SLIQ MEDIA TECHNOLOGIES

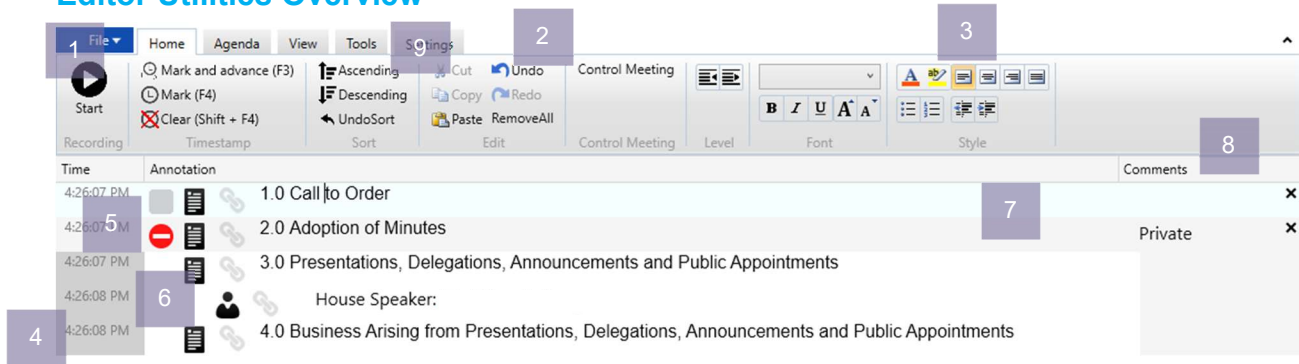# SliqScribe Indexer

User Guide

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SLIQSCRIBE INDEXER

Introduction to SliqScribe

SliqScribe Indexer is a professional application specifically tailored to aid in documenting the interactions of government meetings. It has the ability to integrate with existing agenda management systems already in use. Furthermore, it assists the users controlling the start, pause and stop of your webcasts in order to make them richer.

SliqScribe indexing tool provides an easy to use method to create time-stamped indexes when specific topics and people are speaking. Subjects such as bills, and votes can be tagged live or after the meeting to make the archives easily accessible in a contextual manner. Additionally, a programmatic interface is available to integrate external systems index data from sources such as voting systems, custom software and microphone switching outputs alongside manually generated indexes.
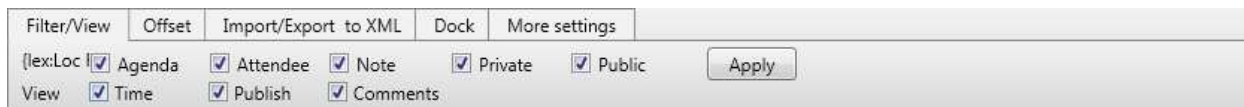
Editor Utilities Overview

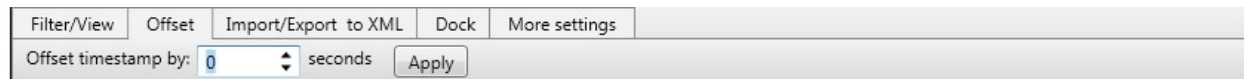|		
1	Mark and advance (F3) / Mark (F4) / Clear (Shift + F4) / Timestamp	Timestamp utilities
2	Cut / Undo / Copy / Redo / Paste / RemoveAll	Editor utilities
3	A A A / formatting icons	Formatting utilities
4	10:00:09	Timestamp
5	(red no-entry icon)	Private index indicator (will not be published)
6	(speaker / agenda / comment icons)	Indicates whether the index is a speaker, agenda item or comment.
7	2.0 Adoption of Minutes	Actual Annotation
8	Comments	Place for private comments
9	Ascending / Descending / UndoSort / Sort	Sort Annotations

SliqScribe Setting Overview

Filter/View

These settings are used to turn on/off certain aspects of the main indexing window, for example if we do not want to see the timestamps we can uncheck *Time*.

Filter/View	Offset	Import/Export to XML	Dock	More settings	
{lex:Loc l ☑ Agenda	☑ Attendee	☑ Note	☑ Private	☑ Public	Apply
View ☑ Time	☑ Publish	☑ Comments			

Offset

The offset tab contains the functionality to offset the timestamps within the indexing window.*NOTE: The offset affects all the timestamps.

