

Display5 Streaming Signage: Cloud Platform Users Guide

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Display5 Signage Streaming Platform Overview

The Display5 Signage Streaming platform (SSP) is a web-based application designed to be used with a browser for both the Content Management tasks (to build a Show or signage stream), as well as the playback of content on a signage endpoint (to play a Show). The SSP works with many browsers for content management (Chrome, Edge, Firefox, Safari, Opera, Chromium, etc.) and for playback of content you can select from a wide range of browsers depending on the OS that is on the player.

This User Guide covers the basic use of the SSP, see Table of Contents below. Additional topics are covered in other manuals:

- SSP Cloud Widget Guides (by Widget Category)
- SSP Administration Guide
- SSP Organization Management Guide
- SSP Signage Stream Distribution and Logistics Guide
- SSP Smart Device Management Guide
- SSP Room and Resource Scheduling Management Guide

Please see our website for a description of the Signage Streaming platform.
(www.display5.com)

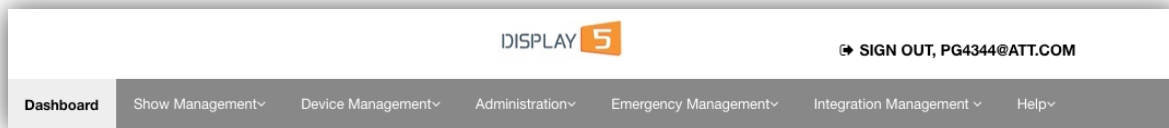
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1. Top Menu Structure

Whenever you sign into the platform you will always see the top menu. The top menu is fixed in place as you navigate to different functions. The items in the top menu can vary for users with different permission access. The image below is the full menu, however in this guide we will cover just the items which are common for content creators.



The menu bar has the primary level of items. Some items have a chevron beside them indicating there are sub-menu items. When we hover our mouse over any of these, we can see the secondary level of sub-menu items under the primary menu items. In this manual, we will only cover items in the sub-menu which are applicable to content creators.

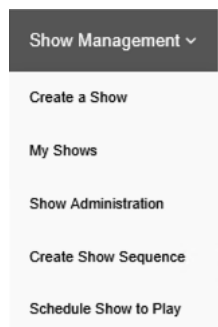
Dashboard:

The first item in the primary menu is the **Dashboard**. Clicking on it will bring us to the Dashboard. The Dashboard and its components are covered in the next section.

Show Management:

The second primary menu-item is, **Show Management**, which allows us to navigate to functions pertaining Show creation and management.

The first sub-menu item, under **Show Management**, is **Create a Show**. Here we can choose to either build a new Show or pick an existing Show template. These capabilities are covered in section 3.2.



The sub-menu item, **My Shows**, brings us to a window with a listing of all the Shows we have access to. The Shows we see will depend on our user level. A system administrator will see all the Shows in the platform, whereas an organization manager will only see the Shows in their organization and an individual user will only see the Shows they have created or have been granted access to.

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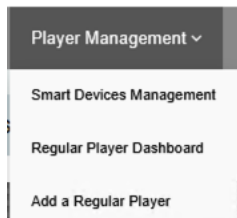
The information contained herein is for use by authorized persons only and is not for general distribution

My Shows is covered in greater detail in section 2.2.

We will go through the next menu items at a high level, without going into their sub-menus. We will only cover the items applicable to general level users of the platform. Each of these items is covered in its entirety in other manuals for users with the credentials to access the item.

Player Management:

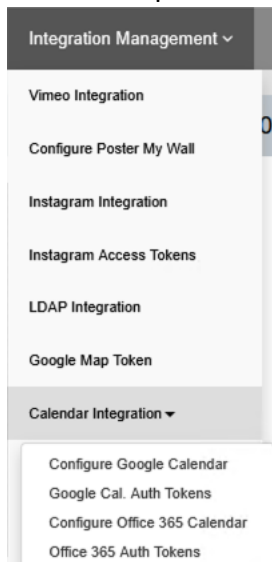
The functional items in this menu item give us the tools to manage our network of players, or devices. The devices are categorized into Regular Devices (separate processing unit attached to display) and Smart devices where manufacturers, e.g. LG or Samsung, have integrated the processing unit on a chip inside the display so it is a single device. Each of these categories has several menu items which are fully explored in the Enterprise Administrator Manual.



For the management of organizations devices, users can access their Device dashboard from the Dashboard page (see section 2.6 below). System Administrators can access the Device Management menu and use the Regular or Smart device drop down menu and selecting "Player Dashboard" or any of the other items in the menu as shown in this screen shot.

Integration Management:

Under the Integration Management, this set of menu items allows us to manage the integration to external platforms so that a user can pull content items directly from



the external platform into the signage streaming platform. To do that requires authentication between the external platform, and this platform.

There are only 3 items we need to be aware of from a user perspective because they are the ones users have individual access to. These are:

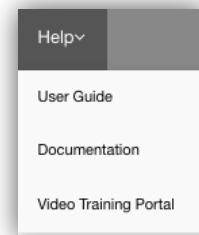
- 1) Vimeo Integration
- 2) Configure PosterMyWall
- 3) Google Map Token

It may seem obvious, but it is worth stating that a user must already have an account with any of these platforms where an integration needs to be in place.

Help:

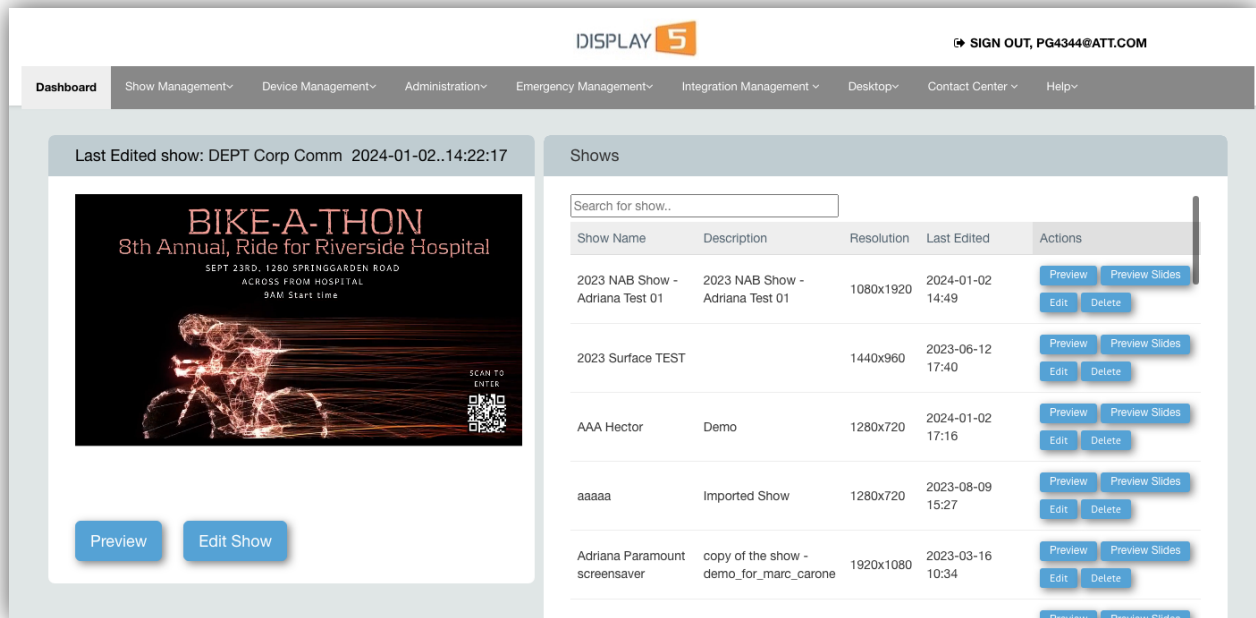
There are different forms of self-help available to learn the full capabilities of the platform. They include User Guides, self-paced video training and further documentation.

Additional documentation is available when modules like Advanced Emergency Management or Contact Center are part of the platform deployment.



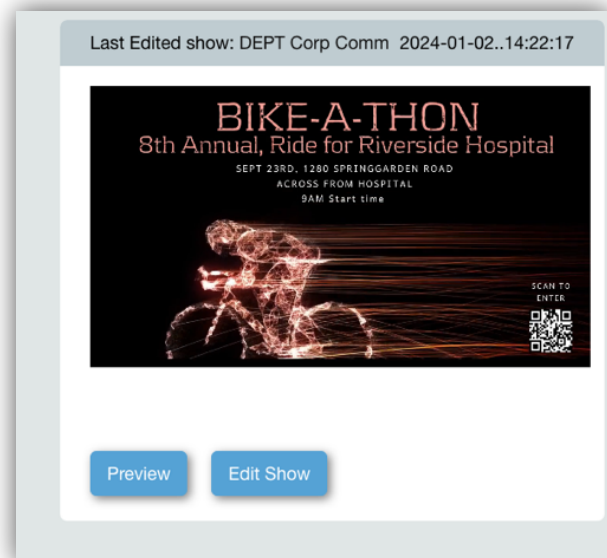
2. Dashboard

Signing in, the first page you see is the Dashboard page where you can quickly access various capabilities of the platform. The first time you login you may notice that the different frames of content are empty. This is because you have not created any Shows yet. If you have been given access to some existing Shows, then you will see them listed.



2.1. Last Show Edited

The first section on the left is the last Show edited. It is there for the convenience of providing quick access to the last Show which was being edited. A rendering of the Show plays through its entire play loop, if you remain on this Dashboard page. That Show can be instantly accessed by using the **Preview** button to play the Show from the beginning in its own browser window, or the **Edit** button to make content changes or additions.

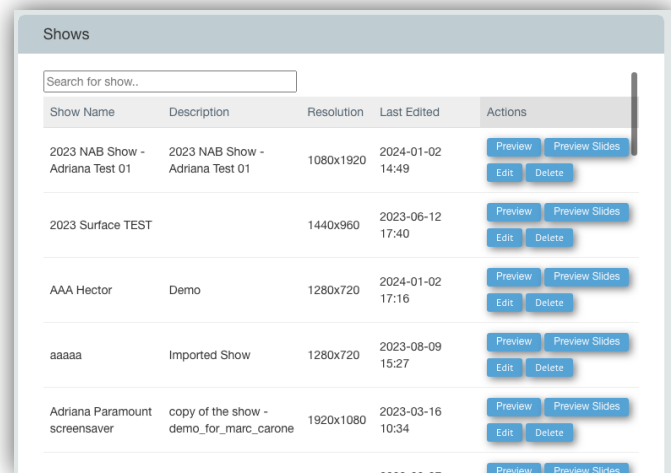


2.2. Shows Listing

The top section on the right is a listing of all the Shows a user currently has access to. With a single click of a button, we can:

- **Preview** a Show
- **Preview Slides** – Get a listing of the slides in all the panels of our Show and preview any slide in the playlist without having to preview the Show’s entire playlist from the start.
- **Edit** the Show
- **Delete** a Show

If we have access to a long list of Shows, a scroll bar appears, indicating that we can scroll down through the list of Shows.



Show Name	Description	Resolution	Last Edited	Actions
2023 NAB Show - Adriana Test 01	2023 NAB Show - Adriana Test 01	1080x1920	2024-01-02 14:49	Preview Preview Slides Edit Delete
2023 Surface TEST		1440x960	2023-06-12 17:40	Preview Preview Slides Edit Delete
AAA Hector	Demo	1280x720	2024-01-02 17:16	Preview Preview Slides Edit Delete
aaaaa	Imported Show	1280x720	2023-08-09 15:27	Preview Preview Slides Edit Delete
Adriana Paramount screensaver	copy of the show - demo_for_marc_carone	1920x1080	2023-03-16 10:34	Preview Preview Slides Edit Delete

The **Shows** listing has several informational fields for each of the Shows. The field titles are at the top of the listing. By clicking on these fields, you can sort the **Shows** listing, by the field you are clicking on.

Clicking on **Show Name** sorts the list alphabetically in either descending or ascending order.

Clicking on **Last Edited**, will sort the Shows by the last date the Shows were edited. This is useful when you have many Shows, and you would like to do further work on a Show you recently edited.

Another useful feature when you have many Shows, is the Search field at the top of the Show listings. Simply start typing the name of the Show you are searching for, and the listing will immediately reflect the search criteria.

2.3. Slide Content in All Shows

This section of the Dashboard is very powerful when a user has many Shows and/or, many content slides in all their Shows. A user can quickly search for either **Scheduled Slides** or search by **Widget Type** within all the Shows they have access to.

Scheduled Slides listing: This listing tracks any slides in our Shows which have an attached schedule of when to play or not play. That is, slides which will play only at the times designated in the slide’s schedule settings. We will learn how to schedule a slide in section 5.5 of this manual.

Being able to view all scheduled content in a single place is very convenient, versus having to look through the playlist of each panel, in each of our Shows. If we see a scheduled slide in a Show, which we would like to adjust, we can simply click on the Show name in the listing, and it will open the Show framework for that Show. We can then edit, or reset the slide's schedule, or delete the slide.

Thumbnail	Show	Panel	Title	Type	Filename	Start Date	End Date	Start Time	End Time	Edit
-	ss_1080	panel1	RTO	-	2_slide.html	2022-03-21	2022-04-03	00:00	23:59	
-	ss_1080	panel1	murray	-	6_slide.html	2022-03-21	2022-04-10	00:00	23:59	
-	demo_for_marc_carone	panel2	para_lostcity	-	10_slide.html	2024-05-24	2024-05-24	00:00	23:59	
-	adriana_paramount_screensaver	panel2	Paramount Admin Prof Day	-	9_slide.html	2024-01-01	2024-01-18	00:00	23:59	
-	adriana_paramount_screensaver	panel2	para_lostcity	-	11_slide.html	2024-01-19	2024-02-09	00:00	23:59	

Also note that we have the option to turn the **Scheduled Slides** listing off by simply toggling a switch.

We can now access another very powerful feature, the ability to list scheduled slides by widget type. This especially useful if we have many scheduled slides, or we are looking for a certain type of slide which needs to be updated, e.g. a QR code slide. The drop-down menu lists all the different widget types in the platform which a user can search for in their Shows.

2.4. Show Sequences

The next section, or zone on the Dashboard is a listing of **Show Sequences** which have been built. A Show Sequence is a series of Shows that will play one after the other, each within a defined time window, before the next Show in the sequence plays.

Sequence name	Show 1	Duration	Show 2	Duration	Show 3	Duration	Show 4	Duration	Show 5	Duration	Total H:M:S
test mb	pluto_tv_1	3600	pluto_tv_2	7200	none	0	none	0	none	0	3:0:0
Demo	cs_demo	3600	cs_demo_for_v4	7200	cs_demo_v3	3600	cs_demo_v5	14400	cs_demo_v5	8000	10:13:20

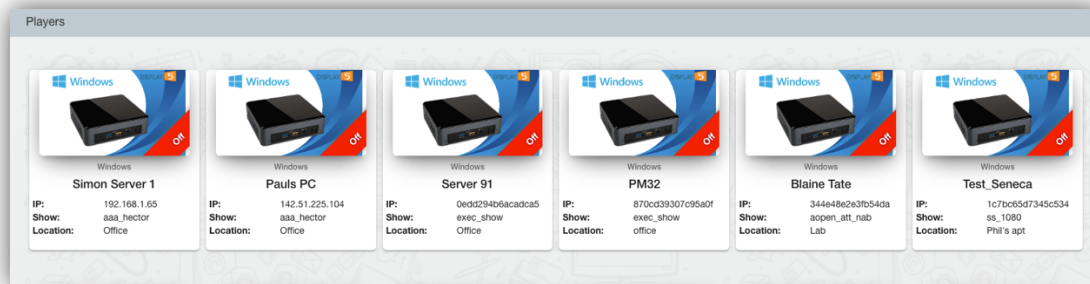
We can **Play, Edit, or Delete** any Show Sequence, or sort the list by clicking on any of the headings at the top.

We can also create a new Show Sequence by clicking on the **Add** button or selecting the menu item under Show Management in the top menu.

Show Sequences are covered in greater detail and in the context of other tools provided in the platform to control the distribution and logistics of signage streams in the Enterprise Administrator Guide, Section 10.

2.5. Organization Devices

The next section is the Device dashboard for the devices in our organization. If we are responsible for a group of devices or players, or the content for a department, then we can make sure that the devices or players relevant to us, are in our dashboard view.



The ability to add or register devices to an organization is restricted to the Organization Manager and some Administrative User levels. How to add new devices is covered in the Organization Manager Guide.

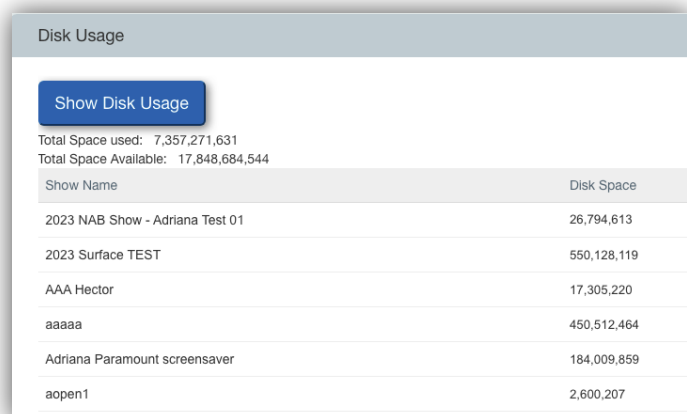
However, other users in a department will be able to see the status of the Organization devices in their dashboard.

2.6. Disk Space Used

Finally, the last section of the Dashboard allows us to quickly see how much disk space each of our Shows is using. This information will only appear if we click on the button **Show Disk Usage**. Once again, if we have many Shows, we can sort them by clicking on the headings.

If we see a Show is using up a particularly large amount of disk space, we can click on the Show name. Doing so will direct us to the edit window of the Show Framework, where we can look at the content in the Show and make any necessary edits or deletions.

From the editing Show Framework window, we can also click on the “Media Library” button. This will bring us to the media items in the library for the Show. We can then delete any media items no longer required.



The media Library is covered in further detail in Section 9.

3. Content Management System (CMS) Basics

3.1. CMS Building Blocks

The CMS has six basic building blocks for building signage streaming content. Those six building blocks are used to create four structural components in the CMS. By learning these building blocks and fundamental components and how they relate to each other, we can accelerate our understanding of the platform's CMS and our ability to create signage streams with the desired content.

The Six Basic Building Blocks	The Four Primary Structural Components
Shows	Show Properties
The Show Canvas (the Canvas)	Show Framework
Panels	Widget Framework
Panel Playlists	Content Items
Slides	
Widgets	

A **Show** is the sum of all the CMS components coming together, as assembled by a user, resulting in signage stream playing on the targeted endpoint(s). A Show can be in various stages of assembly and may be modified at any time. Once its parameters are defined and it is structured with a Show Framework, it can be viewed in its current state by clicking on the **Preview** button.

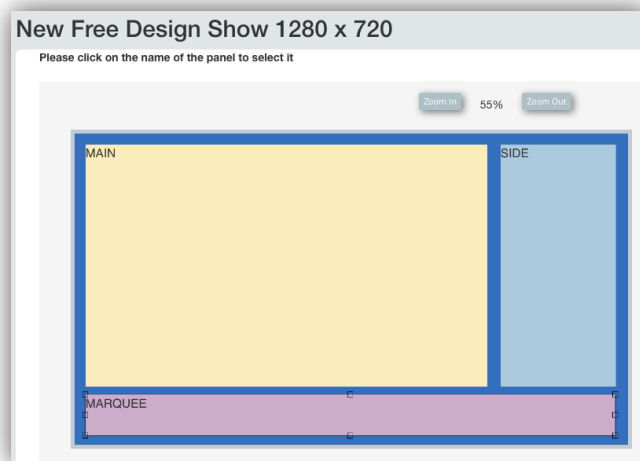
When you click on the **Preview** button, a new browser window opens with the unique URL for the Show, and the Show begins to play and will continue to play and cycle through its playlist for as long as the browser window is open. As mentioned, each Show has its own unique URL. This URL is used in the browser of any endpoint targeted to play the Show.

The next building block, the **Show Canvas**, or simply the canvas, is the entire surface area of the Show. It is the width and height of the Show. The dimensions of width and height expressed in pixels is also known as the Show resolution which in this example is 1280x720 pixels.

A **Panel** is a unique area on the canvas which is equal to or less than the size of the canvas. In most cases panels will be smaller than the canvas, but there are times when panels are the same size as the canvas. In this example there are 3 panels – MAIN, SIDE and MARQUEE.

We can add up to 40 panels to a Show canvas and using a Show Container widget there is no limit to the number of panels that can be placed on a Show canvas. The Show Container widget is covered in the Organization Management Guide.

Once the Show properties have been defined the next step is to add panels to the Show canvas and size and position them as desired. Once completed, the CMS generates what is referred to as the **Show Framework**. The panel layout in a Show Framework can be a single panel or multiple panels. Unique content is then added to each panel as desired, and when the content from all the panels in a Show layout play together, their simultaneous play is a Show or live signage stream.



When a Show is created it has certain parameters or properties. Once the properties are defined a panel layout is created and a Show Framework is generated. Both processes are described in greater detail in the follow-on items in this section.

Bookshelf Analogy

The Show properties, the Show Framework and the content items are the 4 main structural components of a Show.

An analogy to a bookshelf full of books, can help explaining these structural components of the CMS building blocks.

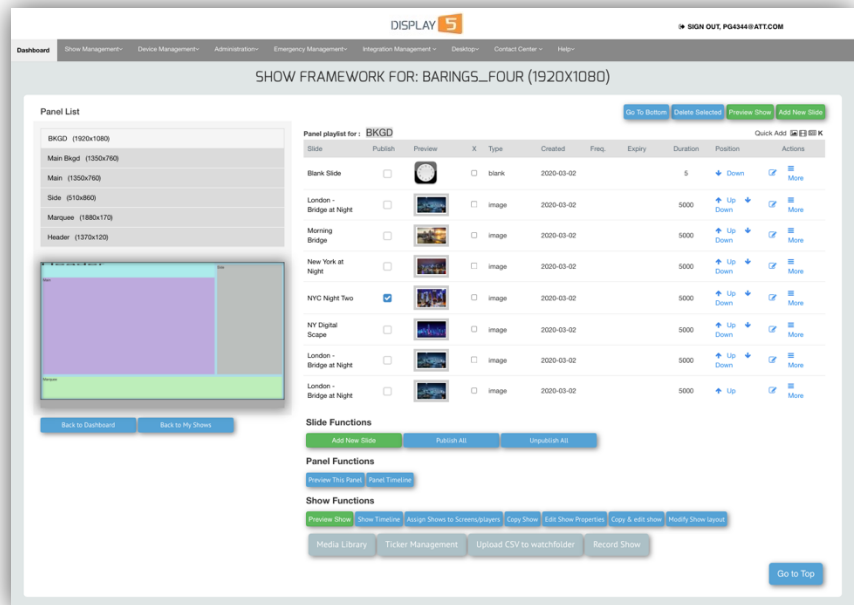
The physical properties of the bookshelf frame (width, height, color) = **Show Properties** (width and height in pixels, background color, name, description, time zone, meta tags).

The quantity and configuration of the shelves in the bookshelf frame = **Show Framework** (number of panels, configuration of panels).

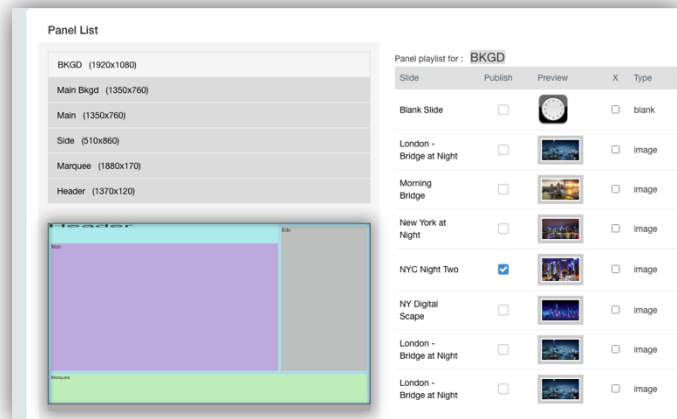
The cover and the information about the books publishing and ownership just inside the cover = **Widget Framework**

Books on the bookshelves = **Content** items in the Show Framework (slides made of various widget types).

Via the Show Framework, the CMS provides us with an editing window which allows us to add content to each of the panels. Putting the books on the bookshelves! We are now ready for the second phase of building a Show which is adding content to the Show.



The first building block of adding content is the **Panel Playlist**. Each panel has a playlist. When we click on the one of the panel names above the rendering of the Show canvas, we can see the panel playlist for the panel to the right. A panel playlist can have one or more pieces of content in it. Each piece of content in the playlist is called a **Slide**. The **Slide** is the second building block of adding content and we talk about slides relative to their position, navigation, and their functional capabilities within the playlist. A slide is the individual packaging and parameters associated with a single piece of content (like the cover of a book).



