



EDS USER MANUAL



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INTRODUCTION

Management of a solution as flexible as EDS requires a powerful CMS (Content Management System) to control the core concepts. The Expert Digital Sign (EDS) CMS is packed full of features to help you get the very best out of the EDS solution.

This User Manual covers the core concepts and CMS features and starts with a "Tour" to further explain what EDS can actually do.

THE FIVE CORE TORE

EDS is a flexible and powerful application with a core ethos in Digital Signage for all, regardless of skill or technological knowledge. The software itself centers on 5 core concepts:

1. Users
2. Displays
3. Layouts
4. Media
5. Scheduling

Using these 5 concepts we can sum up what EDS can do in a simple sentence;

EDS enables a User to upload Media and arrange it in a Layout which is then Scheduled to one or more authorized Player".

EDS has many more features to take advantage of which are covered within this User Manual, but to get started let's take a quick look at the main 5.

USERS

Users are the people that have access to the CMS and are identified by a Username and Password to grant access. EDS supports 3 User types, User Groups as well as multi-level Permissions to all parts and items stored within the CMS.

DISPLAYS

Displays represent the hardware connected to the TV/Projector/Tablet that is displaying the Scheduled end content. Each Display is uniquely identified in CMS so that every Display can have its own content, Layout designs and Schedules set with uniquely identified reporting statistics available.

LAYOUTS

Layouts are the complete design that is seen on the screen. Layouts are made up of Regions which allows you to split the screen/position how you choose, with each Region containing its own Playlist/Timeline to which Media Widgets are assigned. A Layout will remain on screen until all Regions have finished playing their assigned content

through once, then an entirely fresh Scheduled Layout can be loaded that has different positioning/sizing of Regions and different Playlists/Timelines.

This flexibility drives the dynamic nature of a EDS display screen.

MEDIA

Media content is at the core of the EDS solution and has many different types which can be generally split into two categories:

File-based media - uploaded and stored in the Library, for example, image and video files.

Layout based media - does not have an associated file and is configured directly on a Layout; RSS feeds and free Text

EDS uses powerful Widgets which allow you to show your content as well as integrating dynamic third-party information from a variety of sources.

SCHEDULING

Scheduling is highly flexible and supports Schedules to single Displays as well as to Display Groups. Each Display will check for new Scheduled content periodically, and download Scheduled Items in advance of playback. Default Layouts are shown on Displays when nothing else is Scheduled.

FEATURES

DESIGN

Create Layouts for all your design ideas, split the screen however you want and drop in Widgets to show your video, images and text. Powerful widgets integrate content from third parties to keep your display fresh and up to date.

PREVIEW

This feature will bring your design to life in the browser in order to see how it will appear on screen. User will be able to play it through from start to finish and get the complete picture.

CREATE TEMPLATES

Save your finished creation for reuse later to be shared with others or to present a consistent corporate branding. Quickly build new layouts from templates for a smooth workflow.

SCHEDULING

One off or repeating and always-on events. EDS has everything covered. Split your calendar into pre-defined dayparting for unlimited ease of scheduling.

CREATE CAMPAIGNS

Add layout to Campaigns to ensure they are show in a certain order and to make scheduling easy.

SET PRIORITY

Give each schedule a priority so that you can be sure your message is shown at the right time alongside complimentary layout.

MANAGE YOUR DISPLAY NETWORK

See all the display on your network in real time and monitor their status.

PROOF OF PLAY

Collect proof of play information from each display.

GROUPS

Use display groups to organize your displays into logical sets.

USER ACCESS CONTROL

Manager user access to EDS to ensure control by permission for each user.

LOGGING IN

The CMS is protected by an authentication system that requires a Username and Password.

During installation a Username and Password is provided which grants unrestricted access to all areas of the CMS, as a Super Admin User. Once logged in additional User accounts can be created with various permissions, as covered in the Users section of this manual.

All pages in the CMS are authenticated and if the User is not logged a login form will appear.

USERS

Users can be created by Administrators and given access to the system. The Username and Password for any new User should be shared in a private and secure manner and the User should change their password after they have logged in for the first time.

TWO FACTOR AUTHENTICATION

Two Factor Authentication can be set by Users for added security. Once configured a User would need to enter a code sent via email or displayed in the Google Authenticator app to complete login and gain access to the CMS.

FORCE PASSWORD CHANGE AT NEXT LOGIN

This function can be set by Super Admin Users at User level.

COOKIES

The CMS uses cookies to track whether Users are logged in or not. If you are experiencing trouble logging in you may need to adjust your browser settings for cookies.

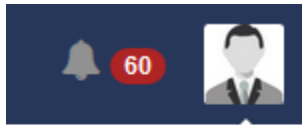
AFTER LOGIN

Each User is assigned a Dashboard which they will be taken to after login.

USER PROFILE

The User Profile can be used to set preferences and options for the logged in User.

Located in the top right of the CMS, click on the icon to open.



Admin

21:51 EST

Preferences

Edit Profile

Reshow welcome

Help

Logout

Preferences

Preferences ✕

Navigation Menu Use the default configured by your administrator

Select where the Navigation Menu should be positioned. Once selected please refresh your browser window to apply changes.

Use Library duration?
Assign all Media items based on their Library duration. Leave this option unticked to use the Default Module duration.

Auto show thumbnail column?
When requesting a screenshot from a display should the Thumbnail column be automatically shown if it's not visible?

Cancel Save

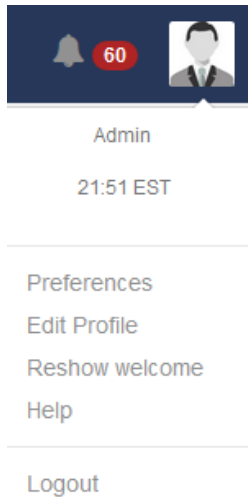
- Select how you would like the Navigation Menu to be positioned. Once saved, ensure you refresh your browser to apply changes.
- Select to use the Library duration or Module defaults for all assigned Media.
- Tick to automatically show the thumbnail column when requesting screenshots.

TWO FACTOR AUTHENTICATION

For added security, Users can set Two Factor Authentication options for Email or Google Authenticator to complete login by entering a code, to further confirm their identity when logging into the CMS. Please ensure that your Administrator has entered a Sending Email address on the CMS Settings page, Network tab prior to the setup of Two Factor Authentication.



Navigate to the User Profile in the top right hand corner of the CMS and click on Edit Profile.



Use the dropdown menu for Two Factor Authentication and select from one of the two options:

The screenshot shows the 'Edit User Profile' form with the following fields and values:

- User Name: Admin
- Password: [Empty]
- New Password: [Empty]
- Retype New Password: [Empty]
- Email: jermaine.gray@gmail.com
- Show Content From: Standard
- Two Factor Authentication: [Dropdown menu open with options: Off, Email, Google Authenticator]

Buttons: Help, Cancel, Save

EMAIL

Each time a User enters their Username and Password to login they will also receive an email, to the address provided, containing a 6 digit code to enter to complete log in. Ensure that an email address has been provided on this form and press Save.

GOOGLE AUTHENTICATOR

Each time a User enters their Username and Password to login they will need to access the Google Authenticator app to enter the 6 digit code displayed.

Install the Google Authenticator app to your mobile device.

Scan the QR code shown on the Edit User Profile form and enter the code displayed into the Access Code field and Save to complete the set up.

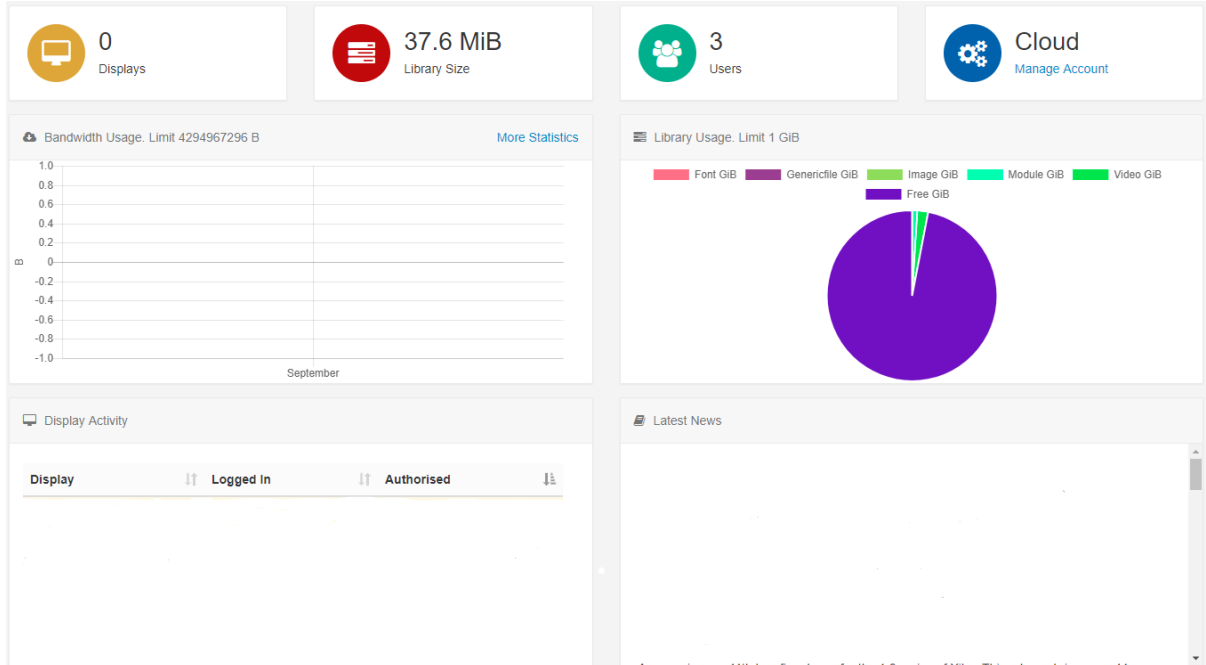
The screenshot shows the 'Two Factor Authentication' section with the following details:

- Two Factor Authentication: Google Authenticator
- Text: Enable an option to provide a two factor authentication code to log into the CMS for added security.
- Text: Please scan the following image with your app:
- Image: QR code
- Access Code: [Empty input field]

Buttons: Help, Cancel, Save

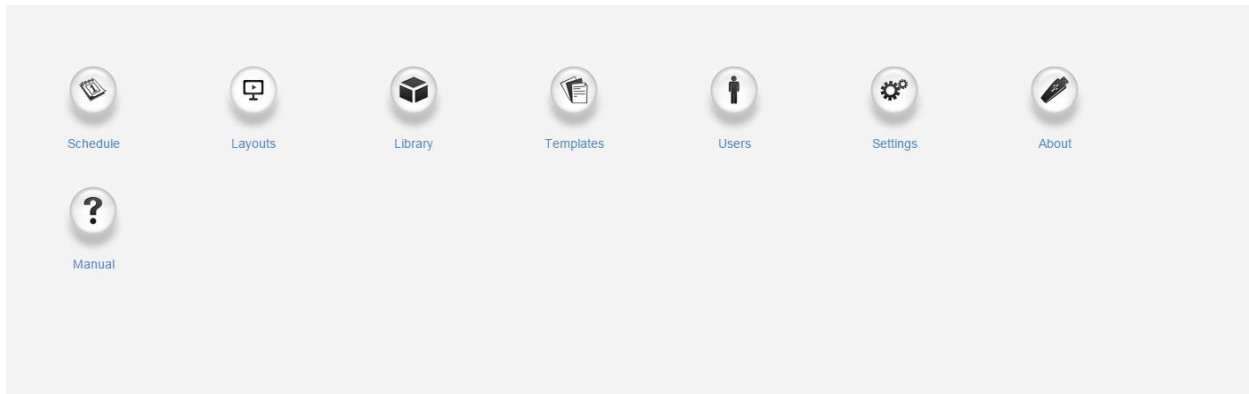
CMS DASHBOARDS

The assigned Dashboard will be the first screen that Users will see after login. There are three Dashboard views of the CMS that can be assigned to Users.



STATUS DASHBOARD

The CMS Status Dashboard is the default Dashboard for Super Admin Users and is intended as a high-level view of the system for Administrators. It provides information relating to Library and Bandwidth usage, Display Activity and Latest news.





MEDIA MANAGER DASHBOARD

The CMS Media Manager Dashboard can be enabled for Users who should only edit the Media they have been given permission for. The Media Manager Dashboard gives a restricted access view of the CMS presented in a grid style interface which lists each item the User has permissions to edit. Users can use the dropdown menu to select Widgets from Drafts or Playlists and use the available filters.

All Editable Widgets

Layout Region Media Module Widgets From

Show entries Column visibility Print CSV

Widget	Type	Thumbnail	Layout	Region	Playlist	Display Order	Row Menu
Clock	Clock		(NG) My Layout	(NG) My Layout-2	(NG) My Layout-2	1	▼
4.jpg	Image		(NG) My Layout	(NG) My Layout-2	(NG) My Layout-2	2	▼
coffee.png	Image		(NG) My Layout	(NG) My Layout-2	(NG) My Layout-2	1	▼
Sub-Playlist:	Sub-Playlist		(NG) My Layout	(NG) My Layout-2	(NG) My Layout-2	3	▼

Showing 1 to 4 of 4 entries Previous **1** Next

HOW TO SET DASHBOARD VIEWS?

1. Navigate to the Users section under Administration on the Menu.
2. Use the drop down row menu for the selected User and click on Edit to open the Edit User form.
3. Use the dropdown menu for Homepage and scroll to the Dashboard you wish to assign.
4. Save.

NAVIGATION

All CMS pages are categorized into sections and are accessible from the CMS Main Menu for ease of navigation. This menu can be placed vertically on the left hand side or horizontally along the top of the CMS, based on User Preference

The menu will only show the items each User has been given permission to see!

Dashboard	DASHBOARD
Schedule	This is a direct link to the logged in Users assigned Dashboard (homepage).
Dayparting	
DESIGN	SCHEDULE
Campaigns	Create, view and manage Events for each Display in your signage network. Create your own Dayparts to include when scheduling events.
Layouts	
Templates	DESIGN
Resolutions	Create and manage Layouts / Campaigns and utilise Templates.
LIBRARY	LIBRARY
Playlists	
Media	Create reusable Playlists and store file-based Media for re-use and design. Store tabular data using DataSets.
DataSets	
DISPLAYS	DISPLAYS
Displays	The Display section contains all pages needed for managing connected Displays.
Display Groups	
Display Settings	ADMINISTRATION
Commands	Manage all Users/User Groups, CMS Settings and Modules.
ADMINISTRATION	REPORTING
Users	
User Groups	View Display statistics and Proof of Play reports as well as Library Usage by User/User Group.
Settings	
Applications	ADVANCED
Modules	Log and Session information as well as Audit Trail's and Fault Reporting.

GRIDS

The CMS presents many of the entities (Layouts, Media, Campaigns) as tabular data called Grids. Each grid has a number of elements that combine to create a flexible administration tool that is easy to read and understand.

The following diagram is the Layout grid annotated with each of its elements

The screenshot shows the 'Layouts' grid interface. At the top right, there are 'Action Buttons' for 'Add Layout' and 'Import'. Below this is a 'Filter Form' with fields for 'Name', 'Tags', 'Owner' (set to 'training'), and 'Owner User Group'. The grid displays 6 entries with columns for ID, Name, Description, Duration, Thumbnail, Owner, Permissions, Status, and a Row Menu. Annotations include 'Sortable Columns' pointing to column headers, 'Results' pointing to the data rows, 'Multi-select' pointing to the 'Select All' button, and 'Paging' pointing to the 'Previous', '1', and 'Next' buttons.

ID	Name	Description	Duration	Thumbnail	Owner	Permissions	Status	Row Menu
23	Duration 2		0:00:15		training		✓	⌵
22	Duration 3		0:00:01		training		✓	⌵
21	Duration 1		0:00:25		training		✓	⌵
20	Photos		0:00:30		training		✓	⌵
14	Company Wide Content		0:00:10		training		✓	⌵
12	Hello World		0:00:10		training		✓	⌵

ACTION BUTTONS

Action buttons located at the top right of the page allow for common actions such as Add Layout.

FILTER FORM

Most grids have a filter form which is used to restrict the results in some way - for example all Layouts belonging to a particular owner or by Tag.

RESULTS

Once the CMS has searched for the criteria included in the filter fields, results will be shown in the grid data table. Use the Column visibility button to select/de-select which columns should be presented in the data table.

SORTABLE COLUMNS

Most columns can be sorted by default. Where the column has an up or down arrow the Shift key can be used to multi-sort the column.

ROW MENU

Each row may also have an action menu for things that can be done to that specific row. This menu can be accessed by clicking the down arrow in the right-most column of each row.

MULTI-SELECT

Some grids include the ability to multi-select rows and perform bulk actions. These are actions that can be run on all of the selected rows at the same time. Click on rows to select and use the With Selected drop-down button, located at the bottom of the grid, to access the bulk action menu for your selected rows.

PAGING

If available a paging control will be shown that allows the User to switch between multiple pages of results.

FORMS

The CMS presents most transactions (actions that add/edit or delete in some way) using Forms.

The forms have been designed to be consistent across the application and provide as much information as possible.

A typical form looks like the Add Layout form below.

The screenshot shows the 'Add Layout' form with the following fields and annotations:

- General** tab selected.
- Description** field: Annotated with a red box labeled 'Tabs' and an arrow pointing to the field.
- Name** field: Annotated with a red box labeled 'Fields' and an arrow pointing to the field. Below the field is the text: 'The Name of the Layout - (1 - 50 characters)'.
- Tags** field: Annotated with a red box labeled 'Fields' and an arrow pointing to the field. Below the field is the text: 'Tags for this layout - used when searching for it. Comma delimited. (1 - 250 characters)'.
- Template** dropdown menu: Currently set to 'None'. Below the dropdown is the text: 'Optionally choose a template you have saved before.'
- Resolution** dropdown menu: Currently set to '1080p HD Landscape'. Below the dropdown is the text: 'Choose the resolution this Layout should be designed for.'
- Buttons**: A red box labeled 'Buttons' with an arrow pointing to the 'Save' button.
- At the bottom right, there are three buttons: 'Help', 'Cancel', and 'Save'.

TABS

Forms can have 1 or multiple tabs. Access by clicking on the tab header, some may cause the form to expand to better fit the content inside them.

FORM FIELDS

Each field has a title that explains what the field represents. Each field will also have a grey explanation entry above or below it.

BUTTONS

Every form has a button bar at the bottom for the User to commit or cancel the additions/edits they have made.

USER

EDS allows individual access to the CMS by multiple people with a Username and Password authentication system. Users are granted access within the CMS by their User Type and Permission settings, all pre-configured by an Administrator.

USER GROUPS

Users can be assigned to one or multiple User Groups who inherit the permissions granted to that particular group, pre-configured by an Administrator.

OWNERSHIP

All items created in the CMS by an individual User are owned by that User. Ownership of an item (be it a Layout, Media File, or Scheduled Event) gives that User full permissions including the ability to share with other Users.

USER ADMINISTRATION

Users are administered in the CMS by clicking on Users under the Administration section on the menu. The Users grid will open for you to manage and add Users.

Users

[Add User](#) [My Applications](#)

Name User Type Retired

Show entries

[Column visibility](#) [Print](#) [CSV](#)

Name	Homepage	Email	Library Quota	Retired?
administrator	Status Dashboard		0	x

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

ADDING USERS

Click on the Add User button and complete the form fields as required.

Add User
×

Details
Reference
Notifications
Options

User Name

The Login Name of the user.

Password

The Password for this user.

Email

The Email Address for this user.

Homepage

Homepage for this user. This is the page they will be taken to when they login.

User Type

What is this users type?

Library Quota

The quota that should be applied. Enter 0 for no quota.

Initial User Group

What is the initial user group for this user?

Help
Cancel
Save

DETAILS

- Username - create a Username for the User, to be used for login and identifying the User.
- Password - create a Password for the User, to be used for login.
- Email - include an email address for the User (used for password reset / CMS notifications).
- Homepage - select the first page or choice of Dashboard the User will see after login.
- User Type - use the drop down to select from the three User Types available.
- Library Quota - assign a quota to determine the maximum amount of content allowed to be uploaded to the Library.
- Initial User Group - select which group the User should belong to.

Use System Notifications as the Initial User Group for Users that do not require permission to anything within the CMS but need notification emails when there are system issues (System Administrators).

REFERENCE

Optionally complete information to be used as a reference to view and organize your Users.

NOTIFICATIONS

Choose if the User should receive Notifications by ticking the checkboxes.

OPTIONS

Select the options as necessary for the User.

EDITING USERS

Use the row menu for the User record you wish to make changes to and select Edit.

The screenshot shows a 'Users' management page. At the top right, there are buttons for 'Add User' and 'My Applications'. Below is a form to create a new user with fields for 'Name', 'User Type', and 'Retired'. A table below shows a list of users. The table has columns: Name, Homepage, Email, Library Quota, and Retired?. The first row is 'test user' with 'Media Dashboard' as the homepage, '0' as the library quota, and 'x' as the retired status. A row menu is open for the 'test user' row, showing options: Edit, Delete, User Groups, and Page Security.

An Edit User form will open so that changes can be made as needed.

The screenshot shows the 'Edit User' form. It has tabs for 'Details', 'Reference', 'Notifications', and 'Options'. The 'Details' tab is active. Fields include: 'User Name' (with a help icon), 'Email', 'New Password' (with a help icon), 'Retype New Password' (with a help icon), 'Homepage' (dropdown menu), 'User Type' (dropdown menu), 'Library Quota' (input field and dropdown menu), and 'Retired?' (checkbox). There are also buttons for 'Help', 'Cancel', and 'Save' at the bottom.

FORCE PASSWORD CHANGE

Use to ensure that new Users change the password first given to them to access the system or if a User account password has been reset. Edit the User record and click on the Options tab. Tick the box Force Password Change, Save.

Edit User
✕

Details
Reference
Notifications
Options

Hide navigation?
Should the navigation side bar be hidden for this User?

Hide User Guide?
Should this User see the new user guide when they log in? This will be set to hidden if the User has dismissed the guide themselves.

Force Password Change
Should this User be forced to change password next time they log in?

Help
Cancel
Save

Users will be redirected to a page to reset their password, the next time they log in.

RESET TWO FACTOR AUTHENTICATION

If a User loses access to their email or Google Authenticator app and have no access to any saved recovery codes, tick to reset. Once ticked the Two Factor Authentication will be set to 'Off' for this User Profile with any stored secret codes cleared. The User can now set up Two Factor Authentication from the User Profile as before.

Add the Two Factor column to the Users grid using the Column visibility button. This will give you an overview of what Users have set with regards to Two Factor authorization. (Disabled / Email / Google Authenticator)

Two Factor
x
✉
G

DELETING USERS

Delete a User in the same way by using the row menu for the selected User. A confirmation form will open up and give you further options regarding the items currently owned by that User.

Deleting a User is irreversible and will remove all their owned items including; Media, Layouts and Schedules, even if these items are being used by other Users in the system. Reassign items to another User using the selector to make them the new owner of all the items currently owned by the User you wish to delete. Alternatively, use the Retired checkbox at the bottom of the Edit User form so that the items remain in use in the system with the User unable to log in.

USER TYPE

Every User is assigned 1 of 3 main User Types:

The screenshot shows the 'Add User' form with the following fields and options:

- User Name:** Text input field. Description: The Login Name of the user.
- Password:** Text input field. Description: The Password for this user.
- Email:** Text input field. Description: The Email Address for this user.
- Homepage:** Dropdown menu with 'Icon Dashboard' selected. Description: Homepage for this user. This is the page they will be taken to when they login.
- User Type:** Dropdown menu with options: User, DOOH, Group Admin, Super Admin. The 'User' option is selected.
- Library Quota:** Text input field.
- Initial User Group:** Dropdown menu with 'Users' selected. Description: What is the initial user group for this user?

At the bottom right of the form are three buttons: 'Help', 'Cancel', and 'Save'.

1. Super Admin
2. Group Admin
3. User

User Types are pre-configured and cannot be modified. DOOH user or user type is not covered in this manual. Please contact support to setup and used DOOH user.

SUPER ADMIN

Super Admin Users have access to every part of the CMS including all Media, Layouts and Schedules added by other Users of the system. Super Admin Users have access to the entire CMS regardless of any permissions set to a User Group that they are assigned to.

GROUP ADMIN

Group Admin Users only have access to the parts of the CMS as assigned to the User Group they belong to. In addition, they will have access to all Media, Layouts and Schedules of all other Users assigned to that User Group as well as their own Media, Layouts and Schedules.

USER

A User will only have access to the parts of the CMS as assigned to the User Group they belong to as well as access to their own Media, Layouts and Schedules.

USER GROUPS

User Groups are administered from the Menu under the Administration section. Add a new User Group so that a selected group of Users are able to share and edit their Media, Layouts and Schedules with each other.

User Groups
+ Add User Group

Name

Show 10 entries

User Group	Library Quota	Receive System Notifications?	Receive Display Notifications?	
System Notifications	0	✓	✗	▼
Users	0	✗	✗	▼

Showing 1 to 2 of 2 entries

Previous 1 Next

Click on the Add User Group action button to open the Add User Group form and complete the form fields.

Add User Group ×

Name

The Name for this User Group

Library Quota KIB ▼

The quota that should be applied. Enter 0 for no quota.

Receive System Notifications?
Should members of this Group receive system notifications?

Receive Display Notifications?
Should members of this Group receive Display notifications for Displays they have permission to see?

1. Name - give your User Group a unique name for ease of identification.
2. Library Quota - assign a quota to determine the maximum amount of content allowed to be uploaded to the Library for the group. Please speak to your administrator for further information.
3. Tick checkboxes for Notifications as necessary for the User Group.
4. Save.

GROUP MEMBERS

Assign and manage Users by using the row menu for the selected group and click on Members.

User Groups + Add User Group

Name

Show entries

User Group	Library Quota	Receive System Notifications?	Receive Display Notifications?	▼
Reception	0	✘	✘	▼
System Notifications	0	✔	✘	▼
Users	0	✘	✘	▼

Showing 1 to 3 of 3 entries

Edit

Delete

Copy

Members

Page Security

Use the checkboxes to assign Users to that User Group, Save.

Users can be assigned to one or more User Groups for ease of sharing and collaboration as well as being used for Access control to parts of the CMS.

Users will inherit permissions that have been assigned to the User Group.

Manage Membership ×

Check or un-check the options against each user to control whether they are a member or not.

Reception	Member
administrator	<input checked="" type="checkbox"/>
natasha	<input type="checkbox"/>
test user	<input checked="" type="checkbox"/>
training	<input type="checkbox"/>

PERMISSIONS

Permissions can be assigned to both User and User Groups to allow or restrict access to System and User Objects within the CMS.

Permissions are presented as two concepts:

1. System Objects (restrict or allow access to view pages)
2. User Objects (view, edit, delete options for Media, Layouts, Display Schedules)

These concepts used in conjunction with each other, ensure that only relevant parts of the CMS are visible with assigned permissions with regards to the ability to view, edit or delete associated objects for that particular User/User Group.

SYSTEM OBJECTS

Assign permissions to ensure that only the relevant sections of the CMS are visible. Apply against any User or User Group, located under the Administration section of the menu, click on Page Security from the row menu for your selected User/User Group.

Name	Homepage	Email	Library Quota	Retired?	
test user	Dashboard		0	x	<ul style="list-style-type: none"> Edit Delete User Groups Page Security

Showing 1 to 1 of 1 entries

ACCESS CONTROL LIST

Use this form to select what areas of the CMS are to be visible for that User/User Group as appropriate.

Help Links	<input type="checkbox"/>
User Groups	<input type="checkbox"/>
Report Tools	<input type="checkbox"/>
Administration Overview	<input type="checkbox"/>
Display Profiles	<input type="checkbox"/>
Display Groups	<input type="checkbox"/>
Display	<input type="checkbox"/>
Displaying	<input checked="" type="checkbox"/>
Display	<input checked="" type="checkbox"/>
Display	<input type="checkbox"/>
Comments	<input type="checkbox"/>
Clock	<input type="checkbox"/>
Calendar	<input checked="" type="checkbox"/>
Item Title	<input type="checkbox"/>
Administration	<input type="checkbox"/>
	ADMIN

Check or un-check the options against each item to control whether access is allowed or not.

ADMIN TEST USER

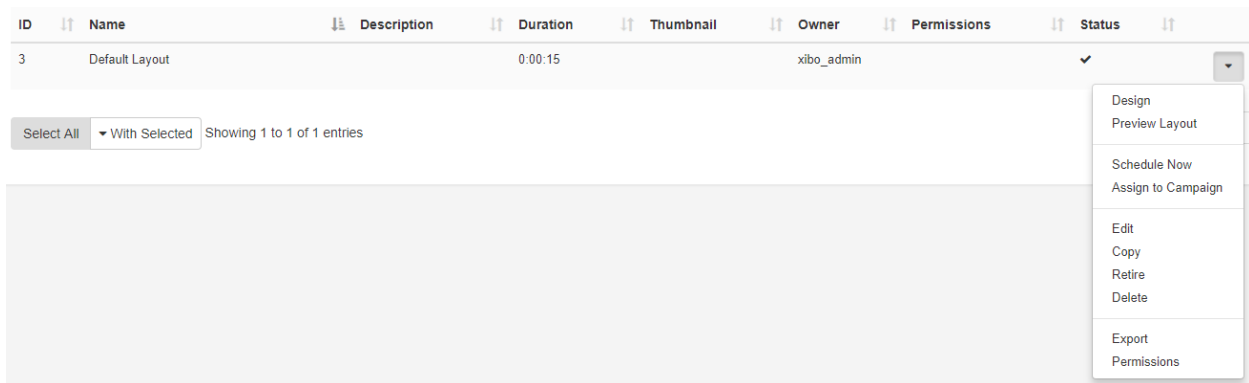
Please note: In order to set further permissions with regards to User Objects the User/User Group would need to have access to view the Page/Menu item in the first instance.

USER OBJECTS

Assign view, edit, delete permissions on the object itself. The following objects have assignable permissions:

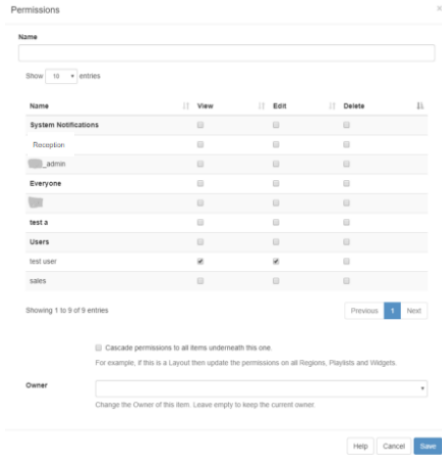
1. Campaigns
2. Layouts
3. Regions in Layouts
4. Widgets (Media on a Region’s Playlist)
5. Templates
6. Library Media
7. DataSets
8. Displays and associated Schedules
9. Display Groups and associated Schedules
10. Dayparts

Select the object and use the row menu to select Permissions:



Use this form to assign Permissions to both Users and User Groups. The logged in User will only see a list of Users in their own User Group. Super Admin will see all Users.

Permissions Form



Optionally use the checkbox to cascade permissions to items contained underneath. For example, as permissions are being assigned to a Layout if this box was checked then all Regions, Playlists and Widgets within the selected Layout would have the same assigned permissions.

Modifications made to items are available in 'real time' this means the next time a User interacts with the object the newly set permissions are applied.

NOTIFICATIONS

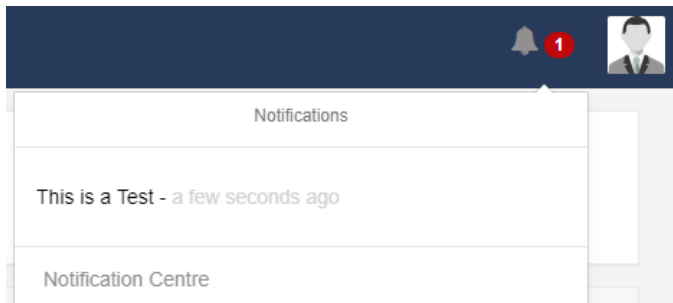
EDS has a Notification System to keep Administrators and Users of the CMS informed of important system events and other user-created notifications, such as Schedule Event Reminders.

Please ensure that your Administrator has entered a Sending Email address on the CMS Settings page, Network tab prior to using Notifications.

Please ensure that your Administrator has entered a Sending Email address on the CMS Settings page, Network tab prior to using Notifications.

NOTIFICATION DRAWER

Notifications for a logged in User appear at the top right of the screen with unread notifications shown in red next to the Alarm bell icon. The Notification Drawer can be accessed by clicking on the Alarm bell icon.



The Notification Drawer is shown when a User or User Group has the Notification Drawer permission, without this permission the Alarm bell icon will not be shown.

Click on the Alarm bell to open the Notification Drawer, which will show the last 5 notifications received. Unread notifications will be shown in black text and read notifications in a light grey text.

NOTIFICATION CENTRE

Notifications can be created by authorized Users, those that have permission, by using the Notification Centre link at the bottom of the Notification Drawer and clicking on the Add Notification action button.

GENERAL

- Subject - title for your Notification
- Release Date - use the date and time picker to select when you want your Notification to be sent.
- Email - choose to send to the email address recorded in the CMS against the User record.
- Interrupt - Users would be automatically redirected to a page to show the full Notification and would need to click on Continue to carry on navigating the CMS.
- Ensure that Enable Email Alerts has been set to On in the Administration Settings page, Maintenance tab.

MESSAGE

- Use the text editor to create and format the message body of your Notification.
- If you are going to use the Notification Widget to target your message to Display/Display groups the formatting you use here would be replaced with the formatting as applied in the Widget.

AUDIENCE

- Users - Select one or more Users/User Groups
- Non users - additional emails can be entered here to receive notifications
- Displays - Select one or more Display/Display Groups to show the notification within Scheduled Layouts. (Scheduled Layouts must already include the Notification Widget to target Displays successfully).

