bazeport

Document number: BP-01-UM-017_2A
Document date: 13.10.2020

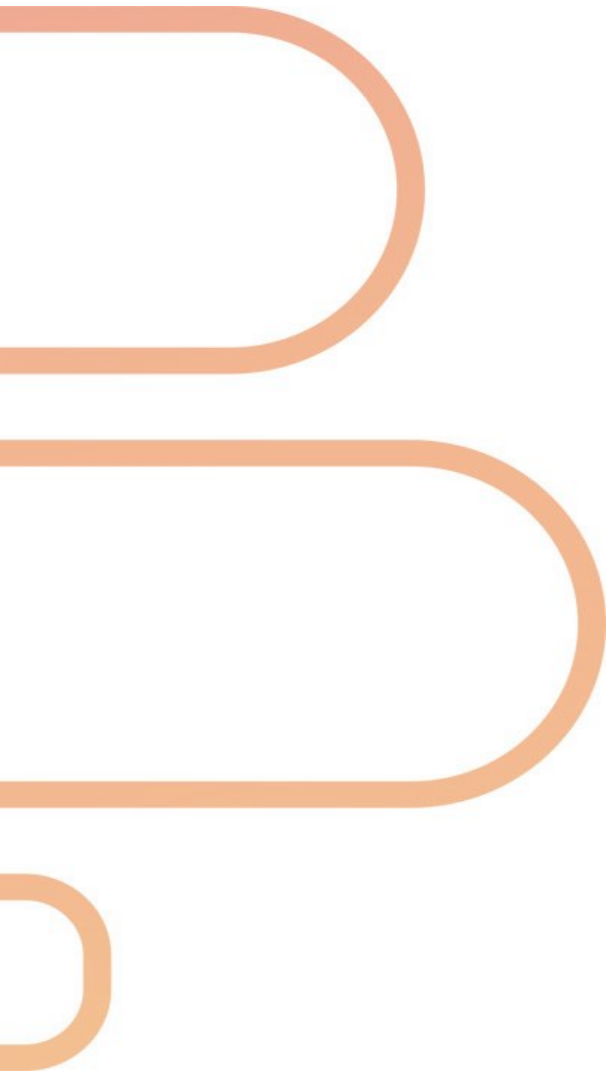
User Manual

MANAGEMENT STUDIO – ENTERTAINMENT

Baze Technology AS
PO Box 1124
3905 Porsgrunn

t: +47 94 800 600
e: sales@bazetechnology.com
w: www.bazeport.com

bazeport



CONTENT

BAZEPORT ENTERTAINMENT OVERVIEW 4
ABOUT MOVIES 4
ABOUT SERIES 4
ABOUT RECORDINGS 4
ABOUT PODCAST 4
ABOUT NEWS 4
GETTING STARTED 5
ACCESS TO THE ENTERTAINMENT ADMINISTRATION TOOL 5
LOGIN 5
FUNCTIONALITY AVAILABLE FROM THE UPPER BAR 6
SEARCH 6
MOVIES 7
PANEL VIEWS AND SEARCH 7
DELETE MOVIES 9
EDIT MOVIES 10
UPLOAD YOUR OWN MOVIES 13
SERIES 17
PANEL VIEWS AND SEARCH 17
DELETE SERIES 19
EDIT SERIES 20
DELETE A SEASON OR EPISODE 24
UPLOAD YOUR OWN SERIES AND EPISODES 25
RECORDINGS 31
PANEL VIEWS 31
SELECTING AND DELETING PROGRAMS 32
PODCAST 34
SUBSCRIBE TO SUGGESTED PODCASTS 34
SUBSCRIBE TO CUSTOM PODCAST 37
EDIT AND DELETE PODCAST 38
MANAGE PODCAST EPISODES 39
NEWS 40
SUBSCRIBE TO NEWS 40
EDIT AND DELETE NEWS SOURCES 43
MANAGE EPISODES 44
ABOUT THIS DOCUMENT 45

BAZEPORT ENTERTAINMENT OVERVIEW

160156BazePort Entertainment is the library of all your Movies, Series, Recordings, Podcasts and News available in your BazePort installation. From the Entertainment section in BazePort Management Studio you can manage the content in Movies, Series, Recordings, Podcasts and News.

ABOUT MOVIES

Movies is the Video on Demand library of all the movies in your installation. The movies may contain BazePort Content Service subscription to Premium or Basic content package provided by Baze Technology, and movies you have uploaded to the library yourself. From Movies you can search and edit movies' metadata, it is possible to include movies' metadata in many languages. You can upload and delete your own movies.

ABOUT SERIES

Series is the Video on Demand library of all the series in your installation. The series may contain BazePort Content Service subscription to Premium or Basic content package provided by Baze Technology, and series you have uploaded to the library yourself. From Series you can search and edit series' season and episode metadata, it is possible to include series' metadata in many languages. You can upload and delete your own series.

ABOUT RECORDINGS

Recordings is the library of all TV programs recorded in the installation. Recordings can be initiated by a user, recording program by program, or through the Catch-up functionality where a TV channel is set up to record and keep recordings for a specific number of hours. From **Recordings**, the administrator can view all recordings and delete recordings to free up disk space on the server.

ABOUT PODCAST

Podcast is the library of all Podcasts available in the installation. The administrator can set up new podcast subscriptions and manage existing podcasts and podcast episodes from here.

ABOUT NEWS

News is the library of all news service subscriptions provided by Baze Technology through BazePort Content Service. The news service you subscribe to may be available in several languages, and the administrator can select which languages the installation shall have access to, and how many news episodes or days to keep before automatic removal. The administrator can edit news metadata, delete whole news subscriptions, delete episodes in transfer queue from BazePort Content Services, or delete single episodes.

GETTING STARTED

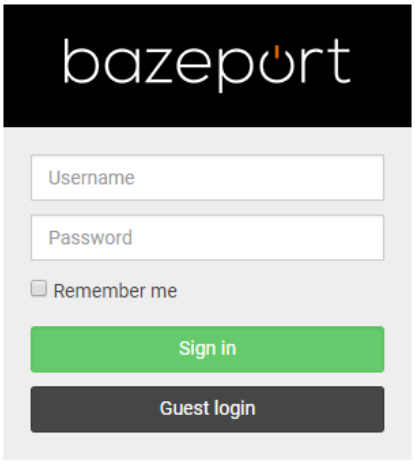
ACCESS TO THE ENTERTAINMENT ADMINISTRATION TOOL

To access **BazePort Management Studio – Entertainment**, simply browse to http://bazeportsrv.bazeport.lan/BazePort.ManagementStudio/ with your favorite browser.

Please note that your computer must be connected to the same network/VLAN as the BazePort Server.

LOGIN

When prompted you will have to login with supplied credentials, see the login dialogue in the picture below.



After login you will be presented with the **BazePort Management Studio** application. The initial window gives a quick general overview of the system status of the BazePort system. The **Entertainment** section is found in the menu on the left-hand side by navigating a level up, choosing the **Configure** menu item.

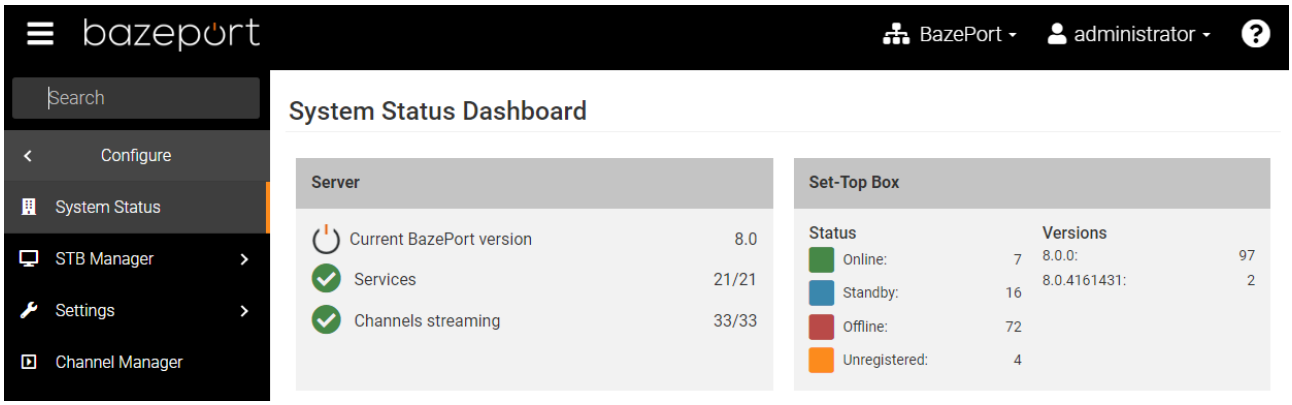
FUNCTIONALITY AVAILABLE FROM THE UPPER BAR

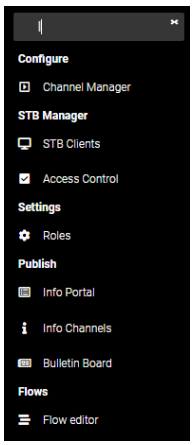
Please note the following on the upper bar:

- **Choose BazePort installation**: from the network icon on the right side, you have the possibility to choose which BazePort installation to log into. This is relevant only if you have more than one BazePort installation to administer.
- **Language**: From the user icon on the right side, you have the option to change language for BazePort Management Studio.
- **Logout**: From the user icon on the right side, you have the option to log out of BazePort Management Studio.
- **Help**: From the question mark icon to the far right you can access user manuals for all BazePort Management Studio modules and user manuals for the BazePort units.
- **Expand and collapse** the menu tree by clicking the icon on the far left side.

SEARCH

The **Search** field on the top left-hand side menu is available for all parts of **BazePort Management Studio**. This makes it possible to search through the menu names for easier access to sub menus.



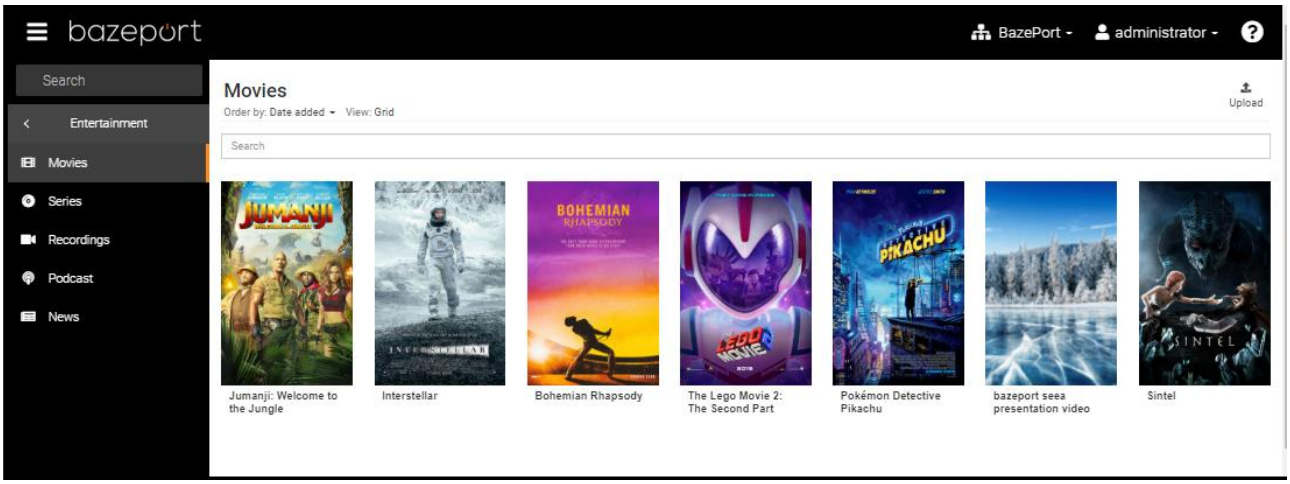


When you start typing letters in the field, the menus containing these letters will automatically show in a list (providing you have been granted access to them). The list of menu items is presented with the menu it is organized under.

For quick access, select the application you are interested in, and this will open on the right-hand side of the screen.

MOVIES

Movies is available from the main menu choosing **Entertainment**, then **Movies**. **Movies** is where you manage your movie library. The movies may contain **BazePort Content Service** subscription to **Premium or Basic content package** provided by **Baze Technology**, and movies you have uploaded to the library yourself.

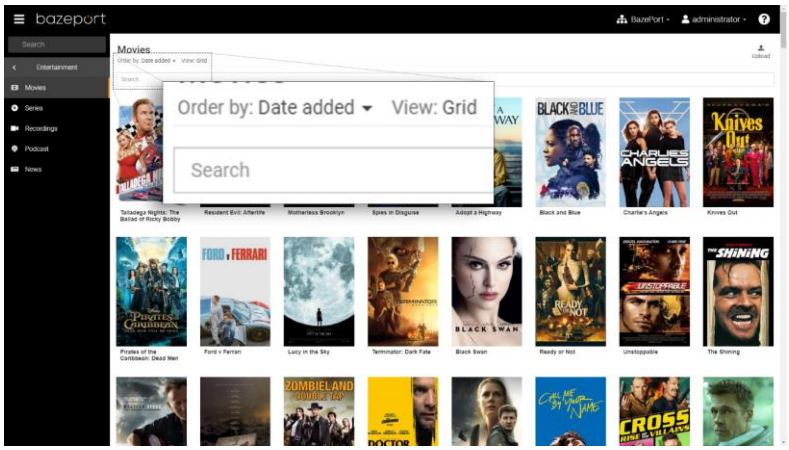


Please note that this application requires extra hardware and BazePort VOD licenses that may not be part of your installation. Upload of your own movies requires an extra licence in addition to BazePort VOD licenses. If you do not subscribe to **BazePort Content Service Premium or Basic content package**, this library contains only the movies you have uploaded yourself.

PANEL VIEWS AND SEARCH

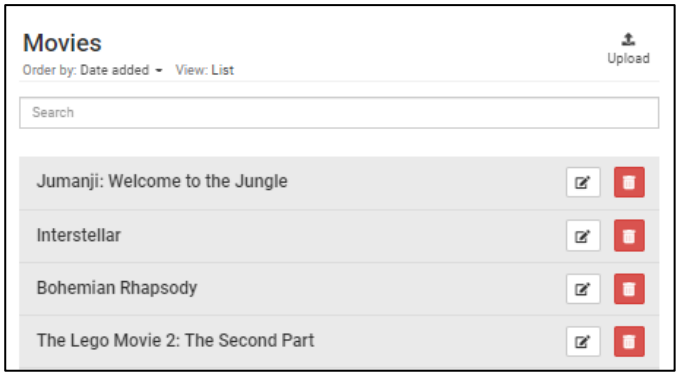
PANEL VIEWS

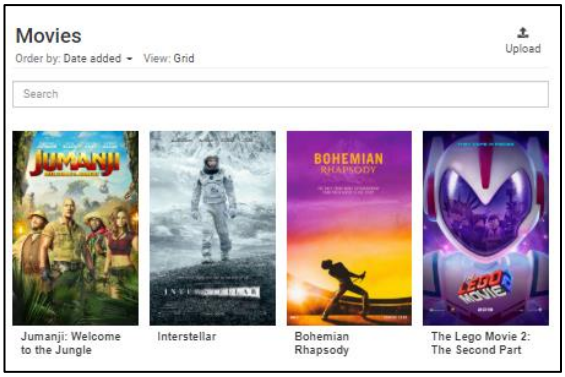
The movie library can be presented as a grid or a list, and can be sorted by title or date. The view settings are located in the top left just below the page header: **Movies**.



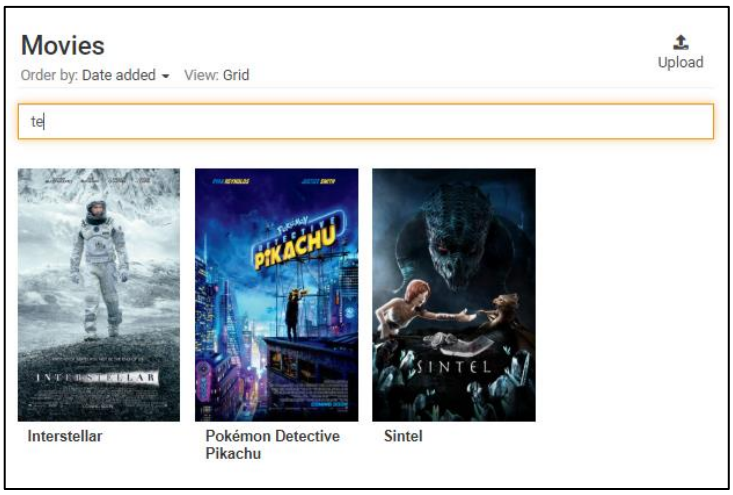
To change the sorting, click the current sorting option to display the drop down menu and click the preferred option.

Movies has two view settings: **Grid** and **List**. The screenshots below display the **List** view to the left and the **Grid** view to the right. By clicking the current view option, you can change to the other view.





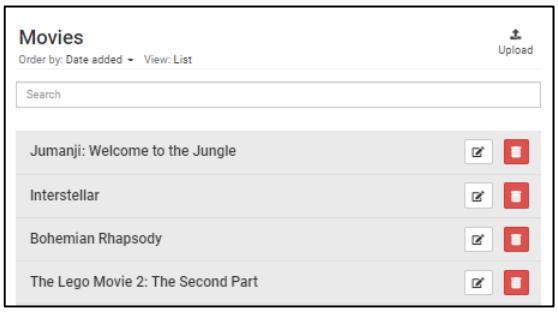
SEARCH



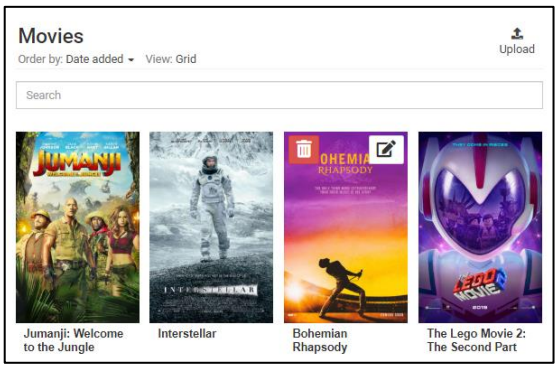
To search for a movie, click the search field below the sorting options. The search result below will show the matched movie titles as you type. Search result will also match parts of the title, so searching for “te” will show the results: *In**te**rstellar*, *Pokémon De**te**ctive Pikachu* and *Sin**tel*.**

DELETE MOVIES

Delete is available from the **Delete** button

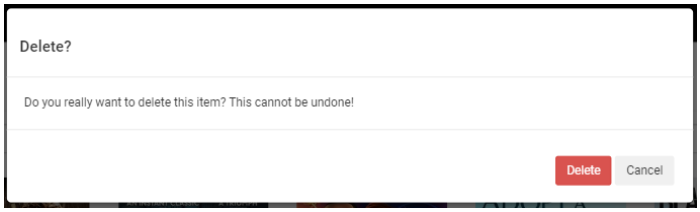


In the list view, the buttons are located to the right of each movie title.



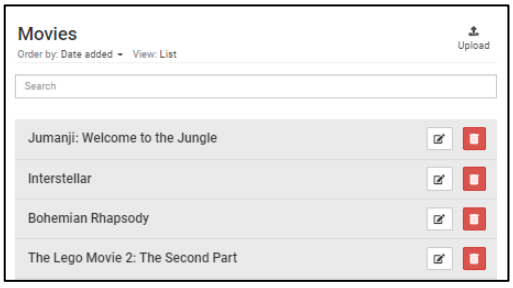
In the grid view these buttons can be found at the top of the movie cover by hovering the mouse pointer over the cover, see buttons for the movie “Bohemian Rhapsody”.

To delete a movie, click its **Delete** button. This will trigger a warning dialog box. To confirm deletion of the movie, click the **Delete** button.