Finally, the last building block is the **Widget**. A widget is fundamental content building block and widgets are categorized by content type. The CMS has over 180 widgets and new widgets are constantly being added and existing widgets enhanced.



When we want to add a new slide [Add New Slide](#) to our playlist the CMS opens the list of widget types to choose from. We select a type and then select a specific widget.

Now that we have defined the basic building blocks and structural components of the CMS, we will move on to creating Shows and populating those Shows with content.

Note: Users are first learning the CMS they are usually focused on the process of **creating** a new Show. In practice, approximately 5% of a user's time is spent creating a Show, especially if your organization has created pre-design Show Frameworks for its users. Most of the time users spend in the will be creating and managing the content in their Shows, i.e. managing which books are in the bookshelves.

Let's dive into the details!

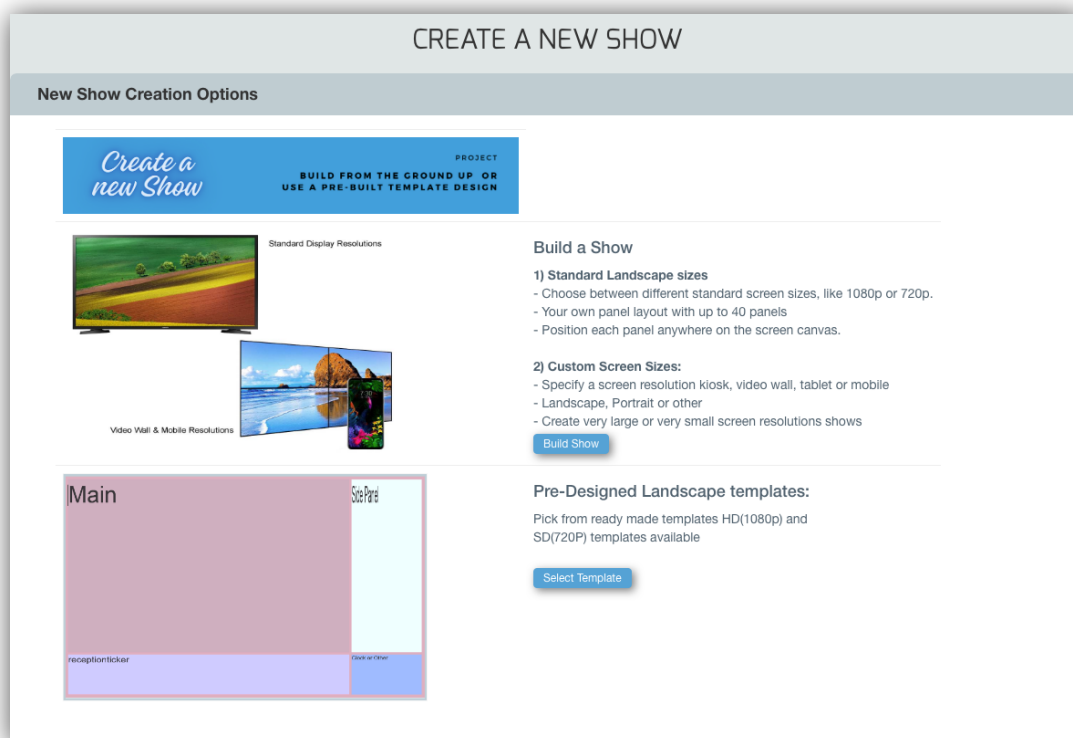
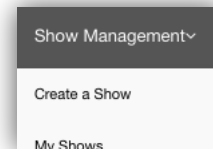
3.2. Creating a New Show or using Pre-designed Templates

There are two ways to create a new Show:

- 1) By building the Show from start to finish, or
- 2) Using pre-designed Show templates

To create a new Show in the CMS, you must be a level 4 or higher user. For more information on User levels see Section 7.

From the **Show Management** menu on the top bar, select **Create a Show**. We are then presented with a choice to build our own Show or pick one of the pre-defined Show templates.



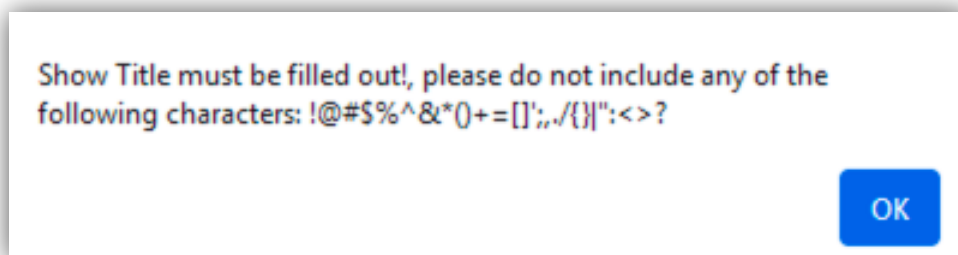
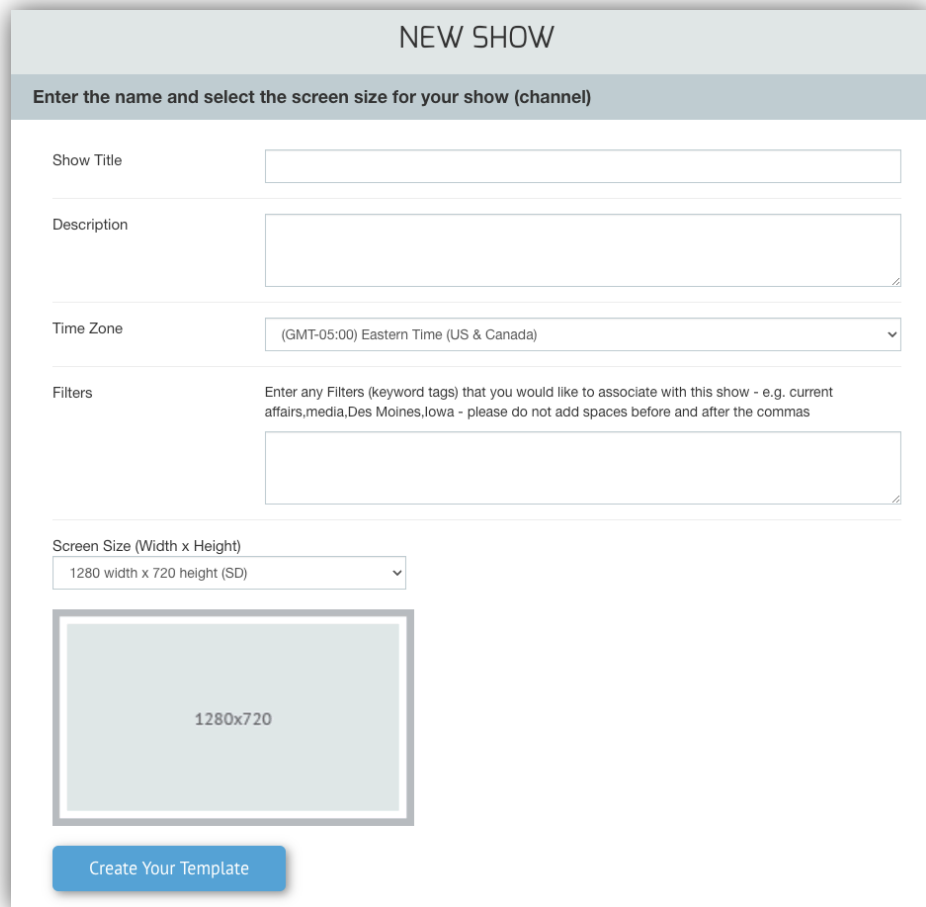
To build our own Show click on the **Build Show** button  in the **Build a Show** section.

A window opens where we need to define the properties of the Show (**Show Properties**) we are creating.

There are five different Show properties, we need to define for our new Show.

First, we need to give the Show a **name**, or **title**. It can be anything we like, but it must be a unique name. That means there cannot be another Show with the name we wish to use which already exists in the platform.

This is a mandatory field, and it cannot contain certain characters. Here is the message that pops up if you forget to add a **Show Title** and it also lists the characters that cannot be included in the title of the Show.



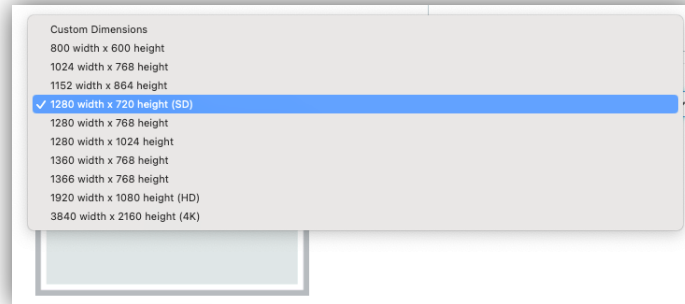
Next, we can give the Show a more detailed **description**. This could include any information, such as, what the Show is designed to do, or where it is meant to play. This field can be filled out with any characters except the apostrophe character, (').

The next Show property which needs to be defined is the **Time Zone** for the Show. We can pick any time zone across the globe as the base time zone for the Show. This is the time zone which will be used by the Show for any widgets which use the current time, e.g. a clock or calendar widgets. If no Time Zone is selected, the Show will use the default time zone set in the platform configuration.

If we are designing a Show which will be used across multiple time zones, we need not worry because when a player in a different time zone is set up, the time zone specified in the player's cookies, will take precedence over the time zone set in the Show properties.

Filters are also a Show property if you choose to use them. Filters are a unique string (or strings) added to a Show to allow searching and sorting of Shows.


Finally, we need to select a **screen size** with the desired resolution, which is the height and width in pixels. There is a drop-down menu here and we can choose from ten different standard screen sizes or select **Custom Dimensions**.




With the **Custom Dimensions** we input the size of the screen canvas instead of selecting from the standard screen sizes.

A screenshot of a form for selecting screen size. On the left, there is a dropdown menu labeled "Screen Size (Width x Height)" with "Custom Dimensions" selected. Below the dropdown is a placeholder box labeled "Custom". On the right, there are two input fields: "Enter the Dimensions for your show Width (X) in pixels" and "Height (Y) in pixels".

This option lets us specify the width and height of the screen canvas, the X and Y axis, very precisely by the number of pixels. This allows us to design a screen canvas layout for any size display: kiosks, video walls, tablets, or a mobile device.

Once we have filled out or selected our Show's properties, we click on the **Create Your Template** button  at the bottom to move to the next step and create the panel layout of our Show. We will cover how to build a panel layout in the next sections.

Instead of building your own Show, you can also choose to use one of the pre-defined, Show templates. 

When selecting this option, you are given access to many pre-designed Shows which you can instantly select and start to populate with content. The **Show Framework** is already completed with a template design, but we still need to define the **Show Properties**.

Enter the name and select the screen size for your show (channel)

Show Title

Description

Metatags Enter any metatags that you would like to associate with this show - e.g. current affairs,media,Des Moines,iowa - please do not add spaces before and after the commas

Time Zone

The pre-designed Shows are built in standard screen resolutions such as HD, which are 1280px720p, or Full HD, which are 1920px1080p.

Clicking on either of the two buttons:



Will display the available templates in that screen resolution as seen in the image below.

NEW SHOW

Enter the name and select the screen size for your show (channel)

1280 x 720 Designs 1920 x 1080 Designs

Show Title

Description

Metatags Enter any metatags that you would like to associate with this show - e.g. current affairs,media,Des Moines,Iowa - please do not add spaces before and after the commas

Time Zone (GMT) London

Please select a 1280x720 Layout

Panel 1 Panel 2 Panel 1 Panel 2

Panel 1 Panel 2

Left side panel Right side panel video Slideshow

Main Slideshow Headed Weather


Next Cancel

In the next sections we will cover how to design a panel layout and create a Show Framework. This is only applicable if you are creating a new Show because the pre-designed templates include the Show Framework.

3.3. Features and Functions to build a Show Panel Layout

The first step in building a new Show is to define the Show Properties – the first **structural component** of a Show.

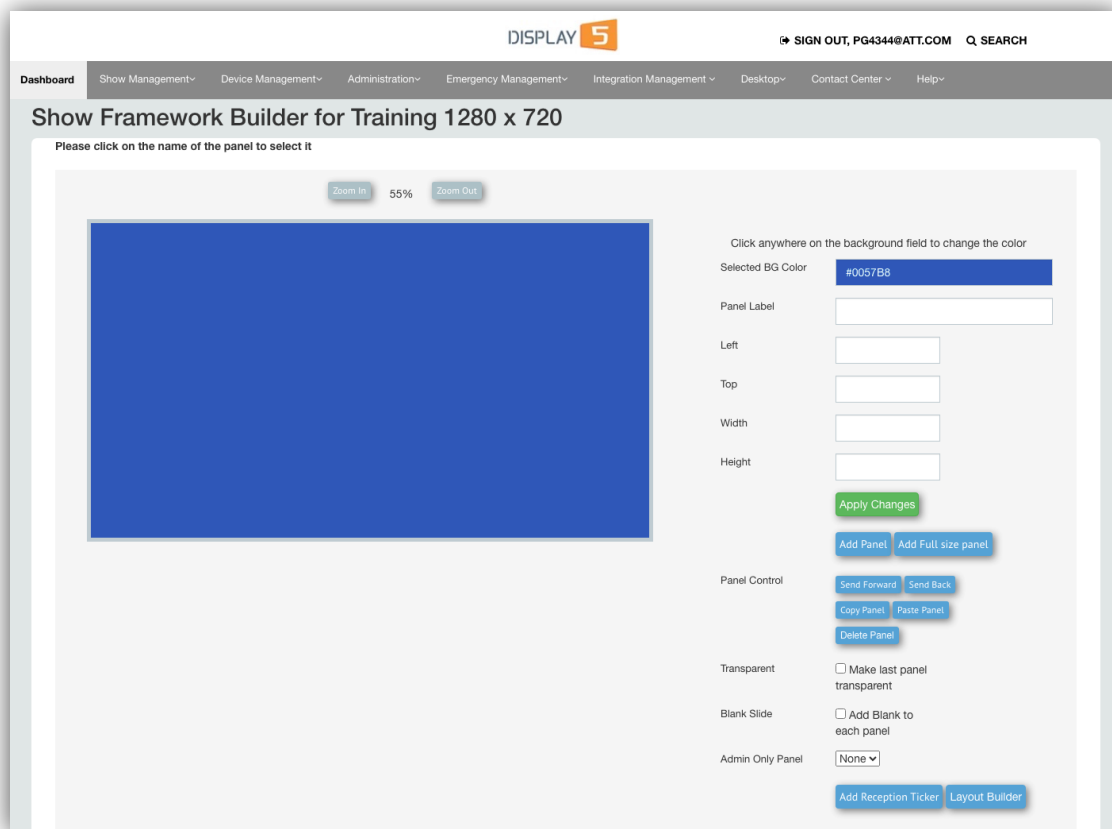
The next structural component, the **Show Framework**, we build to create the panel layout, i.e. the number, size, and position of the panels. The Show Framework Builder is used to create the Show Framework.

After filling in the information in the Show Properties window and clicking on the **Create Your Template** button  we are presented with the **Show Framework Builder** window below. In this window we will:

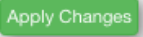
- 1) Define the properties and elements of the Show Canvas
- 2) Learn the navigational features of building a Panel Layout
- 3) Learn how to **Apply** and changes we make to the panel layout
- 4) Learn about the Panel Control fields

Canvas Properties

The first canvas property which was defined in the Show Properties, is the canvas size, and for our reference the canvas size is displayed in the grey bar directly below the top menu. In this example the canvas size is 1280 x 720 pixels.



The next canvas property is the **Show Background (BG)** color which comes with a default color specified in the Platform Configuration by a platform Administrator. We can change it to any color desired. If we would like a color for the Show background, we click on the **Select BG Color** field. We can then either click on any of the colors in the rainbow of color possibilities

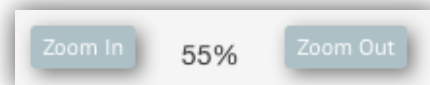
presented in the color palette, or enter a specific hex color code, for the Show background and then click **Apply Changes**. 

There is the option to make the Show background transparent. This is handy when using more advanced Show play options enabling you to render pleasing affects.

We can also use images for our Show background, but to do that, it is better to create a full canvas background panel and add images to it, as desired. We will cover how to do this in the next section.

Canvas Navigation

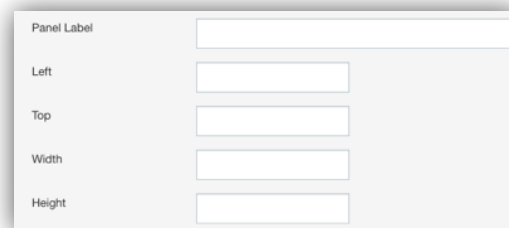
Zoom In & Out Buttons: In the example above, we see a rendering of the Show canvas – the dark blue area. Directly above the canvas rendering there are two buttons. The **Zoom In** and **Zoom Out** buttons. In between the two buttons is a number expressed as a percentage. The number is telling us the degree to which the canvas is zoomed in or zoomed out. The initial zoom factor is automatically generated and depends on the canvas size. Typically, the canvas will be scaled down to display the entire canvas, but this is not always practical with very large canvas sizes. A good example of a very large canvas size would be an 8K screen which is 7680x4320 pixels.



By clicking repeatedly on the **Zoom In** or **Zoom Out** button, our view of the canvas will zoom in or zoom out proportionately, increasing or decreasing 10% with each click. Zooming out makes the canvas smaller which will allow us to see the entire canvas at once when the canvas size is very large. Zooming in will allow us to see details more precisely on any part of the canvas. If we zoom in and the canvas rendering becomes larger than the computer screen we are working on, then scroll bars will automatically appear below and to the left of the canvas.

Panel Positioning Fields

The next five fields are used to name, position and size new panels on the Show canvas. We will learn how to use them in the next section.

A form with five input fields. The first field is labeled 'Panel Label'. The other four fields are labeled 'Left', 'Top', 'Width', and 'Height'.

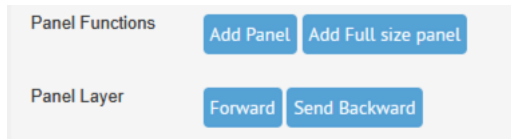
Applying Changes

Any changes we make to the canvas layout will not be saved unless we click on the **Apply Changes** button after making the changes. We need to remember to click **Apply Changes** each time we add an additional panel to the canvas layout or make any changes to the panels which we would like saved.



Panel Control Buttons

The Panel Control buttons: **Send Forward**; **Send Backward**; and



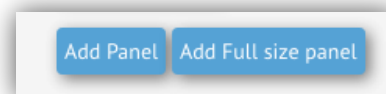
Delete Panel allow ease of use in building a panel layout. We will learn more about them in the next section as well.

3.4. How to Generate, Position and Size Panels on a Show canvas

This section will explain how panels are generated, positioned, sized, and saved.

First, it is important to understand the Show canvas reference point. The top-left corner of the Show canvas is the reference point for positioning panels on the canvas, it is position zero-zero (0, 0). This is the relative reference point to the top-left corner of any panel we add to the canvas.

To add a panel in the bottom right of the window click on the **Add Panel** button and new panel will appear in the top-left corner of the canvas.



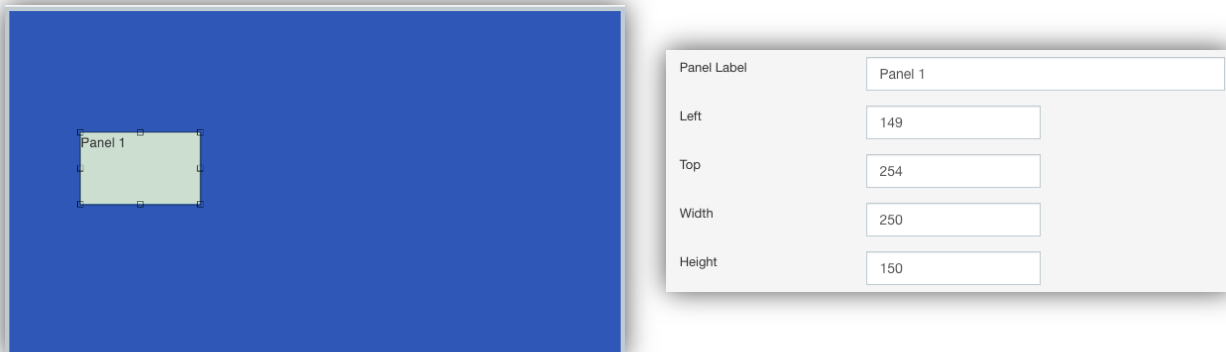
The new panel has the default values of:

Panel Field	Panel Default Value
Panel Label	Panel 1
Left	0
Top	0
Width	250
Height	150

All these default values appear in the fields on the right side of the window.

Panel Label	<input type="text" value="Panel 1"/>
Left	<input type="text" value="0"/>
Top	<input type="text" value="0"/>
Width	<input type="text" value="250"/>
Height	<input type="text" value="150"/>

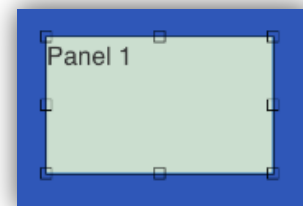
When we move our mouse over the panel on the canvas and **click and hold**, we can drag the panel anywhere on the canvas we like. When we place the panel in a different position on the canvas the only values which change of the five default values are the pixel positioning of the panel's top-left corner to the (0,0) reference position of the Show canvas. In the example below, Panel 1's **top-left corner** is 149 pixels right of point (0,0) and 254 pixels down from point (0,0).



Each time we move the panel the **Left** and **Top** relative positioning values change.

There is also a **Add Full size panel**, button. This is a simple shortcut to instantly insert a panel in the Show Framework Builder which covers the entire canvas. This eliminates the need to insert panel dimensions or stretch or drag the panel to a full canvas size.

We can also use the mouse to change the height and the width of the panel. We can see that when the panel is selected or actively being changed, it has a lined border with eight boxes around it. When we put our mouse over any of the eight boxes the mouse changes to a directional arrow, which if we click and hold, allows us to expand or contract the size of the panel in the direction of the arrow, or 180 degrees in the opposite direction.

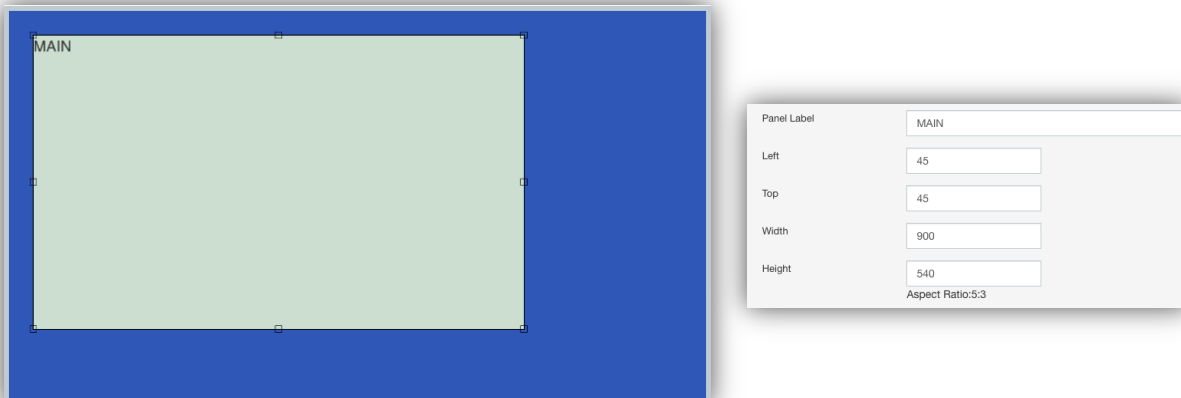


If we click and drag any of the four corner-boxes, the panel will expand or contract proportionally to its original size. When it does the values in both the **Width** and **Height** fields on the right will change accordingly. The values in the **Top** and **Left** fields will only change if the top-left corner position of the panel has changed when altering the panel size.

If we click and drag any of the four side-boxes, the panel will expand or contract. The width or the height will change depending on which side box we drag and again the values in either the **Width** or the **Height** field on the right will change accordingly.

We also have the option to change the values in any, or all, the five fields which define the panel size and position on the canvas and then click **Apply Changes**. The panel will resize and reposition immediately on the canvas. If this is not clear, we recommend viewing the self-paced video training to see what is being described above. The video has the same title as the topic of this section.

To demonstrate using the panel value fields, let's type in values into the five different fields and apply them to the panel. We will call the panel MAIN and give it a starting point relative to position (0,0) of 45 pixels from the left and 45 pixels from the top. Finally, we will give the panel a width of 900 pixels and a height of 540 pixels. Now to make the changes take effect we simply click the **Apply** button and the panel position immediately reflects the updated values.



