



# IET.tv Quick Start User Guide

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Welcome to the user guide for the IET.tv platform from the Institution of Engineering and Technology (IET). If you cannot find what you are looking for in this guide, or if you are experiencing technical problems, please contact us using the details at the end of this guide (page 24).

If you want to subscribe to IET.tv, contact us by email at [sales@iet.tv](mailto:sales@iet.tv), or using the details on page 24.

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## Getting Started

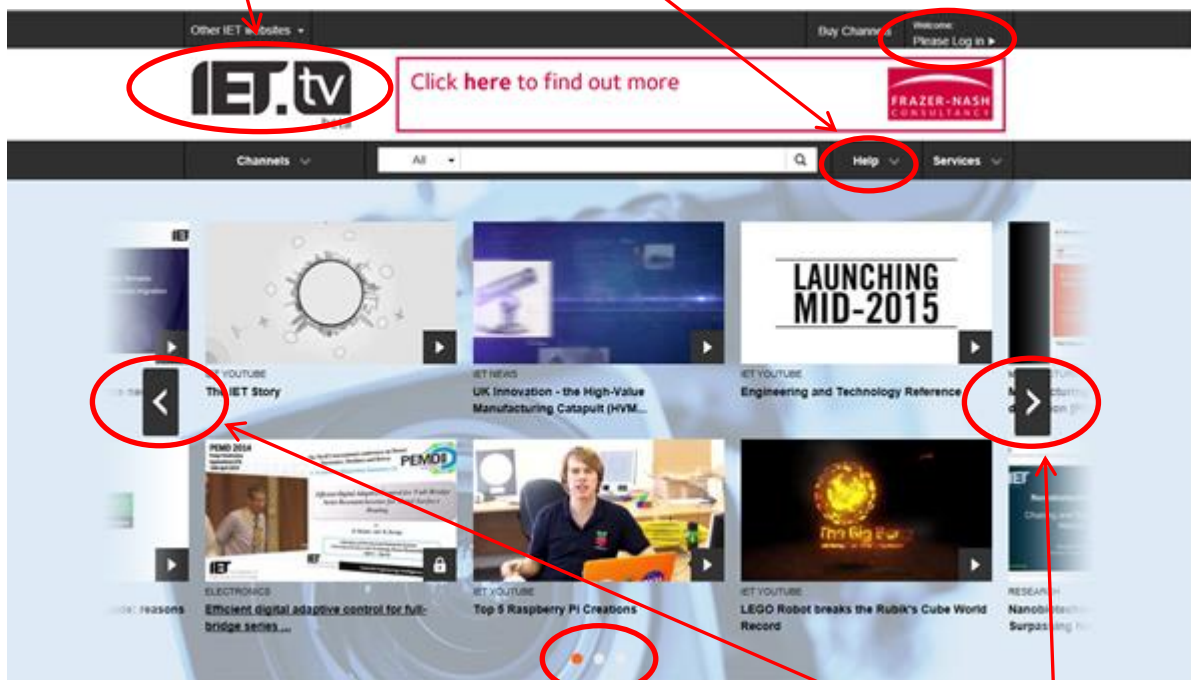
Start IET.tv by visiting <http://tv.theiet.org/>. If you are an **administrator**, you can **log in** with your account details you should have received when your account was activated by sales support.

Contact [sales@iet.tv](mailto:sales@iet.tv) if you did not receive this information.

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

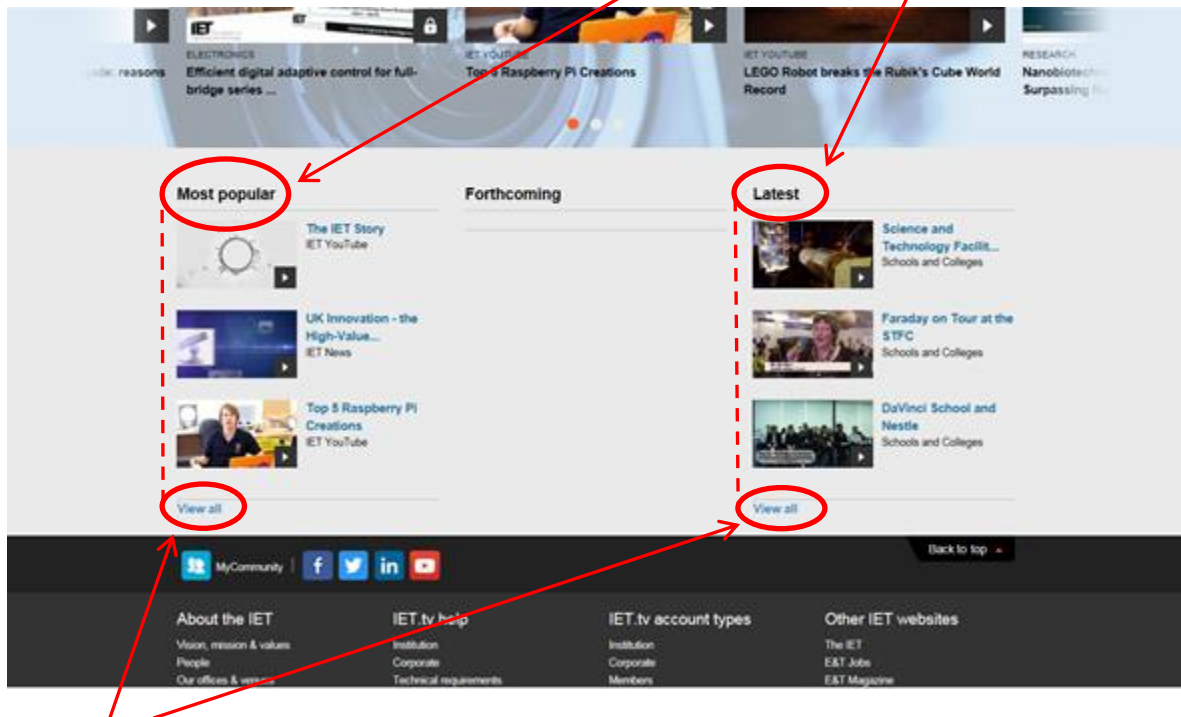
If you need help using IET.tv at any time, remember to check out the **Help function**.

To get back to this home page, you can use the **IET.tv icon**.



You can browse the featured videos using the **radio buttons** or using the **scroll arrows** to scroll left or right.

Further down the same page you can view the **Most Popular** and **Latest** videos.



The **View all** links take you to a full listing of either the **Most Popular** or the **Latest** videos, depending which one you choose. At this level, these links will select from the whole of IET.tv. Please see Page 5 to see how to use these links in the context of finding channel content.

On the home page, you will find several features that will help you search, navigate and make the most of the functionality in IET.tv. These include:

### Channels

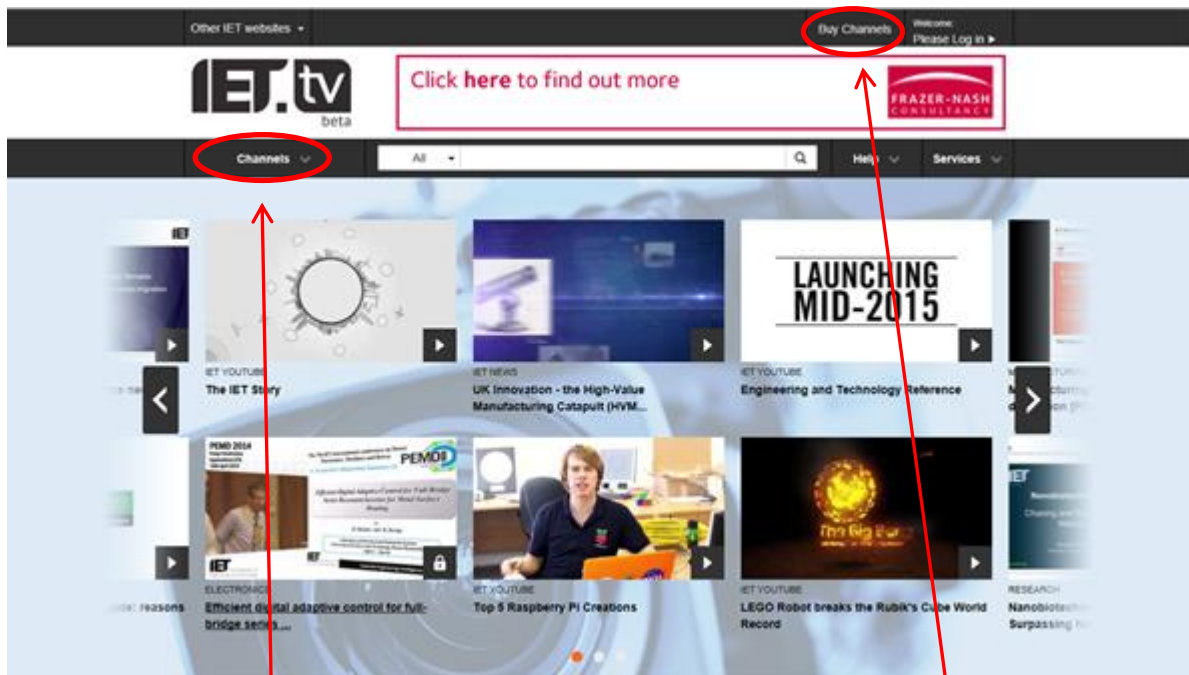
### Search bar

### Services

We now look at these in turn.

## Channels

Content in IET.tv is organised by subject streams called channels.

