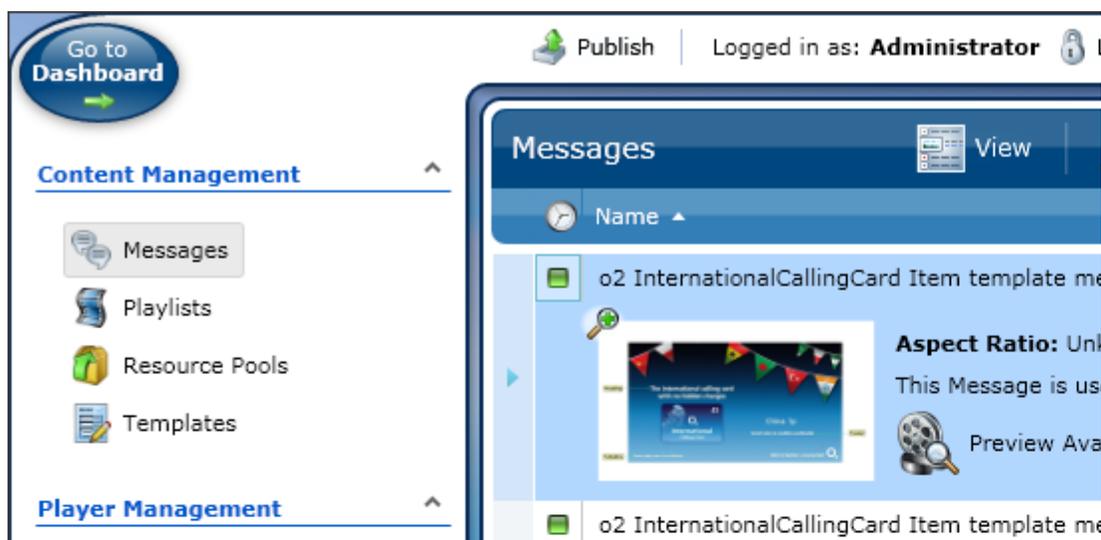




Getting Started Guide

Composer 5.4

Desktop Edition



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Introduction

This Getting Start Guide explains the relevant parts of the Composer User Interface and describes how to perform common tasks. For more information see the help within the Composer application or refer to the Composer Operation/Reference Guide.

Logging in to Composer

Click **Start > All Programs > AMX Inspired Signage > Composer**. This should open your web browser. At this stage you may be prompted to install the Silverlight browser plugin from Microsoft (this is not needed when you login subsequently). Once this is complete you will see the following progress screen as the Composer application loads:



FIG.1 Progress Screen for First Login

When all the Composer modules have been installed, a login screen appears as follows:



FIG.2 Login Screen

Login to Composer as follows:

1. Enter your Composer username and password as provided by your administrator.
2. Click **Login**.

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	<u>Template Definition</u>
User Template	<u>Template</u>
Item	<u>Message</u>
Destination	Player, also see the new concept: <u>Publish Points</u>
Draft Playlist	<u>Playlist Version</u>
Rights and Restrictions	<u>User Management</u>

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 - group Players together by location or function to simplify publishing especially when you have a large number of Players.
- Automated Playlist Restrictions - automatically create Playlist Restrictions based on labels attached to imported Templates.
- Resource Pools used to control access to Templates/Messages/Playlists for different users
- Approval Mechanism- optional ability to only allow changes to Messages, Templates, or Playlists to be published and displayed once they have been approved.
- Automatic Template Properties such as the date a Message was created which can be displayed on screen.
- Preview Mechanism- preview what a Message will look like on screen before displaying it for real.
- Import Players- 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	<u>Playlist Versions</u>
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.

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 **Task 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 Tables** showing items associated with the selected Composer sub section.
- The **Status Bar** in the top right corner of the screen.

