L SQUARED
DIGITAL SIGNAGE

L Squared Hub V2

User Guide

Table of Contents

About this document

Intended Audience

This document is intended to be used by administrators and users of the L Squared Hub software platform.

System Requirements

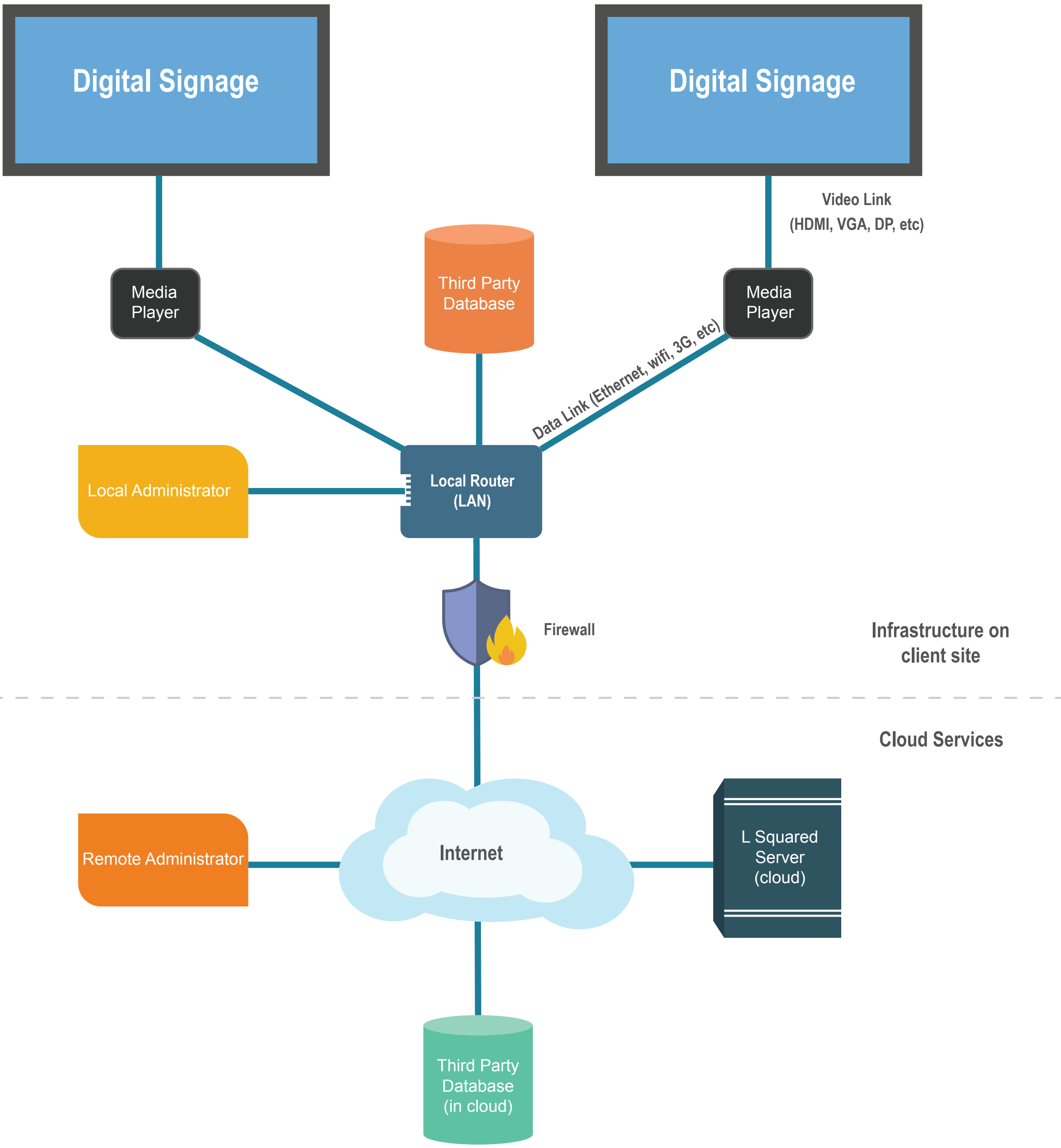
The L Squared Hub is a hosted web application. It is recommended to use either Firefox or Chrome browsers to access the administration console. It is recommended that you use the most current version of the browser and have the resolution of your screen set to 1920 pixels width and 1080 pixels height. The administration console will work at other resolutions but may not be formatted as intended.

