

MediaTile Users Guide

Getting Media to Displays

Overview

This document describes how to get content from a local computer to a display. The Quick Steps section is meant for experienced users who are looking for a simple refresher of the steps. The remainder of the document goes into each step in more detail. At the end of this document you will find a guide for how to use the built-in Content Designer that allows you to create great looking media.

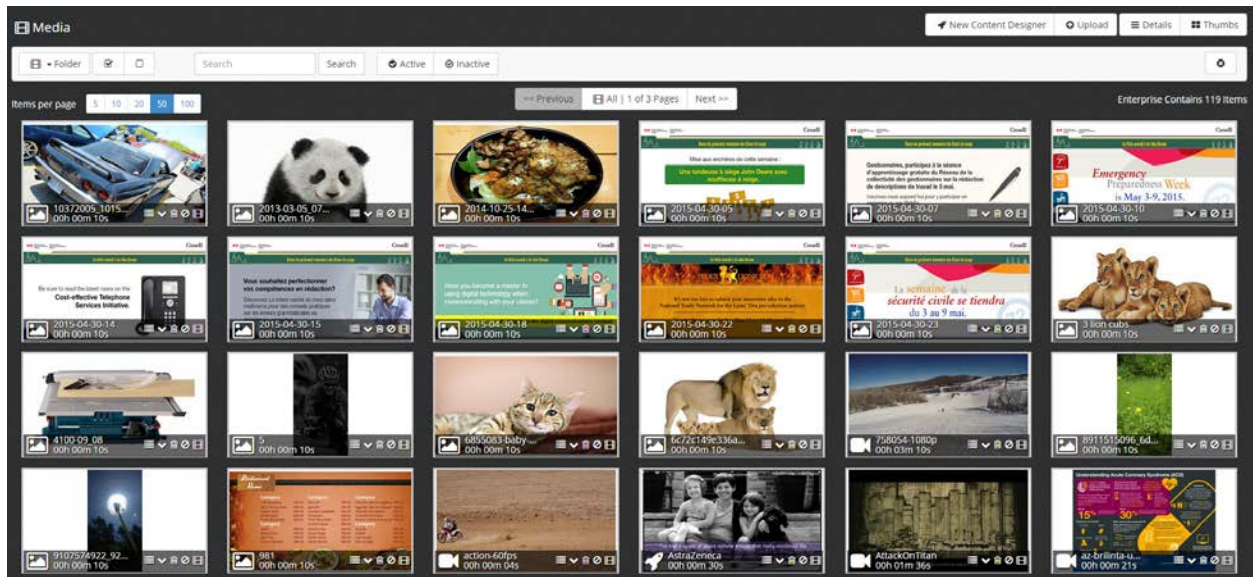
Quick Steps – Getting Content to Screen

This section describes the process of getting content from your desktop to a screen at a very high level.

1. Navigate to the Media Library and drag and drop content from the desktop or a folder on your computer in to your browser.
2. Once content is available and uploaded, add it to a new or existing playlist. The playlists display mode must match the screen you intend to play it on.
3. Next, click “Add Media”. Drag the media from the library window below into the playlist above in the order in which you would like to have it played. Changes are saved automatically. You can preview the playlist using the button at the top of the screen.
4. Finally, to assign this playlist to a display, click on the title of the playlist at the top of the screen. Click the Players tab. Click the “Add Playlist to Players” button. Select the display or displays you would like to see your content on and confirm. The content will download and play automatically.

Note: you can also quickly assign a playlist to a display or group from the actions menu on the playlists screen, from the actions menu on the displays screen, or even the details view of the display itself.

