



# IET.tv User Guide

---

Welcome to the user guide for the IET.tv platform from the Institution of Engineering and Technology (IET). Designed for all of our users – IET Members, occasional visitors, users at institutions or large organisations and their librarian or administrator – this guide covers a range of useful information for the platform. 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 the guide.

If you want to subscribe to IET.tv, contact us by email at [sales@iet.tv](mailto:sales@iet.tv).

## Contents

Getting Started .....	2
Carousel Homepage.....	3
EVI Video Transcript Search .....	4
Channels.....	7
Search Bar .....	10
Refining Your Search.....	11
Watching Videos .....	12
Accessing Related Videos .....	13
Accessing Related Content.....	15
Services .....	16
User Account Features.....	17
Administrator Access.....	18
Marc Records .....	19
Access Report Dashboard .....	20
Usage Report Example.....	21
User Management .....	24
Viewing IET.tv on a tablet or smartphone .....	26
Administrator Login.....	29
Appendix 1 – Channels available.....	30

Appendix 2 - Sample search..... 31  
Contact details and technical support ..... 32  
About the IET ..... 32

## Getting Started

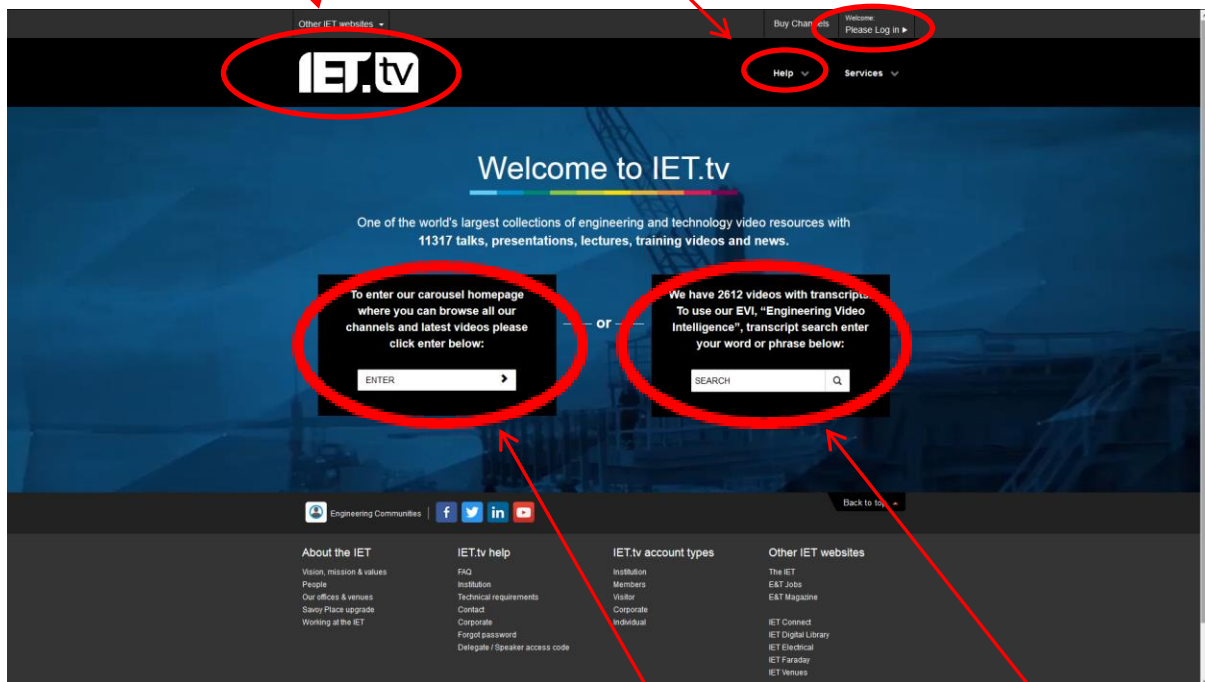
Start IET.tv by visiting <http://tv.theiet.org/>. If you are an **administrator**, you can **log in** with your account details you should have received when your account was activated by sales support.

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 access subscription content on 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**.

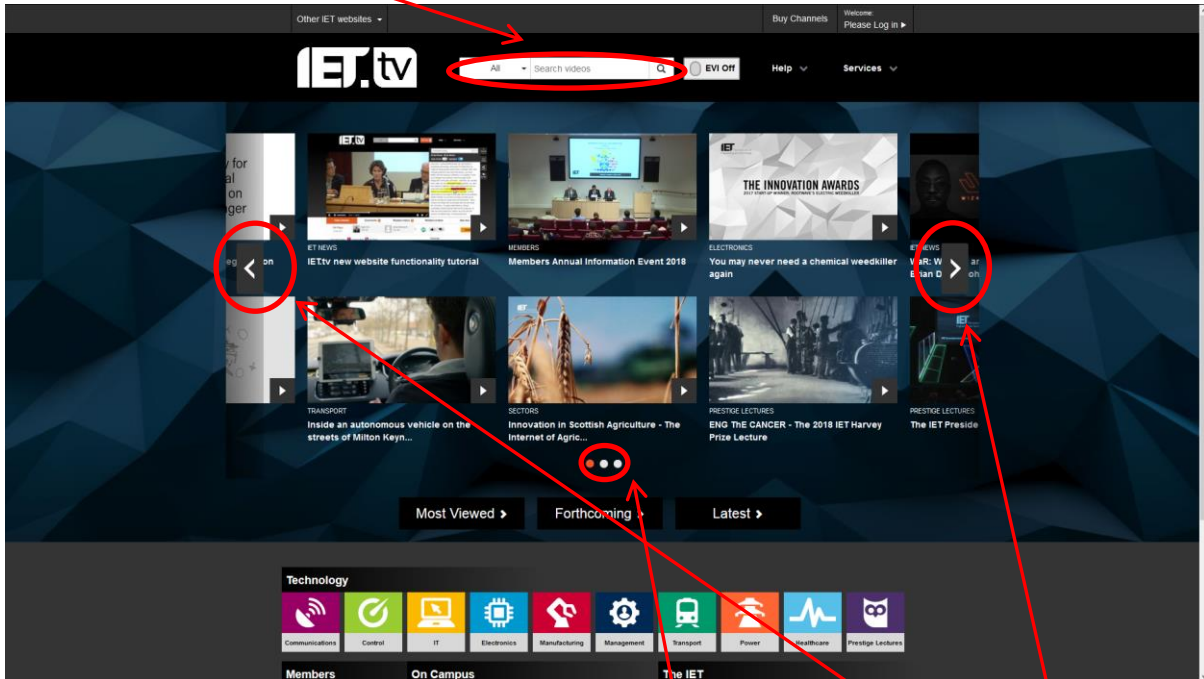
To return to this home page, you can use the **IET.tv logo**.



You can choose whether to browse the **carousel homepage**, or carry out an **EVI search**. These options are explained below.

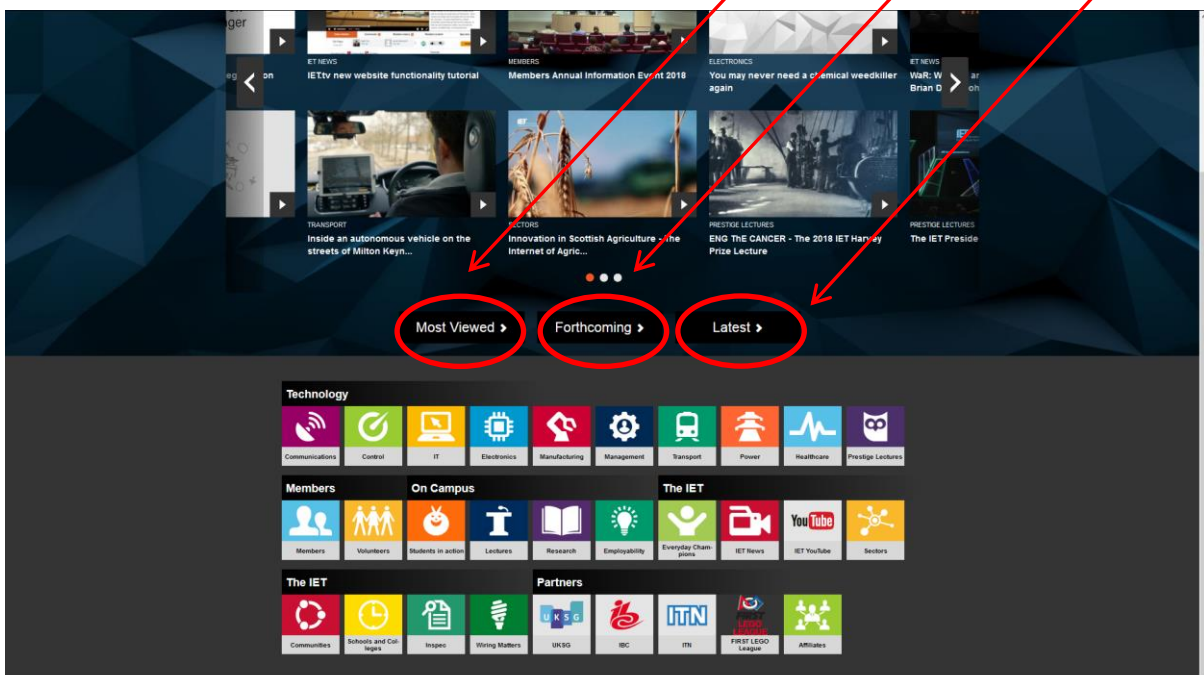
## Carousel Homepage

When you select the **carousel homepage** option, you are taken to a screen such as the one below, which presents a selection of the most recent videos. Note that you can also perform a search using the **search box** at the top of this page



The videos are arranged in a 'carousel' layout. This means that you can navigate using **radio buttons** or by using the **left and right** arrows.

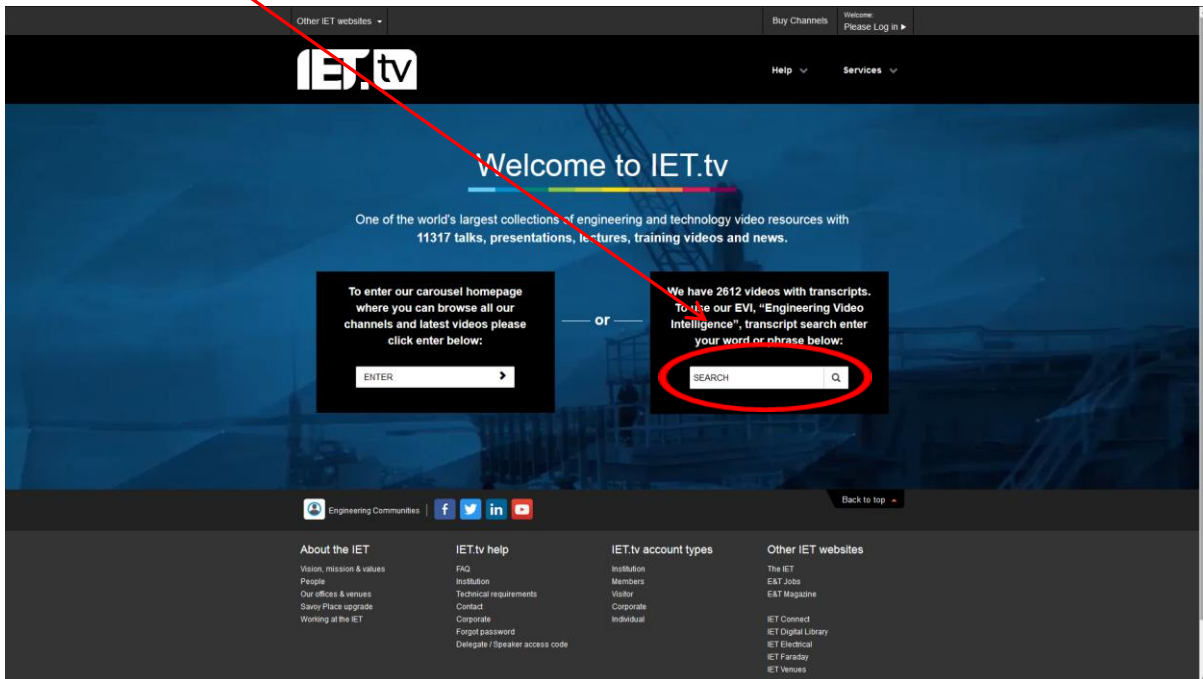
Further down the same page you can access the **Most Viewed, Forthcoming and Latest** videos.



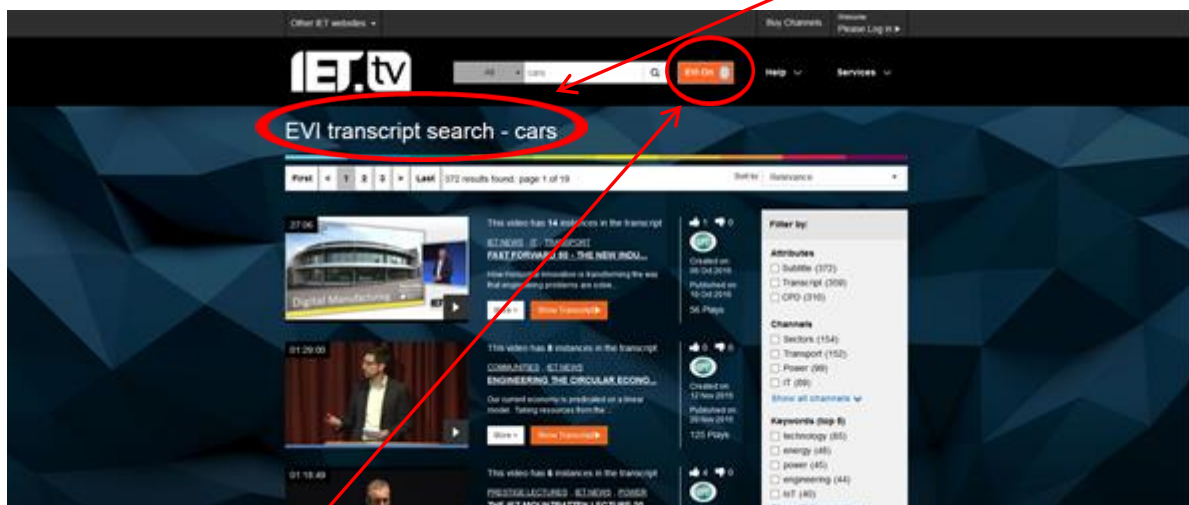
## EVI Video Transcript Search

If you are searching for information on a particular engineering or technology term or phrase why not try using the new state-of-the-art **EVI search function**. Simply type the word or phrase you are looking for into the box and press 'Enter'. The **EVI search** system now looks through all the videos that have transcripts and finds the words you're looking for within each of the videos.

You can begin an EVI search straight from the home page by entering a search term in the **EVI search box**.



