

VitalSource BRIDGE™

QUICK START GUIDE

Complete Onboarding

First establish your company in Connect, our system of record which VitalSource Bridge™ pulls all assets from. Once your titles are in VitalSource Bridge™, you will be able to choose which to provision and how long each user will have access.

Create a Bridge

Click "Create New Bridge" to fill out your basic information.

VitalSource BRIDGE™

Find...

Create New Bridge

| ★ | Bridge Name | Company | |
|---|---|---------------|------------|
| ★ | My New Bridge Last updated 03/18/16 by Diana Lisanto | Test Material | |
| ☆ | State College Last updated 03/18/16 by Diana Lisanto | State College | |
| ★ | ABC Inc. Last updated 03/18/16 by Diana Lisanto | ABC Material | Pending... |



Bridge Information

Cancel **Submit**

Name Your Bridge

Bridge Name*

Subdomain Info

This will not be editable after you submit your Bridge.

Subdomain Name*

http:// .vstbridge.com

Branded Bookshelf

Branded Bookshelf URL

Bridge Language

Language*

Connect Company

This will not be editable after you submit your

Company*

Notes

Contact Information

Name*

Phone*

Email*

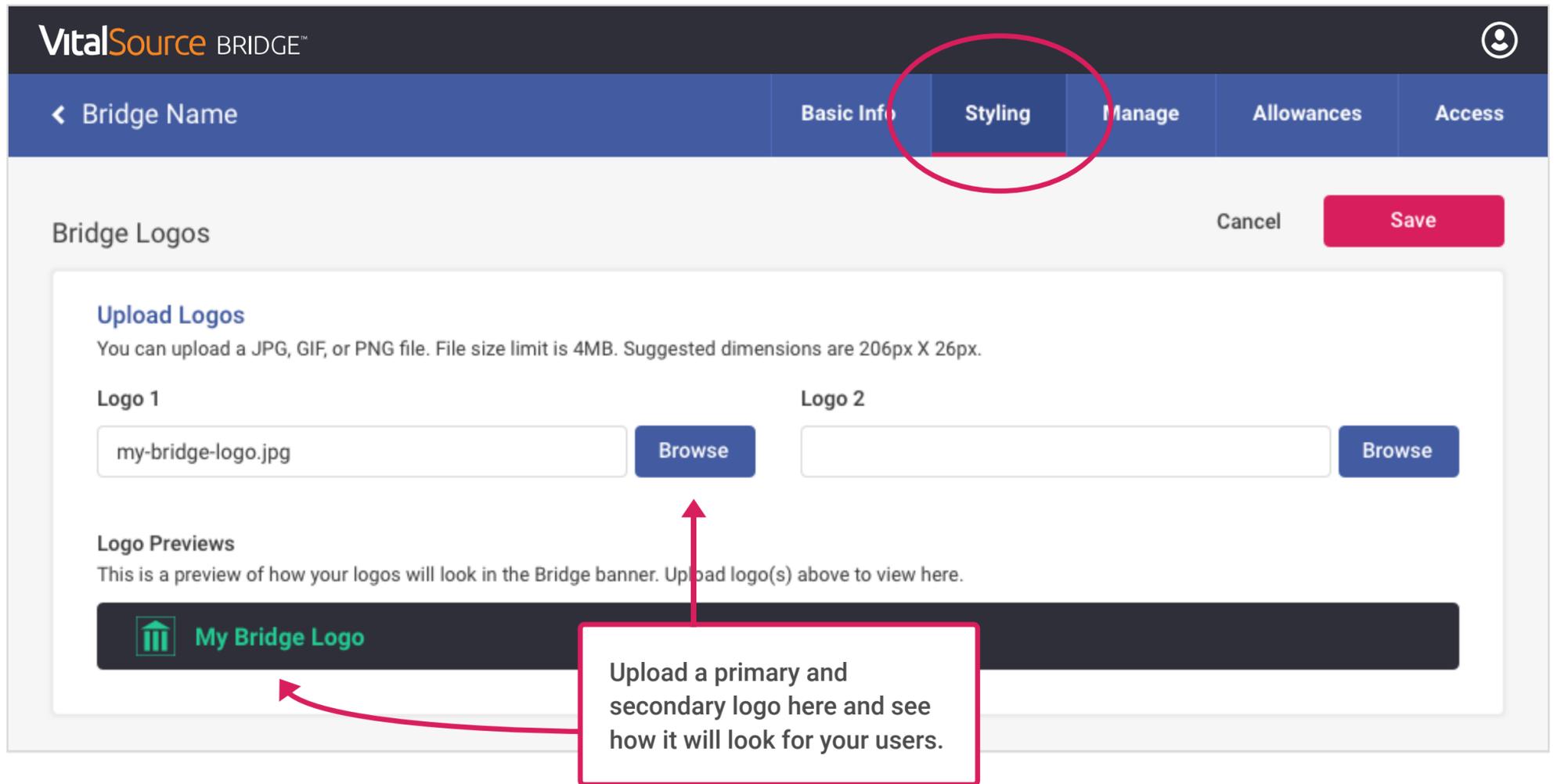
Click "Submit" after filling out all your bridge information. We will notify you when your bridge is ready to configure.

