REACH administrator's guide

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> **This article is designated for administrators.**

Activating Kaltura REACH in Kaltura MediaSpace or in your KAF instance

Kaltura provides clients with full end to end caption, index and transcription services. You must have a provisioned REACH module before use. For information about getting your account setup, please contact your Kaltura representative.

The following tasks are described:

- Configure the REACH Module
- Configure the Captions Module (Optional)
- Verify that REACH is Activated

Configure the REACH module in KMS or KAF

The configuration page dedicated to REACH is accessed from the **Configuration Management** page under the ModulesCustom/core category.

To configure the REACH module in KMS or in the KAF Admin Console

1. Login to Kaltura MediaSpace or the KAF Admin Console and go to the Configuration Management window.
2. Scroll down and click the REACH module in the Modules section.

   The REACH Administration page is displayed.

3. In the Enabled field, select Yes to enable the module.
4. Enter values for the relevant fields.

Field	Description	Values

reachProfileId	ID of the REACH profile to use with Kaltura MediaSpace or KAF. The Reach profile includes the credit, and other parameters such as: moderation flow, file types etc.	Select from a pre-defined profile that your Kaltura representative has created for you.At least one profile must be selected. See REACH V2 - Department Level Billing and Moderation for more information.
orderScreenText	Text to show on the order task form: 1000 characters max.	
unitFieldName	Select a label for the 'Unit' field. If left empty "Unit" will be used.	

5. Select the available services.

Field	Description	Values
availableServices	Allow users to select the following services.	Combinations of all available services, features are TAT. For example: Combinations of all available services, features are TAT. For example: HUMAN, CAPTIONS, THIRTY_MINUTES HUMAN, CAPTIONS, SIX_HOURS HUMAN, CAPTIONS,

		FORTY_EIGHT_HOURS
		HUMAN, CAPTIONS, BEST_EFFORT
		HUMAN, CAPTIONS, TWENTY_FOUR_HOURS
		HUMAN, TRANSLATION, TWENTY_FOUR_HOURS
		HUMAN, TRANSLATION, IMMEDIATE
		HUMAN, TRANSLATION, THREE_HOURS
		HUMAN, TRANSLATION, SIX_HOURS
		MACHINE, TRANSLATION, SIX_HOURS
		MACHINE, TRANSLATION, BEST_EFFORT
		MACHINE, CAPTIONS, THREE_HOURS
		MACHINE, CAPTIONS, SIX_HOURS
		MACHINE, CAPTIONS, THIRTY_MINUTES

6. Configure the additional Services and click Save.

Field	Description	Values

viewEntryRequestsRole	Select the role required to access the entry task requests screen.	- privateOnlyRole - adminRole - unmoderatedAdmin Role - Co-Editor - Owner
orderer	Select who can order tasks.	- Specific Roles - Specific Users
orderRole	The minimal role required to order tasks.	- privateOnly Role - admin Role - unmoderatedAdmin Role - Co-Editor - Owner
serviceTypeDefault	Select the default service type.	- Machine - Human
serviceFeatureDefault	Select the default service feature	- Captions - Translation - Alignment - Audio Description - Advanced Audio Description
sourceLanguageDefault	Select the default source language.	See Source Media Languages.
turnaroundTimeDefault	Select the default turnaround time.	
serviceSelectionRole	The minimal role required for service selection.	- privateOnly Role - admin Role - unmoderatedAdmin Role - Specific Users

featureSelectionRole	The minimal role required for feature selection.	○ privateOnly Role ○ admin Role ○ unmoderatedAdmin Role ○ Specific Users
TatSelectionRole	The minimal role required for TAT selection.	○ privateOnly Role ○ admin Role ○ unmoderatedAdmin Role ○ Specific Users
speakerSelectionRole	The minimal role required for speaker selection.	○ privateOnly Role ○ admin Role ○ unmoderatedAdmin Role
dashboardAccessRole	The minimal role required to approve task requests. Once a user/group is added in dashboardAccessRole, a new menu item displays for them on the User menu in KMS - "Services Request".	○ Specific Users ○ admin Role ○ unmoderatedAdmin Role
requestApprovalRole	The minimal role required to approve task requests.	○ Specific Users ○ admin Role ○ unmoderatedAdmin Role
notifiedUsers	Select specific users who will receive email notifications about items pending moderation. To customize notifications, go to email notifications configuration.	Enter the user name. Existing users may be found using the autocomplete feature: type in the first three characters of the user's name.
trustedUsers	Select users who do not need approvals for their requests.	

categoryRuleOrderRole		○ Channel Manager ○ Channel Owner
captionEditRole		○ privateOnly Role ○ admin Role ○ unmoderatedAdmin Role ○ Co-Editor ○ Owner
allowProfilePermissions	Allow individual profile configurations.	Select Yes and then configure values for each profile according the the values in this article.

Configure the Captions module in KMS or KAF (optional)

The configuration page dedicated to captions is accessed from the **Configuration Management** page under the Modules category. Configure the enabled field to enable the Caption Editor button in the Captions tab.

To configure the Captions module in KMS or in the KAF Admin Console

1. Login to Kaltura MediaSpace or the KAF Admin Console and go to the Configuration Management window.
2. Scroll down and click the Captions module in the ModulesCustom/core section. The Captions Administration page is displayed.

3. Select Yes in the allowEditCaptions field to enable the Caption Editor button in the Captions tab.
4. Click Save.

For the user

In KMS or the KAF instance, the Captions Editor button will be displayed in the Captions tab for the entry.

The entry will open with the latest captions and the option to switch between captions

The Edit Captions button is disabled if there are no captions for the entry.

If the allowEditCaptions field value is No, the button will not be available.

Verify that you have activated the REACH feature in KMS or in Your KAF instance

To verify that captions' services are activated

1. Login to Kaltura MediaSpace or your KAF instance.
2. Select a video.

   Caption & Enrich should appear in the Actions drop down menu.

[template("cat-subscribe")]