumbnail to view the file. Mouse over the thumbnail for additional details, or click the Additional Options button ().

List Mode

List mode will show you a smaller thumbnail image, plus additional information about the file, such as File Size and the date that the File was received. Click the thumbnail to view the file, or click the Additional Options button () for more options.
While you're in List Mode, you can customize which columns that are shown. To change the columns, click the icon in the upper-right corner of the Results.

Check a column to add it. Uncheck a column to remove it. To find a column, type its name in the search field, and the columns will be filtered to those matching what you type. Click the Save button to save your settings.

Groups

When Group Mode is enabled, Files will be grouped by the Structural Metadata that they have in common.

Group Name

The Group Name represents the Structural Metadata Values that the members of the Group have in common. Click the Group Name to open a Viewer containing the files in the Group.

Options

Any option you click on will apply to all Files within the Group.

Files

The Group will display a preview of the first few files it contains. Click any File to view it.

Options

Every File and Group has options that can be applied to it. Click the Additional Options button ( ) to access these. In Thumbnail mode, some of them can be accessed by mousing over the file. Please note that access to these options is determined by your permission level. If you need one of these options, but don't see it in your interface, contact your Administrator.

View Details ( )
View Comments ()
Edit ()
Add to Package ()
Download ()
Share ()
Delete ()

Additional options for Groups:
Upload into Group ()
Select All

Selection
Click the to select any file, or, when in Group Mode, choose Select All to select every File in any Group. Once at least one File is selected, additional options will appear in the upper right corner of the interface. Clicking any of these will apply the chosen action to all selected files.

Asset Viewer
The Asset Viewer is where you will view, edit, and interact with your files in 5th Kind.

File Viewer
The file you have selected will appear here.
Title Bar

The Title Bar gives you information about what you’re viewing, and reveals controls for interacting with it.

Return

Click here to return to the Package Inbox

Favorite

Click the ★ to set the Package as a Favorite. If a Package is set as Favorite, it will appear in the Favorites filter in the Package Inbox.

Package Name

Click this to view all contents of the Package in Asset View Mode.

File Info

The Group Name represents the Structural Metadata Values of the File you are viewing.

Count

This section shows the count of the File you are currently viewing, out of the total number of files in the Package.

Options

Each icon in this section will open the Side Panel to its respective section.

• 🔗 (Share): Share the contents of this package with other users.

• 🔉 (Upload): Upload additional files into this Package.
File Viewer Controls

Playlist
Shows the files in the current Playlist. Click a file to view it.

Playlist Page Select
If there are more files in the playlist than can fit on the current page, use the < / > controls to view more pages of files.

Approve/Reject
Click ✔ / ✖ to Approve / Reject the current File.

Quality
Click the Gear icon to toggle between High and Low quality image in the Viewer.

Fullscreen
Click ⌘ to view the playlist in Fullscreen Mode. To leave Fullscreen Mode, press the Esc Key.

VIDEO-ONLY CONTROLS

Playbar
Shows a graphical representation of the elapsed time in the current video file. Click anywhere on the playbar to skip to that time.

Elapsed Time
Shows a numerical representation of the elapsed time in the current video file. Click the ⌚ to toggle between time and frames.

Playback Controls
Controls the playback of the current file.

Play / Pause

Previous File / Next File

Mute / Unmute

Loop Playback

Side Panel
The Side Panel gives additional information and controls for the file or group of files that you are viewing.

- File Info: Information about the File you are viewing.
- Share: Share the contents of this package with other users.
- Upload: Upload additional files into this Package.
- Asset Details: View metadata details for the File or Group you are currently viewing.
- Remove From Package: Remove the selected File from the Package.
- Close: Close the Side Panel.

Asset View Mode

In Asset View mode, you can see all the contents of the Package. Click any File to view it in the File Viewer.
Options

Clicking any of these will apply the chosen action to all selected files. Click the Additional Options button () to access options that are not displayed.

Important: Please note that access to these options is determined by your permission level. If you need one of these options, but don’t see it in your interface, contact your Administrator.

- Share ()
- Upload into Package ()
- View Comments ()
- View Details ()
- Remove from Package ()
- Select All
- Edit ()

Display Setting

Choose between List Mode and Thumbnail Mode.

Thumbnail Mode

Thumbnail mode is the default mode. Click on any thumbnail to view it. Click the of a file to select it. Click the [ for more options.
List Mode

In List Mode, you can view the full name of each file, as well as additional details. Click the ⚒ for more options.
### Group

Enabling Group Mode displays files grouped together by shared Metadata Tag Values. Click the group name to view or edit all of the files within it. Click any of the icons at the top right to interact with the group.

### Shared With

Shows the number of users this package has been shared with.

### Viewed By
Shows the users who have viewed this package. Mouse over any user name to view more details about when the user viewed the package, and what permissions they were granted.

Files

The contents of the Package will be displayed here. Use the display and group options to change the way in which the Files are shown. Click the thumbnail of any File to view it in the File Viewer

File Options

Every File and Group has options that can be applied to it. Click the Additional Options button () to access these. In Thumbnail mode, some of them can be accessed by mousing over the file.

Important: Please note that access to these options is determined by your permission level. If you need one of these options, but don’t see it in your interface, contact your Administrator.

- View Details ()
- View Comments ()
- Edit ()
- Remove from Package ()
- Download ()
- Share ()
- Delete () Additional options for Groups:
- Upload into Group ()
- Select All

Commenting

You can share comments and have discussions about Files with others in 5th Kind.

Viewing Comments

When viewing a File, click on the icon to view the Comments Panel.

Viewing Discussions
The Comments Panel will show you Discussion Threads that have been created for the File. Click on any Discussion Thread to view all of the Comments that have been made in it.

**Viewing Discussion Participants**

To see who can view a discussion, click the "Shared with X users" text. You'll be shown the list of who can view and participate in the discussion.
Starting a New Discussion

Click the "New Comment" to create a new Comment.

Subject
Enter the subject of your comment here. This is similar to the Subject field of an email.

Recipients
Enter one or more other Users to share the Comment with. Begin typing in the field to search for Users.
Message

Type your comment here. This is similar to the body of an email.

Private Message

If this is set to On, only you and the Recipients will be able to view the discussion. If it's set to Off, the discussion will be public, and anyone with access to the File will be able to view it.

Notify when Viewed

If this is set to On, you will receive an email notification the first time that each of the Recipients views the comment.

Replying to a Discussion

Replying to the Initial Comment

When viewing a Discussion, you can reply to the initial Comment. Just type your reply at the bottom and click the button to send it.

Everyone who the Discussion is shared with will be able to view your reply.