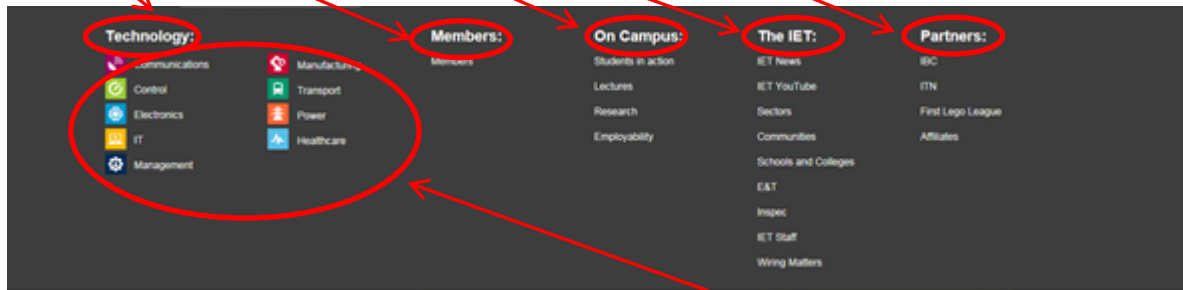


In the **Channels drop down menu**, you can view the content to which you have subscribed.

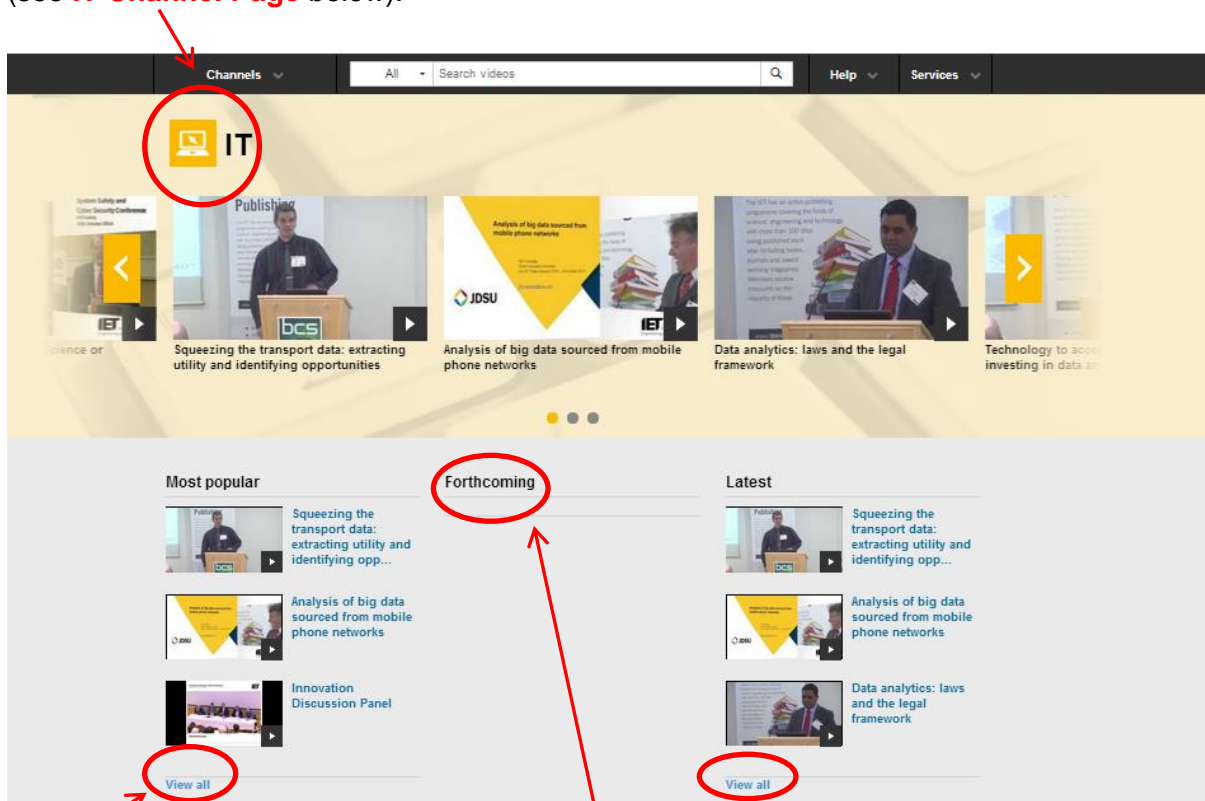
**Buy Channels** lets **individuals** subscribe to new content streams. **Institutions** who want to subscribe to new content can do so by contacting IET.tv at: [sales@iet.tv](mailto:sales@iet.tv)

When you select the **Channels** dropdown, you will see the menu below. In this menu, you can view all the channels, which have been arranged into 5 areas. See [Appendix 1](#) for more information about these channels.

### Technology, Members, On Campus, The IET and Partners



For example to select videos in a certain topic, click the **Technology channel links**. When you selected a channel, you will go to a channel page, which lets you browse using **scroll arrows** and **radio buttons** that behave exactly as on the home page (see [IT Channel Page](#) below).



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

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

When IET.tv launches the section marked **Forthcoming** will show information about videos that are about to go live on the site.

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

The screenshot displays the IET.tv website interface. At the top, there is a navigation bar with 'Other IET websites -', a user profile 'Welcome: Mark Reynolds My IET -', and the IET.tv logo with 'beta' underneath. A banner for 'thinkers. we welcome ideas. we make happen limits. there aren't any' and 'FRAZER-NASH CONSULTANCY' is visible. Below the navigation bar is a search bar with 'All' selected and 'Search videos' text. The main content area is titled 'Latest Videos in IT' and shows a grid of 12 video thumbnails with titles and 'IT' tags. A red circle highlights the 'Sort by: Date (Newest First)' dropdown menu. On the left, there is a 'Refine search by:' sidebar with filters for Channel, Length, Price, and Video Types.

Other IET websites - Welcome: Mark Reynolds My IET -

thinkers. we welcome ideas. we make happen limits. there aren't any FRAZER-NASH CONSULTANCY

Channels All Search videos Help Services

Refine search by:

Channel

- IT (275)
- Sectors (14)
- Transport (4)
- Control (2)

Show all channels

Keywords (top 5)

Length

- < 5 mins (5)
- 5 - 10 mins (21)
- 10 - 30 mins (134)
- > 30 mins (115)

Price

- Subscription (261)
- Free (14)

Video Types

- Conference (111)
- Event (103)

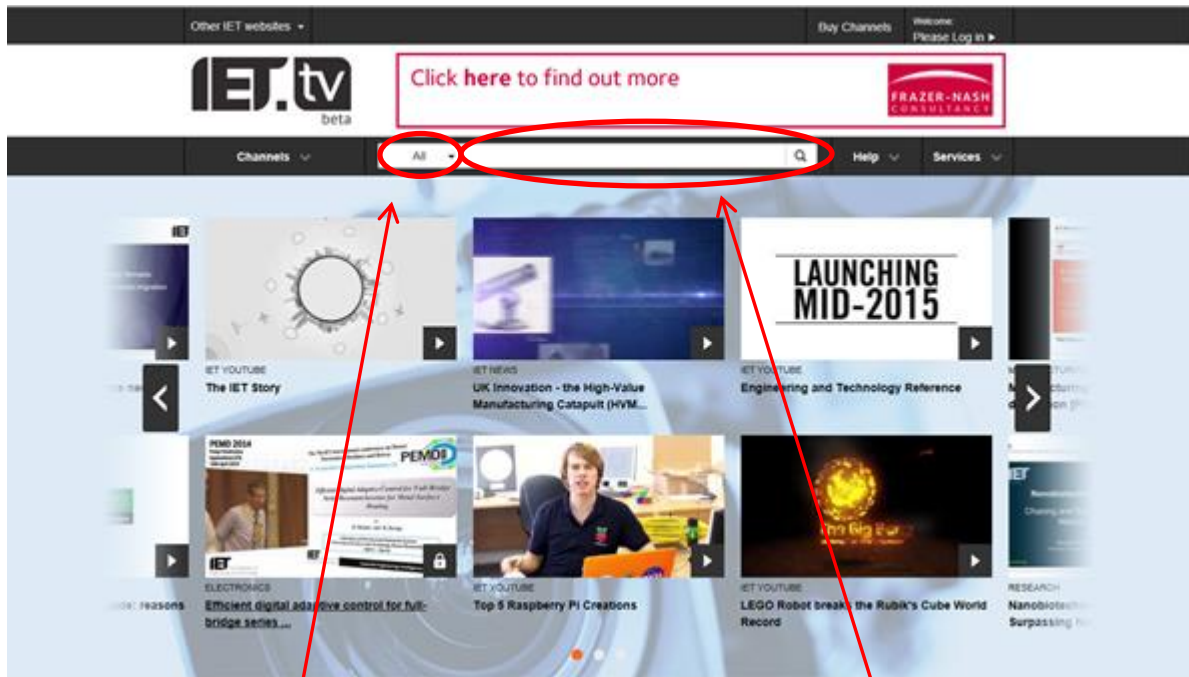
Latest Videos in IT

< 1 2 3 > 275 results found, page 1 of 14 Sort by: **Date (Newest First)**

- Squeezing the transport data: extracting utility a... IT
- Analysis of big data sourced from mobile phone net... IT
- Data analytics: laws and the legal framework IT
- Technology to accelerate discovery: investing in d... IT
- Creating value from smart meter data IT
- Q&A session [the rising role of big data] IT
- Big healthcare data - realising the promise IT, HEALTHCARE
- Glasgow City Council - smarter city analysis IT
- Cyber-Security - Rocket Science or Common Sense? IT
- Safety and security of the smart city - when our i... IT
- Cyber-security of the railway signalling and contr... IT
- ICS cyber-security governance, risk and compliance... IT

## Search Bar

IET.tv has a smart search function that finds all the video content for the selected keyword, as well as suggesting related content from eBooks, journals and other online resources from the IET.



