

# Sound Branch User Guide

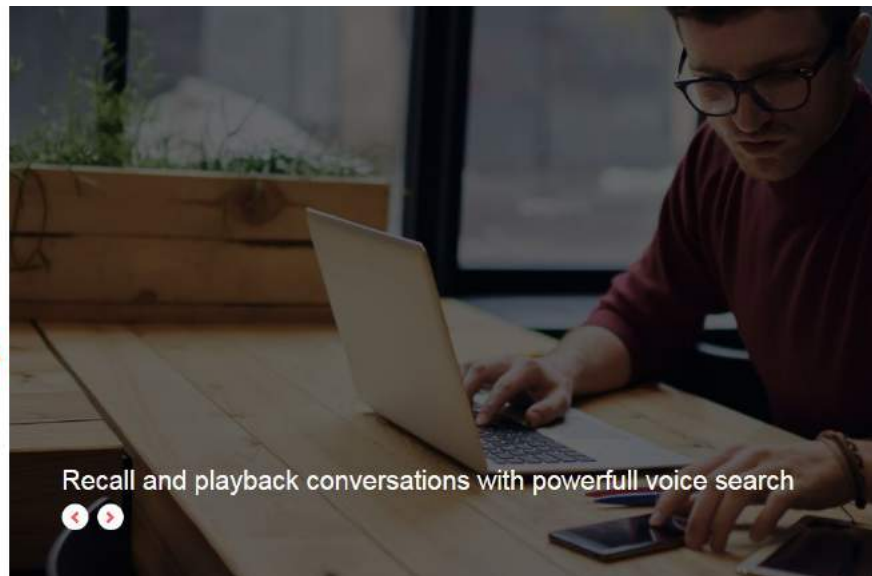
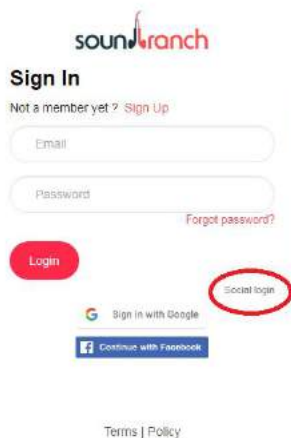
<b>Sign in</b>	<b>3</b>
<b>Timeline</b>	<b>4</b>
<b>Inbox</b>	<b>5</b>
<b>Groups</b>	<b>6</b>
Creating a new Group	6
Editing a Group	6
Viewing members of a Group	7
Inviting members to a Group	7
Invite members to Group by email	8
<b>Chat</b>	<b>9</b>
Creating a new Chat	9
Sending a Voice Clip	9
Adding a Voice Clip to a Playlist	10
Reporting a Voice Clip	10
Liking a Voice Clip	11
<b>Playlists</b>	<b>12</b>
Creating a Playlist	12
Adding a clip to a Playlist	12
Remove a clip from a Playlist	13
Viewing a Playlist	13
Playing all clips in a Playlist	14
Renaming a Playlist	14
Viewing members of a Playlist	14
Inviting members to a Playlist	15
<b>Network</b>	<b>16</b>
Following	16
Followers	16
Invites	16
Invite a contact	16
Google Drive	17
Slack Integration	19
<b>Analytics</b>	<b>20</b>
Plays	20
Word usage	20
Popular Group	21

Popular Chats	21
<b>Podcasts</b>	<b>22</b>
Listen to a Podcast	22
Create Podcast	22
<b>Business Accounts</b>	<b>23</b>
Dashboard	23
Users	23
Theme	24
Manage Categories	24
Settings	25
Reported Clips	25

## Sign in



To sign into Sound Branch - Click on Login or go to <https://soundbranch.com/sign-in>

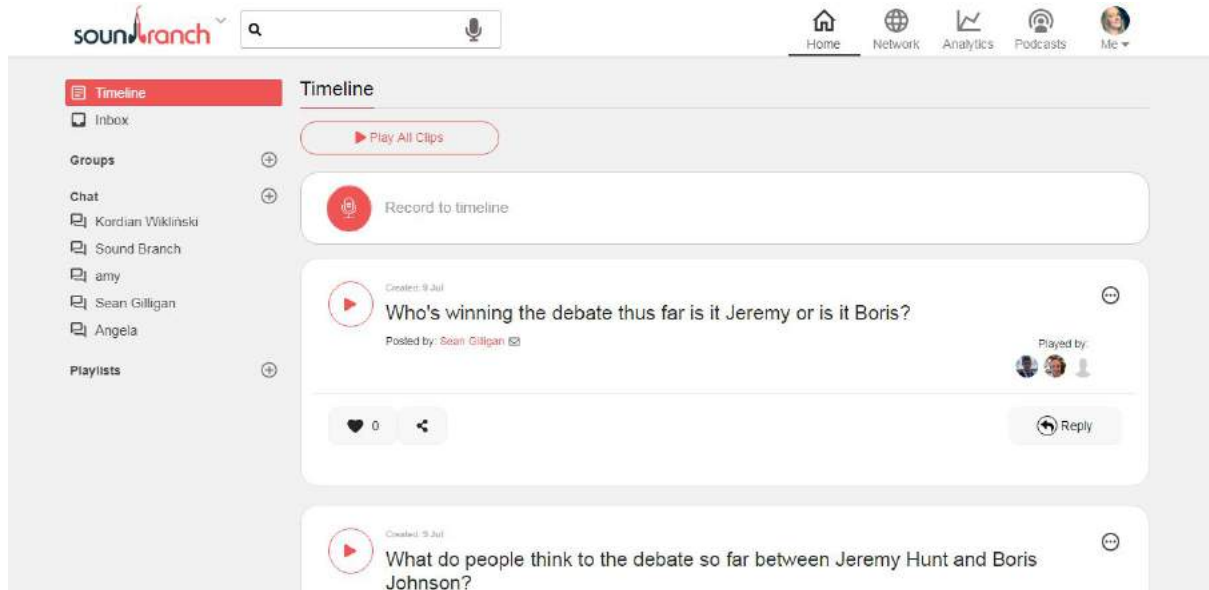


Here you can create an account by clicking the Sign Up button, or if you wish to link to your Google or Facebook account - click Social Login and choose the appropriate social login button

## Timeline

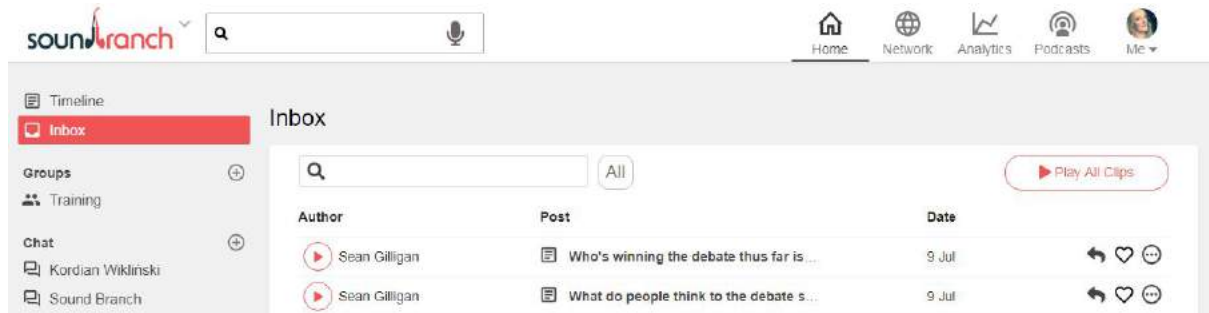
This is the Public Timeline, which is automatically loaded when you initially logon

The timeline can be accessed also via the following link: <https://soundbranch.com/timeline>



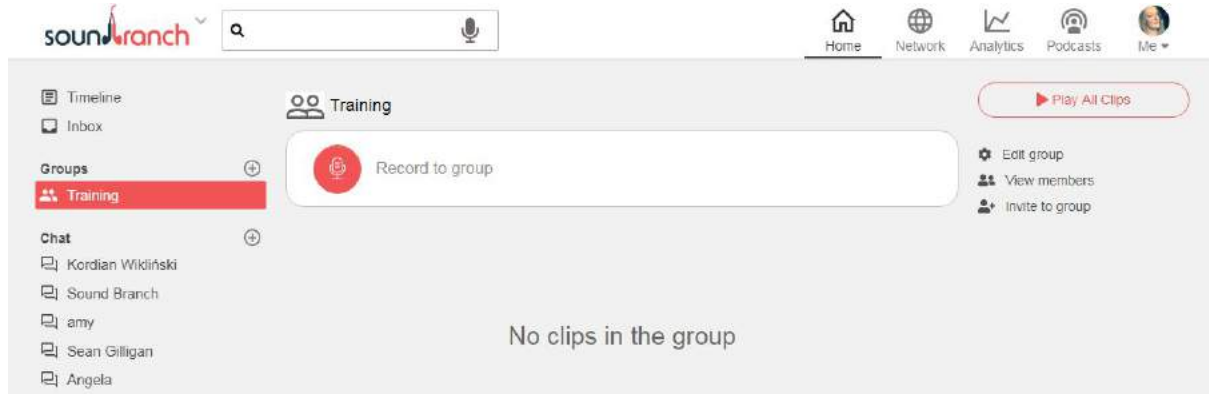
# Inbox

The inbox is where you can view private, group and public clips



## Groups

This is the area where you can set up groups for group messaging and sharing clips etc