Overview and General Architecture of the L Squared Hub

The L Squared Hub is a client-server software application used to control the display of media content on digital screens such as LCDs or projectors. The system consists of a server and one or more clients. The server, in the context of our application, refers to a computer program that operates on a computer on your local network or in the Internet to control content on the clients. Client is the software application that operates on the media player connected to your display. The client software application that operates on your media players is what makes the displays smart and allows for scheduling content at different times.

The diagram below shows a typical network layout. Please note your network may look different but the general idea is the same. This diagram is provided here for you to understand the architecture of the software and not for the purpose of understanding your particular network. Please consult your network administrator for any specifics of your network.

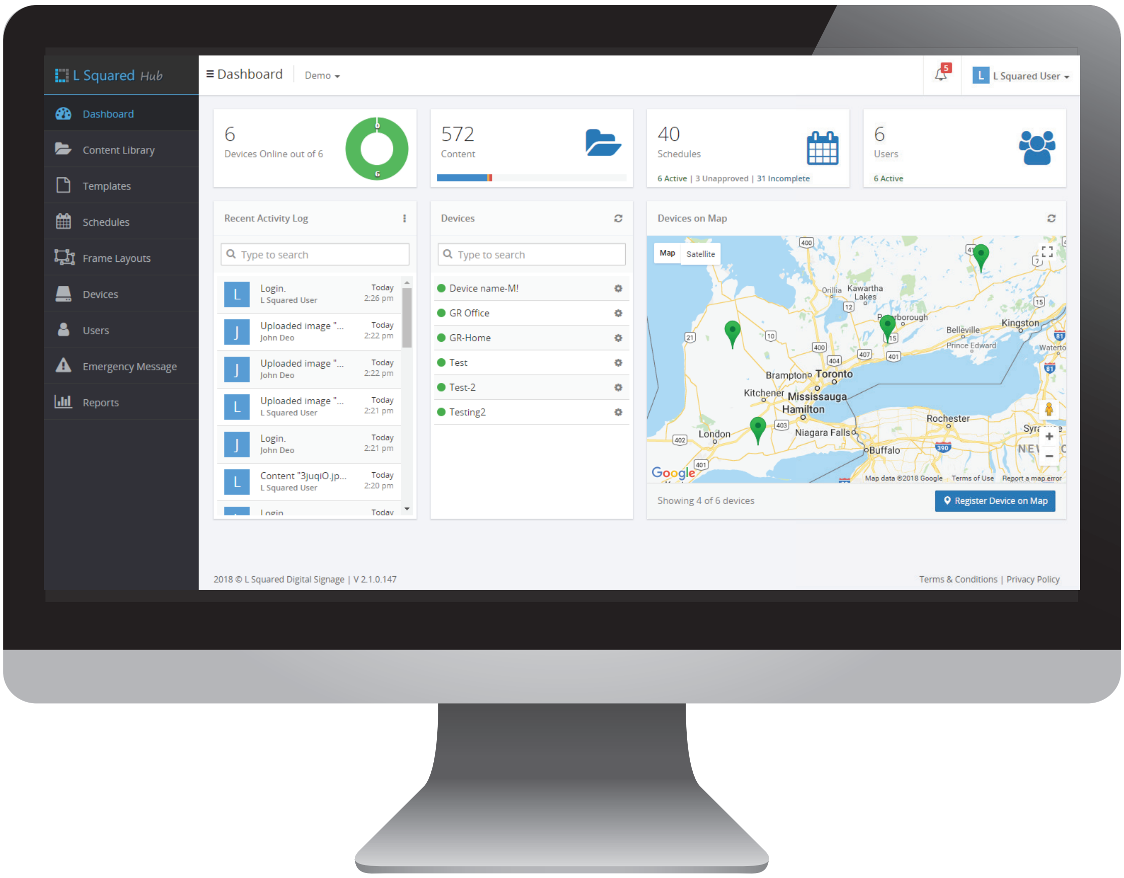
Simplified Network Diagram



GUI of Administration Console

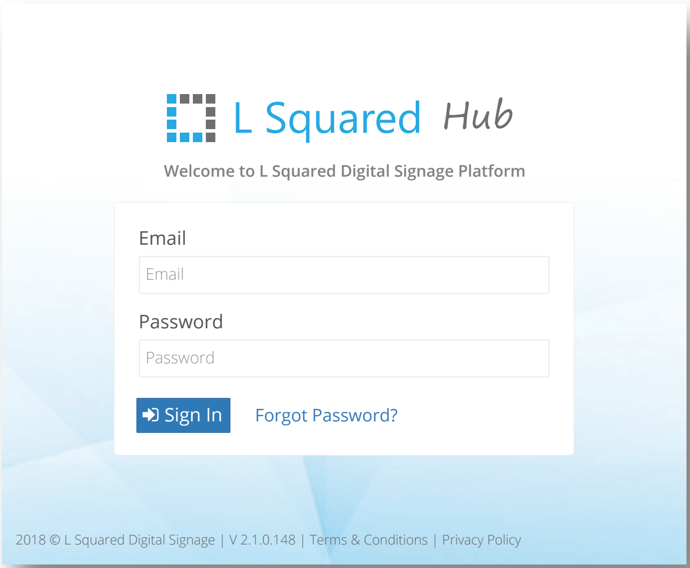
The L Squared Hub server is accessed and controlled through the L Squared graphical user interface.