Filter/View	Offset	Import/Export to XML	Dock	More settings
Offset timestamp by:	0	seconds	Apply	

Import/Export to XML

The Import/Export tab contains the functionality to Import and Export data to and from the indexing window.

Filter/View	Offset	Import/Export to XML	Dock	More settings
Export to xml	Import from xml			

Dock

The Dock tab contains the settings for where to Dock the Indexing window.

Filter/View	Offset	Import/Export to XML	Dock	More settings
☐ Top	☐ Left	☐ Right	☑ Bottom	

# Indexer Keyboard Commands

Following is a table defines the keyboard commands available in the indexer:

Keys	Action	Notes
ALT+left arrow	Decrease indent	In hierarchy mode
ALT+right arrow	Increase indent	In hierarchy mode
; (on blank line)	Repeat last Attendee entry	
, (on blank line)	Change entry type to Agenda	
. (on blank line)	Change entry type to Attendee	
/ (on blank line)	Change entry type to Note	
shift + semicolon	Repeat current attendee	
control + semicolon	Repeat pre previous attendee	
F8	Repeat previous index	
Alt + Control + F8	Insert next index	
CTRL+Tab	Insert tab to current entry	
Shift+Enter	Add new line to current entry	
Shift+Delete	Delete entry	
F3	Set timestamp on current entry and move to next entry	
F4	Set timestamp on current entry	
Shift+F4	Clear timestamp on current entry	
Alt + Control + K	Toggle index smartkey	

Scheduling a Meeting

1. Open SliqScribe
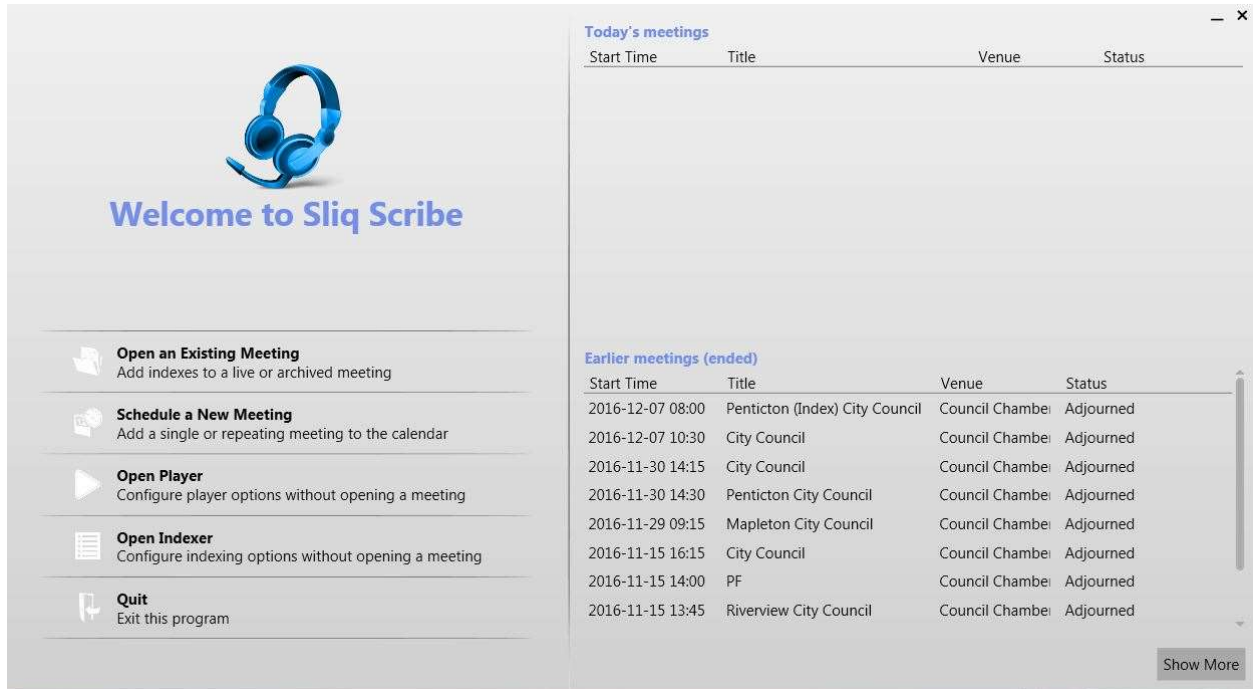
2. Select "Schedule a New Meeting" on the SliqScribe home screen.
3. Fill out the scheduling information (Event, Venue, Title, Location, and Description)