ATTACHMENT

Add an attachment - click to upload an attachment to your Notification. Attachments can also be downloaded from the Notification center.

EDITING NOTIFICATIONS

Edits to a Notification will be altered in the CMS web portal but any emails generated which have already been sent will not be recalled.

SYSTEM NOTIFICATIONS

EDS raises various System Notifications to report on the health of the system as a whole. Notifications are emailed to the Admin email address configured in Settings, Maintenance tab. Notifications will also be sent to Users who belong to groups configured to receive System Notifications or who have been configured to receive these notifications themselves. This configuration is managed on the User/User Group Edit form.

DISPLAYS

The primary purpose of EDS is to show content on screens with the entire application suite existing for that one purpose. EDS provides a concept called Displays to manage when and how content is shown on a screen.

When no other content is Scheduled, Displays will always show a Default Layout. You can create your own Default Layout to replace the existing one and show on selected Displays. Use the row menu and click on Default Layout to select. Displays are uniquely identified by a hardware key which is generated when the Signage Player software is installed. This hardware key is used to create a Display record in the CMS and is unique to that one Display record.

CONNECTING A DISPLAY

Displays connect to the CMS over an API called "XMDS" (EDS Media Distribution Service). Each Signage Player software application will have its own method of registering and connecting to the CMS - most of them only require the URL and CMS Key.

New Displays will need to be marked as authorized before they can be sent any content. This can be done by using the row menu for the Display and clicking Authorize.

Expert Digital Sign (EDS) End User Manual for Version 2.2.1

For more information go <https://expertdigitalsign.com> or contact support @ support@cpzx.us or 876 613 9159

DISPLAY ADMINISTRATION

Displays are administered from the Menu, with logged in Users able to view the status of Displays that they have been assigned permission for.

Displays

Refresh

Name MAC Address Display Group Display Profile Authorised? Tags IP Address

Show 10 entries

Column visibility Print CSV

ID	Display	Status	Authorised?	Logged In	Last Accessed	MAC Address
3	Test Player	☁	✓	✗	2017-06-16 08:53	08:00:27:E5:B6:AA

Select All With Selected Showing 1 to 1 of 1 entries

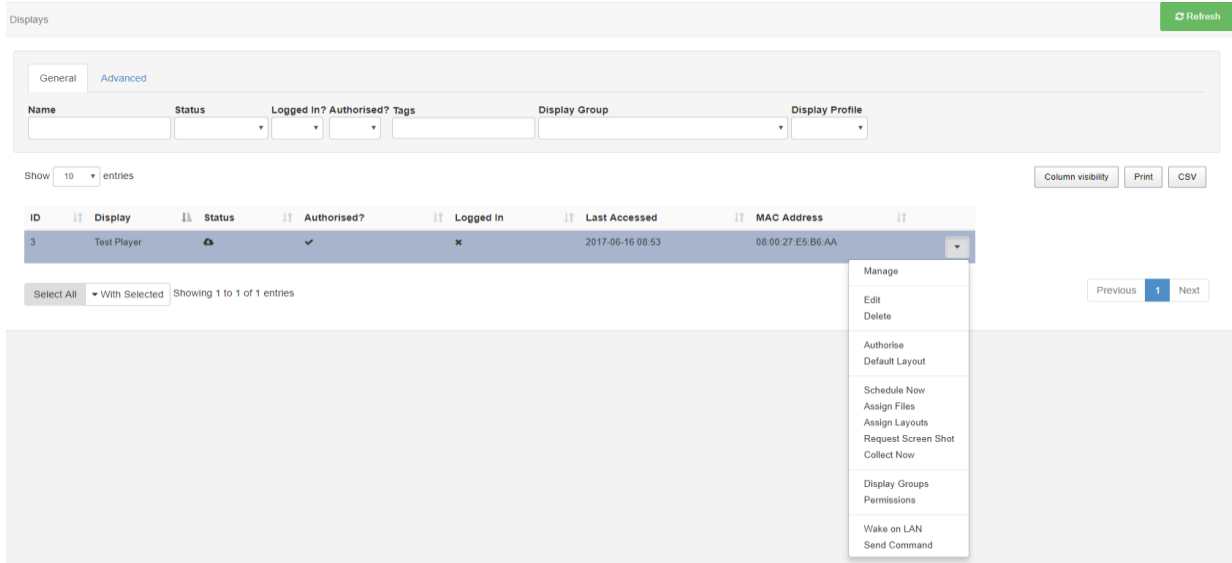
Previous 1 Next

- **ID**
Used for internal identification of the display.
- **Display**
Name given to the Display for easy identification purposes (this is not shown on the Display itself).
- **Status**
Tick = Player is up to date (this may also show as green in colour).
Cloud icon = Player has not logged in with content waiting to be downloaded (this may also show as amber in colour, as displayed in the example image above).
Cross = Player is currently downloading new content and has yet to complete (this may also show as red in colour).
- **Authorised**
Tick or cross to indicate whether the Display has been granted a licence with the CMS. This prevents unauthorised Displays being added to the CMS.
- **Logged In**
Tick or cross to show if the Display has logged in recently.
- **Last Accessed**
Date and time stamp of when the Display was last accessed.
- **MAC Address**
Media Access Control Address of the Display (if the client software is capable of sending it).
- Columns can be toggled on and off to show the information you would like to display for administration purposes by clicking on the Column visibility button.

Columns can be toggled on and off to show the information you would like to display for administration purposes by clicking on the **Column visibility** button.

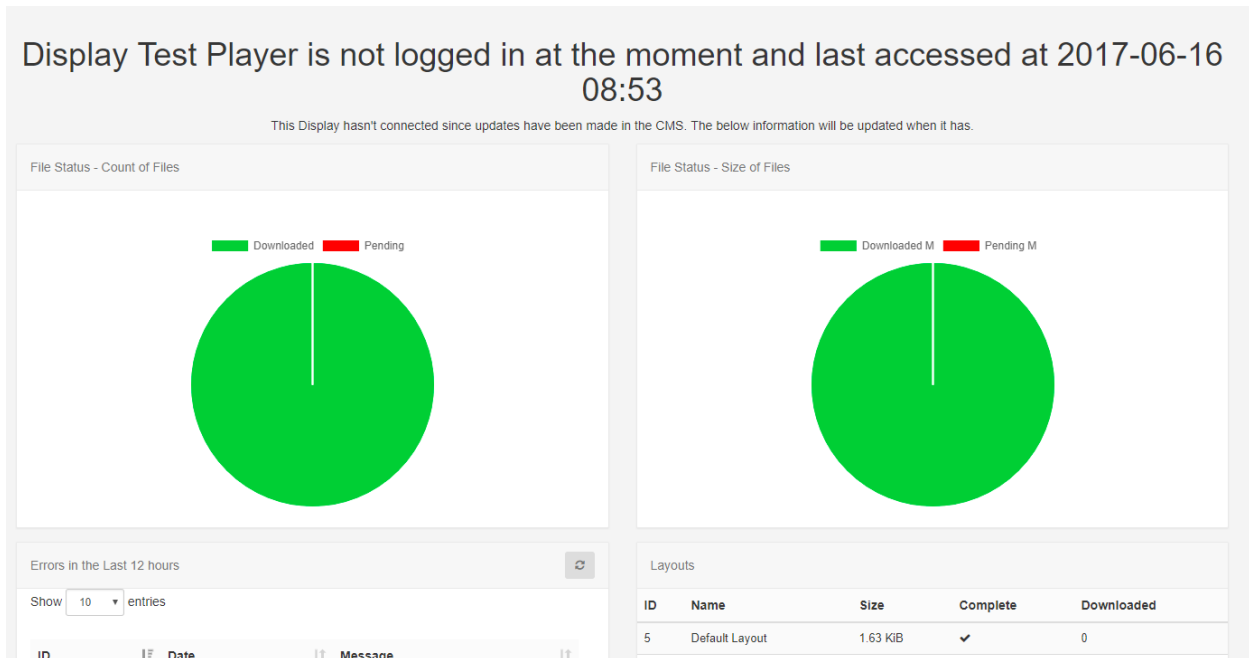
ROW MENU

Each Display has a row menu containing a number of actions that can be performed against them such as;



MANAGE

Each Display has its own Dashboard which shows the Displays current status, bandwidth usage, file status and errors.



This Dashboard is useful as a first step for troubleshooting issues with a Display.

EDIT

Clicking on Edit opens configure options for that Display.

Displays can be tagged which allows for ordering and makes it easier to find. Administrators can set certain Tag's to have a Value associated to them. Tags that have a Tag Value will show the selections available from an additional field - Tag value drop down.

Override Display Profile Settings for individual Displays. Use the Profile Settings tab to see the settings applied from the selected Display Settings Profile.

Edit Display
✕

General
Location
Maintenance
Wake on LAN
Profile Settings
Advanced

Settings Profile? Android without auto restart ▼

What display profile should this display use? To use the default profile leave this empty.

The settings for this display are shown below. They are taken from the active Display Profile for this Display, which can be changed in Display Settings. If you have altered the Settings Profile above, you will need to save and re-show the form.

Setting	Profile	Override
E-mail Address		<input type="text" value=""/>
Password Protect Settings		<input type="text" value=""/>
Collect interval	1 minute	<input type="text" value=""/>
XMR Public Address		<input type="text" value=""/>
Enable stats reporting?	false	<input type="text" value=""/>
Aggregation level	Individual	<input type="text" value="Individual"/> ▼
Player Version		<input type="text" value=""/>
Download Window Start Time	00:00	<input type="text" value=""/>
Download Window End Time	00:00	<input type="text" value=""/>
Update Window Start Time	00:00	<input type="text" value=""/>
Update Window End Time	00:00	<input type="text" value=""/>
Orientation	Landscape	<input type="text" value=""/>

SET BANDWIDTH LIMITS PER DISPLAY

Use the Advanced tab to apply a limit for the amount of bandwidth that a Display can consume.

Edit Display
✕

General
Location
Maintenance
Wake on LAN
Profile Settings
Advanced

Interleave Default No ▼
Whether to always put the default layout into the cycle.

Auditing until
Collect auditing from this client. Should only be used if there is a problem with the display.

Bandwidth limit 0 KiB ▼
The bandwidth limit that should be applied. Enter 0 for no limit.

Clear Cached Data
Remove any cached data for this display.

Reconfigure XMR
Remove the XMR configuration for this Player and send a rekey action.

Help
Cancel
Save

DELETE

Deleting a Display will remove it from the CMS entirely - this operation cannot be reversed. A deleted Display can be reconnected to the CMS by repeating the “Register” procedure which will create a new unique Display record.

De-authorize a Display instead of deleting so that it can be re-authorized at a later date if needed. Use the row menu for the Display and click on Authorize to toggle to De-authorize. This can also be actioned from the Edit Display form by selecting No for Authorize display.

The Send Command functionality is executed via XMR to Players by selecting a predefined command. This is useful for sending Players 'Reboot' commands for example.

Send Command ×

Command

Pick a command to send to the Player. If the CMS has XMR enabled this will be sent immediately, otherwise it will show an error.

Administrators create predefined commands for use, therefore if you require additional commands, please contact your Administrator.

This type of Command can also be executed by scheduling a Command Event

DISPLAY SETTINGS

Displays can be configured automatically from the CMS once they are connected. This is managed using Display Setting Profiles.

DISPLAY SETTING PROFILES

Each Display has a default Display Setting Profile which can be customised by an Administrator to suit required preferences. New Display Setting Profiles can be created and assigned directly to a Display.

AVAILABLE PROFILES

A list of available profiles can be viewed from Display Settings under the Display section on the menu.

Display Setting Profiles				Add Profile
Name	Type	Default		
Android	android	✓		
webOS	lg	✓		
Windows	windows	✓		

Showing 1 to 3 of 3 entries

Previous 1 Next

DISPLAY SETTINGS PROFILES

Each profile has a Name, Type and a flag indicating if it is the default or not. Default profiles are automatically assigned to Displays of the corresponding type.

EDITING PROFILES

Use the row menu for the Profile you wish to view and click on Edit. Use the Edit Profile form to adjust available settings.

Each setting is explained under each form field for each of the tabs.

Using the row menu click on Copy to make another version of a Profile. Make adjustments as needed to quickly and simply create new Profiles.

COLLECT INTERVAL

Using the drop-down menu select how often you would like the Player to check for new content. This means that once a Player has communicated with the CMS, it will check again for any changes by the time set here.

SCENARIO:

A Player has a collect interval set for 24 hours, it will check for any changes, action pending changes and then wait for the next 24-hour collection. If a change is made between this period of time, the Player will not be aware of it until it is time to check again.

If a Display Profile for a Player is changed, the Player will only be aware of the change after it has connected according to its prior connection interval.

XMR is configured by default for EDS in the Cloud customers which allows for changes to be communicated immediately to the Player, regardless of the Collection Interval set. This means that fast and dynamic modifications can be made to your Display, without the need to modify a Display Profile.

ENABLE STATS REPORTING

Tick/untick the box to enable/disable the collection of statistics for Proof of Play Reports for all Displays that use the selected Display Profile.

If enabled set the required level of collection for Proof of Play statistics to be applied to all Layouts / Media and Widget items using the Aggregation level drop down.

Enable stats reporting?
Should the application send proof of play stats to the CMS.

Aggregation level

Individual	▼
Individual	
Hourly	
Daily	

- Individual - statistics are collected when specified by default.
- Hourly - statistics will be collected hourly by default.
- Daily - statistics will be collected daily by default.

Players aggregate 'completed records' only, with collection made at the end of the Widgets duration so if a Widget has a duration of 3 hours, the stat will be recorded once the Widget has expired.

OPERATING HOURS

Also included in 2.2.0 is the ability to set Operating Hours for Displays by setting pre-defined Dayparts. Use the Network tab for Windows, Android and Linux Players, and the General tab for webOS and Tizen Players.

Use the drop down menu to select the day part to apply

The screenshot shows a configuration form with the following elements:

- Download Window Start Time:** A text input field containing "00:00:00". Below it is the text: "The start of the time window to connect to the CMS and download updates."
- Download Window End Time:** A text input field containing "00:00:00". Below it is the text: "The end of the time window to connect to the CMS and download updates."
- Force HTTPS?:** A checked checkbox with the text "Should Displays be forced to use HTTPS connection to the CMS?"
- Operating Hours:** A dropdown menu is open, showing a list of options: "Evening Ads", "Lesson 1 End", "Office Hours", and "over midnight". The "over midnight" option is highlighted in blue.
- Buttons:** "Help", "Cancel", and "Save" buttons are located at the bottom right of the form.

'Email alerts' such as those which send when a Display is offline, will not be sent outside of the specified Operating Hours.

ADD A PROFILE

Click on the Add Profile button, and include a name and select Client type, Save.

The Edit Profile form will open so that you can complete the necessary form fields for this Profile.

DELETING PROFILES

Display profiles can be deleted by using the row menu options for a selected Profile.

Please ensure that there is one default remaining for each Type.

SETTING ON THE DISPLAY

A default profile will automatically apply its settings to all Displays of the same Type. A Display can be overridden with a Profile other than the default by selecting the required Settings Profile on a Display's Edit form using the Profile Settings tab. Each setting can also be overridden to suit individual Displays.

Edit Display
×

General
Location
Maintenance
Wake on LAN
Profile Settings
Advanced

Settings Profile? Android without auto restart ▼

What display profile should this display use? To use the default profile leave this empty.

The settings for this display are shown below. They are taken from the active Display Profile for this Display, which can be changed in Display Settings. If you have altered the Settings Profile above, you will need to save and re-show the form.

Setting	Profile	Override
E-mail Address		<input type="text" value=""/>
Password Protect Settings		<input type="text" value=""/>
Collect interval	1 minute	<input type="text" value=""/>
XMR Public Address		<input type="text" value=""/>
Enable stats reporting?	false	<input type="text" value=""/>
Aggregation level	Individual	<input type="text" value="Individual"/> ▼
Player Version		<input type="text" value=""/>
Download Window Start Time	00:00	<input type="text" value=""/>
Download Window End Time	00:00	<input type="text" value=""/>
Update Window Start Time	00:00	<input type="text" value=""/>
Update Window End Time	00:00	<input type="text" value=""/>
Orientation	Landscape	<input type="text" value=""/>

DISPLAY GROUPS

For ease of Scheduling and Media Assignment create Display Groups and assign Displays to one or multiple Display Groups.

Display Groups are administered in the CMS by clicking on Display Settings under the Displays section on the Menu. The Display Group grid will open to Add and manage Display Groups.

ADD/EDIT

Click on the Add Display Group button to create a new Display Group or use the row menu to Edit an existing Display Group.

Display Groups can be tagged which allows for ordering and makes it easier to find. Administrators can set certain Tag's to have a Value associated to them. Tags that have a Tag Value will show the selections available from an additional field - Tag value drop down.

For further information on what Tag and Tag Values to use, please speak with your Administrator.

MEMBERS

The membership of a Display Group is either a Manual Assignment or controlled by filter criteria using Dynamic Groups.

DYNAMIC GROUPS

When ticked an additional field will appear to allow for entry of one or more regular expressions to use to select which Displays belong to that Display Group.

Filter criteria for Dynamic Groups is in the format of regular expressions, but can also be simple string comparisons. The expressions should be separated by a comma and can be negated with a - prefix.

For example, all Displays containing "a" but not "b" would be a,-b.

Edit Display Group
✕

Name 🗑️
The Name for this Display Group

Description
A short description of this Display Group

Dynamic Group?
Are the members of this group dynamic?

Criteria
A comma separated set of regular expressions run against the Display name to determine membership.

Displays

Show entries

ID	Display	Status	Licence
7	B1 Room 1	🗑️	✓

Showing 1 to 1 of 1 entries

Previous 1 Next

Help Cancel Save

MANUAL ASSIGNMENT

Use the row menu for the selected Display Group and click on Members. Tick/untick Displays or Nested Groups to add/remove membership from the Display Group.

Manage Membership for Example Display Group
✕

Displays

Display Groups

Relationship Tree

Check or un-check the options against each display to control whether they are a member or not.

Name

Authorised

▼

Show entries

ID	Display	Status	Logged In	Member
3	Test Player	🔒	✕	<input type="checkbox"/>

Showing 1 to 1 of 1 entries

Previous
1
Next

Help
Cancel
Save

The form shows Displays and Display Groups for nesting as well as a Relationship Tree making it easier to see the relationships of Displays.

NESTED GROUPS

Display Groups can be nested to create complex structures and allow for targeted Scheduling.

Example Group Structure

Site 1

Site 1 - Building A

Site 1 - Building A - Level 1

Site 1 - Building A - Level 2

Site 1 - Building B

The Display membership is set on the lowest level Groups and those groups then belong to the next level up, which in turn belong to the highest level parent "Site 1". The CMS will not allow a circular reference to be created - this is an assignment that creates a loop (i.e. Site 1 has Site 1 - Building A, and Site 1 - Building A has Site 1.)

Manage Membership ✕

Check or un-check the options against each display to control whether they are a member of not.

Display	Member
A1 Room 1	<input checked="" type="checkbox"/>
A1 Room 2	<input checked="" type="checkbox"/>
A2 Canteen Displays	<input type="checkbox"/>
B1 Room 1	<input type="checkbox"/>
[Blurred]	<input type="checkbox"/>
[Blurred]	<input type="checkbox"/>
[Blurred]	<input type="checkbox"/>

Check or un-check the options against each display group to control whether they are a member of not.

Display Group	Member
Building A	<input type="checkbox"/>
Building A - Canteens	<input type="checkbox"/>
Building A - Level 2 Nested Groups	<input type="checkbox"/>
Building B	<input type="checkbox"/>
Building B - Level 1	<input type="checkbox"/>
[Blurred]	<input type="checkbox"/>
[Blurred]	<input type="checkbox"/>
[Blurred]	<input type="checkbox"/>

Help Cancel Save

Schedules, Media and Layout Assignments applied to the Display Group will apply to all its members and will appear for selection when Scheduling.

FILE / LAYOUT ASSIGNMENTS

Library files and Layouts can be assigned directly to a Display or Display Group so that they are always available in the local library of the Player.

This does NOT mean that assigned files and Layouts will be shown, and will still need to be Scheduled

This is useful for pre-loading a Layout ahead of time when that Layout will be used for some API integration, triggering a Layout change for example.

ASSIGN FILES / LAYOUTS

Directly assign by using the row menu for the selected Display or Display Group.

The screenshot shows a web interface for managing displays. At the top, there's a 'Displays' header with a 'Refresh' button. Below it is a search and filter bar with fields for Name, MAC Address, Display Group, Display Profile, Authorised?, Tags, and IP Address. A 'Show 10 entries' dropdown and 'Column visibility', 'Print', and 'CSV' buttons are also present. The main table has columns: ID, Display, Status, Authorised?, Logged In, Last Accessed, and MAC Address. One row is selected, and a context menu is open over it, listing actions like 'Manage', 'Edit', 'Delete', 'Authorise', 'Default Layout', 'Schedule Now', 'Assign Files', 'Assign Layouts', 'Request Screen Shot', and 'Collect Now'.

Select which Library files/Layouts you wish to directly assign (these will show in the staging area as files are selected) and Save.

Assign a Layout x

Assigning a Layout to a Display/DisplayGroup does NOT schedule that Layout to be shown. Please use the Schedule to show Layouts.

Company Wide Content

Show entries

Name	↓↑
Breakfast Menu	+
Company Wide Content	+
Day Menu	+
Default Layout	+
Default Layout	+
Duration 1	+
Duration 2	+

Those selected will be downloaded to the Display at the next collection interval. If XMR is installed these will be downloaded immediately.

Library files and Layouts that have been directly assigned will still need to be Scheduled to Displays or Display groups to be shown.

Files /Layouts can be removed by following the same steps as above and deselecting the items from the staging area. These will be 'cleaned up' when the Player needs space or after 30 days of that file/Layout no-longer being required.

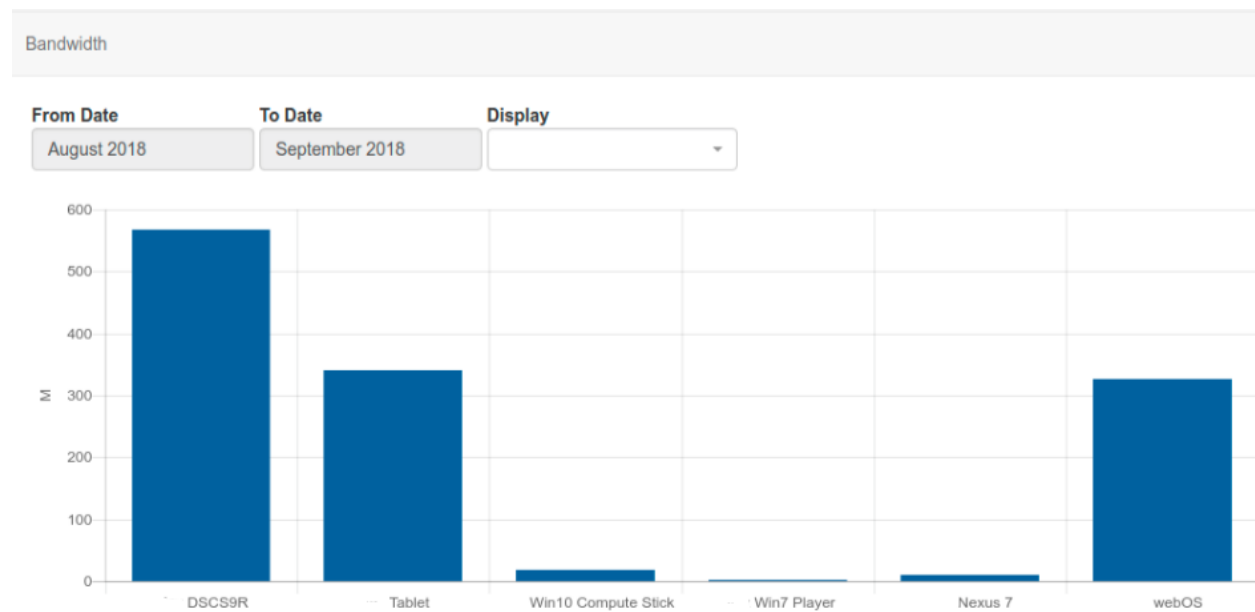
REPORTING

EDS provides useful metrics for Users, who have the relevant permissions, to view within the CMS. These are designed to provide a centralised area for analysis into Display performance and usage and are available from the Reporting section on the menu.

DISPLAY STATISTICS

The CMS records the bandwidth used by each Display when connecting to XMDS for content and when reporting back Display information.

The default view for the bandwidth chart is a total per Display.



Filter to one Display to see each call that the Player makes to XMDS in isolation.

Filtering to just one Display helps to better understand where bandwidth was used. Did you know...you can set a bandwidth limit per Display!

AVAILABILITY

The CMS records all Displays on/offline events to provide further information regarding a Displays availability.

PROOF OF PLAY

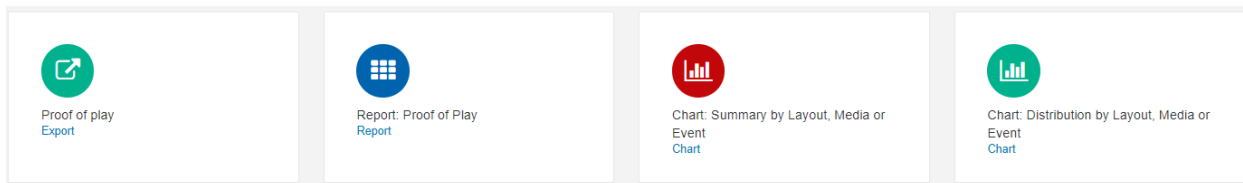
Each Display can collect information to provide Proof of Play Reports on what they have shown. Enable Stats Reporting and set the Aggregation level on a Display Profile Setting

Statistical collection can be enabled as a default by an Administrator on the Settings page and set by a User on adding/editing a Layout, Playlist, from the Media Library and adding/editing a Widget on a Layout or Playlist Timeline, with Off / On / Inherit selections.

Reports can be provided for Proof of Play statistics recorded by:

- Layout
- Media
- Widget
- Event

If the Player supports collection from external sensors, Event stats will be recorded and shown in Reports.



PROOF OF PLAY: EXPORT

Use Export to select from and to dates for a Display to easily see all Proof of Play data exported to a CSV.

Export Statistics ×

From Date

To Date

Display

REPORT: PROOF OF PLAY

Select a Range, use the filters and Apply to retrieve the Proof of Play information needed. Data can be exported to CSV.

Proof of Play

[Reports](#)
[Schedule](#)
[Saved Reports](#)
[Report Schedules](#)

Range	Display	Layout	Media	Type	Tags from	Tags
Today					Display Group	

Should Tags filter by exact match?

[Apply](#)

Show 10 entries

[Column visibility](#)
[Print](#)
[CSV](#)

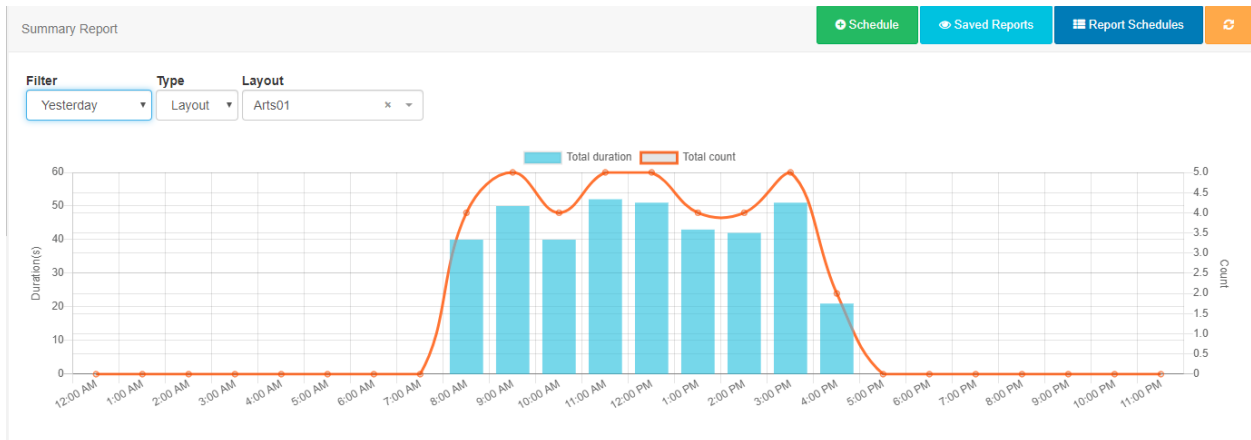
Type	Display ID	Display	Layout ID	Layout	Widget ID	Media	Tag	Number of Plays	Total Duration	Total Duration (s)	First Shown	Last Shown
No data available in table												

Showing 0 to 0 of 0 entries

[Previous](#)
[Next](#)

CHART REPORTS

Select a predefined timeframe, (Today, Yesterday, This Week etc) and use the filters to populate the data.



SCHEDULE

Once defined, Reports can be scheduled to run on a Daily, Weekly, Monthly or Yearly basis.

From version 2.2.0, a PDF of a Scheduled Report can also be emailed to Users by clicking in the Should an email be sent? tick box.

Scheduled Reports can also be emailed to additional email addresses as entered in the Email addresses field.

Click on the Schedule button and complete the form fields.

Add Report Schedule
×

Name

The name for this report schedule

Filter

Select the report filter you would like to run

Display

Layout

Media

Type

Sort by

Tags from

Tags

A comma separated list of tags to filter by. Enter --no-tag to see items without tags.

Should Tags filter by exact match?

Should an email be sent?

Email addresses

Additional emails separated by a comma.

Please ensure that your Administrator has entered a Sending Email address on the CMS Settings page, Network tab prior to setting up sending via email.

REPORT SCHEDULES

Use the Report Schedules button to view all schedules by Type. Use the row menu for a particular report to open the last saved report, return to the Reports page, edit the existing schedule, re-run a report schedule (available for super administrators only) and delete.

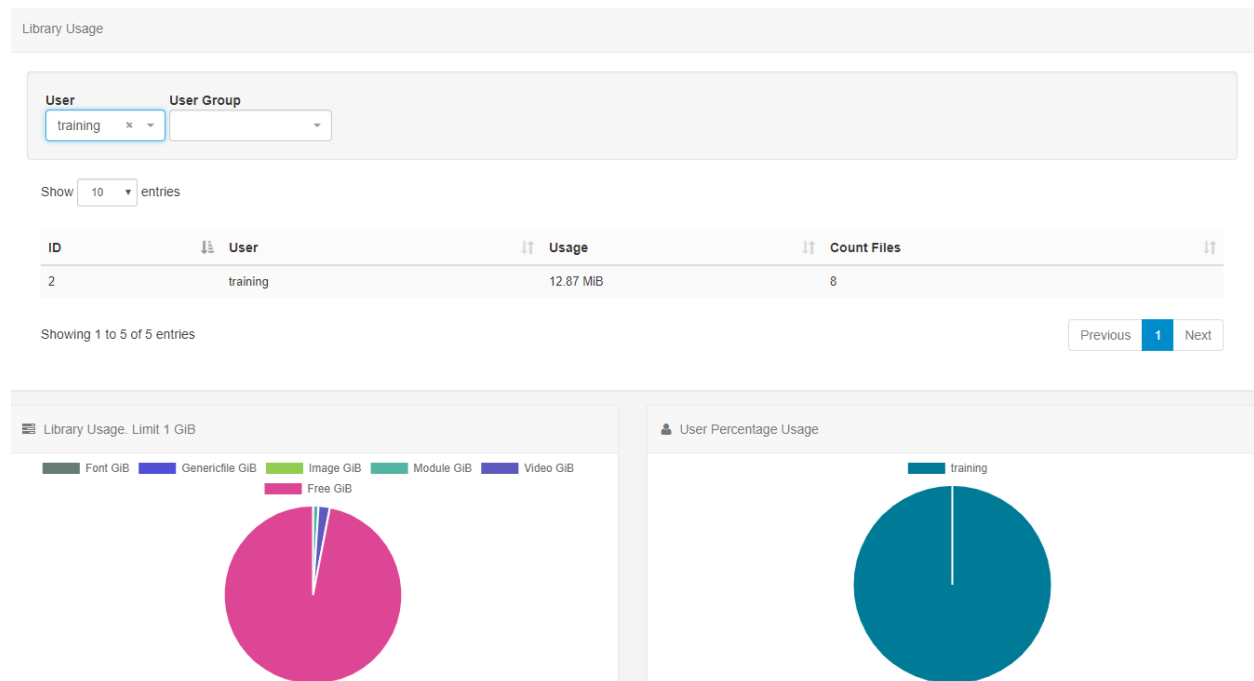
SAVED REPORTS

Click on Saved Reports to view all your run reports. Use the row menu to view your saved report, return to the reports page or schedule, export as a PDF and delete.

Report Schedules and Saved Reports can also be accessed directly from the CMS menu under the Reporting section.

LIBRARY USAGE

View Library usage for all Users or filter to have an overview of usage by individual User/User Group.



LAYOUTS VERSION 2.2.1

A Layout is a complete screen design including content and background, which is then scheduled to a Display or multiple displays in a Display Group. A Layout is made up of 1 or more Regions which hold content and contain a timeline of Media to show. Media is assigned to the Layout Timeline using Widgets which provide the actions for the selected Module.

EDS has no limit to the number of Layouts you can have in the system or the number a User can have.

Layouts are administered from the Design section of the menu. Click on Layouts to open the Layouts grid, use the available fields to narrow your search for existing Layouts.

Create a new Layout from the Add Layout button.

Layouts

[Add Layout](#) [Import](#)

General [Advanced](#)

ID Name Tags Exact match? Owner Owner User Group Display Group

Show entries Column visibility Print CSV

ID	Name	Status	Description	Duration	Thumbnail	Owner	Permissions	Valid?	Stats?	Row Menu
832	Calendar Layout	Draft		0:00:00		natasha		✗	✗	
864	Default Layout - Cafe	Published		0:10:00		natasha		✓	✗	
912	Last Incident	Published		0:00:10		natasha		✓	✗	
867	Layout demonstration - 2.0	Draft		0:00:20		natasha		✓	✗	
825	Meeting Room Bookings	Draft		0:01:30		nataasha		✓	✗	
818	Riverside Cafe - Breakfast	Draft		0:10:00		natasha		✓	✗	

Select All With Selected Showing 1 to 6 of 6 entries Previous 1 Next

ADD LAYOUT

Click on the action button to open the Add Layout form to complete the appropriate fields.

