



EDGE CMS

Quickstart Guide

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CONTACT

The EDGE CMS QuickStart provides you with a straight overview of the Multichannel Content Management System of the Light Instruments company. If you have any further questions, please do not hesitate to contact us at:

ServiceDS@light-instruments.de

ASSETS

1 What is an Asset?

An Asset is a media file.

2 Which format of files can I upload?

Assets can be uploaded in the formats JPG, PNG and MP4 (H.264).

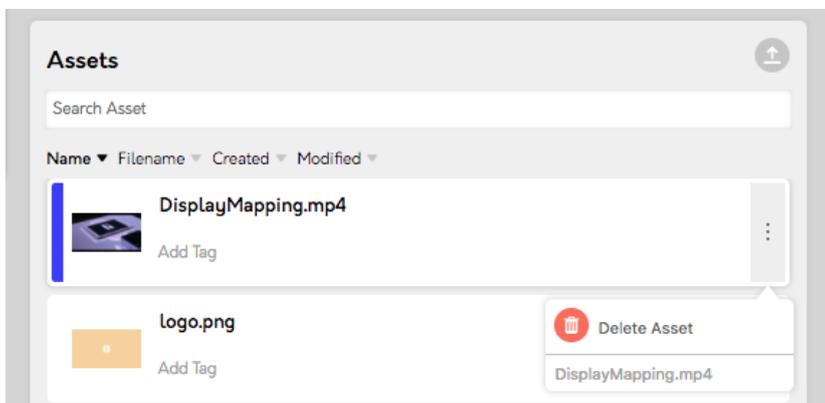
3 How can I upload a file?

Upload Assets using the **Upload Icon** at the top right of the Assets category. This opens a dialog box for selecting the media files.



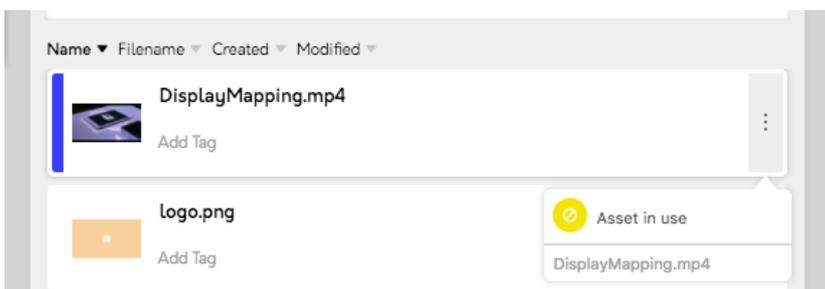
4 How can I delete an Asset?

You can delete an Asset using the **Delete Asset** drop-down menu on the right side of the Asset.



5 I can't delete an Asset. Why?

Assets used in Playlists can not be deleted. You must first remove it from the Playlist.



PLAYLISTEN

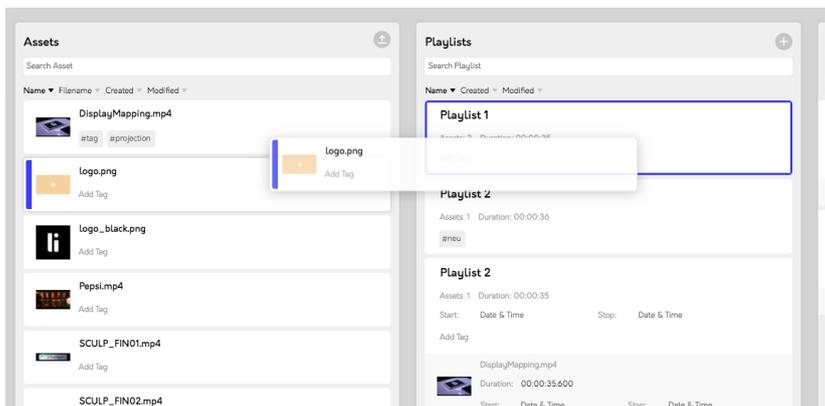
1 How do I create Playlists?