1. You have the option to schedule a meeting as a single occurrence or recurring.

2. Optionally, at the bottom of the scheduling window you can check "Open meeting after saving"

a. ☑ Open meeting after saving   Save   Import   Cancel

3. Click "Save" to schedule the meeting.

Loading an Agenda into SliqScribe

1. Once you have scheduled a meeting, the following screen will appear, prompting you to load your agenda. Agendas can be loaded in either PDF or Word format. Simply click on the *load agenda* button and choose your agenda for the scheduled meeting.
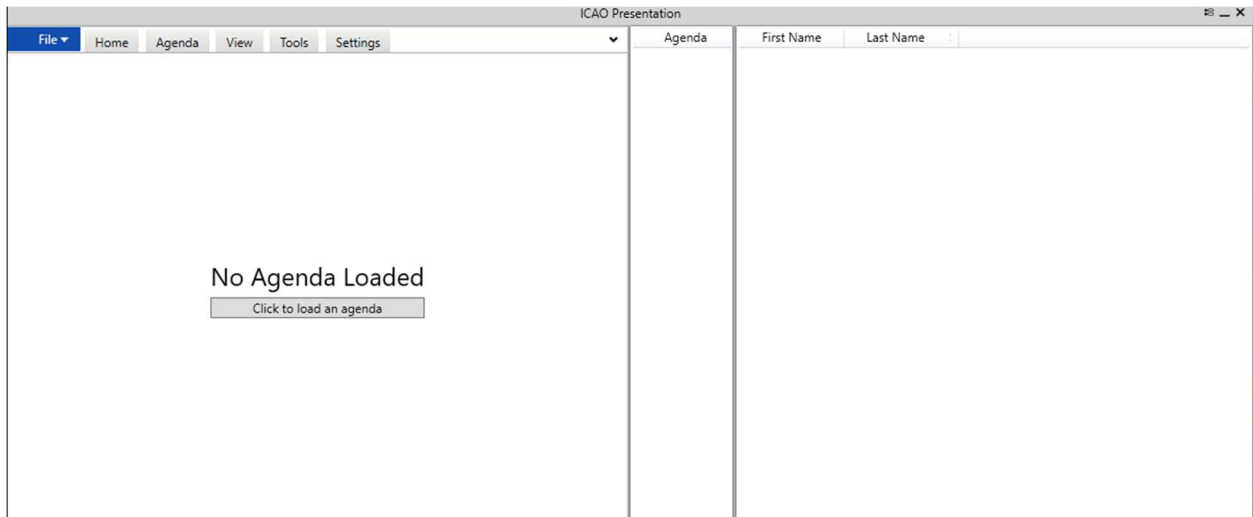
2. Once your agenda is loaded, you'll be met with the following screen previewing your imported agenda.'
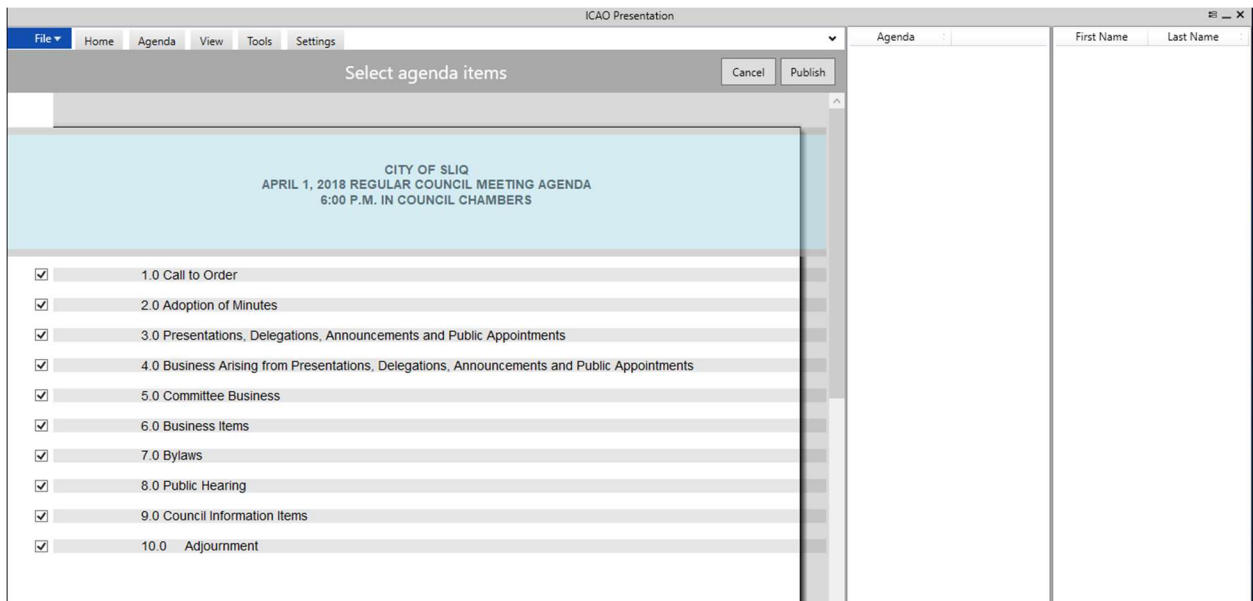
3. Beside each agenda item you have the option in the form of a checkbox to include or exclude specific agenda points. For this example, we will select "Publish" located in the top right of the view.

