



# Report-IT Live User Manual

(for iOS devices)

Version 3.0  
July, 2013

# Table of Contents

<b>Part I About Report-IT</b>	<b>4</b>
<b>Part II Home Screen Controls</b>	<b>5</b>
<b>Part III Configuration Settings Explained</b>	<b>7</b>
<b>Part IV Getting Started: Report-IT Live</b>	<b>9</b>
1 Dialing Favourites or Contacts .....	11
<b>Part V Transmit Recordings or Insert Live Wraparounds</b>	<b>14</b>
<b>Part VI Connection Quality &amp; Statistics</b>	<b>15</b>
<b>Part VII Recording a Report</b>	<b>17</b>
<b>Part VIII Managing Reports</b>	<b>19</b>
1 Renaming a Report .....	20
2 Playback of Reports .....	20
3 Trim Reports for Playback .....	21
4 Editing with iSnippet .....	22
5 Cutting and Pasting Audio .....	24
6 Adding and Deleting Playlists .....	28
7 Add and Remove Reports from Playlists .....	29
8 Locking Reports .....	30
9 Deleting Reports .....	30
10 Backup Reports .....	30
11 Sharing Reports .....	31
<b>Part IX Common Configuration Tasks</b>	<b>32</b>
1 Changing Report-IT IP Addresses .....	32
2 Changing Port Settings .....	33
3 3G and Wi-Fi Network Coverage .....	34
4 Configuring File Sharing .....	35
5 Configuring Audio Encoding Settings .....	38
6 Purchase Additional Live Time .....	39
7 Upgrade to Report-IT Live Pro .....	41
8 Editing Favourites and Contacts .....	41
9 Customising Screen Logos .....	43
<b>Part X Multilingual Support</b>	<b>44</b>

<b>Part XI Customer Support</b>	<b>44</b>
<b>Part XII Report-IT Live Software Licensing</b>	<b>45</b>
<b>Part XIII Credit Notices</b>	<b>45</b>
<b>Index</b>	<b>46</b>

# 1 About Report-IT

Tieline's Report-IT Live changes newsgathering and live remotes by turning your iPhone® into a pocket-sized portable 15kHz live IP audio codec and ultra-slim high fidelity 20kHz audio recorder. It is a simple application which allows a reporter to:

- Broadcast 15kHz live two-way interviews between the talent/reporter and the studio live to air.
- Use the inbuilt 20kHz quality mic on all 3GS/4/4S/5 iPhones to prerecord interviews to the phone and then transfer these 20kHz audio quality files to the studio via file sharing servers.
- Prerecord interviews, trim them offline, build a user-friendly playlist of edited clips and insert them into your live cross to the studio later (sometimes called wrap-arounds).

## ***Report-IT Live and Report-IT Live Pro***

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. Upgrading to Report-IT Live Pro is performed via an in-app purchase on the iTunes App Store and delivers unlimited Live Time.

## ***Where should I start?***

If you want to learn how to get started go to [Getting Started: Report-IT Live](#).

## ***Terminology and Abbreviations***

CMS	Codec Management System
FTP	File Transfer Protocol
GUI	Graphical User Interface
NAT	Network Address Translation
PAT	Port Address Translation
TCP	Transmission Control Protocol
UDP	User Datagram Protocol