Add Layout
×

General

Description

Name

The Name of the Layout - (1 - 50 characters)

Tags

Tags for this Layout - Comma separated string of Tags or Tag|Value format. If you choose a Tag that has associated values, they will be shown for selection below.

Template

Optionally choose a template you have saved before.

Resolution

Choose the resolution this Layout should be designed for.

Enable Stats Collection?
Enable the collection of Proof of Play statistics for this Layout. Ensure that 'Enable Stats Collection' is set to 'On' in the Display Settings.

Automatically apply Transitions?
When enabled, the default Transition type and duration will be applied to all widgets on this Layout.

When should a User create a new Layout? When should a User add to an existing Layout? Layouts provide vast flexibility in the system, but can also cause confusion. The recommended usage for a layout is to only contain the design and media required for a set of related content that should be scheduled at the same time.

Scenario: You have a video showing a fire safety demonstration and a video showing an advert for an upcoming production - it would be natural to have separate Layouts for these.

TAGS

Layouts can be tagged which allows for ordering and makes it easier to find and view a large number of Layouts if grouped by a certain Tag. Administrators can set certain Tag's to have a Value associated to them. Tags that have a Tag Value will show the selections available from an additional field - Tag value drop down.

TEMPLATES

Create Layouts and save your design to use as a Template, great for maintaining a corporate image or style.

RESOLUTION

Layouts are designed for an intended display resolution and will function best when shown on a Player with a matching resolution. If they are shown on a display that has a different resolution it will dynamically resize which may result in unused screen space.

Sending a Player a Layout that has been designed with a 4:3 resolution which is connected to a 16:9 TV screen would result in two empty bars either side of your content.

ENABLE STATS COLLECTION

Tick/untick the box to enable/disable the collection of statistics for Proof of Play Reports for the newly added Layout.

Ensure that the Enable Stats Collection check box has been enabled for the Display this Layout will be scheduled to, in the Display Profile Settings.

AUTOMATICALLY APPLY TRANSITIONS

Transitions are not supported on Windows and Linux Players.

Default Transition settings will be applied to all Widgets on the Layout if this box is ticked. Untick to disable defaults for all Widgets on the Layout.

The screenshot displays the 'Layouts' management interface. At the top right, there are buttons for 'Add Layout' and 'Import'. Below this is a form with two tabs: 'General' and 'Advanced'. The 'General' tab is active, showing fields for 'Name', 'Tags', 'Owner', and 'Owner User Group'. Below the form, there is a 'Show 10 entries' dropdown and buttons for 'Column visibility', 'Print', and 'CSV'. A table lists the layout entries with columns for ID, Name, Status, Description, Duration, Thumbnail, Owner, Permissions, and Valid?. One entry, 'Test Layout' with ID 787, is selected. A context menu is open over this entry, listing actions: Design, Checkout, Preview Layout, Schedule Now, Assign to Campaign, Edit, Copy, Retire, Delete, Export, and Permissions.

DESIGN

Click to open in a Read Only Mode, which is viewed in the Layout Designer window. Checkout the Layout to enable editing.

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For more information go <https://expertdigitalsign.com> or contact support @ support@cpxz.us or 876 613 9159

CHECKOUT

Checkout from the row menu to put the Layout into a draft mode so that changes can be made later. Once edited, the Layout can be Published to make changes permanent and send the edited Layout to Displays. Discard will revert the Layout back to the original published state.

Take your time with any edits you need to make as using Checkout ensures that no changes are made to your published version or shown on scheduled Displays until you choose to do so. Publish confirms changes that have been made and will overwrite your published version. Discard will delete the draft with the published version remaining untouched.

PREVIEW LAYOUT

The Layout will play from start to finish which allows you to see how your layout will play. Make important adjustments to ensure that layout designs play as intended before scheduling to Displays.

Before the Layout can start all Media must be downloaded to your browser and verified so you may experience a slight delay whilst this is in process.

SCHEDULE NOW

To save time, Layouts can be scheduled for a specified amount of time, which can be very useful for important notices / promotions.

Layouts must have a Published status before being scheduled.

ASSIGN TO CAMPAIGN

Select Layouts to include in created Campaigns.

EDIT

Make changes to the naming and Tags used for the Layout as well as making changes to the background image/colour.

COPY

Create copies of designed layouts. Choose to include all contained Media items, to use as a base for creating new layouts to save time.

RETIRE

Retire a Layout so it does not affect existing Schedules. A retired Layout will be hidden from new Scheduling options but will remain unaffected in existing Schedules and continue to show on Displays.

DELETE

Remove a Layout and all its associated media completely from all existing Schedules. Please note: This action is irreversible!

EXPORT

Export the Layout including all associated Widgets/Media/DataSet structures to a ZIP file, so it can be easily shared.

PERMISSIONS

Assign Permissions for Users/User Groups to define who should have access to View, Edit and Delete the Layout.

DRAFT STATUS

Selecting a Layout that is in a Draft status will present further row menu options.

PUBLISH

Select to Publish straight away or select a date and time to set the Layout to Publish in the future.

DISCARD

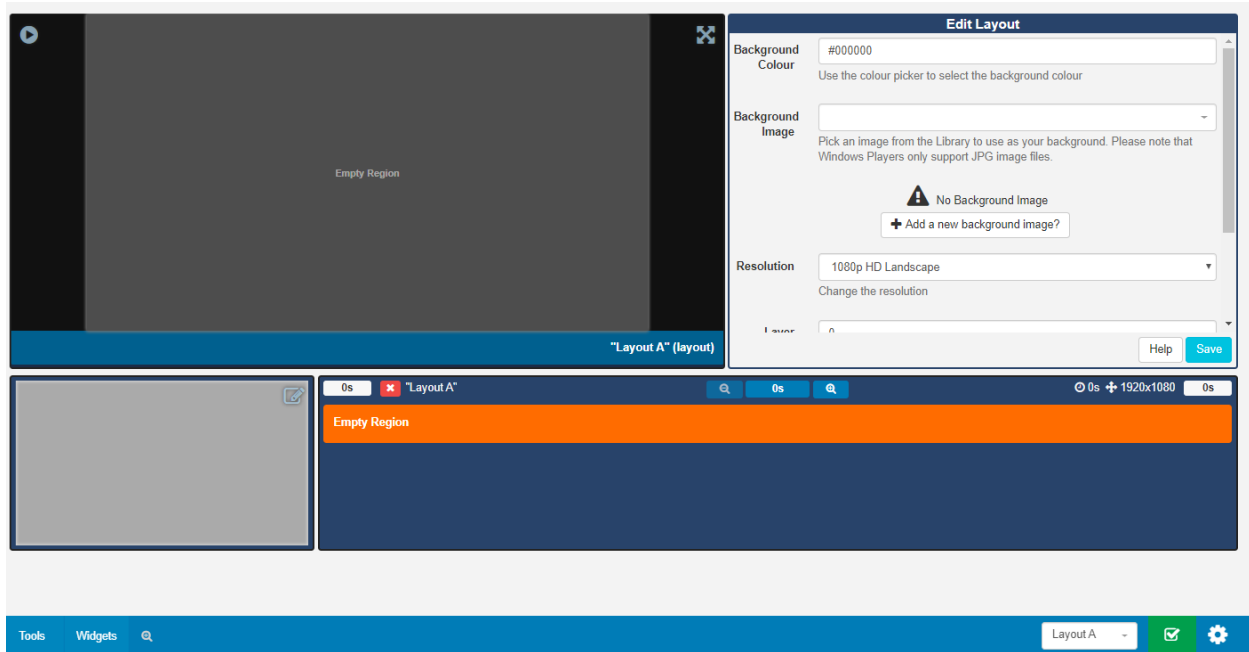
Ignore any changes that have been made and revert to the previous Published version of the Layout.

Layouts and Library files can be Assigned directly to a Display or Display Group so that they are always available in the local library of the Player. Useful for pre-loading a Layout ahead of time ready to be scheduled.

LAYOUT DESIGNER

The Layout Designer is the heart of content creation in EDS. Each time a new Layout is added, or an existing one needs a design change, the Layout Designer is used.

EDS makes layout design simple through the use of drag and drop, interactive previewing and design flexibility. On adding a new Layout, the Layout Designer will open.



LAYOUT NAVIGATOR

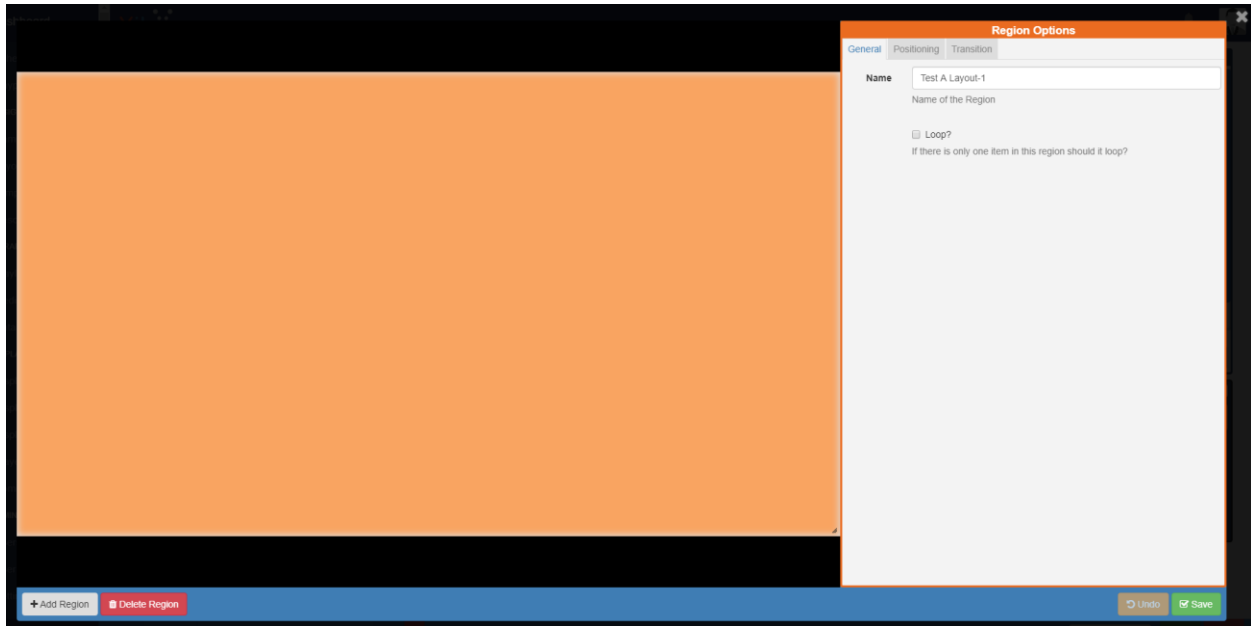
This is located in the bottom corner of the Layout Designer window. As shown in the above image, all new Layouts, by default, have one full screen empty Region, represented as a semi-transparent overlay. The Layout Navigator is used to add, position and resize Regions and gives an overview to the overall layout design.



Clicking on a **Region** in the opened Layout Navigator window, opens the **Region Options** form which allows for refinement of **Positioning** and the application of **Transitions**.

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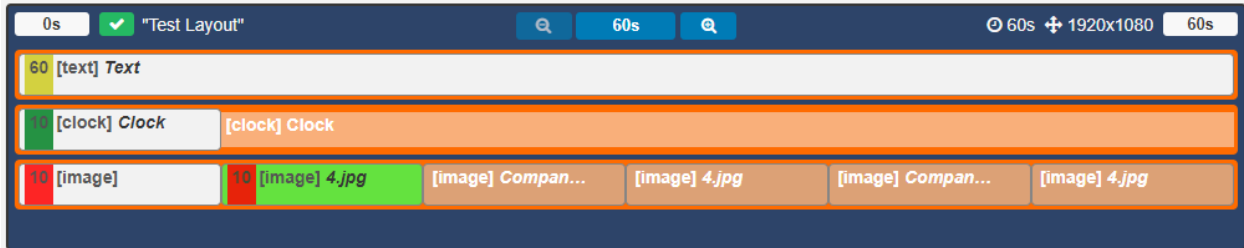


LAYOUT TIMELINE

Located next to the Layout Navigator the Layout Timeline displays the duration of individual Widgets as well as complete layout duration which is based on the longest running region on the layout.

A status indicator is shown (cross or tick) to identify valid and invalid Layouts. Invalid layouts will be excluded from the Schedule and will not be played.

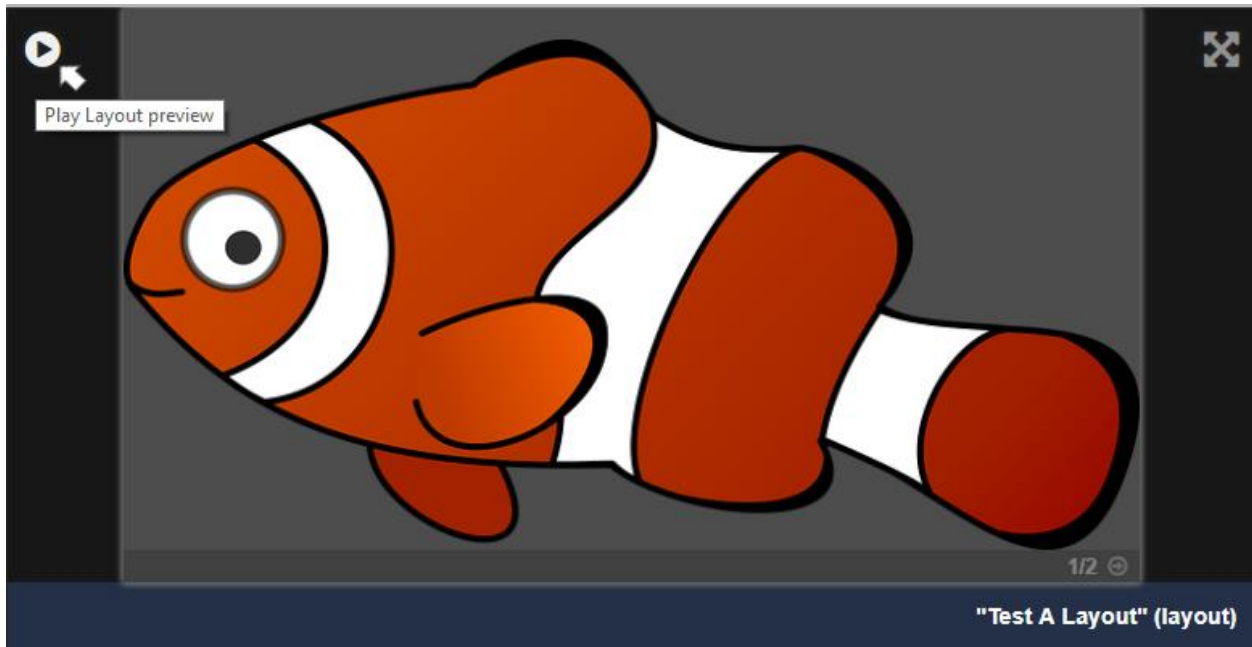
A Layout must contain at least one Region and each Region must contain at least one media item for it to be valid and play when scheduled.



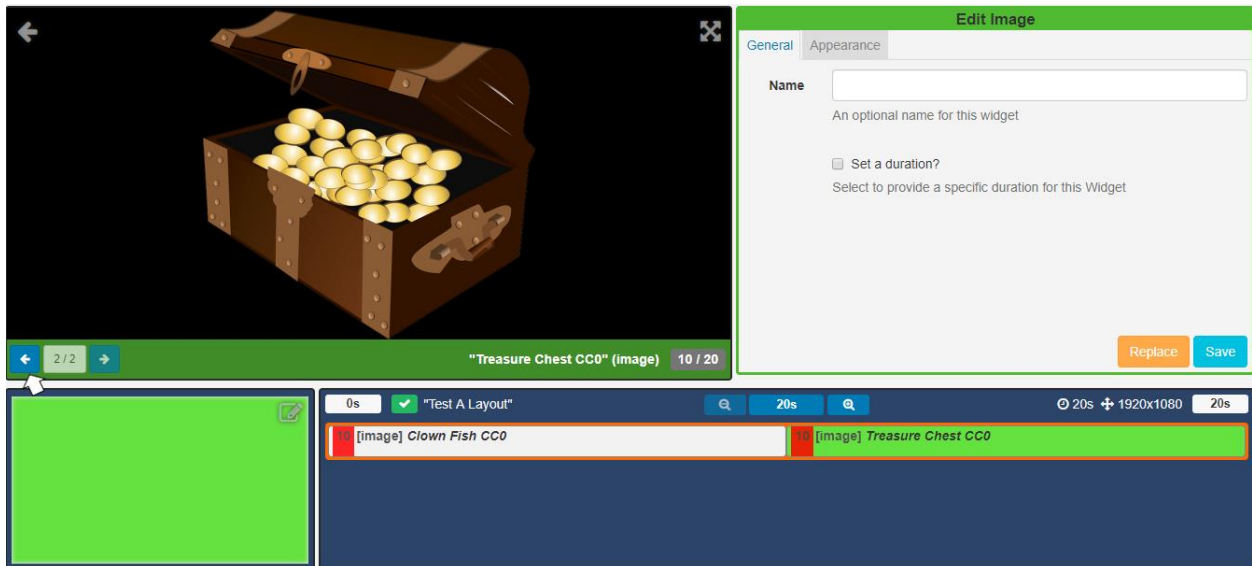
PREVIEW

Preview your Layout, Widgets and Regions and make the necessary alterations to designs to ensure that everything plays as intended. Click on the Play icon located in the top left of the Preview window to play a full Preview of your Layout.

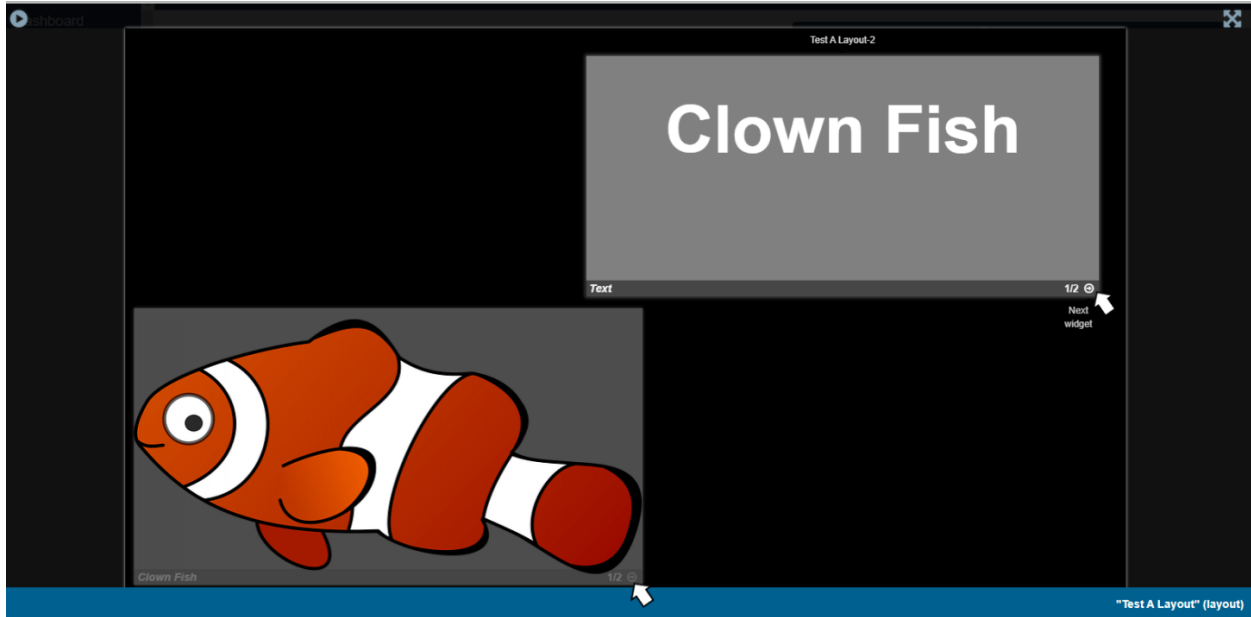
View your Preview in full screen by clicking on the icon in the top right corner of the screen then press Play.



Click on a **Widget** to view media in the Preview window. Use the arrows to cycle through all Widgets that have been assigned to that **Region**.



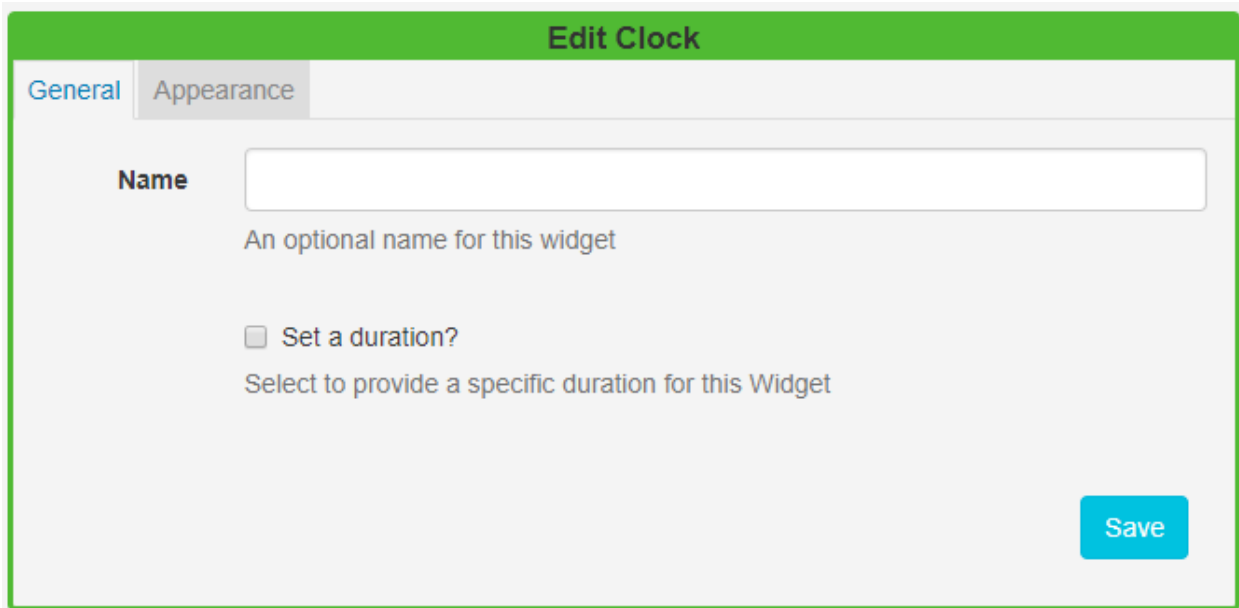
When you have multiple Regions, easily Preview all of the Media assigned by toggling to full screen and using the arrow tabs for each Region to cycle through the content.



Click on the back arrow in the top left hand of the Preview window to return to the Layout Preview.

EDITOR

Edit aspects of your Layout and assigned Widgets. Click on assigned Widgets from the Layout Timeline window to open the edit options available for that media item.



Use the arrow in the top right hand corner of the Preview window to return to the Layout and Edit Layout form.

Edit Layout

Background Colour #000000
Use the colour picker to select the background colour

Background Image
Pick the background image from the library. It is recommended to pick JPG images as Windows Players can only show JPG background images.
Add a new background image?

Resolution 1080p HD Landscape
Change the resolution

Layer 0
The layering order of the background image (z-index). Advanced use only.

No Background Image

Help Save

Widgets can be edited by clicking on assigned Widgets on the Layout Timeline window to open the options available for that media item.

Edit Clock

General Appearance

Name
An optional name for this widget

Set a duration?
Select to provide a specific duration for this Widget

Save

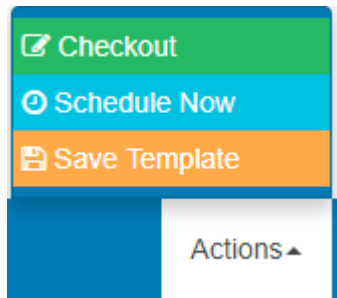
TOOLBOX

Located on the bottom left of the toolbar assign actions using Tools, add Widgets and search for Library media items to add to Layouts.



ACTIONS

Located on the bottom right of the toolbar, select from the menu of Actions that can be performed for Published Layouts.



- Checkout - enable editing by putting the published Layout into a draft status.
- Schedule Now - schedule published Layouts onto one or more Displays directly from the Layout Designer.
- Save Template - save your published designs by creating a Template for reuse. Saving a template will store an exact copy of the Layout, including Regions, Playlists and media.

Invalid Layouts cannot be published.

DRAFT LAYOUT STATUS

Layouts that have been 'checked out' and in a draft status have action buttons to Publish, Undo and Delete, located on the bottom right of the toolbar.



SET TO PUBLISH

Layouts can be Published straight away with updates automatically pushed to Layouts that are in the schedule. A date and time can also be selected to Publish a Layout at a specified time.

Publish Test A Layout ×

Are you sure you want to publish this Layout? If it is already in use the update will automatically get pushed.

Publish Now?
When selected, layout will be published immediately, if it should be published at a specific time, uncheck this checkbox and pick a date in the field below

Publish Date

Select the date and time to publish the layout

You can also use the row menu for a selected draft Layout to set a Publish time.

LAYOUT SELECTOR

The Layout selector provides easy navigation between all Layouts the logged in User has permission to edit without having to leave the Layout Designer screen.

The toolbar has a memory so that when you next open EDS you can pick up exactly where you left off.

REGIONS

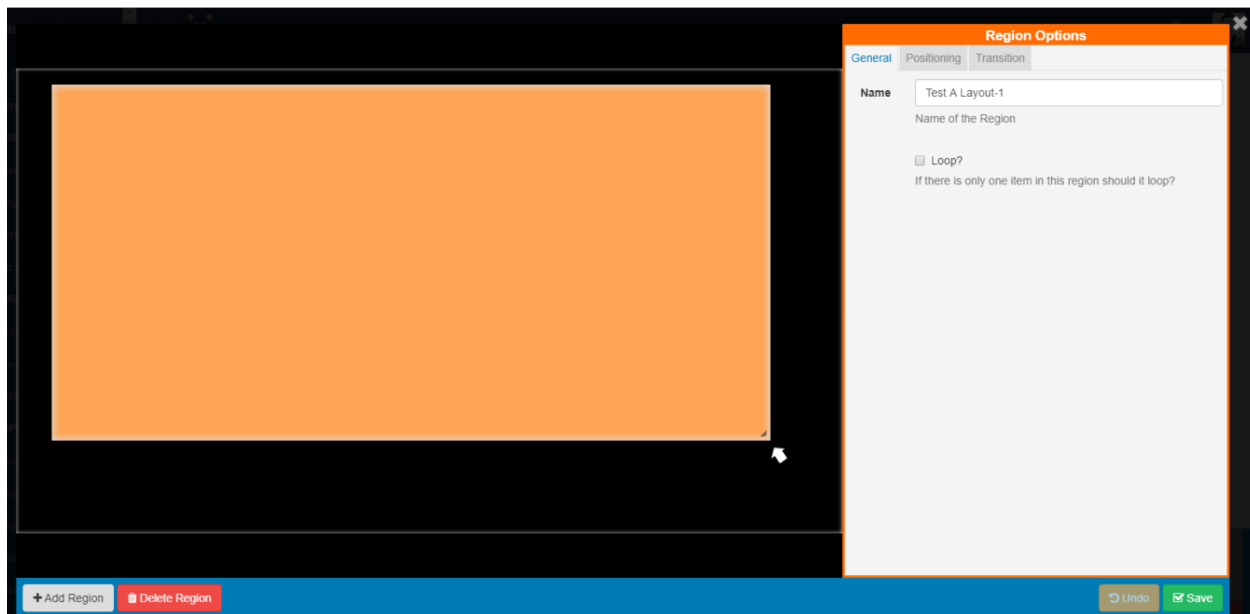
Regions define areas on a **Layout** which hold **Widgets** (media content) to form sets of timed content.

A new Layout will contain one full size empty Region by default ready for resizing, positioning and adding media content to. Ensure that the Layout has been 'checked out' to enable editing.

Click on the 'edit' icon located in the top right hand corner of the **Layout Navigator** window to open.

Regions can be positioned anywhere inside the **Layout** canvas using drag and drop, and resized by using the resize handle located in the lower right-hand corner of the Region.

Click in the Region to resize and position, further actions are available via the tabs on the **Region Options** form.



REGION OPTIONS

General

Complete a name for the Region and use the checkbox to Loop the content if required.

It may be desirable to have a Region with just 1 media item reload when that item has finished. With the Loop ticked the media item will reload each time it expires and show refreshed content until other Regions have fully played out. Loop is only effective for a Region with only 1 media item and should only be used for certain Media types where the content changes (Ticker RSS, Calendar etc).

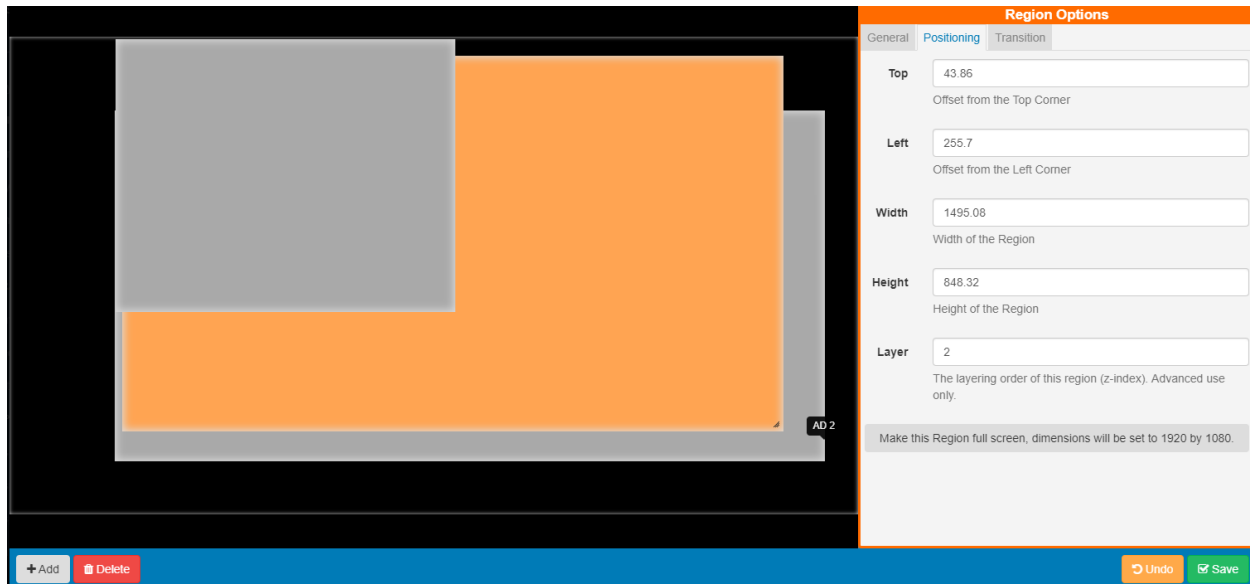
Positioning

This tab allows for precise sizing and positioning as well as setting a Layering Order. Make the Region full screen by clicking on the text which will display the dimensions the Region will be set by.

Rules for Layering Regions

Please note: Overlapping Regions is not supported for Windows Players. If required, overlapping Regions can be ordered for playback using z-index settings.

These are set from the Positioning Tab, by entering a number in the Layer field to determine the order that Region should be shown within the overall stack.



The 'Layer' order is determined by the number entered here, with 1 considered the lowest Layer. The higher the number the higher the Layer.

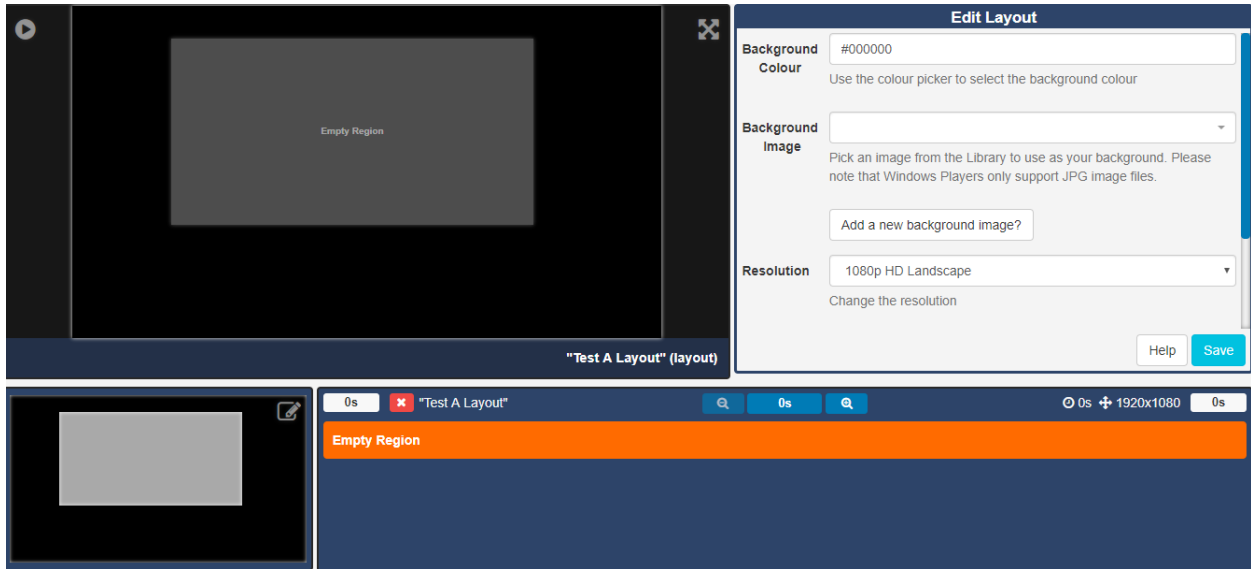
On some devices, it is impossible to overlay anything on a Region showing a Video or Video In Widget. Whether it is possible will depend on the device and whether hardware accelerated playback is being used. In general, it is possible on Android (when not using the SurfaceView option in the Display Settings Profile), Linux, Tizen and webOS Players, but if you have a requirement for this, be sure to test your intended device carefully to ensure this works in your use case.