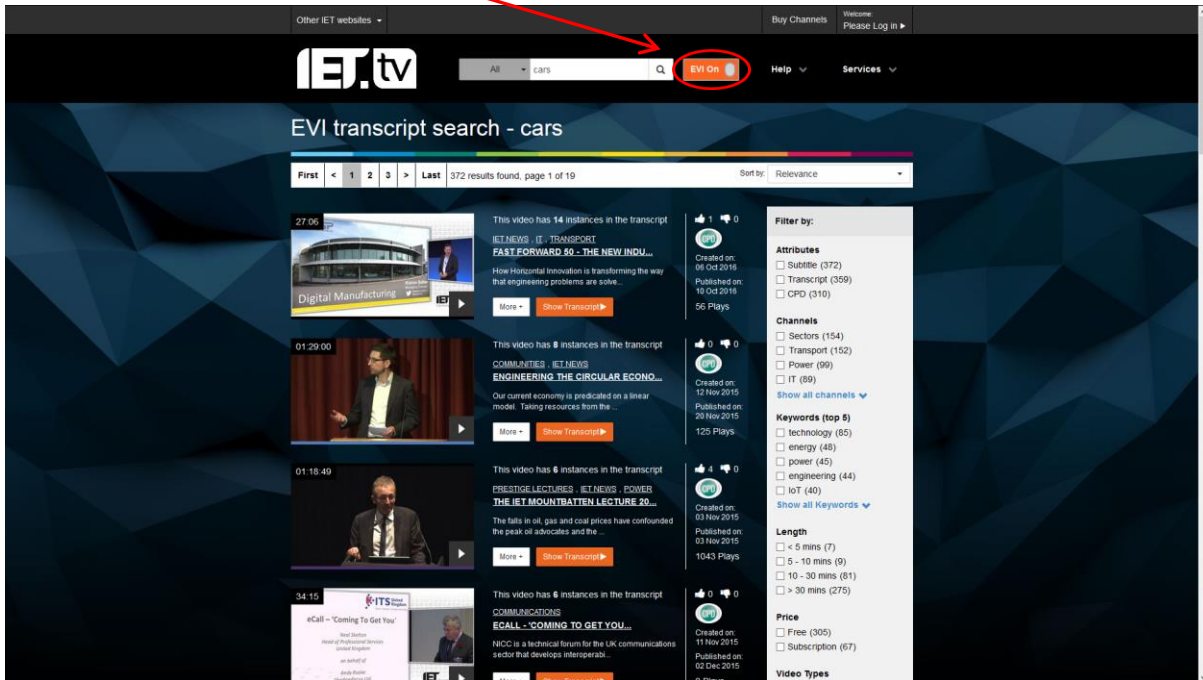
The results page will show the videos with the greatest number of instances of your word or phrase in order. In the example below, we searched for 'cars'.



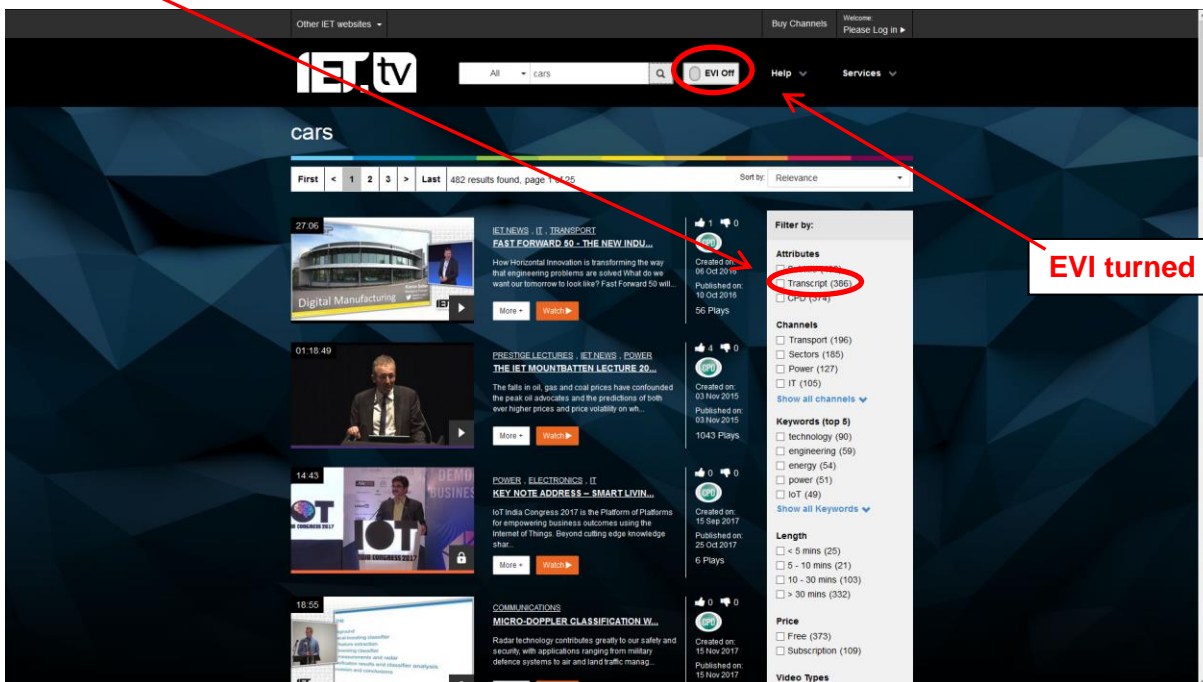
Note the **EVI mode button**.



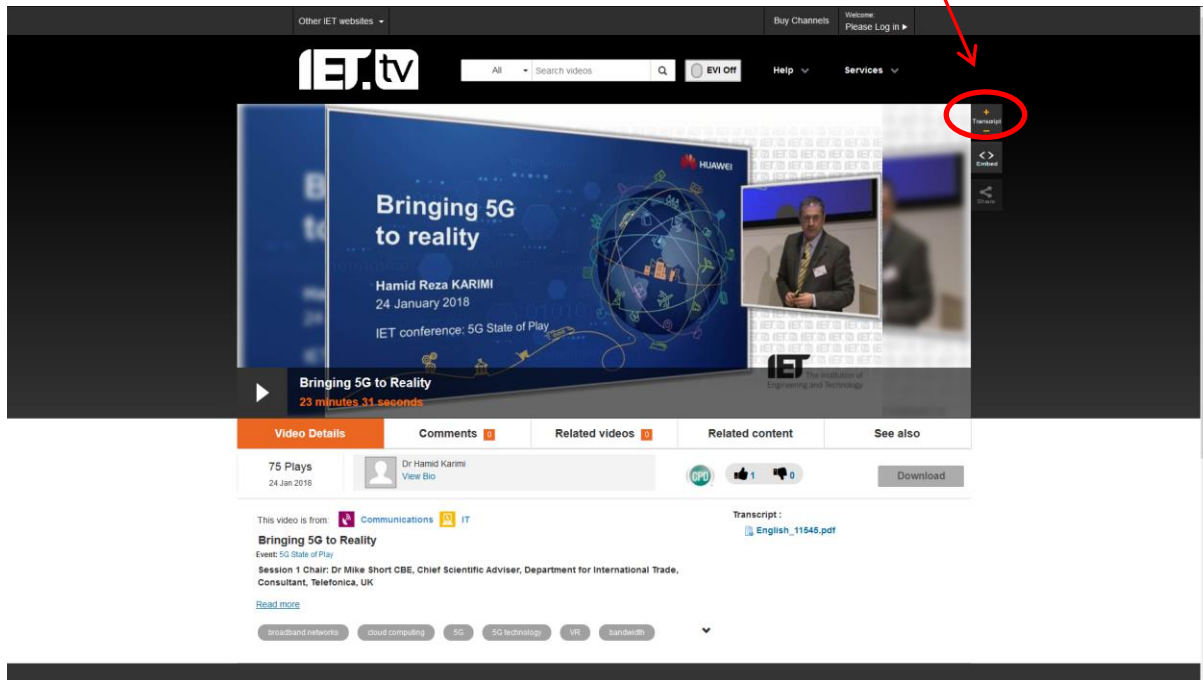
When this mode is 'on', the **EVI mode button** is highlighted (**EVI on**) and all the searches you carry out will parse video transcript content. You can toggle EVI search mode at any time by clicking the **EVI mode button**, which goes black and white when it is turned off.



Note that when EVI is turned off, you can access videos that have transcripts using the **Transcript filter** on the right hand side of your search results.



To see where in the video the word or phrase appears, click on the **Transcript** button on the video page



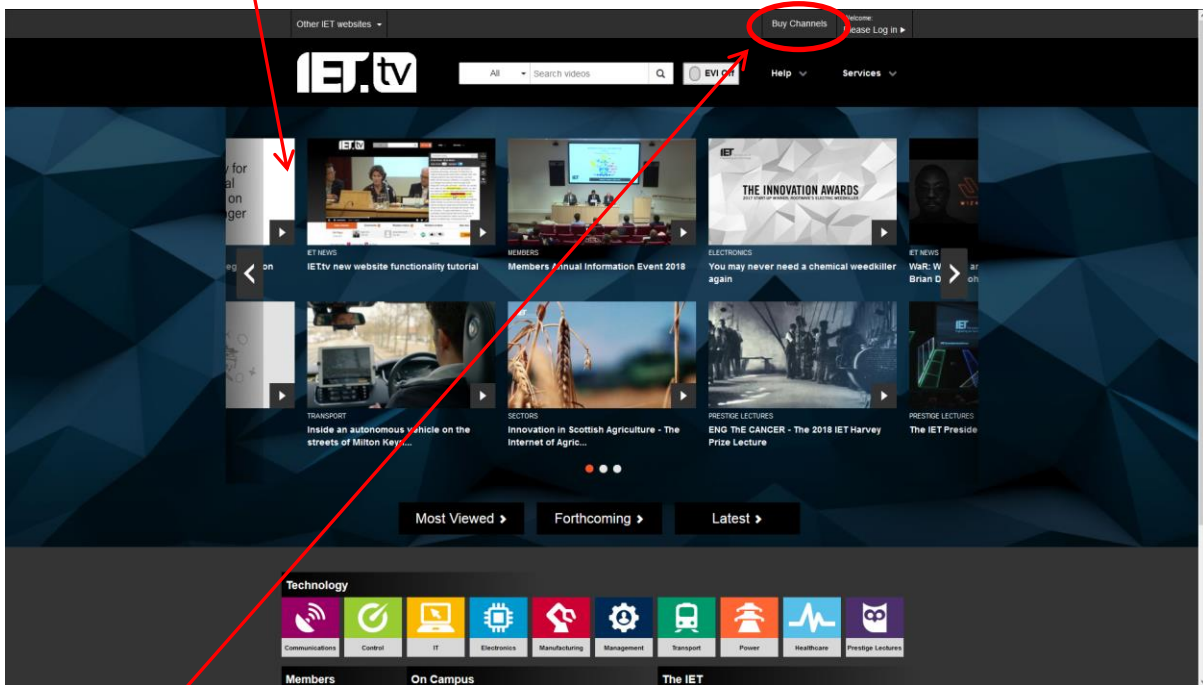
Tip: You can convert an existing EVI search into a standard search (and vice versa) by clicking the **EVI mode button** and then clicking the magnifying glass icon in the search bar to run the search again.

To find out more, view our [EVI tutorial](#) video.

## Channels

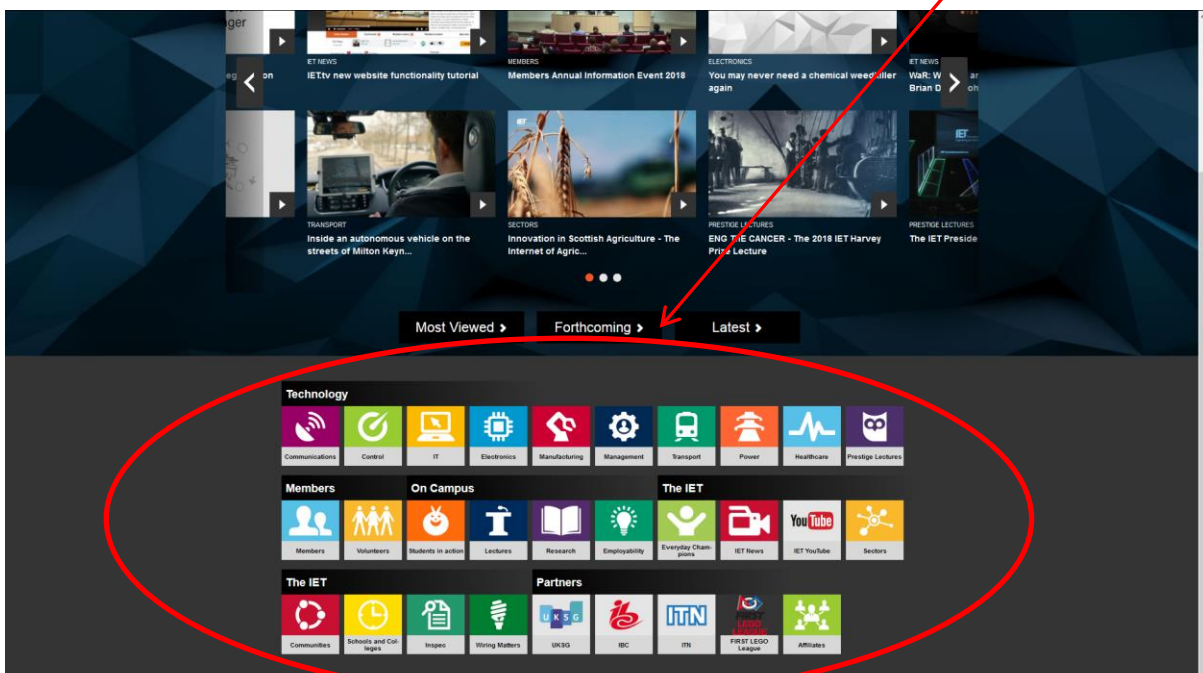
Content in IET.tv is organised by subject streams called channels.

Go to the **carousel homepage** to see a screen such as the one below:

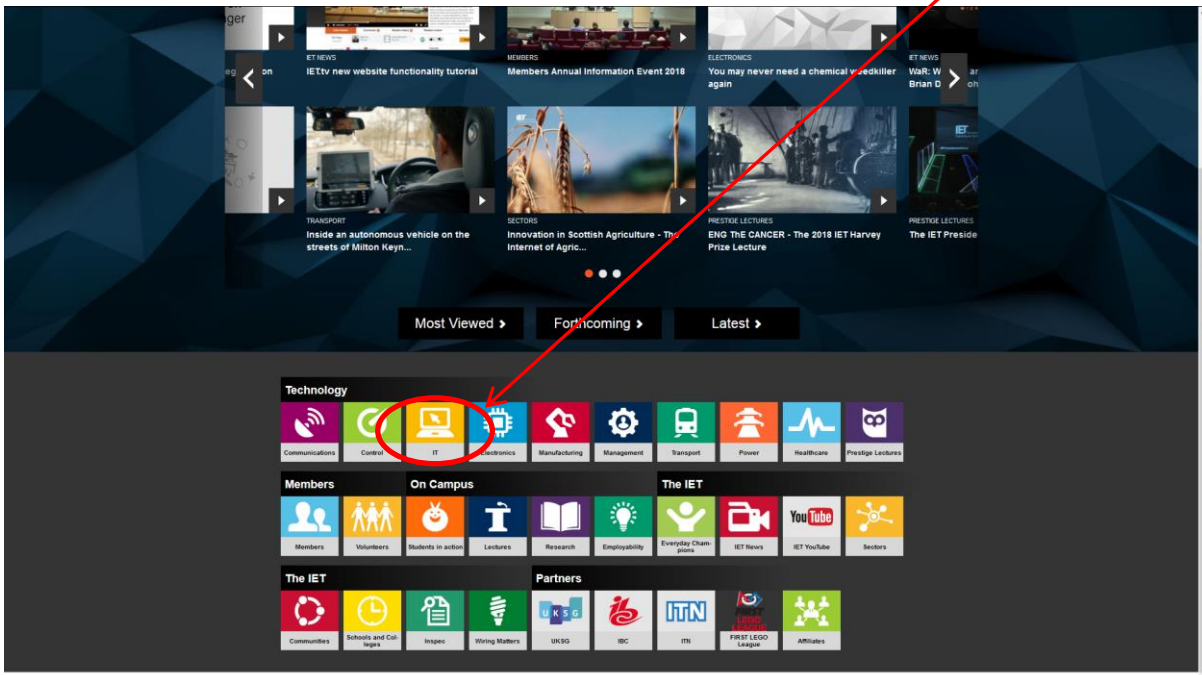


**Buy Channels** lets **individuals** subscribe to new content streams. **Institutions** who want to subscribe to new content can do so by contacting IET.tv at: [sales@iet.tv](mailto:sales@iet.tv).

