



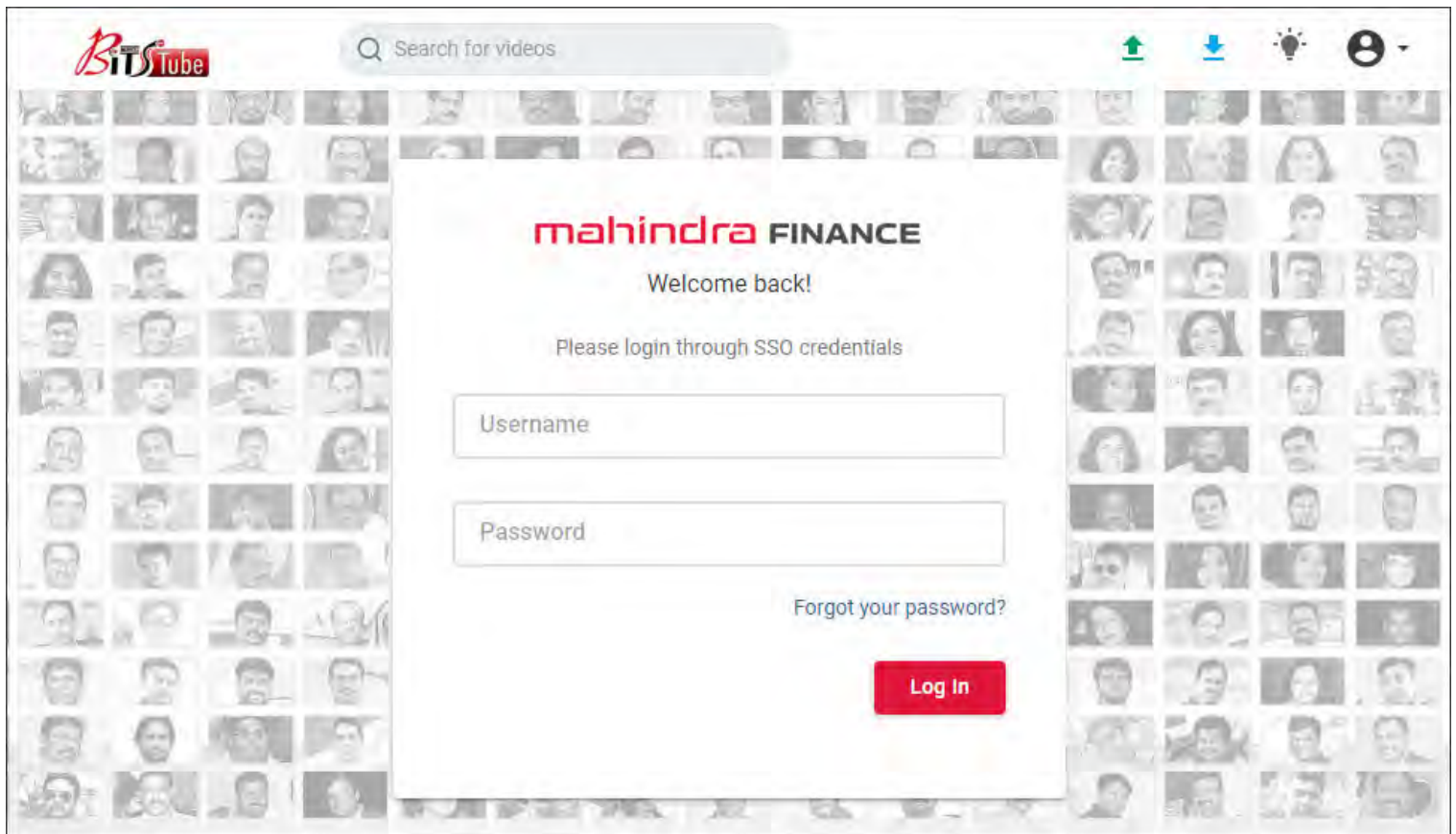
BITSTUBE Web Application USER MANUAL

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LOGIN PAGE & APPLICATION URL

<http://bitstube.mahindrafs.com>



1. User can login to BITSTUBE Application by SSO Credentials.
2. BITSTUBE is a responsive web application so the user can access the same from mobile devices using internet connection also.
3. The given application security testing is completed and approved by BITS Information Security team.
4. The given application is only accessible for MMFSS Users.



HOME PAGE USER INTERFACE

1

2 Home

3 History

4 Latest videos

5 Recommended videos

6 Trending

7 SUBSCRIPTIONS

- ABHIJEET JAGTAP..
- Sekhar Venkatesh..
- BITS Tube Admin..
- Jaswant Tak..

Show more

8 CATEGORIES

- MMFSL
- MD's Messages
- MIBL
- MRHFL
- MAMCPL
- Fixed Deposit
- Mutual Funds
- BITS Essentials
- MMFSL HR
- CSR
- Knowledge Hub
- L&D
- E-Greetings
- VISAI

9

10 Upload Import

11

9

10

11 Latest videos Explore more

12 NUISG - Social Engineering (Psychological attack)

BITS Tube Super Admin

30 Views • 6 months ago

13 System Security - Knowing your password policy & guidelines

BITS Tube Super Admin

24 Views • 6 months ago

14 Personal Data Protection & Privacy in India

BITS Tube Super Admin

20 Views • 6 months ago

15 Information Security & Social Media Awareness E-Learning...

BITS Tube Super Admin

18 Views • 6 months ago

16 Recommended videos Explore more

17 Mahindra Finance Quick Pay EMI

BITS Tube Super Admin

123 Views • 9 months ago

18 Award Ceremony & DJ in Evening - Part 2

BITS Tube Super Admin

49 Views • 6 months ago

19 A Special Message from Mr. V. Ravi

BITS Tube Super Admin

46 Views • 7 months ago

20 A Special Message from our Vice Chairman & Managing Director - ...

BITS Tube Super Admin

37 Views • 7 months ago

21 Subscriptions Explore more

22 Data Authenticity & its Security : Mr. Anand Mallan

BITS Tube Admin

8 Views • 6 months ago

23 Data Authenticity & its Security : Mr. Pankaj Purohit

BITS Tube Admin

12 Views • 6 months ago

24 Data Authenticity & its Security : Mr. Vivek Tripathi

BITS Tube Admin

7 Views • 6 months ago

25 Data Authenticity & its Security : Mr. Arindam Sarkar

BITS Tube Admin

8 Views • 6 months ago

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26 Video Upload Policy

User Manual for Admin

Feedback

27 Language

HOME PAGE USER INTERFACE:

- 1 BITS TUBE Logo and Home button are navigation to >Home Page
- 2 History - History button is to view the viewed video history in the past.
- 3 Latest Videos, Recommended videos, Trending videos
 - a. Latest videos – To view the latest updated videos in BITSTUBE.
 - b. Recommended videos – To view the recommended and mostly liked videos of BITSTUBE.
 - c. Trending videos – To view most trending videos of BITSTUBE.
- 4 SUBSCRIPTIONS – List of the Subscriptions added by the User. **(More info – Page No. 8)**
- 5 CATEGORIES – BITSTUBE Videos are categorized in various categories based on MMFSS subsidiaries, departments and important initiatives.
- 6 Search for videos: User can search any videos based on Video Name & Tags (entered while uploading the video).
- 7 Upload Video, Import Video: The given options are only available for selected Admins who can have rights to 'Upload' video and / or 'Import' video from external sources like Youtube, Daily Motion. **(More detailed information is available on Page No. 20)**
- 8 Mode, Notification, User Menu
 - a. Mode: User can change the BITSTUBE mode to Night View on one click.
 - b. Notification: User can receive notifications for every activity happened in BITSTUBE related to: New subscription, Likes, Views, Comments, New uploads etc.
 - c. User Menu: User can access their own Subscriptions Videos, Own Playlist, Viewed History, Own Liked videos, Video Dashboard, Settings and Log out. **(More detailed information is available on Page No. 8).**
- 9 Featured Video: For very important communication, Admin has the rights to place particular video to 'Featured Video' which should highlight on the top.
- 10 Mahindra Finance Advertisement Banner.
- 11 Video Upload Policy, User Manual for Admin, Feedback
 - a. User can download and view the 'Video Upload Policy'.
 - b. User can download and view the 'User Manual' of BITSTUBE.
 - c. Feedback: User can share their feedbacks regarding BITSTUBE Application.
- 12 Language: User can change BITSTUBE Application language.

VIDEO PAGE USER INTERFACE

The screenshot displays the user interface of the BITS Tube video player. The main video player shows a video from 'mahindra FINANCE' with a progress bar at 00:01. Below the video, the title 'Great Place to Work - Message from Mr. Ramesh Iyer' is displayed, along with '10 Views' and a like/dislike bar. The channel name 'BITS Tube Admin' and the upload date '31 Jul 2019' are shown, along with a 'MANAGE' button. A row of action buttons includes 'Share', 'Embed', 'Edit video', 'Add to', and 'Analytics'. Below this, a section titled 'In MD's Messages' contains the video title and a 'Show more' button. The comments section shows '1 Comments' and a 'Sort By' dropdown. A comment from 'BITS Tube Super Admin' is visible, with a 'Show more' button. On the right side, a vertical list of 'Up next' videos is shown, including 'Message for Learning D...', 'Management Message fo...', 'Message for Learning D...', 'Message from Knowled...', 'Great Place to Work - M...', 'Refer2win - Mr. Ramesh...', and 'Mr. Rajnish Agarwal's M...'. A 'LOAD MORE' button is at the bottom of the list. The footer contains copyright information and links for 'Video Upload Policy', 'User Manual for Admin', 'Feedback', and 'Language'.

