



Cnario Messenger - Web Version 3.9

User Guide

Version 1.0, October 2021



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Revision History

Date	Revision	Description
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1. Introduction

1.1 Document Scope

This User Guide describes how to use the Cnario Messenger - Web Version digital signage solution to design, deploy, monitor, and control playback canvases. The guide presents the basic procedures for each module, as well as the advanced features and components, providing you with a complete understanding of the solution's capabilities.

1.2 About Cnario Messenger

The Cnario Messenger - Web Version digital signage solution includes a comprehensive suite of software products designed to display targeted pixel-perfect digital media on digital signage networks. Typically, this includes network management and screening of media and promotional material on digital signage displays in retail and recreational environments, as well as public spaces such as supermarkets, shopping malls, bars, airport and rail transport terminals, and museums.

Cnario Messenger features include content management, layout (canvas) authoring, and playback enhancements. Together, this functionality provides an intuitive production, distribution, display, and management system for screening digital dynamic media spots on wide area digital signage display networks.



1.3 Terminology and Basic Concepts

Digital signage often includes a group of display devices (screens / projectors) combined to form one large display area.

The following is needed to create a digital signage display:

Canvases - Refers to each display area, consisting of one or more layouts.

Screens - Refers to the display device(s) that make up the **canvas**.

Players - Refers to the unit responsible for playback.

Projects - Contain the layouts. You can create multiple projects to sort your layouts into different groups.

Folders - Project folders are configured and added in Messenger. You can access and add content to these folders, or add new folders to sort content items. Use folders to your project to sort your layouts into sub-groups.

Layouts - Represents the canvas in Messenger. You design the layout in the way you want to present your content on the canvas.

Windows - Hold content items and are placed inside the layout.

After you create a layout with windows designed, placed, and layered, you assign content items to the windows.

Playlists - Used to play multiple content items, consecutively, in a single window.

Schedules - Defines, in advance, the specific times or logic for certain content to be played. Schedules can be added to layouts.

Snapshots - Used to view real time content in a playlist.





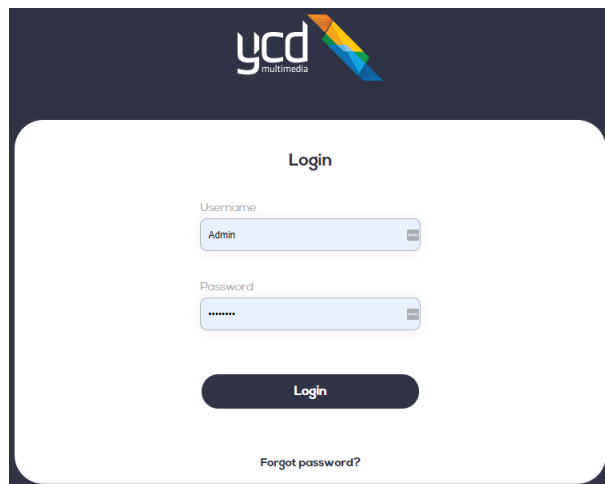
2. Log In

To Login to Cnario Messenger:

1. Enter a **Username**.



The default **Username** is **Admin**.



2. Enter a **Password**.



The default **Password** is **fastfast**.



The **Username** and **Password** are case sensitive.

3. Click **Login**.

To select a **System Language**:

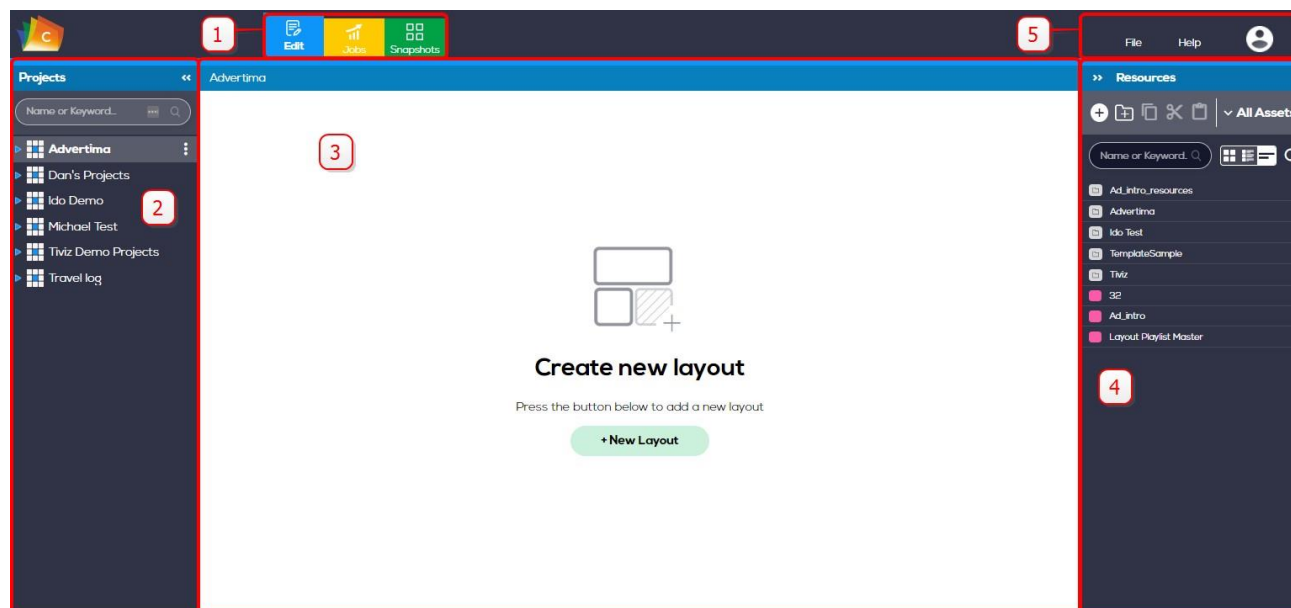
1. Select a language in the list.





3. Getting to Know the User Interface

The following image and table describe Cnario Messenger:



#	Item	Description
1	Navigation bar	Tabs for switching between modules
2	Left pane	Used to put current module content in the main work area. Also contains a toolbar for performing tasks in the current module
3	Main Work Area	Main workspace where you perform tasks
4	Right pane	Contains a toolbar for performing tasks in the current module
5	Task bar	System tasks


The interface, including the left and side panes, are dynamic and change according to the module selected.



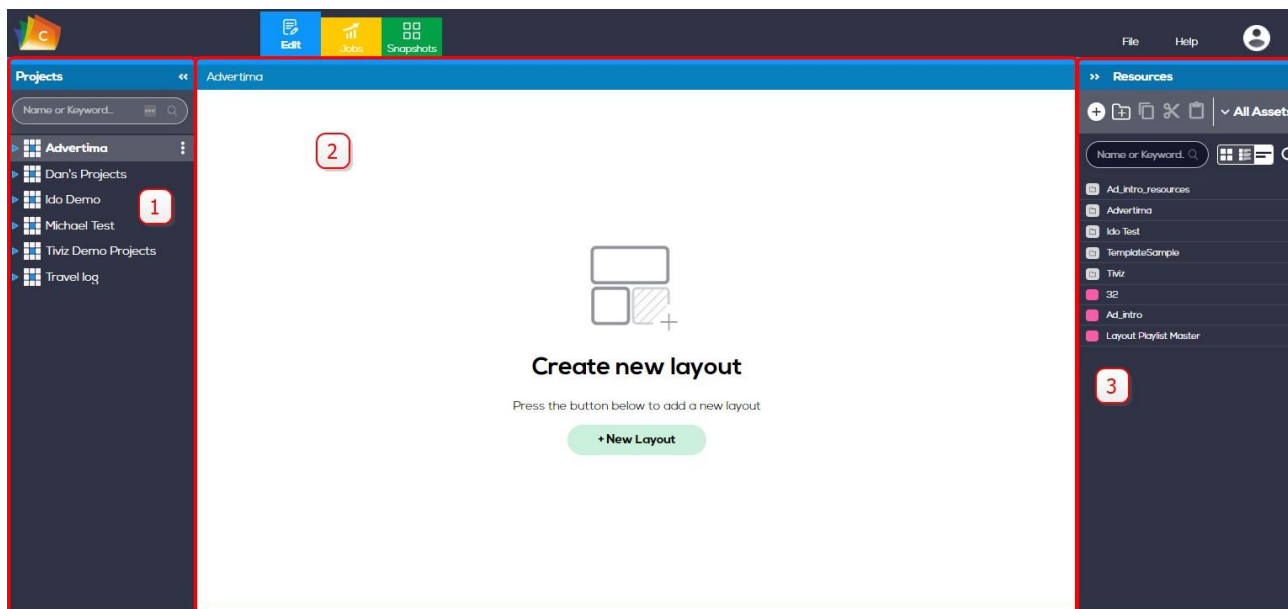


4. Authoring Content

4.1 Edit Module

To enter the Edit Module, in the Navigation bar, click .

The following image and table describe the Edit Module:




#	Item	Description
1	Projects pane	Displays the projects and layouts in a hierarchical order.
2	Edit Area	The main workspace where you edit the layout.
3	Resources pane	Displays the content items in folders and/or according asset type in a hierarchical order.

4.2 Projects Pane

The **Projects** pane displays the projects, folders, and layouts in a hierarchical order.

- Use the **Search** field at the top of the pane to search for elements in the **Projects** pane.

- To show or hide the **Projects** pane, click .



4.3 Edit Area

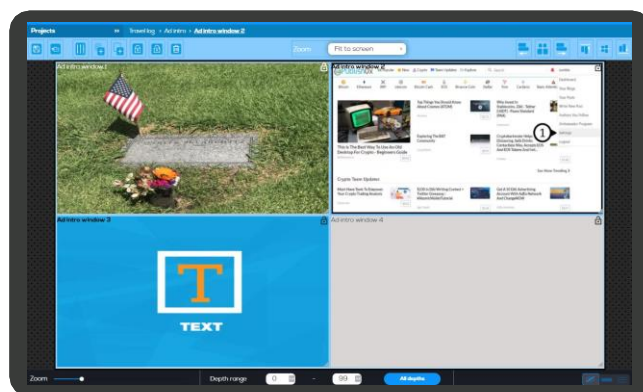
The Edit Area consists of the main workspace where you edit the layout.

Three different modes to see the content items are available:

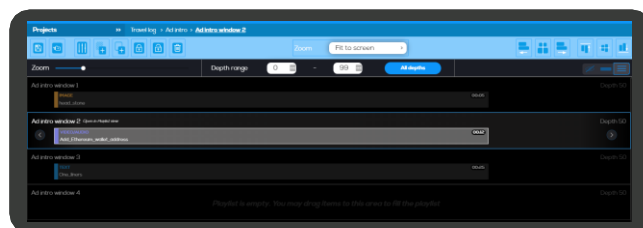
- Layout view - to edit window design properties (such as size and position).
- Object list view - to edit content related properties and tasks (such as assigning content items and managing playlists in the windows).
- Split view - The split view puts the layout view and the object list view together. In the split view the layout view is put above the object list view. You can use the split view to easily edit the window and content properties.

To change the view mode of the content items

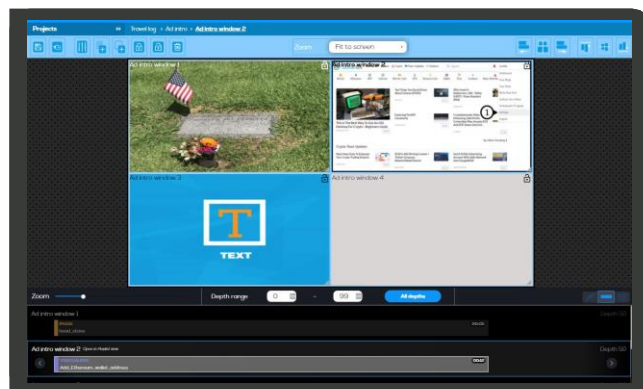
- a. Select  for **Layout view**.



