

# Quickchannel User Guide

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Quickchannel

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# 1. User Manual

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

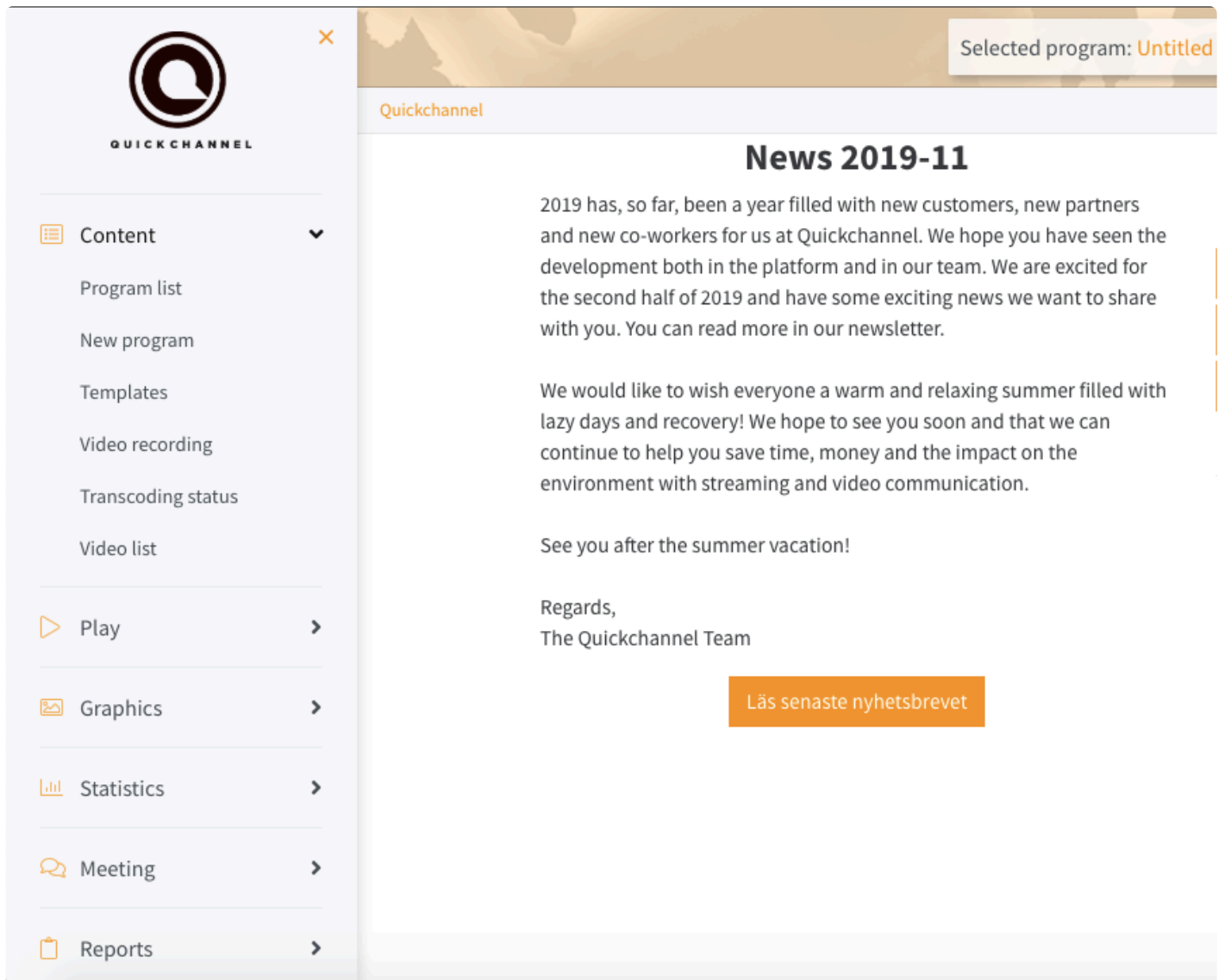
# 2. Content

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## 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}!

Search

<div><div></div></div>	PROGRAM	EVENTNAME	<div><div></div></div>	CATEGORY	<div><div></div></div>	ACCESS	<div><div></div></div>	EVENTDATETIME	<div><div></div></div>	MOVIEID	<div><div></div></div>	TYPE	<div><div></div></div>
<div><div></div></div>	<div><div><div></div></div></div>	Ted Test 22/11		Demo		Direct link only		2019-11-22 09:00:00		51500		ondemand	
<div><div></div></div>	<div><div><div></div></div></div>	Untitled		Demo		Direct link only		2019-11-21 16:20:46		51665		ondemand	
<div><div></div></div>	<div><div><div></div></div></div>	TEST MARTIN 3		Demo		Direct link only		2019-11-21 15:40:02		51660		ondemand	

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.

	Content	Access	Miscellaneous	
Program image				
Title	<input type="text" value="MH"/>			
Description	<input type="text" value="Beskrivning saknas"/>			
Category	<input type="text" value="Demo"/>			
Direct link	<input type="text" value="https://secure.quickchannel.com/qc/?id=0cfuq9"/>			

### 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.



Content	Access	Miscellaneous	Statistics
Link to Chat moderator			
Video source			
Program ID	117800		
Recording option	Recording and broadcast		
Parent filmid			
Channel			
Channel	ondemand		
Dual stream	<input checked="" type="checkbox"/>		

## Password

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

Content	Access	Miscellaneous
Access	Direct link only	
Permissions	No category selected	
Viewer limit	500	
Require e-mail	<input type="checkbox"/>	
Re-direction		
Password		
Publish start date	2020-03-17 14:12	
Publish end date		
Embed code	<iframe src="https://secure.quickchannel.com/qc/?id=0cfuq9&AUTOSTART=0" style="width:1000px; height:100px;"></iframe>	
Contact person	sales@abiliteam.se	
Rental price	Standard	

## 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'

Content	Access	Miscellaneous
Access	Direct link only	
Permissions	No category selected	
Viewer limit	500	
Require e-mail	<input type="checkbox"/>	
Re-direction		
Password		
Publish start date	2020-03-17 14:12	
Publish end date		
Embed code	<code>&lt;iframe src="https://secure.quickchannel.com/qc/?id=0cfuq9&amp;AUTOSTART=0" style="width:1000px; height:1000px;"&gt;</code>	
Contact person	sales@abiliteam.se	
Rental price	Standard	

### 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

Content	Access	Miscellaneous	
Access	Direct link only		i
Permissions	No category selected		i
Viewer limit	500		i
Require e-mail	<input type="checkbox"/>		i
Re-direction			i
Password			i
Publish start date	 2020-03-17 14:12		i
Publish end date			i
Embed code	<iframe src="https://secure.quickchannel.com/qc/?id=0cfuq9&AUTOSTART=0" style="width:1000px;hei&		i
Contact person	sales@abiliteam.se		i
Rental price	Standard		i

## 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.

✓ Direct link only  
Internal  
External  
External and internal  
Not published

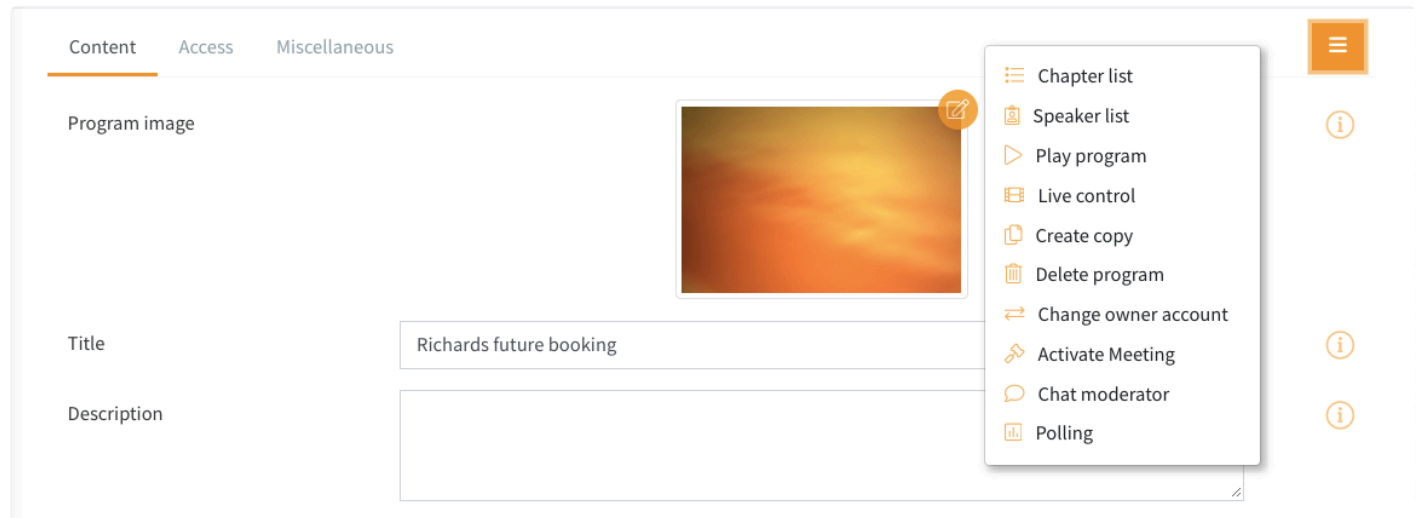
500

☐

## 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.

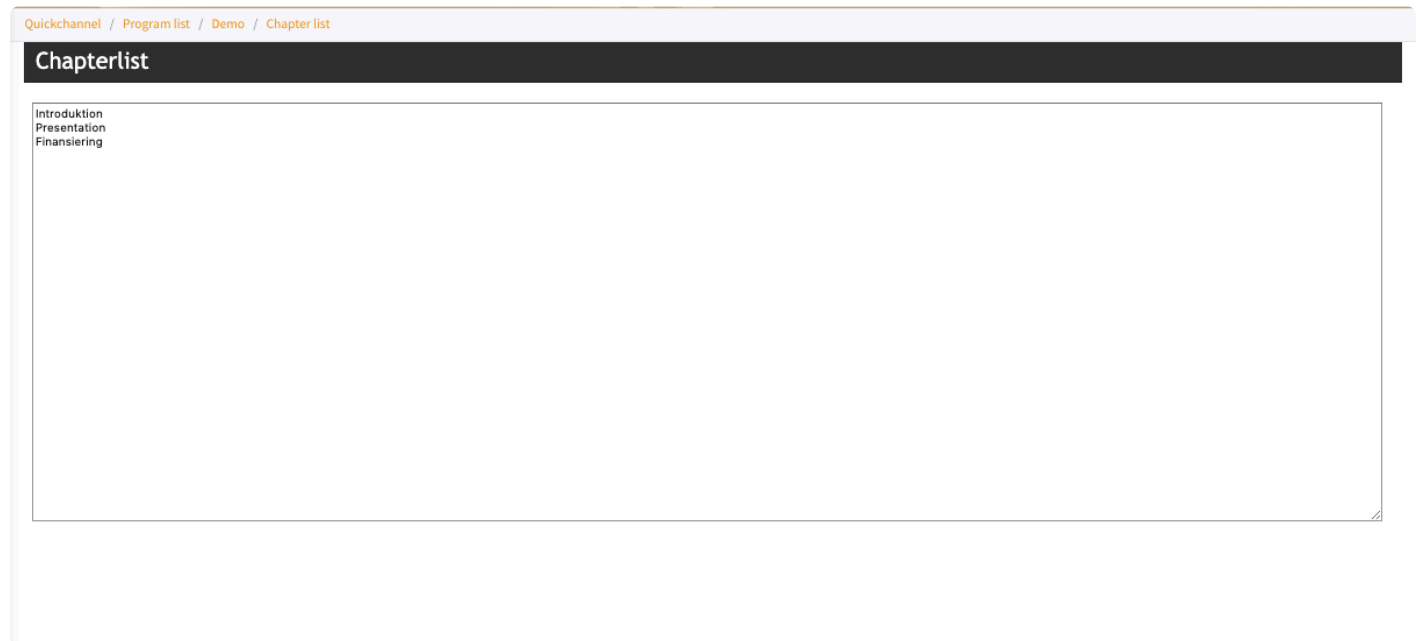


### Chapter list

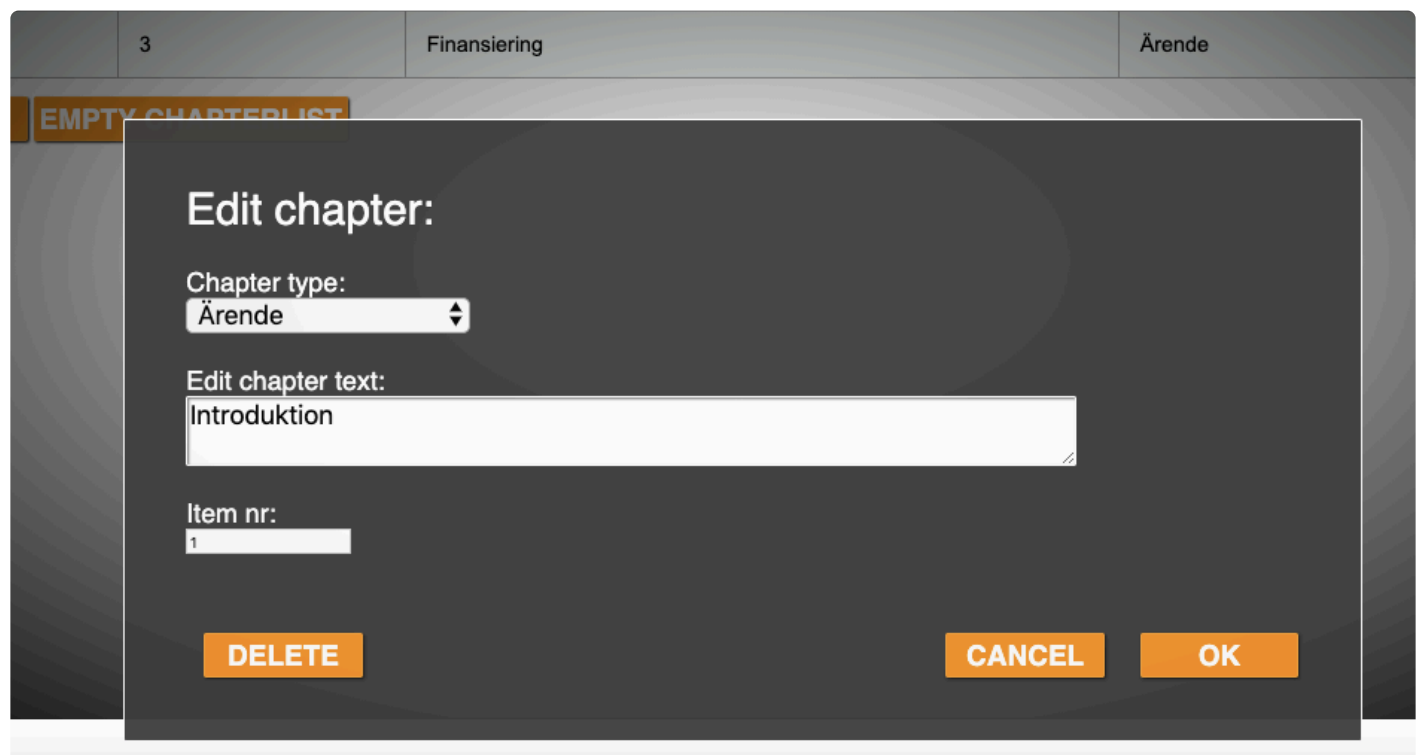
Choose 'Chapter list' to add an agenda for your livestream. You can choose to paste the chapter list from a text document or insert them manually.



