Quickchannel User Guide

1 — Last update: Mar 08, 2022

Quickchannel

Copyright © 2022 Quickchannel

Table of Contents

1. User Manual **2**

2. Content **3**

2.1. Program list 4

2.1.1. Program Information 6

2.1.2. Program Information “Hamburger Menu” Live 10

2.1.2.1. Live control 21

2.1.3. Program Information “Hamburger Menu” Ondemand 22

2.2. New project 31

2.3. Templates 34

2.3.1. Set a customised template to a channel 37

2.4. Video recording 38

3. Play **40**

3.1. External/Internal play 41

4. Graphics **42**

4.1. Layout list 43

4.2. Create new layout 45

4.3. New player(!) 47

5. Statistics **50**

5.1. Visitors 51

5.2. Speaker 52

5.3. Platforms 53

5.4. Usage 54

6. Meeting **55**

7. Reports **64**

7.1. Reservations 66

7.2. Voting 67

7.3. Voting details 68

7.4. Presence/Attendance 69

7.5. Presence/Attendance details 70

7.6. Elector list 74

8. Settings **77**

8.1. API settings 78

8.2. Delegate list 79

8.3. Topic types 82

8.4. Categories 83

9. Support 84

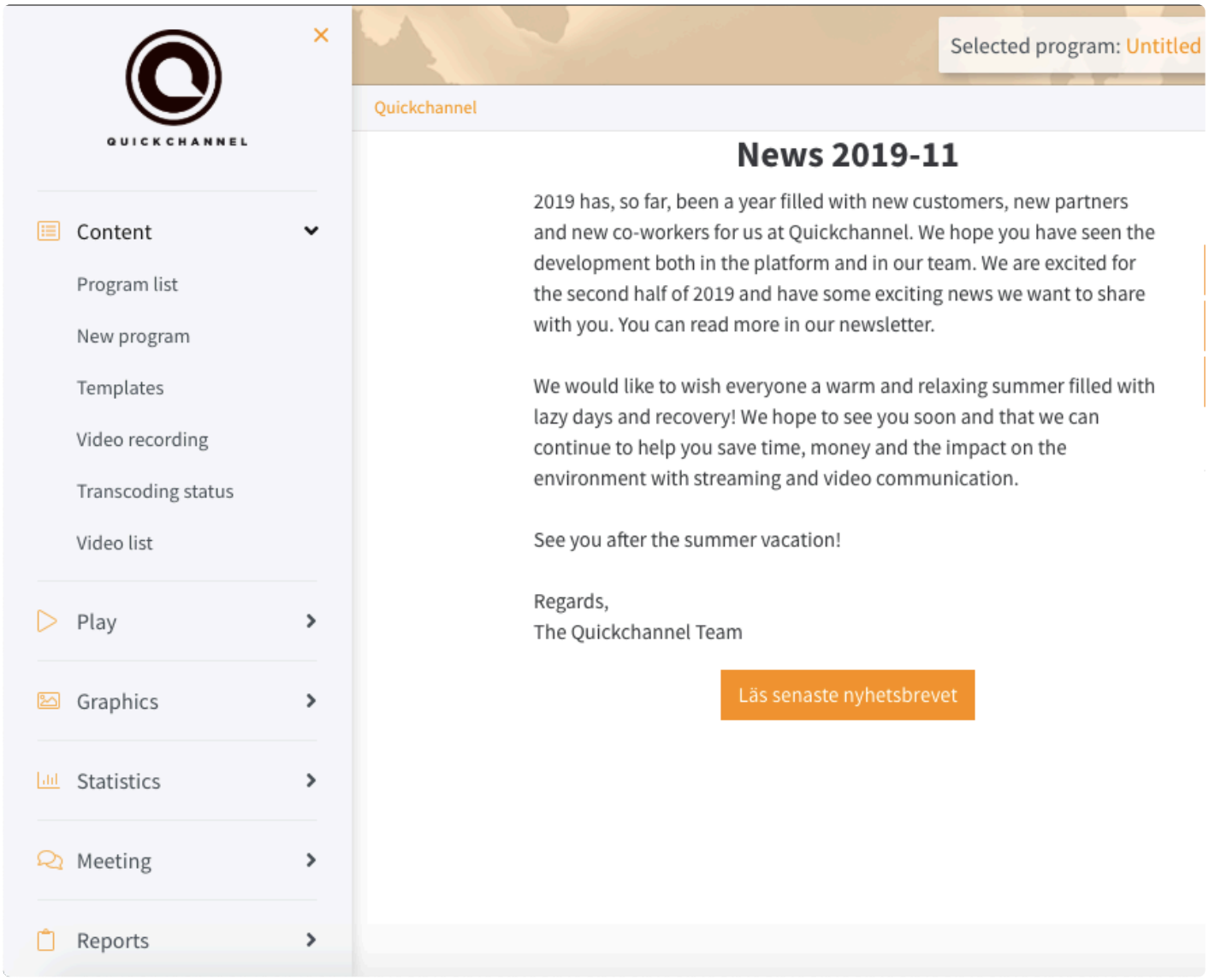
1. User Manual

Use the menu on the left side to navigate in this guide. Note that some sections might not be visible in Quickchannel.

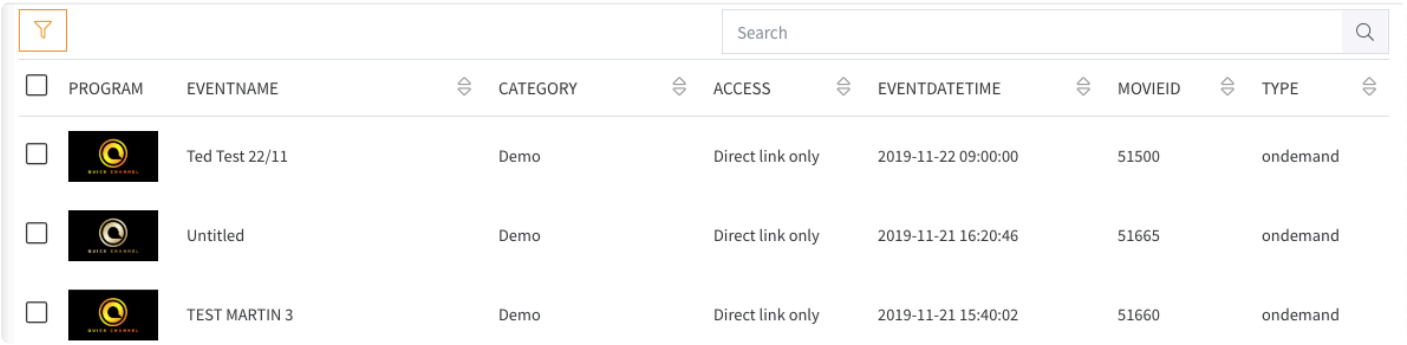
2. Content

2.1. Program list

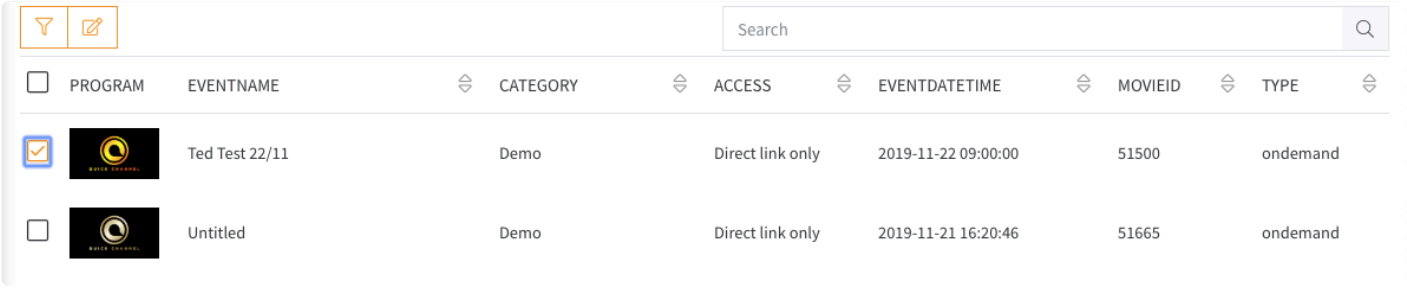
Program List:
Under Content in the menu on the left you will find your Program list. There you will find all the programs that you will be broadcasting live and those that are already OnDemand.



You can sort them by Program, Title, Category, Availability, Production Date, Movie Time and Type. You can also use the search box to find a movie. At the top of the page you will also see Selected program. This is the program you last viewed or worked on. At the top right you see a button with your name. Click on the name to go to User settings, Account settings, Newsletter and Logout. ! {IMAGE LINK + content-3}!



By clicking in the check box at the far left of a program you can delete a program when a button with a pencil appears. Click on the pen and select Remove

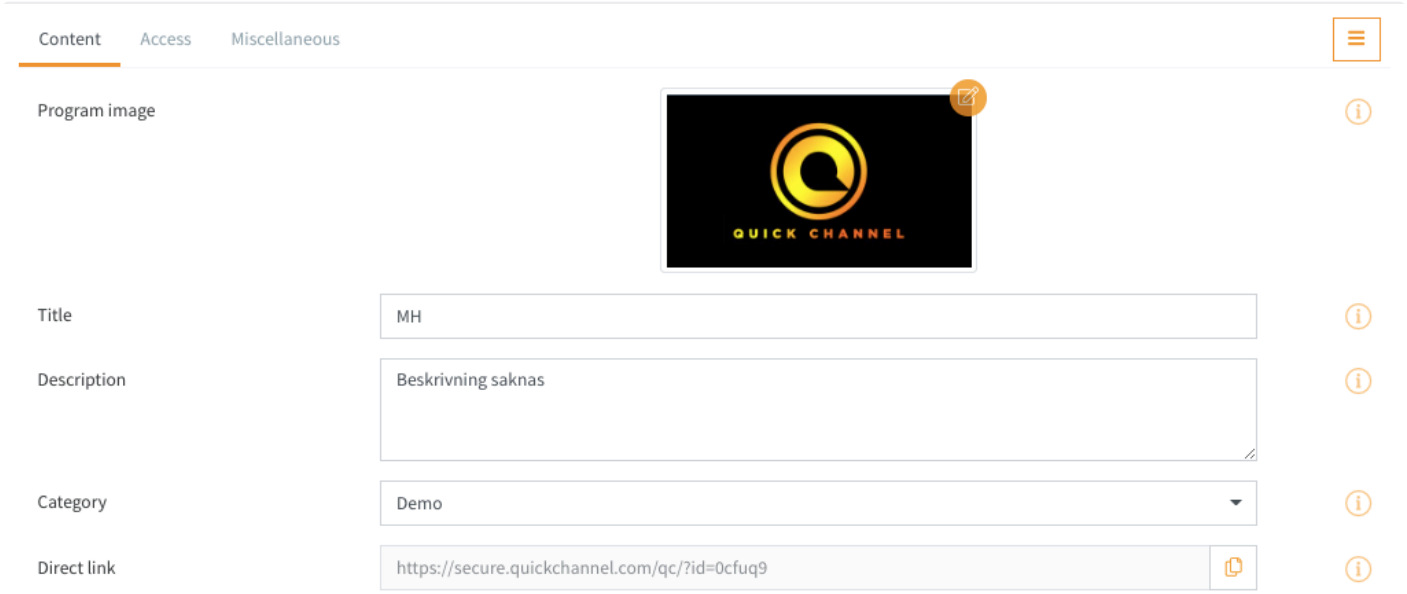


2.1.1. Program Information

Program information
Every program contains information and settings for that specific program

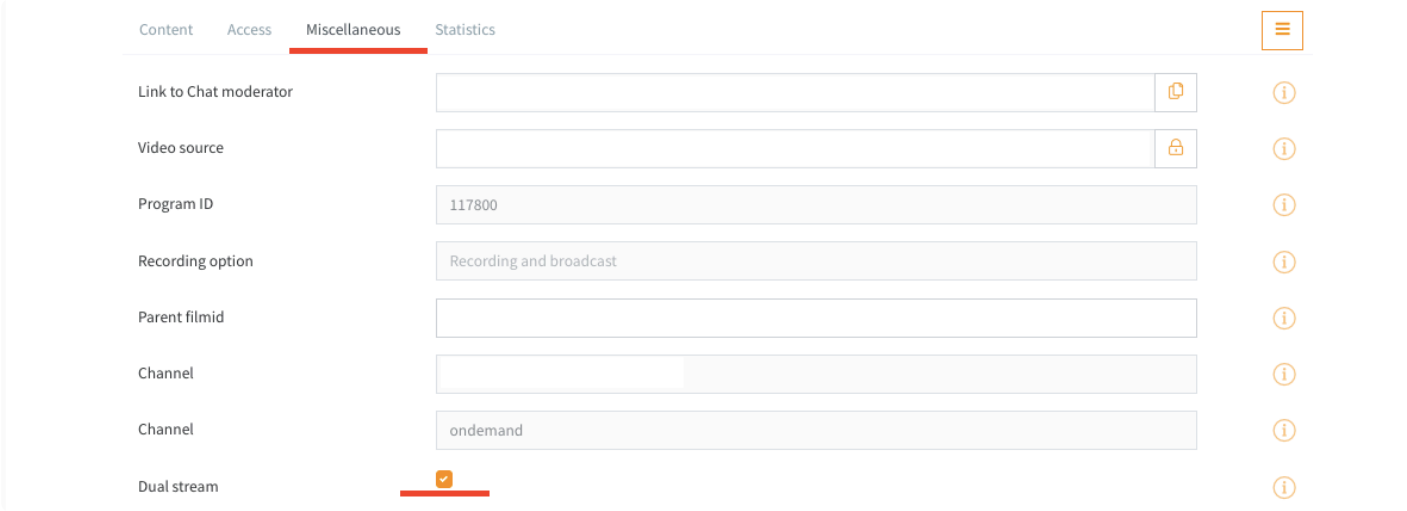
Direct link
Every program has a direct link. This is the link that is used by the viewer to watch live or on demand broadcasts.
The link can be copied and sent to viewers or published on internal/external websites.

The direct link is located under the ‘Content’ tab on every program.



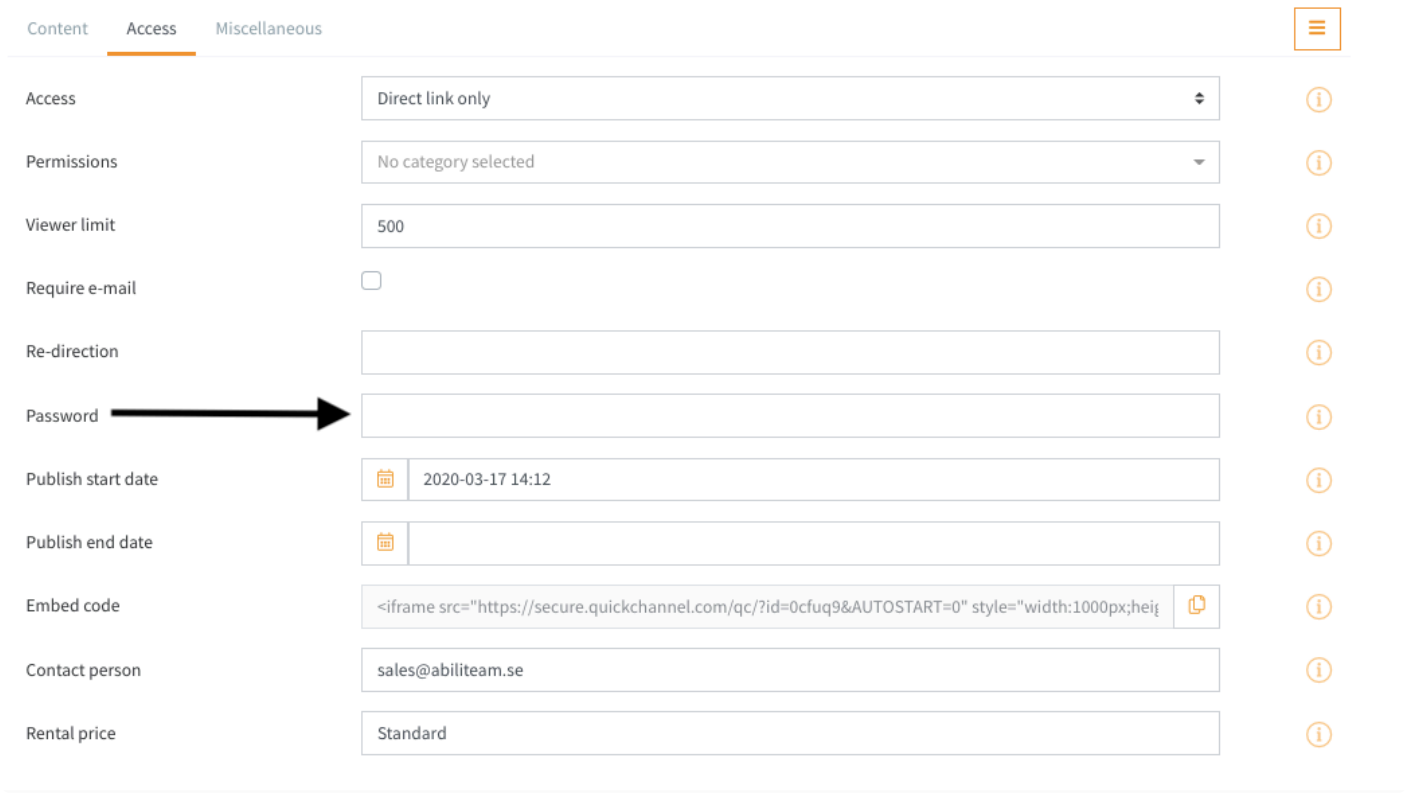
Dual stream

If Dual stream is to be used make sure that the Dual stream check box is checked. And that a Dual player Layout is chosen for the program. You will find the Dual check box in the program.



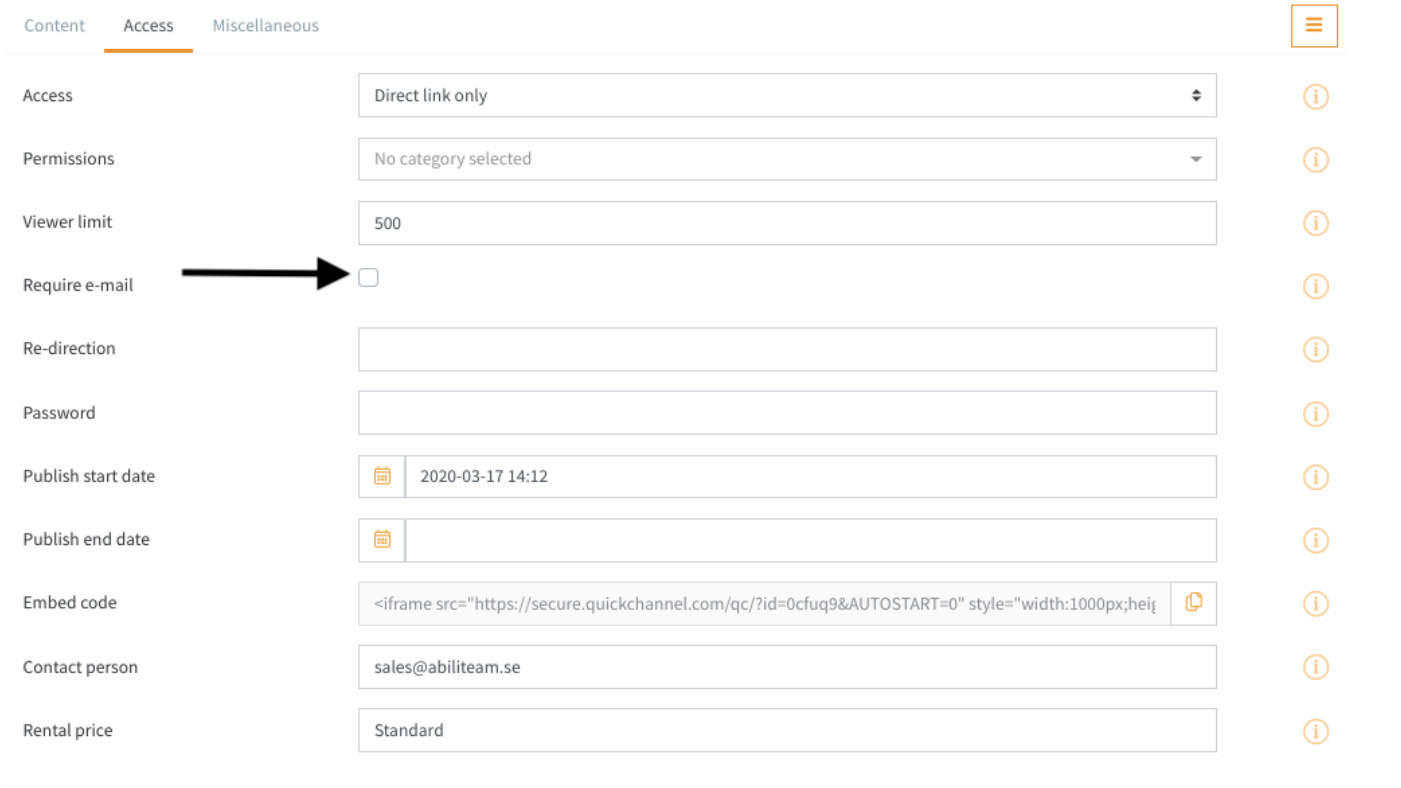
Password

Every film can also be secured with a password. This option is found under the ‘Access’ tab



Require email

Asking the viewers to fill in their email before watching the film is a good way to generate a list of who watched the movie, when they watched, and for how long they watched. For more information check the manual under ‘Statistics – Visitors’



Start/Finish publication

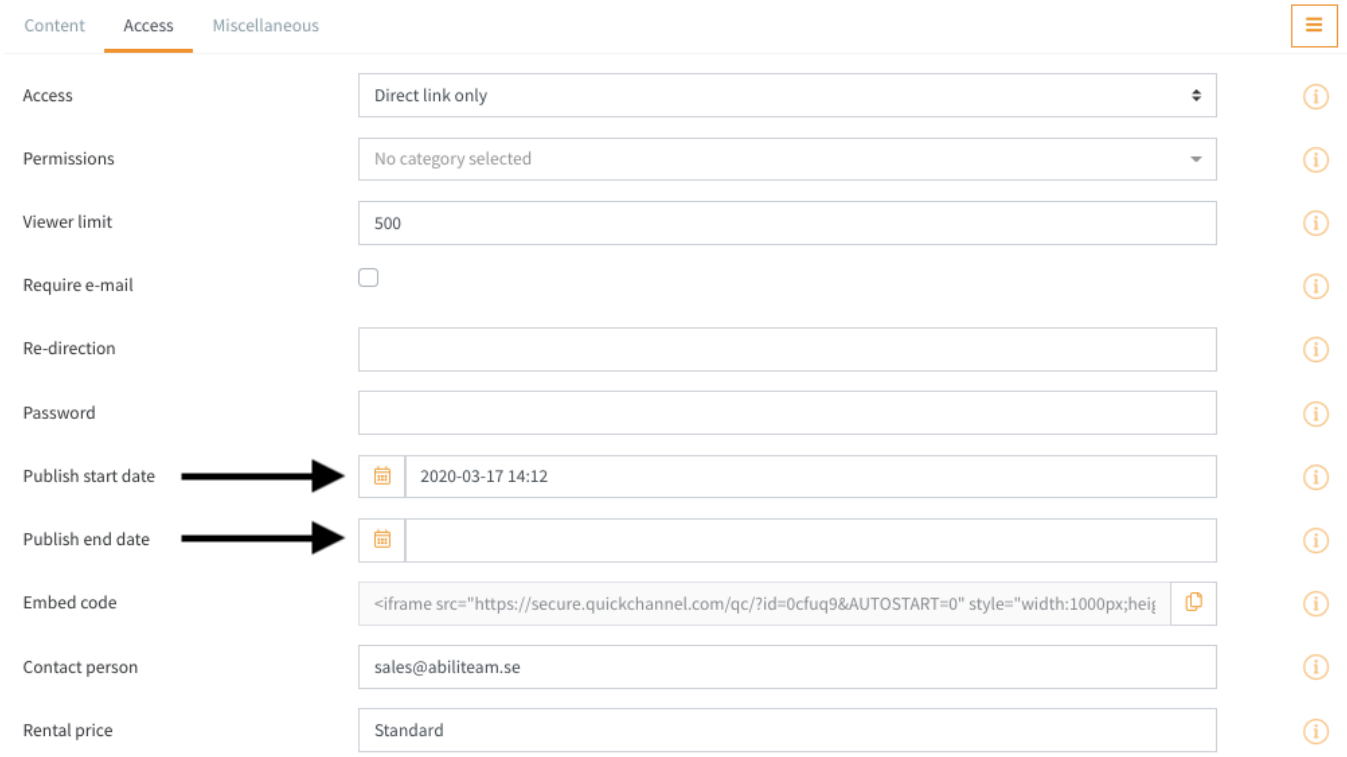
When a live stream is booked we usually suggest setting a start time of about 10 min before the meeting or seminar begins. Also, set longer program length than expected in order to have some margin. This is to make sure that everything works at the start and that you get everything at the end.