- b. Select  for **Object list view**.




- c. Select  for **Split view**.





4.4 Resources Pane

The **Resources** pane displays the folders that contain the content items and the content items.

- Use the **Search** field in the pane to search for assets.
- Use the resources toolbar to do various commands for use with content items, see [The Resources Pane](#).
- Different modes to view the content items are also available, see [To change the view mode of the content items](#).
- To show or hide the **Resources** pane, click .

4.5 The Workflow

The Edit Module is where you manage and author your content.

Content authoring consists of the following steps:

1. [Adding a Project and a Layout](#)
2. [Creating Windows](#)
3. [Creating a Content Item](#)
4. [Assigning Content Items to Windows](#)



4.6 Working With Projects and Layouts

4.6.1 Adding a Project and a Layout

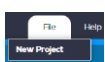

The first step in authoring your content is adding a project and then a layout. You can add a single screen layout, or you can add a multiscreen layout. Select the multiscreen layout for playback on a canvas with multiple screens. When you set the multiscreen parameters, you can build a layout with the correct number of screens and incorporate the bezel (spaces between the screens).

You can also create folders in your project to organize your layouts in the project.

To add a project:

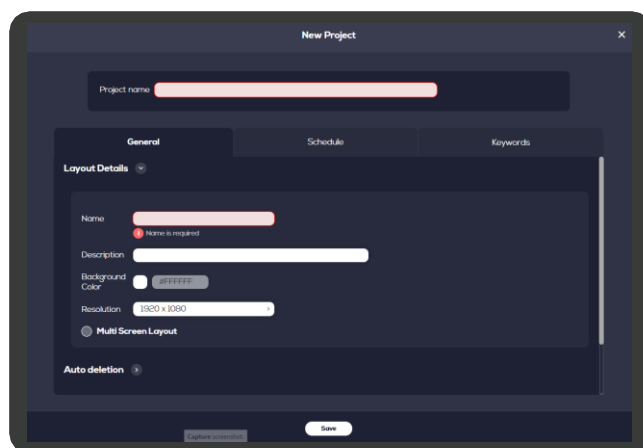
1. In the Main Work Area, click 

or

2. In the Task Bar, click .
3. Type a **Project name**.
4. Type a **Name** for the layout.
5. To save the new project and layout, click .



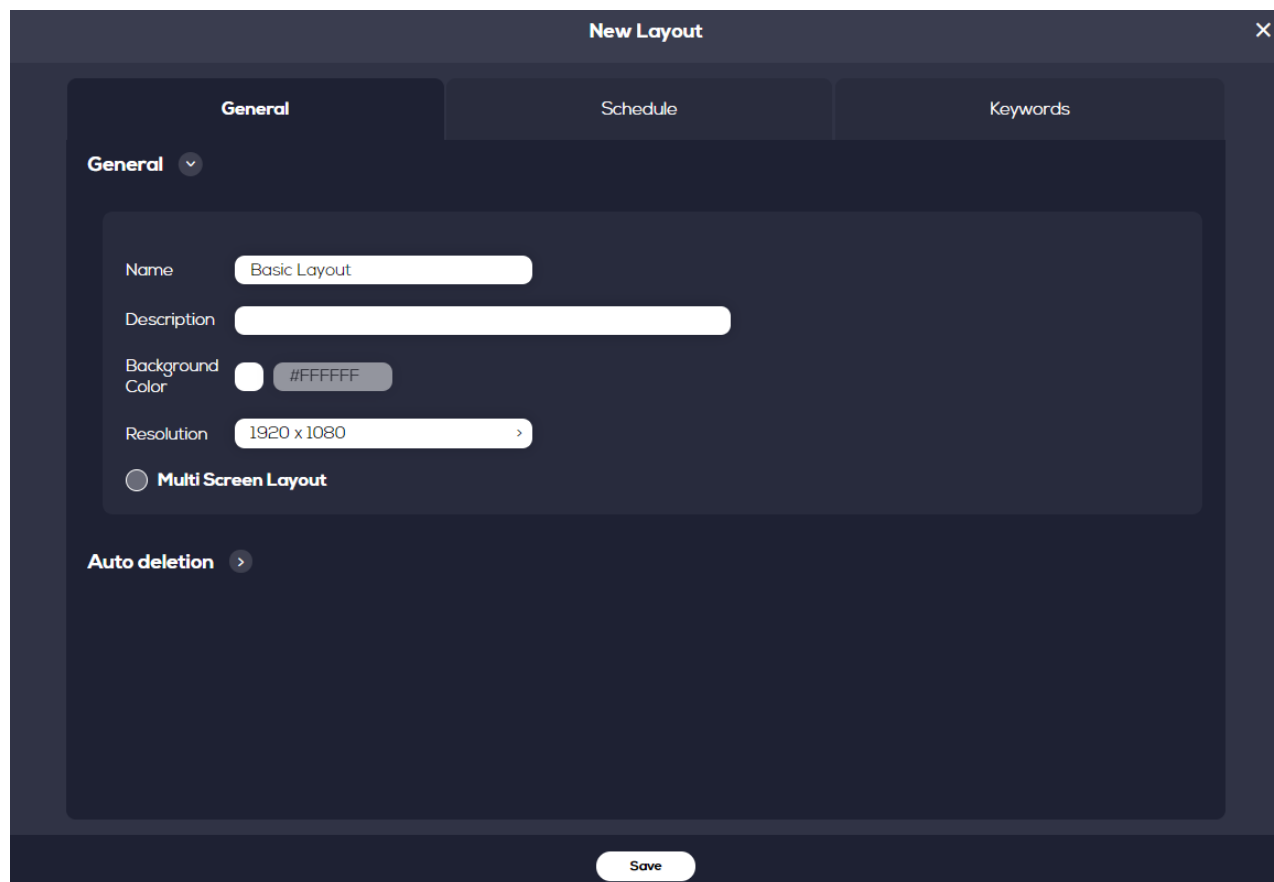
The required information is shown in red.






4.6.1.1 General tab

The following image and table describe **General** layout properties.




Field	Description
Description	Layout description
Background Color	Background Color - Select a color to display as a the background to your layout.
Resolution	Select or type a layout resolution in the format of <width> X <height>. <div>  The layout resolution should match the resolution of the screen (or multiple screens) that displays the content. </div>
Multi Screen Layout	Used for dynamic content, allows you to select the point from which you want the layout to start playing.
Auto deletion (Located in Other Tab)	Select one of the following options for deleting the layout: <ul style="list-style-type: none"> ■ Never delete - Retains it infinitely. ■ Delete when not in use - deletes it when its no longer playing. ■ Delete if not in use after - deletes it on the date and time you set.





To add layout properties:


1. Type a layout **Description**.
2. Select a **Background Color**.
3. Select a screen **Resolution**.
4. If necessary, select **Multi Screen Layout**.
5. If necessary, select **Auto deletion** and an option for deleting the layout.
6. Click .

4.6.1.2 Schedule tab

In the **Schedule** tab, add a playback schedule to the layout (optional) for more information see [Understanding Scheduling Concepts](#).

This section describes the work flow required to add a schedule to a layout.

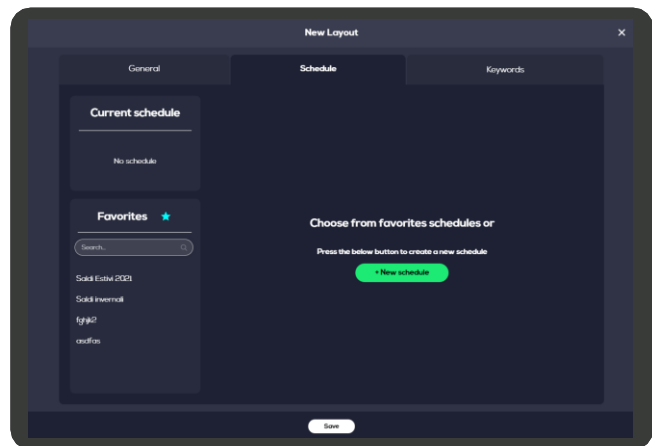
The work flow consists of the following main procedures:

1. Click .
2. [Add a new schedule](#).
3. [Set the schedule properties](#).
4. [Add an active period](#). The content you are scheduling will be available only during this period.
5. [Add exclude dates](#). The content you are scheduling will be unavailable during this period.

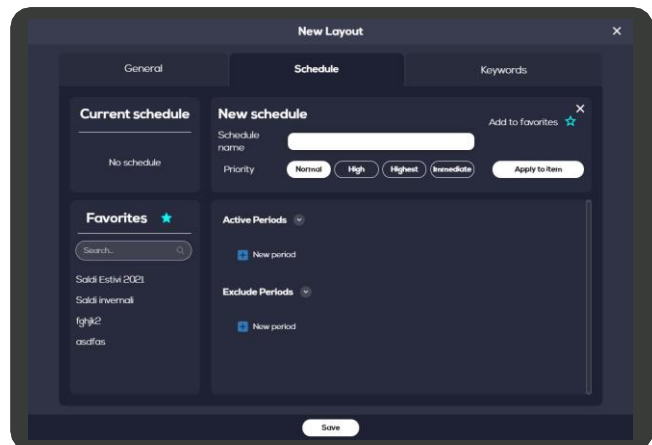


To add a schedule to a layout:

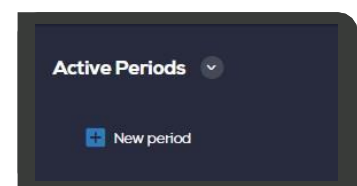
1. In **Schedule**, click .

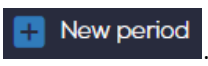


2. Set the schedule properties:
 - a. Enter a **Schedule Name** for the schedule.
 - b. Select a **Priority**.




3. Add an Active period:

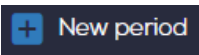


- a. Click .



- b. Enter a **Period name**.
- c. In **Start Period** and **End Period**, enter the beginning and ending dates of the period in which you want the content to be available. If you want the content to be available from / to an unlimited time, click the .
- d. Select the weekdays in which you want the content to be available.
- e. In **Minimum Gap**, enter the minimum duration you want to set between two occurrences of the item.

4. Add an Exclude period:

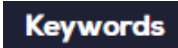

- a. Click .
- b. In **Start Period** and **End Period**, enter the beginning and ending dates of the period in which you want the content to be available.


5. When you finished, creating the schedule click

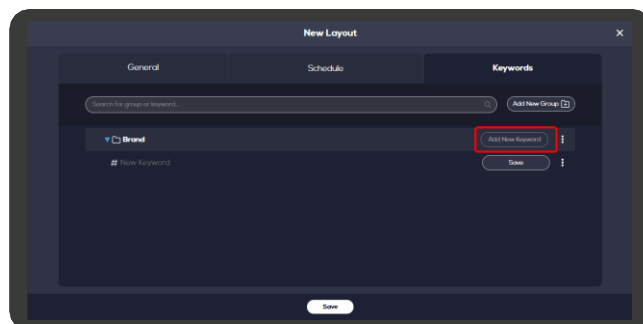
6. Click .