EXIT TRANSITION

Exit Transitions happen when the last media item in a Region is shown and occurs only when all other media items have expired in the other Regions.

Transitions are supported in the Android, webOS and Tizen Players and need to be pre-configured. Please contact your Administrator.

Once you have Saved your edits click Close to return to the Layout Designer screen.



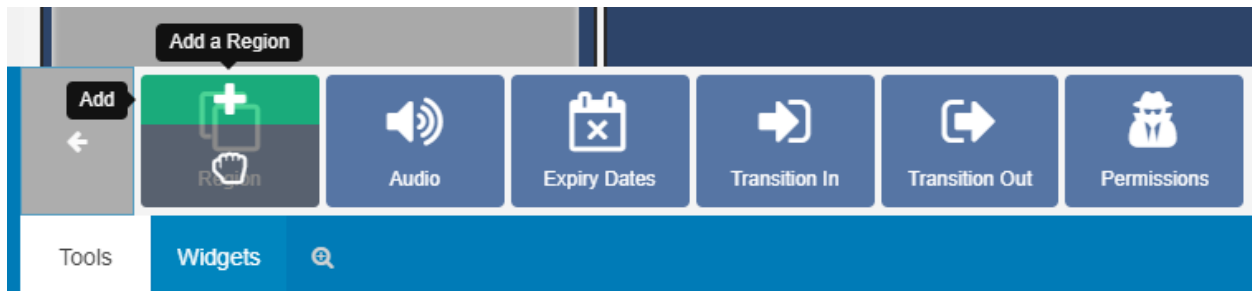
ADDING REGIONS

Regions can be added in two ways:

1. Open the Layout Navigator window and click on the Add Region button.



- select Tools on the bottom toolbar and click on Region to add or drag to the Layout Navigator window.



DELETING REGIONS

Remove Regions and all associated content by clicking on the **Delete Region** button in the Layout Navigator window. **Please note: This action cannot be undone.**

Regions can be deleted from the Layout Designer by clicking on the Region and clicking the bin icon on the bottom toolbar or by right clicking on the target Region and using the bin icon.

PERMISSIONS FOR A REGION

Control which User and User Groups can view/edit/delete the Region. Click on the Permissions button, located under Tools on the toolbar then click or drag to the target Region. Edit the Permissions form as appropriate.

Assign/Edit permissions by right clicking on the target Region.

Please note: The owner of the Layout has full control over sharing.

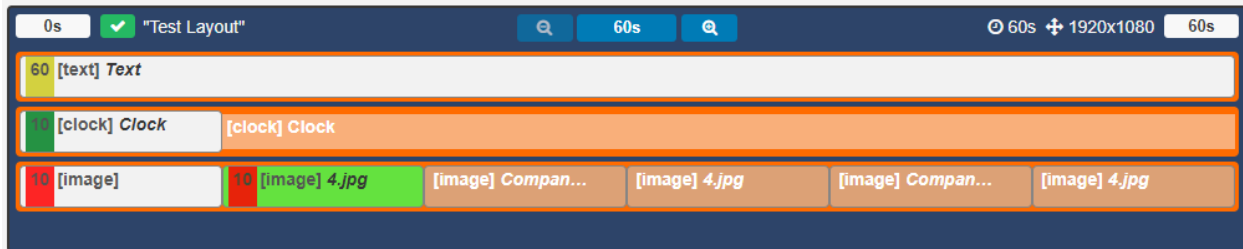
A globally shared Layout can have Region access rights defined for any other users of the CMS.

Please note: The Windows Player does not support overlapping Regions. For a mixed Player network ensure Regions do not overlap for the best results.

LAYOUT TIMELINE

Each Region on a Layout has its own Playlist of content, which is shown in a specified order by the Player. A Playlist can consist of a single item (such as a company logo), or multiple items (such as an image slideshow).

A Region's Playlist is viewed/edited in the Layout Timeline window. Use the buttons to zoom through the timeline to see the full Playlist of content.



The Layout Timeline shows the duration of Widgets as well as the total duration of the Layout.

The timeline will show how each Regions assigned Widgets will play out. The greyed out entries indicate what will play when that items own duration is exceeded.

The above timeline tells us the following:

- **Text** determines the duration of the Layout, as the longest running Region with a 60 second duration.
- **Clock** has a set duration of 10 seconds but will remain on screen for 60 seconds (until the Text Widget has fully played out)
- **Image** (1) will play for 10 seconds then Image (2) will play for 10 seconds, this will repeat twice more to remain on screen for 60 seconds (until the Text Widget has fully played out)

The Layout status indicator shows if a Layout is valid and will play when scheduled (green tick) **Invalid Layouts (red cross) will be excluded from the Schedule and will not be played.**

A Layout must contain at least one Region **and** each Region must contain at least **one** media item for it to be valid and play when scheduled.

ASSIGNING CONTENT

Media items that are assigned to Playlists are called **Widgets** which can be a files that stored in the Library as well as enabled Modules.

Use the toolbar on the Layout Designer to add Widgets or use the Library Search to add content that has already been uploaded to the Library.

Widgets that are available can be enabled/disabled by an Administrator in the Modules section of the CMS.

DELETING WIDGETS

Widgets can be deleted by clicking on the Widget to be removed and clicking on the red bin icon, on the bottom right of the toolbar.

WIDGET ACTIONS

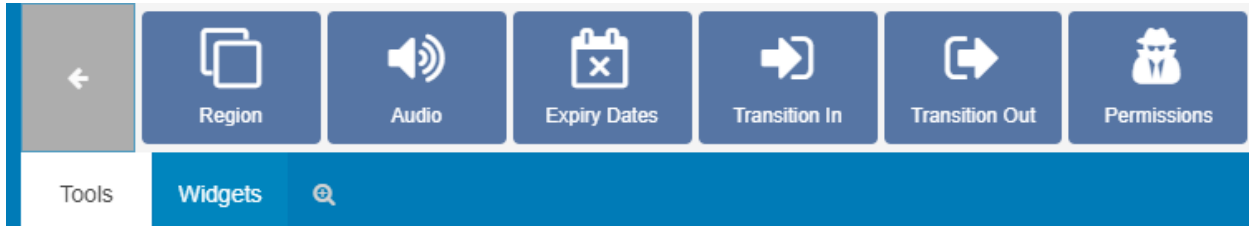
Each Widget assigned to the timeline has its own set of Actions. Access by right clicking on a Widgets from the Layout Timeline.



Use the arrows to move Widgets along the timeline to reorder the sequence. Widgets can also be dragged along the timeline to reorder.

TOOLS

Located on the bottom toolbar on the Layout Designer, the Tools tab contains actions that can be applied to the components of Layouts.



REGION

Regions can be simply added to Layouts by clicking on the Region button or drag and drop to the Layout Navigator.

AUDIO

Upload Audio files to the Library which can then be selected to attach to Widgets. Click on the Audio button and click to add or drag and drop to the target Widget on the Layout Timeline.

Audio for Text
✕

Audio Media ▼

Select the audio file that should be played when this Widget starts.

Volume 100

Enter the volume percentage for this audio to play at.

Loop?

Should the audio loop if it finishes before the widget has finished?

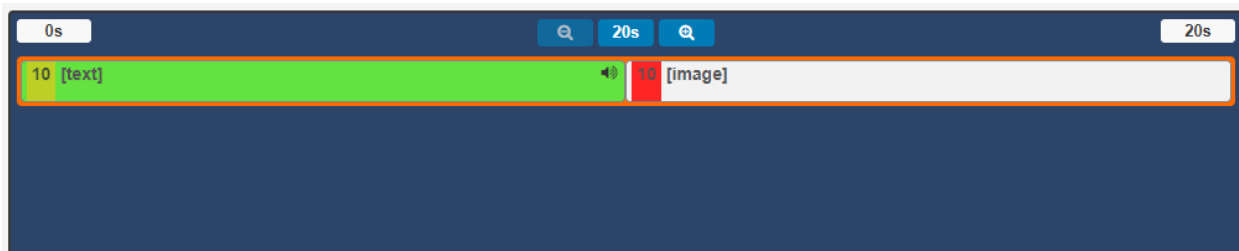
Cancel
Done

Use the drop-down menu to select an audio file from the Library.

When assigning audio to a Widget you can enter Volume as well as a Loop parameter to determine whether the audio will loop for the duration of the existing Widget or just play through once. The audio will be stopped when its parent Widget finishes playing.

Once audio has been assigned to a Widget, a speaker icon will be visible for the media item in the Region Timeline.

Click on the speaker icon to edit the assigned audio.



EXPIRY DATES

Click on the Expiry Dates button and click to add or drag and drop to a Widget to enter Start and End dates and times. Use the checkbox to delete the Widget at the set end time.

Expiry for Clock
✕

Start Time

Select the start time for this widget

End Time

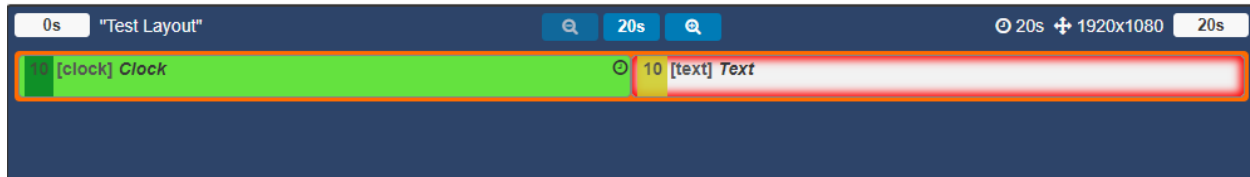
Select the end time for this widget

Delete on Expiry?

When the End Time for this Widget passes should the Widget be removed from the Playlist?

Cancel
Done

Widgets that have Expiry Dates assigned can be identified by the clock icon shown in the corner of the media item on the Layout Timeline.



Click on this icon to make edits to expiry dates/times as necessary.

Once the End date has passed the Widget will be removed from the Region. Expired Widgets that have not been set to Delete on Expiry will remain visible in the Layout Designer so that Start and End times can be re-adjusted if needed.

It is important to note that the Layout will be marked invalid and not sent to Players if a Region is empty due to Widget expiry. It should also be noted that if at the time of download there was a valid Layout but the Player has since gone offline, the Layout will show with an empty Region.

TRANSITIONS

Transition Type and Duration can be applied to a Widget by clicking to add or drag and drop.

Transitions are supported for Android/webOS and Tizen Players.

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FADE/FLY IN

Select a Transition and Duration to be applied when the media item starts.

Edit in Transition for Clock ✕

Transition

What transition should be applied when this item starts?

Duration

The duration for this transition, in milliseconds.

Direction

The direction for this transition. Only appropriate for transitions that move, such as Fly.

FADE/FLY OUT

Select the finish Transition and Duration to be applied to the media item when further Widget's are set to follow in the Layout Timeline.

Edit out Transition for Clock ✕

Transition

What transition should be applied when this item finishes?

Duration

The duration for this transition, in milliseconds.

Direction

The direction for this transition. Only appropriate for transitions that move, such as Fly.

Default Transition Type's and Duration can be entered by an Administrator on the Settings page using the Defaults tab, which can then be applied to all Widgets. Applied defaults can be overridden for Layouts by unticking the box on the Edit Layout form.

The screenshot shows the 'Edit Layout' form with the following elements:

- Warning:** A warning icon and text 'No Background Image' are displayed at the top.
- Action:** A button labeled '+ Add a new background image?' is located below the warning.
- Resolution:** A dropdown menu is set to '1080p HD Landscape'. Below it is the text 'Change the resolution'.
- Layer:** A text input field contains the value '0'. Below it is the text 'The layering order of the background image (z-index). Advanced use only.'
- Checkbox:** An unchecked checkbox labeled 'Automatically apply Transitions?' is present. Below it is the text 'When enabled, the default Transition type and duration will be applied to all widgets on this Layout.'
- Buttons:** 'Help' and 'Save' buttons are located at the bottom right of the form.

Assign and complete Transitions as before.

When Transition Defaults are applied to a Widget the Edit form will show blank fields. Only manually entered Transitions will show on Edit Transition forms.

If there are no more Widgets to follow or the Layout is in the process of being removed then the Exit Transition will apply as configured in Region Options.

PERMISSIONS

Set view, edit and delete permissions for Widgets and Regions by clicking to add or drag and drop.

Permissions
✕

Name

Show 10 entries

Name	View	Edit	Delete	
Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Previous 1 Next

Owner

▼

Change the Owner of this item. Leave empty to keep the current owner.

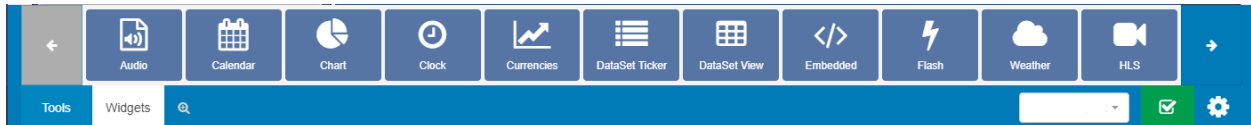
Cancel Done

WIDGETS

Media is assigned to Layouts using Widgets, which provide the actions for the selected Module.

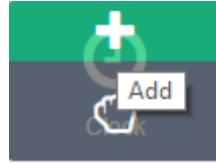
Widgets are available from the toolbar at the bottom of the Layout Designer to add to Regions. Use the arrows to scroll through all the available Widgets.

Widgets that are available can be disabled/enabled by an Administrator in the Modules section of the CMS.



ADDING TO REGIONS

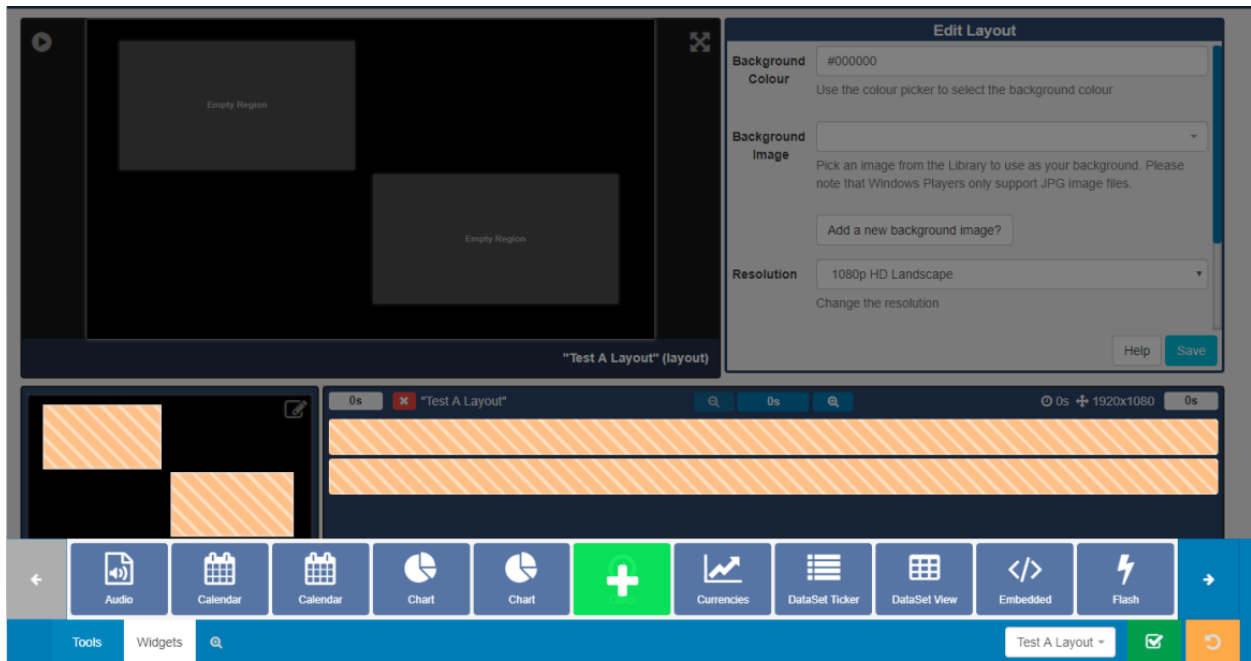
Clicking on a Widget will give you the option to click to Add



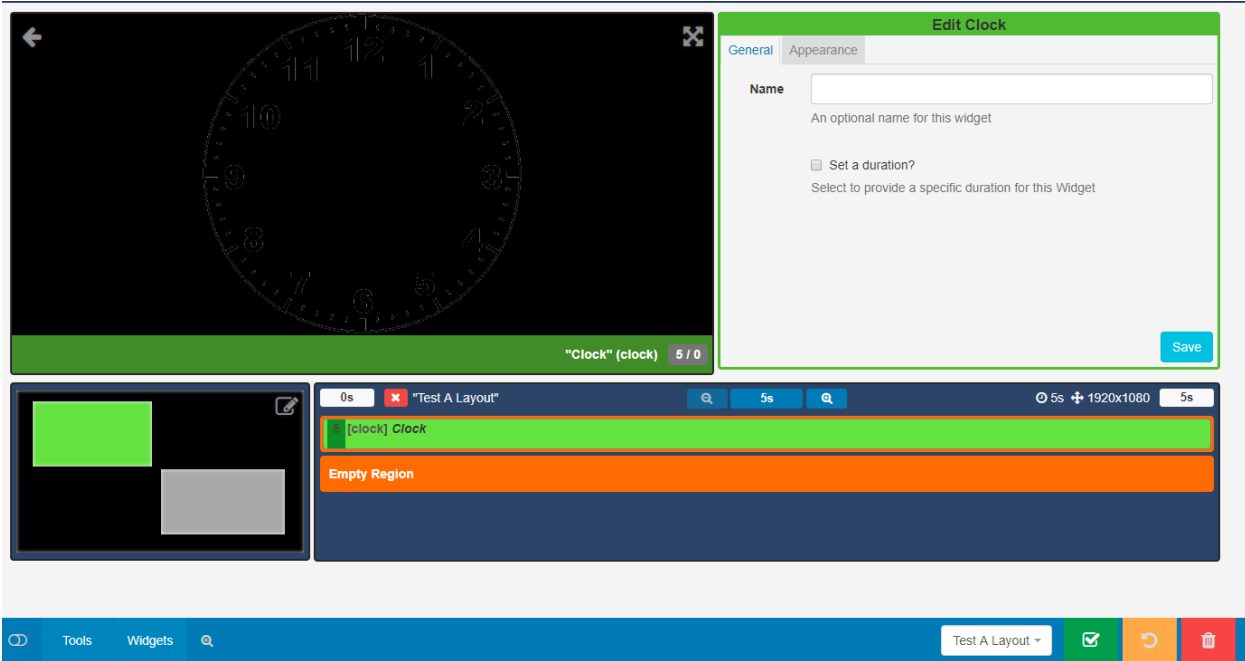
or Drag and Drop



Add the Widget by clicking directly on or dragging to a target Region.



Once added the Widget will be added to the Layout Timeline and can be configured using the available edit options in the Editor.



To make edits at anytime simply click on the Widget on the Layout Timeline to open the available options form for that Widget.

DELETING FROM REGIONS

To delete, click on the Widget assigned in the Layout Timeline and click on the red bin icon in the bottom right hand corner of the screen.

Right-click on the Widget on the Layout Timeline to also delete. Attached Audio, Expiry Dates, Transition In, Transition Out and Permissions can also be edited in this way.

LIBRARY SEARCH

The Library Search feature is used as a quick and easy way to assign media to Layouts which has already been uploaded to the Library.

Located on the bottom of the toolbar, click on the magnifying glass icon to create a new search tab.



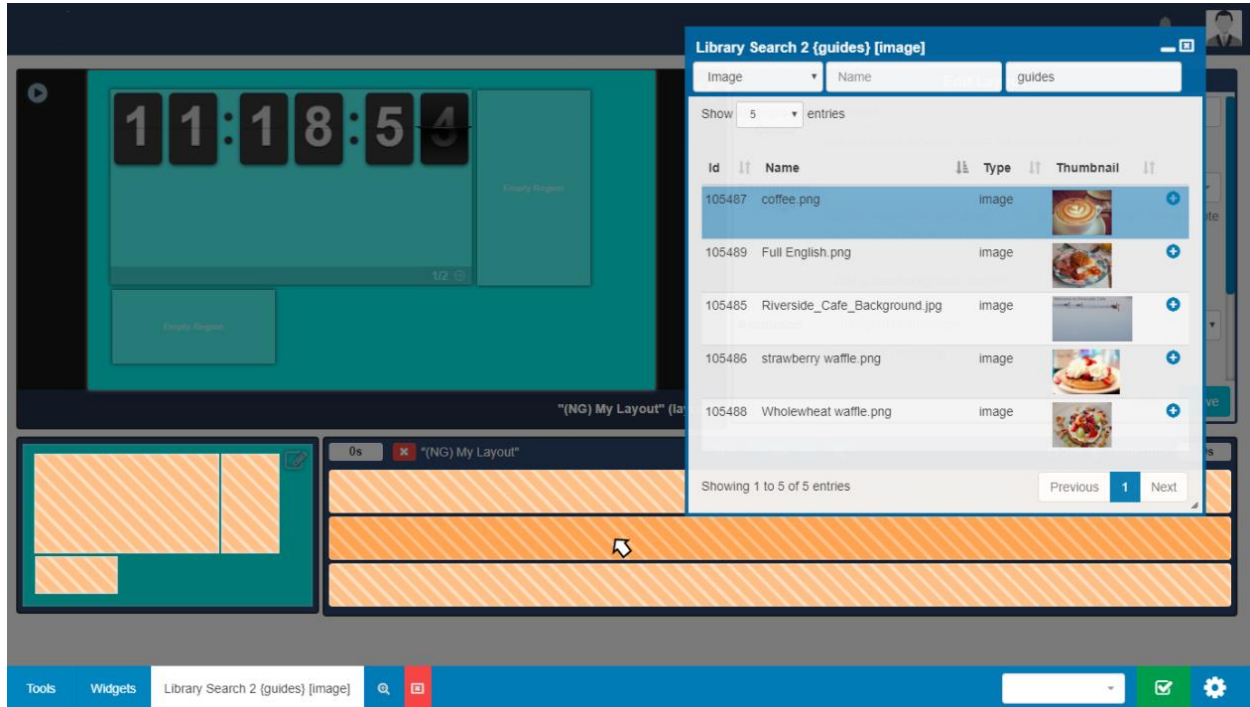
Search fields can be used to search the CMS Library by Name, Tag or by using the drop down menu to search by a media Type. Click on the Search button to return results.

Returned results will open in a new window.



Use the resize handle in the bottom right corner of the Library Search window to minimize / maximize. Click and drag this window to any area of the Layout Designer.

Click on the plus icon to highlight the media item you wish to add and then select the target Region either in the Layout Timeline or Layout Navigator.



Once you have added the files you wish to use, click to minimize your search window back to the toolbar to be accessed again or close the search window completely.

Create new tabs so that you can easily click between multiple search results. Use the red X icon to easily close all open search tabs.

TEMPLATES

Templates are saved copies of Layouts which can then be used to create new Layouts. Using a template can speed up the design process as well as maintaining a corporate image/standard.

SAVING A LAYOUT AS A TEMPLATE

Published Layouts can be saved as templates in the Layout Designer by using the Actions menu on the bottom of the toolbar and selecting Save Template.

Layouts can also be saved as templates by using the row menu for a Layout in the Layouts grid.

Complete the form fields and select whether to include assigned Widgets to the template and save.

Templates can be tagged which allows for ordering and makes it easier to find and view a large number of Templates if grouped by a certain Tag.

Administrators can set certain Tag's to have a Value associated to them. Tags that have a Tag Value will show the selections available from an additional field - Tag value drop down. For further information on what Tag and Tag Values to use, please speak with your Administrator.

Save this Layout as a Template? ✕

Name
The Name of the Template - (1 - 50 characters)

Tags
Tags for this Layout - Comma separated string of Tags or Tag|Value format. If you choose a Tag that has associated values, they will be shown for selection below.

An optional description of the Template. (1 - 250 characters)

Include Widgets?
Add all the widgets to the template?

Once saved, templates can be selected by users (with appropriate Permissions) when creating a new Layout.

All saved Templates are managed from the CMS menu located under the Design section. Click on Templates and use the row menu for the selected template.

Alter Template

Edit

Copy

Delete

Permissions

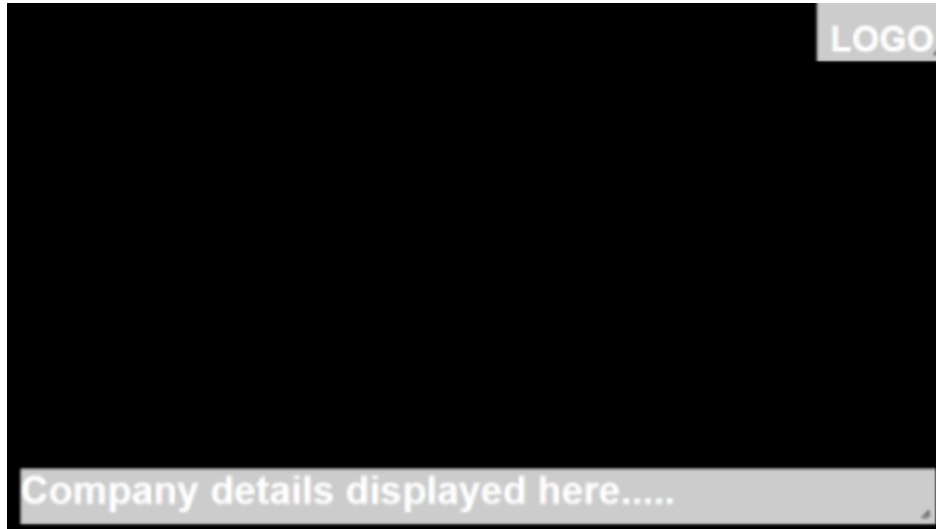
Export

IMPORT / EXPORTS

For ease of use across users, templates can be exported and imported so that they can be easily shared.

OVERLAY LAYOUTS

Schedule as an Overlay Layout to tell EDS to display the Layout on top of normally Scheduled Layouts. Overlays remain on top while your normal Scheduled content changes underneath, particularly useful for logos, important information or emergency notices.



CREATE AN OVERLAY LAYOUT

Overlay Layouts are created in exactly the same way as all other Layouts. Add Regions to fit around your existing content so that your Overlay Layout can "sit on top" of other Layouts that are Scheduled at the same time as the Overlay. Your Overlay Layout will display its all important content whilst the Layouts "underneath" play out in rotation.

EDS will not render the background on an Android,webOS, Tizen and Linux Players when a Layout is scheduled as an Overlay Layout. With the Windows Player, you will need to match the background so its the same colour/image as the Layout you are overlaying. Overlay Layouts can also be used for Campaigns.

SCHEDULING

Overlay Layouts are selected as an Event type when Scheduling an Event and will behave differently to standard Layouts when Scheduled as an Overlay:

Refreshing Content

When an Overlay Layout is scheduled it will render the Media content once and will not show refreshed content.

A workaround to this would be to add a second Media Item to the Overlay Layout so that it loads item 2 and then reloads item 1 (with now refreshed content). This is particularly useful when creating an Overlay Layout which includes the Calendar or Ticker Widgets for example.

Scheduling multiple Overlays

Overlay Layouts do not appear one after the other in Scheduling but instead will **stack**.

Scenario: 2 Media items are required to 'Overlay' other Scheduled Events in the same area of the screen. Rather than creating 2 Overlay Layouts with the assigned Media, only 1 Overlay Layout should be created which would then contain the 2 Media items within the Region.

INTERRUPT LAYOUTS

Coming soon to Android Players!

Please note: We are currently working to bring this feature to all Players.

When a Layout is scheduled as an Interrupt Layout, EDS will work out how it should be played to 'interrupt' the usual schedule using the Share of Voice percentage entered on the event.

When the usual schedule is 'interrupted', 1 Widget from each Region will play from the Interrupt Layout for its duration. The schedule will then return to resume the previous Layout at the point it was interrupted and so on.

If the Layout selected for the interrupt has a total duration less than the event duration, it will loop in the same way as a normal scheduled Layout. If the Layout selected for the interrupt has a total duration more than the event duration, it will be validated when the event is created - Layouts modified to be longer after they have been assigned an event will have any Widgets outside the event duration cut.

This can be useful if you have, for example, Announcements that need to be shown for a particular amount of time within the usual schedule.

CREATE AN INTERRUPT LAYOUT

Interrupt Layouts are created in exactly the same way as all other Layouts.

Be careful when setting durations of Widgets as the Interrupt Layout will play 1 Widget from each Region in its entirety at each 'interrupt' interval. You should take this into consideration when creating your Layout to get the best out of this feature.

SCHEDULING

Interrupt Layouts are selected as an Event type when Scheduling an Event.

Once selected, complete the form fields:

Schedule Event
✕

General

Repeats

Reminder

Event Type ▼

Interrupt Layout

Select the type of event to schedule

Only one Interrupt Layout will show at the same time. If the Schedule for a Player resolves to more than one, then the Interrupt shown will depend on Priority and Display Order.

Display ▼

Please select one or more displays / groups for this event to be shown on.

Dayparting ▼

Custom

Select the dayparting information for this event. To set your own times select custom and to have the event run constantly select Always.

Start Time

Select the start time for this event

End Time

Select the end time for this event

Layout / Campaign ▼

Please select a Layout or Campaign for this Event to show

Share of Voice

0

The percentage of time this Layout should be shown.

Preview □

Preview your selection in a new tab

SHARE OF VOICE

Complete the percentage (0 - 100%) of the events duration (the difference between the from date and the to date) that the Interrupt Layout should occupy the usual schedule.

Example Scenario:

I have created an Interrupt Layout with 1 full size Region that has two Text Widgets assigned, containing my 'Announcements', both of which have durations of 30 seconds, which I have scheduled for 1 hour.

I have completed a Share of Voice percentage of 50%. EDS will calculate how many and how often the interrupt intervals should occur to occupy the screen for half of the time.

When the usual schedule is interrupted you should see the first announcement for its total duration of 30 seconds before resuming to the previously interrupted Layout. Then at the next interruption the second announcement for 30 seconds then the previous Layout is resumed and so on for the scheduled hour.

Please note: Only 1 Interrupt Layout can be 'active' per Display at any given time.

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For more information go <https://expertdigitalsign.com> or contact support @ support@cpxz.us or 876 613 9159

MEDIA

EDS supports a wide variety of Media which can be categorized into 2 different types:

1. Library Media
2. Layout Media

LIBRARY MEDIA

Library Media is file-based Media that is uploaded and stored in the CMS Library for use on one or multiple Layouts.

Examples of Library Media are:

- Images
- Videos
- Fonts

Library Media is administered from Media under the Library section of the Menu.

DataSets are a special type of Library Media which are used to represent tabular data.

LAYOUT MEDIA

Layout Media is created and stored directly on a Layout. This Media cannot be reused and exists on only 1 Playlist specific to a particular Layout.

Examples of Layout Media are:

- Text
- Ticker
- Embedded Content

Please be aware: EDS takes no measures to control what content is put on your Displays. It is your responsibility to ensure that your content is appropriate material for your desired audience. Content must be appropriately attributed if you do not own the rights to it.

LIBRARY

The CMS Library stores all file-based media that is uploaded for use onto Layouts. Please note: Adding Media via URL is available from v2.2.0

UPLOADING MEDIA

Library media can be either uploaded directly to the Library using our easy to use file upload tool or by URL.

The screenshot shows the CMS Library interface. At the top, there are two green buttons: "Add Media" and "Add media (URL)". Below these is a search and filter bar with fields for Name, Tags, Owner, Owner User Group, Type, and Retired. A "Show 10 entries" dropdown is visible. To the right of the table are buttons for "Column visibility", "Print", and "CSV". The table lists several media items:

ID	Name	Type	Thumbnail	Duration	Size	Permissions	File Name
62	Alleron Heavy Regular	font		0:00:00	29.36 KIB		Alleron-Heavy.otf
65	Alleron Regular	font		0:00:00	27 KIB		Alleron-Regular.otf
47	Ao Nang Beach Krabi - Phalinn Ooi CC-BY.jpg	image		0:00:05	1.04 MiB		Ao Nang Beach Krabi - Phalinn Ooi CC-BY.jpg
48	Bamboo Island Krabi - Phalinn Ooi CC-BY.jpg	image		0:00:05	1.21 MiB		Bamboo Island Krabi - Phalinn Ooi CC-BY.jpg
135	Big Buck Bunny Trailer	video		0:01:00	5.26 MiB		big_buck_bunny.mp4
137	Big Buck Bunny Trailer (Copy)	video		0:01:00	5.26 MiB		big_buck_bunny.mp4
35	Cheese Cake by Ton Tip CC-BY	image		0:00:10	904.85 KIB		Cheese cake by Ton Top CC-BY.jpg

Navigate to Media under the Library section of the menu to open the Library grid:

ADD MEDIA

Uploading is achieved in two steps.

1. Click Add files and select the file(s) you wish to upload.
2. Click Start upload to begin the transfer of all files, alternatively click on the blue upload button next to individual files to upload individually. Once successfully uploaded, click Done.

Files can also be added via drag and drop.

Upload media x

This form accepts files up to a maximum size of 1999M

+ Add filesStart uploadCancel upload

Done

Media can also be uploaded directly to a Widget assigned in a Layout, which will also save to the Library by default.

ADD MEDIA (URL)

Use the Add Media (URL) button to provide a remote URL to the file.