Playlists can be created by selecting the **Plus Symbol** at the top right of the Playlists category.



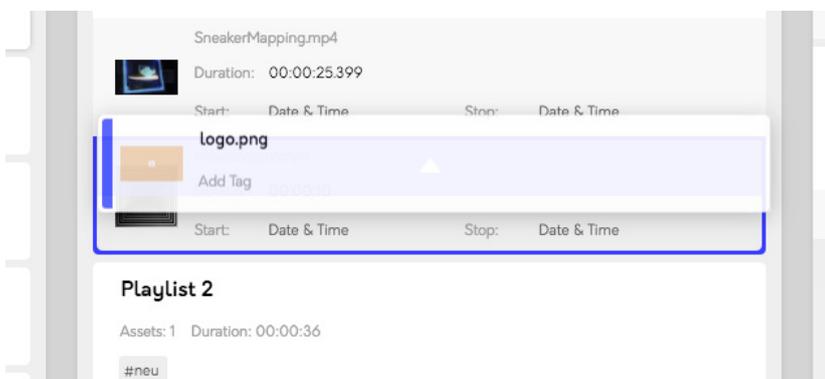
2 How can I add Assets to a Playlist?

Assets are assigned to a Playlist by drag & drop.



3 How can I change the order of the Assets in a Playlist?

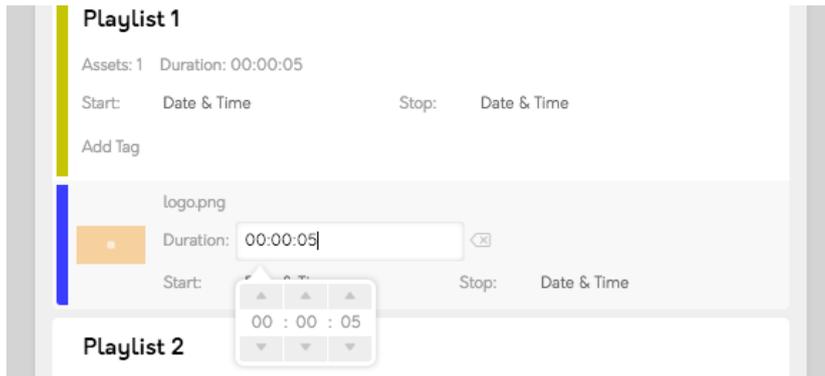
Open the expanded view by clicking the **arrow** next to the drop-down menu on the right side of the Playlist. The Assets assigned to the Playlist are displayed here. The Assets can now be dragged and dropped into the desired order.



PLAYLISTS

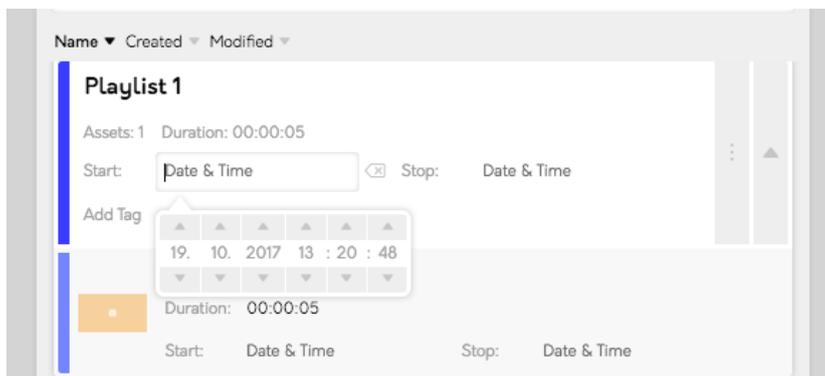
4 How can I change the duration of an Asset (JPG, PNG)?

Change the duration of Assets by selecting the Asset in the advanced view of the Playlist and enter the desired duration in the field **duration** in the format hh:mm:ss.



