SLIQ MEDIA TECHNOLOGIES

Sliq Harmony V5

User Guide

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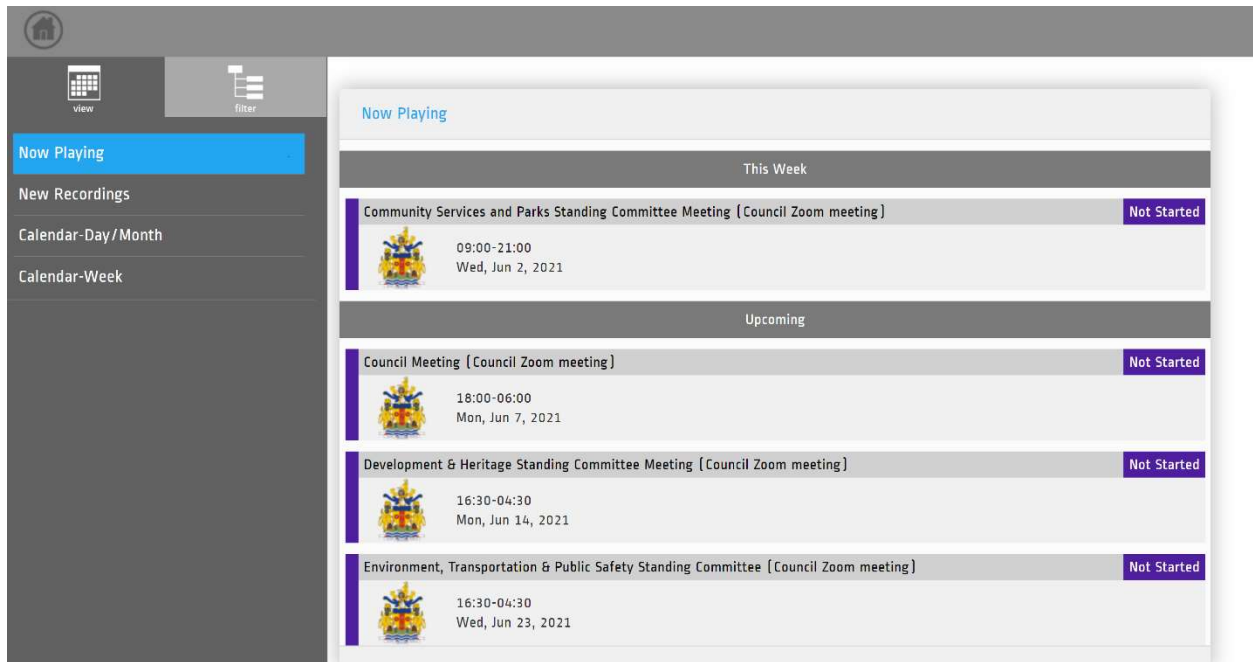
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Home Page

When first accessing the Sliq Harmony application, the first view you will see is your "Now Playing" home page. Here you are provided a summary of currently ongoing and in progress meetings. You can also review upcoming meetings that have been scheduled. Selecting the scheduled or live meeting will allow you to view the associated media stream.

Streaming viewer

Within the calendar you can select specific dates to view meetings that occurred on that day. Each meeting/presentation will be labeled with a name and status.

Status will be indicated on the right side of the meeting with a label, and by the coloured sidebars on the meeting:

