

CONTENT MANAGER GUIDELINES

Content Manager is a web-based application created by Scala that allows users to have the media they upload be sent out to individual players in many locations. It includes many different scheduling and automation functions that allow digital signage to be controlled with ease. Administrators of this system will be given the right to upload media, create playlists, determine scheduling, and managing the layout of channels. These administrative rights will only be held by a few on campus to ensure the security of the system. Basic users may refer to the instructions below in order to begin publishing their content onto the digital signage system. Before you get too far into this, make sure that you have Java installed on your computer, as you will need it to upload files. On a PC, Java may be downloaded from java.com. On a Mac, Java is usually included with the operating system, but may require an update. Updates on a Mac may be done by clicking on the apple symbol in the upper left hand corner of the screen, and then clicking on "Software Update."

Accessing Content Manager

Content Manager may be accessed from 2 of the major browsers; Internet Explorer, and Firefox. Other browsers may seem to function, but there will be hang ups, so avoid them. Also be aware that if you are using a Mac you may have to use an additional step in order to upload content, which is covered in the troubleshooting section of this document. In order log into Content Manager you will need to obtain a username and password. Departments may choose to have a single login id and password for their entire department.

[To obtain access to the Scala Content Manager, enter a support request at http://support.appstat.edu/hrlp](http://support.appstat.edu/hrlp)

Once you have obtained a username and password you must open one of the compatible web browsers and go to the following address to begin:

<http://scala.its.appstate.edu:8080/ContentManager>

What you see is the login screen for Content Manager. Once you have typed in the provided username and password, pressing the login button will take you into Content Manager. If this is the first time that your given username has been used, then you will be required to create a new password. Please keep this password in a safe place where you can find it again in case it is forgotten. You will use this password every time you log in. (Should you need your password reset, please contact an administrator from the list above.)

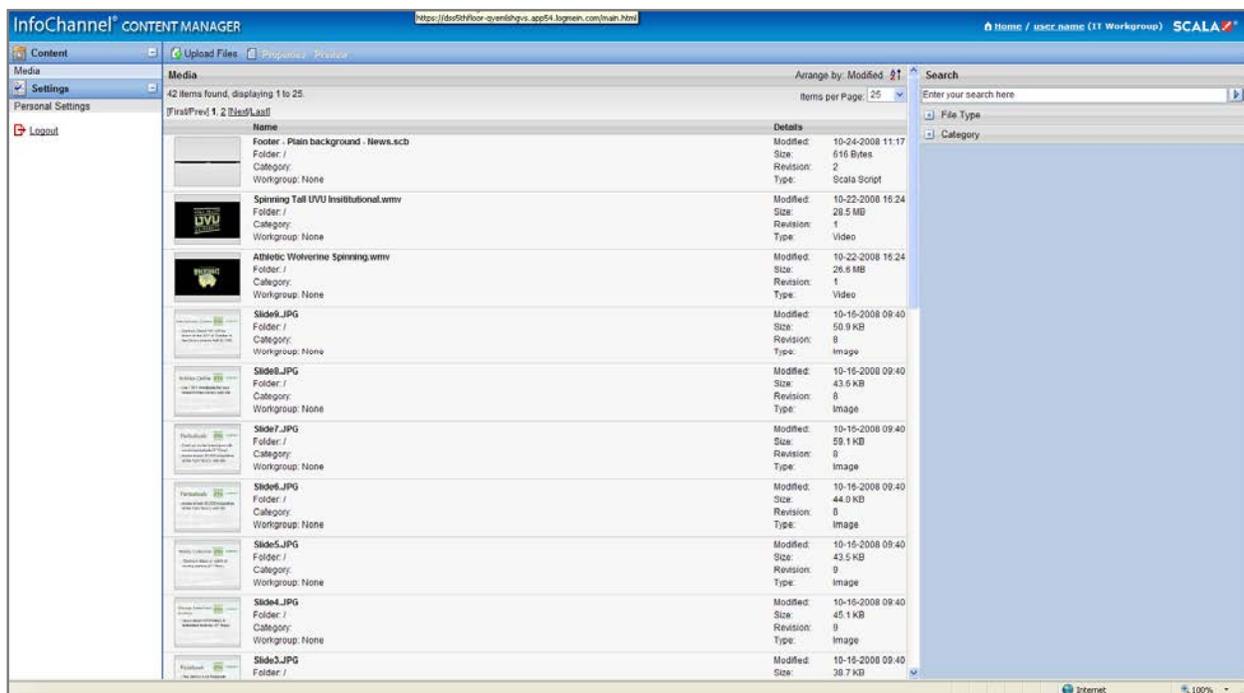
Main Interface

The Main Layout is designed to be simple. As a base user, with limited rights, you will have only a limited view of content manager's capabilities. On the left side of the screen are the main navigation links: Content, Planning and Settings. Clicking on links will cause them to expand to include a list of subheadings. These will be your means of navigation. The content section will allow you to upload

media and create messages. The playlists section will allow you to see how your messages are put into your playlist and the campus-wide playlists, and the settings section will allow you to change the personal settings associated with your user account. Should you ever wish to change your password, or the name associated with your username, you may do so in the personal settings section. As you click on one of these subheadings, the main window will navigate to the appropriate section.

