



SAM Broadcaster Cloud
Web Interface User Guide
V2.0

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Getting Started (under 2 minutes)

READY TO ROCK THE AIRWAVES?

SAM Cloud makes it easier than ever to launch your own internet radio station. Follow these simple steps and you'll be broadcasting in no time!

Log in and take charge

1. Head to <https://samcloud.spacial.com/> and log in using your credentials (see *Figure 1 - Web User Interface Login* on page 9).
2. After logging in, you will see the Station Selection Screen (see *Figure 2 - Station Selection Screen* on page 10), select one of the stations.
3. You will now be navigated to the station's landing page (see *Figure 4 - WEBUI Library Page* on page 12). This is your mission control center for everything SAM Cloud.

Upload your audio

Start by uploading your own media items.

1. Go to the Upload page by clicking on the upload button on *Figure 64 - Main Bar Upload Link* (see *Importing Content* on page 59 for more information).
2. Drag and drop your music into your SAM Cloud Upload page. Think of it as your digital record store, ready to stock your station's playlist with amazing content.

Start your station

If your station is not started (Off Air), start it on the landing page directly by clicking on the power button (see *Figure 5 - Listeners, Peak and Storage* on page 9). This will only take a few seconds, then you can press the "play" button (see *Figure 3 - Main Menu* on page 11) and listen to your music.

Next, add items to the queue, create playlists and share the station's web page with your friends to listen to.

SAM Broadcaster Cloud Documentation

YOU ARE VIEWING THE SAM BROADCASTER CLOUD (SAM CLOUD) USER GUIDE FOR UI V2.0.

This document series provides a comprehensive overview of SAM Cloud and its functionalities. This specific document focuses on the core concepts of SAM Cloud and the SAM Cloud Web User Interface (WUI).

UNLEASH THE POWER OF RADIO BROADCASTING WITH SAM CLOUD!

SAM Cloud provides a cloud-based radio broadcasting solution. Simply log in to your intuitive

Web User Interface (WUI) and configure your station with ease. Upload your meticulously curated audio selections, and with a single click, your station takes flight, broadcasting seamlessly to the world.

This empowers both Station Managers and DJs to:

- Craft captivating playlists that will enthrall your audience.
- Schedule your station's output with precision, ensuring a smooth and professional broadcast.
- Station Managers can enjoy the added benefit of managing their DJ team for optimal station operations.

SAM Cloud places the power of professional radio broadcasting directly at your fingertips. Let's embark on this exciting journey together.

SAM Broadcaster Cloud Operation Overview

EVOLVED FUNCTIONALITY FOR COMPLETE STATION MANAGEMENT

SAM Cloud has expanded its capabilities beyond a radio automation solution. It offers a comprehensive internet radio station platform, including live broadcasting with SAM Broadcaster Live-DJ (available separately).

While the core functionality remains good for pre-recorded content, it's important to understand SAM Cloud operates in near-real-time, not strictly real-time. This means there may be a slight delay between actions taken in the user interface (UI) and what listeners hear.

UNDERSTANDING THE QUEUE AND BUFFERING WITH AN EXAMPLE:

Imagine you're managing your station and receive a listener request for "James - Sit Down." You see the current song, "Dido - Thank You," is ending, so you quickly add "James - Sit Down" to the top of the Queue in the UI. However, a few seconds later, "INXS - Need You Tonight" starts playing while "James - Sit Down" remains at the top.

This occurs because of the streaming buffer. The server maintains a buffer (default: 25 seconds) to ensure smooth playback for listeners, even with potential internet fluctuations. While this buffer provides a better listening experience, it creates a slight delay between your actions and what listeners hear.

TIPS FOR MANAGING THE DELAY:

- Assume a 60-second delay: This is a safe estimate to consider when scheduling content to ensure your desired sequence plays as intended.
- Queue Priority: Remember, the Queue takes precedence. Scheduled content or automation won't play until the Queue is empty. If Queue Loop is enabled, the Queue will repeat until cleared or the loop is disabled.

By understanding near-real-time operation and queue behavior, you can effectively manage your station and ensure a smooth listening experience for your audience, even with the slight delay.

Terminology Definitions

TO FAMILIARIZE YOURSELF WITH THE KEY CONCEPTS USED WITHIN SAM CLOUD, HERE'S A BREAKDOWN OF ESSENTIAL TERMS:

Media Item/Content: This refers to the audio you broadcast, including music, podcasts, promos, news, voiceovers, and any other recorded audio elements.

Cloud: Cloud computing signifies the delivery of on-demand computing services over the internet hosted on a cloud provider. SAM Cloud leverages this technology, allowing you to manage your station remotely without the need for extensive local hardware or software maintenance.

Metadata: This data provides additional information about your content, typically embedded within each audio file typically as ID3 tags. Examples of metadata include artist, title, album, duration, genre, and mood.

Queue, Library, Playlist, Schedule, Filter: These are all internal SAM Cloud features which are described in more detail, later in this document series.

DISTINGUISHING PLAYLISTS AND PLAYLIST FILES:

Playlist Files: These are physical files that store an ordered list of audio track filenames. They typically have extensions like .m3u, .pls, .wsx, or .mil.

Playlist: The actual list of tracks within a playlist file is referred to as the playlist itself. Within SAM Cloud, playlists are virtual constructs that reference your audio content.

Supported File Types

The following file types are currently supported:

- MP3 (*.mp3)
- Windows Media (*.wma)
- Ogg Vorbis (*.ogg)
- Free Lossless Audio Codec (*.flac)
- AAC (*.aac)
- M4A (*.m4a) - iTunes format
- Wave (*.wav)

SAM Broadcaster Cloud Web User Interface (WUI)

The SAM Cloud Web User Interface (WUI) has been designed to enable station managers to set up and manage their stations as well as enabling DJs with the appropriately assigned permissions to manage and manipulate the library content.

THE WUI CAN BE FOUND AT [HTTP://SAMCLOUD.SPACIAL.COM](http://SAMCLOUD.SPACIAL.COM)

Simply log in to your SAM Cloud WUI with your username and password. You will also find a forgotten password facility as well as the option to remember your log in credentials on the login screen.

Sign In

1 Username *

2 Password *

3 ☐ Remember me

4 ☐ I'm not a robot

5 Sign In

6 [Forgot Your Password?](#)

7 Sign Up

Figure 1 - Web User Interface Login

Serial	Figure 1 - Web User Interface Login
1	Username Box
2	Password Box
3	Check Box to Remember the Current Username and Password
4	Human tick box to suggest you are not a robot
5	Sign In Button
6	Forgotten username or password
7	Sign Up button

If you have multiple stations, the first option available will be to select the station you wish to manage, after which you will be presented with the WUI for the selected station.

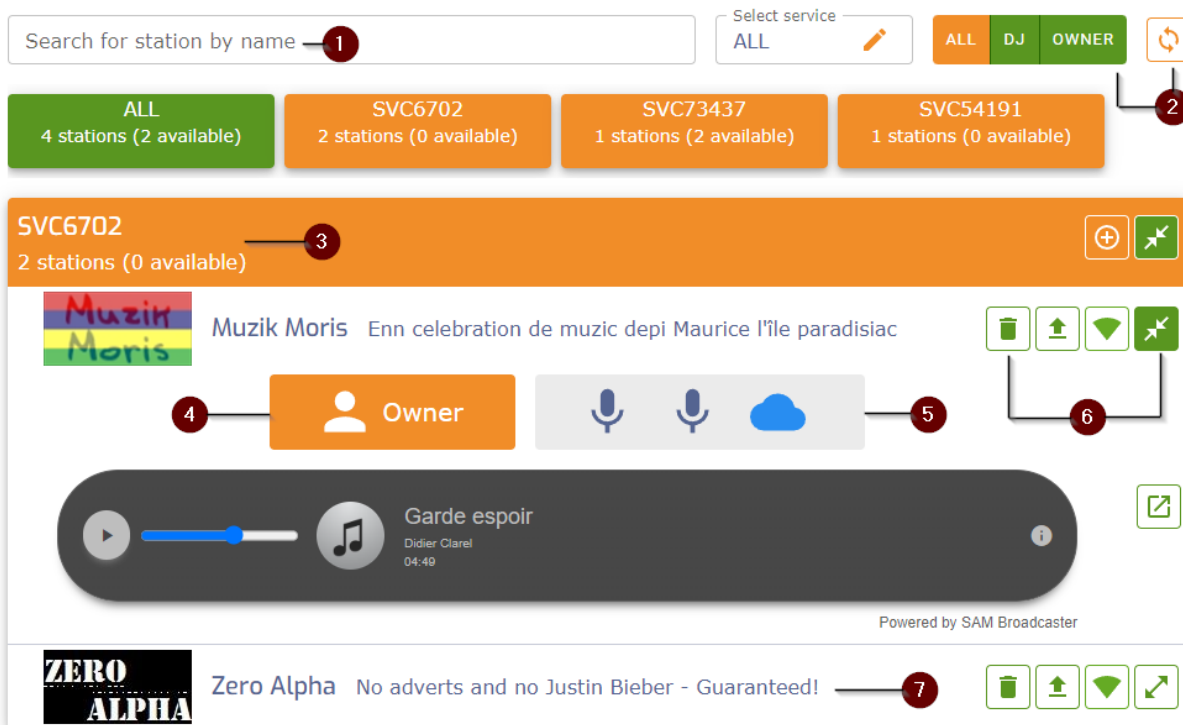


Figure 2 - Station Selection Screen

Serial	Figure 2 - Station Selection Screen
1	Station Search Box
2	Choose to Display All Stations, Owned Stations or Stations of which you're a DJ; Refresh button
3	Expandable service
4	Station Status (Owner or DJ)
5	Broadcast Control Mode
6	Selected Station Control (delete, upload, toggle on-air and expand button)
7	Another station grouped in the expanded service

spacial™



Figure 3 - Main Menu

Serial	Figure 3 - Main Menu
1	View Library, Playlist, Queue and History Items
2	View Broadcast Control Page
3	Playblocks, Separation Rules and Scheduled Event Pages
4	Listener Event Stats and Health Pages
5	Station-related Settings (Integrations, DJ Management, Request Policy, Geoblocking, Streaming and Audio Settings)
6	Web Tools and Web Widgets
7	Expand/Collapse Menu
8	Show/hide Player Bar
9	Station Player Bar



Serial	Figure 4 - WEBUI Library Page
1	Spacial Brand Identifier
2	Library show/hide buttons for History, Queue and Media Items
3	Playlist Category Menu – For viewing and creating playlists
4	Library Menu – For viewing your library
5	All Media - Displayed when clicking on an item in 4. Library.
6	Station Air Status Indicator (On Air or Off Air)
7	Current and Peak Listener Count
8	Station Notifications – Badge showing 2 notifications, click to view and manage
9	Upload media to view and use
10	Send Feedback or get Support
11	Record new Voice Track
12	More Menu Options – Brings up a side menu with more options
13	Queue – Currently empty, Drag Items to Queue
14	Dragging Indicators – Drag tables for convenience, disable with 21. Library Layout button
15	History Table – Shows items that have been played
16	Player Bar – Audio and Extra Controls (Volume, Share and Open Player Site)
17	Player Bar - Currently Streaming Track Details
18	Player Bar – Controls (Play, Skip and Time View)
19	Player Bar – Toggle on/off
20	Side Menu – Toggle Expand/Collapse
21	Library Layout – Shows a Dialog to Control Options on the Library
22	Link – Widgets – Go to Web Tools, Web Widgets or Generate Listen Link
23	Link – Station Settings – Integration, DJ Management, Request Policy, Geoblocking, Streaming and Audio Settings
24	Link – Health and Listener Stats
25	Link – Schedule – Playblocks, Separation Rules and Scheduled Events
26	Link – Chat – Control a Chat using a Widget Generated
27	Link – Live Control – Broadcast Control
28	Link – Library – Station's Landing Page (Current)

By selecting the item shown as item 21 we can also collapse the sidebar to give more space for the Library Content.

Upload Files Option

This opens the File Upload window in a new browser tab from which you can upload tracks to the Cloud library.

Analytics Summary

Next to the Station Indicator which status is currently "On Air" in the figure below, you can click on the Listeners & Peak button to open the Analytics Summary view.

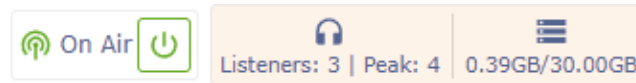


Figure 5 - Listeners, Peak and Storage

The following figure shows an overview of the listeners, peak and allows you to view the amount of storage used.

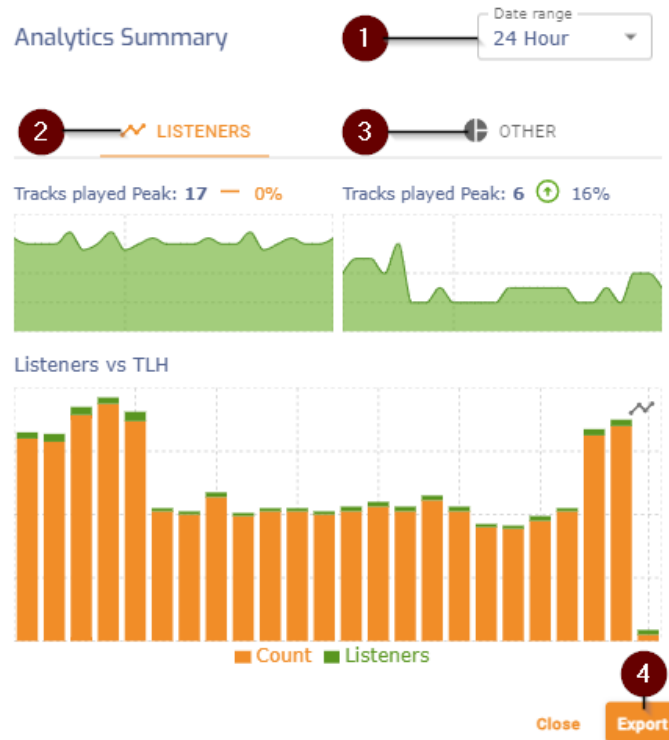


Figure 6 - Analytics Summary

Serial	Figure 6 - Analytics Summary
1	Date range – Select data range to display graphs
2	Listeners – Shows activity from the listeners
3	Shows storage information and cloud vs live data
4	Export allows the data to be saved as .csv file

More Menu Options

There are several options available which are designed to make your SAM Cloud experience even more enjoyable. To access the Options menu simply click on the 3 dots on the top-right of the screen.



