Report-IT Live User Manual

Version 2.3 Build 2652
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1   About Report-IT Live

Tieline Report-IT is a simple application which allows a reporter to use an iPhone®[1] to send live broadcast quality audio from a remote location to the studio. Use Report-IT to connect to the IP address of a Tieline IP codec and send audio to the studio codec and receive mix-minus program audio and IFB from the studio codec.

Report-IT is also capable of recording reports off-line and managing these reports for retransmission to a studio codec at a later time, or recordings can be uploaded using FTP file transfers.

> (i) **Important Notes:** This manual pertains only to the Report-IT Live and Report-IT Live Pro versions. Report-IT Lite is a free demo version and contains only the features described in the table below.

Report-IT Purchase Options

Report-IT is available as a free trial version called Report-IT Lite with limited recording features. To purchase Report-IT Live go to the iTunes App Store and download the Report-IT Live app. To upgrade to Report-IT Live Pro, make an in-app purchase as described in the upgrading section of this documentation. The following table displays the functionality available in each version. See Getting Started for information on connecting live with Report-IT.

Features	Report-IT Lite	Report-IT Live*	Report-IT Live Pro**
Price ($USD)***	Free	$29.99	$249.99 Upgrade
Live Bidirectional 15kHz audio over both 3G and Wi-Fi	1 Hour Free + $25/hour	2 Hours Free + $25/hour	No Limit
Pre-recorded reports	2 Reports Maximum	No Limit	No Limit
Pre-recorded report length	1 Minute Maximum	No Limit	No Limit
User/station Logo & Byline	Yes	Yes	Yes
Organise reports into playlists	Yes	Yes	Yes
Playback pre-recorded reports from a playlist into a live report	Yes	Yes	Yes
FTP reports as WAV	Yes	Yes	Yes
FTP reports as LC-AAC		Yes	Yes

Top & tail markers for Report-IT live playback		Yes	Yes
iPhone Contacts integration		Yes	Yes
Codec Favourites		Yes	Yes
Simultaneously go live and record a report		Yes	Yes
FTP report as BWF WAV			Yes

* Existing customers with Report-IT version 2.2 or lower get Report-IT Live for FREE.
** Existing customers with Report-IT version 2.2 or lower who have purchased Unlimited Live Time get Report-IT Live Pro for FREE.
*** $USD amounts displayed are subject to change at any time.

2   Getting Started

Latest Features in Version 2.3

- Registration screen added.
- Multilingual support for English and French versions of Report-IT.
- The ability to store codecs as Favourites and Contacts within Report-IT Live and easily retrieve/edit them.
- Several features added to management of reports including:
    - Addition of default playlists.
    - The ability to add custom playlists.
    - Support for trimming the start point and end point of recordings prior to FTP or, retransmission of reports, and live report playback.
- Added capability to insert recorded reports via playlists into a live broadcast, or use playlists to transmit recordings to the studio off-line.
- Removal of the **Retransmit** screen and replacement with the report playback screen, including additional playback features like:
    - Report playlist selection.
    - Ability to view report playback progress using a playback screen with playback audio level adjustment.
- A warning screen displaying live time remaining can be programmed to appear when reporting live.
- Addition of a **Codec** pane on the **Report Live** home screen to:
    - Display details of the codec to which you are currently connected.
    - Provide access to Report-IT 'Favourites' and 'Contacts'.
- New procedures for adding codec IP addresses using the **Codec Address** screen for:
    - Entering codec IP addresses.
    - Adding codecs to Contacts and Favourites
    - Programming port numbers.
- Broadcast Wave File support for FTP transfers of recordings with Report-IT

Live Pro.
- Addition of customised on-screen logo support when broadcasting live or recording.

Getting Started

Once purchased and installed, tap the **Report-IT** app symbol to run the application on the iPhone.

When the application is opened for the first time you are prompted to register Report-IT with Tieline. This is essential with Report-IT Lite and Report-IT Live versions in order to receive free live time hours. It is also important to register Report-IT Live Pro to receive important information about new features as they are implemented. If you choose to register later, tap the **Information** *i* symbol from within the 'live' or 'record' mode screens to open the **Configuration** page, then tap **Register** and fill in the required information.
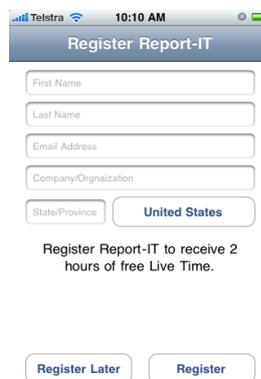
After the registration screen is closed the **Configuration** screen is displayed. This will only occur the first time the app is used.

1. Tap the **Codec** field in the the **Configuration** screen.
2. Tap the **Codec** field underneath **Favourites** and **Contacts**.
3. Tap **Codec Address** and use the on-screen keypad to manually enter the IP address of the codec to which you will connect..
4. Use the keypad to enter the numeric IP address of the codec to which you are connecting.
5. Tap the **Codec** button in the top left-hand corner to save the settings and return to the previous screen.
6. Tap to adjust TCP and UDP port settings if required.
7. **Optional:** Tap the **Add to Favourites** and **Add to Contacts** buttons at the bottom of the screen to save the settings for retrieval from Contacts or Favourites.
8. Tap the **Codecs** button in the top left-hand corner of the screen to return to the **Codecs** screen.
9. Tap the **Configuration** button at the top of the **Codecs** screen to return to the **Configuration** screen.
10. Tap the **Done** button in the top left-hand corner to exit **Configuration** and

return to the **Home** screen, where the connection you have just programmed will be visible in the **Codec** pane.

> **FTP and Other Connection Notes:**
> - To connect to a codec with settings saved in **Contacts** or **Favourites** previously entered into Report-IT, tap the blue arrow symbol on the **Report Live** screen to open the **Codecs** page. Select from either **Favourites** or **Contacts** to choose a codec from those listed and then select the codec URL (see Dialing Favourites or Contacts).
> - If you are performing FTP file transfers to an FTP server then enter the **FTP Settings** and audio **Encoding Settings** for recordings that will be transferred (see Programming FTP Settings for more info).