4. When publish is selected you will be previewed the index items that will be pushed to Harmony and available for indexing.
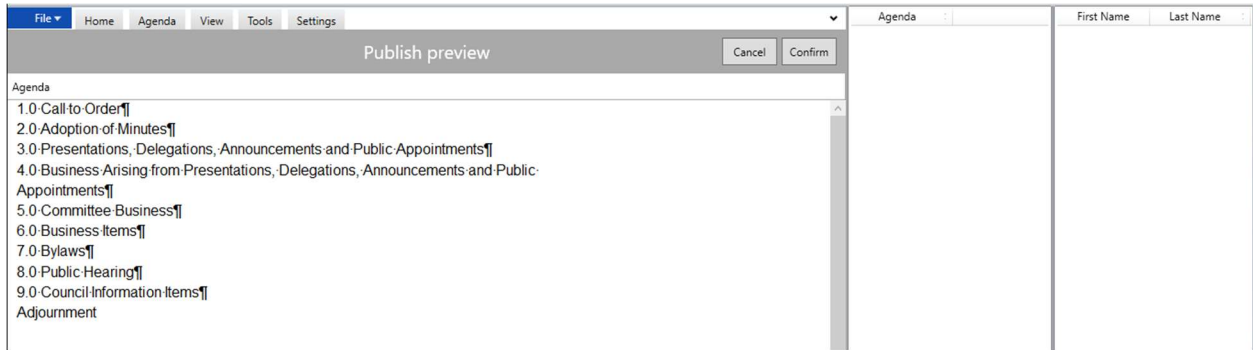
5. After selecting "Confirm" the index points will be published and available to start the indexing process.
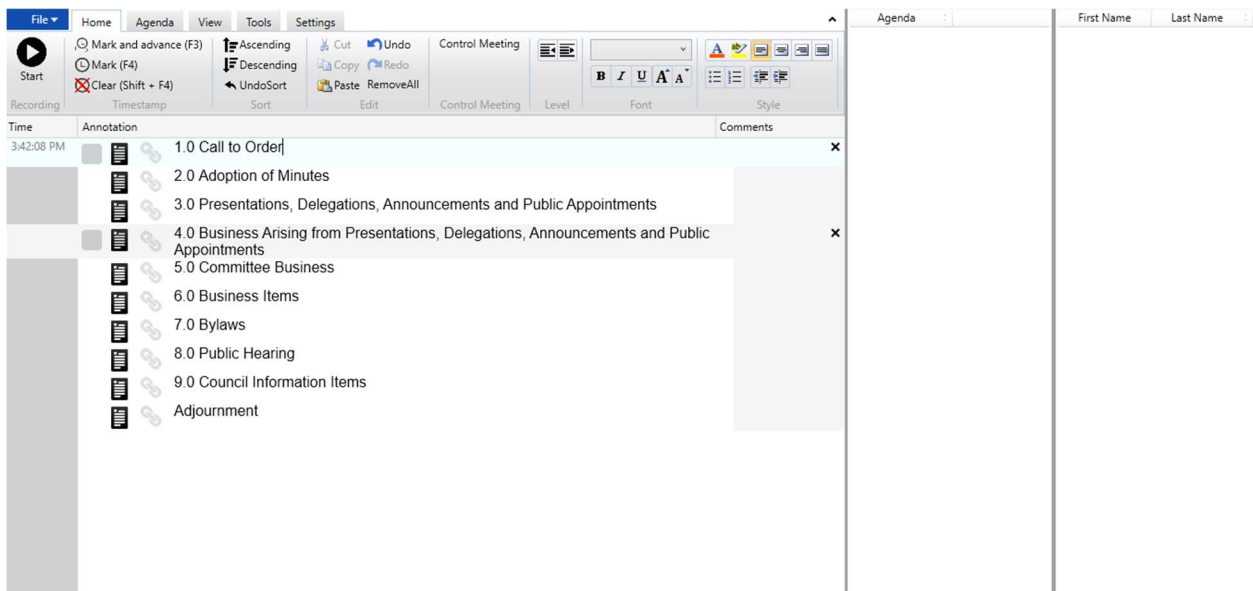
6. Click mark and advance located in the top horizontal navbar to timestamp the annotation and advance to the subsequent annotation.
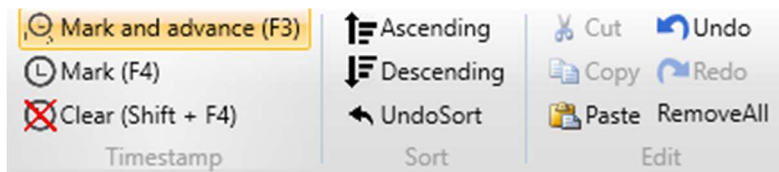
Finding a Meeting