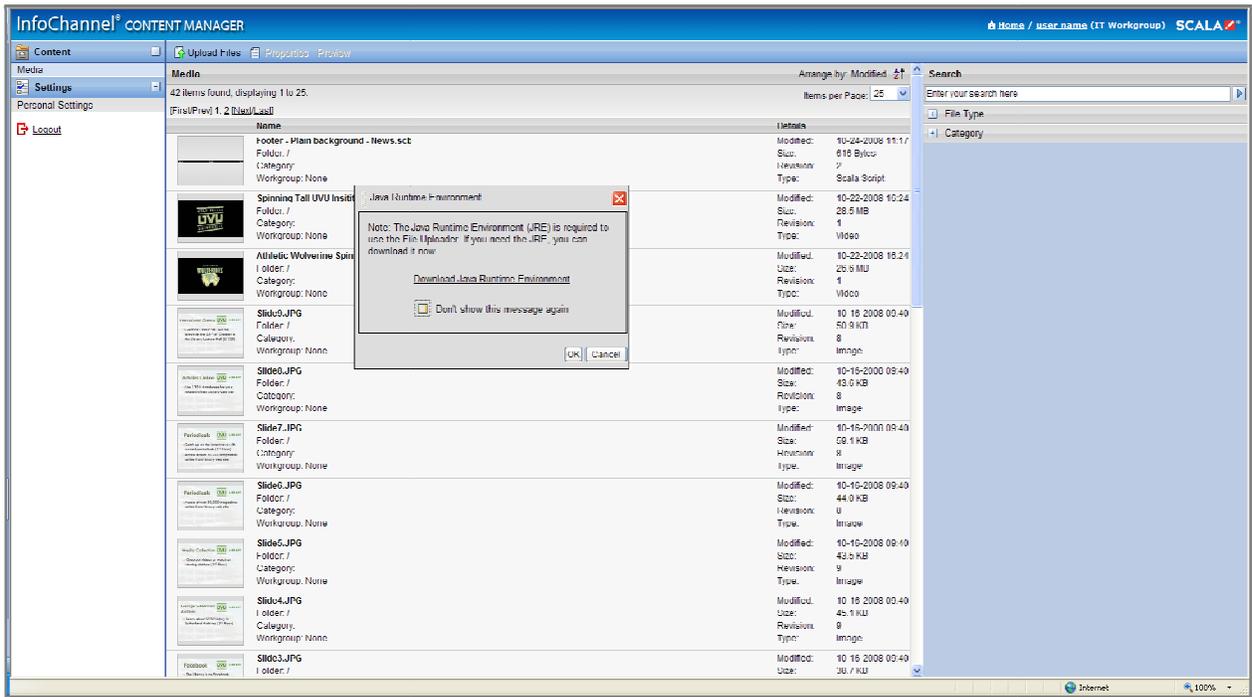
Uploading Media

After considering the above information with regard to the compatible media types, you are ready to begin uploading content. Click on the “content” section header, and then click on the “media” section below it. Your main window will now show you a view of all the media uploaded by members of your workgroup, or media not associated with any particular workgroup.

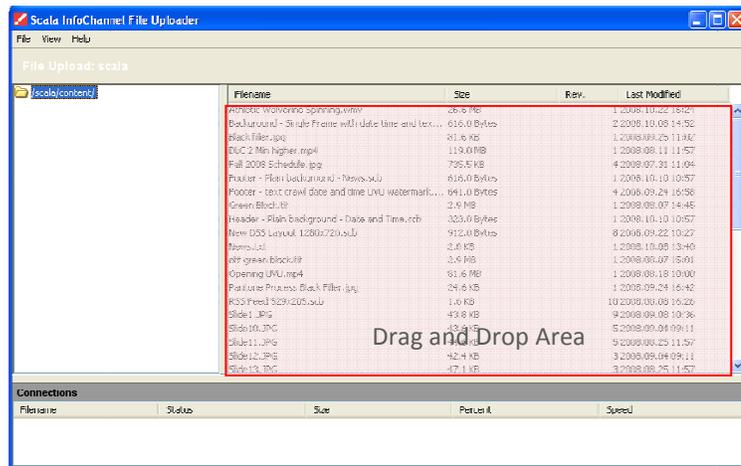


From this section you can easily upload using the “Upload Files” button at the top of the main window. Once you click on this button a Java window will appear. Clicking the ok button in this window will allow a new upload window to load. Should you wish to have the window loaded automatically without receiving this confirmation box again, you may click the small checkbox before clicking ok.

Mac Users: When you click the “Upload files” button in firefox, you may receive a “Opening WebstartUpload.jsp” window after you have clicked ok. This is a small problem with the browser not automatically opening the file with Java. Please refer to the troubleshooting section of this document for assistance.



After you have clicked ok, you will see a new window appear, with a list of folders in the left frame, and a list of files in the right. At the top of the window you should see the title “Scala Info Channel File Uploader.”



