

TouchCast

Showing.  
Seeing.  
Human  
Being.

## TouchCast. The Smart Video Revolution

Transform your  
company's  
communications  
with TouchCast.  
Make them  
more expressive,  
more memorable,  
and more human.

# TouchCast Fabric User Guide

Version 1.0

June 2018

**Contents:**

<b>1 Fabric Basics</b>	<b>4</b>
1.1 Fabric Overview	4
1.2 What is an Organization?	6
1.3 Department	7
1.4 Roles	7
1.5 Fabric Terminology	8
<b>2 User Account Access Through Fabric</b>	<b>12</b>
2.1 Account Creation Process	12
2.2 Application Sign on Process	19
2.3 Account Password Recovery Process	22
2.4 Account Password Change Process	28
<b>3 Uploading Touchcast Videos Through Fabric</b>	<b>31</b>
3.1 Video Upload Process - Pitch Example	31
3.1.1 File Access Settings	33
3.2 File Upload Process - Fabric Portal	37
<b>4 Standard Account Interface</b>	<b>42</b>
4.1 Account Management Settings	42
4.1.1 Account Management - Profile	42
4.1.2 Account Management - Change password	45
4.1.3 Account Management - Deactivate account	46
4.2 User Options - Organization Selections	46
4.2.1 Department Name & Logo	47
4.2.2 User Options	48
4.2.3 Get Started Options	48
4.3 Administrator Button	49
4.4 User Options - Sign Out	50
<b>5 Administrator Interface</b>	<b>51</b>
5.1 Settings (Manage Department Settings)	51
5.2 Members (Manage Members)	56
5.2.1 Search Members	56
5.2.2 Sort By	57
5.2.3 Invite Members	57
5.2.4 Invitations List	62
5.2.5 Deactivated List	63

5.2.6 Member Administration Actions	64
5.2.6.1 Active	64
5.2.6.2 Invitations	65
5.2.6.3 Deactivated	66
5.3 Billing	66
5.3.1 Overview	67
5.3.2 Contacts	69
<b>6 Fabric Portal</b>	<b>70</b>
6.1 Fabric Portal Overview	72
6.2 Organization Button	73
6.3 Search for Content	74
6.4 Get Help	74
6.5 Administrator Icon	75
6.6 Upload a File	75
6.6.1 Changing File Access Settings Prior to Upload	77
6.7 Personal Profile	79
6.8 Files Library	79
6.8.1 File List Format Controls	80
6.8.2 My files	82
6.8.3 Files shared with me	82
6.8.4 All organization files	83
6.8.5 File Actions	83
6.8.5.1 File info - title and description	84
6.8.5.2 Download file	85
6.8.5.3 Share file	85
6.8.5.4 See who has viewed a video	85
6.8.5.5 Get video analytics	86
6.8.5.6 Replace file thumbnail image	86
6.8.5.7 Archive touchcast file	86
6.8.5.8 Delete file	86
6.9 Channels List	87
6.9.1 Channels you follow	88
6.9.2 Create a new Channel	88
6.9.3 Manage a Channel	90
6.9.3.1 Unfollow a channel	90
6.9.3.2 Curate a channel	90

6.9.3.3 Delete channel	91
6.9.3.4 Autoplay setting on/off	92
6.9.4 Manage the Channels you follow	92
6.10 Video Files Area	92
<b>7 Fabric Organization Dashboard (non-administrative)</b>	<b>94</b>
7.1 User Options/Manage Account	94
7.2 Launch the Fabric Portal	95
7.3 Download a TouchCast App	96
<b>8 TouchCast Fusion Video Player</b>	<b>98</b>
8.1 Fusion Video Player Overview	98
8.2 Player States	99
8.2.1 Player Initialization (screen loading)	99
8.2.2 Video Paused	99
8.2.3 Video Playing	100
8.2.4 Video Playback Ended	100
8.3 Player Controls	101
8.3.1 Play/Pause Button	101
8.3.2 Volume Button	101
8.3.3 Progress Bar	102
8.3.4 Player Timer	103
8.3.5 Fullscreen Button	103
8.4 File Information and Actions	103
8.4.1 General File Information	104
8.4.2 File Actions	105
8.4.3 Copy Embed Code	108
8.5 Review and Post Comments	109

# 1 Fabric Basics

## 1.1 Fabric Overview

### About Fabric

**TouchCast Fabric** is a video storage, distribution, collaboration, and account management center all in one.

- Fabric is a secure and private place for your team to upload and share Smart Videos created with any TouchCast product: Studio, TeamTime, or Pitch. It also stores other content for your company including: standard videos, documents, images, and other file types.
- In Fabric, your team can comment on any shared video, create channels around projects and departments, and upload their own Smart Videos to keep the conversation going. Fabric also organizes all the files, documents, and media inside each Smart Video. Fabric allows Smart Videos to be shared externally.
- Fabric is a web application so it can be accessed across all operating systems and leading browsers with no product installation required.
- Fabric provides organizations administrative capabilities to manage their users, manage their videos, and handle key account management processes.

### Fabric's 'Behind the Scene' Functions

**TouchCast Fabric** provides key user account management services to all TouchCast products including:

- sign in / sign up (initial profile)
- password management

**TouchCast Fabric** provides video upload (sharing) services from TouchCast products including Studio, TeamTime, and Pitch.

Users of TouchCast products seamlessly interface with Fabric as a Shared Sign-on (SSO), enterprise application.

### Fabric's User Interface Functions

**TouchCast Fabric** provides intuitive interface pages to access/manage Smart Videos (and other content files), account information, and organization information.

- Account Interface

TouchCast product users (and organization/department administrators) use the Account Interface to manage their profile settings and launch (or download) TouchCast products they have been granted access to. Users with Administrator privileges will also be provided the option to navigate to the Organization/Department Administrator page.

- Organization/Department Administrator Interface

Organization/Department Administrators use the Administrator Interface to manage settings, manage members, and manage billing (subscriptions and storage quotas). Additionally, Administrators can perform Account functions for their personal TouchCast usage.

- Fabric Portal

All TouchCast product users use the Fabric Portal to view files (both their own files and those that have been shared with them), and follow Channels they belong to.

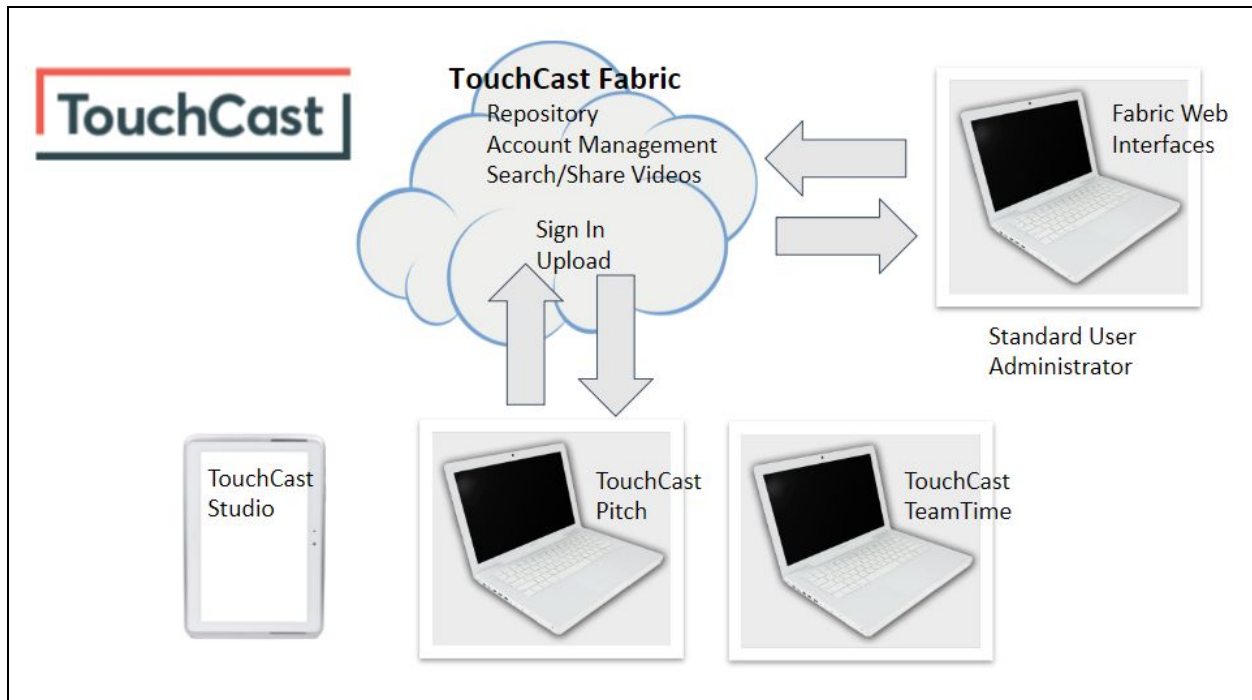
- Organization Dashboard (non-admin functions)

TouchCast product users use the Organization Dashboard to manage their profile settings and launch (or download) TouchCast products they have been granted access to.

- Super Administrator Portal

Super Administrators (TouchCast and client staff) use this Fabric portal to manage client organization and department configurations, user accounts and subscriptions.

The following diagram illustrates the relationship Fabric has with TouchCast products and users.



## 1.2 What is an Organization?

In Fabric, an **Organization** represents the first and the highest level of organizing users and content (files, etc.). An organization can have multiple departments, but initially, it has a single department. The organization owner or designated administrator(s) may add additional departments.

### Organization types:

*Enterprise* - this type is meant for enterprise companies (organizations with a large number of employees), typically companies that have signed a master agreement with TouchCast. These companies have a dedicated account manager from TouchCast and this should be reflected in the organization entity profile. The account manager can take an existing inactive organization and activate it into an enterprise one and assign himself/herself as the account manager.

*Education* - this type is meant for schools and universities.

*Other* - this type is meant for everything else that doesn't fit any of the types described above.

**Organization billing types:***Individual*

- No departments
- Personal URL only, e.g., @userID.touchcast.com
- Each individual pays for own subscriptions (beyond free functions)
- No member will have access to the organization admin area
- Only regular user role (no owner or admins)

*Business*

- Will have a single department - references to multiple departments not exposed
- Is for up to 100 members
- Will have Owner, Organization Administrator, and Department Administrator roles

*Enterprise*

- Can have multiple departments
- Is for greater than 100 members
- Will have Owner, Organization Administrator, and Department Administrator roles

**1.3 Department****General**

A department is the second level of organizing members and content (files, channels, etc.) within Fabric. A department will always belong to an organization.

**Default departments**

Organization owners and administrators can mark a department as the default. Once a department is marked as default, all new members will automatically join that department.

**1.4 Roles****Organization owner**

This is the user who created the Organization. He/she is the person who has the most permissions for that organization and is the only user allowed to delete (disable) the Organization (super admin dashboard).

**Organization admin**

This is the role who has been granted permission to manage Organization settings.



**Account manager**

This is a role in the super-admin dashboard. It has all the permissions required to manage the organization he/she is the Account Manager for.

**Department owner**

This role created the department. He/she can perform all department administrator functions.

**Department admin**

This role has been granted additional rights to change department settings/options and manage members.

**Member**

This role is a regular user who is a member of one or more departments inside an organization.

## 1.5 Fabric Terminology

<b>.tcp file</b>	<p>A file with the .tcp file extension is a <b>TouchCast Project file</b>. As TouchCast Pitch and TouchCast Studio projects are being developed, they are saved in this proprietary TouchCast format. The .tcp file can not be opened and used by any other application outside TouchCast.</p> <p>In the iOS environment (iPad), the project data is maintained with the application and can not be accessed directly with a file explorer utility. See Studio Project Sharing for information on sharing or transferring a project file with another user/device</p>
<b>.tct file</b>	<p>A file with the .tct file extension is a used by TouchCast Pitch and TouchCast Studio for output <b>videos containing interactive resources</b>. A .tct file must be viewed using a TouchCast product such as Studio, Pitch, Fabric, or the TouchCast Fusion Video Player.</p>
<b>.mp4 file</b>	<p>A file with the MP4 file extension is an abbreviation for an MPEG-4 video file, which is a compressed file format that can contain not only video, but also audio and subtitles. MP4 files are commonly used for video sharing using platforms such as YouTube.</p>

	TouchCast Studio and Pitch can create .mp4 format videos, but <b>these videos will not contain interactive resources.</b>
Channel	Channels are collections of videos which will be of interest to specific groups of individuals within the organization. Organization members can chose to ‘follow’ one or more channels to keep abreast of new videos related to the channel topic. Users can create channels (if they have that privilege) or have access to as a member of an Organization or Department. Users can choose to ‘follow’ or ‘not follow’ channels.
Curate	Designation of a member to manage the content of a TouchCast Channel.
Department	Unit below the Organization level. Depending on the billing plan, there may none, one or multiple departments.
External Views	Views outside Fabric collected through an externally shared file page.
Fabric	Touchcast Fabric serves as both a storage repository and a sharing clearing house for touchcast videos. When users upload and share via Fabric, viewers do not need to install anything to enjoy an interactive touchcast video -- these work in all modern browsers on all modern devices including mobile.
Fabric Portal	All TouchCast product users use the Fabric Portal to view files (both their own files and those that have been shared with them), and access Channels they belong to.
Fusion Video Player	Proprietary TouchCast video player that enables users to view both standard videos as well as TouchCast smart (interactive) videos. The Fusion Video Player is a web based TouchCast application used in Fabric and through links to allow external users to view touchcast smart videos.
Interactive Video	See Smart Video
Internal View	Views inside Fabric collected through the internal file page.
Organization	Entity equating to a TouchCast client organization.

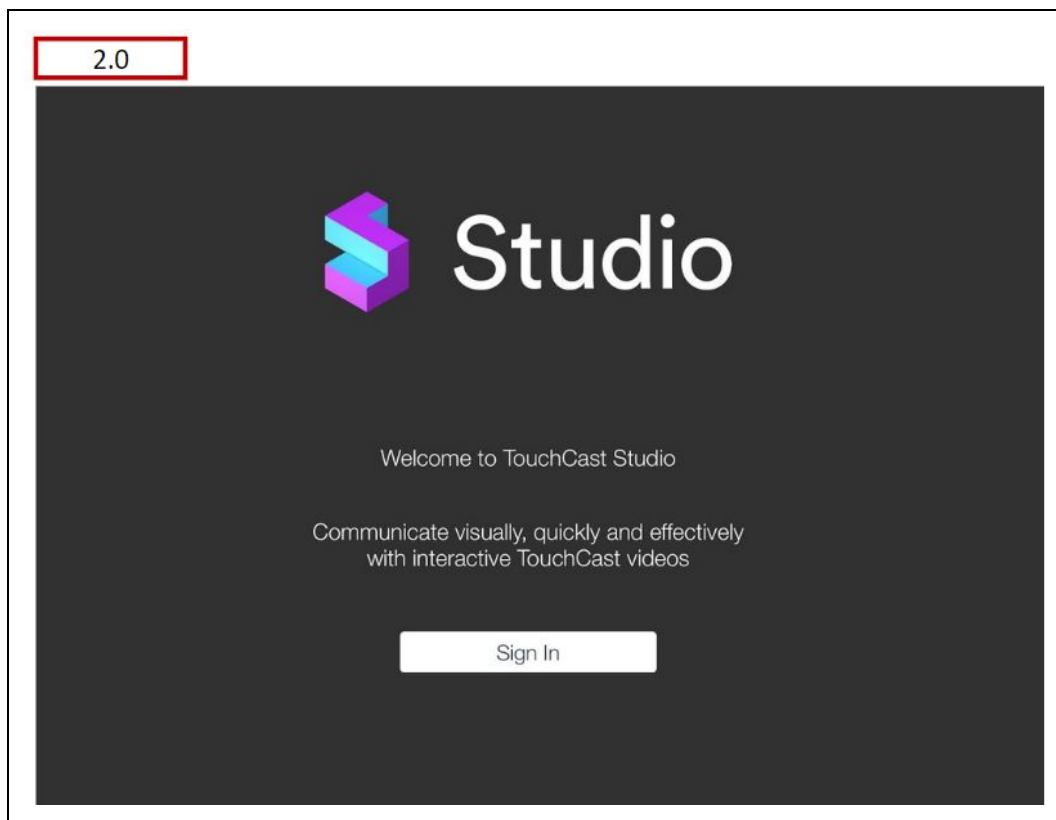
Organization Administrator	Client Organization member whose additional role as Administrator includes management of organizations department, accounts, and subscriptions.
Organization Billing Types	Individual, Business, and Enterprise.
Organization Dashboard	TouchCast product users use the Organization Dashboard to manage their profile settings and launch (or download) TouchCast products they have been granted access to.
Pitch	TouchCast Pitch is an application for developing engaging presentations which incorporate documents, images, and websites into prepared scenes, which are recorded for sharing.
Publishing	Publishing is the process of putting the file on a CDN for public viewing.
Sharing (privacy)	Sharing and privacy are closely related. Privacy is the way we control who has access to a file or channel inside Fabric. Sharing is the process of changing privacy settings of the file. The changing of a privacy is incremental, it goes from extremely private to full public.
Smart Video	Touchcast Smart Videos contain interactive features (vApps) which allow viewers to interact with scene components such as websites, documents, and polls.
Studio	TouchCast Studio is an application for developing and sharing a wide range of Smart videos. Studio's features include annotating documents, websites, videos, and maps, specialized backgrounds, and reuse of other Touchcast Smart videos.
Studio Project Sharing	<p>Project sharing allows you to share elements and settings from an in-progress Touchcast (project stage) with collaborators. Project sharing also provides a way to transfer projects between devices.</p> <p>Project files which have been Exported to a Touchcast server from the My Projects screen can be Fetched on another device using the code assigned when it was exported.</p>
Super Administrator	TouchCast or client staff member whose role it is to manage organization setup and administration.
Super Admin Portal	Fabric interface used by Super Administrator

TeamTime	TouchCast TeamTime is an application for team collaboration which incorporates whiteboard tools with documents, images, and websites into present ideas in an interactive environment.
vApp	vApp is short for 'video app', the legacy name (from iOS Touchcast Studio) of the interactive object that sits inside the touchcast video. This can be a file, html, a widget like a poll, etc.

## 2 User Account Access Through Fabric

All TouchCast products share a common account management process and shared account database residing within Fabric. When a user utilizes the account creation, account sign in, or password recovery processes, they are actually interfacing with Fabric. Fabric provides other TouchCast products with the user's account profile information as well as information identifying the products the user has been granted access to.

The signon and other access-related interface screens used in TouchCast products are common across all applications so in the examples below, the Studio application is shown but the steps and screens will be similar in Pitch, TeamTime, and Fabric.

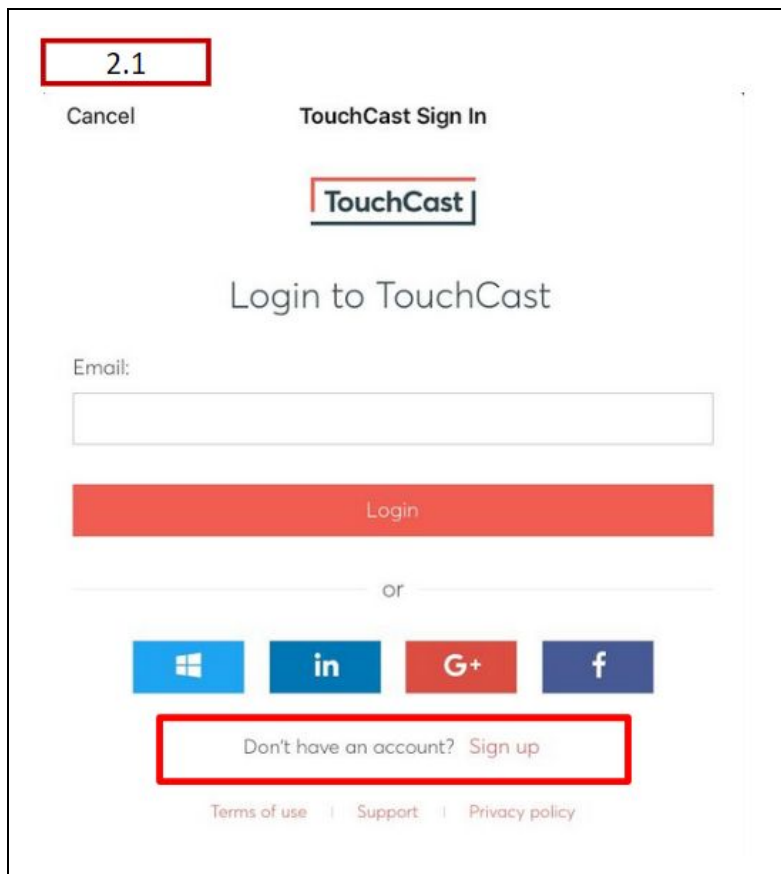


### 2.1 Account Creation Process

The key step in getting started using TouchCast products is to create your TouchCast account. The set of TouchCast products you will be able to download and launch will be determined by

your organization, but the account identifier (your email address) and associated password, will be used to log into all of those products.

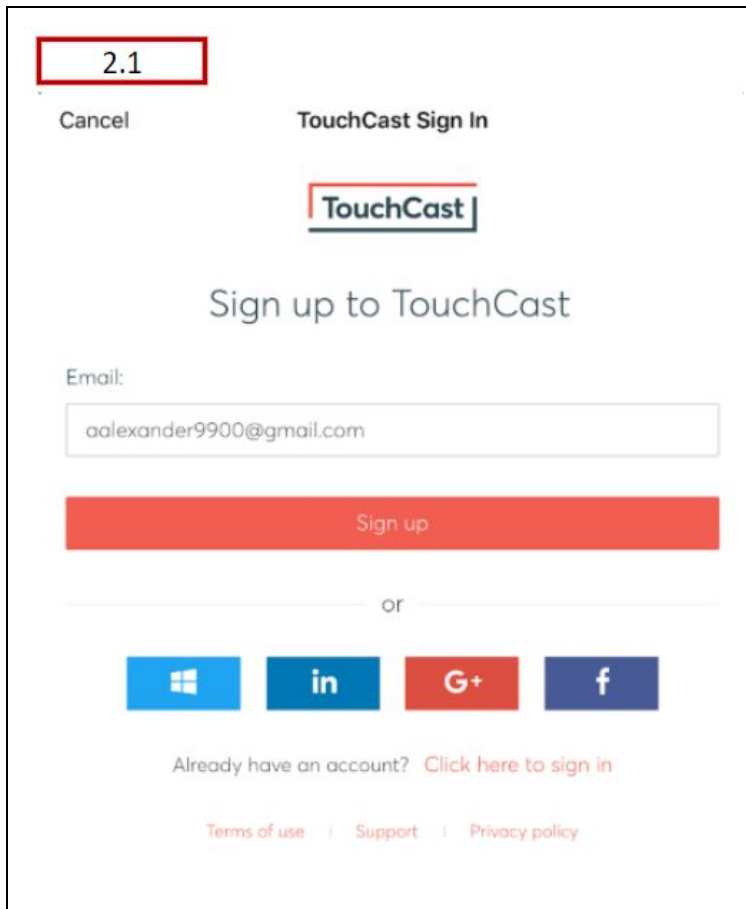
If you need to create your TouchCast account, select the Sign up link on the Sign In screen (highlighted in the example below).



The Sign up screen will display. This is where you enter the email address you want used as your TouchCast Account. It is important that the information entered exactly matches your email address since you will need to retrieve a verification email sent to that email account.


Tap the **Sign up** button to continue.

If you realize that you already have established a TouchCast account or reached the Sign up page in error, tap the **Click here to sign in** link. This will return you to the initial Sign in page.



Once the **Sign up** button is tapped, a screen for entering basic account profile information is displayed.

Cancel TouchCast Sign In



Sign up to **TouchCast**

Hi **aalexander9900@gmail.com**. Let's finish up the account creation:

First name:

Last name:

Password:

Please make sure your password is at least 8 characters long, contains at least one uppercase letter, a number, a symbol and doesn't contain parts of your email.



Select a security question below. This question will help us verify your identity should you forget your password.

Security question:

Select a question...

Answer:

Type your answer here

I agree to [Terms and conditions](#)

**Sign up**

Not [aaalexander9900@gmail.com](#)? [Click here](#)

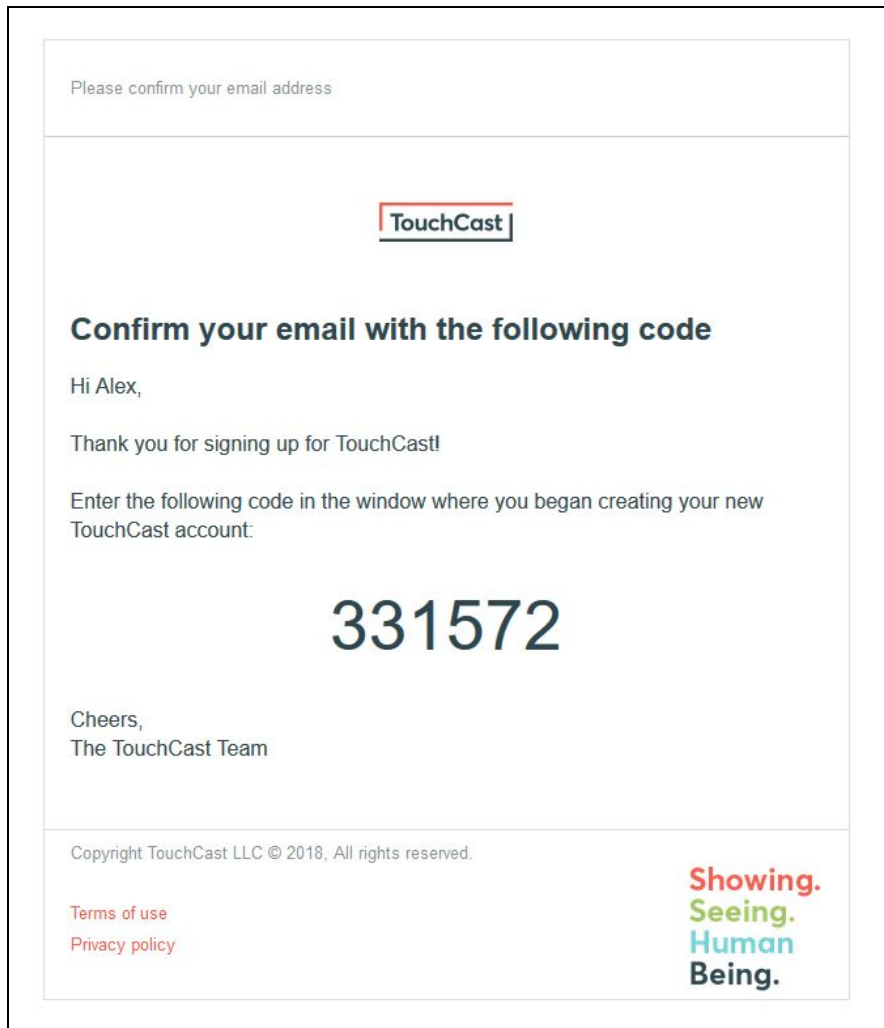
[Terms of use](#) | [Support](#) | [Privacy policy](#)

The information required to create a TouchCast account:

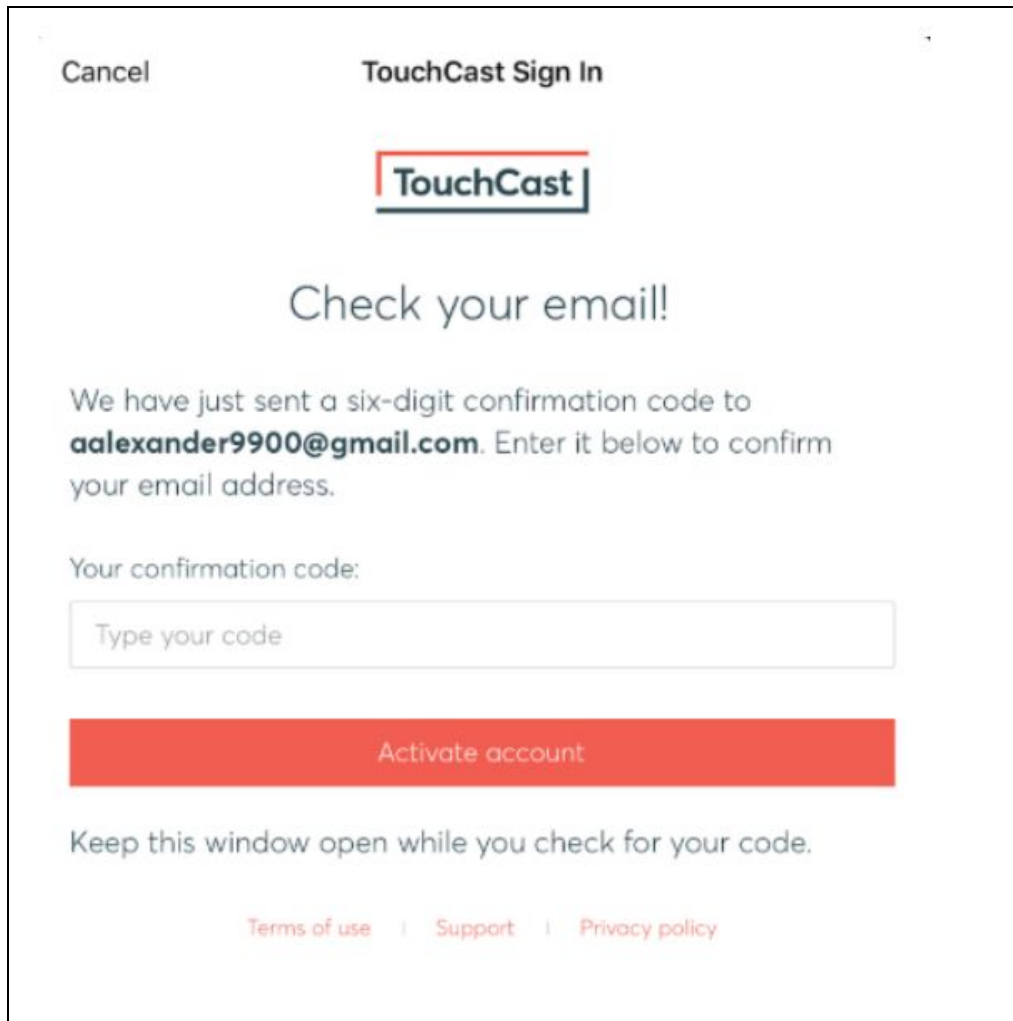
- First Name
- Last Name
- Password - Passwords must be at least 8 characters long, contains at least one uppercase letter, a number, a symbol and doesn't contain parts of the email address. TouchCast passwords are case sensitive. Example: #Rusty123
- Security Question (selected from list) and answer to the selected question
- Checkbox to indicate agreement with the TouchCast Terms of Use

Tapping the **Sign up** button, triggers validation of the email address and other required information. If the email address has previously been used to register in TouchCast, the user will be notified.