Configure your Bridge

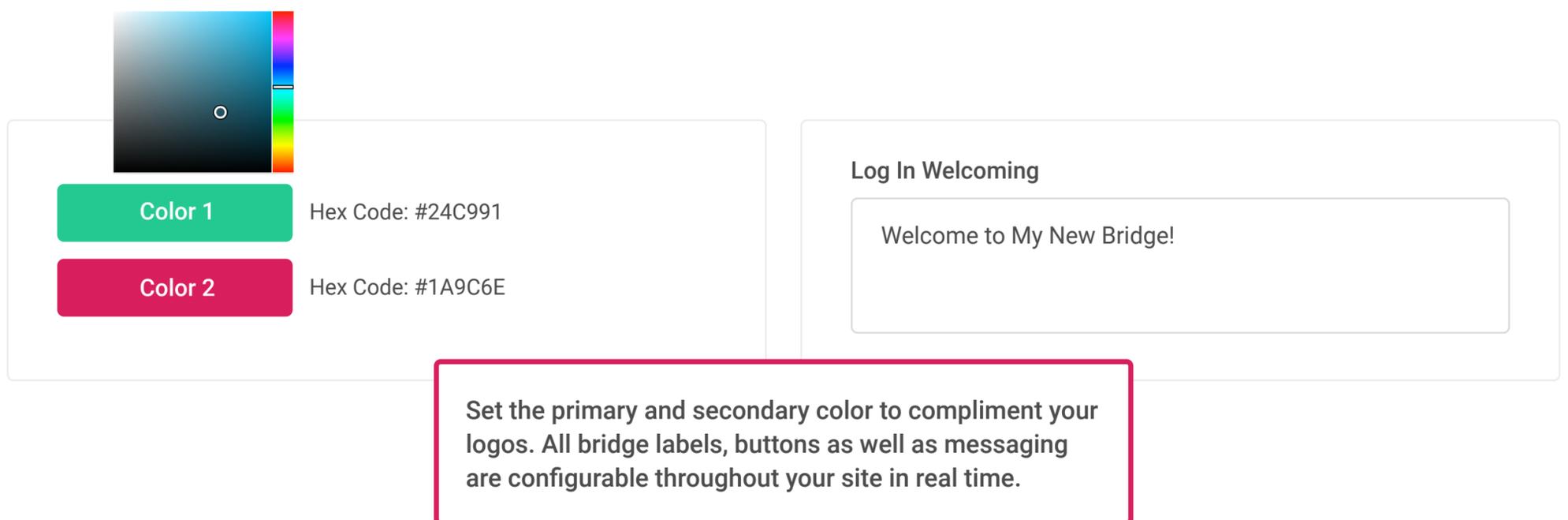
The VitalSource Bridge™ administrative platform provides the ability to create configurable sites populated with the content of your choosing. You can create configurable sites branded as you want, populated with the content of your choosing, through an easy-to-use tabbed navigation system. Moving from creation to completion is a simple and straight forward path.

Styling Tab

Create your own branding to personalize your bridge to best represent your client.



The screenshot shows the VitalSource BRIDGE™ administrative interface. The top navigation bar includes tabs for Bridge Name, Basic Info, Styling (highlighted with a red circle), Manage, Allowances, and Access. The main content area is titled "Bridge Logos" and features a "Cancel" button and a red "Save" button. Under "Upload Logos", there is a note: "You can upload a JPG, GIF, or PNG file. File size limit is 4MB. Suggested dimensions are 206px X 26px." Below this are two upload sections: "Logo 1" with a text input containing "my-bridge-logo.jpg" and a "Browse" button, and "Logo 2" with an empty text input and a "Browse" button. A "Logo Previews" section shows a dark banner with a green logo icon and the text "My Bridge Logo". A red callout box with an arrow pointing to the "Browse" buttons contains the text: "Upload a primary and secondary logo here and see how it will look for your users."



