

Welcome to “Playlist”, the world’s easiest to use digital signage software...

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1.0 LOGIN

ViewTV Playlist is Web Portal based software that allows all Users to simultaneously access their accounts via a (currently only) Google Chrome web browser on any http browser capable device.

Depending on your Playlist account, Open Google Chrome and enter one of the following URL's into the URL search bar

1.1 <http://www.viewtv.co.nz/Playlist>

This is the URL to use if you have a ViewTV NZ hosted account.

Please enter your assigned **User ID, Password & Company ID**

1.2 <http://ViewTV Playlist PC IP Address/Playlist> (E.g. <http://192.168.1.2/Playlist>)

This is the URL to use if you have purchased a ViewTV Playlist PC and are connected to your internal network. Please use the network assigned IP address that your network has given the ViewTV Playlist PC. You may also plug a USB keyboard & mouse into the ViewTV Playlist PC, and then assign it a static IP address to use in the windows network and sharing center pop-up settings.

Please enter your assigned **User ID, Password & Company ID**

1.3 <http://Your Host Server IP Address/Playlist> (E.g. <http://202.42.122.12/Playlist>)

This is the URL to use if you have purchased the ViewTV Playlist Server software and have configured your ViewTV Playlist PC's to communicate with your own server.

Please enter your assigned **User ID, Password & Company ID**

1.4 <http://www.viewtv.co.nz/Playlist> (**Open a Free Online Demo Account**)

This is the URL and option to use if you would like to open a free ViewTV Playlist account online to view and test Playlist Digital Signage Software

Please click "**Open a Free Online Demo Account**" and enter your Name and Email Address, a User login and password will instantly be emailed to you

2.0 CONTENT

ViewTV Playlist has the ability to display multiple Content formats simultaneously on one or an unlimited number of Displays. Each Content item has its own Zone, each zone can display an unlimited number of Content Playlist items, each Display Layout can be populated with an unlimited number of Content Zones

2.1 IMAGES

ViewTV Playlist supports images of any size and resolution to be displayed in a multimedia zone, and will either auto scale your image to fit your image Display zone or maintain its native aspect ratio inside your multimedia Display zone, by matching the size and resolution of your images to match your multimedia Display Zone will deliver the best results

ViewTV Playlist supports the following Image files types; ***. JPEG *.JPG *. BMP *. PNG**

2.2 UPLOADING IMAGES

- a. Navigate to the **"1 > CONTENT"** Tab, then select the **"Images"** folder
- b. Click **"Upload Content "**
- c. Click the **"+"** button
- d. Browse and select (Ctrl/Shft) the images you would like to upload, then click **"open"**
- e. Once all your images have been successfully uploaded, the upload bar will show 100% completion and the **"Accept"** button will become visible. Please click **"Accept"** to complete your image upload process

You may now preview your Image by clicking on the **PLAY** circle button inside your image Content block

2.3 VIDEOS

ViewTV Playlist supports videos of any size and resolution to be displayed in a multimedia zone, and will either auto scale your video to fit your video Display zone or maintain its native aspect ratio inside your multimedia Display zone, by matching the size and resolution of your videos to match your multimedia Display Zone will deliver the best results

ViewTV Playlist supports the following Video files types;

***. MP4 (H.264)**

- **All other Video formats can be converted with our included video conversion software**

2.4 VIDEO CONVERSION (Installing Conversion Software)

To convert all Videos to the correct file format ViewTV recommends using “**Format Factory**” the industry standard free video conversion software for Windows PC’s