From this window you may upload media files in one of two ways. You may click on “File” in the upper-left hand corner of the screen, and then click on “select files to upload” option, or you may simply drag and drop files into the middle section of the window. Once you have selected the file(s) to upload or dragged and dropped them, the upload progress can be viewed in the lower section of the window. Within this “Connections” section you will be able to see the progress of the files you have selected. Do not close the window until all the files show that they are complete. Once they have completed, you may close the box.

Viewing Your Media

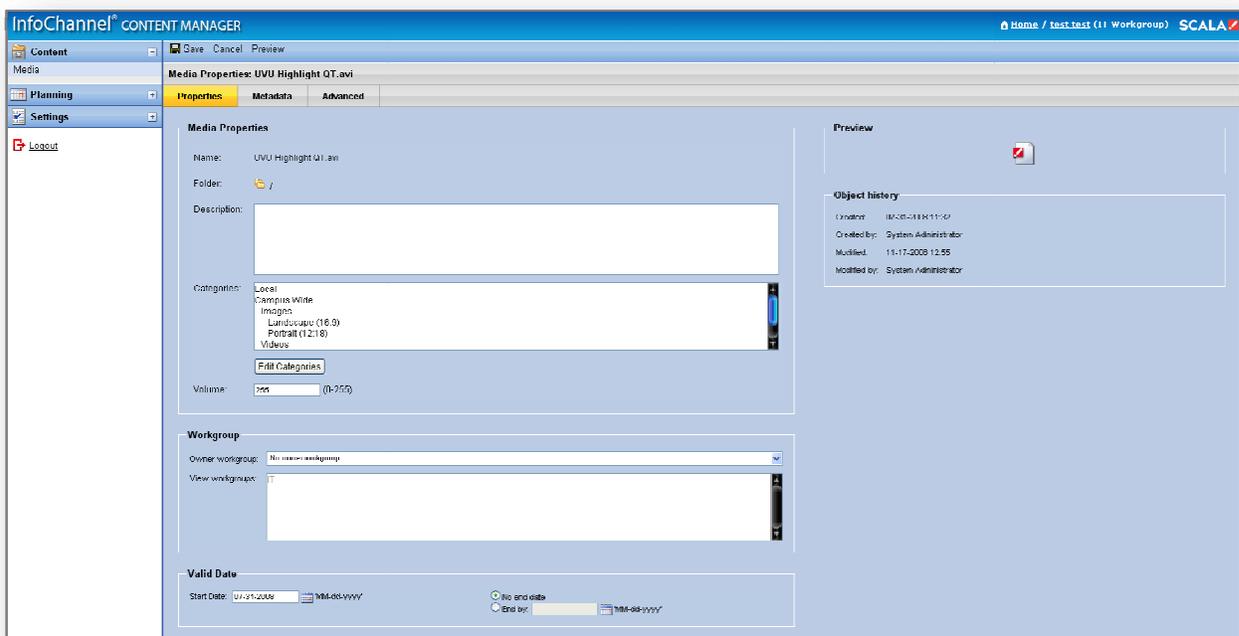
Once your media has been uploaded, it will be visible in the media section of content manager. You will need to refresh your page for it to show, or simply re-click the media section link. The media you have uploaded should be first on the list, because the list is sorted by date, placing the most recent content first. Within Content Manager, users are separated into workgroups depending on their department. You will only be able to see media associated with that workgroup.

Editing Your Media's Properties

Now that you have uploaded your media you may also choose to add a description to it for your future benefit or that of the other members of your workgroup. This can be done by double-clicking on a piece of media or by clicking the properties button above while the media is selected.



When you do so, you will now be able to see all the information associated with that single video or image. Add an appropriate description, if you desire. You do not need to put your media into any

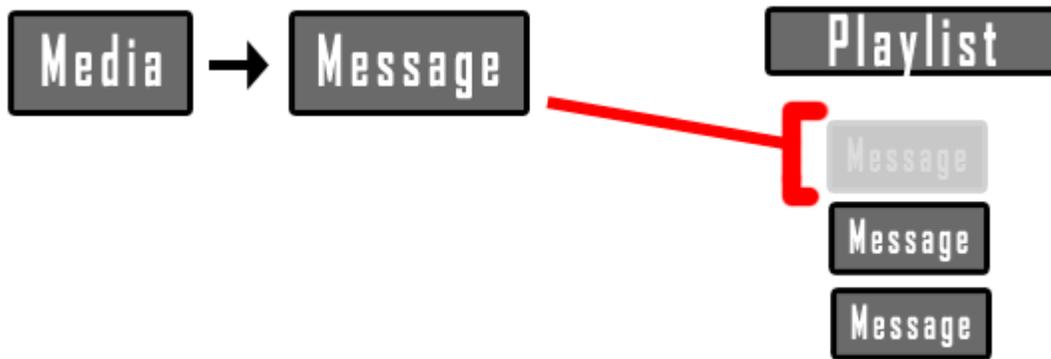


category, workgroup, or add a beginning and end date. This will be done later when we put your media into a message.

Creating Messages

Messages are the ideal method provided by Content Manager for media placement with an approval process. In order to ensure that content must be approved, we must use this feature of content manager. Putting media directly into playlists without putting it into a message is only approved for system administrators.