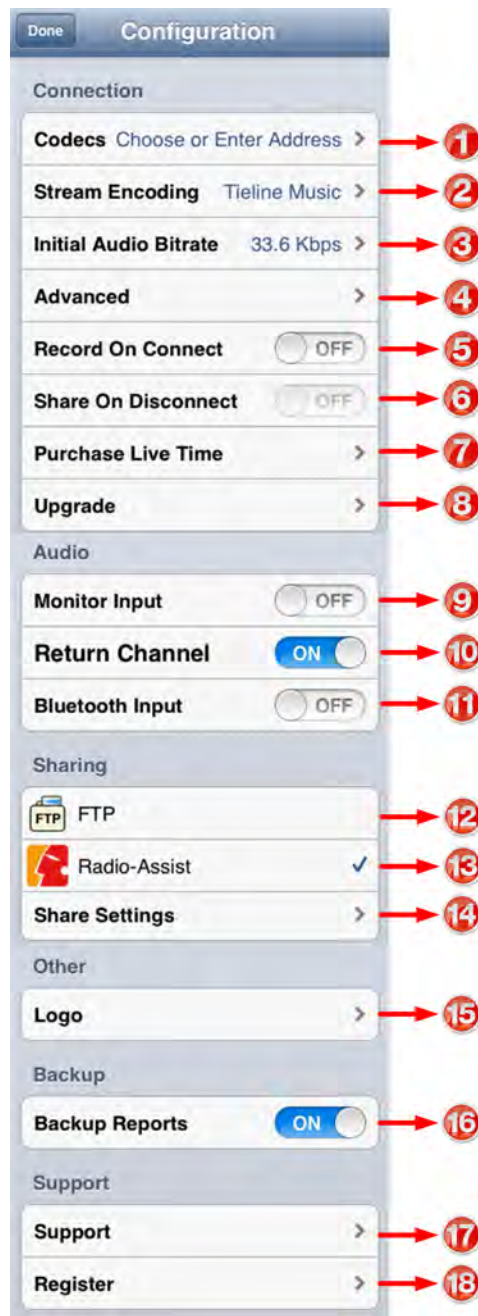
## 2 Home Screen Controls



	Feature	Description
1	Record/Connected indications	Displays flashing green symbol when connected live (orange symbol while connecting) and <b>REC</b> 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: <ul style="list-style-type: none"> <li>• First green indicator is -29.5dB.</li> <li>• First yellow indicator is -13.0dB.</li> <li>• First red indicator is -5.5dB</li> </ul>
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 codec to which Report-IT is configured to connect; tap the arrow to select or configure a new address (Note: IP address details are never displayed in 10 Pack and Enterprise 25/50/100 Pack versions of Report-IT)
5	Connect/ Disconnect button	Tap the <b>Connect</b> button to establish a connection to the studio codec; when connected, tap the red <b>Disconnect</b>

		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 <b>Home</b> screen and the <b>Statistics</b> 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 <b>Configuration</b> screen and adjust <b>Connection</b> and <b>Audio</b> settings
9	Return slider/fader	Slide to adjust return/monitor audio levels
10	Mute button	If displayed, Tap to mute return audio from the studio codec (turns blue when muted)
11	Input Slider/Fader	Slide to adjust microphone input levels
12	Record Symbol	Indicates a report is either recording or not recording
13	Activity button	Tap to select the activity you want to perform with Report-IT Live; Report Live, Record a Report or Manage Your Reports

### 3 Configuration Settings Explained



	Setting	Purpose
1	Codecs	Tap to select or configure a new codec
2	Stream Encoding	Selectable audio encoding; Tieline Music or Opus (Voice) algorithms. Note: Do not select Opus if the codec you connect with does not support this algorithm, or the connection will fail. Commander and i-Mix G3 codecs do not support Opus.
3	Initial Audio Bitrate	Configures the initial audio bit-rate of connections when they are first dialed
4	Advanced	Opens the <b>Advanced</b> screen menu with additional reconnection and Live Time options


5	Record On Connect	Configures Report-IT to record talent audio on the iPhone simultaneously when connected live to a studio codec
6	Share On Disconnect	If enabled, opens the <b>Share Report</b> screen automatically when a user disconnects to facilitate a file transfer
7	Purchase Live Time	Tap to purchase additional hours of Live Time
8	Upgrade	Tap to purchase Report-IT Live Professional
9	Monitor Input	Enables audio monitoring of the iPhone mic input
10	Return Channel	Enables audio monitoring of the return audio from the studio
11	Bluetooth Input	Turn <b>ON</b> to pair a Bluetooth device with Report-IT; turn <b>OFF</b> to avoid a device being accidentally paired with Report-IT
12	FTP	Tap to select FTP for sharing
13	Nétia Radio-Assist	Tap to select Radio-Assist for sharing
14	Share Settings	Tap to configure server and encoding settings for sharing
15	Logo	Use to configure a new logo into Report-IT
16	Backup Reports	Click to include all recordings in iOS backups
17	Support	Tap to view Tieline support options
18	Register	Tap to register Report-IT



## 4 Getting Started: Report-IT Live

### Getting Started

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

When the app 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**  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 appear when the app is used for the first time.

1. Tap the **Codecs** field in 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.
5. Tap the **Codec** button in the top left-hand corner to save the settings and return to the previous screen.
6. Tap **Ports** 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 **Done**  in the top left-hand corner to exit **Configuration** and return to the **Home** screen, where the connection you have just configured will be visible in the **Codec** pane.



#### Sharing and Other Connection Notes:

- To connect with a codec saved in **Contacts** or **Favourites**, tap the blue arrow symbol  on the **Report Live** screen to open the **Codecs** screen. Select **Favourites** or **Contacts** to choose a codec from those listed and then select the codec URL (see [Dialing Favourites or Contacts](#)).
- If you are Sharing recorded files (e.g. performing FTP file transfers) then enter the server settings and audio encoding settings for recordings that will be transferred (see [Configuring File Sharing](#) and [Sharing Reports](#) for more info).

By default:


- **Auto Reconnection** is **ON** (i.e. Report-IT will attempt to automatically reconnect 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 configured for **33.6 Kbps**. 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**  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).



