

System Configuration

Import of recordings



Administration manual

for system providers

10/18/2021

Product line neo, version 6.x

The described functions can be used with the following ASC products:

EVOIPneo

EVOLUTIONneo / XXL / eco

EVOflex (country-specific)

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Contents

1	General information	5
2	Introduction	6
3	Supported import formats.....	7
4	Configure retention time	9
4.1	Adjust recording control	9
4.2	Configure Recording Planner	10
5	Preconditions	13
5.1	General preconditions	13
5.2	neo preconditions.....	14
6	Main view	16
6.1	Toolbar Import of recordings module	17
7	Detail view.....	18
7.1	Configure import job for WAVE / MP3.....	19
7.1.1	WAVE / MP3 + CSV	19
7.1.1.1	File content of CSV file.....	19
7.1.1.2	Tab Details - WAVE / MP3 + CSV	20
7.1.1.3	Tab Drives.....	22
7.1.1.4	Tab Mapping with CSV file.....	22
7.1.2	WAVE / MP3 + XML.....	31
7.1.2.1	File content of XML file.....	31
7.1.2.2	Tab Details - WAVE / MP3 + XML	32
7.1.2.3	Tab Drives.....	34
7.1.2.4	Tab Mapping with XML file.....	34
7.2	Configure import job for AVI / FLV / MP4.....	43
7.2.1	AVI / FLV / MP4 + CSV	43
7.2.1.1	Tab Details - AVI / FLV / MP4 + CSV.....	44
7.2.1.2	Tab Drives.....	46
7.2.1.3	Tab Mapping with CSV file.....	46
7.2.2	AVI / FLV / MP4 + XML	52
7.2.2.1	Tab Details - AVI / FLV / MP4 + XML.....	52
7.2.2.2	Tab Drives.....	54
7.2.2.3	Tab Mapping with XML file.....	54
7.3	Configure import job for SMS	60
7.3.1	SMS by means of CSV file.....	61
7.3.1.1	File content of CSV file.....	61
7.3.1.2	Tab Details - Import by means of CSV.....	61
7.3.1.3	Tab Drives.....	63
7.3.1.4	Tab Mapping with CSV file.....	63
7.3.2	SMS by means of INI file.....	69

7.3.2.1	File content of INI file	69
7.3.2.2	Layout of an .ini file	69
7.3.2.3	Tab Details - Import by means of INI	71
7.3.2.4	Tab Drives	72
7.3.2.5	Tab Mapping with INI file.....	73
7.3.3	SMS by means of XML file.....	79
7.3.3.1	File content of XML file.....	79
7.3.3.2	Tab Details - Import by means of XML.....	79
7.3.3.3	Tab Drives	81
7.3.3.4	Tab Mapping with XML file.....	82
7.4	Configure import job for Recording Insights.....	87
7.4.1	Tab Details - Recording Insights	88
7.4.2	Tab Drives - Recording Insights.....	90
7.4.2.1	Assign drive - Azure blob storage	90
7.5	Import job for Cisco Webex.....	91
7.5.1	Tab Details	91
7.5.2	Tab Drives	93
7.6	Assign PBX	93
7.7	Assign tenant	94
7.8	Assign drive.....	94
7.9	Format definitions.....	95
8	Start and stop import.....	97
9	Check results.....	98
	List of figures	99
	List of tables	102
	Glossary	103

1 General information

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2 Introduction

2 Introduction

This manual describes how to import audio and video recordings as well as saved text messages created on an external system to a recording server.

In the Recording Import module of the application System Configuration, you can configure import jobs for this purpose.



The system provider configures the import jobs for the respective tenant. After the import, only the tenant for whom the import has been carried out can access the recordings.

Supported import formats

According to their file extensions, the audio recordings and the SMS data which are supposed to be imported must be stored separately in 2 different directories which must be possible to be reached via [CIFS/SMB](#). The user who accesses these directories must have full access to the share and all its data.

The following import formats are supported for the recording import:

WAVE / MP3 + CSV

This import format allows you to import recordings which have been created by a third-party system. Audio data must be available either in [WAVE](#) format or in [MP3](#) format.

If the required additional data is contained in the file name, then no separate [CSV](#) file is needed.

A corresponding [CSV](#) file is required, if the data can only be extracted from the content. The file names of associated files have to be identical except for the file extension so that the additional data can be mapped correctly.

WAVE / MP3 + XML

This import format allows you to import recordings which have been created by a third-party system. Audio data must be available either in [WAVE](#) format or in [MP3](#) format.

If the required additional data is contained in the file name, then no separate [XML](#) file is needed.

A corresponding [XML](#) file is required, if the data can only be extracted from the file content. The file names of associated files have to be identical except for the file extension so that the additional data can be mapped correctly.

When importing recordings in WAVE format, exclusively the following codecs are supported:

- [PCM](#): 128kbit/s (PCM16) and 64kbit/s (PCM8)
- [G.711 A-law](#): 64kbit/s
- [G.711 \$\mu\$ -law](#): 64kbit/s

Supported sampling rate: 8kHz



AVI / FLV / MP4 + CSV

This import format allows you to import recordings which have been created by a third-party system. The audio and video data must be available in a container format. The additional data is either extracted from the file name or from the corresponding [CSV](#) file.

The following formats are supported:

- [AVI](#)
- [FLV](#)
- [MP4](#)

If the required additional data is contained in the file name, then no separate [CSV](#) file is needed.

A corresponding [CSV](#) file is required, if the data can only be extracted from the file content. The file names of associated files have to be identical except for the file extension so that the additional data can be mapped correctly.

AVI / FLV / MP4 + XML

This import format allows you to import recordings which have been created by a third-party system. The audio and video data must be available in a container format. The additional data is either extracted from the file name or from the corresponding [XML](#) file.

The following formats are supported:

- [AVI](#)

- [FLV](#)
- [MP4](#)

If the required additional data is contained in the file name, then no separate [XML](#) file is needed.

A corresponding [XML](#) file is required, if the data can only be extracted from the file content. The file names of associated files have to be identical except for the file extension so that the additional data can be mapped correctly.

SMS via ini

This import format allows you to import SMS recordings which have been created by a third-party system. The SMS files are based on the format of an INI file and must have the file extension .SMS.

SMS by means of CSV

This import format allows you to import SMS recordings which have been created by a third-party system. The SMS files are based on the format of a [CSV](#) file and must have the file extension .CSV.

SMS by means of XML

This import format allows you to import SMS recordings which have been created by a third-party system. The SMS files are based on the format of an [XML](#) file and must have the file extension .XML.

Recording Insights

Recording Insights is the format that is used for the import of data from Azure blob storage where the recordings from Recording Insights are saved.



For information about the import format *neo* Conversation refer to the administration manual *Export and import neo to neo* (for system providers and tenants).



For information about the import formats ASC legacy storage, ASC legacy integration, and ASC legacy archive medium refer to the administration manual *Migration* (for system providers and tenants).

The imported recordings are forwarded to the Recording Control Service. On basis of the recording plan, the imported data is checked as if it had been recorded on this same server and the respective additional data, such as agent data by means of the extension, are added.

On basis of the recording plan of the tenant, the decision is made whether the conversation is saved and which retention time ([TTL](#)) is set.

4 Configure retention time

To configure the retention period for the recordings to be imported, proceed as follows:

- Adjust recording control to use the retention period configured in the Recording Planner.
- Configure Recording Planner for import

4.1 Adjust recording control

1. Open the Windows Explorer.
2. Change to the installation directory of the ASC recording software *\Program Files (x86)\ASC\ASC Product Suite\data\RecordingControl*.
3. Open the configuration file *ASC.RecordingControl.ini* with the Editor.

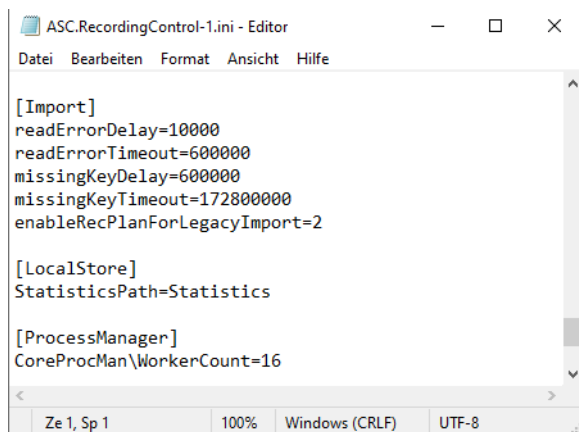


Fig. 1: Parameters for the retention time

4. In the section *Import*, search for the entry *enableRecPlanForLegacyImport*

For this parameter, you can configure the following values:

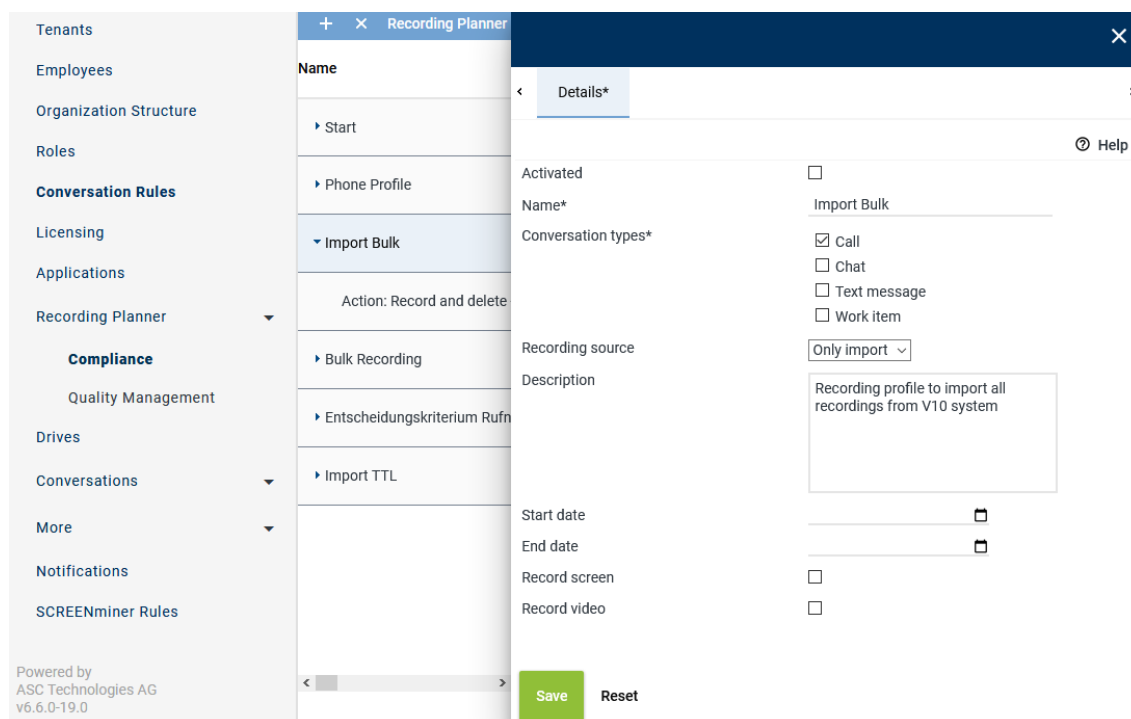
- 0 = The **TTL** is set based on the end time of the conversation.
If no end time can be determined, the configuration of the Recording Planner is checked and set starting with the import date.
- 1 = The **TTL** is set based on the end time of the conversation.
If no end time can be determined, a deletion date (**TTL**) of 9999 years is set which implies that the recording is never deleted.
- 2 = The configuration of the Recording Planner is checked and the new **TTL** is set starting with the import date. This is the default value.

5. Enter the value of the required function.
6. Save the changes in the configuration file.
7. Restart the service *ASCRecordingControl* to apply the changes before the import.

4.2 Configure Recording Planner

To import recordings, you must create an action node of the type *Record and delete* in which you configure the retention period.

1. Log in to the application System Configuration as 1st-tenant-admin.
2. Select the menu item *Recording Planner > Compliance*.
3. To import recordings, create a new profile on basis of *Delete recordings*, in the example *Import Bulk*.



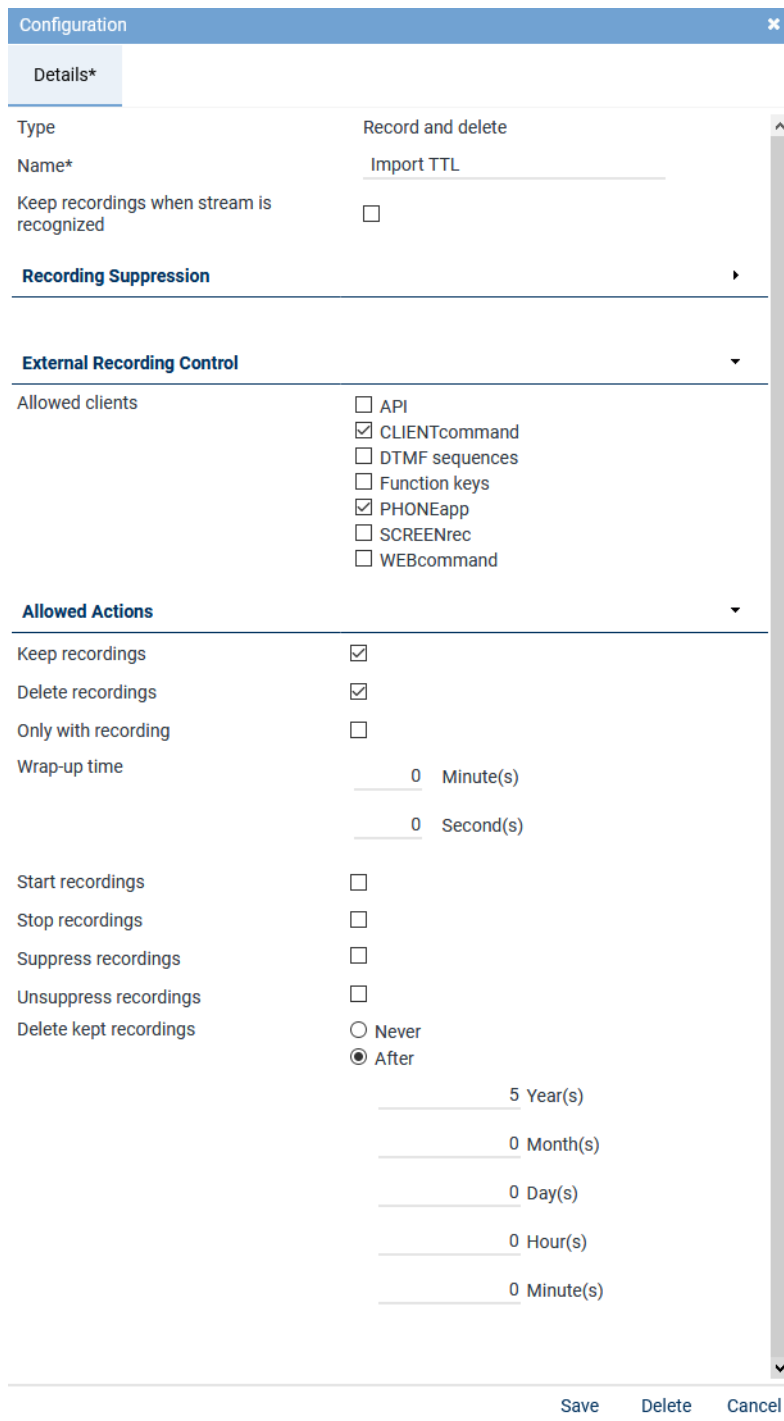
The screenshot shows the 'Recording Planner' application window. On the left is a sidebar menu with categories like Tenants, Employees, Organization Structure, Roles, Conversation Rules, Licensing, Applications, Recording Planner (expanded), Compliance (selected), Quality Management, Drives, Conversations, More, Notifications, and SCREENminer Rules. The main area is titled 'Recording Planner' and shows a list of profiles. The 'Import Bulk' profile is selected, and its details are shown on the right. The details include:

- Name:** Import Bulk
- Activated:** ☐
- Conversation types:** ☒ Call, ☐ Chat, ☐ Text message, ☐ Work item
- Recording source:** Only import
- Description:** Recording profile to import all recordings from V10 system
- Start date:** (calendar icon)
- End date:** (calendar icon)
- Record screen:** ☐
- Record video:** ☐

 At the bottom right are 'Save' and 'Reset' buttons. The footer indicates 'Powered by ASC Technologies AG v6.6.0-19.0'.

Fig. 2: Recording Planner - Compliance - New profile

4. Create a new action node on basis of *Record and delete*, in the example *Import TTL*.



The screenshot shows a 'Configuration' window with a 'Details*' tab. The configuration is for an action node named 'Import TTL' of type 'Record and delete'. The 'Keep recordings when stream is recognized' checkbox is unchecked. Below this are sections for 'Recording Suppression', 'External Recording Control', and 'Allowed Actions'. Under 'External Recording Control', 'Allowed clients' includes checkboxes for API, CLIENTcommand (checked), DTMF sequences, Function keys, PHONEapp (checked), SCREENrec, and WEBcommand. Under 'Allowed Actions', 'Keep recordings' and 'Delete recordings' are checked, while 'Only with recording' is unchecked. 'Wrap-up time' is set to 0 minutes and 0 seconds. 'Start recordings', 'Stop recordings', and 'Suppress recordings' are unchecked. 'Unsuppress recordings' is unchecked. 'Delete kept recordings' is set to 'After' (selected) with a retention period of 5 years, 0 months, 0 days, 0 hours, and 0 minutes.

Type	Record and delete
Name*	Import TTL
Keep recordings when stream is recognized	<input type="checkbox"/>
Recording Suppression	
External Recording Control	
Allowed clients	<input type="checkbox"/> API <input checked="" type="checkbox"/> CLIENTcommand <input type="checkbox"/> DTMF sequences <input type="checkbox"/> Function keys <input checked="" type="checkbox"/> PHONEapp <input type="checkbox"/> SCREENrec <input type="checkbox"/> WEBcommand
Allowed Actions	
Keep recordings	<input checked="" type="checkbox"/>
Delete recordings	<input checked="" type="checkbox"/>
Only with recording	<input type="checkbox"/>
Wrap-up time	0 Minute(s) 0 Second(s)
Start recordings	<input type="checkbox"/>
Stop recordings	<input type="checkbox"/>
Suppress recordings	<input type="checkbox"/>
Unsuppress recordings	<input type="checkbox"/>
Delete kept recordings	<input type="radio"/> Never <input checked="" type="radio"/> After 5 Year(s) 0 Month(s) 0 Day(s) 0 Hour(s) 0 Minute(s)

Save Delete Cancel

Fig. 3: Create action node - Record and delete

5. Configure the retention period.

Delete kept recordings Activate the radio button *After* so that the parameters become active.

- ☒ After
 - Year(s)
 - Month(s)
 - Day(s)
 - Hour(s)
 - Minute(s)

Define the retention period which is supposed to be added to the end time of the imported recordings.

$TTL = \text{end time} + \text{retention period}$

In the example:

WAV file end time 20th March 2020 + 5 years, TTL= 20th March 2025

6. In the main view, select the default action node.
7. In the menu item *Recording Planner > Replace with Action > Record and Delete*, select the action node *Import TTL* you have just created.
8. Select the profile *Import Bulk* and activate it by ticking the check box in the detail view.



For the settings to become active, the parameter `enableRecPlanForLegacyImport` in the configuration file *Recording Control* must have been set to 2. See Adjust Recording module.

9. To save the entries, click on the button *Save*.
To discard entries, click on the button *Cancel*.

5 Preconditions

5.1 General preconditions

The following preconditions apply for importing recordings from third-party provider applications.



The third-party provider system must offer automated export of recordings. There must be no limit to the number of files to be exported.

Import of audio data

The data must be available in WAV format in stereo or mono in the following codecs:

- [G.711](#)μ or a-law
- linear PCM 8 bit or PCM 16 bit (8kHz)
- [MP3](#) file (stereo or mono)

Additional data

The additional data can be extracted from the following sources:

- [XML](#) file
- [CSV](#) file
- File name of the [WAV](#) or the [MP3](#) file
- Combination of file name and [XML](#) or [CSV](#) file
- The [XML](#) or [CSV](#) file must have the same name as the WAV or MP3 file.
- For each [WAV](#) or [MP3](#) file there must be an [XML](#) or [CSV](#) file.
- All files must be located in the same directory.
- The [XML](#) or the [CSV](#) file must be in UTF-8 format.
- If the additional data is contained in the file name, then no separate [XML](#) or [CSV](#) file is required.

The additional data must contain the start time of the recording, the calling party, and the phone number of the calling party. If the calling party is an internal participant, the agent ID must be available.

The duration and the end time are calculated automatically.

The call direction is deduced from the calling or the called party.

Additional data fields can be configured in [neo](#) in the application System Configuration in the Additional Data module in the customCP fields.

The assignment of additional data is configured in the Recording Import module.

Import of video data

Video data must be in [MP4](#) format encoded with [H.264](#).

Audio data in the video container depends on the container format and can be in the following codecs:

- [G.711](#)μ or a-law
- linear PCM 8 bit or PCM 16 bit (8kHz)
- [MP3](#)
- [AAC](#)

Additional data

The additional data can be extracted from the following sources:

- [XML](#) file
- [CSV](#) file

- File name of the [MP4 AVI](#) or [FLV](#) file
- Combination of file name and [XML](#) or [CSV](#) file
- The [XML](#) or [CSV](#) file must have the same name as the [MP4 AVI](#) or [FLV](#) file.
- For each video file there must be an [XML](#) or [CSV](#) file.
- All files must be located in the same directory.
- The [XML](#) or the [CSV](#) file must be in UTF-8 format.
- If the additional data is contained in the file name, then no separate [XML](#) or [CSV](#) file is required.

The additional data must contain the start time of the recording, the calling party, and the phone number of the calling party. If the calling party is and internal participant, the agent ID must be available.

The duration and the end time are calculated from the audio file automatically.

The call direction is deduced from the calling or the called party.

Additional data fields can be configured in [neo](#) in the application System Configuration in the Additional Data module in the customCP fields.

The assignment of additional data is configured in the Recording Import module.

Import of SMS data

The [SMS](#) data must be available either as [XML](#), [CSV](#) or INI file.

- The SMS test as well as the additional data can be extracted from the file.
- Additional data can also be extracted from the file name.
- [XML/CSV/INI](#) must have been encoded in [UTF-8](#) format.

The additional data must contain the start time of the SMS, the calling party, and the phone number of the calling party. If the calling party is and internal participant, the agent ID must be available.

The direction is deduced from the calling or the called party.

Additional data fields can be configured in [neo](#) in the application System Configuration in the Additional Data module in the customCP fields.

The assignment of additional data is configured in the Recording Import module.

5.2

neo preconditions

- The license *Interface for data import and export* must be available.
- The function *Import* must have been activated on the server.
- Mapping of additional data must have been configured in the [neo](#) system, if it is supposed to be used.



For information about the activation and administration of licenses refer to the administration manual for system providers *License administration*.



For information about the configuration of servers and recording architectures refer to the administration manual for system providers *Configuration servers and recording architectures*.

- For the import, the drive types [NAS](#), Amazon S3, Azure Blob Storage, Google Cloud Storage as well as external and internal hard disks can be used.
- For Recording Insights, only Azure Blob Storages are supported.
- Recordings can only be imported from data drives and system storages.
- The drive must not have been assigned to any tenant so that it remains available to the system provider.

- A separate drive must be used for each tenant.



For information about the supported types of drives refer to the administration manual for system providers *Configuration drives*.



For information about the Drives module refer to the administration manual for system providers *Configuration drives*.



Basic information about using the application System Configuration can be found in the user manual for administrators *System Configuration - General information*.

6

Main view

To be able to import recordings, you must create an import job.



The following configuration has to be carried out as system administrator.

1. Open the application *System Configuration*.
2. Log in as system provider.
3. Select the menu item *Setup > Recording Import*.

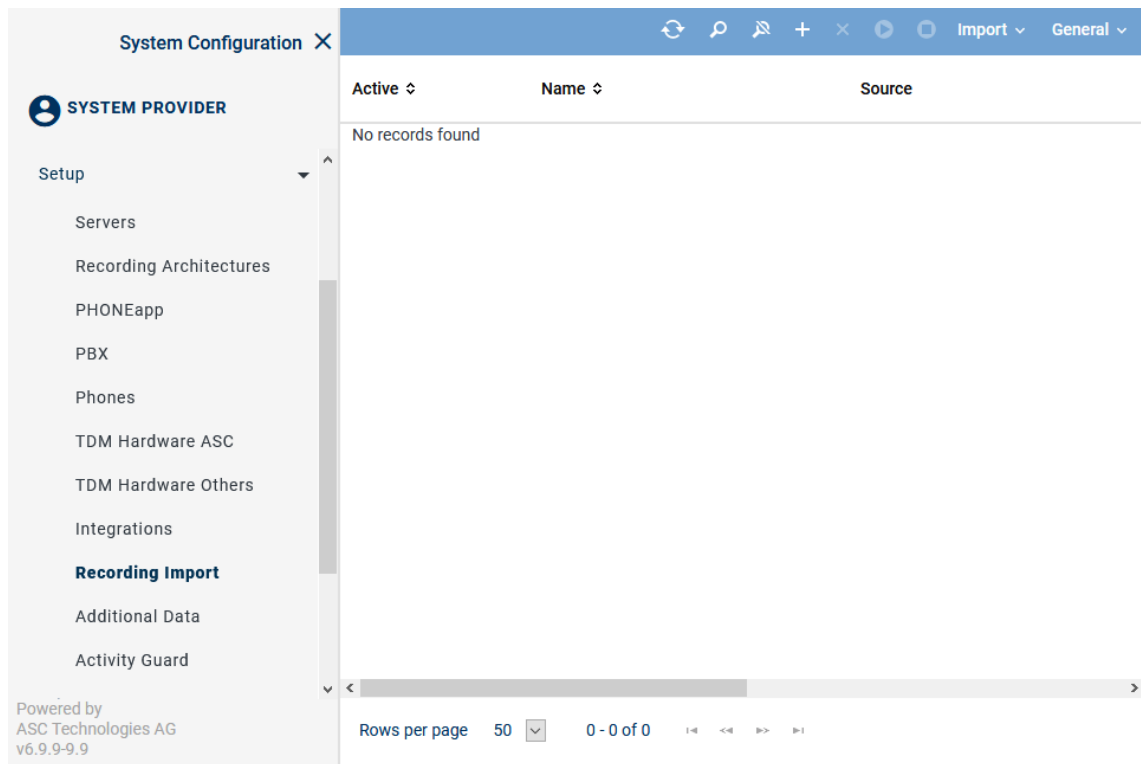






Fig. 4: Main view

Depending on the configuration of the columns, the following information is displayed in the main view:

Active	Shows whether an import job is active.  = Job is active.  = Job is not active. As long as an import job is active, the recording system checks according to the settings in time schedule whether new files are available in the source directory. If new files are available, they are imported directly.
Name	Name of the import job.
Source	Shows the name of the source drive from which the data is imported.
Import Format	Shows the format of the imported data.
Import Type	Shows whether the import is executed regularly or only once.  = Import is executed once.  = Import is executed regularly.
Start Time	Shows the time when the import starts.
Creation Date	Date on which the import configuration was created.