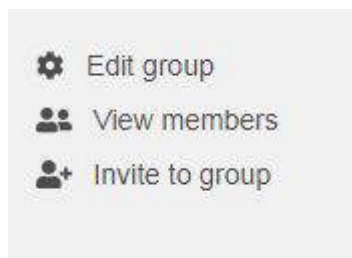


### Creating a new Group

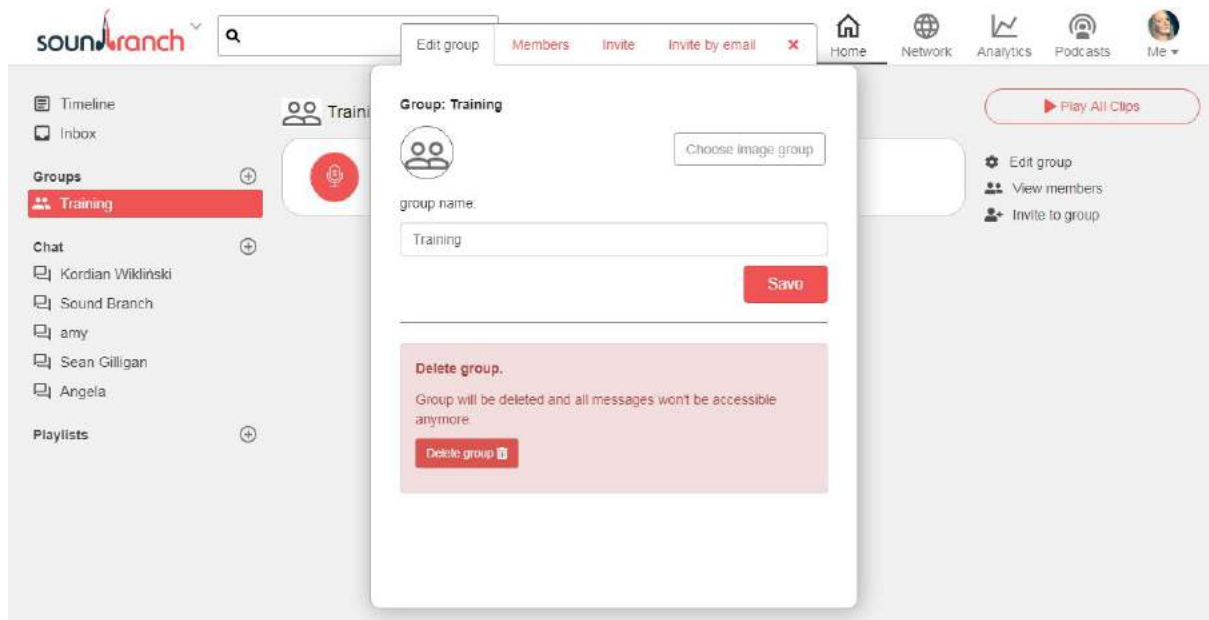
You can create a new group by clicking the + button and then giving your new group a name

### Editing a Group

You can manage groups at the top right hand side:



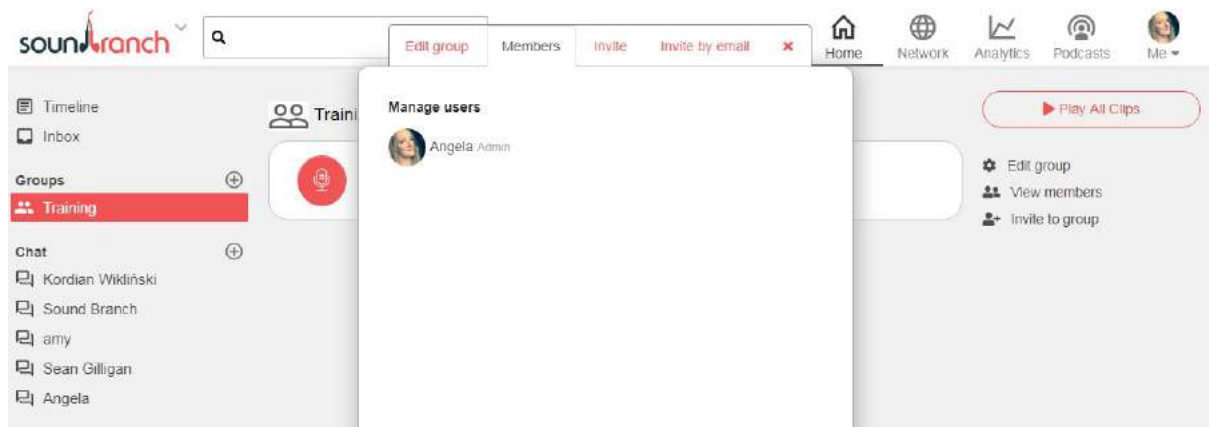
You can edit a group by clicking on the Edit group button on the top left



Here you can edit the name of the group, or delete the group. You can also add a group image by clicking the Choose image group button.

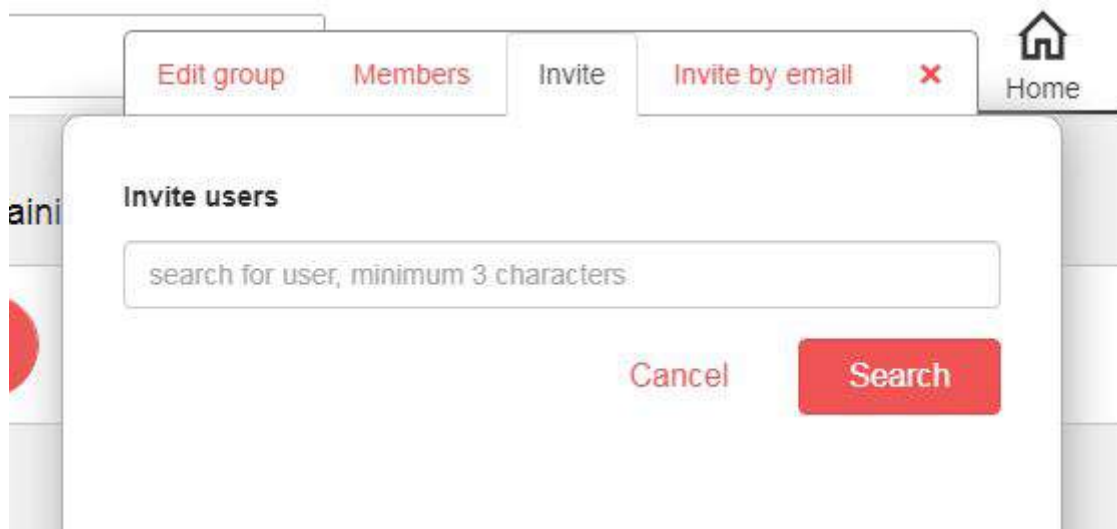
### Viewing members of a Group

You can see who is a member of the group



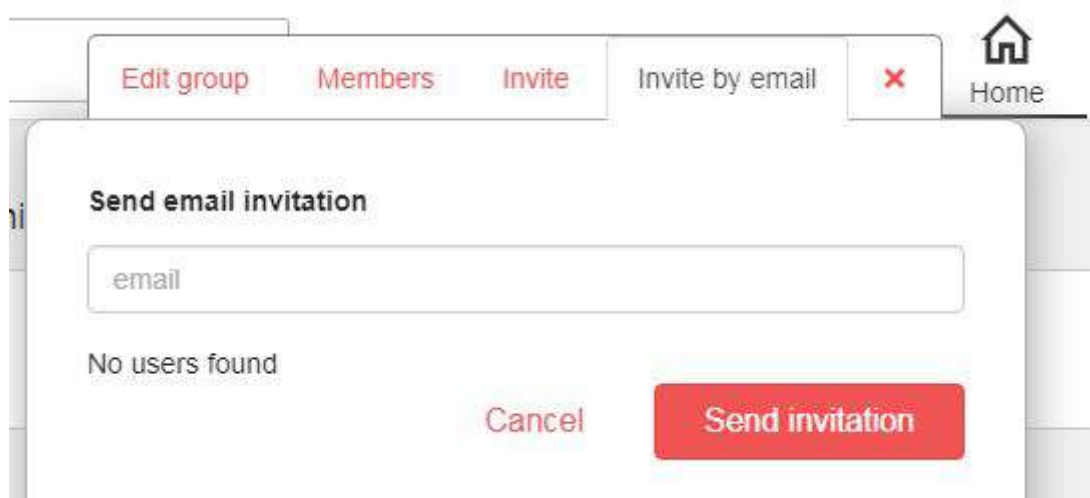
### Inviting members to a Group

You can invite other members of soundbranch to the group by typing the name and clicking Search (minimum 3 characters)



