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BSN WebUI

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The BrightSign Network WebUI is a browser-based application you can use to create, edit, and schedule presentations for networked BrightSign players. You can also use the WebUI to create networked presentation elements such as Dynamic Playlists, Live Data, and Live Media feeds.

You can manage an unlimited number of BrightSign players with the WebUI. In order to use this service, you must have at least one player subscribed to the [BrightSign Network](#). If you don't have a BrightSign Network subscription, and would like to try one free for 30 days, please contact our [sales team](#).

What Can I Do with the WebUI?

The WebUI toolset can be split into two primary components: presentation creation/management and player management.

PRESENTATIONS

- Upload image, audio, and video files to the WebUI [Library](#).
- Upload HTML-based presentations.
- Create and publish simple looping presentations with images, video, and audio.
- Create [Dynamic Playlists](#), [Live Media feeds](#), and [Live Data feeds](#).

PLAYERS

- Set up players for your BrightSign Network account.
- Organize players into customizable groups.
- Schedule presentations for groups of players.
- Monitor the health of players connected to the BrightSign Network.
- Send reboot, recovery, and upload log commands to networked players.
- Monitor the statuses of networked players: This includes the current active presentation, total network traffic, and device error logs.
- View screenshots of current device playback using the Remote Snapshot feature.
- Generate various playback [logs](#) (Event, State, Diagnostic, Playback, User Variable) to keep records of player and presentation activity.
- View the [subscription status](#) of players.
- [Add purchased subscriptions](#) to players. You can also choose to have the BrightSign Network automatically manage your purchased subscriptions (which is the default setting).

How Does the WebUI Work with BrightAuthor?

BrightAuthor is still required to create any presentations that are more than simple looping image, video, or video playlists (for example, a presentation with interactive elements). However, once you use BrightAuthor to publish a presentation to the BrightSign Network, you can use the full range of scheduling features on the WebUI.

You can upload media to the WebUI in two ways:

1. Use BrightAuthor to publish to the BrightSign Network.
2. Use the [browser-based upload](#) feature in the WebUI.

You can create Dynamic Playlists from media uploaded to the BrightSign Network and use them when creating presentations in BrightAuthor or the WebUI. You can also create Live Data and Live Media feeds to use in Live Text states in BrightAuthor.

Will my Player Work with the WebUI?

You can connect any BrightSign player with Ethernet or wireless capability to the BrightSign Network. This includes the following models:

- TD1012
- HD210, HD210w, HD1010, HD1010w
- AU320
- LS322, LS422
- HD220, HD1020
- HD222, HD1022
- XD230, XD1030, XD1230
- XD232, XD1032, XD1132
- 4K242, 4K1042, 4K1142

New Network Setup

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- [Content](#)

When you create a new BSN network, you will be directed to the **New Network Setup** page. This page allows you to add users, devices, and content to your network—either individually or in bulk.

Important

Once you click **Proceed To BSN**, you will not be able to return to the **New Network Setup** page. You can still add users, devices, and content in the main BSN WebUI, but you will not be able to use the bulk add feature anymore.

NETWORK INFORMATION

The **Network Information** section provides the following information:

- **Network Name:** The name of the BSN network you provided on the **Register New Network** page.
- **Administrator Name / Administrator Email:** The name and Email of each administrator on your BSN network. All BSN networks start with a default administrator that uses the Email you supplied on the **Register New Network** page.
- **Add Administrator:** Click this button to add an administrator to your BSN network. Supply an **Email** for the administrator (you can also optionally supply a **First Name** and **Last Name**).

Click **Advanced Options** to configure additional administration options:

- **Show Advanced Security Settings:** Check this box if you would like to view permissions settings in the WebUI. Any item that has a **Properties** window will have a **Security** tab that allows you to review permissions for different user roles.
- **Enable Custom Roles Management:** Check this box if you would like to create and edit custom roles. This functionality is available in the **Users and Roles** and **Permissions** tabs on the **Settings** page in the WebUI.

Click **Subscriptions** to manage subscriptions for your network:

- **Enable Automatic Subscriptions Management:** Check this box if you want the system to automatically assign available subscriptions to devices with expiring subscriptions. If you check this box, you will not be able to mix subscription types.

- **Add Subscription Code:** Use this field if you have additional subscription codes. Copy each code and paste it here. Then, click **Submit**.







USERS

The **Users** section allows you to add users to your BSN network.

Adding a Single User

To add a single user to your network, click **Add User** and specify the following:

- **First Name:**(Optional) The first name of the user.
- **Last Name:**(Optional) The last name of the user.
- **Email:** The user's Email address. He or she will use this address to log in to the network and receive automated Emails.
- **BSN Role:** The **user account role**, which determines the actions the user can perform on the network.
- **Description:**(Optional) A description of the user.

<i>First Name</i> ↑↓	<i>Last Name</i> ↑↓	<i>Email</i> ↑↓	<i>BSN Role</i> ↑↓	<i>BA Access</i>	<i>Description</i> ↑↓	
 Administrator		 user@companyxyz.com	Administrator	BA Administrator	Network Administrator	
First Name	Last Name	Email	BSN Role		Description	
 John	Smith	user@example.com	Creator	BA Creator	Content specialist	 

Adding Multiple Users

Follow these steps to bulk add users:

1. Click the **Add Multiple Users** button.
2. Click the **Download Template** button to download an example spreadsheet file.
3. Open the example spreadsheet file in a spreadsheet program such as Microsoft Excel or Google Sheets.
4. Remove the example users from rows 2-7.
5. Enter information for each user in the columns corresponding to the headers:
 - a. **First Name:**(Optional) The first name of the user.
 - b. **Last Name:**(Optional) The last name of the user.
 - c. **Email:** The user's Email address. He or she will use this address to log on to the network and receive automated Emails.
 - d. **BSN Role:** The **user account role**, which determines the actions the user can perform on the network.
 - e. **Description:**(Optional) A description of the user.


Note

The headers (**First Name**, **Last Name**, etc.) do not need to be in the first row or the first five columns of the spreadsheet, but they must remain in the spreadsheet and in the same order for import to work correctly.

6. Save the spreadsheet when you are finished adding users to it.
7. On the **Add Multiple Users** page, click the **Browse...** button, select the spreadsheet file, and click **Open**.
8. Review the user list and, if needed, make changes to the fields for individual users.
9. Check the box next to a user to include him or her in the bulk add. Alternatively, you can include all users in the bulk add by checking the box next to **First Name**.
10. Click **Add Users** to add all the checked users to your network.

« Back to New Network Setup

Add Multiple Users

<input type="checkbox"/>	<i>First Name</i> ↑↓	<i>Last Name</i> ↑↓	<i>Email</i> ↑↓	<i>BSN Role</i> ↑↓	<i>Description</i> ↑↓
<input type="checkbox"/>	Alex	 Loader	alternate_]	Creator	▼ Description
<input type="checkbox"/>	Marge	Limmel	marge.limmel@companyxyz.com	General Manager	▼ Description

DEVICES

Use the **Devices** section to add devices to your network. There are two ways to add devices to your network:

- Adding devices individually by creating setup files, downloading them to an SD or microSD card, and inserting the card into the device.
- Adding multiple devices using their serial numbers (i.e. the BDeploy method). The devices will then provision themselves when they connect to the Internet.

Creating Setup Files

If you are adding devices individually, you will need to create setup files. If you are adding multiple devices using BDeploy, setup files are not necessary, but you will need to create them if you wish to configure advanced settings on the device.

To create device-setup files, click the **New Device Setup** button. The settings are described below. When you are done configuring the setup files, click the **Download Setup Files** button if you are adding a device individually or the **Save Setup File** button if you are adding multiple devices using BDeploy.

[<< Back to New Network Setup](#)

New Device Setup

Devices Settings ⓘ

SETUP NAME

NAME

DESCRIPTION

CUSTOMIZATION ☐ Use Name Only ☒ Append Unit ID

GROUP

BrightSign Network Options ⓘ

BACKGROUND COLOR

TIME ZONE SERVER

CONTENT CHECK FREQUENCY

UPDATE HEALTH FREQUENCY

Network Properties ⓘ

☐ Enable Wireless

SSID

PASSWORD

CONNECTION PRIORITY ☒ Wired ☐ Wireless

ADVANCED NETWORK SETUP

Device Configuration ⓘ

☒ Enable Diagnostic Web Server

Diagnostic Web Server Authentication (optional)

USER NAME

PASSWORD

☒ Enable Local Web Server

Local Web Server Authentication (optional)

USER NAME

PASSWORD

☐ Enable update notification

Logging ⓘ

☒ Enable Playback Logging

☒ Enable Event Logging

☒ Enable State Logging

☒ Enable Variable Logging

☒ Enable Diagnostic Logging

Upload logs >

Remote Snapshot ⓘ

☒ Enable Remote Snapshot

CAPTURE INTERVAL (MIN)

JPEG QUALITY LEVEL

LOCAL COUNT LIMIT

SCREEN ORIENTATION

DOWNLOAD SETUP FILES

SAVE SETUP FILE

Device Settings

- **Setup Name:** Enter a name for the setup file. This name will be used when setting up multiple devices using BDeploy.
- **Name:** Enter a name for the device.
- **Description:**(Optional) Enter a description for the device.
- **Customization:** Select **Append device serial** to append the serial number of the device to the end of the device name. Select **Use name only** to not append anything to the device name.
- **Group:** Assign the device to a group on your network. You can create new groups and move devices to those groups after the New Network Setup process is complete.

BrightSign Network Options

- **Background Color:** Specify the color that the device should display when there is no content on-screen.
- **Time zone:** Select the time zone where the device is located.
- **Server:**(Optional) Specify the server (and **protocol**) that the device should use to synchronize its clock. Devices use the BrightSign Network time server by default.
- **Content Check Frequency:** Specify how often the device should communicate with BSN to determine if there is new scheduled content to download.
- **Update Health Frequency:** Specify how often the device should send health status updates to BSN.

Network Properties

- **Enable Wireless:** Check this box to connect the device to the local network using a wireless connection. You must have a Wireless

Module for the device to use a wireless connection.

- **SSID:** Enter the SSID of the wireless network.
- **Password:** Enter the password for the wireless network.
- **Connection Priority:** Choose to prioritize either the **Wired** or **Wireless** connection. The device will always attempt to download and upload using the selected option, and will only use the other option if the selected option is unavailable.
- **Advanced Network Setup:** Click this button to configure advanced network settings:
 - **Device:** Use this tab to configure network settings for the device:
 - **Specify hostname:** Check this box to specify a custom hostname for the device on the network. By default, the device serial number is used to generate a unique hostname.
 - **Use Proxy:** Check this box if you want the device to use a proxy server.
 - **Address:** Enter the address of the proxy. If you need to provide a user name and password for the proxy, use this format: <user name>:<password>@<proxy server address> (e.g. "admin:root@myproxy.com").
 - **Port:** Enter the port number of the proxy.
 - **Limit content downloads:** Check this box to restrict device content downloads to a certain time of day. This is helpful if you want to limit network traffic during peak hours.
 - **Start of Range:** The beginning of the time frame during which content downloads can occur.
 - **End of Range:** The end of the time frame during which content downloads can occur.
 - **Limit health updates:** Check this box to limit when the device sends health updates to the BrightSign Network. This is helpful if you know a device will be powered off or otherwise disabled during a certain time of day.
 - **Start of Range:** The beginning of the time frame during which health updates can be sent.
 - **End of Range:** The end of the time frame during which health updates can be sent.
 - **Wired/Wireless:** Use these tabs to configure settings for the Ethernet and/or wireless connection:
 - **Data Types Enabled:** Use these checkboxes to determine the data types that can be transferred using the connection. You can enable/disable downloads (**Content**, **Text Feeds**, **Media Feeds**), as well as uploads (**Health**, **Log Updates**).
 - **Connection Settings:** Indicate whether the IP address is auto-generated (via DHCP) or static. If you're using a static IP address, enter the parameters in the fields.

Rate Limit Network Download Traffic: Set rate limitations for downloading content. The options are divided into three categories: **Outside content download window**, **During content download window**, and **During initial downloads**. The "content download window" described by the first two options corresponds to the **Limit content downloads** interval set in the **Unit Configuration** tab.

 - **Unlimited download rate:** Sets no limit on downloads.
 - **Default limit:** Sets the default limit (2000 Kibit/s) on downloads.
 - **Specify limit:** Sets a customized limit. Enter a limit in the text field (in Kbit/s).
 - **Diagnostics:** Use this tab to configure setup diagnostics settings:
 - **Enable network diagnostics:** Check this box to have the device display the network diagnostics screen during setup.
 - **Test Ethernet:** The device will indicate whether or not it was able to attain an IP address over Ethernet.
 - **Test Wireless:** The device will indicate whether or not it was able to attain an IP address over wireless.
 - **Test Internet Connection:** The device will indicate whether or not it was able to communicate with a remote server.

Device Configuration

- **Enable Diagnostic Web Server:** Check this box to enable the Diagnostic Web Server on the device. This will allow you to perform various system functions—such as rebooting the device, changing display settings, and retrieving log files—by accessing the device IP address from a web browser on the local network. You can include a password if desired, while the username defaults to "admin".
- **Enable Local Web Server:** Check this box to enable the Local Web Server on the device. This allows you to modify User Variables using the BrightSign App or a web browser on the local network. You may include a username and password in the text fields for added security.
 - **Enable Update Notifications:** Check this box to have the device automatically refresh the User Variables webpage whenever variable values change on the device.

Logging

- **Enable Playback Logging:** Check this box to record playback start and end times, zone names, media types, and file names.
- **Enable Event Logging:** Check this box to record timestamps, state names, zone names, event types, and event data.
- **Enable State Logging:** Check this box to record current and last state names, timestamps, and media types.
- **Enable Diagnostic Logging:** Check this box to record timestamps, firmware and script versions, and the current presentation.
- **Upload Logs:** Check **On Startup** to have the device upload log files to BSN each time the device is powered on. You can also choose **At Specific Time Each Day** and use the dropdown list to select a time.

Remote Snapshot

- **Enable Remote Snapshot:** Check this box to enable the Remote Snapshot feature, which allows you to remotely monitor the contents of

the presentation display.

- **Capture Interval (Min):** Specify how often the device should take a snapshot of the presentation display.
- **JPEG Quality Level:** Specify the quality level (and thus the file size) of each image file.
- **Local Count Limit:** Specify how many JPEG snapshot images can be stored on the local storage of the device.
- **Screen Orientation:** Choose whether the device should rotate snapshots to **Landscape** or **Portrait** mode before saving and uploading them.

Adding a Single Device

Follow these steps to add a single device to your network:

1. Click the **New Device Setup** button.
2. Configure the setup files as described in the [Creating Setup Files](#) section above.
3. Click the **Download Setup Files** button and save the *setup.zip* file to your computer.
4. Unzip the contents of the *setup.zip* file to a blank microSD card (for XTx43, XDx33, HDx23, and LS423 models) or SD card (for all other models).
5. Turn off the device by unplugging the power adapter (or Ethernet cable if the player is being powered by PoE).
6. Insert the microSD or SD card into the device.
7. Turn on the device by reconnecting the power.

The device will configure itself and, as long as it has a working Internet connection, communicate with the BSN servers. You should see it appear in the **Devices** list on the **New Network Setup** page in a few minutes.

Adding Multiple Devices

Follow these steps to add multiple devices to your network:

1. (Optional) Click the **New Device Setup** button and save setup files as described in the [Creating Setup Files](#) section above. You can create multiple setups for different devices or sets of devices, or you can create a single setup for all devices.
2. Return to the **New Network Setup** page and click the **Add Multiple Devices** button.
3. Click the **Download Template** button to download an example spreadsheet file.
4. Open the example spreadsheet file in a spreadsheet program such as Microsoft Excel or Google Sheets.
5. Remove the example devices from rows 2-3.
6. Enter information for each device in the columns corresponding to the headers:
 - a. **Serial No.:** Enter the serial number of each device. The serial number can be found on the bottom of the device or the on the outside of the device packaging.
 - b. **Device Name:**(Optional) Enter a name for the device.
 - c. **Model:**(Optional) Specify the model number of the device.
 - d. **Setup File:**(Optional) Specify the name of a saved setup file you wish to apply to the device. This field must correspond to the value of the **Setup Name** field, which is specified when configuring the setup file.
 - e. **Description:**(Optional) Enter a description for the device.

