PRODUCTIONS MANAGER

Table of Contents

Getting Started

Accessing Soundmouse

Signing In

Open www.soundmouse.com using Google Chrome. Enter your username and password and click on **Sign In**.

> ℹ️ First time users may want to download a copy of the Terms and Conditions to keep for their records. Upon review, accept the Terms and Conditions and click **continue**.
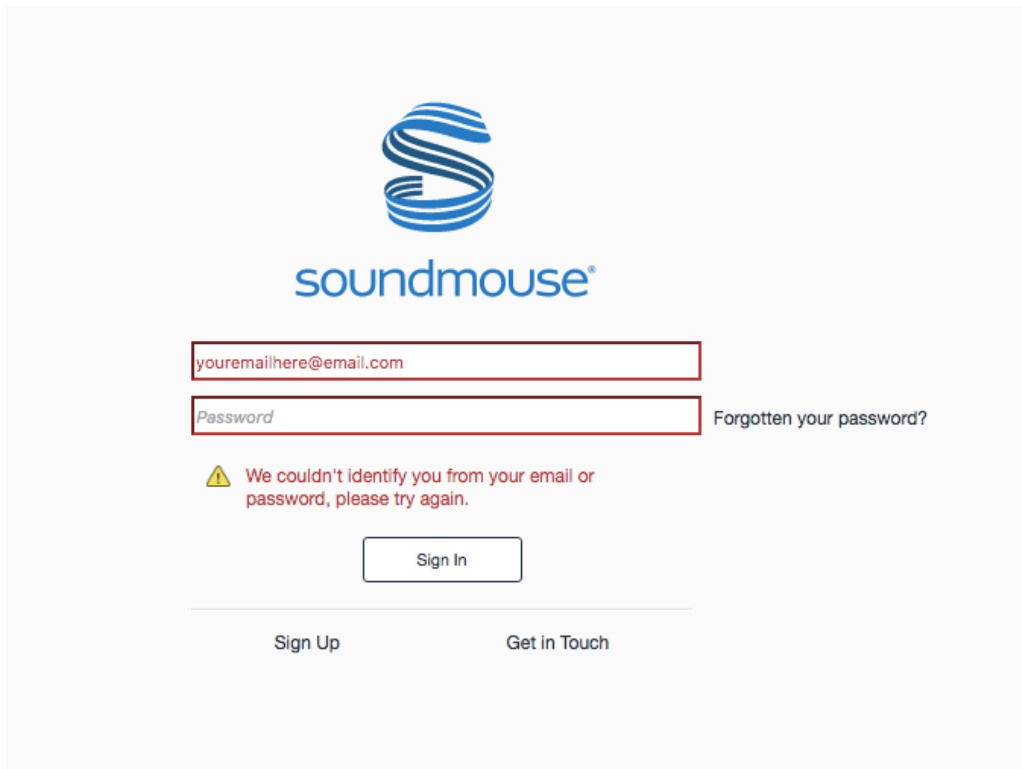
> 💡 If you need to download Google Chrome to your machine, visit www.google.com/chrome/

Trouble Signing In?

To reset your password after a failed sign in attempt, click on the "Forgotten your password?" link.

⚠️ After 5 failed sign in attempts your account will be locked for 15 minutes.

Enter in your username and click on **Submit**. A pop-up notification will appear, informing you that you should receive an email with a reset link shortly.

soundmouse®

To reset your password, enter the username that you use to sign into Soundmouse.

youremailhere@email.com

Cancel	Submit

Return to Sign In

💡   If you don't receive an email after 5 minutes, be sure to check your spam folder.

Icon Key

≡ Single Line View	▣ Split View	*i* Info	⌄ Expand Chevron
▪ Expanded View	✎ Edit	🔍 Search	✕ Remove

+ Add

⏻ Sign Out

Understanding Workspaces

> ℹ️ A Workspace is a designated area in Soundmouse devoted to a particular company or department. A single user can be a member of one or more Workspaces and companies can have several Workspaces.

Your Current Workspace

From the Productions and Uploads Managers, users can check to see which workspace they are currently in by looking at the upper left corner of the webpage, just to the right of the Soundmouse logo.

From all other Managers/Modules, users can check to see which workspace they are currently in by looking at the upper right corner of the webpage, just to the left of the Sign Out icon.

Changing Workspaces

Though the location of the workspace dropdown differs, users that have access to multiple workspaces can switch between them by clicking on the workspace name/dropdown and selecting another.

Megan Wang @ **Soundmouse TV** ▼ ⏻

Uploads	Trash

Searc

Tracks

6,264

14

0

7

🖥 **Workspaces**

↳ Megan Testworkspace

↳ **SM Test Workspace 14**

↳ **Soundmouse Ltd**

↳ **Soundmouse Production Demo**

↳ **Soundmouse TV**

👤 **User Preferences**

🖥 **Workspace Settings**

? **User Guides**

6/4/2016	✎	☐
6/4/2016	✎	☐
6/4/2016	✎	☐
15/6/2015	✎	☐

Glossary

Channel

Within Workspace Settings, a Channel is a broadcasting or delivery platform. Channels could include TV channels, on demand services, online platforms, internal audio/video feeds, etc.

Confidence Level (or Star Power)

The confidence level of an audio recognition (AR) cue, measured on a scale of 1 to 3 stars (1 being the lowest confidence level and 3 being the highest), represents the likelihood that the system's recognition is correct.

Inactive Cue

Inactive cues are those that have been ignored or deleted. These cues are not reported. If made visible in a cue sheet, the text of an inactive cue is presented with a strikethrough.

Membership

Within Workspace Settings, a Membership is a permissioning mechanism that defines a user's relationship to the workspace; they are created and applied to control what Managers and Modules the user has access to and what actions that user can take.

Music Origin

The classification of the source of a music track.

Standalone Track

A track that is not part of an album or library.

Territory

A country or group of countries within which a track is published.

Unmatched Track

An unmatched track is a track that has not been moved to the correct library and album in the Music Manager. This is because either the audio filename of the track (including the extension) is different from the audio filename provided in the spreadsheet OR the track is not listed in the spreadsheet at all.

Workspace

A Workspace is a designated area in Soundmouse devoted to a particular company or department. A single user can be a member of one or more Workspaces and companies can have several Workspaces.

Understanding Review Status Indicators

Cues

- **Red**   The cue is missing mandatory metadata or usage information.
- **Amber**   The cue is missing data that is recommended but not required.
- **Green**   The cue contains all mandatory and recommended data.

Cue Sheets

- **Red**   At least one cue contained within the cue sheet is missing mandatory metadata or usage information.
- **Amber**   At least one cue contained within the cue sheet is missing recommended data.
- **Green**   All cues in the cue sheet are green OR there are no cues and the No Music flag has been set.
- **Grey**   No cues are contained within the cue sheet and the No Music flag has not been set.

Customising Workspace Settings (Admin)

Within Workspace Settings, permissioned admin users have the ability to customise various items available on the system, including production headers, the cue input bar and the various dropdown menus (Use, Interested Party Role, Music Origin, Theme, Description) available to users on the system. Admin users can also invite new users to the workspace and manage users permissions.

> 💡 To find out how to take advantage of Workspace Settings features and functions, see our [Workspace Settings Manual](#).
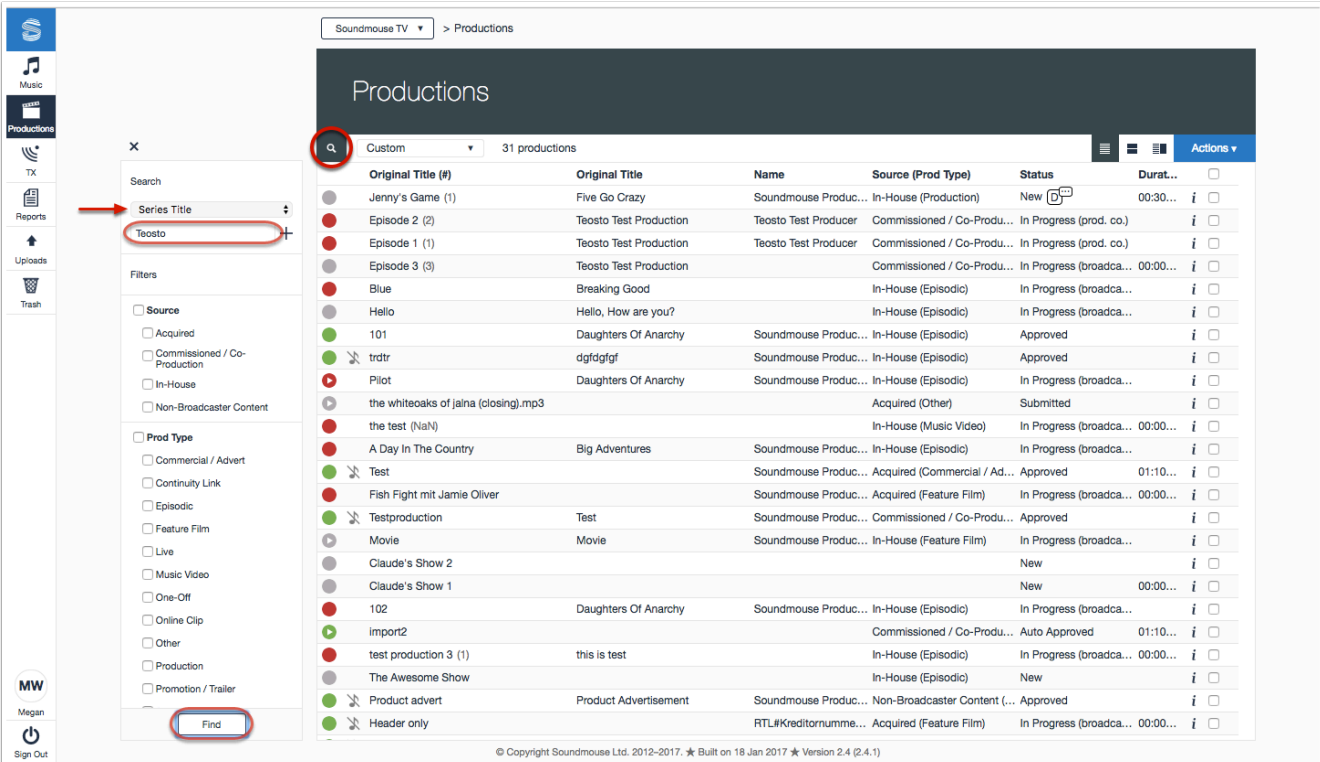
The Cue Sheet Module

Locating a Production

Depending on which Soundmouse products and services the account (workspace) has access to, the Productions home screen may open by default. If not, simply click on Productions located in the menu bar.

> ℹ️ Only 1,000 items are visible on the home screen at a single time.

To locate a production while in the Productions Manager, click on the **search icon**, select the field to search from the dropdown menu and enter in a search term. Click on **Find** to run the search. When the correct production is located, click on it to open the cue sheet.

Narrow your results further by applying filters and/or specifying a combination of search terms with our Advanced Search: click on the **add icon**, select another field from the dropdown and enter in an additional search term. Again click **Find** to run the search.

Your search criteria will be remembered even if you navigate away from the page. Delete previously specified search terms by clicking on **Clear** and remove any filters by clicking on **Reset**.

Creating and Saving Custom Filters

> ⚠ Where you create your custom filters matters: production level filters can only be used to filter productions while cue level filters can only be used to filter cues within cue sheets.

Create a filter on the Productions Home Screen (production level) or within a cue sheet (cue level) and then click on the **save icon** (located in the upper right corner of the filter panel). Give the filter a name and then click on **Save**.
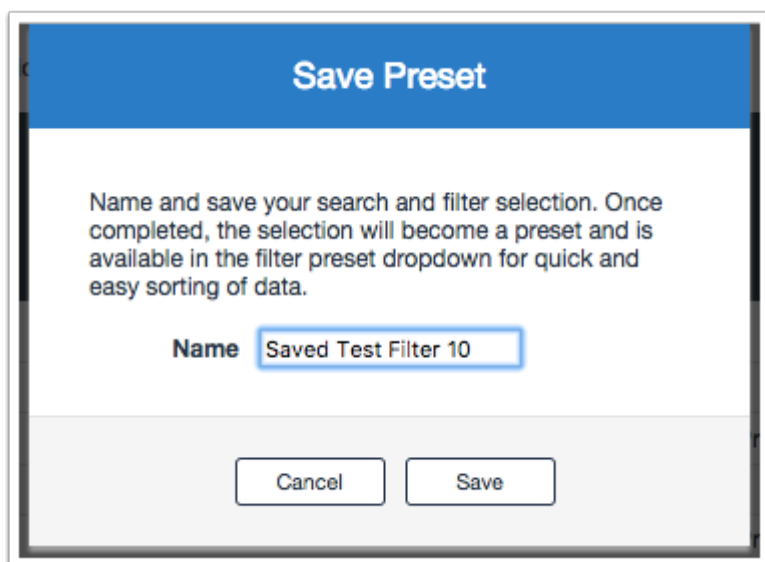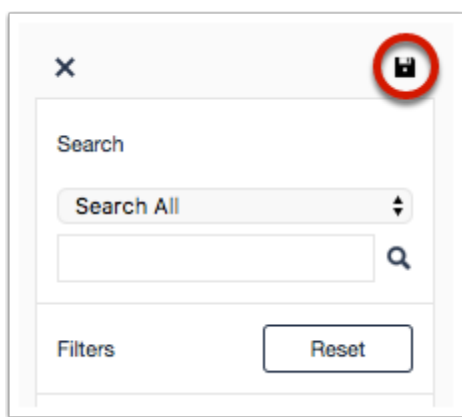
The saved filter will now be available in the production or cue filter dropdown depending upon where it was created.
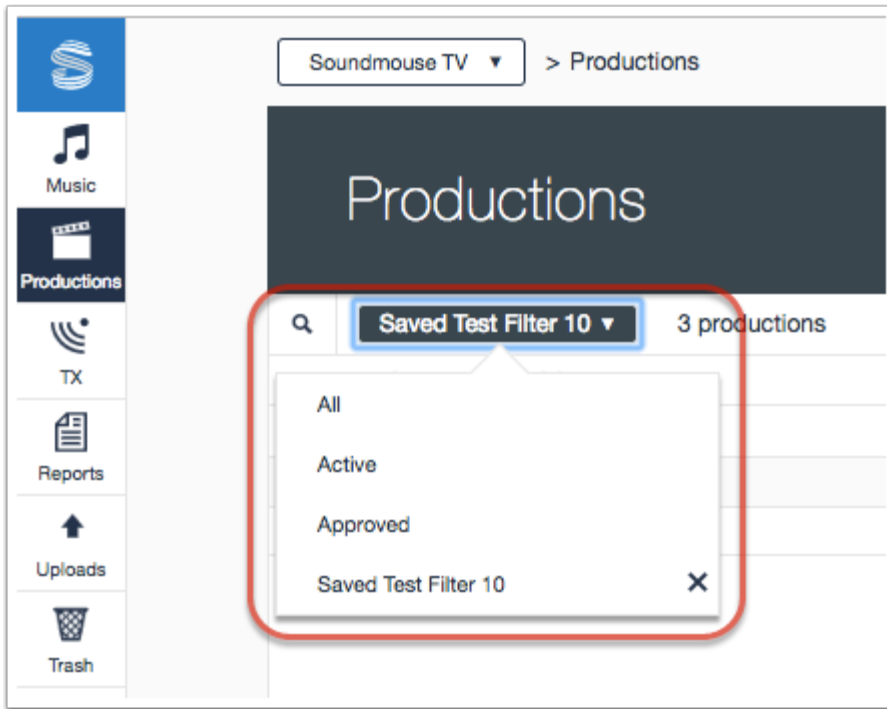
Production Header Features and Functions

Viewing Header Info

To view all header information associated with a production, enter the production by clicking on it and then click on the **expand chevron**.
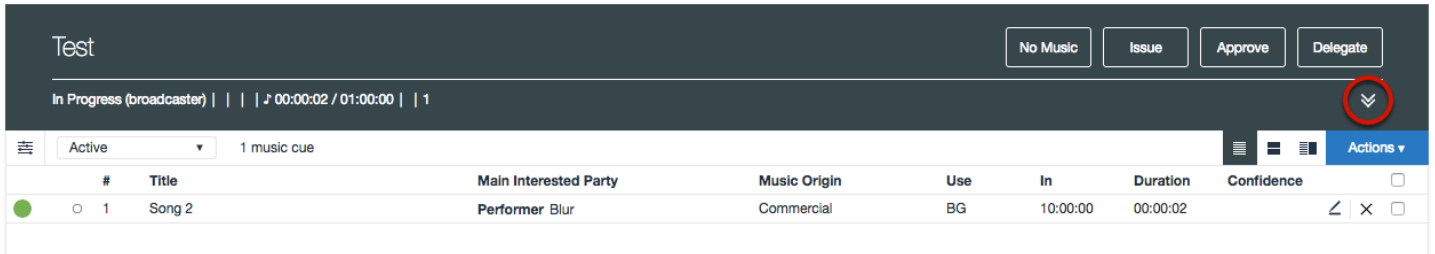
Commenting on a Cue Sheet

While in the expanded header, users can add comments. Simply type your comment into the box provided and click on **Post Comment**. Comments are visible to anyone with permission to see the production.

