

# Reports & Recordings

Edit and download event recordings and run event reports.

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# Recordings

## Recordings

# Assemble or edit an event recording

Use the editing studio to make simple edits to recorded content and to assemble content for any type of event. You can add and remove audio or video clips, slides, headshots (telephone broadcasts), surveys and survey results, and layout changes if you turned on Layout Switching. You can also change the start and end times of the event, cut out parts of the event audio and video, change the times that content is presented, and add jump points to specific parts of the event.

### Notes:

- For detailed edits, we recommend using dedicated video editing software.
- The editing studio goes by different names depending on the type of event: On-Demand Studio for On-Demand events and archived Live events; SimLive Studio for Simulated Live events.

Jump to: [Before you begin](#) | [Access the editor](#) | [Add event content](#) | [Edit the recording](#) | [Publish the event](#)

## Before you begin

The editing studio automatically saves your changes as you edit and keeps a history of those changes while you are editing. The Undo button lets you cancel each change you made, in reverse order (starting with the most recent).

When you close the editor, it ends an editing “session” and all changes are saved (there isn't a Save button). The next time you open the editor, the Undo button is disabled - you can't undo changes from the previous editing session. However, you can reverse out all changes and revert to the last published version - just click **Revert Unpublished Changes**. Attendees won't see your edits until you click **Publish All Changes**.

## Access the editor

To start editing or assembling an event, on the Event Summary tab, click **Launch On-Demand Studio** or **Launch SimLive Studio**. A notice displays if you have unpublished edits to the

event.



## Add event content

The event timeline is where you'll edit or assemble the event. It contains tracks for all types of event content: the Media track for audio and video clips and overlay videos, the Slides track, the Headshots track (Telephone broadcasts only), the Surveys track, and the Layouts track.

If you are editing an archived Live event recording, the event timeline already contains the audio or video clip, slides, headshots, surveys, and layouts presented during the event. If you're assembling an event from scratch, the event timeline is empty.

## On-Demand Studio

Changes have been made to this event that have not been published.

Publish All Changes

Revert unpublished changes



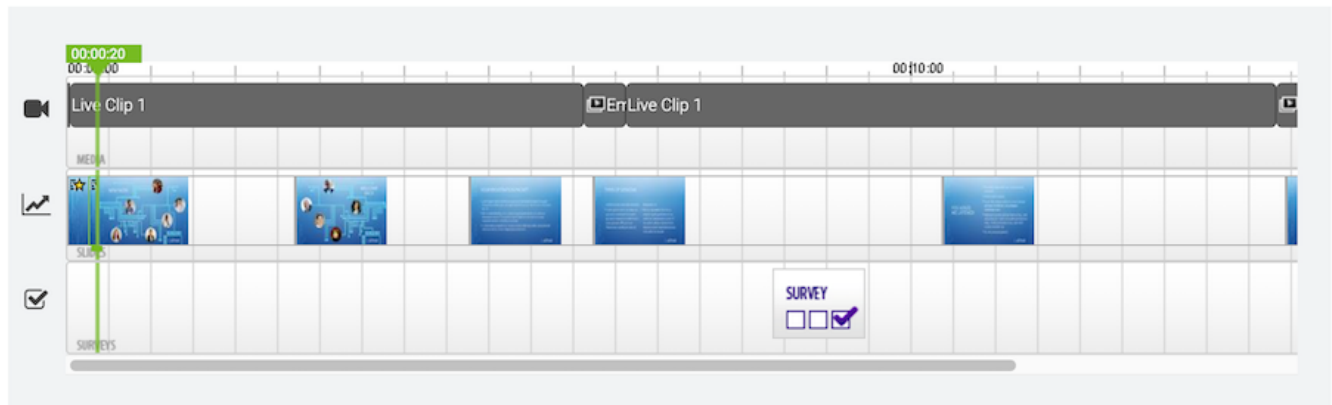
Cut Heads/Tails Edit Timings Split Clip



Slide 1: 'TECHConference Keynote Kickoff' in Deck 'AnnualTECHConference-KeynoteKickoff-DamienSlides'  
00:00:15

### Event Timeline

UNDO REDO



### Clip Library

Click on a clip below to select it. Drag the selected clip(s) onto the timeline above to add to your presentation. Right-click on a clip to download the file.