Figure 7 - More Menu Options Button

CLICKING THIS ICON OPENS THE MAIN OPTIONS MENU:

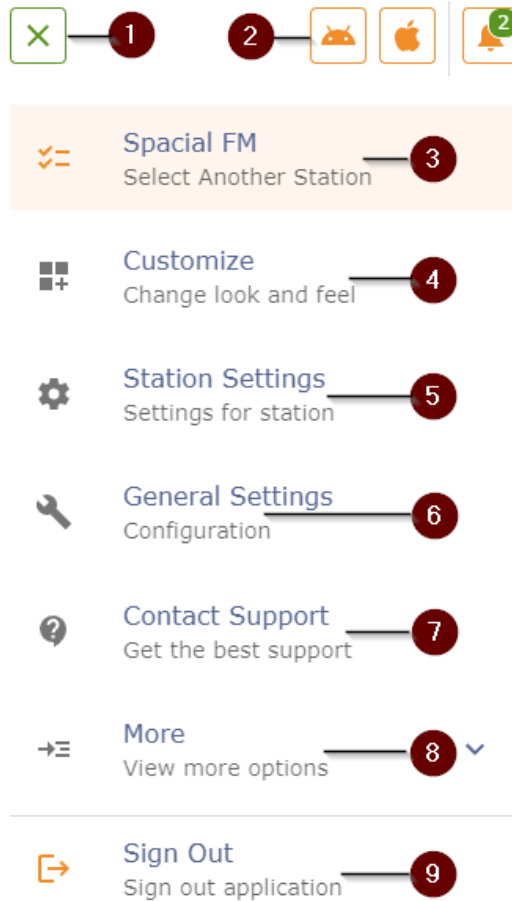


Figure 8 - More Menu Options

Serial	Figure 8 - More Menu Options
1	Close More Menu Options
2	Links to Android and iOS App's Store; User Notifications
3	Station Select – Shows the currently selected station

4	Customize – Change the look and feel of the WUI
5	Station Settings
6	General Settings
7	Contact Support
8	More Links – e.g. Re-create or Remove Free Spacial Library and API Documentation
9	Sign out of the WUI

Customize UI

EASILY CHANGE THE FOLLOWING AESTHETICS THE WAY YOU PREFER:

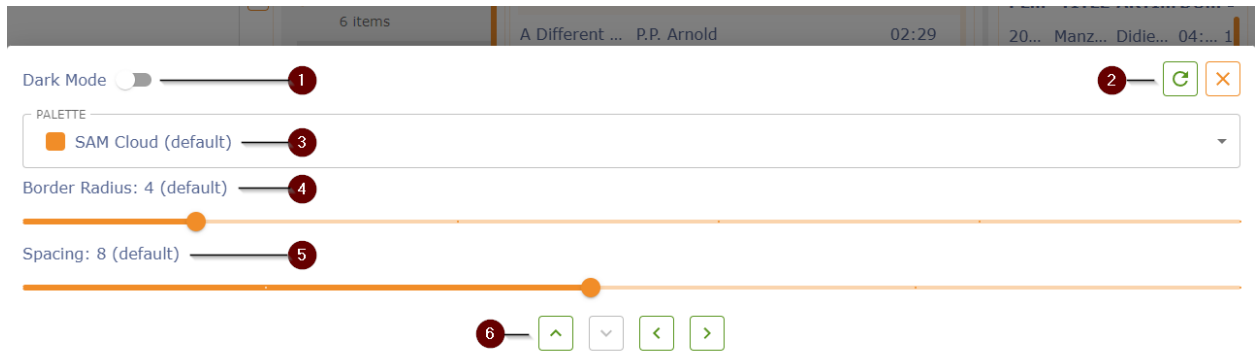


Figure 9 - Customization Dialog

Serial	Figure 9 - Customization Dialog
1	Change from Light mode (default) to Dark mode
2	Reset UI to defaults; Close Customization Dialog
3	Choose from 12 different complimentary color schemes
4	Set general panel border radius
5	Set margin and spacing between elements

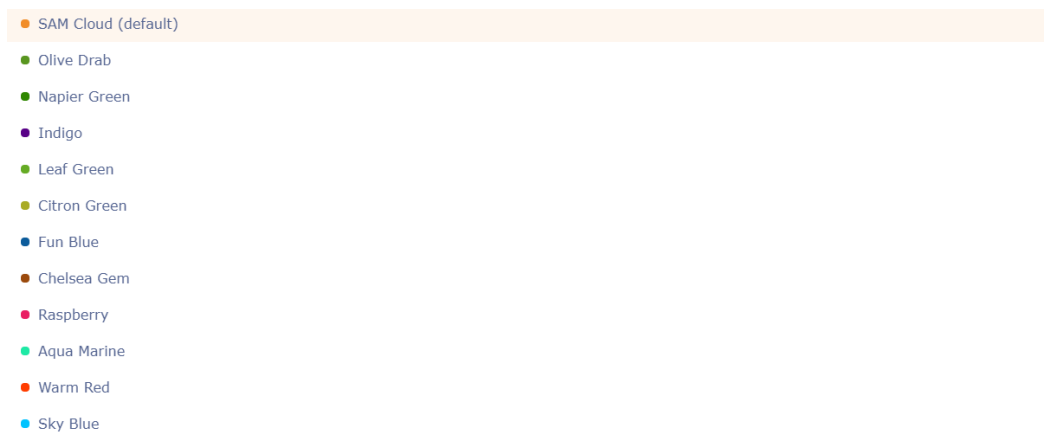


Figure 10 - Examples of the Different Color Schemes Available

Station Select Option

Customers with more than one station can use this option to switch between the different stations without having to log out and back in.

Sign Out Option

This will log you out of the WUI.

Library Section

Under the Library Section we find the uploaded content and associated features including Playlists, the Queue, History window as well as Library and Group Filters.

Playlists

While various methods exist for organizing your SAM Cloud media library, playlists remain the most crucial tool. One of SAM Cloud's strengths is the ability for up to 50 stations to share a centralized music library. To ensure each station plays only its designated content, SAM Cloud offers two distinct playlist types: Shared Playlists and Station Playlists.

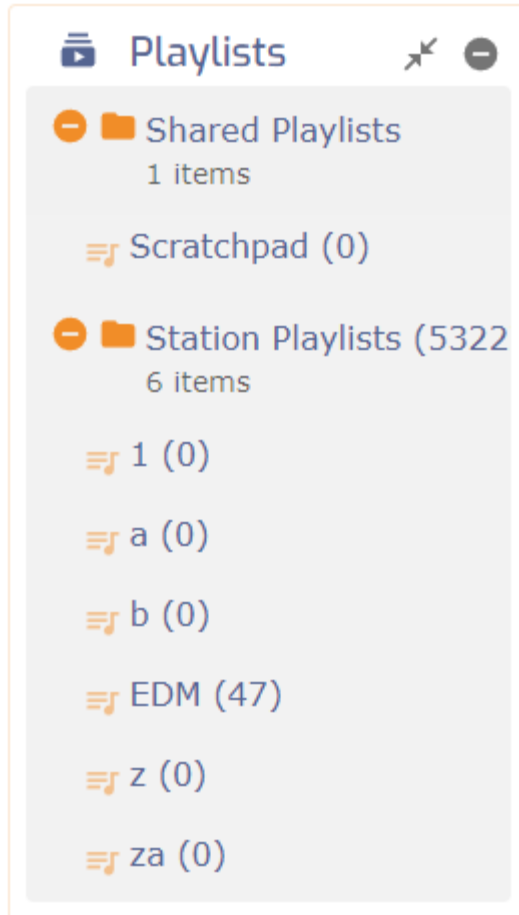


Figure 11 - Library Playlists

Shared Playlists

SAM Cloud empowers stations under the same service to leverage the power of Shared Playlists. This innovative feature enables you to categorize music based on genre, album, artist, or any other shared theme, streamlining content management across multiple stations.

Shared Playlists extend beyond music, allowing you to share network promos, competitions, commercials, and any other content accessible to all stations. This fosters collaboration, reduces redundancy, and promotes a well-organized content library.

Station Playlists

STATION PLAYLISTS: TAILORING CONTENT FOR YOUR STATION

Station Playlists are designed to manage content specific to your station. This is the ideal

location for station identities (IDs), commercials intended solely for your audience, and music tailored to your station's genre.

IDENTIFYING YOUR STATION

The number displayed next to "Station Playlists" (e.g., 53227) is your unique Station ID. If contacting support, especially if you manage multiple stations or services, providing your Station ID helps our team quickly identify the station you're referring to.

ACCESSING AND MANAGING PLAYLISTS

To access your playlists, navigate to the Library Section. This will display the Playlists window on a User Selected Table. NOTE: In a table you can select History, Queue or User Selected Item. The latter refers to the Playlist or Library that was picked by the user. In the example below, the EDM Station Playlist was selected, and it displayed 47 tracks in the Table.

The screenshot shows a user interface with a left sidebar and a main content area. The sidebar has two sections: 'Playlists' and 'Library'. Under 'Playlists', there are 'Shared Playlists' (1 item) and 'Station Playlists (53227)' (6 items). The 'Station Playlists' section is expanded, showing a list of playlists: '1 (0)', 'a (0)', 'b (0)', 'EDM (47)', 'z (0)', and 'za (0)'. The 'EDM (47)' playlist is selected. Under 'Library', there are 'Filters' (6 items), 'Grouped Filters' (12 items), and 'Special' (1 item). The main content area is titled 'Playlists > EDM' and shows a table of tracks. A dropdown menu is open over the 'User Selected Item' header, showing 'History', 'User Selected Item' (selected), and 'Queue'. The table has columns for 'ARTIST', 'ALBUM', and 'DURATION'. The tracks listed are:

ARTIST	ALBUM	DURATION
18. Yellow Claw & DJ Mus...	Blood For Mercy	02:49
Audien feat. Lady Antebe...	Something Better - Single	03:32
Dessert	Dawin	US Billboard Hot 100 Sin...
Higher Place (Radio Edit)	Dimitri Vegas & Like Mike...	Higher Place - Single
Be Right There	Diplo & Sleepy Tom	Be Right There
Magnets	Disclosure Feat. Lorde	Caracal (Deluxe)
Omen (Original Mix)	Disclosure feat. Sam Smith	
Middle (feat. Bipolar Sun...	DJ Snake	DJ Snake
Runaway (U & I)	Galantis	Runaway (U & I) - Single
Hold My Hand	Jess Glynne	NOW That's What I Call ...
Here for You	Kygo feat. Ella Henderson	Here for You - Single
Mirror (Feat. Bruno Mars)	Lil Wayne	
Lean On (Feat. MØ)	Major Lazer & DJ Snake	Billboard Hot 100 Singles...
Light It Up	Major Lazer feat. Nyla	Peace is the Mission: Ext...
Running Out	Matoma feat. Astrid S	Running Out
DADDY(feat. CL of 2NE1)...	PSY	PSY 7th Album
Where Are U Now (Feat.J...	Skrillex & Diplo	Billboard Hot 100 Singles...
Roses	The Chainsmokers	US Billboard Hot 100 Sin

At the bottom of the table, it says '47 tracks (03:09:04)'.

Figure 12 - Playlist Content

ENSURING UNIQUE PLAYLIST NAMES

To maintain clear organization within your SAM Cloud library, it's important to assign unique names to both Shared Playlists and Station Playlists. Using the same name for both playlist types will result in an error message during creation.



Figure 13 - Playlist Already Exists

MANAGING PLAYLISTS WITH EASE

The context menu provides convenient options for managing your playlists. Here's what you can do:

- Add a New Playlist: Create a new playlist by selecting "Add Playlist" from the menu.
- Rename a Playlist: Modify the name of an existing playlist using the "Rename" option.
- Remove a Playlist: If a playlist is no longer needed, you can delete it by selecting "Remove". When you remove a playlist, the media items are still available in the media library and are not deleted.

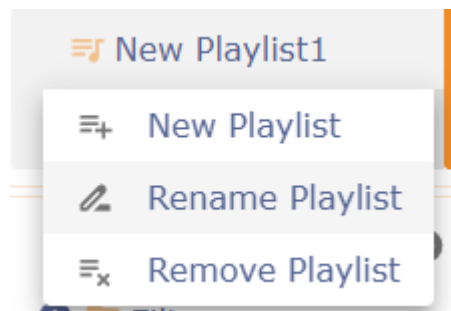


Figure 14 - Playlist Actions

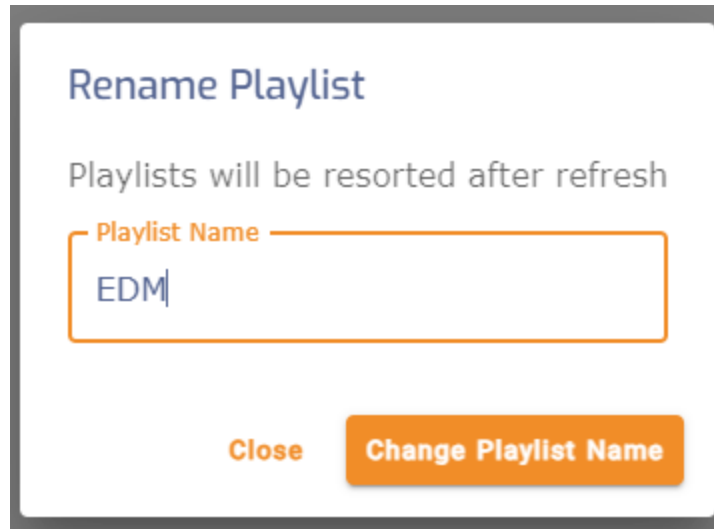


Figure 15 - Rename Playlist

Playlists are a great way of organizing media based on any commonality or personal preference and whilst Playlists can be added to the Queue; to really benefit from Playlists, we need to make better use of them with greater flexibility. This can be achieved with Playblocks.

Context Menus

There are several different context menus available within the various windows of the WUI which can be accessed by right clicking a media item displayed within the corresponding Window. The Context menu for the Queue and Playlist Contents windows provide the same options whilst the History and Playlist windows each have their own specific Context Menu.

Playlist Contents and Queue Windows Context Menu

As mentioned, both the Playlists Contents and Queue windows share a common Context menu which provides a few useful features.

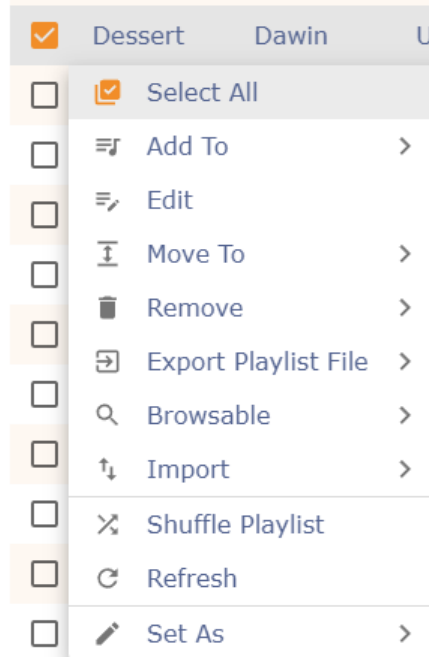


Figure 16 - Track Context Menu

Add To Sub-Menu

Selecting Add from the Context menu enables us to add the selected media item to either the bottom or top of the Queue as well as to any existing Playlist.

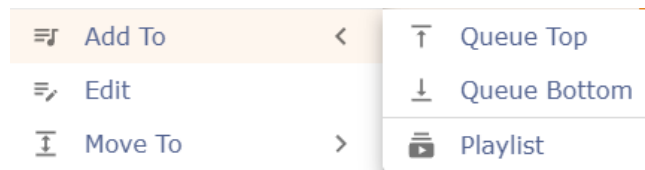
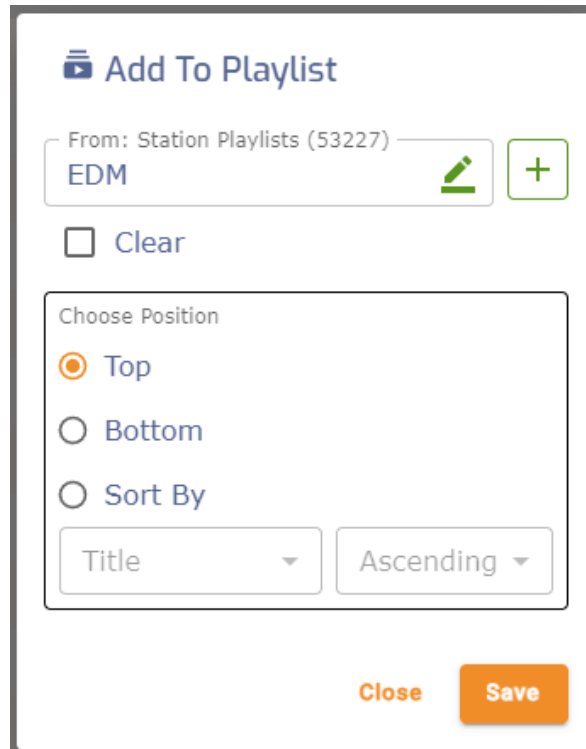


Figure 17 - Add to Sub Menu

Selecting the Playlist option brings up the Add to Playlist dialog box which displays all Playlists available to this station both Shared and Station Playlists. To add tracks to a new Playlist would require you to create the new Playlist first.



Add To Playlist

From: Station Playlists (53227)

EDM  

☐ Clear

Choose Position

☒ Top

☐ Bottom

☐ Sort By

Title  Ascending 

Close 

Figure 18 - Add to Playlist

Edit Context Menu Option

Selecting the Edit sub-menu item brings up the Track Information Editor described later in this document.

Move Sub-Menu

Selecting the Move menu item enables us to move the track to either the top or bottom of the Playlist or simply up or down one place within the Playlist. The same applies to the Queue.

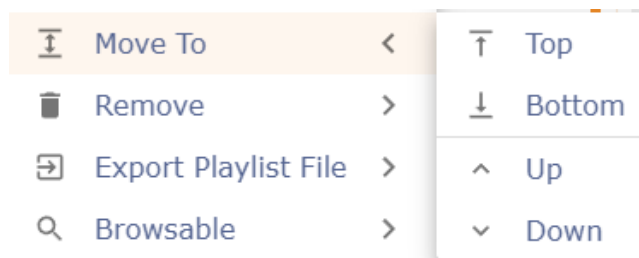


Figure 19 - Move Sub Menu

Remove Sub-Menu

The Remove sub-menu enables us to remove a track or selected tracks from the current Playlist, remove the unselected tracks, clear the Playlist (remove all tracks), remove duplicate tracks from the Playlist and permanently remove the track from the library but once removed,

the track will need to be uploaded again as it cannot be restored.

The Remove Duplicates option is especially useful when you cannot be sure whether you have already added a track or several tracks to the Playlist. This enables us to add the tracks and then remove any duplicate tracks found.