- Light blue for adjourned meetings,
- Green for meetings in progress,
- Dark Blue for meetings that have not started yet,
- Purple for canceled meetings.
- Orange for meetings that have been paused (shown as 'Suspended' on the label.)
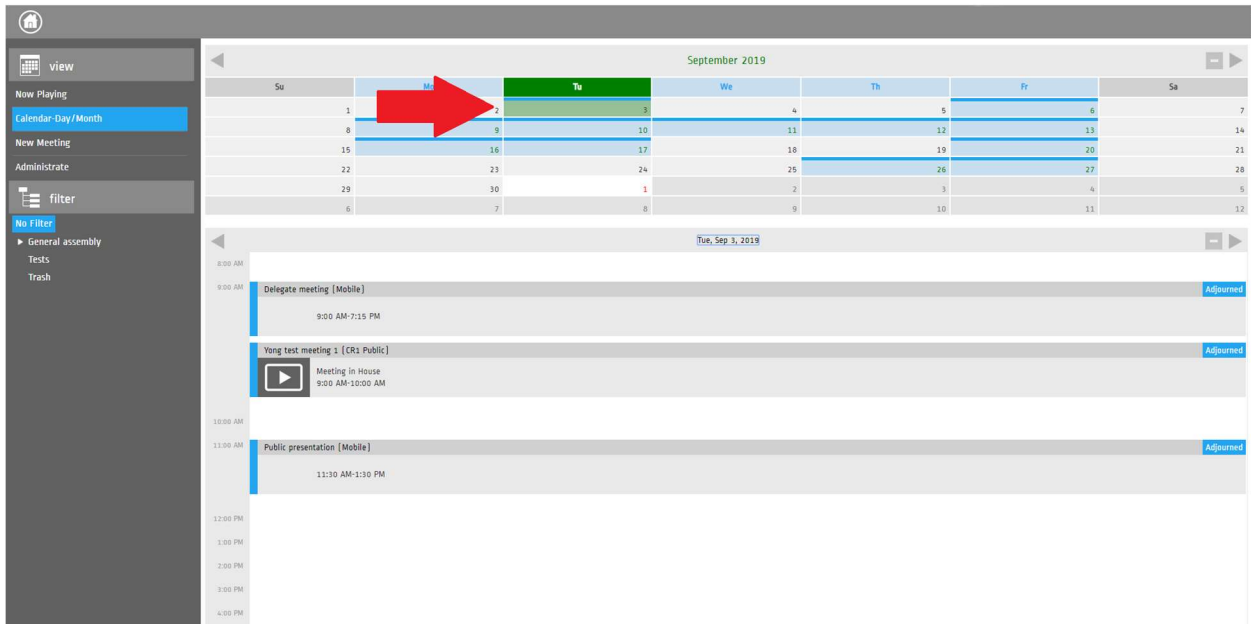
Main calendar day/month page

To find a meeting, select the appropriate day on the calendar when that meeting took place, and a list of events/meetings for that day will appear. Days that are highlighted light blue on the calendar have events/meetings listed for that day. The green highlight indicates the currently selected day. Under the calendar the events are listed in a time slot corresponding to when meeting took place.

When a meeting is selected the powerbrowser player will open and the stream will begin to play. On the left sidebar of the player screen, we can see information about the meeting including its description, location, when it was scheduled for, and when the actual meeting took place.
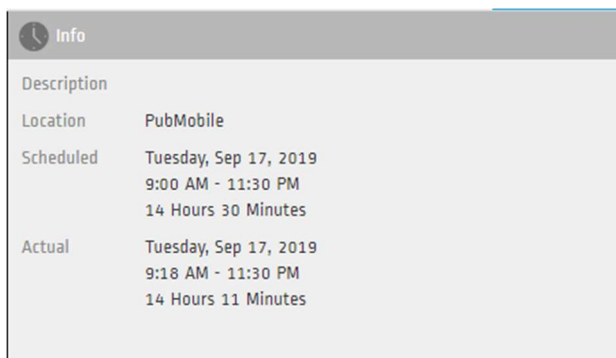
Info section next to the player

Clipedit

When an archived stream is playing, the option for clip edit will appear right above the end time of the player.

Edit option appearing when mouse is hovering the player

When the edit and download option is selected, the Clipedit tool will place 2 markers on the stream's timeline, one for the start and another for the end. The start and end time will be indicated under the timeline as in the bottom example:
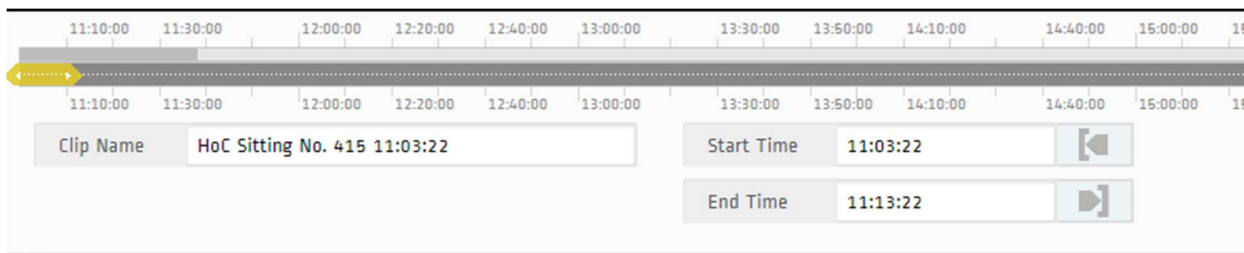
Timeline with start and end time markers used in clip edit

