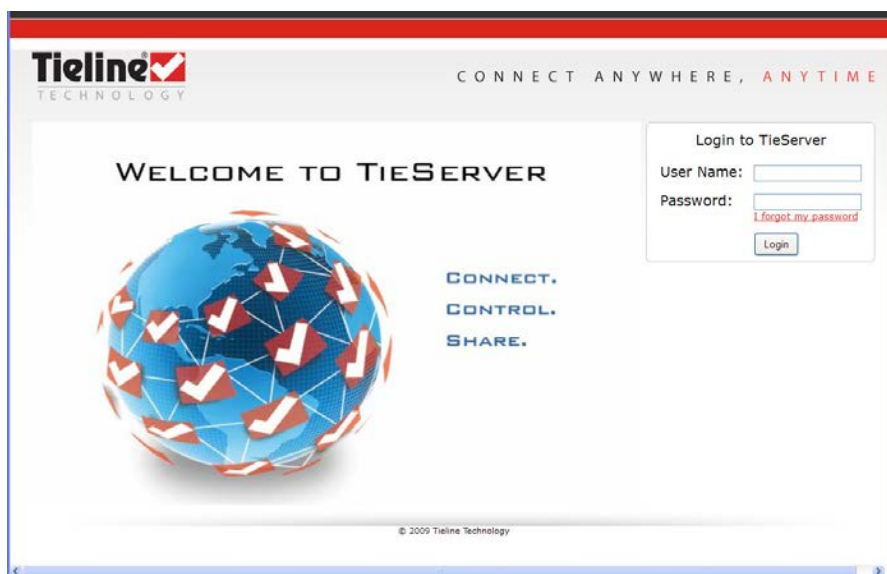




Tieserver Console GUI User Manual



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1 Introduction to TieServer

The Tieline TieServer Console allows Tieline customers to view and manage TieServer related configuration of Tieline products. This includes:

- Codec licensing options.
- CMS licensing.
- Report-IT Enterprise Edition domain management.

This guide is designed to assist Report-IT administrators to use the PC/MacTieServer Console for configuring Report-IT Enterprise user accounts. Report-IT Enterprise user accounts can also be configured using portable Apple or Android devices:

1. Download the Report-IT Enterprise Edition application from the iTunes App Store and enter an administrator login to configure Report-IT Enterprise user accounts.
2. Download the TieServer Console application for Android from the Google Play store and enter an administrator login to configure Report-IT Enterprise user accounts.

Download Report-IT User Manuals at <http://www.tieline.com/Support/Documentation/User-Manuals> for more information on operating and configuring Report-IT using applications downloaded onto portable devices.

For a list of all release notes for Report-IT Enterprise please visit <http://www.tieline.com/Support/Latest-Firmware>.

Prerequisites

The TieServer Console requires internet access and Java 1.6.0_21 or higher. It has been tested and is compatible with the following browsers:

- Safari (Mac OS X, Windows XP, Windows 7)
- Internet Explorer (Windows XP, Windows 7)
- Firefox (Windows 7, Max OS X)

Note: If using Mac OS X please use Snow Leopard v10.6 or greater.

If the appropriate version of Java is not available, please follow any automatically provided onscreen directions to install or upgrade your current version.

How to Configure Report-IT Pack User Accounts

Tieline will create an administrator account and domain name for your network on TieServer and you can use this domain to configure all Report-IT user accounts. Tieline will also supply a username and password for your administrator account. Use these to log in to your TieServer administrator account and configure Report-IT Enterprise user accounts.

Report-IT Enterprise Administrators can use the TieServer Console web-GUI to configure:

1. Default domain settings for codec, sharing (e.g. FTP servers, Burli and Nétia

- Radio-Assist™) and connection settings. These apply when no individual user account settings have been configured.
2. Individual user account settings: These settings override the 'global' default domain settings when enabled.



Important Note: It is possible to connect live to a studio codec using an administrator version of the Report-IT application to test codec, sharing and default domain settings. Using administrator accounts on devices to broadcast is not recommended because any settings you apply become global default settings for all user accounts and any changes may interfere with their operation.

Recommended Configuration Process using the web-GUI TieServer Console

Following is a suggested process for configuring Report-IT Enterprise with the TieServer Console for the first time.

1. [Add the codecs](#) to which users will connect using the **Codecs** screen.
2. [Add all share servers](#) to which users will connect using the **Sharing** screen.
3. [Configure the Default Domain \(user connection\) settings](#) into Report-IT.
4. [Create user accounts](#) and [configure individual account settings](#) for each user account.



Important Note: Before commencing configuration of codec connections, ensure Tieline has recorded all the serial numbers of the codecs in your network into TieServer. Register via www.tieline.com/register

Terminology and Abbreviations

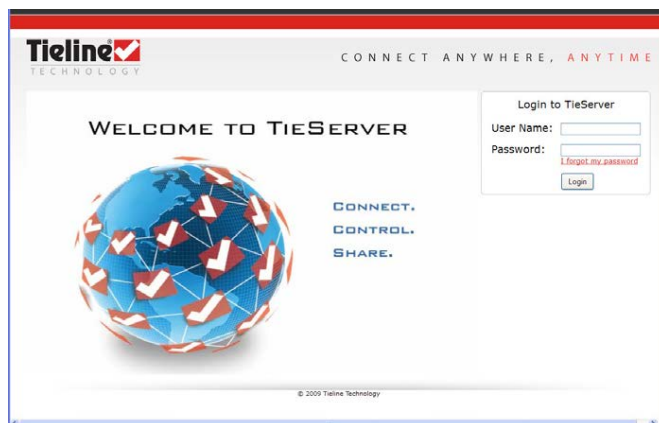
CMS	Codec Management System
Domain	An identification string that defines a realm of administrative autonomy, authority, or control on the internet
FTP	File Transfer Protocol
GUI	Graphical User Interface (used with reference to the web-GUI)
NAT	Network Address Translation
PAT	Port Address Translation
TCP	Transmission Control Protocol
TieServer	Tieline server used to store and manage codec and user account information to facilitate connections
TieServer Console	Web browser Graphical User Interface (GUI) tool, also available as an Android or Apple device application, used by administrators to configure Tieline hardware and software, including Report-IT Enterprise Edition
UDP	User Datagram Protocol

2 TieServer Login and Password

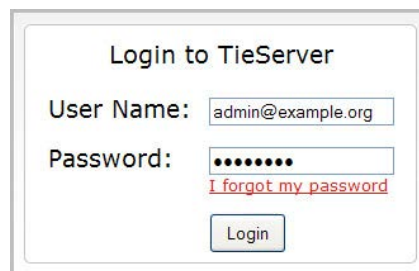
Log in to TieServer with the TieServer Console

Only administrators can log into TieServer. If you have just purchased Report-IT, enter the **User Name** and **Password** provided to you by Tieline after completing the online license application form.

1. Open a browser on your computer and type <https://www.tieserver.com> to open the login screen for the TieServer Management Console.



2. Enter the administrator **User Name** (domain) and **Password** provided to you by Tieline and click **Login**.



3. Please be patient when you log in for the first time because you will experience java downloads before the system completes the login process. The downloads will be cached and retained and used during future logins, unless there is an update or your browser's cache is cleared.

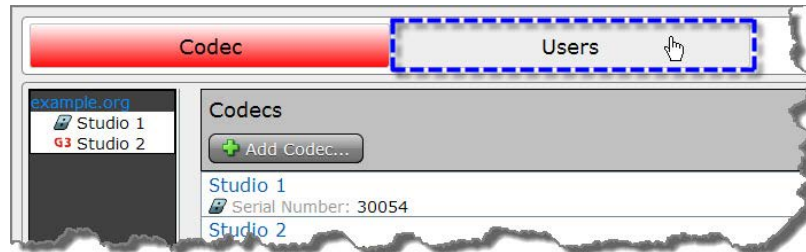


Important Note: The login page can also be used to recover forgotten passwords. Click the **I forgot my password** link to send an email to the registered email address of the domain's administrator. Only administrators can recover a forgotten password via the login page. Report-IT users can only change their password using the application on their iPhone.

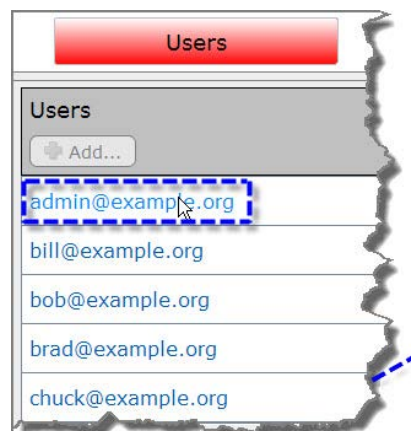
Changing the Default Password

When you first login it is a good idea to change your password. Please note that you will have to log out at the end of this procedure to confirm the change of password.

1. Click **Users**.



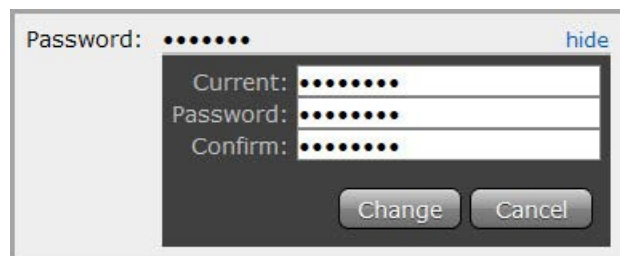
2. Click to select the login domain for the administrator account.



3. Click **Change** in the password field.



4. Enter the existing password, then a new password and confirm the new password. Click **Change** to confirm the new password settings.



5. Click **Yes** in the **Change Password** dialog to confirm the changes.



Session Timeouts

If there is no activity in the TieServer Management Console for 30 minutes the session will automatically time-out and you need to log in again to continue configuration.

