

# Application Note



## Local User Guidelines

This document contains administrator setup and user guidelines for setting up local users with access to one or more specified time limited playlists, allowing local content to be displayed (controlled by the local user) alongside network content (controlled by the master administrator). The master user targets a master playlist at the location with the local user playlist inserted as a sub-playlist. The master admin specifies the local playlist and maximum playlist time, thus maintain control of overall loop time. This kind of configuration can be called a Syndicated Network.

### Admin setup steps

*It is assumed that a location code is already set up for each location. A Global Playlist is set up containing the content to be displayed in all locations.*

1. Set up a Local Playlist for each location called Local X, Local Y.....(where x and y are the location names). Set the *maxtime* parameter for each location as required. This limits the total duration of content that the local user can add to his playlist.
2. Set up a Master Playlist for each location called Master X, Master Y.....(where x and y are the location names). Add the Global and local playlists as sub-playlists. For example, in Location x it would be:

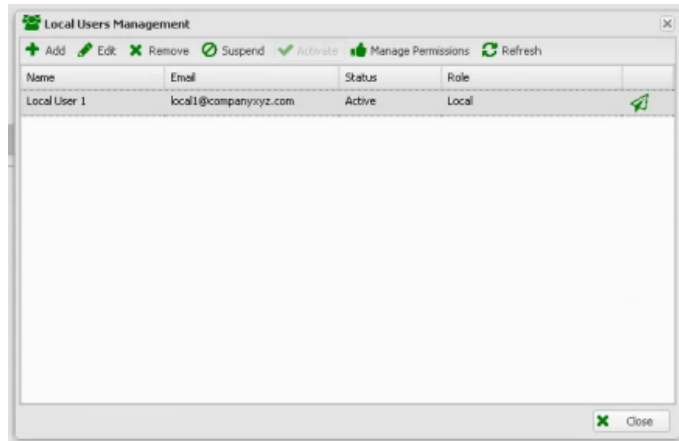
Global Playlist

Local X

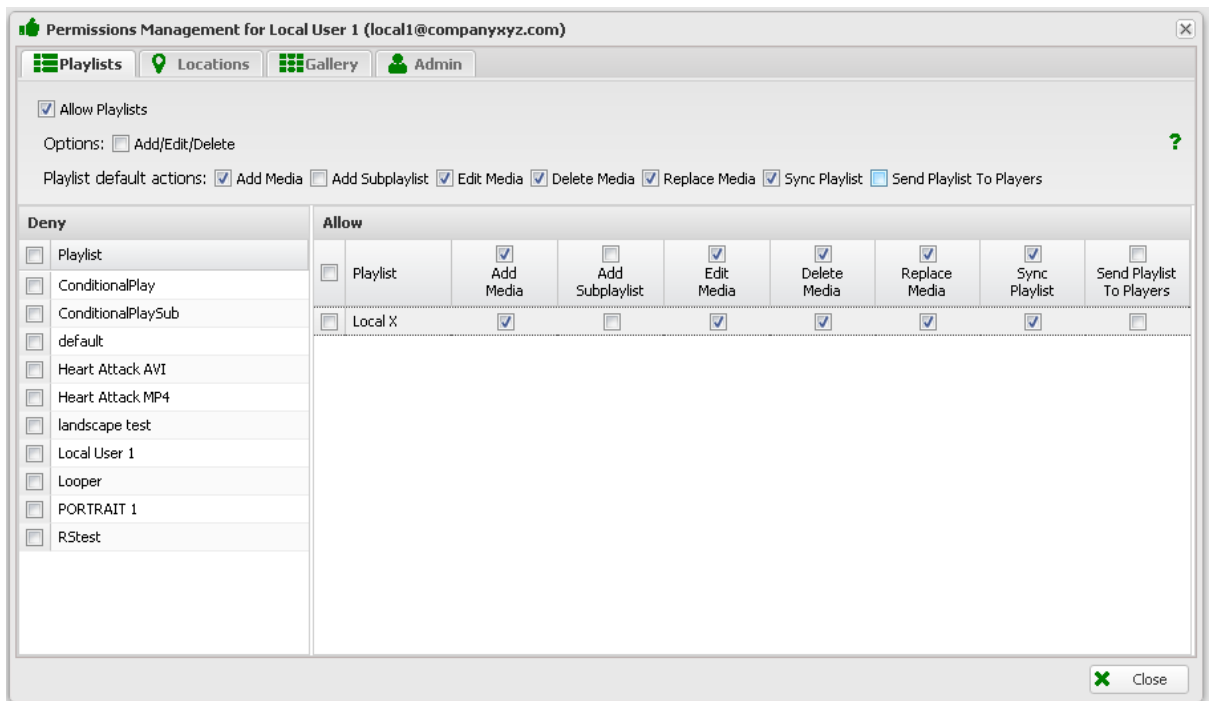
3. Send each master playlist to each relevant location