Updated

Date on which the import configuration was updated for the last time.








6.1

Toolbar Import of recordings module



Fig. 5: Toolbar Import of recordings module

The toolbar offers the following functions.


	<i>Refresh</i>	Refreshes the main view.
	<i>Search</i>	Opens the window of the search function. The search function allows searching systematically for sets of data which meet certain criteria.
		The icon  is displayed whenever the search has been adjusted by means of a filter.
	<i>Reset search</i>	Resets all search filters so that the main view displays all data sets again.
	<i>Create New</i>	Creates a new import configuration.
	<i>Create Clone</i>	Creates a new job configuration on the basis of the selected job.
	<i>Delete</i>	Deletes the selected import configuration. NOTICE! You can only delete import configurations which are not active!
<i>Import</i>		
<i>General</i>	<i>Print</i>	Prints the table of the main view.
	<i>Adjust Table</i>	Opens a window in which you can adjust the following settings for the main view: <ul style="list-style-type: none"> • Displayed information • Order of the displayed columns • Number of rows per page
	<i>Save Table Configuration</i>	Saves the current table configuration of the main view as the default view of the user.
	<i>General Help</i>	Opens the online help.
	<i>Module Help</i>	Opens the module-specific online help.



For detailed descriptions of the default functions such as *Search*, *Print*, *Adjust table* or *Help* refer to the user manual for system providers *General information - System Configuration*.

7

Detail view

- Click on the icon  (*Create*) in the toolbar of the main view.
⇒ The new import configuration is displayed in the detail view.

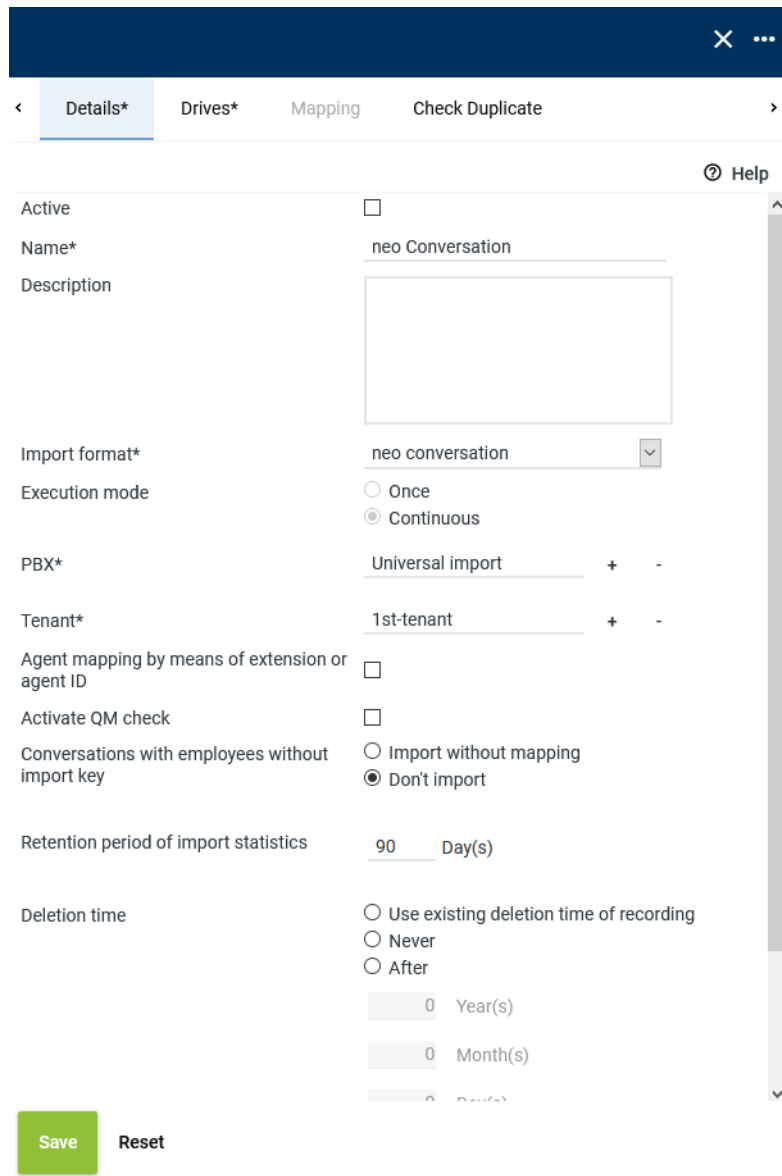


Fig. 6: Detail view

The detail view consists of the following tabs:

- *Details*
Here, you can display and edit detailed information about the selected import configuration.
- *Drives*
Here, you can display and select the source drive.
When using data drives which are not NAS, the source directories must be located in the **automatically created subdirectory** of the root directory with a UUID as name and not directly in the root directory itself.
- *Assignment*
This tab is not available for all drives import formats.

Here, you can display and edit the rules that have to be observed when mapping the additional data from the sets of data which are supposed to be imported to the data structure in the *neo* recording system.

- *Duplicate Detection*

This tab is only available for the import format *neo* Conversation.

Here, you can configure the criteria for detecting duplicates and avoiding their subsequent import.

2. Adjust all necessary settings in the tabs of the detail view.
You can change tabs without buffering. The settings are not lost.
Once you have adjusted all settings, save the configuration.



You can only edit an import configuration as long as it has not been activated.

7.1 Configure import job for WAVE / MP3

7.1.1 WAVE / MP3 + CSV

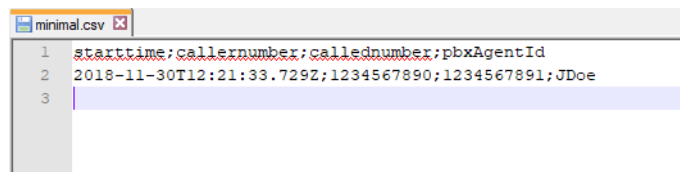
This import format allows you to import recordings which have been created by a third-party system. Audio data must be available either in *WAVE* format or in *MP3* format.

If the required additional data is contained in the file name, then no separate *CSV* file is needed.

A corresponding *CSV* file is required, if the data can only be extracted from the content. The file names of associated files have to be identical except for the file extension so that the additional data can be mapped correctly.

7.1.1.1 File content of CSV file

The following configuration has been described on basis of the following exemplary *CSV* file:



```

1 starttime;callernumber;callednumber;pbxAgentId
2 2018-11-30T12:21:33.729Z;1234567890;1234567891;JDoe
3

```

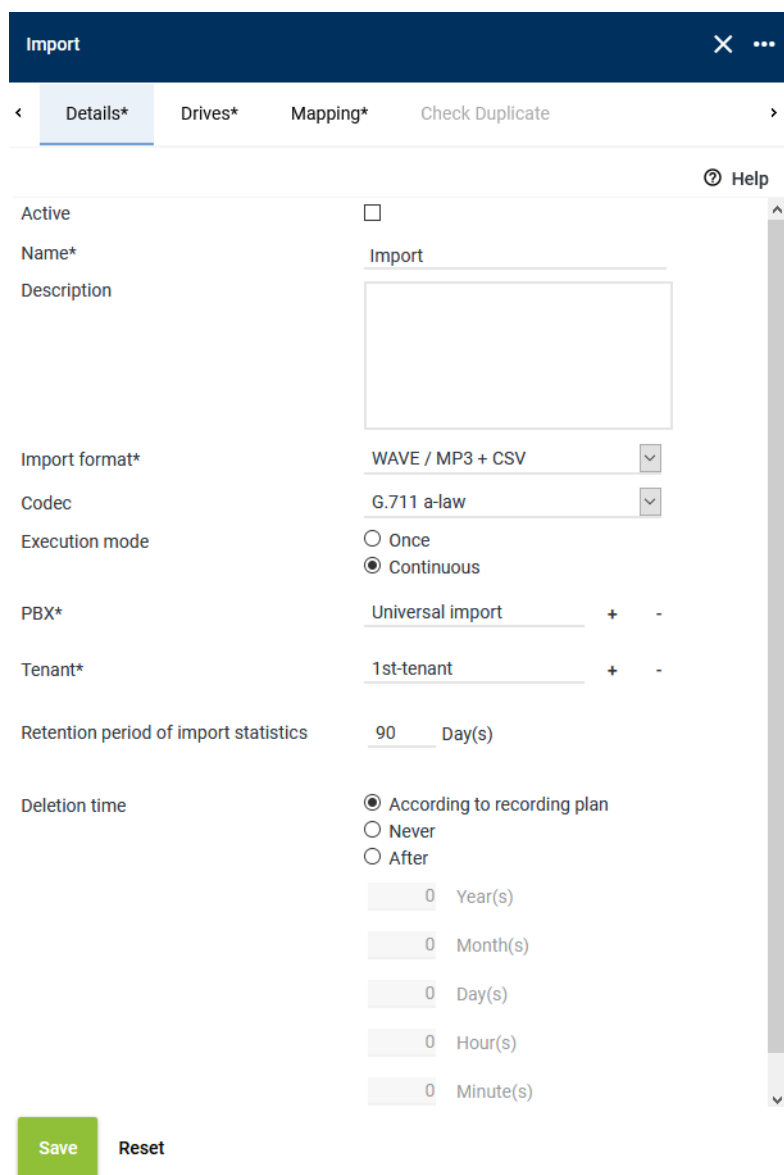
Fig. 7: Example of a CSV file

NOTICE! Adjust the configuration according to the customer's individual requirements.

7.1.1.2 Tab Details - WAVE / MP3 + CSV

1. Select the tab *Details* to configure the import job.

Configuration options depend on the selected import format.





The screenshot shows the 'Import' configuration window with the 'Details' tab selected. The window has a dark blue header with 'Import' and a close button. Below the header are tabs: 'Details*' (selected), 'Drives*', 'Mapping*', and 'Check Duplicate'. The main area contains the following fields:

- Active:** A checkbox that is currently unchecked.
- Name*:** A text field containing 'Import'.
- Description:** A large text area that is empty.
- Import format*:** A dropdown menu showing 'WAVE / MP3 + CSV'.
- Codec:** A dropdown menu showing 'G.711 a-law'.
- Execution mode:** Radio buttons for 'Once' and 'Continuous' (selected).
- PBX*:** A text field containing 'Universal import' with '+' and '-' buttons.
- Tenant*:** A text field containing '1st-tenant' with '+' and '-' buttons.
- Retention period of import statistics:** A text field containing '90' followed by 'Day(s)'.
- Deletion time:** Radio buttons for 'According to recording plan' (selected), 'Never', and 'After'. Below these are input fields for '0 Year(s)', '0 Month(s)', '0 Day(s)', '0 Hour(s)', and '0 Minute(s)'.

At the bottom left, there are two buttons: 'Save' (green) and 'Reset' (grey). A 'Help' icon is located in the top right corner of the main area.

Fig. 8: Tab Details (example)

Active	<p>Once the configuration is complete, you can activate the import job by activating the check box.</p> <p><input checked="" type="checkbox"/> = Job is active.</p> <p><input type="checkbox"/> = Job is not active.</p> <p>As long as an import job is active, the recording system checks whether new files are available in the source directory. If new data is available, it is imported directly.</p>
Name	Enter a name for the import job.
Description	Here, you can enter a description for the import job.
Import format	<p>Select the import format from the drop-down list.</p> <ul style="list-style-type: none"> • WAVE / MP3 + CSV <p>For information about the formats see chapter "Supported import formats", p. 7.</p>

<i>Codec</i>	<p>Select the codec from the drop-down list in which the recordings are supposed to be saved.</p> <p>The following codecs are supported:</p> <ul style="list-style-type: none"> • G.711 A-law • G.711 μ-law • G.729a • Linear PCM 8 bit
<i>Execution mode</i>	<p>Select whether the import is supposed to be executed only once or continuously.</p> <ul style="list-style-type: none"> • <i>Once</i> The import is started immediately upon activating the import configuration. The source directory is only checked once for data. • <i>Continuous</i> Upon activating the import configuration, the import job is started permanently and does not end before it is deactivated manually. The source directory is constantly checked for new data while the import configuration is active. <p>NOTICE! For some import formats, only an unambiguous execution mode is available. In this case, this setting appears as default here.</p>
<i>PBX</i>	<p>By clicking on the button , select for which PBX the data is supposed to be imported, see chapter "Assign PBX", p. 93.</p> <p>It is necessary to map the imported data to a PBX so that the extensions via which the imported conversations have been made can be mapped to a PBX, too, and that the system can check whether an extension or an external phone number is concerned. If an extension has been mapped to an agent, this allows a mapping to an agent.</p>
<i>Tenant</i>	<p>By clicking on the button , select which tenant the imported data is supposed to be mapped to, see chapter "Assign tenant", p. 94.</p> <p>NOTICE! In a 1-tenant system, the tenant is entered here automatically. The setting cannot be changed.</p>
<i>Retention period of import statistics</i>	<p>Enter the retention period for the import statistics. With this information, you can generate a report about the imports of recordings. The entries apply from the time of the import.</p>
<i>Deletion time</i>	<p>Select the conditions for deletion by activating the corresponding radio buttons.</p> <p>The following options are available:</p> <ul style="list-style-type: none"> • <i>Check recording plan</i> The imported data is deleted based on the configuration in the Recording Planner. • <i>Never</i> The imported data is never deleted. • <i>After</i> The imported data is deleted after the time configured here. Enter the corresponding time.

7.1.1.3 Tab Drives

1. Select the tab *Drives* to configure the source.



A drive can be used in several job configurations as long as the drive is not used actively by a configuration.

If a drive is currently used actively by a job, no additional job which uses the same drive can be released or activated. This behavior includes all modules, i. e. regardless of the module that the configuration belongs to.

Settings depend on the selected import format.

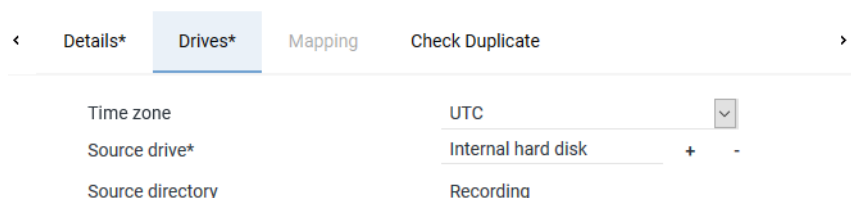


Fig. 9: Tab Drives - [WAVE](#) / [MP3](#) formats

<i>Time zone</i>	Select the time zone from the drop-down list that the time indicated in the data to be imported refers to.
<i>Source drive</i>	Select the drive from which the data is supposed to be imported, see chapter "Assign drive", p. 94 .
<i>Source directory</i>	Enter the directory from which the data is supposed to be imported.

7.1.1.4 Tab Mapping with CSV file

1. Select the tab *Mapping*.

Here, you can configure the rules that have to be observed when mapping the additional data from the sets of data which are supposed to be imported to the data structure in the [neo](#) recording system.

The following group fields are available to be configured:

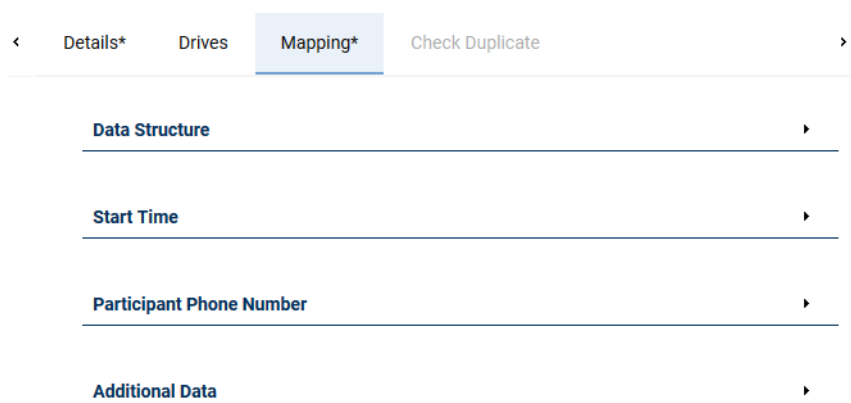


Fig. 10: Tab Mapping for [WAVE](#) / [MP3](#) import formats

The additional data can either be extracted from the file name of the [WAVE](#) or [MP3](#) file or from the file content of the delivered [CSV](#) or [XML](#) file.

The file names of associated files ([WAVE](#) / [MP3](#) and [XML](#) file or [WAVE](#) / [MP3](#) and [CSV](#) file) must be identical except for the file extension so that the additional data can be mapped correctly.

If no separate file with additional data is available, the additional data is extracted from the file name of the [WAVE](#) or [MP3](#) file.

7.1.1.4.1 Group field Data Structure

If the information from the file name is supposed to be used, enter the format of the file name.

When using the import format [WAVE](#) / [MP3](#) + [CSV](#), additionally enter the character separating the columns in the file content. This field is a mandatory field even if no file is available. If the entry field remains empty, the all information is issued in the same section and cannot be used.

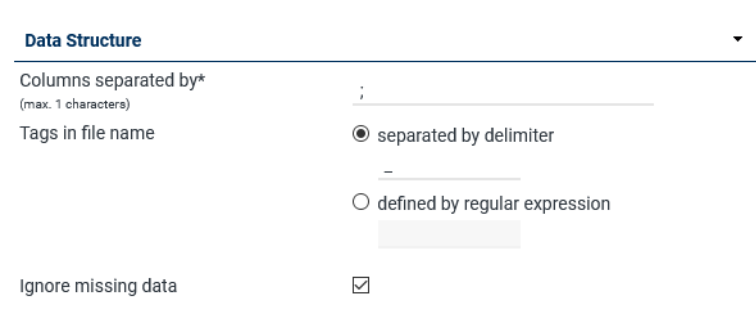


Fig. 11: Group field Data Structure

Columns separated by (max. 1 character)	For the import format WAVE / MP3 + CSV , this information is a mandatory field even if no file is available. If the entry field remains empty, the all information is issued in the same section and cannot be used.
Sections in the file name	<p>There are 2 possible data formats.</p> <p>Select one of these options for separating content so that information is issued in a useful way.</p> <p><input checked="" type="radio"/> <i>separated by delimiters</i></p> <p><input type="radio"/> <i>defined by regular expression</i></p> <ol style="list-style-type: none"> 1. The file name consists of information sections which are separated by a certain delimiter. A new section always starts at the beginning of a file name and behind a delimiter. Every section ends in front of a delimiter and in front of the period preceding the file extension. Example: The file name "MyRecord-ings_2013-10-01_0681-123456.wav" consists of 3 sections which are separated by understrikes. In this case, select the option <i>separated by delimiter</i> and enter the delimiter in the entry field. NOTICE! Numbers and letters cannot be used as delimiters. 2. The file name consists of information sections which are not separated by a certain delimiter. In this case, you have to define a regular expression which marks the sections as groups. In this case, select the option <i>defined by regular expression</i> and enter the regular expression in the entry field.

Ignore missing data

☒ If this option has been activated, an empty data set is imported for the missing data.

☐ If this option has been deactivated, the import is canceled and an error message is issued in case no data set could be found.

7.1.1.4.2 Group field Start Time

In this group field, you can define how the start time is supposed to be read out.

Exemplary configuration on basis of the file content of a [CSV](#) file:

Start Time ▼

Source File content ▼

☒ Date and time in the same column

Column*

Format*

☐ Date and time in separate columns

Column for date*

Format*

Column for time*

Format*

Fig. 12: Group field Start Time - File content of an CSV file

1. Enter the following parameters from the exemplary [CSV](#) file:

Source	From the drop-down list, select the entry <i>File content</i> so that the information is read out from the file.
Date and time in the same column	Select the option <i>Date and time in the same column</i> if they have been listed together in the CSV file.
Column	Enter the number of the column which contains the information about the date and the start time.
Format	Enter the format of the date, e. g. yyyy-MM-ddThh:mm:ss:zzzZ, see also chapter "Format definitions" , p. 95.

7.1.1.4.3 Group field Participant phone number WAVE + CSV

In this group field, you can define how the phone numbers of the conversation participants or the PBX Agent IDs of the agents are supposed to be read out from the file name or the file content and how stereo recordings are supposed to be imported.

Participant Phone Number ▼

Handling of stereo recordings ☐ Mix stereo to mono

Several phone numbers in a column separated by _____
(max. 1 characters)

Source	Section No./Column	Track
File content	callernumber	left
File name	4	left

[New](#) [Edit](#) [Delete](#)

Fig. 13: Group field Participant Phone Number

<i>Handling stereo recordings</i>	<p>Activate the check box to convert a stereo recording into a mono recording.</p> <p><input checked="" type="checkbox"/> = Stereo recording is converted to mono recording</p> <p><input type="checkbox"/> = Stereo recording remains stereo recording</p> <p>NOTICE! ASC recommends using stereo calls for transcription. Transcription for mono calls is possible but not advisable. As all call participants are merged in one track in mono calls, the results would be associated with one participant. The audio analysis engine is not able to properly separate cross-talk occurring when participants speak at the same time; as a result, the quality of the transcription decreases.</p>
<i>Several phone numbers in a column separated by</i>	<p>When using CSV files, it is possible that one field in a column contains several phone numbers. These phone numbers must be separated by a delimiter so that they can be read out individually. The first phone number is the one that is read out and mapped as phone number.</p> <p>Enter the delimiter which is supposed to be used if a column in the CSV file contains several phone numbers.</p> <p>If the entry field remains empty, the information of a column is interpreted as one phone number.</p> <p>NOTICE! Digits and letters cannot be used as delimiters.</p>

List

The list shows all import configuration rules that have been saved to be able to map the participant phone numbers.

<i>Source</i>	Shows whether the information is read out from the file name or from the file content.
<i>Section no./Column</i>	Shows from which information section the information is read out. NOTICE! The column title depends on the import format.
<i>Track</i>	Shows which track the information has been mapped to.

If a recording is supposed to be imported to be transcribed, you must define at least one track as *left* when assigning the agent. The left track indicates the *active participant* in the database. The result can only be displayed when one of the participants is active.

NOTICE! This information is only relevant when the import data is in stereo format and is not converted to mono recordings during the import.

Tab. 1: Mapping rules for participant phone numbers

New	The button opens a window in which you can create a new entry.
Edit	The button opens a window in which you can edit a selected entry.
Delete	The button deletes the selected entry from the list.

Tab. 2: Buttons



To display all settings of a rule, hover the mouse cursor across the respective line.

File name of the import file

The file names of associated files ([WAVE](#) / [MP3](#) and [XML](#) file or [WAVE](#) / [MP3](#) and [CSV](#) file) must be identical except for the file extension so that the additional data can be mapped correctly.

If no separate file with additional data is available, the additional data is extracted from the file name of the [WAVE](#) or [MP3](#) file.

Example for a file name of a [WAVE](#) file:

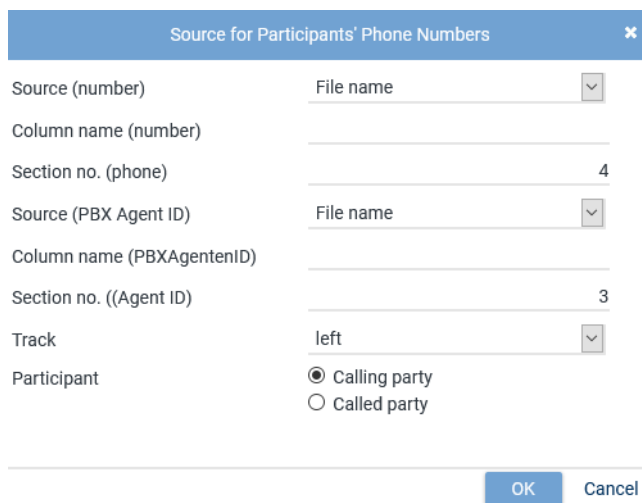
2019-11-06T10-44-46_JDoe_1234567890_1234567891.wav

<dateTtime><pbxAgentId><A-NUM><B-NUM>.wav

<dateTtime>	<pbxAgentId>	<A-NUM>	<B-NUM>
2019-11-06T10-44-46	JDoe	1234567890	1234567891

Edit source for participant phone number

In the window *Source for Participant Phone Numbers*, you can define how phone numbers or PBX Agent IDs are supposed to be read out from the file name.



Source for Participants' Phone Numbers

Source (number) File name

Column name (number)

Section no. (phone) 4

Source (PBX Agent ID) File name

Column name (PBXAgentenID)

Section no. ((Agent ID)) 3

Track left

Participant ☒ Calling party ☐ Called party

OK Cancel

Fig. 14: Edit source for participant phone number (example)

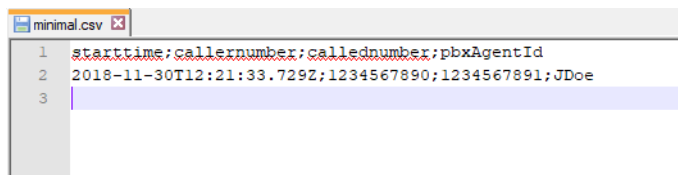
Source (number) Select the source *File name* from the drop-down list.