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Copyright © 2020 BitsTube. All rights reserved. Video Upload Policy User Manual for Admin Feedback Language

VIDEO PAGE USER INTERFACE:

13 BITSTUBE Video Player: The player contains:

- a. Play / Pause button
- b. Video timeline
- c. Head Slider
- d. Set Video Speed Rate
- e. Video Jump 10 seconds forward
- f. Volume Manager
- g. Set Video Quality
- h. Scale video to full screen

14 Video Title Name

15 Total No. of video views and Total no. of Video likes and to like or dislike a video.

16 Subscriber Name meaning: The person who has uploaded the given video.

17 User can Click on 'MANAGE' to add the Video Subscriber in his list. So that in future, user can receive the notifications when the particular subscriber may uploading any video.

18 Share, Embed, Edit Video, Add to+, Analytics.

- a. Share: User can share the given video via Facebook, Twitter etc. to their colleagues.
- b. Embed: To embed video link in any other MMFSS application.
- c. Edit video: The given option is only available for Admins to edit the particular video content.
- d. Add to + : To Add the given video in User's existing or new Playlist. **(More detailed information on How to Create Playlist is available on Page No. 9).**
- e. Analytics: To analyze the no. of likes, comments, views etc. for the particular video.

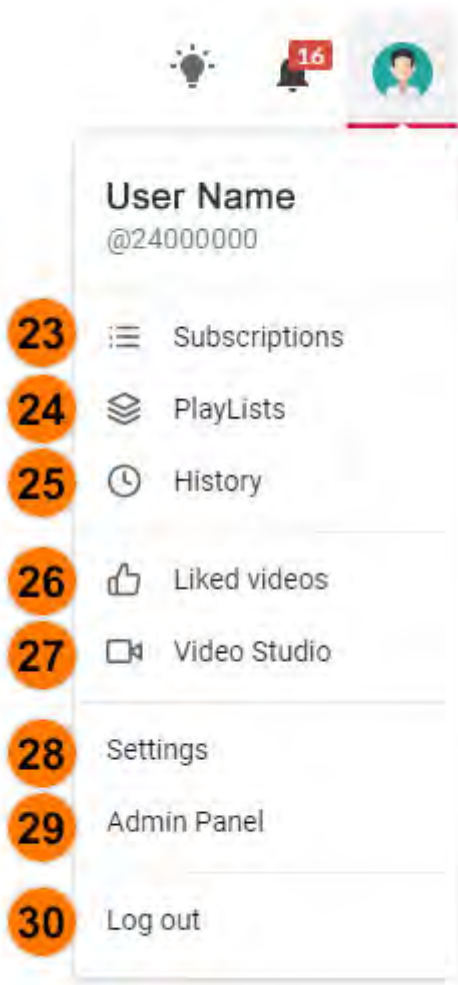
19 Information about the given video. Such video detailed information is provided by Admin while uploading any particular video.

20 Comments: To Add comments and also to view the no. of previous comments entered by other users.

21 Coming Up: Next video play after the current video.

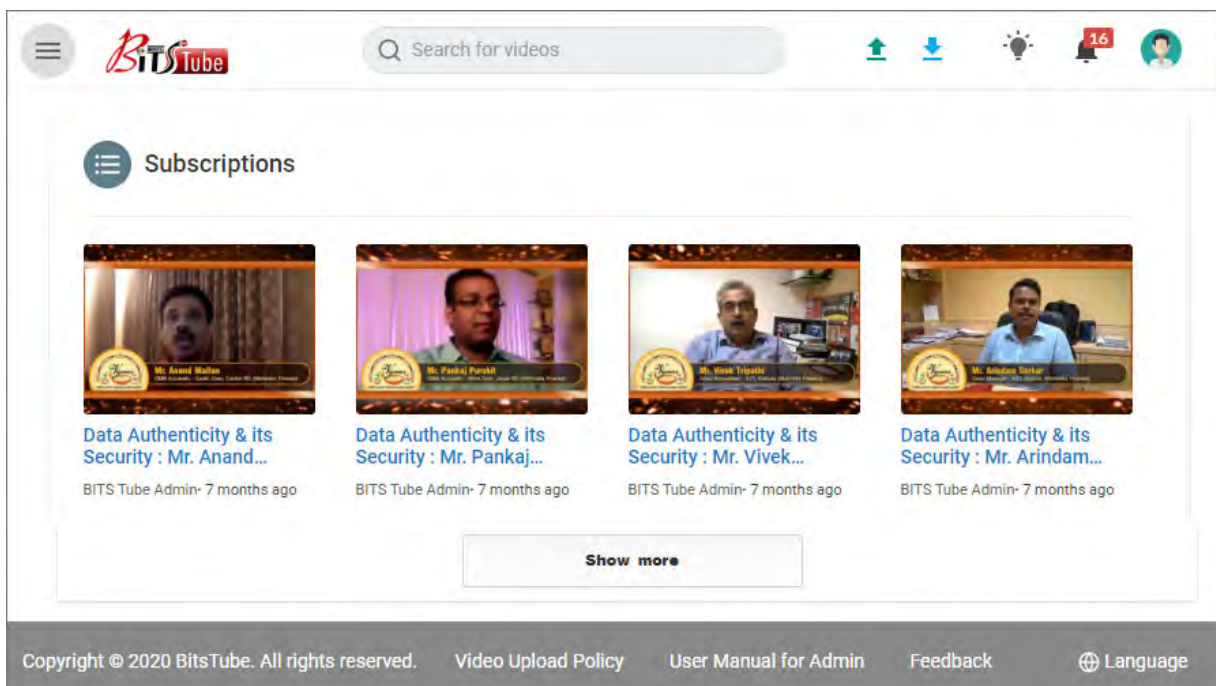
22 List of other relevant videos.

USER MENU – DESCRIPTION



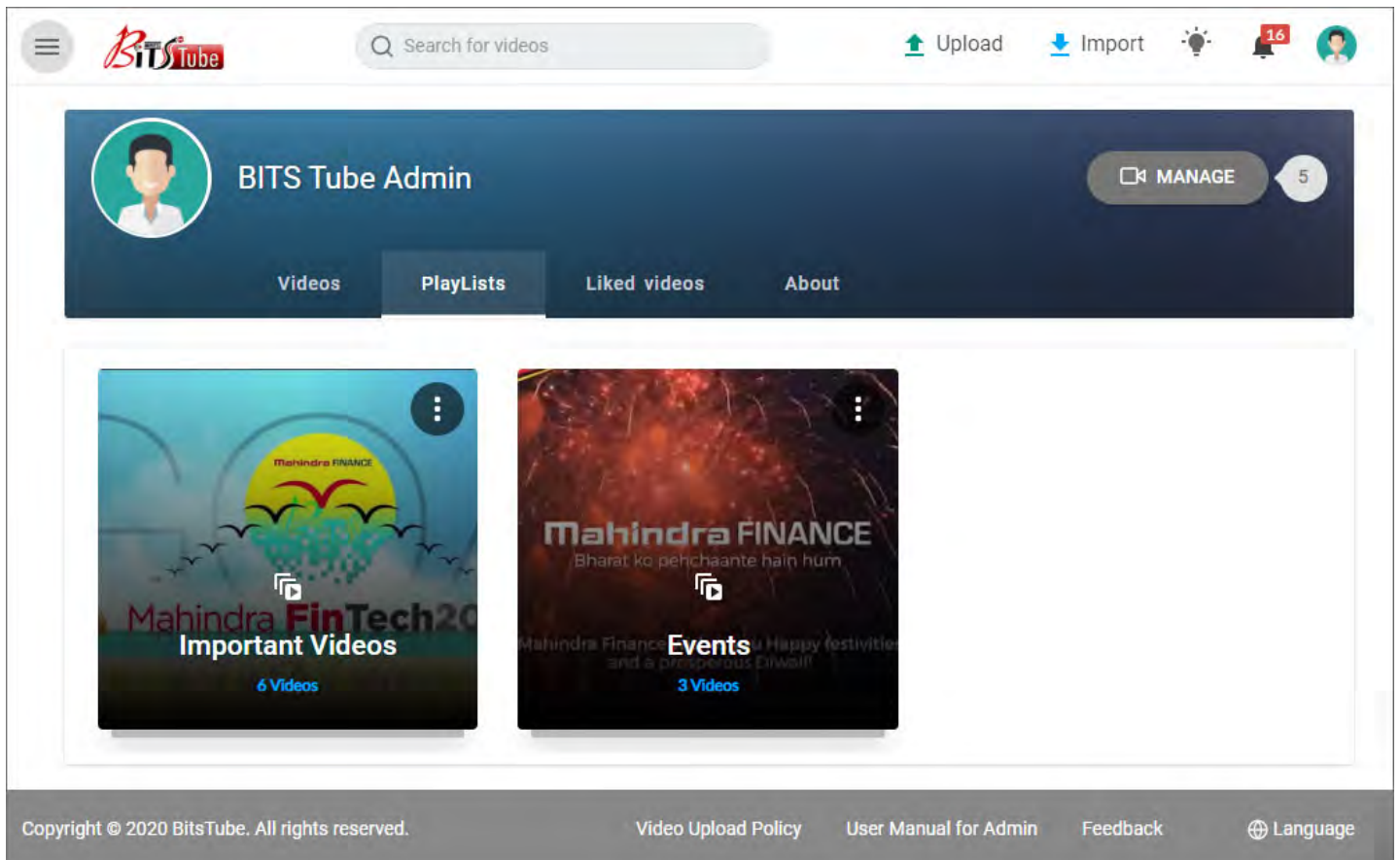
23 USER MENU > Subscriptions:

Select 'Subscriptions' under 'USER MENU' to view the Subscribed Users uploaded videos. Also refer **Point 17 (Page 6)**, to know how to Subscribe a User.



