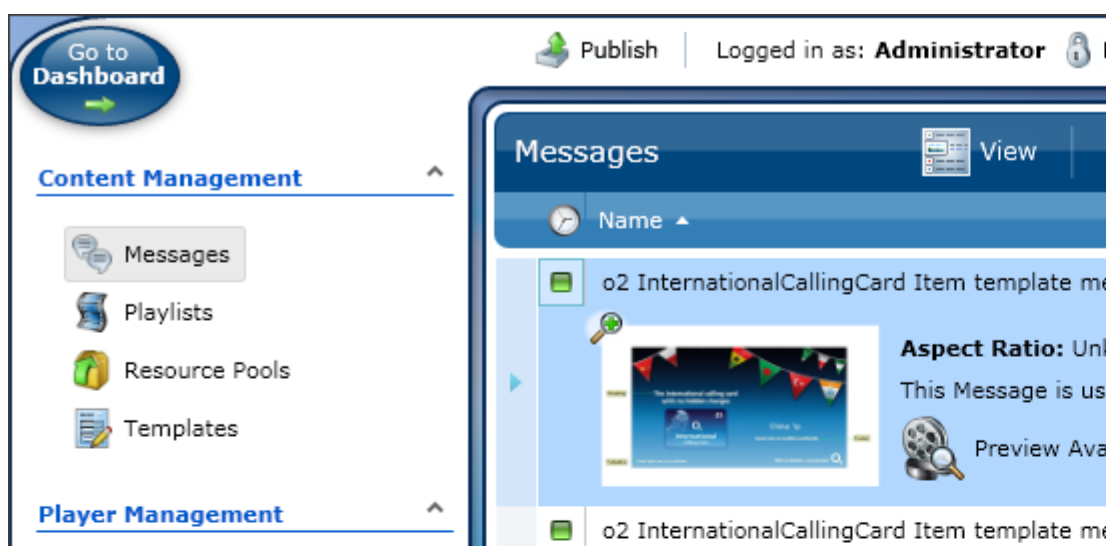# AMX

Composer Reference Guide

Composer 5.4

Desktop Edition

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Additional Documentation

- Installation/Reference Guide
- IS XPert Operation/Reference Guide
- IS XPert How-To Guides

For an overview of installing and setting up Players, refer to the *Inspired Signage Installation/Reference Guide.*

Note: All documentation is available online at www.amx.com.

Inspired Signage - Overview

The Inspired Signage System provides a solution for clients requiring a dynamic signage solution offering the highest quality graphical output in a multi-site, multi-channel configuration.

Inspired Signage provides a unique set of features making it the world's leading dynamic signage system solution. These include:

- The most flexible and extensive range of content functionality available.
- The best picture quality with the smoothest animation of text and pictures.
- The easiest to use toolkit for the creation and management of on-screen content.

Using the Inspired Signage system, you can display information to a large audience in an attractive and consistent way.

The unique design of Inspired Signage enables it to handle high volume messaging requirements in large, multi-site, multi-channel organizations. However, the system is equally at home managing low volumes of traffic on a single site. On-screen content messages can be routed from any location, such as head office, regional offices, local branches, etc. Each message can be created, scheduled and delivered directly by the department responsible.

With the appropriate licenses, your content schedule can also include content from external sources such as news providers and weather services, or any other structured data source. Such content can be generated and updated automatically using components of the system. The ability to mix content from a variety of sources into a single schedule and in a sequence determined by the content management staff, ensures that you can provide a mix of advertising, information and entertainment in a format that is virtually unlimited.

Core Components

The Inspired Signage software suite is made up of a set of collaborating applications:

- **Player** - The Player renders and displays animated content on screen. The Player is installed on a high-end custom PC connected to one or more display screens. The Player does not require user interaction. The Player can be configured over the web using the Player Web Configuration Tool.
- **Composer**- Composer is a content management application, used to customize, manage, and publish content to the Post Office for distribution to one or more Players (Player machines). Composer is a web application installed on a server accessible by supported browsers over the intranet. Composer can be used by many users with different rights over the content and content management process.
- **Post Office** - Post Office manages and optimizes the transfer and distribution of media files, Templates, and Playlists to the Players in an Inspired Signage Solution. The Post Office is usually installed on the same machine as Composer, however in very large systems it can be placed on a separate machine for maximum performance.
- **Babel** - Babel is the application in charge of automatically fetching data from databases, files, and other structured data (for example XML feeds and files) and generating content from it. The content generated by Babel is passed to Composer for publishing via the Post Office.
- **Previewer** - The Previewer application generates a frame by frame preview of selected signage content to enable users to see how this content will look on screen.

Inspired Composer - Overview

Inspired Composer is a web application for the Inspired Signage Platform from AMX. The Inspired Composer application is used to customize and manage signage content and publish it for display.

The following diagram shows the architecture of Inspired Composer. Composer publishes data to the Post Office which handles the job of transferring this data to the Players for display.
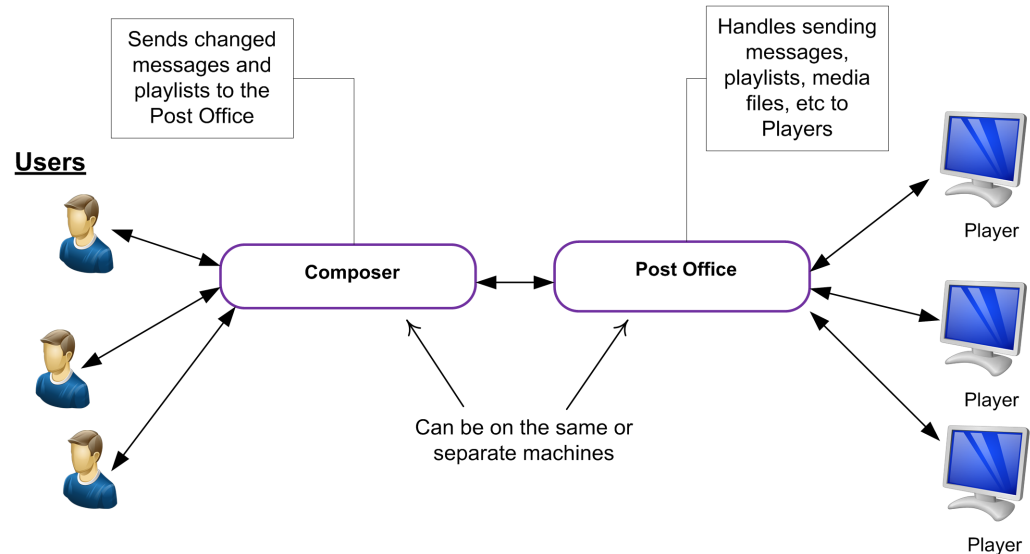

FIG.1 Composer Architecture - simplified

Composer Desktop runs on the following 32 bit operating systems:

- Windows XP 32 bit
- Windows Vista 32 bit
- Windows 7 32/64 bit

The IS-Player is a rack-mountable device, configured to display digital signage content on one or more attached screens . The IS-Player runs the AMX Inspired Signage Player application.

Babel is an optional component in charge of automatically fetching data from databases, files and other structured data sources (XML feeds, RSS feeds, etc.) and generating content from it.

Inspired Composer is pre-configured with several users with different access rights, content, and content management process. It is important to understand that there are a number of default user roles in Inspired Composer, each of which offer a distinct set of functionality. These roles are as follows:

- Administrator - Administrators do the majority of the work necessary to setup and customize an installation of Composer including setting up accounts for other users.
- Managers - Managers supervise the work done by end users. They can do some basic configuration and customization. In small installations the roles of Administrator and Manager can be combined.
- Editors - Editors have access to a limited set of functions only. They have no or limited access to configuration or customization.

- Basic Users - Basic Users have access to the smallest possible range of functions compatible with the ability to carry out useful work.

When logging into the application, you define yourself as an **Administrator**, a **Manager**, an **Editor**, or a **Basic User**, based on the role (more accurately, User Group, see page 18 for more details,) set for your user account.

- **Administrator Functions**: Administrators have access to all the options available to Users. Administrator functions also include configuring Playlists, Players, Publish Points , and User Accounts as well as enforcing content restrictions, importing Template Packs (collections of Template Definitions), creating and editing Templates.
- **Manager Functions**: Managers are effectively super users. As well as creating and publishing content, Managers can also approve or reject work done by end users.
- **Editor Functions**: This or Basic User is the primary mode for most Inspired Composer users. By default, (non administrative) users are provided with limited access to Inspired Composer, with an emphasis on content management (including creating and editing Messages, populating Playlists, and publishing them to Players. While Users have access to functions and options directly related to content management, they are restricted from accessing Administrator specific functions (including network configuration, managing users, restricting content, etc.). When logged in as a User,only appropriate sections, sub-sections, and tasks are displayed/enabled.
- **Basic User Functions**: Access to Message functions plus the ability to add Messages to Playlists and publish these changed Playlists to Players.

There is no strict boundary between the four sets of functions listed above, and such a boundary is likely to vary greatly according to the size and complexity of each project and system. All tasks, whether relating to content management or system administration, are performed in the same user interface.

Note, the status bar at the top right of the browser screen indicates the username of the current user.

See Also:

- Additional Documentation

Introduction for Composer 3 Users

The following table shows the changes we have made to Composer terminology since Composer 3.

Terminology Changes	
Old Name	**New Name**
Base Template	Template Definition. See page 8 for more details.
User Template	Template. See page 10 for more details.
Item	Message. See page 13 for more details.
Destination	Player, also see the new concept: Publish Points. See page 16 for more details.
Draft Playlist	Playlist Version. See page 16 for more details.
Rights and Restrictions	User Management

Feature Changes

Apart from the enhanced web based user interface and support for multiple users at the same time, there are the following major new features:

- Publish Points. See page 16 for more details. - group Players together by location or function to simplify publishing especially when you have a large number of Players.

- Automated Playlist Restrictions. See page 103 for more details. - automatically create Playlist Restrictions based on labels attached to imported Templates.

- Resource Pools used to control access to Templates/Messages/Playlists for different users. See page 18 for more details.

- Approval Mechanism. See page 17 for more details.- optional ability to only allow changes to Messages, Templates, or Playlists to be published and displayed once they have been approved.

- Automatic Template Properties, see page 13 for more details, such as the date a Message was created which can be displayed on screen.

- Preview Mechanism. See page 46 for more details.- preview what a Message will look like on screen before displaying it for real.

- Import Players. See page 69 for more details.- detect Players on the network and import their configuration details into Composer.

- New "Template Packs" which can automatically setup a number of Playlists.

- Support for directory integration with active directory, etc.

Notes for Composer 4 Users

The following table shows the major changes we have made to Composer terminology since Composer 4.

Major Terminology Changes	
Old Name	**New Name**
Playlist Variation	Playlist Versions. See page 16 for more details.
Assign Messages to Playlists	Edit Playlist

Feature Changes

The following are new features added in Composer 5:

- The user interface has been streamlined.
- Dashboard - The dashboard shows user and system summary information.
- Copy Feed configuration from one Player to other Players - Copy Feed Configuration from one Player and copy that configuration to a number of other Players. This allows you to set up a series of feeds such as News, Weather, Flickr images, etc. and copy those feeds to other Players.
- AMX standard licensing system.
- Publishing Template Packs to Players is no longer tied to the Template Pack Import process. You can select and publish any previously imported Template Pack to Players, this is useful when setting up new Players.
- As-Run-Logging. You can enable as-run logging on your Players to record what Messages they play. These logs can then be analyzed to produce reports in XML or CSV format.
- Display a web pages in Message image areas.

Troubleshooting

If you update from a Composer 4 installation containing user accounts with passwords containing foreign characters then these users will no longer be able to log in to Composer. The solution is either for an Administrator to reset these users passwords individually or to contact AMX to explain the procedure to reset all passwords.

Theory

This section describes the theory you need to understand to get the most out of Composer. The AMX Inspired Signage systems displays information (advertisements, announcements, etc.) on one or more screens. This information, collectively known as content is constructed from the following building blocks:

1. Template Definitions. See page 8 for more details.
2. Templates. See page 10 for more details.
3. Messages. See page 13 for more details.
4. Playlists. See page 14 for more details.

The basic component of AMX Inspired Signage content is the Message. There are two main types of Message:

1. Control Messages (invisible) which control some aspect of the display, such as screen layout. Control Messages are an advanced subject and will not be discussed here.
2. Standard Messages (visible). These are collections of images, video, text, shapes, and animations used to create announcements, notices, and advertisements.

The picture below shows a example Standard Message; the items indicated with arrows can be modified by a user to change the Message. The user can enter different text for the time, location, topic, or meeting fields or they can choose a different image for the meeting picture.
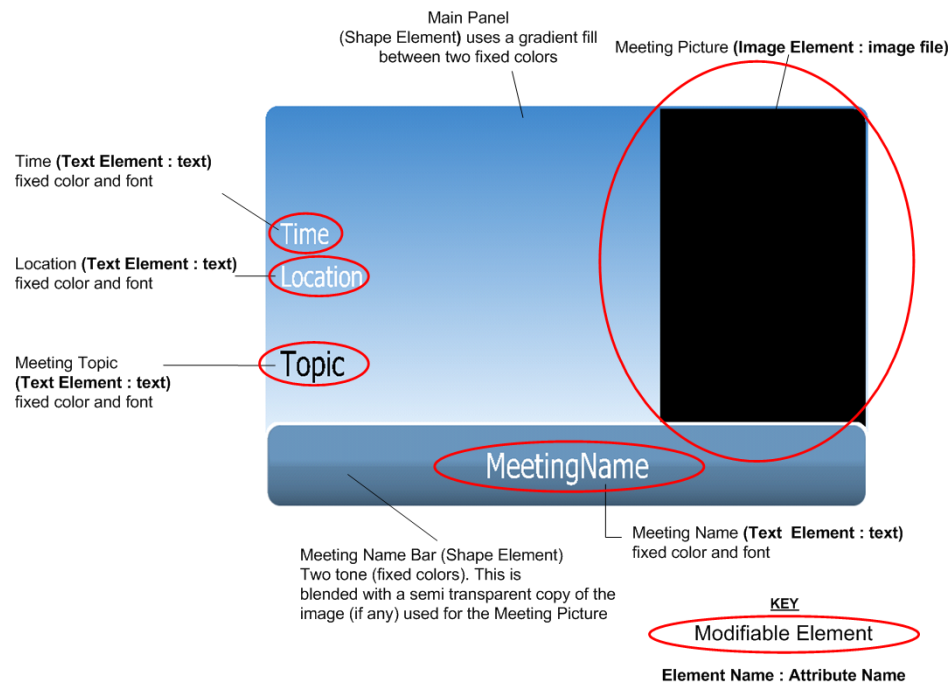

Messages are held in Playlists which are similar to the Playlists you can create for songs on an MP3 player except that these Playlists control a specific rectangular screen area. Playlists determine the order used to display Messages in this screen area. However, you also have the option to make the system shuffle the Messages in a Playlist before displaying them. Signage content displayed on screen is built up from a number of Playlists controlling different areas of the screen.

When you create a Message you choose a Template to base the Message on and then fill in the undefined elements of the Template. Inspired Signage takes the concept of a Template one step further and provides Meta-Templates (Template Definitions. See page 8 for more details.) which are used to construct Templates.

Template Definitions

A Template Definition is a collection of interrelated elements (visual and non-visual, animating, and fixed) created by a graphic designer to convey particular information to an audience – effectively it is a prototype for a digital sign. For example, a meeting announcement, a fire alarm warning, and so on. Each AMX Inspired Signage solution contains a number of Template Definitions created by AMX designers; these are packaged together in a Template Pack. Template Definitions are constructed from visual and non-visual elements . See page 1 for more details. and . See page 1 for more details.. Examples of the former include: shapes, pictures, video, text, and animations. Examples of the latter include switches and selectors, which indirectly affect visual elements.

The following diagram shows a Template Definition for a Meeting and describes the different visual elements and indicates the modifiable element attribute pairs listed in bold using the convention - Element Name (**Element Type** : **Attribute Name**).

Main Panel
(Shape Element) uses a gradient fill
between two fixed colors

Meeting Picture **(Image Element : image file)**

Time **(Text Element : text)**
fixed color and font

Location **(Text Element : text)**
fixed color and font

Meeting Topic
(Text Element : text)
fixed color and font

Time

Location

Topic

MeetingName

Meeting Name Bar (Shape Element)
Two tone (fixed colors). This is
blended with a semi transparent copy of the
image (if any) used for the Meeting Picture

Meeting Name **(Text Element : text)**
fixed color and font

KEY

Modifiable Element

Element Name : Attribute Name

Non-Visual Template Definition Elements

There are two main types of non-visual elements:

- Switches
- Selectors

Switches

Switches have two states, on or off. They are generally used for the following:

- Turning animations on or off for a group of related visual elements. See page 9 for more details.
- Making a group of related Visual Template Elements visible or invisible.

Selectors

Selectors are used to choose a value for a property from a set of named values, for example you could use a selector to allow the user to choose the background color of a Message from one of the colors of the rainbow: (red, orange, yellow, green, blue, indigo, violet). Selectors can also be used to choose animations for visual elements of a Message from a group of options. For example, you could choose the animation to use to remove a Message from the screen (fade to black, fade to white, slide off screen to the right, slide off screen to the left) etc.

Visual Template Elements

Template Definitions, see page 8 for more details, are constructed from one or more of the following visual elements:

- Text elements - these consist of one or more lines of text. The number of characters is limited by the size of the font, font type, and the dimensions of the space in which the text element fits.
- Shape elements - these are geometric shapes which can be filled with patterns (graphic textures), solid colors, gradient fills.
- Images elements (image files) – these are a special type of shape element filled with an image.
- Video elements (video files) – these are a special type of shape element filled with a video.

Visual elements have attributes which influence how they are displayed. For example, text elements have a text field containing the actual text to display as well as attributes such as color, font type, and font size.

Each visual element can have an animation attached to it. Animations are composed of rotations, scales, zooms, fades, and so on.

Template Definition Properties

Once an AMX designer has created visual and non-visual elements for a Template Definition he/she specifies which elements and which attributes of these elements can be modified when creating Templates from this Template Definition. Modifiable attributes of Template Definitions are known as *properties*.

The elements that make up a Template Definition can be divided into the following groups:

1. Elements used to convey information to an audience, generally text elements although image and video elements can also be used. A good example would be a Message that provides details of a meeting; this could have the following text elements: meeting title, time, topic, and location along with an image appropriate to the meeting type (Sales Meeting, Staff Meeting, Board Meeting, etc.). The designer sets one or more modifiable attributes for the information carrying elements. In the case of text fields, this is normally the actual text to use.

2. Elements that provide the basic style or theme for a Template, for example: shape elements, animations, and so on. The designer normally sets a number of minor modifiable attributes for these elements such as the colors used. Template Definition users can modify these attributes to make a number of different Templates with the same purpose and basic design but with different themes or styles.

3. Elements that brand a Message for use in a specific sector or organization, for example: logos. The attributes of these elements are not normally modifiable.

Templates

Users create Templates from Template Definitions, see page 8 for more details, by inserting text, images, or video files in some of the properties of the Template Definition. For example, using the Meeting Template Definition introduced earlier you can create a number of different Templates for different types of meeting, such as: staff meetings, sales meetings, golf club meetings and so on. Some of the information and settings for final display are chosen at this level and fixed so they cannot be modified when creating a Message.This is often done to brand a Template Definition to create a Template for use within an organization; this job is usually carried out by more experienced users. You can also set default property values which the Template user can either accept or change.

AMX designers provide a number of default (pre-created) Templates for each Template Definition. You can use these Templates to create Messages or use them as the basis for custom Templates for your organization, different groups within your organization, or different tasks.

To summarize you can do the following with Templates:

- Change property names from the names provided in the Template Definition, typically to make the names more descriptive and self-explanatory for Template users.
- Set default values for Template Properties to reduce the workload for users.
- Fix and hide properties to prevent end users from changing these values, this helps to ensure consistency and correctness in Messages created by end users.

The following diagram shows an example Template created from a Template Definition:

FIG.2 Create a Template from a Template Definition

To create the illustrated Templates you must:

- Set and fix default values for the Location and MeetingName fields (Meeting Room and Golf Club Meeting respectively).
- Add a picture of a golfer for the Meeting Image and fix this setting.

This Template can now be used to create Golf Club Meeting signs quickly and accurately when needed.

See Also:

- <u>Creating Templates from Template Definitions. See page 12 for more details.</u>

Relationship between Template Definitions, Templates, and Messages

Template Definitions, Templates, and Messages form a tree structure or hierarchy with Template Definitions at the top or root, followed by all the Templates created from that Template Definition and finally all the Messages created from those Templates. Different Composer Users have different access rights to add, modify, or delete items at each level of this hierarchy depending on the User Group they belong to. The following diagram shows the hierarchy and which of the default User Groups have access to which levels of the hierarchy. In this example we have a Template Definition for a Meeting sign. A user has created two Templates from this Template Definition: a Template for Sales Meetings and one for Staff Meetings. Using these Templates the user has created a number of Staff and Sales Meeting Messages for specific meetings. These Messages could be placed in Playlists for publishing and display,
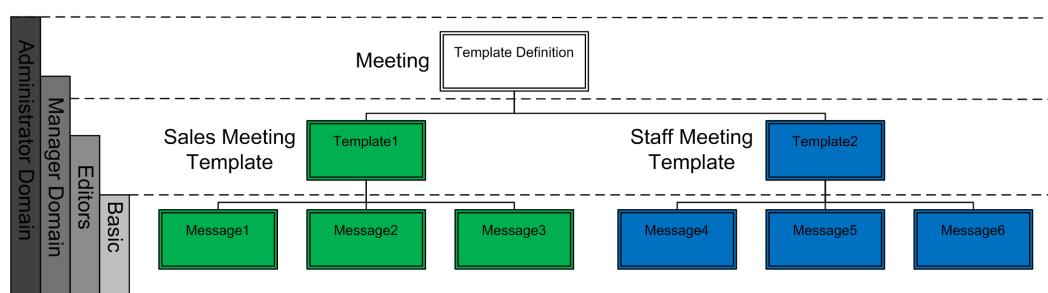

FIG.3 Diagram showing the hierarchy of Template Definitions, Templates, and Messages

As the diagram shows you can create many Templates from one Template Definition. You can also create many Messages from one Template. Changes at one level propagate down to lower levels; if you modify a Template Definition this will change all the unmodified (default) properties of any Templates based on this Template Definition and all the unmodified (default) properties of any Messages based on these Templates. If you delete a Template then all Messages based on that Template are also deleted, and so on.

Template Packs

A Template Pack contains a number of related Templates Definitions along with all the required media (video and image files) and fonts grouped together in a file with the file extension .TPK. Template Definitions can be used to create Templates which can be used in turn to create Messages. These Messages can be added to Playlists and displayed on screen.

- AMX can tag Template Definitions with metadata labels to enable easy classification. Metadata labels are used to restrict the Messages that can be added to Playlists, this is called Playlist Restrictions.
- A Template Pack can also be an update of a previous Template Pack. Importing an updated Template Pack will update any Templates and Messages based on the updated Template Definitions in the Template Pack.

Template Packs must be imported into Composer and then published to signage Players. These Players are then capable of displaying of Messages based on the Template Definitions in these Template Packs. If you publish a Message to a Player which has not already had the relevant Template Pack published to it then the Message will not display.

There are two main types of Template Pack:

1. Architecture Template Packs - These Template Packs are used either to setup Players to display content or to setup Playlists in Composer. Architectural Template Packs do not generally contain Template Definitions you can use to create Messages. Note that Player Architecture Template Packs must be published to the Players which use them otherwise the Players will not display any content correctly.

2. Standard Template Packs - These Template Packs contain Template Definitions which can be used to create Messages for display on Players. These Template Packs need to be imported into Composer and published to any Players which will display Messages based on the Template Definitions in these Template Packs.

Creating Templates from Template Definitions

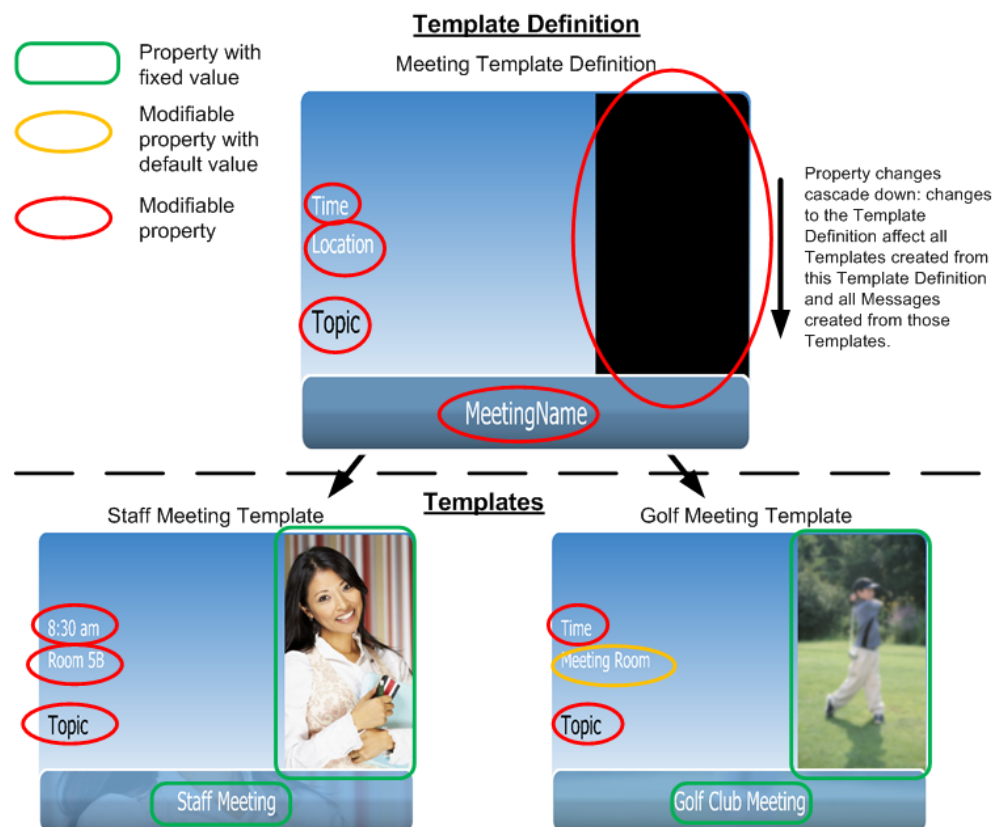The following diagram shows two examples Templates created from a single Template Definition:

FIG.4 Creating Two different Templates from the same Template Definition

Automatic Template Properties

Automatic Template properties are populated automatically in any Messages created from these Templates at publish time. Composer supports the following Automatic Template Properties:

Automatic Template Properties	
Name	**Description**
Person who approved the Message	Username of the person who approved the latest version of the Message (Message created from this Template)
Date approved	Date and time that this version of the Message was approved
Person who created the message	Username of the person who originally created the Message
Date of creation	Date and time that this version of the Message was created
Person who last modified the message	Username of the person who last modified the Message
Date last modified	Date and time the Message was last modified
Date of publish	Date and time the Message was published to the Player

Messages

Once you have a defined a set of Templates, end users can use these Templates to create Messages to display on screen. A Message is said to be derived from a Template. Users create Messages from the Template by specifying values for any remaining undefined property fields. For example the end user:

- Inputs any missing text information.
- Specifies images or video filenames where appropriate.
- Selects values for some properties from a predefined set. For example, you could choose from a predefined set of colors (red, blue, orange, and yellow) for a Message background. The actual color values used are defined by the graphic designer who created the Template Definition.
- Specifies missing numerical values such as prices or quantities.
- Sets color values for visual elements in a template.
- Uses switch properties to turn animation effects or visual elements on or off.