This section shows the color and messaging configuration. On the left, a color picker is visible. Below it are two color selection boxes: "Color 1" with a green box and Hex Code: #24C991, and "Color 2" with a red box and Hex Code: #1A9C6E. On the right, the "Log In Welcoming" section has a text input field containing "Welcome to My New Bridge!". A red callout box at the bottom contains the text: "Set the primary and secondary color to compliment your logos. All bridge labels, buttons as well as messaging are configurable throughout your site in real time."

Manage Tab

In the Manage Tab, you are able to upload ancillaries, create groups, and move your assets and users into those groups. You can also set the concurrency limit of your assets to provision only what you need to your users.

VitalSource BRIDGE™

Bridge Name | Basic Info | Styling | **Manage** | Allowances | Access

All Content | All Content | Find...

Drag & Drop files to upload or [Browse](#) from your computer

Select All | Selected (5) Clear

| Title | Edition | Author |
|---|---------|--------|
| <input checked="" type="checkbox"/> Asset Title Details | 2 | Di |
| <input checked="" type="checkbox"/> Asset Title Details | 1 | Cl |
| <input checked="" type="checkbox"/> Asset Title Details | 2 | Se |
| <input checked="" type="checkbox"/> Asset Title Details | 1 | Ar |
| <input checked="" type="checkbox"/> Asset Title Details | 2 | M |
| <input checked="" type="checkbox"/> Asset Title Details | 1 | Kr |

Add selected to:

- All Groups
- Universal Assets
- Group 1
- Group 2
- Group 3
- Group 4

Cancel | **Apply**

Create new groups and add assets and users.

Select assets from your "All Assets" list and easily add them to any or all groups.

Set All Assets Concurrency Limit

Concurrency Limit

No Limit

20

You can set individual Asset Concurrency Limits by double clicking in the Limit column and changing the number there.

Cancel | **Apply**

You can set the concurrency limit to all your assets, or set them individually for a more custom setting.

| Author | Limit |
|-----------------|-------|
| Michelle Curtis | 20 |
| Sean Murphy | 45 |
| Amit Doshi | 20 |
| Diana Lisanto | 20 |

No Limit | OK

Upload Content

If you have ancillary content that you want to provision to support your top tier assets, you can add image, video, audio, zip and Office Files to your all content. These files will be delivered to your end users via a secure download links in their native file format.

Upload Content Box

VitalSource BRIDGE Admin

Bridge Name Basic Info Styling **Manage** Allowances Access

All Content All Users GROUPS Group 1 Group 2 Group 3 Group 4 That Has A Real Long Name That Wraps Down to Three Lines

All Content All Content Find...

Drag & Drop files to upload or [Browse](#) from your computer

Select All All Content Waiting List

| Title | Waiting List |
|---|--------------|
| <input type="checkbox"/> 2008 Supplement Instant Access | 10 |
| <input type="checkbox"/> Airs, Waters, and Places | 22 |

Upload Content - More Details

VitalSource BRIDGE Admin

Bridge Name Basic Info Styling **Manage** Allowances Access

All Content All Users GROUPS Group 1 Group 2 Group 3 Group 4 Group 5 Group 6 Group 7 Group 8

All Content All Content Find...

Upload Content
Your files are getting uploaded. It might take few minutes.

Less Details

| Title | File Name | Upload Status |
|--|----------------------|---------------|
| <input type="text" value="XYZ diagram"/> | image20191101145.jpg | ✓ 63KB |
| <input type="text" value="Introduction to Chapter 1"/> | document1.docx | ✓ 112KB |
| <input type="text" value="How XYZ works?"/> | Presentation 4.pptx | ✓ 117MB |
| <input type="text" value="Question and answers"/> | | ✓ 109KB |

Done

Upload Content - Upload Complete

VitalSource BRIDGE Admin

Bridge Name Basic Info Styling **Manage** Allowances Access

All Content All Users GROUPS Group 1 Group 2 Group 3 Group 4 That Has A Real Long Name That Wraps Down to Three Lines Group 5 Group 6 Group 7 Group 8

All Content All Content Find...