4.6.1.3 Keyword tab

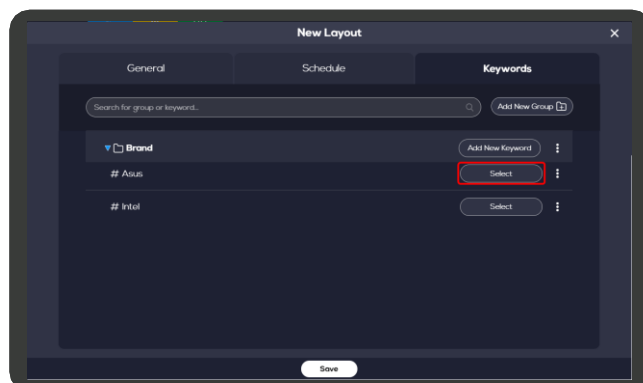
To create a set of keywords

1. Click the .
2. To create a new group, click , then type the name of the group.

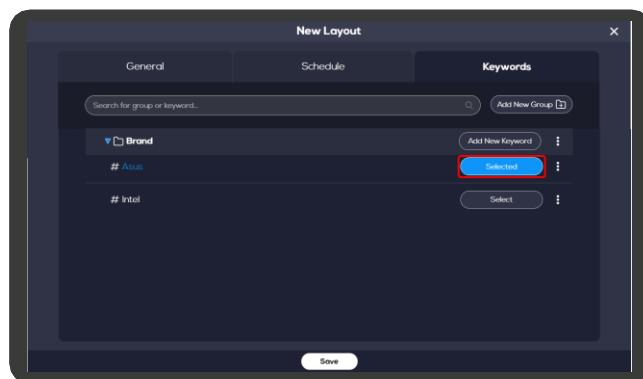
- To create a new keyword for a group, click , then type the keyword.




- To add a keyword, click .



- To remove a keyword, click .

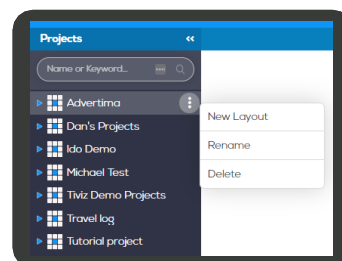


- When you finish creating keyword groups, keywords, and adding keywords, click .

4.6.2 Performing Additional Tasks on Projects and Layouts

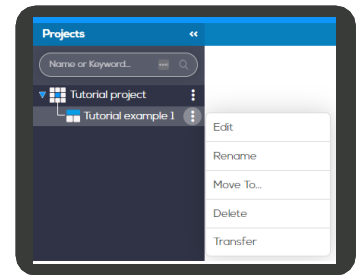
In the **Projects** pane, you can perform the following additional tasks by right clicking next to the project folder.

- Add a **New Layout**
- **Rename**
- **Delete**



In the **Projects** pane, you can perform the following additional tasks by right clicking next to the layout name.

- Edit
- Rename
- Move To ...
- Delete
- Transfer





4.7 Editing Layout Windows

The following sections describe the basic operations required to design the windows in your layout.

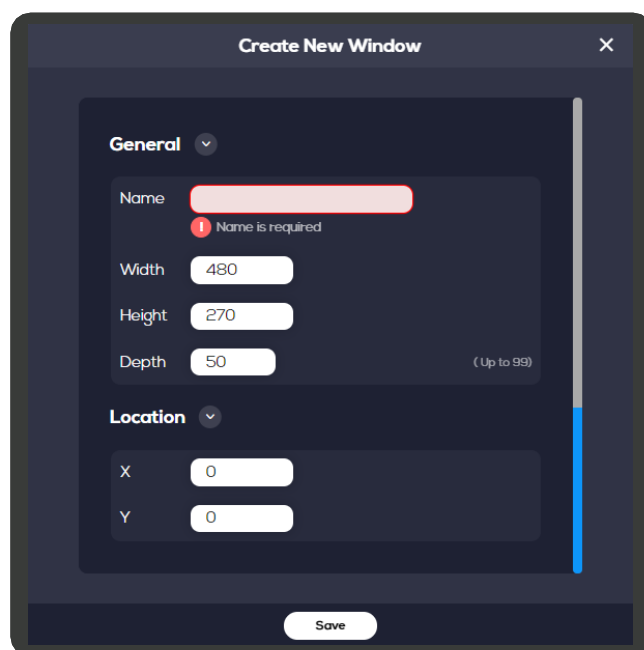
4.7.1 Creating Windows

To add a window to your layout


1. In the Task Bar, click .
2. Type a window **Name**.
3. Enter the following window properties (in pixels):
 - a. **Width**.
 - b. **Depth**.
 - c. **Height**.
4. Enter the following window **Location** properties (in pixels):
 - a. **X**.
 - b. **Y**.
5. Click .

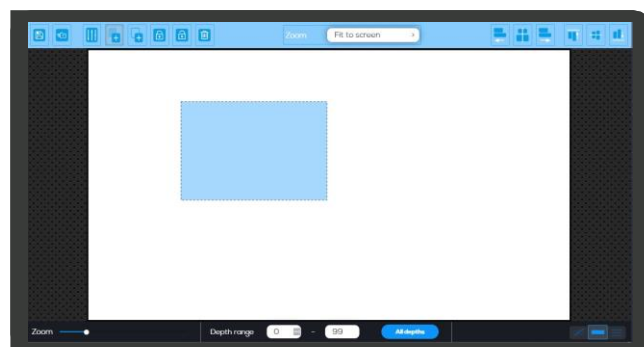


The required information is shown in red.



To add a free style window to your layout


1. In the Task Bar, click .
2. Left click and hold the mouse button at the location for the upper left hand corner of the window.
3. Drag the mouse to the location for the bottom right hand corner of the window and release.
4. Enter the **Depth range**.

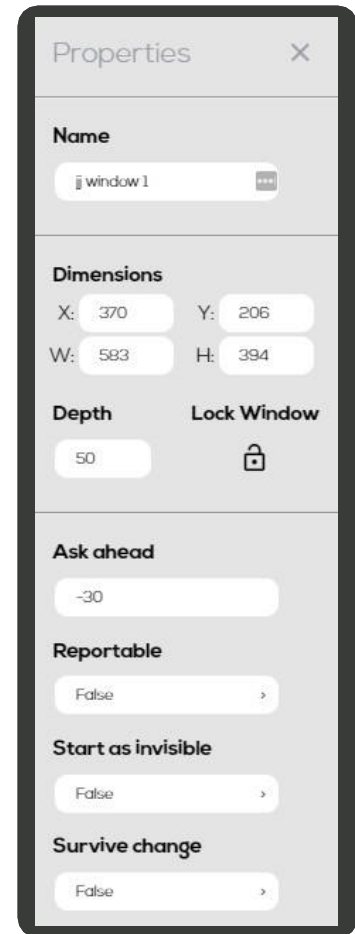


4.7.2 Changing Window Properties

To change window properties

1. In the Task Bar, click .

2. To rename a window, type the window name.
3. To change the window dimensions:
 - a. Type the pixel location in the **X** and **Y** fields.
 - b. Type the pixel sizes in the **Width** and **Height** fields.
 - c. Type the window description.
4. To change the **Depth**, type in a depth.
5. To prevent unintentional changes to the window size and position, click  .
6. To change **Ask ahead**, enter the number or click the arrow.
7. To change **Reportable**, select **True** or **False**.
8. To change **Start as invisible**, select **True** or **False**.
9. To change **Survive change**, select **True** or **False**.



The screenshot shows a 'Properties' dialog box with the following sections:

- Name:** A text field containing 'window 1' with a dropdown arrow on the right.
- Dimensions:** Four input fields for X (370), Y (206), W (583), and H (394).
- Depth:** A numeric input field set to 50.
- Lock Window:** A button with a lock icon.
- Ask ahead:** A numeric input field set to -30.
- Reportable:** A dropdown menu set to 'False'.
- Start as invisible:** A dropdown menu set to 'False'.
- Survive change:** A dropdown menu set to 'False'.

4.7.3 Window Layering

You can place multiple windows on top of each other to create window layers. For example, use a window as the layout background, and place another window on top of it to display content.

Set the layering by using the window **Depth** property, where 0 is the front window, and 99 is the back window (default value = 50).

To set window depth

1. In the **Properties** pane, type a value in the **Depth** field (see [To change window properties](#)).

4.7.4 Window Aligning and Relative Resizing

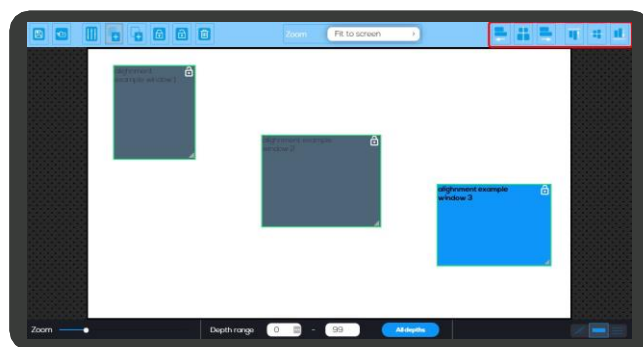
In the layout toolbar, you can use the aligning and resizing icons when you want to align multiple windows relative to each other, or to assign them the same size.

To align or resize windows



1. Select the windows you want to align or resize, by holding **Shift** while clicking the windows.



The last window you select is colored light blue, and serves as a point of reference when using the aligning and resizing commands.



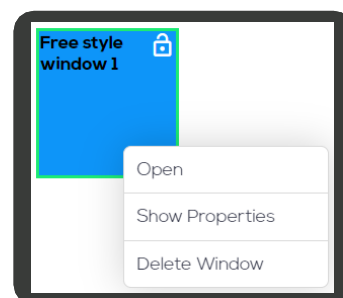
The available options are:

-  Align bottom
-  Align center
-  Align left
-  Align middle
-  Align right
-  Align top

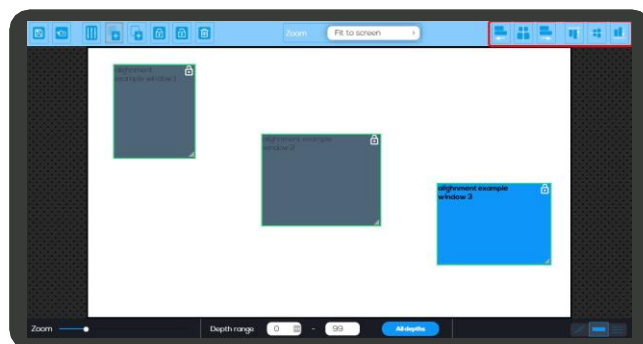
4.7.5 Performing Additional Tasks on Windows

On a window you can perform the following tasks by right clicking on the window:






- Open
- Show properties
- Delete window



In the window toolbar, click the icon to do one of the following tasks (hover over an icon to see its description).



The available options are:

-  Save
-  Transfer Layout
-  Lock all windows
-  Unlock all windows
-  Delete window

To zoom in and zoom out of the window

1. Select a zoom value in the list box 

4.8 Adding Content Items

The next step after designing the layout windows, is to add your content to the layout. Content items may belong to one of the following types:

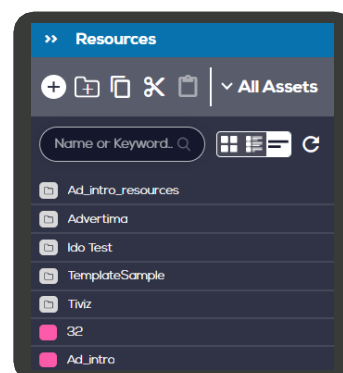
- Stored media (such as videos and images)
- Applications (such as HTML)
- Text
- Playlists
- Templates

4.8.1 The Resources Pane

Use the **Resources** pane to add content to Messenger.

Content items can be put in folders. Or they can be part of a general list of media assets.



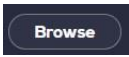
The Resources toolbar contains command buttons for performing various tasks (such as add new content, add a new folder, copy or cut or paste content items and to change the view mode of the content items).

