

Cloud-based content management system

Quick Guide

The key function of a digital message board is to display your digital content. There are many ways to edit your digital content before you send it to your message board for displaying. Adobe software suite and Coreldraw graphics suite are some of the most popular software tools for professional graphic designers. But these tools require more learn efforts before you can master them. For most of non-professional designers, Microsoft PowerPoint might be an ideal content editing tool. Following are some recommendations:

Power Point

- Use latest version of PowerPoint. (ver. 2016)
- Prepare content style guidelines (font, slide size, background color, etc.) based on your LED message board specifications. You can create some templates to facilitate your future content editing work.
- Due to limited resolution of your LED message board, Power Point slides should be simple, clean and attractive with minimal text. Images and short videos are allowed. Dark background slide design is more environmental friendly. Using light color (such as white and yellow) background design sometimes can cause the message board to be too bright for viewers.
- Best practice is to made slides 8 seconds in duration. Best practice is to save the Power Point slide as a .jpeg or .WMV movie file if have multiple slides.
- Be careful when use red, green or yellow colours as these can be confused with traffic lights turning green, yellow or red if the location is close to traffic.
- Do not use high resolution if your message board is at low resolution. The maximum resolution is 1920x1080.

Power Point Content Approval

- Power Point content is suggested to be reviewed and approved before upload into the Cloud. This will save time and make the playlist editing process more smoothly.
- Create proper media categories for the content files within your media store on the Cloud Portal so that you can easily find the file location when you need it.

Please keep this info in a safe place:

- Administrator account name:
- Password:
- Merchant code:
- Terminal name:
- Message board size in pixels: Width: Height:

Leader LED message board Cloud Portal Log-in

- Log-in to: <http://www.leaderled.ca/customer-portal.php>
 - Enter log-in information:
 - Username:
 - Password:
 - Mcht Code:
 - Verify Code: (type in the number displayed)

Each new customer will be assigned with one administrator account. New user can be created by the administrator. Each user needs to be assigned with proper roles.



Upload files to Leader LED Cloud

***Remember media files' resolution cannot exceed 1920x1080.**

1. Upload media file to Media Store

- a) Stored under **Media Manager**, click on **Media Store**
- b) Click **Upload** and choose the Category the file will be stored (there are two Upload buttons. The first is for single file upload; the second is to upload multiple files.)
- c) Choose the media file(s) you wish to upload and click **OK** or **submit**
- d) The file(s) should now be displayed in the Media Store as unapproved (if you do not see it, click on Media Store to refresh the screen)

2. Content Audit

- a) Once all files are uploaded, the content administrator needs to be notified to go in and approve files under **Content Audit** (note any user with the administrator role can approve the content as well)
- b) Under **Content Audit**, click on **Media Check**
- c) Click the play button  to preview the files (use IE 11)
- d) Click the red button  to approve the files
- e) Once all files are approved, they should show as so in the **Media Store**

3. Create a Playlist




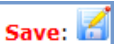

All media files need to be compiled as a playlist or playlists before you can send to message board for displaying. The playlist serves as a container for media files to be displayed on the LED message board.

- a) Under **Playlist and Task**, click on **Playlist Manager**
- b) Click **Add** to add a new playlist. Enter:
 - Playlist Name: (such as Jan-29 or week-1 etc.)


- width: 144 height: 112
- Fit to: (select YC-LC505)

Click **OK** to complete this step. Now you have created a playlist framework.

Continue following steps to add content into the playlist.

- Click the **edit in graphical button**  to add media files to playlist
- A blank black screen will populate, click **Add Playlist Page** in the top right corner
- Click the **File Window button**  to open the pink media file window
- Click on the file window and click the **full screen button** 
- Click on the pink window and then click **Add from Server**
- Choose a category and click **Find** button
- Select the files you want to add and click **Ok**
- If the order doesn't matter, click **Save** directly to the left 
- If the order matters Save Order, drag the media file up or down to change order and press **Save Order** to save.
- Click **Save**  on the top-right corner of the file window to save the playlist
- Click **Return** to go back and repeat the process to add more playlists.


4. Approve Playlist

- Under **Content Audit**, click **Playlist Check**
- Although you can't preview the entire playlist here yet, you can click on the magnifying glass to double-check that all of your files are listed before you approve
- Click the **approve button**  to approve the playlists

***Please note, playlist preview is not available yet. alternatively, under Playlist Manager, click edit on the Playlist, click the pink screen, and you should be able to see the list of items you added to confirm the playlist. However, you won't be able to see exactly what goes up on the screen unless you physically go out to look.