**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.



**WARNINGS** - To ensure your live or recorded operations are not interrupted by incoming phone calls and other applications:

1. Configure 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.

<sup>1</sup> iPhone is a trademark of Apple Inc., registered in the U.S. and other countries.

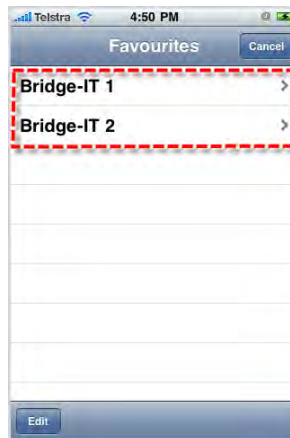
## **4.1 Dialing Favourites or Contacts**

### ***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.

## 5 Transmit Recordings or Insert Live Wraparounds

Recordings can be retransmitted to the studio or inserted into live reports (wraparounds) 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.
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	<b>Playlist</b> button	Tap to display all reports in the selected playlist
2	<b>Now playing</b> 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

## 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.



### *How to Adjust the Audio Bit-Rate when Connected*

1. Use your finger to swipe left across the screen twice to view the **Report Live Statistics** and **Renegotiate** screen.
2. Tap **Up** to increase the audio connection bit-rate, or **Down** to decrease the audio connection bit-rate.

### *Latency and Report-IT Jitter Buffering*

Behind the scenes Report-IT uses automatic Jitter Buffer settings with the default setting being 'Best Compromise', which is the same default setting in all Tieline IP audio codecs. It is designed to provide the safest level of good audio quality without introducing too much extra delay. Tieline's Jitter-buffer is smart because of its ability to:

- Remove duplicate packets.
- Re-order packets if they arrive out-of-order.
- Repair the stream in the event of packet loss (error concealment).
- Manage delay dynamically based on current network congestion.
- Manage forward error correction (FEC).

Over LANs, WANs and wireless networks the automatic jitter buffer generally works extremely well and very reliably. It adapts automatically to the prevailing IP network conditions to provide continuity of audio streaming and minimise delay.

***Want to Learn More about Tieline Codecs?***

To learn more about the audio functions available within the Report-IT app and Tieline codecs, please visit [www.tieline.com/support](http://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](mailto:support@tieline.com) and the Tieline forums at <http://forums.tieline.com>.



## 7 Recording a Report

When Report-IT 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 **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 app runs out of **live time** when connected then recording will stop immediately after disconnection.

### *Record a Report without a Live Connection*

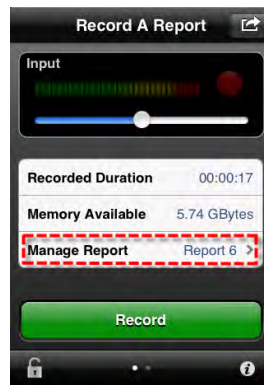
Off-line interviews can be recorded for retransmission to a studio codec later or for FTP file transfers.


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*

Tap **Manage Report** in the **Record a Report** screen immediately after you stop recording to edit recording settings.

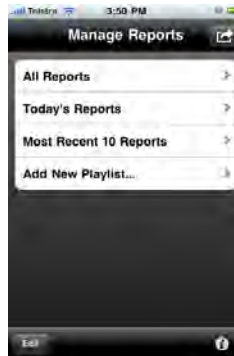


Recorded reports can also be managed by tapping the **Activity**  button in the top-right corner of the **Home** screen and selecting **Manage Your Reports**. For more information see [Managing Reports](#).

## 8 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 categorizes recorded reports and allows you to:

1. View reports easily.
2. Add and view playlists of reports.

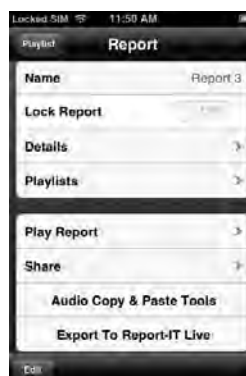


Tap a category to find the report you want to select and open the **Manage Report** screen.



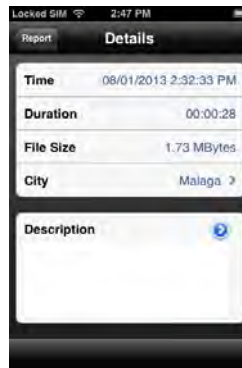
Tap a report listed in the **Manage Report** screen to view it in the **Report** screen. From here you can perform a variety of editing functions. Options include:

- Renaming the report.
- Locking the report.
- Viewing and editing report details, including metadata.
- Playback the report.
- Share the report.







## Metadata Details

Tap **Details** to view and edit metadata information associated with a report.