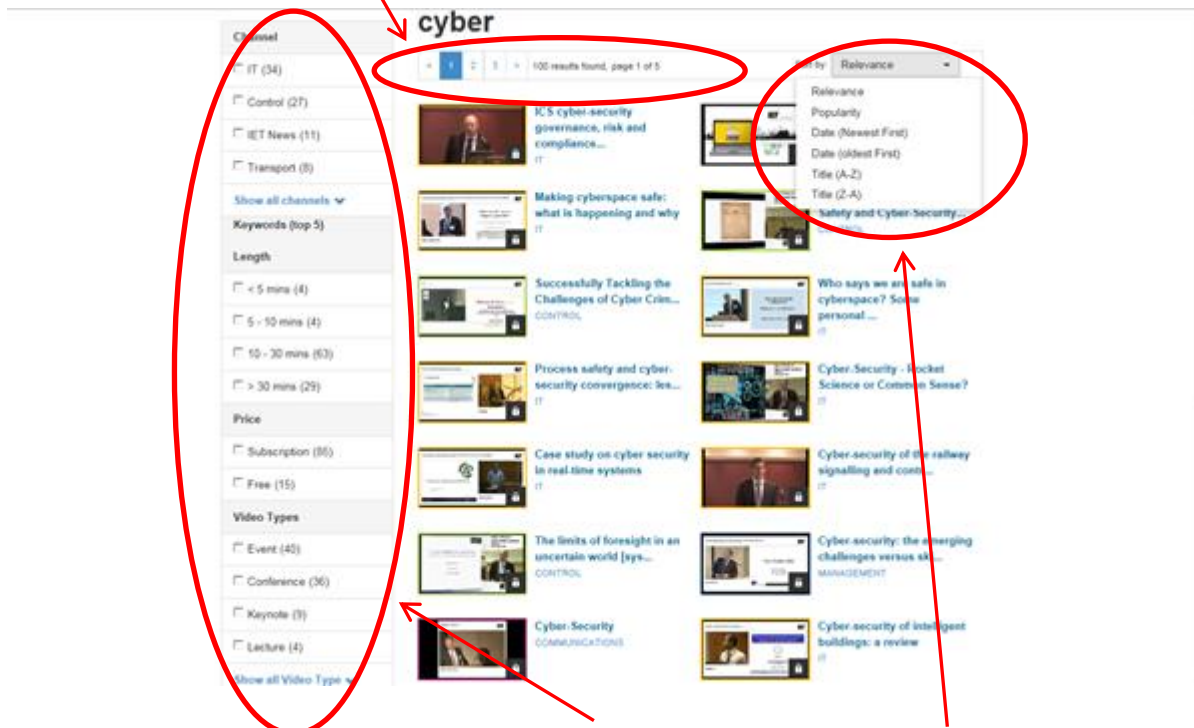
You can use the **search dropdown** to narrow the search if you are looking for a specific speaker/presenter.

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

Once you enter your search term, you will go to a results screen, where you can refine your search. As an example, we have searched for the term 'cyber' (see page 8).

## Refining Your Search

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



You can refine your results using a range of **Filters** to narrow the search by channel, length and type.

You can **sort results** by date, relevance, popularity and title

Once you click the result that you want to watch you now have several options for what you can do with the video. See page 9.



## Viewing, Managing and Accessing Content

Once you reach the video you want, IET.tv lets you **play** it, and **embed** it in your own media

If you are **logged in or have IP access** you can also **download the video**



This page shows **how many times a video has been viewed**, and **how popular it is**. The videos, once downloaded, can be viewed offline, allowing users to include them in presentations, research projects, training courses or lectures.

Now, we will show you how IET.tv is more than just a video search tool. As well as providing its own great content, IET.tv guides you to related content from a variety of online sources.

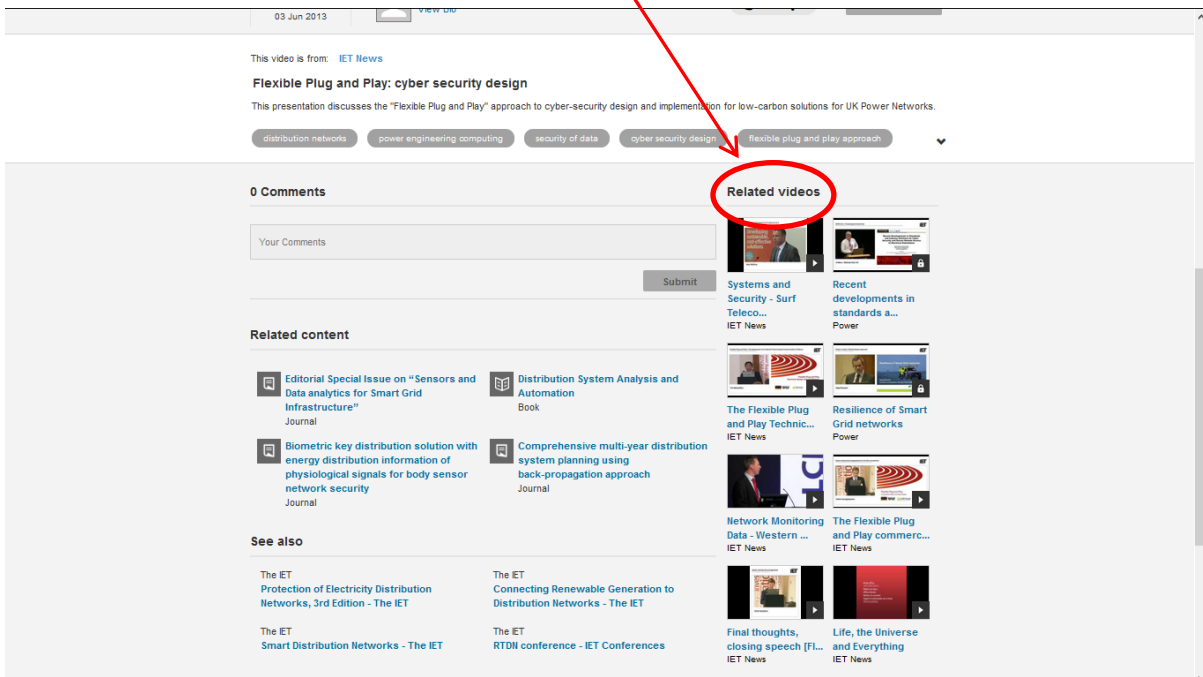
## Accessing Related Videos

Start by finding a video in your area of interest. Here we have found a video from a search with 'cyber' as a keyword. Below is the top half of the screen for the video we have selected.

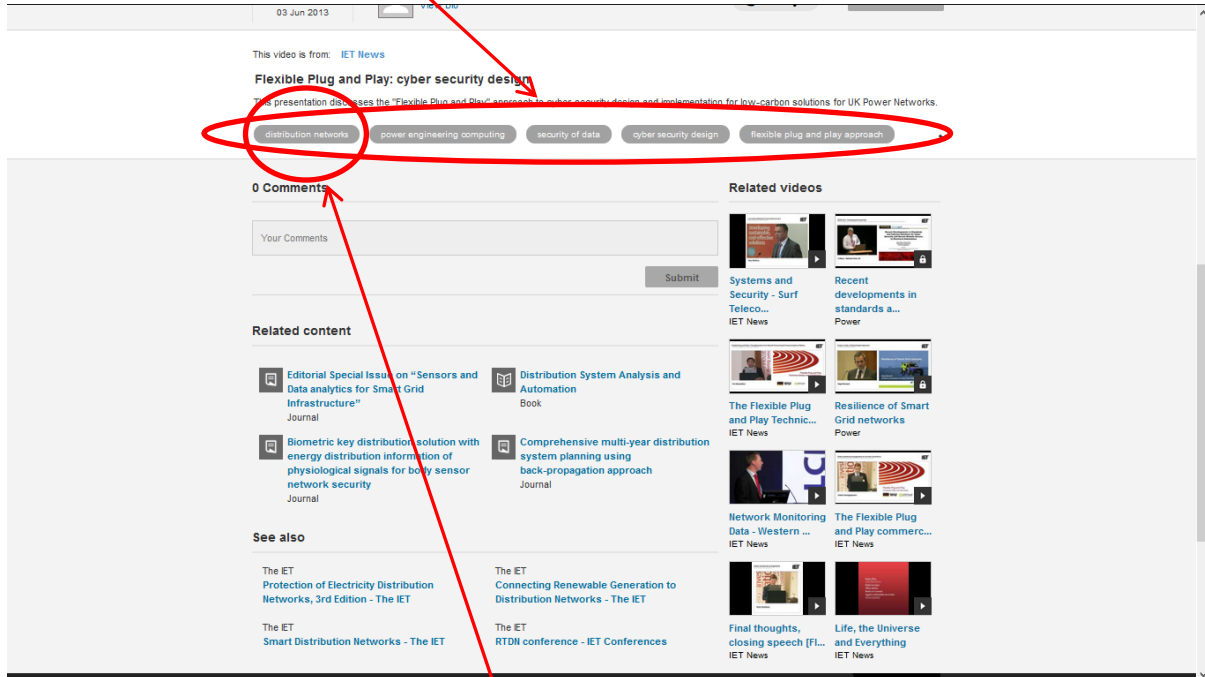


You can of course view the video here, but you can also view related videos and content. Scroll down the page until you see a screen such as the one below.

On this lower screen you can see a list of **related videos**, which you can select by clicking.