*Note: At this point the Admin user only has to maintain one Global playlist. Conditional play by location can be used to vary the global content at each location.*

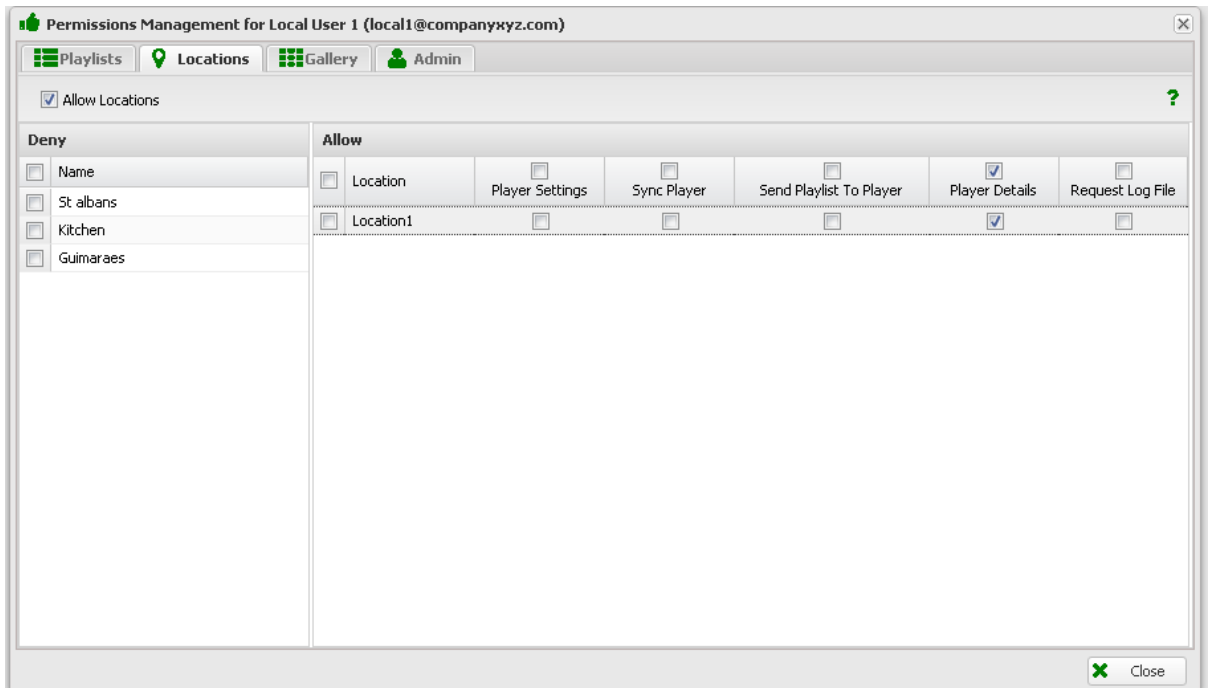
- Now set up the local user.  
Click *Admin* and *Local User Management*. Set up a local user:



