SGrecast

StreamGuys Recast User Guide

SGrecast v2.0
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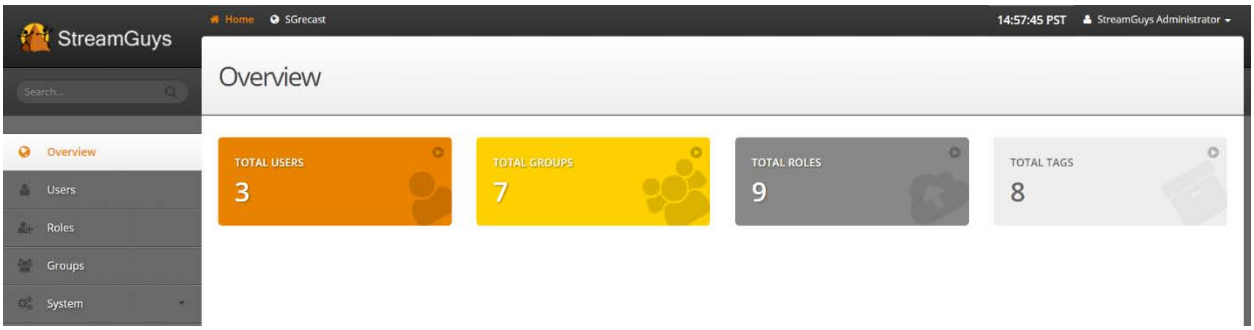
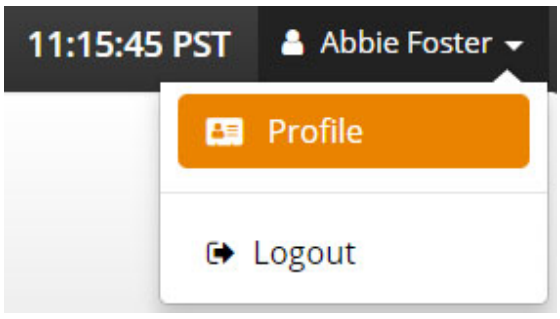
1. Home Dashboard



The Home Dashboard shows an overview of the system as a whole. This may include total Users, Groups, or Roles that the logged in User has access to see. Clicking any of the boxes displayed here will take you directly to their subject's main index page. The Home Dashboard can be accessed at any time by clicking the 'Overview' tab in the sidebar, while in the "Home" section of the interface as shown in the top menu bar.

1.1 User Profile

Via the account dropdown in the upper right-hand corner of the interface, a user can access a page for editing their user's account details. This "Profile" page allows changing of username, name, email, and password. If the username is changed, it must still be unique across the system, and the password will only be updated if a new one is provided.



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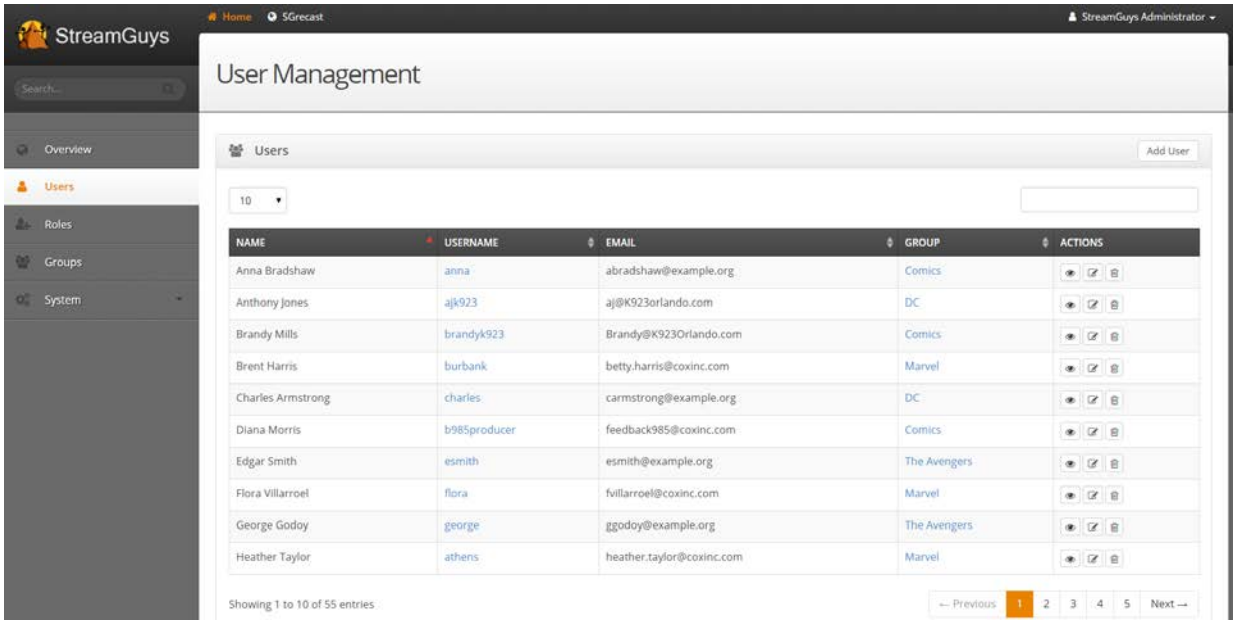
2. Users



Users include all accounts that have been created in your group. When it comes to allowing users just the right amount of access, SGrecast offers an exceptional amount of flexibility. Users can be assigned roles tailor-made to the tasks they perform.

In SGrecast, you can assign roles to users that allow access to a host of the system's features. You can assign roles to a user that replicate traditional administrative level access with features like managing users, groups, and roles. You can also create users that only have access to the core features of the SGrecast; such as setting up broadcasts, creating podcasts, or uploading content. Or you can create a user who only has access to a certain subsection like Podcasting and then determine if that user should also have the ability to delete or edit those podcasts. Finally, you might create a user to both manage users and create podcasts or even one who has access to all the functionalities the system has to offer. 'Roles' allows you to be as broad or narrow in delivering access as you require.

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Note: Users will only have access to content that is within their group. This includes content belonging to that group's child groups, to be described in the Groups section below.

2.1 Adding a User

To add a new user to your SGrecast system:

1. Select 'Home' from the navigation bar at the top of the page and then select **Users** from the menu on the left. This page will display a table of all users within your group and its child groups, with access to your system.

   In the right-most column, you will see 'Actions' where you can view, edit, impersonate or delete a particular user. 'View' will give you more specific details about a user such as their associated group and roles. 'Edit' will allow you to edit the details of a user such as their username, password and associated group or roles. 'Impersonate' will allow users with the correct permissions to impersonate another user. 'Delete' will delete a user from the SGrecast system.

   Note: Deleting a user will not delete their associated group or content, it will only delete the user.

2. Click **Add User** in the right-hand corner of the table.

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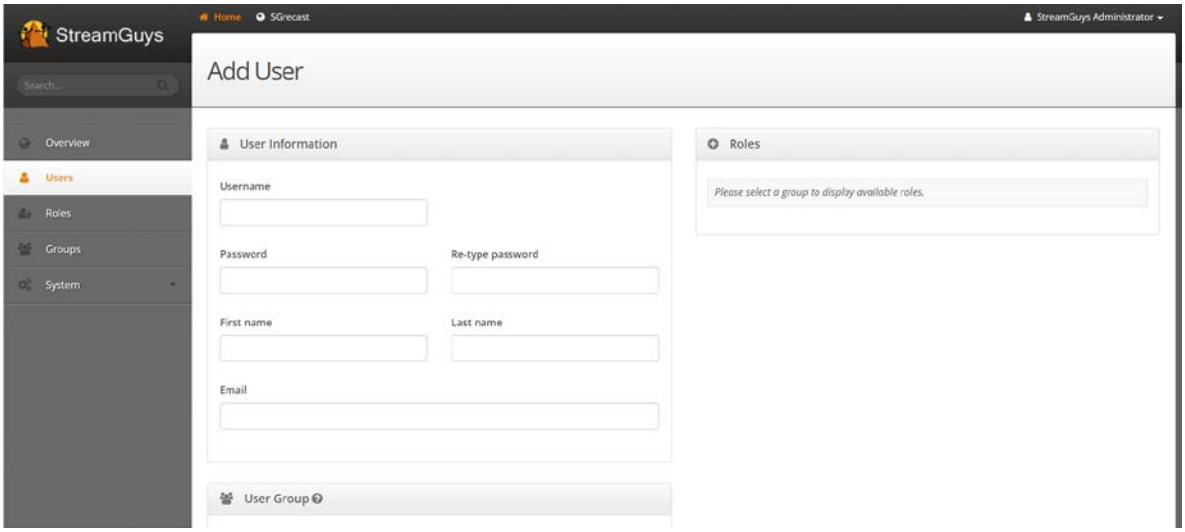

3. On this page you will enter in the account information for your new user. The username and password fields are the credentials for your new user to access your SGrecast system.

4. Select a group. Groups exist to associate content (i.e. Side Channels, Content, Audio Loggers, etc.) with specific users. A user on the SGrecast system can belong to just one group.

5. Select a Role(s). Roles exist to associate permissions with specific users. The permissions associated with a user will determine that user's level of access to features and actions within the SGrecast system.

★ For example: If a role is assigned just the 'View Users' permission, then that role is assigned to a user, that user will have the ability to view users but not add, edit, or delete users. More information about roles can be found in the Roles section.

6. Select 'Create' to finish.

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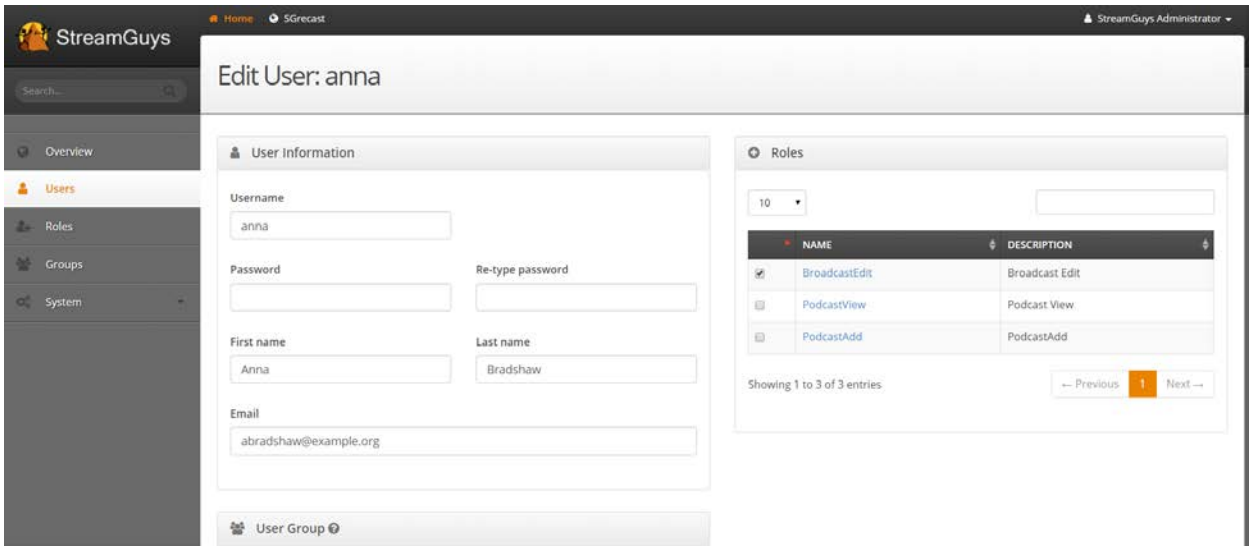
2.2 Editing a User

To edit a user on your SGrecast system:

1. Select 'Home' from the navigation bar at the top of the page and then select **Users** from the menu on the left. This page will display a table of all users within your group and its child groups, with access to your system.

2. Navigate to the 'Actions' column on the right and click on the 'Edit' button.



3. On this page you can edit the account information for your user such as the username, password, first and last names, email, and the user's assigned group or role(s).

4. When you are done editing, click the 'Save' button at the bottom of the page.

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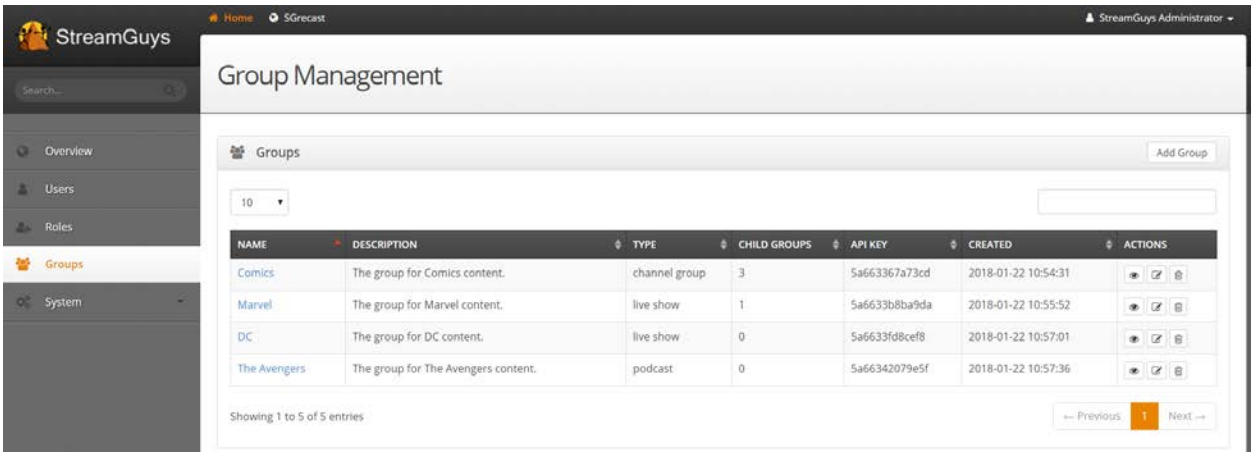
2.3 User Impersonation

For users that have the User Impersonate permission and that can View Users, they will be able to assume the identity of one of those users without having to log in specifically as that user. For the duration of impersonation, the user will view the interface as if they were the impersonated user, and all actions taken will appear as though from that user.

Accessing the impersonation feature is as simple as going to the User listing page and clicking the impersonate icon under the actions for the desired user. After successfully impersonating a user, de-impersonating and reverting back to the original logged in user account is as simple as clicking the Stop Impersonating button in the upper right-hand corner of the interface.

3. Groups



As noted before, groups exist to associate your SGrecast content with specific users. Groups are especially useful if you have multiple markets accessing your system that you want to keep separate from one another.

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3.1 Adding a Group

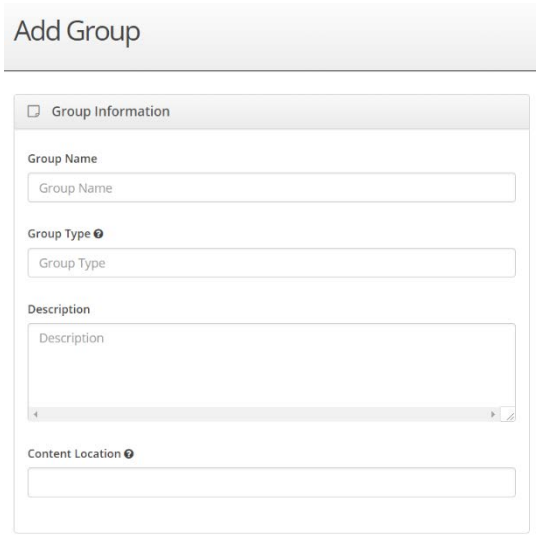
To add a new group to your SGrecast system:

1. Select 'Home' from the navigation bar at the top of the page and then select **Groups** from the menu on the left. This page will display a table populated with your current group and its child groups.

2. In the right-most column, you will see 'Actions' where you can view, edit, or delete a particular group. 'View' will give you more specific details about a particular group such as its associated users. 'Edit' will allow you to edit the details of a group such as its name and content location. 'Delete' will delete a group from the SGrecast system.

   Note: Deleting a group will also delete its associated users and content, including all users and content in child groups.

3. Click **Add Group** in the right-hand corner of the table.



4. On this page you will enter in the information for your new group. The group will be referenced and displayed by its name and description throughout the system. The group

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type exists as another way to label and easily reference your group. You will also specify the content location of the group which is where the group's content will be saved.

★ For example, if you are creating a group named 'Example', you can enter its content location as 'example'. This will store all content created and uploaded with the 'Example' group in a new directory called 'example' on your SGrecast file system. Content from this group would be served from <delivery-domain>/example/filename.extension

★ If you wish to have the group's content location to be a subdirectory within another group, entering a content location such as '<parent-group-content-location>/heroes' will create a subdirectory within <parent-group-content-location> called 'heroes' on your SGrecast file system.

5. Select a Parent Group. This will create your new group as child group of a group. When organizing your Group Tree, keep in mind that groups exist to separate content. You can allow users to move content across groups, but that user must be in a parent group of those groups and the user must be assigned a role that contains the 'View Groups' permission.

★ For example, in the group tree above, users in the Marvel group cannot see content residing in the DC group and vice versa. However, users in the Comics group can not only see the content in their own group but also the DC group, the Marvel group and The Avengers group.

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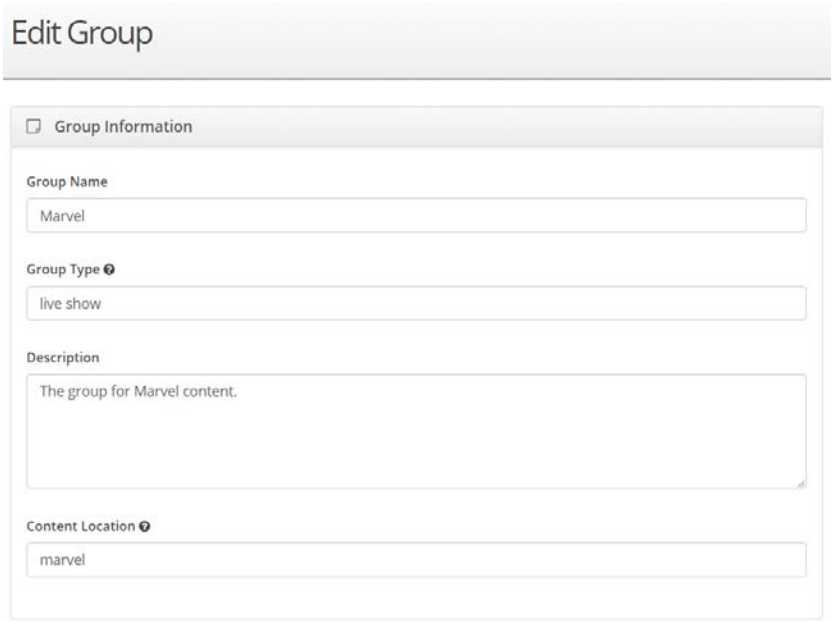
6. Click the ‘Create’ Button to finish adding your new group.

3.2 Editing a Group

To edit a group in your SGrecast system:

1. Select ‘Home’ from the navigation bar at the top of the page and then select **Groups** from the menu on the left. This page will display a table populated with your current group and its child groups.

2. Navigate to the ‘Actions’ column on the right and click on the ‘Edit’ button.



3. On this page, you can edit the information for your group such as the name, group type, description, content location and the group’s assigned parent group.

4. When you are done editing, click the ‘Create’ button at the bottom of the page.

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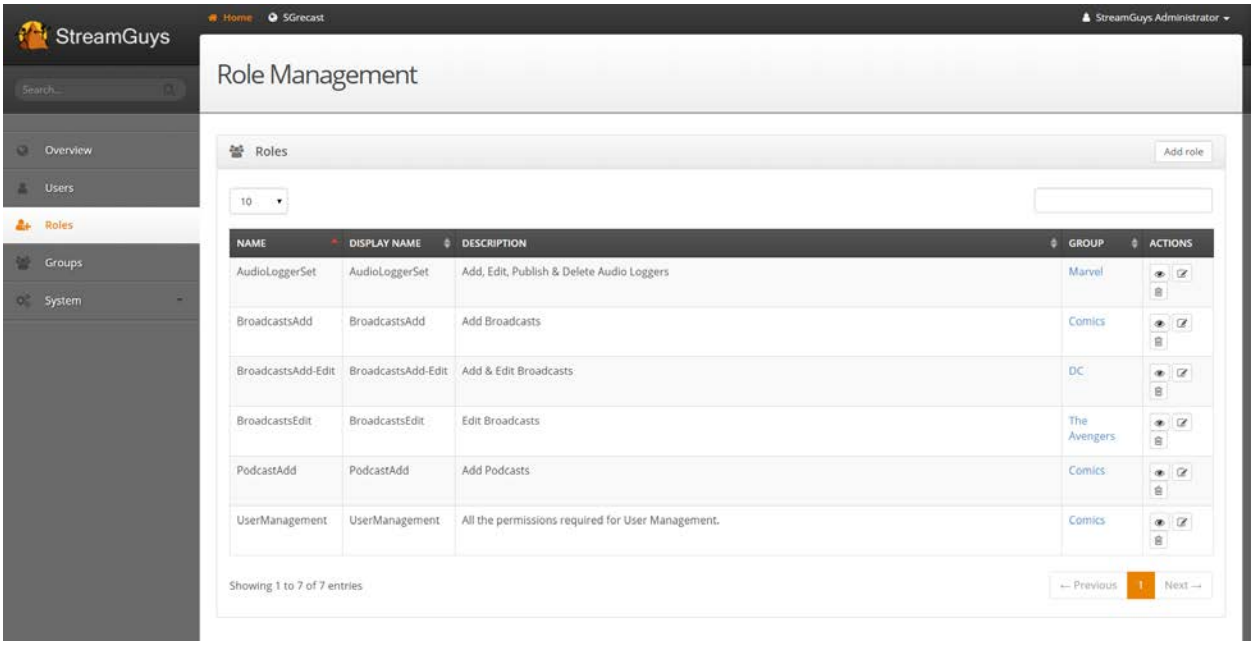
4. Roles



Roles exist to associate a permission or a set of permissions with a user. Permissions are used to determine the level of access each user has to specific features in the SGrecast system. Roles allow you to arrange these permissions in a way that best fits your organization. You can create a role that organizes permissions by the tasks a group of users need to complete and assign that role to each individual user. Or you can create a role with a very limited permission set so that you can stack multiple roles on a user to achieve the level of access that user requires. This more granular approach to permissions and roles is particularly useful when you have many users belonging to the same group that require very different permissions and levels of access to the features in SGrecast.

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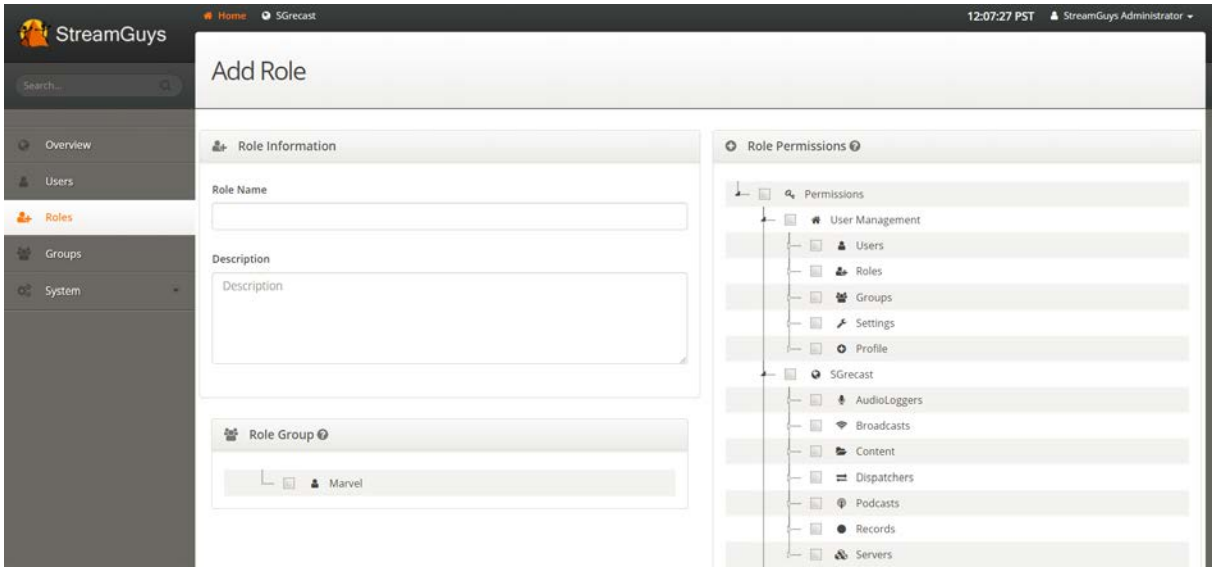
4.2 Adding a Role

To add a new role to your SGrecast system:

1. Select 'Home' from the navigation bar at the top of the page and then select **Roles** from the menu on the left. This page will display a table of all roles currently available for your group and its child groups.

2. In the fifth column from the left, you will see 'Actions' where you can view, edit, or delete a particular role. 'View' will give you the specific details about a particular role such as its associated role permissions. 'Edit' will allow you to edit the details of a role such as its name and associated permissions. 'Delete' will delete a role from the SGrecast system.

3. Click **Add Role** in the right-hand corner of the table.



4. On this page you will enter in the information for your new Role. The role will be referenced and displayed by its name and description throughout the system.

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5. To the right you will see the Role's Permissions Tree. The permissions that populate this tree are the same as those assigned to you, so a user that is tasked with creating roles for a system should be assigned permissions that reflect the full spectrum of potential uses any user might be required to perform on it.

6. Select the permissions you wish to assign to the role. Many permissions require other permissions to function properly. If you try to add a permission that is dependent on another permission that is itself not selected, the system will prompt you to add that new permission before you can successfully add a role.

★ The permissions are organized in the permission tree by access to features and then broken down further by the 'Actions' available in those features. However, sometimes those features can overlap with each other, especially in the add and edit states. If you run into a problem, we suggest looking in the permissions guide for a more comprehensive look at how permissions interact with each other to deliver functionality.

7. Now you can select a Role Group. If that table does not appear, it means you are logged in as a user that is being limited to only adding roles to their own group and the group will default to your group upon clicking create.

8. Click 'Create'.

   Note: You can only assign one group per Role. If you have users who will require very similar sets of permissions but belong to different groups because they work on different content, that role will have will have to be re-created and assigned to each applicable group.

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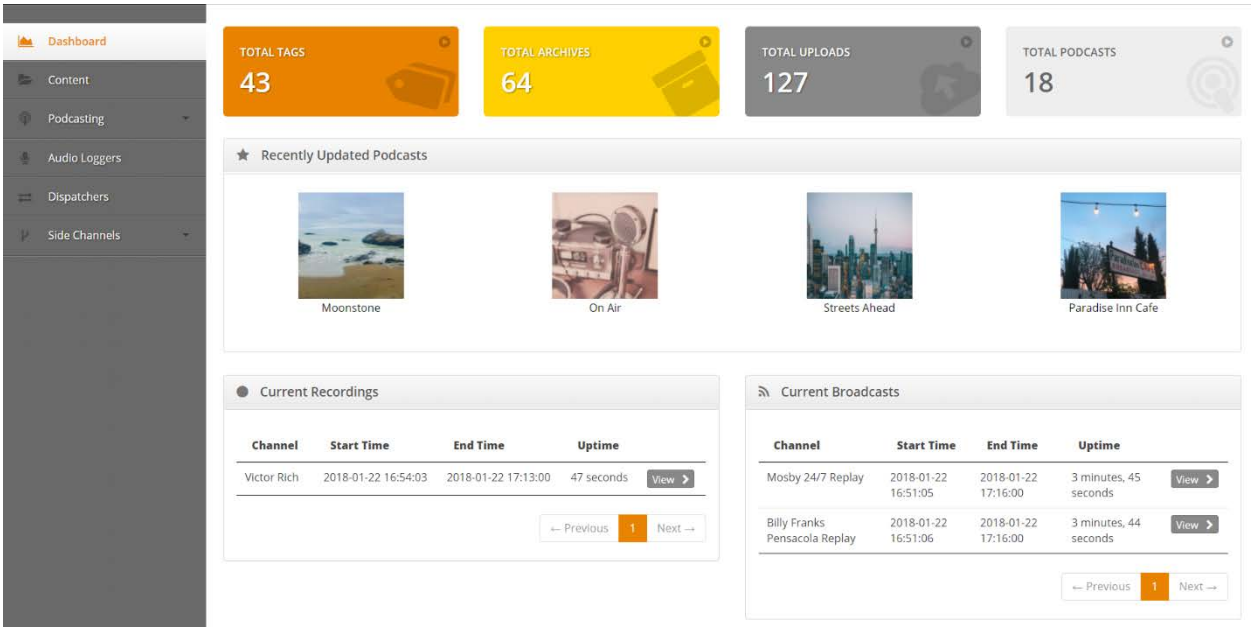
5. Dashboard



This is the main landing page for the SGrecast system. Here you can gain a brief overview of current statistics and scheduled broadcasts and recordings for your group. You can navigate to this page by selecting 'SGrecast' from the navigation bar at the top of the page.

5.1. Total Tags

Total Tags shows the number of tags currently being used in your group, including the tags in its child groups. This feature adds another level of searchability to all content on your system.

