

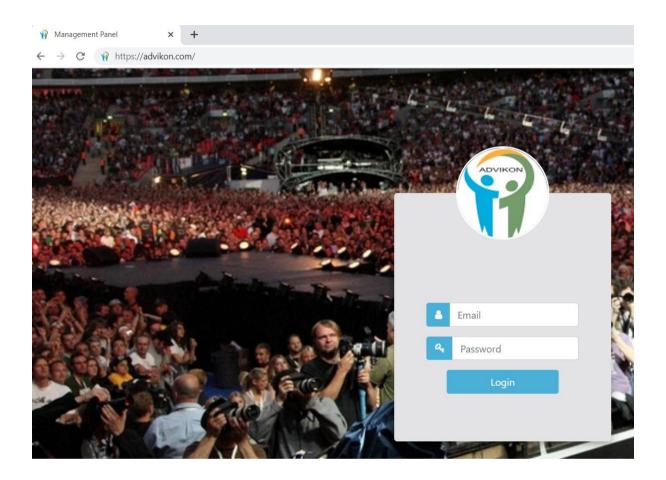
OPERATIONAL MANUAL

Advikon:

An Online Multimedia Distribution and Digital Marketing platform.

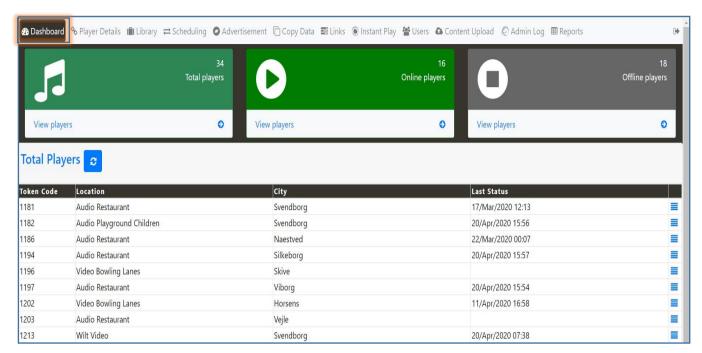
Going to the website

- Enter https://advikon.com/ in address bar of the browser



- Login using credentials provided to you by the Advikon Support team on your registered email id.

1. Dashboard



- The first screen of Advikon opens in Dashboard.
- The Grey bar at the top of the screen has 12 fields of the Application:
 - 1. Dashboard.
 - 2. Player details.
 - 3. Library.
 - 4. Scheduling.
 - 5. Advertisement
 - 6. Copy data
 - 7. Links
 - 8. Instant Play
 - 9. Users
 - 10. Content Upload.
 - 11. Admin Log.
 - 12. Reports.

1. Dashboard:

The Dashboard screen shows Total Players, Online Players, Offline players to the user along with their complete details.

i. Total Players: It shows total number of Players of the user. Name of the players can be viewed by clicking on View Players. List of Total Players get displayed in form of a table with details like Token code, Location of player, City of player and last status.



ii. Online Players: It shows total number of Online Players of the user. Online players can be viewed by clicking on View Players.



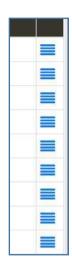
iii. Offline Players: It shows total number of offline Players of the user. Offline players can be viewed by clicking on View Players.



Getting Specific details of a Player

Step1:

To get details like songs and advertisements played on a specific date at the Player's location, click on the bars option at the extreme right in the table.



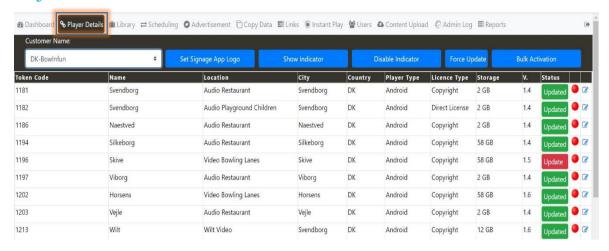
Step2:

On clicking the bar following details will show up.

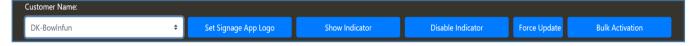


- I. Played Songs: Clicking on 'Played Songs' shows list of songs played on current date. To view previous record, click on the date and calendar will show up. Select the Date, Month and Year for which the details are required.
- II. Played Ad's: Similarly clicking on 'Played Ad' shows list of advertisements played on current date. To view previous record, click on the date and calendar will show up. Select the Date, Month and Year for which the details are required.

2. Player Details

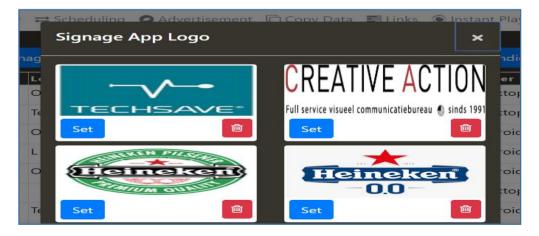


The Player Details field shows detailed information regarding players installed at all locations like Token code, Name, Location, City, Country etc. in the form of table as shown in the figure below. User can make key changes in this field.