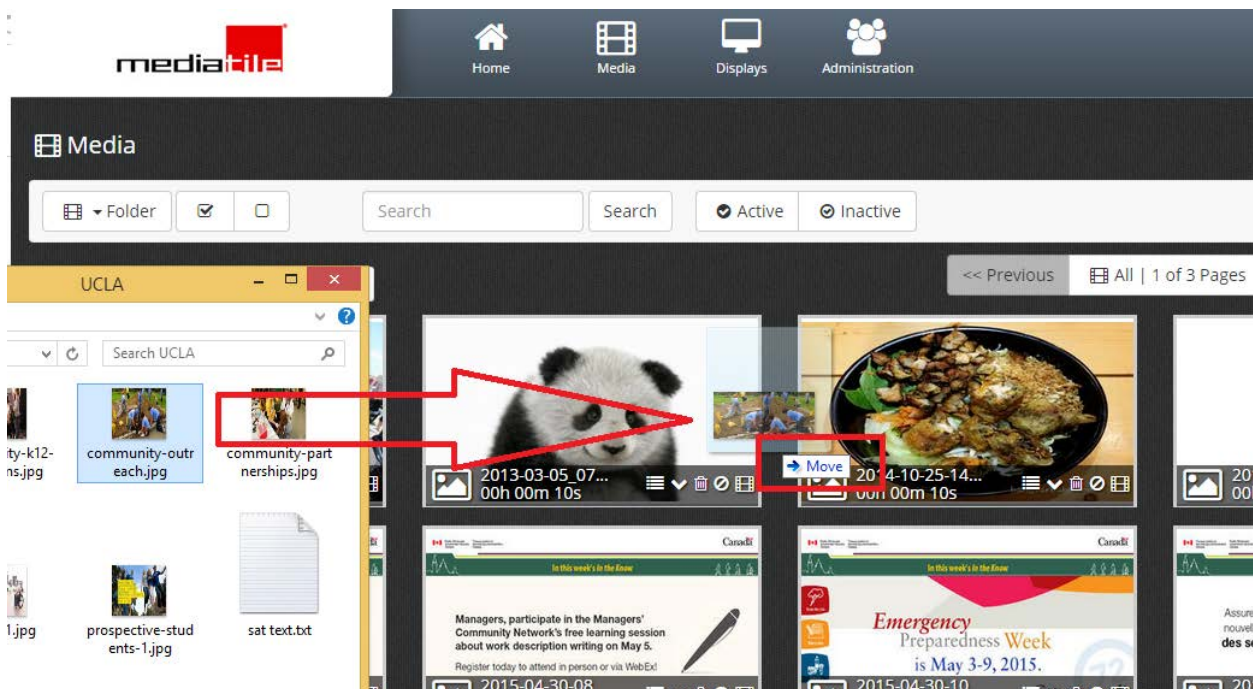
Managing Media and Playlists



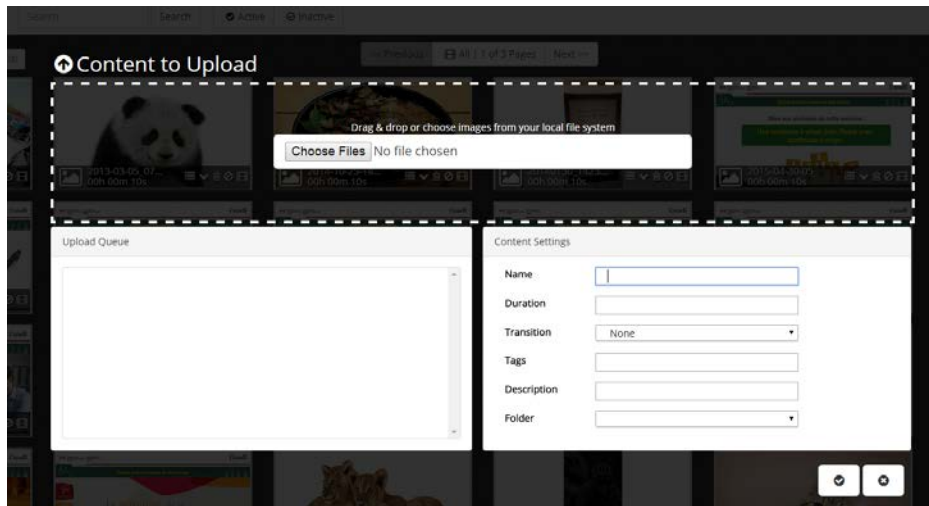
Adding Content to the Media Library

There are 2 ways to get content into the Media Library; uploading content from a local computer or by using the Content Designer. For details on using the Content Designer, please see the separate document on using the Content Designer.