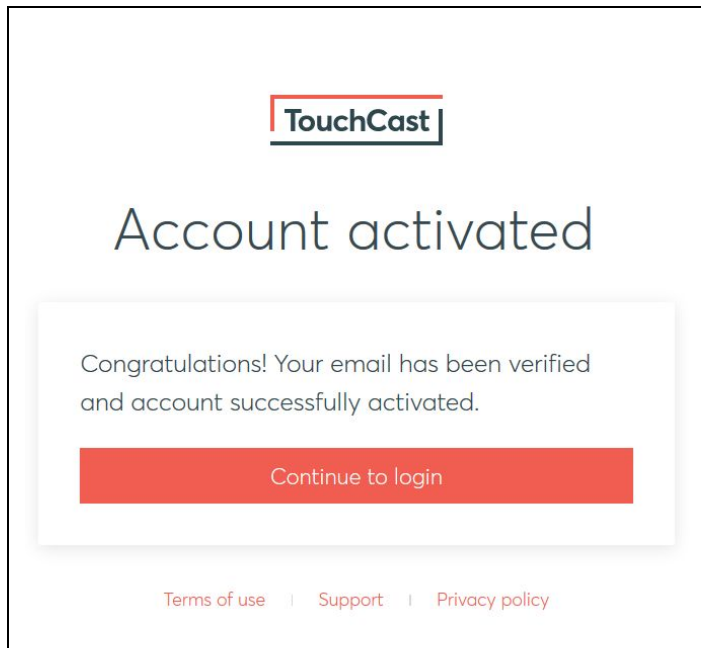
The next step in the account creation process is for TouchCast to send the user an email (to the email account used to create the account).



Enter the code from the email into the confirmation code entry field and taps the **Activate Account** button.



TouchCast will then activate the account and send the following screen which includes a link to the sign in screen.

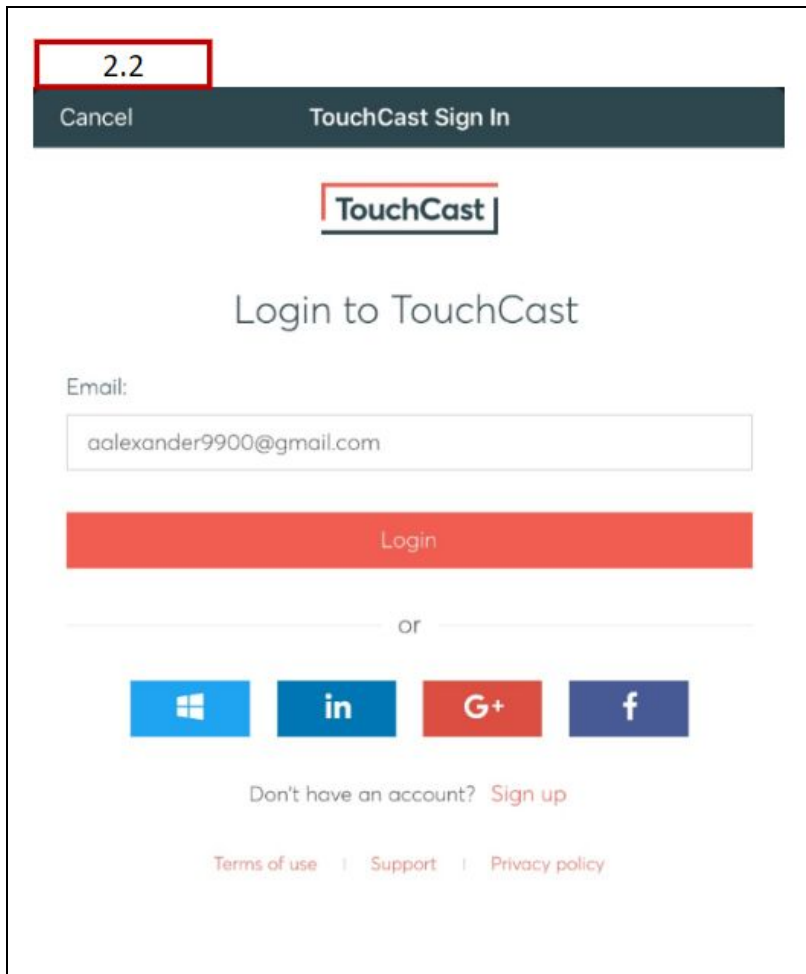


From this point the new TouchCast account holder can enter their Account ID (email address) and the password they selected to begin working with Fabric.

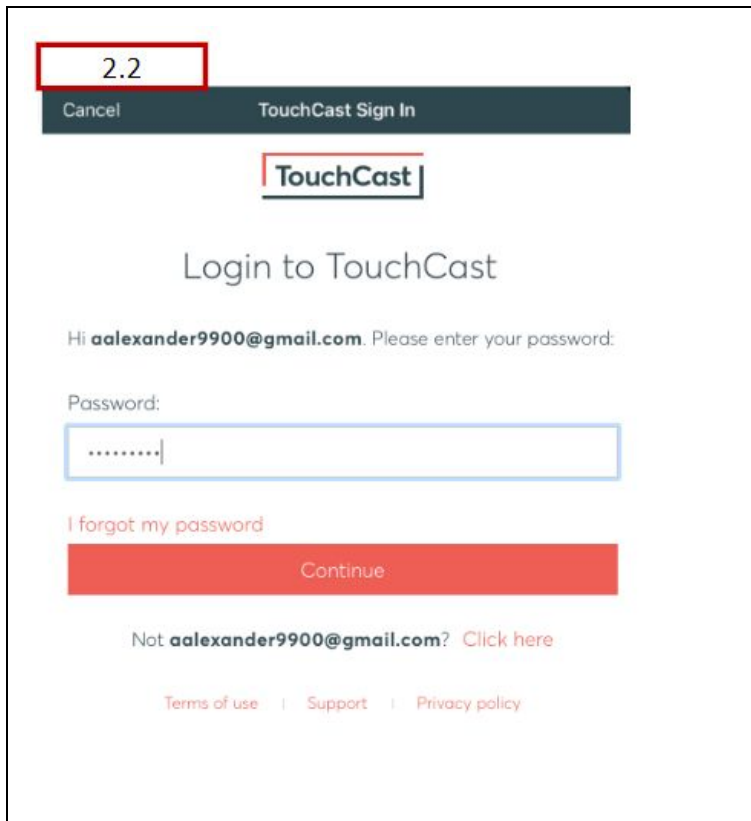
## 2.2 Application Sign on Process

If you have a TouchCast account ID (your email address), enter it in the Email field and tap the **Login** button. The Password entry screen will display.

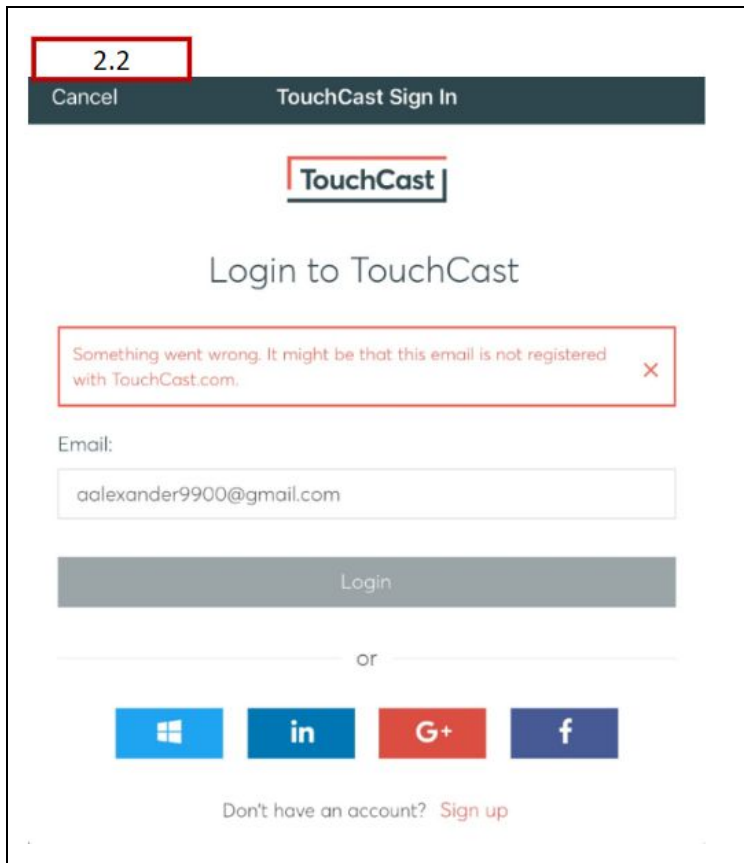
Alternatively, users can select the **Login with Google** or **Microsoft** option and log in using their credentials.



The Password entry screen will display where you will enter the password associated with this TouchCast account.



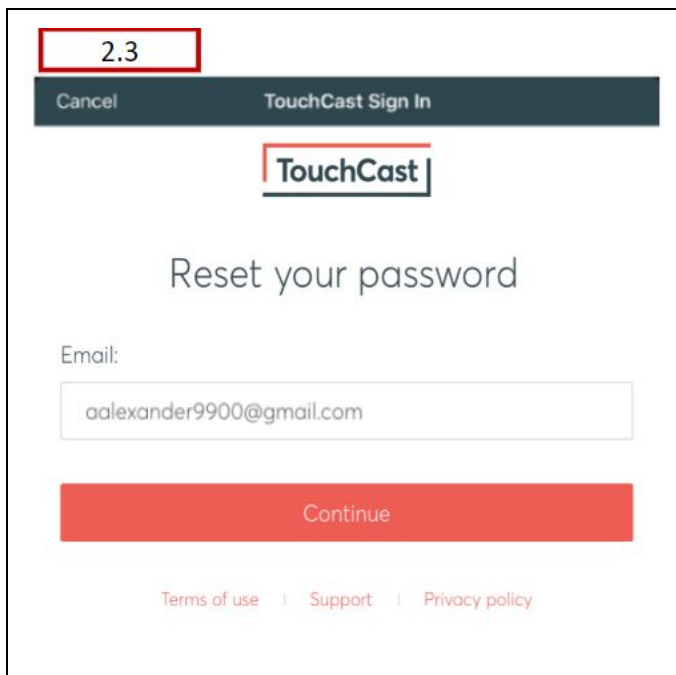
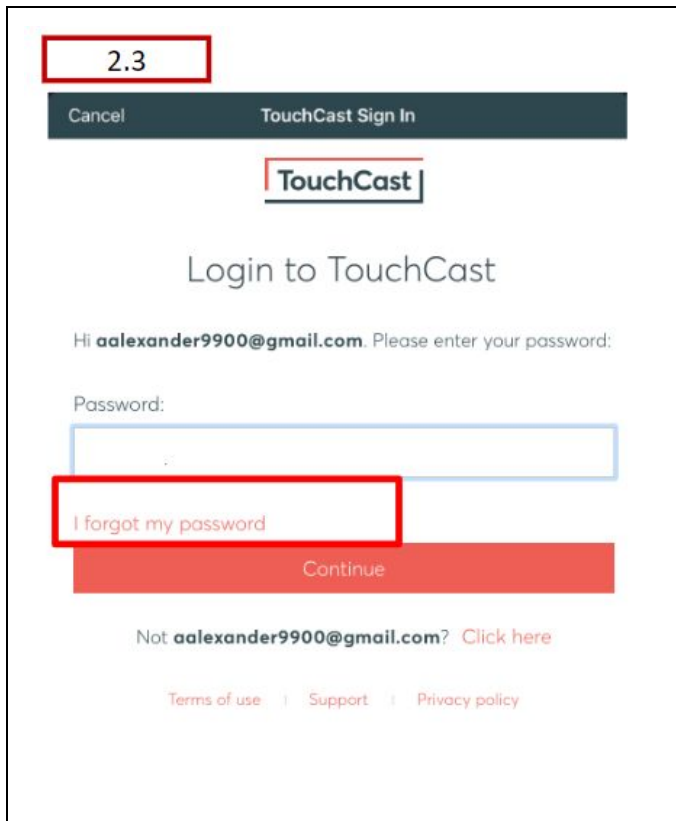
Note: If the email address entered has not been set up as a TouchCast account (either no account or incorrectly entered), the following screen displays:



Check the email address entered or Sign up for a TouchCast account.

### 2.3 Account Password Recovery Process

If you do not remember your password, tap the **I forgot my password** link on the password entry screen. The Reset Your Password screen (shown below) will display.

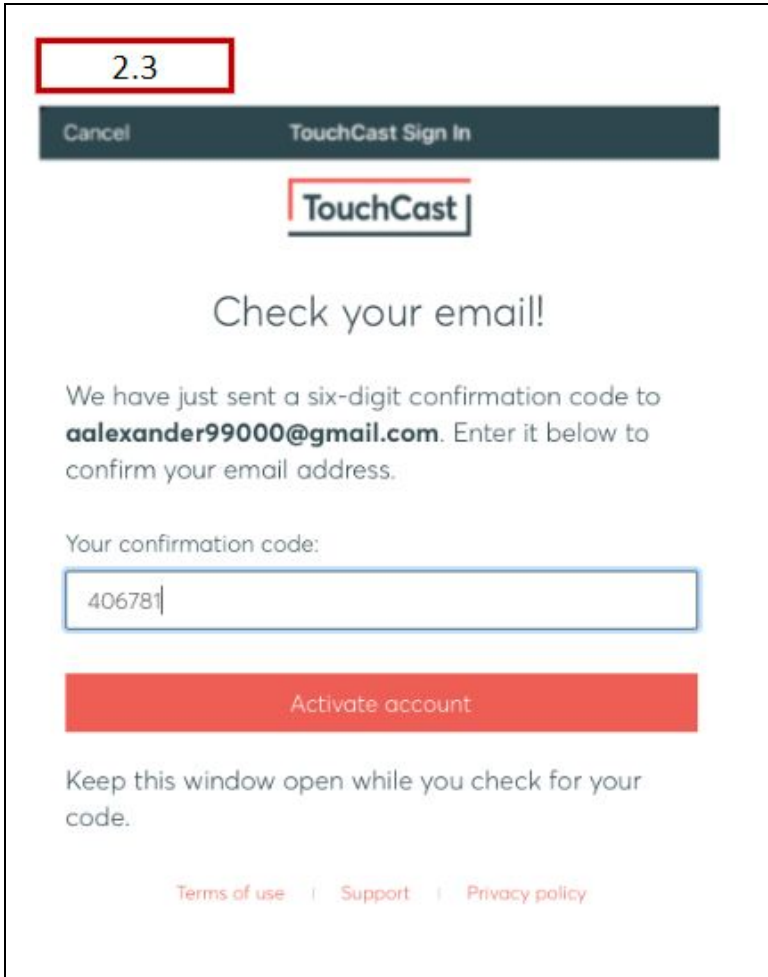




Confirm the account ID (email address) and tap the **Continue** button.

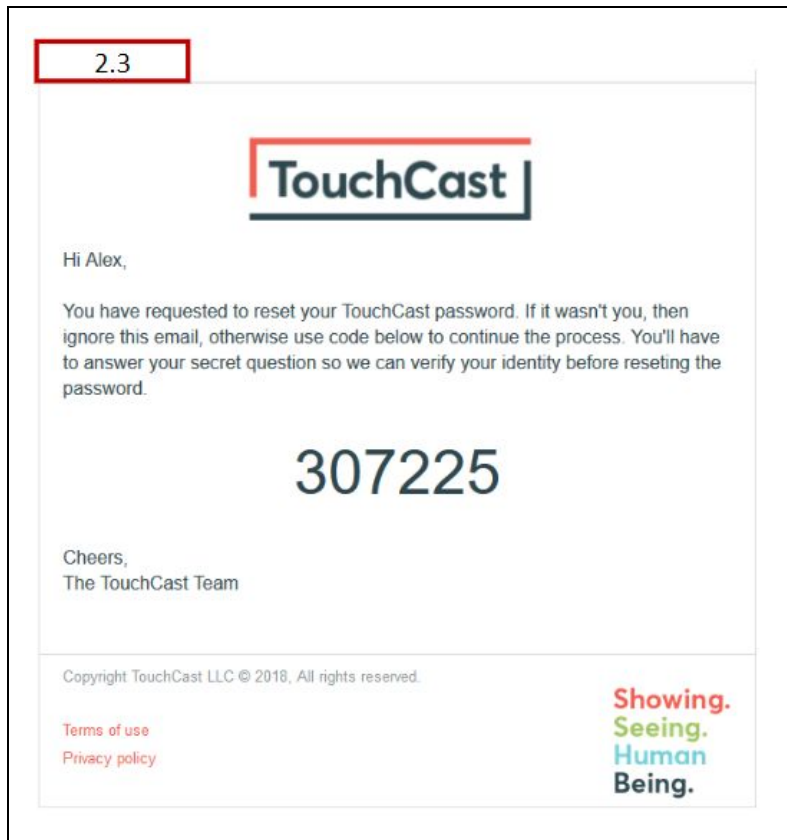
Two events follow. First, the following screen is displayed explaining that you should have received an email containing a code you will need to enter in the screen to advance to the next step of the password reset process. Second, for security purposes, you will receive an email providing you a code to enter in the password reset screen.

Screen requesting user to enter a code:

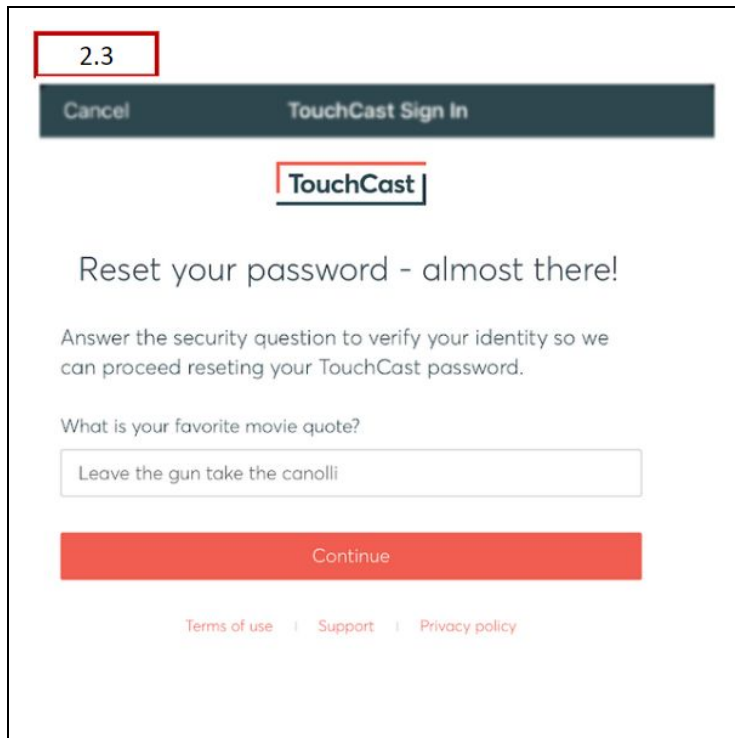


The screenshot shows a mobile application screen for "TouchCast Sign In". At the top left, a red box highlights the number "2.3". Below this is a dark blue header bar with "Cancel" on the left and "TouchCast Sign In" on the right. The TouchCast logo is centered below the header. The main heading is "Check your email!". The text below reads: "We have just sent a six-digit confirmation code to **alexander99000@gmail.com**. Enter it below to confirm your email address." Below this is the label "Your confirmation code:" followed by a text input field containing "406781". A red button labeled "Activate account" is positioned below the input field. At the bottom, there is a note: "Keep this window open while you check for your code." and a footer with links for "Terms of use", "Support", and "Privacy policy".

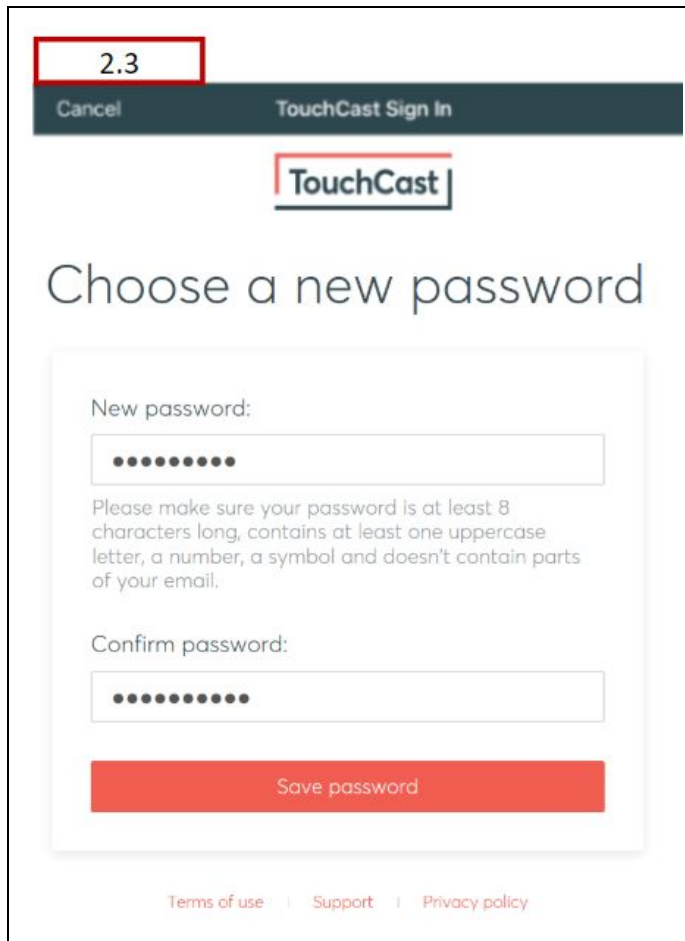
Example of the email providing the verification code:



Once you enter the code sent in the email, you will be sent the following screen directing you to enter the answer to the security question selected during TouchCast account registration. In this example, the question was *What is your favorite movie quote.*



Once you enter the answer exactly as entered during registration and tap **Continue**, you will be able to select a new password.

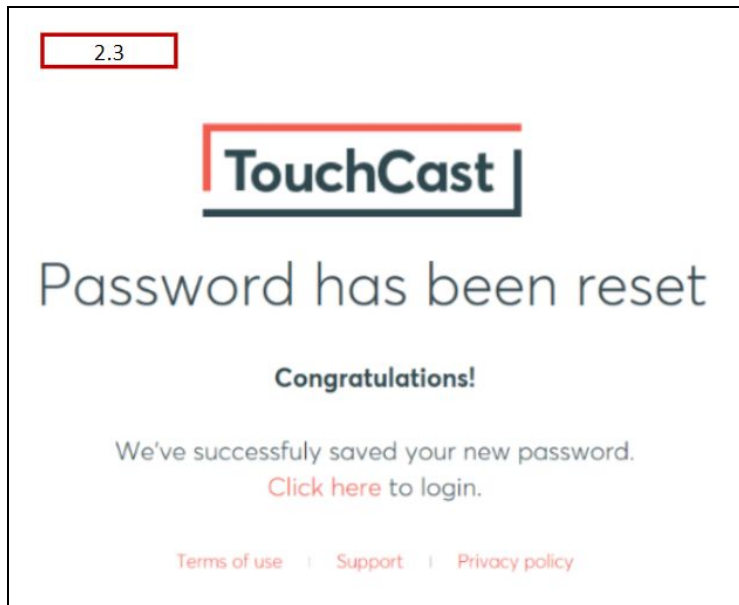


Passwords must be at least 8 characters long, contains at least one uppercase letter, a number, a symbol and not contain parts of the email address. TouchCast passwords are case sensitive. Example: #Rusty123

Once the **Save Password** button is tapped, a screen advising you that the password has been successfully changed will display.

Tap the **Click here to log on** link to sign in using the new password you selected.

Note: TouchCast account passwords do not expire after a certain length of time.



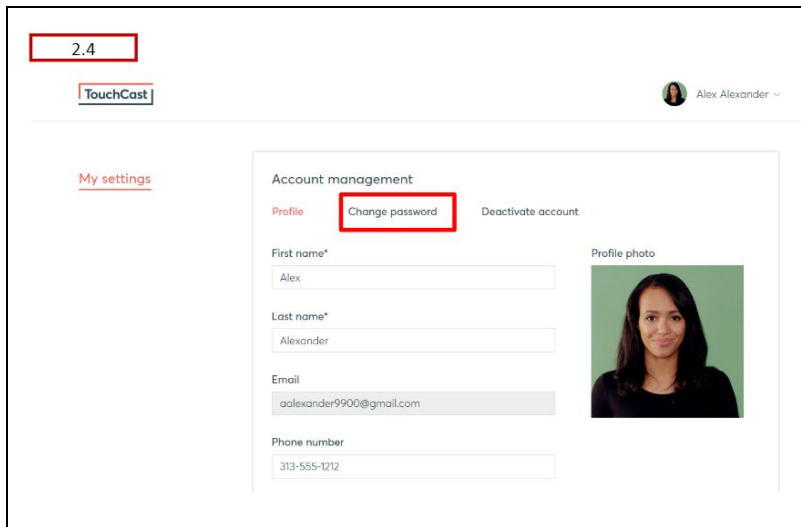
## 2.4 Account Password Change Process

TouchCast account holders are encouraged to practice sound privacy/information security habits. One of those practices is to protect your account password and to change it routinely and if it has been disclosed to anyone.

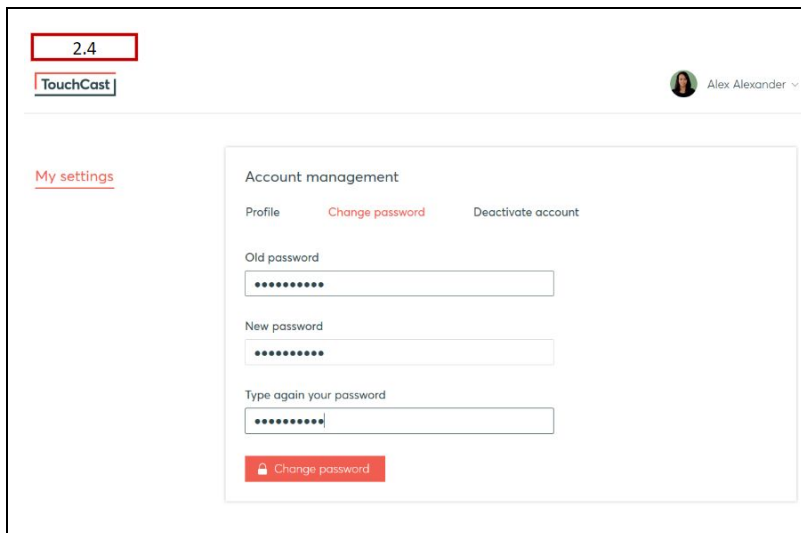
There are two methods for changing your password. The first method is to select Account or Profile options in one of the TouchCast applications (Studio, Pitch, or Teamtime). One of the profile settings you will be able to change is your password.