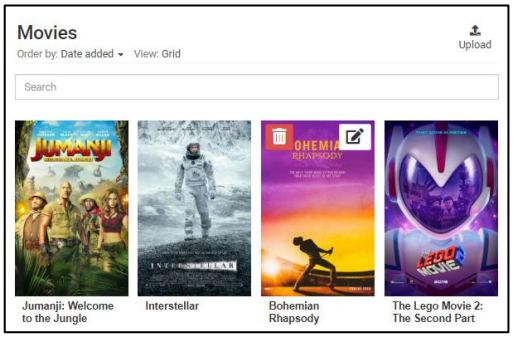


EDIT MOVIES

Edit is available from the **Edit** button



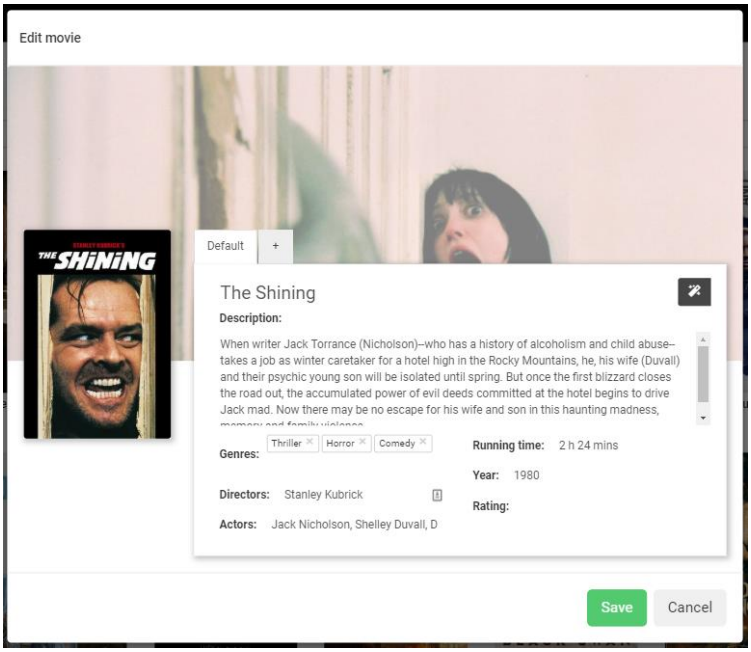
In the list view, the buttons are located to the right of each movie title.



In the grid view, these buttons can be found at the top of the movie cover by hovering the mouse pointer over the cover, see buttons for the movie *Bohemian Rhapsody*.

If the **Edit** button is clicked, the **Edit movie** dialog box will open.

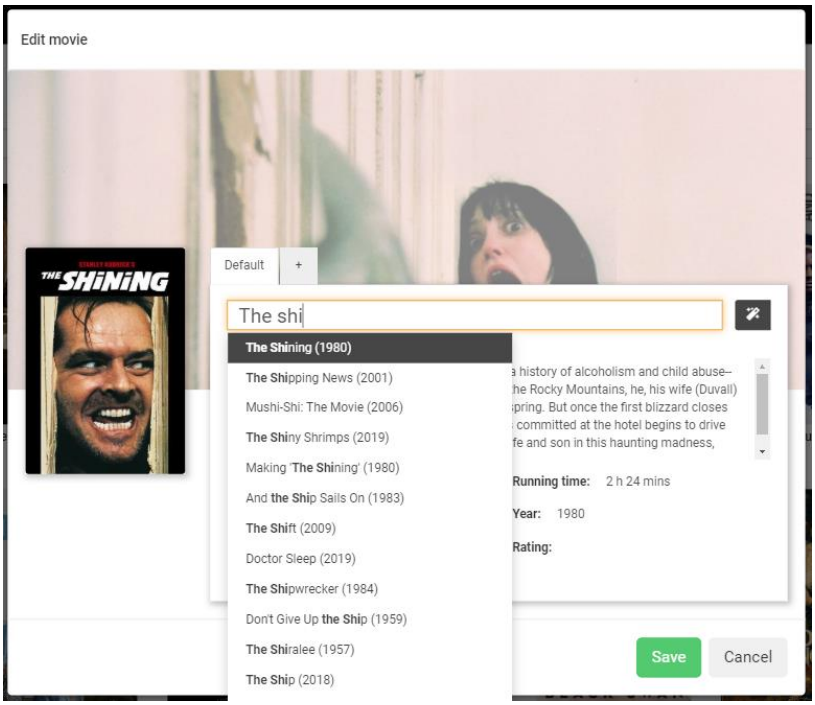
EDIT MOVIE DATA DIRECTLY



Most of the properties shown here can be edited directly by clicking the respective text and start typing. The exception is *Genres* where you get a drop down list of genres to choose from. To remove a genre from a movie, click the X next to it.

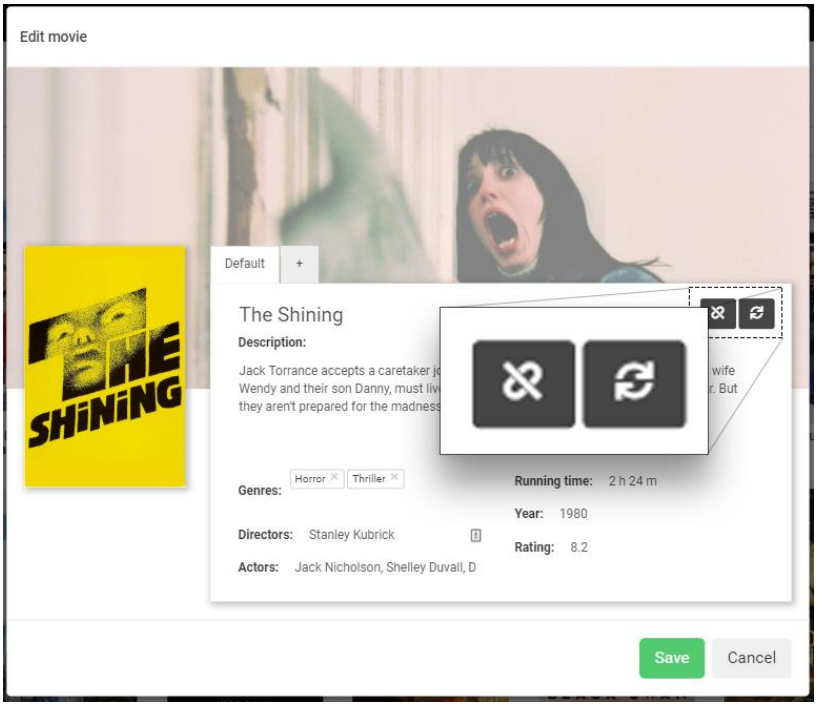
EDIT MOVIE DATA BY FETCHING DATA ONLINE

The **Movie title** field has a built in search feature. As you type, a list of movies matching the text will appear below the text field.



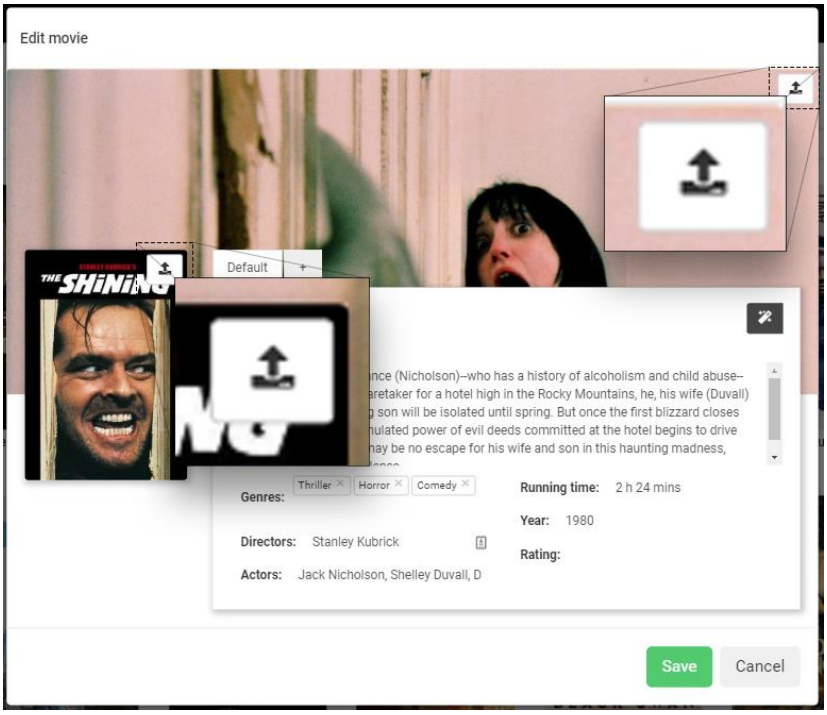
By clicking one of the titles, movie data is fetched from **The Movie Database (tMDB)** and replaces the existing data including the cover and backdrop images. Clicking the magic wand button on the right will search **tMDB** for the text already in the title field and display a similar list to pick from.

By clicking either of these, the movie will also have a **tMDB** reference for fetching translation of the title and description later.



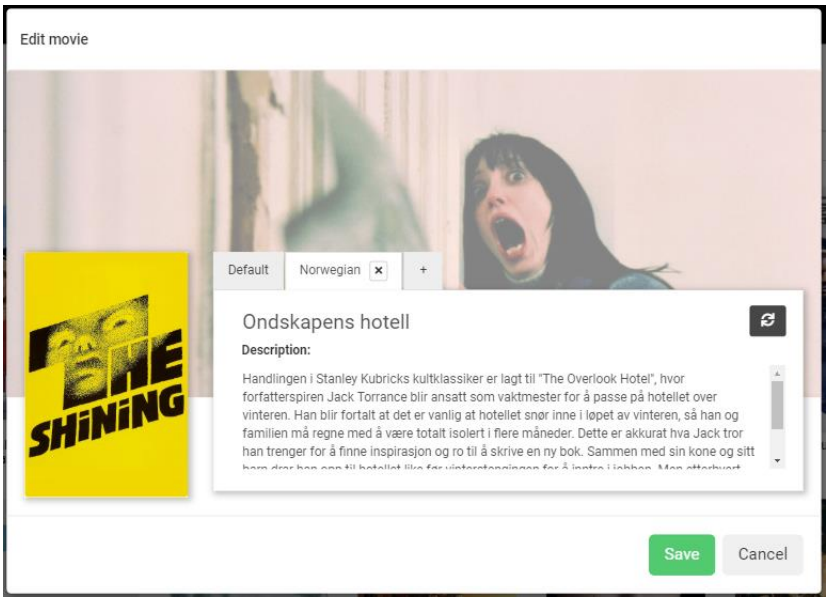
To remove the reference to **tMDB**, click the left button of the two buttons to the right in the picture, as shown in the screenshot below. To refresh the data from the connected **tMDB** movie, click the button to the right.

REPLACING MOVIE COVER



The cover image and the backdrop image can both be replaced. Hover the mouse pointer over either the cover or the backdrop image to reveal the **Upload** button. Click the button and pick images from your computer to replace the current image.

ADD TRANSLATIONS



To add a translation, click the **+**-tab next to the default tab.

The languages in this list are configured in the system setting **Content languages**, available from the **Configure** module, **Settings** menu, **System settings** menu.

Click the desired language to add a translation. If the movie has a **tMDB** connection (see description for connecting movie on page 11), the system will try to fetch a translated title and description.

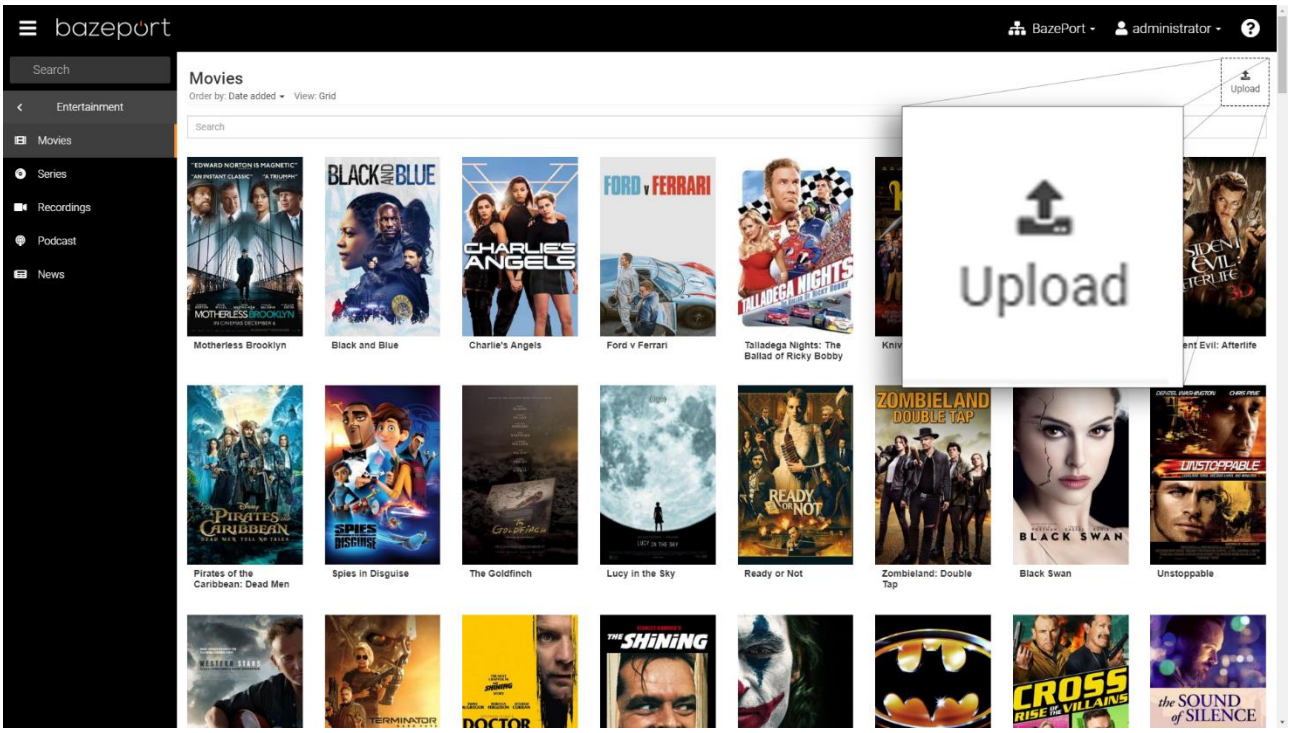
To remove a translation, click the **X** next to the language tab. To fetch metadata from the connected **tMDB** movie, click the refresh button to the right of the movie title. If this button is not present, try connecting a movie from the default tab.

Remember to save your changes.

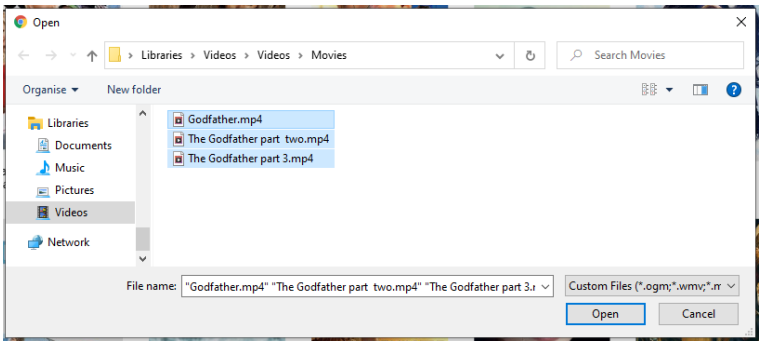
UPLOAD YOUR OWN MOVIES

It is possible to upload your own movies to the **Movies** library.

To upload a movie, click the **Upload** button in the top right hand corner of the page, and select video files from your computer.



Select the movies you want to upload. You can select multiple movies.



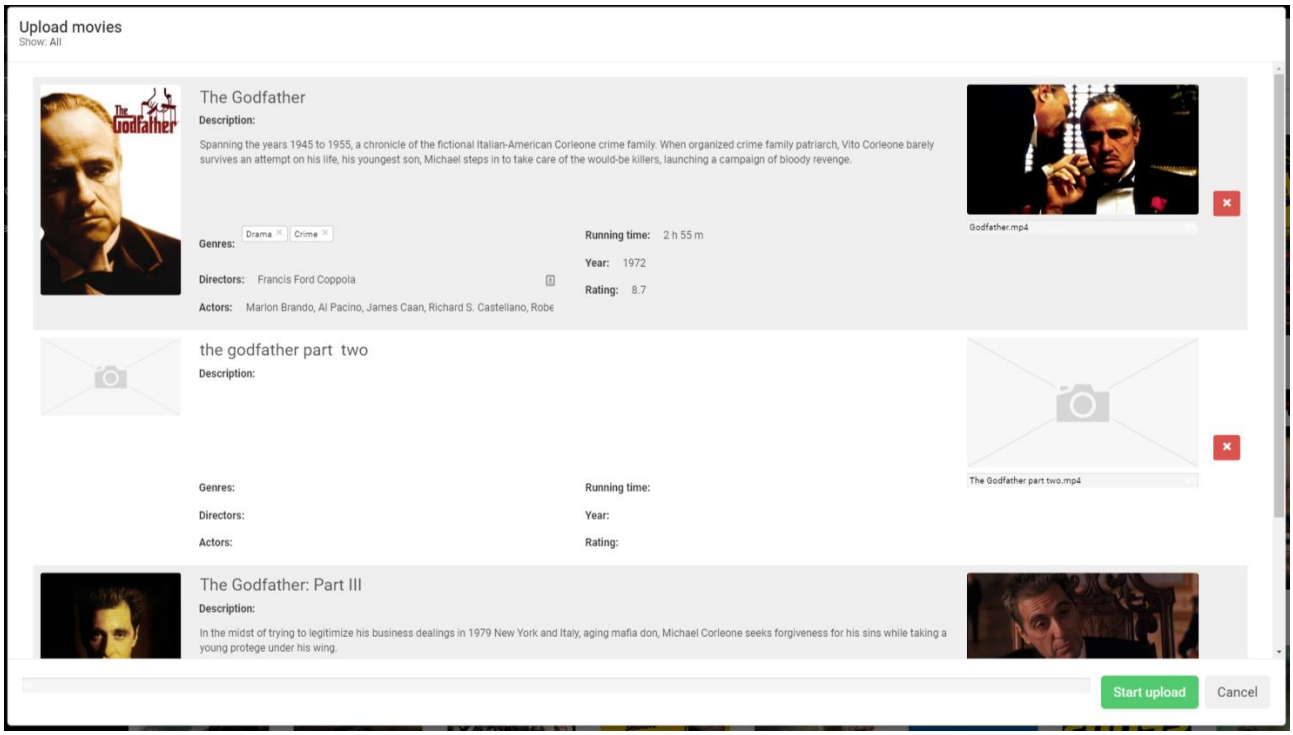
Note that the name of the file can be used to help you with movie data in the library.

Please note

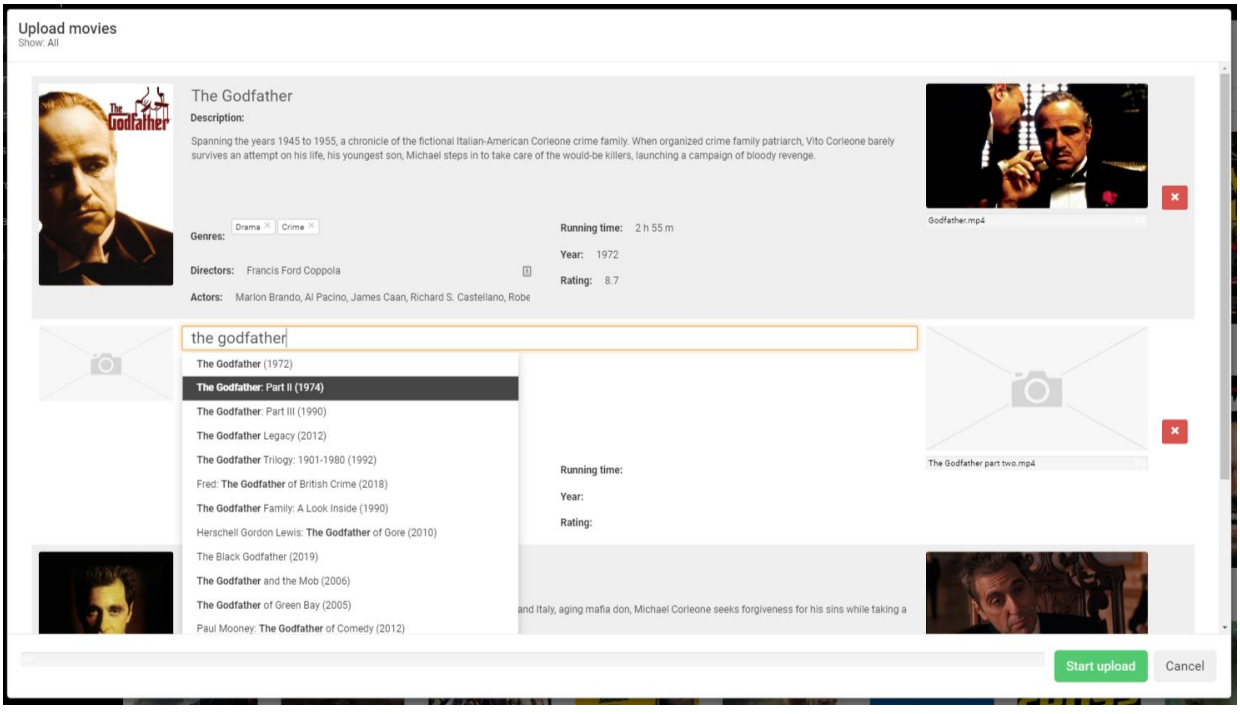
Copyright is your responsibility
Please carefully note that you are solely responsible for holding the correct licenses to store and make copyrighted material available at your venue.

Baze Technology will not accept any copyright claims or otherwise engage in any copyright legal dispute on behalf of **BazePort IPTV system**'s users. **Baze Technology** can offer subscriptions for copyrighted material licensed for your venue.