Upload New Clip

EmergingMarketsHomeautomationsolar

Live Clip 1

The content you uploaded on the Event Content tab when you set up the event is available in the content libraries. To add content to the recording, under the timeline, click the **Media Clips**, **Slides**, **Headshots**, **Surveys**, and **Layouts** buttons to expand the content library and then drag and drop content onto the appropriate track on the timeline. You can also optionally click the **Add (+)** button to expand the Media Clips library.



## Edit the content and timings

After you add content, on the video player, click **Play** to run through the content on the event timeline and review placement and timing. The clips and headshots on the timeline play in the video player on the left, and the slides and surveys are displayed on the right. After you click Play, you can click and drag the green marker on the event timeline to go to any point in the event.

Then, use the timeline and video player options to adjust individual elements in the recording.

The screenshot shows a video player interface. On the left, a video of a woman with dark hair wearing a blue polka-dot shirt is playing. Below the video is a timeline bar with a play button, a progress bar showing '00:20 / 18:19', and a volume icon. Below the timeline are three buttons: 'Cut Heads/Tails', 'Edit Timings', and 'Split Clip'. On the right, a blue slide is displayed with the text 'TECHConference Keynote Kickoff' and 'hosted by alltrek'. Below the slide, text reads 'Slide 1: 'TECHConference Keynote Kickoff' in Deck 'AnnualTECHConference-KeynoteKickoff-DamienSlides'' and '00:00:15'.

On the event timeline, right-click a:

- **Clip** to play it, edit the clip duration, replace it with another clip you uploaded to the event, or remove it
- **Slide** to edit the timings, replace it with another slide you uploaded to the event, remove it, or add or edit slide animations
- **Survey** to remove it

- **Headshot** to edit the timings or remove it

Under the video player, click:

- **Cut Heads/Tails** to change the start and end times of the event
- **Edit Timings** to add Jump Points to the event
- **Split Clip** to cut a live or primary clip into two

**Note:** You can't split overlay videos.

When you're finished editing, a message displays asking you to Adjust Event Timings. Click **Yes**.

**Important:** If you click **No**, the slides and other content may become out of sync with the event audio or video.

## Publish the event

Once your edits are complete, be sure to review them. On the video player, click **Play** to run through the updated timing and content. When you're ready to finalize changes to the event, in the top right corner of the editing studio, click **Publish All Changes**. Publishing the event updates the event replay and the downloadable MP3 and MP4 archive. You will receive an email once the event is published.

The screenshot shows the 'On-Demand Studio' editing interface. At the top left, it says 'On-Demand Studio' with a red notification icon and a message: 'Changes have been made to this event that have not been published.' In the top right corner, there is a green button labeled 'Publish All Changes' which is circled in red, and a smaller grey button labeled 'Revert unpublished changes' below it. The main area is split into two panels. The left panel shows a video player with a woman smiling, a play button, a progress bar at 00:20 / 18:19, and three buttons below: 'Cut Heads/Tails', 'Edit Timings', and 'Split Clip'. The right panel shows a blue slide titled 'TECHConference Keynote Kickoff' with the 'alltrek' logo. Below the slide, it says 'Slide 1: 'TECHConference Keynote Kickoff' in Deck 'AnnualTECHConference-KeynoteKickoff-DamienSlides' 00:00:15'.

## Recordings

# Download the event recording

Download recordings of completed Live, On-Demand, or Simulated Live events on the Event Summary tab, under **Manage Webcast Archive**. You can download the event's video only as a MP4 file (video broadcasts) and the event's audio only as an M4A (video broadcasts) or MP3 file (telephone broadcasts). You can also download the full event archive, including audio/video and slides, as a MP4.

To download the recording, sign in to the Webcast Admin portal and edit the event.

## Download the full event video

After the Live event or after you publish the On-Demand or Simulated Live event, you can export the full event recording, including audio/video and slides. The amount of time the MP4 takes to process depends on the length of the event.