### Invite members to Group by email

You can invite other members to the group by entering their email address and then click Send Invitation

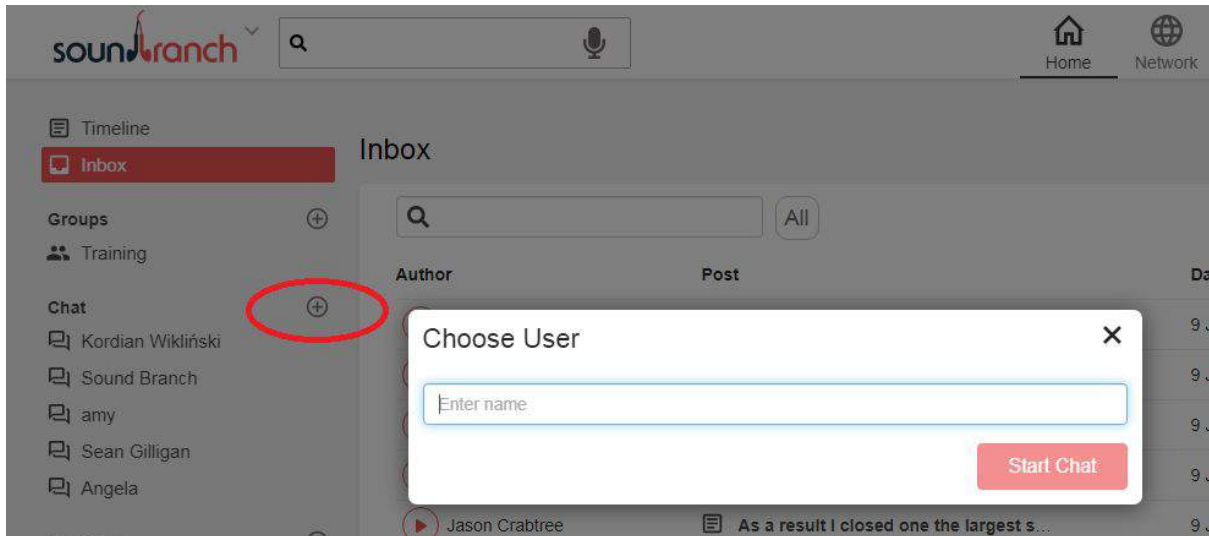




## Chat

### Creating a new Chat

You can create a new chat by clicking the + button and then searching for the user you wish to start a new chat with



### Sending a Voice Clip

You can send a voice clip to individual users



Choose the user you want to send a voice clip to the press the Record button



Once you have recorded your clip you will notice that it automatically transcribes the voice message into text so that you can view the contents of the clip

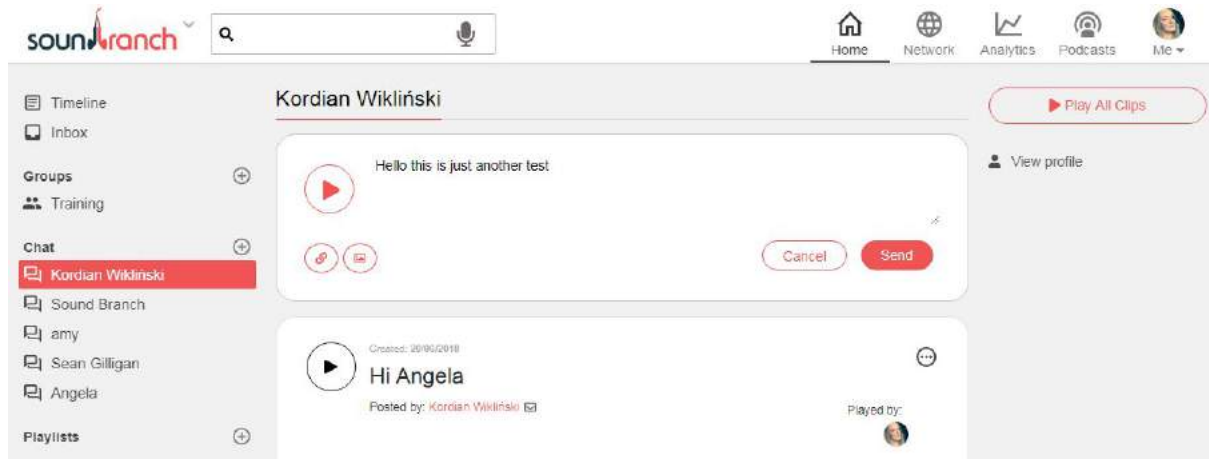


Add a link to the clip by clicking the link button



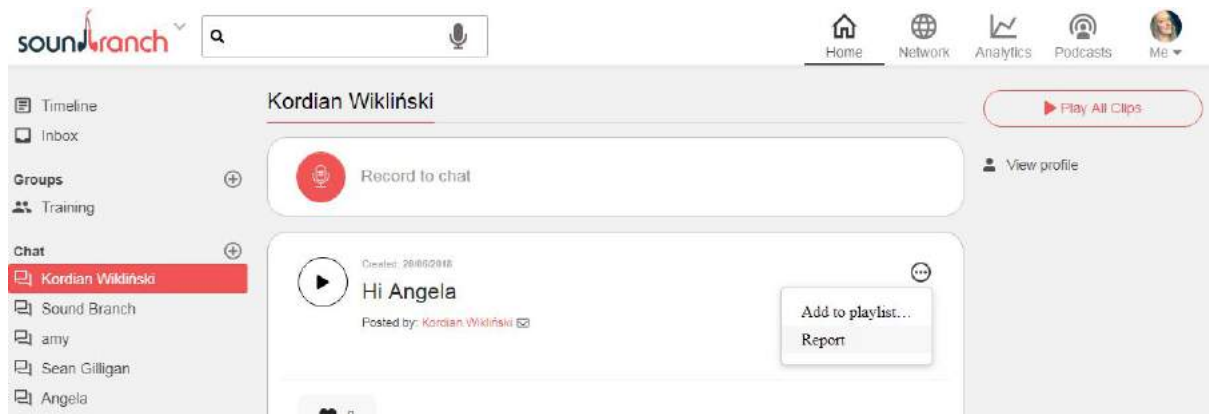
Add an image to the clip by clicking on the image button

