

**!e DDS**

**!earshot** Digital Distribution System

## Broadcaster User Guide

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Version 2.1

# Table of Contents

<b>Table of Contents</b>	<b>2</b>
<b>Dashboard</b>	<b>3</b>
<b>Navigation</b>	<b>3</b>
<b>Account Settings</b>	<b>3</b>
<b>Organization Settings</b>	<b>3</b>
Types of Users	3
Inviting Users	4
<b>Searching</b>	<b>4</b>
Search Bar	4
Search Results Page	4
Saved Searches	5
Song Details	5
Rating and Commenting on a song	6
Tags	7
<b>Folders</b>	<b>7</b>
Saved Folders	7
Review Later	8
<b>Messaging System</b>	<b>8</b>
<b>Referral Codes</b>	<b>8</b>
Creating a Referral Code	9
<b>Known Issues</b>	<b>9</b>
CRTC Categories	9
Folder Manifest	9
Song File Name	9
Song Processing	9
<b>Feedback and Support</b>	<b>10</b>
<b>Appendix A</b>	<b>10</b>

## Dashboard

The dashboard of the !eDDS is the first page that you will land on after you've logged in. On this page you will find the search bar, saved searches, folders, and songs you've set to review later. The dashboard can be accessed from anywhere in the site by clicking the !eDDS logo in the top left hand corner of the site.

## Navigation



At the top of the page you will find three icons that will take you to different sections of the website. From left to right the icon will take you to the folder, referral, message, and organizational settings/menus. The organizational settings can only be accessed by an Administrator of the organization.

Returning to the dashboard can be done at any time from any page by clicking on the !eDDS logo that is on the top left of the website.

## Account Settings

The account settings page can be found by clicking the arrow next to your username and clicking 'My Account'. In the account settings you will be able to edit the email address, username, and password tied to your account. The notification settings can also be found on this page at this moment in time. Currently the notification functionality does not work but will be added during a future update.



## Organization Settings

The organizational settings page can be found by clicking the gear icon at the top of the site. With these settings you can set/change your organization name, call sign, description, add a logo, and add users to your organization. The information on this page can only be accessed and edited by an administrator account.

## Types of Users

Currently there are two user types that can be assigned to your organization. A third is planned for a future update.

1. Regular users can search through music, use folders, and save searches for future use.
2. Volunteer/Programmer users (to be developed) will be able to search and download, like the regular user, but will not have the ability to create or alter settings and can be restricted based on settings put into place by the administrator.

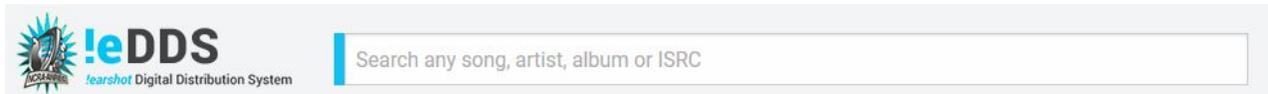
3. Administrator user outside of the functionalities of regular users can edit the organization options, and manage the users tied to the stations organization account.

## Inviting Users

To add a new user to your organization you will need to click on the 'Invite...' button on the Organization Settings page. This will take you to enter an email address of the individual that you want to add to your organization account. Once you have ensured that the email address is correct, pressing 'Send Invitation' will send an email to the email address where the user will have a link that will take them to setup their account. Individuals that have had an invitation sent to them may need to check their spam/junk folder for the invitation.

## Search System

### Search Bar



At the top of the !eDDS you will find the search bar. At the moment the search bar is the only method of initiating a search. At the moment to start a search you need to click on the search bar (there will be a flashing cursor), and then pressing "enter" on your keyboard. A search button is planned to be developed in the future. Once initiated, you will be taken to the search results bar.

With the search bar you can only be used to search for songs by their name, artists, release name, or ISRC code. If you perform a search without adding any information the search results will display every song currently available within the !eDDS.