Cue Sheet History

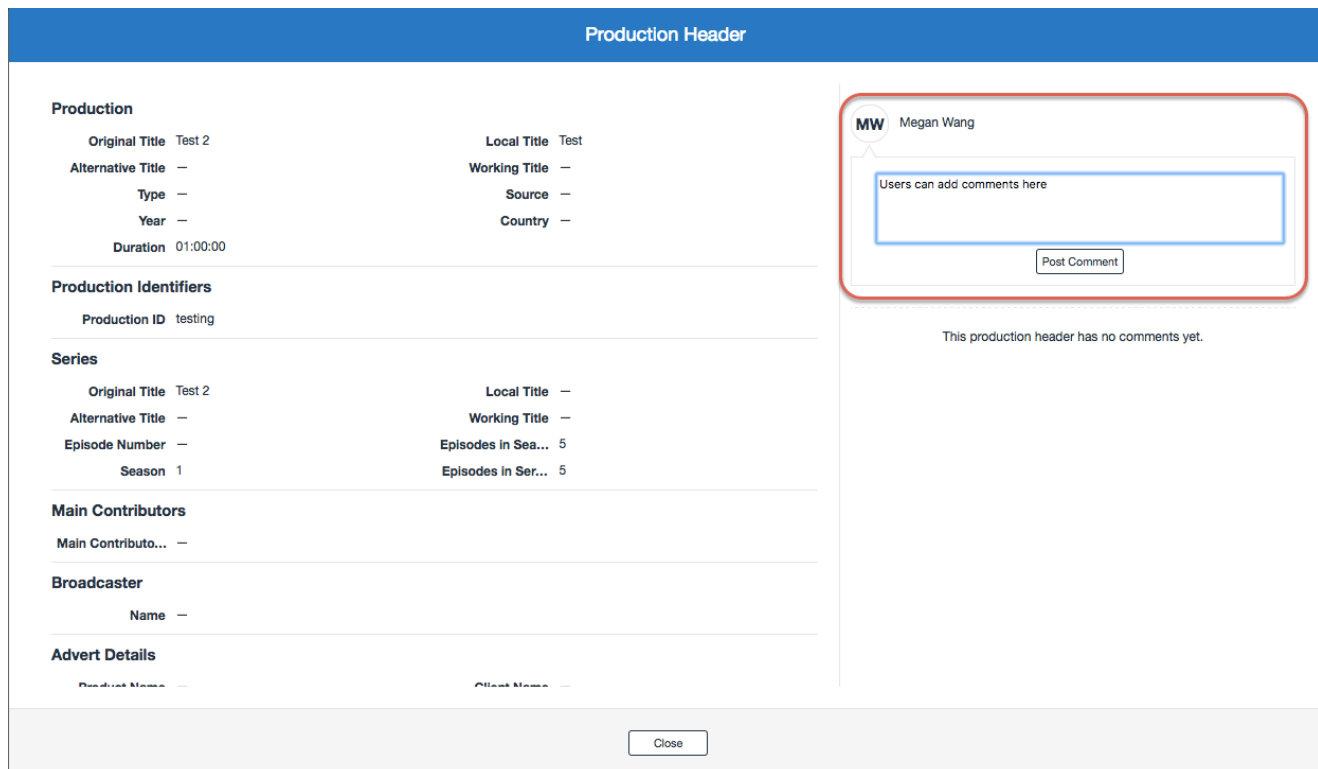Beneath the comments section, the cue sheet header contains a log of all status changes (e.g. In progress to Submitted) the cue sheet has undergone, listed in descending order; the log lists the status as well as the user responsible for the status change.

Configuring the Header Summary and Cue Sheet Header Colours

Users can configure the Header Summary and turn cue sheet header colours on/off in their User Preferences. When turned on, cue sheet header colours will reflect a cue sheet's review status. For more information about these features see the chapter on User Preferences.

Soundmouse TV ▾   > Productions

A Day In The Country

No Music | Issue | Approve | Delegate

In Progress (broadcaster) | Episodic | In-House | | ♪ 00:00:27 / 00:00:00 | |
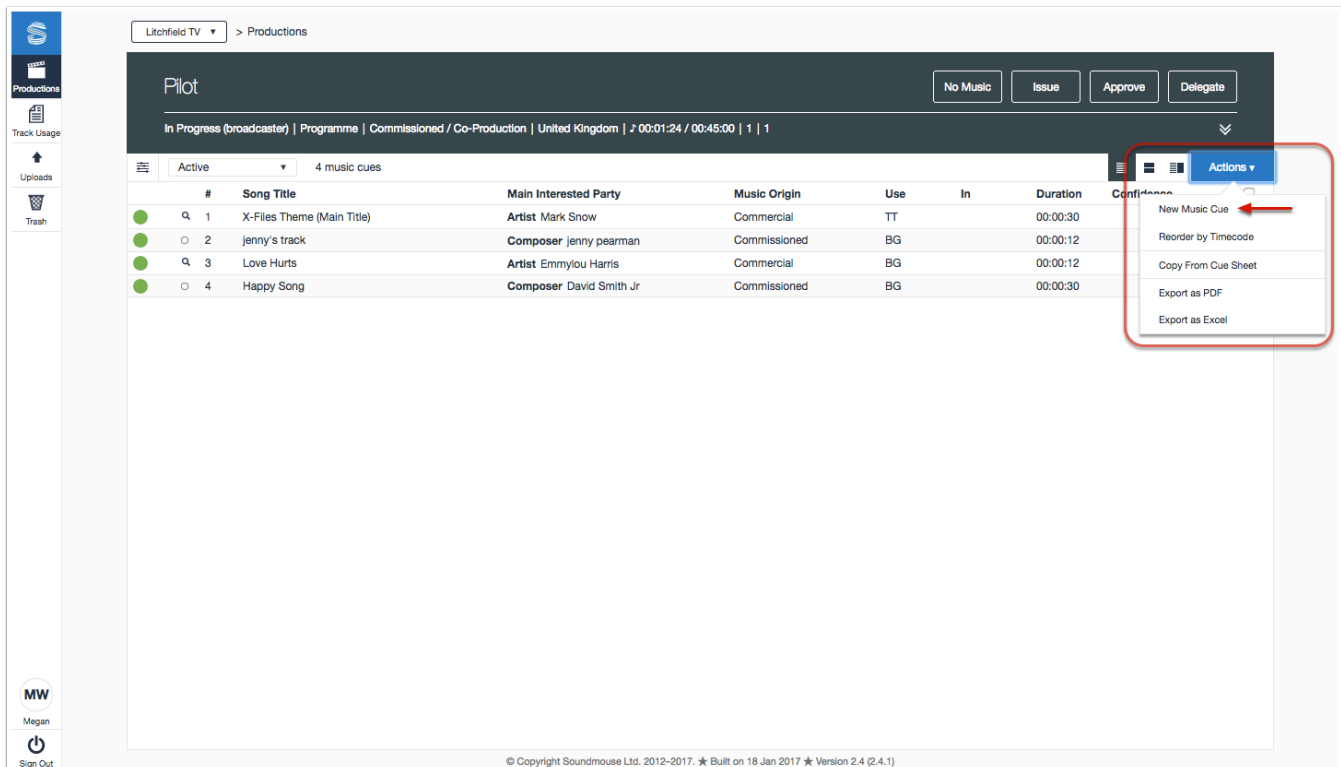
Active ▾   6 music cues

		#	Title	Main Interested Party	Music Origin	Use	In	Duration	Confidence			
🟢	○	1	Boom Hit	**Label** Mystery Production Music	Production Library	BG		00:00:25		∠	✕	☐
🟢	🔍 2		HAPPY BIRTHDAY MST FLIPSYDE	**Artist** XRONIA POLLA HAPPY BIRTHDAY	Retail/Commercial	B		00:00:02		∠	✕	☐
🔴	○	3	Hello Its Good To Be Back	**Label** In The Groove	Production Library	B				∠	✕	☐
🔴	○	4	Hungarian Dance No.5	**Label** Best 4	Prod Library	B				∠	✕	☐
🟢	○	5	The Day Today	**Label** FTV Media Online	Production Library	BG				∠	✕	☐
🔴	○	6	You Are There (Vocal)	**Label** Deneb Records	Production Library	B				∠	✕	☐

Actions ▾

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MW
Megan

Music
Productions
TX
Reports
Uploads
Trash
Sign Out

Creating a Cue

Adding a Cue

While within a cue sheet add a cue by clicking on the **Actions** button and selecting **New Music Cue.** Alternatively, use the New Cue Keyboard Shortcut by simultaneously pressing the '**Alt**' & '**C'** buttons for Windows, or the '**Option'** & '**C'** buttons for Macs.

The new cue edit form will open up in split screen view. If a track is missing mandatory metadata, required information warnings will appear in red. Click on the number for more details about any missing required fields. Clicking **Create** will move the data from the edit form to the cue list.

By default, the system requires users to add Interested Parties (IPs) individually. To change this, users can turn on Quick Input. See the chapter on User Preferences for more information about Quick Input.

All cues within the cue list have a corresponding review status indicator. Review status indicators reflect missing metadata and, if red, will prevent the cue sheet from being submitted to the broadcaster. See the chapter on Understanding Review Status Indicators for more information.

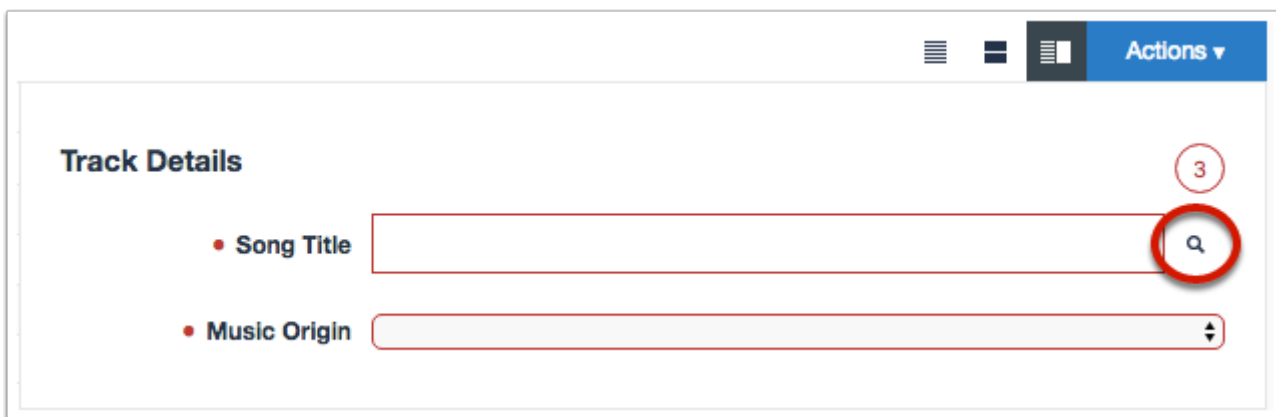# [Video Tutorial] Adding a Cue

💡 *Click on CC in the video player to turn on closed captions.*

Using the Track Search

Instead of inputting all cue data manually, users can make use of the Track Search. When using the Track Search to complete a cue, users will still need to specify the cue's usage and time in/out or duration.

Launching the Track Search

Begin a track search in the new cue edit form by clicking on the **search icon.**

Selecting a Database and Entering Search Terms

Select the database you wish to search. Note: the databases you have access to will depend on the territory of the broadcaster and the databases that the broadcaster has made available.

My Music Manager: Search for tracks that have been uploaded to the current workspace's Music Manager.

Previously Added Cues: Search for tracks that have been previously added to cues within the current workspace. Note, this search will only return tracks that have been indexed in the Soundmouse database.

Third Party Suppliers: Search for tracks that have been uploaded to the Music Manager by all Music Owner workspaces within the same territory as your current workspace. These results will change as third party suppliers add, update and remove tracks in the Music Manager.

Third Party Searches: PRS, GEMA, MusicBrainz, etc.

Select a field to search from the dropdown menu and then enter in a search term. Users can enter in a combination of search terms in various fields by clicking on the **add icon**. To see more information about a track click on the **expand chevron**. To use a specific track click on its corresponding **Add to Cue** button. This will auto-populate the cue.

Searching the PRS Database

If searching the PRS database, after providing a search term users will need to click on the **add icon** then click the **Search** button to see results. Only certain combinations of fields are valid.

These combinations are listed on the right side of the window. Click on the **expand chevron** to see details of a track. To use a specific track click on its corresponding **Add to Cue** button.