E.g. If a stream is set to start at 15:50 and the ‘Publish start date’ is set to 16:00, then the stream will start ten minutes before. However the viewers won’t be able to see the actual stream before the meeting or seminar actually starts at 16:00.

Important to think about

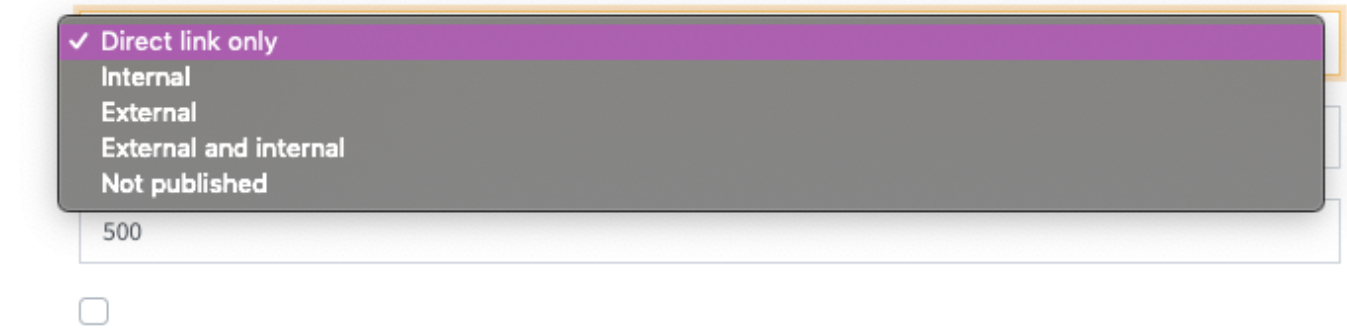
The start time of the stream must be before the star time of the publication. Otherwise the program will try to publish the stream before there is anything to publish and the stream will cancelled.

The field for ‘Publish start date’ is under the ‘Access’ tab



IP lock

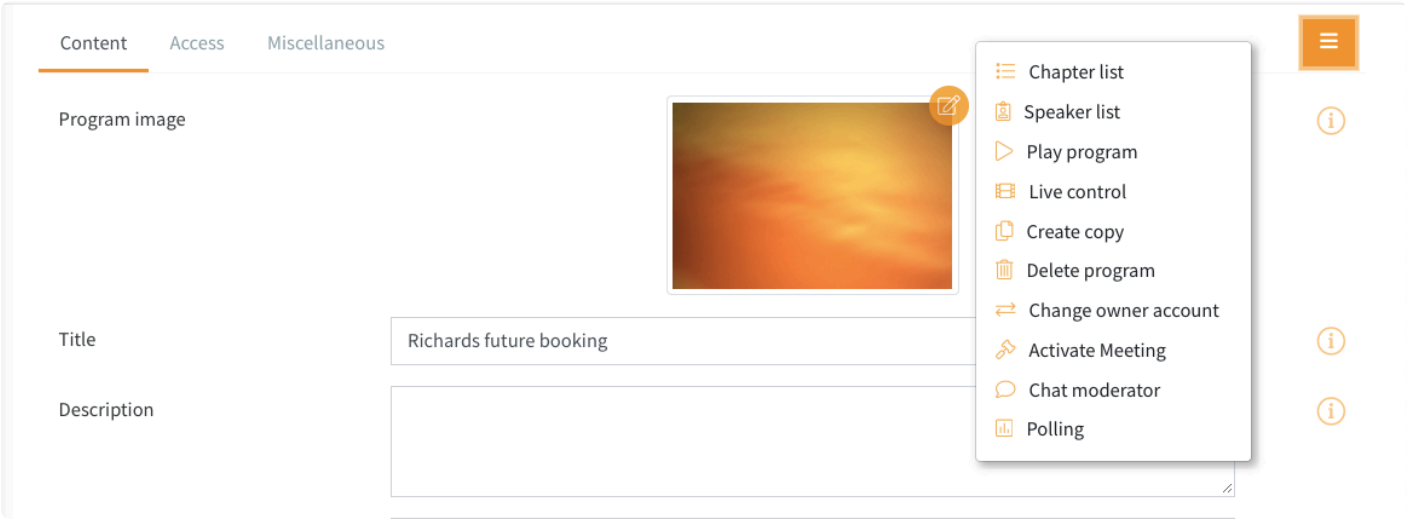
For further security it is possible to e-mail the IP address(es) to us at Quickchannel. We will then add the IP address(es) to your customer information. After that any movie that is marked ‘Internal’ under the tab ‘Access’ is only going to be accessible through networks using those IP addresses.



2.1.2. Program Information “Hamburger Menu” Live

Hamburger menu

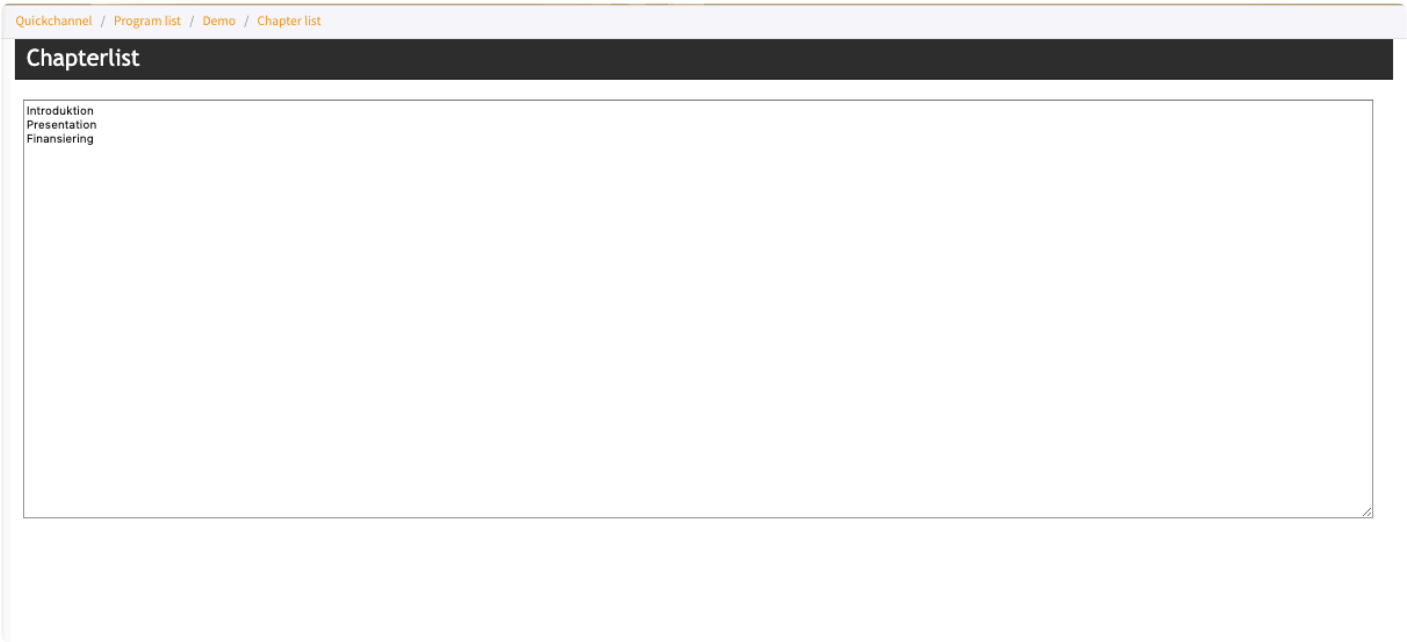
Each program in the program list has a ‘hamburger menu’ where there are multiple alternatives to manage a live or on demand program.



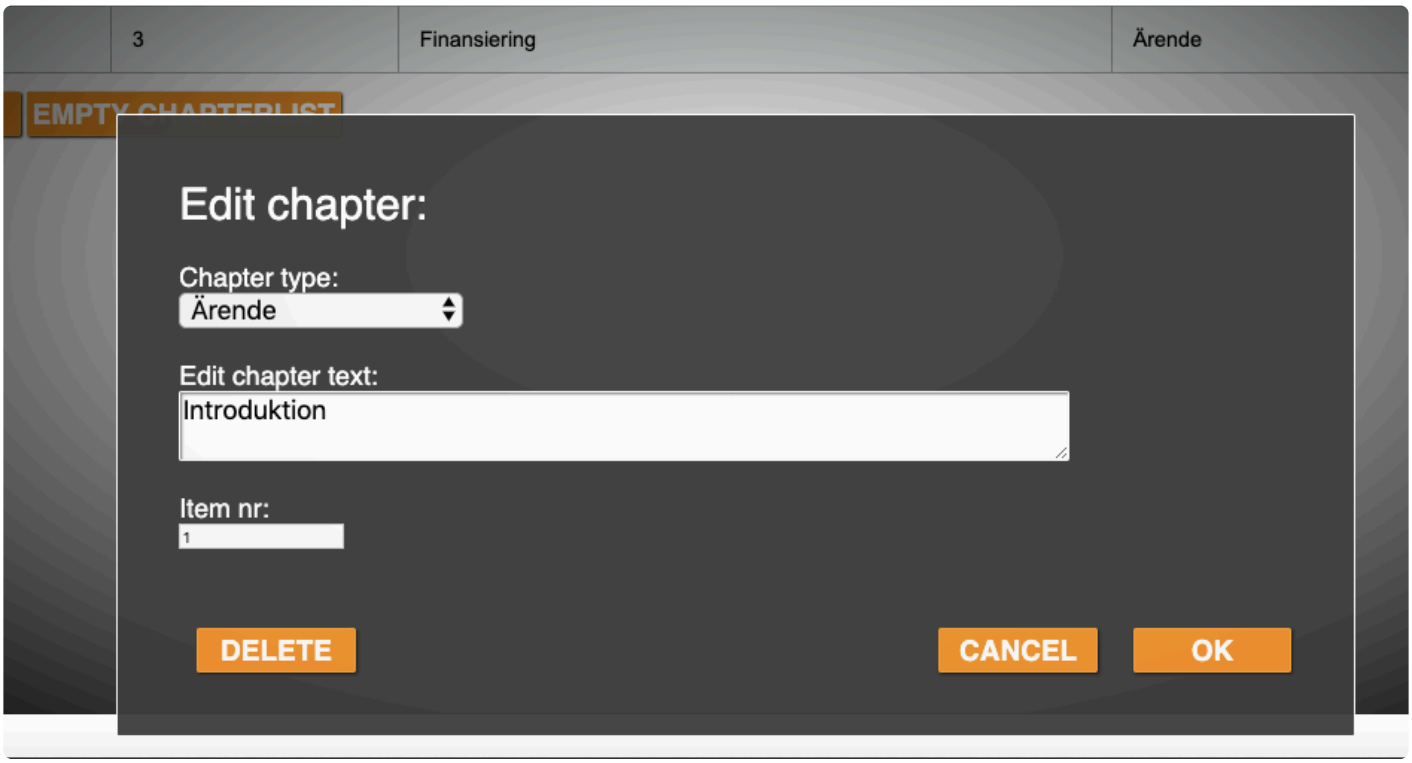
Chapter list

Choose ‘Chapter list’ to add an agenda for your livestream. You can choose to paste the chapter list from a text document or insert them manually.

> ✻ Each chapter must be on a new row, otherwise the chapters will be interpreted as a single chapter.



The agenda is saved automatically when it is inserted. Further changes such as changing the order of chapters, the title, or chapter types are also possible. By clicking on the chapter you want to edit, a box with options will appear.

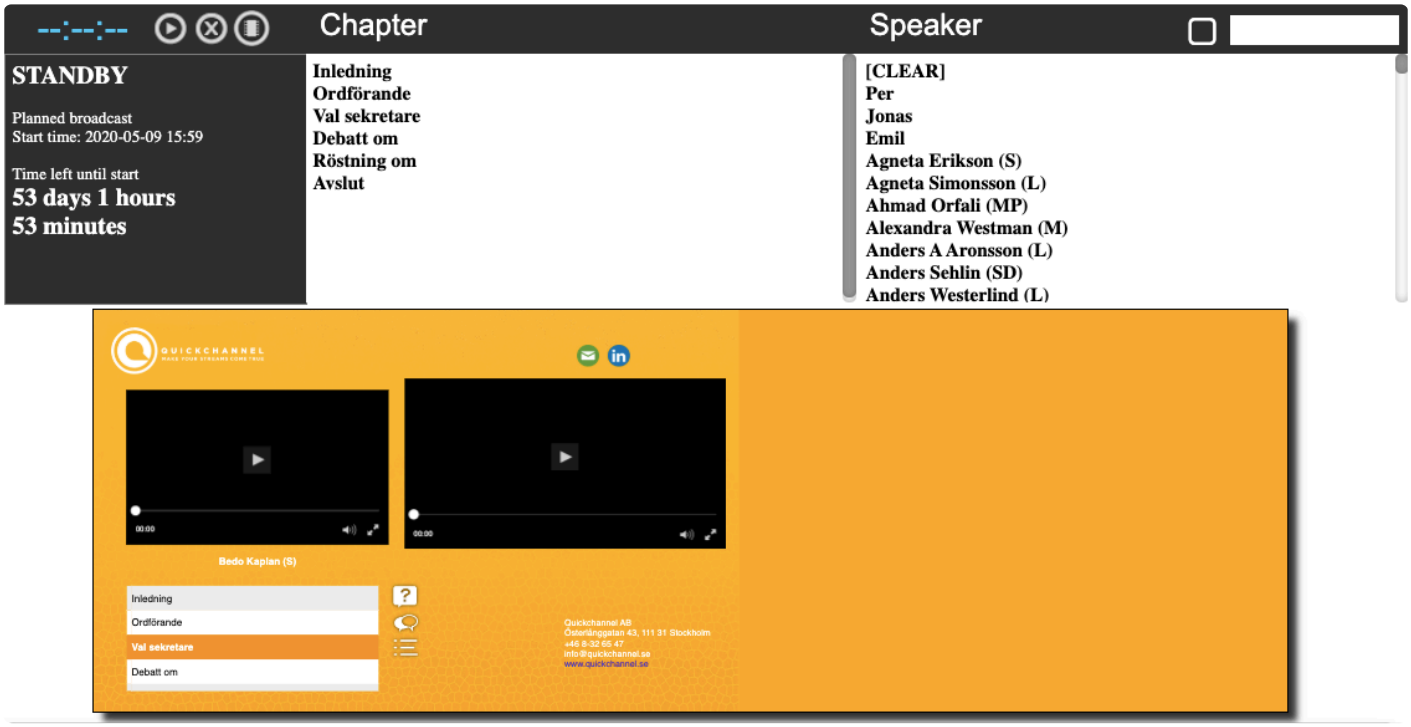


Speaker list

The possibility to add speaker names in your live broadcast is done via ‘Speaker list’.
This is done similarly as with chapters by adding each speaker on separate rows.

Live control

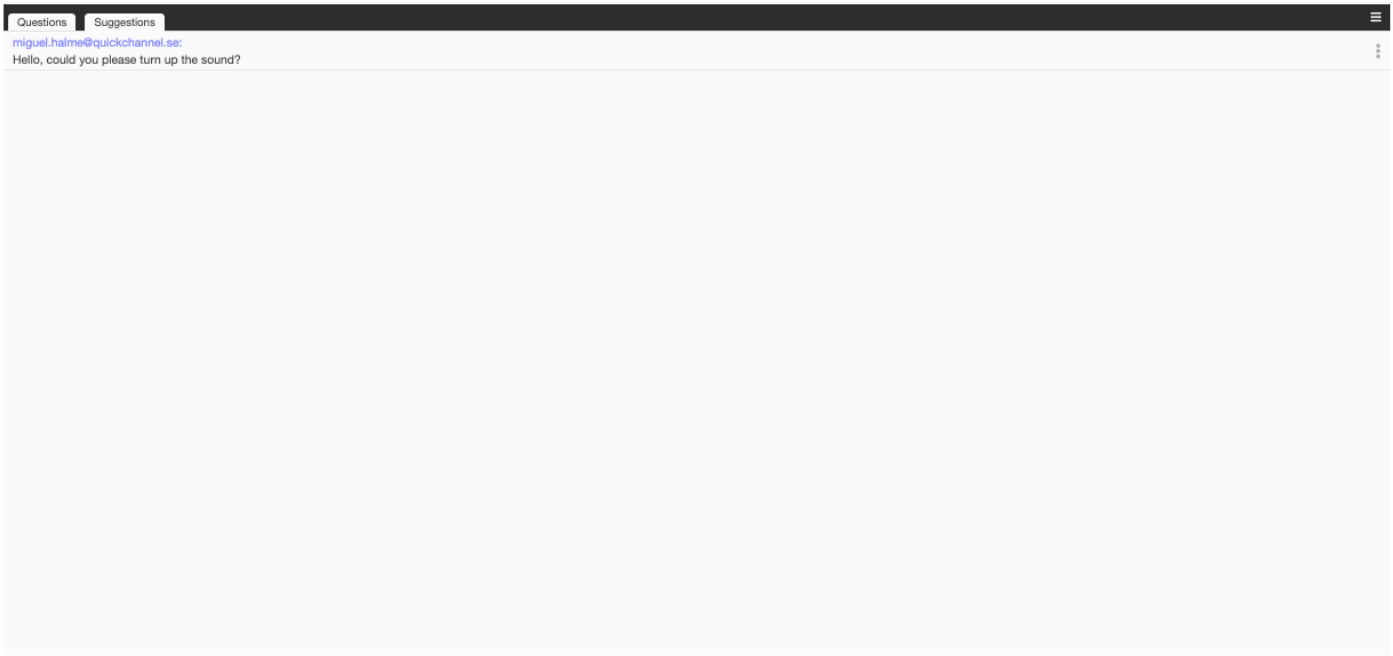
When the program is prepared with chapters, speakers, and the live broadcast is starting you can go to ‘Live control’.
There chapters and speakers can be published on the live broadcast by clicking on the appropriate speaker or chapter. This will then be visible in the live broadcast as well as in the preview window.



The live control also show how long until the broadcast goes live, how long it has been going on, and how many people are watching.

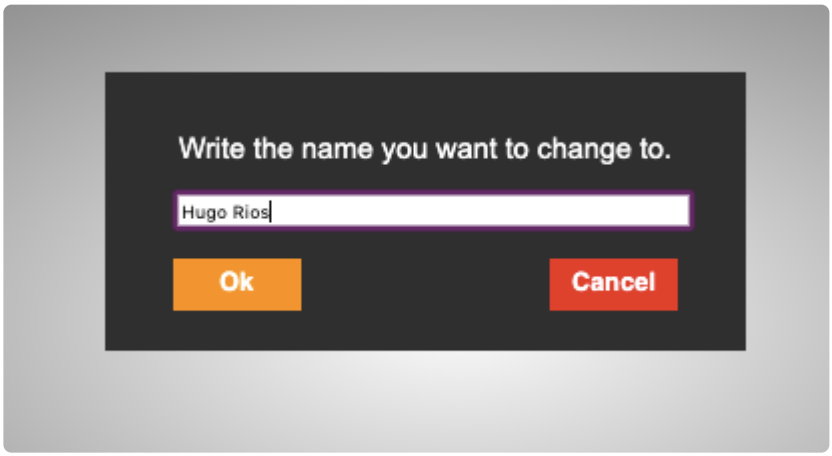
Chat

It is also possible during an ongoing broadcast to chat with the viewers. From ‘Chat moderator’ you moderate the chat and respond to the messages from viewers.

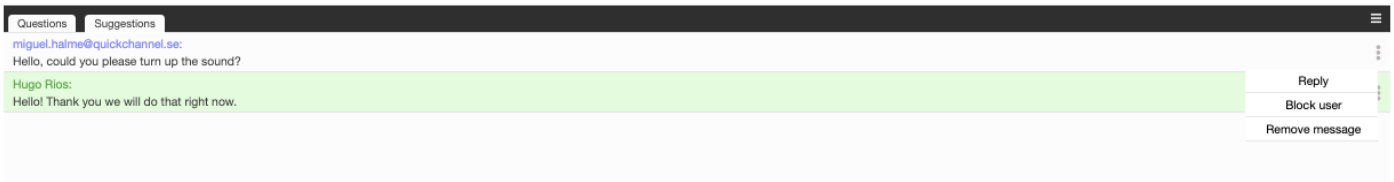


Respond to messages by typing in the box at the bottom.

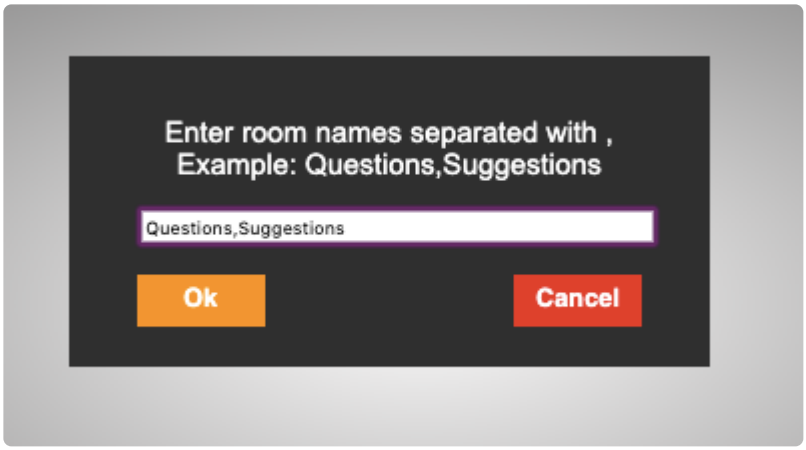
It is possible to change certain settings and manage the chat via the moderator window.



It is also possible to delete messages or block users from writing any new messages.



If you have a chat with questions concerning different subjects it might be a good idea to add a second chat room. For example one chat room for question about the broadcast and another for technical questions or problems for the viewers.



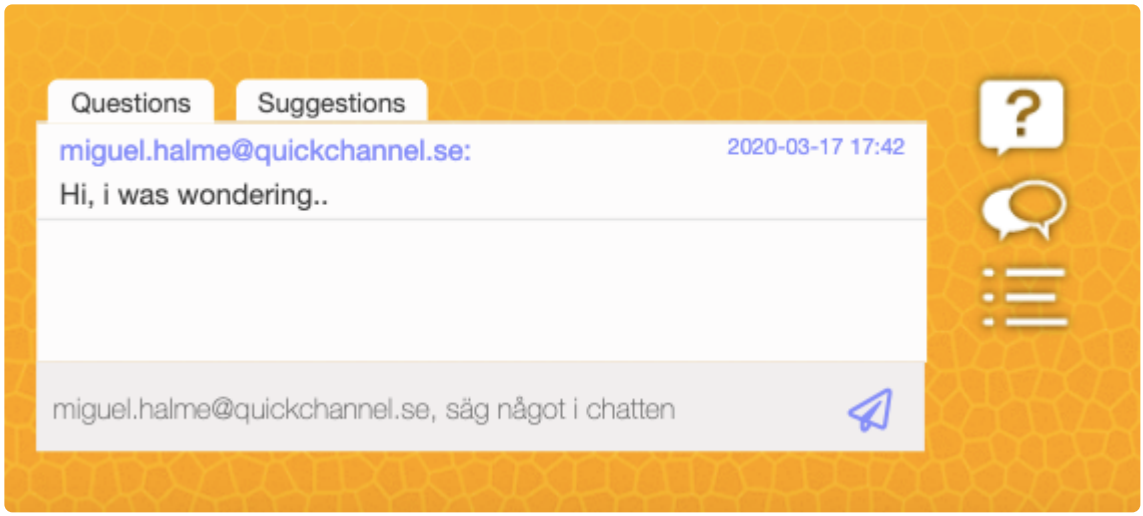
The moderator and the viewers can switch between the two rooms depending on what kind of question or answer they have.

