

Best practices to build a video library for everyone across a corporation

Introduction

This document provides best practices to build a video library that everyone can access across a corporate network. If you follow these recommendations you can quickly and easily setup a video library solution for your company even if you do not have a dedicated it department.

Performance and structure

Fast Video Cataloger is designed to be fast, easy to use and manage. To uphold a high-quality video library, we recommend a process to ensure that edits to the video catalogs are not conflicting between users. It is also important to ensure that new videos get shared and are reflected in the video catalog with relevant meta data.

Option1 - Setup with a video editor

One person edits and publishes to the rest of the company

The person in your company that is responsible for your video library, the Video Editor, maintains a master video catalog. He or she is responsible for updating your video library, your video catalogs and ensures that there is a backup process in place.

1. When new videos are added to the company, the video editor copies them to a Windows shared folder. This folder should be accessible as a shared drive that everyone can access.
2. The master catalog is updated with the new videos including adding keywords and descriptions so users everywhere in the company can search, find and use the new videos.

3. After updating the video catalog the Video Editor publishes the updated video catalog to a shared folder on the local network by copying the master file. The published catalog is set as access right Read only.
4. Everyone in the company can enjoy the fresh video catalog via a shared folder including the newly added videos.

This process allows for a clear ownership of the video catalog which make sure the quality of the video catalog is kept high. If mistakes are made, it is clear who made them and who will fix it. This structured and simple workflow save time for everybody and allow an entire company to leverage the work done on one video catalog. This is a great setup for official static information that everyone need quick and easy access to.



Option 2 - Shared setup in a local network with server

Everyone in the local network can edit and contributes to the catalog

With this setup the video catalog is setup on one Windows computer that will act as the video server. On the server you keep the catalog and video files. An initial catalog is created in Fast Video Cataloger on the server and shared from the Share menu. Other

users in the company connects to this computer and can edit the catalog as well as adding new files. This is a great setup for a live catalog in a small to mid-size company-

Option 3 - Shared setup over the internet with server

Everyone can edit and contribute even if working from home

With this setup the video catalog is setup on one computer that will act as the server. On the server computer you keep the video files and catalog. You also run a normal web server and the video files are in the web server root. An initial catalog is created on the server and shared from the Share menu. Other users in the company connects to this computer over the internet and can edit the catalog as well as adding new files. This is a good setup if you need to share a catalog over the internet. Perhaps setup a demo catalog for customer. The setup is a bit more involved and do require a standard web server.

How and why Fast Video Cataloger

Fast video cataloger is optimized for high performance. If people in your company are working with videos or use videos to get information they will be more efficient with fast video cataloger.

Your ideal setup of Fast video cataloger depends on your unique needs. You can go for having a video editor that updates and publishes the catalog to your company or you can let everyone edit. You can also do a combination of the above. Perhaps you have official company information in a catalog that is distributed to everyone and another catalog for the current project where everyone can collaborate.

Add videos in a standardized structure that is simple to understand for everyone, this will save time in the long run. We recommend using one folder per month or year if you don't have any other more natural structure in mind for your corporation.

Fast Video Cataloger automatically create evenly spaced thumbnails for each clip to assist searching through large collections of video clips.

Your catalog can be enriched with your keyword, images and metadata to fit your need. The videos are easy to overview and browse which saves hours of searching.

Next step

Download the free evaluation version to get started today <https://videocataloger.com/download/>. Find out more about Fast Video Cataloger at <https://videocataloger.com>.