Note

The headers do not need to be in the first row or the first five columns of the spreadsheet, but they must remain in the spreadsheet and in the same order for import to work correctly.

7. Save the spreadsheet when you are finished adding devices to it.
8. On the **Add Multiple Users** page, click the **Browse...** button, select the spreadsheet file, and click **Open**.
9. Review the device list and, if needed, make changes to the fields for individual devices.
10. (Optional) If you want to apply a single setup file to all devices, check the **Use same Setup File for all** box and select a setup file from the dropdown list.
11. Check the box next to a device to include it in the bulk add. Alternatively, you can include all devices in the bulk add by checking the box next to **Serial No.**
12. Click **Add Devices** to add all the checked devices to your network.

CONTENT

Use the **Content** section to add content files—including audio, video, image and HTML files—to your network. Follow these steps to upload content:

1. Click the **Add Content** button.
2. Drag and drop content files onto the page. Alternatively, you can click **Choose Files...** and locate the files from a content explorer.
3. Select a content file to view more information about the file, including a preview if the file is an image.

4. (Optional) Add media tags (which are used to create [Tagged Playlists](#)) to a file using the **Tags** field:
 - a. Type the tag name and press Enter to save the tag.
 - b. You also can enter a tag name/value pair by separating them with a semicolon (e.g. "use: kiosk").
 - c. You can add tags that already exist on your network (including default system tags) by dragging and dropping them from the **Tag Library**.
5. If you decide not to add certain content files, use the trashcan icon beneath the file icon to remove them.
6. Click the **Add Content** button to add all content files currently on the page to your network.

FILE NAME Jupiter_Rotation.mp4

FILE TYPE Video

FILE SIZE 14.4 mib

LAST MODIFIED Thu Apr 18 2013 15:57:31 GMT-0700 (P...

TAGS

FileSize x

type: kiosk x

promo x

store_location: endcap x

Add a tag

TAG LIBRARY

ContentType	FileLastModifiedDate	FileName	FileSize
UploadDate			

User Account Roles

ON THIS PAGE

- [Administrators](#)
- [Creators](#)
- [General Managers](#)
- [Network Managers](#)
- [Publishers](#)
- [Viewers](#)

A user account may be associated with one of six roles: Administrators, Creators, General Managers, Network Managers, Publishers, or Viewers. These roles determine what you can view, edit, create, and delete within the WebUI (along with components of BrightAuthor that are applicable to the BrightSign Network).

In this document, most section titles include subtitles that let you know which user account roles may perform actions in that section. Note that **Administrators** can perform all possible actions in the WebUI.

ADMINISTRATORS

Being assigned to the **Administrators** role gives you access to all the features offered on the BrightSign Network. This is the only role that allows you to edit the account status of other users: as an Administrator, you can add new users, delete existing users, and assign users to different roles. You can also create and edit Custom Roles on the [Account Customization](#) page.

Note

The first user of a BrightSign Network account will automatically be assigned to the **Administrators** role. If you are not the first user on your account, you will need to have an Administrator assign you this role.

- [Users](#): View User, Create User, Change Role, Edit Permissions, Lock User, Unlock User, Delete User, Enable Notifications
- [Roles](#): View Roles, View Users, Add User, Remove User, Edit Permissions, Delete Role
- [Content](#): View Content, Upload Content, Update Content, Assign Content, Unassign Content, Delete Content, Manage Tags
- [Dynamic Playlists](#): View Dynamic Playlists, View Contents, Create Dynamic Playlists, Rename Dynamic Playlists, Update Dynamic

Playlists, Assign Dynamic Playlists, Unassign Dynamic Playlists, Delete Dynamic Playlists

- **Presentations:** View Presentations, View Contents, Create Presentations, Overwrite Presentations, Update Presentations, Add Content, Remove Content, Assign Presentations, Unassign Presentations, Delete Presentations
- **Schedules:** View Presentations, Create Schedule, Update Schedule, Add Presentation, Remove Presentation
- **Groups:** View Groups, View Devices, Create Group, Update Group, Add Device, Remove Device, View Schedule, Update Schedule, Delete Group
- **Devices:** View Devices, Export Devices List, View Device Errors, View Device Downloads, View Device Battery Status, View Device Log Reports, Get Device Log Reports, Update Device Notes, Change Target Group, Delete Device, Restore Device, Add Subscriptions, Unit Control, View Remote Snapshots, Manage Tags
- **Subscriptions:** View Subscriptions, View Traffic Invoices, View Subscription Invoices, Export Traffic Invoices, Export Subscription Invoices, Update Subscription, Export Subscriptions
- **Live Text Feeds:** View Live Text Feeds, View Contents, Create Live Text Feed, Rename Live Feed, Update Live Text Feed, Assign Live Text Feed, Unassign Live Text Feed, Delete LiveText Feed
- **Web Page:** View Web Pages, Upload Web Page, Update Web Page, Assign Web Page, Unassign Web Page, Delete Web Page
- **Live Media Feeds:** View Live Media Feeds, View Contents, Create Live Media Feed, Rename Live Media Feed, Update Live Media Feed
- **BrightWall Group:** View BrightWall Groups, View BrightWalls, View Schedule, Create BrightWall Group, Update BrightWall Group, Add BrightWall, Remove BrightWall, Update Schedule, Delete BrightWall Group
- **BrightWall:** View BrightWalls, View Devices, Create BrightWall, Update BrightWall, Change BrightWall Group, Add Device, Remove Device, Delete BrightWall
- **BrightWall Presentation:** View BrightWall Presentations, View Contents, Create BrightWall Presentation, Update BrightWall Presentation, Add Content, Remove Content, Assign BrightWall Presentation, Unassign BrightWall Presentation, Delete BrightWall Presentation
- **Tagged Playlist:** View Tagged Playlist, Assign Tagged Playlist, Unassign Tagged Playlist, Create Tagged Playlist, View Contents, Rename Tagged Playlist, Update Tagged Playlist, Delete Tagged Playlist

CREATORS

The **Creators** role gives you complete control of content, including presentations, Dynamic Playlists, Live Text feeds, and Live Media feeds. You do not have the ability to view or change schedules, groups, or devices. This role is best suited for those tasked solely with creating presentation content for BrightSign players.

- **Content:** View Content, Upload Content, Update Content, Assign Content, Unassign Content, Delete Content, Manage Tags
- **Dynamic Playlists:** View Dynamic Playlists, View Contents, Create Dynamic Playlists, Rename Dynamic Playlists, Update Dynamic Playlists, Assign Dynamic Playlists, Unassign Dynamic Playlists, Delete Dynamic Playlists
- **Presentations:** View Presentations, View Contents, Create Presentations, Overwrite Presentations, Update Presentations, Add Content, Remove Content, Delete Presentations
- **Live Text Feeds:** View Live Text Feeds, View Contents, Create Live Text Feeds, Rename Live Feeds, Update Live Text Feeds, Assign Live Text Feeds, Unassign Live Text Feeds, Delete Live Text Feeds
- **Web Page:** View Web Pages, Upload Web Page, Update Web Page, Assign Web Page, Unassign Web Page, Delete Web Page
- **Live Media Feeds:** View Live Media Feeds, View Contents, Create Live Media Feed, Rename Live Media Feed, Update Live Media Feed
- **BrightWall Presentation:** View BrightWall Presentations, View Contents, Create BrightWall Presentation, Update BrightWall Presentation, Add Content, Remove Content, Presentation, Delete BrightWall Presentation
- **Tagged Playlist:** View Tagged Playlist, Assign Tagged Playlist, Unassign Tagged Playlist, Create Tagged Playlist, View Contents, Rename Tagged Playlist, Update Tagged Playlist, Delete Tagged Playlist

GENERAL MANAGERS

The **General Managers** role gives you full control of content creation and distribution. The only permissions you don't have are the advanced user and account features that are unique to **Administrators**.

- **Users:** Enable Notifications
- **Content:** View Content, Upload Content, Update Content, Assign Content, Unassign Content, Delete Content, Manage Tags
- **Dynamic Playlists:** View Dynamic Playlists, View Contents, Create Dynamic Playlists, Rename Dynamic Playlists, Update Dynamic Playlists, Assign Dynamic Playlists, Unassign Dynamic Playlists, Delete Dynamic Playlists
- **Presentations:** View Presentations, View Contents, Create Presentations, Overwrite Presentations, Update Presentations, Add Content, Remove Content, Assign Presentations, Unassign Presentations, Delete Presentations
- **Schedules:** View Presentations, Create Schedules, Update Schedules, Add Presentations, Remove Presentations
- **Groups:** View Groups, View Devices, Create Groups, Update Groups, Add Device, Remove Devices, Change Schedules, Delete Groups

- **Devices:** View Devices, Export Devices List, View Device Errors, View Device Downloads, View Device Battery Status, View Device Log Reports, Get Device Log Reports, Update Device Notes, Change Target Group, Delete Device, Restore Device, Add Subscriptions, Unit Control, Manage Tags
- **Subscriptions:** View Subscriptions, View Traffic Invoices, View Subscription Invoices
- **Live Text Feeds:** View Live Text Feeds, View Contents, Create Live Text Feeds, Rename Live Feeds, Update Live Text Feeds, Assign Live Text Feeds, Unassign Live Text Feeds
- **Web Page:** View Web Pages, Upload Web Page, Update Web Page, Assign Web Page, Unassign Web Page, Delete Web Page
- **Live Media Feeds:** View Live Media Feeds, View Contents, Create Live Media Feed, Rename Live Media Feed, Update Live Media Feed
- **BrightWall Group:** View BrightWall Groups, View BrightWalls, View Schedule, Create BrightWall Group, Update BrightWall Group, Add BrightWall, Remove BrightWall, Update Schedule, Delete BrightWall Group
- **BrightWall:** View BrightWalls, View Devices, Create BrightWall, Update BrightWall, Change BrightWall Group, Add Device, Remove Device, Delete BrightWall
- **BrightWall Presentation:** View BrightWall Presentations, View Contents, Create BrightWall Presentation, Update BrightWall Presentation, Add Content, Remove Content, Assign BrightWall Presentation, Unassign BrightWall Presentation, Delete BrightWall Presentation
- **Tagged Playlist:** View Tagged Playlist, Assign Tagged Playlist, Unassign Tagged Playlist, Create Tagged Playlist, View Contents, Rename Tagged Playlist, Update Tagged Playlist, Delete Tagged Playlist

NETWORK MANAGERS

The **Network Managers** role gives you control of the digital-signage infrastructure: you can add, remove, maintain, and group together networked BrightSign players. In addition, you can view and delete (but not add or edit) certain kinds of content such as Dynamic Playlists, Live Text feeds, Live Media feeds, and presentations.

- **Users:** Enable Notifications
- **Content:** View Content, Delete Content
- **Dynamic Playlists:** View Dynamic Playlists
- **Presentations:** Delete Presentations, View Presentations
- **Schedules:** View Presentations
- **Groups:** View Groups, View Devices, Create Groups, Update Groups, Add Device, Remove Devices, Delete Groups
- **Devices:** View Devices, Export Devices List, View Device Errors, View Device Downloads, View Device Battery Status, View Device Log Reports, Get Device Log Reports, Update Device Notes, Change Target Group, Delete Device, Restore Device, Add Subscriptions, Unit Control, Manage Tags
- **Live Text Feeds:** View Live Text Feeds
- **Web Page:** View Web Pages, Delete Web Page
- **Live Media Feeds:** View Live Media Feeds
- **BrightWall Group:** View BrightWall Groups, View BrightWalls, View Schedule, Create BrightWall Group, Update BrightWall Group, Add BrightWall, Remove BrightWall, Delete BrightWall Group
- **BrightWall:** View BrightWalls, View Devices, Create BrightWall, Update BrightWall, Change BrightWall Group, Add Device, Remove Device, Delete BrightWall
- **BrightWall Presentation:** View BrightWall Presentations, Delete BrightWall Presentation
- **Tagged Playlist:** View Tagged Playlist, Delete Tagged Playlist

PUBLISHERS

The **Publishers** role allows you to schedule when and where BrightSign presentations will be played. You also have the ability to upload content. Otherwise, you do not have access to content that is uploaded to the BrightSign Network account.

- **Content:** Upload Content
- **Presentations:** View Presentations, Assign Presentations, Unassign Presentations
- **Schedules:** View Presentations, Create Schedules, Update Schedules, Add Presentations, Remove Presentations
- **Groups:** View Groups, Change Schedule
- **BrightWall Group:** View BrightWall Groups, View BrightWalls, View Schedule, Update Schedule
- **BrightWall:** View BrightWalls
- **BrightWall Presentation:** View BrightWall Presentations, Assign BrightWall Presentation, Unassign BrightWall

VIEWERS

If you are assigned to the **Viewers** role, you can view almost all aspects of a digital-signage system: content, groups, device statuses, and schedules. However, you cannot affect anything on the BrightSign Network account.

- [Users](#): Enable Notifications
- [Content](#): View Content
- [Dynamic Playlists](#): View Dynamic Playlists, View Contents
- [Presentations](#): View Presentations, View Contents
- [Scheduling](#): View Presentations
- [Groups](#): View Groups, View Devices
- [Devices](#): View Devices, Export Devices List, View Device Errors, View Device Downloads, View Device Battery Status, View Device Log Reports, Get Device Log Reports, Manage Tags
- [Subscriptions](#): View Subscriptions
- [Live Text Feeds](#): View Live Text Feeds, View Contents
- [Web Page](#): View Web Pages
- [Live Media Feeds](#): View Live Media Feeds, View Contents
- [BrightWall Group](#): View BrightWall Groups, View BrightWalls, View Schedule
- [BrightWall](#): View BrightWalls, View Devices
- [BrightWall Presentation](#): View BrightWall Presentations, View Contents
- [Tagged Playlist](#): View Tagged Playlist, View Contents

Create Tab

ON THIS PAGE

- [Creating Dynamic Playlists](#)
- [Using the Dynamic Playlist Library](#)
- [Dynamic Playlist Properties](#)
- [Creating Tagged Playlists](#)
- [Tagged Playlist Properties](#)
- [Creating Live Data Feeds](#)
- [Live Data Feed Properties](#)
- [Creating Live Media Feeds](#)

The **Create** tab allows you to create Dynamic Playlists, Live Media Feeds, and Live Text Feeds. You can include Dynamic Playlists in presentations created in the WebUI; you can use both Dynamic Playlists and feeds in BrightAuthor presentations.

CREATING DYNAMIC PLAYLISTS

General Managers, Creators

Dynamic Playlists allow you to easily update and share content across multiple presentations. For example, if you have daily announcements that need to be published to all of your networked players, you can update a single Dynamic Playlist rather than having to update every different presentation on your network. When you add content to a Dynamic Playlist via the WebUI, every presentation that includes the Dynamic Playlist receives this new content. This means that a single update can reach multiple presentations.

1. Click the **Create** tab. The **Dynamic Playlist** subgroup will already be selected.
2. Click the **Add New Dynamic Playlist** button.
3. Enter a Name for the new Dynamic Playlist.
4. Determine whether you want to create an **Image/Video Dynamic Playlist** or an **Audio Dynamic Playlist**, then click **Create**.
5. Click the **Edit Title** button if you would like to rename the Dynamic Playlist at any time.
6. Drag the desired images/video files or audio files from the **Library** and drop them into the playlist field.
7. Edit the ordering of the playlist by dragging a thumbnail to a desired position or by entering the position number of a media item in the **Position** field and clicking **Set**.
8. Change the time on screen of an image file by entering the value (in seconds) in the **Duration** field.
9. Assign a validity date to the selected video, image, or audio file by clicking the



button. If the **Enable Validity Date** box is checked, the media file will only

be included in the Dynamic Playlist between the specified **Start Date** and **End Date**. A Dynamic Playlist item with a validity date will have a graphic in the top left to indicate its current status.



- a. The item is not currently included in the Dynamic Playlist because the validity **Start Date** begins in the future.



- b. The item is currently included in the Dynamic Playlist.



- c. The item is not currently included in the Dynamic Playlist because the validity **End Date** has passed.

