

Importing Bookmarks & Documents for Bookmarking

We have updated our bookmarking feature giving you the ability to import bookmarks from the Liberty Meeting Recorder and DCR2 directly into the Bookmarks section of SuiteOne.

You can also import a Word or HTML file and then quickly add the bookmarks.

These bookmarks will be displayed beneath the media window in the SuiteOne Player Portal.

If you are an LMR or DCR2 user and still wish to see the bookmarks in the Minutes tab, continue uploading per usual.

1. Once in the Event Details, click the Bookmarks tab.
2. Click +Upload Bookmarks button
3. Select the type of file you will be uploading.

NOTE: If uploading Liberty/DCR2 bookmarks (*_content.HTML), select Upload in Liberty Exported Format and select Replace Existing Bookmarks.

4. Click SELECT to upload your file.
5. Once upload is complete, click SAVE

The screenshot shows the SuiteOne interface with the Bookmarks tab selected. The interface includes a navigation bar with tabs for Details, Bookmarks, Transcript, Agenda & Minutes, and Other Documents. The Bookmarks tab is active, showing a table with columns for Actions, Duration, and Bookmark Text. A red circle '1' highlights the Bookmarks tab. Below the table, there are buttons for BOOKMARKS WINDOW, EDIT ORDER, +UPLOAD BOOKMARKS, +ADD BOOKMARK, and ADJUST TIME. A red circle '2' highlights the +UPLOAD BOOKMARKS button. The Upload Bookmarks dialog box is open, showing options for upload format: Upload in Liberty Exported Format (selected), Upload in HTML Format (split by 'p' tag), Upload in Word Document (split by new line), and Replace Existing Bookmarks (checked). A red circle '3' highlights the Replace Existing Bookmarks checkbox. Below the options, there is an Upload File section with a Drop or Select File to Upload button and a Select button. A red circle '4' highlights the Select button. At the bottom right of the dialog box, there is a Save button. A red circle '5' highlights the Save button. A red arrow points from the Select button in the dialog box to the Replace Existing Bookmarks checkbox.

Working with Imported Bookmarks & Documents

Now that you have uploaded your file you can now edit or add your bookmarks.

1. Click the blue **EDIT** button to edit the bookmark text or to manually adjust the play time. This will open the WYSIWYG editor allowing you to edit and format the bookmark text.

2. Click the **PLAY** button in the text window to jump to the video. Set the time by clicking the green **GET CURRENT TIME** button to set the correct time for the bookmark.

3. To permanently delete a bookmark, click the red **Delete** button.

4. To add a new bookmark, click the **+ADD BOOKMARK** button

The screenshot displays the SuiteOne interface with the 'Bookmarks' tab selected. At the top, there are navigation tabs: 'Details', 'Bookmarks', 'Transcript', 'Agenda & Minutes', and 'Other Documents'. Below these, a toolbar contains 'BOOKMARKS WINDOW', 'EDIT ORDER', '+ UPLOAD BOOKMARKS', '+ ADD BOOKMARK', and 'ADJUST TIME'. The main area shows a table of bookmarks with columns for 'Action', 'Duration', and 'Bookmark Text'. Red callouts are placed over the interface: '1' over the edit icon, '2' over the play icon, '3' over the delete icon, and '4' over the '+ ADD BOOKMARK' button. The bottom of the screenshot shows a WYSIWYG editor for editing a bookmark's text, with an 'UPDATE' button and a 'x' icon.

Action	Duration	Bookmark Text
[Edit] [Play] [Delete]	0	Start Position
[Edit] [Play] [Delete]	31	CalltoOrder. MayorSeymorecalledthemeetingtoorderat7:00p.m. 2.
[Edit] [Play] [Delete]	33	RecognitionofOutgoingMayorDarylSeymoreandCouncilmanGeneKelley.(Mayor John Leech, Jr.) Mayor Leech presented outgoing
[Edit] [Play] [Delete]	37	RollCall. COUNCIL MEMBERS PRESENT:Mayor Seymore, newly-elected Mayor Leech,ViceMayorAllsop,CouncilmanClark,Councilm
[Edit] [Play] [Delete]	50	Invocation. <u>CouncilmanClarkgavetheinvocation.</u> 4.
[Edit] [Play] [Delete]	161	PledgeofAllegiance. ViceMayorAllsopleadtheCouncilandaudienceinthepledgeofallegiance. 5.