Using the four input fields of Left, Top, Width and Height with values in pixels allows us to precisely place panels on the Show canvas. That level of precision is more difficult to achieve by simply dragging and sizing with our mouse. We must ensure that we have clicked **Apply Changes** to save the changes to the panel we have just edited.

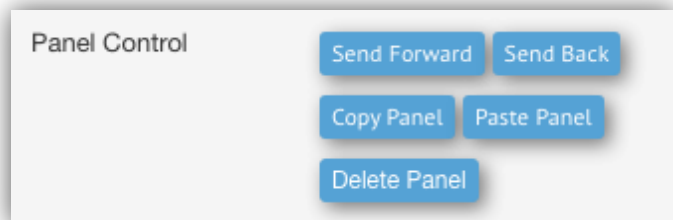
Also of note, there is an automatic calculation of the aspect ratio of your panel when inputting the width and height values. You can see this just below the **Height** field in the image above.

If we add a second panel by clicking the **Add Panel** button once again. A new panel pops up into the top-left corner of the Show canvas once again. It has the same dimensions and position as the first panel when we added it. Any new panel will always start in this position and will have this same size. We can now position and size this panel in any way we require. Note that the second panel can overlap the first panel. Panels can be positioned to overlap as much as or as little as desired.



We can add up to 40 panels to a Show canvas and using the **Show Container** widget, which we can learn about in Organization Manager Guide or the Enterprise Administrator Guide. There is no limit to the number of panels which can be placed on a Show canvas.

Finally, we can use **Panel Control** to quickly copy, paste, or delete panels, or change the order of the panel's layering on the Show canvas click on the **Send Forward** or **Send Back** buttons to the right of the field called **Panel Control**.



The second panel above has been repositioned so that it is partially layered on top of the first but when we click on **Send Back** the second panel is layered backwards and is now behind the first panel. By clicking **Send Forward** we can change the layering back to having the second panel on top of the first.

We can also highlight Panel One and move it forward or backward. Please note, when there are many panels on the canvas it is best to click on the **Name** of the panel to select the panel. The **Name** of a panel is always found in the top-left corner of the panel.

Again, for greater clarity, we recommend viewing the self-paced video training to see what is being described above. The video has the same title as the topic of this section.

In the next section we will build a complete panel layout for a Show, generate the Show Framework and be ready to begin adding content to the panel playlists.

3.5. Building a Panel Layout for a new Show

In this section we will build a simple panel layout on a new Show canvas, save it into a Show Framework and be ready to add content to the panel playlists.

We are going to build a very simple Show panel layout with four different panels. If we know the panel layout required, we can simply start adding panels and positioning them on the canvas.

Let's add four panels and position them on the Show canvas where we want them. We can see that the position from the starting reference point, the top-left corner of the canvas, as well as the width and height, are not exactly what we would like. They are not aligned precisely.



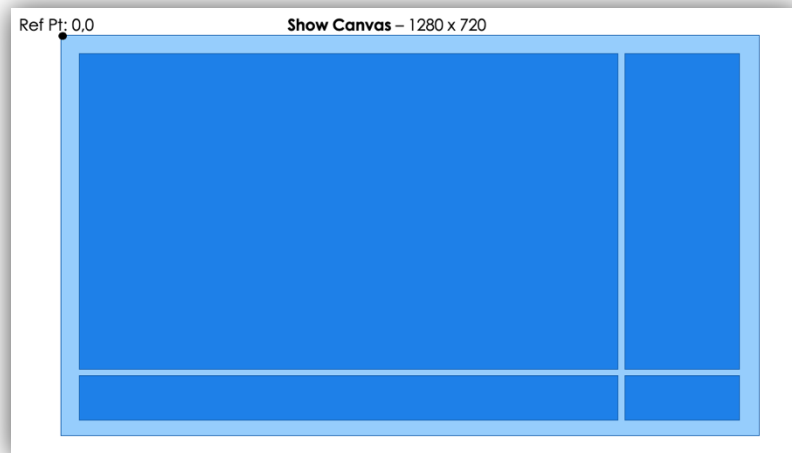
We can continue to use the mouse to make the panel locations exactly right, but it is an easier and better practice to take 5 to 10 mins to plan and sketch out the desired panel layout. If we want precise margins and positioning of the panels on the canvas, we should determine ahead of time what each panel's width and height will be in pixels as well as where the top-left corner of each panel will be positioned relative to the top-left corner of the Show canvas.

The top-left corner relative positioning was covered in the previous section. Please take the time to review that section if you are not clear on this concept yet.

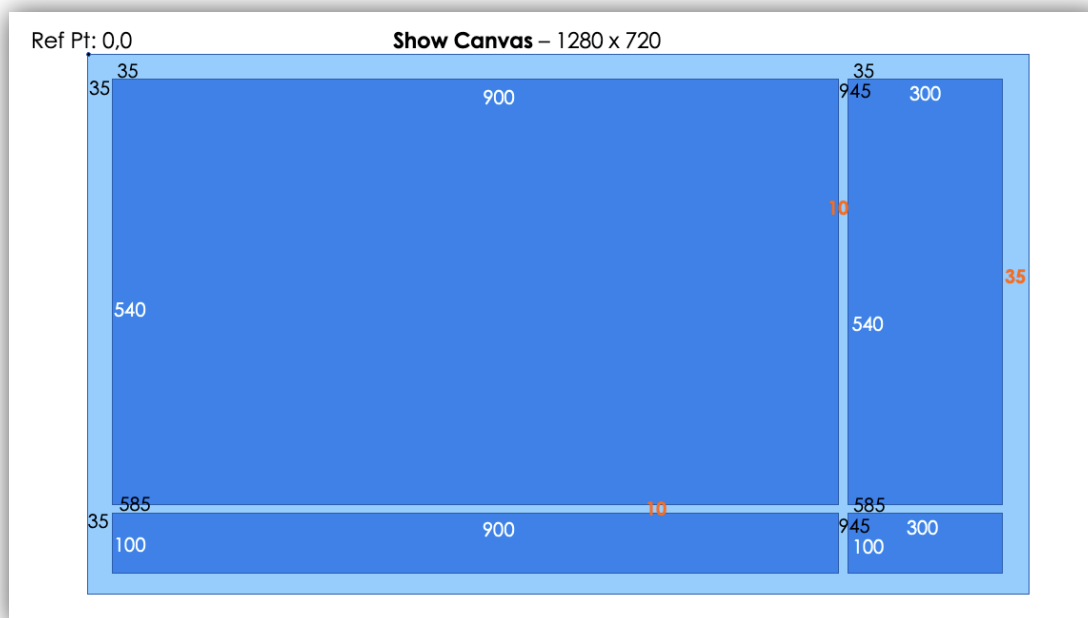
We will use this illustration to sketch out the Show panel layout but normally this can be easily done on a piece of paper.

The Show canvas in this example is 1280 pixels x 720 pixels. Let's insert the Show canvas reference point of zero-zero (0, 0) in the top-left corner.

Now let's enter the starting position **from** the left and top, as well as the width and height of each panel. We are determining the exact positioning in pixels for all four variables.



The **black numbers** represent the pixel position of the top-left corner of the panel relative to the Show canvas reference point of zero-zero, (0,0).

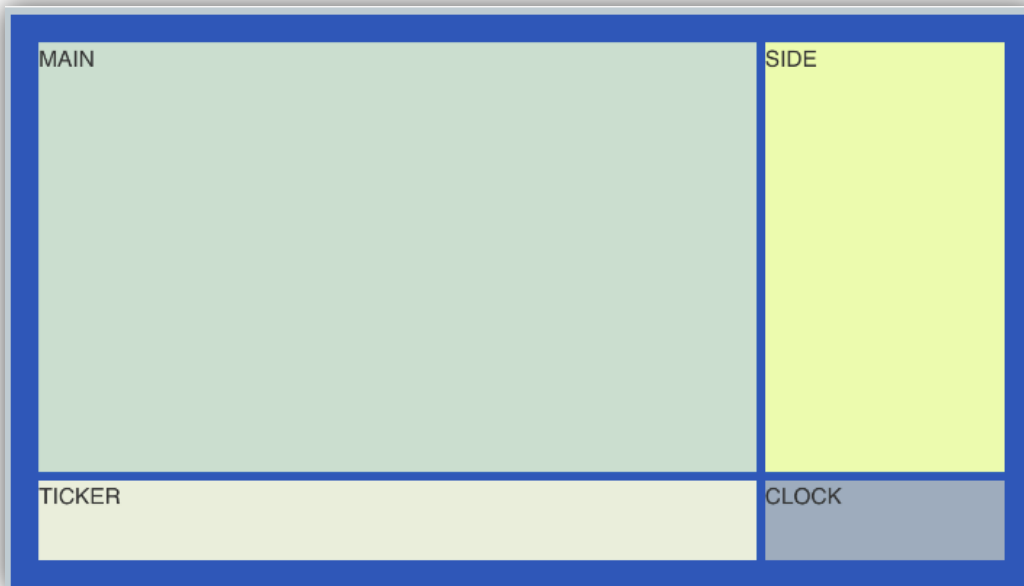


The **white numbers** are the width and height of each of the panels.

Finally, the **red numbers** represent the spacing between panels or for the border on the right side of the panel which borders the right side of the Show canvas. These numbers are used only to ensure that when we cross check our calculations, the entire width and height of our panels and spacing are equal to the size of the Show canvas, which in this case is 1280 pixels x 720 pixels.

In this example let's cross check our panels in the canvas width. We have two panels across. One with a width of 900 pixels and the other with a width of 300 pixels, for a total of 1200 pixels. We have two Show borders of 35 pixels each which equal 70 pixels, plus 10 pixels of spacing between the panels for a total of 80 pixels. 1200 pixels plus 80 pixels equals 1280 pixels which is the same size as the Show canvas.

Now we can use the calculations we made to enter the values quickly and precisely for each of the panels and click, **Apply Changes**. It can also be helpful to take the calculations we made and place them in a table for quick entry into the fields for each of the panel variables.



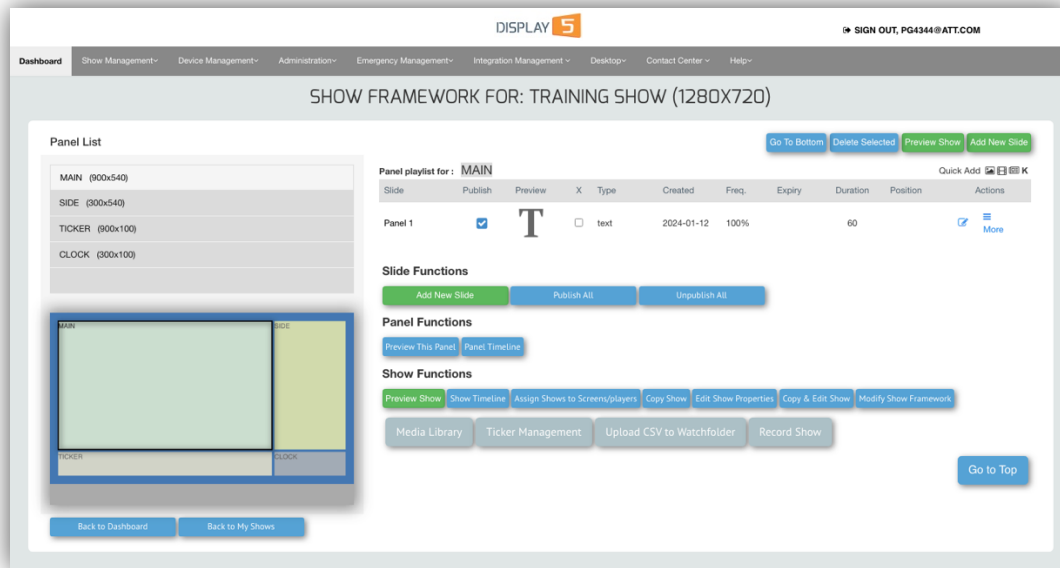
Here is an example of such a table. Let's take those values and click on each of the panels on our Show canvas and apply the values.

	MAIN	SIDE	TICKER	CLOCK
Left	35	945	35	945
Top	35	35	585	585
Width	900	300	900	300
Height	540	540	100	100

If we were not satisfied and wanted to start over, there is also a button we can click on called **Start Over** which is located beside the **Save and Exit** button at the bottom of the window. This will reset the canvas to our starting point, and we can start the process of creating the panel layout over again.

Once we have the panels positioned the way we like we are ready to save the Show panel layout into our **Show Framework**. To do that we scroll down in the window and click on **Save and Exit**.

Once we click **Save and Exit** the CMS creates a Show Framework for our Show. The image below is the Show Framework window we are presented with once we click **Save and Exit** for the Show we just created.



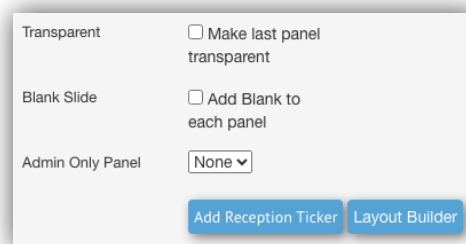
We can now begin to populate the panel playlists with content. Adding content to each of the panels is covered in Sections 4 and 5.

3.6. Power Features and Tools in the Show Framework Builder

In this section, we will cover some of the power features and tools available to us when we are building a Show Framework. Access to these features and functions is found in the bottom-right section of the Show Framework Builder window.

Power User Features:

- Last panel Transparent
- Add Blank Slide
- Layout Builder

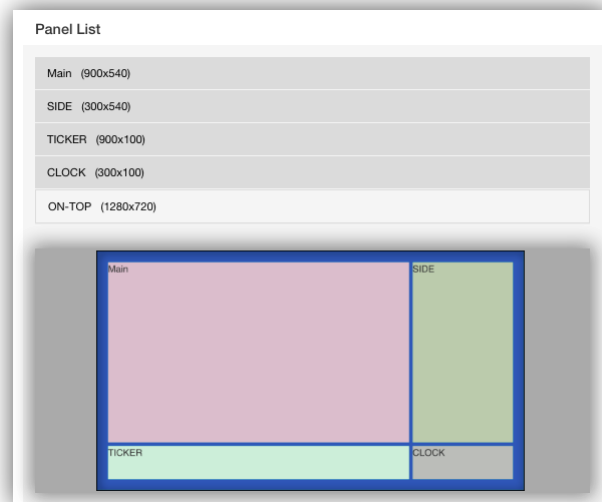


Each of these features either makes it easier us to build a Show Framework or makes it easier to add content to the Show once the Show Framework has been created.

for

The first of these features is the **Make last panel transparent** feature. By checking this box and turning this feature on, the last panel we add, will be transparent when the Show Framework is generated. This means the panel is there and we can see it the list of panels and can build a playlist for it, but it is transparent in the Show Framework rendering. This allows us to see all the other panels underneath the **On-Top panel**. Otherwise, if it appeared, we could not see the Panel Layout underneath.

Here we can see a Show Framework where the last panel (**ON-TOP**, the **white highlighted row**) is the full size of the canvas, but it is transparent, which allows us to see how the panels are laid out underneath it.



When the Show plays, the ON-TOP panel requires a **Blank** slide as the only published content in its playlist, for it to stay transparent, or invisible. When other content types are published in its playlist, that content will appear on-top of the regular Show content. This can also be referred to as over-programming.

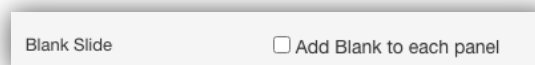
The ON-TOP panel is added to a Show Framework to play content on-top of the regular Show play, whenever we schedule the on-top content to play. Some good examples of on-top content would be an emergency message, an announcement, or an advertisement.

It is worth noting that:

- 1) The content underneath the ON-TOP panel is still playing but it is covered when a full canvas on-top panel is used.
- 2) An on-top panel can be any size and does not need to cover the whole screen canvas. A good example would be a marquee or ticker panel which only covers a much smaller area of the Show canvas.

To learn more about On-Top panels for emergency messaging, please see the Enterprise Advanced Emergency Management Guide.

The second feature is the **Add Blank slide to each panel**, radio button. By checking this box, an unpublished, **Blank** slide, will be added to the playlist of each panel.



There are many ways blank slides can be used, and as you start to build more advanced Shows, using Blank slides will allow you to do more things in your Show play. Adding Blank slides automatically to your panel playlists saves time and effort. You do not need to use them by simply leaving unpublished, but they save you the step of adding them later.

The many ways blank slides can be used is covered extensively in Signage Stream Distribution and Logistics Guide.

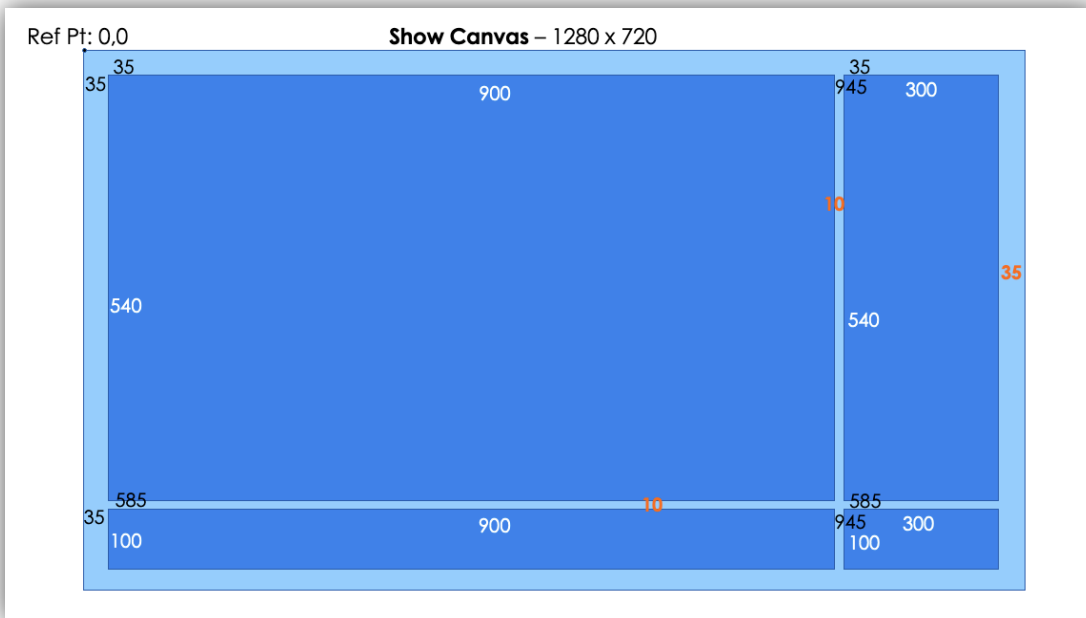
The panel **Layout Builder** is used by power users to quickly build a panel layout which they have sketched out beforehand. The sketch would include the names of the panels and the calculation of the 4 parameters; position in pixels left, and down from point zero-zero, and the width and height of the panel, as detailed in Section 3.5 above.

How to use the panel Layout Builder is covered in the next section.

3.7. The Panel Layout Builder

Once a user is more familiar with the CMS, the **Panel Layout Builder** is a great way to quickly create a **Show Framework**. Using this tool is the fastest way to generate a new Show Framework panel design, or to make quick real time adjustments, to the panel layout to get exactly the design template you desire.

This tool is used in conjunction with a Show design that has been sketched out, with the panel names and the 4 panel positioning fields for each panel calculated. This was covered in Section 3.5 and the two images below are a duplicate of a sample sketch and a table of panel values in that section.



Let's go through the same example of building a panel layout with the panel **Layout Builder**. But this time we will build the Show Framework with the panel **Layout Builder**.

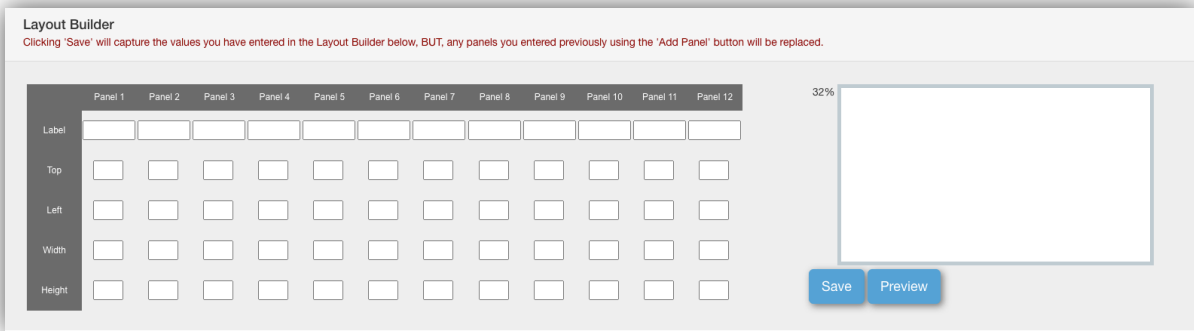
Show Canvas – 1280 x 720

	MAIN	SIDE	TICKER	CLOCK
Left	35	945	35	945
Top	35	35	585	585
Width	900	300	900	300
Height	540	540	100	100

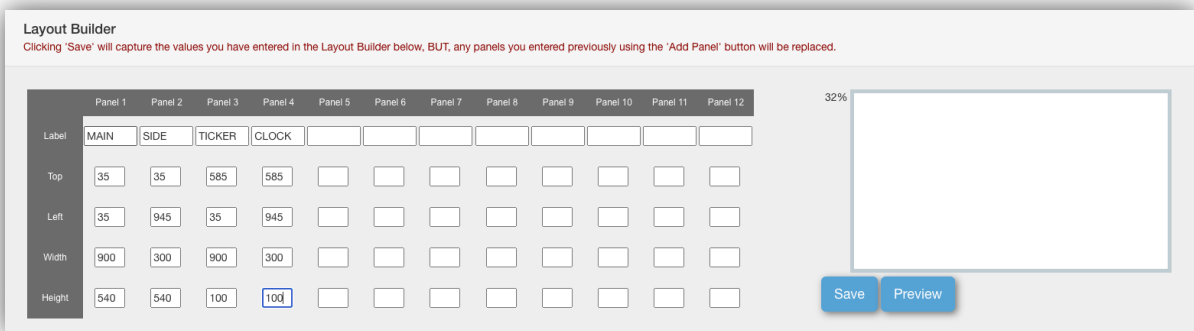
Note, a sketch does not need to be precise as in the above example, and the values in the table can be adjusted in the **Layout Builder**, but getting the values close to the desired panel layout makes the process quicker.

The panel layout sketch and the table with the values of the positioning fields written on it above, took about 5 mins to draw up. All the panel layout information is captured in this table. Now we can quickly enter the information into the panel **Layout Builder** to generate the desired panel layout for our Show.

When we click on the panel **Layout Builder** button Layout Builder, a table is generated where we can enter information for up to 12 different panels on the Show canvas.

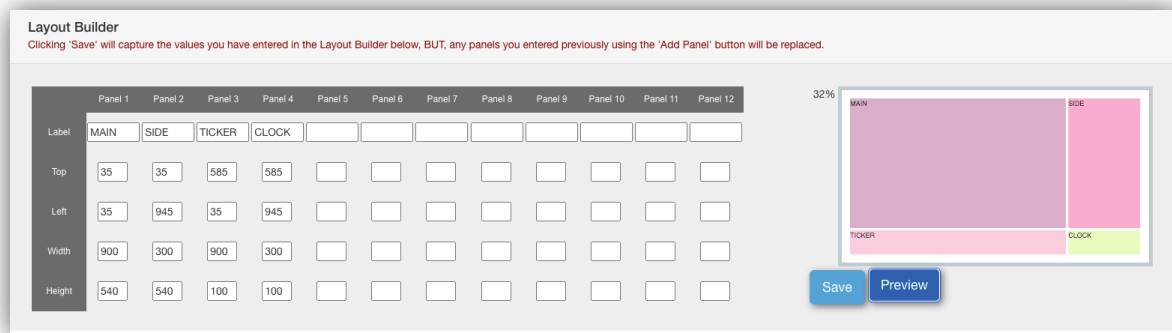


Next, we enter the information from our table into the fields.



Note the table above and the Layout Builder have the Top and Left rows switched. Better to build your table to match the Layout Builder.

When all the values have been entered, click on the **Preview** button and the panel layout is rendered exactly as specified.



If the panel layout doesn't look right, you can adjust any of the values or add in additional panels and then click **Preview** again to see the result. Continue to adjust until you have the panel layout you want.

Sometimes we make errors, either in our calculation, or when we enter the information into the panel layout builder, we will be able to visually see the panel layout using the **Preview** button and make any necessary adjustments.

When everything looks as it should, we simply click on **Save**, and the panel layout is generated.

Note: If we had added any panels to the panel layout before using the panel layout builder, those panels will be eliminated.

With the desired Panel Layout completed, we can make any other adjustments, such as adding a blank slide to each panel playlist, and then click on **Save again** to generate the final **Show Framework**.

We can also add a panel, using the add panel button, after using the panel layout builder, or we can go back into the panel layout builder and add in the additional panel.