Viewer's chat view

The viewer find a button that looks like two speech bubbles in the broadcasts layout.

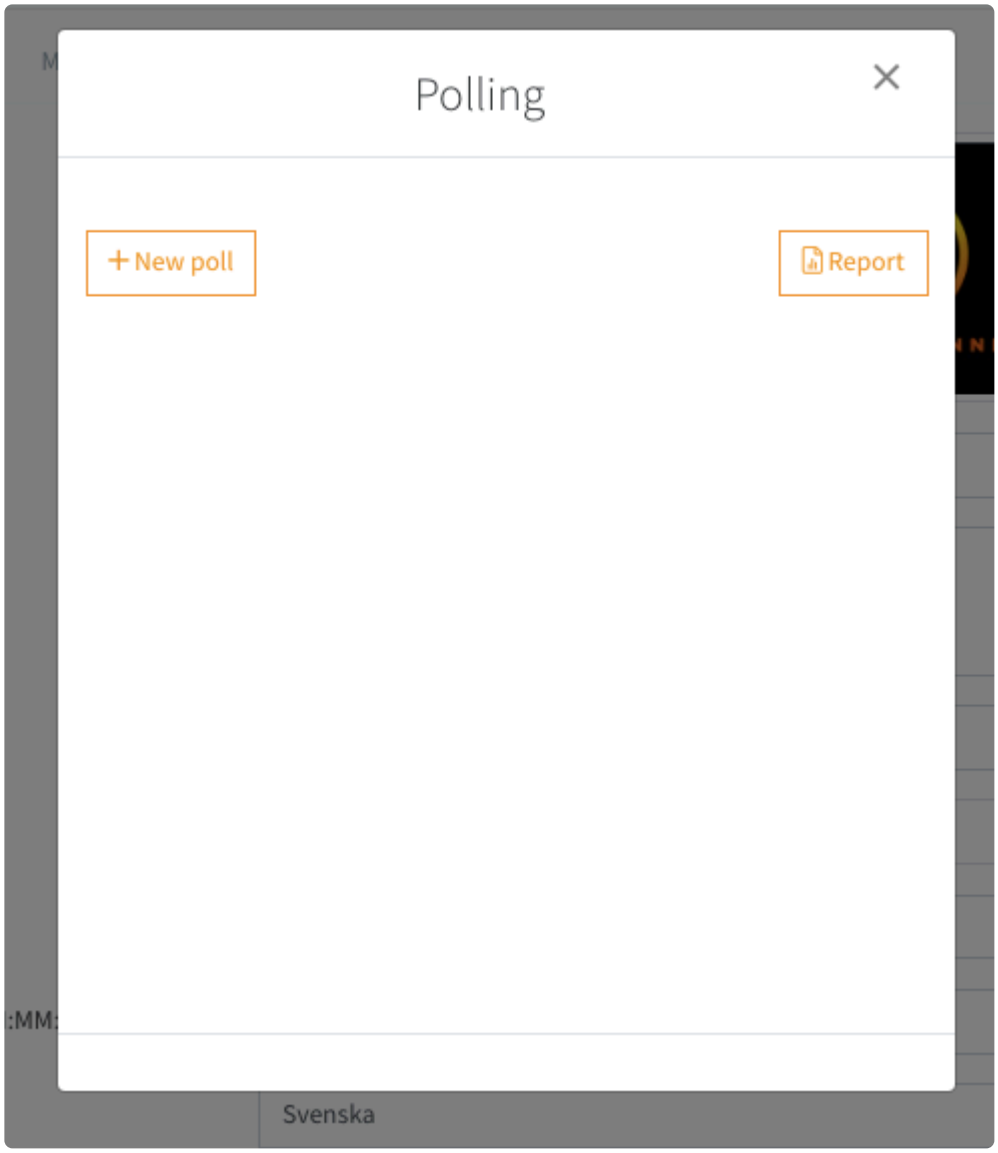
The viewer submits their email and accept the chat conditions.

In the chat the viewers can write messages to other viewers or the moderators. All messages are visible to all viewers and moderators.

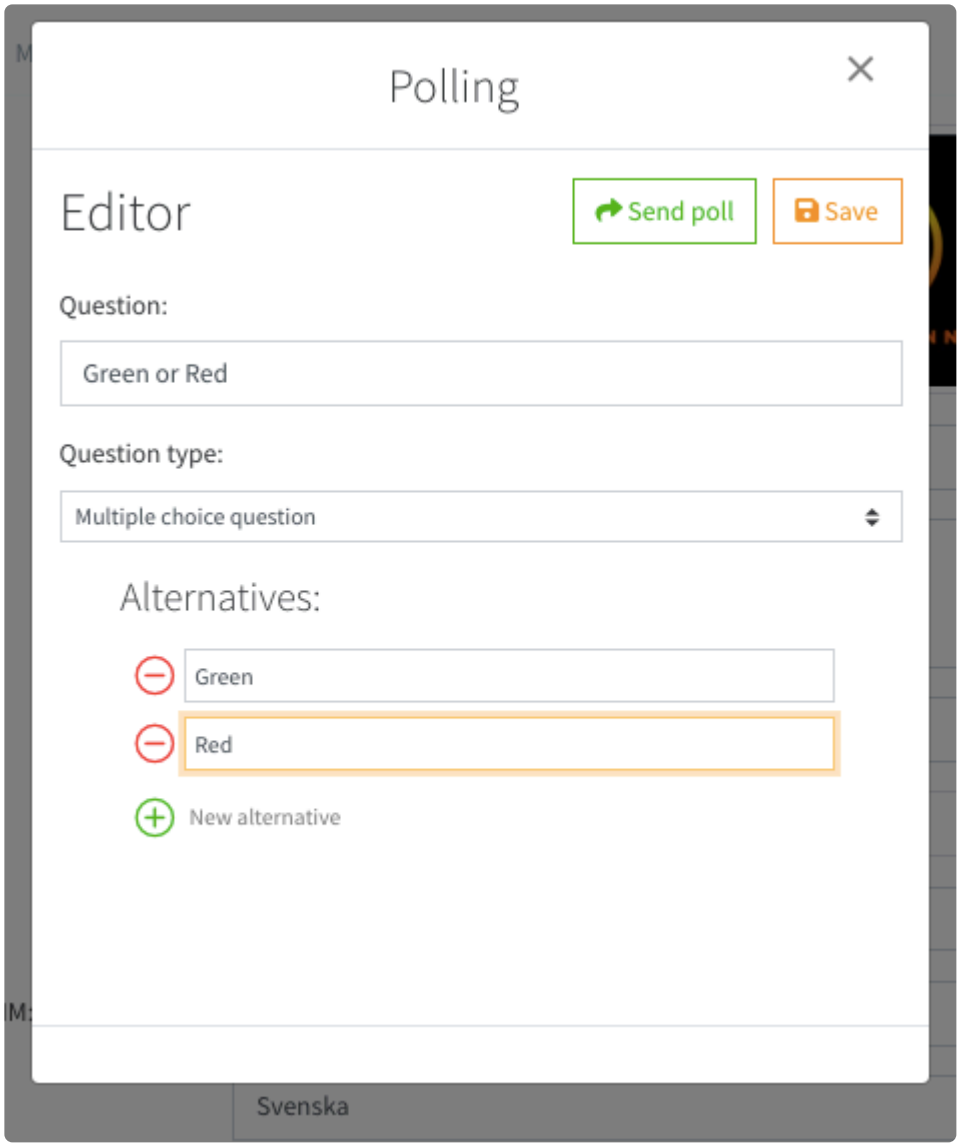


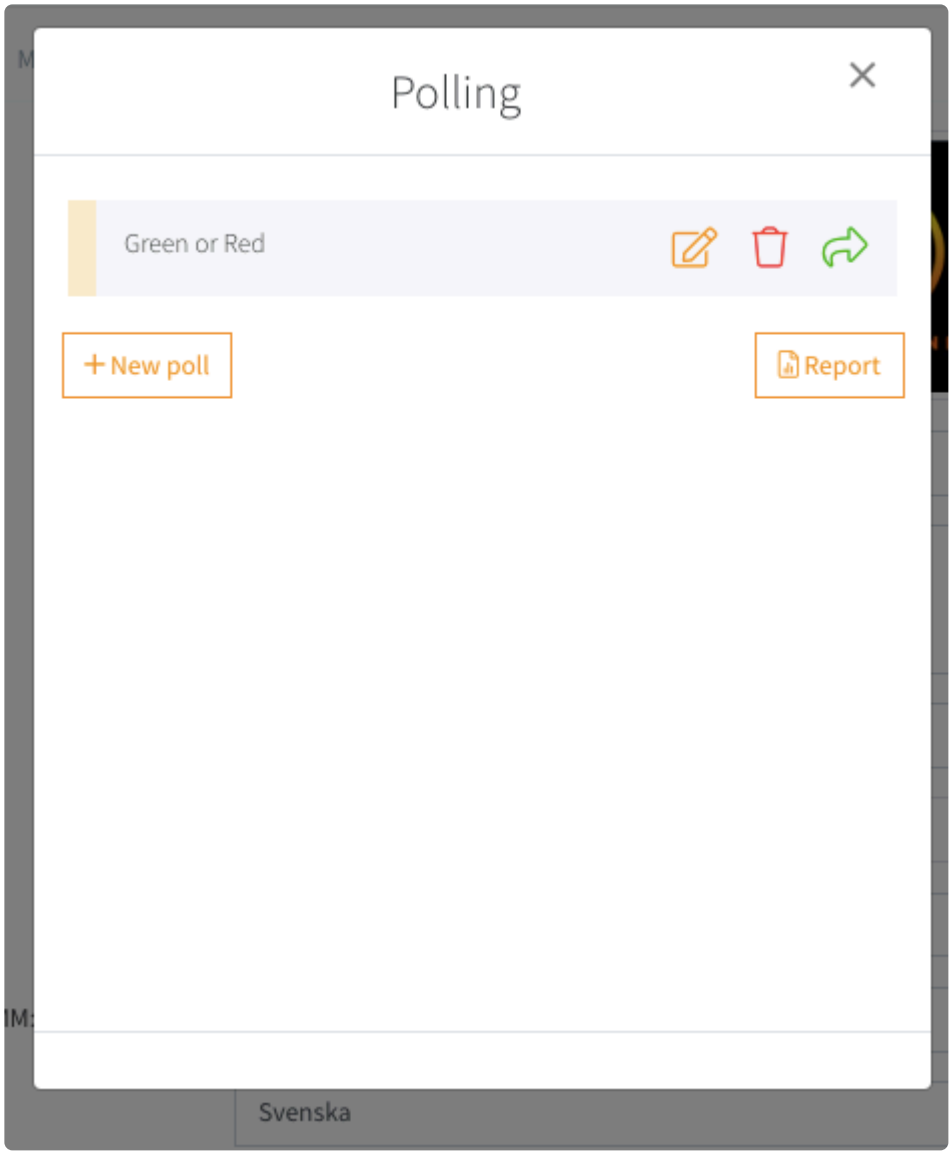
Polling

In the hamburger menu you will also find our voting tool. The voting tool gives the possibility to ask questions directly to live viewers. Click on voting and write a question, either during a live event or save a question in advance.



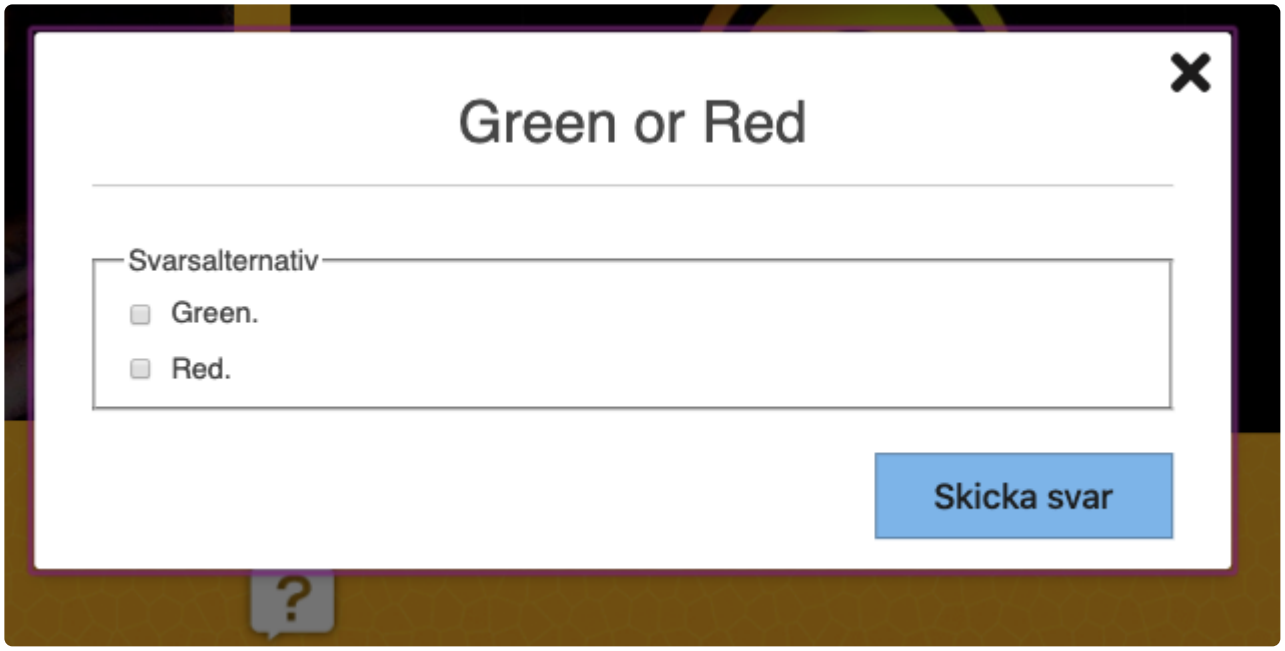
You can choose to allow a single or multiple answer(s)


Polling
Editor
Send poll
Save
Question:
Green or Red
Question type:
Multiple choice question
Alternatives:
Green
Red
New alternative
Svenska



The results of the poll is visible as soon as the viewer submits an answer. The poll can also be closed early by the moderator managing the poll.

The viewers receive the question directly in the broadcast player.


Green or Red
Svarsalternativ
Green.
Red.
Skicka svar

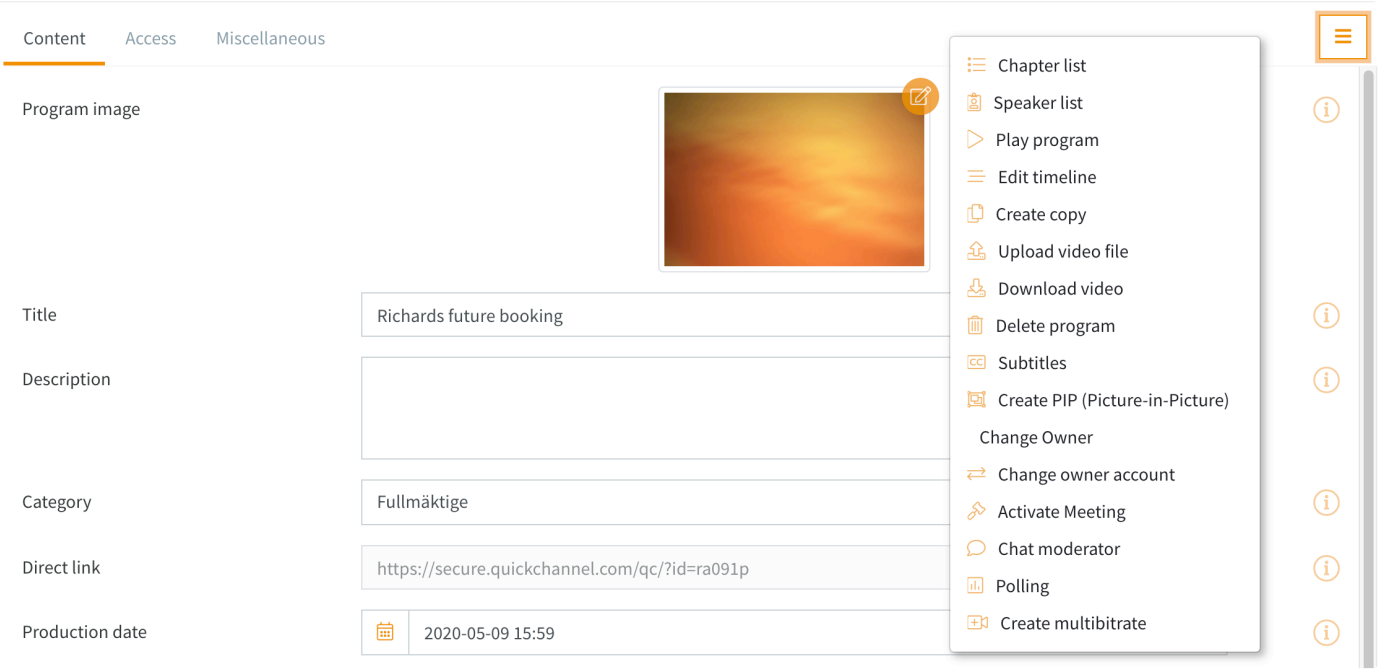
2.1.2.1. Live control

See this document on how to use the Live control and stream with WebRTC: Live-control-webrtc

2.1.3. Program Information “Hamburger Menu” Ondemand

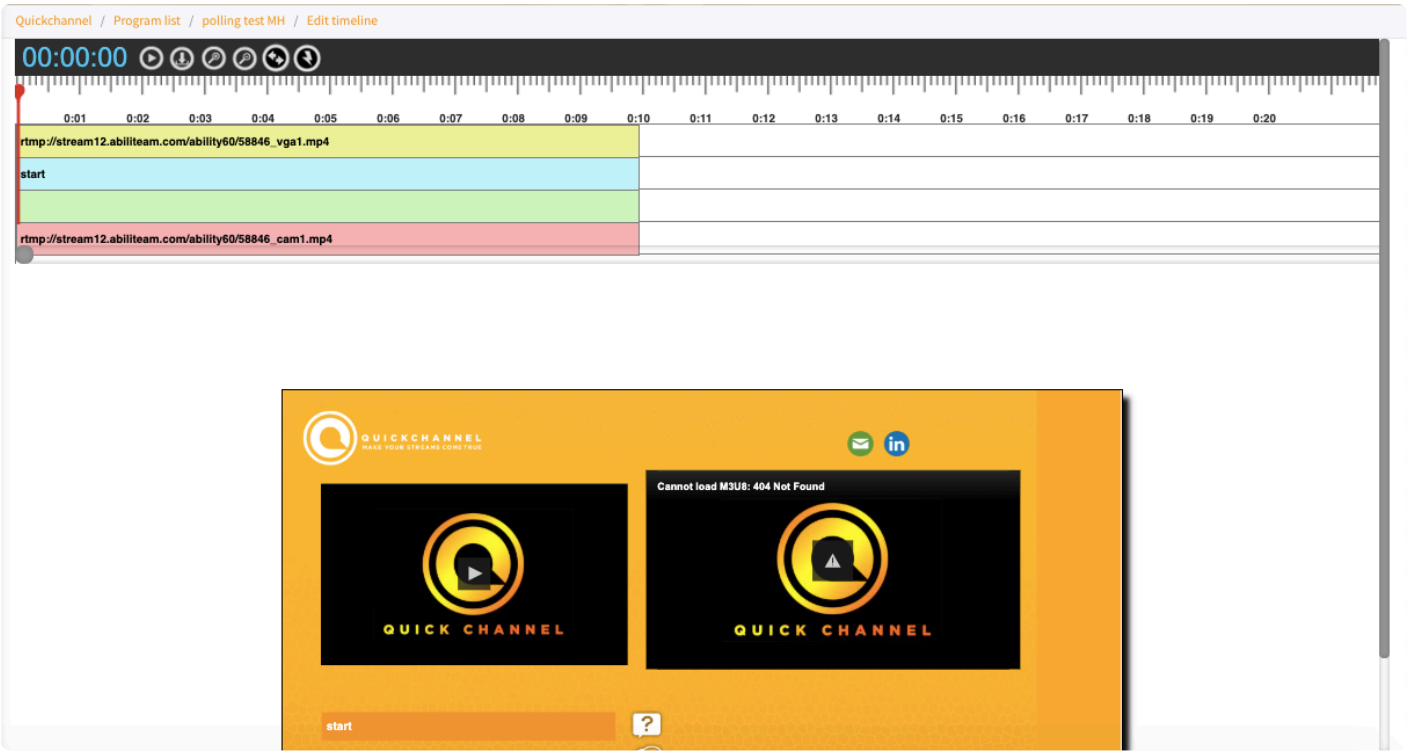
Hamburger menu

Each program in the program list has a hamburger menu where the is options to manage a live or on demand program.



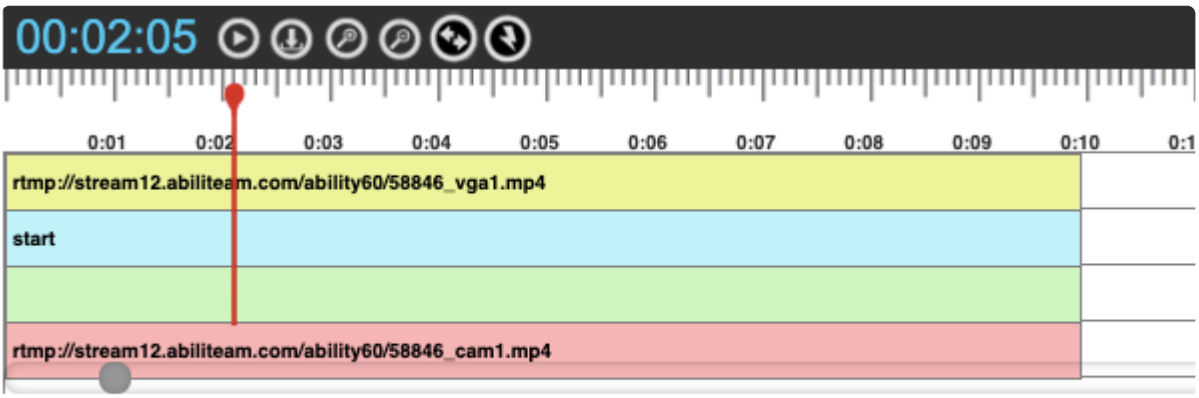
Edit the timeline

Select ‘Edit timeline’ to access Quickchannel’s editing tool.

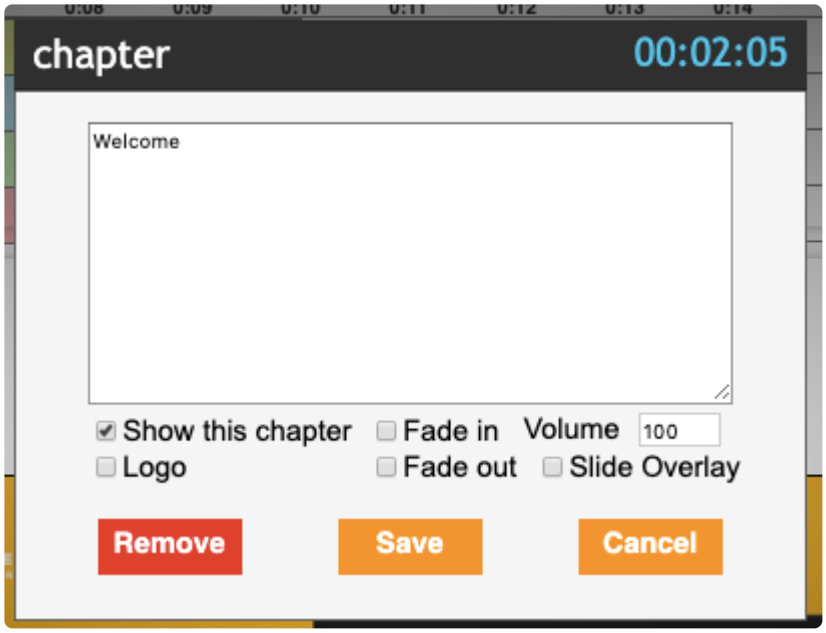


In the timeline there are four rows. The first one at the top is the presentation. The second one is chapter and chat messages. The third is speaker. The fourth is the video file.