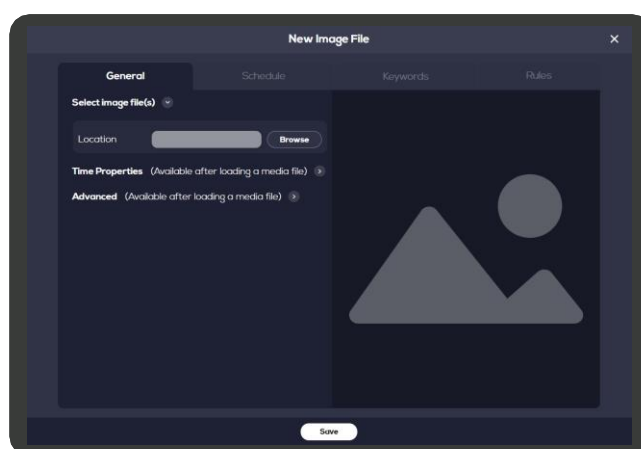


4.8.2 Creating a Content Item

The following procedure describes how to add an image type content item.

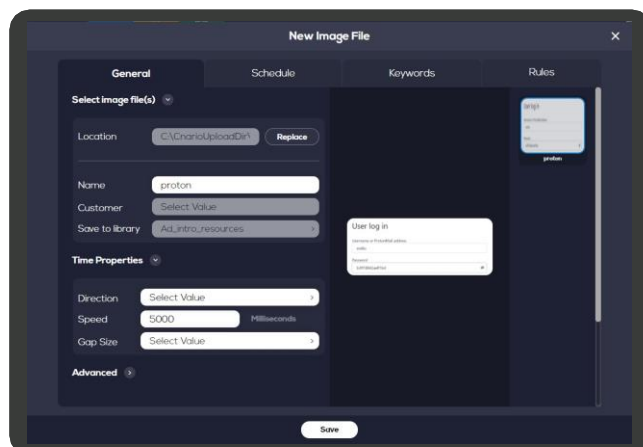
To create a content item

1. In the **Resources** pane, click the .
2. To add the content to a folder, click the folder in which you want to add the content item see [Managing the Library](#).
3. Click the .
4. Click  to search for the image file.



5. After the file uploads, enter the image properties.

6. Click .



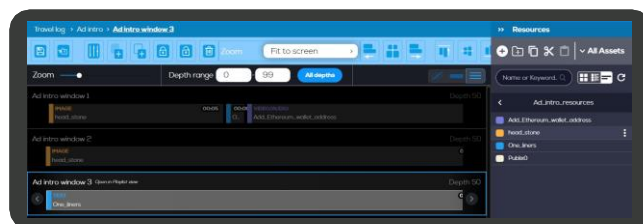
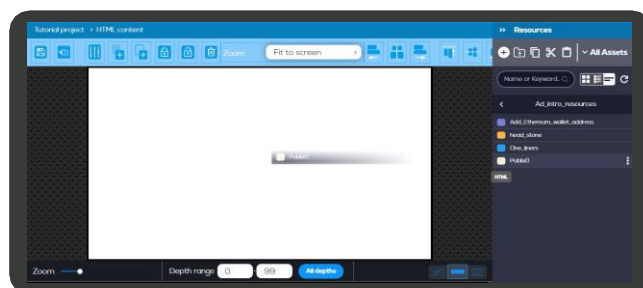
4.8.3 Assigning Content Items to Windows

To assign a content item to a window

1. Drag the content item from the **Resources** pane to the window.

or

2. Drag the content item from the **Resources** pane into a timeline in the object list view



5. Managing the Library

Add content items directly to the **Resources** pane for use in one or more windows, and in one or more layouts. Making changes to a content item in the library will automatically enforce that change to item in all the layouts / windows where it has been used.

5.1 Content Item Types

This section describes how to add the following basic types of content items to the library:

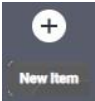



- [Image](#)
- [Video/Audio](#)
- [HTML](#)
- [Playlist](#)
- [Text](#)
- [Template](#)

5.1.1 Image


You can add high resolution images for pixel perfect play. Messenger supports the following formats:

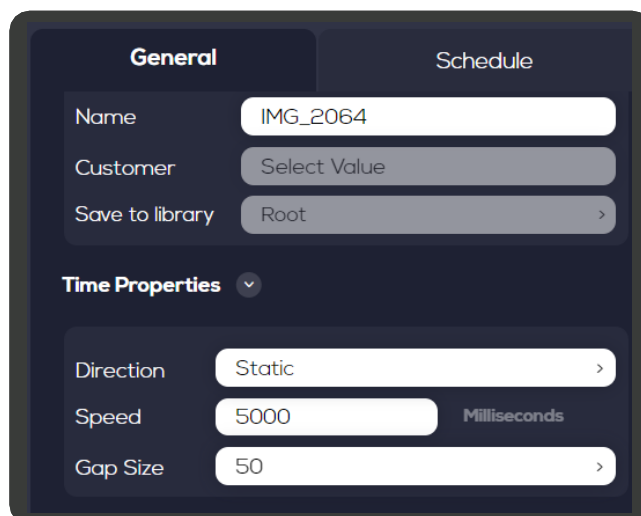
- .bmp
- .tga
- .jpg
- .jpeg
- .png
- .gif
- .tif
- .tiff

To add an image item

1. In the **Resources** pane, click , then click  to open the **New Image Item** properties.
2. In **Location**, click , select an image file, then click **Open**.
3. In the **Name** box, type a name for your file.
4. Click .

To set the image movement across the window

1. In the **General** tab, select **Time Properties**.
Set the following parameters:
 - a. Direction
 - b. Speed
 - c. Gap Size
2. Click .



5.1.2 Video/Audio

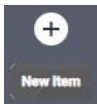



Cnario Messenger - Web Version 3.9 supports all standard video and audio formats as well as some less common codecs and formats.

It is recommended to use MPEG4\H.264 at the native playback resolution with standard bitrates (2-20mbits, dependent on resolution).

Other supported containers and codecs that are:

- Webm (VP8, VP9)
- MOV (including QTA, HAP and other codec)
- MP3 (AAC)

To add a Video/Audio item

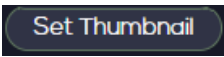
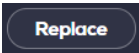
1. In the **Resources** pane, click , then click  to open the **New Video/Audio File** properties.
2. In **Location**, click , select an video image or audio file, then click **Open**.
3. In the **Item Name** box, type a name for your file.
4. Click .

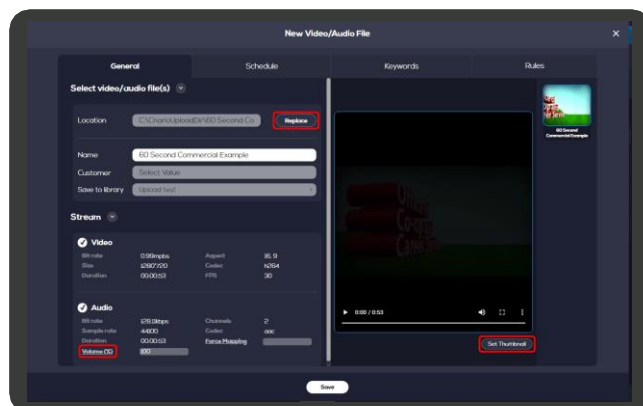


When you add a video, a thumbnail for the video is automatically made. To make a thumbnail for an audio file, see [To create a thumbnail](#).

Performing Additional Tasks on Video or Audio

In the **General** tab, you can perform the following additional tasks:

- To change the volume
 - In **Volume (%)**, set the volume.
- To create a thumbnail
 - Click .
- To replace a video or audio
 - Click .
 - Select an video image or audio file, then click **Open**.



The **Replace** option is available when opening an existing item for editing.

- When you finish, click .

5.1.3 HTML

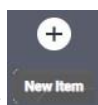
You can add local and remote HTML5 items. Playback of HTML5 content in the Messenger environment requires special care and consideration compared to playing the same content inside a browser¹.

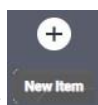

Please contact YCD support (supportUS@ycdmultimedia.com or ycdsupport@ycdmultimedia.com) for version-specific guidelines and visual verification tools for HTML applications.

To add HTML content

- Add HTML5 content from one of the following sources:

- [Remote HTML content \(URL\)](#)
- [Local HTML content \(Files\)](#)



- In the **Resources** pane, click , then click  to open the **New HTML Item** properties.

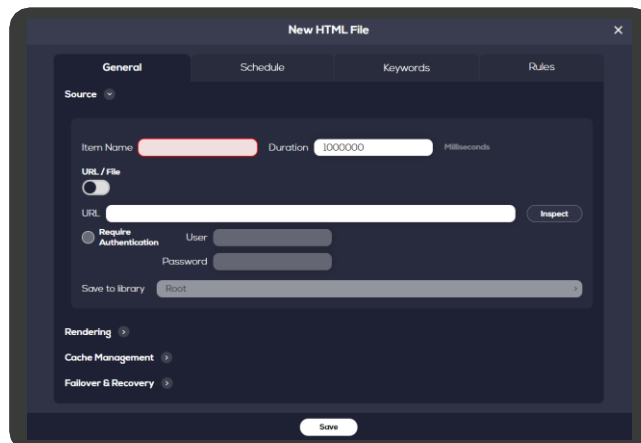
¹Current Chromium version is equivalent to Google Chrome build 73.

3. In the **Item Name** box, type a name.
4. In **Item Duration**, type or select the length of time you want the HTML5 item to play.

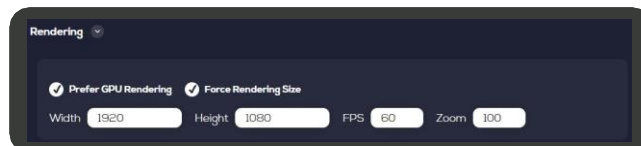
5. Click .



The required information is shown in red.



6. In the **RENDERING**, select from the following options:



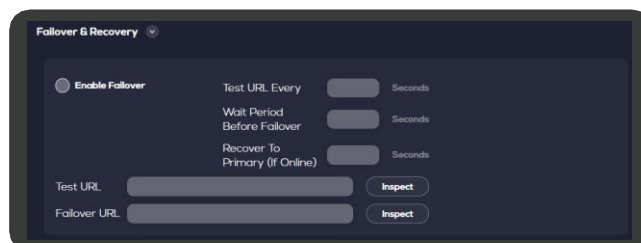
Option	Description
Prefer GPU Acceleration	Set higher priority for GPU processing power over CPU processing power.
Force Rendering Size	Forces the media item to fit the layout window by adjusting the Pixel sizes.
Width	
Height	
FPS	Increases or decreases the speed of the frames.
Zoom	Changes the size of the rendered HTML5 item in playback.

7. In the **Cache Management**, select from the following options:



Option	Description
Use Cache	Determines if the HTML item will show out of date information even if no network connection exists or will be skipped or remain blank if Use Cache is not selected.
Use Local Storage	Determines if aside of the browser cache, a local storage folder (%temp% by default) will be used to store files locally on the player, creating a more resilient cache mechanism.

8. In the **Failover and Recovery**, select the **Enable** checkbox, then set the testing, failover, and recovery times.
9. In the **Test URL** box, paste or type the URL site to be tested.



10. Leave the **Failover URL** box blank to use as the primary URL, or add a new URL to be used in case of a failover.
11. Click **OK**.

To add remote HTML content

1. Select **URL**, then paste or type in the web address in the box.

2. Click .

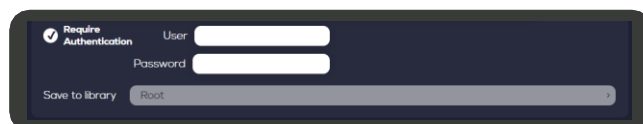


will appear at the bottom of the window if the link works.





will appear if the link does not work.