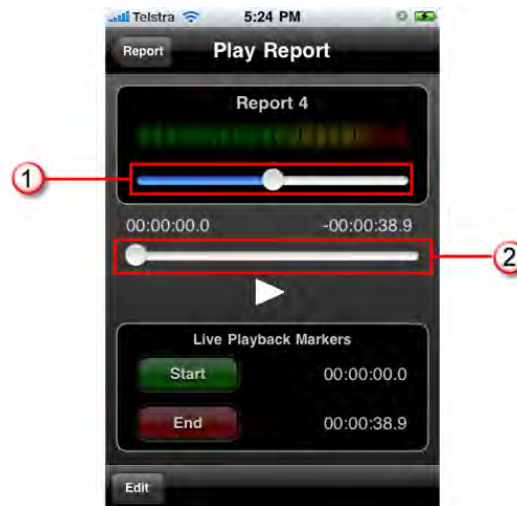
## 8.1 Renaming a Report

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 **Name** field on the screen.
4. Rename the report and tap the **Report**  button or **Done**  to return to the **Report** screen.
5. Tap the **Done**  button in the bottom-left corner of the **Report** screen to save changes.

Report-IT Enterprise user accounts can be configured with custom default report names using the TieServer Console user account configuration tool.

## 8.2 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

### 8.3 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 file servers 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 position 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.



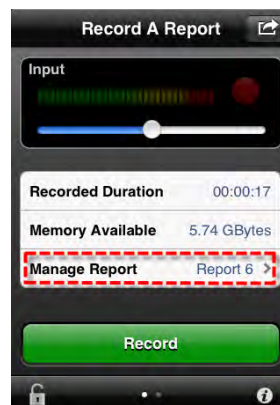
	Feature	Description
1	Play/Pause Symbol	Tap to play and pause the recording
2	Start button	Tap to configure the start point for report playback
3	End Button	Tap to configure the end point for report playback
4	Start/End markers	Time indication for start and end markers
5	Done/Edit button	Tap to edit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

## 8.4 Editing with iSnippet

iSnippet from Nétia is a user-friendly editing app which integrates seamlessly into Report-IT (from v3.2.5) to allow editing of recordings. Tieline partner Nétia provides iSnippet free to all Radio-Assist customers, or it can be purchased via the iTunes app store.

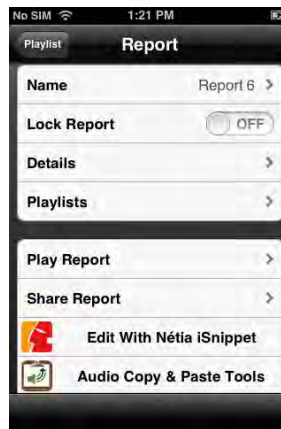
### *Edit a Recording with iSnippet*

1. Tap **Manage Report** in the **Record a Report** screen after you stop recording.



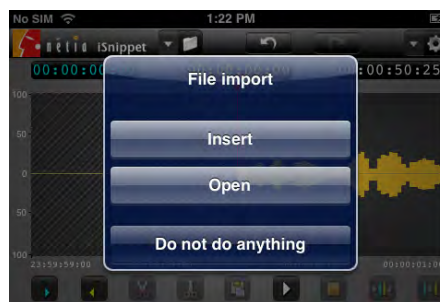
**Important Note:** It is also possible to access archived reports by tapping the **Activity** button in the top-right corner of the **Home** screen and selecting **Manage Your Reports**.

## 2. Tap **Edit with Nétia iSnippet**.



**Important Note:** This option is only visible if the iSnippet App is installed.

## 3. The iSnippet app will be launched and allow Report-IT files to be imported. See iSnippet user documentation for app editing details.



### ***Importing Edited Files into Report-IT***

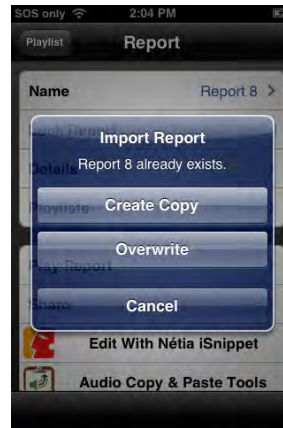
Files are imported back into Report-IT via iSnippet. When mastering an edit in iSnippet the app provides two options.

#### 1. Select **To Report-IT**.



#### 2. Report-IT will be launched and allow the following options:

- Select **Create Copy** to create a copy of the original recording in Report-IT.
- Select **Overwrite** to overwrite the original recording in Report-IT.
- Select **Cancel** to cancel the file import.