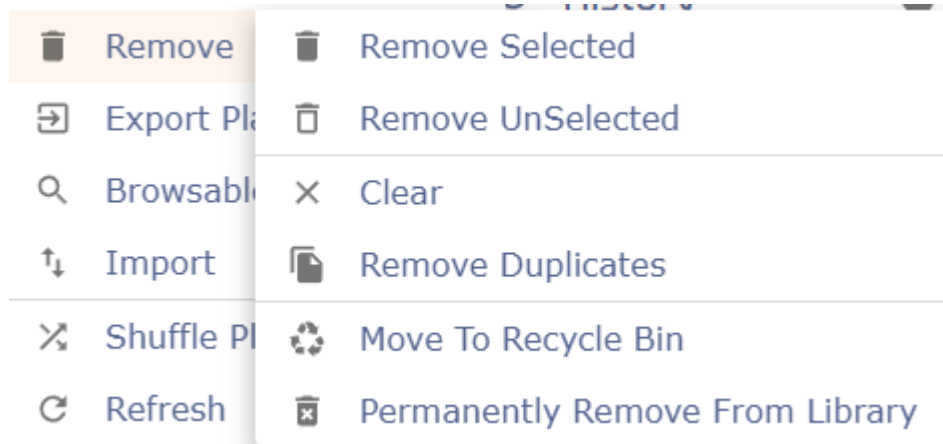


Figure 20 - Remove Sub-Menu

Export Playlist File Sub-Menu

From here we can export the current playlist as one of four supported Playlist file formats, .MIL, .M3U, .M3U8 and .CSV. After selecting a file format, it might take a while until there's a notification to download the playlist file.

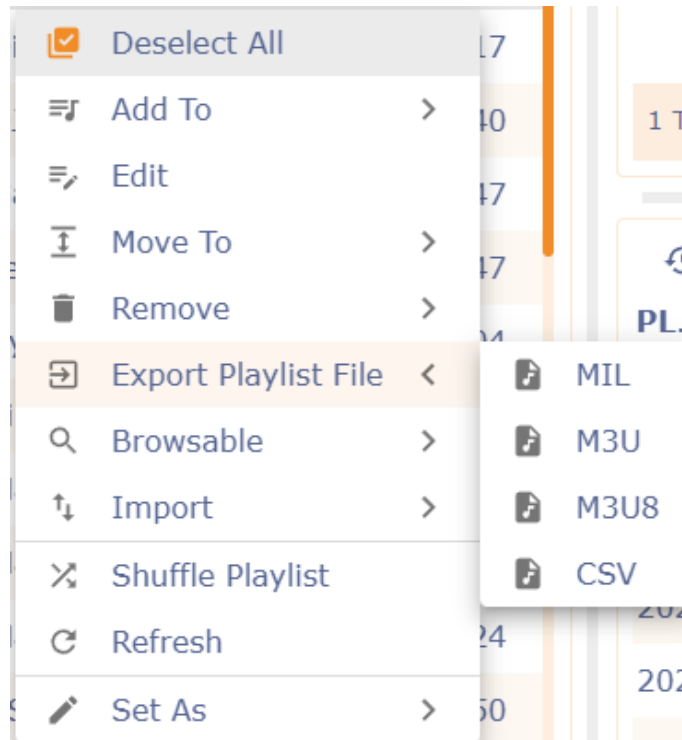


Figure 21 - Export Playlist File - Sub-Menu

Import Sub-Menu

Selecting the **Upload Files** (see Figure 22 - Import Sub-Menu) option opens the track upload window in a new browser tab, but the upload location is automatically set to the current Playlist.

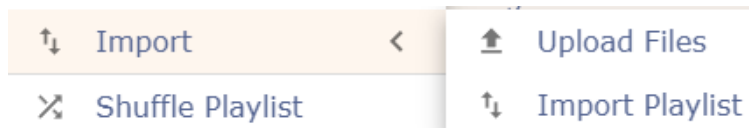


Figure 22 - Import Sub-Menu

Selecting the Playlist File options opens a further window which points out that only tracks already stored in the Cloud and which are listed within the Playlist file will be added to the Playlist. No missing tracks will be uploaded.

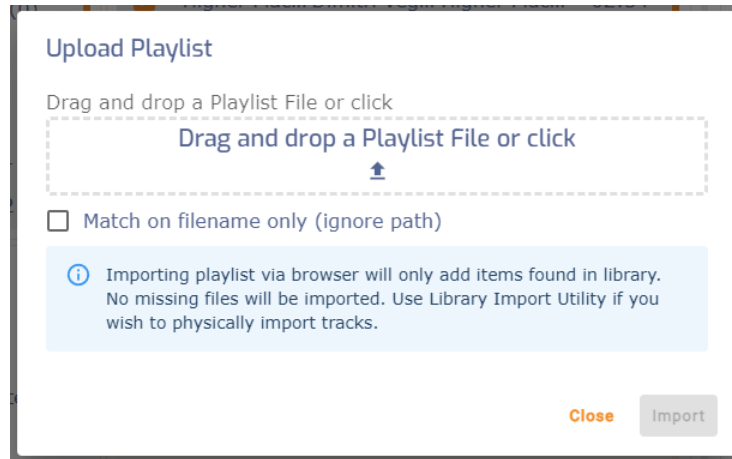


Figure 23 - Import Playlist File Window

There is the option to ignore the original file paths from where the tracks were originally uploaded which is useful if a copy of the required track or tracks has been uploaded but from a different source location. Clicking the Select Playlist button will open a standard Windows browse window with which you can navigate to locate the playlist file.

Shuffle Playlist Context Menu Option

This option will shuffle the contents of the Playlist to vary the track order. There is a similar option on the Queue Table.

Refresh Context Menu Option

Selecting this option will refresh the Playlist which is useful when uploading tracks to the Playlist.

Library Filter Context Menu

The Library Filter context menu differs slightly from playlist menus. Due to the filter's dynamic nature based on metadata or upload dates, options like "Shuffle Playlist" and "Import Playlist File" are unavailable. However, the menu retains other functionalities for managing your content.

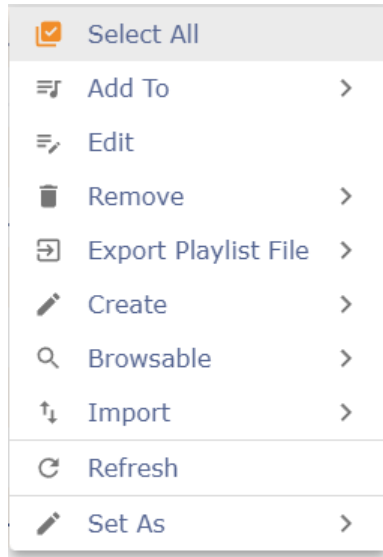


Figure 24 - Library Filter Context Menu

Queue

THE QUEUE: TAKING CONTROL OF YOUR STATION'S PLAYBACK

The Queue is your central hub for managing what plays next on your station. You can:

- **Manually Add Tracks:** Drag and drop tracks from your library directly into the Queue.
- **Schedule Playlists and Tracks:** Use the scheduling features to automatically add playlists or specific tracks to the Queue at designated times.

PRIORITIZING YOUR CONTENT: QUEUE TAKES CHARGE

Remember: The Queue prioritizes its content. While the Queue has items, scheduled Playblocks will wait their turn. The Queue will play until it is empty, unless "Queue Loop" is enabled, which continuously replays the Queue.

KEY POINTS FOR EFFECTIVE QUEUE MANAGEMENT:

- **Maximum Queue Length:** The Queue can hold up to 30,000 tracks, but it's wise to clear it occasionally, especially before adding playlists with different genres or segments if "Queue Loop" is on. This prevents the Queue from filling up and interrupting your scheduled programming.
- **Inserting Ads and Station IDs:** Leverage the Queue to seamlessly insert specific tracks like ads or station IDs during scheduled Playblocks. The Queue prioritizes these elements, ensuring they air at the intended time.

Note: The Queue Table functions similarly to the History and User Selected Item tables (from Library or Playlist).

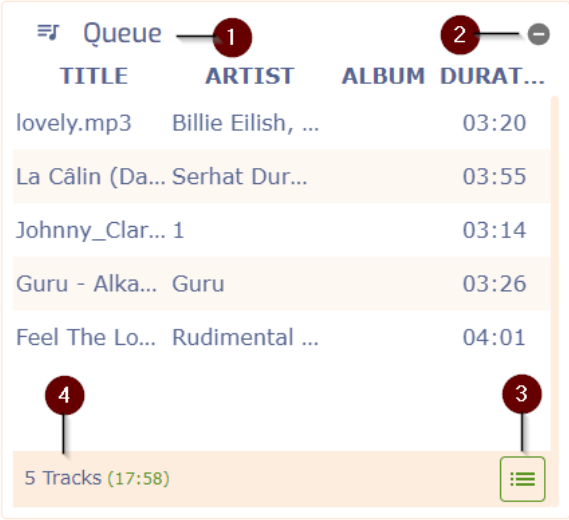


Figure 25 – Table Window (Queue)

Serial	Figure 25 – Table Window (Queue)
1	Table Title – Click to select from History, Queue or User Selected
2	Minimize Window – In the Library Page, item 2 should toggle visibility
3	Brings up the Columns Toggle Dialog
4	Loaded tracks and total time for tracks

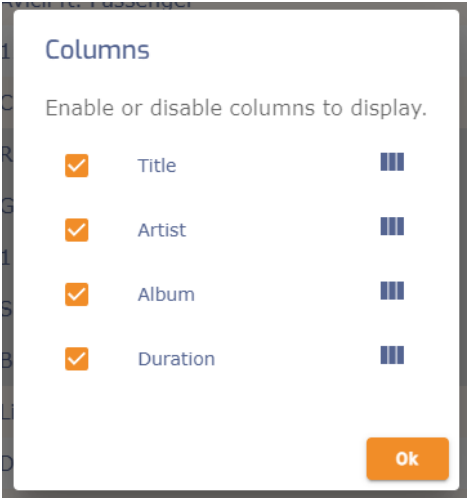


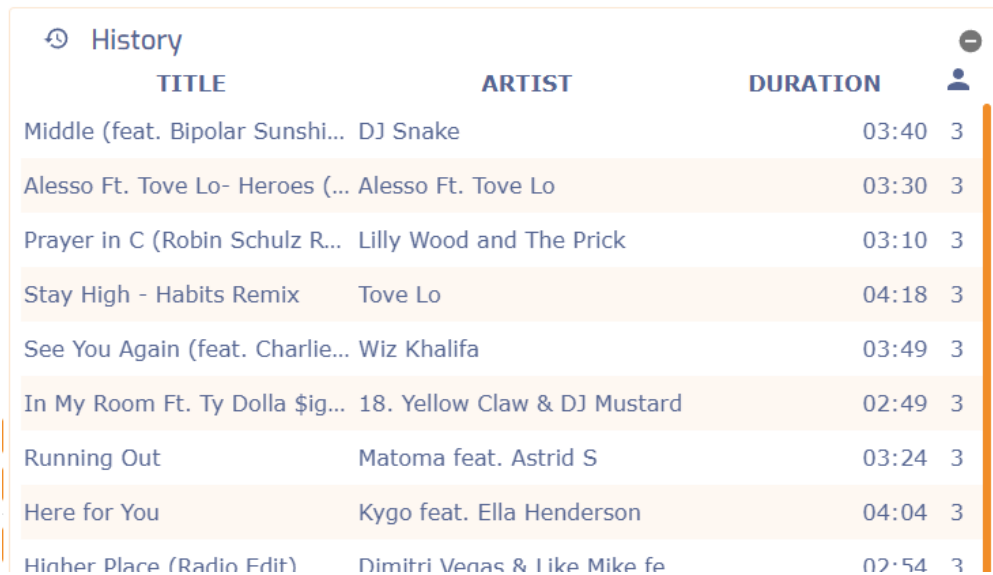
Figure 26 - Columns Toggle View

This dialog allows a user to show/hide items in any table.

History

The History window displays the track history for the last 1,000 entries or the last 48-hours, whichever is the smaller number of tracks. The track history also includes the number of listeners at the time the track was played but for accurate reporting, the reports from the user

zone should be used. This is covered in more detail in the User Zone document in this series.



History			
TITLE	ARTIST	DURATION	
Middle (feat. Bipolar Sunshi...	DJ Snake	03:40	3
Alesso Ft. Tove Lo- Heroes (... Alesso Ft. Tove Lo		03:30	3
Prayer in C (Robin Schulz R...	Lilly Wood and The Prick	03:10	3
Stay High - Habits Remix	Tove Lo	04:18	3
See You Again (feat. Charlie...	Wiz Khalifa	03:49	3
In My Room Ft. Ty Dolla \$ig...	18. Yellow Claw & DJ Mustard	02:49	3
Running Out	Matoma feat. Astrid S	03:24	3
Here for You	Kygo feat. Ella Henderson	04:04	3
Higher Place (Radio Edit)	Dimitri Vegas & Like Mike fe	02:54	3

Figure 27 - History Table

Apart from the track information and the number of listeners, there is also a search feature which searches the track History.

The History window contents can be viewed either in the default Column view or in the Compact view.

Live Control Section

Whilst Live Streaming is covered in greater detail in the Live Streaming User Guide, the corresponding features found within the WUI are explained in this section and although the functionality of the Broadcast Control found under the Live Control Section bears some resemblance to the Broadcast Control window within SAM Broadcaster, there are several fundamental differences.

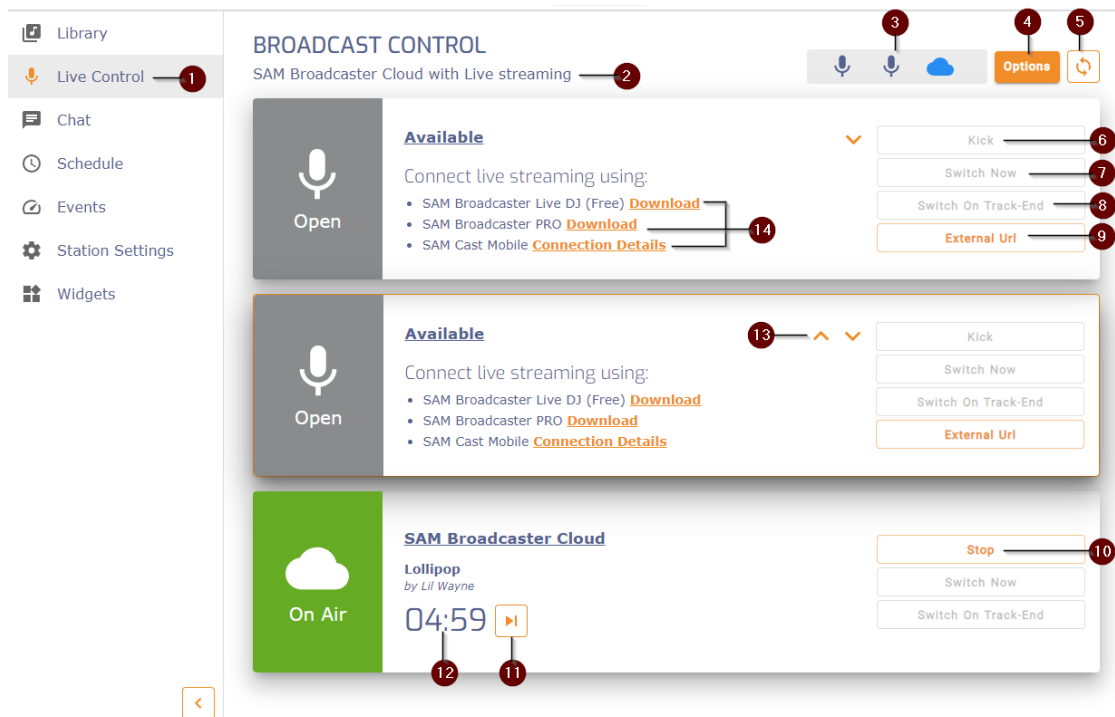


Figure 28 - Live Control Section

Serial	Figure 28 - Live Control Section
1	Live Control Link
2	Current Streaming Mode
3	Graphical representation of the current streaming mode
4	Options
5	Refresh Broadcast Sources
6	First broadcast source Kick button
7	First broadcast source Switch Now button
8	First broadcast source Switch on Track End button
9	First broadcast source Allow External URL to be linked to these Broadcast Sources
10	Last broadcast source Stop SAM Broadcaster Cloud
11	Skip to the next track
12	Current track duration
13	Click to move the source up or down respectively
14	Links to instructions and any associated license information

Live Control Options

There are two primary options available within the Live Control Section: Change Broadcast Mode and Change Stream Buffer.

