

eConcierge Manager -2014

This document will help with how to update digital signage content. First (**removed “you want to”**) go to the eConcierge manager site and log in with your unique username and password that you were given.



Once you have logged in click on presentation tab on the left hand side. This will bring you to a new screen where you will see digital signage presentations.

The image shows the eConcierge Management dashboard. On the left, there is a sidebar with the following menu items: "Presentations" (which has a red arrow pointing to it), "Emergency BroadCast", "Site Settings", "Reports", and "logout". Below the menu is a dropdown for "Site:" with "DigitalSign" selected. Underneath the menu, it says "Managed By:" followed by the Livewire logo and a "Contact Us" button. The main content area is titled "eConcierge Management" and "Home". It displays a welcome message "Welcome evtny" and an "Ongoing Alerts" section stating "There is no CAP Alert activated right now . . .".

Presentations

Welcome evtny

Ongoing Alerts

There is no CAP Alert activated right now . . .

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On this screen find the Digital sign that is yours and click the edit button on the right side of the name.

The screenshot shows the 'Presentation Management' section of the Livewire Digital interface. On the left is a sidebar with links for 'Presentations', 'Emergency BroadCast', 'Site Settings', 'Reports', and 'logout'. Below that is a 'Managed By' section for 'Livewire'. The main area lists presentations with their names and 'EDIT' buttons. A red arrow points to the 'EDIT' button for 'StudentActivities_Presentation'.

Presentation Name	Action
AAC_Presentation	EDIT
Admissions_Presentation	EDIT
BursarOffice_Presentation	EDIT
FinancialAid_Presentation	EDIT
FYS_Presentation	EDIT
ITS Lab Signs	EDIT
Master	EDIT
ProfessionalStudies	EDIT
Registrar_Presentation	EDIT
StudentAcademicSuccess_Presentation	EDIT
StudentActivities_Presentation	EDIT
Welcome_Presentation	EDIT

Once you clicked edit you will see all the elements that your screen has (elements are areas of the screen where a specific content is held and showing on your screen). The next steps deal with certain elements that you will be editing. The only elements departments are in charge of is their large media playlist & events playlist (text only).

The screenshot shows the 'Edit Presentation' page. It includes a sidebar with 'Presentations', 'Emergency BroadCast', 'Site Settings', 'Reports', and 'logout'. The main area displays presentation details (ID: 236, Name: StudentActivities_Presentation, Resolution: 1920 x 1080) and four buttons: 'Cancel', 'Preview Presentation', 'Publish for Website', and 'Publish'. Below this is a 'Presentation Elements' section with icons for 'MediaPlaylist-Large [Media Playlist Element]', 'MediaPlaylist-Small [Media Playlist Element]', 'Events [Event Playlist Element]', and 'RSSFeed [RSSFeed Ticker Element]'. The 'Events' and 'MediaPlaylist-Large' elements are highlighted with red boxes. A red arrow points from the text 'CONTROLLED BY YOUR OFFICE' to these two highlighted elements.

Presentation Management
Edit Presentation
Home > Presentation List > Presentation

Presentation Elements

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Editing a Media Playlist

After you have selected your media playlist element you will be brought to a screen that looks something like the following.

The screenshot shows the 'Presentation Management' interface under 'Playlist Management'. At the top, there are fields for 'ID' (238), 'Display Name' (MediaPlaylist-Large StudentActivities), 'Description' (StudentActivities), 'Default Image' (2724, Content/Student Activities/StudActFiller.png), and 'Transition' (Fade (Default)). Below these are buttons for 'Update' and 'Cancel'. A table lists three media items:

#	Name	Duration	Start Date	End Date	Actions
1	(ProdId-1548) MSU Denver Graduate in 4 video Content/Admissions/MSUGraduateIn4.wmv	118	10/31/2013 11:52 AM	05/31/2014 11:59 PM	
2	(ProdId-1873) Sustainability Fair Content/1920-1080 (1).png	20	04/16/2014 11:23 AM	04/28/2014 11:59 PM	
3	(ProdId-1874) Lalo Delgado Content/1920-1080.png	20	04/16/2014 11:29 AM	04/29/2014 11:59 PM	

At the bottom are buttons for 'Add Ad to Playlist', 'Reorder', 'Publish', and 'Preview Playlist'. The footer includes 'Powered by Livewire Digital' and 'Copyright © 2003-2014 Livewire Digital. All rights reserved.'

