## 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.

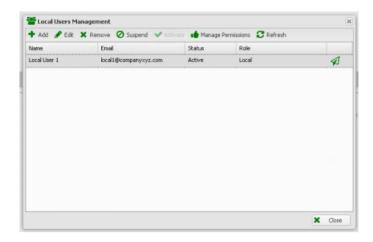
- 1. Set up a Local Playlist for each location called Local X, Local Y.....(where x and y are the location names). Set the *maxtime* parameter for each location as required. This limits the total duration of content that the local user can add to his playlist.
- 2. Set up a Master Playlist for each location 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

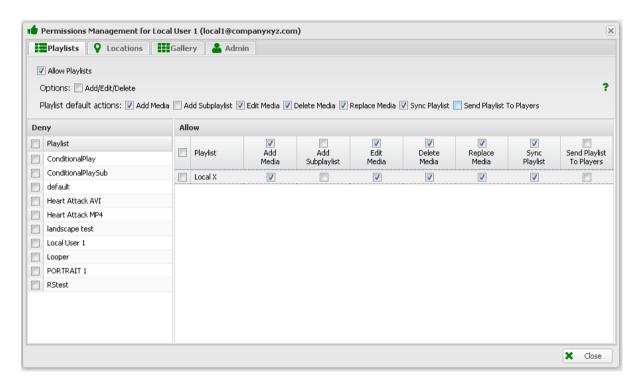
3. Send each master playlist to each relevant location

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.

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



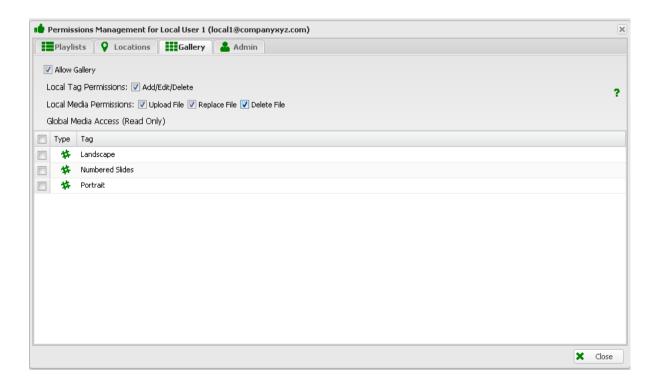
- 5. Click Edit Permissions
- 6. Click Playlists and configure as shown:



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

Permissions Management for L	ocal User	1 (local1@comp	anyxyz.com)				
Playlists 🛛 Locations	Galle	ry 🛛 🚨 Admin					
Allow Locations							
eny	Alle	DW					
Name St albans		Location	Player Settings	Sync Player	Send Playlist To Player	✓ Player Details	Request Log Fil
Kitchen		Location1				<b>V</b>	
Guimaraes							
							× Close

8. 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 usr 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 <a href="mailto:support@cloud-dsa.com">support@cloud-dsa.com</a>

## 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 <u>www.dsa-cloud.net</u> to access your account. Your account details (email and password) will have been emailed to you.

Login		
Email:	local1@companyxyz.com	
Password:	••••••	
	Forgot your password?	
	Need an account? Sign up free.	
	🏓 Log	in

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

🔊 DSA								All Players   📶 Dashboard   🖂 Mailbo	ж (0)   🚣 Local User (Local User 1) -   🗭 Log	gout
Entities		D	Monitor Geolocation	Playlist - Local X 🙁						
I Playlists		×	Reset Filters 🛛 Refresh 🛛 Last Upd	ate: 13:16:30						
C Refresh		1.01	Location	Manufacturer	Model	Description	Status	Current Playlist		Q
▶ Local X			ocation	Manufacturer	▼ Model ▼		Error, Unreachable	✓ PlayIst	v	×
Locations	+		No Items to Disp	lay						
III Galery	٠									

