



Welcome Screen Cinq

User guide

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Version 1.0

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Histórico de revisão

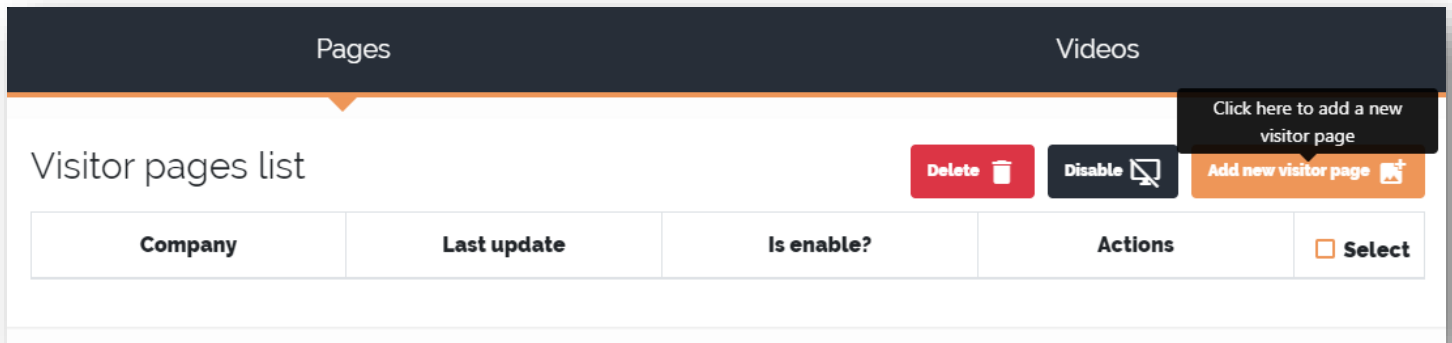
Date	Version	Description	Author
12/Sep/2019	1.0	Initial version.	Paulo Lima

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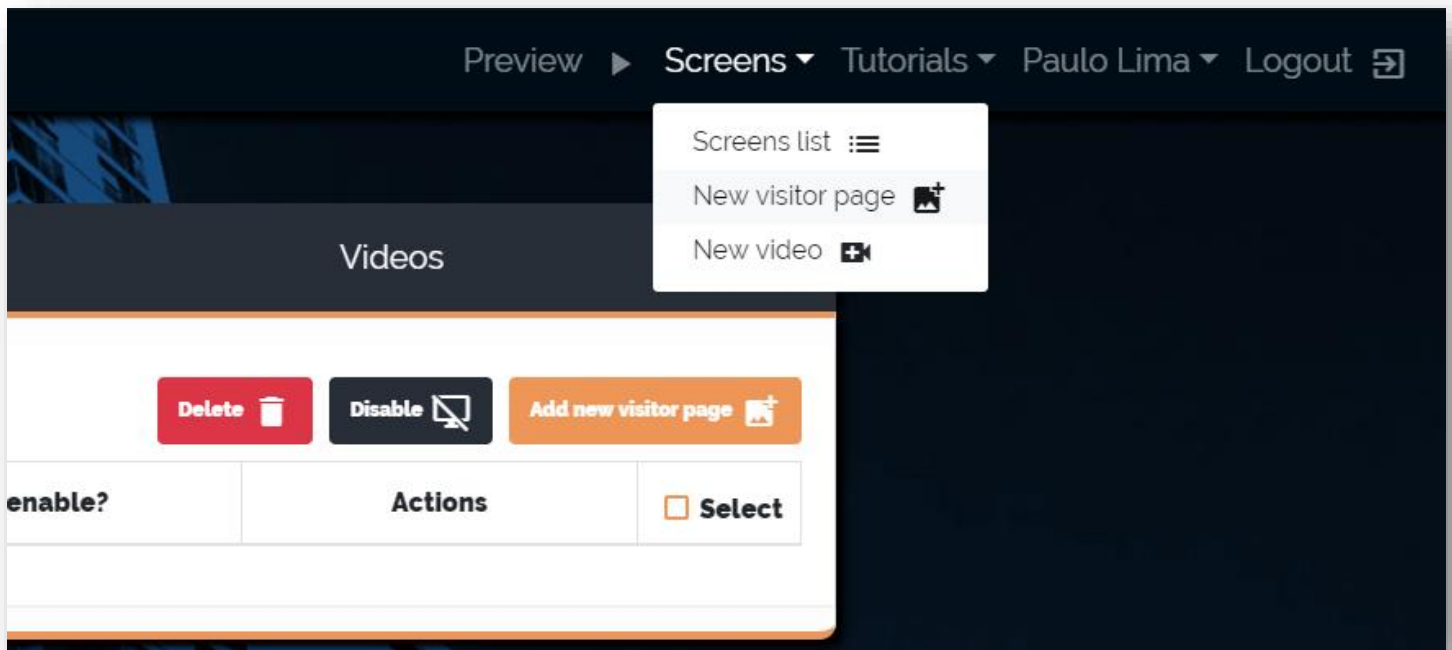
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1. Adding a visitor page

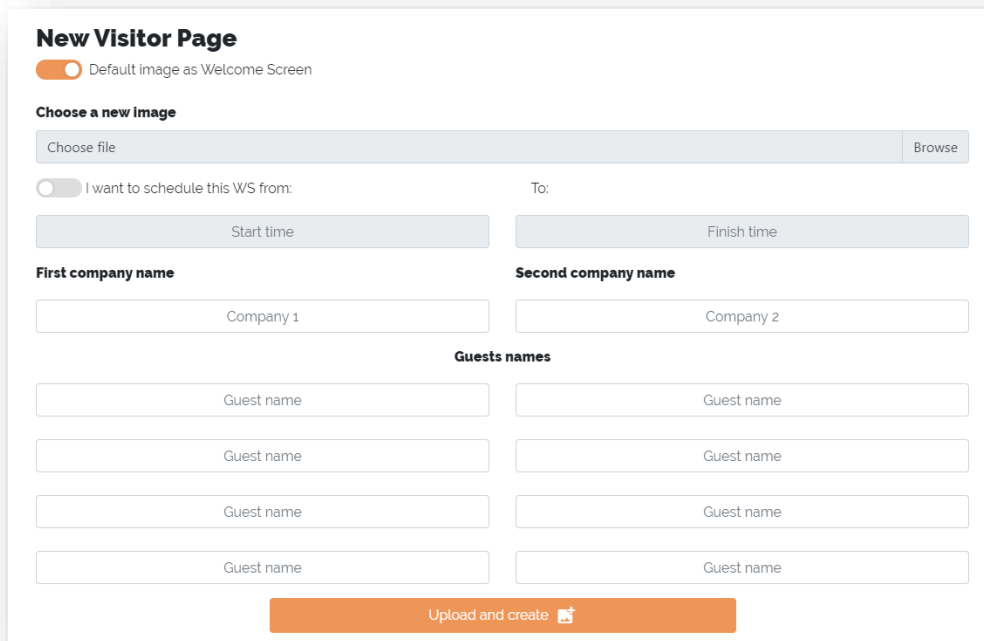
1.1. To add a new visitor page, you can start by clicking directly on *"Add new visitor page"* on the Welcome Screens List



or by clicking on *"Screens"* and then *"New visitor page"* in the navigation bar.



1.2. After that, the screen to add a new visitor page will appear.



New Visitor Page

☒ Default image as Welcome Screen

Choose a new Image

Choose file Browse

☐ I want to schedule this WS from: To:

Start time Finish time

First company name **Second company name**

Company 1 Company 2

Guests names

Guest name Guest name

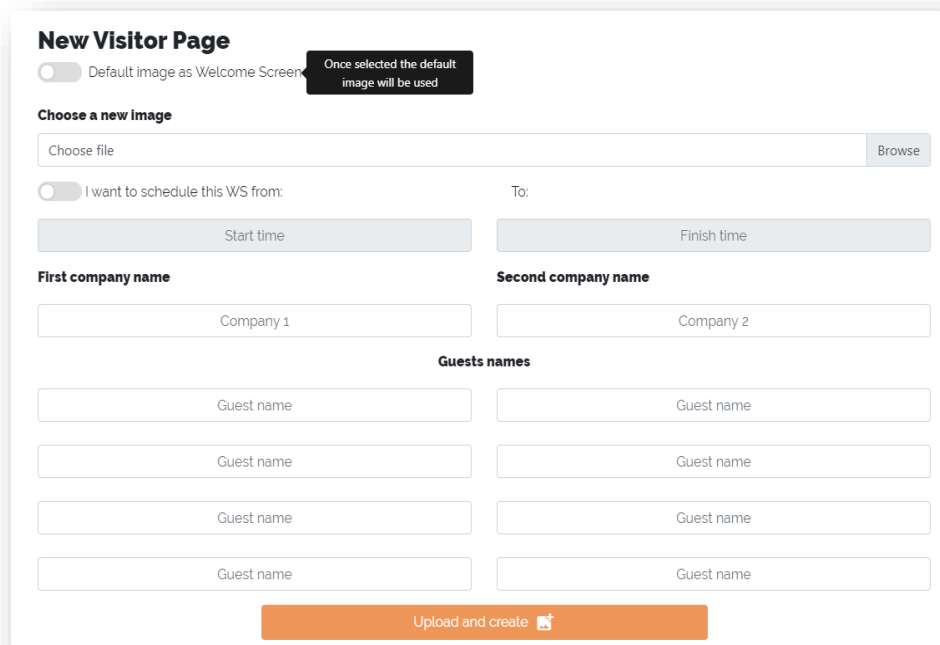
Guest name Guest name

Guest name Guest name

Guest name Guest name

Upload and create

1.3. Note that the *“Default Image as Welcome Screen”* option is selected. This will make Cinq's default photo be used as a background for your visitor page. However, if you want to use a different photo, uncheck this option and you can upload a new photo under *“Choose a new image”*.