Using a Track

After clicking on a track's **Add to Cue** button, the track's metadata will auto-populate the new cue edit form. Users will still need to specify the cue's music origin and duration or time in/out. Add the cue to the cue list by clicking on **Create**.
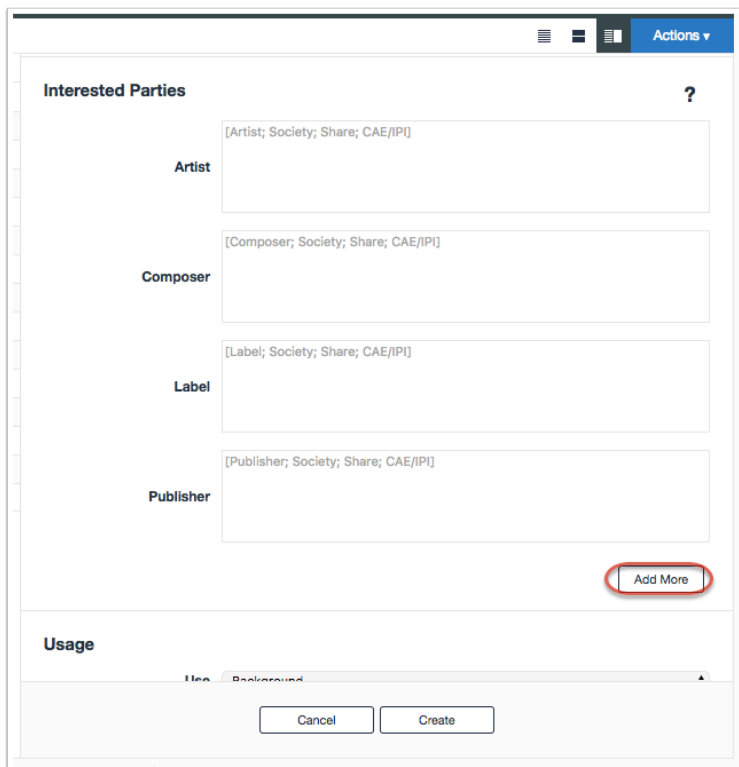
Using Quick Input

By default, the system requires users to add Interested Parties (IPs) individually. To change this, users can enable Quick Input. To learn how to turn on Quick Input see [Enabling Quick Input](#).
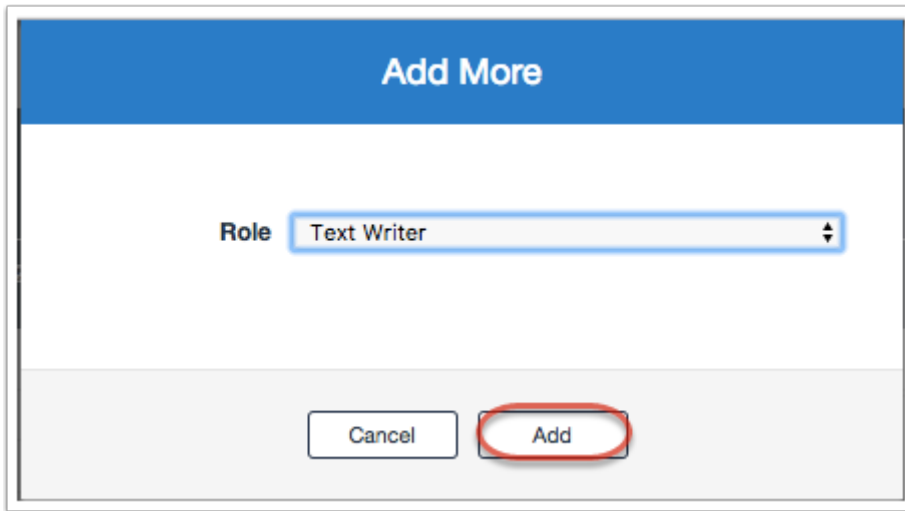
Selecting IP Fields

Once quick Input has been enabled, up to 5 IP fields can be shown in the new cue input form. Use the **Add More** button to select additional IP fields.

Select the IP Role to be added from the dropdown menu and click on **Add**.

Adding Interested Parties

Enter IP information into the appropriate field using the following format: Name; Society; Share; CAE/IPI. The maximum number of fields that can be entered is 4. If a user enters less than 4 parts the meaning of each part will be determined by the sequence. Use a semicolon to separate each value and to close out the line (e.g. John Smith; PRS; 50%;). Use a new line for each individual IP. Lines will auto-format – by removing extra spaces and adding in additional semicolons – once a user moves to the next field. Click on **Create** to save.

> 💡   Click on the ? for more information about Quick Input and formatting.

Interested Parties

Artist	John Doe;PRS;50;; Jane Doe;ASCAP;;;
Composer	John Silver;
Label	[Label; Society; Share; CAE/IPI]
Publisher	[Publisher; Society; Share; CAE/IPI]

Add More

Usage

Use   Background

Cancel   Create

ⓘ   Once added, if a user needs to edit the IP fields of a cue they must be edited individually.

Editing, Duplicating, Deleting and Restoring Cues

Editing a Cue

To edit an existing cue, locate the cue in the cue list and click on the **edit icon**. This will open the cue in the edit form. Save any changes by clicking **Update**.

Duplicating Cues

To duplicate one or more cues, select the relevant tickboxes in the cue list, click on **Actions** and then choose **Duplicate Cue**.

Duplicate cues will be added to the cue list and then the cue durations and usages can be supplied.

Deleting Cues

To delete one or more cues, select the relevant tickboxes in the cue list, click on **Actions** and then choose **Delete**. The number of cues selected for deletion will be displayed in a popover. Click **Confirm** to complete the deletion. The **remove icon** can also be used to delete cues individually.
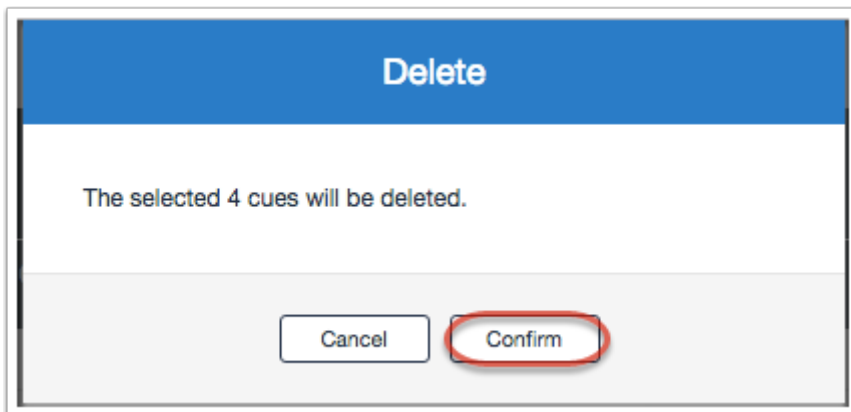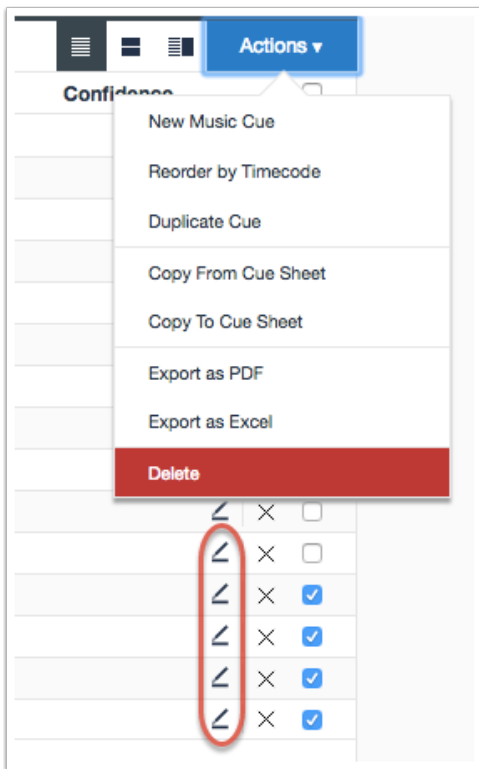
Restoring Deleted Cues

Deleted cues can be 'activated' and returned to the cue list. While in the cue sheet, set the dropdown on the left side of the screen next to the filter button to All. Cues that have been previously deleted or ignored will now be visible in the list with a line going through them.

Find the cues that were deleted in error, select their corresponding tickboxes, click on the **Actions** dropdown and then select **Activate**. The cues will now reappear as active in the cue sheet. To activate a cue individually click its corresponding check mark.

Merging Cues

Users can merge two or more cues within a cue sheet. Any cue can be merged with any other cue(s), regardless of positioning within the cue sheet, metadata, etc.

Select the tickboxes of the cues to be merged, and then click on the **Actions** dropdown followed by **Merge Cues**.

Choose the metadata from those cues originally selected to be applied to the newly merged cue. Click on the expand chevrons to see more detail. Make your selection using the appropriate radio button and then click on Merge Cues.

ℹ️ Selecting the No Metadata option and then clicking on **Merge Cues** will result in the newly merged cue having no metadata.

Copying Cues Between Productions

There are 2 options that allow users to copy a selection of cues or entire cue sheets between productions: Copy From and Copy To.

Copying Cues Between Productions: Copy From

To copy an entire cue sheet or a selection of cues from one production into another, first open the cue sheet of the production you wish to *copy into*. Click on **Actions** followed by **Copy From Cue Sheet**.
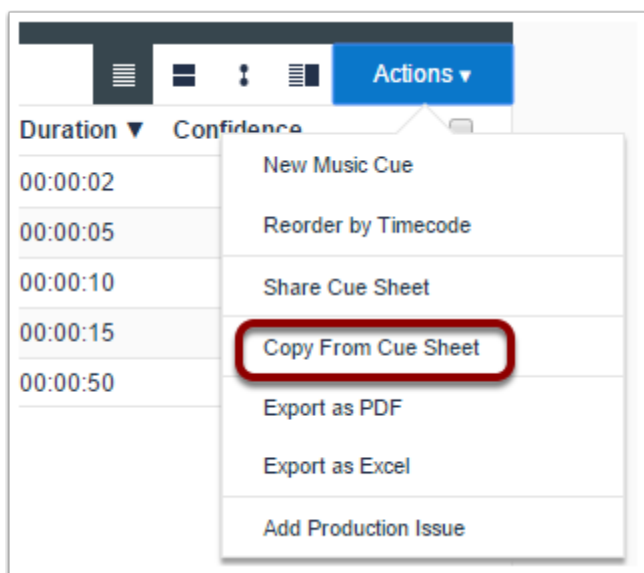
Locate the production you wish to *copy from* using the search bar, select the corresponding radio button and click **Add Cues**.
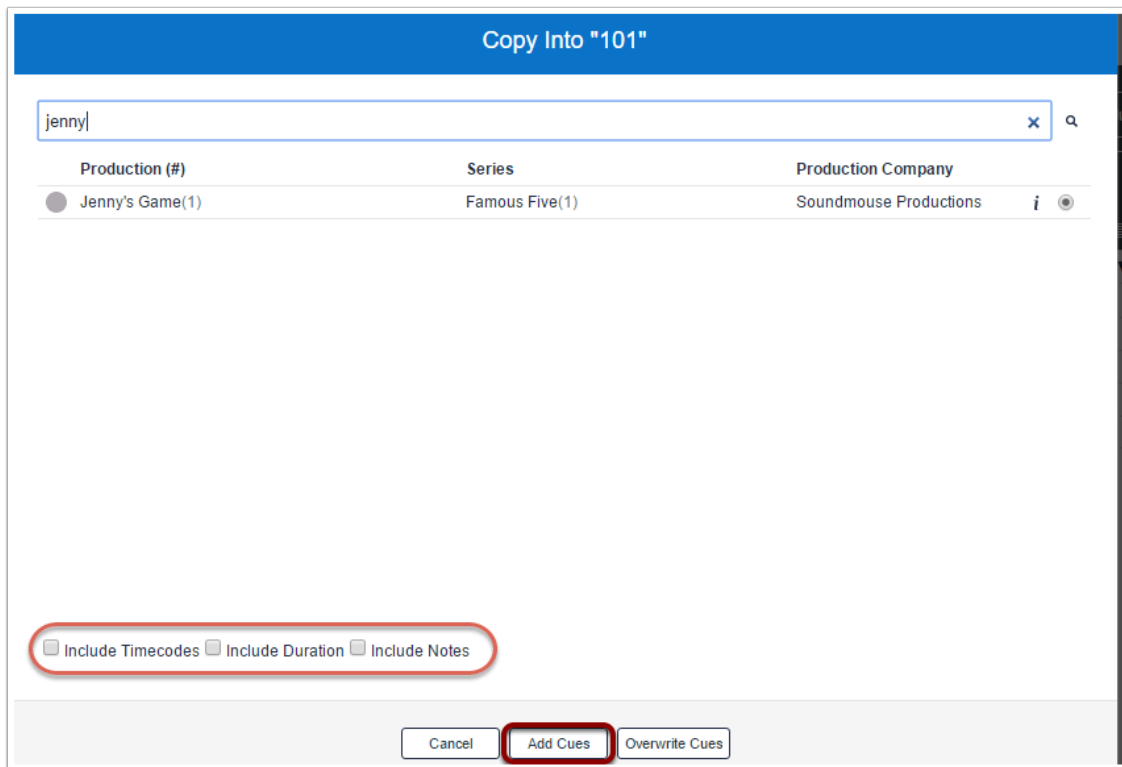
Alternatively, to copy a selection of cues, click on the production's corresponding **info icon**, select the individual cues to be copied and click **Add Cues**.

> 💡 In both cases, prior to selecting **Add Cues**, make use of the additional tickboxes to copy across cue timecodes, durations and/or notes.

A confirmation will be displayed once the copy has completed.

Copying Cues Between Productions: Copy To

The **Copy To Cue Sheet** functionality is useful when working on a series as it allows users to quickly copy cues *into* multiple cue sheets simultaneously. To copy an entire cue sheet from one production into another, select the production's tickbox while on the Productions Home Screen. Click on **Actions**, followed by **Copy To Cue Sheet**.

