

OPERATIONAL MANUAL

An online Multimedia Distribution and Digital Marketing platform

Interested companies can apply for a white label licensing program at jan@advikon.eu

ADVIKON – Old customers

www.advikon.com - www.advikon.eu

NUSIGN: - New customers related to SaniSign

www.nusign.eu

Going to the website

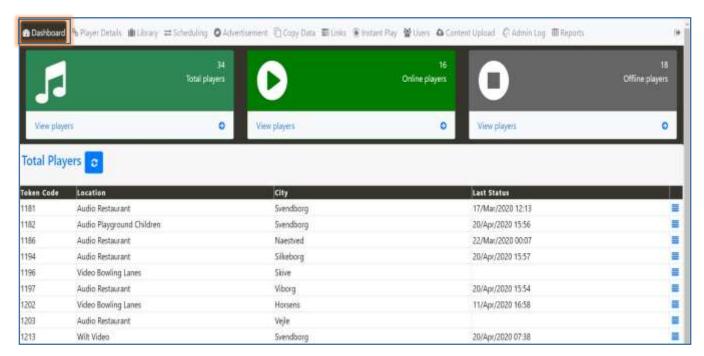
- Enter https://nusign.eu/ in address bar of the browser





- The Login credentials will be provided to you by the Nusign Support team on your registered email id.

1. Dashboard



- The first screen of Nusign opens in the Dashboard.
- The Grey bar at the top of the screen has 13 fields in the Application:
 - 1. <u>Dashboard</u>
 - 2. Player details
 - 3. Library
 - 4. Scheduling
 - 5. Advertisement
 - 6. Copy data
 - 7. <u>Links</u>
 - 8. Instant Play
 - 9. Users
 - 10. <u>Content Upload</u>
 - 11. Admin Log
 - 12. Reports
 - 13. Streaming

1. Dashboard

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

i. <u>Total Players</u>: This shows the total quantity of Players from the user. The name of the players can be viewed by clicking on <u>View Players</u>. The list of Total Players will be displayed in the form of a table with the details like Token code, Location, City and last status.



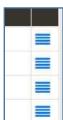
ii. Online Players: This shows the total of Online
 Players from the user. Online players can be viewed by clicking on View Players.



iii. <u>Offline Players</u>: This shows the total of offline Players of the user. Offline players can be viewed by clicking on View Players.



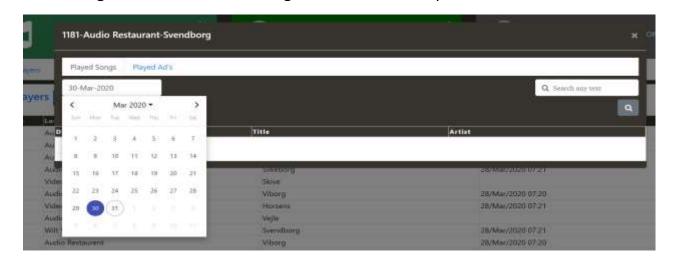
Getting Specific details of a Player



Step 1:

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

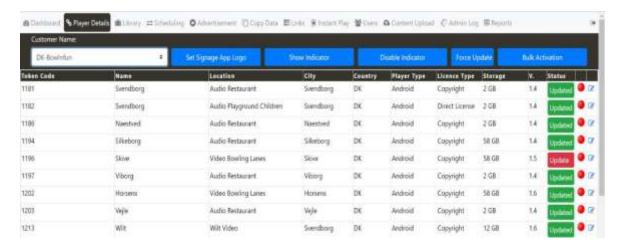
Step 2:
On clicking on the bar the following details will show up.



- I. <u>Played Songs</u>: Clicking on 'Played Songs' shows the list of the songs played on the current date. To see the previous record, click on the date and the calendar will show up. Select the Date, Month and Year for which the details are required.
- II. <u>Played Ad's</u>: Similarly clicking on 'Played Ad' shows the list of the advertisements played on the current date. To view the 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 the detailed information regarding the players installed at all locations like Token code, Name, Location, City, Country etc. in the form of table as shown in the picture. A User can make key changes in this field.