<i>Section No. (Phone)</i>	<p>Enter at which position of the structure the phone number or the PBX Agent IDs can be found.</p> <ul style="list-style-type: none"> • Four <i>Source = File name</i> regardless of file format: Enter the number of the file name section that contains the information. Enter the delimiter which is supposed to separate the sections in the file name in the group field Data Structure, see chapter "Group field Data Structure", p. 23. <p>NOTICE! The name of the entry field depends on the source and the import format.</p>
<i>Source (PBXA-agentID)</i>	Select the source <i>File name</i> from the drop-down list.
<i>Section No. (AgentID)</i>	<p>Enter at which position of the structure the phone number or the PBX Agent IDs can be found.</p> <ul style="list-style-type: none"> • For <i>Source = File name</i> regardless of the data format: Enter the number of the file name section which contains the information. You have to enter the delimiter which separates the sections in the file name in the group field Data Structure, see chapter "Group field Data Structure", p. 23. <p>NOTICE! The name of the entry field depends on the source and the import format.</p>
<i>Track</i>	<p>From the drop-down list, select the track which is supposed to be mapped to the additional data.</p> <p>NOTICE! This information is only relevant in case the import data is in stereo format and will not be converted into mono recordings during the import.</p>
<i>Participant</i>	Select whether the phone numbers come from calling parties or from called parties.

1. Click on the button **OK** to apply the entries.

File content of CSV file

The following configuration has been described on basis of the following exemplary [CSV](#) file:



```

1 starttime;callernumber;callednumber;pbxAgentId
2 2018-11-30T12:21:33.729Z;1234567890;1234567891;JDoe
3

```

Fig. 15: Example of a CSV file

NOTICE! Adjust the configuration according to the customer's individual requirements.

Edit source for participant phone number

In the window *Source for Participant Phone Numbers*, you can define how phone numbers or PBX Agent IDs are supposed to be read out from the file content.

Source for Participants' Phone Numbers
✕

Source (number)

File content

▼

Column name (number)

callernumber

Section no. (phone)

Source (PBX Agent ID)

File content

▼

Column name (PBXAgentenID)

pbxAgentId

Section no. ((Agent ID)

Track

left

▼

Participant

☒ Calling party
☐ Called party

OK

Cancel

Fig. 16: Edit source for participant phone number (example)

Source (number)	<p>Define whether the information is supposed to be read out from the file name or from the file content.</p> <p>Select the source <i>File content</i> from the drop-down list.</p>
Column Name (Number)	<p>Enter at which position of the structure the phone number or the PBX Agent IDs can be found.</p> <ul style="list-style-type: none"> For <i>Source = File content</i> and <i>Import format = WAVE + CSV</i>: Enter the name of the column which contains the information. <p>NOTICE! The name of the entry field depends on the source and the import format.</p>
Source (PBXA-gentID)	<p>Define whether the information is supposed to be read out from the file name or from the file content.</p> <p>Select the source <i>File content</i> from the drop-down list.</p>
Column Name (PBXAgentenID)	<p>Enter at which position of the structure the phone number or the PBX Agent IDs can be found.</p> <ul style="list-style-type: none"> For <i>Source = File content</i> and <i>Import format = WAVE + CSV</i>: Enter the name of the column which contains the information. <p>NOTICE! The name of the entry field depends on the source and the import format.</p>
Track	<p>Track</p> <p>From the drop-down list, select the track which is supposed to be mapped to the additional data.</p> <p>NOTICE! This information is only relevant in case the import data exists in stereo format and is not converted into mono recordings upon its import.</p>
Participants	<p>Select whether the phone numbers are the numbers of the calling party or the called party.</p>

1. Click on the button *OK* to apply the entries.

7.1.1.4.4 Group field Additional Data

Here, you can define how additional data is supposed to be read out of the file name or the file content and mapped to the additional data types defined in the Additional Data module.

The list shows all rules of the import configuration which have been saved for the mapping of the additional data.

Additional Data		
Source	Section No./Column	Additional Data
File name	2	Department
File content	additionaldata/username	User name
New Edit Delete		

Fig. 17: Group field Additional Data (example for WAVE import formats)

Source	The column indicates whether the information is read out of the file name or out of the file content.
Section No./XML Tag or Section No./Column	Column indicates from which information section the information is read out. NOTICE! Column title depends on the import format.

Tab. 3: Group field Additional Data

New	The button opens a window in which you can create a new entry. See chapter "Edit source for additional data", p. 29 .
Edit	The button opens a window in which you can edit a selected entry. See chapter "Edit source for additional data", p. 29 .
Delete	The button deletes the selected entry from the list.

Tab. 4: Buttons

Edit source for additional data

In the window *Source for Additional Data*, you can define how additional data are supposed to be read out of the file name or the file content.

- In the group field *Additional Data*, click on the button *New* or *Edit*.
⇒ The following window appears:

Source for Additional Data
✕

Source

File name ▼

Section no.*

2

Additional data*

Department ▼

OK
Cancel

Fig. 18: Edit source for additional data (example for WAVE import formats)

<i>Source</i>	<p>Select whether the additional data is supposed to be read out of the file name or the file content.</p> <p>Select the source from the drop-down list.</p>
<i>XML Tag</i> or <i>Column Name</i> or <i>Section No.</i>	<p>Enter at which location of the structure the additional data can be found.</p> <ul style="list-style-type: none"> For <i>Source</i> = <i>File name</i> regardless of the data format: Enter the number of the file name section which contains the information. You have to enter the delimiter which separates the sections in the file name in the group field Data Structure, see chapter "Group field Data Structure", p. 23. For <i>Source</i> = <i>File content</i> and <i>Import format</i> = <i>WAV + XML</i>: Enter the hierarchical order of the XML tags from the root element to the XML tag which contains the information. The XML tag sequence has to be entered without spaces and the individual XML tags separated by a slash (e. g. Recording/Content). If the relevant information is contained in an attribute, then the attribute name has to be entered in square brackets preceded by an @ sign (e. g. Recording/AdditionalData[@content]). For <i>Source</i> = <i>File content</i> and <i>Import format</i> = <i>WAV + CSV</i>: Enter the name of the column which contains the information. <p>NOTICE! The name of the entry field depends on the source and the import format.</p>
<i>Additional Data</i>	<p>Additional data type that the information is supposed to be mapped to.</p> <p>Select the additional data type from the drop-down list.</p> <p>For information about the configuration of the additional data types refer to the administration manual System Configuration <i>Additional Data module</i>.</p>

- Click on the button **OK** to apply the configuration and close the window.

7.1.2 WAVE / MP3 + XML

This import format allows you to import recordings which have been created by a third-party system. Audio data must be available either in [WAVE](#) format or in [MP3](#) format.

If the required additional data is contained in the file name, then no separate [XML](#) file is needed.

A corresponding [XML](#) file is required, if the data can only be extracted from the file content. The file names of associated files have to be identical except for the file extension so that the additional data can be mapped correctly.

7.1.2.1 File content of XML file

The following configuration has been described on basis of the following exemplary [XML](#) file:

```
<?xml version="1.0" encoding="UTF-8" standalone="true"?>
- <conversation>
  <starttime>2018-11-30T12:21:33.729Z</starttime>
  <callerNumber>01234567890</callerNumber>
  <calledNumber>01234567891</calledNumber>
  <pbxAgentId>JDoe</pbxAgentId>
</conversation>
```

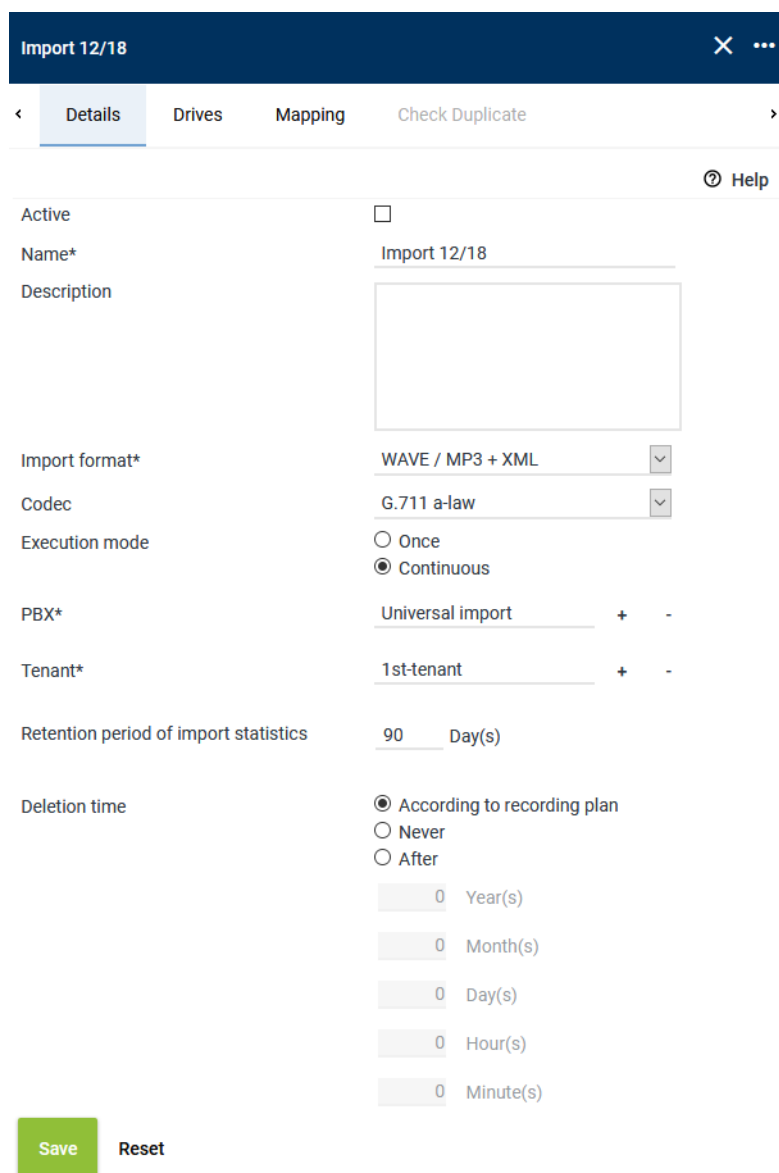
Fig. 19: Example of an XML file

NOTICE! Adjust the configuration according to the customer's individual requirements.

7.1.2.2 Tab Details - WAVE / MP3 + XML

1. Select the tab *Details* to configure the import job.

Configuration options depend on the selected import format.



Import 12/18 [X] [...]

< **Details** Drives Mapping Check Duplicate >

[?] Help

Active ☐

Name* Import 12/18

Description

Import format* WAVE / MP3 + XML

Codec G.711 a-law

Execution mode ☐ Once ☒ Continuous

PBX* Universal import + -

Tenant* 1st-tenant + -

Retention period of import statistics 90 Day(s)

Deletion time ☒ According to recording plan ☐ Never ☐ After

0 Year(s)

0 Month(s)

0 Day(s)



0 Hour(s)

0 Minute(s)

Save Reset

Fig. 20: Tab Details (example)

Active	<p>Once the configuration is complete, you can activate the import job by activating the check box.</p> <p><input checked="" type="checkbox"/> = Job is active.</p> <p><input type="checkbox"/> = Job is not active.</p> <p>As long as an import job is active, the recording system checks whether new files are available in the source directory. If new data is available, it is imported directly.</p>
Name	Enter a name for the import job.
Description	Here, you can enter a description for the import job.
Import format	<p>Select the import format from the drop-down list.</p> <ul style="list-style-type: none"> WAVE / MP3 + XML <p>For information about the formats see chapter "Supported import formats", p. 7.</p>

<i>Codec</i>	<p>Select the codec from the drop-down list in which the recordings are supposed to be saved.</p> <p>The following codecs are supported:</p> <ul style="list-style-type: none"> • G.711 A-law • G.711 μ-law • G.729a • Linear PCM 8 bit
<i>Execution mode</i>	<p>Select whether the import is supposed to be executed only once or continuously.</p> <ul style="list-style-type: none"> • <i>Once</i> The import is started immediately upon activating the import configuration. The source directory is checked for data only once. • <i>Continuous</i> Upon activating the import configuration, the import job is started permanently and does not end before it is deactivated manually. The source directory is constantly checked for new data as long as the import configuration is active. <p>NOTICE! For some import formats only continuous execution is available. In this case, the present setting is automatic.</p>
<i>PBX</i>	<p>By clicking on the button , select for which PBX the data is supposed to be imported, see chapter "Assign PBX", p. 93.</p> <p>It is necessary to map the imported data to a PBX so that the extensions via which the imported conversations have been made can be mapped to a PBX, too, and that the system can check whether an extension or an external phone number is concerned. If an extension has been mapped to an agent, this allows a mapping to an agent.</p>
<i>Tenant</i>	<p>By clicking on the button , select which tenant the imported data is supposed to be mapped to, see chapter "Assign tenant", p. 94.</p> <p>NOTICE! In a 1-tenant system, the tenant is entered here automatically. The setting cannot be changed.</p>
<i>Retention period of import statistics</i>	<p>Enter the retention period for the import statistics. With this information, you can generate a report about the imports of recordings. The entries apply from the time of the import.</p>
<i>Deletion time</i>	<p>Select the conditions for deletion by activating the corresponding radio buttons.</p> <p>The following options are available:</p> <ul style="list-style-type: none"> • <i>Check recording plan</i> The imported data is deleted based on the configuration in the Recording Planner. • <i>Never</i> The imported data is never deleted. • <i>After</i> The imported data is deleted after the time configured here. Enter the corresponding time.

7.1.2.3 Tab Drives

1. Select the tab *Drives* to configure the source.



A drive can be used in several job configurations as long as the drive is not used actively by a configuration.

If a drive is currently used actively by a job, no additional job which uses the same drive can be released or activated. This behavior includes all modules, i. e. regardless of the module that the configuration belongs to.

Settings depend on the selected import format.

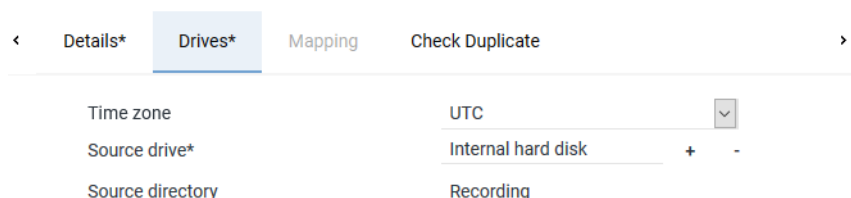


Fig. 21: Tab Drives - [WAVE](#) / [MP3](#) formats

<i>Time zone</i>	Select the time zone from the drop-down list that the time indicated in the data to be imported refers to.
<i>Source drive</i>	Select the drive from which the data is supposed to be imported, see chapter "Assign drive", p. 94 .
<i>Source directory</i>	Enter the directory from which the data is supposed to be imported.

7.1.2.4 Tab Mapping with XML file

1. Select the tab *Mapping*.

Here, you can configure rules according to which the additional data from the data sets to be imported are supposed to be mapped to the data structure in the *neo* recording system.

The following group fields are available to be configured:

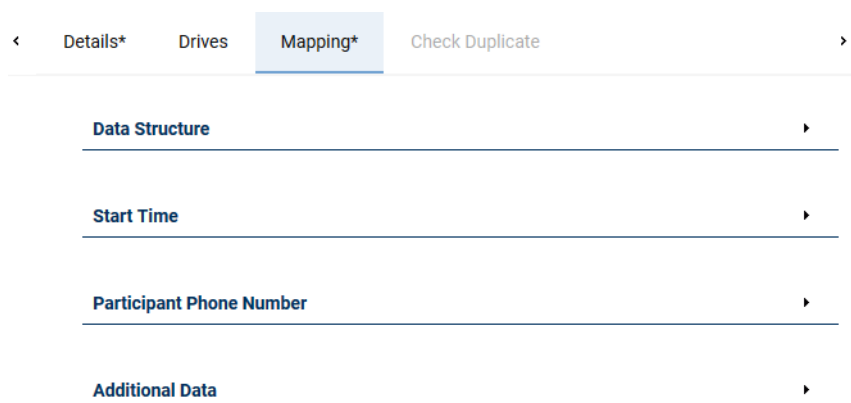


Fig. 22: Tab Mapping for [WAVE](#) / [MP3](#) import formats

The additional data can either be extracted from the file name of the [WAVE](#) or [MP3](#) file or from the file content of the delivered [CSV](#) or [XML](#) file.

The file names of associated files ([WAVE](#) / [MP3](#) and [XML](#) file or [WAVE](#) / [MP3](#) and [CSV](#) file) must be identical except for the file extension so that the additional data can be mapped correctly.

If no separate file with additional data is available, the additional data is extracted from the file name of the [WAVE](#) or [MP3](#) file.

7.1.2.4.1 Group field Data Structure

If the information from the file name is supposed to be used, enter the format of the file name.

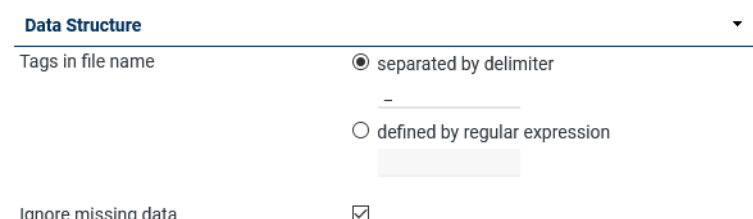


Fig. 23: Group field Data Structure

<i>Sections in the file name</i>	<p>There are 2 possible data formats.</p> <p>Select one of these options for separating content so that information is issued in a useful way.</p> <p><input checked="" type="radio"/> <i>separated by delimiters</i></p> <p><input type="radio"/> <i>defined by regular expression</i></p> <ol style="list-style-type: none"> 1. The file name consists of information sections which are separated by a certain delimiter. A new section always starts at the beginning of a file name and behind a delimiter. Every section ends in front of a delimiter and in front of the period preceding the file extension. Example: The file name "MyRecordings_2013-10-01_0681-123456.wav" consists of 3 sections which are separated by understrikes. In this case, select the option <i>separated by delimiter</i> and enter the delimiter in the entry field. NOTICE! Numbers and letters cannot be used as delimiters. 2. The file name consists of information sections which are not separated by a certain delimiter. In this case, you have to define a regular expression which marks the sections as groups. In this case, select the option <i>defined by regular expression</i> and enter the regular expression in the entry field.
<i>Ignore missing data</i>	<p><input checked="" type="checkbox"/> If this option has been activated, an empty data set is imported for the missing data.</p> <p><input type="checkbox"/> If this option has been deactivated, the import is canceled and an error message is issued in case no data set could be found.</p>

7.1.2.4.2 Group field Start Time

In this group field, you can define how the start time is supposed to be read out.

Exemplary configuration on basis of the file content of an [XML](#) file:

Start Time ▼

Source File content ▼

☒ Date and time in the same key

Key*

Format*

☐ Date and time in separate keys

Key for date*

Format*

Key for time*

Format*

Fig. 24: Group field Start Time - File content of an XML file

1. Enter the following parameters from the exemplary [XML](#) file:

Source	From the drop-down list, select the entry <i>File content</i> so that the information is read out from the file.
Date and time in the same key	Select the option <i>Date and time in the same key</i> if they have been listed together in the CSV file.
Key	Enter the path where the information about the start time can be found, e. g. <i>conversation/starttime</i> .
Format	Enter the format of the date, e. g. <i>yyyy-MM-ddthh:mm:ss:zzzt</i> , see also chapter "Format definitions" , p. 95.

7.1.2.4.3 Group field Participant phone number WAVE + XML

In this group field, you can define how the phone numbers of the conversation participants or the PBX Agent IDs of the agents are supposed to be read out from the file name or the file content and how stereo recordings are supposed to be imported.

Example of an XML file

Participant Phone Number ▼

Handling of stereo recordings ☐ Mix stereo to mono

Several phone numbers in a column separated by
(max. 1 characters)

Source	Section No./XML Tag	Track
File content	Callernumber	left
File name	4	left

[New](#) [Edit](#) [Delete](#)

Fig. 25: Group field Participant phone number

Handling of stereo recordings	Activate the check box to convert a stereo recording into a mono recording.
--------------------------------------	---

	<input checked="" type="checkbox"/> = Stereo recording becomes mono recording. <input type="checkbox"/> = Stereo recording remains stereo recording. NOTICE! ASC recommends using transcription for stereo calls. Transcription for mono calls is possible but not advisable. As all call participants are merged in one track in mono calls, the results would be associated with one participant. The audio analysis engine is not able to properly separate cross-talk occurring when participants speak at the same time; as a result, the quality of the transcription decreases.
<i>Several phone numbers in a column separated by</i>	When using CSV files, it is possible that several phone numbers appear in the same field in 1 column. These phone numbers have to be separated by delimiters so that they are recognized and read out as individual numbers. The first phone number is always read out and mapped as phone number. Enter the delimiter here, if the CSV file contains several phone numbers in one column. If the entry field remains empty, the information of a column is interpreted as one phone number. NOTICE! Numbers and letters cannot be used as delimiters.

List

The list shows all rules of the import configuration which have been saved for the mapping of the participant phone number.

<i>Source</i>	Shows whether the information is read out from the file name or from the file content.
<i>Section No./XML Tag</i>	Shows from which information section the information is read out. NOTICE! Column title depends on the import format.
<i>Track</i>	Shows which track the information has been mapped to. If a recording is supposed to be imported for transcription purposes, you have to define at least one track as <i>left</i> when assigning the agent. The left track is saved as the <i>active participant</i> in the database. Transcription will only render results if one of the participants is active. NOTICE! This information is only relevant if the import data exists in stereo format and is not converted into mono recordings upon its import.

Tab. 5: Mapping rules for participant phone numbers

<i>New</i>	The button opens a window in which you can create a new entry.
<i>Edit</i>	The button opens a window in which you can edit a selected entry.
<i>Delete</i>	The button deletes the selected entry from the list.

Tab. 6: Buttons



To display all settings of a rule, hover the mouse cursor above the respective line:

File name of the import file

The file names of associated files ([WAVE](#) / [MP3](#) and [XML](#) file or [WAVE](#) / [MP3](#) and [CSV](#) file) must be identical except for the file extension so that the additional data can be mapped correctly.

If no separate file with additional data is available, the additional data is extracted from the file name of the [WAVE](#) or [MP3](#) file.

Example for a file name of a [WAVE](#) file:

2019-11-06T10-44-46_JDoe_1234567890_1234567891.wav

<dateTtime><pbxAgentId><A-NUM><B-NUM>.wav

<dateTtime>	<pbxAgentId>	<A-NUM>	<B-NUM>
2019-11-06T10-44-46	JDoe	1234567890	1234567891

Edit source for participant phone number

In the window *Source for Participant Phone Numbers*, you can define how phone numbers or PBX Agent IDs are supposed to be read out from the file name or the file content.



Fig. 26: Edit source for participant phone number (example)

Source (number)	Define whether the information is supposed to be read out from the file name or from the file content. Select the source <i>File name</i> from the drop-down list.
Section No. (Phone)	Enter at which position of the structure the phone number or the PBX Agent IDs can be found. <ul style="list-style-type: none"> For <i>Source = File name</i> regardless of the data format: Enter the number of the file name section which contains the information. You have to enter the delimiter which separates the sections in the file name in the group field Data Structure, see chapter "Group field Data Structure", p. 23. <p>NOTICE! The name of the entry field depends on the source and the import format.</p>
Source (PBXA-agentID)	Define whether the information is supposed to be read out from the file name or from the file content. Select the source <i>File name</i> from the drop-down list.
Section No. (AgentID)	Enter at which position of the structure the phone number or the PBX Agent IDs can be found.

	<ul style="list-style-type: none"> For <i>Source = File name</i> regardless of the data format: Enter the number of the file name section which contains the information. You have to enter the delimiter which separates the sections in the file name in the group field Data Structure, see chapter "Group field Data Structure", p. 23. <p>NOTICE! The name of the entry field depends on the source and the import format.</p>
<i>Track</i>	<p>From the drop-down list, select the track which is supposed to be mapped to the additional data.</p> <p>NOTICE! This information is only relevant in case the import data is in stereo format and will not be converted into mono recordings during the import.</p>
<i>Participant</i>	Select whether the phone numbers come from calling parties or from called parties.

- Click on the button **OK** to apply the entries.

File content of XML file

The following configuration has been described on basis of the following exemplary [XML](#) file:

```
<?xml version="1.0" encoding="UTF-8" standalone="true"?>
- <conversation>
  <starttime>2018-11-30T12:21:33.729Z</starttime>
  <callerNumber>01234567890</callerNumber>
  <calledNumber>01234567891</calledNumber>
  <pbxAgentId>JDoe</pbxAgentId>
</conversation>
```

Fig. 27: Example of an XML file

NOTICE! Adjust the configuration according to the customer's individual requirements.

Edit source for participant phone number

In the window *Source for Participant Phone Numbers*, you can define how phone numbers or PBX Agent IDs are supposed to be read out from the file name or the file content.