Please download Format Factory from our Website link below

<http://www.viewtv.co.nz/upload/FFSetup3.3.4.0.exe.zip>

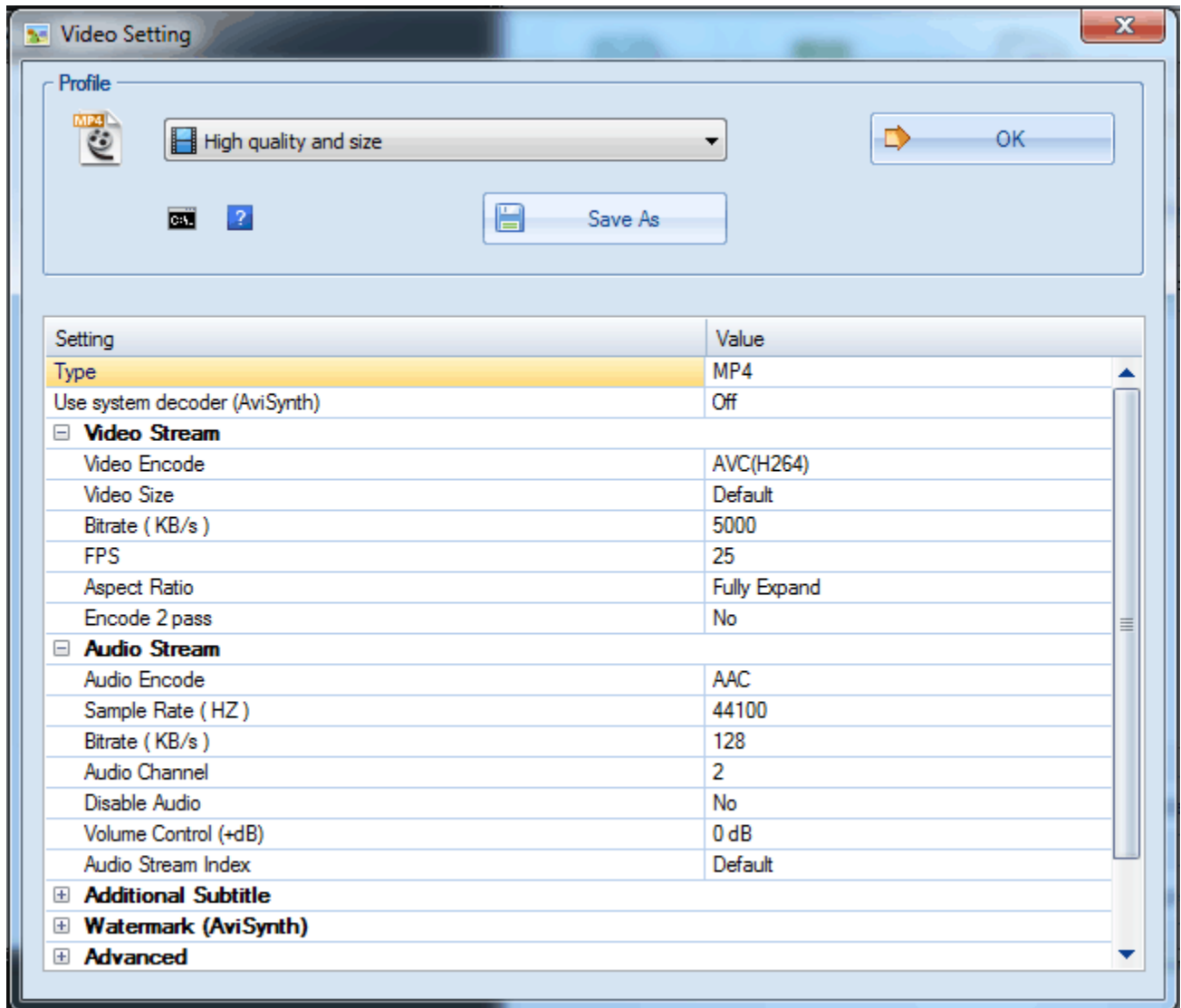
Then please follow these instructions to Install Format Factory

- Unzip FFSetup.exe.zip (you will need WinRAR or another unzipping software installed to open the Zip file) <http://www.win-rar.com>
- Run FFSetup3.3.4.0.exe
- Click “**I Agree**” then “**Install**”
- Un Select both “**Set and keep Ask Toolbar**” options then click “**Next**”
- Un Select “**Set Comodo Dragon option**” then Click “**Decline**”
- Keep both “**Run Format Factory & Install Inside Codecs**” Ticked
- Click “**Finish**”

2.5 VIDEO CONVERSION (Converting Videos to MP4 – H.264)

Please now follow these instructions to convert any video file to our required file format (**MP4 – H.264**)

- Under the Video Tab Click “-> **MP4**” (or click “**Custom**” if you have previously run Format Factory and saved your conversion settings)
- Click “**Output Setting**”
- Please now enter and duplicate the below settings



- Video Size** is set a default (the original size of your video), but you can edit this to create your required video size resolution E.g. 1280x720 or 1920x1080, simply select your required resolution from the drop down list or manually type it in

- d. Click **“OK”** or **“Save As”** (Saving your settings will allow you to quickly reuse the same settings next time, next time simply click **“Custom”** after opening Format Factory to select your custom settings)
- e. Click **“Add File”**
- f. Browse and select (Ctrl/Shft) the videos you would like to convert, then click **“open”**
- g. Click **“OK”**
- h. Click **“Start”** (Top ribbon bar)

Your files will now be converted and saved into the default Output Folder

2.6 UPLOADING VIDEOS

- a. Navigate to the **“1 > CONTENT”** Tab, then select the **“Videos”** folder
- b. Click **“Upload Content ”**
- c. Click the **“+”** button
- d. Browse and select (Ctrl/Shft) the videos you would like to upload, then click **“open”**
- e. Once all your videos have been successfully uploaded, the upload bar will show 100% completion and the **“Accept”** button will become visible. Please click **“Accept”** to complete your image upload process.

You may now preview your video by clicking on the PLAY circle button inside your image Content block.

2.7 LIVE RSS FEEDS

ViewTV Playlist supports unlimited Live RSS Feeds to be displayed in an RSS Feed Zone. The RSS Feed text can be any size and shape, displayed from any direction, rotated to any angle and any colour with the option of a solid or transparent background effect.

2.8 CREATING LIVE RSS FEEDS

- a. Navigate to the “**1 > CONTENT**” Tab, then select the “**Live RSS Feed**” folder
 - b. Click “**Create New**”
 - c. Assign the new RSS Feed a Feed Name
 - d. Type or Paste the RSS Feed URL into the Feed URL field (Click retrieve to preview your RSS Feed)
 - e. Select your required Text Colour, Font & Background Opacity
- A live preview of your RSS Feed will be displayed
- f. Click “**Save & Exit**” or “**Save & New**” (To create another new RSS Feed)

2.9 TEXT MESSAGES

ViewTV Playlist supports unlimited Scrolling and Static Text Messages to be displayed in a Scrolling Text or Static Text zone. Text can be any size and shape, displayed from any direction, rotated to any angle and any colour with the option of a solid or transparent background effect.