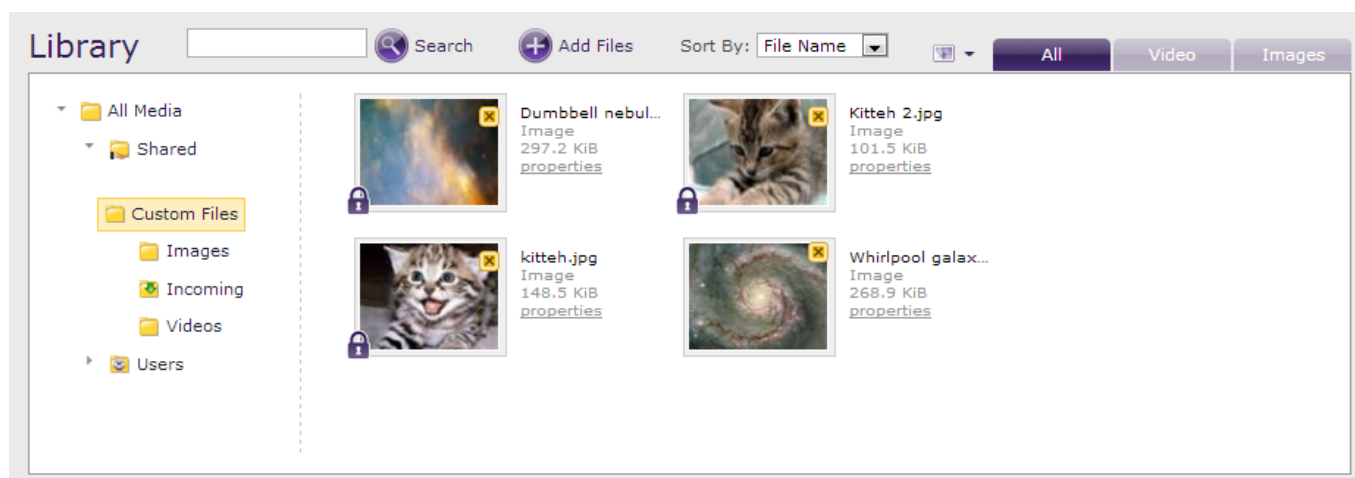
10. Click the **Save** button to save the Dynamic Playlist, or click the **Save Playlist As...** button to create a duplicate copy of the Dynamic Playlist.

USING THE DYNAMIC PLAYLIST LIBRARY

General Managers, Creators

The **Library** portion of the Dynamic Playlist edit page contains many options for viewing, searching, and changing the media stored on the BrightSign Network.

1. Access content folders using the directory on the left. By default, all content uploaded using BrightAuthor is placed in the **Incoming** folder.
2. Use the **Search** function to find media files contained within all folders and sub-folders.
3. Click the **X** in the corner of an image or video thumbnail to remove that media file from the BrightSign Network. A media file with a lock symbol cannot be deleted because it is currently being used in another networked presentation.
4. Click the **Add Files** button to add images or video to the **Incoming** folder. You will then be able move these media files to other folders and add them to the Dynamic Playlist:
 - a. Once the **Add/Upload** File window opens, click **Add File** and select the desired image or video file(s). You can add multiple files to the upload queue using this method.
 - b. Click the **Start Upload** button once you have added all the files you wish to upload.
 - c. Click **Close** when the upload process is completed.
5. Click the **Sort By** dropdown menu to change the list order of the media files contained in the folder. You can organize the files using the following criteria:
 - a. **File Name**: Alphabetical
 - b. **File Type**: Alphabetical (by extension)
 - c. **File Size**: Smallest to largest
 - d. **Upload Date**: Oldest to newest
6. Click the thumbnail dropdown menu to choose between *Small Icons*, *Medium Icons*, and *Large Icons*. This will affect how many icons are displayed on each page.
7. Select the **Video** tab or **Images** tab to limit the folder contents based on file type.

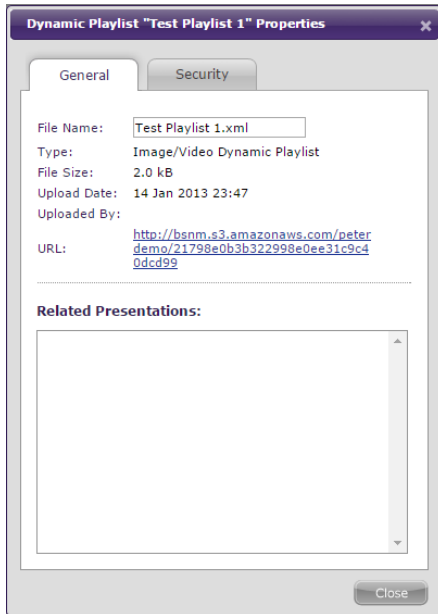


DYNAMIC PLAYLIST PROPERTIES

General Managers, Creators, Viewers

Click the **Properties** link to view additional information about a Dynamic Playlist:

- **File Name:** The name of the Dynamic Playlist
- **Type:** The Dynamic Playlist type. This value can be either **Image/Video Dynamic Playlist** or **Audio Dynamic Playlist**.
- **File Size:** The size of the Dynamic Playlist playfile (not including the media content), in bytes or kilobytes
- **Upload Date:** The date and time when the Dynamic Playlist was created in the WebUI or uploaded to the BrightSign Network from BrightAuthor.
- **Uploaded By:** The user account that originally uploaded or created the Dynamic Playlist.
- **URL:** The download URL of the MRSS file associated with the Dynamic Playlist.
- **Related Presentations:** A list of all networked presentations that are currently using the Dynamic Playlist.



CREATING TAGGED PLAYLISTS

General Managers, Creators

Tagged Playlists allow you to create playlists based on customizable media tags. You can use this feature to define a flexible set of rules to dynamically build a playlist based on a wide range of intuitive conditions.

Example

You are managing networked BrightSign players at a dozen different retail locations. Each player requires some unique media to match its retail location, and some locations, depending on the region, have more media files in common than others. Instead of creating a dozen different presentations (and managing each presentation separately), you can create a single Tagged Playlist with location, region, and event tags (or any other tags you need; they're completely customizable) to ensure the right media gets played in the right place at the right time.

Note

You may want to tag media files before creating a Tagged Playlist. This will allow you to view which media files are included in the Tagged Playlist while you define the tagging rules.

1. Click the **Create** tab.
2. Select **Tagged Playlist** in the secondary task bar.
3. Click the **Add New Tagged Playlist** button.
4. Enter a **Name** for the new Tagged Playlist and click **Create**.
5. Click the **Edit Name** button if you would like to rename the Tagged Playlist at any time.
6. Use the **Source Folder** tree on the left to define where tagged media can originate from: Only media located in the selected folder will be included in the tagged playlist.
7. Under **Media Rules**, select whether you want the playlist to match **ALL** tags or **ANY** tag:
 - a. **ALL:** For a media file to be included in this Tagged Playlist, it must match *all* conditions you define in the **Media Rules** section. The more conditions you add, the more *exclusive* the playlist will tend to be.

- b. **ANY:** For a media file to be included in this Tagged Playlist, it only needs to match one of the conditions you define in the **Media Rules** section. The more conditions you add, the more *inclusive* the playlist will tend to be.
8. Add as many tagging conditions as desired:
- a. **Tag Name:** Select a tag from the dropdown menu. The list includes all media tags you've defined in the **Library** tab, as well as a set of default media attribute tags (FileName, FileSize, UploadDate, etc.) that apply to all media files in your content library.
- b. **Condition:** Select a rule to match media with the specified tag:
- i. **Is:** Tagged media that equals the specified **Value** will be matched.

Tip

Use the **Is** condition and leave the **Value** field blank to match any media file that has the specified tag but no tag value.

- ii. **IsNot:** Tagged media that does not equal the specified **Value** will be matched.
- iii. **ContainsAll:** Tagged media that contains all of the specified values for the tag will be matched. If a tag for a media file contains additional values beyond the matched list of values, that media file will still be matched. Separate each tag value using a comma without spaces (e.g. "NewDeals,DailyDeals,Promotions").
- iv. **ContainsAny:** Tagged media that contains any of the specified values for the tag will be matched. Separate each tag value using a comma without spaces (e.g. "appetizers,drinks,specials").
- v. **Contains:** Tagged media that has one or more values containing the specified sequence of (case-insensitive) characters will be matched: For example, specifying a **Value** of "deal" will match "deals", "Deals", and "New_Deals" values.
- vi. **DoesNotContain:** Tagged media that has no values containing the specified sequence of (case-insensitive) characters will be matched: For example, specifying a **Value** of "day" will exclude "DayOfWeek", "Monday", and "0days" values.
- vii. **BeginsWith:** Tagged media that has one or more values beginning with the specified sequence of (case-insensitive) characters will be matched: For example, specifying a **Value** of "day" will match "DayOfWeek", but not "Monday".
- viii. **EndsWith:** Tagged media that has one or more values ending with the specified sequence of (case-insensitive) characters will be matched: For example, specifying a **Value** of "day" will match "Monday", but not "DayOfWeek".
- ix. **IsLessThan:**(FileSize only) Media with a file size (in bytes) smaller than the specified value will be matched.
- x. **IsGreaterThan:**(FileSize only) Media with a file size (in bytes) larger than the specified value will be matched.
- xi. **IsInTheRange:**(FileSize, FileDate, FileLastModifiedDate only) Media with a file size (in bytes), upload date, or last modified date within the range of values will be matched.
- xii. **IsNotInTheRange:**(FileSize, FileDate, FileLastModifiedDate only) Media with a file size (in bytes), upload date, or last modified date outside the range of values will be matched.
- xiii. **IsAfter:**(FileDate, FileLastModifiedDate only) Media that was uploaded or **last modified** after the specified date will be matched.
- xiv. **IsBefore:**(FileDate, FileLastModifiedDate only) Media that was uploaded or **last modified** before the specified date will be matched.
- xv. **InTheLast:**(FileDate, FileLastModifiedDate only) Media that was uploaded or **last modified** in the amount of time before the specified date will be matched. Specify an amount of time (in days, months, or years), along with the target date.
- xvi. **NotInTheLast:**(FileDate, FileLastModifiedDate only) Media that was not uploaded or **last modified** in the amount of time before the specified date will be matched. Specify an amount of time (in days, months, or years), along with the target date.
- c. **Value:** Enter a value to match with the tag value using one of the above conditions. If you are not using values with tags, use the **Is** condition and leave this field blank to match all media files with a certain tag.
9. Configure the **Settings** of the Tagged Playlist:
- a. **Content Order Tag:** Determine how media files should be automatically ordered in the playlist. Use the first dropdown menu to select a tag: The values of this tag will be used as the ordering criteria. Use the second dropdown menu to determine if the order should be ascending (**ASC**) or descending (**DESC**) alphabetically/numerically.
- b. **TTL:** Specify how often (in seconds) players will query BSN to determine if there is any new tagged media to include/exclude in the Tagged Playlist.
10. Reorder the playlist if needed by dragging and dropping media files. If newly tagged media is included in the playlist later on, it will be added to the end of the playlist using the **Content Order Tag** settings outlined above.
11. Click the **Save** button to save the Tagged Playlist, or click the **Save Playlist As...** button to create a duplicate copy of the Tagged Playlist.

Note

By default, media files will not be automatically added to or removed from a Tagged Playlist when edits are made to media tags. A BSN user with appropriate credentials will need to open the Tagged Playlist and click **Approve** for changes to be applied. Administrators can alter this default behavior by going to the **Account** page and checking the **Allow Automatic Changes To Tagged Playlists** box.

TAGGED PLAYLIST PROPERTIES

General Managers, Creators, Viewers

Click the **properties** link below a Tagged Playlist to view additional information about it:

- **File Name:** The name of the Tagged Playlist
- **Creation Date:** The date and time when the Tagged Playlist was created in the WebUI.
- **Last Modified Date:** The date and time when the Tagged Playlist was last changed.
- **Uploaded By:** The user account that originally uploaded the Tagged Playlist from BrightAuthor.
- **Related Presentations:** A list of all networked presentations that are currently using the Tagged Playlist.

CREATING LIVE DATA FEEDS

General Managers, Creators

The Live Data Feed feature allows you to create and update fully functional RSS feeds using a simple user interface. You can use Live Data Feeds when creating **Live Text** states and **Ticker Zones** in BrightAuthor.

1. Select the **Create** tab and click **Live Data** in the secondary task bar.
2. Click the **Add New Feed** button.
3. Enter a **Name** for the new Live Data feed and click **Create**.
4. Click the **Edit Name** button if you would like to rename the Live Data feed at any time.
5. Enter a **Title** and **Value** for the first entry. Like most RSS parsers, the Live Text state in BrightAuthor uses either the index number or Title to determine which entry to display.
6. Create additional entries by clicking on the grayed-out field under the last entry.
7. Change the order of the Live Data feed by dragging and dropping individual entries
8. Click the



button to assign a validity date to the entry or to change the order of the entry via index number. If the **Enable Validity Date** box is checked, the entry will be part of the feed between the specified **Start Date** and **End Date**. An entry with a validity date will have a graphic next to its title to indicate its current status:



- a. The entry is not currently included in the feed because the validity **Start Date** begins in the future.



- b. The entry is currently included in the feed.



- c. The entry is not currently included in the feed because the validity **End Date** has passed.

9. Click the **Delete** button to remove an entry from the feed.
10. Click the **Save** button to save the Live Data feed, or click the **Save Feed As...** button to create a duplicate copy of the Live Data feed.

LIVE DATA FEED PROPERTIES

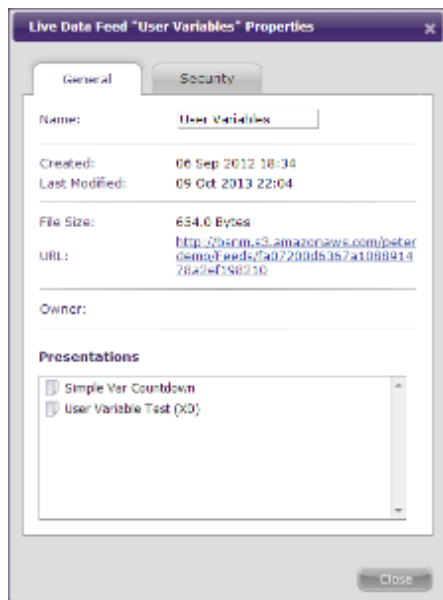
General Managers, Creators, Viewers

Click the **Properties** link below a Live Data feed to view additional information about it:

- **Name:** The name of the Live Data feed
- **Creation Date:** The date and time when the Data feed was created in the WebUI
- **Date Modified:** The date and time when the Live Data feed was last changed.
- **File Size:** The size of the Live Data feed in bytes or kilobytes
- **URL:** The RSS feed URL. You can use this URL with any application or device that parses RSS feeds.
- **Presentations:** A list of all networked presentations that are currently using the Live Data feed.

Note





Earlier versions of BrightAuthor require you to manually copy and paste this URL to the Live Text state. The current version of BrightAuthor automatically detects Live Data feeds stored on your BrightSign Network account.



CREATING LIVE MEDIA FEEDS

General Managers, Creators

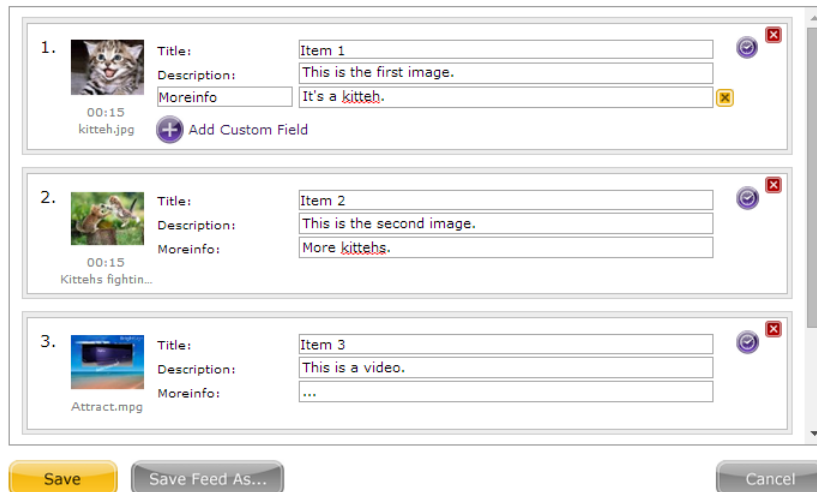
The **Live Media** feature allows you to create and update fully functional media RSS (MRSS) feeds using a simple user interface. You can use Live Media feeds when creating Media RSS Feed states and defining Live Data feeds in BrightAuthor. To learn more about using **MRSS feeds** in presentations.