By default:
- **Auto Reconnection** is **ON** (i.e. the Report-IT program will attempt to automatically reconn ect to the studio codec if the connection is temporarily lost). Note: Tap the **Information** symbol to open the **Configuration** page, then tap **Advanced > Auto Reconnection** to adjust this setting.
- The **Initial Audio Bitrate** of the connection is programmed for **24Kbps**. Note: Tap the **Information** symbol to open the **Configuration** page and tap **Initial Audio Bitrate** to adjust the bit-rate setting prior to connecting. This setting is retained for all connections until it is changed.
- The **Return** PPM meter on the **Home** screen displays no audio until a connection to the studio codec is created.
- Recording of a report when connecting live is not enabled by default. See Recording a Report for more details on recording reports.

Establishing a Connection

1. Use your finger to move the **Input Slider** to adjust input audio levels.
2. Tap the **Connect** button on the **Home** screen to establish the connection to the studio codec.

3. Use your finger to adjust the **Return Slider** to adjust return audio levels from the studio codec.

Adjusting Input/Output Audio Monitoring

Input audio monitoring via the iPhone headphone output or speakers is switched off by default prior to a connection being made. After a connection is made return audio can be monitored via either the iPhone earphone output or the receiver.

If earphones are being used you can listen to input audio prior to connecting by tapping the **Information** [i] symbol to open the **Configuration** page and then swipe the **Monitor Input** switch to **ON.** After making a connection return audio will be monitored if **Return Channel ON** in the **Configuration** screen remains selected (this setting is on by default).

> (i) **Important Note:** If input audio is being monitored and earphones are not being used, audio may be affected by echo caused by input audio being emitted from the iPhone receiver.

Disconnecting a Connection

1. Tap the **Disconnect** button on the **Home** screen to end the connection.

> (STOP) **WARNINGS -** To ensure your live or recorded operations are not interrupted by incoming phone calls and other applications:
> 1. Program call forwarding to voice-mail or another number; tap **Settings > Phone > Call Forwarding** and then slide the switch to **On**.
> 2. Turn off the **RINGER** on the left-hand side of the iPhone to avoid SMS tone interruptions. IMPORTANT NOTE: This will not prevent incoming SMS messages and will only stop alert tones. If Report-IT is being used and an SMS is received, a dialog box with **Close** and **Reply** buttons is displayed. **ONLY** press **Close** in response to an SMS. If you press **Reply** Report-IT will shut down and suspend your recording or transmission.
> 3. If you are recording a report only you can switch on **Airplane** mode via the iPhone **Settings** application. In **Airplane** mode no phone calls or SMS messages will be sent to the iPhone. When you have finished recording, **Airplane** mode must be turned off to retransmit or FTP your recording.
> 4. In the **Calendar** application, ensure that there are no event alarms enabled during the planned live/recording period.
> 5. Ensure that no **Clock** application alarms are enabled during the planned recording period.
> 6. Do not plug in or unplug a headset during recording. Likewise, do not dock or undock the device during recording.
> 7. Do not plug the iPhone into a power source during the recording. When an iPhone gets plugged into power, it beeps or vibrates, according to user settings.
> 8. DO NOT press the iPhone **HOME** button when reporting live or recording, or you will exit the Report-IT Live application.

If you can't enable call forwarding before your report and you receive an incoming call, decline the call ASAP using the **Decline** button on the iPhone screen. From the time that the incoming call alert is shown, to the time the decline button is pressed, recording will cease and silence will be transmitted.

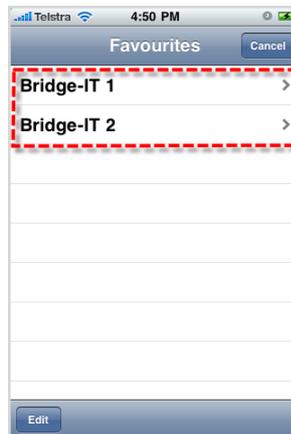¹ **iPhone is a trademark of Apple Inc., registered in the U.S. and other countries.**

2.1   Dialing Favourites or Contacts
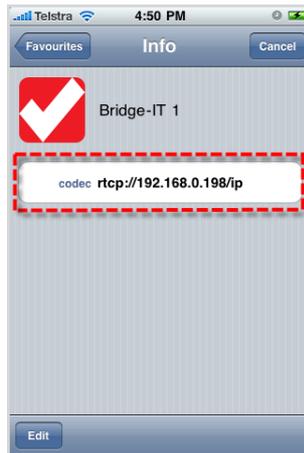
Dialing using Report-IT Favourites

1. Tap the arrow symbol on the **Report Live** home screen to open the **Codecs** page.

2. Tap **Favourites**, then tap to select a codec from those listed**.**

3. Tap the codec URL to load it into Report-IT and return automatically to the **Report Live** Home screen.
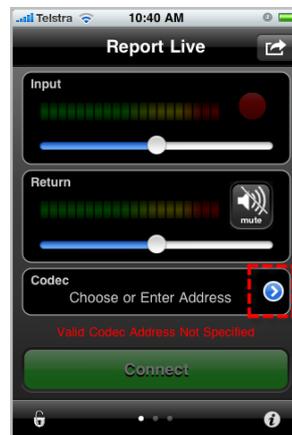
4. Tap the **Connect** button on the **Home** screen to establish the connection to the studio codec.

5. Use your finger to move the **Return Slider,** or use the iPhone volume buttons to adjust return audio levels from the studio codec.

Dialing using Contacts

It is also possible to dial using codec 'contacts' entered into your iPhone contact list.
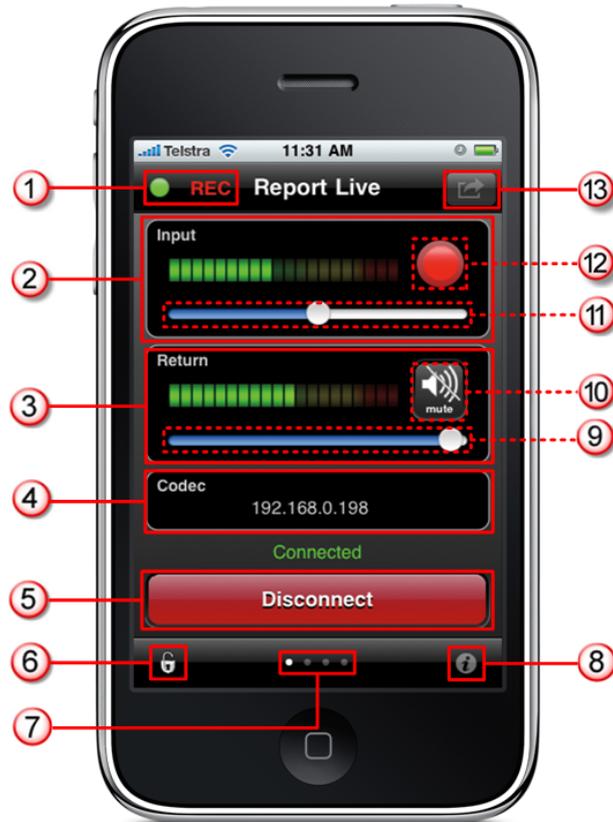
1. Tap the arrow symbol on the **Report Live** home screen to open the **Codecs** page.