1. The media screen has been streamlined. There are a variety of methods to upload video and image content to the Media Library and the simplest and quickest method is to simply drag and drop content from the desktop or a folder on your computer in to your browser.



2. The Upload button allows you to queue content for upload and provides the option to set additional properties.



3. You can drag and drop into the upload dialog or use the “Choose Files” button to select items from your system.

Each item can then be selected in the Upload Queue list so that you can modify the following properties:

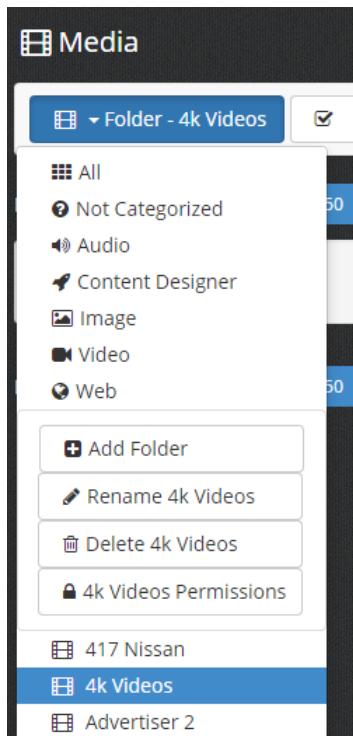
Name,
Duration in seconds (used for static content like images),
select a Transition,
add a description of the media,
or assign it to a user generated folder.

Content Settings	
Name	<input type="text"/>
Duration	<input type="text"/>
Transition	<input type="text" value="None"/>
Tags	<input type="text"/>
Description	<input type="text"/>
Folder	<input type="text"/>

Working with Media

Organizing Your Media in Folders

MediaTile now allows you to organize your media in a much more logical fashion by using Folders. You can create new custom folders, upload content directly into them and even assign specific user profiles to control access. It is still possible to view all Media at once or by content type.



Using the Folder dropdown you can view content of a specific type or you can use custom folders. Custom folders can be used to organize content into logical groups making content easier to find and work with. To create a new folder, click Add Folder in the Folder dropdown. When a Folder is selected, you can Rename, Delete or change permissions on it using the buttons that appear above the folders list in the Folder drop down.

NOTE: Deleting a folder does not delete the content.

Viewing Content in the Media Library

There are 2 options for viewing the content in your Library. The Thumbnail view displays the content in a tiled view while the Detail view displays content in a columnar list. Which one you choose is up to your personal preference.

You can change views using the View button in the top right corner of the screen.



Finding Specific Media

At the top of each main screen is a search and filter bar that allows you to find specific content quickly and easily. Searches and Filters can be combined to pinpoint the exact content you want to find.

- By Folder or Content Type
 - Click on the Folder dropdown and select a content type or a custom folder
- By a search term
 - Enter a search term into the search box and click Search
- By Status
 - Clicking Active will filter only Active content
 - Clicking Inactive will filter only Inactive content

Type	Added On	Last Updated	Playlist	Enabled	Actions
Content Designer	Mar 30 2015	Mar 30 2015	0	Yes	

- To clear all searches and filter, click the Clear button



About Thumbnails

Thumbnails used in the media section shows a tool bar along the bottom of each thumbnail. This toolbar provides information about the content as well as actions that can be performed.



- The icon on the left identifies the type of content (image, video, content designer, etc...)
- Next to the icon is the name of the content and below the name is the duration
- On the right of the toolbar are the Media Actions that can be performed on that specific piece of media (from left to right)

Performing Media Actions

Media Actions can be performed on a single piece of media or on multiple pieces of media at the same time by using the Multi-Select feature. Media Actions are available from the thumbnail toolbar in the Thumbnail View, from the Actions column in the detail view and from the Multi-Select Actions dialog.