♣ Immediately below the Grey bar is a black bar which shows the Customer name and 5 blue buttons.



The functionality of these 5 buttons is explained below:

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





The Customer can set any of the logos using this button or delete the logo using this button. The Customer can upload logos at the section content upload.

The option signage player allows a user to make a mix of images and videos, and it is possible to show the Tittle and Artist name of MP3 audio files with the selected logo in the middle of the page.

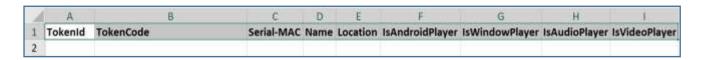
The Title of the mp3 file will be displayed on the Top, the Logo set by the user will be displayed in the middle of the template and the name of the Artist of the song will be displayed at the bottom of the page.

- Show Indicator: This button enable the indicator in the right top of the screen to show that the device is connected to the server. This will be applicable for all players of the customer. Managers are able to see if the players are online with no need to login in the admin portal.
- 3. <u>Disable Indicator</u>: This button will disable the indicator which shows that the device is connected to the server. Please note that only the indicator is not visible anymore. The application keeps working as usual.
- 4. **Force Update**: This button force updates from all the playlists which the customer has scheduled on all the players.
- 5. <u>Bulk Activation</u>: This button helps the customer to activate multiple players in bulk, to save precious time and efforts. The process of Bulk Activation includes two steps.



Step 1: Export the Tokens to the Excel Sheet

On pressing export tokens to the excel sheet button, an excel sheet will be downloaded with a required proforma model. The User fills in the details. Following Excel sheet will open on pressing 'Export tokens to excel sheet'

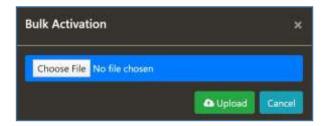


- i. <u>Token Id</u>: It is the unique Id of every Player Location. It will be provided by Admin to the user. User should not make any modification in the Token Id value.
- *Token Code*: It is the application code which will be provided by Admin to the user. User should not make any modification in Token Code value.
- *Serial-MAC*: the User enters the Serial no/ MAC no. of the device in this column.
- iv. Name: the User should fill in the name of the Player Location of his choice.
- v. <u>Location</u>: the User should fill in the Location of the Player of his choice.
- vi. <u>Is Android Player</u>: If the Player to be used at the location is Android than the user should enter '1' or else '0'.
- vii. <u>Is Windows Player</u>: If the player to be used at the location is Windows based than the user should enter '1' else '0'.
- viii. <u>Is Audio Player</u>: If the player to be used at the location is an Audio Player than the user should enter '1' else '0'.
 - ix. <u>Is Video Player</u>: If the player to be used at the location is a Video Player than the user should enter '1' else '0'.

NOTE: a user can activate only those locations whose data is completely filled in the form. If the user leaves fields blank for some tokens provided than those locations will not be activated. The User can activate them later by filling in the complete details. If the user requires he can keep Tokens empty for later.

Step 2: Upload Excel sheet

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



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

Information about the players details

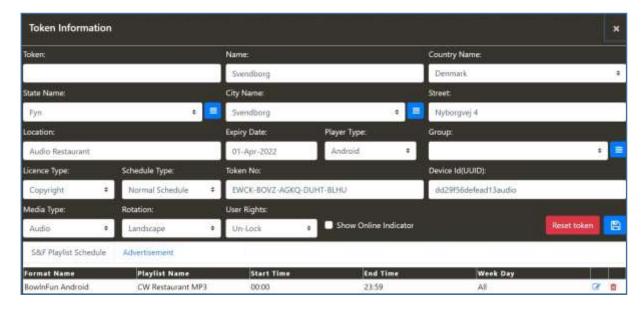
♣ Immediately below the black bar is a Table which shows detailed information regarding the players installed at all locations like the Token code, Name, Location, City, Country etc. The user can make key changes in those fields.