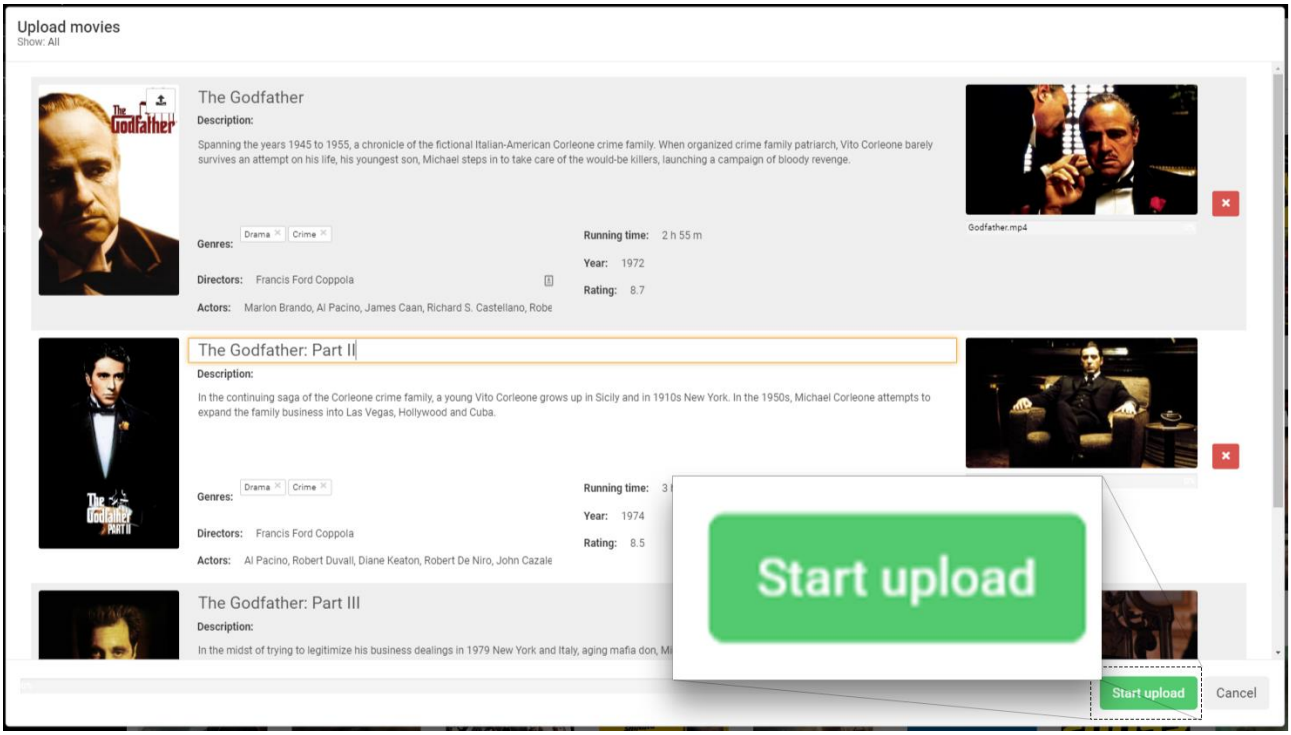
The file name will be used to fetch movie data from **tMDB**.



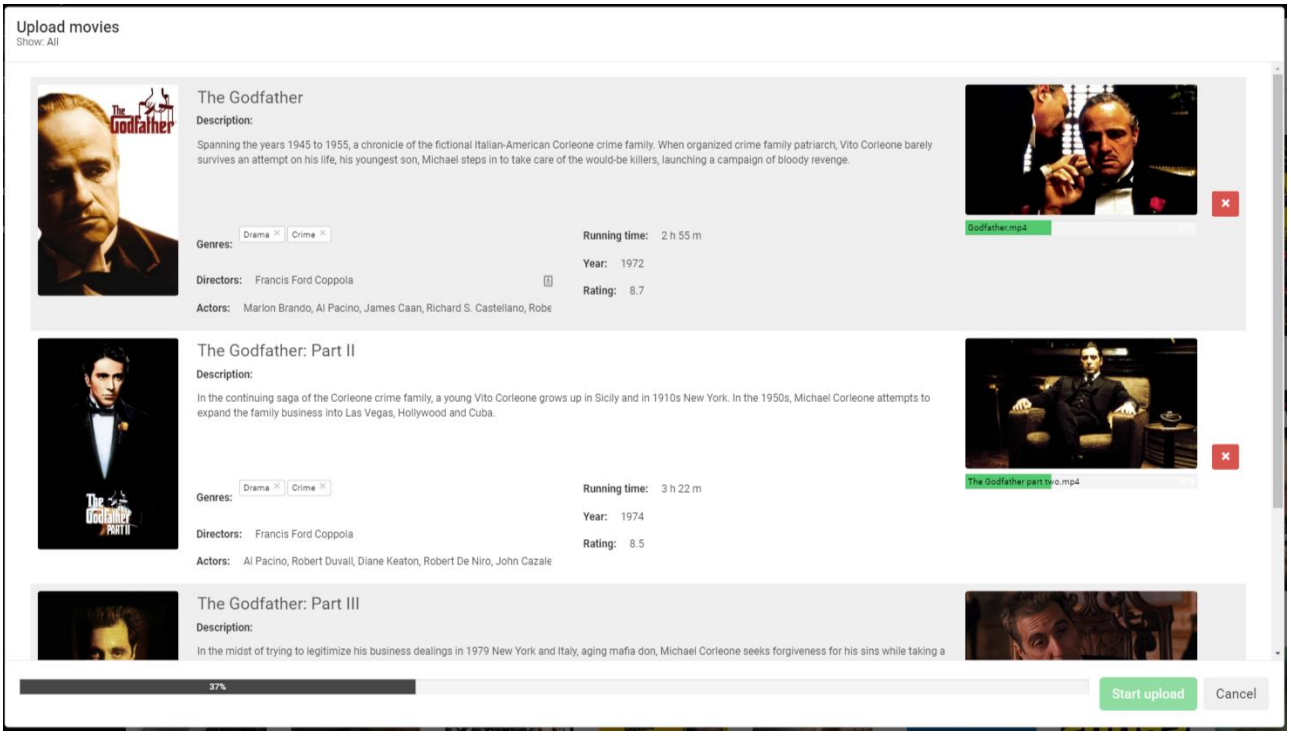
If the information displayed in the list does not match the selected file (such as “the godfather part two” in the example above), try typing the movie title into the movie title field. As you type, search results from **tMDB** will appear a list below. Select the correct movie by clicking it.



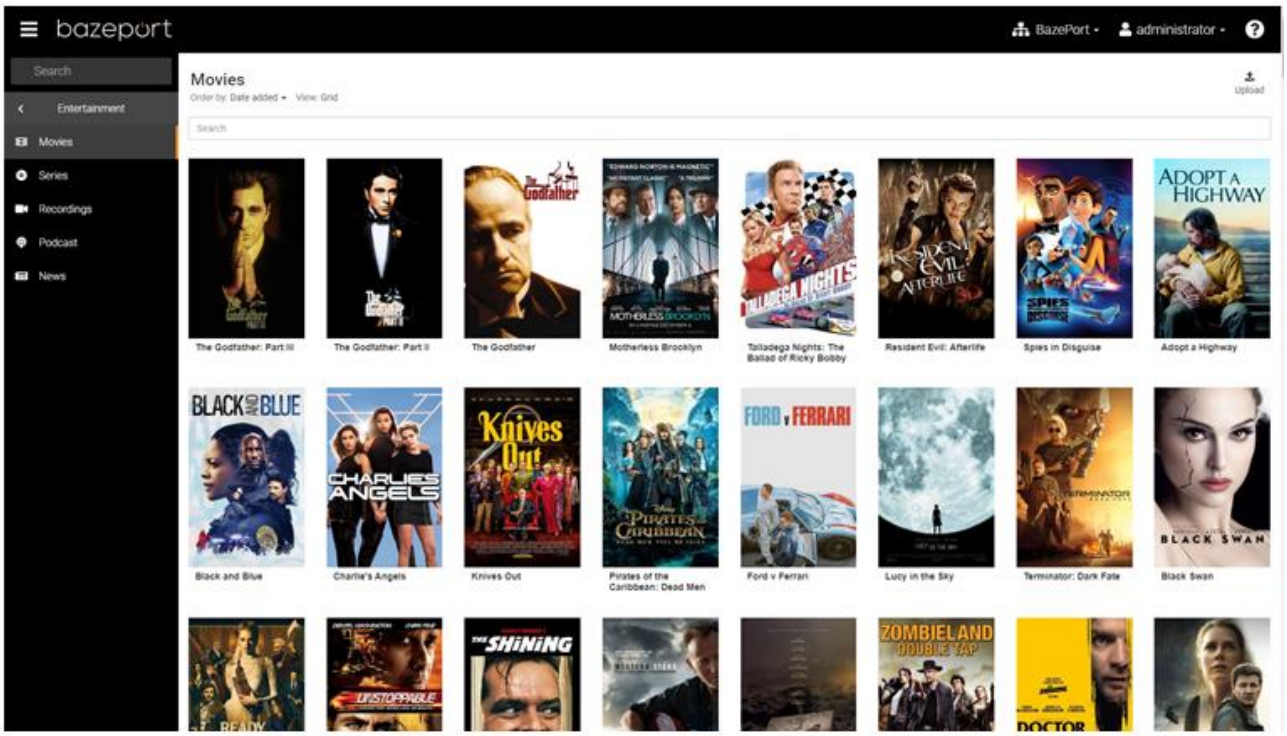
To start uploading the movies, click the **Start upload** button at the bottom right hand side.



While uploading, the progress bar at the bottom will show the total upload progress for all the movies. Progress for each movie is shown under each movie backdrop image at the right.

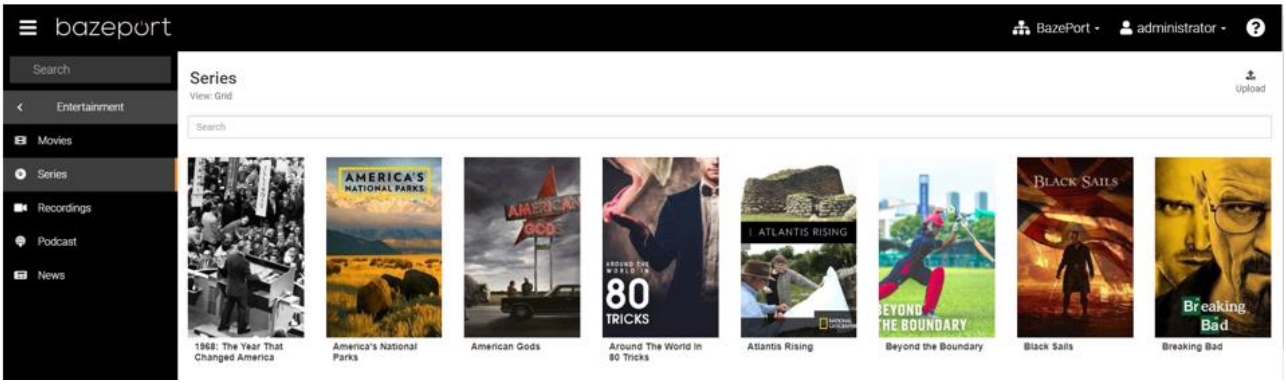


After all movies are uploaded, the dialog box will close and you will return to the updated movie library.



SERIES

Series is available from the main menu choosing **Entertainment**, then **Series**. **Series** is where you manage your series library. The series may contain **BazePort Content Service** subscription to **Premium or Basic content package** provided by **Baze Technology**, and series you have uploaded to the library yourself.



A series is divided into episodes. A series may also have one or more seasons, where each season consists of a number of episodes.

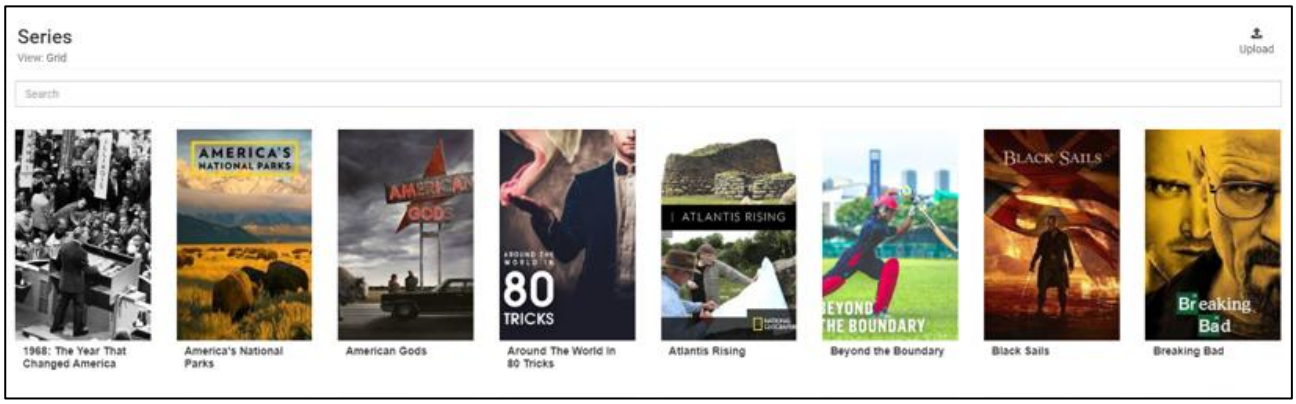
Please note that this application requires extra hardware and BazePort VOD licenses and may not be part of your installation. Upload of your own series requires an extra BazePort licence in addition to BazePort VOD licenses. If you do not subscribe to BazePort Content Service Premium or Basic content package this library contains only series you have uploaded yourself.

PANEL VIEWS AND SEARCH

PANEL VIEWS

The series library can be presented as **Grid** or **List**, and sorted by *Title* or *Date*. The **View** settings are located in the top left just below the page header: **Series**.

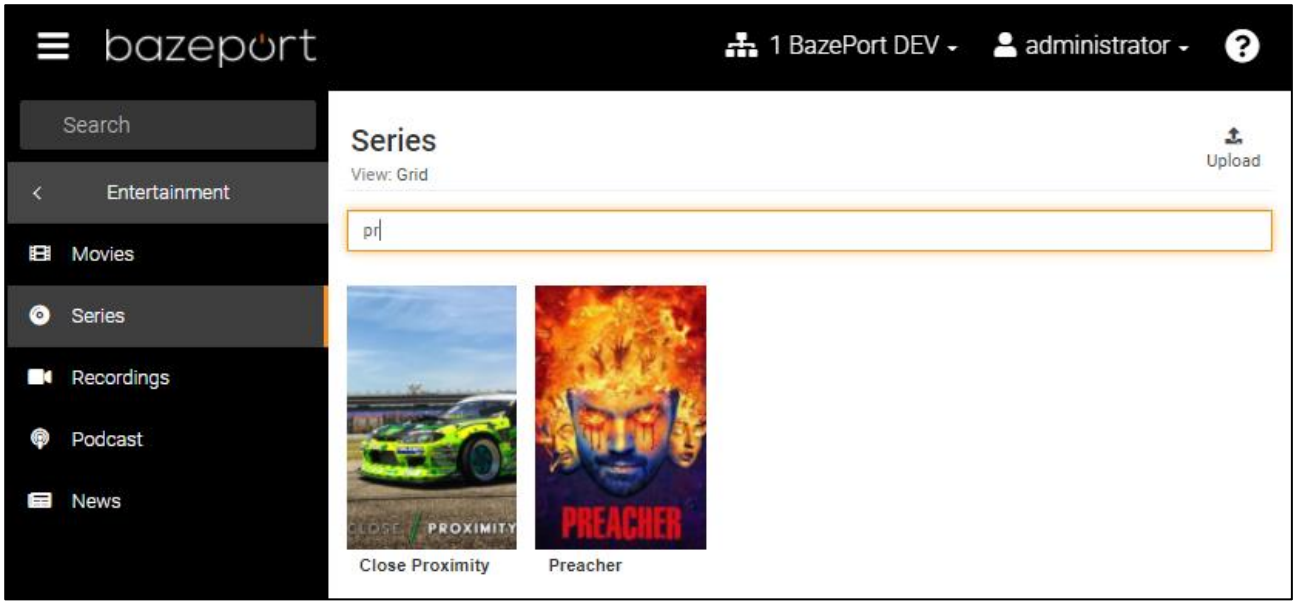
The screenshot below displays the **Grid** view.



The screenshot below displays the **List** view. By clicking the current **View** option, the setting will change to the other.

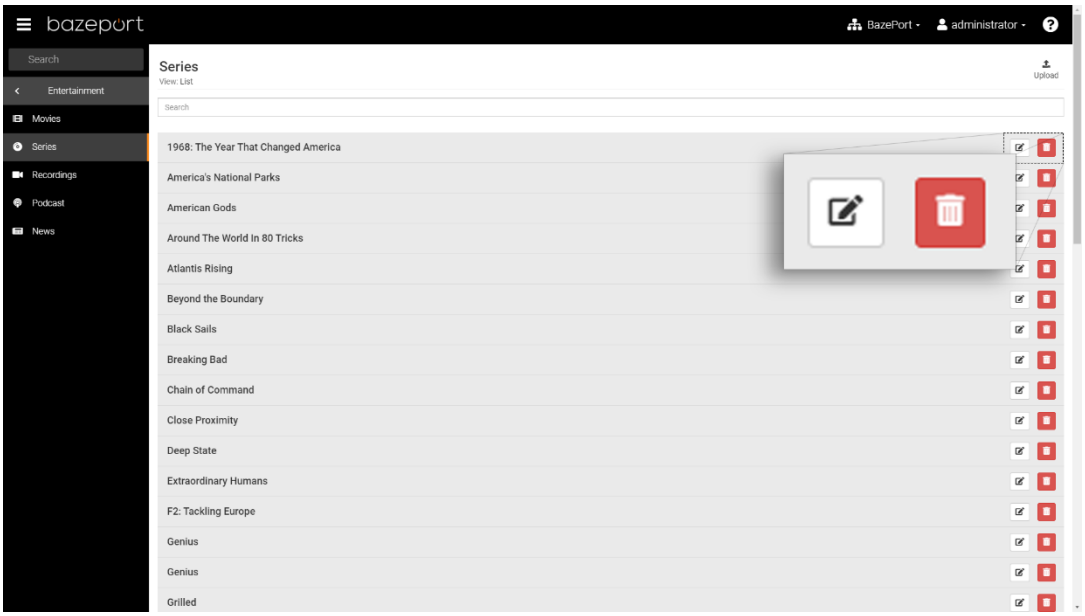
SEARCH

To search for a series, click the **Search** field below the page header. The search result below will show the matched series titles as you type. Search results also match parts of the title, so searching for *pr* will show both *Close **Pr**oximity* and **Pr**eacher**.**



DELETE SERIES

To delete an entire TV series, can be done both from the **Series List view** and in **Series Grid view**.

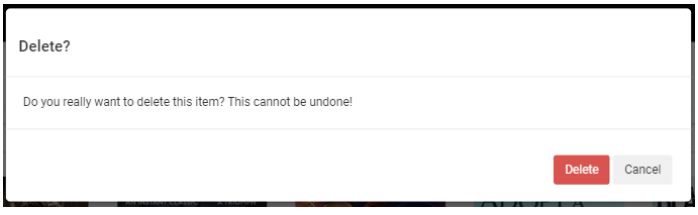


In **List view**, you click the red delete button to the right of the title.

American Gods

In **Grid view**, you hover a series poster to reveal and click the delete button there.

To delete a series click its **Delete** button. This will trigger a warning dialog box. To confirm deletion of the series, click the **Delete** button.