3. If necessary the **Require Authentication** checkbox, then add the necessary credentials for a secured HTTP connection.



Require Authentication dialog box showing fields for User, Password, and Save to library (Root).

To add local HTML content

1. Select **File**, then click .
2. In the **Name** box, type a name for your file.
3. Click .

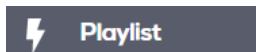
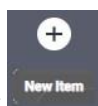
5.1.4 Playlist

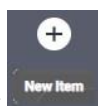
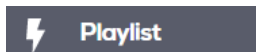
A playlist is a content item that contains a group of content items in a specified window that is programmed to play in a specified order or at specified times according to different specified parameters.

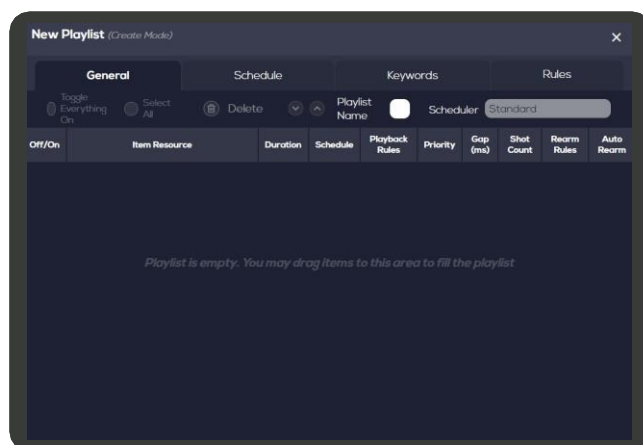
The playlist timing and order are managed using schedules, see [Managing Playlists and Schedules](#).

You can bind playback rules to the playlists. The playback rules will use keywords to trigger the playlist to begin its playback, see [Applying Playback Rules with Keywords](#).

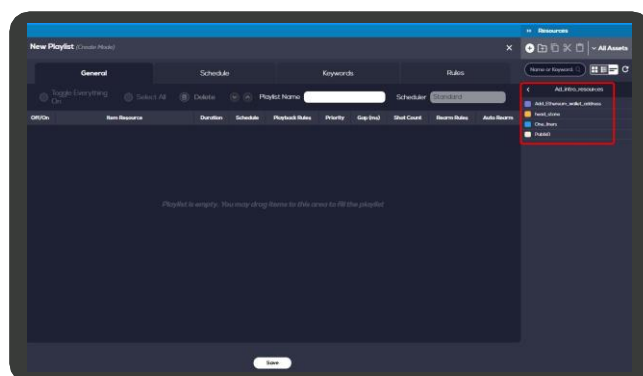
To create a Playlist Content Item



1. In the **Resources** pane, click , then click .
2. Enter a **Playlist Name** for the item.

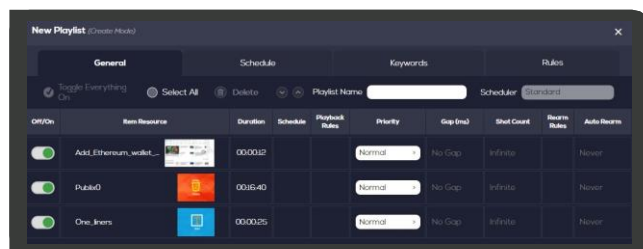


3. To add content items to the playlist, drag and drop the items from the library to the Items Table (marked in red in the figure above).



You can add content items to the playlist content item from the library only.

4. The Items Table contains various properties described in the table below. To edit any property of a content item, click its cell in the content item row.
For example: to change a certain content item priority, click the **Priority** field in its row and select the priority you want.





Some of the following properties are described in detail in the following sections.

Field	Description
Off/On	To select whether to enable or disable the item in the playlist.
Duration	The item's duration time. (In case the item has no duration such as other playlist items or folders, the duration will show --:--:--).
Schedule	If an item has a schedule, this column will show the name of the schedule.
Playback Rules	If an item has a playback rule, this column will show the name of the playback rule.
Priority	Defines the level of priority of the item. A valid item in higher priority will always play over a lower priority item.
Gap (ms)	Defines the minimum gap between two continuous playouts of the item.
Shot Count	Defines the number of appearances the item will make once a rule is valid.
Rearm Rule	Defines the rule that once it's valid, resets the shot count and starts the counting from zero.
Auto Rearm (ms)	Defines a given interval in milliseconds, after which the shot count is automatically rested.

5. Click .

5.1.5 Text

You can add a text to display messages. The text items can be displayed as static, crawling or scrolling. Text can be uniformly altered for:

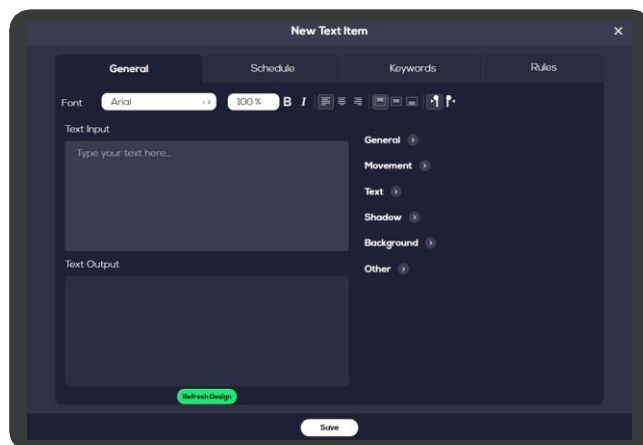
- Font properties
- Opacity
- Colors
- Shadows

The text box background color can also be specified.

To add a text item

1. In the **Resources** pane, click , then click  to open the **New Text Item** properties.

2. In the main window, type the text you want to appear.



3. On the toolbar, select the font, size, color, and positioning of the text.



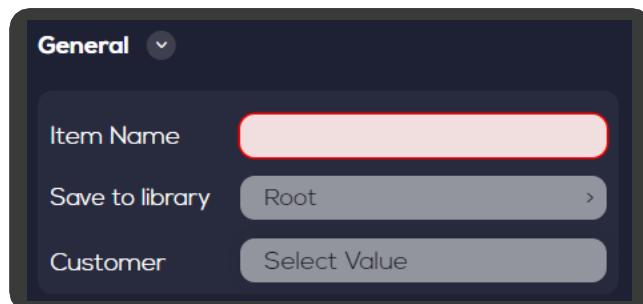
The size of the text is a percentage relative to the window size.

4. Format the text according to the following options:

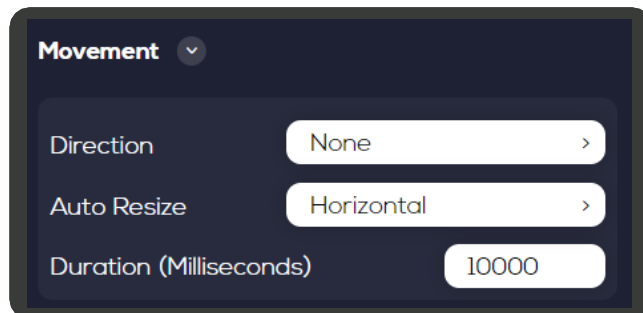
- a. In the **Item Name** box, type a name for the text file.



The required information is shown in red.



- b. To set the test movement across the window, set the options given in the following table:



Option	Description
Direction	Allows you to choose the direction the text will move across the window.
Auto Resize	Allows you to auto resize the text vertically or horizontally.
Duration	Allows you to determine the length of time (in seconds) it takes for the text to move across the window.

- c. Set additional text properties given in the following table:



Text ▾

☐ **Auto Font Resize**

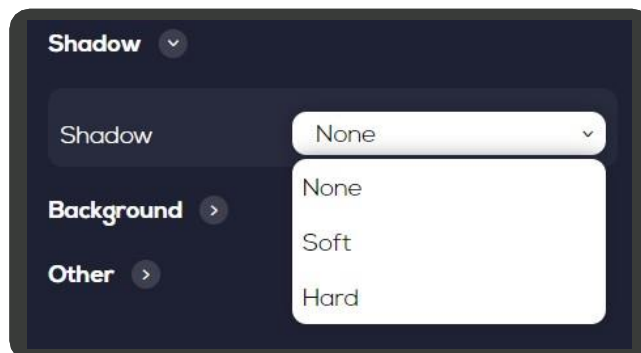
Text Opacity 100 %

Text Color #000000

☐ **Single Line**

Option	Description
Auto Font Resize	Fits the text to the window. Select this mode for static text only.
Text Opacity	Increases or decreases the transparency of the text.
Text Color	Provides a range of color options.
Single Line	Forces text onto one line. Clear the check box to allow line breaks in text that exceeds width of the window. Select this mode for scrolling / crawling text only.

- d. Select a **Shadow**.



Shadow ▾

Shadow ▾

Background >

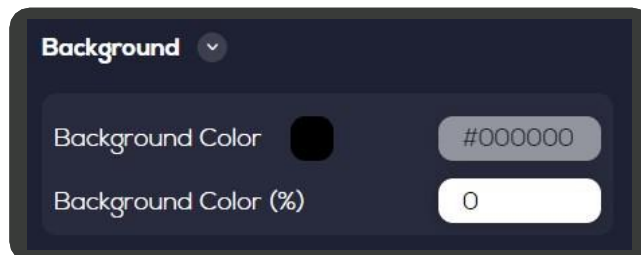
Other >

None

Soft

Hard

- e. Select the **Background Color** and **Background Color (%)**.

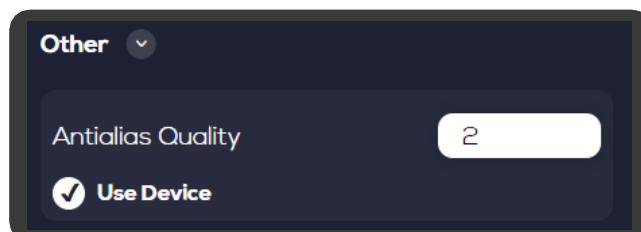


Background ▾

Background Color #000000

Background Color (%)

- f. Set the **Antialias Quality** properties given in the following table.

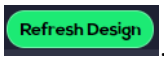


Other ▾

Antialias Quality

☒ **Use Device**

Option	Description
Antialias Quality	Prevents step-like effects on round shaped letters: 0=no antialias
Use Device	To enable the text item to expose a 'Device' and a 'Pin' that will allow external control over the inputted text

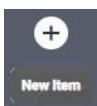
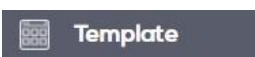

5. Click .

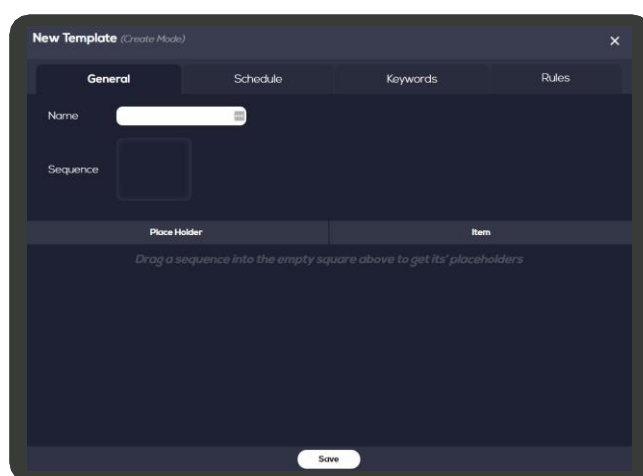
6. Click .

5.1.6 Template

In a template you create sequences that contain "placeholder" items. The placeholders are items that hold a playback location, timing, and filters.

Template - Procedure

1. In the **Resources** pane, click , then click  to open the **New Template Item** properties.
2. Enter a **Name** for the playlist.
3. Click .