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



Pressing Edit button opens page as shown below:

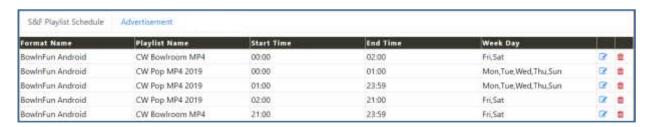


All the fields shown in the screen above are editable. The User can edit all the fields as and when required as described below:

- 1. Token number 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 a specific 'Start Time' and 'End Time'. The schedule is shown in the form of the Table. 'Start Time' and 'End Time' of two Playlists never overlap as you can see 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 the 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 randomly by the player and will be played simultaneously. This means that the Player will play one song from each playlist one after another. For example, song 1 from playlist CW Bowlroom MP4, the next first 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 the 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	Œ	O
BowlnFun Android	CW Pop MP4 2019	00:00	00:00	Mon,Tue,Wed,Thu,Sun	3	Ô
BowlnFun Android	CW Pop MP4 2019	00:00	00:00	Mon,Tue,Wed,Thu,Sun	13	0
BowlnFun Android	CW Pop MP4 2019	00:00	00:00	Fri,Sat	12	0
BowlnFun Android	CW Bowlroom MP4	00:00	00:00	Fri,Sat	Œ	8

- **12.** Token No: Token no provided to the user
- 13. Device Id(UUID): Device or player has Unique Id
- 14. <u>Type:</u>
 - i. Store and Forward: The content played on the player
 is stored on the local storage of the device.
 This means that there is always music, even if

no Internet connection is available or the

player is offline

ii. Stream: The content played on the player is streamed online. No Internet is no Music.

15. Media Type:

- i. Audio Format
- ii. Video Format
- iii. Signage Player
- **16. Rotation:** The content can be played in three methods
 - i. Landscape mode

- ii. <u>Portrait 0 degree</u>: This mode is to be used for the sanitizer machines
- *Portrait 90 degree*: This mode is to be used for the Android boxes and the Philips D-Line screens

17. User Rights:

- Lock: The user cannot use any functionalities on the player and no content can be deleted
- ii. <u>Un-Lock</u>: All the rights and functionalities are available for the player and songs can be deleted
- **18.** <u>Show Online Indicator</u>: This option displays that a player is connected to the server using internet
- 19. Reset Token: This button is used to reset a token if the location of the player is changed or closed. Pushing this button disconnects the device. The freed token can be used at a new location by the user.
- **20.** Save: This button saves all the changes a user makes to Token.

21. S&F Playlist Schedule:

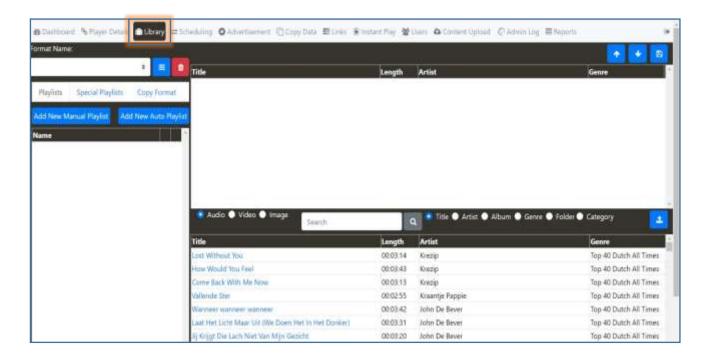


- The Store and forward playlist schedule shows playlists playing on a player. The S&F playlist schedule table show Format name, Playlist Name, Start Time, End Time and the Week days of a Playlist.
- Each playlist can be deleted using the delete button.
- Each Playlist can be edited using the edit button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

3. Library

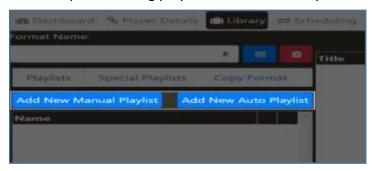
Destination for creating Playlists.