The other method is to sign in to TouchCast Fabric and select **My Settings** → **Change password** options. This process is shown in the screens below.

**My Settings** screen, with the **Change password** option highlighted:



Select the **Change password** option and a screen displays providing fields for entering your new password.



You will be required to enter:

- Your current password
- Your new password
- Your new password a second time (must match initial entry)

Tap the **Change password** button to process the password change.

Passwords must be at least 8 characters long, contains at least one uppercase letter, a number, a symbol and not contain parts of the email address. TouchCast passwords are case sensitive.

Example: #Rusty123

Once the **Change Password** button is tapped, a screen advising you that the password has been successfully changed will display. You should use the new password you selected the next time you log in to any TouchCast application.

Note: TouchCast account passwords do not expire after a certain length of time.

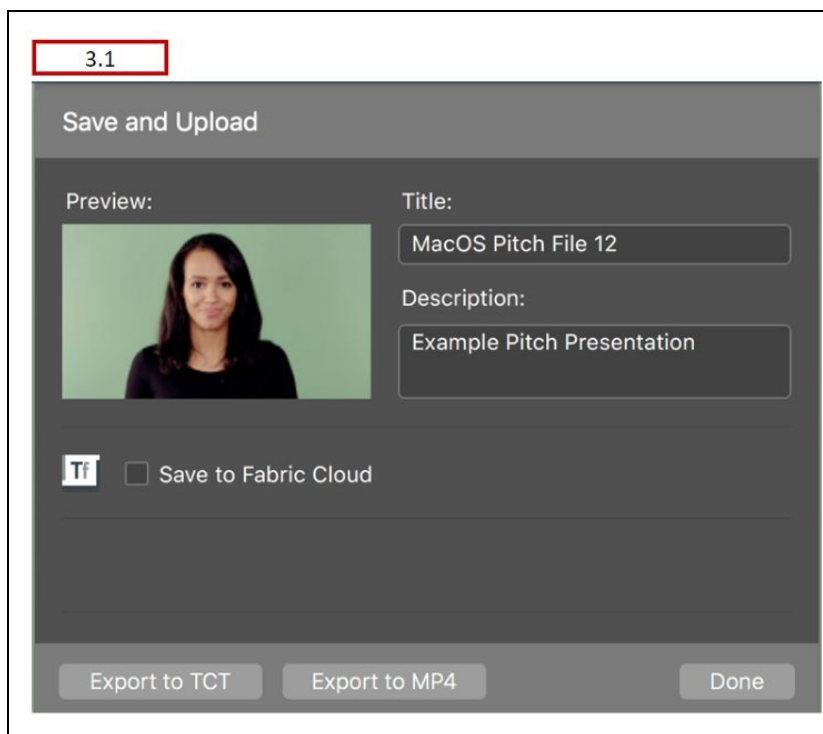
## 3 Uploading Touchcast Videos Through Fabric

All TouchCast products share a common video file upload process orchestrated within Fabric. When a user indicates that they want to upload a video file, they are actually interfacing with Fabric. The upload/export interface screens used in TouchCast products are common across all applications so in the examples below, the Pitch application is shown (section 3.1) but the steps and screens will be similar in Studio or TeamTime. The Fabric file upload has slightly different steps and screens. It is explained separately in section 3.2.

### 3.1 Video Upload Process - Pitch Example

After the Pitch project is prepared for upload, the **Save & Upload** screen displays. The screen presents options for how (the format) and where (locally or in TouchCast Fabric) the presentation should be saved and shared.

Example with Fabric option not selected:



#### Preview Frame



Pitch automatically selects one frame from the presentation to be displayed in Fabric as the 'preview' frame (if the Fabric Repository is used). The user can select another frame by dragging a white dot appearing near the bottom of the preview area (Studio).

### Pitch Title Name

The **Pitch Title** field contents is used as the project name in TouchCast Fabric and as the filename if the file is exported to a local storage location.

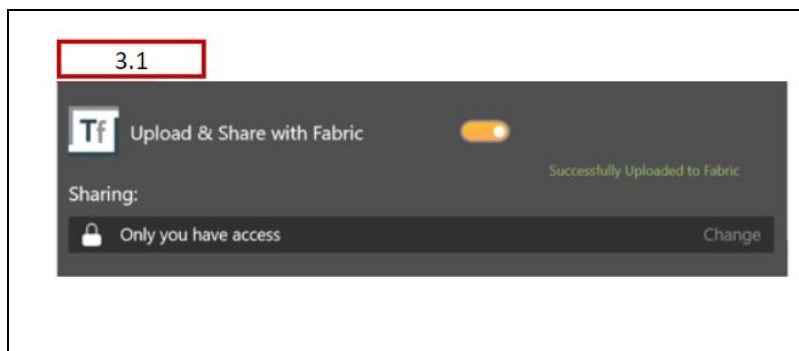
### Pitch Description

The **Pitch Description** contents is used if the file is to be exported to TouchCast Fabric, but will not be used if the file is to be exported as a .tct file elsewhere (not to Fabric) or as a .mp4 file. In these cases, the project description cannot be associated with the file. Entering a Pitch Description is optional, but recommended so that others will understand the content in your presentation as they view a list of presentations.

### Fabric Upload Option

**Save to Fabric Cloud** (checkbox) – Uploads the presentation to TouchCast Fabric where others in the enterprise department (or public if that is designated) can view the presentation. Uploading a .tct file to Fabric allows you to share your fully interactive touchcast video internally, track analytics, and replace interactive media elements that you have added to it. These features are described in the TouchCast Fabric Portal section of this guide.

This control indicates that TouchCast Fabric will be the sharing repository for the video. When it is set on, the upload begins and a progress window displays. In the example below, the upload has completed.

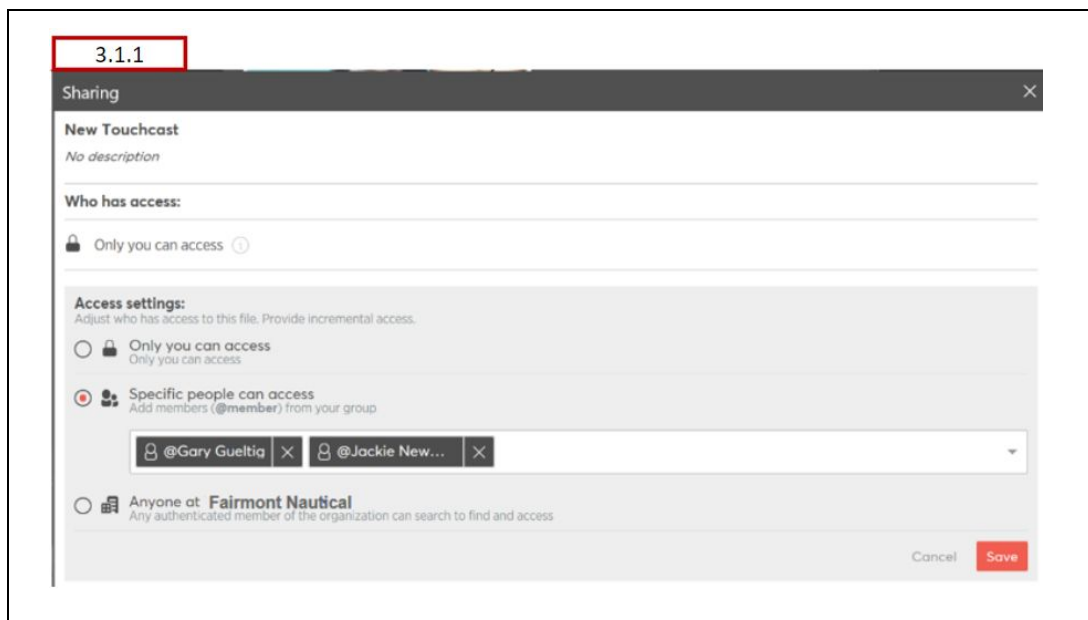


In this example access to the new Pitch presentation through TouchCast Fabric is limited to the author. Tapping the **Change** button opens the Fabric screen where additional persons from your organization can be granted access to the file.

### 3.1.1 File Access Settings

The Fabric Access Settings available are:

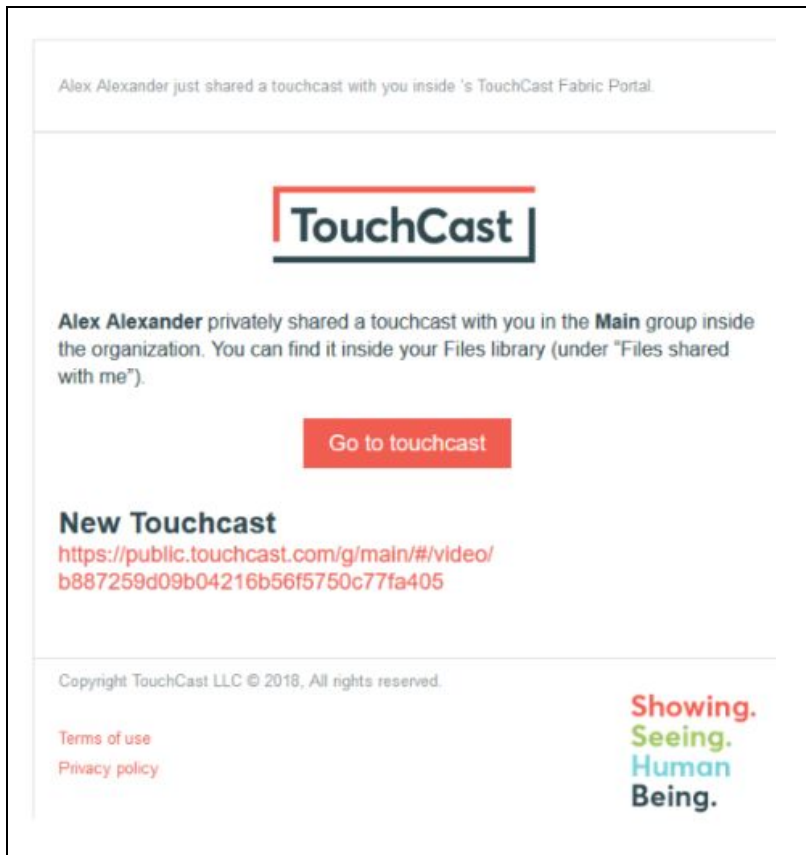
- Only you can access - You will be the only person able to find and view the presentation. Tap the **Save** button to save your changes.
- Specific people can access - Only you and persons listed will be able to find and view the presentation. Tap the **Save** button to save your changes.



When this access setting is selected, tapping in the dropdown opens a list of TouchCast users already registered in your Organization (members). Select as many members as you like, then tap the **Save** button to save your changes.

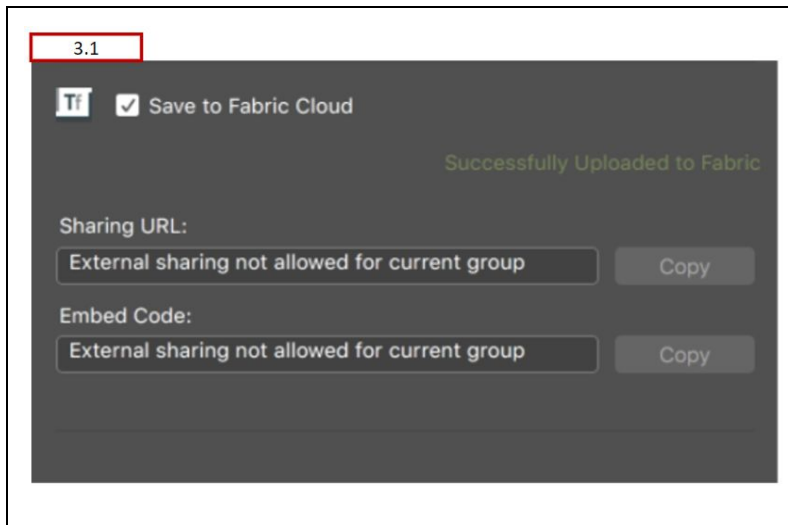
- Any member of the Organization - Only you and members of your TouchCast Organization will be able to find and view the presentation. Tap the **Save** button to save your changes.

Below is an example of the email informing members of your organization of presentations you have specifically shared with them:



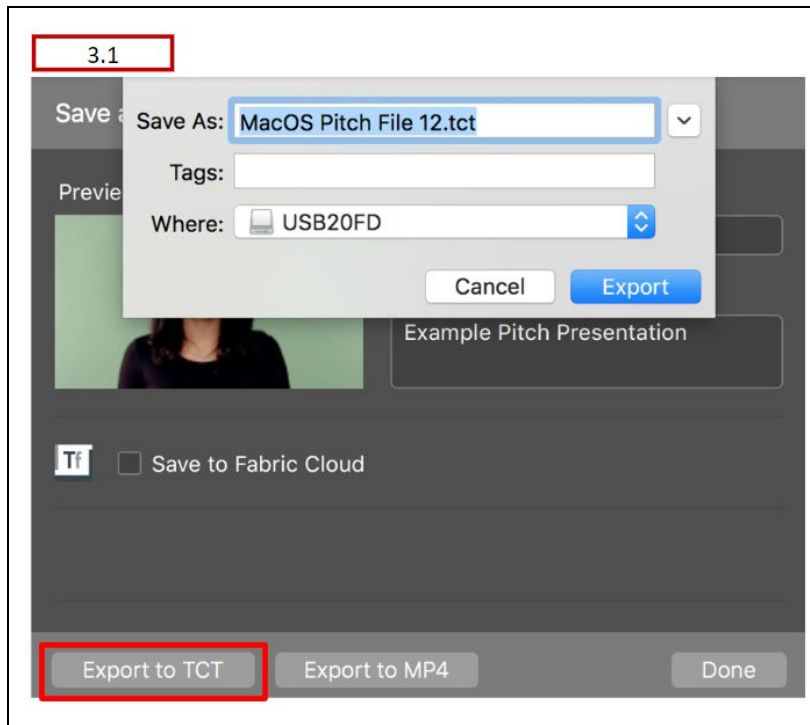
## Link for Share

After the sharing option has been selected, the screen will include an additional option for sharing the link to the presentation. Tap the **Copy** button to copy the link to the system clipboard so it can be pasted into communications to your teammates.



### Export to TCT

**Export to .tct file** – (recommended) Saves the presentation as a touchcast format file. A Windows File Explorer window displays for navigating to the location (local device or network) where the file should be exported. The export file name defaults to 'New Project1' (the presentation project name assigned on the export window) but can be changed as needed on the Windows Explorer Save screen prior to saving the file. The filename extension defaults to '.tct'.

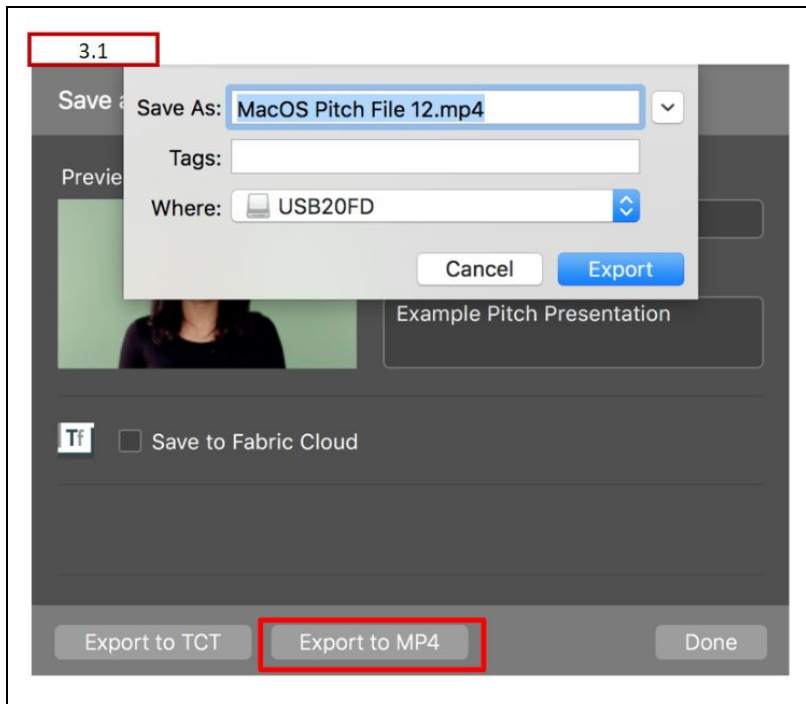


Exporting to a .tct file lets you share your fully interactive Pitch presentations. Viewers will need to have a TouchCast app installed on their device to play the touchcast video.

### Export to MP4

**Export to .mp4 file** – saves the presentation as a standard .mp4 file

A File Explorer window displays for navigating to the location (local device or network) where the file should be exported. The export file name defaults to 'New Project1' (the presentation project name assigned on the export window) but can be changed as needed on the Windows Explorer Save screen prior to saving the file. The filename extension defaults to '.mp4'.



Exporting to a .mp4 file will allow you to share your Pitch Presentation to websites such as YouTube and Twitter, but unlike touchcast .tct files, viewers will **not** be able to interact with objects that you have incorporated into your presentation.

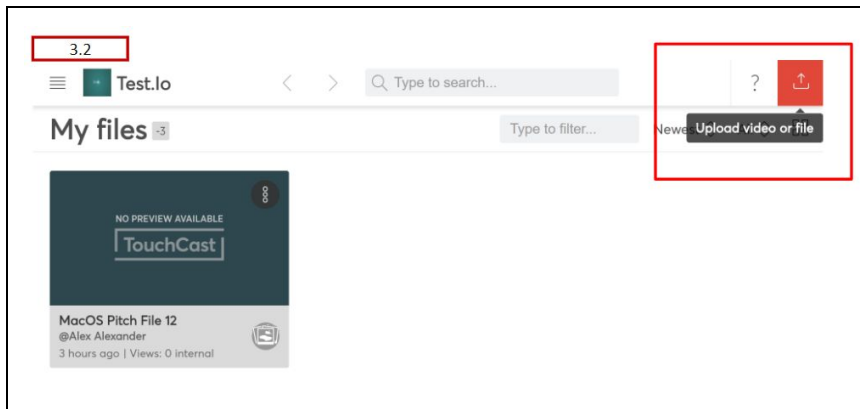
### 3.2 File Upload Process - Fabric Portal

The best way to start an explanation of the Fabric Portal file upload is to contrast it to the video upload of the other TouchCast products.

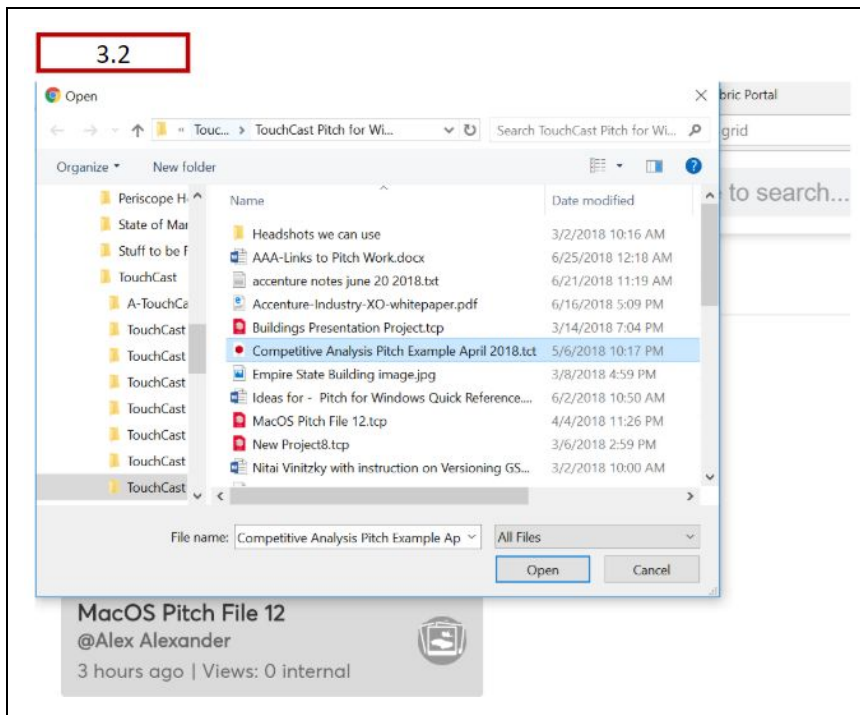
Studio, Pitch, TeamTime	Fabric Portal
<ul style="list-style-type: none"> <li>• Only completed touchcast files (.tct.) are uploaded</li> <li>• The latest version of the project is uploaded (you can not select any other source for the video)</li> </ul>	<ul style="list-style-type: none"> <li>• Several file types can be uploaded including .tct, .tcp*, .png, .jpg, and pdf files</li> <li>• The file to be uploaded can be located on the local device or other accessible locations</li> </ul>

\* The upload of touchcast project files and other resources to Fabric is used to share projects and media.

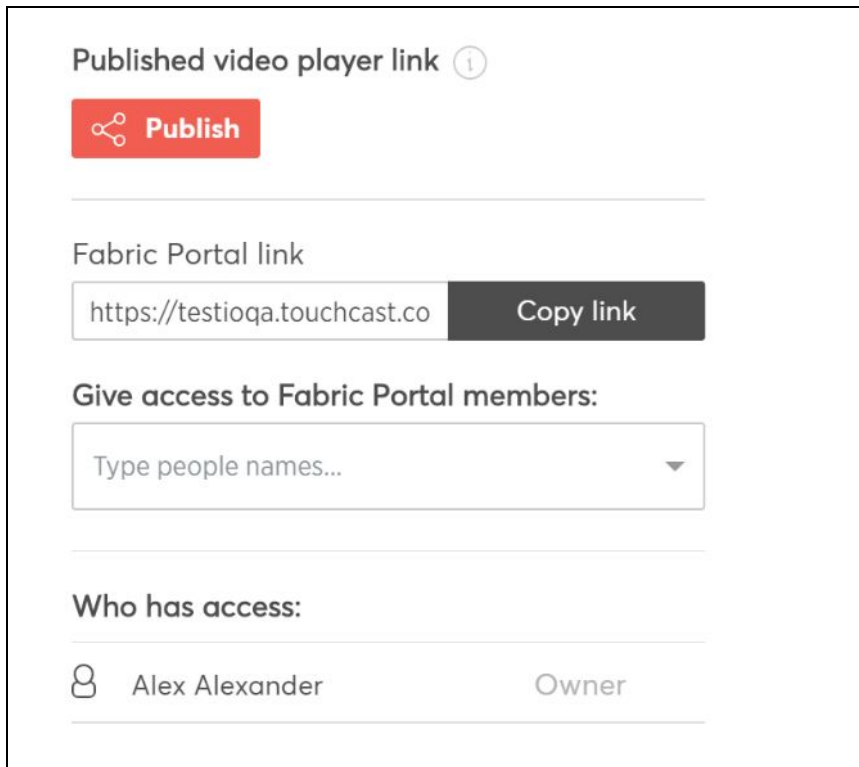
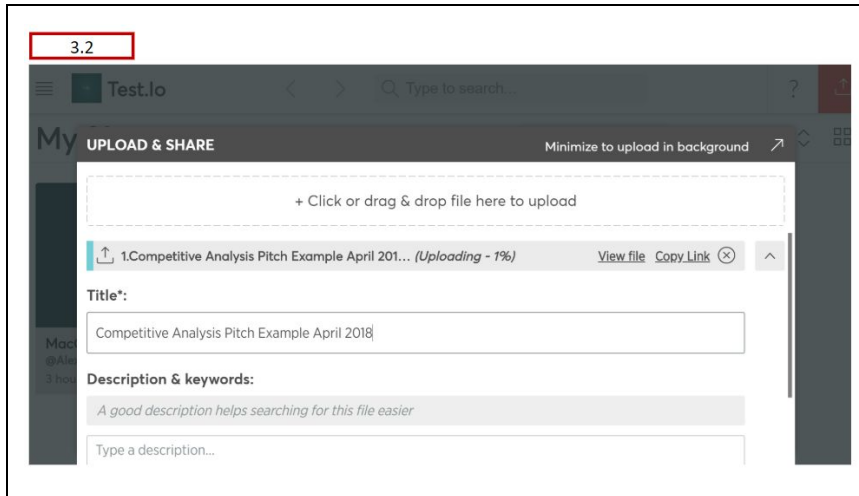
On the Fabric Portal **My Files** screen, tap the **Upload video or file** button.



The next step in the Fabric file upload process is to select the file to be uploaded. In the example below, a Pitch touchcast video is selected. The Open button is tapped and the upload begins. Remember, other file types could have been selected for upload.



The upload progress screen displays the percentage of the upload completed. This screen also contains other important information related to the file. You can enter this information once the upload has completed.



**Title** - This field contains the title you would like to assign to the file. This can be modified later if you desire to.

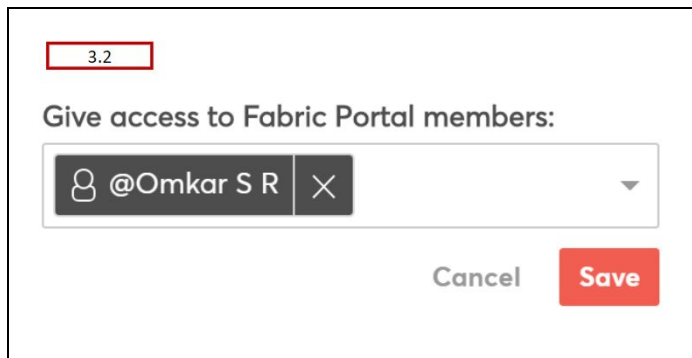
**Description & keywords** - This field contains the description you would like to provide to others to help them understand/identify the file. This can be modified later if you desire to.



**Published video player link** - This is the Fabric-generated link to provide others (external) so they can view the video (video files) outside the Fabric Portal.

**Fabric Portal Link** - This is the Fabric-generated link to provide to others (internal) so they can view the video (video files) using the Fabric Portal.

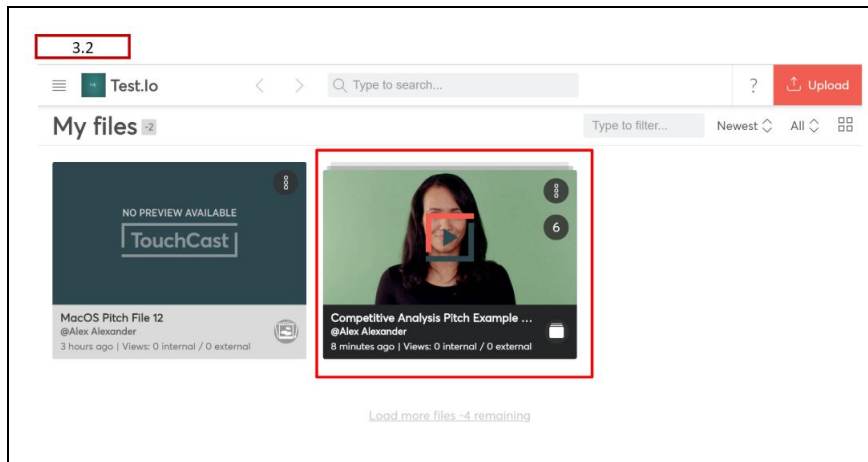
**Give access to Fabric Portal Members** - Tap the drop down arrow to open a list of members of your organization you could grant access to. Select the user(s) and tap **Save**.



This can be modified later if you need to.

**Who has access** - List of all users who have been granted access to the file. This is just the list, granting takes place using the *Give Access* option.

The screenshot below shows the uploaded touchcast video now included in the **My files** list.



The file thumbnail presents options for viewing and managing the file now that it has been uploaded to the Fabric repository. Refer to section 6 of this guide for additional details on how to manage files in Fabric.

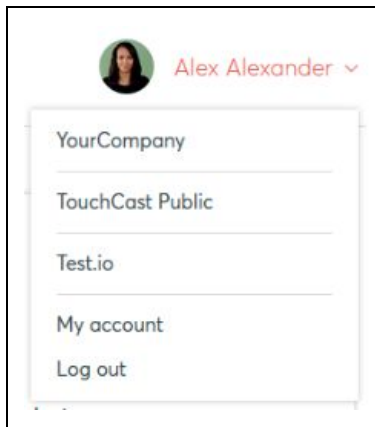
## 4 Standard Account Interface

TouchCast product users (and organization administrators) use the Standard Account Interface to manage their account profile settings and launch (or download) TouchCast products they have been granted access to. Users with Administrator privileges will also be provided the option to navigate to the Organization Administrator page.

The default screen users view is the **Account** → **My settings** (account management) screen (explained in section 4.1 below). Account Management settings are used to:

- update account profile information
- change the user's password
- deactivate the account

Tapping on the user options (down arrow located in the top right corner of the screen) provides additional options explained in section 4.2 and 4.4 below.