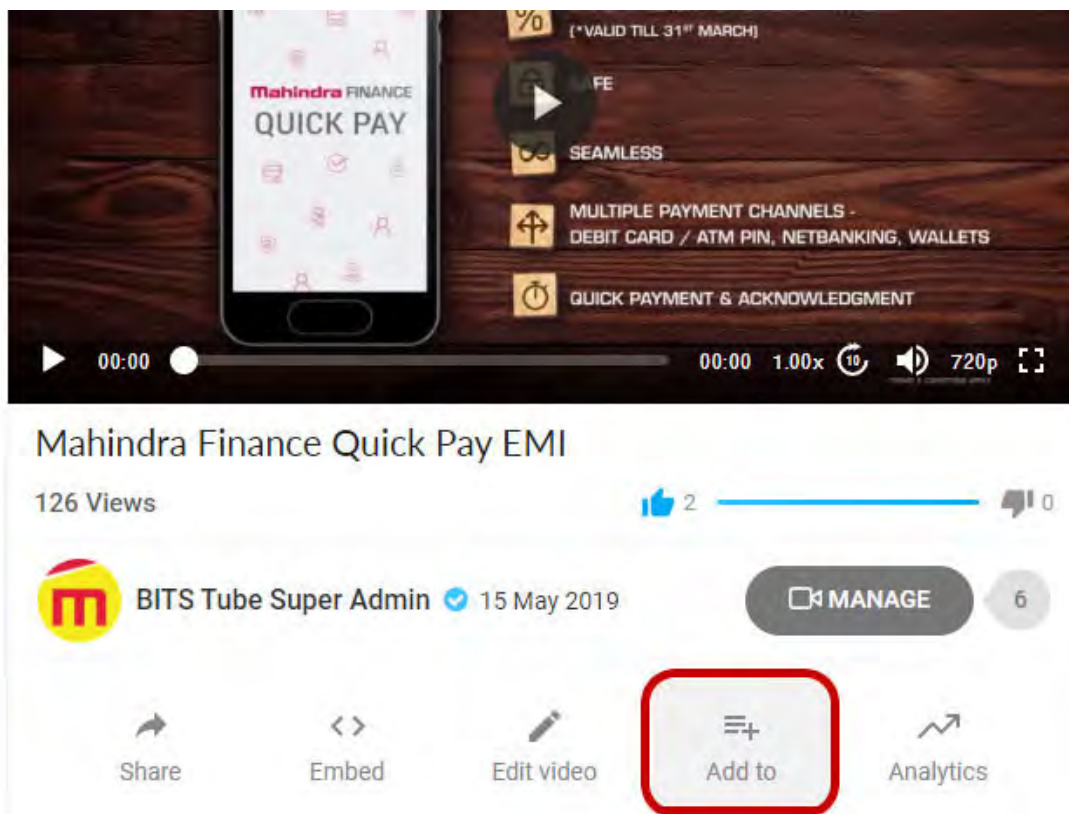
24 USER MENU > Playlists:

Select 'Playlists' under 'USER MENU' to view the User Playlist.

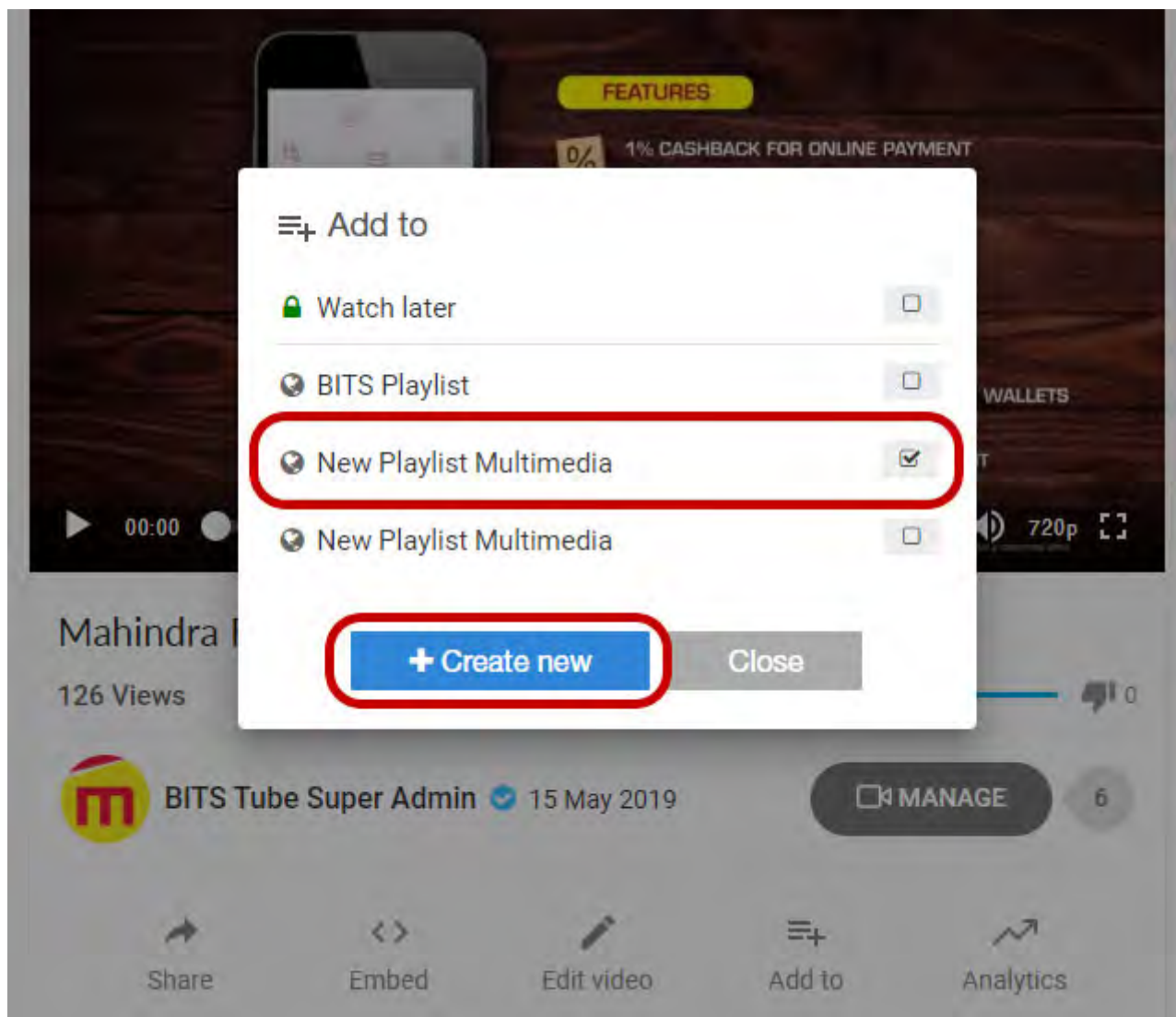


How to create a Playlist?

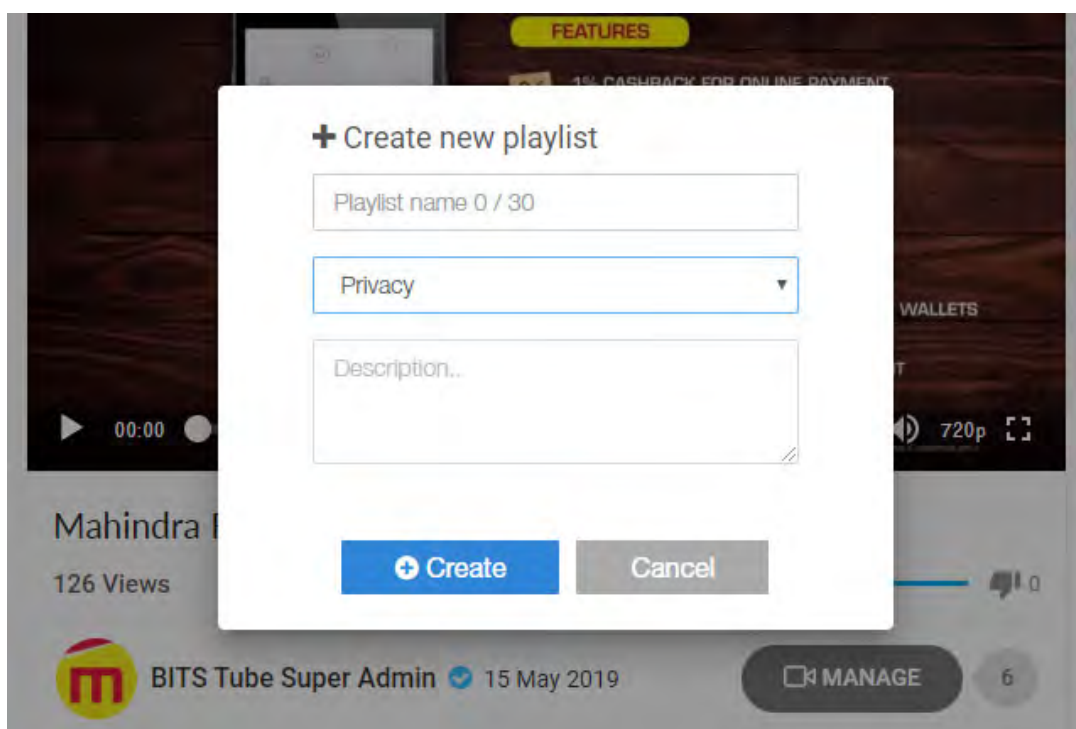
a) Click on 'Add to' icon to add the selected video to your private or public Playlist.



b) User can Add the video to existing Playlist by selection from the existing list or have option to 'Create New' list.