Add Media via URL x

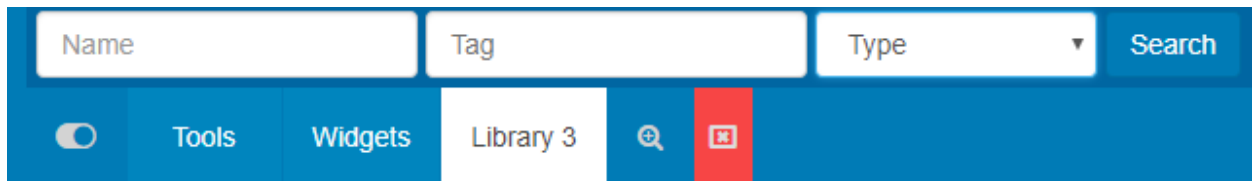
This form accepts files up to a maximum size of 2G

URL
Please provide the remote URL to the file

Name
Optional Media name, if left empty it will default to the file name

HelpCancelSave

All media items that have been uploaded to the Library are available to include in Layouts by simply using the Library Search tab on the Layout Designer tool bar.



ADDING NEW FONTS

EDS comes with a set of standard fonts provided by our text editor tool . New fonts can also be added and uploaded to the Library using the easy file upload tool. Once added the font will be available to use in the text editor.

If the new font does not show in the text editor after upload, try clearing the browser cache.

Please note: Fonts have preferences built into them known as OS/2 tags. EDS checks for OS/2 preferences and can use fonts with OS/2 tags 0 or 8. Fonts with other OS/2 tags may produce an error on uploading and may not display correctly.

ROW MENU

Each Media file has a row menu with a list of actions and shortcuts that can be performed against it:

EDIT

The Edit Media form allows you to make edits to the name and duration of the selected file amongst other actions.

Edit Media
×

Name

The Name of this item - Leave blank to use the file name

Duration

The duration in seconds this item should be displayed

Tags

Tags for this Media - Comma separated string of Tags or Tag|Value format. If you choose a Tag that has associated values, they will be shown for selection below.

Expiry date

Select the date and time after which this media should be removed from the CMS - it will be removed from any existing widgets as well

Retire this media?
Retired media remains on existing Layouts but is not available to assign to new Layouts.

Enable Media Stats Collection?

Enable the collection of Proof of Play statistics for this Media Item. Ensure that 'Enable Stats Collection' is set to 'On' in the Display Settings.

Update this media in all layouts it is assigned to?
Note: It will only be updated in layouts you have permission to edit.

TAGS:

Media can be tagged to allow for ordering and make files easier to find.

Administrators can set certain Tag's to have a Value associated to them. Tags that have a Tag Value will show the selections available from an additional field - Tag value drop down.

For further information on what Tag and Tag Values to use, please speak with your Administrator.

Expiry date: (available from v2.2.0)

Select a date and time to completely remove the selected Media file from the CMS Please note: This will remove the Media from any Layouts that contain this file.

Retire this media:

If you do not want to completely remove the Media file and keep it assigned to existing Layout's then tick the Retire this media option. The Media file will not show for selection for new Layouts.

Enable Media Stats Collection:

Use the drop-down to set the collection of Proof of Play statistics to On / Off / Inherit for the selected Media file.

To collect Proof of Play records ensure that the Enable Stats Reporting has been ticked in [Display Settings

Update this Media in all Layouts it is assigned to:

Ticking this box will update any edits made to be reflected in the Layouts that the selected Media file is currently assigned to.

Edits will only be updated in Layouts which you have permission to edit.

Replace

It may be necessary to upload a new revision of an existing file. This can be done by using the Replace button at the bottom of the form.

Upload media
✕

This form accepts files up to a maximum size of 1999M

+ Add Replacement
⌚ Start Replace
⌚ Cancel Replace

Update this media in all layouts it is assigned to?
 Delete the old version?

Done

Upload a replacement file using the same steps as before and select whether the replacement file should be updated to all Layouts it is currently assigned to and the old version removed.

Copy

Make copies of the selected media file, give the copied file a new name and Tag.

Delete

Media files can only be deleted from the CMS if they are not being used on any existing Layouts. The option to force a delete from any existing Layouts must be used with caution, deleting a file cannot be reversed.

Delete Media
✕

Are you sure you want to delete this file?

Deleting a file cannot be reversed.

Force delete from any existing layouts, assignments, etc
This library item has been used somewhere in the system. You will only be allowed to delete it if you check this.

Help
Cancel
Yes

Retiring content means that it will no longer be available to assign to new Layouts but will remain in existing Layouts it is assigned to, meaning scheduled content can remain unaffected.

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Permissions

Assign view/edit/delete permissions for User/User Groups.

Download

Download a copy of the media file for ease of sharing.

Enable Stats collection?

Click to select Off / On / Inherit settings for collection of Proof of Play statistics for the selected media file.

Usage Report

This will show if the selected media file is scheduled to Displays. Use the Layout tab to see what Layouts the media file is currently included in.

Usage Report for Screenshot 1 x

Displays Layouts

This media is directly assigned to 0 displays, the ones you have permission to see are shown below. Direct assignment is where Layouts/Media are assigned to a Display/DisplayGroup without being in a Schedule.

If the media is used in scheduled events it is also shown below. To restrict to a specific time enter a date in the filter below.

Date X

Show entries

ID ↑↓	Display ↓↑	Description ↑↓
No data available in table		

Showing 0 to 0 of 0 entries

The Usage Report is great to make checks prior to deleting files.

TIDY LIBRARY

The Tidy Library function is turned off by default for EDS in the Cloud Customers as it can be potentially destructive if the options are not fully understood. This can be enabled if required by following the steps below.

As the CMS is used and Layouts/Media are added, over time the Library can become cluttered with old content that is no longer in use.

The Library can be tidied by a User or Super Administrator so that it is kept clean and small. Actions cannot be reversed so this must be used with caution.

There are two places where the Library can be tidied:

1. Settings page - available to all Super Administrators
2. Library page - enabled for All Users of the CMS

TIDY FROM SETTINGS

Super Administrators can initiate a system-wide Library tidy operation by navigating to the Settings page under the Administration section on the Menu. Click on the General tab and click on the Tidy Library button.

Tidy Library
×

Tidying the Library will delete any temporary files. Are you sure you want to proceed?

- Remove old revisions
 Cleaning up old revisions of media will result in any unused media revisions being permanently deleted.
- Remove all media not currently in use?
 Selecting this option will remove any media that is not currently being used in Layouts or linked to Displays. This process cannot be reversed.
- Delete Generic Files?
 Selecting this option will remove any generic files that is are not currently linked to Displays. This process cannot be reversed.

Help
Cancel
Yes

As this functionality is system-wide and therefore operates on ALL User files, confirmation is required to remove unused and old revisions.

This option is more comprehensive and removes:

- Temporary files
- Orphaned files
- Thumbnails
- Media revisions that aren't used anywhere
- Media that isn't used anywhere (on any Layouts / Display Groups / Displays)
- Generic files uploaded to the CMS

ORPHANED FILES

Orphaned files are a rare occurrence where a file stored on disk in the Library folder is not deleted when the Media item is deleted from the Library. This means that the file exists but the CMS doesn't know anything about it.

TIDY FROM LIBRARY

Allow ANY User to initiate a Library tidy from the Library page by enabling the functionality in Settings under the Administration section of the Menu. Click on the General tab and use the checkbox for Enable Library Tidy.

General

Location of the Manual	<input type="text" value="manual/en/"/>
Allow usage tracking?	<input type="text" value="On"/>
	<small>Should the server send anonymous statistics back to the Xibo project?</small>
Send Schedule in advance?	<input type="text" value="On"/>
	<small>Should Xibo send future schedule information to clients?</small>
Send files in advance?	<input type="text" value="172800"/>
	<small>How many seconds in to the future should the calls to RequiredFiles look?</small>
File download mode	<input type="text" value="Nginx"/>
	<small>When a user downloads a file from the library or previews a layout, should we attempt to use Apache X-Sendfile, Nginx X-Accel, or PHP (Off) to return the file from the library?</small>
Status Dashboard Widget	<input type="text" value="&#quot;title&#quot;:Cloud&#quot;:comment&#quot;:https://springsignage.com/portal&#quot;:Manage Account&#quot;:a&#quot;:&#quot;"/>
	<small>HTML to embed in an iframe on the Status Dashboard</small>
	<input checked="" type="checkbox"/> Enable Library Tidy?
	<input checked="" type="checkbox"/> Enable Latest News?
	<small>Should the Dashboard show latest news? The address is provided by the theme.</small>

Save

Once enabled Users can click on the Tidy Library button at the top of the Library page.

Tidy Library
✕

Tidying your Library will delete any media that is not currently in use.

There is 90.69 KiB of data stored in 1 files . Are you sure you want to proceed?

Help Cancel Save

The form will show the number of files that will be deleted and how much space those files take up.

This will only delete files that are owned by the logged in User which are no longer in use on a Layout or Assigned to a Display Group/Display.

PLAYLISTS

Playlists allow for the creation of reusable playlists which can be easily added to Layouts and come in two parts:

1. The Playlist (contains the media content and configuration)
2. The Sub-Playlist Widget (allows for defined Playlists to be added to Layouts)

Playlists are first defined, which can then be reused across multiple Regions and Layouts. Access by navigating to Playlists under the Library section of the menu to view the Playlists grid where you can add new and manage existing Playlists.

Click on the Add Playlist button and complete the form fields:

Add Playlist
✕

General

Filter

Name

The Name of the Playlist - (1 - 50 characters)

Tags

Tags for this Playlist - Comma separated string of Tags or Tag|Value format. If you choose a Tag that has associated values, they will be shown for selection below.

Dynamic?

Is the Playlist to have Library media assignments managed automatically by the CMS based on filter criteria? Set a filter on the next tab.

Enable Playlist Stats Collection?

Enable the collection of Proof of Play statistics for this Playlist. Ensure that 'Enable Stats Collection' is set to 'On' in the Display Settings.

If you want to prepopulate your Playlist with Media using a search, then you can do so on the filter tab. Leave the Dynamic checkbox unticked to make it a one-time assignment.

Cancel Save

Playlists can be tagged which allows for ordering and makes it easier to find and view a large number of Playlists if grouped by a certain Tag.

Administrators can set certain Tag's to have a Value associated to them. Tags that have a Tag Value will show the selections available from an additional field - Tag value drop down.

For further information on what Tag and Tag Values to use, please speak with your Administrator.

If you require media assignments to be managed automatically then tick the Dynamic check box and set the filter criteria to use for Library media on the Filter tab.

Add Playlist x

General **Filter**

Populate with Library Media matching the criteria below. This is a one time assignment and is not automatically maintained.

Name filter

Tag filter

Library Media

ID	Name	Type	Duration

Cancel Save

You can prepopulate your playlist with media from the Library using the Filter tab, but leaving the Dynamic checkbox unticked to make it a one-time assignment.

Once added use the row menu for your created Playlist and click on Timeline.

Playlists Add Playlist

General **Advanced**

Name Tags Owner Owner User Group

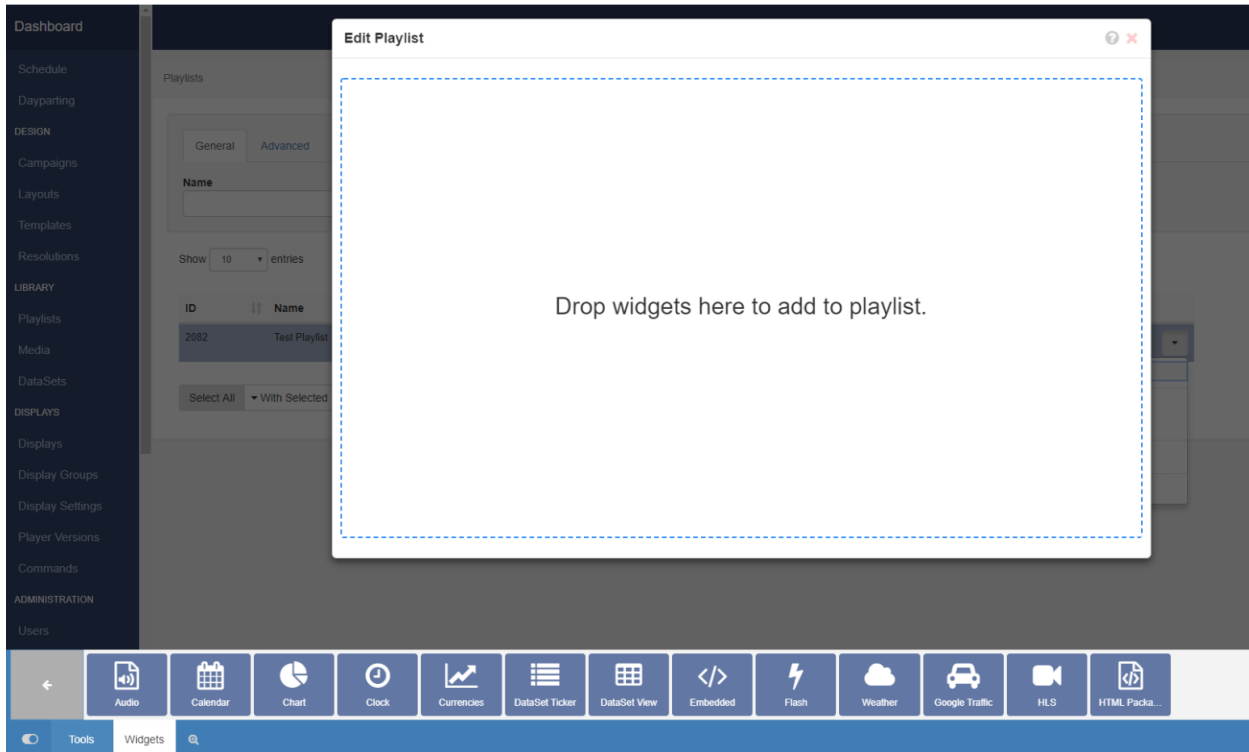
Show 10 entries Column visibility Print CSV

ID	Name	Duration	Dynamic?	Owner	Permissions
2082	Test Playlist	0:00:00	x	natasha	

Select All With Selected Showing 1 to 1 of 1 entries

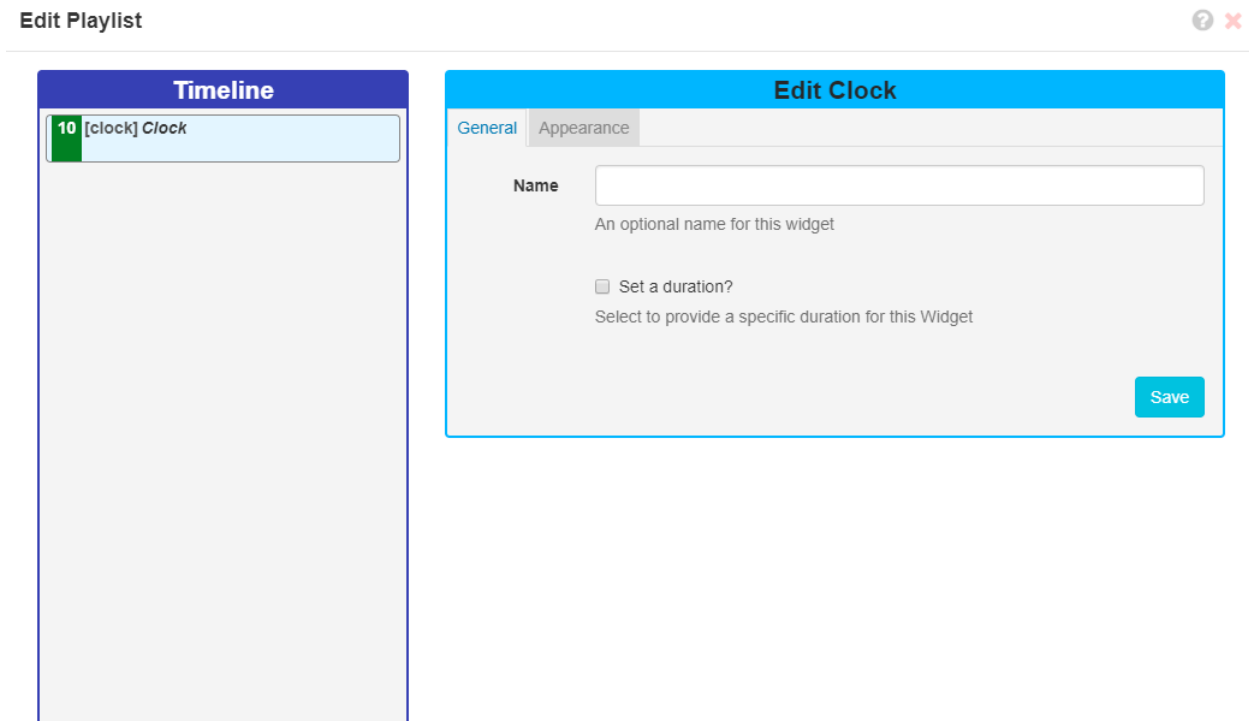
- Timeline
- Edit
- Copy
- Delete
- Permissions

Click on a Widget or drag and drop to add to the playlist.

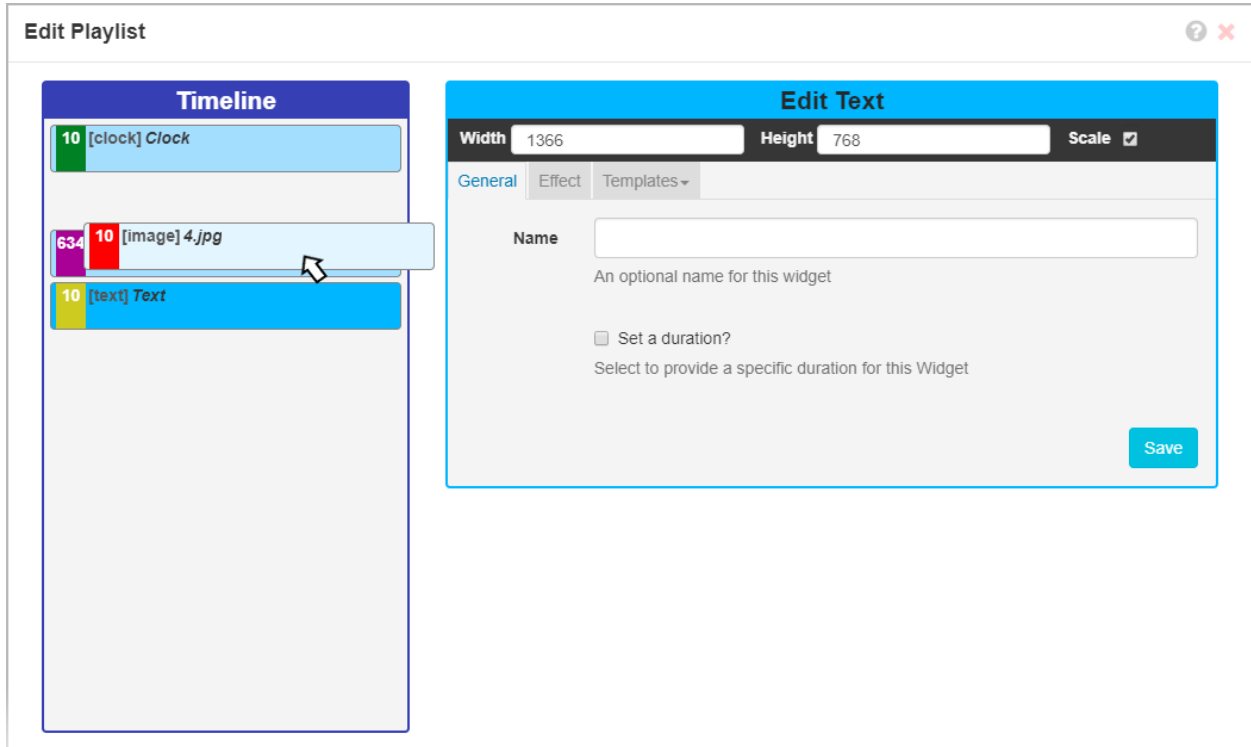


Use the Library Search tab to add media already uploaded to the Library.

Once added configure using the Edit options available.

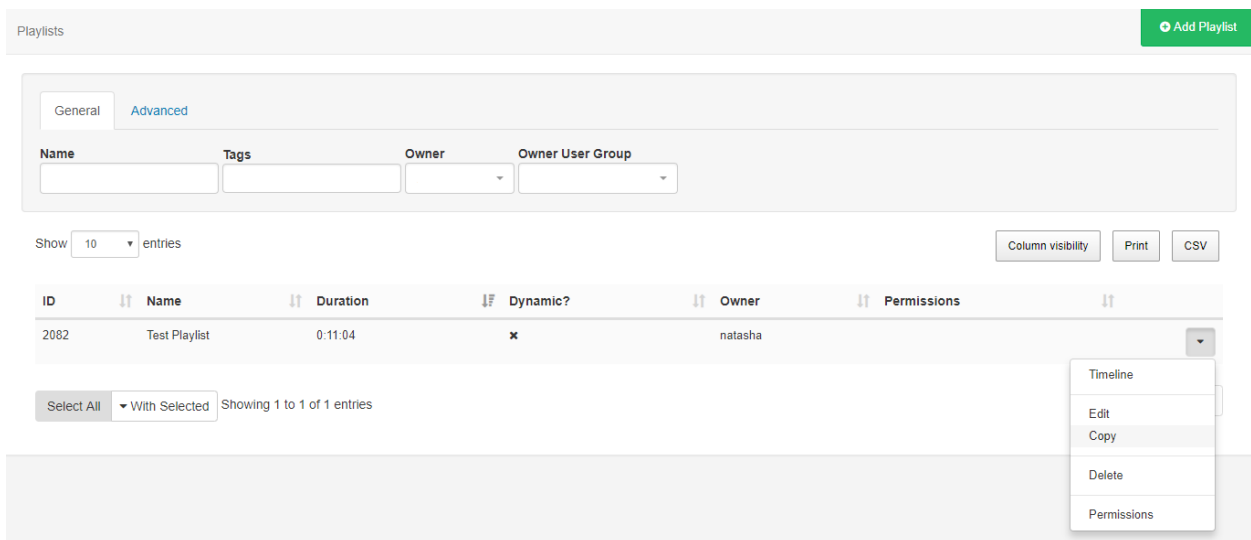


Change the playlist Timeline order by clicking on an item and dragging it to the desired positioning. As changes are autosaved use the Undo button, located on the bottom right of the toolbar to revert any changes made.



Use the Tools tab to apply Actions such as Audio/Permissions and Expiry Dates to the items added to the timeline.

Easily make copies of Playlists by using the Copy button from the row menu.



Use the tick box to make new copies of all media assigned to the original playlist so that you can make adjustments as needed to create a new Playlist.

Copy
×

Name

The Name of the Playlist - (1 - 50 characters)

Make new copies of all media on this playlist?
This will duplicate all media that is currently assigned to the Playlist being copied.

Cancel
Copy

Include pre-defined Playlists by adding the Sub-Playlist Widget to Layouts.

DATASETS

DataSets are a feature to design and store tabular data. Once designed the data can be imported from a CSV file, entered manually, as JSON via the API or synced remotely on a Schedule. A DataSet provides a convenient way to import and display data from other systems in EDS.

Examples of where DataSets could be utilized:

- A drinks menu at a bar
- Tee times at a golf club
- Meeting room bookings

DataSets have been designed to be versatile and reusable and come in two parts:

- The DataSet (Data Structure and data)
- The Display (DataSet View / DataSet Ticker / a source of data for a custom Module)

DataSets are first defined, which can then be reused across multiple DataSet Views and Layouts. Access by navigating to DataSets under the Library section on the Menu to view the DataSet grid where you can add new and manage existing DataSets.

DataSets
+ Add DataSet

Name

Show 10 entries

ID	Name	Description	Code	Remote?	Owner	Permissions	Last Sync
3	Example DataSet			x	natasha		

Showing 1 to 1 of 1 entries

Previous
1
Next

ADD DATASET

Designing a DataSet is a 2 step process - first add the DataSet record and then configure Columns.

Click on the Add DataSet button and complete the form fields.

Add DataSet
✕

General

Name

A name for this DataSet

Description

An optional description

Code

A code which can be used to lookup this DataSet - usually for an API application

Remote?

Is this DataSet connected to a remote data source?

Help Cancel Save

- Name - Use to identify in the CMS
- Description - optional (what is it used for?)
- Code - Usually used for referencing via the API
- Remote? - Should this DataSet sync itself with a remote data source?

If you choose to make the DataSet Remote you will be presented with further tabbed headers with information that will need completing, see the Remote DataSets section of this page.

COLUMNS

Use the row menu and select View Columns, a new grid will open which will show all Columns currently created for that DataSet.

Columns for Example DataSet

Show 10 entries

Heading	Data Type	Column Type	List Content	Order
Col1	String	Value		1

Showing 1 to 1 of 1 entries

Previous 1 Next

By default, all DataSets will have Col1 added which should be edited or deleted using the row menu.

Columns are used to define the structure of the data, with each Column having a number of settings to achieve this. Click on the Add Column button and complete the fields on the form.

Add Column
✕

Heading

The heading for this Column

Column Type

Whether this column is a value or a formula

Data Type

The DataType of the Intended Data

List Content

A comma separated list of items to present in a combo box

Column Order

The order this column should be displayed in when entering data

Filter?

Show as a filter option on the Data Entry Page?

Sort?

Enable sorting on the Data Entry Page? We recommend that the number of sortable columns is kept to a minimum.

- **Heading** - a heading to identify the Column.
 - **Column Type** - Value (User entered), Formula (calculated) or Remote.
 - **Data Type** - String, Number, Date, External Image, Library Image, the format to use for the data.
 - **Column Order** - The position this Column should appear when viewing/entering Data.
- Options for Filtering and Sorting are also included on this form.

ADDITIONAL INFORMATION

Depending on the Column Type selecting additional information will be required:

(Value) List Content - A comma-separated list of values that can be selected for this field.

(Formula) Formula - A MySQL statement suitable for use in a 'SELECT' statement, or a string to format a date field
`$dateFormat(<col>,<format><language>).`

Ensure that <col> has a date and time specified for the date format to work. If the Language has not been set, then it will default to English.

(Remote) Remote Data Path - A JSON syntax string showing how to access the Data in the Remote data source.

There is no theoretical limit to the number of columns EDS can support; although a smaller DataSet is often easier to enter and display.

Columns can be added and removed after Data has been entered. The ordering and list content of Columns can also be changed after Data has been collected.

EDS should accept any date format that is in a correct PHP date format, the following characters are recognized and can be used:

Format Character	Description	Example returned values
Day		
d	Day of the month, 2 digits with leading zeros	01 to 31
D	A textual representation of a day, three letters	Mon through Sun
J	Day of the month without leading zeros	1 to 31
l	(lowercase 'L') A full textual representation of the day of the week	Sunday through Saturday
N	ISO-8601 numeric representation of the day of the week (added in PHP 5.1.0)	1 (for Monday) through 7 (for Sunday)
S	English ordinal suffix for the day of the month, 2 characters	st, nd, rd or th. Works well with j
w	Numeric representation of the day of the week	0 (for Sunday) through 6 (for Saturday)
z	The day of the year (starting from 0)	0 through 365
Week		
W	ISO-8601 week number of year, weeks starting on Monday (added in PHP 4.1.0)	42 (the 42nd week in the year)
Month		
F	A full textual representation of a month, such as January or March	January through December
m	Numeric representation of a month, with leading zeros	01 through 12
M	A short textual representation of a month, three letters	Jan through Dec
n	Numeric representation of a month, without leading zeros	1 through 12
t	Number of days in the given month	28 through 31
Year		
L	Whether it's a leap year	1 if it is a leap year, 0 otherwise.
o	ISO-8601 year number. This has the same value as Y, except that if the ISO week number (W) belongs to the previous or next year, that year is used instead. (added in PHP 5.1.0)	1999 or 2003
Y	A full numeric representation of a year, 4 digits	1999 or 2003
y	A two digit representation of a year	99 or 0

REMOTE DATASETS

A Remote DataSet will need additional information completed; the Remote data source URL, request params, request method and authentication information.

Remote DataSets are a special type of DataSet which periodically syncs from a 3rd party data source which you specify when adding/editing the DataSet. EDS will call the URL specified at the time period specified and parse the data according to the instructions set on the DataSet and any Remote Columns.

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A Remote DataSet will not sync or update until it is being used in a Layout that has been Scheduled to show on a Player.

The remote data source must be JSON formatted.

Data is populated according to the Columns defined as Column type Remote. When specifying a Remote Column a "data path" is entered which is the JSON syntax path to the data for that column, with respect to the Data Root specified on the DataSet.

Consider an example JSON data source:

```
{
  "base": "EUR",
  "date": "2017-12-22",
  "rates": {
    "GBP": 0.88568,
    "THB": 38.83,
    "USD": 1.1853
  }
}
```

If we wanted columns to capture the currency symbol and value, we would set our "Data Root" to rates and then have Columns for:

- Symbol - data path = 0
- Value - data path = 1

Dependents

A remote DataSet can depend on another DataSet to formulate its request. Each row in the dependent DataSet will be used to create a request using the parent DataSet's request parameters.

DATA ROW

Once you have your DataSet defined with Columns you will need to add some data. This can be done in a number of ways:

- Manually through the CMS user interface
- Imported via a CSV file
- Through the API
- Remotely synced

MANUALLY

Data can be viewed/added and edited in a DataSet using View Data on the row menu or the button on the Columns page.

The data table returned will contain a column for each of the Columns you've defined in your configuration.

ID	Item	Event Price	Base Price	Type	Order Override	Visibility
2	Blue Moon	6	5	Beer		Visible
5	Stella Artois	9	7	Beer		Visible
8	Chardonnay	7	5	Wine		Visible
11	Cabernet Sauvignon	7	5	Wine		Visible
14	Sauvignon Blanc	9	7	Wine		Visible
17	Pinot Noir	9	7	Wine		Visible
20	Whiskey	9	8	Liquor		Visible
23	Rum	9	8	Liquor		Visible
26	Gin	9	8	Liquor		Visible
29	Vodka	9	8	Liquor		Visible

Add a new row by clicking on the Add Row button to open a form with fields to be completed for all non-formula Columns. A Row can be edited by clicking anywhere on the row and deleted using the blue X.

IMPORTING CSV

The CMS has a DataSet CSV importer that can be used to extract data from a CSV file and put it into a DataSet. The importer can be accessed through the row menu of any DataSet, with the exception of DataSets configured for Remote data sources.

When the importer opens the Columns in the DataSet will be listed with a field next to them, indicating the Column in the Remote file that should be used as a source of data for that Column. You may also choose to overwrite the existing data and ignore the first row of the CSV file.

An example of the form is shown below:

CSV Import

This form accepts files up to a maximum size of 1999M

+ Add CSV Files Start upload Cancel upload

Overwrite existing data?
Erase all content in this DataSet and overwrite it with the new content in this import.

Ignore first row?
Ignore the first row? Useful if the CSV has headings.

In the fields below please enter the column number in the CSV file that corresponds to the Column Heading listed. This should be done before Adding the file.

Item	1
Event Price	2
Base Price	3
Type	4
Order Override	5
Visibility	6

Done

It is important to ensure that your CSV file has the correct file encoding if you are using non-ASCII characters. Non-ASCII characters are very common for languages outside of English. The file encoding most commonly used is UTF-8.

If you have edited your CSV file using Excel, you will need to make sure you select "Unicode (UTF-8)" from the Tools -> Web Options -> Encoding tab on the Save as dialogue.

THROUGH THE API

You can write your own application which syncs data into a DataSet using the EDS API. Data can be added row by row or via importing whole JSON structures.

Further discussion on the API can be viewed in the Developer documentation.

REMOTELY

Remote DataSets are kept in sync with a Task called Fetch Remote DataSets. This task is configured by default and runs once per minute.

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For more information go <https://expertdigitalsign.com> or contact support @ support@cpzx.us or 876 613 9159

ROW MENU

As well as the Actions that have been previously mentioned, each data set can have a number of actions performed against it, accessed using the row menu.

DELETE

Select the Delete menu item to show the DataSet Delete form which gives the option of deleting any associated data contained.

DataSets can only be deleted if they are not currently being used.

PERMISSIONS

The creator (owner) of the DataSet or a Super Administrator can assign View/Edit/Delete Permissions for User/User Groups.

Users with Edit permissions will be able to add/edit data and reorganize the structure of the DataSet. Only Users with View permissions will be able to use the DataSet in Layouts.

MODULES

All content displayed in EDS is added/edited and served by a Media Module. EDS has a wide variety of Modules to choose from with more being introduced with new releases.

Modules can be enabled/disabled from the Modules page under the Administration section of the Menu.

Modules [Verify All](#) [Refresh](#)

Show entries

Name	Description	Library Media	Default Duration	Valid Extensions	Image URI	Preview Enabled	Assignable	Enabled	
Audio	Audio - support varies depending on the client hardware	✓	0	mp3,wav	forms/video.gif	✓	✓	✓	▼
Calendar	Display content from a Calendar	✗	60		forms/library.gif	✓	✓	✓	▼
Chart	Graphical data visualization	✗	60		forms/library.gif	✓	✓	✓	▼
Clock	Display a Clock	✗	10		forms/library.gif	✓	✓	✓	▼
Currencies	A module for showing Currency pairs and exchange rates	✗	30		forms/library.gif	✓	✓	✗	▼
Currencies	Currencies provided by Vendor	✗	10		forms/library.gif	✓	✓	✓	▼
Data Set	A view on a DataSet	✗	10		forms/datasetview.gif	✓	✓	✓	▼
Embedded	Embedded HTML	✗	10		forms/webpage.gif	✓	✓	✓	▼
Flash	Flash	✓	10	swf	forms/flash.gif	✓	✓	✓	▼
Font	A font to use in other Modules	✓	10	ttf,otf,eot,svg,woff	forms/library.gif	✗	✗	✓	▼

Modules are enabled/disabled by using the row menu for the selected Module. Selecting Edit will open a form where an Enabled checkbox can be ticked/unticked. Each Module has a range of available settings, dependent on the Module, which can be adjusted.