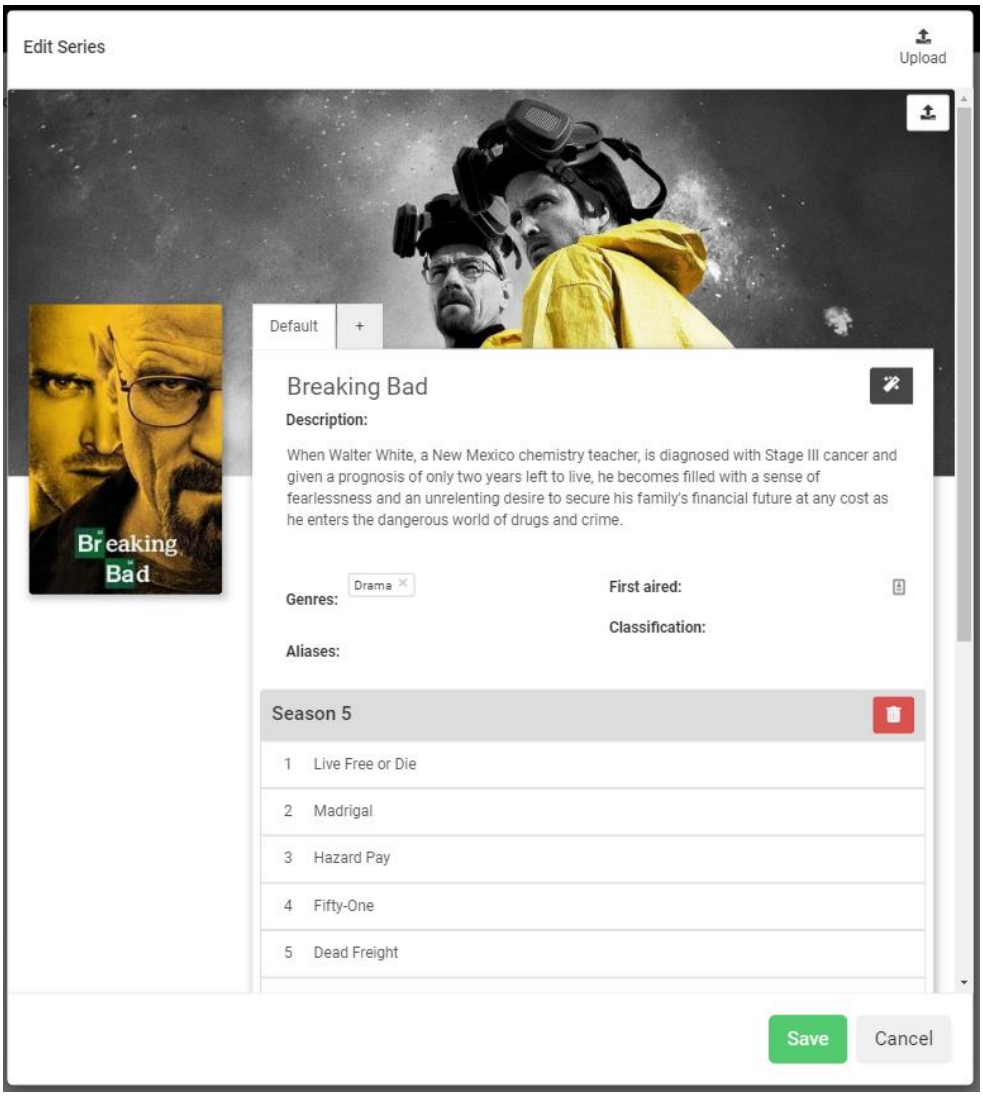
EDIT SERIES

To edit series, click the **Edit** button next to the **Delete** button in the list view, or the **Edit** button on the series poster in the grid view. See **Edit Movies** chapter for details.

This will open the **Edit Series** dialog box.

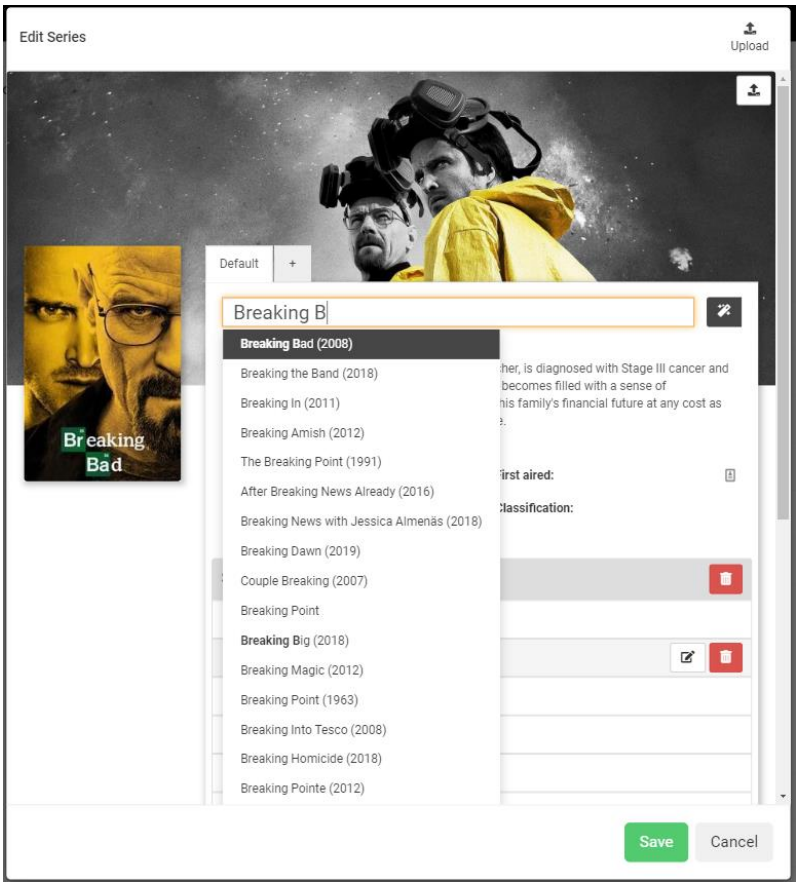
EDIT SERIES DATA DIRECTLY

Most of the properties shown here can be edited directly by clicking the respective text and start typing. The exception is *Genres* where you get a drop down list of genres to choose from. To remove a genre from a movie, click the **X** next to it.

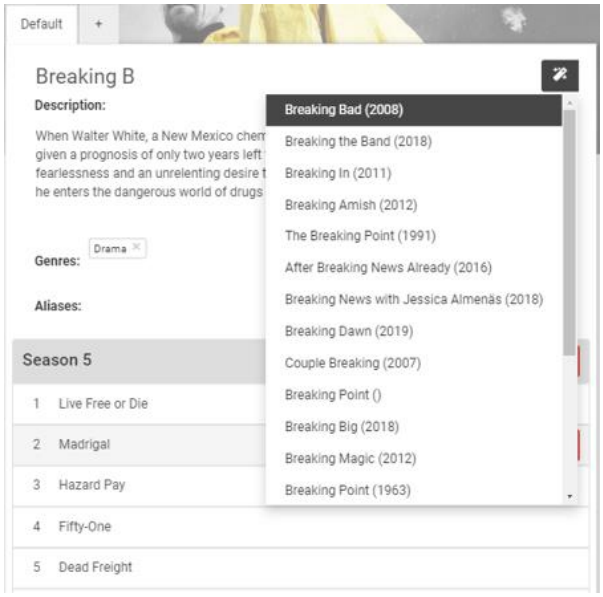


EDIT SERIES DATA BY FETCHING DATA ONLINE

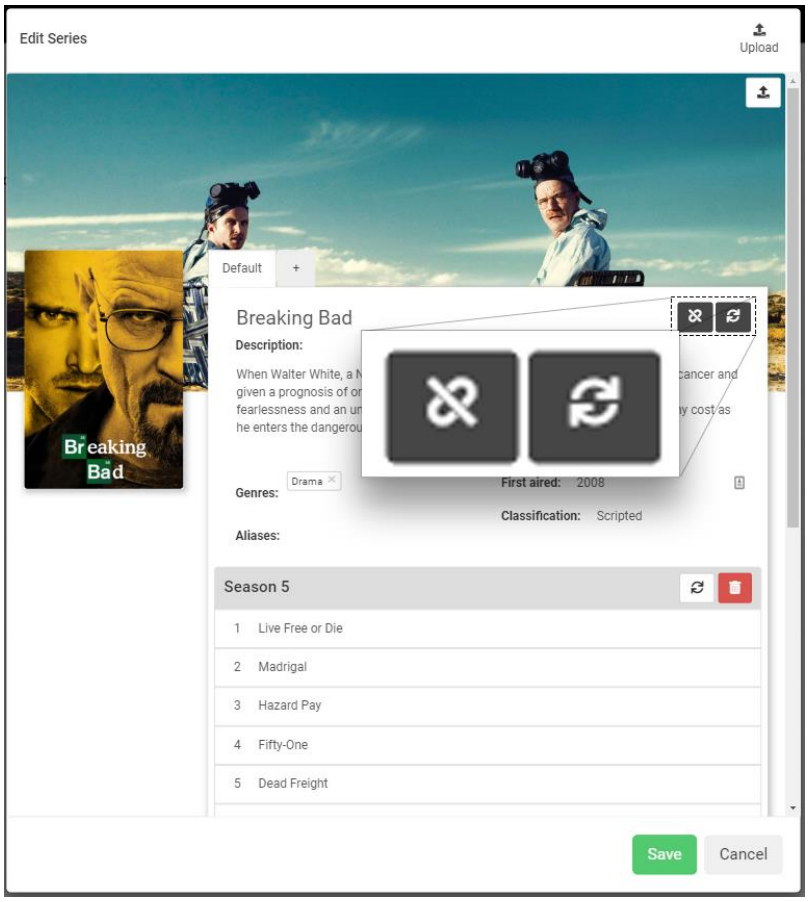
The series **Title** field has a built in search feature. As you type, a list of series matching the text will appear below the text field.



By clicking one of the titles, movie data is fetched from **The Movie Database (tMDB)** and replaces the existing series data including the cover, backdrop image and episode information. Clicking the magic wand button on the right will search **tMDB** for the text already in the title field and display a similar list to pick from.



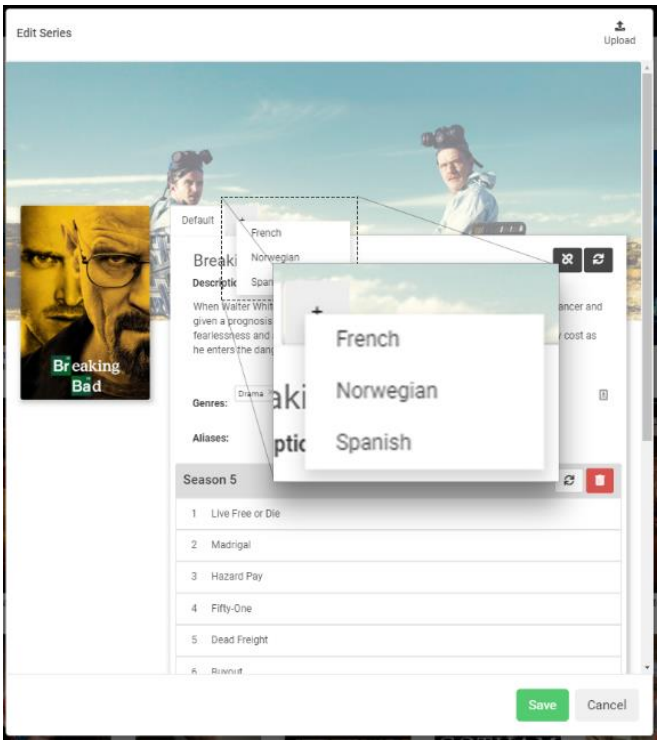
By clicking either of these, the series will also have a **tMDB reference** for fetching translation of the title, and description and episode information later.



To remove the reference to **tMDB**, click the left button of the two buttons to the right in the picture, as shown in the screenshot.

To refresh the data from the connected **tMDB** series, click the button to the right. It is also possible to refresh data for a single season by clicking the refresh button next to the season header.

ADDING TRANSLATIONS

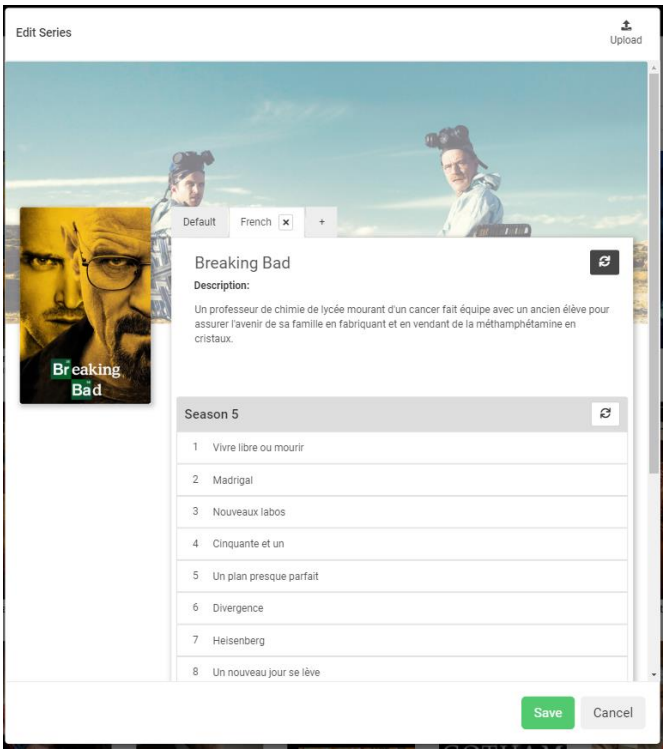


To add a translation, click the **+**-tab next to the default tab.

The languages in this list are configured in the system setting **Content languages**, available from the **Configure** module, **Settings** menu, **System settings** menu.

Click the desired language to add a translation. If the series has a **tMDB** connection (see description for fetching data in previous chapter *Movies – Edit movies - Edit Movie data by fetching data online*) – the system will try to fetch a translated series title, description and episode data.

REMOVING TRANSLATIONS

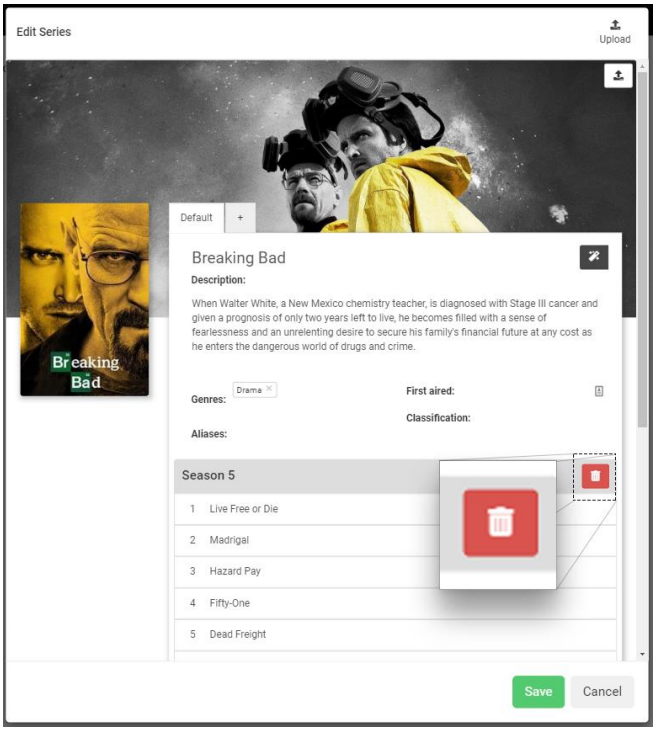


To remove a translation, click the **X** next to the language tab. To fetch metadata from the connected **tMDB** series, click the refresh button to the right of the series title. If this button is not present, try connecting a series from the default tab. It's also possible to fetch data for a single season by clicking the refresh button to the right of the season header.

Remember to save your changes.

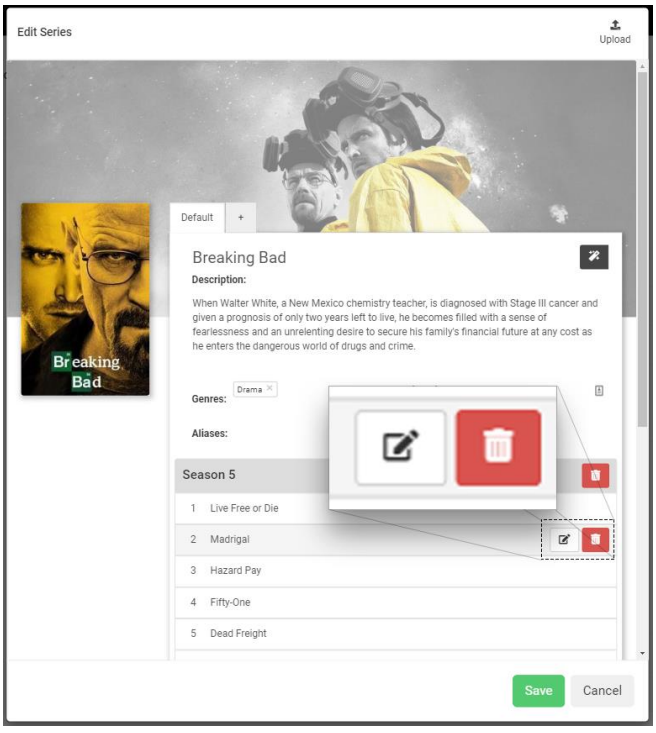
DELETE A SEASON OR EPISODE

DELETE SEASON



To delete an entire season, click the **Delete** button at the right hand side of the season header.

DELETE EPISODE

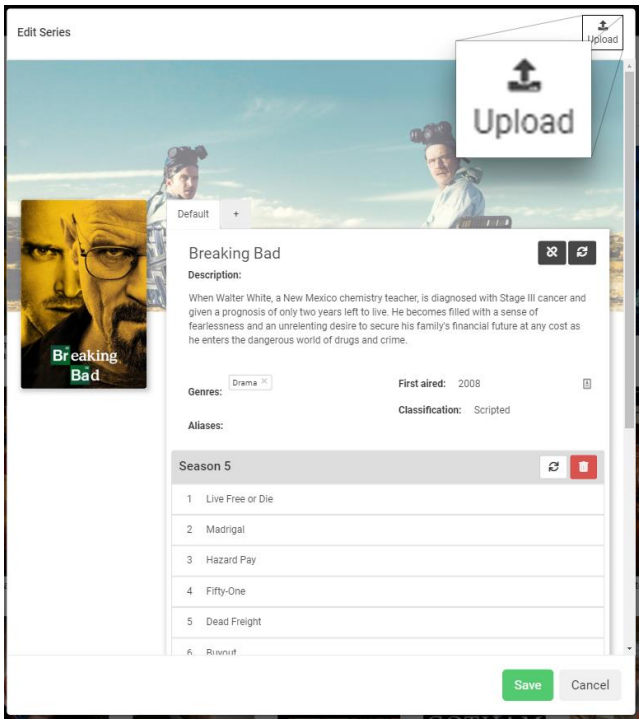


Hover the mouse pointer over an episode in the episodes list to reveal the **Edit** and **Delete** buttons for the episode. Click the **Delete** button to delete the episode.

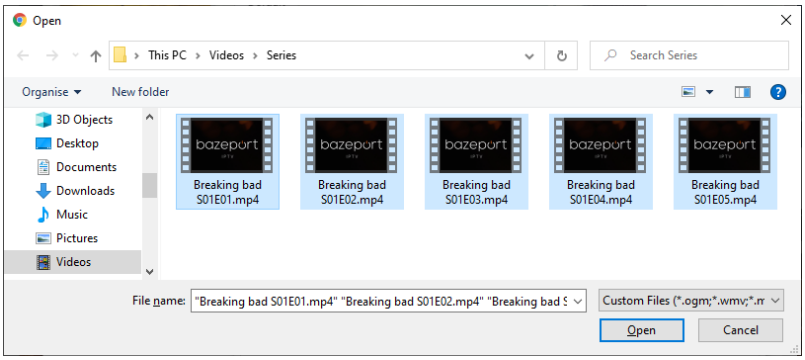
UPLOAD YOUR OWN SERIES AND EPISODES

It is possible to upload your own series to the **Series** library.

UPLOAD EPISODES TO ONE SERIES



To upload episodes to a series, use the **Upload** button in the **Edit Series** dialog box (see picture to the left).



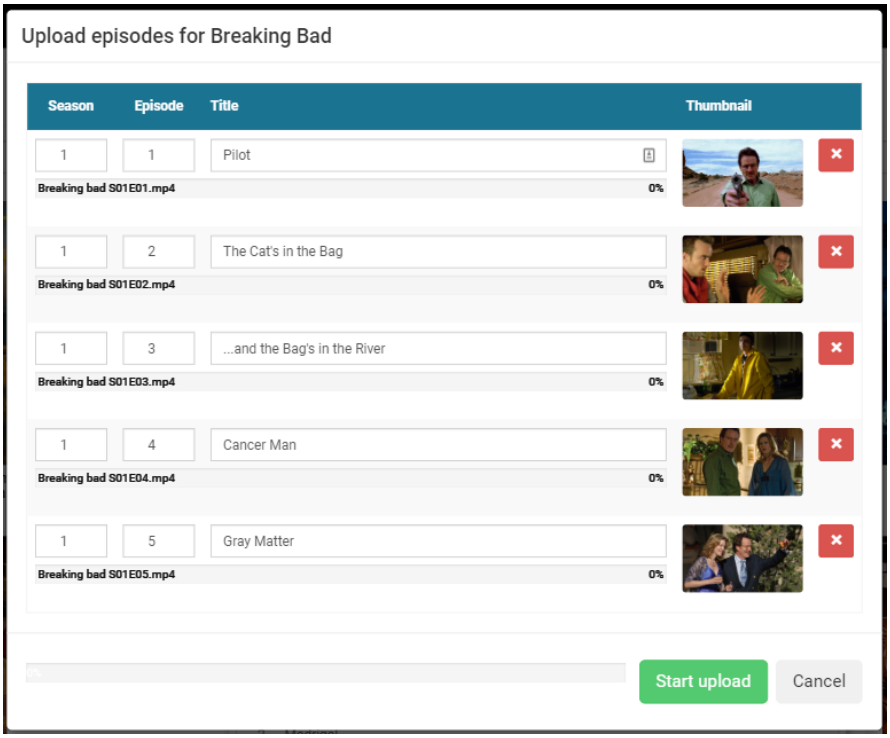
Select the episodes you want to upload from your computer.