5.2 Performing Additional Tasks in the Resources Pane

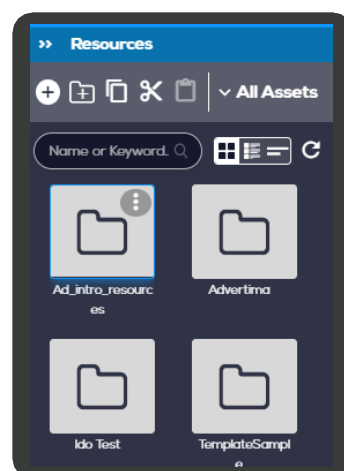
In the **Resources** pane, you can perform the following additional tasks by right clicking next to the content item name.

- Open
- Cut
- Copy
- Rename
- Delete

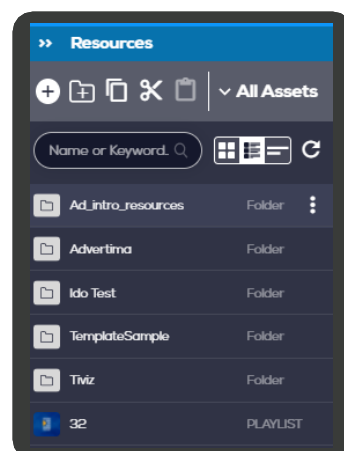
To change the view mode of the content items

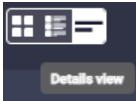
Three different modes to see the content items are available:

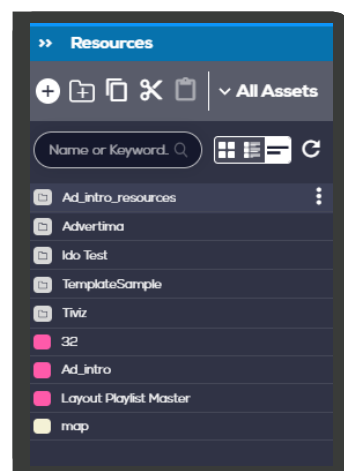
- a. Select  for **Icon view**.



- b. Select  for **List view**.



- c. Select  for **Details view**.



6. Managing Playlists and Schedules

A playlist is a group of content items in a certain window that is programmed to play in a certain order or at certain times according to different, defined parameters.

There are two types of playlists:

1. **Playlist Content Item** - A playlist that contains content items from the library and is represented in the Resources pane as a content item itself.
2. **Window Playlist** - This type of playlist is created when you assign more than one content item to a window.

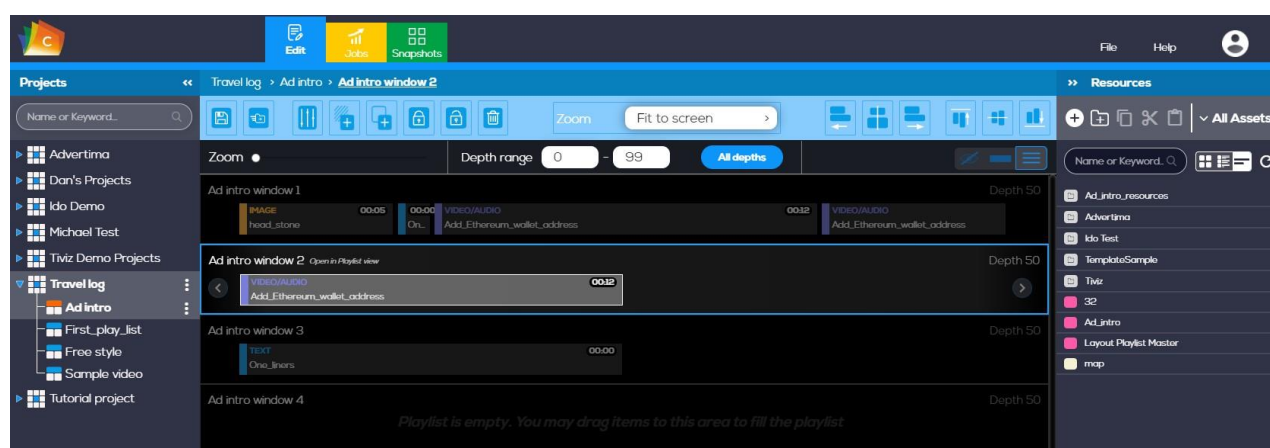
The playlist timing and order are managed primarily using schedules, as described in the section below.

You can bind playback rules to the playlists. The playback rules will use keywords to trigger the playlist to being its playback, as described in the section below.

6.1 Editing a Window Playlist


This section describes how to edit a window playlist. To manage a playlist content item see [Managing Playlist Content Items](#).

Use the **Object list view**, to see the content in a window playlist when you assign more than content item to a window. Each window is presented as a separate line item in the **Object list view**.



The content items inside a playlist are arranged according to the order that they will be played in the assigned timetable. The first content item to be played is located at the left and subsequent content items are positioned to the right according to the timetable.

You can perform the following are the tasks to content items in a playlist:

1. To edit a content item, select the content item in the playlist, right click, then click **Edit**.
2. To remove a content item, select the content item in the playlist, right click, then click **Remove**.
3. To change the position of a content item in the playlist, drag the item to the left or right.
4. To add a new content item to the playlist, drag it from the **Resources** pane, see [The Resources Pane](#).
5. To nest a playlist into another playlist, select the playlist and drag it into the other playlist, see [Nesting Playlists](#).
6. Adjust the zoom slider  to zoom in and out on the timeline so that you can focus on areas of particular interest.

6.2 Creating and Assigning Schedules

Use a schedule to control the playback of your content according to the times and priority that you define. This section describes the concepts and procedures required to configure an item schedule.

Schedules can be assigned to the following elements:

- Content items
- Playlist
- Layouts



If different schedules are assigned to both the layout and a content item in the layout, the layout schedule will be given priority as an item cannot play if the layout that holds it is not valid and doesn't play.

6.2.1 Understanding Scheduling Concepts

A schedule is based on two elements - time settings and priority. Whenever a player is playing content items, it plays the highest priority item that was set to be available at the current time.

The time settings in a schedule are based on two levels:

1. You can set a period based on weekdays and / or dates in which the item will be available (**Active Period**) or unavailable (**Exclude Dates**). A schedule can contain multiple periods.
2. In each **Active Period** you can set specific hours that the item will be available (**Working Hours**) or unavailable (**Exclude Time**).

Scheduling Concepts Example

If you want to have a window in your layout that will present "Welcome" throughout the day while your business is open, and "Closed" while your business is closed, you can perform the following steps. (These steps are only conceptual. Practical instructions are described in the following sections):

1. Create two text items, one for "Welcome" and the other for "Closed".
2. Assign both items to the same window in your layout to create a playlist.
3. In the "Welcome" item schedule, set the priority to **Normal**, without setting any particular time settings. This way the "Welcome" item will act as the "default" item.
4. In the "Closed" item schedule, set the priority to **Higher**, and add an **Active Period** with **Working Hours** containing the hours your business is closed. By doing so, the "Closed" item will be available only at the times your business is closed.

As a result, during opening hours the player will always display the "Welcome" item, since this is the only item available at that time. But when closing time arrives, although both items are now available, the player will only play the "Closed" item because it has a higher priority.

6.2.2 Configuring a Schedule

You can assign schedules to all types of content items in the library or layout playlist.

This section describes the work flow required to add or update a schedule assigned to a content item.

The work flow consists of the following main procedures:

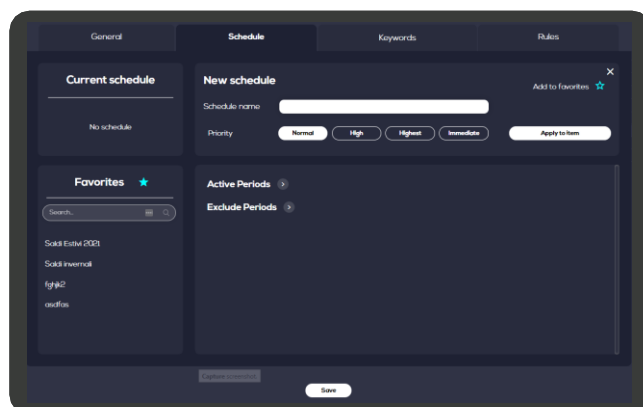
1. [Open the Properties dialog box](#) and [add a new schedule](#).
2. [Set the schedule properties](#).
3. [Add an active period](#). The content you are scheduling will be available only during this period.
4. [Add Working Hours](#). The content can be set to play only at certain hours within the active period, or cease playing during certain hours.
5. [Add exclude dates](#). The content you are scheduling will be unavailable during this period.

To add a schedule to a content item

1. Open the properties dialog box for the content item located in one of the following:
 - **Playlist** - Select the content item in the Playlist, right click, then click **Edit**.
 - **Library** - Double click on the content item thumbnail, then click **Schedule**.

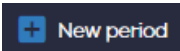

2. Click .

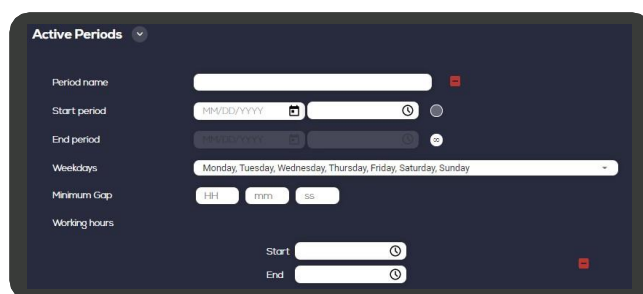
3. Set the schedule properties:
 - a. Enter a **Schedule name**.
 - b. In the **Priority** list, select the item priority.



4. Click .

5. Add an Active period:

- a. Click **Active Periods**, then click .
- b. Enter a **Period name**.
- c. Select a **Start Period** and **End Period**.
Unlimited is the default. To select a different period, click  and enter the beginning and ending dates and times for the content to be available.



- d. Select the weekdays for the content to be available.
- e. In **Minimum Gap**, enter the minimum duration you want to set between two occurrences of the item.
- f. In **Working hours**, select a **Start** and **End**.



Working hours are based off 24-hour cycles, so if items are required to go through the night, two working hours will need to be created. X - 11:59:59pm and the other starting at 12:00:00 AM – X).


6. Add an Exclude period:

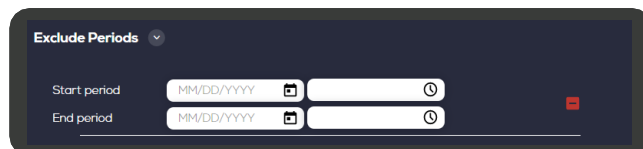
- a. Click **Exclude Periods**, then

click .

- b. Select a **Start Period** and **End Period**.

Unlimited is the default. To select a different

period, click  and enter the beginning and ending dates and times for the content to be available.



7. Click



6.3 Managing Playlist Content Items

This section describes the playlist content item, which is a tool to create rule based dynamic playlists for a large network. The capabilities of the playlist content item include both types of rules. The chapter will first show how to create a playlist and then how to assign rules to it.

The playlist content item defines a playlist, which can define the relationship between different playlists. A playlist is normally built of other playlist items, library folders and other media items. The playlist may also hold various sets of rules, either generic or tailored to the project needs, which can be easily applied over the selected playlists.

6.3.1 Editing a Playlist Content Item

To edit an existing Playlist Content Item

1. In the **Resources** pane, locate the playlist content item.
2. Double-click the playlist content item to open and edit the playlist.

6.3.2 Nesting Playlists

Nested Playlists allow you to efficiently manage your content items by adding content items or even library folders (with multiple content items) to a playlist.

For example, you can define a parent playlist that contains multiple child playlists, with each child playlist having its own schedule for its content items.