Drag & Drop files to upload or [Browse](#) from your computer

Select All All Content Waiting List

| Title | File | Waiting List |
|--|------------------|--------------|
| <input type="checkbox"/> 2008 Supplement Instant Access | JPG | 10 |
| <input type="checkbox"/> Airs, Waters, and Places | DOCX | 22 |
| <input type="checkbox"/> Alice's Adventures in Wonderland | PPTX 9/20/16 2 - | 10 |
| <input type="checkbox"/> An Essay on the Principle of Population | DOCX 9/20/16 2 - | 10 |
| <input type="checkbox"/> The Solar System at a Glance | MOV 9/20/16 2 2 | 10 |

Allowance Tab

In the Allowance Tab, you can set entitlement terms that give users the right to access content. Configure billing type, online and offline durations, set concurrency limits for how many copies of each asset can be in circulation and how many assets each user can have at once.

VitalSource BRIDGE™

← Bridge Name Basic Info Styling Manage **Allowances** Access

Bridge Entitlement Settings Save

Get Book

| | | | |
|--|--|---|--|
| Entitlement Type <input type="radio"/> Comp ⓘ <input checked="" type="radio"/> Standard | Amount Given <input type="radio"/> Unlimited <input checked="" type="radio"/> 5 <input checked="" type="checkbox"/> Reusable Credit(s) | Duration Online Duration <input type="radio"/> [] Day(s) <input checked="" type="radio"/> 12/25/16 [] expire <input type="radio"/> Perpetual <input type="radio"/> No Access | Offline Duration <input type="checkbox"/> Same as online <input checked="" type="radio"/> 365 Day(s) <input type="radio"/> [] [] expire |
|--|--|---|--|

Click to add more entitlements, or just simply set one.

+ Add Entitlement

Purchasing Tab

If you have chosen to use purchasing options in your bridge, you will see the Purchasing Tab. Here you can set specific ecommerce links to send your users to the appropriate site.

VitalSource BRIDGE™

← Bridge Name Basic Info Styling Manage Allowances **Purchasing** Access

Bridge Purchasing Settings Save

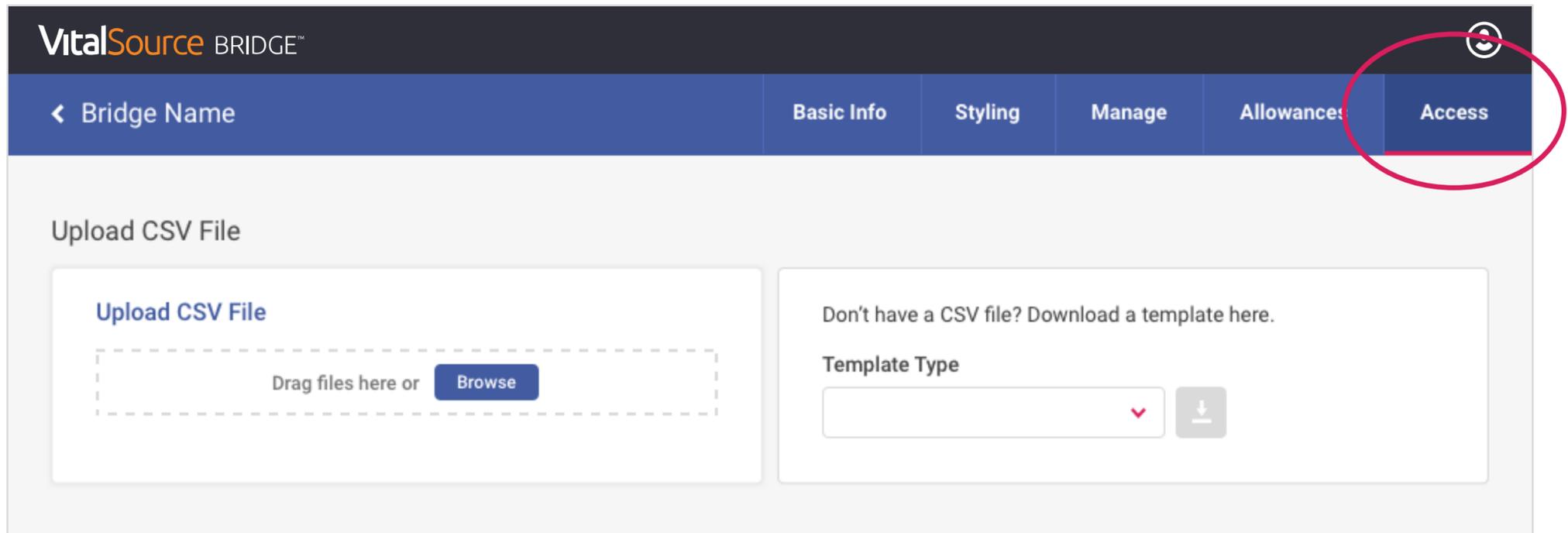
Enter label...