Once media has been uploaded, it must be put into a message in order to be placed in a playlist. The diagram below may be a helpful visualization.

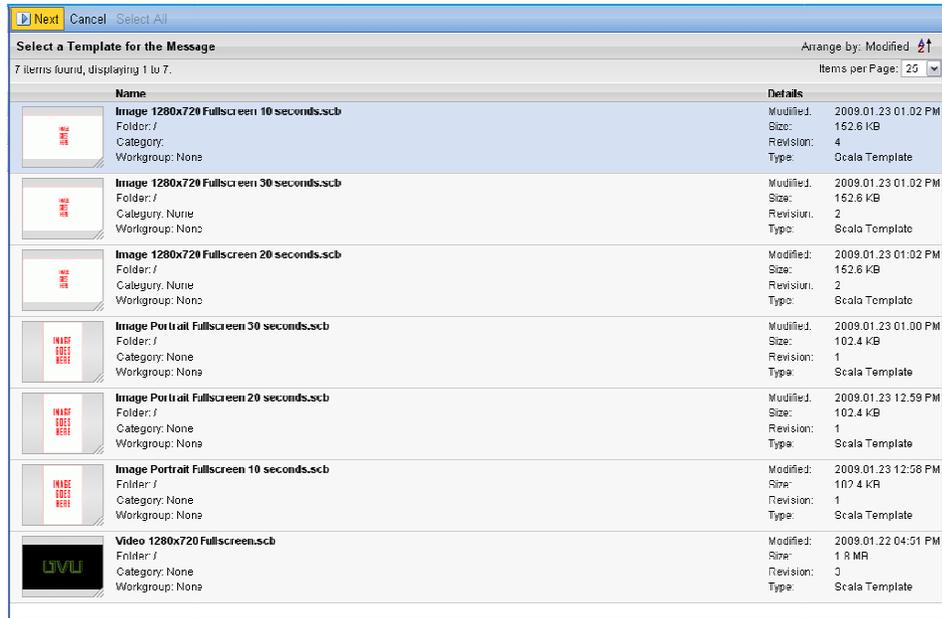


To create a message, go to the “Messages” sub-section under Content. Here you will be able to see all the messages you or members of your workgroup have created. One thing you should see that is different with these then in the media section, is each message is accompanied with a colored flag next to it.

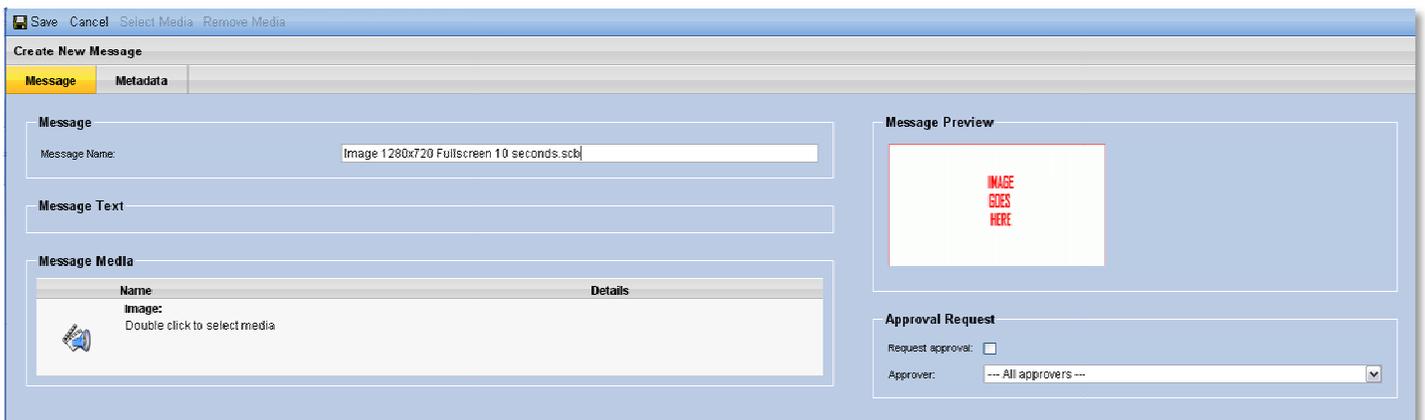
Green = Approved Orange = Awaiting Approval Red = Rejected