An option button on the bottom of the timeline will also appear, when clicked on, the language option will appear as well as open and close caption.
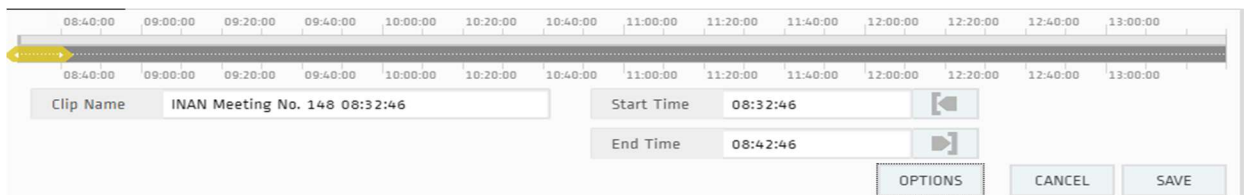
Option button bottom right under timeline

Option menu used to add language options to selected clip

Once the options have been selected, click close, the save options and clip edit will show a working bar. A blue progress bar will progressively add the language option to the clip, and when done a blue download button will appear which mean the clip is ready for download.
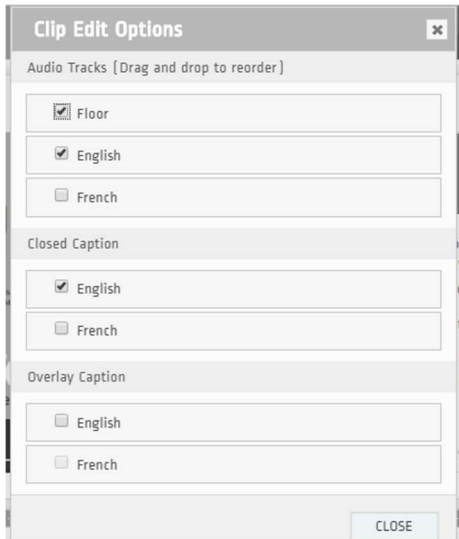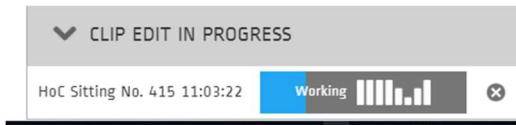

Left: Clip being processed, and language option being added   **Right:** clip ready for download with language option added to the clip
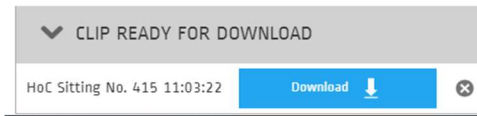
Creating a Meeting

To create a meeting, click the New Meeting Tab on the right side of the page. A menu should pop up with entries like committee and title field. They need to be to fill out to create the meeting. The advance tab to the right of the basic tab can also be filled out to add more information.

| Field	Contains
Committee*	Enter the name of the Committee or select from one of the templates that has been created.
Venue*	Select a location from the drop-down list.
Title*	Enter the meeting title, this is filled in from the Committee template but is free form info that can be changed. *ex: **House Sitting 45***
Publication*	Select a publication option. **Immediate Publish** *– Will publish and update the meeting information on the publicly viewable website.* **Private/Hold –** *This option makes the meeting private, only accessible to Harmony users and not viewable to the public.*
Single tab	Use this tab to create a single meeting. {{TABLE1}}
Recurring tab	Use this tab to create a series of meetings. {{TABLE2}}

Single tab table:

Field	Contains
Date*	Enter the meeting date.
Start Time*	Enter the meeting start time.
End Time*	Enter the meeting end time.
Duration	*This value will automatically be populated.*

Recurring tab table:

Field	Contains
Start Time*	Enter the meeting start time.
End Time*	Enter the meeting end time.

Repeat	Click after entering Monday's start and end times to repeat the values for the rest of the week.
Start Date*	Enter the meeting date.
End Date*	Enter the meeting date.
Duration	*This value will automatically be populated.*

Once you've filled out all the empty fields click save and the pop-up window will show you a summary of the newly created meeting and prompt you to add another meeting if you'd like or select done if you're finished.