On this screen you have two options to manage, update and edit your content. To do so you can choose from either adding a new content to the playlist OR editing existing content. To add new content to a playlist you need to first click on the button that says "Add Ad to Playlist" (1). You will then have to choose media element (meaning pictures (PNG Format), and movies (.WMV Format)).

A red arrow points to the 'Add Ad to Playlist' button in the main interface. A modal window titled 'Ad Type' is open, showing three options: 'Media' (selected), 'Presentation', and 'Remote URL'. The main interface shows the same list of media items as the previous screenshot.

If you select Media the following steps will help you set up a new media file. The following areas are to be filled in.

The screenshot shows a web-based presentation management system for Metropolitan State University of Denver. The left sidebar includes links for Presentations, Emergency Broadcast, Site Settings, Reports, logout, and Managed By (Livewire). The main content area is titled "Presentation Management Media Management". A navigation breadcrumb at the top right shows: Home > Presentation List > Presentation > Playlist > Playlist. The central form is for creating a new media file:

- Id:** 1873
- Name:** 1 Sustainability Fair
- Select File:** 2 Content/1920-1080 (1).png [Select Media](#)
- Owner:** 3 Departments
- Duration(sec):** 4 20
- Start Date & Time:** 5 04-16-2014 11:23 AM
- End Date & Time:** 5 04-28-2014 11:59 PM
- Enable FullScreen:**
- Enable Logging:**
- Target URL:** (redacted)

Schedule
No schedule found in Playlist.
[Add Schedule](#)

Buttons at the bottom: [Update](#) [Cancel](#)

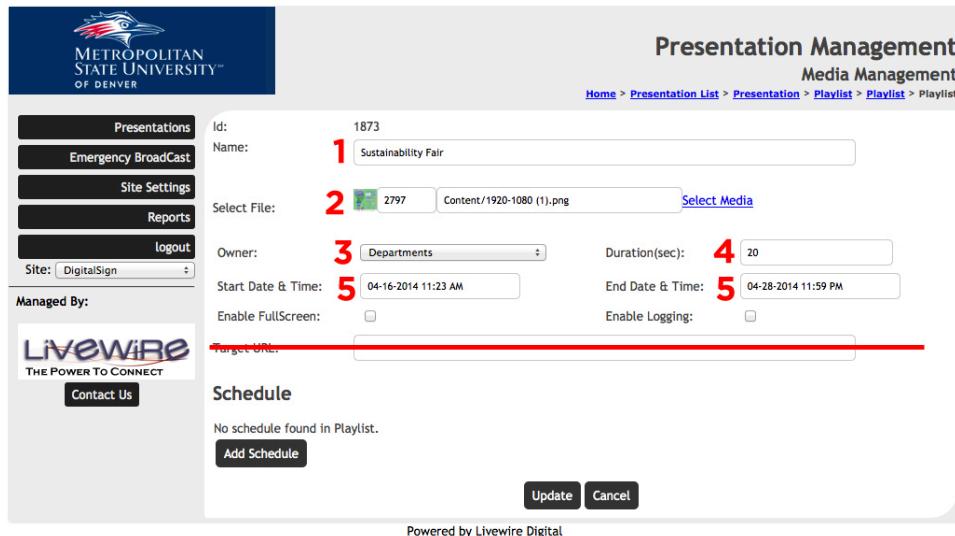
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- 1) This is where you place the name of the picture you are going to use (for your tracking).
- 2) This is where you're going to select your media (this will be explained later **SEE UPLOADING IMAGES**).
- 3) This is who owns this image (Always choose Departments).
- 4) This is where you decide how long this image will play for (this is in seconds not minutes).
- 5) This is where you specify from what dates this image going to run (If the dates are not current dates, the image will not show).