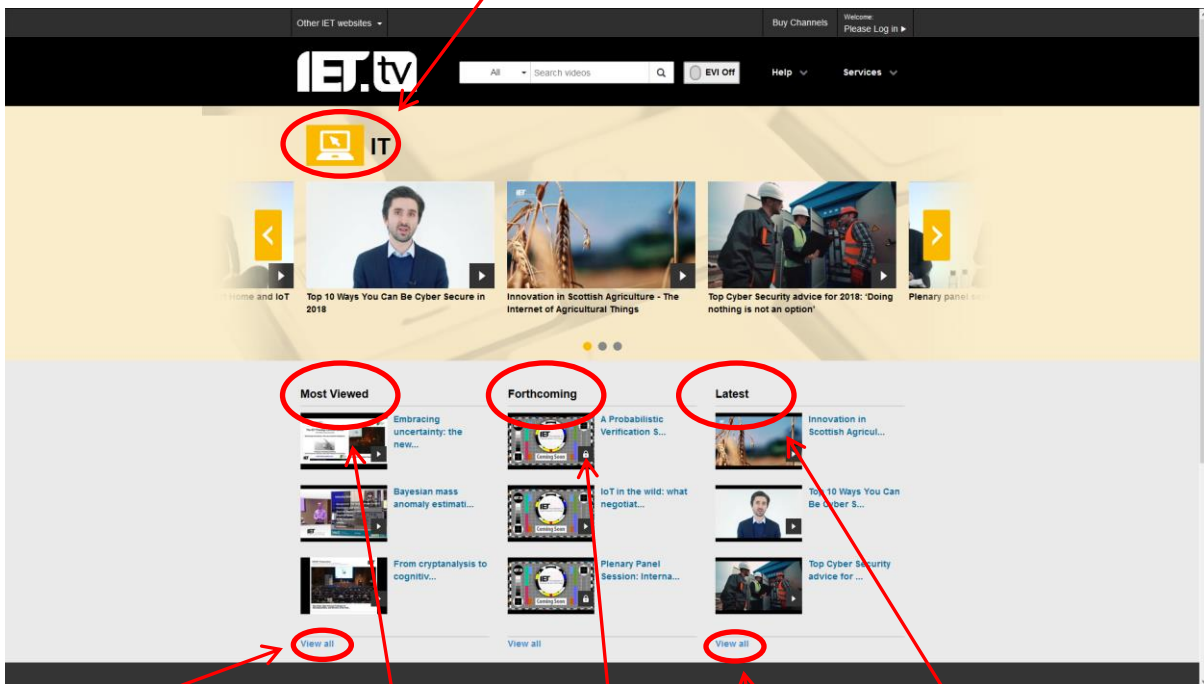
You can access the channels to which you have subscribed using the **Channel Buttons** at the bottom of the **carousel homepage**.



For example to select videos in the IT Channel, click the yellow **IT Channel icon**



This takes you to the **IT Channel page**



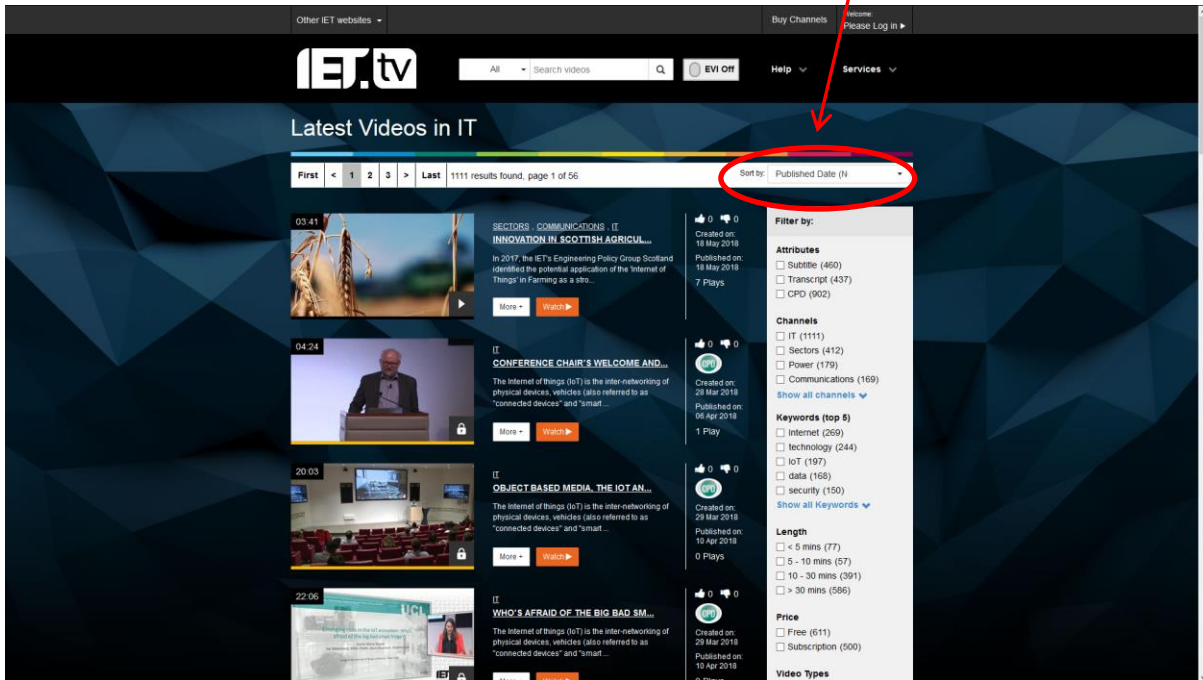
**View all** under the **Most Viewed** heading for a channel page expands the page to show all the videos in the current channel sorted by their popularity (most “liked”) at the top.

**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 below for an example.

The **Forthcoming** section allows you to see information about videos that are about to go live.

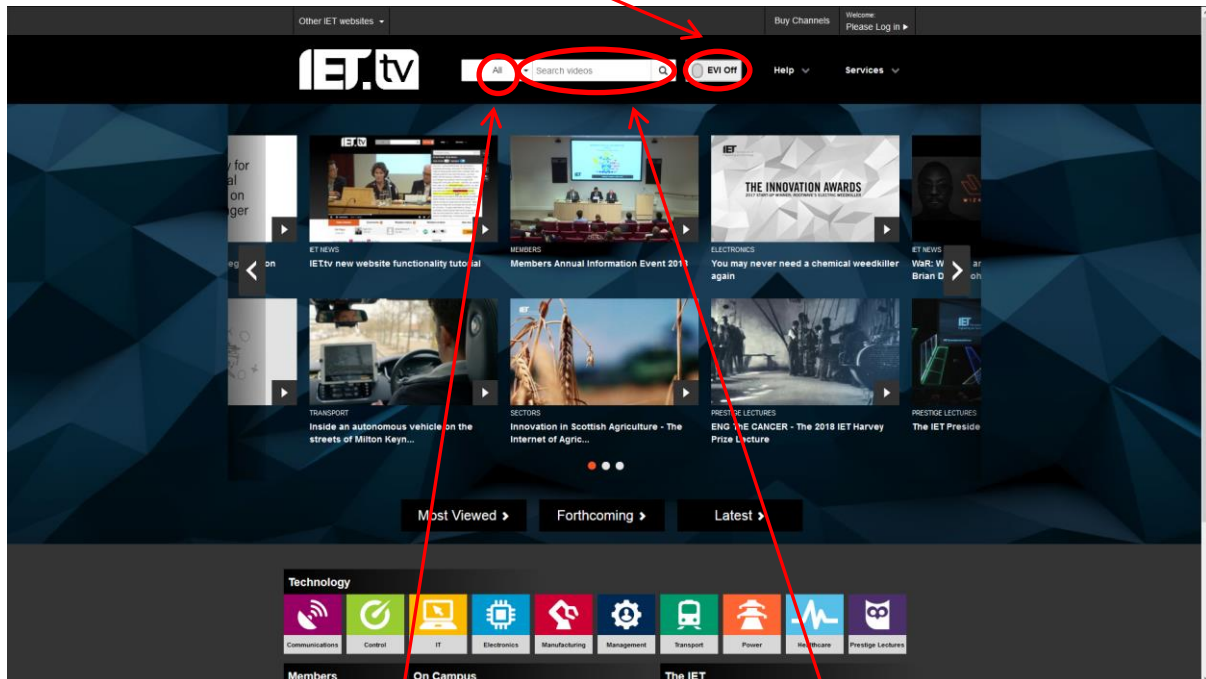


This example shows what you see when you select **'View all'** for the **Latest** heading in the **IT Channel** page. Note that all these video are sorted by **Published Date (newest first)**.



## Search Bar

The IET.tv search function 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. For more information on the **EVI search option**, please see the **EVI Video Transcript Search** section above.



You can use the **search dropdown** to narrow the search within a category e.g. speaker/presenter.

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

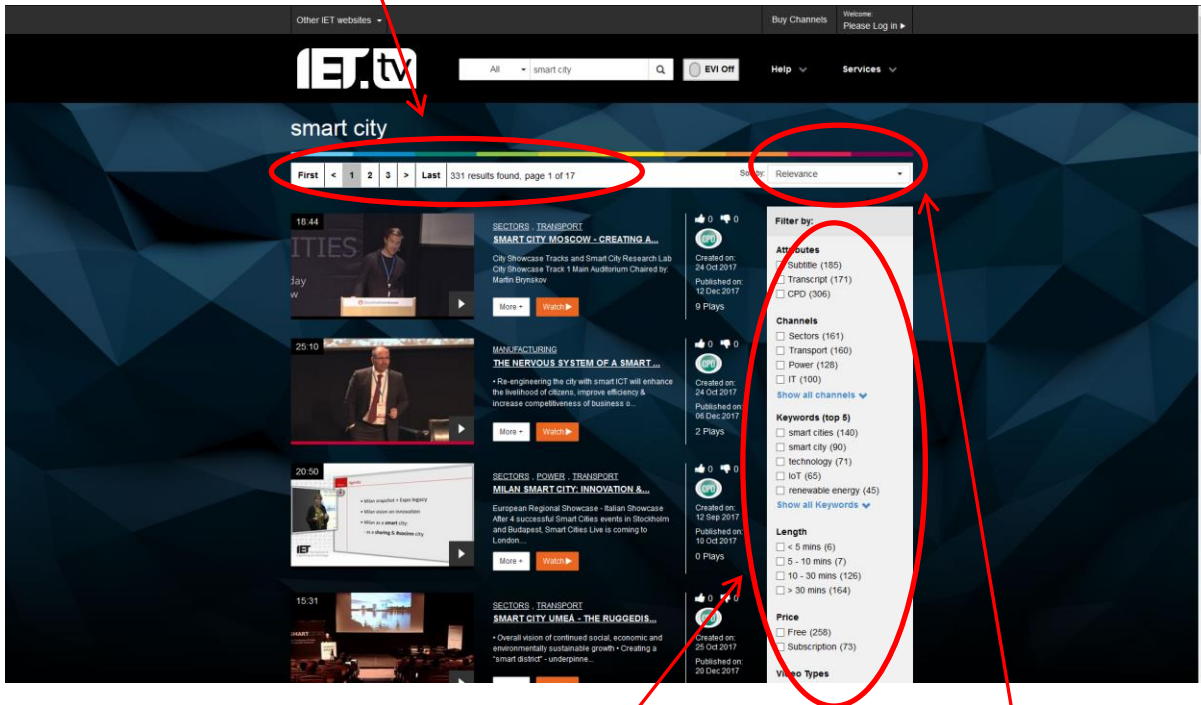
You can search for topics like **Radar**, and keywords such as **Cyber**, for events such as **CIRED** or by named speakers such as **Bill Gates**

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 'smart city' (see overleaf).

You can see another example of a search-results screen in **Appendix 2: Sample Search**

## 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.

You can **sort results** by date, relevance, popularity, title etc.

For example, you can find videos from conferences and events that fall under your search topic.

You can also select the  button to view additional information about each video.

Tip: you can convert your search into an EVI search (see [EVI Video Transcript Search](#)) by clicking the **EVI mode button** to the right of the search bar and clicking on the magnifying glass icon in the search bar.

Click on the video you want to watch and go to the next section in this guide.

## Watching Videos

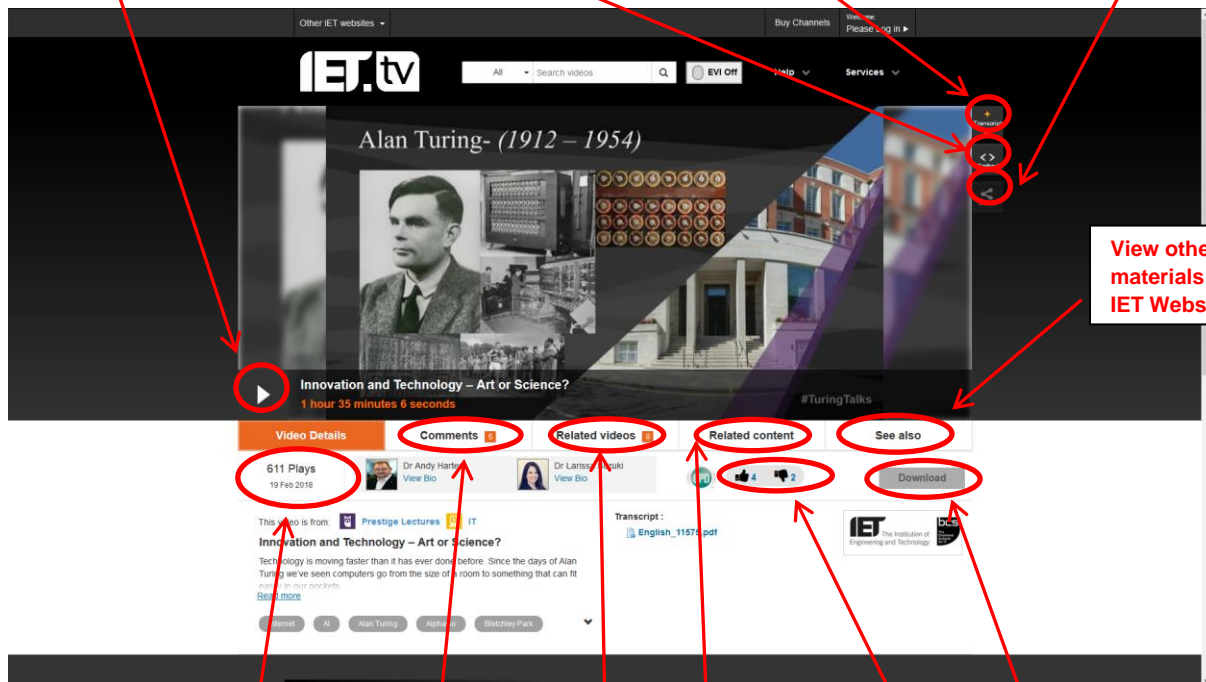
On the video page, you can:

**Play** the video

**Embed the video link** in your own media

**Access the Transcript** (if available)

**Share the video**



**View other related materials from the IET Website**

**Download** the video

See **how popular** it is

**View Related Content** (e.g. Journal Articles)

Access **Related videos**

Read **Viewer Comments**

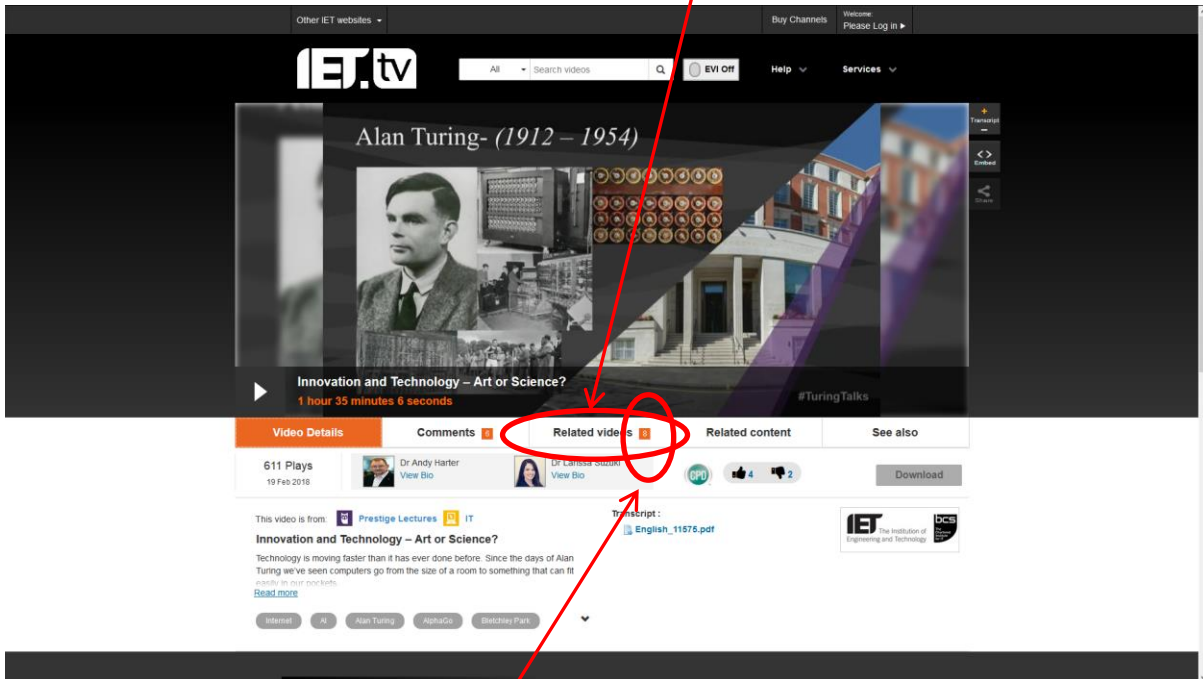
See the **Number of times the video has been viewed**

Once downloaded, videos can be viewed offline, allowing users to include them in presentations, research projects, training courses or lectures.