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.



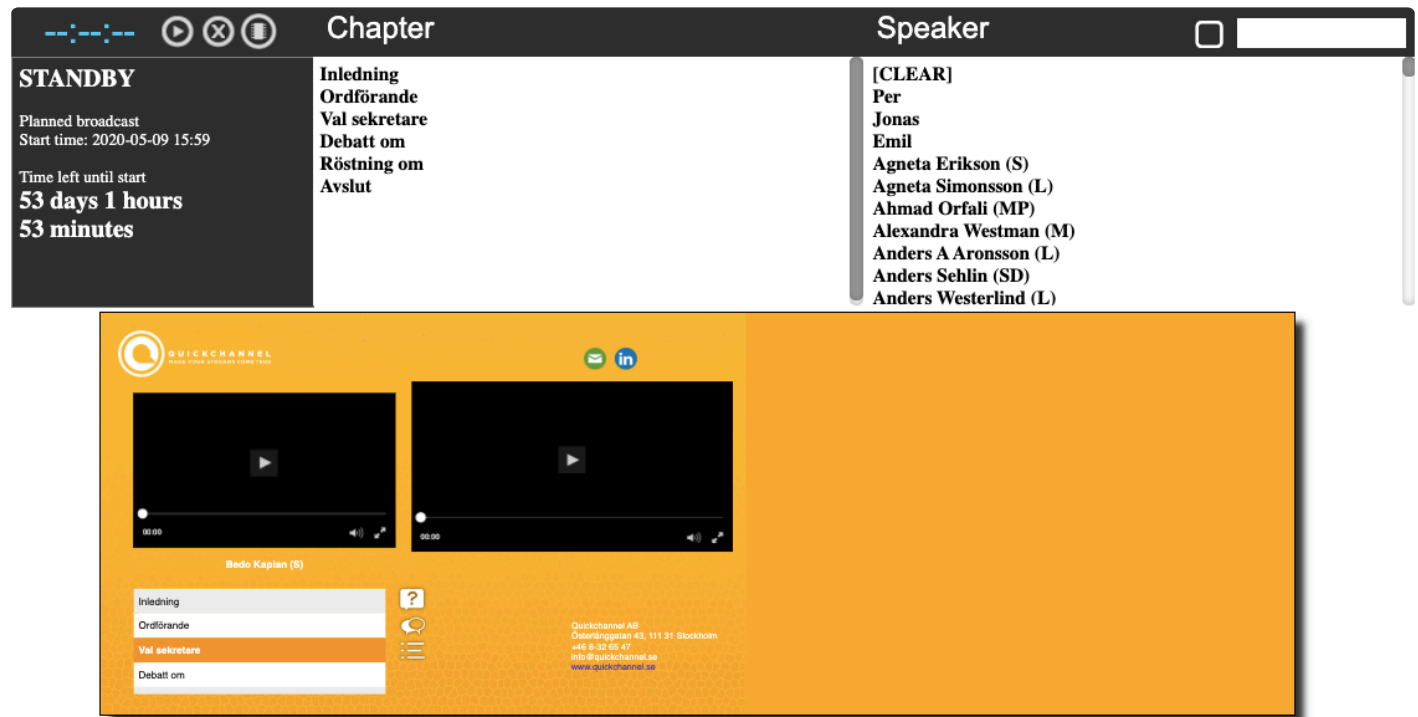
## Speaker list

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'.

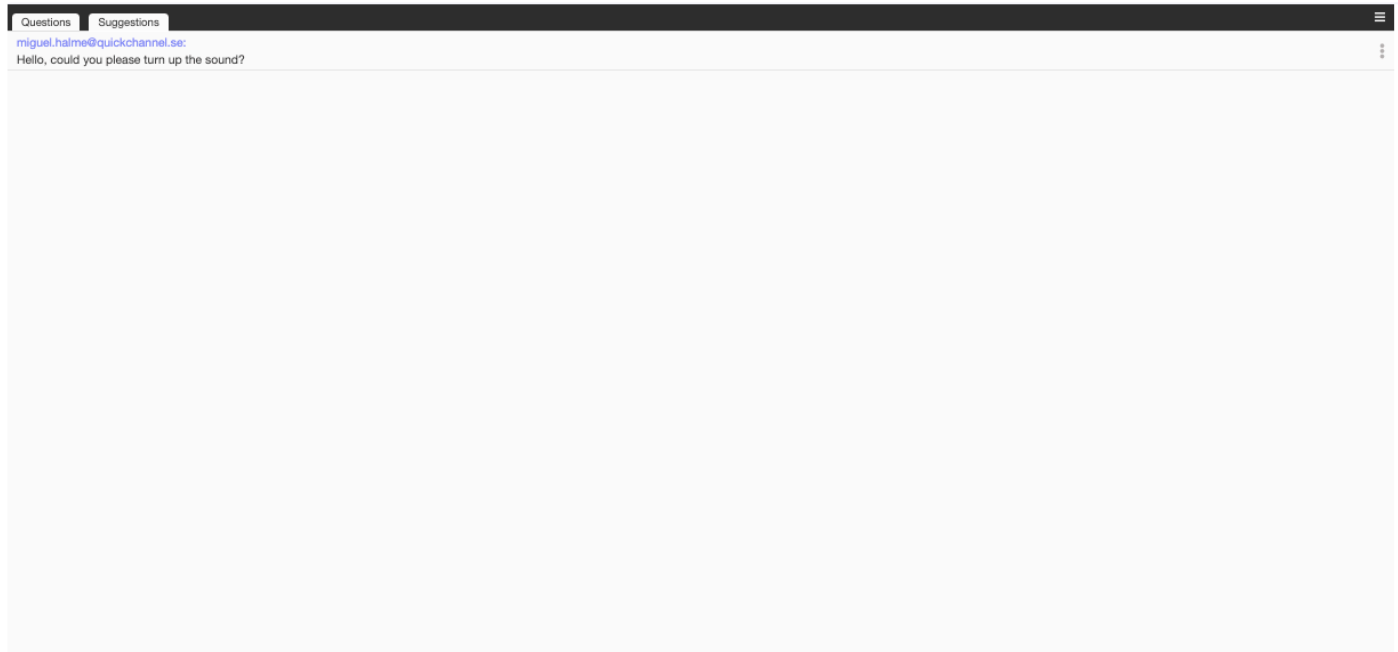
There chapters and speakers can be published on the live broadcast by clicking on the appropriate speaker or chapter. This will then be visible in the live broadcast as well as in the preview window.



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.

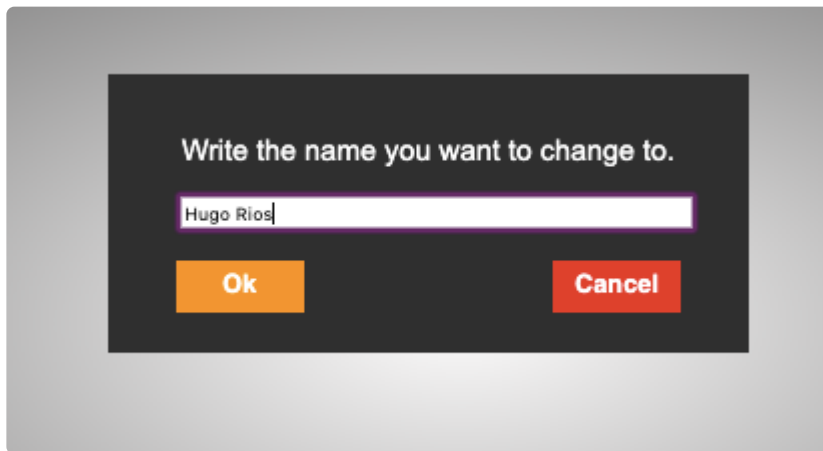
## Chat

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.

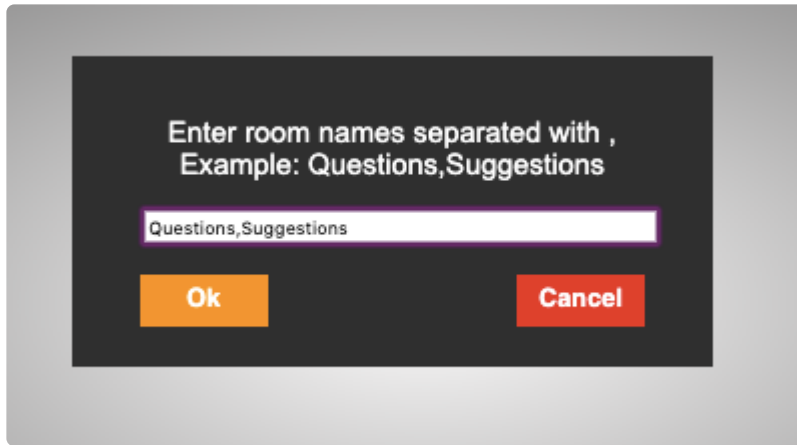
It is possible to change certain settings and manage the chat via the moderator window.



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

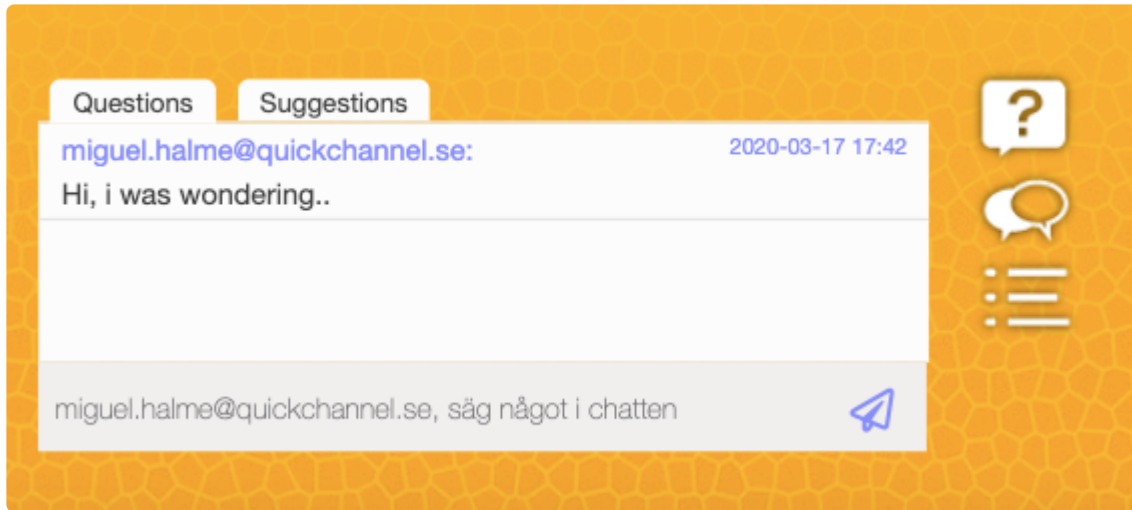
The viewer find a button that looks like two speech bubbles in the broadcasts layout.



The viewer submits their email and accept the chat conditions.