1. Select the **Create** tab and click **Live Media** in the secondary task bar.
2. Click the **Add New Feed** button.
3. Enter a **Name** for the new Live Media feed and click **Create**.
4. Click the **Edit Name** button if you would like to rename the Live Media feed at any time.
5. Click the **Edit TTL** button to specify how long the feed should last (in minutes) before it is refreshed using the source URL.
6. Click a field in the first item to add a media element to the feed.
7. Click the empty thumbnail image, select a media element (image, video, or audio) in the **Library** window, and click **Add**.
8. Enter a **Title** and **Description** for the media element.
9. Click the **Add Custom Field** button to add an optional descriptive tag to the media element. You can add multiple custom fields to a single item. Custom fields added to one media element will also be included with subsequent media elements added to the Live Media feed.
10. Click the  button to assign a validity date to the media item or to change the order of the media item via index number. If the media item is an image, you will also be able to specify its display **Duration** (in seconds). If the **Enable Validity Date** box is checked, the media item will be part of the feed between the specified **Start Date** and **End Date**. An item with a validity date will have a graphic in the top left corner of the thumbnail to indicate its status:
 - a.  The media item is not currently included in the feed because the validity **Start Date** begins in the future.
 - b.  The media item is currently included in the feed.
 - c.  The media item is not currently included in the feed because the validity **End Date** has passed.
11. Click the **Delete** button to remove an entry from the feed.
12. Click the **Save** button to save the Live Media feed, or click the **Save Feed As...** button to create a duplicate copy of the Live Media feed.

Note

You will not be allowed to save the Live Media feed if there are incomplete media items (i.e. one or more required fields are not filled out). Use the **Delete** button to remove incomplete items before saving.

New MRSS Feed

[Edit Name](#)[Edit TTL](#)

The screenshot shows a 'New MRSS Feed' window with three items listed. Each item has a thumbnail image, a title, a description, and a 'Moreinfo' field. Item 1 features a kitten image, title 'Item 1', description 'This is the first image.', and 'Moreinfo' 'It's a kittteh.'. Item 2 features a kitten image, title 'Item 2', description 'This is the second image.', and 'Moreinfo' 'More kittehs.'. Item 3 features a video thumbnail, title 'Item 3', description 'This is a video.', and 'Moreinfo' '...'. Below the items are 'Save', 'Save Feed As...', and 'Cancel' buttons.

Item	Image	Title	Description	Moreinfo
1.	00:15 kittteh.jpg	Item 1	This is the first image.	It's a kittteh.
2.	00:15 Kittehs fightin...	Item 2	This is the second image.	More kittehs.
3.	Attract.mpg	Item 3	This is a video.	...

Edit Tab

ON THIS PAGE

- [Creating Presentations](#)
- [Editing Presentations](#)
- [Using the Presentation Library](#)
- [Uploading an HTML Presentation](#)
- [Presentation Properties](#)

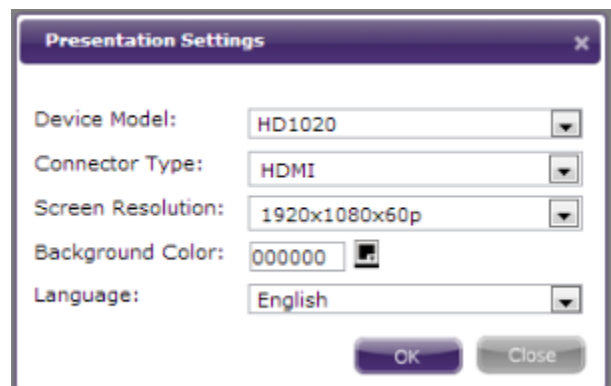
The **Edit** tab allows you to create and edit simple playlist presentations.

CREATING PRESENTATIONS

General Managers, Creators

You can use the WebUI to create and edit simple looping presentations. You can publish these presentations to your networked BrightSign players. Remember that you will need to use BrightAuthor to create any presentations that are more complex than looping image/video/audio playlists.

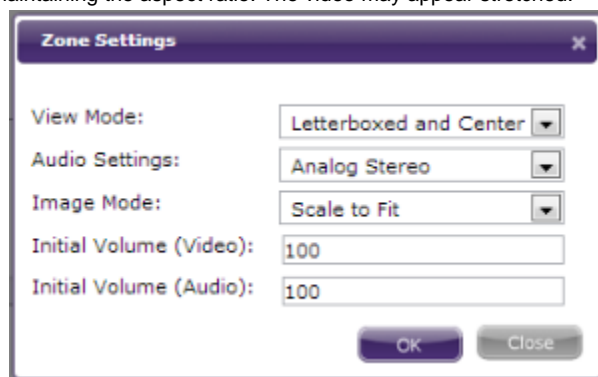
1. Select the **Create** tab and click **Add New Presentation**. In the **Create Presentation** window, you will be provided with the following options:
 - a. **Name**: Choose a unique name for the presentation.
 - b. **Device Model**: Select the model number of the BrightSign player(s) to which you will publish this presentation.
 - c. **Connector Type**: Select either HDMI, VGA, or **Component**.
 - d. **Screen Resolution**: Choose the resolution that best matches the native resolution of your monitor.
 - e. **Monitor Orientation**: Choose whether you would like the content to appear in Landscape or Portrait mode.
2. Click **Create** once you are finished. You will be taken to the content editing page.
3. Click **Settings** to change the properties of the presentation. In the **Presentation Settings** window, you can edit the **Device Model**, **Connector Type**, and **Screen Resolution** options you set when creating the presentation. You can also specify these additional parameters:
 - a. **Background Color**: Choose the color that will appear on screen if there are no images or video. You can determine the color by selecting from a predefined set of colors in the dropdown menu or by entering the **hex value** of the color you wish to use.
 - b. **Language**: Select the language of the presentation.
4. Click **Zone Settings** to change the properties of the Video or Images zone:



The screenshot shows the 'Presentation Settings' window with the following fields: Device Model (HD1020), Connector Type (HDMI), Screen Resolution (1920x1080x60p), Background Color (000000), and Language (English). There are 'OK' and 'Close' buttons at the bottom.

Field	Value
Device Model	HD1020
Connector Type	HDMI
Screen Resolution	1920x1080x60p
Background Color	000000
Language	English

- a. **View mode:** Use the dropdown list to specify a setting for videos.
 - i. **Scale to fit:** Scales the video to fill the screen without maintaining the aspect ratio. The video may appear stretched.
 - ii. **Letterboxed and centered:** Centers the video and adds black borders on the top and bottom. The aspect ratio is maintained.
 - iii. **Fill screen and centered:** Centers the video and fills the screen. The aspect ratio is maintained.
 - b. **Audio settings:** Use the dropdown list to specify the type of audio you want to use in the zone.
 - c. **Image mode:** Use the dropdown list to specify a setting for images.
 - i. **Center image:** Centers the image without scaling. This may result in cropping if the image is too large.
 - ii. **Scale to fit:** Scales the image to fit the zone. The image is displayed as large as possible with the correct aspect ratio.
 - iii. **Scale to fill and crop:** Scales the image to completely fill the zone while maintaining the aspect ratio.
 - iv. **Scale to fill:** Scales the image to fill the zone without maintaining the aspect ratio.
 - d. **Initial volume (Audio):** Sets the initial volume for audio files (0-100).
 - e. **Initial volume (Video):** Sets the initial volume for video files (0-100).
5. Drag the desired image files, video files, audio files, **Dynamic Playlists**, and **Tagged Playlists** from the **Library** and drop them into the presentation playlist field.
 6. For each media file or playlist, specify the following:
 - a. **Transition:**(Images Only) Use the dropdown list to specify a transition effect that will occur when the image times out.
 - b. **Duration:**(Images Only) Specify the length of time (in seconds) that the image will remain on screen.
 - c. **Position:** Enter the position of the item in the playlist and click **Set**. You can also edit the ordering of the playlist by dragging a thumbnail to a desired position.
 - d. **Match Player Tags:**(Tagged Playlists Only) Check this box to match media tags in the Tagged Playlist against player tags for players that are assigned this presentation: When this box is checked, a player must have the same tag name and value as a media file in the Tagged Playlist; otherwise, that media file will not be played.



Example

Some of your players have a tag with the title "Use" and the value "Kiosk". When you check **Match Player Tags**, the Tagged Playlist will only playback media files with identical "Use:Kiosk" tags on these players.

7. Save the changes you've made to the presentation by clicking the **Save** button.
8. Create a new copy of the presentation by clicking the **Save Presentation As...** button.
9. Click the **Back** button if you would like to exit without saving changes you have made to the presentation while on this page.

EDITING PRESENTATIONS

General Managers, Creators

You can edit a presentation by clicking the **Edit** button under the presentation name. You can only edit a presentation in the WebUI if it was originally created in the WebUI; BrightAuthor presentations and HTML pages have a "lock" symbol indicating that they cannot be edited in the WebUI.

If you are updating a presentation that is already scheduled for one or more groups, and the presentation update includes new features, you may be prompted to update the firmware of players in the group(s) when you save the presentation. Click **OK** to save the presentation and have the firmware update download and run on applicable players. Click **Cancel** to abort both the firmware update and the presentation saving operation.

USING THE PRESENTATION LIBRARY

General Managers, Creators

The **Library** portion of the presentation page contains many options for viewing, searching, and changing the media stored on the BrightSign Network.

1. Access content folders using the directory on the left. By default, all content uploaded using BrightAuthor is placed in the **Incoming** folder (You can move media files and create custom folders in the **Library** tab of the WebUI).
2. Use the **Search** function to find media files contained within all folders and sub-folders.
3. Click the **X** in the corner of a thumbnail to remove that media file from the BrightSign Network. A media file with a lock symbol cannot be

deleted because it is currently being used in another networked presentation.

4. Click the **Add Files** button to add images, video, or audio to the **Incoming** folder. You will then be able to move these media files to other folders and add them to the presentation:
 - a. Once the **Add/Upload File** window opens, click **Add File** and select the desired image, audio, or video file(s). You can add multiple files to the upload queue using this method.
 - b. Click the **Start Upload** button once you have added all the files you wish to upload.
 - c. Click **Close** when the upload process is completed.
5. Click the **Sort By** dropdown menu to change the list order of the media files contained in the folder. You can organize the files in descending order by *File Name*, *File Type*, *File Size*, and *Upload Date*.
6. Click the thumbnail dropdown menu to choose between *Small Icons*, *Medium Icons*, and *Large Icons*. This will affect how many icons are displayed on each page.
7. Select the **Video**, **Images**, or **Audio** tab to limit the folder contents based on file type.

UPLOADING AN HTML PRESENTATION

Creators, General Managers

You can add HTML-based presentations to your presentation library. You can then schedule the presentation for groups and publish them to players. In the WebUI, HTML pages act as standalone presentations, and therefore cannot be included as part of a playlist with other media. For this functionality, create and upload the presentation using BrightAuthor.


1. Use a *.zip* file to encapsulate all HTML assets related to the page (including the *.html* file and all *.css*, *.js*, and media files). Ensure that the original directory structure is preserved.
2. Click the **Add HTML Presentation** button. You will be asked to verify your account credentials.
3. Enter the **Webpage filename**. This value must match the name of the webpage file exactly, or presentation creation will fail. This value is set to *index.html* by default.
4. Click the **Browse** button to locate and select the *.zip* file containing the HTML presentation.
5. Give the HTML-based presentation a unique **Presentation name**. An optional, default unique value is also generated.
6. Select the target **Model** for the HTML presentation.
7. Use the **View Mode** dropdown menu to specify the resolution of the target display(s).
8. Select the **Connector** that will be used for the target display(s).
9. Select a **Language** setting for the presentation.
10. Check the **Enable JavaScript Object Support** box if you want the presentation to have complete access to the subset of BrightScript objects that are *available to JavaScript*. If your HTML page does not use the BrightScript JavaScript objects, we recommend disabling this feature for security reasons.
11. Click **Create** to begin uploading the presentation. Once the upload process is complete, you can schedule the HTML-based presentation for groups like any standard presentation.

Create presentation.

Zip up your HTML prior to using this service.

Zip file: + Browse...

Webpage filename:

Presentation name: 

Model:

View mode:

Connector:

Language:

Enable Advanced JavaScript Objects Support ☐

Create »

PRESENTATION PROPERTIES

General Managers, Creators, Viewers

Click the **Properties** link to view additional information about a presentation:

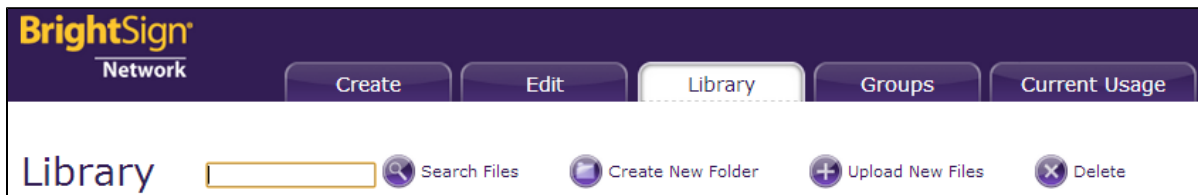
- **Name:** The name of the presentation
- **Creation Date:** The date and time when the presentation was created in the WebUI or uploaded to the BrightSign Network from BrightAuthor
- **Date Modified:** The date and time when the presentation was last edited.
- **Device Model:** The player model configured for the presentation
- **Screen Resolution:** The monitor resolution of the presentation
- **Connector Type:** The audio/video connector configured to link the player with the monitor: Either HDMI, VGA, or **Component**.
- **Background Color:** The color that appears on screen if there are no images or video
- **Language:** The language setting of the presentation
- **Required Firmware:** The minimum firmware version required to play the presentation. If you schedule the presentation for a group that includes players with firmware below this version, you will be prompted to update the firmware for those players.
- **Owner:** This value is currently not used by the BrightSign Network.

Library Tab

ON THIS PAGE

- [Adding Media Files](#)
- [Removing Media Files](#)
- [Media File Properties](#)
- [Organizing Media Files](#)
- [Adding Tags to Media Files](#)
- [Copying Tags](#)

The Library page allows you to add, remove, and organize audio, video, and image files stored on the BrightSign Network. Media files can be added to the Library manually (as described below) or automatically by uploading BrightAuthor presentations to the BrightSign Network. All media files contained within a BrightAuthor presentation are added to the library when the presentation is uploaded to your BrightSign Network account.

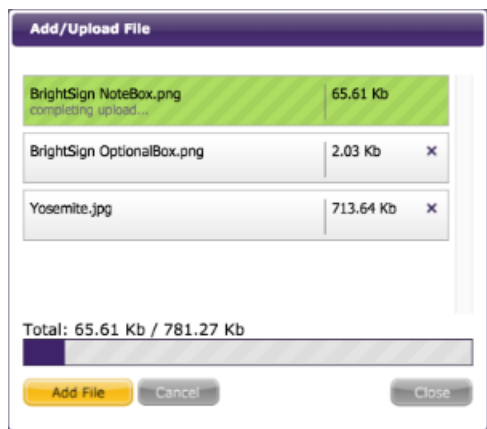


ADDING MEDIA FILES

General Managers, Creators, Publishers

Follow these steps to add media files to your BSN library.

1. Select the **Library** tab.
2. Click the **Upload New Files** button. The **Add/Upload File** window will appear.
3. Click **Add File** and select the desired video, audio, or image file. You can add multiple files to the upload queue using this method. Each file in the list will display its size, file name, and an **X**.
4. Click the **X** to remove a file from the list.
5. Click the **Start Upload** button once you have added all the files you wish to upload.
6. Click **Close** when the upload process is completed.



REMOVING MEDIA FILES

General Managers, Network Managers, Creators

1. Click the **Library** tab.
2. Select the media file you wish to remove. You can select multiple files at a time. You also can deselect a file by clicking it again or deselect all files by clicking an empty space on the page.
3. Click the **Delete** button.