2. Tap **Contacts**, then navigate to the contact you want.

3. Tap the contact to select it and tap the URL to load it into Report-IT.

4. Tap the **Connect** button on the **Home** screen to establish the connection to the studio codec.

5. Use your finger to move the **Return Slider,** or use the iPhone volume buttons

to adjust return audio levels from the studio codec.

3 Home Screen Controls

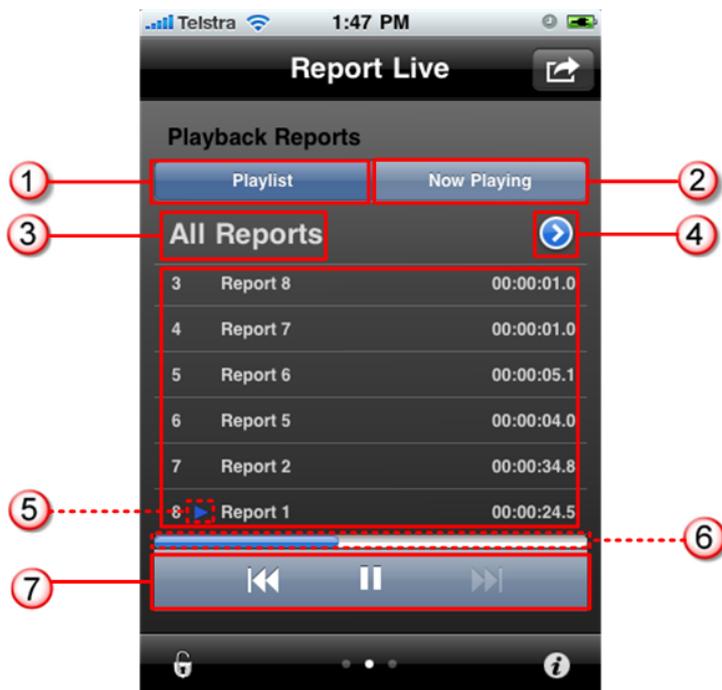|	Feature	Description
1	Record/Connected indications	Displays flashing green symbol when connected live (orange symbol while connecting) and **REC** flashes red when recording
2	Input PPM	Displays microphone input level; keep levels peaking in the green region of the PPM (as displayed). the PPM meters in Report-IT display average power for audio and represent the following: • First green indicator is -29.5dB. • First yellow indicator is -13.0dB. • First red indicator is -5.5dB
3	Return PPM	Displays return audio level from the studio codec when connected and monitored input (if enabled); keep levels peaking in the green region of the PPM (as displayed)
4	Codec connection	Displays the address of the codec to which Report-IT is

		programmed to connect; tap the arrow to select or program a new address
5	Connect/Disconnect button	Tap the **Connect** button to establish a connection to the studio codec; when connected, tap the red **Disconnect** button to disconnect.
6	Screen lock button	Tap to lock screen controls when connected to ensure settings cannot be accidentally adjusted; buttons and sliders are greyed out and disabled when locked
7	Home/Statistics page toggle	Tap to toggle between the **Home** screen and the **Statistics** screen to view connection statistics. A swipe gesture left/ right can also be used to navigate between the screens.
8	Configuration Information	Tap to open the **Configuration** screen and adjust **Connection** and **Audio** settings
9	Return slider/fader	Slide to adjust return/monitor audio levels
1 0	Mute button	Tap to mute return audio from the studio codec (turns blue when muted)
1 1	Input Slider/Fader	Slide to adjust microphone input levels
1 2	Record Symbol	Indicates a report is either recording or not recording
1 3	Activity button	Tap to select the activity you want to perform with Report-IT Live; Report Live, Record a Report or Manage Your Reports

4   Retransmit or Insert Reports Live

Recordings can be retransmitted to the studio or inserted into live reports using playlists displayed on the **Playback Reports** screen. (See Add and Remove Reports from Playlists for more info)

1. Tap the **Activity** ⬈ button in the top-right corner of the **Home** screen and then tap **Report Live**.
2. Tap the **Connect** button on the **Home** screen to establish a connection to the studio codec (see Getting Started for more connection details).
3. Swipe your finger to the left to reveal the **Playback Reports** screen.
4. Tap the arrow ⦿ to select the playlist you want from the default and custom playlists displayed.
5. Tap the **Report Live** button in the top-left hand corner of the screen to return to the **Playback Reports** screen.
6. Tap a report to select it from the playlist of recordings.
7. Press the play symbol to play the report. Note: this automatically mutes the iPhone microphone during playback.
8. Tap **Now Playing** if you want to adjust the report playback level.
9. Swipe your finger to the right to return to the **Report Live** screen at the completion of playback.
10. Tap the **Disconnect** button on the **Report Live Home** screen to end the

connection.

	Feature	Description
1	**Playlist** button	Tap to display all reports in the selected playlist
2	**Now playing** button	Tap to display the currently selected recording
3	Current playlist	The name of the currently selected playlist
4	Select playlist arrow	Press 🔵 to select a new playlist
5	Current report selected	Indicates the currently selected report
6	Playback indicator	Elapsed playback indication
7	Playback controls	Play, pause,and skip report controls

5   Customising Screen Logos

A cool feature on Report-IT Live is the ability to add your station logo to the screen when reporting for additional branding opportunities in print and visual media.

Saving a Logo into Report-IT Live

Prior to programming your logo onto the Report-IT Live screen you need to save it into the iPhone **Camera Roll**. One of the easiest ways to do this is to:

1. Email or SMS the image to your iPhone.
2. Tap the image, then tap the tap the **Activity** 📤 button in the bottom-left corner of

the screen.