Search for and select the tickboxes of the cue sheet(s) you wish to *copy into*, specify if you want to copy across timecodes, durations and/or notes and click **Add Cues**.
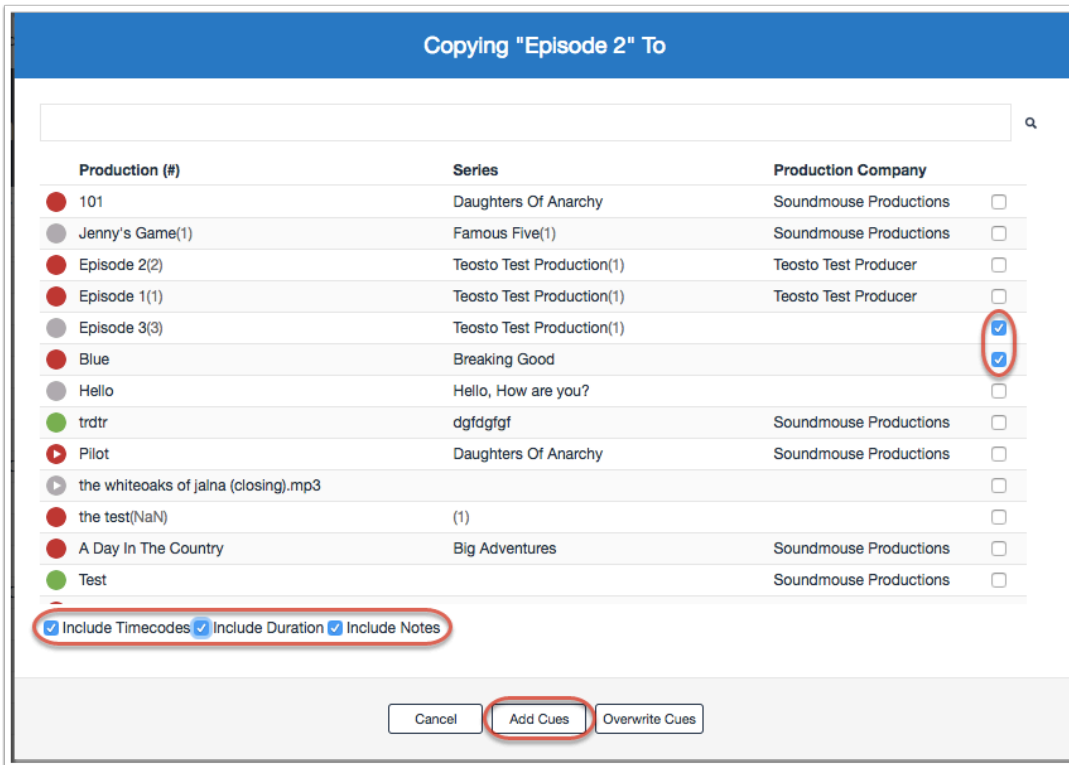
To copy a selection of cues to another production, first enter the cue sheet you wish to copy cues from then select the tickboxes of the cues you wish to copy. Click on **Actions** followed by **Copy To Cue Sheet**.
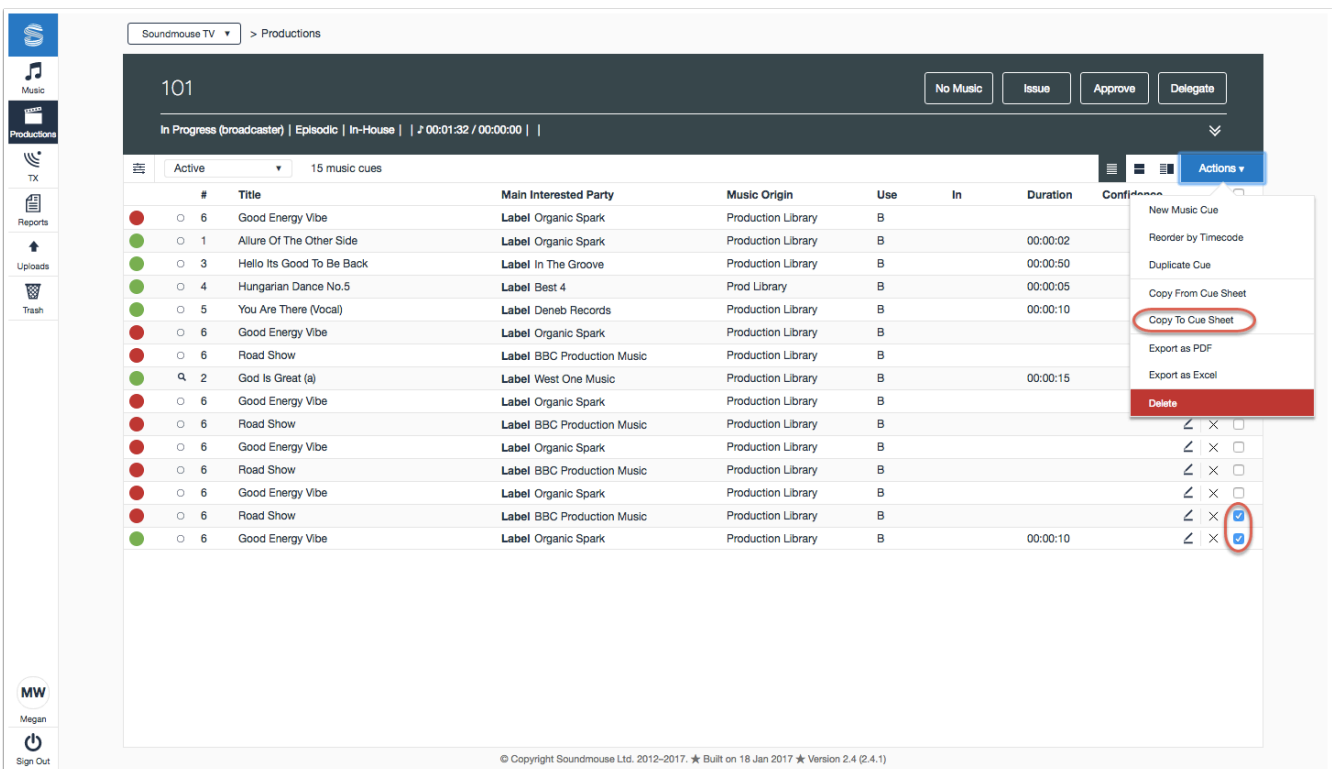
Locate the cue sheet(s) you wish to *copy into*, make use of the additional tickboxes for copying timecodes, durations and/or notes and click **Add Cues**.

Copying "101" To

Production (#)	Series	Production Company	
101	Daughters Of Anarchy	Soundmouse Productions	☐
Jenny's Game(1)	Famous Five(1)	Soundmouse Productions	☐
Episode 2(2)	Teosto Test Production(1)	Teosto Test Producer	☑
Episode 1(1)	Teosto Test Production(1)	Teosto Test Producer	☑
Episode 3(3)	Teosto Test Production(1)		☑
Blue	Breaking Good		☐
Hello	Hello, How are you?		☐
trdtr	dgfdgfgf	Soundmouse Productions	☐
Pilot	Daughters Of Anarchy	Soundmouse Productions	☐
the whiteoaks of jalna (closing).mp3			☐
the test(NaN)	(1)		☐
A Day In The Country	Big Adventures	Soundmouse Productions	☐
Test		Soundmouse Productions	☐

☑ Include Timecodes ☐ Include Duration ☐ Include Notes

Cancel   Add Cues   Overwrite Cues

Import EDL (Edit Decision List)

Users can import an EDL file into a production to auto-populate the cue sheet. Soundmouse generates cues based off of the information contained within the EDL; more specifically, the system reads the audio file names to try and match them to existing track data within Soundmouse. If an EDL audio file name does not match any track data within Soundmouse, the generated cue lists the EDL audio file name as the 'track title'. Upon successful import/upload, users can review the cues generated and add in any missing mandatory metadata or use information.

> ⓘ The quality of the cues generated will depend on whether or not the data provided in the EDL can be matched to an existing track in the system. As such, sometimes users will be required to add missing metadata to a cue manually.

Once within a production click on **Actions** and then **Import EDL**.
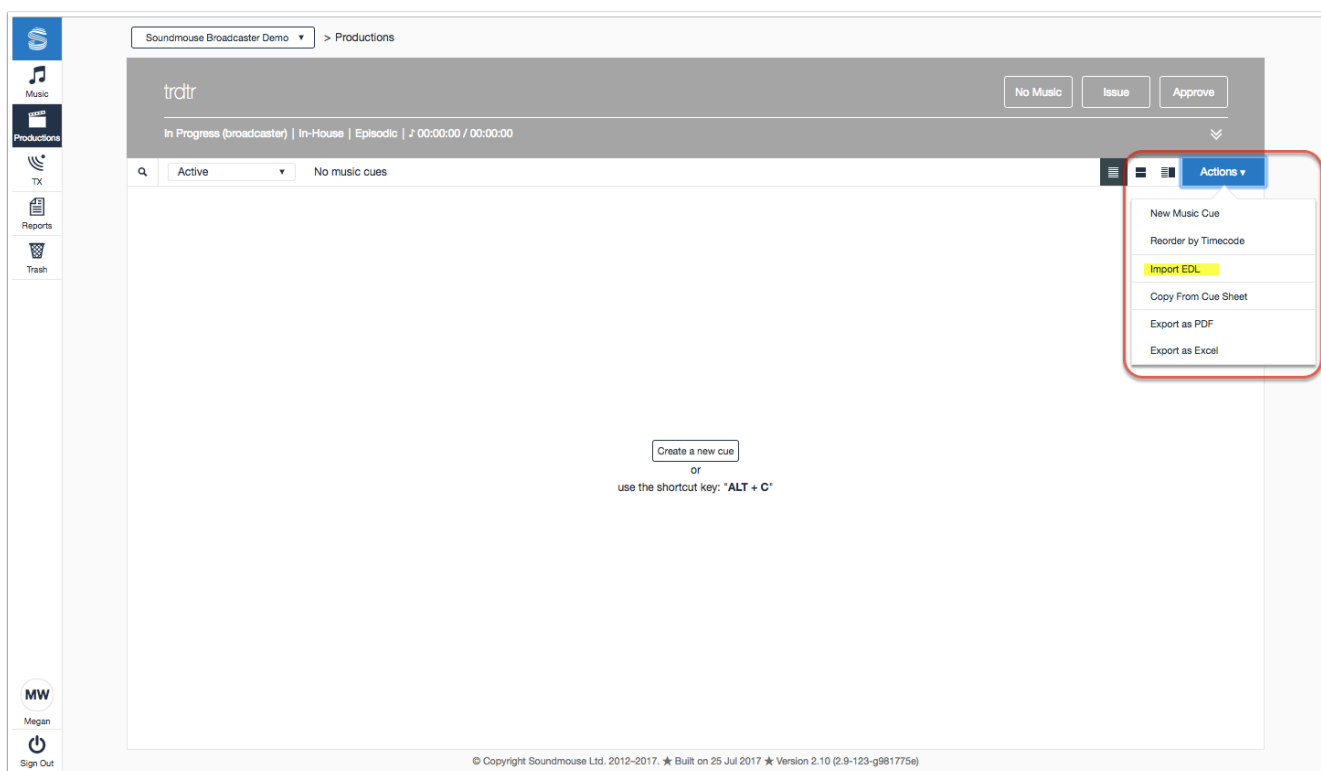
Browse for the file (or files) to import by clicking on **Choose File**. Once all files relevant to the current production have been selected, click on **Upload**.
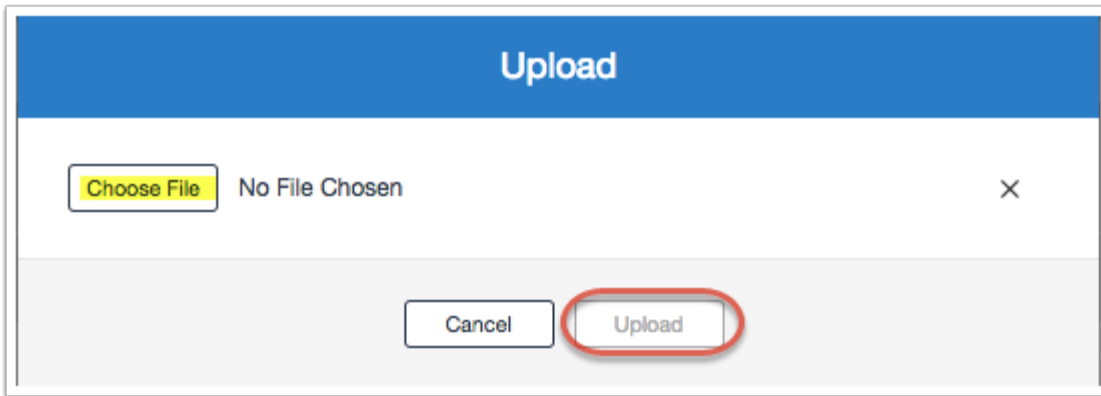
Note: if there are any cues currently in the cue sheet (even if they were previously deleted), a warning will appear informing you that proceeding with the import of the EDL file will delete any preexisting cues within the cue sheet. Users must then click on **Delete All Cues & Upload** to import the EDL.
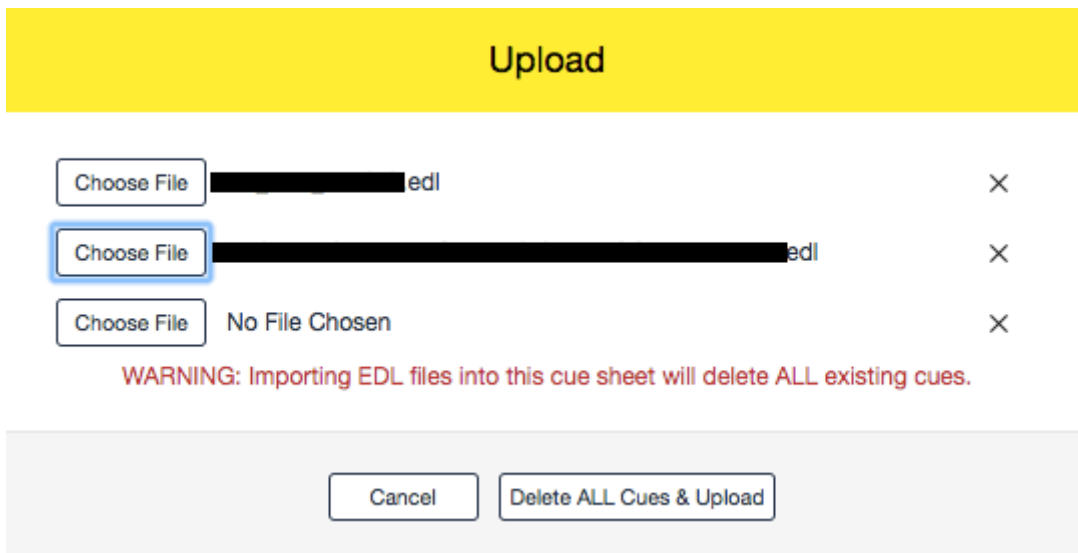
Once the files have been uploaded the system will alert you that the **Upload** is finished. Click on **Close**.
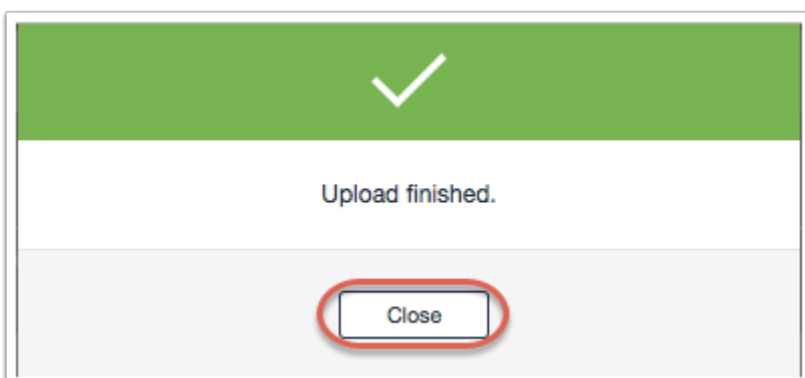
The speed at which the cues are added to the cue sheet depends on how large the EDL files chosen were (and how many of them were chosen) and the length of the processing queue.
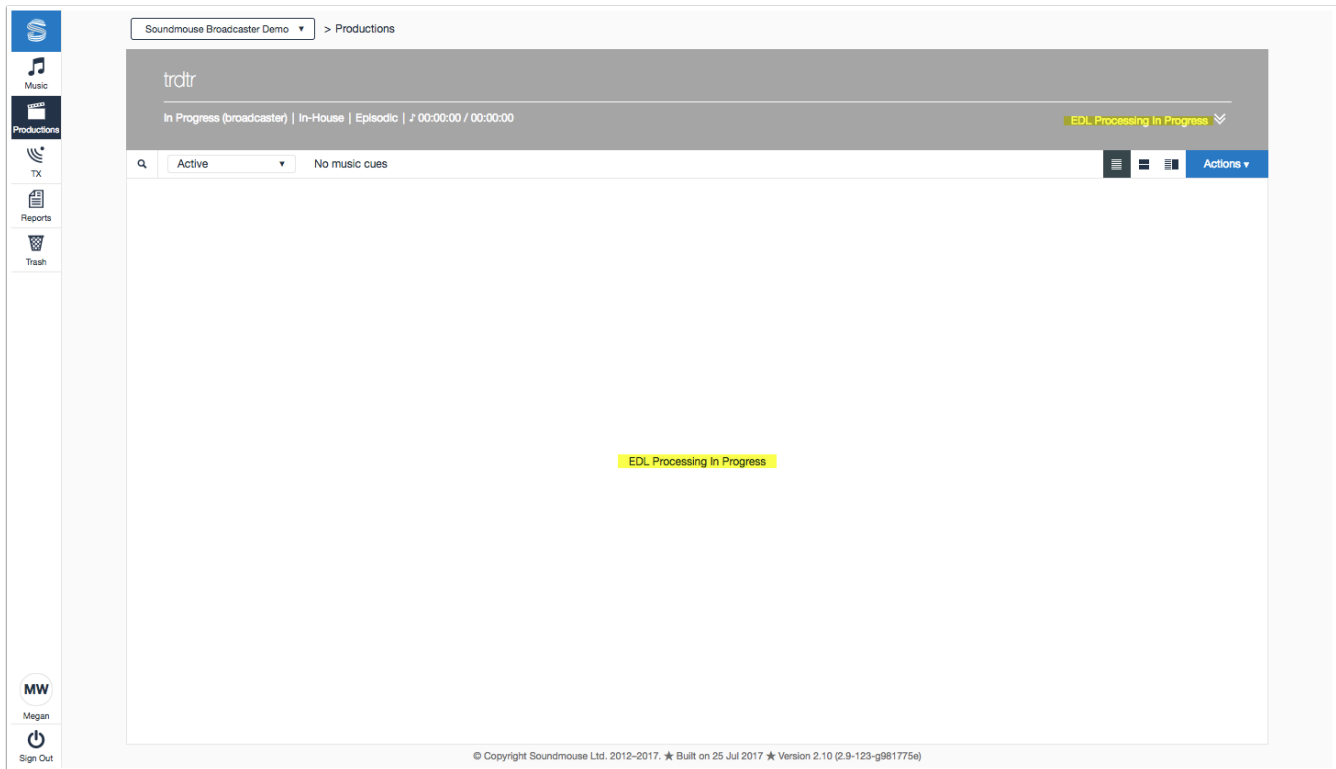
Once the processing is complete, the EDL cues will appear in the cue sheet with an E next to them. Again, depending upon how complete the data was in the original EDL(s), users may have to go in manually and add missing mandatory metadata.