1. SliqScribe can be used to find and edit a meeting live or after the fact. On the SliqScribe home screen select "Find an Existing Meeting"

2. On the following page you can browse from a calendar view the current meetings scheduled in the system. Additionally, filters can be applied to narrow the search.

3. Once selected, you can begin the indexing workflow.

Controlling the Meeting

1. Within SliqScribe while indexing you have the ability to Pause, End, Cancel, and Extend/Delay a live meeting.
2. In "Control Meeting" in the top horizontal navbar, navigate and select your desired meeting control option.
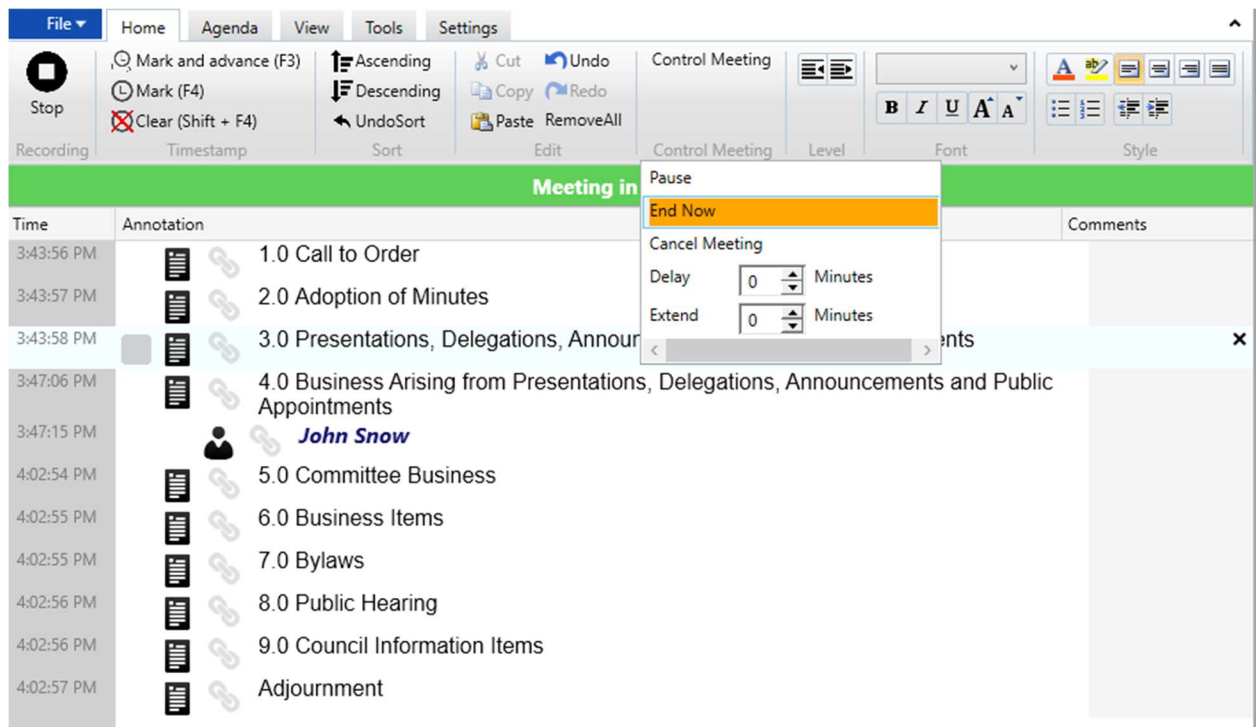
SmartKeys