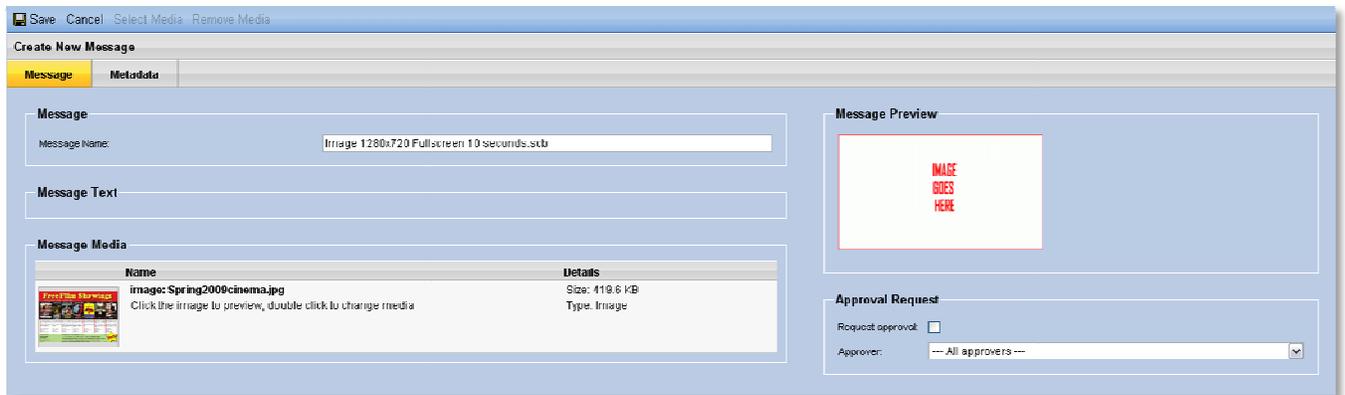
Name	Details
Slide 2 Template: Image 1280x720 Fullscreen 10 seconds.scb Category: Library Workgroup: Library	Modified: 2009.02.03 11:57 AM Fields: 0 Files: 1 Pages: 1 Approval: Rejected
Video 1280x720 Fullscreen.scb Template: Video 1280x720 Fullscreen.scb Category: None Workgroup: CGOC	Modified: 2009.02.03 11:54 AM Fields: 0 Files: 1 Pages: 1 Approval: Rejected
Slide 8 Template: Image 1280x720 Fullscreen 10 seconds.scb Category: Library Workgroup: Library	Modified: 2009.01.29 10:01 AM Fields: 0 Files: 1 Pages: 1 Approval: Approved
Slide 6 Template: Image 1280x720 Fullscreen 10 seconds.scb Category: Library Workgroup: Library	Modified: 2009.01.29 10:00 AM Fields: 0 Files: 1 Pages: 1 Approval: Approved

To create your own message, begin by clicking on the new icon at the top of the window. The list you see now is a list of all the different templates you have to choose from. The thumbnail that you see accompanying these templates represents a placeholder of where your image or movie will be. Selecting an appropriate template depends upon what type of media you are using, and how long you want it to display for. There are templates for landscape images, indicated by the name: "Image 1280x720". There are templates for a portrait style image, indicated by the name "Portrait". If you are going to be using an image, then select the appropriate one of these. If you are going to use a movie, then you only have one choice called "Video 1280x720." If you are unsure of what the difference is between landscape and portrait images, consult a system administrator. Once you have selected a template, click the next button at the top of the window.



The next screen that you see allows you to replace the placeholder media, with a single piece of media of your own. Double-click on the indicated area under "Message Media" to do this. You will then be required to select your image or video from a list. Once you find it, double-clicking will add it to your message.

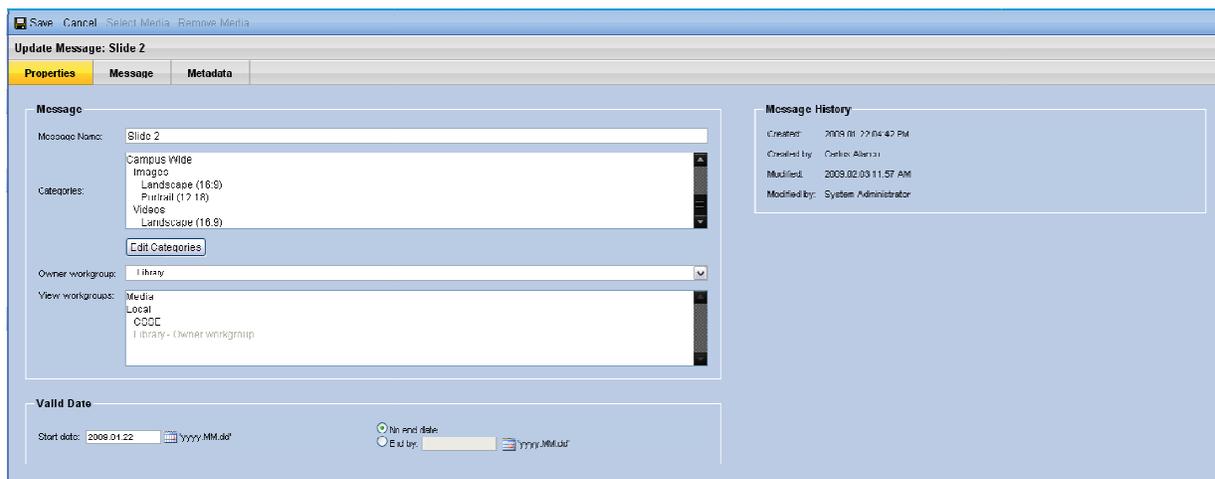




You should also change the name of your message. By default it will hold the name of the template itself. Once you have done so, click the save button at the top of the screen. We will use the “Approval Request” section in a moment.