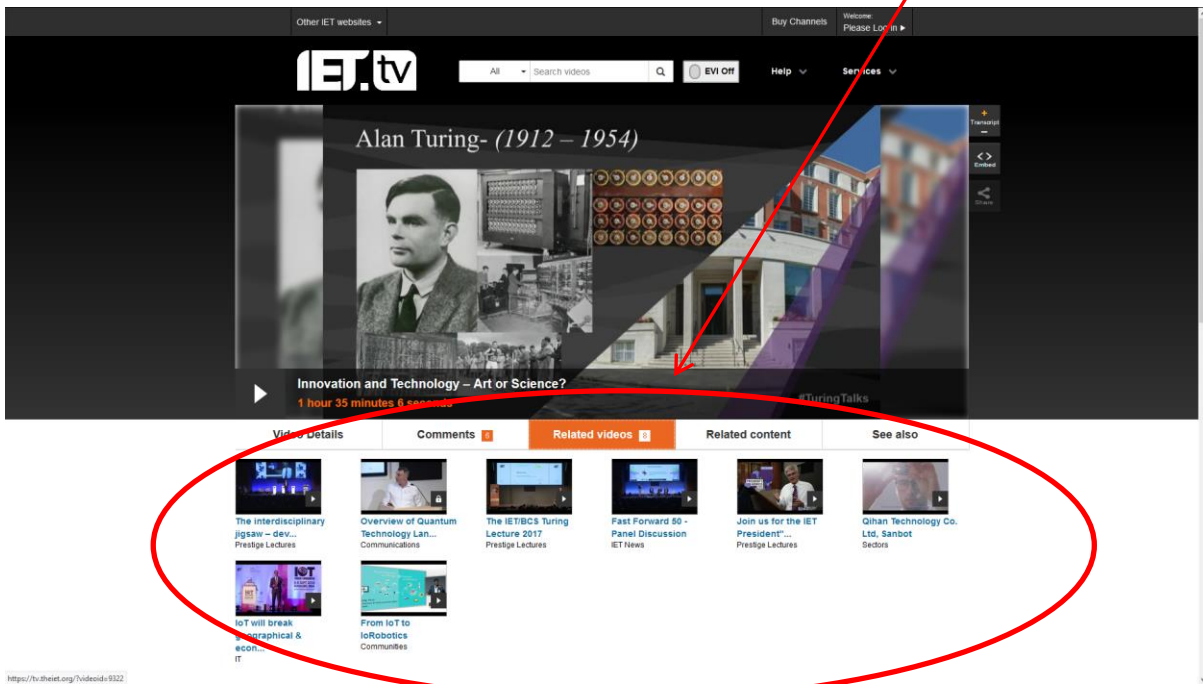
## Accessing Related Videos

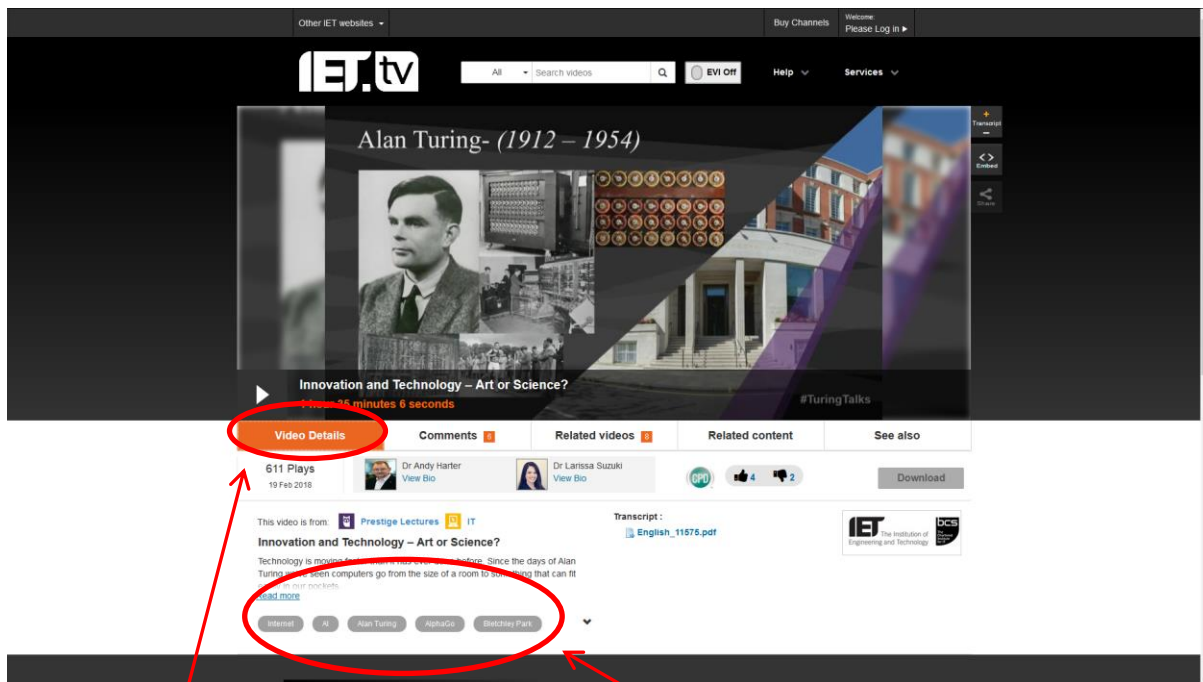
To access related videos, simply click on the **Related Videos** link under the video image.



Note that the **number of related videos** available is shown in the **Related Videos** link.

Click the **Related Videos** link, and you should now see the list of **related videos**.

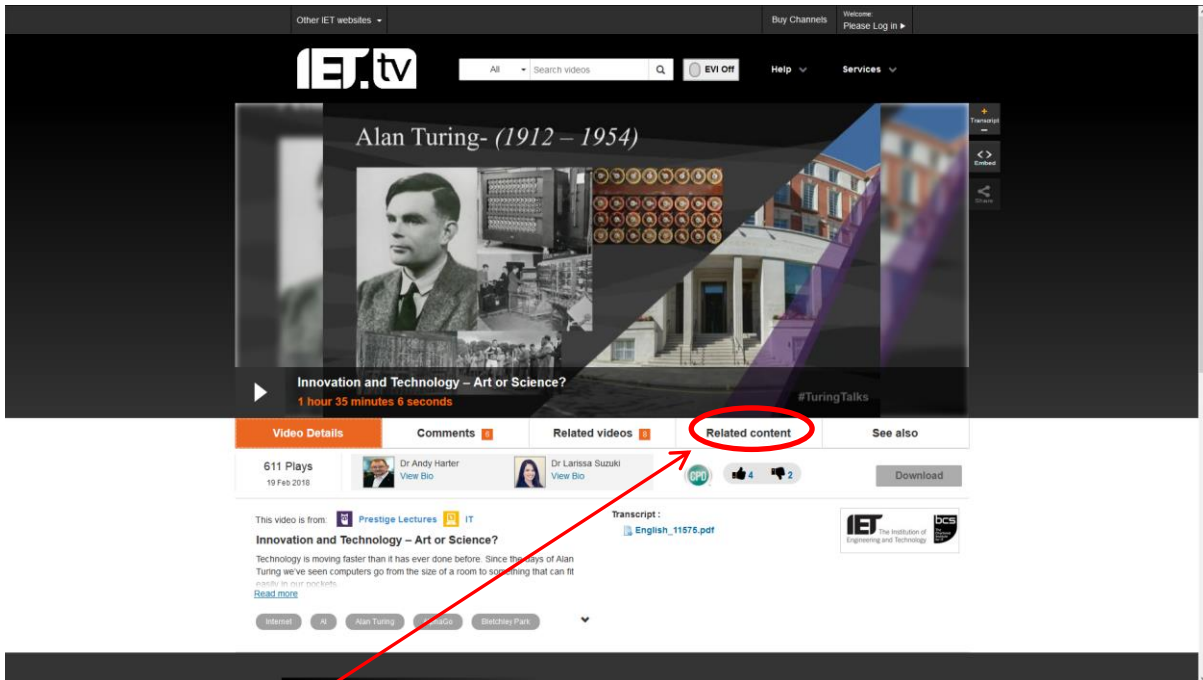




Back on the **Video Details** tab, you can see the **keywords** associated with the video. Each is a link, which takes you to content tagged with that keyword.

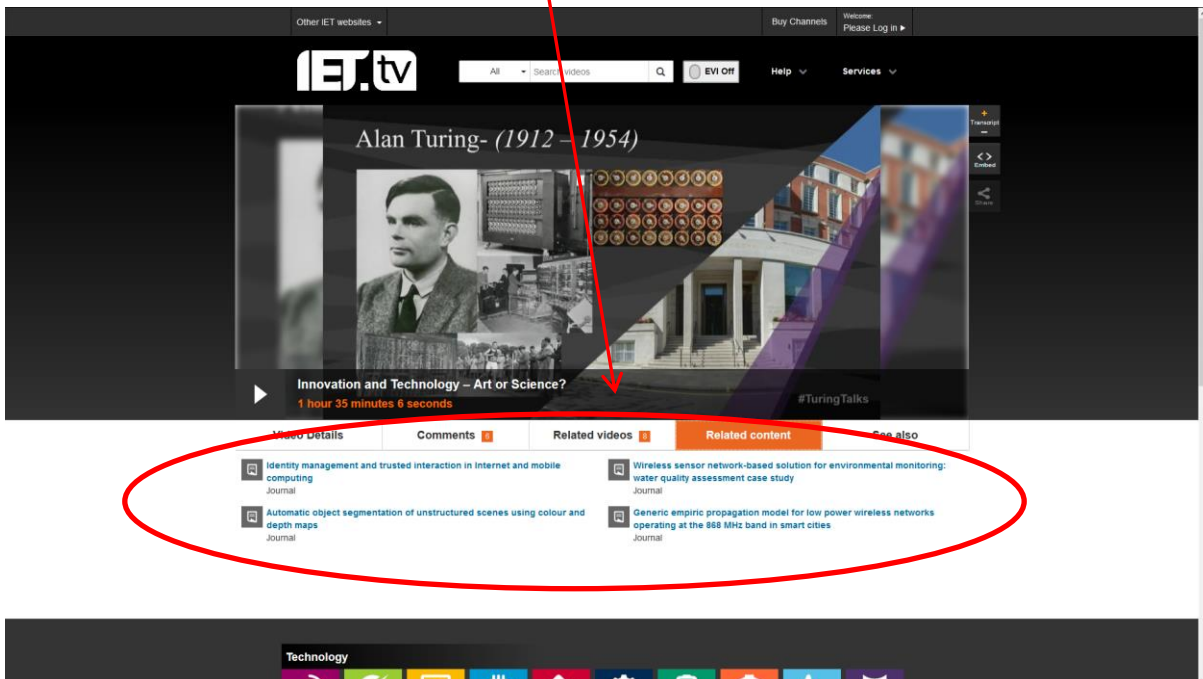
For instance, if you click on **Alan Turing**, you go to a page listing all the IET.tv videos that have 'Alan Turing' as a tag.

## Accessing Related Content



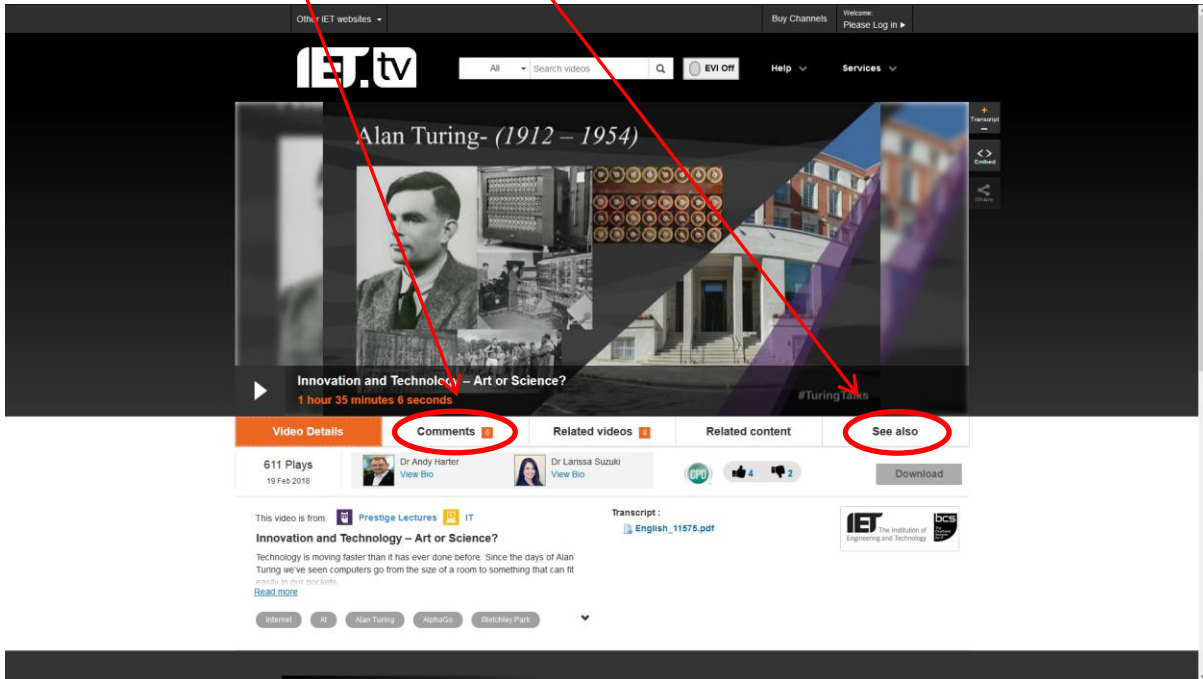
Click on the **Related content** tab to see related non-video content (e.g. eBooks and Journals) from the **IET Digital Library**\*.

Now you should see a number of **journal articles** under the main image.



\*Please note that you will need a separate **IET Digital Library** account to access this content. Please contact your library or recommend the **IET Digital library** to your organisation via [www.theiet.org/recommend](http://www.theiet.org/recommend).