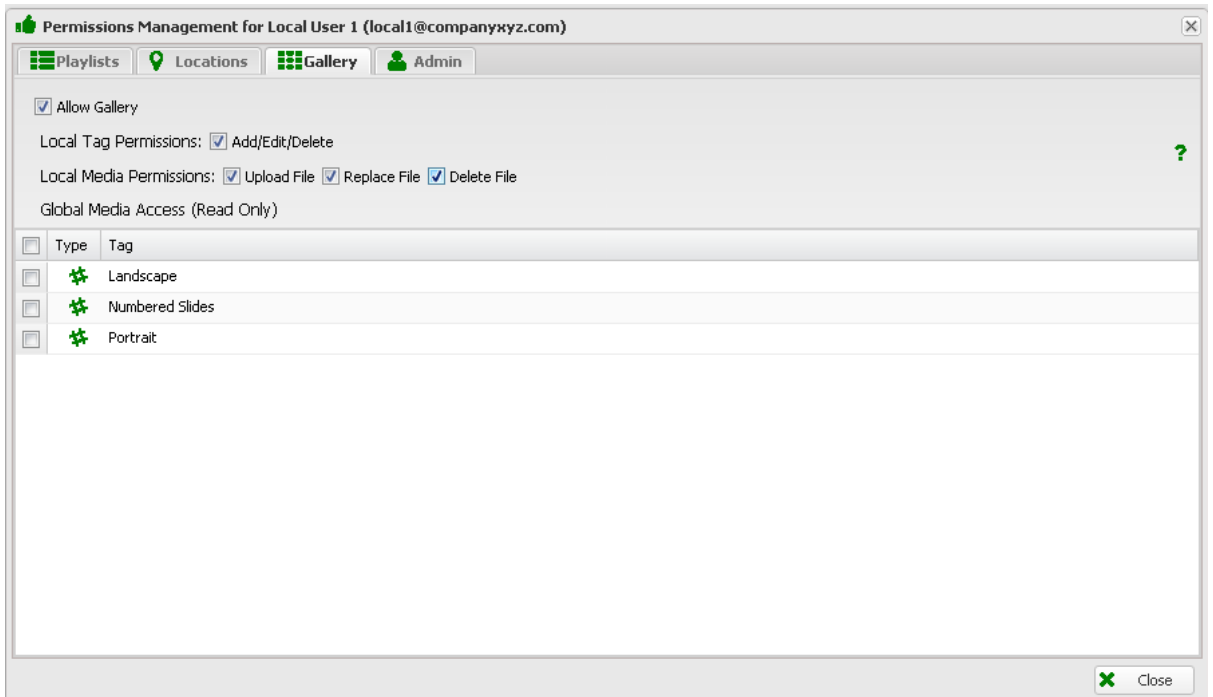
- Click *Edit Permissions*
- Click *Playlists* and configure as shown:



- Optionally you can allow the local user access to monitor his player activity. Click *Locations* and configure as shown:



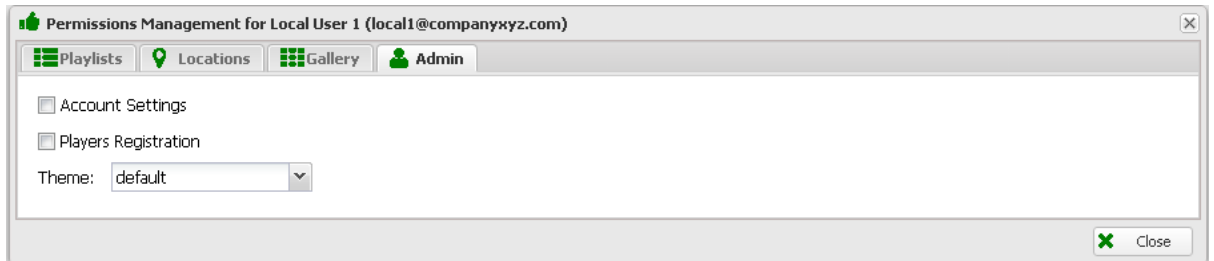
- Click Gallery and configure to allow the local user to upload media he will use to his own local gallery. You can choose whether or not to allow the local user to tag his media.



*Note : you can also allow the user read only access to one or more master galleries.*

*In this case you can provide content for their use (as a service or to ensure consistent content is used – for example a national campaign for safe driving).*

9. Optionally you can configure user settings to allow the local user to change his password (not advised) or ensure he has a certain branding theme.



10. Amend and distribute the sample Local User Guide at the end of this document.

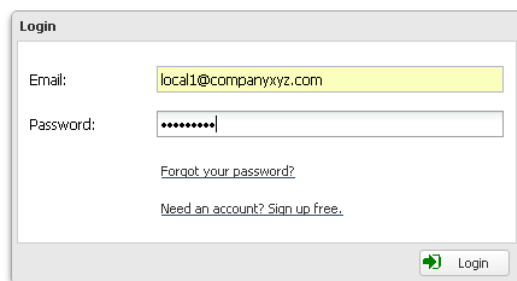
For further information contact [support@cloud-dsa.com](mailto:support@cloud-dsa.com)

# DSA Local Playlist Management Guide Guide

This document provides information for local users who have been given access to manage one or more local playlists for one or more players in their location.

Users can upload media JPG Picture or MP4 Video to the DSA service and add these to a pre allocated playlist. The playlist will then be added to the centralised playlist content (controlled by the network operator) on the local screens. Note that for content management reasons the total duration local playlists may be limited by the network operator.