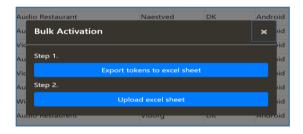
These five blue buttons functionality is explained below:

1. **Set Signage App Logo**: This button is used to apply logo which customer has uploaded already. For example, see image below.



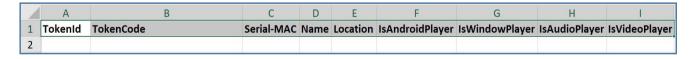
Customer can set any of the logo by using Set button set or delete the logo using delete button. Customer can upload logos at content Upload page.

- The Title of the mp3 file will be displayed on the Top, Logo set by user will be displayed in the middle of the Signage player and the name of the Artist of the song will be displayed at the bottom of the Signage Player.
 - 2. **Show Indicator**: This button starts indicator on the top of screen that application is connected to server. This will be applicable over all players of the customer.
 - 3. **Disable Indicator**: This button will disable the indicator which shows that application is connected to server. Please note that only indication is stopped. The application keeps on working as usual.
 - 4. **Force Update**: This button forcefully updates all the playlists which customer wants to on all players.
 - 5. **Bulk Activation:** This button helps customer to Activate players in bulk so as to save precious time and efforts. The process of Bulk Activation includes two steps.



Step 1: Export Tokens to Excel Sheet

On pressing export tokens to excel sheet button, an excel sheet gets downloaded with required Performa. User fill the required details. Following Excel sheet will open on pressing 'Export tokens to excel sheet'



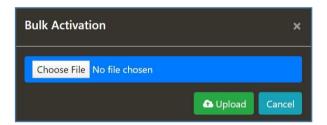
- i. Token Id: It is unique Id of every Player Location. It will be provided by Admin to user. User should not make any modification in Token Id value.
- *ii.* Token Code: It is application code which will be provided by Admin to user. Like Token Id user should not make any modification in Token Code value.
- iii. Serial-MAC: User should enter Serial no/ MAC no. of Box in this column.

- iv. Name: User should fill name of Player Location as per convenience.
- v. Location: User should fill Location of Player as per convenience.
- vi. Is Android Player: If Player to be used at location is android than user should enter '1' else '0'.
- *vii.* Is Window Player: If player to be used at location is Windows based than user should enter '1' else '0'.
- *viii.* Is Audio Player: If player to be used at location is Audio Player than user should enter '1' else '0'.
 - *ix.* Is Video Player: If player to be used at location is Video Player than user should enter '1' else '0'.

NOTE: User can activate only those locations whose data is completely filled in the form. If user leaves fields blank for some tokens provided than those locations will not activate. User can activate them later by filling complete details. With this user can keep Tokens empty for later on added locations.

Step 2: Upload Excel sheet.

After filling the details, user press 'Upload Excel sheet' button. Following screen will appear.



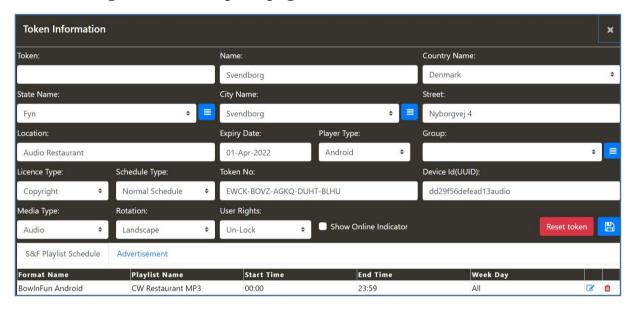
User should choose excel file already filled and press Upload button to complete the 'Bulk Activation' process and the tokens filled by the user will get Activated simultaneously.



button () shown at the extreme right of the table.



Pressing Edit button opens page as shown below:



All the fields shown in the screen above are editable. User can edit all the fields as and when required as described below:

- 1. Token: Token number as defined by the user.
- 2. Name.
- 3. Country Name.
- 4. State Name.
- 5. City Name.
- 6. Street Name.
- 7. Location of Player.

- 8. Expiry Date of Player.
- 9. Player Type: Android or Desktop.
- 10. Licence Type: Copyright or Direct Licence
- 11. Schedule Type: Normal or One to One Playlist.

a. Normal:

Normal Schedule Type means that each Playlist has specific 'Start Time' and 'End Time'. The schedule is shown in the form of Table. 'Start Time' and 'End Time' of two Playlists never overlap as seen in the picture of the table shown below.