Replying to another Reply
To reply to another User’s reply, and continue the Comment thread, click the Reply button on their comment.
Your comment will appear after theirs.
Asset Details Panel

The Asset Details tab shows you the way your Files are categorized. If you've got the correct Permissions, you can also use this tab to change the categorization.
Accessing Asset Details

To access the Asset Details tab, click the icon in the upper right hand corner of the Viewer. The tab will show you every Metadata field that has been set for the File or Files you are viewing, and the values that have been set. If you are viewing multiple Files, the fields have the same values will display those values, and fields that have multiple values will indicate that. If several Files are selected, the tab will show fields that apply to those Files.

Editing Asset Details

To edit Asset Details, click the icon in the tab.

**Important:** the ability to edit the categorization of Files requires special Permissions. If you need the ability to edit File categorization, please contact your 5th Kind administrator. Changing the way Files are Categorized may cause them to move out of their current place in the system, and into a different Asset Group. It may also change who has access to them. Contact your 5th Kind administrator if you have questions regarding this.

---

**Domain Select**
Select the Domain that the uploaded Files belong to. This must be selected in order to categorize your Files.

**Tag Group Select**
Each Tag Group contains a set of Tag Fields that can be used to categorize your uploads. Click any available Tag Group to view the Fields it contains.

**Required Tags**
The Required Tag Group will always be available as an option, and contains the Tag Fields from all Tag Groups that have been designated as Required by your Administrator. These fields must be filled in order to submit the categorization.

Save Template
If you commonly use the same settings to categorize Files, you can save time by creating a template. When you create a template, it saves all current Field settings for later use. Click the icon, enter a name for your template, and click Ok to save.

Load Template
Once you’ve saved a template, you can apply it to any other files. Click the icon, then select the template you would like to apply.

Delete Template
If you’d like to delete a saved template, click the icon to display your templates, then click the icon next to the unwanted template.

Last Categorization
5th Kind will automatically remember the last settings you used to categorize Files. If you’d like to repeat your previous settings, click the icon, and select Last Categorization.

Reset
Click Reset to clear all Fields.
**Field**

For each Field in the selected Tag Group, click the dropdown to select a value. Some Fields are dependent on another; if so, you must select a value for the other field first.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
<td>Choose 'Department' value first</td>
</tr>
</tbody>
</table>

**Add New Value**

If there are no values in a Field, or if the value you want is not an option, click the button. Enter the new value, then click Save. To cancel adding a new value, click Cancel.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
<td>Add Label</td>
</tr>
</tbody>
</table>

**Submit**

Click to submit your changes.

**Cancel**

Click to discard any changes you have made, and go back to the Asset Details view.

**File Info Panel**

The File Information tab displays details about the File itself, such as the file name, file size, and when it was uploaded. Additionally, 5th Kind extracts any metadata that is in the File when you upload it. That metadata will be displayed here as well.

**File Information**

- **File Name**: s.jpg
- **Insert Date**: 2/4/2018
- **File Size**: 70.5 KB
- **File Type**: Image

**MD5**: a53f5b05323226234bb566bf5ef5c29

**Meta Information**

- FILE_INFO.FILE_TYPE
- FILE_TYPE_IMAGE
- FILE_INFO.TIMESTAMP
  - 15222344306
- FILE_INFO.DATETIME
  - 2018-03-29 10:25:04
To access the File Information tab, click the icon in the Viewer.

**Viewer History Panel**

The History Tab lets you see every interaction that has been taken with the File you’re viewing, including its original upload and every time a User has viewed it.

**Filtering**

Click the dropdown to filter by different categories of actions.

- **Comment**
  View who Commented on selected Files, and when.

- **Download**
  View who Downloaded selected Files, and when.

- **Upload**
  View who Uploaded selected Files, and when.

- **Viewed**
  View who Viewed selected Files, and when.

- **Edited**
  View who Edited selected Files, including adding them to Packages, and when.
Categorized
View who Categorized selected Files, and when.

Updated
View who Updated selected Files, and when.

Deleted
View who Deleted selected Files, and when.

Created
View who Created selected Files, and when.

Active Package Panel
The Active Package Tab shows contents of your current Active Package.

Creating a New Package
If you have no Active Package, you will be prompted to create one.

Adding Files to a Package
Enter a name for the Package and click Create. You’ll then be able to add Files to it.
Click the + button to add the current File or Files that you're viewing to the Package.

You can also add Files to your active Package by dragging File Icons into the Active Package Tab.

**Editing a Package**

You can re-order Files in a Package by clicking on the tab area on the left side of any File. Click and drag the File to whatever position you like.
To remove a File from a Package, click the icon, and select Remove From Package.

Share/Download

Download

Click the icon to download the contents of the Package. Learn more about Downloading Packages.

Share

Click the icon to share the Package with other Users. Learn more about Sharing Packages.

Approval History Panel

The Approval History Tab lets you Approve or Reject Files, and lets you see who else has as well.

To Approve or Reject a File, just click on the Thumbs-up or Thumbs Down icon.
You can then leave a message along with your approval. Click the Update button to save your message.

Viewer Access Panel

The Access Tab shows which Users have been granted access to view the selected File or Files.

Access Rules

The Users By Access Rules section displays the Users who have access Permissions to the selected File or Files.
because it matches their File Access Rules. View User Roles to learn more about File Access Rules.

Package

The Users From Package section displays the Users who are able to view the selected File or Files because they have been shared with them in a Package. Learn more about sharing Packages with other Users.

History

The History Module lets you see each File that you’ve viewed, uploaded, downloaded, and commented on. Click the History button in the Left Navigation pane to access it.

Filters

Use filters to narrow down which Files you’re looking at.

View

Shows Files that you’ve viewed.

Downloads

Shows Files that you’ve downloaded.

Uploads

Shows Files that you’ve uploaded.

Comments

Shows Files that you’ve commented on.

Start Date/End Date

Set a date in either of these to Filter your results to Files that were Viewed, Uploaded, Downloaded, or Commented on after or before that date.
**View Mode**

**Thumbnail Mode**

View your File History as thumbnails.

**List Mode**

View your File History as a list, including details of each File.

---

**Manage Users**

Use this section to view and modify User accounts in the system.

**Important:** The User accounts you have access to view and modify will depend on the permissions granted to you. If you feel you need to see additional User accounts, or need the ability to modify User accounts, please contact your Administrator.

---

**User Browse**

This section shows all available User accounts, and lets you search and filter within them.
Search
Type a User's name to search by it, and click the search button or press Enter to search. To clear a search, delete the name and search again.

Add Filter
Click the +Filter button to filter User accounts.

Select a parameter to filter by.

Filter
Select a value to filter by. You can add multiple filters at once. Click the close button to remove a Filter.

Expand/Collapse Filters
Click to hide the filters. Click again to show them.

Clear Filters
Remove all Filters.

Select All
Check this to select all currently loaded User Accounts.

Users

Click on any User to view their profile.

User Profile

View or edit a User's profile.