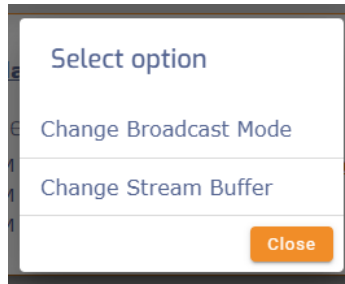


Figure 29 – Live Control Options

Live Control Options, Change Mode

The recommended Broadcast Mode is Live Streaming with SAM Broadcaster Cloud. This could also be in backup mode. Backup mode ensures SAM Cloud will resume streaming if it detects that the live DJ suddenly stops streaming for any reason. This changeover will usually take less than 3 seconds to complete and helps reduce any dead air.

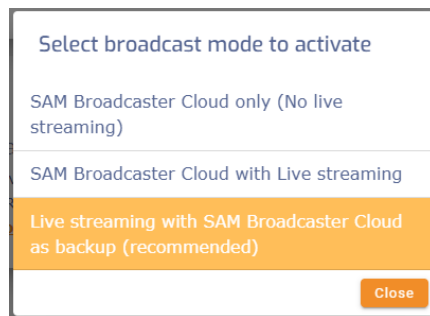


Figure 30 - Change Broadcast Mode

Live Control Options, Change Stream Buffer

The recommended buffer duration is 25 seconds, but you might reduce this if your DJs appear to be having difficulty connecting as the DJ would need to be connected for long enough for the buffer to fill completely before the system can switch sources. Alternatively, you might wish to increase the buffer duration to cater for longer network issues your listeners might regularly experience.

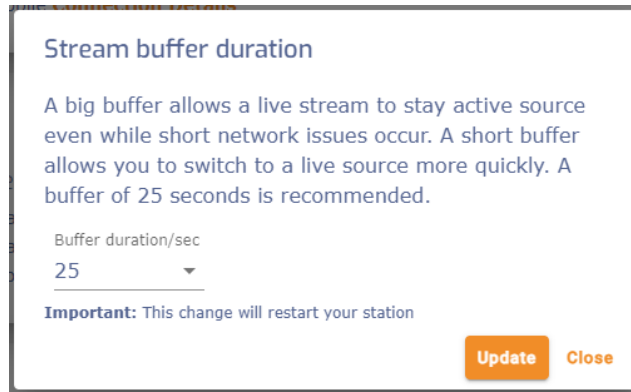


Figure 31 - Change Stream Buffer

Connection Information

As we saw in *Figure 28 - Live Control Section*, the buttons shown as item 14 provide information and any corresponding licensing information for any SAM Broadcaster licenses which can be accessed from these links. The Icecast streaming details required for configuring an Icecast v2 compatible stream are also available.

SAM Broadcaster Live-DJ Link

Selecting this option will display your SAM Broadcaster Live-DJ license key, provides a download link as well as a link to the Quick Start Guide.

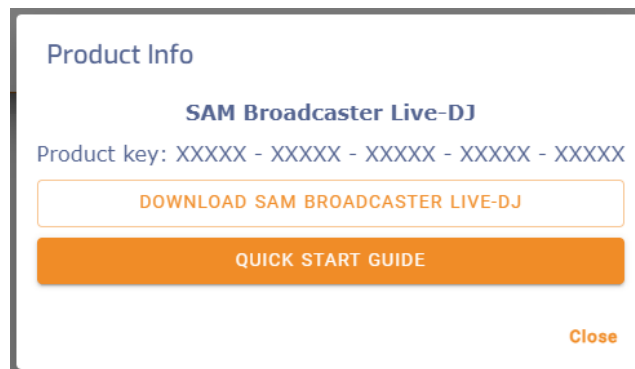


Figure 32 - SAM Broadcaster Live-DJ Link

SAM Broadcaster Pro Link

Selecting this option will display any SAM Broadcaster Pro license key you might also have as well as providing a download link for the software and a link to the Quick Start Guide.

Icecast 2 Compatible Link

The necessary configuration information is displayed for both slots and whilst only the formats listed are officially supported, other streaming formats may also work. This information should be used to configure either your Icecast v2 compatible hardware or software encoder to enable

this to connect to and stream through SAM Cloud.

Icecast 2 compatible

Connect any Icecast2 compatible encoder. Simply use the information below to configure your encoder.
Please note that officially we only support MP3, AAC or OGG/Vorbis as input formats.
(Although other formats may also work).

Slot1

Username	demo@spacial.com
Password	Your Password
Host	208.92.54.12
Port	80
Mount	53227-16115

Slot2

Username	demo@spacial.com
Password	Your Password
Host	208.92.54.12
Port	80
Mount	53227-16116

 Details may change at any time without warning. Use SAM Broadcaster(PRO/Live DJ) to always automatically detect the latest settings.

Close

Figure 33 - Icecast2 Compatible Link

Schedule Section

Use of the Scheduling features is covered in detail in the dedicated Scheduling document in this User Guide series, but a description of the available options is included here.

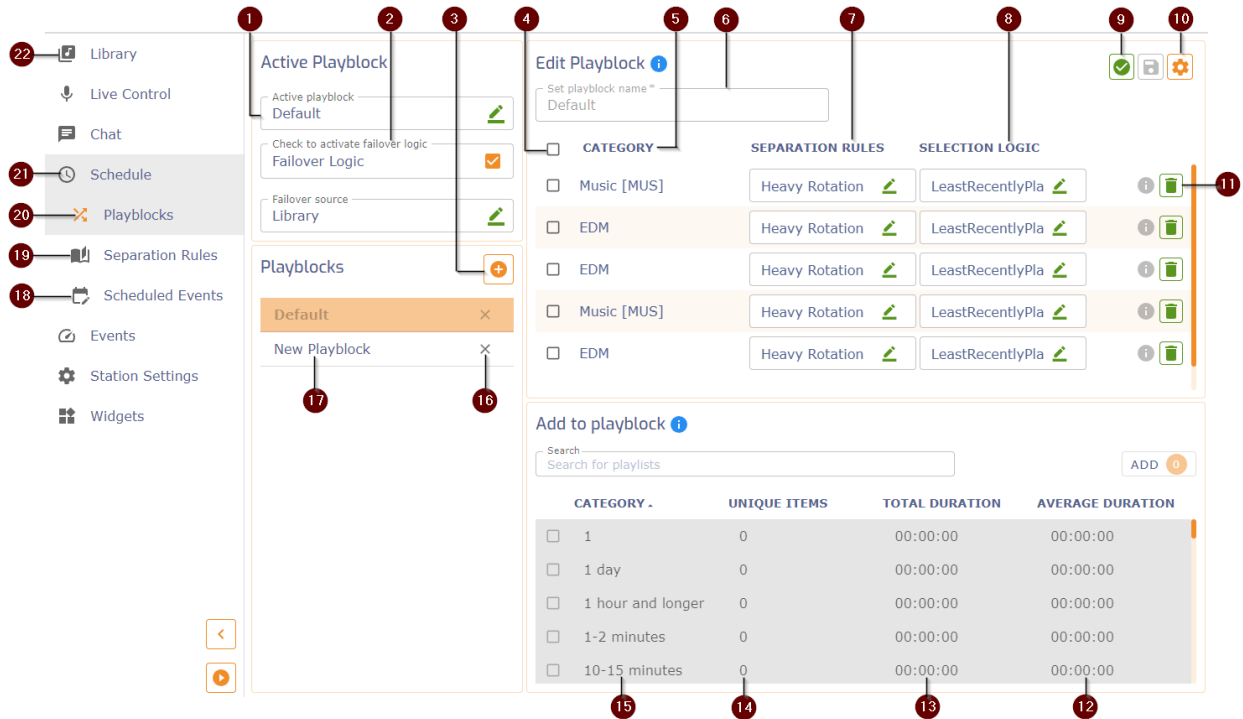


Figure 34 - Schedule Section

Serial	Figure 34 - Schedule Section
1	Displays the Active Playblock
2	Set Failover Logic on or off – When a valid media item cannot be found, it will forcefully choose one.
3	Click to create a new Playblock
4	Detail Selector (either all details or individually)
5	Detail Categories
6	Edit the Playblock Name
7	Detail Separation Rules
8	Detail Logic
9	Save Playblock
10	Cancel changes
11	Delete Playblock Detail
12	Average Duration of the items in the respective Playlist or Filter
13	Total Duration of the items in the respective Playlist or Filter
14	Number of items in the respective Playlist or Filter

15	Available Playlist and Filter categories from which to create the Playblock
16	Delete Playblock
17	List of available Playblocks
18	Scheduled Events Link
19	Separation Rules Link
20	Playblocks Link (selected)
21	Schedule Main Tab
22	Library Tab (Playlists are found here)

Health Section

If you find SAM Cloud is not playing the tracks you are expecting, then the first place to look is the Health Tab. Here you can usually identify any problems which might be affecting your station's output. We can see from this image that the current Playblock was unable to select the desired track which would usually indicate either the Separation Rules are too strict or there are not enough tracks of a wide enough variety to enable SAM Cloud to play the right track.

This message is more apparent when Failover Logic is selected under the Playblocks tab as this tells SAM Cloud to select a track at random until a track from the Playblock detail can be selected. This is usually preferable to dead air which can lead to the loss of listeners.

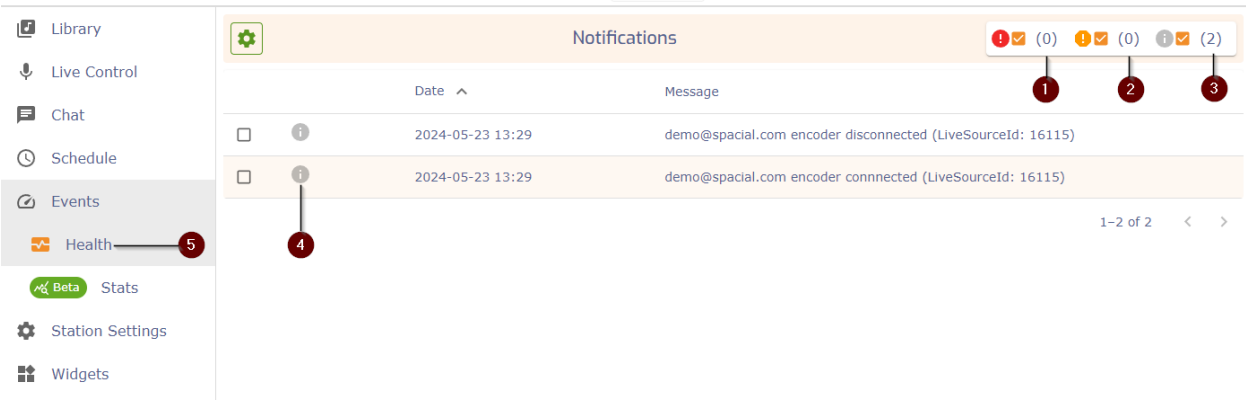


Figure 35 - Health Tab

Serial	Figure 35 - Health Tab
1	Error message type filter
2	Warning message type filter
3	Information message type filter
4	Message type indicator
5	Health Tab

The Health tab displays three types of messages, Information messages which indicate the normal station activity like the switching of Playblocks or the switching to a Live DJ. The Warning messages which should be investigated and can include such issues as track rotation problems or Queue limits, and we have Error messages which should usually be reported to the Helpdesk but can also include track upload and processing errors which might be resolved by removing the track from the library and uploading the track again.

Email Report Settings

Tab Indicator Settings ⓘ

☒ Show unseen message count notification

Email Report Settings ⓘ

☒ Enable email alerts?

☒ Email only if there are new health alerts?

Filter by: ☒ Info ☒ Warn ☒ Error

Frequency: ☐ Hourly ☒ Daily ☐ Weekly

Timezone
UTC

CcEmail *

This report is exported in UTF-8. Open the report using the UTF-8 character set.

Close Save Changes

Figure 36 - Health Settings

When clicking on the Settings Icon, the Health Settings will appear with various options:

- **Show unseen message count:** Displays an indicator on the menu if there are unread notifications.
- **Enable email alerts:** Emails will be sent to station owner if enabled.
- **Filter by:** Only the ticked items will be shown.
- **Frequency:** Amount of time the notifications can come in.
- **Timezone:** Selected time to display in the notification.
- **CcEmail:** Carbon copy email to also send the notification to.

Station Settings Section

The Station Settings Section contains several features described below but access to some of these features is restricted to the Station Owner only. Other features can be accessed by Station DJs if the appropriate permission has been assigned by the Station Manager. The following items are grouped under the Station Settings collapsed menu.

Station Details

The first task a new Station Manager should perform is the configuration of the station details, the station name, tag line, logo and other essential information which helps create your station image.

The screenshot shows the 'Station Details' configuration page. On the left is a sidebar menu with items: Library, Live Control, Chat, Schedule, Events, Station Settings (highlighted with a red circle 11), Station Details (highlighted with a red circle 10), Integration, DJ Management, Request Policy, Geoblocking, Streaming, Audio, and Widgets. The main content area is titled 'Station Details' and contains several input fields and a button, each with a numbered red circle callout: 1. Station Id * (53227), 2. Description (All the music you love), 3. Twitter Url (https://twitter.com/spacial), 4. Genre * (Dance) with an edit icon, 5. Update Station Details button, 6. Website Url (https://spacial.com), 7. Facebook Url (https://www.facebook.com/spacialau), 8. Name * (Spacial FM), and 9. Station Logo (Spacial FM image).

Figure 37 - Station Details

Serial	Figure 37 - Station Details
1	Station Id
2	Station Description or Tag Line
3	Station Twitter Page Address
4	Station Genre to Select
5	Save Updated Station Details

6	Station Web Address
7	Station Facebook Page Address
8	Station Name
9	Upload or Remove Station Logo
10	Station Details Link
11	Station Settings Link (Click to Reveal the Station Details, DJ Permissions Audio Settings, etc.)

Supported image formats for the Station Logo are gif, jpeg, jpg and png whilst the maximum image size is 4mb.

Integration

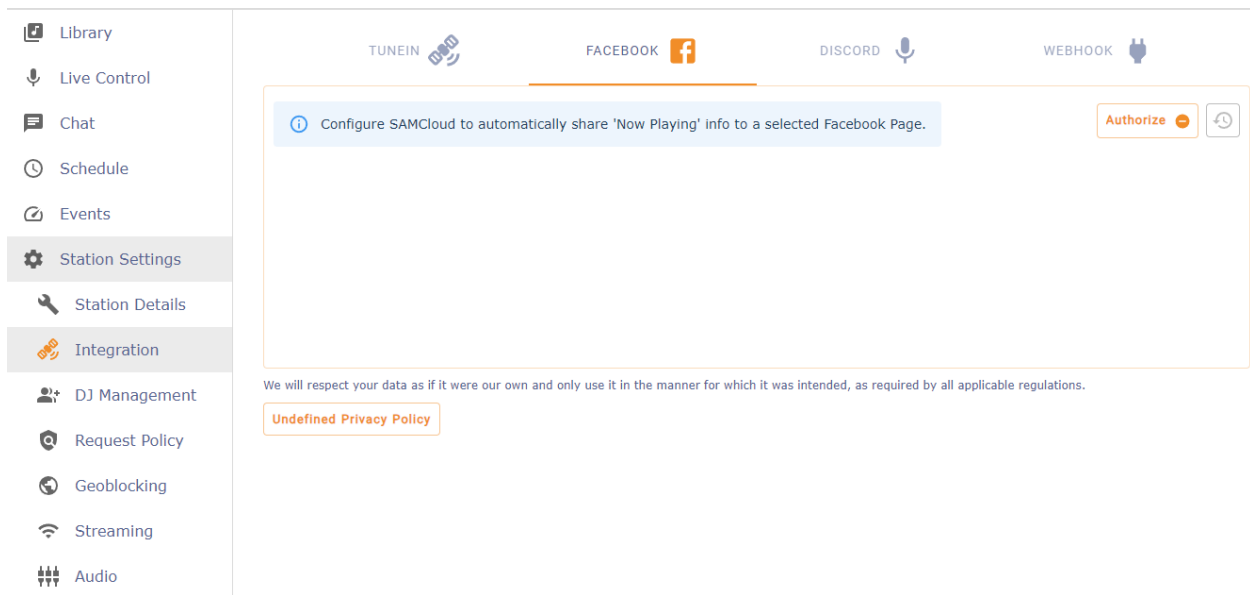


Figure 38 - Integration Section

There are various external systems you can integrate your station with.

TuneIn Tab

TUNEIN
FACEBOOK
DISCORD
WEBHOOK

Configure SAMCloud to automatically publish 'Now Playing' info to TuneIn.

Enabled for:
☐ SAM Cloud
☐ Live Streams

Media Types:
☒ MUS
☐ SFX
☐ JIN
☐ PRO
☐ SID
☐ NWS
☐ COM
☐ INT
☐ VTR

Partner Id *
Partner Key *

TuneIn Station ID *

+
GD
Validate Tunein
Save

We will respect your data as if it were our own and only use it in the manner for which it was intended, as required by all applicable regulations.