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



1. Creating Playlist:

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



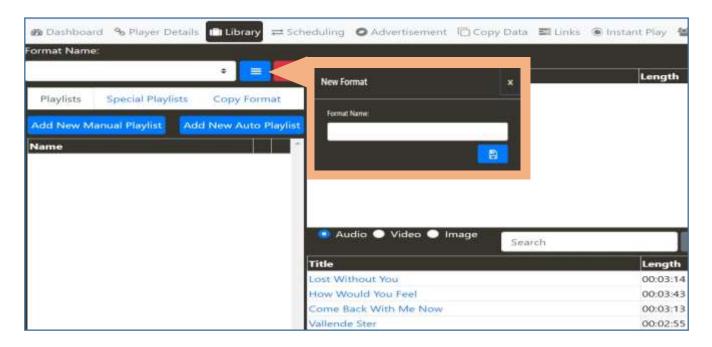
METHOD 1

The Steps to be taken to create a Manual playlist are as follows:

STEP 1: Format Name:

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

To create a playlist, first the user has to create a Format Name for a Playlist. Press the button and name the Format and press the Save Button.



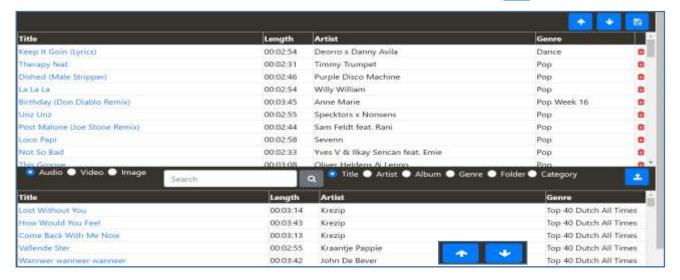
Step 2: Add New Manual Playlist

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



Step 3: Adding Media

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

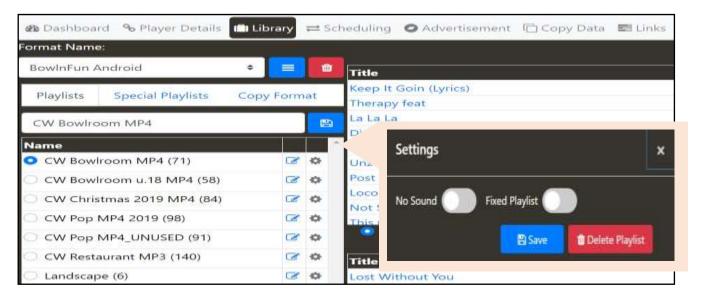


NOTE:

- A User can select content filtering using search buttons in terms of Audio, video, Image, copyright, Direct Licence, Title, Artist, Album, Genre, Folder and Category.
- ii. This method let the user select one file at a time.
- iii. To select multiple files use he shift key, select first song and press the shift key and the last song which the user want to insert in the playlist.
- The selected files get automatically saved in the playlist created by the user.
- v. Clicking on the song's blue indicator it will play pre-listen before selecting.
- vi. A User can create multiple playlists.
- vii. A User can delete/add songs in the playlist at any time using the Delete Button at te extreme right part of the song.



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



METHOD 2:

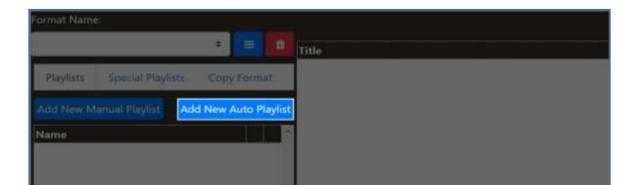
Steps to create a Playlist automatically is as follows:

STEP 1: Format Name

As shown above in method 1, to create a playlist, first the user has to create a Format Name for adding a Playlist. Press the blue Bar Button and write the Format Name and than press Save Button.

STEP 2: Creating Playlist Automatically

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





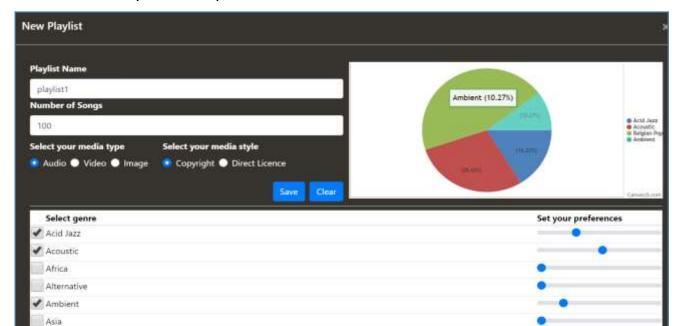
STEP 3: Finalizing Playlist

The User names the playlist and put the number of songs he requires. The user select the Media type and the Media Style in the playlist ticking the 'buttons'. The Playlist can have Audio files, Video files and Images together.