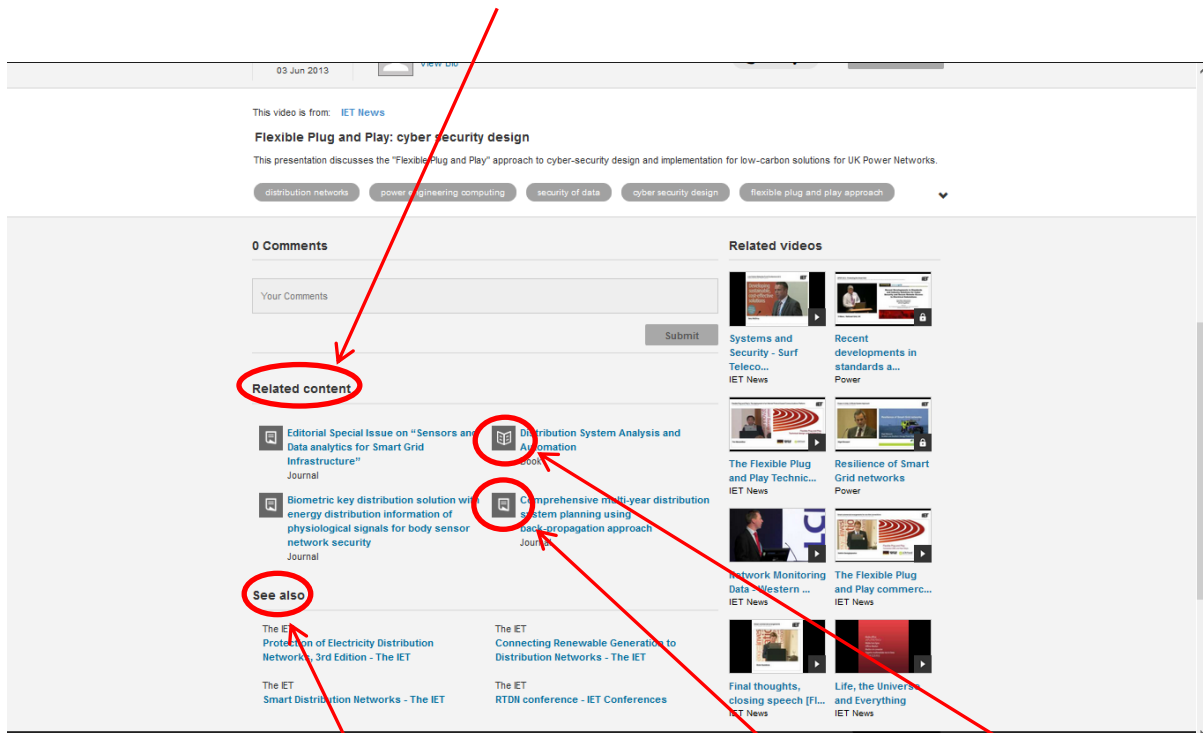
The screen also shows **keywords and tags** associated with the video. Each is a link.



For instance, if you click on **distribution networks**, you go to a page listing all the IET.tv videos that have 'distribution networks' as a tag. Similarly, that video's page will have its own keywords that are also active links.

## Accessing Related Content

You can easily find non-video **related content** from the IET.



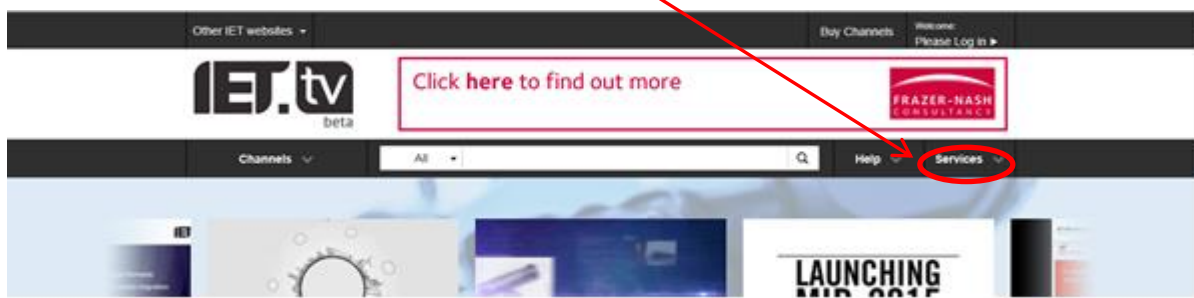
These links take you to **related content from the IET Website**

These links go to **Journals articles and eBooks** from the **IET Digital Library**

## Services

IET.tv is not just a video platform. It also offers video production services: **filming, event webcasting and webinars, and editing.**

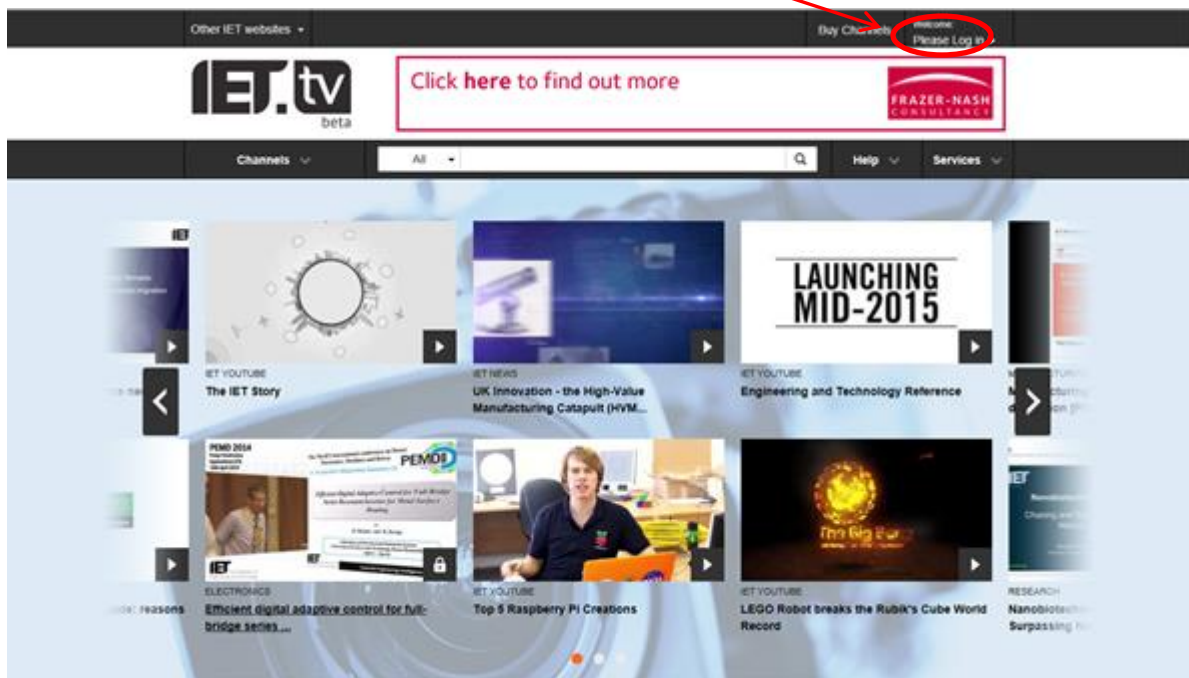
Information about this can be found in the **Services menu.**



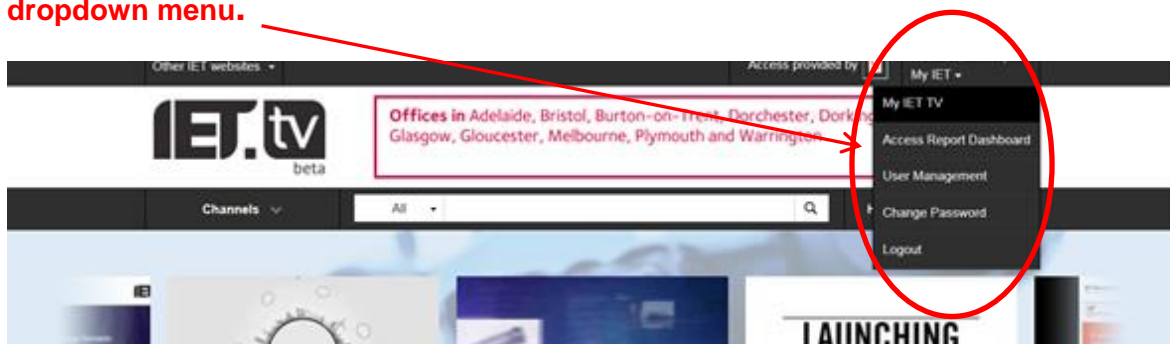
## Administrator Access

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

**N.B. Your login will be created by the sales support team when obtaining a trial or purchasing access.**



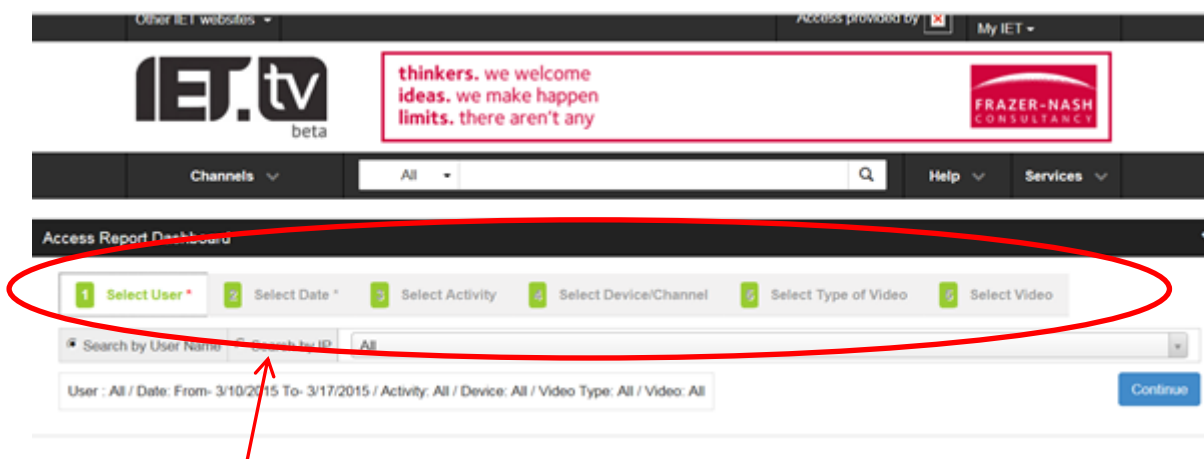
Once you have logged in, you will have access to the administrator options from the **login dropdown menu**.