User Profile

This is where a User's account is set up.

First Name
The User's First Name

Last Name
The User's Last Name

Username
The User's account name. This is what a user uses to log in, and must be unique.

Email
The email address linked to the account. This is where notification emails from the system will be sent, including welcome emails for a new account, password reset notifications, and notifications of received packages

Reset Password
Click this to reset the User's password, forcing them to create a new password the next time they try to log in.

Reset Google MFA App
Reset the User's Google Multi-Factor Authentication password. The User will need to scan the QR code in order to log in again.

Company
The company the User works for. This field is used for filtering when searching for Users. If the User's company
**Department**
The department the User works for. This field is used for filtering when searching for Users. If the User's department does not exist in the list, click the + button, then enter the department and click the Save button.

**Position**
The position the User works for. This field is used for filtering when searching for Users. If the User's position does not exist in the list, click the + button, then enter the position and click the Save button.

**Role**
What User Role the user has in the system. User Roles determine what permissions a User has within the system, and which files, if any, they are allowed to access. User Roles must be created before they can be applied. If you do not know which Role to apply to a User, contact your Administrator.

**Language**
Which language the User reads. The system will be displayed in this language to the User.

**Phone Number**
The User's phone number.

**PDF Password**
PDFs can be sent to a User with password protection. Set the password that will be able to unlock any of these PDFs here.

**Mobile Phone Number**
The User's mobile phone number.

**SSO ID**
If your organization uses Single Sign-On, enter the User's SSO ID here.

**Requested By**
If a User's account has been requested by another User, you can enter the Requesting User here.

**Status**
Whether the User's account is Active or not is displayed here, along with their most recent login date.

**User Name**
This displays the User's name, as well as their Company and Department.

**Emulate User**
Click this to view 5th Kind as selected User. You will see exactly what the user would see in the 5th Kind interface. This feature is only available to Admins.

**Save**
Click this to save changes to the profile. You may be asked to re-enter your password.

**Close**
Close the Profile without saving.

**Profile Image**
Set an image for your profile.
Upload Image
Click Browse to select an image, or drag an image onto this area to upload it.

Edit Image
Once an image is uploaded, click and drag the to position your image. Click and drag the corners to shrink or enlarge the area being used.

Preview
A preview of your Profile Image will appear here.

Save
Click to save changes to your Profile Image.

Delete
Click to remove your profile image.

Activity
View activity of the User. Every action the User has taken is logged in the system, and displayed here.

**Access**

In some cases, you may wish to alter a User’s Permissions, but not those of anyone else in their User Role. Rather than create a unique User Role just for them, you can use this tab to override Permissions in their Role, which will apply just to them.

Note that you can never change another User’s Permissions to give greater access than what you already have. See User Roles topic for more information.
Multi-select Fields

The options selected in the User’s Role will be highlighted with a red border. You can select other options to change them.

Dropdown Fields

The options available in these fields will be those you have permission to assign. If the option selected is different from that of the User’s Role, the name of the field will be highlighted in blue, to indicate that you have made a change.

Checkbox Fields

You can change any fields in this section that you have permission to access. If you change the default, the name of the field will be highlighted in blue. If you do not have permission to change a field, it will be grayed out.

Adding Users via CSV

To batch import Users, you can use the Import from CSV option. This feature allows you to create a CSV file containing the important details of multiple Users at once, and add them simultaneously.

Creating a CSV

The CSV file you upload must contain the correct field names, and must be encoded as comma-delimited.

Click here to download the CSV template.

Fields

Fill out the fields below for each user you would like to add. *Indicates mandatory field

- username – The User’s name in the system. This must be unique.
- firstName – The User’s first name.
- lastName – The User’s last name.
- email – The User’s email address.
- company – The company the User works for.
- department – The department the User works in.
- position – The User’s position in their company.
• **startdate** – The date when the User's account will become enabled in the system. If this is filled out, the User's account will be locked until the date. If it's left blank, it will have no effect, and the User's account will be enabled immediately.

• **enddate** – The date when the User's account will become locked in the system. If this is filled out, the User’s account will automatically be locked after the date. If it's left blank, it will have no effect, and the User's account will be enabled indefinitely.

• **role** – The User's Role in the system. See User Roles topic for more information. This must match the name of an existing role EXACTLY, and is case-sensitive.

**Importing**

Click the [Import from CSV button](#) and select the CSV file from your file system.

---

**User Roles**

User Roles control what permissions and abilities Users in 5th Kind are allowed. Each User is assigned to one Role.

To manage User Roles, navigate to the Users view, then click User Roles. To create a new User Role, click [New User Role](#).
Fill out the name of the User Role. It's best to give each Role a clear descriptive name, so that it's clear what it's meant to be used for.

**Admin Settings**

**Domain Purpose**

Domain Purpose is essentially a project category, controlling which tag structures will be available to the user. This field controls which Domain Purposes will be available to the User when categorizing files, as well as to what Structures can be browsed in File Search.

**Package Share Types**

Which types of Packages the User will be able to send.

**Standard**

Standard Packages will open in Asset View mode when the recipient clicks on it, allowing them to browse its contents.

**Dailies**

Dailies Packages will open in File Viewer mode when the recipient clicks on it, and automatically begin playing the first item.

**User Access Level**

The primary determinant of what permissions the User has in the system. In 5th Kind, a permission is the ability to view, download, or edit files, or to perform actions within the system. Choose between the following:

**Standard User**
Standard user with no permissions or abilities in the system. A Standard User can log in to 5th Kind and view packages that are shared with them. Any additional permissions must be explicitly granted.

**Admin**

User with full permissions and all abilities in 5th Kind. Can view, modify, and download any file in the system, regardless of other permissions.

**Authentication Type**

If you have Active Directory integration enabled, this will allow you to configure Single Sign On.

**Redirect on Login**

Select which module the User will see when they first log in. Chose between Dashboard, Package Inbox, or File Search.

**MFA (Multi-Factor Authentication) Type**

If you would like to require Google Authenticator for Multi-Factor Authentication, enable that here. If this is enabled, the User must install the Google Authenticator app on their phone.

**Save Access Level**

Control whether the User can download files from the system. This setting controls a User's download settings for Files they search for in the system, as well as those sent to them in Packages set to Recipient Settings. If Files are shared with a user in a Package set to Downloadable or View Only, however, then that setting will override the setting here.

**None:**

The User cannot download any Files from the system unless they are shared in a package set to Downloadable.

**Proxy**

The User can download the proxy of any File that they can view from the File Search page. They can also download the proxy of any File that was shared with them in a Package set to Recipient Settings.

**Source and Proxy**

The User can download the source of any File that they can view from the File Search page, or that was shared with them in a Package set to Recipient Settings. They can also download the proxy if they choose, and may download them without a watermark.