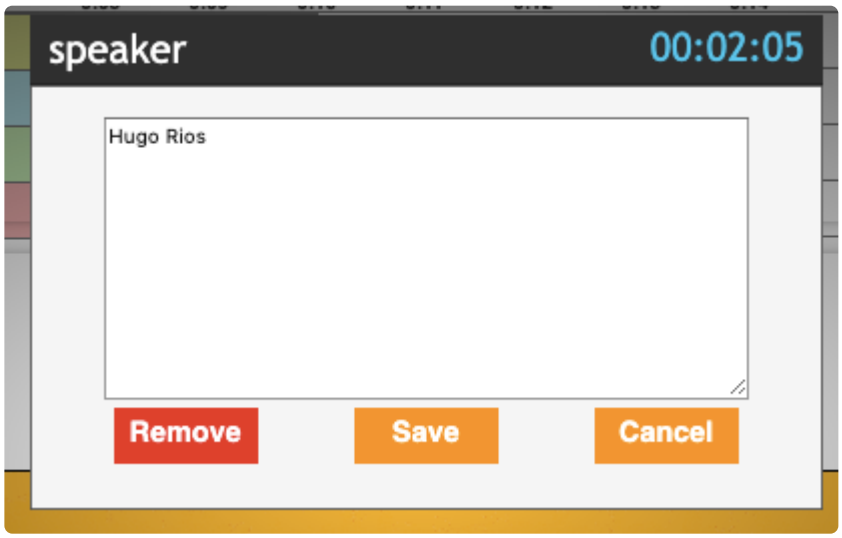
You can easily move back and forth in the film by interacting with the grey scroll button at the bottom of the timeline. Moving the grey ball forward moves you forward in the film while moving it backward moves you backward.



Edit a chapters name or time by clicking on a chapter and then ‘show information’. The clock in the top right corner shows where the chapter begins.

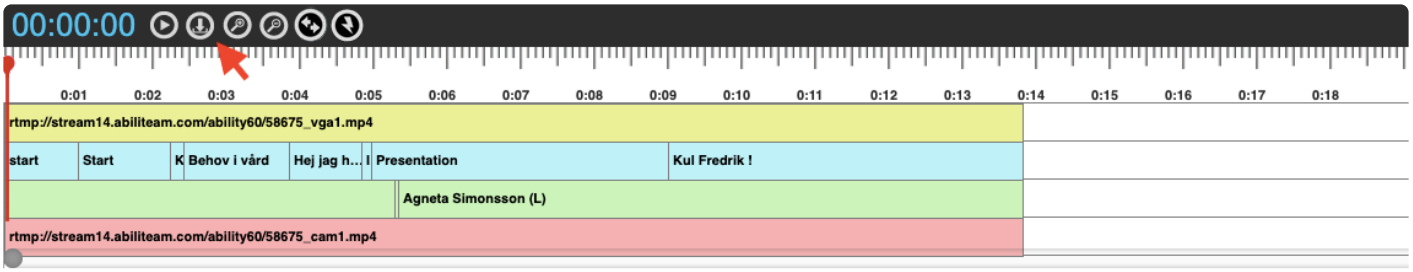


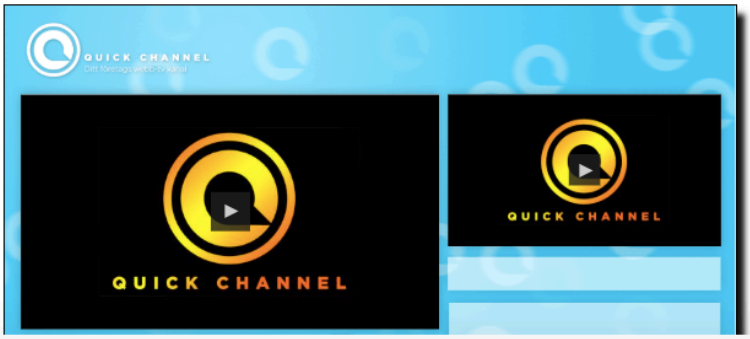
The same goes for speakers. Click on the speaker to edit name or time.



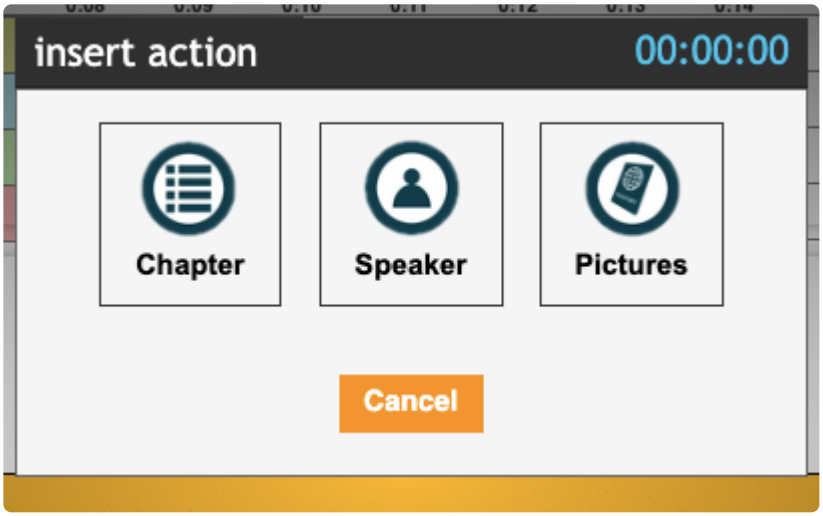
Instead of deleting a part of the film, there is the option to hide sections of it. Click on a chapter and uncheck the box next to ‘Show this chapter’. The film will then skip the part of the film that is within the scope of that chapter. This is a good way to hide unnecessary material at the beginning of a film such as preparations before a meeting. Then click on the chapter called Start which usually is at the beginning of the timeline and choose to uncheck the Show this chapter box. The film will then start from the next chapter in the series.

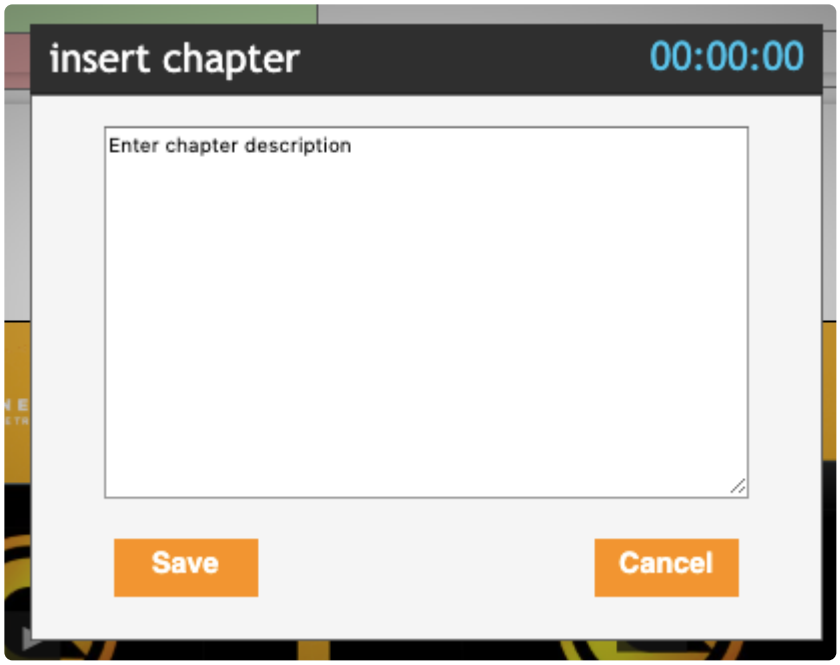
To add a new chapter or speaker name, there is the Insert action button

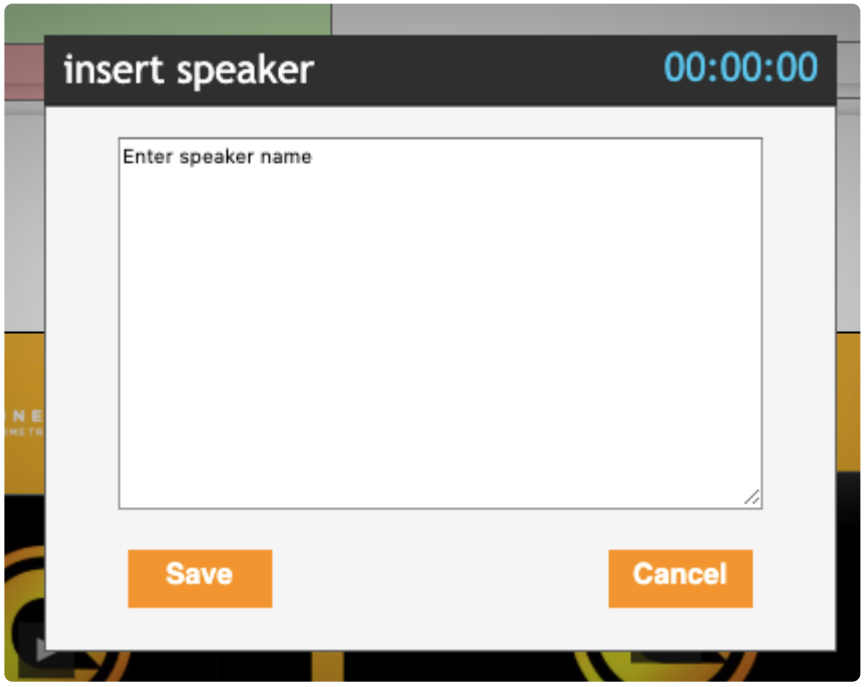




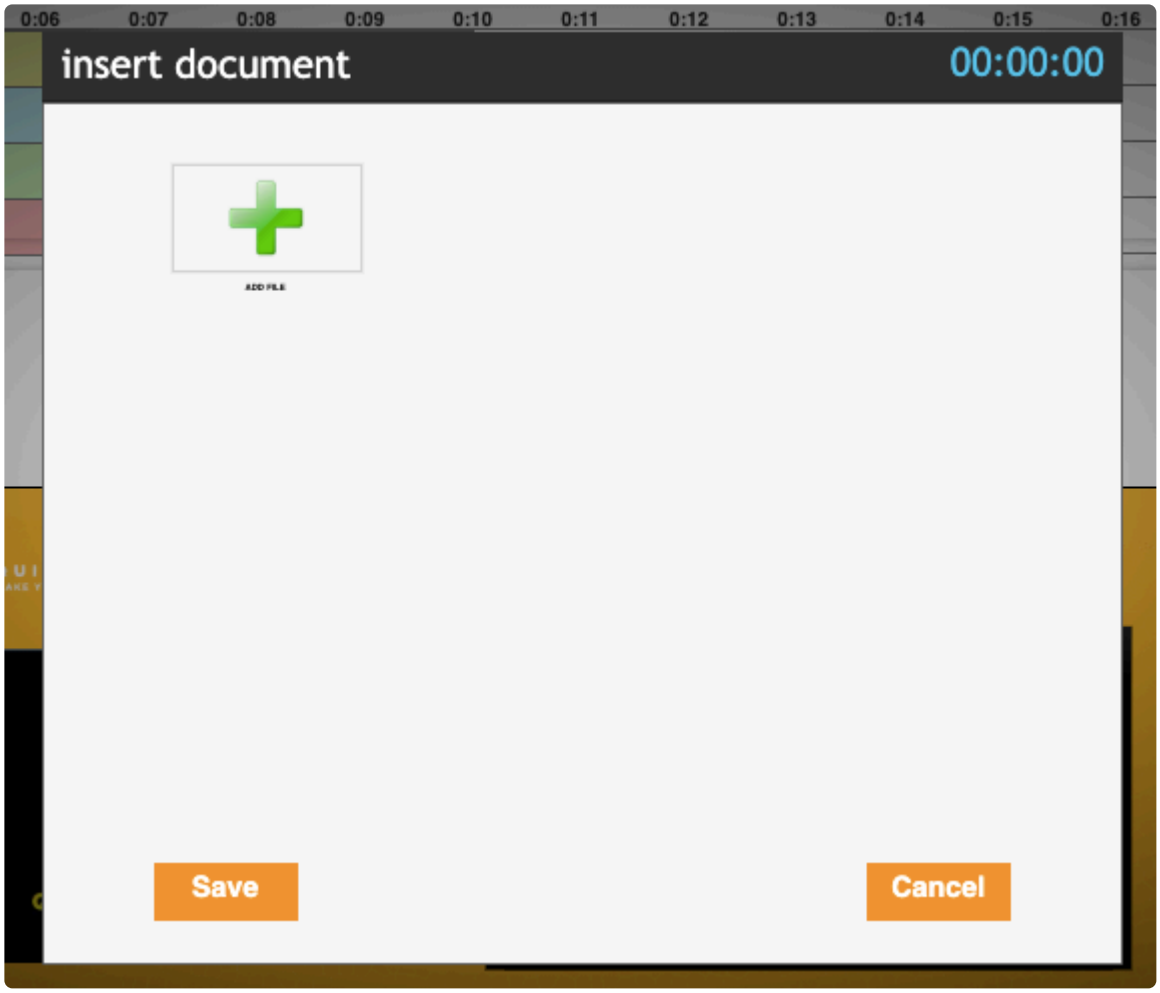
First move the red marker to the time in the film where a new speaker or chapter is supposed to be added. Click insert action and choose either chapter or speaker.



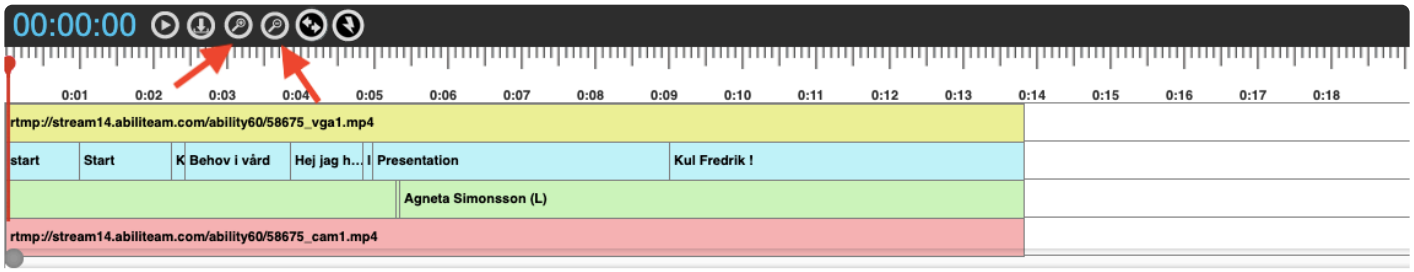


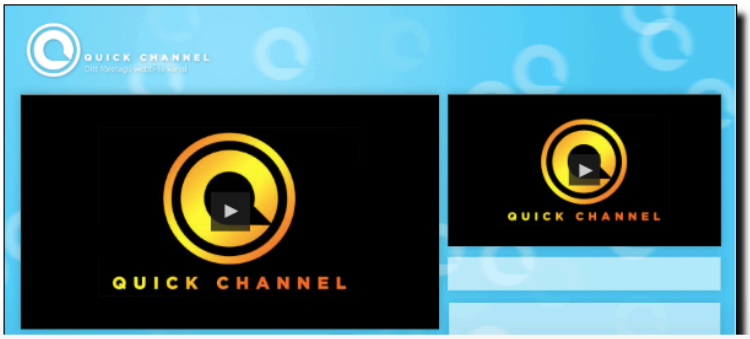


In such a case where dual stream is not used and images need to be uploaded afterwards, select Insert action and Image.
Click on the plus sign to select an image on your computer or drag and drop images from your computer onto the plus sign.

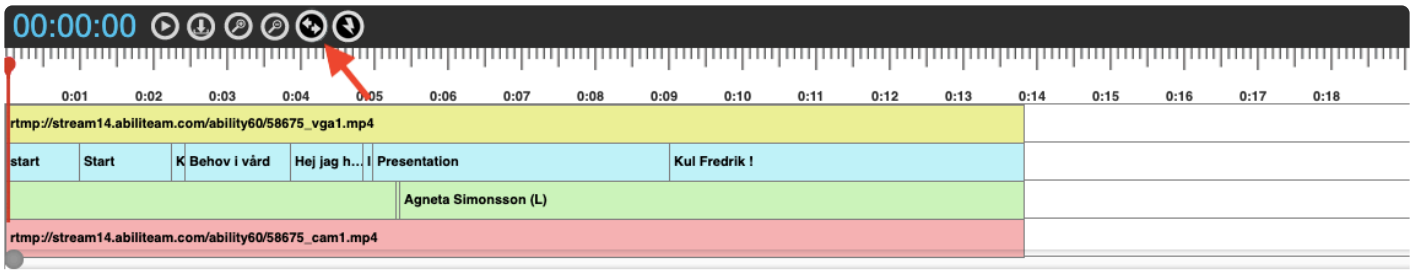


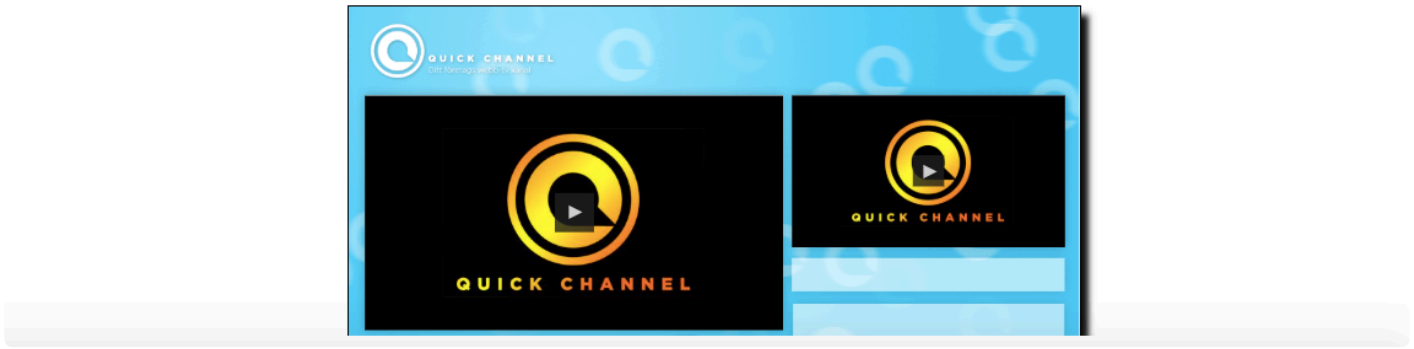
Other buttons on the same row as insert action is In-zoom and Out-zoom.

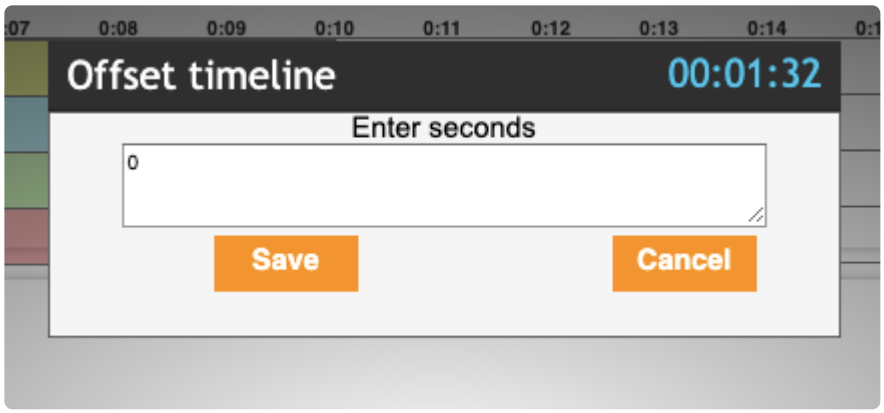




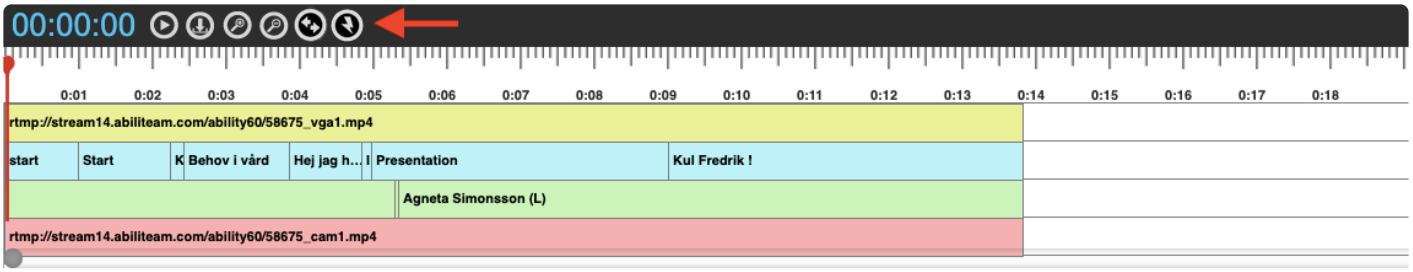
The offset button is used if all the chapter and speakers must be moved forward or backward in the film. Click the button and then write how far back or forward in seconds you want to move the speakers and chapters. After that click save to move all the chapters and speakers.

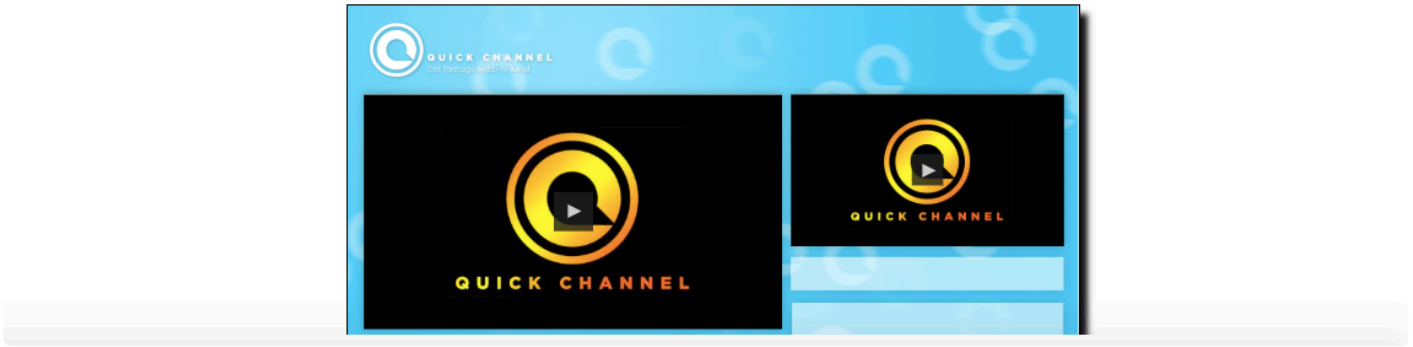


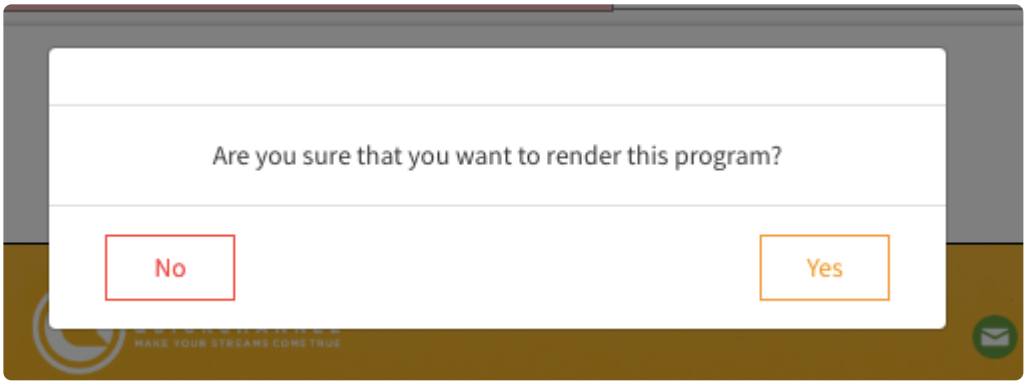




The last button is render. If multiple parts of the film is hidden, a “hard cut” version of the film can be created by rendering it.
Rendering removes any hidden parts and a new program is created.