- The playlist can be deleted using the delete button available at the extreme right corner of the table as shown in the image.
- The playlist 'Start Time' and 'End Time' can be edited or modified by clicking on the edit button available at the right corner as shown in the image above.
- Following screen will show up as edit button is pressed.



- Playlist name, start time and End time of playlist can be edited and then saved using the save button.

b. One to One Playlist:

One to One Playlist means that the media content will be played from each playlist randomly by player. All playlists will be played simultaneously. Player will play one song from each playlist one after another. For example, one song will playlist from CW Bowlroom MP4, another song will play from CW Pop MP4 2019 and the songs will play

in the same pattern from assigned playlist None of the playlist require 'Start Time' or 'End Time'. As shown in image of the table below.

| S&F Playlist Schedule Advertisement | | | | | | | | | | |
|-------------------------------------|-----------------|------------|----------|---------------------|----------|---|--|--|--|--|
| Format Name | Playlist Name | Start Time | End Time | Week Day | | | | | | |
| BowlnFun Android | CW Bowlroom MP4 | 00:00 | 00:00 | Fri,Sat | B | ŵ | | | | |
| BowlnFun Android | CW Pop MP4 2019 | 00:00 | 00:00 | Mon,Tue,Wed,Thu,Sun | ♂ | ŵ | | | | |
| BowlnFun Android | CW Pop MP4 2019 | 00:00 | 00:00 | Mon,Tue,Wed,Thu,Sun | Ø | ŵ | | | | |
| BowlnFun Android | CW Pop MP4 2019 | 00:00 | 00:00 | Fri,Sat | | ŵ | | | | |
| BowlnFun Android | CW Bowlroom MP4 | 00:00 | 00:00 | Fri,Sat | | ŵ | | | | |

- **12. Token No**: Token no provided to the user.
- **13. Device Id(UUID)**: Device which plays player has Unique Id.

14. Type:

- i. Store and Forward: The content played in the player is stored first and then played on player.
- *ii. Stream:* The content played in the player is streamed online.

15. Media Type:

- *i.* Audio Format
- ii. Video Format
- iii. Signage Player.
- **16. Rotation:** The content can be played in three modes
 - i. Landscape mode
 - *ii.* Portrait 0 degree: This mode is to be used for Sanitizer machines.
 - *iii.* Portrait 90 degree: This mode is to be used for Android boxes and Philips screen.

17. User Rights:

- i. *Lock:* The user can give specific rights and functionalities to specific Players.
- ii. *Un-Lock:* All the rights and functionalities are available for the player.
- **18. Show Online Indicator**: This option displays that player is connected to server using internet.
- **19. Reset Token**: This button is used to reset token if location of



player is changed or closed. This button disconnects device from token. The freed token can be used at new location by the user.

20. Save: This button saves all the changes user make to Token.

21. S&F Playlist Schedule:

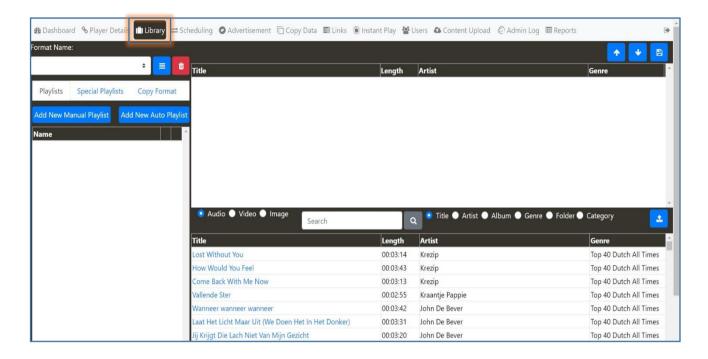
| S&F Playlist Schedule Advertisement | | | | | | | | | | |
|-------------------------------------|-----------------|------------|----------|---------------------|----------|---|--|--|--|--|
| Format Name | Playlist Name | Start Time | End Time | Week Day | | | | | | |
| BowlnFun Android | CW Bowlroom MP4 | 00:00 | 02:00 | Fri,Sat | 3 | ŵ | | | | |
| BowlnFun Android | CW Pop MP4 2019 | 00:00 | 01:00 | Mon,Tue,Wed,Thu,Sun | 3 | ŵ | | | | |
| BowlnFun Android | CW Pop MP4 2019 | 01:00 | 23:59 | Mon,Tue,Wed,Thu,Sun | 3 | ŵ | | | | |
| BowlnFun Android | CW Pop MP4 2019 | 02:00 | 21:00 | Fri,Sat | 3 | ŵ | | | | |
| BowlnFun Android | CW Bowlroom MP4 | 21:00 | 23:59 | Fri,Sat | 3 | ŵ | | | | |

- The Store and forward playlist schedule shows the schedule of playlists playing on player. The S&F Playlist schedule table show Format name, Playlist Name, Start Time, End Time and Week days of Playlist.
- Each playlist can be deleted using delete button.
- Each Playlist can be edited using edit button as described earlier in Schedule type.
- **22. Advertisement:** It shows advertisement details on specific player.