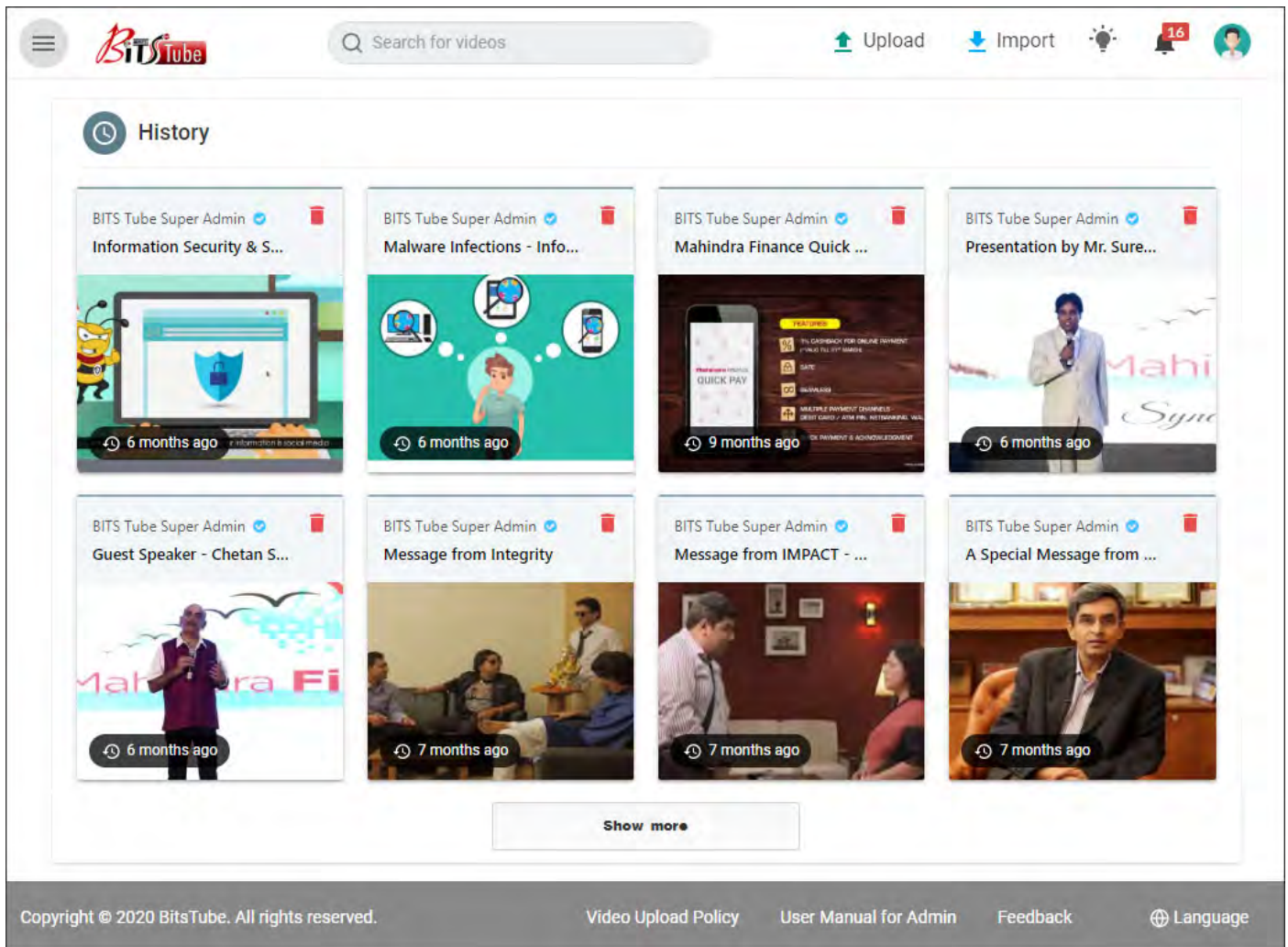


c) For creating a new Playlist, User needs to name the list, Select privacy (Public / Private) and Description of the playlist. User can create multiple Playlists based on the subject.



25 USER MENU > History:

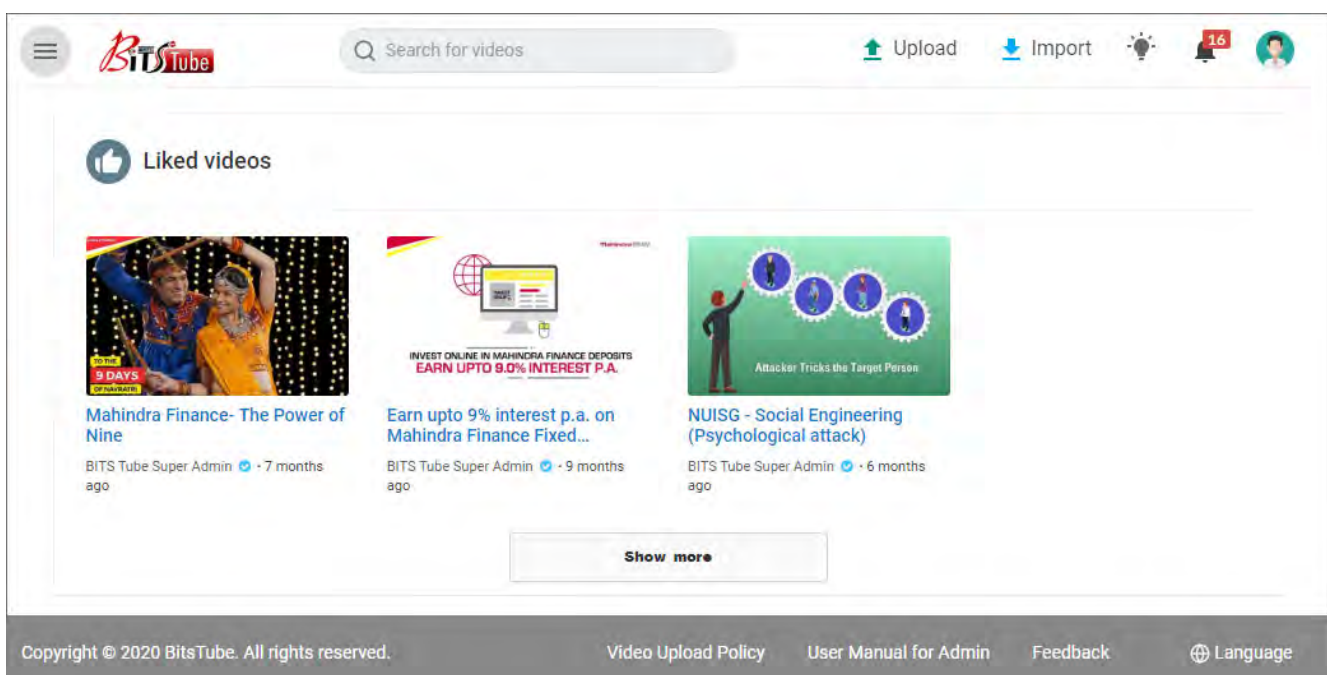
Select 'History' under 'USER MENU' to view Video history played in the past.



The screenshot displays the 'History' section of the BITS Tube interface. At the top, there is a navigation bar with the BITS Tube logo, a search bar, and buttons for 'Upload', 'Import', and a notification bell with '16' alerts. Below the navigation bar, the 'History' section is titled with a clock icon. It features a grid of eight video thumbnails, each with a title, a channel name 'BITS Tube Super Admin', and a timestamp. The thumbnails include: 'Information Security & S...' (6 months ago), 'Malware Infections - Info...' (6 months ago), 'Mahindra Finance Quick ...' (9 months ago), 'Presentation by Mr. Sure...' (6 months ago), 'Guest Speaker - Chetan S...' (6 months ago), 'Message from Integrity' (7 months ago), 'Message from IMPACT - ...' (7 months ago), and 'A Special Message from ...' (7 months ago). A 'Show more' button is located at the bottom of the grid. The footer contains copyright information and links for 'Video Upload Policy', 'User Manual for Admin', 'Feedback', and 'Language'.

26 USER MENU > Liked Videos:

Select 'Liked Videos' under 'USER MENU' to view the videos liked by you in the past.



The screenshot displays the 'Liked videos' section of the BITS Tube interface. At the top, there is a navigation bar with the BITS Tube logo, a search bar, and buttons for 'Upload', 'Import', and a notification bell with '16' alerts. Below the navigation bar, the 'Liked videos' section is titled with a thumbs-up icon. It features a grid of three video thumbnails, each with a title, a channel name 'BITS Tube Super Admin', and a timestamp. The thumbnails include: 'Mahindra Finance- The Power of Nine' (7 months ago), 'Earn upto 9% interest p.a. on Mahindra Finance Fixed...' (9 months ago), and 'NUISG - Social Engineering (Psychological attack)' (6 months ago). A 'Show more' button is located at the bottom of the grid. The footer contains copyright information and links for 'Video Upload Policy', 'User Manual for Admin', 'Feedback', and 'Language'.

27 USER MENU > Video Studio:

'Video Studio' is featured only for Admin Users.

Select 'Video Studio' under 'USER MENU' to view User owned Channel Dashboard, Video Uploaded List and Comments received for uploaded videos.

a. **Video Studio > Dashboard** contains:

- Own Channel Analytics only including Total Comments, Total Views, Total Likes, Total Dislikes.
- Month based comparison chart.
- Total no. of Subscribers with graphical representation.

The screenshot displays the 'Video Studio' dashboard for a user named 'BITS Tube'. The interface includes a navigation menu, search bar, and action buttons for 'Upload' and 'Import'. The main content area is divided into several sections:

- Dashboard:** Includes tabs for 'Dashboard', 'Videos', and 'Comments'.
- Channel Analytics:** Shows four key metrics: Total Comments (8), Total Views (397), Total Likes (4), and Total Dislikes (0).
- This month compared to last month:** Displays percentage changes for Likes (-100.0% ↓), Dislikes (0% ↑), Views (-89.5% ↓), and Comments (0% ↑).
- Subscribers:** Shows a total of 5 subscribers. Below this is a bar chart titled 'Today (Based on UTC timezone)' for Friday, showing a single bar at 7 AM with a value of 1. The y-axis ranges from 0 to 1.25, and the x-axis shows hourly intervals from 00 AM to 11 PM.