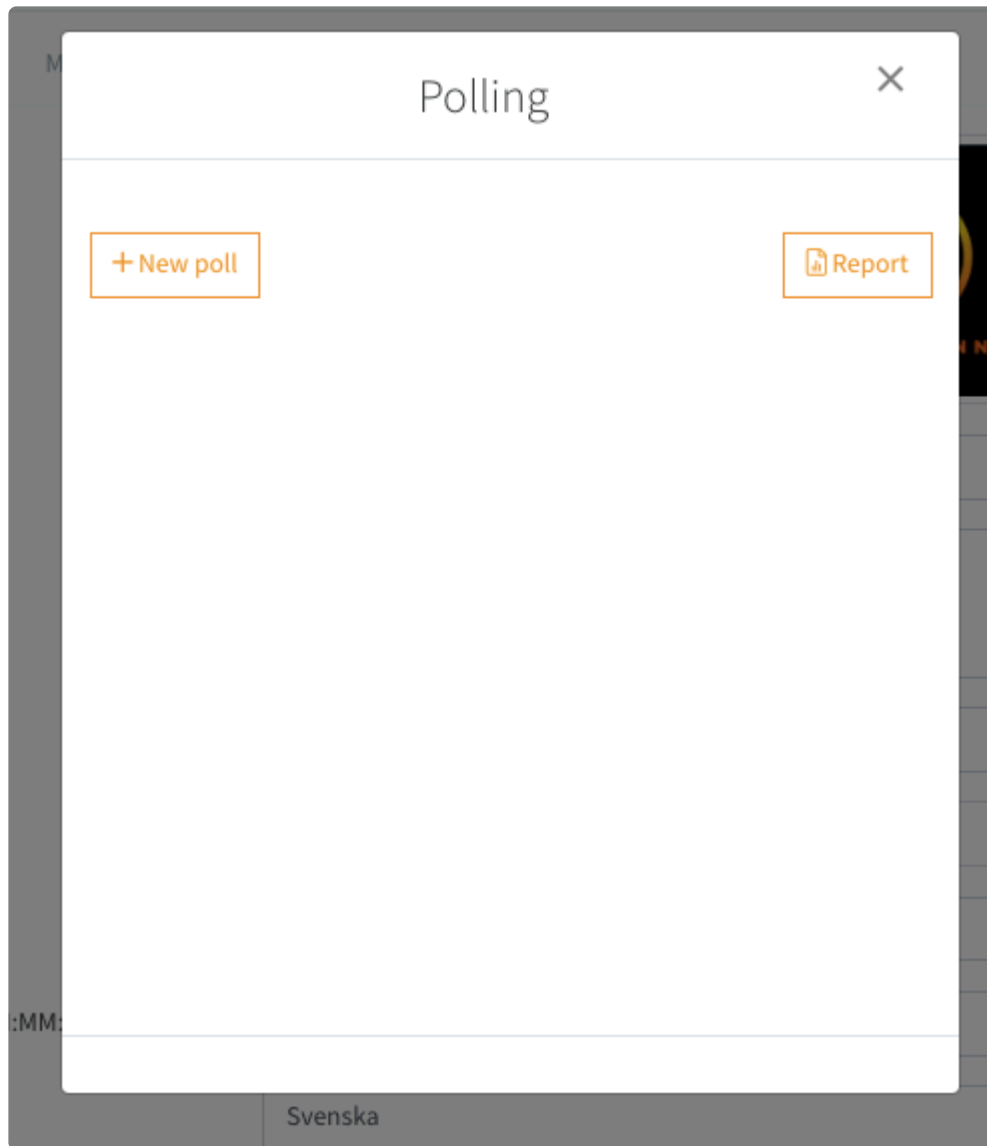
In the chat the viewers can write messages to other viewers or the moderators. All messages are visible to all viewers and moderators.





## 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)

M

Polling

×

Editor

➡ Send poll

💾 Save

Question:

Question type:

Multiple choice question

⌵

Alternatives:

⊖

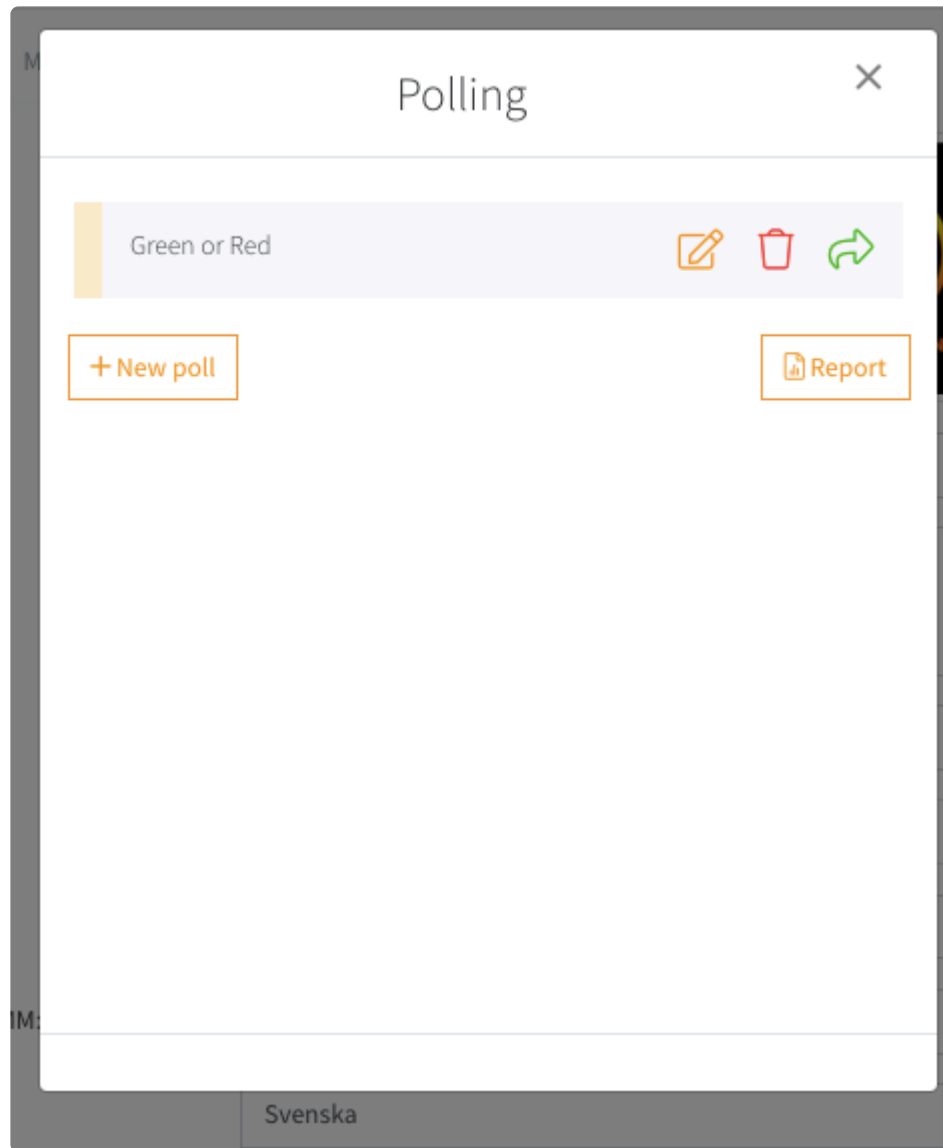
⊖

⊕

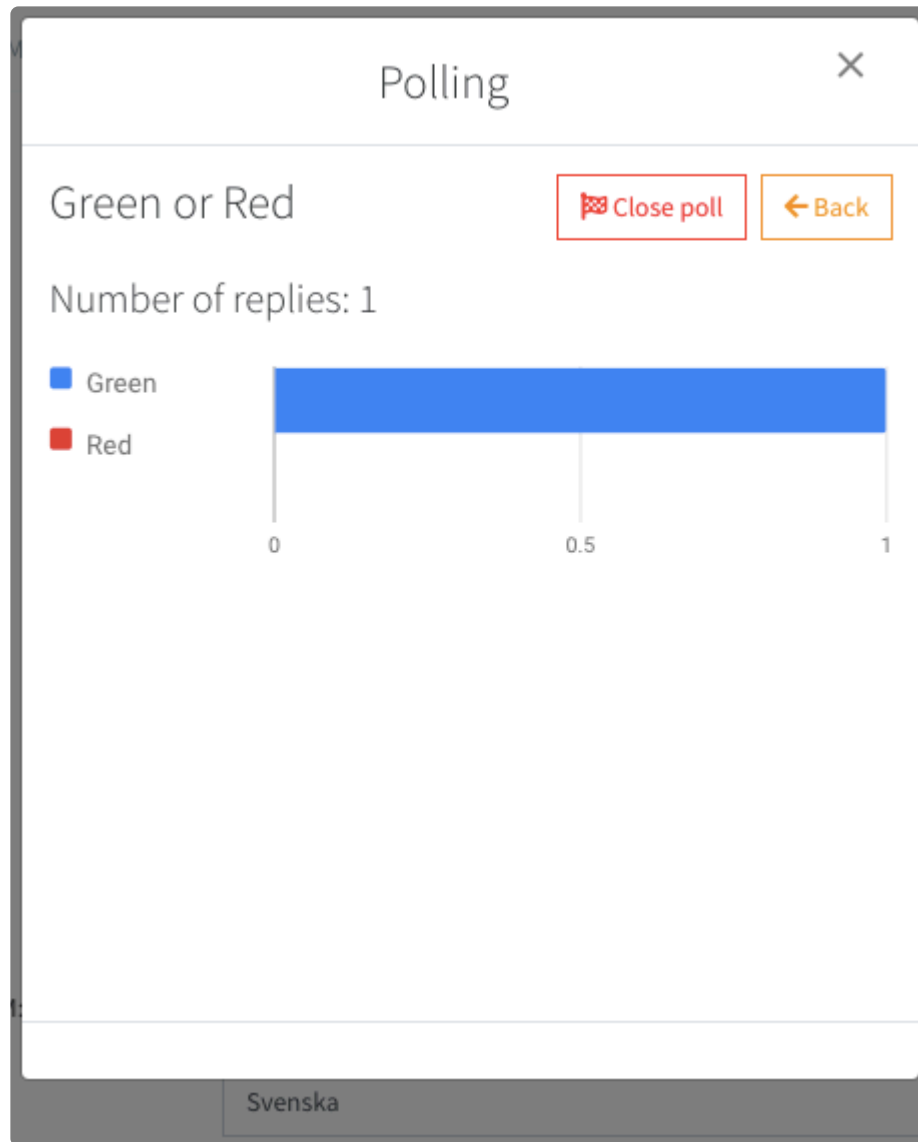
New alternative

M:

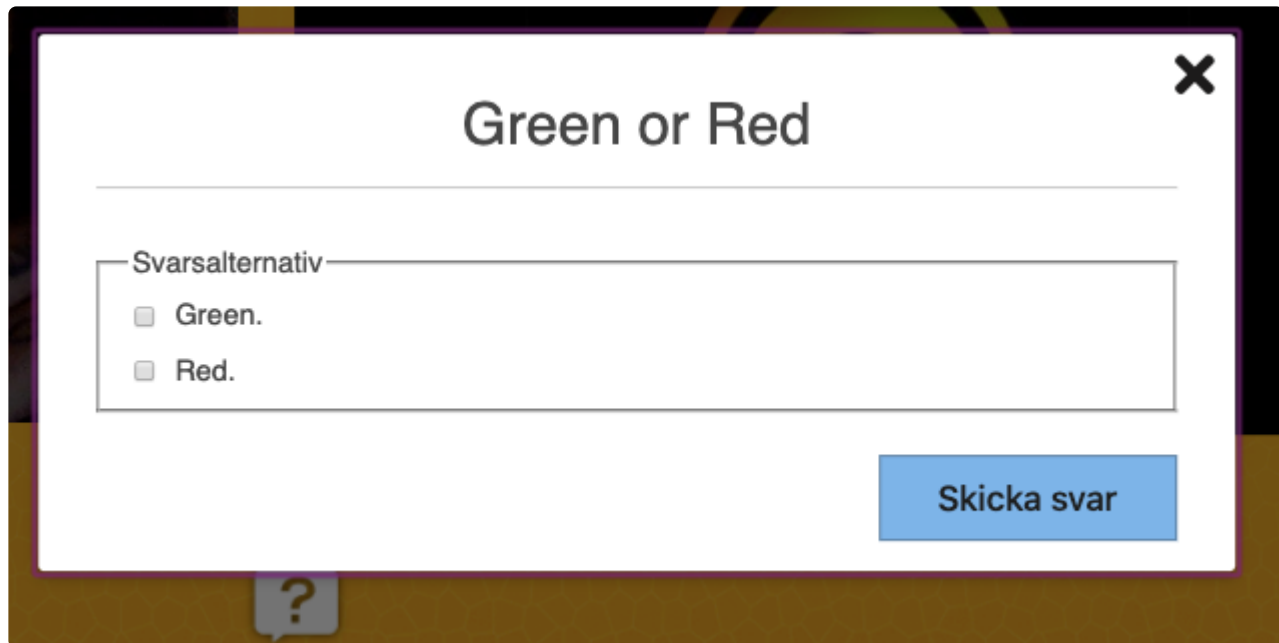
Svenska



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.



A screenshot of a Quickchannel poll interface. The poll is titled "Green or Red" and is displayed in a white box with a purple border. The title is centered at the top, with a close button (X) in the top right corner. Below the title is a horizontal line. Underneath the line, the text "Svarsalternativ" (Response alternatives) is followed by a list of two options: "Green." and "Red.", each preceded by an unchecked checkbox. At the bottom right of the poll box is a blue button labeled "Skicka svar" (Send answer). Below the poll box, there is a small grey speech bubble icon containing a question mark.

## Green or Red

Svarsalternativ

- ☐ Green.
- ☐ Red.

Skicka svar

## 2.1.2.1. Live control

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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 there are options to manage a live or on demand program.

The screenshot displays the 'Content' tab of a program's information page. The page includes a 'Program image' field with a placeholder image, and several text input fields for 'Title', 'Description', 'Category', 'Direct link', and 'Production date'. A hamburger menu is open, showing a list of management options. The options are: Chapter list, Speaker list, Play program, Edit timeline, Create copy, Upload video file, Download video, Delete program, Subtitles, Create PIP (Picture-in-Picture), Change Owner, Change owner account, Activate Meeting, Chat moderator, Polling, and Create multibitrate. The 'Edit timeline' option is highlighted.