**Important:** You can't make edits to the event in the editing studio until the recording has finished processing.

### To download the recording as an MP4:

- Click **Export Webcast as MP4**.



- A warning window asks if you're sure you want to export the MP4. Click **Yes**.
- The recording will begin processing. Once the recording is ready, you'll receive an email, include a link to download the recording, once it is ready to download.
- A link will also be available under **Available Archives**. Click **Full Webcast (MP4)** to save the recording.



## Manage Webcast Archive

Export Webcast as MP4

*No changes published since the last archive was created.*

### Available Archives:

-  Full Webcast (MP4) - 06/20/2023 4:26 PM
-  Audio Only (M4A) - 06/16/2023 11:30 AM
-  Video Only (MP4) - 06/16/2023 11:30 AM

You can also download the MP4 from the MP4 Archive Complete notification email. In the email, click **Download MP4** or copy and paste the link into a browser.

**Note:** The recording can be downloaded a total of 10 times. Once the download limit is exceeded, you must download the recording in the Webcast Admin portal.

### Webcast MP4 Archive Complete



Webcast Notification <donotreply@webcasts.com>

Wednesday, November 22, 2023 at 4:59 PM

To:  abigail.gomez@example.com

The Webcast MP4 Archive for Keynote Kickoff (1516596) was successfully created and is now available on your Event Summary page.

Please use the link below to download the latest MP4 archive available for this event.

**Download MP4**

[https://webcasts.com/admin/mp4archive\\_download.jsp?ei=1516596&ekey=dae05a866f6cc22ca111c28fd1fb2682ce0fafde&dli=a6e1fe82fc954790266ea80cabee3769ad27b4db](https://webcasts.com/admin/mp4archive_download.jsp?ei=1516596&ekey=dae05a866f6cc22ca111c28fd1fb2682ce0fafde&dli=a6e1fe82fc954790266ea80cabee3769ad27b4db)

## Download the event's audio/video only files

- Click **Audio Only** to download the currently published audio only recording from the event.
  - For telephone events, a MP3 file will be available.
  - For video events, a M4A file will be available.
- For video events, click **Video Only** to download the currently published video only recording from the event.