The panel layout builder is the fastest and most precise way of generating a new panel layout. It also allows us to preview the panel layout and adjust in real time.

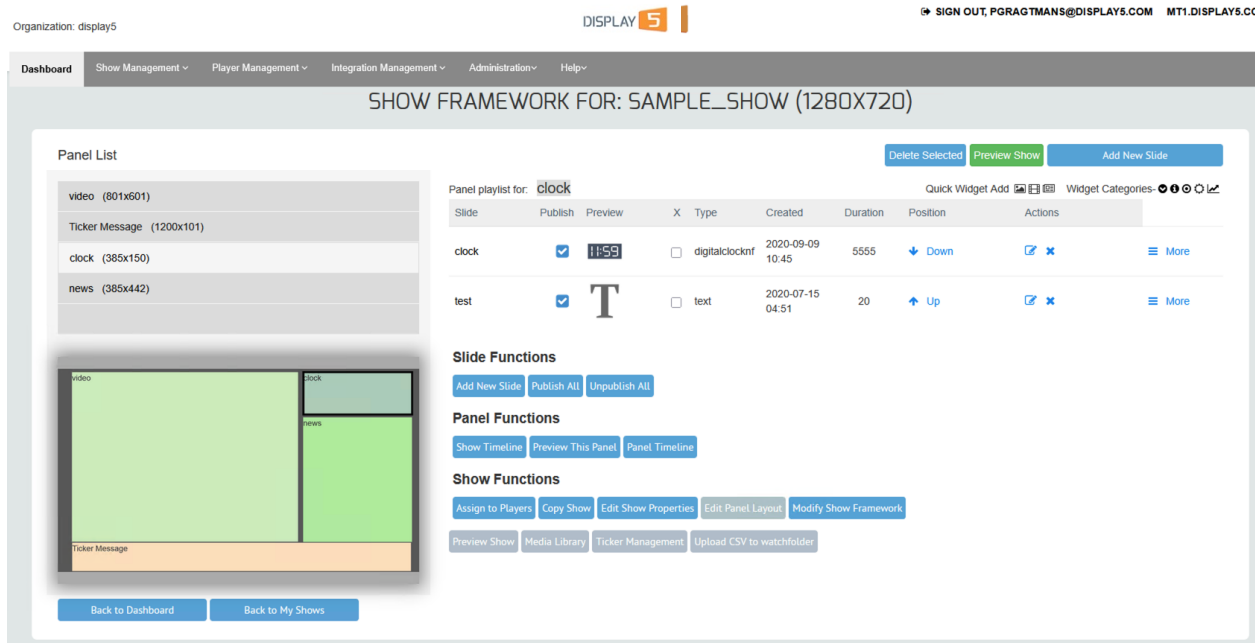
Power users will naturally gravitate to using this tool on a regular basis to build new Show frameworks.

Now that we know how to generate the second structural component of a Show, the **Show Framework**, let's learn about the Show Framework in Section 4.

4. The Show Framework

4.1. The Show Framework Layout

This section will review the Show Framework window layout. The Show Framework is the second structural component of a Show and is generated once the panel layout has been built and saved. We reviewed this in Section 3.5 and the image below is the same Show Framework that was generated in the example in that section.



There are four components to the Show Framework:

- 1) The Panel List
- 2) The Panel Layout rendering
- 3) The Panel Playlist
- 4) Functional buttons

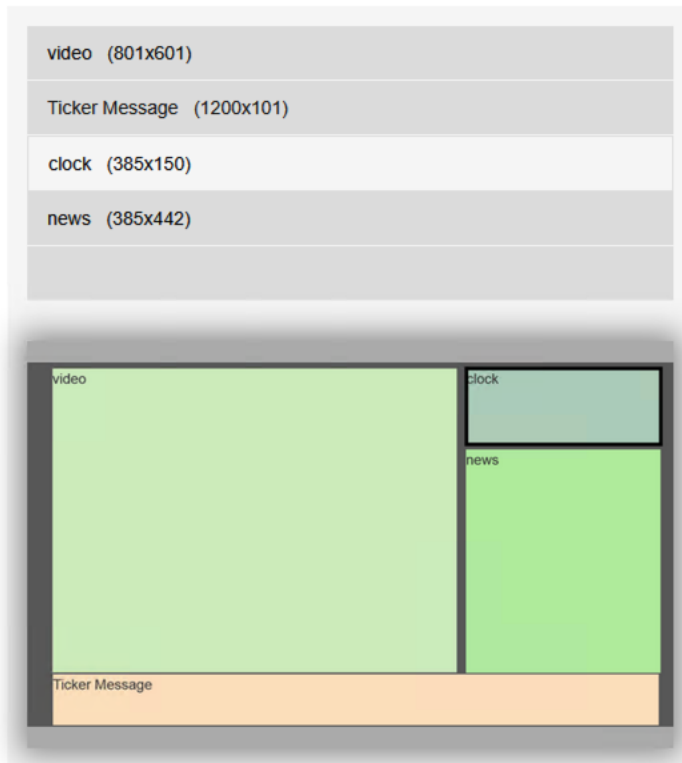
The Panel List



In the top-left quadrant of the window we can see a list, like a single column of a table, which has the name of each panel in the Show listed one on top of the other. This is the **Panel List**. Each item in this single column table can

be clicked on and the active panel will be highlighted as a lighter color than the others. In this example the **clock** panel is highlighted. Beside the name of the panel the dimensions of the panel, its width and height, are listed in pixels. This is a quick reference for users generating content for that panel.

The Panel Layout Rendering



Directly below the Panel List is a rendering of the Show Panel Layout. Each panel in this rendering has a name which corresponds to one of the panels in the Panel List. Also of note, a black outline appears around the panel in the rendering which corresponds to the whichever panel is currently selected in the Panel List.

In the example to the right, we can see that the CLOCK panel is selected in the Panel List and a black outline can be found around the CLOCK panel in the rendering. This is provided as a quick visual reference as to the position of each panel in the Panel List. When a different panel is selected in the Panel List, the black outline will move to the corresponding panel in the Panel Layout.

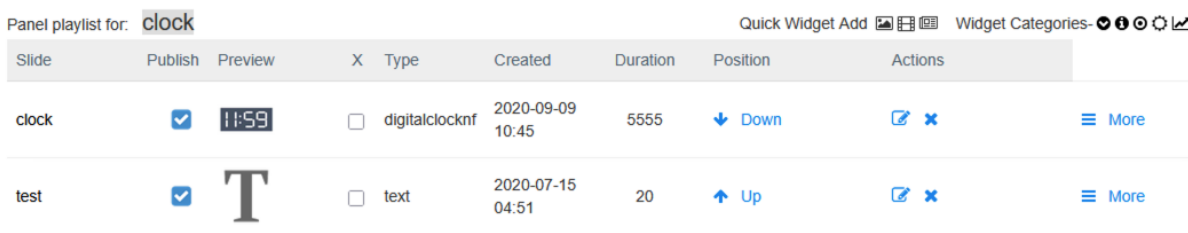
The Panel Playlist









The Panel Playlist is in the top-right quadrant of the Show Framework window. When a new Show has been generated there is only one or two items in it to begin with, and so it doesn't really appear to be a list of content for the panel, but rest assured you will be able to add as many content slides as you wish. If there is one item, it will be like what you see below. This is simply placeholder content until you have added your own content to the Panel Playlist. The

browser must have “a book on the bookshelf”, and thus the placeholder content. Once you have added your own content (or books), then you can either unpublish the placeholder content or delete it.

If there is a second item in the list it will be an unpublished Blank slide because you specifically asked for it to be placed in the Panel Playlist. See Section 3.6.

Here is a closer view of the **Panel Playlist** for the CLOCK panel in the **Training Show**.

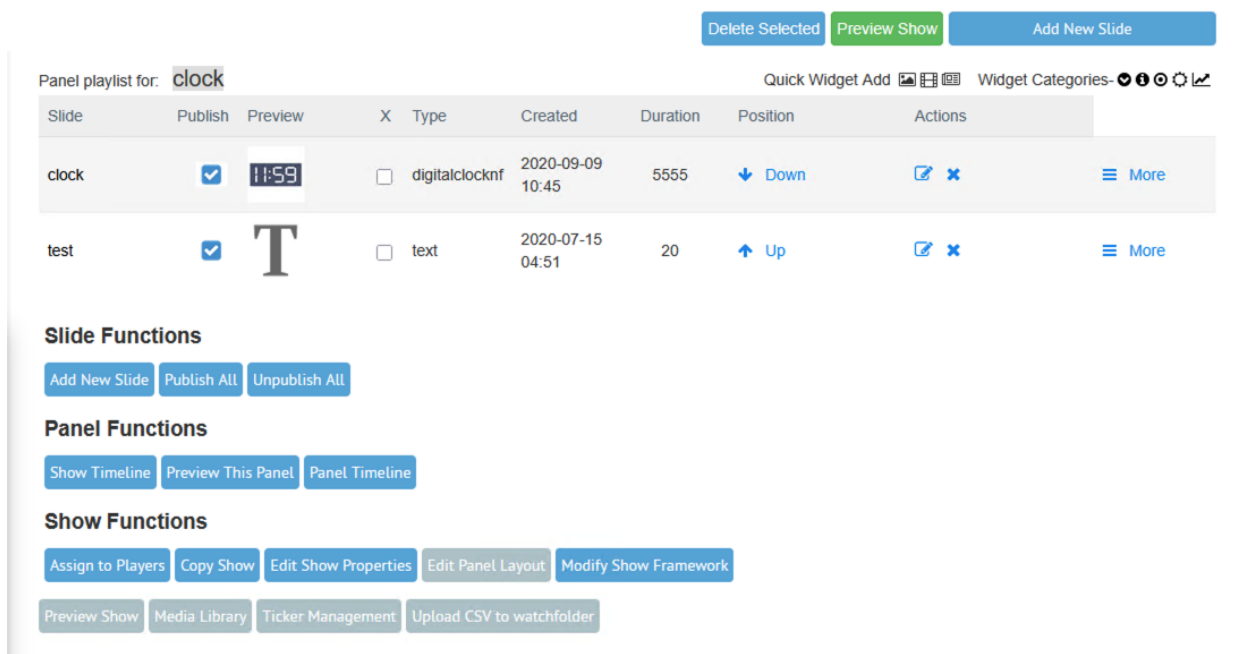









Slide	Publish	Preview	X	Type	Created	Duration	Position	Actions
clock	<input checked="" type="checkbox"/>		<input type="checkbox"/>	digitalclocknf	2020-09-09 10:45	5555	↓ Down	  
test	<input checked="" type="checkbox"/>		<input type="checkbox"/>	text	2020-07-15 04:51	20	↑ Up	  









In the next section, Section 4.2, we will navigate through the items which are listed in the heading row in the image above.

Functional Buttons

That last component of the Show Framework are the functional buttons which are found in several places within the Show Framework window.



Panel playlist for: **clock** Quick Widget Add    Widget Categories-    

Slide	Publish	Preview	X	Type	Created	Duration	Position	Actions
clock	<input checked="" type="checkbox"/>		<input type="checkbox"/>	digitalclocknf	2020-09-09 10:45	5555	↓ Down	  
test	<input checked="" type="checkbox"/>		<input type="checkbox"/>	text	2020-07-15 04:51	20	↑ Up	  

Slide Functions
[Add New Slide](#) [Publish All](#) [Unpublish All](#)

Panel Functions
[Show Timeline](#) [Preview This Panel](#) [Panel Timeline](#)

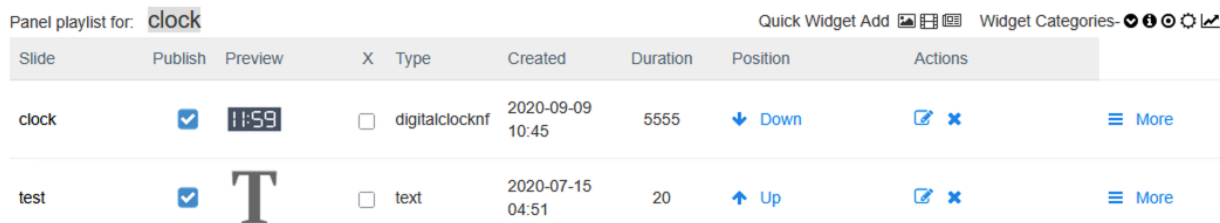
Show Functions
[Assign to Players](#) [Copy Show](#) [Edit Show Properties](#) [Edit Panel Layout](#) [Modify Show Framework](#)
[Preview Show](#) [Media Library](#) [Ticker Management](#) [Upload CSV to watchfolder](#)







The main group of buttons is aligned to the bottom-right quadrant below the Panel Playlist, but there are also buttons in the top-right and bottom-left. We will review the functions of these buttons in Section 4.4









4.2. Show Framework Panel Playlist Navigation

Now that we are familiar with the four main components of a Show Framework, let's focus on how to navigate a panel playlist. This section will cover the items which are listed in the heading row of the Panel Playlist. The next section will cover how to identify scheduled content in a Panel Playlist, and the characteristics of the scheduled content.

Here is the image of the **Panel Playlist heading** with a single piece of content in the playlist for the panel called MAIN. Let's step through the different items in the heading row.



Panel playlist for: **clock** Quick Widget Add   Widget Categories-    

Slide	Publish	Preview	X	Type	Created	Duration	Position	Actions
clock	<input checked="" type="checkbox"/>		<input type="checkbox"/>	digitalclocknf	2020-09-09 10:45	5555	↓ Down	   More
test	<input checked="" type="checkbox"/>		<input type="checkbox"/>	text	2020-07-15 04:51	20	↑ Up	   More

Slide: This field is the name that a user gives to a slide. In the example above it is called Panel 1 because when a Show Framework is first generated, there is a placeholder slide inserted by the platform into each panel playlist as described in the previous section. As mentioned above, browser technology needs to have a piece of content in it or it will give you an error when you play or preview the Show. Once other content items are added, this placeholder content can be deleted or unpublished.

Publish: This field is a simple blue radio button which can be clicked to be active or inactive. When it is active, or published, a checkmark will appear as in the image above. This means that this slide will play each time a loop of the playlist is played. If the slide is unpublished, the radio button is empty, there is no checkmark, then as the slide playlist plays, any unpublished slide in the playlist will be skipped.

This is a simple but powerful way to control which slides are actively being played in a Show. If a Show is actively playing on a signage endpoint, clicking the Publish / Unpublish button will immediately change what will play on the signage endpoint(s).

Preview: This field contains an icon which represents the type of content in the slide. In the example above there is a large T, for a Text slide. By clicking on the icon, regardless of what type of content the slide is, you will see a rendering of the content slide. If it is a slide with active content, like a video, the rendering will play the video so you can easily see that slide's content.

X: This column has a simple radio button which can be clicked. It works in conjunction with one of the functions, which be covered in Section 4.4, **Delete Selected**. It simplifies selecting multiple slides and deleting them with a single click, versus clicking and deleting slides one-by-one.

Type: This column is a reference to what type of widget the slide built from. This is important and powerful when searching for content type within all the Shows a user has access to as described in Section 2.3.

Created: This is the date the slide was created.

Duration: The duration is the length of time in seconds that a content slide will play. When a new slide is created, the default duration time is 20 seconds. This time can be adjusted to the desired length of play.

For some video slides when the video content is retrieved the duration of the video is automatically calculated and placed into the duration field, freeing the user from having to calculate how long the video play duration is. For the PosterMyWall widget, the duration is automatically set to 120 seconds, but this is primarily to allow the PosterMyWall server to render the design a user has created and bring it into the signage platform. We recommend that when creating a PosterMyWall slide, once the PosterMyWall design has been brought into the platform, that you make a point of setting the duration the time desired.

Finally, it is worth mentioning that for some slide types and or use cases if makes sense to have much longer duration times.

- For a background slide which you want to have permanently be in the background, set the duration to a very long time, e.g. 86400 seconds (= 24 hours). Why? Because if you have a single slide in a playlist with a shorter duration, say 30 seconds, every 30 seconds that slide will go through its play loop and start again. This causes a slight interruption in the content view as it restarts the panel playlist. In a normal play loop cycling through content items, this interruption is not even noticed, but when it is a single image that doesn't change, it is noticed. Having a very long duration means the play loop is also the same length as the slide duration and there is no interruption in the content presented.
- For a time or clock widget, the same logic as a background slide applies. Make it a 24 hour play duration.
- For a weather widget, once you have the current weather forecast is not important in most cases to refresh the forecast every 30 seconds. We recommend 1000 seconds (just over 15 mins) or more. These less frequent changes also put less demand on the weather service from which the forecast is being pulled, for live updates.

Position: This field has arrows in it which can move the position of the slide up or down one position by clicking on the positional arrow.

It is also possible to **move a slide by clicking and holding** the mouse down and then dragging the slide to the desired position in the playlist. This is easier than doing multiple clicks on the position arrows.

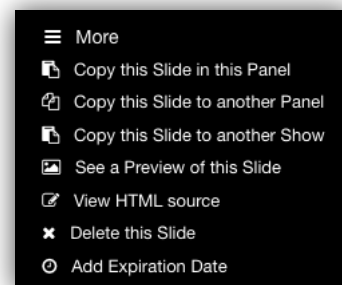
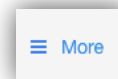
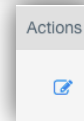
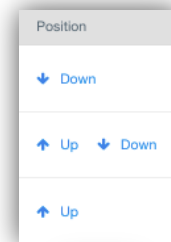
Actions: The actions button(s) are there for quickly acting. Clicking on the blue pencil icon allows us to **quickly edit** the content slide and make any changes we need to make to the content or the slide settings. You will also see a quick delete X in this field

More: To the far right we can see a small blue hamburger icon with the word More beside it. These are additional **Actions**.

If we click on it, a small menu will open with several additional functional actions we can take. Let's go through these one at a time:

- **Copy this Slide to this Panel**, creates a copy of the slide and puts it at the bottom of the playlist. Making a copy of a slide before editing it can be very handy to preserve the original until you are satisfied with your edits.
- **Copy this Slide to another Panel**, makes a copy of the slide and inserts it into the panel playlist of another panel in this Show. This is also handy at times but be aware of the content you are copying and the sizes of the **original** and **target** panel.
- **Copy this Slide to another Panel**, copies the slide to a panel in a different Show. Again, when using this function be aware of the size of the **original** and **target** panels.
- **See a Preview of this Slide**, lets you preview just this slide. This is the same as the preview function listed above just another way to access this capability.
- **View HTML source**, this opens a text editor to edit the source HTML code for the selected slide. This allows you to tweak elements such as script values, dimensions, positions and sizes. **Caution:** This is users with programming expertise only and is not recommended for the average user.
- **Delete this Slide**, deletes the slide. You will be asked to confirm this action.
- **Add Expiration Date**, provides quick access to add an expiration date instead of editing the slide.

Quick Add Icons: On top of the Panel Playlist heading, on the far-right side, there are some Quick Add icons. These are placed here



for convenience for users to quickly add frequently used content widgets. They will be covered in Section 5.

Now that we are familiar with the different components in a Panel Playlist, let's look at a Panel Playlist with a few content slides that have schedules and expiry dates in them.

4.3. Managing Scheduled Content in the Show Framework

This section will cover how to identify and manage scheduled content in a Panel Playlist.

Before covering this topic let's put some of the content scheduling capabilities of the platform in perspective so that we are not confused. Scheduling has multiple dimensions to it, some of which has already been covered and other topics which will be covered shortly.

It is helpful to see these capabilities listed together to see how they work together and are related:

- 1) On the Dashboard you can view and search for **Scheduled content slides** in all your Shows. Covered in Section 2.3
- 2) A Slide's individual **Schedule**. Slides that have a schedule defined for them of exactly when to play are listed in 1) above but creating the individual slide schedule will be covered in Section 5.5
- 3) **Published slides**, which were covered in the previous section, 4.2, are slides that will play as the panel play loop plays. If it isn't published it will not play. If a slide has a schedule that says it should play in a particular time window but, if it isn't published, it will be skipped and will not play.
- 4) **Expired slides** were also covered in the previous section, 4.2, and have a date attached to them that has nothing to do when they will play. The expiry date is when a particular slide can be purged from the system so the person who created the slide does not need to come back and delete the slide to tidy up the playlist. **Note:** An expired slide that is published and has a valid schedule will still play, so it is important to purge expired slides from your Shows on a regular basis. You can delete them by going into the Media Library from the Media Library button at the bottom of the playlist. Please see Section 9 on the Media Library if you need guidance.

Let's start with this image which has a few slides in it with different scheduling characteristics.

Slide	Publish	Preview	X	Type	Created	Freq.	Expiry	Duration	Position	Actions
Winter	<input checked="" type="checkbox"/>		<input type="checkbox"/>	image	2024-01-12	100%		8	↓ Down	More
Spring	<input type="checkbox"/>		<input type="checkbox"/>	image	2024-01-12	100%		12	↑ Up ↓ Down	More
Summer	<input checked="" type="checkbox"/> 00:00-23:59 2024-06-01 - 2024-08-31		<input type="checkbox"/>	image	2024-01-12	100%		12	↑ Up ↓ Down	More
Autumn	<input type="checkbox"/> 00:00-23:59 2023-09-21 - 2023-12-21		<input type="checkbox"/>	image	2024-01-12	100%		8	↑ Up ↓ Down	More
Clouds	<input checked="" type="checkbox"/>		<input type="checkbox"/>	image	2024-01-12	100%		10	↑ Up ↓ Down	More
Truck	<input type="checkbox"/> 00:00-23:59 2024-01-08 - 2024-01-31		<input type="checkbox"/>	image	2024-01-12	100%		10	↑ Up	More

There are 6 slides in the panel playlist above. They are called:

- Winter
- Spring
- Summer
- Autumn
- Clouds
- Truck

We are going to focus on two columns, the **Publish** and **Expiration** columns.

The key thing to focus on, from a scheduling point of view, is which slides are published. Published slides, which don't have any information around them, **Winter**, and **Clouds**, will play each time the playlist loops.

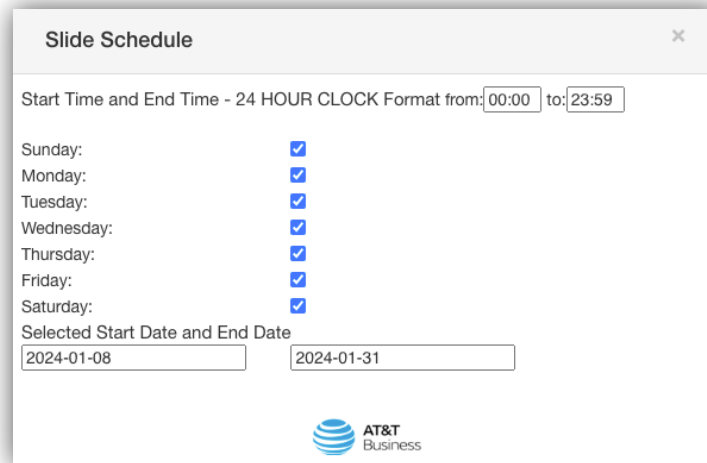
Spring and **Truck** are not published, so they will not play. Every play loop will simply skip each of these slides in the playlist until they are published or removed.

Summer, **Autumn**, and **Truck** all have a little clock to the left of the publish radio button. Seeing a clock here means that there is a scheduled attached to the slide. This means that each time the playlist loops, it checks the schedule of the slide and makes sure that time the playlist is playing, the current time, falls within the schedule of the slide.

- If the current time is within the slide's schedule and the slide is published, then **the slide will play**.

- If the slide is published, but the current time does not fall within the slide’s schedule, then **the slide will not play**.
- If the slide is unpublished, regardless of what the slide schedule is **the slide will not play**.

The times and dates below the clocks, are the schedule of each slide. You can quickly see the schedule for the slide by clicking on the little clock. When we click on the clock beside the Truck image, it will open this window:



We can see that this slide (image above), using a 24-hour clock, is going to play from 00:00 to 23:59 (all day long), every day of the week (the radio buttons beside the days of the week are all checked on). And the slide will start to play on Jan 8th, 2024, and play until Jan 31st, 2024.

The slide will continue to play, every day, in the specified window of time, for as long as it remains published. We cannot edit the schedule from here. We can only see what the schedule for the slide is. Creating and editing the Slide Schedule is covered in Section 5.5.

You probably noticed that the text color below the clock is either green or red with the summary play schedule parameters.

Green means that the slide’s schedule window end date is in the future; assuming the slide is published, if the start date has passed, then the slide **will play**; if the start date is in the future, then the slide **will not play**.

Red means that the slide schedule’s end date is in the past and so it **will not play** even if it is published.

Let’s see what the information for the **Summer**, **Autumn** and **Truck** slides in the list above is telling us:

Slide	Published	Current Date, Jan 12, 2024, within Schedule Window	Play Status
Summer	Yes	Yes	Will Play
Autumn	Yes	No	Will not Play
Truck	No	Yes	Will not Play

For a slide to play it must be both published and the current date must be within the slide's schedule window.