Editing A Meeting

By selecting a meeting, you have the option to edit them as well by selecting the edit button on the bottom right of the player. By selecting the edit option, you change the start and end time of the meeting as well as the date it takes place on.
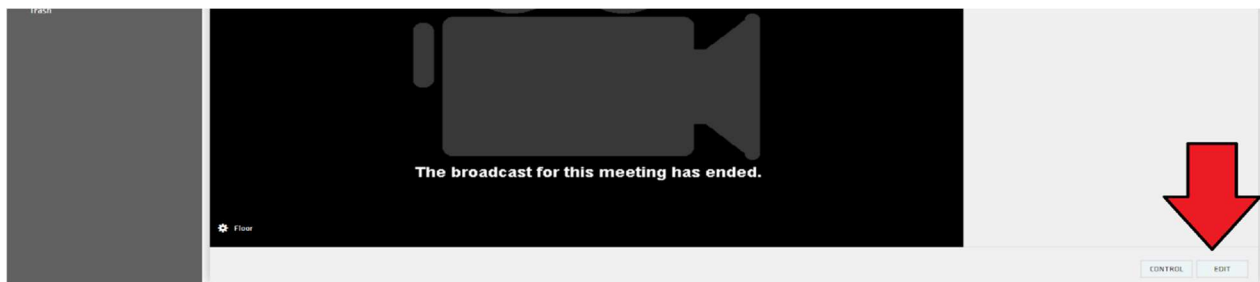
Edit button on the bottom right as indicated by the red arrow

From there you can either save changes, delete the meeting altogether, or cancel any changes that you've just made.
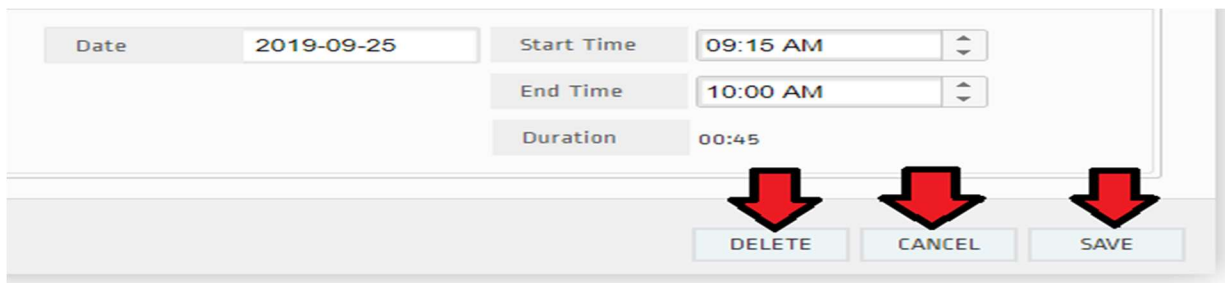
Status Changing

While a stream is in progress, you can select the control option button in the bottom right side of the player. This will allow you to pause, resume, end, cancel or delay the stream. Every option will require you to confirm selected option by pressing the go button.

Start, End Now, Pause/resume, and cancel options shown

The status of the meeting will then change the status to suspended while paused. Resuming will change the status back to in progress until the end of the stream when the status will become adjourned. If a meeting is canceled, then the status will change to canceled and the end now option will adjourn the meeting early.