New Visitor Page

☐ Default image as Welcome Screen Once selected the default image will be used

Choose a new Image

Choose file Browse

☐ I want to schedule this WS from: To:

Start time Finish time

First company name **Second company name**

Company 1 Company 2

Guests names

Guest name Guest name

Guest name Guest name

Guest name Guest name

Guest name Guest name

Upload and create

New Visitor Page

☐ Default image as Welcome Screen

Choose a new image

Choose file Browse

☐ I want to schedule this WS from: Select new image

Start time Finish time

First company name **Second company name**

Company 1 Company 2

Guests names

Guest name	Guest name
Guest name	Guest name
Guest name	Guest name
Guest name	Guest name

Upload and create

1.4. You may notice from the previous prints that the *"I want to schedule this WS from: ... to:"* option is not selected. This means that your new visitor page is not scheduled for any date, which will make it to be activate as soon as you complete the process. However, if you want this page to be enabled at a specific date and time, uncheck this option. With that, the fields *"Start time"* and *"Finish time"* will be released and you can choose the dates of activation and deactivation of the screen.

ATTENTION:

- The minimum time to activate a visitor page is one hour ahead.
- The start date and time of a page must always be greater than the end date, otherwise the fields will turn red and you will not be able to complete the registration.

New Visitor Page

☐ Default image as Welcome Screen

Choose a new image

Choose file

Browse

☒ I want to schedule this WS from

Once selected you will be able to choose when this Visitor Page will be enabled

To:

11/09/2019 - 21:45

12/09/2019 - 20:45

First company name

Company 1

Second company name

Company 2

Guests names

Guest name

Guest name

Guest name

Guest name

Guest name

Guest name

Guest name

Guest name

Upload and create 

New Visitor Page

☐ Default image as Welcome Screen

Choose a new image

Choose file

Browse

☒ I want to schedule

Set the start date

To:

11/09/2019 - 21:45

12/09/2019 - 20:45

First company name

September, 2019 >

SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
21:45		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear						

Second company name

Company 2


Guests names

Guest name

Guest name

Guest name

Guest name

Upload and create 

New Visitor Page

☐ Default image as Welcome Screen

Choose a new image

Choose file

Browse

☒ I want to schedule **Set the start date**

To:

20/09/2019 - 21:45

12/09/2019 - 20:45

First company name

September, 2019

SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

21:45

Clear

Second company name

Company 2

Guests names

Guest name

Guest name

Guest name

Guest name

Upload and create

New Visitor Page

☐ Default image as Welcome Screen

Choose a new image

Choose file

Browse

☒ I want to schedule this WS from:

To:

20/09/2019 - 21:45

Set the end date

21/09/2019 - 20:45

First company name

September, 2019

SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

21:45

Clear

Second company

September, 2019

SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

20:45

Clear

Guests names

Guest name

Guest name

Guest name

Guest name

Upload and create

1.5. Fill in the *"First company name"* field. This field is required. You can enter up to two company names per screen. These names will be aligned with the *"Guest name"* which are respectively below them.

New Visitor Page

☐ Default image as Welcome Screen

Choose a new image

Choose file Browse

☒ I want to schedule this WS from: To:

20/09/2019 - 21:45 21/09/2019 - 20:45

First company name **Second company name**

Cinq Technologies Company 2

Guests names

Guest name Guest name

Guest name Guest name

Guest name Guest name

Guest name Guest name

Upload and create

1.6. After that, if necessary, fill in the fields *"Guest name"*. These fields are not required and you can place up to eight of them per screen.

New Visitor Page

☐ Default image as Welcome Screen

Choose a new image

Choose file Browse

☒ I want to schedule this WS from: To:

20/09/2019 - 21:45 21/09/2019 - 20:45

First company name **Second company name**

Cinq Technologies Company 2

Guests names

Rodrigo Villaverde Guest name

Guest name Guest name

Guest name Guest name

Guest name Guest name

Upload and create

1.7. Now click on *“Upload and create”*. Remember to check if all required fields are filled, otherwise the moment you click the button an error message will appear and you will not be able to proceed. The field that is not right will be marked with red borders. If no problem occurs, a success message will appear with the button *“OK, keep going!”*. After clicking it you will be redirected to the Welcome Screen List and your screen will already be registered on the list.

New Visitor Page

☐ Default image as Welcome Screen

Choose a new image

Choose file Browse

☒ I want to schedule this WS from: To:

First company name **Second company name**

Guests names

<input type="text" value="Rodrigo Villaverde"/>	<input type="text" value="Guest name"/>
<input type="text" value="Guest name"/>	<input type="text" value="Guest name"/>
<input type="text" value="Guest name"/>	<input type="text" value="Guest name"/>
<input type="text" value="Guest name"/>	<input type="text" value="Guest name"/>

Upload and create

Create new visitor page

New Visitor Page

☐ Default image as Welcome Screen

Choose a new image

Choose file Browse

☒ I want to schedule this WS from: To:

First company name

Upload and create

!

Attention

Please check the fields!

OK

New Visitor Page

☐ Default image as Welcome Screen

Choose a new image

Choose file Browse

☒ I want to schedule this WS from: To:

20/09/2019 2019 - 20:45

First company name

Cinq Techno Company 2


Rodrigo Vill est name

Guest na est name

Guest name Guest name

Guest name Guest name

Upload and create



Success!

Image uploaded successfully!

OK, keep going!

ATTENTION:

- The arrangement of company and guest names on the screen will always be the same on the registration screen.
- If you weren't able to register all companies or guests for lack of space, no problem! Add another screen with the required data and all screens displayed in slide form, alternating between them every 15 seconds.
- There is no limit for how many visitor pages are activated at the same time.
- Whenever a new visitor page be activated, if there is any video running, this video will be disabled.

2. Editing a visitor page

2.1. To edit a visitor page you can start by clicking on the small pencil of the page you want to edit in the Welcome Screens List.

Pages



Videos

Visitor pages list

Delete

Disable

Add new visitor page

Company	Last update	Is enable?	Actions	Select
Cinq Technologies	09/11/19	● Scheduled to 20/09/2019 - 21:45	<div>Edit this visitor page</div> <div></div>	<input type="checkbox"/>

2.2. After that, the screen to editing a visitor page will appear. The rules for editing an existing page are the same as adding a new screen. But there is some differences.

Edit visitor page

☐ Default image as WS

☐ This WS is disabled

Current image: Best moment (1).jpeg

Choose a new image

Choose file

Browse

☒ This WS is schedule to:

Until:

20/09/2019 - 21:45

21/09/2019 - 20:45

First company name

Second company name

Cinq Technologies

Company 2

Guests names

Rodrigo Villaverde

Guest name

Guest name

Guest name

Guest name

Guest name

Guest name

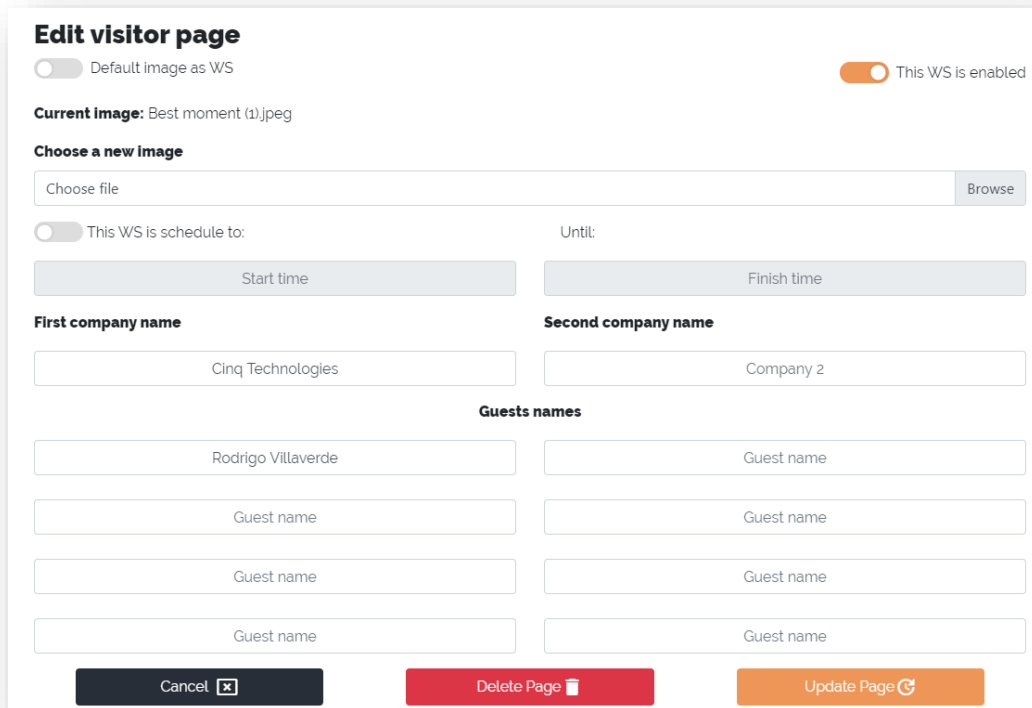
Guest name

Cancel

Delete Page

Update Page

2.3. Note that this page may vary greatly depending on the configuration you registered. However, it is important to note here the *“This WS is disabled”* button. This will be disabled whenever the page is scheduled or disabled. Selecting this will activate the page immediately after editing is complete and your schedule settings will be lost.