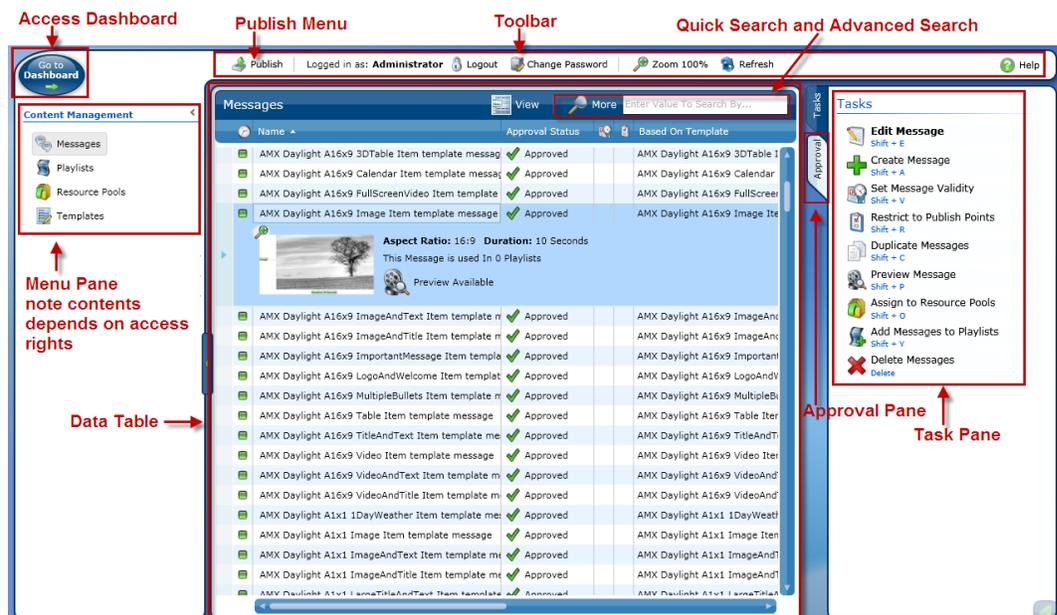


FIG.3 The Composer User Interface

Dashboard

Composer contains 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.

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.4 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. From top to bottom we have:

- [Content Management](#) - to create and manage Messages, Playlists, Resource Pools, and Templates
- [Content Management](#) - To configure Players and Publish Points
- [Template Pack Management Section](#) - To manage Template Packs
- [User Management](#) - 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.

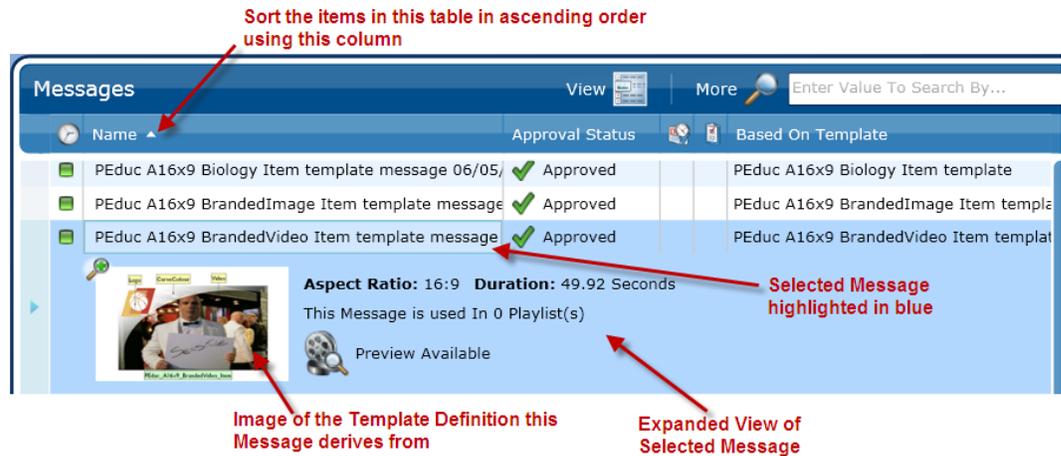


FIG.5 Data Table

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.

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.

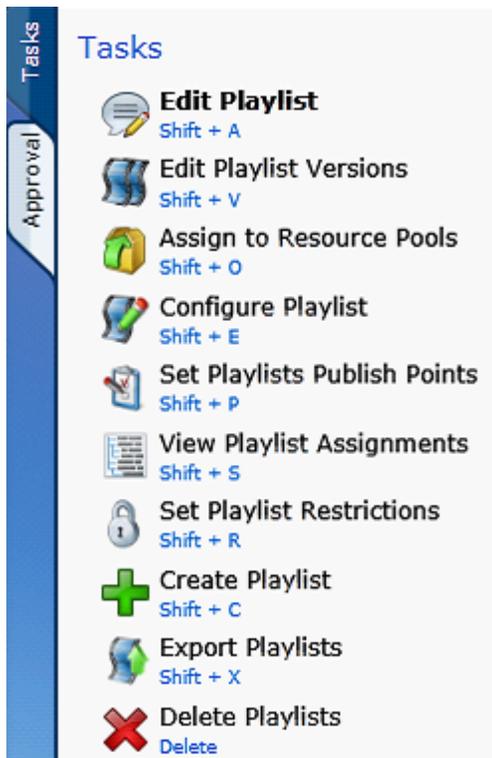


FIG.6 Playlist Task Pane

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.7 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.