Smartkeys allow you to map frequently used functionality to keyboard combinations in order to expedite data entry in the indexes panel. The list of Smartkeys can be viewed from the Smartkeys window, which is toggled on/off via ▦. Smartkeys can be one of four types:

- Attendees Smartkeys represent event attendees.

- Agenda Smartkeys represent agenda items.

- Comments Smartkeys represent keys used in the comment section.

- Text Smartkeys are plain text replacements that a user may customize.

The Smartkey window is divided into 4 sections, with one section for each type of Smartkey. Each Smartkey has three fields associated with it:

- **Attendees / Agenda**: represents the string that will be inserted into the appropriate field when the hotkey or shortcut is used.

  o *Attendees*: The names of meeting attendees

  o *Agenda*: Items to be discussed during meetings (e.g.: Presentation of Documents, Notice of Motions)

- **Hotkey:** represents the key combination that will invoke the Smartkey action.

- **Shortcut**: represents a text string that, when typed into an appropriate field, will automatically insert it's associated text string.

First Name	Last Name	Shortcut	Hotkey	File As		Agenda	Shortcut	Hotkey	
Paul	Forsythe	PF	Shift – P	P		Economic Action	EC	Control – E	
William	McKenzie	WM	Shift – W	W					
John	Robinson	JR	Shift – J	J					
House	Speaker	H	Shift – H						
Sean	Walker	SW	Shift – S	S					

| Text	Shortcut	Hotkey		Comments	Shortcut	Hotkey	

Smartkeys window

We make the following recommendations for using Hotkeys and Smartkeys:

- Only use hotkeys for actions that are often repeated. There are a limited number of hotkeys available, so they should be used sparingly. For less frequent events, use shortcuts.

- Avoid using real words for shortcuts. If a real word which has been assigned to a shortcut is entered into the index window, the existence of the shortcut will automatically replace the real word with its assigned phrase.

- Prefix shortcut keys with a special character (e.g. /, #, ^). By using a combination that is unlikely to represent real words, you will avoid unpredictable behavior.

- Avoid using shortcut sequences which begin with common characters. If, for example, you have two different Smartkeys assigned as "ts" and "tsw," respectively, typing the letters "tsw" too slowly may be interpreted as the shortcut sequence for "ts."

Creating a SmartKey

1. In the right vertical pane, right click the area under "First Name | Last Name" and select "Add"
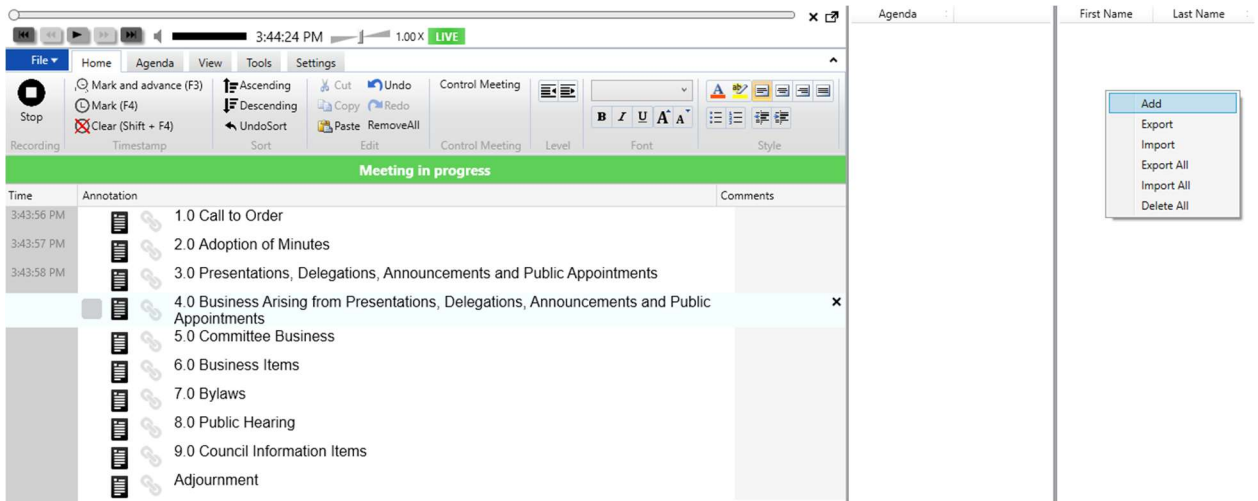
2. Fill out the SmarKey form with desired individual information