3 Getting to Know the User Interface

After logging into TieServer, the TieServer Console displays the overview screen, which contains various tabs for configuring different elements of the system. The number of tabs and the information displayed after login is dependent upon whether an annual subscription for the TieServer Console browser-based configuration software has been purchased. Report-IT Enterprise features.

The TieServer Console is divided into four sections:

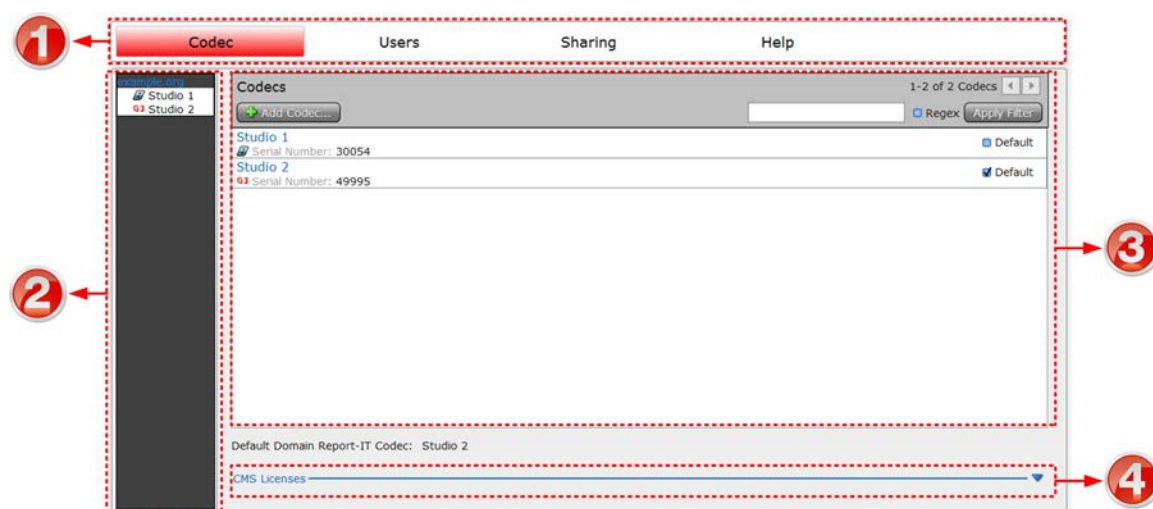
1. Codecs: add, configure and view codecs in your domain
2. Users: add, configure and view users in your domain
3. Sharing: add, configure and view Report-IT audio sharing configuration in your domain
4. Help: view available user help documentation

Click on the menu bar across the top of the screen to navigate to the section you want.



Menu Bar

Within each page section there is a domain level view of devices and users as well as a details level view of individual device and user settings.

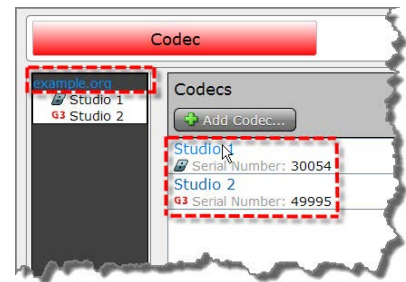


	Section	Details
1	Menu bar	Click to select a tab to add, configure and view device settings
2	List Panel	Devices and users within your domain are displayed depending on which tab is selected, e.g. codecs, users or shares.
3	Details Panel	Add, configure and view users or devices; select default domain and device settings as well as individual device and user settings
4	Expanding Arrow Toggle	Click the right-hand arrow to reveal and hide additional details on each page

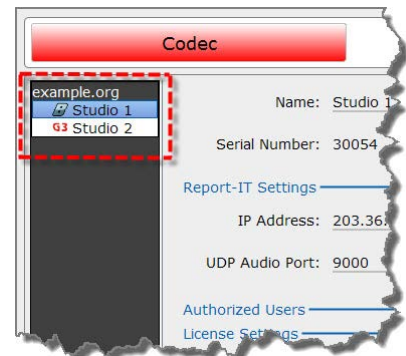
Basic Page Navigation

The **List Panel** on the left side of the each page allows you to view the domain level settings, or individual device/user settings, when you click on the codec, share server or user displayed.

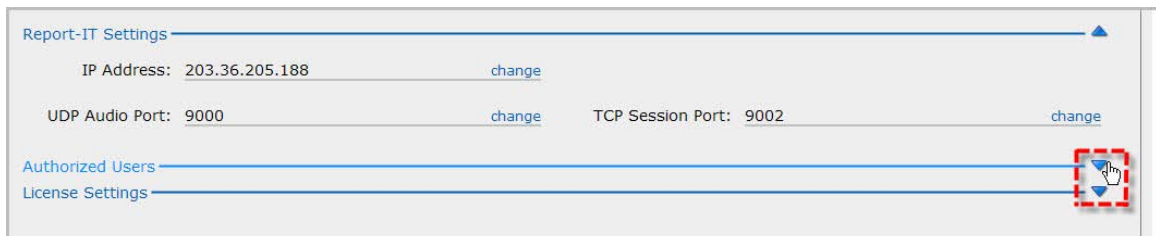
In the example shown, the domain **example.org** is selected in the **List Panel** and the codecs within this domain are listed on the right-hand side. Click over a codec hyperlink to display a device's configuration details.



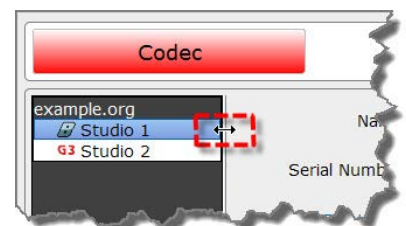
In the example shown, **Studio 1** is selected within the domain **example.org** and configuration settings for the device have been displayed in the **Details Panel** on the right-hand side.



Click on the **Expanding Arrow Toggles** ▼ on the right-hand of the **Details Panel** (or anywhere on the blue lines adjacent to them) to show or hide additional configuration settings as required.


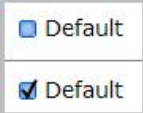


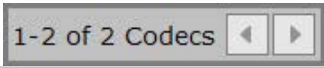



Click and drag over the panel divider to expand or reduce the size of the **List Panel**.



Basic Controls

Each page uses common configuration tool including buttons, check-boxes, navigation arrows and text box search filters to assist with configuration settings. Confirmation dialogs are usually associated with 'destructive' configuration changes, e.g. deleting servers and user accounts.

Use to add/delete devices and users, authorize users, enable licenses and apply filters (etc).	
Click check-boxes to select default settings and regular expression filter searches (etc)	
Click the Apply Filter button to apply text box search filters and find users and codecs. Simple 'wild card' searches using the * symbol are available and more complex 'Regular Expression' searches can be used by 'power-users.'	
Click Change to adjust minor configuration settings on a page. Any changes are applied immediately. Press hide to close the editing control and press cancel to remove any current edits and close the editing control.	
Click the navigation arrows to navigate between multiple pages.	
When the TieServer Console is communicating with the server an indicator is displayed in the menu bar next to the Help menu. Other system controls may also display a similar indicator while their values are being retrieved or updated. Depending on the time taken to retrieve data, a blur effect may also be visible on the screen.	

Saving Configuration Changes

The TieServer Console does not automatically update configuration settings when they are changed using a device other than the one currently being used for configuration. E.g. where a value is changed by a TieServer Console user on another computer, or someone using TieServer Console administration applications on portable Android or Apple devices. (Note: There are no restrictions on the number of computers an administrator can be logged in with at any given time).

Generally, selecting different **Codecs**, **Users**, and **Sharing** settings does refresh settings from the server, however when adding/removing codec, user, and sharing settings externally, you may have to press your browser refresh button to update the values shown in the TieServer Console.

Note: On some Mac OS X Safari installations/versions, the refresh button on the browser doesn't always work. To overcome this, just place the cursor in the address bar and press enter.

4 Configuring Codec Connections

Global and Individual User Account Codec Settings in Report-IT

There are two default codec settings in Report-IT:

1. Global Default Codec: nominating one of the codecs in your network as the default codec for all connections. This setting is used when no individual user account default setting has been configured.
2. User Account Default Codec: nominating one of the authorized codecs available to an individual user as the default codec for their Report-IT connections. This overrides the Global Domain Codec setting when **Use Defaults** within user account settings is set as **No**.

Use the TieServer Console to perform the following:

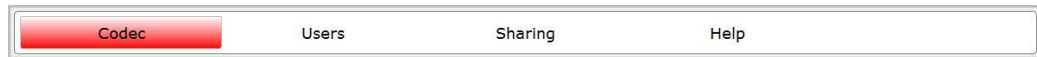
1. [Add new codecs to your domain](#) and [select the 'global' default domain codec](#) for all user accounts authorized to use this codec.
2. [Configure codec settings](#).
3. [Select the default codec for individual user accounts](#) as required.



Important Note: To simplify user account configuration we recommend you enter all codec and share servers into Report-IT prior to creating individual user accounts.

4.1 Add New Codecs to the Domain

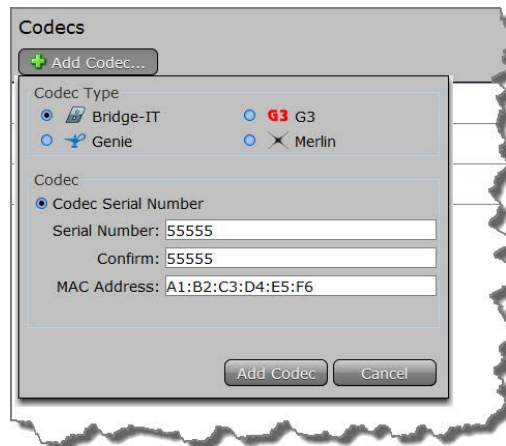
1. Select **Codec** in the main menu bar.