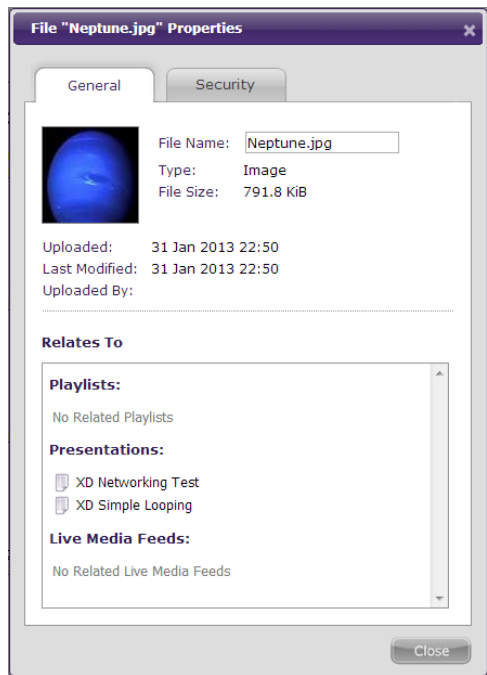
Note

A media file with a lock symbol cannot be deleted because it is currently being used in a networked presentation or Dynamic Playlist.

MEDIA FILE PROPERTIES

If you would like to view more information about a media file, click the **Properties** link beneath the file name:



- **File Name:** The name of the media item, including its file extension
- **Type:** The media type of the file (image, video, or audio)
- **File Size:** The size of the file, in kilobytes or megabytes
- **Upload Date:** The date and time the file was uploaded to the BrightSign Network
- **Last Modified Date:** The date and time the file was last modified on the client machine (if uploaded as part of a BrightAuthor presentation), or last added to the BrightSign Network (if uploaded using the WebUI)
- **Uploaded By:** The user who originally uploaded the media file
- **Relates To:** A list of Dynamic Playlists, Tagged Playlists, presentations, and Live Media feeds that are currently using the media file



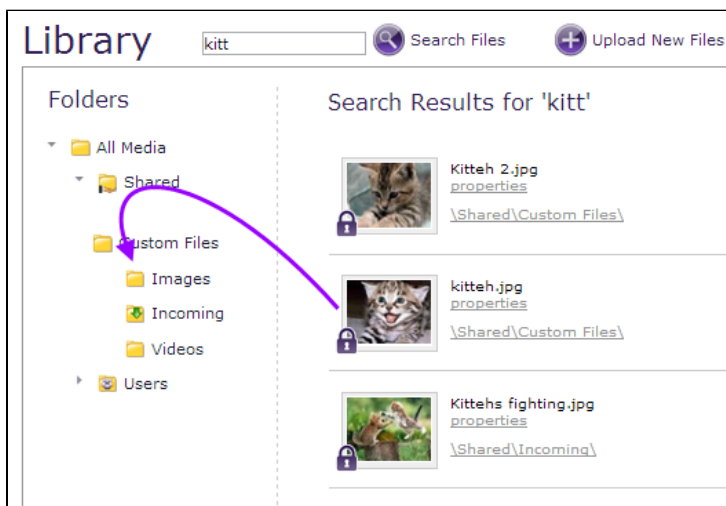
ORGANIZING MEDIA FILES

General Managers, Creators

The BrightSign Network features a folder directory system for keeping your media files organized. A folder for each user, along with a general-use **Shared** folder, is created by default. Media files that are added by uploading BrightAuthor presentations will be added to the **Shared>Incoming** folder.

- To find a media file, enter all or part of the file name in the **Search Files** field and click the  button. The search will be carried out in all directories, no matter which folder is currently selected
- To transfer a media file to another file folder, drag and drop the media file to the desired file folder in the directory. You can also transfer multiple selected files using the drag-and-drop method.
- To create a new folder, first select the folder in which to create the new folder. Next, click .

Create a New Folder. Enter a name for the new folder and click **Create**.



ADDING TAGS TO MEDIA FILES

General Managers, Creators

Adding tags to media files allows you to create **Tagged Playlists**: You can use Tagged Playlists to dynamically build playlists based on a wide range of intuitive conditions. Follow these steps to add tags to a media file:

1. Click the **properties** link beneath the file name.
2. Select the **Tags** tab.
3. Use the **System** and **Users** buttons to switch between system tags and user tags:
 - a. System tags have values that are defined by the BrightSign Network (such as the media file size and upload date); you cannot edit the title or value of these tags.
 - b. User tags have customizable titles and text values.
4. If creating user tags, enter the **Tag Name** and optional **Tag Value** for the tag(s) you wish to add to the media file.
5. When finished, click **Save** to apply the tags to the media file.


Note the following when adding media tags:

- *Omitting tag values*: The **Tag Value** allows you to create flexible inclusion/exclusion conditions for Tagged Playlists, but it is not required for user tags. If you create tags without values, you will still be able to create Tagged Playlists that include media files based on tag titles.
- *Adding multiple tag values*: You can enter multiple tag values as a comma-separated list without spaces (e.g. "DailyDeals,Promotions,Specials")
- *Autocompleting names/values*: If a similar **Name** or **Value** is already in use with another player tag, a type-ahead dialog will appear listing names/values that match what you've typed so far.
- *Tagging capitalization*: You cannot use similar tag names with variant capitalization (for example, if "City" is already in use as a tag name, a new tag named "city" will default to "City" instead). On the other hand, tag values with variant capitalization are allowed.

COPYING TAGS

General Managers, Creators

You can use the Copy Tags feature to speed up the process of tagging media. Follow these steps to copy tags:

1. Select a media file that has tags you wish to copy (this process will copy all tags that are associated with the file).
2. Click the  **Copy Tags** button.
3. Select one or more media files to copy tags to.
4. Click **Save** to complete the copy.

Important

Copying tags to a media file will overwrite any tags currently associated with that media file.

Groups Tab

ON THIS PAGE

- [Viewing Groups](#)
- [Group Properties](#)
- [Device Properties](#)
 - [General](#)
 - [Device Overview](#)
 - [Name Specification](#)
 - [Unit Configuration](#)
 - [Logging](#)
 - [Network Settings](#)
 - [Advanced Wired Network Settings](#)
 - [Advanced Wireless Network Settings](#)
 - [GPS Coordinates](#)
 - [Device Actions](#)
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 - [Downloads](#)
 - [Remote Snapshot](#)
 - [Tags](#)
- [Creating Groups](#)
- [Moving and Removing Players](#)
- [Scheduling Presentations](#)
- [Copying Tags](#)





Groups allow you to distribute presentations to a specific set of BrightSign players. You can monitor the health and scheduling of all your networked players from one convenient page.

VIEWING GROUPS

General Managers, Network Managers, Publishers, Viewers

When using BrightAuthor to set up players for the BrightSign Network, you must choose a group for each device. However, you can always move a device to a new group from the **Groups** tab in the WebUI.

The BrightSign Network includes the “Default” and “LocalTest” groups by default. The **Groups** list displays the following information:

- **Name:** The name of the group, followed by the number of devices it contains in parentheses.
- **Status:** The status of players in the group, indicated with these icons:
 -  **Healthy** : The player is connected to the network; the presentation is active
 -  **Connection Lost** : The player has missed its last scheduled status update, or the player is part of the Disabled Players group.
 -  **Inactive** : The player is not functioning and/or not connected to the network. There can be several reasons for an inactive player; please see this [FAQ](#) for a full list of causes.
 -  **Disconnected** : The player has no subscription, or its subscription has expired.
- **Properties** : Details and scheduling information about the group. See the Group Properties and Device Properties sections below for more details:
- **Presentation:** A dropdown list showing all presentations scheduled for the group. This list includes presentations that are scheduled but not currently playing.

Check the **Show Deleted Devices** box in the bottom right to view devices that have been deleted from your account. You can then [restore deleted devices](#) if needed.

Advanced Audio Playlist

Looping Presentation 1

☐ Show Deleted Devices

Each BSN account features two default groups:

- **Unassigned:** If a group is deleted, any players within that group will be moved to the Unassigned group. You can schedule presentations for the Unassigned group, ensuring that orphaned players will always display some content.
- **Disabled Players:** If you disable a player using the **Disable** button in the **Device Properties** window, it will be moved to the Disabled Players group. By default, this group is scheduled with the Disabled Players presentation, which displays a notice stating the player is disabled.

GROUP PROPERTIES

General Managers, Network Managers, Publishers, Viewers

To view information about a group, click the **Properties** link next to the group name and status. This will bring up the **Group Properties** window, which provides the following information:

- **Name:** The name of the group
- **Scheduled firmware upgrades:** Use the dropdown menus to send firmware updates to certain player models in the group. Once you have selected the desired update(s), click the **Save** button. The specified player models will then download and run the firmware update the next time they check in with the BrightSign Network.
- **Autorun Version:** The autorun version to which all players are upgraded when they are first assigned to the group
- **Serial Debugging:** The setting for serial debugging
- **System Log Debugging:** The setting for system log debugging

Note

The debugging options allow you to get additional information about a player's status using the RS-232 serial port, Telnet, or SSH.

- **Devices:** A list of all players in the group. The serial number and name of each player is displayed.
- **Delete:** Click this button if you would like to delete the group. Players that are part of the deleted group will be moved to the "Unassigned" group.

CA Los Gatos Properties

General

Presentations

Security

Name:

CA Los Gatos

Scheduled firmware upgrades:

HDx10:

(None)

None

HDx20,LSx22:

(None)

None

XD:

(None)

None

4K:

(None)

None

XDx32:

(None)

5.1.16

HDx22:

(None)

None

Autorun Version:

6.5.20

Serial Debugging:

Disabled

System Log Debugging:

Disabled

Devices

Save

0000000000000000

0000000000000000

0000000000000000

0000000000000000

Delete

Close

DEVICE PROPERTIES

General Managers, Network Managers, Viewers

Expand a group list and click on the **Properties** link beneath a player name. This will bring up the **Device Properties** window, which includes the **General**, **Advanced**, **Downloads**, **Remote Snapshot**, and **Tags** tabs.

General

The **General** tab provides the following sections:

Device Overview

- **Unit ID:** The serial number of the player
- **Unit Name:** The player name, which is designated during the player-setup process
- **Model:** The model number of the player
- **Target group:** The group that has been assigned to the player
- **Target time zone:** The time zone that has been assigned to the player
- **Reported group:** The group assignment that was last reported by the player
- **Reported time zone:** The time zone that was last reported by the player

Note

Note: Since there is often a delay between changes to groups/players in the WebUI and the corresponding player updates, the target status and reported status will sometimes be different.

- **Firmware:** The current firmware version installed on the player
- **Autorun ver. (standard):** The current autorun version of the BrightAuthor presentation assigned to the player.
- **Autorun ver. (custom):** The current autorun version of the custom-built presentation assigned to the player. Visit this [FAQ](#) to learn how to distribute custom autorun scripts using the BrightSign Network.
- **Remote Snapshot:** The status of the Remote Snapshot setting on the player. It can be one of the following:
 - **Unsupported :** The scheduled presentation(s) do not support the Remote Snapshot feature because they were created in an

older version of BrightAuthor.

- **Disabled** : The scheduled presentation(s) support the Remote Snapshot feature, but the feature was not enabled during the player setup process.
- **Enabled** : The scheduled presentation(s) support the Remote Snapshot feature, and the feature was enabled during the player setup process.
- **IP address**: The IP address of the player
- **Card Size**: The total capacity of the SD card installed in the player
- **Card Realized Size**: The total amount of occupied space on the SD card.
- **Subscription type**: The type of BrightSign Network subscription assigned to the player
- **Subscription status**: The current status of the BrightSign Network subscription assigned to the player

Name Specification

- **Name**: Edit the player name.
- **Description**: Edit the description for the player.

Unit Configuration

- **Enable diagnostic web server**: Check this box to enable the **Diagnostic Web Server**. You can include a **User Name** and **Password** in the text fields below for added security.
- **Content Check Frequency**: Specify how often the player should communicate with the BSN servers to determine if there is new scheduled content to download.
- **Update Health Frequency**: Specify how often the player should send health status updates to the BSN servers. This determines how up-to-date the **Player Status colors** are.

Logging

- **Enable playback logging**: Check this box to record playback start and end times, zone names, media types, and file names.
- **Enable event logging**: Check this box to record timestamps, state names, zone names, event types, and event data.
- **Enable state logging**: Check this box to record current and last state names, timestamps, and media types.
- **Enable diagnostic logging**: Check this box to record timestamps, firmware and script versions, and the current presentation.
- **Enable Variable logging**: Check this box to record the current and default values of all **User Variables** in the presentation.
- **Upload logs**: Check either of the following:
 - **On startup**: Uploads log files each time the player is powered on.
 - **At specific time each day**: Uploads log files daily at the specified time. Use the dropdown lists to pick a time.

Network Settings

- **Enable Wireless**: Check this box to connect the player to the local network using a wireless connection. In order to use a wireless connection, you must purchase a **Wireless Module** for your BrightSign player. If the player is connecting to a secured network, enter the following:
 - **SSID**: Enter the SSID of the wireless network.
 - **Security key**: Enter the password for the wireless network.
- **Network Connection Priority** : Choose to prioritize either the **Wired** or **Wireless** connection. The BrightSign player will always attempt to download and upload using the first option, and will only use the second option if the first is unavailable.
- **Time zone** : Edit the time zone where the player is located.
- **Time server** : Edit the server (and **protocol**) that the player should use to synchronize its clock. Players use the BrightSign Network time server by default.
- **Use Proxy**: Check this box if you want the player to use a proxy server.
 - **Address**: Enter the address of the proxy. If you need to provide a user name and password for the proxy, use this format: <user name>:<password>@<proxy server address> (e.g. "admin:root@myproxy.com").
 - **Port**: Enter the port number of the proxy.
- **Limit content downloads**: Check this box to restrict player content downloads to a certain time of day. This is helpful if you want to limit network traffic during peak hours.
 - **Start of Range**: The beginning of the time frame during which content downloads can occur.
 - **End of Range**: The end of the time frame during which content downloads can occur.
- **Limit health updates**: Check this box to limit when the player sends health updates to the BrightSign Network. This is helpful if you know a player will be powered off or otherwise disabled during a certain time of day.
 - **Start of Range**: The beginning of the time frame during which health updates can be sent.
 - **End of Range**: The end of the time frame during which health updates can be sent.

Advanced Wired Network Settings

- **Data Types Enabled:** Use these checkboxes to determine the data types that can be transferred using the Ethernet connection. You can enable/disable downloads (**Content, Text Feeds, Media Feeds**), as well as uploads (**Health, Log Updates**).
- **Connection Settings:** Specify whether the IP address is auto-generated (via DHCP) or static. If you're using a static IP address, enter the parameters in the fields.
- **Rate Limit Network Download Traffic:** Set rate limitations for downloading content. The options are divided into three categories: **Outside content download window**, **During content download window**, and **During initial downloads**. The "content download window" described by the first two options corresponds to the **Limit content downloads** interval set in the **Network Settings** section.
 - **Unlimited download rate:** Sets no limit on downloads.
 - **Default limit:** Sets the default limit (2000 Kbit/s) on downloads.
 - **Specify limit:** Sets a customized limit. Enter a limit in the text field (in Kbit/s).

Advanced Wireless Network Settings

- **Data Types Enabled:** Use these checkboxes to determine the data types that can be transferred using the WiFi connection. You can enable/disable downloads (**Content, Text Feeds, Media Feeds**), as well as uploads (**Health, Log Updates**).
- **Connection Settings:** Specify whether the IP address is auto-generated (via DHCP) or static. If you're using a static IP address, enter the parameters in the fields.
- **Rate Limit Network Download Traffic:** Set rate limitations for downloading content. The options are divided into three categories: **Outside content download window**, **During content download window**, and **During initial downloads**. The "content download window" described by the first two options corresponds to the **Limit content downloads** interval set in the **Network Settings** section.
 - **Unlimited download rate:** Sets no limit on downloads.
 - **Default limit:** Sets the default limit (2000 Kbit/s) on downloads.
 - **Specify limit:** Sets a customized limit. Enter a limit in the text field (in Kbit/s).

GPS Coordinates

Player coordinates are used to generate values for the GPSLatitude and GPSLongitude **player tags**. The player automatically approximates its latitude and longitude using its public IP address. If you want to specify more accurate coordinates, enter the latitude and longitude of the player in the **GPS Latitude** and **GPS Longitude** fields.