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

## Access Report Dashboard

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



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

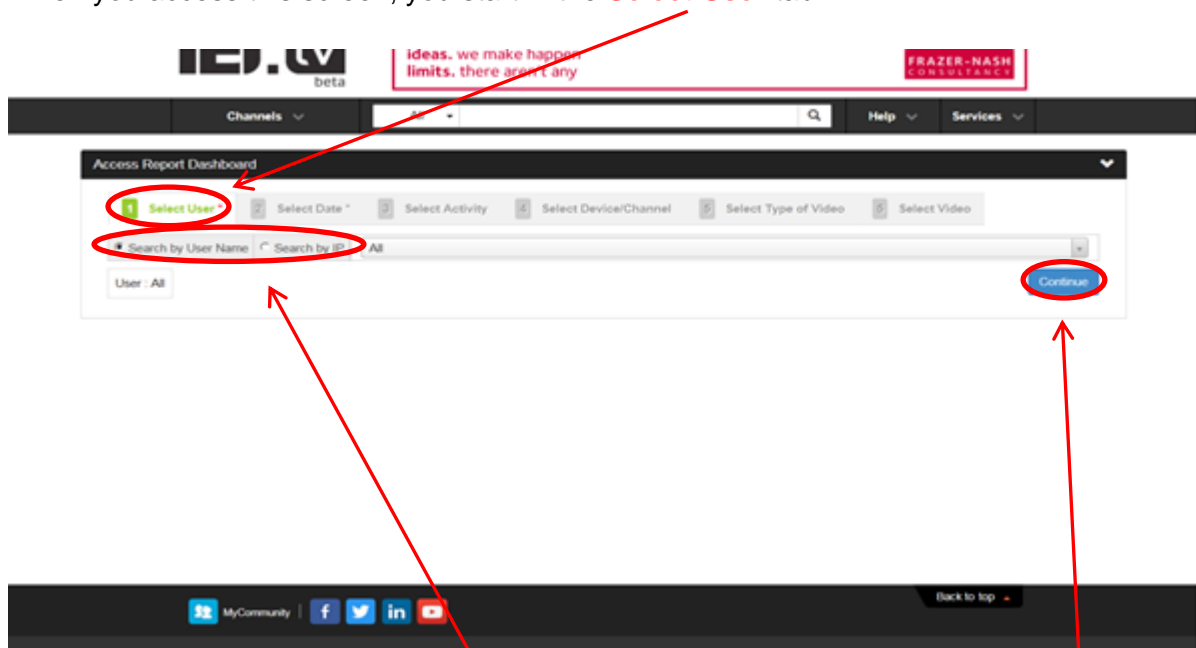
- Usage by a **specified user** (by user name\*) or usage by **IP address\***
- Usage in a specified **date range**
- Usage by **type of activity** (e.g. download, view, play)
- Usage by **device** (e.g. desktop/mobile/tablet)
- Usage by **channel** (i.e. the channel options presented to users in the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

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

## Usage Report Example

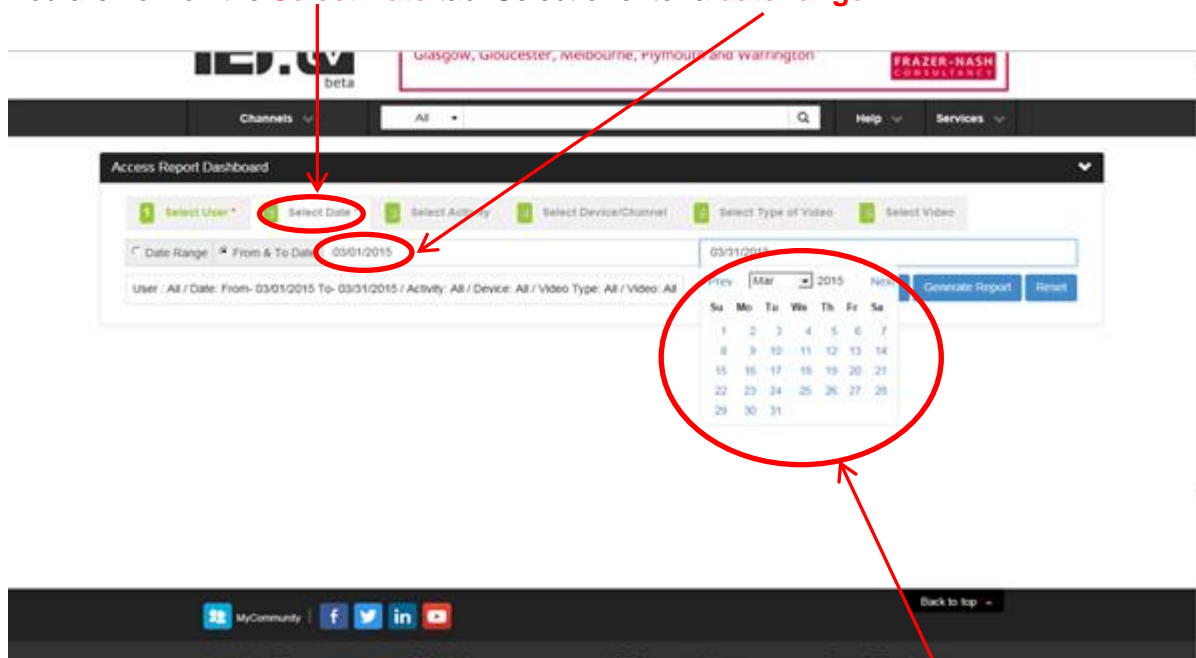
In this example, we will create a general usage report.

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



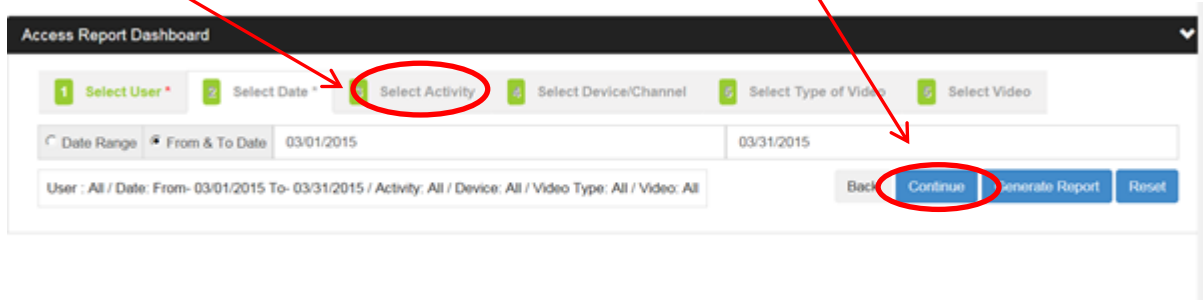
First, search for the **User Name(s) or IP addresses** that you want and click **Continue** to move to the next tab.

You are now on the **Select Date** tab. Select or enter a **date range**.

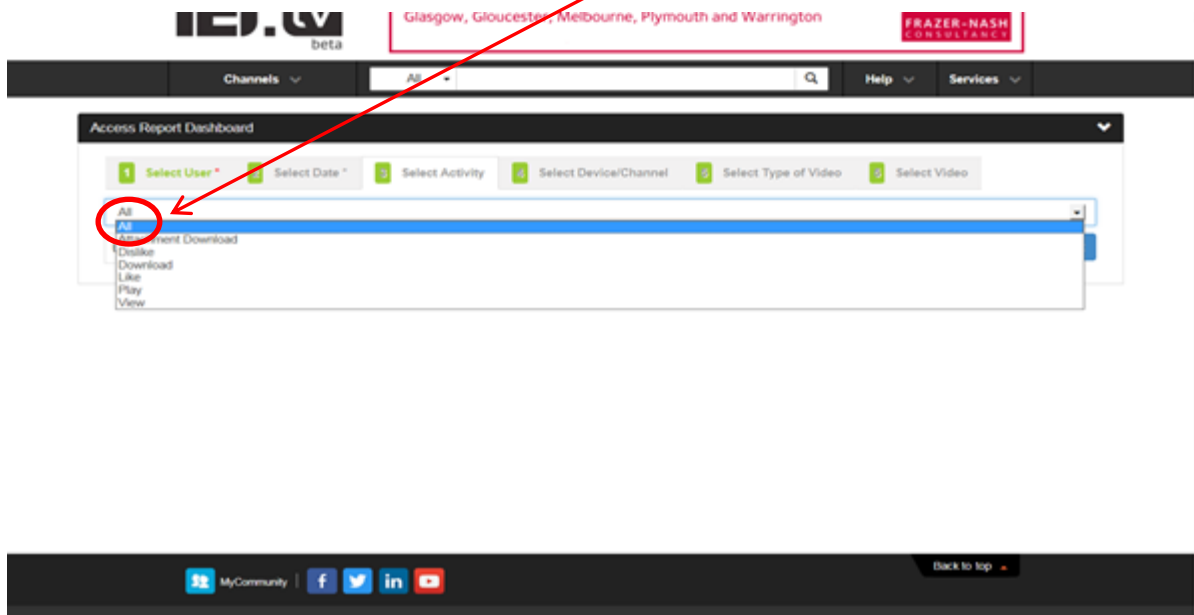


You can select start and end dates for your report by using the **drop down calendars**.

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



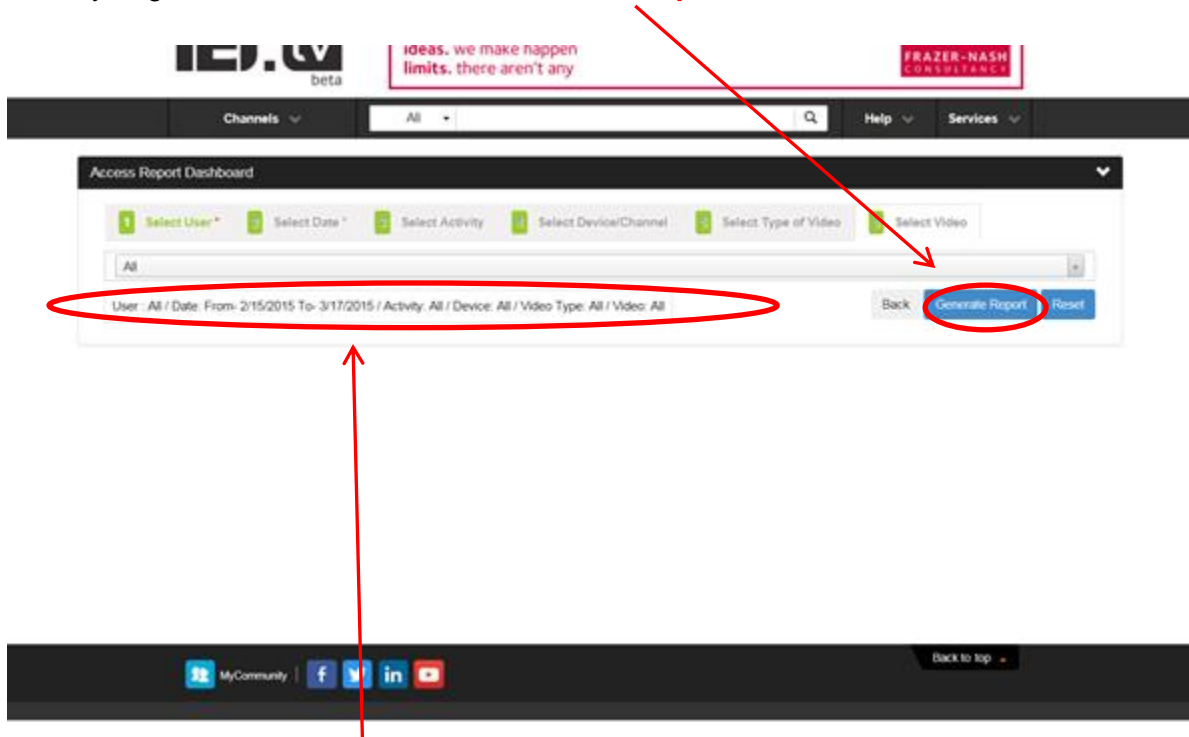
In the **Select Activity** tab, choose the activity statistics you are interested in from the dropdown menu. In this case, we are selecting **All**, which is the default setting.