2. Ensure the domain is selected in the **List Panel**.



3. Click **Add Codec**
4. Enter the details for your codec, then click **Add Codec**.



- When a codec is first added the serial number becomes the default name of the device. Click on a codec to configure settings.

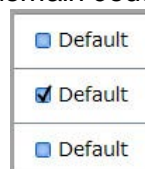


Selecting the Default Domain Codec

After adding codecs to your domain you can select the default codec for all Report-IT connections. This is the codec that will be used by default when a user opens Report-IT and taps **Connect**, unless you select a different codec in user account settings.

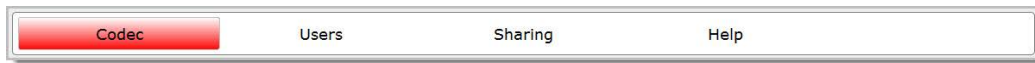
Note: [Default codec settings for individual users](#) can only be configured after user accounts have been created.

- Select **Codec** in the main menu bar.
- Ensure the domain is selected in the **List Panel**.
- On the right-hand side of the **Details Panel** click the check-box for the codec you want to be the default domain codec.



4.2 Configuring Codec Settings

1. Select **Codec** in the main menu bar.



2. Click to select the codec in the **List Panel** that you want to configure.



3. Click **change** to adjust the codec name, then click the **Change button** to save the new setting.

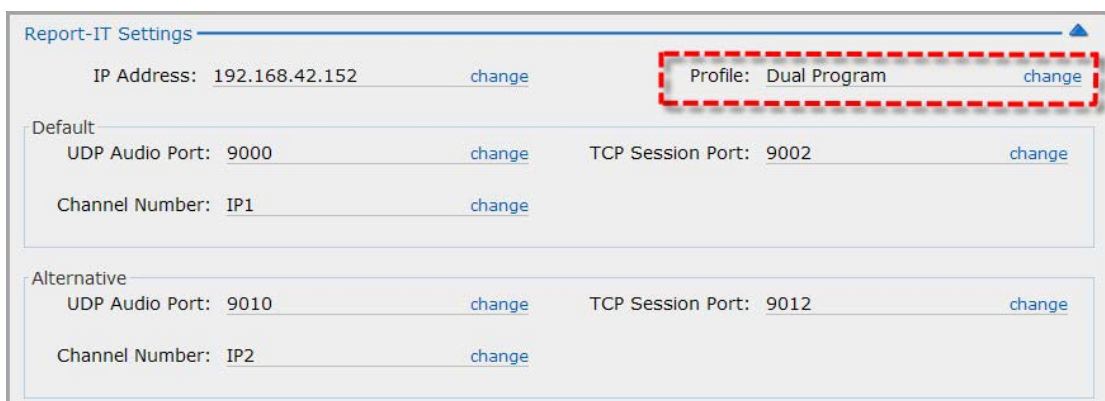


4. Click **change** to configure the codec's IP address and other Report-IT settings in the same way. (Note: Bridge-IT example in the following image.)



Changing G3 Codec Profiles for Dual Program Report-IT Connections

The default connection profile when connecting Report-IT is Mono Program and it is also possible to adjust the **Profile** setting to **Dual Program** and allow two iPhones to connect to a Commander or i-Mix G3 codec at the same time. Note: Other G3 specific Report-IT settings are also displayed if Dual Program is selected.



Profile	Explanation
Mono Program	Changes the profile of a G3 codec to Mono Program during connection (default setting)
Dual Program	Changes the profile on a G3 codec to Dual Program - allowing two independent connections to a single codec simultaneously
Codec Current Runtime	This setting does not change the current profile on a G3 codec. WARNING: this setting relies on the studio codec having a compatible Report-IT profile loaded
Other/Custom	Select the number of a custom profile to load during connection



Important Notes:

- The Dual Program solution requires Report-IT version 3.0.7 or higher and G3 codec firmware version 1.6.86 or higher. See <http://www.tieline.com/Support/Latest-Firmware/Current-G3-Firmware-Versions>.
- This solution requires studio codec configuration using Toolbox software to ensure both Report-IT connections are consistently routed to the studio codec's left (IP1) and right outputs (IP2). See http://www.tieline.com/files/files/436_Bcast_Tech_note_20-Bidirectional_Dual_Program_Connections_rev1.pdf

Dual Report-IT Audio Stream Connections with Merlin Codecs

To connect to a Merlin codec with two Report-IT connections, it is necessary to first create a program for the codec which will allow two simultaneous audio stream connections. Download the Merlin user manual from <http://www.tieline.com/Support/Documentation/User-Manuals> for instructions on creating dual mono programs for this purpose (see the section titled *Configuring Dual Mono Programs*).

Changing Port Settings

In TCP/IP and UDP/IP networks the codec port is the endpoint of your connection and by using different ports, several codecs in your studio can use the same static public IP address. In this situation, when data is received from several remote codec devices at a single public IP address at the studio, port information is translated from data packets to ensure the correct packets are sent to the correct studio codecs. This process is performed by PAT (Port Address Translation), which is a feature of NAT (Network Address Translation) devices.

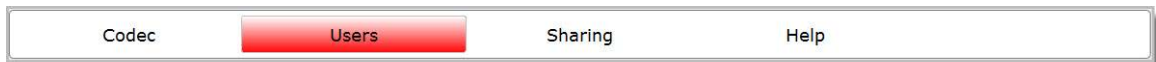
By default, Report-IT uses TCP port 9002 to send session data with connection information and UDP port 9000 to send audio. The session port always uses the TCP protocol because this protocol is the most likely to get through firewalls – ensuring critical session data (including dial, connect and hang-up data) will be received reliably. If you are connecting two Report-IT connections to a single codec at the studio, two IP connections with different port assignments are required. Usually the first Tieline IP connection uses TCP port 9002 and UDP port 9000, and the second connection uses TCP port 9012 and UDP port 9010.

If you need to reconfigure the default Report-IT Live port numbers, please consult your IT system administrator for assistance on port allocation, or email support@tieline.com for more information.

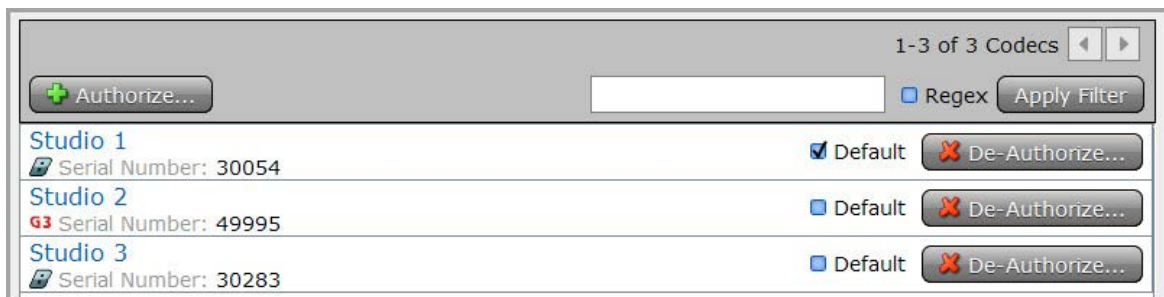
4.3 Selecting Default User Account Codecs

It is possible to select the default codec for each user account. This is the codec that will be dialed by default when a user opens Report-IT and taps **Connect**.

1. Select **Users** in the main menu bar.



2. Click to select the user account you want to configure.
3. Click the **Expanding Arrow Toggle** ▼ for **Authorized Codecs**.
4. Click the **Default** check-box for the codec you want to configure as the default device for connections.



5. Click **Yes** in the confirmation dialog to confirm the selection.



Important Note: If the **Default Codec** for a user account is not selected, then when the user logs into Report-IT the **Default Domain Codec** will be used (as long as the user account is authorized to see that codec). If the user account is not authorized to use the default domain codec, the first authorized codec listed will be dialed by default when a user opens Report-IT and taps **Connect**.

5 Configuring Sharing

Global and Individual User Account Sharing Settings in Report-IT

There are two default **Sharing** settings in Report-IT:

1. Global Default Sharing Destination: nominating one server as the default share server for all user accounts. This is used when individual user account sharing settings are not configured.
2. User Account Default Sharing Destination: nominating one of the servers available to an individual user account as the default share server for file transfers. This overrides the Global Default Sharing Destination setting when **Use Defaults** within user account settings is set as **No**.

We recommend you configure all sharing destinations (servers, or Burli and Nétia Radio-Assist sites) into Report-IT prior to creating individual user accounts. This simplifies user account configuration. The best way to proceed with sharing configuration is:

1. [Add New Share Servers](#) into Report-IT.
2. [Configure the default share server destination globally](#) for all user accounts that are authorized to use this server.
3. [Configure the default share server destination for individual user accounts](#) as required.

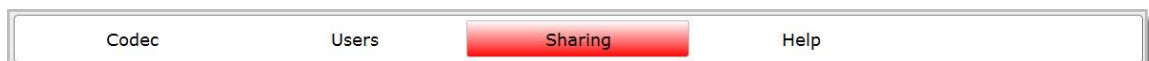
5.1 Add New Share Servers

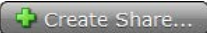
There are two elements involved in configuring Report-IT to perform transfers of audio recordings to preferred servers:

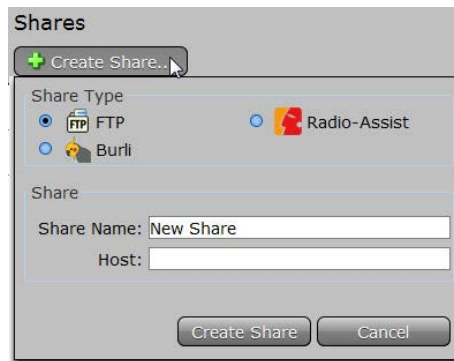
- Add new destination share servers.
- [Configure server and audio encoding settings](#).