Advanced search filters can be accessed from the search results page which provides more filters which can be used to narrow down your search further.

### Search Results Page

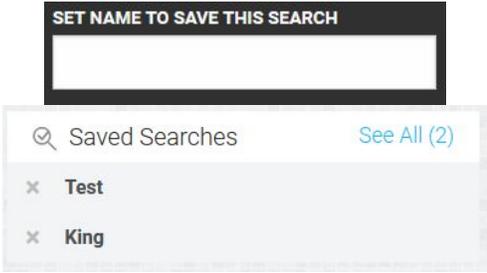
The search results page is accessed after using the search bar and displays every song that meets the criteria of the search. The advanced search filters can be found on the left side of the page and offers a variety of filters that can be used to narrow down your search results. Displayed songs will be found to the right of advanced search filters. The search will display basic metadata related to each song. More information about the song can be found by clicking on the song title, which will take you to the Song Detail page.



Songs on the search results page can be listened to without going to the song details page by clicking on the songs artwork. In the image above for instance we can see the song "Water in the Wine" being played from the search results page.

### Saved Searches

Once a search has been performed it can be saved to be used again in the future without the need to setup the search parameters again. To save a search you will first need to fill out all of the parameters that you want to be saved. This needs to be done from the search results page with the advanced search filters. Once the desired information has been added there is a text field at the bottom the advanced filters marked with "Set name to save this search".



Enter a title for the search, and press enter on your keyboard to save the search. Once done the saved search can be found on the dashboard with the title given to it. By clicking on this saved search it will perform the search with the saved parameters.

Additional options for saved search can be found by clicking "See All" at the top of the saved search box. From this page you can access each saved search to edit its name by clicking the pencil to the right of the saved search title. Additionally on the saved search edit page there will be an option to receive updates for a saved search. These updates are currently *not functional* however when implemented when the frequency is set the !eDDS will send an email containing information about new songs that meet the criteria of saved search.

Within these additional options there is an option called "station wide" that is available for administrator accounts. This will allow administrative users to limit what can be searched by regular, and volunteer/programmers to what has been selected by the saved search. This is currently being developed.

### Song Details

For more detailed information about songs on the search results page can be found by clicking on a song title on the search results page. This page shows information about the song, and

provides a couple of options related to the song and its artist. A list of song information that can be found on this page can be found in Appendix A.

Song Details

**In Transition** [00:58] Not Supported  
Unloggable John Norman Download

★★★★★ + folders + messages *Instrumental, Unloggable edit* ⚠

GENRE	SUB GENRE	HYPER GENRE	RELEASE DATE	BPM
Electronic	Techno	Ambient Techno	2018-02-14	124
RELATED TO	ORIGINAL ARTIST	ISRC	LICENSE	CLEAN/CONTEXT NOT REQUIRED
-	-	NCRAUL000024	-	YES
LYRICIST/COMPOSER	PUBLISHER	CRTC CATEGORY	INSTRUMENTAL	
-	-	Pop, Rock and Dance	YES	
AVAILABLE FOR PODCASTS	GENERAL MOOD	ARTIST CHARACTERISTICS		
NO	-	-		

[SEE LESS](#)

**In Transition**  
Unloggable John Norman

▶

On the song details page there is metadata related to the song, and several options.

Firstly, the song can be listened to for review purposes. This can be performed by clicking on the play button next to the waveform of the song. Sometimes the audio can take some time to load and if it does not start playing after pressing the play button, waiting a couple of seconds and clicking on the play/pause button again should get the music to start playing.

Secondly, the song can be downloaded to be added to the station library, or to be played on air. On the top right of the details page you can find the download button. Once pressed a pop-up will appear with 3 options to download the song as. These 3 options are .wav, .mp3 at 320kbps, and .mp3 at 128kbps. Choose the option that meets the need of your station, and then click download to download the song.