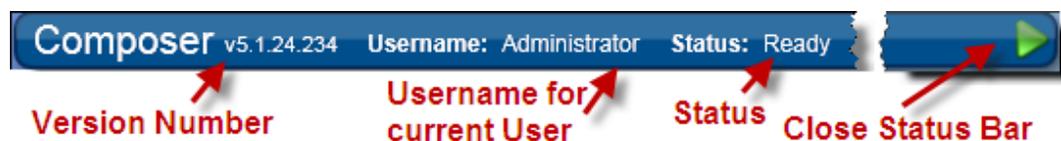


FIG.8 Status Bar

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 12 for more details. - use this section to create Messages and Templates, add Messages to Playlists (collections of Messages, similar to MP3 Playlists), manage Resource Pools
- Player Management, see page 15 for more details. - use this section for managing and configuring Players and Publish Points.
- Template Pack Management Section, see page 15 for more details. - use this section for deleting Template Definitions, and for Importing and Publishing Template Packs.
- User Management, see page 18 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 11 for more details. - click Publish on the toolbar, use this section to publish any content changes to your Players for display.
- Dashboard, see page 10 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.

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](#)
- [Playlist Sub Section](#)
- [Resource Pools](#)
- [Templates](#)

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:

- [Create Message](#)
- [Edit a Message](#)
- [Delete Messages](#)
- [Duplicate Messages](#)
- [Restrict to Publish Points](#)
- [Set Message Validity](#)
- [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:

The screenshot shows a table of messages with the following columns: Name, Approval Status, and Based On Template. A detailed view of a message is shown above the table, including a 'Template Guide Image', 'Aspect Ratio: 16:9', 'Duration: 10 Seconds', and 'This Message is used In 1 Playlists'. Annotations explain the following elements:

- Template Guide Image:** A red arrow points to the image thumbnail.
- Use Information:** A red arrow points to the text 'This Message is used In 1 Playlists'.
- Indicates whether Preview is available for this Message:** A red arrow points to the 'Preview Available' icon.
- Shows whether this message is currently Valid for display. Red = Invalid, Green = Valid:** A red arrow points to the status icon (a green square) in the first row of the table.
- A clock indicates there are date and time validity settings for this Message:** A red arrow points to the clock icon in the 'Approval Status' column.
- A padlock indicates the Message is restricted to specific Publish Points:** A red arrow points to the padlock icon in the 'Based On Template' column.

Name	Approval Status	Based On Template
AMX Midnight A16x9 ImageAndText Item template n	Waiting Approval	AMX Midnight A16x9 ImageAndTe
AMX Midnight A16x9 ImportantMessage Item templa	Approved	AMX Midnight A16x9 ImportantMe
AMX Skyline A16x9 VideoAndTitle Item template me	Approved	AMX Skyline A16x9 VideoAndTitle
testing	Rejected	3DBoxes A16x9 Widget ModallLayc

FIG.9 Message Table Columns

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, amongst other tasks.

Playlist Sub Section

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

- [Edit Playlist](#)
- [Edit Playlist Versions](#)
- [Assign to Resource Pools](#)
- [Set Playlist Publish Points](#)
- [Set Playlist Restrictions](#)
- [Delete a Playlist](#)
- [Create Playlist](#)
- [Configure Playlist](#)
- [View Playlist Assignments](#)

The Playlist sub-section also contains a [Data Table. See page 6 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	<p>Either Manual or Automatic.</p> <ul style="list-style-type: none"> • Manual Playlists are modifiable inside Composer. • Automatic Playlists can only be modified by external applications such as Babel
Play Method	<p>Either Pooling Playlist or Standard Playlist. The Playlist type is determined by the content architecture.</p> <ul style="list-style-type: none"> • 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

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 Resource Pool](#)
- [Assign Resources to Resource Pool](#)
- [Delete Resource Pool](#)

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 1 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 1 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 15 for more details.](#) - this sub section allows you to delete unnecessary Template Definitions or to assign them to Resource Pools.

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:

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 [Player sub section](#) 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 [Publish Points sub section](#) this contains a table showing all the Publish Points currently configured in Composer. Use this sub section to create and manage [Publish Points](#) (either Players or groups of Players). Publish points allow you to group Players together and publish Playlists to that group of Players.

Publish Point Sub Section

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](#)
- [Discover and Import Player settings automatically](#)
- [Create a Player](#)
- [Assign Player to Publish Points](#)
- [Publish TPKs to Players](#)
- [Republish TPKs to Selected Player](#)
- [Copy Feed Reels](#)

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](#)

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.10 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
- Add a Child Publish Point
- Add a Root Publish Point
- Delete Publish Points

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 - [Edit User Group and Resource Pool Permissions](#)
- 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](#)

Further Information

- If you are using the IS XPert system refer to the IS XPert Operation/Reference Guide for further information on this system including setting up news and weather feeds.
- Refer to the Composer Operation/Reference Guide or Composer application help for further information about using Composer and for the theory behind the concepts used in Composer.