| | |
|-----------------------------------|---|
| Display Pricing Print ▼ | ecommerce URL www.mystore.com |
|-----------------------------------|---|

+ Add Purchasing Option

Access Tab

If you have chosen to add your users through a CSV Upload or integrate them in, you will see the Access Tab. Here you will be able to download a CSV template to add your users, and upload any CSV files you may already have. If you are integrating your users, you have the option to set a landing page for when they sign out of VitalSource Bridge™.



VitalSource BRIDGE™

← Bridge Name Basic Info Styling Manage Allowances **Access**

Upload CSV File

Upload CSV File

Drag files here or [Browse](#)

Don't have a CSV file? [Download a template here.](#)

Template Type

[↓](#) [↓](#)

If you're integrating users, you will have the option instead to enter a sign out redirect link.

User Sign Out Redirect

URL Link

[Test URL](#)

[Remove Link](#)

Keys Tab

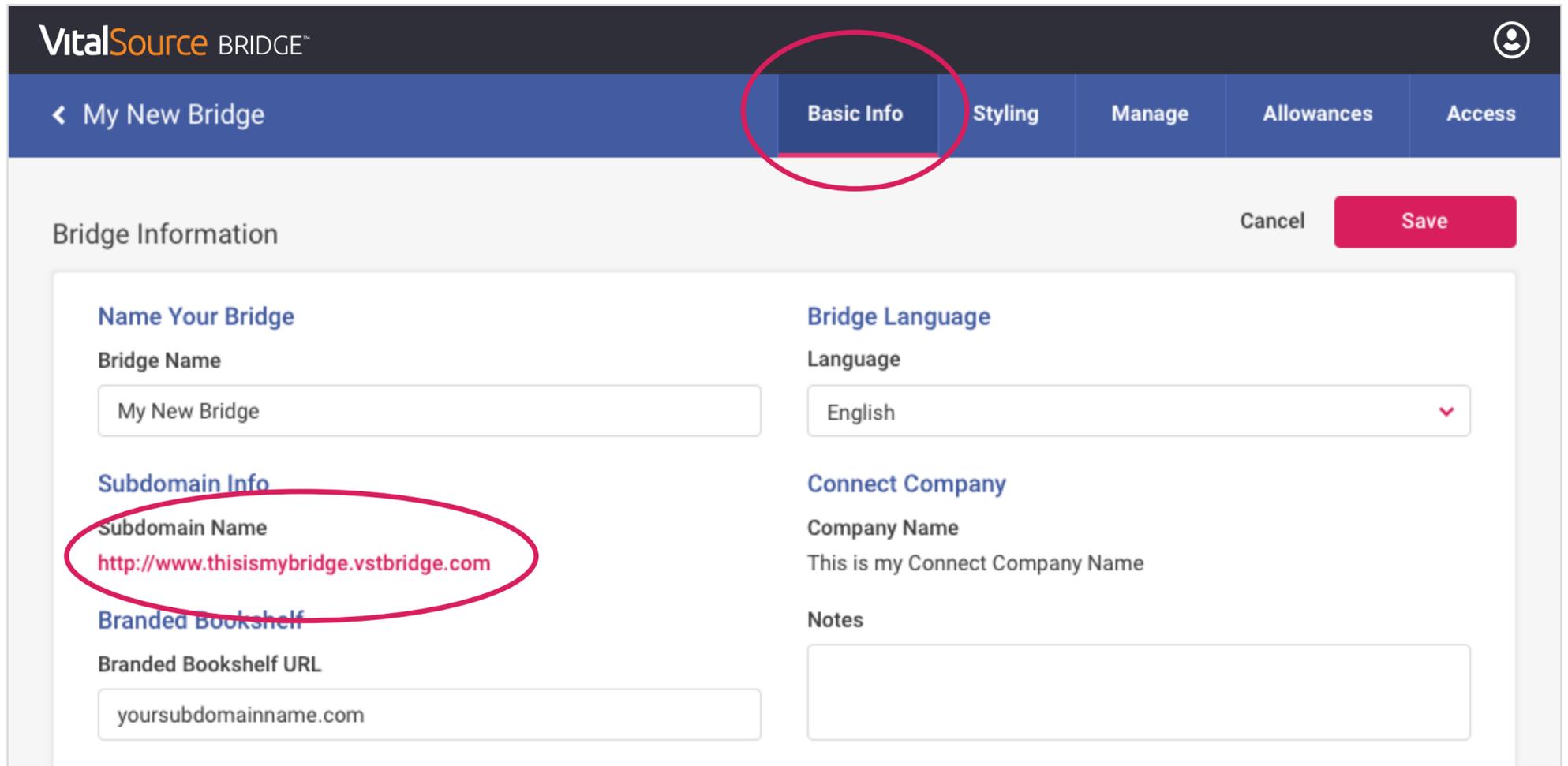
If you have chosen to add your users by distributing keys, you will see the Keys Tab. You are able to create as many keys for your bridge as you need. First, you set your entitlement type for the key you are about to create. Then you fill out the information for the type of key you need. When you are done, download the key information to your computer to distribute to your users however you want (email, text, shared link). We keep a previously generate key history in VitalSource Bridge™ where you can go back to any key you've made and edit it. This change will affect all users who have redeemed that key.