STEP 4: Choosing Genre

A User has the choice to create a playlist from different Genres from the Playlist Library. For example, the user can create a playlist combining different Genres as audio Acid Jazz, Acoustic, Ambient and Belgian Pop by using 'Set Preferences' bar.

Setting a Preference with the percentage of songs the user want to add in a Playlist. Finally, Press the save button



2. Special Playlists

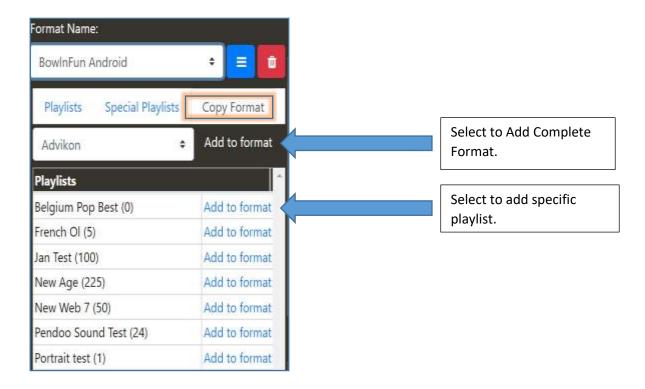
These Playlists are pre-created by Admin. The User can add the special playlists to any Format Name.



3. Copy Format

The Library contains Formats and playlists created by all Advikon users.

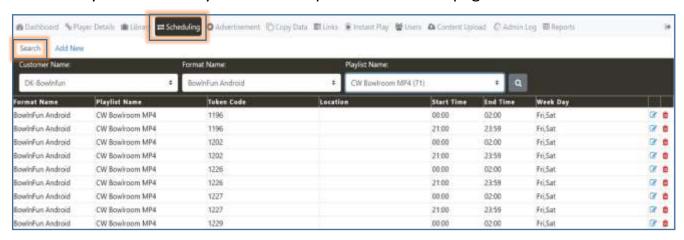
i. A User can select the Format Name or Create a New Format were a Playlist or a complete Format from the Library is to be imported.



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

4. Scheduling

The Playlists created by a user are implemented in this page.



Immediately below the Grey bar there is a White bar with 'Search' and 'Add New'. By Default, the page opens at 'Search'.

A. Searching Playlists

1. Search

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

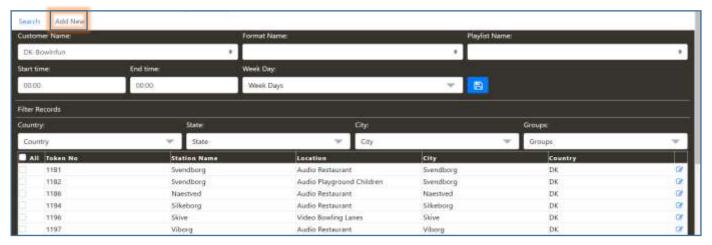
- i. **Customer Name**: User selects the customer name.
- ii. <u>Format Name</u>: User selects 'Format Name' among Format Names created in 'Playlist Library'
- iii. <u>Playlist Name</u>: User selects 'Playlist Name' among the playlists already created.

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

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

B. Adding Playlists

This function helps to add already created playlists to Player locations.



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

5. Advertisement

A User implements advertisements at the different locations in this page.



There are two ways of implementing advertisement



A. <u>Normal Advertisement</u>: Advertisement is added by the user and can be played in between playlists at selected locations. This section includes a Searching module for the already created playlists if they exists and for creating new advertisements.