Undefined Privacy Policy

Figure 39 - TuneIn Tab

Automatically publish track information that is currently playing on SAM Cloud and/or Live Streams.

Facebook Tab

- Click on Authorize,
- Sign into your Facebook account,
- Select a Facebook Page to post to,
- Set permissions to allow SAM Broadcaster to manage, read and list on your Facebook Page.

On this page a station owner can select an automatic post on their Facebook Page on track change on the station. Set a sample output toward the way you want it.

Discord Tab (when available)

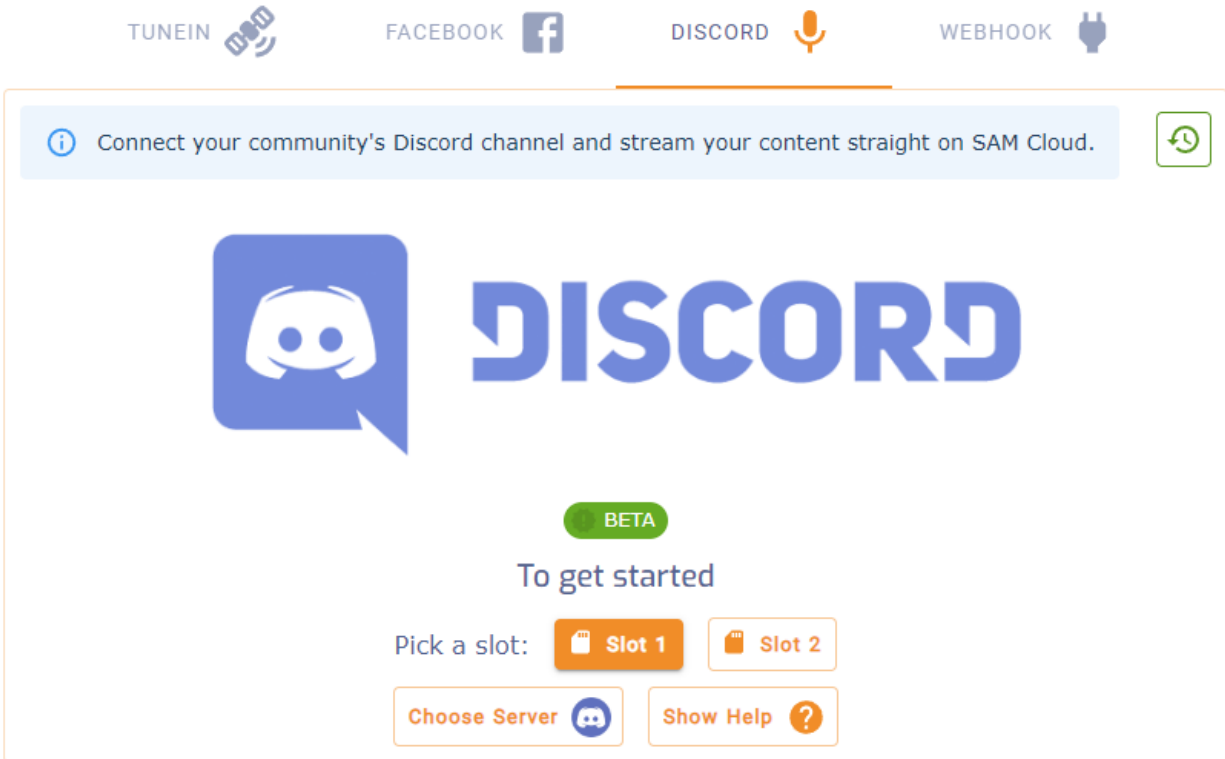


Figure 40 - Discord Initial Tab

- When available.
- Allow your Discord Channels to stream to your station.
- Click on "Show Help" to find out how to connect your channels. These topics are discussed with screenshots and everything you need including how-tos to get it done.
 - Discord Streaming
 - Getting Started
 - Connect
 - Start Streaming
 - Manage
- Once you're set up you can stream directly from this page.

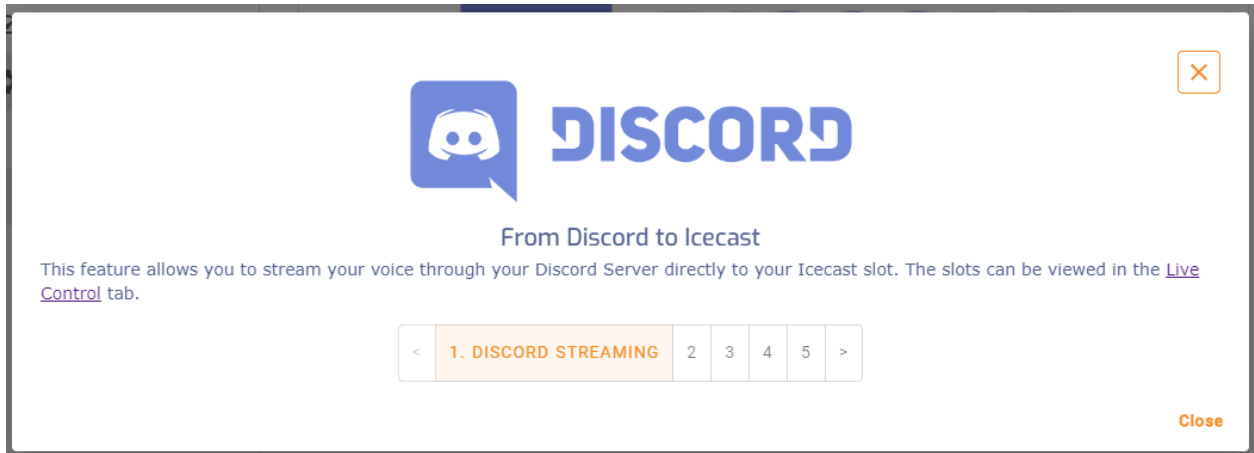


Figure 41 - Discord Streaming Help

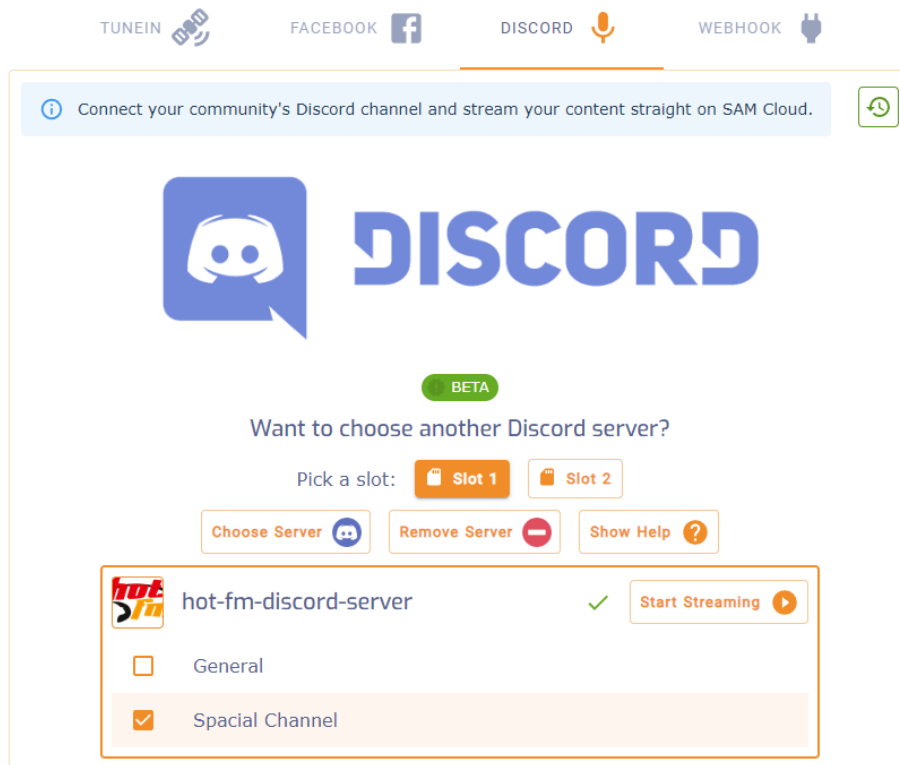


Figure 42 - Discord Tab Fully Populated

Webhook Tab

TUNEIN
FACEBOOK
DISCORD
WEBHOOK

Configure SAMCloud to automatically post 'Now Playing' object to a selected URL.

Enabled for:
☐ SAM Cloud

Webhook Url:

Frequency:

Change mode
Minute Interval

Number of Minutes*
15

Media Types:
☒ MUS
☐ SFX
☐ JIN
☐ PRO
☐ SID
☐ NWS
☐ COM
☐ INT
☐ VTR

Define structure
☐ Share album art if available

TITLE	DURATION
ARTIST	BUY LINK
ALBUM	LISTEN URL
DJ NAME	WEBSITE

Post Now
Save

Figure 43 - Webhook Tab

- Connect Webhooks to 3rd party apps to send specified payload to URLs.
- Enable on SAM Cloud.
- Specify Webhook URL.
- Specify Frequency and Media Types enabled.
- Define the specified payload to send in the markup.
- Post Now to test.
- Save to enable automatically.

DJ Management

There are two different permission levels when referring to SAM Cloud DJs, **Service Level Permissions** which apply the selected permissions assigned to a DJ, to all stations belonging to that service, and **Station Level Permissions** which only apply to the station currently being managed. Service Level Permissions can be applied or modified when logged in to any station under the service, but you must be logged in to the specific station to apply or modify Station Level Permissions.

To adjust a DJ's permissions, simply adjust the check boxes for the corresponding permission and click either Apply Permissions or Apply Permissions for All Stations depending on the level

of permissions being updated.

Service Level DJ Permissions

The following permissions can be applied at the service level, and it should be noted that assigning any of these permissions to any DJ will also permit them to log into the SAM Cloud service and therefore, they will have the same permissions across all stations:

Permission	Description
All	All permissions are applied
Edit Metadata	DJ can view the library and edit media Metadata like Title, Artist, Album etc.
Import Media	DJ can import media (songs etc.) into your station's library
Remove Media	DJ can delete media (songs etc.) from your station's library
Admin Playlist*	DJ can manage your playlists. (Create Playlist, Rename Playlist or Delete Playlist)
Edit Playlists	DJ can edit your current playlists. (Adding items to playlist, removing items or moving items around)

**Assigning this permission automatically includes the 'Edit Playlists' permission*

Station Level DJ Permissions

The following permissions can be applied at the station level, and it should be noted that assigning any of these permissions to any DJ will also permit them to log into the specific SAM Cloud station however different permissions can be applied to the same DJ for different stations:

Permission	Description
All	DJ will be assigned all station level permissions
Access	DJ will be able to log into SAM Broadcaster Cloud
Scheduled	DJ will be able to manage your scheduled events

Events*	
Rotation Rules	DJ will be able to manage your rotation rules (Playblocks, Separation Rules, Active Playblock)
Queue	DJ will be able to manage the station queue
Start/Stop	DJ will be able to start and stop the station
Skip Track	DJ will be able to skip the currently playing track
History Export	DJ will be able to generate and download the History Report
Live Streaming	DJ will be able to stream live with SAM Broadcaster Live-DJ

**Assigning this permission automatically includes the "Rotation Rules", "Queue" and "Start/Stop" permissions*

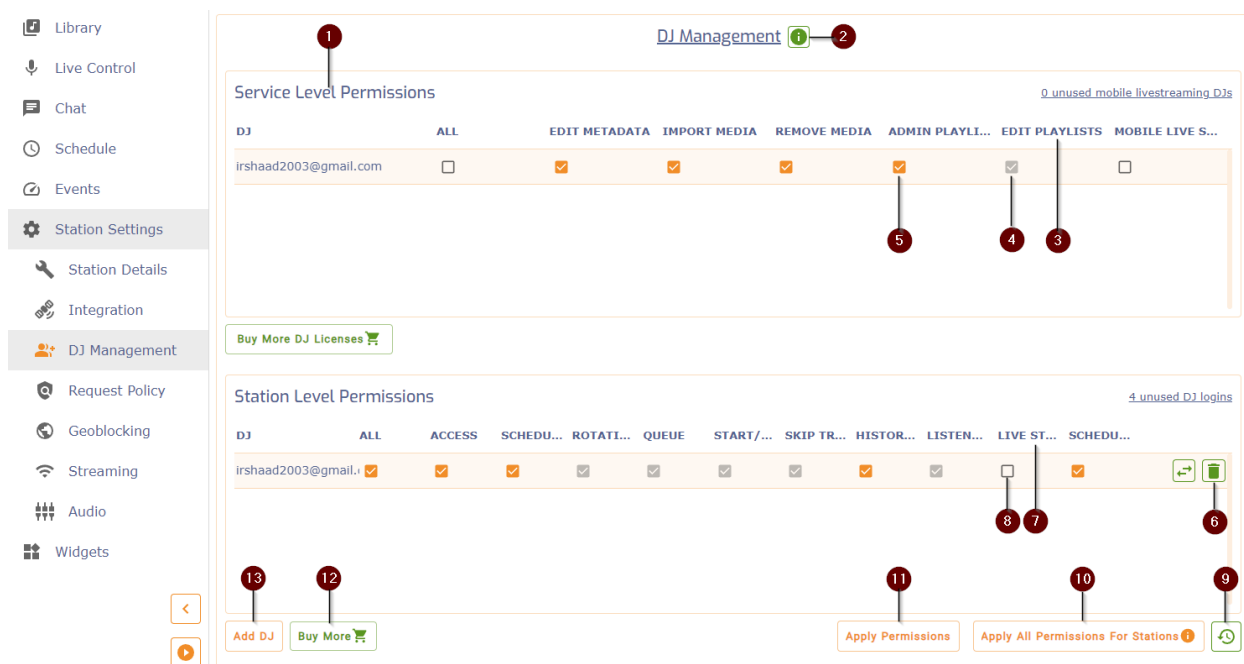


Figure 44 - DJ Permissions

Serial	Figure 44 - DJ Permissions
1	List of the permissions which can be assigned at the Service Level and would be applied to all stations under this service
2	Video guidance and explanation
3	Service Level DJ Permissions
4	Greyed out checkbox depicts the permission is included with another permission
5	Check boxes with which Service Level permissions are applied
6	Remove the DJ which also revokes their permissions
7	Station Level DJ Permissions
8	Check boxes with which Station Level permissions are applied
9	Click to reset the configured permissions
10	Click to apply the configured permissions to all stations under this service
11	Click to apply the configured permissions
12	Buy More
13	Displays the Add User window which will assign an available license to a DJ

Adding a DJ

Each SAM Cloud service includes at least five additional DJs whilst more can be purchased as necessary from the Services Tab within the User Zone. Assigning a DJ License to a new DJ can be achieved by clicking the Add DJ button shown as item 13 in the previous figure. This will display the Add User window. Simply enter the email address, first name and surname of your DJ and click OK.

The email address field has a character limit of 100 characters whilst both the first name and surname text boxes have a character limit of 255.

A DJ's email is unique, adding the same email will result in an error message.

A form titled "Add DJ" with four text input fields: "Email *", "DJ Nickname *", "First Name *", and "Last Name *". At the bottom right, there are two buttons: "Close" (orange) and "Save" (grey).

Figure 45 - Adding a DJ

Removing a DJ

Removing a DJ is simple and can be achieved by clicking the Delete Button as shown in item 6 in the earlier figure. You will be prompted to confirm whether you wish to remove the DJ from the current station or from the service.

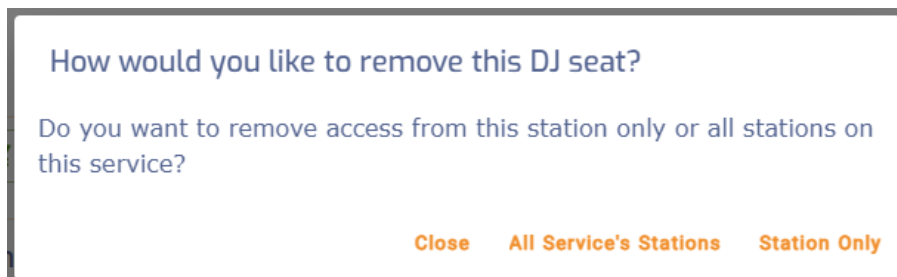
A dialog box titled "How would you like to remove this DJ seat?". Below the title is the question "Do you want to remove access from this station only or all stations on this service?". At the bottom, there are three buttons: "Close" (orange), "All Service's Stations" (orange), and "Station Only" (orange).

Figure 46 - Remove DJ Dialog

- **Station Only:** Apply the changes to the current station only.
- **All Stations on the Service:** Apply the changes to all the current service's stations.