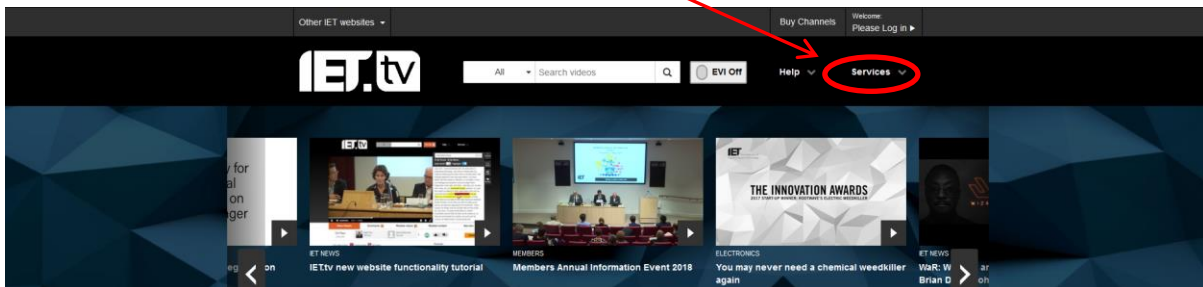
Similarly, you can access user comments and any other related materials from the IET website using the **Comments** and **See also** tabs respectively



## Services

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

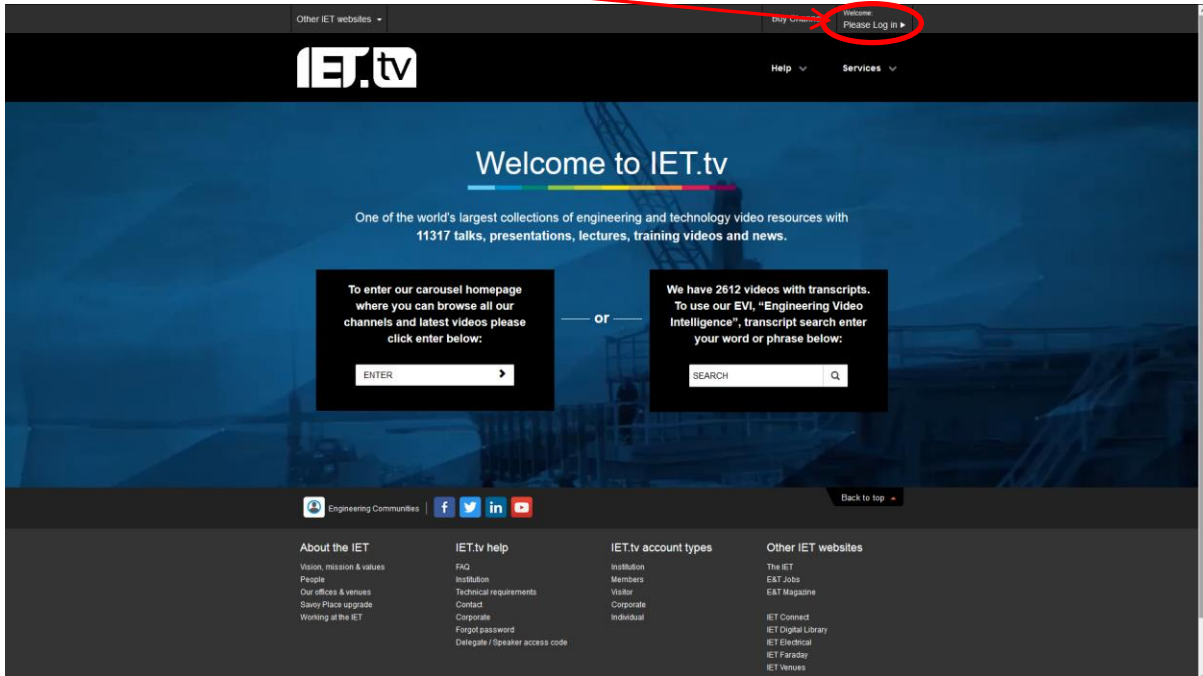
Information about this can found in the **Services menu.**



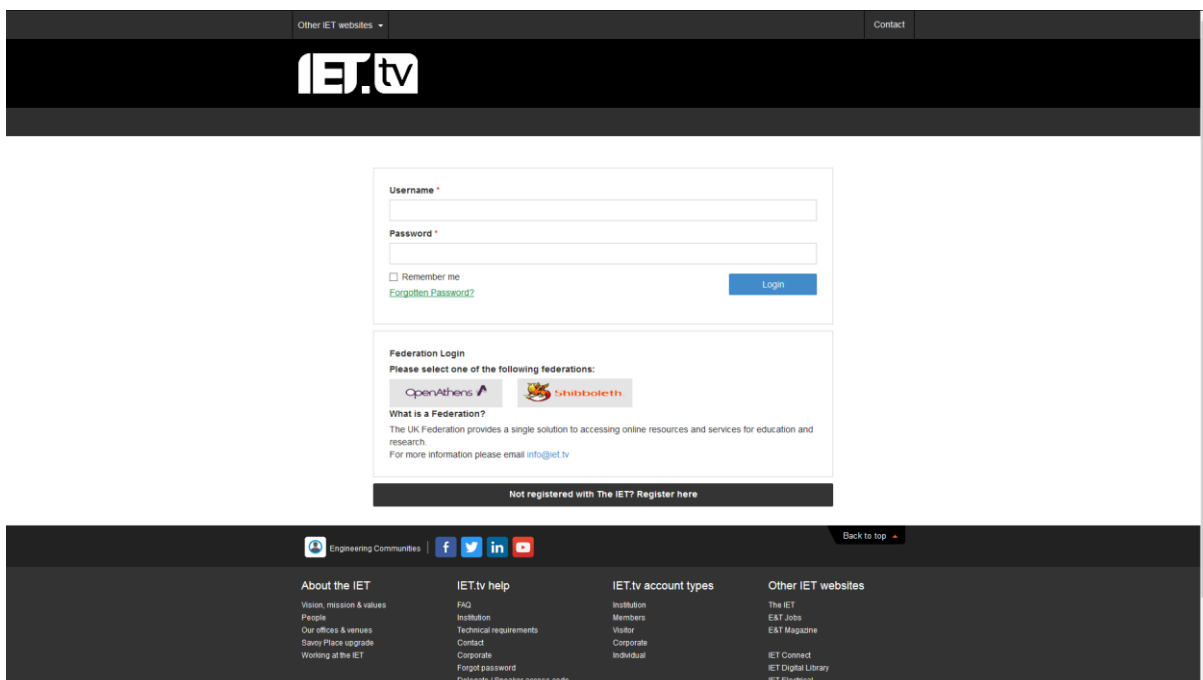


## User Account Features

In order to view any content you have purchased, and to access advanced user features, you need to **log in**

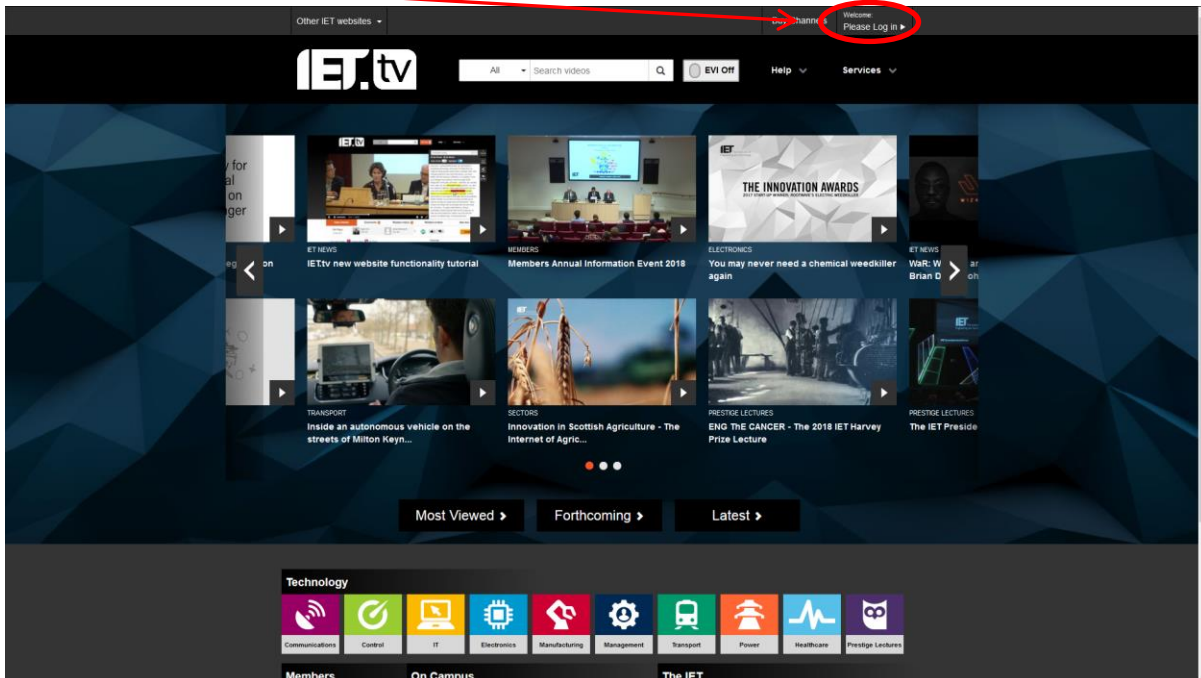


You will see the screen below, and you should now enter your username and password, which you should have received from the IET sales support team or your account administrator.



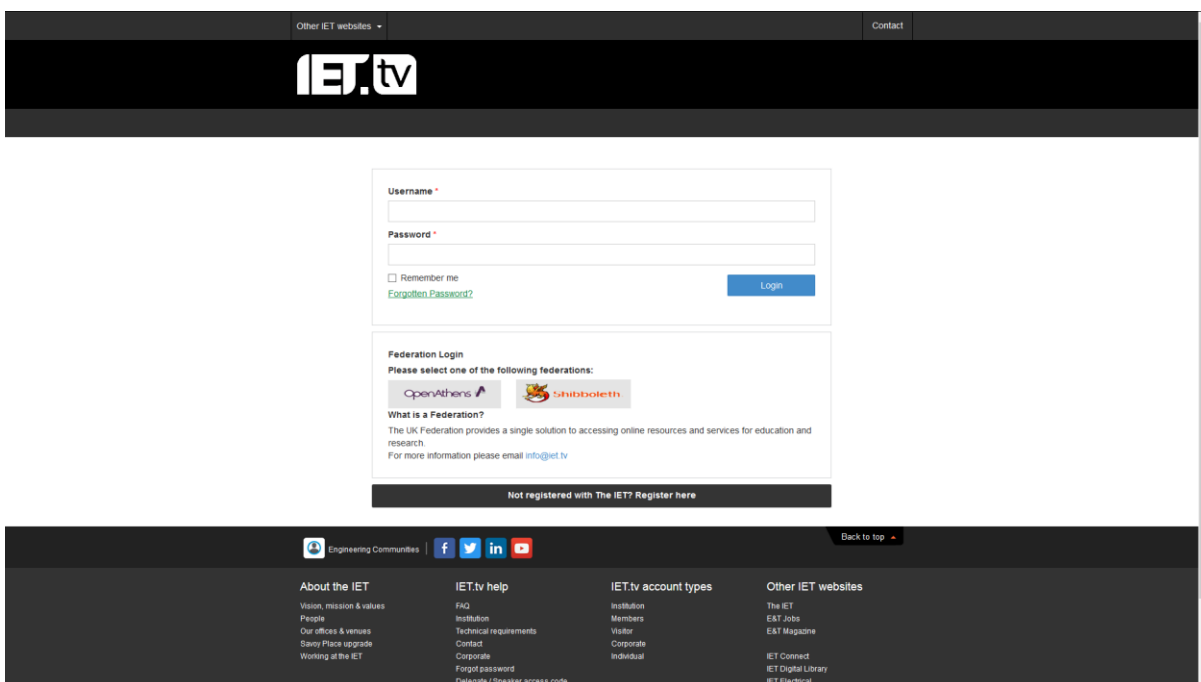
## Administrator Access

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**.

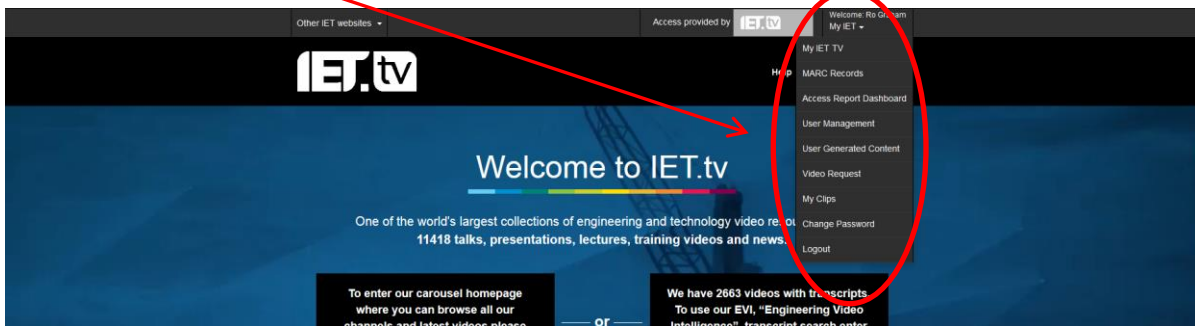


N.B. Your login will be created by the sales support team when obtaining a trial or purchasing access.

You should now be taken to the **Login** page:



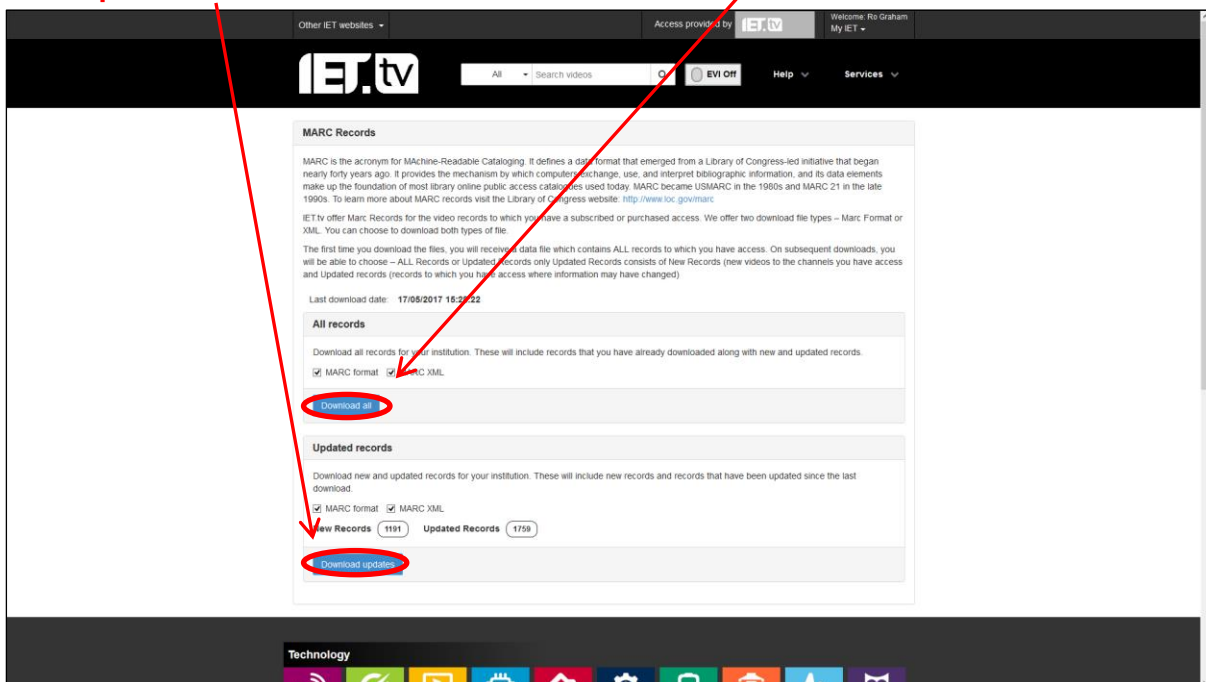
Once you have logged in, you will have access to the administrator options from the **login dropdown menu**.



This gives you access to **MARC records**, the **Access Report Dashboard**, the **User Management** function and the **User Generated Content** function.