Once created, Messages can be added to lists called Playlists for publishing to one or more Players for display on screens. User should give each Message a suitable name to distinguish it. AMX recommends adopting a naming convention for your Messages. Changes to Templates cascade down to alter all default (unmodified) properties of Messages derived from this Template.

Each Message has a duration which determines how long the Message remains visible on screen. The duration is determined either wholly or partly by the designer who created the Template Definition from which the Message derives. If the Template contains a video file property then the duration of a Message based on this Template is affected by the length of the video file attached by the User.

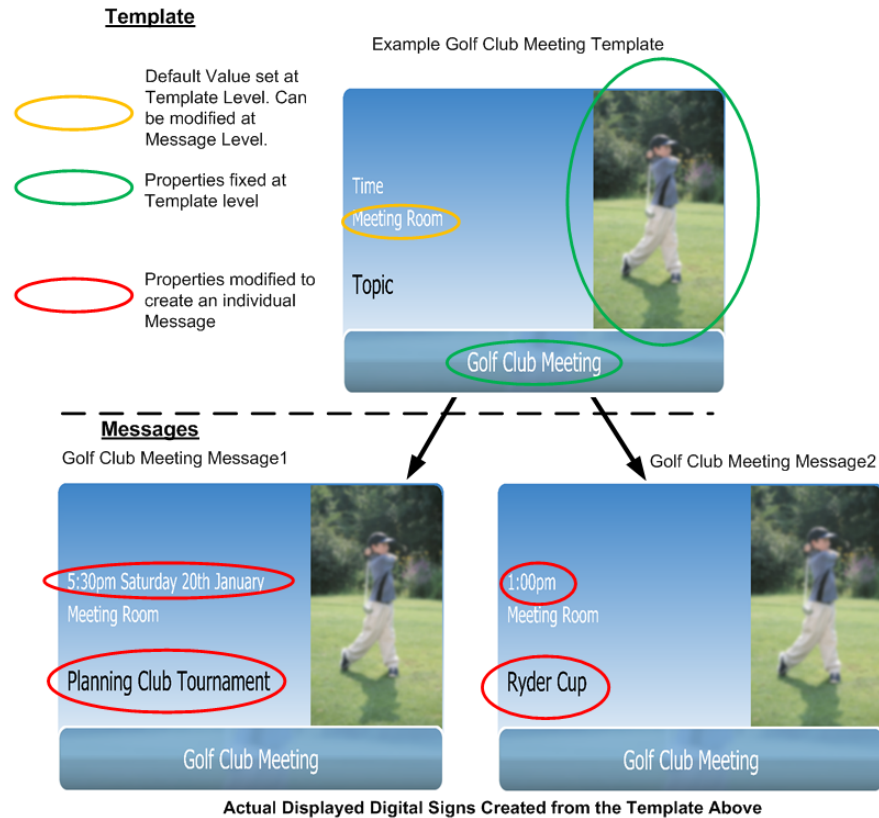The following diagram shows two example Messages created from a Template:

FIG.5 **Two Example Messages Created from the same Template**

Scheduling (Validity Rules)

Composer allows you to schedule when a Message is valid for display. Using validity rules you can determine whether a Message is:

- Valid, a Message is called "Valid" when the current date and time meet the criteria set by the validity rules for that Message. The Message is then valid for display. **Note**, whether it is actually displayed depends on a number of other factors including whether the Message is present in a Playlist and its position in that Playlist.

Or

- Invalid, a Message is called "Invalid" when the current date and time fall outside the ranges defined in the validity rules for that Message. A Message will not be displayed on screen when it is Invalid.

Playlist Overview

Playlists are used to display Messages in a rectangular region of a screen, the Playlist Area, (or screens in the case of media walls).

Playlists control rectangular regions of a   screen (or screens in the case of video walls)

A common single screen layout with four Playlists Areas is shown below (note the numbers are the aspect ratio of that Playlist Area):
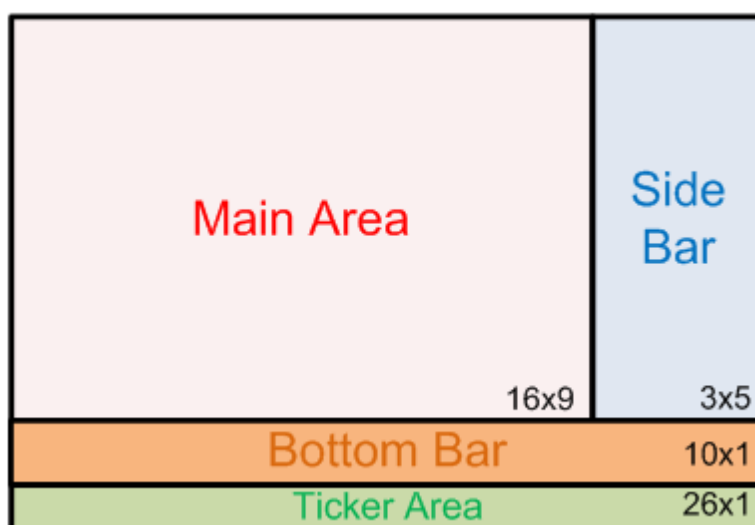
FIG.6 A Common Single Screen Layout with Multiple Playlists

The Main Area Playlist is generally used for the most important Messages, the Side Bar for less important Messages and so on.

Playlists contain a list of Messages to display in their associated Playlist Area. Each Message has a duration which determines how long it is visible on screen. A Message is displayed on the screen unless it is currently Invalid (not scheduled for display see Scheduling. See page 14 for more details.), or its duration exhausted. Once a Message has finished playing it is removed from the active part of the Playlist and the next Message plays. When the active part of the Playlist is exhausted then the list either repeats, if Playlist looping is enabled, or it ends.

Playlists Areas are rectangular regions with width and height. The ratio of width to height (width/height) is called the Playlist aspect ratio. Messages should generally have the same aspect ratio as the Playlist Area they are used with to prevent distortion. The following diagram shows a basic example Playlist with two Messages (one following on from the other):

FIG.7 A Basic Example Playlist containing two Messages

Playlist Modes

There are four Playlist modes:

- In Sequence - This is the default Playlist mode for Standard Playlists. Messages are played in the order they are arranged in the Playlist (by default the order they are added). This mode only applies to Standard Playlists. Once the Playlist finishes it doesn't restart.
- In Sequence, Looping - Messages are played in the order they are arranged in the Playlist (by default the order they are added). Once the Playlist finishes then it restarts. This mode only applies to Standard Playlists.
- All Valid, Random - All the Messages in the Playlist are shuffled in a random order. The Playlist is reshuffled again before it restarts. Note that the shuffling process ensures that the first Message of a new shuffled list and last Message of the previous shuffled list are always different. Note that Messages in the Playlist which are Invalid (not scheduled for display) are skipped. This mode only applies to Content Pool Playlists.
- All Valid, in Sequence - The same as In Sequence mode but invalid Messages in the Playlist are skipped. This mode only applies to Content Pool Playlists. Note, this is the default setting for Content Pool Playlists.

See Also:

- Message Scheduling. See page 14 for more details.

Playlist Versions

You can create different versions of a Playlist for use in different circumstances. Only one version of a Playlist can be displayed (active) at any one time. You can quickly switch the active Playlist from one version to another as needed. Playlists versions are best used to let users change the Playlist to respond quickly to unpredictable.events. One example is an emergency version of a standard Playlist.

Publish Points (Publishing Playlists)

To display Playlists you need to publish them to Players. In a system with a large number of Players it is useful to be able to group Players together to simplify the Publishing task. Composer accomplishes this by using Publish Points, a Publish Point is a single Player or group of Players that you can publish Playlists to for display.

Publishing a Playlist to a Publish Point will also publish the same Playlist to all the Publish Points contained within this Publish Point (known as a child Publish Points). So if a London Publish Point contains an East London Publish Point and a West London Publish Point. Publishing a Playlist to the London Publish Point also publishes this Playlist to the East and West London Publish Points.

A Publish Point usually corresponds to a geographical location e.g. Head office , a part of an organization e.g. Sales, or an organizational function e.g. Receptionists.

Note that a Player can belong to more than one Publish Point so you can group Players by function in one Publish Point and by location in another Publish Point.

An example will help to illustrate this: if we use the Inspired Signage system to display travel information and advertisements throughout the London rail transport system - underground (metro) and rail stations - then the best system would be to group Players according to geographic location.We could then create Publish Points for different metro and rail stations and optionally for different parts of these stations. Finally we could create a Publish Points for all London stations and for all London Underground (Metro) stations. Using this system you can easily publish Playlists to all the Players in every London station whether part of the rail or metro network.

Publish Points form a tree structure called the Publish Point System. An example Publish Point System is shown in the diagram below:
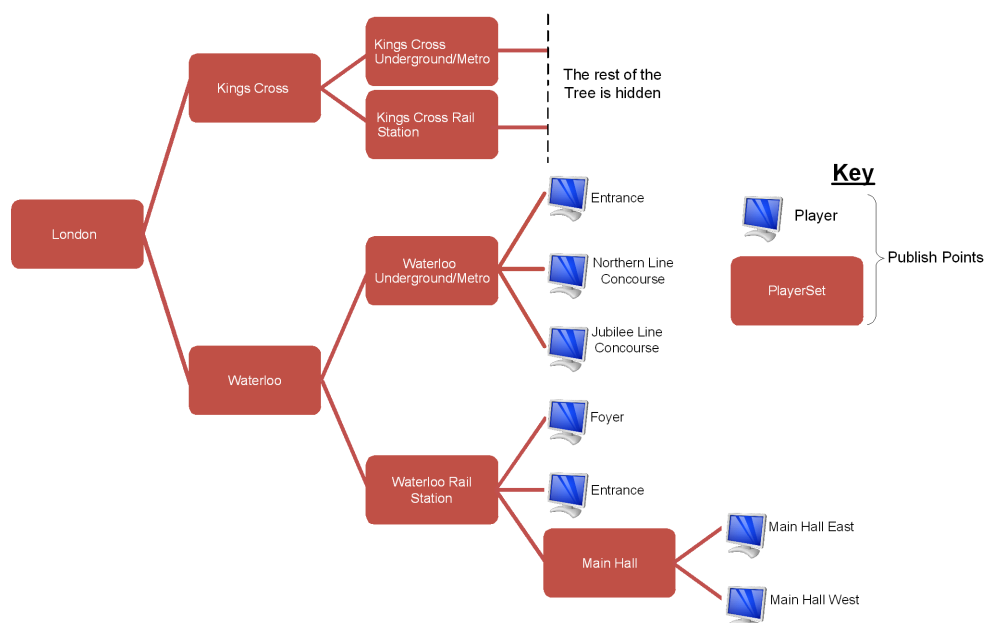

FIG.8 **Example Publish Point System - conceptual diagram**

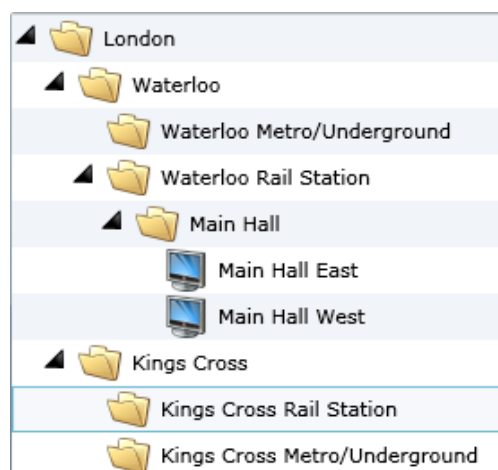This Publish Point System is represented inside Composer as follows:

FIG.9 **Example Publish Point System - as created in Composer**

Approval

To prevent users publishing unauthorized content or making unauthorized changes to Templates, Messages, or Playlists; AMX provides an approval mechanism. Message, Templates, and Playlists (**items**) have an approval status which indicates whether they are an approved version or one of the two types of proposed version (rejected or waiting for approval).

All edits to items apply to a common provisional copy (the proposed version) of this item and not the approved version. A provisional copy (the proposed version) is created as soon as a user saves an edit. Subsequent edits apply to this provisional version which is common to all users.The proposed version only replaces the approved version when it is approved by a user with review rights. Most users do not have review rights by default.

The following table shows the different approval status values that items can have:

Message, Template, or Playlist Approval Status	
Status of Item	**Description**
Approved	Someone with review rights has approved the proposed changes causing the proposed version to overwrite the current approved version of the item.
Waiting for Approval	Someone has edited the item creating a proposed (provisional) version of the item. The proposed change is waiting for approval by someone with review rights
Rejected	Someone with review rights has rejected the proposed changes to the item. The editor provides an optional comment containing the reason for the rejection and any changes required to obtain approval.

Approval Actions Available:

- Revert to the approved version of the item - removes the current proposed version of the item, new edits will be made to a new proposed version of the item.
- Reject the Proposed Changes - the user doing the rejecting enters a comment to say why they are rejecting the current Proposed version of the item. Other users can read the rejection comment and edit the proposed version of the item appropriately.
- Approve the Proposed Changes - the proposed version of the item becomes the new Approved version. Note that only approved versions of items can be published

Be careful to coordinate with other users before Approving, Rejecting, or Reverting changes to items to avoid confusion.

Permissions: Users, User Groups, and Resource Pools

Every user in Composer can belong to a group of similar users called a User Group. Composer has a rights or permissions system to define the actions that each User Group member (user) can carry out, for example: whether users can create Templates or not, whether a user can approve changes to Templates, and so on.

Note that users are not limited to one User Group, they can belong to multiple User Groups in which case their permissions settings will be the result of merging the permissions of all the User Groups they belong to.

Composer comes with a number of default User Groups (Administrators, Managers, Editors, and Basic Users) . The standard permissions for the different objects that make up Composer (Playlists, Templates, Players, Messages, and so on) are as follows:

- Create - Create a new item of this type.
- Edit - Edit an item of this type.
- View - View items of this type in Composer.

- Review - Approve, Reject, or Revert a change to an item of this type.
- Delete - Delete an item of this type.

The actual permissions for each object can vary from the list above, normally there are some additions and subtractions. See "List of Permissions by Category" on page 19

Permissions can be divided into two categories:

- Coarse Grained - User Group Permissions which apply to all users in this user group. For many users setting permissions at this level will be sufficient.
- Fine Grained - Resource Pools Permissions. These are permissions which apply to a collection of resources for users belonging to a specified User Group. Note, resources can be Template Definitions, Templates, Playlists, or Messages.

User Group permissions have the same priority as Resource Pool permissions. All User Group permissions and all Resource Pool permissions are merged together to determine the final permissions for each resource and user.

See Also:

- List of Permissions by Category. See page 19 for more details.
- Resource Pools. See page 19 for more details.

Resource Pools

You can add resources (Templates, Template Definitions, Messages, and Playlists) to a collection of resources called a Resource Pool. Once these Resources have been added to the pool you can set the actions which specific user groups can perform on the resources in this pool. . These Resource Pool permissions are merged with the relevant User Group permissions to calculate the final permissions for the individual User when accessing these Resources.

See Also:

- Permissions. See page 18 for more details.

List of Permissions by Category

This section contains a list of the different resources in Composer and the different permissions available for those resources along with a description of each permission. The basic permissions are as follows:

1. Create = Create new items of this type
2. Edit = Edit items of this type
3. Delete = Delete items of this type
4. View = View items of this type
5. Review = Approve, Reject, or Revert changes to items of this type

Some permissions settings are linked, for example: If you have create permission it implies that you can view the items you are creating so you must have view permission too. The following table lists the Resource type, Permissions Settings and the associated tasks allowed by each permission

Table of Permissions for Composer		Standard Associated Tasks				Other Associated Tasks
Category/Resource Type	Permissions Settings	Create	Edit	View	Delete	
Template Definitions	*Import or Publish Template Packs*			x		Import a Template Pack Assign to Resource Pools Publish/Republish Template Packs to Players
	Delete				x	
	View			x		
Templates	*Create*	x		x		Assign to Resource Pools View Changes (Approval) Preview
	Edit		x	x		Assign to Resource Pools View Changes (Approval) Preview
	Delete			x	x	Assign to Resource Pools View Changes (Approval)
	View			x	x	Preview
	Review			x		Accept, Reject, or Revert Changes

Table of Permissions for Composer		Standard Associated Tasks				Other Associated Tasks
Category/Resource Type	Permissions Settings	Create	Edit	View	Delete	
Message	Create	x		x		Duplicate Message Assign to Resource Pools Preview
	Edit		x	x		Set Message Validity Rules Restrict to specific Publish Points Assign to Resource Pools
	View			x		Preview
	Delete			x	x	Preview View Changes (Approval)
	Review			x		Accept, Reject, or Revert Changes
Playlists	Create or Configure	x	x	x		Assign to Resource Pools Approval:"View Changes" Edit Playlist Publish Points Set Playlist Restrictions Edit Playlist Version Set Active Playlist Version View Changes (Approval) Edit Playlist Configuration
	Edit					Edit Playlist Contents (Assign Messages to Playlist)
	View			x		View Changes (Approval)
	Delete			x	x	Assign to Resource Pools View Changes (Approval)
	Review			x		Accept, Reject, or Revert Changes
	Publish			x		Publish Content Changes, Republish all Playlists to all Publish Points, Republish Selected Playlists to Selected Publish Points
Players	Create	x		x		Import Players on the network
	Configure		x	x		Copy Feed Configuration
	View			x		

Table of Permissions for Composer		Standard Associated Tasks				Other Associated Tasks
Category/Resource Type	Permissions Settings	Create	Edit	View	Delete	
Delete			x	x		
Assign to Publish Point			x			
Publish Points	*Create*	x		x		
	Edit = Rename		x	x		
	View			x		
	Delete			x	x	
Publish	*Publish Content Changes*					
	Republish all Play-lists to all Publish Points					
	Republish selected Playlists to selected Publish Points					
Users	Administration - one setting to allow all operations on user accounts and user groups					
Resource Pools	Administration - one setting to allow all operations in the resource pool tab					

Note, if a user is given all Message permissions: i.e. Create, Edit, Review, View, and Delete then they are given the ability to generate As-Run reports

Default User Groups

There are four default User Groups: Administrators, Managers, Editors, and Basic Users. Administrators are the highest level of user (usually there are only a few Administrators for each installation of Composer). Administrators have access to all Composer functions, they are responsible for setting up and configuring an installation of Composer. Typical tasks include:

- Setting up extra User Groups if needed based on the default groups provided.
- Setting up and managing User Accounts.
- Configuring Players.
- Configuring Playlists.
- Creating Publish Points and setting up a Publish Point System
- Importing Template Packs and Publishing/Republishing Template Packs to Players
- Setting up extra Resource Pools if needed.

Managers can create new Templates for specific purposes as well as modifying or deleting existing Templates. They can also create, modify, delete, or publish Messages. Managers can also approve changes to Messages made by Editors or other users without review rights. Finally, Managers have the ability to create Publish Points and modify the Publish Point System. The full set of permissions can be seen in table form here. See page 23 for more details..

Editors are the second lowest (most restricted) User Group. They only have access to Messages and Templates in the Editor or Basic User Resource Pools. They can create, delete, or edit Messages and create or edit Templates in these Resource Pools. They can also assign Messages to Playlist, and publish Messages for display. The full set of permissions can be seen in table form here. See page 24 for more details..

Basic Users are the lowest User Group.They only have the ability to view Templates in the Basic Resource Pool. They can also only carry out tasks on Message in the Basic Resource Pool. Finally, they can only view and modify Playlists in the Basic Resource Pool. See the full set of permission in table form here. See page 24 for more details.. Most users of Composer will be Editors or Basic Users.

Manager User Group

The following table shows the permissions for the Manager User Group:

Manager User Group Permissions			
Class	Category	Permissions	Applicable Resource Pool
Resources	Template Definitions	All Permissions	Only on Editor, Manager and Basic User Resource Pool
	Templates	All Permissions	Only on Editor, Manager, and Basic User Resource Pool
	Messages	Create/Edit/Delete/View	Only on Editor, Manager, and Basic User Resource Pool
	Playlists	Edit/View/Review/Set Restrictions	Only on Editor, Manager and Basic User Resource Pool
Others	Resource Pools	Create/Edit/Delete/View/Add Resources	N/A
	Publish Points	Create/Edit/Delete/View	N/A
	Publish	Publish Changes/Republish	N/A
	User Groups	-	N/A
	User Accounts	-	N/A

Editor User Group

The following table shows the permissions for the Editor User Group:

Editor User Group Permissions			
Class	**Category**	**Permissions**	**Applicable Resource Pool**
Resources	Template Definitions	View	Only on Editor Resource Pool
	Templates	Create/Edit/View	Only on Editor Resource Pool
	Messages	Create/Edit/Delete/View	Only on Editor Resource Pool
	Playlists	Edit/View	Only on Editor Resource Pool
Others	Resource Pools	View	N/A
	Publish Points	View	N/A
	Publish	Publish Changes/Re-publish	N/A
	User Groups	-	N/A
	User Accounts	-	N/A

Basic Users Group

The following table shows the permissions for the Basic User Group:

Basic User Group Permissions			
Class	**Category**	**Permissions**	**Applicable Resource Pool**
Resources	Template Definitions	-	N/A
	Templates	View	Only on Basic User Resource Pool
	Messages	Create/Edit/Delete/View	Only on Basic User Resource Pool

Basic User Group Permissions			
Class	**Category**	**Permissions**	**Applicable Resource Pool**
Playlists	Edit Playlist/View	Only on Basic User Resource Pool	
Others	Resource Pools	-	N/A
	Publish Points	-	N/A
	Publish	Publish Changes/Re-publish	N/A
	User Groups	-	N/A
	User Accounts	-	N/A

Playlist Permissions

The Administrator can configure which Users can access which Playlists using Permissions. For example, if you have a structure with multiple Playlists like the following diagram:
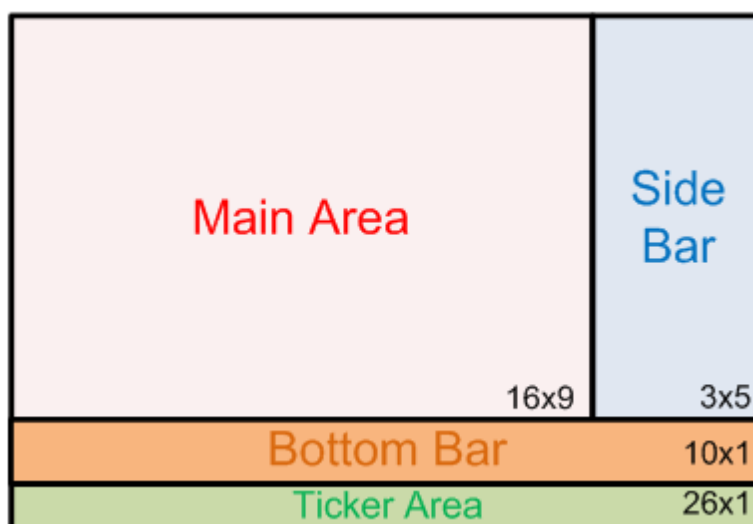
In this case, you can restrict Users with less experience from adding content to the Main Area Playlist by changing the User's permissions so that they do not have edit access to this Playlist.

Logging in to Composer

Inspired Composer can be configured to have many users, each with different user rights. Log in to Composer using the hostname and port for the Composer server. Contact your server administrator for this information, the default port is 5143.
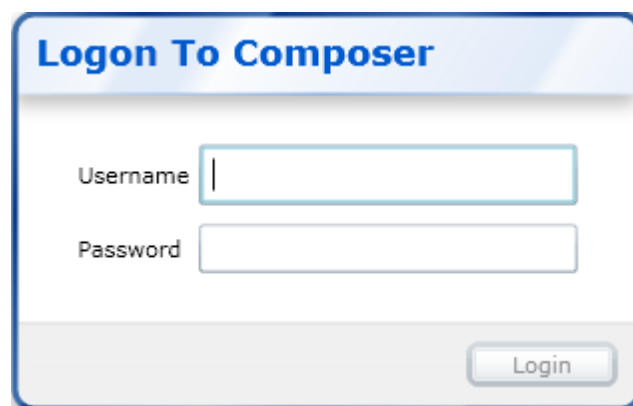
Point your web browser to:

http://<hostname>:<port>/ComposerWeb/ComposerShell.aspx.

You should see the following progress screen as the Composer Silverlight application loads:
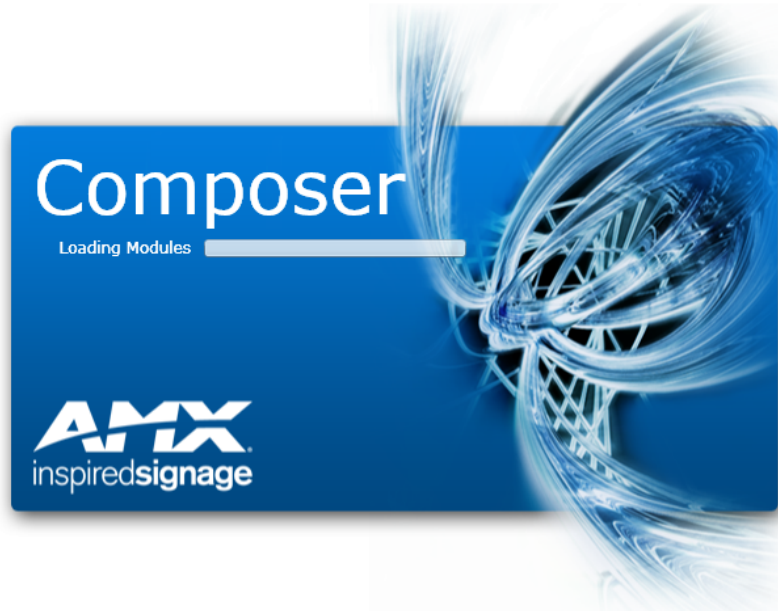
Please note, the first time that you access Composer from a machine, the process may take a number of minutes as you may need to download the Silverlight plugin from Microsoft (this is not needed when you login subsequently). Once all downloads are complete, a login screen appears as follows:

Login to Composer as follows:

1. Enter your username and password

2. If you have the Server version of Composer and have configured it to use an external directory provider then you will see an extra field, a menu called directory. Select the directory containing the account you want to access using the drop down alternatively select **Local Composer Users** if you want to login using the administrator account or any manually created local account.