2.10 CREATING TEXT MESSAGES

- a. Navigate to the “**1 > CONTENT**” Tab, then select the “**Text Messages**” folder
 - b. Click “**Create New**”
 - c. Assign the new Text Message a Message Name
 - d. Type or Paste the Text Message Content into the Message Body field (By using the Enter key, your text will appear on a second line and be
 - e. Select your required Text Colour, Font & Background Opacity
- A live preview of your Text Message will be displayed
- f. Click “**Save & Exit**” or “**Save & New**” (To create another new Text Message)

2.11 TEXT SEPARATORS

ViewTV Playlist supports Text Separators, these are images that can be displayed in-between each Text Message (or RSS Feed) as a separator to show the end of one text and the beginning of another

2.12 CREATING TEXT SEPARATORS

- a. Navigate to the “**1 > CONTENT**” Tab, then open the “**Text Messages**” folder and select “**Text Separators**”
- b. Click “**Upload Content**”
- c. Click the “+” button
- d. Browse and select (Ctrl/Shift) the images you would like to upload, then click “**open**”
- e. Once all your images have been successfully uploaded, the upload bar will show 100% completion and the “Accept” button will become visible. Please click “**Accept**” to complete your image upload process

You may now preview your Text Separator Image by clicking on the PLAY circle button inside your image Content block

2.13 WEBSITES

ViewTV Playlist supports an unlimited number of http://URL Websites to be displayed each in a Websites zone, and will either auto scale your Website to fit your Display zone or maintain its native resolution inside your Display zone

ViewTV Playlist also offers a Website cropping feature that allows only the cropped area of a Website to be displayed. All Website zones are fully interactive if they are used with an interactive Display.

2.14 CREATING WEBSITES

- a. Navigate to the “1 > CONTENT” Tab, then select the “Websites” folder
- b. Click “Create New”
- c. Assign the new Website Widget a Name
- d. Type or Paste the Website address into the Website URL field
- e. Click “Browse” then make selections from these various options and features
 - **Use Mobile Website**, This option will automatically use and display your Websites mobile version (if it has one) instead of its desktop version
 - **Refresh Time**, This (if set) is the time between Website page refreshes, used to refresh old Website pages and pull down the latest information (Also used to ensure the Website is refreshed and set back to the original URL)
 - **Live Stream**, This option means the Website zone will display a real time live interactive version of your Website
 - **Snapshot**, This option is used in conjunction with (Refresh Time) and will take a snapshot image capture of your Website (or cropped Website) and display this in your Website zone
 - **Display Horizontal Scrollbar**, This option will display the horizontal scrollbar, so it can be used for interactive horizontal scrolling of a Website
 - **Display Vertical Scrollbar**, This option will display the vertical scrollbar, so it can be used for interactive vertical scrolling of a Website
 - **Crop**, This option will allow you to crop an area of your Website to only be displayed in your Website zone, there are two options when displaying a cropped area #1. Fit to Zone, #2. Maintain Native Resolution. The cropped area can also be Interactive, Mobile, Live or Snapshot
- f. Click “Save & Exit” or “Save & New” (To create another new Website Widget) - After you select from the above options

2.15 WEATHER FEEDS

ViewTV Playlist supports an unlimited number of Weather Feeds to be displayed each in a Weather Feeds zone. Weather Feeds have a set aspect ratio along with a set graphical Five Day forecast according to your chosen city

2.16 CREATING WEATHER FEEDS

- g. Navigate to the "**1 > CONTENT**" Tab, then select the "**Weather Feeds**" folder
- h. Click "**Create New**"
- i. Assign the new Weather Widget a Name
- j. Select your Country
- k. Select your City
- l. Click "**Save & Exit**" or "**Save & New**" (To create another new Weather Widget)

Your Weather preview will update and show the current Weather once it has been assigned to a Display

2.17 DATE & TIME

ViewTV Playlist supports an unlimited number of Date & Time text Widgets, to be displayed each in a Date & Time zone that will auto scale the Content to fit your Display zone

2.18 CREATING DATE & TIME

- a. Navigate to the “**1 > CONTENT**” Tab, then select the “**Date & Time**” folder
 - b. Click “**Create New**”
 - c. Assign the new Date & Time Widget a Name
 - d. Select your Time Zone
 - e. Select your Date & Time Format
 - f. Select your required Text Colour, Font & Background Opacity
- A live preview of your Text Message will be displayed
 - g. You also have the option to display Time first or Last
 - h. Click “**Save & Exit**” or “**Save & New**” (To create another new Weather Widget)

2.19 FLASH MEDIA

ViewTV Playlist supports Flash Media Animation of any size and resolution to be displayed in a Flash Media zone, and will maintain its native resolution inside your Flash Media Display zone, (but matching the size and resolution of your images to match your Flash Media Display Zone will deliver the best results

2.20 UPLOADING FLASH MEDIA

- a. Navigate to the “**1 > CONTENT**” Tab, then select the “**Flash Media**” folder
- b. Click “**Upload Content**”
- c. Click the “**+**” button
- d. Browse and select (Ctrl/Shift) the Flash file you would like to upload, then click “**open**”
- e. Once all your files have been successfully uploaded, the upload bar will show 100% completion and the “**Accept**” button will become visible. Please click “**Accept**” to complete your file upload process

2.21 DATABASE GENERATED

ViewTV Playlist supports data in a JSON format with a JSON API, displayed as Text Content of any size and resolution to be displayed in a Scrolling or Static Text zone, and will auto scale your Text Data to fit your Display zone