Thirdly, there is an option to mark an artist as "supported". This option can be found above the download button and once pressed the artist will be marked as "supported". This functionality is intended as a way for broadcasters to show an artist that your station recognizes/is interested in the artist.

Lastly, there are several other options that can be performed. These options include rating, commenting, tags, folders, review later, and the messaging system. More information about these options can be found in the named sections below.

## Rating and Commenting on a song

At the bottom of the Song Details Page you will be able to find a list of reviews from other broadcasters, and rate the song from a half star to five stars. To add a comment to a song fill out the information in the comment section, and

after already making a comment, the older comment will be erased and replaced with the new comment.

## Tags *Example, Tag edit*

The !eDDS supports the usage of custom tags that can be used by both broadcasters, and music industry accounts to add additional descriptors to songs. These tags are designed to provide a flexible way to mark a song with metadata that the !eDDS would otherwise not include. These tags can be found on the search results page, and the Song Detail page.

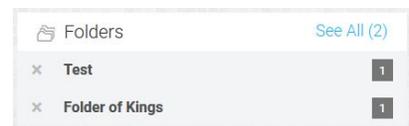
To add a tag to a song you need to click on the edit button on the song details page, alongside any tags that have already been added. When the edit button is pressed a pop up will appear displaying all of the current tags that are associated with the song. When the text box is clicked a dropdown menu will appear that contains tags that are already in the !eDDS. By typing into the text box it will narrow down the listed tags. To add an existing tag you'll need to find it by typing into the text box, and if it appears in the dropdown menu it can be clicked on to add it. To add a new tag simply type the desired tag into the text box, and press enter on your keyboard when you're happy with it.

## Folders

### Saved Folders

The !eDDS uses folders as a way group individual songs together. You can create a new folder and add songs to an existing folder from the search results page, or the Song Details page. This can be done by clicking on the folder icon with the plus sign beside it for the song you want to add to a folder. Once clicked a pop up will appear asking which folder to add the song to, or to enter a name for a new folder that the song will be saved to.

The folder page can be accessed from the dashboard by clicking the See All button on the folders table, or by clicking on the folders icon at the top of the site. By clicking on the folder name you will be taken to the folder page which lists all of the songs in the folder. On this page you can listen to individual songs, remove songs, and export the folder to download it. To download the folder you will need to first click the export folder button. When pressed a pop up will appear asking what file format you want the songs to



be downloaded as, and when you expect to play the songs on air. This process will take some time to get the songs ready to be downloaded as the system is creating a manifest of song information, and putting them into a zip folder to reduce the download size. This processing time will depend on how many songs are in the folder, and what file format you chose. However the folder page can be left while the folder is being processed. Once the folder is ready to download you will need to click the download export button.

The folder system can also be used as a makeshift way to download an album together all at once. On the search results page you can click on the save to folder button for each song and add them to folder for that release specifically. Then you can export/download the folder with all the songs contained together.

## Review Later

The review later system is a specific folder build into the !eDDS to contain songs that users have identified as wanting to view them at a later date. This folder contains a list of songs that are intended to be listened to at a later time. Songs can be added to the review later folder from the song details page. To add a song to the review later you will need to press the plus sign with a semi-circle around it, and they can be removed by clicking the button again. The list of songs that have been put into the review later can be found on the dashboard. This is a great way to go through specific genres or themes, indicating you will check them at a later date so they do not get lost in the system.

## Messaging System

The !eDDS has a built in messaging system that can be used to communicate with artists, publishers, record labels, and distributors. The only way to start a conversation is from the Song Details Page. On the Song Details Page there are two buttons to requesting an interview, and to contact distributors. When you click one of these buttons a popup will come up asking for a subject line, and a body that will be sent to the music industry, or independent artist. When you have a new message the icon at the top of the page will have a red circle with a number indicating how many messages you have.

