# iTX-CAST ADMINISTRATOR MANUAL

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## **DESIGN AND PREVIEW**

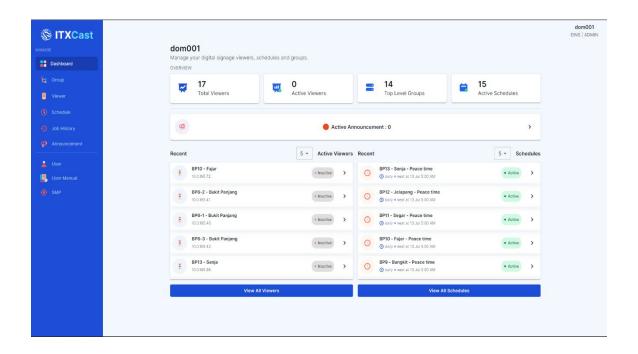
iTX-Cast is a software that allows users to remotely broadcast a wide range of information to various digital signages. iTX-Cast consists of roles and functions that enables users to broadcast:

- Public Information
- Internal Information
- Advertisements
- Promotions
- Navigation

The documentation consists of several pages with instructions on operating the iTX-Cast software.

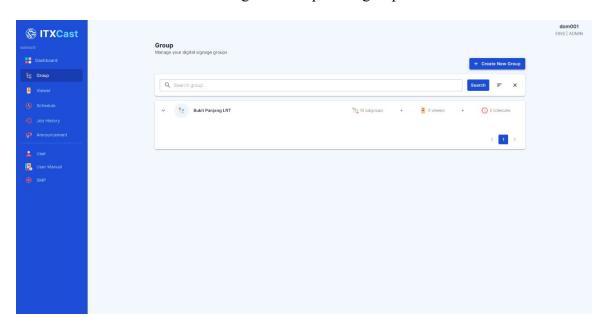
## **Dashboard**

You can observe the total number of viewers (digital signage systems), the number of active viewers as well as the groups they belong to, and its active job schedules assigned respectively.



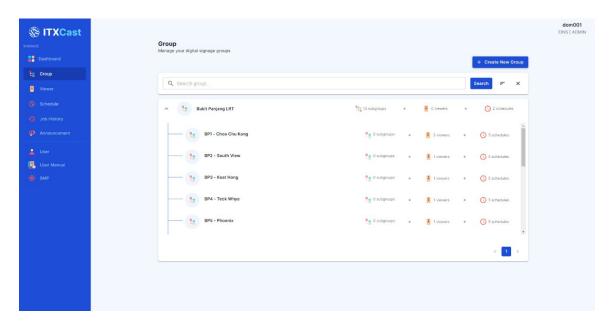
# Group

The Group tab is where you view all groups with brief information such as SubGroups, viewers and schedules which belong to the respective groups.

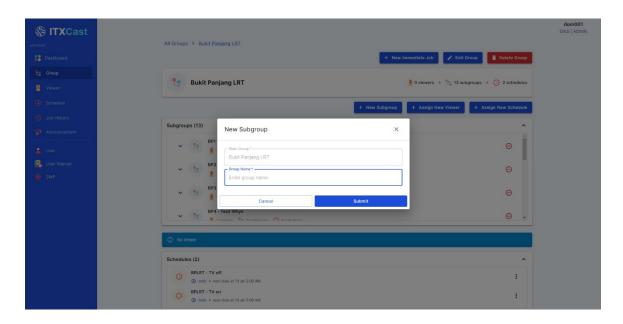


## Adding a Group

By clicking on a group, a drop-down display shows all the subgroups under the main group.

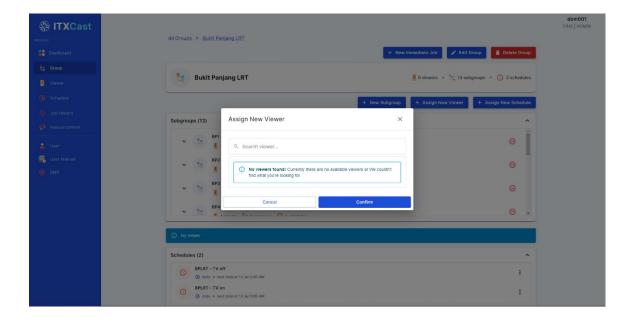


To add a new SubGroup under the main group, click on the (+ New SubGroup) button.