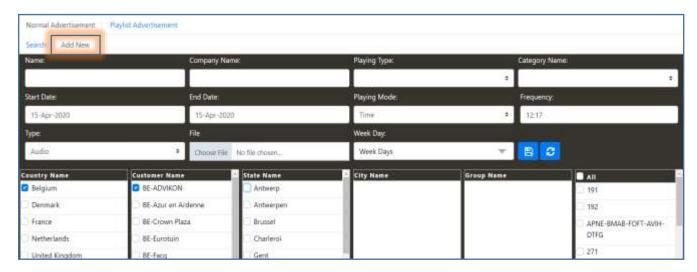
1. *Search*:

A User can search for existing Advertisement by selecting Advertisement Date and the Customer name. The existing Advertisement created by the user earlier will show in the field of the table.

2. Add New:

A User can upload self-created advertisement such as Audio, Video or images. The steps to do so are the following:

I. *Name*: Advertisement to be uploaded and named by the user.



- **III. Playing Type**: There are 2 types
 - Hard Stop: The advertisement will play at the specified time without waiting till the playing file ends and will start immediately.

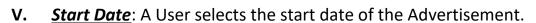


- ii. <u>Soft Stop</u>: The advertisement will play after that the actualMedia file ends. It doesn't interrupt the playing media file.
- Advertisement. The categories are

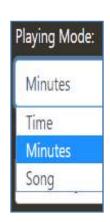
 pre-defined by Admin and the user can place

 the advertisement in pre-defined categories. This

 to avoid 2 the same advertisement from a same category.



- VI. End Date: A User selects the End Date of the advertisement.
- VII. Playing Mode and Frequency:
 - i. <u>Time</u>: if the user selects the time as a playing mode than the advertisement will play at a specified time on the day as set by the user in the Frequency field.
 - ii. <u>Minutes</u>: If the user selects Minutes as a playing mode than the Advertisement will play after the specified Minutes set by the user in the Frequency field.
 - iii. **Song**: If the user selects the Song as a Playing Mode than the Advertisement will play after the specified song



set by the user in the Frequency field.

- iv. <u>Type</u>: A User can select the type of media of the advertisement This can be Audio, Video, or Images.
- v. *File*: A User can upload the advertisement files.
- vi. <u>Week Days</u>: A User select the days of the week in which the advertisement need to be played.

3. Selecting Player Location:



The User has filters to select the exact player locations where the advertisement need to be implemented by selecting Country Name, Customer Name, State Name, City Name, Group Name and the individual tokens.

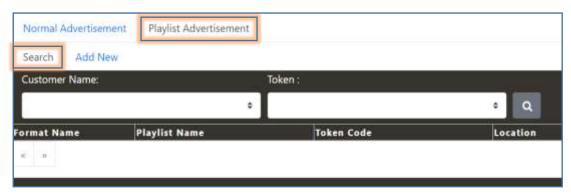
The User can implement the advertisement at multiple locations by using this filter.

4. Final Implementation:

Finally, the User implements the advertisement by pressing the Save button.



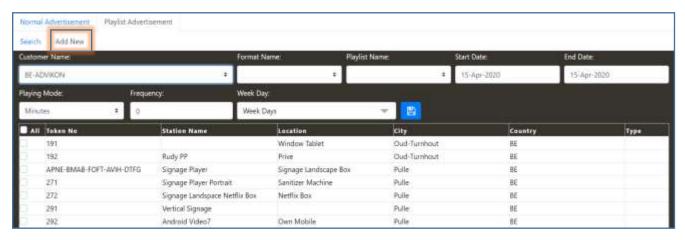
B. <u>Playlist Advertisement</u>: A User can play the available playlist from the library on the same way as advertisement is used



1. **Search**: Existing playlist can be searched by selecting 'Customer Name' and 'Token'.

2. **Add New**:

A New playlist can be added by using 'Add New'.