3. Tap **Save Image**.

Customising the Logo Screen

1. Open Report-IT Live and tap the **Information** [i] symbol from within the 'live' or 'record' mode screens to open the **Configuration** page, then tap **Logo**.
2. Use your finger to swipe the **Display Logo** switch from **OFF** to **ON**.
3. Tap the image displayed in the **Logo Image** pane and select the **Camera Role** that your logo is saved within.
4. Tap the logo to select it, then tap **Choose** in the bottom right-hand corner of the screen.
5. The image should now be displayed in the **Logo** screen.
6. Tap **Logo Byline** to add a byline to your image, e.g. your station's call-sign or the reporter's name, then tap **Done**.
7. Tap **Configuration** in the top left-hand corner of the **Logo** screen to exit logo configuration.
8. Tap **Done** in the top left-hand corner of the **Configuration** screen to finish programming.

Viewing the Logo Screen when Live

1. Open Report-IT Live and navigate to the **Report Live** screen.
2. Connect live and then swipe to the left three times to view the **Logo** screen.

Viewing the Logo Screen when Recording

1. Open Report-IT Live and navigate to the **Record a Report** screen.
2. Commence recording and swipe to the left to view the logo screen.

6   Connection Quality & Statistics

When a connection is live and you are viewing the **Report Live** screen, swipe to the left twice to view the **Statistics** screen and view current connection statistics.

In order of viewing from the top of the screen you can see:

1. **Cxn Duration:** The duration of the current or last connection.
2. **Cxn Data:** the amount of data used over the current or last connection.
3. **Bitrate:** the bit-rate of an active connection.
4. **Link Quality:** the local and remote link qualities of an active connection.
5. **Live Time Left:** the amount of live time remaining if Report-IT Live Pro is not purchased.

Want to Learn More about Tieline Codecs?

To learn more about the audio functions available within the Report-IT application and Tieline codecs, please visit www.tieline.com/support, select the codec that you have installed at the studio and download the user manual for that codec. Online support is also available via support@tieline.com and the Tieline forums at http://forums.tieline.com.

7   3G and Wi-Fi Network Coverage

Report-IT Live will operate over 3G wireless broadband networks and Wi-Fi connections. By default the iPhone connects to an available Wi-Fi network that it has been registered to, rather than a 3G network. With Report-IT Live it is possible to connect in the following ways.

> **WARNING:** The purchase price of Report-IT Live does not include network airtime/ data costs. Please check these fees and charges with your cell phone network provider.

Programming to Connect over Wi-Fi Only

1. Register the iPhone to the wireless network you are operating within.
2. Open Report-IT Live and tap the **Information** 🛈 symbol from within the 'live' or 'record' mode screens to open the **Configuration** page, then tap **Advanced > Auto Reconnection > Across Networks** and make sure this setting is **Off**.
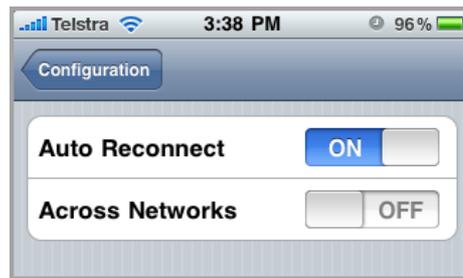
3. Tap the **Configuration** button at the top of the screen to return to the **Configuration** screen.
4. Tap **Done** at the top of the **Configuration** screen to confirm the new settings.

Programming to Connect over 3G Wireless Broadband Networks Only

There are two different ways to make sure the iPhone will only connect over 3G networks.

1. Tap **Settings > Wi-Fi** for your iPhone and use your finger to swipe and turn the Wi-Fi setting to **Off**, or
2. If you connect initially over 3G but move across both 3G and Wi-Fi networks, you can ensure that you will always connect over 3G if the connection is temporarily lost. Open Report-IT Live and tap the **Information** ⓘ symbol from within the 'live' or 'record' mode screens to open the **Configuration** page, then tap **Advanced > Auto Reconnection > Across Networks** and make sure this setting is **Off**. (Note: This allows you to use both Wi-Fi and 3G when you are not using Report-IT Live).
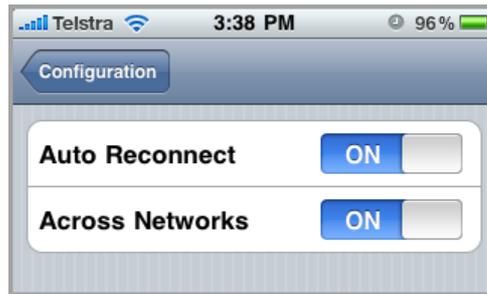
To save the settings:

- Tap the **Configuration** button at the top of the screen to return to the **Configuration** screen.
- Tap **Done** at the top of the **Configuration** screen to confirm the new settings.

Programming to Connect over Wi-Fi with Automatic Failover to 3G

Report-IT Live will connect over Wi-Fi by default if the iPhone is registered to a Wi-Fi network. It can also failover to 3G if the Wi-Fi network becomes unavailable. Ensure the following settings are programmed:

1. Tap **Settings > Wi-Fi** for your iPhone and use your finger to swipe and turn the Wi-Fi setting to **On**.
2. Open Report-IT Live and tap the **Information** ⓘ symbol from within the 'live' or 'record' mode screens to open the **Configuration** page.
3. Tap **Advanced > Auto Reconnection** and check:
   - **Auto Reconnect** is **On**
   - **Across Networks** is **On**

4. Tap the **Configuration** button at the top of the screen to return to the **Configuration** screen.
5. Tap **Done** at the top of the **Configuration** screen to confirm the new settings.

When these settings are configured, if you lose a connection, the phone will attempt to connect to the studio over 3G.

> **Important Note:** If a Wi-Fi network is not available it will connect over 3G with these settings. If a 3G network is not available and Wi-Fi is available, then Wi-Fi will be the network selected for connecting. You can tell which network you are connected to by checking for the **Wi-Fi** symbol in the top left-hand corner of the iPhone screen.
>
>
>
> **Wi-Fi**
> **Symbol**

8   Recording a Report

When Report-IT Live is used to record audio, it makes use of whatever free memory is available on your iPhone. The maximum duration of a recording is entirely dependant upon how much memory you have available on your iPhone.

Automating the Recording of All Live Reports

It is possible to simultaneously record all reports and stream live audio after a live connection to a studio codec is established.

1. Tap the **Configuration Information** symbol in the bottom-right corner of the **Home** screen.
2. Use your finger to slide the **Record ON Connect** switch from **Off** to **On**.

> **Important Notes:**
> • If **Auto Reconnect** is **On** then recording will not stop if disconnection occurs. Tap the **Information** 🛈 symbol to open the **Configuration** page, then tap **Advanced > Auto Reconnection** to view and adjust this setting.
> • If **Auto Reconnect** is **Off** then recording will stop if disconnection occurs.