Once you are happy, click send and your clip will be sent to the user



### Adding a Voice Clip to a Playlist

You can add a clip to a playlist by clicking Add to playlist

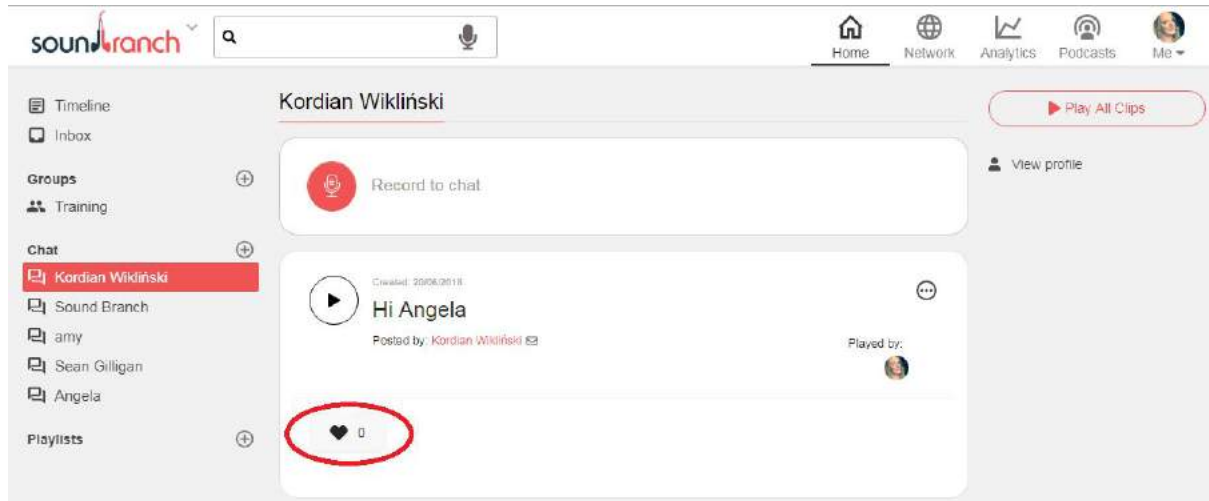


### Reporting a Voice Clip

You can report a voice clip by clicking Report

## Liking a Voice Clip

You can see how many likes a clip has here

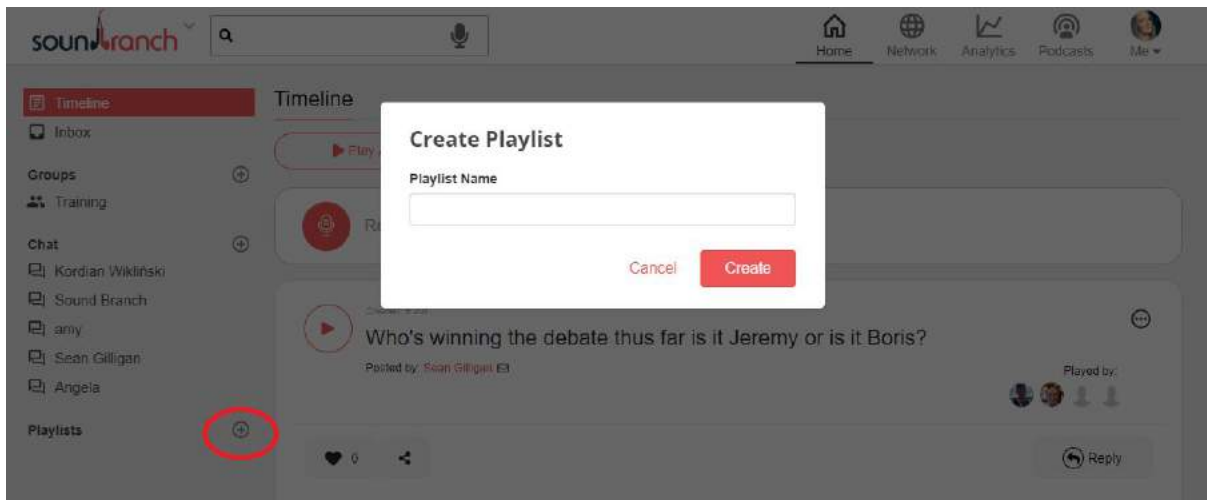


## Playlists

Playlists can be created to save specific clips into one area

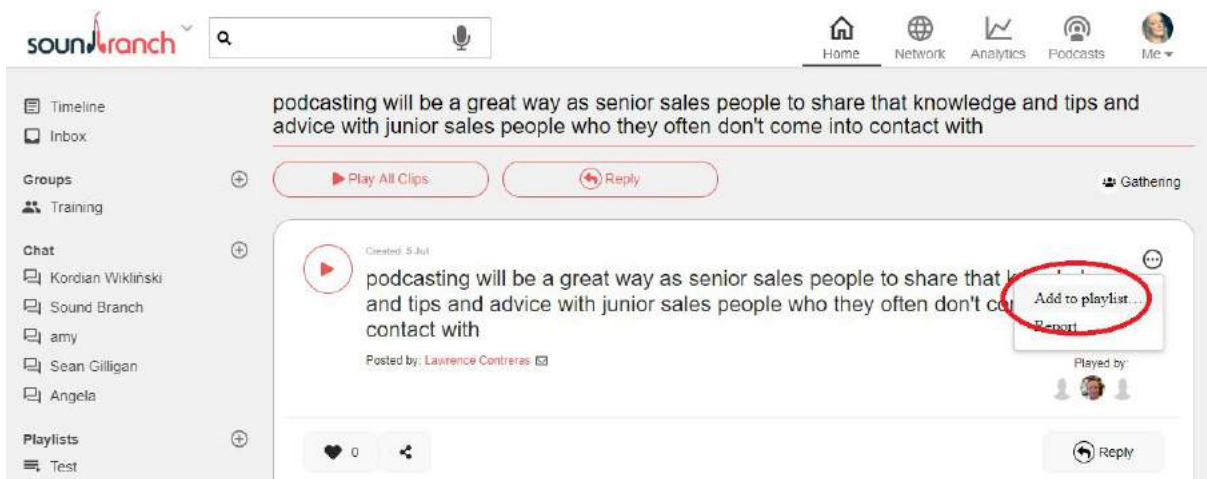
### Creating a Playlist

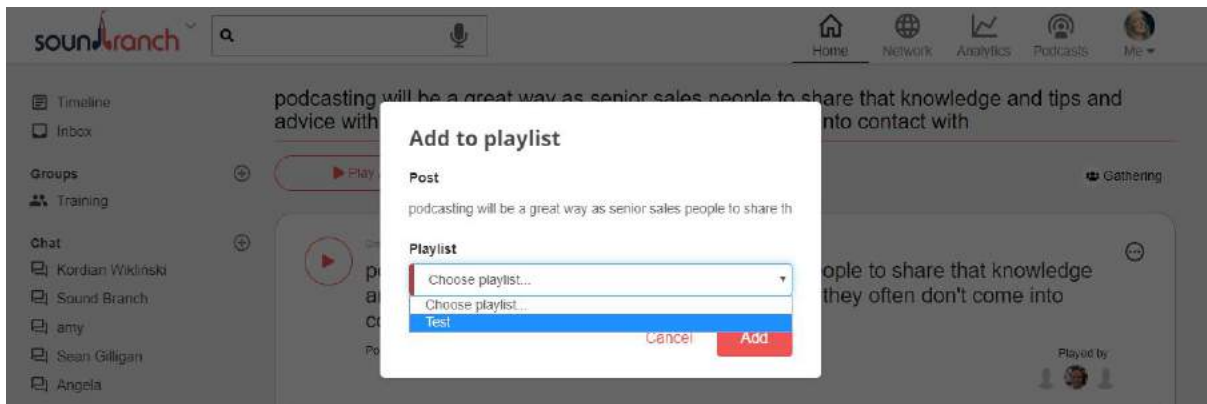
Click the + then type a name and click Create



### Adding a clip to a Playlist

Click on the clip you would like to add and then the three dots - Add to playlist