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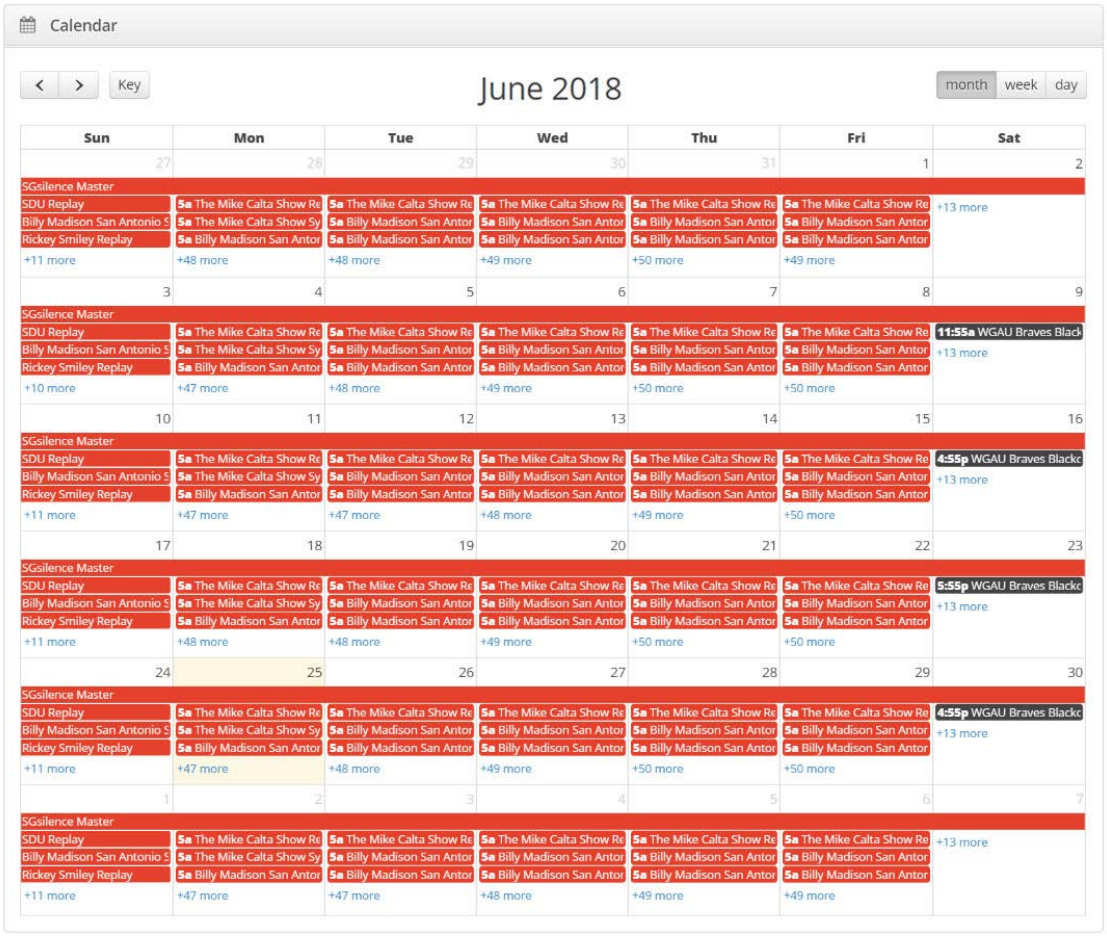
5.2. Current Recordings/Broadcasts

Directly under the Recently Updated Podcasts you will find all current recordings and broadcasts running in your group. Each currently running record and broadcast will be displayed in these sections with their scheduled start and end time as well as their current uptime. To view more specific details about a currently running record/broadcast, you can select the grey “View” icon to the right of each channel.

5.3. Calendar



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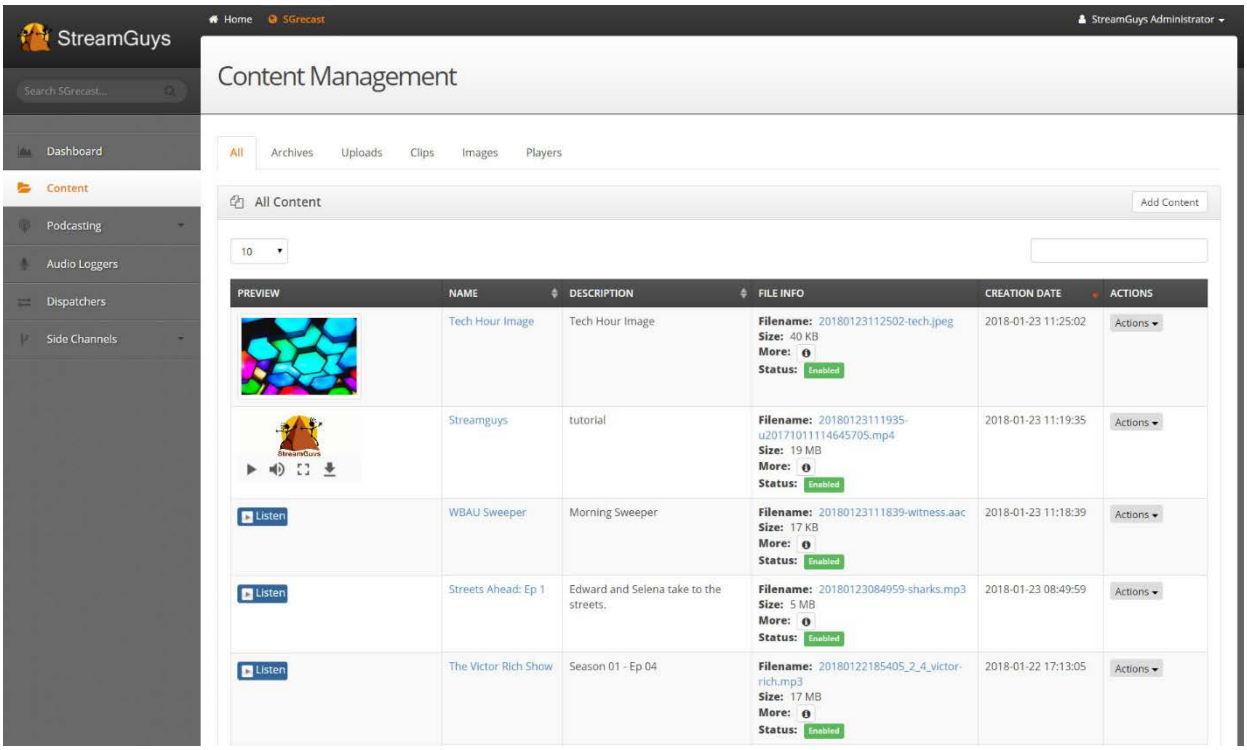
Beneath the current recordings/broadcasts you will find the calendar and upcoming channels for the current day. The calendar displays all scheduled recordings and broadcasts in your group and its child groups. Recordings are displayed in red and broadcasts are shown in grey. This calendar gives users a visualization of their scheduled segments. Click on an event to view more details about its scheduled time and description.

6. Content



The unified Content area of SGrecast allows you to quickly view all the content currently on your system regardless of its source or filter the content by source through the content tabs. With the search bar, you can search for a piece of content by name. You can also use the columns in the table to sort content by name, description, and creation date.

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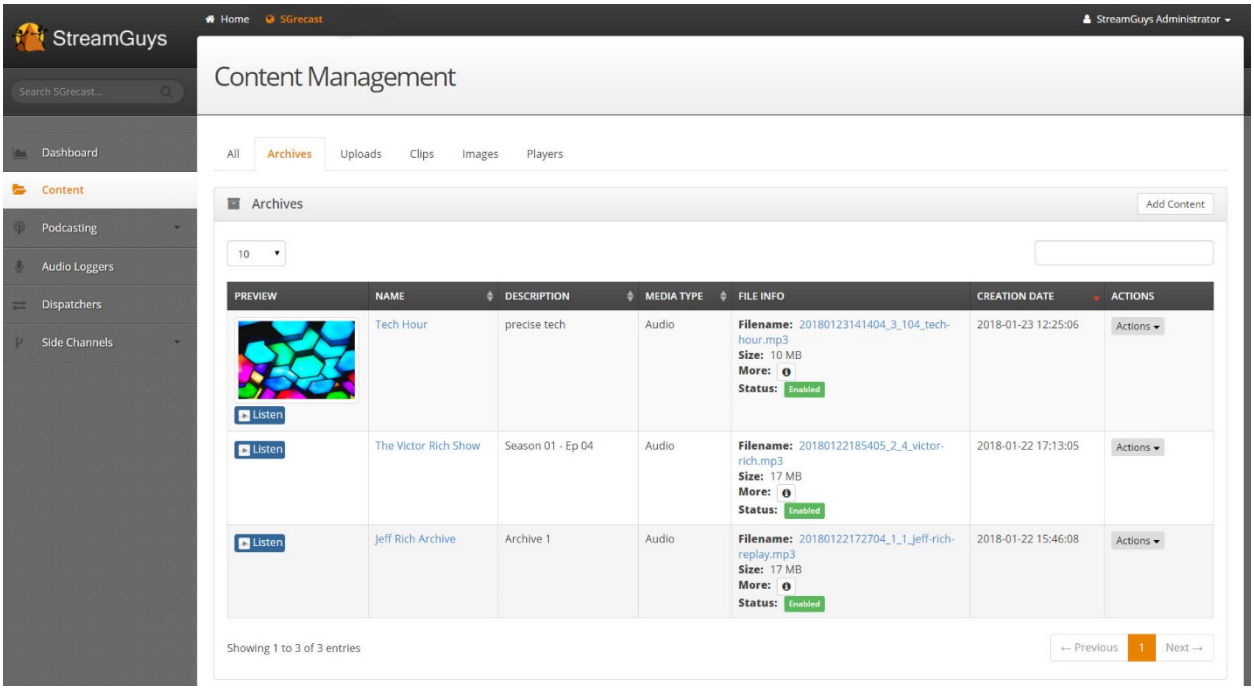
6.1 Archives



An archive is created by a Record-type side channel. When a Record records from a live stream, an archive is automatically created in the system.

To access archives on your SGrecast system, select ‘SGrecast’ from the navigation bar at the top of the page, select **Content** from the menu on the left, and then the **Archives** tab.

This page will display a table of all archived files associated with your group and its child groups. The fifth column from the left, ‘File Info’, is the location of the archived file on your SGrecast system. In the ‘Actions’ column, users have the option to download, waveform edit, create a player, view, edit or delete a specific archive.

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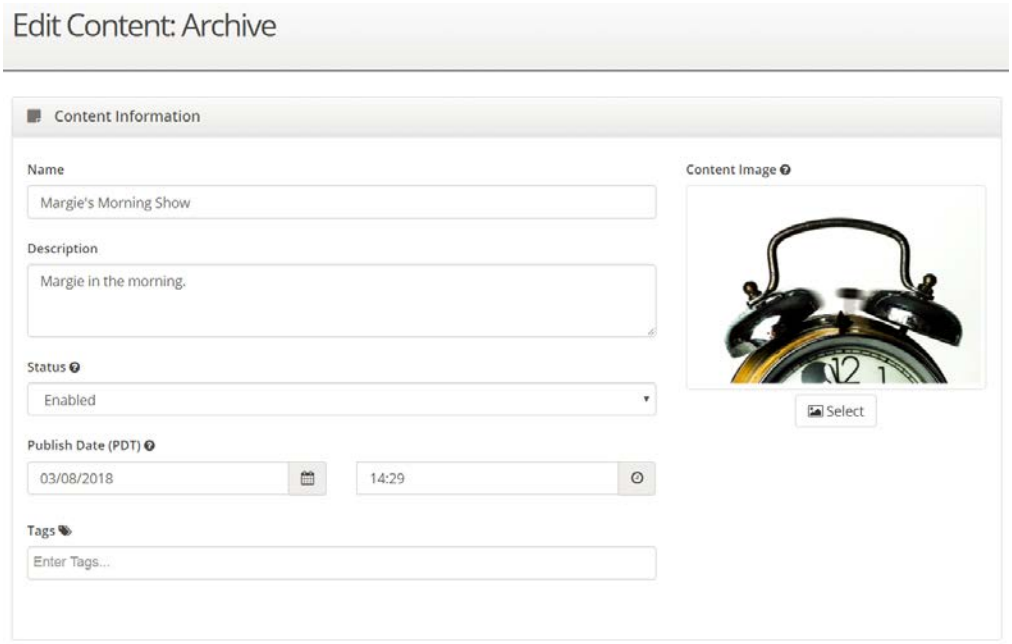
6.1.1 Editing an Archive

To edit an archive:

1. Select ‘SGrecast’ from the navigation bar at the top of the page, select **Content** from the menu on the left, and then the **Archives** tab. This page will display a table of all archives in your group and its child groups.

2. Navigate to the ‘Actions’ column on the right and select ‘Edit’ from the drop-down menu.



3. On this page you can edit the information of your archive such as its name, description, status, publish date and time, image and tags.

★ In the case that an archive records silence or includes audio that you do not wish to publish in your podcast, you can hide an archive from the podcasts that it belongs to by modifying its ‘Status’ to disabled.

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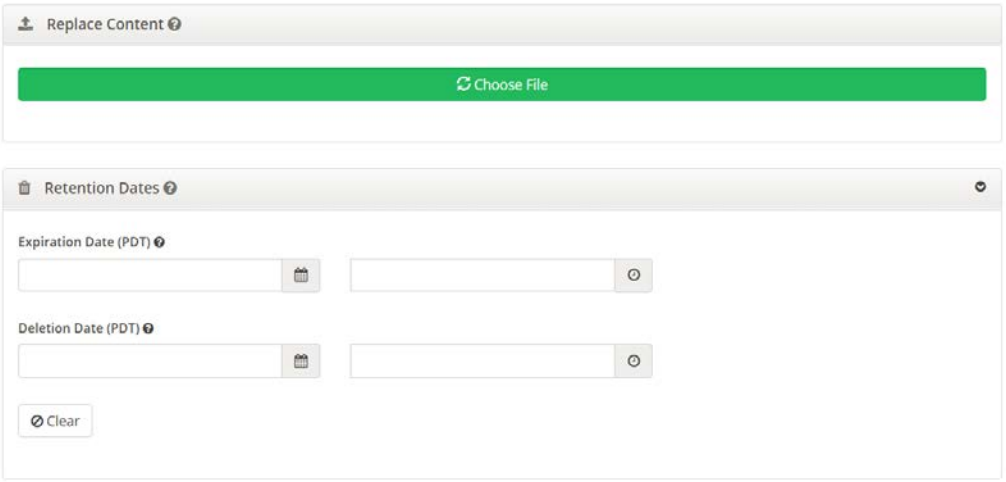
4. You can use the ‘Select’ button in the ‘Content Image’ section to change the image to one that has already been uploaded to the SGrecast system or remove it entirely. If you would prefer a new image, use the green ‘Choose File’ button, choose a new image to upload, and replace the image currently associated with the upload.



5. You can also use the ‘Choose File’ button to select an audio file from your local file system to upload and replace the original audio of the archive.

★ Replacing the audio content of an archive is particularly useful when the archive is already associated with features like podcasts or broadcasts. However, if you replace the file of a Content instance that currently has Ad Markers associated with it, those Ad Markers will not be added to the new file by default. If you wish to have the Ad Markers re-applied to that Content, open it in the Waveform editor, verify or add new Ad Markers on the waveform, and save the content with those markers.

6. You can use the retention dates to specify if you would like your content to be expired and/or deleted at a specified date and time. The archive will remain on the SGrecast system after the expiration date and time is met, but it will be marked as disabled and can no longer be used in podcasts. If a deletion date and time is specified, the archive will be removed from the SGrecast system after the retention period is met.

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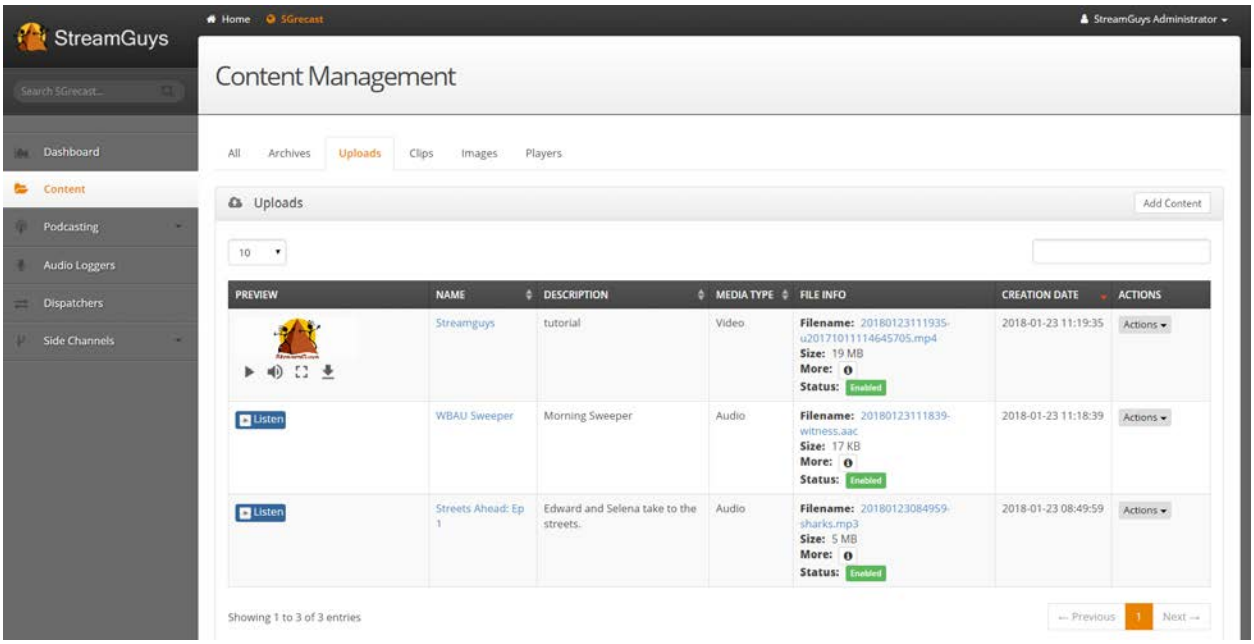
7. If necessary, select a different group to move the archive to. If that table does not appear, it means you are logged in as a user that is being limited to only editing archives in their own group.

8. When you are finished editing your archive, click Save.

6.2 Uploads



Uploads are image, audio, and video files you add to the SGrecast system. Image uploads can be associated with content, podcasts, and records in order to create eye-catching players. Audio and video uploads can be used as sources for broadcasts and/or podcasts. If you ever want to add a program recorded outside of your SGrecast system, you can use the upload feature. Uploads also work well if you want to edit an archived file before rebroadcasting it. You can do this by downloading the archived file, making your desired edits, and uploading the newly edited archive to use as a source for a broadcast.

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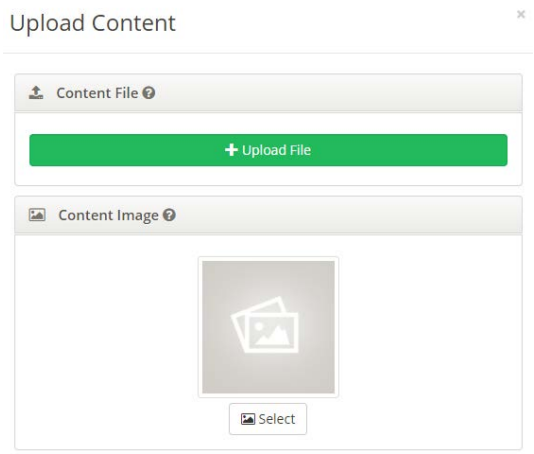
6.2.1 Uploading a File

To upload a file to your SGrecast system:

1. Select 'SGrecast' from the navigation bar at the top of the page, select **Content** from the menu on the left, and then select the Uploads tab. This page will display a table of all uploaded files associated with your group and its child groups.

2. Click 'Add Content' in the right-hand corner of the table.



3. In this next window, you will enter in the details of your new upload. In the Content File section, click 'Upload File', and select a file from your local file system to upload to the system.

   Note: The SGrecast system has a predefined maximum file size. Please consult with us if you need this size to be increased.

4. If you are uploading a video or an audio file, you can also upload a second image file with the 'Upload File' button. That image will then be associated with your new upload.

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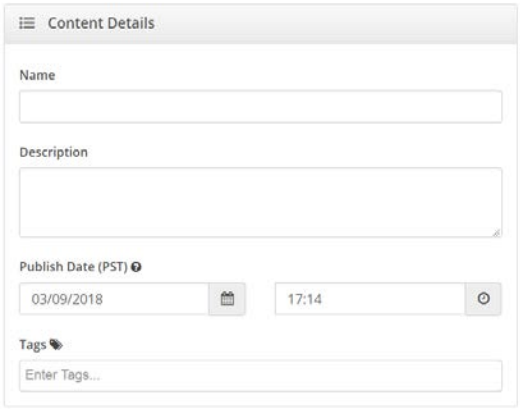
5. If you wish to associate your new upload to an image that was previously uploaded into the SGrecast system, click the select button under the blank image and then you can select that picture.



6. The ‘Name’ and ‘Description’ will be how your upload appears throughout your SGrecast system.

7. The ‘Publish Date’ sets the date and time in which this new upload will be published and therefore visible in any associated podcast feeds.

8. In the tags field you can enter descriptive words about this upload.

9. Next, you will select the group this upload will belong to. All users associated with the selected group will have access to this upload. Should that table not appear, it means you are logged in as a user that is being limited to only adding content to their own group and the group will default to your group upon submission. When you are finished entering the details for this page, click Save.

10. Once you have uploaded a file to your SGrecast system, you will see it on the main ‘Content Management’ page and in its applicable tabs. Uploaded audio can be used as broadcast sources as well as episodes in podcasts.

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6.2.2 Editing an Upload

To edit an upload:

1. Select 'SGrecast' from the navigation bar at the top of the page, select **Content** from the menu on the left, and then find the upload you wish to edit.

2. Navigate to the 'Actions' column on the right and select 'Edit' from the drop-down menu.

3. On this page you can edit the information of your upload such as its name, description, status, publish date and time, associated image, and tags.

4. Setting an upload's status to enabled will allow it to be accessible for other features in the system like Podcasting. For example, a disabled upload will not appear in a Podcast feed that contains it as an episode.

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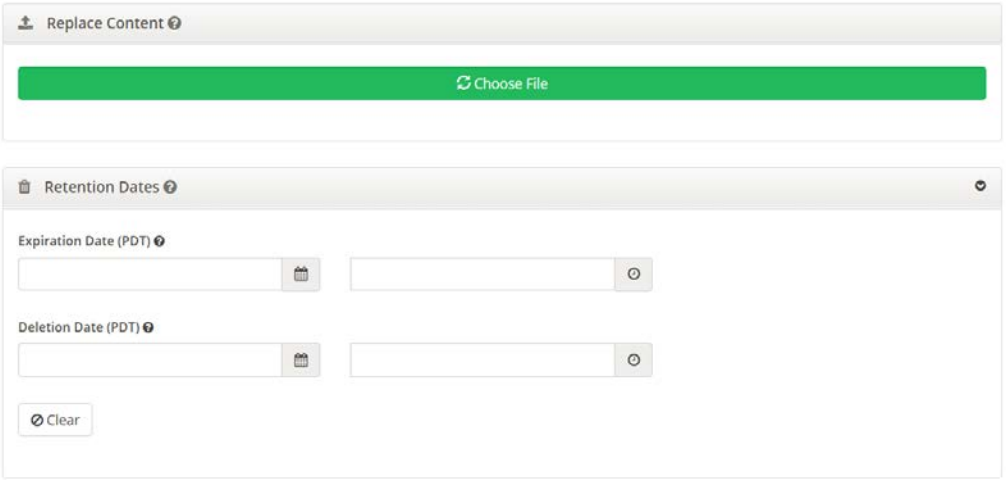
5. You can use the ‘Select’ button in the ‘Content Image’ section to change the image to one that has already been uploaded to the SGrecast system or remove it entirely. If you would prefer a new image, use the green ‘Choose File’ button, choose a new image to upload, and replace the image currently associated with the upload.



6. You can also use the green ‘Choose File’ button to select a file from your local file system to upload and replace the original upload. This particularly useful when that upload is already associated with features like podcasts, records, or broadcasts.

★ For example, downloading an archive you wish to edit in an outside program and then replacing the archive with the newly edited content will automatically update an associated podcast episode.

★ You can only replace content will similar types of content. For example, you can replace audio with another audio file, but you cannot replace a picture with audio.

7. Use the retention dates to specify if you would like your upload to be expired and/or deleted at a specified date and time. The upload will remain on the SGrecast system after the expiration date and time is met, but it will be marked as disabled and can no longer be used in podcasts. If a deletion date and time is specified, the upload will be removed from the SGrecast system after the retention period is met.

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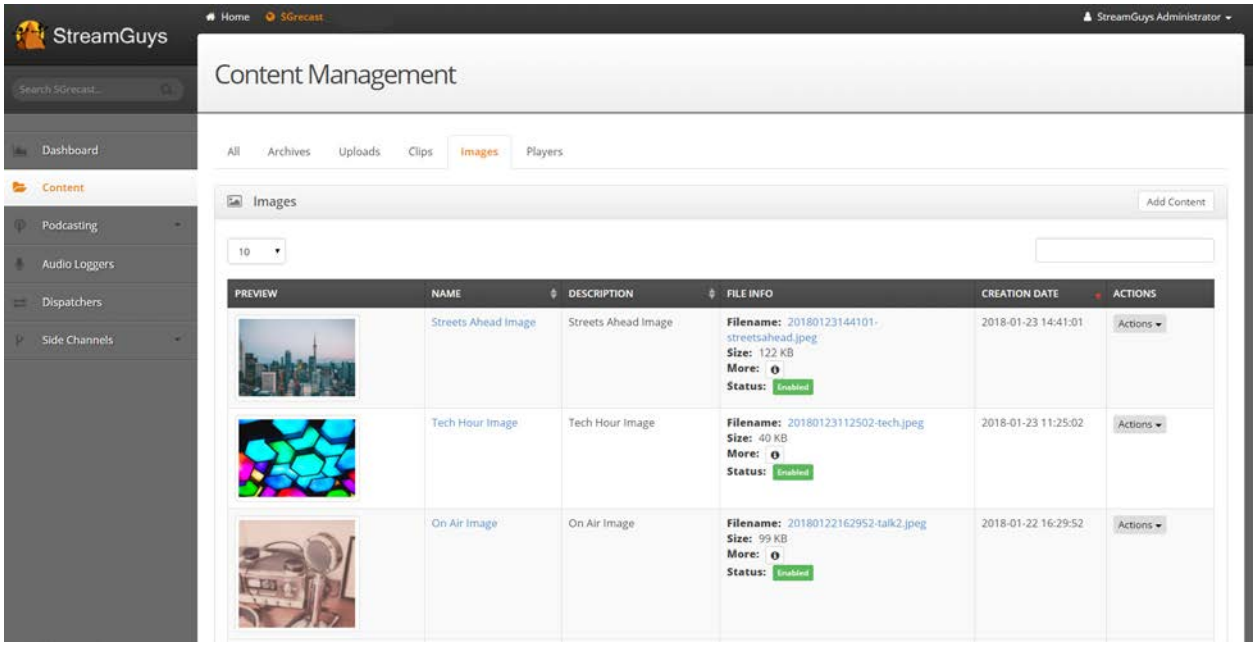
8. If you are in a parent group and have a role that is assigned the 'View Groups' permission, you can move the upload to another group if necessary. If that table does not appear, it means you are logged in as a user that is being limited to only editing uploads in their own group.

9. When you are finished editing your upload, click Save.

6.3 Images



SGrecast now allows you to upload images through the 'Add Content' feature. These can later be associated with existing content to create eye-catching content players you can embed on your website.

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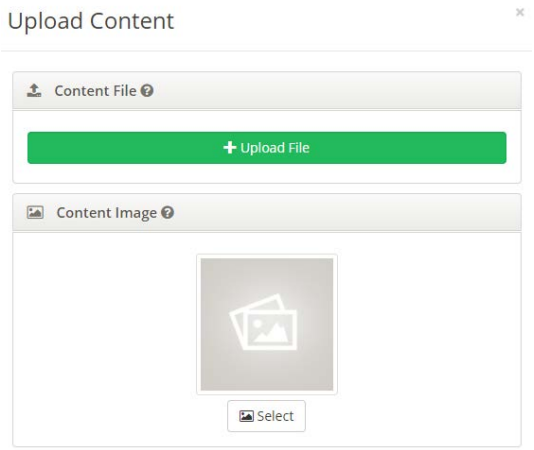
6.3.1 Uploading an Image

To upload an image to your SGrecast system:

1. Select 'SGrecast' from the navigation bar at the top of the page, select **Content** from the menu on the left, and then select the Images tab. This page will display a table of all uploaded images in your group and its child groups.

2. Click 'Add Content' in the right-hand corner of the table.



3. This next window is where you can enter in the details of your new image. In the 'Content File' section, select an image from your local system to upload. The 'Content Image" section should disappear. That tool is used when you are uploading other types of content and wish to associate it with an image already uploaded to the SGrecast system.

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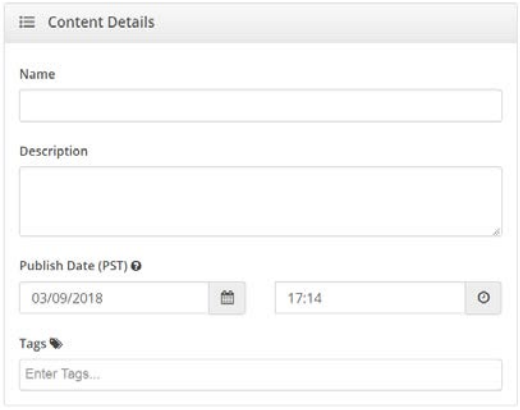

4. Next, enter in the ‘Name’ and ‘Description’. Your image will be referenced by these throughout the SGrecast system.

5. The ‘Publish Date’ sets the date and time in which this new image will be published.

6. In the tags field, you can enter descriptive words about this image.

7. Next, you will select the group this image will belong to. All users associated with the selected group will have access to this image. Should that table not appear, it means you are logged in as a user that is being limited to only adding images to their own group and the group will default to your group upon submission. When you are finished entering the details for this page, click Save.

8. Once you have uploaded an image to your SGrecast system, you will see it on the main ‘Content Management’ page and in the Images tab. Furthermore, it will be available to associate with other content.

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6.3.2 Associating an Image with Content

In order to support and streamline the ability to create eye-catching players, SGrecast allows you to associate images with various items in the system. The ability to associate images already in the SGrecast system, and to upload new images directly, have been integrated into the Podcasts, Records, and Content add and edit workflows.

Once an image is associated to a Podcast, all of its episodes will also be associated with that image. Similarly, all the Archives of a Record will share the image association made with the original Record-type Side Channel. This can be especially useful when your Record-type Side Channel is a repeat recording of a specific show and you wish the Archives to be associated with that show's logo. Association of an image with singular pieces of content is great for when you anticipate creating a Content Player for that piece of content. However, if that Content is added as an episode to a Podcast, the image associated with the Content will supersede the image associated with the Podcast. Similarly, the Content's image will appear in a Podcast Episode Player instead of the Podcast's when present.