At the bottom of the page, there is a footer with copyright information and links for 'Video Upload Policy', 'User Manual for Admin', 'Feedback', and 'Language'.

b. Video Studio > Videos

'Videos' is to manage the uploaded videos by Admin User.

Manage My Videos

Dashboard Videos Comments

Data Authenticity & its Security : Mr. Anand Mallan
8 Views 0 Likes 0 Dislikes
0 Comments 6 months ago
Edit Delete

Data Authenticity & its Security : Mr. Pankaj Purohit
12 Views 0 Likes 0 Dislikes
0 Comments 6 months ago
Edit Delete

Data Authenticity & its Security : Mr. Vivek Tripathi
7 Views 0 Likes 0 Dislikes
0 Comments 6 months ago
Edit Delete

Data Authenticity & its Security : Mr. Arindam Sarkar
8 Views 1 Likes 0 Dislikes
0 Comments 6 months ago
Edit Delete

Show more

Copyright © 2020 BitsTube. All rights reserved. Video Upload Policy User Manual for Admin Feedback Language

Manage My Videos

Dashboard Videos Comments

Data Authenticity & its Security : Mr. Anand Mallan
8 Views 0 Likes 0 Dislikes
0 Comments 6 months ago
Edit Delete

Data Authenticity & its Security : Mr. Pankaj Purohit
12 Views 0 Likes 0 Dislikes
0 Comments 6 months ago
Edit Delete

Data Authenticity & its Security : Mr. Arindam Sarkar
8 Views 1 Likes 0 Dislikes
0 Comments 6 months ago
Edit Delete

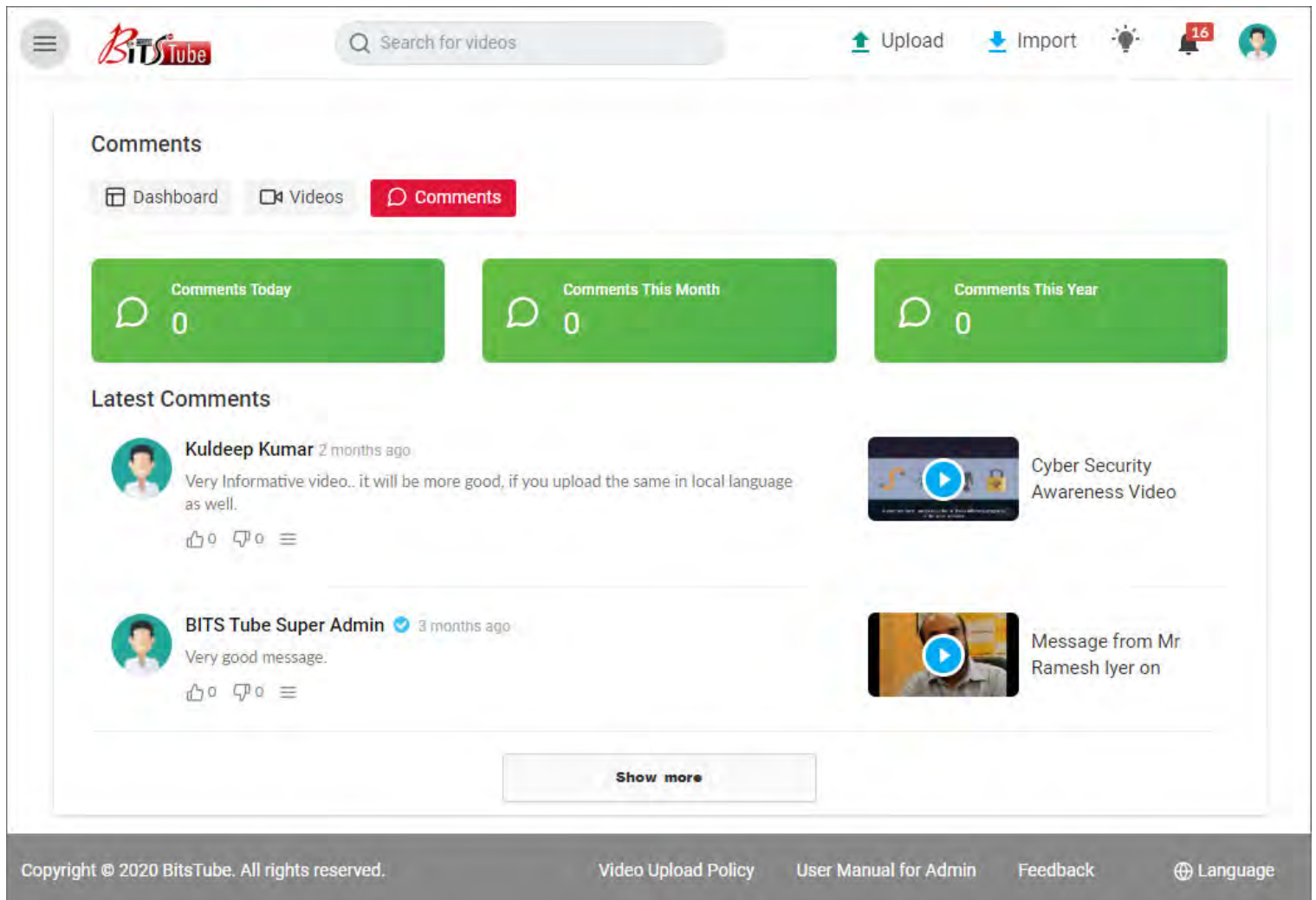
Views
Likes
Dislikes
Comments

B C D

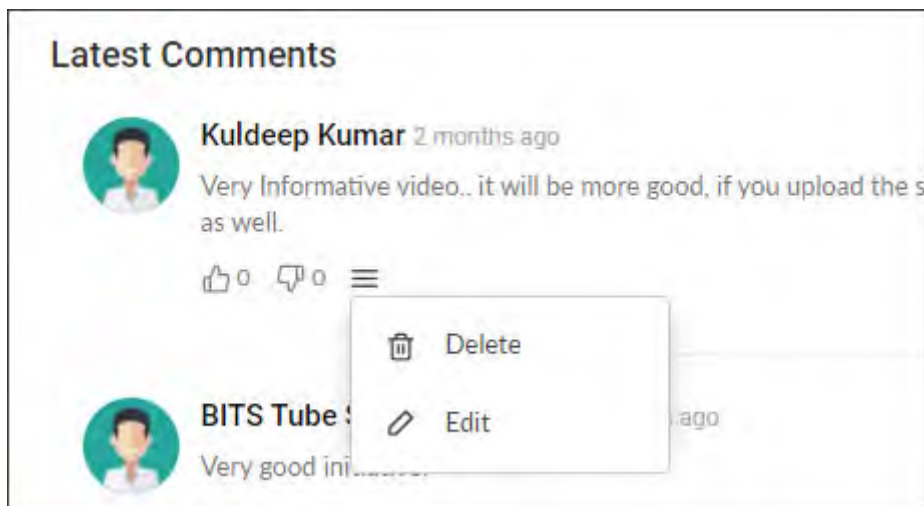
- User can sort the videos by above given filter options.
- Edit:** Option is used to Edit the uploaded video by Admin User.
- Delete:** User can delete the uploaded video with Delete button.
- View Analytics Button:** To view Analytics of the particular selected video.

c. Video Studio > Comments

Every individual user of MMFSS can share their comments on any uploaded video in BITSTUBE. 'Comments' is to view and manage those comments. Only Admin User has the rights to manage comments which are shared for their individual uploaded video.



Admin User can 'EDIT' or 'DELETE' any comment which is not appropriate.