**Dashboard Type**

Controls how the Dashboard module will function.

**Package**

The Dashboard displays a list of Productions contained in Packages that have been shared with you. In this mode, a Production will not appear on the Dashboard until someone has sent you a Package containing at least one File from it.

**Production**

The Dashboard displays a list of Productions you’ve been assigned to.

---

**Granular Permissions**

These settings enable additional abilities for Standard Users. Note that Admin Users always have all of these permissions.

**Admin**

**Role Manager**

Create new User Roles, and edit Roles that the User has been given access to through the Role Restrictions field. A user can never create another Role with higher permissions than they themselves have.

**Upload Manager**

View and categorize uploads made by other Users.

**Queue Manager**

View and re-prioritize jobs in the Processing Queues.
<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Download Manager</td>
<td>View list of downloads made by other Users.</td>
</tr>
<tr>
<td>View Private Conversations</td>
<td>View all Comments on files that you have access to, even if they are marked Private.</td>
</tr>
<tr>
<td>Change Watermark</td>
<td>Ability to change the watermark when downloading files. With this enabled, Users can change the watermark style, and also the User's name on the watermark.</td>
</tr>
<tr>
<td>User</td>
<td></td>
</tr>
<tr>
<td>Disable Licence Agreement</td>
<td>If your system has a License Agreement that Users must agree to before logging in, checking this setting will allow a User to bypass it.</td>
</tr>
<tr>
<td>Create Users</td>
<td>Create User accounts for others. With this permission, you can also edit Users you've created, as well as those which you're granted Edit access to through your User Access Rules. The Roles which are available to assign are those granted through the Role Restrictions field.</td>
</tr>
<tr>
<td>Upload Assets</td>
<td>Gives Users the ability to upload files into 5th Kind.</td>
</tr>
<tr>
<td>Print</td>
<td>Gives Users the option in the interface to print images and documents.</td>
</tr>
<tr>
<td>Package</td>
<td></td>
</tr>
<tr>
<td>Share Source</td>
<td>When sharing a package, allows a User to share Source Files as Downloadable, even if they themselves do not have permission to download Source Files.</td>
</tr>
<tr>
<td>Package Reports</td>
<td>View and download Package Reports</td>
</tr>
<tr>
<td>Inbox Nav Enabled</td>
<td>Enables Navigation interface on Package Inbox, with views for Drafts, Sent, Deleted, and Archived Packages. Useful for Users who send many Packages</td>
</tr>
<tr>
<td>Device</td>
<td>Select which device(s) the User may log in from. Choose from Desktop, Mobile, TV, or any combination of the above.</td>
</tr>
</tbody>
</table>
Role Restrictions

This field appears if the Role has either Role Manager or Create Users permissions. If the User has the Role Manager permission, the Roles selected here will be available for them to view and modify in the User Roles section. If the User has the Create Users permission, the Roles selected here will be available for them to assign to other Users.

Productions

Select which Productions the User has access to. Productions selected here will be available in the User's dashboard and top selector dropdown, and will be available to them when categorizing Files (if they are able to do so). Additionally, if the User has the Role Manager permission, the Productions selected here must be part of any File Access Rules they create (see below).

Watermarks

Set the style of watermarks that users in this role will receive by default when viewing or downloading files. You can set different watermark styles for images, pdfs, and videos. This setting may be overridden if the User has the Change Watermark permission, or if someone sends them a Package with a custom watermark. Additionally, this setting may be overridden globally in certain cases by the Production Watermarks Admin section.
File Access Rules

File Access Rules govern what files a User can see, whether they can interact with them, and if so, how. File Access Rules are split into two sections: View Access Rules, and Edit Access Rules.

Each Rule is a set of metadata filters. Once Metadata Fields have been configured, and values have been added to them, any value can be used to control access. Each User Role can have as many File Access Rules as needed. Files will become available to the assigned Users if they match any of the Rules.

View Access Rules

View Access Rules control what Files a User can view, and optionally, what additional information about them they can view.

Files matching a View Access Rule will be viewable by the Users assigned to the Role. Additionally, by checking the File Permissions boxes, permission can be granted to view additional info for matching files:

- **View History:** View the history panel of matching Files. [See here for information about the History Panel](#)
- **View Access:** View who has access to matching Files. [See here for information about the Access Panel](#)
- **Email on Ingest:** Users assigned to the role will receive an email notification whenever Files matching the Rule are ingested into 5th Kind.

Edit Access Rules

Edit Access Rules control what Files a User can edit. Files matching an Edit Access Rule will be both viewable and editable by Users assigned to the Role.

Creating Access Rules
After a User Role has been created, you can add File Access Rules. With a User Role selected, choose the either the View Access Rules tab or the Edit Access Rules tab, and click "+ Add Rule."

Enter the name of the Rule, and click Save.
Choose the Domain Purpose from the dropdown.

Choose the Domain Purpose from the dropdown.
### Metadata Fields

The fields shown here will match those in the Tag Structure for the selected Domain Purpose. Click on a field to add a conditional using it.

### Conditionals

Each Conditional is simply a filter. You can add as many conditionals to a Rule as you'd like. All Conditionals in a rule are ANDed together. Files will match the Rule and become available for their set of permissions if they satisfy all of the conditionals. For each Field, choose at least one Value to match.

### Field Name

The field you are using to filter values.

### Condition

Select either "Is" or "Is Not."

### Value

The Value that a File must have in order to match. You can add multiple Values to each conditional. Click the `x` to remove a Value.

### Add Value

Click to select existing Values from a dropdown, and add them to the Conditional.

### Remove Conditional

Remove the entire Conditional.

### File Permissions

These checkboxes determine what permissions Users have on Files that match the Rule

- **View File**
  User can search or filter for any File in the system matching the Rule, and can view them.

- **View History**
  User can view the history of matching Files.

- **Edit File**
  User can edit the categorization of matching Files.

- **View Access**
  User can view which other Users have access to a File.

- **Email on Ingest**
  User will receive an email when a new File is ingested and categorized with matching values.

### Example
In this example, this User Role has one View Access Rule, called “Rule 1.” This rule allows assigned users to view any File for which Production is categorized as “Iron Man,” AND Creative Status is categorized as “Approved.” A File must match both conditions in order to be viewable. If another Rule was added, assigned users would have permissions for Files matching EITHER rule.

User Access Rules

User Access Rules control which other Users in the system a User will be able to see and/or modify. They allow you to make it so that a User may only see others in their own department, for instance.

Adding a User Access Rule

After a User Role has been created, you can add Asset Access Rules. With a User Role selected, choose the User Access Rules tab and click “+ Add Rule.”

Enter the name of the Rule, and click Save.
With the Rule added, you can now set permissions for it.

Permissions

These boxes determine what a User can do with Users who match the Rule.

View Users
The User can view the profiles of Users matching this Rule.