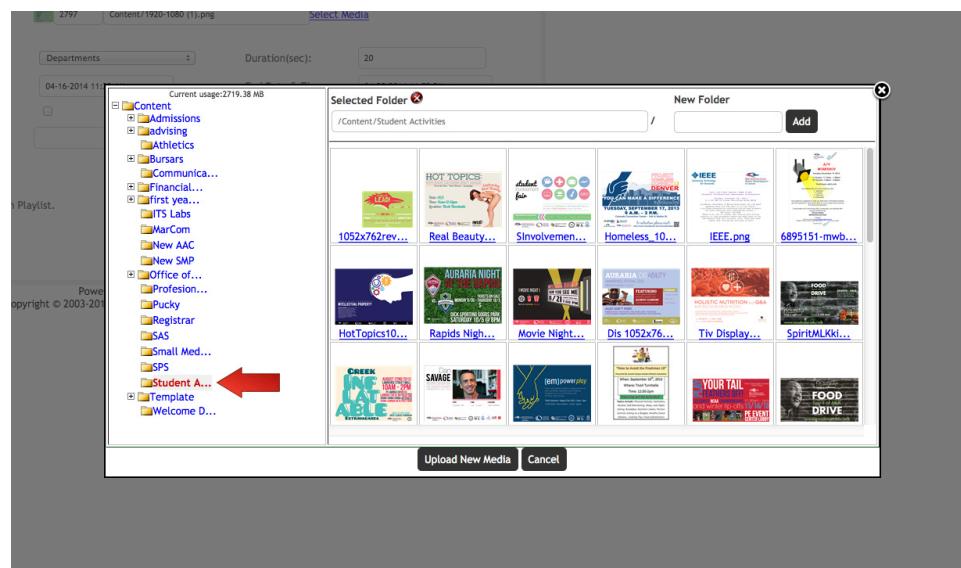
*Ignore the Enable Fullscreen, Enable Logging, and Target URL options, they have no effect on the sign.

Uploading images

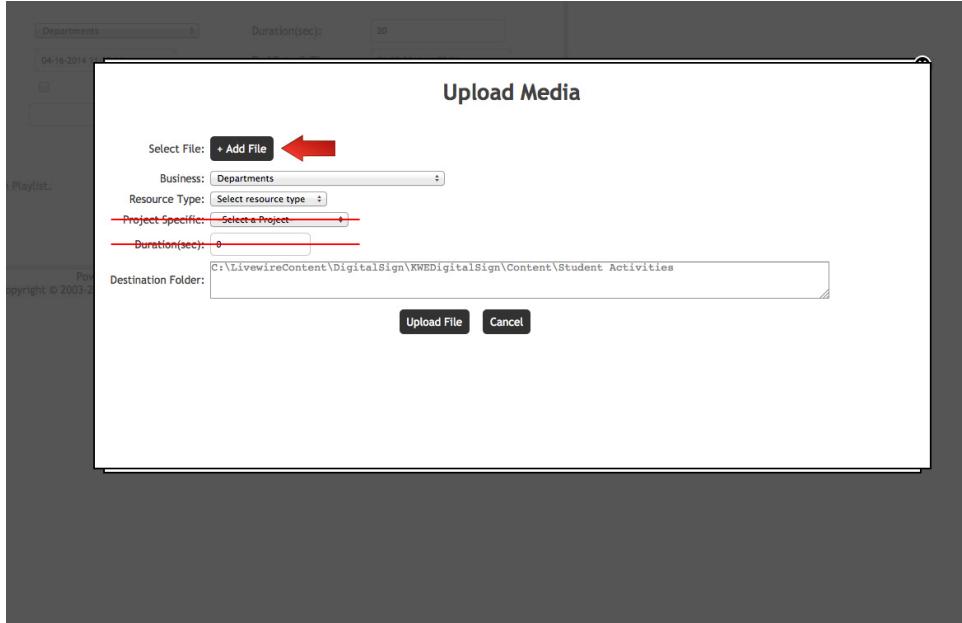
This step will allow you upload new images/video to your project. The first thing you need to do is click on the text that says select Media by the number 2.



Then a new window will appear. On this screen you have the ability to upload or use pre-existing images. Be sure to click on your department's folder to upload any graphics or videos. Once you do select "Upload New Media"



Once you hit the upload new media button, you will get this menu. Select the “+Add File” button, and choose your PNG image or .wmv file. Next, select “Departments” in the business drop down. The resource type will be detected automatically. Ignore the Project Specific and Duration areas. Then select Upload File.