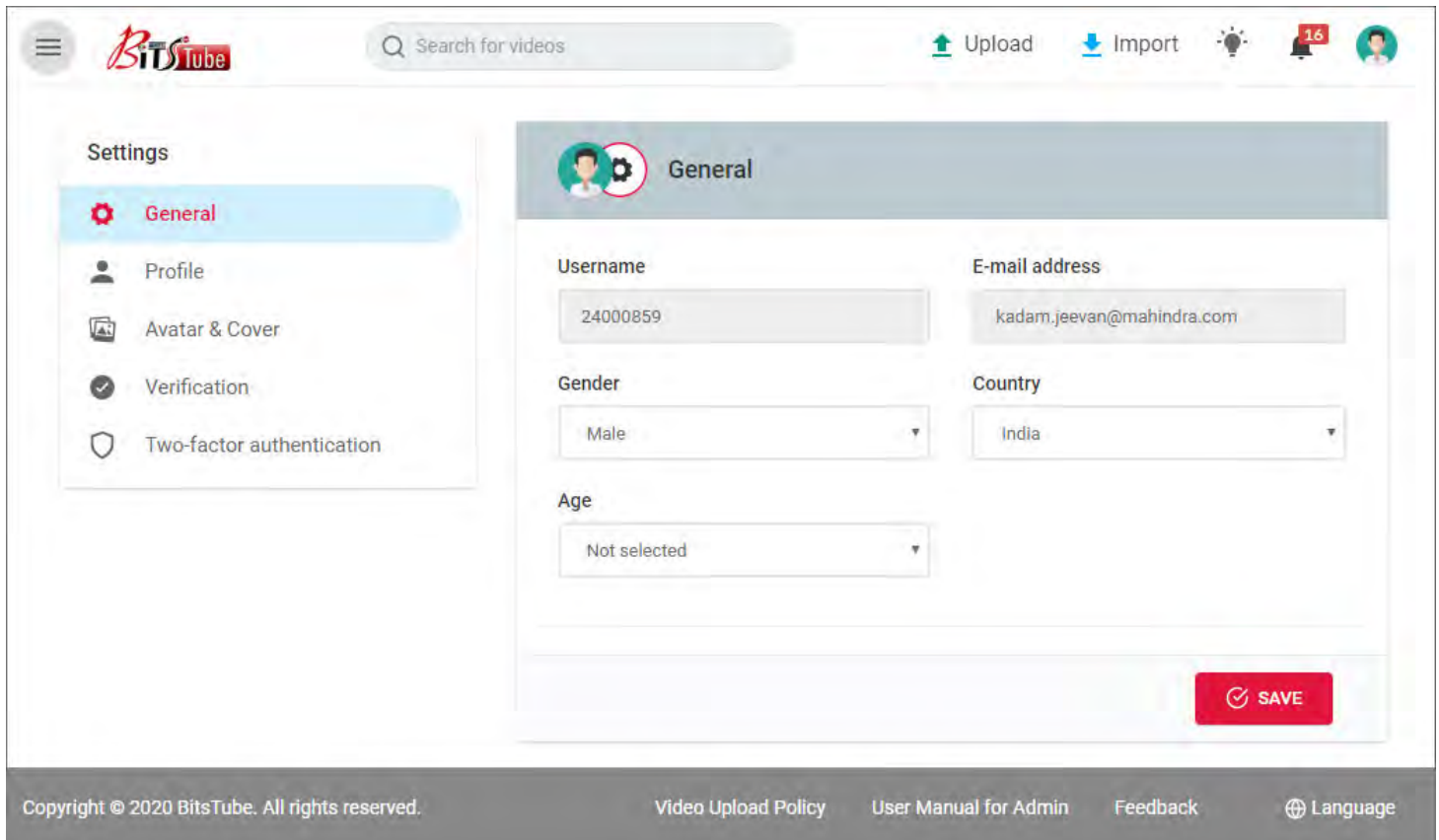


28 USER MENU > Settings

'Settings' is to manage the general settings for logged user.

The given settings contain:

- General Settings: User can set Gender, Country and Age.
- Profile Settings: User can add more info about themselves.
- Avatar & Cover : User can upload their photo 'Avatar' & 'Cover Page' for personal login.
- Verification: To auto verifying User SSO ID.
- Two-factor authentication: To create 2-step login to level up user account security.



The screenshot shows the 'General' settings page. On the left, a 'Settings' sidebar lists: General (selected), Profile, Avatar & Cover, Verification, and Two-factor authentication. The main content area is titled 'General' and contains the following fields:

- Username:** 24000859
- E-mail address:** kadam.jeevan@mahindra.com
- Gender:** Male
- Country:** India
- Age:** Not selected

A red 'SAVE' button is located at the bottom right of the settings area. The footer contains: Copyright © 2020 BitsTube. All rights reserved., Video Upload Policy, User Manual for Admin, Feedback, and Language.



The screenshot shows the 'Avatar & Cover' settings page. It features two upload areas:

- Avatar:** A dashed box with a camera icon. Below it, the text reads: 100px X 100px (Max. file size: 100 KB).
- Cover:** A dashed box with a picture icon. Below it, the text reads: 800px(W) X 145px(H) (Max. file size: 150 KB).

A red 'SAVE' button is located at the bottom right of the page.

Note:

- Upload size for Avatar photo is 100px X 100px and limit of 100KB file size only.
- Upload size dimension for Cover photo should be Width: 800px X Height: 145px and file size limit is 150 KB only.

29 USER MENU > Admin Panel (Only available for Admin Users)

Admin Panel is a module where Admin User can access:

- A. Dashboard
- B. Language
- C. Videos

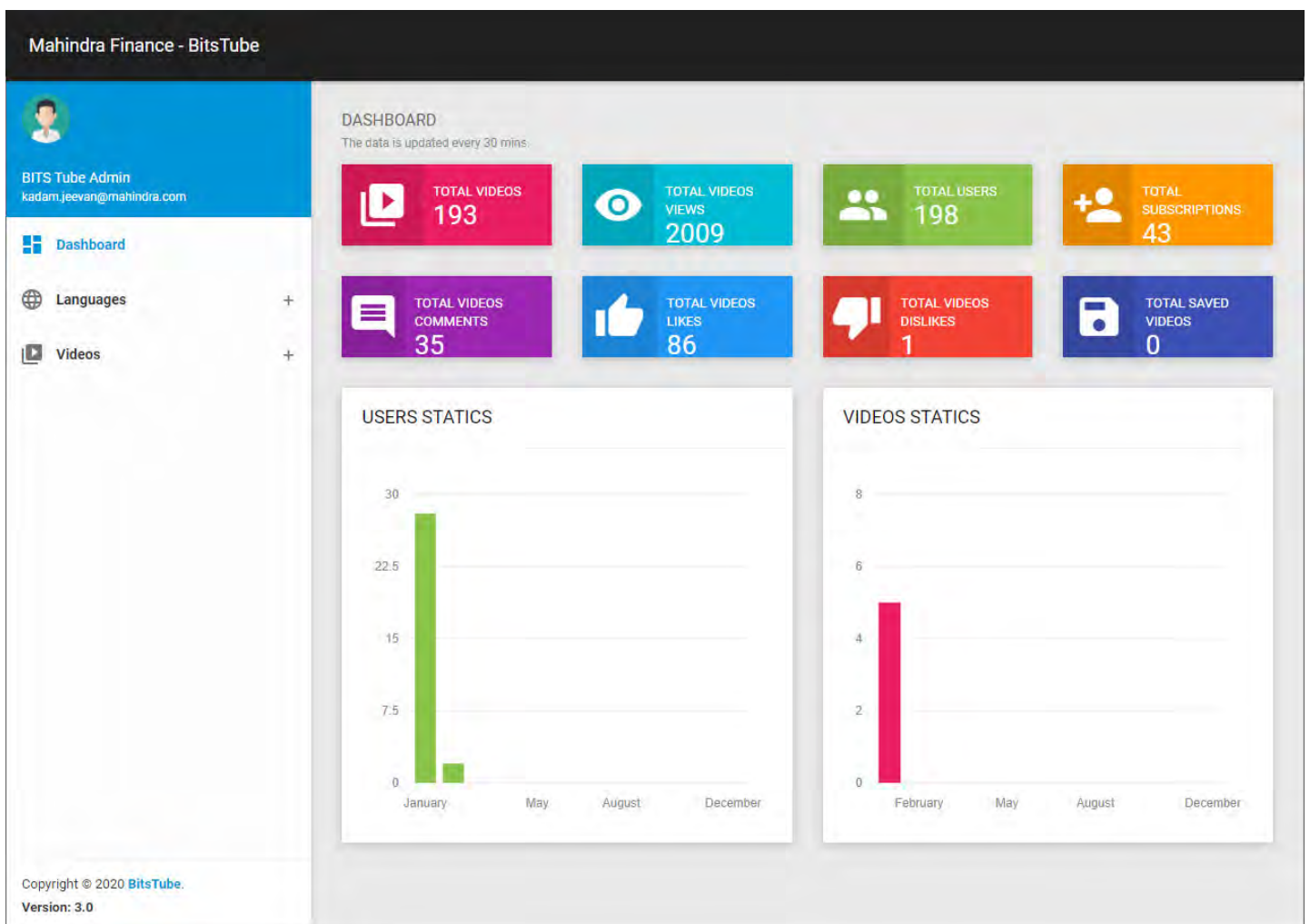
A. Dashboard:

Admin has rights to view BITSTUBE Application Dashboard which covers:

Total Uploaded Videos, Total Videos Views, Total No. of Users, Total Subscriptions, Total Videos Comments, Total Videos Likes, Total Videos Dislikes and Total Saved Videos

Users Statics (in graphical format)

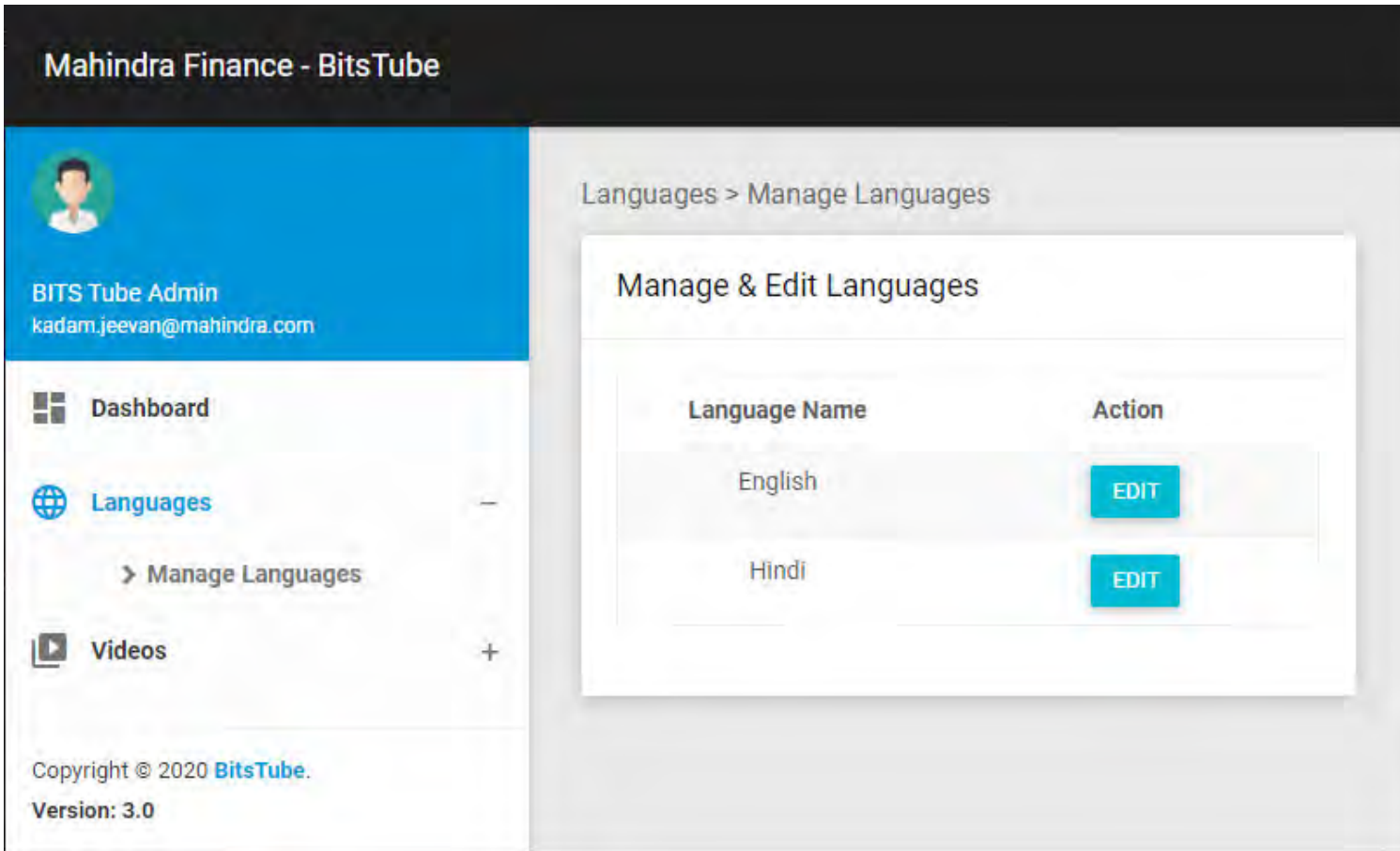
Videos Statics (in graphical format)