LIBRARY MODULES

At times it may be necessary to add or remove the allowed extensions on a particular file based Module.

A typical use case would be if a Player is being used which does not support that particular type of file.

GENERIC FILES

The Generic File Module is used to send additional files to the Player that can then be used for other purposes.

This could be useful for:

Embedded HTML - supplementary files can be provided to be used as relative paths (e.g. An up and down arrow that is dynamically shown in the embedded HTML based on the results of stock data)

CACHING AND EXTERNAL ACCESS

The core Modules are designed to have their data cached and served from the CMS so that they can be played back without an active connection and/or without direct access to external resources that might be required.

The CMS also uses this mechanism to be a good citizen when requesting 3rd party data.

For example, a Ticker Widget with the address <http://anexternal.com/feed> would only be accessed by the CMS and only once per update Interval. The Players showing the Layout would not need to access that address directly.

All of the core modules adopt this approach, with the exceptions noted below:

Notable Exceptions

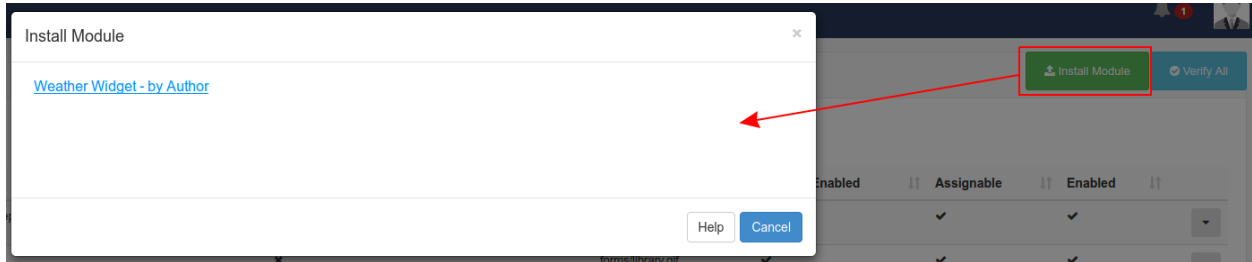
The **Web Page Module** does not cache from the CMS and will always attempt to open the specified web page address using the browser on the Player. This means that the Player must have network access to the web address at all times.

- The **Embedded Module** can be cached using library references, however, the User that creates the Module is free to specify external resources should they require them.
- The **Local Video Module** is rendered by the video decoder on the Player and can reference an external stream.
- Flash Files have the capability to reference an external file and will be run on the Player.

EDS is shipped with all of the stock modules which can be enabled for use.

INSTALLING NEW MODULES

New modules must be uploaded to the CMS manually and then installed from the Module Administration screen. Modules which are not installed are detected automatically and will be offered as installation options on the Install Module form.



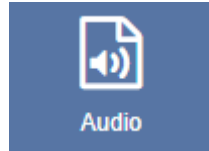
Click on the Module name to install and refresh the page.

AUDIO

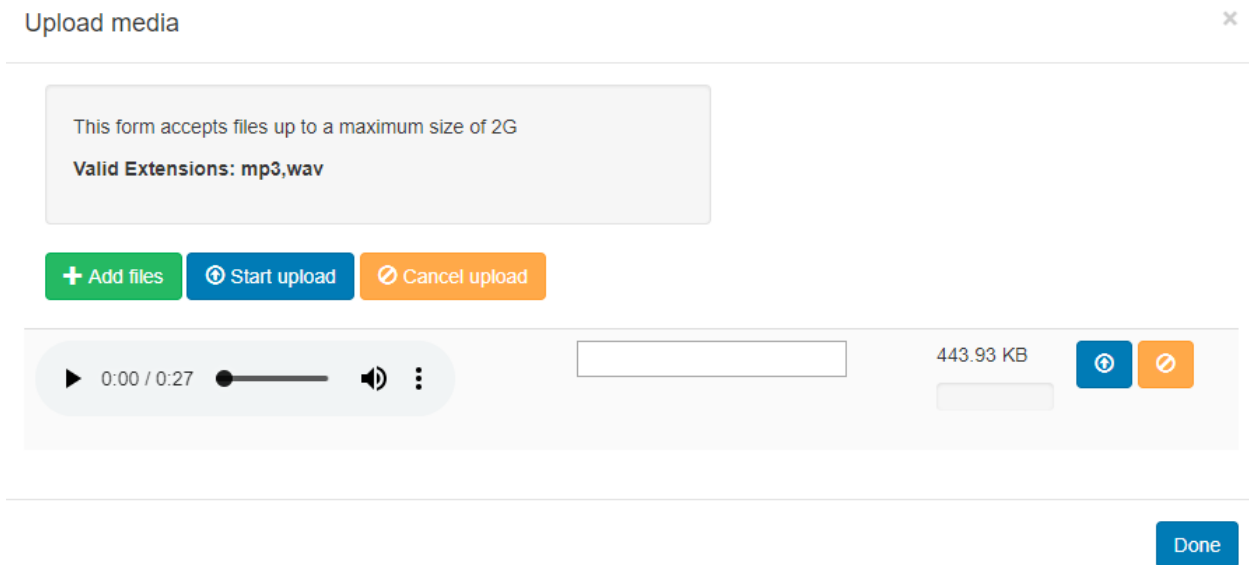
Audio files are uploaded to the Library and served to the Player for offline playback. The Audio Module allows for audio to be assigned to Layouts.

If the audio file has already been uploaded to the Library use the Library Search tab to quickly and simply add to a Region.

Click on the Audio Widget on the toolbar, add / drag to the target Region.



Click on Add files to upload to the Library or click on View Library to select an uploaded file.



Once assigned to a Region, Edit options are available.

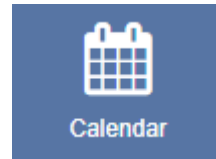
If Audio is assigned to a Widget, which is the only Widget in its Region, the audio will stop once the Widget duration has expired, but the Widget may be left on screen until the rest of the Layout has expired.

The Audio Widget is fully compatible with Overlay Layouts and can therefore be used effectively to draw attention and compliment content.

CALENDAR

The Calendar Module is used to display events from an iCAL feed. Calendar events can be filtered using Interval options and formatted using text templates.

Click on the Calendar Widget on the toolbar, add / drag to the target Region.



General

- Provide an optional name.
- Choose to override the default duration.
- Select whether the duration is per item. Left unticked the duration will be per feed.

CONFIGURATION

Edit Calendar

General

Configuration

Appearance

Templates ▾

Caching

Feed URL

The Link for the iCal Feed

Interval

Using natural language enter a string representing the period for which events should be returned, for example 2 days or 1 week.

Number of Items

The Number of items you want to display

Exclude all day events?

When all day events are excluded they are removed from the list of events in the feed and wont be shown

- Provide the iCAL URL.
- Use the Interval option as a filter to show events for a certain period. Use natural language such as '1 day' or '2 weeks' to return the events within your chosen time frame.
- Specify the Number of items / events you wish to display from the iCAL feed.
- Select the Exclude all day events tick box if you would like all day events excluded from the feed and therefore not displayed.
- Choose to Exclude current events so that they are removed from the feed and therefore will not be displayed.
- Opt to use the event timezone and calendar timezone. Left unticked, the timezone set in the CMS will be used.
- If your feed is from Windows use the check box.

APPEARANCE

- Use Date Format to ensure that you show the appropriate date/time formats for your calendar events.
- Use the checkbox to show calendar items side by side.
- Select an effect using the drop-down menu to be used to transition between items.
- With an Effect selected specify the number of events you wish to show per page.

We would encourage users to opt for an effect when you have several events you wish to display, otherwise they will be shown as static lists.

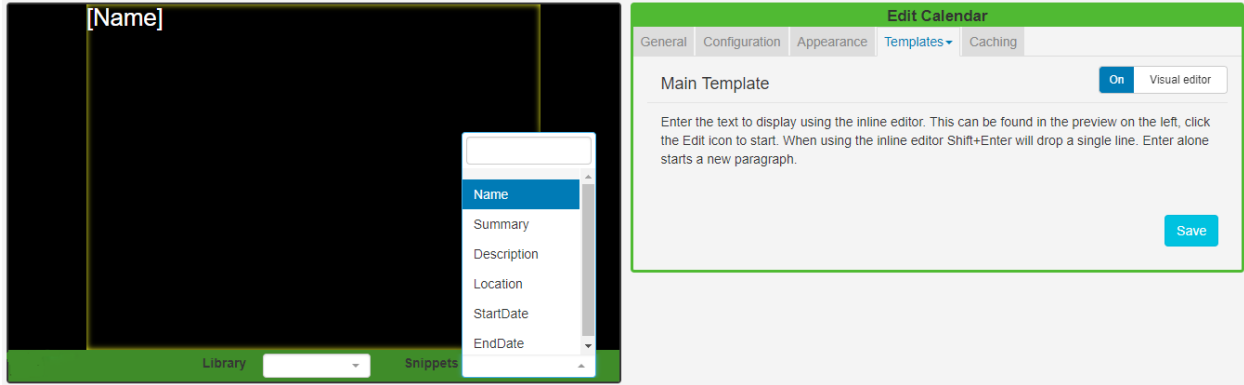
TEMPLATE

Click on the Template header to format the Calendar Templat

The screenshot shows the 'Edit Calendar' interface with the 'Templates' dropdown menu open. The menu options are: Main, Current Event, No Data, and Optional Stylesheet. The interface includes tabs for General, Configuration, Appearance, Templates, and Caching. The 'Name' field is empty, and there are checkboxes for 'Set a duration?' and 'Duration is per item'.

Main Template

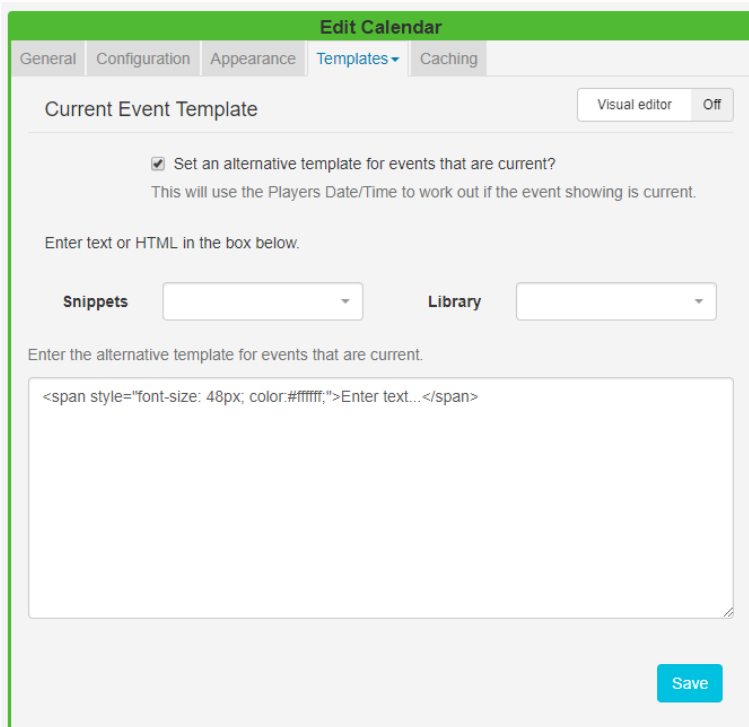
Toggle On the Visual editor to format the main template using the inline editor. Click in the preview window to open.



Include text merge fields from the Snippets menu to pull in the required event information from the Calendar. Click on the Save button.

CURRENT EVENT

Using the Set an alternative template for events that are current feature will tell EDS to use the Players date/time to work out if the event showing is current.



Include alternative text and formatting to be used just for your Current Events. Include Snippets to pull the required information from your calendar.

NO DATA

Include a message to ensure that your audience is not left with blank displays when no information is returned from the iCAL feed.

OPTIONAL STYLE SHEET

Include CSS to apply to the template structure.

CACHING

Include a suitable time for the Update Interval in minutes, keeping it as high as possible. This determines how often the Module will request data from your feed. If your calendar only ever modified with events scheduled days in advance, you can set this for a long period.

It is best practice to contact a remote feed as little as possible.

Take a look at the Calendar Module Guide which gives a walkthrough of how to display calendar events using this Widget.

DATE FORMAT - PHP

EDS should accept any date format that is in a correct PHP date format, the following characters are recognised and can be used:

Format Character	Description	Example returned values
Day		
d	Day of the month, 2 digits with leading zeros	01 to 31
D	A textual representation of a day, three letters	Mon through Sun
j	Day of the month without leading zeros	1 to 31
l	(lowercase 'L') A full textual representation of the day of the week	Sunday through Saturday
N	ISO-8601 numeric representation of the day of the week (added in PHP 5.1.0)	1 (for Monday) through 7 (for Sunday)
S	English ordinal suffix for the day of the month, 2 characters	st, nd, rd or th. Works well with j
w	Numeric representation of the day of the week	0 (for Sunday) through 6 (for Saturday)
z	The day of the year (starting from 0)	0 through 365
Week		
W	ISO-8601 week number of year, weeks starting on Monday (added in PHP 4.1.0)	42 (the 42nd week in the year)
Month		
F	A full textual representation of a month, such as January or March	January through December
m	Numeric representation of a month, with leading zeros	01 through 12
M	A short textual representation of a month, three letters	Jan through Dec
n	Numeric representation of a month, without leading zeros	1 through 12
t	Number of days in the given month	28 through 31
Year		
L	Whether it's a leap year	1 if it is a leap year, 0 otherwise.
o	ISO-8601 year number. This has the same value as Y, except that if the ISO week number (W) belongs to the previous or next year, that year is used instead. (added in PHP 5.1.0)	1999 or 2003
Y	A full numeric representation of a year, 4 digits	1999 or 2003
y	A two digit representation of a year	99 or 0

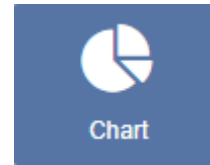
CHART

The Chart module is used in conjunction with DataSets to display information as one of the following Chart Types:

- Line
- Bar
- Pie
- Donut
- Horizontal Bar
- Radar

DataSets are created and defined in the Library and can be represented in Layouts using the Chart module. For more information on DataSets and how they are configured, please see the DataSet manual page.

Click on the Chart Widget on the toolbar, add / drag to the target Region.



ADD CHART

Add Chart

DataSet

Please select the DataSet to use as a source of data for this view.

GENERAL

- Provide an optional name.
- Choose to override the default duration.

CONFIGURATION

DATA

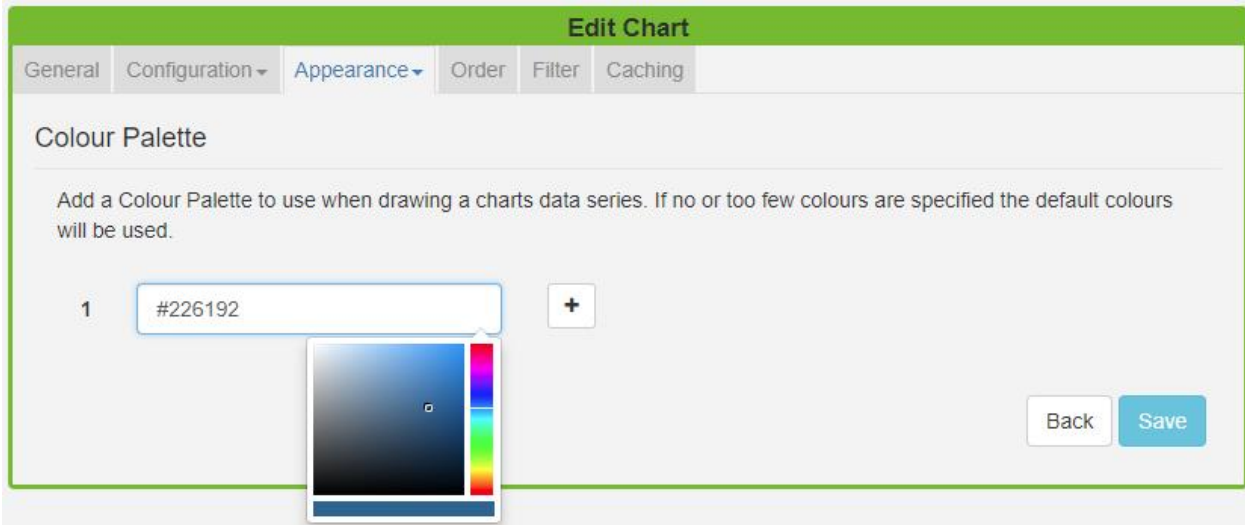
- Use the drop down to select the Chart type which would best present information held in the selected DataSet.
- All types of chart need an X and Y axis configured from the available columns in the associated DataSet. Configure by using the selectors.

Include a Series Identifier if you want to show a breakdown of values rather than the sum of all values. A series identifier is not suitable for Pie/Donut charts.

LABELS

- Include a chart title and labelling to display on the chart.
- Choose to include a Legend to further explain the data.

APPEARANCE



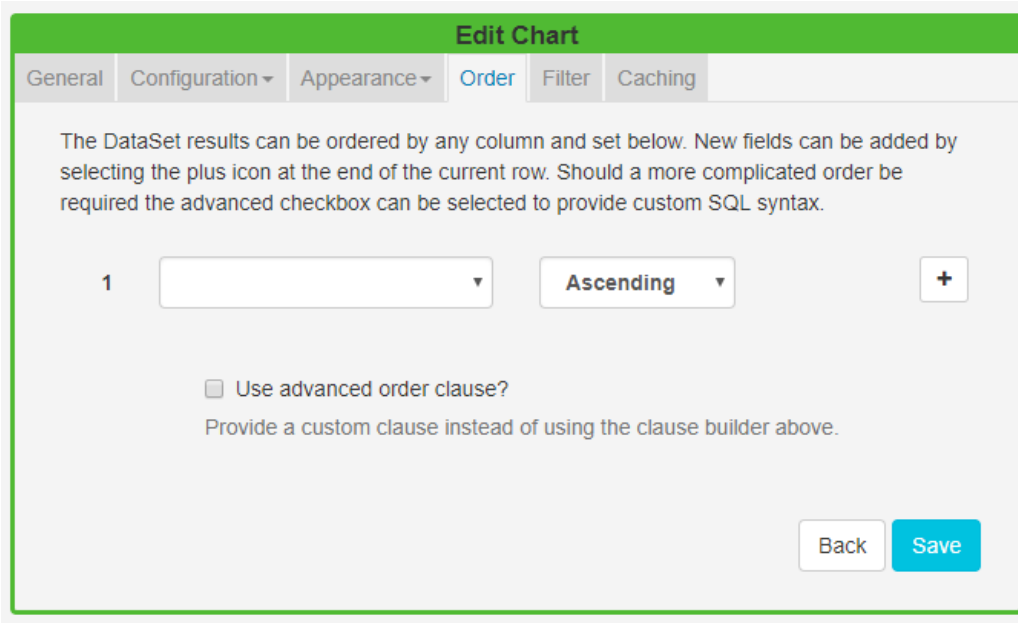
Style

Use the colour picker to select colouring for the background and font for the chart as well as specifying the font size.

Colour Palette

Use the colour picker to select the colours to use for the charts data series. If you do not select any colours the default colouring for the module will be used (these can be configured in Module Settings by your administrator)

ORDER



DataSet results can be ordered by any column. Use the advanced order clause for more complex ordering by providing a SQL command.

FILTER

DataSet results can be filtered by any column. Include or omit DataSet results using the clause builder or use the advanced filter clause for more complex filtering.

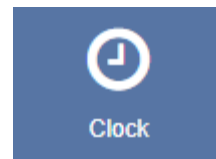
CACHING

Include a suitable time for the Update Interval in minutes, keeping it as high as possible. This determines how often the Module will request data from your feed.

CLOCK

The Clock Widget can be used to show an Analogue, Flip or Digital Clock as well as a Countdown on Layouts.

Click on the Clock Widget on the toolbar, add / drag to the target Region.



GENERAL

- Provide an optional name
- Choose to override the default duration

APPEARANCE

Use the drop-down menu to select the type of clock to display:

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For more information go <https://expertdigitalsign.com> or contact support @ support@cpzx.us or 876 613 9159

ANALOGUE

The Analogue Clock is a traditional clock face available in a Light or Dark theme (black or white face).

Edit Clock

General Appearance

Clock Type Analogue
Please select the type of clock to display.

Offset
The offset in minutes that should be applied to the current time, or if a counter then date/time to run from in the format Y-m-d H:i:s.

Theme Light
Please select a theme for the clock.

Save

Digital

The Digital Clock has an additional Editor tab so that a template can be entered for the Digital Clock.

Edit Clock

General Appearance Editor

Clock Type Digital
Please select the type of clock to display.

Offset
The offset in minutes that should be applied to the current time, or if a counter then date/time to run from in the format Y-m-d H:i:s.

Save

The font, size, colour and other properties of the template can be changed. Toggle on the Visual editor to access the inline editor and click on the edit icon in the Preview window.

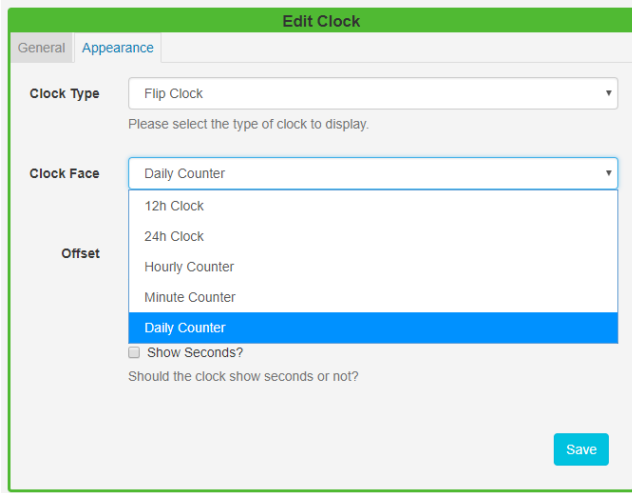
Enter text and formatting, use the Snippets menu to include available merge fields. See the section Formatting the time for further information.

FLIP CLOCK

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For more information go <https://expertdigitalsign.com> or contact support @ support@cpxz.us or 876 613 9159

The Flip Clock is a pre-formatted clock that animates a "flip" for each hour, minute and seconds (optional) elapsed.



Available Formatting

Title	Token	Output
Month	M	1 2 ... 11 12
	Mo	1st 2nd ... 11th 12th
	MM	01 02 ... 11 12
	MMM	Jan Feb ... Nov Dec
	MMMM	January February ... November December
Quarter	Q	1 2 3 4
Day of Month	D	1 2 ... 30 31
	Do	1st 2nd ... 30th 31st
	DD	01 02 ... 30 31
Day of Year	DDD	1 2 ... 364 365
	DDDo	1st 2nd ... 364th 365th
	DDDD	001 002 ... 364 365
Day of Week	d	0 1 ... 5 6
	do	0th 1st ... 5th 6th
	dd	Su Mo ... Fr Sa
	ddd	Sun Mon ... Fri Sat

Day of Week (Locale)	e	0 1 ... 5 6
Day of Week (ISO)	E	1 2 ... 6 7
Week of Year	w	1 2 ... 52 53
	wo	1st 2nd ... 52nd 53rd
	ww	01 02 ... 52 53
Week of Year (ISO)	W	1 2 ... 52 53
	Wo	1st 2nd ... 52nd 53rd
	WW	01 02 ... 52 53
Year	YY	70 71 ... 29 30
	YYYY	1970 1971 ... 2029 2030
Week Year	gg	70 71 ... 29 30
	gggg	1970 1971 ... 2029 2030
Week Year (ISO)	GG	70 71 ... 29 30
	GGGG	1970 1971 ... 2029 2030
AM/PM	A	AM PM
	a	am pm
Hour	H	0 1 ... 22 23
	HH	00 01 ... 22 23
	h	1 2 ... 11 12
	hh	01 02 ... 11 12
Minute	m	0 1 ... 58 59
	mm	00 01 ... 58 59
Second	s	0 1 ... 58 59
	ss	00 01 ... 58 59

Fractional Second	S	0 1 ... 8 9
	SS	0 1 ... 98 99
	SSS	0 1 ... 998 999
Timezone	z or zz	EST CST ... MST PST
	Z	-07:00 -06:00 ... +06:00 +07:00
	ZZ	-0700 -0600 ... +0600 +0700
Unix Timestamp	X	1360013296
Unix Millisecond Timestamp	x	1360013296123

CURRENCIES

INSTALLATION

Prior to installation you will need an API key. Please visit Alpha Vantage to create an account and obtain a key.

The Currencies Module is installed from the Modules page, under the Administration section of the Menu. Click on the Install Module button and select the Module to install.

After installation, select the Currencies Module from the grid and use the row menu to select Edit.

Complete the form fields and include the API key and Cache Period settings.

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For more information go <https://expertdigitalsign.com> or contact support @ support@cpzx.us or 876 613 9159

ADD CURRENCIES WIDGET

Click on the Currencies Widget on the toolbar, add / drag to the target Region.



GENERAL

- Provide an optional name
- Choose to override the default duration
- Select whether the duration is per item, unticked the duration will be per page / number of items.

CONFIGURATION

Edit Currencies

General

Configuration

Appearance

Templates ▾

Caching

Results

Currencies

A comma separated list of Currency Acronyms/Abbreviations, e.g. GBP,USD,EUR.
For the best results enter no more than 5 items.

Base

The base currency.

Reverse conversion?

Tick if you would like your base currency to be used as the comparison currency for each currency you've entered. For example base/compare becomes compare/base - USD/GBP becomes GBP/USD.

- Define currencies using their acronym/abbreviation (symbols or written text will not be recognized).
- Include a Base currency.
- Select Reverse conversion if you would like to use your base currency as the comparison.

APPEARANCE

- Optionally choose a background color
- Include a PHP Date Format to apply to returned results, see the bottom of the page for further information.
- Select an optional Effect and Speed to be used to transition between items.

Templates

The screenshot shows the 'Edit Currencies' interface with the 'Appearance' tab selected. A dropdown menu for 'Templates' is open, displaying two options: 'Preset' and 'No Records Message'. The main form contains the following sections:

- Background Colour:** A text input field with a description: "The selected effect works best with a background colour. Optionally add one here."
- Date Format:** A text input field with a description: "The format to apply to all dates returned by the ticker. In PHP date format: <http://uk3.php.net/manual/en/function.date.php>"
- Effect:** A dropdown menu currently set to 'None'. Description: "Please select the effect that will be used to transition between items. If all items should be output, select None. Marquee effects are CPU intensive and may not be suitable for lower power displays."

At the bottom right, there are two buttons: 'Get Results' and 'Save'.

Preset - Use the drop-down to select an appropriate Template.

Override the template - Tick in the box to edit the selected template. Please see the section below for further information.

Provide a No Records Message to display when there are no records returned.

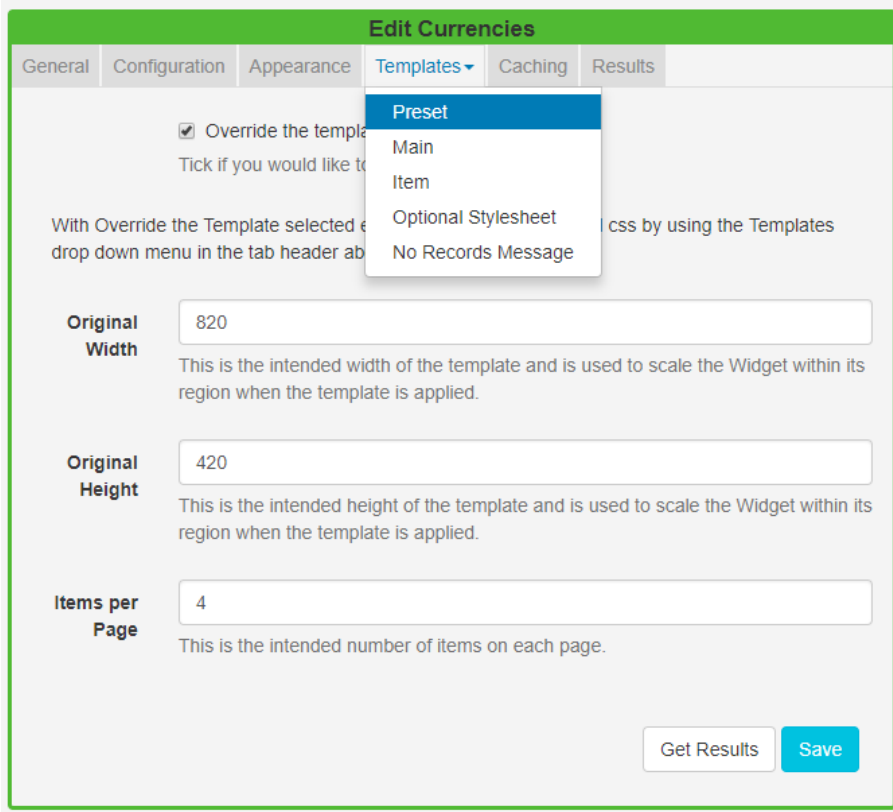
CACHING

Include a suitable time for the Update Interval in minutes, keeping it as high as possible.

OVERRIDING TEMPLATES

Templates can be edited by selecting a Template using the drop-down and clicking in the Override the template checkbox.

Click again on the Templates tab and select to edit:



MAIN TEMPLATE

Toggle On the Visual editor to access the inline editor to enter text and formatting.

Get Results at anytime to see what data is returned. Any field is available as a substitute to use in the template by simply entering the field name between square brackets [].

ITEM TEMPLATE

Enter a Template to be applied to each item, use the Visual editor (as above).

For more information on data formatting. Please see data format for PHP.

DATASET TICKER

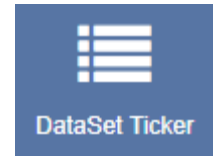
The DataSet Ticker Widget allows for DataSet content to be displayed as a Ticker on a Layout. The Ticker module primarily consists of a data source location and a template to apply to the retrieved data.

Ensure that a DataSet has been created and configured prior to using this Widget.

ADD DATASET TICKER

Click on the DataSet Ticker Widget on the toolbar, add / drag to the target Region.

- Use the drop-down menu to select the DataSet to be used as the source of data for the Ticker.
- Save



You cannot change to a different DataSet once it has been added to a DataSet Ticker. To use an alternative DataSet a new DataSet Ticker would need to be created.

Once saved the Edit Ticker form will open to provide further options.

Edit Ticker: DataSet is Test

General

Configuration

Appearance

Templates ▾

Order

Filter

Caching

Name

An optional name for this widget

Set a duration?

Select to provide a specific duration for this Widget

Duration is per item

The duration specified is per item otherwise it is per feed.

GENERAL

- Provide an optional name
- Choose to override the default duration
- With Duration is per item selected, the configured duration will be extended by the number of items returned by the Data Source.

This should be used with caution as it can create long-running media items. It is recommended to use this setting in conjunction with a setting to limit the number of items shown.

CONFIGURATION

Select if returned items should be shown side by side and configure Upper and Lower row limits.

APPEARANCE

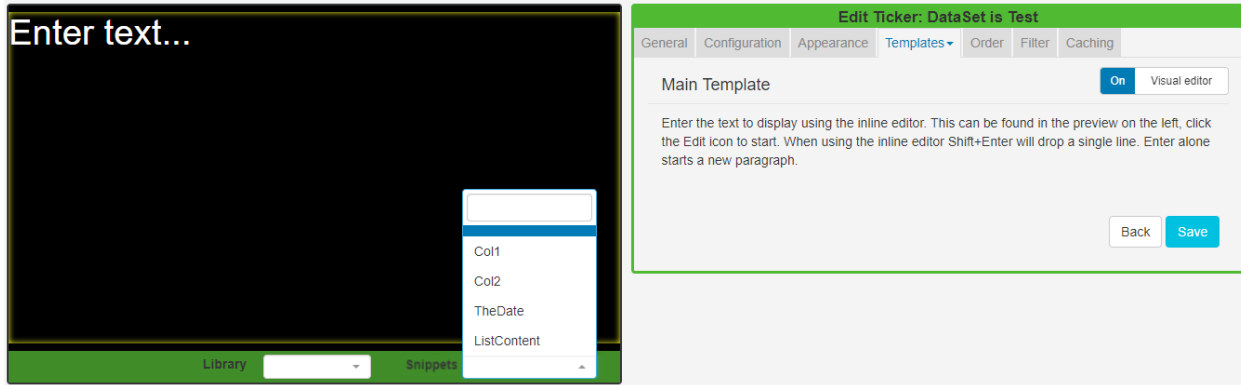
- Optionally select a background color
- Use the drop-down menu to select an Effect to be used to transition between items.
- Set the Speed for the effect selected.
- Enter how many Items should appear on each page if an effect to split items has been selected.

Templates

Click on the Template header to format the Main Template.

The screenshot shows the 'Edit Ticker: DataSet is Test' configuration window. The 'Templates' tab is selected, and a dropdown menu is open, showing options: 'Main' (highlighted), 'No Data', 'Optional Stylesheet', and 'Optional JavaScript'. Below the menu, there are two dropdown menus labeled 'Data Snippets' and 'Library'. A large text area contains the HTML code: `Enter text...`. At the bottom right, there are 'Back' and 'Save' buttons.

Toggle On the Visual editor to use the inline editor. Click in the preview window to open.



The available columns to use in the template can be found in the Snippets menu.

Use the No Data Template to include a message to ensure that your audience is not left with blank displays when there is no data to display.

The Optional Style Sheet is intended for advanced users to 'tweak' the CMS generated output.

Order

Order the DataSet results by using the clause builder or by using an advanced filter clause using SQL syntax, e.g. Name DESC

Filter

Filter the DataSet to exclude/include results by using the clause builder or by using an advanced filter clause using the SQL syntax.

Caching

Players can cache the content of this media type to prevent repeated downloads and off-line playback. Keep this number as high as possible.

DATASET VIEW

The DataSet View Widget allows content from a created DataSet to be added into a Region, organized and displayed in a tabular format.