Adding New Servers

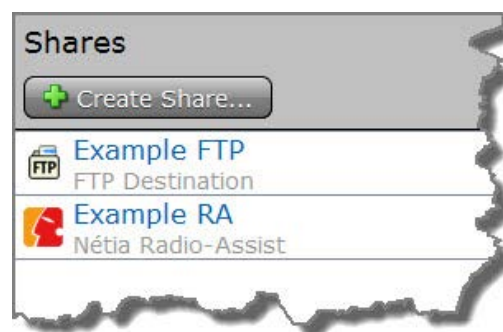
1. Select **Sharing** in the main menu bar.



2. Ensure the domain is selected in the **List Panel**.
3. Click the **Create Share** button . The button is a grey rectangle with a green plus icon and the text 'Create Share...'.
4. Select the **Share Type**.



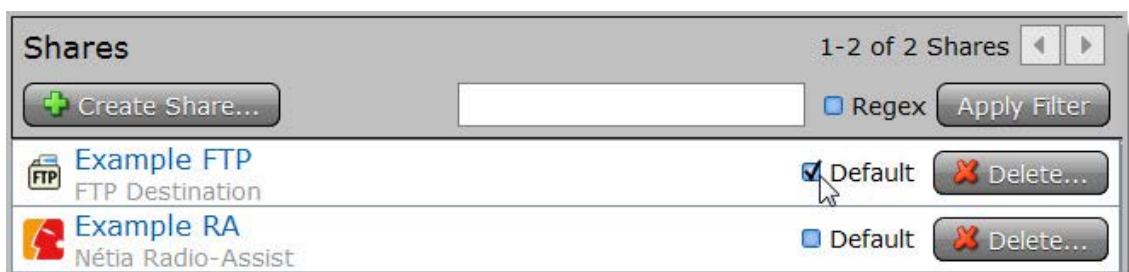
5. Enter the destination server **Share Name** and enter the server address into the **Host** text box, then click **Create Share**.
6. The server you add will then appear in the list of share servers in your domain.



Selecting the Default Domain Share Server

If you have multiple share servers within your domain you can select a default share server, which will be the server all user accounts connect with by default, when no individual user account settings are configured. Note: [Default share server settings for individual users](#) can only be configured after user accounts have been created.

1. Select **Share** in the main menu bar.
2. Ensure the domain is selected in the **List Panel**.
3. On the right-hand side of the **Details Panel** click the check-box for the server you want to be the default domain server.

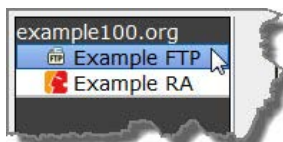


5.2 Configuring Server Settings

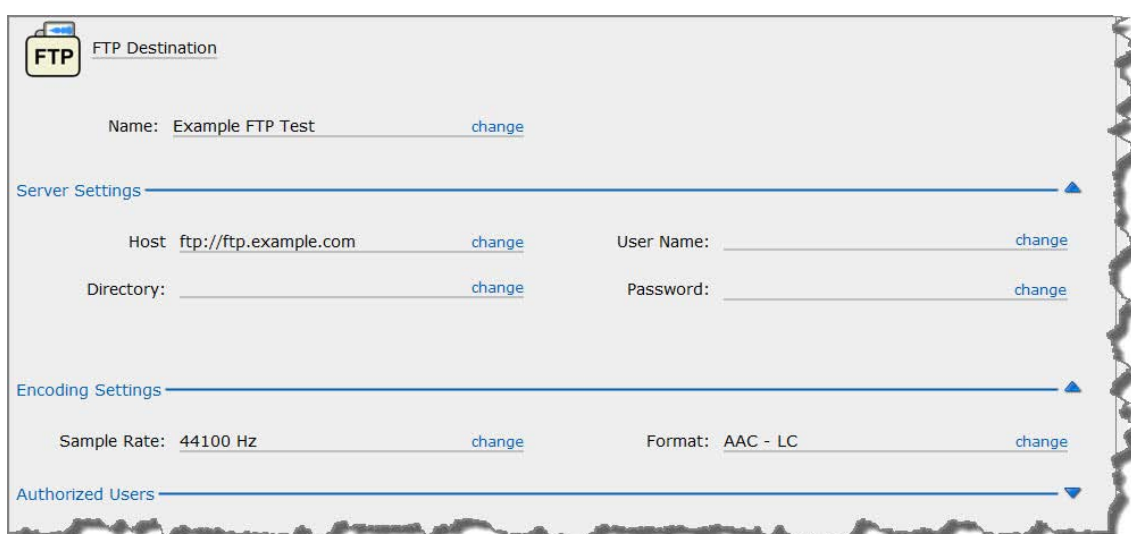
1. Select **Sharing** in the main menu bar.



2. Click to select the server you want to configure.



3. Click the **Expanding Arrow Toggle** ▼ for **Server Settings** and **Encoding Settings**.



FTP Destination

Name: [change](#)

Server Settings ▲

Host: [change](#) User Name: [change](#)

Directory: [change](#) Password: [change](#)

Encoding Settings ▲

Sample Rate: [change](#) Format: [change](#)

Authorized Users ▼

4. Click **change** to adjust any server or encoding settings.



Important Note: Basic report metadata is recorded in a report when recordings are sent to FTP servers.

Netia Radio-Assist

Report-IT and the TieServer Console support compatibility with Netia Radio-Assist management systems to allow seamless sharing of recorded files with Netia systems. The following Radio-Assist **Site** settings are available for configuration.

Nétia Radio Assist Metadata

Report-IT integrates with Nétia Radio-Assist and sends report metadata along with the recorded file when a share is transmitted to a Nétia Radio-Assist server. The metadata may include:

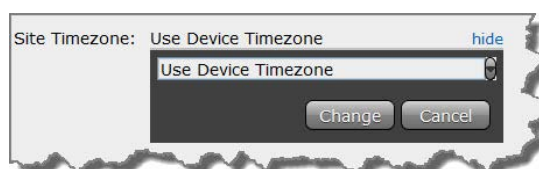
1. User information.
2. A Report title.
3. The time at which the report was recorded.
4. The city in which the report was recorded (when configured).
5. The GPS coordinates at which the report was recorded (requires authorization for the use of location services for Report-IT).
6. The duration of the report.
7. Additional user description/remarks about the report.

Metadata specific to Radio-Assist shares includes the **Site Timezone** and **Nétia User Data** settings.

Adjusting the Site Timezone

The timezone setting indicates which timezone will be used for the *Report Time* metadata sent to the Radio-Assist site server. This defaults to the current timezone of the device. It is usually set to the timezone which the destination Radio-Assist server database is servicing. Timezones will automatically adjust for daylight saving timezones as required.

1. Click **change** for **Site Timezone**.

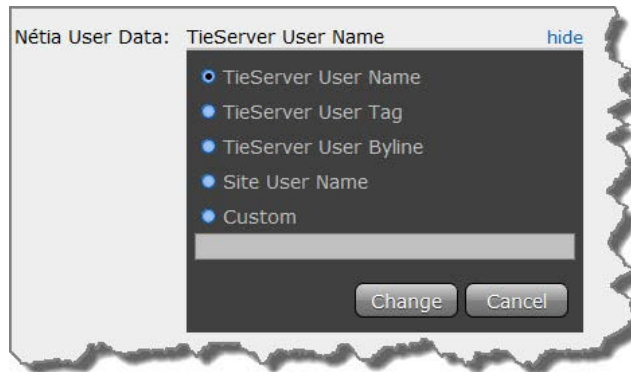


2. Click the drop-down arrow to change the default timezone if required, then click **Change**.

Nétia User Data

The Nétia User Data setting configures which information will be used to populate the user information sent to the Radio-Assist site server.

1. Click **change** for **Nétia User Data**.



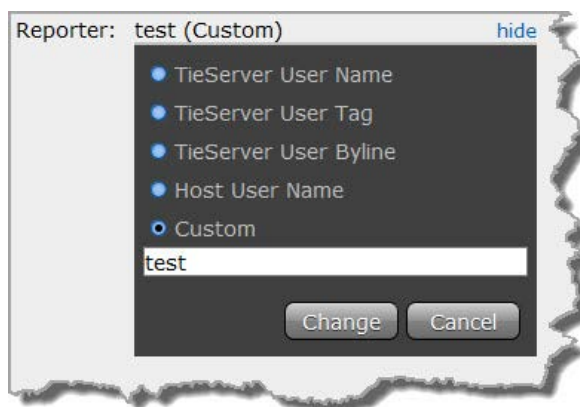
2. Select the preferred option from:
 - i. TieServer User Name: the user name of the logged in user (without @<domain name>). This is the default setting.
 - ii. TieServer User Tag: the value entered in the **Tag** field for a user. The user name will be entered if this is not specified.
 - iii. TieServer User Byline: the value set for the user's byline.
 - iv. Site User Name: the value used for the Radio Assist site **User Name** configuration.
 - v. Custom: A custom value.
3. Click **Change**.



Important Note: The *Autofill* component of Nétia Radio-Assist requires the addition of a mapping file before this feature can be used by Report-IT Enterprise. This is available directly from Nétia. Please contact your local Nétia agent for details on acquiring this file.

Burli

Report-IT also integrates with Burli Newsroom Systems to send metadata along with recorded files when sharing.



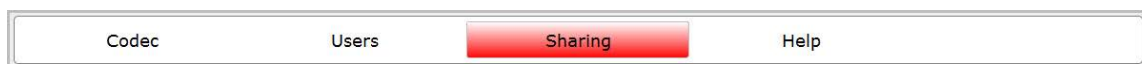
Broadcast Wave Format Metadata

Report-IT supports Broadcast Wave Format (BWF) for sharing of recordings. BWF is an extension of the Microsoft® WAVE audio format and provides additional metadata when sharing recordings between applications.