- If the application runs out of live time when connected then recording will stop immediately after disconnection.

Record a Report without a Live Connection

Off-line interviews can be recorded for retransmission to a studio codec later or for FTP file transfers.

1. Tap the **Activity** 🔄 button in the top-right corner of the **Home** screen and then tap **Record A Report**.
2. Use your finger to move the **Input Slider** and adjust audio input levels.
3. Tap the **Record** button to start recording.
4. Tap the **Stop Recording** button when you have finished recording.

Managing Recorded Reports

Recorded reports can be managed by tapping the **Activity** 🔄 button in the top-right corner of the **Home** screen and selecting **Manage Your Reports**. For more information see Managing Reports.

9   Managing Reports

To manage reports that have been recorded tap the **Activity** ⬀ button in the top-right corner of the **Home** screen and then tap **Manage Your Reports**.

The **Manage Reports** screen categorises recorded reports and allows you to:

1. View reports easily.
2. Add and view playlists of reports.
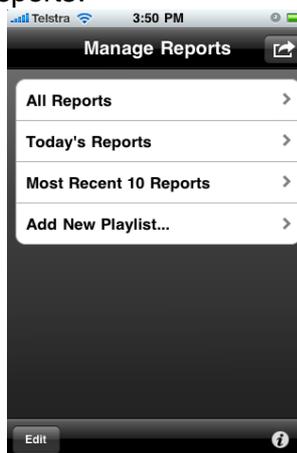
Tap a category to find the report you want to select and open the **Manage Report** screen.

Report Management Options

Tap a report listed in the **Manage Report** screen to view it in the **Report** screen. From here you can perform a variety of editing functions:

1. Rename a Name.
2. Play a report: listen to a report and trim it for playback.
3. Upload a report using FTP: send a report to the studio using FTP
4. Add the report to playlists.
5. Lock/Unlock the report settings.

9.1   Renaming a Report

1. Tap the **Activity** button in the top-right corner of the **Home** screen and then tap **Manage Your Reports**.
2. Tap a playlist to find the report you want to select, then tap the report to view it in the **Report** screen.
3. Tap the **Edit** button in the bottom-left corner of the **Report** screen.
4. Tap the **Name** field on the screen.

5. Rename the report and tap the **Report** ^{Report} button to return to the **Report** screen.
6. Tap the **Done** button in the bottom-left corner of the **Report** screen to save any changes.

9.2   Playback of Reports

1. Tap the **Activity** button in the top-right corner of the **Home** screen and then tap **Manage Your Reports**.
2. Tap a playlist to find the report you want to select, then tap the report to view it in the **Report** screen.
3. Tap **Play Report** on the **Report** screen.
4. Tap the **Play/Pause** symbols to play and pause the current report.
5. Use your finger to slide the **Playback Level Slider** (top) and adjust audio playback level.
6. Use your finger to slide the play-head along the **Scrubber Bar** and skip to any point along the report timeline.

	Feature	Description
1	Playback Level Slider	Slide the marker to adjust playback audio levels
2	Scrubber Bar	Slide the marker to skip to a point along the report timeline

9.3   Trim Reports for Playback

It is possible to trim the top and tail of a recorded report and store this setting for playback.

> **Important Note:** Trimming a report will not affect the original recording and only affects live report playback of recordings. Reports that are sent via FTP are not trimmed.

1. Tap the **Activity** button in the top-right corner of the **Home** screen and then

tap **Manage Your Reports**.

2. Tap a category playlist to find the report you want to select and open **Report** screen.

3. Tap **Play Report** on the **Report** screen.

4. Tap the **Edit** button in the bottom left-hand corner.

5. Tap the play symbol to playback audio and determine the playback start point for the report. You can also use your finger to slide the play-head along the **Scrubber Bar** and skip to any point along the report timeline.

6. When you are happy with the position tap **Start** to program to position of the playback start marker.

7. Next playback audio to determine the end-point of the report, then tap **End**.

8. Tap **Done** in the bottom-left corner of the screen to save the report settings.

	Feature	Description
1	Play/Pause Symbol	Tap to play and pause the recording
2	Start button	Tap to program the start point for report playback
3	End Button	Tap to program the end point for report playback
4	Start/End markers	Time indication for start and end markers
5	Done/Edit button	Tap to edit and store settings

9.4   Adding and Deleting Playlists

It is possible to create Report-IT Live playlists for sequential playout of recordings and management of recordings. The three default playlists in Report-IT Live to which reports are automatically added are:

1. All Reports.
2. Today's Reports.
3. Most Recent 10 Reports.

Adding a New Custom Playlist

Custom playlists can be created to allow you to manually add a recording to your own playlist.

1. Tap the **Activity** 🔁 button in the top-right corner of the **Home** screen and then tap **Manage Your Reports**.
2. Tap **Add New Playlist**.
3. Use the on-screen keypad to enter a playlist name.
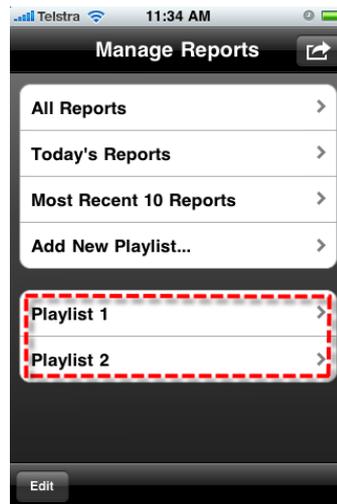4. Tap **Done** to create the new playlist.