## Manage Webcast Archive

Export Webcast as MP4

### Available Archives:



Audio Only (M4A) - 06/16/2023 11:30 AM



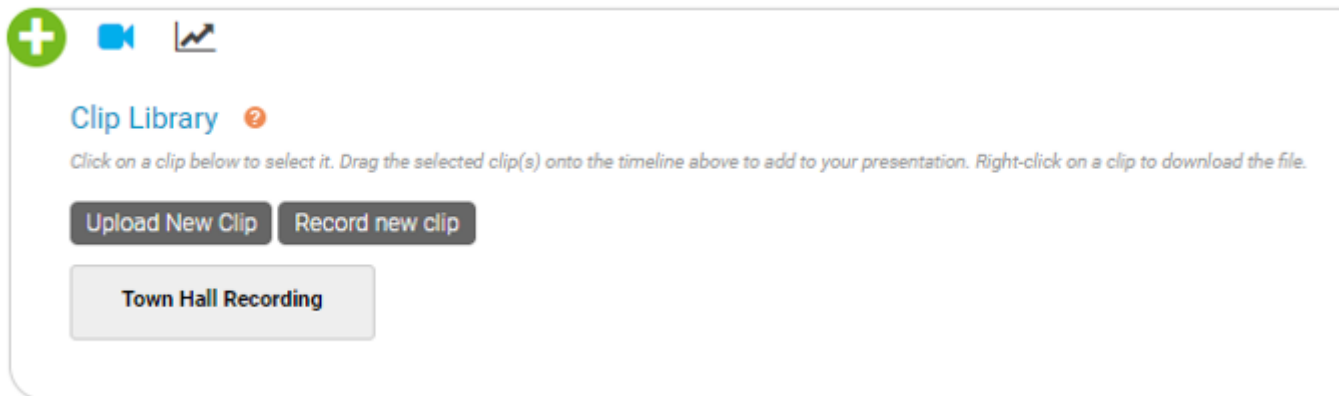
Video Only (MP4) - 06/16/2023 11:30 AM

## Recordings

# Record new video clips using On-Demand/Sim-Live Studio

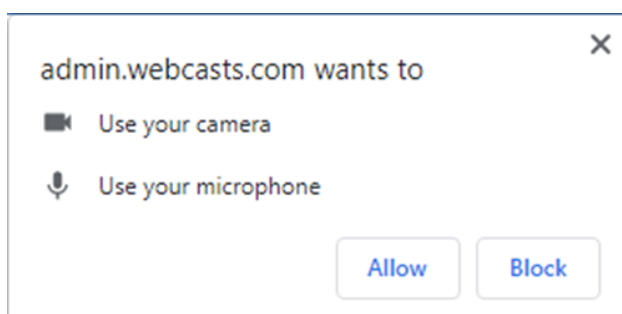
For On-Demand and Simulated Live events, you can use the OD/Sim-Live Studio interface to record new video clips. These clips can be easily swapped into a pre-recorded event to replace or supplement the original recording.

At the bottom of the OD Studio, click on the camera icon to open the **Clips Library**. Available clips will appear here, including recordings from the live event/capture and any video files uploaded to the event.

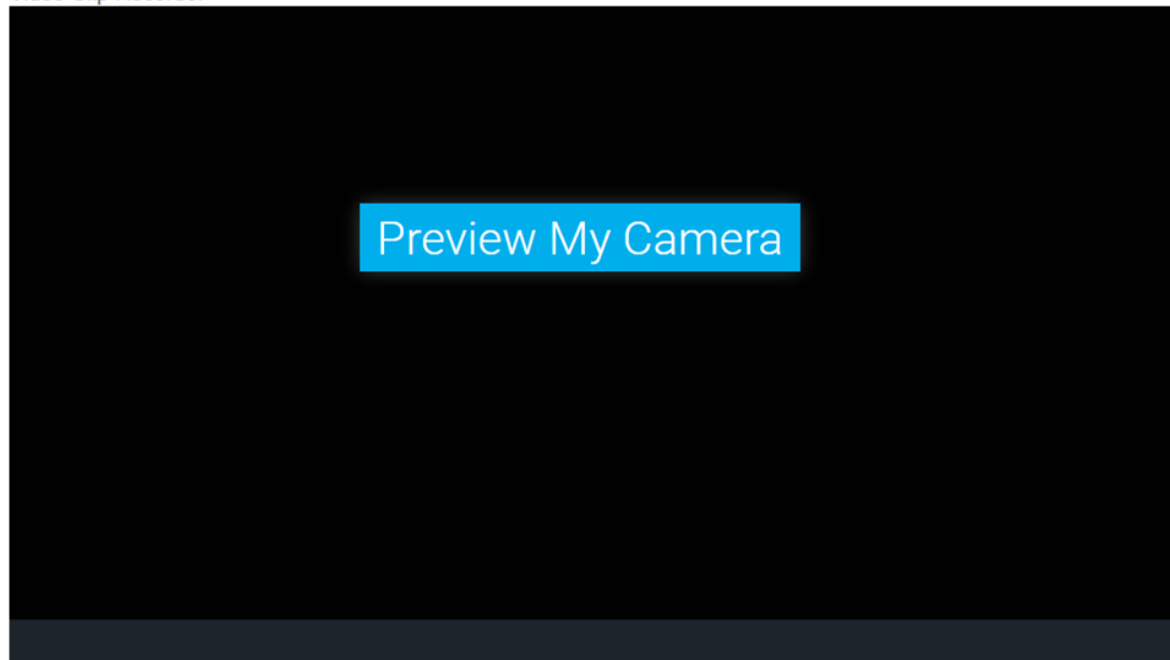


Click **Record New Clip** to record a clip to be used in the presentation.

You may be prompted by your browser to allow the recording studio access to your camera and microphone. Click **Allow** if prompted.



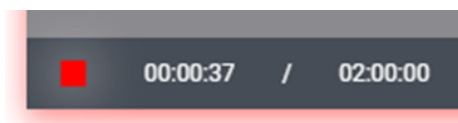
The Video Clip Recorder will load. Click **Preview My Camera** to load a preview of your camera.