Device Actions

- **Save:** Saves any changes you've made to player settings in the **General** tab. The player will update itself with these changes the next time it checks the BSN servers for content (i.e. the speed at which the player updates itself is determined by the **Content Check Frequency**).
- **Disable:** Moves the player to the Disabled Players group. The player will have a yellow status and display the presentation scheduled for the Disabled Players group, which is by default a notice stating that the player is disabled.
- **Enable:** Moves the player from the Disabled Players group to the Unassigned group. If the player is still communicating with the BSN servers, the player status will return to green.
- **Delete:** Removes the player from the BrightSign Network.
- **Restore:** Restores a player that has been deleted from the BrightSign Network. Deleted players can only be viewed by clicking the **Show Deleted Devices** box.

Device Properties

General Advanced Downloads

Unit ID: [redacted]
Unit Name: [redacted]
Model: XD232

Target Group: CA Los Gatos
Target Time Zone: PST
Reported Group: CA Los Gatos
Reported Time Zone: PST

Firmware: 6.0.51
Autorun ver.(standard): 6.5.18
Autorun ver.(custom): 6.5.0
Remote Snapshot: Unsupported

IP address: [redacted]
Card Size: 3811 MiB

Subscription type: Yearly
Subscription status: Active

Disable Delete Close

Advanced

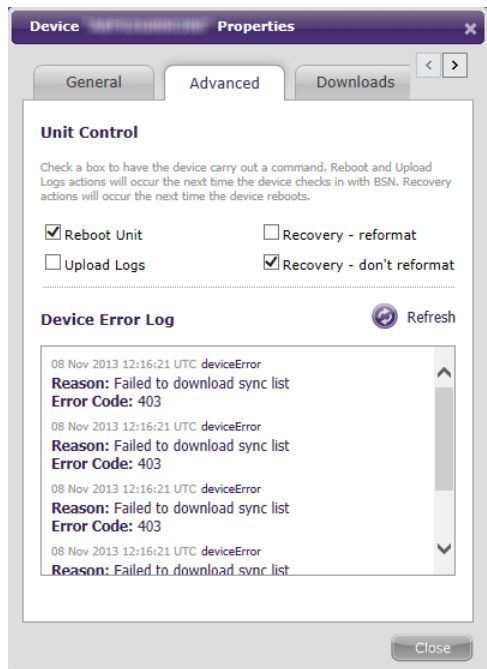
The **Advanced** tab provides the following functionality:

- **Unit Control:** This section allows you to send commands to a player:
 - **Reboot Unit:** Check this box to have the player reboot the next time it checks in to the BrightSign Network.
 - **Upload Logs:** Check this box to have the player upload its logs to the BrightSign Network the next time it checks in.
 - **Recovery – reformat:** Check this box to place the player in recovery mode. The player will also reformat its storage card.
 - **Recovery – don't reformat:** Check this box to place the player in recovery mode. The player will download the latest Autorun script to the storage card without reformatting it.

Note

A player will not carry out a **Recovery** command until the **Reboot Unit** command is sent as well.

- **Device Error Log:** This section provides detailed information about the last five reported errors. If the player is operating normally, the error list will be blank. Click the **Refresh** button to update the error list.



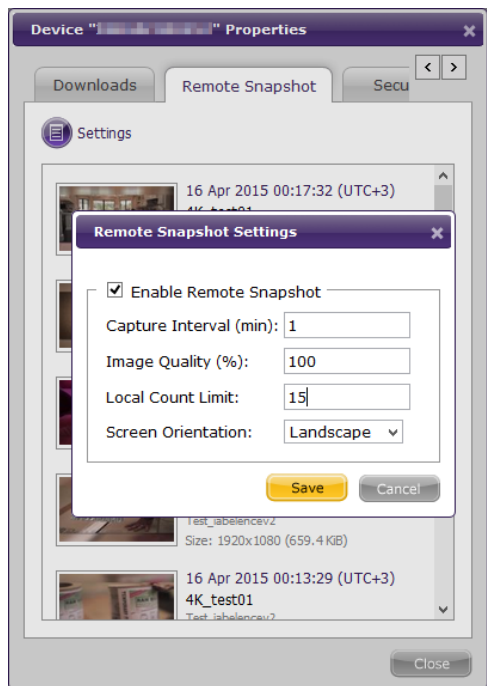
Downloads

The **Downloads** tab allows you to monitor the player synchronization process. Here you can view the progress of individual file transfers. Click the **Refresh** button to update the status of the file transfers

Remote Snapshot

The **Remote Snapshot** tab allows you to view screenshots of presentation playback on the player. This tab is only available if the Remote Snapshot feature has been enabled during player setup and the scheduled presentation(s) use an autorun that supports Remote Snapshot. You can use the **Settings** button to modify the Remote snapshot settings:

- **Enable Remote Snapshot:** Check this box to enable or disable the Remote Snapshot feature on the device. Note that Remote Snapshot must first be enabled during player setup to be enabled here.
- **Capture Interval (min):** Specify how often the player should take a snapshot of the presentation display.
- **Image Quality (%):** Determine the quality level (and thus the file size) of each image file.
- **Local Count Limit:** Specify how many JPEG images can be stored on the local storage of the player (100 image maximum).
- **Screen Orientation:** Determine whether the snapshots should be **Landscape** or **Portrait** oriented.



Tags

The **Tags** tab allows you to add tags to your player. You can use player tags to conditionally filter media in **Tagged Playlists** on a player-by-player basis. Follow these steps to add tags to a player:

1. Use the **System** and **Users** buttons to switch between system tags and user tags:
 - a. System tags have values that are defined by the hardware and configuration data on the player (such as the device name and model number); you cannot edit title or value of these tags.
 - b. User tags have customizable titles and text values.
2. If creating user tags, enter the **Tag Name** and optional **Tag Value** for the tag(s) you wish to add to the player.
3. When finished, click **Save** to apply the tags to the player.

Note the following when adding player tags:

- *Omitting tag values:* The **Tag Value** is not required for user tags. If you create tags without values, you will be able to match media tags that also have no values.
- *Adding multiple tag values:* You can enter multiple tag values as a comma-separated list without spaces (e.g. "Kiosk,VideoWall,EndCap")
- *Adding new tags:* A new tag is added to your BSN account if the specified tag **Name** is currently not in use by any other player on the account. The **Add Tags** window will state when you are adding new tag(s) to your account.
- *Autocompleting names/values:* If a similar **Name** or **Value** is already in use with another player tag, a type-ahead dialog will appear listing names/values that match what you've typed so far.
- *Tagging capitalization:* You cannot use similar tag names with variant capitalization (for example, if "City" is already in use as a tag name, a new tag named "city" will default to "City" instead). On the other hand, tag values with variant capitalization are allowed.

CREATING GROUPS

General Managers, Network Managers

To create a new group, select the **Groups** tab and click the **Add Group** button. Specify the following in the **Create Group** window:

- **Name:** Enter a unique name for the group.
- **Autorun:** Select the minimum **autorun version** of presentations assigned to the group.
- **Firmware:** Specify minimum firmware versions for different model lines that can be added to the group. If you add a player to the group and the player is using firmware below this minimum version, it will download and run the applicable firmware update the next time it checks in with the BrightSign Network servers.
 - **HDx10:** Select the minimum firmware version of HD210w, HD1010, and HD1010w players assigned to the group.
 - **HDx20, LS22:** Select the minimum firmware version of AU320, HD220, HD1020, LS322, and LS422 players assigned to the group.
 - **XD:** Select the minimum firmware version of XD230, XD1030, and XD1230 players assigned to the group.

- **4K:** Select the minimum firmware version of 4K242, 4K1042, and 4K1142 players assigned to the group.
- **XDx32:** Select the minimum firmware version of XD232, XD1032, and XD1132 players assigned to the group.
- **HDx22:** Select the minimum firmware version of HD222 and HD1022 players assigned to the group.
- **Serial Debugging:** Choose whether to *enable* or *disable* Serial Debugging for players in the group.
- **System Log Debugging:** Choose whether to *enable* or *disable* System Log Debugging for players in the group.

Note

The debugging options allow you to get additional information about a player's status using the RS-232 serial port, Telnet, or SSH.

Click **Create** when you are finished configuring the group or **Cancel** if you want to undo the group creation process. You can now add players to the group using BrightAuthor or the WebUI (as described in the following section).

MOVING AND REMOVING PLAYERS

General Managers, Network Managers

You can move a player to another group by following these steps in the **Groups** tab:

1. Expand the group that the player is currently in.
2. Select the player and click **Move Device To...**
3. Select the new group from the list and click **Move**.

Note

You can also move a player to another group by dragging and dropping the player icon from one player list to another.

If you would like to remove a player from the BrightSign Network, expand a group list and click on the **Properties** link beneath a player name. This will bring up the **Device Properties** window. Click the **Delete** button to remove the player from the Network.

You can also delete a player in the **Manage > Status** tab in BrightAuthor scheduling functionality. Deleted players can be recovered using the **Restore** button.

SCHEDULING PRESENTATIONS

General Managers, Publishers

Follow these steps to add a presentation to a group:

1. Expand a group and click **Add Presentation** to open the **Schedule Presentation** window. Alternatively, you can access this window by accessing group **Properties**, selecting the **Presentations** tab, and clicking the **Add** button at the bottom of the window.
2. Select a **Presentation** from the dropdown list.
3. Check the **Active All Day Every Day** box if you would like the presentation to play at all times. This disables all other scheduling options in the **Schedule Presentation** window.
4. Use the **Event Time** fields to specify a time range for the presentation.
5. Use the **Event Date** field if you want the presentation to play during one day only. Use the **Calendar** menu to select a specific date.
6. Check the **Recurrence** box if you want the presentation to play on a repeating schedule during a specific date range. Check **All Days** or specify certain days of the week. It is necessary to specify a **Start Date** and **End Date** if the **Recurrence** box is checked.
7. Click **Submit** once you have finished configuring the schedule.

Schedule Presentation

Presentation:

Looping Presentation 1

☐ Active All Day Every Day

Event Date and Time

Event Time:

00:00

-

00:30

Event Date:

☐ Recurrence

☐ All Days
☐ Sunday
☐ Monday
☐ Tuesday
☐ Wednesday

☐ Thursday
☐ Friday
☐ Saturday

Start Date:

Not Specified

End Date:

Not Specified

Submit

Cancel

The scheduling process will fail if it conflicts with another schedule that is already assigned to the group. Follow these steps to *edit* a schedule or *remove* it from the group:

1. Click the **Properties** link next to the group name and status.
2. Select the **Presentations** tab. You will find a list of presentations that are scheduled to play on the current day.
3. Mouse over a presentation to **Edit** or **Delete** it.

Note


Presentations that are scheduled for dates other than the current day will not be listed. In order to find these presentations, select the appropriate date in the **Show presentations at** field.

COPYING TAGS

General Managers, Network Managers

You can use the Copy Tags feature to speed up the process of tagging players. Follow these steps to copy tags:

1. Select a player that has tags you wish to copy.
2. Click the


Copy Tags button.
3. Select one or more players to copy tags to. The players can be in the same or different groups.
4. Click **Save** to complete the copy.

Important

Copying tags to a player will overwrite any tags currently associated with that player.

Current Usage Tab

ON THIS PAGE






- [Viewing Device Information](#)
- [Tagging Players](#)
- [Exporting Device Data](#)
- [Viewing Subscriptions](#)
 - [Automatic Subscriptions Management](#)
- [Adding Subscriptions](#)
- [Creating Device Logs](#)

The Current Usage page allows you to monitor the health of devices and download log reports. This page lists all devices connected to your network.

VIEWING DEVICE INFORMATION

General Managers, Network Managers, Viewers

The **Total Devices Count** is displayed in the left portion of the screen. You can filter the list with the **Results per page** dropdown list in the right portion of the screen. The list displays the following information for each device:




- **Health:** The status of the player, as indicated by the following icons:
 -  **Healthy:** The player is connected to the network; the presentation is active
 -  **Connection Lost:** The player has missed its last scheduled status update.
 -  **Inactive:** The player is not functioning and/or not connected to the network. There can be several reasons for an inactive player; please see this [FAQ](#) for a full list of causes.
 -  **Disconnected:** The player has no subscription, or its subscription has expired.
- **Device Label:** The serial number of the player.
- **Device Name:** The name given to the player during setup.
- **Target Group:** The group to which the player was mostly recently assigned.
- **Device Model:** The model number of the player
- **Active Presentation:** The presentation that is currently scheduled for the player.
- **Last Connection:** The most recent date that the player successfully connected to the BrightSign Network.
- **Traffic:** The amount of data the device has downloaded from the BrightSign Network during the current active subscription. When the subscription is renewed, this number returns to zero.
- **Actions:** Click the  button to add [Tags](#) or a note to a player: The note and tags will be displayed beneath the other player data. You can also click the **Properties** button to open the [Device Properties](#) window.

You can organize the list alphabetically by any of the above criteria. Click a criteria type in the top row to list the players in descending order. Click it again to list the players in ascending order. You can also search for specific devices using the **Search** field in the upper-left portion of the screen. Check the boxes to customize your search by **Group**, **Name**, and/or **Device Label**. Type a portion or the entirety of these terms and click **Search**. The list will refresh and compile all relevant results.

Check the **Show Deleted Devices** box in the bottom right to view devices that have been deleted from your account. You can then restore deleted devices if needed by clicking the



action button.

26 May 2015 06:10:20	0 MiB	
11 Dec 2014 09:00:45	0 MiB	
18 Aug 2015 09:52:05	0 MiB	
<input checked="" type="checkbox"/> Show Deleted Devices		

TAGGING PLAYERS


Administrators, General Managers, Network Managers

Player tagging gives you advanced tools for organizing and searching players in the **Current Usage** tab. While BSN groups give you the ability to organize players by a single criteria (e.g. location or use), player tags allow you to sort players using an unlimited number of values and attributes.

Tip

You can use the **Search** function to search for players using their tag name or value. Ensure the **Tags** box is checked when searching.

Follow these steps to add tags to a player:

1. Click the  button next to the player you wish to tag.
2. Click the **Tags** field to open the **Add Tags** window.
3. Use the **System** and **Users** buttons to switch between system tags and user tags:
 - a. System tags have values that are defined by the hardware and configuration data on the player (such as the device name and model number); you cannot edit title or value of these tags.
 - b. User tags have customizable titles and text values.
4. If creating user tags, enter the **Tag Name** and optional **Tag Value** for the tag(s) you wish to add to the player.
5. Click **Save** to add the tags to your player. If you leave the page without clicking **Save**, the tag changes will be discarded.

Note the following when adding player tags:

- *Adding new tags:* A new tag is added to your BSN account if the specified tag **Name** is currently not in use by any other player on the account. The **Add Tags** window will state when you are adding new tag(s) to your account.
- *Matching tag names and values:* If a similar **Name** or **Value** is already in use with another player tag, a type-ahead dialog will appear listing names/values that match what you've typed so far.
- *Tagging capitalization:* You cannot use similar tag names with variant capitalization (for example, if "City" is already in use as a tag name, a new tag named "city" will default to "City" instead). On the other hand, tag values with variant capitalization are allowed.

EXPORTING DEVICE DATA

General Managers, Network Managers, Viewers

The **Export Device List** icon can be found directly above the list of devices. Click this icon to download an *.xml* data table for all devices (or a subset of searched devices). The data table displays device names and labels, target groups, active presentations, last connect times, traffic, firmware versions, and any descriptions included during setup. It can be opened using Excel or a similar spreadsheet program.

VIEWING SUBSCRIPTIONS

General Managers, Viewers

The **Subscriptions Information** section provides the following information:

- **Available Subscriptions:** The current number of BrightSign Network subscriptions available to be assigned to players.
- **Activated Subscriptions:** The total number of BrightSign Network subscriptions currently assigned to players. These subscriptions have a defined activation and expiration date.
- **Queued Subscriptions:** The total number of BrightSign Network subscriptions that have been assigned to players but have not been activated yet.

- **Suspended Subscriptions:** The total number of BrightSign Network subscriptions that have been manually suspended

Note

A subscription with an "Available" or "Queued" status will only have a defined activation and expiration date if it was previously assigned to a player that has been deleted from the BrightSign Network.

Click the arrow to the left of a player's Health status to view subscription information and options.

- **Invoice Number:** The invoice number of the subscription purchase
- **Creation Date:** The date that the subscription was purchased
- **Activation Date:** The date that the subscription was added to the player
- **Expiration Date:** The date that the subscription expires
- **Subscription Type:** The length of the subscription (Monthly, Quarterly, or Yearly)
- **Status:** The status of the subscription (Active or Suspended)
- **Actions:** Choose to **Activate** a suspended subscription or **Suspend** an active subscription.