2.22 CREATING DATABASE GENERATED TEXT

- a. Navigate to the “**1 > CONTENT**” Tab, then select the “**Database Generated**” folder
- b. Click “**Create New**”
- c. Enter a Database Name
- d. Type or Paste in your Database Source (URL)
- e. Enter the required Data Refresh Period
- f. Click “**Accept**”
- g. Now from the available data fields select the fields you would like to use

You can now assign an Alias Name to each data field and select the Colour, Font and Background for each field

- h. Click “**Accept**”

Your data will now be pulled down (Based on refresh time set) and can be used to populate any Scrolling or Static Text zone Playlist

2.23 RS232 COMMUNICATION

ViewTV Playlist supports full RS232 protocol communication between ViewTV Playlist and any RS232 compatible device

2.24 CREATING AN RS232 COMMAND

- a. Navigate to the “**1 > CONTENT**” Tab, then select the “**RS232**” folder
- b. Click “**Create New**”
- c. Enter an RS232 Name
- d. Select your RS232 Protocol Data Type
- e. Type or Paste in your RS232 Value
- f. Select your COM Port Settings (Determined by your RS232 device protocol)
- g. Add an optional Prefix Character (Not usually required)

You can now test your RS232 command with the “**Test**” button on any connected device

- h. Click “**Save & Exit**” or “**Save & New**” (To create another new RS232 Command)

3.0 LAYOUTS

ViewTV Playlist has the ability to display multiple Content formats simultaneously on one or an unlimited number of Displays. Each Content item has its own Zone, each zone can display an unlimited number of Content Playlist items, each Display Layout can be populated with an unlimited number Content Zones

ViewTV Playlist supports any resolution Display, Video Wall, Touch Screen or Projector in either Landscape, Portrait or Face up/down orientation. Matching the size and resolution of your ViewTV Playlist Display Layout to your Display, Video Wall, Touch Screen or Projectors Native Resolution will deliver the best results

Layouts are Campaigned (Sent) to one or an unlimited number of Displays or Display groups, the Display(s) will then play and loop all Content within the Layout according to your Layout design. (See Scheduling for advanced options on Layout Time Scheduling and Multiple Layouts Looping)

3.1 CREATING A NEW DISPLAY LAYOUT

- a. Navigate to the “2 > LAYOUTS” Tab, then click the “**New Display Layout**” button
- b. Enter a new Layout Name and select your desired folder location for the Layout
- c. Click “**Accept**”
- d. Now select your required Orientation & Resolution (Or enter a custom resolution)
- e. Click “**Accept**”

You have now created an empty Display Layout ready for Content zones to be added and Content Playlist to be created within the Content zones

3.2 CREATING AND ADDING CONTENT ZONES TO A LAYOUT

From the right hand side column you have the ability to **Add Zones** to a Layout. Each Zone represents the type of Content to be displayed.

3.3 ADDING A MULTIMEDIA ZONE

Multimedia zones can display a Playlist containing both **Images** and **Videos**.

- a. Click "**Multimedia**" to add a multimedia zone to your Display Layout
- b. Name the zone by typing or pasting in a "**Zone Name**" (This is useful later for allocating User permissions to specific zones)
- c. Either drag and position the zone using the 8 drag points or type in exact zone position and size from the right hand "**Zone Size & Zone Position**" columns
- d. *See Contents "Advanced Zone Features"* for all zone advanced features & options
- e. Click "**Save**" to save your current Layout

3.4 CREATING A PLAYLIST WITHIN A MULTIMEDIA ZONE

A Multimedia Playlist can be an unlimited length and will automatically play and loop all Content once confirmed

- a. Select your "**Multimedia**" zone, then click "**Create Playlist**" (Or Edit Playlist if the zone already contains a Playlist)
- b. Select one or more (Ctrl/Shift) images and videos from your Image and Video folders, then using the "+" button from the right hand column, add these across to your Playlist
- c. Both images and videos have a duration time setting (Seconds) to allow for the creation of timed slideshows and shortened (From the beginning) videos. Simply type in your required duration into the duration column/row for each Content item
- d. Use the Up/Down arrows to move Content up and down the Playlist order
- e. Click "**Confirm**" to save your Playlist order
- f. *See Contents "Advanced Playlist Features"* for all Multimedia Playlist advanced features & options

3.5 ADDING A LIVE RSS FEED ZONE

Live RSS Feed zones can display a Playlist containing **Scrolling Text RSS Feeds**

- a. Click "**Live RSS Feeds**" to add a Live RSS Feed zone to your Display Layout
- b. Name the zone by typing or pasting in a "**Zone Name**" (This is useful later for allocating User permissions to specific zones)
- c. Either drag and position the zone using the 8 drag points or type in exact zone position and size from the right hand "**Zone Size & Zone Position**" columns
- d. *See Contents "Advanced Zone Features"* for all zone advanced features & options
- e. Click "**Save**" to save your current Layout

3.6 CREATING A PLAYLIST WITHIN A LIVE RSS FEED ZONE

A Live RSS Feed Playlist can be an unlimited length and will automatically play and loop all Content once confirmed

- a. Select your “**Live RSS Feed**” zone, then click “**Create Playlist**” (Or Edit Playlist if the zone already contains a Playlist)
- b. Select one or more (Ctrl/Shift) RSS Feed Content items from your RSS Feed folder, then using the “+” button from the right hand column, add these across to your Playlist
- c. Use the Up/Down arrows to move Content up and down the Playlist order
- d. All Live RSS Feed Playlists have the ability to set Text to Border padding, Text Direction, Line Spacing & Text Speed
- e. Click “**Confirm**” to save your Playlist order
- f. See Contents “*Advanced Playlist Features*” for all RSS Feed Playlist advanced features & options