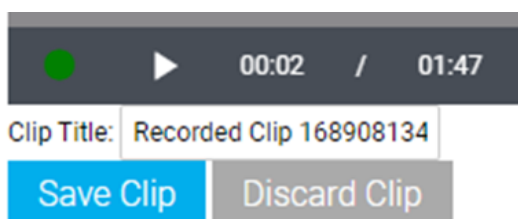
The video window will display a preview using your default camera and microphone sources. Use the **Video Input** and **Audio Input** dropdowns below the video window to select a different camera or microphone source.



Click on the green circle icon in the lower left corner of the video window to start a recording. When the recording is complete, click on the red square icon in the lower left to stop the recording.



A playback of the recording will display in the video window once complete. Use the play button in the lower left of the video window to preview the clip you just recorded.



You can update the name in the **Clip Title** field. If you want to save the recording, click **Save Clip**. Click **Discard Clip** if you want to delete the recording. Additional clips can be recorded as required.

Once recordings are saved, they will be available in the **Clip Library** of the On-Demand Studio. Clips can be dragged from the **Clips Library** and dropped on the **Media Clips** track of the Event Timeline. To replace an existing clip with a new recording, right-click on the clip in the Event Timeline and select **Replace Clip**. Select the new recording from the available list.

#### Event Timeline



#### Clip Library

*Click on a clip below to select it. Drag the selected clip(s) onto the timeline above to add to your presentation. Right-click on a clip to download the file.*

Upload New Clip

Record new clip

Live Clip 1

Promo Video

Recorded Clip 1695234345079

## Best Practices

To improve recording quality, we recommend the following best practices:

- Use an external webcam and external microphone or headset, rather than a computer's built-in camera and microphone
- Use a wired internet connection
- Disconnect from VPN and/or remote desktop (if applicable)

## Jump Points

### Overview

**Jump Points** are timestamps in an On-Demand presentation that viewers can easily navigate to when watching. Jump Points are automatically included for each Slide transition and Overlay Video in a presentation. Jump Points can be enabled for Survey and custom Jump Points can be included as well. Below are instructions on how to view and edit Jump Points (for Admins) and how to access Jump Points while watching (for Viewers).

### Setup and Editing

**Jump Point** setup can be access using the **Edit Timings** button below the Video/Headshot window at the top of the On-Demand Studio.

On-Demand Studio <sup>?</sup>  
*Changes have been made to this event that have not been published.* <sup>?</sup>



In the Edit Timings window, a list of all event timings will display, include Slide transitions and any Surveys or Overlay Videos sent. Jump Points are controlled in the **Jump** column along the left. A blue arrow indicates a Jump Point is enabled, while a grey arrow indicates a Jump Point will not display to viewers. Jump Points can be toggled on/off using these controls. The name that appears in the **Title** field is what viewers will see when the access the Jump Points.

Jump	Type	Flip Time	Title	
		00:00:00	Slide 1	Shift  Remove
		00:00:20	Slide 2	Shift  Remove
		00:00:35	Survey 1	Shift  Remove

To add a custom Jump Point that is not associated with any existing content, click this button in the top right of the Edit Timings window:

Download Timings Upload Timings

Edit Timings ?



Jump	Type	Flip Time	Title	
		00:00:00	Slide 1	Shift  Remove

Add the time you would like the Jump Point to appear in the **Flip Time** field in HH:MM:SS (Hour, Minute, Second) format. Add the name for the Jump Point that viewers will see in the **Title** field.

Jump	Type	Flip Time	Title	
		00:00:00		Shift  Remove

Jump Points for all Overlay Videos will be added by default. Use the checkbox at the bottom of the Edit Timings window to remove these Jump Points instead.

☒ Display Jump Points for all Overlay Videos

Cancel

Save Changes

Click **Save Changes** to save any changes to the Edit Timings window.

## Viewer Experience

Viewers can access Jump Points by using the button on the lower right of the Video/Headshot window. Hover your cursor over the window to access controls:



A list of Jump Points will appear to the right of the window. Viewers can click on a Jump Point to skip to that point in the presentation.



