



Logging In and Out of Myriad

Logging In

Before you start your show you should see this log-in box in the middle of the Myriad screen.

A screenshot of a login window titled 'Broadcast Radio Directory - Login'. The window has a purple header bar with a small bar chart icon and the text 'Myriad Playout v5'. Below the header, there are two input fields: 'Username:' and 'Password:'. Below the password field is a checkbox labeled 'After Login, I want to change my password'. At the bottom left is a small icon with a lowercase 'i' and a dropdown arrow. At the bottom right are two buttons: 'OK' and 'Cancel'.

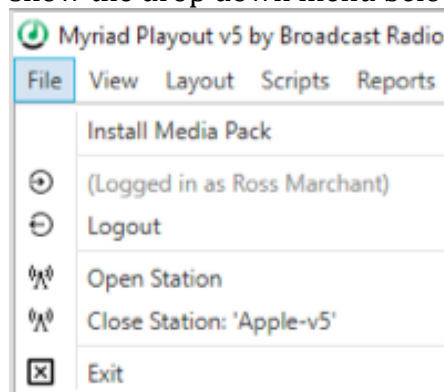
If this box is not on screen you it means the previous presenter hasn't logged out. You MUST log them out and then log in with your own details before the show.

Logging Out

It is imperative that you log out at the end of your show.

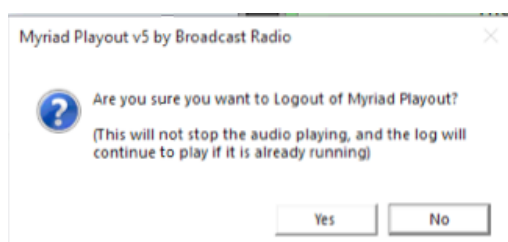
If you are not handing over to a live presenter you must restart the music logs, in the correct place, before logging out. (See separate help-sheet for details)

To log out click on 'File' in the top left hand corner of Myriad which will show the drop down menu below.



You need to click on 'Logout'

If you are handing back to the music logs, and not a live presenter, this box will come up.



Click 'yes'.

If you are not handing over to a live presenter, it is now safe to press the sustaining service button and turn off the Master Switch by the door as you leave.