B. Languages:

Admin User has rights to edit and manage BITSTUBE Application Language.

Click on 'EDIT' button against the language to edit the language content.



Mahindra Finance - BitsTube

BITSTube Admin
kadam.jeevan@mahindra.com

Dashboard

Languages

Manage Languages

Videos

Copyright © 2020 BitsTube.
Version: 3.0

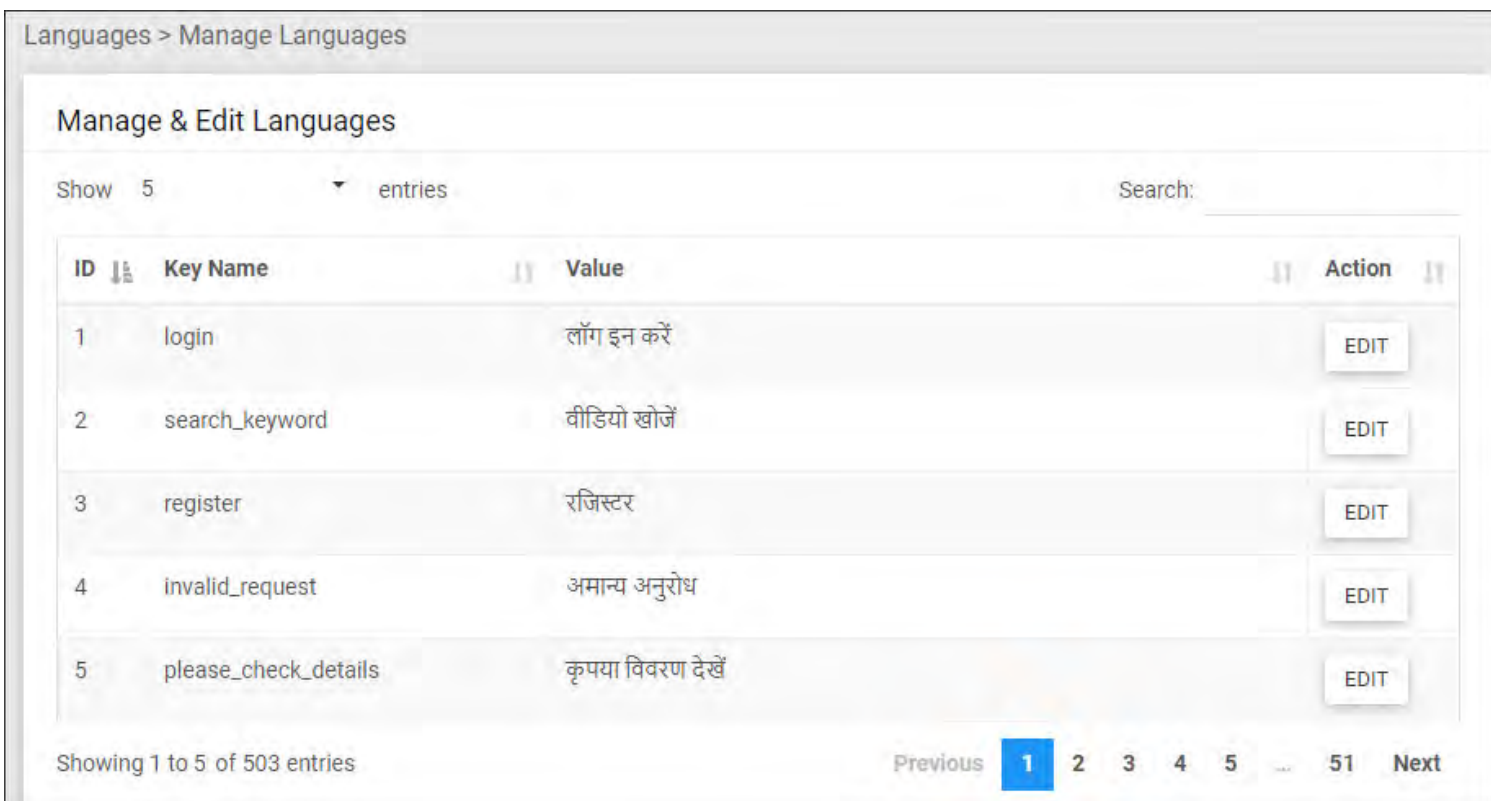
Languages > Manage Languages

Manage & Edit Languages

Language Name	Action
English	EDIT
Hindi	EDIT

Manage & Edit Languages:

Click on 'EDIT' button against the Key Name to edit the language content in local language.



Languages > Manage Languages

Manage & Edit Languages

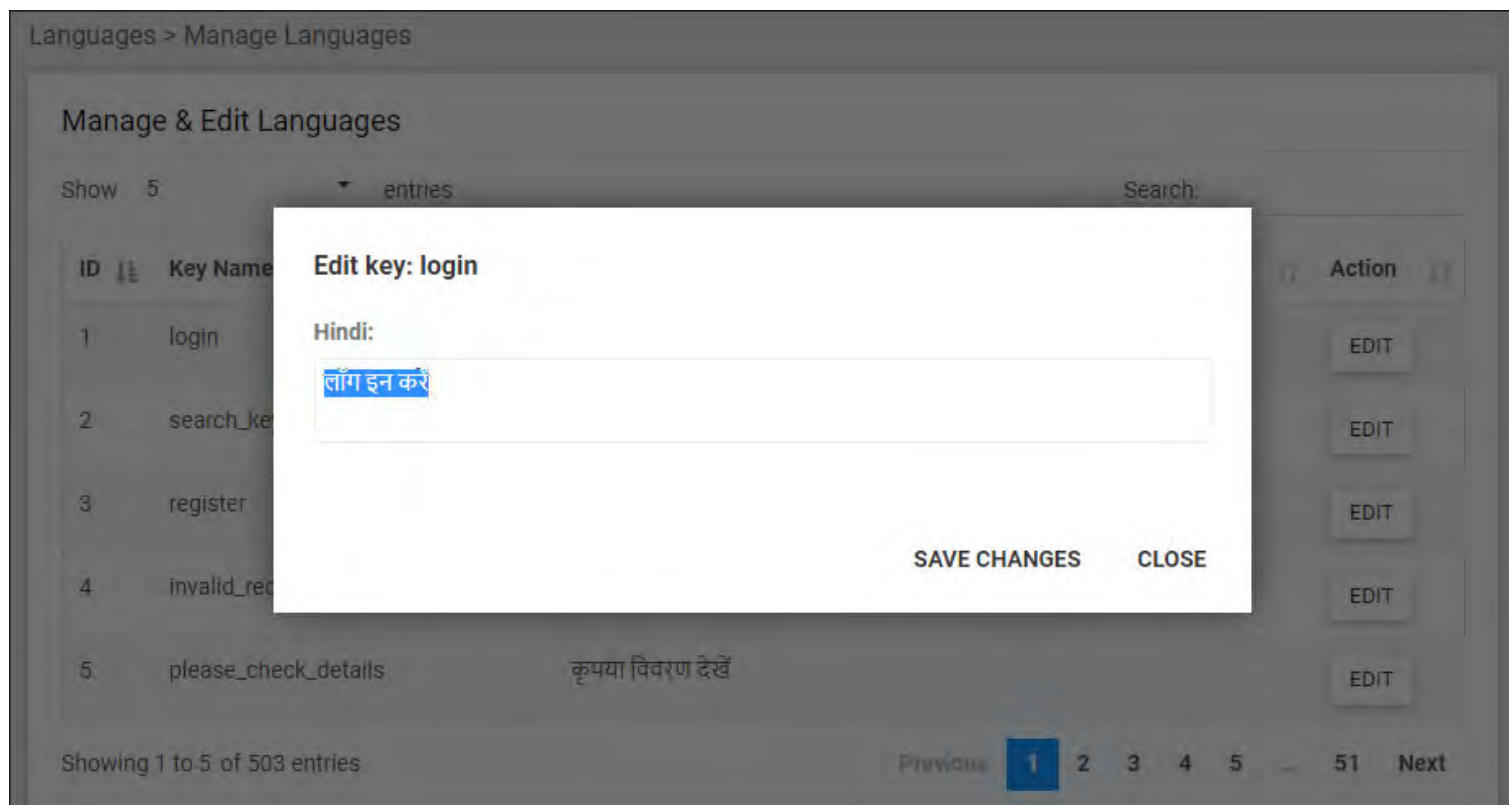
Show 5 entries Search:

ID	Key Name	Value	Action
1	login	लॉग इन करें	EDIT
2	search_keyword	वीडियो खोजें	EDIT
3	register	रजिस्टर	EDIT
4	invalid_request	अमान्य अनुरोध	EDIT
5	please_check_details	कृपया विवरण देखें	EDIT

Showing 1 to 5 of 503 entries

Previous 1 2 3 4 5 ... 51 Next

Admin User can correct / change in the particular language.