5 How can I change the start and end times of a Playlist?

In the **start** and **stop** input fields, the date and time can be changed in the extended view of the Playlist in the format dd:mm:yyyy and hh:mm:ss. Further input possibilities see under other.

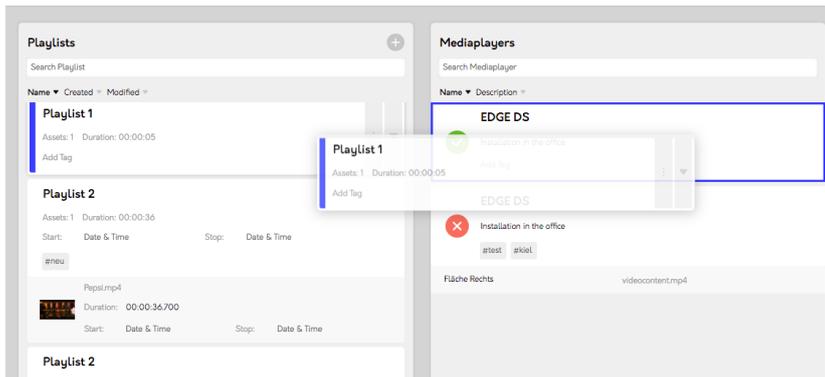


PLAYLISTS

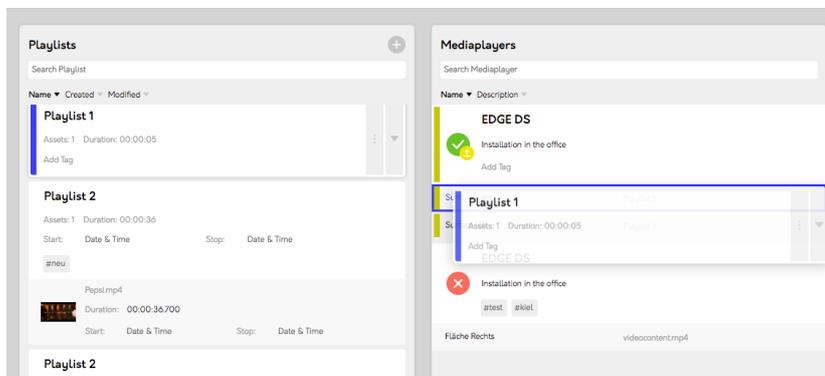
6 How can I assign a Playlist to a Media Player?

Assign a Playlist to a Media Player via drag & drop.

The Playlist is now assigned to all the areas of the Media Player.



Playlists can of course also be assigned to individual surfaces of a Media Player. To do this, first open the expanded view of the Media Player and assign the required Playlist to a single Surface of the Media Player via drag & drop.



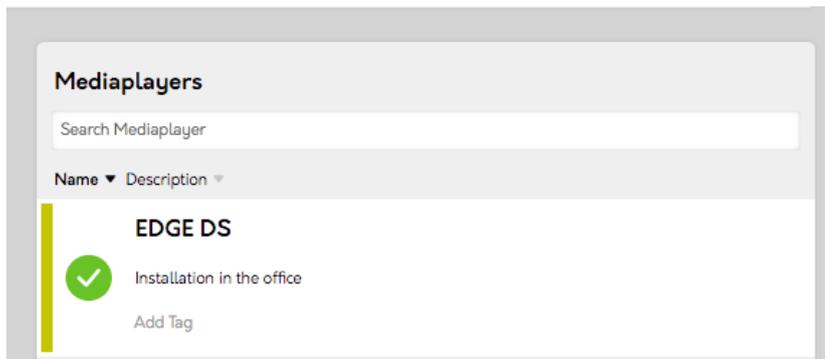
MEDIA PLAYER

1 What is a Media Player?

A Media Player is an EDGE DS Server.