Request Policy

Figure 47 - Request Policy

Geoblocking

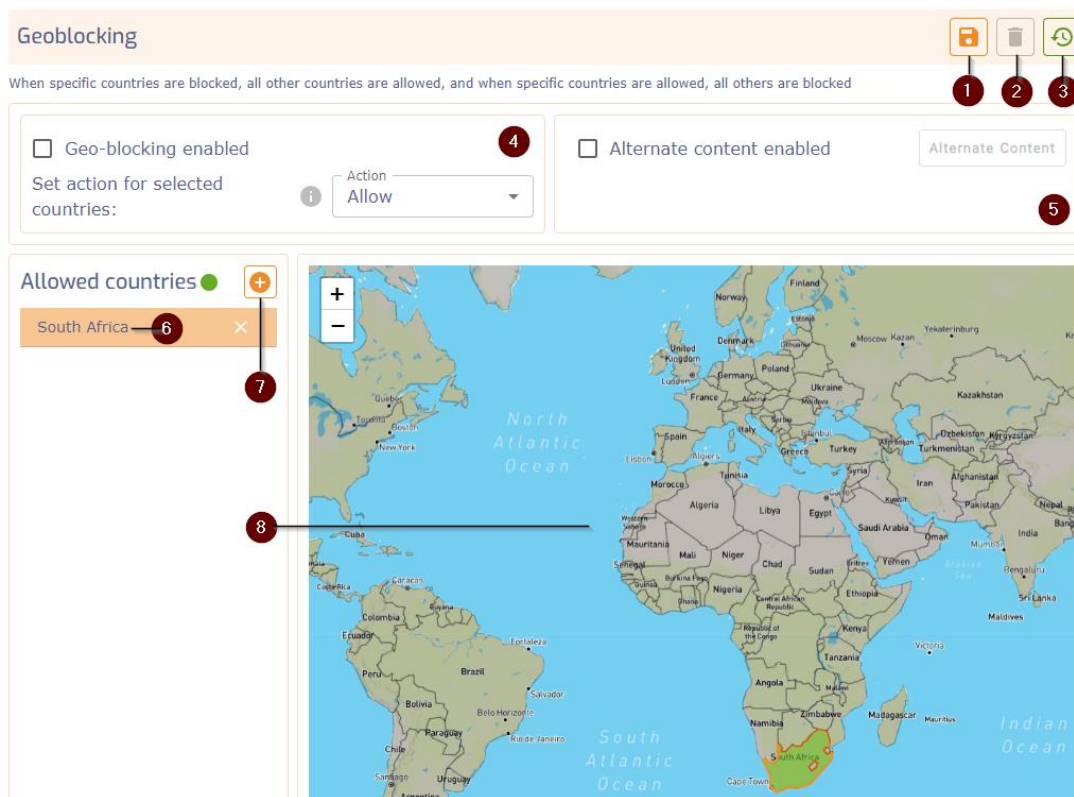


Figure 48 - Geoblocking

Serial	Figure 48 - Geoblocking
1	Save if changes are made
2	Delete
3	Reset Settings (only if changed)
4	By enabling this, you can specify whether to allow or deny the selected countries
5	Enable Alternate Content
6	Country added in Allowed Country List
7	Add Allowed Country
8	Display map of countries (in green) that have been added in the Allowed Countries List.

Add Allowed Countries

When you click on item 7 on the previous figure, you can search and select a couple of countries in the list.

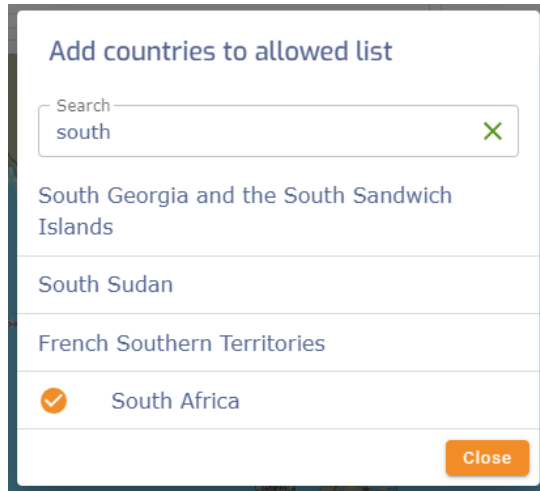


Figure 49 - Add Countries Dialog

Streaming (Relay Details)

In this section you can

- Add new Relays.
- Buy more Relays.
- Generate Listen Link.
- Edit Relay.
- Remove Relays.

Relay details					1 of 11 max relays per station
STATUS	STATION NAME	STREAMING PLATFORM	DETAILS	FORMAT	
●	HOT FM (14748)	Spacial	/SP_R374616	HEAACV1 @ 64kbps 44.1kHz Stereo	🔊 ✎ 🗑

Figure 50 - Relay Details

Generate Listen Link

This brings up a dialog that will allow you to generate a listen link. See "Listen Link" in the Widget Section for more details.

Generate listen link

Preferred stream
 Select stream
 SP_R374616 - 120 Listeners - Aac: 64kbps, 44.1kHz, Stereo (S)

Output mode
 Playlist: ☒ M3U ☐ PLS ☐ ASX ☐ TXT
☐ Redirect to SHOUTcast compatible stream
☐ Redirect to Flash compatible stream
☐ TuneIn compatible streaming url

Generated link

<https://qa-samcloud.spacial.com/api/listen?sid=14748&rid=29181&f=aac,any&br=64000,any&m=m3u&t=ssl>

Close

Figure 51 - Generate Listen Link

Edit Relay

- Select Audio Format
- Set Listener Slots

Spatial Relay (HOT FM)

Mount *
 SP_R374616

Audio format
 HEAACV1 @ 64kbps 44.1kHz

Listener slots
 120

Changes made to this relay might effect billing

Close **Save**

Figure 52 - Edit Relay Item

Audio Settings

SAM Cloud includes comprehensive and customizable Audio Settings shown above and it should be remembered that when tracks are uploaded, as a part of the processing, tracks are

normalized to -18LUFS in accordance with EBU R128 which provides audio levelling based on overall loudness and not peaks. This, combined with the elimination of audio below a fixed level, ensures that better loudness matching is achieved. It should be noted that only the Station Manager can adjust these settings.

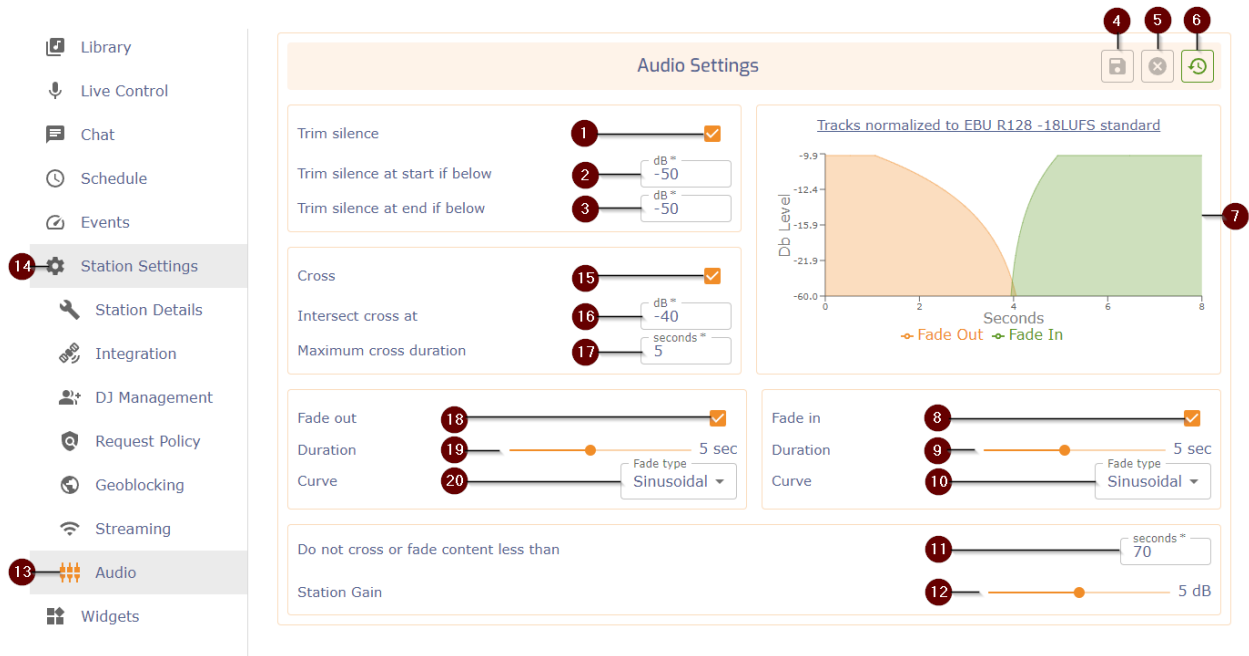


Figure 53 - Audio Settings

Serial	Figure 53 - Audio Settings
1	Engage or disengage the silence trimming
2	Set the dB level below which is considered silence for the start of the track
3	Set the dB level below which is considered silence for the end of the track
4	Save any changes made
5	Cancel any changes made
6	Restore Default settings
7	Graphical display of the expected effect the settings will have
8	Enable the track Fade In options
9	Track Fade In duration slider
10	Track Fade In waveform shape
11	Set the track duration for tracks excluded from the cross and fade settings
12	Station Gain in dB
13	Audio Settings Link
14	Station Settings Link
15	Enable the track Cross settings
16	Set the dB level at which tracks should cross
17	Set the maximum cross duration
18	Enable the track Fade Out options

19	Track Fade Out duration slider
20	Track Fade Out waveform shape

The audio output from any station is down to the personal preference of the Station Manager and we would recommend adjusting the available settings until you find the desired audio output which best suits your station.

Trim Silence

With the Trim Silence enabled, we have the option to set the level, below which, is considered silence and trimmed. The level can be set from between -10 and -60 decibels (dB) for both the start and end of the tracks.

Cross

There are two configurable options which directly affect the point at which two tracks Cross. These are the levels at which the two tracks will intersect which can be set to between -10 and -60 decibels (dB) and the maximum duration of the cross which can be set from between 1 and 10 seconds.

Fade

Both the Fade In and Fade out have the same configurable settings when enabled, which consist of the duration of the Fade from between 0.1 and 10 seconds. There are also four waveform options available, Linear, Sinusoidal, Logarithmic and Exponential. Each of these gives a different Fade effect and both the Fade In and Fade Out can be set to use different curves and durations.

Track Exclusion

You might not be happy if your 5-second station IDs have a 4-second fade and we doubt your advertisers would be happy if their 30-second commercial includes a 5-second fade at the start and end so for this reason, we can exclude tracks based on their length. This option enables us to exclude tracks which are shorter than the selected length, from both the Cross and Fade settings. This can be set from between 0 and 999 seconds.

Widgets Section

The Player and Web Widgets have been relocated from the user zone to the WUI to simplify the process of creating the Widgets. You will also find several additional features designed to simplify the process of listening to your station.

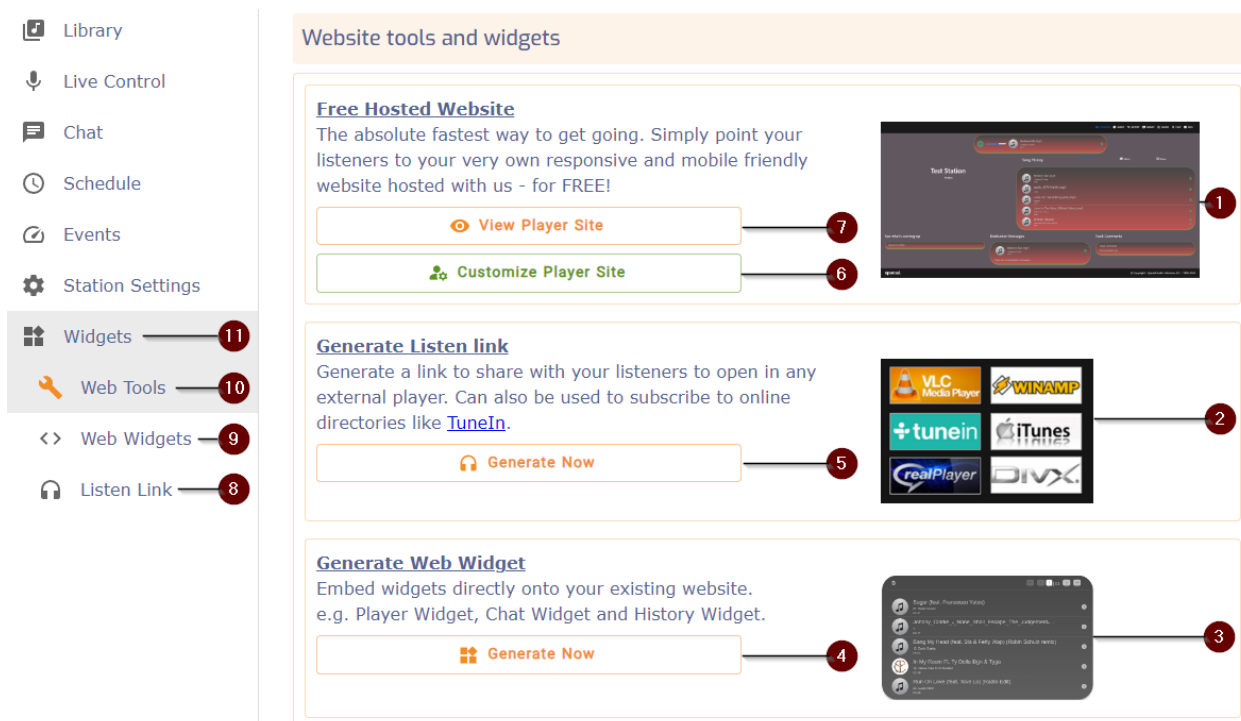


Figure 54 - Website Tools and Widget Options

Serial	Figure 54 - Website Tools and Widget Options
1	Free Station Player Webpage hosted by Spacial
2	Generate listen links for various listening options
3	Generate Widgets which can be embedded in your website
4	Generate Widgets Link
5	Generate Listen Link
6	Customize the Free Hosted Website
7	Preview the Customized Free Hosted Website
8	Listen Link
9	Web Widgets
10	Web Tools
11	Widgets Section, takes you to Web Tools

Free Hosted Website

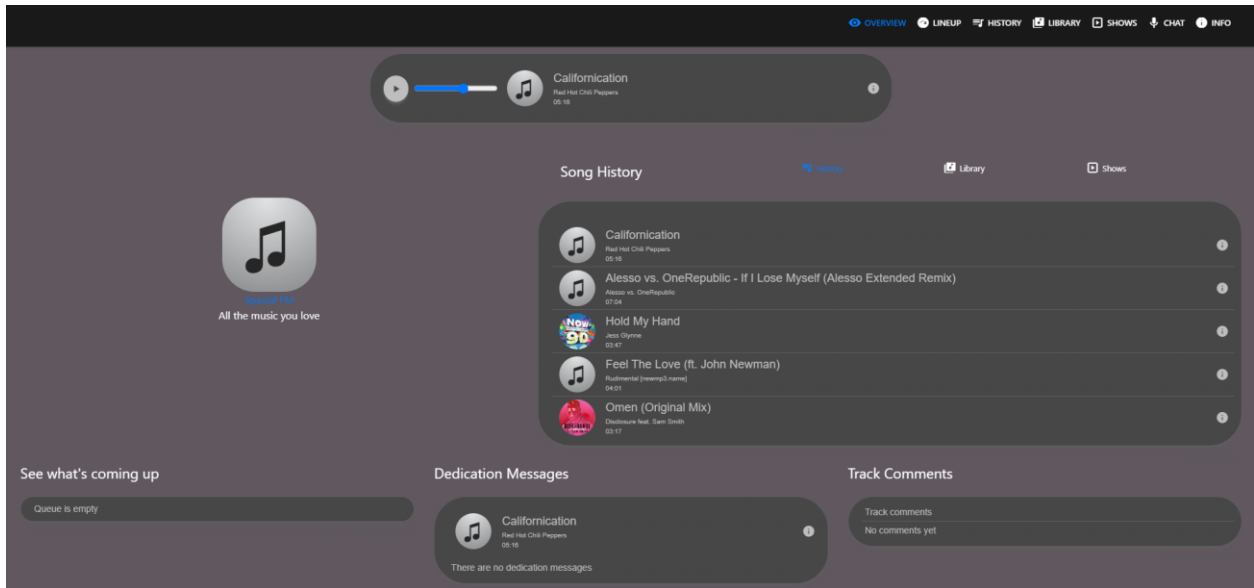


Figure 55 - Player Site

Listen Link

There are several options available when creating Listen Links. If your station has multiple streams, then you should select the stream which will be listened to through the Listen Link. You might have a high bitrate stream for listeners with an internet connection and perhaps a smaller bitrate stream for listeners using mobile devices who are perhaps on a metered Internet service.