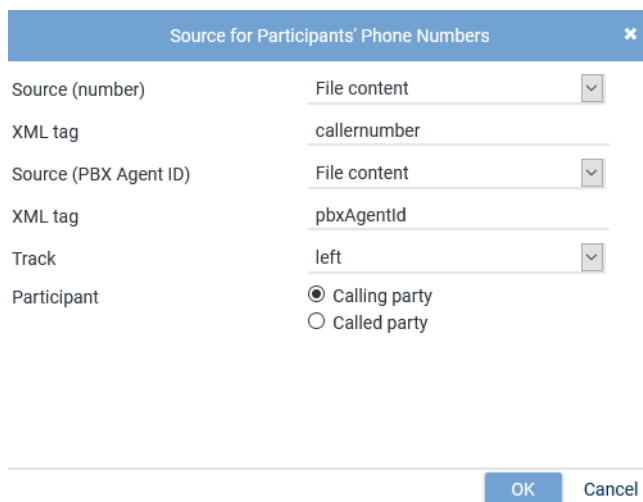


Fig. 28: Edit source for participant phone number (example)

<i>Source (number)</i>	<p>Define whether the information is supposed to be read out from the file name or from the file content.</p> <p>Select the source <i>File content</i> from the drop-down list.</p>
------------------------	---

<i>XML Tag</i>	<p>Enter at which position of the structure the phone number or the PBX Agent IDs can be found.</p> <ul style="list-style-type: none"> For <i>Source = File content</i> and <i>Import format = WAVE + XML</i>: Enter the hierarchical sequence of the XML tags from root element to XML tag containing the information. The XML tag sequence must be entered without spaces and the individual XML tags must be separated by a slash (e. g. conversation/callernumber). If the relevant information is contained in an attribute, the attribute name must be entered preceded by an @ sign in square brackets (e. g.: conversation/callernumber[@caller]). <p>NOTICE! The name of the entry field depends on the source and the import format.</p>
<i>Source (PBXA-agentID)</i>	<p>Define whether the information is supposed to be read out from the file name or from the file content.</p> <p>Select the source <i>File content</i> from the drop-down list.</p>
<i>XML Tag</i>	<p>Enter at which position of the structure the phone number or the PBX Agent IDs can be found.</p> <ul style="list-style-type: none"> For <i>Source = File content</i> and <i>Import format = WAVE + XML</i>: Enter the hierarchical order of the XML tags from the root element to the XML tag which contains the information. The XML tag sequence must be entered without spaces and the individual XML tags must be separated by a slash (e. g. conversation/callernumber). If the relevant information is contained in an attribute, the attribute name must be entered preceded by an @ sign in square brackets (e. g.: conversation/callernumber[@caller]). <p>NOTICE! The name of the entry field depends on the source and the import format.</p>
<i>Track</i>	<p>From the drop-down list, select the track which is supposed to be mapped to the additional data.</p> <p>NOTICE! This information is only relevant in case the import data exists in stereo format and is not converted into mono recordings upon its import.</p>
<i>Participants</i>	<p>Select whether the phone numbers are the numbers of the calling party or the called party.</p>

1. Click on the button *OK* to apply the entries.

7.1.2.4.4 Group field Additional Data

Here, you can define how additional data is supposed to be read out of the file name or the file content and mapped to the additional data types defined in the Additional Data module.

The list shows all rules of the import configuration which have been saved for the mapping of the additional data.

Additional Data		
Source	Section No./Column	Additional Data
File name	2	Department
File content	additionaldata/username	User name
New Edit Delete		

Fig. 29: Group field Additional Data (example for WAVE import formats)

Source	The column indicates whether the information is read out of the file name or out of the file content.
Section No./XML Tag or Section No./Column	Column indicates from which information section the information is read out. NOTICE! Column title depends on the import format.

Tab. 7: Group field Additional Data

New	The button opens a window in which you can create a new entry. See chapter "Edit source for additional data", p. 41 .
Edit	The button opens a window in which you can edit a selected entry. See chapter "Edit source for additional data", p. 41 .
Delete	The button deletes the selected entry from the list.

Tab. 8: Buttons

Edit source for additional data

In the window *Source for Additional Data*, you can define how additional data are supposed to be read out of the file name or the file content.

- In the group field *Additional Data*, click on the button *New* or *Edit*.
⇒ The following window appears:

Source for Additional Data
✕

Source

File name

▼

Section no.*

2

Additional data*

Department

▼

OK

Cancel

Fig. 30: Edit source for additional data (example for WAVE import formats)

<i>Source</i>	<p>Select whether the additional data is supposed to be read out of the file name or the file content.</p> <p>Select the source from the drop-down list.</p>
<i>XML Tag</i> or <i>Column Name</i> or <i>Section No.</i>	<p>Enter at which location of the structure the additional data can be found.</p> <ul style="list-style-type: none"> For <i>Source</i> = <i>File name</i> regardless of the data format: Enter the number of the file name section which contains the information. You have to enter the delimiter which separates the sections in the file name in the group field Data Structure, see chapter "Group field Data Structure", p. 23. For <i>Source</i> = <i>File content</i> and <i>Import format</i> = <i>WAV + XML</i>: Enter the hierarchical order of the XML tags from the root element to the XML tag which contains the information. The XML tag sequence has to be entered without spaces and the individual XML tags separated by a slash (e. g. Recording/Content). If the relevant information is contained in an attribute, then the attribute name has to be entered in square brackets preceded by an @ sign (e. g. Recording/AdditionalData[@content]). For <i>Source</i> = <i>File content</i> and <i>Import format</i> = <i>WAV + CSV</i>: Enter the name of the column which contains the information. <p>NOTICE! The name of the entry field depends on the source and the import format.</p>
<i>Additional Data</i>	<p>Additional data type that the information is supposed to be mapped to.</p> <p>Select the additional data type from the drop-down list.</p> <p>For information about the configuration of the additional data types refer to the administration manual System Configuration <i>Additional Data module</i>.</p>

- Click on the button **OK** to apply the configuration and close the window.

7.2 Configure import job for AVI / FLV / MP4

7.2.1 AVI / FLV / MP4 + CSV

This import format allows you to import recordings which have been created by a third-party system. The audio and video data must be available in a container format. The additional data is either extracted from the file name or from the corresponding [CSV](#) file.

The following formats are supported:

- [AVI](#)
- [FLV](#)
- [MP4](#)

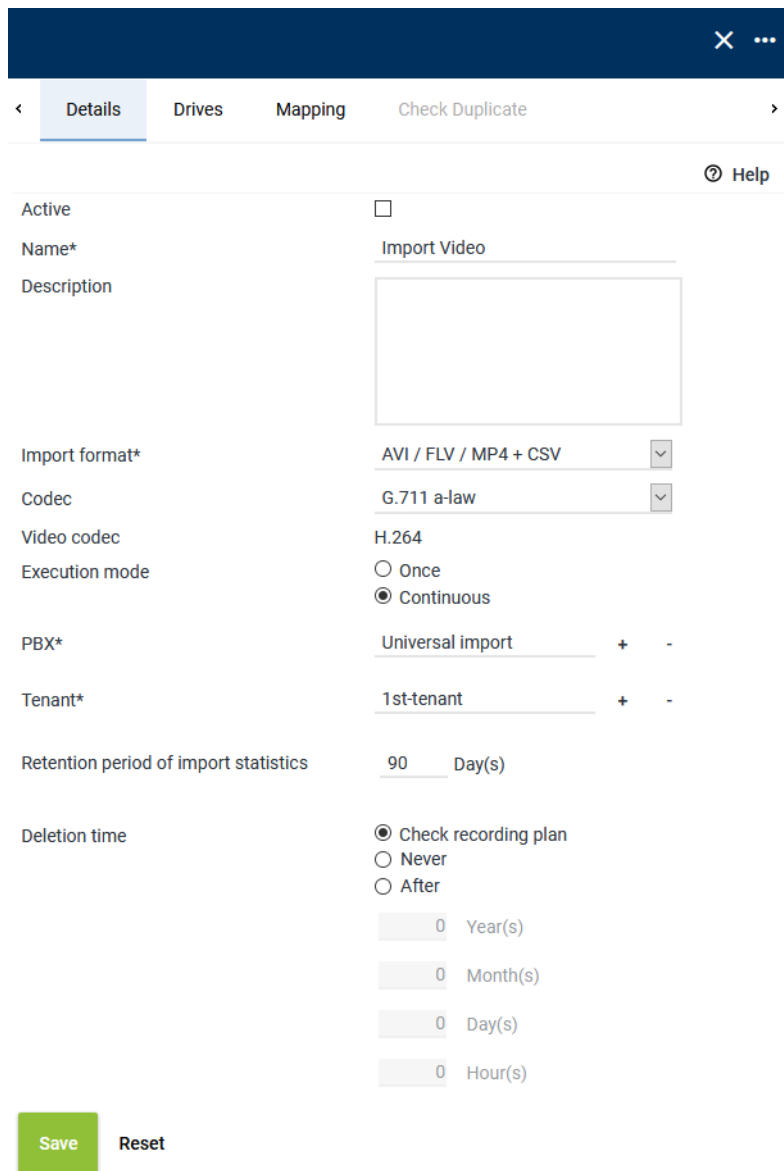
If the required additional data is contained in the file name, then no separate [CSV](#) file is needed.

A corresponding [CSV](#) file is required, if the data can only be extracted from the file content. The file names of associated files have to be identical except for the file extension so that the additional data can be mapped correctly.

7.2.1.1 Tab Details - AVI / FLV / MP4 + CSV

1. Select the tab *Details* to configure the import job.

Configuration options depend on the selected import format.



Active ☐

Name* Import Video

Description

Import format* AVI / FLV / MP4 + CSV

Codec G.711 a-law

Video codec H.264

Execution mode ☐ Once ☒ Continuous

PBX* Universal import + -

Tenant* 1st-tenant + -

Retention period of import statistics 90 Day(s)

Deletion time ☒ Check recording plan ☐ Never ☐ After

0 Year(s)

0 Month(s)



0 Day(s)

0 Hour(s)

Save Reset

Fig. 31: Tab Details (example)

Active	<p>Once the configuration has been completed, you can activate the import job by means of the check box.</p> <p><input checked="" type="checkbox"/> = Job is active.</p> <p><input type="checkbox"/> = Job is not active.</p> <p>As long as an import job is active, the recording system checks whether new files are available in the source directory. If new data is available, it is imported directly.</p>
Name	Enter a name for the import job.
Description	Here, you can enter a description for the import job.
Import format	<p>Select the import format from the drop-down list.</p> <ul style="list-style-type: none"> • AVI / FLV / MP4 + CSV <p>For information about the formats see chapter "Supported import formats", p. 7.</p>

<i>Codec</i>	<p>Select the codec from the drop-down list in which the recordings are supposed to be saved.</p> <p>The following codecs are supported:</p> <ul style="list-style-type: none"> • G.711 A-law • G.711 μ-law • G.729a • Linear PCM 8 bit
<i>Execution mode</i>	<p>Select whether the import is supposed to be executed only once or continuously.</p> <ul style="list-style-type: none"> • <i>Once</i> The import is started immediately upon activating the import configuration. The source directory is checked for data only once. • <i>Continuous</i> Upon activating the import configuration, the import job is started permanently and does not end before it is deactivated manually. The source directory is constantly checked for new data as long as the import configuration is active. <p>NOTICE! For some import formats, only an unambiguous execution mode is available. In this case, this setting appears as default here.</p>
<i>PBX</i>	<p>By clicking on the button , select for which PBX the data is supposed to be imported, see chapter "Assign PBX", p. 93.</p> <p>It is necessary to map the imported data to a PBX so that the extensions via which the imported conversations have been made can be mapped to a PBX, too, and that the system can check whether an extension or an external phone number is concerned. If an extension has been mapped to an agent, this allows a mapping to an agent.</p>
<i>Tenant</i>	<p>By clicking on the button , select which tenant the imported data is supposed to be mapped to, see chapter "Assign tenant", p. 94.</p> <p>NOTICE! In a 1-tenant system, the tenant is entered here automatically. The setting cannot be changed.</p>
<i>Retention period of import statistics</i>	<p>Enter the retention period for the import statistics. With this information, you can generate a report about the imports of recordings. The entries apply from the time of the import.</p>
<i>Deletion time</i>	<p>Select the conditions for deletion by activating the corresponding radio buttons.</p> <p>The following options are available:</p> <ul style="list-style-type: none"> • <i>Check recording plan</i> The imported data is deleted based on the configuration in the Recording Planner. • <i>Never</i> The imported data is never deleted. • <i>After</i> The imported data is deleted after the time configured here. Enter the corresponding time.

7.2.1.2 Tab Drives

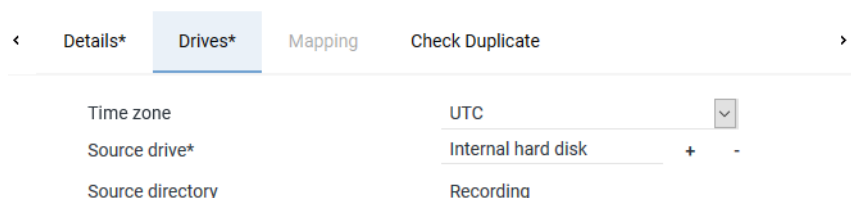
1. Select the tab *Drives* to configure the source.



A drive can be used in several job configurations as long as the drive is not used actively by a configuration.

If a drive is currently used actively by a job, no additional job which uses the same drive can be released or activated. This behavior includes all modules, i. e. regardless of the module that the configuration belongs to.

Settings depend on the selected import format.



The screenshot shows the 'Drives' tab in a configuration window. It has four tabs: 'Details*', 'Drives*' (selected), 'Mapping', and 'Check Duplicate'. Below the tabs, there are three rows of settings: 'Time zone' with a dropdown menu set to 'UTC', 'Source drive*' with a text input 'Internal hard disk' and '+' '-' buttons, and 'Source directory' with a text input 'Recording'.

Fig. 32: Tab Drives - [WAVE](#) / [MP3](#) formats

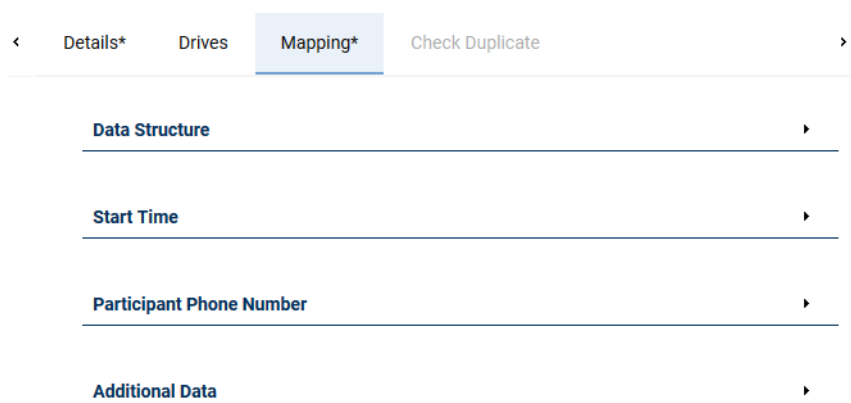
<i>Time zone</i>	Select the time zone from the drop-down list that the time indicated in the data to be imported refers to.
<i>Source drive</i>	Select the drive from which the data is supposed to be imported, see chapter "Assign drive", p. 94 .
<i>Source directory</i>	Enter the directory from which the data is supposed to be imported.

7.2.1.3 Tab Mapping with CSV file

1. Select the tab *Mapping*.

Here, you can configure the rules that have to be observed when mapping the additional data from the sets of data which are supposed to be imported to the data structure in the [neo](#) recording system.

The following group fields are available to be configured:



The screenshot shows the 'Mapping' tab in a configuration window. It has four tabs: 'Details*', 'Drives', 'Mapping*' (selected), and 'Check Duplicate'. Below the tabs, there are four expandable sections, each with a right-pointing arrow: 'Data Structure', 'Start Time', 'Participant Phone Number', and 'Additional Data'.

Fig. 33: Tab Mapping for [WAVE](#) / [MP3](#) import formats

The additional data can either be extracted from the file name of the [WAVE](#) or [MP3](#) file or from the file content of the delivered [CSV](#) or [XML](#) file.

The file names of associated files ([WAVE](#) / [MP3](#) and [XML](#) file or [WAVE](#) / [MP3](#) and [CSV](#) file) must be identical except for the file extension so that the additional data can be mapped correctly.

If no separate file with additional data is available, the additional data is extracted from the file name of the [WAVE](#) or [MP3](#) file.

7.2.1.3.1 Group field Data Structure

If the information from the file name is supposed to be used, enter the format of the file name.

When using the import format [WAVE](#) / [MP3](#) + [CSV](#), additionally enter the character separating the columns in the file content. This field is a mandatory field even if no file is available. If the entry field remains empty, the all information is issued in the same section and cannot be used.

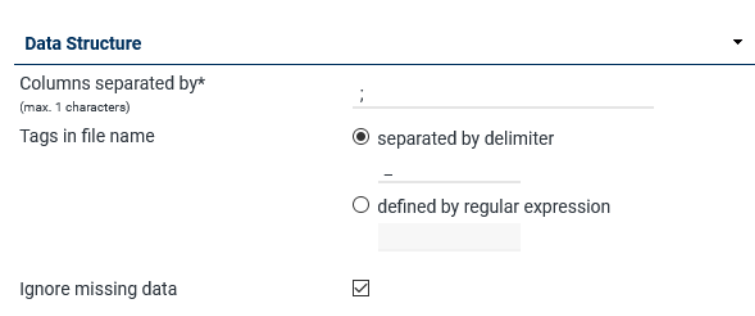


Fig. 34: Group field Data Structure

Columns separated by (max. 1 character)	For the import format WAVE / MP3 + CSV , this information is a mandatory field even if no file is available. If the entry field remains empty, the all information is issued in the same section and cannot be used.
Sections in the file name	<p>There are 2 possible data formats.</p> <p>Select one of these options for separating content so that information is issued in a useful way.</p> <p><input checked="" type="radio"/> <i>separated by delimiters</i></p> <p><input type="radio"/> <i>defined by regular expression</i></p> <ol style="list-style-type: none"> 1. The file name consists of information sections which are separated by a certain delimiter. A new section always starts at the beginning of a file name and behind a delimiter. Every section ends in front of a delimiter and in front of the period preceding the file extension. Example: The file name "MyRecord-ings_2013-10-01_0681-123456.wav" consists of 3 sections which are separated by understrikes. In this case, select the option <i>separated by delimiter</i> and enter the delimiter in the entry field. NOTICE! Numbers and letters cannot be used as delimiters. 2. The file name consists of information sections which are not separated by a certain delimiter. In this case, you have to define a regular expression which marks the sections as groups. In this case, select the option <i>defined by regular expression</i> and enter the regular expression in the entry field.

Ignore missing data

☒ If this option has been activated, an empty data set is imported for the missing data.

☐ If this option has been deactivated, the import is canceled and an error message is issued in case no data set could be found.

7.2.1.3.2 Group field Start Time

In this group field, you can define how the start time is supposed to be read out.

Exemplary configuration on basis of the file content of a [CSV](#) file:

Start Time ▼

Source File content ▼

☒ Date and time in the same column

Column*

Format*

☐ Date and time in separate columns

Column for date*

Format*

Column for time*

Format*

Fig. 35: Group field Start Time - File content of an CSV file

1. Enter the following parameters from the exemplary [CSV](#) file:

Source	From the drop-down list, select the entry <i>File content</i> so that the information is read out from the file.
Date and time in the same column	Select the option <i>Date and time in the same column</i> if they have been listed together in the CSV file.
Column	Enter the number of the column which contains the information about the date and the start time.
Format	Enter the format of the date, e. g. yyyy-MM-ddThh:mm:ss:zzzZ, see also chapter "Format definitions" , p. 95.

7.2.1.3.3 Group field Participant phone number Video + CSV

In this group field, you can define how the phone numbers of the conversation participants or the PBX Agent IDs of the agents are supposed to be read out from the file name or the file content and how stereo recordings are supposed to be imported.

Participant Phone Number ▼

Handling of stereo recordings ☐ Mix stereo to mono

Several phone numbers in a column separated by _____
(max. 1 characters)

Source	Section No./Column	Track
File content	callernumber	left
File name	4	left

[New](#) [Edit](#) [Delete](#)

Fig. 36: Group field Participant Phone Number

Handling of stereo recordings

Activate the check box to convert a stereo recording into a mono recording.

☒ = Stereo recording becomes mono recording.

☐ = Stereo recording remains stereo recording.

NOTICE! ASC recommends using transcription for stereo calls.

Transcription for mono calls is possible but not advisable.

As all call participants are merged in one track in mono calls, the results would be associated with one participant. The audio analysis engine is not able to properly separate cross-talk occurring when participants speak at the same time; as a result, the quality of the transcription decreases.

Several phone numbers in a column separated by

When using CSV files, it is possible that several phone numbers appear in the same field in 1 column. These phone numbers have to be separated by delimiters so that they are recognized and read out as individual numbers. The first phone number is always read out and mapped as phone number.

Enter the delimiter here, if the CSV file contains several phone numbers in one column.

If the entry field remains empty, the information of a column is interpreted as one phone number.

NOTICE! Numbers and letters cannot be used as delimiters.

List

The list shows all rules of the import configuration which have been saved for the mapping of the participant phone number.

Source	Shows whether the information is read out from the file name or from the file content.
Section No./Column	Shows from which information section the information is read out. NOTICE! Column title depends on the import format.
Track	Shows which track the information has been mapped to.

If a recording is supposed to be imported for transcription purposes, you have to define at least one track as *left* when assigning the agent. The left track is saved as the *active participant* in the database. Transcription will only render results if one of the participants is active.

NOTICE! This information is only relevant if the import data exists in stereo format and is not converted into mono recordings upon its import.

Tab. 9: Mapping rules for participant phone numbers

New	The button opens a window in which you can create a new entry.
Edit	The button opens a window in which you can edit a selected entry.
Delete	The button deletes the selected entry from the list.

Tab. 10: Buttons



To display all settings of a rule, hover the mouse cursor over the respective line.

File name of the import file

The file names of associated files ([AVI](#) / [FLV](#) / [MP4](#) and [XML](#) file or [AVI](#) / [FLV](#) / [MP4](#) and [CSV](#) file) must be identical except for the file extension so that the additional data can be mapped correctly.

If no separate file with additional data is available, the additional data is extracted from the file name of the [AVI](#) or [MP4](#) file.

Example for a file name of an [AVI](#) file:

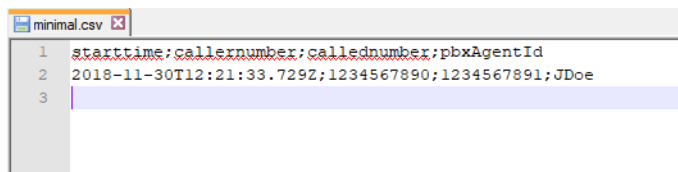
2019-11-06T10-44-46_JDoe_1234567890_1234567891.avi

<dateTtime><pbxAgentId><A-NUM><B-NUM>.avi

<dateTtime>	<pbxAgentId>	<A-NUM>	<B-NUM>
2019-11-06T10-44-46	JDoe	1234567890	1234567891

File content of CSV file

The following configuration has been described on basis of the following exemplary [CSV](#) file:



```

1 starttime;callernumber;callednumber;pbxAgentId
2 2018-11-30T12:21:33.729Z;1234567890;1234567891;JDoe
3

```

Fig. 37: Example of a CSV file

NOTICE! Adjust the configuration according to the customer's individual requirements.

7.2.1.3.4 Group field Additional Data

Here, you can define how additional data is supposed to be read out of the file name or the file content and mapped to the additional data types defined in the Additional Data module.

The list shows all rules of the import configuration which have been saved for the mapping of the additional data.

Additional Data		
Source	Section No./Column	Additional Data
File name	2	Department
File content	additionaldata/username	User name
New Edit Delete		

Fig. 38: Group field Additional Data (example for WAVE import formats)

<i>Source</i>	The column indicates whether the information is read out of the file name or out of the file content.
<i>Section No./XML Tag or Section No./Column</i>	Column indicates from which information section the information is read out. NOTICE! Column title depends on the import format.

Tab. 11: Group field Additional Data

<i>New</i>	The button opens a window in which you can create a new entry. See chapter "Edit source for additional data", p. 59 .
<i>Edit</i>	The button opens a window in which you can edit a selected entry. See chapter "Edit source for additional data", p. 59 .
<i>Delete</i>	The button deletes the selected entry from the list.

Tab. 12: Buttons

7.2.2 AVI / FLV / MP4 + XML

This import format allows you to import recordings which have been created by a third-party system. The audio and video data must be available in a container format. The additional data is either extracted from the file name or from the corresponding [XML](#) file.

The following formats are supported:

- [AVI](#)
- [FLV](#)
- [MP4](#)

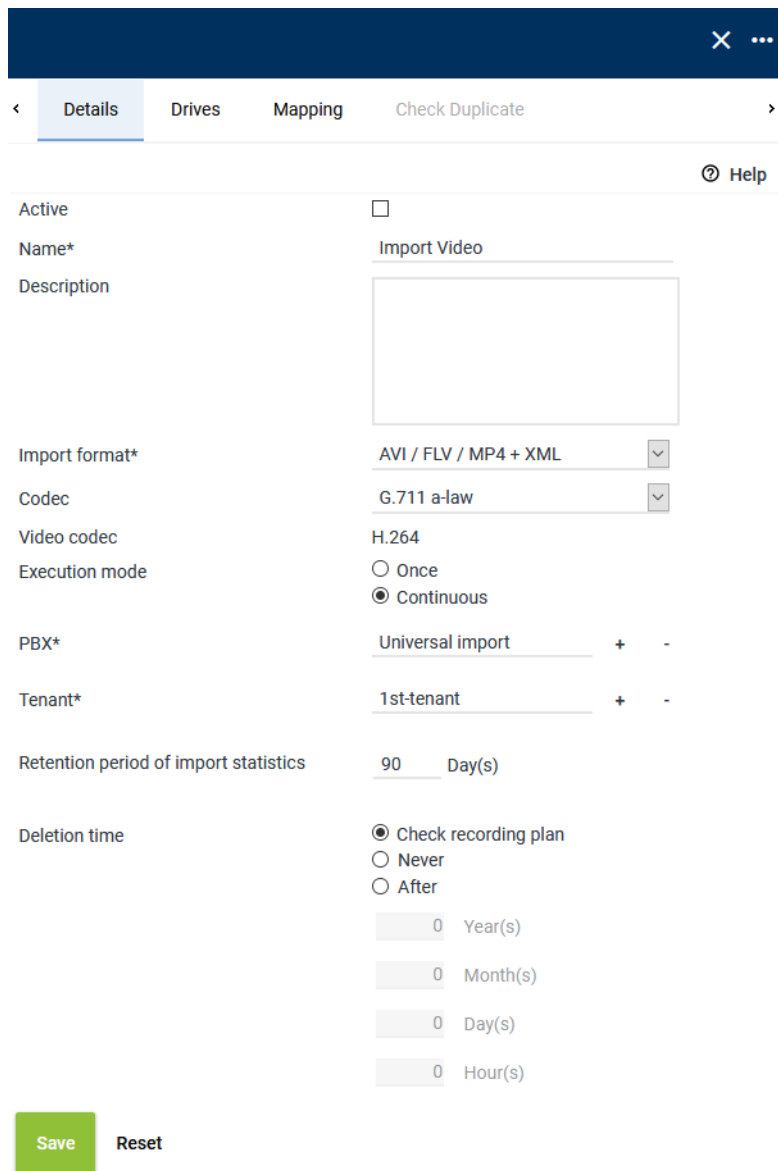
If the required additional data is contained in the file name, then no separate [XML](#) file is needed.

