



Ai Producer

Everyone is a Broadcaster.™

Time to get your organization going! Configure Admin Settings

A proper setup gives the organization efficient tools.

There are several ways to set up the organization for success. We encourage you as an Administrator to carefully read these instructions and study the videos.

Admin roles in the Admin Portal

Any user within the organization's tenant can be assigned as an Admin to access the Admin Portal.

Super Admins can manage all features in the Admin Portal and can assign other users as Admins and Super Admins.

Admins can manage the entire 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 Profile specific settings, custom layouts, rundown templates and the profile's assigned cost center.

The Admin Portal

The AI Producer Admin Portal is managed by AI Producer Admins, to configure settings, create Profiles and assign licenses.

You can log into the Admin Portal with your M365-credentials.

Admin portal: <https://portal.aiproducer.com/>

The Admin Portal consists of the following sections:

- Profile Settings
- Assign Licenses
- Cost Center
- Custom Layouts
- Rundown Templates
- Need Help
- Statistics

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

AI Producer Settings in the Admin Portal

An AI Producer Admin can configure settings in the Admin Portal per Profile or Globally for the organization.

AI Producer Admins can add new broadcast destinations, add branding standards for logos, backgrounds, add videos available for users globally or per Profile, and assign a Cost Center for each Profile.

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

Checklist:

- Upload Company Logo and Background
- Allow for users to create their own Custom Rundowns and Layouts
- Add New Destination (Broadcast platform)
- Add videos to Global, or Profile Payout Video libraries available for users
- Configure Storage Account for Play Video (optional)
- Configure Storage Account for recorded productions (optional)

Note: *It is optional to Configure Storage Accounts for Payout videos and recorded productions. Storage account settings per default saves files temporarily to a LiveArena Technologies managed storage account. AI Producer Admins can assign a different Azure storage account by providing a connection string and container name.*

Assign AI Producer licenses

Using AI Producer requires a valid user license. User licenses can be assigned by Super Admins and Admins from within the Admin Portal. AI Producer licenses consist of two levels; Meeting and Broadcast, which depict the level of access to AI Producer modes and their underlying features. Read more about [Meeting and Broadcast](#).

Checklist:

- Assign Admin roles
- Assign license to users
- Create New Profiles (if needed) and add members

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

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Profile settings and Cost Centers

Creating Profiles and Cost Centers in the Admin Portal is optional and not necessary to be able to start using AI Producer. Using Profiles and Cost Centers might be a good way to have different settings and features available to users divided into Profiles, and a way to allocate consumption costs and statistics connected to each Profile.

If your organization decides not to use Profiles and Cost Centers all the users will use the same Global settings managed in the Admin Portal.

Profile Settings

Groups of AI Producer users are managed in the Profile Settings page. Profile Settings and each respective profile member can be aligned with existing ADD groups or configured as a custom profile, independent from existing ADD groups. Profiles can be configured independently to facilitate the administration of Cost Centers and AI Producer settings.

Cost Centers

Most AI Producer plans include metered billing dimensions, meaning the cost of AI Producer is based on its consumption per minute. Cost Centers separate an organization's total AI Producer consumption in duration and estimated cost, between each assigned Profile, based on respective Profile members' consumption.

In most cases, a Profile represents a department within an organization, and AI Producer consumption incurred by members of a Profile, compile to the Profile's assigned Cost Center.

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

Rundown and Custom Layout Templates

Rundown

This is a way to plan how your broadcast shall progress, where the user can combine different pre-installed Production Formats, prerecorded videos, and bumpers into the same broadcast. By planning and setting up Rundown Templates ahead of the Production meeting, Producers can start the broadcast and simply click to the next segment during the ongoing production.

Custom Layouts

A Custom Layout enables users to customize how a broadcast layout and its contents shall be displayed to the audience, by adjusting the size and position of video and shared screen squares.

Custom Layout and Rundown Templates can be created, managed, and made available to AI Producer users as a Profile or Global configuration.

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

Want to learn and know more? Check out:

[Tutorials page](#): www.livearena.com/tutorials

[AI producer Q&A](#): www.livearena.com/qa

If you have any questions please contact helpdesk@livearena.com.