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



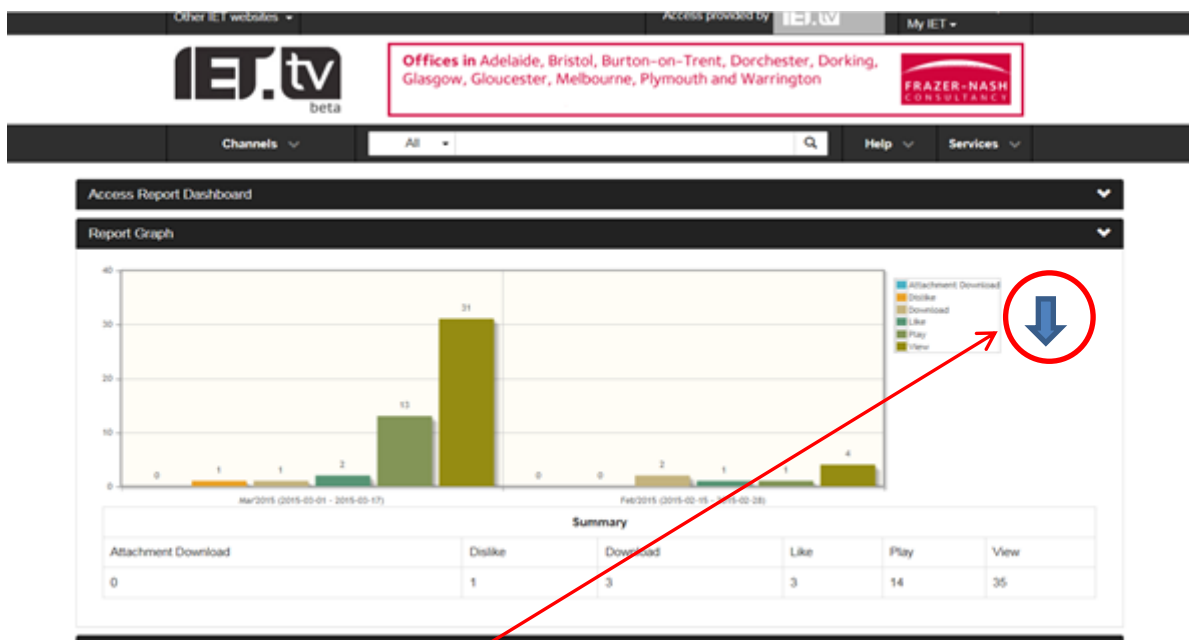
When you get to the last tab, click the **Generate Report** button



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

The **Generate Report** button creates a summary graph and table of usage data. An example of a usage report is included below.

The top part of the report screen summarizes the usage statistics as a graph:



You can also **download this information** as a PDF, Word or Excel file.

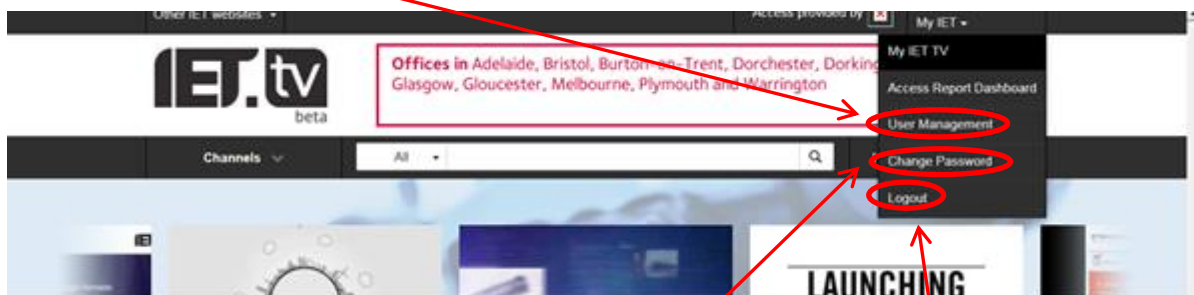
Lower down the same screen is a table of the report data:

Activity	Date	Title	Type	Length	Play Duration	Attachment	Device
View	2015-03-11	The IET Story	Free		0 seconds		Desktop
Play	2015-03-11	The IET Story	Free		0 seconds		Desktop
View	2015-03-10	Big Data - Broadcasting	Free		0 seconds		Desktop
View	2015-03-13	The IET Story	Free		0 seconds		Desktop
Play	2015-03-13	The IET Story	Free		0 seconds		Desktop
View	2015-03-10	Amazing D3O	Free		5 minutes 23 seconds		Desktop
Play	2015-03-13	Prediction is very difficult, especially if it's about the future	Free		1 hour 4 minutes 43 seconds		Desktop
Dislike	2015-03-13	UK Innovation - the High-Value Manufacturing Catapult (HVMC)	Free		3 minutes 38 seconds		Desktop
View	2015-03-10	Nanobiotechnology: Chasing and Surpassing Nature	Subscription		0 seconds		Desktop
View	2015-03-13	UK Innovation - the High-Value Manufacturing Catapult (HVMC)	Free		3 minutes 38 seconds		Desktop

Displaying 1 to 10 of 56 items

## User Management

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



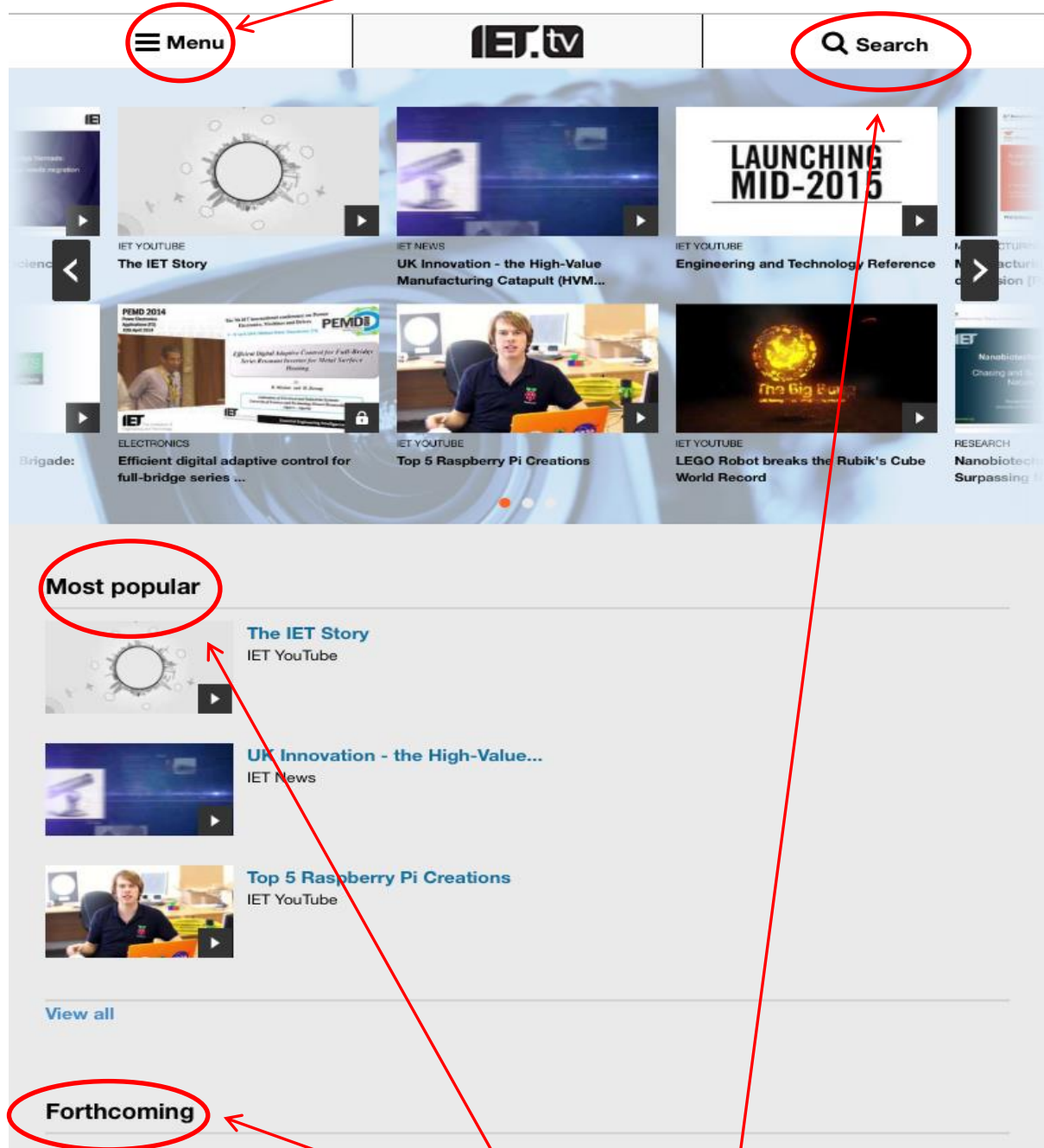
Also in **User Management**, organisations that employ username and password access control can set up new users.