Viewing Indexes

Meetings can have index points attached to them, which allow users to jump to specific points in the meeting. Next to the info tab, an A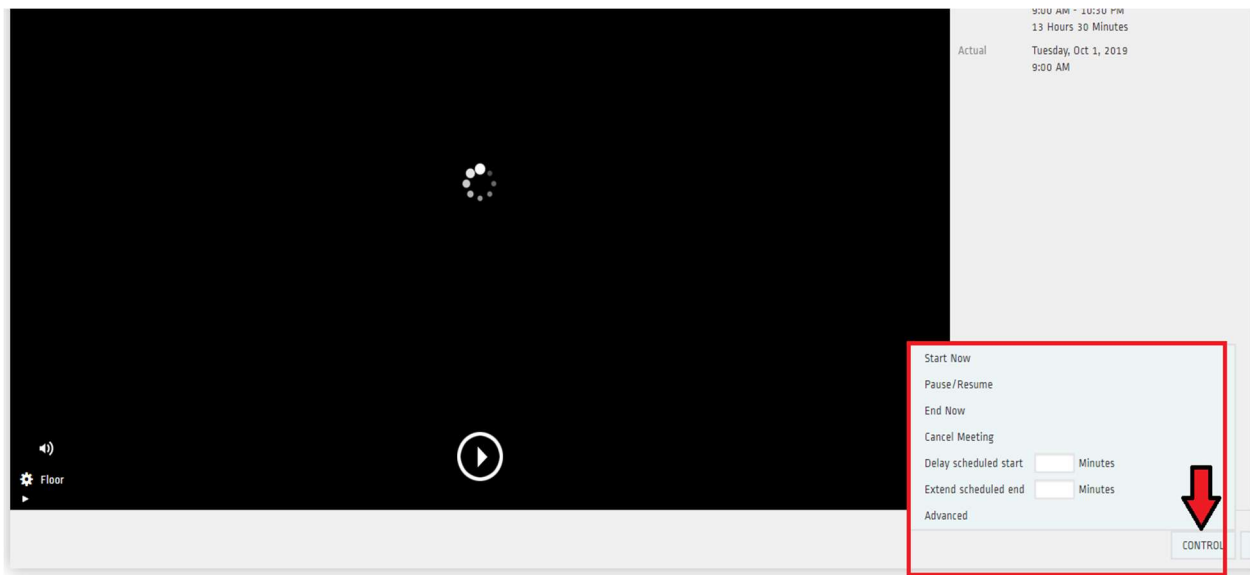genda tab index tab will appear in the Powerbrowser and, when selected, it will show the times at which particular topics or speakers are introduced.
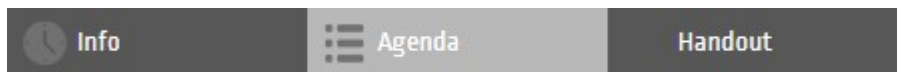
The right-hand sidebar tabs

If you select a specific index in the Agenda tab the player will begin to stream the meeting at the selected time. Note that each index point is represented by the timecode it relates to, inside a grey border.
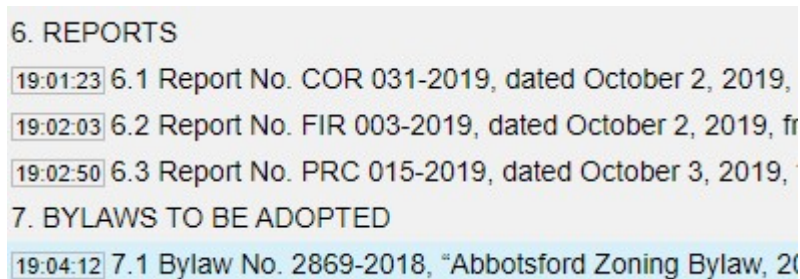
Examples of index marks in the agenda tab of a meeting. Note the selected index marked in blue.

As the meeting plays, the index marks will be highlighted in turn, as each one is selected, meaning that, during playback, the highlighted index point is always the last one that was played. If the user elects to

click on an index in order to move to a specific agenda item, that selection will remain highlighted throughout meeting playback. Please note that if the meeting is paused when an index point is selected, the video will move to that timecode, although playback will not restart.

Viewing Handouts

Handouts can be added to some meetings and can be either Microsoft Word or PDF documents. If a Handout is attached to the meeting you are viewing, the Handout tab will be available in the right-hand sidebar of the powerbrowser screen.

Clicking that tab will open a preview of the Handout document, which can be read and scrolled through from this tab. The handout can be scrolled through using the slider on the right of the screen, or the mouse wheel, or by clicking on the document and then using the down and up arrows on the keyboard.

Hovering the mouse over this document will bring up the Handout options tab and dimension controls. This tab will appear at the top of the handout page while the mouse is over the handout and shows the handout title, the page of the handout you are currently viewing, and the file options.
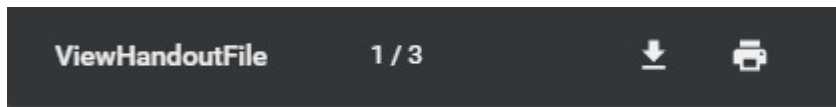
Handout options tab showing current page and file options

Dimension control options will also appear in the lower-right corner of the handout doc preview allowing you to change the mode of viewing the handout document.

File Options

 Selecting the Download button will open the 'Save As' menu, allowing you to save a copy of the PDF or document onto your computer.

 Selecting the Print button will open the Print Options menu, along with a preview of the document, allowing you to adjust and then print a copy of the PDF or document.