3.7 ADDING A SCROLLING TEXT MESSAGE ZONE

Scrolling Text zones can display a Playlist containing **Scrolling Text Messages** or **Database Generated Text**

- a. Click “**Scrolling Text**” to add a Scrolling Text Message zone to your Display Layout
- b. Name the zone by typing or pasting in a “**Zone Name**” (This is useful later for allocating User permissions to specific zones)
- c. Either drag and position the zone using the 8 drag points or type in exact zone position and size from the right hand “**Zone Size & Zone Position**” columns
- d. See Contents “*Advanced Zone Features*” for all zone advanced features & options
- e. Click “**Save**” to save your current Layout

3.8 CREATING A PLAYLIST WITHIN A SCROLLING TEXT MESSAGE ZONE

A Scrolling Text Message Playlist can be an unlimited length and will automatically play and loop all Content once confirmed

- a. Select your “**Scrolling Text**” zone, then click “**Create Playlist**” (Or Edit Playlist if the zone already contains a Playlist)
- b. Select one or more (Ctrl/Shift) Text Messages Content items from your Text Message or Database Generated folder, then using the “+” button from the right hand column, add these across to your Playlist
- c. Use the Up/Down arrows to move Content up and down the Playlist order
- d. All Text Message Playlists have the ability to set Text to Border padding, Text Direction, Line Spacing & Text Speed
- e. Click “**Confirm**” to save your Playlist order
- f. See Contents “*Advanced Playlist Features*” for all RSS Feed Playlist advanced features & options

3.9 ADDING A STATIC TEXT ZONE

Static Text zones can display a Playlist containing **Static Text** or **Database Generated Text**

- a. Click "**Static Text**" to add a Static Text Message zone to your Display Layout
- b. Name the zone by typing or pasting in a "**Zone Name**" (This is useful later for allocating User permissions to specific zones)
- c. Either drag and position the zone using the 8 drag points or type in exact zone position and size from the right hand "**Zone Size & Zone Position**" columns
- d. *See Contents "Advanced Zone Features"* for all zone advanced features & options
- e. Click "**Save**" to save your current Layout

3.10 CREATING A PLAYLIST WITHIN A STATIC TEXT ZONE

A Static Text Playlist can be an unlimited length and will automatically play and loop all Content once confirmed

- a. Select your "**Scrolling Text**" zone, then click "**Create Playlist**" (Or Edit Playlist if the zone already contains a Playlist)
- b. Select one or more (Ctrl/Shift) Static Text Content items from your Static Text or Database Generated folder, then using the "+" button from the right hand column, add these across to your Playlist
- c. Use the Up/Down arrows to move Content up and down the Playlist order
- d. All Static Text Playlists have the ability to set Text to Border padding, Text Direction, Line Spacing & Text Speed
- e. Click "**Confirm**" to save your Playlist order
- f. *See Contents "Advanced Playlist Features"* for all RSS Feed Playlist advanced features & options

3.11 ADDING A WEBSITE ZONE

Website zones can display a Full Screen or Cropped - Live Streaming or Snapshot image of any Website

- a. Click "**Websites**" to add a Website zone to your Display Layout
- b. Name the zone by typing or pasting in a "**Zone Name**" (This is useful later for allocating User permissions to specific zones)
- c. Either drag and position the zone using the 8 drag points or type in exact zone position and size from the right hand "**Zone Size & Zone Position**" columns
- d. *See Contents "Advanced Zone Features"* for all zone advanced features & options
- e. Click "**Save**" to save your current Layout

3.12 CREATING A PLAYLIST WITHIN A WEBSITE ZONE

A Website Playlist can display one single Website URL once confirmed

- a. Select your “**Website**” zone, then click “**Create Playlist**” (Or Edit Playlist if the zone already contains a Playlist)
- b. Select one Website Content item from your Website folder, then click “**Confirm**” to confirm and save your Playlist

3.13 ADDING A WEATHER FEED ZONE

Weather Feed zones can display one city/region 5 day Weather forecast

- a. Click “**Weather Feeds**” to add a Weather Feed zone to your Display Layout
- b. Name the zone by typing or pasting in a “**Zone Name**” (This is useful later for allocating User permissions to specific zones)
- c. Either drag and position the zone using the 8 drag points or type in exact zone position and size from the right hand “**Zone Size & Zone Position**” columns
- d. *See Contents “Advanced Zone Features”* for all zone advanced features & options
- e. Click “**Save**” to save your current Layout

3.14 CREATING A PLAYLIST WITHIN A WEATHER FEEDS ZONE

A Weather Feed Playlist will automatically update every 2 hours with the latest Weather information

- a. Select your “**Weather**” zone, then click “**Create Playlist**” (Or Edit Playlist if the zone already contains a Playlist)
- b. Select one Weather Content item from your Weather Feeds folder, then click “**Confirm**” to confirm and save your Playlist

3.15 ADDING A DATE & TIME ZONE

Date & Time zones can display one Time Zones Date and or Time

- a. Click "**Date & Time**" to add a Date & Time zone to your Display Layout
- b. Name the zone by typing or pasting in a "**Zone Name**" (This is useful later for allocating User permissions to specific zones)
- c. Either drag and position the zone using the 8 drag points or type in exact zone position and size from the right hand "**Zone Size & Zone Position**" columns
- d. *See Contents "Advanced Zone Features"* for all zone advanced features & options
- e. Click "**Save**" to save your current Layout