| Prefix: | Mr | First Name: | John | Last Name: | Snow |

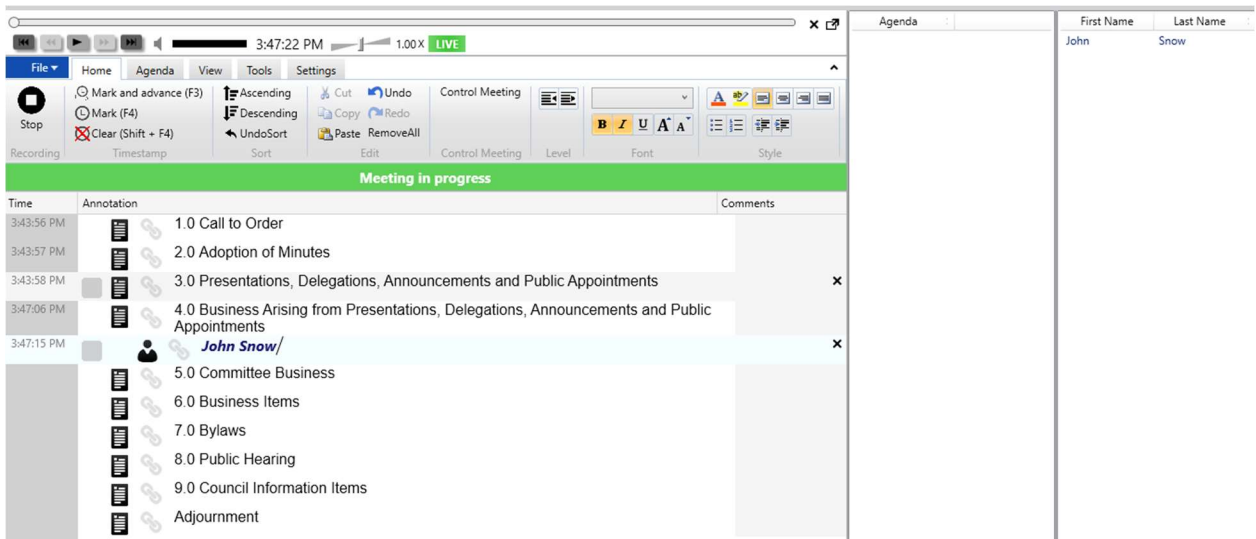Hot key: Shift - J

Shortcut: JS

Styled Text:

John Snow

Associated Data:

☑ Insert as new entry   ☑ Retain focus after insertion   ☐ Use with Auto Replace

Ok   Cancel

3. Select "Ok" to create the SmartKey. Based on the key we created when "JS" is typed it will populate as John Snow. Additionally, the shortcut "Shift – J" will populate as John Snow as well.

Importing SmartKey Information

1. SmartKey data can also be imported via XML files. In this example we import a preconfigured list of members from an XML file.
2. Right click the right vertical pane under "First Name | Last Name"
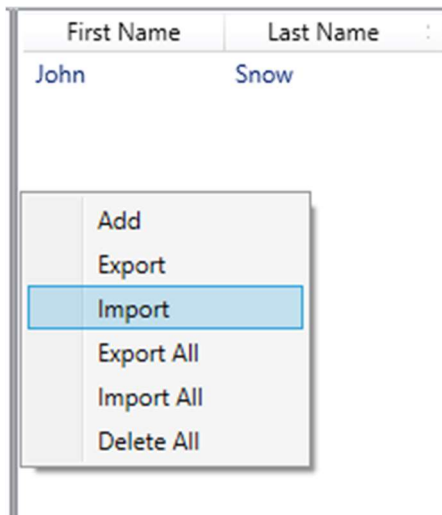
3. Select the members XML file and click "Ok"
4. As a result, we can see additional members in the SmartKey view