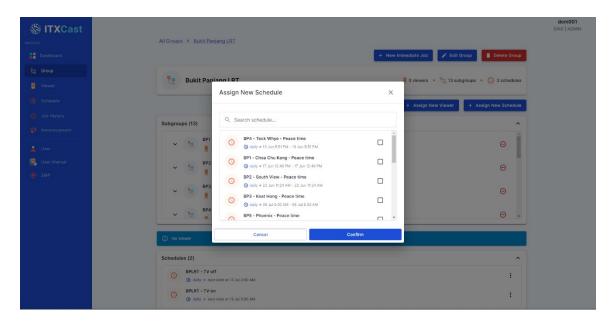
#### Assign viewer to a group

To assign a new viewer to the group or subgroup, click on the (+ Assign New Viewer) button. \*Only viewers which has been connected and signed in will be shown in the list.



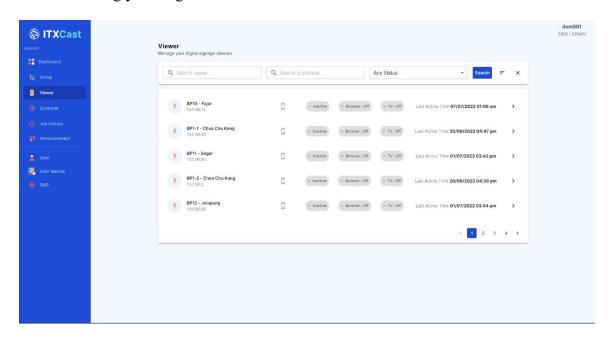
### Assign a schedule to a group

To assign a new schedule, click on the (+ Assign New Schedule) button. The list will show the available schedules which you have created under the Schedule tab.



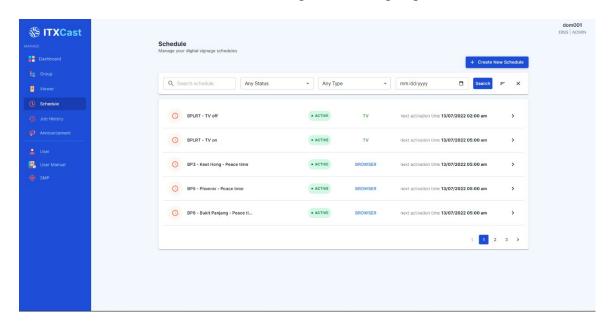
## Viewer

The Viewer tab displays all the Digital Signage Systems which has been configured by EINS accordingly and signed in with the iTX-Cast Server.



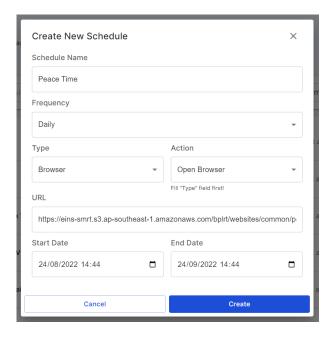
## **Schedule**

The Schedule tab list out all the schedules created and by selecting individual schedule will show the details of the schedule and assigned to what group or viewer.



#### **Creating Schedule**

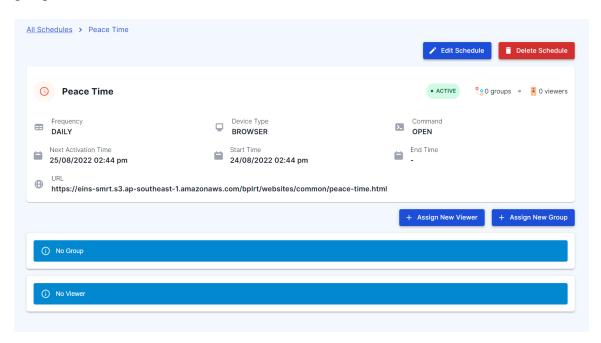
To create a new schedule, click on "Create New Schedule" button. Then the form will pop out.



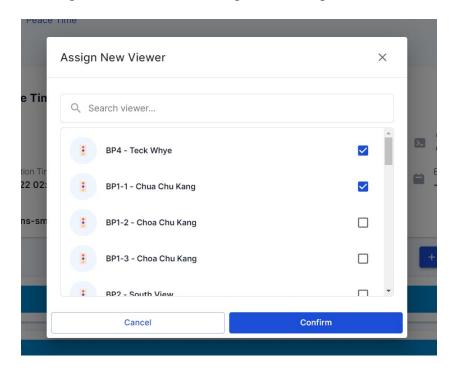
Fill out the form and click "Create".

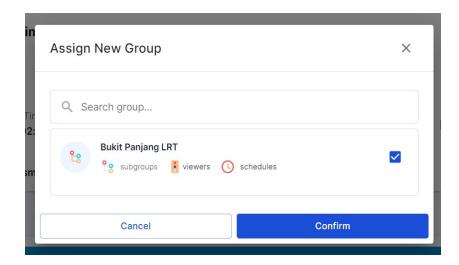
#### **Assigning Schedule to Viewer and Group**

On the schedule page, click on the schedule that you want to assign to viewers and groups.