Automatic Subscriptions Management

Check the **Enable Automatic Subscriptions Management** box if you want the system to automatically assign available subscriptions to players with expiring subscriptions. Available subscriptions that are queued for a player with the **Add Subscription** button will be assigned to that player first. If you check this box, you will not be able to mix subscription types.

ADDING SUBSCRIPTIONS

General Managers, Network Managers

Follow these steps to activate an available subscription on a player or queue multiple subscriptions for a player:

1. Click the arrow to the left of a player's Health Status to view subscription information and options.
2. Click the **Add Subscription** button. The **Available Subscriptions** list will appear.
3. Search the available subscriptions by entering the **I.N.** (invoice number) or the subscription **Type** and clicking **Search**.
4. Select the desired subscription and click **Add**.

Tip

If you want to transfer an active subscription from one player to another, you will need to temporarily delete the player that is currently using the subscription. See [this FAQ](#) for more details.

CREATING DEVICE LOGS

General Managers, Network Managers, Viewers

You can download different **log reports** for your devices. The reports are generated as XML files.

1. Under **Device Logs**, use the first dropdown list to select a specific device.
2. Choose among **Events**, **States**, **Playback**, **User Variables**, or **Diagnostics** reports.
3. Use the second dropdown list to specify a time frame for the report.
4. Click the **Generate Report** button.
5. Click the **Download Report** button once the report is generated.

The following is a short description of the different logs you can generate:

- **Events Log:** Records timestamps, state names, zone names, event types, and event data.
- **States Log:** Records current and last state names, timestamps, and media types.
- **Playback Log:** Records start and end times, zone names, media types, and file names.

- **Diagnostics Log:** Records timestamps, firmware and script versions, and the current presentation.
- **User Variables Log:** Records the names and values of User Variables.

BSN Device Setup

ON THIS PAGE

- [Name Specification](#)
- [Network Properties](#)
- [Advanced Network Setup](#)
 - [Unit](#)
 - [Wired/Wireless](#)
 - [Diagnostics](#)
- [Unit Configuration](#)
- [Logging](#)
- [Firmware Update](#)
- [Remote Snapshot](#)
- [Creating/Installing Setup Files](#)

You can use the WebUI to set up players for use with the BrightSign Network. This process is similar to the player setup process in BrightAuthor: You will need extract the generated setup files, place them on a storage device (SD card or USB flash drive), and insert the device into the player to complete the setup process.

To begin setting up a new player for the BrightSign Network, click the **Device Setup** button on the top-right of the page.

NAME SPECIFICATION

- **Name:** Enter a name for the player. This designation will be displayed in the [Groups](#) and [Current Usage](#) tabs.
- **Description:**(Optional) Enter a short description for the player. This is useful if you need additional notes about the implementation or special conditions of a player.
- **Customization:** Select **Append Unit ID** if you would like to append the serial number of the player to the end of the player **Name** specified above. Alternatively, you can select **Use Name Only** to display the player **Name** exactly as specified above.

NETWORK PROPERTIES

- **Enable Wireless:** Check this box if you plan to connect to the local network using a wireless connection. In order to use a wireless connection, you must purchase a [Wireless Module](#) for your BrightSign XDx30, XDx32, or 4Kx42 player. Enter an **SSID** and **Security key** if the player is connecting to a secured network.
- **Network Connection Priority:** Prioritize either the **Wired** or **Wireless** connection. The BrightSign player will always attempt to download and upload using the selected option. It will only use the second option if the selected option is unavailable.
- **Time zone:** Select the time zone where the unit is located.
- **Time server:** Select the time server that the networked player should use to synchronize its clock.

Device Setup
Account
Sign Out

Create
Edit
Library
Groups
Current Usage

Device Setup

Name Specification

Name:
Description:
Customization:
☐ Use Name Only
☒ Append Unit ID

Network Properties

☐ Enable Wireless
SSID:
Security Key:
Network Connection Priority:
☒ Wired
☐ Wireless

Advanced Network Setup

Time Zone:
Time Server:

Unit Configuration

☒ Enable Diagnostic Web Server

Diagnostic Server Authentication (optional)
User Name:
Password:

☐ Enable Local Web Server

Local Web Server Authentication (optional)
User Name:
Password:

☐ Enable Update Notifications
BrightSign Network Options:
Group:
Content Check Frequency:
Update Health Frequency:
Background Color:
Select a color to display when BrightSign is idle

Logging

☐ Enable Playback Logging
☐ Enable Event Logging
☐ Enable State Logging
☐ Enable Diagnostic Logging
Upload Logs:
☐ On Startup
☐ At Specified Time Each Day
Upload Time: : :

Firmware Update

Please Select Device Model And Firmware Version:
Once selected, download the firmware update and save the .bsfw (or .rok) file to the root of the SD card.

Download Firmware

Remote Snapshot

Remote Snapshot

BrightAuthor 4.1.1.17 (or higher) is required. The Remote Snapshot feature is not available for the LS422, HD220, HD1020, HD210, HD1010.

Create Setup Files

ADVANCED NETWORK SETUP

Click the **Advanced Network Setup** button to further customize the network properties of the player.

Unit

- **Specify Hostname:** Check this box if you want to specify a custom hostname for the player on the network. By default, the player serial number is used to generate a unique hostname.
- **Use Proxy:** Check this box if you want the player to connect using a proxy server. Enter the **Address** and **Port** number of the proxy in the fields below. If you need to provide a user name and password for the proxy, use the following format in the **Address** field: <user name>:<password>@<proxy server address> (e.g. "admin:root@myproxy.com").
- **Limit content downloads:** Check this box if you want to restrict player content downloads to a certain time of day. This is helpful if you want to limit network traffic during peak hours. Use the **Start Of Range** and **End Of Range** parameters to specify a time frame during which content downloads can occur.
- **Limit health updates:** Check this box if you want to limit when the player sends health updates to the BrightSign Network. This is helpful if you know a player will be powered off or otherwise disabled during a certain time of day. Use the **Start Of Range** and **End Of Range** parameters to specify a time frame during which content downloads can occur.

Wired/Wireless

The **Wired** and **Wireless** tabs provide an identical set of network properties to edit.

- **Data Types Enabled:** Use these checkboxes to determine the types of data that can be transferred using this connection. You can enable/disable both downloads (**Content**, **Text Feeds**, **Media Feeds**) and uploads (**Health**, **Log Updates**).
- **Connection Settings:** Indicate whether the IP address is auto-generated (via DHCP) or static. If you're using a static IP address, enter the parameters in the fields below.
- **Rate Limit Network Download Traffic:** Set rate limitations for downloading content. The options are divided into three categories: **Outside of content download window** and **During content download window** (both of which correspond to the **Limit content downloads** setting in the **Unit** tab), as well as **During initial downloads**.
 - Click **Unlimited Download Rate** to set no limit.
 - Click **Default Limit** to use the default limit on downloads.
 - Click **Specify Limit** to enter a customized limit on downloads in the text field (in Kbits/second).

Diagnostics

The **Diagnostics** tab provides options for performing network diagnostics when the player first boots up.

- **Enable network diagnostics:** Check this box to have the player display the network diagnostics screen during setup.
- **Test Ethernet:** The player will indicate whether or not it was able to attain an IP address over Ethernet.
- **Test Wireless:** The player will indicate whether or not it was able to attain an IP address over wireless.
- **Test Internet Connection:** The player will indicate whether or not it was able to attain a connection to remote services.

Advanced Network Setup

Unit | Wired | Wireless

☐ Use Proxy
Address:
Port:

☐ Limit Content Downloads
Start Of Range: :
End Of Range: :

☐ Limit Health Updates
Start Of Range: :
End Of Range: :

Save Close

UNIT CONFIGURATION

- **Enable diagnostic web server:** Check this box to enable the Diagnostic Web Server. You can include a username and password in the text fields below for added security.
- **Enable local web server:** Check this box to enable the Local Web Server. You can include a username and password in the text fields below for added security.
- **Enable Update Notifications:** Check this box to have the player automatically refresh the User Variables webpage whenever variable values change on the player.
- **BrightSign Network Options:** Use these settings to specify how the player will interact with the BrightSign Network.
 - **Group:** Select the BrightSign Network **Group** that the player will belong to.
 - **Content Check Frequency:** Use the dropdown menu to determine how often the player checks in with the BrightSign Network for content updates.
 - **Update Health Frequency:** Use the dropdown menu to determine how often the player should report its operational status to the BrightSign Network.
- **Background Color:** Specify what screen color the player should display after it has successfully completed the setup process. When the player displays this color, it is ready to receive content.

LOGGING

Check any of the following boxes to enable/disable logs and specify upload settings:

- **Enable playback logging:** Creates a log that records start and end times, zone names, media types, and file names.
- **Enable event logging:** Creates a log that records timestamps, state names, zone names, event types, and event data.
- **Enable state logging:** Creates a log that records current and last state names, timestamps, and media types.
- **Enable diagnostic logging:** Creates a log that records timestamps, firmware and script versions, and the current presentation.
- **Upload logs:** Use the following checkboxes to determine when the player will upload recorded logs:
 - **On startup:** Uploads log files each time the player is powered on.
 - **At specific time each day:** Uploads log files daily at the specified time. Use the dropdown lists to determine an upload time.

FIRMWARE UPDATE

If you want to update the player firmware, follow these steps:

1. Use the first dropdown menu to select your player model and the second dropdown menu to select the desired firmware version.
2. Click the **Download Firmware** button.
3. Extract the firmware update file if it is downloaded in a .zip file.
4. Place the file in the root folder of an SD card (recommended) or USB flash drive (on USB-compatible players).
5. Insert the SD card into the player and power it on. This step can also be done during the player setup process (steps 4-6 in the next section).

REMOTE SNAPSHOT

The Remote Snapshot feature allows you to **remotely monitor** the contents of the presentation display via screenshots. Click the **Remote Snapshot** button to edit the Remote Snapshot settings on the device (this feature is not available for the LS422, HD220, HD1020, HD210, or HD1010):

- **Enable remote snapshot:** Check this box to enable the Remote Snapshot feature on the device.
- **Capture Interval (min):** Specify how often the player should take a snapshot of the presentation display.
- **JPEG Quality Level:**(0-100) Specify the quality (and thus the file size) of each image file.
- **Local Count Limit:**(0-100) Specify how many JPEG images can be stored on the local storage of the player.
- **Screen Orientation:** Select **Portrait** to have the player rotate the snapshots to portrait mode before saving and uploading them. Otherwise, select **Landscape**.

CREATING/INSTALLING SETUP FILES

Once you are finished specifying properties on the **Device Setup** page, follow these steps to install the setup files on the player:

1. Click **Create Setup Files**.
2. Save the .zip file to your computer.
3. Extract the setup files from the .zip file and add them to the root folder of an SD card (recommended) or USB flash drive (on USB-compatible players).

Note

Your storage device must be formatted using FAT32 if you are using it for network updates or saving logs on it.

4. Turn off the BrightSign unit by unplugging the power adapter (or unplugging the Ethernet cable if your player is using PoE power).
5. Insert the card or flash drive into the unit.
6. Turn on the BrightSign unit by reconnecting the power.

Note

Do not remove the SD card or flash drive from the player during the player setup and/or firmware update process.

Account Customization

ON THIS PAGE

- **Settings**
 - **User Info**
 - **Password Reset**
 - **Email Notifications**
 - **Account**
 - **Subscriptions**
 - **Devices**
 - **Advanced (Administrators only)**
 - **Add Subscriptions (Administrators only)**
- **Invoice History**
 - **Subscription Invoices**
 - **Traffic Invoices**

This chapter outlines the account customization features available to you in the Account section. To access this section, click the **Account** button in the top-right corner of the page.

SETTINGS

The **Settings** page allows you to view your account info, reset your password, set Email notification preferences, and enable/disable advanced security settings

User Info

View the name of the BrightSign Network account and the name of your user account ID. You can also view your assigned role, which affects your editing, viewing, and creation privileges. Your role can be changed only by account administrators. Use the **Startup Page** menu to choose which page you would like to see first when you log in.

Password Reset

Use this section to reset your user account password. Enter your current password, then enter and confirm your new password, which will shortly be sent to your Email address (which is the same as your User ID).

Email Notifications

Use this section to determine which types of notification Email you wish to receive. The notifications you can choose to receive will depend on your user permissions (contact your account administrator for more information).

Account

In addition to the **Account is going to be suspended** and **Account is suspended** Emails, there are other cases you cannot enable or disable that, depending on your user account role, will result in a notification Email:

- User account created: If you created the account, you will receive the account credentials.
- Account name changed
- Account Email changed
- Account password changed
- Application error
- New version of BrightAuthor is available

Subscriptions

Use the dropdown menus to specify the behavior of each subscription notification:

- **Disabled:** A notification will never be sent.
- **Single Only:** A notification will be sent only when a single subscription is affected.
- **Multiple Only:** A notification will be sent only when multiple subscriptions are affected.
- **Always:** A notification will be sent when either single or multiple subscriptions are affected.

Devices

Use the dropdown menus to specify the behavior of each device status notification:

- **Disabled:** A notification will never be sent.
- **Single Only:** A notification will be sent only when a single player is affected.
- **Multiple Only:** A notification will be sent only when multiple players are affected.
- **Always:** A notification will be sent when either single or multiple subscriptions are affected.

Advanced (Administrators only)

- **Show Advanced Security Settings:** Check this box if you would like to view permissions settings in the WebUI. Any item that has a **Properties** window will now have a **Security** tab that allows you to review permissions for different user roles.
- **Enable Custom Roles Management:** Check this box if you would like to create and edit custom roles in the **Users and Roles** and **Permissions** tabs.
- **Allow Automatic Changes To Tagged Playlists:** Check this box to allow automated changes to **Tagged Playlists** when changes are made to media tags. When this box is unchecked, changing media tags will not automatically add or remove media from a Tagged Playlist: A user with the "Update Tagged Playlist" permission (Administrators, Creators, General Managers) will need to manually approve changes to a Tagged Playlist.

ADD SUBSCRIPTIONS (ADMINISTRATORS ONLY)

Enter a Subscription Code into the field and click **Submit** to add a subscription to your account.

The screenshot shows the BrightSign Network web interface. At the top, there's a navigation bar with the BrightSign Network logo and links for Device Setup, Account, and Sign Out. Below this is a secondary navigation bar with buttons for Create, Edit, Library, Groups, and Current Usage. The main content area is titled 'Settings' and contains several sections: 'User Info' (Account, Login, Email, Role, Startup Page), 'Password Reset' (Current Password, New Password, Confirm Password), 'Email Notifications' (a list of checkboxes for various events), 'Advanced' (Show Advanced Security Settings, Enable Custom Roles Management), and 'Add Subscriptions' (Subscription Code field and Submit button). The footer shows the copyright notice: © 2014 BrightSign, LLC.

INVOICE HISTORY

General Managers

Use this page to view and export subscription and traffic invoices.

Subscription Invoices

The invoices are listed in reverse chronological order: The most recent invoices will be listed at the top. The table describes the following information:

- **I.N.:** The invoice number
- **Subscriptions:** The amount of subscriptions within the invoice
- **Creation Date:** The date the invoice was created
- **Payment Date:** The date the invoice was paid. If the invoice has not been paid yet, this field will be blank.
- **Amount:** The amount charged for the invoice
- **Status:** The payment or non-payment status of the invoice

Traffic Invoices

These invoices represent charges for the amount of data players have downloaded from the BrightSign Network. The table describes the following information:

- **Date:** The date when the invoice was created. Click on the date to learn more about the traffic invoice:
 - **I.N.:** The invoice number
 - **Device:** The serial number of the player that was involved in the data transfer
 - **Status:** The payment or non-payment status of the invoice
- **Data transferred:** The amount of download traffic corresponding to the charge
- **Amount:** The amount charged for the downloaded data

BSN Tagging

ON THIS PAGE

- [Step 1 – Tag Your Media](#)
 - [Copying Media Tags](#)
- [Step 2 – Create a Tagged Playlist](#)
 - [Approving Changes to a Tagged Playlist](#)
- [Step 3 – Add Player Tags \(Optional\)](#)
 - [Copying Player Tags](#)
- [Step 4 – Add your Tagged Playlist to a Presentation](#)

The BSN Tagging feature allows you to add customizable tags to media files and players. You can then use these tags to do any of the following:

- Generate playlists automatically according to media tags.
- Filter media playback automatically according to player tags.
- Search players in the **Current Usage** tab according to their tags.