If you select this encoding format, the metadata added to recordings by users will be included when sharing reports.


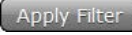
5.3 Add Authorized Users for Sharing

1. Select **Sharing** in the main menu bar.



2. Click to select the server you want to configure.



3. Click the **Expanding Arrow Toggle** ▼ for **Authorized Users**.
4. If you know the identity of users you want to add click the **Authorize** button. 
 - Note: use the filter text box and **Apply Filter**  button to search for user accounts.
5. Enter the username into the text box and click **Authorize**.



- After TieServer authorizes the user they will appear in the list of authorized users for the selected server.

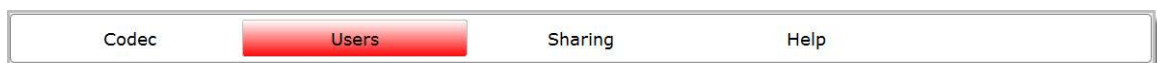


Important Note: It is also possible to authorize user accounts by selecting **Users** in the main menu bar, then select a specific user account > expand **Authorized Shares** > click **Authorize**.

5.4 Share Server Defaults for Users

Once you have created individual Report-IT user accounts you can select a default destination sharing server for each user account. This is the server that will be used by default when users send reports via FTP or Nétia Radio-Assist file transfer etc.

- Select **Users** in the main menu bar.



- Click to select the user account you want to configure.
- Click the **Expanding Arrow Toggle** ▼ for **Authorized Shares**.
- Click the **Default** check-box for the server you want to configure as the default for sharing.



- Click **Yes** in the confirmation dialog to confirm the selection.




Important Note: When a user logs into Report-IT the **Default Domain Share** server will be used if the **default** share for a user account is not selected (as long as the account is authorized to connect to this server). If the user account is not authorized to use the **Default Domain Share** server, it will connect with the first share server for which it is authorized.

5.5 De-authorize Users from Servers

To remove a user account from a server's list of authorized users:

1. Select **Users** in the main menu bar.



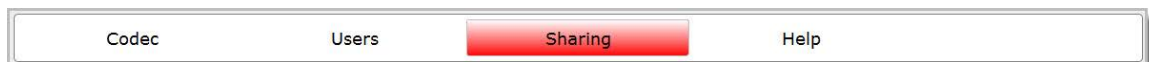
2. Click to select the user account you want to configure.
3. Click the **Expanding Arrow Toggle** ▼ for **Authorized Shares**.
4. Click the **De-Authorize**  **De-Authorize...** button for the server you want to remove from the list of **Authorized Shares**.
5. Click **Yes** in the confirmation dialog to remove the server from the list.




Important Note: It is also possible to de-authorize user accounts by selecting **Sharing** on the main menu bar, then select a specific server > expand **Authorized Users** > click **De-Authorize**.

5.6 Remove Share Servers

1. Select **Sharing** in the main menu bar.



2. Click the **Delete**  **Delete...** button for the server you want to remove.
3. Click **Yes** in the confirmation dialog to remove it from the server.

6 Configuring User Account Connections



Caution: If any changes are made to a user's account settings they will not be enabled until the user signs out of Report-IT and signs in again. Closing the Report-IT App down also forces the user to sign in.

Global and Individual User Account Connection Settings

There are two levels of user account configuration available to administrators when configuring connection settings for Report-IT:

1. Global default domain connection settings: Default domain settings apply for codec, sharing and connection settings when no individual user account settings have been defined.
2. Individual user account connection settings: User account settings for individual users can also be configured, which override default domain settings and allow studio engineers to enter unique settings for each user. This is only possible when **Use Defaults** within user account settings is set as **No**.

Global settings make it easy to configure all accounts to connect to the studio in a similar way. Additionally, individual user account settings allow administrators to tailor account settings as required for different connection scenarios.



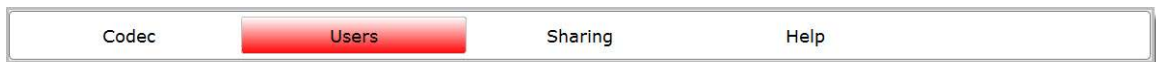
Important Note: To simplify user account configuration we recommend you enter all codec and share servers into Report-IT prior to creating individual user accounts

The best way to proceed with user account configuration is:

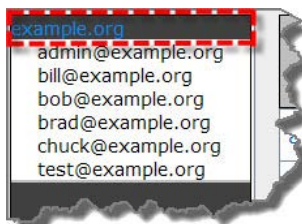
1. [Configure default domain user account settings](#).
2. [Configure individual user account settings](#), which will override default domain settings, on an account by account basis.
3. [Add authorized users to your codecs](#) to allow them to connect Using Report-IT.

6.1 Add Report-IT User Accounts

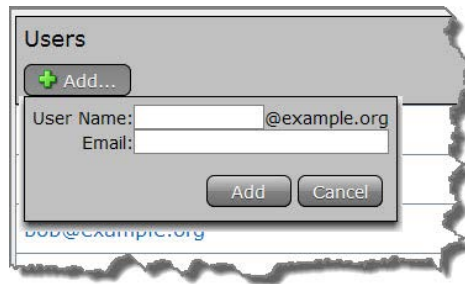
1. Select **Users** in the main menu bar.




2. Ensure the domain is selected in the **List Panel**.



- Click the **Add** button  to add a new user into the system.



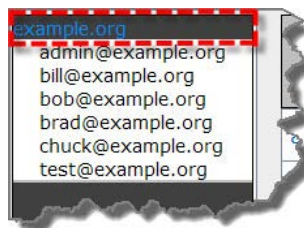
- Enter the **User Name** and **Email** address of the new user and click the **Add**  button to confirm the settings and add the user.
- By default each new user inherits the **Default Report-IT Settings** displayed when you click the domain in the list panel. Select an individual user account to configure connection settings for individual Report-IT accounts.

6.2 Configure User Settings

Configuring Default User Account Settings

These connection settings will apply for all user accounts unless settings are configured individually by selecting **No** for **Use Defaults** in an individual user account.

- Select **Users** in the main menu bar.
- Ensure the domain is selected in the **List Panel**.



- Click **change** to configure the default user account settings.

Configuring Individual User Account Settings

- Select **Users** in the main menu bar.
- Click to select the user account you want to configure. Note: No Report-IT settings are displayed in an administrator account.
- Click **Change** for **Use Defaults**.
- Select **No** and click **Change**.
- Adjust settings as required.

Connection Settings Explained

Following is a summary of the settings which can be adjusted globally by administrators for all users, or for individual user accounts on a case-by-case basis. The first image displays a user account and the user information which can be edited,

including:

1. The account's email address.
2. Enabling and disabling the account.
3. Changing the account password.
4. Adding a user Tag.

The following image details the Report-IT settings available.

	Setting	Purpose
1	Use Defaults	Yes: uses default user account settings; No: used to configure account settings for individual user accounts
2	Initial Audio Bitrate	Configures the initial audio bit-rate of connections when they are first dialed
3	Allow User Reneg	Enable setting to allow a user to renegotiate the connection bit-rate
4	Record On Connect	Configures Report-IT to record talent audio on the iPhone simultaneously when connected live to a studio codec
5	Share On Disconnect	If enabled, the app opens the Share Report screen automatically when a user disconnects to facilitate sharing of reports

6	Auto Reconnect	Enable setting to automatically reconnect if a connection is lost
7	Across Networks	Enable setting to connect over Wi-Fi by default if the iPhone is registered to a Wi-Fi network, and fail over to 3G if the Wi-Fi network becomes unavailable
8	Return Channel	Enables audio monitoring of the return audio from the studio
9	Allow Mute	Turn ON to display the Mute button on the main screen of Report-IT
10	Monitor Input	Enables audio monitoring of the iPhone mic input
11	Monitor Override	Allows users to toggle the Monitor Input function ON/OFF
12	Bluetooth Input	Turn ON to pair a Bluetooth device with Report-IT; turn OFF to avoid a device being accidentally paired with Report-IT
13	Set Own Password	Enables users to set their own login password using Report-IT
14	Remember Password	Enables users to configure Report-IT to automatically remember the log in password
15	Report Prefix	Tap to enter a new default name prefix which is applied to all recorded reports
16	Logo Byline	Use to configure a new logo into Report-IT
17	Display Logo	Allows the user to display the logo on the screen.

Reconfiguration of the Default Report Name

The default name given to recorded reports is "Report" and then a sequential number, e.g. Report 1 then Report 2 etc. An administrator can also enter a custom 'report prefix' for each user.



Important Note: Enter **%username%** in the **Default Prefix** text box to add a user's login name as the default prefix. For example, if a user's login is john@mydomain.com, and you enter **%username%** the default report name would be "john x". You can also add additional identifiers before or afterwards, e.g. **%username% election report**

Configure the Login Username as the Default Report Name for All Users

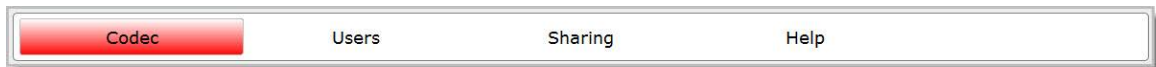
By configuring Default Domain Settings, Report-IT can also define the user login name as the default report name prefix for all users.



Important Note: If the default prefix is "Report", the word displayed depends on the iPhone language setting. E.g. in French "Report" = "Reportage"


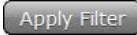
6.3 Add Authorized Users to Codecs

1. Select **Codec** in the main menu bar.



2. Click to select the codec in the **List Panel** that you want to configure.



3. Click the **Expanding Arrow Toggle** ▼ for **Authorized Users**.
4. If you know the identity of users you want to add click the **Authorize** button .
 - Note: use the filter text box and **Apply Filter**  button to search for user accounts.
5. Enter the username into the text box and click **Authorize**.