Once it has been saved, it will show up in the list of other messages. You will notice, however, that your message doesn’t have an accompanying flag, and that it’s approval status on the left is labeled as “Draft”. This is because we haven’t requested approval for it yet. The reason for saving it first, allows us to put it in an appropriate category, if necessary, and add an appropriate end date before requesting approval. We will do so now.

Double-click on the message you have created, and notice that there is now a new section called properties. Under this section you can do a few things. First of all you should add an appropriate beginning and end date to your message. If your image/video is announcing an event, then the end date should be the occurrence date of the event. If your piece of media is not for a dated event, then you should consider when you would like it to start and end. Keep in mind that there is a two week maximum for campus-wide content. Local content, on the other hand, can be kept on for as long as you wish within reason. Do not, however, plan on never making any changes. The information you present on your local display should always be relevant. If you would like to have a message display for longer on



your local display then on campus wide, then you should create two messages. One will go campus wide for the 2 weeks and the other will be put into your playlists only and display for as long as you wish, while adding an appropriate end date.

Once you have added a beginning and end date, you need to put your message into a category. The category you choose determines where your message will be seen. The campus-wide category and its subcategories are for content that is to be seen across campus. If your message is only meant for your local displays, then you do not need to worry about putting it in a category, as you will be adding it to your playlist manually. As mentioned previously, should you wish it to display on both, you will need to create 2 messages, with one for each category.

You will need to choose the appropriate subcategory for your message. Campus-wide has a subcategory for portrait and landscape content. Place your message according to what type it is. For example, if I had a portrait image, and I used the "Image Portrait 30 second" template, and I wanted it to be seen campus wide, then I would put it into the Campus Wide– Portrait(12:18) category.

Once you have added beginning and end dates, and a category, then you need to decide whether you are ready to submit your message for approval. If you are not, then click the save button in the upper-left to save it as a draft for approval later. If you are then click the check box in the bottom right hand corner and select an administrator from the drop down menu. Then click the save button.

If you submitted your message for approval, then it will now have an orange flag next to it in the messages section. Once it has been approved, then it will be green. Keep in mind that should your messages be rejected, then they will show up with red flags on the messages screen and a message will be displayed on the welcome/home screen of Content Manager when you log in. Each rejected message will be accompanied by an explanation of why it was rejected.

Once your message is approved, it will automatically be put into the appropriate playlist. This happens on a 24 time period. Unless you have charge of a local display, do not ask for special consideration to get it in faster. It isn't fair to everyone else.

Playlists

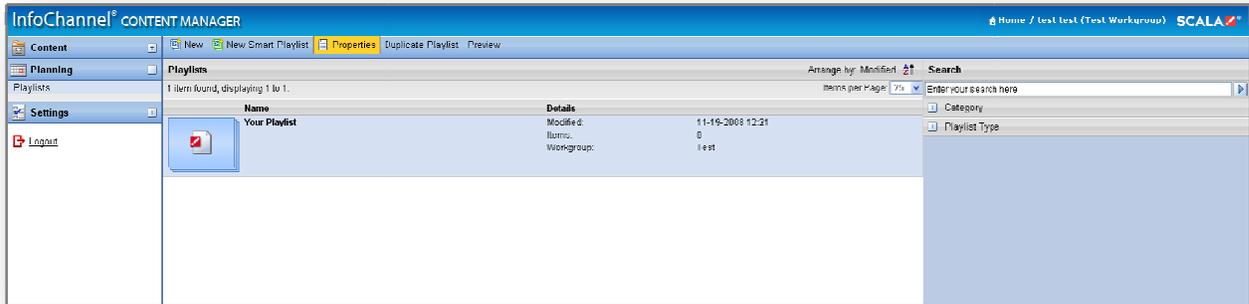
The playlists section of Content Manager allows users to decide what will be played, in what order it will be played, and how transitions between pieces of media will occur. Users who have been given the rights to control the scheduling of a specific frame on a local display, can use this section to manage their playlist. Be aware that a playlist(s) should have been created for you by a System Administrator. Blue playlists are playlists that you have control over and must manually add and remove messages from. You will most likely have one for portrait content and one for landscape content. Green playlists are Smart Playlists that automatically add media to them based upon certain conditions. This is where messages will appear that you have put in one of the campus wide categories. You will be able to see all of the media items in these playlists to ensure that your messages get added as they should. You will not, however, be able to change the order of items or edit them in any way.

Your Playlist:

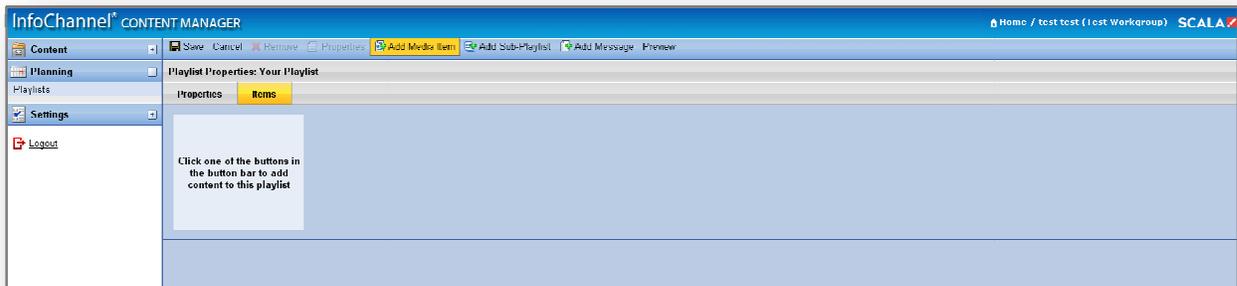
As mentioned previously, the playlists you have control over will be the color blue and will have an appropriate name to help you know which media is meant to be included in them. If you have further questions about them, a system administrator could give a short training to help you get started.