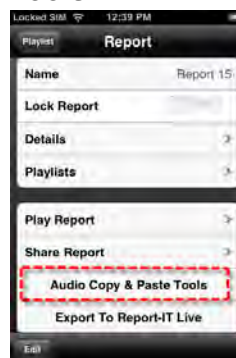
## 8.5 Cutting and Pasting Audio

It is possible to copy and paste audio between Report-IT and other iPhone Apps that support either MAPI AudioCopy & AudioPaste or the Intua Paste Board (See <http://www.sonomawireworks.com/iphone/audiocopy> and <http://code.google.com/p/intua-audio-sharing/wiki/CompatibleApps>). Such apps include non-linear editing and effects apps. Two common ways of integrating the cut and paste functions with Report-IT include:

- Copy a report from Report-IT into a non-linear iPhone editing app, edit the report and then paste it back into Report-IT as a new report. Alternatively you can append or overwrite a previous recording.
- Copy a report recorded and/or edited within a non-linear iPhone editing app and then paste it into Report-IT as a new report.

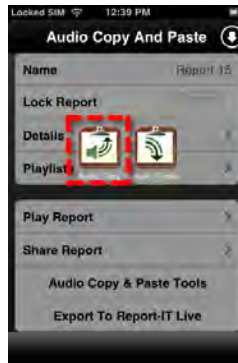
### *Copy a Report into an Editing App*

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 **Audio Copy and Paste Tools**.



4. Tap the **Audio Copy** symbol.





5. Tap the name of the file to open the onscreen keyboard and edit the name, or just tap **Copy Audio**.



6. This initiates audio rendering and may take several seconds if the recorded file is large.



7. Tap to either launch a compatible installed app, or download (from the iTunes App Store) one of the listed compatible apps and use it edit the audio file. See <http://www.sonomawireworks.com/iphone/audiocopy/> for more details on AudioCopy and AudioPaste.




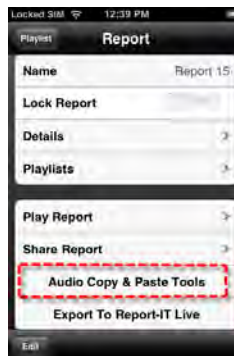
- Consult your editing app's user documentation for details on how it performs non-linear editing functions and exports audio files to compatible apps.

### **Paste Audio Back into Report-IT**

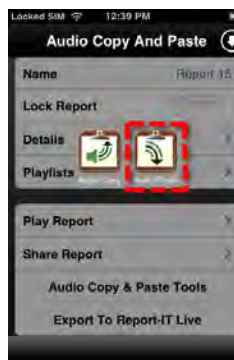
- After editing your report within a compatible non-linear editing app, choose the audio copy function and select the file you want to transfer into Report-IT.
- Select **Report-IT Enterprise Edition** when prompted to select the app you want to paste the audio into.



- Navigate to a report within the **Manage Your Reports** screen within Report-IT (Tap the **Activity**  button in the top-right corner of the **Home** screen, then tap **Manage Your Reports**, tap a playlist to find the report you want to select, then tap the report to view it in the **Report** screen).
- Tap **Audio Copy and Paste Tools**.



- Tap the **Audio Paste** symbol.



5. You can tap **Paste**, then tap **OK** to overwrite the currently selected audio report, or;



6. Alternatively you can tap either:

- **Paste to** and **End** if you want to append the current recording by pasting to the end of the selected report, then tap **Done**.



- or **Paste to** and scroll to **New Report** if you want to create a new report, then tap **Done**.




7. Tap **Paste** to past the recording.



8. Confirmation is displayed if the paste is successful.



### ***Closing the Audio Copy and Paste Function***

Tap the arrow button  in the top-right of the screen to close the **Audio Copy and Paste** screen.



## **8.6 Adding and Deleting Playlists**

It is possible to create playlists for sequential playout of recordings and management of recordings. The three default playlists in Report-IT 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.

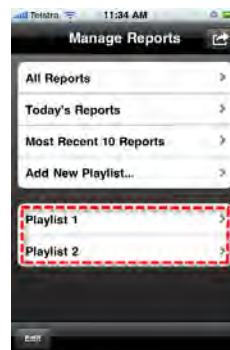
### ***Deleting a Custom Playlist***

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.





## 8.7 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 configure.
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**  button to remove the report.
6. Tap the **Done**  button to finish editing.