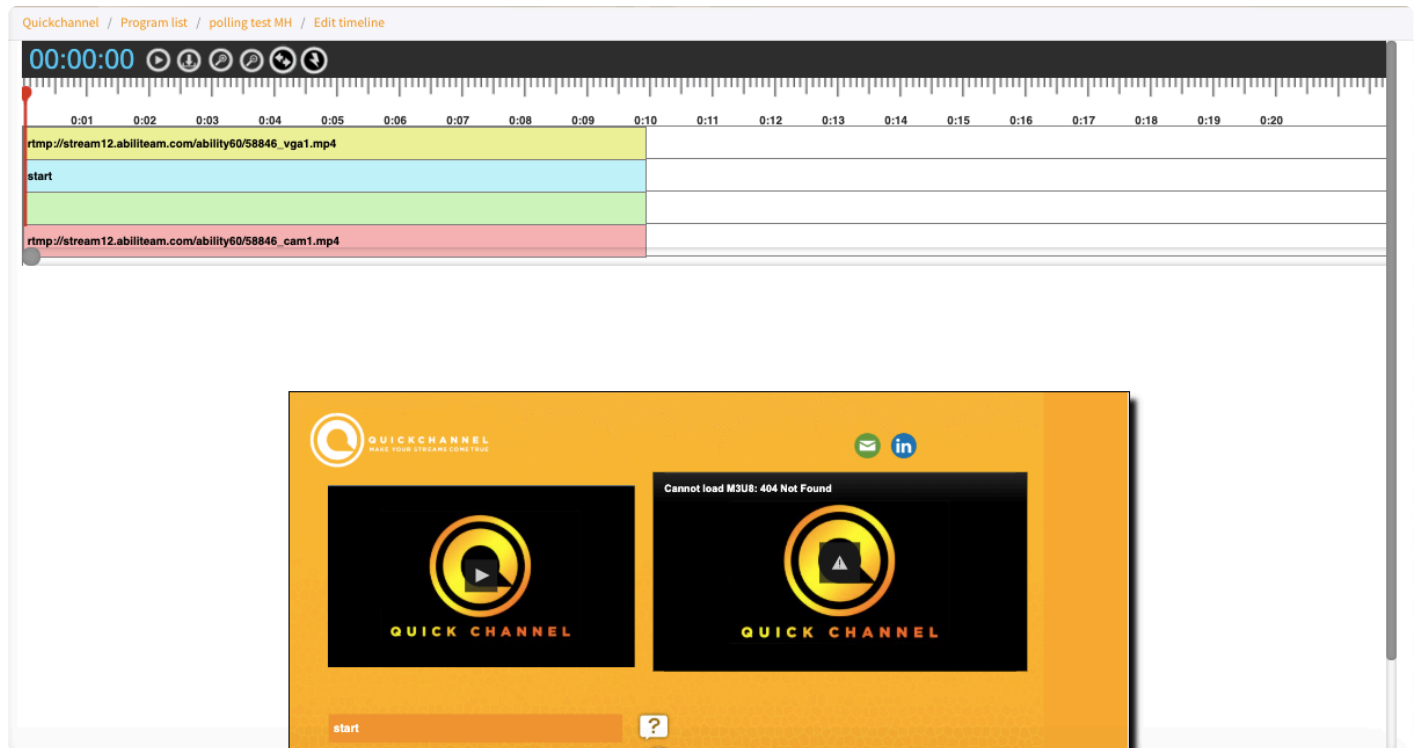
Content	Access	Miscellaneous
Program image		
Title	Richards future booking	
Description		
Category	Fullmäktige	
Direct link	<a href="https://secure.quickchannel.com/qc/?id=ra091p">https://secure.quickchannel.com/qc/?id=ra091p</a>	
Production date	2020-05-09 15:59	

- Chapter list
- Speaker list
- Play program
- Edit timeline
- Create copy
- Upload video file
- Download video
- Delete program
- Subtitles
- Create PIP (Picture-in-Picture)
- Change Owner
- Change owner account
- Activate Meeting
- Chat moderator
- Polling
- Create multibitrate

### Edit the timeline

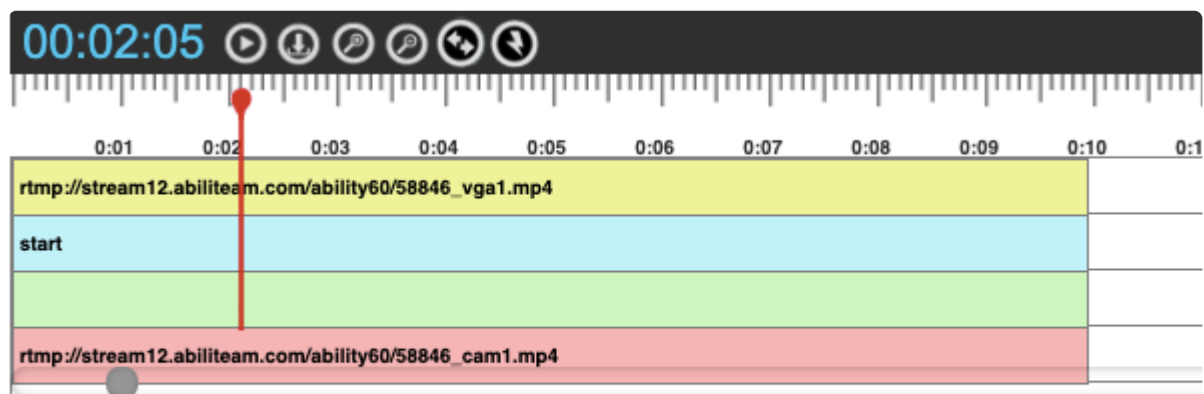
Select 'Edit timeline' to access Quickchannel's editing tool.



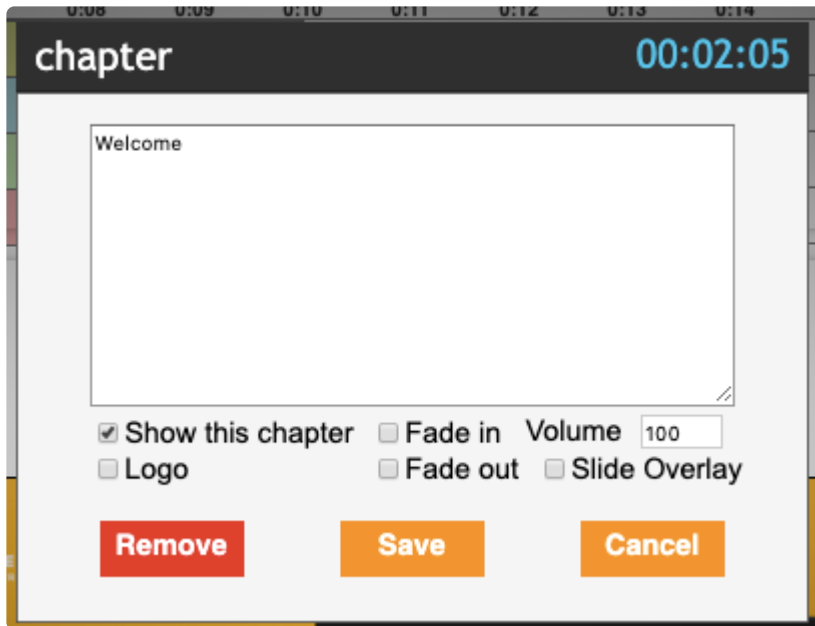


In the timeline there are four rows. The first one at the top is the presentation. The second one is chapter and chat messages. The third is speaker. The fourth is the video file.

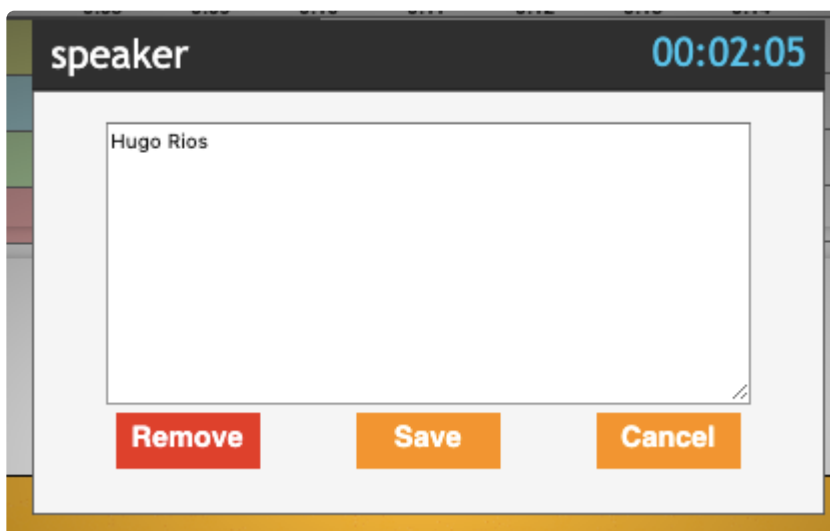
You can easily move back and forth in the film by interacting with the grey scroll button at the bottom of the timeline. Moving the grey ball forward moves you forward in the film while moving it backward moves you backward.



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.

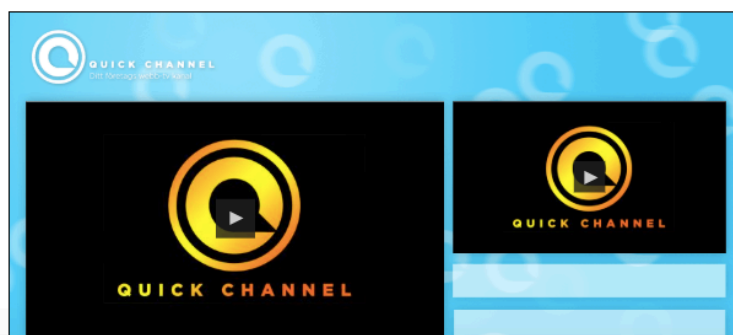
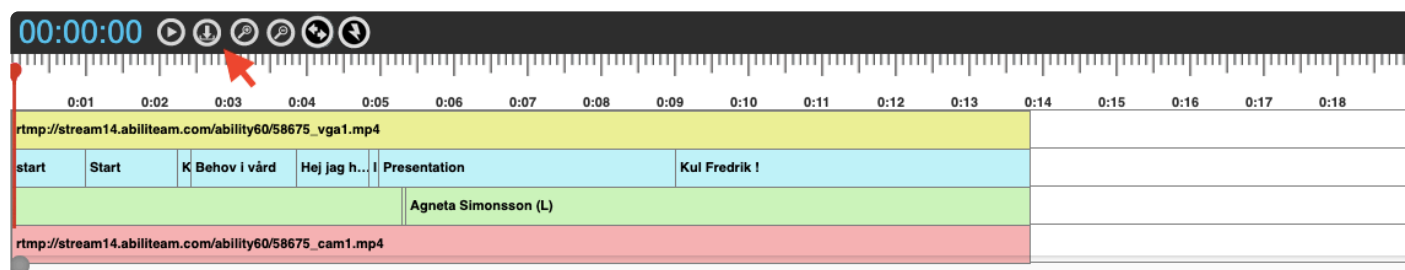


The same goes for speakers. Click on the speaker to edit name or time.

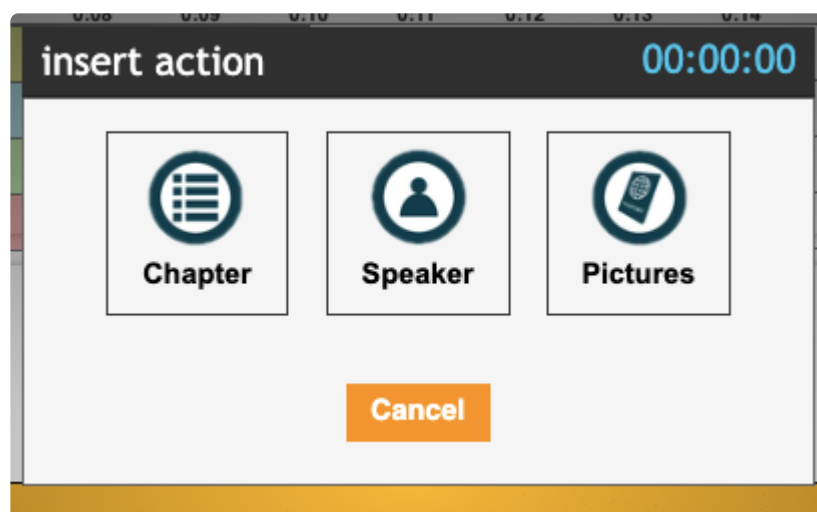


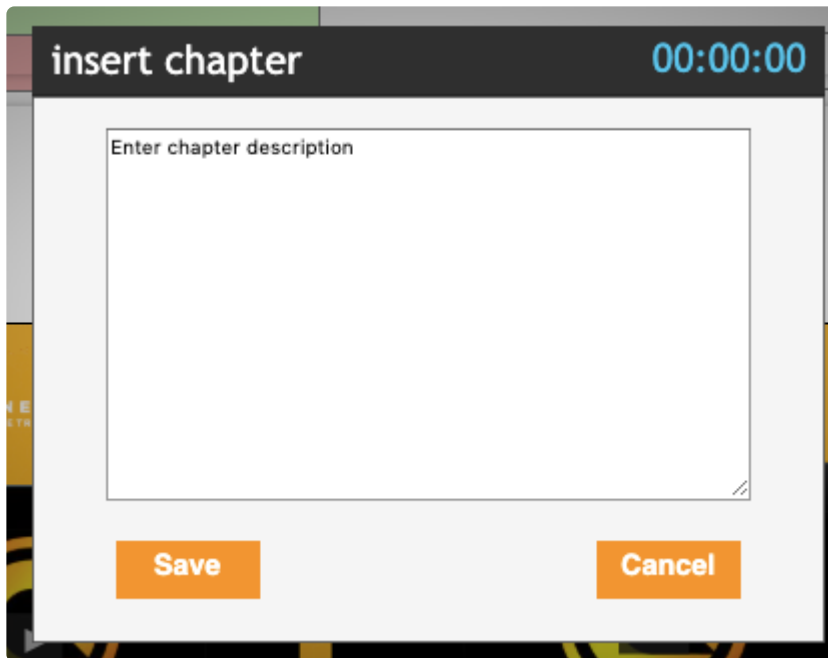
Instead of deleting a part of the film, there is the option to hide sections of it. Click on a chapter and uncheck the box next to 'Show this chapter'. The film will then skip the part of the film that is within the scope of that chapter. This is a good way to hide unnecessary material at the beginning 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

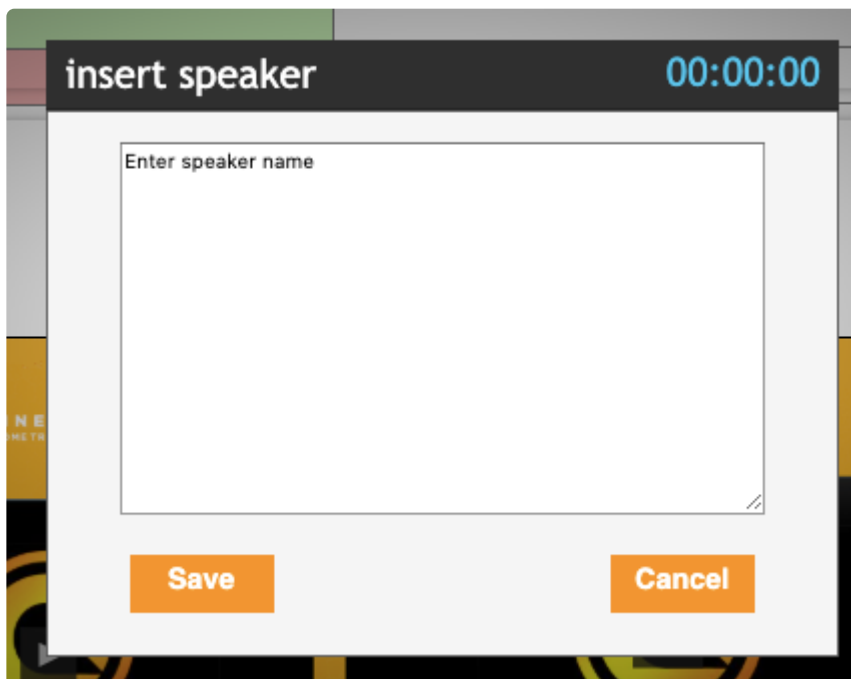


First move the red marker to the time in the film where a new speaker or chapter is supposed to be added. Click insert action and choose either chapter or speaker.