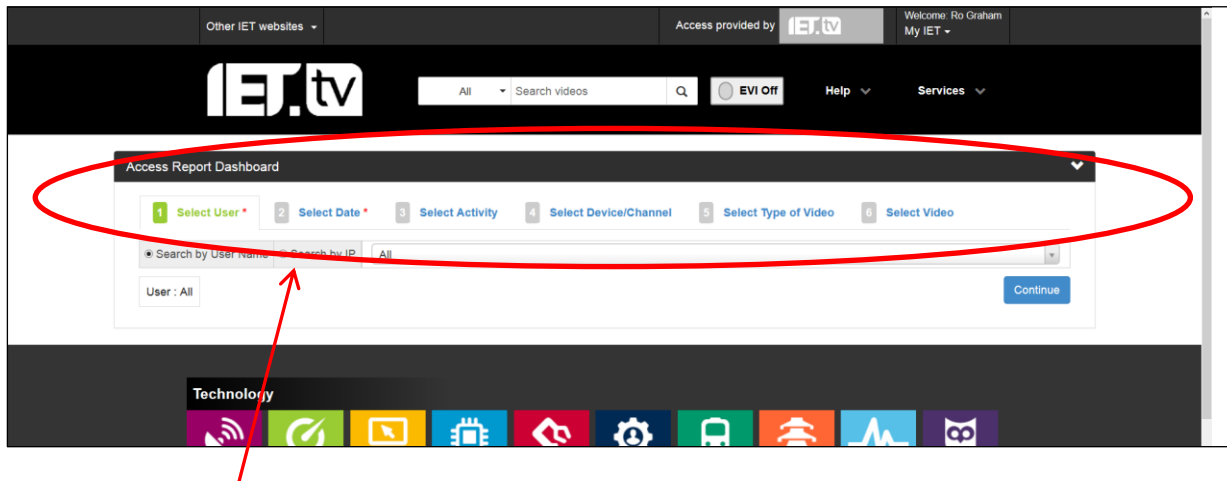
### Marc Records

When you select this option, you will be shown the screen below. There is a short description of MARC records and the options to download the MARC records that are relevant to your institution. You can either download **all records** or only those that have been **updated or are new**.



## 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**

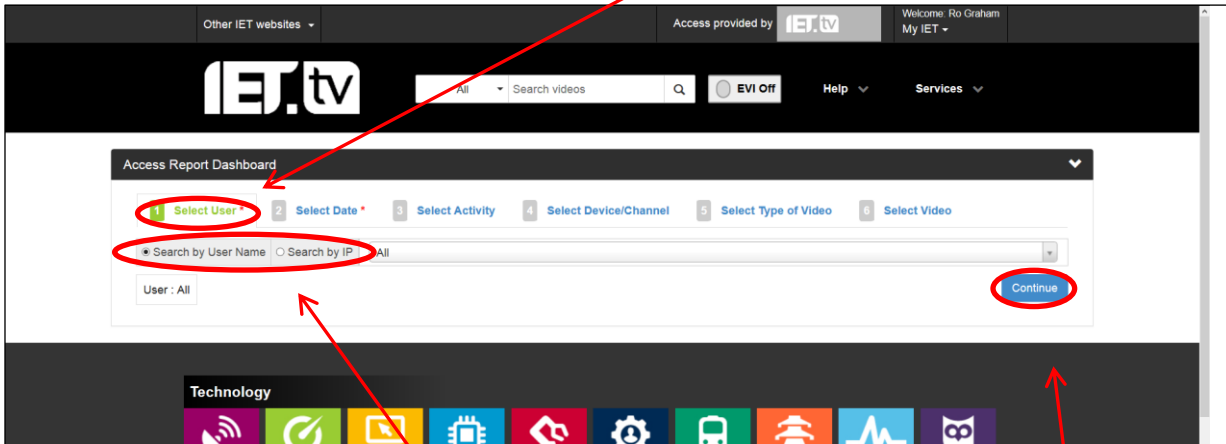
(\***Please note:** Institutions that employ IP address access cannot view usage by user names; similarly institutions that employ username and password access cannot view usage by IP address.)



### Usage Report Example

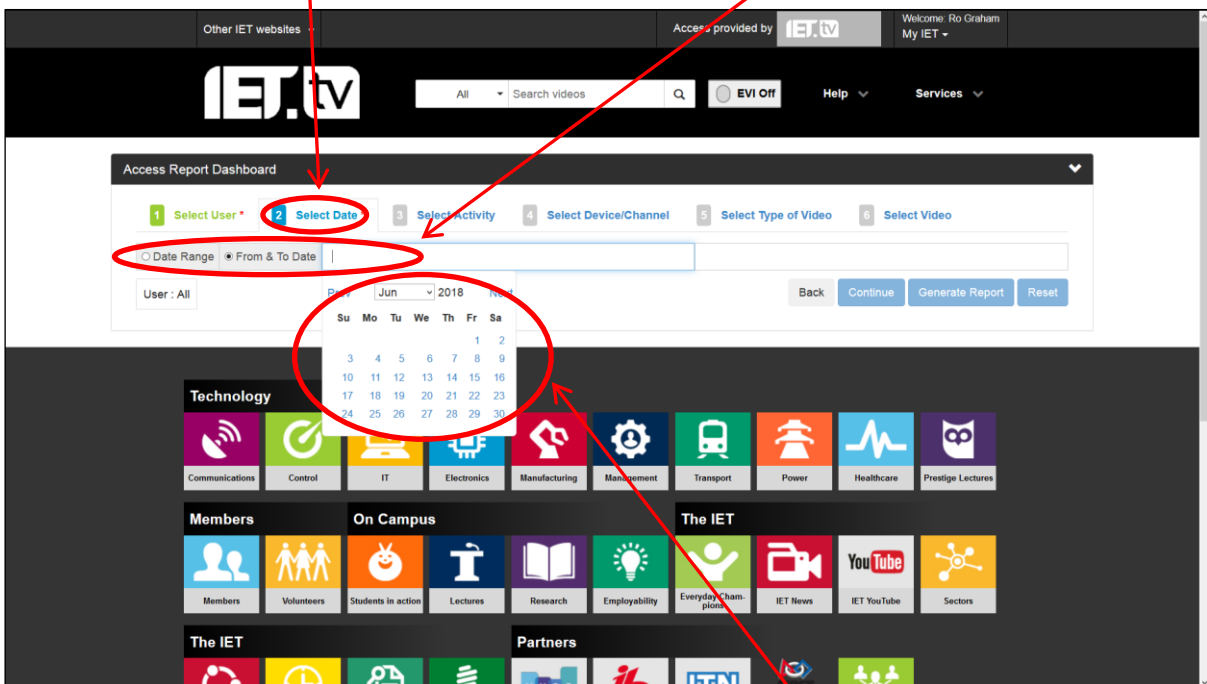
In this example, we will create a general usage report.

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



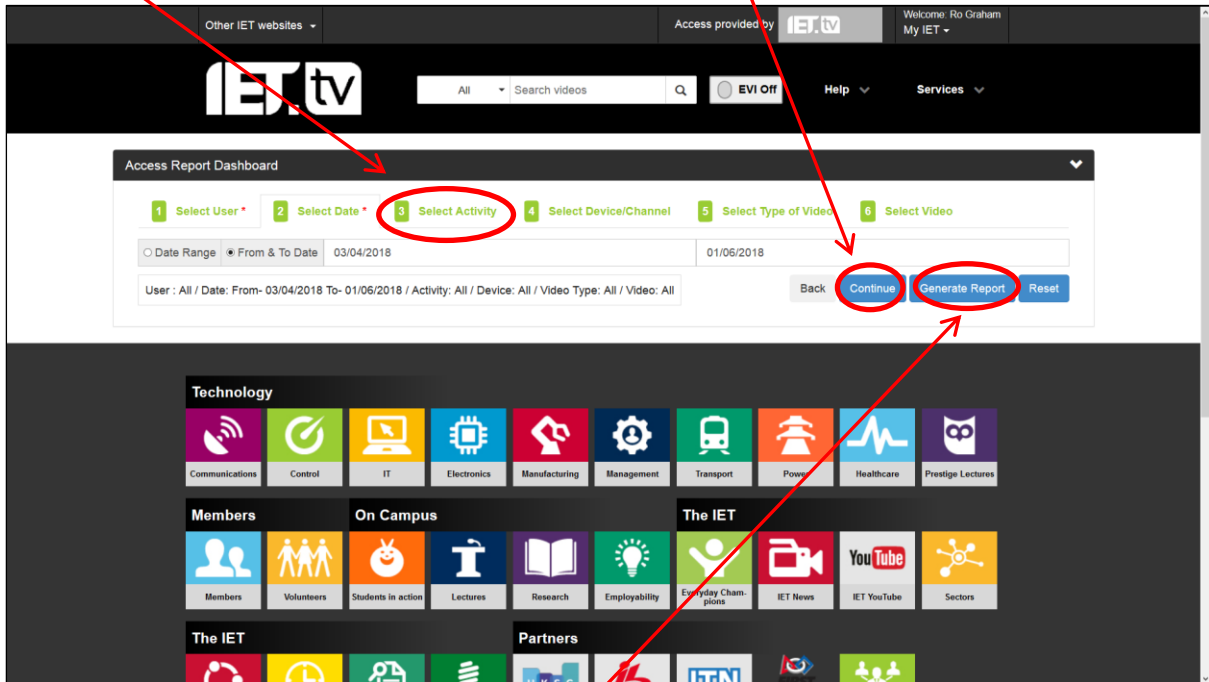
First, search for the **User Name(s) or IP addresses** that you want and click **Continue** to move to the next tab.

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



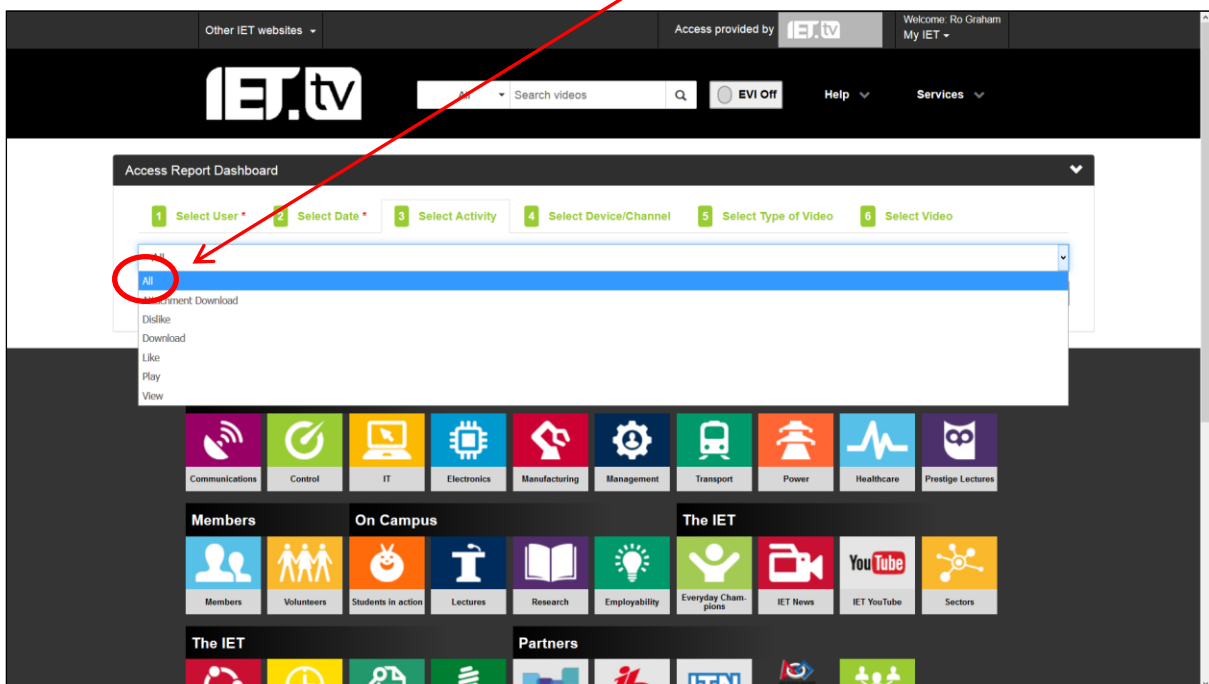
You can select start and end dates for your report by using the **dropdown calendar**.

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



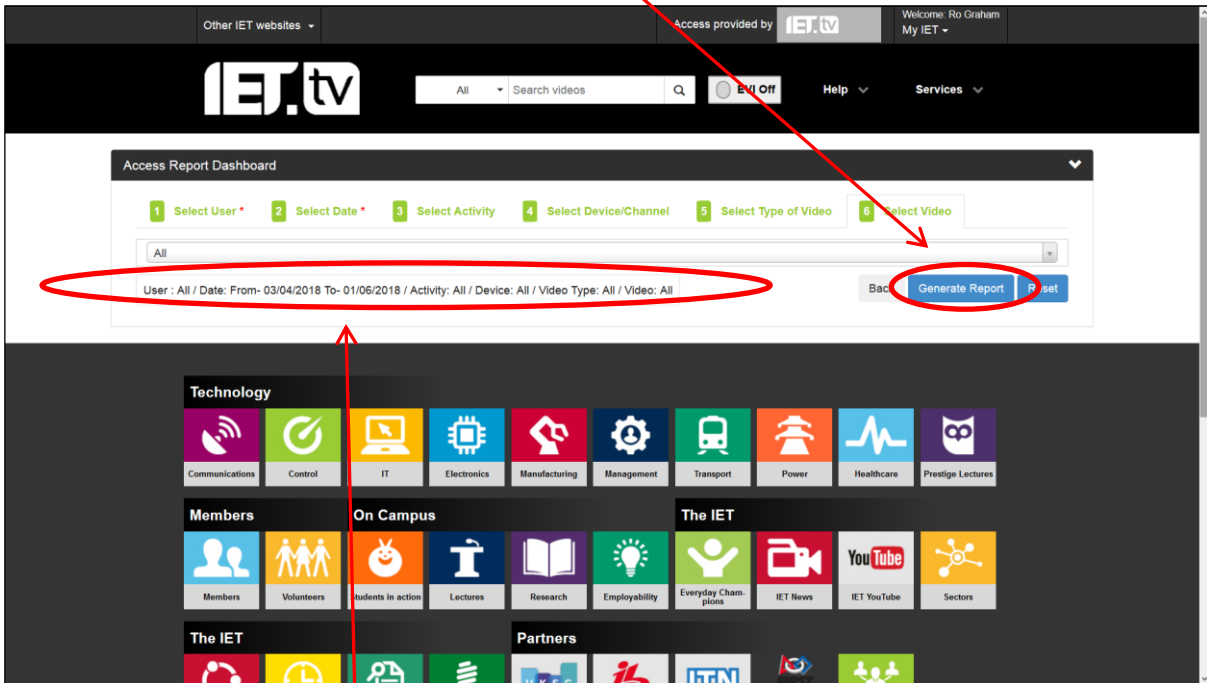
Alternatively you can, at this point, **Generate the Report** using default settings for the remaining criteria.

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** (temporarily hidden under the dropdown menu shown above) 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.