Now let's turn our attention to the **Expiry** column.

We can see that the Winter and Autumn slide both have an hourglass in them. This means that both slides have an expiry date, and the rest of the slides in the playlist do not have an expiry date.

Winter has a **black** hourglass. The **black color** means that the **expiry date is in the future** relative to the current date.

Autumn has a **red** hourglass. The red color means that the **expiry date is in the past** relative to the current date.

Each slide will remain in the playlist until:

- 1) It is deleted, or
- 2) For slides with an **Expiry Date** in the past, relative to the current date (expired content), will be automatically removed when the **System Administrator purges expired slides** on a routine basis, or the Show owner(s) can remove expired slides in the Media Library (see Section 9).

Now let's turn our attention to the last component of a Show Framework, the functional buttons.

4.4. Show Framework Functions

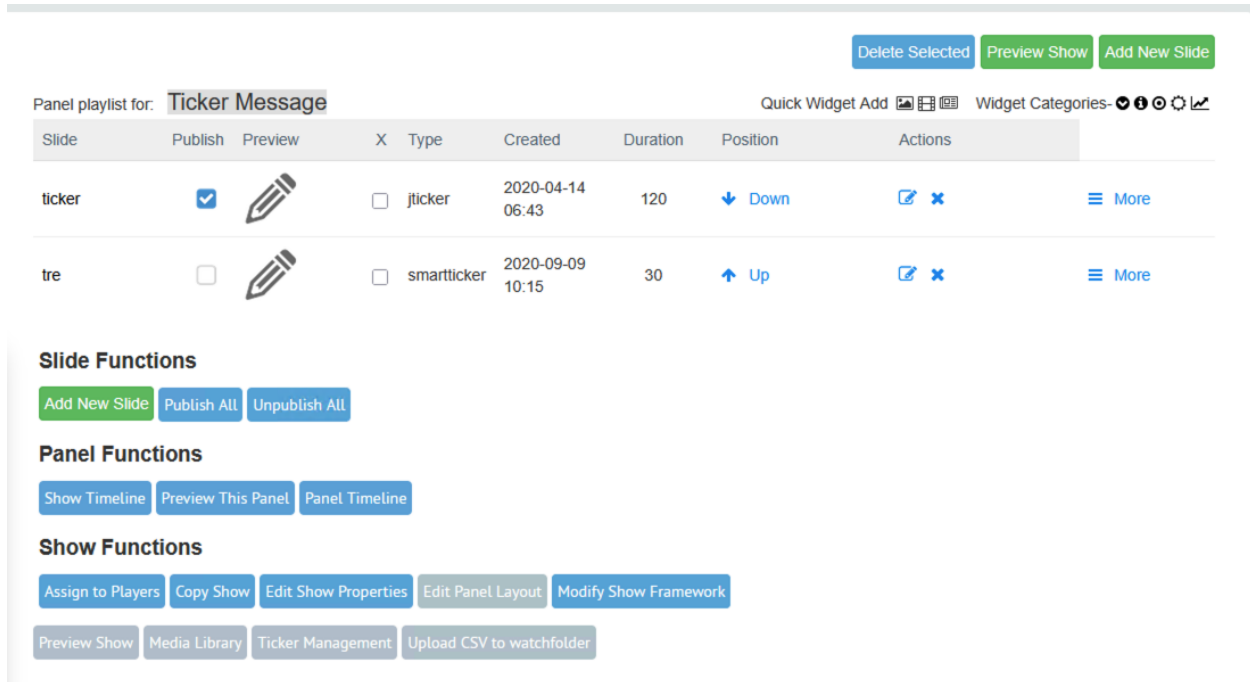
That last component of the Show Framework are the functional buttons which are found in several places within the Show Framework window.

The buttons are one of three colors:

- 1) **Green**, buttons most often used and green makes them easy to quickly find them.
- 2) **Blue**, a primary function, or
- 3) **Gray**, a secondary function.

The functional buttons in the Show Framework have been grouped in to make navigation easy, grouped by Show components, i.e. Slide, Panel, Show, or General.

In the top-right of the Show Framework there are 4 buttons:



The screenshot shows the Show Framework interface. At the top right, there are three buttons: "Delete Selected" (blue), "Preview Show" (green), and "Add New Slide" (green). Below these is a "Panel playlist for: Ticker Message" section. It includes a "Quick Widget Add" button and "Widget Categories" with various icons. A table lists slides with columns: Slide, Publish, Preview, X, Type, Created, Duration, Position, and Actions. Two slides are shown: "ticker" (published, 120s) and "tre" (not published, 30s). Below the table are three groups of buttons: "Slide Functions" (Add New Slide, Publish All, Unpublish All), "Panel Functions" (Show Timeline, Preview This Panel, Panel Timeline), and "Show Functions" (Assign to Players, Copy Show, Edit Show Properties, Edit Panel Layout, Modify Show Framework, Preview Show, Media Library, Ticker Management, Upload CSV to watchfolder).

Delete Selected: 

This button works in conjunction with the X column in the panel playlist. When you would like to delete multiple slides, instead of deleting them one at a time, you can simply click the radio buttons in the X column on for the slides you want to delete and then click the Delete Selected button. This makes clean-up of the playlist easier.

Preview Show: 

This button is used to view the Show at any time to see how it will play. When you click on the **Preview Show** button, a new window opens, and the Show starts to play and will continue to play until you close the window.

There is another **Preview Show** button in the group of gray buttons at the bottom of the panel playlist. This is there for convenience when the list of slides becomes longer.

Add New Slide: 

This is the button to click when you want to add a new content slide. Clicking on it will open a window of the major categories of widgets to choose from. If you choose the Video category for example, you will then have to select which type of video slide you wish to add to the

playlist. There are more than half a dozen video slide types to choose from and new widgets have constantly been added to the widget categories.

There is another **Add New Show** button in the group of blue buttons at the bottom of the panel playlist. This is there for convenience when the list of slides becomes longer.

Now let's review the **Slide**, **Panel** and **Show** functions.

Slide Functions:

We already covered **Add New Slide**.

Publish All and **Unpublish All**:



These two buttons are for quickly doing exactly what the buttons say so you do not need to take these actions one-by-one for each slide. Note: If you **Unpublish All**, you need to make sure that at least one slide in the playlist is published or you will get an error. A panel cannot be left empty without any content.

Panel Functions:

Preview this Panel:



This button works just the same as the Preview Show button but instead it will only preview the panel playlist you are currently working on.

Panel Timeline:



The Panel Timeline works the same way as the Show Timeline, but for the selected panel playlist which is currently being viewed in the Show Framework. Please see the **Show Timeline** below.

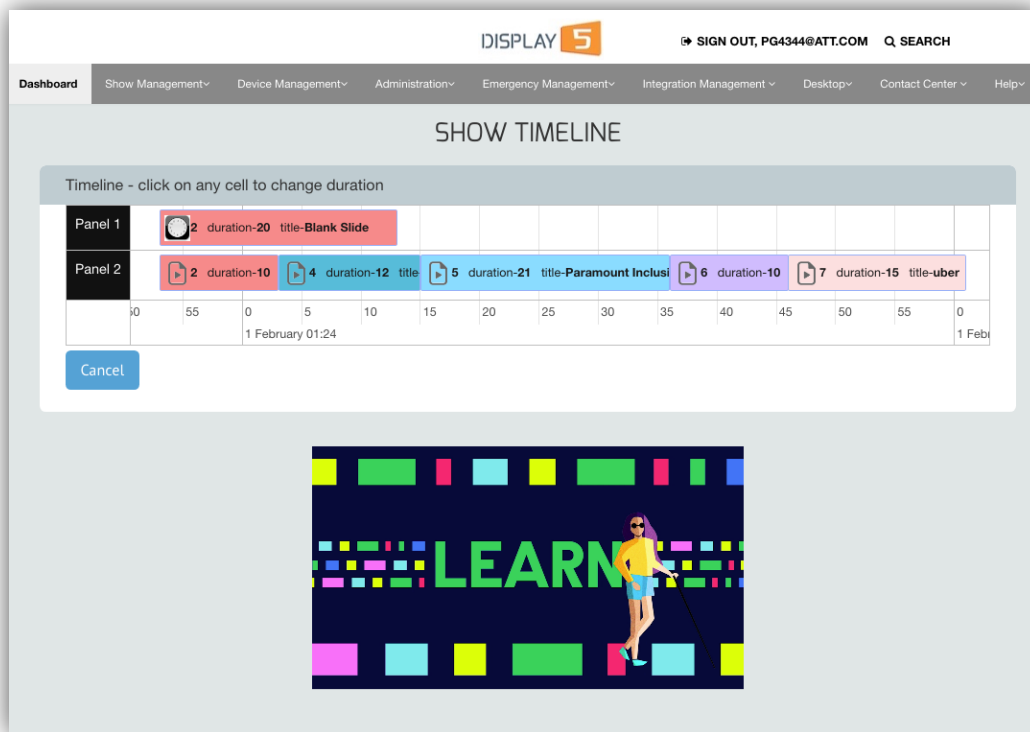
Show Functions:

We have covered **Preview Show**.

Show Timeline:



The **Show Timeline** button opens a window with the timeline for the Show.



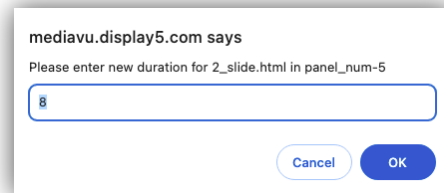
In the image of a Show Timeline above the Show has 2 panels in it. The panels are listed in rows in the timeline. The first panel has a single piece of content in it and the second panel has 5 active content slides in it. There may be more slides in the playlist but they will not display in the timeline if they are unpublished, or scheduled to play in the future, or their scheduling window has passed.

Each of the content slides has a different color to allow us to easily see where any slide starts and ends on the timeline. Each slide also has the duration of the slide and the slide name.

Directly below the panel rows is a timeline. The timeline is generated dynamically and will vary depending on the duration of play of the panel with the longest playlist. The lowest unit of time displayed is seconds. If the max panel playlist is 5 mins or less the scale will be in seconds. As the timeline stretches out, it changes to minutes, then to 5-minute intervals, then further to higher time intervals.

Below the timeline we see a rendering of the Show playing and as it plays, we can see a vertical red bar moving through the timeline which represents where the Show play has progressed to in the Show as it plays. The combination of the Show play and the vertical progress line allows us to visually determine if we want to adjust the duration of any of the slides in any of the panels.

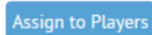
We can adjust the duration of any slide right in the timeline window, by clicking on the color bar that represents the slide, a dialog message box opens, and we can change the duration of the slide. When we open the dialog message box, the Show play freezes and when the duration is changed the Show begins to play again from its starting position.



There are two additional actions that can be applied to the timeline with your mouse:

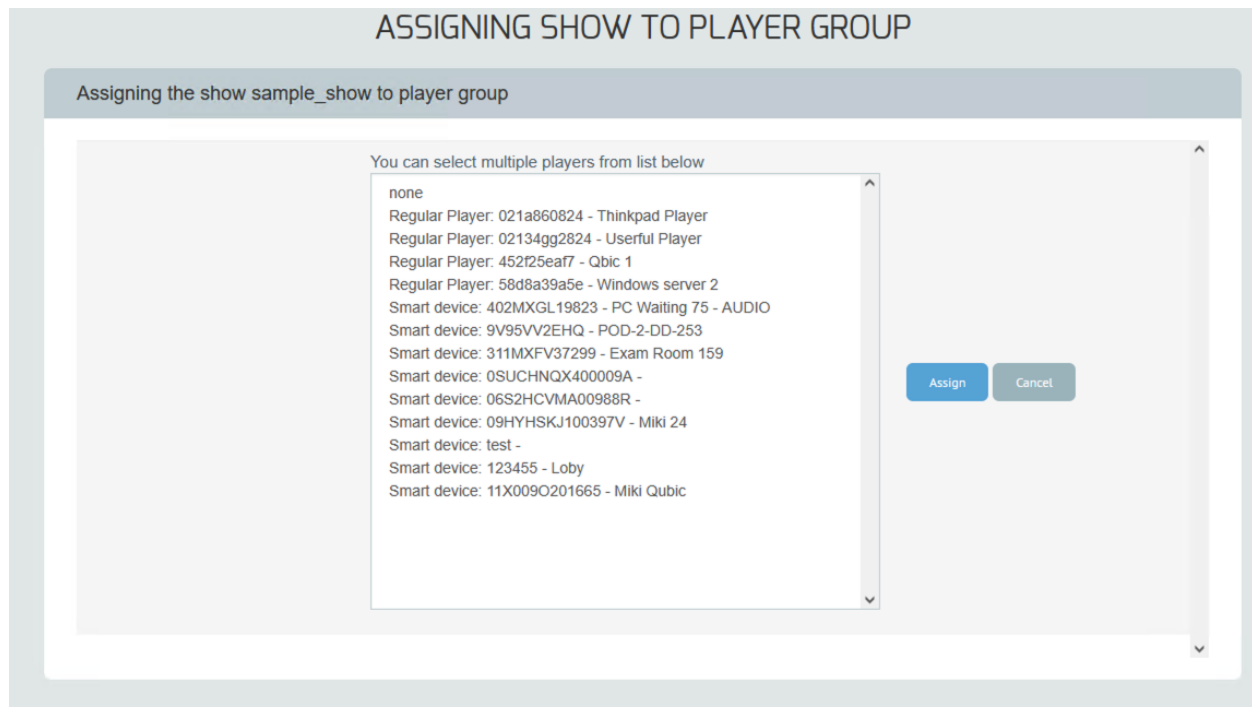
- If you hover over the timeline and scroll up or down you can **Zoom In**, or **Zoom Out**, on the timeline, and:
- If you **Click and Hold** your mouse down, you can drag the timeline forward or backward

Assign to Players:



Note: Only Level 4 and above users can assign Shows to play on endpoints.

When you click on the **Assign to Players** button, you will see windows open to allow you to assign the Show you are working on to an **SoC screen** (a Smart device) or a **Player** (a Regular device).

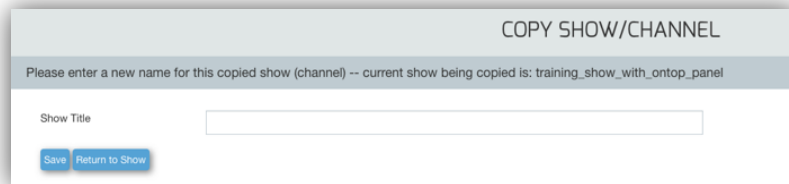


From this screen you can select either SOC or Regular players , or both , this is a multi-select dialog and so you can pick multiple devices at once to push your show to. You will see an acknowledgement screen after you click the assign button. All players selected will automatically pick up the new or updated show from this action.

Copy Show: 

The **Copy Show** function is a quick and easy way to create a copy of an existing Show.

Clicking on the **Copy Show** button, opens the window to the right. Simply type in the new Show Title and click on Save and a copy of your Show with all its content items will be saved under the new name in your Shows listing on the Dashboard.



Edit Show Properties: 

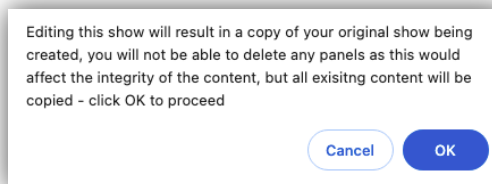
This button's function is to allow you to change the Show Properties, such the Show's name, description, or background color. Please review Section 3.2 if need to review how to do this.

Copy & Edit Show: 

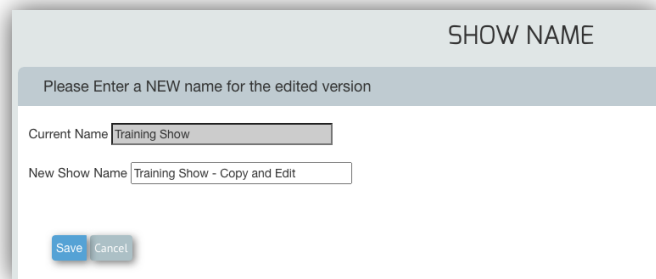
The **Copy & Edit Show** function allows you to make a copy of your Show and allows you to:

- 1) Move the panels,
- 2) Change the size of the panels in the panel layout,
- 3) Add new panels, but
- 4) A panel **cannot** be deleted.

When you click on the Copy & Edit button, you will get the warning to the right, reminding you that you cannot delete a panel.



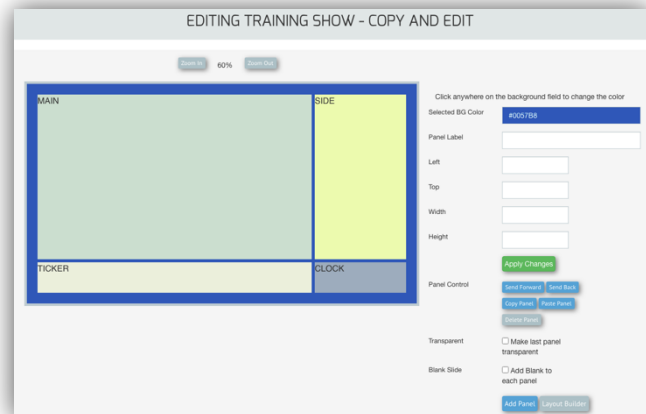
Once you click **OK**, a new message dialog box appears with the Current Name of the Show you are copying and a field where you can enter the name you want for your new Show.



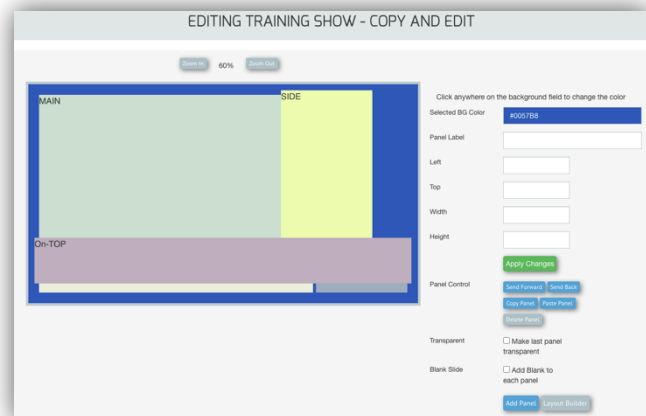
Once you enter a new name, in this example we are calling the new Show, **Training Show – Copy and Edit**.

Then click on **Save**.

The window opens where you can make the changes to the panels or add new panels. To review how to move or add panels please refer to Section 3.5 and 3.6.



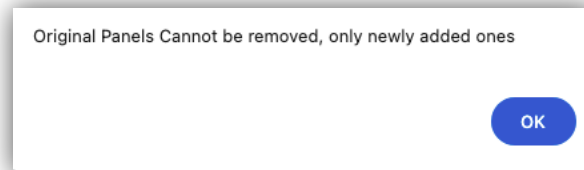
In this next screen shot you can see that we have moved the panel named SIDE and added a new ON-TOP panel on the bottom of the Show canvas.



Once you have the panels you want sized and positioned, you can click on Save to save the new Show and it will now appear in your Show listings in the Dashboard, and you can then edit it and populate it with content.

Caution: Copy & Edit keeps the content of the copied Show, so be careful when re-sizing panels with existing content in them. The panel playlist should be reviewed to ensure that the content looks the way it is expected to look.

If you try to delete a panel you will see the warning message to the right pop up.



Modify Show Framework: 

Modify Show Framework is a more complex function which you to allows you to:

- 1) Edit an existing Show (you are not making a copy of the Show with this function)
- 2) Allow you to keep the existing content in the Show or remove the content.
- 3) Move and re-size panels.
- 4) **Add** or **Delete** panels or re-arrange the panel layering.
- 5) Once the new panel layout is complete, you will have the option to move existing panel content into a new panel. This means you can map a panel playlist from an origin panel to a different target panel.

This function is covered in detail in the next section.

Media Library: 

The **Media Library** function allows you to quickly get to the Media Library for the Show you are currently working on, versus viewing the Media Library for all the Shows you have access to.

Please refer to Section 9 of this Guide for a complete review of the **Media Library**.

Ticker Management: 

A **Show Ticker** is a widget which allows you to manage a list of text messages or RSS streams. It can be added to a panel playlist just like any widget, but you can edit the list of messages within the widget versus creating a series of ticker slide in a panel playlist.

Any Show which has a Show Ticker widget in one of its panel playlists will play the Show Ticker messages for that Show in the Show Ticker slide. There are other ticker widgets that are individual ticker widgets where you are not managing multiple ticker messages in one widget, or slide.

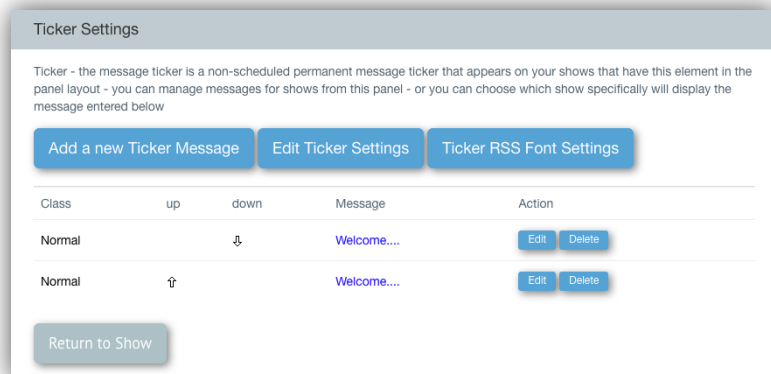
The Show Ticker has a separate ticker management screen that allows you to set the properties and messages in the Show Ticker.

The **Ticker Management** button allows you to manage Show Ticker messages for the Show.

You can edit, add, or delete messages for the Show Ticker.

When you click on the **Ticker Management** button, a window opens which allows you to add new messages, edit the existing messages, or add an RSS feed.

The Show Ticker widgets is covered in further detail in the Widgets Guide.

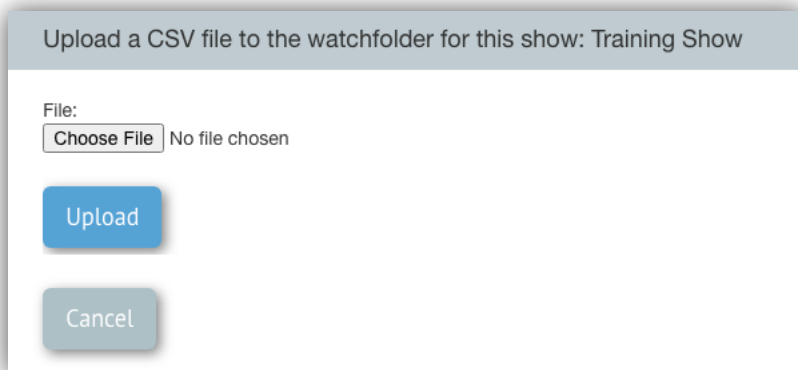


Upload CSV to Watch Folder:

Upload CSV to Watchfolder

The **Upload CSV to Watch Folder** function allows you to upload a CSV file into the platform. You will then be able to link one of several different widgets to the Watch Folder to pull information from the CSV for display. The information (or data) is usually either in numeric or text form, but you can also have reference to an image to display which goes with the data.

When you click on the **Upload to CSV Watch Folder** button the window to the right opens and you can then click on the Choose File button to browser your desktop to the CSV file you want, and the click on the Upload button.



The CSV file is now linked to the Show you are editing. When the values in the CSV folder change, you can upload a new version of the CSV file.

Once the file is there are several widgets, **Tables, Text, Graphs & Charts**, which use the CSV file to display content.

There is no limit to the number of CSV files you can upload to the platform, and all CSV files will have a unique name. However, you can only have one Watch Folder for each Show which will be used by all the CSV widgets in the Show. This means you can have several different panels in a Show which are pulling data from the CSV.

Note: As discussed above, there is an upload process involved to update a CSV file in the platform. If you require something automated there are different methods in the platform to do real-time integration to data sources, but this requires an integration to an existing Web API or similar. The platform supports most integration types and if you require a real-time integration, please contact your platform Administrator.

4.5. Modifying the Show Framework

Modify Show Framework is a more complex function which allows you to:

Modify Show Framework

- 1) Edit an existing Show (you are not making a copy of the Show with this function)
- 2) Allow you to keep the existing content in the Show or remove the content.
- 3) Move and re-size panels.
- 4) **Add** or **Delete** panels or re-arrange the panel layering.
- 5) Once the new panel layout is complete, you will have the option to move existing panel content into a new panel. This means you can map a panel playlist from an origin panel to a different target panel.

This is a relatively new function and although it is available to users, the user interface (UI) is still undergoing enhancements. This section of the Guide will be updated with details on how to use this function when the UI has been completed.

5. Widget Basics

In Section 5 we will cover how to add content to our Shows. Recalling the bookshelf analogy for a Show, this is the part where we add books, or content, to the bookshelves.