Copy film

If you wish to publish two versions of a movie, select Create copy.

Download and upload film

From content – New program create a new on demand program. Then go to the hamburger menu and choose ‘Upload video file’ to add your movie.
To download a movie from Quickchannel to your local computer, simply choose ‘Download video’.

Side by side

With ‘Create PIP (Picture-in-picture) a copy of the program is created where the video and presentation is merged and streamed as a single stream.

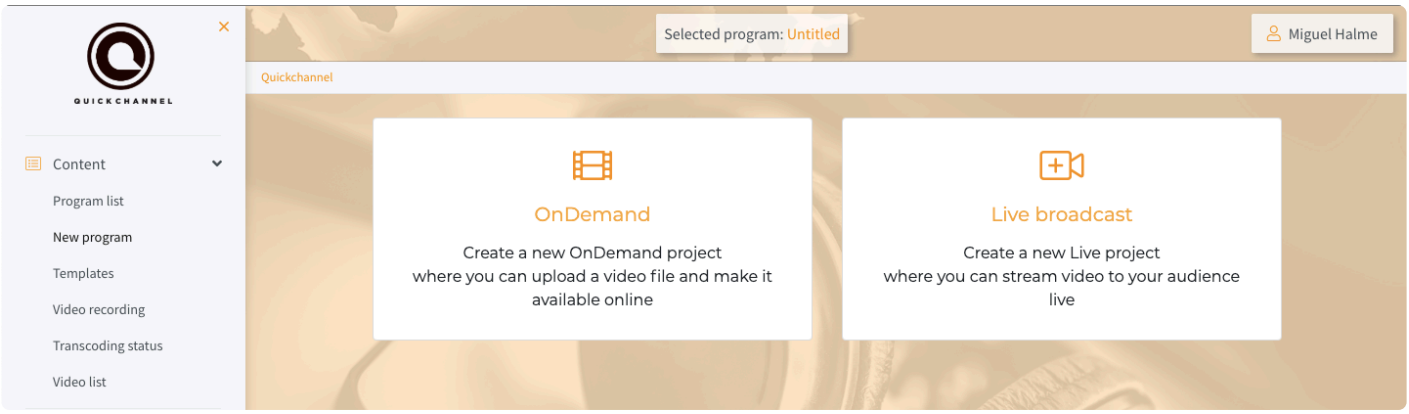
Multibitrate

Multibitrate allows a movie to be streamed in different qualities. To make it easier for users with limited network capacity, you can create a multibitrate video.

If you are planning a live broadcast where your encoder allows streaming in multiple qualities, this can be activated through the check box under the tab ‘Other’.

2.2. New project

New program:
To book an upcoming Live broadcast.
1. Click the Content / New Program menu. Then select Live Broadcast.

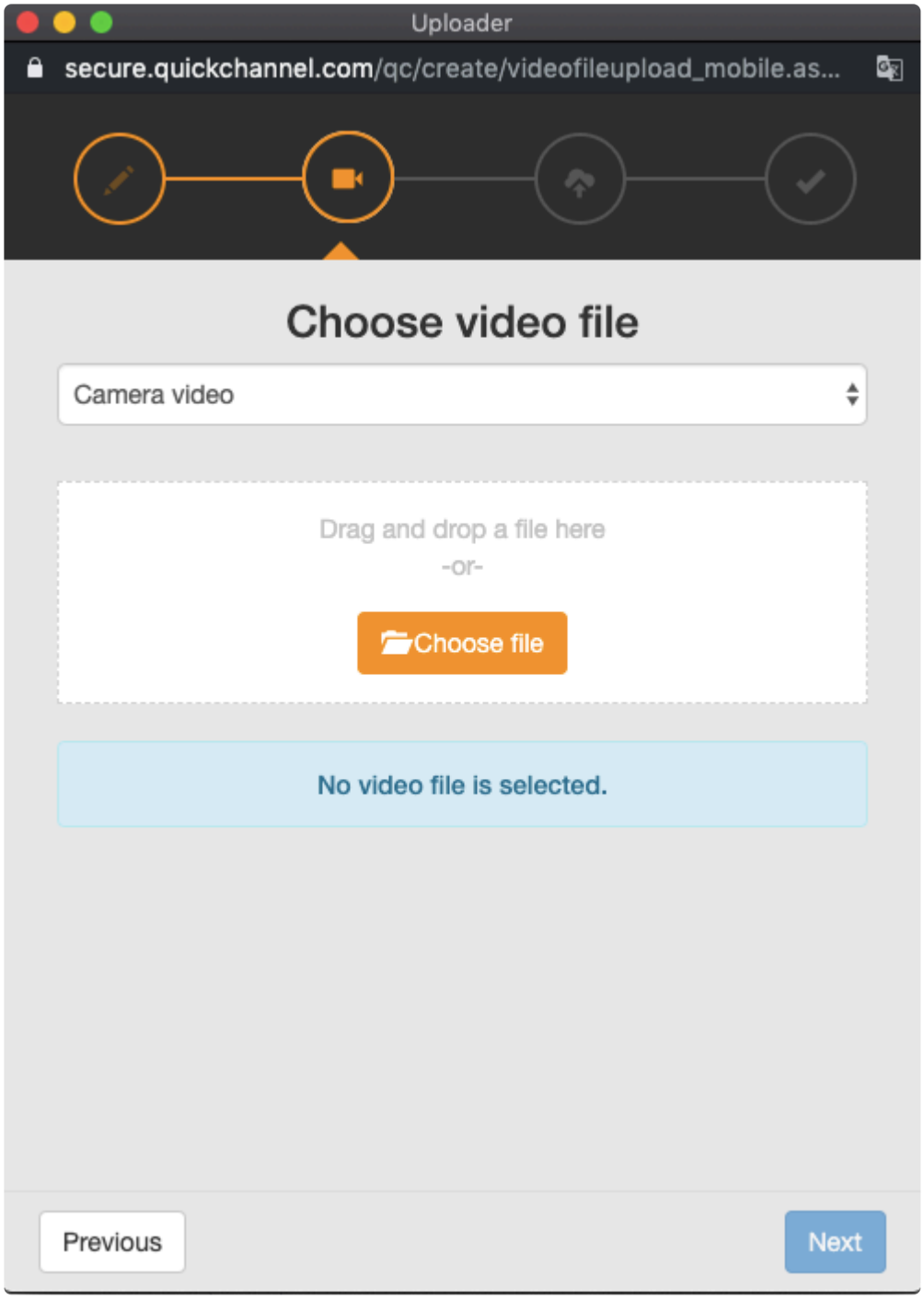


2. Then enter Title, Description, Contact person. NOTE! If an Ad Hoc live broadcast is started, the program will be renamed to directrecordingfrom …. and take standard values from the Live template.
3. Then select Date and Time. In the “Length” field, enter the desired length of the shipment.
4. Select Channel

To add a new OnDemand program.
1. Click the Content / New Program menu. Then select OnDemand.
2. Then enter Title, Description, Category.
3. Then select Publish and enter a Contact person
4. Click Upload Video File. The upload box opens in a separate window.

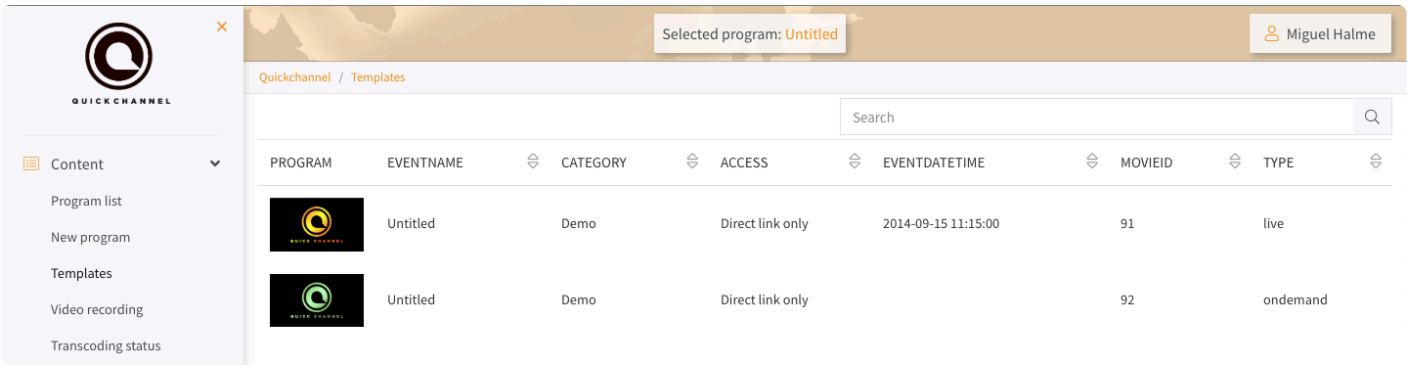
! {IMAGE LINK + content-5}!

Select in the “curtain menu” if it is a camera file or a presentation file that you want to upload.
Then select your file. Click Next and then Upload.


Uploader
secure.quickchannel.com/qc/create/videofileupload_mobile.as...
Choose video file
Camera video
Drag and drop a file here
-or-
Choose file
No video file is selected.
Previous
Next

2.3. Templates

Application templates:
Content Templates contain your Live template and OnDemand template.

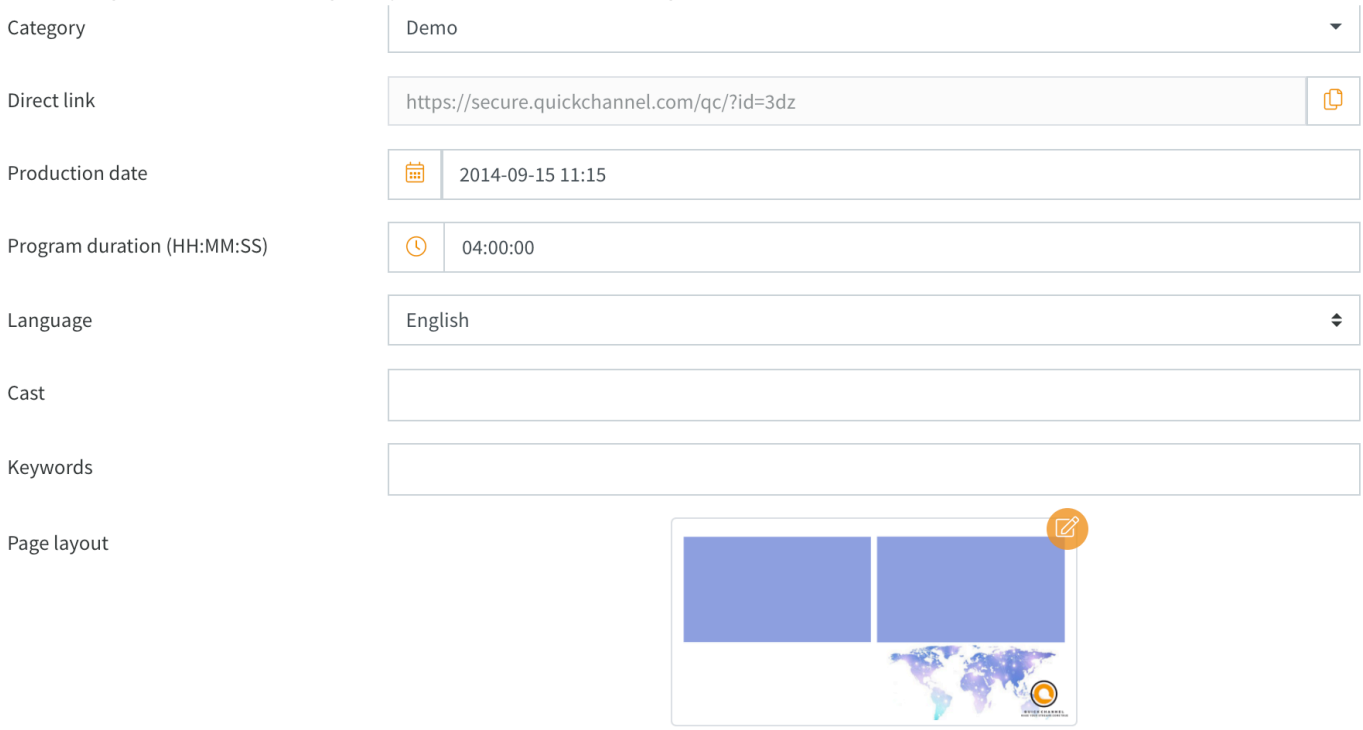


Any changes made to these templates will affect all upcoming live broadcasts and OnDemand movies created.

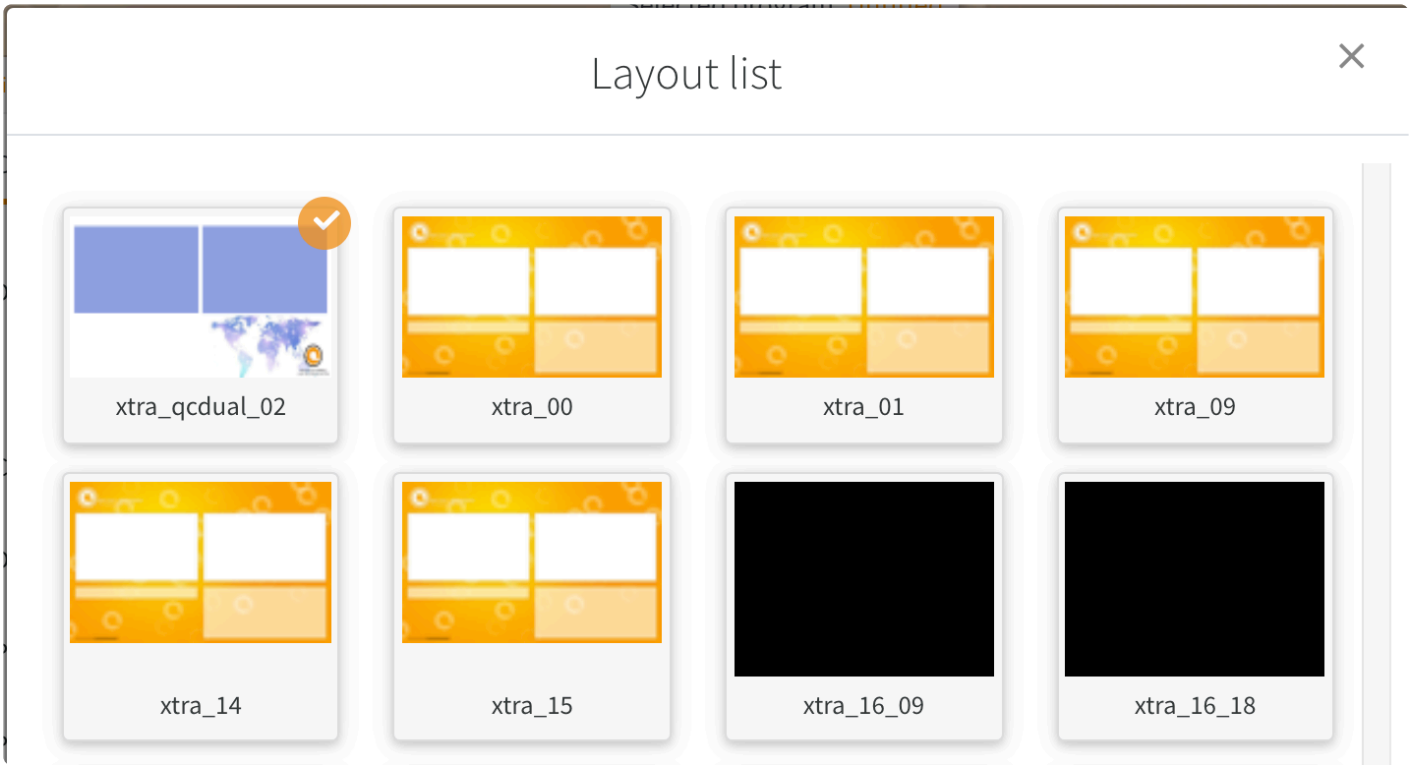
Change the default layout, title, description, thumbnail, movie length. dualstream and multibitrate.

Change Layout

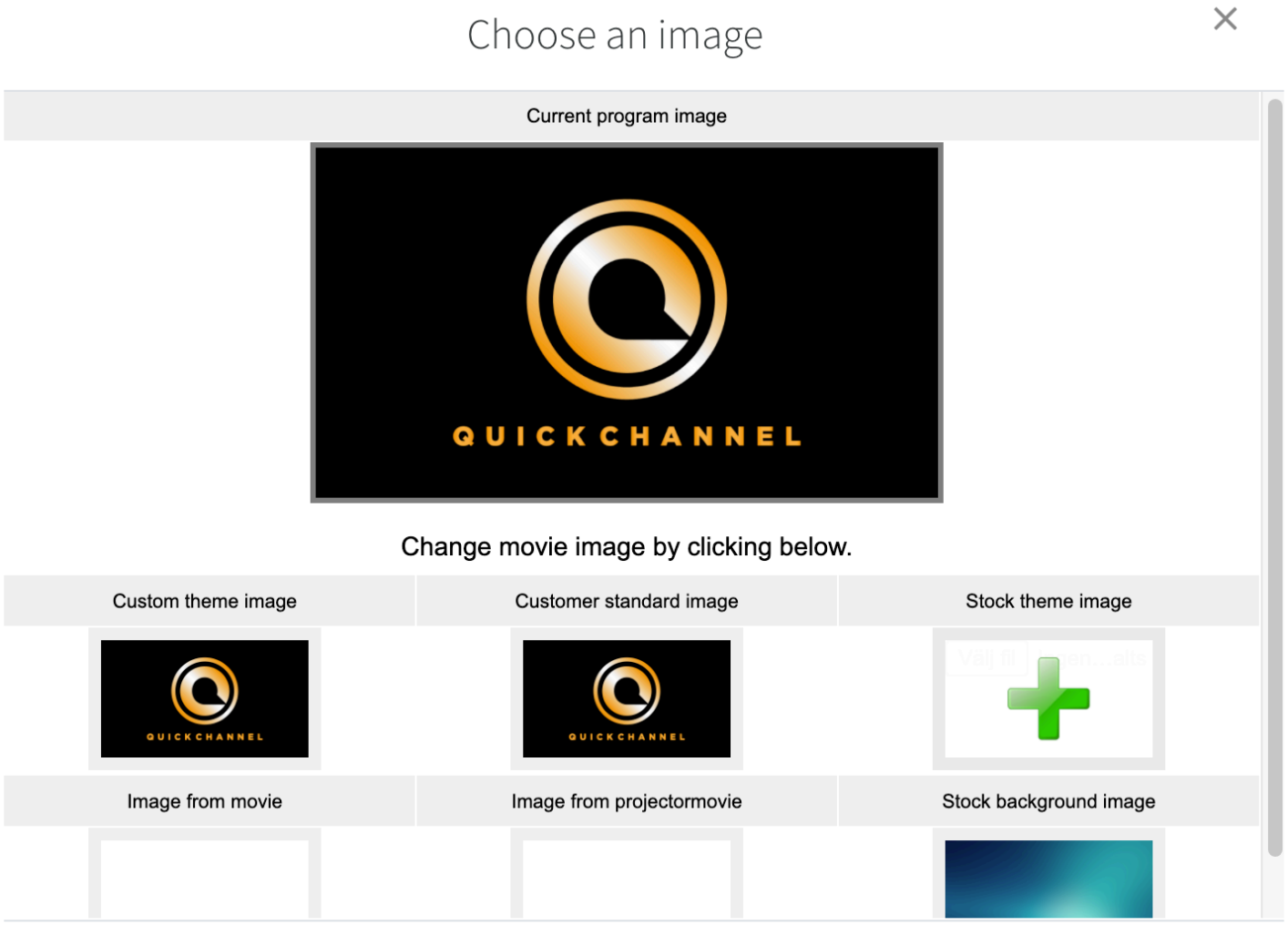
To change the default page layout, click on the image.



A new window appears where you can select which layout you wish to have as default.



The same procedure goes for program image (thumbnail)

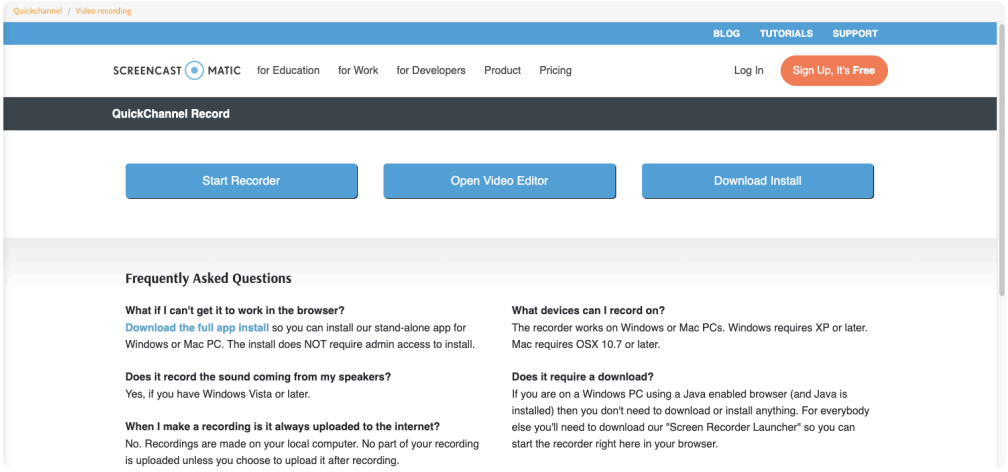

Choose an image
Current program image
QUICKCHANNEL
Change movie image by clicking below.
Custom theme image
Customer standard image
Stock theme image
QUICKCHANNEL
QUICKCHANNEL
Image from movie
Image from projectormovie
Stock background image

2.3.1. Set a customised template to a channel

If your organisation have multiple channels and you would like to set channel specific default settings such as category, layout, access etc. you can create such a template. Simply create a new program with the customised default settings and mark the Template check box in the bottom of the Miscellanous tab. Copy the Program ID and ask your Quickchannel support to add that template to the channel. Then, all broadcasts and recordings from that channel will use that template.

2.4. Video recording

Video recording provides a downloadable tool to record your screen.



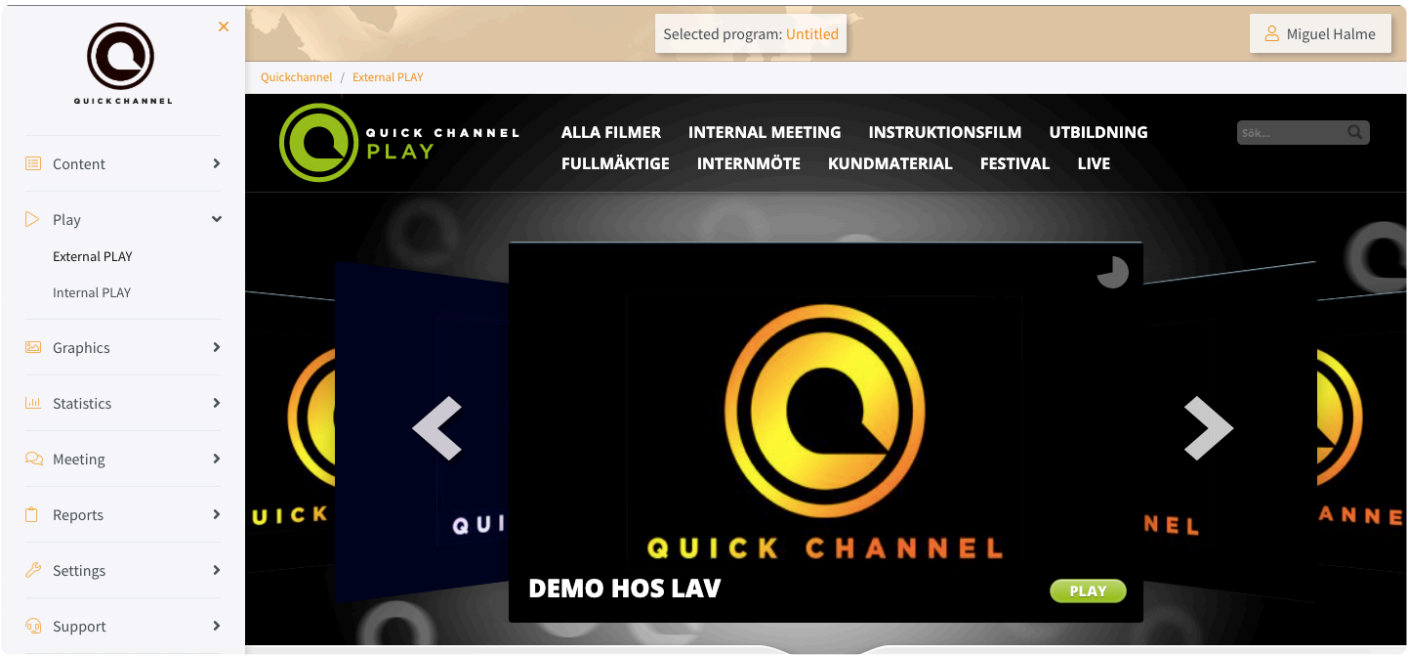
Transcoding status

Here you find progress on current transcoding of movies.