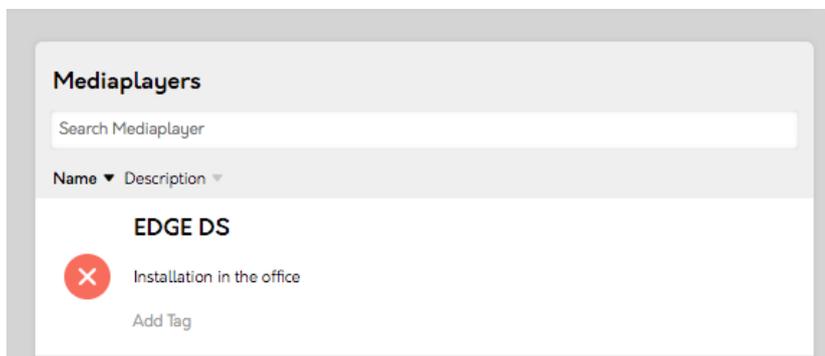
2 What does the green icon indicate?

The Media Player is switched on and connected to the internet.



3 What does the red icon indicate?

The Media Player is not switched on or not connected to the internet.



MEDIAPLAYER

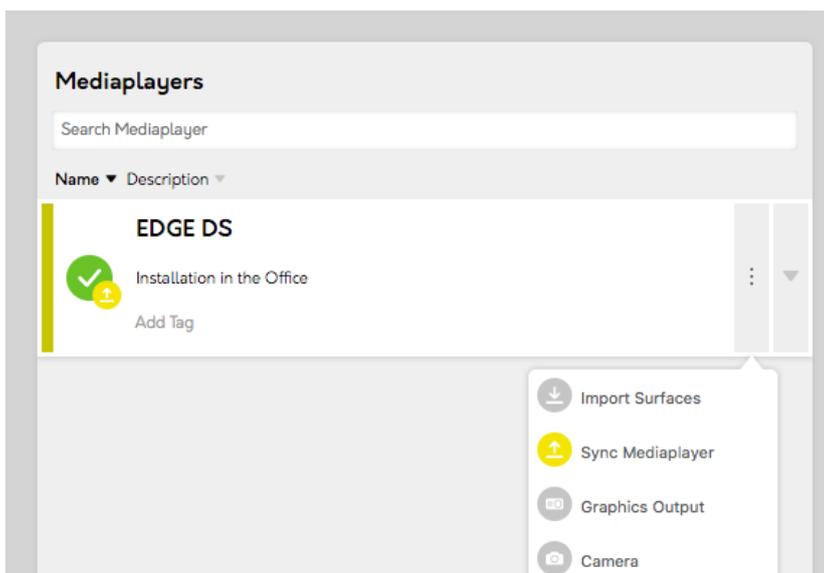
4 What does the yellow icon indicate?

The yellow icon indicates that a change on the Media Players content is not yet synchronized.



5 How do I synchronize a Media Player?

The Media Player can be synchronized in the drop-down menu of the Media Player. The synchronization process is displayed at the bottom right. If the synchronization is successful, you will be notified. In the event of a synchronization error a notification will be displayed. Depending on the connection and the size of the file, the synchronization may take some time.



MEDIA PLAYER

6 How can I add Surfaces to a Media Player?

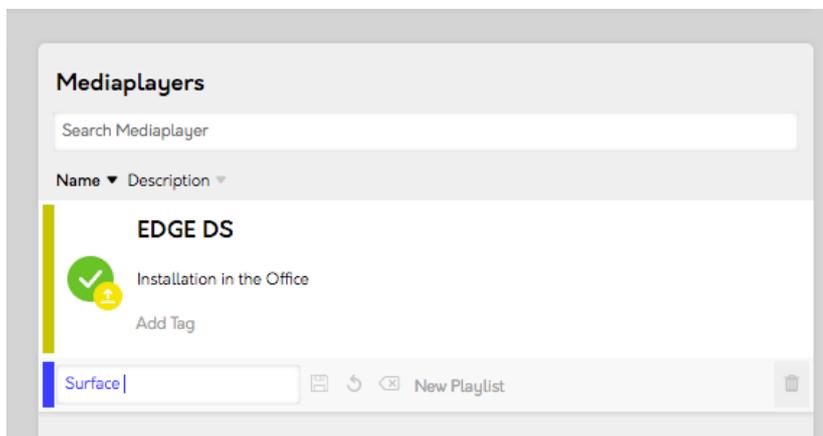
Surfaces are created with the EDGE DS App at the installation site. You assign a Playlist to a new Surface by updating the Media Player with the **Import Surfaces** function from the drop-down menu on the right side of the Media Player.