Note:


1. User Admin can use Google Translate to update the language.
2. Only Super Admin has the rights to Add new language. So to add any new language, Users or User Admin should send a mail request to Super Admin or support.bitstube@mahindra.com.

C. Videos:

Admin has rights to Manage Videos which are uploaded by them only.

Admin User can search videos by multiple filter options:

1. Keyword, ID, Title
2. Types of Upload
3. Can Set per page display limit
4. View by Public, Private, Unlisted or All categories.
5. View by 'Pending Approval' or 'Approved'.
6. View by MMFSL Categories



BITS Tube Admin
kadam.jeevan@mahindra.com

- Dashboard
- Languages
- Videos
 - Manage Videos
 - Import Videos









Videos > Manage Videos
193 TOTAL VIDEOS

Manage & Edit Videos

Keyword, ID, Title All (Default) 50 (Default) All Videos

All Videos Category

SEARCH

ID	Video ID	Title	Category	Source	Privacy	By	Action
<input type="checkbox"/>	139	wyYq8zNO1RtWcAJ	Unveiling the Brand New Employee Birthda..	MMFSL	Uploaded	Unlisted	 BITS Tube Admin Disapprove EDIT DELETE
<input type="checkbox"/>	137	qgWydYfMhPb54GP	Management Speech: Mr. Rajnish Agarwal..	MMFSL	Uploaded	Public	 BITS Tube Admin Disapprove EDIT DELETE
<input type="checkbox"/>	135	X7rLfczB1tXfr9q	But This Is Not Enough..	CSR	Uploaded	Public	 BITS Tube Admin Disapprove EDIT DELETE
<input type="checkbox"/>	134	ffYlqcKox7dGQME	MD's Message on GPTW & MCares S..	MD's Messages	Uploaded	Public	 BITS Tube Admin Disapprove EDIT DELETE
<input type="checkbox"/>	133	ljYuck8HJ4UF60f	Mahindra Finance - Fixed Deposits - Excl..	Fixed Deposit	Uploaded	Public	 BITS Tube Admin Disapprove EDIT DELETE
<input type="checkbox"/>	132	1OCbcCDGE3caDAJ	Mr. Rajnish Agarwal's Message - Ban..	MMFSL	Uploaded	Public	 BITS Tube Admin Disapprove EDIT DELETE
<input type="checkbox"/>	131	RYVc9yP19eW86af	Nanhi Kali : #LadkiHaathSeNikalJaayegi..	CSR	Uploaded	Public	 BITS Tube Admin Disapprove EDIT DELETE
<input type="checkbox"/>	129	XzRFipJNOZfuWB	Message from Mr Ramesh Iyer on Kerala Fl..	MD's Messages	Uploaded	Public	 BITS Tube Admin Disapprove EDIT DELETE

Showing 1 out of 2

DELETE SELECTED < 1 2 > >>

Notes:

- Admin User has rights to 'Approve or Disapprove' the uploaded video. Disapproved video will not display in BITSTUBE unless it is not approved by Admin or Super Admin.
- Admin User has rights to Edit or Delete the videos which are uploaded by them.

30 USER MENU > Log out

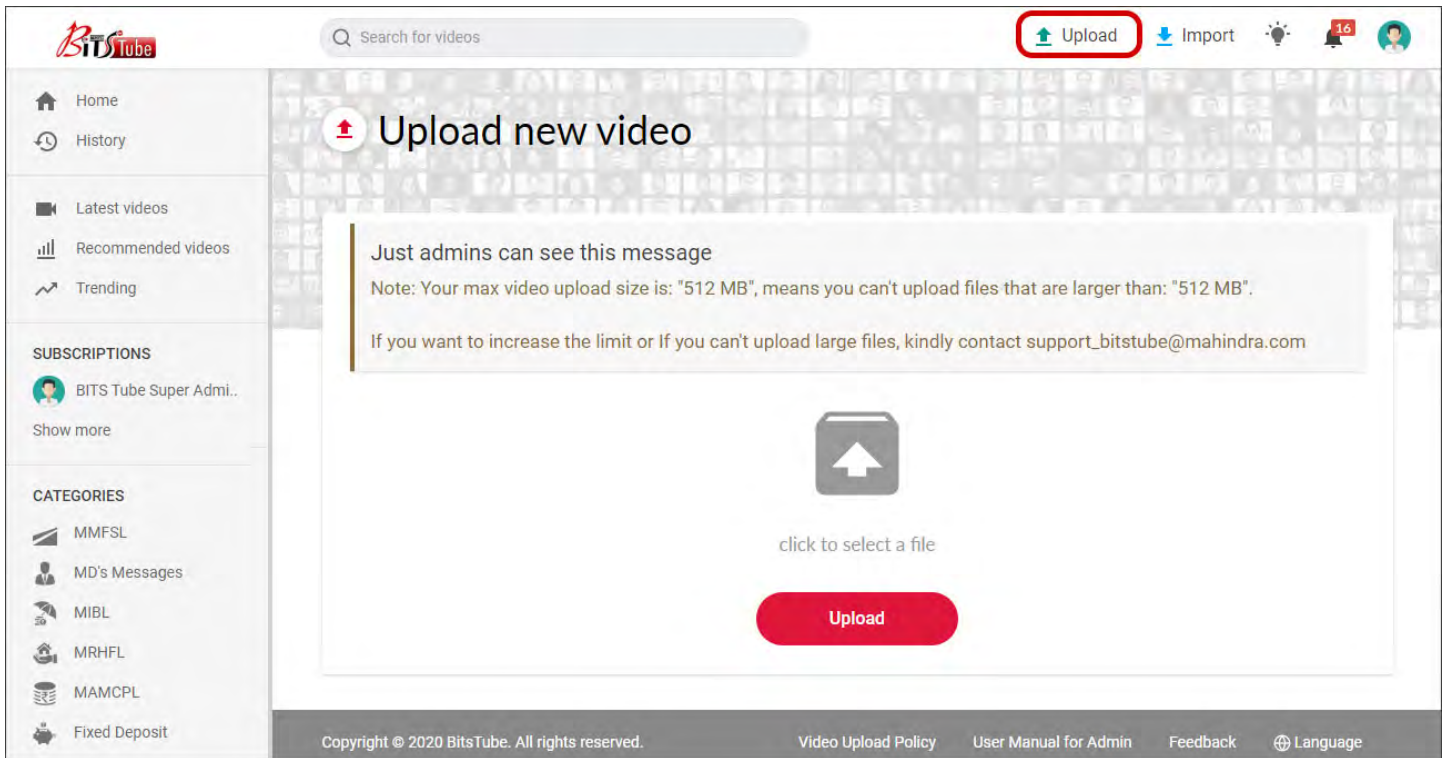
Log out from BITSTUBE Application and redirected to BITSTUBE Login Page.

VIDEO UPLOAD & VIDEO IMPORT

(Only available for Admin Users)

Process to upload a video:

- 1) Click on 'Upload' button on your home page to open the upload panel.
- 2) Click on the 'Upload' button to select the video file to upload. Also kindly check the note given in the window to know your maximum video upload size limit.



- 3) After selecting the video, it is going to upload and processing. The video processing may take time based on server load and available network bandwidth.
- 4) After 100% video processing, Admin has to provide and update the related video details like:
 - a. Video Title
 - b. Video Description – Information about the video.
 - c. Video Category – Category selection based on company, department or initiative.
 - d. Sub Category – Selection of internal category under company or department.
 - e. Privacy – To set video privacy level i.e.
 - i. Public – Uploaded video will available for everyone.
 - ii. Private – Uploaded video will available for only Admin.
 - iii. Unlisted – Uploaded video will not display on BITSTUBE Home page. Only Admin can view and share the video URL to particular users. Means the video is only available to the users who have received the Unlisted video URL from Admin.
 - f. Age Restriction – To set the user age to view the video.

- g. Tags – Admin User needs to update the Tags by them with video subject taglines so that in future other users can easily search the targeted video.
- h. Thumbnail – After 100% video processing, Thumbnail views will be seen in the last. User can select or change the thumbnail previews.
- i. PUBLISH – Check the above video description and then click on PUBLISH button to publish the video in BITSTUBE.

Upload new video

Processing your video - this may take a few minutes 100%

Video Title
BITS Tube Promotional Advertisement

Video Description
BITS Tube Version 3.0 launched with so many exciting features. Please find the below features incorporated in the newer version:
 1. New interface
 2. Video Quality Switch Feature
 3. Auto video quality load based on bandwidth consumption
 4. Random Advertisement plays before video play with Skip Ad option

Category
BITS Essentials

Sub Category
None

Privacy
Public

Age Restriction
All ages can view this video

Tags
 BITSTUBE ✕ BITS New Launched Application ✕ Web Application ✕ Video Sharing Application ✕ Advertisement ✕ Ad ✕
 Audio Visual Sharing ✕ Promotional Ad ✕ BITS Initiative ✕ Responsive Website ✕

Thumbnail

VIDEO THUMBNAILS

PUBLISH

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Please provide your valuable feedback on
mmfsl_multimedia@mahindra.com