REQUEST INTERVIEW

CONTACT DISTRIBUTOR

The messaging system is a basic system that is planned to be expanded on at a later date.

## Referral Codes

The !eDDS has a built in referral code system that can be used to refer a record label, or independent artist to the system. The Referral System can be accessed by clicking on the referral icon at the top of the page. On the referral page you will be able to see a list of all referral codes, and some information related to them. **Before your station can start to**

**create referral codes the station identifier on the organizational settings page will have to be set.**

When a user uses a referral code when paying for songs they will receive a discount. For the first 10 songs a discount of 25% will be applied to each song, and a 5% discount will be applied to all song payments afterwards. Additionally a referral code will also be applied additionally with any coupons that may apply to a song (25% coupon + 5% referral = 30% discount). Once a user has used a referral code it will be tied to their account and they will not be able to change it. **As the payment system is currently being developed the referral codes do not have any impact on the system at this moment in time.**

## Creating a Referral Code



To create a referral code you will need to click on the "Create Code" button on the referral code system. To create a referral code you will need to have set the call sign (station identifier) of your radio station in the organizational settings page. On this page you can input an email that the system can automatically distribute the referral code to. Once you have input the email address and checked the automatic distribution box you can click on "Create Code" button to send the referral code out. If you wish to distribute a referral code yourself you can simple click on the "Create Code" button without entering an email address. An 8 alphanumeric code that is the referral code. The last 4 digits of the referral code will consist of your call sign.

## Known Issues

### CRTC Categories

Currently the advanced filters shows CRTC categories for advertising, musical production, popular music, special interest music, and spoken word. Advertising, musical production, and spoken word will be removed at a later date as the !eDDS is specifically for music.

### Folder Manifest

When a folder is exported it contains a .csv file called manifest. This manifest is an outline of the songs and the details needed to create a CRTC regulatory log. Currently the header of the file is displayed every other row in between every song.

### Song File Name

When a song is downloaded its filename is a mess. For instance, if a song is downloaded currently the file name would be 6s9hlqqw2s\_eddstestuploadaudioFF-320.mp3, where a cleaner more straight forward filename would be expected.

## Song Processing

This is an issue more related to record labels, and independent artists but it may be visible to broadcast users. When a song has been taken through the payment system it is moved into a queue to be processed by the !eDDS so that it's available in the expected audio formats. Currently a song can get stuck in the processing system and will not appear within the search system. This would manifest as not being able to see every song in a release. If you see this you can contact the NCRA/ANREC so that we can fix the issue.

## Feedback and Support

As the system is currently being development the NCRA/ANREC is seeking feedback on how the system works, any bugs you may encounter, possible features that would add to the system, or any changes you think would improve the !eDDS. Below is a link to a form that will provide the NCRA/ANREC with feedback, and bug reports. Additionally if you are having issues with the !eDDS and require assistance you can contact the NCRA/ANREC at [edds@ncra.ca](mailto:edds@ncra.ca).

Feedback/Bug report form

<https://goo.gl/forms/timKcJFbiF7JpXPj1>

## Appendix A

Information found on the Song Details page

- Song Name
- Album Name
- Album Cover
- Artist Name
- Artist Photo
- Genre/Subgenre/Hypergenre
- Release Date
- Beats Per Minute (BPM)
- Song Duration
- Related to
- Original artist
- ISRC
- License (Open, Creative Commons (CC), Themable, Beddable)
- Clean/Context not required\*
- Lyricist/Composer
- Publisher/Distributor/Label
- Publisher/Distributor/Label Logo
- CRTC Category (Popular Music, Special Interest Music)
- Instrumental (yes/no)

- Available for Podcast
- General Mood (Happy, Sad, Angry, Dark, Uplifting)
- Artist Characteristics (QueerCon, FemCon, IndigenousCon, FrancoCon)
- Song Rating
- Comments from broadcasters

\*song does not contain expletives, or inappropriate content