3.16 CREATING A PLAYLIST WITHIN A DATE & TIME ZONE

A Date & Time Playlist will automatically update in real time

- a. Select your "Date & Time" zone, then click "**Create Playlist**" (Or Edit Playlist if the zone already contains a Playlist)
- b. Select one Date & Time Content item from your Date & Time folder, then click "**Confirm**" to confirm and save your Playlist

3.17 ADDING A FLASH MEDIA ZONE

Flash Media zones can display a Playlist containing Flash Media (FLV) files

- a. Click "**Flash Media**" to add a Flash Media zone to your Display Layout
- b. Name the zone by typing or pasting in a "**Zone Name**" (This is useful later for allocating User permissions to specific zones)
- c. Either drag and position the zone using the 8 drag points or type in exact zone position and size from the right hand "**Zone Size & Zone Position**" columns
- d. *See Contents "Advanced Zone Features"* for all zone advanced features & options
- e. Click "**Save**" to save your current Layout

3.18 CREATING A PLAYLIST WITHIN A FLASH MEDIA ZONE

A Flash Media Playlist can be an unlimited length and will automatically play and loop all Content once confirmed

- a. Select your “**Flash Media**” zone, then click “**Create Playlist**” (Or Edit Playlist if the zone already contains a Playlist)
- b. Select one or more (Ctrl/Shift) Flash Media files from your Flash Media folder, then using the “+” button from the right hand column, add these across to your Playlist
- c. All Flash Media files have a duration time setting (Seconds) to allow for the creation of shortened (From the beginning) videos. Simply type in your required duration into the duration column/row for each Content item
- d. Use the Up/Down arrows to move Content up and down the Playlist order
- e. Click “**Confirm**” to save your Playlist order
- f. *See Contents “Advanced Playlist Features” for all Flash Media Playlist advanced features & options*

4.0 SCHEDULER

ViewTV Playlist has the ability to Schedule Layouts to be displayed on one or an unlimited number of Displays. Each Schedule contains a list of Layouts that are either listed to play in order one after the other (With a trigger to define when the next Layout begins) or listed to Start and Stop at specific times throughout the day.

ViewTV Playlist supports daily (24/7), monthly or yearly Schedules. Daily Schedules can be recurred to repeat and play identically on any number of selected days, months or years.

Schedules are then Campaigned (Sent) to one or an unlimited number of Displays or Display groups, the Display(s) will then play and loop all Content within the Schedule according to your Daily Layout (Inline or Timed) lists.

4.1 CREATING A NEW SCHEDULE

- a. Navigate to the “**3 > SCHEDULER**” Tab, then click the “**New**” button
- b. Enter a new Schedule Name and select your desired folder location for the Schedule
- c. Click “**Accept**”

4.2 ADDING LAYOUTS TO A SCHEDULE

Using the second (Calendar) column you have the ability to select the Day(s), Month(s) or Year(s) you would like to Schedule Layouts to be displayed on. The third (Layout) column lets you select what Layout(s) to Schedule. You then either add the Layouts one after the other (An inline Layout) or add them according to a time specific Start/Stop duration (Click the tick box in-between the “+” & “-” button to activate the Start/Stop timer).

4.3 SELECTING THE DAY, MONTH OR YEAR

Multiple varied Layout combinations can be added to the Schedule list on any Day, Month or Year.

- a. Click and highlight the required calendar Day(s). (Using **CTRL & SHFT** keys the user can select multiple Days)

OR

- b. Click the Month button to select an entire Month (All days within the Month shall display the same Schedule)
- c. Highlight all Months to select an entire Year (All Months within the Year shall display the same Schedule)

4.4 SELECTING THE LAYOUT TO ADD TO THE SCHEDULE LIST

One or more Layouts can be added to the list (Either inline or via a Start/Stop time)

- a. Select your required Layout from the third Layout column (The selected Layout will show in the top right "Selected Layout" field)
- b. Click the "+" button to add an inline Layout to the Schedule list (Adding non timed Layouts (Inline Layouts) means your Layouts will play one after the other with a defined trigger to determine when the next Layout begins)

Once an Inline Layout has been added to the List, use the (Next "+") button to select what zone triggers the next Layout to begin. (Once a selected zone has completed displaying all content within its zone, the next Layout inline will start playing). The (Stop "+") button will stop the inline Layouts from looping again, after the selected stop zone has completed playing all of its contents

- c. Tick the checkbox in-between the "+" & "-" buttons to activate the Start/Stop timers (Adding timed Layouts means your Layouts will only play between these set times)

Timed and Inline Layouts can both be added to the Schedule list to create a dynamic mixed Layout Schedule

- d. Create your Schedule list of Layouts, then click the "Save" button

4.5 DAILY RECURRENCE

A daily schedule can be recurred to repeat identically on one or more other days

- a. Select your required Day to recur
- b. Click the "Daily Recurrence" button
- c. Then select and highlight (CTRL & SHFT) all Days you would like to recur this schedule on
- d. Click "Accept"

You have now successfully copied your Day schedule to play identically on other days. The same applies to Months when in Month view

4.6 CAMPAIGNING A SCHEDULE (Send Now)

Once a Schedule has been created, the user needs to Campaign this Schedule to one or more Displays. When you Campaign a Schedule to a Display(s) using the “**Send Now**” button, that Schedule will instantly (Based on the speed of your network) be sent to the Display(s) but only play based on the Date & Time set within the Schedule