Handout display options
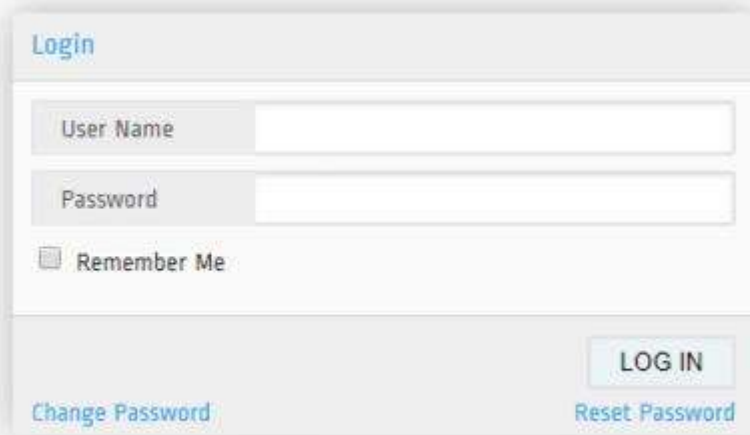
 Selecting the 'Fit to Page' button will adjust the size of the handout preview to better fit the available space and will hide the File Options window at the top of the handout preview.

 Selecting the Zoom In or Zoom Out button will change the display size of the Handout preview, allowing you to see the text more clearly, or view an overview of the document. There are 5 zoom settings in total, ranging from a close-up that will allow only part of each page to appear in the handout preview window, to a wide view that will allow multiple pages to be viewed at the same time.

Login and Logout

In order to log in to an account, a user should open the site URL, causing the login screen to appear. They will then be presented with the standard Log In window.

User name is set at account creation, as is password. Please note that 'Change Password' and 'Reset Password' links will cause an email to be sent to the admin email account.

Once the fields are filled in, click Log In to be taken to the main page.
To log out, simply select the Logout link at the bottom-right corner of the page.

Create Users

In order to create a new user, an admin should open the Administrate section, then select Users.
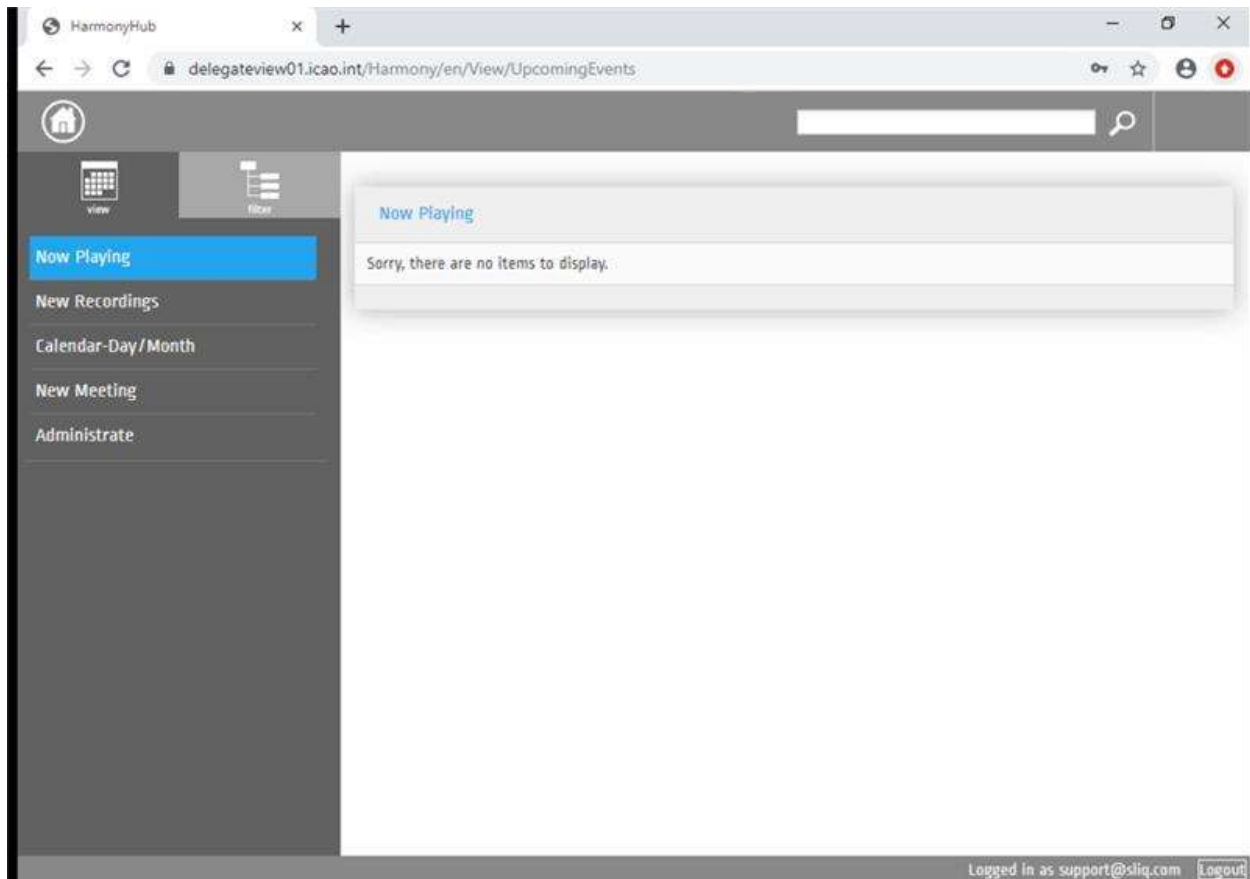
This will open the Users list, which should show usernames, first and last names, emails and roles.