This page will guide you through the process of adding tags to media/players, creating Tagged Playlists, and adding Tagged Playlists to presentations.

Note

To perform the steps below, you will need to use the [BSN WebUI](#) with an Administrator or General Manager account (or a custom role with similar credentials).

STEP 1 – TAG YOUR MEDIA

Before creating a Tagged Playlist, you will need to add tags to media files in your BSN library:

1. Select the **Library** tab.
2. Click the **properties** link beneath the name of a media file.
3. Select the **Tags** tab.
4. Use the **System** and **Users** buttons to switch between system tags and user tags:
 - a. System tags have values that are defined by the BrightSign Network (such as the media file size and upload date); you cannot edit the title or value of these tags.
 - b. User tags have customizable titles and text values.
5. If creating user tags, enter the **Tag Name** and optional **Tag Value** for the tag(s) you wish to add to the media file.
6. When finished, click **Save** to apply the tags to the media file.

File "Attract.mpg" Properties

General Media Info Tags

Add or Edit Tags System Users

Tag Name (required)	Tag Value (optional)
Use	Kiosk,EndCap
Type	Daily Deal
Branded	

Save

Close

File "Attract.mpg" Properties

General Media Info Tags

Add or Edit Tags System Users

Tag Name (required)	Tag Value (optional)
ContentType	Video
FileSize	62430363

Added Tags

[ContentType, FileSize]

Save


Close

Note the following when adding media tags:

- *Omitting tag values:* The **Tag Value** allows you to create flexible inclusion/exclusion conditions for Tagged Playlists, but it is not required for user tags.
- *Adding multiple tag values:* You can enter multiple tag values as a comma-separated list without spaces (e.g. "DailyDeals,Promotions,Specials")
- *Autocompleting names/values:* If a similar **Name** or **Value** is already in use with another player tag, a type-ahead dialog will appear listing names/values that match what you've typed so far.
- *Tagging capitalization:* You cannot use similar tag names with variant capitalization (for example, if "City" is already in use as a tag name, a new tag named "city" will default to "City" instead). On the other hand, tag values with variant capitalization are allowed.

Copying Media Tags

If you want to add the same tags to several media files, you can use the Copy Tags feature to speed up this process. Follow these steps to copy tags:

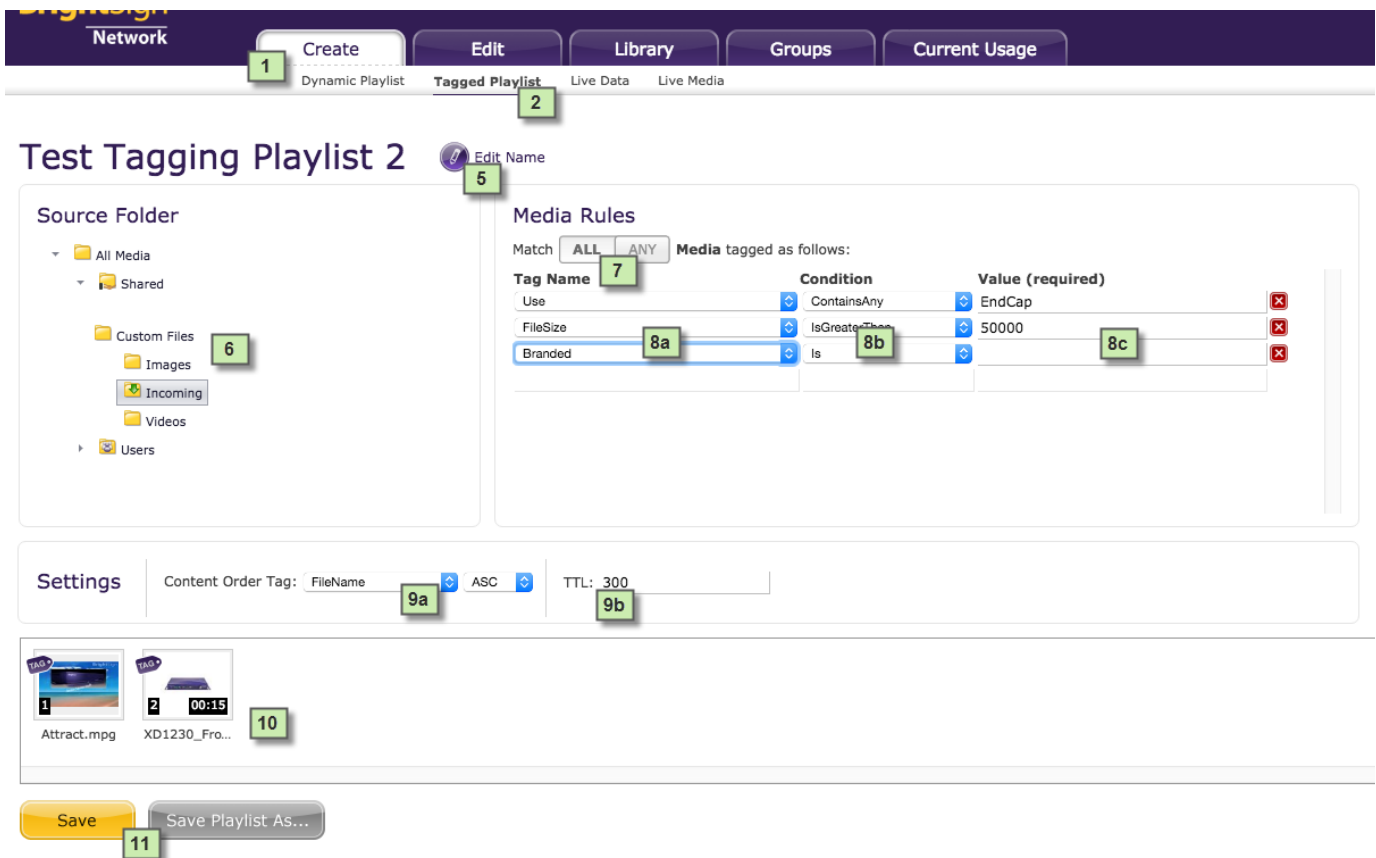
1. Select a media file that has tags you wish to copy (this process will copy all tags that are associated with the file).
2. Click the  **Copy Tags** button.
3. Select one or more media files to copy tags to.
4. Click **Save** to complete the copy.

Important

Copying tags to a media file will overwrite any tags currently associated with that media file.

STEP 2 – CREATE A TAGGED PLAYLIST

Once you've added tags to some of your media files, you can build a Tagged Playlist to include some or all of your tagged media files:



The screenshot shows the 'Create' tab of the Tagged Playlist interface. The 'Create' tab is selected, and the 'Tagged Playlist' sub-tab is active. The interface is divided into several sections:

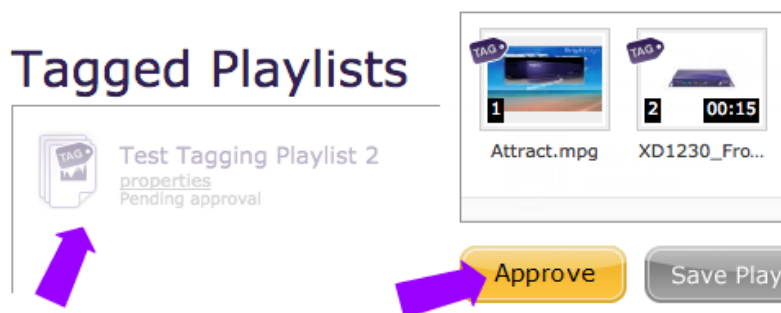
- Source Folder:** A tree view showing the file system structure. The 'Incoming' folder is selected, indicated by callout 6.
- Media Rules:** A table defining the criteria for the playlist. It has columns for 'Tag Name', 'Condition', and 'Value (required)'. The rules are:
 - Tag Name: 'Use', Condition: 'ContainsAny', Value: 'EndCap' (callout 7).
 - Tag Name: 'FileSize', Condition: 'IsGreater Than', Value: '50000' (callout 8a).
 - Tag Name: 'Branded', Condition: 'Is', Value: '' (callout 8b and 8c).
- Settings:** A section with 'Content Order Tag' set to 'FileName' (callout 9a) and 'TTL' set to '300' (callout 9b).
- Media Files:** A list of media files. The first file, 'Attract.mpg', is selected, indicated by callout 10.
- Buttons:** At the bottom, there are 'Save' and 'Save Playlist As...' buttons. The 'Save' button is highlighted, indicated by callout 11.

1. Click the **Create** tab.
2. Select **Tagged Playlist** in the secondary task bar.

3. Click the **Add New Tagged Playlist** button.
4. Enter a **Name** for the new Tagged Playlist and click **Create**.
5. Click the **Edit Name** button if you would like to rename the Tagged Playlist at any time.
6. Use the **Source Folder** tree on the left to define where tagged media can originate from: Only media located in the selected folder will be included in the tagged playlist.
7. Under **Media Rules**, select whether you want the playlist to match **ALL** tags or **ANY** tag:
 - a. **ALL**: For a media file to be included in this Tagged Playlist, it must match *all* conditions you define in the **Media Rules** section. The more conditions you add, the more *exclusive* the playlist will tend to be.
 - b. **ANY**: For a media file to be included in this Tagged Playlist, it only needs to match one of the conditions you define in the **Media Rules** section. The more conditions you add, the more *inclusive* the playlist will tend to be.
8. Add as many tagging conditions as desired:
 - a. **Tag Name**: Select a tag from the dropdown menu. The list includes all media tags you've defined in the **Library** tab, as well as a set of default media attribute tags (FileName, FileSize, UploadDate, etc.) that apply to all media files in your content library.
 - b. **Condition**: Select a **rule** to match media with the specified tag:
 - c. **Value**: Enter a value to match with the tag value using one of the above conditions. If you are not using values with tags, use the **Is** condition and leave this field blank to match all media files with a certain tag.
9. Configure the **Settings** of the Tagged Playlist:
 - a. **Content Order Tag**: Determine how media files should be automatically ordered in the playlist. Use the first dropdown menu to select a tag: The values of this tag will be used as the ordering criteria. Use the second dropdown menu to determine if the order should be ascending (**ASC**) or descending (**DESC**) alphabetically/numerically.
 - b. **TTL**: Specify how often (in seconds) players will query BSN to determine if there is any new tagged media to include/exclude in the Tagged Playlist.
10. Reorder the playlist if needed by dragging and dropping media files. If newly tagged media is included in the playlist later on, it will be added to the end of the playlist using the **Content Order Tag** settings outlined above.
11. Click the **Save** button to save the Tagged Playlist, or click the **Save Playlist As...** button to create a duplicate copy of the Tagged Playlist.

Approving Changes to a Tagged Playlist

After you've created a Tagged Playlist, you can add or remove media by editing the tags of media files in the **Library** tab. However, by default, the changes are not made to the Tagged Playlist automatically. You will need to open the Tagged Playlist and click **Approve** for changes to be applied.

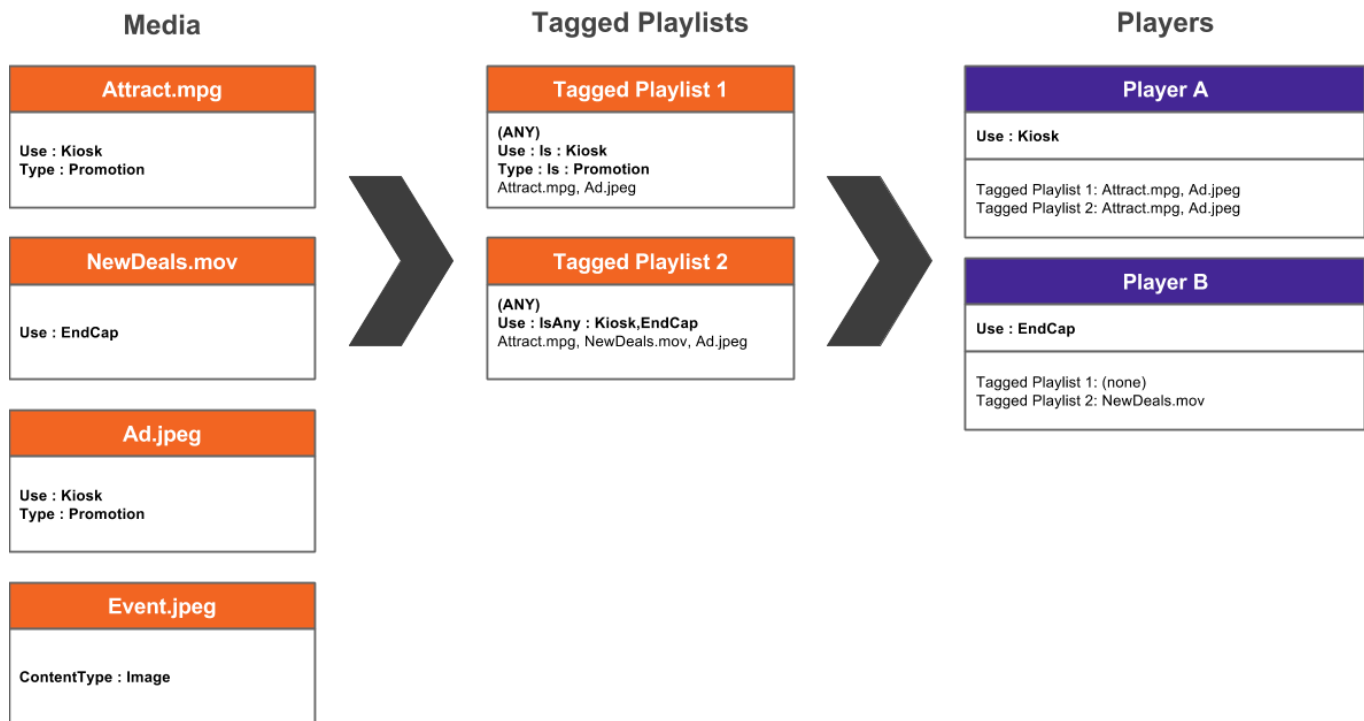


Tip

Administrators can alter this default behavior by going to the **Account** page and checking the **Allow Automatic Changes To Tagged Playlists** box.

STEP 3 – ADD PLAYER TAGS (OPTIONAL)


Player tags allow you to filter content in Tagged Playlists on a player-by-player basis. This is an additional level of customization you can add to tagged playlists. In the below diagram, for example, Tagged Playlist 2 first filters media files according to their "Use" tags. The tagged media in the playlist is then matched against the player tags: Media that doesn't have the same tag name/value as a player is excluded from playback on that player.



1. Click the **Groups** tab.
2. Click the **properties** link beneath a player.
3. Select the **Tags** tab.
4. Use the **System** and **Users** buttons to switch between system tags and user tags:
 - a. System tags have values that are defined by the hardware and configuration data on the player (such as the device name and model number); you cannot edit title or value of these tags.
 - b. User tags have customizable titles and text values.
5. If creating user tags, enter the **Tag Name** and optional **Tag Value** for the tag(s) you wish to add to the player.
6. When finished, click **Save** to apply the tags to the player.

Copying Player Tags

You can use the Copy Tags feature to speed up the process of tagging players. Follow these steps to copy tags:

1. Select a player that has tags you wish to copy (this process will copy all tags that are associated with the player).
2. Click the  **Copy Tags** button.
3. Select one or more players to copy tags to. The players can be in the same or different groups.
4. Click **Save** to complete the copy.

Important

Copying tags to a player will overwrite any tags currently associated with that player.

STEP 4 – ADD YOUR TAGGED PLAYLIST TO A PRESENTATION

Follow these steps to add your Tagged Playlist to a presentation:

1. Click the **Edit** tab.
2. Select a presentation to edit, or **create a new presentation**.
3. Select the **Tagged** tab under playlists.
4. Drag and drop the Tagged Playlist into the presentation playlist.
5. (Optional) Check the **Match Player Tags** box to match media tags in the Tagged Playlist against player tags for players that are assigned this presentation (this process is described in Step 3 above). If this box is unchecked, players will playback all content in the Tagged Playlist in all cases.
6. Click **Save** to save the presentation.

You can now **schedule the presentation** like any other BSN presentation.