Deleting a Custom Playlist

1. Tap the **Activity** 🔁 button in the top-right corner of the **Home** screen and then tap **Manage Your Reports**.
2. Tap the **Edit** button in the bottom left-hand corner of the screen.
3. Tap the red delete ⛔ symbol adjacent to the playlist you want to delete.
4. Tap the **Delete** button to remove the playlist.
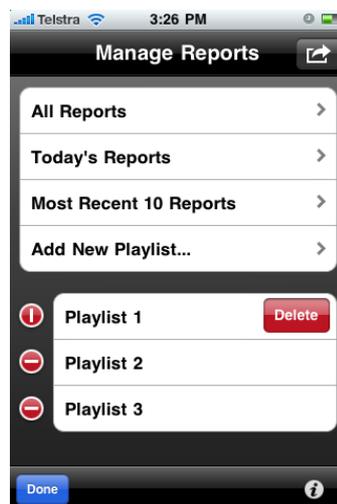
9.5   Add and Remove Reports from Playlists

Custom user playlists need to be created before attempting to manually add a recording to these playlists. Custom playlists are easily identifiable because they are displayed separately below the default playlists. (See Adding and Deleting Playlists for more details on adding playlists)

Adding a Report to a Playlist
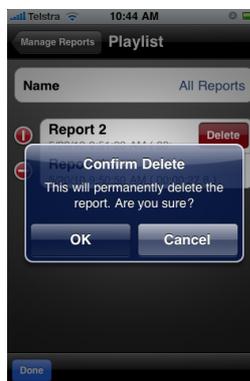
1. Tap the **Activity** button in the top-right corner of the **Home** screen and then tap **Manage Your Reports**.
2. Tap the default or custom playlist that contains the report you want to add to another playlist.
3. Tap to select the report you want to program.
4. Tap **Playlists** in the **Report** screen to view all custom playlists, then tap to select each individual playlist the recording needs to be added to.
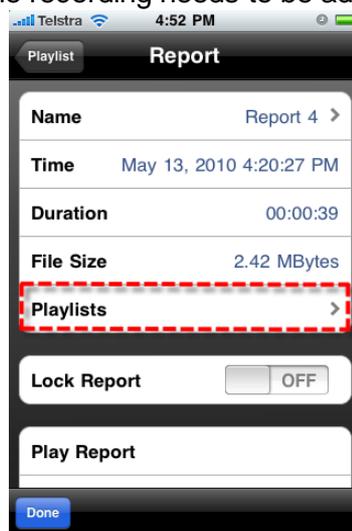
5. Tap the **Report** button to return to the **Report** screen and save all changes.

Removing a Report from a Playlist

Removing a report from a custom playlist does not delete the actual recording itself. To delete a recording see Deleting Reports.

1. Tap the **Activity** button in the top-right corner of the **Home** screen and

then tap **Manage Your Reports**.
2. Tap the playlist that contains the report you want to remove.
3. Tap the **Edit** button in the bottom left-hand corner of the screen.
4. Tap the red ⛔ symbol adjacent to the report you want to remove.
5. Tap the **Remove** [Remove] button to remove the report.
6. Tap the **Done** button to finish editing.

9.6   Locking Reports

Locking a Report from Editing

1. Tap the **Activity** 🖅 button in the top-right corner of the **Home** screen and then tap **Manage Your Reports**.
2. Tap a category playlist to find the report you want to select, then tap the report to view it in the **Report** screen.
3. Tap the **Edit** button in the bottom-left corner of the **Report** screen.
4. Use your finger to slide the **Lock Report** switch from **OFF** to **ON**.
5. Tap the **Done** button in the bottom-left corner of the screen to save the new setting.

9.7   Deleting Reports

Reports can only be deleted from one of the default playlists:

- **All Reports.**
- **Today's Reports.**
- **Most Recent 10 Reports.**

1. Tap the **Activity** 🖅 button in the top-right corner of the **Home** screen and then tap **Manage Your Reports**.
2. Tap to select the default playlist that the report you want to delete is within.
3. Tap the **Edit** button in the bottom left-hand corner of the screen.
4. Tap the red delete ⛔ symbol adjacent to the recording you want to delete.
5. Tap the **Delete** [Delete] button to delete the report permanently.
6. Tap **OK** in the **Confirm Delete** dialog to confirm the deletion.

9.8   Uploading Reports via FTP

1. Tap the **Activity** ⬈ button in the top-right corner of the **Home** screen and then tap **Manage Your Reports**.
2. Tap a category playlist to find the report you want to select, then tap the report to view it in the **Report** screen.
3. Tap **FTP Report** on the **Report** screen.
4. Tap the **Upload** button to upload the report to the FTP server programmed into the Report-IT app (see Programming FTP Settings for more FTP programming information).
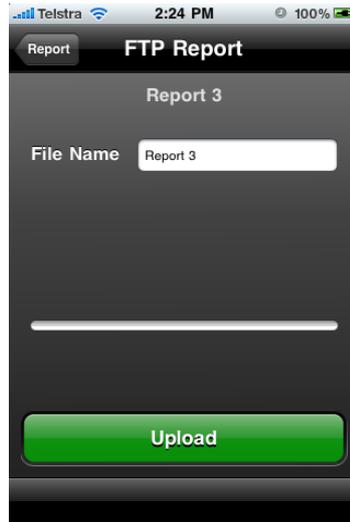
10   Common Programming Tasks

Configuration of Report-IT Live is very simple and intuitive. It is very simple to:

- Change the IP address of the device you are connecting to.
- Change Port Settings.
- Program FTP server settings.
- Program Audio Encoding Settings.
- Edit Favourites and Contacts.

Report-IT Live users also have 2 options for the purchase of Live Time for live broadcasting:

- Purchase additional pre-paid live time hours.
- Upgrade to Report-IT Live Pro (Unlimited live time).

10.1 Changing Report-IT IP Addresses

1. Tap the **Information** ⓘ symbol from within the 'live' or 'record' mode screens to open the **Configuration** page.
2. Tap the **Codec** field in the **Connection pane** on the screen.
3. Tap the **Codec** field on the **Codecs** screen.
4. Tap the **IP Address/Hostname** field and use the on-screen keypad to add a new IP address (or host name).

5. Tap to adjust TCP and UDP port settings if required.
6. Tap the **Codecs** button in the top left-hand corner to save the settings and return to the **Codecs** screen.
7. Tap the **Configuration** button in the top left-hand corner to return to the **Configuration** screen.
8. Tap **Done** at the top of the **Configuration** screen to exit the **Configuration** screen.
9. Press the **Connect** button on the **Report Live** screen to connect to the studio. (Note: Tap the **Activity** ⤴ button in the top-right corner of the **Home** screen and then tap **Report Live** if this screen is not displayed).

10.2 Changing Port Settings

As a default, Report-IT Live uses TCP port **9002** to send session data with connection information and UDP port **9000** to send audio. The session port always uses the TCP protocol because this protocol is the most likely to get through firewalls – ensuring critical session data (including dial, connect and hang-up data) will be received reliably.

In TCP/IP and UDP/IP networks the codec port is the endpoint of your connection and by using different ports, several codecs in your studio
can use the same static public IP address. In this situation, when data is received from several remote codec devices at a single public IP address at the studio, port information is translated from data packets to ensure the correct packets are sent to the correct studio codecs. This process is performed by PAT (Port Address Translation), which is a feature of NAT (Network Address Translation) devices.