Widgets are the basic content elements and there are over 170 widget types and the number is growing constantly. The wrapper around the content which gives the widget its characteristics in a panel playlist is the slide. The wrapper is like the cover of a book.

5.1. Widgets Settings Overview

The widget framework, or layout is common across all the widget types.

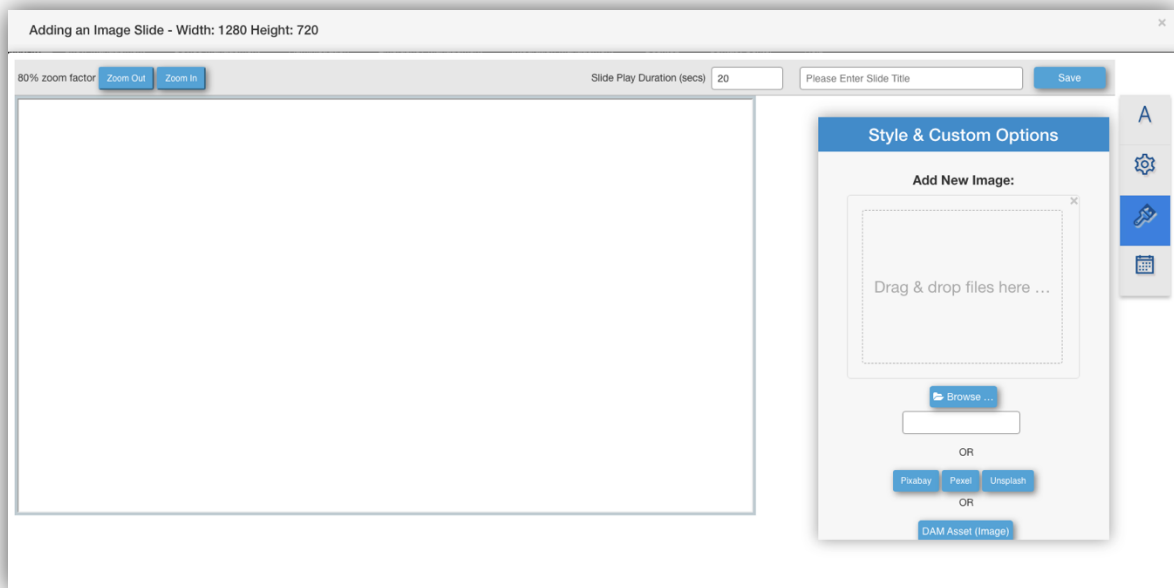
When we add a widget to our panel playlist, we need to set the conditions of how we want a particular piece of content to look, to play, to be named, to be tagged, to be logged, and if, and how the content is scheduled. These characteristics turn the content into a slide in the playlist.

Becoming familiar with the widget framework, and the widget setting categories, means that by learning a few setting categories, we learn how to use most of the widgets. There are some differences, but we will learn about these later in this section.

Widget settings are selected when a new widget is created, but they can be modified any time afterward by editing a widget slide. Modifying the settings, whether we are creating or editing a widget is the same.

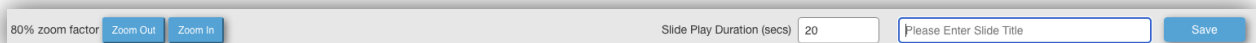
The only difference is that when you are creating a widget we start with a clean slate, and when we edit a widget, we start with the current state of the widget content.

Let's dive in. Here is a screen shot of a new image widget with no content added yet. Let's go over the main components of the widget framework.



The top line identifies the type of content slide we are creating, and the size of the panel we are creating it in. In this case, it is an Image slide, with a width of 1280 pixels, and a height of 720 pixels.

Directly below, is a horizontal bar.



The first items on this bar are the **Zoom Out**, and **Zoom In** buttons, which zoom the size of the panel's preview window below. For a larger panel like this one, there is no need to Zoom In, or Out, but if the panel is very large, or small, the Zoom capability is handy.

Any changes we make to the settings, are immediately reflected in the panel preview window, so we can instantly see how the content will look. This allows us to adjust the settings, and preview, in real time, how the adjustments affect the content.

We can keep adjusting the settings, until the content is exactly how we want it to look.

The next field to the right, is the **Slide Play Duration**. Here we put in the play duration of the slide we want, in seconds. This is how long a slide's content will be displayed, before the playlist moves to the next content slide, in the playlist. The default is typically 20 seconds but can be easily adjusted to any number of seconds.

For some video file types, the slide duration will automatically be calculated to match the duration of the video.

The next field to the right, is the Slide title, which is simply a name which we give to the slide. The name does not have to be unique, but if our slide playlist is long, it is best to give each slide a unique name which will help identify it, in our playlist.

The slide Duration, and Slide name, must be filled in to save the widget. The **Save** button is the button on the far-right side of the bar.

Finally, there is a vertical bar, on the far-right side of the widget window, with various icons. This is the widget settings bar. In this widget, the image widget, there are four icons in the bar. The number of icons will vary depending on the widget type. For most widgets there are 4 icons, but it can vary and there are as many as 9 icons in the Montage widget.



When we click on any of the icons a settings window opens for that icon. This is where we take action to input, or import content, and adjust the settings for the content look and play.

The follow-on sections in this section, Section 5, will cover how the most common 4 icon settings you see work.

The settings for each of these icons, are very similar between all the different widget types. There will be some differences, but for the most part, any differences not covered in the Widget Guide, will be similar for a specific, icon class.

To demonstrate how common the settings are for widgets, let's look at this illustration. It includes each of the different icon windows, the window that opens when you click on each of the different icons in the vertical bar, for the image widget, all inserted on a single slide, so we can see all the icon windows opened at the same time.



We see that for this image widget, there are 20 different settings, which can be set, 17 of them are commonly found settings.

The light blue shaded areas are the settings which are common to almost all the widgets. And they make up over 85% of the total settings, for this widget.

Once we learn these settings, we do not need to learn them again for each new widget.

This concludes the widget overview. The next sections in Section 5 go through each of the different categories of widget icon, we find in the vertical bar, on the right side of the widget framework.

5.2. Widget Common Settings Icon

In this section we will go over the settings in the widget Common Settings Icon window. This settings icon is a part of every widget.

The widget Common Settings Icon is the **Gear Icon** found in every widget's icon bar. The Widget Settings Icon Bar is the vertical bar on the right side of the widget framework.



When we click on the Gear icon button, a new widget settings window opens, with 5 groupings in it.

The 5 groupings are:

- 1) Animation settings
- 2) Background settings (color or image)
- 3) Slide Play Settings (Frequency and Random Playback)
- 4) Content Positioning Settings
- 5) General settings
- 6) Smart Device Settings.

Animation Settings

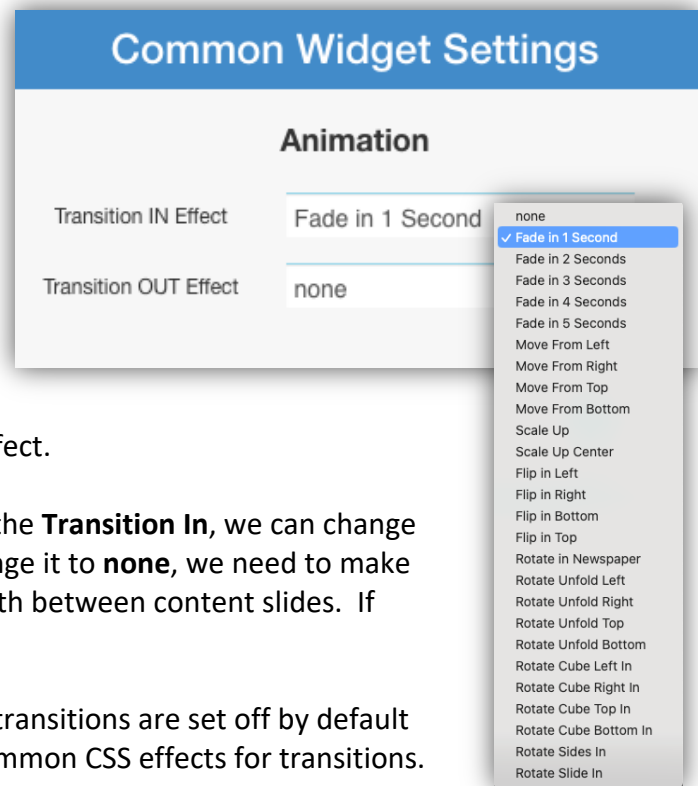
There are two animation settings. They are the **Transition Effects**, both **In**, and **Out**. These settings apply an effect to the content entering, or exiting, active play.

By clicking on the arrows on the right side of the field, we can select from over 25 different effects. Transitions can enhance the play of the Show content.

The default for both transitions, is either for a 1 second, fade in, or **none**, that is, no effect.

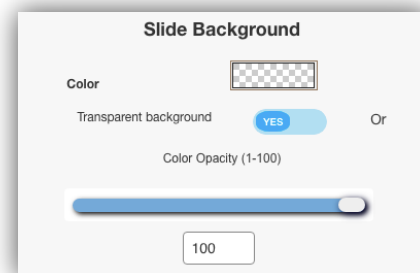
If the default is set, to a 1 second fade-in for the **Transition In**, we can change it to another type of transition, but if we change it to **none**, we need to make sure the content play of the slide is still smooth between content slides. If not, experiment with the transitions.

Note: For deployments with SoC devices the transitions are set off by default because some SoC devices do not support common CSS effects for transitions.



Slide Background Settings

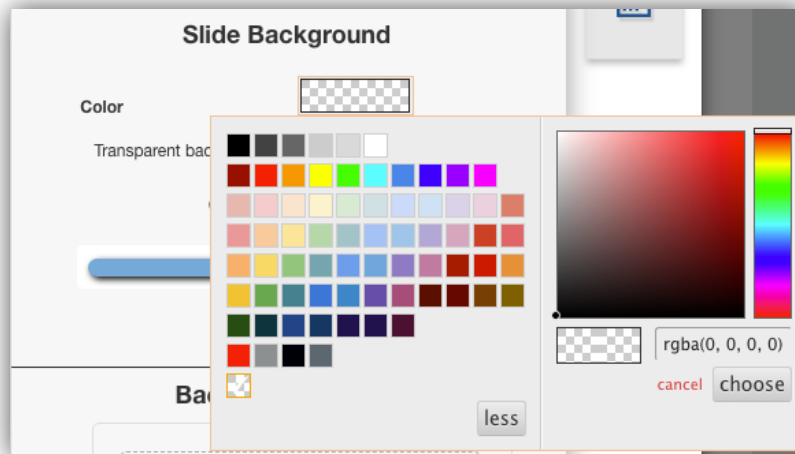
The next section has the **Slide background** settings. They determine the background look and feel, for this specific slide, and should not be confused with the Show background, or a background panel, if we were to insert a background panel, into our Show framework. These settings give us options to customize the background color and color opacity, or to insert an image as the slide background.



First, let's look at the color settings. By default, the background is set to be transparent, which means, if we do nothing, then no slide background will be seen.

Transparent, is a frequent choice, when we want the content behind the slide to show, instead of a background for the slide.

We can change the background to a color, by going to the field, **Color**, and clicking on the checkerboard button beside it.



A color selection palette opens, and we can select a color square, or by clicking on the color field, and, or the color slider on the far right. Once we select a color, the palette will close and the color we selected will instantly show up in the panel preview window to the left.

To change the color, simply click on the color button again.

When we select a color, the hex code will change in the field at the bottom of the color palette. Alternatively, if we know the hex code of the color we want, we can enter the hex code, in the field, just below the color palette.

We can also make the slide background transparent again, by simply toggling the, YES, for transparent background, and the change will be instantly reflected.

If we select a background color, we also have the option to apply a degree of opacity to it. The opacity can vary from 1 to 100. The opacity makes the background **see-through**. At 100, it is 100% opaque, that is, we cannot see through it at all. The lower we make the number, the more see-through the background becomes.

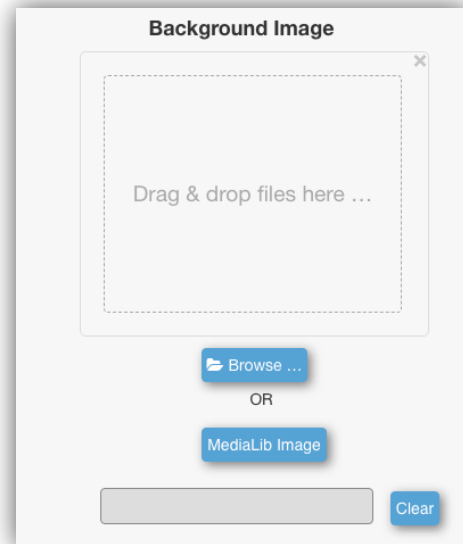
The second option to change the slide background, is to choose an image for the background of the slide, instead of a color, or transparency.

We can add an image in three ways. We can:

- 1) Drag an image into the **Drag & Drop** window.
- 2) Click on the **Choose File**, which will allow us to upload an image from our computer's hard drive.
- 3) Add an image that is already in the Media Library, by clicking on the **Media Library** button, browsing to the desired image, and selecting it.

Whichever option we use, for best results, we should ensure that we select an image that fits into the dimensions of the panel.

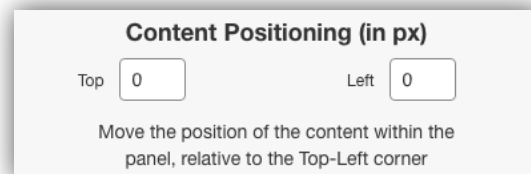
Directly below the **Media Library** button, is a field which will automatically be filled in with an image reference number, if we select an image from the Media library. To clear the media library field, and image, we simply click on the **Clear** button to the right.



Content Positioning Settings

When content is brought into a panel, it is automatically positioned, with its top-left corner, in the top-left corner of the panel.

We can move the content, by adding a margin, in pixels, to the top of the content, and, or, to the left of the content. We can continue to adjust the margins, until we have the content positioned, exactly where we want it, within the panel. This capability is not used much but is sometimes very handy when the content we are working with needs some fine tuning as to how it is positioned in the panel's canvas.



Smart Device Settings

The first toggle is the **Cache Locally on Smart Device** toggle. The default is to not cache the slide on the Smart device. If we set the toggle to **YES**, then the slide will be stored in the Smart

device's cache and play from cache each time the slide playlist repeats it's loop. This saves bandwidth and leads to smoother content play.

5.3. Content Scheduling Settings Icon

In this section we will go over the settings, in the widget **Schedule Icon** window. The **Schedule** settings icon is a part of every widget allowing each content item in the platform to have its own schedule.



Note: It is not mandatory to set any settings in this section. The **default** is that the slide will play each time the playlist loops. If no schedule is set, then the slide is not a Scheduled Slide.

The **Schedule Icon** is found at the bottom of every widget icon bar. The vertical bar, on the right side of the widget window. When we click on the Schedule icon button, a new widget settings window opens, with 3 sections in it:

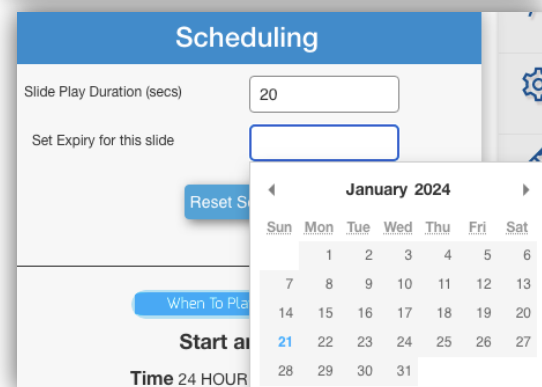
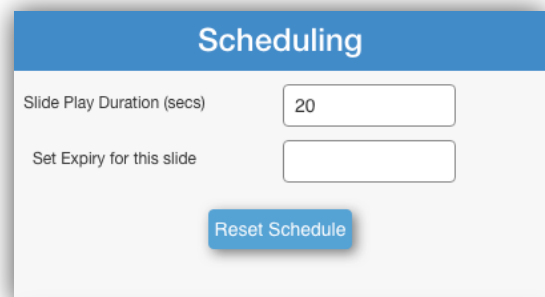
- 1) **General** settings
- 2) **Start and End** settings.
- 3) **Days of the Week** settings.

In the first section there are 3 fields. The first, is the **Slide Play Duration** field, which matches the field with that name, in the horizontal bar above. The values will always be the same. The field is simply duplicated for convenience, bringing all the timing functions together.

The next field is the **Set Expiry for this Slide** field. Clicking on this field, opens a calendar where we can choose a future date, when this slide will be automatically deleted from the play list, using the **Purge Expired Slides** function, within the system platform administration.

This eliminates the need to go back into our Shows, and delete slides, whose **Expiry Date** is past. See more on **Expiry Dates** in Section 4.3.

A good example, would be a pre-planned announcement slide, promoting an event. Putting the event's date into the expiry date field, would mean that the slide would be deleted, the next time the **Purge Expired Slides** function is used, assuming the expiry date has been passed.



It is worth noting in this example, that an announcement slide, which is scheduled to play from the 3rd of the month, up to, and including the 7th of the month, using the **Schedule Slide** settings, will stop playing as scheduled. However, it will not be automatically deleted from the playlist, unless an expiry date is set.

The final setting in this section, is the **Reset Schedule** button. Clicking on it, resets the settings in the 2 sections below, to the default values.

This is handy to start again, or to simply, **Cancel**, or **Reset**, the Expiry Date or the Start and End settings of the slide.

The next section is the **Start and End** section, where we can specify an exact window of **When to Play** the slide, or **When Not to Play** the slide. The blue bar at the top allows you to toggle between **When to Play** and **When Not to Play**.

For a single slide you cannot set both **When to Play** and **When Not to Play**. It is one or the other.

The **When**, the window of time, is set by:

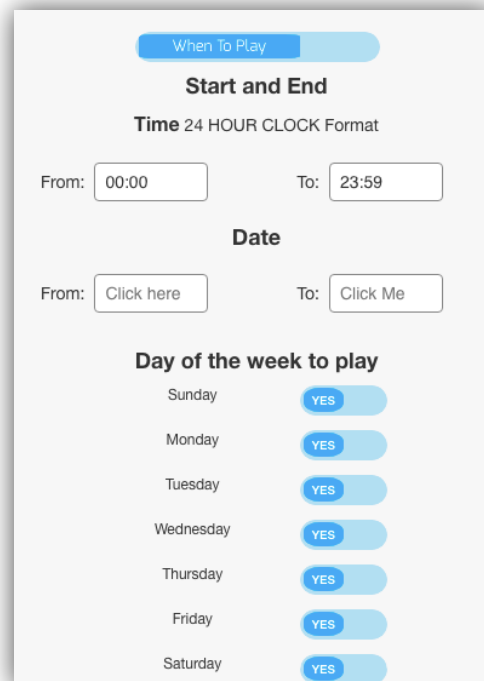
- 1) The time during the day and
- 2) A period of consecutive calendar days.

It is worth noting, that if we choose not to change any of the settings in this icon window, our slide content will play each time the content in the panel playlist loops, provided that the slide is published in the playlist.

The **Time of day** is based on a 24-hour clock, and has a default setting to play from 00:00, to 23:59. This is the full 24 hours of the day.

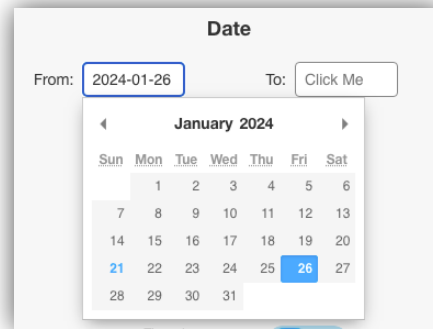
This means that if the slide is published, and we have not made any changes to the **time-of-day** fields, the slide will always play, each time the play list loops, during the day.

If we want to restrict the time of day the slide plays, we simply change the values in the 2 fields. For example, if we want the slide to play from 9am to 10am, we simply enter those 2 times in the **From**, and **To** fields.



Start and End	
Time 24 HOUR CLOCK Format	
From:	00:00
To:	23:59
Date	
From:	Click here
To:	Click Me
Day of the week to play	
Sunday	<input checked="" type="checkbox"/> YES
Monday	<input checked="" type="checkbox"/> YES
Tuesday	<input checked="" type="checkbox"/> YES
Wednesday	<input checked="" type="checkbox"/> YES
Thursday	<input checked="" type="checkbox"/> YES
Friday	<input checked="" type="checkbox"/> YES
Saturday	<input checked="" type="checkbox"/> YES

The next 2 fields are the **Start and End Dates**, which have default settings with no values. This means that if the slide is published, it will always play, according to the settings in, **Time of day**, and **Day of the Week**, without any regard to calendar dates.



If we want to restrict the play, to specific calendar days, we simply click on the fields, and calendar icons will pop up. Then, we simply select the calendar start, and stop dates.

For example, if we wanted the slide to play from May 15th to May 24th, we would click on those dates in the **From** and **To** fields. This means that after May 24th, this slide will no longer play.

The next section, **Day of week**, has a default setting to play from Sunday, through to Saturday. This is the full 7 days of the week. This means, that if the slide is published, it will always play, every day of the week.

If we want to restrict the days of the week, which the slide plays, we simply, toggle off, the days of the week we do not want the slide to play. For example, if we wanted the slide to play from Monday to Friday, we would simply toggle off, Sunday, and Saturday.

5.4. Text Settings Icon

Now let's review the settings in the widget **Text Settings** window which opens when you click on the **A Icon** in the widget Icon bar.

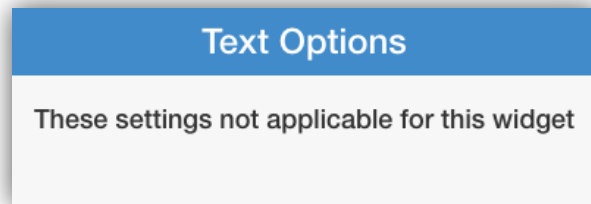


The **Text** settings vary from widget to widget, depending on the type of widget and how much, if any, text there is in the widget. For widgets that do use text, the settings are similar across all widgets. Some widgets have no, or minimal text settings, and others have many text setting options within this icon.

We will look at the text settings icon window of several widgets, to sample some of the variations by widget type. This will help us understand the settings which are common to most text icon setting windows, and to also view some of the unique settings.

When we click on the **A Icon** button, a new widget settings window opens. As mentioned above, what appears in this window will vary by the type of widget we have chosen.

For a widget like the **Image**, or **YouTube** widget, the widget settings window has a message saying: **These settings are not applicable for this widget**. Clearly, there are no text settings for an image, or YouTube widget.



Here we see the **A Icon** window for an RSS feed content slide.

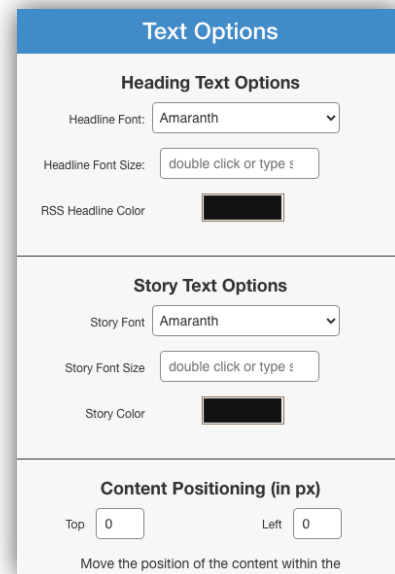
A widget like the **RSS Feed with Images** has more typical text settings.

There are two key sections here:

- 1) Headings Text Options
- 2) Story Text Options.

Each section has 3 fields, to allow us to customize the look of the RSS feed. These are the:

- Font Style
- Font Size
- Font Color



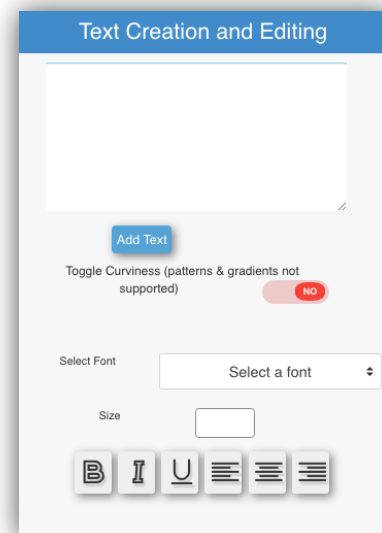
We can make changes to these fields, until we get the content looking just the way we want. Each time we make a change, the

These text icon settings are typical of most widgets, which have a text component to them.

Now let's look at the **Text** widget. This is a widget which is used to add text content to a panel versus modifying the text in a widget type as we saw in the RSS example.

The **Text** widget's main setting in the A icon window is the **Add Text** or **Edit Text** button.

When we click on this button, it opens a text editor, which is unlike the kind of text editor we would find in any document editor. Why? Because the platform is using more and more HTML canvas technology for content creation and the text widget is one of them.