# Reports

## Reports

# What types of reports can I get on my event

There are two types of reports that you can run on your events: an Audience Details report and an Event Analytics report. For both reports, you can include or exclude many pieces of data.

## Audience Details report

Run an Audience Details report for a user-level breakdown of your attendees' interactions. You can include:

- **Registration Data** for the information attendees submitted during registration including standard and custom registration questions and Campaign Source Tracking IDs.
- **Q&A Question** for a table of attendee questions and the answers submitted by presenters. Each row represents a unique attendee (questioners are anonymous).
- **Survey Data/CE Results** for the in-event and post-event survey responses, certification exam results, and the certificate link.
- **Usage** for the number of registrants, viewing sessions, no shows, duration of views, the referrer, and log-in and log-out times for viewing sessions (session breakouts) for the event and replays.

## Event Analytics report

Run an Event Analytics report to view broader, event-level data. You can select:

- **Usage** for the total number of registrants and total duration of views for the event and replays.
- **Campaign Source Tracking Report** for the number and percentage of attendees that joined from Campaign URLs
- **Locations** for the number and percentage of countries attendees joined the event from.

- **Click Tracking** for the event resources (files and links) download details, including the total number of times and the percentage event resources were downloaded, individual attendee registration information, the files each attendee downloaded, and the date and time the file was downloaded.
- **Media Report** for the media type, device type, browser, and operating system viewers used to access the event.
- **Survey Summary** for a list of survey questions, the total number of responses and unique respondents, and the percentage of responses for each survey answer.
- **Q&A Summary** for the attendee registration information, the questions each attendee submitted, the answer, the answer status, and the date and time the question was submitted.
- **CE Details** for each viewer's certification exam results by viewer.
- **Duration Based CE Details** for each viewer's duration-based certification exam results.
- **Audio Bridge Call Usage** for a summary of presenter and audience member phone numbers, minutes, and locations.

## Reports

# Run event reports

Run detailed reports on your attendees and event analytics for one or more events. You can download reports as XLSX or CSV files, or email them to others. You can access reports at any time and up to a year after the event date. To learn more about report types and the data you can include, see [What types of reports can I get on my event?](#)

**Note:** Live event reporting data is available 30 minutes after the event concludes.

### To run a report for one or more events:

1. Sign in to the Webcast Admin portal.
2. To run a report for a single event, click on an event from the My Events tab, and under the event click **Reports**. You can also run a report from the Event Summary tab when you edit an event.

ID	Name	Status	Expires	Type
519516	Annual Benefits Enrollment	Scheduled for: 05/01/2021 1:00:00 PM EDT	05/01/2021	VIDEO
<div>EDITREPORTSCOPYDELETEVIEW</div>				

To run a report for more than one event, click the **Reports** tab at the top of the page. On the Report tab, under Selected Events, click **Add Events/Folders**.

## Reports

### Selected Events

+ Add Events / Folders

Select the events and then click **Select Events and Folders**.

☒

HOME FOLDER

☒ 519666 - HR Benefits Kickoff

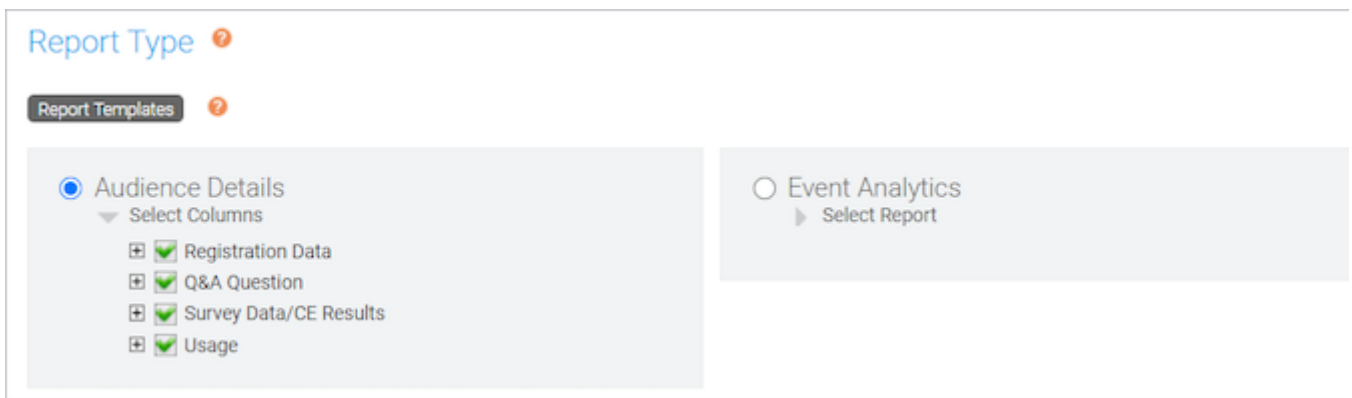
☒ 519672 - Employee Performance Evaluation Training