3. Library

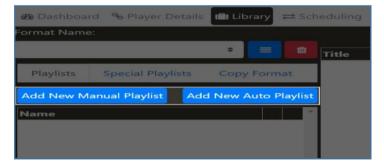
Destination for creating Playlists.

User create and modify playlists at this page as per their requirements.



1. Creating Playlist:

User has two ways of creating playlists. Either Manually or Automatically



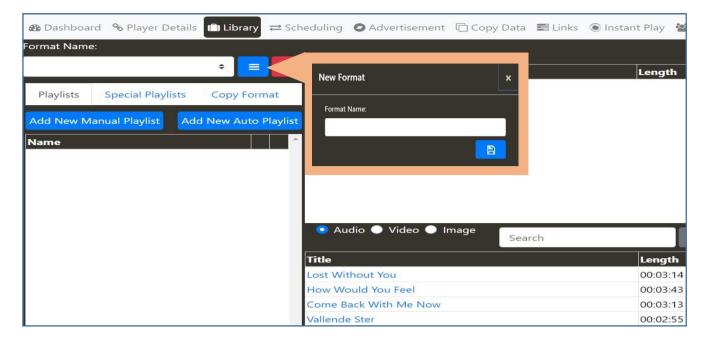
METHOD 1

Steps to create Manual playlist is as Follows:

STEP 1: Format Name:

Immediately below the Grey bar is Black bar named 'Format Name'.

To create playlist, first user has to create Format Name of Playlist. Press Bar Button and name the Format Name and press Save Button.



Step 2: Add New Manual Playlist

After creating Format Name, user has to add new manual playlist. To do so user has to click 'Add New Manual Playlist' button and following screen will appear. Give Playlist Name and press save Button



Step 3: Adding Media.

After adding Playlist Name, User adds Media i.e. songs, video, etc. in that playlist. To do so, user select the media content from library by pressing Insert button.



User can set imported Songs in serial by using

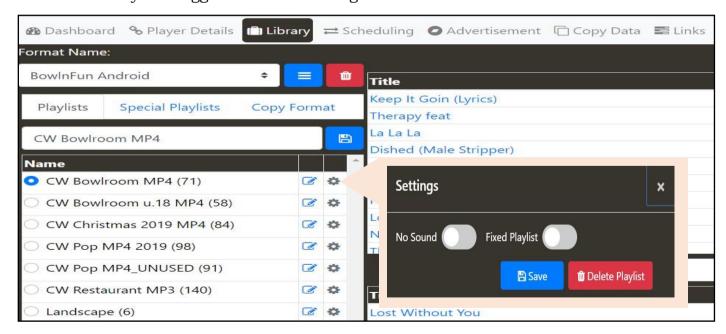


NOTE:

- i. User can select content filtering using radio buttons in terms of Audio, video, Image, copyright, Direct Licence, Title, Artist, Album, Genre, Folder and Category.
- ii. To select more than one files user can use Ctrl+ key and can send multiple files to playlist. This method let user select one file at a time.
- iii. To select multiple files use shift key, select first song and press shift key at the last file user want to insert in
- iv. The selected files get automatically saved in the playlist created by user.
- v. Clicking on the song plays it and user can check it.
- vi. User can create multiple playlists.
- vii. User can delete/add songs in the playlist at any time using Delete Button at extreme right of song.



- viii. Playlists can only get deleted if it is not allotted at any schedule at any location. Similarly, Format can't be deleted if it is getting used at a location. User has to first dedicate other Playlist or Format at the location from where already existing Playlist or Format is to be deleted.
 - ix. Playlists can be muted using Settings as shown in image below.
 - x. User can stop playing songs randomly of a playlist by using 'Fixed Playlist' Toggle button in settings as shown below.



METHOD 2:

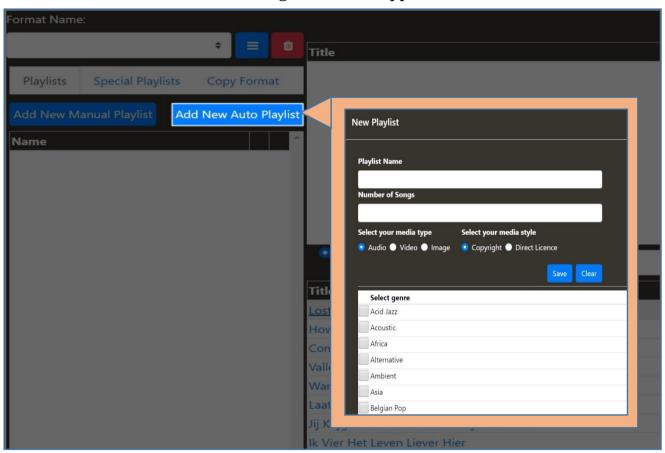
Steps to create Playlist automatically is as follows:

STEP 1: Format Name

As shown above in method 1, to create playlist, first user has to create Format Name of Playlist. Press Bar Button and name the Format Name and press Save Button.