To create a Nested Playlist

1. In the **Resources** pane, double-click a playlist content item to open the playlist for editing, or create a new playlist content item.
2. Drag the playlist content item or the folder you want to add from the library to the **Item Resource** table in the playlist.
3. In the **Resources** pane, you can double-click a playlist or a folder to display the content items that it contains and edit it.

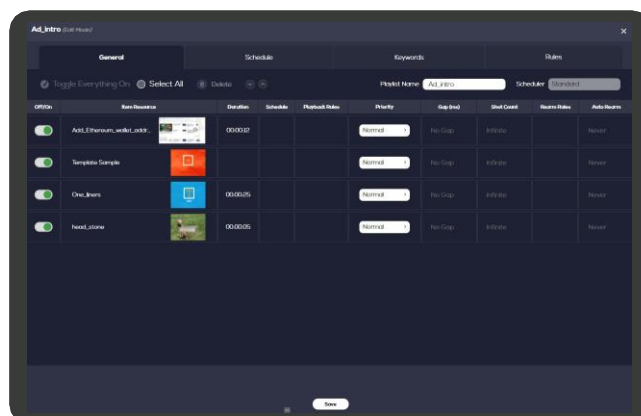
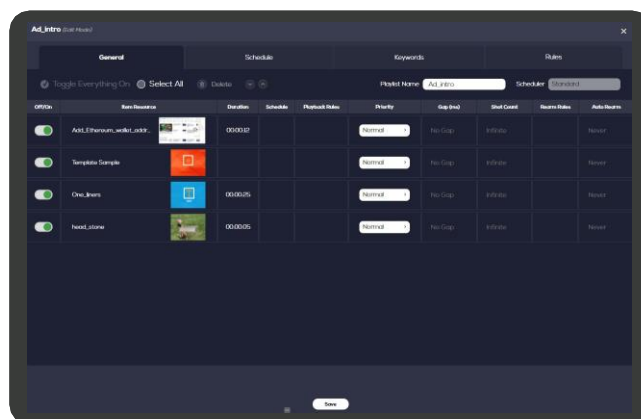
6.3.3 Assigning Schedules to Playlist Content Items

You can implement the scheduling concepts described in [Creating and Assigning Schedules](#) on each content item in a playlist content item. In addition, if you create the playlist content item in the library, you can also set a schedule for the playlist content item itself.

6.3.3.1 Assigning a Schedule to an Individual Content Item in the Playlist

To assign a schedule to an individual content item in the playlist

1. In the **Resources** pane, double-click the playlist content item.
2. Click the **Schedule** tab cell in the content item row.
3. Assign the schedule as described in [Configuring a Schedule](#).



6.3.3.2 Assigning a Schedule to the Playlist Content Item



You can perform the following procedure only on playlist content items created in the library.

If you assign a schedule for the playlist content item itself, then once you assign this playlist to a window, all the content items in the playlist will be played according to that schedule. Setting a schedule to the playlist content item will not affect the schedule properties of each content item individually.

For example, assume you have in the library a video content item named **clip1.mpg** with an assigned schedule. You then add **clip1.mpg** to a playlist content item. You assign a different schedule to the playlist, and you add it to a window. When playing from the playlist, **clip1.mpg** will follow both its individual schedule and the playlist schedule. But if you then assign **clip1.mpg** (not as part of the playlist) to another window, then it will still just follow its own individual schedule.

Whenever two schedule settings contradict each other, an exclude setting will override an active setting.

To assign a schedule to a playlist content item, see [Creating and Assigning Schedules](#)

6.4 Applying Playback Rules with Keywords

Playback Rules bind content items with specific canvases by using keywords. This feature is useful when using multiple canvases in different locations (such as different departments in a company, or branches in different areas). You assign keywords to categorize each canvas, then set a Playback Rule using these keywords for content items you want to play in those specific canvases.

For example, if your company has multiple branches spread over the East Coast and the West Coast, and it provides separate services for personal and business customers, you can define keyword sets with the keywords **Personal**, **Business**, **East Coast**, and **West Coast**, and categorize each canvas by assigning the relevant keywords. Then you can set, for example, a Playback Rule for content items that are intended for business departments in the West Coast branches, so that these content items will eventually reach only their intended audience.

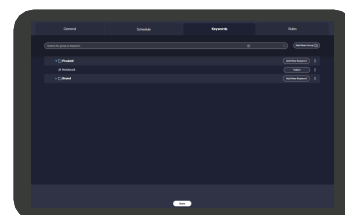
This section describes how to create keyword sets, assign the keywords to content items and canvases, and set the playback rules for the content items.

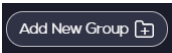
6.4.1 Adding Keywords to the Keywords Library

To use Playback Rules, you must first create a set of keywords, which will be used in the rules. Keywords are created and managed using the **Keywords Library**. If you want to use multiple categories of keywords (such as location, department), you can sort them to different groups.

To create a set of keywords


1. In the **Main Work Area** click **Keywords**.




2. To create a new group, click .

3. Enter the name of the group.

4. Click .

5. To create a new keyword, click the group in which you want to add a new keyword, then click .

6. Enter the keyword.

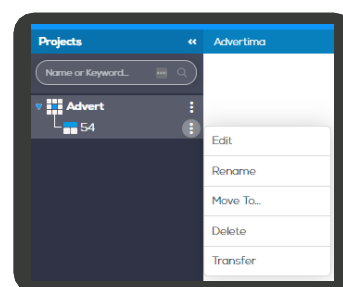
7. When you finish creating all keywords, click .

6.4.2 Assigning Keywords to Layouts and Content Items


To playback particular content items and playlists on particular canvases, you must assign keywords to the canvases. In this way the canvas will recognize the selected keywords and play those specific items with matching playback rules.

To assign keywords to a layout an existing layout

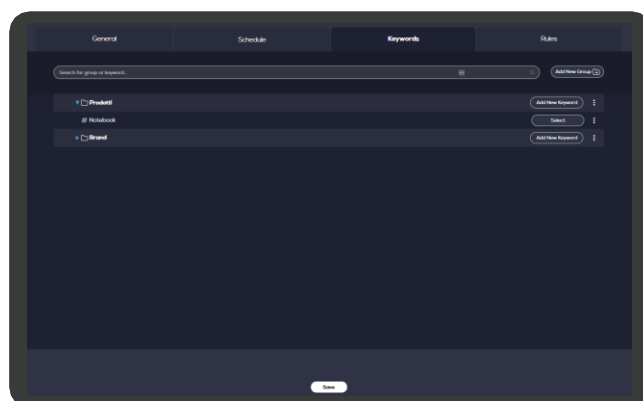
1. In the **Projects** pane, right click on the layout.
2. Select **Edit**.



3. Click the **Keywords**.

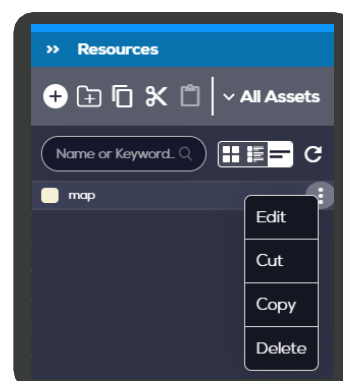
4. Click  in the row for the relevant keywords.

5. Click .



To assign keywords to a content item

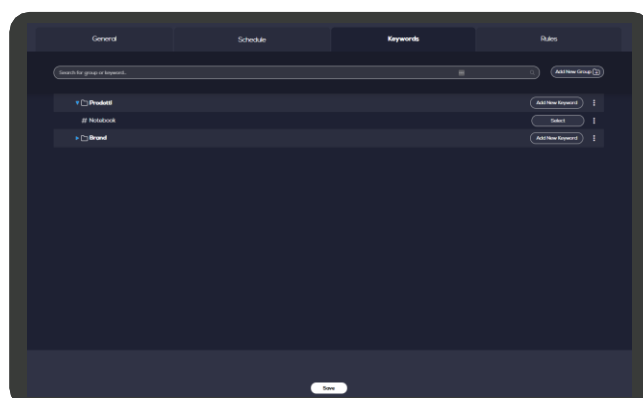
1. In the **Resources** pane, open the content item, using one of the following methods:
 - Right click on a content item and select **Edit** or
 - Double click on the content item.



2. Click the **Keywords**.

3. Click  in the row for the relevant keywords.

4. Click .



6.4.3 Setting the Playback Rules

Playback rules are component of a content item properties. You can assign playback rules to all types of content items in the library.



Playback rules are a library item property and therefore all changes made to the rules of a content item, even from within the playlist item, apply for all other linked instances of the item.

The keywords you set in playback rules are used together with logical operators (such as **And**, **Or**, **Not**). For example, if you want a certain content item to play only in the business departments in the west coast, you would add the keyword **Business**, then add the keyword **West Coast** with the **And** operator.

To set Playback rules


1. In the **Resources** pane, open the content item, using one of the following methods

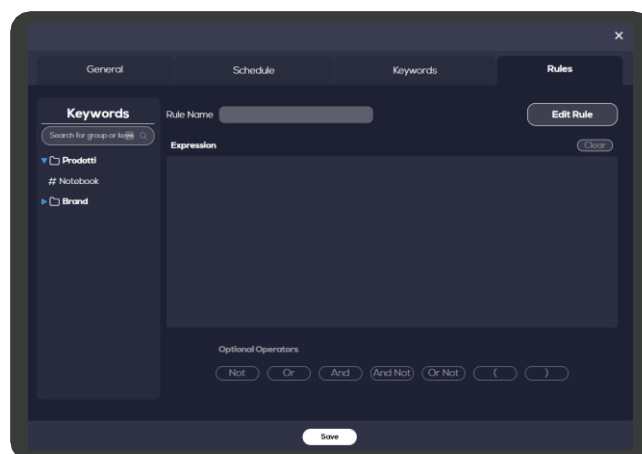
- Right click on a content item and select **Edit** or
- Double click on the content item.

2. Click .

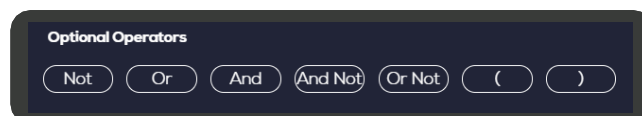
3. Enter a **Rule Name**.

4. Add a **Keyword**, using one of the following methods

- Type the Keyword in the **Expression** area or
- Click .



5. Add an **Optional Operators**.



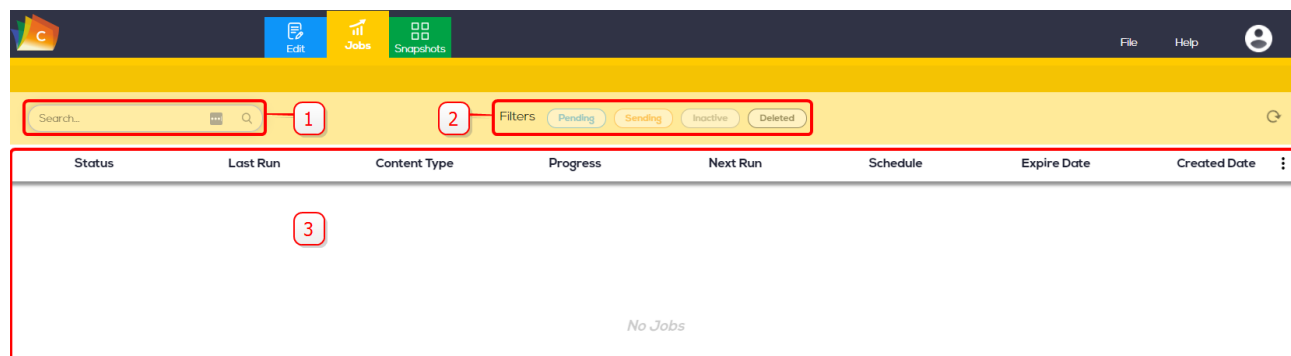
6. Add more **Keywords** and **Optional Operators** as necessary.