If you need to reprogram the default Report-IT Live port numbers, please consult your IT system administrator for assistance on port allocation.

Changing Report-IT Port Numbers

1. Open Report-IT Live and tap the **Information** 🛈 symbol from within the 'live' or 'record' mode screens to open the **Configuration** page, then tap the **Codec** field in the **Connection pane** on the screen.
2. Tap the **Codec** field on the **Codecs** screen.
3. Tap **TCP Session Port** and use the on-screen keypad to adjust the port number.
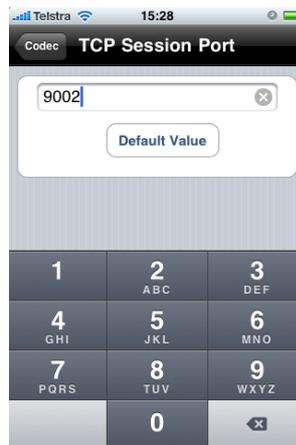
4. Tap **Audio Port** and use the on-screen keypad to adjust the port number.

5. Tap the **Codecs** button at the top of the screen to save all settings.
6. Tap the **Configuration** button in the top left-hand corner to return to the **Configuration** screen.
7. Tap **Done** at the top of the **Configuration** screen to exit the **Configuration** screen.

> (i) **Important Note:** Tap **Default Value** to return the port setting to the factory default.

10.3   Programming FTP Settings

There are two elements involved in programming FTP transfers of audio recordings:

1. Programming of FTP server settings.
2. Programming audio encoding settings.

Programming FTP Server Settings

1. Tap the **Information** (i) symbol from within the 'live' or 'record' mode screens to open the **Configuration** page.
2. Scroll down and tap the **FTP Settings** button.
3. Tap the **Server Settings** button in the **FTP Settings** screen.
4. Tap in each field and use the on-screen keypad to enter the required settings and then tap the **FTP Settings** button at the top of the screen.

Tieline FTP Server Example

5. Tap the **Configuration** button at the top of the **FTP Settings** screen and then press the **Done** button at the top of the **Configuration** screen to confirm the programmed settings.

10.4   Programming Audio Encoding Settings

Programming Audio Encoding Settings

1. Tap the **Information** (i) symbol from within the 'live' or 'record' mode screens to open the **Configuration** page.

2. Scroll to the bottom of the screen and tap the **FTP Settings** button.
3. Tap the **Encoding Settings** button in the **FTP Settings** screen.
4. Tap to select your preferred audio **Encode Format** and the audio encode sample rate for your Report-IT Live recordings, and then tap the **FTP Settings** button at the top of the screen.
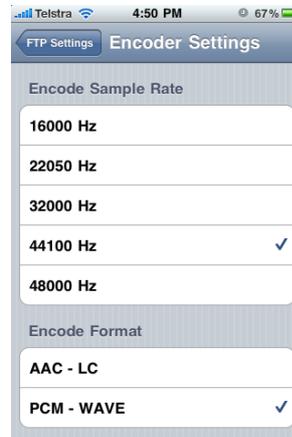
5. Tap the **Configuration** button at the top of the **FTP Settings** screen and then press the **Done** button at the top of the **Configuration** screen confirm the programmed settings.

Broadcast Wave Format Support

Report-IT Live Pro supports Broadcast Wave Format (BWF) for FTP transfers of recording. BWF is an extension of the Microsoft® WAVE audio format and provides additional metadata for facilitating the exchange of recordings between applications.

BWF will be listed in the **Encode Format** pane for Report-IT Live Pro as displayed.

If you purchase Report-IT Live Pro you can also add metadata details to individual recordings to assist with filing of reports using FTP. This option is available within **Manage Reports**.

1. Tap the **Activity** 📤 button in the top-right corner of the **Home** screen and then tap **Manage Your Reports**.
2. Tap a category playlist to find the report you want to select and open **Report** screen.
3. Tap Metadata to open the Metadata screen.
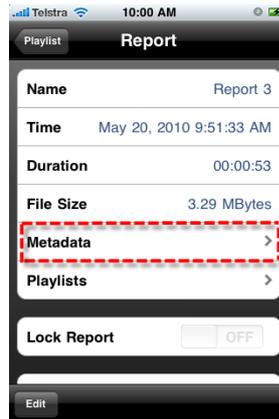
4. Use the on-screen keypad to enter relevant report details.

5. Tap Done to save these settings.

10.5   Purchase Additional Live Time

Report-IT Pre-Paid Live Time is essentially a pay as you go licensing option that is similar to pre-paid cell phones. If you have Report-IT Live Pro installed then you have unlimited live time available.

Once hours have been used in the Report-IT Lite and Report-IT Live versions of Report-IT you will need to purchase additional hours to continue broadcasting live. Report-IT Lite is a free trial version and if you have this installed we recommend you purchase and download Report-IT Live from the iTunes App Store and receive two free hours of live time, plus additional features.

⚠️ **Caution:** The iTunes store considers live time hourly purchases as a consumable item, which means that once hours are purchased and downloaded to your iPhone, they cannot be re-downloaded free of charge and used again. If you delete Report-IT from your iPhone and do not have it backed up in iTunes from where it can be restored from, your **Pre-Paid Live Time** is extinguished. **Pre-Paid Live Time** is not transferable between devices.

To purchase additional hours of live time for connecting to a Tieline IP codec and broadcasting live or retransmitting recordings:

1. We recommend that you are not connected or recording when live time is purchased.
2. Tap the **Information** 𝒾 symbol to open the **Configuration** page and tap **Purchase Live Time** (Note: images display $USD amounts; subject to change at any time).
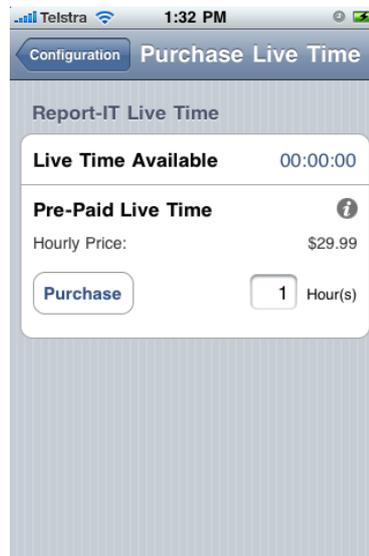
3. Tap to select the **Hours** text box in the **Report-IT Live Time** section and enter the number of hours you want to purchase.
4. Tap the **Purchase** button to initiate the purchase.
5. Tap the **Buy** button to confirm your **In App** purchase of additional live time hours.