Edit Users
The User can edit the profiles of Users matching this Rule. Note that this does not allow the User to re-assign the Role of these other Users.

User Associations
Click a User Association to add it to the list of Conditionals. An Association is an attribute on a User's Profile, such as Company or Department.

Conditionals
Each Conditional is simply a filter. You can add as many conditionals to a Rule as you’d like. All Conditionals in a rule are ANDed together. Users will match the Rule if they satisfy all of the conditionals. For each Association Name, choose at least one Value to match.

**Association Name**
The User attribute you are using to filter values.

**Condition**
Select either "Is" or "Is Not."

**Value**
The Value that a User must have in order to match. You can add multiple Values to each conditional. Click the **X** to remove a Value.

**Add Value**
Click to select existing Values from a dropdown, and add them to the Conditional.

**Remove Conditional**
Remove the entire Conditional.

---

**User Lists**
User Lists are customizable groups of Users that you can use to streamline the process of sharing Packages and downloading multiple watermarked Files.

To access User Lists, click on Users in the Left Nav, then click User Lists at the top of the screen.

**New User List**
Click the New User List button to create a new User List.
View User Lists

The list of User Lists in the system that you have access to are displayed on the left side of the screen. Click a List to view and edit it.

Search

Type the name of a User List to find User Lists with that name.

Select

Check a User List to select it. Once one or more lists have been selected, a button labeled Delete User Lists appears. Click Delete User Lists to remove the list from the system.

Icons

These icons let you see the settings of a list at a glance. Icons indicate whether a User List is for Watermarking, Distribution, and whether it’s private or public.

Edit User List

Once you've clicked on a User List, you can view its details, and edit it if it belongs to you.
List Name

Enter the name of the User List. It’s recommended to name it something descriptive, so that it’s easier to identify later.

Usage

Distribution: If this is checked, the list will be available when sending a Package or a Comment, allowing you to quickly address Files or Comments to multiple people at once.

Watermark: If this is checked, the list will be available when downloading a File with a User’s watermark (assuming you have the Permissions required to do so. This allows you to quickly and easily download multiple versions of watermarked Files.

Access

Private: The list is only available to you and to Users you explicitly share it with.

Public: The list is available to all Users across the system. Only Admins are able to create Public lists.

Members

The Users who are included in the list. Click the ✗ to remove a User from the User List.

Add Users

Click the Add Users button to add more Users to the User List.
You'll be shown a list of Users in the system who are available to be added. Click the + icon next to a User’s name to add them to the list. Click the × to remove an added User from the list. Click Save List to save your changes, or Cancel to cancel them.

**Important:** Only Users you have Permission to access will be available to you in this list. If you believe you need access to additional Users, please contact your 5th Kind Administrator.

### Remove User

Click the × to remove a User from the User List. To remove multiple Users at once, check the boxes next to their names, then click Delete.

### Shared

This is the list of Users you've shared your User List with. When you share a User List with another User, you allow them to use it as well. Users who have a User List shared with them may not modify it.
Add Users

Click the Add Users button to share the User List with other Users.

You'll be shown a list of Users in the system who are available to be added. Click the + icon next to a User's name to share your list with them. Click the × to remove an added User from the list. Click Save List to save your changes, or Cancel to cancel them.

Important: Only Users you have Permission to access will be available to you in this list. If you believe you need access to additional Users, please contact your 5th Kind Administrator.
Remove User

Click the \( \times \) to remove a User from the User List. To remove multiple Users at once, check the boxes next to their names, then click Delete.

Delete User List

Click the red Delete button to delete the User List from the system.

Creating a User List from a CSV

You can make a new User List and add people to it automatically by uploading a CSV.

Simply create a CSV File containing each username or email address that you want in your User List. The file should be formatted like this:

<table>
<thead>
<tr>
<th>username</th>
<th>email</th>
</tr>
</thead>
<tbody>
<tr>
<td>{username1}</td>
<td>{email_address2}</td>
</tr>
<tr>
<td>{username3}</td>
<td>{email_address3}</td>
</tr>
<tr>
<td>etc...</td>
<td></td>
</tr>
</tbody>
</table>

Click here to download the CSV template.

The first row must contain the word "username" in the first column, and "email" in the second column. In subsequent columns, add either a Username, an email address, or both. The CSV file you upload must contain the correct field names, and must be encoded as comma-delimited.

Username – If you enter a Username, it must match an existing Username already in the system. If you enter an email address, you may leave this blank.

Email – If you enter an email address, it will find any Users with that email address, and add them to the list.

Entering a Username as well will cause the email address to be ignored.

Click the "Import from CSV" button in the upper-right corner, then click "Choose CSV file" to select the file from your computer.

You’ll then see a report showing how many Users were added to your new User List. You may then find the User List in the left hand side of the screen, and rename it and modify it as you wish.
The Tag Structure module is the heart of 5th Kind's metadata management. This is where you define the metadata structures that will determine how your Files are categorized.

**Overview**

5th Kind does not use the traditional folder structures that you might be used to for organizing, categorizing, and controlling access to Files. Instead, those tasks are based solely on how Files are categorized. The Tag Structure module is where you define your categorization schema— the metadata fields and details about them.

**Domain Purpose**

In 5th Kind, Domain Purpose is essentially a top-level category that lets you decide what metadata fields will apply to what type of content. For instance, if you are making both movies and TV shows, you would likely need to categorize media based on the name of the production it's for, but TV shows have episodes whereas movies do not. With Domain Purposes, you can make sure that a "Production Name" field would apply to both movie and TV show assets, but that an "Episode" field would only apply to TV show assets.

**Creating a New Domain Purpose**

With any metadata field selected, click the + next to any Domain Purpose name in the Field Options section. Enter the name of your new Domain Purpose, then click Save.

**Tag Groups**
A Tag Group is a set of metadata fields that are grouped together, and which can have a hierarchical relationship.

Adding a Tag Group

To add a new Tag Group, click the New Tag Group button, then enter the Group name and click Save.

Filter by Domain Purpose

To see only the metadata fields that apply to a particular Domain Purpose, select the Domain Purpose from the Domain Purposes dropdown. To see all fields again, set Domain Purposes to All.

Selecting a Metadata Field

Click on any metadata field in a Tag Group to view and edit it.

Tags Info

This section lets you create and modify the metadata fields you will use to categorize your Files, and also lets you create hierarchical relationships between them.
Tags Information

Field Name
Enter the name of the field. This can be changed at any time.

Field Type
The Field Type lets you select the type of data that will be stored in a field.
Hidden
The field will not appear in the interface, but you can access this field through the API.

Input
A Text field. You can enter any type of text into this field.

Dropdown
A field where you can select from a pre-specified list of values. Depending on the settings, a User may also be able to add their own values.