A corresponding [XML](#) file is required, if the data can only be extracted from the file content. The file names of associated files have to be identical except for the file extension so that the additional data can be mapped correctly.

7.2.2.1 Tab Details - AVI / FLV / MP4 + XML

1. Select the tab *Details* to configure the import job.

Configuration options depend on the selected import format.





The screenshot shows a configuration window titled 'Tab Details - AVI / FLV / MP4 + XML'. The window has a dark blue header with a close button (X) and a menu button (three dots). Below the header is a tab bar with four tabs: 'Details' (selected), 'Drives', 'Mapping', and 'Check Duplicate'. A 'Help' icon is located in the top right corner of the main content area.

The configuration options are as follows:

- Active:** ☐
- Name*:** Import Video
- Description:** (Empty text area)
- Import format*:** AVI / FLV / MP4 + XML (dropdown)
- Codec:** G.711 a-law (dropdown)
- Video codec:** H.264
- Execution mode:**
 - ☐ Once
 - ☒ Continuous
- PBX*:** Universal import + -
- Tenant*:** 1st-tenant + -
- Retention period of import statistics:** 90 Day(s)
- Deletion time:**
 - ☒ Check recording plan
 - ☐ Never
 - ☐ After
 - Year(s)
 - Month(s)
 - Day(s)
 - Hour(s)

At the bottom of the window are two buttons: 'Save' (green) and 'Reset' (grey).

Fig. 39: Tab Details (example)

<i>Active</i>	<p>Once the configuration is complete, you can activate the import job by activating the check box.</p> <p><input checked="" type="checkbox"/> = Job is active. <input type="checkbox"/> = Job is not active.</p> <p>As long as an import job is active, the recording system checks whether new files are available in the source directory. If new data is available, it is imported directly.</p>
<i>Name</i>	Enter a name for the import job.
<i>Description</i>	Here, you can enter a description for the import job.
<i>Import format</i>	<p>Select the import format from the drop-down list.</p> <ul style="list-style-type: none"> • AVI / FLV / MP4 + XML <p>For information about the formats see chapter "Supported import formats", p. 7.</p>
<i>Codec</i>	<p>Select the codec from the drop-down list in which the recordings are supposed to be saved.</p> <p>The following codecs are supported:</p> <ul style="list-style-type: none"> • G.711 A-law • G.711 μ-law • G.729a • Linear PCM 8 bit
<i>Execution mode</i>	<p>Select whether the import is supposed to be executed once or continuously.</p> <ul style="list-style-type: none"> • <i>Once</i> The import is started upon activating the import configuration. The source directory is checked for data only once. • <i>Continuous</i> The import is started permanently upon activating the import configuration and does not end before the import configuration is deactivated manually. The source directory is constantly checked for new data as long as the import configuration is active. <p>NOTICE! For some import formats only continuous execution is available. In this case, the present setting is automatic.</p>
<i>PBX</i>	<p>By clicking on the button , select for which PBX the data is supposed to be imported, see chapter "Assign PBX", p. 93.</p> <p>It is necessary to map the imported data to a PBX so that the extensions via which the imported conversations have been made can be mapped to a PBX, too, and that the system can check whether an extension or an external phone number is concerned. If an extension has been mapped to an agent, this allows a mapping to an agent.</p>
<i>Tenant</i>	<p>By clicking on the button , select which tenant the imported data is supposed to be mapped to, see chapter "Assign tenant", p. 94.</p> <p>NOTICE! In a 1-tenant system, the tenant is entered here automatically. The setting cannot be changed.</p>
<i>Retention period of import statistics</i>	Enter the retention period for the import statistics. With this information, you can generate a report about the imports of recordings. The entries apply from the time of the import.

<i>Deletion time</i>	<p>Select the conditions for deletion by activating the corresponding radio buttons.</p> <p>The following options are available:</p> <ul style="list-style-type: none"> • <i>Check recording plan</i> The imported data is deleted based on the configuration in the Recording Planner. • <i>Never</i> The imported data is never deleted. • <i>After</i> The imported data is deleted after the time configured here. Enter the corresponding time.
----------------------	---

7.2.2.2 Tab Drives

1. Select the tab *Drives* to configure the source.



A drive can be used in several job configurations as long as the drive is not used actively by a configuration.

If a drive is currently used actively by a job, no additional job which uses the same drive can be released or activated. This behavior includes all modules, i. e. regardless of the module that the configuration belongs to.

Settings depend on the selected import format.

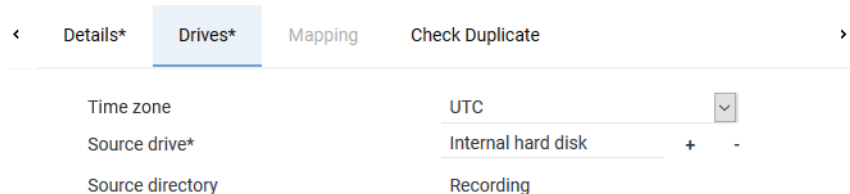


Fig. 40: Tab Drives - [WAVE](#) / [MP3](#) formats

<i>Time zone</i>	Select the time zone from the drop-down list that the time indicated in the data to be imported refers to.
<i>Source drive</i>	Select the drive from which the data is supposed to be imported, see chapter "Assign drive", p. 94 .
<i>Source directory</i>	Enter the directory from which the data is supposed to be imported.

7.2.2.3 Tab Mapping with XML file

1. Select the tab *Mapping*.

Here, you can configure rules according to which the additional data from the data sets to be imported are supposed to be mapped to the data structure in the *neo* recording system.

The following group fields are available to be configured:

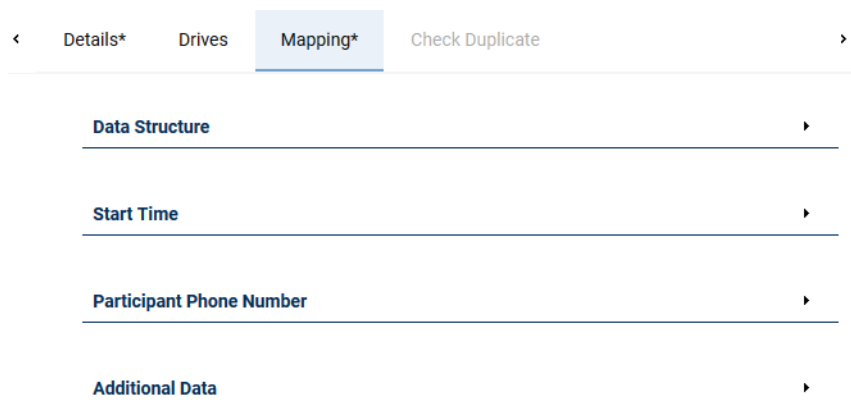


Fig. 41: Tab Mapping for [WAVE](#) / [MP3](#) import formats

The additional data can either be extracted from the file name of the [WAVE](#) or [MP3](#) file or from the file content of the delivered [CSV](#) or [XML](#) file.

The file names of associated files ([WAVE](#) / [MP3](#) and [XML](#) file or [WAVE](#) / [MP3](#) and [CSV](#) file) must be identical except for the file extension so that the additional data can be mapped correctly.

If no separate file with additional data is available, the additional data is extracted from the file name of the [WAVE](#) or [MP3](#) file.

7.2.2.3.1 Group field Data Structure

If the information from the file name is supposed to be used, enter the format of the file name.

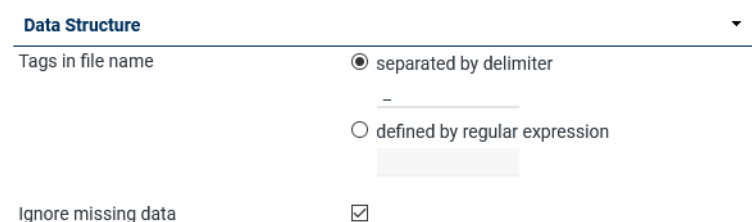


Fig. 42: Group field Data Structure

Sections in the file name

There are 2 possible data formats.

Select one of these options for separating content so that information is issued in a useful way.

☒ *separated by delimiters*

☐ *defined by regular expression*

1. The file name consists of information sections which are separated by a certain delimiter.
A new section always starts at the beginning of a file name and behind a delimiter. Every section ends in front of a delimiter and in front of the period preceding the file extension.

Example: The file name "MyRecordings_2013-10-01_0681-123456.wav" consists of 3 sections which are separated by understrikes.

	<p>In this case, select the option <i>separated by delimiter</i> and enter the delimiter in the entry field.</p> <p>NOTICE! Numbers and letters cannot be used as delimiters.</p> <p>2. The file name consists of information sections which are not separated by a certain delimiter.</p> <p>In this case, you have to define a regular expression which marks the sections as groups.</p> <p>In this case, select the option <i>defined by regular expression</i> and enter the regular expression in the entry field.</p>
<i>Ignore missing data</i>	<p><input checked="" type="checkbox"/> If this option has been activated, an empty data set is imported for the missing data.</p> <p><input type="checkbox"/> If this option has been deactivated, the import is canceled and an error message is issued in case no data set could be found.</p>

7.2.2.3.2 Group field Start Time

In this group field, you can define how the start time is supposed to be read out.

Exemplary configuration on basis of the file content of an [XML](#) file:

Start Time ▼

Source File content ▼

☒ Date and time in the same key

Key* conversation/starttime

Format* yyyy:MM:ddThh:mm:ss:zzzZ

☐ Date and time in separate keys

Key for date*

Format*

Key for time*

Format*

Fig. 43: Group field Start Time - File content of an XML file

1. Enter the following parameters from the exemplary [XML](#) file:

Source	From the drop-down list, select the entry <i>File content</i> so that the information is read out from the file.
Date and time in the same key	Select the option <i>Date and time in the same key</i> if they have been listed together in the CSV file.
Key	Enter the path where the information about the start time can be found, e. g. conversation/starttime.
Format	Enter the format of the date, e. g. yyyy-MM-ddthh:mm:ss:zzzt, see also chapter "Format definitions" , p. 95.

7.2.2.3.3 Group field Participant phone number Video + XML

In this group field, you can define how the phone numbers of the conversation participants or the PBX Agent IDs of the agents are supposed to be read out from the file name or the file content and how stereo recordings are supposed to be imported.

Example of an XML file

Participant Phone Number ▼

Handling of stereo recordings ☐ Mix stereo to mono

Several phone numbers in a column separated by _____
(max. 1 characters)

Source	Section No./XML Tag	Track
File content	Callernumber	left
File name	4	left

[New](#) [Edit](#) [Delete](#)

Fig. 44: Group field Participant Phone Number

<i>Handling stereo recordings</i>	<p>Activate the check box to convert a stereo recording into a mono recording.</p> <p><input checked="" type="checkbox"/> = Stereo recording is converted to mono recording</p> <p><input type="checkbox"/> = Stereo recording remains stereo recording</p> <p>NOTICE! ASC recommends using stereo calls for transcription. Transcription for mono calls is possible but not advisable. As all call participants are merged in one track in mono calls, the results would be associated with one participant. The audio analysis engine is not able to properly separate cross-talk occurring when participants speak at the same time; as a result, the quality of the transcription decreases.</p>
<i>Several phone numbers in a column separated by</i>	<p>When using CSV files, it is possible that one field in a column contains several phone numbers. These phone numbers must be separated by a delimiter so that they can be read out individually. The first phone number is the one that is read out and mapped as phone number.</p> <p>Enter the delimiter which is supposed to be used if a column in the CSV file contains several phone numbers.</p> <p>If the entry field remains empty, the information of a column is interpreted as one phone number.</p> <p>NOTICE! Digits and letters cannot be used as delimiters.</p>

List

The list shows all import configuration rules that have been saved to be able to map the participant phone numbers.

<i>Source</i>	Shows whether the information is read out from the file name or from the file content.
<i>Section No./XML Tag</i>	Shows from which information section the information is read out. NOTICE! The column title depends on the import format.
<i>Track</i>	Shows which track the information has been mapped to.

If a recording is supposed to be imported to be transcribed, you must define at least one track as *left* when assigning the agent. The left track indicates the *active participant* in the database. The result can only be displayed when one of the participants is active.

NOTICE! This information is only relevant when the import data is in stereo format and is not converted to mono recordings during the import.

Tab. 13: Mapping rules for participant phone numbers

New	The button opens a window in which you can create a new entry.
Edit	The button opens a window in which you can edit a selected entry.
Delete	The button deletes the selected entry from the list.

Tab. 14: Buttons



To display all settings of a rule, hover the mouse cursor across the respective line.

File name of the import file

The file names of associated files ([AVI](#) / [FLV](#) / [MP4](#) and [XML](#) file or [AVI](#) / [FLV](#) / [MP4](#) and [CSV](#) file) must be identical except for the file extension so that the additional data can be mapped correctly.

If no separate file with additional data is available, the additional data is extracted from the file name of the [AVI](#) or [MP4](#) file.

Example for a file name of an [AVI](#) file:

2019-11-06T10-44-46_JDoe_1234567890_1234567891.avi

<dateTtime><pbxAgentId><A-NUM><B-NUM>.avi

<dateTtime>	<pbxAgentId>	<A-NUM>	<B-NUM>
2019-11-06T10-44-46	JDoe	1234567890	1234567891

File content of XML file

The following configuration has been described on basis of the following exemplary [XML](#) file:

```
<?xml version="1.0" encoding="UTF-8" standalone="true"?>
- <conversation>
  <starttime>2018-11-30T12:21:33.729Z</starttime>
  <callerNumber>01234567890</callerNumber>
  <calledNumber>01234567891</calledNumber>
  <pbxAgentId>JDoe</pbxAgentId>
</conversation>
```

Fig. 45: Example of an XML file

NOTICE! Adjust the configuration according to the customer's individual requirements.

7.2.2.3.4 Group field Additional Data

Here, you can define how additional data is supposed to be read out of the file name or the file content and mapped to the additional data types defined in the Additional Data module.

The list shows all rules of the import configuration which have been saved for the mapping of the additional data.

Additional Data		
Source	Section No./Column	Additional Data
File name	2	Department
File content	additionaldata/username	User name
New Edit Delete		

Fig. 46: Group field Additional Data (example for WAVE import formats)

<i>Source</i>	The column indicates whether the information is read out of the file name or out of the file content.
<i>Section No./XML Tag or Section No./Column</i>	Column indicates from which information section the information is read out. NOTICE! Column title depends on the import format.

Tab. 15: Group field Additional Data

<i>New</i>	The button opens a window in which you can create a new entry. See chapter "Edit source for additional data", p. 59 .
<i>Edit</i>	The button opens a window in which you can edit a selected entry. See chapter "Edit source for additional data", p. 59 .
<i>Delete</i>	The button deletes the selected entry from the list.

Tab. 16: Buttons

Edit source for additional data

In the window *Source for Additional Data*, you can define how additional data are supposed to be read out of the file name or the file content.

- In the group field *Additional Data*, click on the button *New* or *Edit*.
⇒ The following window appears:

Source for Additional Data
✕

Source

File name
▼

Section no.*

2

Additional data*

Department
▼

OK
Cancel

Fig. 47: Edit source for additional data (example for WAVE import formats)

<i>Source</i>	<p>Select whether the additional data is supposed to be read out of the file name or the file content.</p> <p>Select the source from the drop-down list.</p>
<i>XML Tag</i> or <i>Column Name</i> or <i>Section No.</i>	<p>Enter at which location of the structure the additional data can be found.</p> <ul style="list-style-type: none"> For <i>Source</i> = <i>File name</i> regardless of the data format: Enter the number of the file name section which contains the information. You have to enter the delimiter which separates the sections in the file name in the group field Data Structure, see chapter "Group field Data Structure", p. 47. For <i>Source</i> = <i>File content</i> and <i>Import format</i> = <i>WAV + XML</i>: Enter the hierarchical order of the XML tags from the root element to the XML tag which contains the information. The XML tag sequence has to be entered without spaces and the individual XML tags separated by a slash (e. g. Recording/Content). If the relevant information is contained in an attribute, then the attribute name has to be entered in square brackets preceded by an @ sign (e. g. Recording/AdditionalData[@content]). For <i>Source</i> = <i>File content</i> and <i>Import format</i> = <i>WAV + CSV</i>: Enter the name of the column which contains the information. <p>NOTICE! The name of the entry field depends on the source and the import format.</p>
<i>Additional Data</i>	<p>Additional data type that the information is supposed to be mapped to. Select the additional data type from the drop-down list.</p> <p>For information about the configuration of the additional data types refer to the administration manual System Configuration <i>Additional Data module</i>.</p>

- Click on the button *OK* to apply the configuration and close the window.

7.3 Configure import job for SMS

This import format allows you to import SMS recordings which have been created by a third-party system.

7.3.1 SMS by means of CSV file

This import format allows you to import SMS recordings which have been created by a third-party system. The SMS files are based on the format of a [CSV](#) file and must have the file extension .CSV.

7.3.1.1 File content of CSV file

The following configuration has been described on basis of the following exemplary [CSV](#) file:

```
minimal_sms.csv
1 starttime;callernumber;callednumber;message
2 2018-11-30T12:21:33.729Z;1234567890;1234567891;Test message
3
```

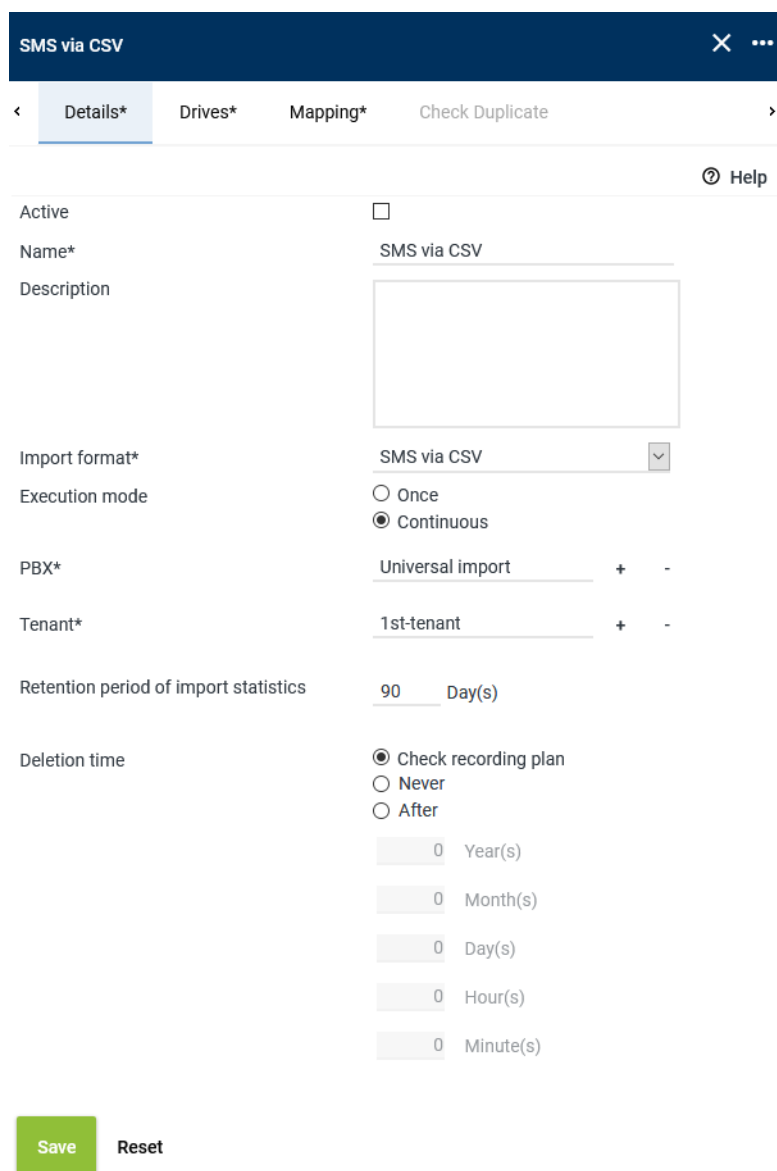
Fig. 48: Example of a CSV file for SMS import

NOTICE! Adjust the configuration according to the customer's individual requirements.

7.3.1.2 Tab Details - Import by means of CSV

1. Select the tab *Details* to configure the import job.

Configuration options depend on the selected import format.




The screenshot shows a configuration window titled "SMS via CSV" with a dark blue header and a close button. Below the header is a tab bar with four tabs: "Details*" (selected), "Drives*", "Mapping*", and "Check Duplicate". A "Help" icon is located on the right side of the configuration area. The configuration fields are as follows:

- Active:** A checkbox that is currently unchecked.
- Name*:** A text field containing "SMS via CSV".
- Description:** A large empty text area.
- Import format*:** A dropdown menu showing "SMS via CSV".
- Execution mode:** Two radio buttons: "Once" (unchecked) and "Continuous" (checked).
- PBX*:** A text field containing "Universal import" with "+" and "-" buttons on the right.
- Tenant*:** A text field containing "1st-tenant" with "+" and "-" buttons on the right.
- Retention period of import statistics:** A text field containing "90" followed by "Day(s)".
- Deletion time:** A group of radio buttons: "Check recording plan" (checked), "Never" (unchecked), and "After" (unchecked). Below these are five input fields for time units: "0 Year(s)", "0 Month(s)", "0 Day(s)", "0 Hour(s)", and "0 Minute(s)".

At the bottom left, there are two buttons: a green "Save" button and a grey "Reset" button.

Fig. 49: Tab Details (example)

<i>Active</i>	<p>By ticking the check box, you can activate the import job. The job starts as soon as the configuration is saved.</p> <p><input checked="" type="checkbox"/> = Job is active. <input type="checkbox"/> = Job is not active.</p> <p>As long as a continuous import job is active, the recording system checks whether new files are available in the source directory. If new data is available, it is imported directly.</p>
<i>Name</i>	Enter a name for the import job.
<i>Description</i>	Here, you can enter a description for the import job.
<i>Import format</i>	<p>Select the import format from the drop-down list.</p> <ul style="list-style-type: none"> • SMS by means of CSV <p>For information about the formats see chapter "Supported import formats", p. 7.</p>
<i>Execution mode</i>	<p>Select whether the import is supposed to be executed only once or continuously.</p> <ul style="list-style-type: none"> • <i>Once</i> The import is started immediately upon activating the import configuration. The source directory is checked for data only once. • <i>Continuous</i> Upon activating the import configuration, the import job is started permanently and does not end before it is deactivated manually. The source directory is constantly checked for new data as long as the import configuration is active. <p>NOTICE! Some import formats only allow one execution mode which cannot be changed.</p>
<i>PBX</i>	<p>By clicking on the button , select for which PBX the data is supposed to be imported, see chapter "Assign PBX", p. 93.</p> <p>It is necessary to map the imported data to a PBX so that the extensions via which the imported conversations have been made can be mapped to a PBX, too, and that the system can check whether an extension or an external phone number is concerned. If an extension has been mapped to an agent, this allows a mapping to an agent.</p>
<i>Tenant</i>	<p>Select which tenant the imported data is supposed to be mapped to, see chapter "Assign tenant", p. 94.</p> <p>NOTICE! In a 1-tenant system, the tenant is entered here automatically. The setting cannot be changed.</p>
<i>Retention period of import statistics</i>	Enter the retention period for the import statistics. With this information, you can generate a report about the imports of recordings. The entries apply from the time of the import.
<i>Deletion time</i>	<p>Select the conditions for deletion by activating the corresponding radio buttons.</p> <p>The following options are available:</p> <ul style="list-style-type: none"> • <i>Check recording plan</i> The imported data is deleted based on the configuration in the Recording Planner. • <i>Never</i> The imported data is never deleted.

- *After*

The imported data is deleted after the time configured here. Enter the corresponding time.

7.3.1.3

Tab Drives

1. Select the tab *Drives* to configure the source.



A drive can be used in several job configurations as long as the drive is not used actively by a configuration.

If a drive is currently used actively by a job, no additional job which uses the same drive can be released or activated. This behavior includes all modules, i. e. regardless of the module that the configuration belongs to.

Settings depend on the selected import format.

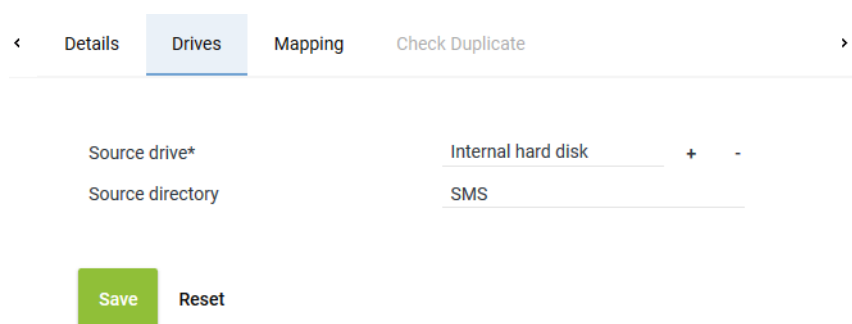


Fig. 50: Tab Drives - SMS formats

<i>Source drive</i>	Select the drive from which the data is supposed to be imported, see chapter "Assign drive", p. 94 .
<i>Source directory</i>	Enter the directory from which the data is supposed to be imported. Note that the SMS files in INI format with the file extension .SMS must have been saved in a separate directory.