⚠ Remember, even if Quick Input is enabled, the Interested Parties of existing cues must be edited individually.

💡 Users with access to the Uploads Manager will be able to see a record of EDL files uploaded to the system for the current workspace.

[Video Tutorial] Importing a New EDL

> 💡 *Click on CC in the video player to turn on closed captions.*

Generating a Soundmouse-compatible EDL file using Avid

This article will walk you through how to create a correctly formatted, Soundmouse-compatible EDL for your online edit using Avid.

Opening the Avid EDL Manager

First, load the Sequence in Avid then double click on it to open it in the Sequence window. Next, select **Output** at the top of the screen and choose **EDL** from the dropdown menu. Doing so will open the EDL Manager.
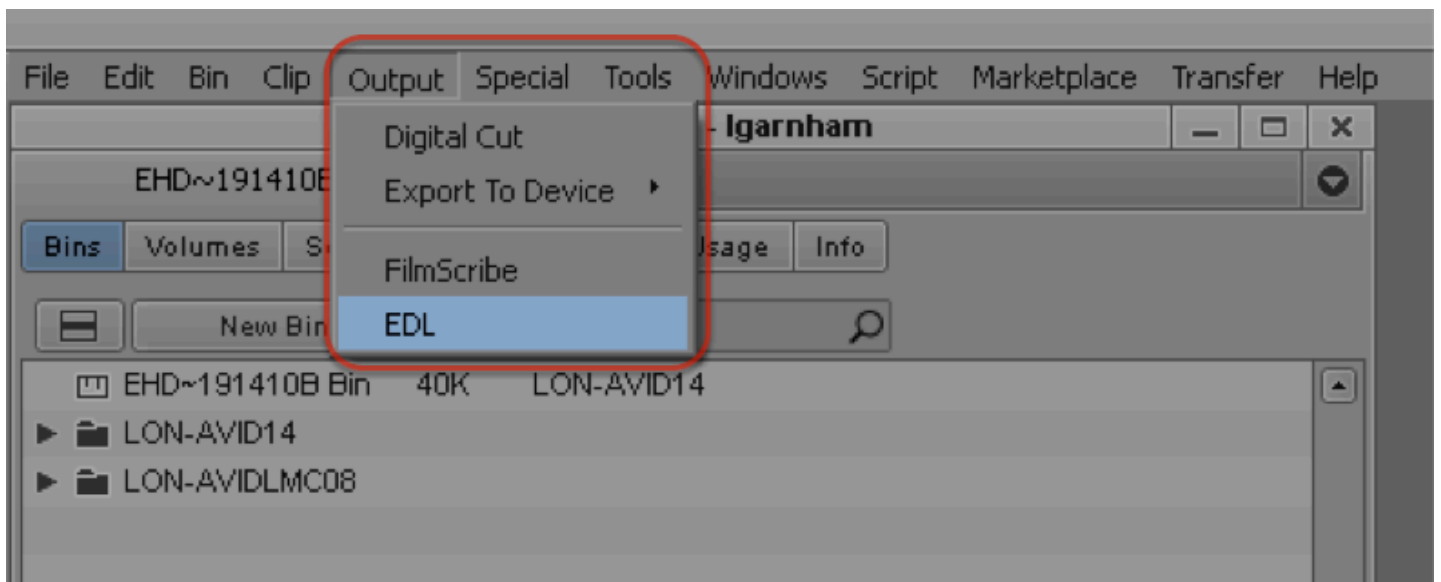
Getting a Sequence

Within the Avid EDL Manager, select the videos/tracks to be referenced using the buttons to the right of the Title field.
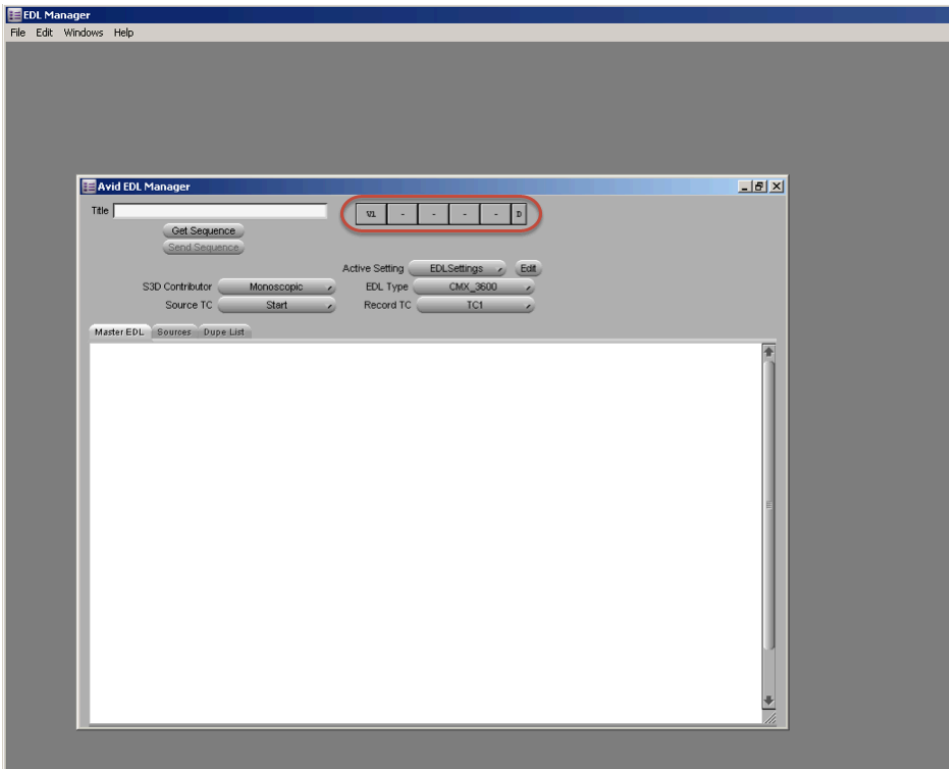
Once the selection has been made click on **Get Sequence** (below the Title field) or **File** (top of the screen) > **Get Current Sequence**.
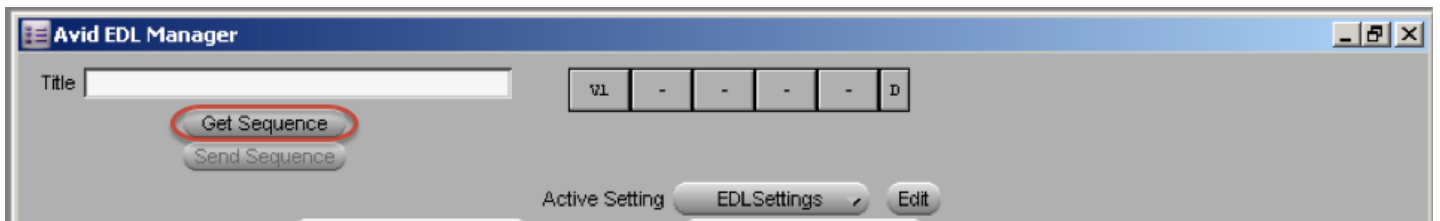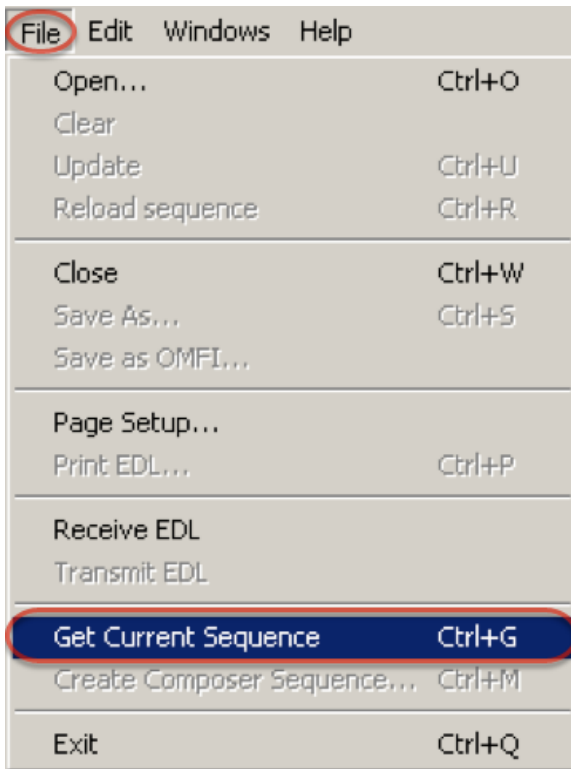
The Sequence will load with a list of timecodes and clip names.
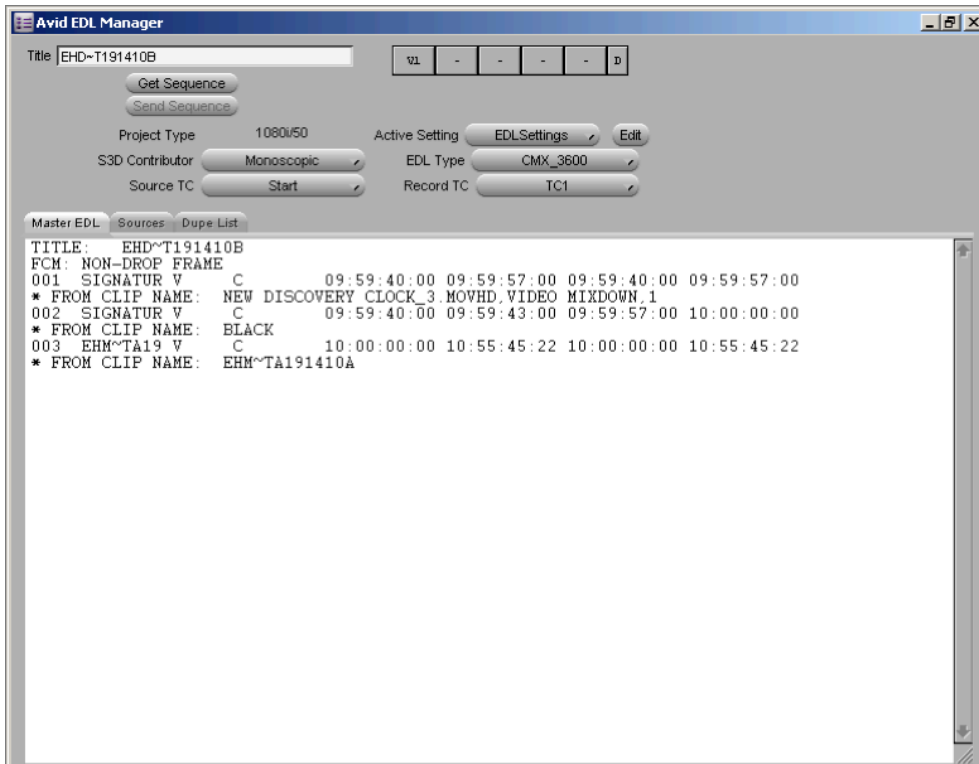
Including Clip Names

> 🛑 Soundmouse requires the EDL to have clip names. To make sure clip names are included select **Windows** > **Options** and then make sure Comments is ticked.
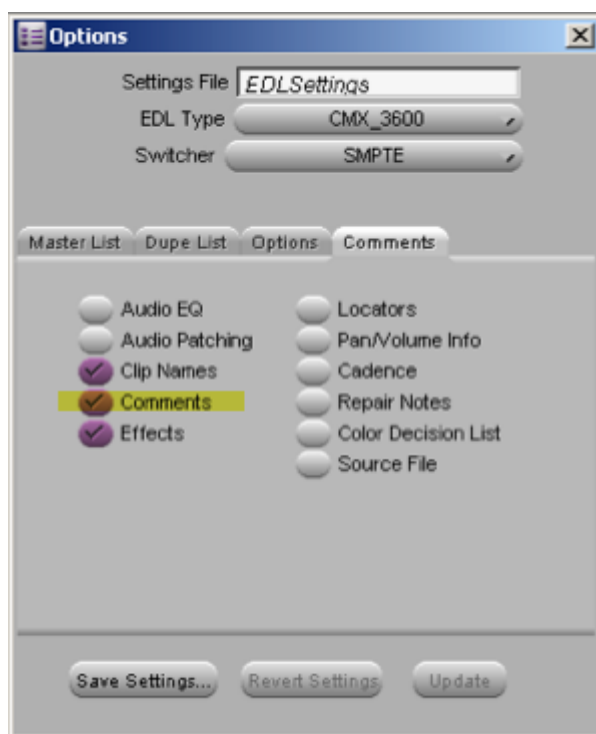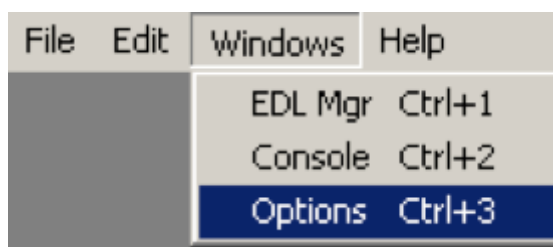
Choosing an Appropriate Format

> ⚠️ The EDL needs to be in one of the following formats to be accepted by Soundmouse: CMX 3600 (default), SONY 5000, SONY 9100, GVG 4 PLUS.

Choose a format by clicking on **Windows** > **Options** and then selecting an appropriate option from the EDL Type dropdown.
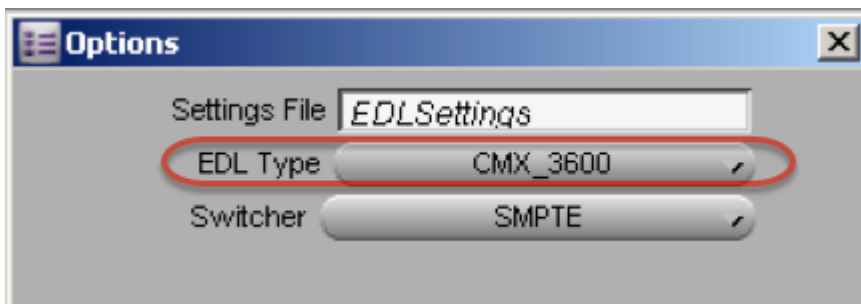
Alternatively, choose the format from the EDL Type dropdown directly in the Avid EDL Manager window.
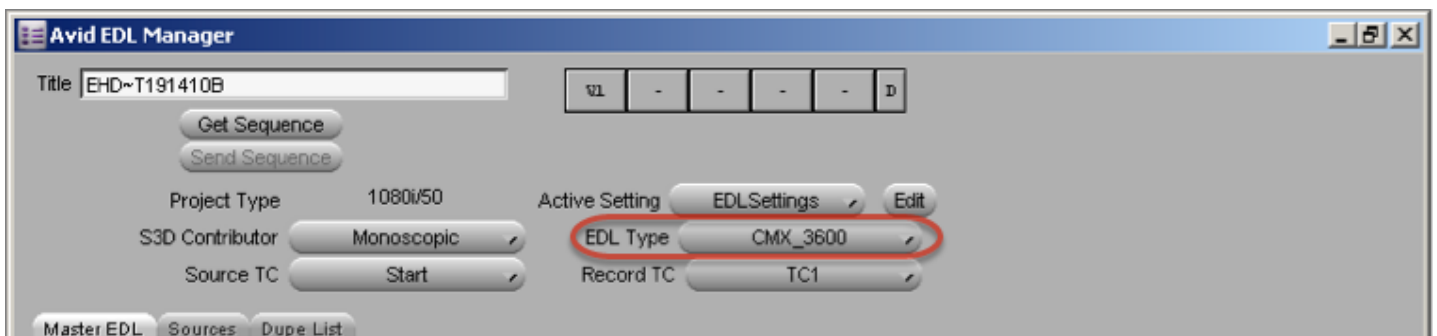
Exporting the EDL

> ⚠️ Before exporting your EDL, make sure clip names are included and it is in a Soundmouse-compatible format.