3. Click **Login**

Logging Out of Inspired Composer

To logout of Composer click on

Logout in the <u>Tool Bar</u>.

A Basic Administrator Workflow

This section describes how to get started publishing the content of a single Playlist to a single Player. The workflow is as follows:

1. Either manually configure a <u>Player. See page 70 for more details.</u>. or import all the Players on the network.

2. Create a <u>Publish Point, see page 75 for more details,</u> containing a Player configured in the previous step.

3. <u>Configure a Playlist, see page 85 for more details,</u> using the Playlist details supplied by AMX or your reseller. (Not necessary if you have been provided with a Playlist template packwhich you can import to automatically setup Playlists)

4. Select one of the Playlists configured in the previous step and click **Edit Playlist Publish Points**. Next select the single Publish Point created in step 2.

5. <u>Import a Template Pack, see page 76 for more details,</u> using the option **Publish to Selected** to publish the imported TPK to selected Publish Points, in this case the Publish point containing the Player or Players configured in step 1. Select the import options: Create Templates and Create Messages from Templates.

6. Edit a Playlist (<u>Assign some Messages to a Playlist)</u>.. See page 49 for more details.

7. Choose <u>Publish Content Changes. See page 35 for more details.</u> from the Publish Menu on the toolbar. After a delay of approximately 5 seconds, the content you have just published should be displayed on screen.

   Once you have a single Player working consult the <u>Administrator Setup Tasks</u> section <u>, see page 84 for more details,</u>to see how to setup a full Inspired Signage System.

The Inspired Composer User Interface

When you log into Inspired Composer (see Default Login Information - Users), the Inspired Composer User Interface appears.The browser screen is made up of the following components which form the Composer work area:

- The Menu Pane (the group of menus on the left of the screen showing the different sections [menus] and sub-sections [menu items] that make up Composer). The current sub-section is shown with a light grey background. Click on the arrows to the right of the menu titles to expand the menu, revealing the sub-sections inside this section of Composer. Click on the arrow again to contract the menu.
- The Tasks Pane (a group of icons representing different tasks) located on the right of the screen. The available tasks depend on the Composer section and sub-section selected.
- The Tool Bar located at the top of the screen.
- One or more Data Table showing items associated with the selected Composer sub section.
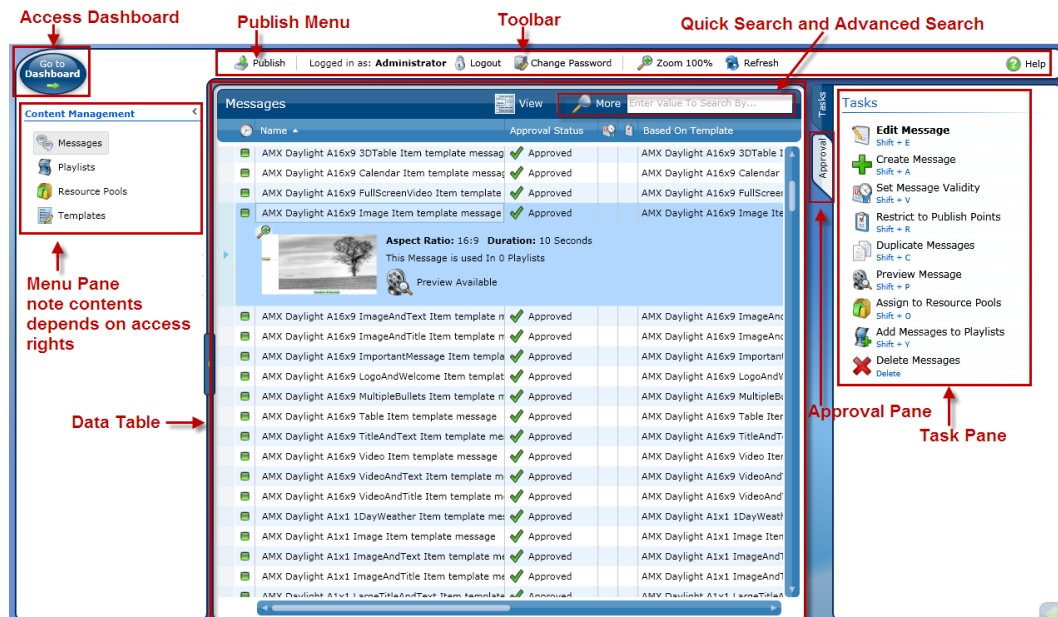- The Status Bar Status Bar in the top right corner of the screen.

FIG.10 **The Composer User Interface**

Menu Pane

The group of menus on the left of the Composer window is the *Menu Pane* . The Menu Pane is used to access the different sections of Inspired Composer.

FIG.11 Section Selector Bar

Left-click on the arrow to the right of a menu to expand the menu and show the sub-sections that make up this particular section ofComposer

Composer is organized into the following sections which correspond to the icons in the Section Selector Bar. From top to bottom we have:

- Content Management, see page 37 for more details. - Messages, Playlists, Resource Pools, and Templates
- Player Management, see page 68 for more details. - To configure Players and Publish Points
- Template Pack Management Section, see page 75 for more details. - To manage Template Packs
- User Management, see page 79 for more details. - To configure Users and User Groups

Data Table

Each sub-section of Composer contains one or more tables (called data tables) which lists relevant items and their properties. For example the Message table lists all the Messages stored in Composer. Each row in the table is an individual item, the columns show the properties of each item.
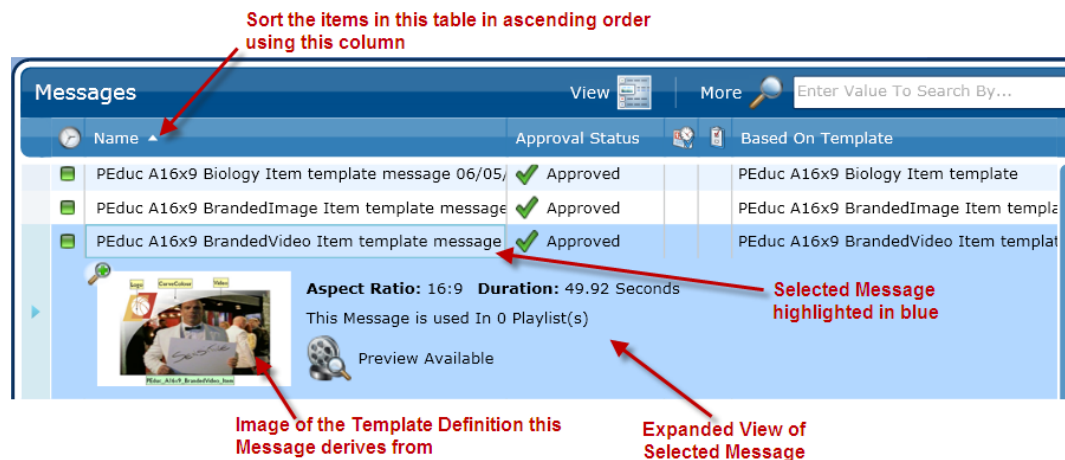
Sort the items in this table in ascending order using this column

Selected Message highlighted in blue

Expanded View of Selected Message

Image of the Template Definition this Message derives from

FIG.12 Data Table

Selecting Items

- To select an item, left-click on the item's row in the table. To select multiple items, hold down the Ctrl key while you select individual items.
- To select all the items in the table press Ctrl + a.
- To select a range of items, left-click on the row of an item at the start of the range. Hold down the Shift key and select the row of an item at the end of the range to select all the items in the range.

Expanded View of Items

You can choose to view a more detailed (expanded)view of each item in the table, if relevant this will include a preview image. Choose an option from the View mode drop down box. The available options are:

Details All Expanded - Expand all items in the table.

Details Expand on Select - Only expand selected items.

Details - Don't expand any item.

Changing Table Column Width

To expand or contract a column in the table:

1. Let the cursor hover over the separator line between two columns. After a short time stationary over the separator the cursor changes to an arrow as shown below:

FIG.13 Changing Table Column Width

2. Click and drag left or right to expand or contract the column respectively.

Changing Column Order

Click on a column heading, hold the mouse button down, and drag the column heading to the left or right. A black vertical line appears indicating where the left hand edge of the column will be inserted. Release the mouse button to move the column to this position. The following diagram shows the User moving the column Added by after the column Date Added.
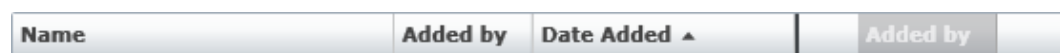

FIG.14 Changing Column Order

Sort Table Using the Values in a Column

Click on a cell in the table header row to sort the items in the table by the values in that column. A little triangle appears to the right of the text in the header column. By default the triangle points upwards and the items in the table are arranged in ascending order based on these values

Click the header cell to change the sorting order from ascending (value increase as you move down the screen) to descending (the values decrease as you move down the screen)and back again. If the column contains text then the values are sorted alphabetically (or more accurately alphanumerically). If the columns contain date/time values then the values are sorted from earliest to latest in ascending order and from latest to earliest in descending order.

Tasks Pane

The Tasks Pane is displayed on the right hand side of the browser, it changes to reflect the currently selected Menu pane Section / Sub Section. The Tasks pane contains a list of Task icons, actions you can perform, each with a short description, and an optional keyboard shortcut. Usually you have the following basic tasks:

- Create a new item (Message, Playlist, etc. depending on the current Tab).
- Edit an item.
- Delete an item.

The following screenshot shows an example Task Pane (In this case, part of the Content Management : Playlist Task Pane). Underneath each item is its keyboard shortcut.
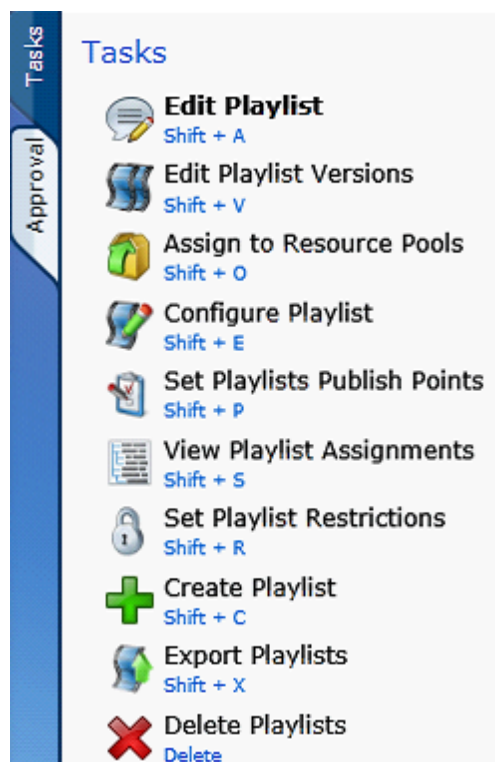

FIG.15 Playlist Task Pane

Tool Bar

The Tool Bar is located at the top of the browser display, it contains the following components:

- A button called Publish to update the signage display.
- A button to logout of Composer.
- The username of the current user.
- A button to change the current user's password.
- A button to set the zoom setting for the application.
- A button to refresh the browser display, this shows any data updates.
- A button to access the help for the application.

The following screenshot shows the Tool Bar:

FIG.16 Tool Bar

Publish

Click *Publish* to access the Publish menu. The button flashes yellow if changes have been made to Playlists or the Messages they contain since the last Publish, this alerts the users that a Publish operation may be required. After the word Publish, a number in brackets indicates how many changes have occurred since the last Publish. This is the sum of the changed Playlists and changed Messages. The publish menu contain the following sub-sections:

- Publish Content Changes - Publish content changes to all Publish Points
- Republish All - Republish all Playlists to all Publish Points
- Republish to Selected - Republish selected Playlist to selected Publish Points
- Current Publish Progress - View changes since last publish and the progress of any ongoing publish operations.

Change Password

Click *Change Password* to open the Change Password dialog

Enter your old password followed by the new password. Confirm the new password in the Confirm Password field. The new password will apply once you log out.

Zoom

Click *Zoom* to open the zoom dialog containing a bar and a number field. Drag the bar downwards to decrease the size of the interface graphics to see more information on screen at the cost of a reduction in text size and readability. Drag the bar upwards to increase the size of the application's graphics; this is useful if you find the text hard to read. 100% is the default setting. You can also enter a percentage scale factor (50-150 %) in the box or adjust the scale up or down by a percentage point using the small arrow bars.

Refresh Display Button

Click *Refresh* to update the user interface to show any changes made by other users - the updated information is fetched from the central Composer Server. The local web browser automatically fetches and displays any changes to Composer at pre-set time intervals. However, clicking *Refresh* ensures that what you are seeing is right up-to-date. You could use this to see changes that have just been made by a colleague.

Status Bar

You can view the Status Bar by clicking the transparent arrow at the bottom right hand corner of the screen. The status bar displays the following information:

- The current version of Composer.
- The username of the current user.
- The current Composer state which can be one of the following:
    - Ready - indicates Composer is ready to perform a task.
    - Busy - indicates Composer is busy carrying out a task. If appropriate, you will see a progress bar.

FIG.17 Status Bar

Sections Of Inspired Composer

The Composer Application contains four sections accessible from the menu pane. **Note** if you belong to a User Group with limited access rights such as the Basic User Group you will not see all these sections.

- Content Management, see page 37 for more details. - use this section to create Messages and Templates, add Messages to Playlists , manage Resource Pools
- Player Management, see page 68 for more details. - use this section for managing and configuring Players and Publish Points.
- Template Pack Management Section, see page 75 for more details. - use this section for deleting Template Definitions, and for Importing and Publishing Template Packs.
- User Management, see page 79 for more details. - use this section to manage and create users and user groups and to set user permissions

The following two sections are accessed differently:

- Publish Menu, see page 35 for more details. - click Publish on the toolbar, use this section to publish any content changes to your Players for display.
- Dashboard, see page 33 for more details. - click the icon, Go to Dashboard, in the top left corner of the screen - use this section to view your user rights, license information, system summary information, Composer change log, and items awaiting approval.

Dashboard

Composer contain a dashboard where you can view useful information about the current user and your Composer system. Access the dashboard by clicking the icon, Go to Dashboard at the top left of the screen:

The dashboard contains the following sections:

- Welcome
- System Summary
- Approval Queue

Close the dashboard and return to Composer by clicking the icon, Go to Composer at the top left of the screen:

Or by clicking the red cross at the top right of the dashboard. You can determine whether the dashboard is shown when you first login to Composer by setting or clearing the checkbox **Show dashboard at startup** at the bottom right of the dashboard.

Dashboard - Welcome Section

The welcome section contains two columns. The left hand column contains some text describing Composer along with an explanation of a typical workflow for this user type with links to the relevant sections of the application. These tasks will vary depending on whether the current user is an administrator or a standard user (user type). The right hand column contains the following:

- License information - License information for this installation of Composer
- Version information - Version Information for Composer
- Current User Rights - rights for the current user arrange by Permission category
- Login information

Dashboard - Approval Queue Section

The approval queue section contains a data table which shows content (Messages,Playlists, and Templates) with changes that are waiting for approval. Select an item in the table and use the approval pane to view the changes and approve, reject, or revert items to the last approved state losing all changes.

Alternatively you can set the checkbox **show only rejected content** to view all content which has had changes rejected. Select an item and use the approval pane to view the rejected changes along with any rejection comments.

See Also:

Approval Theory

Dashboard - System Summary

System Summary shows the number of Template Packs, Template Definitions, Templates , Messages, Players and Playlist set up in the system

Unattached Items

These are Composer items which have been created but which need attaching or assigning to other Composer items so that they can be displayed. The list of items is described below:

- **unattached Messages** - Messages not assigned to a Playlist
- **unattached Playlists** - Playlists not attached to Publish Points i.e. they cannot be published.
- **unattached Players** - Players which are not attached to a Publish point i.e. they cannot be published to

Recent Changes

This shows all recent user activity in the Composer system. Select the Filter by drop down menu to select the a specific change category e.g. changes to Messages, etc.

Publish Menu

The Publish Menu is used to publish or send changes to Playlists or their contents (the Messages in the Playlists) to the relevant Players. These Players then display the updated data on the attached screen or screens. Composer sends the Playlist changes to the Post Office for distribution to the appropriate Players. The Post Office (Post Office application) is the component of the Inspired Signage system responsible for transferring changes in Playlists and Messages including media files, etc. to the appropriate Players.

Access the Publish Menu by clicking the Publish icon on the toolbar. The Publish icon flashes yellow if changes have been made to Playlists or the Messages they contain since the last Publish, this alerts the users that a Publish operation may be required. After the word Publish, a number in brackets indicates how many changes have occurred since the last Publish. This is the sum of the changed Playlists and changed Messages. The publish menu contain the following sub-sections:

- Publish Content Changes - Publish content changes to all Publish Points
- Republish All - Republish all Playlists to all Publish Points
- Republish to Selected - Republish selected Playlist to selected Publish Points
- Current Publish Progress- View changes since last publish and the progress of any ongoing publish operations.

Publishing Content Changes

Before a Player can display updates to Messages or Playlists, the changes must be *Published* to it. Publishing sends the changed Playlists and any Media Files (Images, Video or Audio) to the relevant Players so that new information can be displayed.

When publishing changes, Inspired Composer only sends amendments to the Players (as opposed to sending all files including ones that were not changed). Occasionally, if there has been external intervention or a software problem, Inspired Composer and the Player will not have the same information. In this case there is an option in the Publish menu to Republish all or selected Playlists to all Players (or a selected group of Players)

To Publish content changes to the Player:

1. Click *Publish Content Changes* in the Publish Menu
2. A dialog box appears with the Message "Publish All Changed Content?". Click *Yes* to continue or *No* to quit.
3. If you click *Yes* then the Publish Feedback sub-section is displayed showing the progress of the Publish operation.

Republish

When publishing content changes, Composer only sends the amendments to Playlists or Messages to the appropriate Players. Occasionally, if there has been external intervention or a software problem, Composer and the Players will not have the same information, i.e. they are out of sync with each other. In this case there is an option to send all files (not just the amendments). This is called Republish. You can either Republish to **all** Publish Points or a **selected** set of Publish Points.

To republish all valid Messages to all Publish Points:

1. Click *Republish All Messages* in the publish menu.

To republish all valid Messages in selected Playlists to a selected group of Publish Points (rather than all Publish Points) proceed as follows:

1. Choose the Publish Points you want to send Playlists to.
2. Choose the Playlists to send.
3. Click *Republish to Selected* to start publishing the selected Playlist to the selected Publish Points.
4. Click *Cancel* to exit without publishing.

Publish Feedback Sub-Section

The Publish Feedback window contains two tabs, Publish Status and Player Status. The Publish Status tab shows the progress of the Publish operation. The Player Status tab shows the Players that are being published to so you can observer the updates on the displays belonging to these Players.

Publish Status Tab

The Publish Status tab contains a table, the Post Office Publish Progress table, showing all the Players that the Post Office is currently publishing too. Once the Post Office has finished publishing to a Player it is removed from the table.

Post Office Publish Progress Table	
Column	**Description**
Name	Player Name
Player Status	Login failed - Unable to connect to the File transfer (FTP) server on the Player
	blank - Able to connect to Player FTP service
Queue Status	The number of files queued to send to this Player plus the number of Mbs being transferred for large files
Connection Status	There are two possible values:
	• Error connecting to the Player - The Post Office is unable to establish a network connection to the Player
	• Connection OK - The Post Office is able to establish a network connection to the Player

The Post Office Status Indicator shows whether the Post Office application is running and can be contacted. There are two states:

- Alive -The Post Office application is running and can be contacted.
- Dead - The Post Office application is not running or cannot be contacted. Contact your System Administrator to resolve the problem.

There is also a summary of the changes to Playlists and Messages since the last Publish operation. This shows the number of Message and Playlist changes that are waiting to be published with names of the effected items. The number of new Media Files waiting to be published to the Player are also shown.

Player Status Tab

The Player Status Tab shows a Table containing all the Players configured and enabled in Composer. You can search for a Player and view a screenshot showing the Player display. This is useful to check that the Player screen has updated correctly as a result of the recent publish operation.

Content Management

The Content Management section is used for

- Creating and Managing Message for display on Player screens
- Creating/Editing/Assigning Messages to Playlists
- Creating / Editing / Deleting Resource Pools
- Creating and Managing Templates

This is the most commonly used section of Composer. Typical tasks include: creating Messages, adding Messages to Playlists.

A typical workflow would be:

1. Create some Messages based on pre-defined Templates
2. Assign these Messages to Playlists.
3. Publish the new Playlist to update the signage content displayed on screen.

The Content Manager contains the following sub-sections:

- Message Sub Section, see page 37 for more details.
- Playlist Sub Section, see page 48 for more details.Playlist Sub Section, see page 48 for more details.
- Resource Pools, see page 61 for more details.
- Template Sub Section, see page 55 for more details.

Message Sub Section

The **Content Manager : Message** sub-section shows a data table with a list of all the Messages in Composer that you have permission to view. The Message Task Pane allows you to carry out the following actions:

- Creating a Message
- Editing a Message
- Deleting Messages
- Duplicate Messages
- Restricting a Message to Specific Publish Points
- Setting Message Validity Rules
- Assign Messages to Resource Pools
- Add Messages to Playlists
- Preview Message

The following diagram shows the Message Data Table and explains the different columns in the table:
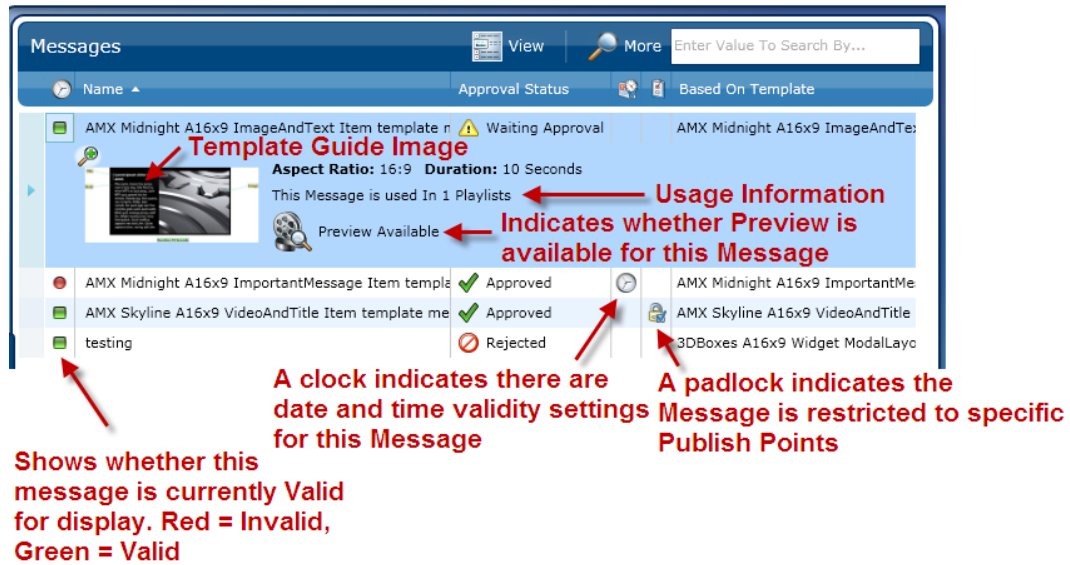

FIG.18 **Message Table Columns**

Creating a Message

To create a new Message:

1. Select *Create Message* from the Content Management > Message Task Pane. This opens a window containing a data table showing all the Templates in Composer. Select a Template to use to base the new Message on.

2. Click *Next* to continue or *Cancel* to quit.

3. The **Create Message** window opens, showing information about the Message such as the Message name, Template the Message is based on, and Template guide (thumbnail image of Template showing modifiable properties).

FIG.19 **Message details: Message Name, Name of Template that Message is based on, and Template Guide thumbnail**

The Create Message window also contains Message property fields, these fields are populated by the Template the Message is based on. Message properties are things like text, images, videos, colours, audio, etc. Each Property field will look similar to the diagram below:
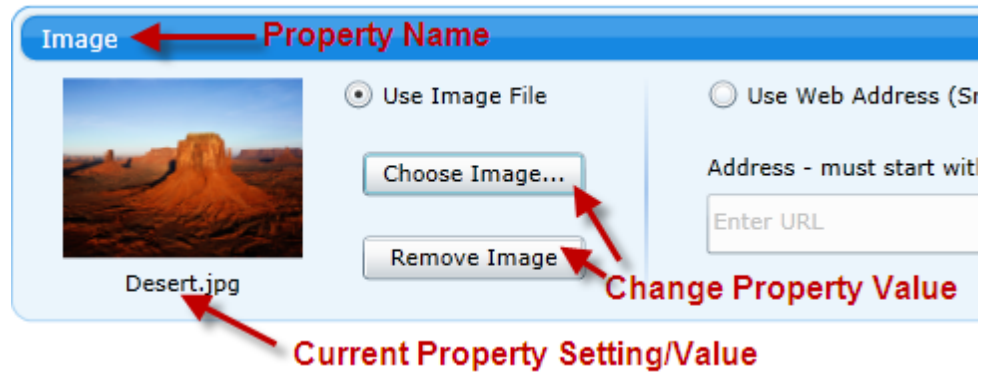

FIG.20 Example Message Property Field

The text in white is the name of the Message property, underneath this text is the current property value. See Message Property List for details of all the different Message Property types. Note, some property fields have preset values.

