

# PROFILE ADMIN ONBOARDING AI PRODUCER IN TEAMS

Any user within a profile can be assigned as a Profile Admin. As a Profile Admin in the Admin Portal, you can adjust profile-specific settings, Custom Layout Sets, Rundown Templates, and the profile's assigned cost center. 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.

Your access is limited to your assigned profile. Global organization settings, licenses, and admin roles are managed by your organization's Admin or Super Admin.

## 1. CONFIGURE PROFILE SETTINGS

As a Profile Admin, you configure settings for your profile only. You can add new production destinations, add branding standards for logos and backgrounds, and add videos available for users in your profile.

## 2. CREATE RUNDOWN TEMPLATES AND CUSTOM LAYOUT SETS (OPTIONAL)

### **Rundown Templates**

A rundown is a way to plan how your production will progress. Users can combine different pre-installed formats, pre-recorded videos, and bumpers into the same production. By planning and setting up rundown templates ahead of the production, producers can start the production and simply click to the next segment during the ongoing production.

### **Custom Layout Sets**

A custom layout enables users to customize how a production layout and its contents are displayed to the audience by adjusting the size and position of video boxes. Custom layout and rundown templates can be created, managed, and made available to AI Producer in Teams users as a profile or global configuration.

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

If you have any questions regarding AI Producer in Teams, please contact us at [helpdesk@aiproducer.com](mailto:helpdesk@aiproducer.com)