> **STOP** **WARNING:** It is also possible to launch live time purchases by tapping the symbol adjacent to **Live Time Left** in the **Statistics** screen. Ensure you are NOT connected or recording if you launch a live time purchase from this screen, or your report will be interrupted.

Live Time Remaining Notifications

Report-IT Live provides notifications automatically when live time is running low. The factory default setting is 3 minutes and this can also be adjusted.

1. Open Report-IT Live and tap the **Information** 𝒾 symbol from within the 'live' or 'record' mode screens to open the **Configuration** page, then tap **Advanced > Auto Reconnection > Live Time Low Level**.
2. Use the on-screen keypad to adjust the number of minutes warning required prior to live time being exhausted.
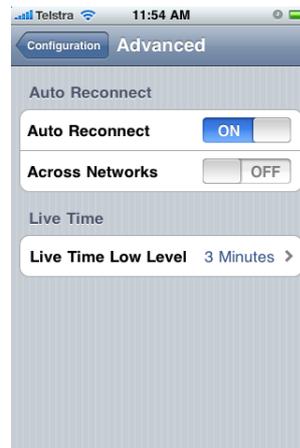
3. A pop-up dialog will be displayed on the screen when live time reaches this point when connected live.

10.6   Upgrade to Report-IT Live Pro

Report-IT Live Pro gives you unlimited hours of live time for broadcasting live and retransmitting recordings to a codec, as well as other <u>unique features</u>. To upgrade from Report-IT Live to Report-IT Live Pro:

1. Make sure you are not reporting live or recording audio.
2. Tap the **Information** 🅘 symbol to open the **Configuration** page and tap **Upgrade** (Note: images display $USD amounts; subject to change at any time).

3. Tap the **Purchase** button in the **Upgrade** screen to initiate the purchase.
4. Tap the **Buy** button to confirm your **In App** purchase of Report-IT Live Pro.

10.7   Editing Favourites and Contacts

Adding Codecs to Contacts and Favourites

1. Open Report-IT Live and tap the **Information** 🅘 symbol from within the 'live' or 'record' mode screens to open the **Configuration** page, then tap Codec.

2. Tap the **Codec** field underneath **Favourites** and **Contacts**.
3. Tap **Codec Address** and use the on-screen keypad to manually enter the IP address of the codec to which you will connect..
4. Use the keypad to enter the numeric IP address of the codec to which you are connecting.
5. Tap the **Codec** button in the top left-hand corner to save the settings and return to the previous screen.
6. Tap the **Add to Favourites** and **Add to Contacts** buttons at the bottom of the screen to save the settings for retrieval from Contacts or Favourites.
7. Tap the **Codecs** button in the top left-hand corner of the screen to return to the **Codecs** screen.
8. Tap the **Configuration** button at the top of the **Codecs** screen to return to the **Configuration** screen.
9. Tap the **Done** button in the top left-hand corner to exit **Configuration** and return to the **Home** screen.

Editing Favourites

1. Tap the arrow symbol on the **Report Live** home screen to open the **Codecs** page.
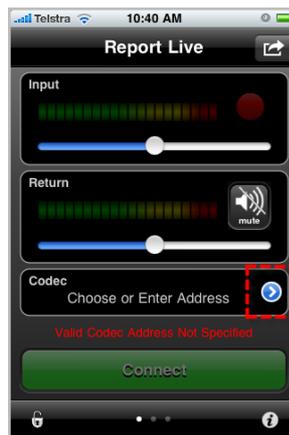
2. Tap **Favourites**, then tap to select a codec from those listed**.**
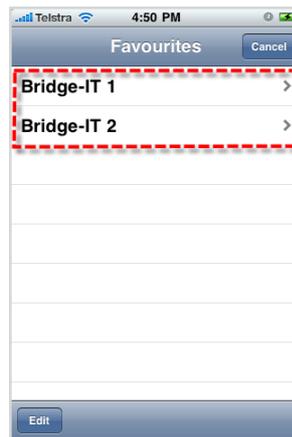
3. Tap the **Edit** button in the bottom left-hand corner of the screen.

4. Tap the name to edit it and tap **Done** to save any changes, or tap the codec URL to edit IP address and port settings and tap **Info** in the top left-hand corner of the screen to save any changes.

5. Tap **Done** to finish editing.

Editing Contacts

Contacts are created using the iPhone Contacts address book feature and cannot be edited from within Report-IT Live. If any adjustment need to be made to a Contact use the iPhone address book editing functions.

10.8   Multilingual Support

Report-IT Live supports both English and French language versions and Spanish and Portuguese will be supported soon. To view Report-IT Live in supported languages the iPhone needs to be set for that language by default. To program this:

1. Select iPhone **Settings > General > International > Language > [your language selection]**.
2. To change the default time and date settings in the phone to your country of choice select iPhone **Settings > General > International > Regional Format > [your country selection]**. This will ensure any date information within Report-IT is in the format for your country of choice.

11 Customer Support

To access the customer support elements within Report-IT Live tap the **Information** ⓘ symbol from within the 'live' or 'record' mode screens to open the **Configuration** page, then tap **Advanced**.
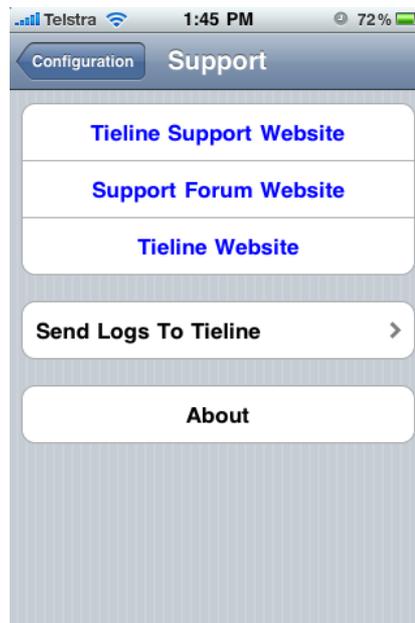
12 Software Licensing

Report-IT Live has been approved for use with the Apple iPhone and is subject to Apple's hardware and software End User Licence Agreements (EULAs) for use of this device. See http://www.apple.com/legal/sla/

Disclaimer

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13 Credit Notices

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