☒ 519673 - Manager Performance Evaluation Training

Cancel

Select Events and Folders

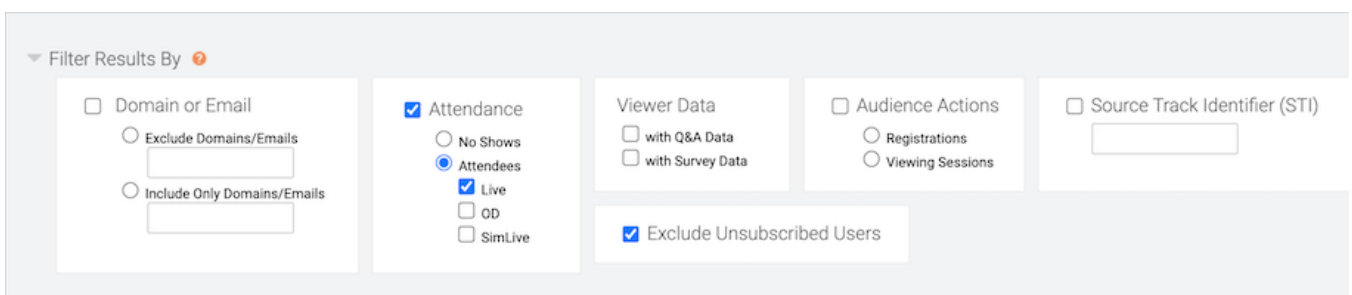
3. On the Reports tab, under Report Type, select the report you want to run, click **Select Columns**, and then select data you'd like to include.



The screenshot shows the 'Report Type' section of a web interface. At the top, there's a 'Report Type' header with a question mark icon. Below it is a 'Report Templates' button, also with a question mark icon. The main area is divided into two panels. The left panel, titled 'Audience Details', has a 'Select Columns' dropdown menu. Under this menu, four items are listed with checkboxes: 'Registration Data', 'Q&A Question', 'Survey Data/CE Results', and 'Usage'. All four checkboxes are checked. The right panel, titled 'Event Analytics', has a 'Select Report' button.

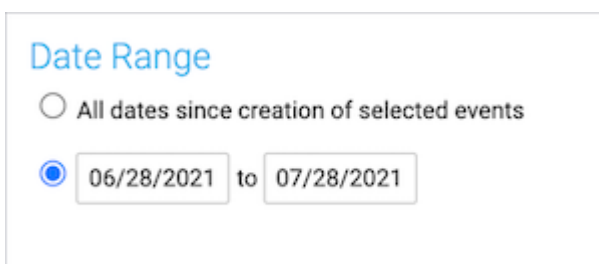
4. Optional. Expand the Filter Results by section and select the criteria to filter for.

**Tip:** If your event registration form includes a marketing consent option, select **Exclude Unsubscribed Users** to get a current list of registrants who opted in to receive event emails. For more information, see [Add marketing consent tracking to a registration form](#).



