

# ADMIN ONBOARDING AI PRODUCER IN TEAMS

Welcome to AI Producer in Teams! 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 follow the steps.

## 1. SET UP THE ORGANIZATIONAL STRUCTURE

The first thing to do 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.

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 1.1 and 1.2 and go directly to step 1.3 to start assigning admin roles and step 1.4 to assign licenses to users in the global profile.

### 1.1 CREATE COST CENTERS (OPTIONAL)

Cost centers are optional and are used to give the organization an option to divide and allocate AI Producer in Teams costs between different profiles. Start by creating the cost centers you need for your organization.

### 1.2 CREATE PROFILES (OPTIONAL)

Then create the profiles you want to use in your organization. You can create new profiles based on an existing Microsoft Entra ID group within your organization, or create a custom group profile that will apply specifically to AI Producer in Teams. If your organization chooses to use cost centers, you can assign cost centers to any existing profile in the profile settings.

### 1.3 ASSIGN NEW ADMINS

#### **Super Admin**

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

#### **Admin**

Admins can manage the entire Admin Portal, but are restricted from assigning other users an Admin role.

#### **Profile Admin**

Profile Admins (any user within a profile who can be assigned as a Profile Admin) can adjust profile-specific settings, Custom Layouts, Rundown Templates, and the profile's assigned cost center. To assign a Profile Admin, first add the user to the relevant profile, then assign them to the Profile Admin role within that profile.

#### 1.4 ASSIGN LICENSES TO USERS

Using AI Producer in Teams requires a valid user license. AI Producer supports two license types that determine which features a user can access:

- ✓ Meeting license: Above, and provides access to AI-Assisted Recording, Play Video, and Education.
- ✓ Broadcast license: Above, and provides access to AI-Assisted Production.

Licenses can be assigned to users on a tenant within the Assign Licenses page of the Admin Portal.

#### 2. CONFIGURE SETTINGS

An admin can configure settings in the Admin Portal per profile or globally for the organization. Admins can add new production destinations, add branding standards for logos and backgrounds, add videos available for users globally or per profile, and assign a cost center for each profile.

#### 3. CREATE RUNDOWN TEMPLATES AND CUSTOM LAYOUT SET (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 Set**

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.

To learn more, please visit our [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)