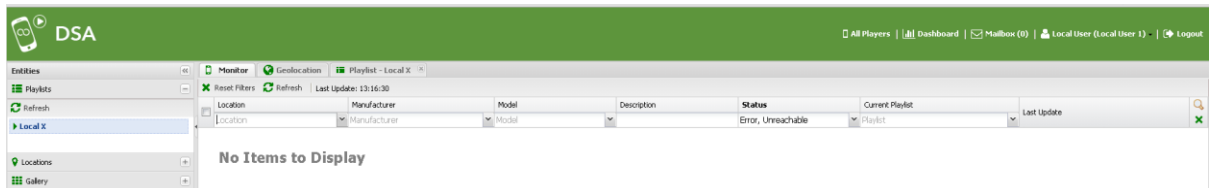
1. Log into the DSA Service at [www.dsa-cloud.net](http://www.dsa-cloud.net) to access your account. Your account details (email and password) will have been emailed to you.



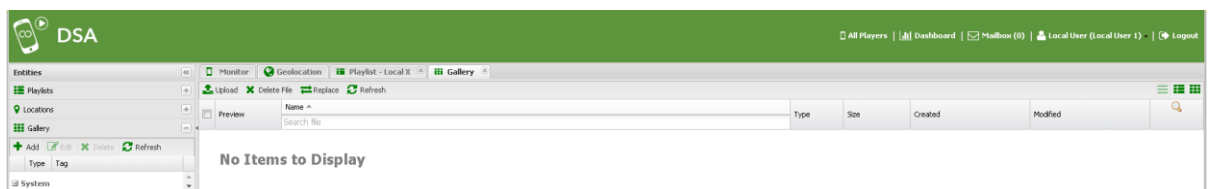
The screenshot shows a login form with the following fields and options:

- Email: local1@companyxyz.com
- Password: [masked with asterisks]
- Forgot your password? (link)
- Need an account? Sign up free. (link)
- Login button (with a green arrow icon)

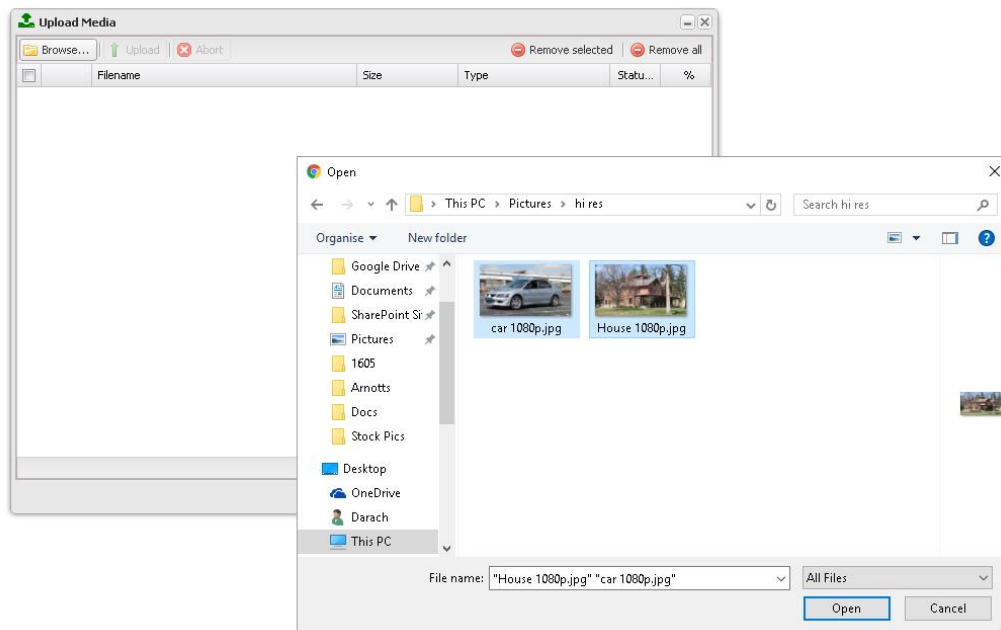
2. In the home screen click on *Gallery* to add / examine your media