7. Click .

7. Managing Jobs

Send a single or multiple layouts in the **Jobs Module**. You can also monitor and control the transfer of the layouts through this module.

The following image and table describe the **Jobs Module**:

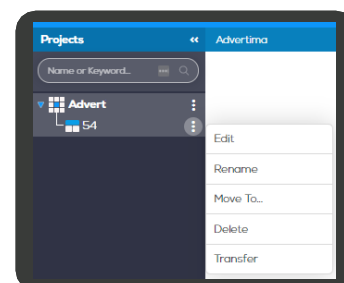


#	Item	Description
1	Search	To search for layouts
2	Filters	Used to manage and monitor layout transfers
3	Work Area	Table view where you see transfer information

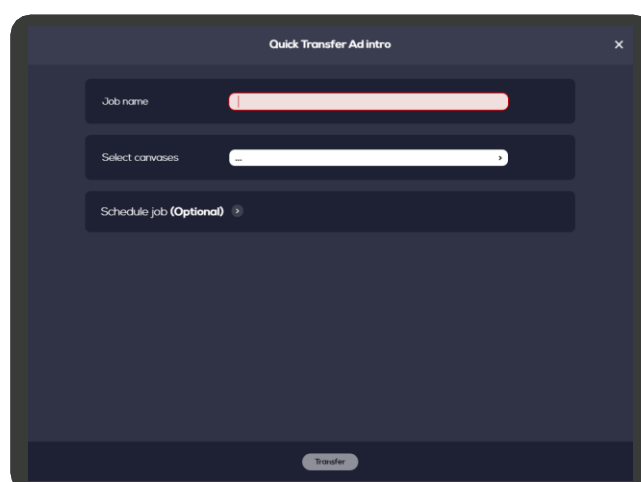
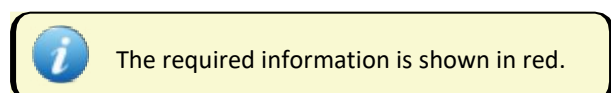
7.1 Transferring a Layout

To transfer layouts to canvases


1. In the **Projects** pane, right click on the layout.
2. Select **Transfer**.

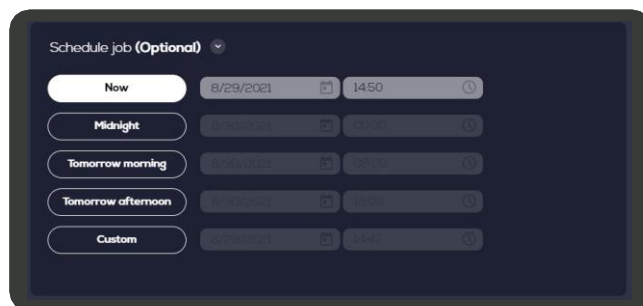


3. Enter a **Job name**.
4. **Select Canvases**.



- In **Schedule job (Optional)**, select a time to transfer the layout.

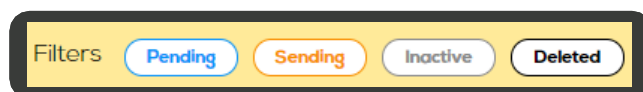
 The default transfer time is **Now**.






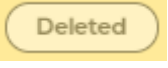
- Click .

7.2 Working with the Jobs Toolbar

Use a filter in the Jobs toolbar to manage and monitor your transfers.



Use the following toolbar options to manage your transfers:

Option	Description
	A list of pending transfers, see Monitoring Transfer Progress .
	A list of transfers in progress, see Monitoring Transfer Status .
	A list of completed transfers, see Restarting Completed Transfers .
	A list of deleted transfers, see Deleting Completed Transfers .

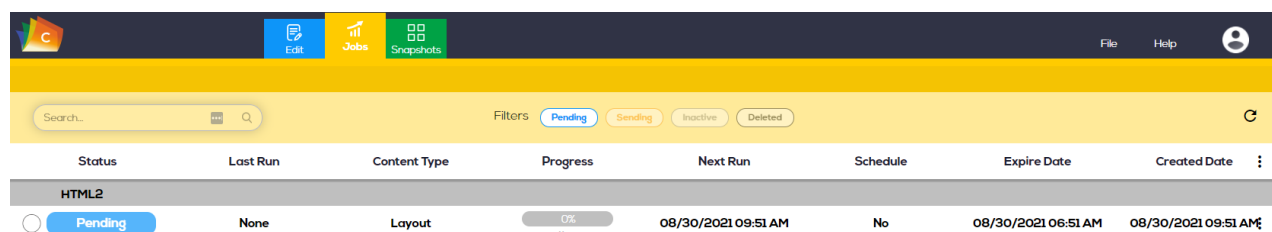
7.2.1 Monitoring Transfer Progress


Monitor layout transfer progress in the **Filter** toolbar. View running, completed, and inactive transfers, as well as monitor whether the transfer was successful. You can also restart and schedule completed transfers.

To monitor the transfer progress

- Click .

- Click .





Status	Last Run	Content Type	Progress	Next Run	Schedule	Expire Date	Created Date
HTML2							
 Pending	None	Layout	<div><div></div></div> 0%	08/30/2021 09:51 AM	No	08/30/2021 06:51 AM	08/30/2021 09:51 AM

7.2.2 Monitoring Transfer Status

You can check if the layout is being transferred in the **Jobs** module.

To check the status for the transfer

1. Click .
2. Click .

The **Job name** is shown and one of the following icons gives the transfer status:




n

Hashing

n

Transferring

Status	Last Run	Content Type	Progress	Next Run	Schedule	Expire Date	Created Date
Wallet tutorial							
 Transferring	08/31/2021 03:07 PM	Layout	93.86% 69.52/74.07KB	None	No	08/31/2021 12:06 PM	08/31/2021 03:06 PM


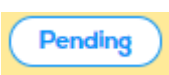

When the transfer is complete, the window shows no information.


Status	Last Run	Content Type	Progress	Next Run	Schedule	Expire Date	Created Date

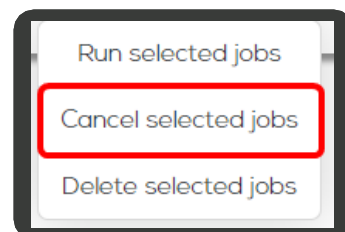
7.2.3 Canceling Pending and Active Transfers

Cancel active transfers in the **Jobs Module**.

To cancel a pending or active transfer


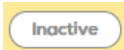


1. Click .
2. Click  or .

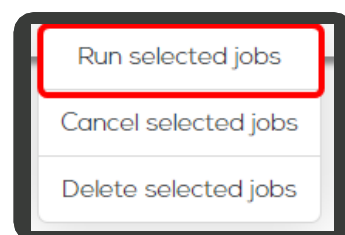
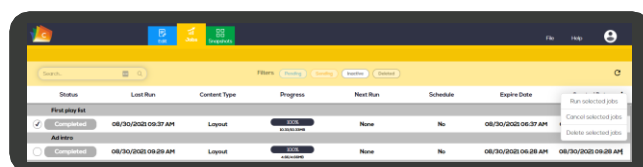
3. Select the transfers to cancel.
4. Click .
5. Click **Cancel selected jobs**.



7.2.4 Restarting Completed Transfers


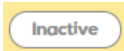


To restart a completed transfer

1. Click .
2. Click  or .
3. Select the transfers to cancel.
4. Click .
5. Click **Run selected jobs**.



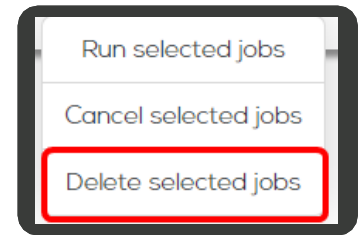
7.2.5 Deleting Completed Transfers

To delete a completed transfer

1. Click .
2. Click  or .
3. Select the transfers to cancel.
4. Click .

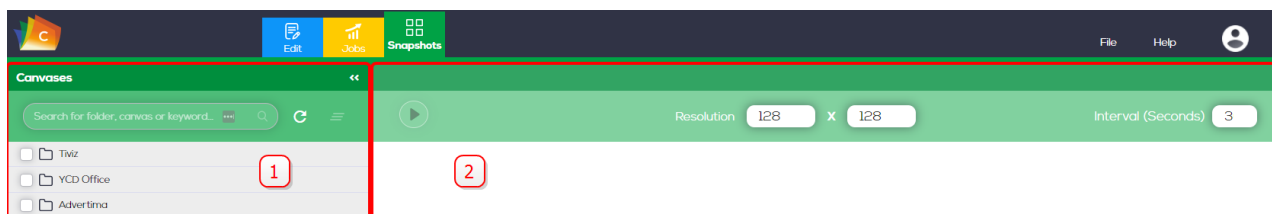


5. Click **Delete selected jobs**.



8. Managing Snapshots

In the **Snapshot Module** you can see a real time snapshot from a playlist. The following image and table describe the **Snapshots Module**:




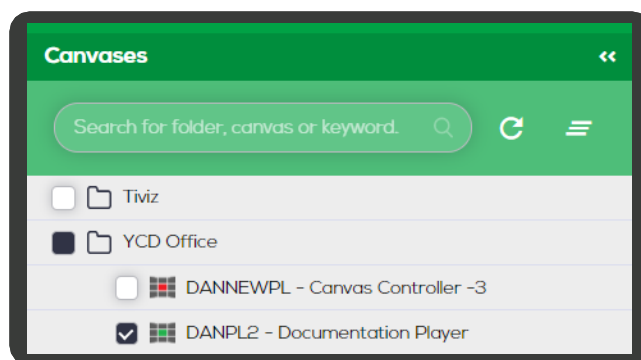
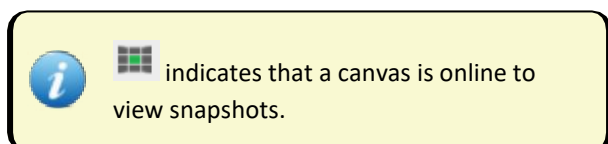
#	Item	Description
1	Canvases	A tree view of players and their associated canvases.
2	Display Area	Area to view content with options to set: <ul style="list-style-type: none"> n The size of a retrieved snapshot n The time interval in seconds each canvas sends the next snapshot to the server.

8.1 Viewing Canvases

You can view your canvases in the **Snapshots Module**. You can also search the canvas tree, view canvases by group, and filter canvases.



To view canvases in the canvas tree:

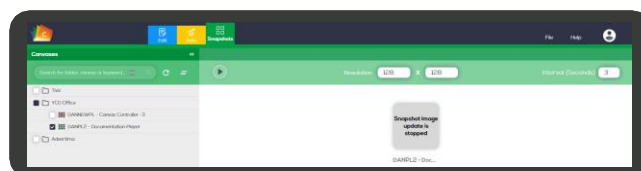
1. Click .
2. In a player folder, select one or more canvases in the canvas tree.



8.2 Viewing Content

To view a snapshot in a canvas

1. In the **Display Area**, click a canvas.
2. Click  to start.
3. Click on the canvas to enlarge the view.
4. Click  to stop.

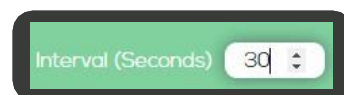


To change the interval for refreshing the content items of the snapshot

1. Type or scroll to your required refresh interval in seconds.



The minimum interval on the Web Interface is 30 seconds



To set the size of a retrieved snapshot

1. Type or scroll to your resolution in pixels.



Larger resolutions stresses the player. The maximum allowed resolution is 1920x1080.