Edit visitor page

☐ Default image as WS ☒ This WS is enabled

Current image: Best moment (1).jpeg

Choose a new image

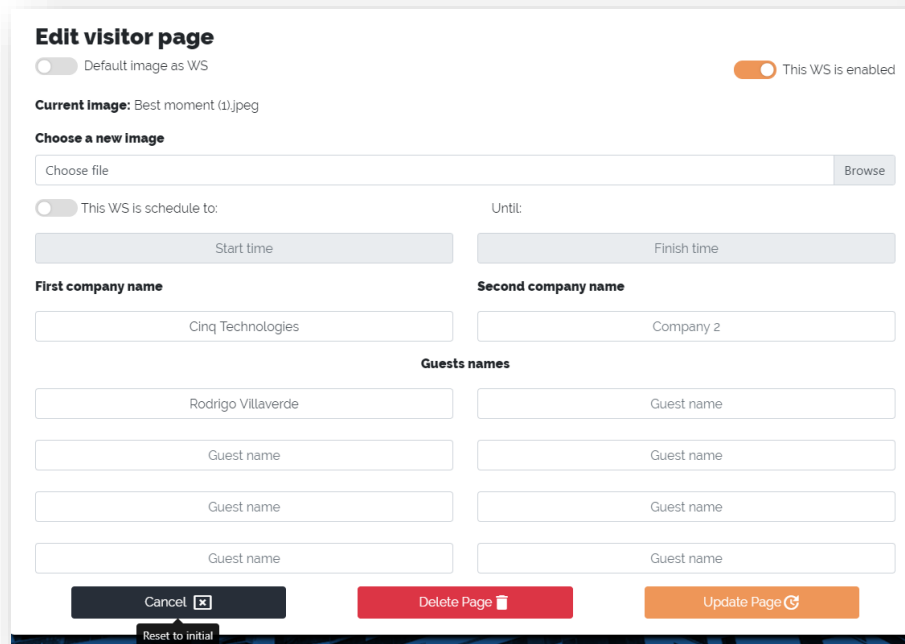
☐ This WS is schedule to: Until:

First company name **Second company name**

Guests names

<input type="text" value="Rodrigo Villaverde"/>	<input type="text" value="Guest name"/>
<input type="text" value="Guest name"/>	<input type="text" value="Guest name"/>
<input type="text" value="Guest name"/>	<input type="text" value="Guest name"/>
<input type="text" value="Guest name"/>	<input type="text" value="Guest name"/>

2.4. By clicking the *“Cancel”* button you can undo all modifications made.



Edit visitor page

☐ Default image as WS ☒ This WS is enabled

Current image: Best moment (1).jpeg

Choose a new image

☐ This WS is schedule to: Until:

First company name **Second company name**

Guests names

<input type="text" value="Rodrigo Villaverde"/>	<input type="text" value="Guest name"/>
<input type="text" value="Guest name"/>	<input type="text" value="Guest name"/>
<input type="text" value="Guest name"/>	<input type="text" value="Guest name"/>
<input type="text" value="Guest name"/>	<input type="text" value="Guest name"/>

Reset to initial

Edit visitor page

☐ Default image as WS ☐ This WS is enabled

Current image: Best moment (1).jpeg

Choose a new image

Choose file Browse

☒ This WS is schedule to: Until:

20/09/2019 - 21:45 21/09/2019 - 20:45

First company name **Second company name**

Cinq Technologies Company 2

Guests names

Rodrigo Villaverde	Guest name
Guest name	Guest name
Guest name	Guest name
Guest name	Guest name

Cancel ✕
Delete Page 🗑
Update Page ↻

Reset to initial

2.5. After completing the modifications just click the *"Update page"* button. If no problem occurs, a success message will appear with the *"OK, keep going!"* button. After clicking it you will be redirected to the Welcome Screen List and your screen will already be updated in the list.

Choose a new image

Choose file Browse

☒ This WS is schedule to: Until:

20/09/2019 - 21:45 21/09/2019 - 20:45

First company name **Second company name**

Cinq Technologies Company 2

Guests names

Rodrigo Villaverde	Guest name
Guest name	Guest name
Guest name	Guest name
Guest name	Guest name

Cancel ✕
Delete Page 🗑
Update Page ↻

Update visitor page

Edit visitor page

☒ Default image as W/S

☐ This W/S is disabled

Current image: default_image.jpg

Choose a new image

Choose file

Browse

☒ This W/S is schedule to:

11/09/2019

2019 - 22:25

First company name

Cinq Techno

Company 2

Rodrigo Vill

est name

Guest name

Guest name

Guest name

Guest name

Guest name

Guest name

Cancel 

Delete Page 

Update Page 



Success

Welcome Screen updated successfully!

OK, keep going!

3. Deleting a visitor page

3.1. To delete a visitor page you can start by clicking on the small trash can of the page you want to delete from the Welcome Screens List.

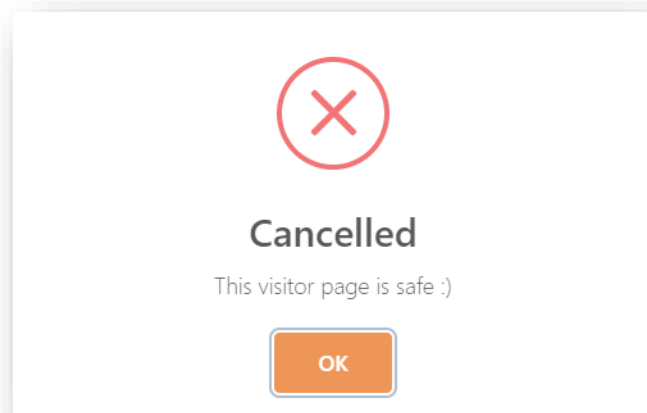
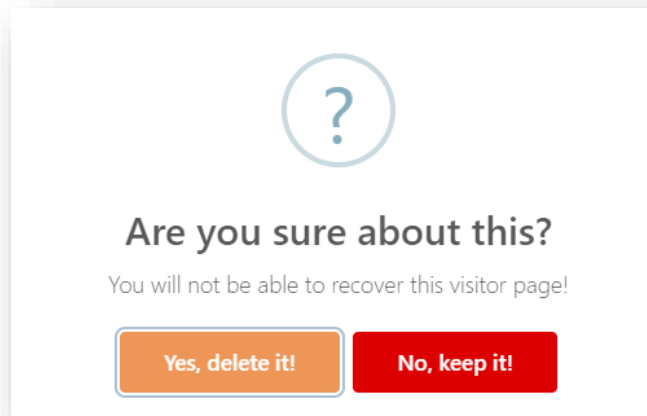
Company	Last update	Is enable?	Actions	Select
Cinq Technologies	09/11/19	Scheduled to 11/09/2019 - 23:25	<div>Delete this visitor page</div>	<input type="checkbox"/>

or by clicking on *"Delete page"* within the visitor page edit screen.

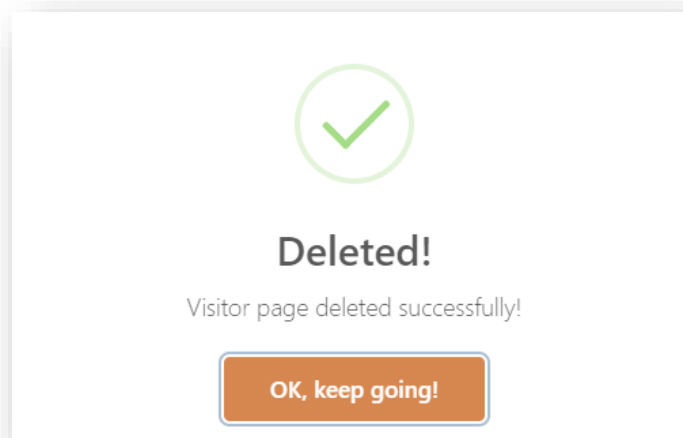
CancelDelete PageUpdate Page

Delete visitor page

In any case, a message will appear asking if you really want to delete that page. If you do not wish to proceed, click *"No, keep it!"* and a cancel message will be displayed warning you that your page is safe and has not been deleted. Press *"OK"* to proceed.



However, if you wish to proceed and delete the page, click ***"Yes, delete it!"***. If no problem occurs, a success message will appear with the ***"OK, keep going!"*** button. After clicking it you will be redirected to the Welcome Screen List and your screen will no longer be in the list.



4. Adding a video

4.1. To add a new video you can start by clicking directly on **"Add new video"** on the Welcome Screens List

The screenshot shows the 'Videos' section of the application. At the top, there are two tabs: 'Pages' and 'Videos'. The 'Videos' tab is active. Below the tabs, there is a 'Videos list' table. Above the table, there are three buttons: 'Delete' (red), 'Disable' (dark blue with a disabled icon), and 'Add new video' (orange with a plus icon). A tooltip above the 'Add new video' button says 'Click here to add a new visitor page'. The table has five columns: 'Title', 'Last update', 'Is enable?', 'Actions', and 'Select'. The first row shows 'Default video', '09/09/19', 'Enabled' (with a green dot), and icons for edit and delete. The 'Select' column has a checkbox.

Title	Last update	Is enable?	Actions	Select
Default video	09/09/19	Enabled		<input type="checkbox"/>

or by clicking on **"Screens"** and then **"New video"** on the navigation bar.

The screenshot shows the 'Screens' section of the application. At the top, there is a navigation bar with 'Preview', 'Screens', 'User guides', 'Paulo Lima', and 'Logout'. The 'Screens' tab is active. Below the navigation bar, there is a 'Videos' section. Above the table, there are three buttons: 'Delete' (red), 'Disable' (dark blue with a disabled icon), and 'Add new video' (orange with a plus icon). The table has four columns: 'date', 'Is enable?', 'Actions', and 'Select'. The first row shows '/19', 'Enabled' (with a green dot), and icons for edit and delete. The 'Select' column has a checkbox. A dropdown menu is open from the 'Screens' tab, showing 'Screens list', 'New visitor page', and 'New video'.

date	Is enable?	Actions	Select
/19	Enabled		<input type="checkbox"/>

4.2. After that, the screen to add a new video will appear.

New video as Welcome Screen

☐ Default video as Welcome Screen

Choose a title for the video

Title

Choose a new video

Choose file


Browse

☐ I want to schedule this WS from:

To:

Start time

Finish time

Upload and create 

4.3. Note that the ***“Default video as Welcome Screen”*** option is not selected. This will allow you to upload a new video in the ***“Choose a new video”*** option to use as the background of your visitor page. However, if you want to use Cinq's default video, select this option and the default video will be automatically selected.