### 4.1 Account Management Settings

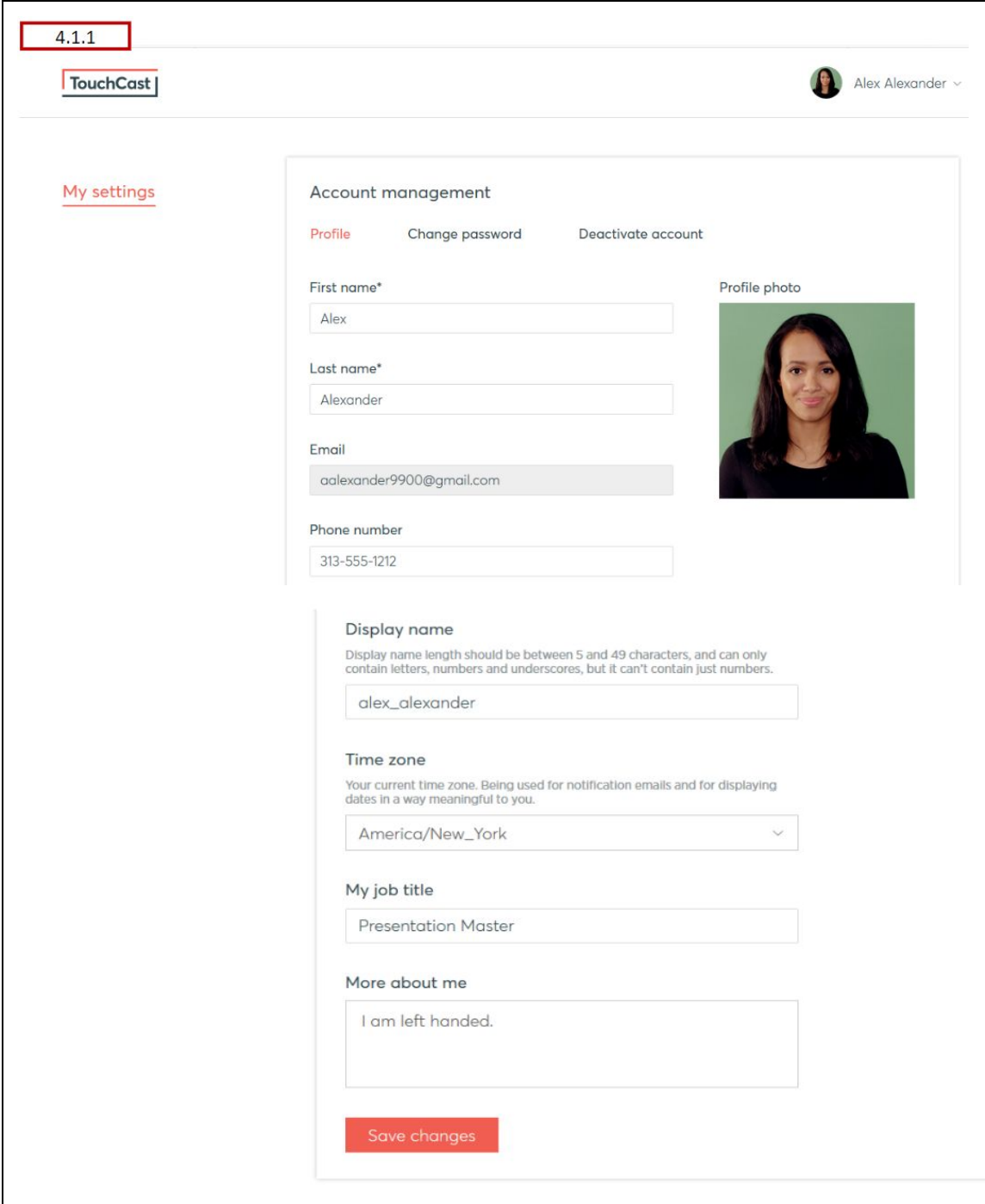
The Account Management settings page provides options for:

- Profile - update account profile information
- Change password - change the user's password
- Deactivate the account - set the account to inactive status

#### 4.1.1 Account Management - Profile

The Profile settings page is used to revise TouchCast account profile information initially entered when the account was created. Account profile information applies to all TouchCast applications.

The individual fields are explained below:



4.1.1

**TouchCast** Alex Alexander

My settings

### Account management


[Profile](#) [Change password](#) [Deactivate account](#)

First name\*

Last name\*

Email

Phone number

Profile photo  


### Display name

Display name length should be between 5 and 49 characters, and can only contain letters, numbers and underscores, but it can't contain just numbers.

### Time zone

Your current time zone. Being used for notification emails and for displaying dates in a way meaningful to you.

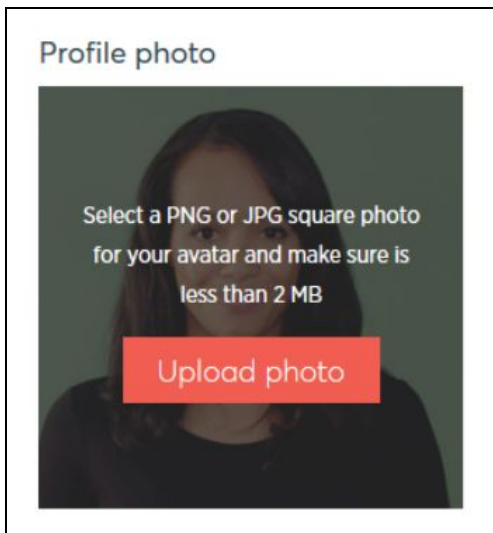
### My job title

### More about me

[Save changes](#)



**Profile photo** (optional) - Tap the photo area to open a dialog box where a new photo file can be selected. Both PNG and JPG format files less than 2MB may be used for profile photos.



**First name** (required) - account holder's first name

**Last name** (required) - account holder's last name

**Email** (can not be updated) - this is the email address used as the account ID when the account was registered

**Phone number** (optional) - account holder's phone number

**Display name** (optional) - name used in TouchCast application reference to the account holder. Display name length should be between 5 and 49 characters, and can only contain letters, numbers and underscores, but it can't contain just numbers. Example: AAlexander\_9900

**Time zone** (drop down selection) - time zone which the account holder is primarily located

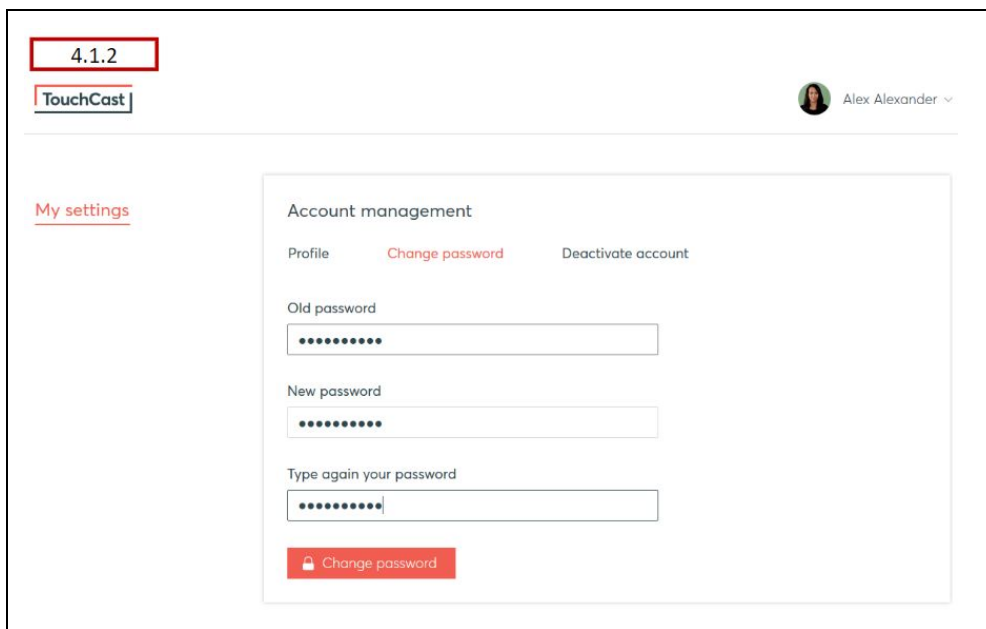
**My job title** (optional) - account holder's job title

**More about me** (optional) - additional information the account holder chooses to provide about themselves

Once all profile information revisions have been made, tap the **Save changes** button located at the bottom of the screen to submit the revisions.

#### 4.1.2 Account Management - Change password

The **Change password** settings screen provides fields for entering a new password.



The screenshot shows the 'Change password' screen. At the top left, there is a red box containing the text '4.1.2'. Below it is the 'TouchCast' logo. In the top right corner, there is a user profile icon and the name 'Alex Alexander' with a dropdown arrow. On the left side, under 'My settings', 'Change password' is highlighted. The main content area is titled 'Account management' and has three tabs: 'Profile', 'Change password' (which is active and highlighted in red), and 'Deactivate account'. Below the tabs are three password input fields: 'Old password', 'New password', and 'Type again your password'. Each field contains a series of dots representing masked characters. At the bottom of the form is a red button with a lock icon and the text 'Change password'.

You will be required to enter:

- Your current password
- Your new password
- Your new password a second time (must match initial entry)

Tap the **Change password** button to process the password change.

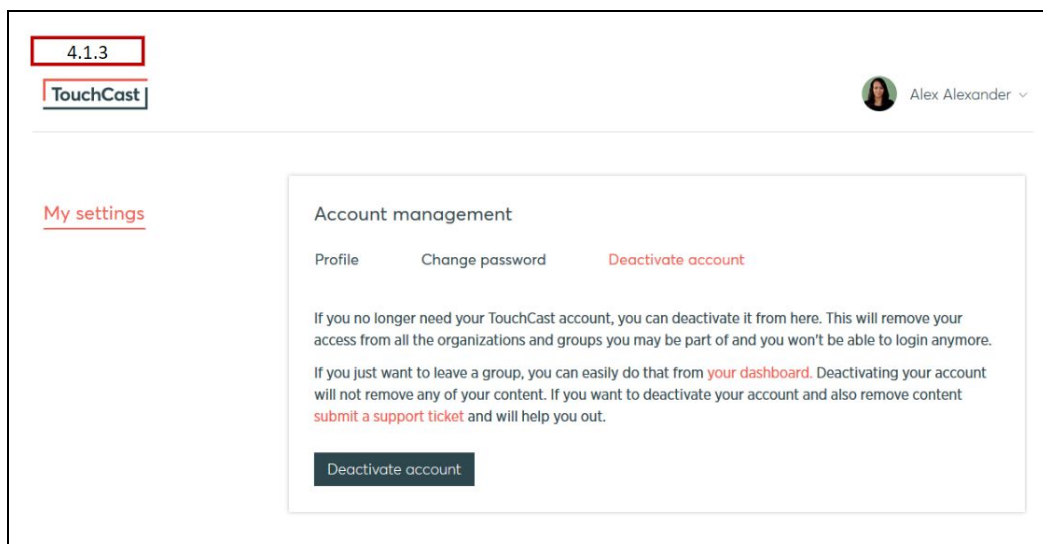
Passwords must be at least 8 characters long, contains at least one uppercase letter, a number, a symbol and not contain parts of the email address. TouchCast passwords are case sensitive. Example: #Rusty123

Once the **Change Password** button is tapped, a screen advising you that the password has been successfully changed will display. You should use the new password you selected the next time you log in to any TouchCast application.

Note: TouchCast account passwords do not expire after a certain length of time.

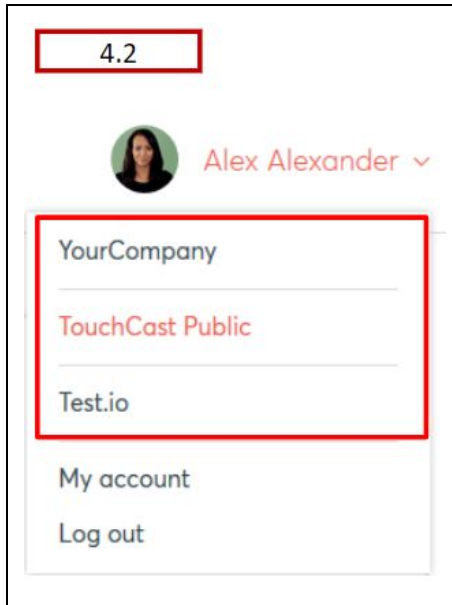
### 4.1.3 Account Management - Deactivate account

The Deactivate account option is used if you no longer need your TouchCast account. Be sure to read the advisory information provided before you proceed.

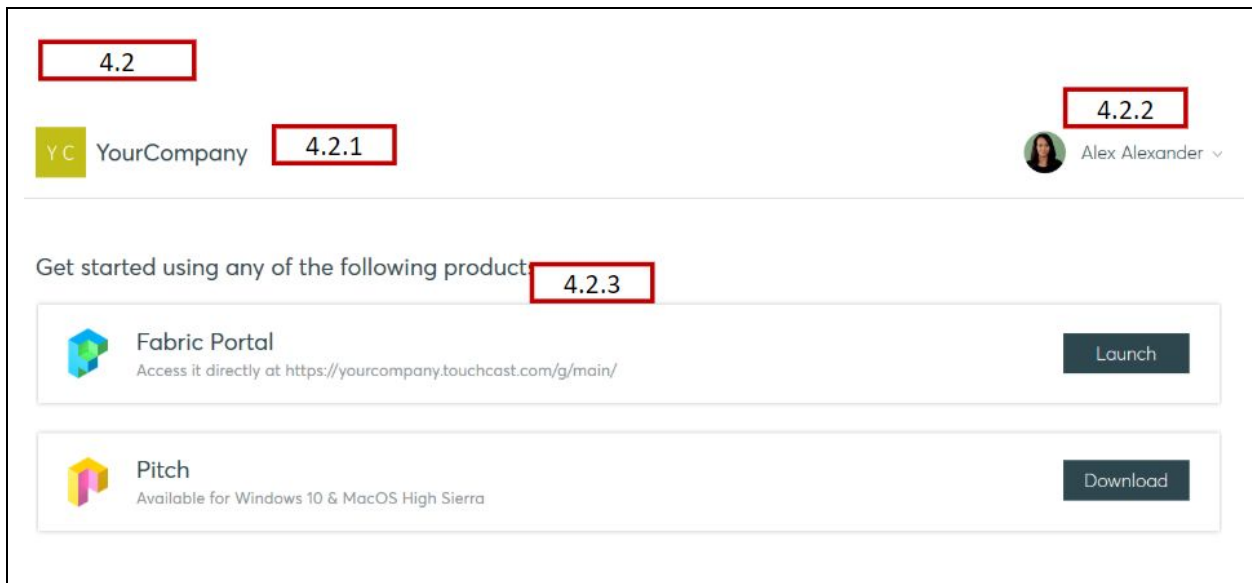


## 4.2 User Options - Organization Selections

Tapping the user options (down arrow located in the top right corner of the screen) displays a list of Organizations which the user belongs to. In the example below, Alex Alexander belongs to three Organizations: YourCompany, TouchCast Public, and Test.io. Normally individuals belong to only one organization in which case this screen does not display, they are directed to the Department screen within their Organization.



Tapping one of the organization buttons opens a screen of actions which can be performed related to that organization's departments. In the examples which follow, the **YourCompany** organization was selected.



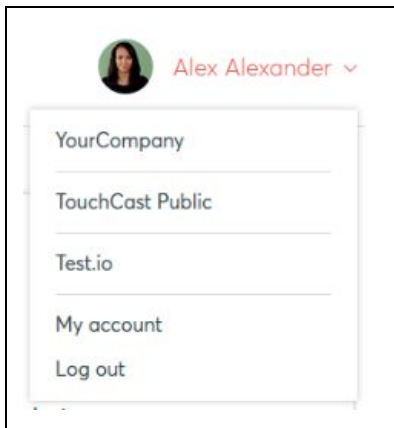
### 4.2.1 Department Name & Logo

The department name and logo (of specified) displays in the upper left corner of the department actions screen.



### 4.2.2 User Options

Tapping the user options (down arrow located in the top right corner of the screen) provides additional options (already explained in section 4). Tapping the **My account** option returns the user to the default **My settings** (account management) screen.

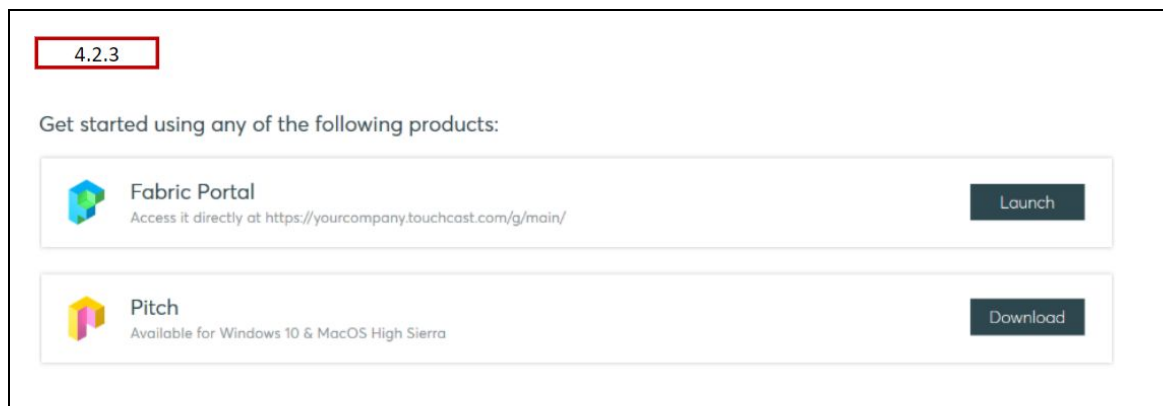


### 4.2.3 Get Started Options

The **Get Started** options are actions the user can perform related to TouchCast applications (Fabric, Studio, Pitch, TeamTime).

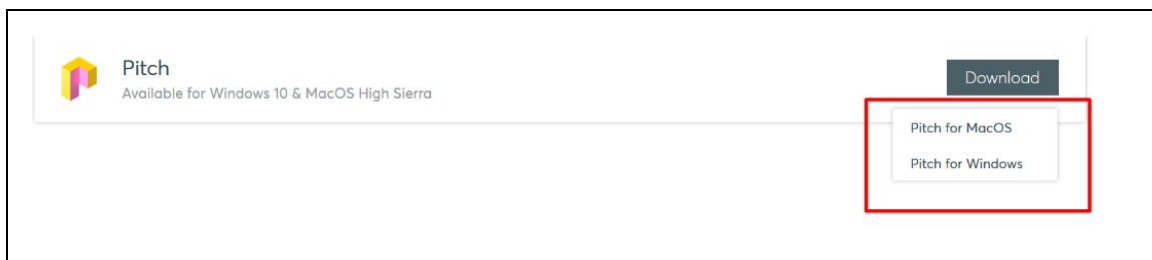
**Launch** - TouchCast applications which do not require download of an app (Fabric)

**Download** - TouchCast application which require download of an app (Studio, Pitch, TeamTime)



Five facts about Download and Launch options:

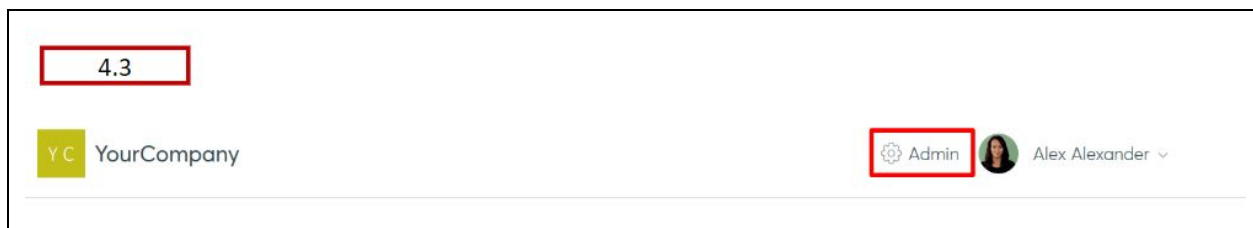
- TouchCast applications available for you to download will appear on this page only if your Organization or Department administrator has invited you to use the application (enterprise and business accounts)
- Because the TouchCast apps are platform dependent (e.g., iOS, Windows, Mac OS X), you should sign in to Fabric using the device you intend to install the TouchCast application onto



- Windows app downloads are performed by redirecting the user to the Microsoft App Store
- Mac OS and iOS app downloads are performed directly from a TouchCast server
- Some TouchCast products (Pitch, Studio, TeamTime) are launched directly on your device and will not appear in the 'Launch' category (as Fabric is)

### 4.3 Administrator Button

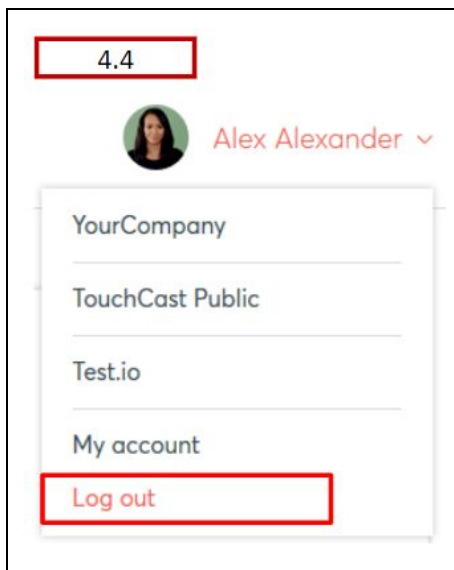
If the user is also an administrator for that department, an additional option button will appear to the left of the User Options as shown below.



The Administrator role and associated options are explained in section 5 of this guide and will not be addressed here.

#### 4.4 User Options - Sign Out

Tapping the user options (down arrow located in the top right corner of the screen) displays a list of action options including the option to sign out of Fabric. Tapping the **Log out** button logs the user out of Fabric (they will be required to log in the next time they access Fabric), closes the Fabric screen, and returns the user to a general TouchCast web page.



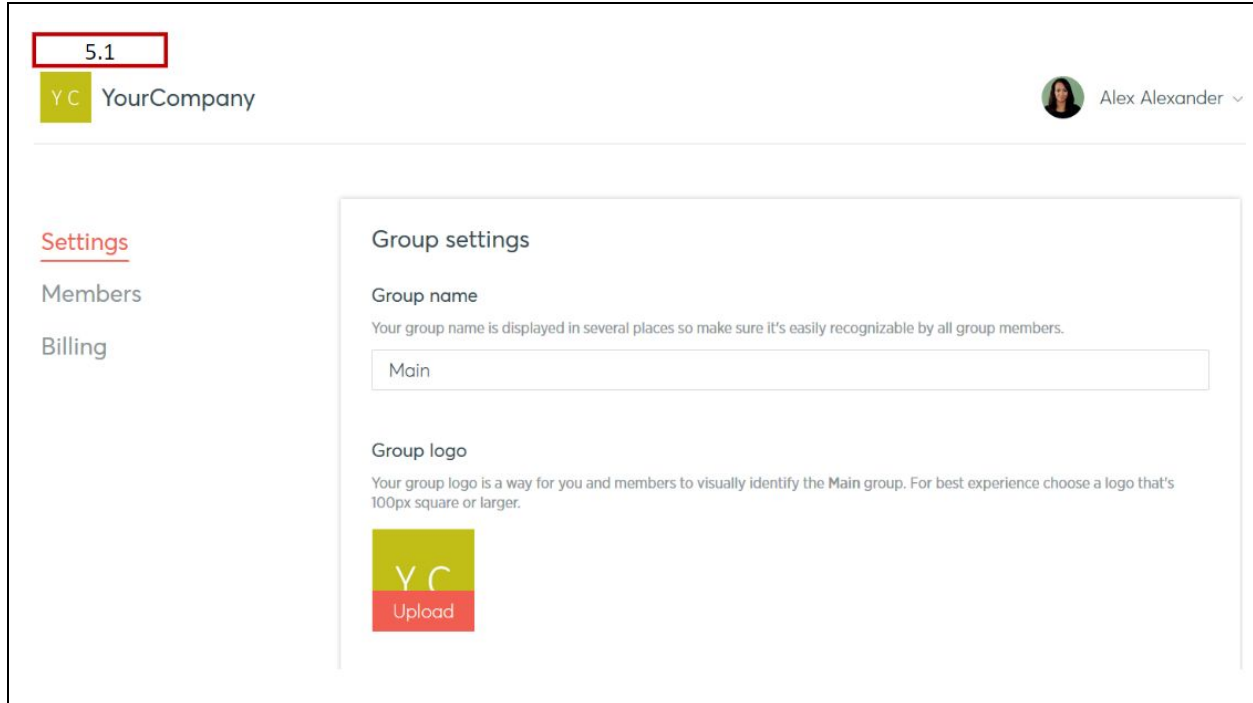
## 5 Administrator Interface

Organization/Department Administrators use the Administrator Interface to manage Organization and Department Settings, manage Members, and manage Billing (subscriptions and storage quotas). Additionally, administrators can perform Account functions for their personal TouchCast account.

### 5.1 Settings (Manage Department Settings)

Department Administrators use the Settings view (default view for the settings screen) to maintain a collection of department attributes including:

- Department name
- Department logo
- Joining options
- Featured Channels



### How members can join the group (group privacy)?

Choose in what way new members can join this group. Group owner and admins can invite anyone, no matter which group privacy option you choose.

Private - users with touchcast.io email domain can find and request to join by invitation.

Closed - anyone with the touchcast.io email domain can find and join.

Private extended - users with any email domain can join by invitation only.

### Who can invite new users?

Any group member  Group owner and admins only

### How to display name of the user?

Username  First and last name

### Featured galleries

New members in your group will automatically follow the featured galleries. You can add more featured galleries below.

finance marketing onboarding

### Featured galleries

New members in your group will automatically follow the featured galleries. You can add more featured galleries below.

finance marketing onboarding

### Default featured gallery

### Privacy controls

Disable external sharing and publishing for files

Disable file deletion (only archive will be available) *coming soon!*

### Others

Disable scrubbing for video previews

**Department name**

Required. The entry in this field becomes the Department Name, which is displayed on several user screens. The department name should be easily recognizable by department members and probably should not be changed once established.

### Department logo

Optional. The department logo is a way for you and members to visually identify the department. For best experience choose a logo that's 100px square or larger.

### How members can join the department

Required. The selected option (from one of the 3 buttons) controls the way new members can join this department. Department owner and admins can invite anyone, no matter which department privacy option is chosen.

- Private - users with an organization domain email can find and request to join by invitation

Example: If the organization's email domain is 'FairmontNauticalCorp', the user JSmithers@fairmontnauticalcorp.com can find the department, request to join, and join once sent an invitation by a department administrator (or other department member authorized to invite other members to join).

- Closed - anyone with the organization domain email can find and join. This is the default setting for this option

Example: If the organization's email domain is 'FairmontNauticalCorp', the user JSmithers@fairmontnauticalcorp.com can find the department and join (no request / invitation by a department administrator (or other member authorized to invite other members to join) required).

- Private extended - users with any domain email can join by invitation only

Example: If the organization's email domain is 'FairmontNauticalCorp', user JSmithers@ABCSupply.com can find the department, request to join, and join once sent an invitation by a department administrator (or other department member authorized to invite other members to join).

### Who can invite new users?

Required. The selected option (from one of the 2 buttons) controls which department members can invite additional members. Department owners and admins can invite anyone, no matter which option is chosen.

- Any department member. This is the default setting for this option
- Department owner and admins only

### How to display name of the user

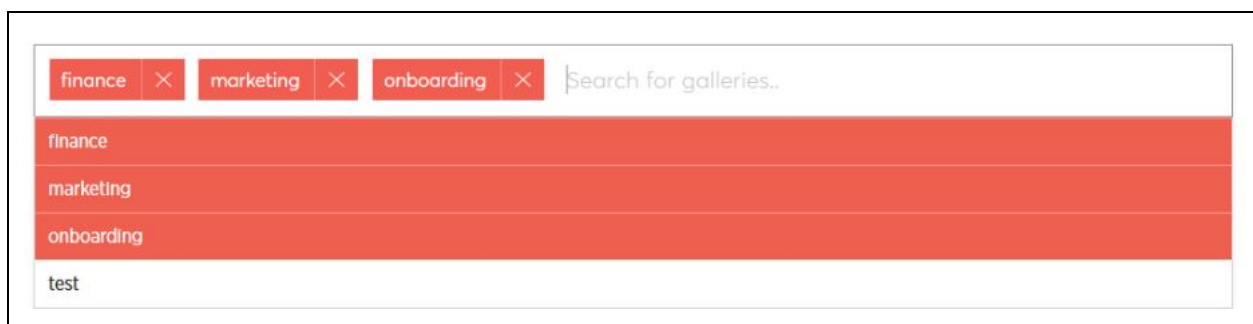
Required. The selected option (from one of the 2 buttons) controls the format member names are presented on screens.

- Username
- First and last name - this is the default setting for this option

### Featured channels

The Featured channels selections list includes the channels new members in your department will automatically follow. The list of channels can be revised at any time without affecting existing members.