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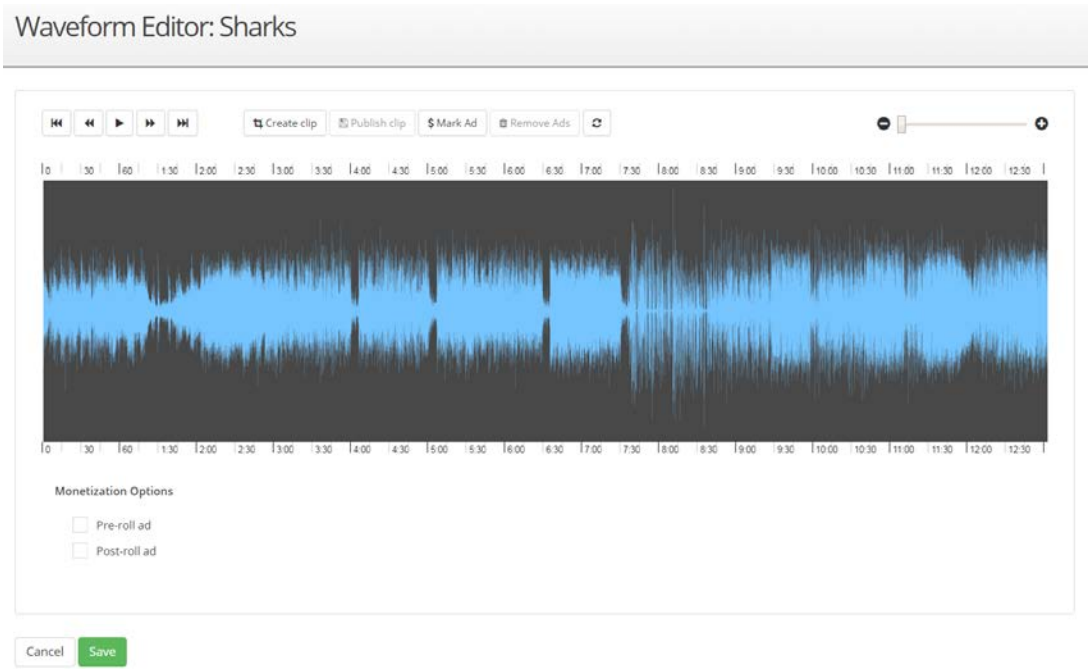
6.4 Waveform Editor



You can create clips from your content through the waveform editor of the SGrecast system. This can be useful if your recorded content has unwanted beginning and/or trailing segments of silence that you wish to remove or if you wish to highlight a segment of your content for distribution.

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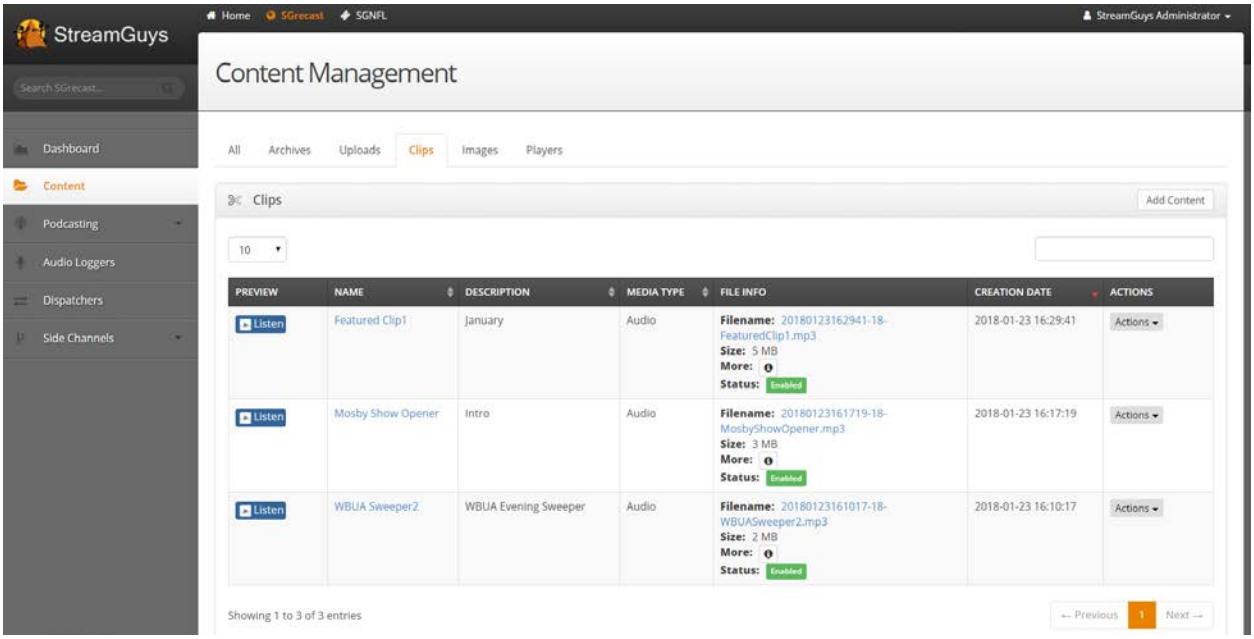
6.4.1 Clips



To access clips on your SGrecast system, select 'SGrecast' from the navigation bar at the top of the page, select **Content** from the menu on the left and then select the Clips tab. This page will display a table of all the clips that have been created in your group and in its child groups.

Clips are available for playback in the 'Preview' column on the far left. They are also available for download in the right-hand column in the drop-down menu labeled 'Actions'.

6.4.1a Creating a Clip

To create a clip from content:

1. Select 'SGrecast' from the navigation bar at the top of the page and select **Content** from the menu on the left. Then select the 'Archive' tab if you would like to make a clip from a recorded file or select 'Upload' to clip a file that was previously uploaded to the

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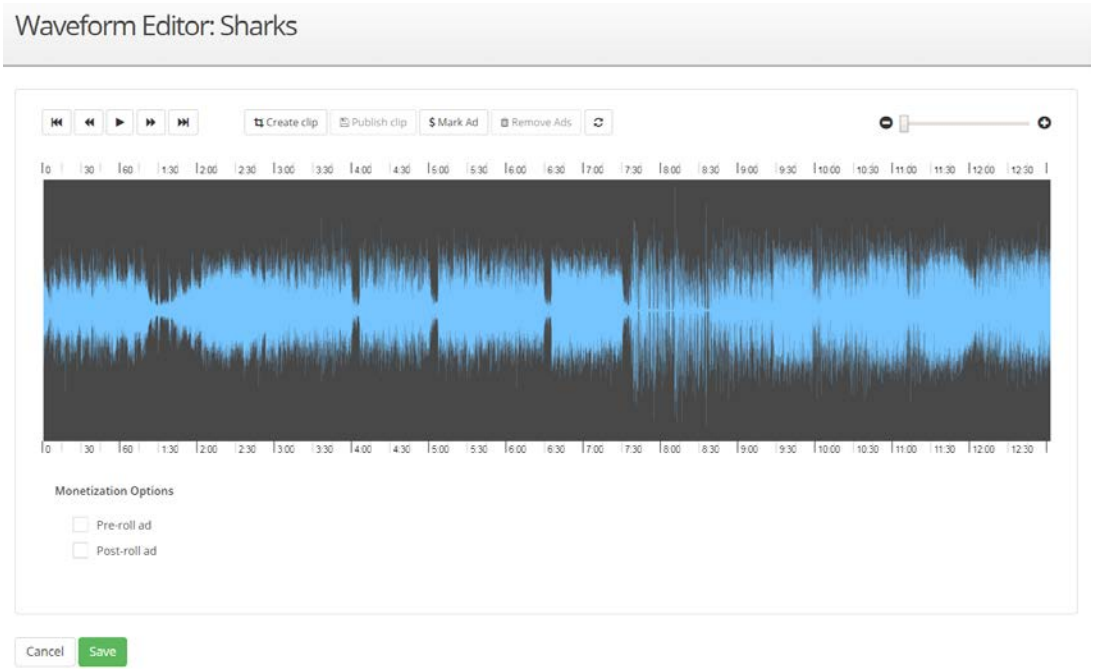
system. Once you have found the source content for your clip, click the 'Actions' drop-down menu in the corresponding row and then select 'Waveform Editor'.

2. The next page will produce a loading image while the audio waveform is generated. Depending on the size of your chosen audio file, this can take a few moments. Larger files will take longer to produce audio waveform images.



3. Once the audio waveform is generated, you will see a page similar to this with the waveform image of your chosen audio file. To play your audio file, click the Play button to the right of the menu.

4. To pause your audio file, click the pause button to the right of the menu or press the spacebar.

5. To view a longer audio waveform image with shorter time intervals, click and drag the slider to the right on the Zoom bar.

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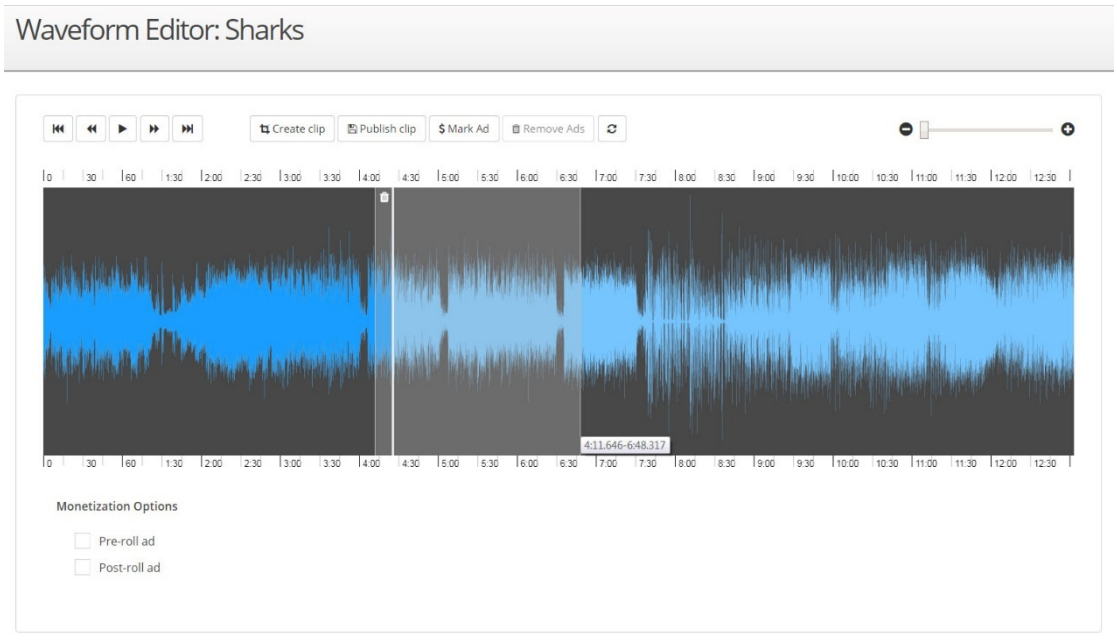
6. To view a shorter audio waveform image with longer time intervals, click and drag the slider to the left on the Zoom bar.

7. To reload the audio waveform image, click the **Refresh** button.

8. Click around the audio waveform image to move the white play head and seek throughout the file or use the 'Rewind' and 'Fast Forward' buttons. 'Skip Forward' and 'Skip Backward' are also available.

9. Click the 'Create Clip' button and it will create a highlighted region over the waveform that marks your clip segment. Drag and resize this region to mark your desired clip. Hover the cursor over your clip and you can see the start and end times of the clip. As you drag/resize the region, you will notice how the 'Start' and 'End' times update.



★ For example, to create a 30 second clip starting at 10 seconds and ending at 40 seconds drag the highlighted region until the 'Start' shows '0:10' and resize the right edge until the 'End' shows '0:40'.

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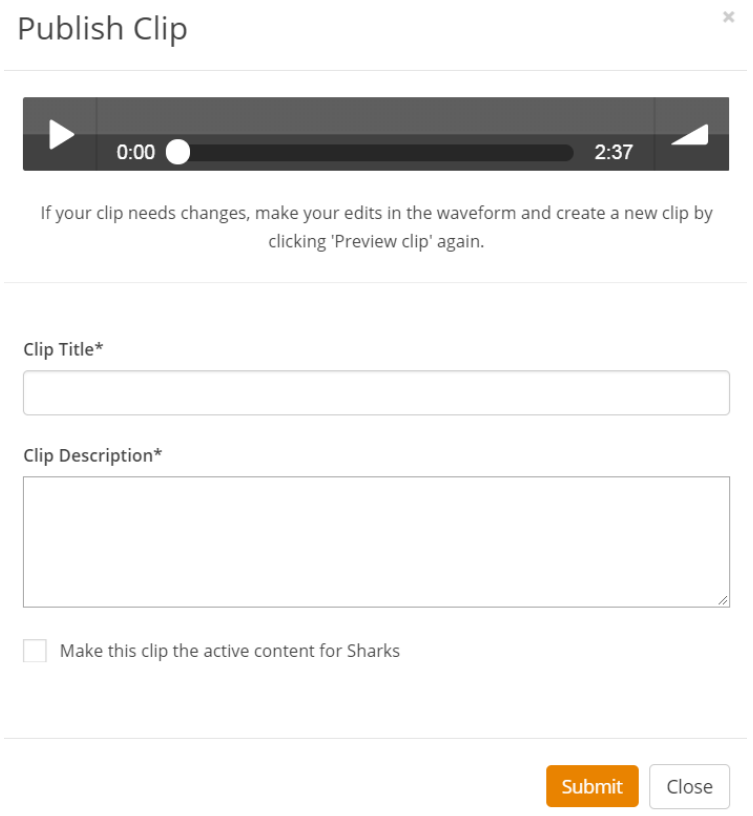
10. Click the play button again to preview the current clip segment. If the clip isn't quite right, you can modify it by dragging/resizing the highlighted region over the waveform and clicking play again. You can do this as many times as necessary until your clip is exactly how you want it. If you want to delete the clip and start anew, you can click the trash can in the left-hand corner of the highlighted clip region.

11. When you are satisfied with your audio clip, click the 'Publish Clip' button.



12. In this new window, enter in a title and description for your new clip. You can also preview the clip once more before submitting.

13. Click **Submit.** Your clip will be created, and you will be taken back to the waveform interface where you can continue to make clips.

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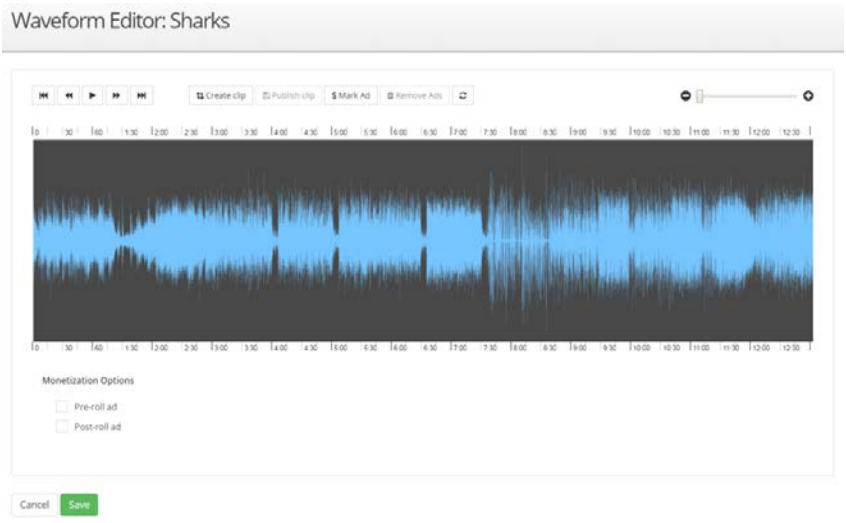
Ad Marking a clip

To ad mark a clip:

1. Select 'SGrecast' from the navigation bar at the top of the page and select **Content** from the menu on the left. Then select the 'Archive' tab if you would like to ad mark a recorded file or select 'Upload' to ad mark a file that was previously uploaded to the system. Once you have found the source content for your clip, click the 'Actions' drop-down menu in the corresponding row and then select 'Waveform Editor'.

2. The next page will produce a loading image while the audio waveform is generated. Depending on the size of your chosen audio file, this can take a few moments. Larger files will take longer to produce audio waveform images.



3. Once the audio waveform is generated, you will see a page similar to this with the waveform image of your chosen audio file. To play your audio file, click the Play button to the right of the menu.

4. To pause your audio file, click the pause button to the right of the menu or press the spacebar.

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5. To view a longer audio waveform image with shorter time intervals, click and drag the slider to the right on the Zoom bar. To view a shorter audio waveform image with longer time intervals, click and drag the slider to the left on the Zoom bar. The zoom bar is located above the top right-hand corner of the waveform editor.

6. To reload the audio waveform image, click the **Refresh** button.

7. Click around the audio waveform image to move the white play head and seek throughout the file or use the 'Rewind' and 'Fast Forward' buttons. 'Skip Forward' and 'Skip Backward' are also options.

8. Click the 'Create Clip' button and it will create a highlighted region over the waveform that marks your clip segment. Drag and resize this region to mark your desired clip. Hover the cursor over your clip and you can see the start and end times of the clip. As you drag/resize the region, you will notice how the 'Start' and 'End' times update.

★ For example, to create a 30 second clip starting at 10 seconds and ending at 40 seconds drag the highlighted region until the 'Start' shows '0:10' and resize the right edge until the 'End' shows '0:40'.

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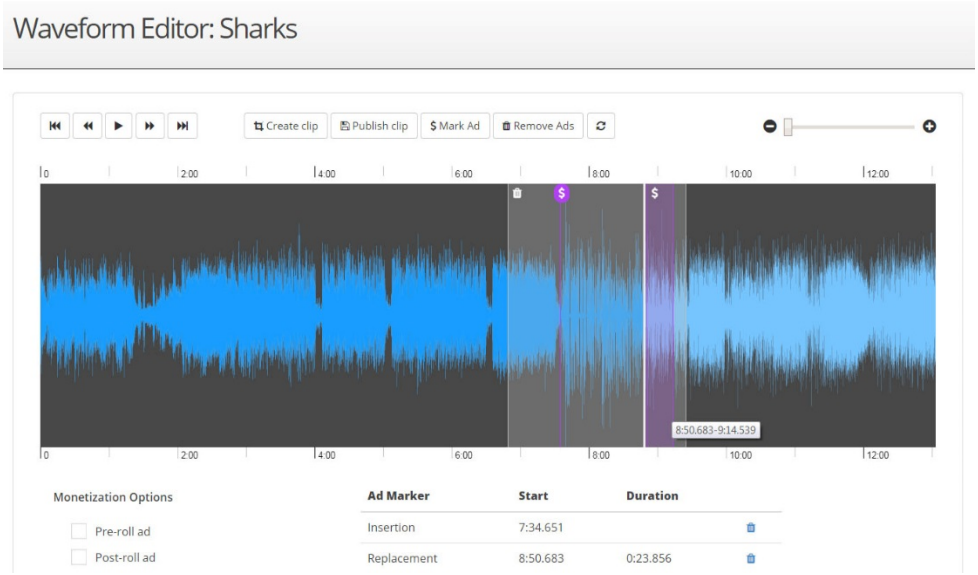
9. Click the play button again to preview the current clip segment. If the clip isn't quite right, you can modify it by dragging/resizing the highlighted region over the waveform and clicking play again. You can do this as many times as necessary until your clip is exactly how you want it. If you want to delete the clip and start anew, you can click the trash can in the left-hand corner of the highlighted clip region.



10. Click on the 'Mark Ad' button to add a mid-roll ad to the clip region. From the drop-down menu, you can choose 'Ad Insertion' or 'Ad Replacement'. 'Ad insertion' will provide you with a purple marker you can drag to an appropriate spot in the clip region. The marker indicates where in the audio the midroll will be placed. An Ad Insertion-type mid-roll will not replace any audio. With 'Ad Replacement' you are given a highlighted purple region, all the audio within the purple region will be replaced with a mid-roll. Drag and resize this region to mark the audio you wish to replace. If necessary, you can use the 'Remove ads' button to clear the waveform editor of ads and start again.

11. Other options to insert ads include checking the boxes for 'Pre-Roll ad' and 'Post-Roll ad' under the 'Monetization Options'. These will play ads at the beginning or end of the clip respectively.

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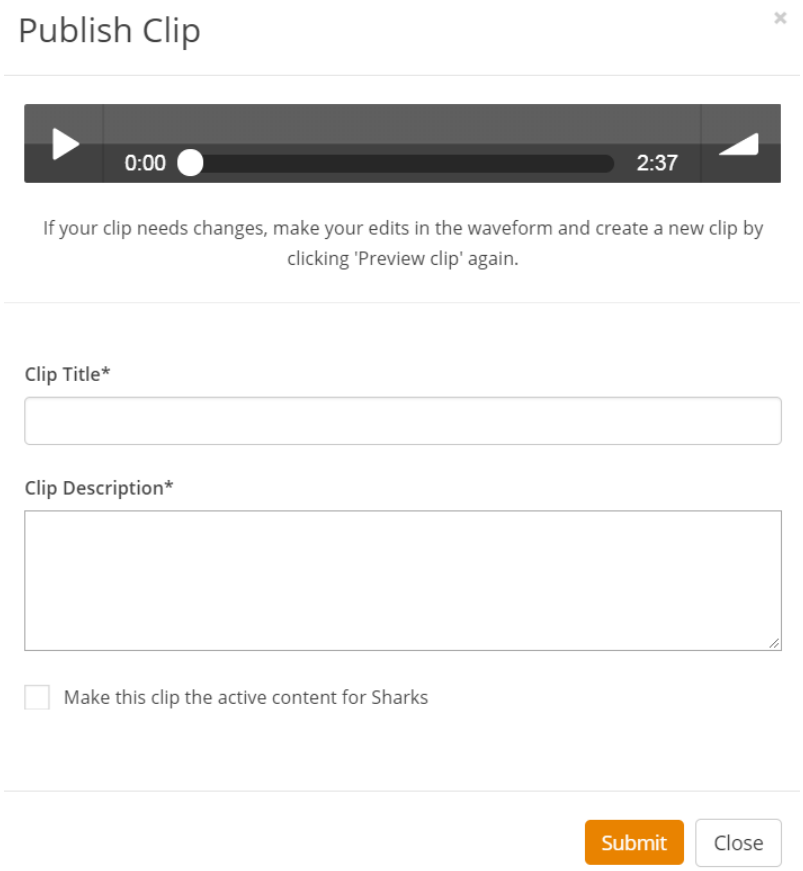
12. When you are satisfied with your audio clip, click the ‘Publish Clip’ button.



13. In the new window, enter in a title and description for your new clip. You can also preview the clip once more before submitting.

14. Click **Submit.** Your clip will be created, and you will be taken back to the waveform interface where you can continue to make clips.

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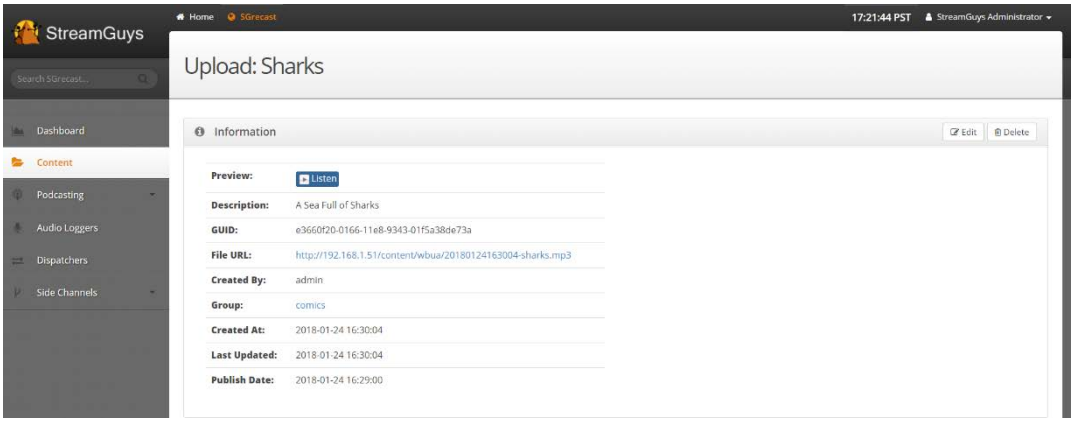
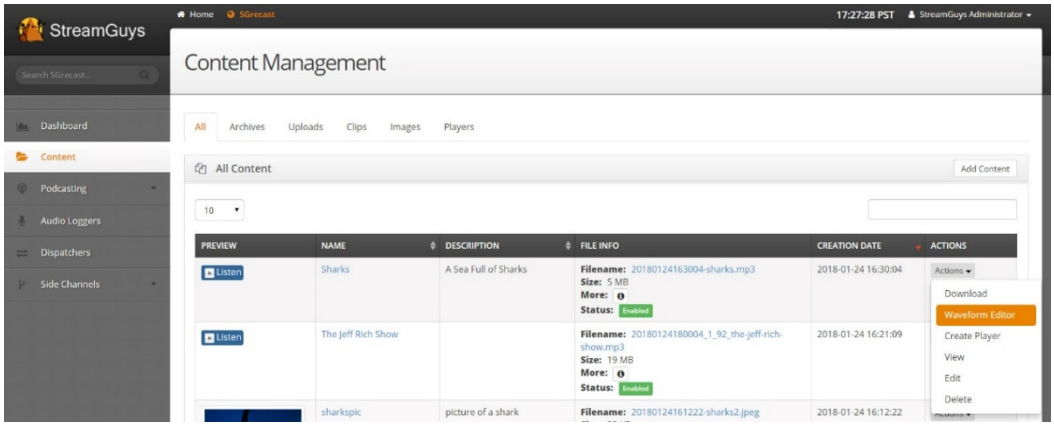
Content Override



Clips can be set as the active content source of their original parent files. Once set, the clip will become the playable content in players that contained the original file. Archives and Uploads and can have multiple associated clips. To view associated clips of specific content, go to 'View' that particular file.

To override a piece of content:

1. Select **Content** from the menu on the left. Find an archive, upload, or dispatcher you want to override. Next, select 'Waveform Editor' under the 'Actions' column on the far right of the specific content. This will load this piece of content into the waveform editor for clipping.



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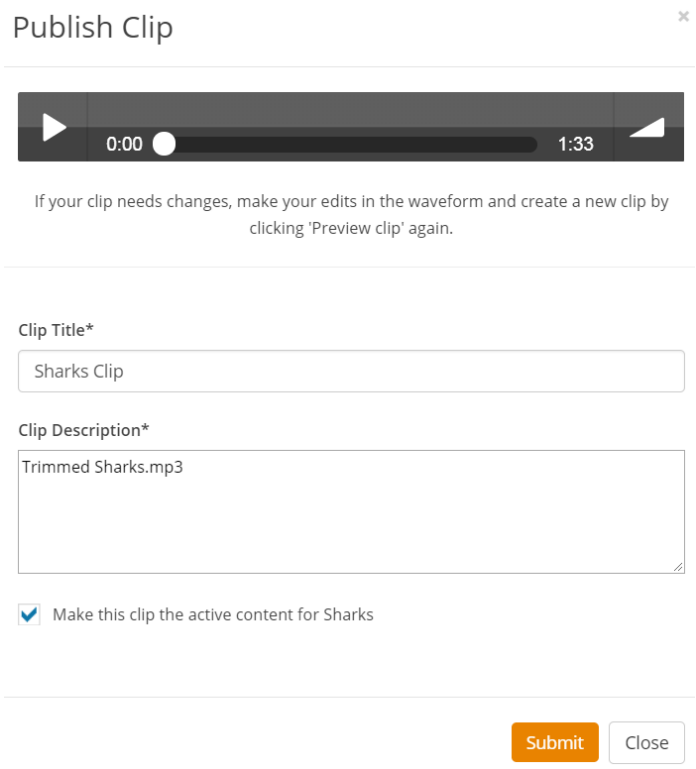
2. Refer back to '[Creating a Clip]' for instructions on using the waveform editor to select new clips.

3. Once you have finished selecting your clip, click on the 'Publish Clip' button.



4. On this page you can enter in the details of your new clip as well as select the option to 'Make this clip the active content for Sharks'. This will make this clip the playable content in any player associated with the original piece of content.

5. Click Submit.

★ If you ever wish to undo a content override, simply navigate to that content's view page. Below the information and file details sections, all clips associated with that content will be listed. These are clips that were created from this content. Find the clip that was used to override the content and click the undo button in the actions column.

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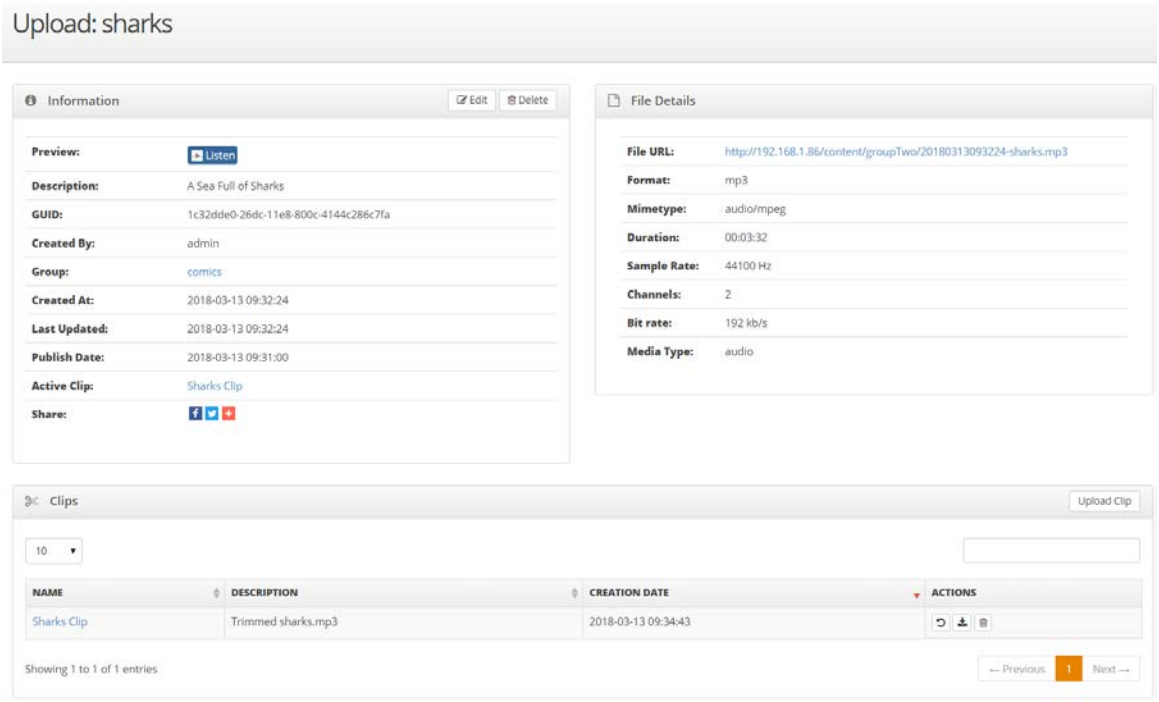

★ Clips that have been edited offline can also be directly uploaded into a content's view page as well, where it can then be used to override that content. Select **Upload Clip** in the right-hand corner of the 'Clips' section. In the popup, upload the new file and then keep 'Make this clip the active content' checked if you want this edited file to be the active content of the archive.