New video as Welcome Screen

☐ Default video as Welcome Screen

Once selected the default video will be used

Choose a title for the video

Title

Choose a new video

Choose file


Browse

☐ I want to schedule this WS from:

To:

Start time

Finish time

Upload and create 

New video as Welcome Screen

☐ Default video as Welcome Screen

Choose a title for the video

Choose a new video

☐ I want to schedule this WS from:

New video as Welcome Screen

☒ Default video as Welcome Screen

Once selected the default video will be used

Choose a title for the video

Choose a new video

☐ I want to schedule this WS from:

ATTENTION:

- The option to select the default video is only available to system administrator users. If you are not an admin you can only upload new videos.

4.4. Fill in the *"Choose a title for the video"* field. This field is required.

The screenshot shows a form titled "New video as Welcome Screen". At the top, there is a toggle switch labeled "Default video as Welcome Screen" which is currently turned off. Below this, the instruction "Choose a title for the video" is followed by a text input field containing the text "Cinq Technologies". A tooltip with the text "Video title here" points to this field. Underneath, the instruction "Choose a new video" is followed by a "Choose file" input field and a "Browse" button. Below that is another toggle switch labeled "I want to schedule this WS from:" which is turned off. To its right is the label "To:". Below these are two empty input fields labeled "Start time" and "Finish time". At the bottom is an orange button labeled "Upload and create" with a small icon.

4.5. You may notice from previous prints that *"I want to schedule this WS from: ... to:"* is not selected. This means that your new video is not scheduled for any date, which will cause it to activate as soon as you complete the process. However, if you want this video to be enabled on a specific date and time, uncheck this option. This will release the "Start time" and "Finish time" fields and you will be able to choose the video activation and deactivation dates.

ATTENTION:

- The minimum activation time for a video is one hour ahead.
- The start date and time of a video must always be greater than the end date, otherwise the fields will turn red and you will not be able to complete the registration.

This screenshot shows the same form as the previous one, but with the toggle switch "I want to schedule this WS from:" turned on. A tooltip points to this toggle with the text "Once selected you will be able to choose when this video will be enabled". The "Start time" field now contains the text "12/09/2019 - 15:36" and the "Finish time" field contains "13/09/2019 - 14:36". The "Upload and create" button remains at the bottom.

New video as Welcome Screen

☐ Default video as Welcome Screen

Choose a title for the video

Choose a new video

Choose file

☒ I want to schedule this video from:

September, 2019

SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

15:36

Clear

12/09/2019 - 15:36

Set the start date

CinQ Technologies

To:

13/09/2019 - 14:36

Upload and create

New video as Welcome Screen

☐ Default video as Welcome Screen

Choose a title for the video

Choose a new video

Choose file

☒ I want to schedule this video from:

September, 2019

SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

15:36

Clear

18/09/2019 - 15:36

Set the start date

CinQ Technologies

To:

13/09/2019 - 14:36

Upload and create

New video as Welcome Screen

☐ Default video as Welcome Screen

Choose a title for the video

Choose a new video

Choose file

☒ I want to schedule this WS from:

September, 2019

SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

14:36

Clear

18/09/2019 - 15:36

27/09/2019 - 14:36

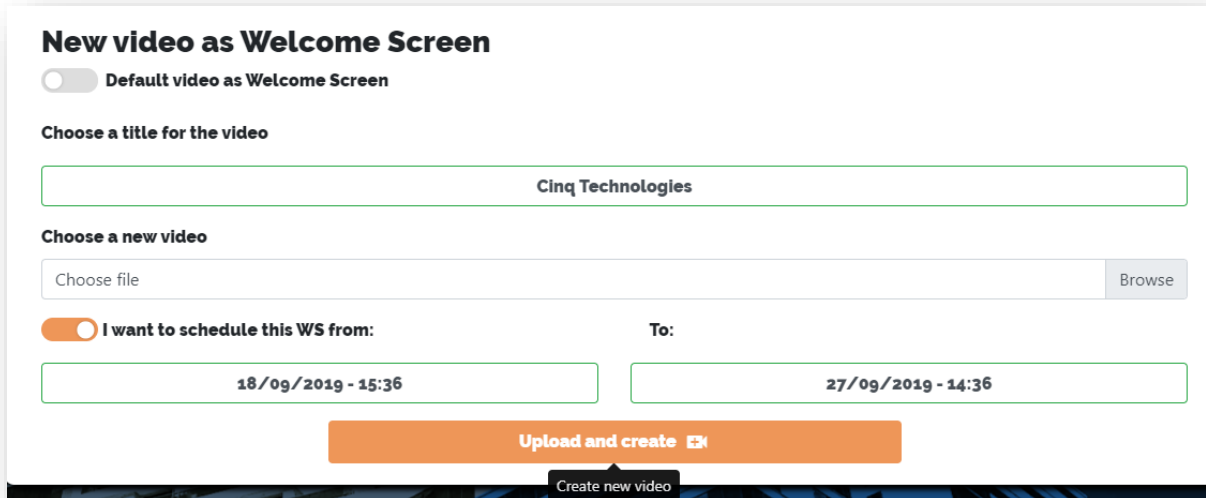
Set the end date

CinQ Technologies

To:

Upload and create

4.6. Now click on ***“Upload and create”***. Remember to check if all required fields are filled, otherwise the moment you click the button an error message will appear and you will not be able to proceed. The field that is not right will be marked with red borders. If no problem occurs, a success message will appear with the **“OK, keep going!”** Button. After clicking it you will be redirected to the Welcome Screen List and your screen will already be registered in the list.



New video as Welcome Screen

☐ Default video as Welcome Screen

Choose a title for the video


Cinq Technologies

Choose a new video

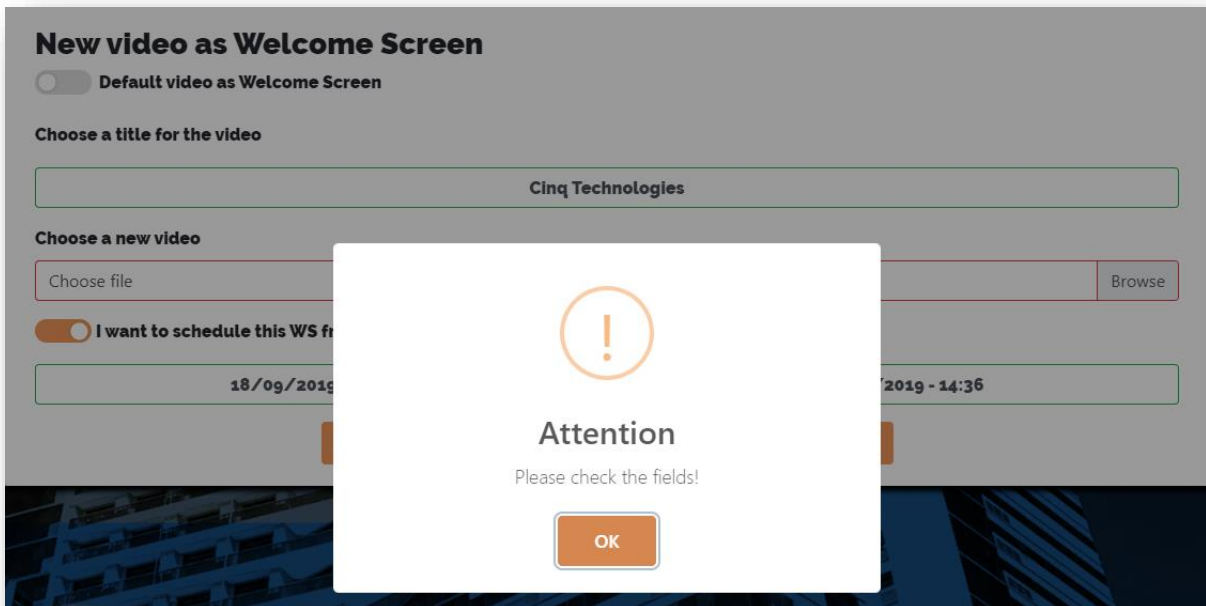
Choose file Browse

☒ I want to schedule this WS from: To:

18/09/2019 - 15:36 27/09/2019 - 14:36

Upload and create 

Create new video



New video as Welcome Screen

☐ Default video as Welcome Screen

Choose a title for the video

Cinq Technologies

Choose a new video

Choose file Browse

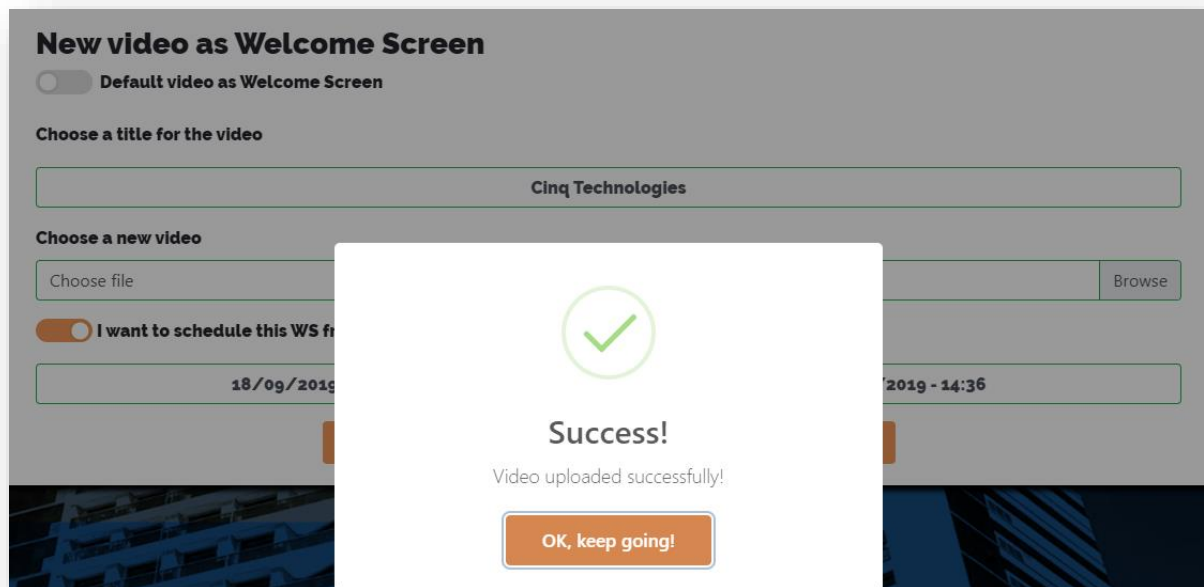
☒ I want to schedule this WS from: To:

18/09/2019 - 15:36 27/09/2019 - 14:36

Attention

Please check the fields!