Tap the *Search for channels* prompt and a drop down list of all channels available for the department displays. Select or unselect channels to be featured. Multiple channels may be selected. Tap outside the dropdown list area to close the dropdown box. You can also remove channels from featured status by tapping the X to the right of the channel name. In the example below, the test channel will not be included.



### Default featured channel

The Default featured channel selection is the channel new members to a department will automatically follow if no other channels have been designated as 'featured'. The default featured channel can be revised at any time without affecting existing members.

Tap the current Default featured channel field and a drop down list of all channels available for the department displays. Tap the channel to become the default featured channel. Only one channel can be designated as the Default featured channel so your selection replaces the current value and the drop down list box will close. In the example below, the onboarding channel is the current value. Tapping on the finance channel will make it the Default featured channel.



### Others

The Others section presents one additional setting option (checkbox with default setting 'off').

- Disable scrubbing for video previews

Scrubbing refers to the way a line 'sweeps' across video previews on the Fabric Portal page. Setting this control 'on' stops the sweep feature.





### Save settings

Tap this button to save any changes you have made to the settings. A message is displayed confirming that your changes have been successfully processed. If you do not check this button and navigate away from this page, any changes you have made to the settings are discarded.



## 5.2 Members (Manage Members)

The screenshot displays the 'Manage group members' screen. At the top left, the number '5.2' is highlighted in a red box. The user profile 'Alex Alexander' is visible in the top right. The sidebar on the left contains 'Settings', 'Members' (highlighted), and 'Billing'. The main content area has a title 'Manage group members' and a red 'Invite members' button. Below the title, three status categories are listed: 'Active members (22)', 'Invitations (7)', and 'Deactivated members (0)'. A search bar labeled 'Search active members' and a 'Sort by' dropdown set to 'First name' are also visible. The table below lists the following members:

Member	Role	Subscriptions
 <b>Alex Alexander</b> @alex_alexander	Admin	All Suite, TouchCast.io, Quick Start 
 <b>Alexander Parfonov</b> @alexander_parfonov	Regular	No subscription(s)
 <b>Andrey Furmanyuk</b> @andrey_furmanyuk	Regular	No subscription(s)

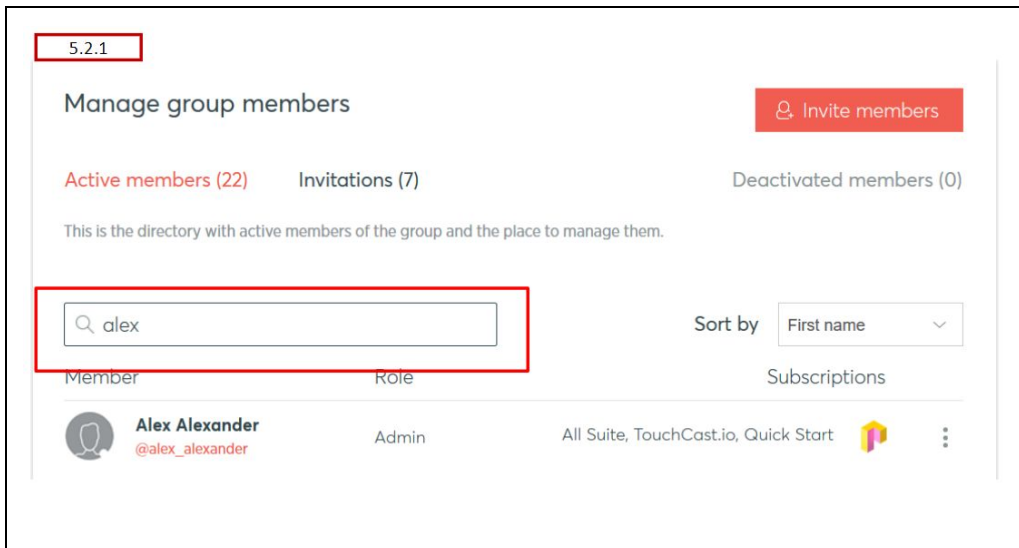
Department Administrators use the Members screen to manage department members. The screen lists department members organized into three statuses:

- Active
- Invited - invited but not active yet
- Deactivated - active or invited previously but administrator has deactivated

Tapping on one of these status categories opens the corresponding list.

### 5.2.1 Search Members

Use the **Search members** option to locate a specific department member using all or part of their name. The searched category corresponds to the list currently displayed (active, invitations, deactivated).



### 5.2.2 Sort By

Use the **Sort by** options (drop down list with First name as default sort option) to present the department member list in different sort orders.

The sort options are:



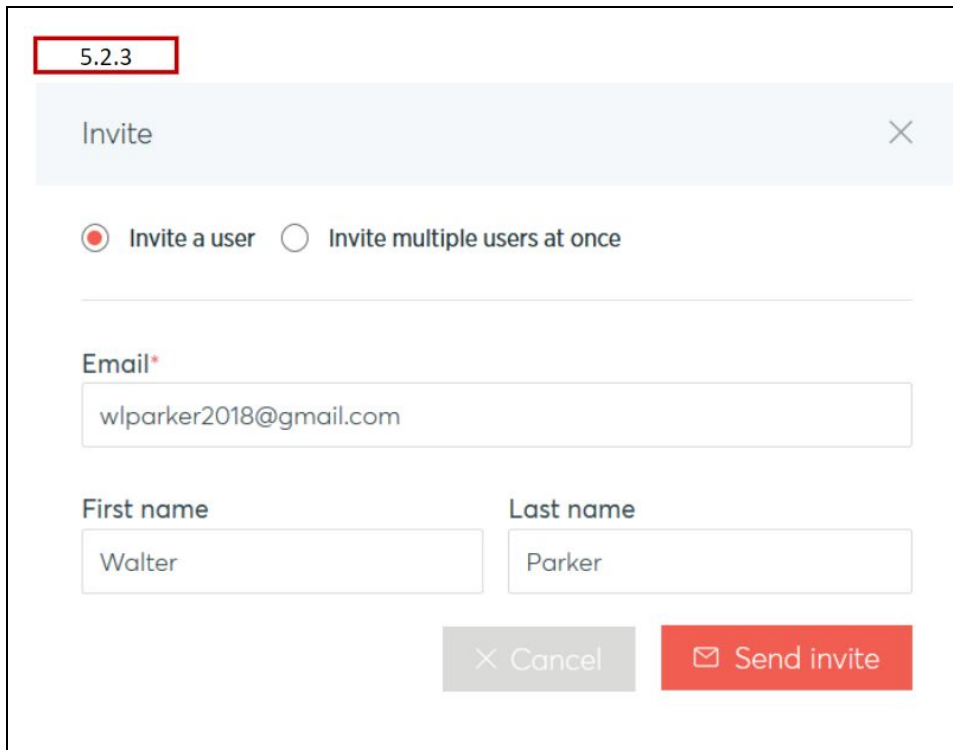
### 5.2.3 Invite Members

Use the **Invite members** option to invite one or more organization members to become members of the department.

When you tap the Invite members option, a window displays for you to either:

- invite one person to enter join
- invite multiple persons to join

The screen below provides fields for entering the invitee's email address and first and last name (the first last names are used to address the person in an email).



5.2.3

Invite

Invite a user  Invite multiple users at once

Email\*

wlparker2018@gmail.com

First name: Walter

Last name: Parker

Cancel Send invite

Multiple persons may be invited at one time. The example below shows the screen for entering the invitee information. Place a comma between each email address.

5.2.3

Invite ×

Invite a user  Invite multiple users at once

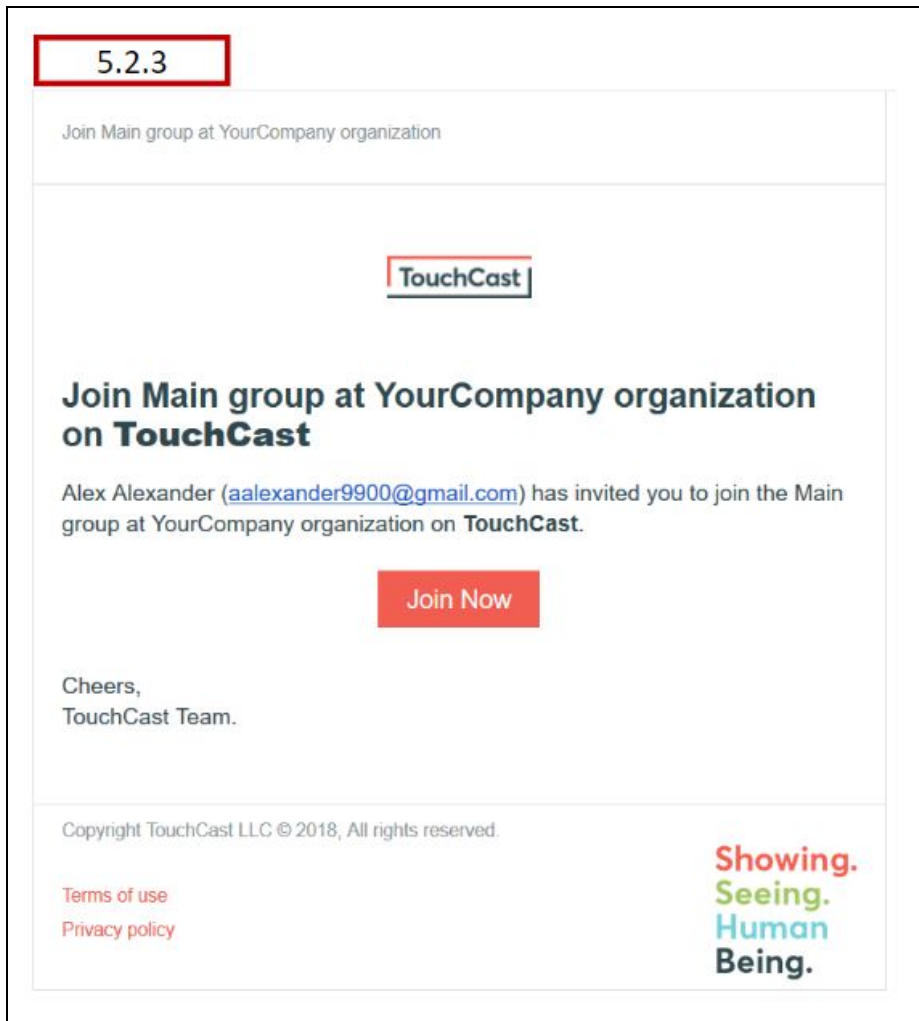
---

Multiple emails

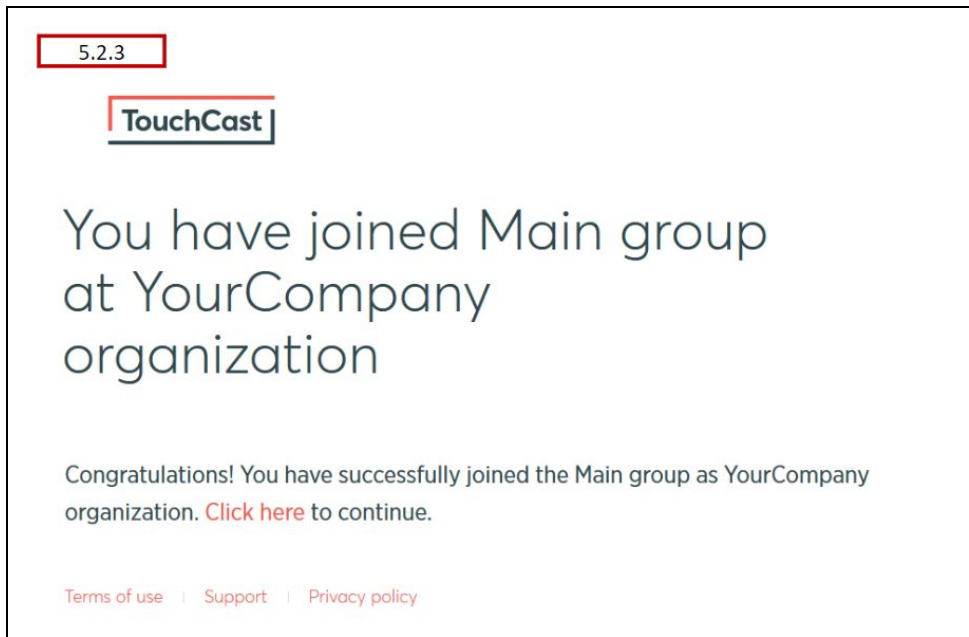
wlparker2018@gmail.com,  
struesdale1620@fairmontnauticalcorp.com

× Cancel ✉ Send invite

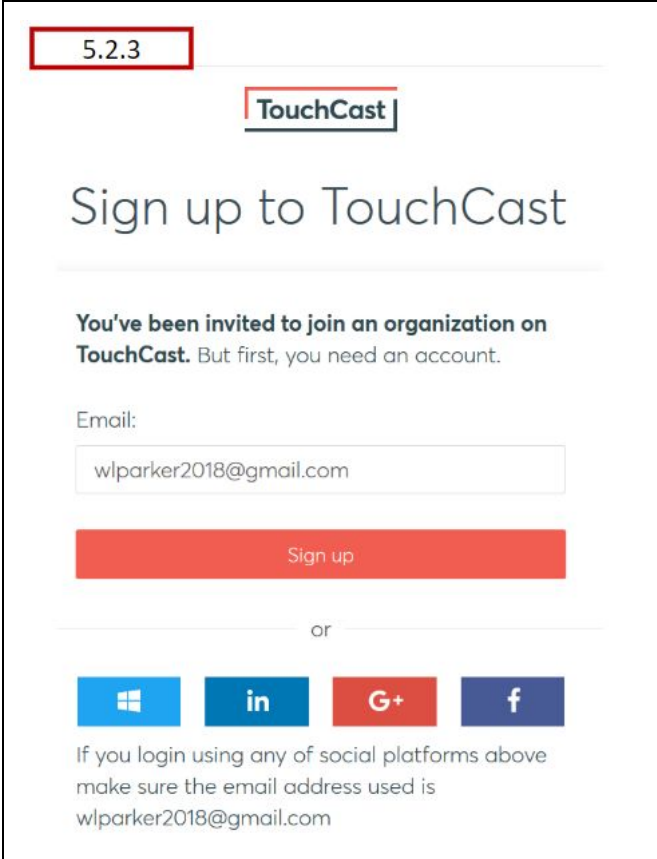
The invitee receives an email inviting them to join the department. The example below of the invitation email applies to an organization named 'YourCompany' and the department 'Main' within that organization. The organization and department referenced in your invitations will reflect your organization and department.



Once the invitee accepts the invitation to join the department, they receive a confirmation like the example below.



Note: If the person invited to join the department has not already created a TouchCast account, they will receive the following email providing them a link to perform the account creation (sign up) process (described earlier in section 2.1 of this guide).



5.2.3

TouchCast





## Sign up to TouchCast

You've been invited to join an organization on TouchCast. But first, you need an account.

Email:

Sign up

or

If you login using any of social platforms above make sure the email address used is wlparker2018@gmail.com

Once their TouchCast account is established, the new user can login to Fabric to perform member actions as explained in this guide.

### 5.2.4 Invitations List

Use the Invitations option if you need to follow up on the status of recently invited members. Once an invite has been issued to a potential department member, that person will appear in the department members list with one of two statuses.

- Pending - the invite can be revoked or resent
- Accepted - the invitee has accepted the invitation to join the department

5.2.4

YourCompany

Alex Alexander ▾

Settings

Members

Billing

### Manage group members

Invite members

Active members (22)
Invitations (8)
Deactivated members (0)

This is the list with invitations sent to people to join this group.  
*Pro tip: You can invite multiple people at once by pasting a comma delimited list of emails.*

Sort by Date ▾

Invited members	Last invite sent	Status
wlparker2018@gmail.com	Apr 27, 2018	<div style="display: flex; align-items: center;"> <span style="margin-right: 10px;">Pending</span> <div style="display: flex; gap: 5px;"> <span style="background-color: #e67e22; color: white; padding: 2px 5px; border-radius: 3px;">✕ Revoke</span> <span style="background-color: #e67e22; color: white; padding: 2px 5px; border-radius: 3px;">✉ Resend</span> </div> </div>
aalexander9900@gmail.com	Apr 16, 2018	Accepted ✓

### 5.2.5 Deactivated List

Use the Deactivated option if you need to reactivate (enable) a department member who has been deactivated.

### Manage group members

Invite members

Active members (22)
Invitations (8)
Deactivated members (1)

This is the list with members that were deactivated. You can always enable them back from here.

Sort by First name ▾

Member

**Walter Parker**  
@wlparker2018\_gmail\_com

Enable member

⋮

View profile

Enable

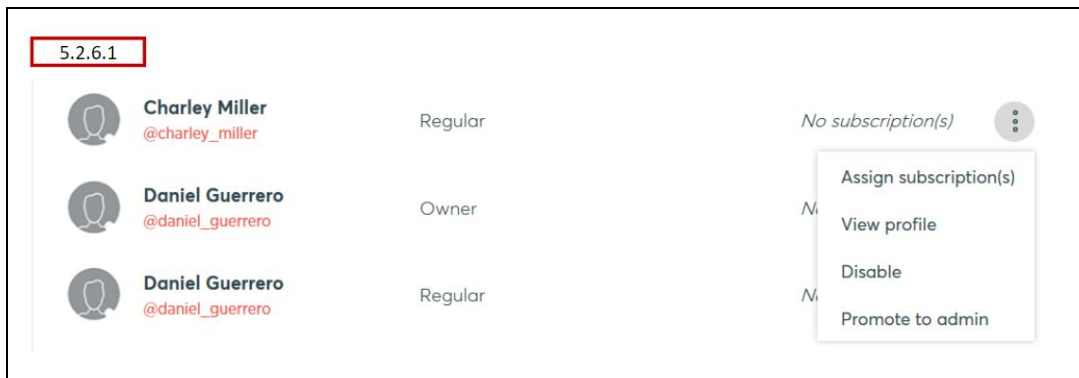



The member will receive an email alerting them that their membership in the department is active again.

## 5.2.6 Member Administration Actions

Use the action options presented to the right of the member name to perform member administration actions. The options available will depend on the member's category (list) open at the time.

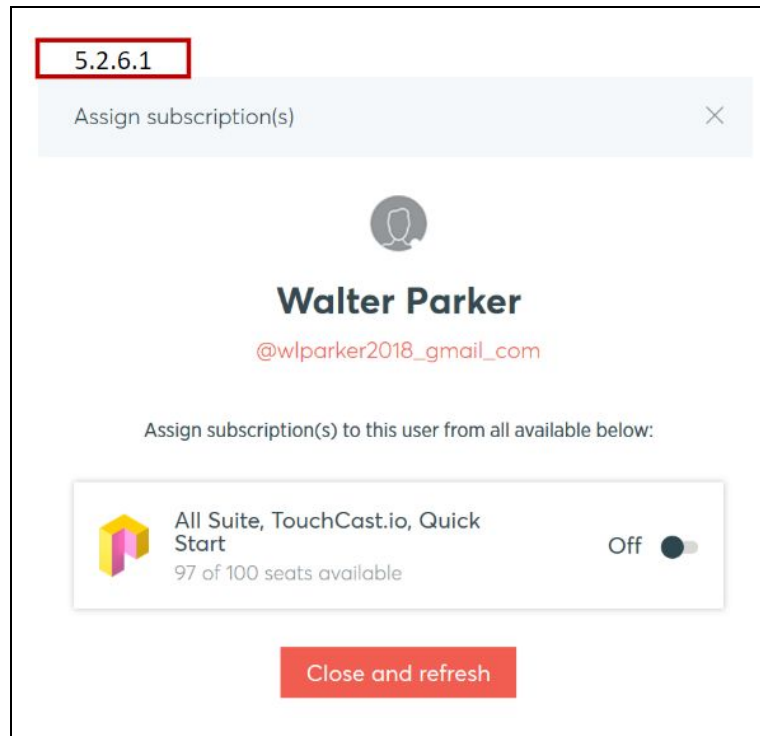
### 5.2.6.1 Active



Tap the three dot icon (  ) to open a list of options available to the department owner and administrators:

- Assign Subscriptions

Allocate TouchCast subscriptions to members. When a member is allocated a subscription to a TouchCast product they automatically receive an email invitation including a link to follow to complete that process.



As shown in the example screen above, the subscriptions which can be allocated to the member are listed. The administrator sets the Off/On switch control to make the product(s) available to the member.

The member's information will now reflect the product subscriptions they have been allocated.



- View profile - view the member's account profile
- Disable - disable the selected member's department membership
- Promote to Admin - promote a member to be an administrator for this department

### 5.2.6.2 Invitations

5.2.6.2


Invited members	Last invite sent	Status	
wlparker2018@gmail.com	Apr 27, 2018	Accepted ✓	
aalexander9900@gmail.com	Apr 16, 2018	Accepted ✓	
Gary.Gueltig@gmail.com	Apr 16, 2018	Pending	<span>✕ Revoke</span> <span>✉ Resend</span>

Tap one of the two buttons available to the owner or administrator:

- Revoke - cancels the invitation to join the department
- Resend - re-sends the email invitation to join the department

### 5.2.6.3 Deactivated

5.2.6.3

Tap the three dot icon (  ) to open a list of options available to the administrator:

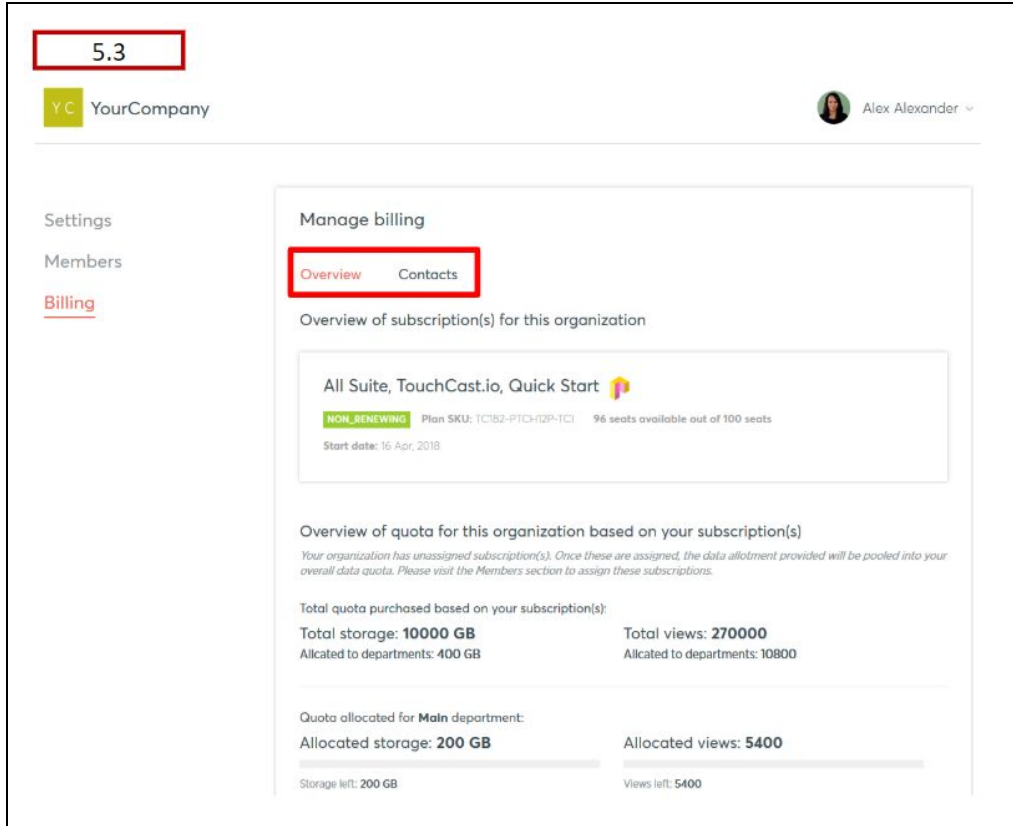
- View the member’s account profile
- Enable membership in the department

## 5.3 Billing

Use the **Manage billing** options to manage billing and activity (storage and views) statistics for the organization (or department) as well as manage billing contacts.

The Manage billing page provides the administrator with two functions:

- Overview
- Contacts



### 5.3.1 Overview

The billing overview view presents a summary of your organization's:

- subscription status
- storage and views activity by department

**5.3.1**

Overview of subscription(s) for this organization

All Suite, TouchCast.io, Quick Start 

**NON\_RENEWING** Plan SKU: TC182-PTCH12P-TCI 96 seats available out of 100 seats

Start date: 16 Apr, 2018

Overview of quota for this organization based on your subscription(s)

*Your organization has unassigned subscription(s). Once these are assigned, the data allotment provided will be pooled into your overall data quota. Please visit the Members section to assign these subscriptions.*

Total quota purchased based on your subscription(s):

Total storage: **10000 GB**

Allocated to departments: 400 GB

Total views: **270000**

Allocated to departments: 10800

Quota allocated for **Main** department:

Allocated storage: **200 GB**

Storage left: **200 GB**

Allocated views: **5400**

Views left: **5400**

Quota allocated for **Marketing** department:

Allocated storage: **100 GB**

Storage left: **99.99 GB**

Allocated views: **2700**

Views left: **2700**

### 5.3.2 Contacts

The billing contacts view presents your organization's billing contacts.

In the current release of Fabric, only the current (one) contact is displayed. In a future release you will be able to add additional billing contacts (for example, your accounting department). All billing-related emails will be sent to the listed contact.

5.3.2

#### Manage billing

Overview   **Contacts**

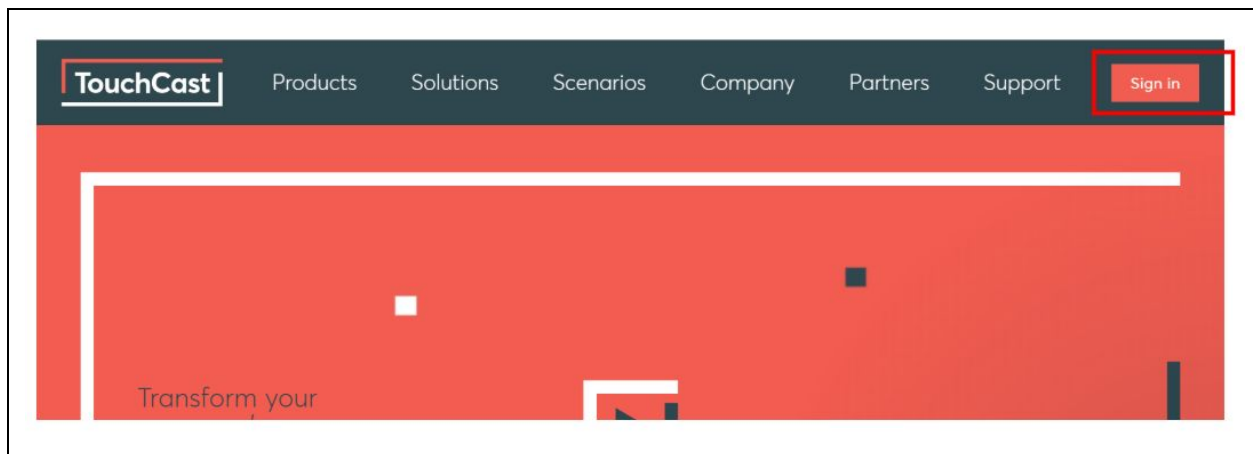
View list of billing contacts for this organization

Billing emails will be sent to **Marius TouchCast IOBratu (marlus@touchcast.io)**.

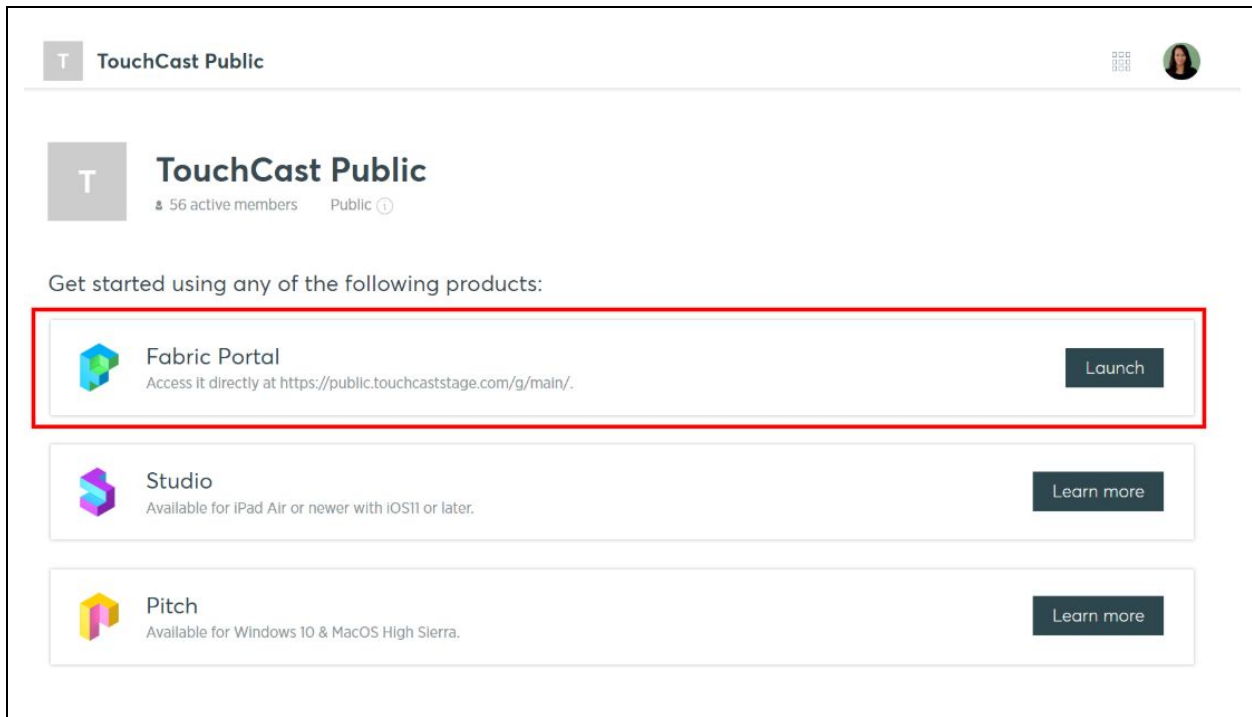
Soon you may add additional billing contacts (for example, your accounting department). All billing-related emails will be sent to this list of contacts.