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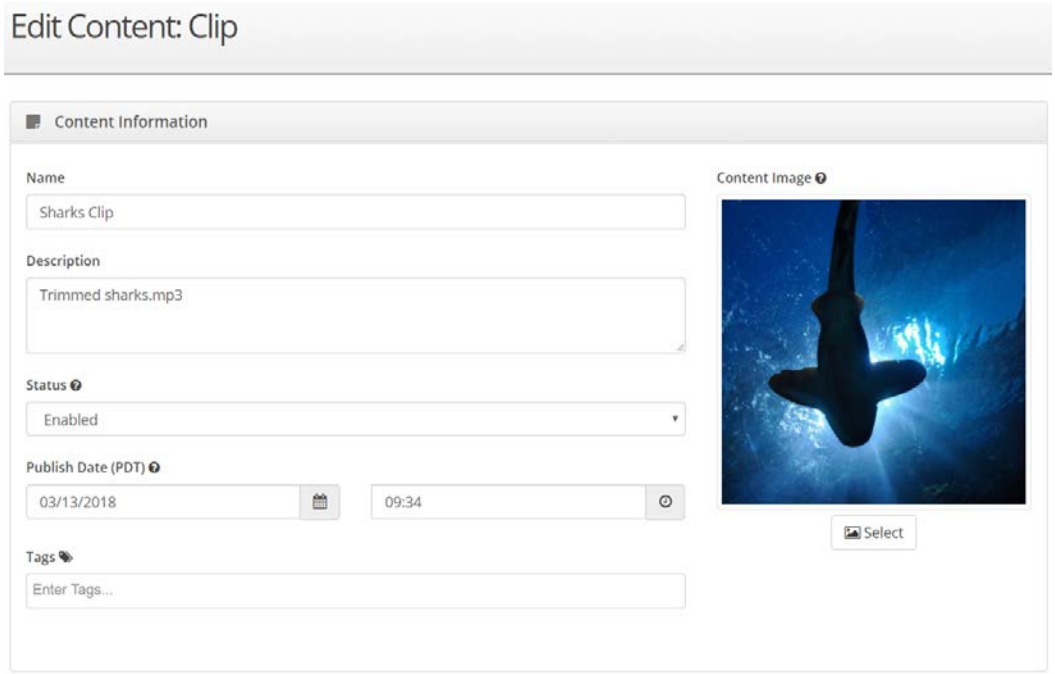
6.4.1b Editing a Clip

To edit a clip from content:

1. Select 'SGrecast' from the navigation bar at the top of the page and select **Content** from the menu on the left. Then select the 'Clips' tab. Once you have found the clip you wish to edit, navigate to the 'Actions' column on the right and select 'Edit' from the drop-down menu.



2. On this page, you can edit the information of your clip such as its name, description, status, publish date and time, associated image, and tags.

3. Setting a clip's status to enabled will allow it to be accessible for other features in the system like Podcasting. For example, a disabled clip will not appear in a Podcast feed that contains it as an episode.

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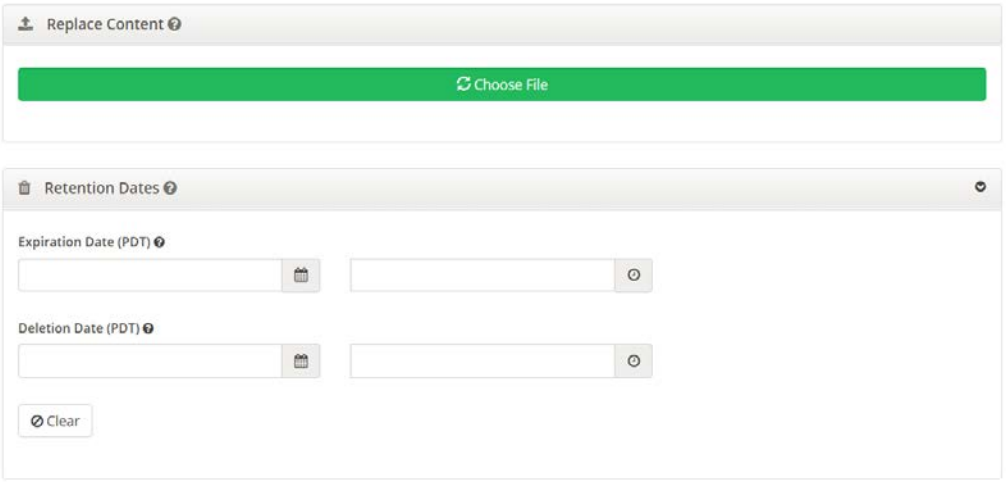
4. You can use the ‘Select’ button in the ‘Content Image’ section to change the image to one that has already been uploaded to the SGrecast system or remove it entirely. If you would prefer a new image, use the green ‘Choose File’ button, choose a new image to upload, and replace the image currently associated with the upload.



5. You can also use the ‘Choose File’ button clip to select a file from your local file system to upload and replace the original clip.

★ You can only replace content will similar types of content. For example, you can replace audio with another audio file, but you cannot replace a picture with audio.

6. You can use the retention dates to specify if you would like your content to be expired and/or deleted at a specified date and time. The archive will remain on the SGrecast system after the expiration date and time is met, but it will be marked as disabled and can no longer be used in podcasts. If a deletion date and time is specified, the archive will be removed from the SGrecast system after the retention period is met.

7. If you are in a parent group and have a role that is assigned the ‘View Groups’ permission, you can move the clip to another group if necessary. If that table does not appear, it means you are logged in as a user that is not able to move a clip to another group.

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8. When you are finished editing your clip, click Save.

6.4.2 Ad Marking Content

To ad mark a piece of content:

1. Select ‘SGrecast’ from the navigation bar at the top of the page and select Content from the menu on the left. Then select the ‘Archive’ tab if you would like to ad mark a recorded file or select ‘Upload’ to ad mark a file that was previously uploaded to the system. Once you have found the source content for your clip, click the ‘Actions’ drop-down menu in the corresponding row and then select ‘Waveform Editor’.

2. The next page will produce a loading image while the audio waveform is generated. Depending on the size of your chosen audio file, this can take a few moments. Larger files will take longer to produce audio waveform images.

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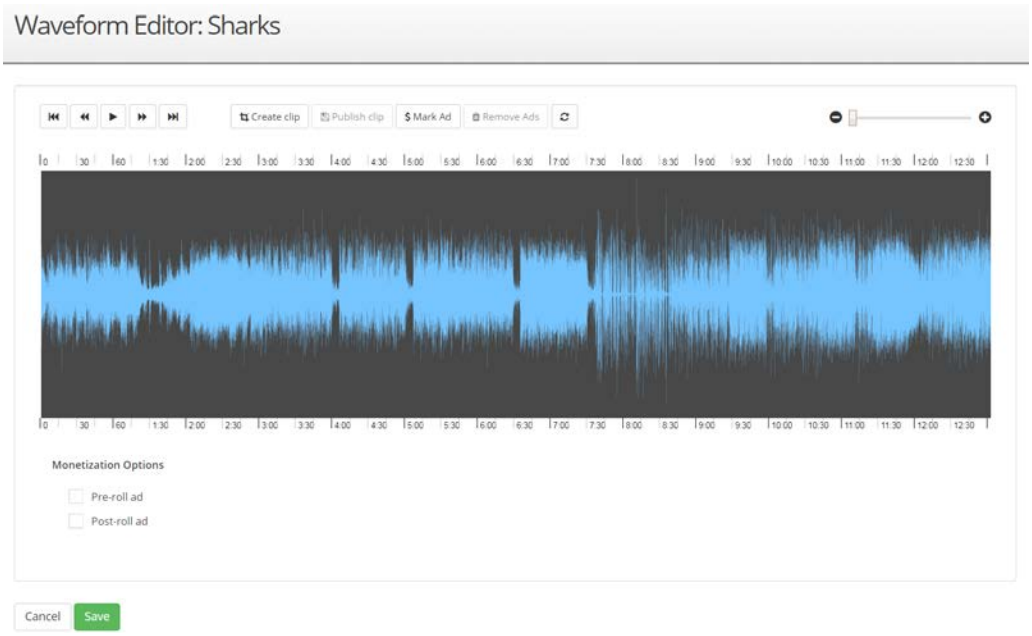

3. Once the audio waveform is generated, you will see a page similar to this with the waveform image of your chosen audio file. To play your audio file, click the Play button to the right of the menu.

4. To pause your audio file, click the pause button to the right of the menu or press the spacebar.

5. To view a longer audio waveform image with shorter time intervals, click and drag the slider to the right on the Zoom bar. To view a shorter audio waveform image with longer time intervals, click and drag the slider to the left on the Zoom bar. The zoom bar is located above the top right-hand corner of the waveform editor.

6. To reload the audio waveform image, click the Refresh button.

7. Click around the audio waveform image to move the white play head and seek throughout the file or use the 'Rewind' and 'Fast Forward' buttons. 'Skip Forward' and 'Skip Backward' are also options.

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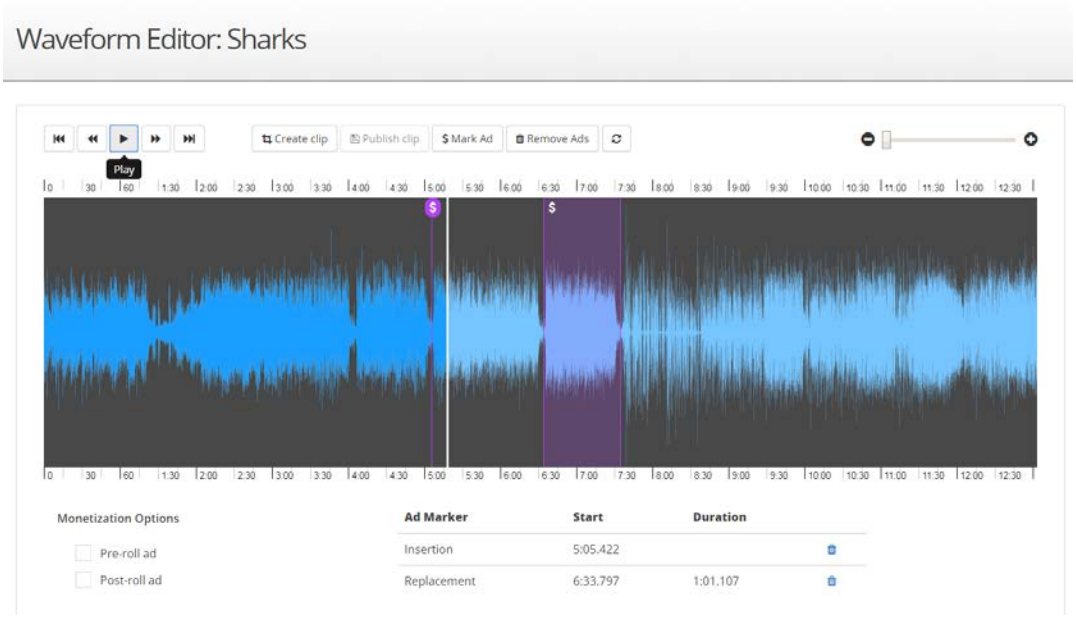

8. Click on the 'Mark Ad' button to add a mid-roll ad. From the drop-down menu, you can choose 'Ad Insertion' or 'Ad Replacement'. 'Ad insertion' will provide you with a purple marker you can drag to an appropriate spot on the waveform editor. The marker indicates where in the audio the midroll will be placed. An Ad Insertion-type mid-roll will not replace any audio. With 'Ad Replacement' you are given a highlighted purple region, all the audio within the region will be replaced with a mid-roll. Drag and resize this region to mark the audio you wish to replace. If necessary, you can use the 'Remove ads' button to clear the waveform editor of ads and start anew.

9. Other options to insert ads include checking the boxes for 'Pre-Roll ad' and 'Post-Roll ad' under the 'Monetization Options'. These will play ads at the beginning or end of the file respectively.

10. Click Save at the bottom of the page. This will successfully mark the ads on the file. If necessary, you may go back into the waveform editor to continue to edit those ads.

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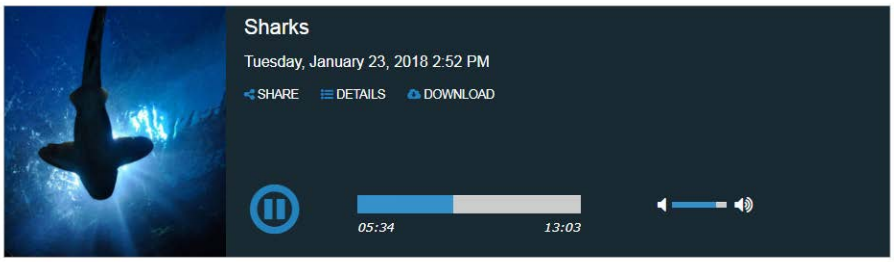
6.5 Content Players



A content player gives you the ability to embed any piece of music in your SGrecast system on your webpage without adding it as an episode to a podcast. Though they look similar, players created in the content menu are different from episode players in that they do not have a subscribe button.

6.5.1 Creating a Content Player

To create a content player:

1. Select 'SGrecast' from the navigation bar at the top of the page and then select **Content** from the menu on the left. This page will display a table of all the content associated with your group. If you are in a parent group, you will also see all the content in its child groups.

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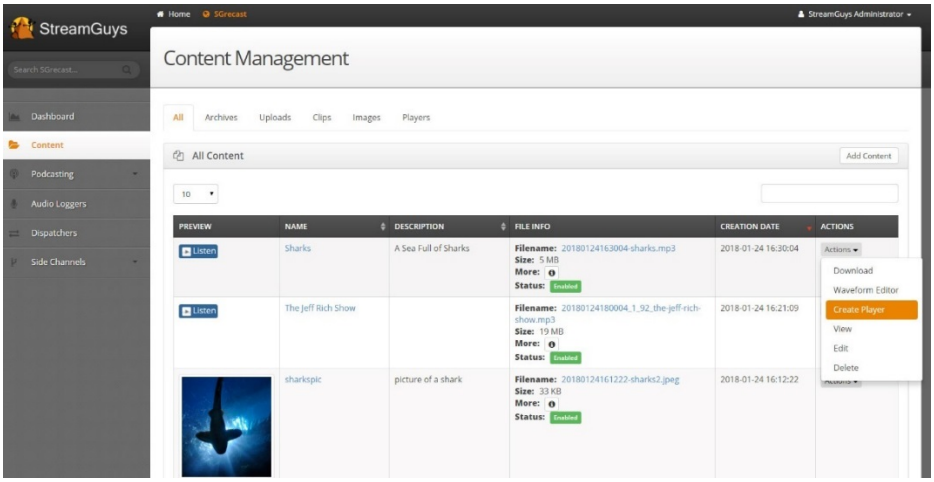
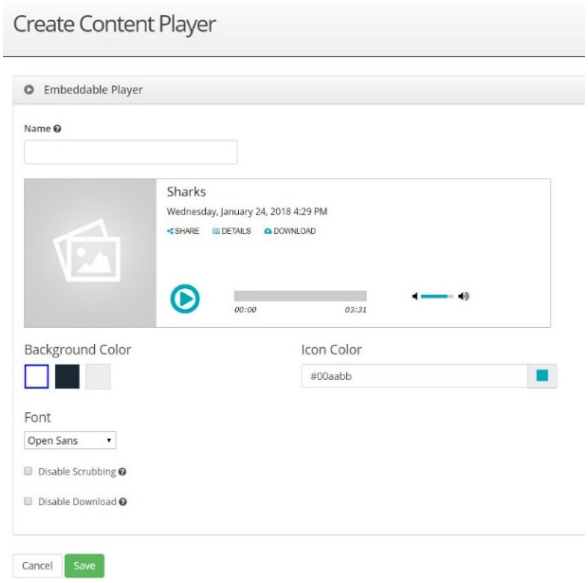


2. Find the piece of content you would like to make into a player and then navigate to the ‘Actions Column on the right and select ‘Create a Player’ from the drop-down menu.



3. On this page, you can name your player. The name is an optional field. Naming your player allows you to easily distinguish it from other players in the system. This name will not display anywhere in the actual embedded player. If left blank, your player will be named with the content's title and the player's creation date.

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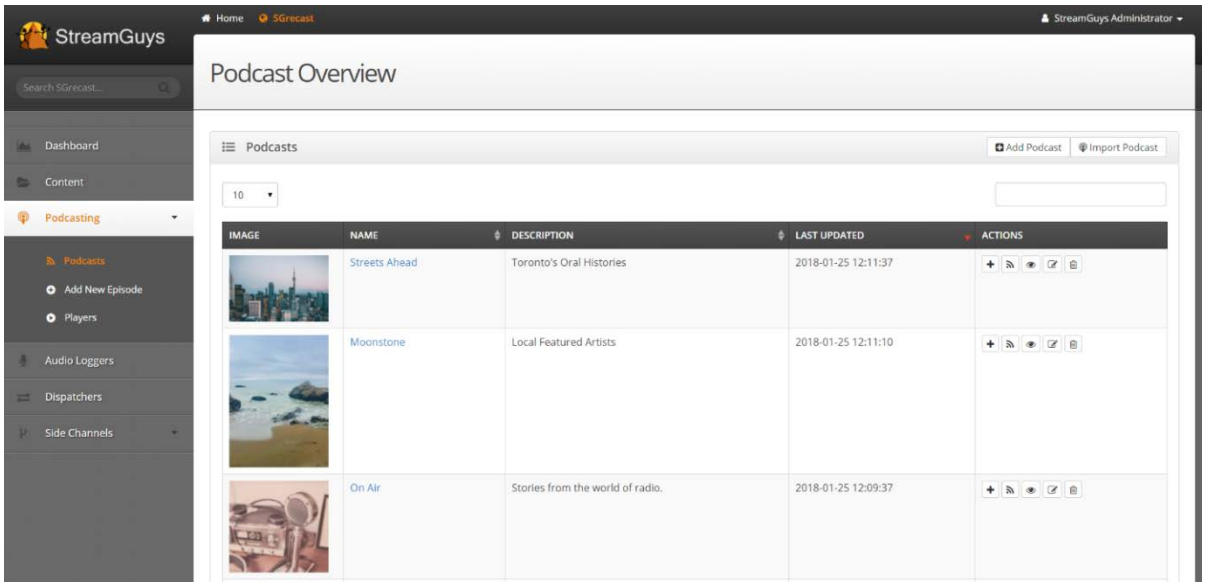
4. You can also choose the background and icons colors as well as the font, and whether or not to disable scrubbing or downloads.

5. When you are finished designing your player click on the 'Save Button' and it will take you to a page where you can get the code to embed your new player on a webpage and preview what that player will look like.

7. Podcasting



Users can create iTunes compatible podcast feeds through the SGrecast system directly from their recorded or uploaded content. A podcast is an episodic series of digital audio or video files which a user can download and listen to. SGrecast allows users to create podcasts from their

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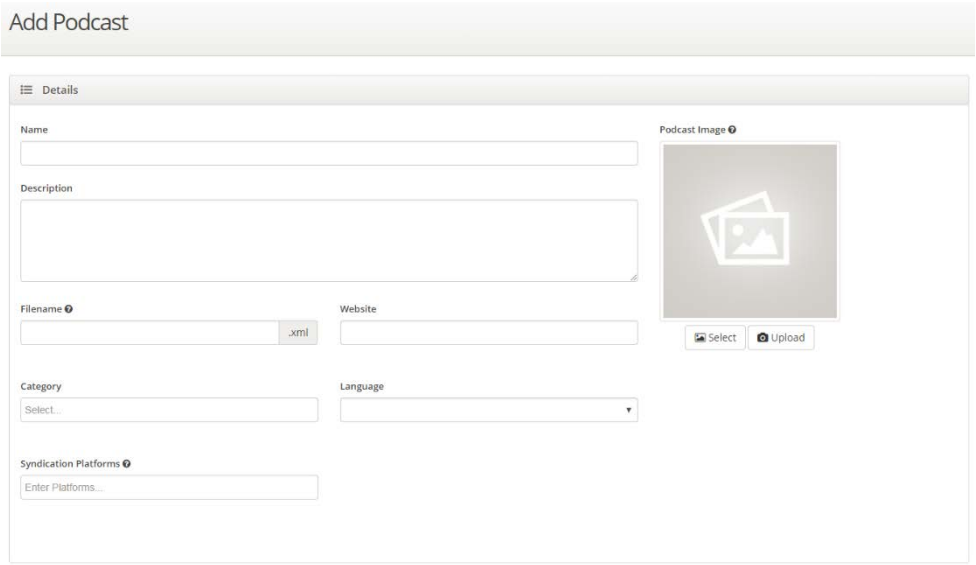
records, dispatchers, archives, and uploaded files. These podcasts can then be submitted to iTunes as well as other third-party services such as Spotify, Stitcher, etc.

7.2 Adding a Podcast

To create a new podcast on your SGrecast system:

1. Select 'SGrecast' from the navigation bar at the top of the page and then select **Podcasting > Podcasts** from the menu on the left. This page will display a table of all podcasts belonging to your group. Click 'Add Podcast' in the right-hand corner of the table.



2. On this page you will enter in the information of your podcast. These fields will be displayed in your RSS feed and interpreted through iTunes if you choose to publish your podcast to the iTunes Store. Therefore the 'Name', 'Description', 'Website', and 'Podcast Image' should be the title, description, link to the podcast's hosting website, and image for your podcast. The 'Filename' is the filename for your podcast feed to be saved on your SGrecast file system.

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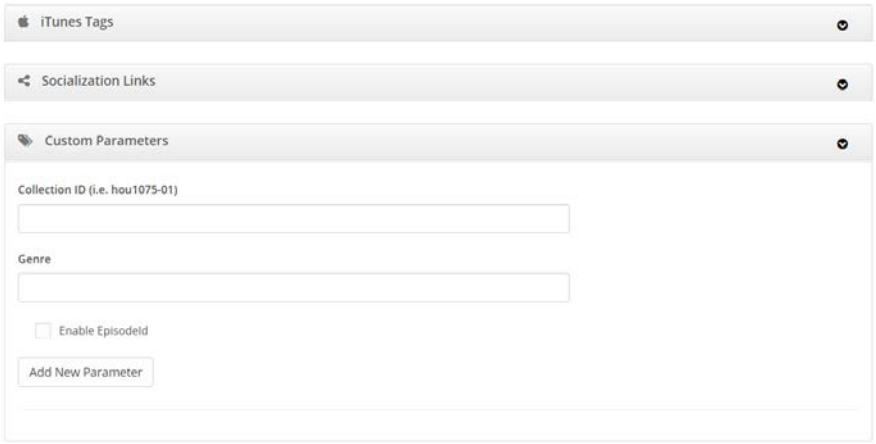
3. There are two ways you can associate an image to a podcast. You can use the 'Select' button in the 'Content Image' section to change the image to one that has already been uploaded to the SGrecast system. Or, you can use the 'Upload' button and choose a new image to upload.

4. The 'Category' and 'Language' fields are optional but critical. The category field will define what type of category you would like your podcast to be displayed under in the iTunes Store. And because iTunes and other third-party services operate worldwide, it is recommended that you select a language as well.

5. With 'Syndication Platforms', you can specify which platforms you plan on distributing your podcast to. Enter in each platform that applies. If you do not see a desired platform listed, you can input the platform's name into the text field, and then click the 'Enter' key. This will allow you to access one RSS feed per syndication platform and enables separation of listener analytics by platform.



6. The iTunes Tags are optional fields for the SGrecast system. However, if you wish to publish your podcast to the iTunes Store these fields are required. The 'iTunes Subtitle' appears in the description column on the iTunes Store. For best results, choose a subtitle that is only a few words long. The 'iTunes Summary' appears on the iTunes Store page for your podcast. If not specified, the iTunes Store uses the information in

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the previous description field by default. The 'Author' is the author of your podcast. In 'Copyright' field enter the name of the copyright license of your podcast. The 'Owner' is whoever owns the rights to your podcast. The 'iTunes Keywords' field is where you can enter keywords relevant to your podcast in order to increase its discoverability within the iTunes store. 'iTunes Type' is where you can indicate whether your podcasts should be displayed in the iTunes store as stand-alone episodes to be consumed in any order, or as serialized episodes to be consumed oldest to newest. The 'iTunes Explicit' tag indicates whether your podcast contains explicit material. 'iTunes Directory Block' is used to prevent your podcast from appearing in the iTunes podcast directory.

7. The Socialization links are optional fields that you can pass over for now. But once you have submitted this podcast to iTunes and/or Google Play, those services will give you a link that you can place here. Edit this podcast once you have been provided with that link.

8. Custom parameters are for appending specific tags to your podcast episode URLs. These are optional fields and are mostly used with third-party advertisers. 'Enable EpisodeID' appends the unique episode ID for each episode in your podcast to its enclosure URL. To add a new custom parameter other than the 'Collection ID' and 'Genre', select 'Add New Parameter'. Here you will enter the key and value for your custom parameter.

★ For example, if you would like to attach a custom parameter such as a subgenre of country like 'bluegrass' you would enter 'subgenre' as the key and 'bluegrass' as the value. All your podcast episode URLs will now have subgenre=bluegrass as an appended parameter.

9. Under 'Add to Group', select the group you would like your podcast assigned to. You will only be able add episodes to your podcast from content that is associated with the group you select. This will include content belonging to child groups of the group you add your podcast to. If this table does not appear, it means you are logged in as a user that is being limited to only adding podcasts to their own group and the group will default to your group upon clicking create.

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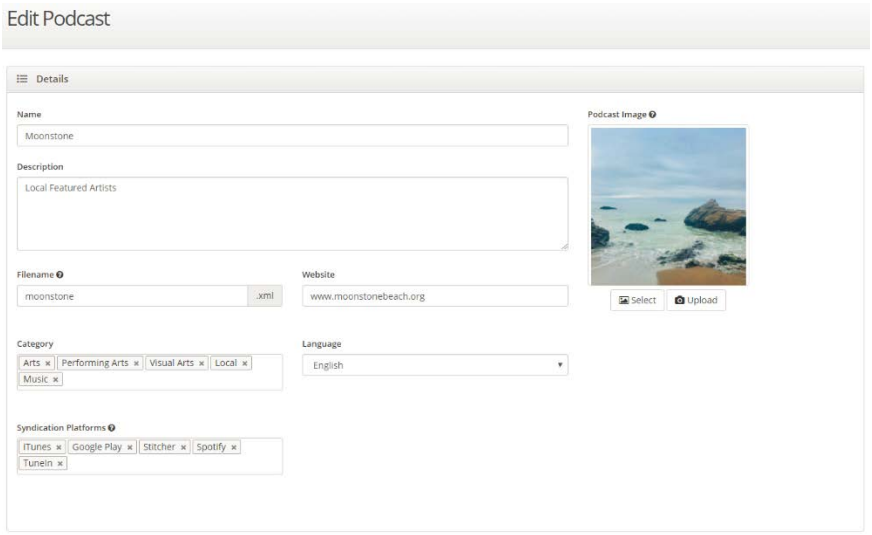
10. Now you may click ‘Create’ to finish.

7.2 Editing a Podcast

To edit a podcast on your SGrecast system:

1. Select ‘SGrecast’ from the navigation bar at the top of the page and then select **Podcasting > Podcasts** from the menu on the left. This page will display a table of all podcasts associated with your group and those of its child groups. Navigate to the ‘Actions’ column on the right and click on the ‘Edit’ button.



2. On this page, you may edit the information of your podcast. These fields are displayed in your RSS feed and interpreted through iTunes if you choose to publish your podcast to the iTunes Store. ‘Name’, ‘Description’, ‘Website’, and ‘Podcast Image’ are all editable and represent your podcast’s title, description, link to the podcast’s hosting website, and image for your podcast. The ‘Filename’ is the filename for your podcast feed to be saved on your SGrecast file system.

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3. You may also edit the 'Category' and 'Language' fields. These are optional but critical fields. The category field will define what type of category you would like your podcast to be displayed under in the iTunes Store. Because iTunes and other third-party services operate worldwide, it is highly recommended that you select a language in the language field as well.

4. There are two ways you can edit the image associated to a podcast. You can use the 'Select' button in the 'Content Image' section to change the image to one that has already been uploaded to the SGrecast system or remove the current image entirely. The second way is to use the 'Upload' button and choose a new image to upload.

5. With 'Syndication Platforms', you can also edit which platforms you plan on distributing your podcast to. Edit in each platform that applies. If you do not see a desired platform listed, you can input the platform's name into the text field, and then click the 'Enter' key. This will allow you to access one RSS feed per syndication platform and enables separation of listener analytics by platform.

6. The iTunes Compliance Tags are also optional fields for the SGrecast system. If you wish to edit your podcast so that you can publish it to the iTunes Store these fields are required. The 'iTunes Subtitle' appears in the description column on the iTunes Store. For best results, chose a subtitle that is only a few words long. The 'iTunes Summary' appears on the iTunes Store page for your podcast. If not specified, the iTunes Store uses the information in the previous description field by default. The 'Author' is the author of your podcast. In 'Copyright' field enter the name of the copyright license of your podcast. The 'Owner' is whoever owns the rights to your podcast. The 'iTunes Keywords' field is where you can enter keywords relevant to your podcast in order to increase its discoverability within the iTunes store. 'iTunes Type' is where you can indicate whether your podcasts should be displayed in the iTunes store as stand alone episodes to be consumed in any order, or as serialized episodes to be consumed oldest to newest. The 'iTunes Explicit' tag indicates whether your podcast contains explicit material. 'iTunes Directory Block' is used to prevent your podcast from appearing in the iTunes podcast directory.