Please note

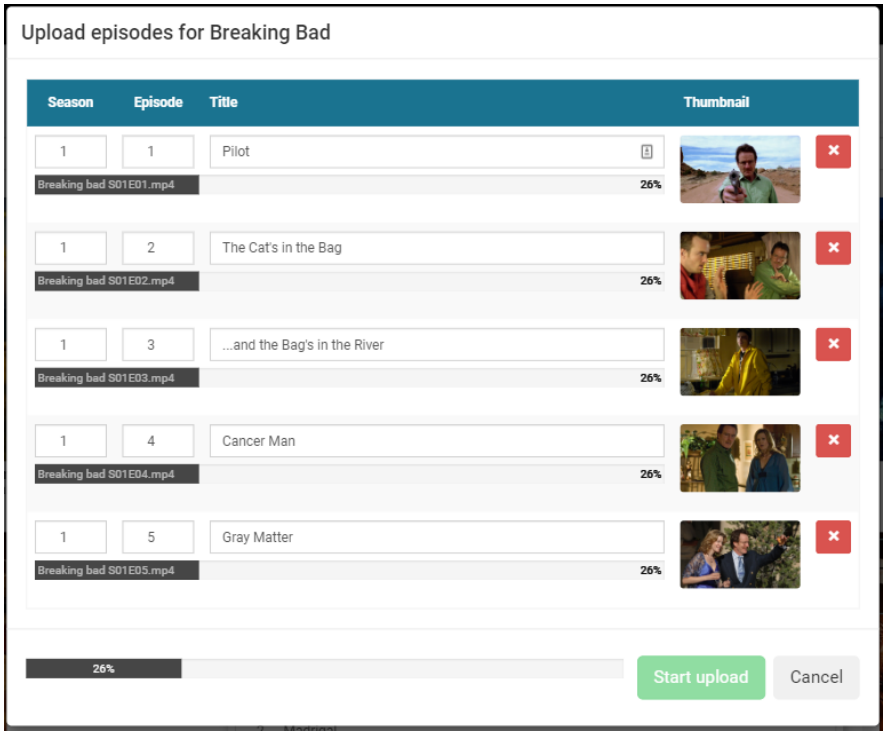
Copyright is your responsibility
Please carefully note that you are solely responsible for holding the correct licenses to store and make copyrighted material available at your venue.

Baze Technology will not accept any copyright claims or otherwise engage in any copyright legal dispute on behalf of **BazePort IPTV system** users. **Baze Technology** can offer subscriptions for copyrighted material licensed for your venue.

BazePort will try to match the filename to the correct season and episode. To be able do this match, the filename should contain *SXXEYY*, where *XX* is season number and *YY* is episode number. If **BazePort** is not able to do this match, the episode and season has to be set manually. If the series has a **tMDB** connection, episode title, description and thumbnail will be fetched.



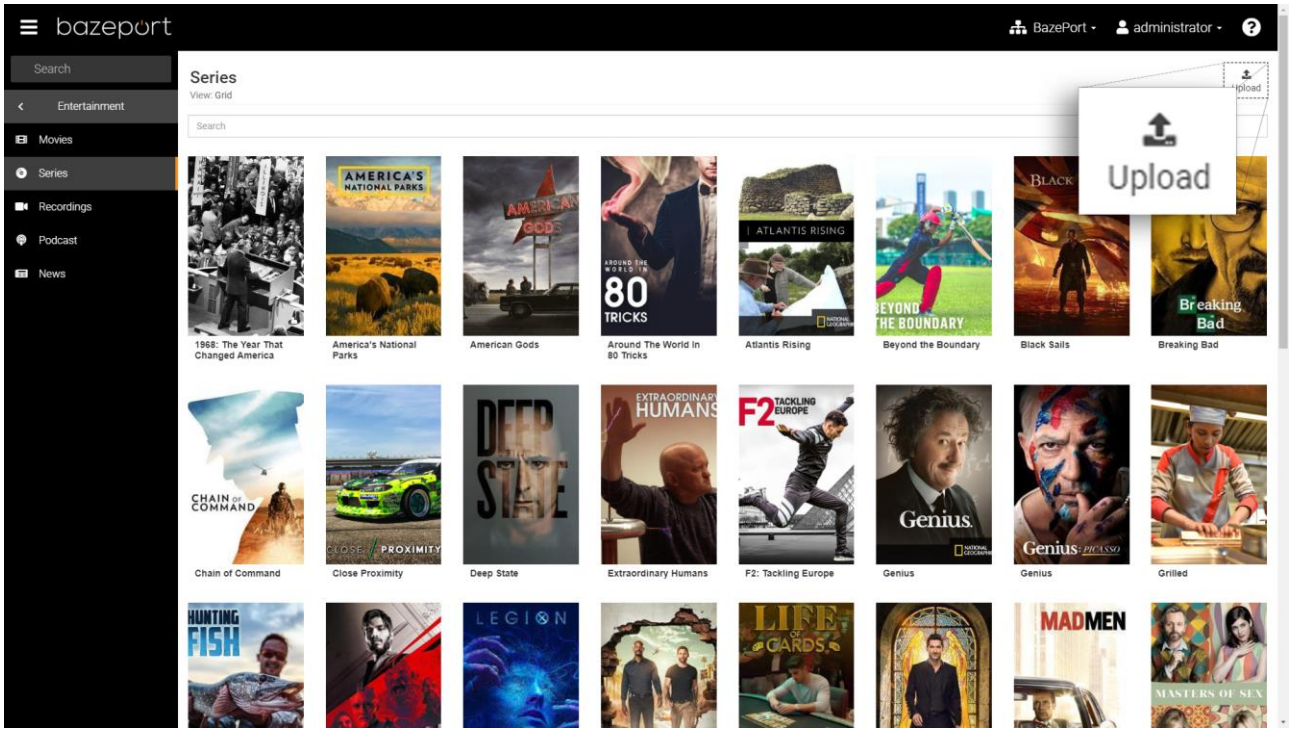
Click **Start upload** when ready. The total upload progress can be observed in the progress bar at the bottom of the dialog box and individual upload progress for each episode is displayed below the episode title.



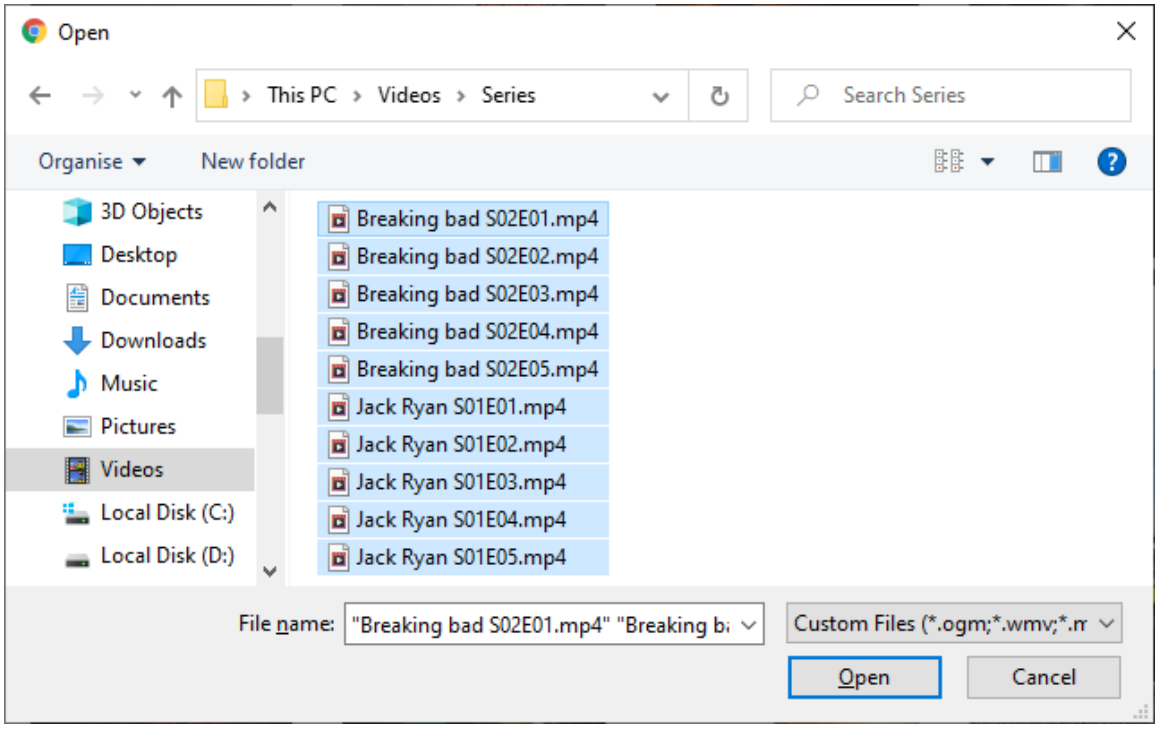
When the upload is done, you will return to the previous view with the new episodes available.

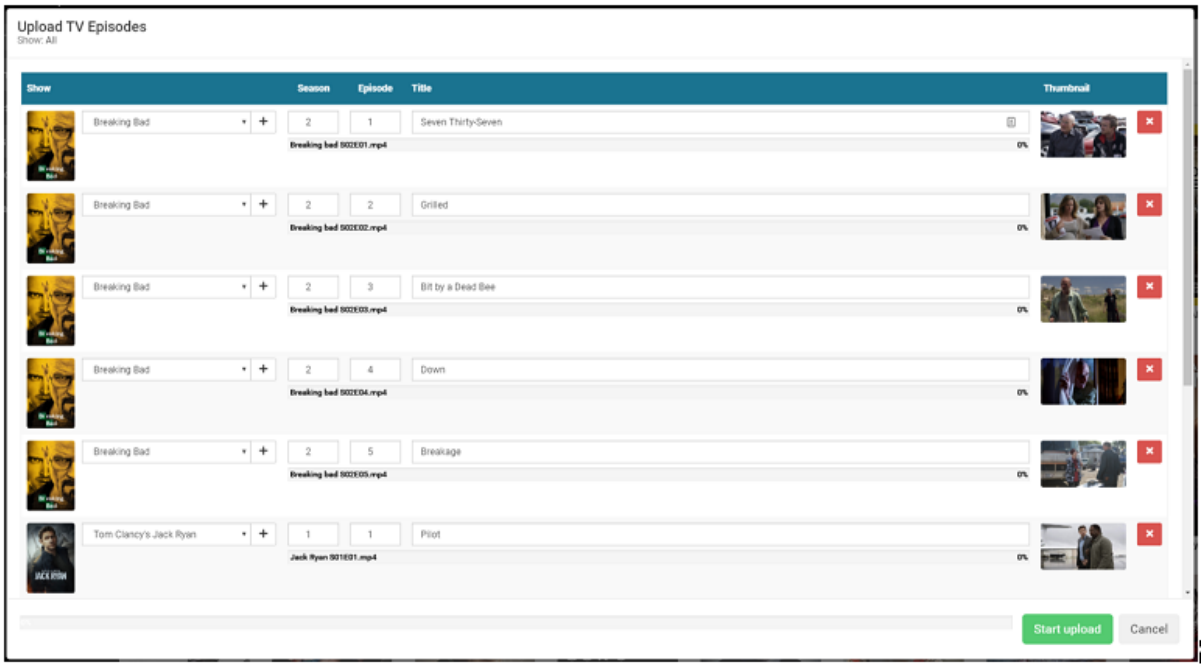
UPLOAD EPISODES FROM NEW SERIES OR FROM SEVERAL SERIES

If you need to upload episodes from several different series or want to upload episodes to a series that are not already in the series library, locate the upload button in the series grid or list view.

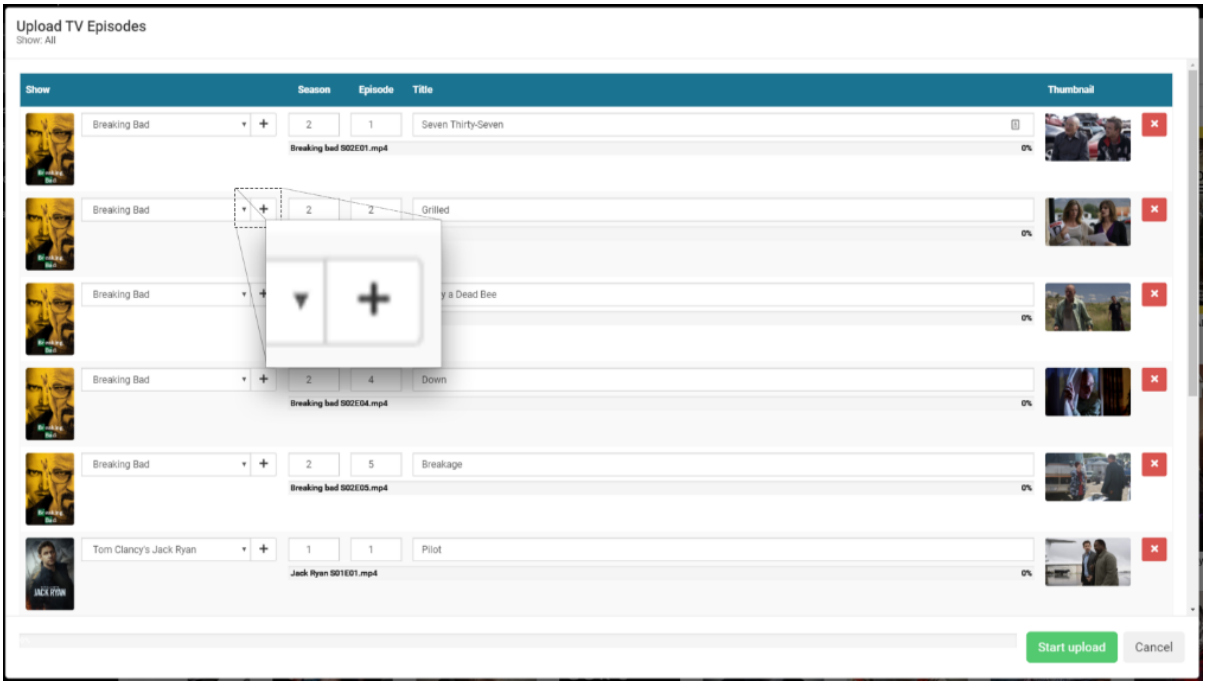


Select the episode video files from your computer.





BazePort will try to match the selected files to series already in the library. If no match is found, the filename is used to search **tMDB** for a match.

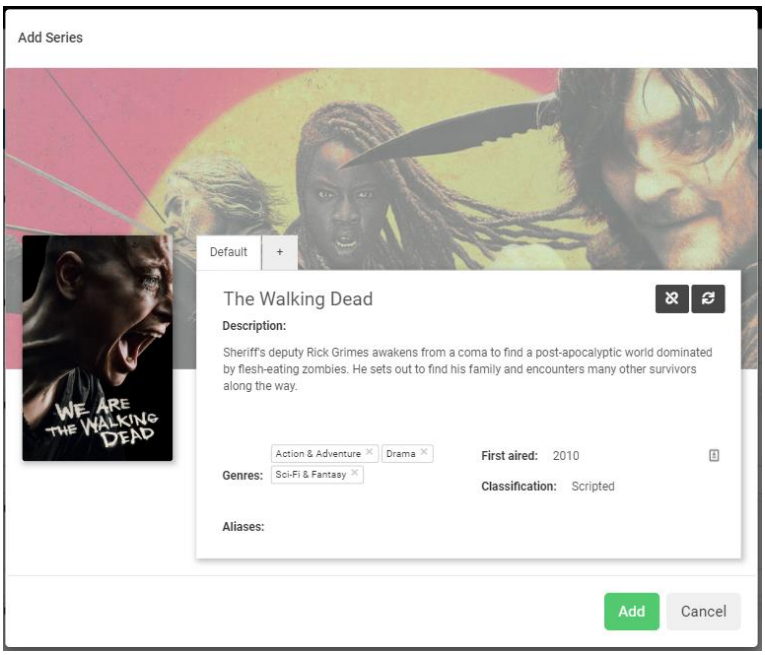


If the preselected series is not correct, try changing to the series by using the drop down menu next to the series poster.

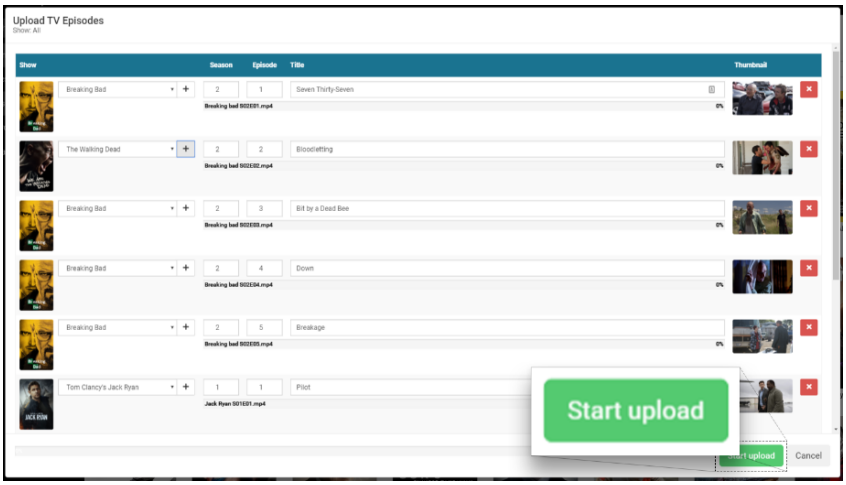
To manually add a new series to the library, click the **+**-button next to the drop down menu.

This will open the **Add Series** dialog box.

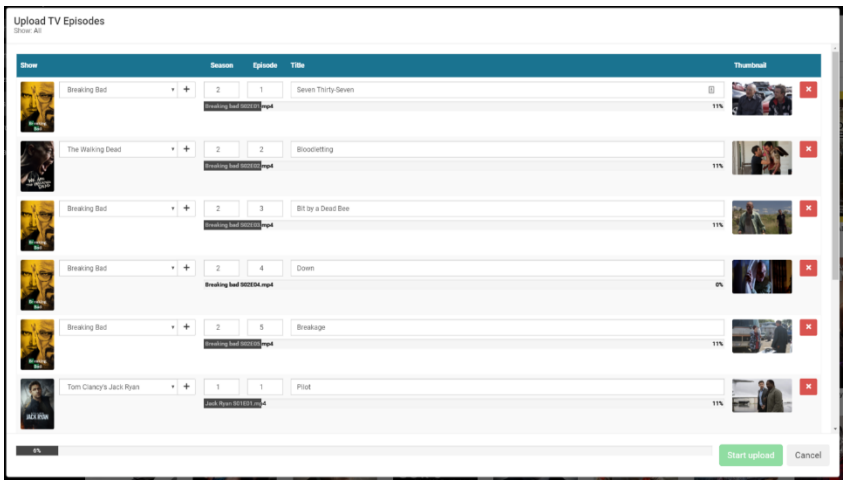
Click the area with the text *Search for series* and start typing. As you type, suggestions from **tMDB** will appear below the input field.



Click the series you would like to add and click the green **Add** button at the bottom.