- ii. Format Name: A User selects the 'Format Name' from the drop down menu.
- iii. *Playlist Name*: A User selects the 'Playlist Name' from the drop down menu.
- iv. Start Date & End Date: A User gives the 'Start Date' and 'End Date'.
- v. Playing Mode & Frequency:
 - Minutes: If A User selects 'Minutes', then the songs in the playlist will play sequentially after the specified minutes as set in 'Frequency' by user.
 - ii. **Song**: If A user selects 'Song', then advertisement plays after specified songs as set in 'Frequency' by the user.

vi. <u>Week Day</u>: A User selects the week days on which the advertisement should play on the player.

3. Selecting Player Location:

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

4. Final Implementation:

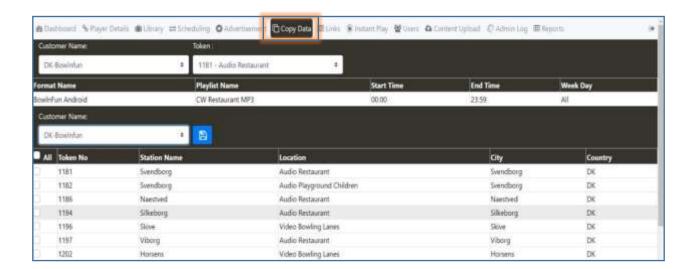


Finally, the Playlist advertisement gets implemented by pressing the Save button.

6. COPY DATA

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

This option is used when the same Schedule need to be played at multiple locations. This saves efforts and time for the users.



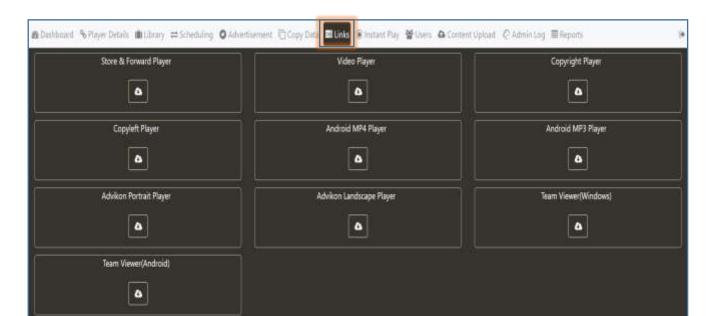
The picture above, shows below the Grey bar a Black bar with the Customer Name.

- **Step 1:** A 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: The Below table is displaying the information of the schedule and Name to whose player locations playlists are to be copied.
- **Step 4:** All the Player locations of a customer open up in the table showing Token number of the locations, Station Name, Location, City and Country.
- **Step 5:** A Customer can select the checkboxes in front of locations on which Playlists are to be copied.
- **Step 6:** Press 'Save' to implement the new Schedule from one location to other locations. Pre-existing Schedules get overruled by this action.

7. Links

A User can download all EXE or APK installation files for players from this page at indicated in each box.

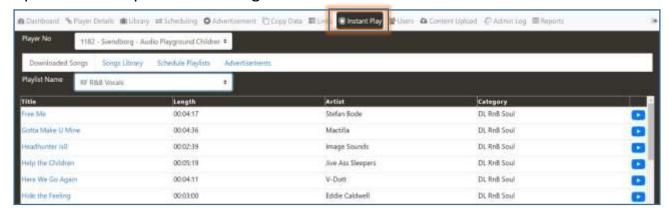
A User has just to click on the type of the required player to be installed.



 Clicking on the download link the.exe or APK file will be downloaded for installation on the required player.

8. Instant Play

A User can instantly play a playlist, song or Advertisement on a location and pre-listen and pre-view clicking on the title.



STEP 1: The User selects 'Player No' from the Drop-Down list.

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

1. <u>Downloaded Songs</u>: Downloaded Songs by the user can be played instantly. The User presses 'play' the play button placed at the extreme right in the list a shown in the table.

2. Songs Library:



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

- 3. <u>Schedule Playlists</u>: A User plays media file instantly from schedule Playlists by pressing the 'Play' button.
- **4.** <u>Advertisements:</u> A User can play advertisement instantly by pressing the 'Play' button

9. Users

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

<u>Search</u>: A Customer can do a search in existing users at different player locations.