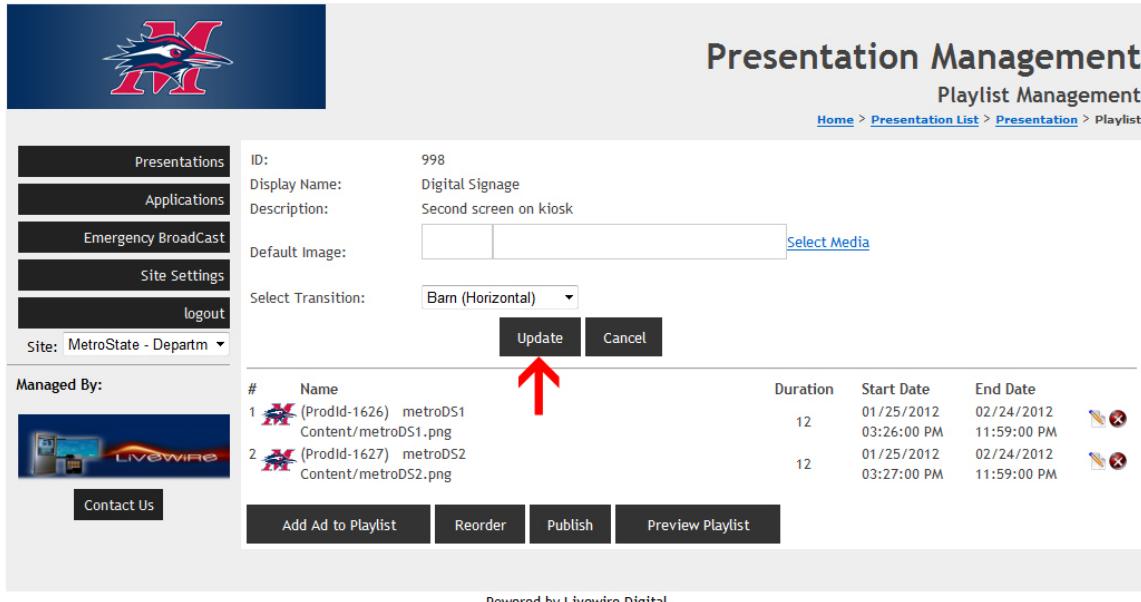


Once you have selected or added your image and filled out all of the areas, you want to save your settings by clicking the button that says “Save”.

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Updating the Playlist and Publishing

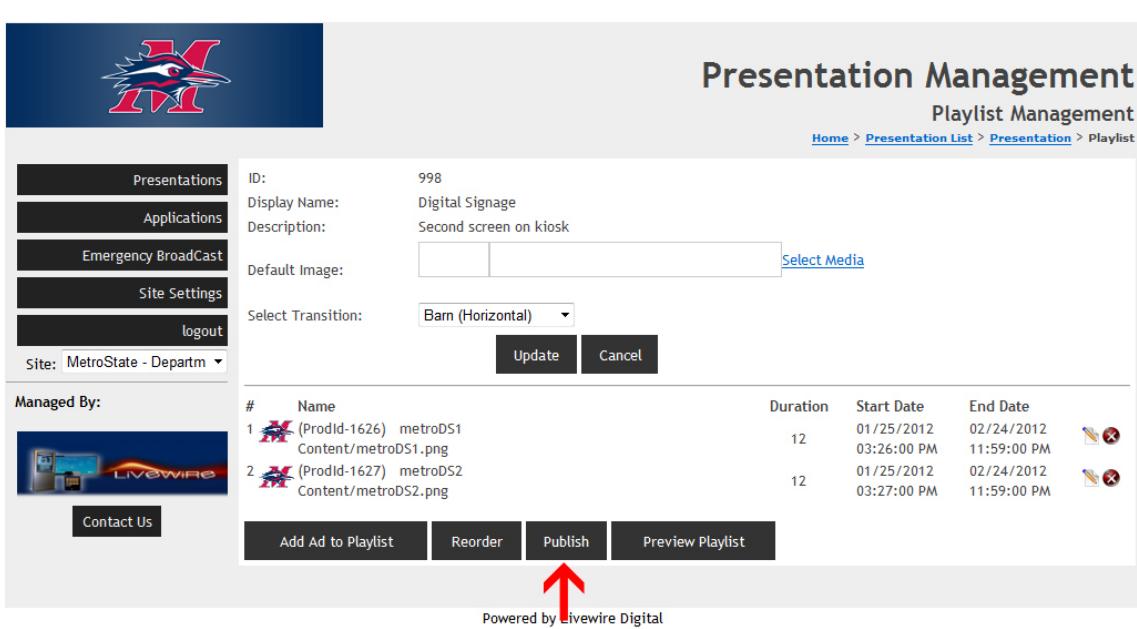
Once your playlist has all the images you want added, you want to now update and then publish the playlist down to the kiosk. To do this first you want to click the update button and then the publish button.