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

## Viewing IET.tv on a tablet or smartphone

Viewing IET.tv on a tablet/smartphone in landscape will give you a view that is almost identical to the above. On the other hand, viewing the IET.tv site in portrait changes the layout somewhat and we will cover the main differences here. Most of the navigation functions now appear in the drop down **Menu**.

*IET.tv on a tablet/smartphone in **portrait***

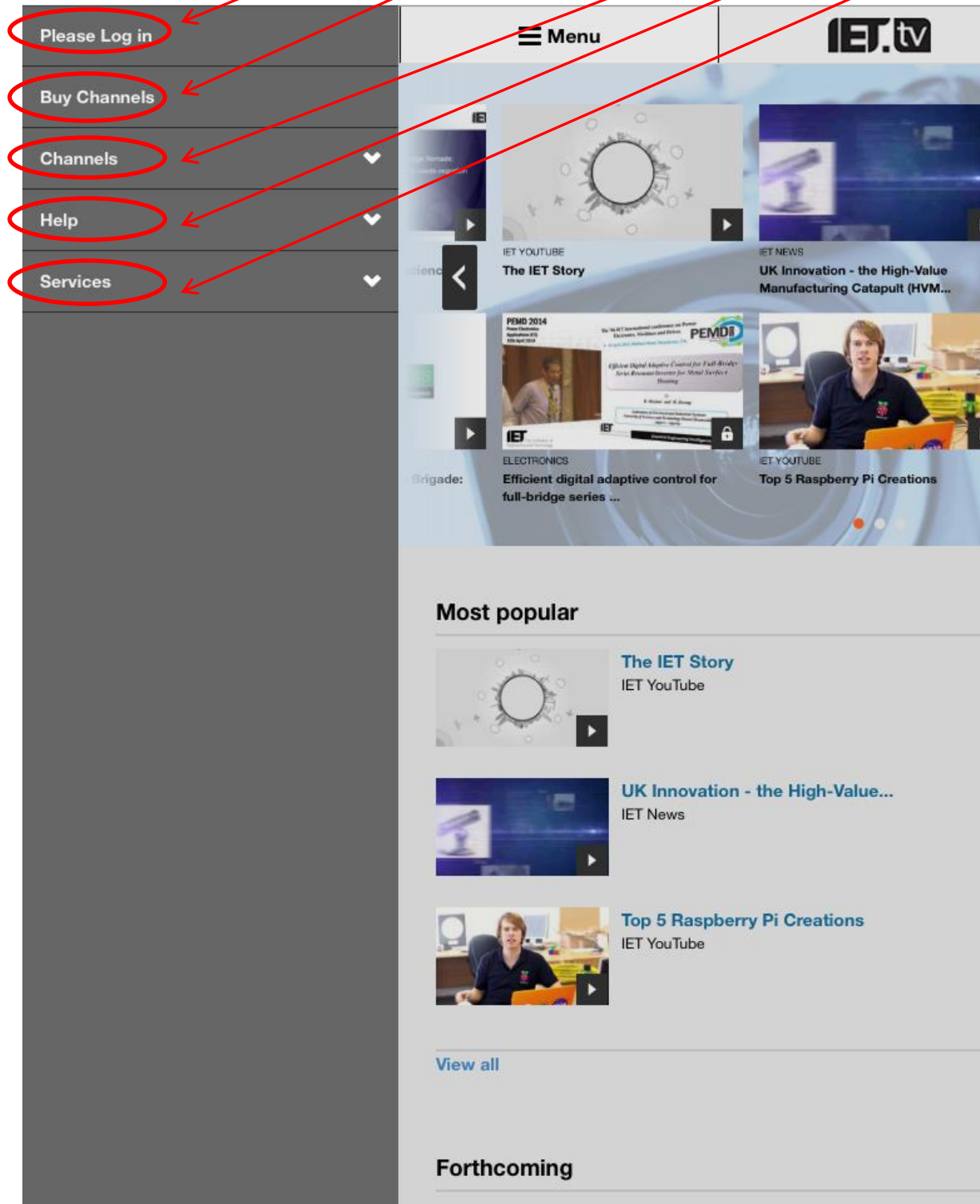


Also, the categories of **Forthcoming**, **Most Popular** and (not visible above) **Latest** are now listed vertically rather than horizontally across the bottom of the page.

**Search** is now accessed via this button.

When you select the **Menu**, you see the screen below.

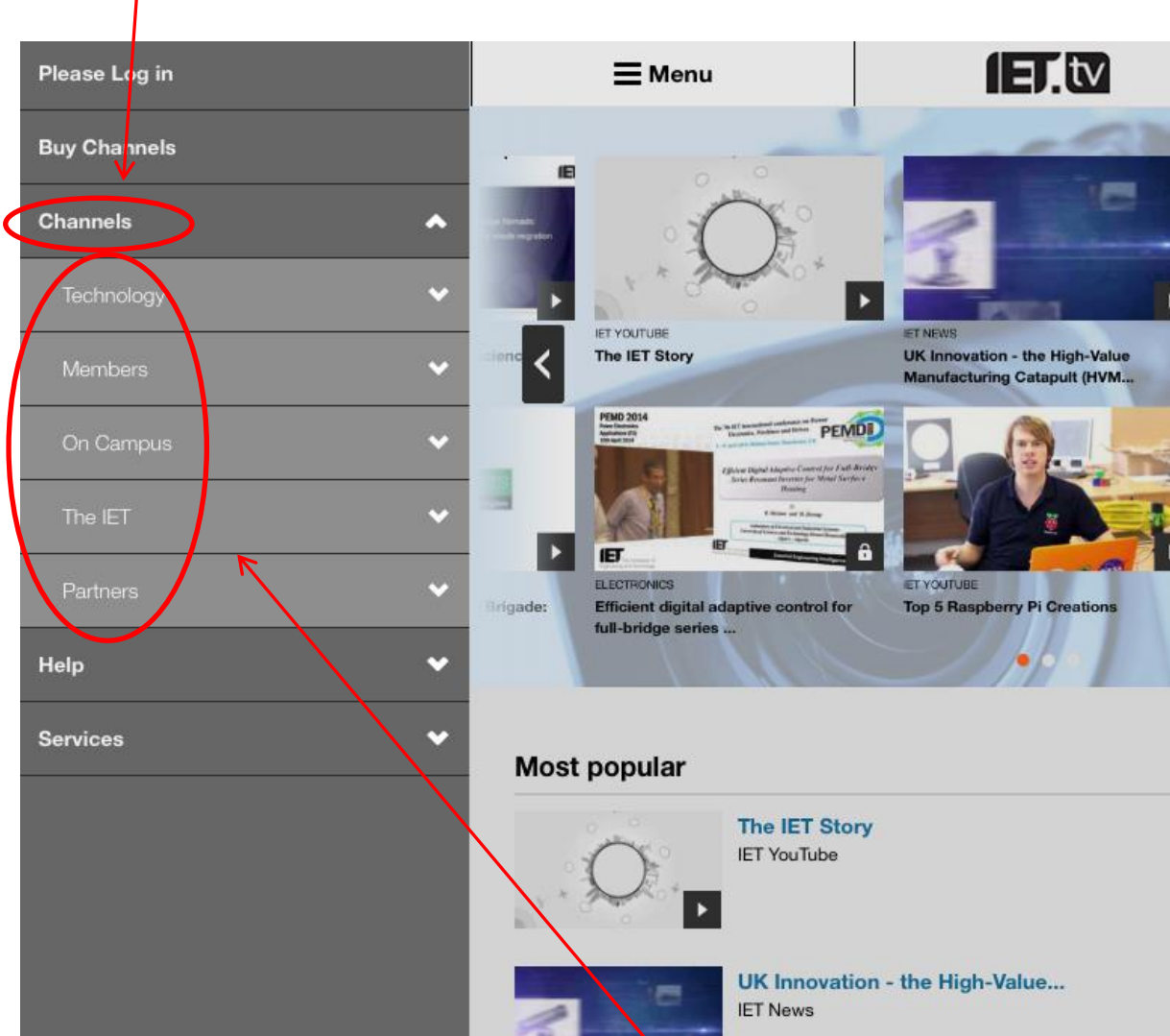
Here you see the options to **Login**, **Buy Channels\***, and the **Channels**, **Help** and **Services** sub-menus.