6. After TieServer authorizes the user they will appear in the list of authorized users for the selected codec.



Important Note: It is also possible to authorize user accounts by selecting **Users** in the main menu bar, then select a specific user account > expand **Authorized Codecs** > click **Authorize**.

6.4 De-authorize Users from Codecs

To remove a user account from the list of a codec's authorized users:

1. Select **Users** in the main menu bar.



2. Click to select the user account you want to configure.
3. Click the **Expanding Arrow Toggle** ▼ for **Authorized Codecs**.
4. Click the **De-Authorize** button  for the codec you want to

remove from the list of authorized codecs.

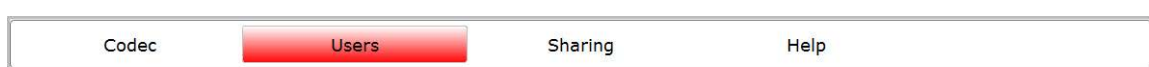
- Click **Yes** in the confirmation dialog to remove the codec from the list.

Important Note: It is also possible to de-authorize user accounts by selecting **Codecs** on the main menu bar, then select a specific codec > expand **Authorized Users** > click **De-Authorize**.

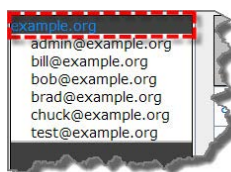
6.5 Enabling and Disabling User Accounts

When you create a user account it is enabled by default. It is also possible to disable and enable user accounts as required.

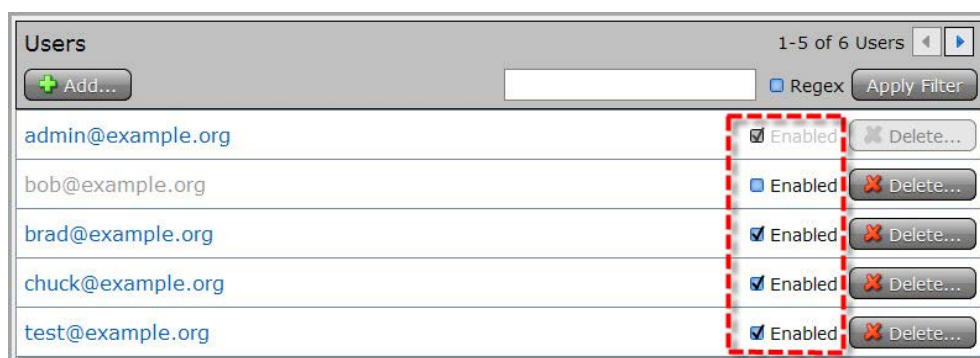
- Select **Users** in the main menu bar.



- Ensure the domain is selected in the **List Panel**.



- Click the **Enabled** check-box to enable and disable users as required. Note: A user account which has been disabled is greyed out in the list of user accounts.



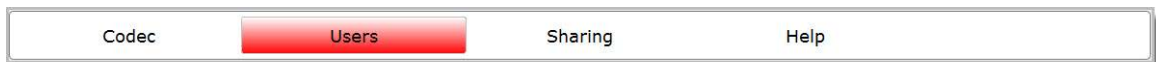
- Click **Ok** in the confirmation check-box to confirm the new setting.

Important Note: It is also possible to enable and disable a user account from the **Users** page which is used to manage user accounts.

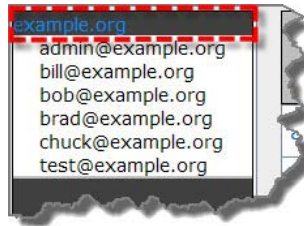
6.6 Deleting Users from the System

It is possible to create and delete Report-IT user accounts as required. Users can also install and use Report-IT on multiple devices (subject to Tieline's fair usage policy).

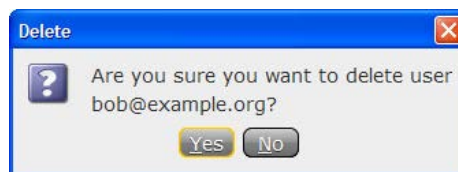
- Select **Users** in the main menu bar.



2. Ensure the domain is selected in the **List Panel**.



3. Click the **Delete** button  next to the user account you want to remove.
4. Click **Yes** to confirm you want to delete the user account.



Important Note: If you try to authorize a user who is not already added to the domain, a time-out will occur.

6.7 3G, 4G and Wi-Fi Network Settings

Report-IT Live will operate over 3G and 4G wireless broadband networks and Wi-Fi connections. By default an iPhone and most Android smartphones will connect to an available Wi-Fi network that it has been registered to, rather than a 3G network.



WARNING: The purchase price of Report-IT does not include network airtime/data costs. Please check these fees and charges with your cell phone network provider.

Global and Individual Wireless Settings in Report-IT

There are two default wireless network settings in Report-IT:

1. Global default wireless settings: nominating the default wireless settings for all user accounts when individual settings are not configured.
2. Individual User Account wireless settings: nominating wireless settings available to an individual user account. This overrides the global default wireless networks settings.

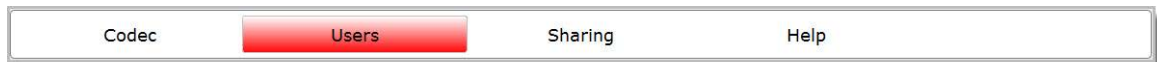
With Report-IT Enterprise installed on iPhones and other Apple devices it is possible to configure to connect in the following ways.



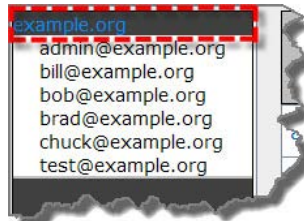
Important Note: Similar settings are available on most Android smart phones. Check the user manual for your device for more details about configuring network functions on your Android smartphone.

Globally Configure Connections over Wi-Fi Only

1. Register the iPhone to the Wi-Fi network you are operating within.
2. Select **Users** in the main menu bar of the TieServer Console.



3. Click to select the domain in the **List Panel**.



4. Select **Across Networks** and ensure the setting is **No**.

Globally Configure 3G or 4G Wireless Connections Only

There are two different ways to make sure the iPhone will only connect over 3G or 4G networks.

1. Tap **Settings > Wi-Fi** for your iPhone and use your finger to swipe and turn the Wi-Fi setting to **Off**, or
2. If you connect initially over 3G or 4G but move across both 3G/4G and Wi-Fi networks, you can ensure that you will always connect over 3G or 4G if the connection is temporarily lost.
 - i. Select **Users** in the main menu bar of the TieServer Console.
 - ii. Click to select the domain in the **List Panel**.
 - iii. Select **Across Networks** and ensure the setting is **No**. (Note: This allows you to use both Wi-Fi and 3G when you are not using Report-IT Live).

Globally Connect over Wi-Fi with Automatic 3G or 4G Backup

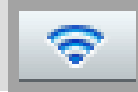
Report-IT Live will connect over Wi-Fi by default if the iPhone is registered to a Wi-Fi network. It can also failover to 3G or 4G as a backup if the Wi-Fi network becomes unavailable.

1. Tap **Settings > Wi-Fi** for your iPhone and use your finger to swipe and turn the Wi-Fi setting to **On**.
2. Select **Users** in the main menu bar of the TieServer Console.
3. Click to select the domain in the **List Panel**.
4. Select **Across Networks** and ensure the setting is **Yes**.
5. Select **Auto Reconnect** and ensure the setting is **Yes**.

When these settings are configured, if you lose a connection, the phone will attempt to connect to the studio over 3G.



Important Note: If a Wi-Fi network is not available it will connect over 3G with these settings. If a 3G network is not available and Wi-Fi is available, then Wi-Fi will be selected for connecting. The **Wi-Fi** symbol in the top left-hand corner of the iPhone screen indicates a connection over Wi-Fi is active.



Individual User Account Connections over Wi-Fi Only

1. Register the iPhone to the wireless network you are operating within.
2. Select **Users** in the main menu bar of the TieServer Console.
3. Click to select the user account you want to configure.
4. Ensure the setting for **Use Defaults** is **No**.
5. Select **Across Networks** and ensure the setting is **No**. (Note: This allows you to use both Wi-Fi and 3G when you are not using Report-IT Live).

Individually Configure User Accounts to Connect over 3G Only

1. Tap **Settings > Wi-Fi** for your iPhone and use your finger to swipe and turn the Wi-Fi setting to **Off**, or
2. If you connect initially over 3G but move across both 3G and Wi-Fi networks, you can ensure that you will always connect over 3G if the connection is temporarily lost.
 - iv. Select **Users** in the main menu bar of the TieServer Console.
 - v. Click to select the user account you want to configure.
 - vi. Ensure the setting for **Use Defaults** is **No**.
 - vii. Select **Across Networks** and ensure the setting is **No**. (Note: This allows you to use both Wi-Fi and 3G when you are not using Report-IT Live).

Individually Configure User Accounts to Connect over Wi-Fi with Auto Backup to 3G

Report-IT Live will connect over Wi-Fi by default if the iPhone is registered to a Wi-Fi network. It can also failover to 3G as a backup if the Wi-Fi network becomes unavailable.

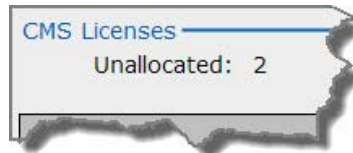
1. Tap **Settings > Wi-Fi** for your iPhone and use your finger to swipe and turn the Wi-Fi setting to **On**.
2. Select **Users** in the main menu bar of the TieServer Console.
3. Click to select the user account you want to configure.
4. Ensure the setting for **Use Defaults** is **No**.
5. Select **Across Networks** and ensure the setting is **Yes**.
6. Select **Auto Reconnect** and ensure the setting is **Yes**.

