



IAAIS Program Share Quick Start Guide

Login Screen

IAAIS Program Share [Home](#)

Login

Email Address

Password

Remember Me

[Login](#)

No account? Please contact IAAISmember@gmail.com for an account..

- You can enter either a username (created when account is created) or the email address to login.
- A user can't change their username once created, but the email address can be changed.
- The password sent by the admin when an account is created should be changed by the user.
- Password resets can be done by the "super users".

Program View

IAAIS Program Share [Home](#) [Program](#) [File](#) [backup](#)

List (1) [Create](#) Search: Program name, category, or the program publisher

	Program Title	Category	Program Publisher	Length	View Files	Subscribe
	New York Times	Newspaper	test	60:00	New York Times Files	Subscribe

- The program view allows users to search for a program, view program details, view files, and subscribe.
- When a user subscribes, it shows the program publisher that they are using the program. It can also notify them via email that the program has been uploaded if email notifications are enabled in the profile settings.
- When view files are clicked, it shows the files for the associated program. If it's an automatically downloaded program, the most recent file will be stored at a static URL like "New York Times.mp3" This is helpful for people that use an auto-downloader for their automation software.







IAAIS Program Share Home Program File				backup ▾
Root / New York Times				
	Name	Size	Date	
	New York Times/New York Times.mp3	14.0 MB	2021-01-08 16:50:29 CST	
	New York Times/55719_ftimes.mp3	14.0 MB	2021-01-08 16:50:34 CST	
	New York Times/55668_thtimes.mp3	14.1 MB	2021-01-07 16:50:32 CST	
	New York Times/55617_wtimes.mp3	13.8 MB	2021-01-06 16:50:30 CST	
	New York Times/55565_ttimes.mp3	14.0 MB	2021-01-05 16:50:30 CST	
	New York Times/55514_mtimes.mp3	14.0 MB	2021-01-04 17:50:31 CST	
	..			

File View

IAAIS Program Share Home Program File				backup ▾
Root /				
	Name	Size	Date	
	New York Times/			

- The file view shows all the files available on the server. It mirrors what the FTP server would show. Each program has a folder created for it and all files associated with a program are in the folder.

Root / New York Times

<input type="checkbox"/>		Name	Size	Date
<input type="checkbox"/>	 	New York Times/New York Times.mp3	14.0 MB	2021-01-08 16:50:29 CST
<input type="checkbox"/>	 	New York Times/55719_ftimes.mp3	14.0 MB	2021-01-08 16:50:34 CST
<input type="checkbox"/>	 	New York Times/55668_thtimes.mp3	14.1 MB	2021-01-07 16:50:32 CST
<input type="checkbox"/>	 	New York Times/55617_wtimes.mp3	13.8 MB	2021-01-06 16:50:30 CST
<input type="checkbox"/>	 	New York Times/55565_ttimes.mp3	14.0 MB	2021-01-05 16:50:30 CST
<input type="checkbox"/>	 	New York Times/55514_mtimes.mp3	14.0 MB	2021-01-04 17:50:31 CST
		 ..		

Upload File

Create Directory

With selected ▾




- If the logged in user has publishing rights for a program, there will be an option to upload files, delete files, or rename files.
- This is the way to upload files for a program that is not automatically downloaded. This would be for holiday programs, one-time programs etc.
- If auto-delete is selected in the program editor, the files in here will be deleted after a certain time, so if it isn't a reoccurring program, don't turn this on or the files will disappear!

Program Edit/View

- For each program there is an option to view. If someone is assigned a program creator role or is a super admin, there's an option to edit or delete.

IAAIS Program Share Home Program

List (1) Create Search: Program name, category

	Program Title	Category
  	New York Times	Newspaper

List Create Edit **Details**

Filter

Program Title	New York Times
Description	Recording of New York Times from TICNetwork
Length	60:00
Auto Delete?	True
Is this a feed URL?	True
Download URL	http://ticnetwork.org/audio/wire/nytimes.rss
Search Term (if using feed) - Leave blank if everything in feed is supposed to be downloaded.	
Program Publisher:	test,
View Files:	Click Here to View Files

- The view screen has more information.

Edit

List Create Edit **Details**

Category

Program Publisher

Program Users

Program Title

Description

Length

Auto Delete?

Is this a feed URL?

Download URL

Search Term (if using feed) - Leave blank if everything in feed is supposed to be downloaded.

- The edit screen is like the program creation screen. See the program creation section for more information on all the fields.

Program Creation

- The view screen has more information.

[List](#) [Create](#)

Category

Program Publisher

Program Users

Program Title

Description

Length

Auto Delete?

Is this a feed URL?

Download URL

Search Term (if using feed) - Leave blank if everything in feed is supposed to be downloaded.