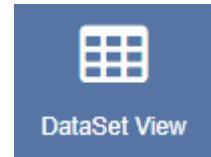
When the underlying DataSet Data is changed, the DataSet View Widget included in your Layout(s), will automatically update with the new data.

Once a DataSet has been added to a DataSet View, care should be taken when editing the column structure of the DataSet.

Ensure that you have created a DataSet prior to adding a DataSet View to a Layout.

ADD DATASET VIEW

Click on the DataSet View Widget on the toolbar, add / drag to the target Region. DataSet View Widget



- Use the drop-down menu to select the DataSet to be used as the source of data for the DataSet View.
- Save

You cannot change to a different DataSet once it has been added to a DataSet View. To use an alternative DataSet a new DataSet View would need to be created.

Once saved the Edit DataSet View form will open to provide further options.

Edit DataSet View: DataSet is Test

General

Configuration

Appearance

Templates ▾

Order

Filter

Caching

Name

An optional name for this widget

Set a duration?

Select to provide a specific duration for this Widget

General

- Provide an optional name
- Choose to override the default duration.

Configuration

- Click or drag and drop to select available columns.
- Choose to show the table headings
- Configure Upper and Lower row limits
- Split the data over multiple pages using Rows per Page.

Appearance

- Select a Template using the drop-down menu
- Choose to override the Template

By selecting to Override the Template you can use a CSS style sheet to control the visual styling of the table. (Example style sheet at the bottom of this page).

Complete the form fields to style your DataSet View by selecting colouring and fonts/font size to use.

TEMPLATES

Select the No Data Template to provide a message to display when there is no data to show.

Toggle on the Visual editor to use the inline text editor.

Order

Order by any column using the clause builder or by providing a SQL command for more complex ordering.

Filter

Filter by any Column using the clause builder to only include/omit results based on chosen criteria. Provide a SQL command for more complex filtering.

Caching

Enter an update interval in minutes, kept as high as possible. (Displays can cache the content of this media type to prevent repeated download of identical resources, as well as for off-line playback).

EXAMPLE STYLE SHEET

```
table.DataSetTable {
font-family:"Trebuchet MS", Arial, Helvetica, sans-serif;
width:100%;
border-collapse:collapse;
}

tr.HeaderRow {
font-size:1.1em;
text-align:center;
padding-top:5px;
padding-bottom:4px;
background-color:#A7C942;
color:#ffffff;
}

tr#row_1 {
color:#000000;
background-color:#EAF2D3;
}

td#col_1 {
color:#000000;
background-color:#EAF2D3;
}

td.DataSetColumn {
color:#000000;
background-color:#EAF2D3;
border:1px solid #98bf21
}
```

```

tr.DataSetRow {
text-align:center;
color:#000000;
background-color:#EAF2D3;
border:1px solid #98bf21
padding-top:5px;
padding-bottom:4px;
}

th.DataSetColumnHeaderCell {
font-size:1em;
border:1px solid #98bf21;
padding:3px 7px 2px 7px;
}

span#1_1 {

}

span.DataSetColumnSpan {

}

```

EMBEDDED CONTENT

The Embedded Content Widget allows HTML and JavaScript to be embedded into a Region on a Layout. This allows for custom enhancements to be made to CMS without modifying the core application.

Examples of where this might be useful are displaying a Clock or Weather region.

Click on the Embedded Widget on the toolbar, add / drag to the target Region. Embedded Widget



General

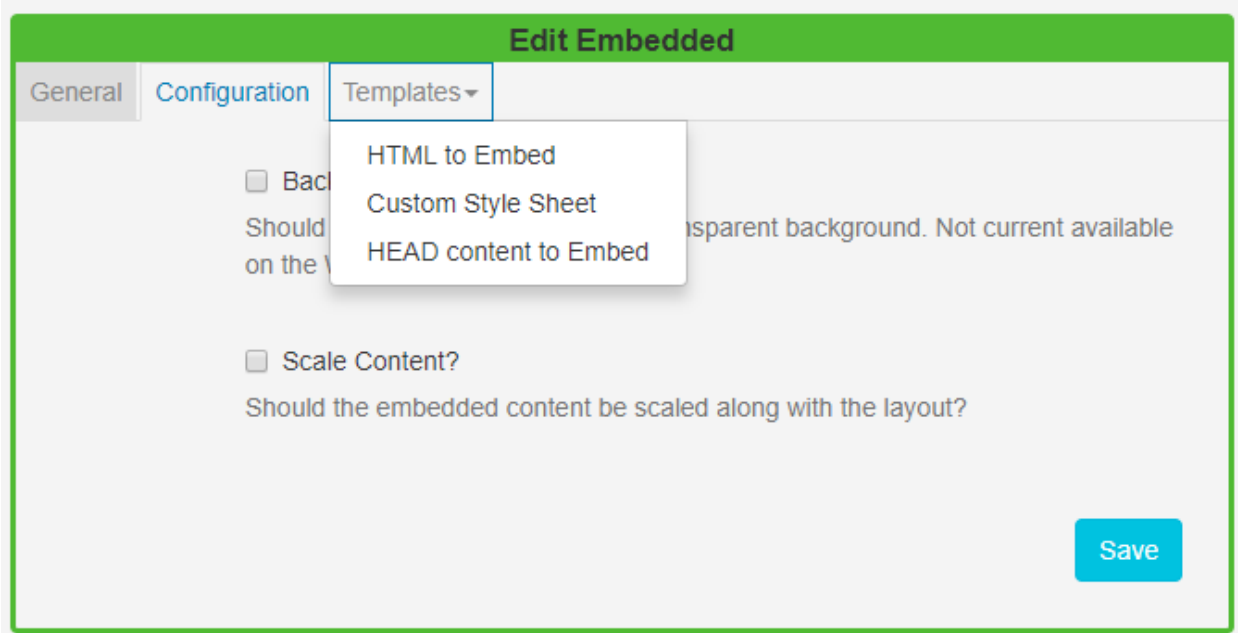
- Provide an optional name
- Choose to override the default duration

Configuration

- Select whether the item should be shown with a transparent background. Please note: This is currently not available on the Windows Player.

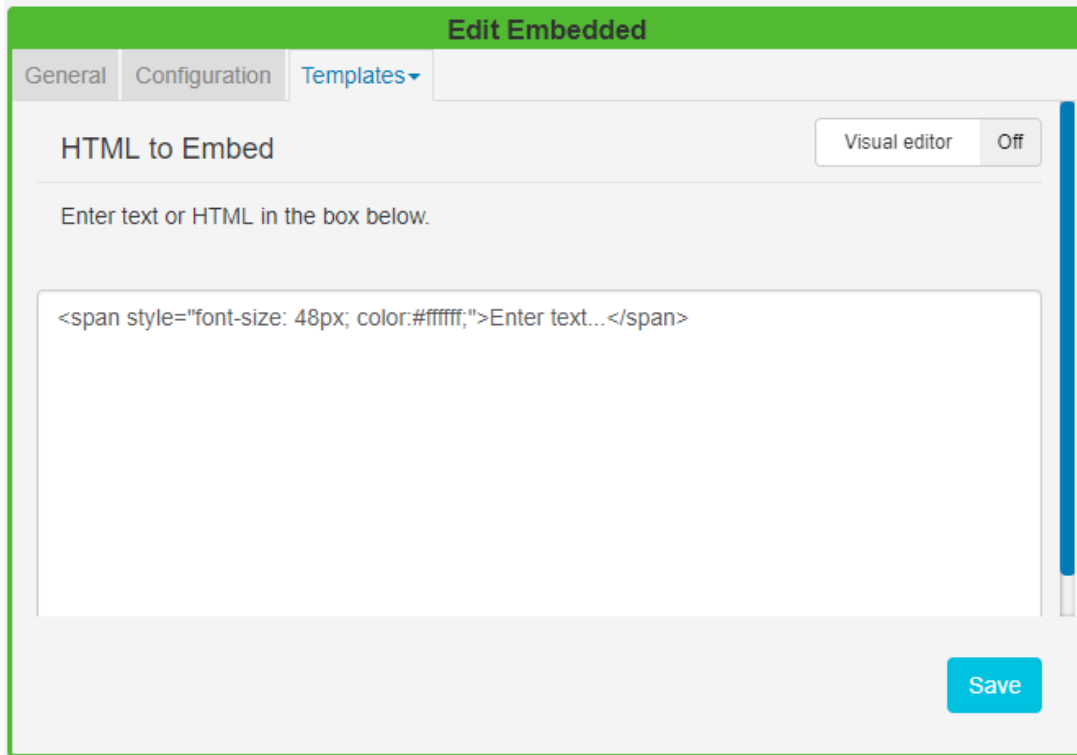
EDS will try its best to do this when checked, however, it may be overridden by the custom content.

Select to scale embedded content along with the layout.



HTML TO EMBED

Complete HTML in the box provided or toggle On the Visual editor to use the inline editor to enter text and format. Click in the preview window to open the text editor.



CUSTOM STYLE SHEETS

Use a CSS style sheet to control the visual styling.

HEAD CONTENT TO EMBED

Any content to put in the HEAD of the document - JavaScript should be wrapped in script tags. CMS will automatically add jQuery.

The EmbedInit() method will be called by the Player and can be used to safely start any custom JavaScript at the appropriate time. The method is defaulted on any new Embedded media Item.

```
<script type="text/javascript">
function EmbedInit()
{
    // Init will be called when this page is loaded in the client.

    return;
}
</script>
```

Show embedded HTML with Active-X content on a Windows Player, with the security settings of IE, so that local files are allowed to run active content by default. This can be done in Tools -> Internet Options -> Advanced -> Security -> "Allow Active content to run in files on My Computer".

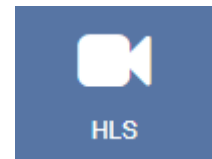
HLS

Add the HLS Video Stream Widget to show live streamed content on Layouts.

Please note: This Module requires Windows 8.1 or later/Android 6 or later. Earlier Android devices may play HLS using the Local Video Module.

This Module requires a valid internet connection on the Player in order to function.

Click on the HLS Widget on the toolbar, add / drag to the target Region. HLS Widget

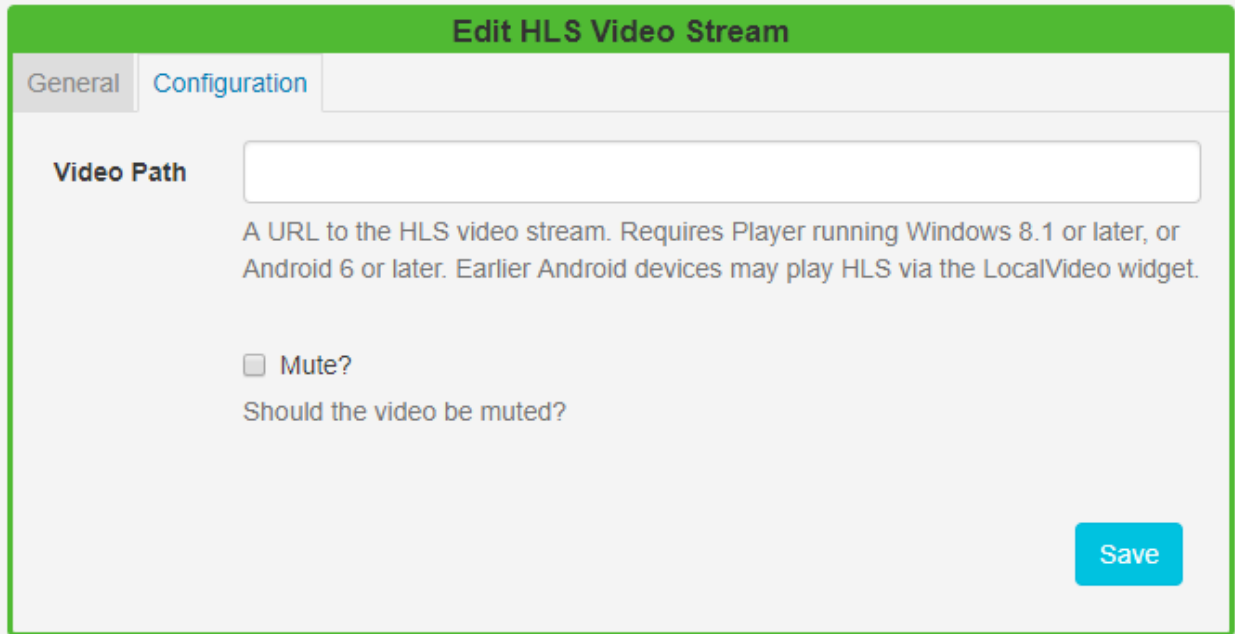


General

- Provide an optional name
- Choose to override the default duration

Configuration

- Provide a URL to the HLS Video stream.
- Use the checkbox to mute/unmute the video stream.

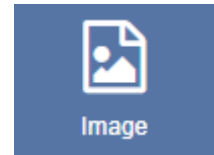


IMAGE

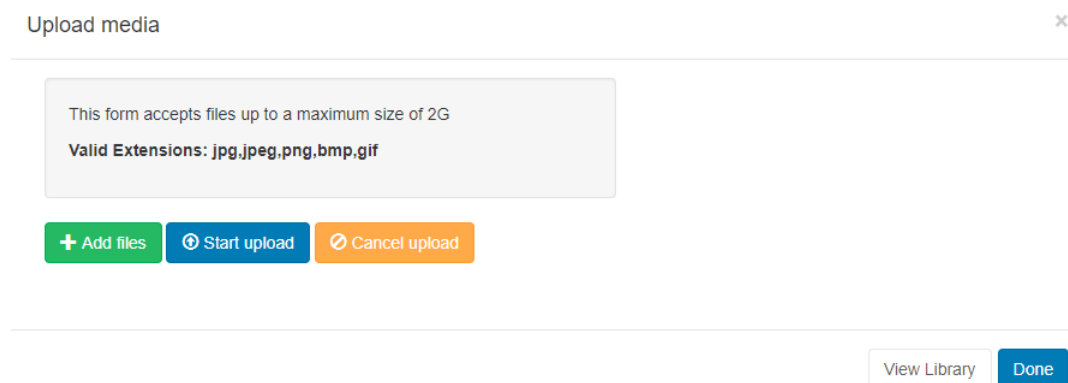
The Media Module allows for image uploads which can be added to Layouts using the Image Widget.

If the Image file has already been uploaded to the Library use the Library Search tab to quickly and simply add to a Region.

Click on the Image Widget on the toolbar, add / drag to the target Region. Image Widget



Click on Add files to upload to the Library or click on View Library to select an uploaded file.



We recommend uploading JPG or PNG files, ensuring that users check the resolution of the Image and keep it within the intended screen size.

Caution should be taken as uploading very large Images can cause issues for the Player.

Once assigned to a Region, Edit options are available.

Please note: Animated GIF's are not supported on any Player.

EDS takes no measures to control what content is put on your displays, it is your responsibility to ensure that any images used are appropriately attributed if you do not own the rights.

LOCAL VIDEO

The Local Video Module is used for video that exists only on the Display and is not uploaded to the CMS, such as;

- Manually transferred videos
- Videos on a LAN
- Streamed Videos

ADD LOCAL VIDEO

Click on the Local Video Widget on the toolbar, add / drag to the target Region.

Edit Local Video

Video Path
A local file path or URL to the video. This can be a RTSP stream.

Set a duration?
Select to provide a specific duration for this Widget

Scale type
How should this video be scaled?

Mute?
Should the video be muted?

Please note that video scaling and video streaming via RTSP is only supported by Android and webOS players at the current time. The HLS streaming Widget can be used to show compatible video streams on Windows.

Complete a local file path or URL to the video, this can be an RTSP Stream.

- Optionally Set a duration to override the default.
- Use the drop down to select how the video should be scaled.
- Use the checkbox to mute/unmute the video.

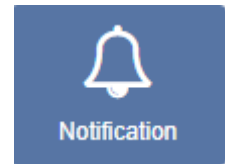
Video scaling and RTSP streams are only supported on the Android, webOS and Tizen Players. Use the HLS Widget to show compatible video streams on Window and Linux Players.

The number of RTSP streams you can show on one Layout is dependent on the device being used.

NOTIFICATIONS

Add the Notification Widget to layouts to display messages created in the Notification Drawer of the CMS.

Click on the Notification Widget on the toolbar, add / drag to the target Region. Notifications Widget



General

- Provide an optional name
- Choose to override the default duration

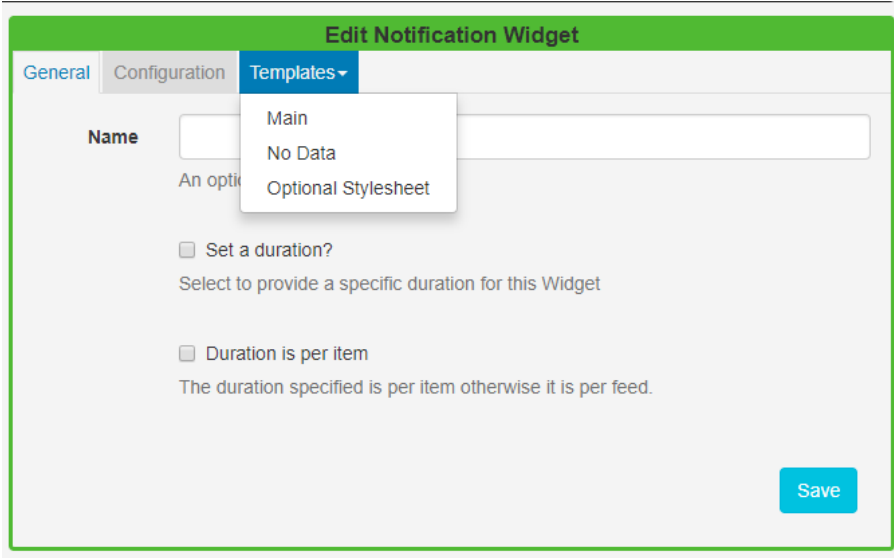
Select if the duration should be per Notification or a total duration for ALL Notifications.

Configuration

- Complete a maximum notification age for messages you wish to use in this Widget.
- Select an optional Effect and Speed from the drop-down menu.

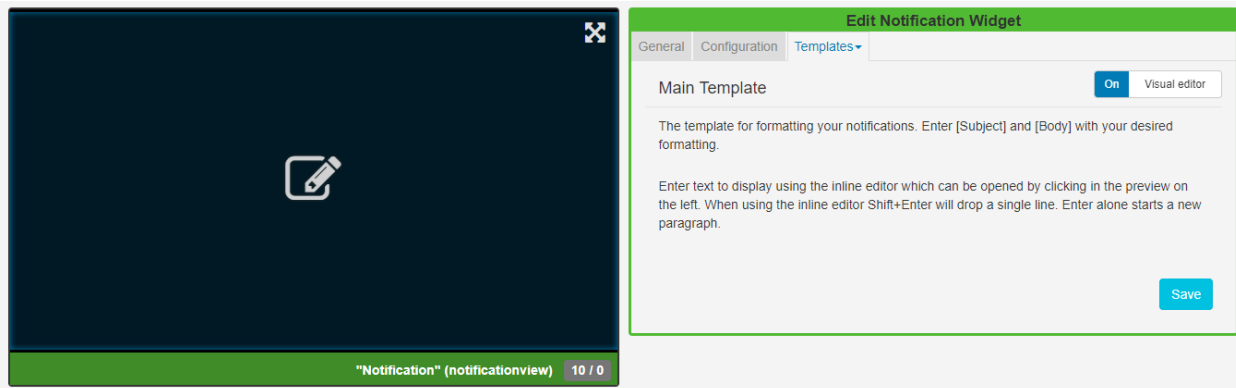
Templates

Click on the Template header to format the Notifications Template.



MAIN TEMPLATE

Toggle On the Visual editor to format the Main Template using the inline editor. Click in the preview window to open.



Include text merge fields from the Snippets menu to pull in the Subject and Body information from the Notification Drawer. Click on the Save button.

No Data

Include a message to ensure that your audience is not left with blank displays when there are no Notifications to display.

Optional Style Sheet

Include CSS to apply to the template structure.

PDF

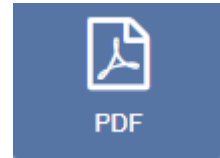
The PDF Module allows for the upload of PDF files to the Library which can then be added to Layouts.

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If the PDF file has already been uploaded to the Library use the Library Search tab to quickly and simply add to a Region.

Click on the PDF Widget on the toolbar, add / drag to the target Region. PDF Widget



Click on Add files to upload to the Library or click on View Library to select an uploaded file.

Upload media ×

This form accepts files up to a maximum size of 2G
Valid Extensions: pdf

+ Add files
⌂ Start upload
⌂ Cancel upload

View Library
Done

EDS uses **pdfjs** to display PDF's on the Player and in the Layout Designer.

Increase the duration to show a PDF page for longer.

POWERPOINT

EDS has 3 options to display PowerPoint PPT files.

- Option 1 - Exported as a Video for non-Windows Players, and or, have no full copy of PowerPoint to install.
- Option 2 - Saved as a PDF for non-Windows Players, and or, have no full copy of PowerPoint to install.
- Option 3 - Prepared and Uploaded as a PowerPoint PPT file for Windows Players only. Requires a full copy of PowerPoint to install on each Windows Player.

If the PowerPoint PPT file has already been uploaded to the Library use the Library Search tab to quickly and simply add to a Region.

OPTION 1 - EXPORT AS A VIDEO

From Office 2010 onwards PowerPoint presentations can be exported as Video files which can then be uploaded to EDS and played using the Video Widget.

Export PowerPoint

Export a PowerPoint by using the option on the file menu from inside the PowerPoint application. Save the file with an appropriate name to be selected for upload.

If your Players are Android or webOS devices you should ensure that the export format is MP4 (PowerPoint 2013 onwards) or convert your video to a MP4 using a 3rd party tool.

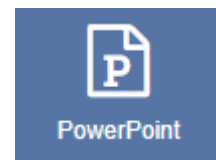
OPTION 3 - PREPARE AND UPLOAD YOUR POWERPOINT PPT FILE

PowerPoint is a proprietary format from Microsoft and can only be displayed on a Windows-based signage player which has Microsoft PowerPoint installed.

First prepare the PowerPoint Presentation. PowerPoint will, by default, put scroll bars up the side of your presentation, unless you do the following for each PowerPoint file BEFORE you upload it:

- Open your PowerPoint Document
- Slide Show -> Set-up Show
- Under "Show Type", choose "Browsed by an individual (window)" and then untick "Show scrollbar"
- Click OK
- Save the Presentation
- Note also that EDS will not advance the slides in a Presentation, so you should record automatic slide timings by going to "Slide Show -> Rehearse Timings" and then saving the presentation.
-

Click on the PowerPoint Widget on the toolbar, add / drag to the target Region.



Click on Add files to upload to the Library or click on View Library to select an uploaded file.

Upload media x

This form accepts files up to a maximum size of 2G

Valid Extensions: ppt,pps,pptx

+ Add files

Start upload

Cancel upload

View Library

Done

PREPARE YOUR WINDOWS PLAYERS

Install PowerPoint on your Windows PC alongside your EDS Player and make the following adjustments to the Windows Registry to disable the windows prompt when opening the PowerPoint. Please ensure you have taken all necessary precautions when making these changes.

[HKEY_CLASSES_ROOT\PowerPoint.Show.12]

"BrowserFlags"=dword:00000002

"EditFlags"=dword:00010000

[HKEY_CLASSES_ROOT\PowerPoint.Show.8]

"BrowserFlags"=dword:00000002

"EditFlags"=dword:00010000

[HKEY_CLASSES_ROOT\PowerPoint.SlideShow.12]

"BrowserFlags"=dword:800000a0

"EditFlags"=dword:00010000

[HKEY_CLASSES_ROOT\PowerPoint.SlideShow.8]

"BrowserFlags"=dword:00000002

"EditFlags"=dword:00010000

If you do not feel comfortable changing the registry it may be possible to achieve the same results by waiting for EDS to open the first PowerPoint and then when the pop-up notification appears, choose to "Open" the file, and un-check the box so you won't be prompted again.

ENABLE POWERPOINT ON DISPLAYS

You will need to ensure that the Windows Display Profile used for the Displays you intend to use PowerPoint on, must be first enabled.

Navigate to Display Settings under the Displays section of the Main menu and locate the Windows Display Profile. Use the row menu to edit the profile. On the General tab tick the Enable PowerPoint check box and Save.

Edit Profile
✕

General

Location

Troubleshooting

Advanced

Commands

Name

The Name of the Profile - (1 - 50 characters)

Default Profile?
Is this the default profile for all Displays of this type? Only 1 profile can be the default.

Collect interval

How often should the Player check for new content.

Download Window Start Time

The start of the time window to connect to the CMS and download updates.

Download Window End Time

The end of the time window to connect to the CMS and download updates.

Enable PowerPoint?
Should Microsoft PowerPoint be Enabled?

Enable stats reporting?
Should the application send proof of play stats to the CMS.

XMR Public Address

Please enter the public address for XMR.

Help

Cancel

Save

ADVANCED STEPS

When displaying PowerPoint EDS is relying on Windows and PowerPoint to display the content. This means that error capture and reporting is outside the control of EDS. To mitigate any issues we recommend disabling Windows error notifications. This can be done by following the steps here.

If you still experience issues, it may also be advisable to disable Office Application Error reporting by merging the registry patch below.

[HKEY_CURRENT_USER\Software\Policies\Microsoft\Office\11.0\Common]

"DWNeverUpload"=dword:00000001

[HKEY_CURRENT_USER\Software\Policies\Microsoft\Office\10.0\Common]

"DWNeverUpload"=dword:00000001

[HKEY_CURRENT_USER\Software\Policies\Microsoft\Office\12.0\Common]

"DWNeverUpload"=dword:00000001

SHELL COMMAND

The Shell Command Module is used to instruct the Display to execute a Command outside of the EDS environment, using the operating system shell.

Please note: This Module is not supported for webOS.

The Command is executed when a Layout containing the Shell Command Widget plays at its scheduled time.

A Shell command can be an "ad hoc" command string which is passed directly to the shell or a predefined command configured by an Administrator.

It is recommended that predefined commands should be used where possible. If you require additional commands, please contact your Administrator to create a new predefined command or provide a command string to include.

Click on the Shell Command Widget on the toolbar, add / drag to the target Region. Shell Command Widget



General

- Provide an optional name
- Choose to override the default duration

Configuration

Edit Shell Command

General

Configuration

Command

Pick a command

Windows Command

Enter a Windows Command Line compatible command

Launch the command via Windows Command Line

On Windows, should the player launch this command through the windows command line (cmd.exe)? This is useful for batch files. If you try to terminate this command only the command line will be terminated.

Android / Linux Command

Enter an Android / Linux Command Line compatible command

- Use the drop-down menu to select a command.
- If a command string is to be used, then fields are provided for Windows or Android / Linux compatible commands.

Linux/Android Players require root access to use Shell Commands.

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Shell Commands do not have a duration, they are executed once and then expire automatically.

Add the Shell Command Widget to Layouts to execute external commands, such as 'volume up' for a Layout with an Audio Widget that is set to play, and 'volume down' when the Layout finishes.

For commands that are executed on a specific date/time, such as 'reboots', 'turn on/off' on opening/closing times for example, then please see Events in the Scheduling section and Send Command in the Displays section of this User Manual.

Spacer

Include the Spacer Widget to your Layouts to create an 'empty' Region for a specified duration.

Click on the Spacer Widget on the toolbar, add / drag to the target Region. Spacer Widget



Tick in the Set a duration box and set a duration in seconds.

Edit Spacer

Name
An optional name for this widget

Set a duration?
Select to provide a specific duration for this Widget

Duration
The duration in seconds this should be displayed

Enable Stats Collection?
Enable the collection of Proof of Play statistics for this Widget. Ensure that 'Enable Stats Collection' is set to 'On' in the Display Settings.

Save

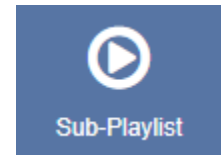
Use to set a delay to the start of Regions on a Layout so that Regions start up and play media content at different times.

SUB-PLAYLISTS

The Sub-Playlists Widget allows for pre-defined Playlists to be simply added to a Layout.

Ensure that you have created a Playlist prior to adding this Widget.

Click on the Sub-Playlist Widget on the toolbar, add / drag to the target Region. Sub-Playlist Widget



General

Use the drop-down menu to select a Playlist to embed.

Edit Sub-Playlist

General
Configuration

Please select one or more Playlists to embed. If selecting more than one use the Configuration tab to adjust how each Playlist is combined.

Optionally set Spot options to expand or shrink each Playlist to a particular size or duration. Leave the Spot options empty to use the count of Widgets in each Playlist.

Setting Spots to 0 will omit the first Playlist from the play order, and will be used as a Spot Fill option.

#	Playlists	Spots	Spot Length	Spot Fill	
1	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text" value="R..."/>	<input style="border: 1px solid #ccc; padding: 5px 10px; background-color: #fff; color: #000; font-weight: bold; font-size: 1.2em; border-radius: 3px;" type="button" value="+"/>

Included on this tab are optional Spot options which allow for the defining of advertising/promotional spots.

Spots

- Specify the total number of Spots you would like to be available for that Playlist to expand or shrink to a specified size.
- Leave this field blank to use the count of Widgets assigned to the Playlist to maintain the size.
- Set to 0 to omit the first Playlist from the play order. This Playlist can be used as a spot filler from the Spot Fill options. Please note: If you wish to provide a Playlist to be used as a 'Spot Fill' you must ensure that it is the first Playlist selected.

Spot Length

- Set the length in seconds that you would like to apply to all Widgets assigned to that Playlist.
- Leave this field blank to use the Widget duration.

Spot Fill Determine how remaining Spots should be filled in the event that there are not enough Widgets on the Playlist to fill the specified number of Spots.

Repeat - Widgets are repeated in the Playlist until the number of Spots has been fulfilled.

Fill - Widgets are taken from the first Playlist to fill any remaining Spots.

Pad - Widgets are taken from the first Playlist and distributed evenly with the assigned Widgets on that Playlist.

Use the + button to add multiple Playlists and complete the optional Spot options.

If you select more than one Playlist, click on the Configuration tab to further define a play order.

Configuration

Edit Sub-Playlist

General
Configuration

Playlist Ordering

Play all - Playlists will play in their entirety one after the other in 1 ▾

How would you like the Widgets on these Playlists to be ordered?

Remaining Widgets

Add - After ordering any remaining Widgets are to be added to tl ▾

If there are Widgets left unordered at the end, what should be done with these Widgets?

Save

The Configuration tab contains the following options:

- Playlist Ordering
- Play all - Playlists will play in their entirety one after the other in the order they appear on the General tab.
- Round Robin - Takes one Widget from each Playlist in the order they appear on the General tab and repeats.

Auto - Ensures that Widgets are played evenly from each Playlist. Auto uses the total count of Widgets in each list and divides by the smallest list. This determines how often it should take media items from each list to ensure an even play from each Playlist.

Scenario:

I have three Playlists with images of Flowers, Sweets and Fruit which vary in Spot allocation. I would like an even spread of media items from each of these Playlists to be played:

Edit Sub-Playlist

General
Configuration

Setting Spots to 0 will omit the first Playlist from the play order, and will be used as a Spot Fill option.

#	Playlists	Spots	Spot Length	Spot Fill	
1	Flowers ▾	10	5	R... ▾	+
2	Sweets ▾	2	5	R... ▾	-
3	Fruit ▾	4	5	R... ▾	-

Save

Set with an Auto configuration media would be taken from each Playlist as follows:

5 x Flowers, 1 x Sweet, 2 x Fruit and will then repeat until the specified Slots have been fulfilled, which would be one more rotation in this scenario.

There are also options to decide what should be done with any Widgets that are left unordered at the end of a Playlist:

- Remaining Widgets
- Add - includes any remaining Widgets which are then added to the end of the Playlist.
- Discard - will use the Playlist with the least Widgets and ignore any remaining Widgets on the longer Playlists.
- Repeat - will use the Playlist with the most Widgets and repeat any remaining Widgets on the shorter Playlists.

The Sub-Playlist preview shows the number of Widgets and total duration after play order and Spot options are taken into consideration. Use the Layout preview to see each Widget in the list previewed in sequence.

Please note: Setting Widget start dates may cause fewer Spots to be shown than the total Spots specified.

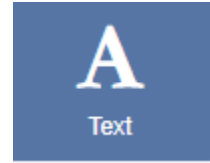
TEXT

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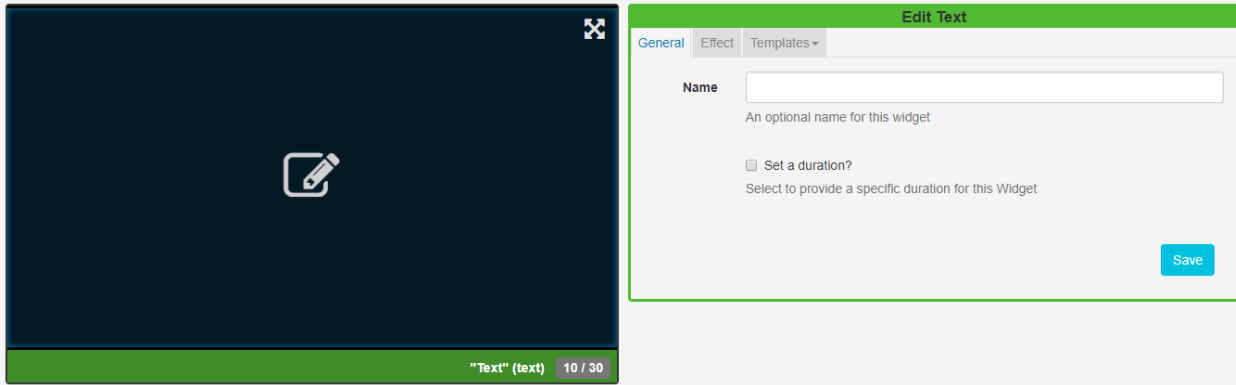
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Add Text directly onto a Layout by using the Text Widget.

Click on the Text Widget on the toolbar, add / drag to the target Region.