7.3.1.4

Tab Mapping with CSV file

1. Select the tab *Mapping*.

Here, you can configure rules according to which the additional data from the data sets to be imported are supposed to be mapped to the data structure in the neo recording system.

For the import format SMS by means of CSV, you can configure the mapping of the additional data from the [CSV](#) file to the neo data structure.

<
Details
Drives
Mapping
Check Duplicate
>

Data Structure
▶

Text Message
▶

Start Time
▶

Participant Phone Number *
▶

Additional Data
▶

Fig. 51: Tab Mapping for SMS import format

The following configuration has been described on basis of the following exemplary [CSV](#) file:

```

minimal_sms.csv
1 starttime;callernumber;callednumber;message
2 2018-11-30T12:21:33.729Z;1234567890;1234567891;Test message
3

```

Fig. 52: Example of a CSV file for SMS import

NOTICE! Adjust the configuration according to the customer's individual requirements.

7.3.1.4.1 Group field Data Structure

In this group field, you can configure the parameters which are supposed to be used when the information is read out from the file name of a [CSV](#) file.

Data Structure
▼

Columns separated by*
(max. 1 characters)
;

Tags in file name
☒ separated by delimiter
☐ defined by regular expression

Ignore missing data
☒

Columns separated by (max. 1 character)	For the import format SMS by means of CSV, this information is a mandatory field even if no file is available. If the entry field remains empty, the all information is issued in the same section and cannot be used.
Sections in the file name	Select one of these options for separating content so that information is issued in a useful way. <input checked="" type="radio"/> <i>separated by delimiters</i> <input type="radio"/> <i>defined by regular expression</i>
Ignore missing data	<input checked="" type="checkbox"/> If this option has been activated, an empty data set is imported for the missing data. <input type="checkbox"/> If this option has been deactivated, the import is canceled and an error message is issued in case no data set could be found.

Mapping by means of the file content is configured in the following group fields.

7.3.1.4.2 Group field Text Message

In the parameter *Path to tag*, enter the section and the parameter from the [CSV](#) file containing the text message.

Text Message ▼

Path to tag*

7.3.1.4.3 Group field Start Time

In this group field, you can define how the start time is supposed to be read out.

Exemplary configuration on basis of the file content of a [CSV](#) file:

Start Time ▼

Source

☒ Date and time in the same column

Column*

Format*

☐ Date and time in separate columns

Column for date*

Format*

Column for time*

Format*

Fig. 53: Group field Start time - Import format SMS

1. Enter the following parameters from the exemplary [CSV](#) file:

<i>Source</i>	From the drop-down list, select the entry <i>File content</i> so that the information is read out from the file.
<i>Date and time in the same column</i>	Select the option <i>Date and time in the same column</i> if they have been listed together in the CSV file.
<i>Column</i>	Enter the number of the column which contains the information about the date and the start time.
<i>Format</i>	Enter the format of the date, e. g. <code>yyyy-MM-ddThh:mm:ss:zzzZ</code> , see also chapter "Format definitions", p. 95 .

7.3.1.4.4 Group field Participant Phone Number

In this group field, you can define how the phone numbers of the conversation participants are supposed to be read out from the file content of a [CSV](#) file.

Participant Phone Number *

Several phone numbers in a column separated by _____
(max. 1 characters)

Source	Section No./Key	Track
File content	callernumber	left
File name	3	left

[New](#) [Edit](#) [Delete](#)

Fig. 54: Group field Participant phone number

Several phone numbers in a column separated by

When using [SMS](#) files, it is possible that one parameter consists of several phone numbers. These phone numbers must be separated by a delimiter so that they can be read out individually. The first phone number is the one that is read out and mapped as phone number.

Enter the delimiter which is supposed to be used if a column in the SMS file contains several phone numbers.

If the entry field remains empty, the information is interpreted as one phone number.

NOTICE! Digits and letters cannot be used as delimiters.

List

The list shows all import configuration rules that have been saved to be able to map the participant phone numbers.

<i>Source</i>	Shows whether the information is read out from the file name or from the file content.
<i>Section No./Column</i>	Shows from which information section the information is read out. NOTICE! Column title depends on the import format.
<i>Track</i>	This information is not relevant for SMS recordings.

Tab. 17: Mapping rules for participant phone numbers

<i>New</i>	The button opens a window in which you can create a new entry.
<i>Edit</i>	The button opens a window in which you can edit a selected entry.
<i>Delete</i>	The button deletes the selected entry from the list.

Tab. 18: Buttons



To display all settings of a rule, hover the mouse cursor over the respective line.

Edit source for participant phone number

In the window *Source for Participant Phone Numbers*, you can define how phone numbers are supposed to be read out from the file content of a CSV file.

```
minimal_sms.csv
1 starttime;callernumber;callednumber;message
2 2018-11-30T12:21:33.729Z;1234567890;1234567891;Test message
3
```

Fig. 55: Example of a CSV file for SMS import

NOTICE! Adjust the configuration according to the customer's individual requirements.

Source for Participants' Phone Numbers
✕

Source (number)
File content v

Tag
callernumber

Track
left v

Participant

☒ Calling party
☐ Called party

OK
Cancel

Fig. 56: Source for participant phone number Edit file content of CSV

<i>Source</i>	Select the source of the information from the drop-down list, e. g. <i>File content</i> .
<i>Tag</i>	Enter the column headline for the parameter from which the information is supposed to be read out, e. g. <i>message</i> .
<i>Track</i>	This information is not relevant for SMS recordings.
<i>Participant</i>	Select whether the information is the phone number of the calling party or of the called party, e. g. <i>From</i> implies <i>Calling party</i> .

1. Click on the button **OK** so that the entries are displayed in the list in the detail view.
2. Repeat the steps until all additional data has been configured in the list.

7.3.1.4.5 Group field Additional Data

Here, you can define how additional data is supposed to be read out of the file name or the file content and mapped to the additional data types defined in the Additional Data module.

The list shows all rules of the import configuration which have been saved for the mapping of the additional data.

Additional Data v		
Source	Section No./Column	Additional Data
File content	Part-1/DepartmentKey	Department Key
New Edit Delete		

Fig. 57: Group field Additional Data (example)

<i>Source</i>	The column indicates whether the information is read out of the file name or out of the file content.
<i>Section No./Key</i>	Column indicates from which information section the information is read out. NOTICE! Column title depends on the import format.
<i>Additional Data</i>	Column indicates to which additional data type the information is mapped.

Tab. 19: Group field Additional Data

<i>New</i>	The button opens a window in which you can create a new entry. See chapter "Edit source for additional data", p. 68 .
<i>Edit</i>	The button opens a window in which you can edit a selected entry.

	See chapter "Edit source for additional data", p. 68.
<i>Delete</i>	The button deletes the selected entry from the list.

Tab. 20: Buttons

Edit source for additional data

In the window *Source for Additional Data*, you can define how additional data are supposed to be read out of the file content.

- In the group field *Additional Data*, click on the button *New* or *Edit*.
⇒ The following window appears:

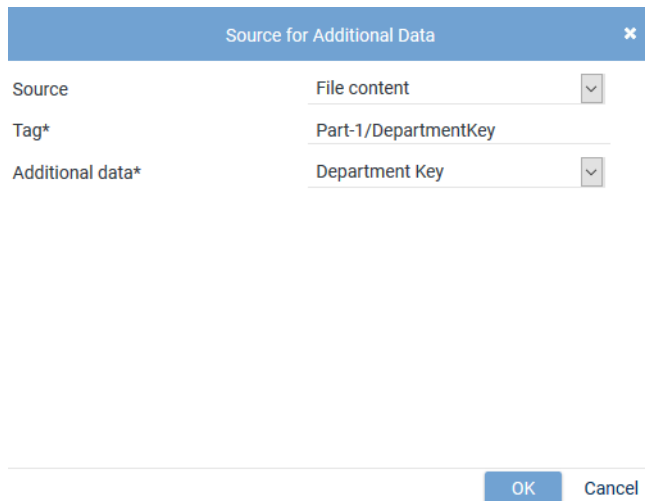


Fig. 58: Edit source for additional data (example)

<i>Source</i>	Select the source of the information from the drop-down list, e. g. <i>File content</i> .
<i>Tag</i>	Enter the name of the parameter from which the additional data type is supposed to be read out, e. g. <i>Part-1/DepartmentKey</i> .
<i>Additional Data</i>	From the drop-down list, select the additional data type that the information is supposed to be mapped to. For information about the configuration of the additional data types refer to the administration manual <i>System Configuration Additional Data module</i> .

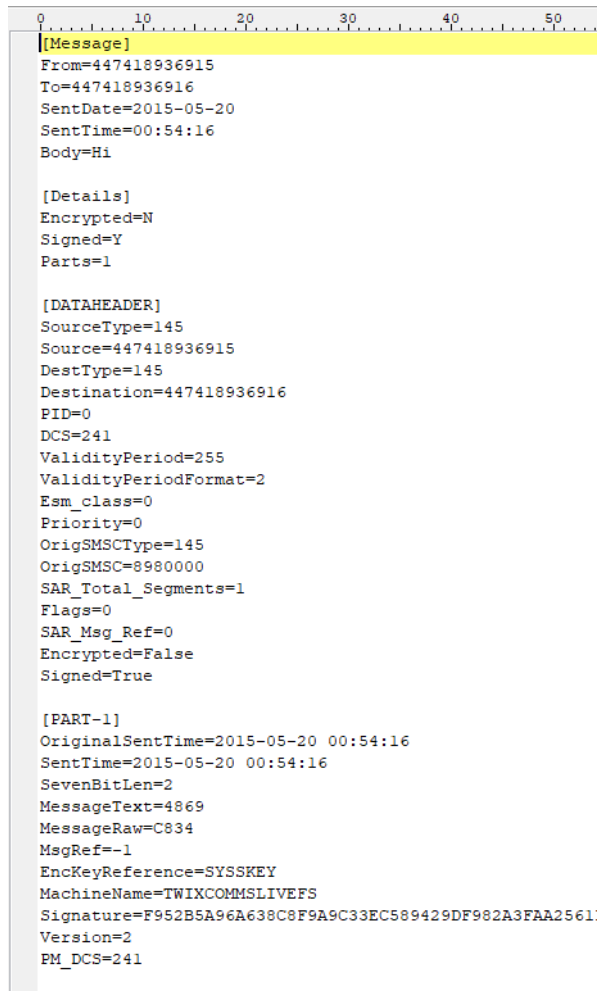
- Click on the button *OK* so that the entries are applied in the list in the detail view.
- Repeat the steps until all additional data has been configured in the list.

7.3.2 SMS by means of INI file

This import format allows you to import SMS recordings which have been created by a third-party system. The SMS files are based on the format of an INI file and must have the file extension .SMS.

7.3.2.1 File content of INI file

The following configuration has been described on basis of the following exemplary INI file:



```
[Message]
From=447418936915
To=447418936916
SentDate=2015-05-20
SentTime=00:54:16
Body=Hi

[Details]
Encrypted=N
Signed=Y
Parts=1

[DATAHEADER]
SourceType=145
Source=447418936915
DestType=145
Destination=447418936916
PID=0
DCS=241
ValidityPeriod=255
ValidityPeriodFormat=2
Esm_class=0
Priority=0
OrigSMSCType=145
OrigSMSC=8980000
SAR_Total_Segments=1
Flags=0
SAR_Msg_Ref=0
Encrypted=False
Signed=True

[PART-1]
OriginalSentTime=2015-05-20 00:54:16
SentTime=2015-05-20 00:54:16
SevenBitLen=2
MessageText=4869
MessageRaw=C834
MsgRef=-1
EncKeyReference=SYSSKEY
MachineName=TWIXCOMMSLIVEFS
Signature=F952B5A96A638C8F9A9C33EC589429DF982A3FAA2561
Version=2
PM_DCS=241
```

Fig. 59: Example of an INI file for SMS import

NOTICE! Adjust the configuration according to the customer's individual requirements.

7.3.2.2 Layout of an .ini file

Some special characters are considered delimiters and are omitted after an import. To ensure that the content of an .ini file is imported correctly, observe the following when using special characters:

\	A backslash is considered a delimiter und suppresses the next following character. An individual backslash in a text suppresses the next character and thus its functionality. If you would like to suppress the functionality of a semicolon (which omits all following characters), enter a backslash in front of it.
;	A semicolon is considered a delimited and suppresses all following characters. To ensure that the information after a semicolon is imported, enclose the text after a semicolon in quotation marks.

If you do not enter a backslash in front of the quotation marks, they will be omitted after an import.

Example:

Enter: ;"message body"

Result: ; message body

\ and " To suppress the functionality of delimiters and have them displayed as special characters, enter a backslash in front of them. This also applies for backslashes themselves. If you would like to have a backslash displayed, enter another backslash in front of it.

Example:

Enter: \\\"message body\"

Result: \"message body"

Further examples:

Enter:	Result:
Text	Text
test\\test	test\test
test;test	test
test\;test	testtest
test\<test	testtest
test \;test	test \

NOTICE! Only use files in [UTF](#) format (with [BOM](#)) for the import to ensure that the default special characters are implemented correctly.

7.3.2.3 Tab Details - Import by means of INI

1. Select the tab *Details* to configure the import job.

Configuration options depend on the selected import format.

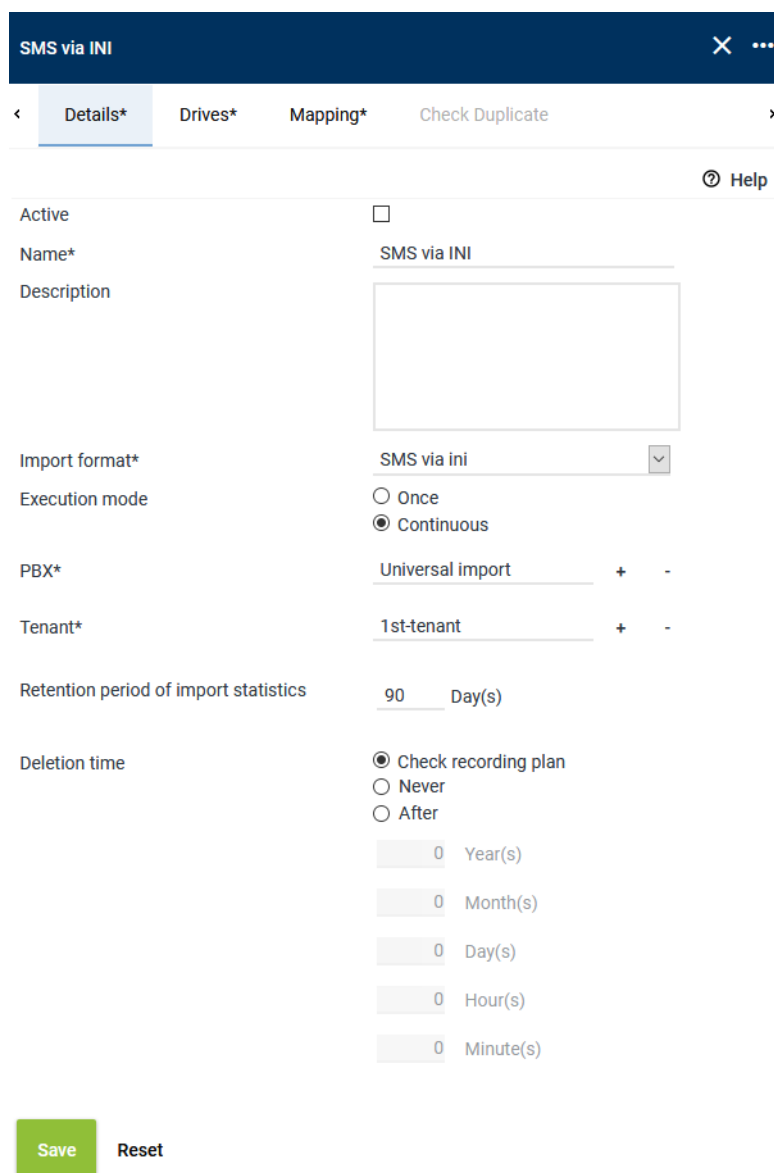



Fig. 60: Tab Details (example)

Active	<p>You can activate the import job by activating the check box. The job starts as soon as the configuration is saved.</p> <p><input checked="" type="checkbox"/> = Job is active.</p> <p><input type="checkbox"/> = Job is not active.</p> <p>As long as a continuous import job is active, the recording system checks whether new files are available in the source directory. If new data is available, it is imported directly.</p>
Name	Enter a name for the import job.
Description	Here, you can enter a description for the import job.
Import format	<p>Select the import format from the drop-down list.</p> <ul style="list-style-type: none"> • SMS via ini <p>For information about the formats see chapter "Supported import formats", p. 7.</p>

<i>Execution mode</i>	<p>Select whether the import is supposed to be executed only once or continuously.</p> <ul style="list-style-type: none"> • <i>Once</i> The import is started immediately upon activating the import configuration. The source directory is checked for data only once. • <i>Continuous</i> Upon activating the import configuration, the import job is started permanently and does not end before it is deactivated manually. The source directory is constantly checked for new data as long as the import configuration is active. <p>NOTICE! Some import formats allow only an execution mode which cannot be reconfigured.</p>
<i>PBX</i>	<p>By clicking on the button , select for which PBX the data is supposed to be imported, see chapter "Assign PBX", p. 93.</p> <p>It is necessary to map the imported data to a PBX so that the extensions via which the imported conversations have been made can be mapped to a PBX, too, and that the system can check whether an extension or an external phone number is concerned. If an extension has been mapped to an agent, this allows a mapping to an agent.</p>
<i>Tenant</i>	<p>Select which tenant the imported data is supposed to be mapped to, see chapter "Assign tenant", p. 94.</p> <p>NOTICE! In a 1-tenant system, the tenant is entered here automatically. The setting cannot be changed.</p>
<i>Retention period of import statistics</i>	<p>Enter the retention period for the import statistics. With this information, you can generate a report about the imports of recordings. The entries apply from the time of the import.</p>
<i>Deletion time</i>	<p>Select the conditions for deletion by activating the corresponding radio buttons.</p> <p>The following options are available:</p> <ul style="list-style-type: none"> • <i>Check recording plan</i> The imported data is deleted based on the configuration in the Recording Planner. • <i>Never</i> The imported data is never deleted. • <i>After</i> The imported data is deleted after the time configured here. Enter the corresponding time.

7.3.2.4 Tab Drives

1. Select the tab *Drives* to configure the source.



A drive can be used in several job configurations as long as the drive is not used actively by a configuration.

If a drive is currently used actively by a job, no additional job which uses the same drive can be released or activated. This behavior includes all modules, i. e. regardless of the module that the configuration belongs to.

Settings depend on the selected import format.

<
Details
Drives
Mapping
Check Duplicate
>

Source drive*
Internal hard disk
+
-

Source directory
SMS

Save
Reset

Fig. 61: Tab Drives - SMS formats

Source drive	Select the drive from which the data is supposed to be imported, see chapter "Assign drive", p. 94 .
Source directory	Enter the directory from which the data is supposed to be imported. Note that the SMS files in INI format with the file extension .SMS must have been saved in a separate directory.

7.3.2.5 Tab Mapping with INI file

1. Select the tab *Mapping*.

Here, you can configure the rules that have to be observed when mapping the additional data from the sets of data which are supposed to be imported to the data structure in the *neo* recording system.

For the import format SMS via ini you can configure the mapping of the additional data from the SMS file to the *neo* data structure.

<
Details
Drives
Mapping
Check Duplicate
>

Data Structure
▶

Text Message
▶

Start Time
▶

Participant Phone Number *
▶

Additional Data
▶

Fig. 62: Tab Mapping for SMS import format

For the following description of the configuration, an INI file has been used by way of example.

```

0      10      20      30      40      50
[Message]
From=447418936915
To=447418936916
SentDate=2015-05-20
SentTime=00:54:16
Body=Hi

[Details]
Encrypted=N
Signed=Y
Parts=1

[DATAHEADER]
SourceType=145
Source=447418936915
DestType=145
Destination=447418936916
PID=0
DCS=241
ValidityPeriod=255
ValidityPeriodFormat=2
Esm_class=0
Priority=0
OrigSMSCType=145
OrigSMSC=8980000
SAR_Total_Segments=1
Flags=0
SAR_Msg_Ref=0
Encrypted=False
Signed=True

[PART-1]
OriginalSentTime=2015-05-20 00:54:16
SentTime=2015-05-20 00:54:16
SevenBitLen=2
MessageText=4869
MessageRaw=C834
MsgRef=-1
EncKeyReference=SYSSKEY
MachineName=TWIXCOMMSLIVEFS
Signature=F952B5A96A638C8F9A9C33EC589429DF982A3FAA2561
Version=2
PM_DCS=241

```

Fig. 63: Example of an INI file for SMS import

NOTICE! Adjust the configuration according to the customer's individual requirements.

7.3.2.5.1 Group field Data Structure

In this group field, you can configure the parameters which are supposed to be used when the information is read out from the file name of a INI file.

Data Structure	
Tags in file name	<input checked="" type="radio"/> separated by delimiter <input type="radio"/> defined by regular expression
Ignore missing data	<input checked="" type="checkbox"/>
Sections in the file name	Select one of these options for separating content so that information is issued in a useful way. <input checked="" type="radio"/> separated by delimiters <input type="radio"/> defined by regular expression
Ignore missing data	<input checked="" type="checkbox"/> If this option has been activated, an empty data set is imported for the missing data.

☐ If this option has been deactivated, the import is canceled and an error message is issued in case no data set could be found.

Mapping by means of the content is configured in the next group fields.

7.3.2.5.2 Group field Text Message

In the parameter *Path to tag*, enter the section and the parameter from the SMS file which contains the text message.

Text Message ▼

Path to tag*

7.3.2.5.3 Group field Start Time

In this group field, you can define how the start time of the recording is supposed to be read out. Exemplary configuration on basis of the file content of an INI file:

Start Time ▼

Source

☐ Date and time in the same key

Key*

Format*

☒ Date and time in separate keys

Key for date*

Format*

Key for time*

Format*

Fig. 64: Group field Start Time - import format SMS

1. Enter the following parameters from the exemplary INI file:

Source	Select the entry <i>File content</i> from the drop-down list so that the information is read out from the file.
Date and time in separate keys	Select the option <i>Date and time in separate keys</i> if they have been listed separately in the INI file.
Key for date	Enter the section and the parameter where the information about the date can be found in the INI file, e. g. Message/SentDate.
Format	Enter the format of the date, e. g. yyyy-MM-dd, see also chapter "Format definitions", p. 95 .
Key for time	Enter the section and the parameter where the information about the time can be found in the INI file, e. g. Message/SentTime.
Format	Enter the format of the time, e. g. hh:mm:ss:zzzZ, see also chapter "Format definitions", p. 95 .

7.3.2.5.4 Group field Participant Phone Number

Here, you can define how the phone numbers of the conversation participants are supposed to be read out from the file content of an INI file.

▼ Participant Phone Number

Handling of stereo recordings ☐ Mix stereo to mono

Several phone numbers in a column separated by _____
(max. 1 character)

Source	Section No./Column	Track
File content	Message/From	left

New Edit Delete

Fig. 65: Group field Participant Phone Number

Several phone numbers in a column separated by When using [SMS](#) files, it is possible that several phone numbers appear in one parameter. These phone numbers have to be separated by delimiters so that they are recognized and read out as individual numbers. The first phone number is always read out and mapped as phone number.

Enter the delimiter here, if the SMS file contains several phone numbers.

If the entry field remains empty, the information is interpreted as one phone number.

NOTICE! Numbers and letters cannot be used as delimiters.

List

The list shows all rules of the import configuration which have been saved for the mapping of the participant phone number.

Source	Shows whether the information is read out from the file name or from the file content.
Section No./Key	Shows from which information section the information is read out. NOTICE! Column title depends on the import format.
Track	This information is not relevant for SMS recordings.

Tab. 21: Mapping rules for participant phone numbers

New	The button opens a window in which you can create a new entry.
Edit	The button opens a window in which you can edit a selected entry.
Delete	The button deletes the selected entry from the list.

Tab. 22: Buttons



To display all settings of a rule, hover the mouse cursor over the respective line.

Edit source for participant phone number

In the window *Source for Participant Phone Numbers*, you can define how phone numbers are supposed to be read out from the file content of an INI file.

The following configuration has been described on basis of the following exemplary INI file:

```

0      10      20      30      40      50
[Message]
From=447418936915
To=447418936916
SentDate=2015-05-20
SentTime=00:54:16
Body=Hi

[Details]
Encrypted=N
Signed=Y
Parts=1

[DATAHEADER]
SourceType=145
Source=447418936915
DestType=145
Destination=447418936916
PID=0
DCS=241
ValidityPeriod=255
ValidityPeriodFormat=2
Esm_class=0
Priority=0
OrigSMSCType=145
OrigSMSC=8980000
SAR_Total_Segments=1
Flags=0
SAR_Msg_Ref=0
Encrypted=False
Signed=True

[PART-1]
OriginalSentTime=2015-05-20 00:54:16
SentTime=2015-05-20 00:54:16
SevenBitLen=2
MessageText=4869
MessageRaw=C834
MsgRef=-1
EncKeyReference=SYSSKEY
MachineName=TWIXCOMMSLIVEFS
Signature=F952B5A96A638C8F9A9C33EC589429DF982A3FAA2561
Version=2
PM_DCS=241

```

Fig. 66: Example of an INI file for SMS import

NOTICE! Adjust the configuration according to the customer's individual requirements.

Source for Participants' Phone Numbers
✕

Source

File content

▼

Tag*

Message/From

Track

left

▼

Participant

☒ Calling party
☐ Called party

OK

Cancel

Fig. 67: Edit source for participant phone number of an XML file

Source	Select the source of the information from the drop-down list, e. g. <i>File content</i> .
Tag	Enter the path to the parameter from which the phone number is supposed to read out, e. g. <i>Message/From</i> .
Track	This information is not relevant for SMS recordings.