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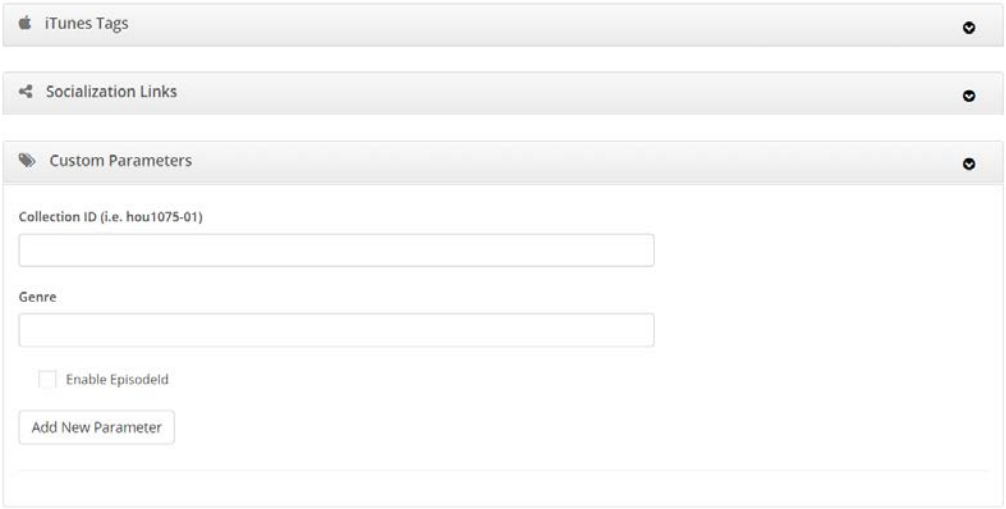
7. The Socialization links are optional fields. iTunes and/or Google Play gave you a link that you can place here.



8. You may edit in custom parameters for appending specific tags to your podcast episode URLs. These are optional fields and are mostly used with third-party advertisers. 'Enable EpisodeID' appends the unique episode ID for each episode in your podcast to its enclosure URL. To edit in a new custom parameter other than the 'Collection ID' and 'Genre', select 'Add New Parameter'. Here you can enter the key and value for your custom parameter.

★ For example, if you would like to attach a custom parameter such as a subgenre of country like 'bluegrass' you would enter 'subgenre' as the key and 'bluegrass' as the value. All your podcast episode URLs will now have subgenre=bluegrass as an appended parameter.

9. If necessary, you can change the group that your podcast is assigned to. You will only be able add episodes to your podcast from content that is associated with the group you select. This will include content belonging to child groups of the group you move your podcast to. If this table does not appear, it means you are logged in as a user that is not able to move content into other groups.

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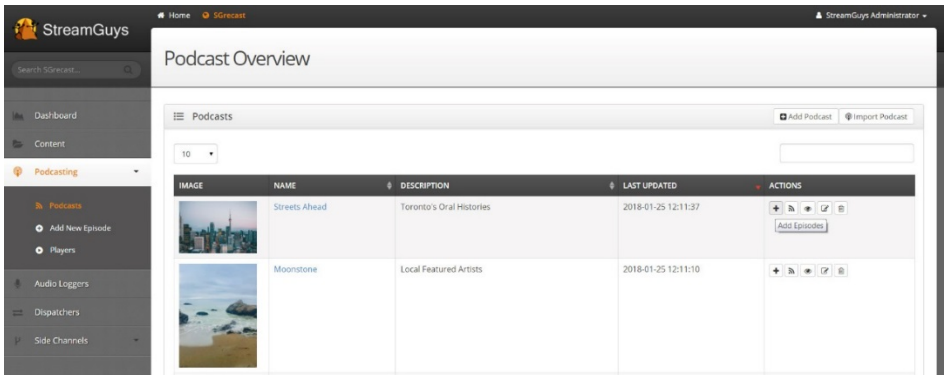
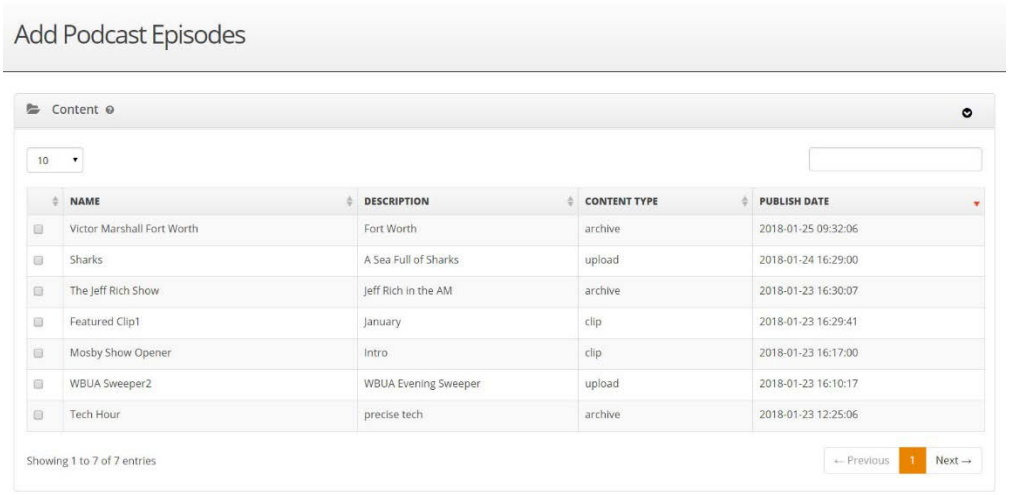
10. Now you may click ‘Create’ to save your edits.

7.4 Adding existing content to a Podcast

To add existing content as an episode to a podcast:



1. Select ‘SGrecast’ from the navigation bar at the top of the page and then select **Podcasting > Podcasts** from the menu on the left. Navigate to the ‘Actions’ column of your desired podcast and click the button with the plus sign to add episodes.



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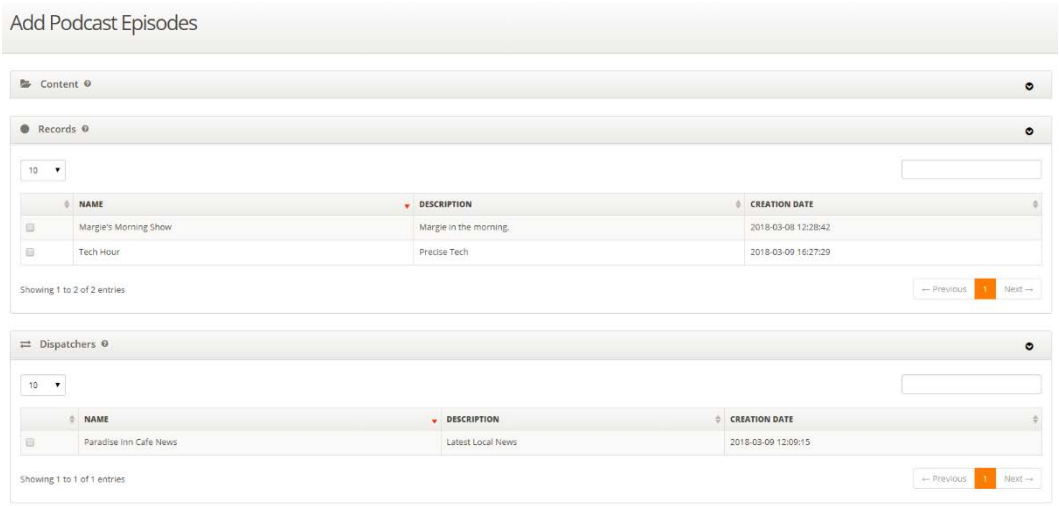
2. Each piece of content you select here will be added to your podcast in the form of episodes. The name and description of the piece of content will also be the name and description of your episode.



3. You can also select records or dispatchers as your content type, the recorded content from those sources will be your podcast episodes. In the case of records, all future archives produced will automatically produce a new episode in your podcast. For dispatchers, only one episode is necessary because the dispatcher will overwrite the previous content with the newest weather, news or traffic updates.

4. When you have selected all of your desired podcast content, you may click ‘Save’ to finish.

★ If a user on your system is not seeing the content, dispatchers, and/or records that you know exist in their group, we suggest looking in the permissions guide to confirm that they have all the permissions needed to accomplish their task.

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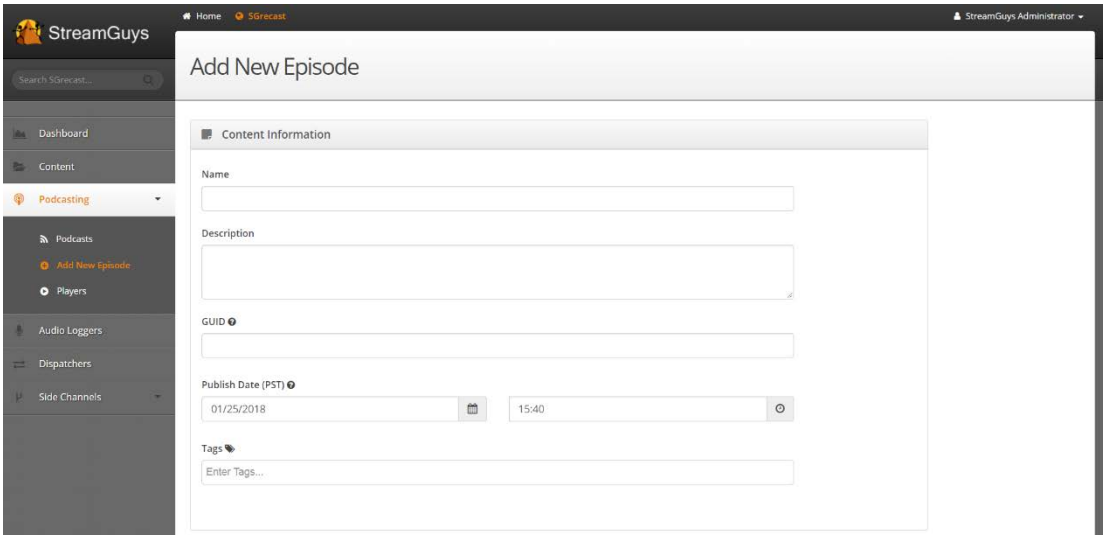
7.4 Uploading a new episode directly to a Podcast

This feature is a useful shortcut for users who have content outside of the SGrecast that they would like to add to a podcast without going through the process of uploading content and then associating it with a podcast through the feature mentioned above.

To upload a new episode to a podcast:

1. Select 'SGrecast' from the navigation bar at the top of the page and then select **Podcasting > Add New Episode** from the menu on the left.



2. Here you will enter in the 'Name' and 'Description' of your episode. The name and description of the piece of content will also be the name and description of your episode.

3. The GUID is the episode's globally unique identifier string. Every episode should have a permanent, case-sensitive GUID. When you add episodes to your podcast, GUIDs are compared in case-sensitive fashion to determine which episodes are new. If you don't specify the GUID for an episode, the episode URL is used instead.

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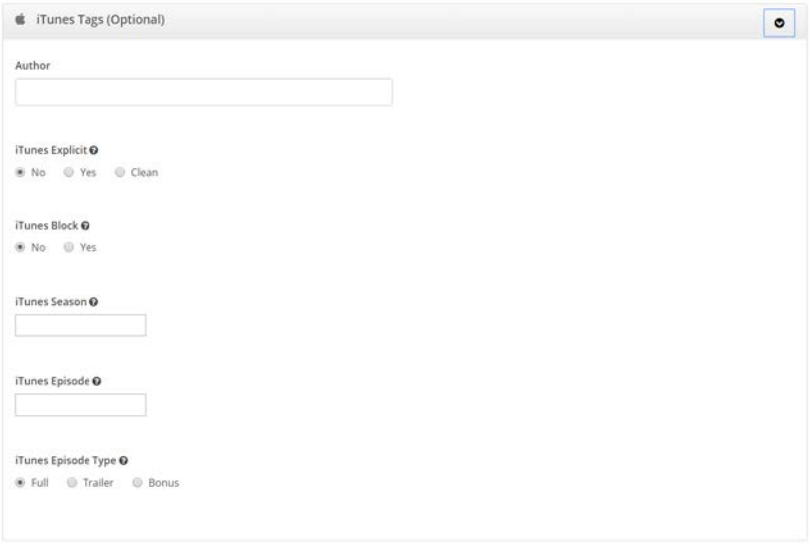
4. The Publish Date and Time will default to the current date and time. This sets the date and time in which this content will be published and therefore visible in associated podcast feeds.

5. In the tags field you can enter descriptive words about this podcast episode.



6. The fields under the iTunes Tags header are optional fields. The ‘Author’ is the author of your episode.

7. The iTunes Explicit options specifies the episode's parental advisory information. Selecting 'Yes' indicates the presence of explicit content and Apple Podcasts will display

   an explicit parental advisory graphic for your episode. Selecting 'Clean' or 'No' indicates that your episode does not contain explicit language or adult content.

8. The iTunes Block option specifies the episode’s show or hide status. Selecting 'Yes' prevents that episode from appearing in Apple Podcasts.

9. The iTunes Season field is where you can enter the episode season number. If only one season exists in the RSS feed, Apple Podcasts will not display a season number. If you

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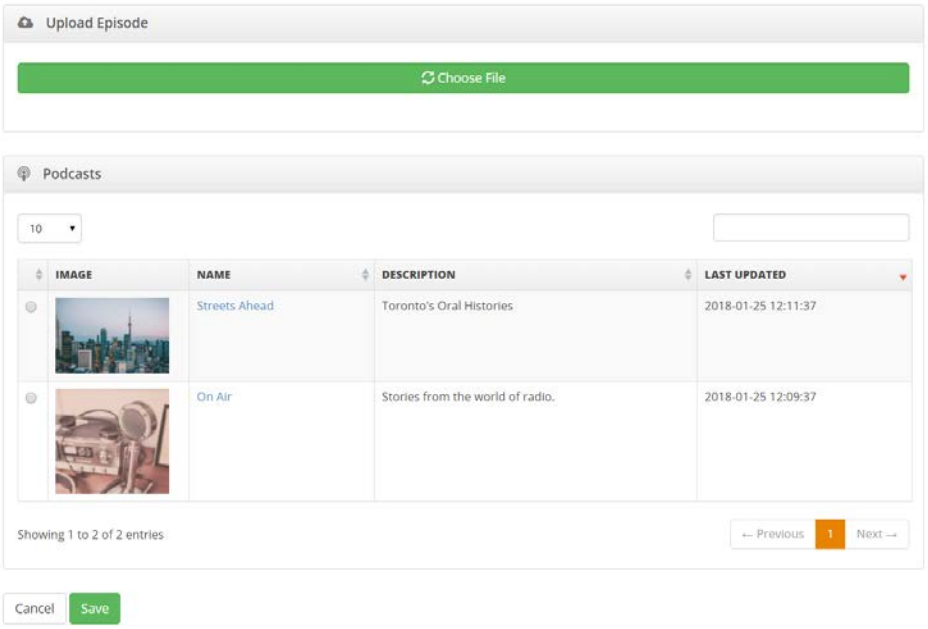
add a second season to the RSS feed, Apple Podcasts will then display the season numbers.

10. The iTunes Episode field is where you can enter the episode number. Use this tag to specify the recommended order for episodes within a season.

11. The iTunes episode type options specify the episode's type. Select 'Full' if you are submitting the complete content of a show. Select 'Trailer' if you are submitting a short, promotional piece of content that represents a preview of a show. Select 'Bonus' if you are submitting extra content for a show.



12. Now you can select the file you wish to upload.

13. Select the podcast you would like to add the episode to.

14. Click the 'Save' button at the bottom of the page. The file will be uploaded to your SGrecast system as a new upload as well as an episode to the podcast you chose.

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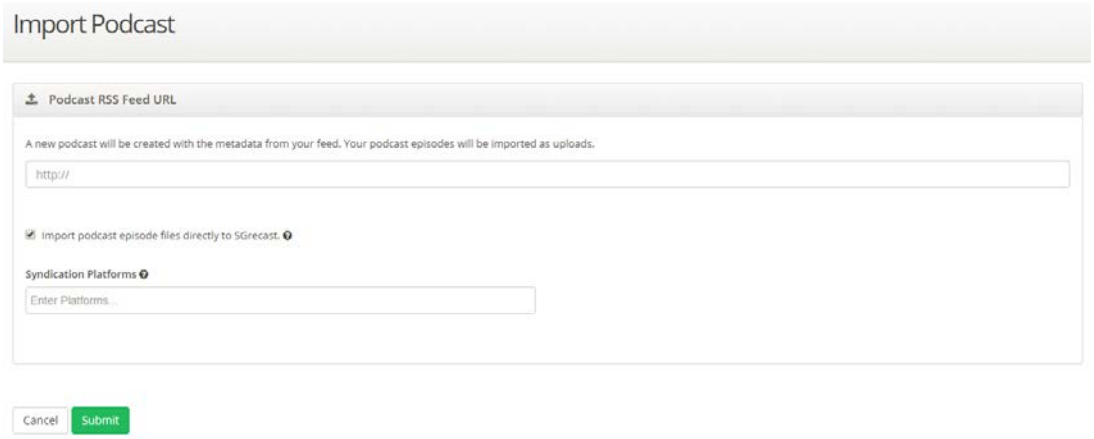
7.5 Importing a Podcast

To import an external podcast feed you may have created through a different system:

1. Select 'SGrecast' from the navigation bar at the top of the page and select **Podcasting > Podcasts** from the menu on the left. Then click on the 'Import Podcast' button in the table's top right corner. On this page, you will see the field 'Podcast RSS Feed URL' for the link to your external podcast feed.



2. The podcast that you import will create a new podcast with all its episodes added as new uploads on your SGrecast system. This tool makes migrating to SGrecast from an external podcasting service quick and simple.

3. Select the option to import the podcast episodes directly to SGrecast in order to host the episode files on your SGrecast system. If left unselected, your episodes will still be imported, but their file URLs will maintain their current host.

4. You can also add which platforms you plan on distributing your imported podcast to. If you do not see a desired platform listed, you can input the platform's name into the text field, and then click the 'Enter' key. This will allow you to access one RSS feed per syndication platform and enables separation of listener analytics by platform.

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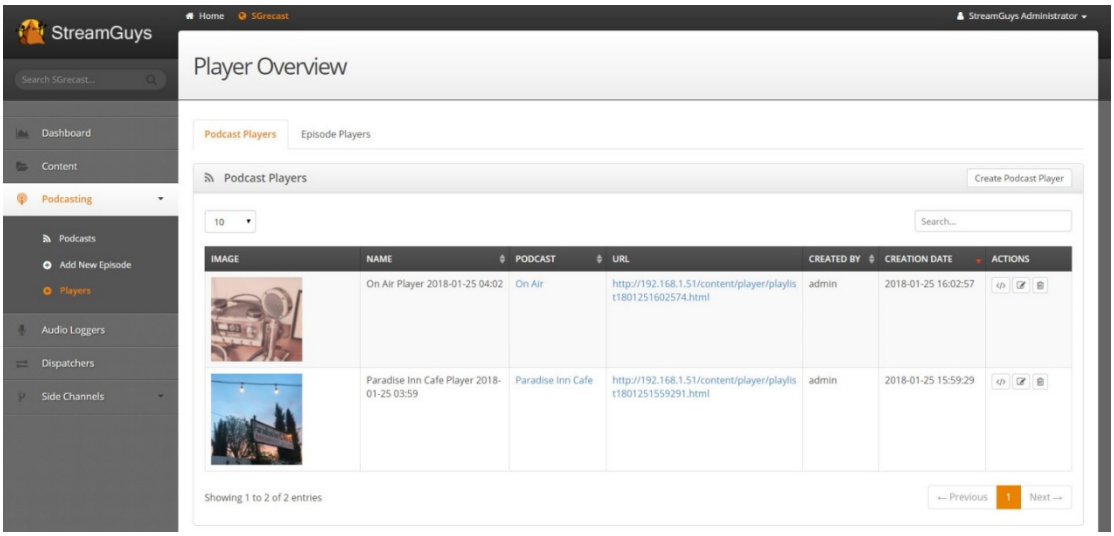
5. Select the group you would like your new podcast to be associated with. If that table does not appear, it means you are logged in as a user that is being limited to only adding podcasts to their own group and the group will default to your group upon clicking submit.

6. Click **Submit** to import your podcast.

7.6 Creating a Podcast Player



You can create a playlist of your podcast content to embed on your website with the Podcast Player.

1. Select 'SGrecast' from the navigation bar at the top of the page, select **Podcasting > Players** from the menu on the left, and then make sure the 'Podcast Players' tab has opened. This page will display a table of all podcast players that belong to your group.

2. On this page, click the 'Create a Podcast Player' button located in the table's top right corner.

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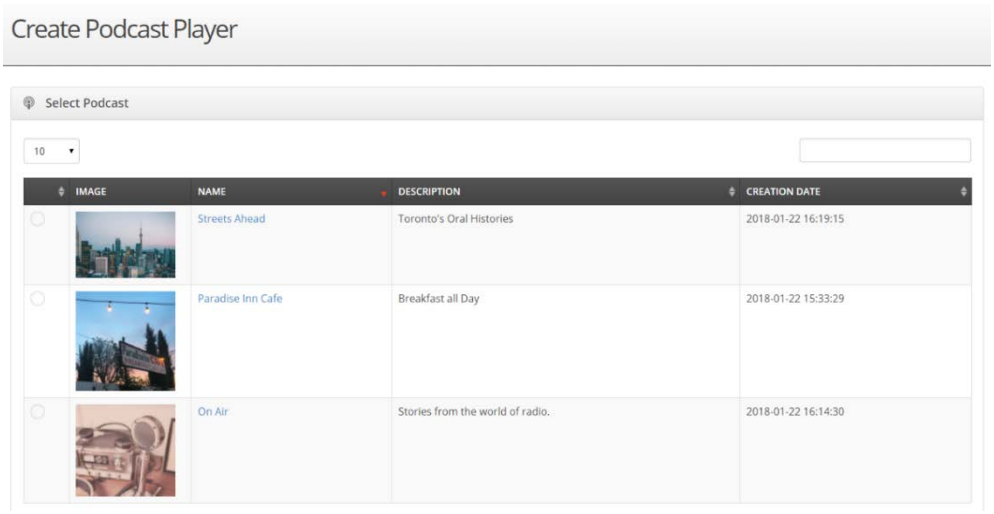
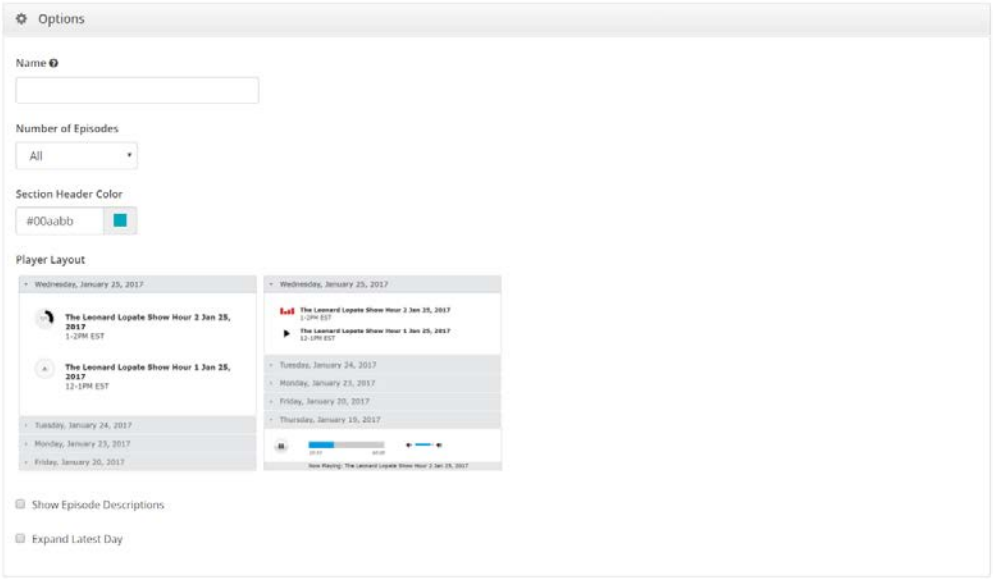


3. Next, choose the podcast you wish to create a podcast player for.



4. You have the options to name the podcast player, set the number of episodes displayed in the playlist, set the color of each section header, choose between two different

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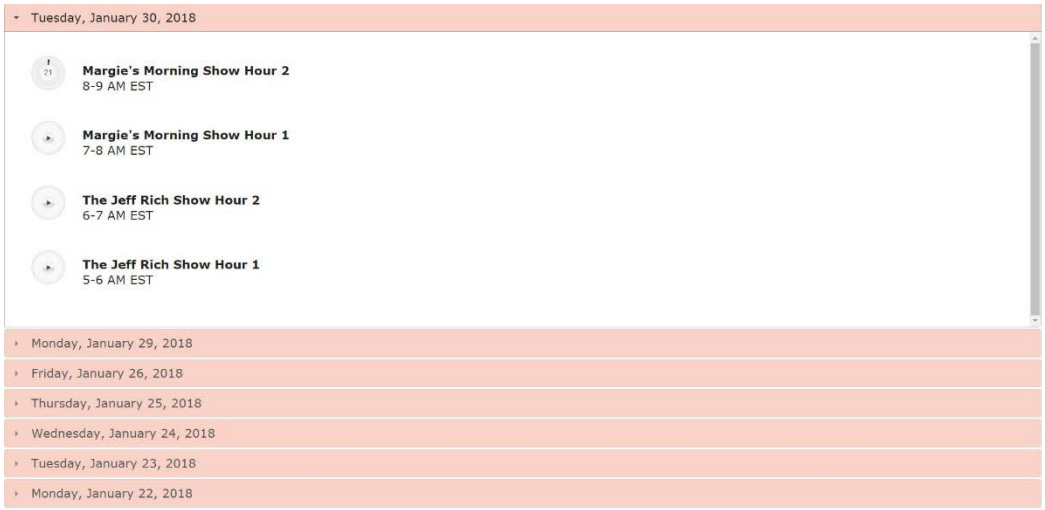
layouts, and whether or not to enable episode descriptions and expand the latest date by default. With the second layout you can also to choose whether or not to disable scrubbing and sharing. The podcast player will automatically display new episodes when they are added to the podcast given that the new episode's publish date or time has already passed.

5. To preview your podcast player with the current settings, click the 'Preview' button at the bottom of the page. This will open a new window with a preview of your current podcast player.



6. As you will see, the playlist organizes content by its creation date. Each episode has a playable icon to its left. If the playlist needs changes, you can alter the necessary settings and click 'Preview' again to see the updated result in a new window.

★ Archive, uploads, and dispatchers can all be added as episodes to a podcast. However, the SGrecast players currently only support audio files. Video files should not be added as an episode to any podcast that has a podcast player associated with it.

7. Once you have the desired settings for your podcast player, click 'Submit'. Back on the podcast player's overview page, you can click the 'Embed Code' button in the 'Actions' column to give you the option to embed the player as an iFrame.

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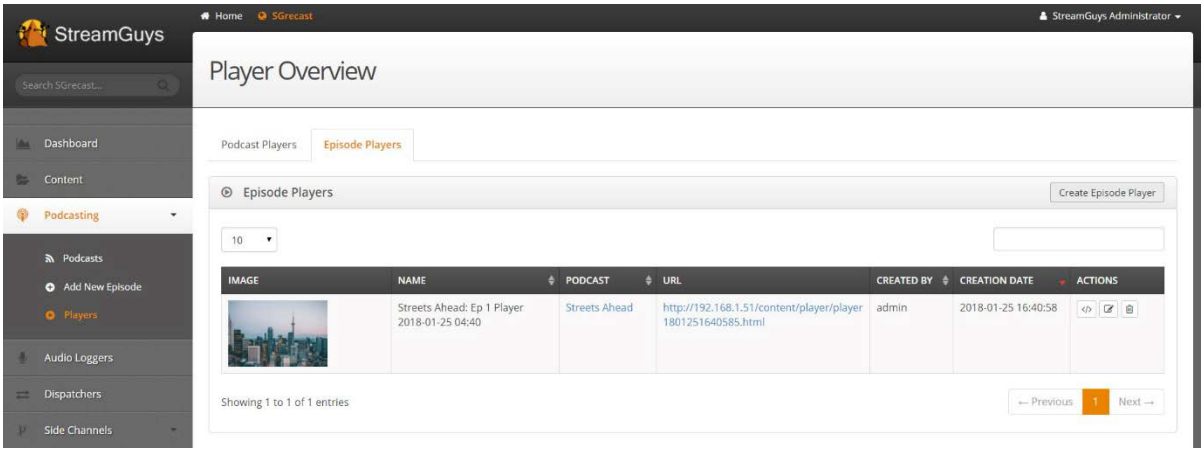
8. To embed the player as an iFrame, copy the following script onto your page where you would like the player to display. You can specify your desired height and width of the player in the iFrame tags.

7.7 Creating an Episode Player

To create a player for a single podcast episode on your SGrecast system:

1. Select 'SGrecast' from the navigation bar at the top of the page, select **Podcasting > Players** from the menu on the left, and then make sure the 'Episode Players' tab has opened. This page will display a table of all episode players associated with your group.



2. On this page, click the 'Create an Episode Player' button located in the table's top right corner.

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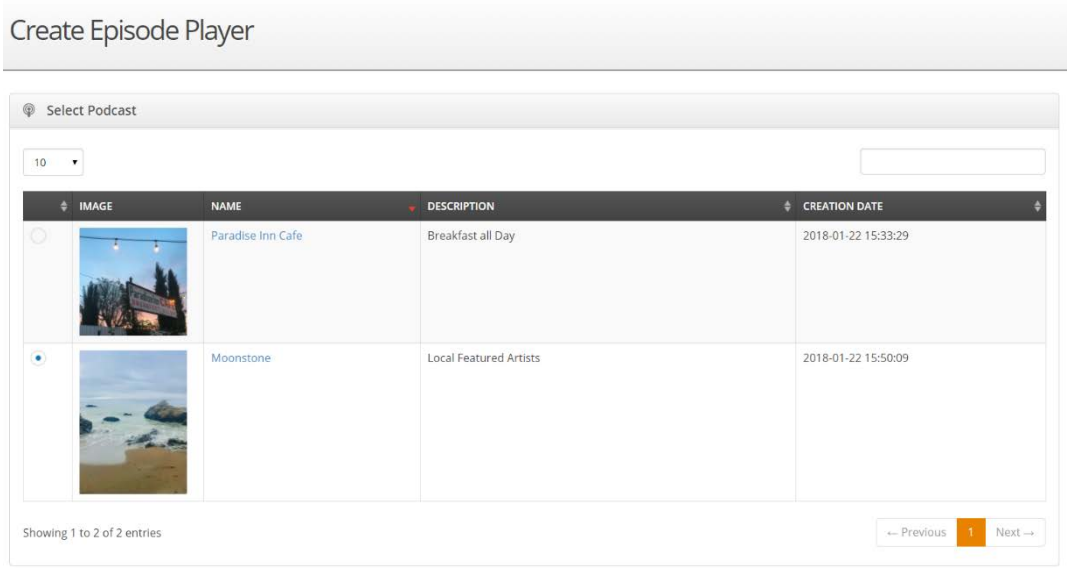
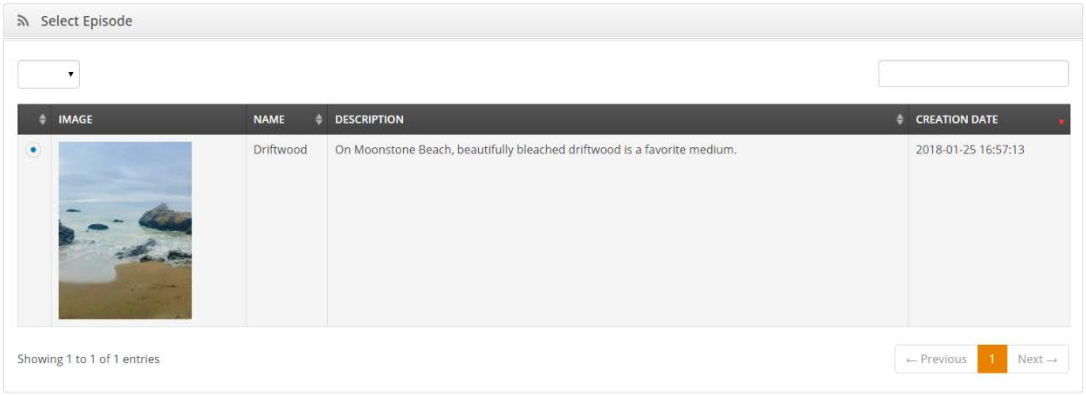


3. Next, choose podcast you wish to create a single episode player for.



4. Select the specific episode you would like from the list of podcast episodes. Once selected, a new table will emerge below with the header 'Embeddable Player'.