To export an EDL select **File** > **Save As...**
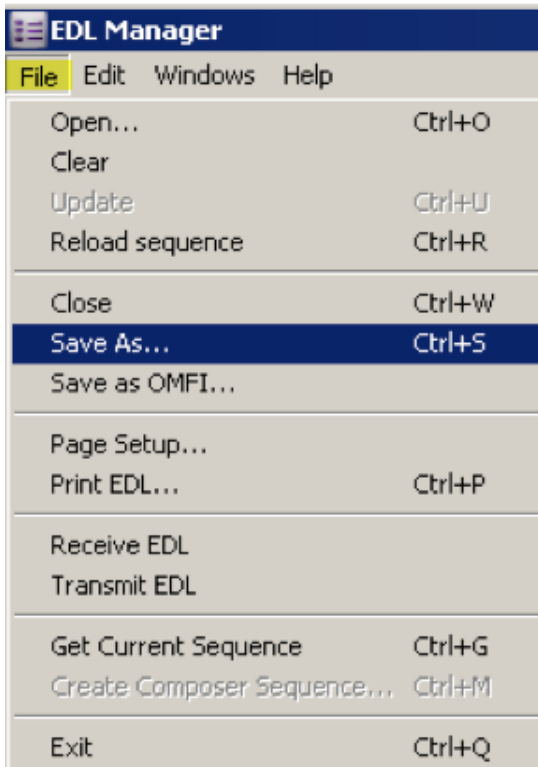
The EDL will be saved as a text file which can be used for referencing.

[Video Tutorial] Re-importing an EDL

No Music Cue Sheet

If a production contains no music, enter the cue sheet and click **No Music** located in the header. This will change the cue sheet's review status indicator to green and allow the empty cue sheet to be submitted.
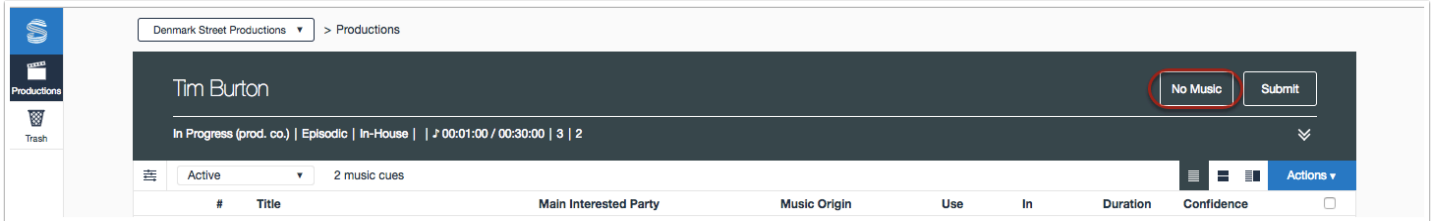
To apply the No Music flag to multiple productions at once, first locate those productions in the Productions Home Screen. Select the relevant tickboxes and click on **Actions** followed by **No Music**. When the popover appears select **No Music** one final time to apply the flag.
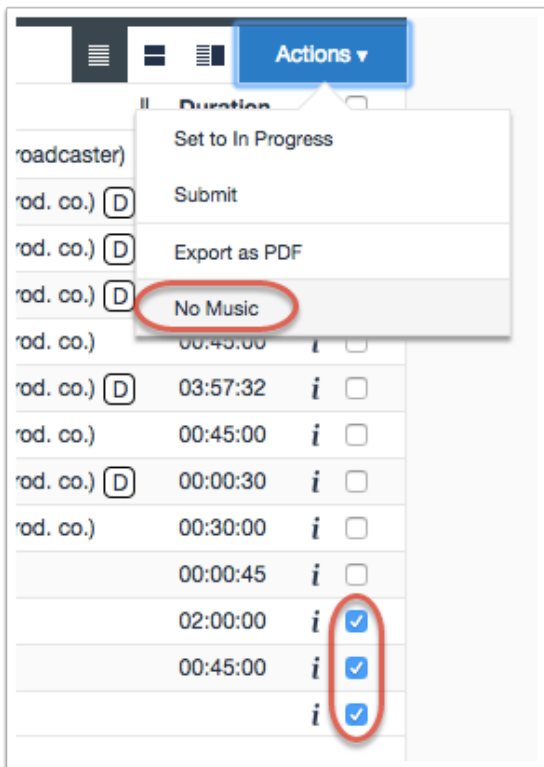
No Music

All cues within the selected 4 cue sheets will be deleted.

Close   **No Music**

Submitting a Cue Sheet

Clicking on **Submit** located in the cue sheet header will send the cue sheet to the broadcaster for approval. In order to be able to submit a cue sheet, all cues must have a [green review status](#) or the [No Music flag](#) must be set.

To submit multiple cue sheets simultaneously, select the tickboxes of the cue sheets to be submitted in the Productions Home Screen, then click on **Actions** followed by **Submit**. Click **Submit** again when the dialogue box appears. A pop-up will then reveal how many cue sheets were successfully submitted.
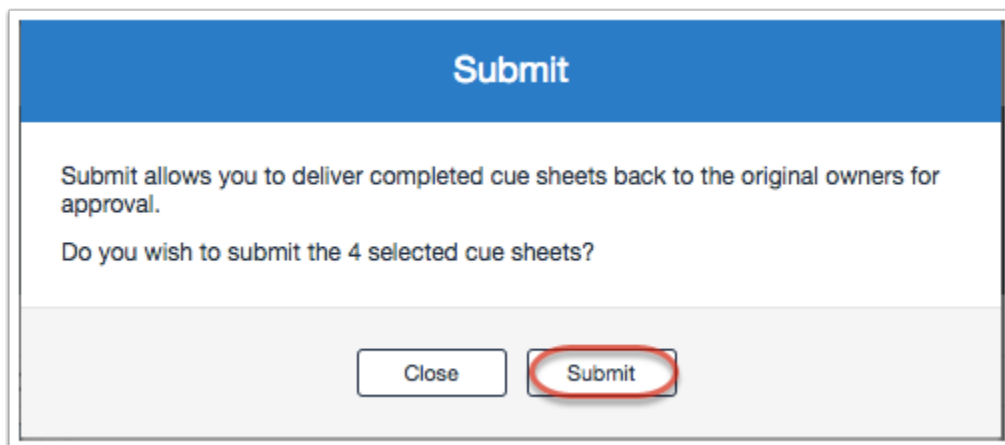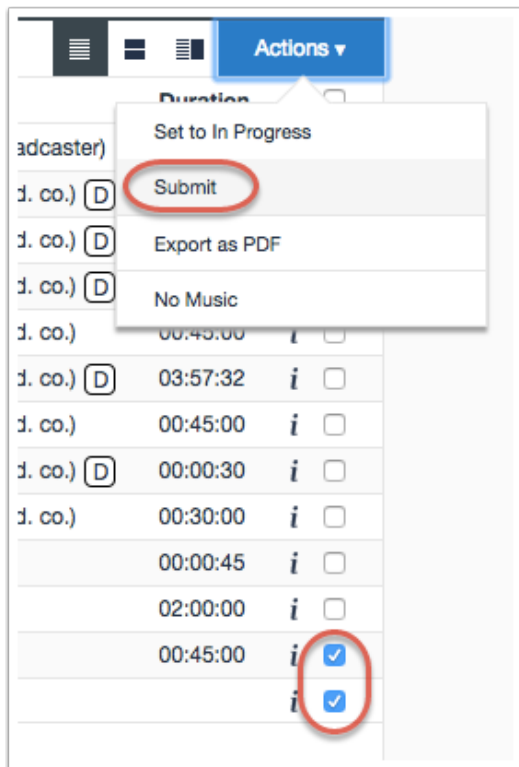
⚠ After submitting a cue sheet to the broadcaster, production company users will not be able to edit it unless it is first rejected by the broadcaster.

[Video Tutorial] Submitting a Cue Sheet

💡 *Click on CC in the video player to turn on closed captions.*

Approving and Rejecting Cue Sheets

Individually

ℹ️ In order to be able to approve a cue sheet, the review status of the cue sheet must be green. Visit the chapter on Understanding Review Status Indicators for more information.

Within a cue sheet, permissioned users can approve or reject cue sheets by clicking on the relevant button in the cue sheet header.
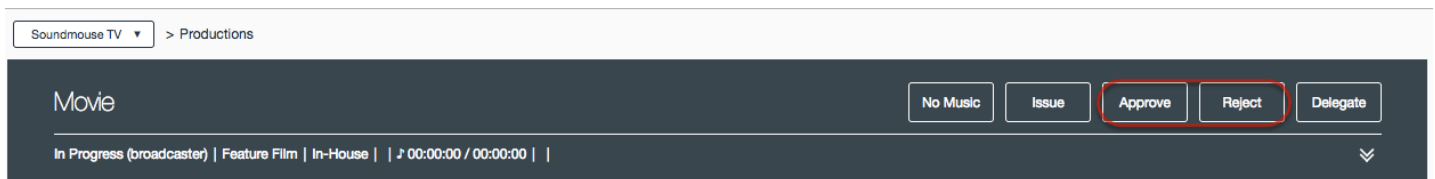
In Bulk

To bulk approve or reject cue sheets, first locate the relevant productions in the Productions Home Screen. Select their corresponding tickboxes and click on **Actions** followed by the status (Approve or Reject) to be applied.

Confirm the desired status when the dialogue box appears. A pop-up will then reveal how many cue sheets successfully changed status.

Reject

This will allow you to reject a selected number of cue sheets and return them back to the production company for further editing.

Do you wish to reject the selected cue sheet?

Close   Reject

Approve

Approving completed cue sheets will ensure that they are available for reporting.

Do you wish to approve the selected cue sheet?

Close   Approve

Delegating a Cue Sheet

Selecting **Delegate** in the header opens a new window which allows the user to delegate the cue sheet to an Existing Contact or a New Contact. Supply the necessary information and then click on **Delegate** to send the cue sheet off for completion.
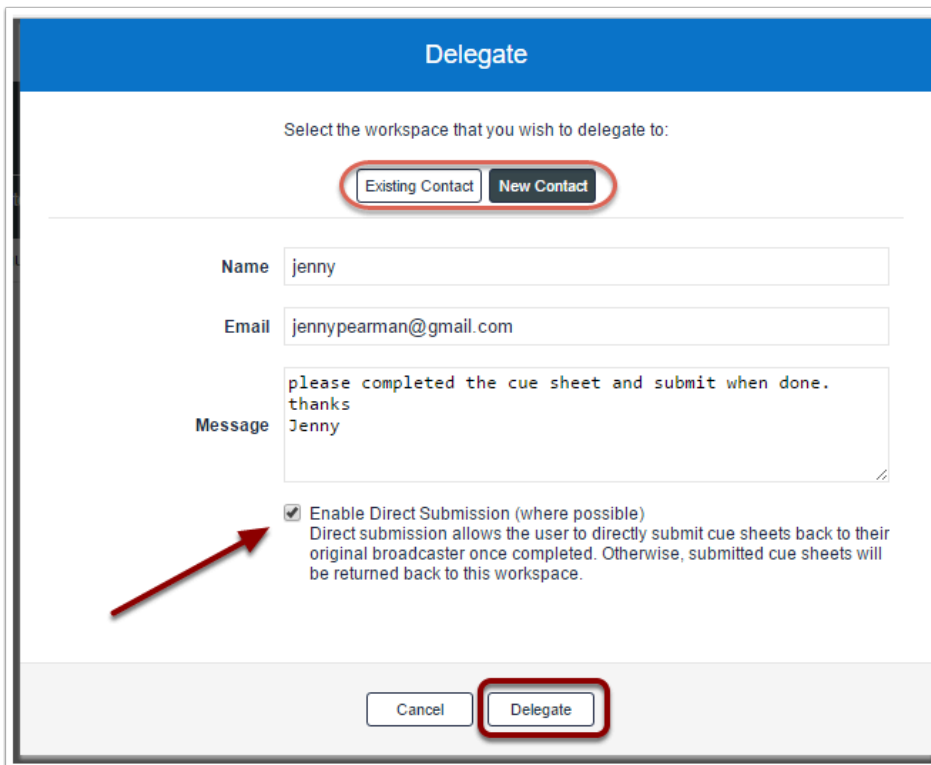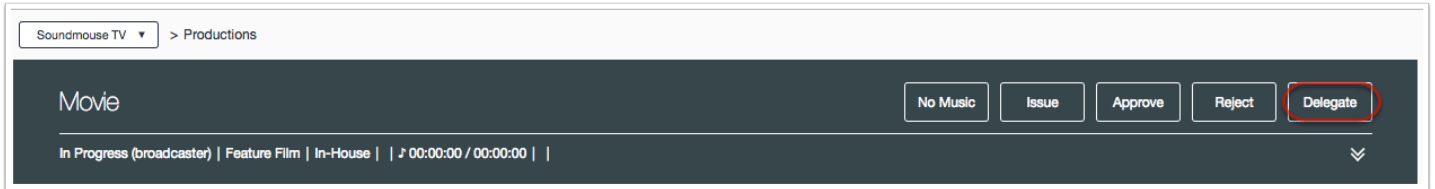
> 💡 Ticking the Enable Direct Submission (where possible) box means that the cue sheet can be submitted directly by the 3rd party it was delegated to for completion.

The recepient is then notified that a cue sheet has been delegated.

The invite is awaiting acknowledgement from the recipient for the following cue sheet.

Jenny's Game

Close
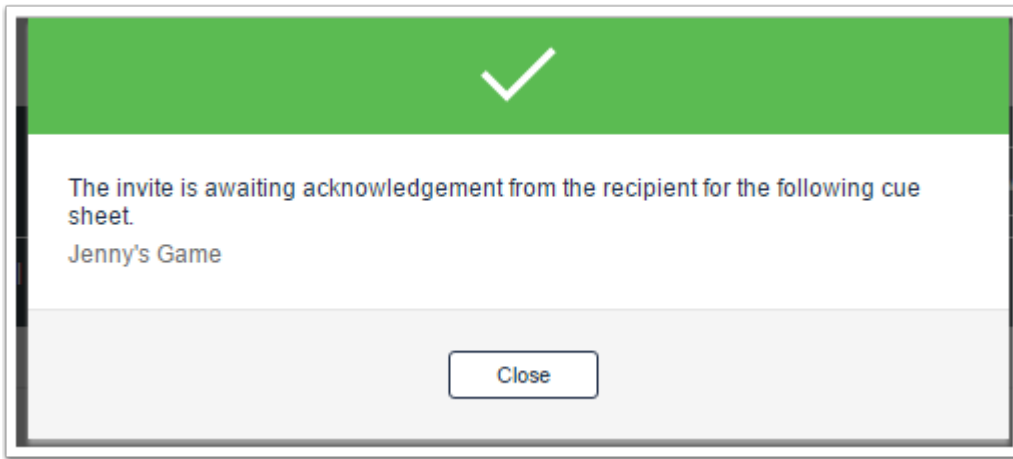
The cue sheet header will then display a Delegation indicator.