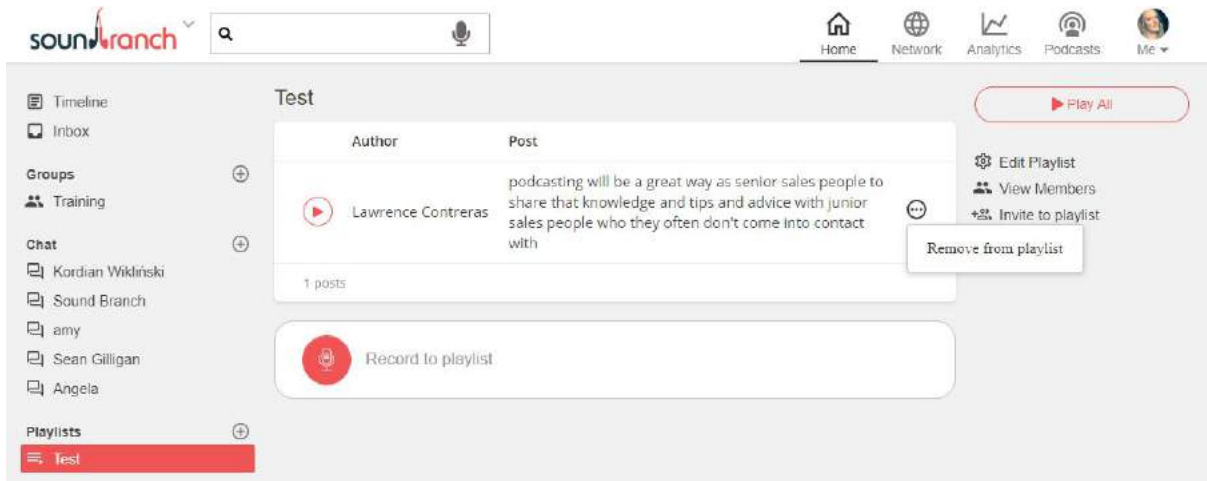




The clip will now be added to the specific playlist

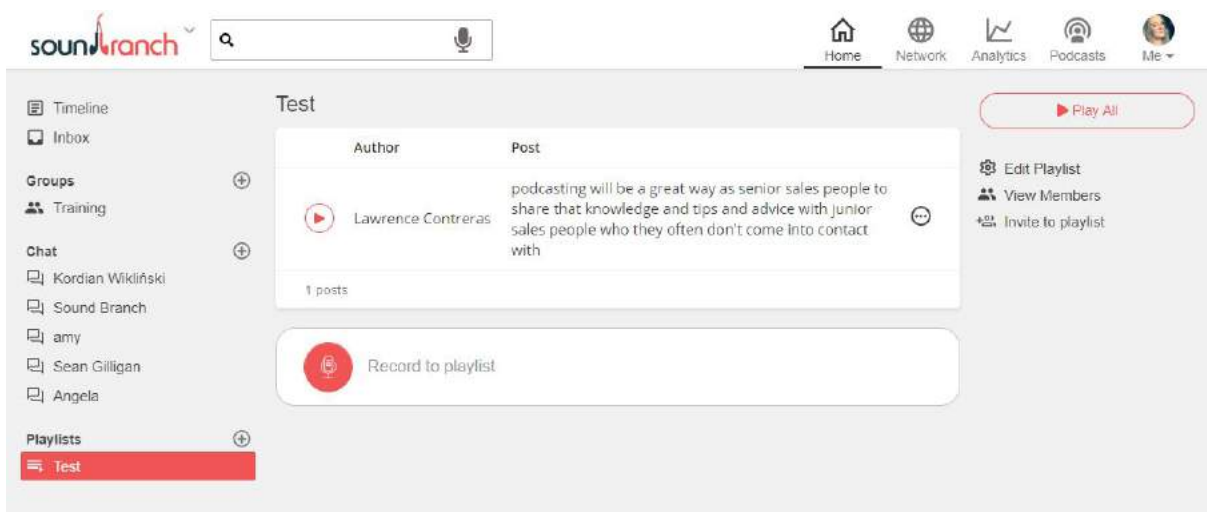
## Remove a clip from a Playlist

To remove a clip from a playlist click the three dots... then choose Remove from playlist



## Viewing a Playlist

Click on a playlist to view the clips that have been saved here

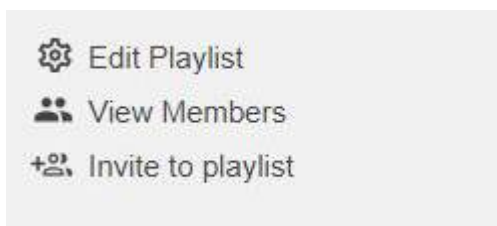


## Playing all clips in a Playlist

Click on the Play All button to play all clips in a playlist



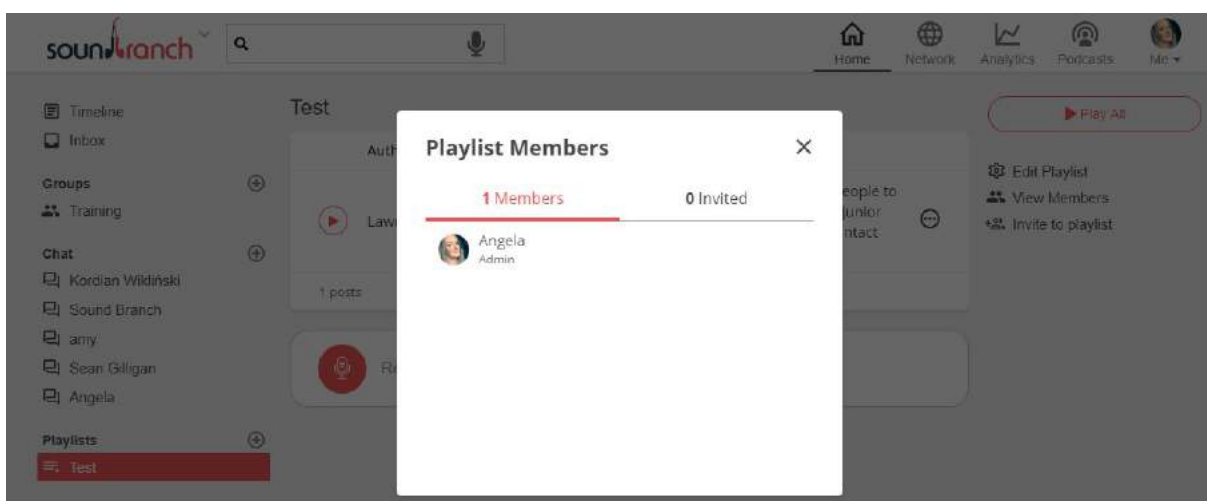
## Renaming a Playlist



You can edit a playlist by clicking on the Edit Playlist button on the top left  
Here you can change the playlist name and then click update

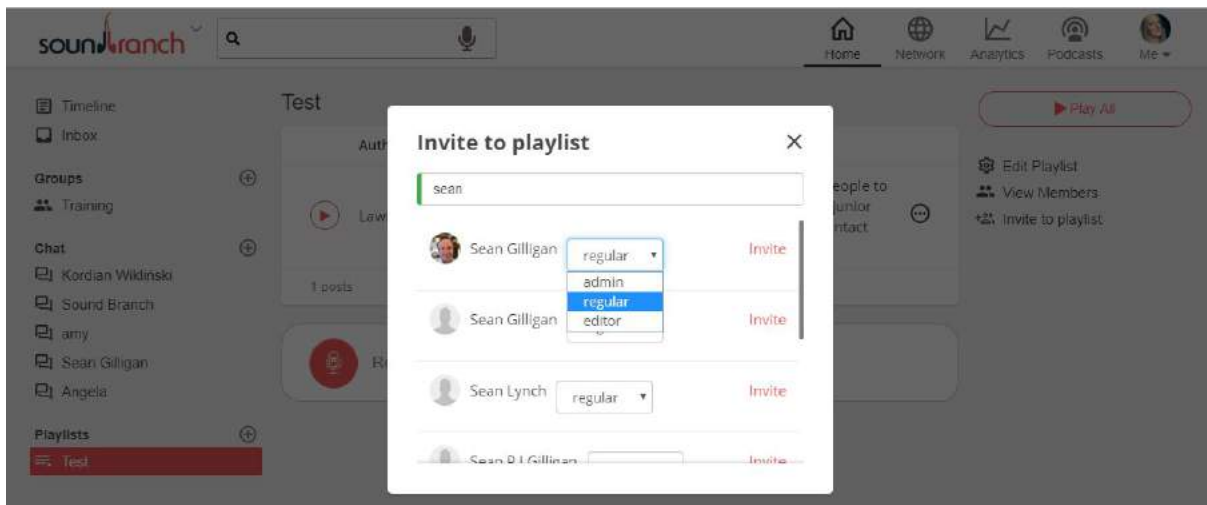
## Viewing members of a Playlist

You can see who is a member of the playlist and who has been invited to join



## Inviting members to a Playlist

You can invite other members of Sound Branch to the playlist by typing the name and clicking Search (minimum 3 characters)

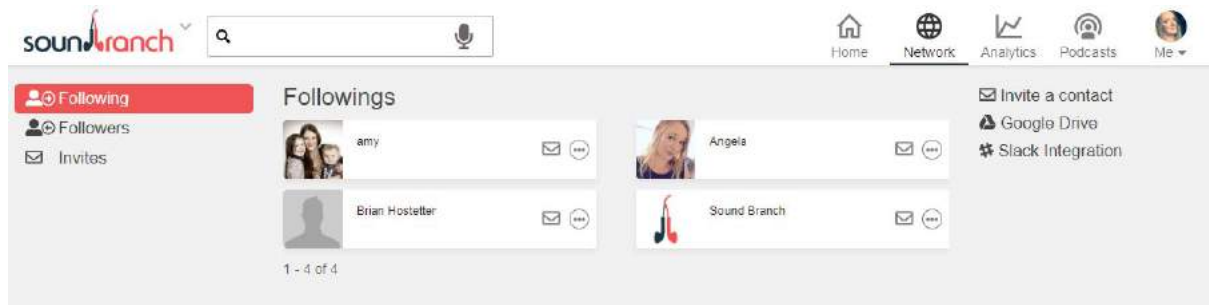


You can then select the level of access you want the user to have - then click Invite