When these settings are configured, if you lose a connection, the phone will attempt to connect to the studio over 3G.

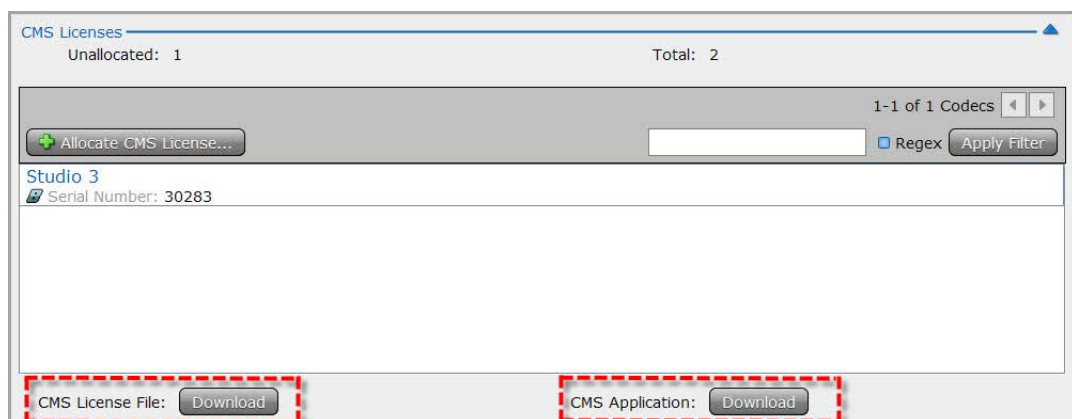
7 Managing CMS Codec Licenses

The Codec Management System (CMS) is a separate program to the TieServer Console and can be used to configure and monitor your entire network of Tieline codecs, including the studio codecs used by Report-IT for IP connections. Codec Management System codec licenses can be purchased from your favorite dealer.

After being purchased, codec licenses are added to your domain by Tieline. When you log in to the TieServer Console the number of codec licenses available within your domain is displayed within the **CMS Licenses** section of the **Details Panel**.



These licenses can then be allocated to the codecs you have within your domain. To manage these codecs using the Codec Management System, simply download the application and install the license file for the system. Both the system license file and the application can be downloaded from within **Codec** section of the TieServer Console.

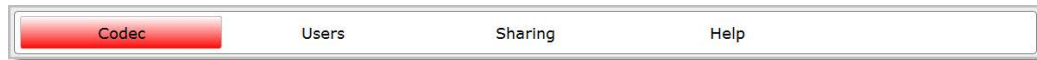


The suggested workflow for someone who has just purchased Codec Management System codec licenses is as follows:

1. Log in to the TieServer Console.
2. [Add codecs to your domain.](#)
3. [Allocate Codec Management System Licenses](#) to your codecs.
4. Use the TieServer Console to [download the Codec Management System license file.](#)
5. Download the Codec Management System program.
6. Install the Codec Management System license file into the Codec Management System, which allows you to manage your licensed codecs (click **Help** in the Codec Management System to view instructions).

Viewing Unused Codec Licenses

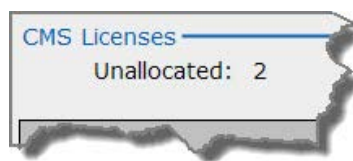
1. Select **Codec** in the main menu bar.



2. Ensure the domain is selected in the **List Panel**.



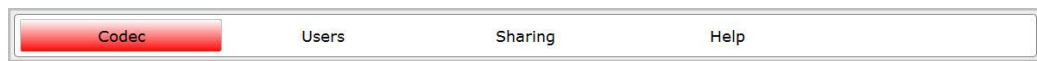
3. Click the **Expanding Arrow Toggle** ▼ for **CMS Licenses**.
4. The number of available licenses is listed in the **Details Panel**. In the following example two more codecs can be allocated licenses within the domain.



7.1 Allocating a License to a Codec

To allocate a Codec Management System license:

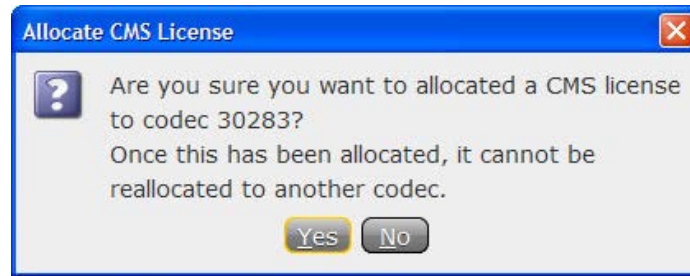
1. Select **Codec** in the main menu bar.



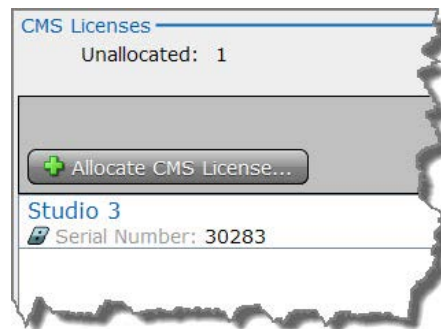
2. Ensure the domain is selected in the **List Panel**.



3. Click the **Expanding Arrow Toggle** ▼ for **CMS Licenses**.
4. Click the **Allocate CMS License** button
5. Enter the serial number of the codec being added, then click the **Allocate CMS License** button below the text boxes.
6. Click **Yes** in the confirmation dialog to confirm allocation of the license to your codec.



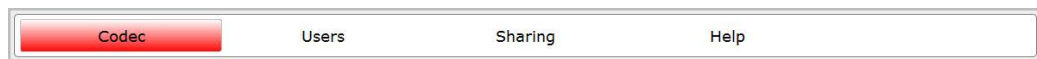
- The codec you have licensed will appear in the list of licensed codecs within you domain. Note: the **Unallocated** licenses has also been reduced from two previously to one remaining.



Important Note: If the **Allocate CMS License** button is greyed out then all licenses have been allocated. Contact your favorite dealer to purchase additional codec licenses if required.

7.2 Download the Codec Management System

- Select **Codec** in the main menu bar.



- Ensure the domain is selected in the **List Panel**.



- Click the **Expanding Arrow Toggle** ▼ for **CMS Licenses**.
- Click the **Download** button for the CMS Application.
- Scroll down the web page and download the trial version for Mac or Windows to suit your computer.

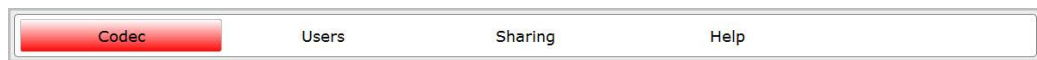


6. Once you have downloaded the trial version you can install the Codec Management System [license file available for download](#) within the TieServer Console to activate the system and manage your Tieline codecs.

7.3 Download a System License File

After purchasing codec licenses for the Codec Management System you need to download a license file which you can install into the Codec Management System. This will allow you to manage the codecs to which you allocate licenses using the TieServer Console.

1. Select **Codec** in the main menu bar.



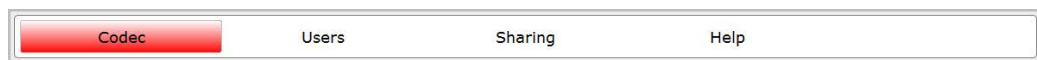
2. Ensure the domain is selected in the **List Panel**.



3. Click the **Expanding Arrow Toggle** ▼ for **CMS Licenses**.
4. Click the **Download** button for the CMS License File and save the file to your computer.

7.4 View Codec License Settings

1. Select **Codec** in the main menu bar.



2. Click to select the codec in the **List Panel** that you want to view.



3. Click the **Expanding Arrow Toggle** ▼ for **License Settings** to view licenses currently activated on a codec.

8 Customer Support

To access customer support elements click **Help** on the main menu bar of the TieServer Console.

9 Software Licensing

Report-IT Live has been approved for use with the Apple iPhone and is subject to Apple's hardware and software End User License Agreements (EULAs) for use of this device. See <http://www.apple.com/legal/sla/>

Disclaimer

Whilst every effort has been made to ensure the accuracy of this manual we are not responsible for any errors or omissions within it, or for incidental or consequential damage in connection with the furnishing, performance or use of this material. Tieline makes no warranty of any kind with regards to this material, including the implied warranties of merchantability and fitness for a particular purpose. The product specifications and descriptions within this manual will be subject to improvements and modifications over time without notice, as changes to software and hardware are implemented.

Neither Tieline nor its suppliers shall be liable to you or to any third party for any damages either direct, indirect, incidental, consequential or otherwise (including in each case, but not limited to, damages for the inability to use the equipment or access and send data, loss of data, loss of business, loss of profits, business interruption or the like) arising out of the use of or inability to use Report-IT, even if Tieline has been advised of the possibility of such damages.

End User License Agreement (EULA) for TieServer

TIELINE TECHNOLOGY

TieServer END USER LICENSE AGREEMENT

Minimum End User License Terms

1. Recitals

Report-IT Live Enterprise Edition (hereinafter known as the "Application") is a free iPhone Application that allows users to access Tieline's paid "TieServer" Service to connect with and control access to Tieline studio audio codecs. This EULA governs the use of TieServer Services only.

This End User License Agreement terms and conditions form a legal contract between You: "the TieServer account administrator" and Tieline Pty Ltd trading as Tieline Technology (hereinafter known as "Tieline" and should be carefully read before downloading and using the Application.