## 8.8 Locking Reports





### *Locking a Report from Editing*

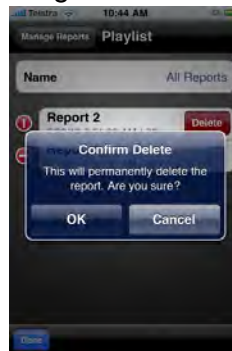
1. Tap the **Activity**  button in the top-right corner of the **Home** screen and then tap **Manage Your Reports**.
2. Tap a category playlist to find the report you want to select, then tap the report to view it in the **Report** screen.
3. Use your finger to slide the **Lock Report** switch from **OFF**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

## 8.9 Deleting Reports

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


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

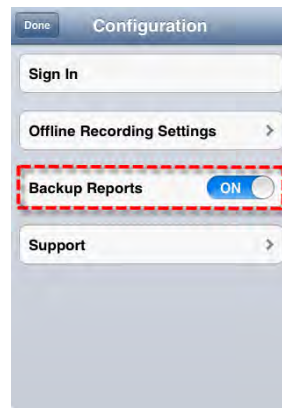
1. Tap the **Activity**  button in the top-right corner of the **Home** screen and then tap **Manage Your Reports**.
2. Tap to select the default playlist that the report you want to delete is within.
3. Tap the **Edit**  button in the bottom left-hand corner of the screen.
4. Tap the red delete  symbol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



## 8.10 Backup Reports


When a backup of your iOS device is performed, Report-IT will also include any recordings made. This may take a long time if large amounts of data are being backed up. When your device is configured for iCloud and Wi-Fi backup, you may want to disable backup of recordings to improve wireless performance/bandwidth available during a backup, and to avoid using up iCloud data quotas.

1. Tap the **Information**  symbol from within the 'live' or 'record' mode screens to open the **Configuration** screen.



2. Tap **Backup Reports** (default setting is **ON**) to toggle the setting **ON/OFF**.

## 8.11 Sharing 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, then tap the report to view it in the **Report** screen.
3. Tap **Share Report**.
4. Tap **Upload** to upload the report to the file server configured in Report-IT (see [Configuring File Sharing](#) for more details on sharing recorded files).

## 9 Common Configuration 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.](#)
- [Configuring File Sharing.](#)
- [Configure 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).

### 9.1 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 **Codecs**.
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).




## 9.2 Changing Port Settings

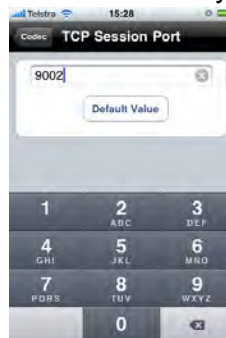
As a default, Report-IT Live uses TCP port **9002** to send session data with connection information and UDP port **9000** to send audio. The session port always uses the TCP protocol because this protocol is the most likely to get through firewalls – ensuring critical session data (including dial, connect 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. When data is received from several remote codecs at a single static public IP address at the studio, different ports are used to send the correct packets to multiple 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 reconfigure the default Report-IT Live port numbers, please consult your IT system administrator for assistance on port allocation.


### Changing Report-IT Live 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 **Codecs**.
2. Tap **Codec** in the **Codecs** screen.
3. Tap **Ports**.
4. **TCP Session Port** and use the on-screen keypad to adjust the port number.



5. Tap **Audio Port** and use the on-screen keypad to adjust the port number.



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



**Important Note:** Tap **Default Value** to return the port setting to the factory default.


### 9.3 3G and Wi-Fi Network Coverage

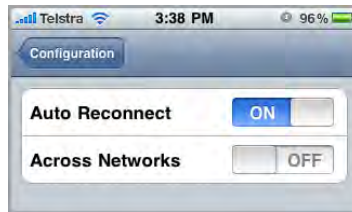
Report-IT will operate over 3G wireless broadband networks and Wi-Fi connections. By default the iPhone connects to an available Wi-Fi network that it has been registered to, rather than a 3G network. With Report-IT Live it is possible to connect in the following ways.




**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.

#### *Connecting over Wi-Fi Only*


1. Register your device with 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 Reconnect** and ensure it is **ON**.
3. Ensure **Across Networks** is **OFF**.




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.

#### *Connecting 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:

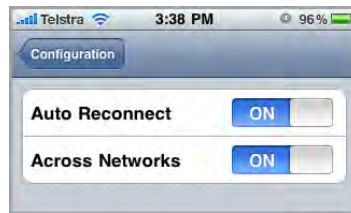
- Tap the **Configuration** button at the top of the screen to return to the **Configuration** screen.
- Tap **Done**  at the top of the **Configuration** screen to confirm the new


settings.

### **Connect over Wi-Fi with Automatic Backup 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.

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**

## **9.4 Configuring File Sharing**

Report-IT Live supports file sharing via FTP or Nétia Radio-Assist. There are two elements involved in configuring file transfers of audio recordings:


1. Configuration of file server settings.
2. Configuration of [audio encoding settings](#).

### **Configuring Server Settings**

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


2. Scroll down and tap to select **FTP** or **Radio-Assist**.



3. Tap **Share Settings**.
4. Tap the **Server Settings** button if configuring an FTP server, or tap **Radio-Assist Site** if configuring a new Nétia site.
5. Tap to select from the available options and use the on-screen keypad to enter your preferred settings, then tap the **Share** button at the top of the screen.
6. Tap the **Configuration** button in the top left-hand corner of the screen and then tap **Done**  to confirm the new settings.