- This is the program creation screen. Here are the fields explained:
 - Category** - The type of the program. Contact an administrator if the program type you want isn't listed.
 - Program Publisher** - Put your username here and any other users you want to give write access to. Admins already have write access so you don't need to add them.
 - Program Users** - You can put someone (or multiple people) here to subscribe to the program. When in the edit view, you'll be able to see those subscribed to the program.
 - Program Title** - the name of the program
 - Program Description** - optional, but may be helpful if you have special information about the program
 - Length** - How long the program is. This is self-reported and not automatic.
 - Auto Delete** - Turning this on deletes the program after a set amount of time. This is for recurring programs so we don't have 5,000 New York Times cluttering up the program share.
 - Is This a Feed URL** - There are two types of programs that are automatically downloaded. A program feed is an RSS feed that gets updated with new links everyday. An example is below:

```

</image>
▼<item>
  <title>The Capital Dispatch 01-8-2021</title>
  <itunes:title>The Capital Dispatch 01-8-2021</itunes:title>
  <link>https://iriscentraliowanews.podbean.com/e/the-capital-dispatch-01-8-2021/</link>
  <comments>https://iriscentraliowanews.podbean.com/e/the-capital-dispatch-01-8-2021/#comments</comments>
  <pubDate>Fri, 08 Jan 2021 12:31:12 -0600</pubDate>
  <guid isPermaLink="false">iriscentraliowanews.podbean.com/b6c825c1-8d3d-32d3-a619-66d680c6c140</guid>
  ▼<description>
    <![CDATA[ <p>A weekly recap of articles from The Capital Dispatch.The volunteer Voices of IRIS read newspapers aloud to keep c
    informed and connected to their communities.Learn more at IowaRadioReading.org</p> ]]>
  </description>
  ▼<content:encoded>
    <![CDATA[ <p>A weekly recap of articles from The Capital Dispatch.The volunteer Voices of IRIS read newspapers aloud to keep c
    informed and connected to their communities.Learn more at IowaRadioReading.org</p> ]]>
  </content:encoded>
  <enclosure url="https://mcdn.podbean.com/mf/web/rd2ekp/Capital_Dispatchb8ekb.mp3" length="45491064" type="audio/mpeg"/>
  <itunes:subtitle>A weekly recap of articles from The Capital Dispatch.The volunteer Voices of IRIS read newspapers aloud to keep
  informed and connected to their communities.Learn more at IowaRadioReading.org</itunes:subtitle>
  <itunes:summary>A weekly recap of articles from The Capital Dispatch.The volunteer Voices of IRIS read newspapers aloud to keep
  informed and connected to their communities.Learn more at IowaRadioReading.org</itunes:summary>
  <itunes:author>IRIS Iowa Radio Reading Information Service</itunes:author>
  <itunes:explicit>no</itunes:explicit>
  <itunes:block>No</itunes:block>
  <itunes:duration>57:59</itunes:duration>
  <itunes:episode>1439</itunes:episode>
  <itunes:episodeType>full</itunes:episodeType>
  <itunes:image href="https://pbcdn1.podbean.com/imglogo/image-logo/5392722/CENTRAL_IOWA_NEWS_CHANNEL.png"/>
</item>
▼<item>
  <title>Ames Tribune 01-8-2021</title>
  <itunes:title>Ames Tribune 01-8-2021</itunes:title>
  <link>https://iriscentraliowanews.podbean.com/e/ames-tribune-01-8-2021/</link>
  <comments>https://iriscentraliowanews.podbean.com/e/ames-tribune-01-8-2021/#comments</comments>
  <pubDate>Fri, 08 Jan 2021 12:29:52 -0600</pubDate>
  <guid isPermaLink="false">iriscentraliowanews.podbean.com/76fca208-6446-36e5-97cd-3f8e77e8076e</guid>
  ▼<description>
    <![CDATA[ <p>Readings from the Ames Tribune for Friday, January 8The volunteer Voices of IRIS read newspapers aloud to keep ov
    informed and connected to their communities.Learn more at IowaRadioReading.org</p> ]]>
  </description>
  ▼<content:encoded>
    <![CDATA[ <p>Readings from the Ames Tribune for Friday, January 8The volunteer Voices of IRIS read newspapers aloud to keep ov
    informed and connected to their communities.Learn more at IowaRadioReading.org</p> ]]>

```

If it's not a feed url, then it would be a constant URL that is not changed.

Programs are uploaded to a server and replace the previous file. This would be like: <http://callawaytechnologies.com/WallStreetJournal.mp3>

When in doubt, contact Callaway Technologies and I can provide a quick answer on what type it is.