This is a list of the available Media Actions (from left to right):



- Assign Media to Playlist
- Quick Replace
 - This function replaces ALL MEDIA on a selected player with a new playlist containing only this media. This action is permanent so use with caution.
- Delete Media
 - This action will delete the media from the Portal and all playlists it's assigned to and all players it's assigned on. This action is permanent.
- Disable/Enable Media
 - This action quickly disables the media across all players and playlists without deleting it.
 - Disabled media is still preloaded on players.
- Preview Media

- Previews the media in your browser.
- You may need to install a browser plugin such as VLC, QuickTime or Windows Media Player depending on the format of the content you wish to preview.

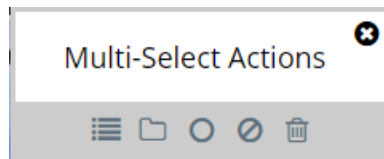
Using Multi-Select

If you need to perform a Media Actions on multiple pieces of content, you can use the new multi-select feature. This feature works in both Detail and Thumbnail views.

1. While holding the CTRL key, click on each piece of content you want to perform an action on
2. You can use the Select All button on the filter bar to select every media item
 - This action honors the active search and filters
3. Selected media will be highlighted with a red rectangle



4. When multiple media items are selected a Multi-Select Actions dialog will appear at the center right of the screen



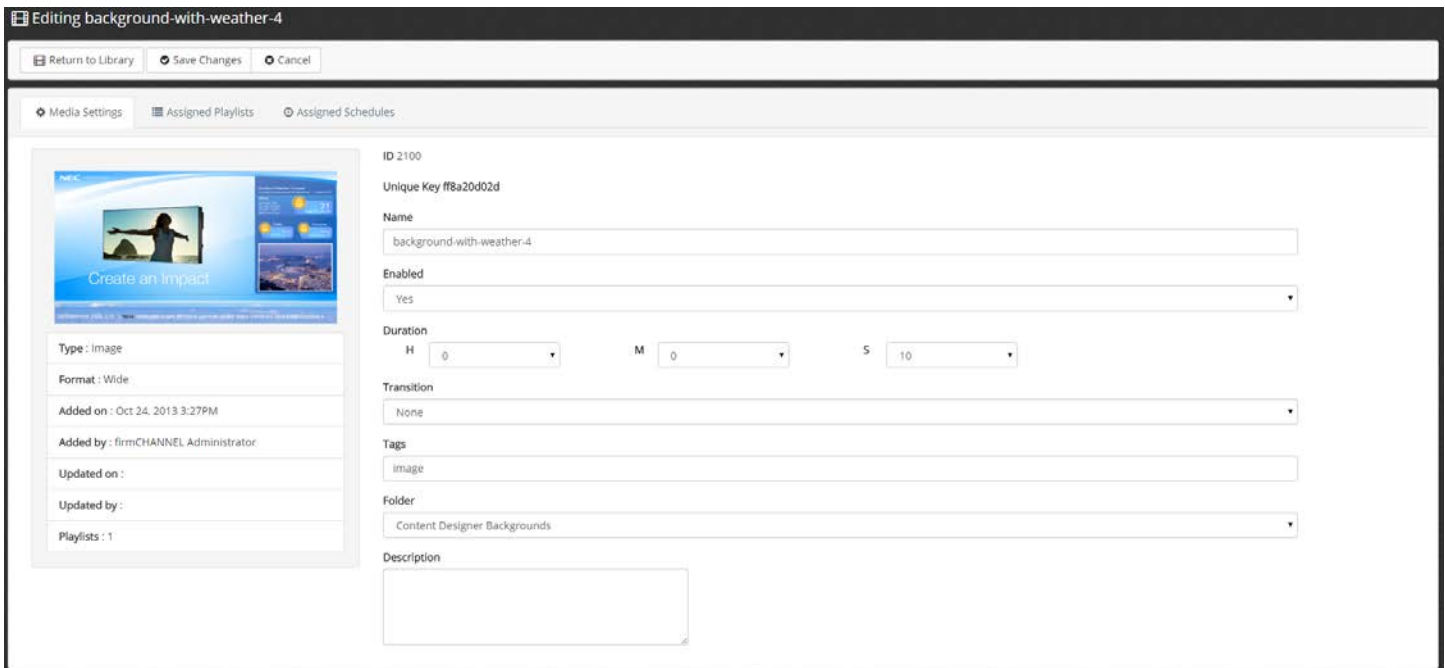
5. Click on the Action you want to perform
 - These are the same actions described under *Performing Media Actions* above

Editing Content

You can edit a piece of content by clicking on the Thumbnail on either the Detail or the Thumbnail view. On the Detail view you can also edit a piece of content by clicking on the pencil icon in the Actions column.