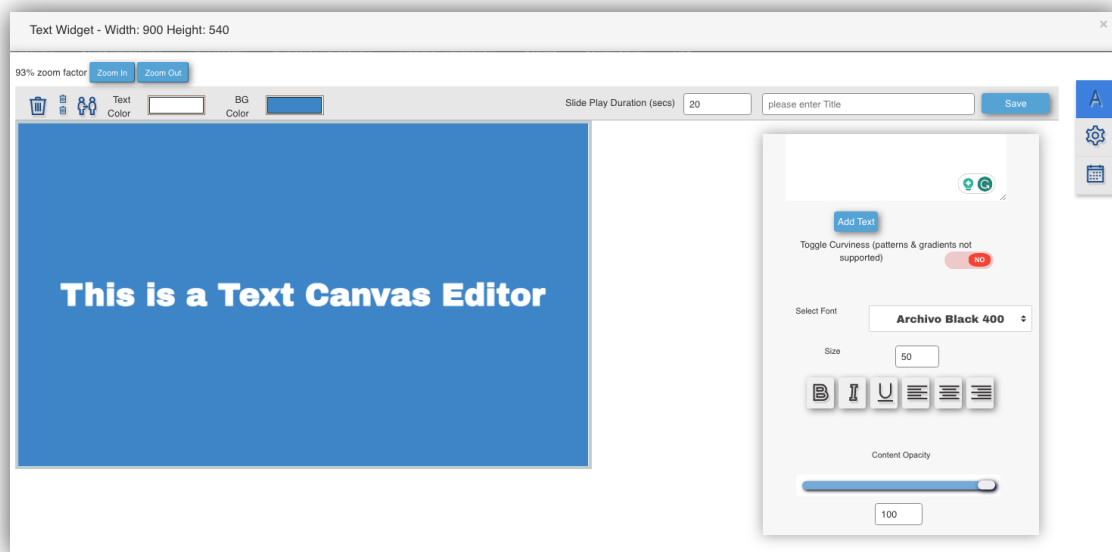


Some of the settings in the editor are familiar.

- Font type
- Font size
- Bold, Italics and Underline
- Alignment – left, right and center.

But because this is a canvas technology widget, we have much more flexibility than with a traditional text editor. We can:

- Curve or rotate the text.
- Grab and place it anywhere on the panel canvas.
- Size it by dragging a corner.
- Arrange multiple text groupings of different sizes, colors, fonts, anywhere on the panel canvas.



With a canvas widget there are always additional buttons on the horizontal bar at the top which provide additional functionality to the icons in the vertical bar at the right.

The Montage widget is a full function canvas widget which allows us to combine many different elements on the canvas of the panel. Text is one of the elements which we can combine with many other content types on the same panel canvas. We will go into the details of the Montage widget in the Widget Guide.

We have seen that the A Icon window has a variety of settings, depending on the widget type. However, many of the text settings are similar, or familiar, no matter which widget we are using.

The A icon window will always contain the text settings for the widget.

5.5. Custom Settings Icon

The Paintbrush icon is the Custom Settings Icon. This settings icon is a part of every widget.



The Custom Settings will vary between widgets depending on the widget type, because by its very nature, these are **custom settings** for the widget. They are the unique components of the widget.

When we start to look at the Widget Guide, it will almost exclusively focus on the Paintbrush icon settings, the settings unique or specific to the widget type. The focus of this section has been the common settings across all widgets.

However, there are many common elements within the custom settings. And because we will find things in common among the custom settings of new widget types, new widgets will be easy to learn. The look and feel of the setting options will become familiar.

In this Image widget example, when we click on the Paintbrush icon button, a new widget settings window opens with four sections in it:

- 1) Adding the image
- 2) Settings to fit the image in the panel.
- 3) Opacity settings, for the image.
- 4) Sizing how much of the image shows in the panel.

The first section allows us to import, or bring in, our image into the slide. We can add an image in 5 different ways.

- 1) Drag an image into the **Drag & Drop** window.
- 2) Click on the **Browse** button, which will allow us to upload an image from our computer's hard drive.
- 3) Click on the **Pixabay**, **Pexels** or **Unsplash** buttons to search for and retrieve an image.
- 4) Store the image in the corporate DAM once the image is created in the platform (if the platform has been integrated to the DAM)
- 5) Retrieve an image from the platform's Media Library.



The next section of settings allows us to manipulate the image's fit inside the panel, and its aspect ratio. Both have a Toggle **Yes**, or **No** setting. Both settings have a toggle default position set to, **Yes**. This means that when an image is brought into the panel it will maintain its aspect ratio, and if either, or both, of its dimensions are larger, or smaller, than the panel size, it will be resized to fit in the panel.

If the image does not fill the entire panel, and we would like it to, then we can toggle the **Keep Aspect Ratio**, to **No**, and the image will be stretched to fit the panel. If we toggle the **Fit to Panel** to the **No** position, then the image will appear true to size in the panel.

If it is a very large image we will see the image from its top-left corner with as much pixel width and height as there is in the panel. If the image is smaller than the panel then its size will shrink inside the panel and again, it will be positioned from the top-left corner of the panel.

We can use the **Content Positioning** settings, under the **Gear** icon to change the position of the image in the panel. See the section above on Widget Common Settings for details.

If the image is already sized to fit perfectly in the panel, we are bringing it in to, then there is no need to adjust either, the **Fit to Panel**, or **Aspect Ratio** settings.

The next setting section is the Image opacity setting. Opacity is how see-through the content is. An opacity of 100 means we cannot see through the content at all and the lower the number the more see-through the content becomes. We can adjust the opacity of the content, by either moving the slider left or right, or by entering a number between 1 and 100.

As we change the opacity by either using the slider, or changing the value, the opacity of the image will change in real-time so we can see the effect.

Opacity can really enhance the look and feel of the content when it is combined with the other content elements on the overall canvas.


The next common widget parameter is the width and height of the slide content. By default, this is set to the width and height of the panel, in pixels. In most cases we will not change these values. If we do, we will be paring down the image that appears in the slide.

In the Widget Guide we will highlight some examples of bringing images of different size into a panel and see the effect the different settings have on the appearance of the image.

This completes the common widget settings discussion. In the next sub-section, we will go over the widget categories to complete this Section.

5.6. Widgets Categories and Navigation

There are over 180 different widgets in the platform and this number continues to go up as we add more integrations and new capabilities, but as some of the more traditional widgets are replaced by canvas widgets, the capabilities of several widgets in a category can be consolidated into a single widget.

To start to add content to our Shows, putting books on the bookshelves, we simply need to click on the **Add New Slide** button  in the Show Framework.

This will open a window of all the different widget categories available to us.

Add Slides & Widgets









 Audio & music
 Charts & KPI
 Design Tools: Canva, PosterMyWall & Display5 Montage
 Design - Montage QR
 Images
 Other Widgets
 RSS Widgets
 Specialty Slides
 Text & Tables
 Tickers and Smart Text
 Time and Date
 Video
 Web Content, Links and QR Code
 Weather Widgets
 Room Scheduler Tools - Google Calendar
 Room Scheduler Tools - Office365

Clicking on any of the grey bars will open a list of widgets in that widget category. The number of grey bars and the widgets in them will depend on:

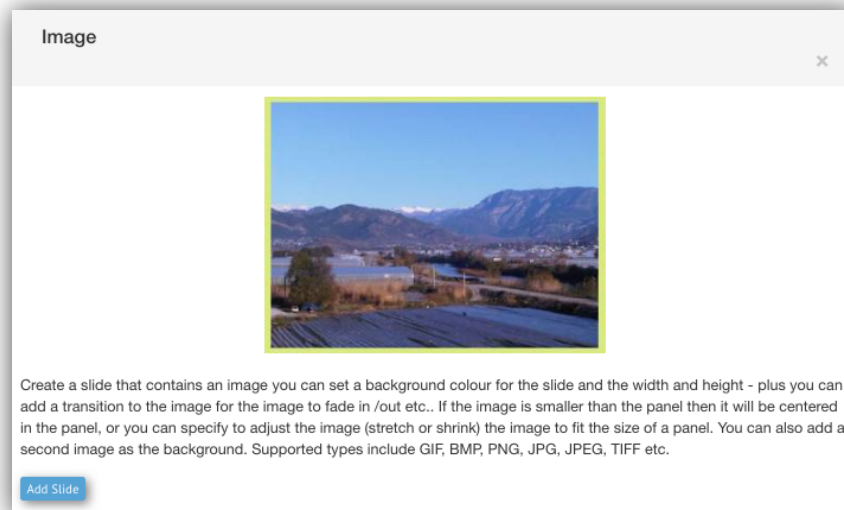
- 1) User level.
- 2) The add on modules that have been deployed on your corporate instance of the platform. For example, the **Call Center widgets** will not be displayed if you do not have the Call Center module.

If we click on the grey bar for the widget category Images, we will see a list of all the image widgets open.

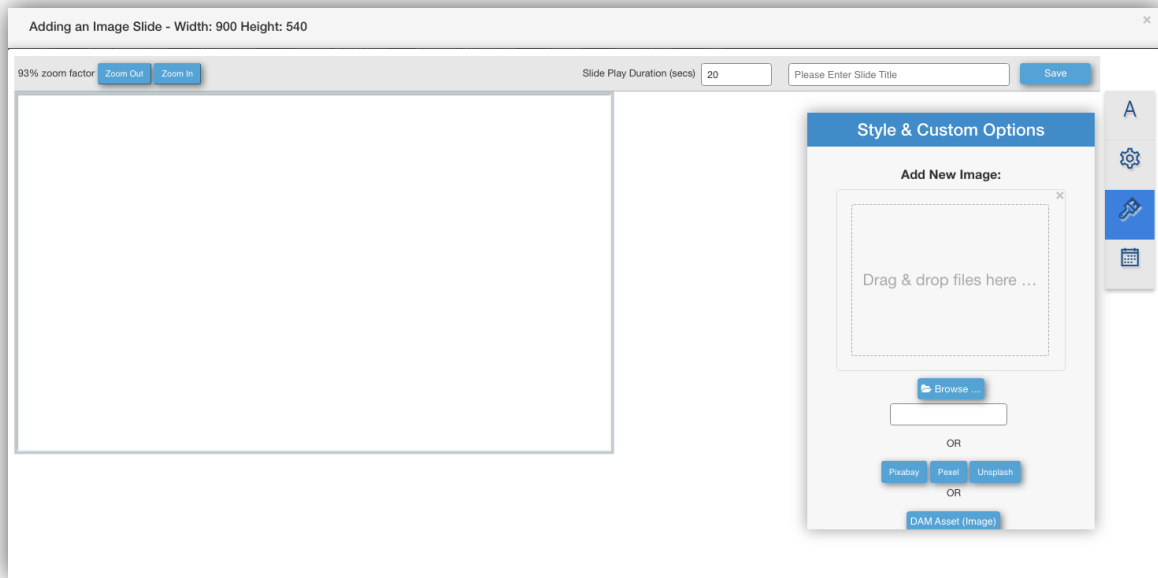
Add Slides & Widgets

Images				
Name	What's This?	I	Description	Action
 Image			Add an image slide , you can set the aspect ratio , size , background (or background image) and transition for the image you upload , JPG, GIF, PNG, BMP etc	Add
 Image with Ken Burns Effects			Add an image slide , With this special image slide you can add some powerful Ken Burns effects to animate the image with over 20 different, rotates, shifts, fades, wipes and other effects	Add
 Image - multiple slide create			A widget that will allow you to create multiple image slides at the same time, you can select global duration, image type and transitions	Add
 Media Slide			Media Slide is a series of images set to play for a certain duration each, then restart	Add

We can look through the list of widgets in this category. Each widget has a name and description. If you would like a more detailed description of the slide type, then you can click in the row of the widget, on the **What's This?**, and a more detailed description window opens. For the image widget at the top of the list the window below opens.



We can then select which type of image widget we want to add to our playlist by clicking the **Add** button [Add](#) to the right in the widget row, or if you opened the detailed description as in the image above, you could click **Add Slide**. In either case the widget framework window opens as in the image below.



6. Canvas Editors

6.1. Overview

What is an HTML canvas?

Wikipedia defines the Canvas element of HTML as follows: “The canvas element is part of HTML5 and allows for dynamic, scriptable rendering of 2D shapes and bitmap images.”

In short, you can create a canvas where you add 2D shapes (shapes, text) and bitmap images (pictures, gifs, videos), as you like on the canvas. Most importantly, there are no limits to the number or placement of the shapes and images. Depending on the HTML Canvas editor you can: crop images and videos, layer items, apply opacity, duplicate, change colors, add filters, change fonts, size fonts, rotate, etc.

Similarly, these capabilities are what you use when creating a PowerPoint slide, but with some additional benefits. For example, not only can videos be added, rotated, cropped, layered, and resized, but with an HTML canvas editor, they can also be played instantly in real-time while editing.

How can an HTML canvas be used for digital signage?

The HTML canvas editor can be used to create designs quickly and easily for a digital sign. The designs can be full screen or just part of the screen depending on the capabilities of the signage software platform.

Three of the leading HTML canvas editing platforms on the web are Adobe Express, Canva and PosterMyWall. These companies’ target market is not digital signage, but their solutions can be extended to digital signs.

You can include HTML canvas generated content in most digital signage systems. How? By simply exporting a saved image or video design from the HTML canvas system and then importing the file into the digital signage system. Adobe Express, Canva and PosterMyWall allow you to download an image file, and PosterMyWall also allows downloading of video files.

Integrated HTML Canvas Editor for Signage Streaming

The best scenario is when a signage platform has an embedded editor. This platform has its own HTML canvas editor(s), the Montage and Text widgets, and has embedded editors for Adobe Express, Canva and PosterMyWall. The advantages of an embedded editor are:

- Embedded editors are easier to use than going through the export-import process.
- Updating content is much simpler with an embedded editor if you have a true web-based signage platform that allows simple changes to date, a price, etc., the changes will be reflected instantly on the content actively playing on screens.
- Further, with embedded editors, there is greater flexibility to create HTML canvas’ of any size. For example, digital sign size; the size of any zone or panel within the digital sign; or just for the background of the canvas content.

- And finally, embedded editors simplify the use of video with digital signage. This is important because video usage with many of the other templates, e.g. printed media is irrelevant. But with digital signs, they enhance the design and bring motion, which attracts attention.

Why not just use HTML canvas editors for signage streaming?

Canvas editors from Adobe, Canva or other vendors cannot support many of the signage capabilities. For instance, live scrolling ticker, weather, live time, and date. In addition, they do not have extensive content distribution and logistics, or device control capabilities. In addition, they do not have some of the capabilities that Montage, a canvas editor designed for signage, has.

This signage streaming platform solution:

- Will support digital signage content creation the traditional way.
- Has embedded editors for Adobe Express, Canva and PosterMyWall
- Has its own HTML canvas editors which provides signage specific capabilities not available in the 3 listed above.
- Has extensive and advanced content distribution and logistics capabilities
- Can be integrated into the fabric of corporate IT.
- Is a single CMS (Content Management System) for creating content for any screen type (digital sign, video wall, room panel, kiosk)
- Has sophisticated endpoint management capabilities.

This platform provides all the above and with its integrated canvas editors for Adobe Express, Canva, and PosterMyWall, provides access to millions of pre-design content templates which can be quickly and easily incorporated into signage streams.

An unbeatable combination.

There are no restrictions on which designs can be imported into the platform's CMS. Render the content to any size. Resize the designs to full SD, HD, or 4K displays, or size the content for a panel within the full screen.

Use the built in content approval process, if you need content approved by Marketing, or your Organization manager before publishing. The designs can be instantly edited to suit your specific needs, and displayed immediately, or scheduled to play when you want the content displayed.

No need to manage different platforms to select and edit designs. This makes it easy to stop printing content and go digital with your on-site communications.

Each canvas editor that is part of the platform or integrated with the platform is like having a CMS in a CMS. The more you use canvas editors for signage, more it simplifies the structure of

your Show Framework which often can simply be a single panel which covers the whole Show canvas.

Let's delve into the four canvas editors which are integrated into the platform. Each has its strengths as a design tool and knowing when you use one versus the other will make you more of an expert in generating content for your Shows.

6.2. Canva

Canva's leading design templates can be quickly sized, saved, and imported into the platform.

Canva is not designed for digital signs. And, it doesn't have some of the critical features a digital signage platform needs to manage all your favorite content types across your organization. However, coupled with a powerful signage platform, it can be a fantastic source for importing and editing digital designs for signage!

What does Canva do that is related to digital signage?

The Wiki on Canva says that Canva is "a graphic design platform that allows users to create social media graphics, presentations, posters, and other visual content." That description is accurate, but it doesn't really highlight the biggest benefits of the Canva platform.

- 1) Canva is a fantastic, easy to use, online, graphic design platform. Those adjectives are important.
 - a. Easy to use – try it.
 - b. Online – anyone can access from a browser.
 - c. Graphic design – they have made beautiful design easy.
- 2) The Canva design tool, can be used across all media communication channels, both online and offline. So, you can create great designs with the same look for email headers and social media, flyers, business cards, and much more. One platform where designs can be easily resized and be consistent across all your digital media communications channels.
- 3) Finally, if you are part of a larger team, say a corporate marketing team, or you want to share designs across different Organizations or different members of a design team, Canva has team sharing plans. Not only is it efficient for sharing but it streamlines workflow in a part of an organization or operation which doesn't see these kinds of productivity tools much.

How can I use Canva for my digital signs?

Most signage platforms require you to create an image with the resolution you want in Canva and then download it, and then upload it into the digital signage platform.

That works, but it becomes more complicated to manage, if you need to update the design slightly, share designs within a team, or want to streamline your processes. The more you start to use Canva to create content for your digital signs, the more you will want an integrated process.



An integrated Canva editor makes it easier. In short, it allows you to use Canva more extensively on your digital signs, room panels, screensaver, kiosks, and video walls.

Integrated HTML Canvas Editor

Once you are familiar with Canva you will want to use it for more of your digital sign content.

Advantages of an Integrated Canva Editor

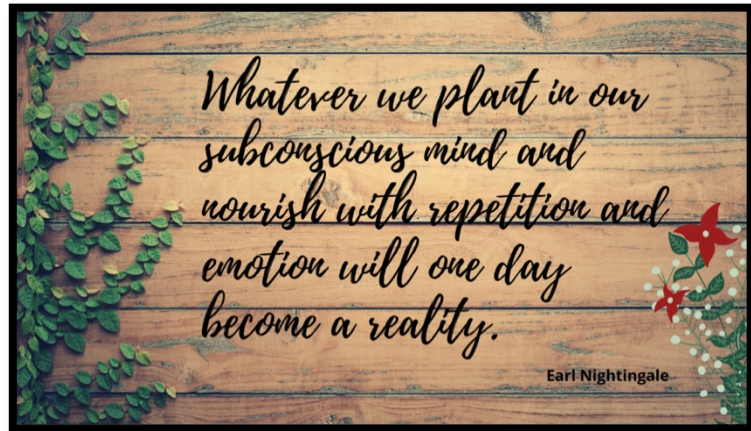
The first advantage may be obvious, but all the shortcomings of the download/upload method of importing images and videos listed above are no longer shortcomings.

- First, it is easier to bring Canva content into the signage CMS
- Also, it is easier to update the Canva generated content. For example, a price or date.
- And finally, it is easier to scale the use of Canva content creation in the signage platform with a streamlined process.



Secondly, with an integrated Canva editor, it is simpler and easier to combine the best of a signage platform with all the design advantages of Canva's HTML canvas editor.

Third, if the signage platform has a single CMS which creates content for digital signs, room panels, in-room signage like Zoom rooms or Mersive, or video walls, as this platform has, then you can extend the Canva content to more signage use cases in an organization.



Canva makes its platform accessible via an API they call the Canva Button. The Canva Button is different for the different types of Canva templates. A digital signage integrated editor may have one or more of the Canva buttons integrated into its editor. Several Canva buttons have been integrated with this platform but if there is one you require that you do not see, please contact your platform administrator.

A Canva editor embedded in a Signage CMS will give you:

- 1) All the benefits of easily importing the endless Canva design templates into your digital signage.
- 2) Likewise, it delivers all the benefits of a digital signage platform combined with an HTML canvas editor.
- 3) In addition, there is an integrated process for design and team sharing across both Canva and the signage platform.
- 4) Finally, place Canva designs onto any size screen or a panel/zone on a screen.

6.3. Montage

The **Montage** widget is a HTML canvas editor that is a part of the signage platform. The Montage widget is a canvas editor that is designed to do things in a signage platform which the other canvas editors, Adobe Express, Canva or PosterMyWall are not built to do.

Montage is part of the signage CMS it is not an integration as with the other canvas editors. But just like the other canvas editors it is like having **a CMS inside a CMS**. You can create content for your Shows by simply placing the different content elements anywhere on the canvas and style, size and arrange the different content elements exactly as desired.

Unique Signage Capabilities in Montage Canvas

The Montage's basic capabilities are like the basic capabilities found in some of the other canvas editors, but Montage doesn't have all the design elements or features found in the other canvas editors. Montage was built not to create a canvas editor like other canvas editors, but to create a canvas editor that is been built for signage with unique signage capabilities. Here are some of the features unique to Montage:

- You can pull in a Show, panel, or slide, from any other Show you have access to be part of your Montage canvas. This is an extremely powerful capability and is detailed in the Montage section of the Widget Guide.
- A video on the Montage canvas can be cropped, rotated, and re-sized.
- Multiple videos can play on the Montage canvas.
- A Live Stream(s) can be positioned, sized, and played on the Montage canvas.
- A unique feature in the text component of Montage is the ability to **curve** your text.
- You can use Canva to create a background for your Montage slide – a canvas editor inside a canvas editor.

The Montage canvas widget is covered in full in the Widgets Guide.

6.4. PosterMyWall

PosterMyWall started with easy to create posters. Their cadre of designers have over 1,000,000 (and counting) poster designs for almost any occasion. These poster designs are extremely high res, high quality, and are quickly and easily customized and resized. And you order poster prints delivered in a few days to your business to hang on your walls.

Just the way you see posters on walls of establishments wherever you go.

PosterMyWall quickly realized that their 1,000,000 plus, high-res designs for posters could be used in different ways. Now they let you quickly resize a design for use with Facebook, Instagram, email headers, and many other digital marketing communication channels. And the designs can still be used for various types of traditional print communications, e.g. posters, flyers, menus, and more.



Extending the PosterMyWall Templates to a Signage Platform

PosterMyWall is used to easily create consistent designs across corporate digital media communication channels. Signage content also benefits from PosterMyWall's extensive design template inventory.

Although PosterMyWall was not originally targeting digital signs. It is a natural extension for printed posters too morph into electronic versions on a digital sign. The digital posters can either be the traditional portrait mode of a poster or resized and formatted for a more typical landscape-oriented digital sign.

And PosterMyWall has completely embraced digital signs as a digital media channel. Many of their new designs use video clips as part of the template. Their use of short, 30 sec or less looping video for signs leads the Canvas market in this capability. You can't use video on a printed poster!

How can PosterMyWall be used for content on my signage screens?

The simple way is to first choose, re-size, and modify one of the PosterMyWall designs. And then download the image and upload it into the digital signage platform. This can work with designs that have a video file in them as well. Video designs are saved as an mp4 and so the digital signage system you use has to support the play of this video format.

More and more of PosterMyWall's designs include videos. Most importantly, the videos are typically short attention-grabbing videos of 8 to 12 secs which loop. As a result, they add motion to the design and attract more attention. See some examples below.



The increased focus on videos shows that PosterMyWall sees digital signs as a key digital media channel. The video designs work well with signage and are not suited to their customer's print media needs.

Replacing Your Physical Posters with Digital Posters

One of the natural places for digital signs is where you regularly hang printed posters today. Just take a look at all the categories on the PosterMyWall website. It takes a small investment to put a digital sign where you typically hang a poster. But over time it will more than pay for itself with reduced print and placement costs.

And you can change and rotate the content in your digital poster locations much more frequently than changing printed posters.

Digital posters also give you the opportunity to combine the poster content with other live messaging or add a video to your posters. And you can switch the content in an instant to emergency messaging with the right platform to manage all your signs.



Better messaging and lower costs over time.

A PosterMyWall editor embedded in a Signage CMS gives you:

- 1) All the benefits of the 1,000,000+ PosterMyWall designs.
- 2) All the benefits of signage platform combined with leading HTML canvas editors.
- 3) In addition, there is an integrated process for design and team sharing across both PosterMyWall and the signage platform.
- 4) Place PosterMyWall designs onto any size screen or a panel/zone on a screen.

6.5. Text Editor & Chalkboard Text Editor Widgets

The technology of **Text** widget and the **Chalkboard Text** widget in the platform were recently migrated from traditional text editors to canvas text editors. By doing this technology upgrade two key goals were accomplished:

- 1) Designing text content is much easier.
- 2) There are many more capabilities available to create the text content.

The **Text** widget and the **Chalkboard Text** widget are detailed in the Widget Guide.