## Network

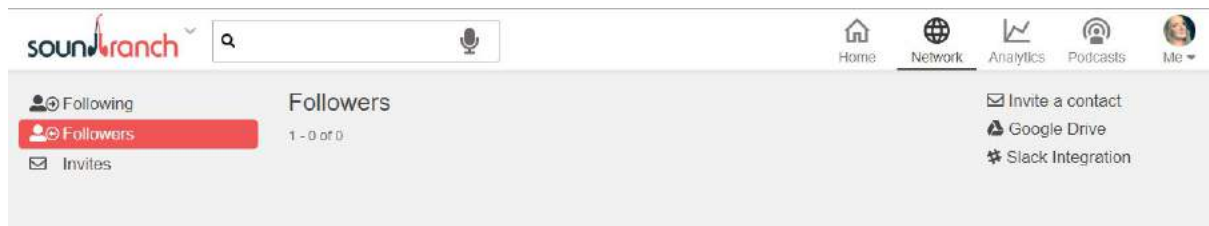
### Following

The network tab will show you anyone that you have selected to follow



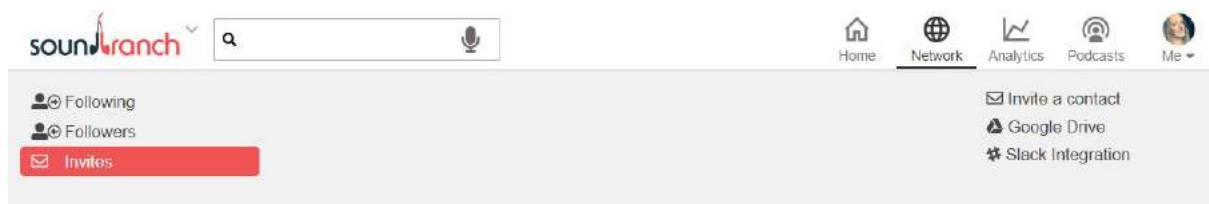
### Followers

Anyone that follows you will be shown by clicking on Followers



### Invites

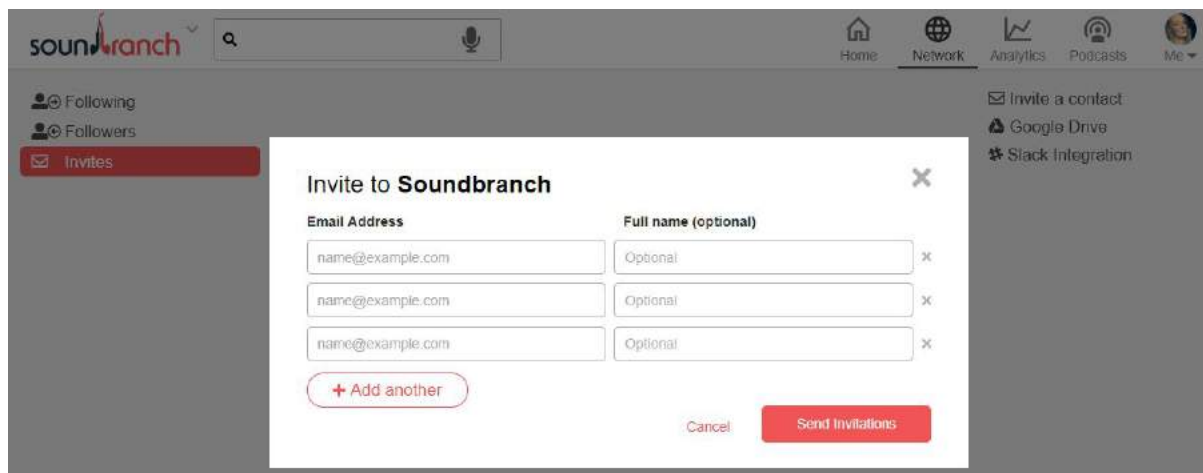
If you have any invites these will show here



### Invite a contact

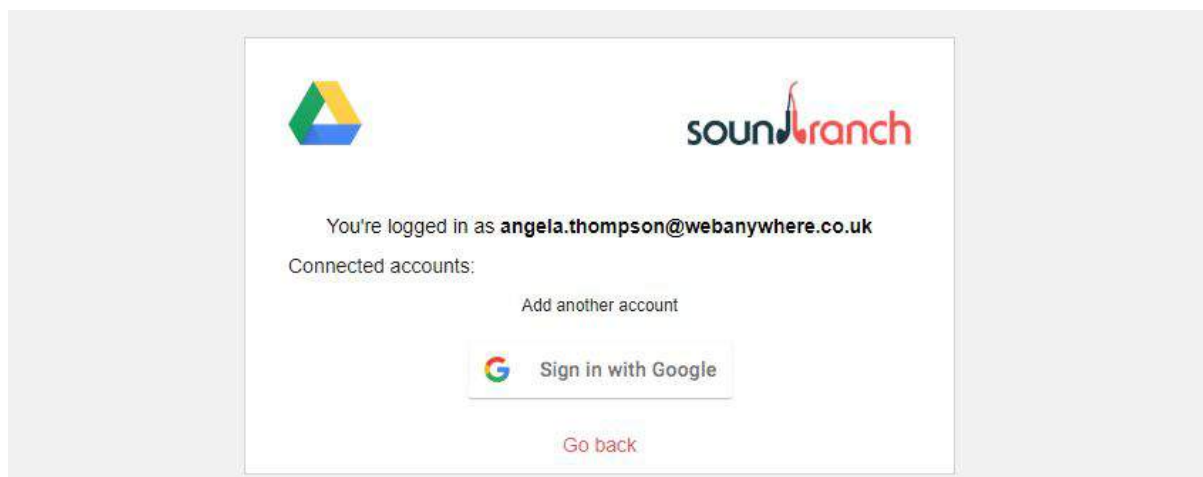
You can invite contacts to join Sound Branch by entering their name and email address here then click Send Invitations





## Google Drive


To link your google drive to your Sound Branch account click Network - Google Drive, you can then confirm the google account you wish to link





and then grant access to your Sound Branch account



## sbprod wants to access your Google Account

 angela.thompson@webanywhere.co.uk

This will allow **sbprod** to:

 View metadata for files in your Google Drive 

### Make sure you trust sbprod

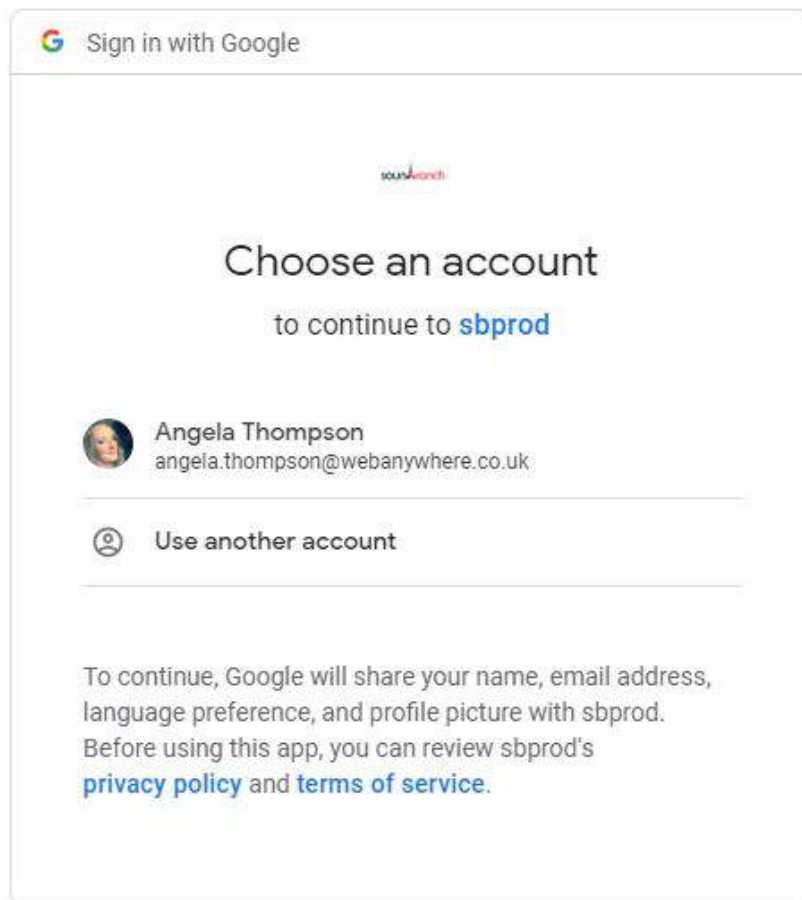
You may be sharing sensitive info with this site or app. Learn about how sbprod will handle your data by reviewing its [terms of service](#) and [privacy policies](#). You can always see or remove access in your [Google Account](#).