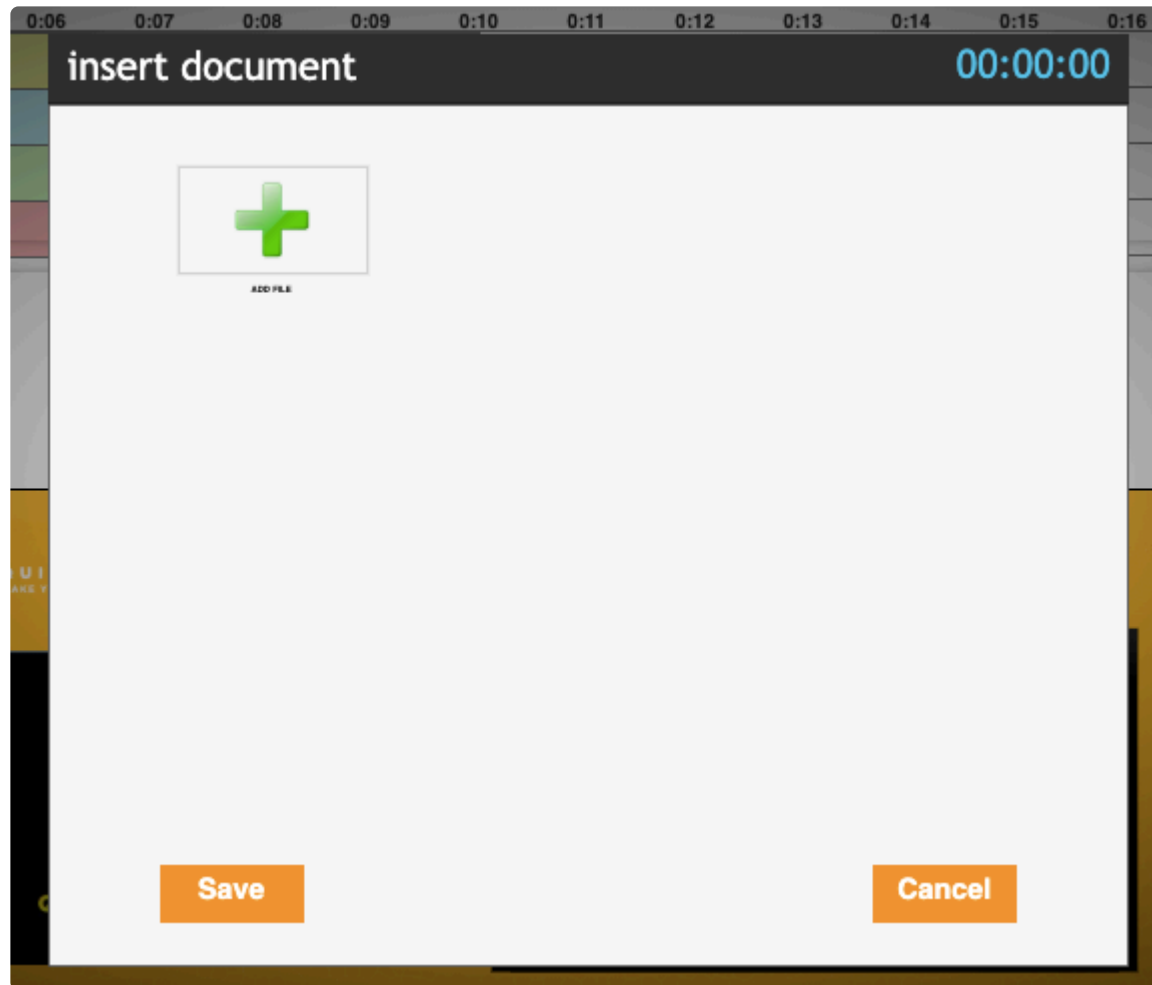
The screenshot shows a dialog box titled "insert chapter" with a dark header bar. In the top right corner of the header, a timer displays "00:00:00" in blue. The main area of the dialog contains a large white text input field with the placeholder text "Enter chapter description". At the bottom of the dialog, there are two orange buttons: "Save" on the left and "Cancel" on the right.



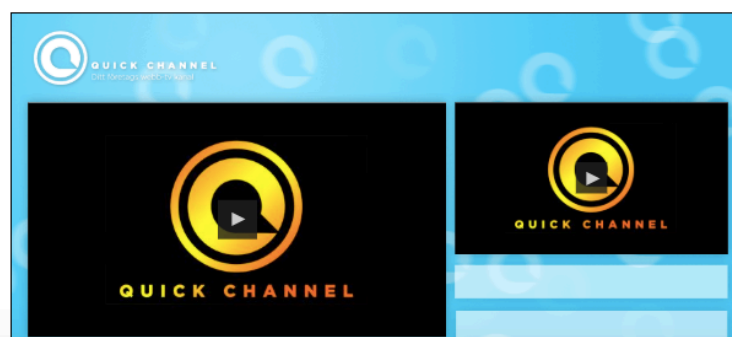
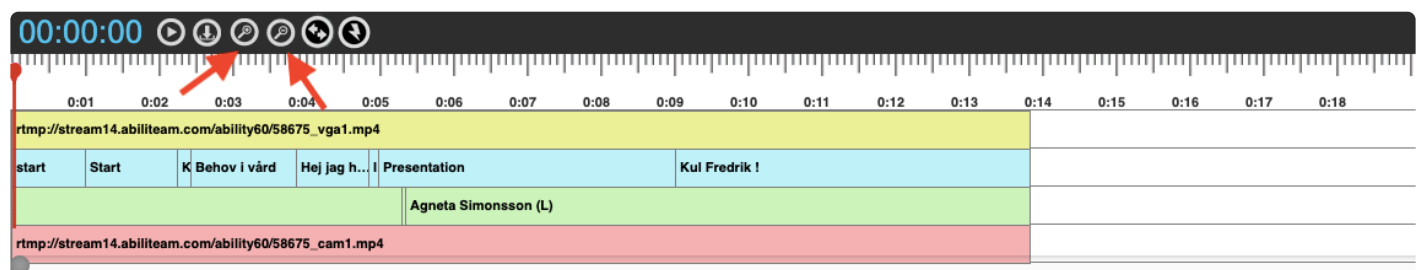
The screenshot shows a dialog box titled "insert speaker" with a dark header bar. In the top right corner of the header, a timer displays "00:00:00" in blue. The main area of the dialog contains a large white text input field with the placeholder text "Enter speaker name". At the bottom of the dialog, there are two orange buttons: "Save" on the left and "Cancel" on the right.

In such a case where dual stream is not used and images need to be uploaded afterwards, select Insert action and Image.

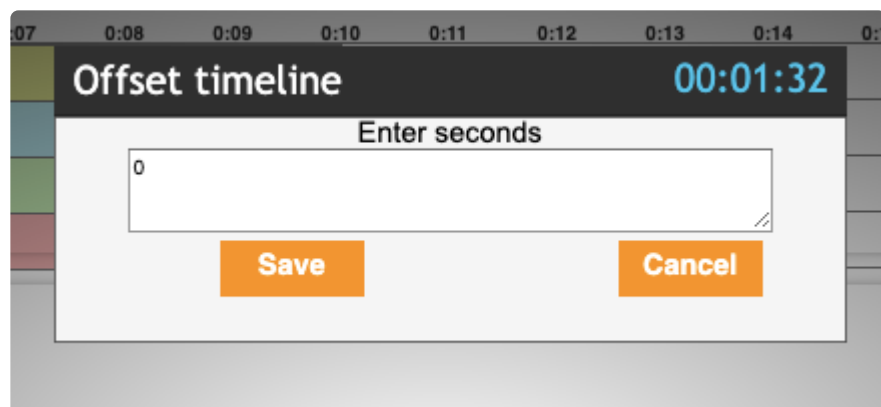
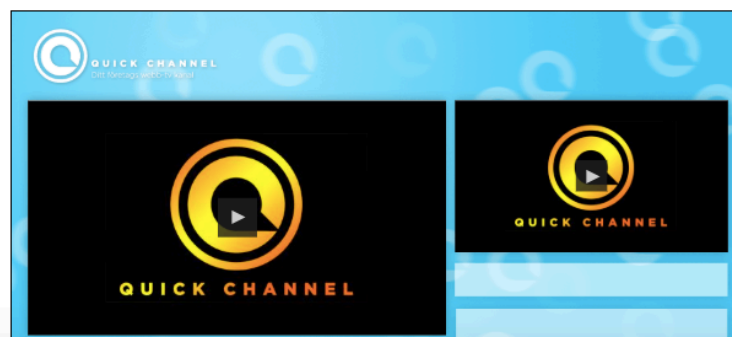
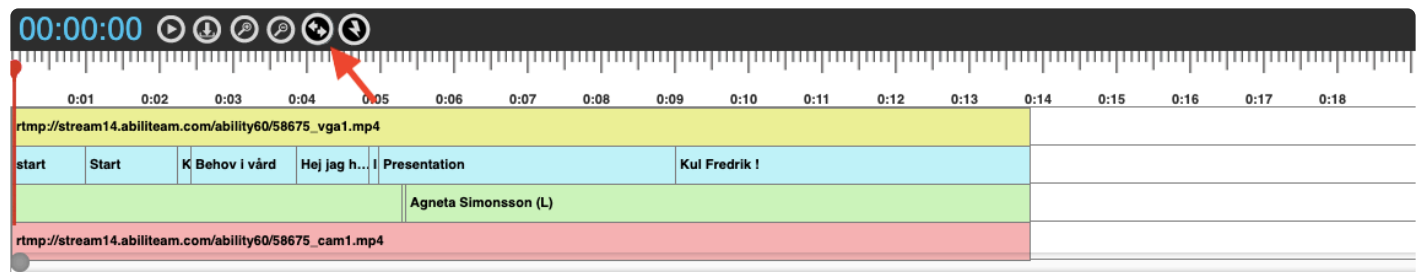
Click on the plus sign to select an image on your computer or drag and drop images from your computer onto the plus sign.



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

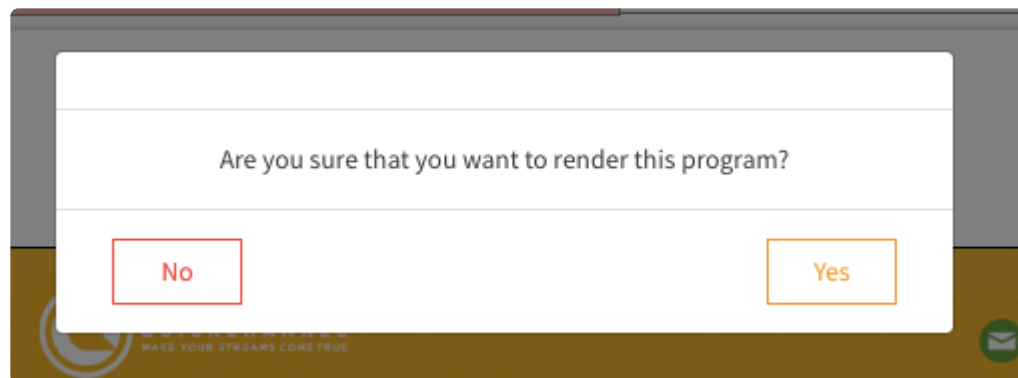
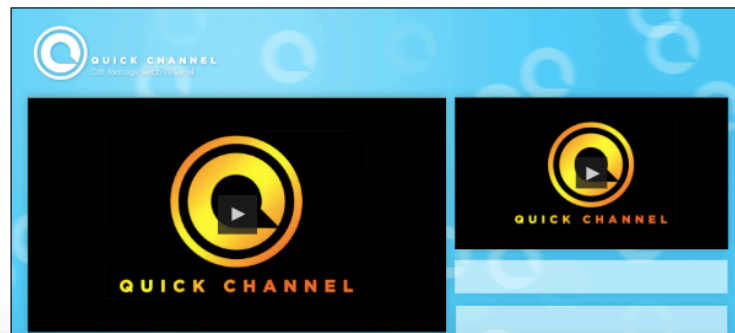
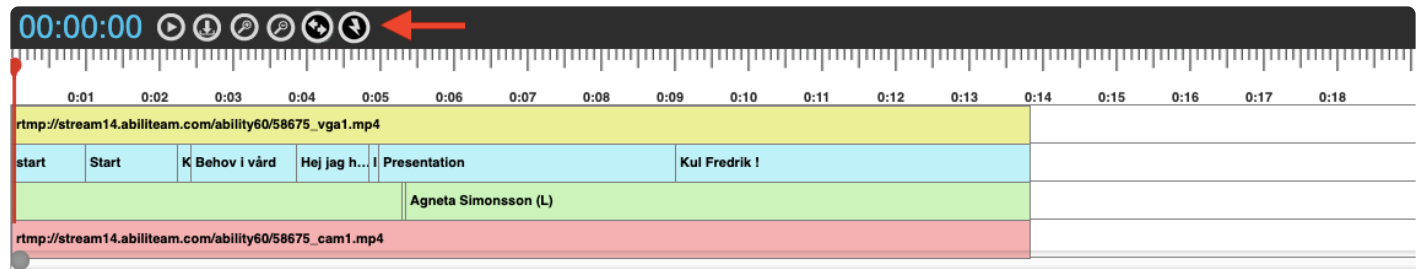


The offset button is used if all the chapter and speakers must be moved forward or backward in the film. Click the button and then write how far back or forward in seconds you want to move the speakers and chapters. After that click save to move all the chapters and speakers.