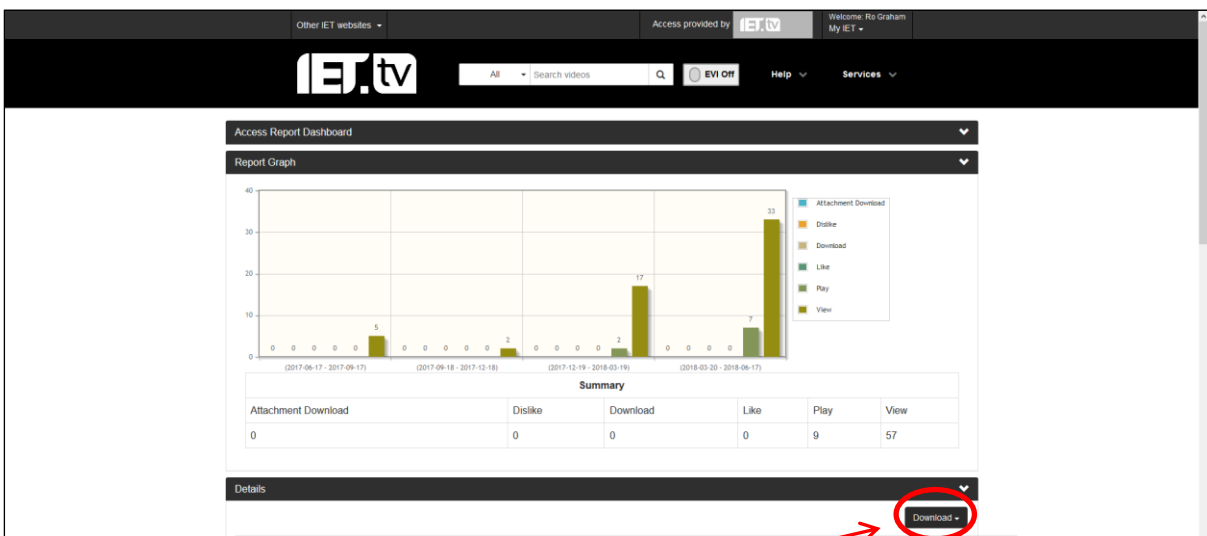
When you get to the last tab, click the **Generate Report** button



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

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:

Summary		Dislike	Download	Like	Play	View
Attachment Download	0	0	0	0	9	57

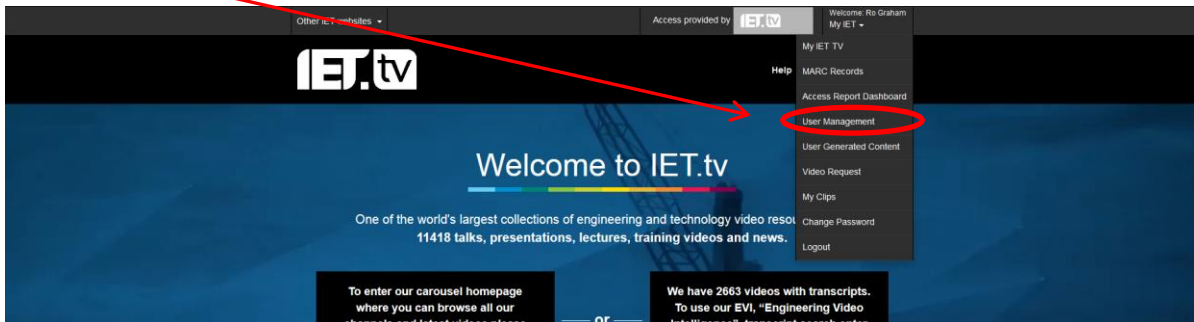
User	Activity	Date	Title	Type	Length	Play Duration	Attachment	Device
	Play	28-05-2018	Innovation in Scottish Agriculture - The Internet of Agricultural Things	Free	3 minutes 41 seconds			Desktop
	View	28-05-2018	Innovation in Scottish Agriculture - The Internet of Agricultural Things	Free	3 minutes 41 seconds			Desktop
	View	28-05-2018	Inside an autonomous vehicle on the streets of Milton Keynes	Free	2 minutes 54 seconds			Desktop
	Play	28-05-2018	Inside an autonomous vehicle on the streets of Milton Keynes	Free	2 minutes 54 seconds			Desktop

User Names Hidden to Protect Privacy

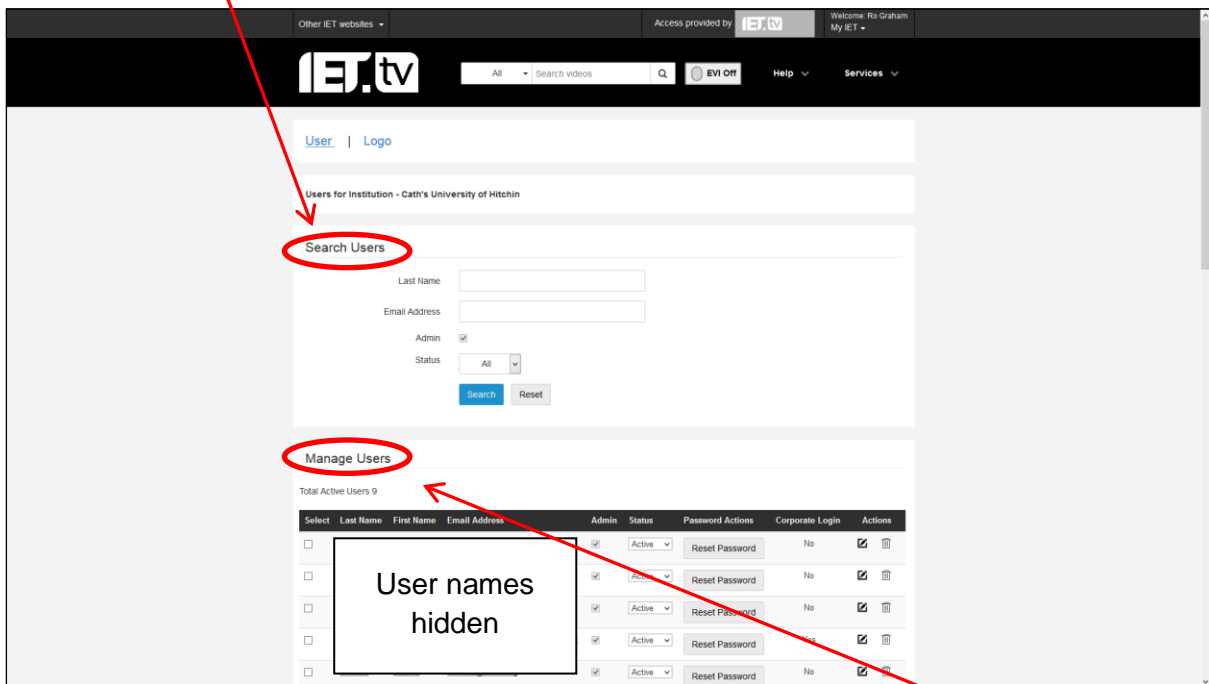
Please note that the user names in the screen above have been removed to protect privacy. In your report, the names of the users/IP addresses will appear in the left-hand column

### User Management

Administrators can create user and administrator accounts using the **User Management** option of the administrator dropdown menu.

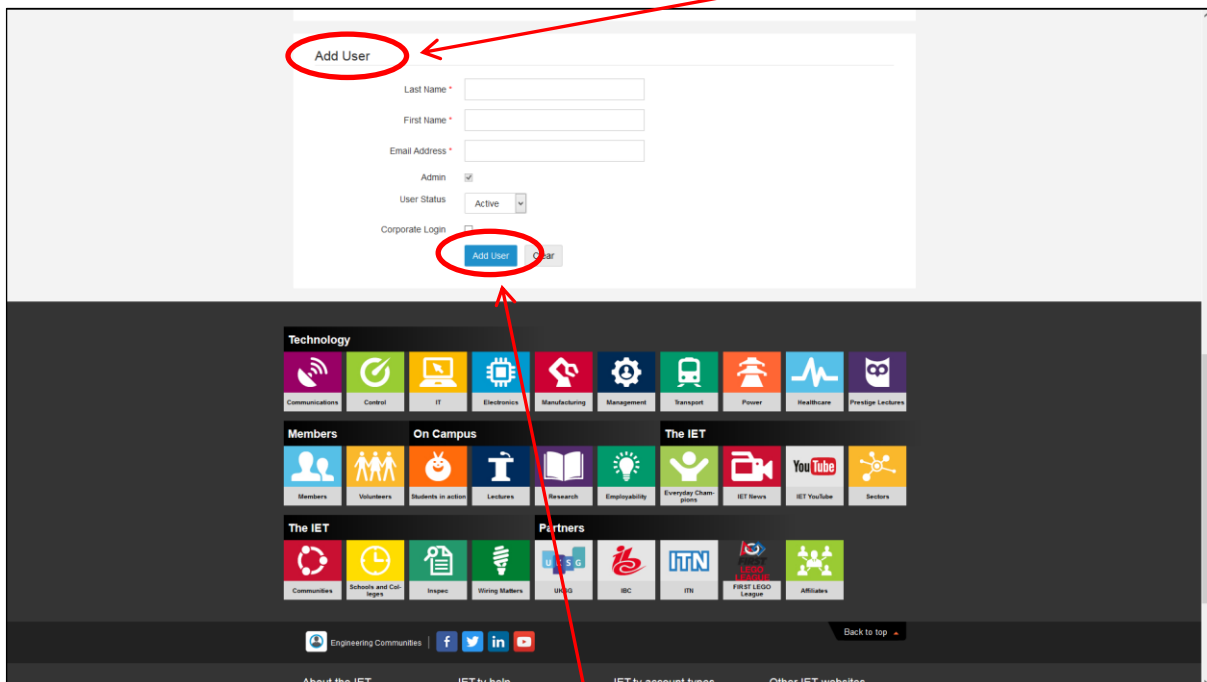


Use the **Search Users** functionality to look up details of users already on your system.



This page also displays all existing users by default, allowing you to **Manage user details**. Note that the names of the users have been covered here for purposes of privacy.

In addition to changing user details, you can add new users to your system (within the terms of your organisation's agreement with the IET). Scroll down until you see the **Add User** section below:



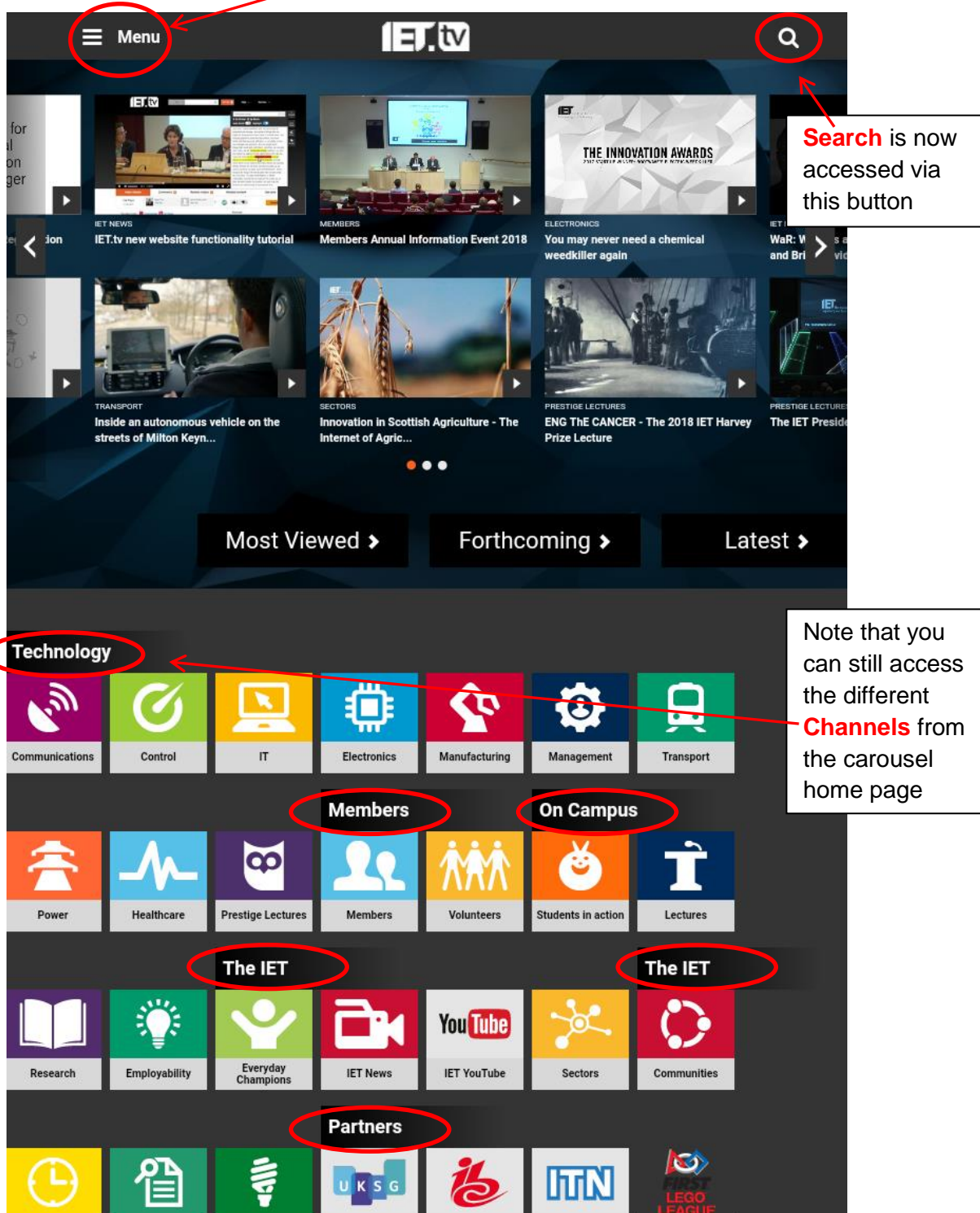
Fill in the new user's details and click the **Add User** button.



## Viewing IET.tv on a Tablet or Smartphone

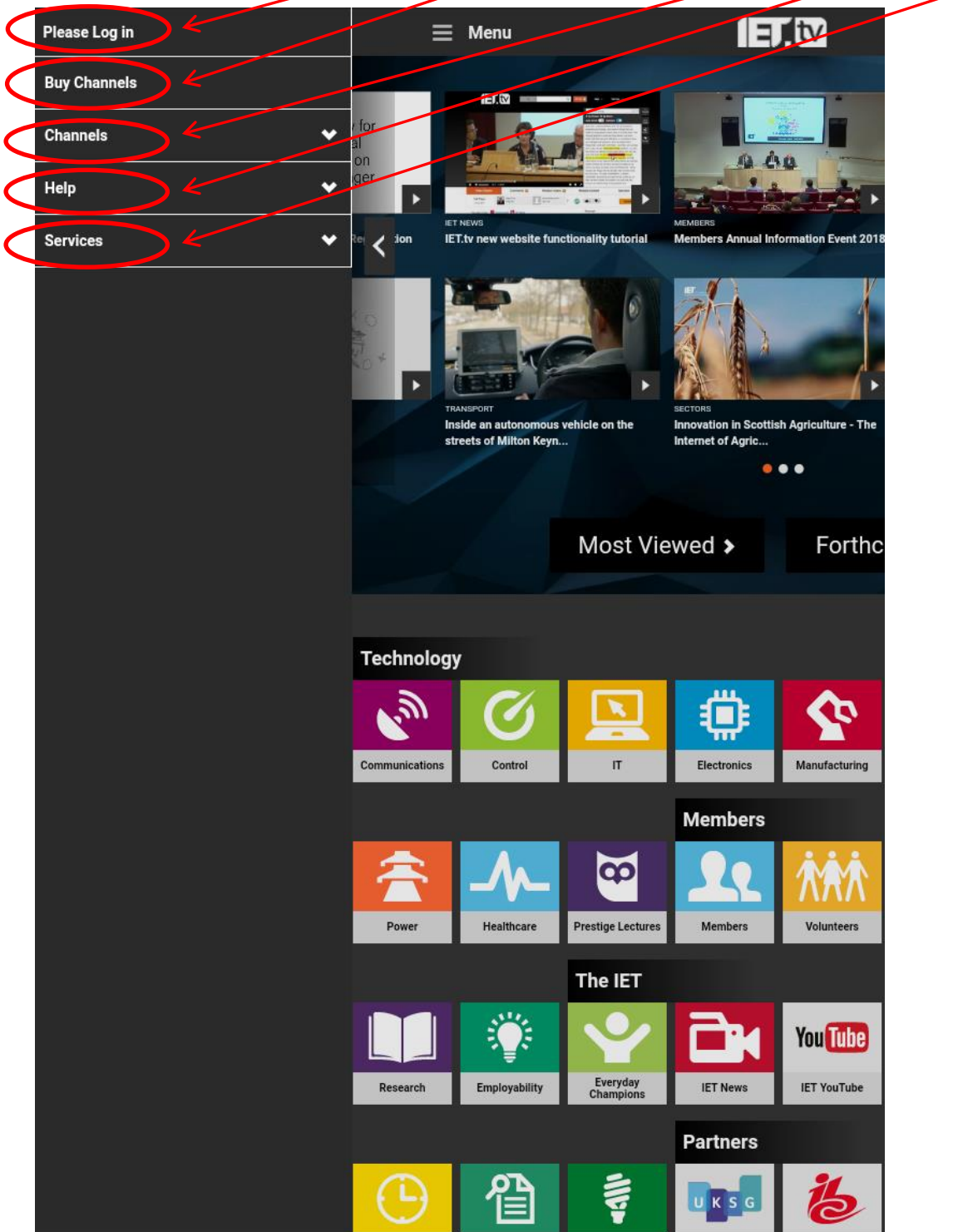
Viewing IET.tv on a tablet/smartphone in landscape will give you a view that is almost identical to the above. On the other hand, viewing the IET.tv site in portrait changes the layout somewhat and we will cover the main differences here. Most of the navigation functions now appear in the drop down **Menu**.