Edit View

The Edit view has three tabs; the Media Settings tab, the Assigned Playlists tab and the Assigned Schedules tab.



- Media Settings Tab
 - View and Edit the properties of the media item including the name, duration and which Folder it is contained in
- Assigned Playlists
 - View and manage the Playlists this media is assigned to
- Assigned Schedules
 - View and manage the default schedules assigned to this media
 - The default schedules can be overridden at the Playlist level

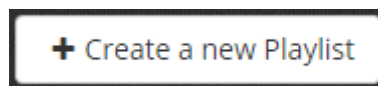
Working with Playlists

Playlists are used to organize the content that will be played on a display. Content can be added to Playlists, the order of playback can be set and the media's default schedules can be overridden. Playlists can also be used to assign content to a specific area on the display using Content Designer.

Playlists are accessible under Media.

Creating a New Playlist

1. Click on the Create a new Playlist button in the upper right corner of the screen



2. Enter a descriptive name, the display mode required and if you would like to assign this playlist to a Group
 - a. Assigning a Playlist to a Group will cause that Playlist to be automatically assigned to all screens belonging to that Group

Managing Content assigned to a Playlist

As discussed in the previous section on Media, content can be added to a Playlist from the Media area as well as directly from the Playlist itself. Once content is added to a Playlist, you have many options to manage how that content is played.

Adding Content to a Playlist from the Playlist

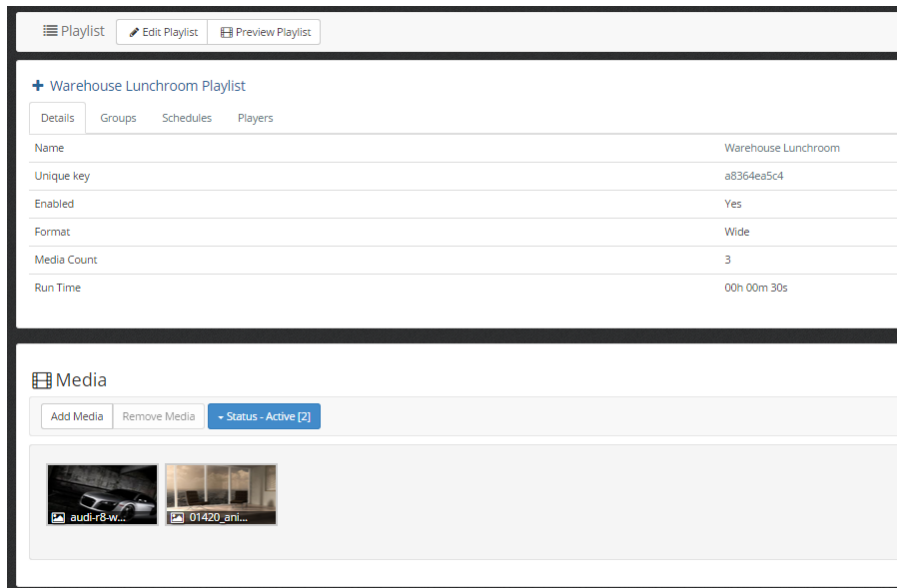
The Media section will show all the content currently assigned to the Playlist.

1. From the Playlist list, open the Playlist you want to edit
 - a. You can expand the details of the Playlist by clicking on the 'Plus' icon

2. Click the Add Media button in the Media section
 - a. The Add Media screen will appear below
3. From the Add Media window, drag and drop the content you want to add to the Playlist
 - a. Use the Tabs, the search box or the Folder drop down to filter the media
 - b. A Playlist can be added to a Playlist. When the Playlist is encountered its entire content will play through before moving onto the next piece of media
4. You can change the play order of the Media in the Playlist by dragging and dropping media to the desired position

Schedules - Controlling when a Playlist is Active

Schedules allow you to control precisely when you want the Playlist to play.