Editing Your Playlist

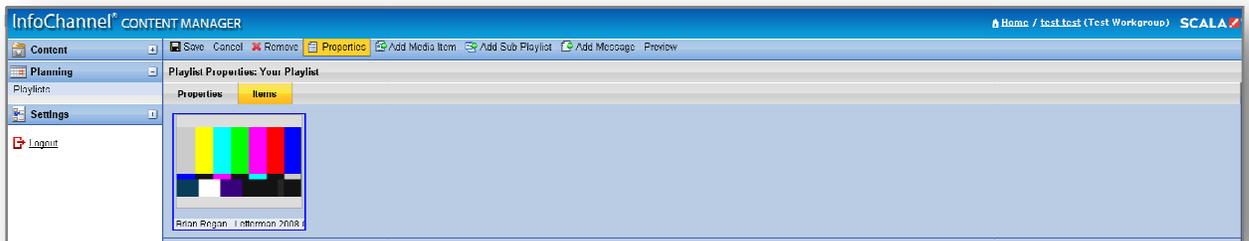
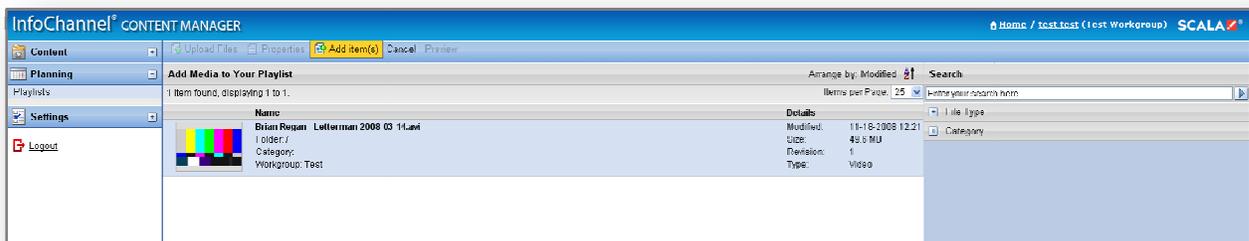
To edit a playlist, simply click on it and then click the properties button above. Within these properties you can see the information associated with the playlist, and add items to it.



You can add messages to the playlist by clicking the "Add Message" button.



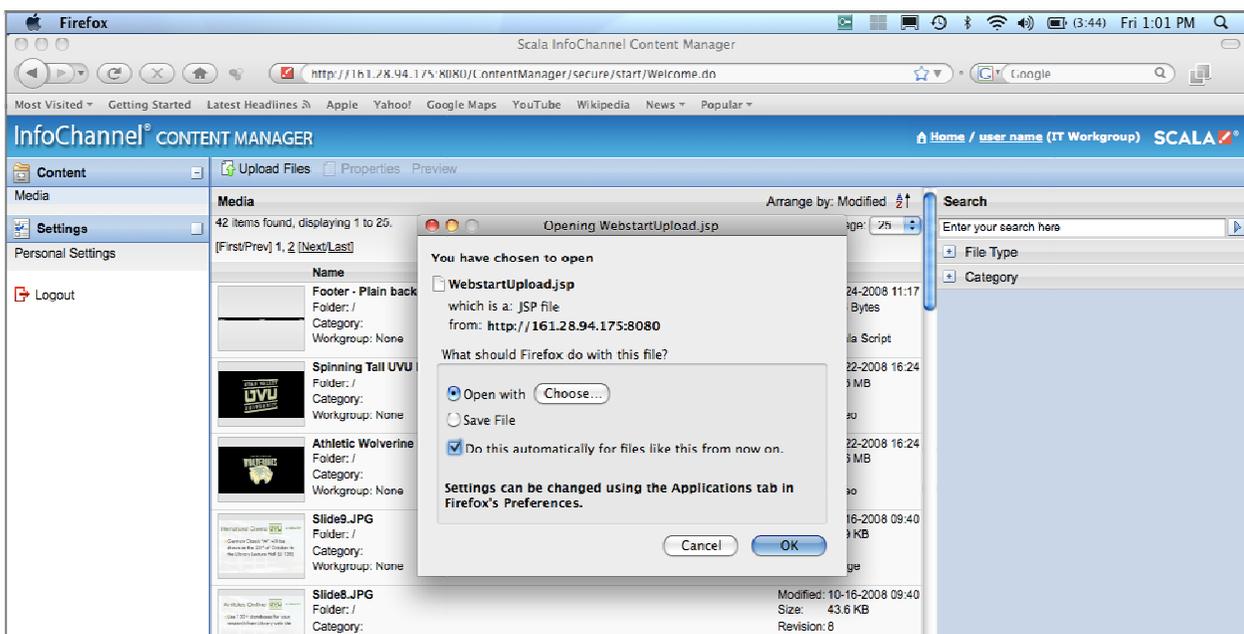
Clicking on a message and then click the "Add Item(s)" button will put them in the playlist.