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'.

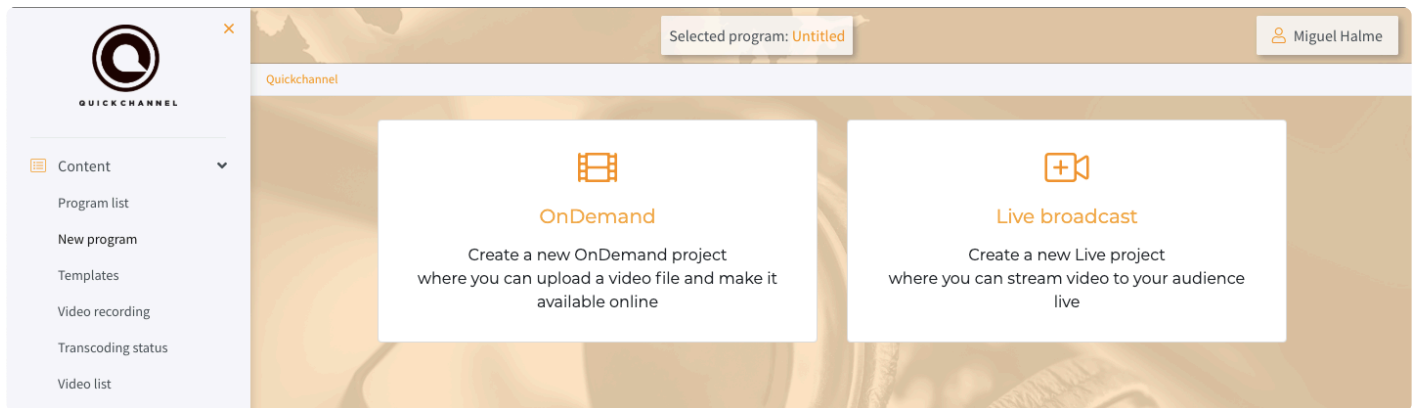


## 2.2. New project

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.

PROGRAM	EVENTNAME	CATEGORY	ACCESS	EVENTDATETIME	MOVIEID	TYPE
	Untitled	Demo	Direct link only	2014-09-15 11:15:00	91	live
	Untitled	Demo	Direct link only		92	ondemand

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

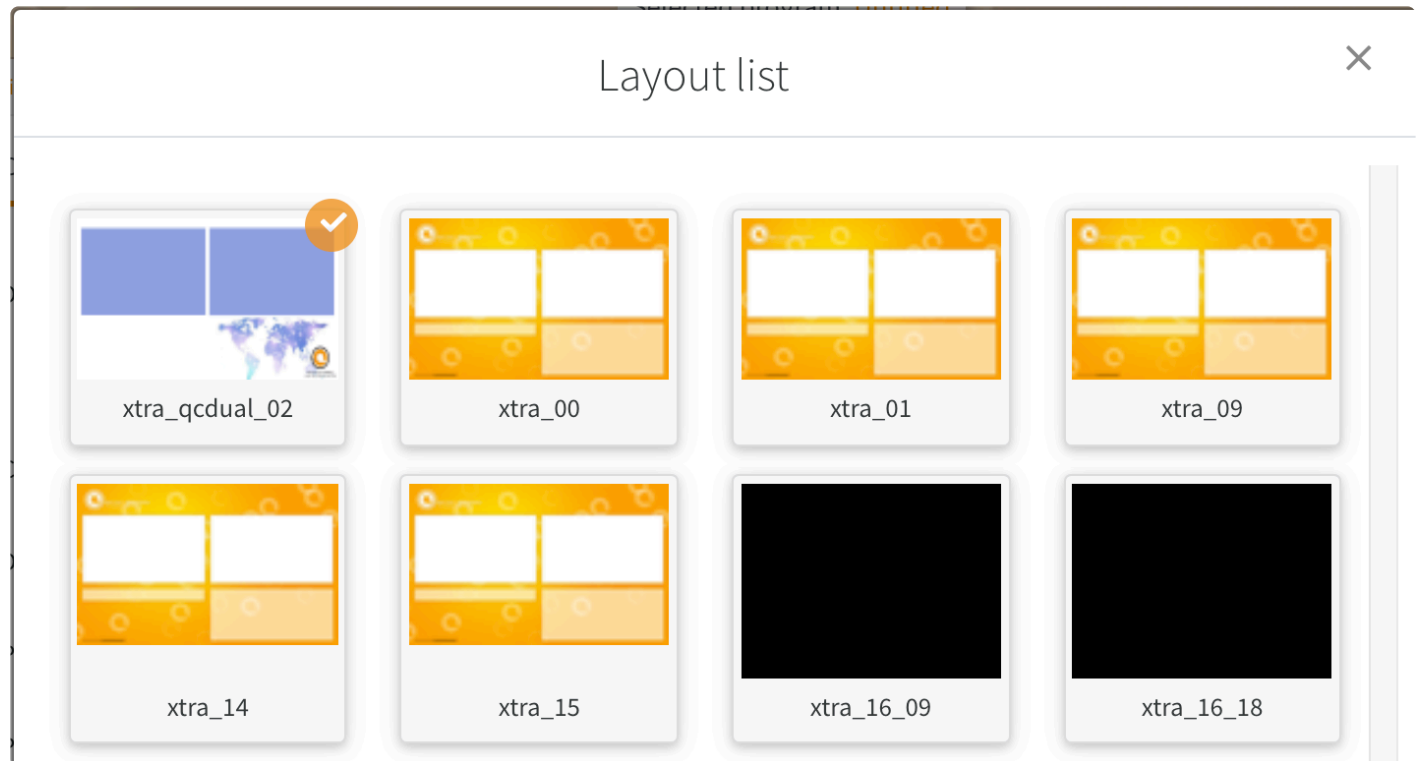
Change the default layout, title, description, thumbnail, movie length. dualstream and multibitrate.

### Change Layout

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

Category	Demo
Direct link	<a href="https://secure.quickchannel.com/qc/?id=3dz">https://secure.quickchannel.com/qc/?id=3dz</a>
Production date	2014-09-15 11:15
Program duration (HH:MM:SS)	04:00:00
Language	English
Cast	
Keywords	
Page layout	

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



Change movie image by clicking below.

Custom theme image



Customer standard image



Stock theme image



Image from movie



Image from projectormovie



Stock background image



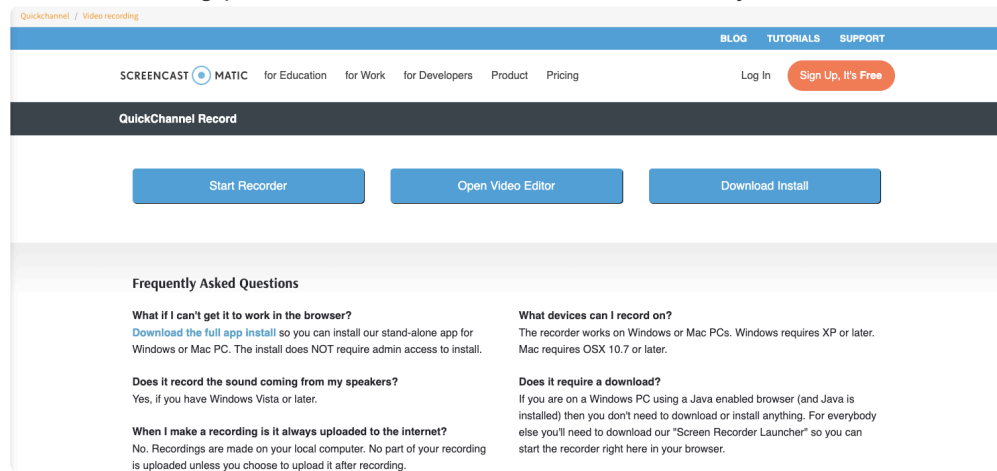
## **2.3.1. Set a customised template to a channel**

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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 Miscellaneous 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.

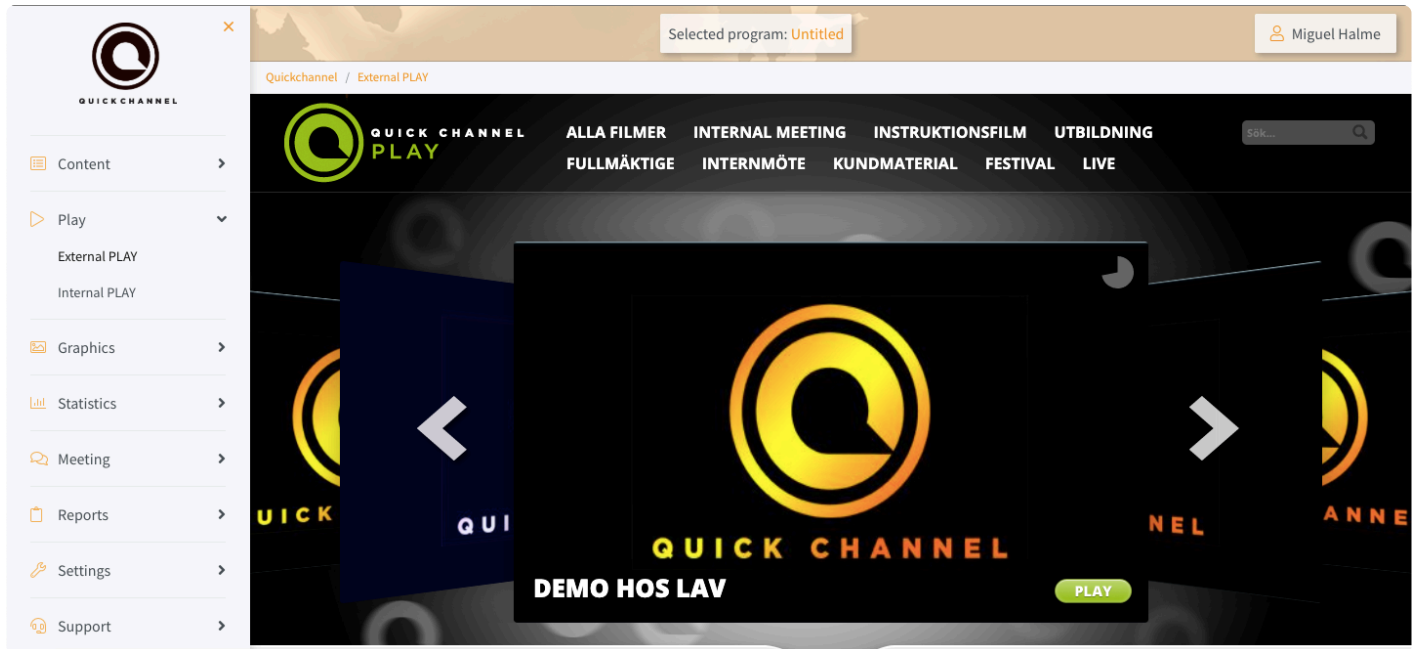
## 3. Play

---

## 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.

Quickchannel / Program list / Ted Test 22/11

Content Access Miscellaneous

Category Demo

Direct link <https://secure.quickchannel.com/qc/?id=xg6fj0>

Production date 2019-11-22 09:00

Program duration (HH:MM:SS) 04:00:00

Cast

Keywords

Page layout

Q

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

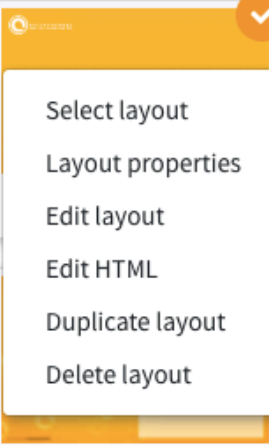
Layout properties

Edit layout


Edit HTML

Duplicate layout


Delete layout




xtra\_14




xtra\_00



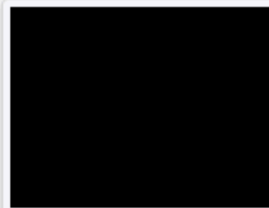
xtra\_01



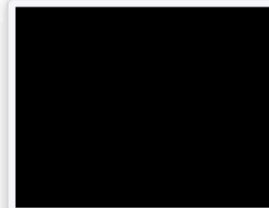
xtra\_09




xtra\_15




xtra\_16\_09




xtra\_16\_18




xtra\_16\_9




xtra\_18





xtra\_19




xtra\_23







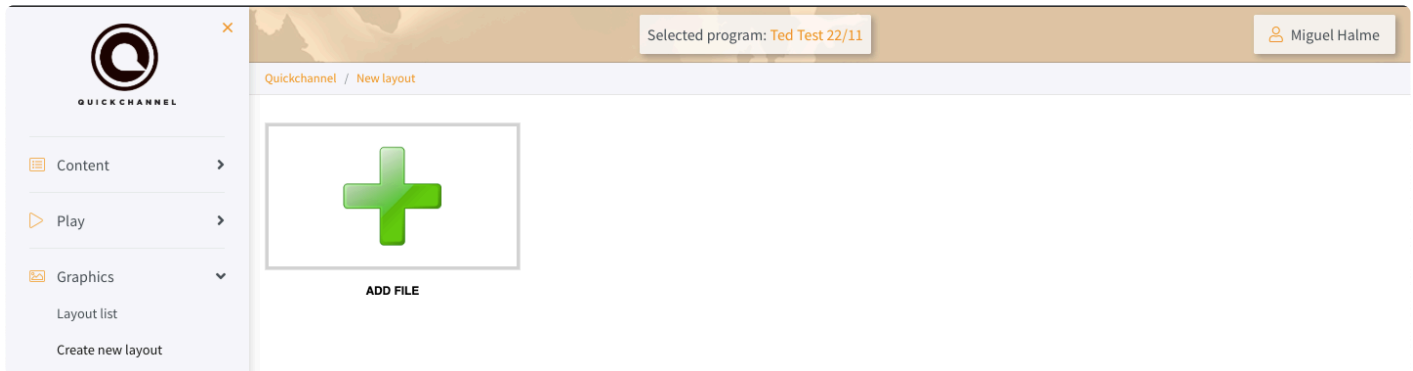


## 4.2. Create new layout

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.