Any user can be edited using the edit button.

To create a new user, scroll down to the bottom of the users list and select the 'Create New User' button.

This will open the users options screen.

User

Password	
Confirm Password	
Question	
Answer	
Role	
First Name	
Last Name	
Email Address	
Title	
Organization	
Phone	
Fax	
Address 1	
Address 2	
City	
Country	Canada
State / Province	
Zip / Postal Code	

CLOSE   SAVE

Fill in all the required fields: Username (use email address), Password and Confirm Password (which must match), and Role. See below for description of the Roles.

Ensure that the entered passwords match and are strong enough to meet your standards of security. A mixture of letters, numbers and special characters is usually best. Once a user has been created, email them their username, and follow the established security procedures to send them their password. If you are unsure of those procedures, contact your System Administrator.

Roles

Transcription
Regular User
Admin
PublicPublisher
DelegatePublisher
Transcription Admin
Transcription

All Roles are configurable and refer to the access groups for given types of users.
These can be found in the Roles page, in the Administrate section. Be aware that changes applied here will apply to all users with the same role, so edits should be made with due care.

Role

Name	Description	ContentAccessGroup	Media Access Group	Security Group	
Admin	Admin	Admin	Administrators	Super Admin	
DelegatePublisher	Publisher for Delegate meetings	DelegatePublisher	DelegatePublisher	DelegatePublisher	
PublicPublisher	Publisher for Public meetings	PublicPublisher	PublicPublisher	PublicPublisher	
Regular User	Regular User	Secretariat	Administrators	Regular User	
Transcription	Transcription	Admin	Regular	Transcription	
Transcription Admin	Transcription Admin	Admin	Administrators	Transcription Admin	

Gating

Sliq's Harmony is equipped with multiple gating options which allow customers to save bandwidth, block the transmission of in-camera sections of meeting, and ensure unscheduled events won't accidentally be publicly streamed. The two types of gating Harmony uses are referred to as RTMP gating and slide gating.

Harmony can be configured to not use gating, use either gating style, or use both gating systems for various reasons.

RTMP Gating

RTMP gating is used to shut off the RTMP streams when they are not in use. This is done, primarily, to save on bandwidth when there are no meetings scheduled in Harmony and will not affect the recordings in the ring buffer.

Slide Gating

When slide gating is active, it replaces the video stream with a static slide and mutes all audio streams – the video and audio recorded in the ring buffer will contain the static slide and muted audio. This can be done in the middle of the meeting while the RTMP stream is active in order to have a short in-camera section both during the live stream and in the subsequent video on demand recording – see the documentation on Suspending a Meeting for more information about this functionality.

In installations where protected meetings which aren't to be recorded or streamed occur, slide gating will be active anytime there are no scheduled meetings, this way any private meetings which take place in the venue won't be recorded in the ring buffer. A side effect of this functionality is that if you forget to schedule a meeting or start ahead of schedule without updating the event in Harmony, you won't be able to create or edit the meeting after the fact to have it assembled from the ring buffer as the ring buffer will consist of the slide.