

## AUDALIZE PORTAL GUIDE 1.3

### 1. INTRODUCTION

The Audalize Portal is intuitively designed for effortless navigation, enabling users to maintain control through each stage of the process. Among its standout features is the ability to schedule music, merge playlists into categorized buckets and import playlists created on Spotify. With Audalize, creating the perfect ambience for your business is only a few clicks away, allowing for a tailored and engaging customer experience.

**1.1 Portal URL** - type <https://portal.audalize.co> into your desktop/laptop browser. Phone/tablet access is available via the web browser on your portable device.

**1.2 Login Window** - the initial Admin account for your venue is set to the login/email address specified on your agreement. Additional accounts/logins may be set up by your venue's authorized manager.

**1.3 Set Up/Forgot password** - you will receive a password setup email once your player has been provisioned. Additional accounts/logins will also receive a separate email to set up their password initially. See Section 6.1 for details on how to add further users to your venue's portal.

### 2. YOUR AUDALIZE PLAYER

#### 2.1 What's In The Box:

- 1 x Audalize Device
- 1 x DAC Cable (USB-C to twin RCA) per zone
- 1 x HDMI Cable (if applicable)
- 1 x 256gig USB Storage Dongle (if applicable)
- 1 x 240v Power Adapter
- 1 x Quick Start Set Up Guide

#### 2.2 Inputs/Outputs (sockets on Audalize unit)

Power button - press button to turn unit on/off.

Power socket input - for the supplied Power Adaptor only. Plug into power socket and wall power supply.

Audio 1 Output (DAC) - the Digital Audio Cable is input into this socket, consisting of a USB-C plug on the Audalize side of the cable and two white/red [l/r] RCA plugs on the mixer/PA side of the cable. The USB-C connection may be provided with an adaptor added to the DAC cable.

Video 1 output - this is the primary HDMI output for Audalize TV and signage. Plug your HDMI cable into your video distribution box or monitor directly.

The HDMI cable can be input either way around.

Network cable input – use the ethernet socket to connect to your router via a standard network cable (min. cat 5e / pref. cat 6 for faster connection)

Storage USB 1 output - use the USB stick provided (PRO services only) to add extra storage capacity to your Audalize unit for video content and signage use.

Audio 2 output - this is the USB-C output for a second zone of audio (if applicable) and a second DAC cable will be supplied in this instance.  
(Unmarked) Video 2 output - Audalize service use only  
(Unmarked) USB 2 output - Audalize service use only  
Headphone output (3.5mm jack) - for Headphone Output if required.

### 3. PORTAL MENU

3.1 **Top Search Bar** – From here a song title and artist can be searched.

3.2 **Settings** - The wheel cog icon denotes the SETTINGS menu.

### 4. PORTAL NAVIGATION

Use the tab buttons to select between pages within the portal.

#### 4.1 Catalogue

All pre-curated Audalize playlists are stored in the Catalogue tab, ready to add to your library (download to your unit) or add to playing queue (manually trigger at your convenience).

Consider the catalogue section as The Cloud from which you may pull playlists down onto your device.

As you click on the catalogue tab you will see a scrollable list of over 500 playlists in all music genres.

All playlists are sorted NEWER->OLDER by default, but can be organized by TITLE also.

The Search Bar within the Catalogue tab makes it easy to search for Genres.

#### 4.2 Catalogue/Playlist View

In playlist view, each list has a tick box, where you can select one or a series of playlists and then “ADD TO LIBRARY”. This will add (essentially download) the playlist or multiple selected playlists to your MY AUDALIZE/PLAYLISTS library. From the menu, you can also select one playlist and “ADD TO PLAYING QUEUE” which will immediately start that playlist after the song that is currently playing has completed (essentially OVERRIDING your SCHEDULE). If you wish to stop the override and go back to your schedule at any time, you can press the REVERT SCHEDULE button which is detailed in Section 7: “Player”.

#### 4.3 Playlist Tips & Tricks

Our *most popular* lists are denoted with an exclamation mark ‘!’ after the playlist name. This indicates that once a list is added to your library, the playlist will be regularly updated and/or appended to without further client interaction needed. Playlists without the ‘!’ are made to purpose and remain as they are. All of our playlists are run through an Explicit Language filter with exceptions made for niche playlists that denote [E] for explicit.

As you click on a playlist name it will show all songs contained in the list. Each playlist has a description field, a track count and a total number of hours :

minutes [hh : mm]

#### 4.4 Catalogue/Track View

In Track View, the Artwork, Title, Genres (contained within the playlist), Total Playlist Time & Total Track Count are shown.

When viewing the tracks inside a playlist you will see a list of options on the right hand side of the page.

**ADD TO BUCKET**

**ADD TO PLAYING QUEUE**

**ADD TO LIBRARY**

**ADD TO BUCKET** will add this playlist to a "BUCKET". Buckets are described in detail in 5.4.

**ADD TO PLAYING QUEUE** will complete the same action as in Playlist View.

**ADD TO LIBRARY** will also complete the same action as in Playlist View.

In Track View, each song will show Single or Album artwork from the Artist or Album the song has been pulled from.

You will see the Title, Artist, Album, Duration; and an option button denoted by [...] three orange dots, which pertains to that particular track only.