The screenshot shows the 'Filter Results by' section of a web interface. It features a dropdown menu labeled 'Filter Results by' with a question mark icon. Below the dropdown are five filter categories, each with a checkbox and a sub-section with radio buttons or checkboxes. 1. 'Domain or Email' has two radio buttons: 'Exclude Domains/Emails' and 'Include Only Domains/Emails', each with an input field. 2. 'Attendance' has three radio buttons: 'No Shows', 'Attendees' (selected), and 'Live'. Under 'Attendees' are two checkboxes: 'OP' and 'SimLive'. 3. 'Viewer Data' has two checkboxes: 'with Q&A Data' and 'with Survey Data'. 4. 'Audience Actions' has two radio buttons: 'Registrations' and 'Viewing Sessions'. 5. 'Source Track Identifier (STI)' has an input field. At the bottom, there is a checkbox labeled 'Exclude Unsubscribed Users' which is checked.

5. Optional. Under Date Range, select dates to filter the report data by date.



The screenshot shows the 'Date Range' section of a web interface. It has a header 'Date Range' with a question mark icon. Below the header are two radio buttons. The first is 'All dates since creation of selected events'. The second is selected and has two input fields: '06/28/2021' and '07/28/2021', separated by the word 'to'.

6. Click **Run My Report**.

The report opens in a new tab on your browser.

7. At the top of the report, you can export it as an XLSX or CSV file, or send it to others by email.



## Third-party analytics data

After you [enable third-party analytics for an event](#) you'll be able to track the pages registrants land on, including the registration page, the event window, and the page registrants see when the Player is set to **Closed**.

The following table explains the page URLs you might see in your analytics solution.

URL in analytics	Event page
event.jsp	Event window
landing.jsp	Event closed page (Player set to closed)
starthere.jsp	Registration page

You can roughly track registration conversions by comparing the number of people who viewed the registration page and the number of people who viewed the event window.

## Reports

### What data is included in my reports (Audience Details)?

The **Audience Totals** graph will provide a visual breakdown with totals and percentages of registrations and viewing sessions, which is highlighted by viewing type (Live, On-Demand and/or SimLive). For live events, the **Attendance During Live Event** graph tracks the attendance throughout the presentation. Click and drag to zoom into specific points in the event. The **Event Activity** graph tracks registration and viewing sessions since the event was created.

Reports-AudienceDetails-Graphs.png



Below will display a list of totals on the event. The **Total Sessions** is the total number viewing sessions on the event. The **Total Registrants** is the total number of registrants for the event. The **No Shows** is the number of registrants that did not login to watch the event. The **Total Conversion Rate** is the percentage of the Total Unique Registrants, not including No Shows, that logged in to the event. This number will change over time as new users register and view the event archive.

Reports-AudienceDetails-EventTotals.png

Image not found or type unknown

The **Live Sessions** is the number of viewing sessions on the Live event. The **Unique Live Viewers** is the number of unique email addresses that viewed the Live event. The **Registrants at Live Event Conclusion** is the total number of registrants at the time the Live event concluded. The **Live Event Conversion Rate** is the percentage of Unique Live Viewers compared to the Total Unique Registrants as of the time the Live event ended. Note that this number may be less than the Total Unique Registrants number shown in the report as that one continues to increase as new users register for the event archive.

Image not found or type unknown

The **On-Demand Sessions** is the number of viewing sessions on the On-Demand or Archived event. The **Unique On-Demand Viewers** is the number of unique email addresses that viewed the On-Demand or Archived event. The **Sim Live Sessions** is the number of viewing sessions on the Simulated Live event. The **Unique Sim Live Viewers** is the number of unique email addresses that viewed the Simulated Live event.

Image not found or type unknown

Individual viewer data is broken down at the bottom. This will include registration data, viewing sessions and times, survey responses and Q&A for each registered email address.

Image not found or type unknown

# Accessing a Calendar of Events

The Webcast platform allows easy access to a calendar of events to help keep your team organized. The calendar allows you to view a list of Live and Simulated Live events, along with additional event details, sorted by date.

To access the calendar of events, click on the **Calendar** link in the top right of the Webcast platform.

[image-1733237438325.png](#)

Image not found or type unknown

This will launch a monthly calendar view, with the number of events (organized by event type) listed under each day. Click on a day to open a list of scheduled events.

[image-1733237505961.png](#)

Image not found or type unknown

The day view of the calendar will show the events broken down by event type, along with helpful details on the event. Click on the **Event ID** in the left column to access the event.

[image-1733242899780.png](#)

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