1. Make sure the Playlist details are expanded
2. Click on the Schedules Tab
3. Click Add Schedule

The 'Add Schedule' form is shown with the following sections:

- Days of Week:** A grid of checkboxes for Sunday, Monday, Tuesday, Wednesday, Thursday, and Saturday, all of which are checked.
- Time of Day:** Two input fields labeled 'From' and 'To'. The 'From' field is set to 12:00 AM, and the 'To' field is set to 11:59 PM.
- Date Range:** Two input fields labeled 'From' and 'To'. The 'From' field is set to 04/02/2015, and the 'To' field is set to 04/02/2025.

At the bottom right of the form, there are two buttons: a checkmark icon and a close icon.

3. Select the Days of Week, the Time of Day and a Date Range and click OK to save

Getting Content to Displays

The standard method of playing content on a display is by placing media into Playlists, then assigning those playlists to your Displays.

Other methods include MediaCast Quick Broadcast: a message override feature for targeted one-time messages or events. As well, the Quick Replace shortcut can be used to completely replace currently assigned content with new content.

Assigning Playlists to Displays

The media that will be displayed on a screen is determined by which Playlists are currently assigned to the Display. You can assign Playlists to Displays from the Playlists channel, from the Displays channel, or through Display Groups. Once assigned, the content in the Playlists will be automatically downloaded by the Player on its processing schedule, when it next checks in with the portal.

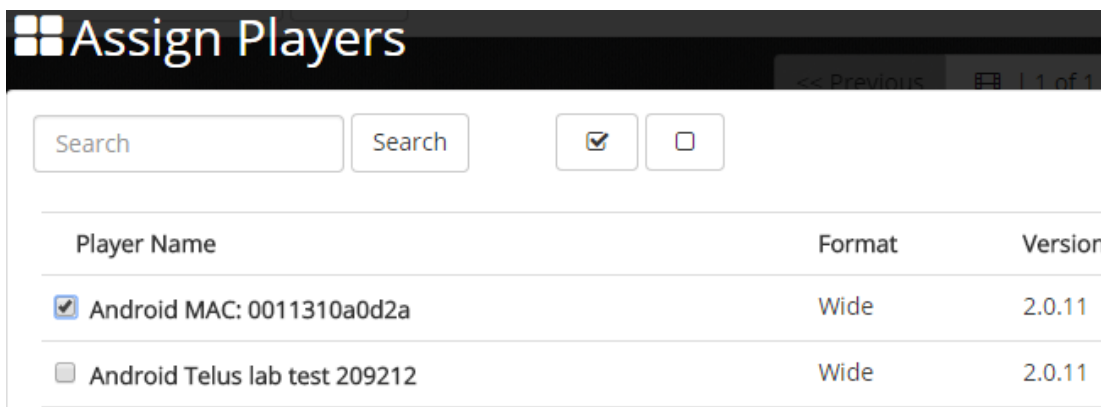
It's important to remember that you can only assign a Playlist to Displays if they are the same display mode (Wide, Vertical or Standard). Media can only be assigned to a playlist if it matches the display mode; media aspect is auto-detected by the library during upload.

From Playlists

1. From the Playlist Channel, find the Playlist you wish to assign to a Display.

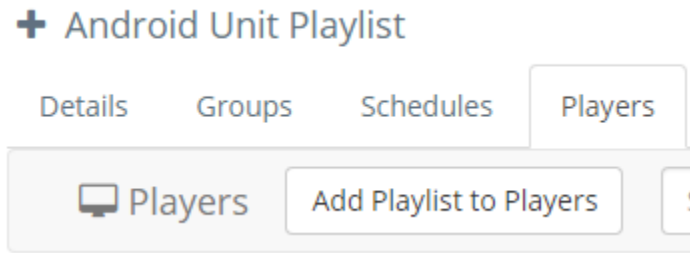


2. Click on the Add Playlist to Players Action button
3. Select the Player or Players you want to assign the Playlist to, using the check buttons on the left.