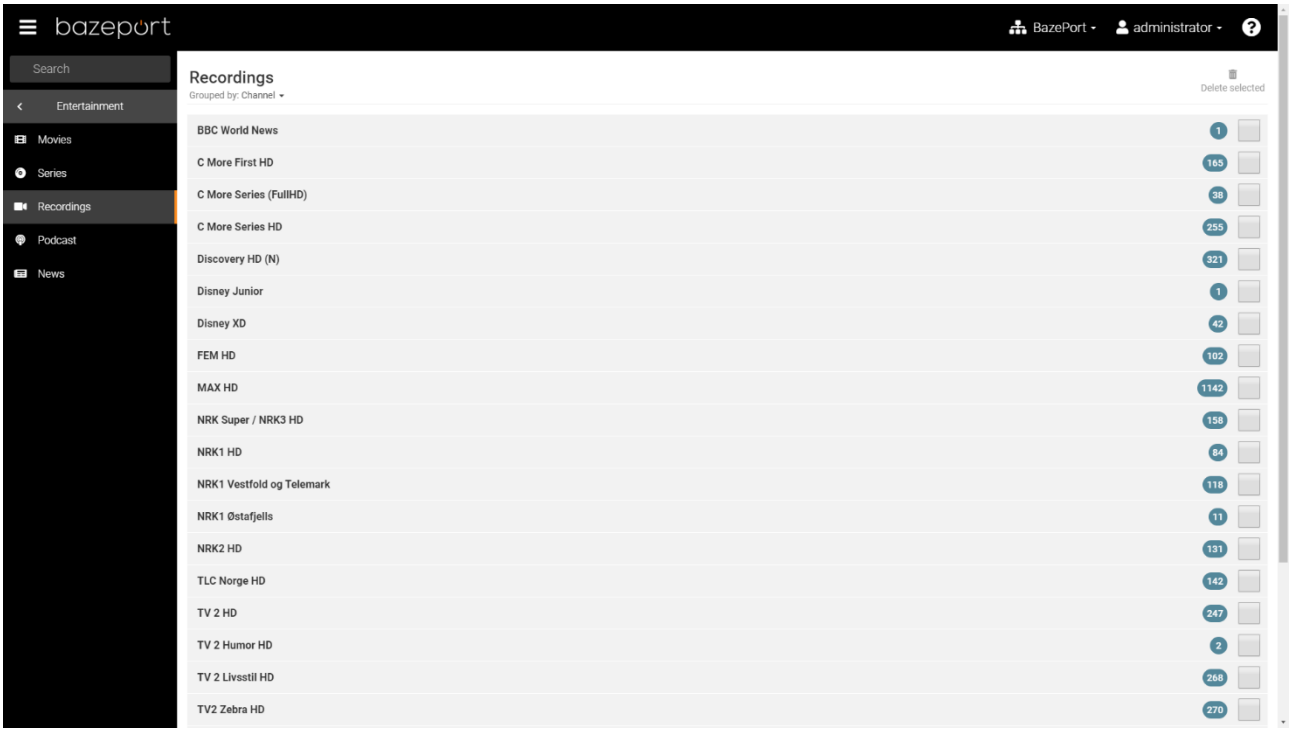
When all the files are matched with the correct series and episodes, click the **Start upload** button at the bottom of the dialog box.



The total upload progress can be observed in the progress bar located to the left of the start upload button. Each episode has an individual progress bar below the season and episode number.

RECORDINGS

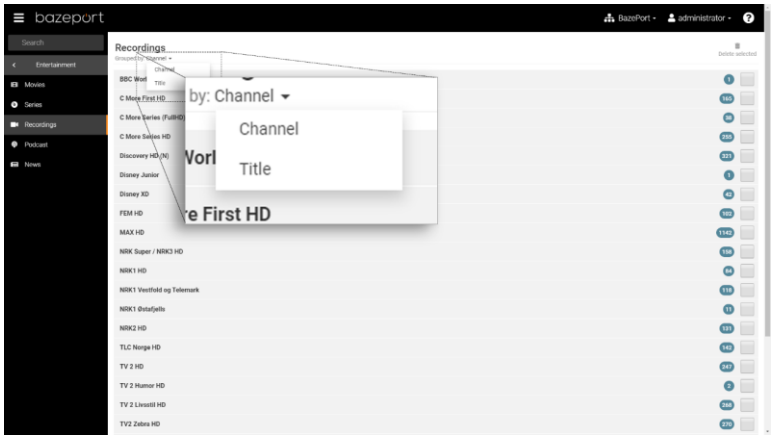
Recordings is available from the main menu choosing **Entertainment**, then **Recordings**. **Recordings** is the library of all TV programs recorded in the installation. **Recordings** can originate from a user recording of a TV program, or from automatic recordings through the Catch-up TV. The Catch-up TV's functionality is where a TV channel is set up to record and keep recordings for a specific number of hours. From **Recordings**, the administrator can view all recordings and delete recordings to free disk space on the server.



Please note that this application requires extra hardware and BazePort nPVR licenses that may not be part of your installation. In addition, Catch-up functionality requires add-on license to BazePort nPVR license.

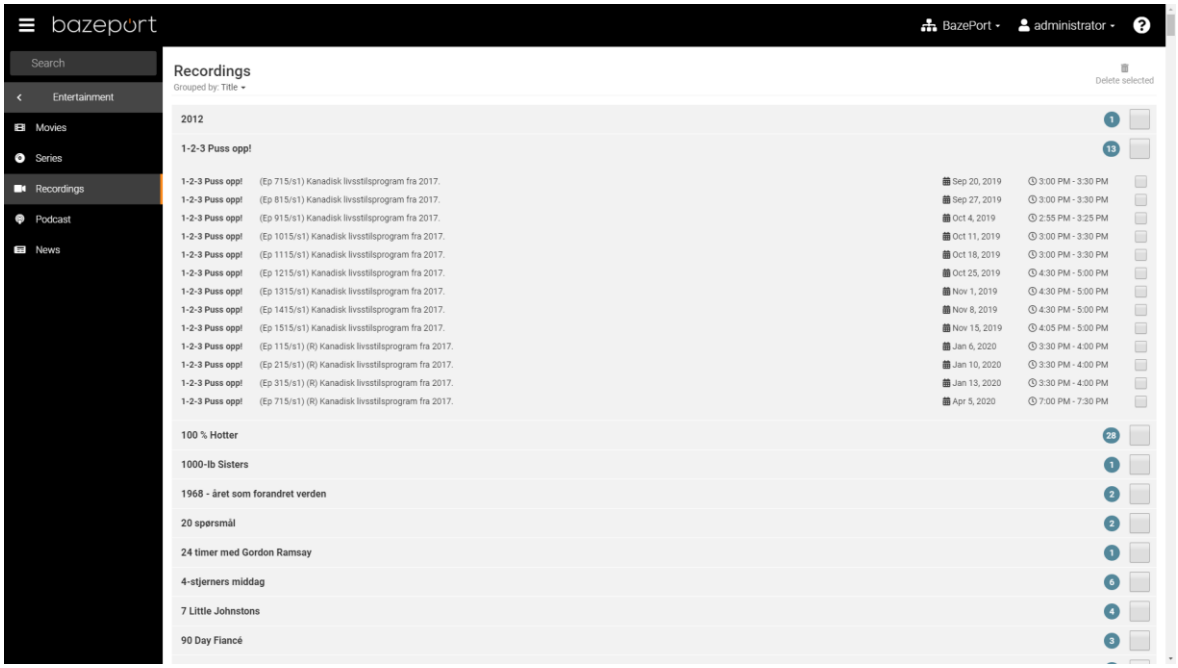
PANEL VIEWS

The recordings list can be grouped by either channel or program title. To change grouping, click the drop down menu located below the recordings page header.

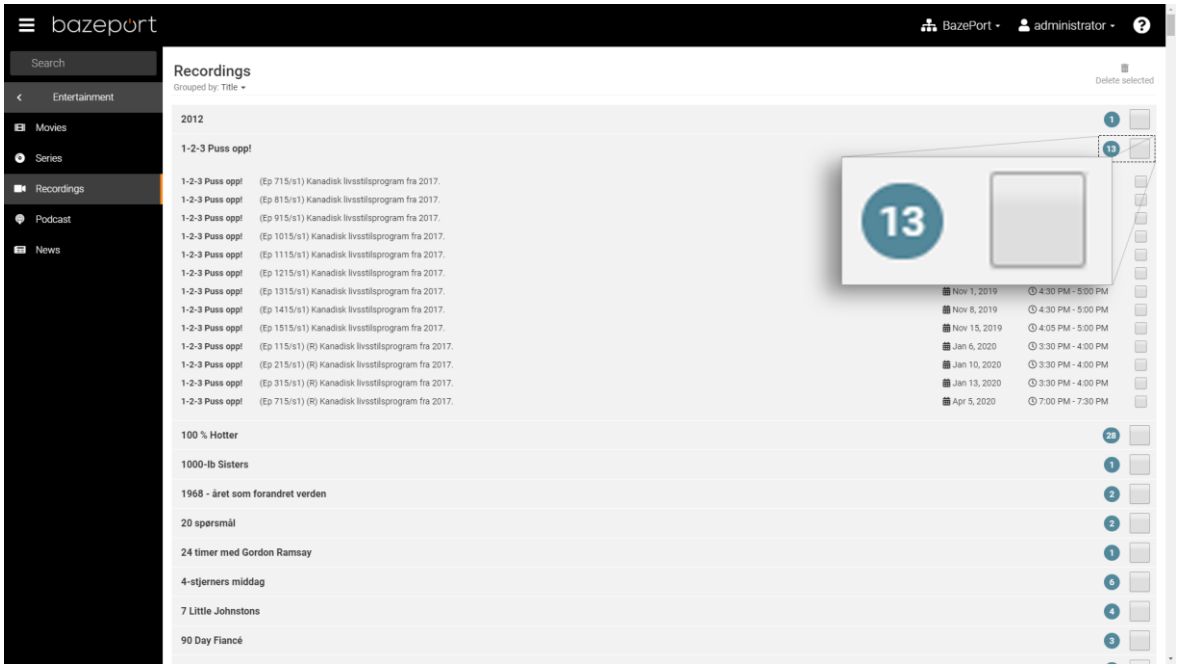


SELECTING AND DELETING PROGRAMS

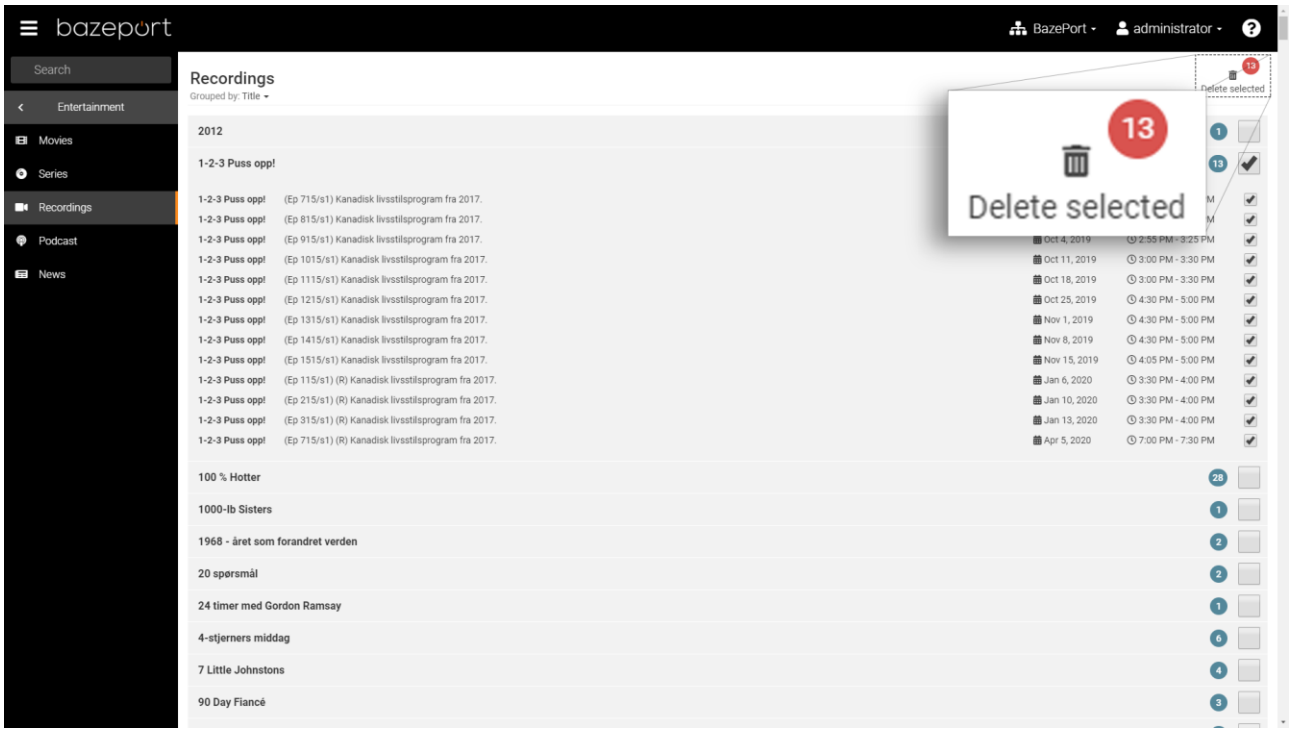
Select the programs you would like to delete. By clicking a group, either a channel or program title depending on the current **Grouped by**-setting, all the elements in that group will become visible.



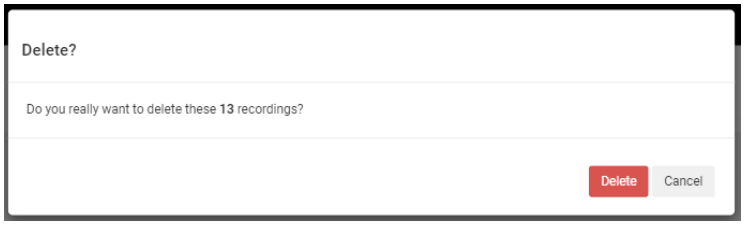
You can select either the entire group or a single program. Click the checkbox to the right of the group header to select all the recordings within this group. The number in the blue blob next to it is a counter indicating the number of recordings in this group.



Click the **Delete selected** icon in the top right corner. The number in the red circle next to it, is how many items that are selected for deletion.

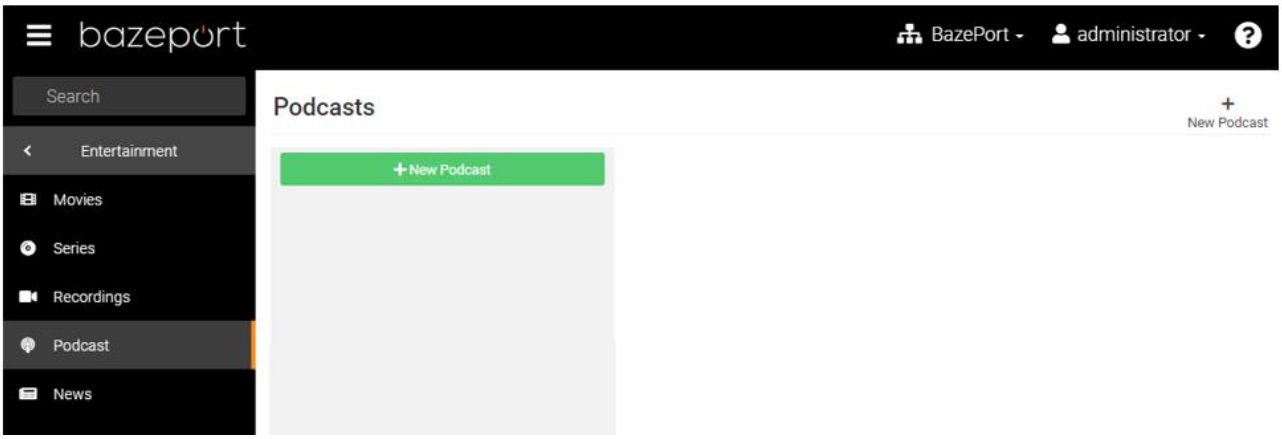


You will now get a warning dialog box. Click the **Delete** button in the bottom right next to the cancel button to confirm deletion.



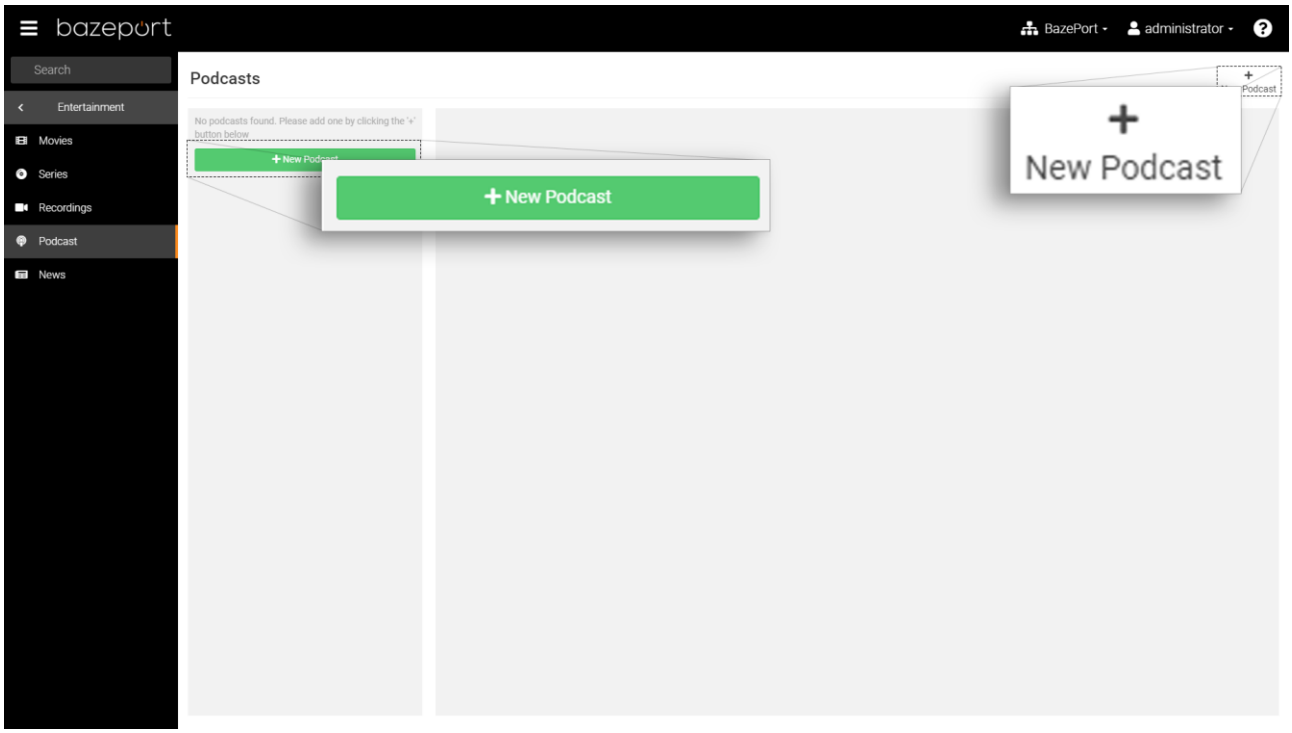
PODCAST

Podcast is available from the main menu choosing **Entertainment**, then **Podcast**. **Podcast** is the library of all podcasts available in the installation. The administrator can set up new podcast subscriptions and manage existing podcasts and podcast episodes from here.

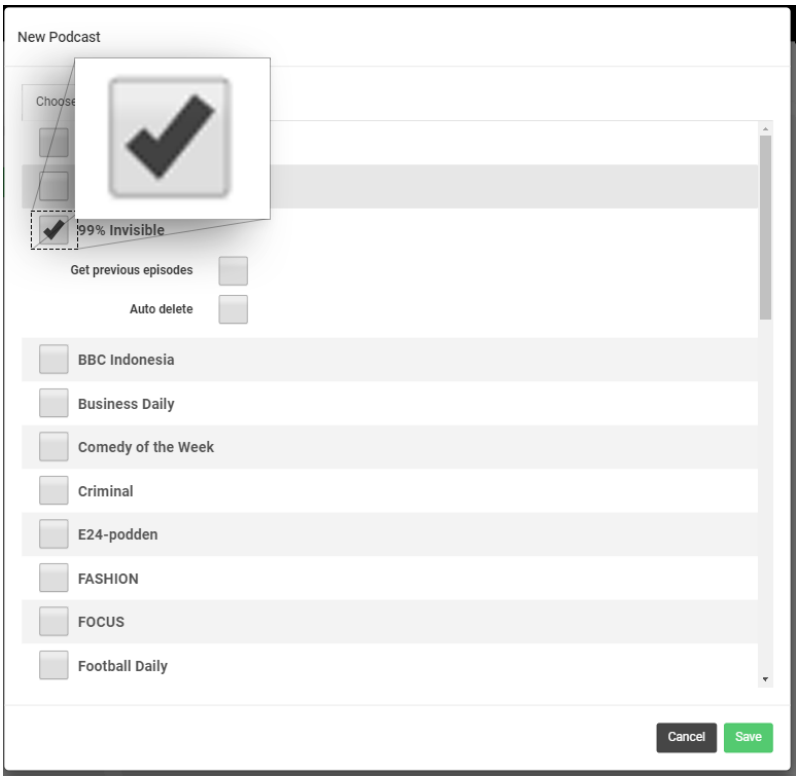


SUBSCRIBE TO SUGGESTED PODCASTS

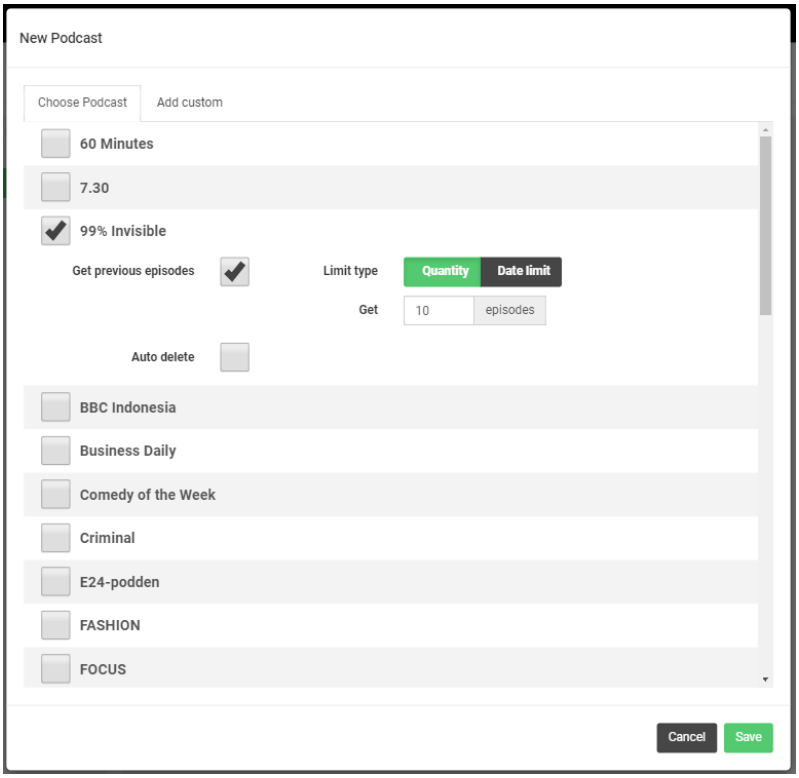
To subscribe to a new podcast, click either the green **New Podcast** button in the left column or the **+ New Podcast**-icon located in the top right side of the page.