[Learn about the risks](#)

Cancel

Allow

Confirm the account by clicking Allow



Once the account has been linked you will get a confirmation in the top right corner



## Slack Integration

To link your Slack account to your Sound Branch account click Network - Slack, you can then confirm the account you wish to link - Add to Slack



## Popular Group

This will show you how many posts each group has

The screenshot shows the 'webanywhere' interface with a search bar and navigation icons (Home, Network, Analytics, Podcasts, Me). The left sidebar includes 'Plays', 'Word usage', 'Popular Group' (highlighted), and 'Popular Chats'. The main content area is titled 'Popular Groups' and features a date filter (30 days, 1 year, Custom Dates) and a table of group statistics.

Name	Group messages
Education	137
Managers	102

## Popular Chats

This will show you how many posts each chat has

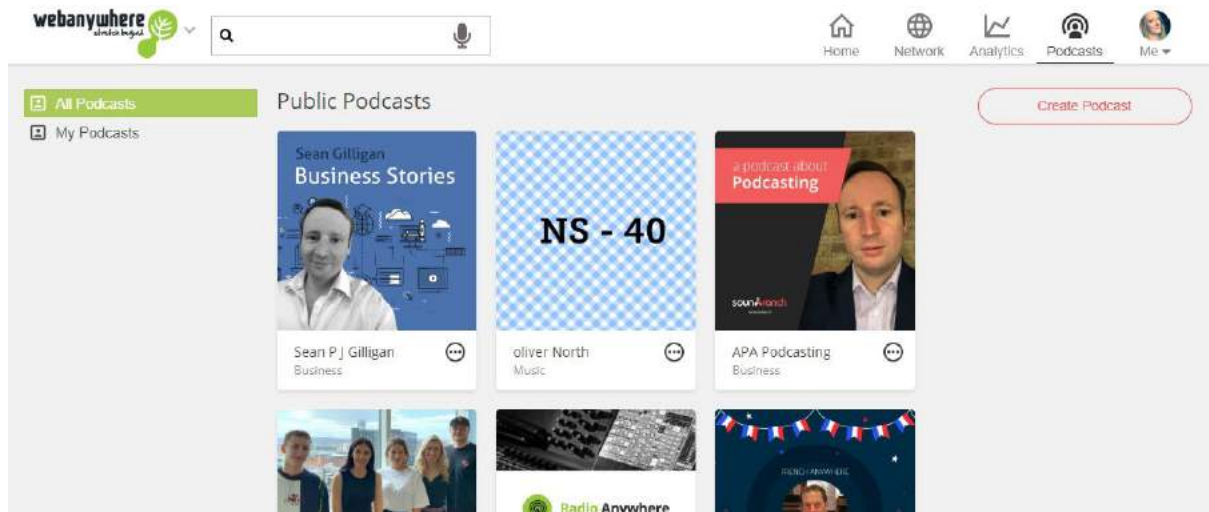
The screenshot shows the 'webanywhere' interface with a search bar and navigation icons (Home, Network, Analytics, Podcasts, Me). The left sidebar includes 'Plays', 'Word usage', 'Popular Group', and 'Popular Chats' (highlighted). The main content area is titled 'Popular Chats' and features a date filter (30 days, 1 year, Custom Dates) and a table of chat statistics.

Name	Messages
Sean Gilligan	22
Fiona Glazebrook	2
Sam Dixon	2

## Podcasts

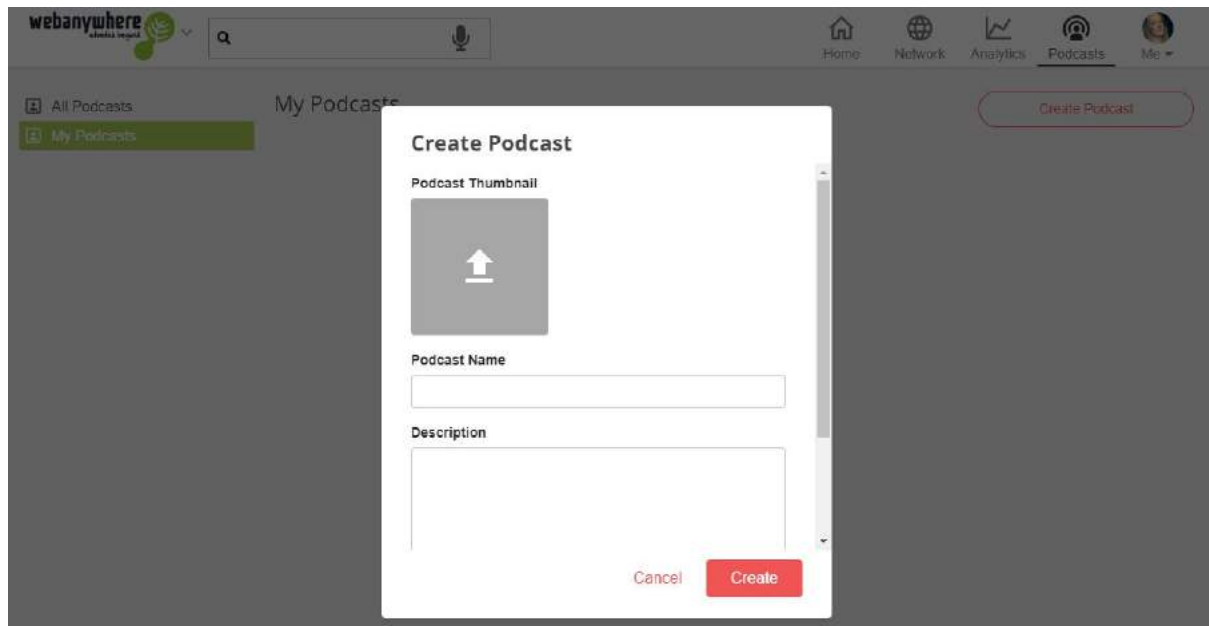
### Listen to a Podcast

You can listen to podcasts here



### Create Podcast

You can also create your own podcast by clicking on **Create Podcast** in the top right corner

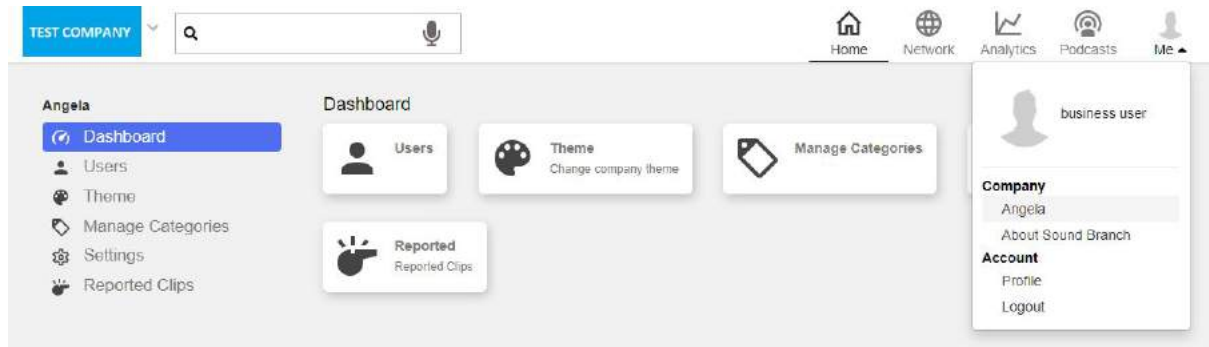


## Business Accounts

You can personalise a business account by switching the account from Sound Branch to the business account using the drop down selection on the left hand side and then clicking on your business account name.

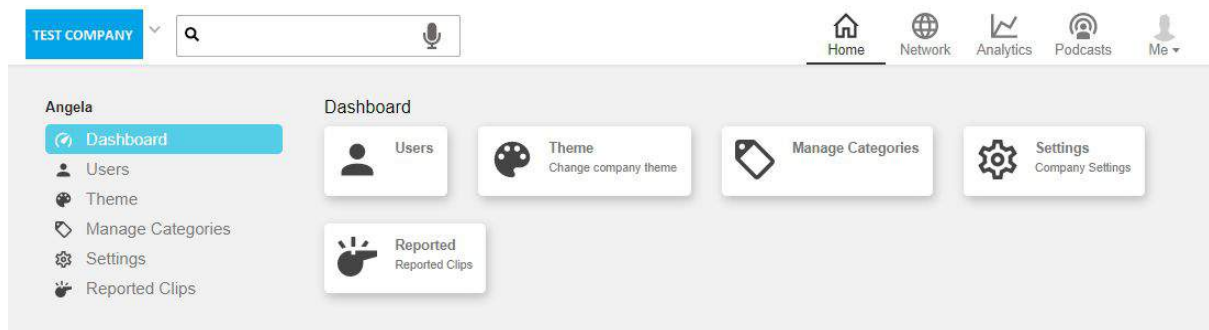
To edit the company settings, click on Me (top right) and choose the company name.