After selecting the stream you can select the Output Mode, selecting from one of four formats as well as the option to create either a SHOUTcast or Flash compatible Listen Link.

The generated Listen Link is displayed below the available options.



Figure 56 - Widget Listen Link Options

Serial	Figure 56 - Widget Listen Link Options
1	List to select the stream for the listen link
2	Select the desired Listen Link format
3.1	Check to create a SHOUTcast compatible Listen Link
3.2	Check to create a Flash compatible Listen Link (Flash is disabled)
4	TuneIn compatible streaming URL
5	Click to download generated Listen Link
6	Listen Link generated
7	Listen Link
8	Widgets Link, will take you to Web Tools

Web Widgets

The web widget section allows an owner to generate widgets that can be embedded in their own personal websites.

This page contains a "Read More" section that outlines and describes all types of widgets that can be embedded.

Generate Web Widgets

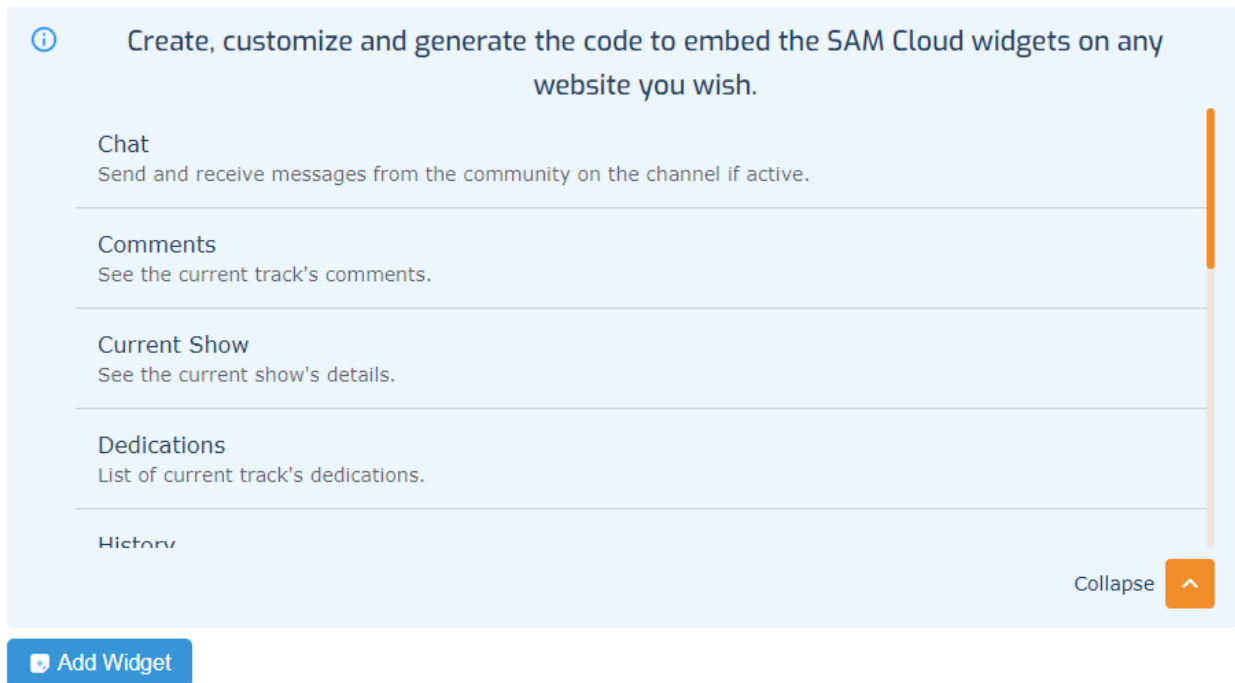


Figure 57 - Web Widget Tab

- To create a widget, click on the button “Add Widget” as you can see in *Figure 57 - Web Widget Tab*.

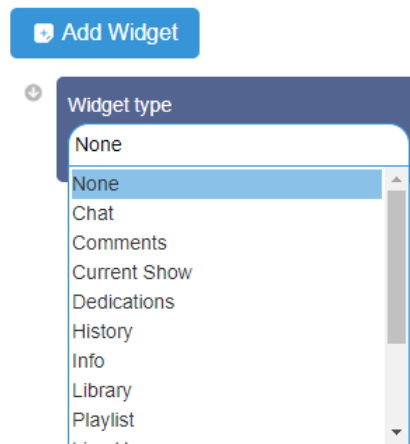


Figure 58 - Add Widget

- You will be presented with a list to pick a widget you want to generate like in *Figure 58 - Add Widget*.

Widget type
Library

Show buy button
When Populated

Allow request

Show cover art

Library items
5

Navigation Controls
All

Animation
Focus In Expand

Easing
Ease In Out Back

Refresh interval
30s

Station Refresh interval
Default

Widget border style
Rounded

Image Border style
Rounded

Theme colours

Generate Code

Copy

Figure 59 - Generate Widget Options

Serial	Figure 59 - Generate Widget Options
1	Select Widget Type
2	Widget-specific options
3	Options to customize the look & feel of the widget

4	Delete Widget; Copy Widget – You can create as many widgets as you wish
5	Generate code to embed the website

- Each widget might have its own widget-specific options. E.g. for the Library Widget it has:
 - Show buy button – Will display a button to purchase the content.
 - Allow request – Show a request link.
 - Show cover art – The art will be displayed for the tracks.
 - Library items – Number of tracks to show.
 - Navigation Controls
 - All – Show buttons to select page and arrows for next track set.
 - Basic – Show only buttons to go to next or previous page set.
 - None – No way to go to the next page.
- Each widget can be customized in the following ways:
 - Animation – An array of animations controls how a widget reacts to changes.
 - Easing – Ease in and out for the animations.
 - Refresh interval – How fast the data on the widget changes.
 - Station refresh interval – Each widget fetches the station configuration in intervals.
 - Widget border style – Rounded or Square.
 - Image border style – Rounded or Square.
 - Theme colors – Configure the colors of a widget

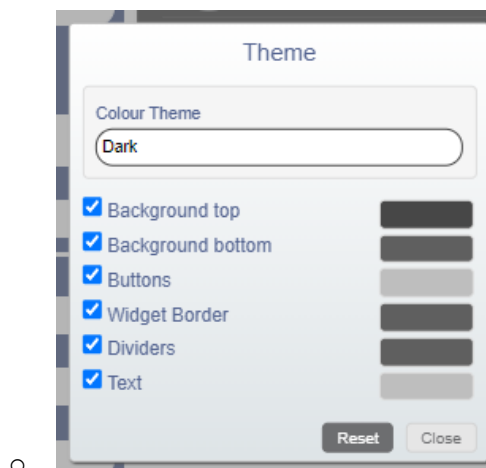


Figure 60 - Widget Theme Customization

Once you're happy with the widget, click on "Generate Code". This will allow you to copy the

script to your website like you can see in the following figure:

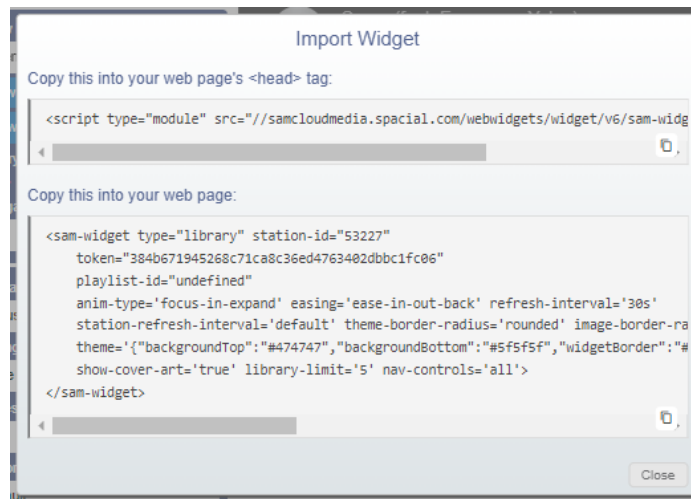


Figure 61 - Generate Web Widget Code

Once you add the code into a website, you will see it come to life in the shape and for you've customized it. Here you can see some quickly exported examples.

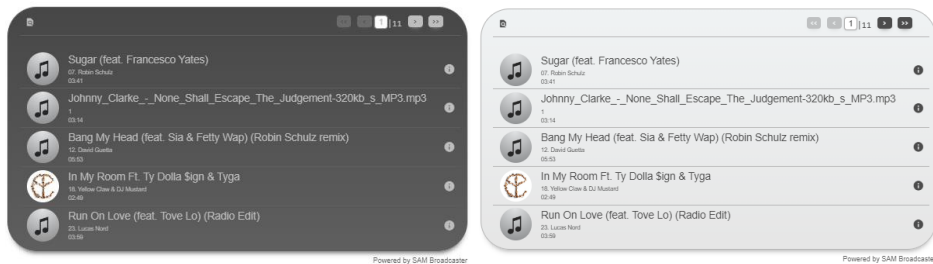


Figure 62 - Library Widget – Dark & Light Theme



Figure 63 - Library Widget - Customized Themes

Importing Content

After configuring your station details, the next task is to upload music to the cloud which is just a fancy way of saying copying content from your computer, from a specific web address or a Dropbox account and storing your music on our computers so SAM Cloud can broadcast them.

When you import a new track into SAM Cloud the following happens automatically:

1. SAM Cloud reads the metadata from the tag and stores it in the SAM Cloud database.
2. The audio file is then uploaded to be stored in the cloud.
3. In the cloud, the file is further processed to make it ready for broadcasting which includes normalization to EBU R128 -18LUFS standard and any extended leading or trailing silences are removed.
4. Finally, the file is marked as ready for broadcasting.

There are various methods to access the Upload screen as shown below:

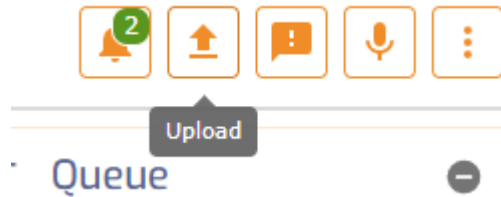


Figure 64 - Main Bar Upload Link

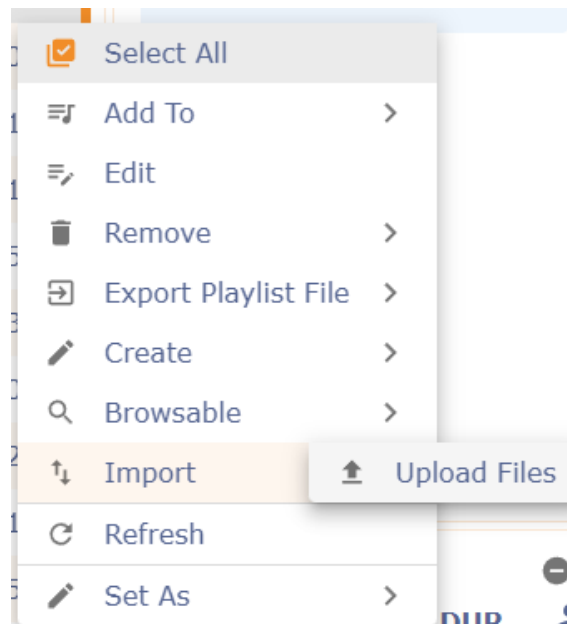


Figure 65 - Context Menu (Right Click) Media Item

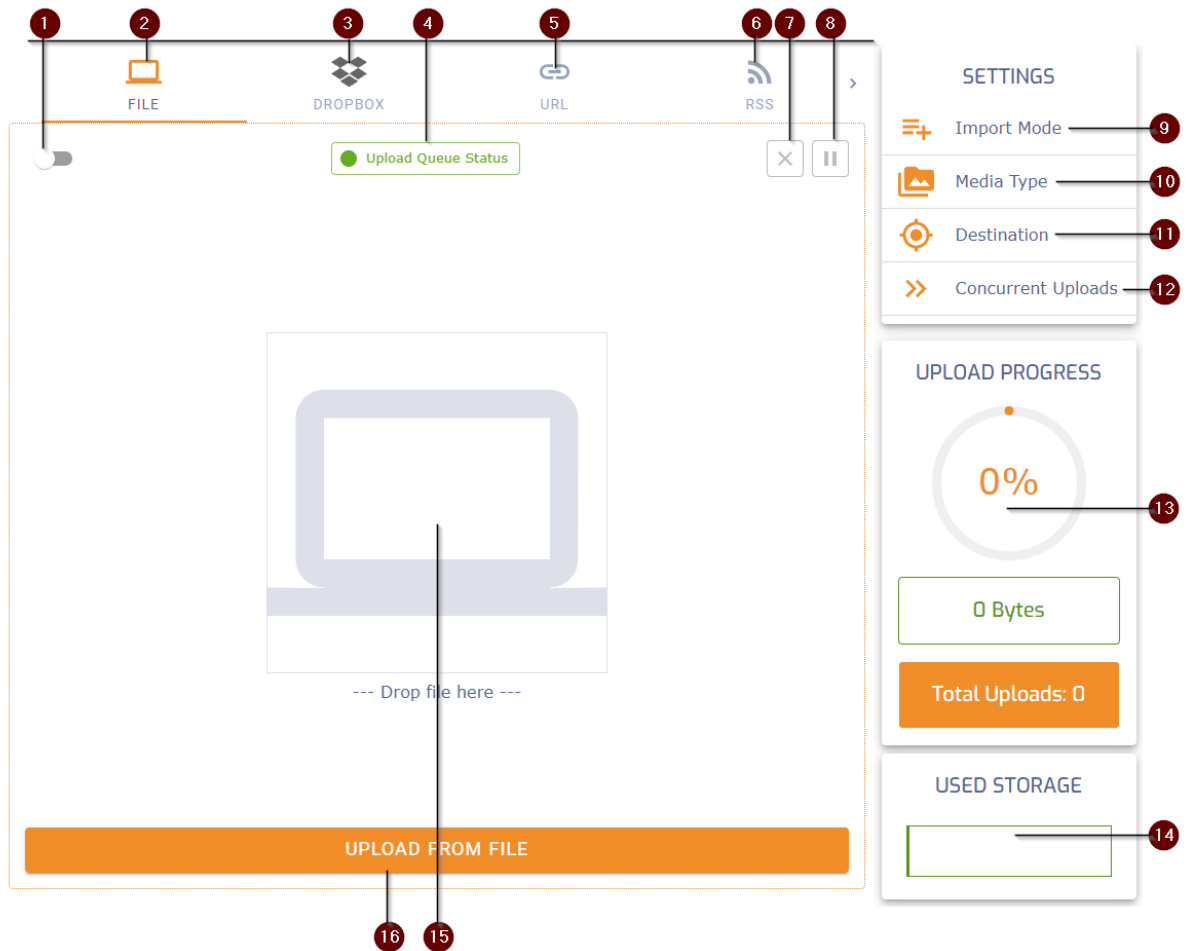


Figure 66 - Track Upload Window

Serial	Figure 66 - Track Upload Window
1	Toggle Upload Progress Display
2	Upload From File Tab
3	Upload From Dropbox Tab
4	Upload Queue Status Indicator
5	Upload From URL Tab
6	Upload From RSS Feed Tab
7	Clear Downloads
8	Pause Uploading
9	Import Settings - Import Mode
10	Import Settings – Media Type
11	Import Settings – Destination
12	Import Settings – Concurrent Uploads
13	Upload Media Progress
14	Total Storage Used

15	Space to Drop Files to Upload
16	File Dialog to pick local files

Additional Import Methods

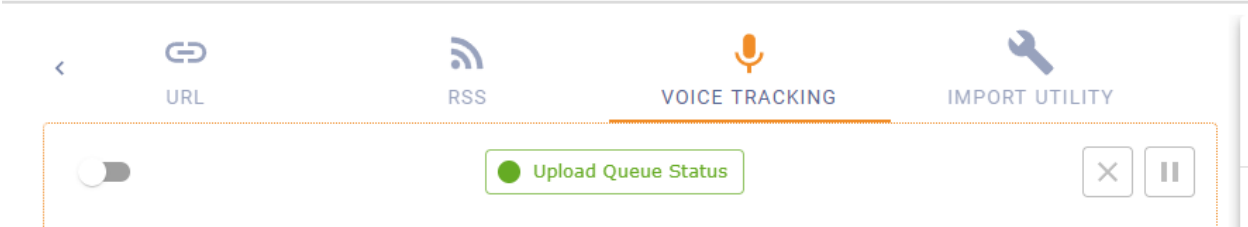


Figure 67 - Additional Import Methods

Voice Tracking

Now a user can do voice recordings directly from the browser. Before recording, permission must be given for the native browser to record.