### ***Automatic File Sharing***

Report-IT can be configured to automatically allow you to share a recording after a live connection is disconnected.

1. Tap the **Information**  symbol from within the 'live' or 'record' mode screens to open the **Configuration** page.
2. Tap the **Record On Connect** button to select **ON**.
3. Tap the **Share on Disconnect** button to select **ON**.



### ***Sharing after Disconnection***

1. Tap **Disconnect** to hang up the IP connection.



2. Tap **Upload** to commence uploading the recording to the server.




3. The recording is first encoded and then transmitted. The data transfer upload is displayed on the progress bar.



4. Data transfer may take several minutes, depending on the size of the report and the upload connection bandwidth available. Confirmation is displayed at the completion of the file transfer.





#### Important Notes:

- Tap the **File Name** text box to display the onscreen keyboard and rename a report prior to transfer if required. Tap **Done**  when this is complete.
- Tap **Cancel** to cancel a file transfer prior to completion.

## Manually Configured File Sharing


Recordings can also be selected and transferred manually.

1. Tap the **Activity**  button in the top-right corner of the **Home** screen and then tap **Manage Your Reports**.
2. Tap a category to find the report you want to select, then tap the report to view it in the **Report** screen.
3. Tap **Share Report** in the **Report** screen.
4. Tap the arrow  to open the **Select Share** screen and choose a different share option if required.
5. Tap the **Upload** button to upload the report using the share option configured into Report-IT.




## 9.5 Configuring Audio Encoding Settings

### Configuring Audio Encoding Settings

1. Tap the **Information**  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 **Share Settings** button.
3. Tap the **Encoding Settings** button.
4. Tap to select your preferred audio **Encode Format** and the encode sample rate for your recordings, and then tap the **Share** button in the top left-hand corner of the screen.



5. Tap the **Configuration** button at the top of the **Share** screen and then press **Done**  at the top of the **Configuration** screen to confirm the new settings.


## Broadcast Wave Format Support

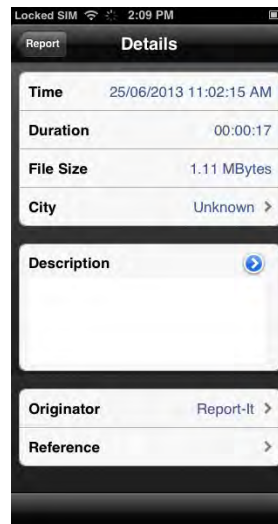
Report-IT Live Pro supports Broadcast Wave Format (BWF) for file transfers of recordings. BWF is an extension of the Microsoft® WAVE audio format and provides additional metadata for facilitating the exchange of recordings between apps.


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 file transfer options. These additional configuration options are available within the **Manage Reports** screen.

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 the **Report** screen.
3. Tap **Details**.
4. Tap to enter details into fields on this screen, e.g. **City**, **Description**, **Originator**, **Reference**.



5. Tap **Done**  to save these settings.

## 9.6 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.

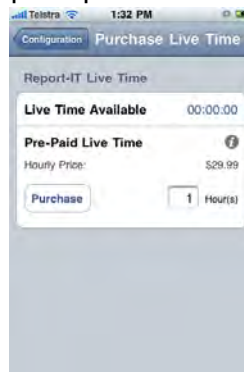
Once live time hours have been used in the Report-IT Lite and Report-IT Live versions of Report-IT you will need to purchase additional hours to continue broadcasting live. Report-IT Lite is a free trial version and if you have this installed we recommend you purchase and download Report-IT Live from 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**  symbol to open the **Configuration** page and tap **Purchase Live Time** (Note: price per hour 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.



**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**  symbol from within the 'live' or 'record' mode screens to open the **Configuration** page, then tap **Advanced > Live Time Low Level**.
2. Use the on-screen keypad to adjust the number of minutes warning required prior to live time being exhausted.




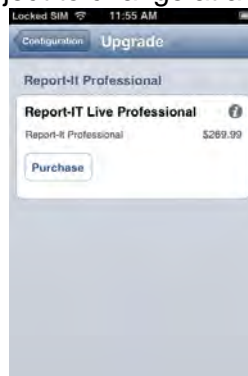


3. A pop-up dialog will be displayed on the screen when live time reaches this point when connected live.

## 9.7 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 [unique features](#). 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: purchase price is 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.

## 9.8 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 **Codecs**.
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.