Dropdown Multiselect
A field where you can select one or more value from a pre-specified list of values. Depending on the settings, a User may also be able to add their own values.

Radio
A field where you must select one option from a pre-specified list of values.

Checkbox
A field where you can select one or more value from a pre-specified list of values.

Date
A field where you can enter a date. When editing the field, you'll be able to use a date-picker widget to help you.

Text Area
A field where you can enter a large amount of text. When editing the field, you'll be presented with a large input area to write your text.

FILE
A field where you can upload a File.

Status
COLOR

Adding a Field

After clicking on the Tag Group name, you will see a space for a new field. Enter the name of the field, and select the field type. This will add it to the system. To add a child field to an existing field, click the + button next to it. You'll be prompted to enter the field name and select its type.

Re-ordering Fields

To change the order of a field, click and drag the handle next to it, then drop it in the desired position.

Editing a Field
To edit a field, click on it in the Tag Group panel, or click the 🖍️ next to it.

Deleting a Field

To delete a field, click the ─ icon next to it. Note that you cannot delete a field that is currently being used to categorize Files. You must first re-categorize any Files using the field before deleting it.

Field Options

These settings control how the metadata field will behave.

![Field Options](image)

**Structural**

Structural metadata determines the categorization in 5th Kind. Files that share the same Structural Metadata are grouped together, and browsable in a virtual directory structure, similar to what you may be used to on your desktop. Setting a field to Structural means that it will be used in the core categorization.

**Restrict values to domain purpose**

If set to True, the values entered under any Domain Purpose will only be available under that Domain Purpose. If set to False, any values entered for this field will be available under any Domain Purpose.

**Restrict values by parent values**

If the field is nested under a parent field, setting this option to True will mean that any value you enter will only be available under the corresponding parent value. For instance, imagine you had a field named "Car Manufacturer," and a nested field underneath named "Car Model." If you have a File with "Car Manufacturer" set to "Honda," and enter the value "Civic" for "Car Model," the value "Civic" will only be available for Files with "Car Manufacturer" set to "Honda" if this option is enabled. If it is disabled, "Civic" would be available under any "Car Manufacturer.

**Domain Purpose Options**

A Domain Purpose is essentially a project type. Project Types share the same sets of metadata fields, and the same rules. Adding a Domain Purpose to a field makes the field available for that Domain Purpose. Each field must appear under at least one Domain Purpose.

**Required**

If this is selected, the field will become required when a File is set to the selected Domain Purpose, and a File will not be able to be submitted without setting a value for the field.

**Locked**

If this is selected, only values that are pre-populated can be used, and Users are not able to add new values when submitting or categorizing Files.

**Add Domain Purpose**

Click the + button to add a Domain Purpose to the field. The field will now be available underneath this Domain Purpose.

**Remove Domain Purpose**

Click the ─ icon to remove the Domain Purpose from the field. The field will no longer be available underneath the Domain Purpose.

Descriptive Tags

Descriptive Tags allow you to add metadata to your metadata. For instance, if you had a field named "Car
The text is written in a clear and natural manner, discussing the process of adding, editing, and deleting descriptive tag fields, as well as managing tag values and selecting domain purposes. The text is structured in a logical flow, with clear headings and subheadings, making it easy to follow the instructions. The use of examples and screenshots helps to further clarify the points being made. The text also mentions the ability to add fields such as "Address" and "Phone Number" to metadata, which is searchable within the interface, allowing users to see them at a glance when viewing files and search by them.
Viewing existing values

Select a metadata field from the Tag Info tab or from the Tag Group side panel. Values that have already been entered will be viewable in a box underneath the field name, along with the number of Files that have been categorized with them.

Viewing Values for Nested Fields

If a field is nested, its values may be dependent on its parent values. Therefore, to view its values, you must first select a value from its parent field. Clicking on a nested field will display all of its parent fields as well. Click on a value from the parent field to view all values that are nested under it in the nested field.

Adding Values

To add a value to a field, just click the + icon above it. You’ll be prompted to enter the new value. Click Save when done.

Editing Values
After you have selected a value, you can modify it if you'd like. In the "Editing [value]" section, just type your changes to the value, and click Save. Your changes will instantly be applied to any File that is categorized with this value.

Deleting Values

To delete a value, click the \( \times \) icon that's displayed when mousing over it, or select it and then click the Delete button in the "Editing [value]" section. Note that you can only delete a value that is not applied to any Files. If you'd like to delete a value that is used to categorize Files, you must first re-categorize those Files with a different value.

Descriptive Tag Values

When you select a metadata field value, you can view and edit the descriptive metadata for it.
Editing Descriptive Tag Values
To add or edit any value, just enter your new value in the field, then click Save when you're done.

Reporting
The Reporting Module lets you generate reports about nearly any kind of metrics within 5th Kind. You can create and save templates to customize your reports, and schedule them to be run automatically at desired times.
**Filters**

Filters select the subjects that report data will be shown about. You must select at least one filter in order to create a Report.

**Adding Filters**

To add a Filter, click the "Report Filters +" button.

**File Filters**
For Files, you can select any of the metadata fields that have been defined in the Tag Structures Module.

If you'd like to only show fields that have at least one value, click the "Having Values" button.

Use the dropdown to select between Structural Fields, Non-Structural Fields, or both Structural and Non-Structural Fields. See Tag Structures for more information.

Note that adding nested Fields will also add all parent Fields above it.

User Filters

Select User attributes from the Users tab to filter results to Users matching the selected filters.
Modifying Filters

After adding Filters, you must select at least one value from those available. To add a new Filter Value, click the green + button at the top of the Filter. To remove a Filter Value, click the × button next to it.

To remove a Filter entirely, click the × button at the top of the Filter. To remove all Filters, click "Clear Search."

Date Range

Use the Date Range selectors to set a range for your report results.

Reports

After setting at least one Filter Value, your report will appear. Use the available options to customize how your data is presented.

Grouping Reports

By default, results will be lumped together, displaying total values, which may not be what you want. To separate your results into more granular details, add a Grouping.

- User: Group by User who performed the action
- Company: Group by Company of User who performed the action
- Department: Group by Department of User who performed the action
- Date: Group by Date. You can further choose to group by Month or Year
- File: Group by File Metadata Field. Once this has been selected, you can select which Field to group by.

Subgroups

If you have chosen any Grouping other than Date, you can sort your results into Subgroups by Date by selecting Month or Year from the Subgroup dropdown.

Display Count

Select the number of results to display per page.

Changing Columns
Click the Add Column button to select which columns are displayed in the report. Check fields to add them to the report, or un-check them to remove them from the report.

**Renaming Reports**

Click the icon next to the report name to change its name. Click Save when you’re done, or Cancel to revert your changes.

**Exporting to CSV**

Click the Export CSV button to download a CSV file of the report.