## 6 Fabric Portal

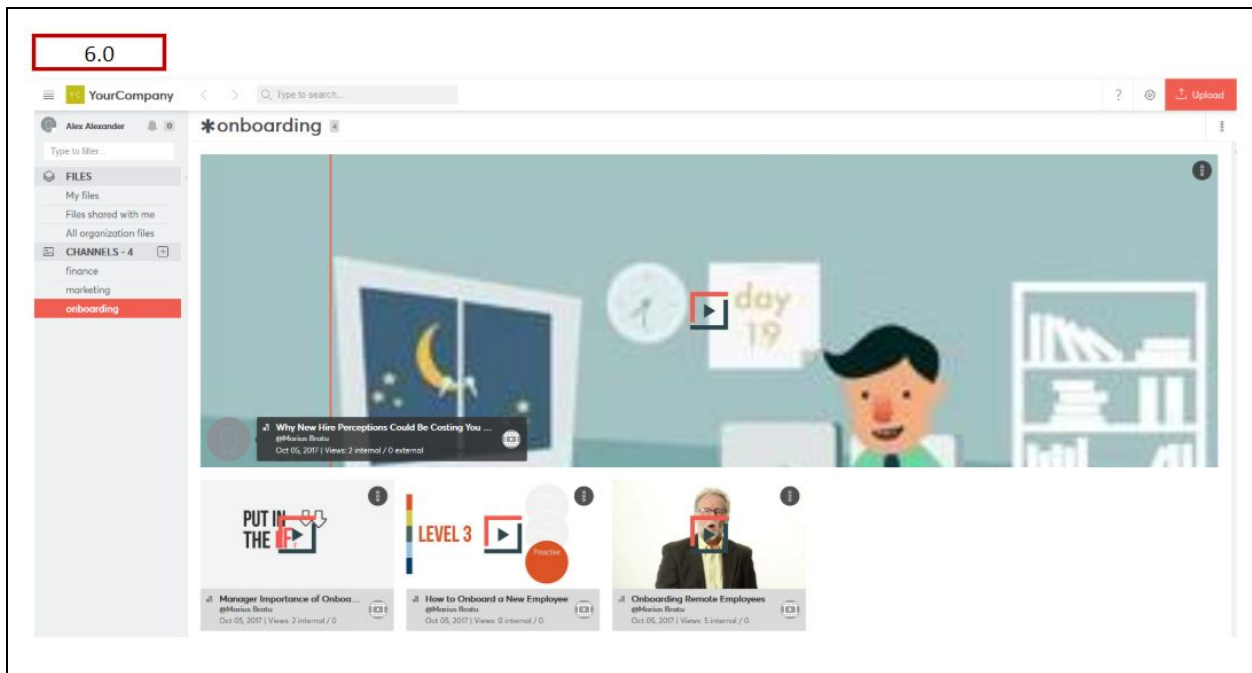
The TouchCast Fabric Portal allows users to view files (both their own files and those that have been shared with them) and access Channels they belong to. After opening the Fabric Portal web application (by entering the Fabric Portal URL in their browser or following link from the touchcast.com website) the user signs in using their account credentials. (refer to section 2 of this guide for more information on user accounts and sign in options).



The TouchCast user dashboard screen presents the option to launch the Fabric Portal.



This remainder of section 6 explains the functions of the Fabric Portal page.



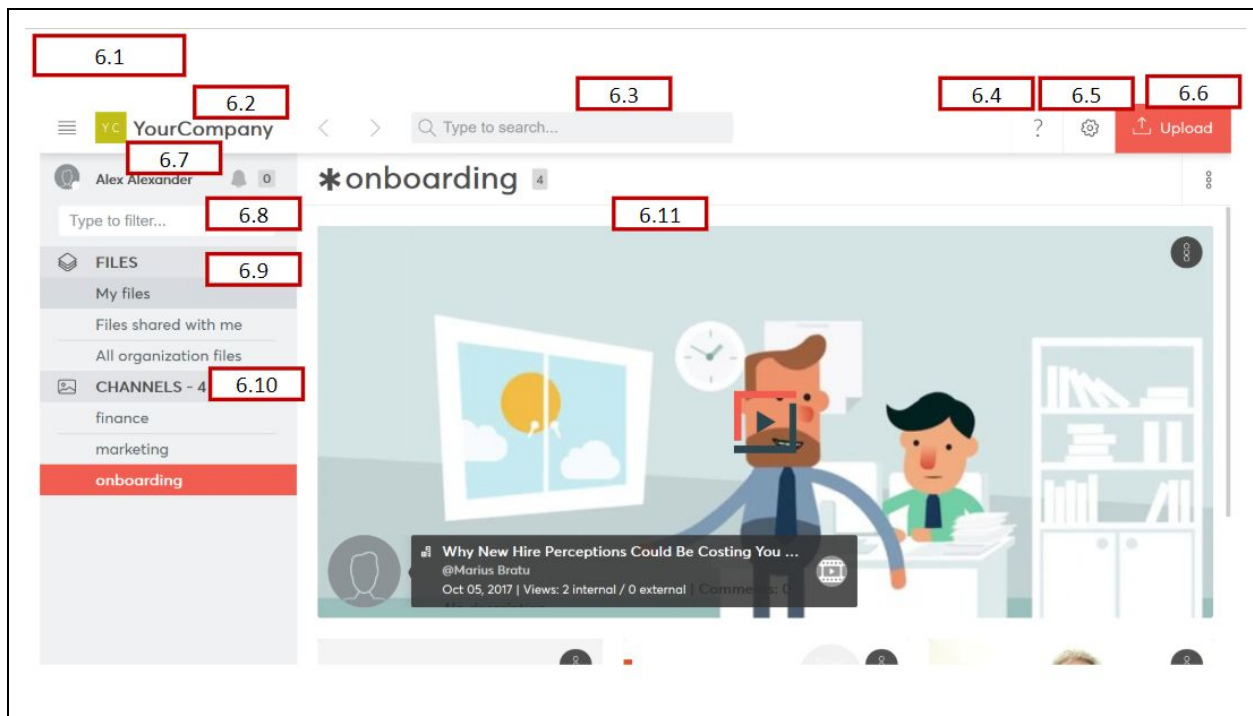


## 6.1 Fabric Portal Overview

The Fabric Portal is the 'all purpose' interface for accessing, uploading, and managing your Touchcast Smart Videos and other video files. It also provides quick access to the other functions your TouchCast role will commonly use.

Summary of Fabric Portal options:

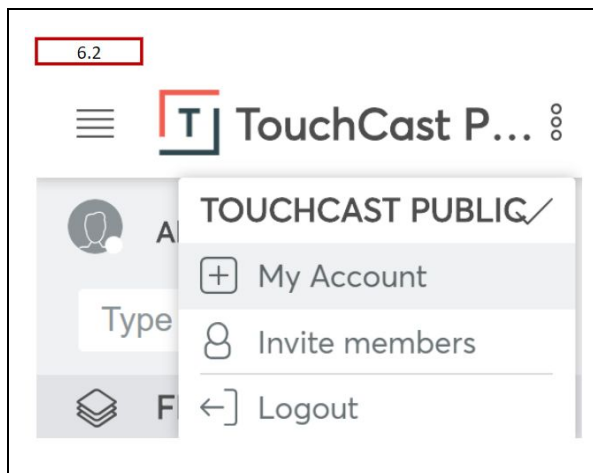
- Profile management
- Administrator functions
- Upload a video
- Share a video
- Video download
- Edit file title and description
- See who has viewed a video
- Manage file comments
- Create a Channel
- Curate a Channel
- Search for content
- View video files using Fusion video player



The sections which follow explain how you initiate each of these functions to get the most out of touchcast videos and collaborate with other members of your organization.

## 6.2 Organization Button

The upper left corner of the Fabric Portal presents the name of the organization you are currently accessing. Tap on the organization name area to open a list of options.




The list which opens will contain the following options:

**Organization** - The organization you are working with. Most users will belong to only one organization so this menu will display only that organization, but if you are a member of multiple organizations, all of them will be listed and you can select the one you would like to work with.

**My Account** - Use this option to access the Account Management page where you maintain your personal profile settings. This is explained in section 4.1.1 of this guide.

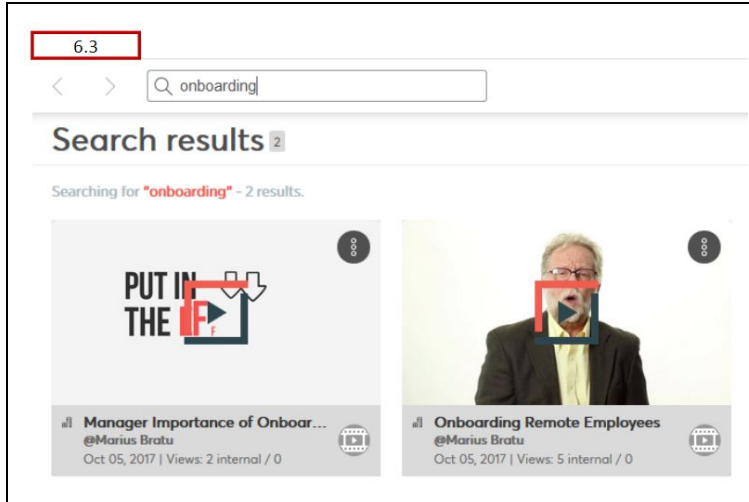
**Invite members** - Use this option to invite new members to join your department (if you have that privilege). This is explained in section 5.2.3 of this guide.

**Log out** - Close your Fabric session.

Additionally, the  icon controls whether the left hand panel of the Portal Page is displayed or hidden. If the left panel is displayed and the icon is tapped, the panel will be hidden. If the panel is hidden, tapping the icon will unhide it.

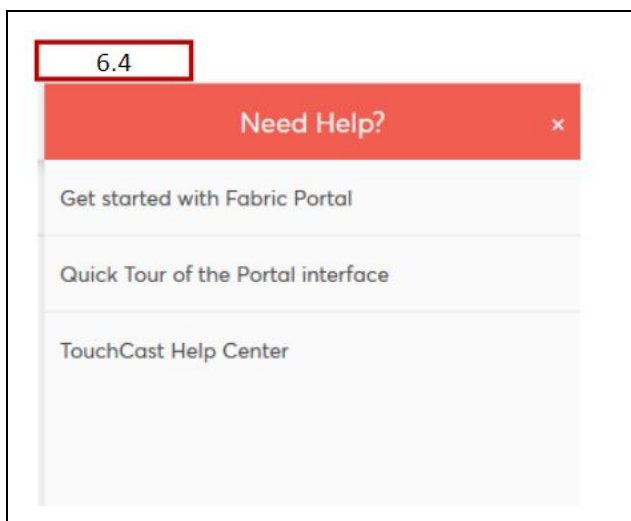
### 6.3 Search for Content

Use the **Search** function to locate available videos with titles containing the keyword you entered in the search parameter. In the example below, the key word onboarding was entered and two videos are included in the results.



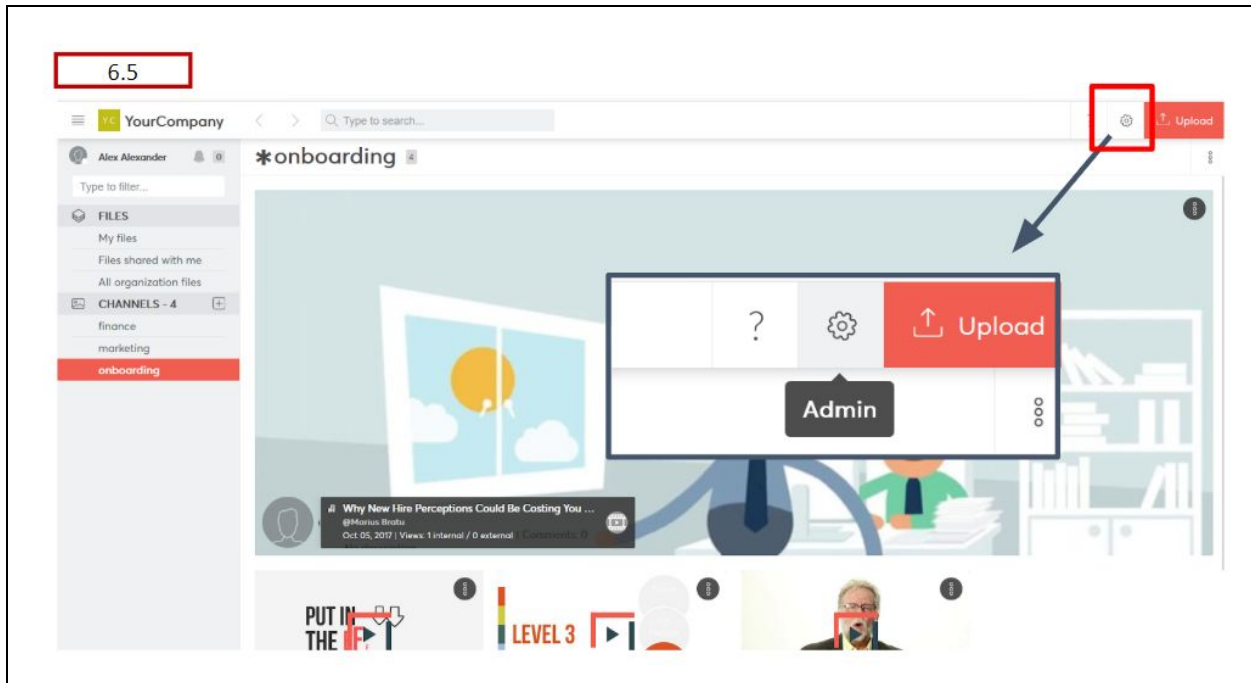
### 6.4 Get Help

Tap the **Get Help** icon (Question Mark ? ) to select from a collection of introductory information about Fabric or link to the TouchCast Help Center.



### 6.5 Administrator Icon

If you are an Organization or Department owner or administrator, an additional option (gear icon) will appear on your Fabric Portal screen as shown below. Tap this icon to open the administrators' page (explained in section 5 of this guide). Standard users will not see this icon on their Fabric Portal.



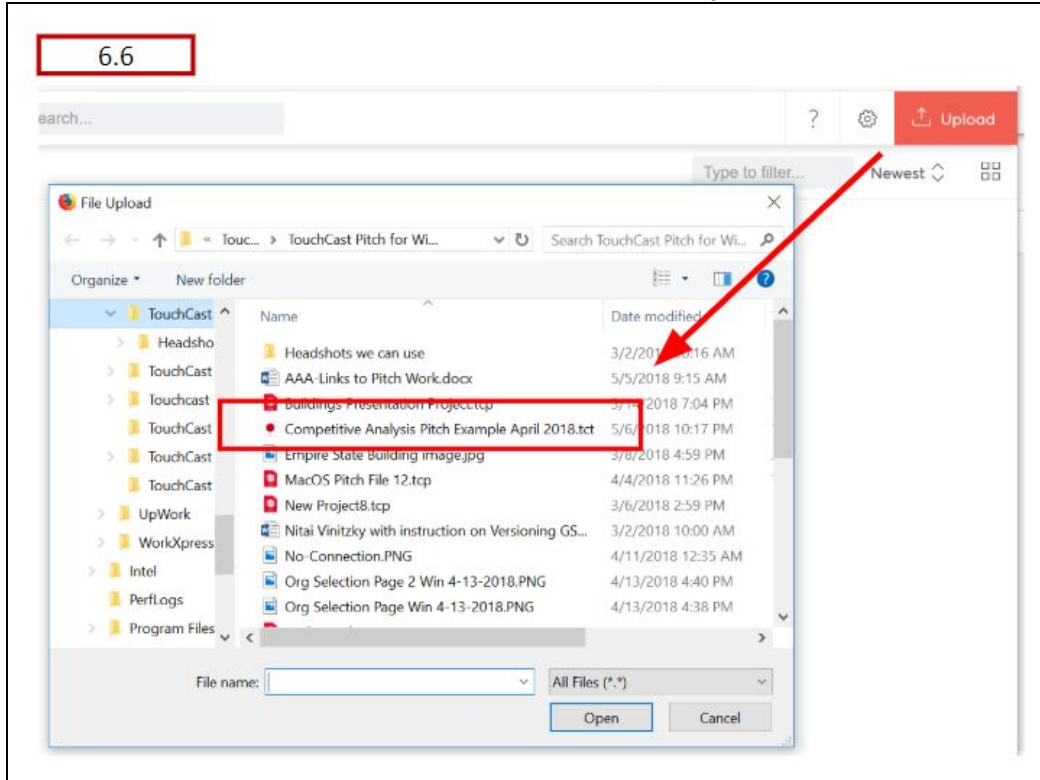
### 6.6 Upload a File

Use the **Upload** option to add videos or other files to your account. All uploaded content is private to you until you share access to the file.

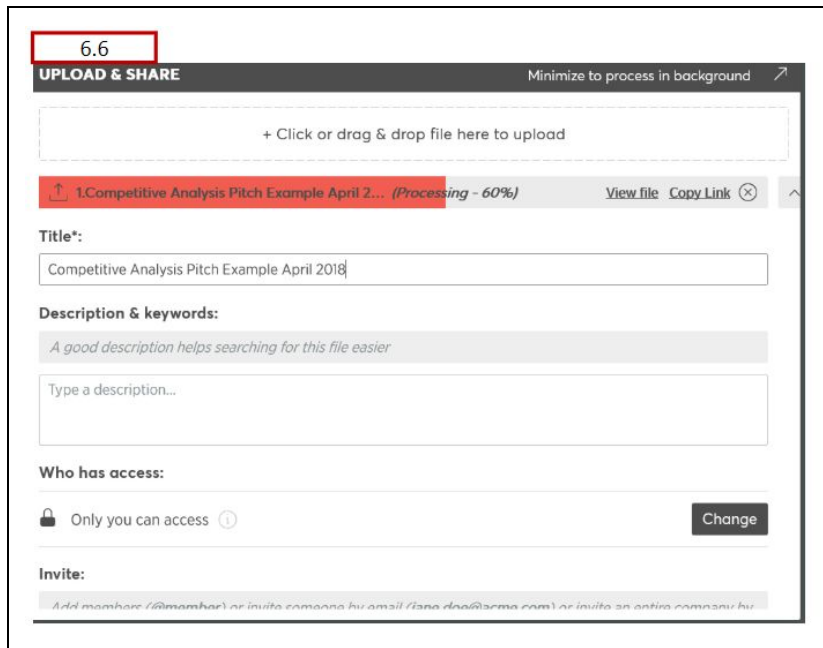
Note: Other TouchCast products provide upload options for videos you create (e.g., Studio, Pitch, TeamTime). The Fabric Portal provides an alternative way to upload Touchcast Smart Videos as well as other format videos.

When you tap the Upload button, the file search and select function associated with the operating system you device is using opens. Navigate to locate the file you want to upload and select it. In the example below (Windows) a .tct (Touchcast Smart Video) titled *Competitive Analysis* is selected. Tapping the Open button initiates the upload.

Reminder: Uploading .tct or .mp4 video files places a viewable video in Fabric. Uploading a .tcp (TouchCast project file) uploads a file which can be shared but can not be viewed. In iOS Studio, the Export / Fetch process is used to share project files.



The Upload & Share window display. This window contains the following options/information;



**Upload progress bar** - Indicates the upload progress using a colored line and percentage value.

**File title** - The file name serves as the default file name in Fabric but you can enter a different title if desired.

**File description & keywords** - (optional) You may enter a description of the file you are uploading.

**Who has access** - The access right default to you, the person uploading the file but you can tap the Change button to open access to the file to others.

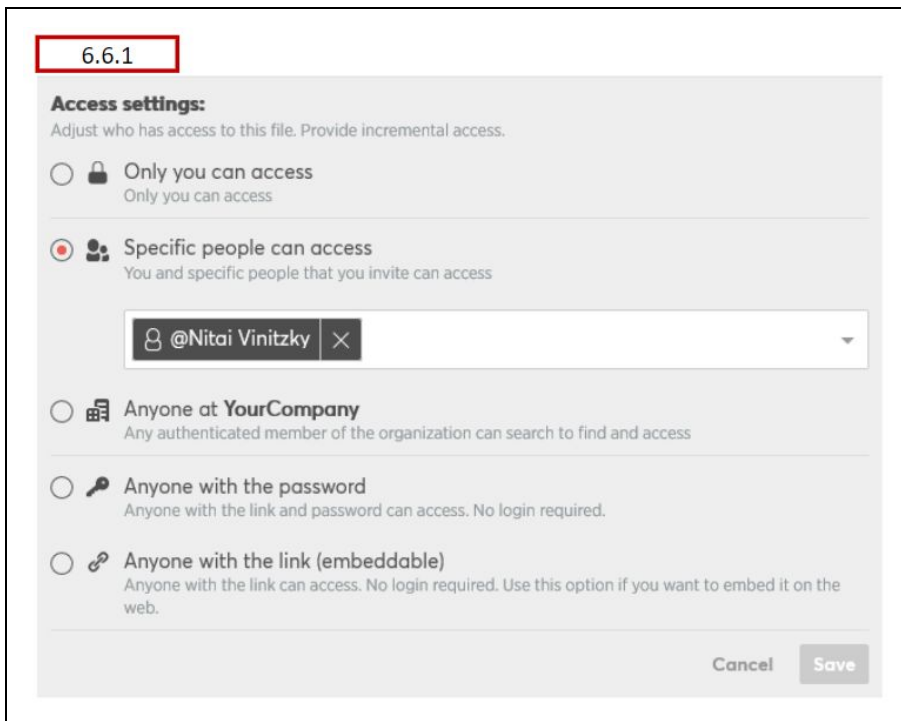
**Minimize** - The Minimize button located in the upper right corner of the window hides the upload window while the upload continues to process in the background. This can be useful when uploading large files.

### 6.6.1 Changing File Access Settings Prior to Upload

The file access options are:

- Only you can access (default)
- Specific people can access - you can list specific members

- Anyone at your organization can access - anyone whose account ID contains the organization.
- Anyone with a password - a file password is generated for distribution
- Anyone with the link - a link is generated for distribution

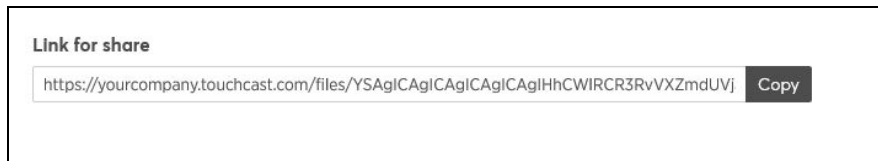


In the example above, the access setting was changed to allow one specific individual to access the file.

**Invite list** - Persons who will be sent an email inviting them to access the file you have uploaded.

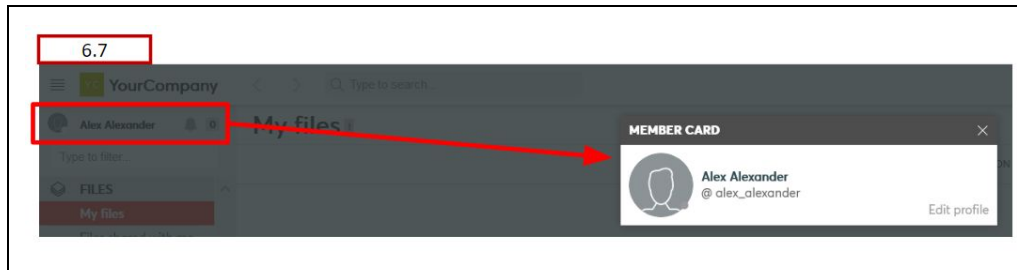


**Link for sharing** - The link you can send to others enabling them to view the file.



## 6.7 Personal Profile

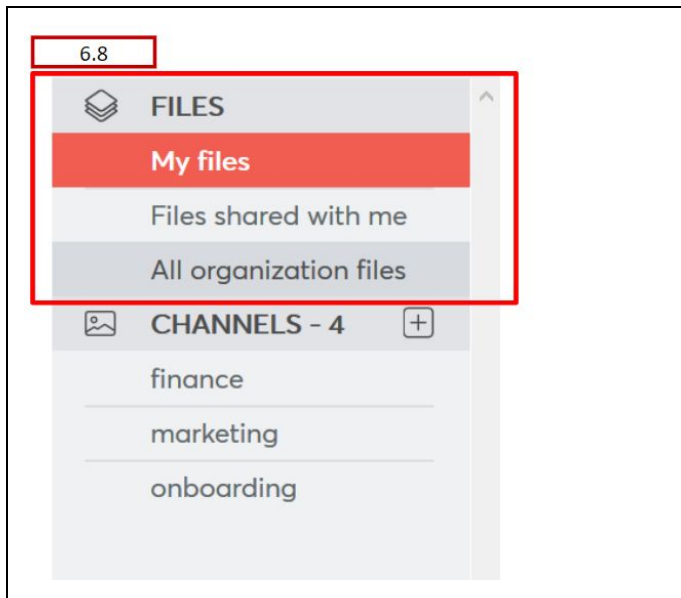
Tap your Account Name field to open the Member Card. Use the **Edit profile** option to access the Account Management page where you maintain your personal profile settings. This is explained in section 4.1.1 of this guide.



## 6.8 Files Library

The **Files** portion of the Fabric Portal page (located in the left panel) is used to access all content you have uploaded via the Fabric Portal (or any other TouchCast app) as well as files that have been shared with you or are public inside your organization.





The three Files options are:

- **My Files** - files you have uploaded to TouchCast Fabric (files you own)
- **Files shared with me** - files others own and have specifically shared with you (see section 6.8.2 for more on shared files)
- **All organization files** - all files within your organization which have access to based on sharing designation

### 6.8.1 File List Format Controls


The appearance of file lists in the Video Files Area of the Fabric Portal can be controlled using three options:



#### Filter

Type a keyword in the filter box (where the phrase *Type to filter* appears) and press enter to limit the list of displayed files and channels to only those containing the keyword. Clear the filter to display all files and channels.

**Order**

Tap the **Order** control  to open a list of display order options. The current option appears in front of the icon (e.g., Newest) indicating the current selection.