\*As before, please note that **Buy Channels** is for individual rather than institutional purchase

(See page 4 for more information). **If you are an administrator please see page 22 for details of how to access admin privileges.**

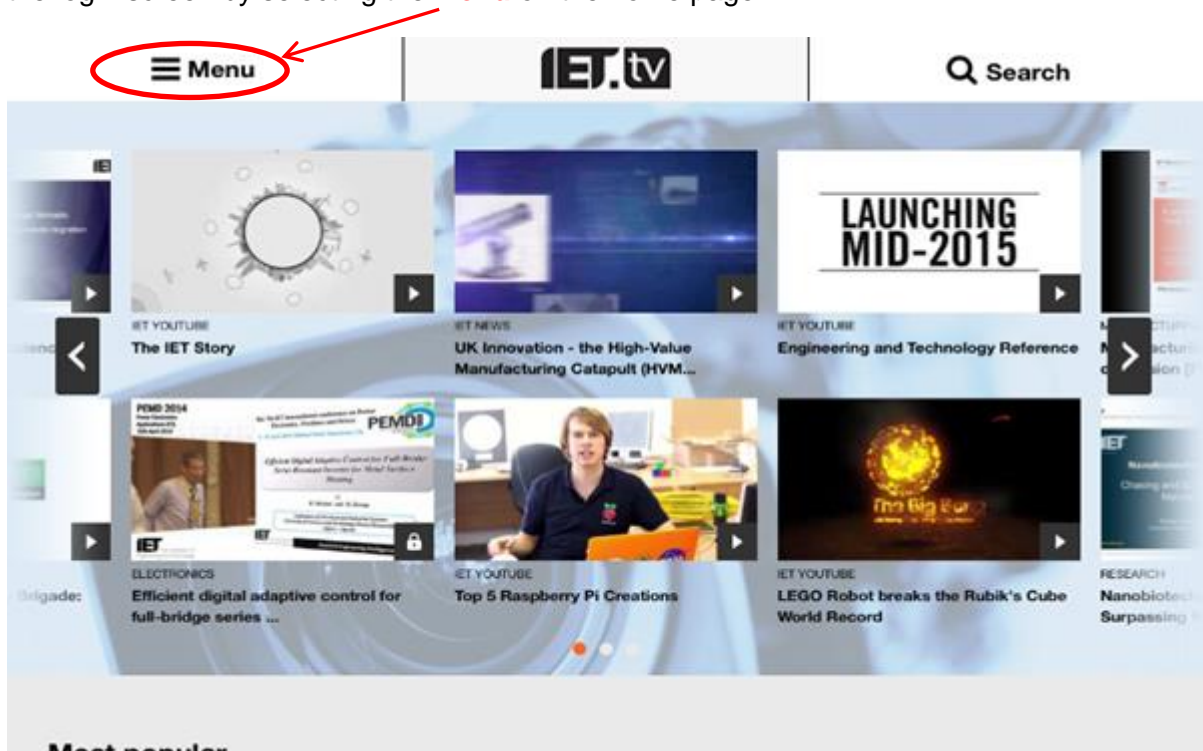
The Help and Services menus are simple and covered in the sections above  
The **Channels** menu is slightly different and so we will now look at the options available



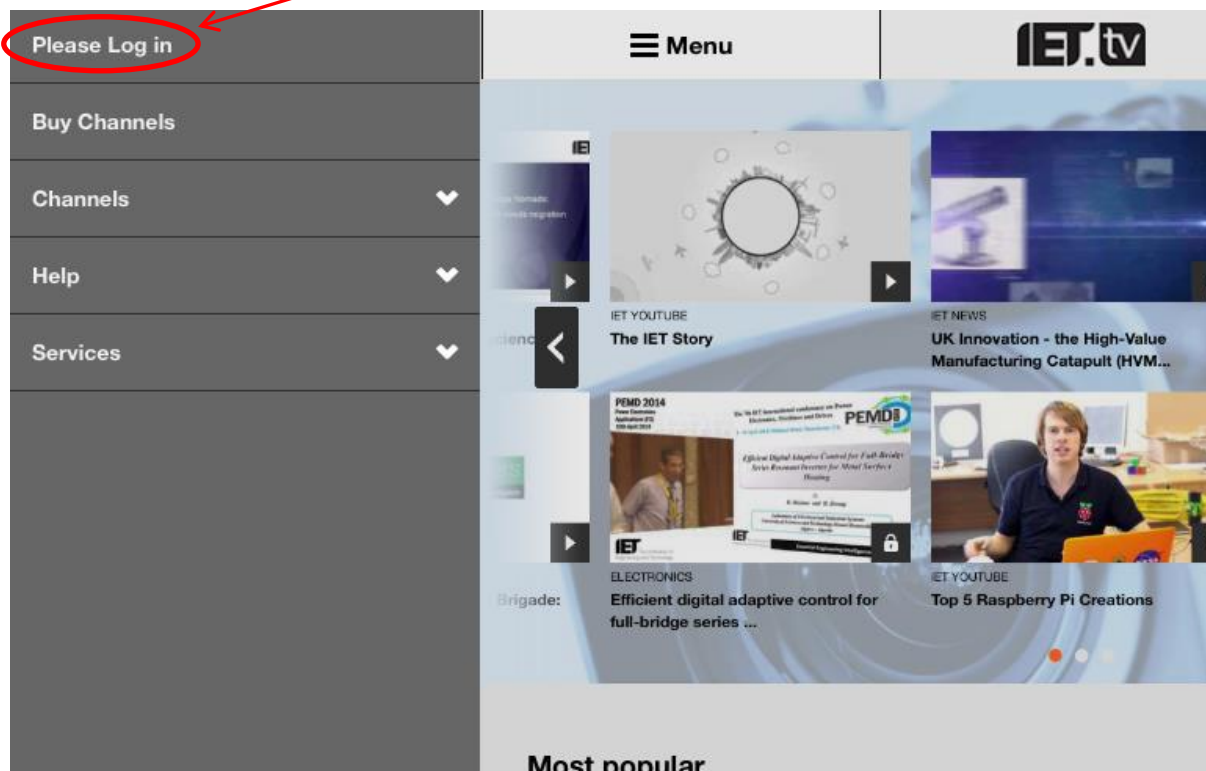
In this menu you can select the **Technology**, **Members**, **On Campus**, **The IET** and **Partners** channel categories. Selecting one of these options gives you a listing of the individual channels available within each category. For example, the **Technology** category provides links to all the subject areas (e.g. IT, Communications, Transport), which should be selected in order to view videos in that category. This corresponds to the menu shown at the top of page 5 for the desktop view.

## Administrator options

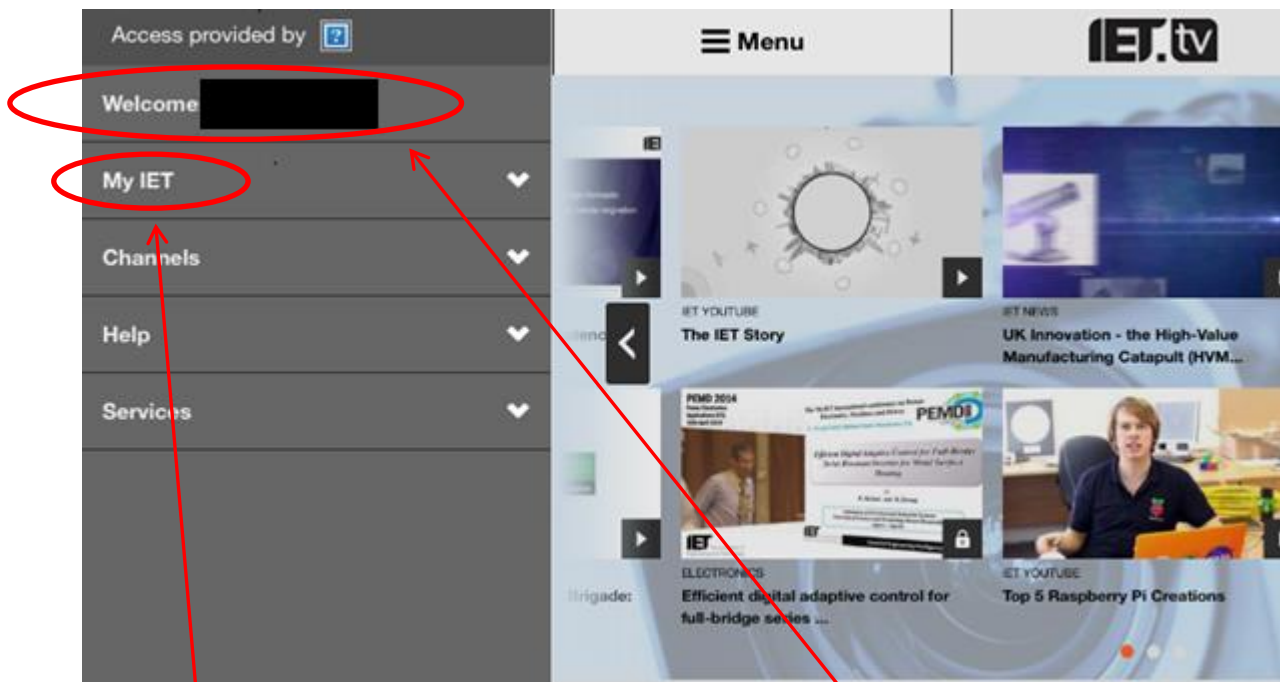
If you are an administrator, you will need to **log in** to access admin privileges. You can reach the login screen by selecting the **Menu** on the home page.



And then selecting **Please log in**



As an administrator, once you have logged in you will see a menu similar to the following:



In this example, the **username has been deleted** for privacy. In your menu, your username will appear.

Select **My IET** to access the administrator options as outlined on page 13.

## Appendix 1 – channels available

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

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

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

### 6 free-to-view channels covering:

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

## Contact Details and Technical Support

If you require further information or are experiencing technical problems, please email [info@iet.tv](mailto:info@iet.tv) in the first instance. For other queries, including purchase and trials, please contact your local representative as follows:

### Europe, Middle East and Africa

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Michael Faraday House  
Six Hills Way  
Stevenage  
Herts, SG1 2AY  
United Kingdom  
T: +44 (0)1438 767328  
F: +44 (0)1438 767339  
E: [emea.sales@theiet.org](mailto:emea.sales@theiet.org)

### The Americas

IET USA Inc  
379 Thornall Street  
Edison, NJ 08837  
USA  
T: +1(732) 321 5575  
T: +1(866) 906 5900 Help  
Desk  
(US and Canada)  
F: +1(732) 321 5702  
E: [ietusa@theiet.org](mailto:ietusa@theiet.org)

### Asia Pacific

IET Asia Pacific Office  
4412-4413  
Cosco Tower  
183 Queen's Road Central  
Hong Kong  
T: +852 2778 1611  
T: +852 2521 2144 Help  
Desk  
F: +852 2778 1711  
E: [salesAP@theiet.org](mailto:salesAP@theiet.org)

## About the IET

The IET is Europe's largest professional body of engineers with almost 160,000 members in 127 countries. It offers a range of services and resources to the engineering community including an extensive publishing programme. For the research community, the IET publishes a portfolio of research, letters and open access journals and over 400 eBooks; all located within the dynamic and market-leading IET Digital Library. IET *Inspec*, a highly respected A&I database with c. 15 million abstracts from a range of international publishers and IET.tv, the world's largest online archive of engineering and technology video content are also available to support and develop engineering excellence.

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