OK







ATTENTION:

- Each time a new video is activated, any active content will be automatically disabled.

5. Editing a video

5.1. To edit a video you can start by clicking on the small pencil of the video you want to edit in the Welcome Screens List

Pages		Videos		
Videos list		Delete	Disable	Add new video
Title	Last update	Is enable?	Actions	<input type="checkbox"/> Select
Default video	09/09/19	● Enabled	  Edit this video	<input type="checkbox"/>
Cinq Technologies	09/12/19	● Scheduled to 18/09/2019 - 15:36	 	<input type="checkbox"/>

5.2. After that, the screen for editing a video will appear. The rules for editing an existing video are the same as adding a new video. But there is some differences.

Edit video

☐ Default video as WS

☐ This WS is disabled

Current video title

Cinq Technologies

Current video: Best moment (1).mp4

Choose a new video

Choose file [Browse](#)

☒ This WS is schedule to:

18/09/2019 - 15:36

Until:

27/09/2019 - 14:36

[Cancel](#) [Delete video](#) [Update video](#)

5.3. Note that this page may vary greatly depending on the configuration you registered. However, it is important to note here the ***"This WS is disabled"*** button. This will be disabled whenever the video is programmed or disabled. Selecting it will activate the video immediately after editing is complete and your schedule settings will be lost.

Edit video

☐ Default video as WS ☒ This WS is enabled [Enable/disable video](#)

Current video title

Cinq Technologies

Current video: Best moment (1).mp4

Choose a new video

Choose file [Browse](#)

☐ This WS is schedule to: Until:

Start time Finish time

[Cancel](#) [Delete video](#) [Update video](#)

5.4. By clicking the **"Cancel"** button you can undo all modifications made.

Edit video

☐ Default video as WS ☒ This WS is enabled

Current video title

Cinq Technologies

Current video: Best moment (1).mp4

Choose a new video

Choose file [Browse](#)

☐ This WS is schedule to: Until:

Start time Finish time

[Cancel](#) [Delete video](#) [Update video](#)

Reset to initial

Edit video

☐ Default video as WS ☐ This WS is enabled

Current video title

Cinq Technologies

Current video: Best moment (1).mp4

Choose a new video

Choose file [Browse](#)

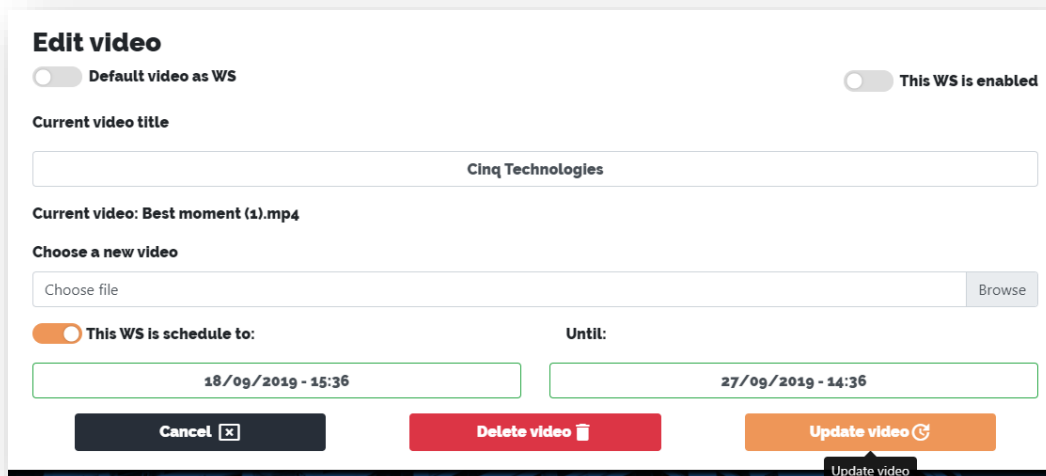
☒ This WS is schedule to: Until:

18/09/2019 - 15:36 27/09/2019 - 14:36

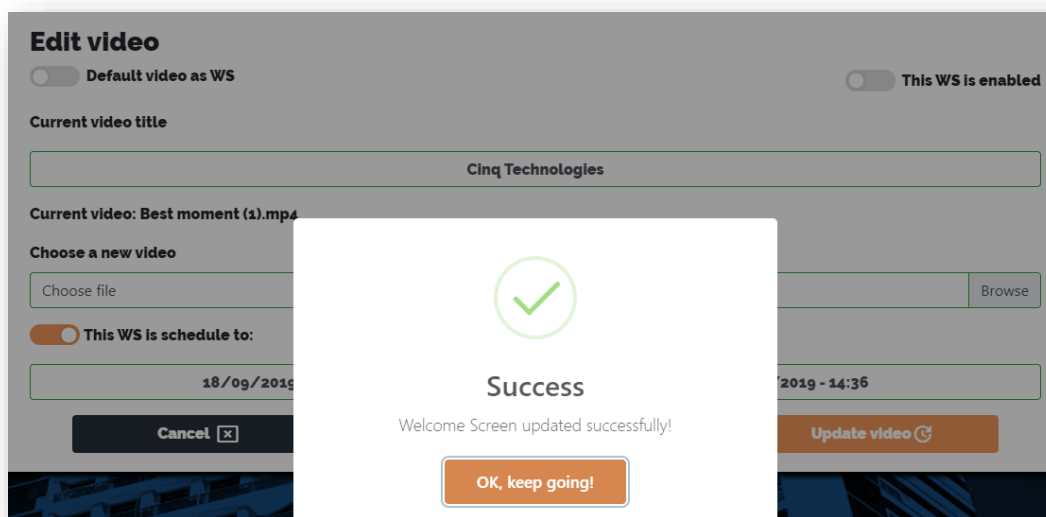
[Cancel](#) [Delete video](#) [Update video](#)

Reset to initial

5.5. After completing the modifications just click the *"Update video"* button. If no problem occurs, a success message will appear with the *"OK, keep going!"* button. After clicking it you will be redirected to the Welcome Screen List and your video will already be updated in the list.



The screenshot shows the 'Edit video' form. At the top, there are two toggle switches: 'Default video as WS' (disabled) and 'This WS is enabled' (disabled). Below these is a text input field for 'Current video title' containing 'Cinq Technologies'. Underneath, it says 'Current video: Best moment (1).mp4'. Then, there's a section 'Choose a new video' with a 'Choose file' input and a 'Browse' button. Below that, there's a toggle switch 'This WS is schedule to:' which is enabled, followed by two date-time input fields: '18/09/2019 - 15:36' and '27/09/2019 - 14:36'. At the bottom, there are three buttons: 'Cancel' (dark grey), 'Delete video' (red), and 'Update video' (orange). A tooltip 'Update video' is visible over the orange button.



This screenshot shows the same 'Edit video' form as above, but with a success modal overlay in the center. The modal has a green checkmark icon, the word 'Success', and the message 'Welcome Screen updated successfully!'. At the bottom of the modal is an orange button labeled 'OK, keep going!'. The background form is dimmed.

ATTENTION:

- The option to select the default video is only available to system administrator users. If you are not an administrator you can only upload new videos.

6. Deleting a video

6.1. To delete a video you can start by clicking on the small trash can of the video you want to delete in the welcome list.

Pages

Videos

Videos list

Delete

Disable

Add new video

Title	Last update	Is enable?	Actions	Select
Default video	09/09/19	Enabled	<div><div></div><div></div><div>Delete this video</div></div>	<input type="checkbox"/>
Cinq Technologies	09/12/19	Scheduled to 18/09/2019 - 15:36	<div><div></div><div></div><div></div></div>	<input type="checkbox"/>

or by clicking on **"Delete video"** within the video editing screen.