The screenshot shows the 'Presentation Management' interface. On the left is a sidebar with links: Presentations, Applications, Emergency BroadCast, Site Settings, and logout. The main area displays a presentation with ID 998, Display Name 'Digital Signage', and Description 'Second screen on kiosk'. It includes fields for Default Image, Select Transition (set to 'Barn (Horizontal)'), and buttons for 'Update' and 'Cancel'. A red arrow points to the 'Update' button. Below this is a table of media items:

#	Name	Duration	Start Date	End Date	Actions
1	(ProdId-1626) metroDS1 Content/metroDS1.png	12	01/25/2012 03:26:00 PM	02/24/2012 11:59:00 PM	
2	(ProdId-1627) metroDS2 Content/metroDS2.png	12	01/25/2012 03:27:00 PM	02/24/2012 11:59:00 PM	

At the bottom are buttons for Add Ad to Playlist, Reorder, Publish, and Preview Playlist. The page footer says 'Powered by Livewire Digital Copyright © 2003-2011 Livewire Digital. All rights reserved.'



This screenshot is identical to the one above, showing the same presentation details and media list. A red arrow points to the 'Publish' button at the bottom of the interface.

Updating Events list

Once on the main screen where your department elements are, you want to select the Events element.

The screenshot shows the 'Presentation Management' interface for a presentation titled 'StudentActivities_Presentation'. The 'Presentation Elements' section displays four items: 'MediaPlaylist-Large [Media Playlist Element]', 'MediaPlaylist-Small [Media Playlist Element]', 'Events [Event Playlist Element]' (which is highlighted with a red box), and 'RSSFeed [RSSFeed Ticker Element]'. A red arrow points from the text 'CONTROLLED BY YOUR OFFICE' at the bottom to the 'Events' element. The Livewire logo is visible in the bottom left corner.

Once inside you also have two ways to update this element by either adding a event or by editing existing ones.

The screenshot shows the 'Event Directory' section of the 'Presentation Management' interface. It lists an event named 'event list' with details: ID 1220, Duration 30, Start Date 01/25/2012 04:22:00 PM, and End Date 02/24/2012 11:59:00 PM. A red arrow labeled '1' points to the 'Add Event to Directory' button. Another red arrow labeled '2' points to a circled 'Edit' icon next to the event's end date.

Once you select Add Event to Directory, you will go through the same steps in terms of selecting Departments, Duration, Start & End Times. Except you have the option to enter text into these three areas:

Presentation Management
Edit Event
[Home](#) > [Presentation List](#) > [Presentation](#) > [Event](#) > Event

Presentations	Event ID:	1719
Emergency BroadCast	Owner:	Departments
Site Settings	Duration(sec):	30
Reports	Start Date & Time:	02-03-2014 04:18 PM
logout	End Date & Time:	02-05-2014 11:59 PM
Site: DigitalSign	Enable FullScreen:	<input type="checkbox"/>
Managed By:	Enable Logging:	<input type="checkbox"/>
 THE POWER TO CONNECT		
Contact Us		
<p>Map Code:</p> <p>Event Name: Last Day to Drop With Full Refund</p> <p>Event Date: Feb. 5th</p> <p>EventInfo Text:</p> <p>Location: Students can drop through Connectu</p> <p>Or</p> <p>Venue:</p> <p>HostName:</p> <p>Event Image: Select Media</p> <p>Other Image: Select media</p>		
<input type="button" value="Update Event"/> <input type="button" value="Cancel"/> <input type="button" value="Delete"/>		

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- 1) Event Name
- 2) Event Date
- 3) Location

Event Name and Date you will want to keep short, however on the Location area you can enter more text, such as to describe an event, as this field is the only area that will wrap text without overlapping onto other text.

Once all that information is filled out add this information to the playlist. To do this you must click on the button at the bottom that says “Add New Event”.

Presentation Management

Add Event

Event ID: new

Owner: - Select Owner - Duration(sec):

Start Date & Time: 01-27-2012 04:58:15 PM End Date & Time: 02-26-2012 11:59:15 PM

Enable FullScreen: Enable Logging:

Event Name:

Event Date:

Location:

HostName:

Event Image:

Add New Event Cancel

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Updating the Playlist and Publishing

Once your playlist has all the information you want added update and then publish the playlist down to the kiosk. To do this click the update button and then the publish button.

#	EventName	Duration	Start Date	End Date	
1	1 (ProdId-1632) - Teacher Meet and Greet	30	01/25/2012 04:22:00 PM	02/24/2012 11:59:00 PM	

Add Event to Directory Reorder Publish Preview Playlist

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Presentation Management

Event Directory

Home > Presentation List > Presentation > Event

ID: 1220
Display Name: event list
Description: Description of event list for [Events] element of [DigitalSign-Department] Presentation
Default Image:

Managed By:


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#	EventName	Duration	Start Date	End Date
1 (ProdId-1632)	- Teacher Meet and Greet	30	01/25/2012 04:22:00 PM	02/24/2012 11:59:00 PM



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