Import Utility

If you have a whole lot of media to import, the developers have created an import tool to load all of the media onto the system, the links are provided on this page.

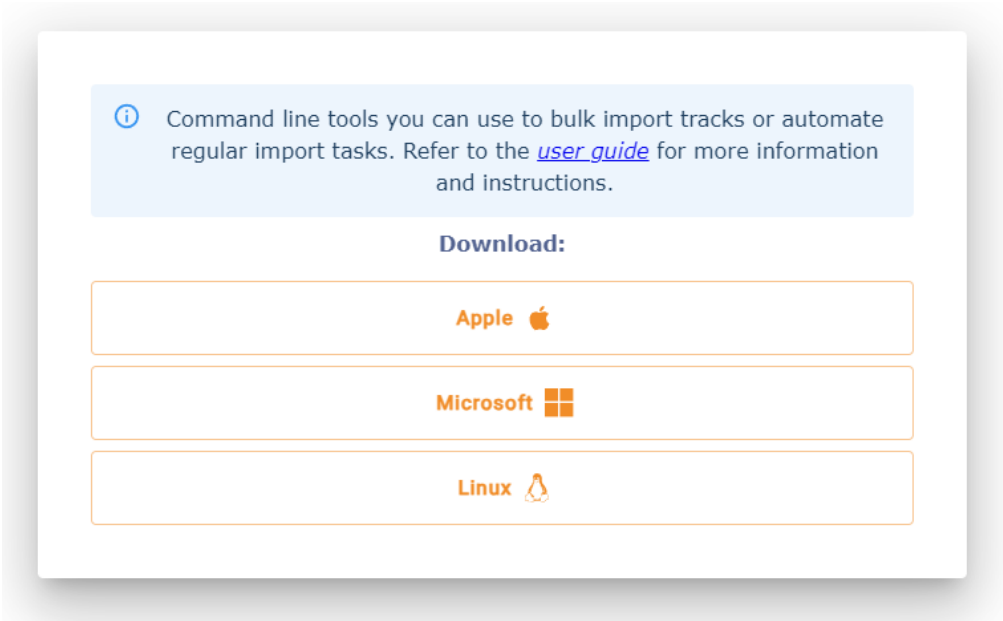


Figure 68 - Import Utility

Import Settings

The Import settings are similar for all methods (tabs) of uploading. These define the media import settings for all methods:

Import Mode

If items are the same, what should happen when importing:

- Skip Existing (default)
- Overwrite
- Metadata

Media Type

Set the media type of the imported media as:

- MUS – Music
- SFX – Sound Effect
- JIN – Jingle
- PRO – Promo
- SID – Station Id
- NWS - News
- COM – Commercial
- INT – Interview
- VTR – Video Tape Recording

Destination

Convenient method to adding media directly in one of the following:

- Library – Default.
- Playlist – You will have to select which playlist to add to.
- Queue

Concurrent Uploads

Select how many concurrent uploads may happen. Default is 2, there can go up to 4.

Organizing Media Content

The bigger your music library, the more you will love SAM Cloud. Large numbers of tracks can be easily managed with simple drag & drop operations.

By default, uploaded tracks will be set as the Music media type (MUS), but this can be changed before or during the track upload from the Drop Zone and this can also be changed manually, on a track-by-track basis or you can drag and drop large number of tracks onto a media category. To change the Media Type for a single track simply right-click the track in the library,

select Edit and the Track Media Editor will appear.

There is also the option to add one or more Genres and Moods for each track. These can be referenced from the built-in Library Filters which can then be used to identify tracks with a common genre or mood which in turn could be used to create Genre or Mood specific Playlists.

It is recommended that you ensure a consistent approach is taken when editing the track media information, for example, if the artist for some tracks was 'Rolling Stones' but for others it was 'The Rolling Stones', you should decide on the Artist name you wish to refer to and ensure all tracks by this artist follow this pattern.

This also has a bearing on the Separation Rules, and you could easily find two tracks have been played by the same artist inside the time of the Separation Rule because the track information lists two variations of the same artist's name.

Edit Media Item – Basic info

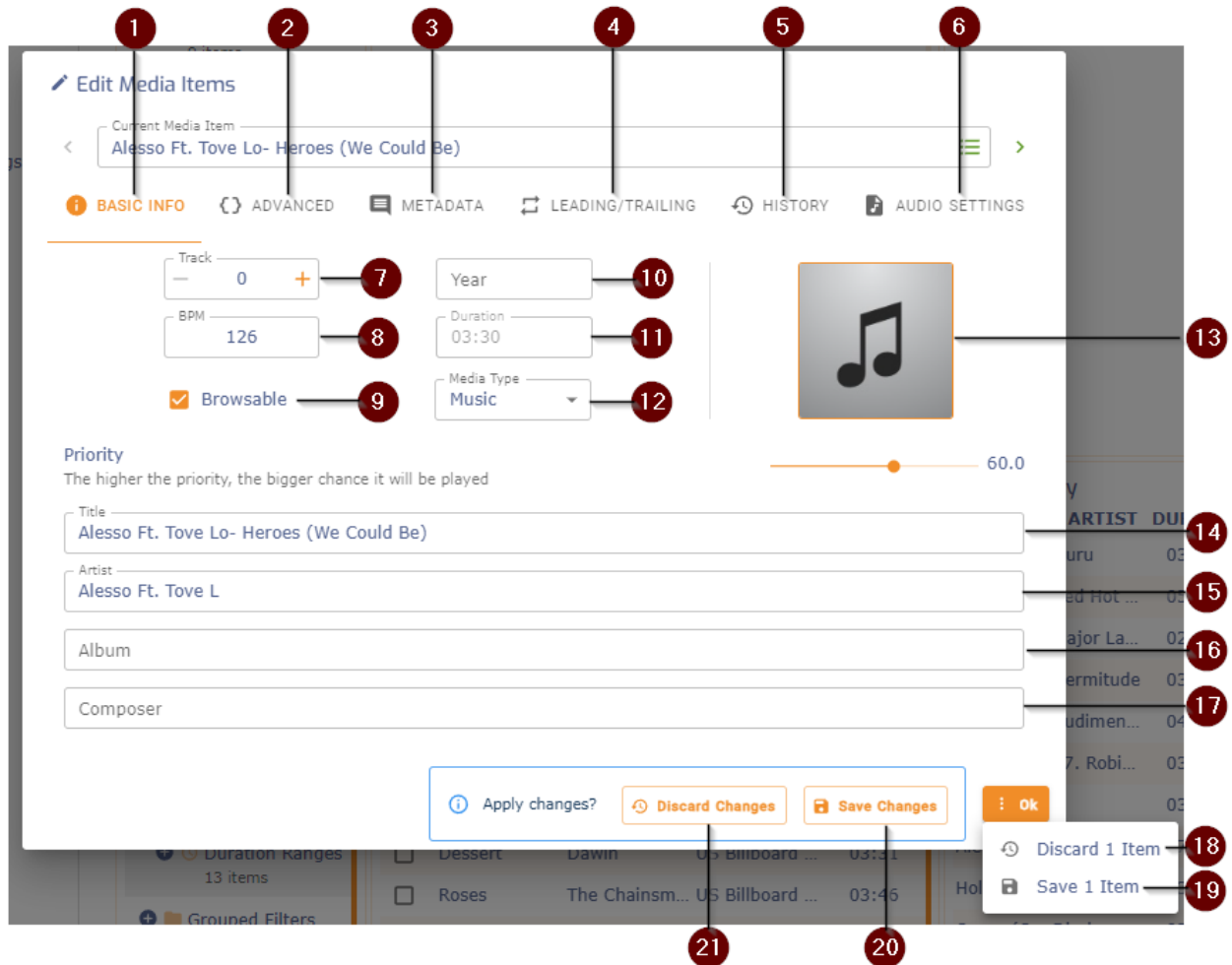


Figure 69 - Edit Media Items – Basic Info

Serial	Figure 69 - Edit Media Items – Basic Info
1	Basic Info Tab
2	Advanced Tab
3	Metadata Tab
4	Leading/Trailing Tab
5	History Tab
6	Audio Settings Tab
7	Album Track Number
8	Track Beats Per Minute (BPM)
9	Browsable – Allow anyone to view this item in the Media Library Widget
10	Track Year
11	Track Duration
12	Track Media Type (Music, Sound Effect, Jingle, etc.)
13	Album Cover Art Image

14	Track Title
15	Artist
16	Album Title
17	Composer
18	Discard 1 item – If more than one track were edited, this will discard all items
19	Save 1 item – If more than one track were edited, this will save all items
20	Save Changes
21	Discard Changes

Most of the information contained within the Basic Info tab can be used to locate tracks with the help of the Library Filters. This enables us to locate tracks based on the following criteria:

- By Artist (A to Z)
- By Title (A to Z)
- By Artist
- By Title
- By Album
- By Year
- By Mood
- By Genre
- By Media Type
- By BPM

It should be noted that whilst some of these filters appear similar, By Artist (A to Z) first provides a list of the letters of the alphabet and when a letter is selected all corresponding artists are displayed whilst the By Artist filter provides a list of all artists in alphabetical order. The same is true of the Title filters.

We recommend completing as much track information as possible to provide both you with the most efficient track location features and your listeners with the best listener experience.

Whilst it is simple to change the media type for individual tracks with the drop-down menu, this is not practical for large numbers of tracks however changing the media type for many tracks is also a simple task. You simply select the tracks in question, drag them onto the correct media type filter and release the mouse button when the icon turns from red to green. All these tracks will now have the media type of the filter they were dragged onto. This also applies to Playlists.

Edit Media Item – Extended info

This page contains additional information which might not necessarily be useful to DJs, it is included for completeness. Below is a description of this tab with only the different features explained.

i BASIC INFO **ADVANCED** METADATA LEADING/TRAILING HISTORY AUDIO SETTINGS

Status * 200 **1** Catalog# * **3** Label * **5** P-Line * **7**
 Date Added * 2016-02-19T1 **2** Original Location * /import/Alessc **4** ISRC * **6** UPC * **8**

Buy Link * **9**

Website * **10**

Genre **None** **11** 

Moods **None** **12** 

Playlists  EDM **13** 

Figure 70 – Edit Media Items - Advanced

Serial	Figure 70 – Edit Media Items - Advanced
1	Status – 200 is active
2	Date track was uploaded to the Cloud library
3	Record Label Catalog Number
4	Original Track Location
5	Track Record Label
6	International Standard Recording Code (ISRC)
7	Track P-Line
8	Universal Product Code (UPC)
9	Buy Link – Can display in Widgets
10	Website URL
11	Select Multiple Genres
12	Select Multiple Moods
13	Add to Playlists

Edit Media Item – Metadata

This tab contains fields for

- Comments and
- Lyrics.

Whilst there is no restriction on the type of content you can store in the Comments field, we would recommend using this to store track-specific information which could be used as a

reference by the DJ when broadcasting live.

In this example we have taken information from Internet reference sites which could make the DJ sound more knowledgeable about that track than perhaps they might be.

For example, the DJ could back-announce this track with a comment about how Chris Blackwell said that the album from which this track was taken, was the best album Island Records had released up until that point in time.



Figure 71 - Edit Media Item – Metadata

Figure 71 - Edit Media Item – Metadata	
1	Comments
2	Lyrics

Edit Media Item – History

BASIC INFO		
ADVANCED		
METADATA		
LEADING/TRAILING		
HISTORY		
AUDIO SETTINGS		
PLAYED	TIME AGO	PERFORMANCES
2024/04/27, 20:59:36	28d-23h-15m	1
2024/04/28, 00:19:30	28d-19h-54m	1
2024/04/28, 03:38:52	28d-16h-34m	1
2024/04/28, 06:59:17	28d-13h-14m	1
2024/04/28, 10:15:01	28d-9h-59m	1
2024/04/28, 13:34:55	28d-6h-39m	2
2024/04/28, 16:54:17	28d-3h-20m	2
2024/04/28, 20:11:34	28d3m	2
2024/04/28, 23:25:55	27d-20h-48m	2
Note: a performance count of -1 indicates that we could not accurately establish the performance count at that time.		

Figure 72 - Edit Media Item – History

In the History Tab it shows

- Time and Date the track was played.

- Amount of time elapsed from the current date and time since the track was played.
- Number of performances or listeners who heard this track at the time played.

The track history displayed in the Track Media Editor shows the track performance history for the previous 28 days.

Edit Media Item – Audio Settings

The track-specific Audio Settings operate in a very similar way to the standard Audio Settings feature however you can override these settings on a per-track basis. This is useful if the track has an unusually quiet intro or section which might normally be considered as the end of the track. will be explained in greater detail later but you should be aware that editing the Audio Settings in the Track Media Editor only adjusts the Audio Settings for the specific track.



Figure 73 - Edit Media Item - Audio Settings

Whilst the station Audio Settings give you a visual indication of the effect this will have on the beginning and end of tracks, the track-specific Audio Settings provides an accurate, graphical representation of the effect of the current Audio Settings.

We can see that the Gain works in an identical fashion to the Station Audio Settings however, this gives a further adjustment on an individual track which might be used to increase or decrease the overall track volume level.

At the track level, we find we have three options for the Trim Silence, Cross, Fade in and Fade out settings, these are Default, Yes and No.

As standard, each track has these settings set to Default which simply means the default, station-wide settings are applied but we can select Yes which enables us to adjust these settings on the track and we can select No if we do not wish to apply any settings.

Adjusting any of these settings gives a real-time, graphical representation of the effect the changes will have on the specific track.

Billing / Services

SECTION TO MANAGE STATIONS AND SERVICES

The billing page is accessible from the More Menu Options (see *Figure 8 - More Menu Options* on page 15).

The screenshot shows the 'Billing / Services' page. On the left sidebar, there is a menu with 'Station Select', 'Billing / Services' (highlighted with callout 1), and 'Streaming'. The main content area has a 'Billing' header with 'Calculate' (callout 2), 'Next' (callout 3), and a reset icon (callout 4). Below the header is a dropdown menu 'Select subscription to display' showing 'SVC6702: Custom 50GB Storage, 2 Stations, 5 DJs' (callout 5). A message states: 'Automated billing is not enabled on this service. Please contact [support](#) to complete your requested changes.' Below this is a checkbox 'I have a discount coupon' (callout 6) and a summary table showing Price (\$ 107.5), Discount (\$ 0.00), and Total (\$ 107.5). The main section contains three tables. The first table shows account status (Active), next payment date (5/31/2120), current package (Custom), and price (\$107.50), with 'Cancel' and a green status icon (callout 7). The second table shows options to 'Change term' (Monthly) and 'Change package' (Custom), with 'Term Details' and 'Package Details' buttons (callout 8). The third table lists usage for Storage, Stations, DJ Logins, External Relays, and Spacial Relays, with price and usage details (callout 9). The last row of the third table shows 'Spacial Relays' with 'Slots (up to 128k) 80' and a price of \$30.00 (callout 10).

Figure 74 - Billing / Services Page

Serial	Figure 74 - Billing / Services Page
1	Billing / Services
2	Calculate - If changes are made, this will recalculate the premium
3	Next – If anything changes, gets calculated and allows you to confirm
4	Reset Changes – Revert all changed data on this page
5	Subscription – Select a service to view
6	Discount – If discount is applied, the box will be ticked, and an amount will display
7	Subscription account status – Lists the details of the selected subscription
8	Subscription primary info – Shows the term, package and price

9	Subscription additional info – Storage, Stations, DJ Logins, etc.
10	Toggle slider to change amount if active

In *Figure 74 - Billing / Services Page*, if anything is changed on the subscription’s form, “Calculate” (item 2) can be used to update the premiums to give an indication of what it would cost. “Next” (item 3) would bring up a dialog to confirm and pay (see *Figure 75 - Service change summary dialog*).

Service change summary

Once you click on "Confirm & Pay" the following changes will be applied immediately after payment is received. A prorated amount of \$37.50 will be charged immediately to your subscription. If you do not have a payment method set up, you will be redirected to our payment partner to complete payment and set up a subscription.

Service changes

✔ No changes detected

Billing changes

✔ Cost from \$107.50 Monthly to \$37.50 Monthly.

ⓘ Payment of \$37.50 is due before changes will be applied to your service. Please click on the "Confirm & Pay" button to complete the process.

Cancel

Confirm & Pay

Figure 75 - Service change summary dialog

In *Figure 74 - Billing / Services Page*, the term can be changed to monthly or yearly. The package and its details can be viewed if selected. These items can only be changed if the subscription allow it. See *Figure 76 - Custom Package Change*.

Description

Edit

Change term

Monthly

Change package

Silver

Description

Storage

Stations

Silver

Gold

Custom

1 (1 used)

Figure 76 - Custom Package Change

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