2. Eligibility

In order to use TieServer Services using the Application, you will need:

- (a) Apple iOS TMReport-IT Enterprise Edition compatible devices (accepting Apple's standard EULA)
- (b) To purchase a TieServer License pack from an authorized Tieline Dealer listed at <http://tieline.com/dealer>
- (c) To register complete details of your company, appointed administrator and codec serial numbers
- (d) To accept this TieServer EULA via the online form located at <http://www.tieline.com/register>

"Service" means the TieServer online remote management service made available by Tieline. "Users"

means Your employees, representatives, consultants, contractors, interviewees or agents who are authorized to use the Service and have been supplied user identifications and passwords by You (or by Tieline or Your reseller at Your request).

"You" and "Your" means the customer entity which has contracted to purchase licenses to use the Service subject to the conditions of these End User License Terms.

3. Activation and Use of Service

- a. Upon successful completion of the License application, Tieline undertakes to issue Service Administrator licenses by the close of business on the next available working day between Monday to

Friday and excluding Western Australian public holidays.

b. Simultaneous use of a particular Administrator or User licensed login by different individuals is not permitted, but may be reassigned from time to time to new Users who are replacing former Users who no longer require use of the Service.

c. You (i) are responsible for all activities occurring under Your User or Administrator account; (ii) are responsible for the content of all Your Data; (iii) shall use commercially reasonable efforts to prevent unauthorized access to, or use of the Service, and shall notify Tieline at support@tieline.com promptly of any such unauthorized use You become aware of; and (iv) shall comply with all applicable local, state, federal and foreign laws and regulations in using the Service

d. You shall use the Service only for Your internal business purposes and shall not use the Service to: (i) knowingly transmit through or post on the Service unlawful, immoral, libelous, tortuous, infringing, defamatory, threatening, vulgar, or obscene material or material harmful to minors; (iv) knowingly transmit material containing software viruses or other harmful or deleterious computer code, files, scripts, agents, or programs; (v) knowingly interfere with or disrupt the integrity or performance of the Service or the data contained therein; (vi) attempt to gain unauthorized access to the Service, computer systems or networks related to the Service; or (vii) harass or interfere with another user's use and enjoyment of the Service.

e. You shall not (i) modify, copy or make derivative works based on the Service or its underlying technology; or (ii) disassemble, reverse engineer or decompile any cognition of the Service or its underlying technology.

4. Services Provided

Tieline shall make the Service available to You pursuant to the terms and conditions set forth in this End User License Agreement. Tieline will use commercially reasonable efforts to make the Service generally available 24 hours a day, 7 days a week, except for: (a) planned downtime (of which Tieline shall give at least 8 hours notice via the Service and which Tieline shall schedule to the extent reasonably practicable during the weekend hours from 6:00 p.m. PT Friday to 3:00 a.m. PT Monday); or (b) any unavailability caused by circumstances beyond Tieline reasonable control, including without limitation, acts of God, acts of government flood, fire, earthquakes, civil unrest, acts of terror, strikes or other labor problems (other than those involving Tieline. employees), computer, telecommunications, Internet service provider or hosting facility failures or delays involving hardware, software or power systems not within Tieline's possession or reasonable control, and network intrusions or denial of service attacks.

5. Data Collection and Use

You hereby agree that Tieline, its parent, subsidiaries, affiliates, and their respective successors and assigns, may collect and use certain technical information associated with your use of the Software, including, without limitation, any information provided in connection with any support or technical services for the Software. This information shall be strictly used in accordance with the Tieline Privacy Policy.

6. Agreement

You agree that Tieline shall have a royalty-free, worldwide, perpetual license to use or incorporate into the Service any suggestions, ideas, enhancement requests, feedback, recommendations or other information provided by You or Your Users relating to the Service and hereby waive any claim on Tieline to copyright of those ideas.

7. Fees and Charges

Contracts for fees for use of the Service represent a firm commitment order which cannot be canceled or redeemed during the term of the licenses, and the number of licenses contracted for cannot be reduced in the middle of a license term. Tieline reserves the right to adjust the prices from one license term to the next. You may incur charges from your mobile service provider for downloading and using the Application. Any such charges are your sole responsibility and any matters regarding these charges should be raised with your mobile service provider.

8. Telco Service Disclaimer

You acknowledge, that Your 3GIP or IP connectivity service, including content you transmit or receive, is operated or supplied by third parties who are not controlled or authorized by Tieline.

You acknowledge that:

- a) we do not warrant that your Internet Service will be uninterrupted or error-free;
- b) we cannot guarantee a timeframe for restoration of your Internet Service, should it fail; and
- c) we are not liable to you for any loss or damage you may suffer as a result of using the Internet to send or receive data which may contain viruses or other harmful software.

9. Termination

You may not cancel or terminate an executed license order. User subscriptions will automatically renew for additional periods of (1) year at the list price in effect at the time of renewal unless You give Your reseller notice of termination at least 30 days prior to the end of the relevant subscription term. Tieline reserves the right to immediately terminate Your use of the Service without notice due to a breach of the terms of this End User License Agreement by You or any User or any Administrator without compensation.

10. Technical Support

You are entitled to standard support from Tieline consisting of telephone help desk or online support services, as outlined at www.tieline.com/support.

11. Upgrades and IP Protection

We may provide you with upgrades, updates or enhancements to the Service and Application from time to time. You must not sublicense, assign, share, sell, rent, lease or otherwise transfer your right to use the Service or Application except as specified in the product manual and within relevant literature released by Tieline.

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YOU UNDERSTAND, ACKNOWLEDGE AND AGREE THAT TO THE FULLEST EXTENT PERMISSIBLE BY LAW, NEITHER TIELINE NOR ITS, SUBSIDIARIES, AFFILIATES, THEIR RESPECTIVE SUCCESSORS AND ASSIGNS, OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, LICENSORS, REPRESENTATIVES, ADVERTISERS, BUSINESS AND PROMOTIONAL PARTNERS, OPERATIONAL SERVICE PROVIDERS, SUPPLIERS, RESELLERS AND CONTRACTORS SHALL, UNDER ANY CIRCUMSTANCES, BE RESPONSIBLE OR LIABLE FOR ANY CLAIM, LOSS OR DAMAGE, OF ANY KIND, DIRECT OR INDIRECT, INCLUDING, WITHOUT LIMITATION, ANY AND ALL COMPENSATORY, CONSEQUENTIAL, INCIDENTAL, DIRECT, INDIRECT, SPECIAL, EXEMPLARY OR PUNITIVE DAMAGES, IN CONNECTION WITH OR ARISING FROM ANY USE OF THE SERVICE OR APPLICATION OR OTHERWISE IN CONNECTION WITH THIS EULA.

YOU FURTHER ACKNOWLEDGE AND AGREE YOUR SOLE RIGHT AND EXCLUSIVE REMEDY FOR ANY LOSS OR DAMAGE ASSOCIATED WITH THE SERVICE OR APPLICATION OR THIS EULA, EVEN IF YOU

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14. Indemnification

You agree to defend Tieline, its parent, subsidiaries, affiliates and/or their respective successors and assigns, officers, directors, employees, agents, licensors, representatives, advertisers, business and promotional partners, operational service providers, suppliers, resellers and contractors (the "Tieline Indemnified Parties") against any and all claims, demands and/or actions and indemnify and hold the Tieline Indemnified Parties harmless from and against any and all losses, damages, costs and expenses (including reasonable attorneys' fees), resulting from any breach or violation of this EULA, infringement, misappropriation or any violation of the rights of any other party, violation or non-compliance with any law or regulation, the breach or violation of any term or condition of your Agreement with us, any use, alteration or export of the Service or Application or otherwise in connection with this EULA. We reserve the right to assume, at our expense, the exclusive defense and control of any claims or actions and all negotiations for settlement or compromise, and you agree to fully cooperate with us upon our request.

15. Export Restrictions

Tieline may be subject to certain export restrictions of the United States Government. If you are (a) in a country to which export from the United States is restricted for anti-terrorism reasons, or a national of any such country, wherever located, (b) in a country to which the United States has embargoed or restricted the export of goods or services, or a national of any such country, wherever located, or (c) a person or entity who has been prohibited from participating in United States export transactions by any agency of the United States Government, then you may not install, download, access, use, or license our Service or Application. By accepting this License, you warrant and represent to Tieline that (1) you do not match the criteria set forth in (a), (b), or (c) above, (2) that you will not export or re-export the Service or Application to any country, person, or entity subject to U.S. export restrictions, including those persons and entities that match the criteria set forth in (a), (b), or (c) above, and (3) that neither the United States Bureau of Industry and Security, nor any other U.S. federal agency, has suspended, revoked, or denied your export privileges.

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17. Governing Law and Interpretation

This EULA and all disputes, claims, actions, suits or other proceedings arising hereunder shall be governed by, and construed in accordance with, the substantive law of the State of Western Australia applicable to contracts wholly made and to be performed within the State of Western Australia. You agree to irrevocably submit to the sole and exclusive jurisdiction of the courts of Western Australia State and the Federal courts. You further irrevocably consent to the exercise of personal jurisdiction by such courts and waive any right to plead, claim or allege that Western Australia is an inconvenient forum. No amendment, modification, waiver or discharge of any provision of this EULA shall be valid unless made in writing and signed by an authorized representative of Tieline. No failure or delay by Tieline to exercise any right or enforce any obligation shall impair or be construed as a waiver or ongoing waiver of that or any other right or power, unless made in writing and signed by Tieline. If any provision of this EULA is held to be illegal, invalid or unenforceable, the remaining provisions of this EULA shall be unimpaired and remain in full force and effect.

You acknowledge that you have read the entire agreement, understand it, acknowledge that by selecting the check box below, You are bound by this legal contract and agree to fully comply with all of its terms and conditions.

This document was last modified on 23rd September, 2010, and is effective immediately.

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