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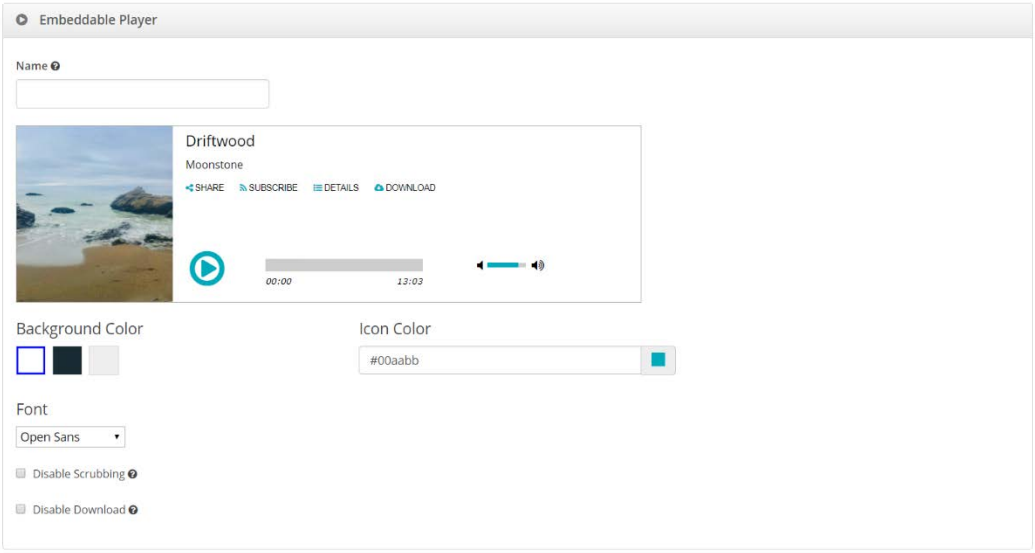

5. Here, you can enter a name for your episode player. The name field is an optional field. It allows you to easily distinguish it from other players in the system. This name will not display anywhere in the actual embedded player. If left blank, your player will be named with the episode's title and the player's creation date.

6. You can also choose the background and icons colors as well as the font, and whether or not to disable scrubbing or downloads.

7. When you are finished designing your player click on the green ‘Submit’ button and it will take you back to the episode player overview page.

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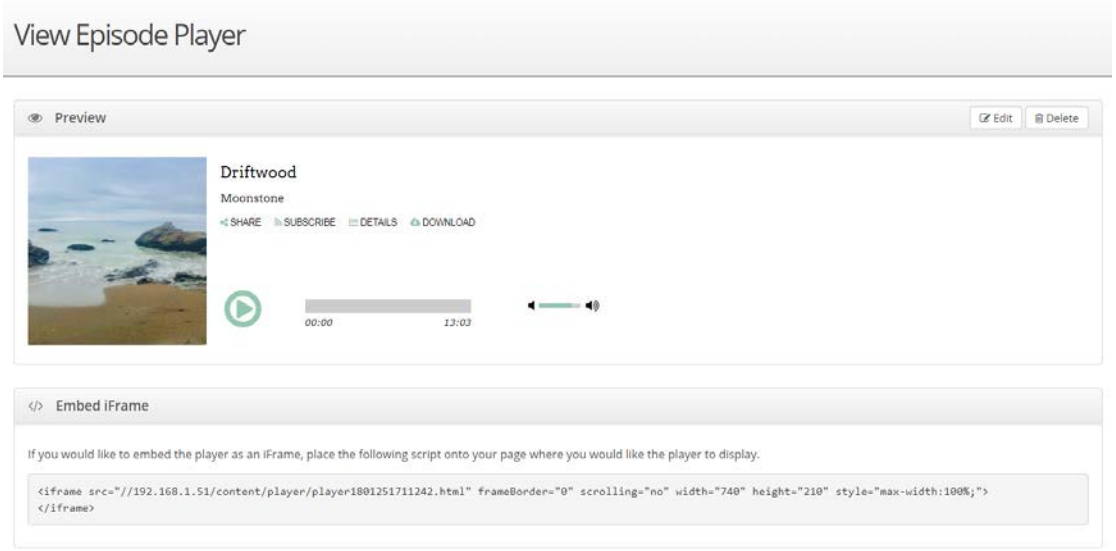

8. If you navigate to the far-right column titled ‘Actions’ and click on the ‘Embed Code’ button, it will take you to a page where you can get the code to embed to your new player into a webpage and preview what that player will look like.

7.8 Submitting a Podcast to iTunes

Before submitting your podcast to iTunes, you need to find your podcast feed URL. You can view this by:

1. Selecting ‘SGrecast’ from the navigation bar at the top of the page and then selecting **Podcasting > Podcasts** from the menu on the left.

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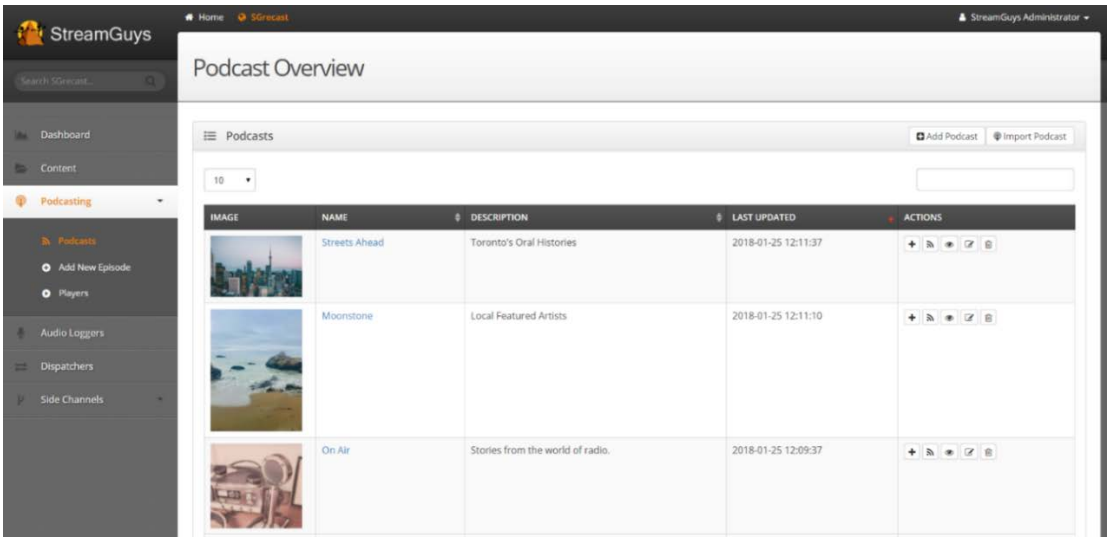
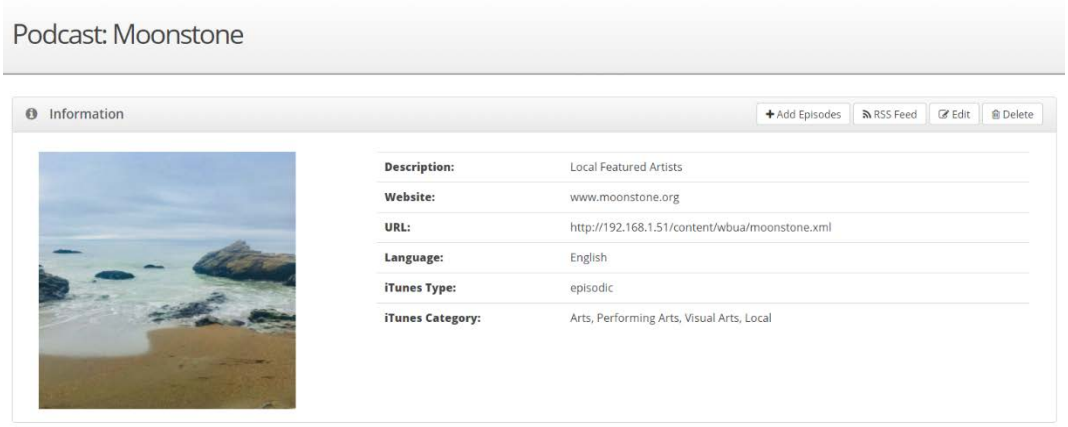


2. This page will display a table of all podcasts associated with your group. In the third column from the left labeled 'Actions' you will see options to 'View', 'Edit', and 'Delete'. Click the 'View' icon for the podcast you want to submit to iTunes



3. On this page you will see detailed information about your podcast; including all uploads, archives, channels, and dispatchers that it contains. The podcast feed URL you will need to submit to iTunes is under the 'Information' section labeled 'URL'.

4. Next, go to iTunes Connect at the following link: https://itunesconnect.apple.com/

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5. Here you will input your Apple ID that is activated in iTunes; this is required in order to submit a podcast to iTunes. Once you have logged in, you will see an option to **Submit a podcast**. Click this icon and you will be prompted for an RSS Feed URL. Copy and paste the 'Podcast URL' from your SGrecast system into this field. If the feed passes through validation, you will have the option to submit to iTunes. The time it takes for a podcast to be submitted varies, but usually no more than 72 hours. Once your podcast has been successfully submitted, you can see it in the iTunes Store.

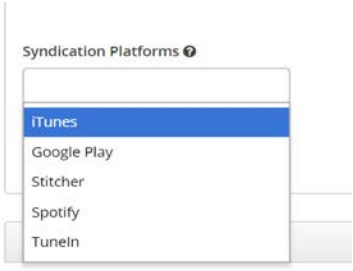
★ If your podcast does not pass validation through iTunes for missing specific fields, you can edit those fields through your SGrecast system by selecting **Podcasting > Podcasts** and clicking 'Edit' under 'Actions' for that podcast.

7.9 Creating Syndication Specific Podcast feeds

SGrecast allows you to specify which syndication platforms you would like to distribute your podcast to. This creates a separate podcast XML feed for each platform and appends the syndication source to each episode URL in order to provide separation of listener analytics.

To create a Syndication Specific Podcast Feed:

1. Following the steps provided in previous sections, add or import a podcast. Alternatively, you can edit an existing podcast. Under 'Details', select your desired syndication platforms. If you do not see a desired platform listed, you can input the platform's name into the text field, and then click the 'Enter' key. After setting the appropriate platforms in the 'Syndication Platforms' field, submit the form.



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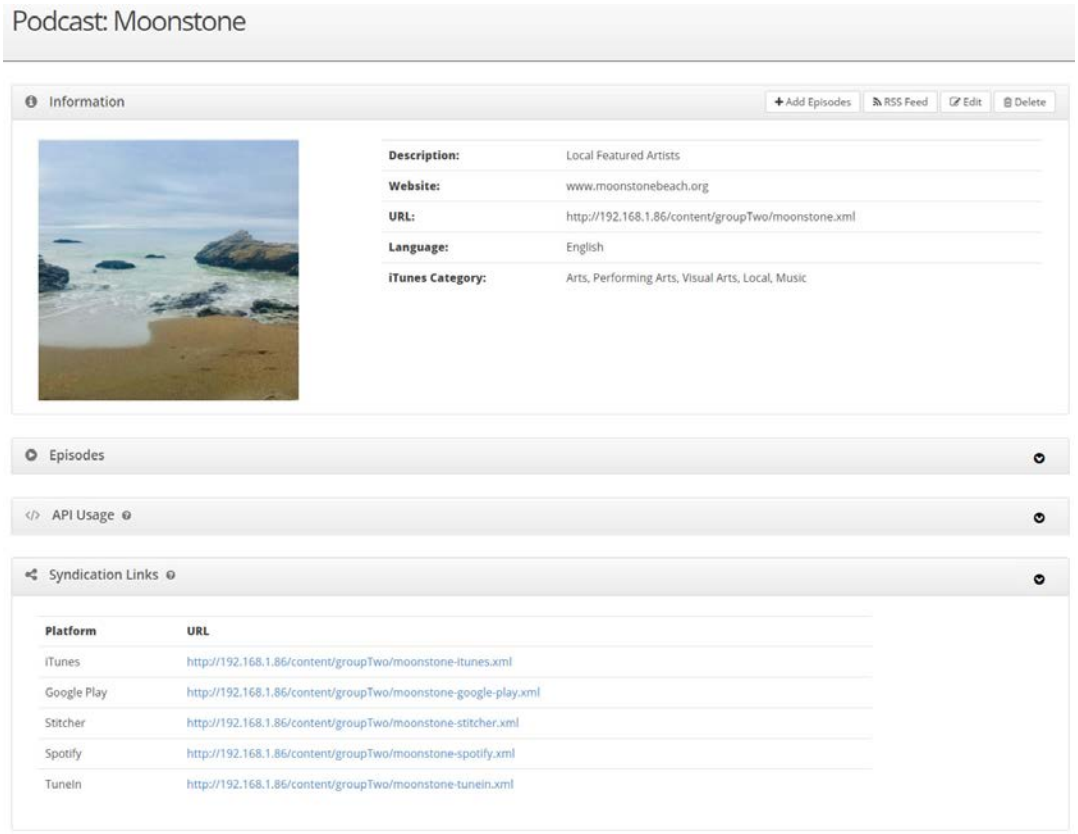
2. To find a syndication specific podcast feed, navigate to the podcast view page by selecting ‘SGrecast’ from the navigation bar at the top of the page, selecting **Podcasting > Podcasts** from the menu on the left, and then selecting your podcast’s view button in the ‘Actions’ column.



3. On this page, navigate down to the ‘Syndication Links’ section where you will find the links for your syndication specific podcast feeds. Use these URLs when distributing your podcast to your desired syndication platforms.

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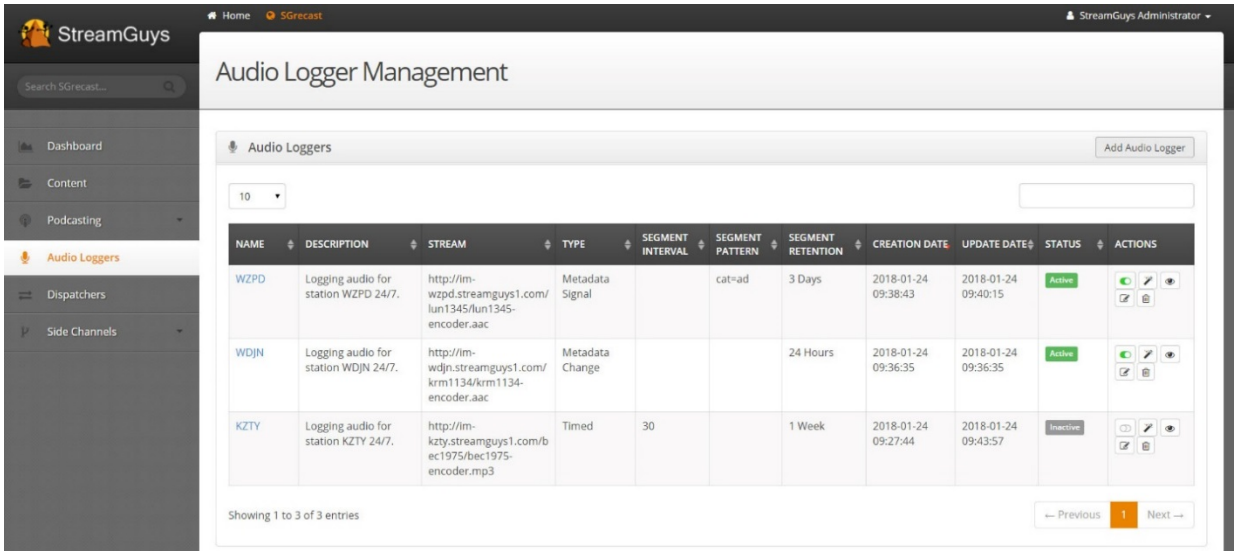
8. Audio Loggers



With Audio Loggers you can record, review, and segment your live content based on timing or metadata for easy content production and publishing. The Audio Logger records 24/7 – turning your live stream into segments that can be edited, downloaded, and shared on social media or turned into a podcast.

8.1 Adding an Audio Logger

To add a new Audio Logger on your SGrecast system:

1. Select 'SGrecast' from the navigation bar at the top of the page and then select **Audio Loggers** from the menu on the left. This page will display a table of all current Audio Loggers in your group and if you're in a parent group, each one of its child groups.

2. Click **Add Audio Logger** in the right-hand corner of the table.

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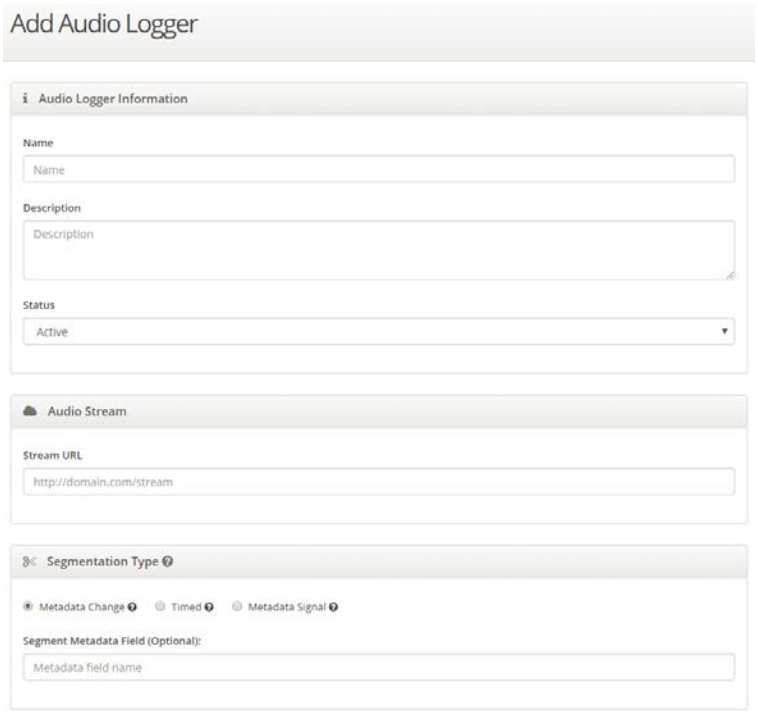

3. On this page you will enter in the name and description for your new Audio Logger. You can also select whether the Audio Logger will be actively logging audio segments or if it will be inactive upon creation.

4. Next you can enter the URL of the stream the Audio Logger will be recording.

5. Under 'Segmentation Type' you can choose between 'Metadata Change', 'Timed', or 'Metadata Signals'. This will affect how the stream will be broken down into segments. 'Metadata Change' will create new segments each time the stream sends new metadata. An optional field is also provided for 'Metadata Change". A new segment will be created every time the value entered into this field changes to a unique value. Choosing 'Timed' will prompt you to enter a specified length of time, in seconds, for the Audio Logger to create new segments each time the duration of the interval is met. With 'Metadata Signal' you will be prompted to enter in the metadata pattern you wish the Audio Logger to create segments with. Using this option means the Audio Logger will listen for a specific format of message to start a new segment.

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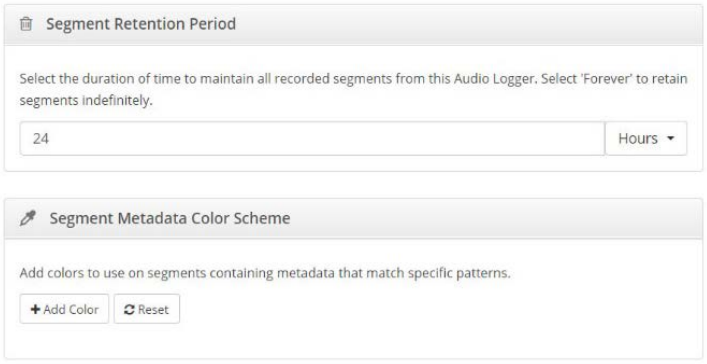

6. Select the retention duration of time to maintain all recorded segments from this Audio Logger. Select 'Forever' from the drop-down menu to retain segments indefinitely.

7. Add colors to use on segments containing metadata that match specific patterns. This will allow you to easily search through color coded segments in the Audio Logger publishing interface.

8. Finally, you can select the group you wish to add the Audio Logger to. If you don't see this table, your new Audio Logger will automatically be added to your group upon submission.

9. Click the 'Submit' button.

8.2 Editing an Audio Logger

To edit an Audio Logger on your SGrecast system:

1. Select 'SGrecast' from the navigation bar at the top of the page and then select **Audio Loggers** from the menu on the left. This page will display a table of all current Audio Loggers in your group and its child groups.

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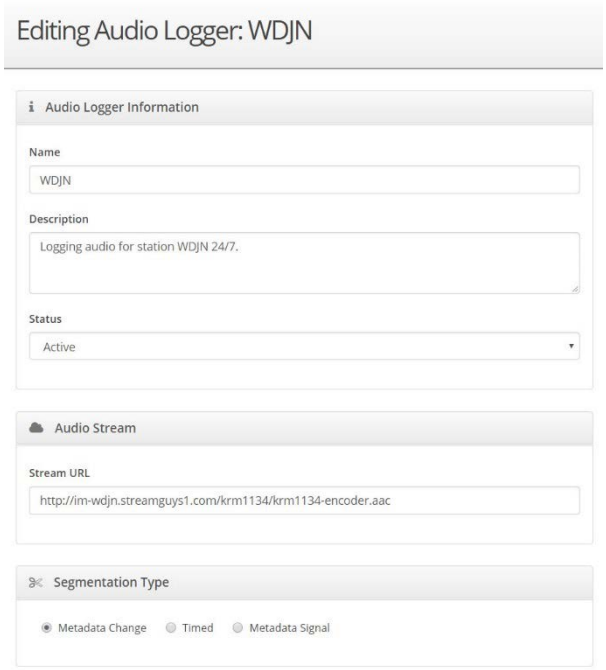
2. Navigate to the ‘Actions’ column on the right and click on the ‘Edit’ button.



3. On this page you may edit the information for your Audio Logger such as its name and description. You can also change its status to active or inactive. This changes whether or not the Audio Logger will be actively logging audio segments.

4. Next you can edit the URL of the stream the Audio Logger is recording.

5. Under ‘Segmentation Type’, you can edit the Audio Logger’s choice of ‘Metadata Change’, ‘Timed’, or ‘Metadata Signals’. This will affect how the stream is broken down into segments. ‘Metadata Change’ creates new segments each time the stream sends new metadata. An optional field is also provided for ‘Metadata Change”. A new segment will be created every time the value entered into this field changes to a unique value. Choosing ‘Timed’ will prompt you to enter a specified length of time in seconds and the Audio Logger creates new segments each time the duration of the interval is met. With ‘Metadata Signal’ you will be prompted to enter in the metadata signal pattern you wish

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the Audio Logger to create segments with. Using this option means the Audio Logger listens for a specific format of message to start a new segment.

6. You can change the duration of time to maintain all recorded segments from this Audio Logger. Select 'Forever' from the drop-down menu to retain segments indefinitely.

7. Change or add colors to use on segments containing metadata that match specific patterns. This allows you to easily search through color coded segments in the Audio Logger's publishing interface.

8. If necessary, you can move the Audio Logger to another group. If this table does not appear, it means you are logged in as a user that is not able to move an Audio Logger to another group.

9. Click the 'Submit' button.

8.3 Publishing with an Audio Logger

To publish a new clip with your Audio Logger:

1. Select 'SGrecast' from the navigation bar at the top of the page and then select **Audio Loggers** from the menu on the left. This page will display a table of all current Audio Loggers your group and its child groups.

2. Click the 'Publish' button with the wand icon in the 'Actions' column on the far right for the Audio Logger you wish to use, or simply click on the hyperlinked name of the Audio Logger.

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3. On this page, you can see the Audio Logger waveform editor and the segmented live stream on the right-hand side.

4. At the top of the segment sidebar you are given many options to improve your navigation through the segments below. The ‘Load Previous Segment’ and ‘Load Next Segment’ arrow buttons allow you to listen to each segment individually. The ‘Load Selected Segments’ button allows you to load a segment or groups of segments to the waveform editor. ‘Refresh the Segment List’ will load the most recently created segments. The ‘Select Active Segment’ button will automatically scroll down the segments list to the segment currently loaded in the waveform editor. The ‘Clear Selected Segments’ button will clear all selected segments.

5. Click on a segment and then click the ‘Load Selected Segments’ button (the folder icon) at the top of the right-hand side bar to load a different segment in the waveform editor.

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★ Note that you can select and load multiple segments at a time. Use the Shift key on your keyboard to easily select a group of segments. Clips you have selected will turn blue.

★ Segments are always loaded in their chronological order, but you can easily omit segments from usage by not selecting them. (Color coding your segments is particularly handy when it comes to quickly identifying areas you might wish to skip. i.e. ads, station promos, etc) To unselect a selected segment, click the segment and watch it change back to its original color. Just remember to always reload the selected segments to the waveform editor after any changes.

6. Once your selected segments are loaded in the Waveform editor, you can play your audio file by clicking the 'Play' button. It can be found to the right of the playback info bar which contains both the play head location in seconds and the temporary file duration.

7. To view a longer waveform with shorter time intervals, click and drag the slider to the right on the Zoom bar. To view a shorter waveform with longer time intervals, click and drag the slider to the left on the Zoom bar. The zoom bar is located above the top right-hand corner of the waveform editor.

8. Click around the audio waveform to move the white play head and seek throughout the file or use the 'Rewind' and 'Fast Forward' buttons. 'Skip Forward' and 'Skip Backward' are also options.

9. After reviewing the audio clip, if you believe the file requires no further editing and is ready to be rebroadcast or used in a podcast, you can hit the 'Publish' button to publish the entire working file to the system. The new clip will be created and then listed in the 'Published Clips' Section on this page as well as in the system's 'Content' section. You won't have to leave this interface if you have more clips to create.

10. If you wish to further edit this file in a program offline, you can click the 'Download Working File' button to do so.

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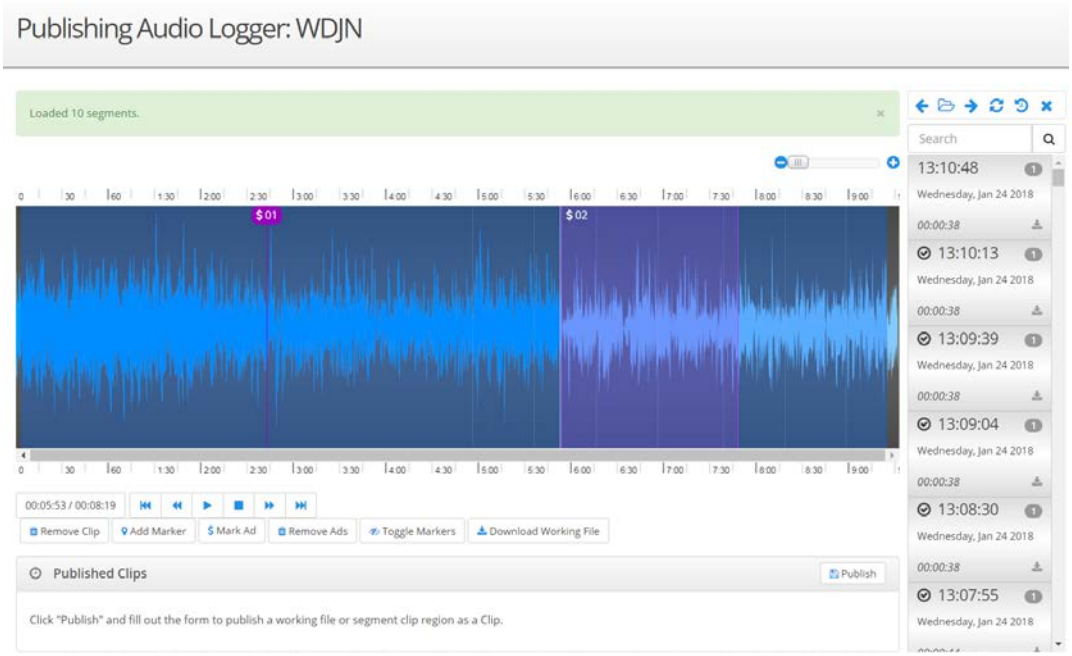
11. The ‘Add Markers’ button can be used to flag areas of interest like where to start and stop a potential clip or ad replacement. Click the ‘Toggle Markers Button’ to remove those markers once you’re done.

12. To add a clip here click the ‘Add Clip’ button and it will create a highlighted blue region over the waveform that marks your clip segment. Drag and resize this region to mark your desired clip. Hover the cursor over your clip and you can see the start and end times of that clip. As you drag/resize the region, you will notice how the ‘Start’ and ‘End’ times update.