<i>Participants</i>	Select whether the information contains the phone number of the calling or of the called party, e. g. <i>From</i> equals <i>Calling party</i> .
---------------------	---

1. Click on the button *OK* so that the entries are applied in the list in the detail view.
2. Repeat the steps until all additional data has been configured in the list.

7.3.2.5.5 Group field Additional Data

Here, you can define how additional data is supposed to be read out of the file name or the file content and mapped to the additional data types defined in the Additional Data module.

The list shows all rules of the import configuration which have been saved for the mapping of the additional data.

Additional Data		
Source	Section No./Column	Additional Data
File content	Part-1/DepartmentKey	Department Key
New Edit Delete		

Fig. 68: Group field Additional Data (example)

<i>Source</i>	The column indicates whether the information is read out of the file name or out of the file content.
<i>Section No./Key</i>	Column indicates from which information section the information is read out. NOTICE! Column title depends on the import format.
<i>Additional Data</i>	Column indicates to which additional data type the information is mapped.

Tab. 23: Group field Additional Data

<i>New</i>	The button opens a window in which you can create a new entry. See chapter "Edit source for additional data", p. 78 .
<i>Edit</i>	The button opens a window in which you can edit a selected entry. See chapter "Edit source for additional data", p. 78 .
<i>Delete</i>	The button deletes the selected entry from the list.

Tab. 24: Buttons

Edit source for additional data

In the window *Source for Additional Data*, you can define how additional data are supposed to be read out of the file content.

1. In the group field *Additional Data*, click on the button *New* or *Edit*.
⇒ The following window appears:

Source for Additional Data
✕

Source	File content ▼
Tag*	Part-1/DepartmentKey
Additional data*	Department Key ▼

OK
Cancel

Fig. 69: Edit source for additional data (example)

Source	Select the source of the information from the drop-down list, e. g. <i>File content</i> .
Tag	Enter the name of the parameter from which the additional data type is supposed to be read out, e. g. <i>Part-1/DepartmentKey</i> .
Additional Data	<p>From the drop-down list, select the additional data type that the information is supposed to be mapped to.</p> <p>For information about the configuration of the additional data types refer to the administration manual System Configuration <i>Additional Data module</i>.</p>

2. Click on the button *OK* so that the entries are applied in the list in the detail view.
3. Repeat the steps until all additional data has been configured in the list.

7.3.3 SMS by means of XML file

This import format allows you to import SMS recordings which have been created by a third-party system. The SMS files are based on the format of an [XML](#) file and must have the file extension .XML.

7.3.3.1 File content of XML file

The following configuration has been described on basis of the following exemplary [XML](#) file:

```

<?xml version="1.0" encoding="UTF-8" standalone="true"?>
- <conversation>
  <starttime>2018-11-30T12:21:33.729Z</starttime>
  <callerNumber>01234567890</callerNumber>
  <calledNumber>01234567891</calledNumber>
  <message>Test message</message>
</conversation>
```

Fig. 70: Example of an XML file for SMS import

NOTICE! Adjust the configuration according to the customer's individual requirements.

7.3.3.2 Tab Details - Import by means of XML

1. Select the tab *Details* to configure the import job.
- The configuration options depend on the selected import format.

SMS via XML
✕ ...

< Details* Drives* Mapping* Check Duplicate >

[? Help](#)

Active

Name*

Description

Import format*

Execution mode

PBX*

Tenant*

Retention period of import statistics

Deletion time

☐

☐ Once
☒ Continuous

+ -

+ -

Day(s)

☒ Check recording plan
☐ Never
☐ After

Year(s)
 Month(s)
 Day(s)
 Hour(s)
 Minute(s)

Save


Reset

Fig. 71: Tab Details (example)

Active	<p>By means of the check box you can activate the import job. The job starts as soon as the configuration is saved.</p> <p><input checked="" type="checkbox"/> = Job is active.</p> <p><input type="checkbox"/> = Job is not active.</p> <p>As long as a continuous import job is active, the recording system checks whether new files are available in the source directory. If new data is available, it is imported directly.</p>
Name	Enter the name for the import job.
Description	Here, you can enter a description of the import job.
Import Format	<p>Select the import format from the drop-down list.</p> <ul style="list-style-type: none"> SMS by means of XML <p>For information about the formats see chapter "Supported import formats", p. 7.</p>
Execution mode	<p>Select whether the import is supposed to be executed once or continuously.</p> <ul style="list-style-type: none"> Once

Import of recordings - neo 6.x Rev. 20

80 / 105

	<p>The import is started upon activating the import configuration. The source directory is checked for data only once.</p> <ul style="list-style-type: none"> • <i>Continuous</i> <p>The import is started permanently upon activating the import configuration and does not end before the import configuration is deactivated manually. The source directory is constantly checked for new data as long as the import configuration is active.</p> <p>NOTICE! Some import formats only allow one execution mode which cannot be changed.</p>
<i>PBX</i>	<p>By clicking on the button , select for which PBX the data is supposed to be imported, see chapter "Assign PBX", p. 93.</p> <p>It is necessary to map the imported data to a PBX so that the extensions via which the imported conversations have been made can be mapped to a PBX, too, and that the system can check whether an extension or an external phone number is concerned. If an extension has been mapped to an agent, this allows a mapping to an agent.</p>
<i>Tenant</i>	<p>Select which tenant the imported data is supposed to be mapped to, see chapter "Assign tenant", p. 94.</p> <p>NOTICE! In a 1-tenant system, the tenant is entered here automatically. The setting cannot be changed.</p>
<i>Retention period of import statistics</i>	<p>Enter the retention period for the import statistics. With this information, you can generate a report about the imports of recordings. The entries apply from the time of the import.</p>
<i>Deletion time</i>	<p>Select the conditions for deletion by activating the corresponding radio buttons.</p> <p>The following options are available:</p> <ul style="list-style-type: none"> • <i>Check recording plan</i> <p>The imported data is deleted based on the configuration in the Recording Planner.</p> • <i>Never</i> <p>The imported data is never deleted.</p> • <i>After</i> <p>The imported data is deleted after the time configured here. Enter the corresponding time.</p>

7.3.3.3 Tab Drives

1. Select the tab *Drives* to configure the source.



A drive can be used in several job configurations as long as the drive is not used actively by a configuration.

If a drive is currently used actively by a job, no additional job which uses the same drive can be released or activated. This behavior includes all modules, i. e. regardless of the module that the configuration belongs to.

Settings depend on the selected import format.

<
Details
Drives
Mapping
Check Duplicate
>

Source drive*
Internal hard disk
+
-

Source directory
SMS

Save
Reset

Fig. 72: Tab Drives - SMS formats

Source drive	Select the drive from which the data is supposed to be imported, see chapter "Assign drive", p. 94 .
Source directory	Enter the directory from which the data is supposed to be imported. Note that the SMS files in INI format with the file extension .SMS must have been saved in a separate directory.

7.3.3.4 Tab Mapping with XML file

1. Select the tab *Mapping*.

Here, you can configure rules according to which the additional data from the data sets to be imported are supposed to be mapped to the data structure in the *neo* recording system.

For the import format SMS by means of XML, you can configure the mapping of the additional data from the [XML](#) file to the *neo* data structure.

<
Details
Drives
Mapping
Check Duplicate
>

Data Structure
▶

Text Message
▶

Start Time
▶

Participant Phone Number *
▶

Additional Data
▶

Fig. 73: Tab Mapping for SMS import format

7.3.3.4.1 Group field Data Structure

In this group field, you can configure the parameters which are supposed to be used when the information is read out from the file name of an [XML](#) file.

Data Structure	
Tags in file name	<input checked="" type="radio"/> separated by delimiter <input type="radio"/> defined by regular expression
Ignore missing data	<input checked="" type="checkbox"/>
Sections in the file name	Select one of these options for separating content so that information is issued in a useful way. <input checked="" type="radio"/> separated by delimiters <input type="radio"/> defined by regular expression
Ignore missing data	<input checked="" type="checkbox"/> If this option has been activated, an empty data set is imported for the missing data. <input type="checkbox"/> If this option has been deactivated, the import is canceled and an error message is issued in case no data set could be found.

Mapping by means of the file content is configured in the following group fields.

7.3.3.4.2 Group field Text Message

In the parameter *Path to tag*, enter the section and the parameter from the [XML](#) file containing the text message.

Text Message	
Path to tag*	conversation/message

7.3.3.4.3 Group field Start Time

In this group field, you can define how the start time is supposed to be read out.

Exemplary configuration on basis of the file content of an [XML](#) file:

Start Time	
Source	File content
<input checked="" type="radio"/> Date and time in the same key Key* conversation/starttime Format* yyyy:MM:ddThh:mm:ss:zzzZ	
<input type="radio"/> Date and time in separate keys Key for date* Format* Key for time* Format*	

Fig. 74: Group field Start time - Import format SMS

1. Enter the following parameters from the exemplary [XML](#) file:

Source	From the drop-down list, select the entry <i>File content</i> so that the information is read out from the file.
--------	--

<i>Date and time in the same key</i>	Select the option <i>Date and time in the same key</i> if they have been listed together in the CSV file.
<i>Key</i>	<p>Enter the path where the information about the start time can be found, e. g. conversation/starttime.</p> <p>Enter the hierarchical order of the XML tags from the root element to the XML tag which contains the information. The XML tag sequence must be entered without spaces and the individual XML tags must be separated by a slash. If the relevant information is contained in an attribute, the attribute name must be entered preceded by an @ sign in square brackets, e. g.: conversation/starttime[@date].</p>
<i>Format</i>	Enter the format of the date, e. g. yyyy-MM-ddThh:mm:ss:zzzZ, see also chapter "Format definitions" , p. 95.

7.3.3.4.4 Group field Participant Phone Number

Here, you can define how the phone numbers of the conversation participants are supposed to be read out from the file content of an [XML](#) file.

Participant Phone Number *

Several phone numbers in a column separated by
(max. 1 characters)

Source	Section No./Key	Track
File name	4	left
File content	conversation/callernumber	left

[New](#)
[Edit](#)
[Delete](#)

Fig. 75: Group field Participant phone number

<i>Several phone numbers in a column separated by</i>	<p>When using SMS files, it is possible that one parameter consists of several phone numbers. These phone numbers must be separated by a delimiter so that they can be read out individually. The first phone number is the one that is read out and mapped as phone number.</p> <p>Enter the delimiter which is supposed to be used if a column in the SMS file contains several phone numbers.</p> <p>If the entry field remains empty, the information is interpreted as one phone number.</p> <p>NOTICE! Digits and letters cannot be used as delimiters.</p>
---	--

List

The list shows all import configuration rules that have been saved to be able to map the participant phone numbers.

<i>Source</i>	Shows whether the information is read out from the file name or from the file content.
<i>Section No./Key</i>	Shows from which information section the information is read out. NOTICE! Column title depends on the import format.

<i>Track</i>	This information is not relevant for SMS recordings.
--------------	--

Tab. 25: Mapping rules for participant phone numbers

<i>New</i>	The button opens a window in which you can create a new entry.
<i>Edit</i>	The button opens a window in which you can edit a selected entry.
<i>Delete</i>	The button deletes the selected entry from the list.

Tab. 26: Buttons



To display all settings of a rule, hover the mouse cursor over the respective line.

Edit source for participant phone number

In the window *Source for Participant Phone Numbers*, you can define how phone numbers are supposed to be read out from the file content of an [XML](#) file.

```
<?xml version="1.0" encoding="UTF-8" standalone="true"?>
- <conversation>
  <starttime>2018-11-30T12:21:33.729Z</starttime>
  <callerNumber>01234567890</callerNumber>
  <calledNumber>01234567891</calledNumber>
  <message>Test message</message>
</conversation>
```

Fig. 76: Example of an XML file for SMS import

NOTICE! Adjust the configuration according to the customer's individual requirements.

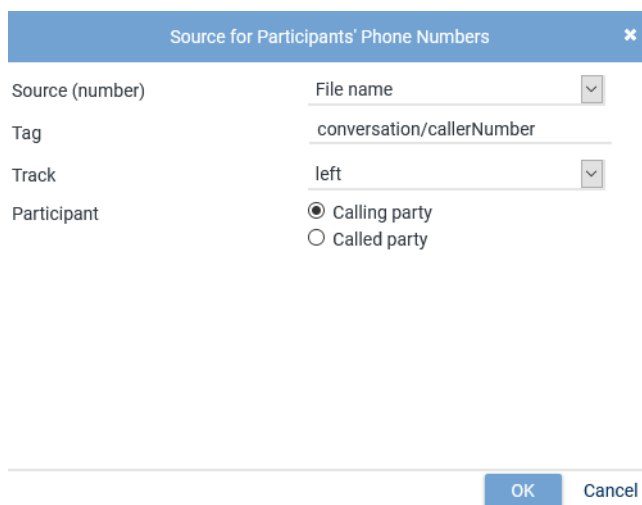


Fig. 77: Edit source for participant phone number

<i>Source</i>	Select the source of the information from the drop-down list, e. g. <i>File content</i> .
<i>Tag</i>	Enter the path to the parameter from which the information is supposed to be read out, e. g. <i>conversation/callernumber</i> .
<i>Track</i>	This information is not relevant for SMS recordings.
<i>Participant</i>	Select whether the information is the phone number of the calling party or of the called party, e. g. <i>From</i> implies <i>Calling party</i> .

1. Click on the button *OK* so that the entries are applied in the list in the detail view.
2. Repeat the steps until all additional data has been configured in the list.

7.3.3.4.5 Group field Additional Data

Here, you can define how additional data is supposed to be read out of the file name or the file content and mapped to the additional data types defined in the Additional Data module.

The list shows all rules of the import configuration which have been saved for the mapping of the additional data.

Additional Data		
Source	Section No./Column	Additional Data
File content	Part-1/DepartmentKey	Department Key
New Edit Delete		

Fig. 78: Group field Additional Data (example)

Source	The column indicates whether the information is read out of the file name or out of the file content.
Section No./Key	Column indicates from which information section the information is read out. NOTICE! Column title depends on the import format.
Additional Data	Column indicates to which additional data type the information is mapped.

Tab. 27: Group field Additional Data

New	The button opens a window in which you can create a new entry. See chapter "Edit source for additional data", p. 86 .
Edit	The button opens a window in which you can edit a selected entry. See chapter "Edit source for additional data", p. 86 .
Delete	The button deletes the selected entry from the list.

Tab. 28: Buttons

Edit source for additional data

In the window *Source for Additional Data*, you can define how additional data are supposed to be read out of the file content.

- In the group field *Additional Data*, click on the button *New* or *Edit*.
⇒ The following window appears:

Source for Additional Data

Source

File content

Tag*

Part-1/DepartmentKey

Additional data*

Department Key

OK

Cancel

Fig. 79: Edit source for additional data (example)

<i>Source</i>	Select the source of the information from the drop-down list, e. g. <i>File content</i> .
<i>Tag</i>	Enter the name of the parameter from which the additional data type is supposed to be read out, e. g. <i>Part-1/DepartmentKey</i> .
<i>Additional Data</i>	<p>From the drop-down list, select the additional data type that the information is supposed to be mapped to.</p> <p>For information about the configuration of the additional data types refer to the administration manual System Configuration <i>Additional Data module</i>.</p>

2. Click on the button *OK* so that the entries are applied in the list in the detail view.
3. Repeat the steps until all additional data has been configured in the list.

7.4

Configure import job for Recording Insights

- Configuration in the Azure Cloud environment of the customer

Recording Insights requires an Azure Blob storage and a Key Vault in the customer *Tenant*. In the Key Vault, a Secret with the name *EncryptionKey* and the value as Base64 string must be created. Currently, the name of the Secret cannot be selected arbitrarily as it has been predefined in *neo*. For Recording Insights, the customer must assign the access rights "Get, Set und List" for the app "ASC Recording Insights Live" in the access policies of the Key Vault.

For *neo*, the customer must create a new app registration (e. g. *neoTransferApp*) with corresponding Secret in its Azure tenant. Then the access rights "Get und List" must be assigned for in the access policies of the Key Vault for the previously created app. Assigning a role in the customer Tenant is neither required for the app "ASC Recording Insights Live" nor for the registration of the app.

A virtual container in the Azure Cloud is required for the transfer of the data.

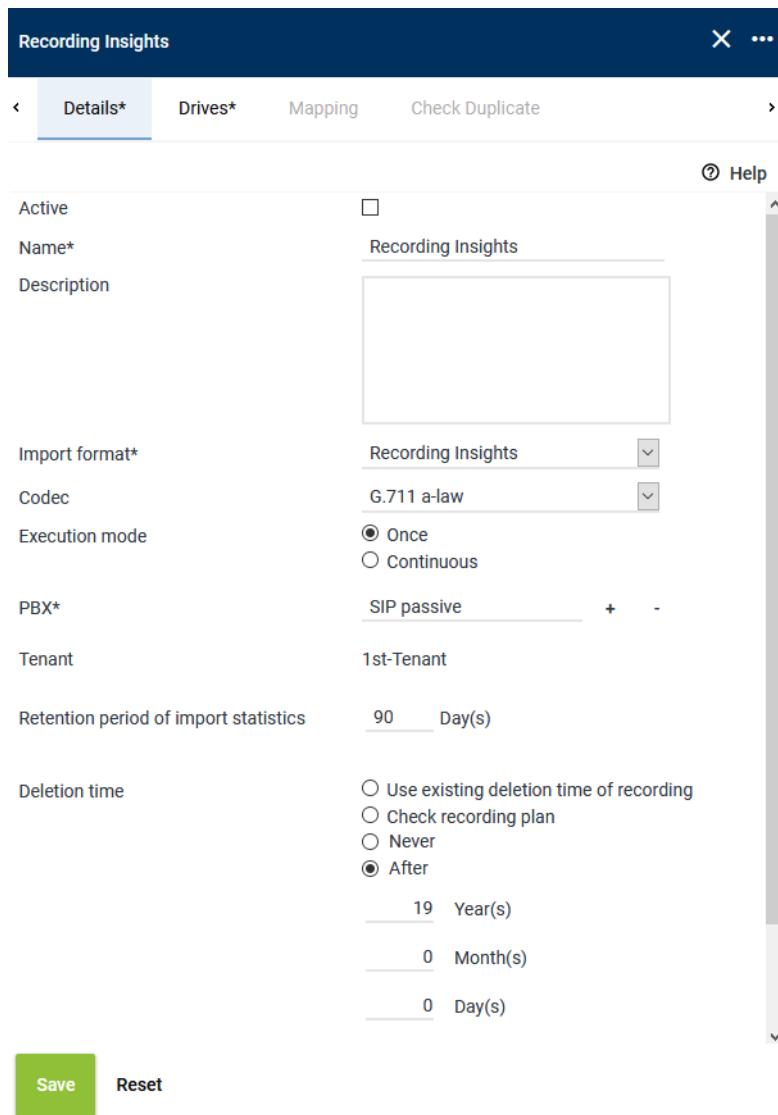
The transferred data is encrypted and saved.

- Configuration in Recording Insights:
In the administration area of the respective customer/Tenant, only Key Vault URL, Key Vault Secret Name for the encryption key and the information about the encryption algorithm for the Encryption Key Value is required. In addition, Key Rotation can be configured.
- Configuration in *neo*:
In *neo*, a drive with the new drive type must be configured for the transfer. In addition to the Blob storage data, the Key Vault Name, the app or the Client ID and Secret of the app previously created in the customer Tenant (e. g. *neoTransferApp*) must be configured.

7.4.1 Tab Details - Recording Insights

1. Select the tab *Details* to configure the import job.

Configuration options depend on the selected import format.



Recording Insights [X] [More]

< **Details*** Drives* Mapping Check Duplicate >

Active ☐

Name* Recording Insights

Description

Import format* Recording Insights

Codec G.711 a-law

Execution mode ☒ Once ☐ Continuous

PBX* SIP passive + -

Tenant 1st-Tenant

Retention period of import statistics 90 Day(s)

Deletion time ☐ Use existing deletion time of recording ☐ Check recording plan ☐ Never ☒ After

19 Year(s)



0 Month(s)

0 Day(s)

Save Reset

Fig. 80: Tab Details - Import Recording Insights

Active	<p>Once the configuration is complete, you can activate the import job by activating the check box.</p> <p><input checked="" type="checkbox"/> = Job is active.</p> <p><input type="checkbox"/> = Job is not active.</p> <p>As long as an import job is active, the recording system checks whether new files are available in the source directory. If new data is available, it is imported directly.</p>
Name	Enter a name for the import job.
Description	Here, you can enter a description for the import job.
Import format	<p>Select the import format from the drop-down list.</p> <ul style="list-style-type: none"> Recording Insights <p>For information about the formats see chapter "Supported import formats", p. 7.</p>

<i>Codec</i>	<p>Select the codec from the drop-down list in which the recordings are supposed to be saved.</p> <p>The following codecs are supported:</p> <ul style="list-style-type: none"> • G.711 A-law • G.711 μ-law • G.729a • Linear PCM 8 bit
<i>Execution mode</i>	<p>Select whether the import is supposed to be executed only once or continuously.</p> <ul style="list-style-type: none"> • <i>Once</i> The import is started immediately upon activating the import configuration. The source directory is checked for data only once. • <i>Continuous</i> Upon activating the import configuration, the import job is started permanently and does not end before it is deactivated manually. The source directory is constantly checked for new data as long as the import configuration is active. <p>NOTICE! For some import formats, only an unambiguous execution mode is available. In this case, this setting appears as default here.</p>
<i>PBX</i>	<p>By clicking on the button , select for which PBX the data is supposed to be imported, see chapter "Assign PBX", p. 93.</p> <p>It is necessary to map the imported data to a PBX so that the extensions via which the imported conversations have been made can be mapped to a PBX, too, and that the system can check whether an extension or an external phone number is concerned. If an extension has been mapped to an agent, this allows a mapping to an agent.</p>
<i>Tenant</i>	<p>By clicking on the button , select which tenant the imported data is supposed to be mapped to, see chapter "Assign tenant", p. 94.</p> <p>NOTICE! In a 1-tenant system, the tenant is entered here automatically. The setting cannot be changed.</p>
<i>Retention period of import statistics</i>	<p>Enter the retention period for the import statistics. With this information, you can generate a report about the imports of recordings. The entries apply from the time of the import.</p>
<i>Deletion time</i>	<p>Select the conditions for deletion by activating the corresponding radio buttons.</p> <p>The following options are available:</p> <ul style="list-style-type: none"> • <i>Check recording plan</i> The imported data is deleted based on the configuration in the Recording Planner. • <i>Never</i> The imported data is never deleted. • <i>After</i> The imported data is deleted after the time configured here. Enter the corresponding time.

7.4.2 Tab Drives - Recording Insights

1. Select the tab *Drives* to configure the source.



A drive can be used in several job configurations as long as the drive is not used actively by a configuration.

If a drive is currently used actively by a job, no additional job which uses the same drive can be released or activated. This behavior includes all modules, i. e. regardless of the module that the configuration belongs to.

Settings depend on the selected import format.

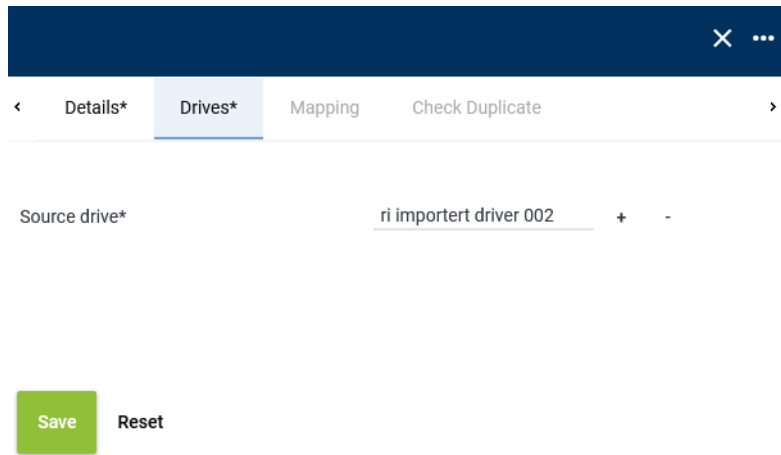


Fig. 81: Tab Drives for Recording Insights

Source drive Select the drive from which the data is supposed to be imported. The Recording Insights recordings must be imported from an Azure blob storage.

7.4.2.1 Assign drive - Azure blob storage

1. Click on the button **+** next to the entry field.
2. Select a drive from the list.



Fig. 82: Add drive

- To apply the selection, click on the button *Add*.
To discard the selection and close the window, click on the button *Cancel*.