3. Play

3.1. External/Internal play

Play:
Play is your own movie library that can be published on your external website or internal website or both.



Viewer interface
Quickchannel Play is a customized website for publishing films – one movie channel on the web simply. Play can be customized in appearance and function completely according to the customer's wishes.

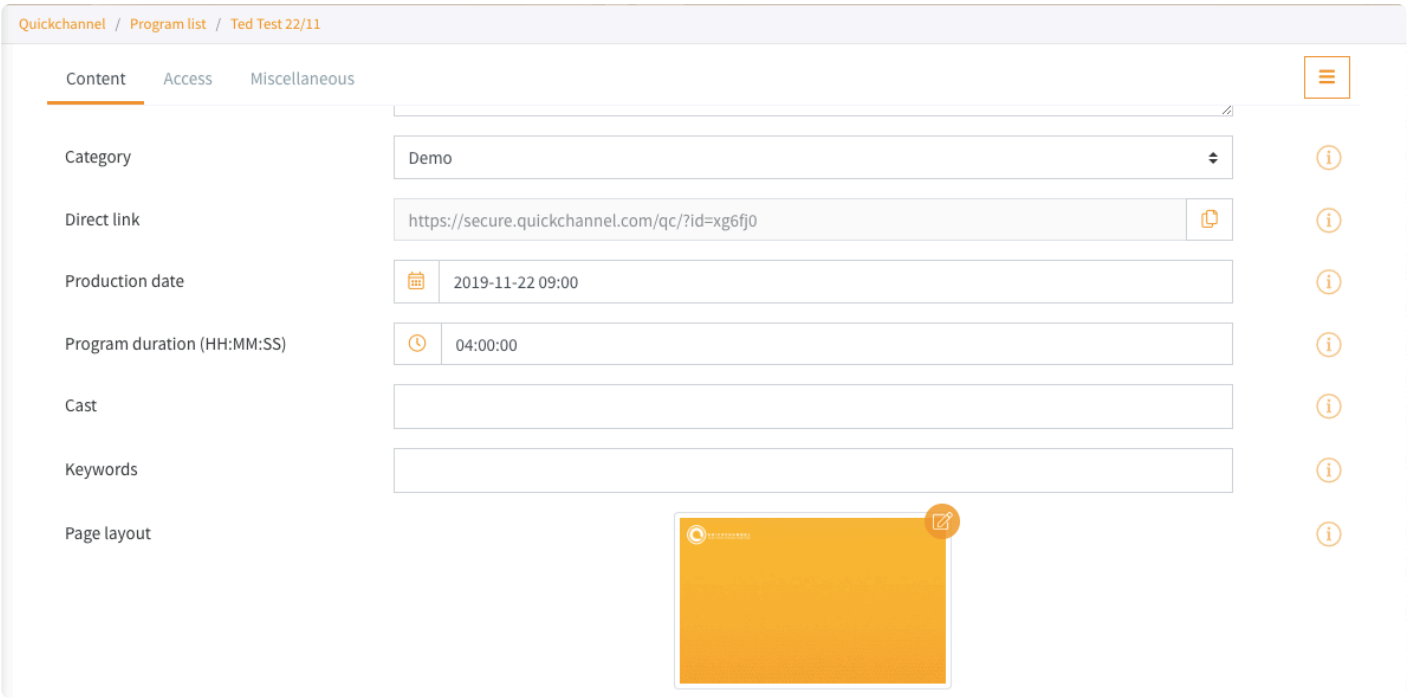
Custom look
You can also add a layout designed specifically for your business. The work is performed by Quickchannel on an hourly basis.

4. Graphics

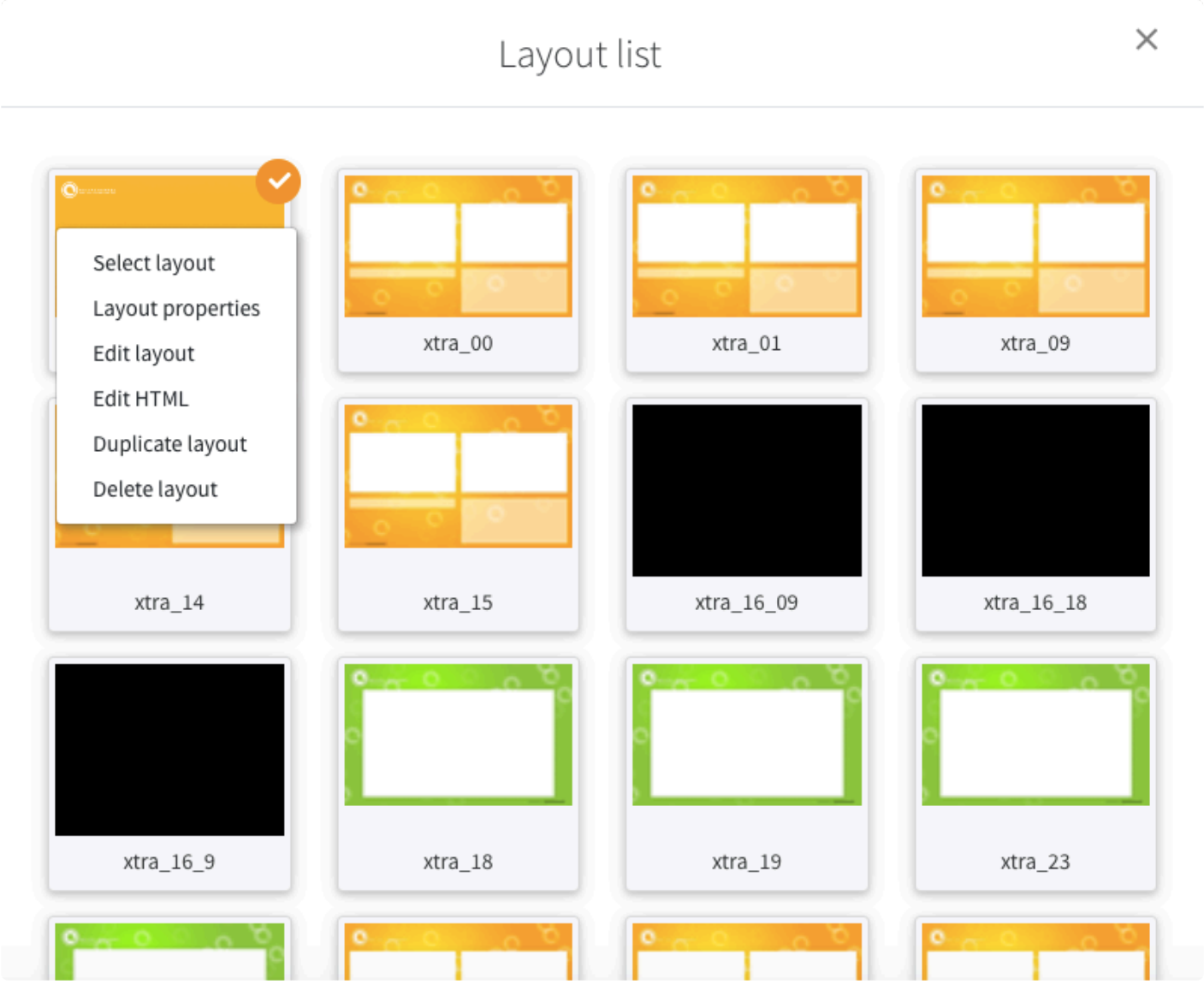
4.1. Layout list

Select Layout:
Content-Program List

Select a program from your Program List.
You will then come to Content for that program. At the bottom you see a box. Click on it and your Layout list opens.



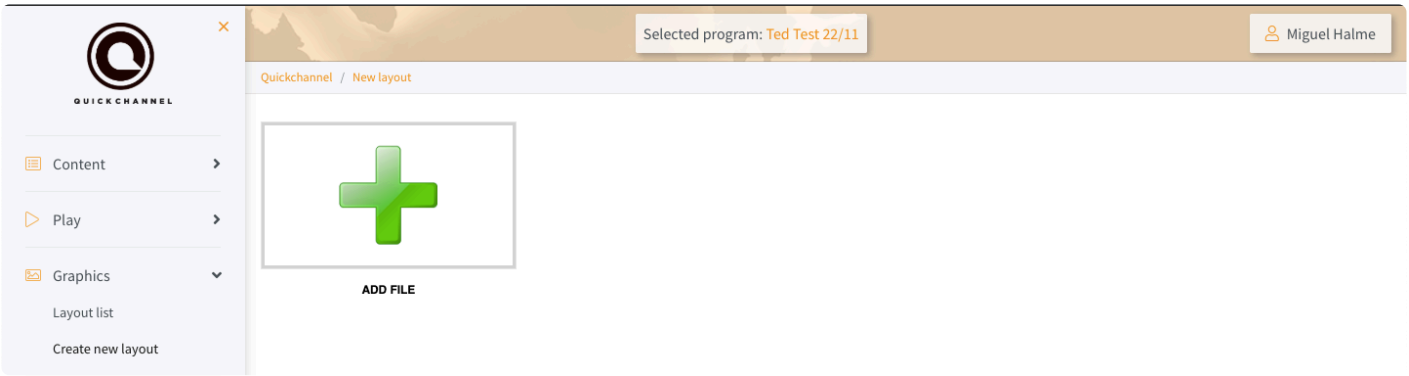
Click on the desired layout.
There you can choose Layout for the movie, see Layout properties, edit Layout, edit HTML, create copy of the Layout and delete Layout.


Layout list
Select layout
Layout properties
Edit layout
Edit HTML
Duplicate layout
Delete layout
xtra_00
xtra_01
xtra_09
xtra_14
xtra_15
xtra_16_09
xtra_16_18
xtra_16_9
xtra_18
xtra_19
xtra_23

4.2. Create new layout

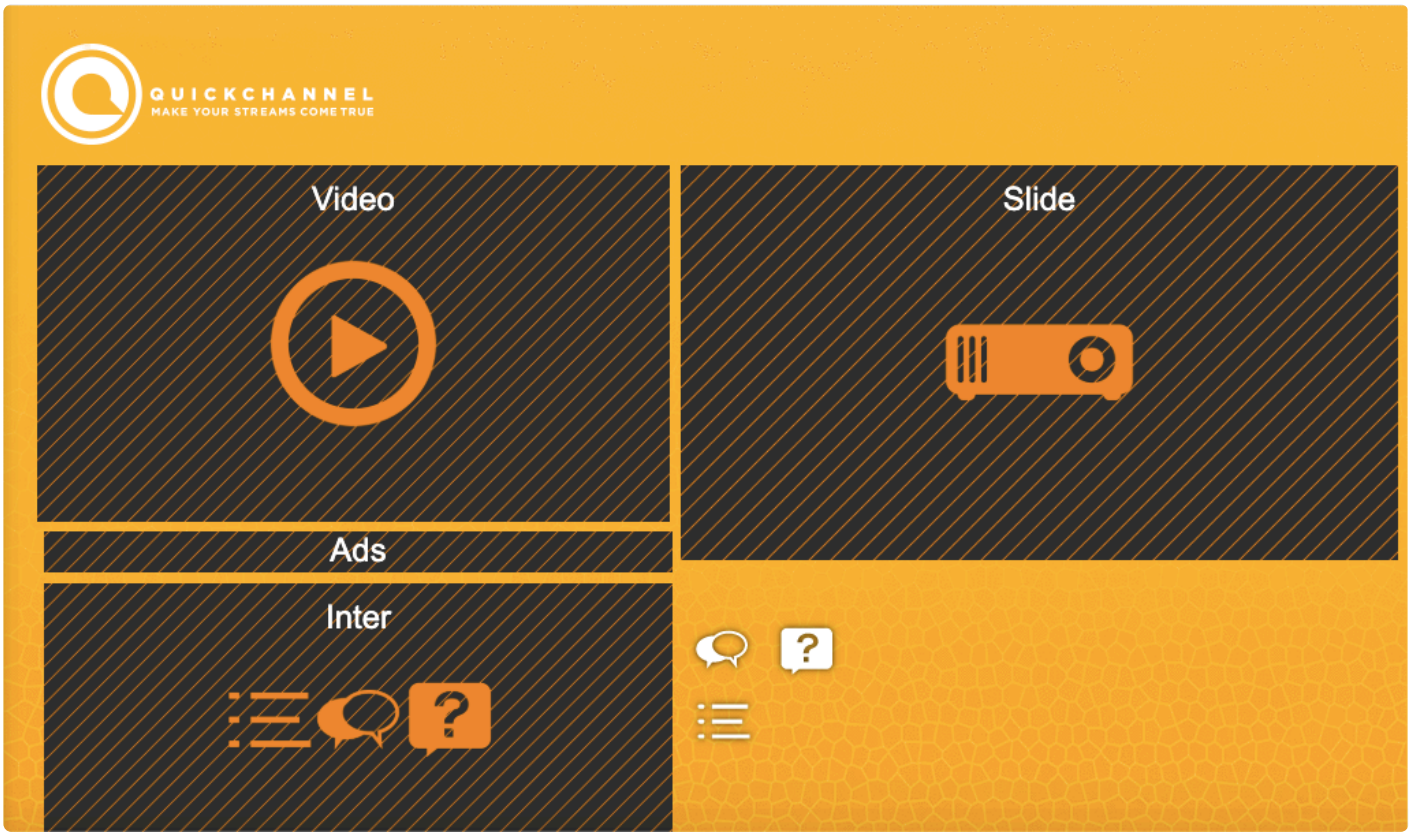
Create New Layout:
Graphics- Create a new layout.

Create a new Layout locally on your computer with eg log, background image / color and text and save as a JPG image. Then click Create New Layout and upload the Layout to Quickchannel.

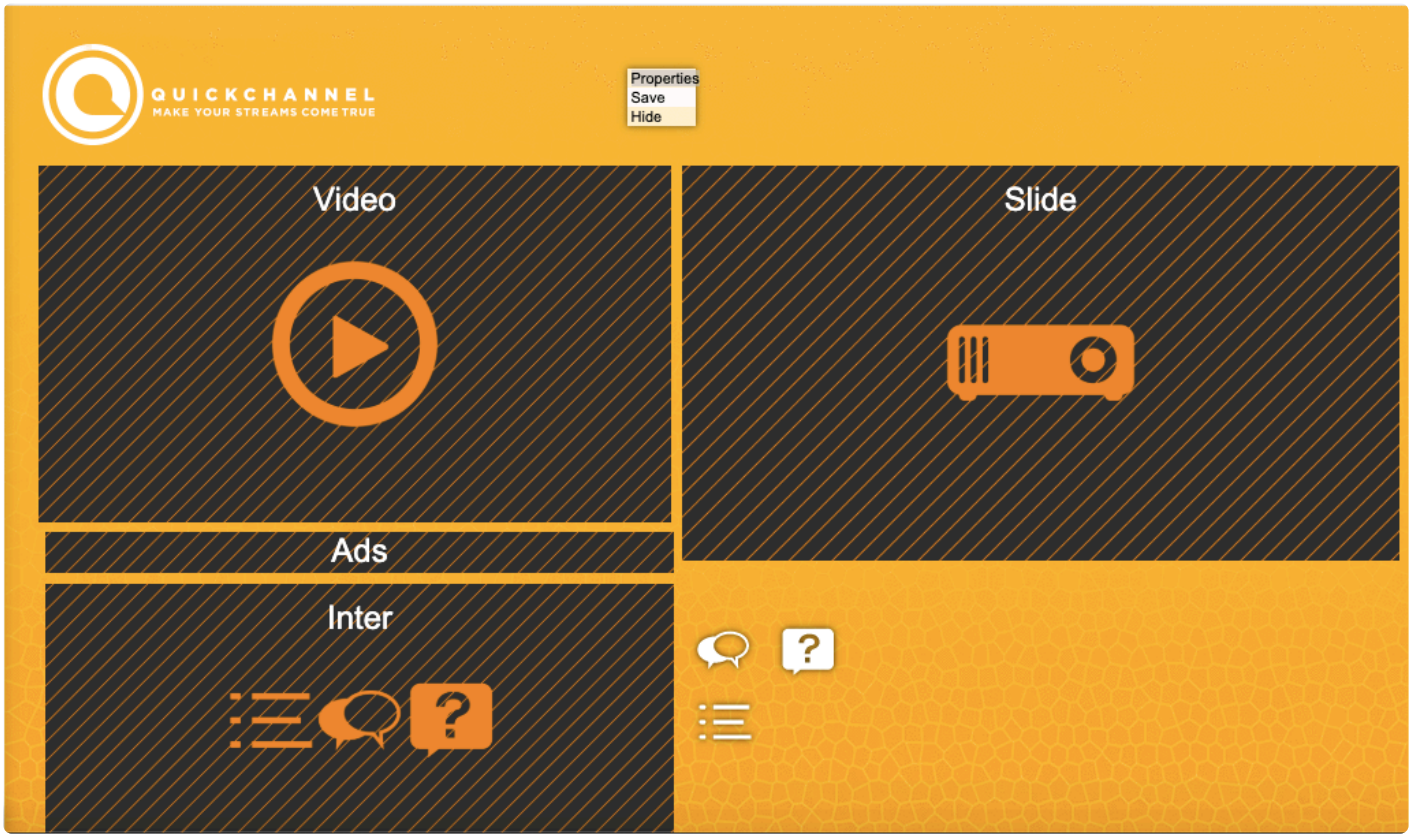


In the uploaded JPG image you can now by right-clicking in the image add elements such as:

Show Video
Show Presentation
Show Ads
Show Inter / Chapter and Chat.

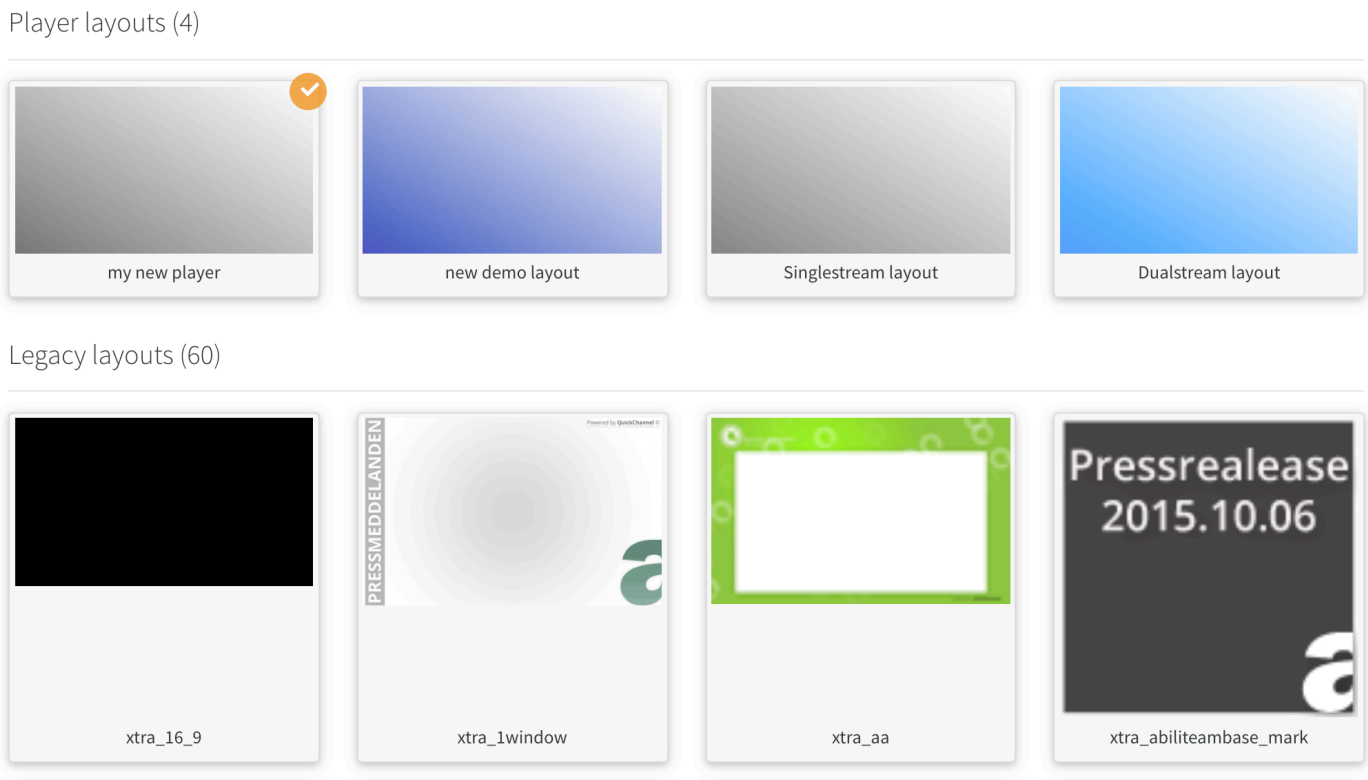


When all elements are in place in the sizes you want them in, right click again and select Save. You can then go to Content Program List and select the new Layout in a program.



4.3. New player(!)

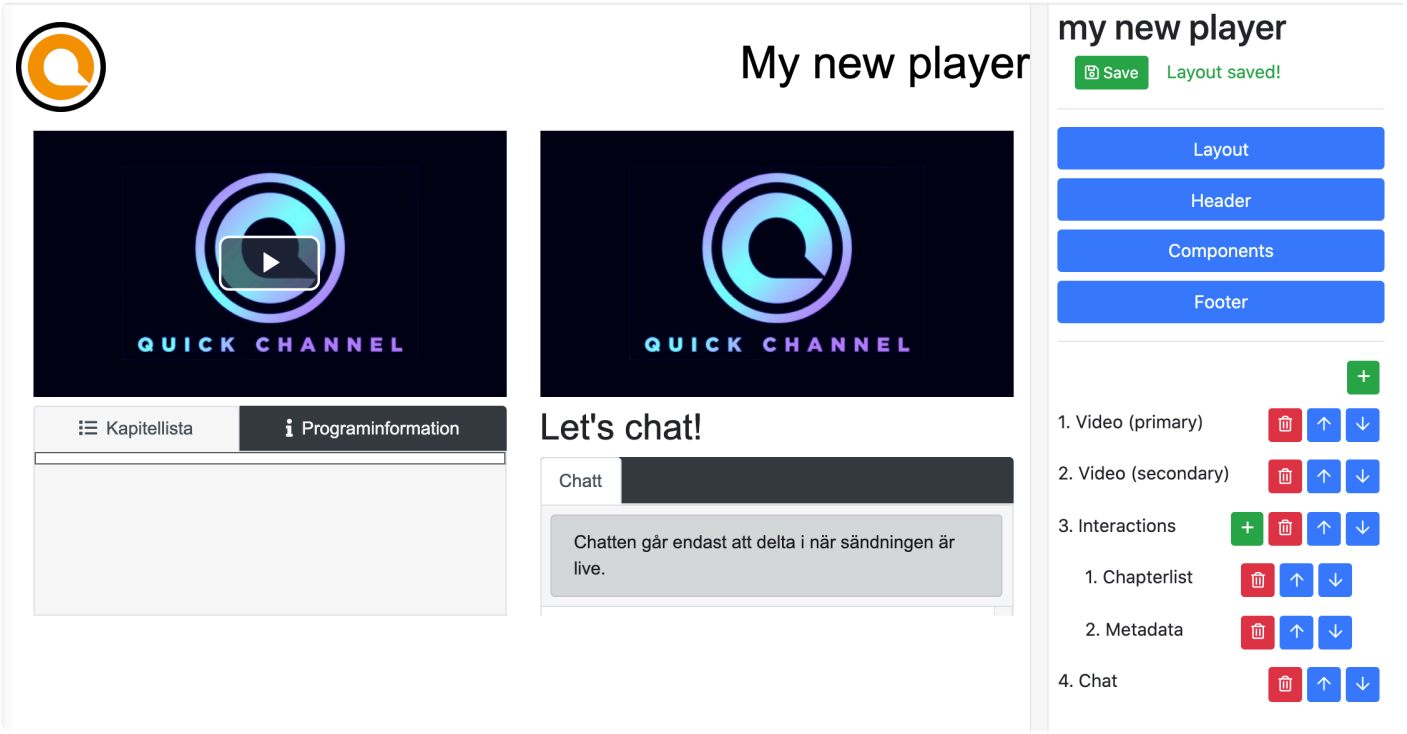
With the release of our new player, users get a flexible and powerful player layout. Layouts created for the new player is placed in the top of the layout list, while the legacy layouts are placed below.