13. To add advertisements to a file or within the region of an added clip, click on the ‘Mark Ad’ button. From the drop-down menu, you can choose ‘Ad Insertion’ or ‘Ad Replacement’. ‘Ad insertion’ will provide you with a purple marker you can drag to an appropriate spot on the waveform editor. The marker indicates where in the audio the ad will be placed. An Ad Insertion-type ad will not replace any audio. With ‘Ad Replacement’ you are given a highlighted purple region, all the audio within the region will be replaced with an ad. Drag and resize this region to mark the audio you wish to

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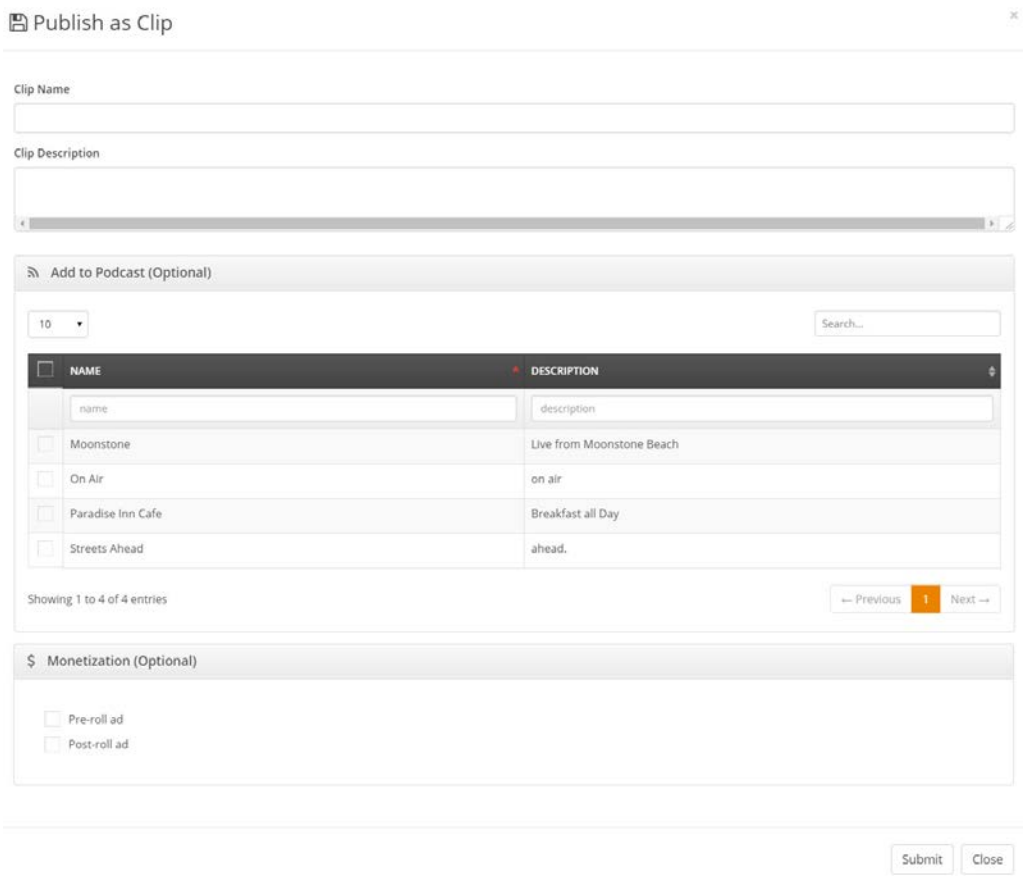
replace. If necessary, you can use the 'Remove ads' button to clear the waveform editor of ads and start anew.

14. Click the 'Publish Button' to publish as a new clip.

15. In this window, you can assign the clip a name, description, and group.



16. You can also choose to add it to a podcast. The podcasts available here are those within your group. If you are in a parent group, you will also see podcasts assigned to its child groups.

17. Finally, you can add pre-roll and/or post-roll ads to your clip.

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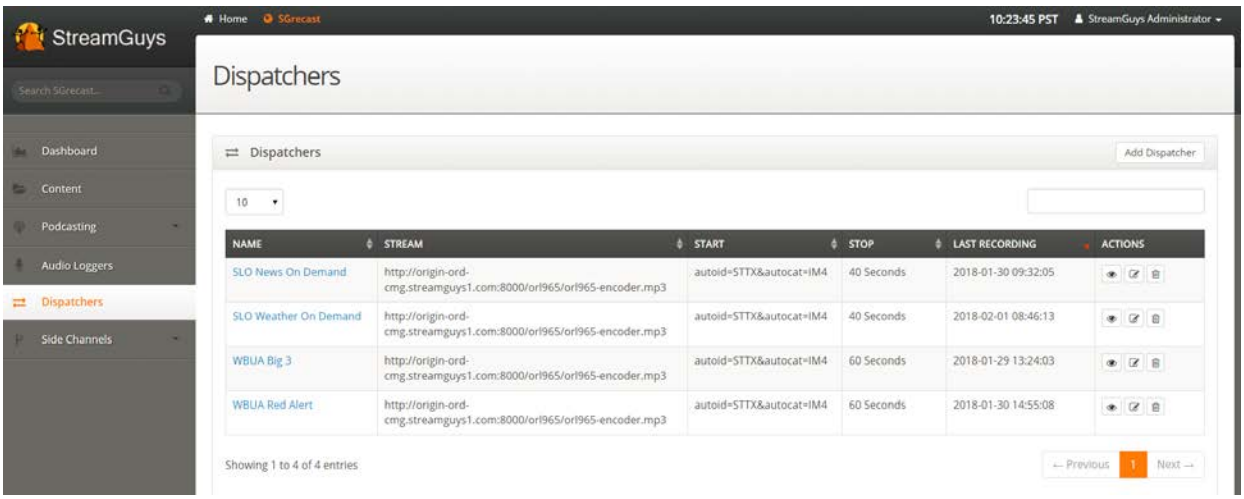
18. When you are done adding these final details, you can click the 'Submit' button at the bottom of the window.

★ If a user on your system is not seeing editable podcasts that you know exist in their group, we suggest looking in the permissions guide to confirm that they have all the permissions needed to associate a clip as an episode to a podcast.

9. Dispatchers



Dispatchers are recordings set to listen to a live stream. They are most useful for recordings that may not have definite start and end times, since dispatchers can start and end when the encoder sends specific metadata values. Unlike records, the dispatcher will overwrite an existing file with the latest recording rather than create a new one. Every time a Dispatcher updates, any podcast feed that pulls from that dispatcher will be automatically updated.

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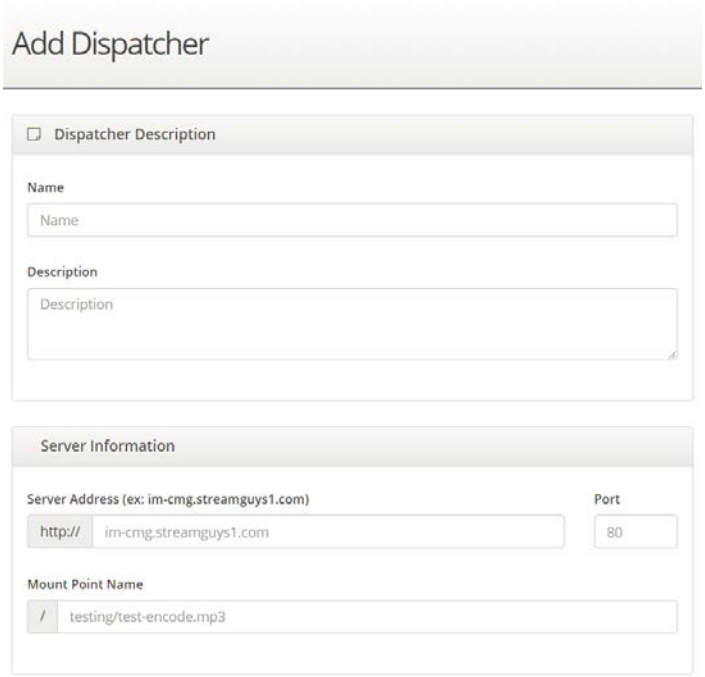
9.2 Adding a Dispatcher

To set up a new dispatcher on your SGrecast system:

1. Select 'SGrecast' from the navigation bar at the top of the page and then select **Dispatchers** from the menu on the left. This page will display a table of all dispatchers in your group and its child groups.

2. Click 'Add Dispatcher' in the right-hand corner of the table.



3. Here, you will specify the details of your new dispatcher. For the 'Server Information', enter the address, port number, and mount point name your dispatcher will be streaming from.

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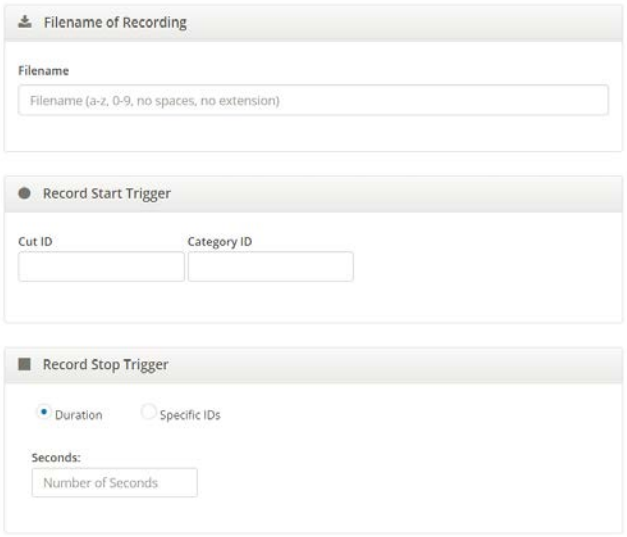

4. The ‘Filename of Recording’ is exactly that, the filename of the recording to be saved on your SGrecast file system. Since it is a filename, it must follow standard file format with no spaces or special characters.

5. The ‘Record Start Trigger’ has two fields: ‘Cut ID’ and ‘Category ID’. The live stream encoder sends metadata values that include a cut ID and category ID. When these values are present, your dispatcher will take action. The ‘Record Stop Trigger’ has two options: ‘Duration’ and ‘Specific IDs’. If ‘Duration’ is selected, enter the amount of time the stream should be recorded once the ‘Record Start Triggers’ are received.

6. If ‘Specific IDs’ is selected, enter the ‘Cut ID’ and ‘Category ID’ values that will trigger the end of the recording.

7. Lastly, select the group that your dispatcher will be associated with. If you don’t see this table, your new dispatcher will automatically be added to your group upon submission.

8. To finish, click ‘Create’.

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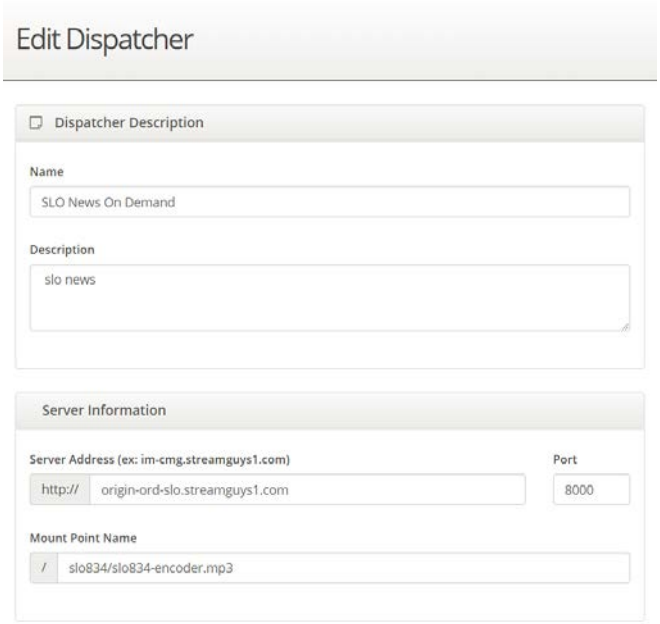
9.2 Editing a Dispatcher

To edit a dispatcher on your SGrecast system:

1. Select 'SGrecast' from the navigation bar at the top of the page and then select **Dispatchers** from the menu on the left. This page will display a table of all dispatchers associated with your group. If you are in a parent group, this table will also show all the dispatchers in its child groups.

2. Navigate to the 'Actions' column on the right and click on the 'Edit' button.



3. Here you can edit the details of your new dispatcher. The 'Server Information' includes the address, port number, and mount point name your dispatcher is streaming from.

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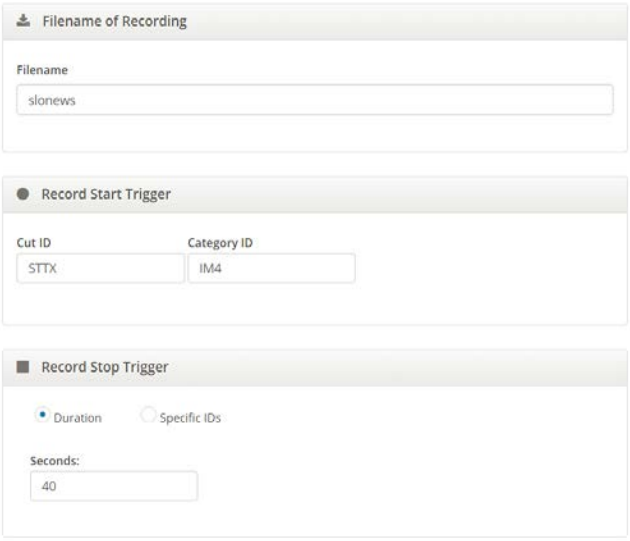

4. You can change the filename of the recording, but it must follow standard file format with no spaces or special characters.

5. The 'Record Start Trigger' has two fields: 'Cut ID' and 'Category ID' that you can edit. The live stream encoder sends metadata values that include a cut ID and category ID. When these values are present, your dispatcher will take action. The 'Record Stop Trigger' has two options that you can switch between: 'Duration' and 'Specific IDs'. If 'Duration' is selected, you can edit the amount of time the stream should be recorded once the 'Record Start Triggers' are received.

6. If 'Specific IDs' is selected, you can edit the 'Cut ID' and 'Category ID' values that will trigger the end of the recording.

7. If necessary, you can move your dispatcher to another group. If this table does not appear, it means you are logged in as a user that is not able to move a dispatcher to another group.

8. Click 'Create' to save your edits.

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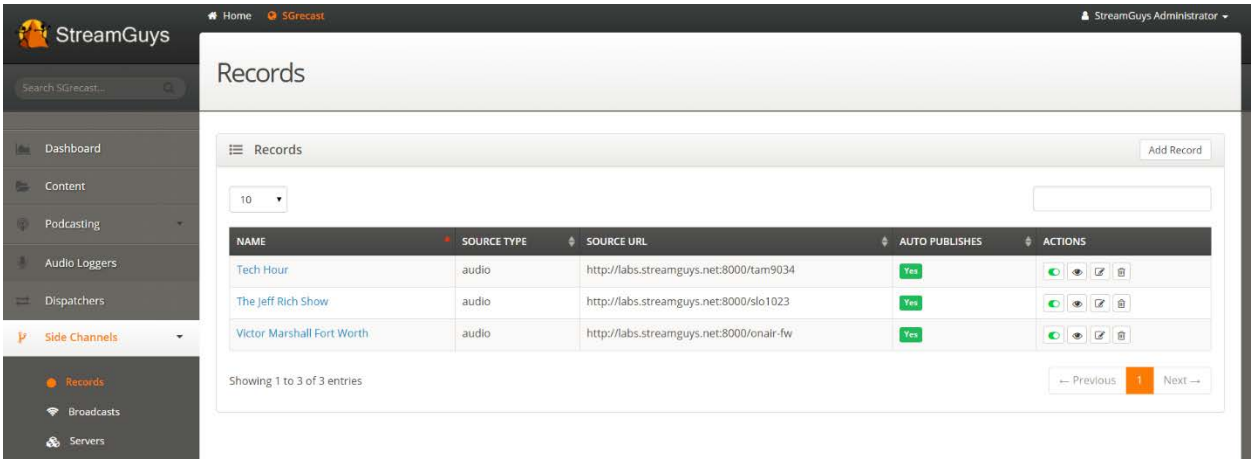
10. Side Channels

Side Channels are the features that allow you to record and broadcast content on defined schedules. Servers allow you to add the servers you will be recording from and/or broadcasting to. With Records you can record a live stream. This is the most commonly used functionality in the SGrecast system. Recording a live stream creates an archive of the recorded audio file on your SGrecast system; which you can download, rebroadcast, or redistribute. Broadcasts give you four different options for your broadcast's source. You can stream live from a piece of content, from a channel, from another stream, or broadcast loop the content of a podcast.

10.1 Records



Records is where you can schedule recordings of a video or audio livestream. Record type side channels are most useful for recordings that have a fixed start and stop time such as live radio shows. Each scheduled recording is saved as an individual archive and if you add a Record to a podcast, all archives produced by that Record will automatically be added as episodes. Unlike dispatchers, the Record will create a new file for a new recording rather than overwrite an existing one.

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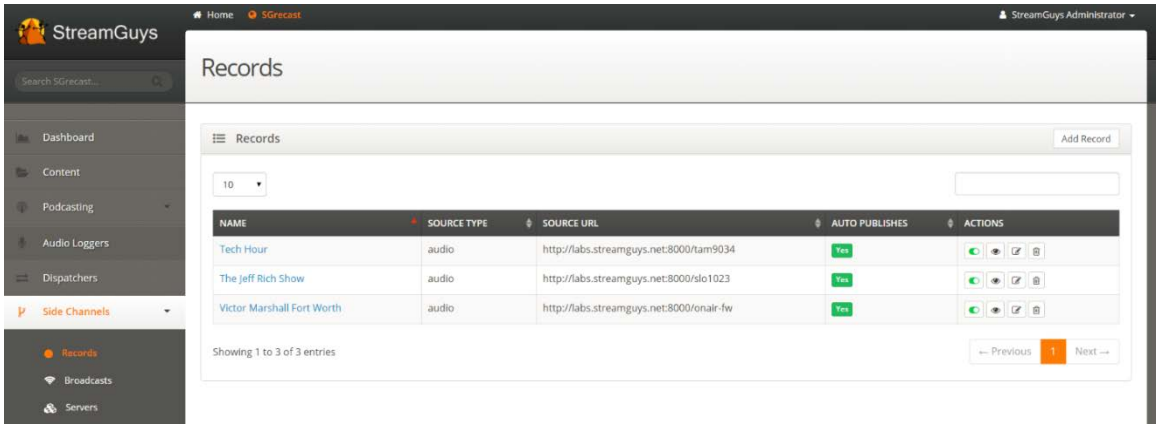
10.1.1 Adding a Record

To set up a new Record on your SGrecast system:

1. Select 'SGrecast' from the navigation bar at the top of the page and then select **Side Channels > Records** from the menu on the left.



2. This page will display a table of all Records in your group its child groups. Click 'Add Record' in the right-hand corner of the table.

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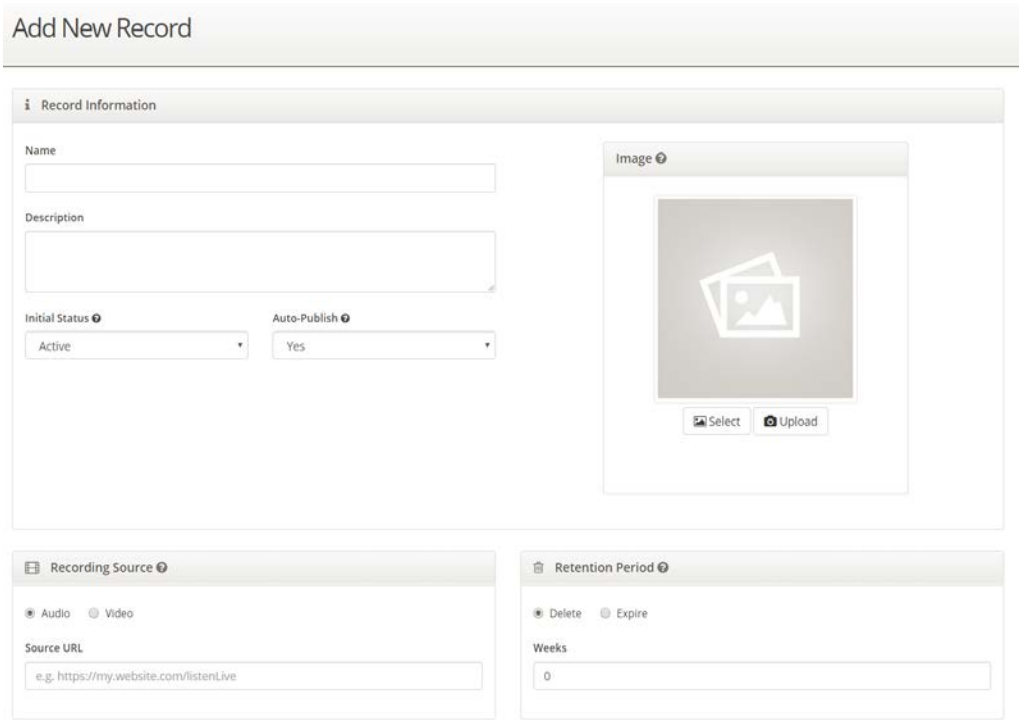

3. Here you will enter the name and description of your record and select its source type. The 'Name' and 'Description' fields will be the same name and description fields for any archives that are created from this side channel unless you edit them at a later time.

4. Setting the 'Initial Status' field to Active, the default, will make sure that any schedules added to the Record will fire off appropriately. If you want to create a placeholder Record that will be used in the future or has schedules you would no longer like to run, setting the status to Inactive will ensure the system ignores schedules belonging to this Record.

5. If you set the 'Auto-Publish' field to yes, the publish date for the archive will be the time it completes recording. If auto-publishing is turned off, the publish date will not be set and other features in the system like Podcasting will ignore that content if appropriate. For example, archives that are not auto-published will not appear in a Podcast feed that is using the Record as a source.

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6. You can choose an ‘Image’ from the system through the ‘Select’ button or upload a new one for this Record. Any Archives generated by this Record will have that image associated with them. This is useful for using a Record as a content source for Podcasts.

7. Under the ‘Recording Source’ header, select the audio type to ensure proper recording of Icecast and Shoutcast2 type streams in their native format. Use the video type to allow recording of HLS, RTMP, and similar video formats into mp4 Archives. Then add the source URL.

8. For the ‘Retention Period’, enter the duration of time, in weeks, to retain all recorded archives from this channel or enter 0 to enforce no retention period. Selecting delete means that after the entered retention period is met all the Record’s associated archives will be removed from the SGrecast system. If ‘Expire’ is selected, any archive created will remain after the retention period, but they will be marked as disabled and can no longer be used in podcasts.

9. You will also need to enter in the schedule for your live stream to be recorded. There are two types of schedules: repeat and specific. If your recording happens on a regular weekly basis, you will want to select ‘Add Weekly Repeat’ in the ‘Schedules’ section.

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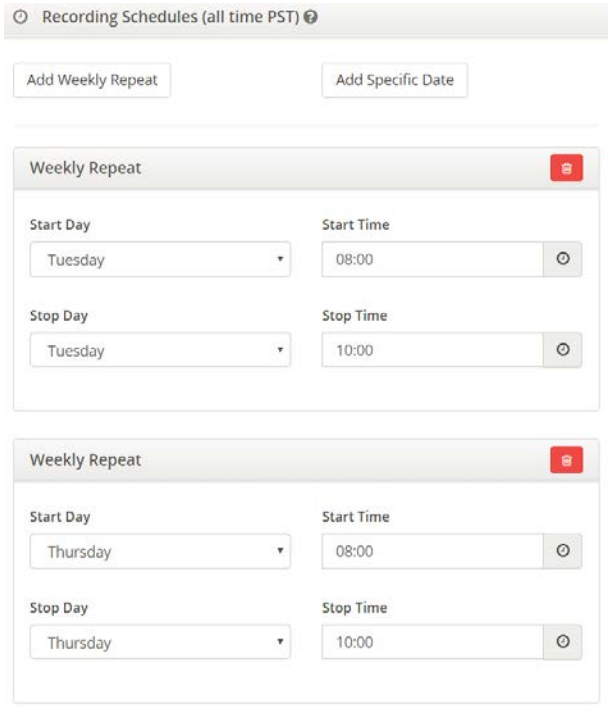

★ For example, if you have a live stream that occurs every Tuesday/Thursday from 8:00 AM to 10:00 AM you will select the 'Add Weekly Repeat' icon twice and fill the schedules out for those times.

10. If your recording occurs once on a specific date, you will schedule a specific date recording. This type of schedule is used primarily for special events and one-time recordings. You will want to select 'Add Specific Date' in the 'Schedules' section.

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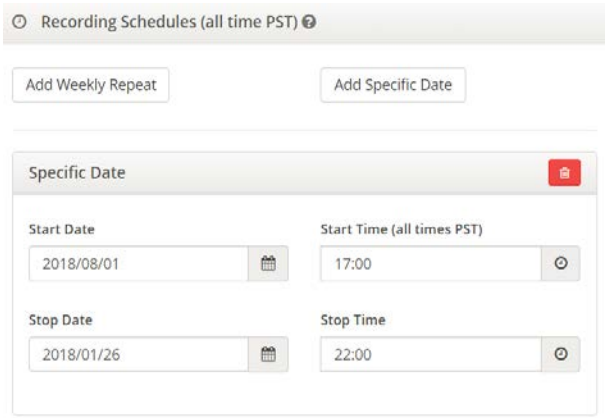

★ For example, if you have a live stream occurring for a special segment on August 1st, 2018 from 5:00 PM to 10:00 PM, you will click the 'Add Specific Date' icon and fill out the schedule for that date.

Note: All times in the SGrecast system are in military times, so please set your schedules accordingly (i.e. 5:00 PM is equal to 17:00 in military time).

11. You may set as many recording schedules as you need, there is no limit. If you have a program or broadcast that occurs Monday through Friday at 8:00 PM, you can set up five different repeat schedules. This will set the Record to record every Monday through Friday at 8:00 PM going forward until the Record is altered or removed.

12. Once you have selected the appropriate group you wish the record and its archives to belong to, click the 'Create' button. If this table does not appear, the new record will automatically default to your group upon creation.

10.1.2 Editing a Record

To edit a Record on your SGrecast system:

1. Select 'SGrecast' from the navigation bar at the top of the page and then select **Side Channels > Records** from the menu on the left.

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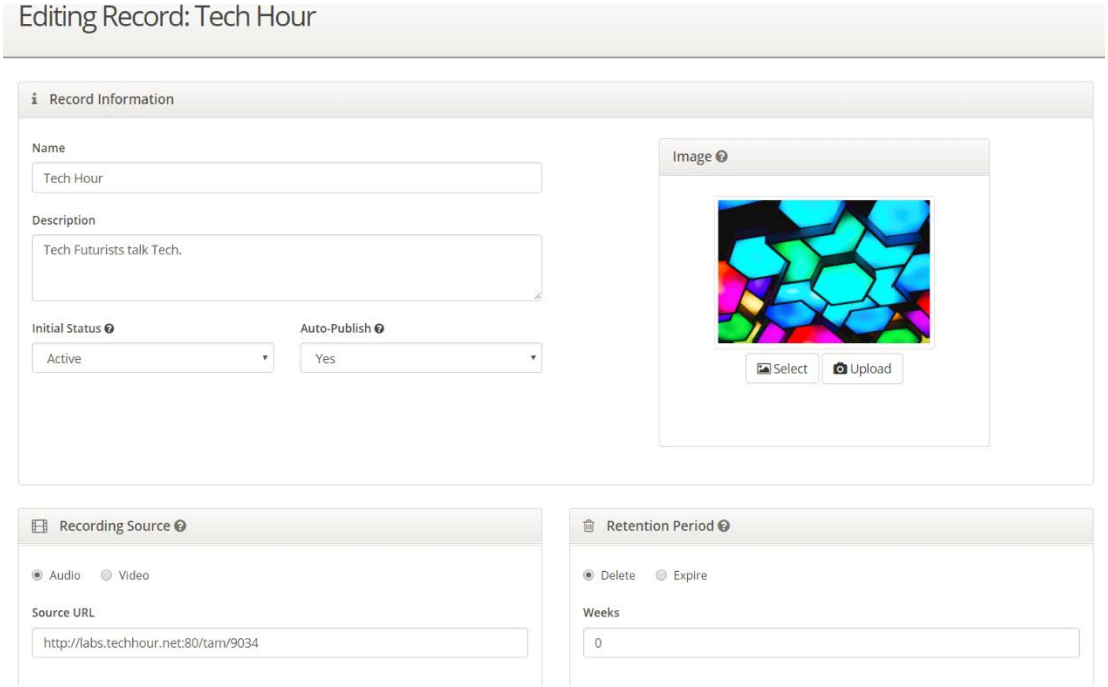
2. This page will display a table of all Records in your group and its child groups. Navigate to the ‘Actions’ column on the right and click on the ‘Edit’ button.



3. Here you can edit the name and description of your record and change its source type. This will change the name and description for any archives that will be created from this side channel after the edit has been saved.

4. The default setting for ‘Initial Status’ field is Active. This will make sure that any schedules added to the Record will fire off appropriately. If you want to make this record a placeholder that will be used in the future or if it has schedules you would no longer like to run, changing the status to Inactive will ensure the system ignores schedules belonging to this Record.

5. If you edit the ‘Auto-Publish’ field to yes, the publish date for the archive will be the time it completes recording. If auto-publishing is turned off, the publish date will not be set and other features in the system like Podcasting will ignore that content if

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appropriate. For example, archives that are not auto-published will not appear in a Podcast feed that is using the Record as a source.

6. You can choose a different 'Image' from the system through the 'Select' button or upload a new one for this Record. Any new archives generated by this edited Record will have this image associated with them. This is useful for using a Record as a content source for Podcasts.

7. Under the 'Recording Source' header, select the audio type to ensure proper recording of Icecast and Shoutcast2 type streams in their native format. Use the video type to allow recording of HLS, RTMP, and similar video formats into mp4 Archives. Then add the source URL.

8. For the 'Retention Period', you can edit the duration of time, in weeks, to retain all recorded archives from this channel or you can enter 0 to enforce no retention period. Selecting delete means that after the entered retention period is met all the Record's associated archives will be removed from the SGrecast system. If 'Expire' is selected, any archive created will remain after the retention period but they will be marked as disabled and can no longer be used in podcasts.

9. You can also edit the schedule for your live stream to be recorded. There are two types of schedules: repeat and specific. If your recording happens on a regular weekly basis, you will want to select 'Add Weekly Repeat' in the 'Schedules' section.

   Note: All times in the SGrecast system are in military times, so please set your schedules accordingly (i.e. 5:00 PM is equal to 17:00 in military time).

10. If necessary, you can move your record to another group. If this table does not appear, it means you are logged in as a user that is unable to move a record to another group.