4. Click on the magnifying glass by the Template Guide thumbnail to view the Template Guide, see below for an example:
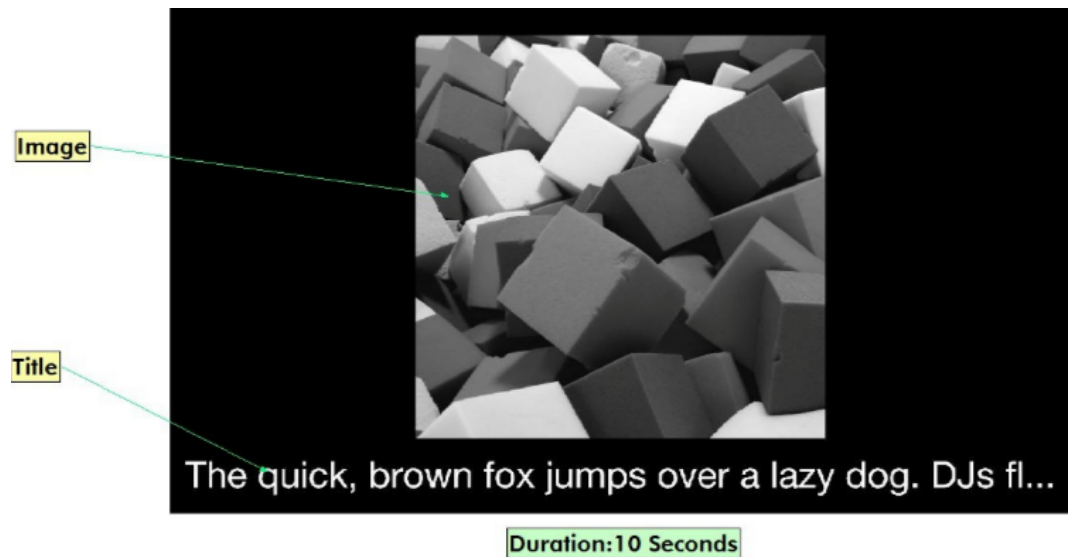

FIG.21 Template Guide showing two modifiable properties: Image and Title

The Template Guide shows an illustration of the Template and lists the names of the modifiable properties.

5. Enter a new Name for the Message in the Message name field (use a descriptive name if possible).

6. Enter/choose new values for each Message property field or use the preset values provided by the Template.

7. Click *Save* to save the changes and create the Message (or click *Cancel* to discard all changes).

8. The New Message Options window opens. Here you have a number of actions you can perform on the newly created Message:

- Edit Message - Edit Message contents
- Set Message Validity Rules - Schedule when a message is valid for display
- Add the Message to Playlists - Add the selected Message to Playlists ready for publishing to Players.
- Preview the Message - Preview how the message will look on screen
- Assign the Message to Resource Pools - Messages can belong to content groups called resource pools which have specific access rights, use this option to add the message to one or more Resource Pools
- Restrict the Message to selected Publish Points - Restrict the Message so it can only be displayed on Players attached to selected Publish Points

9. If you don't want to do anything more with the Message. Click *Finished* to exit.
10. If you have access to a number of Resource Pools then a window opens showing all the Resource Pools that your user account has access to.
11. Click the checkbox(es) beside the Resource Pools you want to assign this Message to. **Warning**, if you do not assign the Message to any Resource Pools then you may not be able to view or edit it later.
12. Click *Save* to finish creating the Message and assign it to the selected Resource Pools.

Note if your User Group has a single associated Resource Pool then the newly created Message is automatically assigned to this Resource Pool.

See Also:

- Editing a Message. See page 47 for more details.
- Deleting a Message. See page 46 for more details.

Message Properties

The following section describes the different Message property types.

Image Property

An image property field is divided into two sections, left and right. The left hand section is used for standard images and contains the following:

1. The name of the image property.
2. The name of the attached image file (if any) and a thumbnail picture of the attached image. Note, that due to a limitation in Microsoft's Silverlight plugin we are unable to generate thumbnail images for files other than .png and .jpg. However, these files will still display on the Player.

The right hand section is used to display web pages and contains the URL of the web page to display.

Display an image as follows:

1. Check that the **Use Image File** checkbox is set; if not you will need to enable it.
2. Click *Choose Image* to browse for a image file to attach to this property.

Note, if you decide you no longer want to display an image then click *Remove Image* to remove the current image and leave this area of the Message blank.

To display a web page or any image accessible via a URL (web link) e.g. a png, bmp, or jpeg, etc. Proceed as follows:

1. Set the checkbox **Use Web Address (Snapshot)**. Note, this also removes any images set in the left hand section of the Image property.
2. Enter the URL of the web page in the **Address** field. For example http://en.wikipedia.org/wiki/Website
3. Click *Test* to view the page. Note that this just displays the page in your browser. It allows you to check that the URL is correct, however it does not mean that the Player can correctly display it. To verify that you will need to use the Message Preview facility.

<u>Note</u> by default the URL image will be refreshed at least once day although it may happen more regularly. If you require a faster refresh rate then you will need to use a Template which is designed to update at a faster rate. Contact AMX support to request a custom Template.

<u>Note</u>If the website you wish to display is a different aspect ratio to the image area then the webpage snapshot will be distorted. Consider using the URL_Item Template provided by the URL Template Pack available from the digital signage resources section of the amx.com website. This Template can display a website using the whole of the main area A16x9 Aspect ratio Playlist.

Limitations of displaying web pages

This feature is not designed for large or complex websites and has the following limitations:

- Redirected URLs do not work. Use the URL that the redirecter points to instead.
- The following plugins are not supported: WebGL, Flash (except version 7 or earlier), Silverlight
- Pop-ups, and user dialog prompts will cause unexpected behaviour.
- Plugins like PDF viewer are not supported
- Similarly, VRML rendering and 3D windows such as X3DOM also not supported.
- This feature is only supported by Players running version 1.6.4 of the Player software or beyond. You can check the Player version using the Player web configuration tool or (in Composer v5.4 or later) by looking at the version column in the Player table in the Player Management > Players section

Video Property

A video property field contains the following:

1. The name of the video property
2. The name of the attached video file (if any) and a stock picture of a roll of film.

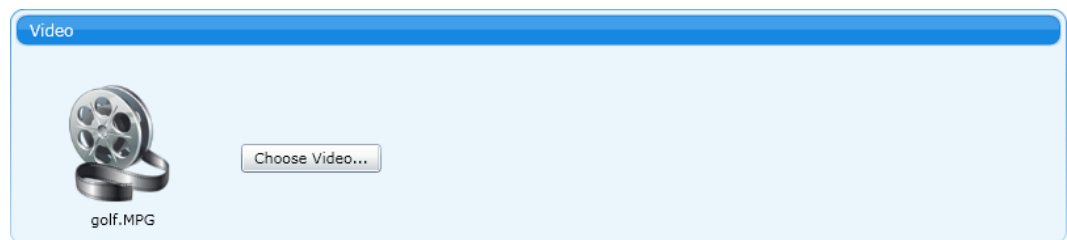Click *Choose Video* to browse for a video file to attach to this property.

FIG.22 Video property field

Text Property

A text property field contains the following:

1. The name of the text property.
2. An edit box containing the actual text.

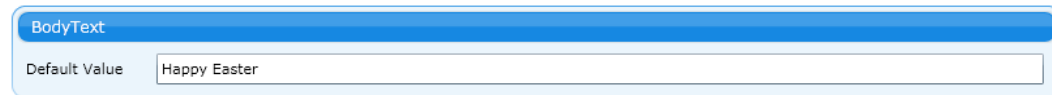The text field may have a default value provided by the Template used to create this Message.

FIG.23 Text property field

Numeric Property

A numeric property field contains the following:

1. The name of the numeric property.
2. An edit box containing the actual numeric value.

There are two different types of numeric properties: Single and Decimal.

- Single - whole numbers (integers) only
- Decimal - Decimal numbers

The numeric field may have a default value provided by the Template used to create this Message.

Numeric property fields appear the same as text fields but Composer will warn you if you try to enter text.

Color Property

Color properties are used to set the color of visual elements in a Message for example: the Message's background. A color property field contains the following:

1. The name of the color property
2. A rectangle showing the current color and its RGB (Red,Green,Blue) values.
3. A grid of standard colors. Click one of the standard colors in the grid to select.
4. An color picker icon which you can click to access more colors.

Switch Property

A switch property contains the following:

1. The name of the switch property
2. A checkbox value

A checkbox value which you can set or clear to turn on or off an effect respectively. This is often used to make certain visual elements in a Message invisible or visible and to turn on or off animations or other effects.

Selector Property

A selector property contains the following:

1. The name of the selector property
2. The value of the selector. click on the drop down list and choose one of the available options

Selector properties are used to choose one of several options. For example: which animation to use for certain visual elements in the Template.

Restricting a Message to Specific Publish Points

You can restrict a Message to specific Publish Points. Restricting a Message to a specific Publish Points means that a Message belonging to a Playlist will only be displayed, by a Player, if the Publish Point the Player is attached to is part of the list of restricted Publish Points for this Message. This is useful to prevent a Message being displayed in the wrong area deliberately or by mistake.

The process is as follows:

1. Select the Content Management section of Composer.

2. Select the Message sub-section.

3. Click *Restrict to Publish Points* in the Task Pane to open the Pick Publish Points window which contains two sections: a view of the Publish Point system above a list of selected Publish Points. Use the top section of the Publish Points window to select the Publish Points you wish to restrict this Message to.

4. Click the arrow ▶ in front of a Publish Point to expand the Publish Point to reveal it's children.

5. Set checkboxes beside Publish Points to select these Publish Points. Note that selecting a Publish Point automatically selects all its child Publish Points (any Publish Points which belong to this Publish Point) as the Playlist will automatically be published to any Publish Points that are children of the selected Publish Points

6. The *Summary Section* shows the Publish Points that this Message is restricted to.

7. Finally, click *Save* to restrict the Message to this set of Publish Points or *Cancel* to leave the restrictions unchanged.
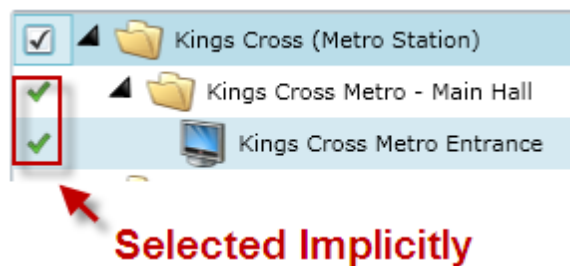
See Also:

- Publish Point Theory. See page 16 for more details.

Setting Message Validity Rules

A Message can have a number of Validity Rules which determine the times and dates that a Message is valid for display on Player screens. Note, that this does not mean a Message will actually be displayed (for that a Message must belong to a Playlist which has been published to a Player). An invalid Message will not be selected for display by the Player. A Validity Rules sets a date range within which a Message is valid for display. So, for example, you can specify that a Message is valid and can be displayed on screen from 10th May 2009 to 10th December 2009. You can also have multiple Validity Rules for the same Message. For example, you can set that a Message is valid and can be displayed from 15th January 2010 to 15th February 2010 and also from 15th May 2010 to 15th June 2010.

Note a Message which becomes invalid while it is playing will still continue to play

To create a Validity Rule, click the *Add Rule* icon , this brings up a rule date bar as follows:

FIG.24 Validity Rule date bar

<u>Note</u>, if you have multiple Validity Rules a scroll bar will appear on the right hand side of the Message Validity Rules window. Use this scroll bar to view all the Validity Rules for this Message.

Set a Valid From Date (Start Of Date Range)

Set a Valid From date as follows:

1. Set the **Valid From** checkbox.
2. Enter a date in day, month, year format in the Valid From field or click on the Calendar icon to choose a date from the Calendar pop-up.

If you don't enter a Valid From date then the Valid From field will be filled with the current date (date of creation of this rule).

Set a Valid To Date (End Of Date Range)

Set a Valid To date as follows:

1. Set the **Valid To** checkbox.
2. Enter a date in day, month, year format in the Valid To field or click on the Calendar icon to choose a date from the Calendar pop-up.

If you don't enter a Valid To date then the Valid To field will be filled with the current date (date of creation of this rule).

Defining Weekday Rules

Set the **Define Specific Weekday Rules** checkbox to display a timesheet showing all the days of the week and the hours from midnight of the previous day to midnight on the current day. Use this timesheet to precisely specify which days of the week and which time intervals within those days that the Message is valid. For example, you can specify that a Message is valid on Wednesday and Thursday afternoons from 2:00 pm to 6:00pm between 10th May and 10th December 2009. Intervals where the Message is valid are shown in bright orange, intervals where the Message is invalid are shown in grey.
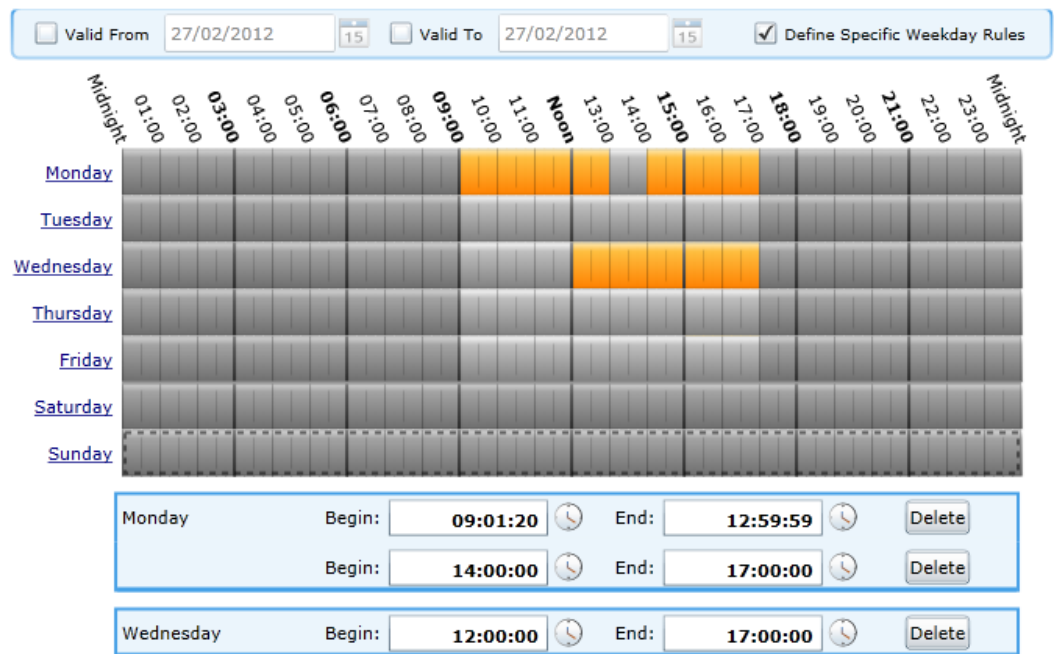
FIG.25 Set time intervals that Message is valid on specific days of the week within the date range

Creating a Time Interval

To create a time interval:

1. Click on the timesheet and hold the left mouse button while moving the cursor to set a period of time when the Message is valid in 15 minutes chunks. This creates an time interval bar underneath the time-sheet showing the begin and end time for this interval using the 24 hour clock. The time are shown in hour:minute:second format.
2. Edit the values in the Begin and End fields to set accurate beginning and ending times to the nearest second.
3. If you want to set a Message to be valid for the entire duration of a particular day, click on the day name to the left of the timesheet.
4. Click *Save* to save the current rule or *Cancel* to quit without saving the changes.

Clearing a Time Interval

To clear a time interval:

1. Either, click on a part of the timesheet which is already set and drag the cursor to clear the appropriate area of the timesheet.
   Or, click *Delete* at the right hand end of a time interval bar to delete this interval.
2. Click *Save* to save the current rule or *Cancel* to quit without saving the changes to the rule.

Combining Validity Rules

If you create more than one rule then the rules are combined; where rules overlap they are merged. For example, if you create a rule that applies from 10th May to 20th May where the Message is valid in the afternoons on every day and a rule from 10th May to 15th May where the Message is valid in the mornings. The end result is that the Message is valid all day from 10th May - 15th May and only in the afternoon from 15th May to 20th May.

Delete Validity Rules as follows:

- Click *Remove Rule* underneath a rule to remove this rule
- Click *Remove All* to delete all rules for a Message.

In the Data Table in the Messages part of the Content Management section, Messages with Validity Rules are shown with a clock. Messages which are currently valid are shown with a green square, those which are currently invalid are shown with a red square.

Previewing A Message

Click *Preview Message* to open the preview window and view a animation of the currently selected Message showing how it will appear on screen.

Note that control Messages such as Layout Messages cannot be previewed. To see which Messages can be previewed, select view mode **Details Expand on Select** or **Details Expand All**in the Message Tab. If a Message cannot be Previewed you will see the following icon:

Previews are generated over the network; at times of heavy demand from other users you may have to wait while the preview is generated. If you are previewing a message containing a video file then the preview will take longer to generate and you will only be able to view the first 30 seconds of the video. The preview window contains a panel showing the selected Message animating in a loop. Under this panel is a time bar showing snapshots from the animation at intervals of 0.5 seconds. The following actions are available in the preview window:

- Click a snapshot to restart the preview animation at this point.
- Click the arrow at the left of the screen to view earlier snapshots.
- Click the arrow at the right of the screen to view later snapshots.

Duplicate Messages

The Duplicate Messages icon in the Content Management, Messages Task pane allows you to duplicate an existing Message or Messages, making it easier to create several Messages with similar content.To duplicate Messages:

1. Select the Message you want to copy in the Message Table. Hold Ctrl to select multiple Messages.
2. Click *Duplicate Messages*. This opens the Duplicate Messages window.
3. Enter the number of copies you want to create of the Messages.
4. Click *OK* to continue or *Cancel* to quit.

Deleting Messages

To delete Messages:

1. Select the Content Management section of Composer
2. Select the Message sub section
3. Find the Message or Messages in the Message table you want to delete.
4. Left-click to select the Message. To delete multiple Messages, press and hold the Ctrl key and then click on each Message you want to delete.
5. Click *Delete Message* in the Task Pane.

See Also:

- Creating a Message
- Editing a Message
- Duplicating Messages

Editing a Message

To edit an existing Message:

1. Use the Message Data Table to find the Message you want to edit.
2. Left-click the Message and select *Edit Message* from the Task Pane.
3. The Edit Message Dialog opens to show:
    a. The Message Name.
    b. The name of the Template that this Message is based on.
    c. A thumbnail template guide, click the Magnifying glass to expand this guide and see what parts of the Message each Message property controls.
    d. A set of property fields.
4. Edit the values for each property to change the Message.
5. Click *Save* to save the changes to the Messages. Note that if you do not have review rights then your changes are provisional and await approval by an administrator or manager, See approval. See page 17 for more details. for more details. Alternatively, click *Cancel* to discard all changes).

See Also:

- Setting Validity Rules. See page 43 for more details.
- Creating a Message. See page 38 for more details.
- Copying a Message. See page 46 for more details.

Add Messages to Playlists

The Add Messages to Playlists task allows you to add one or more Messages to the end of one or more selected Playlists. The process is as follows:

1. Select one or more Messages in the Message Table
2. Click *Add to Playlist*
3. Select one or more Playlists by pressing and holding the Ctrl key to select a number of Playlists. Alternatively, press and hold the Shift key to select a range of Playlists
4. Click *OK* to add the selected Messages to the end of the selected Playlists

Note only Messages that have an Approved version can be added to Playlists. Newly created Messages will not have an Approved version so can't be added to Playlists for Publishing to Players. This is not relevant to Users with review rights as any Messages they create or edit are automatically approved.

Assign Messages to Resource Pools

To assign (add) Messages to a Resource Pool:

1. Select the Content Management section of Composer
2. Select the Message sub-section.
3. Select a Message or Messages in the Message Table.
4. Click *Assign to Resource Pool* to open a window showing all the Resource Pools in Composer. If one or more of the selected Messages already belongs to a Resource Pool this is indicated by a - in the checkbox to the left of the relevant Resource Pool. Note these Messages will be unassigned from their current Resource Pools if you continue. If all of the selected Messages belong to a Resource Pool this is indicated by a tick, these Messages will not be unassigned from their current Resource Pool if you continue.
5. Select the Resource Pools you wish to add the selected Messages to.
6. Click *Save* to complete the assignment or *Cancel* to quit.

Playlist Sub Section

The **Content Manager : Playlist** sub-section contains a Task Pane with the following actions:

- Edit Playlist. See page 49 for more details.
- Edit Playlist Versions. See page 50 for more details.
- Assign to Resource Pools. See page 51 for more details.
- Set Playlist Publish Points
- Set Playlist Restrictions. See page 53 for more details.
- Deleting a Playlist
- Setting up Playlists
- Configure Playlist
- View Playlist Assignments. See page 54 for more details.

The Playlist sub-section also contains a Data Table. See page 29 for more details. which shows all the Playlists defined in the Inspired Signage System. The table following this list describes the columns in this Data Table.

Playlist Data Table	
Column	**Description**
Name	Descriptive name for Playlist
Approval Status	Indicates whether changes to the Playlist have been approved. Only approved Playlists can be published. Status can be Approved, Pending, Rejected
Active Version	Active Playlist Version
Messages	Number of Messages
Playlist Type	Either Manual or Automatic. • Manual Playlists are modifiable inside Composer. • Automatic Playlists can only be modified by external applications such as Babel
Play Method	Either Pooling Playlist or Standard Playlist. The Playlist type is determined by the content architecture. • Standard Playlist are a fixed, sequential set of items • Pooling Playlists can be randomized, or interleaved with other Pooling Playlists before being shown on screen
Publish file name	The name of the Playlist file that this Playlist is published to on Players

Edit Playlist

The Playlist sub section shows a list of Playlists in the Playlist Table. Click on the Playlist that you wish to modify, then click *Edit Playlist* to open the Edit Playlist window.

The Edit Playlist window contains two tables:

- On the left is the **Message Table** which contains a list of all the Messages which can be added to the Playlist. Only Messages that have an approved version will be shown as only the approved version of a Message can be added to a Playlist and published to Players. Newly created Messages will not have an Approved version so will not appear. This is not relevant to Users with review rights as any Messages they create or edit are automatically approved. The available Messages are also filtered according to the Playlist Restrictions set on this Playlist.

- On the right is the **Filmstrip**which lists all the Messages in the selected Playlist. The fact that this is a Playlist is shown by the film strip graphics.

Click on a Message in either table to select it. Selected Messages in the Filmstrip are indicate with orange rectangles. If the Playlist is configured to play sequentially then the Messages order in the Filmstrip determines the order in which Messages are displayed. That is to say: Messages at the top are displayed before Messages lower down. To change the Message order select a Message and click *Move Up* or *Move Down* to move the Message up or down in the play order. You can also click *Move to Start* or *Move to End* to move the selected Message to the Start or End of the Playlist as required.

To add one or more Message to the end of the current Playlist:

1. Select Messages from the Message Table.
2. Click *Append Messages*. The selected Messages are added to the end of the Playlist.

To insert one or more Message before the selected location in the Playlist:

1. Select Messages from the Message Table.
2. Click *Insert Messages*. The Selected Messages is inserted before the current selected Message in the Playlist.

Note when you add or insert a Message you are adding a link to that Message to the Playlist. If you edit that Message you are editing all copies of the Message in the Playlist as they are all linked.

To remove Messages from the Playlist:

1. Select Messages from the Playlist.
2. Click *Remove Messages*.The Selected Messages are removed from the Playlist.

Use duplicate assignment to add a copy of a Message which is already in the Playlist. The copied Message is added just before the Message you want to copy creating a duplicate of the selected Message. The process is as follows:

1. Select a Message in the Playlist
2. Click *Duplicate Assignment*

Note these duplicate Messages are not separate Messages (they are links to the same Message). If you edit that Message then you are editing all copies of the Message in the Playlist.

One you have finished editing the Playlist. Click *Save* to confirm the changes to the Playlist or *Cancel* to close the Assign Playlist Message window without modifying the Playlist. There are a couple of Message manipulation operations available. These are as follows:

- Click *Edit Message* to edit the contents of the selected Message in the Playlist
- Click *Edit Validity* to edit the Message Validity of the selected Message in the Playlist to determine when this Message can be displayed on any Players it is published to.

Create/Edit Playlist Versions

The Edit Playlist Versions Window contains a list of Playlist Versions for the chosen Playlist. The current

active version is shown with the following icon: , inactive versions are shown by the following icon: . This window also has a number of actions represented by icons:

1. Add Version.
2. Remove Version.

3. Activate Version.

These are discussed in more detail below:

Create New Playlist Version

Create a new Playlist Version as follows:

1. Click *Add Version*.
2. Enter a name for the new Playlist Version.

Remove Version

1. Select the Playlist Version you want to remove from the list.
2. Click *Remove Version*.Note, if you remove a currently active Version then the default 'main' version becomes active.

Activate Version

1. Select the Playlist Version you want to activate.
2. Click *Activate Version*.

Assign Playlists to Resource Pools

To assign (add) Playlists to Resource Pools:

1. Select a Playlist or Playlists - not necessary if you have accessed this through the new Playlist options window
2. Click *Assign to Resource Pool* to open the Assign to Resource Pools window. This window shows all the Resource pools in Composer. If one or more of the selected Playlists already belongs to a Resource Pool this is indicated by a - in the checkbox to the left of the relevant Resource Pool. Note these Playlists will be unassigned from their current Resource Pools if you continue. If all of the selected Playlists belong to a Resource Pool this is indicated by a tick, these Playlists will not be unassigned from their current Resource Pool if you continue.
3. Select the Resource Pools you wish to add the selected Playlists to.
4. Click *Save* to complete the assignment or *Cancel* to quit.

Creating a Playlist

The content displayed by the Player is made up of a number of Messages, which can be put together into one or more *Playlists*. Playlists in Composer represent the same basic concept as Playlists on mp3 players like the iPod. You should only create Playlists based on Playlist Setup Information provided by your reseller or AMX, otherwise the Playlist will not be displayed.

To create a new Playlist*:*

1. Select the Content Management section
2. Select the Playlists sub-section.
3. Click *Create Playlist*. This opens a new window.

Note: If you create a new Playlist with the same name as an existing Playlist, then you will overwrite the content. A warning message is shown before allowing you to continue.

4. Consult the Playlist setup information and enter a name for the new Playlist.
5. Enter a **Filename** for the Playlist. This filename is in the Playlist setup information.

6. Select the Playlist type and options for that Playlist type. The Playlist types are as follows:

   - Pooling Playlist - This Playlist is a pool which can be fed by a number of sub pools (feeder pools). The Playlist designer (normally AMX) selects the rules used to select content from the feeder pools. Content Pool Playlists can be played in a random order by selecting the Random Sequence Option (strictly speaking they are shuffled).

   - Standard Playlists - These are straight forward sequential Playlists where items are played in order one after another, they do not support validity rules for Playlist Messages. Select looping to force the Playlist to loop once it is finished.

   - Automated Playlist - These can only be controlled by an external application. You cannot edit an automated Playlist in Composer. Automated Playlists are only used for integration with the Babel application, for automatic publication of content from various data sources, for example XML, Databases, and so on.