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

🔊 DSA					🛾 All Players   🔓	)] Dashboard   🖂 Mailbox (0)	🕴 🛓 Local User (Local User 1) -	🕞 Logout
Entities		🛛 Monitor 🗌 🚱	Seolocation 🛙 🗃 Playlist - Local X 🐵 🛗 Gallery 🛞					
III Playlists		🚨 Upload  🗙 Delete	File ≓Replace 🕃 Refresh					= = =
Locations	•	Preview	Name A	Туре	5120	Created	Modified	Q
III Galery			Search file					
🕈 Add 📝 Edit 🗶 Delete 😴 Refresh								
Type Tag		No Item	s to Display					
∃ System	Ŷ							

4. Click on *Browse* to choose you media:

🚨 Upload N	Media			( <b>-</b> )( <b>X</b> )		
Browse	. Upload   😢 Abort		🥥 Remove sel	ected 🛛 🤤 Remove all		
	Filename	Size	Туре	Statu %		
		🜍 Open				>
		$\leftrightarrow \rightarrow \checkmark \checkmark \square $	This PC > Pictures > hi	res	✓ ♂ Search hi res	م
		Organise 🔻 New fo	older			🖃 🕶 🔲 😮
		Google Drive ** * Documents ** SharePoint Si ** Fictures ** 1605 Arnotts Docs Stock Pics	Car 1080p.jpg	House 1080p.jpg		
		Desktop     ConeDrive     Darach     This PC				
			♥ e name: 『House 1080p.jpg	" "car 1080p.jpg"	<ul> <li>All Files</li> <li>Open</li> </ul>	∼ Cancel

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

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

📴 Browse 👔 Upload 🛛 🙁 Abort 🥥 Remove all						
		Filename	Size	Туре	Statu	%
	1	1 4 5	951.5 KB	image/jpeg	٢	100%
		House 1080p.jpg	957.8 KB	image/jpeg	0	100%

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

۵	Monitor 🛛 🚱 G	ieolocation 🔰 Playlist - Local X 🗵 🔠 Gallery 🛞					
2	Upload 🗙 Delete	File ≓Replace 🕃 Refresh					
	Preview	Name A	Туре	Size	Created	Modified	Q
		Search file					
	20.0	car 1080p.jpg	0	951.5 KB	2016-06-09 13:40:28	2016-06-09 13:40:28	Q 🕿
		House 1000p.jpg	0	957.8 KB	2016-06-09 13:40:29	2016-06-09 13:40:29	Q 🕹

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

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



8. Now add Gallery media items to your playlist by clicking Add:

Add	Media										×
	Gal	llery	~	C Refresh	🔺 Ty	pe 🔺 Filename	🔺 Filesize				
	Туре	Tag									
∃ s	ystem										
<b>V</b>	\$	All		20							
	\$	Image		car 1080	I	House 10					
	\$	Unused					_				
	\$	Used									
	\$	Video									
	\$	Zip	1								
								<ul> <li>Image: A second s</li></ul>	Add	X	Cancel

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.

Add Media (2 iter	ns selected)	×
Transition	None	*
Duration	00 🗘 hh 00 🗘 mm 05 🗘 ss	
thur a Bala		_
Hyperlink	http://www.example.com	
— 🔄 Scheduler —		- 1
— 🔄 Run Once –		-
— 🔲 Conditional I	Play	_
L	🗸 ok 🗶 Ca	ncel
		_

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

10. Clcik OK to return to the playlist dialog

(4)	🛛 Monitor 🚱 Geolocation 🗃 Playlist - Local X 👘 iii Gallery 👘	_	_	_	_		
- 1	🛛 🔸 🛉 Add 🔹 🕼 Edit 🗶 Delete 🖉 Replace 🔹 💭 Refresh 🛛 Læst Update: 2016-06-09 13:10:29 🛛 Playlet Duration: 00:00:10 Max Duration: 00:01:00						O Preview C Sy
	Preview Name	Туре	Transition	Duration	Schedule		
	House 1000p.pg	0	None	00:00:05	Starts at:	2016-05-09 14:00:00	Q
	car 1080s.jpg	0	None	00:00:05	Starts at:	2016-06-09 14:00:00	٩
(*) (*)							
		Image: Second	Image: Control of the set of the	Image: Control of the state of the	Image: Control of the state of the	Image:	Preview         Name         Type         Transition         Duration         Schedule           Image: State

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 <u>www.dsa-cloud.net</u>