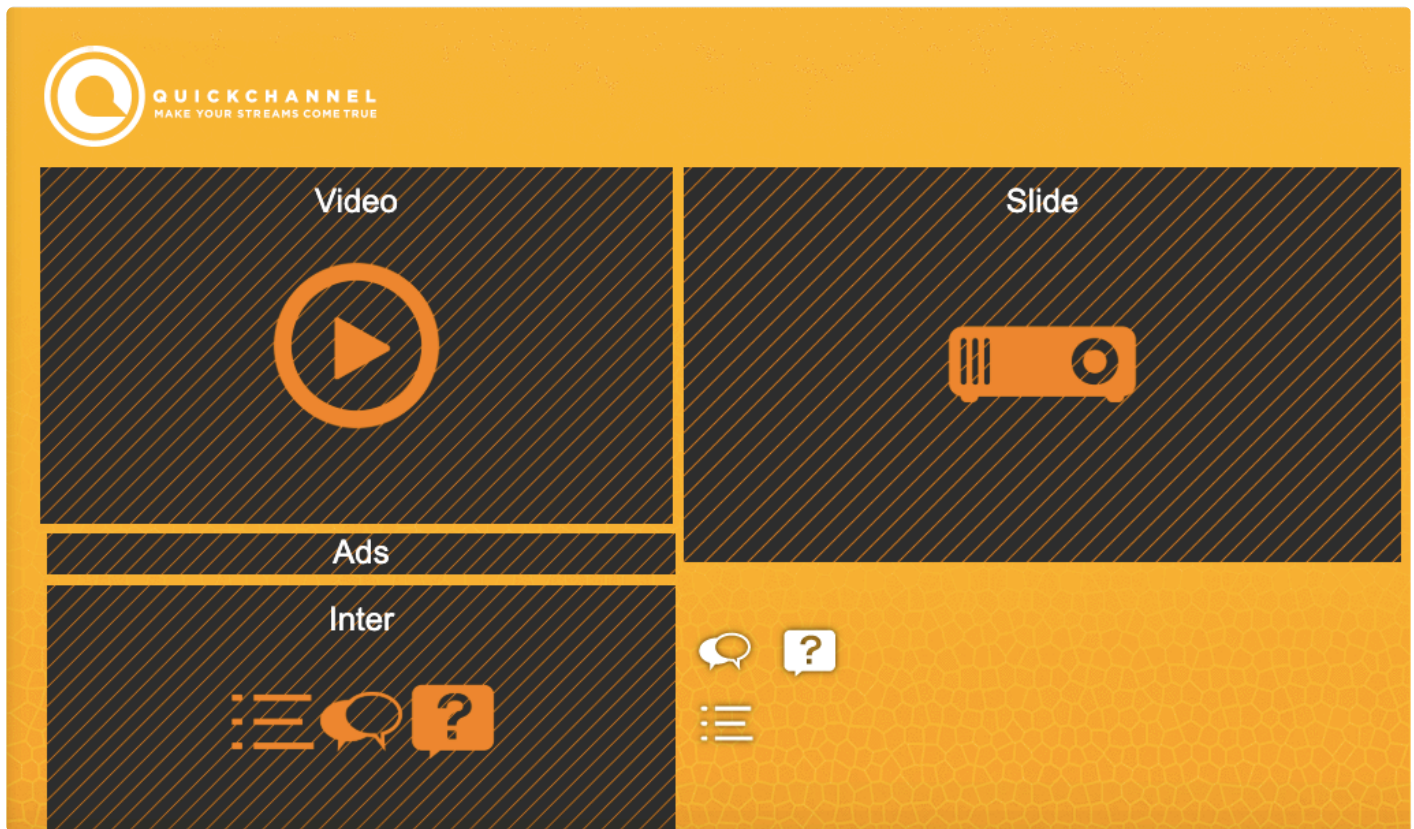
In the uploaded JPG image you can now by right-clicking in the image add elements such as:

Show Video

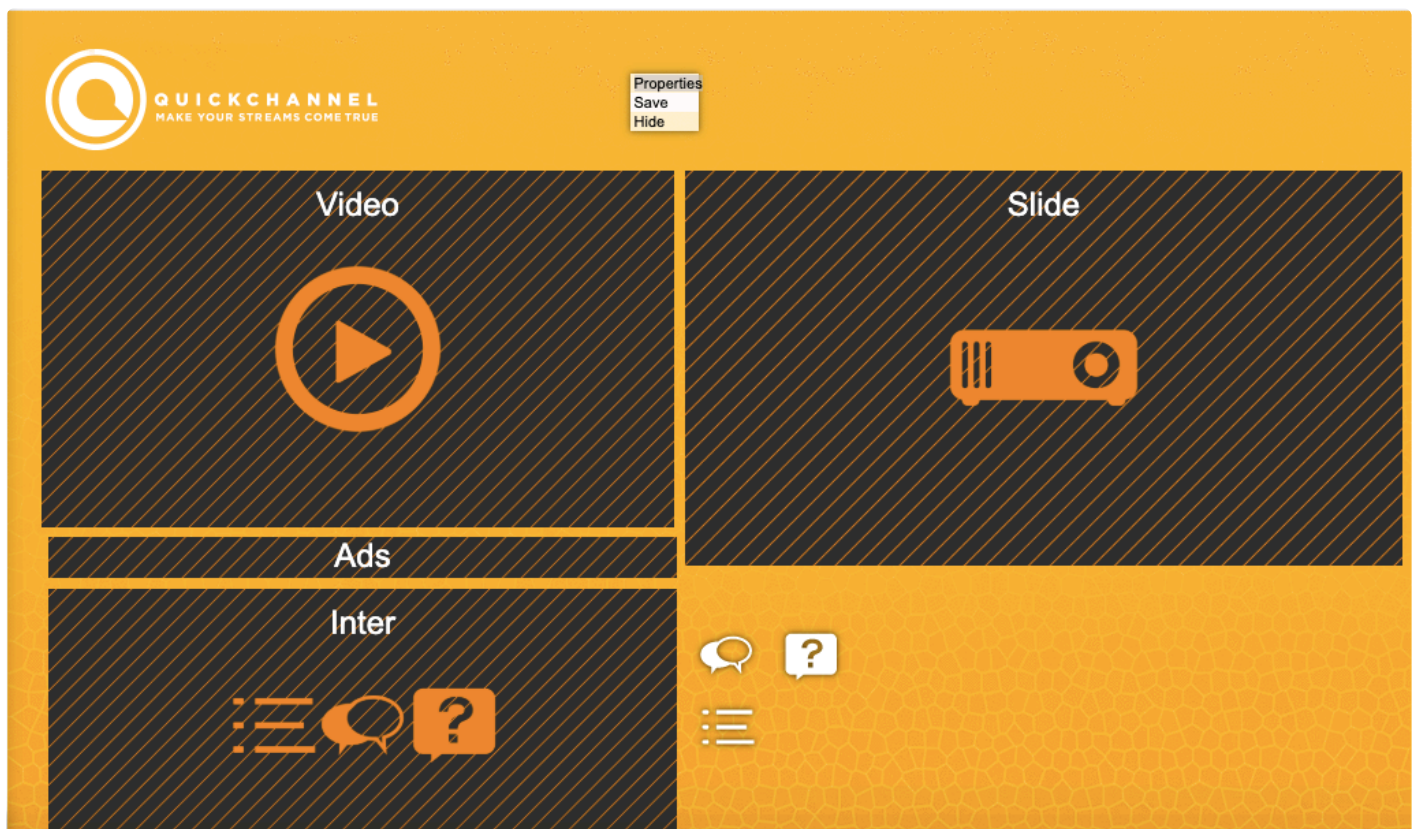
Show Presentation

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.



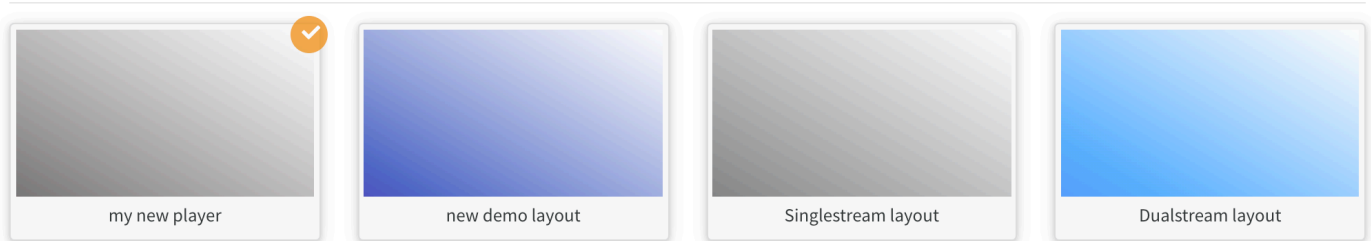


## 4.3. New player(!)

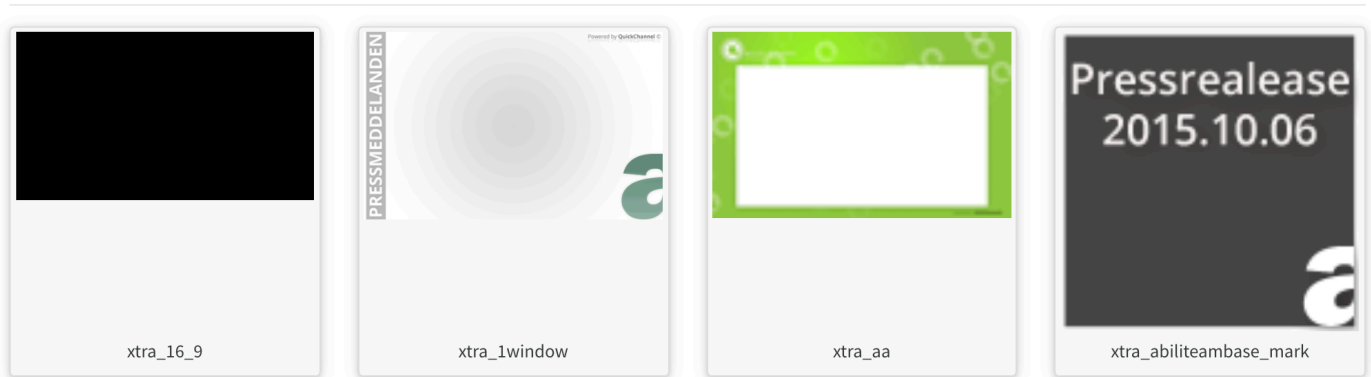
---

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.

Player layouts (4)



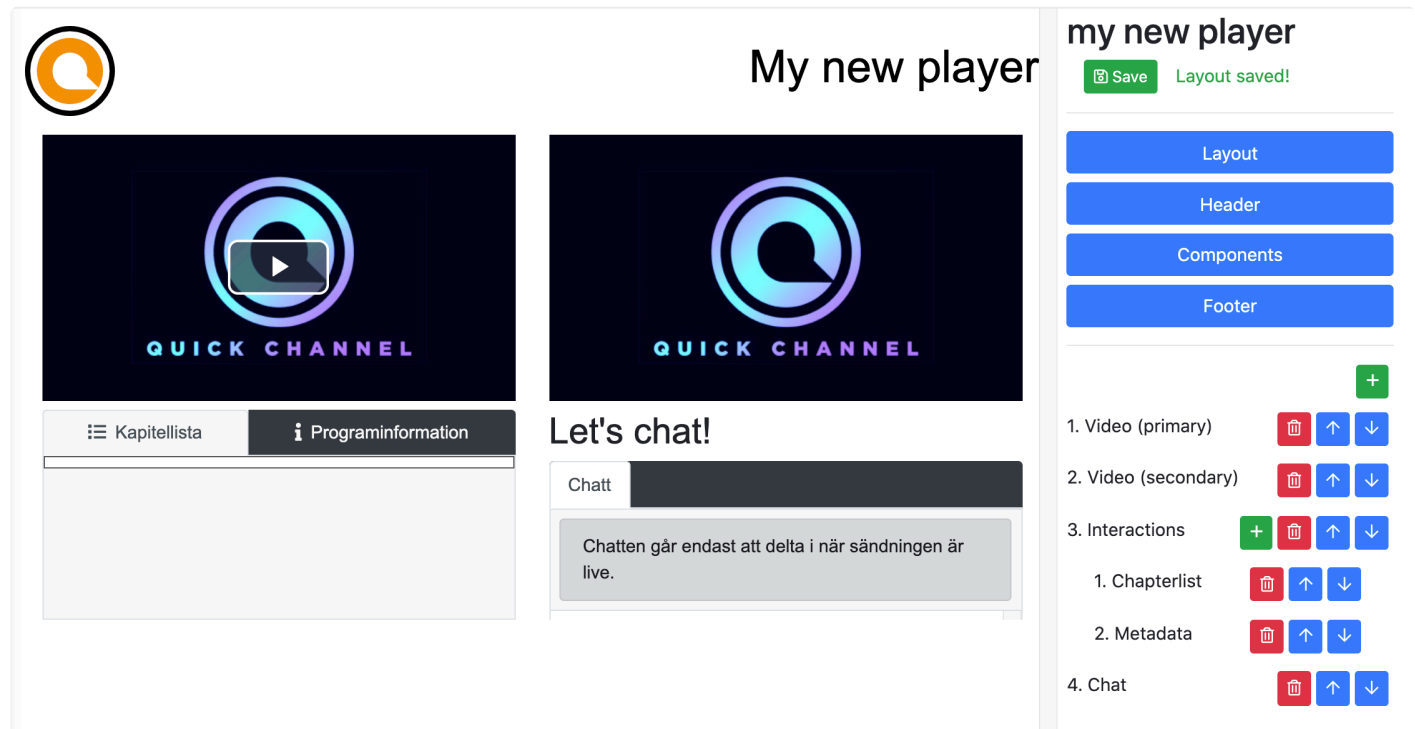
Legacy layouts (60)



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

The screenshot displays the Quickchannel web application interface. On the left is a vertical sidebar with a logo at the top and a menu containing: Content, Play, Graphics, Statistics (which is expanded to show Visitors, Speaker, Platforms, and Usage), Meeting, and Reports. The main content area has a top header bar with a map background, displaying 'Selected program: Ted Test 22/11' and a user profile 'Miguel Halme'. Below this is a breadcrumb trail 'Quickchannel / Statistics / Visitors'. The main section is titled 'Select visit report' and contains a list of report options: 'Customer account', 'Current program' (which is selected and underlined), and a list of sub-options for the current program: 'Current program, 10 days', 'Current program, 10 weeks', 'Current program, 12 months', 'Current program, per year', 'Current program, llt program, LIVE/VOD viewers', 'List visitors', 'Views per chapter', 'Simultaneous viewers live broadcast', and 'Avg. watchtime'.