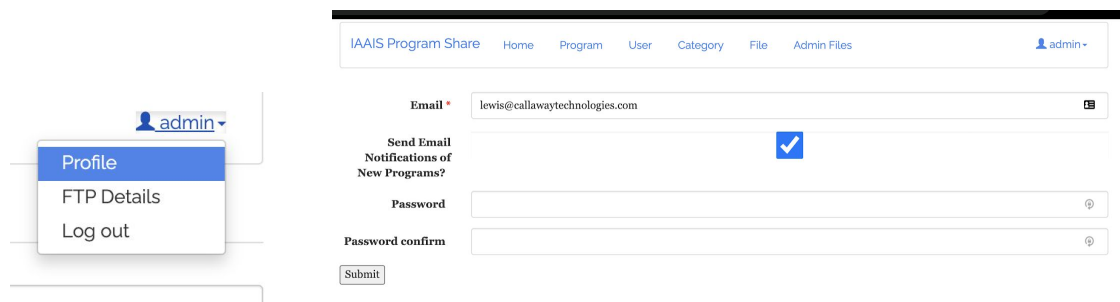
Download URL - either the feed or constant URL to download from.

Search Term - this is for feeds that have multiple programs on them but only one program is desired. So for example in this feed, if we want the Des Moines Register only, we should put Des Moines Register in the search term. This will leave out Ames Tribune recordings. It needs to match exactly - the search term should be something that is constant for every program (so not the date, or day of the week etc) - this is the

blue line on the second program in the example below.

```
</item>
▼<item>
  <title>Ames Tribune 01-8-2021</title>
  <itunes:title>Ames Tribune 01-8-2021</itunes:title>
  <link>https://iriscentraliowanews.podbean.com/e/ames-tribune-01-8-2021/</link>
  <comments>https://iriscentraliowanews.podbean.com/e/ames-tribune-01-8-2021/</comments>
  <pubDate>Fri, 08 Jan 2021 12:29:52 -0600</pubDate>
  <guid isPermaLink="false">iriscentraliowanews.podbean.com/76fca208-6446-36e
  ▼<description>
    <![CDATA[ <p>Readings from the Ames Tribune for Friday, January 8The volu
    informed and connected to their communities.Learn more at IowaRadioReadin
    </description>
  ▼<content:encoded>
    <![CDATA[ <p>Readings from the Ames Tribune for Friday, January 8The volu
    informed and connected to their communities.Learn more at IowaRadioReadin
    </content:encoded>
    <enclosure url="https://mcdn.podbean.com/mf/web/z34pwc/Ames_Tribune_Friday"
    <itunes:subtitle>Readings from the Ames Tribune for Friday, January 8The vo
    informed and connected to their communities.Learn more at IowaRadioReading.
    <itunes:summary>Readings from the Ames Tribune for Friday, January 8The vol
    informed and connected to their communities.Learn more at IowaRadioReading.
    <itunes:author>IRIS Iowa Radio Reading Information Service</itunes:author>
    <itunes:explicit>no</itunes:explicit>
    <itunes:block>No</itunes:block>
    <itunes:duration>57:59</itunes:duration>
    <itunes:episode>1438</itunes:episode>
    <itunes:episodeType>full</itunes:episodeType>
    <itunes:image href="https://mcdn.podbean.com/mf/web/r4zdjz/AMESTRIB.png" />
  </item>
  ▼<item>
    <title>Des Moines Register HOUR 3 for Friday, January 8</title>
    <itunes:title>Des Moines Register HOUR 3 for Friday, January 8</itunes:titl
    <link>https://iriscentraliowanews.podbean.com/e/des-moines-register-hour-3-
    <comments>https://iriscentraliowanews.podbean.com/e/des-moines-register-hou
    <pubDate>Fri, 08 Jan 2021 12:28:36 -0600</pubDate>
```

Profile View



- The profile screen allows for changing of email address, password resets, and ability to turn on or off email notifications for subscribed programs.

FTP View

- The FTP screen gives the server address for FTP, the username for FTP, and the ability to set the FTP password. The user’s FTP password is not set when their account is created so in order to use FTP, someone needs to set the password on here.

User View (admins only)

- The following fields are available on the creation or edit screens on the user view.

Roles - a user can be a superuser or a regular user. A superuser designation is only for an admin

Reading Service - this is the username. There shouldn’t be any spaces for the username

Email - email for the reading service

Active - set the user as active as inactive

Email Notification - turn on or off email notifications (when a program is uploaded) for a user

Programs Published by User - can be left blank. When on the edit screen it will show the programs the user publishes.

Password - Can reset the password for the user or set it for the first time.

Category View (admins only)

Name	<input type="text"/>
Description	<input type="text"/>
Programs Inside Category	<input type="text"/>

- Create a new category for programs. Programs can be added to this category in the “Programs Inside Category.” Description is optional.