3. In the Gallery screen click on *Upload* your media:

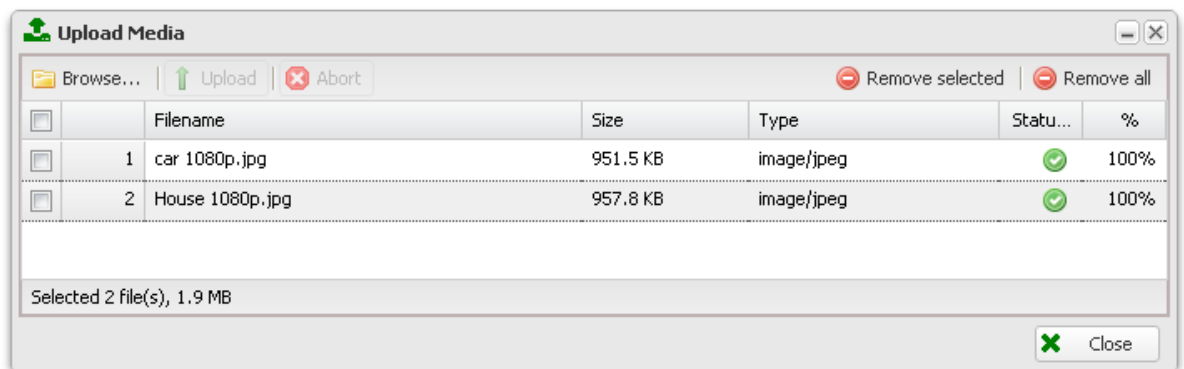


- Click on *Browse* to choose your media:



*Note : You can choose multiple files by using <CTRL> and Left Click together.*

- Click on *Save*. The upload dialog will appear as your media is uploaded to the service:

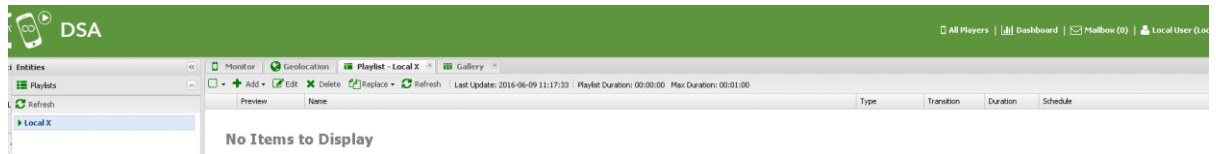


- Wait for the upload to complete then click *Close*. You will now see the media items in your gallery:

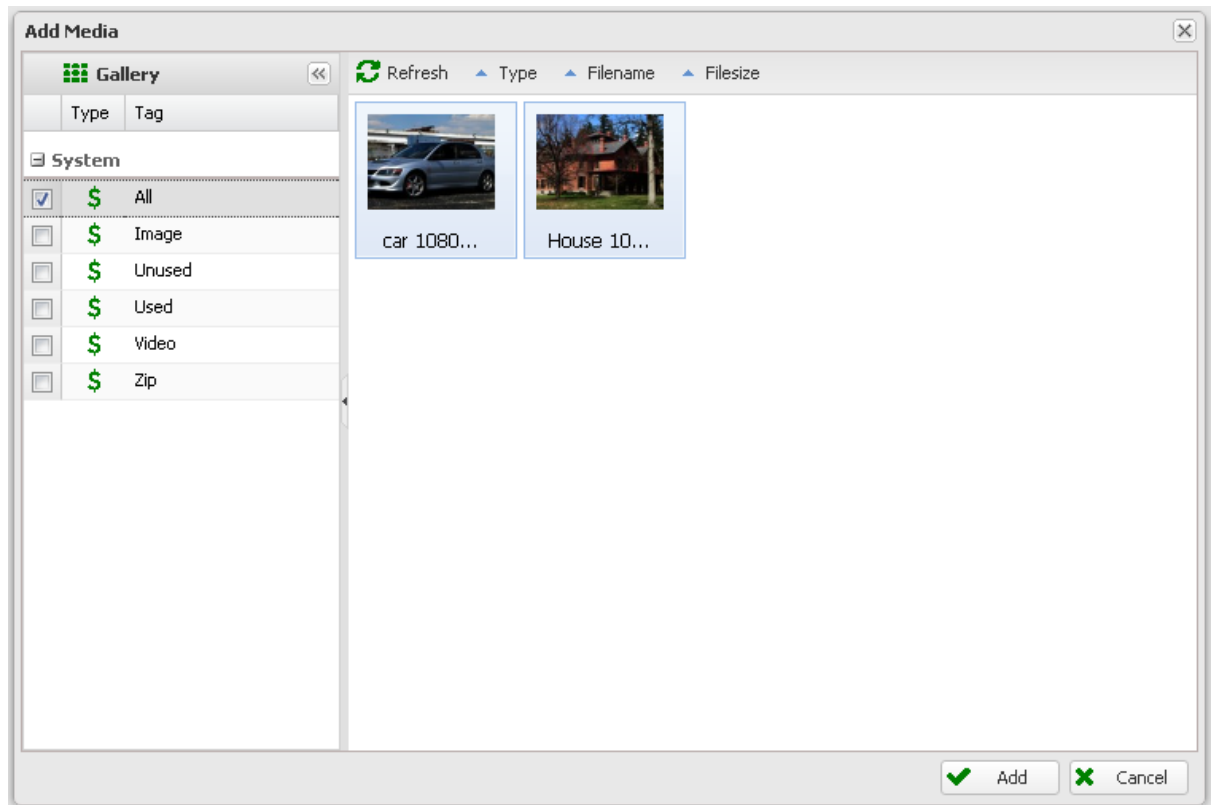


*You can preview or download Gallery items at any time by clicking the icons on the right hand side.*

- Now add Gallery Items to your playlist by clicking on *Playlists* in the entities column. Click on the playlist your Operator has already created for you to select it.:

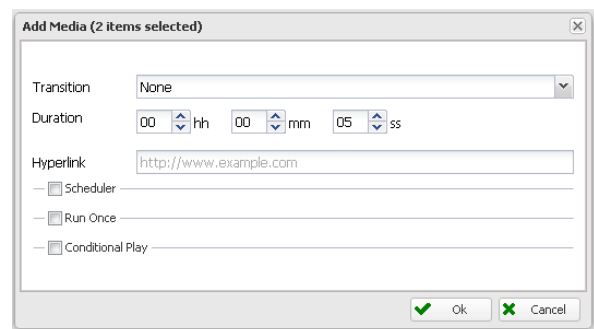


- Now add Gallery media items to your playlist by clicking *Add*:



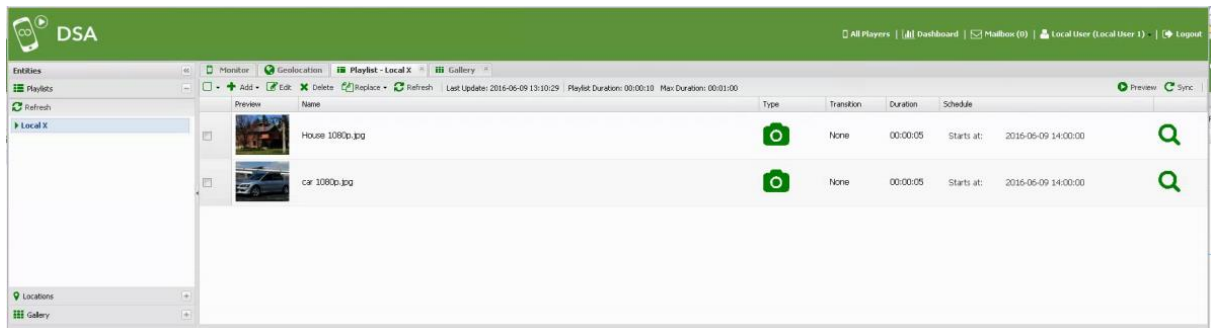
*Note that you can use the System tags to filter content for pictures, video, items already used in your playlist etc.*

- A dialog box will appear allowing you to configure playout behaviour & timing of the selected media items will appear. Configuring here will affect all items being added to the playlist. You can access these properties again later on an individual item basis in the playlist.



<i>Transition</i>	<i>Change the transition between picture e.g. Fade</i>
<i>Duration</i>	<i>Change the duration of the picture in the sequence</i>
<i>Hyperlink</i>	<i>For Touch screens only – link Picture item to web page</i>
<i>Schedule</i>	<i>Set up Day/Week/ Month timing for showing the item</i>
<i>Run Once</i>	<i>Disables Schedule – Show the item once at a particular time</i>
<i>Conditional Play</i>	<i>Play the item only on particular devices</i>

10. Click OK to return to the playlist dialog



You can change the order of items by dragging them up or down in the list.

You can preview an item by clicking on its magnifyer symbol.

Or preview the full playlist by clicking on *Preview* play button.

Finally – to update your player(s) with this new version of your playlist simply click *Sync*.

That's it – you are done.

For more information on monitoring players in your location, contact your operator.

For more information on operating the DSA service see [www.dsa-cloud.net](http://www.dsa-cloud.net)