## 5.2. Speaker

Speaker:

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

The screenshot shows the Quickchannel interface. On the left is a sidebar with a logo and a menu: Content, Play, Graphics, Statistics (expanded), Visitors, Speaker, Platforms, Usage, Meeting, and Reports. The main area has a top header with 'Selected program: Ted Test 22/11' and a user profile 'Miguel Halme'. Below the header is a breadcrumb 'Quickchannel / Statistics / Speaker'. The main content is titled 'Select speaker report' and contains a list of links: 'Current program', 'Summarized speaker durations', 'Detailed speak', 'Meeting presence per party', 'User sessions', and 'Meeting log'. At the bottom of this list are two more links: 'Year' and 'Interval'.

Quickchannel

Selected program: Ted Test 22/11

Miguel Halme

Quickchannel / Statistics / Speaker

Select speaker report

[Current program](#)

[Summarized speaker durations](#)

[Detailed speak](#)

[Meeting presence per party](#)

[User sessions](#)

[Meeting log](#)

[Year](#)

[Interval](#)

## 5.3. Platforms

Platforms:

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

Content

Play

Graphics

Statistics

Visitors

Speaker

Platforms

Usage

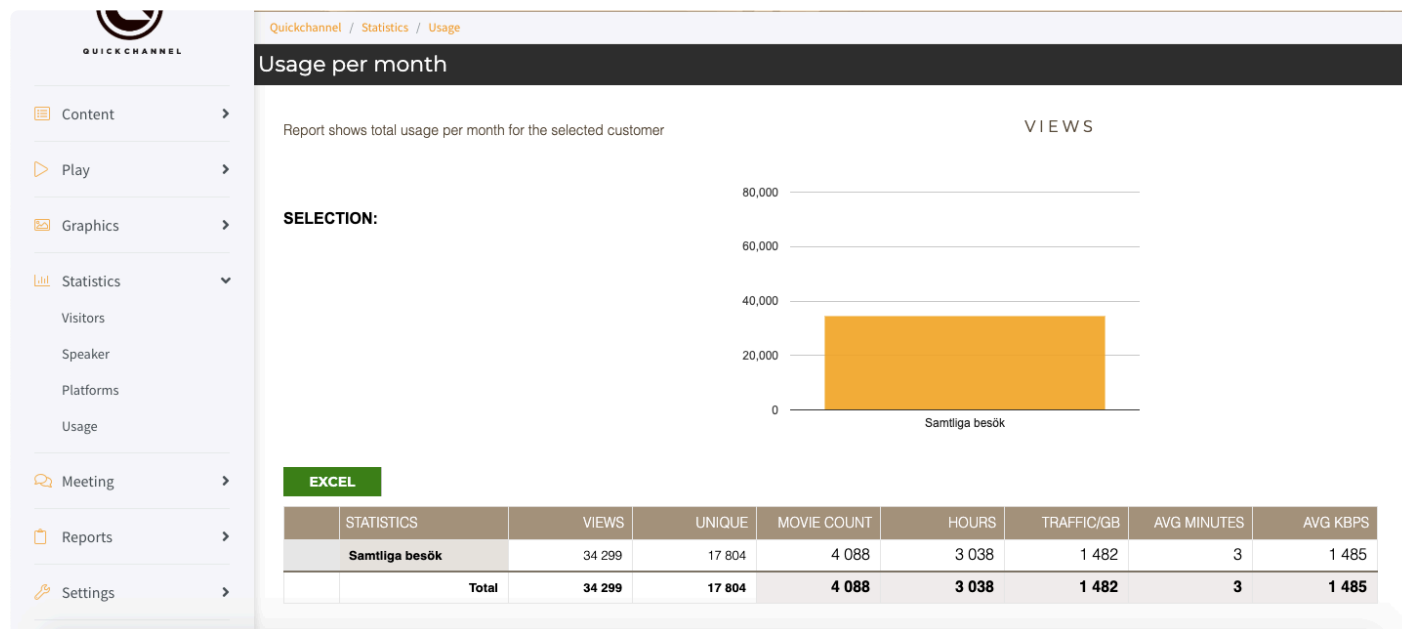
Select platform report

Current program
Browser data, current program
Customer account
Current program
Customer account

## 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
<b>Present delegates</b>					
3	Arne Sandemo (M)	2019-11-21 13:08:09	09:40:27	§1-3	
7	Ulrik Wärensberg (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 suppliants**

## 7.5. Presence/Attendance details

Attendance Details:

Attendance details show who was present during which cases.

DELEGAT	STARTTID	SLUTTID	NOTIS	REPLACING
<b>Introduktion</b>				
<b>Present suppliants</b>				
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)
<b>Introduktion</b>				
<b>Närvarande ledamöter</b>				
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	<del>Carl Lindberg ordf. (S)</del>	Maria Gauffin-Röjestål (S)				
2	<del>Johan Edstav 1:e vice ordf (MP)</del>	Helena Nordström-Källström (MP)				
4	<del>Marlene Burwick (S)</del>					
5	<del>Erik Pelling (S)</del>	Rafael Waters (S)				
6	<del>Caroline Hoffstedt (S)</del>					
9	<del>Peder Granath (S)</del>					
16	<del>Mattias Kristenson (S)</del>					
18	<del>Ove Hjorth (S)</del>					
19	Agneta Erikson (S)					
20	<del>Klas Herman Lundgren (S)</del>					
22	<del>Stavros Giannozoglou (S)</del>	Gunilla Oltner (S)				
23	<del>Inga-Lill Sjöblom (S)</del>					
24	<del>Patrik Kjellin (S)</del>					
25	<del>Johan Carlsson (M)</del>					
26	<del>Marta Obminska (M)</del>					
27	<del>Theréz Olsson (M)</del>					
28	<del>Liv Hahne (M)</del>					
29	<del>Alexandra Westman (M)</del>					
30	<del>Markus Lagerquist (M)</del>					
31	<del>Cecilia Forss (M)</del>					
32	<del>Mats Gyllander (M)</del>					

# Speeches

---

# Meeting notes

---

## 8. Settings

---

## 8.1. API settings

### API Settings:

#### Change API Settings

Quickchannel / API-Settings







API-Version	1.2.1								
Client server IP	98.128.230.37								
API-key (SESSIONID)	263D9D9100315DFA0F6B29B847F70E52								
Pexip host									
Documentation	<table><thead><tr><th>API</th><th>Notes</th></tr></thead><tbody><tr><td>Authentication</td><td>Provides authentication keys for various levels of system access</td></tr><tr><td>Streamkey</td><td>Allows for streaming sources to provide metadata along with the connection address</td></tr><tr><td>Metadata</td><td>Provides metadata for customer movie programs</td></tr></tbody></table>	API	Notes	Authentication	Provides authentication keys for various levels of system access	Streamkey	Allows for streaming sources to provide metadata along with the connection address	Metadata	Provides metadata for customer movie programs
API	Notes								
Authentication	Provides authentication keys for various levels of system access								
Streamkey	Allows for streaming sources to provide metadata along with the connection address								
Metadata	Provides metadata for customer movie programs								




## 8.2. Delegate list

### Delegate List:

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

Quickchannel / Delegate list									
<div>  <div>Search</div>  </div>									
ID	Nr	PARTY	SPEAKER	DISTRICT	TYPE	LOGGED			
10852	1		Carl Lindberg ordf. (S)		regular	2019-11-20 14:28:55			
10853	2		Johan Edstav 1:e vice ordf (MP)		regular	2017-09-28 11:31:20			
10944	3		Arne Sandemo (M)		regular	2019-10-13 21:19:43			
10855	4		Marlene Burwick (S)		regular	2019-11-04 19:33:23			

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

Quickchannel / Delegate list / Card		
Index	<input type="text" value="1"/>	
ID	<input type="text" value="10852"/>	
Name	<input type="text" value="Carl Lindberg ordf. (S)"/>	
SSN	<input type="text"/>	
Election district	<input type="text"/>	
Type	<input type="text" value="Elector"/>	
Can vote	<input type="checkbox"/>	
E-mail	<input type="text" value="carl.lindberg.ordf.1"/>	
Password	<input type="password" value="****"/>	

You can also choose here to Resign a delegate.

Quickchannel / Delegate list / Card

Index

1

Resign delegate

ID

10852

Name

Carl Lindberg ordf. (S)

SSN

Election district

Type

Elector

Can vote

☐

E-mail

carl.lindberg.ordf.1

Password

\*\*\*\*

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)

Quickchannel / Delegate list / Card / Resign delegate

Index

1

ID

10852

RESIGNING-DELEGATE

Carl Lindberg ordf. (S)

Replaced by

Maria Gauffin-Röjestål (S) ▾

ADD-SUPPLEANT

Then click the hamburger menu again and choose to confirm.

Index

ID

RESIGNING-DELEGATE

Replaced by

ADD-SUPPLEANT

1

10852

Carl Lindberg ordf. (S)

Maria Gauffin-Röjestål (S)

Jan Eriksson (S)

Commit resignation

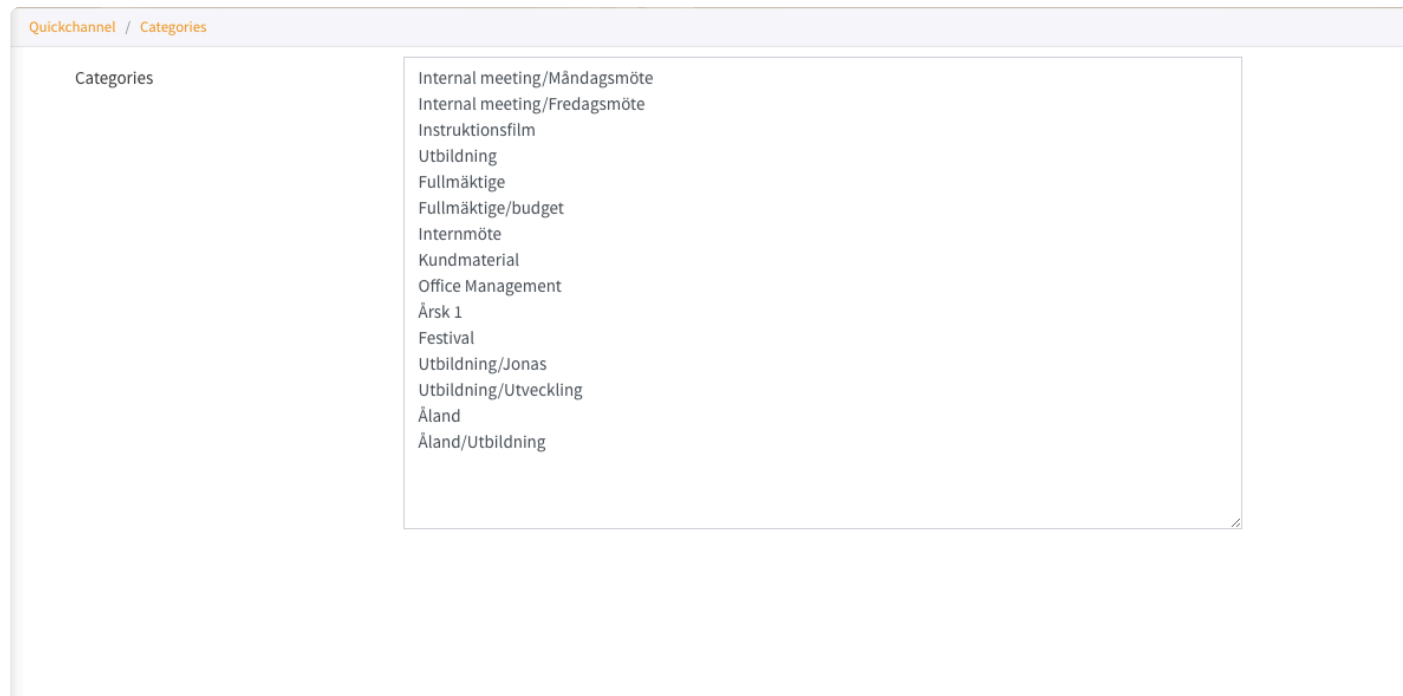
## 8.3. Topic types

---

## 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

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Please contact our [support team](#)