Jenny's Game

D   No Music   Approve   Set to In Progress   Delegate

New | Production | In-House | United Kingdom | ♪ 00:00:00 / 00:30:00 | 1 | 1 | Diagnostics
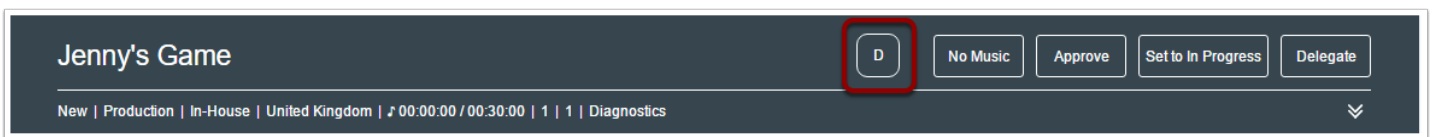
Recalling a Cue Sheet

If a cue sheet has been Issued to a Production Company in error, Permissioned Broadcaster users can Recall that cue sheet. This will remove the cue sheet from the Production Company workspace. Once Recalled, users in the source/Broadcaster workspace will once again have edit permissions.

From the Productions Home Screen

Locate the cue sheets that were Issued incorrectly by making use of the search and filter options, and then click on their corresponding tickboxes.

Click on the **Actions dropdown** and then select **Recall**.
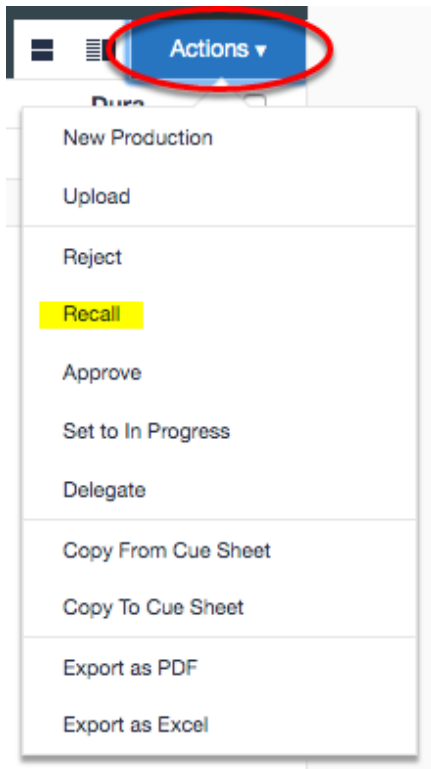
Click on **Recall** a final time to recall the cue sheet.
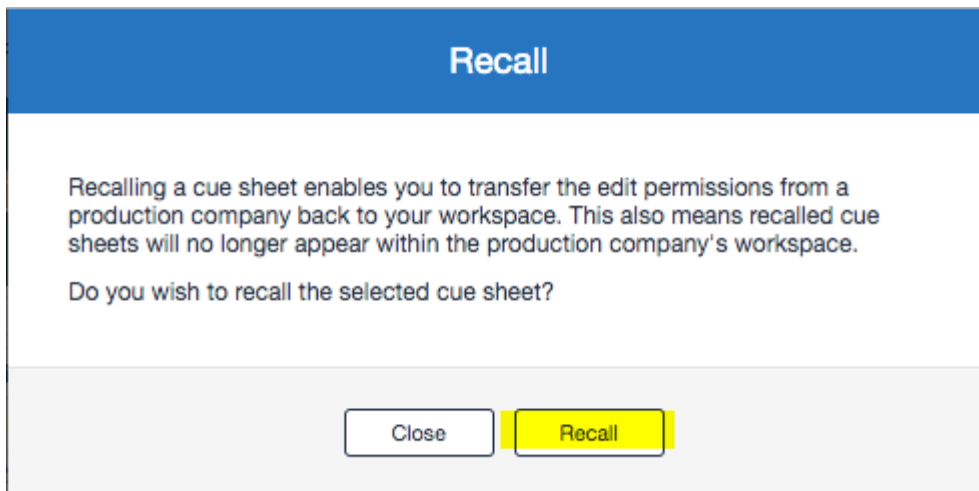
From within a Production

Make use of the search functionality to locate the Production that was issued in error. Once located, click on it to view the cue sheet.

Click on the **Recall** button located towards the top right of the production header. Note: there is no additional warning or prompt; when Recall is clicked the cue sheet is immediately recalled.

ⓘ Once Recalled, the cue sheet will no longer appear in the Production Company workspace. Permissioned Users in the source workspace can re-issue the cue sheet to another workspace or make edits to it.

💡 Note: Any edits made by the Production Company prior to the Recall will remain visible on the cue sheet.

Running a Confidence Search (AR)

Users can search for and filter audio recognition (AR) productions by the confidence level (or 'star power') of the cues contained within the cue sheet. Use this feature to search for AR productions that contain at least one cue with the confidence level selected.

Begin a confidence search in the Productions home screen by clicking on the **search icon**. Scroll down to the section titled Confidence Level, tick the box for 'Show cues with a confidence of' and then make your selection. Click on **Find** to run the search.

⚠ Ignored cues are also included in the search results.

If you tick the boxes for 1/3 and 3/3 stars the results will display those cue sheets that contain at least one cue with 1 star AND one cue with 3 stars. These results could also include cue sheets that contain 2 star cues but still meet the search criteria by having 1 and 3 star cues. Select 'Exclusive' to view cue sheets that ONLY contain cues with the selected confidence level(s). In this case, ticking the box for 'Exclusive' means that only those cue sheets that contain 1 and 3 star cues will be shown.

A Confidence Search is particularly useful when the user only wants to review cue sheets that contain cues of a certain confidence level, for example 1 or 2 star cues. In this case, the search could be used to target those cue sheets to provide the user with what is essentially a filtered list of items that need to be reviewed. Users can also use the Confidence Search to create a list of cue sheets that contain only 3 star cues so that they can bulk approve them without review.

Users can save the search criteria selected as a Custom Filter for future use. For more information see 'Creating and Saving Custom Filters' in the article 'Locating a Production'.

Audio Recognition (AR) Cue Sheets

On the Productions home screen, Audio Recognition (AR) cue sheets can be identified by the play button located on the programme's review status indicator.

Timeline, Playhead and Video Player

In an AR cue sheet, the Timeline (1) is a visual representation of the cue sheet. The Playhead (2) – the vertical line in the Timeline – is a current position indicator: it lets you know where you are in the cue sheet/playback. AR cue sheets that contain video will also have a video player (3).

Play/Pause

Use the Play/Pause button to start and stop playback. Users can click anywhere in the Timeline to move the Playhead.

Zoom In/Out

Use the + and - buttons to zoom in/out on the Timeline.

Adjust the Volume

Adjust the volume of the playback by clicking on the volume button.
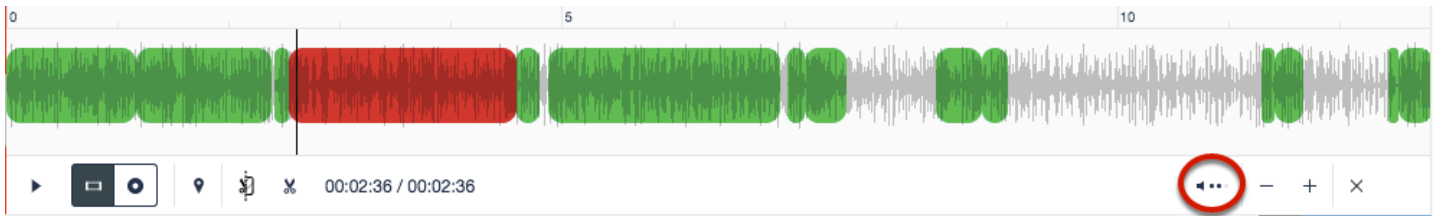
Production Video vs Source Audio

When listening to the playback, users can choose between Production Video and Source Audio. Production Video is the edited audio in the production as it was delivered to Soundmouse. Source Audio is the unedited version of the track.

To play the Source Audio, click on the Source Audio button and then the play button of the corresponding cue.

Hiding the Timeline

Hide the Timeline and Video Player by clicking on the X. To restore the Timeline simply click on a cue's corresponding play button.
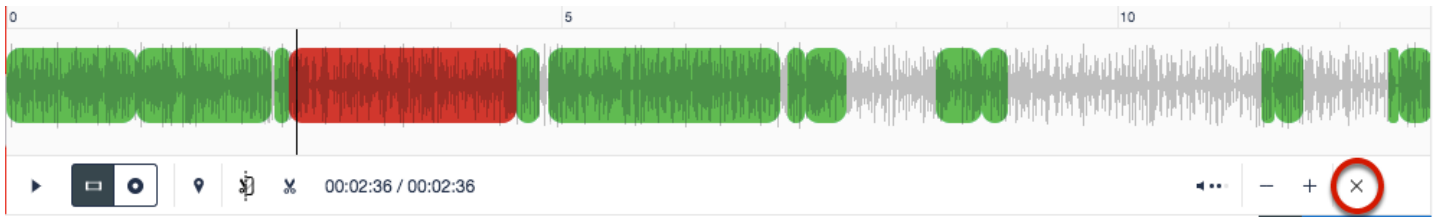
Splitting Cues (AR)

In an Audio Recognition (AR) cue sheet, users can split cues into two portions via the timeline. After a split, the cues inherit the metadata of the original cue; only the usage data (Time In/Out) is altered.

Locate the cue to be split in the timeline. Pause the playback and make sure that the playhead (the current position indicator) is located at the point where you wish to perform the split. Use the + and - icons to zoom in/out on the timeline if necessary.
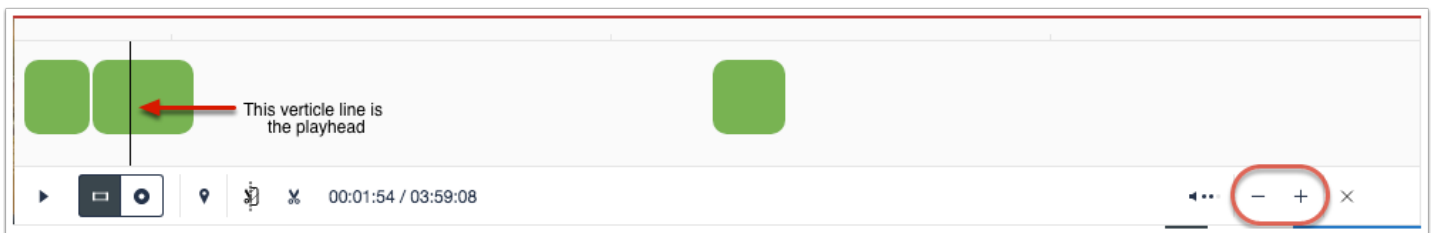
Click on the **split cue icon** to perform the split. Note: the split will be performed immediately and you will be left with two cues. The second cue (the portion split off) will appear below the 'original' cue in the cue list. It will not have a confidence rating, but the cue will be 'active'. The new Time Out of the 'original' (first) cue will reflect the point at which it was split. The Time In of the new, split portion of the cue will be equal to the new Time Out of the first cue.
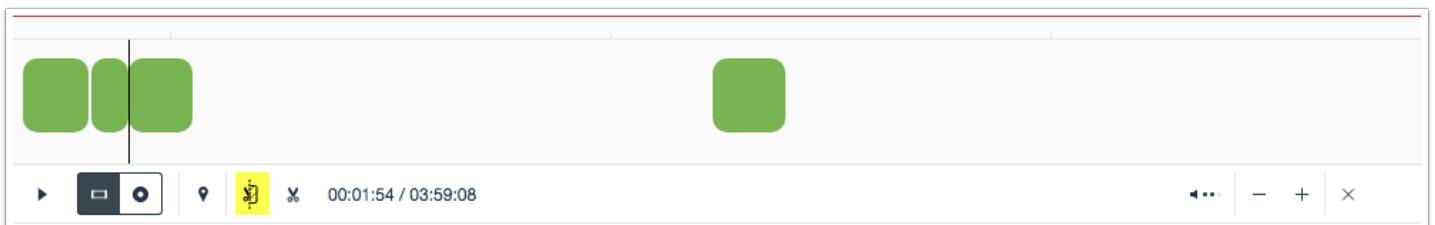
Active, Deleted and Ignored cues can all be split. Once a split is performed, the cues generated from the split (the altered original and the new split portion) will be active.

Users should avoid trying to split overlapping cues.

Track Cutting (AR)

Track cutting lets users manually input metadata for an unidentified track in an Audio Recognition (AR) cue sheet.

Click on the **Track Cutting icon** and then click on the Timeline. Drag the ends of the orange selection box to cover the start and end time of the track.

Enter in the track's metadata (or make use of the Track Search). The Time In/Out and Duration will be automatically calculated based the borders of the selection. Once all the mandatory fields have been completed click on **Create**.

What is Auto-Activate (AR)?

In an audio recognition (AR) cue sheet, if a cue's confidence level falls below the minimum threshold of 3 stars the cue will automatically be ignored and considered 'inactive'. [Inactive cues](#) are not reported. Permissioned users can bypass this by making use of Soundmouse's Auto-Activate functionality.

Auto-Activate allows a permissioned user to define cue conditions on the system; low confidence cues that meet a specified condition will automatically be marked as 'active' and therefore reported.

💡 Conditions can be set for composers, performers, identifiers, sources, workspaces, etc. For detailed instructions about using the Auto-Activate functionality, see [Setting Conditions to Auto-Activate Cues (AR)](#).

What is Auto-Delete (AR)?

In an audio recognition (AR) cue sheet, if a cue's confidence level meets the 3-star threshold the cue will automatically be considered 'active'. Active cues are reported. Permissioned users can combat this by making use of Soundmouse's Auto-Delete functionality.

Auto-Delete allows a permissioned user to define cue conditions on the system; high confidence (3-star) cues that meet a specified condition will automatically be marked as 'deleted' (inactive) – and therefore not reported.

Conditions can be set for composers, performers, identifiers, sources, workspaces, etc. For detailed instructions about using the Auto-Delete feature, see Setting Conditions to Auto-Delete Cues (AR).

A 'deleted' cue is not actually deleted off of the system; rather 'deleted' refers to a cue status. Users can see deleted cues in a cue sheet by making use of filters. The text of a deleted cue is presented with a strikethrough. Deleted cues can easily be 'restored' (set as active).

Email Notifications (AR)

Permissioned users can set up email notifications to be sent to users working on Issued, Rejected and/or In Progress cue sheets afer the cue sheets have not been actioned for a specified time period.

The time periods after which email notifications are triggered are defined in [Workspace Settings](#).

Issued

This notification helps to ensure that an Issued cue sheet isn't neglected by notifying all workspace users that the Issued cue sheet hasn't been opened within the specified period of time.

Rejected

Rejected cue sheets are autmatically re-issued back to the production company's workspace. This notification helps to ensure that a Rejected cue sheet isn't neglected by informing all members of the production company's workspace that the Rejected (re-issued) cue sheet has not been opened or edited within the specified period of time.

In Progress

This notification helps ensure that an In Progress cue sheet isn't neglected by informing all workspace users that the In Progress cue sheet has not been edited within the specified period of time.