The screenshot shows the 'Keys' tab in the VitalSource Bridge interface. The 'Keys' tab is highlighted with a red circle. Below the navigation bar, the 'Create Key' section is visible. It includes a '7 Day Trial' header with a 'Clear' button. The form is divided into three main sections: 'Entitlement Type' with radio buttons for 'Comp' (selected) and 'Standard'; 'Amount Given' with radio buttons for 'Unlimited' (selected) and a text input field, plus a 'Reusable Credit(s)' checkbox; and 'Duration' with radio buttons for 'Online Duration' (selected) and 'Offline Duration'. The 'Online Duration' is set to '7 Day(s)'. There is also a checkbox for 'Same as online' which is checked. Below these sections is a dashed box containing a '+ Add Entitlement' button. A red callout box points to this area with the text: 'All entitlements set here will be distributed with this key.' Below the 'Add Entitlement' section is the 'Generate Key' section, which includes a table with columns for 'Type', '# of Keys', 'Users Per Key', 'Expires', and 'Notes'. The table contains one row with 'Student' type, 1 key, 30 users per key, and an expiration date of 12/19/17. A download icon is present at the end of the row.

The screenshot shows the 'Previously Generated Keys' section. It includes a text description: 'You can edit the entitlements of any previously generated key in the key details. All changes made will affect all users who have redeemed that key.' Below this is a table with columns: 'Type', 'Date Req.', 'Requested By', 'Expires', and 'Notes'. The table contains one row: 'Teacher', '01/18/17', 'Diana Lisanto', '12/25/17', and 'New Key'. Below the table, there is a summary row: '# of Keys: 1' and 'Users Per Key: 20'. To the right of this summary are 'Edit' and download icons. A red callout box points to the 'Edit' icon with the text: 'View details of any key and edit its entitlements.' Below the summary row are two rows of key details. The first row shows: 'Label: 7 Day Trial', 'Amount: Unlimited', 'Online Duration: 7 Days', and 'Offline Duration: 7 Days'. The second row shows: 'Label: Get Book', 'Amount: 5', 'Reusable Credits' (checked), 'Online Duration: 365 Days', and 'Offline Duration: 365 Days'.

Distribute your Bridge

Once you have set up all your options, you're ready to distribute your bridge. The link for your users is located in the Basic Info tab.



VitalSource BRIDGE™

< My New Bridge **Basic Info** Styling Manage Allowances Access

Bridge Information Cancel Save

Name Your Bridge

Bridge Name
My New Bridge

Bridge Language

Language
English

Subdomain Info

Subdomain Name
<http://www.thisismybridge.vstbridge.com>

Branded Bookshelf

Branded Bookshelf URL
yoursubdomainname.com

Connect Company

Company Name
This is my Connect Company Name

Notes