7. Optional only needed if you want to restrict what can be added to the Playlist - Enter a comma separated list of labels such as Zone1, Zone2, Zone3 (spaces before and after the commas are ignored) under Automatic Restriction Groups to specify the Playlist Restriction labels for this Playlist. When you next import a Template Pack, Composer scans the Template Definitions in the Template Pack and adds any Template Definitions which have matching metadata labels i.e which match any of the labels in this Playlist's Restriction List. Only Messages which derive from Template Definitions in the Restriction List can be added to the Playlist. All standard Template Definitions are tagged with an aspect ratio. If you wanted to allow Messages with the aspect ratio 10x1 to be added to this Playlist, you would set the Restriction List to A10x1

8. Click *Save* to save the changes to the Playlist and close the window or select Cancel to close the window without saving.

9. The New Playlist Options window opens. Here you have a number of actions you can perform on the newly created Playlist:

   - Assign to Resource Pools - Playlists can belong to content collections called Resource Pools which have specific access rights for specific user groups, use this section to add the Playlist to one or more Resource Pools

   - Set Playlist Publish Points - select the Publish Points that the Playlist is published to when the User selects one of the Publish options.

   - Edit Playlist - Edit Playlist Configuration

See Also:

- Deleting a Playlist.

Deleting a Playlist

If a Playlist is no longer required you may want to delete it:

1. Select the Playlist or Playlists you want to delete from the Playlist Settings Table.
2. Click *Delete Playlists*.
3. A dialog bar appears asking for confirmation. Click *Yes* to continue or *No* to cancel this action.

Warning: It is very dangerous to delete a Playlist because the Player is configured to render and display content from a particular predefined Playlist filename. Deleting a Playlist should only be done by an Administrator.

See Also:

- Creating a Playlist.
- Configuring a Playlist.

Set Playlist Publish Points

This option allows users to change the Publish Points associated with a Playlist. When you Publish Content Changes using the Publish Menu, this Playlist is sent to all the Players which belong to the associated Publish Points.Publish Points are represented by folders in the Publish Point view and individual Players by icons.

The Publish Points part of the window shows all the Publish Points defined in the system. To add new Publish Points, delete Publish Points, or to change the relationship between Publish Points use the Players subsection.

Click on a Publish Point to expand it to reveal its contents. When you find a Publish Point you want to associate with the Playlist, click the checkbox on the same line, to the right of the Publish Point. The Selected Publish Points section updates to show all Publish Points associated with this Playlist.

Set Playlist Restrictions

Playlist Restrictions are used to restrict which Message can be added to a Playlist. Each Playlist can have a list of Template Definitions associated with it called a Restriction List. If a Playlist has a Restriction List then you can only assign Messages based on Definitions in the Restriction List to the Playlist. This technique is used to stop users putting inappropriate Messages in a Playlist. There are two ways you can create Playlist Restrictions, manually or automatically.

Playlist Restrictions can be setup automatically by setting a list of Metadata labels (The automatic restriction group) you want to select and importing a Template Pack containing Template Definitions tagged with one or more of these labels, see **Auto Populate** below.

Create Manual Playlist Restrictions by specifying a list of Templates Definitions that Playlist Messages must derive from. Now when you go to assign Messages to a Playlist only Messages created from these Template Definitions are available.

Note, if you change the Restrictions for a Playlist then any Messages which are now restricted are removed.

Playlist Restrictions

In the Playlist Restrictions window, the left hand side contains a table with all Template Definitions stored in Composer. The right hand side of the window contains a table showing the Template Definitions in the Restriction List. If there are no Template Definitions in the Restriction List then all Messages are allowed.

Adding Template Definitions To The Restriction List

Select Template Definitions from the left hand side of the dialog and click *Add Restriction* to add the selected Template Definitions to the Restriction List.

Removing Template Definitions From the Restriction List

Select Template Definitions from the right hand side of the dialog and click *Remove Restriction* to remove the selected Template Definitions from the Restriction List.

Auto Populate Restrictions

This option allows you to quickly add large numbers of Template Definitions to the Playlist Restriction List. Warning, this will clear any Template Definitions currently in the Playlist Restriction List.

Enter a comma separated list of labels such as Zone1, Zone2, Zone3 (spaces before and after the commas are ignored) under Automatic Restriction Groups and click the green tick icon.

Note, Template Definitions are usually tagged with their aspect ratio, for example some 10x1 Template Definitions would be tagged with the label A10x1

The Playlist Restriction List is cleared and any Template Definitions containing one or more of the metadata labels specified are added to the List. AMX tag the Template Definitions in Template Packs with metadata labels, when you next import a Template Pack, Composer scans the Template Definitions in the Template Pack and adds any Template Definitions which have matching metadata labels to theRestriction List automatically.

See Also:

- Playlist Restrictions. . See page 103 for more details.
- Metadata. See page 105 for more details.

View Playlist Assignments

This screen shows which Playlists are assigned to which Publish Points. This screen shows the Publish Point hierarchy containing Players and Player Groups (child Publish Points). Underneath each Publish Point you can set a list of Playlists which are assigned to that Publish Point along with the filename of that Playlist. Click the arrows in front of Publish Points to expand or contract them as needed to show their contents.

Note, by default you are not shown the Playlists assigned to individual Players, click **Show all Players with the Playlists that will get published to them** to see these Playlists too.

Creating a Template

You create a Template from a Template Definition by modifying the names of Template Definition properties, setting default values for some properties, and preventing other properties. In effect you are creating a restricted or customized version of the Template Definition. To create a new Template:

1. Select the Content Management section of Composer.
2. Select the Template sub section
3. Click *Create Template* in the Templates Task Pane. This opens a window containing a list of Template Definitions and a Search Pane.
4. Select the Template Definition to use as a basis for the new Template. Use the Search Pane to find the required Template Definition.
5. Click *Next* to Open the Create Template window. This window contains the following:

    - The Template Name field. Enter a name for the Template here; use a descriptive name so Users can easily identify the Template later (for example when building Messages).
    - The name of the Template Definition this Template is based on.
    - A Template guide image showing the Template Definition this Template is based on. Click the magnifying glass to view an expanded version showing all the modifiable Template properties.
    - A list of Template Property fields derived from the Template Definition. Each Template Property field is displayed in a light blue rectangle with curved corners as shown below:
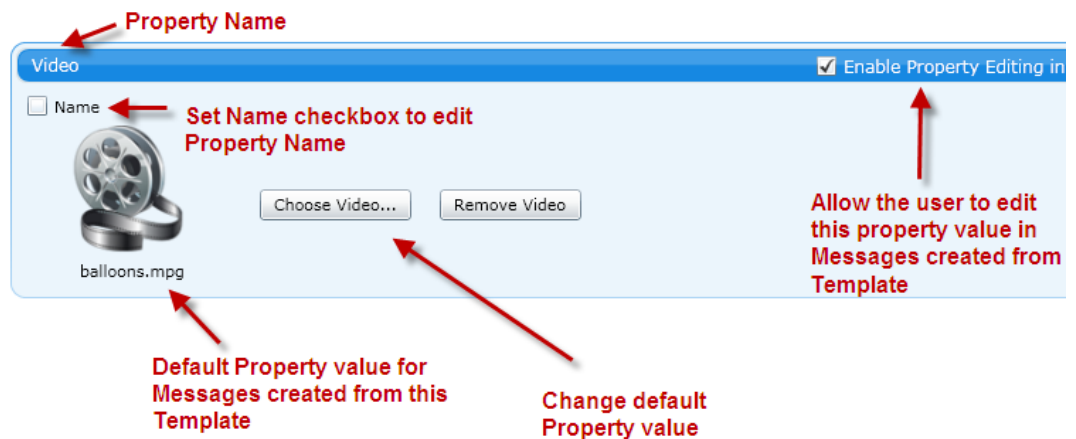
    See the Template Property Type list. See page 56 for more details. for a list of all the property types available.

6. Choose which properties can be edited when creating a Message from this Template. By default all

Properties are editable when creating a Message from a Template. Clear the *Enable Property Editing in Messages* checkbox for all properties you want to prevent the user modifying when using this Template to create Messages.

7. Property names appear in the top left of the property box. If you want to use a different property name from the name in the Template Definition, for example if the property name is unclear or confusing then click the Name checkbox and enter a new name in the field that appears to its right.

8. Choose or enter a value for each property. This value will be the default for this property for all Messages created from this Template.

9. When adding image or video files, select the *Browse...* button to locate and select the relevant file (in the Open dialog). Note when you select a video file, it may take some time to upload. A progress bar will appear.

10. If a property is a text field you can choose to have Composer generate the text field when you publish a Message based on this Template. Set the checkbox, On publish, populate with and choose what to display in this field from the drop down list. Options include: the person who created this Message, the date the message was created, and so on. Automatically Generated Template Properties provide a way to view Information about a Message on screen and to provide a simple audit trail for Messages created from this Template.

11. You can control the basic flow and layout of text in each text property. To insert a carriage return, press the Enter key or Shift+Enter keys. Note that there are no checks on field lengths, make sure that the text you enter will fit on screen.

12. Repeat Steps 6-10 above for each Template Property field.

13. Click *Save* to proceed to the next stage of Template creation (or click *Cancel* to discard this Template).

14. A window opens showing all the Resource Pools that your user account has access to. Set the checkbox(es) beside the Resource Pools you want to assign this Template to. Clear those you do not want the Template assigned to. Warning, if you do not assign the Template to any resource pools then you may not be able to view or edit it later.

15. Click *Save* to complete the process.

Note if you don't have review rights, this creates a provisional copy of the Template . See Approval on page 17 for more details. Once approved the new Template will be available to Users for creating Messages. If you have review rights then the Template will be automatically approved.

See Also:

-   Editing a Template. See page 59 for more details.
-   Deleting a Template. See page 60 for more details.

Template Sub Section

The **Content Manager : Template** sub section shows a data table with a list of all the Templates in Composer. The Task Pane for this sub section allows you to create, edit, and delete Templates.

The available tasks are as follows:

-   Create Template, see page 54 for more details.
-   Edit a Template, see page 59 for more details.
-   Delete a Template, see page 60 for more details.
-   Assign Templates to Resource Pools, see page 60 for more details.

Template Property Types

Composer supports the following Template Property types:

1. Text
2. Images
3. Videos
4. Numbers (decimal, whole)
5. Switches
6. Selectors
7. Colors

All Template Property Fields have the following:

1. Property Name - comes from the Template Definition this Template is based on.
2. **Name** checkbox - If you set this checkbox you can enter a new name for this Property to use in Messages created from this Template.
3. **Enable Property Editing in Messages** - this checkbox sets whether this property is editable when creating Messages from this Template.

Name checkbox

The *Name* checkbox allows you to enter another name for this Property when you create or edit a Message based on this Template. This enables Administrators, Managers, and Editors who create a Template to select a name which might be clearer for end users. This is useful when the name provided by the AMX designers as part of the Template Definition is not sufficiently precise.

Enable Property Editing in Message checkbox

Set or clear *Visible To Messages* to determine whether this property is visible and can be edited when Template users create a Message based on this Template. If you clear this check box then Template users cannot see or edit this property when they create or edit Messages based on this template. By default all properties in a Template are visible to Template users.

On Publish, populate with checkbox

This checkbox is only available with Text Properties. It allows the user to automatically populate the text property of any Messages created from this Template with one of the following items, chosen from a drop down list:

- Person who approved the message - name of the user who approved the Message
- Date approved - the date the Message was approved
- Person who created the message - name of the user that created the Message
- Date of creation - date the Message was created
- Person who last modified the message - name of the user that last modified the Message
- Date last modified - the date that the Message was last modified.
- Date of publish - the date that the Message was published to Players

Text Property

A text property is used to display text in a Message created from this Template. The Font and Text color are usually fixed by the designers of the Template Definition from which this Template derives. Enter the Text that you want to display in the text field

Numeric Property

A numeric property is used to display numeric values in a Message created from this Template or to set a property . Only numeric values can be used unlike text properties which can contain numbers, symbols, or text combined. The Font and Text color are usually fixed by the designers of the Template Definition. Enter the name for this Numeric Property in the Name Override field and the Number that you want to display in the edit box underneath.

There are two different types of numeric properties: Single and Decimal.

- Single - only whole numbers (integers) are allowed
- Decimal - Decimal numbers

Image Property

An Image Property allows you to display an image file or web page (or web based image) in Messages created from this Template. See Appendix C - Supported File Types on page 100 for supported Image file types.

An image property is divided into sections, left and right. The left hand section is used for standard images and contains the following:

1. The name of the image property.
2. The name of the attached image file (if any) and a thumbnail picture of the attached image. Note, that due to a limitation in Microsoft's Silverlight plugin we are unable to generate thumbnail images for files other than .png and .jpg. However, these files will still display on the Player.

The right hand section is used to display web pages and contains the URL of the web page to display.

To display an image file proceed as follows:

1. Check that the **Use Image File** checkbox is set; if not you will need to enable it.
2. Click *Choose Image* to browse for a image file to attach to this property.

Note, if you decide you no longer want to display an image then click *Remove Image* to remove the current image and leave this area blank.

To display a web page or any image accessible via a URL (web link) e.g. a png, bmp, or jpeg, etc. proceed as follows:

1. Set the checkbox **Use Web Address (Snapshot)**. Note, this also removes any images set in the left hand section of the Image property.
2. Enter the URL of the web page in the **Address** field. For example http://en.wikipedia.org/wiki/Website
3. Click *Test* to view the page. Note that this just displays the page in your browser. It allows you to check that the URL is correct, however it does not mean that the Player can correctly display it. To verify that you will need to use the Message Preview facility on any Message created from this Template.

Note by default the URL image will be refreshed at least once day although it may happen more regularly. If you require a faster refresh rate then you will need to use a Template Definition which is designed to update at a faster rate. Contact AMX support to request a custom Template Definition.

Limitations of displaying web pages

This feature is not designed for large or complex websites and has the following limitations:

- Redirected URLs do not work. Use the URL that the redirecter points to instead.
- The following plugins are not supported: WebGL, Flash (except version 7 or earlier), Silverlight
- Pop-ups, and user dialog prompts will cause unexpected behaviour.
- Plugins like PDF viewer are not supported
- Similarly, VRML rendering and 3D windows such as X3DOM also not supported.
- This feature is only supported by Players running version 1.6.4 of the Player software or beyond. You can check the Player version using the Player web configuration tool or (in Composer v5.4 or later) by looking at the version column in the Player table in the Player Management > Players section

Color Property

Use a color property to select the color to use for one or more visual element of a Message; for example the color of the Message's background, etc. Select a color from the grid of standard colors or click the color picker to access more colors.

Video Property

A Video Property allows you to display an video file in a Message created from this Template. see Supported File Types for supported video file types. The Video Property Field contains the filename and file extension of the video attached to this property (if any).

Click *Choose Video* to choose a video file.

Selector Property

A selector property allows you to select a value for a property from a set of named values, for example you could select the background color of a Message from one of the colors of the rainbow: (red, orange, yellow, green, blue, indigo, violet). Selectors can also be used to choose certain types of animation for a Message from a group of option, for example you could chose an option for the animation to remove a Message from the screen from the following list: (fade to black, fade to white, slide off screen to the right, slide off screen to the left). Select a value from the **Pick Value** drop down menu.

Switch Property

A Switch property allows you to choose between two states: on or off. It can be used to turn on or off animations for a group of visual elements or to turn a group of visual elements visible or invisible. Set or clear the property checkbox to enable or disable the switch.

Editing a Template

Once you have created a Template, it is possible to edit it. Note that when you edit a Template the changes to the Template will apply to the default (unmodified) properties of all Messages created from this Template.

To edit a Template:

1. Select the Content Management section of Composer
2. Select the Templates sub-section.
3. Select the Template you want to edit from the table.
4. Select Edit Template from the Tasks Pane. This opens the dialog Edit Template. This dialog contains the following:
    - The *Template Name* field. Use this field to change the name of the Template; use a descriptive name so Users can easily identify the Template later (for example when building Messages).
    - The name of the Template Definition this Template is based on.
    - A collection of Template Properties fields from the Template Definition this Template is based on. Each *Template Property* field is in a light blue rectangle with curved corners.

        See the Template Property Type list, see page 56 for more details, for a list of all the property types available.
5. Choose whether a property can be edited when creating a Message from this Template. By default all Template Definition Properties are visible to Messages. Clear the *Enable Property Editing in Message* checkbox to hide this property when using this Template to create Messages. This prevents the Template user from editing this property when they create Messages from this Template.
6. The property names appears in the top left of the property boxes. If you want to use a different property name from the name in the Template Definition for example if the property name is unclear or confusing

then enter a new name in the Name Override field, this name will be used for this property when creating Messages from this Template.

7. Edit the property value (how you do this will depend on the Property type). This value will be the default for this property for all Messages created from this Template.

8. When choosing different image or video files, select the *Choose Image* or *Choose Video* buttons (as appropriate) to locate and select the relevant file (in the Open dialog). Note when you select a video file, it may take some time to upload, a progress bar will appear.

9. You can control the basic flow and layout of text in each text property.

   - To insert a carriage return, press the Enter key or Shift+Enter keys.
   - Note there are no checks on field lengths for text entry, make sure that the text you enter will fit on screen.

10. Repeat Steps 4-9 above for each Template Property field.

11. Click *Save* to proceed to the next stage of Template editing (or click *Cancel* to discard all changes).

Note that changes are made to a provisional copy of the current approved Template . See Approval on page 17 for more details. Once approved, all Messages in Composer based on this Template are updated. These Message updates are automatically approved.

See Also:

- Creating a Template. See page 54 for more details.
- Deleting a Template. See page 60 for more details.

Deleting a Template

WarningIf you delete a Template you will also delete any Messages created using the Template.

To delete Templates:

1. Select the Content Management section of Composer.

2. Select the Templates sub-section.

3. Select the Templates you want to delete from the Data Table. Hold Ctrl and click on a Template to select multiple Templates.

4. Select *Delete Templates* from the Template Manager Task Pane.This opens a dialog box where you are prompted whether you are sure you want to delete these Templates.

5. Click *Yes* to confirm, click *No* to cancel.

See Also:

- Creating a Template. See page 54 for more details.
- Editing a Template. See page 59 for more details.

Assign Templates to Resource Pools

To assign Templates to Resource Pools:

1. Select a Template or Templates.

2. Click *Assign to Resource Pool* to open the Assign to Resource Pools window. This window shows all the Resource pools in Composer. If one or more of the selected Templates already belongs to a Resource Pool this is indicated by a - in the checkbox to the left of the Resource Pool. If all of the selected Templates belong to a resource pool this is indicated by a tick.

3. Select the Resource Pools you wish to add the selected Templates to.

4. Click *Save* to complete the assignment or *Cancel* to quit.

Resource Pools

The **Content Manager : Resource Pools Sub Section** contains a data table which shows all the Resource Pools in Composer. A Resource Pool can contain the following: Templates, Template Definitions, Messages, and Playlists. For each resource type the Resource Pool defines what actions a User belonging to a specific User Group can perform. Resource Pools are used to restrict access to certain Templates, Template Definitions, Messages, and Playlists to members of particular User Groups and to set the tasks members of a User Group can perform. They complement User Group permissions and allow finer grain control.

The Resource Pools sub section also contains a task pane with the following actions:

- Create New Resource Pool
- Edit Resource Pool
- Delete Resource Pools

Edit Resource Pool

To edit the contents of a Resource Pool and :

1. Select a Resource Pool in the table

2. Click *Edit Resource Pool*

3. Choose a resource type to add to the Resource Pool from the drop down list Resource Type. Choose one of: Messages, Templates, Template Definitions, and Playlists.

   The Assigned Resources section shows all Resources of the selected type in the Resource Pool. Set the **Show All** checkbox to see all the Assigned Resources irrespective of type.

4. Hold Ctrl and select the resources you want to add and click *Assign Resources*

Once you have added resources you can then set what actions Users belonging to a particular User Group can perform on the resources by selecting Edit User Group in the User Groups sub-section under User Management.

To remove resources:

1. Select the resources you want to remove. To select multiple resources hold Ctrl and select multiple resources.

2. Click *Remove Resources*

Create New Resource Pool

Create a Resource Pool as follows:

1. Click *Create Resource Pool*

2. Enter a name for the resource pool in the Resource Pool Name field.

You can now assign resources such as Templates, Template Definitions, Messages, and Playlists to the Resource Pool as follows:

1. Choose a resource type to add to the Resource Pool from the drop down list Resource Type. Choose one of: Messages, Templates, Template Definitions, and Playlists.

   The Assigned Resources section shows all Resources of the selected type in the Resource Pool. Set the **Show All** checkbox to see all the Assigned Resources irrespective of type.

2. Hold Ctrl and select the resources you want to add and click *Assign Resources*

To remove resources:

1. Select the resources you want to remove. To select multiple resources hold Ctrl and select multiple resources.
2. Click *Remove Resources*

Delete Resource Pools

Delete Resource Pools as follows:

1. Select the Pool or Pools that you want to delete
2. Click *Delete Resource Pools*
3. Confirm whether you want delete these Resource Pools.

As Run Report

IS XPert allows you to turn on Message display logging on your Players so that they record all the Messages displayed, this is known as As Run Logging. Composer can interrogate these logs to generate XML or CSV reports detailing how often different Messages have been displayed on your Players.

There are three steps required to generate a report on what your Players are displaying:

1. Enable As Run logging on the Players you wish to monitor.
2. Leave the Players to collect data over the time period you are interested in.
3. Generate a Report using the As Run Report option in the Content Management > Messages Task Pane.

Steps 1 and 3 are described in detail below.

Note, make sure that you updated Composer to a version which supports As-Run logging (version 5.4 or above). Once you have updated Composer you will need to Republish All Messages to those Players you wish to monitor, otherwise the As-Run logs will not be created properly on the Players.

Enabling As Run Logging on (All or Selected) Players

If you have a large installation with many Players, contact AMX support for help enabling As Run Logging on all your Players. Alternatively you can enable logging on individual Players as follows:

1. Select the Player Management Section of Composer
2. Choose the Player Sub-Section
3. Select a Player you want to enable As Run Logging for in the Player table and click its **Webconfig** link. This will open another browser tab showing the Player web configuration tool.
4. Click *Login* to login to the web configuration tool and enter the Player's webconfig tool username and password. By default these are username = administrator password = administrator.
5. Select **Screen** in the left hand pane.
6. Search for As-Run Logging under rotation. Set the checkbox **Enable As-Run Logging**.
7. Click *Save*.
8. If you want to save log space and not report the data that each Message displays then set the checkbox **Exclude Templated Data**
9. Next. you need to reboot the Player for the new setting to take effect. Select **Hard Reset** at the top off the page and wait for the Player to reboot. As-Run Logging is now enabled.
10. Repeat the process for all Players you wish to log.

Once you have enabled As Run Logging on your Players you can now generate reports showing when Messages have played on these Players.

Generate As Run Report

To generate a report proceed as follows:

1. Select the Messages you want to generate a report on. Note, if you want a report which includes **all** Messages then skip this step.

2. Select *As Run Report* from the <u>Task Pane</u> within Content Management > Messages. This opens the As-Run Report dialogue box.

The As-Run Report dialogue is divided into four sections:

- Pick Source Players - use this section to select which Players to include in the report. You can either select individual Players or Publish Points (groups of Players)
- Pick Dates - this section allows you to select the dates that you want to produce a report for.
- Select Sources - shows the Players or Publish points chosen in the Pick Source Players section
- Optionally Filter By Messages - use this section to choose whether to report on all Messages or only those Messages you selected before clicking As Run Report in the Messages Task Pane

The different sections are described in detail below.

Pick Source Players

Set checkboxes beside the Players or Publish Points you want to report on. Selecting a publish point selects all the Players and Publish Points under that Publish Point. Click on the black triangles in front of a Publish Point to expand the tree and view any Players or Publish Points it contains.

Note, if you select a large number of Players then the report could take a long time to generate.

Pick Dates

Select a date that you want to report on by clicking on the calendar. Click the arrows to move backward or forward by one month. Select multiple dates by either:

- Holding down Ctrl while clicking on individual dates.

Or

- Selecting a start date. Then hold down Shift and select an end date to select a date range.

Note, if you select a large number of dates and a large number of Players then the report could take a long time to generate.

To the right of the calendar is a counter showing the total number of days selected and a selection of popular date ranges: **Today**, **Yesterday**, **Last 7 days**, **Last week**, **This Month**. Click on one of these date ranges to select the dates specified.

- This Month - from the 1st day of this month up to and including the present day
- Last week - Monday to Sunday of the previous week
- Yesterday - Yesterday
- Today - Today
- Last 7 days - Last 7 days

Select Sources

This shows the selected Players/Publish Points from the Pick Dates section.

Optionally Filter By Messages

There are two choices in this section:

- Set the checkbox **Only Report on Selected Messages** to only generate a report on the Messages you selected prior to opening this dialogue. The list of selected Messages is shown in the pane underneath the checkbox. Click on a Message to go to the Edit Message dialogue and view the Message details, this is useful to confirm you have selected the correct Messages for your As-Run Report.
- Clear checkbox to generate a report on all Messages

Once you have completed all sections of the dialogue you can either click *Generate As Run XML Report*

or *Generate CSV Report* .These options are described in detail below. Note that you may need to change your browser security settings to allow file download so that you can see the generated report. On Internet Explorer you need to enable **Automatic prompting for file downloads**

see **Tools > Internet Options > Security > Custom Level > Downloads**

XML Report

This generates a report in XML format, see link for further details.

CSV Report

This generates a report in CSV format, see link for further details

XML As-Run Report

This section describes the contents of the XML As-Run Report, it assumes that the reader is familiar with the basics of XML. The XML report is divided into two sections:

- Site Summary section which contains summary statistics for all chosen Players.
- Player Report section which shows statistics for each of the chosen Players in turn.

These sections are described in detail below. Please note that all the times in the As-Run logs are only accurate to +/- 0.1 seconds.

Terminology

- chosen Players = Players selected for analysis in the report.
- chosen Messages = Messages selected for analysis in the report. Note the user can choose to produce a report on all Composer Messages.
- chosen dates = dates selected for analysis in the report.

Site Summary Section

SiteSummary Element

The Site Summary section consists of a SiteSummary element which contains the following attributes:

- AllMessagePlayCount - sum of the total number of times that the chosen Messages are played on chosen Players for all chosen dates.
- AllMessageDuration - sums the total duration of all the chosen Messages played on chosen Players for all chosen dates.
- UnreadableLogCount - count of the number of As-Run entries that don't have a Message name. If this value is not zero then you have enabled As-Run logs on the Player but Player is not finding the Message data. This is because that some or all of the Messages on the Player were published with a version of Composer prior to 5.4. You will need to republish all Message that are on the Player to correct this issue.