6.6. Other Canvas Widgets

There is also a canvas widget in the Contact Center widgets for creating Dashboards. Over time the platform developers will continue to add specialized canvas widgets. For example, it makes sense to build a canvas widget for weather so that the different weather elements can be selected, arranged, and stylized exactly as desired.

7. User Levels

7.1. CMS User Levels

There are currently 9 different user levels in the platform. Each user level has different capabilities or permissions to be able to perform functions within the platform. The 9 user levels are:

User Level	Description of Permissions
Level 5	System Administrator
Level 4.1	Organization Manager
Level 4	Show Creator and Editor
Level 3	Show Editor
Level 2	Reception Ticker Administrator
Level 1	Content uploader

7.2. Organization

As many organizations as required can be set up in the platform. Only Level 5 users can set up a new organization in the system and assign the department manager to the department.

A **Organization Manager** can:

- Set up new users in the organization.
- Register players or SoC endpoints for the organization.
- Approve content for Level 3 users, who can create content but not publish it.

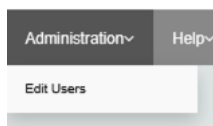
Show Access


When a new Show is created the following users will be able to see it immediately in the Show listing:

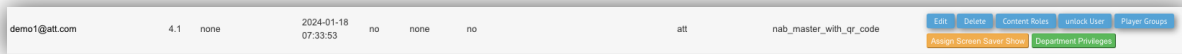
- 1) The user who created it.
- 2) The user's organization manager.
- 3) Any Level 5 user

Granting Permission to Show Functions

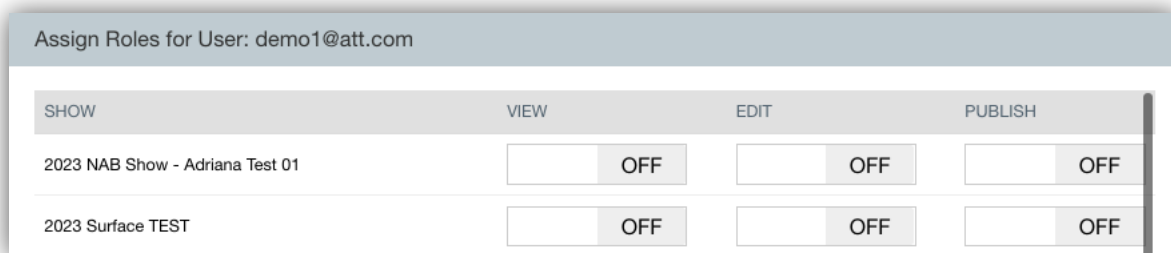
In addition, organization Managers and Level 5 users can give users access to Shows by going to the **Administration** item in the Menu bar at the top and clicking on **Edit Users**.



Once you locate the user you wish to grant access to, click on the **Content Roles** button  to the left side of the User ID as in the image below.



The **Content Roles** button opens a window where you can see the list of Shows for your department. You can see in the image below that there are four columns: the **Show name**; **View**; **Edit**; and **Publish**.



For each Show a user may have the ability to **View** the Show, **Edit** the Show, or **Publish** content in the Show. Each one of these access permissions is a simple toggle ON, or OFF. For the two Shows listed in the image above, the user will have no access to these Shows.

In the example below all the toggles are set to ON, and the user will be able to View, Edit or Publish content in this Show.



7.3. Organization Device Management

Dashboards and Show assignment to endpoints will only display for Shows associated with the organization.

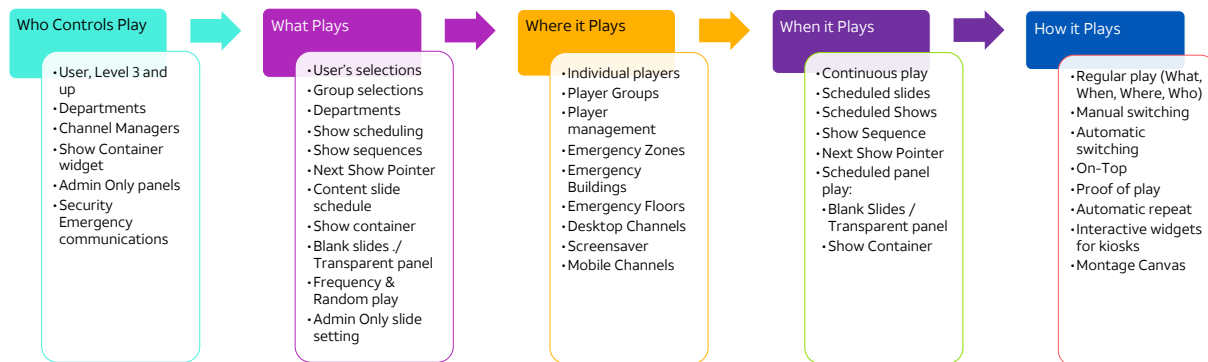
A manager can register new endpoints for the organization. How to register an endpoint is covered in the Devices Guide.

Any Smart or Regular device added to the system by an organization Manager will only ever be shown in Player or Show Management accessed by members of the organization.

8. Overview of Content Stream Distribution and Logistics

For the distribution and logistics of signage streams from to endpoints, there are many tools available in the platform to meet the needs of an organization.

What, where and when content plays; and who controls the content played, are critical capabilities for a platform displaying signage streams.



The more granular the tools and techniques, the greater the possibilities are. And the ultimate goal should be to remove any limitations.

Trying to put together a Show Framework which has several different panels with long play loops and different looks, can be very difficult to map out and implement. And the longer the play loop, the harder the task.

The platform's content control and scheduling capabilities, simplifies this daunting task.

To help better understand let's consider how video game programming works. A video game has many different events that can occur, and actions which a player can take, at any given time.

Programming a video game by trying to map out the sequence of events, and player actions, is impossible. Why? Because in a video game, the consequences of those events and actions leads to very different results each time.

Programmers don't know what the game player is going to do next. So, they must build programming components which can come together in many ways. The components are activated when needed.

The platform's content control and scheduling use the same concept of allowing content, to come together in many ways, when needed. Without having to plan the content out, as one big linear event.

This is very powerful and liberating. Constraints are removed. Possibilities expand!

Please see the Department Manager Guide or the Enterprise Administrator Guide for details on the platform's signage stream distribution and logistics capabilities.

9. Media Library

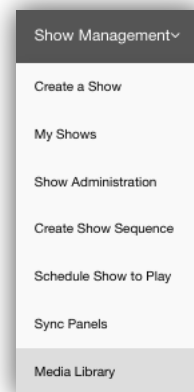
9.1. Overview


The Media Library is a repository for the images, videos and audio files that are stored in the platform. The media Library will only show content that is added by your organization into the shows managed by it.

9.2. Media Library Access

The Media Library can be accessed from three different places within the platform.

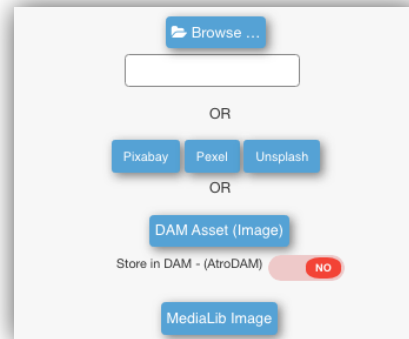
- 1) The Top-Menu:** From the top-menu you can click on Show Management and the Media Library option is near the bottom of the list of options. This option brings you to the window which is shown in the section below. This view lists all the different Shows and if you click on any of the three media types it will list the media types from all Shows when it renders the view. **Note:** If there is a lot of content in the platform this view render will not be instant and will require your patience.



- 2) Show Framework:** The Show Framework has a  button on the lower row of Show Functions as reviewed in Section 4.4. When accessing the Media Library from this button, the Media Library window view which opens will be only for the media item in the Show you are currently working on.

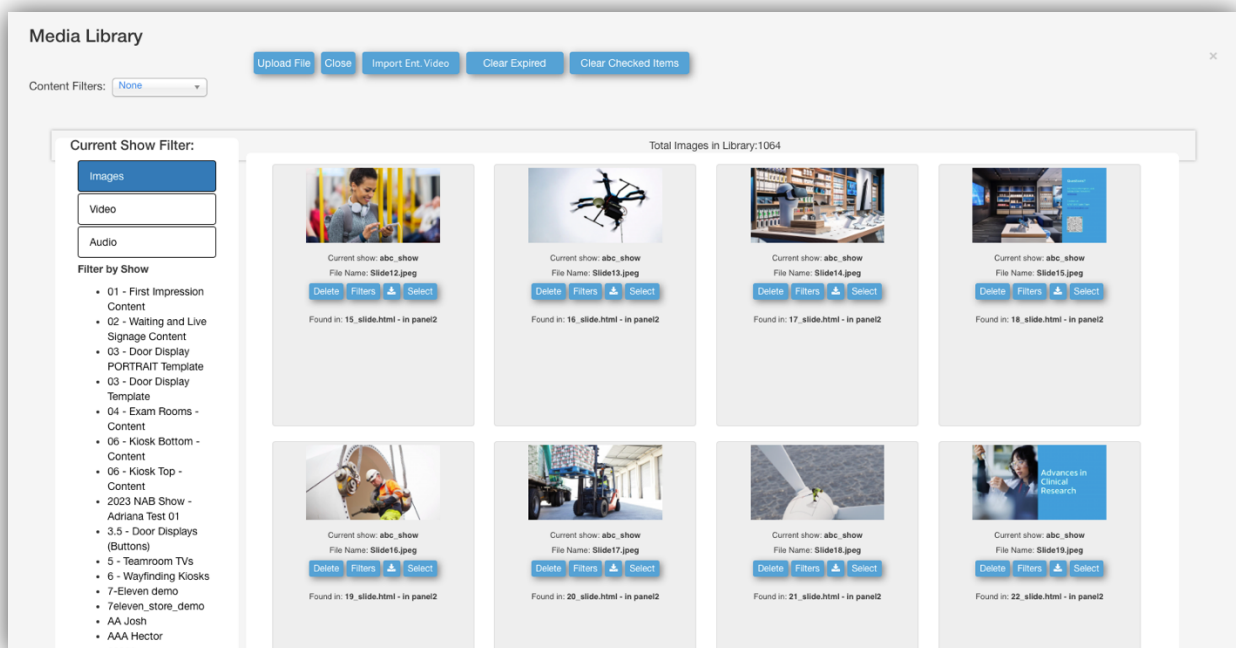
Note: When you are in the Show Framework and adding content to a Show, the option to access the Media Library as described in 1) above is not available. This has been done because when you are working in a Show, you will most often want to access the Media Library for the Show and not the entire Media Library. Option 1) takes you to the entire Media Library, whereas the **Media Library button**, takes you to the Media Library for the Show you are working on. Once you are in the Media Library for the Show, you can click within the Media Library to access Media Library items in other Shows.

3) **Widgets:** Widgets which allow you to add images, video or audio files will provide an option to source the file from the Media Library. As you can see in the image to the right, which is found in the Image Widget, when clicking on the Paintbrush icon, the **MediaLib Image** button is there to quickly allow you to insert an image from the Media Library. This access method opens a window the same way that the first option does. That is the window that opens is for all images in the Media Library from all Shows.



9.3. Media Library Window

In the image below we see the window that opens for access method 1) and 3) listed in the previous section, i.e. media items for all Shows are listed.



Let's look at the header area and the left-side window to understand some of the functional and navigational features of the Media Library. Then in Section 9.4 we will look at individual media items in the Media Library.

Header Area of Media Library


An image of the top area of the Media Library is shown below. Let's look at the individual items presented here.

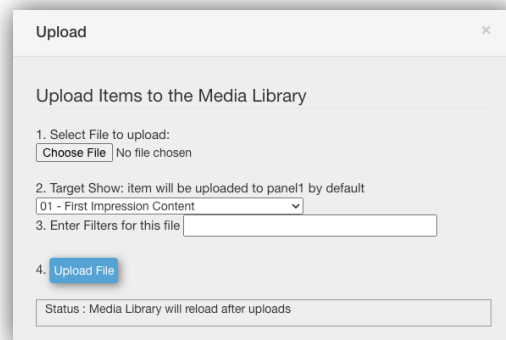


Content Filters: This drop-down menu allows you to filter the Media Library by content filters. These are filters that have been added to content items in the Media Library. Each time a content item is given a new content filter, that content filter is automatically added to the drop-down list. If no content filters have been added to any content items, then there will be no drop-down menu.

When sorting by a content filter, the filter is across all the Shows in the platform, by the media type (images, video, or audio), for the Shows which a user has access to.

We will review how to add a filter to a content item in the Section 9.4.

Upload File: The Media library has an **Upload File** button  that allows you to upload any image, video, or audio file to the Media Library. Clicking the button will open the window to the right.




There are 4 steps to upload an item to the Media Library.

- 1) **Choose File** from your computer which you wish to upload.
- 2) Select a target Show which you wish to upload the item to. Again, there is a drop-down list of the Shows which you have access to.
- 3) If you wish you can add filters to the item as you upload it.
- 4) Then click on the **Upload File** button and the item will upload.


Note: There is a message at the bottom of the window advising that as soon as you click the Upload File button, the Media Library window will reload, and your just uploaded item will be in the Media Library at this point.

Close: The **Close** button simply closes the Media Library window.

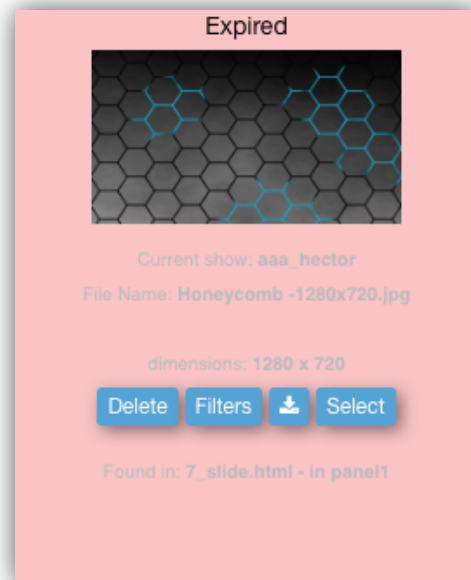
Import Ent Video: If your Signage Streaming platform is integrated with your Corporate Video platform, the **Import Ent Video** button  allows you to connect to, search for, and pull or upload a video into the signage platform's Media Library.


Note:

- 1) This button will not appear if the Enterprise platform is not connected to the signage platform.
- 2) It is not necessary to import a video from the Enterprise video platform as there are widgets in the platform which will dynamically pull the videos from the Enterprise Video platform as the Show plays. By pulling the videos in real-time from the video platform, you avoid duplicating video assets and simplify the management of your corporate video assets. Nevertheless, there may be occasions where there is a benefit to have the video in the signage platform's Media Library.

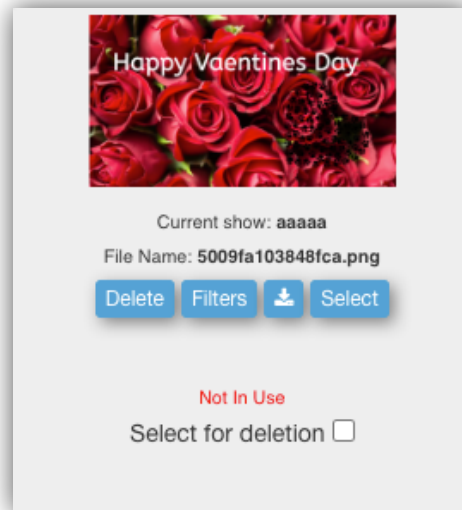
Clear Expired: The **Clear Expired** button  allows you to clear out all the Expired slides in the Shows you have access to in the Media Library. If a slide is expired, you will see that it is expired in the Media Library view in two ways:

- 1) The media items background will be a pink salmon color, as in the example to the right, and
- 2) It says **Expired** at the top of the media item.



Clear Checked Items: The Clear Checked Items button  is a simpler way to clear out items in the Media Library versus the alternative of deleting each item one at a time.

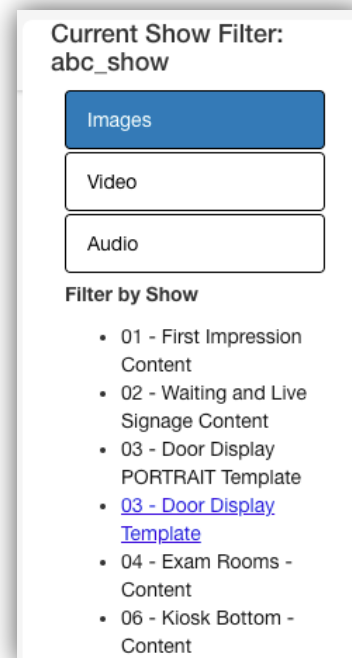
In the example to the right, you can see at the bottom of the image for Valentines Day, there is a **Not in Use** message at the bottom and directly below that message is it says **Select for deletion** with a checkbox beside it. Instead of deleting unwanted items one-by-one, you can check the box for all the items that are no longer in use very quickly and then by clicking on the **Clear Checked Items** button.



Left-Side Window of Media Library

On the left-side of the Media Library window we see a portioned window which has 2 key components for sorting the Media Library:

- 1) We can choose the type of items we wish to see: **Images**, **Videos**, or **Audio** items by clicking on the word Images (as depicted in the image to the right), or
- 2) We can filter the items in the Media Library by the Show we want to see. Below the **Filter by Show**, the Shows which we have access to are listed alphabetically. By clicking on any of the Shows we have access to, the Media Library items in the Show are listed. When you click on a Show, it will be listed at the top as the **Current Show Filter**.

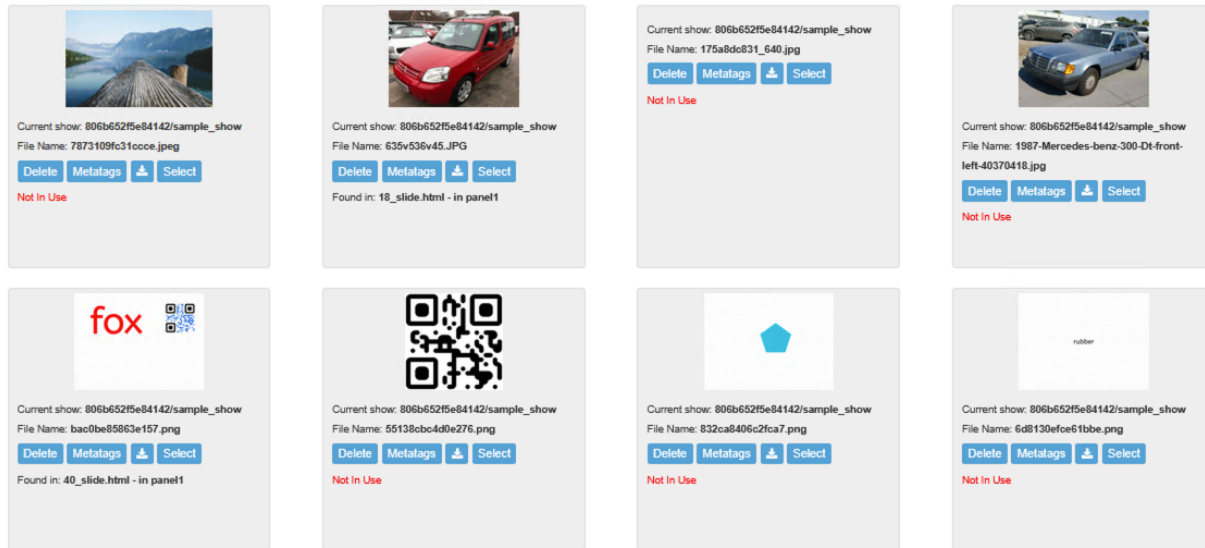


Note: If you have access to a long list of Shows, you will see a scroll bar on the right side of this window.

9.4. Media Items

Main Window of Media Library

The main window of the Media Library lists the items as they have been selected in the left-hand side window, by media type and for all Shows or a particular Show you have clicked on. The window below has **image** media items from **all Shows**.



In the image above we can see:

- 8 image items.
- 1 is a QR codes which are generated in the platform.
- Several are not in use and can be deleted

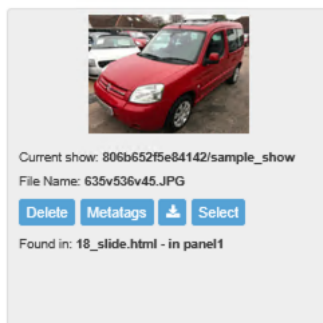
If you are in the Media Library and see that a slide is Not In Use, it is a good practice to click on the delete button to remove it , as It keeps the Media Library uncluttered.

- 1) It reduces the size of the Media Library

Now let's look at an individual media item and see what information is available on the item and what functions are available with that item.

Media Items

In the image below and to the right, we have a view of a single item in the Media Library. There is information about the item and there are actions we can take.



Information on Media Item:

- 1) Current Show name.

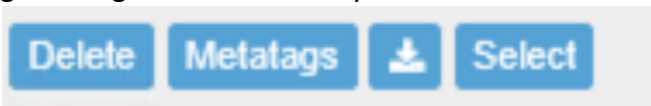
- 2) Name of the image file.
- 3) Metatags for the media item.
- 4) The panel of the Show the item is found in, and which slide in the Show the item is currently in.
- 5) If we click on the image of the item, the item will open in a Preview window as seen in the image below.

We can see from the image to the right which Show the image is currently being used in, and the file name of the image.




Media Item Functional Buttons:

As seen in the image above and to the side, there are 4 buttons in a Media Library item. Let's go through the functionality of each button.

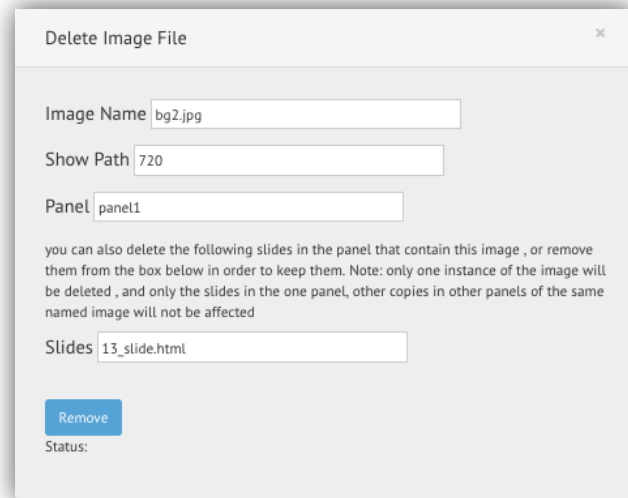


Delete Button:

The **Delete** button  deletes the item from the Media Library.

To delete an item from the Media Library which you are no longer using, and to save space, simply click on the **Delete** button beneath each of the items in the Media Library item window and the delete dialog window opens as seen in the image to the right.

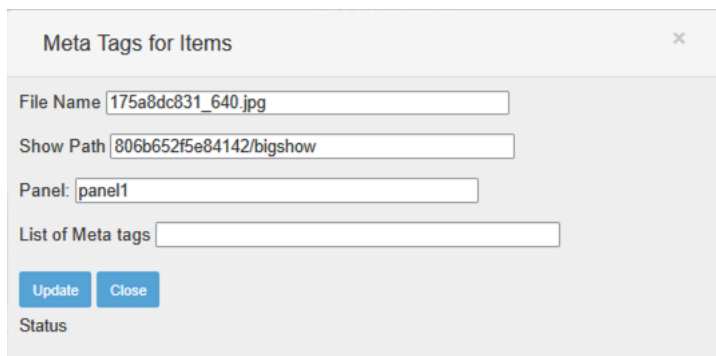
The delete option is intelligent in that it will also figure out which slides you are currently using the media item in. In the example to the right, it is indicating that the image you are about to delete **slide 13** in the Show called **720**.



You then have the choice to also delete the slide or slides as well as the media file from the server. Removing the entries automatically added to the list will prevent the slides from being deleted and only remove the media item.

Metatags Button:

Every item that you will see in the Media Library has the option to add a metatag filter word or sometimes called keywords. Clicking on the **Metatags** button under each image or icon for the media type. This will open a window as seen to the right, that allows you to add a list of metatag filters, or keywords to help you categorize the item in the Media Library.




Once you add the metatag filter words or keywords to the media item (image, video, or audio item) as in the example above, you will then be able to sort the Media Library, or filter it, using the metatag list on the left-hand side of the top area of the Media Library.


Download Button:

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The **Download** button  allows you to download the media item to your desktop.

Select Button:

The **Select** button  is used when you are creating content in a Show, and you use the **Media Library** button in a widget to get an image or video from the Media Library. When you find the media item you wish to add to your Show, simple click on Select.

Not in Use

Sometimes you may have a media item that is on the system but is not actually being used. The example to right shows a tree image, that is in the Show called **abc_show** but is not actually being used in any panel playlist. This is especially useful for knowing when or if you have dead content that you have not flagged for deletion or expiry.