Edit video

☐ Default video as WS

☐ This WS is disabled

Current video title

Cinq Technologies

Current video: Best moment (1).mp4

Choose a new video

Choose file

Browse

☒ This WS is schedule to:

Until:

18/09/2019 - 15:36

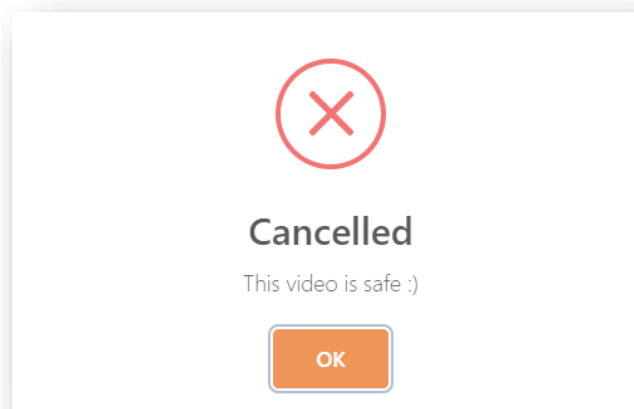
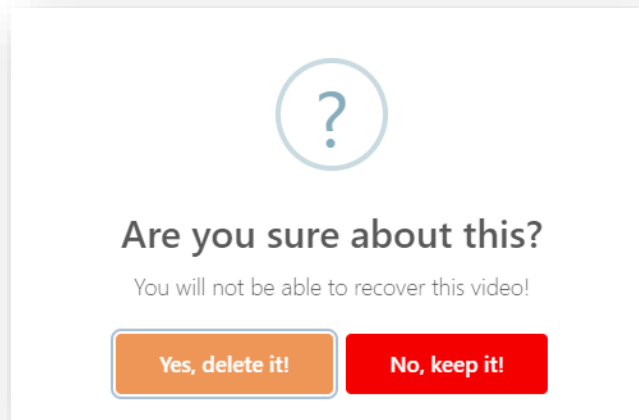
27/09/2019 - 14:36

Cancel

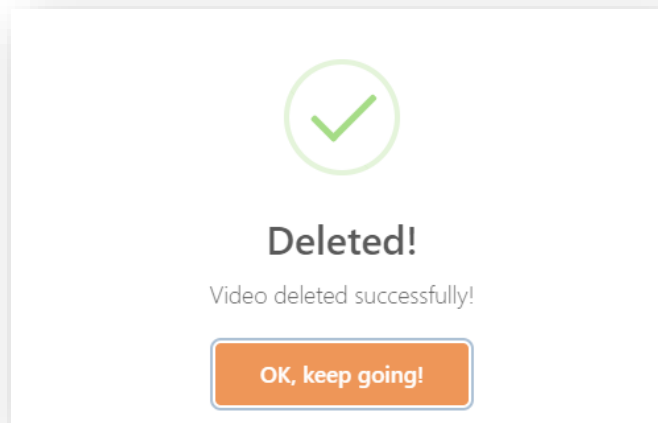
Delete video

Update video

In any case, a message will appear asking if you really want to delete that video. If you do not wish to proceed, click **"No, keep it!"** and a cancellation message will be displayed warning you that your video is safe and has not been deleted. Press **"OK"** to proceed.



However, if you wish to proceed and delete the video, click **"Yes, delete it!"**. If no problem occurs, a success message will appear with the **"OK, keep going!"** button. After clicking it you will be redirected to the Welcome Screen List and your video will no longer be in the list.



7. Welcome Screens List

7.1. Here you have an overview of everything that is registered in the system. You can change the view of only pages to only videos and vice versa.

Pages

Videos

Visitor pages list

Delete

Disable

Add new visitor page

Company	Last update	Is enable?	Actions	<input type="checkbox"/> Select
Cinq Techonologies	09/12/19	<div></div> Enabled	<div></div> <div></div>	<input type="checkbox"/>

Pages

Videos

Videos list

Delete

Disable

Add new video

Title	Last update	Is enable?	Actions	<input type="checkbox"/> Select
Default video	09/09/19	● Disabled	<div><div></div><div></div></div>	<input type="checkbox"/>
Cinq Techonologies	09/12/19	● Scheduled to 12/09/2019 - 16:15	<div><div></div><div></div></div>	<input type="checkbox"/>

Note that you can see the name of the companies registered in the images and, in the videos, you can see the registered title. In both cases it is also available for viewing the last update date, the status of the W.S. (*Is enable?*), the previously mentioned edit and delete actions (*Actions*) and a checkbox for you to select a particular W.S.

7.2. In the system, a W.S. can have up to three statuses that are characterized by color. They are the following:

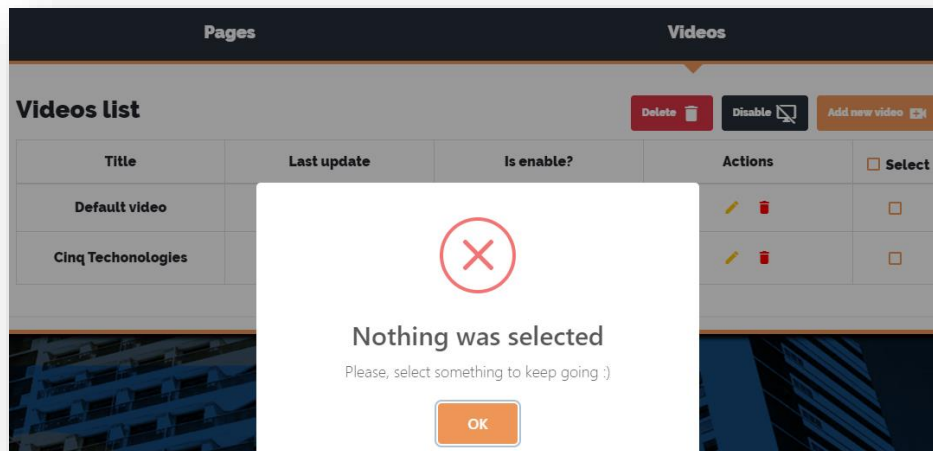
- **Enable (green)** – when W.S. is enabled.
- **Disabled (red)** – when W.S. is disabled.
- **Scheduled (blue)** – when W.S. is scheduled for some date. Also shown is the date that W.S. will be activated.

ATTENTION:

- Cinq's default video will only appear to admin users, not being allowed to edit it by users that are not in this group.
- Default video will be activated whenever nothing else is enabled.

8. Deleting/Disabling many W.S.

8.1. In the Welcome Screens List you can select multiple W.S. at the same time to delete or disable them together. You can select them all at once by clicking on **“Select” or just the ones you want. Always remember to have something selected before clicking **“Delete”** or **“Disable”** or an error message will appear.**



Pages

Videos

Videos list

Click here to delete the selected video

Delete

Disable

Add new video

Title	Last update	Is enable?	Actions	<input type="checkbox"/> Select
Default video	09/09/19	<div><div></div> Disabled</div>	<div><div></div><div></div></div>	<input type="checkbox"/>
Cinq Techonologies	09/12/19	<div><div></div> Scheduled to 12/09/2019 - 16:15</div>	<div><div></div><div></div></div>	<input checked="" type="checkbox"/>

Pages

Videos

Click here to disable the selected video

Delete

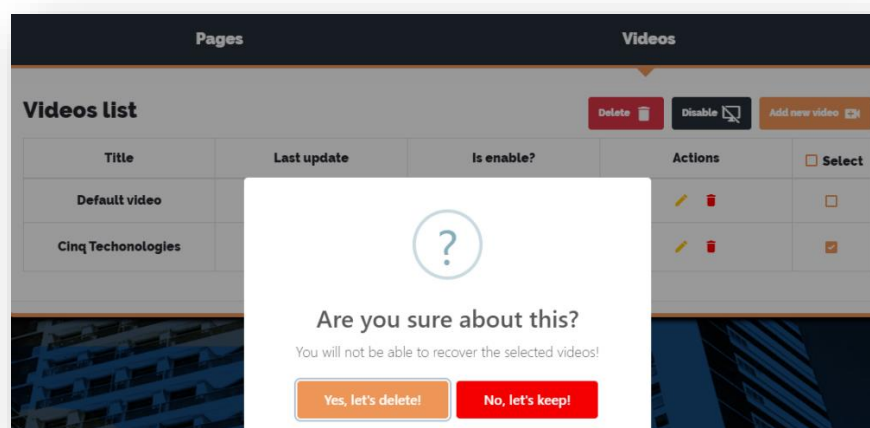
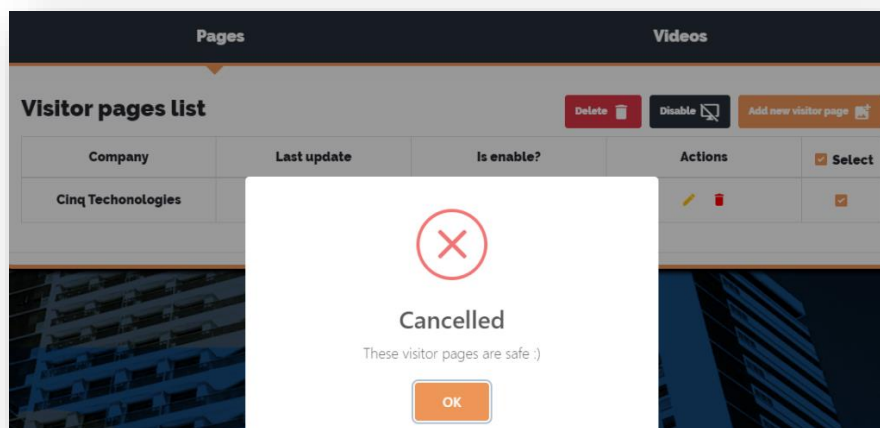
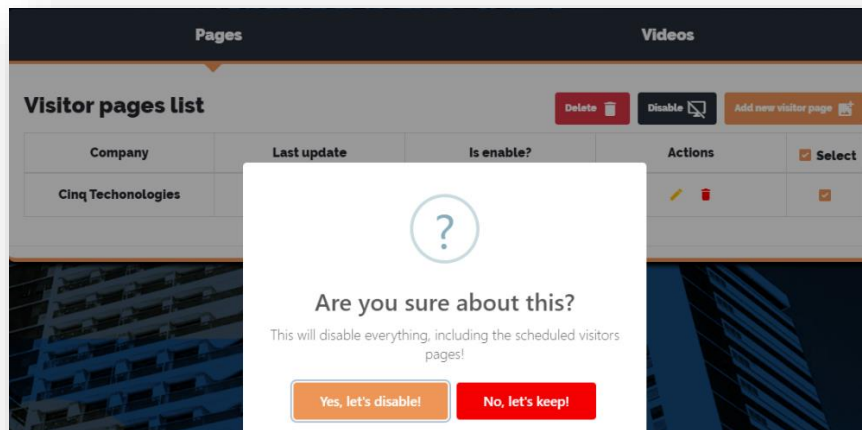
Disable