Click on a layout to see properties, edit, or delete the layout.

Editing a layout*

In the layout editor you see a preview of the layout, and to the right you have the menu. Below is a description of what properties that are possible to adjust for each component.



Layout

- Font family
- Background color
- Background image (source and size)

Header

- Headline text
- Text color
- Logo (source and size)
- Width
- Background color

Components

The menu shows the five components and allows editing of the following properties:

General settings

- Margin between items (components)
- Fluid width
- Maximum width
- Background color (content and wrapper)

1. Player:

- Width (size 1 to 12)
- Autoplay
- Button color in player control
- Background color in player control
- Color of the time elapsed indicator (line and circle)

2. Interactions:

- Width (size 1 to 12)

3. Chat

- Title
- Width (size 1 to 12)
- Link to chat terms
- Max height

4. Metadata
(No options)

5. Chapter list

- Title
- Width
- Background color
- Text color

Footer

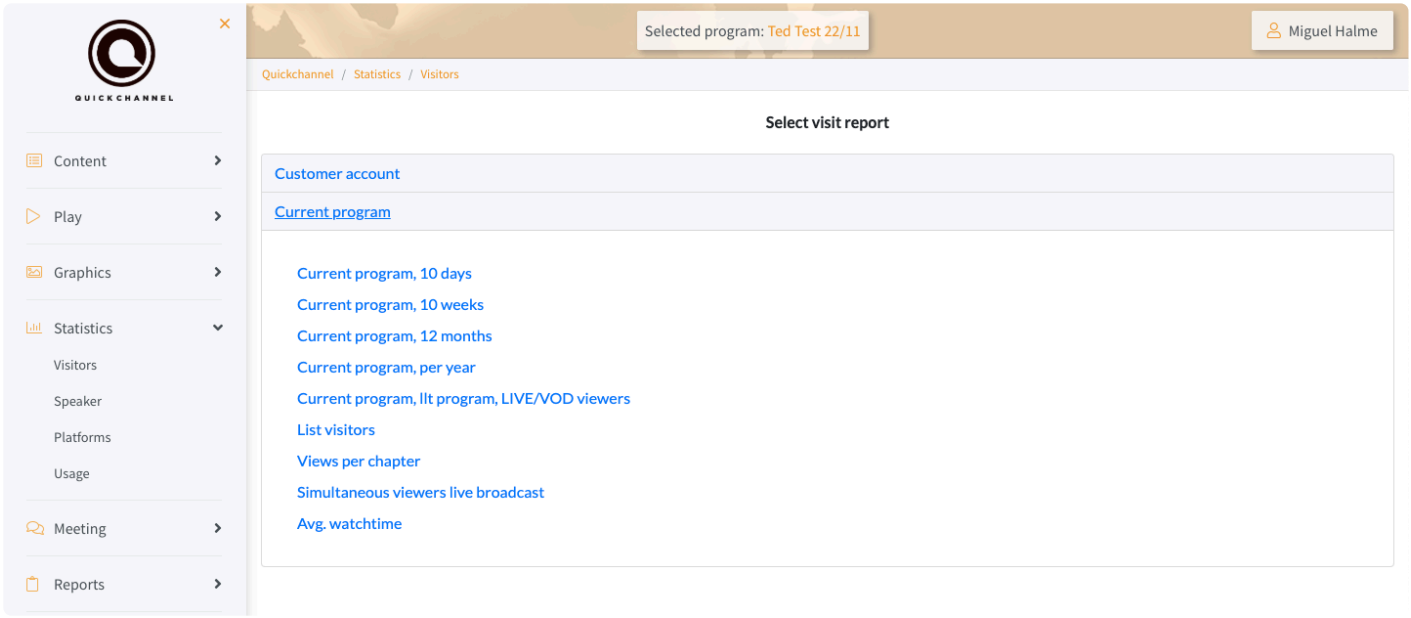
- Footer text
- Maximum width
- Background color (content and wrapper)
- Text color

You choose which components you want in the layout by adding them below the editing menu. You can adjust the order of the components by moving them up and down. This will affect how they will appear on depending on different devices.

5. Statistics

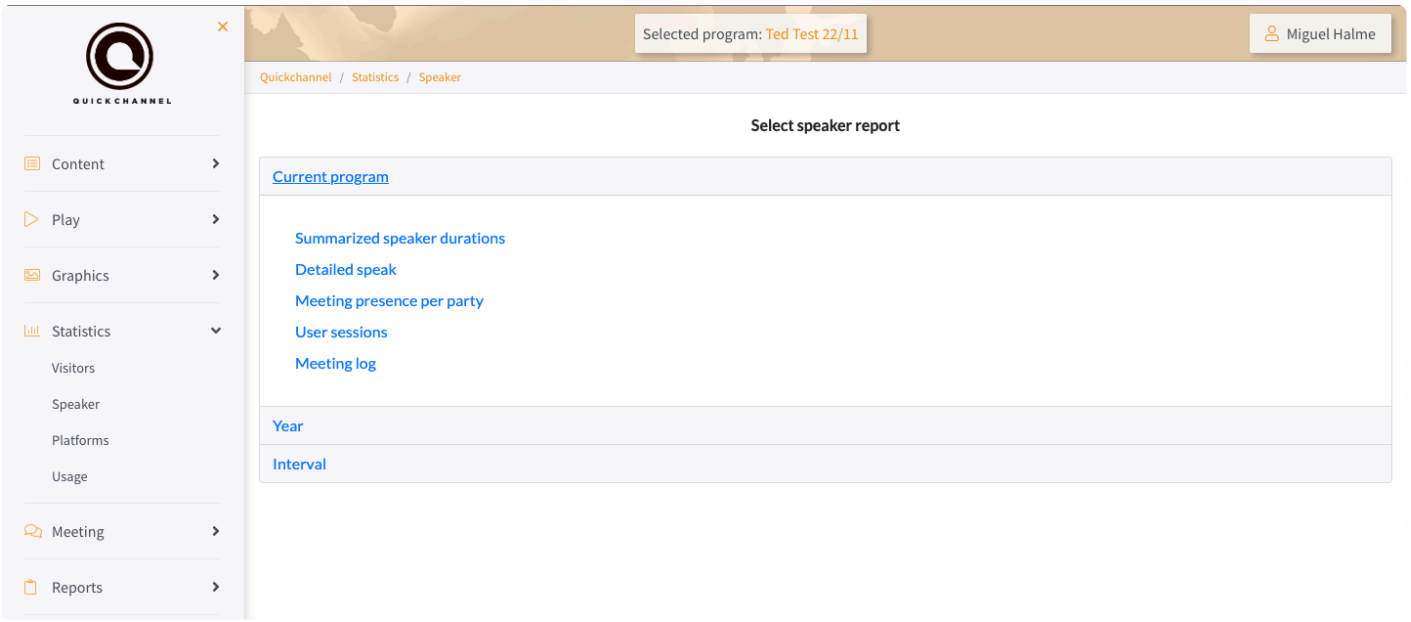
5.1. Visitors

Visitors:
Visitors are shown as bar charts and in numbers based on Views, Unique viewers, Movies, Minutes and Traffic / MB



5.2. Speaker

Speaker:
Speakers statistics show how long and how many times a person has spoken during a meeting / seminar.

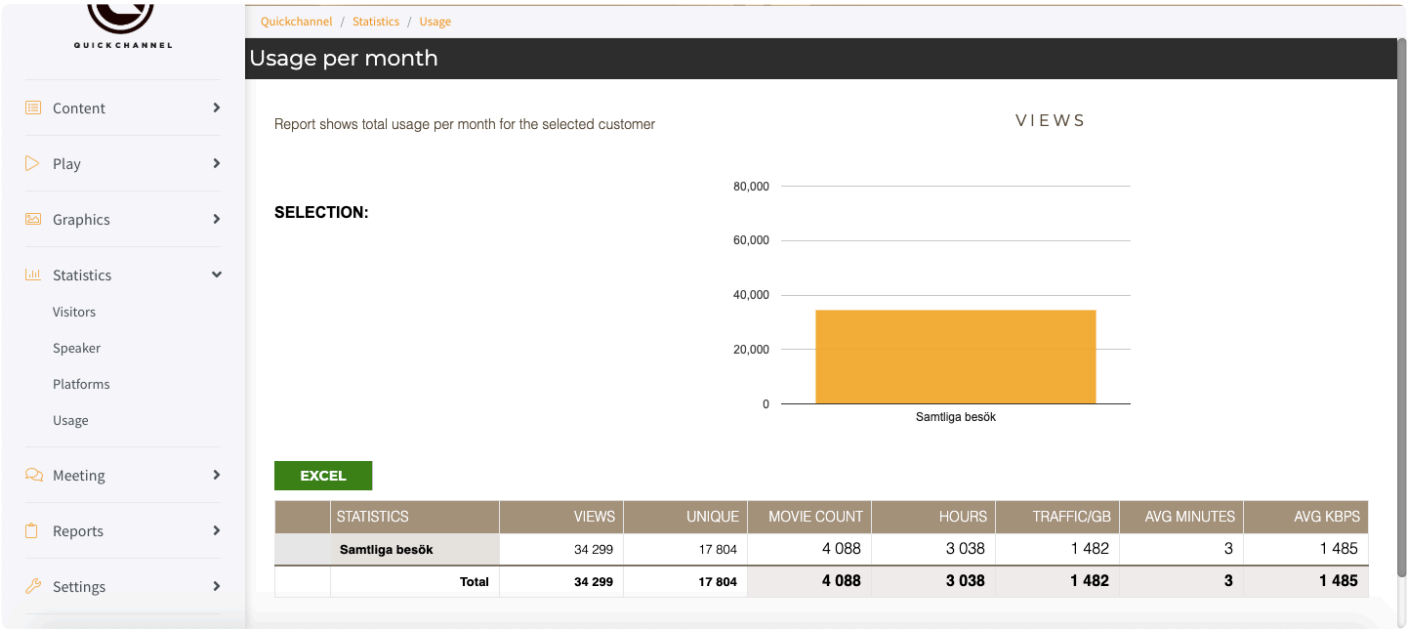


5.3. Platforms

Platforms:
Statistics on which Operating System and which Platform your viewers used can also be produced.

5.4. Usage

Consumption / Usage:
You can produce statistics about your consumption and use of the Customer account.



6. Meeting

Quickchannel has a separate manual for Meeting that soon will be published.

Roll call

Agenda

Debate

Voting

Projector view

Podium view

Chairman’s view

Elector link

7. Reports

Reports:
Reports on Voting, Attendance and Voting Length that have been during the selected meeting.

Petitions

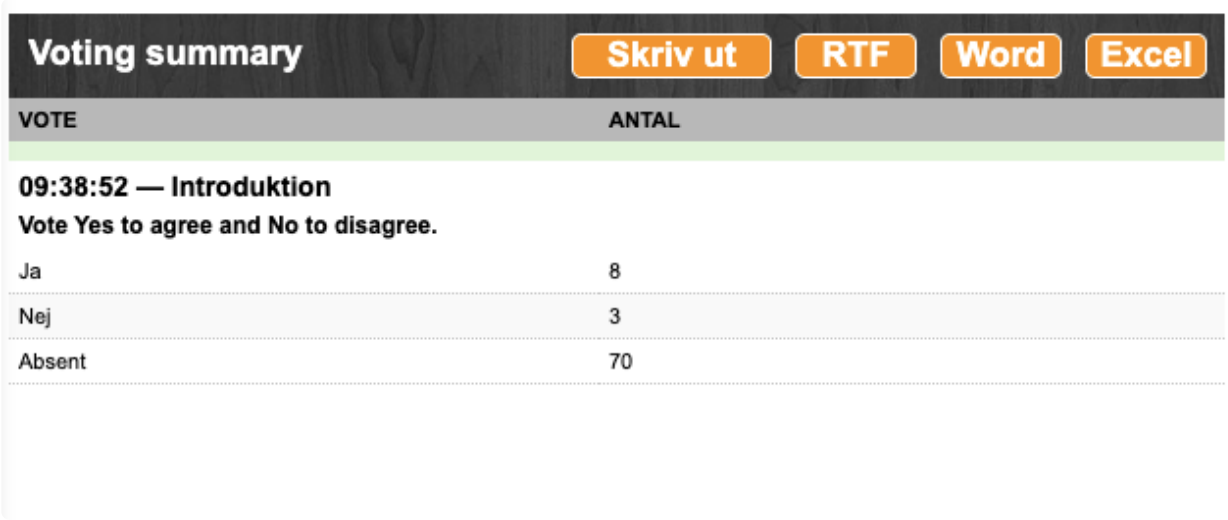
7.1. Reservations

Reservations:
Displays the Reservations made during a meeting and by whom.

7.2. Voting

Voting:

Voting shows a list of each voting carried out and how many who voted YES, NO, PASS



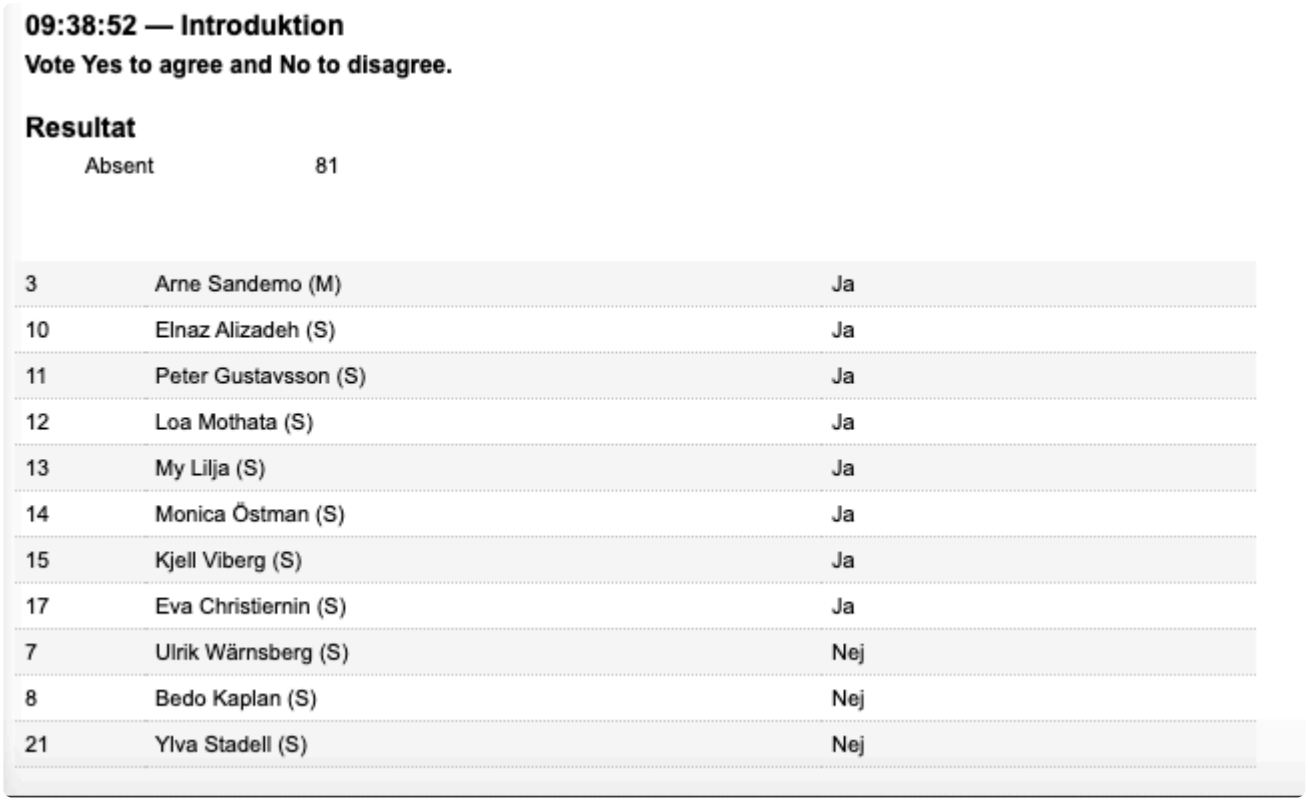
Voting summary

Skriv ut RTF Word Excel

VOTE	ANTAL
09:38:52 — Introduktion	
Vote Yes to agree and No to disagree.	
Ja	8
Nej	3
Absent	70

7.3. Voting details

Voting Details:
Select Voting Details to see exactly who voted YES, NO, PASS during each vote.



09:38:52 — Introduktion

Vote Yes to agree and No to disagree.

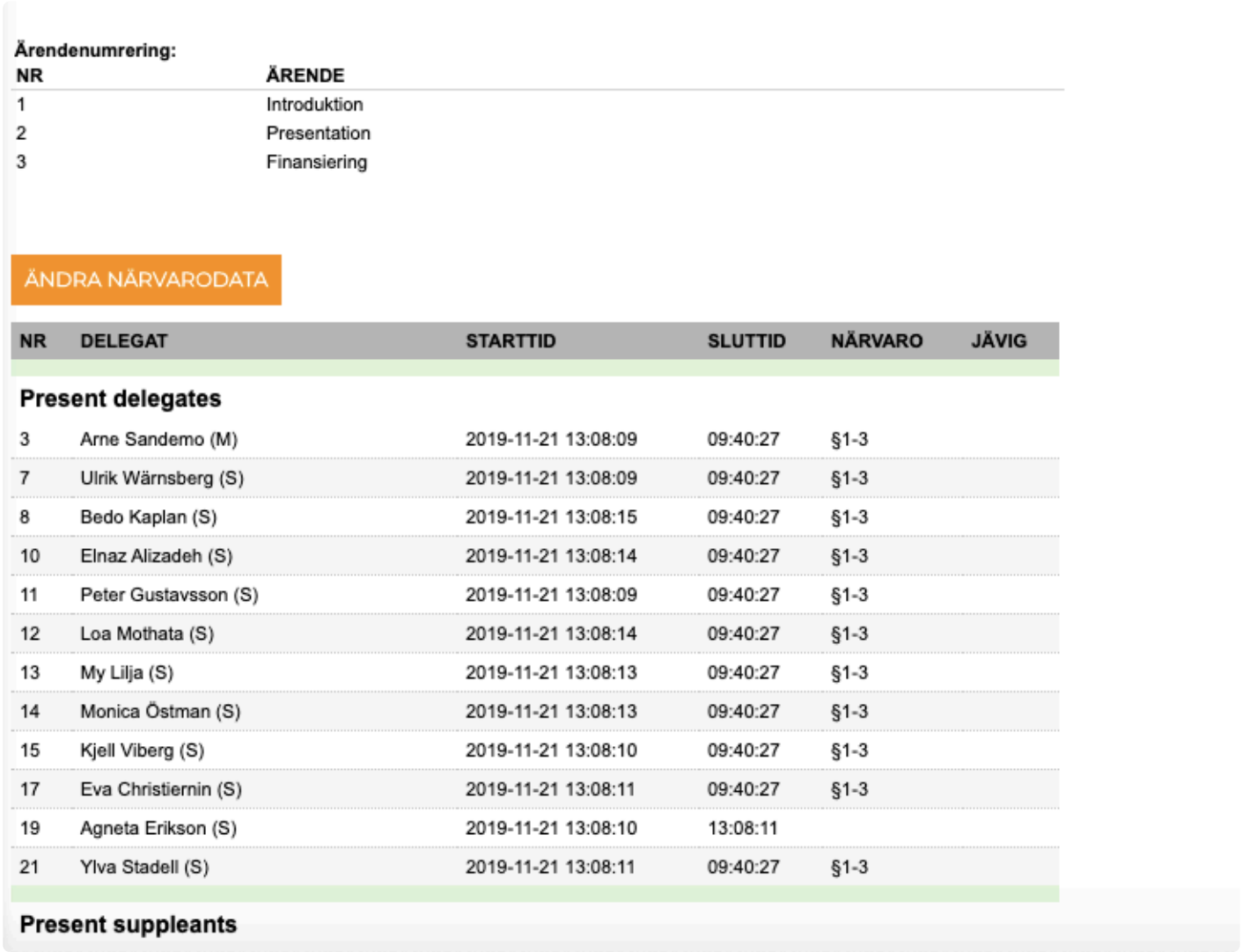
Resultat

Absent	81

3	Arne Sandemo (M)	Ja
10	Elnaz Alizadeh (S)	Ja
11	Peter Gustavsson (S)	Ja
12	Loa Mothata (S)	Ja
13	My Lilja (S)	Ja
14	Monica Östman (S)	Ja
15	Kjell Viberg (S)	Ja
17	Eva Christiernin (S)	Ja
7	Ulrik Wärnsberg (S)	Nej
8	Bedo Kaplan (S)	Nej
21	Ylva Stadell (S)	Nej

7.4. Presence/Attendance

Presence:
Select Presence to view the Presence/Attendance List.



Ärendenumrering:

NR	ÄRENDE
1	Introduktion
2	Presentation
3	Finansiering

ÄNDRA NÄRVARODATA

NR	DELEGAT	STARTTID	SLUTTID	NÄRVARO	JÄVIG
Present delegates					
3	Arne Sandemo (M)	2019-11-21 13:08:09	09:40:27	§1-3	
7	Ulrik Wärnsberg (S)	2019-11-21 13:08:09	09:40:27	§1-3	
8	Bedo Kaplan (S)	2019-11-21 13:08:15	09:40:27	§1-3	
10	Elnaz Alizadeh (S)	2019-11-21 13:08:14	09:40:27	§1-3	
11	Peter Gustavsson (S)	2019-11-21 13:08:09	09:40:27	§1-3	
12	Loa Mothata (S)	2019-11-21 13:08:14	09:40:27	§1-3	
13	My Lilja (S)	2019-11-21 13:08:13	09:40:27	§1-3	
14	Monica Östman (S)	2019-11-21 13:08:13	09:40:27	§1-3	
15	Kjell Viberg (S)	2019-11-21 13:08:10	09:40:27	§1-3	
17	Eva Christiernin (S)	2019-11-21 13:08:11	09:40:27	§1-3	
19	Agneta Erikson (S)	2019-11-21 13:08:10	13:08:11		
21	Ylva Stadell (S)	2019-11-21 13:08:11	09:40:27	§1-3	
Present suppleants					

7.5. Presence/Attendance details

Attendance Details:
Attendance details show who was present during which cases.