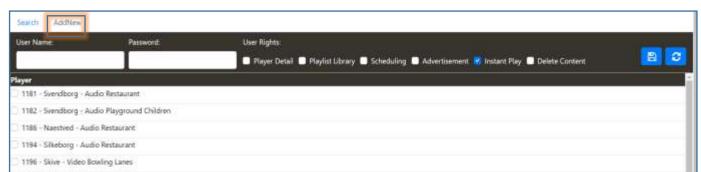


A Customer can delete a user or edit its location and change the user rights by pressing the edit button placed at the extreme right corner of table as shown above. Pressing the edit button moves the customer to the 'Add new' page.

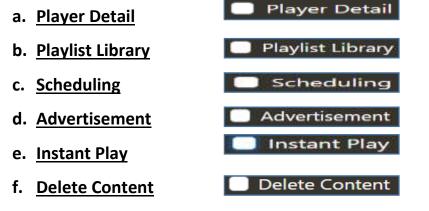
1. Add New:

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

The process of adding New Users is as follows:



- i. A Customer assigns 'User Name' and "Password' to the new User.
- ii. A Customer assigns Player location to a User by ticking the Check-Box in front of the player locations shown in the table.
- iii. A Customer assigns User Rights to a new User by ticking the Check-Box.A Customer can assign rights to a user to do modifications in:

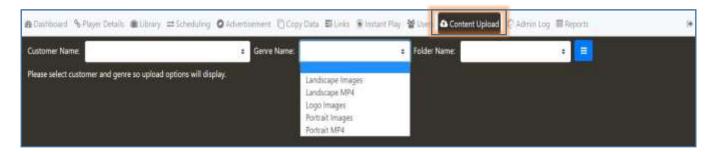


If a Customer do not assign any Rights to a user than the user can only see 'Dashboard', 'Links', 'Reports'.

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

10. Content Upload

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



- A Customer can upload only Landscape Images, Landscape MP4, Logo Images, Portrait Images and Portrait MP4. A Customer cannot upload audio files.
- A Customer selects the folder name in which the media file need to be saved.



11. Admin Log

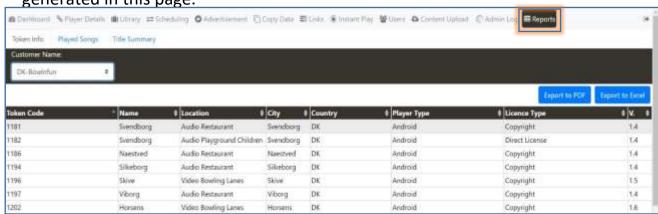


A Customer can view all the updates or modifications done by the Users.

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

12. Reports

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

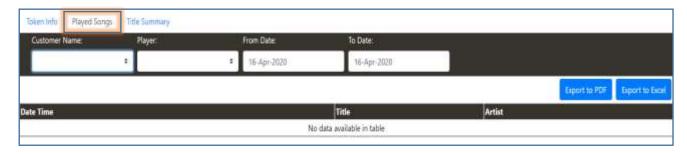


1. Tokens Information:

To get Tokens information, Customer selects 'Customer Name' and all the player locations gets displayed in the table including Token Code, Name, Location, City, Country, Player Type, Licence Type and Version Number. A Customer can Export the details with Pdf or Excel by pressing



2. Played Songs:

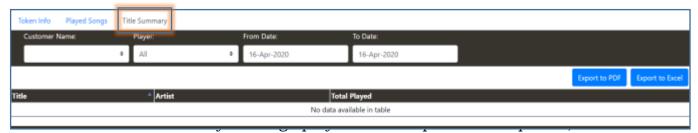


To see the Played Songs information within a specific time frame, the Customer selects 'Customer Name', 'Player', 'From Date' to 'To Date' and the details of the played songs within specified dates will show in the table.

The Details can be exported to PDF or Excel by pressing the buttons.



3. Title Summary:



A customer selects 'Customer Name', 'Player', 'From Date' to 'To Date' from the drop-down menu. The details like 'Title', 'Artist', 'Total Played' of the songs gets displayed in the table.

The Details can be exported to PDF or Excel by pressing the buttons.



13.Streaming

Coming soon