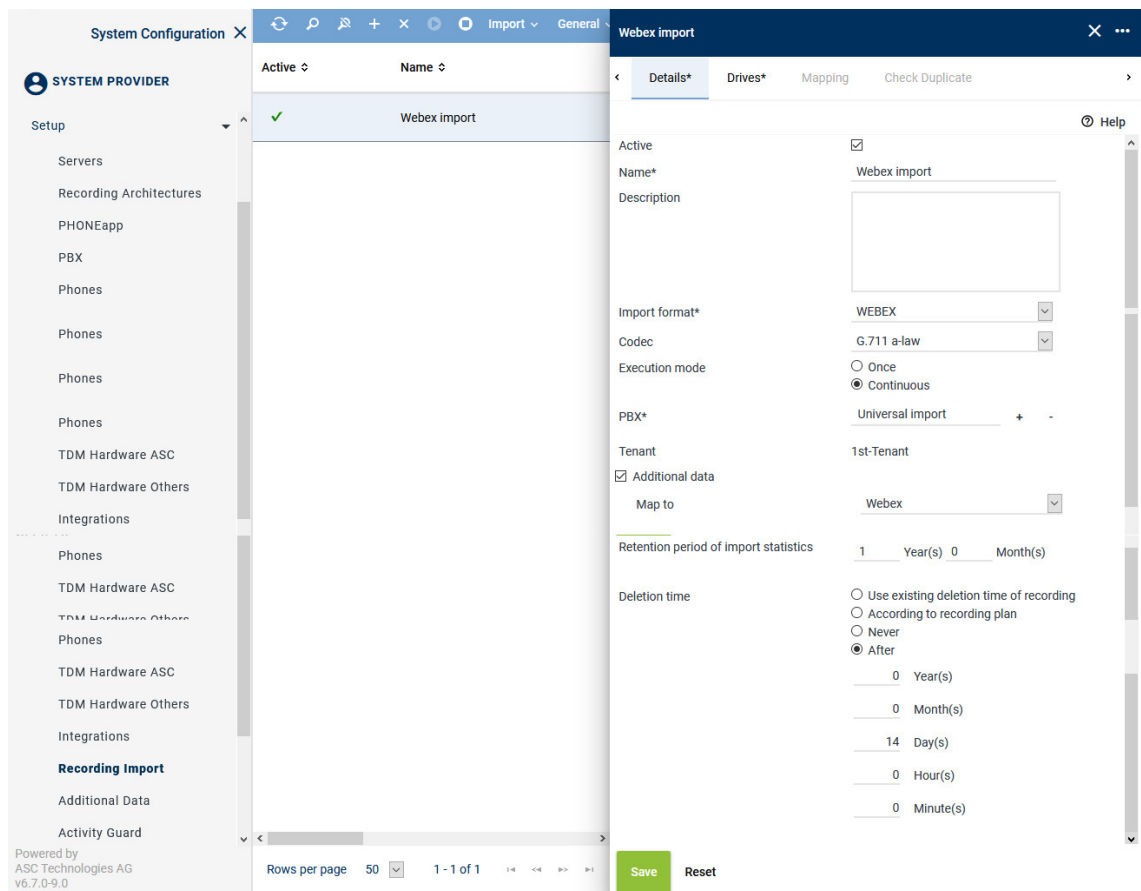
7.5 Import job for Cisco Webex

By means of this import job, you can import recordings which have been created in a Cisco Webex application to a *neo* system.

Recordings and their additional data can be transferred to the *neo* system in regular intervals which can be configured accordingly, where they can then be searched for, replayed, analyzed, and evaluated.

7.5.1 Tab Details

- Select the tab *Details* to configure the import job.



The screenshot shows the 'Webex import' configuration window. On the left is a sidebar with a tree view under 'SYSTEM PROVIDER' containing categories like Setup, Servers, Recording Architectures, PHONEapp, PBX, Phones, and Integrations. The 'Recording Import' section is highlighted. The main window has tabs for 'Details*', 'Drives*', 'Mapping', and 'Check Duplicate'. The 'Details' tab is active, showing fields for 'Active' (checked), 'Name*' (Webex import), 'Description', 'Import format*' (WEBEX), 'Codec' (G.711 a-law), 'Execution mode' (Continuous), 'PBX*' (Universal import), 'Tenant' (1st-Tenant), 'Additional data' (checked), 'Map to' (Webex), 'Retention period of import statistics' (1 Year(s), 0 Month(s)), and 'Deletion time' (After, 0 Year(s), 0 Month(s), 14 Day(s), 0 Hour(s), 0 Minute(s)). At the bottom are 'Save' and 'Reset' buttons.

Fig. 83: Recording Import module - tab Details

Active	<p>Once the configuration is complete, you can activate the import job by activating the check box.</p> <p><input checked="" type="checkbox"/> = Job is active. <input type="checkbox"/> = Job is not active.</p> <p>As long as an import job is active, the recording system checks whether new files are available in the source directory. If new data is available, it is imported directly.</p>
Name	Enter a name for the import job.
Description	Here, you can enter a description for the import job.
Import format	<p>Select the import format from the drop-down list.</p> <ul style="list-style-type: none"> Cisco Webex

<i>Codec</i>	<p>Select the codec from the drop-down list in which the recordings are supposed to be saved.</p> <p>The following codecs are supported:</p> <ul style="list-style-type: none"> • G.711 A-law • G.711 μ-law • G.729a • Linear PCM 8 bit
<i>Execution mode</i>	<p>Select whether the import is supposed to be executed only once or continuously.</p> <ul style="list-style-type: none"> • <i>Once</i> The import is started immediately upon activating the import configuration. The source directory is checked for data only once. • <i>Continuous</i> Upon activating the import configuration, the import job is started permanently and does not end before it is deactivated manually. The source directory is constantly checked for new data as long as the import configuration is active.
<i>PBX</i>	<p>By clicking on the button +, select the PBX that the imported data is supposed to be mapped to.</p> <p>To import recordings from Cisco Webex, you can use the PBX type <i>Universal Import</i> that you have created previously.</p>
<i>Tenant</i>	<p>Click on the button + to select the tenant that the imported data is supposed to be mapped to.</p> <p>NOTICE! In a 1-tenant system, the tenant is entered here automatically. The setting cannot be changed.</p>
<i>Additional Data</i>	<p>Activate the check box to issue the imported additional data in the configured field in the replay applications.</p> <p>From the drop-down list, select the additional data field <i>Webex</i> that you have configured previously in the Additional Data module.</p>
<i>Retention period of import statistics</i>	<p>Enter the retention period for the import statistics. With this information, you can generate a report about the imports of recordings. The entries apply from the time of the import.</p>
<i>Deletion time</i>	<p>Select the conditions for deletion by activating the corresponding radio buttons.</p> <p>The following options are available:</p> <ul style="list-style-type: none"> • <i>Use existing deletion time of recording</i> The imported data is deleted based on the deletion time set before the import. • <i>According to recording plan</i> The imported data is deleted based on the configuration in the Recording Planner. • <i>Never</i> The imported data is never deleted. • <i>After</i> The imported data is deleted after the time configured here. Enter the corresponding time.

7.5.2 Tab Drives

1. Select the tab *Drives* to configure the virtual drive for Cisco Webex.

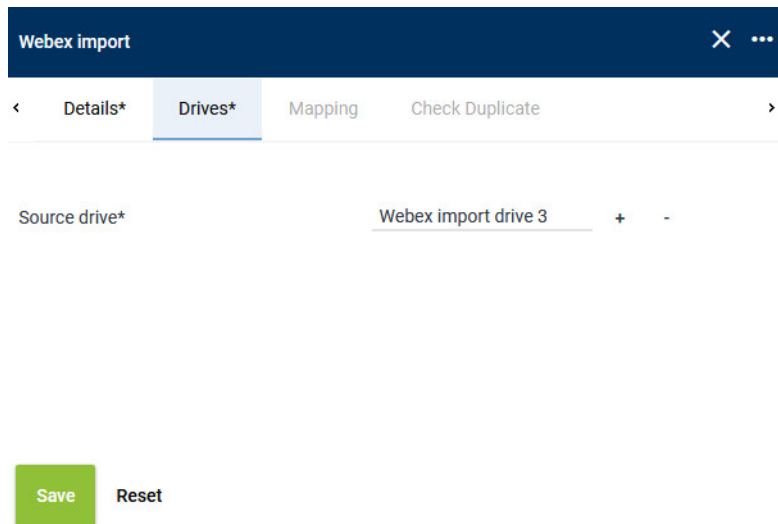


Fig. 84: Recording Import module - tab Drives

Source drive Click on the button **+** to select the Cisco Webex drive.

Drives				
Device Type	Name	Path	Free Disk Space	Server
Collaboration	Webex import drive 3	asc-technologies	<div></div>	Audio-Analysis

Rows per page 20 1 - 1 of 1

Add **Cancel**

Fig. 85: Selecting available drives

2. From the list of available drives, select the drive where the recordings from Cisco Webex have been saved.
3. Click on the button *Add*.
⇒ The drive is displayed in the detail view.
4. Change to the tab *Details* and activate the import job.

Active Activate the check box *Active*.
☒ = Job is active.

5. Click on the button *Save* to save the entries.
⇒ The import job is executed based on the selected conditions.



For more information about the import of recordings with Cisco Webex refer to the administration manual for system providers *Cisco Webex integration*.

7.6 Assign PBX

1. Click on the button **+** on the right of the entry field.

2. Select a **PBX** from the list.

PBX	
Name	Type
SIP	Universal VoIP
Cisco ...	Cisco UCM
Avaya_1	Avaya CM
Cisco Jabber	Cisco Jabber
Universal import	Universal import
Universal analog CM	Universal analog CM
OpenScape Xpert	OpenScape Xpert

Rows per page 20 1 - 20 of 21

Add Cancel

Fig. 86: Add PBX

3. To apply the selection, click on the button *Add*.
To discard the selection and close the window, click on the button *Cancel*.

7.7

Assign tenant

1. Click on the button **+** on the right of the entry field.
2. Select a tenant from the list.

Tenant	
Tenant	Type
▼ System	System provider
1st-Tenant	Tenant
3rd-Tenant	Tenant
2nd-Tenant	Tenant

Add Cancel

Fig. 87: Add tenant

3. To apply the selection, click on the button *Add*.
To discard the selection and close the window, click on the button *Cancel*.

7.8

Assign drive

1. Click on the button **+** on the right of the entry field.

2. Select a drive from the list.

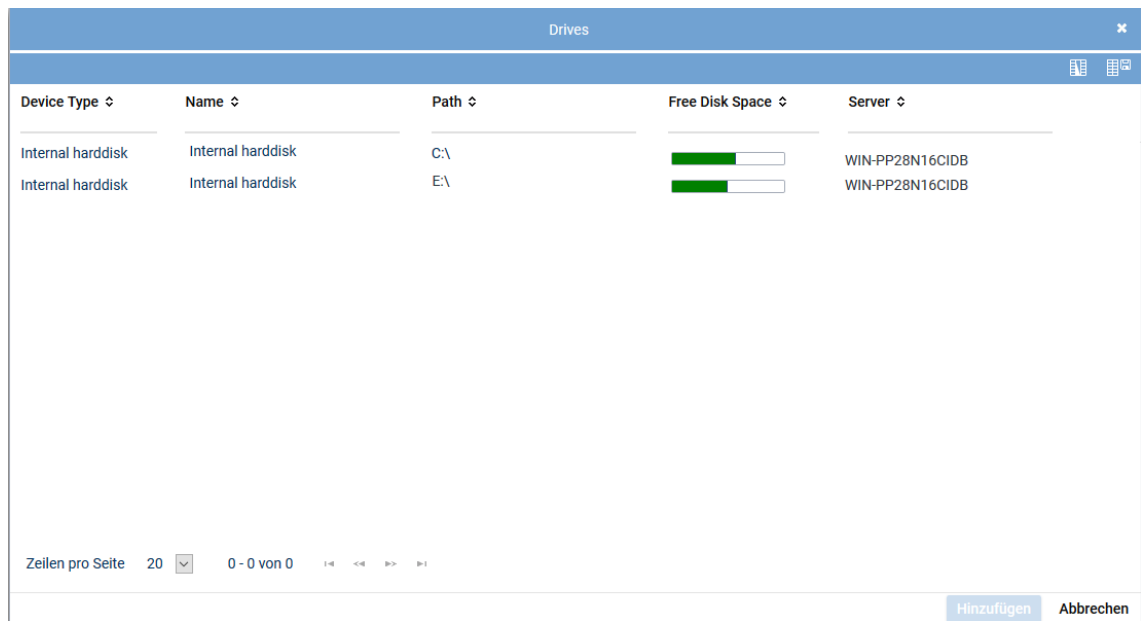


Fig. 88: Add drive

3. To apply the selection, click on the button *Add*.
To discard the selection and close the window, click on the button *Cancel*.

7.9

Format definitions

The following letter sequences have to be used for defining a format:

yyyy	Year as 4-digit sequence, e. g. 2016
yy	Year as 2-digit sequence, e. g. 00-99
M	Month as number without the preceding 0 in 1-digit months, e. g. 1-12
MM	Month as 2-digit sequence with the preceding 0 in 1-digit months, e. g. 01-12
MMM	Abbreviated name of the month, e. g. Jan - Dec
MMMM	Complete name of the month, e. g. January - February
d	Day as number without the preceding 0 in 1-digit days, e. g. 1-31
dd	Day as 2-digit sequence with the preceding 0 in 1-digit days, e. g. 01-31
ddd	Abbreviated name of the day, e. g. Mon - Sun
dddd	Complete name of the day, e. g. Montag to Sunday
h	Hours without the preceding 0 in 1-digit hours, e. g. 0-23 or 1-12 if AM/PM is displayed
hh	Hours as 2-digit sequence with the preceding 0 in 1-digit hours, e. g. 00-23 or 01-12 if AM/PM is displayed
H	Hours without the preceding 0 in 1-digit hours, e. g. 0-23, i. e. 24-hour clock even if AM/PM is displayed
HH	Hours as 2-digit sequence with the preceding 0 in 1-digit hours, e. g. 00-23, i. e. 24-hour clock even if AM/PM is displayed
m	Minutes without the preceding 0 in 1-digit minutes, e. g. 0-59
mm	Minutes as 2-digit sequence with the preceding 0 in 1-digit minutes, e. g. 00-59
s	Seconds without the preceding 0 in 1-digit seconds, e. g. 0-59

ss	Seconds as 2-digit sequence with the preceding 0 in 1-digit seconds, e. g. 00-59
z	Milliseconds without the preceding 0 in 1- or 2-digit milliseconds, e. g. 0-999
zzz	Milliseconds as 3-digit sequence with the preceding 0 in 1- or 2-digit milliseconds, e. g. 000-999
AP or A	12-hour clock dividing the day into two periods differentiated by using AM or PM
ap or a	12-hour clock dividing the day into two periods differentiated by using am or pm
t	Time zone, e. g. CEST



Make sure to differentiate the different format elements by using upper and lower case letters!

Example:

Define the format for the start time as *yyyy-MM-dd-hh-mm-ss*. That way, the sequence 2013-10-08-14-32-54 is recognized as the date 10/08/2013 and as the time 14:32:54.

All characters except letters are interpreted as delimiters. This allows interpreting formats correctly which contain 1-digit components.

Example:

According to the above-mentioned definition *yyyy-MM-dd-hh-mm-ss*, the sequence 2013-10-08-14-32-54 can be recognized correctly as the date 10/08/2013 and as the time 14:32:54.

8

Start and stop import

1. To start the import job, change to the tab *Details*.

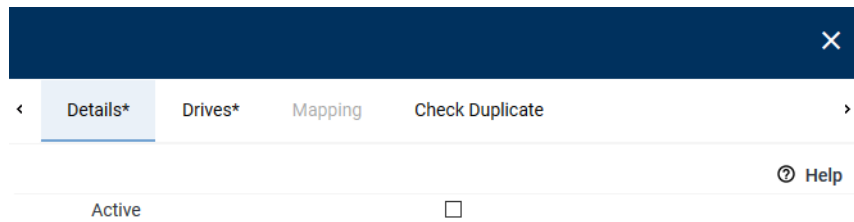



Fig. 89: Activate import job

Active	<p>Tick the check box to activate the import job.</p> <p><input checked="" type="checkbox"/> = Job is active. <input type="checkbox"/> = Job is not active.</p> <p>As long as an import job is active, the recording system checks whether new files are available in the source directory. If new data is available, it is imported directly.</p>
---------------	---

2. Click on the button *Save*. This automatically starts the import.
3. To cancel the import job, you have to deactivate the option and save the settings again.

You can check the result of an import job in the application *System Monitoring* in the Jobs module.

1. Log in to the application *System Monitoring* as system administrator.
2. Select the menu item *Jobs* in the navigation bar.
3. In the list of messages, search for the entry of the respective import.
4. Information about the configured job appears in the tab *Details*.
5. The tab *Executions* displays the entries of the latest executions.
6. Click on the icon  (*History*) in the headline.
⇒ A window opens displaying the information whether the execution was successful.



For information about the Jobs module refer to the user manual for administrators *Usage System Monitoring*.

List of figures

Fig. 1	Parameters for the retention time.....	9
Fig. 2	Recording Planner - Compliance - New profile	10
Fig. 3	Create action node - Record and delete	11
Fig. 4	Main view	16
Fig. 5	Toolbar Import of recordings module	17
Fig. 6	Detail view	18
Fig. 7	Example of a CSV file	19
Fig. 8	Tab Details (example)	20
Fig. 9	Tab Drives - WAVE / MP3 formats.....	22
Fig. 10	Tab Mapping for WAVE / MP3 import formats	22
Fig. 11	Group field Data Structure	23
Fig. 12	Group field Start Time - File content of an CSV file	24
Fig. 13	Group field Participant Phone Number	25
Fig. 14	Edit source for participant phone number (example)	26
Fig. 15	Example of a CSV file	27
Fig. 16	Edit source for participant phone number (example)	28
Fig. 17	Group field Additional Data (example for WAVE import formats)	29
Fig. 18	Edit source for additional data (example for WAVE import formats).....	30
Fig. 19	Example of an XML file	31
Fig. 20	Tab Details (example)	32
Fig. 21	Tab Drives - WAVE / MP3 formats.....	34
Fig. 22	Tab Mapping for WAVE / MP3 import formats	34
Fig. 23	Group field Data Structure	35
Fig. 24	Group field Start Time - File content of an XML file	36
Fig. 25	Group field Participant phone number	36
Fig. 26	Edit source for participant phone number (example)	38
Fig. 27	Example of an XML file	39
Fig. 28	Edit source for participant phone number (example)	39
Fig. 29	Group field Additional Data (example for WAVE import formats)	41
Fig. 30	Edit source for additional data (example for WAVE import formats).....	42
Fig. 31	Tab Details (example)	44
Fig. 32	Tab Drives - WAVE / MP3 formats.....	46
Fig. 33	Tab Mapping for WAVE / MP3 import formats	46
Fig. 34	Group field Data Structure	47
Fig. 35	Group field Start Time - File content of an CSV file	48
Fig. 36	Group field Participant Phone Number	49
Fig. 37	Example of a CSV file	50
Fig. 38	Group field Additional Data (example for WAVE import formats)	51
Fig. 39	Tab Details (example)	52
Fig. 40	Tab Drives - WAVE / MP3 formats.....	54
Fig. 41	Tab Mapping for WAVE / MP3 import formats	55

Fig. 42	Group field Data Structure	55
Fig. 43	Group field Start Time - File content of an XML file	56
Fig. 44	Group field Participant Phone Number	57
Fig. 45	Example of an XML file	58
Fig. 46	Group field Additional Data (example for WAVE import formats)	59
Fig. 47	Edit source for additional data (example for WAVE import formats).....	60
Fig. 48	Example of a CSV file for SMS import	61
Fig. 49	Tab Details (example).....	61
Fig. 50	Tab Drives - SMS formats.....	63
Fig. 51	Tab Mapping for SMS import format.....	64
Fig. 52	Example of a CSV file for SMS import	64
Fig. 53	Group field Start time - Import format SMS.....	65
Fig. 54	Group field Participant phone number	66
Fig. 55	Example of a CSV file for SMS import	66
Fig. 56	Source for participant phone number Edit file content of CSV	67
Fig. 57	Group field Additional Data (example)	67
Fig. 58	Edit source for additional data (example).....	68
Fig. 59	Example of an INI file for SMS import	69
Fig. 60	Tab Details (example).....	71
Fig. 61	Tab Drives - SMS formats.....	73
Fig. 62	Tab Mapping for SMS import format.....	73
Fig. 63	Example of an INI file for SMS import	74
Fig. 64	Group field Start Time - import format SMS.....	75
Fig. 65	Group field Participant Phone Number	76
Fig. 66	Example of an INI file for SMS import	77
Fig. 67	Edit source for participant phone number of an XML file	77
Fig. 68	Group field Additional Data (example)	78
Fig. 69	Edit source for additional data (example).....	79
Fig. 70	Example of an XML file for SMS import	79
Fig. 71	Tab Details (example).....	80
Fig. 72	Tab Drives - SMS formats.....	82
Fig. 73	Tab Mapping for SMS import format.....	82
Fig. 74	Group field Start time - Import format SMS.....	83
Fig. 75	Group field Participant phone number	84
Fig. 76	Example of an XML file for SMS import	85
Fig. 77	Edit source for participant phone number	85
Fig. 78	Group field Additional Data (example)	86
Fig. 79	Edit source for additional data (example).....	86
Fig. 80	Tab Details - Import Recording Insights.....	88
Fig. 81	Tab Drives for Recording Insights.....	90
Fig. 82	Add drive	90
Fig. 83	Recording Import module - tab Details.....	91

Fig. 84	Recording Import module - tab Drives	93
Fig. 85	Selecting available drives.....	93
Fig. 86	Add PBX	94
Fig. 87	Add tenant.....	94
Fig. 88	Add drive	95
Fig. 89	Activate import job.....	97

List of tables

Tab. 1	Mapping rules for participant phone numbers	25
Tab. 2	Buttons	26
Tab. 3	Group field Additional Data	29
Tab. 4	Buttons	29
Tab. 5	Mapping rules for participant phone numbers	37
Tab. 6	Buttons	37
Tab. 7	Group field Additional Data	41
Tab. 8	Buttons	41
Tab. 9	Mapping rules for participant phone numbers	49
Tab. 10	Buttons	50
Tab. 11	Group field Additional Data	51
Tab. 12	Buttons	51
Tab. 13	Mapping rules for participant phone numbers	57
Tab. 14	Buttons	58
Tab. 15	Group field Additional Data	59
Tab. 16	Buttons	59
Tab. 17	Mapping rules for participant phone numbers	66
Tab. 18	Buttons	66
Tab. 19	Group field Additional Data	67
Tab. 20	Buttons	67
Tab. 21	Mapping rules for participant phone numbers	76
Tab. 22	Buttons	76
Tab. 23	Group field Additional Data	78
Tab. 24	Buttons	78
Tab. 25	Mapping rules for participant phone numbers	84
Tab. 26	Buttons	85
Tab. 27	Group field Additional Data	86
Tab. 28	Buttons	86

Glossary

μ-law

PCM digitization method for analog audio signals according to ITU G.711. In the process, analog voice signals are converted into digital signals by means of a logarithmic quantization characteristic. The μ-law algorithm is used in the US while the A-law algorithm is the standard in Europe.

AAC

Advanced Audio Coding (AAC) is an audio coding standard for lossy digital audio compression designed by Moving Picture Experts Group (MPEG) to be the successor of the MPEG-2 multi-channel in MPEG-2 standard. (Source: Wikipedia 27.08.2021)

A-law

PCM digitization method for analog audio signals according to ITU G.711. In the process, analog voice signals are converted into digital signals by means of a logarithmic quantization characteristic. The A-law algorithm is used in Europe while the μ-law algorithm is the standard in the US.

AVI

Audio Video Interleave (AVI) is a video container format introduced by Microsoft and which is based on RIFF (Resource Interchange File Format) introduced for Windows 3.1. Audio Video Interleave refers to the way that audio and video data are saved. (Source: Wikipedia 19.05.2021)

BOM

The byte order mark is a particular usage of the special Unicode character, U+FEFF BYTE ORDER MARK, whose appearance as a magic number at the start of a text stream can signal several things to a program reading the text. (Source: Wikipedia 23rd September 2020)

CIFS

Common Internet File System stands for network share. The term was introduced by Microsoft in 1996 and describes an advanced version of SMB (Server Message Block). CIFS builds on NetBIOS over TCP/IP and SMB and, in addition to file and printer sharing, offers additional services such as Windows's RPC and NT domain service. Name resolution continues to be carried out via NBT broadcast message or in general via the NBT Name Service or via DNS if NBT is not available. (Source: Wikipedia 4th May 2017)

Codec

Code/Decode implementation of a method for transforming from coded/decoded data to decoded or coded data

CSV

Comma-separated values is a file format which stores tabular data in plain text form.

FLV

Flash Video (FLV) is an open container file format used to deliver digital video content over the Internet using Adobe Flash Player version 6 and newer. Screen content is converted to FLV files and can be replayed with every default player supporting this format. (Source: Wikipedia 07.02.2020)

G.711

Standardized method of the ITU (International Telecommunication Union) to digitize analog audio signals via pulse code modulation (PCM). G.711 defines 2 different algorithms μ -law and A-law.

H.264

H. standards are recommended standards for audio-visual and multi-media applications issued by the International Telecommunication Union (ITU). H.264/MPEG-4 AVC is the standard for video compression.

MP3

Description of the digitally saved audio data. MP3 compression works by reducing (or approximating) the accuracy of certain components of sound that are considered (by psychoacoustic analysis) to be beyond the hearing capabilities of most humans. The remaining audio information is then recorded in a space-efficient manner. (Source: Wikipedia 9th July 2020)

MP4

MP4 is a video container format. MP4 file format is based on Apple QuickTime file format. MP4 files allow saving multimedia content as several audio and video tracks as well as subtitles, 2D and 3D graphics. This content may be replayed locally with a dedicated software or streamed via a network. (Source: Wikipedia 07.02.2020)

NAS

Network Attached Storage is a file-level computer data storage server connected to a computer network providing data access to other devices on the network. NAS is usually used to provide independent storage capacity in a computer network without major effort. (Source: Wikipedia 4th May 2017)

PBX

Private Branch Exchange

PCM

Pulse Code Modulation is an uncompressed pulse modulation method which transforms a time- and value-continuous analog signal into a time- and value-discrete digital signal. It is used in audio technology, for example in the context of the G.711 standard and in video technology for digital video signals in compliance with the ITU-R BT 601 standard. (Source: Wikipedia 12th June 2018)

SMB

Server Message Block is a network communication protocol for providing shared access to files, printers, and serial ports between nodes on a network. It also provides an authenticated inter-process communication mechanism. (Source: Wikipedia 24th October 2019)

SMS

Short Message Service, text message (GSM, landline)

TTL

Time to live is the retention period indicating for how long a recording is supposed to be held available in the system.

UTF

Unicode defines two mapping methods: the Unicode Transformation Format (UTF) encodings, and the Universal Coded Character Set (UCS) encodings. An encoding maps (possibly a subset of) the range of Unicode code points to sequences of values in some fixed-size range, termed code units. (Source: Wikipedia 23rd September 2020)

WAVE

WAVE file format is a container format to digitally save audio data and is based on the Resource Interchange File Format (RIFF) defined by Microsoft for Windows. (Source: Wikipedia 23rd February 2021)

XML

Extensible Markup Language is a human-readable and machine-readable language which defines a set of rules for encoding documents.