7 How can I delete a Surface?

Surfaces can only be deleted using the EDGE DS app. Afterwards bring the Media Player up to date with the **Import Surfaces** function.

8 How can I change the name of a Surface?

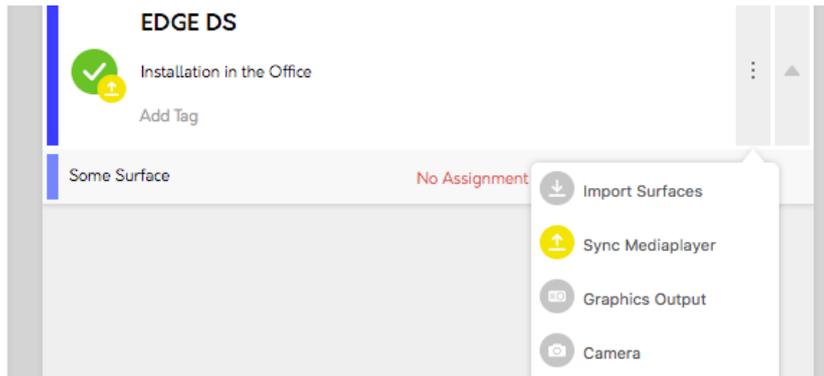
Surfaces can be named initially in the EDGE DS app. Posterior name changes can only be made via the CMS. To do this, select the area in the extended view of the Media Player and rename it. In order to display the name changes in the EDGE DS app update the Media Player with the **Import Surfaces** function in the settings of the EDGE DS app.



MEDIA PLAYER

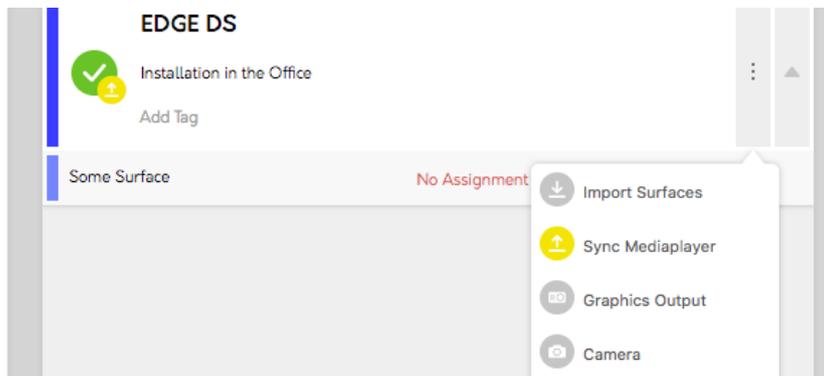
9 How can I access the camera of the Media Player?

Use the **Camera** function in the Media Players drop-down-menu. A current image is displayed.



10 How can I retrieve the graphics card output?

The graphic card of the Media Player can be retrieved with **Graphic Card** in the Media Players drop-down menu. The current graphics output of the Media Player is displayed.



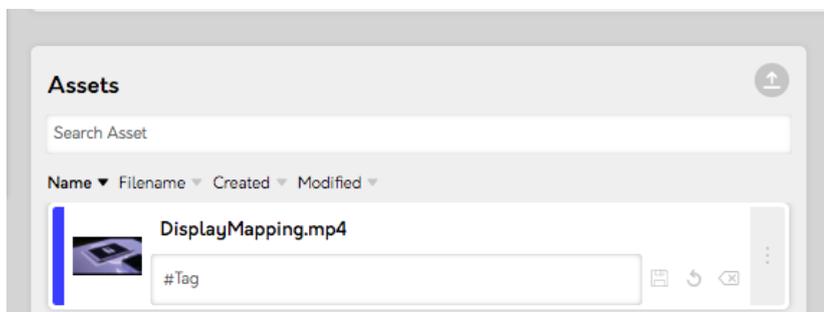
TAGS

1 What are Tags?

Tags are self-selected names for Assets, Playlists and Media Players. They help structuring the media content and simplify the search for Assets, Playlists and Media Players.