STEP 2: Creating Playlist Automatically

After creating Format Name, user has to add Automatic playlist. To do so user has to click 'Add New Auto Playlist' button and following screen will appear.



STEP 2: Finalizing Playlist

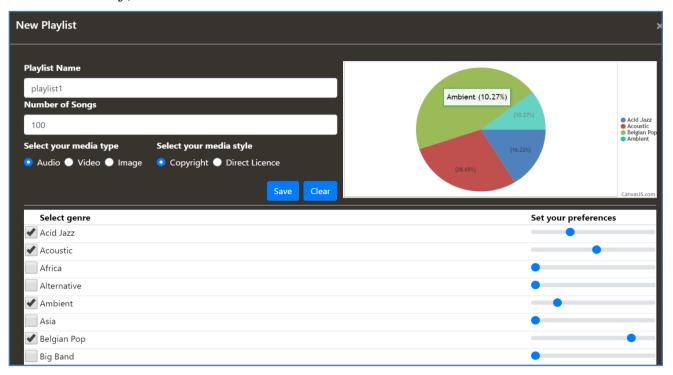
User names the playlist and put number of songs required in the playlist. Media type and Media Style required in the playlist is chosen as given in the form of 'radio buttons'. Playlist can have Audio files, Video files and Images together.

STEP 3: Choosing Genre

User has the choice to create playlist from different Genre from the Playlist Library

For example, user can create playlist comprising Genre of audio Acid Jazz, Acoustic, Ambient and Belgian Pop by using 'Set Preferences' bar.

Set Preference is the percentage of songs user want to keep in Playlist. Finally, Press save button



2. Special Playlists

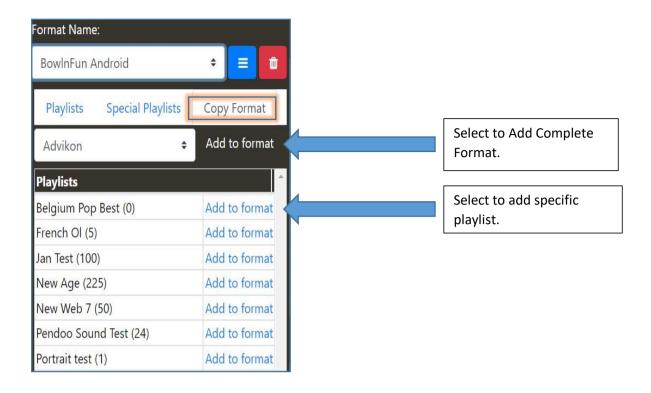
These Playlists are pre-created by Admin. User Can add the special playlists in any Format Name.



3. Copy Format

Library includes Formats and playlists created by all Advikon users.

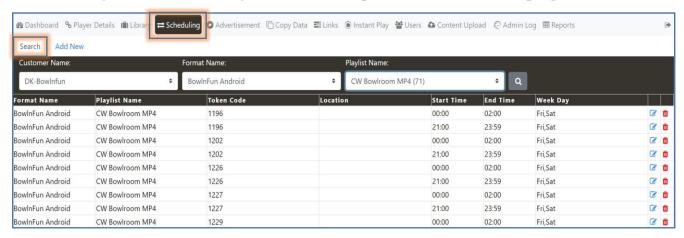
i. User selects the Format Name or Create New Format in which Playlist or complete Format form the Library is to be imported.



- ii. User can include complete Format by selecting Format from dropdown and press 'Add to Format' button
- iii. To add Playlists from Formats, user has to select that specific Format and then the playlists user wants to import pressing 'Add to Format Button' in front of that playlist.

4. Scheduling

The Playlists created by user are implemented at this page.



Immediately below the Grey bar is White bar with 'Search' and 'Add New'.

By Default, page opens at 'Search'.

A. Searching Playlists

1. Search

User can search for playlists already created in the 'Playlist Library' in 'Search' by using following filters.