The SiteSummary element contains:

- a DateRange element.
- a SiteMessageSummary element for each chosen Message, summary data for all chosen Players.

These elements are described in detail below.

DateRange Elements

The DateRange elements contain a number of Summary elements, one for each chosen date.

The Summary elements contain summary data for all Players for a specific date.

<Summary Date="01/01/01" DailySiteMessagePlays="20" DailySiteMessagesDuration="00:10:00"/>

Summary elements contains the following attributes:

- Date - Date being summarized
- DailySiteMessagePlays - Number of chosen Messages played on the chosen Players during the date indicated by the Date attribute
- DailySiteMessagesDuration - Total duration (playing time) of chosen Messages played on the chosen Players during the date indicated by the Date attribute

SiteMessageSummary Elements

The SiteMessageSummary elements show summary information for individual Messages. They contain the following attributes:

- name - Message name
- DailySiteMessagePlays - count of number of times the named Message was played on the chosen Players
- DailySiteMessagesDuration - sum total of the time that the named Message was displayed on the chosen Players

Player Report Section

The Player Report section consists of a PlayerReport for each of the chosen Players. Each PlayerReport element has a number of attributes:

- Name - the name of this Player.
- Host - the Hostname or IP address of this Player.
- AllMessagePlays - sum of the chosen Messages played on this Player for all chosen dates.
- AllMessageDuration - sum total of the time that the chosen Messages were displayed on this Player.

Player report elements contain:

- A single DateRange element

  A MessageSummary element for each of the chosen Messages
- A DailyAsRun element for each of the chosen dates. This provides summary and detailed information about what was displayed on this Player on each of the chosen dates.

DateRange Elements

The DateRange elements contain a number of Summary elements, one for each chosen date.

Summary Elements

The Summary elements contain summary data for a specific Player on a specific date.

<Summary Date="01/01/01" DailyMessagePlays="20" DailyMessagesDuration="00:10:00"/>

Summary elements contains the following attributes:

- Date - Date being summarized
- DailyMessagePlays - Number of chosen Messages played on this Player during the date indicated by the Date attribute
- DailyMessages Duration - Total duration (playing time) of chosen Messages played on this Player during the date indicated by the Date attribute

MessageSummary Elements

The MessageSummary elements show summary information for individual Messages. They contain the following attributes:

- name - Message name
- PlayCount - count of number of times the named Message was played on the specific Player
- TotalDuration - sum total of the time that the named Message was displayed on the specific Player

DailyAsRun Element

The DailyAsRun has a date atttribute. This date is one of the chosen dates. The element contains:

- A single DailySummary element.
- A MessagePlays element for each chosen Message that was displayed on the Player.

DailySummary Element

The DailySummary element contains a number of MessageSummary elements. These are described below.

MessageSummary Elements

The MessageSummary elements show summary information for Messages from the list of chosen Messages that have been displayed at least once on the Player during this date. They contain the following attributes:

- name - Message name
- PlayCount - count of number of times the named Message was played on this Player on this date
- TotalDuration - sum total of the time that the named Message was displayed on this Player on this date

MessagePlays Element

MessagePlays element contains a MessagePlay element

MessagePlay Elements

MessagePlay Element contains the following attributes:

- name - name of a chosen Message that has been displayed on this Player on this day

The MessagePlay element contains a TimeSpan element for every time the named Message is displayed on this Player on this date.

TimeSpan Element

This element contains a number of attributes:

- StartTime - Start of Message display
- EndTime - End of Message display

- PlayDuration - Duration Message is displayed (EndTime-StartTime)
- ExpectedDuration - Expected Duration for Message/ Note that this and Play Duration may differ if something happens to cause the Message to be cut short such as a change of Layout.

CSV As-Run Report

The following table describes the columns which make up the CSV As-Run Report:

CSV As-Run Report	
Column Name	**Description**
Player	Player Name
Host	Hostname or IP of Player
Date	Date of Log entry
MessageName	Name of Message displayed on Player
StartTime	Start of Message Display (accurate to +/- 0.1 secs)
EndTime	End of Message Display (accurate to +/- 0.1 secs)
Duration	EndTime-StartTime (accurate to +/- 0.1 secs)
TemplateData	Optional column (only included if the Exclude Template Data option is not set in your Players' Web Configuration Tool)
	This contains a list of all Message Properties and their values using the following syntax:
	<Name>=<Value>
	e.g. Layout:ID=3DBoxes_A16x9_AltWidgets Area

The rows of log data are ordered by Player. Within a list of log entries for a particular Player the entries are arranged by Date order. Within Dates each log entry is ordered Start Time

i.e.

Player 1 Date 1

Player 1 Date 2

....

Player 1 Date N

Player 2 Date 1

Player 2 Date 2

......

Player 2 Date N

Player 3 Date 1

.....

Player Management

The Player Management section allows you to manage the Players used to display Inspired Signage output. It contains the following sub sections:

- The <u>Player sub section</u> this contains a table showing all the Players configured in Composer. Use this sub section to view Player details, to configure or edit Players, view a snapshot of the Player's output, and access each individual Player's internal web page.

- The <u>Publish Points sub section</u> this contains a table showing all the Publish Points currently configured in Composer. Use this sub section to create and manage <u>Publish Points</u> (either Players or groups of Players). Publish points allow you to group Players together and publish Playlists to that group of Players.

Player Sub Section

The Player sub section, contains a data table called the Player Settings Table showing all the Players configured in Composer. The Player Task Pane allows you to create, edit, and delete Player configuration data.

Player Settings Table

The following diagram shows a small sub section of the Player Settings Table. For each Player we show Player name, IP address or hostname, and ftp port. If you select the view drop down option - Details All Expanded you can also see a screenshot of the Player display and a link to this Player's Web Configuration tool.

The following actions are available in the Player task pane:

- Configure Player Settings. See page 71 for more details.
- Discover and Import Player settings automatically. See page 69 for more details.
- Create a Player. See page 70 for more details.
- Assign Player to Publish Points. See page 72 for more details.
- Publish TPKs to Players. See page 72 for more details.
- Republish TPKs to Selected Player. See page 72 for more details.
- Copy Feed Reels. See page 73 for more details.

The following action is not available as a separate action in the Task Pane but can be accessed by selecting Configure Player:

- Deactivate a Player. See page 71 for more details.

Discovers Players

This feature finds and imports all the Players on the same local network as the computer running Composer. Proceed as follows:

1. Click **Discover Players**
2. Click **Discover** and wait while Composer discovers accessible Players on the network and imports the details.
3. Now you need to create Publish Points for the imported Players.

Note for network administrators: the discover and import Player facility uses zero configuration technology. To allow Composer to import all the Players on the LAN you need to consult your network administrator and make sure that all routers or managed switches on the network can route multicast packets, specifically Multicast DNS traffic on UDP port 5353.

Configuring a New Player

To configure a new Player click *Create Player*. This opens the New Player window containing a number of fields. Enter details in these fields as follows:

1. Enter a **Name** for the new Player in the *Name* field. Use a descriptive name so you can easily identify the Player later (for example when publishing or previewing Playlists).

2. Set the **Is Player Enabled** checkbox to enable the Player. By default, this option is selected - *do not deselect this option*. It must remain checked in order for this Player to receive new(changed) content.

3. Enter a **Hostname** or IP address for the Player.

4. Enter the **Port** used for file transfer to the Player, this is normally the standard FTP port, port 21.

5. Enter the **Web Port**, this is the port used by the Player monitoring application (the default value is 25001).

6. Enter the FTP **Username** and **Password** for the Player. The default settings are:

   ▪ Username=inspiredsignage
   ▪ Password (blank)

   AMX or your reseller will notify you if you should use a different username and password.

7. Once you have finished configuring the Player the New Player Options window opens showing the typical tasks that you need to carry out on a new Player: assigning the Player to a Publish Point and publishing Template Packs to the Player. You need to assign the Player to a Publish Point to allow you to publish Playlists to this Player. You must also publish a Template Pack to a Player if you plan to display Messages based on the Templates in the Template Pack on that Player

8. Add the newly created Player to the Publish Point System as follows:

   a. In the New Player options popup, select *Assign to Publish Points*

   b. Look through the Publish Point System (expanding the folders where necessary) and find an appropriate Publish Point (group of Players) to add this Player to. Publish Points are represented using folders as follows If there are no appropriate Publish Points, for example this Player is in a new location, or the Player belongs to a group of Players performing a new function within an organization, consider creating a new Publish Point to contain this Player. See Creating a Publish Point System. See page 85 for more details. for more details.

   c. Select the chosen Publish Point or Points as required.

   d. Click *Save*.

   e. This adds the Player to the selected Publish Points within the Publish Point System.

9. Import and Publish any Template Packs which contain Templates and Template Definitions you want to use to create Messages to display on this Player. **Note**, if you miss this step then you will not be able to see these Messages on this Player. Import and Publish Template Packs as follows:

   a. In the New Player options popup, select Publish TPKs (Template Packs) to Players.

   b. Select one or more Template Packs that have already been imported.

   c. Click *OK* to proceed.

   d. A dialogue appears asking you if you are sure you want to publish these Template Packs to the Player.

   e. Click *Yes* to proceed.

10. Click *Finished* to finish the Player setup.

See Also:

-
-
-

Temporarily Disabling a Player

To temporarily disable a Player, for example if the Player is being maintained:

1. Go to the Player Management section of Composer
2. Select the Players sub section
3. Choose the Player you want to disable from the table showing all the Players in this installation of Composer
4. Click *Configure Player* in the Task pane.
5. Clear the checkbox, **Is Player Enabled**

See Also:

-

Editing Player Configuration.

To edit Player Configuration:

1. Select a Player from the Player Settings Table.
2. Click *Configure Player* to open the Configure Player Window
3. Edit the Player **Name** Use a descriptive name so you can easily identify the Player later (for example when publishing or previewing Playlists).
4. Set or Clear the **Is Player Enabled** checkbox to Enable or Disable the Player. By default, this option is selected - *do not deselect this option,* it must bet set in order for this Player to receive new(changed) content.
5. Edit the **hostname** field (hostname or IP address) for the Player.
6. Edit the **ftp port** (TCP/IP port) used for file transfer to the Player, this is normally the standard FTP port, port 21. Contact AMX for details.
7. Edit the **web port** (TCP/IP port) used to access the Player web configuration tool. Normally you can leave this at the standard setting of 80. This setting only needs changing if you have configured the web configuration tool to use a different port due to specific restrictions on the use of port 80 on the local network.
8. Edit the FTP **Username** and **Password** for the Player. The default settings are:
   - Username = inspiredsignage
   - Password (blank)

   AMX or your reseller will tell you if you should use a different username and password.

Note: If the correct FTP user name or password are not entered, then the Player will not accept any files and the files will remain queued in Composer.

Deleting a Player

To delete a Player (remove Player settings from Composer) *(secondary Players only)*:

1. Go to the Player Management section of Composer
2. Select the Players sub section to show a table of all the Players in this installation of Composer.

3. Select a Player or Players in the table

4. Click the *Delete Player* in the Task Pane.

5. A dialog Bar appears asking if you really want to delete this Players. Click *Yes* to continue or *No* to cancel.

See Also:

● Temporarily Disabling a Player. See page 71 for more details.

Assign Players to Publish Points

To add Players to Publish Points.

1. Select the Players you want to add to Publish Points

2. Click *Assign to Publish Points*

3. Select the Publish Points you want to add to these Players to.

4. Click *Save*

Now when Playlists are associated with the chosen Publish Points in step 3. These Playlists will be sent to these Players as well as any other Players associated with these Publish Points.

See Also:

● Publish Point Theory. See page 16 for more details.

Publish Template Packs to Selected Players

You must publish Template Packs to a Player if you want to publish Messages based on Template Definitions in that Pack to the Player, otherwise these Messages will not be displayed.

To publish pre-imported Template Packs to selected Players from the Player Management proceeds as follows:

1. Select the Player Management Section

2. Select the Player (or Players) from the Player table that you want to publish to

3. Click *Publish Template Packs to Players*

4. A window opens which shows all the Template Packs imported into Composer

5. Select the Template Pack (or Packs) you want to publish to the selected Players

6. Click *OK*

7. Click *Yes* when you are prompted whether or not to Publish the Template Packs to the Players

Republish Template Packs to a Selected Player

Republishing Template Packs to a selected Player is used in the following scenarios:

1. Template Packs published to Player but missing, perhaps due to network issues

2. Rebuilding a Player when a Player has been replaced perhaps due to hardware issues.

Note, it is not used when setting up a Player - don't use this task, use the task, Publish TPKs to selected Players instead.

Composer maintains a record of the Template Packs published to a Player. To republish previously published Template Packs to a selected Player proceeds as follows:

1. Select the Player Management Section
2. Select the a Player from the Player table that you want to republish Template Packs
3. Click *Republish Template Packs to Player*
4. A window opens which shows all the Template Packs that have been published to this Player
5. Select the Template Pack (or Packs) you want to republish to the selected Player
6. Click *OK*
7. Click *Yes* when you are prompted whether or not to Publish the Template Packs to the Player

Copying Feed Reels Configuration

If you have configured Feeds on a Player then you can avoid having to repeat the process on other Players by copying the configuration details from the Player you have just setup (the source Player) to one or more publish Publish Points and hence to all child Players of those Publish Points.

The process is as follows:

1. Select the Player which you have previously configured with feeds that you want to display on other Players, this is the source Player.
2. Click *Copy Feed Reels* in the Task Pane.
3. Enter the login details for the web configuration tool on the source Player
4. The web config feed deployment window opens. This window shows the name of the Source Player, a list of all the Feeds configured on this Player, a list of target Publish Points, and a list of the selected Target Publish Points.
5. Select the Feeds on the source Player to send to Target Players using the checkboxes to the left of the Feed names. Click *Select all feed reels* to select all the feeds on the Source Player.
6. Click *Remove all existing Feed Reels on target Players* to delete any existing Feeds before copying
7. Use the Pick Targets section of the window to choose the Publish Points to send the selected Feeds to. Expand the Publish Point system by clicking on the arrows to the left of the named Publish Points.
8. Select one or more Publish Points by setting the checkboxes to the left of the Publish Points, the Selected Targets section shows the selected Publish Points.
9. Click *Send* to send the chosen Feed Reels to the selected Publish Points and associated Players and child Publish Points (and so on). It will take a few seconds for the files to be sent.
10. To check the transfer of Feed Configuration files go to the Dashboard
11. Select the System Summary tab
12. Select Player in the **filter by** drop down in the Recent Changes pane
13. You should see entries similar to the following:

    User Administrator Date: 7/21/2011 4:26:27 PM

    Publish Player Player1, Feed Reel (YahooWeather_London) have been successful

    This shows the source and destination Player and the name of the feed configuration transferred.

Publish Point Sub Section

Publish Points are used to collect Players into logical groups, typically by function or geographic location. The Publish Point Sub Section shows Players and groups of Players (child Publish Points) as icons in a file and folder structure which represents the Publish Point hierarchy (Publish Point System).

The table below shows what the different icons used in this section represent:

Publish Points Icons	
Name	**Icon**
Player	
Groups of Players (Child Publish Point)	

The following screenshot shows an example Publish Point System:

FIG.26 Example Publish Point System

Click beside a Publish Point to expand the Publish Point and display all the Players and other child Publish Points inside this Publish Point. The contents of the Publish Point appear underneath and indented to the right.

Click beside a Publish Point to contract the Publish Point, hiding its contents.

Note that empty Publish Points do not have an expand or contract icon.

The following actions are available in the Publish Point task pane:

- Add Players. See page 75 for more details.
- Add a Child Publish Point. See page 74 for more details.
- Add a Root Publish Point. See page 74 for more details.
- Delete Publish Points. See page 75 for more details.

Add a Child Publish Point

To add a child Publish Point:

1. Select the Publish Point you want to add this Publish Point to.
2. Click *Add Child Publish Point* to expand the selected Publish Point and add a new Publish Point inside this Publish Point called New Folder.
3. Enter a new name for the Publish Point.

Add a Root Publish Point

You need to create a root Publish Point when you are creating a Publish Point hierarchy in Composer. To create a root (top level) Publish Point:

1. Click *Add Root Publish Point* to add a new top level Publish Point
2. Enter a Name for this Publish Point

The following diagram shows three root Publish Points - two existing and one recently created called New Folder(1):

FIG.27 Example Root Publish Points

Add Players to a Publish Point

To add a Players to a Publish Point:

1. Select the Publish Point you want to add Players to.
2. Click *Add Players*
3. Select the Players you want to add to this Publish Point in the Player Settings Table. Use the search pane if needed.
4. Click *Publish*

Note that you cannot add Players more than once to the same Publish Point
See Also:

- Publish Point Theory. See page 16 for more details.
- Creating a Publish Point. See page 74 for more details.
- Creating a Root Publish Point. See page 74 for more details.

Deleting Publish Points

To delete a Publish Point:

1. Select a Publish Point (individual Player or group of Players) in the Publish Point sub section
2. Click *Delete Publish Points*. Note that this will delete all the children of this Publish Points

To delete multiple Publish Points:

1. Hold Ctrl
2. Select multiple Players or Player groups.
3. Click *Delete Publish Points*

Template Pack Management Section

The Template Pack Management section is mainly for importing Template Packs into Compose and publishing the imported Template Packs to Players. Messages can only be shown on a Player if the Player has a Template Pack which contains the Template Definition from which the Message derives. The Template Manager consists of the following sub sections:

- Importing Template Packs, see page 88 for more details. - this sub section allows you to import Template Packs and publish the imported packs to your Players.
- Manage Template Packs, see page 78 for more details.- this sub section allows you to Publish previously imported Template Packs to new Players that you have just added to the system.
- Template Definitions Sub Section, see page 78 for more details. - this sub section allows you to delete unnecessary Template Definitions or to assign them to Resource Pools.

Importing a Template Pack

The most important component of Composer is the Message. Messages are created from Templates which are themselves created from Template Definitions. Template Definitions are grouped together in Template Packs. AMX's creative team create industry specific Template Packs or, where commissioned, customer specific Template Packs. Template Packs can be downloaded (from www.amx.com).

A Template Pack (file ending in .TPK) contains a number of Template Definitions, along with all the media (video and image files) and fonts required. These can be new Template Definitions or updates to existing Template Definitions.

There are four main types of Template Pack:

1. Architecture Template Packs - These Template Packs are used either to setup the Player to display content (Player Architecture Templates) or to setup Composer (Composer Architecture Templates). Architectural Template Packs do not generally contain Template Definitions you can use to create Messages. Note that Player Architecture Template Packs must be published to the Players which use them otherwise the Players will not display content correctly.

2. Standard Template Packs - These Template Packs contain Template Definitions which can be used to create Messages for display on Players. These Template Packs need to be imported into Composer and published to any Players which will display Messages based on the Template Definitions in these Template Packs.

3. Feed Reel Template Packs - These Template Packs contain Template Definitions which can be used to display data feeds such as RSS feeds, Weather data, etc by automatically populating Message properties with the information from the data feed.

4. Layout Template Packs - These Template Packs contain Template Definitions which can be used to create Layout Messages. When added to a Layout Playlist they determine the subdivision of Player displays into one or more Layout Areas where standard Playlists can be displayed.

When you import Template Packs into Composer you have the option of creating Templates and Messages from the Template Definitions in this Template Pack, normally this is only relevant for Standard Template Packs.

Note Composer will only create Messages or Templates for new Template Definitions which are not already present in Composer

Although a Template Pack automates the process, it is still possible to manually create Templates from Template Definitions that were supplied in a Template Pack. Importing a Template Pack also populates Playlist Restriction Lists where the imported Templates have labels which match Automated Playlist Restriction settings.

To import a Template Pack:

1. Choose the Template Pack Management section
2. Select the Import Templates Packs sub-section
3. Click *Import Template Packs* in the Tasks pane to open the Upload window
4. Click *Browse* to open a file browsing window that you can use to pick the Template Pack or Packs that you want to import.
5. Once you have selected a Template Pack and clicked *Open*, its filename is displayed in the Upload Window with status "Pending", this means that Composer is ready to upload this Template Pack but has not started yet. To the right of the status bar is an upload progress bar.

   Click the icon on the same line as a Template Pack filename to remove that Template Pack from the list of Template Packs ready for import.

   Repeat steps 4-5 for each Template Pack file until you have selected all those you wish to import.
6. Click *Upload* to begin uploading the chosen Template Packs or *Cancel* to quit. The Upload window

show the progress made uploading the Template Packs.Once all the selected Template Packs have been uploaded the Import Template Pack window opens.

The Import Template Pack window is divided into three sections:

    a. Content Import Options

    b. Playlist and Template Pack Options

    c. Publish Points - The Publish Points to Publish the Imported Template Packs to

7. Set Content Import Options as follows:

Set/Clear *Import Template Definitions* depending on whether you want to Import the Template Definitions in the uploaded Template Packs into Composer.The default is to use this option, however this step is not necessary with Architecture or Playlist Template Packs. If you do not set this option, skip to the Playlist and Template Pack options Publish Point section of this window.

If you do decide to Import the Template Definitions then for each Imported Template Definitions you can choose one of the following options:

    ■ Create a Template For Newly Imported Template Definitions - Create Templates for any new Templates (those that do not already exist in Composer). This is the default option.

    ■ Create a Template For All Imported Template Definitions - Create Templates for all Template Definitions in the Template Pack.

    ■ Don't Create Templates - Don't create any Template Definitions.

8. Set Playlist and Template Pack Options as follows:

Choose whether to Publish the uploaded Template Packs to one or more of your Players, set/clear the checkbox *Publish the Imported Template Packs to Players*as appropriate. Only clear this option if you have imported a Playlist TPK just for the purpose of configuring Playlists in Composer. In all other cases you will want to Publish the Template Packs to one or more of your Players.

If you have uploaded one or more Playlist Template Packs you can choose to create any Playlists contained in the Playlist Template Packs in Composer.These Playlists are then allocated to the Publish Points selected in the Publish Points section below.

9. Set Publish Points to Allocate and/or Publish to:

In the final section of this window, choose to send any imported Template Definitions or Playlists to **all**, or a selected set of Publish Points. Set the option **Select the Publish Points...to**to select the Publish Points. You are then shown the Publish Point System. Set the checkbox besides the Publish Points (Players or groups of Players) you want to allocate or publish to. Click the black triangles in front of Publish Points to expand them to reveal their contents.

10. Click *Import* to begin importing the uploaded Template Packs, this will take a number of seconds.

11. The data table for this section shows the progress of any ongoing Template Pack imports

Note that you must publish a Template Pack to a Player if you plan to publish Messages based on Templates in this Template Pack to this Player otherwise you will not see anything.

Once import has finished then you can see the newly imported and created items (Templates Definitions, Templates, and Messages) in the relevant sub sections of Composer. If you cannot see these imported items but an Administrator is able to view them, then you (or someone with the correct permissions) needs to assign the imported items to a Resource Pool that you can access.

See Also:

-

Manage Template Packs

This sub-section contains a data table showing all the Template Packs which have been previously imported into Composer. Use this sub section to publish previously imported Template Packs to Players, typically this is used to set up new Players added to your signage network. You must publish Template Packs to a Player if you want to publish Messages based on Template Definitions in that Pack to the Player, otherwise these Messages will not be displayed. You can select Template Packs and publish them to selected Players. Once these Template Packs have been published to these Players then you can display Messages based on the Template Definitions in these Template Packs. The process is as follows:

1. Select one or more Template Packs from the Template Pack table.
2. Click *Publish Template Packs*.
3. A window opens which shows all the Players configured in this installation of Composer
4. Select the Players to publish the chosen Template Packs to
5. Click *OK* to Publish the selected Template Packs to the chosen Players

Template Definitions Sub Section

The **Template Manager : Template Definitions** sub section shows a data table with a list of all the Templates Definitions in Composer. The Template Definitions sub section allows you to delete any unneeded Template Definitions, assign Template Definitions to Resource Pools and create a Template from a selected Template Definition.The actions available in the task pane are as follows:

- Delete Template Definitions. See page 78 for more details.
- Assign to Resource Pools. See page 78 for more details.
- Create Template. See page 54 for more details.

Deleting a Template Definition

Warning: Deleting a Template Definition will also delete all Templates that were created from the Template Definition, and any Messages that were created from Template derived from this Template Definition.

To delete a Template Definition:

1. Choose the Template Pack Management section of Composer.
2. Select the Template Definitions sub-section.
3. Select the Templates Definitions you wish to delete.
4. Select *Delete Template Definition*s from the Task Pane. This Opens a dialog box which ask if you are sure.
5. Click *Yes* to continue and delete the Templates Definitions. Click *No* to cancel.

See Also:

- Importing a Template Pack. See page 76 for more details.

Assign Template Definitions to Resource Pools

To assign Template Definitions to Resource Pools:

1. Select a Template Definition or Template Definitions.
2. Click *Assign to Resource Pool* to open the Assign to Resource Pools window. This window shows all the Resource Pools in Composer. If one or more of the selected Template Definitions already belongs to a Resource Pool this is indicated by a - in the checkbox to the left of the relevant Resource Pool. Note these Template Definitions will be unassigned from their current Resource Pools if you continue. If all of the selected Template Definitions belong to a Resource Pool this is indicated by a tick, these Template

Definitions will not be unassigned from their current Resource Pool if you continue.

3. Select the Resource Pools you wish to add the selected Template Definitions to.

4. Click *Save* to complete the assignment or *Cancel* to quit.

User Management

The **User Management** Section contains two sub sections:

- User Groups this section shows all the User Groups and Resource Pools
- Users, this section shows all the user accounts.

User Group Sub Section

This sub-section contains a Data Table containing all the User Groups contained in this installation of Composer along with the number of Users in this User Group and the number of Resource Pools associated with this User Group. If you select the view options Details Expand on Select or Details All Expanded then you can also see a list of the Users inside this group.

The task pane for this sub-section is as follows:

- Create User Group - Create a New User Group and set Permission
- Edit User Group - Set Permissions for User Groups and Resource Pools
- Assign Users to Groups - Assign Users to User Groups
- Delete User Groups - Delete User Groups

User Sub Section

This sub-section contains a Data Table containing all the Users in this installation of Composer. The table shows whether the user account is active or not. If you select the view options Details Expand on Select or Details All Expanded then you can also see a list of the User Groups that this User belongs to.

The task pane for this sub-section is as follows:

- Create User
- Edit User
- Delete Users

Create User

Click *Create New User* to create a new user account:

1. Enter a username for this account
2. Enter a password for this user
3. Clear the *User Active* checkbox if you do not want this user account to be active.
4. Click *User can Administer Users and Groups* to allow this user the ability to create new users and user groups, etc. Alternatively, this permission can also be set for the User Group that contains this User
5. Choose which User Groups this User belongs to. Set the checkboxes beside the Groups you want the User to belong to.
6. Click *Save* to create the new user account or *Cancel* to quit.