- a. Navigate to the “**3 > CAMPAIGN**” Tab
- b. Select your Schedule from the Schedule column
- c. Select the Display(s) or Display Group that you would like to send the Schedule to.
- d. Then using the “**+**” button from the right hand column, add these across to your Target Group Folders and Displays list (You can add an unlimited number of Displays or Display groups)
- e. Click “**Send Now**”

4.7 CAMPAIGNING A SCHEDULE (Timed Update)

Once a Schedule has been created, the user needs to Campaign this Schedule to one or more Displays. When you Campaign a Schedule to a Display(s) using the “**Timed Update**” button; that Schedule will not be sent to the Display(s) until your specified time, and then only play based on the Date & Time set within the Schedule

- a. Navigate to the “**3 > CAMPAIGN**” Tab
- b. Select your Schedule from the Schedule column
- c. Select the Display(s) or Display Group that you would like to send the Schedule to.
- d. Then using the “**+**” button from the right hand column, add these across to your Target Group Folders and Displays list (You can add an unlimited number of Displays or Display groups)
- e. Click “**Timed Update**”
- f. From the pop-up window select your desired Date & Time to update the selected Displays (This pop-up window also gives you the option to Live Update (Send Now) to one or more Displays
- g. Click “**Accept**”

5.0 CAMPAIGN

ViewTV Playlist has the ability to Campaign (Send) Display Layouts and Time Schedules to one or an unlimited number of Displays or Display groups

5.1 CAMPAIGNING A LAYOUT (Send Now)

When you Campaign a Layout to Display(s) using the “**Send Now**” button, that Layout will instantly (Based on the speed of your network) be sent to the Display(s) and begin to play immediately

- a. Navigate to the “**3 > CAMPAIGN**” Tab
- b. Select your Layout from the Layout column
- c. Select the Display(s) or Display Group that you would like to send the Layout to.
- d. Then using the “**+**” button from the right hand column, add these across to your Target Group Folders and Displays list (You can add an unlimited number of Displays or Display groups)
- e. Click “**Send Now**”

5.2 CAMPAIGNING A LAYOUT (Timed Update)

When you Campaign a Layout to a Display(s) using the “**Timed Update**” button, that Layout will not be sent to the Display(s) and begin to play until your specified time

- a. Navigate to the “**3 > CAMPAIGN**” Tab
- b. Select your Layout from the Layout column
- c. Select the Display(s) or Display Group that you would like to send the Layout to.
- d. Then using the “**+**” button from the right hand column, add these across to your Target Group Folders and Displays list (You can add an unlimited number of Displays or Display groups)
- e. Click “**Timed Update**”
- f. From the pop-up window select your desired Date & Time to update the selected Displays (This pop-up window also gives you the option to Live Update (Send Now) to one or more Displays

5.3 CAMPAIGNING A SCHEDULE (Send Now)

When you Campaign a Schedule to a Display(s) using the “**Send Now**” button, that Schedule will instantly (Based on the speed of your network) be sent to the Display(s) but only play based on the Date & Time set within the Schedule

- f. Navigate to the “**3 > CAMPAIGN**” Tab
- g. Select your Schedule from the Schedule column
- h. Select the Display(s) or Display Group that you would like to send the Schedule to.
- i. Then using the “**+**” button from the right hand column, add these across to your Target Group Folders and Displays list (You can add an unlimited number of Displays or Display groups)
- j. Click “**Send Now**”

5.4 CAMPAIGNING A SCHEDULE (Timed Update)

When you Campaign a Schedule to a Display(s) using the “**Timed Update**” button; that Schedule will not be sent to the Display(s) until your specified time, and then only play based on the Date & Time set within the Schedule

- h. Navigate to the “**3 > CAMPAIGN**” Tab
- i. Select your Schedule from the Schedule column
- j. Select the Display(s) or Display Group that you would like to send the Schedule to.
- k. Then using the “**+**” button from the right hand column, add these across to your Target Group Folders and Displays list (You can add an unlimited number of Displays or Display groups)
- l. Click “**Timed Update**”
- m. From the pop-up window select your desired Date & Time to update the selected Displays (This pop-up window also gives you the option to Live Update (Send Now) to one or more Displays
- n. Click “**Accept**”

6.0 DISPLAYS

Navigate to the DISPLAYS Tab - ViewTV Playlist has the ability to name a Display and then assign one or an unlimited number of Displays to a Display group of your choice. This feature is useful when you want to Campaign (Send) a Layout to more than one Display simultaneously or view your entire Display network in an easy and functional folder format

6.1 STATUS LIGHT

When you Campaign a Layout to a Display(s) using the “**Send Now**” button, that Layout will instantly (Based on the speed of your network) be sent to the Display(s) and begin to play immediately

RED Status Light indicates that your Display is offline. This means the connection from the Display to the Server has been lost. This connection will automatically reconnect once available.