DELEGAT	STARTTID	SLUTTID	NOTIS	REPLACING
Introduktion Present suppleants				
Gunilla Oltner (S)	2019-11-22 09:39:34			Stavros Giangozoglou (S)
Helena Nordström–Källström (MP)	2019-11-22 09:39:24			Johan Edstav 1:e vice ordf (MP)
Maria Gauffin–Röjestål (S)	2019-11-22 09:39:19			Carl Lindberg ordf. (S)
Rafael Waters (S)	2019-11-22 09:39:30			Erik Pelling (S)
Salvador Rincon–Amat (MP)	2019-11-22 09:39:39			Johan Lundqvist (MP)
Introduktion Närvarande ledamöter				
Arne Sandemo (M)	2019-11-21 13:08:33	2019-11-22 09:39:47		
Bedo Kaplan (S)	2019-11-21 13:08:33	2019-11-22 09:39:47		
Elnaz Alizadeh (S)	2019-11-21 13:08:33	2019-11-22 09:39:47		
Eva Christiernin (S)	2019-11-21 13:08:33	2019-11-22 09:39:47		
Kjell Viberg (S)	2019-11-21 13:08:33	2019-11-22 09:39:47		
Loa Mothata (S)	2019-11-21 13:08:33	2019-11-22 09:39:47		
Monica Östman (S)	2019-11-21 13:08:33	2019-11-22 09:39:47		
My Lilja (S)	2019-11-21 13:08:33	2019-11-22 09:39:47		
Peter Gustavsson (S)	2019-11-21 13:08:33	2019-11-22 09:39:47		
Ulrik Wärnsberg (S)	2019-11-21 13:08:33	2019-11-22 09:39:47		
Ylva Stadell (S)	2019-11-21 13:08:33	2019-11-22 09:39:47		

Speaker list

Viewers

Agenda

7.6. Elector list

Click Elector report to see who replaced who during the meeting.

Elector report Skriv ut RTF Word Excel

MANDAT	LEDAMOT	ERSÄTTARE
1	~~Carl Lindberg ordf. (S)~~	Maria Gauffin–Röjestål (S)
2	~~Johan Edstav 1:e vice ordf (MP)~~	Helena Nordström–Källström (MP)
4	~~Marlene Burwick (S)~~	
5	~~Erik Pelling (S)~~	Rafael Waters (S)
6	~~Caroline Hoffstedt (S)~~	
9	~~Peder Granath (S)~~	
16	~~Mattias Kristenson (S)~~	
18	~~Ove Hjorth (S)~~	
19	Agneta Erikson (S)	
20	~~Klas-Herman Lundgren (S)~~	
22	~~Stavros Giangozoglou (S)~~	Gunilla Oltner (S)
23	~~Inga-Lill Sjöblom (S)~~	
24	~~Patrik Kjellin (S)~~	
25	~~Johan Carlsson (M)~~	
26	~~Marta Obminska (M)~~	
27	~~Therez Olsson (M)~~	
28	~~Liv Hahne (M)~~	
29	~~Alexandra Westman (M)~~	
30	~~Markus Lagerquist (M)~~	
31	~~Cecilia Forss (M)~~	
32	~~Mats Gyllander (M)~~	

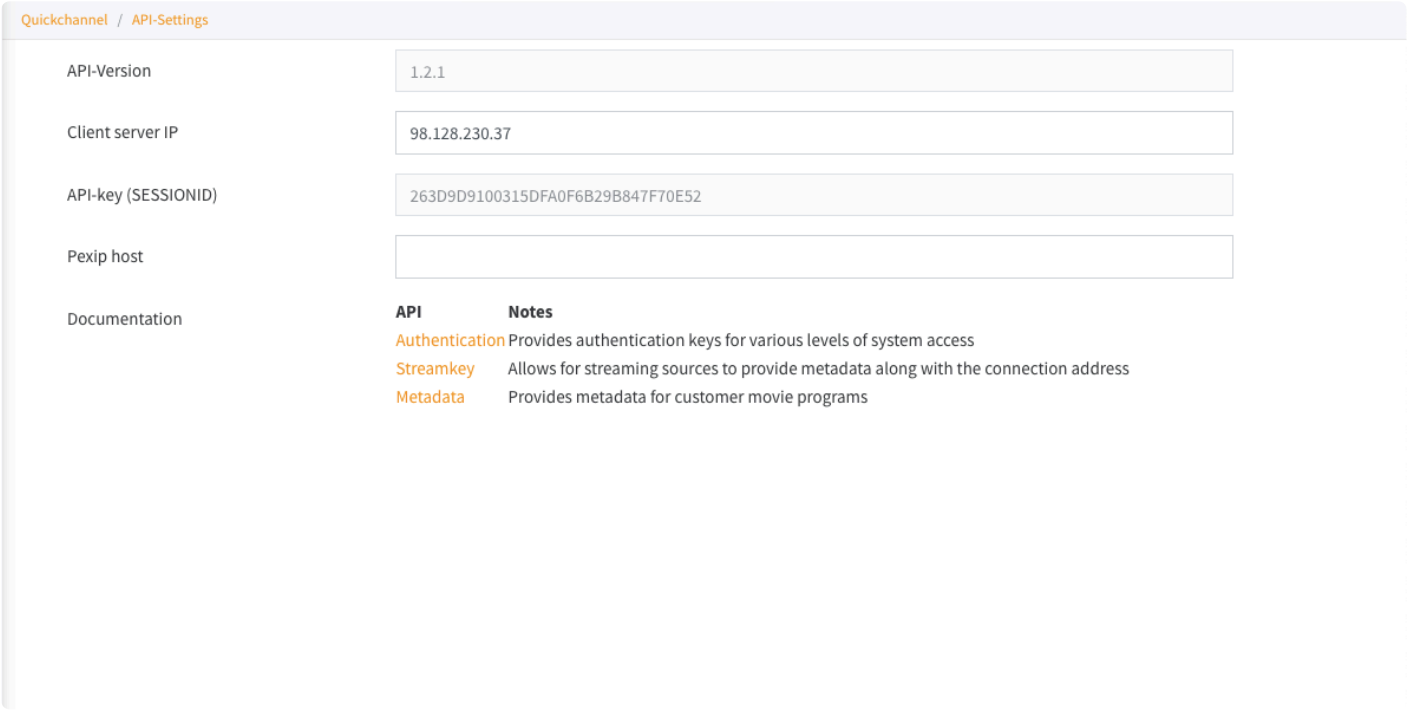
Speeches

Meeting notes

8. Settings

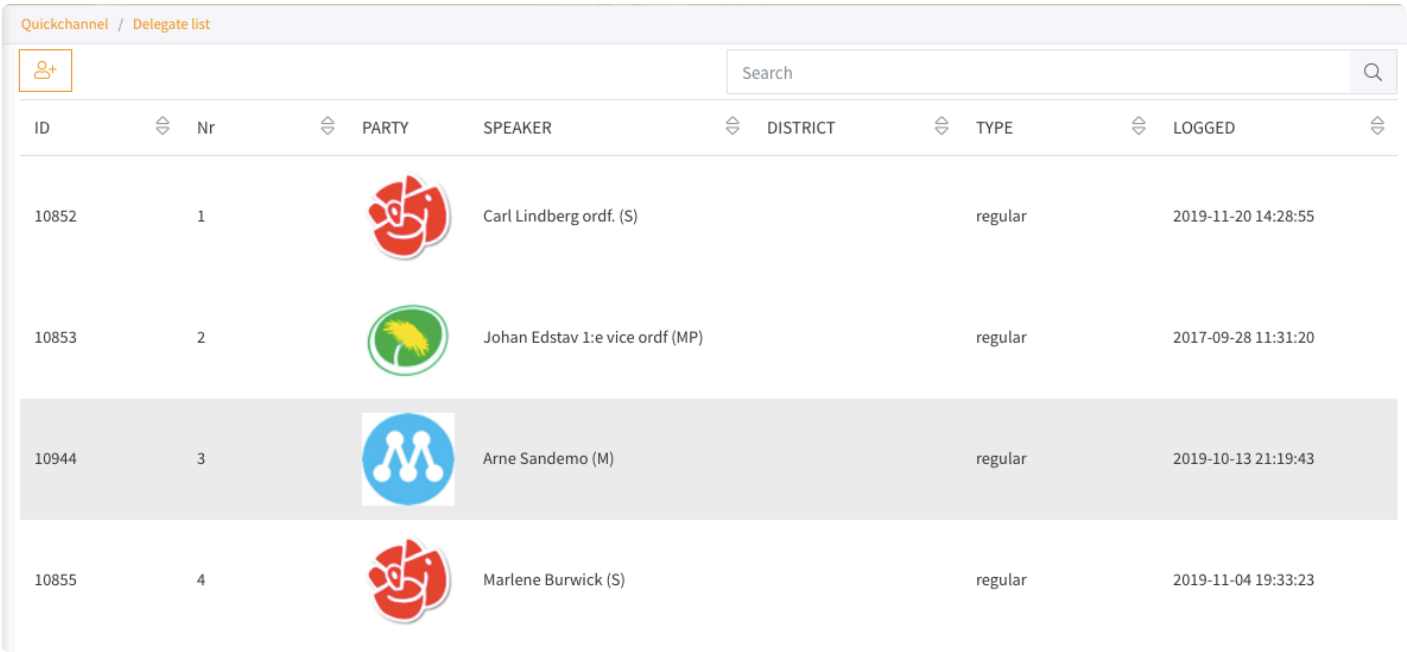
8.1. API settings

API Settings:
Change API Settings

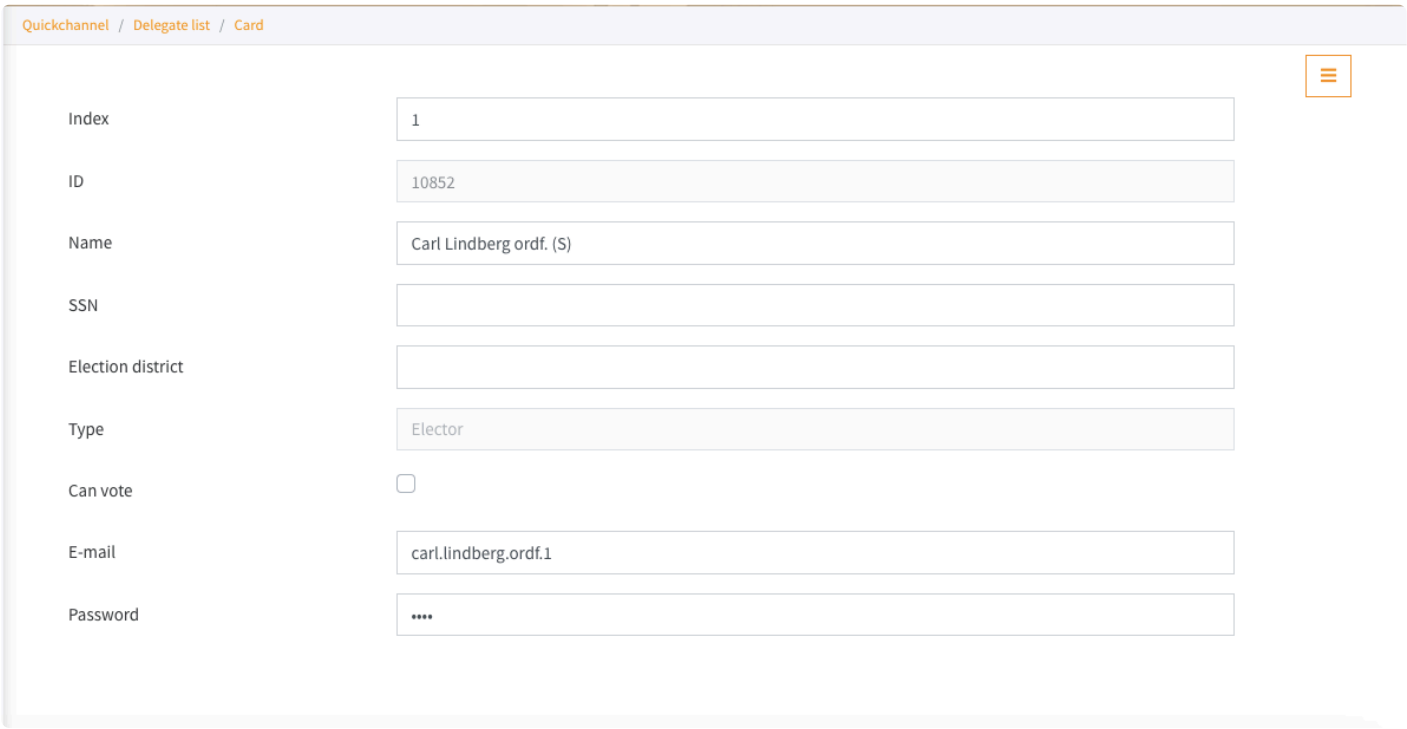


8.2. Delegate list

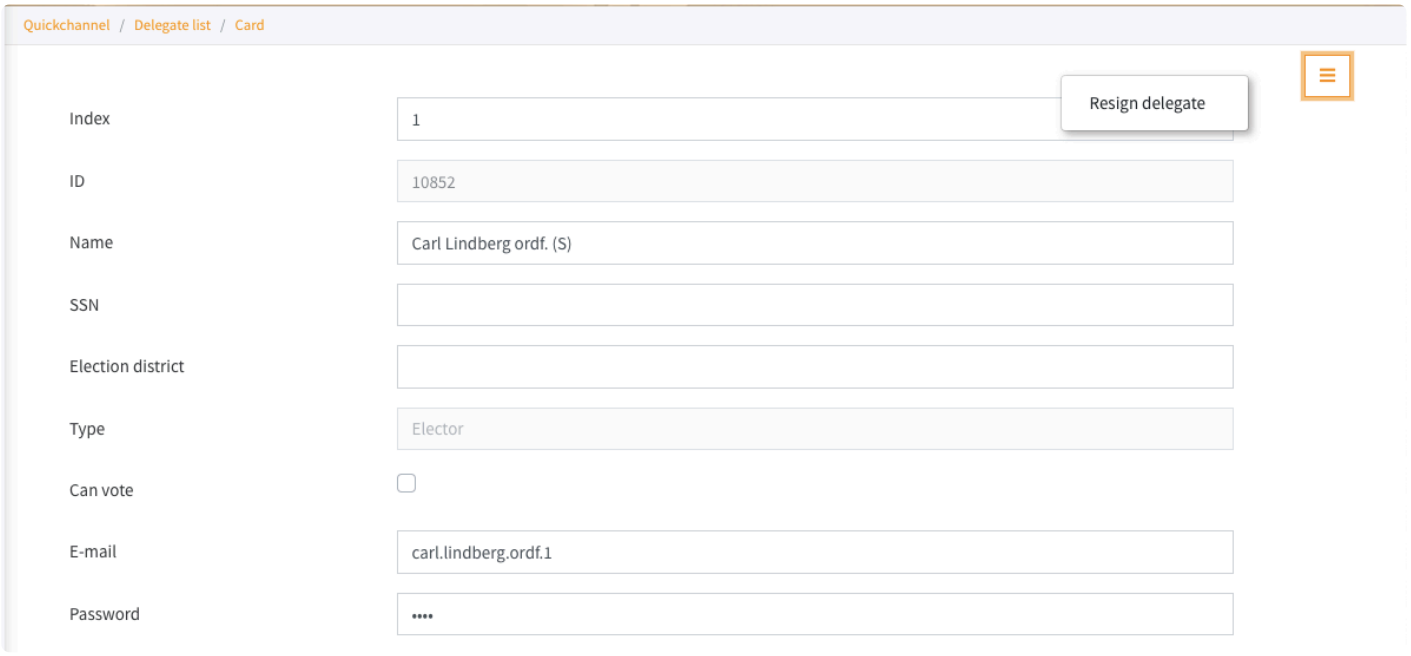
Delegate List:
The delegate list shows all members, the Ordinary and the Replacement.



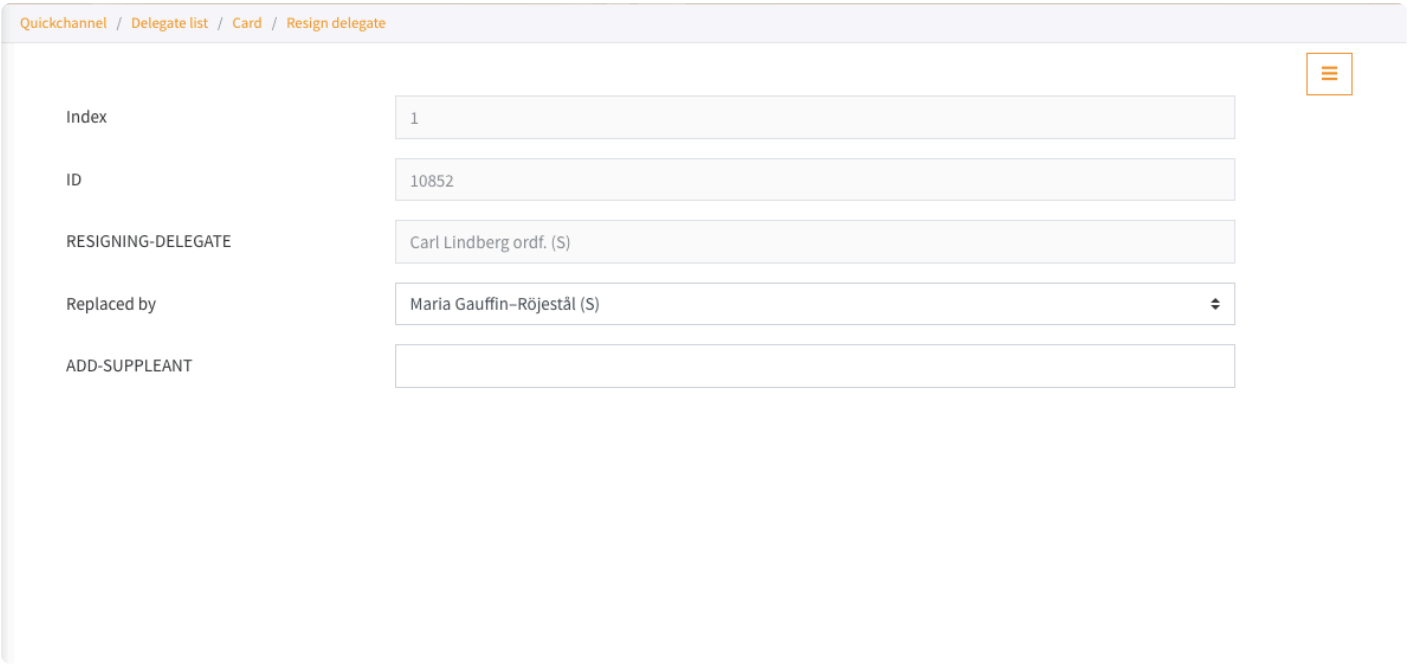
By clicking on a delegate card you can change First Name, Last Name, Party and Voting Length / Index no.



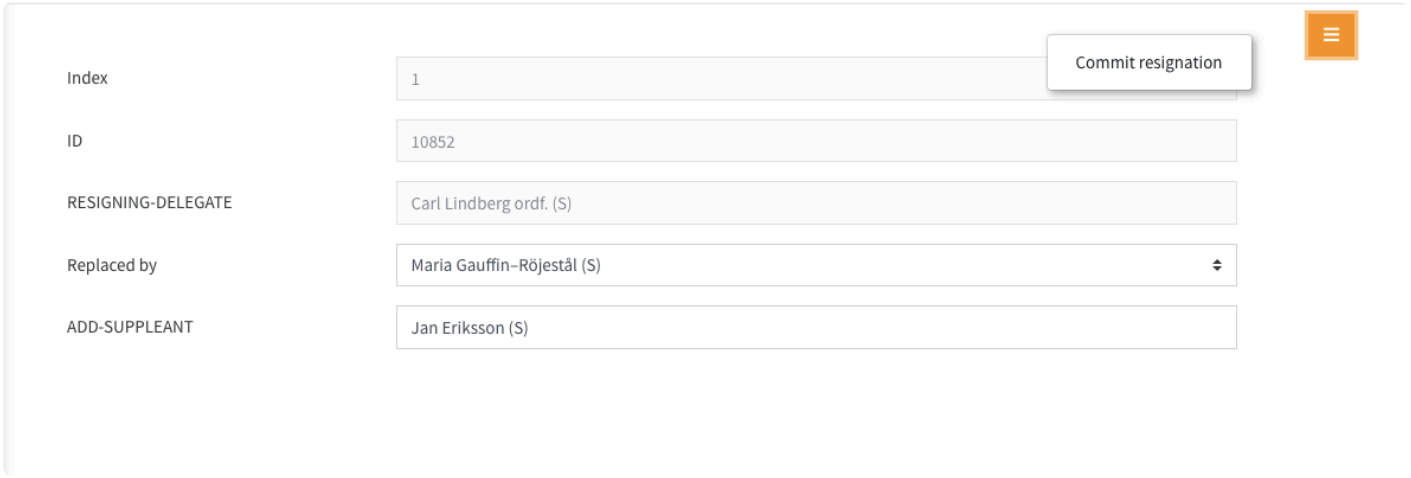
You can also choose here to Resign a delegate.



Choose a Replacement from the existing Replacement list that will become Regular. And then manually enter the new Replacement as an example First name Last name (S)



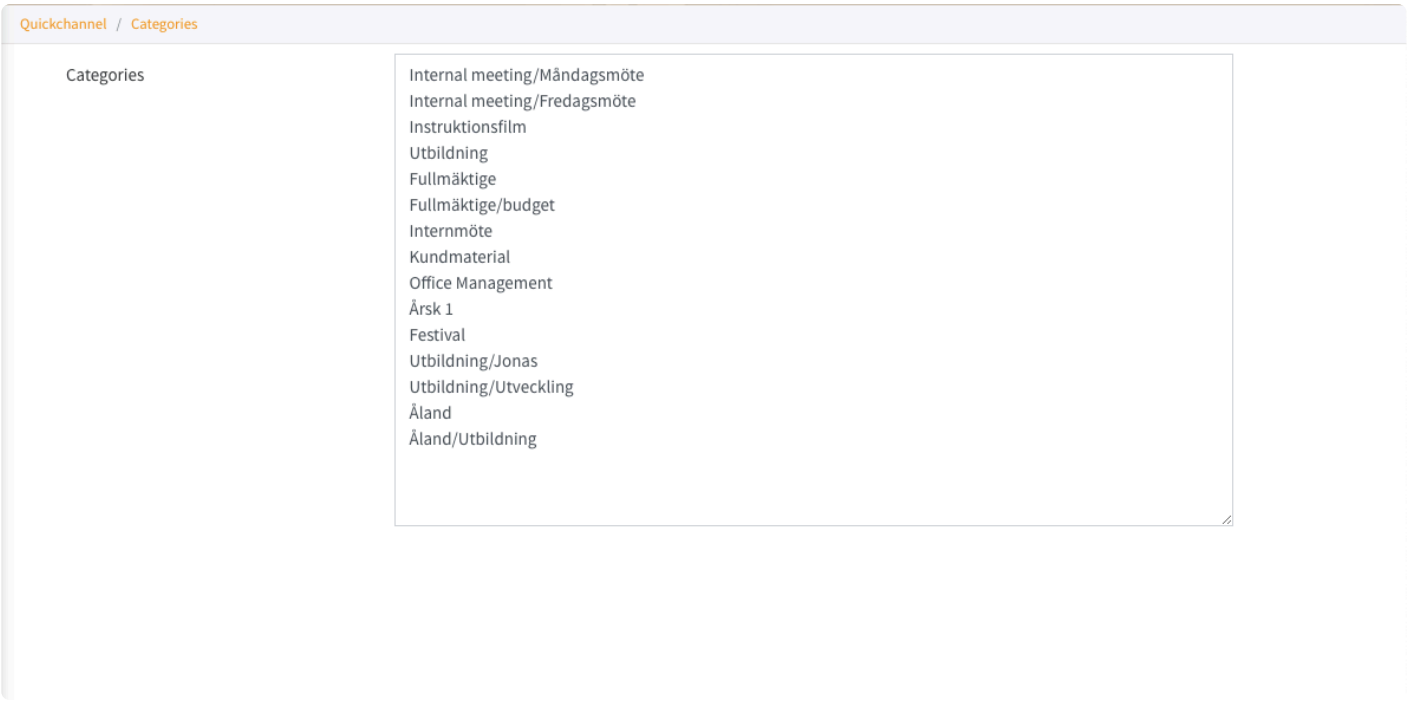
Then click the hamburger menu again and choose to confirm.


Commit resignation
Index
1
ID
10852
RESIGNING-DELEGATE
Carl Lindberg ordf. (S)
Replaced by
Maria Gauffin–Röjestål (S)
ADD-SUPPLEANT
Jan Eriksson (S)

8.3. Topic types

8.4. Categories

Program Categories:
Add Categories such as News, Education, Internal, External, Monday Meeting, Friday Meeting, City Council.
The categories can then be used to list programs in the Program List or in your Play



9. Support

Please contact our support team