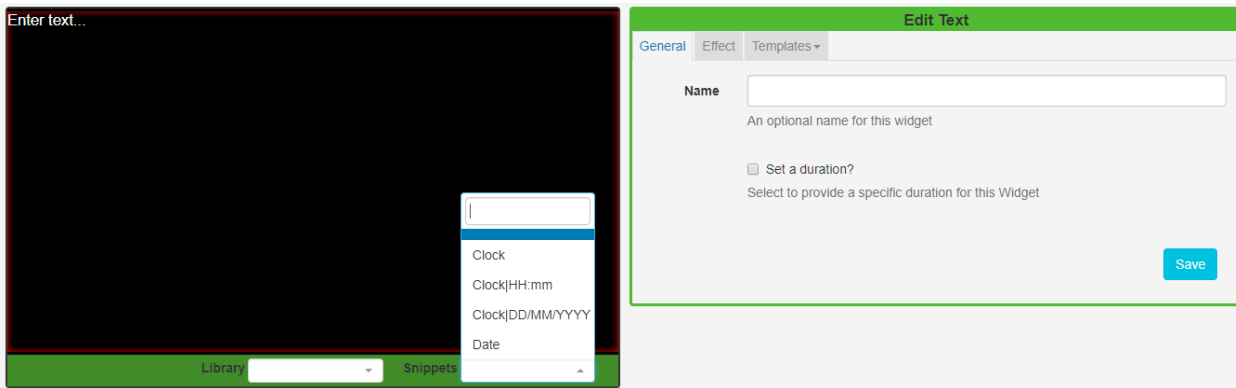


TEXT EDITOR



Click in the Preview window to open the inline editor to enter text and apply formatting.

The text editor will open with the same background as selected for the Layout and will use a complimentary text color for the chosen background color.



The thin red border in the text editing window represents the Region size. Ensure that formatted text remains within this border.

Optionally use date/time merge tags, available from the Snippets menu.

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General

- Provide an optional name.
- Choose to override the default duration.

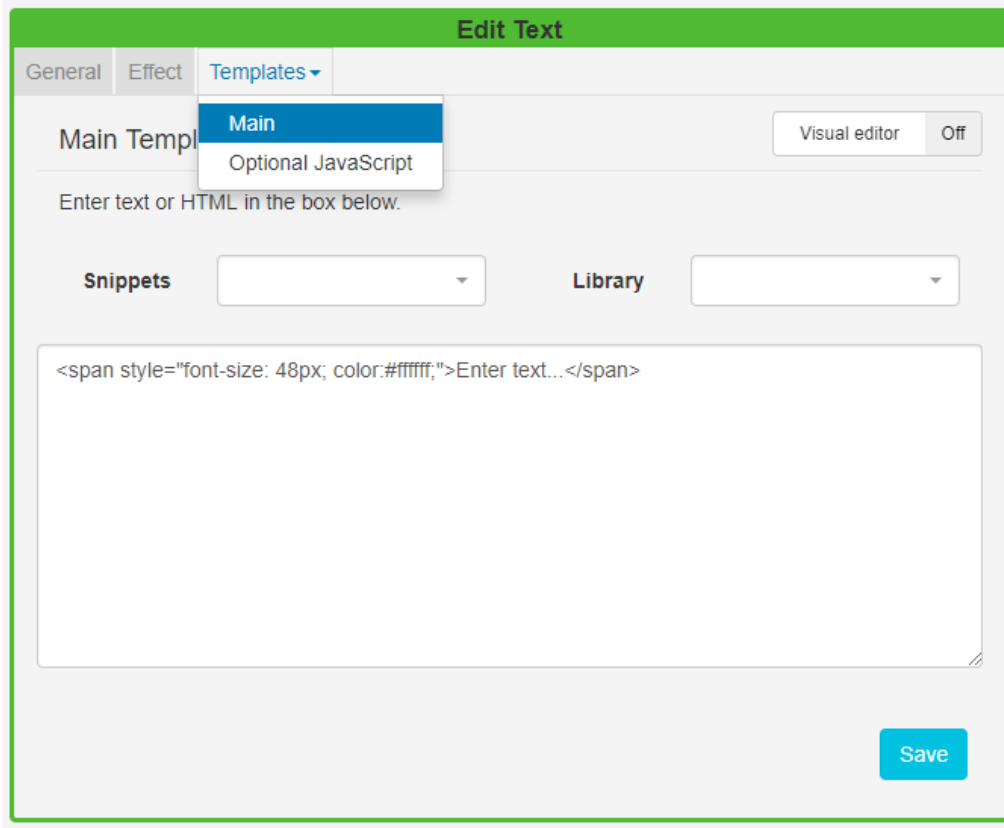
It is typical to have a text item as the only media item assigned to a Region, therefore the duration can be set to a low value.

Effect

- Use the drop-down menu to select an effect to be applied to your text.
- Select a speed for the selected effect.
- Optionally add a background colour.
- Include a selector to use for marquee items.

Templates

Click on the Template header to enter HTML directly into the box provided.



Additional Fonts can be added to this editor by uploading files to the Library. Please be aware that fonts have 'preferences' built into them known as OS/2 tags. EDS checks these OS/2 preferences, and can use fonts with OS/2 tags 0 or 8. Fonts with other tags may not display correctly or you may receive an error on upload.

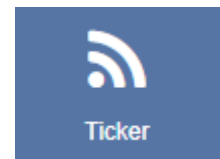
TICKER

The Ticker Widget allows dynamic Feed content to be added to a Layout. The Ticker module primarily consists of a data source location and a template to apply to the retrieved data.

Click on the Ticker Widget on the toolbar, add / drag to the target Region. Ticker Widget

General

- Provide an optional name
- Choose to override the default duration
- Opt to extend the duration by the number of items



Use with caution as this can create long-running media items. Use in conjunction with 'Number of items' to limit this.

Configuration

- Specify the Feed URL.

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- Choose how many RSS items should be returned.
- Select to start with items from the beginning or end of the list.
- Random feeds work offline; the entire feed is parsed, rendered and downloaded to the Player and then sorted in a random fashion for display. We use shuffle to randomize the order of items. Randomize works on the full feed, "Number of items" and "Take items from" options.
- Display a Copyright notice at the end of the feed.
- Opt to display returned results side by side.
- Apply a Date Format to apply to all returned date results.
- Include a comma-separated list of attributes that will not be stripped from the incoming feed.
- Include a comma-separated list of HTML tags to be stripped from the feed.
- Select to disable the date sort for the feed.

Appearance

- Optionally select a background color
- Use the drop-down menu to select an Effect to be used to transition between items.
- Set the Speed for the selected effect.
- Select the direction of the text in the feed to use, right to left or left to right.
- Enter how many Items should appear on each page, if an effect to split items has been selected.

Templates

Select Preset Templates or provide your own using JavaScript.

The screenshot shows the 'Edit Ticker' configuration window with the 'Templates' tab active. A dropdown menu for 'Preset' is open, showing three options: 'Preset', 'No Data', and 'Optional JavaScript'. The 'Template' field is currently set to 'Title Only'. Below this, there is a checkbox labeled 'Override the template?' with the instruction 'Tick if you would like to override the template.' A blue 'Save' button is located in the bottom right corner of the configuration area.

Preset

- Use the drop-down to select an appropriate template.

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- Choose to Override the selected template.

By selecting to Override the Template you can enter your own text, html and CSS by using the templates available from clicking on the Templates tab.

Toggle on the Visual editor to use the inline editor.

A special notation is available where the User can specify the Tag Namespace within the feed for EDS to extract content.

Optional Style Sheet

This is applied to the entire Ticker media item when shown on Displays. This is intended for advanced users to 'tweak' the CMS generated output.

No Data

Use the No Data template to include a message to display when there is no data returned from the source.

Caching

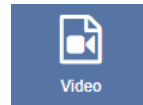
Players can cache the content of this media type to prevent repeated downloads and off-line playback. Keep this number as high as possible.

VIDEO

The Video Module allows for videos to be uploaded to the Library which are then cached for off-line playback.

If the video file has already been uploaded to the Library use the Library Search tab to quickly and simply add to a Region.

Click on the Video Widget on the toolbar, add / drag to the target Region.



Click on Add files to upload to the Library or click on View Library to select an uploaded file.

Upload media x

This form accepts files up to a maximum size of 2G
Valid Extensions: wmv,avi,mpg,mpeg,webm,mp4,m4v

+ Add files
⏪ Start upload
⏩ Cancel upload

View Library
Done

We recommend a H264 MP4 file format.

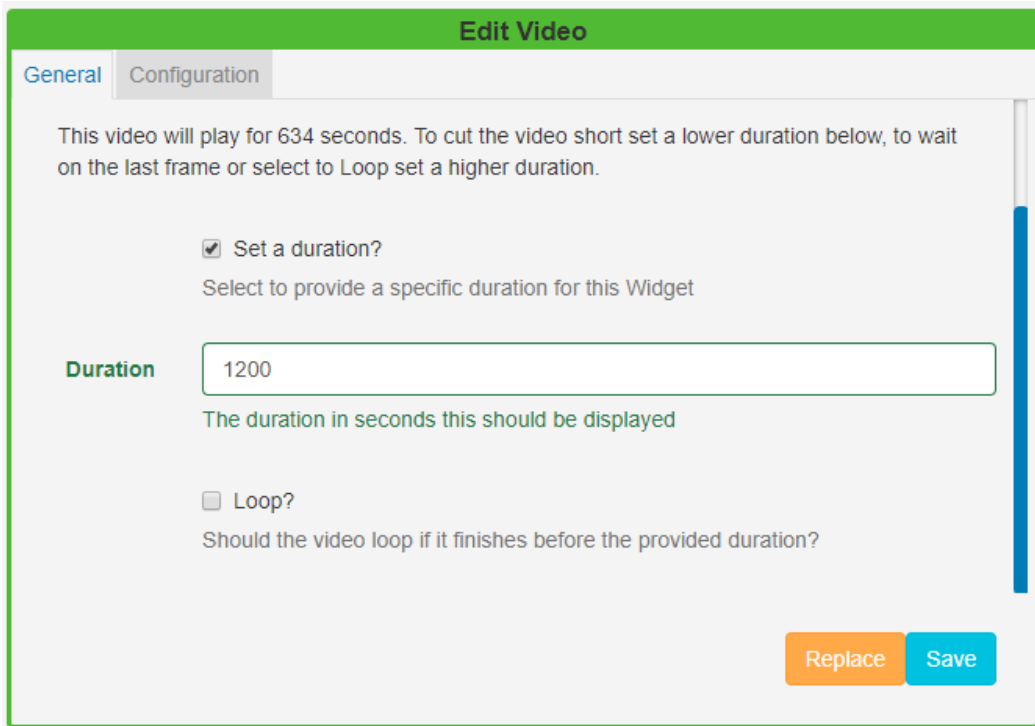
Once assigned to a Region, Edit options are available.

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Choose to provide a specific duration:

- The video can be cut short by providing a lower duration.
- Wait on the last frame of the video or set the video to Loop (start from the beginning again) by providing a higher duration.



The screenshot shows a window titled "Edit Video" with two tabs: "General" and "Configuration". The "Configuration" tab is active. The text inside the window reads: "This video will play for 634 seconds. To cut the video short set a lower duration below, to wait on the last frame or select to Loop set a higher duration." Below this text, there is a checked checkbox labeled "Set a duration?" with the instruction "Select to provide a specific duration for this Widget". Underneath, there is a text input field labeled "Duration" containing the value "1200", with the note "The duration in seconds this should be displayed" below it. At the bottom, there is an unchecked checkbox labeled "Loop?" with the instruction "Should the video loop if it finishes before the provided duration?". In the bottom right corner, there are two buttons: "Replace" (orange) and "Save" (blue).

- Select a scale type (currently supported for Android and webOS Players only).
- Opt to mute the video by using the tick box.
- Tick to expand the video so that it shows in full screen.

The screenshot shows a web interface titled "Edit Video" with a green header. Below the header are two tabs: "General" and "Configuration". The "Configuration" tab is active. Under the "Scale type" heading, there is a dropdown menu currently set to "Aspect". Below this is a text instruction: "How should this video be scaled? Please note that video scaling is only supported by Android and webOS players at the current time." There are two checkboxes: "Mute?" (unchecked) with the question "Should the video be muted?" below it, and "Show Full Screen?" (unchecked) with the question "Should the video expand over the top of existing content and show in full screen?" below it. At the bottom right of the configuration area are two buttons: "Replace" (orange) and "Save" (blue).

If you tick Show Full Screen the video will show full screen whilst it is playing. When the next item in the Region is shown it will revert back to the size of the Region.

SCHEDULING

EDS has a sophisticated scheduling system which allows for the simple creation of complex schedules for Events across Displays/Display Groups.

Events

Events are administered from the Schedule section of the menu and managed from the calendar interface.

September 2019

Displays Layout / Camp... Add Event ◀ Prev Today Next ▶ Year Month Week Day Agenda

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

- Always showing
- Single Display
- Multi Display
- Priority
- Recurring
- View Permission Only
- Command

The CMS supports scheduling for 4 Event types:

Campaign/Layout Event

Select Published Layouts / Campaigns to schedule to Displays.

Overlay Layout Event

Specially created Layouts are scheduled at the same time as existing Layouts to create an overlay of content to be displayed.

Interrupt Layout Event (available from v2.2.0)

A Layout that is scheduled as an Interrupt Layout will interrupt your usual schedule and play for the specified Share of Voice percentage set for each full hour that the Layout is scheduled.

Command Event

A Scheduled Command can be executed by the Player at a specific point in time and therefore this type of event does not need a toDt.

Commands available to schedule are pre-configured by an Administrator. Available Commands can be selected using the Command drop-down menu on the Schedule Event form. If you require additional commands please contact your Administrator.

Display Order and Priority are irrelevant when it comes to executing the Command, but may be set in the CMS for organisational purposes.

SCHEDULE EVENTS

Events are scheduled into Dayparts which are selected to schedule within the selected period:

CUSTOM DAYPART

Create your own To/From dates and times.

ALWAYS DAYPART

Select to have the event run constantly.

Create your own defined Dayparts for ease of scheduling.

Priority

Use Event Priority to determine whether the event should be included in the schedule for the Player or not. A 'Priority Event' is determined by a number, with 0 considered the lowest Priority.

If a Player has a schedule containing Events which are all Priority 0, then all of the Events will be shown in rotation together.

If 1 of the Events has a Priority of 1, then this will be the only Event shown.

If there are some Events with Priority 0, some with Priority 1 and some with Priority 2 only the Priority 2 Events will be shown, in a rotation for that Scheduled period (as the highest Priority)

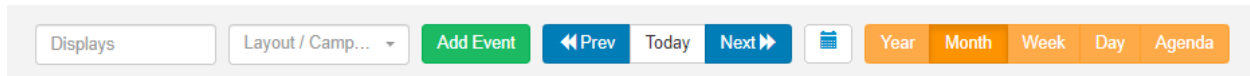
A good example to use Priority would be in a way to alter the Schedule at a specific time, for example, a normal rotation during the day with a Priority Event at lunchtime which shows specific 'lunch' information (i.e. Lunchtime specials on a cafe menu).

SCHEDULE

Schedule content using the simple calendar interface by clicking on the Schedule section of the Menu.

CONTROLS

Use the control bar at the top of the calendar to select Displays, Add Events, view date periods and alternate Views.



SELECT DISPLAYS

Click in this field to select Displays /Display Groups to view the associated schedules.

LAYOUT / CAMPAIGN

Use this field to search for Layouts/Campaigns that already exist in the Schedule, filter by Display / Display Group.

ADD EVENT

Schedule Events by completing the form fields.

PREV/TODAY/NEXT

Use to navigate through the calendar.

Use the calendar icon, next to these buttons, to go directly to a selected date.

CALENDAR VIEWS

Each Calendar View will show the associated schedule for the selected Display/Display Group. Views show Events represented by Icons, with a key to explain each one, located below the calendar.

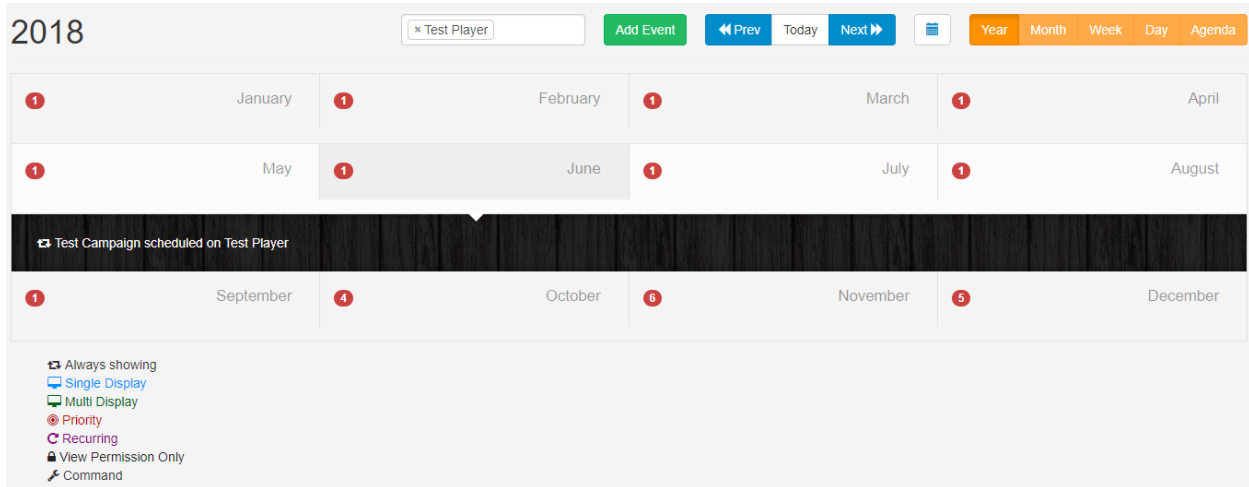
Click on an Event or Icon shown on a Calendar View to Edit the schedule.

YEAR

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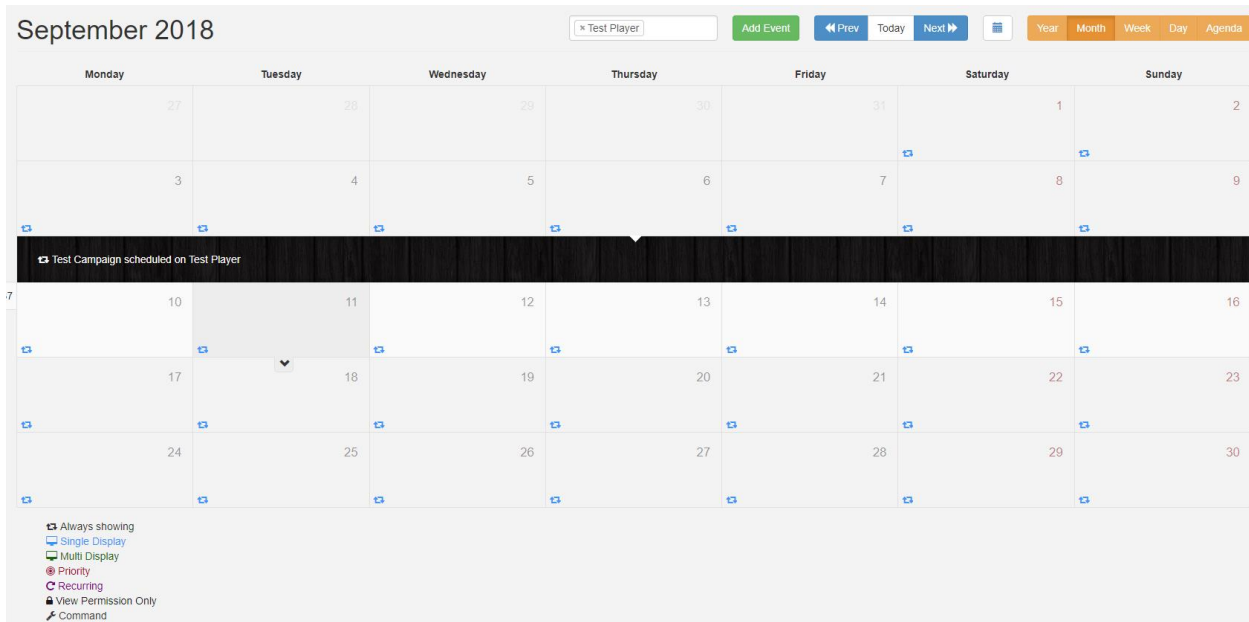
The Year view is intended as an overview of the Events scheduled throughout the year and provides a total number of Events scheduled per month. Roll over a month and use the black arrow to show Event details.



Double-click to open the Month View for that particular month.

MONTH

This View includes Icons to represent the Events that have been scheduled for that Month. Click on a particular day square to see an expanded view for that day. Double click on a day square to open the Day View for that date.



Hover over each Icon to display information for that particular Event.

WEEK

This view gives a week overview of scheduled Events. Double click on a date to open the Day View.

DAY

The Day View shows all Events occurring within a single day.

AGENDA

Events can span multiple days/weeks/months so it is highly useful to be able to see a precise representation of Layouts/Campaigns that will be shown on a selected Display at a point in time.

Tuesday 21 February, 2017

Area A Displays, Android-Display, TV-Display

01:55 AM

Android-Display Area A Displays TV-Display

Twitter Metro -> Twitter Campaign -> Schedule -> Area A Displays -> TV-Display

Layouts									
ID	Layout Name	Status	From Date	To Date	Layout Duration	Display Order	Priority	Visible	
346	Weather	✓	01/01/1970 00:00 AM	31/12/2050 00:00 AM	10	0	0	✗	
280	Twitter Metro	✓	20/02/2017 00:00 AM	22/02/2017 23:00 PM	60	0	1	✓	
253	Twitter Feed	✓	20/02/2017 00:00 AM	22/02/2017 23:00 PM	10	0	1	✓	

Overlay Layouts									
ID	Layout Name	Status	From Date	To Date	Layout Duration	Display Order	Priority	Visible	
345	Overlay Logo	✓	20/02/2017 00:00 AM	24/02/2017 10:00 AM	10	0	0	✓	

Display Groups	
ID	Name
62	TV-Display
109	Area A Displays

Campaigns	
ID	Name
235	Twitter Campaign

- Always showing
- Single Display
- Multi Display
- Priority
- Recurring
- View Permission Only
- Command

The selected Displays/Display Groups will be presented as tabs with Layouts shown in tabular format which appear in the order they will cycle on the Display.

Use the slider, located above the tabs, to pinpoint the exact time of day to view. Change the date using the **Prev/Today/Next** buttons or by selecting a date using the calendar icon.

Click on a Layout to highlight the associated information (associations will turn blue) and view the breadcrumb, to show further Campaign and Display Group information. If nested Display Groups have been configured, these will show in the breadcrumb.

This can be used to view exactly why a certain Layout is being shown at a certain time.

Click on the breadcrumb to view the Layout and make edits to the schedule.

EVENTS

Event types are Layouts/Campaigns, Overlay Layouts, Interrupt Layouts or Commands which can be assigned to Displays/Display Groups at specific dates and times. Events are administered from the Schedule section from the menu.

ADD EVENT

Click on the Add Event button on the calendar to schedule an Event.

Schedule Event
×

General

Repeats

Reminder

Event Type ▼

Campaign/Layout

Select the type of event to schedule

Display

Please select one or more displays / groups for this event to be shown on.

Dayparting ▼

Custom

Select the dayparting information for this event. To set your own times select custom and to have the event run constantly select Always.

Start Time

Select the start time for this event

End Time

Select the end time for this event

Layout / Campaign ▼

Please select a Layout or Campaign for this Event to show

Display Order

Please select the order this event should appear in relation to others when there is more than one event scheduled

Priority

Sets the event priority - events with the highest priority play in preference to lower priority events.

Run at CMS Time?

When selected, your event will run according to the timezone set on the CMS, otherwise the event will run at Display local time

Synchronise this event?

When selected, all selected players will attempt to synchronise the output (Supported on Android player only)

Help

Cancel

Next

Save

GENERAL

EVENT TYPE

Use the drop-down to select an Event from the 4 Types supported:

- Campaign/Layout - select designed Layouts and Campaigns.
- Overlay Layout - select a specifically designed Layout to schedule as an Overlay Layout.
- Interrupt Layout - select a Layout to play for a specified Share of Voice to interrupt your usual schedule.
- Command - select from a predefined command.

Events, with the exception of Interrupt and Command Events, can also be added using the Schedule Now function.

DISPLAY

Click in the field to select one or more Displays/Display Groups to show the event content on.

DAYPARTING

Custom/Always or User created Dayparts can be selected using the drop-down menu. Select Custom to specify your own start/end dates/time. Click in the form field to open the date and time picker.

Start and end times can be free typed to get the exact timings required.

LAYOUT/CAMPAIGN

Use the drop-down menu to select the Layout/Campaign to schedule.

This list is dependent on the permissions for that User.

PREVIEW

Click on the Preview button to view the Layout/Campaign in another tab.

This is useful to use to ensure that the correct Layout/Campaign has been selected and to make checks, such as the total duration, without having to leave the schedule.

Display Order

Determine the order in which the Layout/Campaign will play in rotation when scheduled at the same time as other Layouts/Campaigns. Ordering is by a simple numerical sort, lowest to highest numbers, therefore Layouts/Campaigns marked 1 will be played before Layouts/Campaigns marked 2.

The Display Order on Overlay Layouts determines the order in which the Layout Regions are applied to the overlay and compliments the Regions own layer settings.

To ensure ordering of Layouts we would recommend that these are ordered within a Campaign. The Display Order could then be used to determine the order in which entire Campaigns should payout. If no Display Order is specified for Campaigns or they have the same Display order the Campaigns will play interleaved.

Scenario

Campaign A consists of Layout 1, Layout 2 Layout 3 - Display Order of 1 Campaign B consists of Layout 4, Layout 5, Layout 6 - Display Order of 1 When scheduled at the same time the Campaigns will play out as follows:

- A - Layout 1
- B - Layout 4
- A - Layout 2
- B - Layout 5
- A - Layout 3
- B - Layout 6
- A - Layout 1 and so on.

To ensure that the Campaigns played all the contained Layouts before rotating to the next, Campaign A would need a Display Order of 1 and Campaign B would need a Display Order of 2.

PRIORITY

Set the Priority of the Event with the highest number stated playing in preference to lower numbers. This can be used to override all other non-priority Events on the schedule.

This functionality is useful for displaying temporary/important notices for overriding a schedule for a specific Event without having to make any changes to your existing schedule or cancelling Layouts/Campaigns that would be running at that time.

RUN AT CMS TIME

When selected, the Event will play at the time determined by the CMS rather than using the local display time.

Scenario CMS Time = GMT Display 1 = GMT Display 2 = GMT -4

An event scheduled for 11:00 with Run at CMS time deselected will run on display 1 at 11:00 and display 2 at 11:00. These two displays will not show the same content at the same time, because display 2 is 4 hours behind.

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With Run at CMS time selected, display 1 will run at 11:00 as before but display 2 will run at 07:00. Please note The Schedule Now functionality will always create events with this option selected.

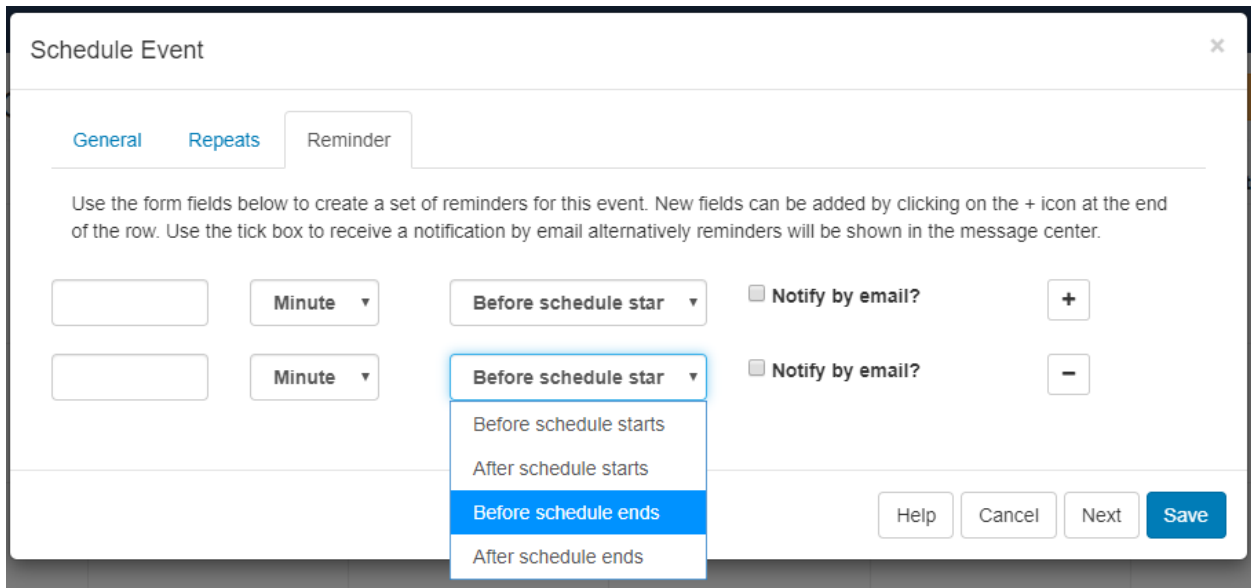
REPEATS

An Event can be repeated at defined intervals (hourly, daily, weekly, monthly or yearly) until a specified time. Use the Repeats tab to create recurring events. Select the type of repeat from the drop-down and complete the form fields as required. Use Repeat every to further specify the frequency of the repeat.

E.g. With a Weekly Repeat you could specify to repeat each Wednesday and Friday every other week by including a 2 in the 'Repeat every' form field.

(Available in version 2.0 and later) Monthly Repeats can be determined by the Event date or by the day in the month the event falls on. For example: an event which is scheduled on 06/03/2019 can be set to repeat on the 6th day of every month or the 1st Wednesday of each month (as 06/03/2019 falls on a Wednesday).

Please ensure that your Administrator has entered a Sending Email address on the CMS Settings page, Network tab prior to set up of Reminders.



Use the form fields to define a reminder, use the + icon to add additional fields. Tick the box if you wish to be notified email. This will be sent to the email address as set for your User Profile.

EDIT / DELETE

Click on any Event/Icon in the calendar to edit form fields or to remove completely from the schedule by clicking delete and confirming.

DUPLICATE

Located at the bottom of the Edit form, the Duplicate button allows for event details to be duplicated and configured for a new event. Once clicked a pop up will appear to confirm that a new form has been loaded so that amendments can be made.

The new loaded form will not have a Duplicate button.

It is important to note that if at any time there are no Layouts/Campaigns Scheduled to run, the Default Layout for the display will run automatically.

DAYPARTING

In broadcast programming, dayparting is the practice of dividing the broadcast day into several parts, in which a different type of radio or television program apropos for that time period is aired. -- Wikipedia

EDS supports the creation of multiple Dayparts, which can include day of the week exceptions. This means that a single day can be split into as many pre-defined parts as necessary.

A typical use case would be a hospitality User who has different content to display for Breakfast, Lunch and Dinner. Dayparting allows that User to create a Breakfast, Lunch and Dinner daypart, each of which starts and ends on a different day, to select for ease of Scheduling.

CREATE A DAYPART

Dayparts are administered from the Dayparting page from the Menu and are created by clicking on the Add Daypart button. Complete the form fields to define the Daypart.

Add Daypart
✕

General

Description

Exceptions

Name

The Name for this Daypart

Retired

Retire? It will no longer be visible when scheduling

Start Time

Enter the start time for this daypart

End Time

Enter the end time for this daypart. If the end time is before the start time, then the daypart will cross midnight.

Cancel

Save

Once created the Daypart will show in the Dayparting drop-down list when Scheduling Events.

The below Daypart form shows an example Breakfast Daypart:

Edit Daypart
✕

General

Description

Exceptions

Name

The Name for this Daypart

Retired

Retire? It will no longer be visible when scheduling

Start Time

Enter the start time for this daypart

End Time

Enter the end time for this daypart. If the end time is after the start time, then the daypart will cross midnight.

If this daypart is already in use, the events will be adjusted to use the new times provided. If used on a recurring event and that event has already recurred. The event will be split in two and the future event time adjusted.

Saturday and Sunday have been configured as exceptions so that breakfast starts and ends at different times on those days.

Edit Daypart
✕

General

Description

Exceptions

If there are any exceptions enter them below by selecting the Day from the list and entering a start/end time.

Sunday ▾	08:00	11:00	+
Saturday ▾	07:00	10:30	-

When Scheduling, the Breakfast Daypart will appear in the drop-down list to select. Once selected, the from/to date time selectors will change to date only selectors and the time will be taken from the Daypart configuration - according to the day of the week the Event occurs on.

EDIT DAYPARTS

Dayparts can be edited by using their row menu.

Updating the start/end times or exceptions for a Daypart will cause existing future events to be updated with the newly defined times. Existing recurring Schedules, set to recur beyond the current time, will have new Schedules created to reflect the updated information.

SCHEDULE NOW

Schedule Now provides a quick way to Schedule a Campaign or Layout for a specific amount of time.

This is useful for displaying temporary/important notices on Displays.

Schedule Now is available across the CMS and is available from the following pages:

- Campaign - row menu for selected Campaign
- Layout - row menu for selected Layout
- Layout Designer - on the Actions tab
- Display - row menu for selected Display

Schedule Now ×

Layout / Campaign

Please select a Layout or Campaign for this Event to show

Always?
Run this event from now and don't stop.

Hours

Hours this event should be scheduled for

Minutes

Minutes this event should be scheduled for

Display

Please select one or more displays / groups for this event to be shown on.

Display Order

Should this event have an order?

Priority

Sets the event priority - events with the highest priority play in preference to lower priority events.

Complete the form fields as required.

TIME ZONES

Events created using Schedule Now will always have the Run at CMS time option selected. This means that the event will be adjusted for each Display time zone and forced to run from the time "Save" is pressed. Please see Run at CMS time for further information.