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



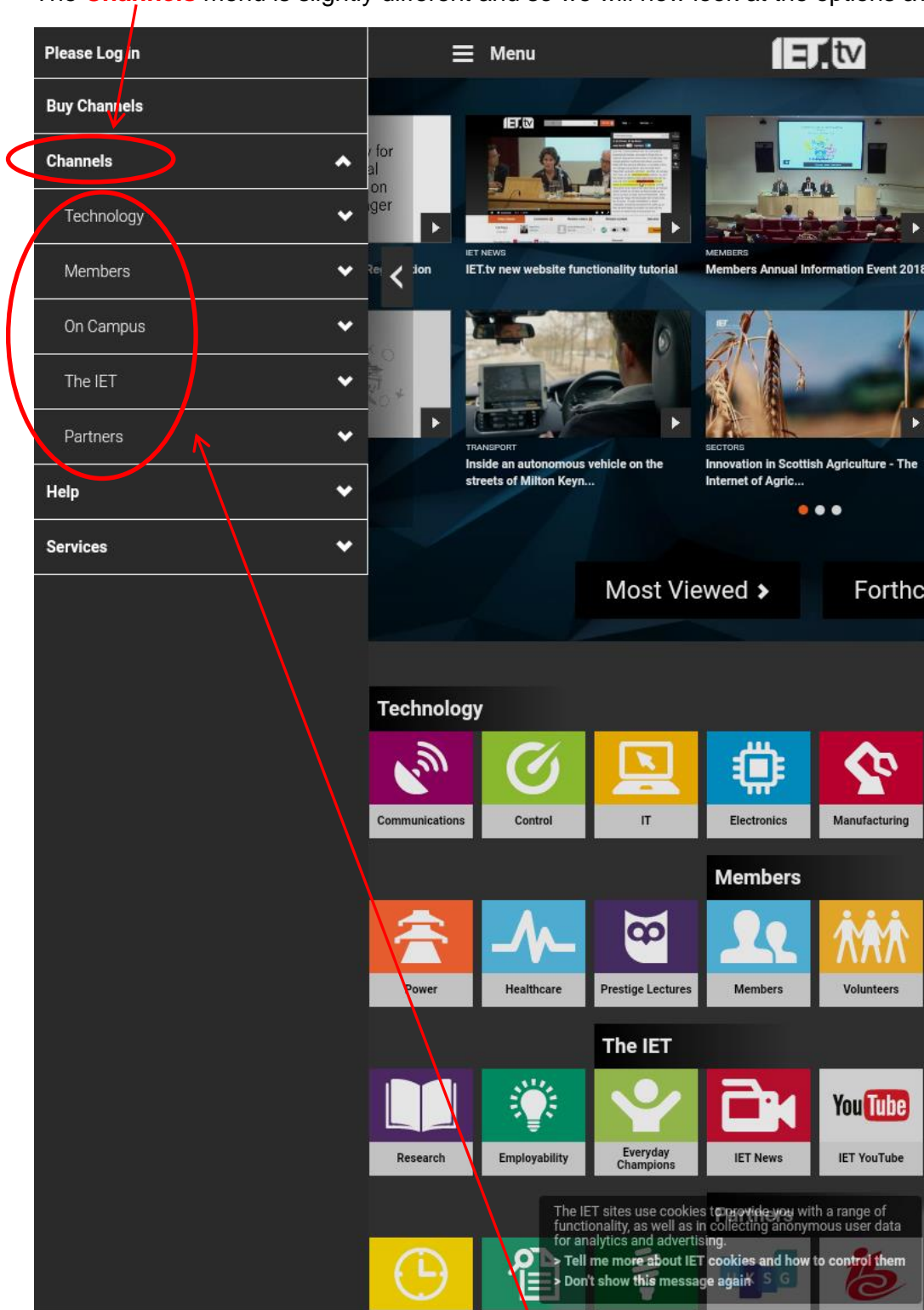
When you select the **Menu**, you see the screen below.

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 **Channels section** for more information). If you are an administrator please see the next section, **Administrator Login**, for details of how to log in to admin privileges. Please also see the section above **Administrator Access** for details of how to use the Administrator options.

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



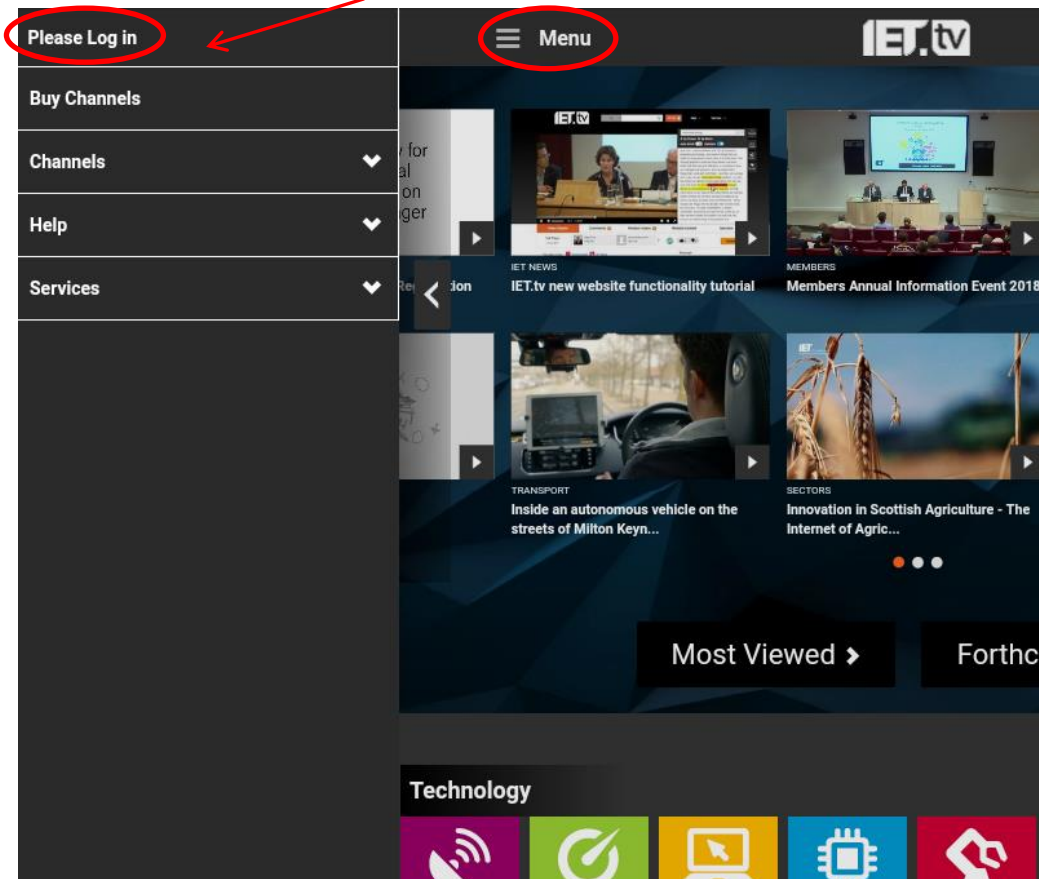
In this menu you can select the **Technology**, **Members**, **On Campus**, **The IET** and **Partners** channel categories. Selecting one of these options gives you a listing of the individual channels available within each category. For example, the **Technology** category

provides links to all the subject areas (e.g. IT, Communications, Transport), which should be selected in order to view videos in that category.

## Administrator Login

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

And then selecting **Please Log in**

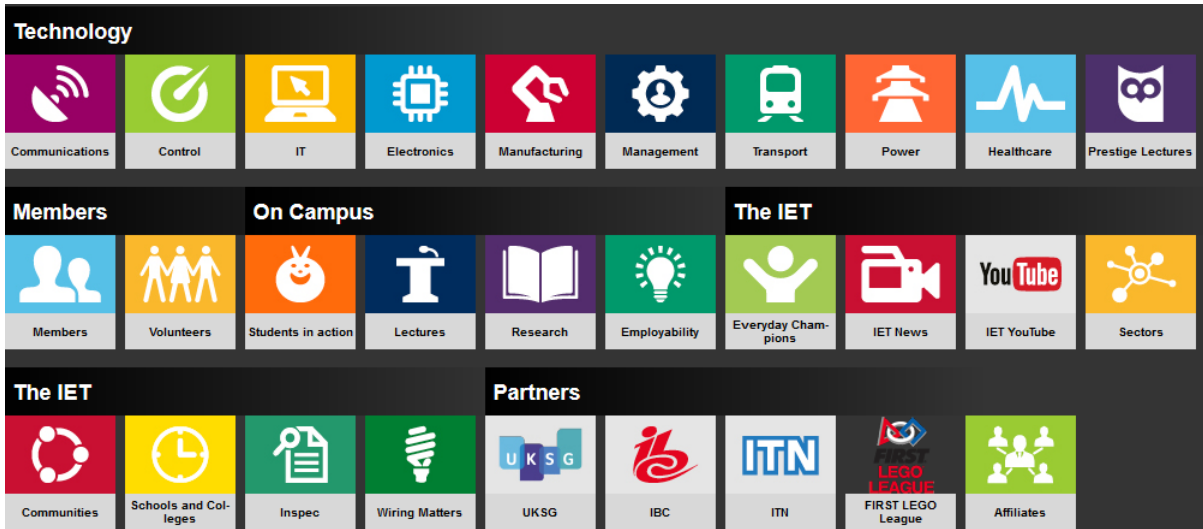


As an administrator, once you have logged in you will see a menu similar to menus shown in the **Administrator Access** section above. Please follow the instructions in that section.



## Appendix 1 – Channels Available

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



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

- Communications
- Control
- IT
- Electronics
- Manufacturing
- Management
- Transport
- Power
- Healthcare
- Prestige Lectures

### 2 members' channels

- Members
- Volunteers

### 4 channels for students

- Students in Action
- Lectures
- Research
- Employability

### 8 IET channels

- Everyday Champions
- IET News
- IET YouTube
- Sectors
- Communities
- Schools and Colleges
- Inspec
- Wiring Matters

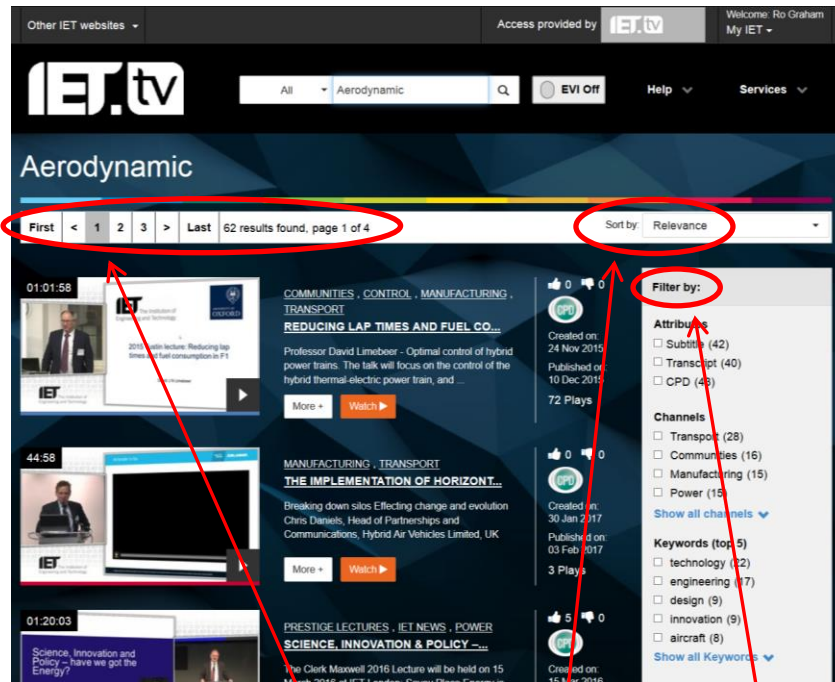
### 5 partner channels

- UKSG
- IBC
- ITN
- First Lego League
- Affiliates



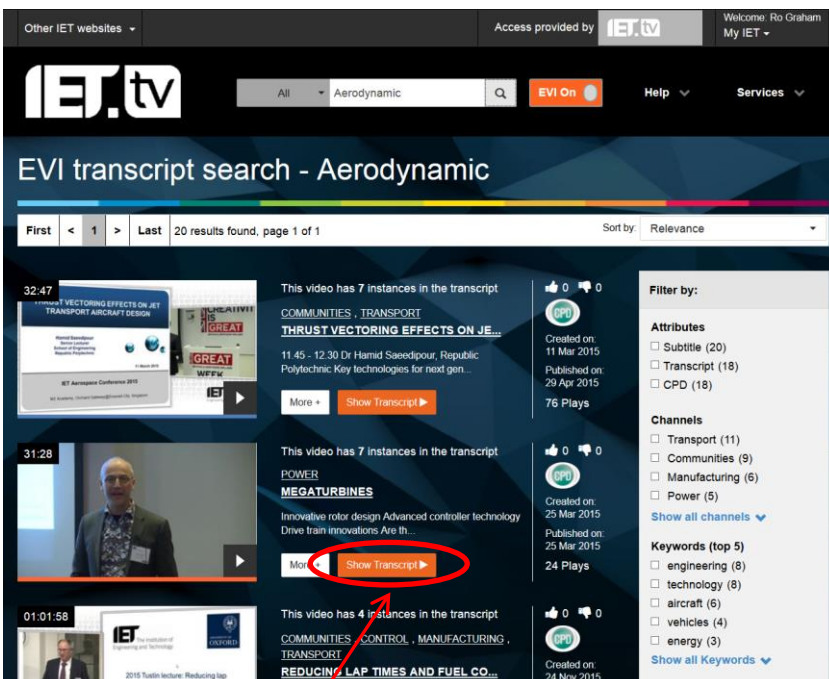
## Appendix 2 - Sample Search

Search term: Aerodynamic (EVI off). Upon carrying out a search you have a number of options to refine it:



Note the options: **Result Page** selection, **Sort by**, **Filter by**

Search term: Aerodynamic (EVI on)



Note the new **Show Transcript** option. You can still play each video using the play icon on the bottom right of the video's preview image. For more on searching, see the [Search Bar](#) and [Refining your Search](#) sections.



## Contact Details and Technical Support

If you require further information or are experiencing technical problems, please email [sales@iet.tv](mailto:sales@iet.tv) in the first instance. For other queries, please contact your local branch:

### Europe, Middle East and Africa

IET  
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 one of the world's largest engineering institutions supporting over 168,000 members in 150 countries. It is also the most multidisciplinary – to reflect the increasingly diverse nature of engineering in the 21st century. For the research community, IET Publishing offers an extensive publishing programme across a growing portfolio of research, letters and open access journals and over 450 eBooks. Worldwide readership and database coverage - including SCI, SCI-E, IET Inspec, Scopus, Ei Compendex, and Google Scholar allows your research to be easily accessed.