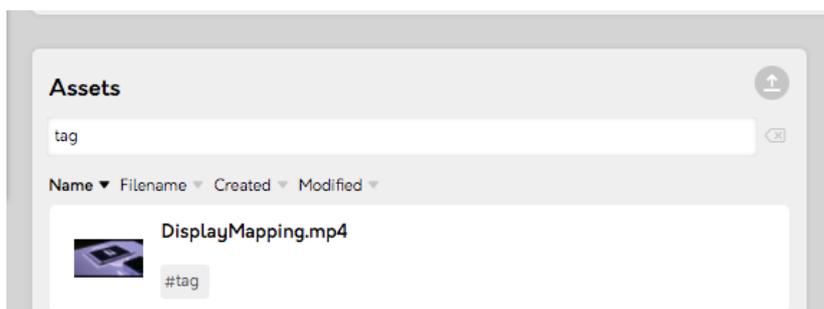
2 How do I create Tags?

Add Tags to Assets, Playlists or Media Players by selecting it. Then place one or more Tags in the **Add Tag** box. When creating Tags, a hashtag is automatically set before the word.



3 How do I search for Tags?

You can search for Tags in the global search as well as in the categories Assets, Playlists and Media Players. This only display items with the Tag you are looking for.



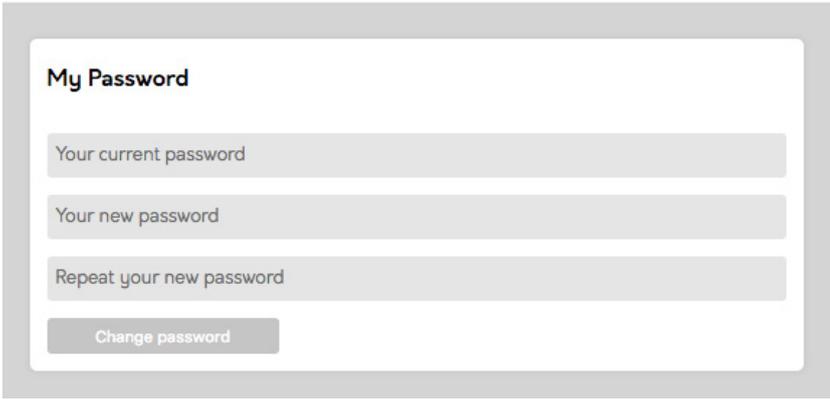
OTHER

1 What do the colors declare?

The current selection is marked with **dark blue** on the left side. Subordinated (e.g., Assets that are part of the selected Playlist) are marked with **light blue**. Parent elements (for example, which Media Player the selected Playlist is assigned to) are marked with **yellow**.

2 How Do I change my password?

The password can be changed in the settings. The settings can be accessed at the bottom of the profile on the left side. In **My Password** the current password is required, then fill in the new password. The new password must be at least 8 digits. You will then receive a confirmation mail.



The image shows a screenshot of a web form titled "My Password". The form is contained within a light gray border. It features three input fields stacked vertically, each with a light gray background and a thin border. The first field is labeled "Your current password", the second "Your new password", and the third "Repeat your new password". Below these fields is a button with the text "Change password".

3 How Do I change my profile picture?

Profile pictures can be changed via the platform Gravatar. You need a Wordpress account for the change.

4 Possibilities of entering the duration, date and time

Times can be entered in different ways. The input can be done manually via the TimePicker. In addition, standard formulations (such as 20 sec, 20S or 00:00:20) can be entered in the input field.

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