This will then take you to the company **Dashboard**:



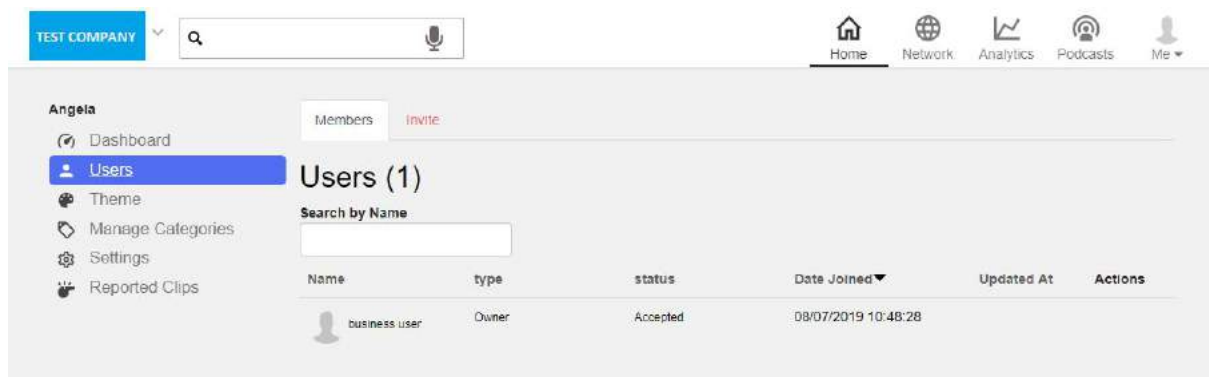
## Dashboard

All company settings can be changed here:

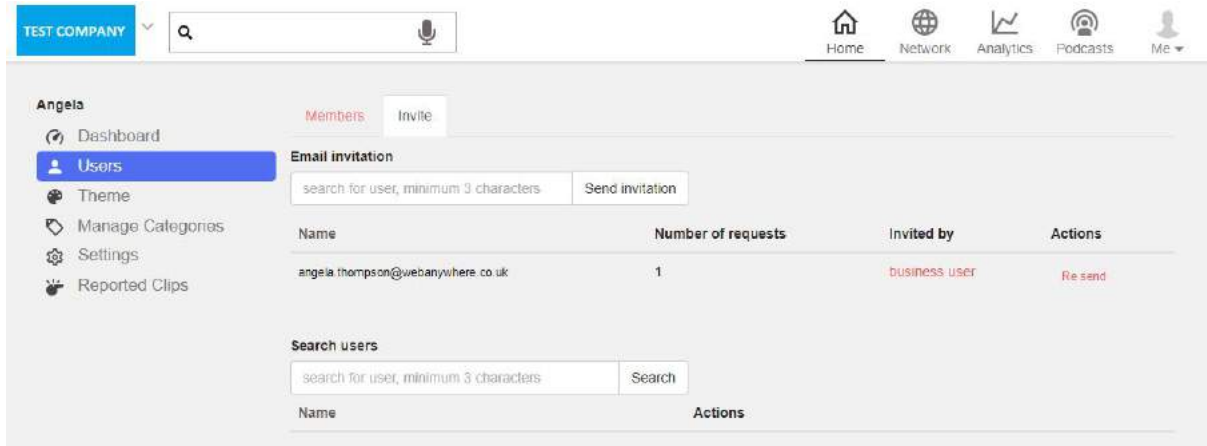


## Users

You can view existing users on the **Members** tab

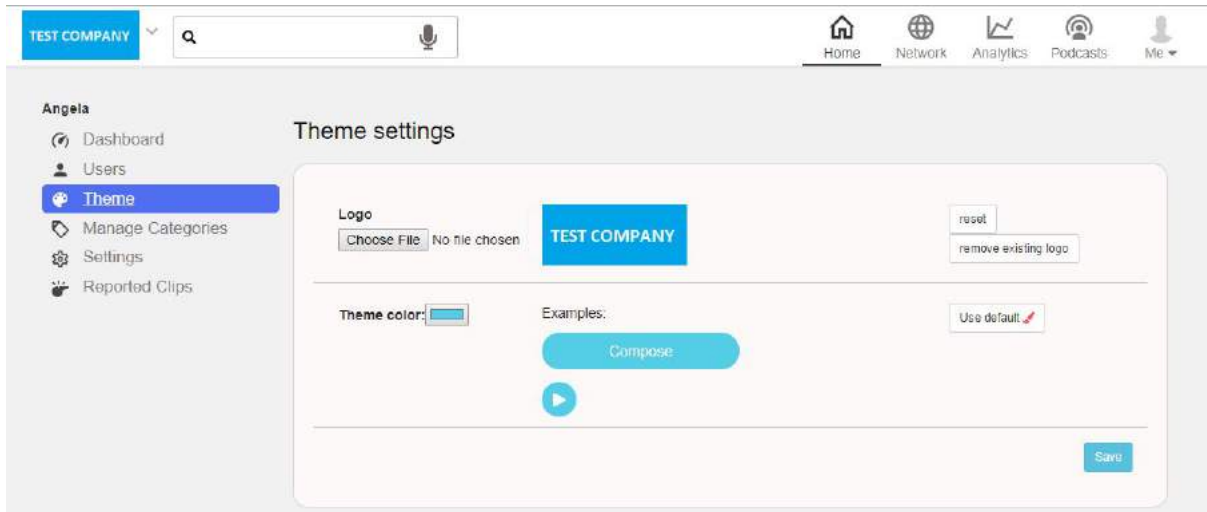


You can invite more users on the **Invite** tab here:



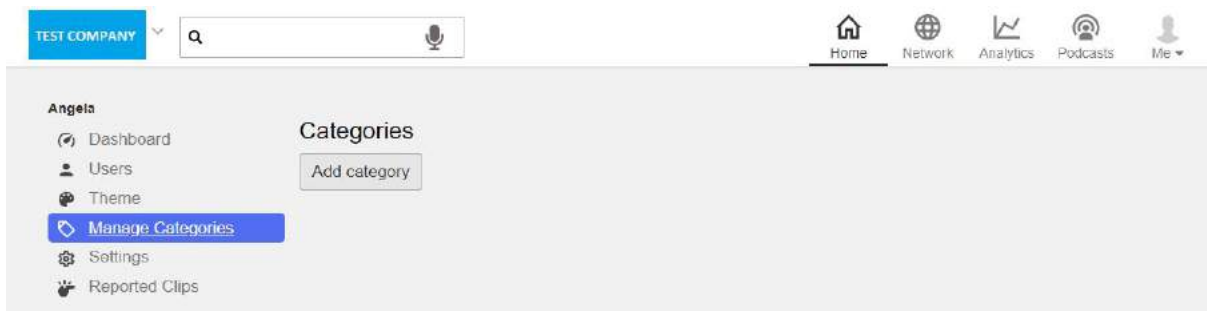
## Theme

To edit the theme, you can add your own logo and change the theme colour then click **Save**



## Manage Categories

You can add a category here





## Settings

TEST COMPANY

Home Network Analytics Podcasts Me

Angela

- Dashboard
- Users
- Theme
- Manage Categories
- Settings**
- Reported Clips

### Settings

**Visibility**

Company is visible for non logged in users

**Self register**

Allow user to self register to company

**Recording time**  10 seconds

Minimum 10 seconds and Maximum 2 minutes ( 120 seconds )

**Sentiment**

Allow user to see sentiments

**Clip transcription by Google**

Allow user to see cliptext

**Who played the audio**

Allow user to see who played the audio

**SEO description of the company.**

length: 0 minimum 70 characters - max. 320 characters

Save

- **Visibility** - You can change the visibility to public - Default is off
- **Self Register** - Enable self registration - Default is off
- **Recording time** - Change the recording time - Default is 10 seconds
- **Sentiments** - Turn on allow sentiments analysis - Default is off
- **Transcription** - Enable clip transcription by Google - Default is off
- **User Plays** - Enable who played the audio clip - Default is off
- **SEO** - Add a description of the company for SEO (search engine optimisation)

## Reported Clips

You can check to see if any clips have been reported here:

TEST COMPANY

Home Network Analytics **Reported clips updated**

Angela

- Dashboard
- Users
- Theme
- Manage Categories
- Settings
- Reported Clips**

### Reported Clips (0)