**Templates**

Templates allow you to save a custom report that you have created, recall it later, and schedule it to be run at specified times.

**Saving Reports**

Click the Save Template button to save your current report. It will be saved and added to the My Reports dropdown.

**Viewing Saved Reports**

Select an existing report from the My Reports dropdown to view it.

**Deleting Saved Reports**

Select an existing report from the My Reports dropdown, then click the button and select Delete.

**Scheduling Reports**

Once you have saved a Report, you can schedule it to be run at specified times.

This feature is coming soon.

**File Types**

This module allows you to add file types to the system, and gives you control over how they are processed internally and displayed.
Editing File Types

Click the 🖋 icon next to a File Type to edit it.

### Preview

The icon that will be displayed for a File if the system is unable to process it. Click "Upload Preview Image" to upload an image file to be displayed by default in the interface.

### Extension

The extension of the File Type, for instance, .jpg or .mov. Enter the extension for the type of file you're adding.

### File Type

The overall category of file. Choose between the following:

- audio
- compressed
- doc
- image
- pdf
- video

### MIME Type

The MIME Type of the file. This affects how the system and your browser will interpret the file. Click here to find information about your file's MIME Type.

### New File Type
Click the Create File Type Button to create a new File Type. Enter the required information, then click the ✔ icon to save it.

---

**User Departments**

This Admin module lets you control what Departments can be assigned to Users when setting up their profiles.

### Departments

When creating a User's Profile, you must assign them a Department, and a Position within that department. This can then be used for limiting a User's access to other Users. See Manage Roles for more info.

**Creating a new Department**

Click the "Create Department" button. Enter a name for it, then click the ✔ to save it.

**Editing an existing Department**

Click the ☑ to change the name of the Department, then click the ✔ when you're done.

**Deleting a Department**

Click the ⏏ icon of a Department to delete it.

### Positions

Each Department has one or more Positions. For any Department, click on the number of Positions to view and edit them.

**Creating a new Position**

Click the "Create Position" button. Enter a name for it, then click the ✔ to save it.
Editing an existing Position

Click the ☑ to change the name of the Position, then click the ☑ when you're done.

Deleting a Position

Click the ⌘ icon of a Position to delete it.

Manage Company

This Admin module lets you control what Companies can be assigned to Users when setting up their profiles.

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>45</td>
<td>Nike</td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>Audi</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Jamaza</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Coca Cola</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Sh Kind</td>
<td></td>
</tr>
</tbody>
</table>

Companies

When creating a User's Profile, you must assign them a Company. This can then be used for limiting a User’s access to other Users. See Manage Roles for more info.

Creating a new Company

Click the "Create Company" button. Enter a name for it, then click the ☑ to save it.

Editing an existing Company

Click the ☑ to change the name of the Company, then click the ☑ when you're done.

Deleting a Company

Click the ⌘ icon of a Company to delete it.

Production Admin

The Production Admin page allows Administrators to create default settings for each of your productions, as well as set default thumbnail images.
Click on any Production in the left side to select it.

**Watermarks**

By default, Users’ watermark styles will be those set in their profiles. You can use this feature to override all Users’ default styles when viewing or downloading any File from the selected Production.

**Watermark Style**

By selecting an option from one of the dropdowns, you will override all Users' default watermark styles when viewing or downloading Files from that Production with the selected style. You can also leave the selection as "User Default," which will leave all Users with their default Watermark Styles.

**Image/Video/PDF Watermark**

You can set Production Watermark Styles for different types of Files separately. For instance, by changing the PDF Watermark, you will override the default Watermark Style for all PDFs in the selected Production, but Image and Video Files would not be changed.

**Dashboard Thumbnail**

If your environment has been configured to use a Production Dashboard, you can upload an image that will be used as the Production’s Dashboard icon. Click the Upload Dashboard Thumbnail button, then select a File from your computer.

Once an image has been uploaded, it will be shown here.

**Suspicious Activity**

The 5th Kind system constantly monitors all activity for suspicious behavior, and logs anything it finds. The Suspicious Activity page allows Admins the ability to see all requests made to the system which have been flagged as suspicious.
Filters

Use these filters to view an activity report based on a date range, specific User, or specific security issue.

Date Range

Add a Start and End Date to the Date Range to filter the report by inputs within that range.

User

Use this dropdown to view only inputs from a specific User. You can type in this field to search for names. Click the × button to clear it.

Security Issue

Use this dropdown to view only inputs of a specific Security Issue type. You can type in this field to search for Issue types. Click the × button to clear it.

Report

View the results of the report here.

userInput

This field shows the request made by the User. Click the ➤ icon to expand this and view the full request, as well as the Filter Match from the system, which is the portion of the request that was flagged as a security issue.
userId
The internal ID # of the User who made the request.

dslId
The internal ID # of the issue found by 5th Kind’s Intrusion Detection System.

idsDescription
The description of the issue found by 5th Kind’s Intrusion Detection System.

tags
The category or categories of the issue.

impact
The severity of the issue, on a scale from 1–5.

message
The message from the Intrusion Detection System regarding the issue found.

type
The type of issue found.

user
The Username of the User who made the request.

eventTime
The time the request was made.

Login Message
Admins can use this page to set a custom message that appears on the login screen.

Any text you enter here will be shown to all Users when they are logging in.
Queues

Admins can use this page to view the status of files that are being processed in the system.

Watermark

**File Status**

The checkboxes here represent the various steps of the watermarking process. If a status is checked, any watermarking jobs matching it will be shown. If no boxes are checked, watermarking jobs matching all file statuses will be shown.

**File Type**

Check one or more of these boxes to limit the watermarking jobs shown to those matching that file type. If no boxes are checked, all file types will be shown.

**Watermarking Jobs**

A report showing the watermarking jobs matching the specified filters.

**ID**

The internal ID# of the watermarking job.

**File Name**

The name of the File being watermarked.

**Created at**
The time the watermark job was initiated by the User.

**Creator**
The User who created the watermark job, either by downloading the File, or by sending it to another User.

**Recipient**
The User whose watermark is being applied to the File.

**Start Time**
The time when the system began working on the watermark job.

**Quality**
The quality of the File that was generated by the watermark job.

**Status**
The current state of the watermark job.

**Template**
The name of the watermark template being used to apply the watermark style.

**File Type**
Whether the File being watermarked is an Image, PDF, or Video.

**Machine ID**
The internal ID# of the computer that is processing the watermarking job.

---

## Transcode

<table>
<thead>
<tr>
<th>ID</th>
<th>File ID</th>
<th>File Name</th>
<th>Checksum</th>
<th>Preview</th>
<th>Transcoding</th>
<th>File Type</th>
<th>Monthly</th>
<th>Prefix/Size</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>123</td>
<td>654</td>
<td>ImageFile.jpg</td>
<td>checked</td>
<td>completed</td>
<td>processing</td>
<td>Image</td>
<td>High</td>
<td></td>
<td>Processing</td>
</tr>
<tr>
<td>456</td>
<td>789</td>
<td>VideoFile.mp4</td>
<td>checked</td>
<td>completed</td>
<td>processing</td>
<td>Video</td>
<td>High</td>
<td></td>
<td>Processing</td>
</tr>
<tr>
<td>120</td>
<td>345</td>
<td>PDFFile.pdf</td>
<td>unchecked</td>
<td>completed</td>
<td>processing</td>
<td>PDF</td>
<td>High</td>
<td></td>
<td>Processing</td>
</tr>
</tbody>
</table>

**File Status**
The checkboxes here represent the various steps of the watermarking process. If a status is checked, any watermarking jobs matching it will be shown. If no boxes are checked, watermarking jobs matching all file statuses will be shown.