Within this option pop-up menu you will have selections such as:

**LIKE** - when selected this will place the song on a higher rotation and play more frequently.

**ADD TO PLAYLIST** - adds the song to a playlist of your choice within a pop-up selector window.

**ADD TO FAVOURITES** - adds the song to the Favourites tab, which is a collection of single tracks of which you can create a playlist if you wish.

**VIEW THE ARTIST** - view further information about the Artist including Albums by the Artist and playlists available that already contain the Artist.

**ADD TO PLAYING QUEUE** - adds the song to the Playing Queue, and will start playing at the completion of the current track.

**DISLIKE** - takes the song completely out of rotation removing it from your unit's playback. If you are disliking a song, it is advisable to DISLIKE all versions of the song which may be contained within your playlists including remixes and edits.

You can use the SEARCH (beta) tab to assist with this process if the song is continuing to play from your scheduled playlists.

#### 4.5 Search

This page allows you to complete a comprehensive search of Songs, Artists, Genres or Playlist names. The results displayed may be browsable via:

**ARTISTS:** your searched Artist and Artists that sound like your searched Artist.

**SONGS:** tracks with your search command in the Title, Artist or Remix Name/Artist.

**PLAYLISTS:** Audalize playlists that contain the searched term whether it be an Artist or Song Title.

Alternatively you may browse without entering anything into the search bar by:

**GENRE:** which is expandable by selecting [+Show All Genres]

**VENUE TYPE:** niche venue type can be displayed by selecting the venue type itself. For example, select “Bar” then “Sports Bar”, for niche venue playlist recommendations.

## 5. MY AUDALIZE SECTION

5.1 Home – This dashboard gives you a graphical overview of the playlists contained within your library; your scheduled timeslots for the day in each zone; and our current promoted playlists, detailed in the monthly Audalize Newsletter.

5.2 Favourites – This is where single tracks are stored for quick retrieval or to bundle into a playlist. To add a track to the Favourites tab, click “ADD TO LIBRARY” when previewing a track in the Search tab.

5.3 Playlists – Your player’s library stores playlists from the catalogue, custom curated playlists (PRO services only) and your own imported playlists.

5.4 Buckets – Consider buckets as collection of playlists. You can add as many playlists as you want to a bucket and the contents will Shuffle Play on playback. Buckets are best named as timeslots for each zone to be used on the scheduler. For example: “Bar – Morning (Pop, Retro, Funk)” to create a mix of music using playlists in each of these styles.

5.5 Channels (Pro) - For Audalize TV service. This is the scheduler for the visual component of your Audalize player. Drag ‘n drop the Audalize “channels” onto the schedule to arrange visuals throughout the week.

5.6 Schedules – The Scheduler is for arranging playlists (or buckets) throughout the week to meet your venue’s requirements. If you have multiple zones in your venue, make sure to select the correct zone in the top left section of the calendar for the schedule you would like to change.

5.7 Promotions (Pro) - This is for promotional signage on the monitors in your venue. You can upload still images or short videos whilst setting the rotation and frequency of each.

## 6. ACCOUNT SECTION

6.1 Users – Staff can be added to the main account for each venue by clicking “ADD NEW PEOPLE”. Each new member can be allowed a level of access ranging from Administrator, through to Curator, Scheduler, User & Manager.

6.2 Jukeo Setting (Subscription) - Click the button "SELECT AVAILABLE MUSIC" to select which playlists you will allow your customers to choose from in the Jukeo app. Click "PRINT QR CODE FOR ALL ENABLED ZONES" to print the QR codes for each zone that you wish to display within your venue.

6.3 Venues – This tab allows you to select between venues when you have a login for multiple venues with the same email address.

6.4 Support – This tab opens up a How-To where an extensive list of questions are answered related to Audalize support.

6.5 Logout – This logs out the current user, allowing a different staff member to log into the portal.

## 7. THE PLAYER SECTION

The Audalize Player is now located on the *right hand side* of the screen. From top to bottom, the display will show:

### **NOW PLAYING:**

7.1 Video output – the current video being played. This will not appear if your account does not have an Audalize TV subscription.

7.2 Audio output - Artwork/Artist/Track - the current track being played is display for each zone selected. Use the left/right arrow to change between zones if you have a multi-zone venue.

7.3 Player buttons - the play/pause button starts/stops a track in play, the skip button fades a track quickly and skips to the next track.

7.4 Like/Dislike buttons – The Like button will put a song into higher rotation. The Dislike button will take a song out of rotation completely, effectively putting a block on that instance of the song.

### **PLAYING FROM:**

7.5 "Playing From" shows you which playlist the track playing is coming from.

### **QUEUE BUTTONS:**

7.6 The "Queue Playlist/Bucket/Track" buttons allow you shortcuts to manually trigger a selected playlist/bucket or track immediately.

7.7 The "Revert To Schedule" button will take your audio output back to your default schedule if you are playing a manually triggered playlist.

### **PLAYING NOW/HISTORY BUTTONS:**

7.8 The Playing Now button will show the tracks that are coming up in your queue. You will see 10 to 15 tracks in this list.

7.9 Selecting the History button will show the tracks that have recently been played in your queue. You may see up to 10 to 15 tracks in this list depending on how long the player has been in action.

**For Support please call 1300 AUDALIZE or 1300 150 295.**

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