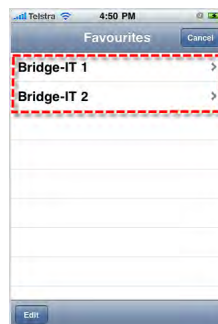
6. Tap the **Add to Favourites** and **Add to Contacts** buttons at the bottom of the screen to save the settings for retrieval from Contacts or Favourites.
7. Tap the **Codecs** button in the top left-hand corner of the screen to return to the **Codecs** screen.
8. Tap the **Configuration** button at 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. Use the iPhone address book editing functions if any adjustment needs to be made to a Contact.

## **9.9 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 adding 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 **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**  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 confirm the new settings.

### ***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.

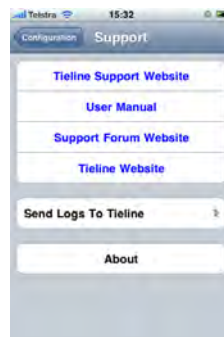
## 10 Multilingual Support

Report-IT has support for various languages. To change the default language:


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 customer support elements within Report-IT tap the **Information**  symbol from within the 'live' or 'record' mode screens to open the **Configuration** page, then tap **Support**.



### ***Send Logs to Tieline***

If technical support is required you may be asked to send logs of Report-IT usage to Tieline. To do this tap **Information**  **> Support > Send Logs to Tieline**. Add a description relevant to the log and tap **Upload**.

## 12 Report-IT Live 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***

Whilst every effort has been made to ensure the accuracy of this manual we are not responsible for any errors or omissions within it, or for incidental or consequential damage in connection with the furnishing, performance or use of this material. Tieline makes no warranty of any kind with regards to this material, including the implied warranties of merchantability and fitness for a particular purpose. The product specifications and descriptions within this manual will be subject to improvements and modifications over time without notice, as changes to software and hardware are implemented.

Neither Tieline nor its suppliers shall be liable to you or to any third party for any damages either direct, indirect, incidental, consequential or otherwise (including in each case, but not limited to, damages for the inability to use the equipment or access and send data, loss of data, loss of business, loss of profits, business interruption or the like) arising out of the use of or inability to use Report-IT, even if Tieline has been advised of the possibility of such damages.

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# Index

## - 3 -

3G connections 34

## - A -

About 44

Adding a playlist 28

Adding an IP address 9

Audio monitoring 9

Automatic Reconnection 9

## - B -

Backup reports 30

Bit-rates 15

## - C -

Configuration  
settings explained 7

Configuration options 32

Connection bitrate 9

Connection quality 15

Connection statistics 15

Contacts 11  
adding 41  
editing 41

Controls 5

Credit Notices 45

Custom playlists 28

Customer Support 44

Cut and paste  
cutting and pasting reports 24

## - D -

Delay 15

Deleting a playlist 28

Deleting reports 30

Dialing  
contacts 11  
favourites 11

Disconnecting 9

## - E -

Editing recordings  
copy reports 24  
non-linear editing 24

Editing reports  
copy reports 24  
non-linear editing 24

English 44

## - F -

Favorites 11

Favourites 11  
adding 41  
editing 41

Features 9

French 44

FTP reports 31

## - G -

Getting started 9

## - H -

Home screen controls 5

## - I -

Input monitoring 9

Insert reports live 14

IP address  
editing 32

iSnippet  
editing 22

## - J -

Jitter Buffer 15

## - L -

Latency 15

Live time  
purchasing additional hours 39

Locking reports 30

Logs  
send logs 44

Logs  
user logs 44

## - M -

Managing Reports  
edit report details 19  
lock reports 19  
metadata 19  
playback 19  
rename reports 19  
share reports 19  
Multilingual support 44

## - O -

Output monitoring 9

## - P -

Playback report 20  
Playlists  
adding 28  
adding reports 29  
deleting 28  
removing reports 29  
Port Settings 33  
Programming audio encoding settings 38  
Purchasing Live-Time 39

## - R -

Recording  
automating recording 17  
managing recording 17  
Recording a Report 17  
Register Report-IT 9  
Registration 9  
Renaming a report 20  
Report-IT Live  
about 4  
features 4  
in-app purchase 4  
purchase options 4  
Report-IT Live Pro  
How to upgrade to 41  
Report-IT Pro  
about 4  
features 4  
Retransmit reports 14

## - S -

Screen logos  
customising 43  
saving 43  
viewing when live 43  
viewing when recording 43  
Sharing Settings  
programming server settings 35  
Support 44  
Multilingual 44

## - T -

TCP Port Settings 33  
Trim report 21

## - U -

UDP Port Settings 33  
Upgrades 41  
Upgrading Report-IT 41

## - W -

Warnings 9  
Wi-Fi connections 34  
Wraparounds 14