- a. You can use the Select All button beside the Search button to select all Players in the visible list
4. Click OK

NOTE: You can also add a Playlist to a Player from the Playlist edit screen by expanding the Playlist details at the top of the screen, selecting the Players tab and clicking on the Add Playlist to Players button.



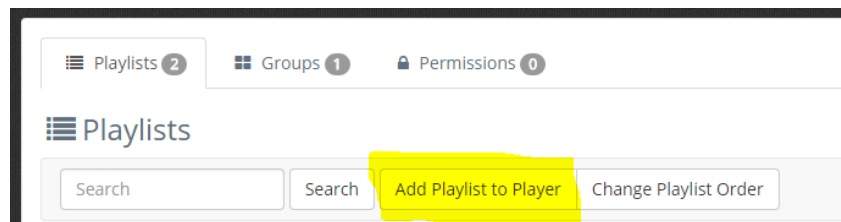
From the Displays Channel

1. From the Displays list view, find the appropriate Player
2. Click on the Add Playlist to Player Action

Name	Model	Format	Version	Serial Number	# of Playlists	# of Groups	Status	State	Actions
Android MAC: 0011310a0d2a	mediaDROID	Wide	2.0.11	0011310a0d2a	2	1	Offline		  

3. Search for the Playlist or Playlists you want to assign to the Player and check them off; you may select as many as you would like.
4. Click OK

NOTE: You can also add a Playlist to a Player from the Display edit screen by selecting the Playlists tab and clicking on the Add Playlist to Player button.



From Groups

Groups allow you to automatically assign Playlists to multiple Displays. This is the preferred and recommended method when multiple Displays will have some of the same content. Once Playlists are assigned to Groups, and when a Display is added to the Group, the device will automatically be assigned the Playlists set to the Group.

1. From the Groups list view, find the appropriate Group
2. Click on the Add Playlists to Group Action
3. Search for the Playlist or Playlists you want to assign to the Player and check them off
4. Click OK

NOTE: You can also add a Playlist to a Player from the Players edit screen by selecting the Playlists tab and clicking on the Add Playlist to Player button.

Quick Broadcast

Quick Broadcast is used for pushing temporary content to select Displays. This can include emergency announcements, VIP welcome messages, or any other temporary messaging that must be pushed quickly and easily. While a Quick Broadcast is active, targeted Displays will only play content from the Quick Broadcast. Once a Quick Broadcast has ended, the Display will return to playing its normally scheduled content.

Quick Broadcasts are launched from a Group and will affect all Players assigned to the selected Group. All active Quick Broadcasts will appear on the Home screen.

Preparing the Content

Quick Broadcast works by pushing a Playlist to all the Players in a selected Group for a specified period of time. Because a Group can contain screens of any Display Type (Wide, Vertical or Standard), you must prepare a Playlist for each type in the Group ahead of time.

Launching a Quick Broadcast

1. Navigate to Groups and find the Group that you want to push the Quick Broadcast to
2. Click the Launch a Quick Broadcast Action

Launch a Quick Broadcast

Name
Description
Groups
Jens' Test Group

Playlists
Wide Playlist Vertical Playlist Standard Playlist

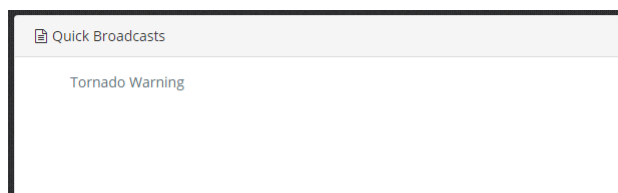
Schedule
Start: Now
End: Manual

OK +

3. Fill in the Name so that you can easily identify the Quick Broadcast and enter a description if needed
4. Select a Playlist for each required display type
5. Select when the Quick Broadcast will start
 - a. This can be set in the future
6. Select when the Quick Broadcast will end
 - a. You can choose to end it on a specific date and time or have it run until you manually end it
7. Click OK

Managing Active Quick Broadcasts

1. From the Home screen, click on an active Quick Broadcast



2. You can extend the End date by entering a new date and time
3. You can cancel the Quick Broadcast by clicking the Trash icon