Loading an Agenda into SmartKeys

1. When an agenda is imported it can be directed to the SmartKey pane instead of the index window.
   a. When importing an agenda in the top horizontal navbar under "Import Options" select "Direct to Smart Key"
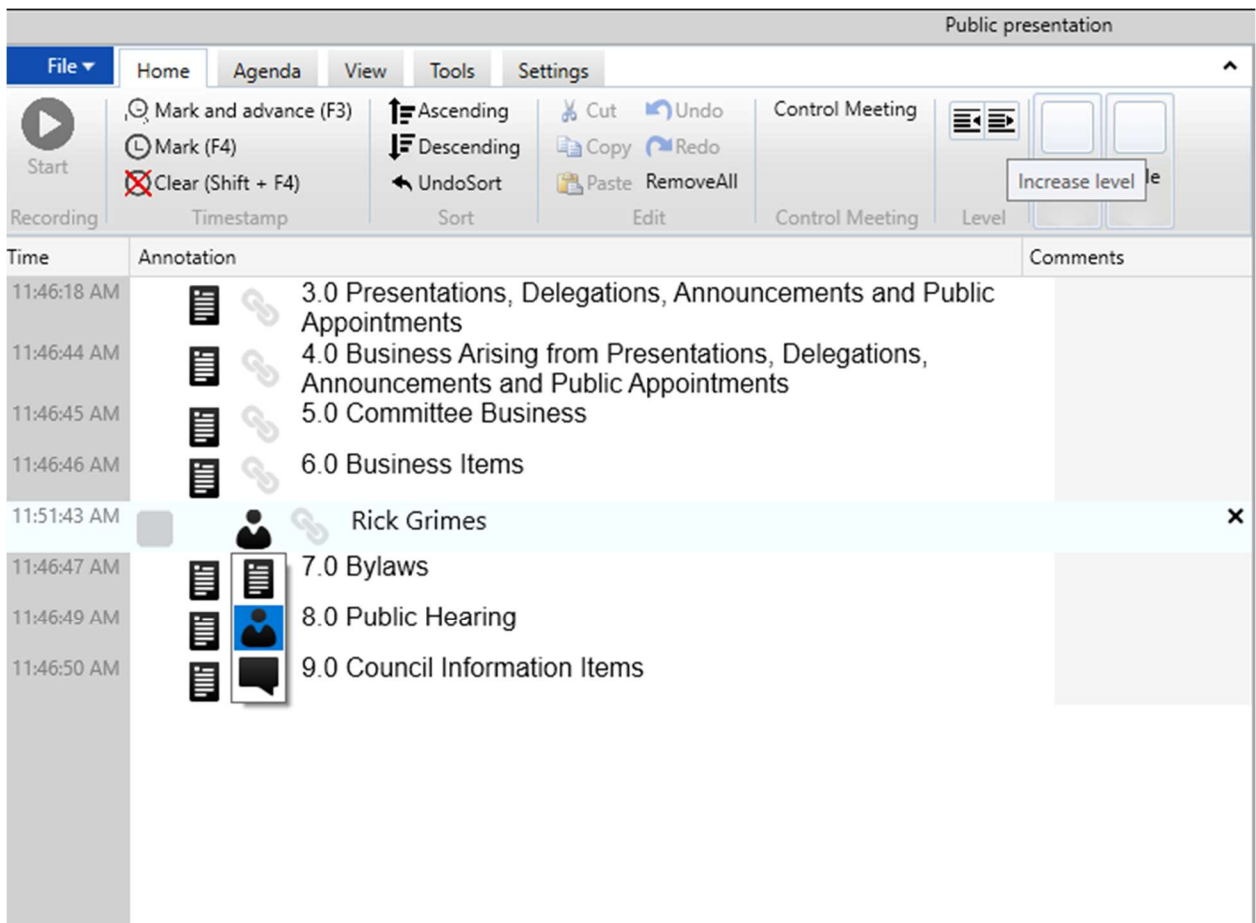2. On the right vertical SmartKey pane, you'll see your agenda items

Tagging in People in Indexes

1. There are three annotation types in SliqScribe: Agenda, Person, or Comment
2. In the index view to tag a person select the annotation type icon and choose the person icon

3. In the above capture in the top horizontal navbar, you can select increase and decrease level to indent the indexes as desired.