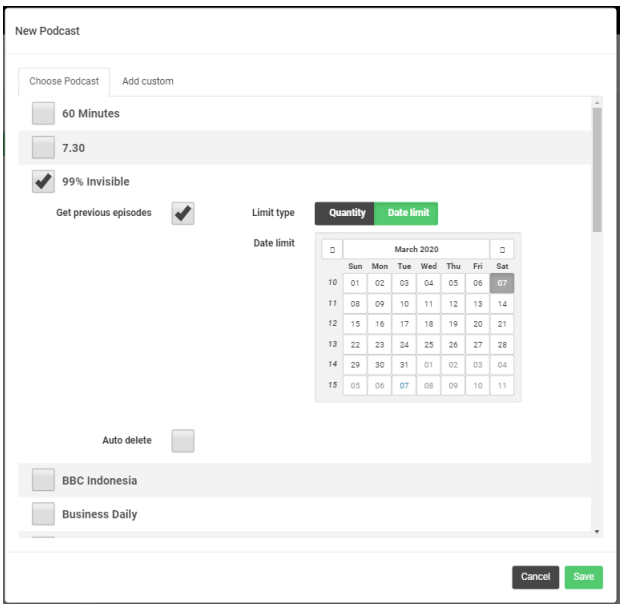
Subscribe to podcasts in the presented list by ticking the checkboxes to the left of the podcast titles.



For every podcast selected, it's possible to set if previous episodes should be downloaded and if episodes that are already downloaded should be automatically deleted.

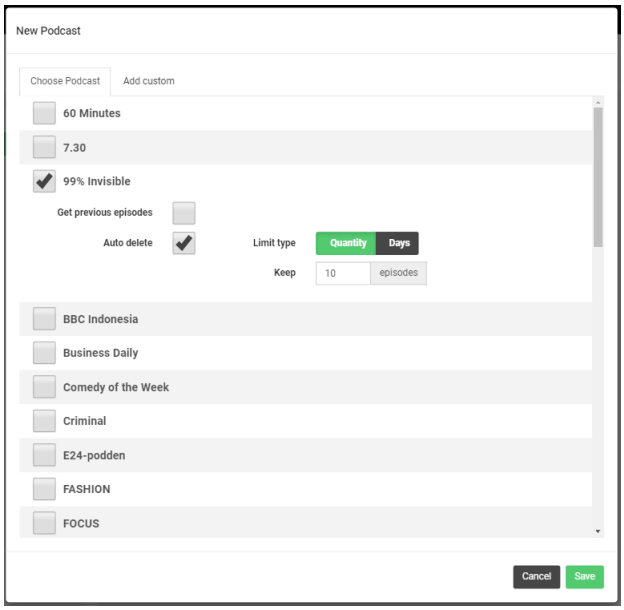


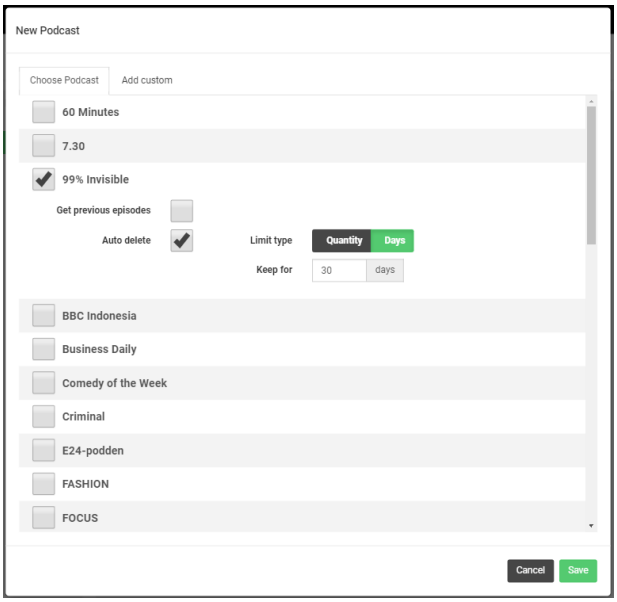
To download previous episodes, tick the checkbox next to the label **Get previous episodes**. This will reveal options for **Limit type** set to *Quantity* with the default value set to 10 episodes. When clicking the **Save** button at the bottom of the dialogue box, the subscription will be added and the 10 latest episodes will be downloaded.



Setting the **Limit type** to *Date limit* will replace the *Quantity* with a calendar. By default this is set one month back in time, but you can set this to any date in the past by clicking a date in the past. When clicking the **Save** button at the bottom of the dialogue box, the subscription will be added and all episodes published from the selected date will be downloaded.

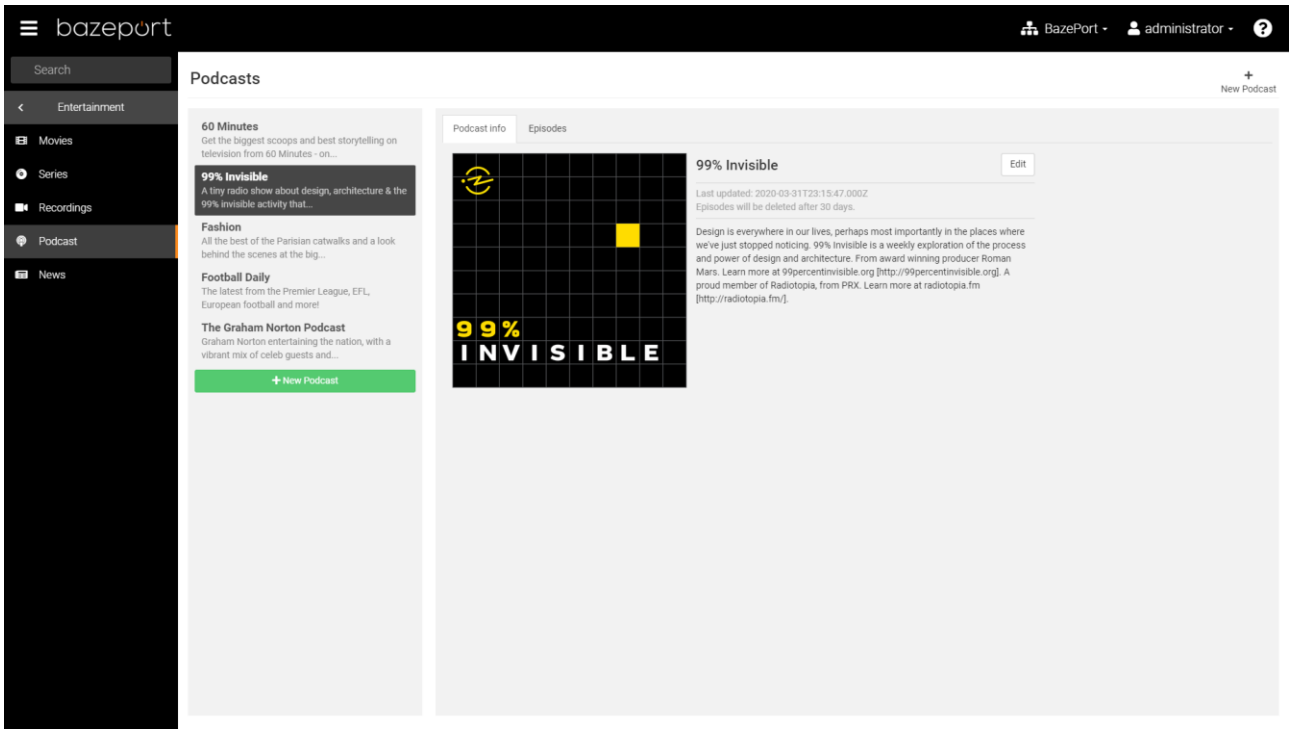
To set up auto delete for a podcast, tick the checkbox next to the **Auto delete** label to reveal the auto delete options. The **Limit type** is set to *Quantity* and to keep the 10 latest episodes by default. When the number of episodes exceed the value set here, the oldest episode will be deleted.





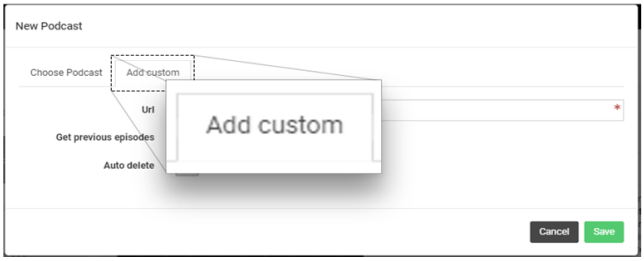
If the **Limit type** is set to *Days* the system will delete downloaded episodes after the amount of days set. The default value is 30 days.

When clicking the **Save** button, the selected podcasts will be added to the podcast list.

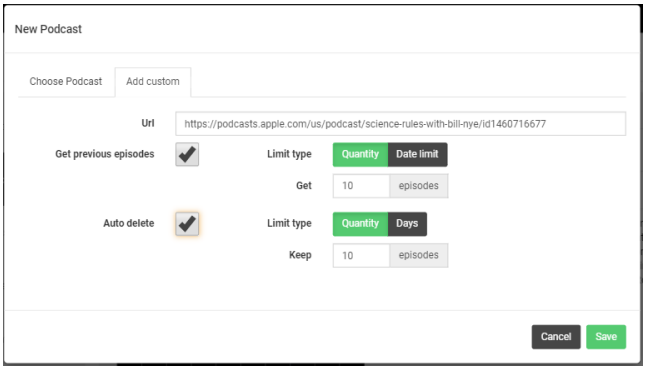


SUBSCRIBE TO CUSTOM PODCAST

If you want to add a podcast that is not available in the podcast list, click the **Add custom** tab.

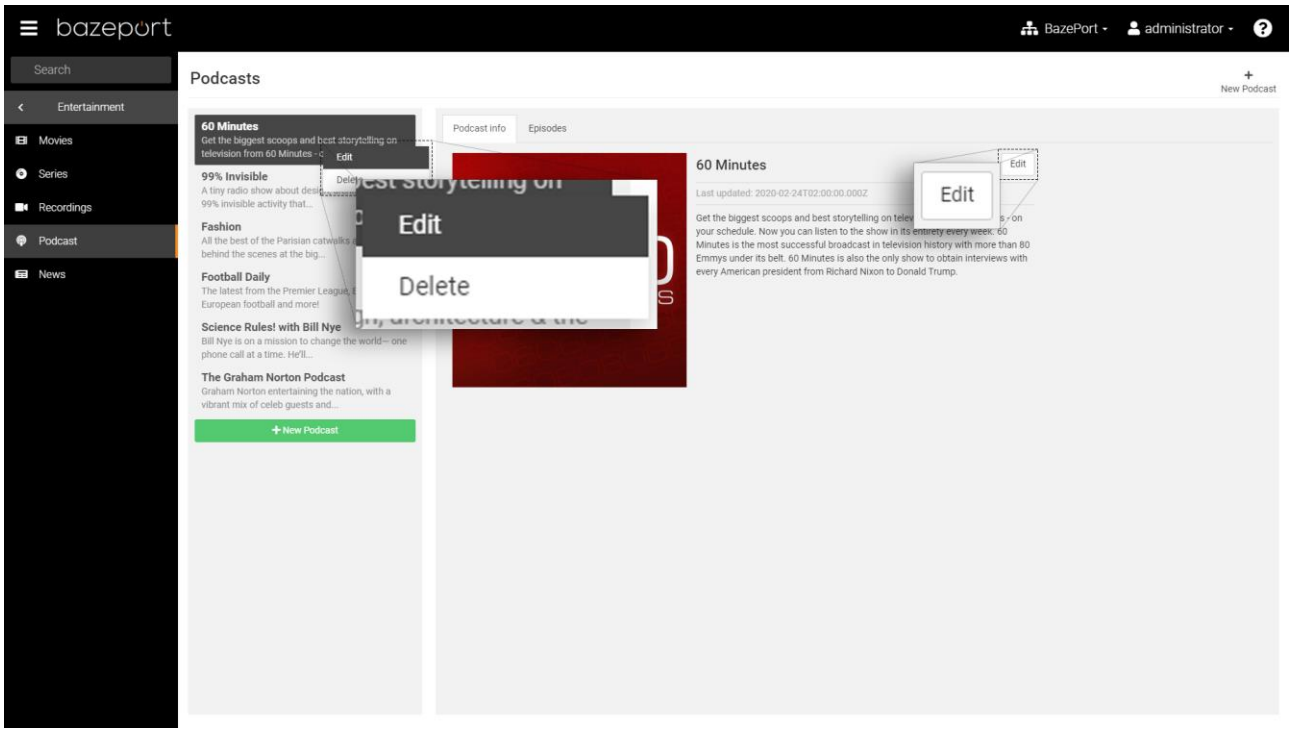


Get the *RSS url* or *iTunes link* for your favorite podcast and paste it into the **Url** field. Configure the **Get previous episodes** and **Auto delete** as described earlier and click **Save**.

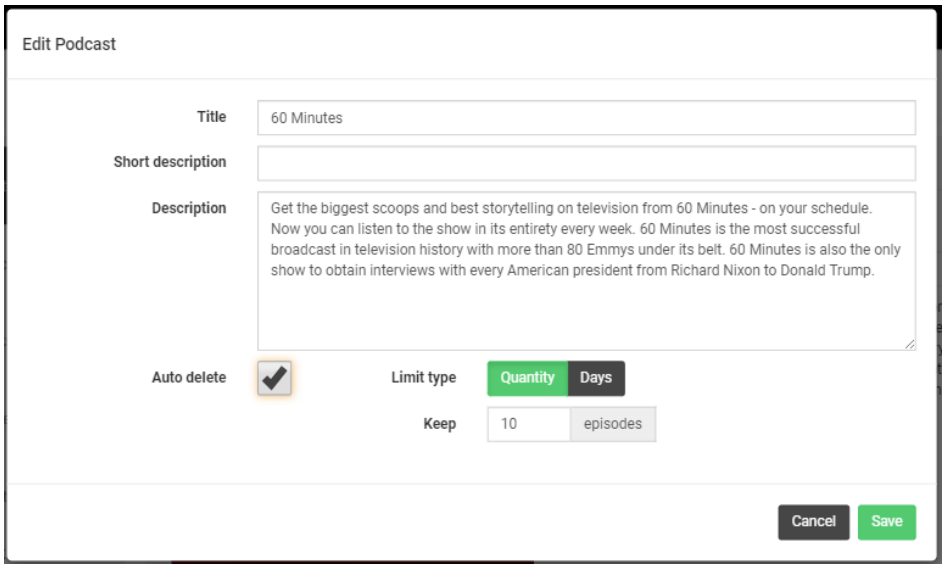


EDIT AND DELETE PODCAST

When subscribing to podcasts, the title, a short description and longer description are fetched. These can be edited by right clicking the podcast in the left column to reveal a menu, or by clicking the **Edit** button on the right hand side of the title in the right column. To delete a podcast, select the **Delete** option in the menu.

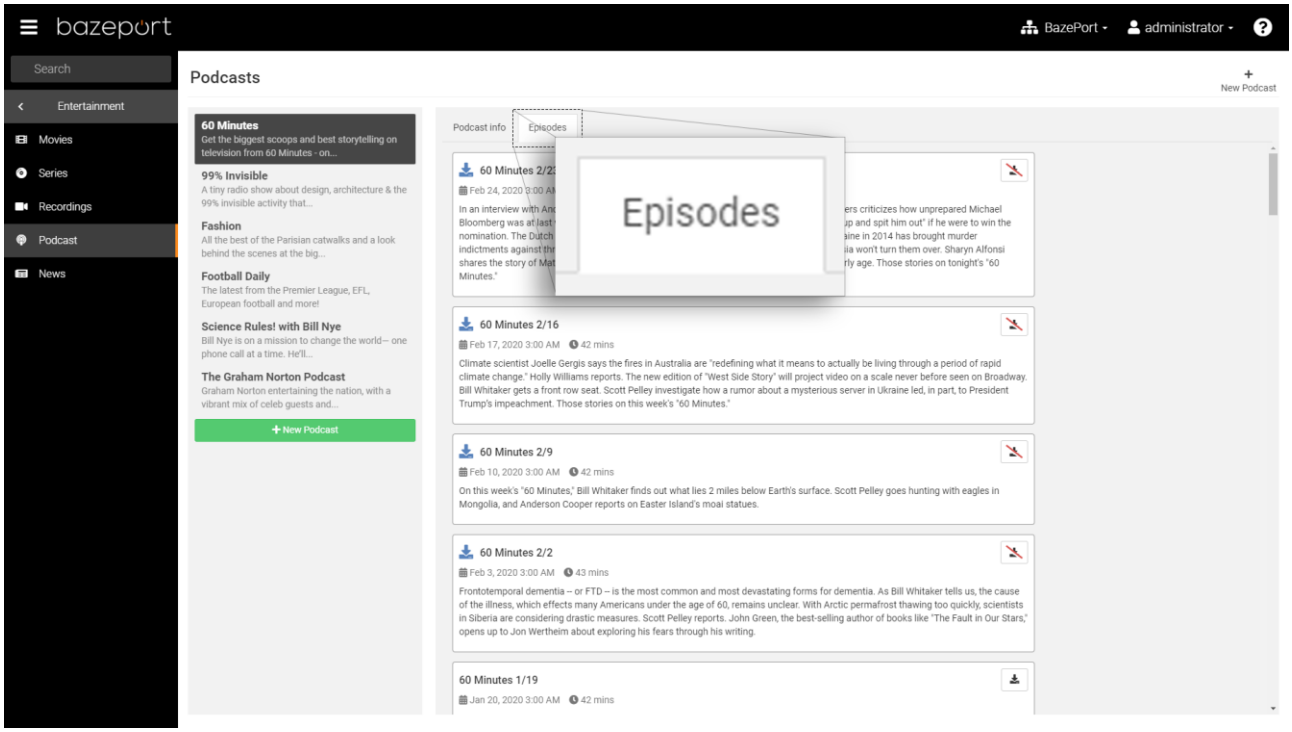


The auto delete preferences may also be set from the **Edit Podcast** dialog box.



MANAGE PODCAST EPISODES

To manage the episodes for a podcast, select a podcast in the left column and click the episodes tab in the right column.



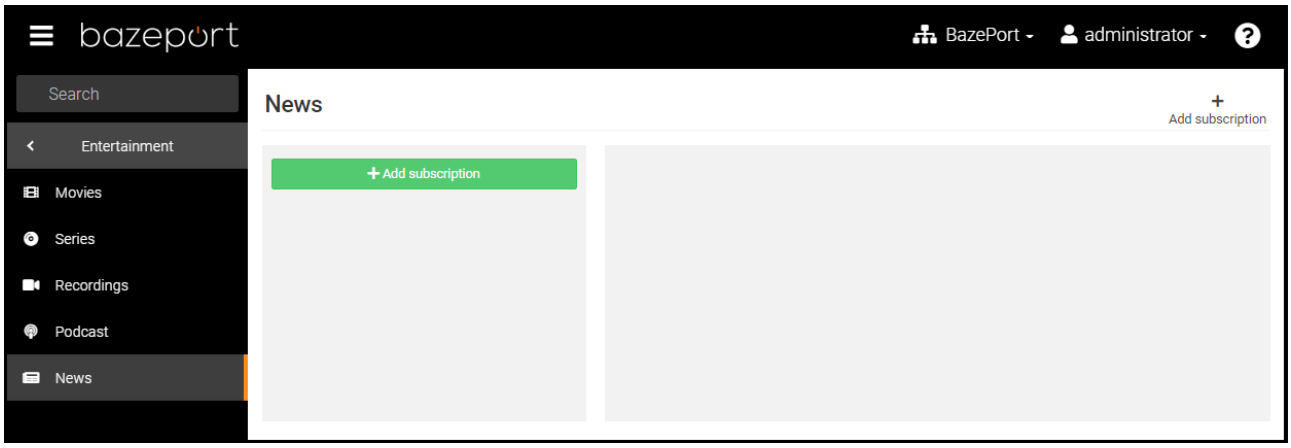
In this list it is possible to manually queue episodes for download, to remove episodes from the download queue, or to delete episodes that are already downloaded.