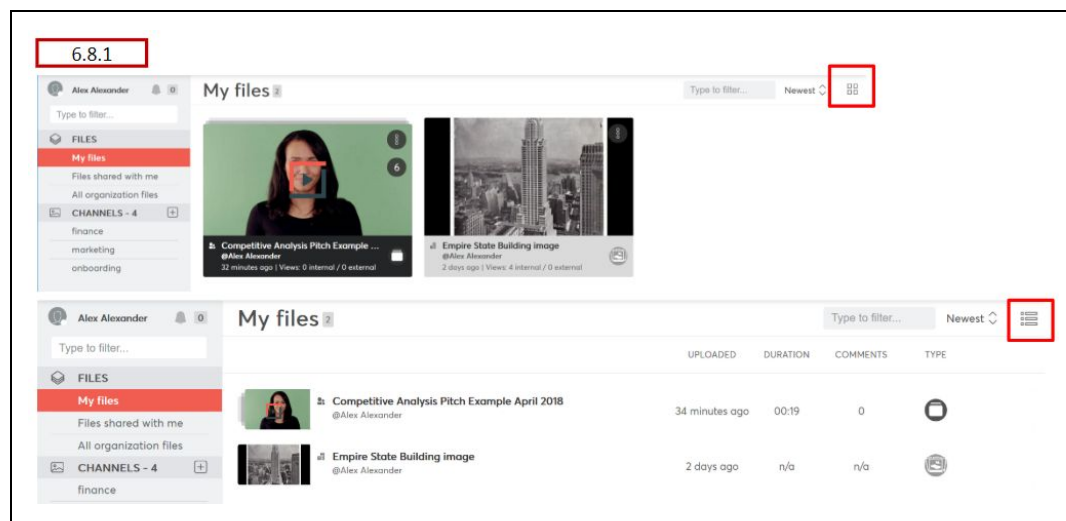
**Name** - the file list appears sorted alphabetically by file name

**Oldest** - the file list is sorted beginning with the oldest file first

**Newest** - the file list is sorted beginning with the latest file first (default)

**Format**

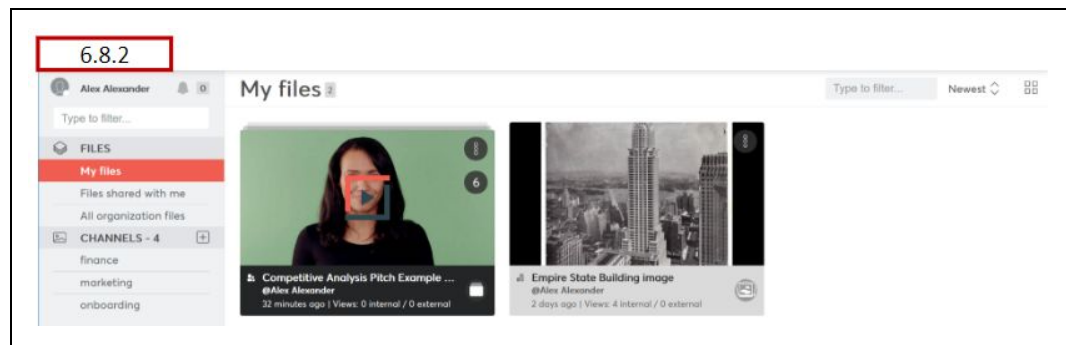
Tap the **Format** control toggle (highlighted in the screen examples below) to switch between thumbnail and detail list formats. The list format may be helpful if you are interested in details about your files while the larger image of the thumbnail format may be helpful if you wish to recognize the content of files.



Reminder: .tct or .mp4 video files can be viewed by tapping the 'play' icon in the middle of the thumbnail. Uploaded a .tcp (TouchCast project file) can be shared but can not be viewed (they will not contain a play icon on the thumbnail).

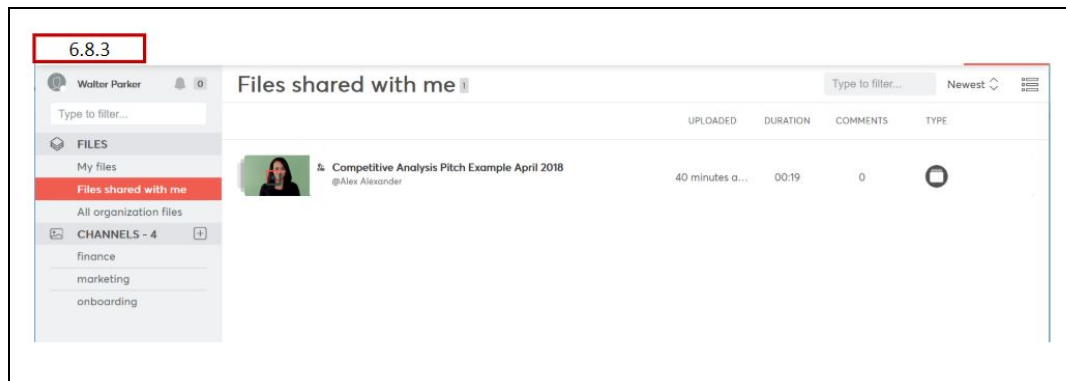
### 6.8.2 My files

In the example below, Alex Alexander has logged into the Fabric Portal. When she selects the **My files** button (under FILES) she sees two files listed, a Touchcast Smart Video and an image file. If she did not own any files, a message advising her of that condition would have displayed instead.



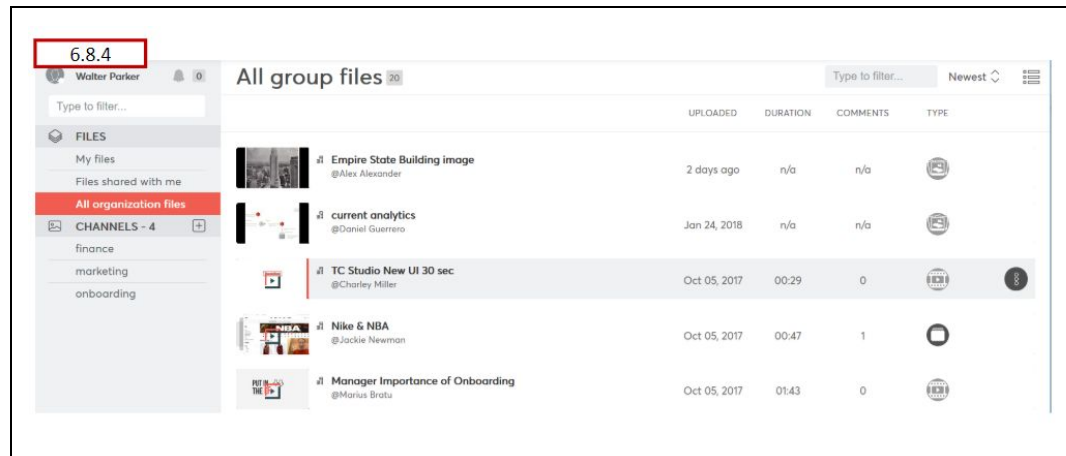
### 6.8.3 Files shared with me

In the example below, Walter Parker has logged into the Fabric Portal. When he selects the **Files shared with me** button (under FILES) he sees one file listed, a Touchcast Smart Video created by Alex Alexander Files which she shared with him. If he did not have any files shared with him, a message advising him of that condition would have displayed instead.




### 6.8.4 All organization files

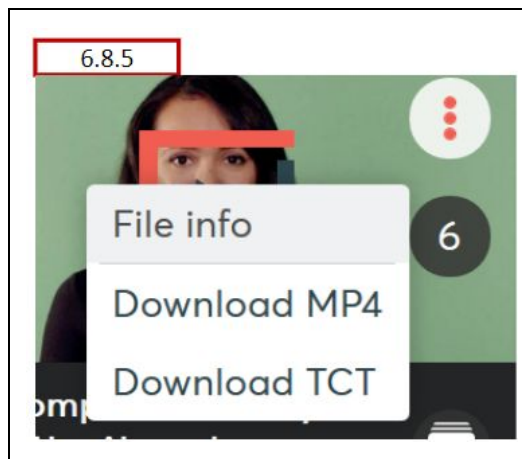
In the example below, Walter Parker has logged into the Fabric Portal. When he selects the **All organization files** button (under FILES) he sees a list of all files members of his organization have shared. This list can become quite long so it is scrollable and the filter may come in handy.



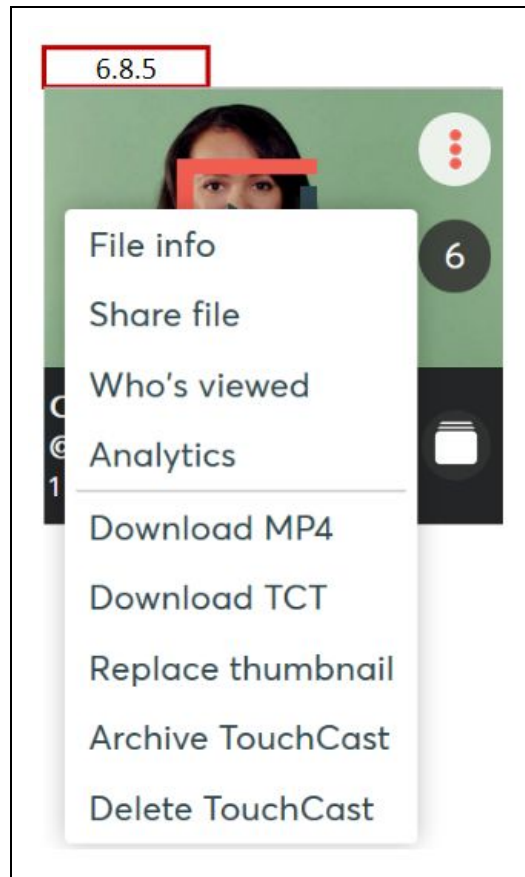
### 6.8.5 File Actions

Tap three dots icon  located either to the upper right of file thumbnails (thumbnail format) or in the right column (list format) to open a list of action you can perform on the file. The actions you will have available will depend on the type of file and whether you are the owner or administrator of the file.

Regular member example with .tct video:



File owner example .tct video:

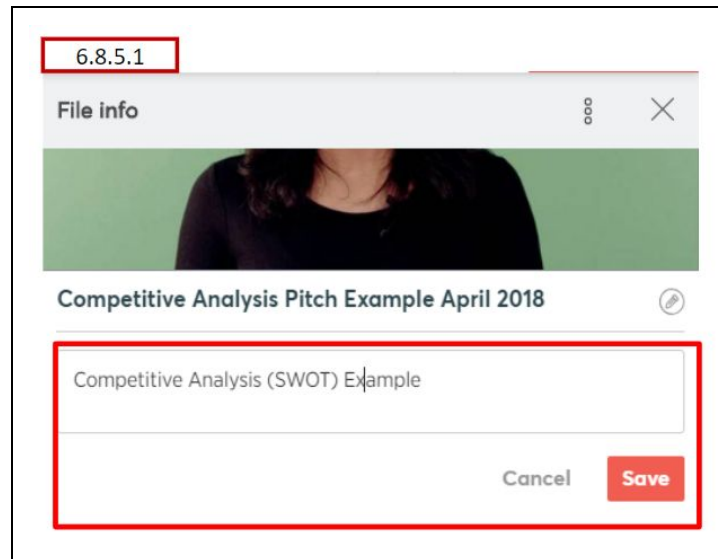


Explanation of actions:

### **6.8.5.1 File info - title and description**

Display information about the file and edit the file title and description.

In the example below, the pen icon in the description section was tapped, which allowed the description information to be edited. When finished, the Save button is tapped to save the changes.



#### **6.8.5.2 Download file**

Download the file in .mp4 format (Smart Videos converted to MP4 format so they lose interactive elements)

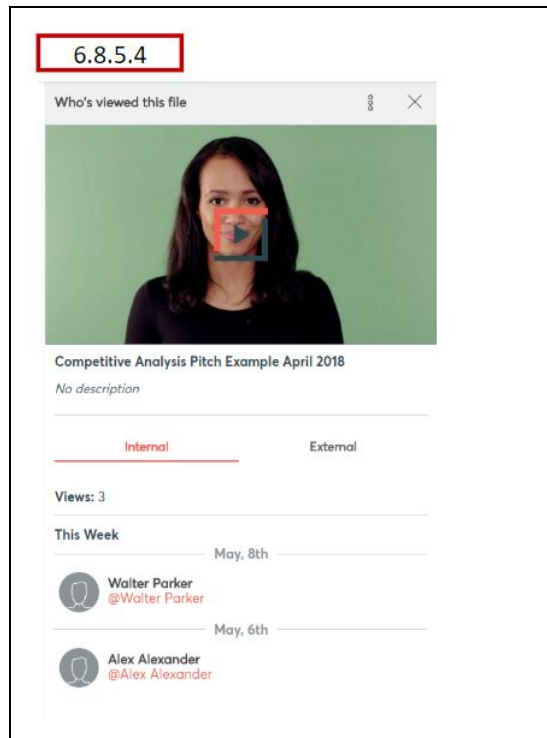
Download the file in .tct format (Smart Video format)

#### **6.8.5.3 Share file**

Opens window of options for sharing the file with other members

#### **6.8.5.4 See who has viewed a video**

See list of members who have viewed the file



#### 6.8.5.5 Get video analytics

See viewing activity statistics associated with the file

#### 6.8.5.6 Replace file thumbnail image

Select another image to serve as the preview image (thumbnail) which displays in file lists

#### 6.8.5.7 Archive touchcast file

Removes touchcast file from display to other members but does not delete the file so it can be returned to non-archived status later if desired

#### 6.8.5.8 Delete file

Removes the file permanently

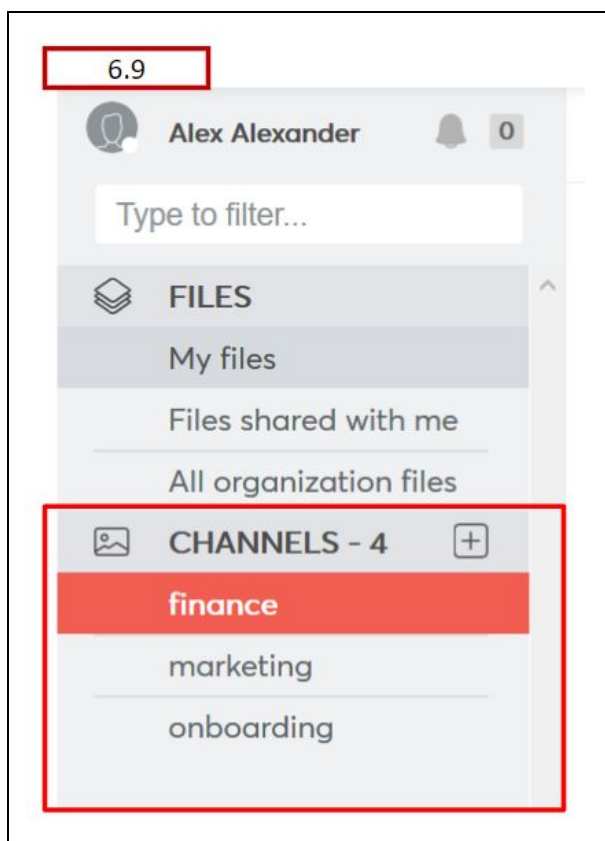
## 6.9 Channels List

Channels are collections of videos which will be of interest to specific groups of individuals within the organization. Organization members can choose to 'follow' one or more channels to keep abreast of new videos related to the channel topic.

Users can create channels (if they have that privilege) or have access to as a member of an Organization or Department. Users can choose to 'follow' or 'not follow' channels.

The **Channels** portion of the Fabric Portal page (located in the left panel) list the TouchCast Channels you follow. You can also:

- tap the + icon (button) to start your own Channel, or
- select the word Channel to view the list of Channels that other people in your organization curate and choose to follow or not follow them



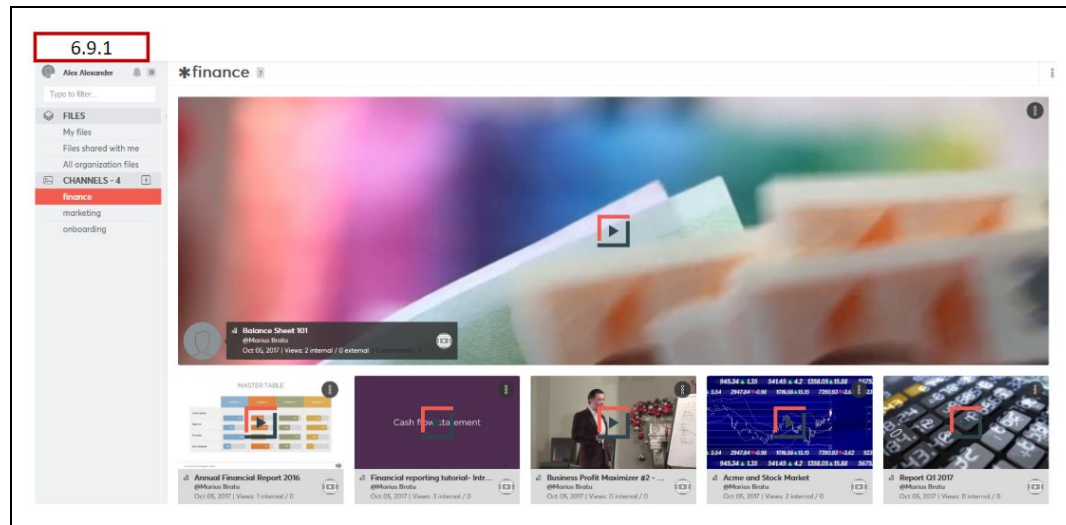


The following three sections explain the Channels options in more detail.

### 6.9.1 Channels you follow

In example 6.9 above, Alex Alexander has 4 Channels available for her to join (indicated by the - 4 following the Channels label) of which she currently follows 3 (finance, marketing, and onboarding).

Selecting one of the followed Channels (finance, is shown in the example) lists the videos associated with that Channel.



Tapping the Play icon located in the center of the file thumbnails opens the Fusion Video Player which plays that video. The Fusion Video Player is explained in section 8 of this guide.

### 6.9.2 Create a new Channel

Tapping the + (plus) icon opens a box for creating a new channel (restricted to administrators).

6.9.2

**CREATE NEW CHANNEL** [Close]

**Name\*:**  
*Channel names can be lowercase, uppercase, and words can be separated by spaces, dashes or underscores. Periods or other signs are not allowed.*

Business Development

**Description:**  
*Explain the purpose of this channel. This description will help others discover the channel.*

The Business Development Channel contains videos to help us grow our organization,

Cancel **Create channel**

**Channel Name** - Enter a name for the new channel.

**Channel Description** - Enter a description which will help members or your organization recognize the purpose of the channel.

After the channel name and a description have been entered, tap the **Create channel** button to proceed. The new channel will now appear in the CHANNELS list and you can begin adding Touch casts and other videos to it.

6.9.2

Alex Alexander [Notifications] [0]

\*Business Devel...

Type to filter...

**FILES**

- My files
- Files shared with me
- All organization files


**CHANNELS - 5** [Add]

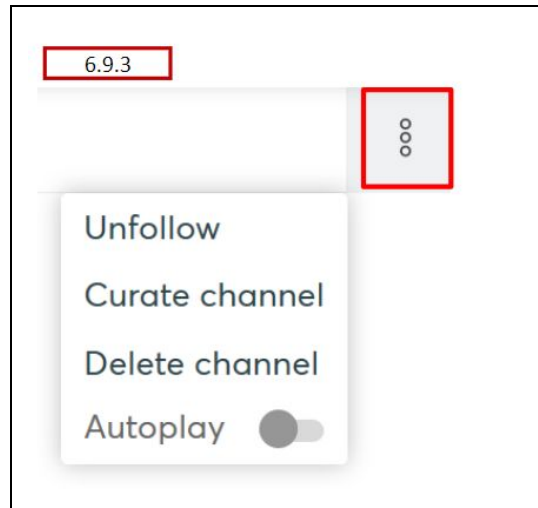
- Business Development**
- finance
- marketing
- onboarding

**Curate the channel**

The channel is empty. You can add touchcasts and videos here by curating this channel.

### 6.9.3 Manage a Channel

Tap the three dots icon  located in the upper right corner of the Channel content area to open a window displaying action options for managing the channel. The actions you will have available will depend on if you are the owner or administrator of the channel.

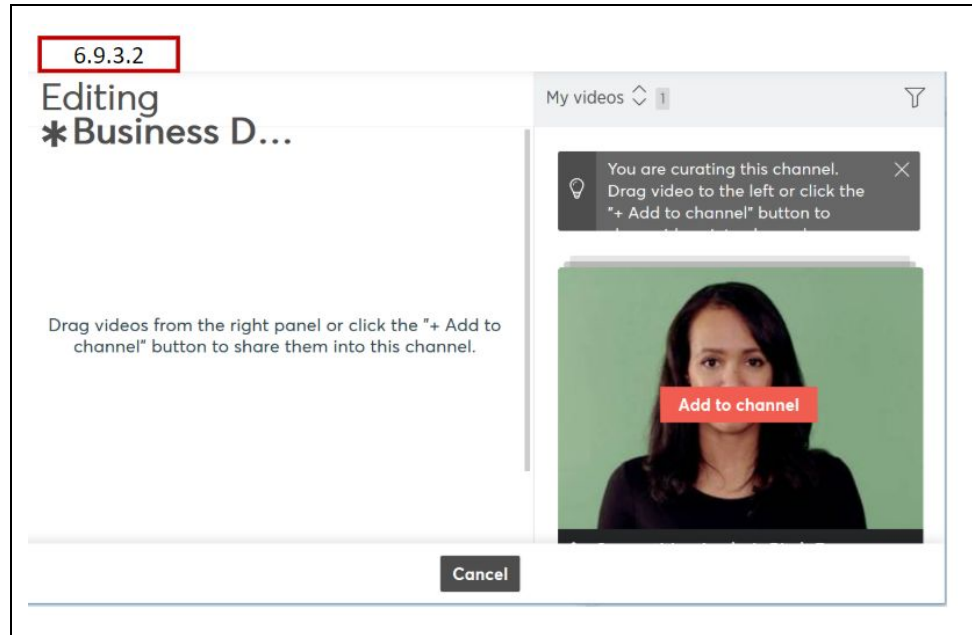


#### 6.9.3.1 Unfollow a channel

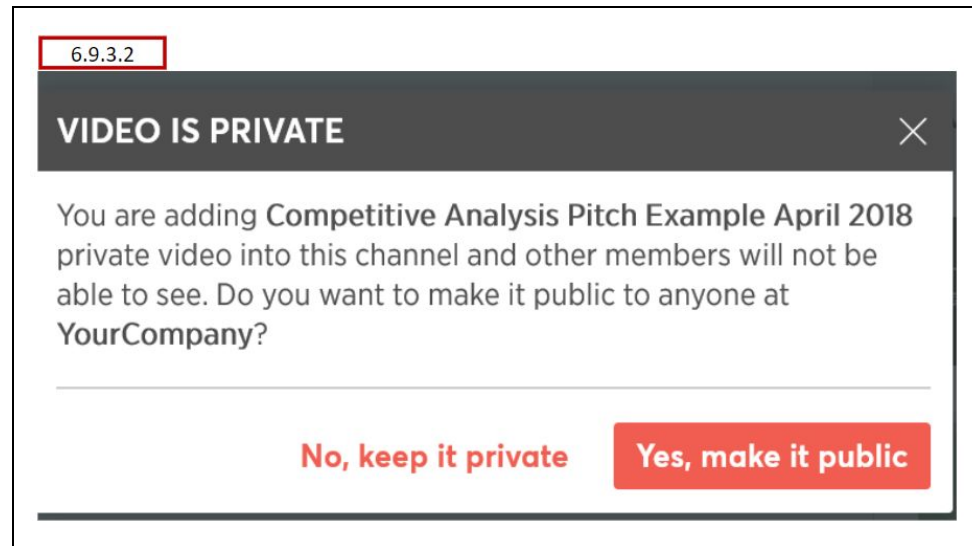
Regular member can elect not to follow the channel any longer

#### 6.9.3.2 Curate a channel

Add/remove videos from the channel



If the video you select to add to the channel has not been shared with the public, the following message displays, offering you the chance to set its share status to Public.



### 6.9.3.3 Delete channel

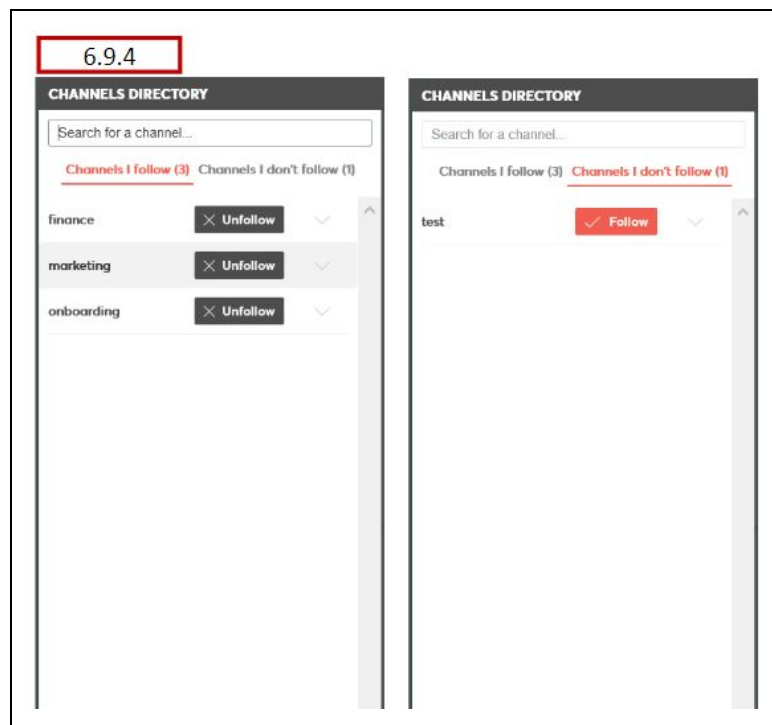
Delete the channel permanently

#### 6.9.3.4 Autoplay setting on/off

Control whether the showcased video for the channel plays as soon as the member selects the channel (default is off)

#### 6.9.4 Manage the Channels you follow

Tapping the word CHANNELS opens the Channels Directory window listing either the Channels you currently follow (one view) or the Channels available to you to follow which you do not currently follow (the other view).



#### 6.10 Video Files Area

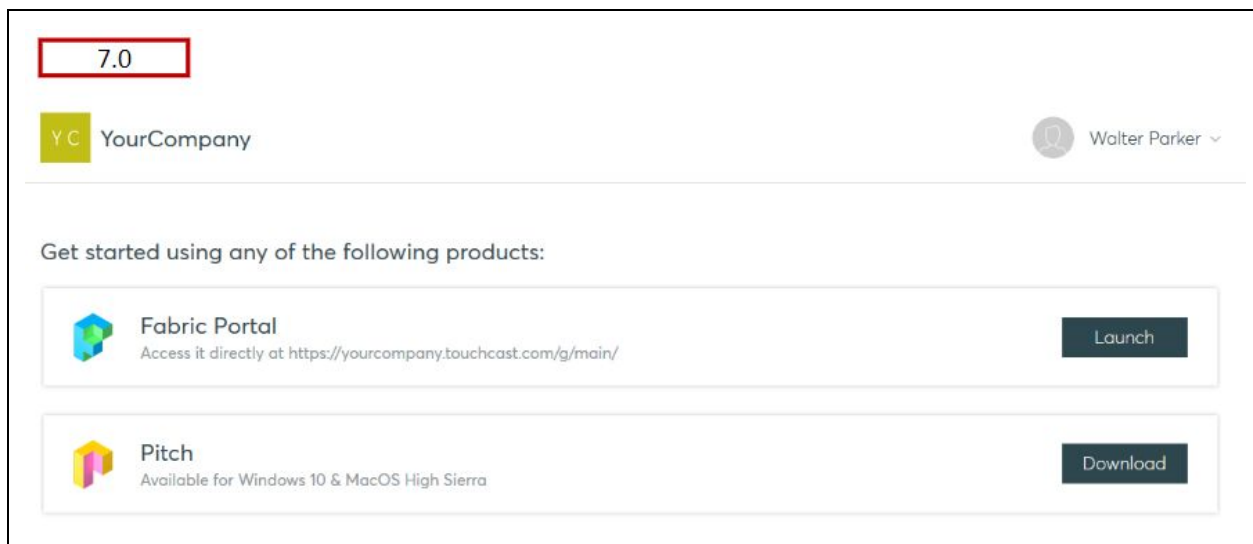
This area of the Fabric Portal screen is used for different purposes depending on the action you are performing at the time.

- **Search** - displays a thumbnail of every file meeting your search criteria
- **Files** - displays thumbnails (or list) of your files or files shared with you by others
- **Channels** - displays the list of channels you have access to



## 7 Fabric Organization Dashboard (non-administrative)

After TouchCast product users sign in, the Organization Dashboard is their first stop. From the dashboard, they manage their profile settings and launch (or download) TouchCast products they have been granted access to.

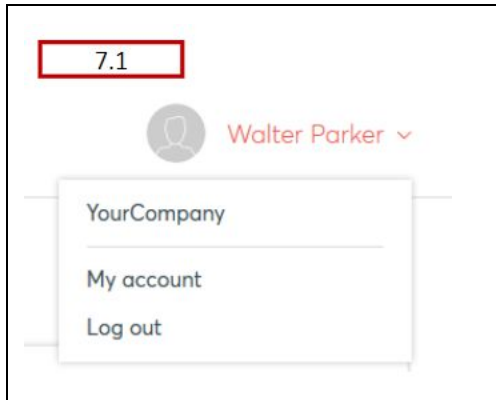


In the example above, Walter Parker has three options:

- User/account options
- Launch the Fabric Portal
- Download the TouchCast Pitch application

### 7.1 User Options/Manage Account

Tapping on the user options (down arrow located in the top right corner of the screen) displays a list of action options including the option to sign out of Fabric.



## Organization

The organization the user is signed in to is displayed. Normally, users belong to only one organization but in rare cases they may be members of multiple organizations. All of those organization will be listed, allowing the users to select the organization they which to work with at the time.

## My account

Tapping the My account button opens the Account Management settings page provides options for:

- Profile - update account profile information
- Change password - change the user's password
- Deactivate the account - set the account to inactive status

The Account Management settings page is explained in section 4.1 of this guide.