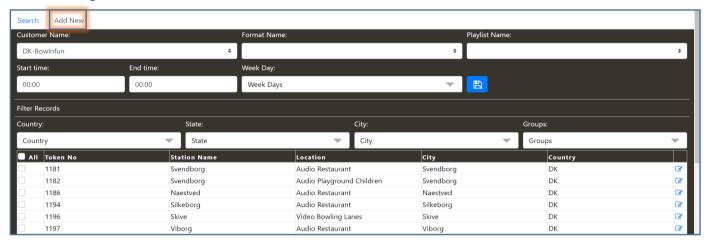
- i. Customer Name: User selects the customer name.
- ii. Format Name: User selects 'Format Name' among Format Names created in 'Playlist Library'
- iii. Playlist Name: User selects 'Playlist Name' among the playlists already created.

This results in list of required playlists at different Player locations.

- 2. *Modify*: As detailed earlier in Player Details (page 3), playlist can be modified by clicking the Edit button at the extreme right corner of filtered list. Playlist Name, Start Time and End Time of Playlist can be edited.
- 3. *Delete*: Playlist can be deleted from delete button in . But this can only be done if playlist is not already scheduled as mentioned earlier.

B. Adding Playlists

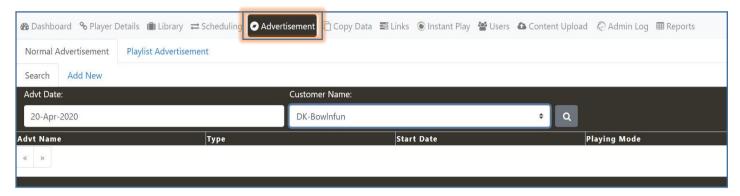
This function helps to add created playlists at Player locations as per requirement.



- User can implement a playlist at a specific location by selecting
 Customer Name, Format Name and Playlist Name.
- User set 'Start Time', 'End Time' and 'Week Days' on which the playlist should play at selected location.
- Player Locations are filtered by selecting 'Country', 'State', 'City', 'Groups'.
- User selects the Player Location on which playlist is to be assigned by ticking checkbox in front of Filtered Player locations.
- User press Save Button to finally implement the playlist to Player.
- To modify Player location details as already described in page 2, User can press Edit button placed at the extreme right of the list.

5. Advertisement

User implements advertisements at locations in this page.



There are two ways of implementing advertisement.



A. Normal Advertisement: Advertisement is added by user and can be played in between playlists at selected locations.

It includes Searching the already created playlist if exists and creating new advertisement.

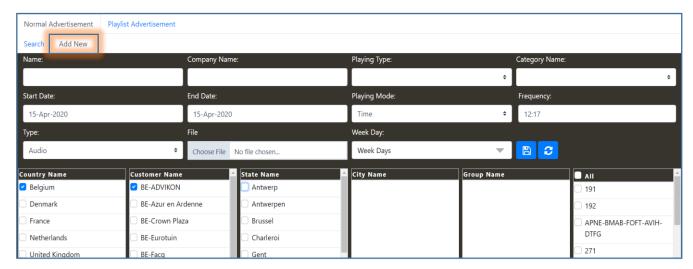
1. Search:

User can search for existing Advertisement by selecting Advertisement Date and Customer name. The existing Advertisements created by user earlier shows in the form of table.

2. Add New:

User uploads self-created advertisements whether Audio, Video or images. Steps to do so are as follows:

- **I.** *Name*: Advertisement to be uploaded is named by user.
- **II.** *Company Name*: Company Name is given by User.



- **III.** Playing Type: It is of two types
 - i. *Hard Stop*: The advertisement gets played at the specified time without waiting for the playing media file to end.
 - ii. *Soft Stop*: The advertisement plays after the media file already playing on player ends. It doesn't interrupt playing media file in-between.
- IV. Category Name: user can select the category of the

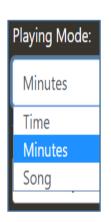
 Advertisement. The categories are

 pre-defined by Admin And user can place
 the advertisement in defined categories.





- **V.** Start Date: User selects the start date of Advertisement.
- **VI.** *End Date*: User selects the End Date of advertisement.
- **VII.** Playing Mode and Frequency:
 - i. *Time*: if user selects time as playing mode than advertisement gets played at specified time of the day as set by user in Frequency field.
 - ii. *Minutes:* If user selects Minutes as playing mode than Advertisements gets played after specified Minutes set by user in Frequency field.
 - iii. *Song:* If user selects Song as Playing Mode than Advertisement gets played after specified songs set by user in Frequency field.
 - iv. *Type*: User can select the type of media of Advertisement. It can be Audio, Video, or Images.
 - v. File: User uploads the advertisement.
 - vi. Week Days: User selects the days of the week on which advertisement is to played.



3. Selecting Player Location:



User filters the exact player locations where advertisement is to be implemented by selecting Country Name, Customer Name, State Name, City Name, Group Name and then the tokens.

User can implement advertisement at multiple locations by using this filter.

4. Final Implementation:

Finally, User implements advertisement by pressing Save Button.