Once your message is added to the playlist, you may choose to change the order of items in the playlist. You can do this by clicking and dragging them. Make sure you click the save button at the top after making changes or adding more messages to your playlist. Right-clicking on a message will allow you to navigate to the properties of that message in regards to the playlist, however, you should not change any information in this section as it will interfere with the setup of the system.

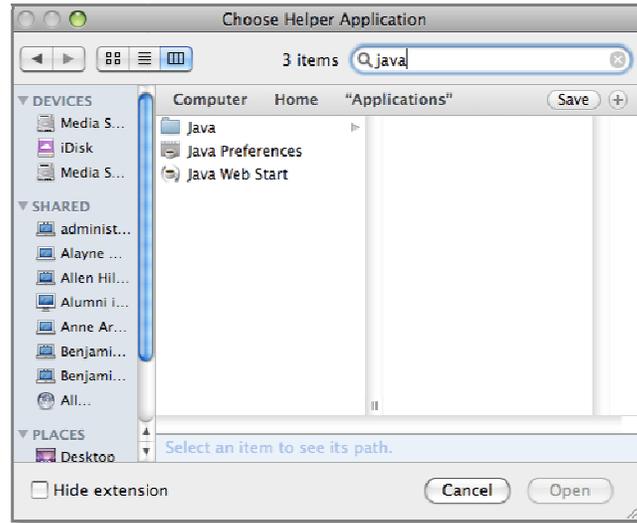
Troubleshooting

Java Problem with Mac



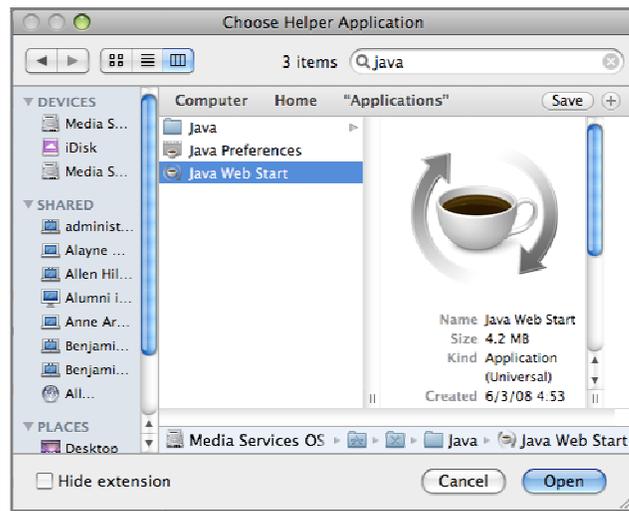
You may have noticed that when you clicked the upload button, and then clicked ok, you were brought to this screen. You are not alone. The window that you see is one where you have to manually choose the application that will open the uploader. In this window make sure that the "open with" box is clicked. Saving the file will do you no good. Also be sure that you have checked the box to have the computer do this automatically from now on. You do not want to have to do this every time. Trust me.

Now we must choose the java application in order to open the uploader. Clicking on the choose button will open a finder window allowing you to find the appropriate application. Rather than telling you the specific location, it is better to simply search for it by entering “java” in the search box in the top



right corner. The application we are looking for is the “Java Web Start” that you see listed.

Click on this application, and then click the open button in the bottom corner.



The Java Web Start application will now show in the previous window in place of the choose application button. Make sure that the “open with” and “do this automatically for files like this from now on” are selected, and then click ok to proceed. The upload window will now appear as it should. Return to the “Uploading Media” section of this document to proceed.

Firefox Scala InfoChannel Content Manager
http://161.28.94.175:8080/ContentManager/secure/start/Welcome.do

InfoChannel[®] CONTENT MANAGER Home / user.name (IT Workgroup) SCALA

Content Upload Files Properties Preview

Media 42 items found, displaying 1 to 25. Arrange by: Modified

Settings Personal Settings Logout

Search Enter your search here
File Type
Category

You have chosen to open
 WebstartUpload.jsp
which is a: JSP file
from: http://161.28.94.175:8080

What should Firefox do with this file?

Open with Java Web Start.app
 Save File
 Do this automatically for files like this from now on.

Settings can be changed using the Applications tab in Firefox's Preferences.

Cancel OK

Name	Folder:	Category:	Workgroup:	Modified:	Size:	Revision:	Type:
Footer - Plain back	/		None	24-2008 11:17	Bytes		
Spinning Tall UVU	/		None	22-2008 16:24	3 MB		Image
Athletic Wolverine	/		None	22-2008 16:24	3 MB		Image
Slide9.JPG	/		None	16-2008 09:40	9 KB		Image
Slide8.JPG	/		None	10-16-2008 09:40	43.6 KB	8	Image
Slide7.JPG	/		None	10-16-2008 09:40	59.1 KB	8	Image

Done