



Ai Producer

Everyone is a Broadcaster.™

Get your organization started After purchasing AI Producer

Welcome to AI Producer! It is time to get your organization started. The first step is to grant Review permissions and Grant Admin consent for AI Producer. This is only needed one time but is necessary to get started.

Grant Admin consent

AI Producer permissions need to be granted by your organization's Microsoft 365 tenant admin before users can access the AI Producer app and Admin Portal.

- The user granting consent does not need to hold an AI Producer License or be assigned as an AI Producer Admin to perform the following steps.
- Reviewing permissions for AI Producer and granting consent can be done at any time, even if the customer has not yet obtained AI Producer.
- The following steps can be done in any order:

1. Review permissions in Teams Admin Center

Review AI Producer permissions at [Teams Admin Center](#).

2. Grant AI Producer Admin Portal consent

[Follow this link](#) to grant AI Producer Admin Portal Consent.

3. Set up the organizational structure

The first thing to do, after permissions and consent have been granted, is to set up your organizational structure in the [Admin Portal](#). This means that you need to decide if you want the same settings to apply for all users in your organization and thereby use the Global settings, or if you want to divide your users into different Profiles and, if necessary, connect Profiles to specific Cost centers.

Follow these steps in the [Admin Portal](#) to set up AI Producer for your organization:

Please note: *If the same settings will be used for the entire organization and different Profiles and Cost centers don't need to be created, you can skip steps 3.1. and 3.2. and go directly to step 3.3. to start assigning Admin roles and step 3.4. to assign licenses to users in the Global profile.*

3.1. Create Cost centers (optional)

Cost Centers are optional and are used to give the organization an option to divide and allocate AI Producer costs between different Profiles. Start by creating the Cost Centers you need for your organization.

Learn more in the tutorial *An introduction to the Admin portal*, Chapter *Cost Centers* at the [Tutorials page](#).

3.2. Create Profiles (optional)

Then create the Profiles you want to use in your organization. You can create new Profiles based on an existing Azure AD group within your organization or create a Custom Group Profile that will apply specifically for AI Producer. If your organization chooses to use Cost Centers, you can assign Cost Centers to any existing Profile in the Profile settings.

Learn more in the tutorial *An introduction to the Admin portal*, Chapter *Profile Settings* at the [Tutorials page](#).

3.3. Assign new Admins

A user can be assigned as an Admin or Super Admin, giving them different levels of access to the Admin Portal. Super Admins are the only ones that can assign Admin roles on a Global level. Admins can manage the Admin Portal but are restricted from assigning other users an Admin role.

Any user within a Profile, can be assigned as a Profile Admin where they can adjust specific Profile settings. You can also assign Profile Admin roles to specific users so they can change features and add their own users to the Profile they administrate.

Learn more in the tutorial *An introduction to the Admin portal*, Chapter *Assign Licenses* at the [Tutorials page](#).

3.4. Assign licenses to users

Using AI Producer requires a valid user license. AI Producer licenses consist of two levels, giving the users access to AI Producer modes, Meeting or Broadcast, and their underlying features. Licenses and license levels can be assigned to users on a tenant within the Assign Licenses page of the Admin Portal.

Learn more in the tutorial *An introduction to the Admin portal*, Chapter *Assign Licenses* at the [Tutorials page](#).

Please note: *A license for Broadcast mode also gives access to all Meeting mode features.*

3.5. AI Producer settings in the Admin portal

Now it's time to choose the organizations Global and/or Profiles settings. You can add logos and backgrounds to be used in Productions and add videos to the organizations Playout Video Libraries that users can play in their meetings and productions. You can also add Broadcast Destinations that users can select for their live productions.

Learn more in the tutorial *An introduction to the Admin portal*, Chapter *Group Settings* at the [Tutorials page](#).

3.6. Create Templates for Rundowns and Custom Layouts.

This step is not required at this stage and can be done later. You can Create Templates for Rundowns and set up Custom Layouts to be used in Global or in specific Profiles. You can also decide if the users should be able to create their own templates to be used in the productions.

Learn more in the tutorial *An introduction to the Admin portal*, Chapters *Rundown Templates* and *Custom Layouts* at the [Tutorials page](#).

Everything you need to know about the Admin Portal is available at the [Tutorials page](#).
(www.livearena.com/tutorials/, Password: =a1produc3r!)

If you have any questions regarding AI Producer please contact us at helpdesk@livearena.com

Login to the Admin Portal and the User Portal

Login via your Microsoft 365/Office login

[Admin Portal](#)

[User Portal](#)

Contact helpdesk@livearena.com for more info.

www.livearena.com

