

Streaming Server End-User Guide

Official guide for client staff, broadcasters, DJs, hosts, and creators.

Sign in and workspace

Sign in at **/login**. If you belong to one client, you are sent directly to that workspace; if you belong to more than one, choose the correct workspace before making changes.

Upload media

- Open Media in your workspace.
- Upload the file.
- Wait for processing to finish.
- Verify title/type and generated preview before publishing.

Playlists and AutoDJ

- Open Playlists and create a clear playlist name.
- Add processed audio in order.
- Save and assign/schedule it to the radio channel.
- Verify playback on the public radio player.

Schedule shows

- Open Schedule.
- Choose the correct channel.
- Set the show/date/time window and verify timezone.
- Assign the playlist or live-event plan.
- Review the entry before the show begins.

Stream live with an encoder

- Use the RTMPS server address and channel credential supplied by the administrator.
- Choose a custom RTMP/RTMPS service in the encoder.
- Enter the channel information exactly.
- Run a short test.

- Verify the public player, then stop and confirm the channel returns OFFLINE.

Live radio takeover

A live DJ can take over from AutoDJ. When the live source disconnects, AutoDJ should resume automatically. Test audio levels and the transition before the show.

Podcasts and VOD

Use Podcasts for episodes and series; use VOD for standalone on-demand video. Set access to FREE, PREMIUM, or PRIVATE and test the public page after publishing.

Live chat and analytics

Use Chat for audience interaction when enabled. Analytics shows audience activity inside the organization scope. Follow moderation rules and contact an administrator for higher-level action.

Before every important broadcast

- Test the encoder and stream credential.
- Confirm the correct channel.
- Check audio levels and video framing.
- Verify playback from another device.
- Confirm schedule and timezone.
- Keep backup local media when practical.
- Never publish your stream credential publicly.