Episodes marked with icon to the left of the episode title are queued for download. They can be removed from the queue by clicking the button on the right. To add an episode to the download queue, click the button.

Episodes already downloaded will be marked with icon to the left of the episode title. They can be deleted by clicking the button to the right.

NEWS

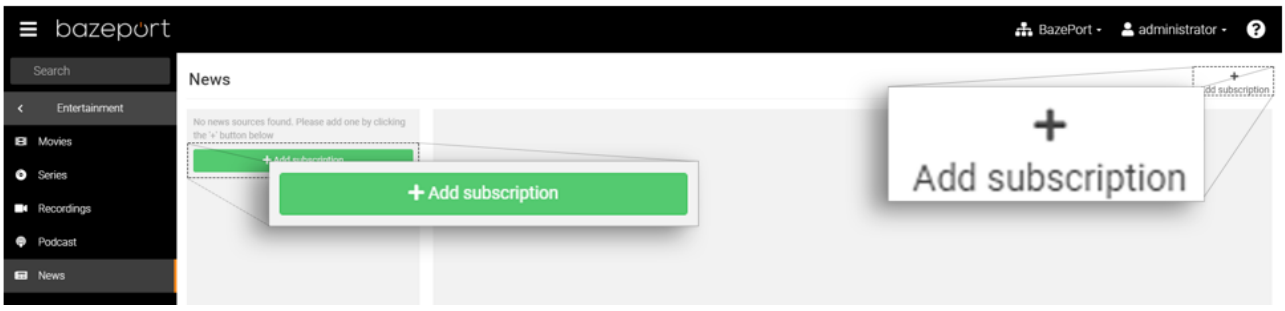
News is available from the main menu choosing **Entertainment**, then **News**. **News** is the library of all news service subscriptions provided through **BazePort Content Service** by **Baze Technology**.



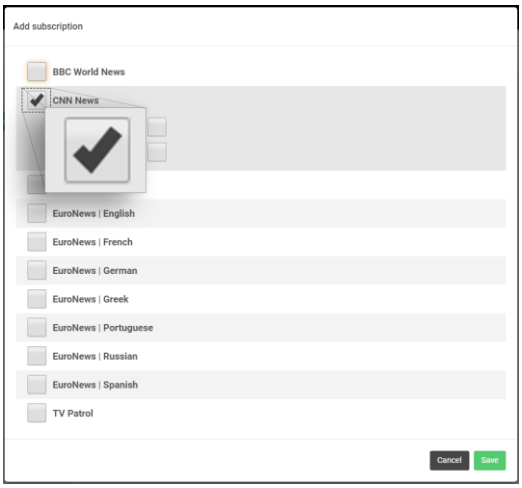
Please note that this application requires **Baze Content Services News subscription** that may not be part of your installation.

SUBSCRIBE TO NEWS

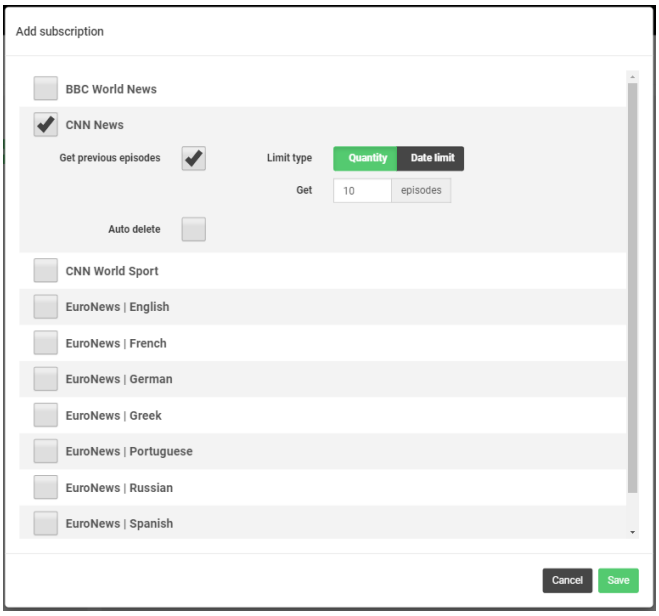
To add a subscription, click either the green **Add subscription** button in the left column or the **+ Add subscription** link in the top right corner of the page.



From the presented list, select the news you want to subscribe to by ticking the checkbox to the right of the title.

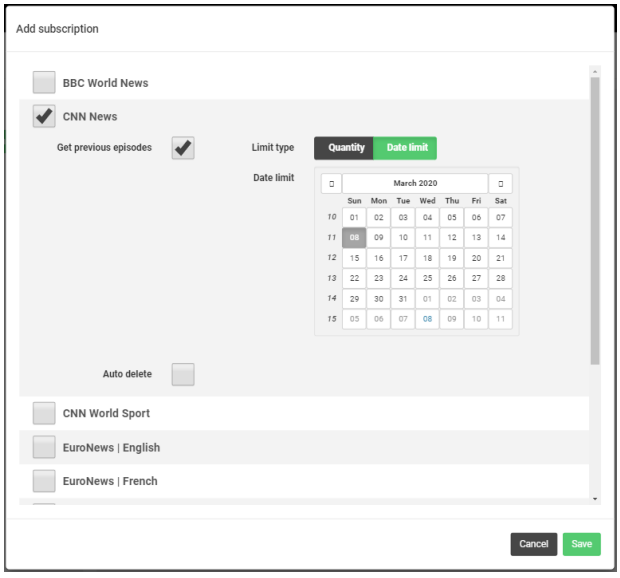


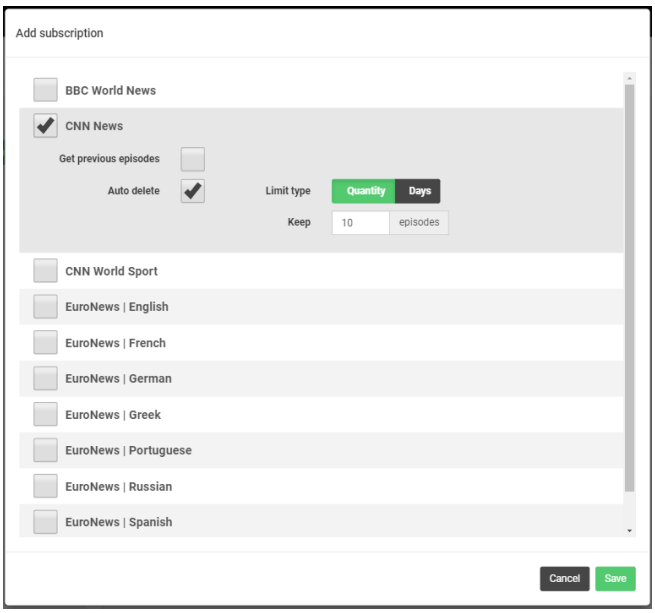
For every news source selected, it can be configured if episodes should be downloaded and if episodes that are already downloaded should be automatically deleted.



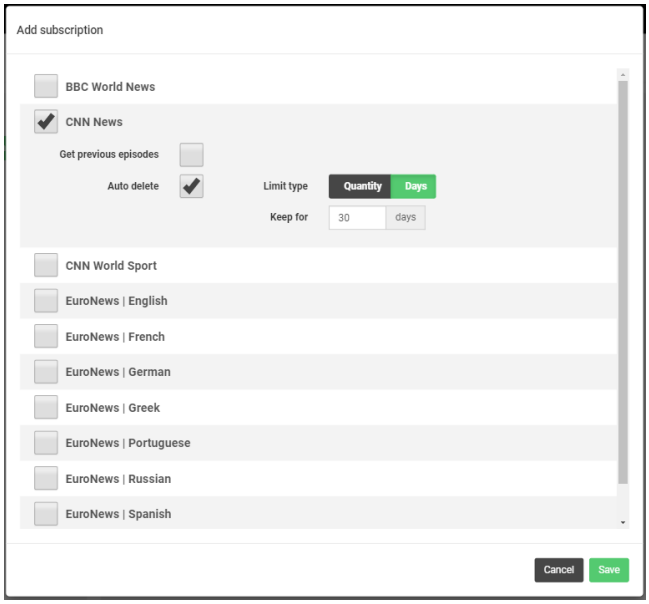
To download previous episodes, tick the checkbox next to the label **Get previous episodes**. This will reveal options for **Limit type** set to *Quantity* with the default value set to 10 episodes. When clicking the **Save** button at the bottom of the dialog box, the subscription will be added and the 10 latest episodes will be downloaded.

Setting the **Limit type** to *Date limit* will replace the *Quantity* with a calendar. By default, this is set one month back in time, but you can set this to any date in the past by clicking a date in the past. When clicking the **Save** button at the bottom of the dialog box, the subscription will be added and all episodes published from the selected date will be downloaded.



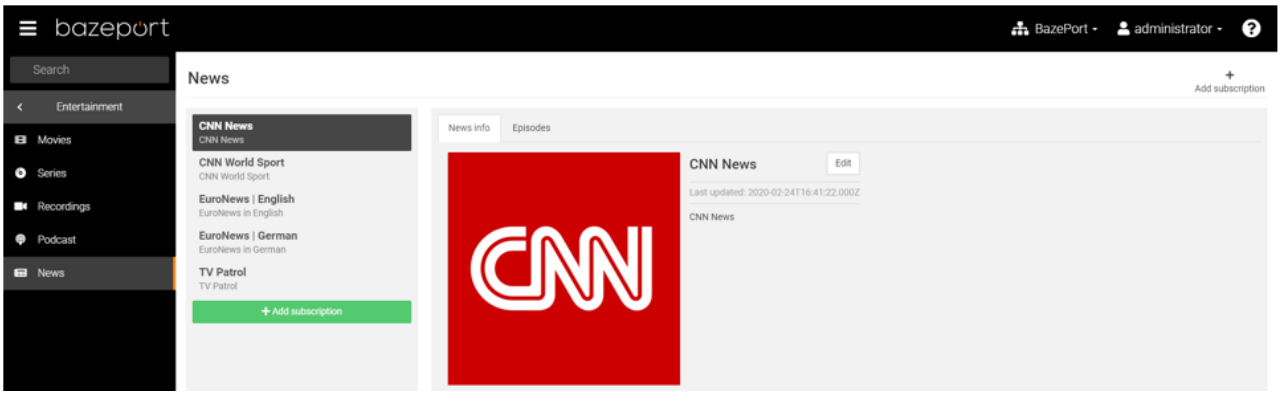


To set up auto delete for a news source tick the checkbox next to the **Auto delete** label to reveal the auto delete options. The **Limit type** is set to *Quantity* and to keep the 10 latest episodes by default. When the number of episodes exceed the value set here, the oldest episode will be deleted.



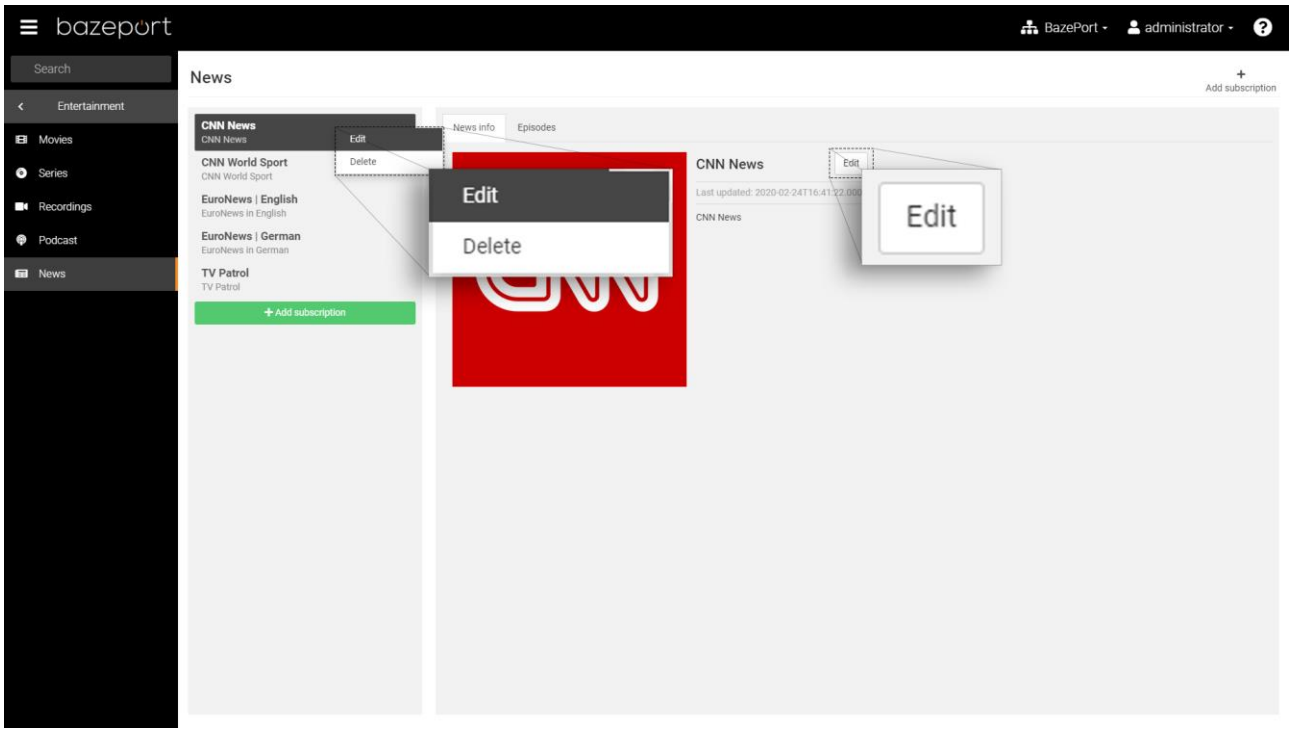
If the **Limit type** is set to *Days* the system will delete downloaded episodes after the amount of days set. The default value is 30 days.

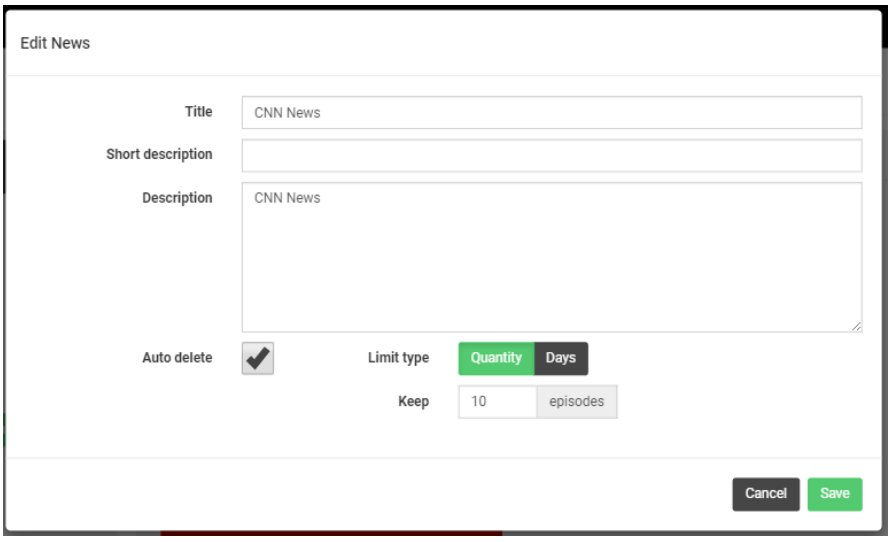
When clicking the **Save** button, the selected news source will be added to the news source list.



EDIT AND DELETE NEWS SOURCES

When subscribing to news sources, the title, a short description and a longer description are fetched. These can be edited by right clicking the news source in the left column to reveal the menu, or by clicking the **Edit** button on the right hand side of the title in the right column. To unsubscribe, select the **Delete** option in the menu.

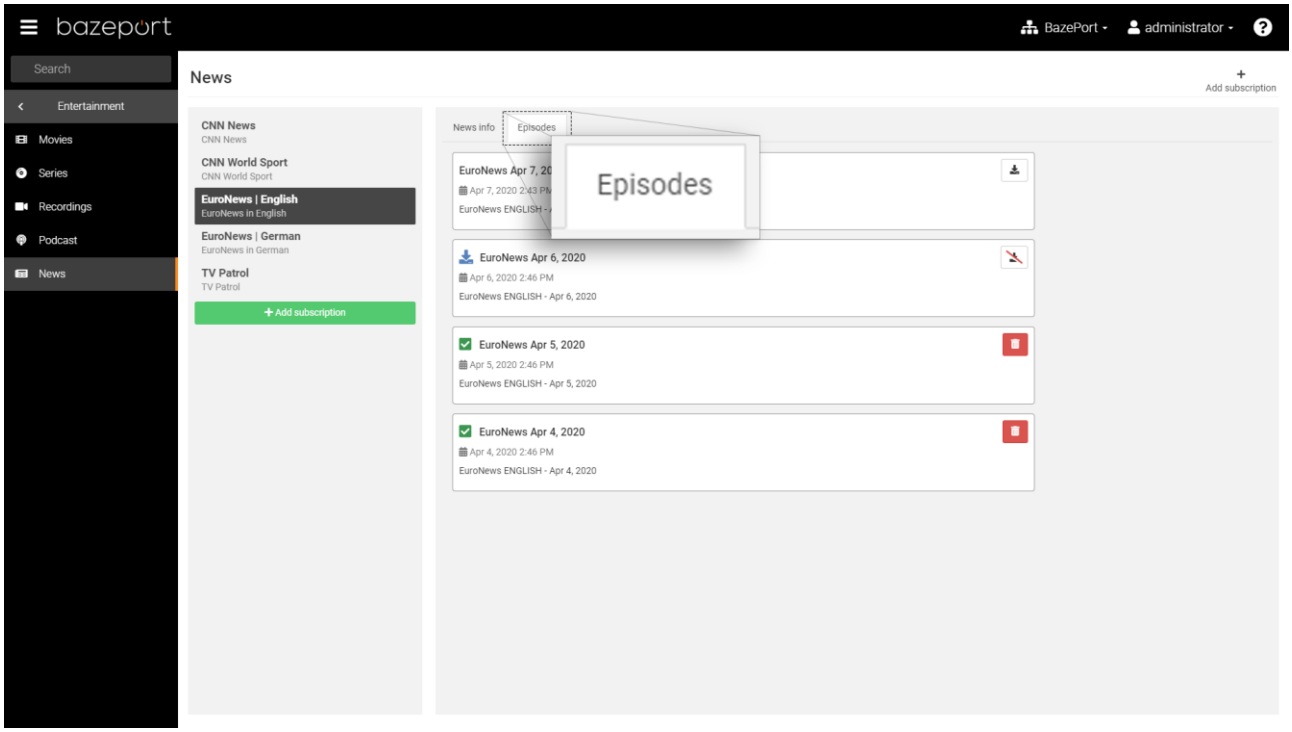




The auto delete preferences may also be set from the **Edit News** dialog box.

MANAGE EPISODES

To manage the episodes for a news source, select a news source in the left column and click the episodes tab in the right column.



In this list it is possible to manually queue episodes for download, remove episodes from the download queue or delete episodes that are already downloaded.

Episodes marked with icon to the left of the episode title are queued for download. They can be removed from the queue by clicking the button on the right. To add an episode to the download queue, click the button.

Episodes already downloaded will be marked with icon to the left of the episode title. They can be deleted by clicking the button to the right.

ABOUT THIS DOCUMENT

This is a BazePort **User Manual** from Baze Technology.

If you have any comments to this document, please email them to **support@bazeport.com**. Remember to include the document id: **BP-01-UM-017_2A Management Studio – Entertainment**

Revision	Status	Date	Description	Writer	Controller	Approver
1	A	21.04.2020	First version of document	SST, GHK	EAVL, OMS	TR
2	A	13.10.2020	BazePort release 8.1		GHK, HHN	TR

This **User Manual** is the property of Baze Technology AS, and the content must not be reproduced in any form.

About Baze Technology

Baze Technology is the leading provider of BazePort IPTV. Located in Porsgrunn, Norway. Baze Technology has delivered its products to customers all over the world since 2009. Today there are more than 400 installations with almost 50.000 users of BazePort worldwide.

Request a BazePort demo

In order to get a dedicated BazePort demo, please visit: www.bazeport.com,
e-mail: sales@bazeport.com or call: +47 94

bazeport

Baze Technology AS
Moen 15, 3948 Porsgrunn, Norway
www.bazeport.com