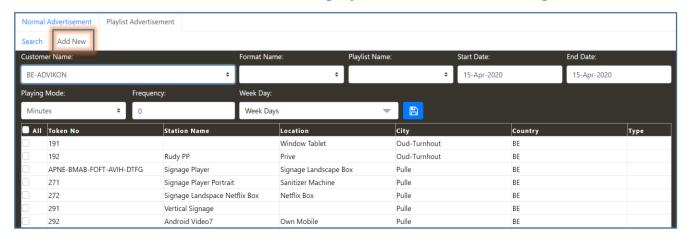


B. Playlist Advertisement: User can play playlist available in library as advertisement. User selects Playlist Advertisement.



- 1. **Search**: Existing Advertisement can be searched by selecting 'Customer Name' and 'Token'.
- 2. Add New:

New Advertisement from the playlists can be added using 'Add New'



- i. *Customer Name*: Select the customer name from Drop-Down menu to whom user wants to implement Advertisement.
- ii. Format Name: User selects the 'Format Name' from the drop down menu.
- iii. Playlist Name: User selects the 'Playlist Name' from the drop down menu.
- iv. Start Date & End Date: User gives the 'Start Date' and 'End Date'.
- v. *Playing Mode & Frequency*:
 - i. Minutes: If User selects 'Minutes', then the advertisement plays after specified minutes as set in 'Frequency' by user.
 - ii. Song: If user selects 'Song', then advertisement plays after specified songs as set in 'Frequency' by user.
- vi. Week Day: User selects week days on which advertisement plays on player.

3. Selecting Player Location:

- Player location can be selected from table as shown in picture above.
- Table shows complete information about player location like token no, Station Name, Location, City and Country.
- User tick checkbox in front of Player Location where advertisement is to be implemented.
- User can select multiple locations at a time.

4. Final Implementation:

Finally, advertisement gets implemented by pressing Save Button.

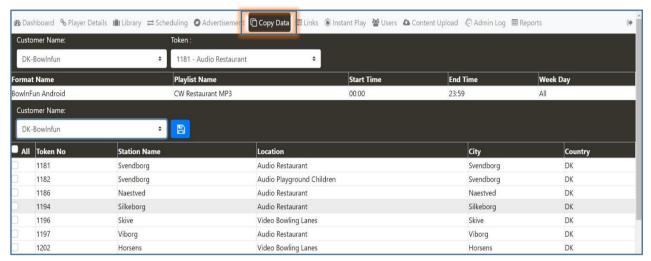




6. COPY DATA

User can copy playlists from one Player Location to other Player locations.

This option is used when same Schedule is to be played at multiple Player locations. Playlists get copied from one Player location to multiple Player Locations. It saves efforts and time of users.



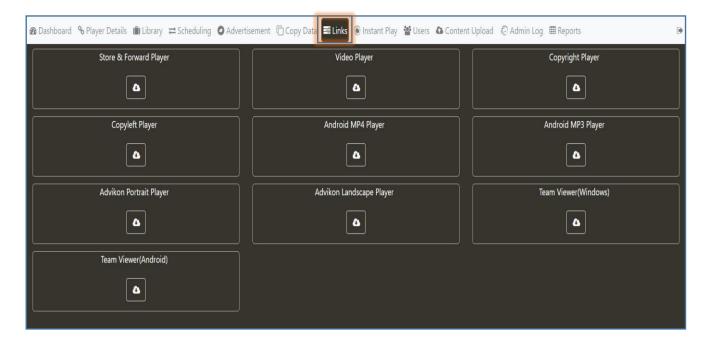
As picture given above, immediately below Grey bar is Black bar with Customer Name.

- **Step 1**. User selects the Customer Name from dropdown and Token from the drop down list from which Location user wants to copy playlists to other locations.
- **Step 2**. The scheduling available at the selected location shows up in the form of table below Customer Name bar
- **Step 3.** Below table displaying information of schedule, select Customer Name to whose player locations playlists are to be copied.
- **Step 4.** All the Player locations of customer opens up in form of table showing Token number of locations, Station Name, Location, City and Country.
- **Step5.** Customer can select the checkboxes in front of locations on which Playlists are to be copied.
- **Step6.** Press 'Save' to implement copying of Schedule from one location to other locations. Pre-existing Schedule get override by copied Schedule on Player Locations.

7. Links

User can download players from this page as required.

User has just to click on the type of Player required for the location.



- Clicking on link download .exe file to be installed on windows and .apk file to be installed on Android.

8. Instant Play

User can instantly play a specific playlist, song or Advertisement at any player location through this page.



STEP 1: User selects 'Player No' from the Drop-Down list on whom instant media is to be played.

STEP 2: User can select media file from following options:

1. Downloaded Songs: Downloaded Songs by user can be played instantly. User presses 'play' button placed at the extreme right in the list shown in the form of table.