**File Type**
Check one or more of these boxes to limit the watermarking jobs shown to those matching that file type. If no boxes are checked, all file types will be shown.

**Transcoding Jobs**
A report showing the transcoding jobs matching the specified filters.

**ID**
The internal ID# of the transcoding job.

**File ID**
The ID# of the File being transcoded.

**File Name**
The name of the File being transcoded.

**Checksum**
The status of the Checksum process, which determines a unique ID for each File.

**Proxy**
The status of creating a proxy image for viewing with in the system.

**Transcoding**

**File Type**
Whether the File being transcoded is an Image, PDF, Audio, Document, or Video.

**Priority**
The priority of the transcoding job, relative to others.

**Proxy Size**
The size of the proxy being generated by the transcoding job.

**Status**
The current state of the transcoding job.

---

**Translations**
The Translations page lets you create new system dictionaries, and edit language in existing ones. The system dictionary is the list of every single word that appears in the 5th Kind interface. Using this feature, you can rename any word as it appears throughout the system.

**Translation Keys**
This is the full list of words that appear in the 5th Kind interface. Select one to modify it.

To search for a word, type it in the Search Filter box, and hit Enter.

**Translations**
When you have selected a word from the dictionary, you can change how it is shown. Enter the new translation, then click Save.

---

**Configure Emails**
This page allows you to customize the welcome email that is sent when a User is invited to 5th Kind for the first time. You can modify it or replace it entirely.
The welcome email must be written in HTML. Click **Save changes** to save your custom email.

To reset to the default email message, click the “Reset message” button.

**Template Variables**

You can include a number of variables in the email that will be customized for each User, such as their Username. Enter the variables inside curly braces, as shown in the default message.

**Variables**

- {{ firstName }} – The User's first name
- {{ lastName }} – The User's last name
- {{ username }} – The User's Username
- {{ web }} – The URL of your system
- {{ oneTimeToken }} – A system variable needed for the User to verify their account upon first login
- {{ oneTimePin }} – A system variable needed for the User to verify their account upon first login
- {{ companyLogo }} – Your company's logo
- {{ companyName }} – Your company’s name
- {{ url }} – The URL of your system

**Apple TV**

You can view your videos and other files that have been sent to you on Apple TV.

**Controls**

Use your Apple TV Remote to control the playback of your video.
Touch surface

To move around the screen, swipe up, down, left, or right. To select an item, highlight it, then press to click the Touch surface. To scroll through lists, quickly swipe up or down multiple times. If an index is next to the list, swipe right, then highlight a letter to go to that place in the list.

Menu

Press one time to return to the previous screen. Press and hold to go to the Home screen.

Playing Content

To play or pause movies, shows, songs, and more, press to click the Touch surface of your remote or press ▶️. You can also fast-forward, rewind, find special features, and more.

Going Forward

Press ▶️, then swipe to the right or hold down the right side of the Touch surface.

Going Back

Press ▶️, then swipe to the left or hold down the left side of the Touch surface.

Skip through content
During video playback, click the right side of the Touch surface to skip ten seconds ahead. Click left to skip back ten seconds.

**Next File**

Swipe to the right on the Touch surface to go to the next File.

**Previous File**

Swipe to the left on the Touch surface to go to the previous File.

**View Thumbnails**

Press the Menu button once to see the contents of your playlist in a thumbnail view. Press the Menu button again to return to the Player view.

---

**Screener Application**

The Screener Application allows you to Stream videos from Packages to a pre-configured Apple TV. To allow streaming to an Apple TV using the Screener Application, you must first configure it, and then give access to Users.

---

**Configuring an Apple TV for the Screener App**

Download the 5thKind Screener App from the Apple TV App Store, then open it.

You must enter the Client Name, the name of the Device, and the Registration Code. If you do not have this information, you can get it from your Administrator.

---

**Managing Screener Devices**

The Screener App Admin Panel allows you to manage registered Screener Devices.
Registration Code

Anyone registering a Screener Device must enter this code for security reasons. You can change it any time by typing a new code and clicking Change Code.

Devices

View your registered Screener Devices here.

Device Name– The name of the device. You can type a new name here to change it.

IP Address– The IP Address of the Screener Device.

Device Location– The city where the Device is located.

Last Date Used– The most recent time when someone streamed to the Device.

# of Users with Access– The number of Users in the system who are able to stream to the Device. See the next section for more details.

Watermark Style– The style of the Watermark that will be applied to videos streamed to the Device.

Watermark Text– The text of the Watermark that will be applied to videos streamed to the Device.

Action– Click the X to un-register the Device. Once you do this, the Device can no longer be streamed to.

Managing Access to Screener Devices

To stream to a Screener Device, a User must be granted permission for it in their User Role.

Select/Unselect devices from the user role

When viewing a User Role, click the Screener tab. Check the box of any Screener Device the Users should be able to stream to.

See User Roles topic for more information about creating and managing User Roles.
Streaming Videos to Screener Devices

If your User Role gives you permission to stream to Screener Devices, you can do it from any Package.

When viewing any Package, click the icon to open the Screener Panel.

If you have the ability to stream to more than one Device, you will see the available Devices listed. Select one to proceed.

If you only have the ability to stream to a single Device, you will automatically be taken to the Screener Player.

The Player will automatically start playing the first video in the Playlist to the selected Device.

**Screener App Controls**

Click the button to pause playback.

Click the button to resume playback.

Click the button to play the next video in the Playlist.

Click the button to play the previous video in the Playlist.
The icon of the currently playing video will be shown at the bottom of the Screener Panel.

Selecting a Video to Play

To select a video to play manually, click its thumbnail in the Package, then click the ▶ button to start playing it.

Using the System While Streaming

You can continue to use the system as normal while streaming.

If you close the Package, you’ll see a notification in the top bar containing the name of the Device you’re currently streaming to.

Click it at any time to return to the Package and the Screener Panel.

Click the ✗ button on it to stop streaming.