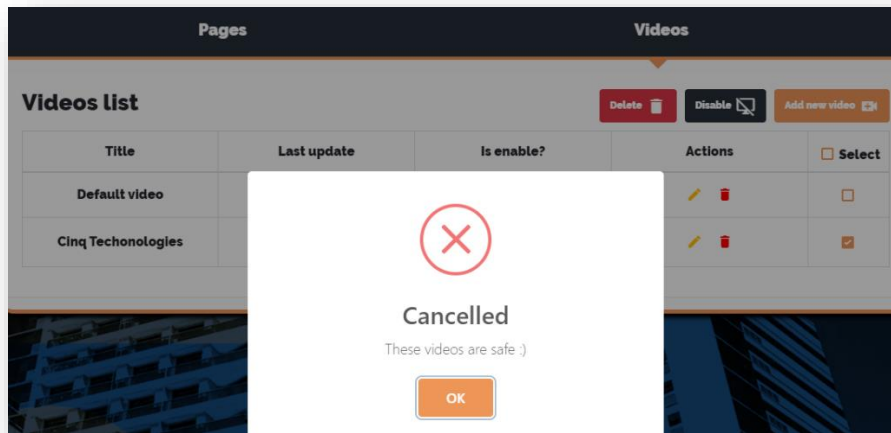
Add new video

Videos list

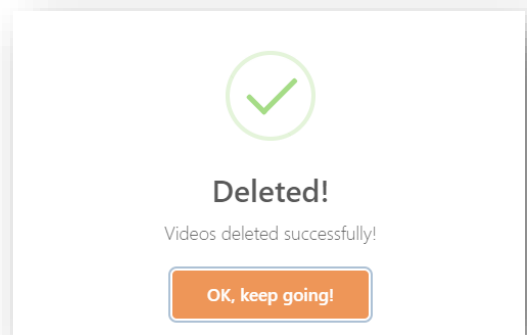
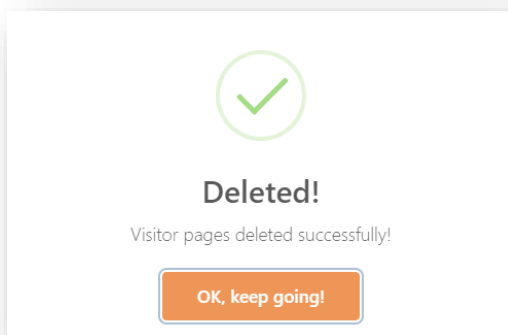
Title	Last update	Is enable?	Actions	<input type="checkbox"/> Select
Default video	09/09/19	<div>● Disabled</div>	<div><div></div><div></div></div>	<input type="checkbox"/>
Cinq Technologies	09/12/19	<div>● Scheduled to 12/09/2019 - 16:15</div>	<div><div></div><div></div></div>	<input checked="" type="checkbox"/>

As soon as you click one of the buttons a message will appear asking if you really want to proceed. If you do not want to, click ***"No, keep it!"*** and a cancellation message will be displayed warning you that your W.S. is safe and has not been deleted or disabled. Press ***"OK"*** to proceed.





However, if you wish to proceed and delete or deactivate W.S., click on ***“Yes, delete it!”*** or ***“Yes, let’s disable!”***. If no problem occurs, a success message will appear with the ***“OK, keep going!”*** button. After clicking it you will be redirected to the Welcome Screen List and your updates will be ready.

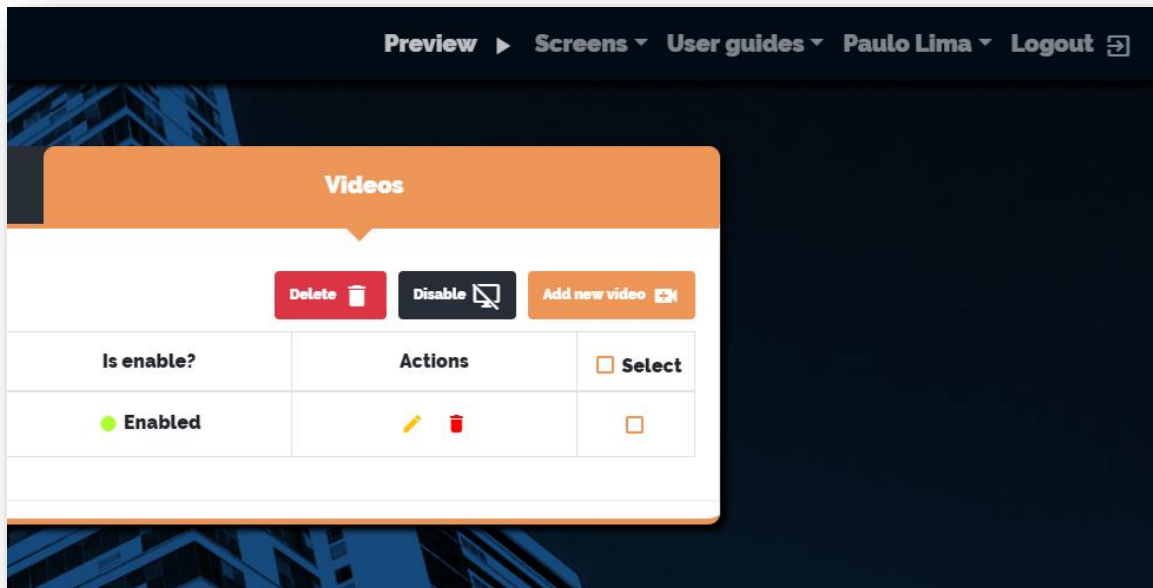


ATTENTION:

- Default video will be activated whenever nothing else is enabled.
- If a W.S. If the programmed setting is selected to be disabled it will lose all of its schedule settings.

9. Welcome Screen Preview

9.1. This screen is for occasions when it is not possible to check the final kiosks. Here you can see all the modifications made. This screen can be accessed via the **“Preview”** button in the navigation bar.



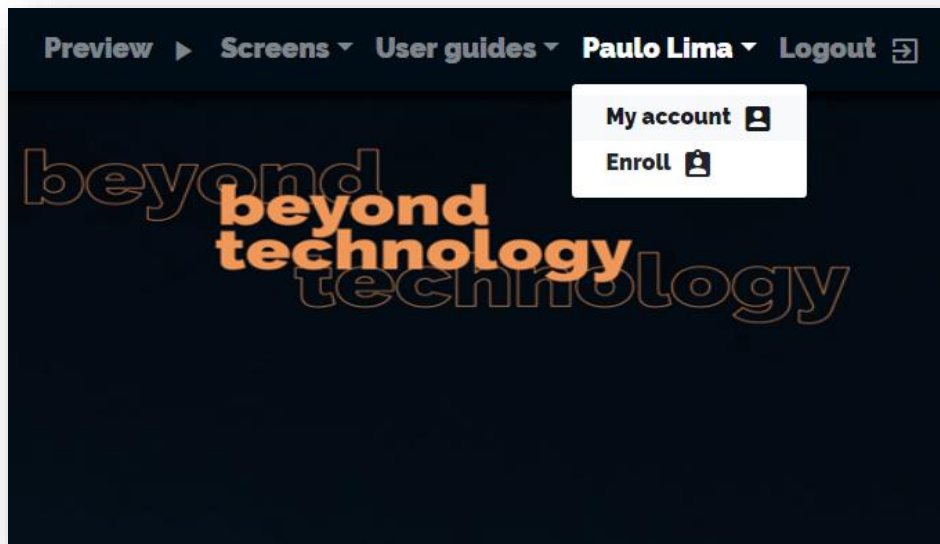
10. Home

10.1. This is the page where everything will be displayed to the end user at the kiosk..




11. My account

11.1. Here you can check all the details of your account as well as change necessary data. This screen can be accessed via the ***"My account"*** option in the navigation bar.



Once all the necessary data has been updated, just click on ***"Update my account"***. If no problem occurs, a success message will appear with the ***"OK, keep going!"*** button. After clicking it you will be redirected to the Welcome Screen List and your updates will be ready.




Paulo Lima


p.pereira

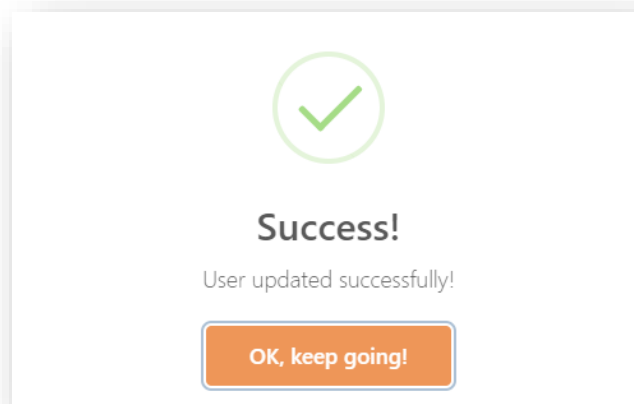
p.pereira@cinq.com.br

Password

Update my account

Update my account 

Delete my account 

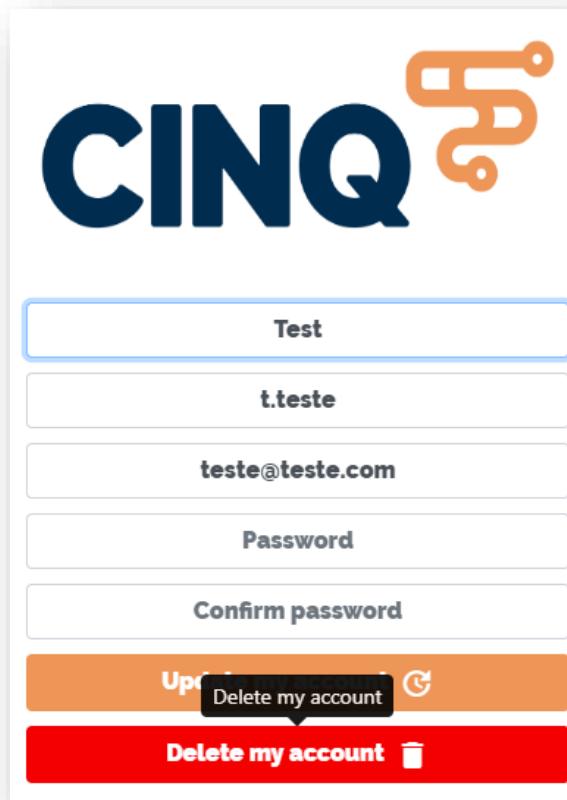


ATTENTION:

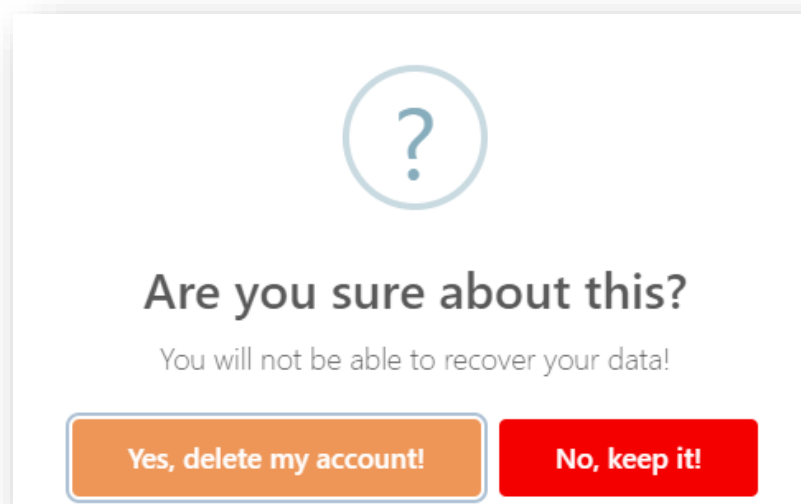
- No logins or duplicate emails allowed. If you try to update your data to any of these an error message will appear and you will not be able to proceed.
- Each time you change your registration you will need to enter and confirm your password again.

12. Deleting my account

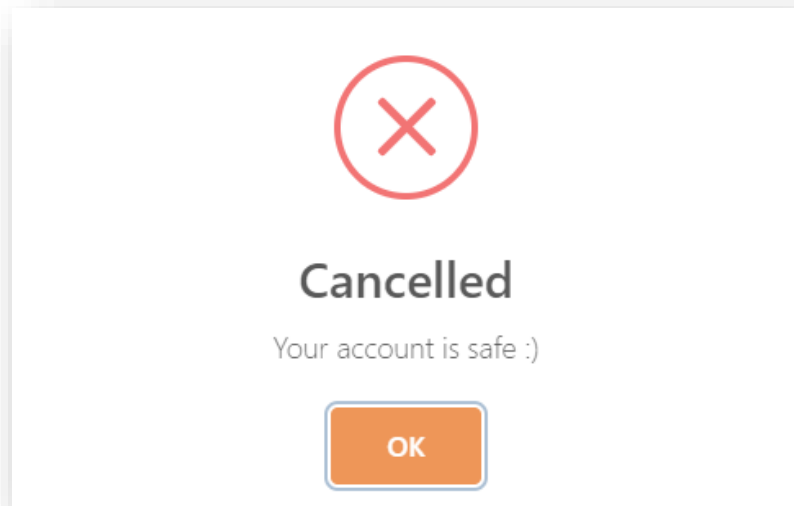
- 12.1.** Once you are on your account screen click on **"Delete my account"**. As soon as you click the button a message will appear asking if you really want to proceed. If you do not want to, click **"No, keep it!"** and a cancellation message will be displayed warning you that your account is secure and has not been deleted. Press **"OK"** to proceed.



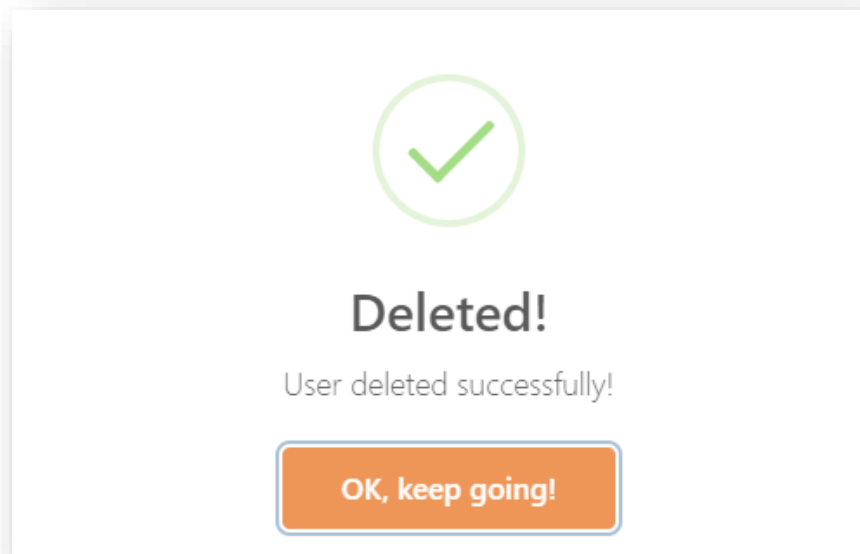
The screenshot shows the CINQ account management interface. At the top is the CINQ logo. Below it are several input fields: a name field containing 'Test', an email field containing 't.teste', a phone field containing 'teste@teste.com', a password field labeled 'Password', and a confirm password field labeled 'Confirm password'. At the bottom, there are two buttons: an orange button labeled 'Update my account' with a refresh icon, and a red button labeled 'Delete my account' with a trash icon. A tooltip is visible over the red button, also labeled 'Delete my account'.



The screenshot shows a confirmation dialog box. At the top is a large question mark icon. Below it is the text 'Are you sure about this?' followed by a warning: 'You will not be able to recover your data!'. At the bottom are two buttons: an orange button labeled 'Yes, delete my account!' and a red button labeled 'No, keep it!'.



However, if you wish to proceed and delete your account, click ***"Yes, delete my account!"***. If no problem occurs, a success message will appear with the ***"OK, keep going!"*** Button. After clicking it you will be redirected to the main screen (***Home***) and your account will be deleted.



13. Enrolling a new user

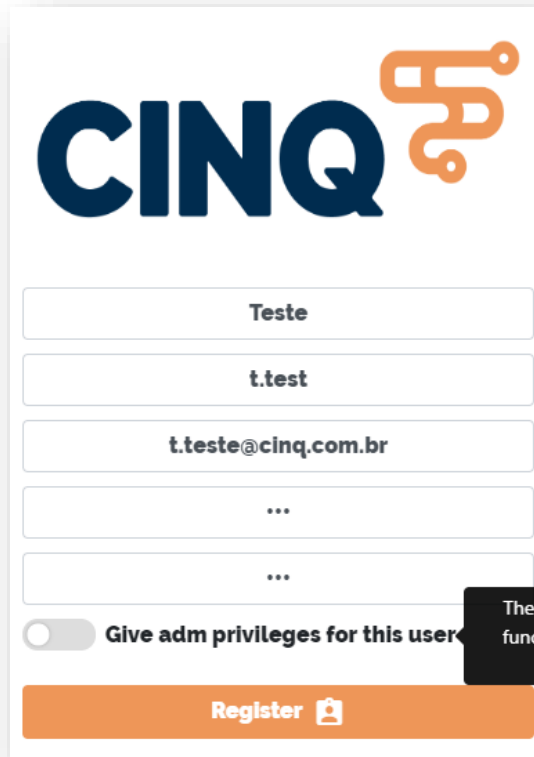
ATTENTION:

- - This option is only available to admin users.

13.1. To access this option simply click **"Enroll"** in the navigation bar, after that the registration screen of a new user will appear..

A screenshot of a user registration form. The form is white with a blue header containing the 'CINQ' logo and an orange circuit icon. The form fields are: 'Name', 'Login', 'E-mail', 'Password', and 'Confirm password'. Below these fields is a toggle switch for 'Give adm privileges for this user'. At the bottom is an orange 'Register' button with a user icon.

13.2. After that, fill all the necessary data of the new user.



The screenshot shows a mobile app interface for registering a new user. At the top is the CINQ logo, consisting of the word "CINQ" in dark blue and an orange circuit-like icon. Below the logo are five input fields: the first contains "Teste", the second "t.test", the third "t.teste@cinq.com.br", and the fourth and fifth fields contain three dots "...". Below these fields is a toggle switch that is currently turned off, with the text "Give adm privileges for this user" next to it. A small black tooltip with white text is visible over the toggle, showing "The u" and "func". At the bottom is an orange "Register" button with a white user icon.

ATTENTION:

- Duplicated login or emails are not allowed. If you try to enter this data an error message will appear and you will not be able to proceed.

13.3. You may notice in previous prints that the option *"Give adm privileges for this user"* is not selected. This option allows the user to be an administrator. This type of user has the power to handle Cinq's default video, register new users as well and access to other features. If you want the new user to be an administrator select this option.



Form fields for user registration:

- Nome: Teste
- E-mail: t.teste
- Senha: t.teste@cinq.com.br
- Confirmar senha: ...
- Privilegios: ...

☒ Give adm privileges for this user

The user will have extra functionalities with that option selected

Register 

13.4. After completing the completion of the fields just click the **"Register"** button. If no problem occurs, a success message will appear with the **"OK, keep going!"** button. After clicking it you will be redirected to the Welcome Screen List and the new user is already registered.