2. Songs Library.



User searches song to be played instantly from library by using filters like audio, video, image, copyright, Direct Licence, Title, Artist, Album, Genre, Category. The list of searched songs shows up in form of table as shown above in picture. User press 'play' button available at the extreme right corner to instantly play song.

- **3.** Schedule Playlists: User plays media file instantly from schedule Playlists by pressing 'Play' button shown in the form of table.
- **4.** Advertisements: User can play advertisement instantly by pressing 'Play' button

9. Users

Customer can give access to different users at player locations with limited rights to do modifications.

Search: Customer can search existing users at different player locations.



Customer can delete user or edit its location and user rights by pressing edit button placed at the extreme right corner of table as shown above. Pressing edit button moves customer to 'Add new' page.

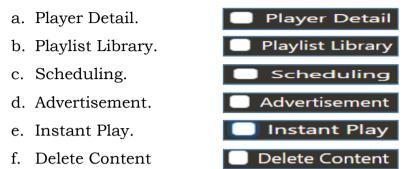
1. Add New:

Customer can add new users and assign them Player locations and rights from 'Add New' page.

The process of adding New Users is as follows:



- ii. Customer assigns Player location to User by ticking Check-Box in front of player locations shown in the form of table.
- iii. Customer assigns User Rights to new User by ticking Check-Box.Customer can assign rights to user to do modifications in:

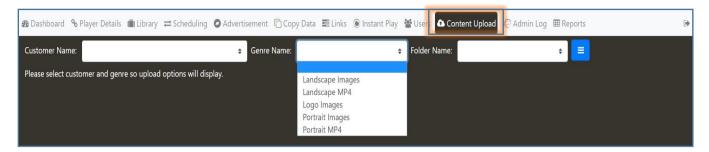


If Customer do not assign any Rights to user than user can only see 'Dashboard', 'Links', 'Reports'.

iv. **Save**: Customer finally saves above created log-in details of User.

10. Content Upload

Customers can upload media files at this page by selecting Customer Name and Genre Name.



- Customer can upload only Landscape Images, Landscape MP4, Logo Images, Portrait Images and Portrait MP4. Customer cannot upload audio files.
- Customer selects folder name in which media file is saved.
- After selecting folder name, Customer finally upload media file with Save button.



11. Admin Log

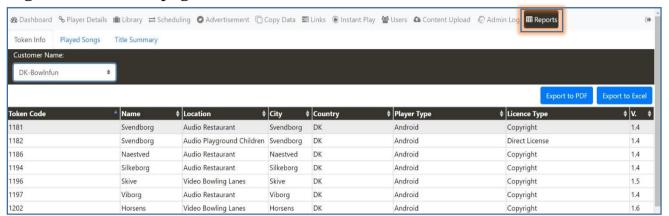


Customer can view all the updates or modifications done by Users.

- Customer selects 'Customer Name' and updates/modifications done by Users assigned rights by Customer shows in the form of table.
- The table shows information like Client Name, Ip Address from where modifications done, Type of modification done by user and Date of modification.

12. Reports

Reports regarding Active Tokens, Songs played at player locations can be generated at this page.

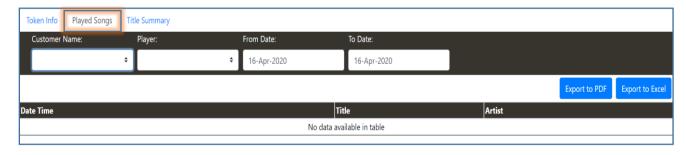


1. Tokens Information:

To get Tokens information, Customer selects 'Customer Name' and all the player locations gets displayed in form of table including Token Code, Name, Location, City, Country, Player Type, Licence Type and Version Number.

Customer can Export details in the form of Pdf or Excel by pressing Export to PDF Export to Excel buttons.

2. Played Songs:



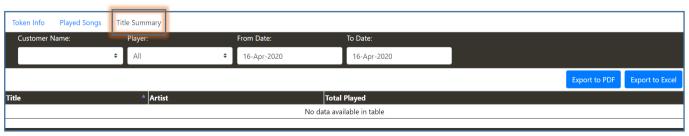
To see Played Songs information within specific time frame, Customer selects 'Customer Name', 'Player', 'From Date' to 'To Date' and details of played songs within specified dates shows in the form of table.

The Details can be exported in the form of PDF or Excel by pressing

Export to PDF

Export to Excel buttons.

3. Title Summary:



To see Title Summary of songs played within specific time period, Customer selects 'Customer Name', 'Player', 'From Date' to 'To Date' from drop-down menu. The details like 'Title', 'Artist', 'Total Played' of songs get displayed in form of table.

The Details can be exported in the form of PDF or Excel by pressing

Export to PDF

Export to Excel buttons.