## Log out

Tapping the **Log out** button logs the user out of Fabric (they will be required to log in the next time they access Fabric), closes the Fabric screen, and returns the user to a general TouchCast web page

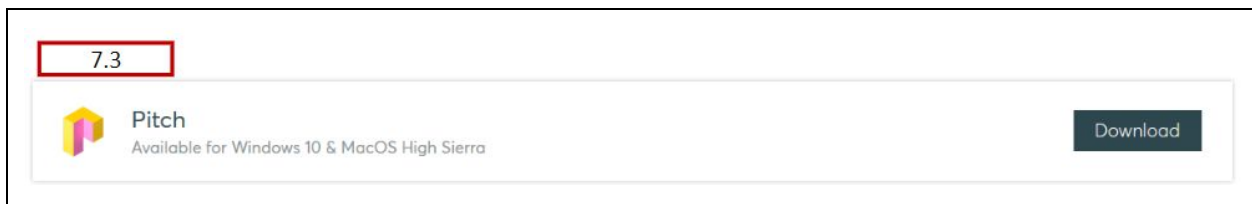
## 7.2 Launch the Fabric Portal





The option to launch the TouchCast Fabric Portal will always be presented on the dashboard. Use of the Fabric Portal is explained in section 6 of this guide.

### 7.3 Download a TouchCast App



If the user has been allocated a subscription to a TouchCast app (Studio, Pitch, TeamTime) but has not downloaded the app yet, an option to download that app will be presented on the dashboard as shown above.

Tapping the **Download** button will link the user to the Windows app store (Windows platform) or a TouchCast server (iOS or Mac OS platforms). Follow the instructions to download and install the app on your device.



## 8 TouchCast Fusion Video Player

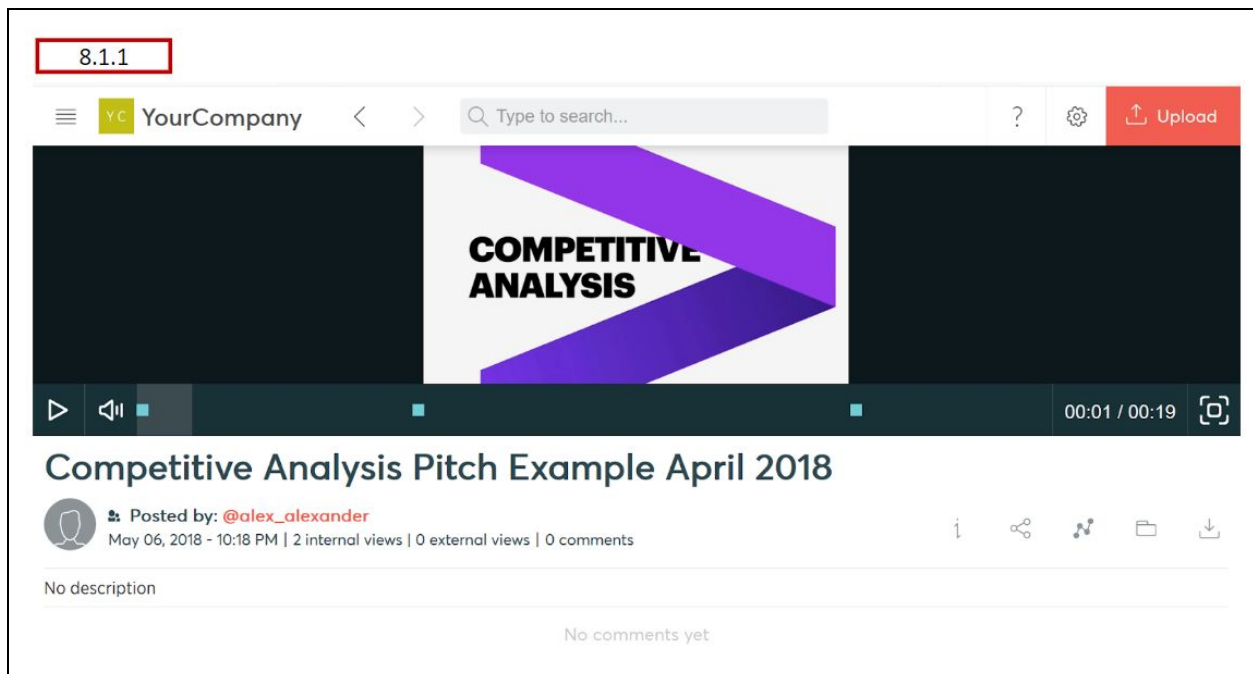
The TouchCast Fusion Video Player is a proprietary video player that enables users to view both standard videos as well as touchcast smart (interactive) videos. The Fusion Video Player is a web based TouchCast application used in Fabric and through links to allow external users (those without a TouchCast account) to view touchcast smart videos.

### 8.1 Fusion Video Player Overview

The TouchCast Fusion Video Player serves multiple roles in the TouchCast product environment.

- In the Fabric Portal, when you choose to play a video the Fusion video player is executed.
- If you send a video link to another organization member (or external person), when they follow that link the Fusion Video Player is executed. This allows persons who do not have a TouchCast account to view videos you share with them.

The remainder of this section explains the functions of the Fusion Video Player.

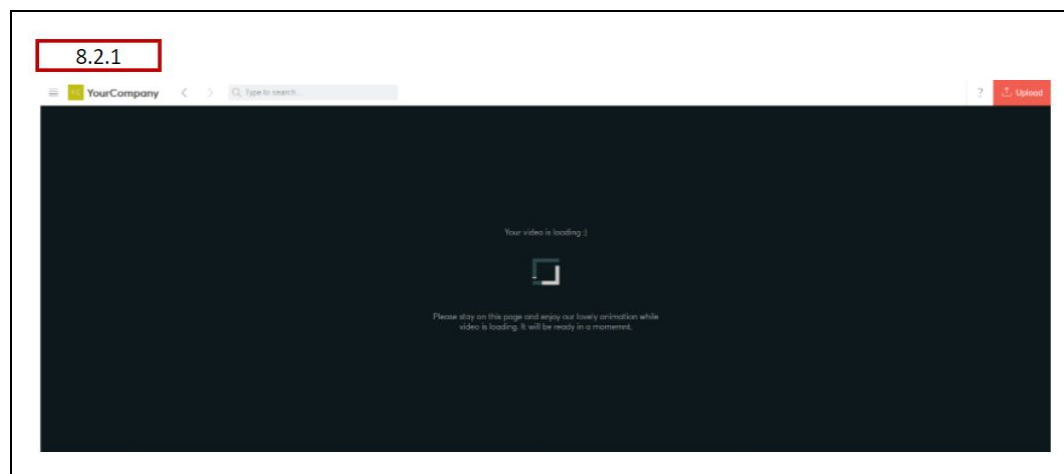


## 8.2 Player States

### 8.2.1 Player Initialization (screen loading)

The Player initialization state refers to the period between when the player application (screen) begins to load and when the video player is either queued to play or actually does begin to play.

The screenshot below shows the screen users will view during initialization.



### 8.2.2 Video Paused

The Player paused state refers to when the player application (screen) is queued to play (at the beginning point of the video) or has been temporarily stopped by the user by tapping the Play/Pause control (three vertical lines icons) while the video is playing. All visible controls remain as they were, but most will appear 'frozen', (e.g., player timer, progress bar) while the video is paused. The controls for sharing, info, comments, and full screen view remain active. The icon indicating that the video is playing (three vertical lines) is replaced with the arrow indicating that the video can be played (resume playing) by tapping this icon, when the player is in this state. When the user presses the Play icon again, the icon will change back to the three vertical bar icon and the video will continue to play from either the point it stopped or wherever the user may have repositioned current point on the progress bar.



### 8.2.3 Video Playing

The Video Playing state refers to when the player application (screen) is playing the video. All visible controls will be active, (e.g., player timer, progress bar ) while the video is playing as will controls for sharing, info, comments, and full screen view. The icon indicating that the video is playing (two vertical bars) is displayed. The user can reposition the current point in the video by tapping on the progress bar.

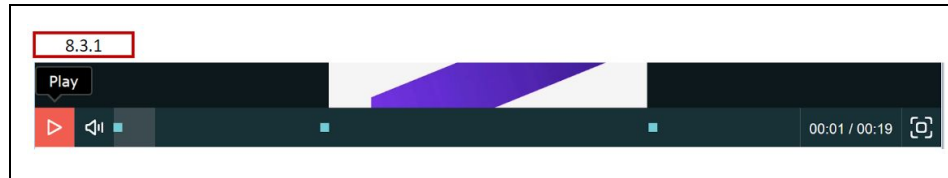


### 8.2.4 Video Playback Ended

The Video Playback Ended state refers to when the end of the video has been reached. The video display area of the screen will freeze at the last frame of the video. All options remain active after playback ends. You can reposition the progress bar or tap the Play/Pause control to view the video again.

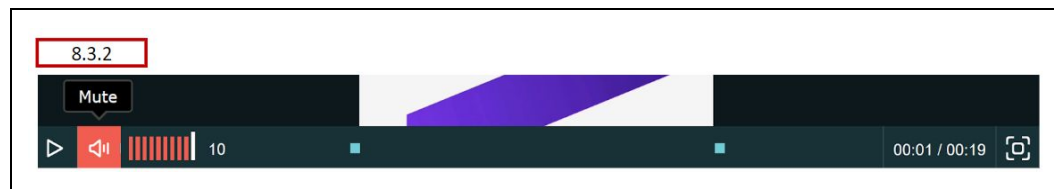
## 8.3 Player Controls

### 8.3.1 Play/Pause Button



The **Play/Pause Button** is used to either continue playing the video from its current position or pause playing at its current position. The icon for the control changes depending on the state. If the video is playing, the icon will appear as two vertical bars, indicating to the user that if he/she taps on it, the video will pause playing. If the video is paused, the icon will appear as an arrow, indicating to the user that if he/she taps on it, the video will resume playing.

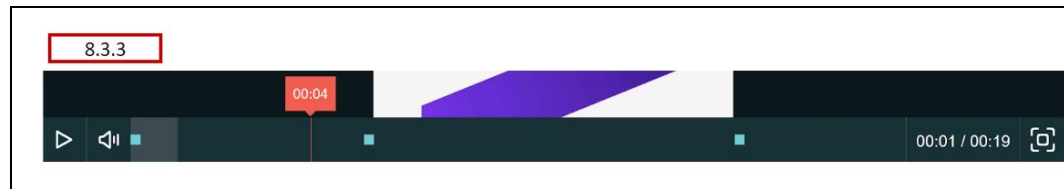
### 8.3.2 Volume Button



The **Volume Button** is used to mute, increase, or decrease the sound volume of the video currently being played. The control consists of two parts. The leftmost button is an audio speaker icon. Two different speaker icons may be presented (mutually exclusive), indicating whether the video volume is currently muted or audible. Tapping the speaker icon will either mute or unmute the audio. When the audio is not muted, the second part of the control can be activated by touching the speaker icon in a swiping motion to the right and a slider control is presented. A vertical 'slider bar' can be moved left or right to decrease or increase the video volume. The slider has 10 vertical positions each indicating 10% of the volume range. (e.g., the 10th bar would be 100% of available video volume. In addition to the slider control, a numeric value of the current volume

setting (1- 10) is presented to the right of the slider. When the volume has been muted, or has not been changed for 1 second, the slider display is hidden.

### 8.3.3 Progress Bar



The **Progress Bar** visually indicates the current position within video and contains a **Position Line** which can be used to set the current position within the video manually by sliding the line left or right (backwards or forwards within the video). The Position Line can be moved to the end of video with the same result as playing the video to its end.

The current elapsed time displays above the Position Line and the color of the of the Progress Bar left of the current position is a different color to provide a visual cue of the position within the video.

Along the Progress Bar, small colored squares represent vApps incorporated in the video. These squares can be tapped on to position the video to the associated vApp.



Tapping on any of the vApp squares results in a preview of that vApp displaying

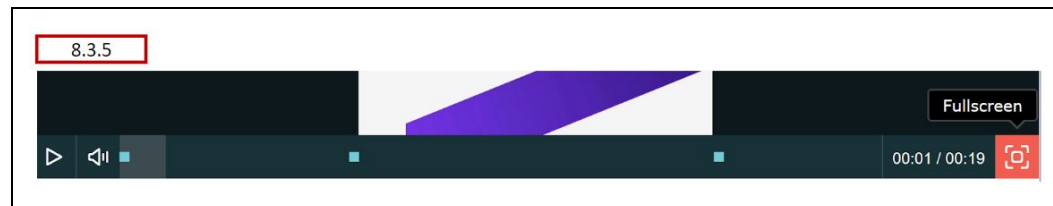
When the video is paused, the Progress Bar remains at its current position. Upon reaching the end of the video, the Progress Bar and Position Line are hidden, but the vApp indicator squares remain in view.

### 8.3.4 Player Timer



The **Player Timer** displays the elapsed time within the video as well as the length of the video. Tapping on the Player Timer has no actions. This is a responsive control which will display only the elapsed time if the window is presented in a reduced size (e.g., 640 w x 404 h).

### 8.3.5 Fullscreen Button

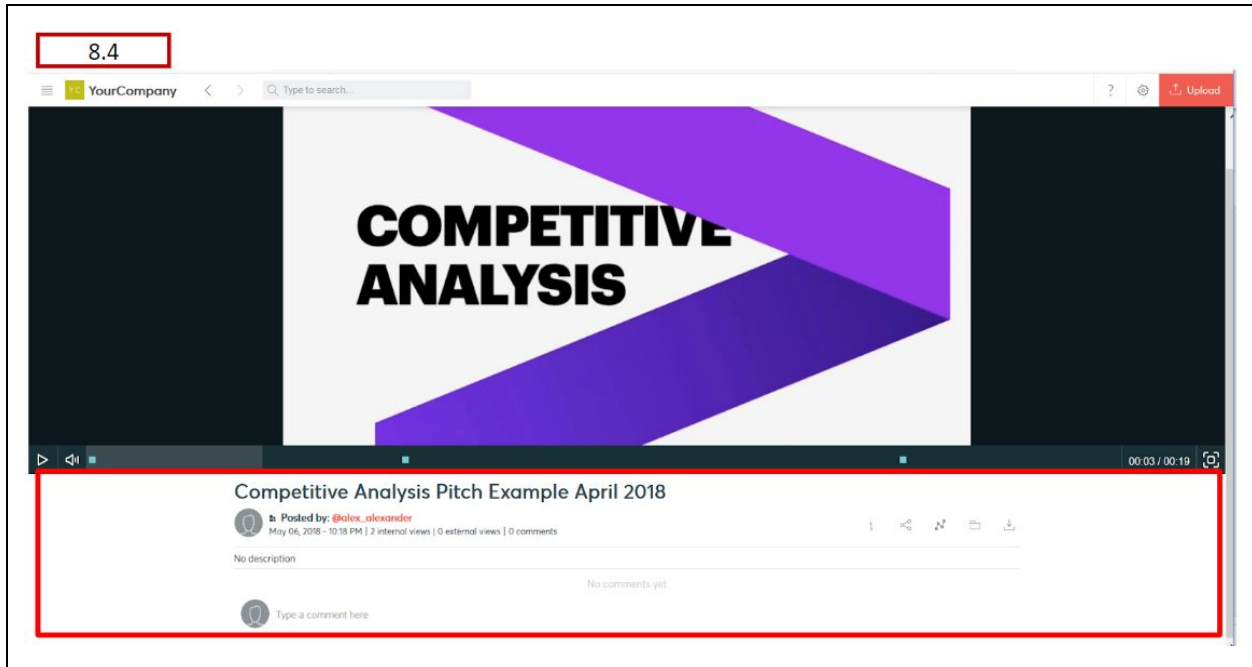


The **Fullscreen** Button is used to toggle the display area between fullscreen and normal display size (the window size the video was set to display).

## 8.4 File Information and Actions

The area beneath the file display (not displayed if video is in full screen mode) contains information and options related to the file.

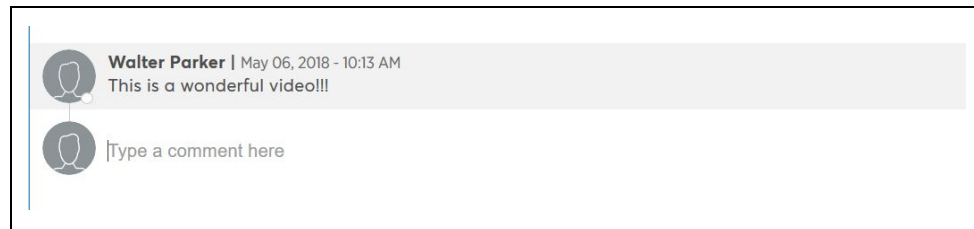




### 8.4.1 General File Information

General information about the video file:

- Video Title
- Date/time uploaded
- Number of internal views, external views, and comments
- Video description
- Previous comments about this video
- Form for entering a comment about this video



See additional information on comments in section 8.5.

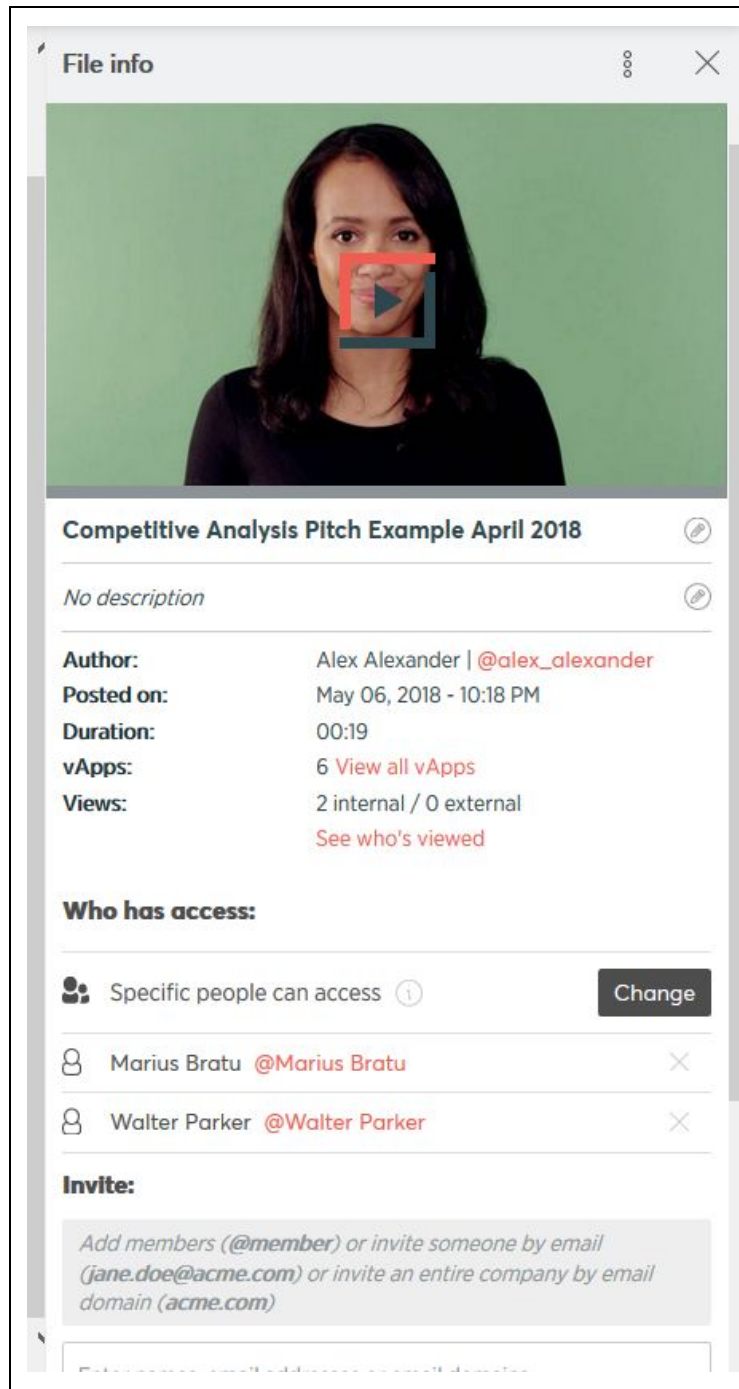
### 8.4.2 File Actions

Three file action are available:



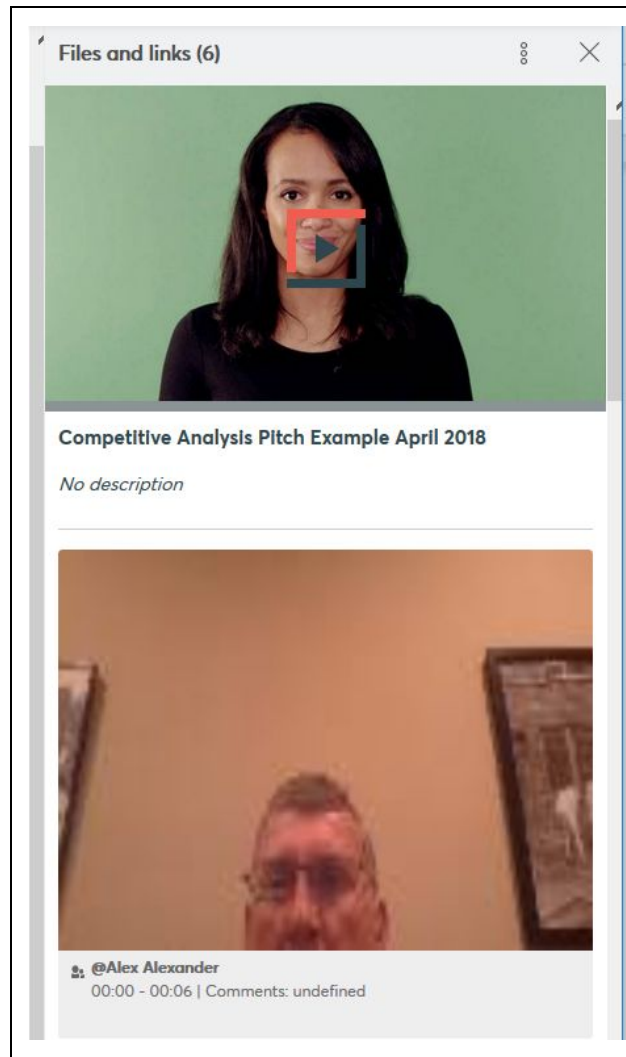
#### File info

Use the **File info** button to display a panel of information about the file. Some of this information is a duplicate of the file information explained in section 8.4.1, but there are some additional fields associated with access plus links.



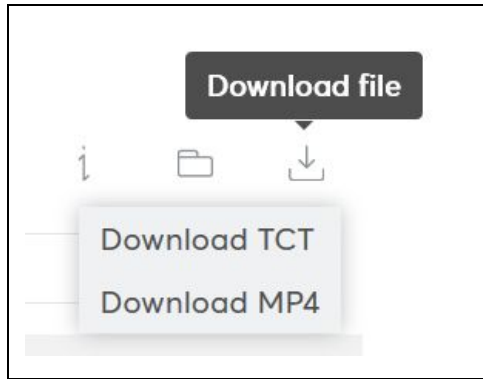
### Files and links

Use the **Files and links** button to display other files this member has shared.

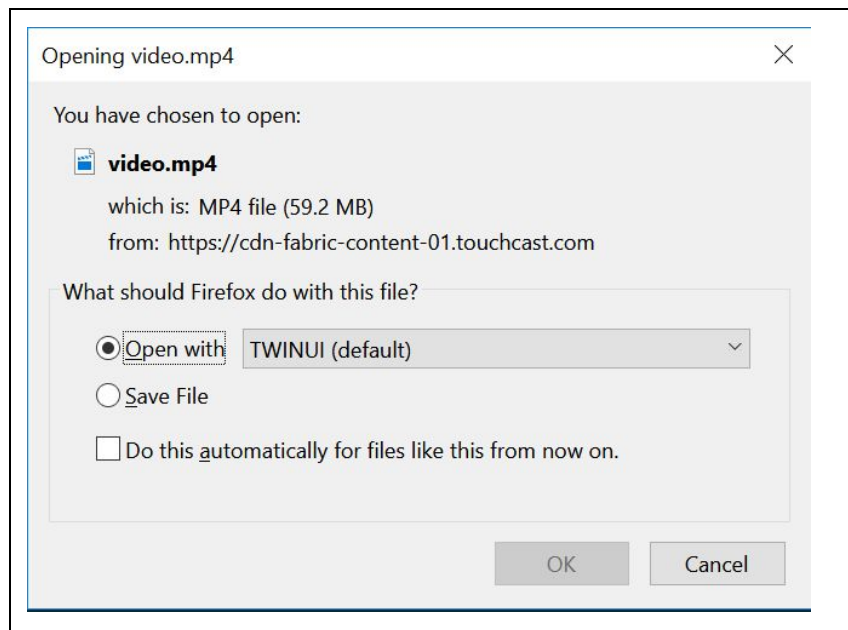


### Download file

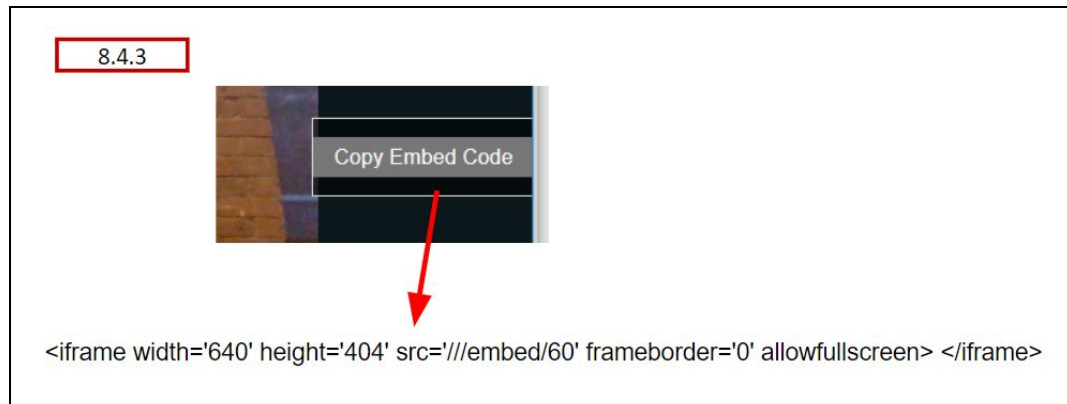
Use the **Download file** button to download the file. In the example used, the file is a touchcast Smart Video so it can be downloaded as either a .tct file or a standard .mp4 file.



After download, the file can be saved to the local device.



### 8.4.3 Copy Embed Code

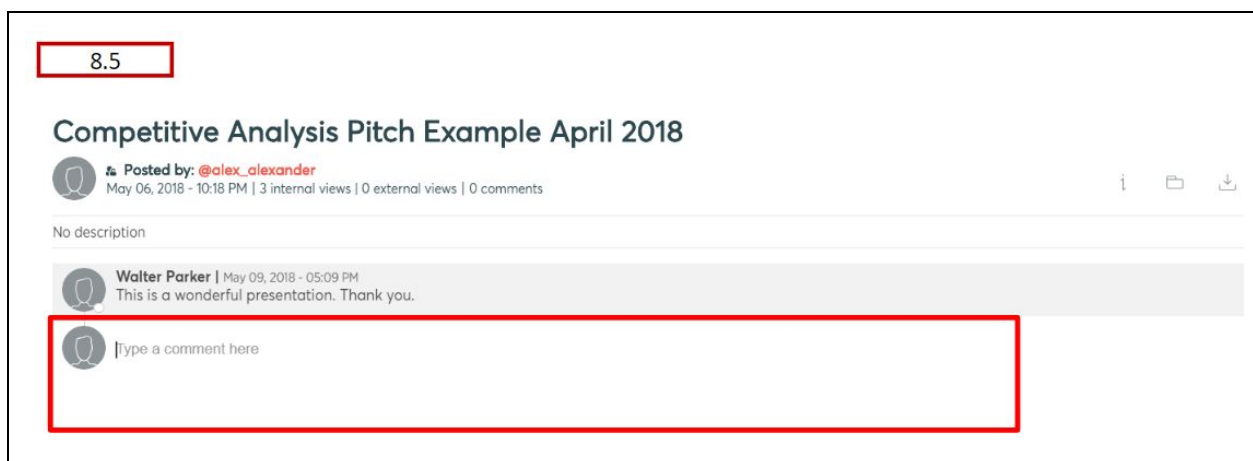


Touchcast videos can be embedded into other web pages using the **Copy Embed Code** option. Right tap anywhere in the video display area and the Copy Embed Code button displays. Tapping that button places HTML code for displaying the video on the device clipboard. The HTML string can be pasted into another web page.

## 8.5 Review and Post Comments

Viewers of a video can review comments posted by previous viewers and post new comment by entering text into the comment form.

In the example below, one comment has been left previously. The viewer can type a new comment in the form highlighted, then press the enter key to post the comment. All other viewers will be able to see the comment the next time they select this file.



End of Document