Then click on "Assign New Viewer" or "Assign New Group".

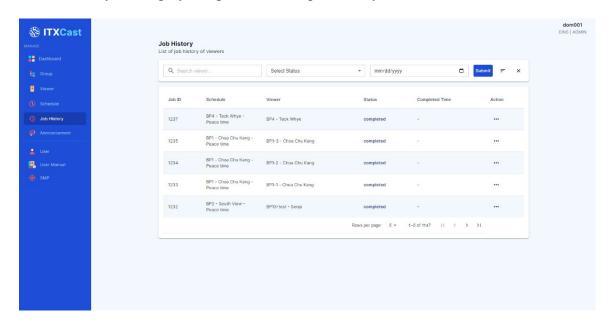




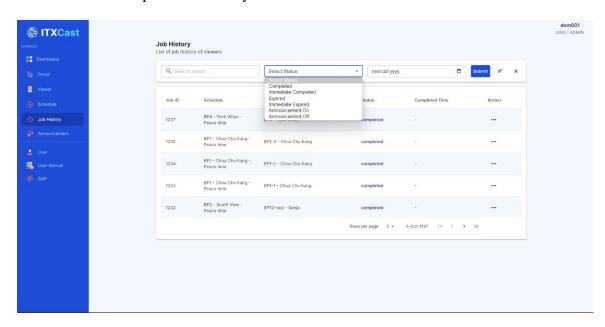
Click on the checkbox to select viewers and groups. Then click "Confirm".

# **Job History**

The Job History tab displays all past activities perform by the viewer.

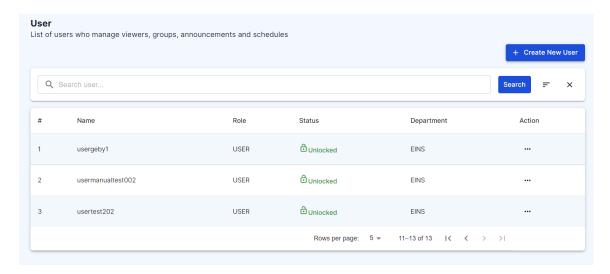


Users can filter the past activities by schedule name and schedule status.



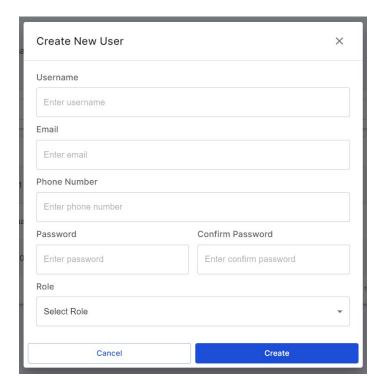
## User

This page is only intended for administrators and is not available for regular user. On this page you can create a new user or manage existing users.



#### **Creating New User**

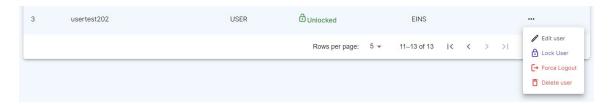
Click on "Create New User" button. A new user form will pop out.



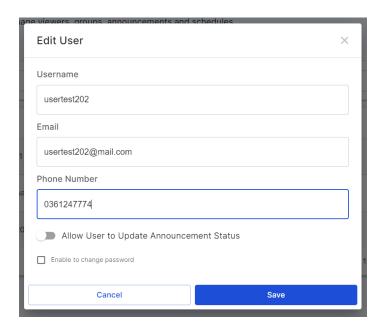
Fill out the user information, then click "Create".

#### **Managing Existing User**

From the user page you can click the three dots button of a user.



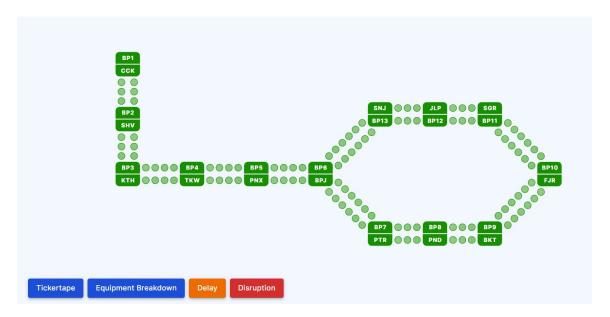
You can edit user info, lock the user, force user to logout, or delete that user. If you click on "Edit user", a form will pop out.



Fill out the user information, then click "Save" to update the user.

#### **Tickertape**

You can change the ticker text by clicking on "Tickertape" button under the SMP tab.



Update form will pop out. Fill out the form and click "Update Tickertape".