Edit User

Edit a user account as follows:

1. Select a user and Click *Edit User* to edit this user account.

2. Change the user's password if required.

3. Set or clear the **active** checkbox to activate or deactivate this user account.

Delete Users

You can only delete User accounts which have been unused (technically accounts which have not modified any Playlists). <u>Deactivate. See page 79 for more details.</u> accounts which have been used but which are no longer needed.

Delete accounts as follows:

1. Select the User account or accounts that you wish to delete

2. Click *Delete Users*

Assign a User to User Groups

Assign a user to one or more user groups so that it adopts the permissions settings of those user groups. The user account merges the permissions of all user groups it belongs to. So if a user is a member of a group A who can review Messages and group B who can delete Messages then the user can both review and delete Messages.

The process is as follows:

1. Select one or more user accounts.

2. Select one or more User Groups that you want to assign these users to

3. Click *Assign Users to Groups*

Create New User Group

Create a new User Group as follows:

1. Click *create user group*.

   This opens the create user group window containing three main sections. From left to right these are as follows:

   - User Group Level Permissions for this User Group
   - List of Resource Pools associated with this User Group
   - Resource Pool Permissions for a selected Resource Pool associated with this User Group

2. Enter a name for the User Group in the **name** field

3. If your administrator has enabled an external directory provider as part of the installation process for Composer then there is a field called **Directory Group name**, enter the directory group to map this User Group to. All users in this directory group will then automatically become a part of this User Group when you click *Save*.

4. Set the permissions for this user group using the User Group Level Permissions section, The following permissions categories are available in this section:

   - Template Definitions
   - Templates
   - Messages
   - Players
   - Publish Points
   - Users
   - Resource Pools

   For example the Messages category sets what actions a user can perform with/on Messages in Composer

Click the arrow to the left of a permission category to show the permissions available in this category. See List of Permissions for details about these Permission Categories

5. Set the **Set all permissions** checkbox to enable all the permissions for members of this user group

6. Set the checkboxes to the right of a permission category name to give members of this user group all the permissions of that type

7. Set the checkboxes to the right of a permission to give the user that permission. See List of Permissions for details about these Permissions. **Note** that a blue ball to the right of a permission category name indicates that one or more permissions of this type have been set.

8. If you want to set permissions for members of this user group when they use Resources belonging to specific Resource Pools then you must associate Resource Pools with this User Group, click *Associate Resource Pools* and select one or more Resource Pools, click *Close* when finished.

9. Select a Resource Pool in the list of associated Resource Pools, the Resource Pool permissions section updates to show the permissions for this User Group/Resource Pool combination. The following permission categories are available at the Resource Pool level:

- Template Definitions
- Templates
- Messages
- Playlists

Set the permissions for this Resource Pool/User Group combination in the same way as the User Group level permissions. If a particular permission is set at the User Group level then it will be set implicitly at the Resource Pool level.

10. Once you have finished setting the Permissions click *Save*

Delete User Groups

Delete user groups as follows:

1. Select a user group or hold Ctrl and select a number of user groups that you wish to delete.
2. Click *Delete User Groups*.
3. Confirm whether you wish to delete the group or groups.

Edit User Group

To Edit or Rename a User Group:

1. Double Click on the User Group Name.
2. A cursor appears, use the cursor to modify the User Group Name.
3. Click on another part of the User Groups table to change the focus and save the name change.

Set Permissions for User Groups and Resource Pools

To set permissions for a User Group and associated Resource Pools proceed as follows:

1. Select the User Group you want to configure.
2. Click *Edit User Group* to bring up the User Group Permissions window which contains three columns:
   Group Permission - This column is used to set permissions at the User Group level.
   Resource Pool selection - This column shows the Resource Pools associated with this User Group.
   Resource Pool permission - This column is used to set permissions at the Resource Pool level.
3. Set permissions at the group level for each permission category as required . See the List of Permissions by Category to see an explanation for the different permission categories and the permissions available

within those categories.

The following diagram shows this section of the UI and explains the features available:
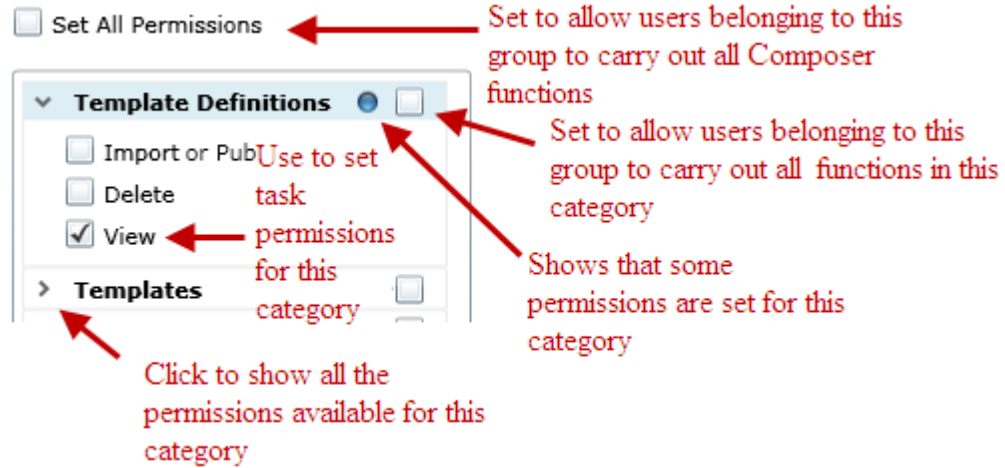
4. The second column of this window shows the Resource Pools associated with this User Group. Click *Associated Resource Pools* to open the Resource Pool Selection window showing all Composer Resource Pools. Set the checkboxes beside the Resource Pools you want to associate with this User Group. Click *Close* to finish.

5. Set permissions at the Resource Pool level for the Resource Pools associated with this User Group. Any permissions set at the User Group Level also apply at the Resource Pool level and are shown grayed out

   The following diagram shows this section of Composer
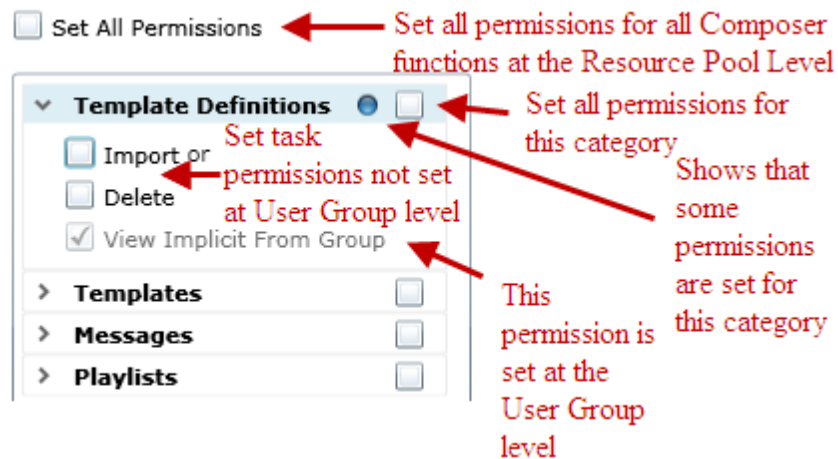
   a. Click *Set All Permissions* to allow any user in this user group to carry out all Composer functions with the Resource Pools associated with this user group.

   b. Set the checkbox beside a permission category to allow a user in this user group to carry out all the tasks within this category on the resource pools associated with this User Group.

   c. Click on the > symbol to the left of a permission category to view all the tasks within this category and set permissions on specific tasks.

   d. Click *Save* to save the changes

Approval Pane

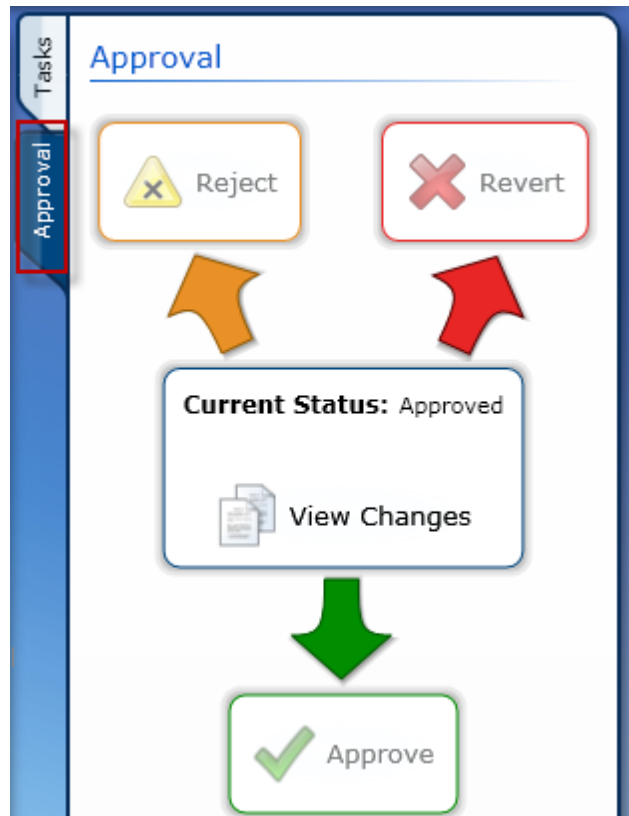Click the *Approval* tab to the left of the Task Pane to open the Approval Pane as follows:

FIG.28 Approval Panel

If you want to switch back to the Task pane for this section of Composer click the Tasks tab just above the Approval tab.

The center of the Approval pane shows the current status of the selected item (Playlist, Message, or Template). The status can be one of:

- Approved
- Waiting for Approval
- Rejected

For more details see the Approval Theory Section.. See page 17 for more details.

The available approval actions are shown at the end of the three arrows (Reject, Revert Approve) if any of these options are not available then they are grayed out.

Click *View Changes* if available to view the Proposed version of the selected item and the Approved version of this item side by side to identify any changes.

View Changes

In view changes mode you can see the Proposed new version of the selected item (Playlist, Message, or Template) and the approved version of this item side by side.

Revert

Removes the proposed version of the item (Playlist, Message, or Template). New edits will be made to a new proposed version of the item. Note, the status will change back to Approved as Revert causes Composer to revert back to the previous approved version of the item.

Reject

The user doing the rejecting enters a comment to say why they are rejecting the current Proposed version of the item (Playlist, Message, or Template). Other Users can read the rejection comment and edit the proposed version of the item as appropriate.

Approve

Approve the proposed changes. The proposed version of the item (Playlist, Message, or Template as appropriate) becomes the new approved version.

Setup Tasks

This section describes how to setup Composer for use with an Inspired Signage system

To setup Composer proceed as follows:

1. Install and Configure the Players you need for your system
2. Create a Publish Point System for these Players.
3. Setup Playlists and Playlist Restriction Lists based on the Playlist Setup Information provided by AMX or your re-seller.
4. Assign the Playlists setup in the previous step to Publish Points. This determines which Players receive these Playlists when they are Published.
5. Import the Template Packs you need and Publish those Template Packs to the relevant Players.
6. Create Resource Pools and User Groups.
7. Create User Accounts for your Users and assign User Accounts to the correct User Groups.
8. Refine Playlist Restrictions Manually.

These Tasks are discussed further in the pages that follow.

Note that it is usually best to setup one Player and practice publishing content to this Player to get a feel for the system before setting up a number of Players, User Groups, etc.

Creating a Publish Point System

Once you have configured all the initial Players supplied with your system then you must create a logical structure to represent Player groupings and hierarchies. This structure is called a Publish Point System. To create a Publish Point System:

1. Group Players by function within the organization for example: Internal Players (Players used to display information to employees) and External Players (Players used to display information to the public or by location e.g. Head Office, Branch Office, and so on). Identify these different groups and any hierarchies for these groups. For example you could create a group for offices in England and sub-groups for the offices in Northern England and Southern England. Then you could create further sub-groups corresponding to different cities in these regions. We call these groups Publish Points. Publish Points can contain Players and/or other Publish Points. Note that Publish Points can only have one parent so interleaved hierarchies are not possible.

2. Identify the top level of each hierarchy, using the previous example this would be the England Publish Point. Create a root Publish Point and give it a descriptive name.

3. Add child Publish Points. In the case of our example: Northern England and Southern England. Repeat this process until you have created all the levels of the Hierarchy.

4. Repeat the previous two steps to create more hierarchies ,if needed. For example: create a root Publish Point called Function containing Internal and External Publish Points.

5. Select Players and add them to the appropriate Publish Point (usually Players are added to the lowest level of a hierarchy). Hold Ctrl to select multiple Players.

Setting up Playlists

To Setup Playlists for your Inspired Signage System first consult the Playlist Setup Information provided by AMX or your reseller. This should contain a list of Playlists to setup. For each Playlist in this list:

1. Go to the Content Management section.

2. Select the Playlist sub-section.

3. Click *Create Playlist*, this opens the Playlist Settings window.

4. Enter a descriptive name for the Playlist as listed in the Playlist Setup Information.

5. Enter the Playlist filename. This filename must match the Playlist Setup Information.

6. Select the Playlist type and options for that Playlist type. The Playlist types are as follows:

   - Pooling Playlist - This Playlist is a content pool which can be fed by a number of sub pools (feeder pools). The Playlist designer (normally AMX) selects the rules used to select content from any feeder pools. **Note** that Content Pool Playlists can be played in a random order by selecting the Random Sequence Option (strictly speaking they are shuffled).

   - Standard Playlists - These Playlists are straight forward linear Playlists, they do not support validity rules for Playlist Messages. Select looping to force the Playlist to loop once it is finished.

   - Automated Playlist - These Playlists can only be controlled by an external application. You cannot edit an automated Playlist in Composer. Automated Playlists are only used for integration with the Babel application, for automatic publication of content from various data sources, for example XML, Databases, and so on.

7. Optional only needed if you want to restrict what can be added to the Playlist - Enter a comma separated list of labels such as Zone1, Zone2, Zone3 (spaces before and after the commas are ignored) under Automatic Restriction Groups to specify the Playlist Restriction labels for this Playlist. When you next import a Template Pack, Composer scans the Template Definitions in the Template Pack and adds any Template

Definitions which have matching metadata labels i.e which match any of the labels in this Playlist's Restriction List. Only Messages which derive from Template Definitions in the Restriction List can be added to the Playlist. All standard Template Definitions are tagged with an aspect ratio. If you wanted to allow Messages with the aspect ratio 10x1 to be added to this Playlist, you would set the Restriction List to A10x1

8. Click *Save* to save the changes to the Playlist and close the window or click *Cancel* to close the window without saving.

9. If you are making use of Resource Pools then you should continue by assigning this Playlist to the correct Resource Pool.

10. You will also need to assign this Playlist to one or more Publish points so that it will appear on screen.

Setting up User Groups, and Permissions

By default AMX provide four User Groups: Administrator, Manager, Editors, and Basic Users. These are a starting point for an installation however you may decide that you need User Groups with different permissions settings and/or a different number of User Groups.

When deciding what Users Groups are needed for your installation, you should consult the Administrator manual for details of the different Permissions available in Composer and then consider the following issues:

- How much of the management of your signage system you wish to delegate to other users,

- How many users are you likely to have. Large Inspired Signage systems usually require a greater subdivision of labor with different user groups responsible for different tasks.

- The different types of users you will have. Identify the tasks they are likely to carry out. Can you group your potential users into categories? These categories would be your User Groups.

- Whether you need to use the approval system where changes to Templates, Messages, and Playlists have to be approved or rejected by users with review rights before the changes can be displayed on screen. If you give all your users review rights then all changes they make are automatically approved.

Now you have a basic idea of the different User Groups required. Identify any Resource Pools that you need for your system. Resource Pools are collections of items in Composer (specifically Templates, Template Definitions, Messages, and Playlists). Decide if you would like to restrict access to groups of items available in Composer to specific User Groups or if some User Groups should have different access right to some Composer items. If either of these cases apply then you must create Resource Pools and set permissions for each Resource Pool and User Group combination.

Creating Resource Pools for User Groups

To Create Resource Pools for User Groups:

1. Go to the Content Management section of Composer.

2. Select the Resource Pool sub section, this shows a table of Resource Pools.

3. Click *Create Resource Pool* to create a new Resource Pool.

4. Enter a name for the Resource Pool in the Resource Pool Name field.

5. Pick a resource type to assign to the new Resource Pool using the resource type drop down. The available resource types are Template Definitions, Templates, Playlists, and Messages. The data table under the drop down shows all items of the selected type in Composer. You can use the search pane to select the correct item.

6. Select the items you want to add.

7. Click *Add Resource* to add the selected resources to the Resource Pool, the data table to the right of the window shows all the resources of the selected type assigned to the Resource Pool. Click *Show All* to show all resources assigned to this.pool.

8. Alternatively you can use the Assign to Resource Pool options in the Message, Playlist, and Template

Content Management sub sections or in the Template Definitions sub section of Template Management.

9. Next you need to associate the new Resource Pool with one or more User Groups and set the permissions for these Resource Pool / User Group combinations.

Configuring Playlists to Display on All or Selected Players

Once you have created Playlists for your Inspired Signage system you need to assign these Playlists to Publish Points to display the Playlist contents on all or selected Players. The process is as follows:

1. Select the Content Management section of Composer.
2. Select the Playlists sub section.
3. Select a Playlist.
4. Click *Set Playlist Publish Points* to open the Pick Publish Points window. This window consists of two halves: the top half which shows the Publish Point system and is used to select Publish Points and the bottom half which shows the selected Publish Points.
5. Click the arrow beside a Publish Point icon to expand it to reveal its contents if needed.
6. When you find a Publish Point you want to associate with the Playlist, click the checkbox on the same line, to the right of the Publish Point. The Selected Publish Points section updates to show all Publish Points associated with this Playlist.

Setting Up Players

Setup each Player in your Inspired Signage System as follows:

1. Install the Player Hardware, consult the Player Installation Guide for details.

2. Configure the Player settings manually within Composer or automatically discover and import the settings for all Players on the network (recommended).

   To automatically discover and import Player settings:

   a. Go to the Player Management section.

   b. Select the Player sub-section.

   c. Click *Discover Players*

   d. Click *Discover* and wait while Composer discovers accessible Players on the network and imports the details.

   To manually configure Player settings:

   a. Go to the Player Management section.

   b. Select the Player sub-section.

   c. Click *Create Player*

   d. Follow the instructions for adding a new Player. See Creating a Player for more details.

3. Add the newly created Player to the Publish Point System as follows:

   a. In the New Player options popup, select **Assign to Publish Points**

   b. Look through the Publish Point System (expanding the folders where necessary) and find an appropriate Publish Point to add this Player to. Publish Points are represented by folders as

      follows   If there are no appropriate Publish Point, for example this Player is in a new location, or the Player belongs to a group of Players performing a new function within an organization, consider creating a new Publish Point for this Player. See Creating a Publish Point System. See page 85 for more details. for more details.

   c. Select the chosen Publish Point or Points

   d. Click *Save*.

   e. This adds the Player to the selected Publish Point or Points.

4. Import and Publish any Template Packs which contain Templates and Template Definitions you want to use to create Messages to display on this Player. **Note**, if you miss this step then you will not be able to see these Messages on this Player. Import and Publish Template Packs as follows:

   a. In the New Player options popup, select Publish TPKs (Template Packs) to Players.

   b. Select one or more Template Packs that have already been imported.

   c. Click *OK* to proceed.

   d. A dialogue appears asking you if you are sure you want to publish these Template Packs to the Player.

   e. Click *Yes* to proceed.

Importing Template Packs

Composer comes with a number of Templates Packs to get you started. However, AMX's creative team can create industry specific Template Packs or, where commissioned, customer specific Template Packs containing a number of specific Templates. etc. Template Packs can be downloaded (from www.amx.com).

A Template Pack (file ending in .tpk) contains a number of Template Definitions, along with all the media (video and image files) and fonts required. These can be new Template Definitions or updates to existing Template Definitions.

There are four main types of Template Pack:

1. Architecture Template Packs - These Template Packs are used either to setup the Player to display content (Player Architecture Templates) or to setup Composer (Composer Architecture Templates). Architectural Template Packs do not generally contain Template Definitions you can use to create Messages. Note that Player Architecture Template Packs must be published to the Players which use them otherwise the Players will not display content correctly.

2. Standard Template Packs - These Template Packs contain Template Definitions which can be used to create Messages for display on Players. These Template Packs need to be imported into Composer and published to any Players which will display Messages based on the Template Definitions in these Template Packs.

3. Feed Reel Template Packs - These Template Packs contain Template Definitions which can be used to display data feeds such as RSS feeds, Weather data, etc by automatically populating Message properties with the information from the data feed.

4. Layout Template Packs - These Template Packs contain Template Definitions which can be used to create Layout Messages. When added to a Layout Playlist they determine the subdivision of Player displays into one or more Layout Areas where standard Playlists can be displayed.

When you import Template Pack you have the option of creating Templates and Messages from these Template Definitions. Normally this is only relevant for Standard Template Packs. Although a Template Pack automates the process, it is still possible to manually create Templates from Template Definitions that were supplied in a Template Pack. Importing a Template Pack also populates Playlist Restriction Lists where the imported Templates have labels which match Automated Playlist Restriction settings.

To import a Template Pack:

1. Choose the Template Management section of Composer.

2. Select the Import Template Packs sub-section

3. Select Import Template Packs from the Task pane

4. Click *Browse* to select a Template Pack file to import

5. Once you have selected a Template Pack, its filename is displayed in the Upload Window with status "Pending", this means that Composer is ready to upload this Template Pack but has not started yet. To the right of the status bar is an upload progress bar.

   Click the icon on the same line as a Template Pack filename to remove that Template Pack from the import list.

   Repeat steps 4-5 for each Template Pack file until you have selected all those you wish to import.

6. Click *Upload* to begin uploading the Template Packs or *Cancel* to quit. The Upload window show the progress made uploading the Template Packs.Once all the selected Template Packs have been uploaded the Import Template Pack window opens.

   The Import Template Pack window is divided into three sections:

   a. Content Import Options

   b. Playlist and Template Pack Options

   c. Publish Points - The Publish Points to Publish the Imported Template Packs to

7. Set Content Import Options as follows:

   Set/Clear *Import Template Definitions* depending on whether you want to Import the Template Definitions in the uploaded Template Packs into Composer.The default is to use this option, however this step is not necessary with Architecture or Playlist Template Packs. If you do not set this option, skip to the Playlist and Template Pack options Publish Point section of this window.

   If you do decide to Import the Template Definitions then for each Imported Template Definitions you can choose one of the following options:

   - Create a Template For Newly Imported Template Definitions - Create Templates for any new Templates (those that do not already exist in Composer). This is the default option.

   - Create a Template For All Imported Template Definitions - Create Templates for all Template Definitions in the Template Pack.

   - Don't Create Templates - Don't create any Template Definitions.

   Note Composer will only create Messages or Templates for new Template Definitions which are not already present in Composer

8. Set Playlist and Template Pack Options as follows:

   Choose whether to Publish the uploaded Template Packs to one or more of your Players, set/clear the checkbox *Publish the Imported Template Packs to Players*as appropriate. Only clear this option if you have imported a Playlist TPK just for the purpose of configuring Playlists in Composer. In all other cases you will want to Publish the Template Packs to one or more of your Players.

   If you have uploaded one or more Playlist Template Packs you can choose to create any Playlists contained in the Playlist Template Packs in Composer.These Playlists are then allocated to the Publish Points selected in the Publish Points section below.

9. Set Publish Points to Allocate and/or Publish to:

   In the final section of this window, choose to send any imported Template Definitions or Playlists to **all**, or a selected set of Publish Points. Set the option **Select the Publish Points...to**to select the Publish Points. You are then shown the Publish Point System. Set the checkbox besides the Publish Points (individual Players or groups of Players) you want to allocate or publish to. Click the black triangles in front of Publish Points to expand them to reveal their contents.

10. Click *Import* to begin importing the uploaded Template Packs, this will take a number of seconds. The data table in the Import Template Packs sub-section shows the progress of all current imports.

Note that you must publish a Template Pack to a Player if you plan to publish Messages based on Templates Definitions in this Template Pack to this Player otherwise you will not see anything.

Once import has finished then you can see the newly imported and created items (Templates Definitions, Templates, and Messages). If you cannot see these imported items but an Administrator is able to view them, then you (or someone with the correct permissions) needs to assign the imported items to a Resource Pool that you can access.

Day to Day Tasks

The following pages describe the main day to day tasks you are likely to perform. Note that this list is not exhaustive.

Creating and Publishing Messages

Note this text assumes that you or an Administrator has configured Playlists, Players, and a Publish Point System for your Inspired Signage system, imported any Template Packs required and associated Playlists to the correct Publish Points. To create custom content as a User, you should first determine what type of content you want to display, select a Message that closely matches your requirements, and then customize that Message for your specific needs. The process is as follows:

1. Select the Content Management section of Composer.
2. Select the Messages sub-section.
3. Click *Create Message*. Create a Message as follows:
    a. Choose the most suitable Template for the new Message. Use the Search pane if needed.
    b. Enter or select appropriate information in the Message fields. A meeting announcement may have a number of fields (the exact details depend on the Message's Template) such as Meeting Location, Meeting Time, Meeting Topic, etc.
    c. Enter a name for the Message.
    d. Click *Save* to create a provisional Message.
    e. If necessary set Validity Rules for the Message to determine when the Message can appear on screen.
    f. Ask a Manager to approve the Message you have created (not necessary if you have review rights as the Message will be automatically approved)
4. Select the Playlist sub-section.
5. Select the Playlist you want to add the Message to from the Table.
6. Click *Edit Playlist*.
7. Search for the newly created Message in the left hand pane created and click *Append Messages* to add this Message to the end of the Playlist.
8. Select the newly added Message and move it up or down in the play order as required.
9. Click *OK* to confirm the changes to the Playlist. This creates a provisional updated version of this Playlist.
10. Ask a Manager to check and approve the changed Playlist (not necessary if you have review rights - the Playlist will be automatically approved in this situation).
11. Select the Publish Menu from the toolbar
12. Click *Publish Content Changes* to publish the changes to the Playlist to all the Players associated with these Playlists. All the Players should then update to display the changes.

Reviewing Changes to Messages, Templates, or Playlists

A Manager may need to review changes to Composer items made by other users and approve or reject these changes. Changes to Templates, Messages, or Playlists are supported by the approval system. The steps needed to review changes are as follows

1. Click *Go to Dashboard*
2. Select the Approval Queue tab this shows a table of all the items waiting for approval along with an approval task pane where you can approve the change to the item, view the change,
3. Select a row in the table. You can now use the approval pane to the right of the table to approve the

changes, view the changes, reject the changes with a comment explaining why, or revert to the previous approved version of the item.