5. Dispatch Playlist

This step is to immediately publish a playlist and override all other content. If your content management practice is to schedule your playlists, then you can skip to Step 6

- Under **Playlist and Task**, click **Playlist Manager**
- Select the playlist that you'd like to publish and click the folder button 
- Click the terminal you want to publish to (senior_house@leduc1) and click **Dispatch** and **Load** to publish



6. Create a Task & Schedule a Playlist

If you are scheduling as part of the normal weekly schedule, create all 7 tasks at one time: e.g. Jan 19, Jan 20, Jan 21, Jan 22, Jan 23, Jan 24, Jan 25

***Best practice: 1 playlist per task**




***Time is a 24-hour clock

- Under **Playlist and Task**, click **Play Task**

- b) Choose the terminal by clicking the details button (magnifying glass) 
- c) In the Add New Task box, fill in:
- Task name (date e.g. Jan 19)
 - Cycle Attribute: By Day (By Week and By Month can also be selected based on your business needs)
 - **Task Start Time:**
If You are scheduling your playlist to start at 12 am on Thursday morning so you enter 00:00:00 as the Task Start Time
 - **Task End Time:**
The day's tasks will always end at 11:59 pm so enter 23:59:00
*******ensure you pick the right year as it automatically enters the following year
- d) Click **Add New Task**
- e) The new task will populate. **Click the details button**  **to add a playlist to the task.**
- f) Click **Add**
- g) Add New Task Detail box will populate, fill in:
- Task Flag: Playlist
 - Action Start Time: 00:10:00 (same as whatever the task range start is)
 - Playlist Name: Choose that day's playlist
- h) Click **OK**
- i) Click **Add** to now add the **Stop Flag**
- j) Add New Task Detail box will populate, fill in:
- Task Flag: Stop Flag
 - Action Start Time: 23:55:00
- k) Click **OK**
- l) Click **Return** to repeat and add the rest of your tasks
- m) You can click the magnifying glass on each task to check that all of your playlists are loaded properly
- n) Once all tasks are created, click **Send Task** to publish your playlists and tasks for the week

7. Edit Existing Playlists



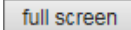
If adding new file, edit your content in Power Point and save as .wmv file and upload to Media Store first

- a) Go to **Playlist and Task > Playlist Manager**
- b) Click the edit button 
- c) Click the pink file window box and the current files in this playlist will automatically populate on the right
- d) You can either choose to delete a file by clicking the red  or add a file by clicking **Add Files**
- e) Click **Save** 
- f) You now must recreate the task for this playlist if the playlist is already in the task, so follow **step 6** (******* **you need it to go out before midnight that night, be sure to change the Task Start Time and**






Action Start Time. Don't add a Stop Flag to the one you are just sending out for that day.)

EMERGENCY MESSAGE

To post an emergency message to override all tasks and playlists:

- a) Under **Playlist and Task**, click on **Playlist Manager**
- b) Click **Add**; enter the Playlist name (Emergency) and width: 144 height: 112 and fit to YC-LC505 and click **OK**
- c) Click the edit button 
- d) Click **Add Playlist Page**
- e) Click the **Multi Line Text button** 
- f) Click the Multi Text blue screen and then the full screen button 
- g) Enter the emergency message in the multi-line text box on the right
- h) Choose font size (depending on how much text we recommend size 30) and text colour (white text on black background automatically populates)
- i) Align the text to centre by highlighting the text and picking the centre box:



- j) Click **OK** when you are satisfied with your message. Click **Save** button  to complete playlist editing.
- k) Click **return** to preview the content under Playlist Manager. Your playlist titled "Emergency" should show here.
- l) Click the play button to preview it 
- m) If you decide you need to make further edits, click the edit button  and follow steps C through H
- n) Once you are ready to publish, go to **Content Audit > Playlist Check** and click the approve button 
- o) Go back to **Playlist Manager** and click the folder button  on the same line as your playlist to dispatch
- p) Choose the terminal (senior_house@leduc1) and click **Dispatch** and **Load**

***Please note, the above instructions are for text only which is your quickest option to get an emergency message posted. If you need to add a photo or video, you will need to create a Power Point and follow steps 1–5.**