Possible causes of a Red Status Light,

- a. A physical cable connection problem. The Ethernet cable connecting the Display to your network had been unplugged (plug another device into the data cable to check the cable is live)
- b. A wireless connection problem. The Wi-Fi signal in the area has been lost or disconnected. (Connect to the Wi-Fi signal with another device to check the Wi-Fi signal is live)
- c. IP Address problem. The IP settings on the Display or Playlist PC are incorrect for the network you are connecting to
- d. A firewall problem. Your networks firewall is not allowing the Display or Playlist PC to connect to the Server (Refer to 1.0 Login, to check what server need to be allowed through the firewall)
- e. A Playlist Display problem (unlikely). Playlist software has become unresponsive to the network, simply turn the physical mains power off (for 5 seconds) then back on to the Display or Playlist PC

Even though your Display is offline it will continue to run and display all Content perfectly. You will however not be able to Campaign any Layouts until the network connection is reestablished and the status light is Green

GREEN Status Light indicates that your Display is online. This means the connection from the Display to the Server has been established. You will now be able to successfully Campaign Content to the Display

ORANGE Status Light indicates that your Display is currently receiving a Campaign or an update

6.2 LAST ONLINE

This is the last time this Display had a Green Status Light

6.3 EDIT

Clicking on the Edit Pencil in the Displays row will allow you to rename that Display

7.0 USERS

Navigate to the USERS Tab - ViewTV Playlist has the most advanced, flexible and easy to assign Administration & User Permissions available. This page allow the User to create and edit other Users along with assigning that User a User Level & User Permissions

User Levels

7.1 SERVER ADMINISTRATOR

When you purchase ViewTV Playlist Server software you will receive full server administration rights, the highest User Level available. Server Admin rights allow the User to create unlimited (Depending on server license) Company Accounts with Company ID's, Create Company Administrators and set up a full global enterprise multi company account Digital Signage Software portal. Only the Server Administrator can access the System Tab

7.2 COMPANY ADMINISTRATOR

Company Admin Levels are assigned with a Company ID to login to a ViewTV Playlist account. These Permissions allow the User to create Group Managers and General Users, and then assign Content, Layout & Display permissions to each User. Company Admin has full User permissions to all features and functions in Playlist

7.3 GROUP MANAGER

Group Manager Level allows the User to create General Users, and then assign Content, Layout & Display permissions to each User, as well as Create/Edit Content & Layouts, and then Campaign these based on their allocated User permissions

7.4 GENERAL USER

General User Level allows the User to Create/Edit Content & Layouts, and then Campaign these based on their allocated User permissions

7.5 USER PERMISSIONS

Select a User then click User Permissions, this Pop-Up window will allow you to allocate any Permission you desire to the selected User based on the present configuration of your account. If the User does not have a certain item selected they will not be able to See, Create, Delete or Edit that item

7.6 CAN SEE VISIBLE USER

If this option is ticked, it means this User can see all Content items, Groups, Layouts, Zones, Schedules or Displays etc... that all Visible Users have in their account (within the same Company ID account), along with the all items the Visible Users have Permissions too, and can make use of these items as if they were their own

7.7 VISIBLE USER

If this option is ticked, it means this User is a Visible User and all Users (within the same Company ID account) that can see Visible Users have full access to all Content items, Groups, Layouts, Zones, Schedules or Displays etc... that the Visible User has in their account, along with the all items the Visible User has Permissions too

This is useful when a User may be away or unable to login, therefore giving access to other Users to their account without disclosing their password, or simply to share items among a group of Users to avoid multiple uploading of Content or Layout & Schedules etc... creations

8.0 SYSTEM

The System Tab is only available to Server Administrators and allows the User to create Company ID's, Company Administrators and allocate Displays to Company Accounts

9.0 ADVANCED PLAYLIST FEATURES

9.1 ADDING CONTENT TO A PLAYLIST

By selecting a location within any playlist, then adding the Content (+) across, you can determine where in the Playlist the Content will be added. (Instead of always adding it to the end of a Playlist and then having to move it up into position). A Group block of Content can also be added into a predetermined selected position using the Ctrl/Shft keys

9.2 TRANSPARENCY

The Transparency slider allows zones opacity to be set from 0% - 100%, useful when overlaying zones. 0% Transparency would make the zone total invisible

9.3 ROTATION

The Rotation slider allows a User to Rotate a zone up to 360 degrees

9.4 BACKGROUND COLOUR

A Background colour can be assigned to a zone. This zone would then display a solid colour. Used in conjunction with the Background Transparency slider

9.5 BACKGROUND COLOUR TRANSPARENCY

The Background Transparency slider allows zones Background colour to be set from 0% - 100%. 100% Transparency would fill the zone with a solid Background colour

9.6 DURATION

The Duration column sets the desired time (in Seconds) a Content item should display for

9.7 TRANSITION *(currently under development)*

The Transition column sets the Transition effect between two content

9.8 VOLUME

The Volume column sets the desired volume (%) for each individual Content item with audio

9.9 LOOP

The Loop column sets the number of times a Content item or Layout Zone Loops before continuing to the next item in the list

9.10 STRETCH TO FIT

This Display Mode will automatically Stretch all Content to fit & fill the Content Zone

9.11 MAINTAIN ASPECT RATIO

The Display Mode will NOT Stretch all Content to fit the Content Zone, but instead maintain each Content items Native Aspect Ratio inside the Zone

9.12 PADDING FOM BORDER

This feature applies to text based Zones and determines the Text Padding (Empty space) from the Text (Top, bottom, left, right edges) to the edge of the Zone

9.13 LINE SPACING

This feature applies to multiline text Content items and sets the Line Spacing between two text lines

9.14 TEXT DIRECTION

This feature applies to text based zones (Excluding static text) and determines the text direction

9.15 TEXT SPEED

This feature applies to text based zones (Excluding static text) and determines the text scrolling speed

9.16 ASSIGN TO ALL

This feature applies to all Content items. If a Content item is selected then Assigned to All, this means that Content item is automatically copied over to all other User accounts within the Company ID account