4. Click *View Changes* in the Approval Pane to view the modifications to the selected item.

    In the case of Templates or Messages then Composer only shows those properties that a user has mod-ified, unaltered properties are not shown. The left hand column shows the approved property values, the right hand column shows the proposed values. Text changes are highlighted (changed text is shown in red in the right hand column, the original text is shown in blue in the left hand column).
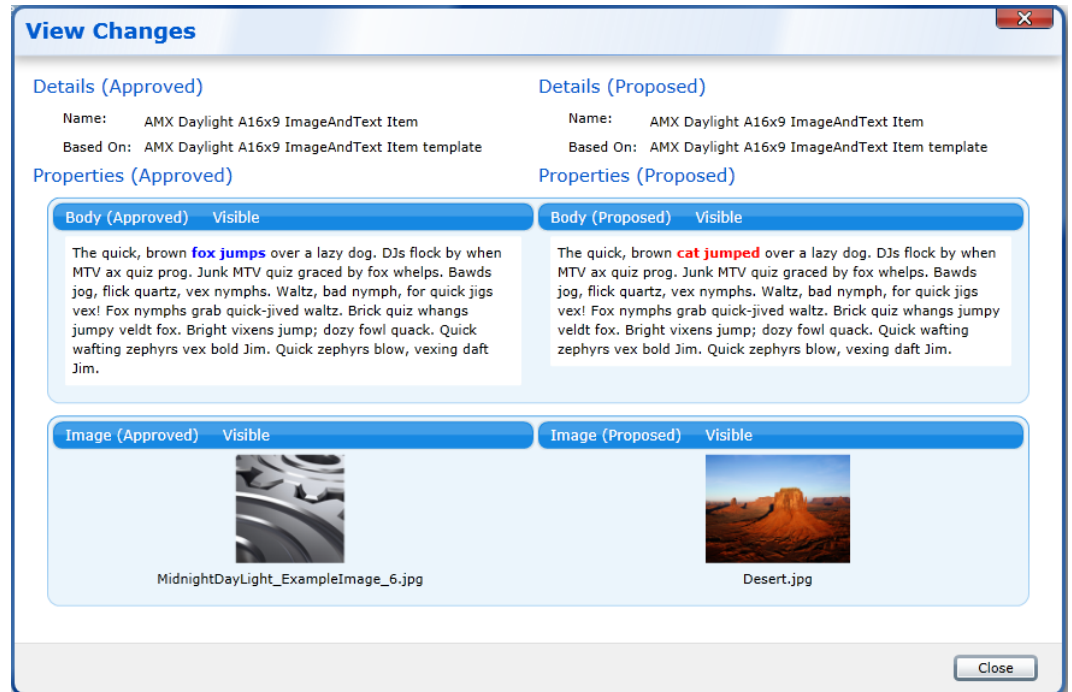

FIG.29 View changes for a Message showing modified properties, note the highlighted text changes

5. Either click *Approve* to approve the changes to the selected item or click *Reject* to reject these changes. if you reject the changes, enter a reason for the rejection so the user who submitted the change can correct the error or errors and re-submit. If the user needs to start again completely then click *Revert* to revert to the last approved copy of the item, losing any proposed edits made by users.

Changing Message Play Order

To change the order in which Messages are displayed:

1. Go to the Content Manager section of Composer.
2. Select the Playlists sub-section.
3. Select the Playlist containing the Messages you want to re-order.
4. Click *Edit Playlist*, this opens a window showing the Messages in this Playlist.
5. Select a Message or Messages in the right hand pane.
6. Move Messages up to move them forward in the play order. Move Messages down to move them backward in the play order.
7. Once you have the Messages in the correct order, click *Save* to make a provisional copy of the modified Playlist
8. Ask a manager to check and approve the changes to this Playlist (not necessary if you have review rights for Playlists).
9. Once the modified Playlist has been approved, select the Publish menu in the Toolbar.
10. Click *Publish Content Changes* to publish the changes to the Playlist and update all Players which display this Playlist.

Changing Rejected Messages/Templates

Managers can reject changes to Messages/Templates. They will usually provide a reason.

View rejected Messages/Templates as follows:

1. Select the Content Management section.
2. Select the Messages or Templates Sub-section as appropriate.
3. Click the top of the *Approval Status* table column to sort all the Messages/Templates in the system by Approval Status.
4. Select one of the Rejected Messages/Templates.
5. Click the Approve tab to open the Approval Pane. This shows any comments made by the Manager who rejected the Message/ Template.
6. Click Edit Message (Edit Template) to make the changes requested.
7. Click *Save* once you have finished creating a new provisional Message (Template). You will need to ask a manager to check your changes

Removing Messages From Playlists

If you no longer want to see a Message then you need to remove it from all the relevant Playlists. The steps are as follows:

1. Select the Content Manager section.
2. Select the Playlists sub section.
3. Select a Playlist containing the Message you want to remove.
4. Click *Edit Playlist*.
5. Select the Message to remove and click *Remove Messages*.
6. Click *OK*.
7. Ask a Manager to approve the changes to the Playlist (unless you have review rights yourself).
8. Repeat steps 3-7 for all Playlists containing this Message.
9. Once all the modified Playlists have been approved (not necessary if you have review rights as the change are automatically approved), click the Publish icon in the toolbar.
10. Click *Publish Content Changes* to publish the changes to the Playlist. The removed Message should no longer be displayed on any of the Players.

Setting When a Message can be Displayed

Composer provides the ability to set the dates and times when Playlist Messages can be displayed on screen. Once you have set a date range for a Message you can set the days of the week and the times during those days that this Message can be displayed. You can set multiple date ranges for a Message, these settings are known as Validity Rules.

To set Validity Rules for a Message:

1. Select the Content Management section.
2. Select the Messages sub-section.
3. Select the Message you want to restrict to a certain date. Use the Quick Search Pane or Advanced Search feature to find the Message (if needed).
4. Click *Set Message Validity*.
5. Click *Add Rule* to create a date range within which the Message can be displayed on Screen.
6. Enter a start date for the range in the **Valid From** field. If you don't provide a start date then the range will be valid from today's date onwards.
7. Enter an end date for the range in the **Valid To** field. If you don't provide a end date then the range will not end.
8. To set the days of the week (and times) within this range when the Message can be displayed, set the **Define Specific Weekday Rules** checkbox, this brings up a timesheet.
9. Use the timesheet to set time intervals during the different days of the week when a Message can be displayed. Left-click and drag to set a range where the Message is valid, shown in orange. If you make a mistake you can erase part of a time range by left clicking a time when the Message is valid and dragging the cursor over the range.
10. Click *Save* once you have finished setting Validity Rules for this message, this creates a new provisional version of this Message with these Validity Rules.
11. If you don't have review rights, ask a Manager to approve these changes
12. Go to the Publish Menu in the toolbar and select *Publish Content Change*s.

Creating Templates

If you plan to regularly create similar Messages it makes sense to create a Template to simplify this task, help ensure consistency, and reduce the opportunity for error. The process is as follows:

1. Select the Content Management section.
2. Select the Templates sub-section.
3. Click *Create Template*
4. Select the Template Definition that you wish to base the Template on.
5. Enter a name for this Template. Make the name easily recognizable.
6. Go through the Template Properties fields. For each field:
7.
    a. Set a default value for each Property where needed to simplify the job of Template Users.
    b. If you don't want users creating Messages from this Template to modify this property field, clear the Enable Property Editing in Messages checkbox.
    c. If you want to change the property name to something more identifiable, set the Name check-box and enter a new name for this property.
8. Click *Save* to create the new provisional Template.
9. If you don't have review rights the Template will be listed as Waiting for Approval. Ask a manager to review and approve the Template. Once the manager has approved the Template then it can be used to create Messages.

Creating Playlists for Special Circumstances

If you need to quickly display an alternate, pre-prepared Playlist in special circumstances whose timing cannot be predicted in advance (for example, an emergency) then a Playlist Version is a good solution. If you can predict when you might want to display certain content then Message Scheduling or Validity Rules is normally a better option. A Playlist Version is effectively an alternate version of a Playlist which can be turned on or off at any time. Create a Playlist Version as follows:

1. Choose the Content Manager section
2. Select the Playlists sub-section.
3. Select the Playlist you want to make a variant of.
4. Click *Edit Playlist Versions* to bring up the Edit Playlist Version window. This shows all the versions of a Playlist. There is always one version called Main, the original Playlist.
5. Click *Add Version* to create a new Playlist Version.
6. Type an appropriate name for this Version
7. Click *Activate Version* to make the new Playlist Version active. You can now add messages to this Playlist Version or publish it to display it onscreen.
8. Once you have perfected the Playlist version re-activate the default Main Playlist.
9. When you need to display the alternate Playlist, you can just re-activate it and select Publish Content Changes from the Publish menu to display it on screen.

Add a New User

To add a new user:

1. Go to the User Management section
2. Select the Users sub section.
3. Click *Create User* in the Tasks pane
    Enter a username for the new User
4. Make sure the User Active box is checked. If you want to activate the User later, uncheck this box.

5. Choose the User Group or Groups the new User belongs to.

6. Enter a password for the new User

7. Click *Save*

Deactivating an Existing User Account

To deactivate an existing User Account:

1. Go to the User Management Section

2. Click *Users*

3. Select the User you wish to deactivate from the Users Table, use the search pane if needed.

4. Click *Edit User*

5. Clear the **User Active** checkbox

6. Click *Save*

This will log the user out of Composer and prevent them logging back in again.

Adding Images to Messages or Templates

When you add Images to Messages or Templates you need to consider two factors:

1. The aspect ratio of the image and the aspect ratio of the rectangle used to display this image.

2. The resolution of the image. Images should not exceed 1280 pixels in width and 1024 pixels in height as screens used in most installation do not normally exceed this resolution.The Player will scale the images you provided as needed but excessively high resolution images such as those used for printing may effect Player performance and could cause the Player output to jitter.

The image property name in the Template or Template Definition contains the aspect ratio of the rectangle that will be used to display the image. For example: Meeting Picture4x3 indicates this picture has an aspect ration of 4x3 so the ratio of width to height is 4 to 3. To get best results you should use images with a similar aspect ratio otherwise the Player will stretch/shrink, or crop the image provided as appropriate. Calculate the aspect ratio of you picture by dividing the width by the height, in this case it should be as close as possible to 4/3.

The following image formats are supported by Composer:

- .JPG/.JPEG - Note that Progressive JPEGs are not supported.
- .BMP (24 bits per pixel only)
- .TGA (24/32 bits per pixel only)
- .PNG
- .GIF
- The vector format .WMF

Note CMYK formats are not supported.

Adding Video to Messages or Templates

When you add Video to Messages or Templates you need to consider the following factors:

- The aspect ratio of the video and the aspect ratio of the rectangle used to display this video in the Template or Message. The video property name will describe the aspect ratio of the rectangle used to display the video e.g. VideoField16x9 has a 16x9 aspect ratio. Aspect ratio is the ratio of height to length for video and images.
- The resolution of the video. The higher the video resolution the greater the stress on the Player. If the Player is under stress it will run hotter and use more power.

Note: When creating video for Digital Signage encode from a digital source over a digital link. Do not use composite at any point in the chain if at all possible as this will severely compromise quality.

Table of Supported Video CODECs and Container Formats				
Container format	Video CODEC	HD Support	Audio CODEC	Max Bitrate
.mp4	h.264	Yes	AAC	10Mbits/sec
.mpg	MPEG-1	No	MPEG Layer I,II	10Mbits/sec
.vob	MPEG-2	No	MPEG Layer I,II	20Mbits/sec
.mov	h.264	Yes	AAC	10Mbits/sec

We advise 1080p video should be played full-screen only - never in a layout area belonging to a multi area Layout. Video played inside one of a nmber of layout areas should be at most 720p

Appendix A - Error Messages

This section lists some error messages that you may see in Composer and explains the meaning of the error message in greater detail:

Error Messages	
Message	**Description**
Cannot Generate Thumbnail	Due to a limitation in Silverlight we cannot generate thumbnail images for gif, tga, bmp or wmf files added to Messages or Templates.

Appendix B - Troubleshooting Issues with Composer/Player

If you are having trouble displaying Messages on one or more Players then you can try the following:

- Check you have published the Template Pack that the Messages are derived from to the Player.
- Check you have published an Architectural Template Pack to the Players.
- Check the Players are Enabled. Check the network connectivity of the Players.
- Check the Message Validity.
- Try forcing Composer to publish to all or selected Players using one of the Republish options.
- Check all Playlists containing the Messages you want to display are being published to all your Players. Use the **View Playlist Assignments** task within the Playlist sub-section of Content Management.
- Check that Players have been assigned to Publish Points so that the Players will receive any Playlists assigned to these Publish Points when you Publish Content Changes.
- Check that you have publish a

Appendix C - Supported File Types

Composer supports the following media file types :

- Images
- Video
- Audio

Images

The following image formats are supported:

- .JPG/.JPEG - note that Progressive JPEG files are not supported
- .BMP (24 bits per pixel only)
- .TGA (24/32 bits per pixel only)
- .PNG
- .GIF
- The vector format .WMF

Note: CMYK formats are not supported.

Image Size

Composer is able to open any size of image and will send them to the Players. Although the player will attempt to use them, performance may be affected.

- It is best practice to scale down images to a sensible resolution, as in most cases your screens will have fairly low resolution.
- An image should typically not exceed 1280 pixels in width and 1024 pixels in height, but this may depend on your installation.

Video

Note: For best quality, encode from a digital source over a digital link. Do not use composite at any point in the chain if at all possible as this will severely compromise quality.

Table of Supported Video CODECs and Container Formats				
Container format	Video CODEC	HD Support	Audio CODEC	Max Bitrate
.mp4	h.264	Yes	AAC	10Mbits/sec
.mpg	MPEG-1	No	MPEG Layer I,II	10Mbits/sec
.vob	MPEG-2	No	MPEG Layer I,II	20Mbits/sec
.mov	h.264	Yes	AAC	10Mbits/sec

We advise 1080p video should be played full-screen only - never in a layout area belonging to a multi area Layout. Video played inside one of a nmber of layout areas should be at most 720p

Aspect Ratio:

For display in a 16x9 template:

- Use *Pillarbox* to show 4x3 video

For display in a 4x3 template:

- Standard 4x3 video
- Use *Letterbox* to show 16x9 video

Appendix D - Advanced Playlist Theory

Playlist Types

There are two main types of <u>Playlist</u>:

- Content Pool Playlists- these use a playlist filename ending in .pool.
- Standard Playlists - these use a playlist filename ending in .itm.

Content Pool Playlists - This type of Playlist creates a 'pool of content' (called a content pool) containing a variety of Messages, from which the Player can choose what to display in real time, according to a number of rules. Some of these rules are set by the AMX designers, but others are under the control of users, namely:

- You can define validity rules on Messages, and the player will only ever select Messages that are valid. For example, you could decide that a particular Message should only display on Fridays. Note, Validity will not work if the Playlist mode is set to Sequential only.
- You can control the way in which the player selects the Messages to display from the set of valid Messages in the pool, by specifying that it should do so either in sequence or at random (shuffled). <u>See Playlist Modes on page 15 for more details.</u>

The following diagram shows a typical Content Pool Playlist. This pool is used to display messages on a station concourse. AMX designers create a pool hierarchy where lower level pools feed into higher level pools. The content of this pool is created by taking one message from the Advertisement pool, three messages from the News Stories Pool and one message from the Train Departure Information pool, this process repeats indefinitely (the Pool creates a buffer containing content ready and waiting for display). The News pool is itself constructed by taking one message from the Entertainment News pool for every two messages from the Business News pool. This is summarized in the following diagram:
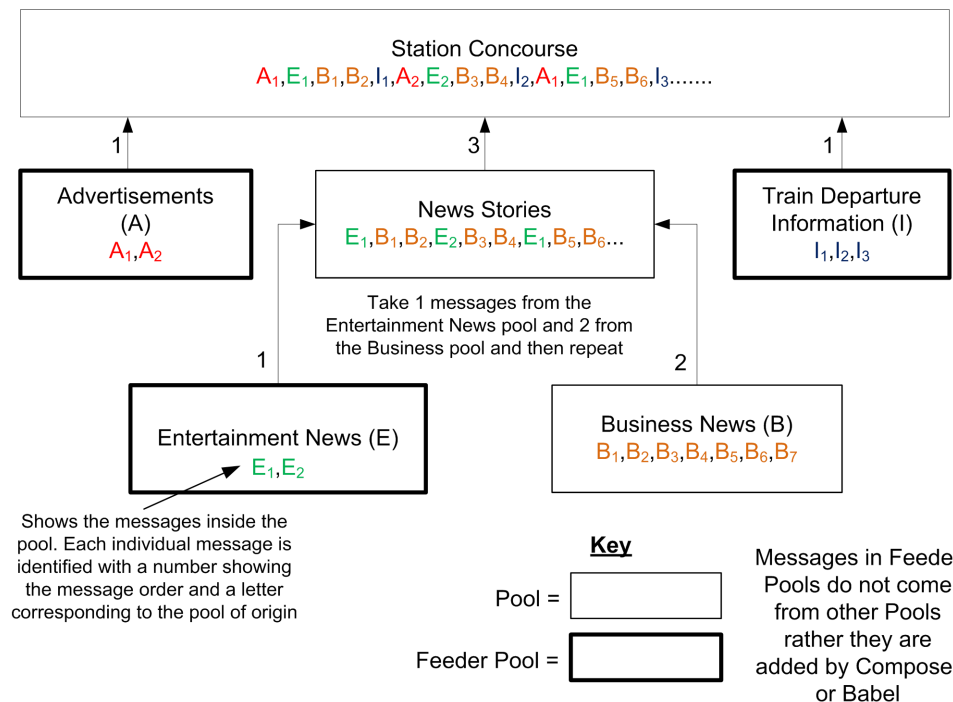
FIG.30 Diagram showing how Content Pool Playlists are constructed from a number of Content Pools arranged in a Hierarchy

There is no concept of looping with Content Pool Playlists as they continue indefinitely.

Standard Playlists - these are a basic Playlist which do not support validity. The items in standard playlists can only be displayed in sequence (it's not possible to display the contents of the playlist in a random order). You can arrange for the playlist to loop if required.

Playlist Propeties

Playlists have a number of properties which determine how they behave, with the exception of play order (the order in which Messages in Playlists are shown on screen, these properties are preset by AMX designers and cannot be modified in Composer. As a result we only discuss these preset properties briefly below.

- Priority - determines which Playlist is displayed in front of which other Playlist
- Timing - determines when different Playlists are displayed on screen. For example display Playlist A at the same time as Playlist B or display Playlist B after Playlist A has finished, and so on.

- Playlist Types - determines whether this is a simple standard Playlist or a more complicated Playlist known as a content pool which uses various rules to decide on the fly which Message to display next.
- Pooling - The output of content pool Playlists can be fed into the input of other content pool Playlists. Special rules determine how many of each feeder Playlist to select at each turn. For example: You can have a top level Playlist A with feeder Playlists B and C. You can then have a rule that Playlist A selects 2 Messages from Playlist B for every 1 Mssage from Playlist C. Playlists B and C can have feeder Playlist themselves, and so on.

Playlist Restrictions

Playlist Restrictions are used to restrict which Messages can be added to a Playlist. These restrictions stop users accidentally or deliberately putting inappropriate Messages in a Playlist. For example, if the area controlled by a Playlist has an aspect ratio of 16x9, you may want to prevent users adding Messages with a different aspect ratio to this Playlist. Alternatively you could have Messages for internal use (staff messages) and external (public) Messages. Playlist Restriction could be used to prevent internal Messages being added to Playlists shown on Players which can be viewed by members of the public.

Playlist Restriction List

Each Playlist can have a list of Template Definitions called a Playlist Restrictions List.If a Playlist has a Restriction List then you can only assign Messages based on Template Definitions in the Restriction List to the Playlist. If there is no Restriction List you can add any Message to the Playlist.

Setting up Playlist Restrictions

Setup Playlist Restrictions as follows:

1. . For each Playlist specify a list of labels to match against Template Definition metadata, this is called an Automatic Playlist Restriction Group. Template Definitions in imported Template Packs which have any of these labels are automatically added to the Restriction List for this Playlist.
2. containing Template Definitions with metadata containing the labels identified in the previous step.
3. manually for each Playlist in step 1 above.

See Also:

-

Automatic Restriction Groups and Restriction Lists

Automatic Restriction Groups are a list of labels, they are used to automatically construct a list of Templates Definitions for a Playlist called the Restriction List. Only Messages derived from Template Definitions in the Restriction List can be added to the Playlist so this allows you to prevent users putting inappropriate Messages in a Playlist. Manually adding Template Definitions to the Restriction List is time consuming, by taking advantage of the fact that Template Definitions can be labeled we can add all Template Definitions with selected labels to the Playlist Restriction List. A typical use is to prevent users adding Messages which are the wrong aspect ratio to a Playlist. When you import a Template Pack the Template Definitions in the Template Pack are scanned. If any of the Template Definitions are labeled then the labels are checked against the list of labels in the Automatic Restriction Group for each Playlist, if there are any matches then the Template Definition is added to the Restriction List for that Playlist. The documentation available for the Template Pack will provide information about the labels applied to the Template Definitions it contains.

The following diagram shows how labels are applied to Template Definitions within Template Packs, it shows an example Template Pack which contains seven Template Definition, these Templates are marked with three different labels.
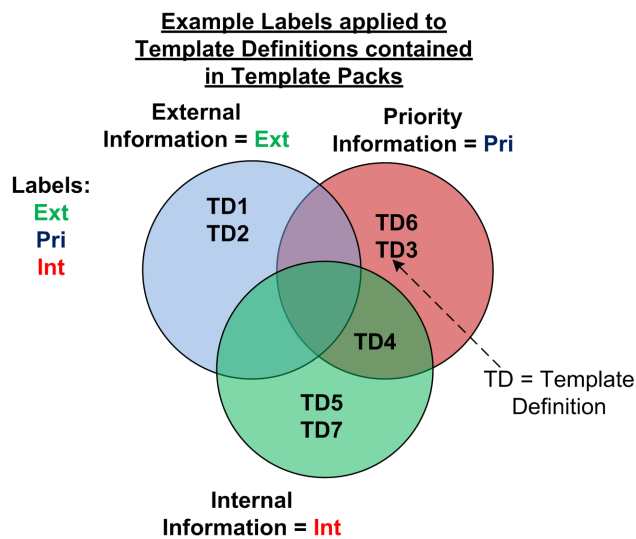

FIG.31 **Template Pack containing Template Definitions with labels**

The following diagram shows how you can automatically restrict what messages can belong to a Playlist using the example Template Pack
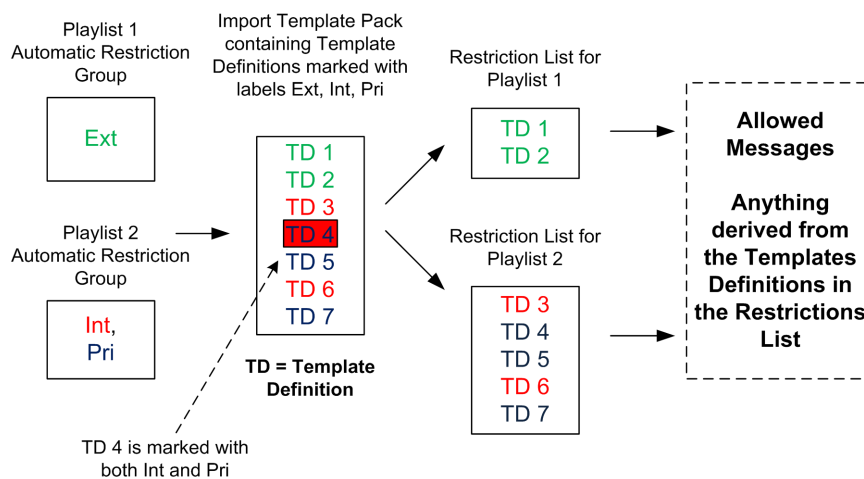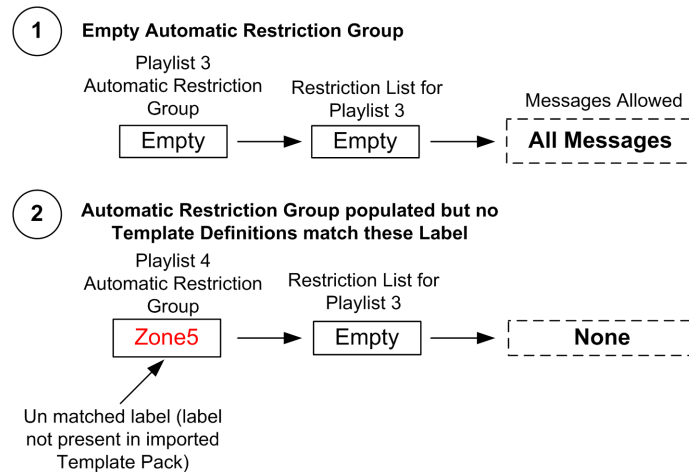
FIG.32 Using Automatic Restriction Groups to Create Playlist Restriction LIsts

There are two special cases with Automatic Restriction Groups where the mechanism does not behave as outlined above:

1. If a Playlist Automatic Restriction Group is empty and the Restriction List for that Playlist is also empty then all Messages are allowed in the Playlist.

2. If the Automatic Restriction Group is not empty but none of the labels match the labels on the Template Definitions in the Composer database and the Restriction List for that Playlist is also empty then no Messages are allowed in the Playlist.

The following diagram illustrates these two special cases:

FIG.33 Automatic Restriction Group Special Cases

Metadata

Template Pack designers can add extra information called metadata to Template Definitions. This extra information includes:

1. Aspect Ratio - Aspect Ratio (ratio of width to height) of this Template Definition. Normally you will only want to use Template Definitions with Playlists which have the same aspect ratio.

2. Duration - The default duration of Messages created from this Template.

3. Labels - Labels are used to classify Template Definitions. For example you could have labels such as Public or Internal to distinguish Templates designed to display information to the general public from those used to display information for internal use. Other possibilities include labels like Zone1, Zone2, etc. to indicate what can be displayed in different areas of a building. Labels are used to automatically setup Playlist Restriction Lists which restrict what Messages you can put in a Playlist. Playlist Restrictions Lists are a list of Templates Definitions. When you import a Template Pack the labels of the imported Template Definitions are checked against the Playlist labels (|Automatic Restriction Group), if there is a match then this Template Definition is added to the Playlist Restriction List for that Playlist. Only Messages which derive from Template Definitions in the Restriction List can be added to the Playlist.