11. Click the 'Create' button to save your edits.

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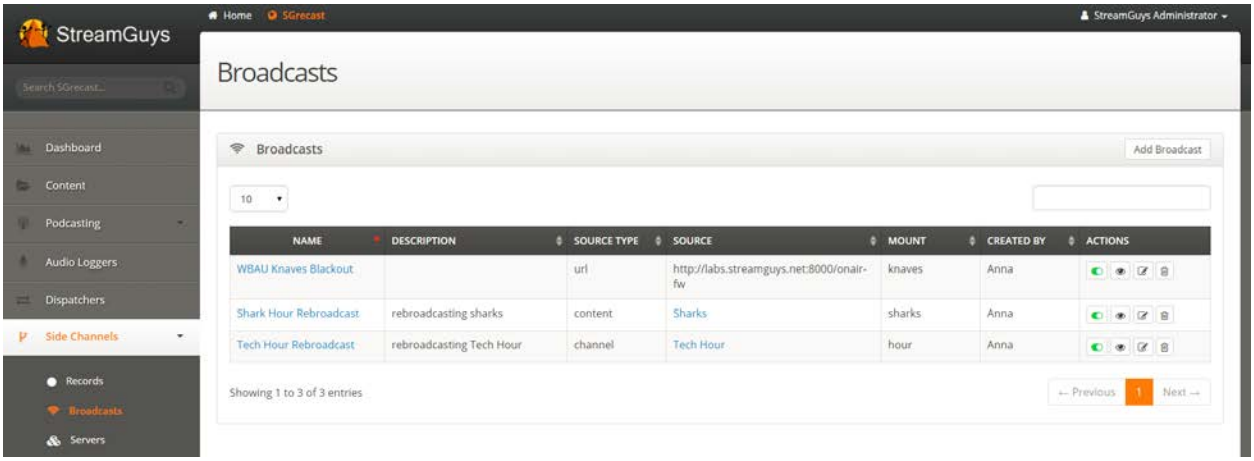
10.2 Broadcasts



Broadcasts are where you can schedule the broadcasting of content to any Icecast server in either the MP3 or AAC formats. Broadcasts give you four different options for your broadcast's source. You can stream live from a piece of content, from a channel, syndicate another live stream, or broadcast loop the content of a podcast.

10.2.1 Adding a Broadcast

To add a new broadcast to your SGrecast system:

1. Select 'SGrecast' from the navigation bar at the top of the page and then select **Side Channels > Broadcasts** from the menu on the left.

2. This page will display a table of all Broadcasts associated with your group. If you are in a parent group, this table will also show all the broadcasts in its child groups. Click 'Add Broadcast' in the right-hand corner of the table.

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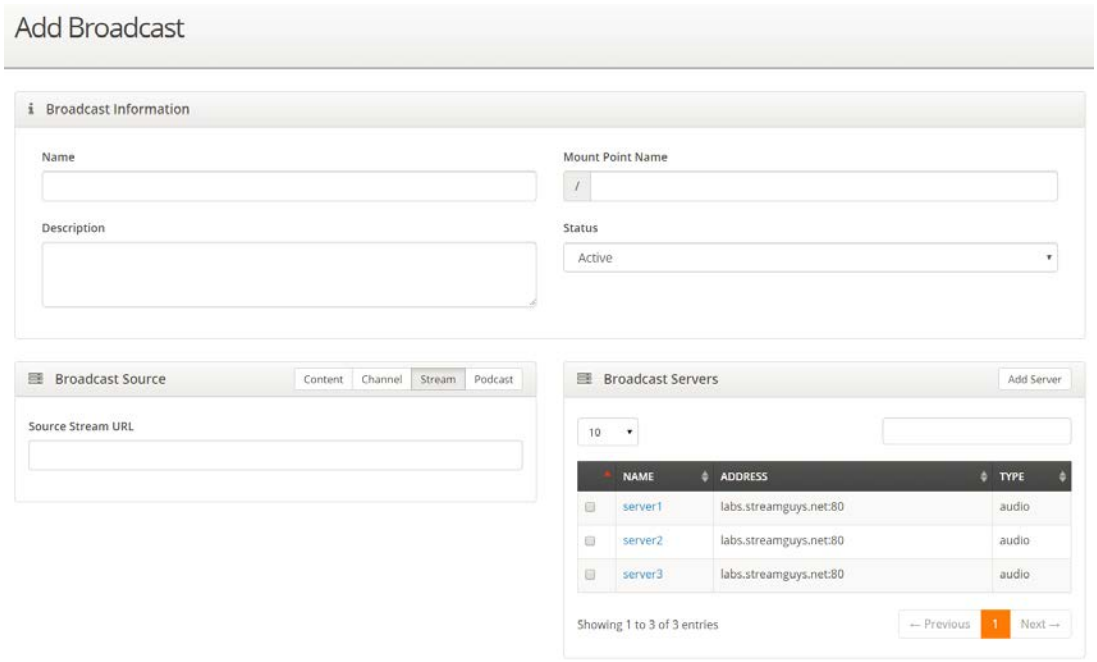

3. Here, you will enter the name and description of your Broadcast, the mount point name, the Broadcast's status, and select its source type. The 'Mount Point' is the mount name that will show on the server you are broadcasting to.

4. At the 'Broadcast Source' header, you are given the option of four types of sources; content, channel, stream, and podcast. Click the 'Content' button to be provided with a table of all of your current content including archives, clips, dispatchers and uploads. Select a file to broadcast from.

5. In contrast, using the 'Channel' option would mean your broadcast will stream live from a channel**.** The 'Channel' button will provide you with a table consisting of all your record-type side channels. Selecting a record as a source means that you can schedule a recurring broadcast and each time it broadcasts, it will transmit the newest archive in that record.

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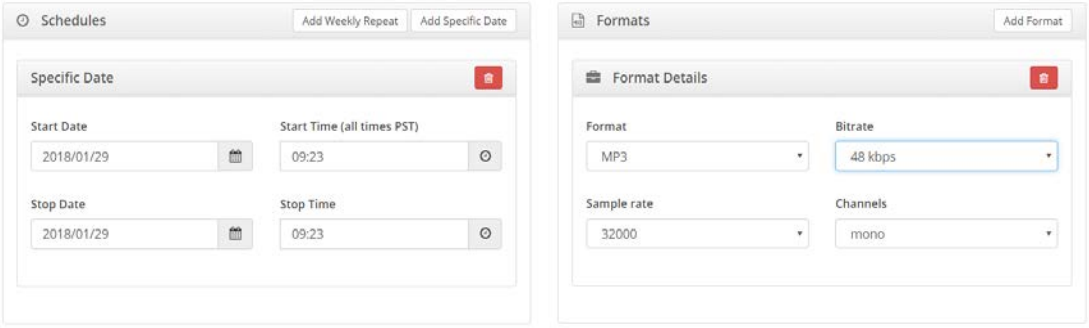
6. Using ‘Stream’ as your source would mean that your broadcast will rebroadcast that stream to another mount. After clicking the ‘Stream’ button you will be prompted to enter in the URL of the stream you wish to record from.

7. Selecting ‘Podcast’ as your source allows you to pick from existing SGrecast podcasts for use as the broadcast source. The broadcast would consist of a pseudo-live loop of the episodes from the podcast, starting at the most recent.

8. You may select as many servers as you wish to broadcast your previously recorded live stream to. This enables you to make one recording and then send it to multiple servers. You can also add a new server on this page by clicking the ‘Add Server’ button and then following from step two in the ‘Adding a Server’ section.



9. Next, you will set the schedules for your broadcasting channel. Similar to how you set your recording schedules, there are two types of schedules: repeat and specific. If your broadcast happens on a regular weekly basis, you will want to select ‘Add Weekly Repeat’ in the ‘Schedules’ section.

★ For example, if you want to rebroadcast your recorded live stream every Wednesday from 10:00 AM to 12:00 PM you will select the ‘Add Weekly Repeat’ icon and fill the schedule out for that time. If your show happens daily from 10am to 12pm noon and you wish to rebroadcast that show during the empty time between shows, you might use a rebroadcast schedule like Monday 12:00 to Tuesday 10:00, modifying accordingly for the subsequent days.

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10. If want to rebroadcast on a specific date, you will schedule a specific date recording. This type of schedule is used primarily for special events and one-time broadcasts. You will want to select 'Add Specific Date' in the 'Schedules' section. You may setup as many broadcasting schedules as you need, there is no limit.

11. Select the format to broadcast your recording in. You may select more than one format. The SGrecast system currently supports MP3 and AAC formats.

★ AAC (Advanced Audio Coding) and MP3 (MPEG-1 Audio Layer 3) are two of the most common formats used for online audio distribution and are widely compatible with different devices. One is not necessarily better than the other, you should select the format that will be the most compatible with your devices and best fit your needs.

★ Typically, the higher the 'Bitrate' the higher the audio quality. 'Sample rate' is the number of samples of audio carried per second, measured in Hz. 'Channels' is the number of channels (signals) used. You can select either mono which uses one or stereo which uses more than one.

Note: If you are unsure how to specify the details of your format, feel free to consult with us and we can help you determine the best format for your recording and/or broadcasting channels.

12. Lastly choose the group and hit create. If this table doesn't appear for you, the broadcast will automatically be added to your group upon creation.

13. Click the 'Create' button at the bottom of the page to save your edits.

★ If a user on your system is unable to see the add server feature or the options for content, channel, or podcast as a source for broadcasts, we suggest looking in the permissions guide to confirm that they have all the permissions needed to accomplish their task.

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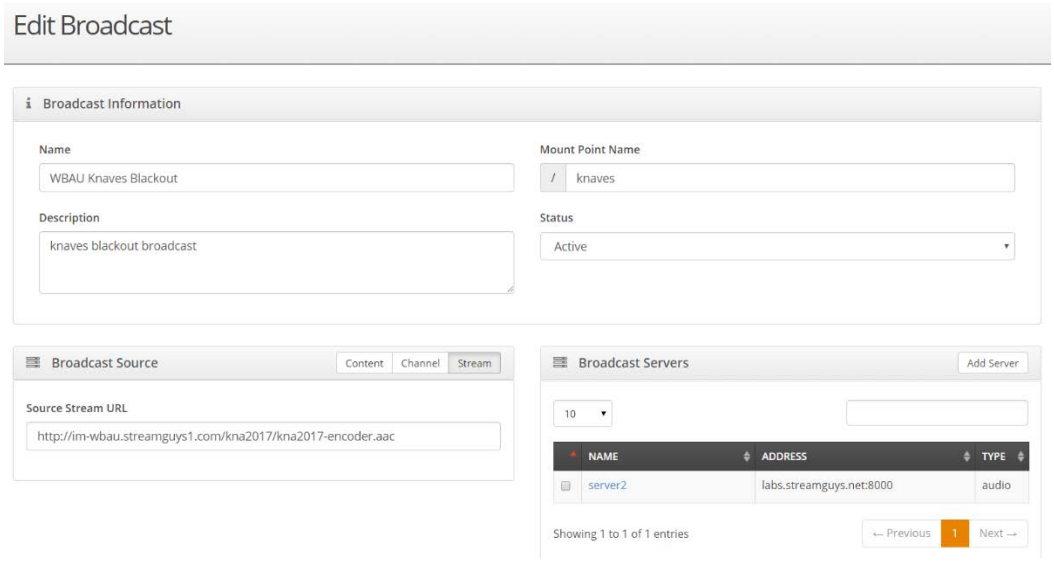
10.2.2 Editing a Broadcast

To edit a broadcast on your SGrecast system:

1. Select 'SGrecast' from the navigation bar at the top of the page and then select **Side Channels > Broadcasts** from the menu on the left.

2. This page will display a table of all Broadcasts associated with your group. If you are in a parent group, this table will also show all the broadcasts in its child groups. Navigate to the 'Actions' column on the right and click on the 'Edit' button.



3. Here you can edit the name and description of your Broadcast, the mount point name, the Broadcast's status, and select its source type. The 'Mount Point' is the mount name that will show on the server you are broadcasting to.

4. At the 'Broadcast Source' header, you are given the option to edit or switch between the four types of sources; content, channel, podcast, and stream. Click the 'Content' button to be provided with a table of all your current content including archives, clips, dispatchers and uploads. Select a file to broadcast from.

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5. In contrast, changing to the 'Channel' option would mean your broadcast will stream live from a Channel**.** The 'Channel' button will provide you with a table consisting of all your Record type side channels. Selecting a Record as a source means that you can schedule a recurring broadcast and each time it broadcasts, it will transmit the newest archive in that record.

6. Using 'Stream' as your source would mean that your broadcast will rebroadcast that stream to another mount. After clicking the 'Stream' button you will be prompted to enter in the URL of the stream you wish to record from.

7. Selecting 'Podcast' as your source allows you to pick from existing SGrecast podcasts for use as the broadcast source. The broadcast would consist of a pseudo-live loop of the episodes from the podcast, starting at the most recent.

★ Complete access to the Broadcast edit state depends on a user's group lineage and permissions. For example, a user in a parent group could create a broadcast in a child group but use a source and/or server that still resides in the parent group. The result would be that users in the child group could edit everything except the source and original server in that broadcast. They could only add servers to a broadcast but could not change or remove the original. Should the user in the parent group decided to hand off control of editing the source and server in a broadcast, they would only have to move the broadcast's source and/or server into the child group.

8. You can also edit the servers this broadcast will be broadcasting to. The 'Servers' in this table page will be specifically setup to be broadcast enabled. Here you can change the selected server or even add a server. You may select as many servers as you wish to broadcast your live stream to. This enables you to make one recording and then send it to multiple servers. You can also add a new server on this page by clicking the 'Add Server' button and then following from step two in the 'Adding a Server' section.

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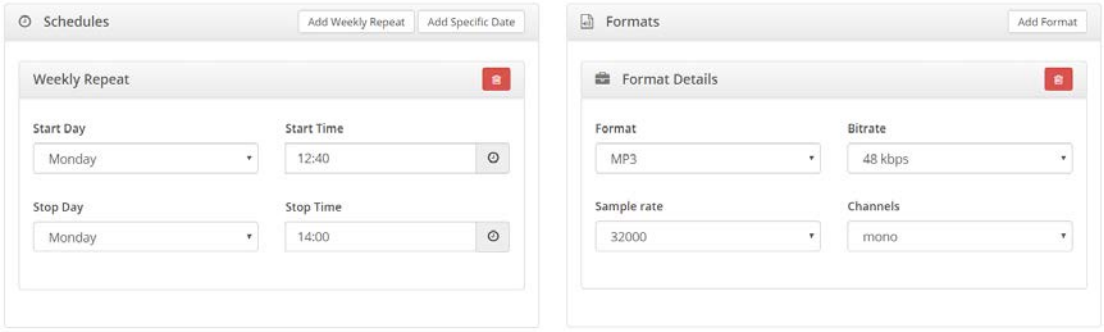

9. Next, you can edit the schedules for your broadcasting channel. Similar to how you can edit your recording schedules, there are two types of schedules: repeat and specific. If your broadcast has changed to occur on a regular weekly basis, you will want to select 'Add Weekly Repeat' in the 'Schedules' section. You may setup as many broadcasting schedules as you need, there is no limit.

★ For example, if you want to rebroadcast your recorded live stream every Wednesday from 10:00 AM to 12:00 PM you will select the 'Add Weekly Repeat' icon and fill the schedule out for that time. If your show happens daily from 10am to 12pm noon and you wish to rebroadcast that show during the empty time between shows, you might use a rebroadcast schedule like Monday 12:00 to Tuesday 10:00, modifying accordingly for the subsequent days.

10. If want to rebroadcast on a specific date, you will schedule a specific date recording. This type of schedule is used primarily for special events and one-time broadcasts. You will want to select 'Add Specific Date' in the 'Schedules' section.

11. Edit the format to broadcast your recording in. You may select more than one format. The SGrecast system currently supports MP3 and AAC formats.

★ AAC (Advanced Audio Coding) and MP3 (MPEG-1 Audio Layer 3) are two of the most common formats used for online audio distribution and are widely compatible with different devices. One is not necessarily better than the other, you should select the format that will be the most compatible with your devices and best fit your needs.

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★ Typically, the higher the 'Bitrate' the higher the audio quality. 'Sample rate' is the number of samples of audio carried per second, measured in Hz. 'Channels' is the number of channels (signals) used. You can select either mono which uses one or stereo which uses more than one.

Note: If you are unsure how to specify the details of your format, feel free to consult with us and we can help you determine the best format for your recording and/or broadcasting channels.

12. You can also move the broadcast to another group if necessary. If this table does not appear, it means you are logged in as a user that is unable to move a broadcast to another group.

13. Click the 'Create' button at the bottom of the page to save your edits.

★ If a user on your system is unable to see the add server feature or the options for content or channels as a source for broadcasts, we suggest looking in permissions guide to confirm that they have all the permissions needed to accomplish their task.

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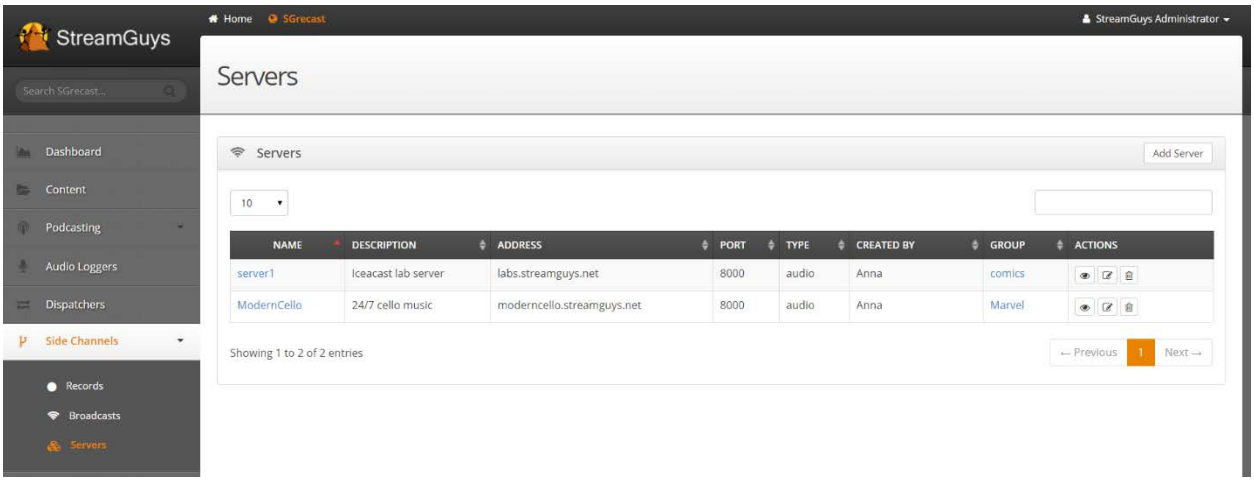
10.3 Servers



Servers is where you can add the servers you anticipate the users in your group needing to broadcast to.

10.3.1 Adding a Server

To add a new server to your SGrecast system:

1. Select 'SGrecast' from the navigation bar at the top of the page and then select **Side Channels > Servers** from the menu on the left. This page will display a table of all servers in your group and its child groups.

2. Navigate to the 'Actions' column on the right and click on the 'Edit' button.

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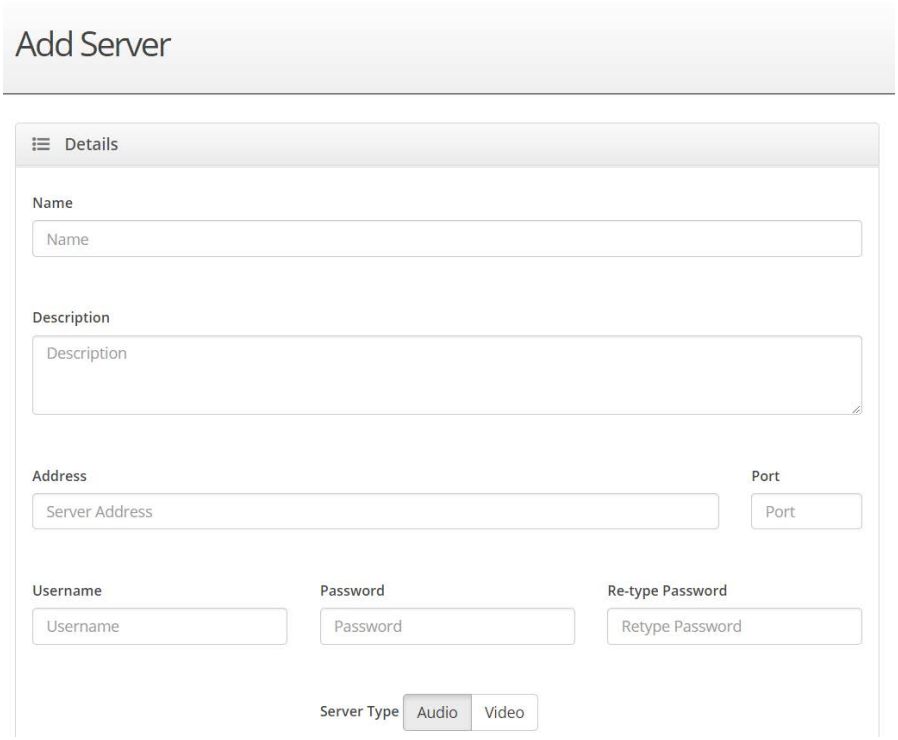

3. Here you will enter the information for your server, including its address, port number, the required login credentials, and server type.

★ For example, if your server is located at http://example.streamguys.net:8000 you would enter 'example.streamguys.net' for the 'Server Address' and '8000' for the 'Port'.

4. Lastly, you will select the group your server will belong to. Any user who is associated with the group you select will have access to this server when creating broadcasts. If this table doesn't appear for you, the new server will automatically be added to your group upon creation.

5. Click the 'Save' button at the bottom of the page to save your new server.

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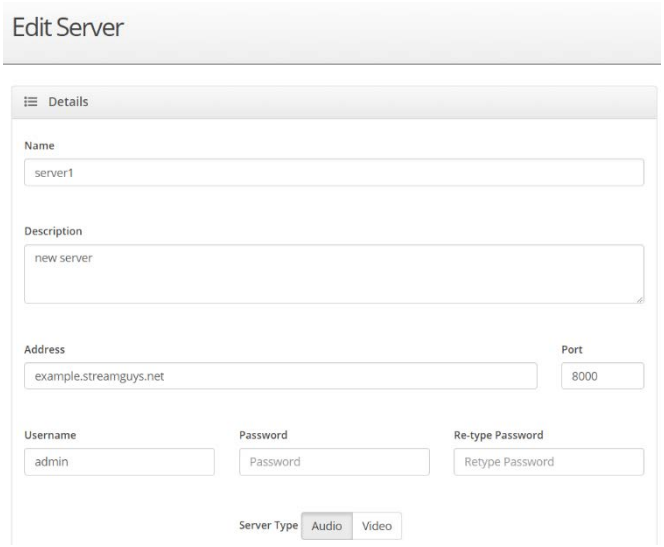
10.3.2 Editing a Server

To edit a server on your SGrecast system:

1. Select 'SGrecast' from the navigation bar at the top of the page and then select **Side Channels > Servers** from the menu on the left. This page will display a table of all servers in your group and its child groups.

2. Navigate to the 'Actions' column on the right and click on the 'Edit' button.



3. Here you can edit the information for your server, including its address, port number, the required login credentials, and server type.

★ For example, if your server is located at http://example.streamguys.net:8000 you would enter 'example.streamguys.net' for the 'Server Address' and '8000' for the 'Port'.

4. Lastly, you will select the group your server will belong to. If this table does not appear, it means you are logged in as a user that is unable to move a server to another group.

5. Click the 'Save' button at the bottom of the page to save your edits.

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11. Permissions Guide

Users Permissions

View User Required Permissions: View Users

Add Users Required Permissions: View Users, View Groups, View Roles, Add Users

Edit Users Required Permissions: View Users, View Groups, View Roles, Edit Users

Delete Users Required Permissions: View Users, Delete Users

Impersonate Users Required Permissions: View Users, Impersonate Users

Role Permissions

View Roles Required Permissions: View Roles

Add Roles Required Permissions: View Roles, Add Roles

Edit Roles Required Permissions: View Roles, Edit Roles

Delete Roles Required Permissions: View Roles, Delete Roles

Group Permissions

View Groups Required Permissions: View Groups

Note: If a user is in a parent group and assigned a role with the View groups permission, that user will be able to move content from one group to another.

Add Groups Required Permissions: View Groups, Add Groups

Edit Groups Required Permissions: View Groups, Edit Groups

Delete Groups Required Permissions: View Groups, Delete Groups

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Profile Permissions
Edit Profile Required Permissions: View Profile, Edit Profile

Note: The Edit Profile permission allows your users to change their own passwords, emails, usernames, and first and last name information.

Content Permissions
View Content Required Permissions: View SGrecast, View SGrecast Content
Add Content Required Permissions: View SGrecast, View SGrecast Content, Add SGrecast Content

Note: The only way to add archives is to create a record. Adding Clips happens in the Waveform editor which can only be accessed with the Edit Content permission.

Edit Content Required Permissions: View SGrecast, View SGrecast Content, Edit SGrecast Content

Note: As mentioned before, Edit Content allows access to the Waveform editor. It also allows access to the Edit Content Player feature.

Delete Content Required Permissions: View SGrecast, View SGrecast Content, Delete SGrecast Content

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Podcasting Permissions

View Podcasts Required Permissions: View SGrecast, View SGrecast Podcasts

Note: Just this required set leads to a very limited view page because episodes can be content, records or dispatchers. To view these tables, the user will need each of the corresponding view permissions. Once the user has been given the 'View Content' permission for example, the episodes table will populate (with content). However, if the user were to try to select 'Create a player' from the Actions dropdown menu, they would get an error message. Because that action would require the 'Add Content' permission and the 'Add Podcasts' permission.

Add Podcast Required Permissions: View SGrecast, View SGrecast Podcasts, Add SGrecast Podcasts

Note: A User with just the required 'Add Podcasts' permission set will not be able to use the 'Add Episodes' button from the Podcasting main index page. That feature requires the 'Edit Podcasts' permission. The 'Add New Episode' feature in the Podcasting Submenu also requires the 'Edit Podcasts' permission. As noted before the 'Add Podcasts' permission is required to use the 'Create Player' feature from an episode's drop-down menu in a podcast's view page.

Edit Podcast Required Permissions: View SGrecast, View SGrecast Podcasts, Edit SGrecast Podcasts

Note: Like above with the 'View Podcast' permission, when using the 'Edit Podcast' permission to access the 'Add Episodes' feature, at least one of the following permissions is required to successfully see items available for adding to the Podcast: 'View Content', 'View Records', or 'View Dispatchers'.

Delete Podcasts Required Permissions: View SGrecast, View SGrecast Podcasts, Delete Podcasts

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Audio Logger Permissions

View Audio Loggers Required Permissions: View SGrecast, View SGrecast AudioLoggers
Add Audio Loggers Required Permissions: View SGrecast, View SGrecast AudioLoggers, Add SGrecast AudioLoggers
Edit Audio Loggers Required Permissions: View SGrecast, View SGrecast AudioLoggers, Edit SGrecast AudioLoggers
Publish SGrecast Audio Loggers Required Permissions: View SGrecast, View SGrecast AudioLoggers, Publish SGrecast AudioLoggers

Note: To publish a clip to podcast, the user also requires the 'Edit and View SGrecast Podcasts' permissions.

Delete Audio Loggers Required Permissions: View SGrecast, View SGrecast AudioLoggers, Delete SGrecast AudioLoggers

Dispatcher Permissions

View Dispatchers Required Permissions: View SGrecast, View SGrecast Dispatchers
Add Dispatchers Required Permissions: View SGrecast, View SGrecast Dispatchers, Add SGrecast Dispatchers
Edit Dispatchers Required Permissions: View SGrecast, View SGrecast Dispatchers, Edit SGrecast Dispatchers
Delete Dispatchers Required Permissions: View SGrecast, View SGrecast Dispatchers, Delete SGrecast Dispatchers

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Record Permissions
Records Required Permissions: View SGrecast, View SGrecast Records

Note: This permission is also needed to see Records in the SGrecast Dashboard.

Add Records Required Permissions: View SGrecast, View SGrecast Records, Add SGrecast Records
Edit Records Required Permissions: View SGrecast, View SGrecast Records, Edit SGrecast Records
Delete Records Required Permissions: View SGrecast, View SGrecast Records, Delete SGrecast Records

Broadcasts Permissions
View Broadcasts Required Permissions: View SGrecast

Note: This permission is also needed to see Broadcasts in the SGrecast Dashboard.

Add Broadcasts Required Permissions: View SGrecast, View SGrecast Broadcasts, View SGrecast Servers, Add SGrecast Broadcasts

Note: To add uploads as a source for a Broadcast, the user must also have the View SGrecast Content permission. To add channels as a source, the user needs the View Records permission. To add podcasts as a source, the user needs the View Podcasts permission. To add servers from the Add Broadcast state the user needs the Add Servers permission.

Edit Broadcasts Required Permissions: View SGrecast, View SGrecast Broadcasts, View SGrecast Servers, Edit SGrecast Broadcasts

Note: To change a broadcast's source to an upload, the user must have the View SGrecast Content permission. To change a broadcast's source to a channel, the user needs the View Records permission. To change a broadcast's source to a podcast, the user needs the View

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Podcasts permission. To add servers from the Edit Broadcast state the user needs the Add Servers permission.

Delete Broadcasts Required Permissions: View SGrecast, View SGrecast Broadcasts, Delete SGrecast Broadcasts

Server Permissions

View Servers Required Permissions: View SGrecast, View SGrecast Servers
Add Servers Required Permissions: View SGrecast, View SGrecast Servers, Add SGrecast Servers

Note: To add servers from the Edit Broadcast state the user needs the Add Servers permission.

Edit Servers Required Permissions: View SGrecast, View SGrecast Servers, Edit SGrecast Servers
Delete Servers Required Permissions: View SGrecast, View SGrecast Servers, Edit SGrecast Servers

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12. Summary

We understand this is a lot of information to digest. The SGrecast system has a lot of functionality designed to provide you with the power to automate the recording, broadcasting, and podcasting of your live content. We are available 24/7 to assist you if able.

For Support and Help, please use either of the following procedures for best response:

Ticketing System

Start by submitting a ticket to our support system, here

You will need to register as a user the first time you use the support system. After you are registered, you can simply email support@streamguys.com

To check the status of a ticket, please click here.

By Phone

Speak with our Support Team:

- Toll free: (877) 287-2983 x3
- International: (707) 667-9479 x3

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