User Preferences

Accessing User Preferences

In User Preferences users can set the default language (culture), change their password, select the Production Header Fields to be displayed in the Header Summary, customise the columns visible in various Managers/Modules, show Merged Cues, view Confidence as a percentage and turn cue sheet review status banners on/off.

Accessing User Preferences

From the Productions and Uploads Managers, access User Preferences by clicking on the **User Icon** and then **User Preferences**.

From all other Managers/Modules, access User Preferences by clicking on the Workspace dropdown and selecting **User Preferences**.

Setting the Default Language

<u>From the Productions and Uploads Managers</u>, set the default language in User Preferences by clicking on **User** and then choosing a language from the Culture dropdown. Click on **Update** to save.

<u>From all other Managers/Modules</u>, set the default language in User Preferences by clicking on **User**, **General** and then choosing a language from the Culture dropdown. Click on **Update** to save.

Changing Your Password

⚠️ Passwords must contain at least 8 characters. They must use both uppercase and lowercase letters, include at least one number and one of the following symbols: ! # $ % & ( ) + - / : < = > ? _

From the Productions and Uploads Managers, change your password in User Preferences by clicking on **User** and entering in your current password and your new password twice (once in the New Password field and then again in the Confirm Password field) . Click on **Update** to save.

From all other Managers/Modules, change your password in User Preferences by clicking on **User** and then **Password**. Enter in your current password then the new password twice (once in the New Password field and then again in the Confirm Password field). Click on **Update** to save.

Configuring the Production Header Summary

The Header Summary refers to an unexpanded Production Header. Users can choose which Production Header fields are visible in the summary under User Preferences.

From the Productions and Uploads Managers, users can customise the Header Summary by first entering User Preferences and clicking on **Productions**. Then simply use the tickboxes of the various Production Header Fields to add/remove them to the summary. Click on **Update** to save.

⓵ A maximum of 7 Production Header Fields can be selected, and only those fields provided by the Broadcaster will be visible to users.

From all other Managers/Modules, enter User Preferences and customise the Header Summary by first clicking on **Production**. Then use the tickboxes of the various Production Header Fields to add/remove them from the summary. Click on **Update** to save.

Reordering Header Summary Fields

Users can amend the order in which the Header Summary fields are listed. To do so, simply edit the numbers to the left of the selected Header Summary fields.

Click on **Update** to ensure the changes are saved.

User Preferences

Header Summary

Select the Production Header Fields to be displayed in the Header Summary. A maximum of 7 fields can be chosen. Only fields provided by the broadcaster will be visible to users.

	Production Header Fields	Section	
1	Production Type	Production	☑
2	Production Source	Production	☑
3	Production Country	Production	☑
4	Music Duration / Production D	Production	☑
5	Year	Production	☑
6	Episode Number	Series	☑

Custom Columns

Select and order the column fields in the Single Line / Split View of the Productions, Cue Sheet and Track Search.

Productions	∠
Uploads	∠
Track Search	∠
Cue Sheets	∠

Quick Input

☐ Use Quick Input
Enable Quick Input to add multiple Interested Parties at the same time.

Merged Cues

☐ Show merged cue(s) in the expanded view of the Productions Manager.
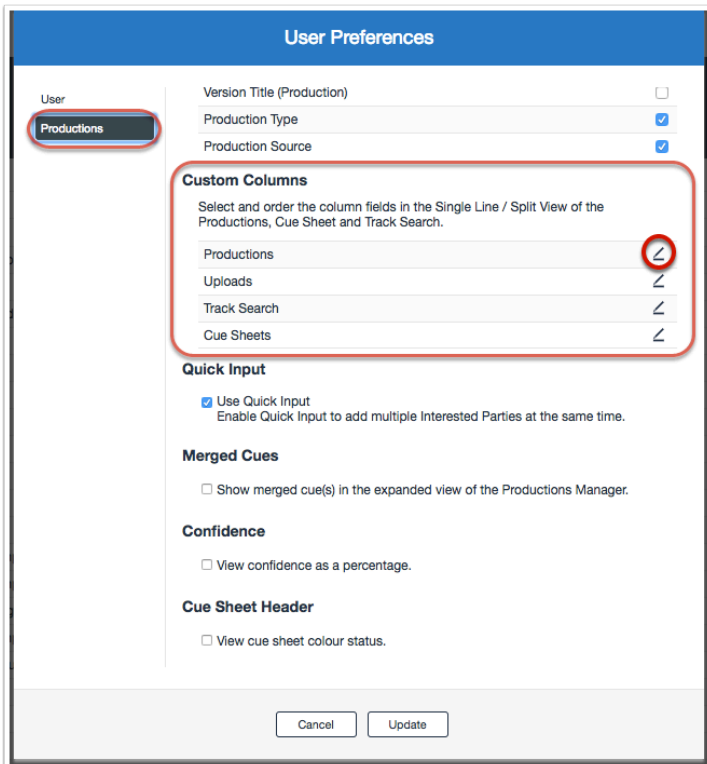
User

Productions

Cancel   Update

Customising Columns

With our Custom Columns feature users can select which fields are visible and the order in which they appear in the home screens of the Productions Manager, in the Track Search and within Cue Sheets.

While within User Preferences, click on **Productions** and scroll down to the section entitled Custom Columns. Click on the **edit icon** of the relevant Manager or Module to begin customisation.

Select either Single Line or Split View then begin customising the columns by using the tickboxes to add/remove fields. Reorder fields by adjusting their numbers. Click on **Update** to save.

User Preferences

< Back

Reset column width

Custom Production Columns

Select and order the column fields in the Single Line / Split View of the Productions.

	Column	Section	
1	Original Title (#)	Production (Series)	☑
2	Original Title	Series	☑
3	Name	Production Company	☑
4	Source (Prod Type)	Production (Production)	☑
5	Status	Production	☑
6	Duration	Production	☑
	Client Name	Advert Details	☐
	Clock Number	Advert Details	☐
	End Line	Advert Details	☐
	Narrative	Advert Details	☐
	Product Name	Advert Details	☐
	Alternative Title	Production	☐
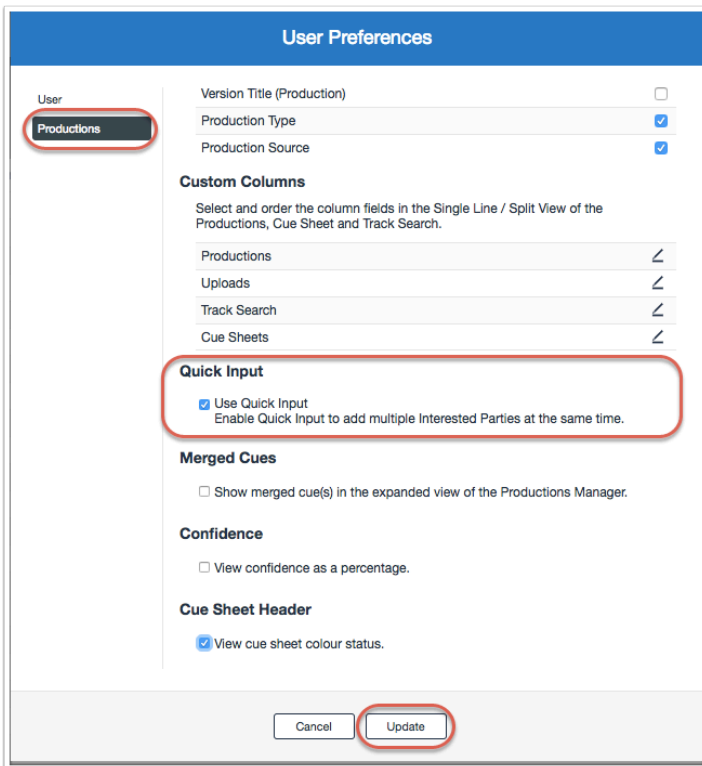
Cancel   Update

User

Productions

Enabling Quick Input

By default, the Productions Manager requires users to add Interested Parties (IPs) to cues individually. To change this, users can turn on Quick Input. When Quick Input is enabled, up to 5 IP fields will be visible in the New Cue Input Form. Note: if IPs need to be edited, they must be edited individually.

From the Productions and Uploads Managers, users can turn on Quick Input in User Preferences by clicking on **Productions** and then ticking the Use Quick Input tickbox. Click on **Update** to save.

From all other Managers/Modules, users can turn on Quick Input in User Preferences by clicking on **Production** and then ticking the Use Quick Input tickbox. Click on **Update** to save.

User Preferences

User   **Production**

Header Summary

Select the Production Header Fields to be displayed in the Header Summary. A maximum of 7 fields can be chosen. Only fields provided by the broadcaster will be visible to users.

Production Header Fields	Include
Working Title (Series)	☐
Version Title (Series)	☐
Episode Number	☑
Season	☑
First Scheduled Transmission	☐

Quick Input

☑ Use Quick Input

     Quick Input enables you to quickly and efficiently input Interested Parties values.

Merged Cues

☐ Show merged cue(s) in the expanded view of the Productions Manager.
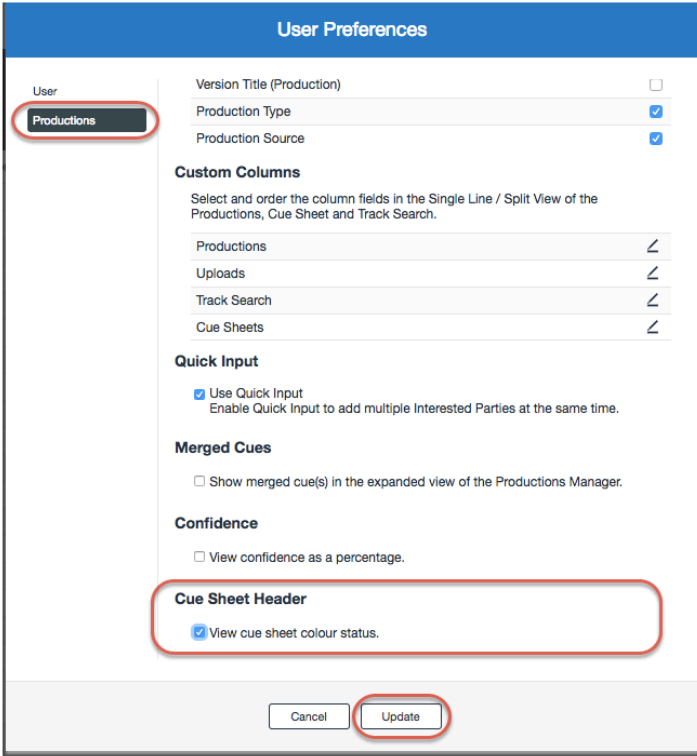
Confidence

☐ View confidence as a percentage.

Cancel   **Update**

Turning Off/On Cue Sheet Header Colours

By default, cue sheet header colours now reflect the cue sheet's review status.

To turn this feature off/on head to User Preferences and click on **Productions.** Scroll down to Cue Sheet Header and (un)tick the box to 'View cue sheet colour status'. Click on **Update** to save.

Using Display Title

The default Production Title is shown in the header summary. The Use Display Title function allows users to select a combination of two fields to display in place of Production Title. This feature is particularly useful when the Production Title is less meaningful than other fields, such as a combination of Series Title and Episode #.

Open User Preferences by clicking on your **user icon**, **User Preferences** and then **Productions**.

Scroll down to the section entitled Use Display Title and tick the box for 'Show Display Title instead of the default Production Title'. Next click on the **edit icon** located to the right of Change Display Title.

Select the two fields that will become the Display Title using the tickboxes, order them and then click on **Update** to save.

Once the Display Title has been set up, users can then set it as one of the Custom Columns that appears on the Productions page. For more information see our chapter on [Customising Columns](#).

Frequently Asked Questions

FAQs – General

I don't have Google Chrome. Can I use another web browser?

Currently Google Chrome is the only browser fully supported by Soundmouse. While the system may function on other browsers, such as Internet Explorer (IE) and Mozilla Firefox, using an unsupported browser can cause some features to not function as intended or to fail entirely. To download Google Chrome to your machine go to www.google.com/chrome/

Help! I've forgotten my password!

To reset your password after a failed sign in attempt, click on the "Forgotten your password?" link. After 5 failed sign in attempts your account will be locked for 15 minutes.

Need more help?

If you are experiencing technical difficulties or require additional help, email our support team at helpdesk@soundmouse.com.

FAQs – Productions Manager

How are cue sheets issued to a production company?

Cue sheets are issued automatically using header information provided by the broadcaster. On rare occasions, some cue sheets may have a status of to be issued. This is because:

- Production company information has not been provided. In this case cue sheets can be issued manually by a broadcaster user by clicking on the Issue button and selecting the relevant production company.
- The production company has not been set up in Soundmouse meaning that it cannot be located in the list after clicking Issue. For further assistance the broadcaster should contact Soundmouse.

Can I edit the production header?

While there are some header fields that can be edited by permissioned users, most of the header information is passed to Soundmouse from the broadcaster's internal management system as part of an automated process. Any changes to the header need to be requested at source and then provided to Soundmouse in a cue sheet header file.

What are 'active' productions?

Active productions refer to those that have a status of issued, in-progress or rejected. Only active productions can be edited by a production user.

I submitted my cue sheet but noticed an error. Why can't I edit it now?

Producer users can only edit cue sheets with a status of issued, in-progress (production company) and rejected. To be able to edit a submitted or approved cue sheet the broadcaster must first reject it. This will allow it to be edited by the production user once again.

What is an identifier?

An identifier is an alphanumerical code issued for a work or a recording by a collection society or other organisation.

How can I review my cue sheet?

As the single line view only shows a limited amount of data per cue, it is not ideal for review purposes. To review all cue data at once, click on the expanded view icon.

Where does the Soundmouse track search data come from?

Track search results come from several sources: tracks that have been used previously within cue sheets approved by the broadcaster, tracks that have been uploaded directly to the workspace and tracks that have been uploaded by other music owners who are part of the same territory as the current workspace. The track search database will continue to grow as more cue sheets are completed and more music owners upload their content onto Soundmouse.

How can I view cue sheets that I have submitted to the broadcaster?

Filters on the Productions home page can be employed to list and search the various statuses, sources, types and review statuses of the cue sheets associated with a particular workspace. To employ a filter, click on the button beneath the Soundmouse logo below the word Productions. This will open up the filter options.

I deleted a cue in error. Can I get it back?

While within a cue sheet, set the cue filter dropdown located below the header on the left side of the screen to All. this will show all cues, including those that have been Deleted or Ignored. Find the cues that were deleted in error, select their corresponding tickboxes, click on the Actions dropdown and then select **Activate**. The cues will now reappear as active cues in the cue sheet.

Can I rearrange cues?

Soundmouse automatically orders cues by time in/out. If no time in/out is specified the cues are ordered in the sequence they were entered. It is not possible to manually rearrange cues by dragging and dropping or editing the cue number. However, existing cues can be sorted in ascending or descending order by using the sort arrows on the various column headers (cue no., cue title, origin, etc.).

Can I export a copy of a cue sheet?

All users can export a cue sheet as a PDF by entering the cue sheet and using the Actions dropdown. Multiple cue sheets can be exported simultaneously from the Productions home screen. Locate the productions to be exported, select their corresponding tickboxes, and then click on Actions followed by Export as PDF. Once exported the PDFs can also be printed.

Will adding a comment affect the status of a cue sheet?

Commenting on a cue sheet via the header will not change the status of the cue sheet.

What is the cue 'confidence level'?

'Confidence level' applies only to audio recognition (AR) cues. The confidence level of an AR cue represents the likelihood that the system's recognition is correct. It is represented on a scale of 1 to 3 stars: 1 is lowest confidence level while 3 is the highest. Cues with a confidence level below a certain threshold will be automatically ignored and considered '[inactive'.](#)