Using the L Squared Hub through your browser, you can upload media content to the server and schedule that media content to one or more of your media players. The media players will then display the content on the screen that it is connected to. At a very basic level, this is the purpose of the L Squared Hub, It is a content management and distribution system. The L Squared Hub has many features to make it easy for users to upload, manage and distribute content with a high degree of flexibility. This document will explain both basic and advanced features of the L Squared Hub.



Login to the L Squared Hub

Before you can do anything with the L Squared Hub, you must log into the system using valid user credentials. There will always be at least one user created automatically for you when the server is created for your company. This will be your super user (Prime Administrator).



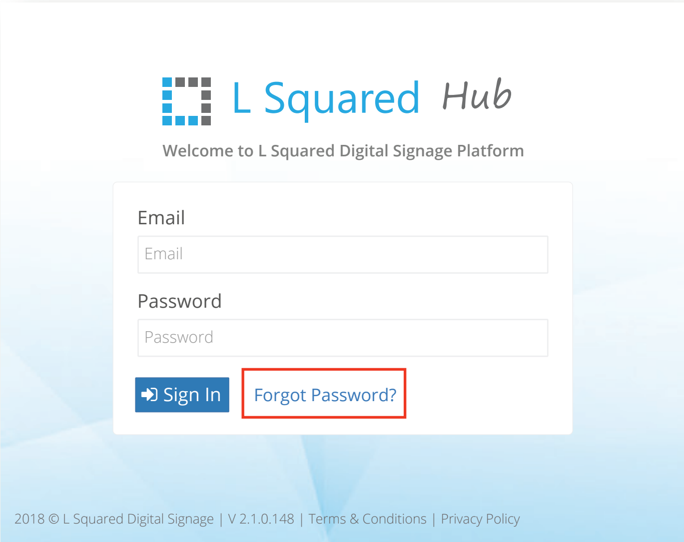
To access the login screen, you will need to enter the L Squared Hub URL into the URL field of your browser. This will open the L Squared Hub Login screen. If you do not know your L Squared Hub URL, please contact your account manager (or your company rep) to find out what it is. We recommend that you save the URL as a bookmark in your browser or shortcut on your desktop.

To login to the L Squared Hub, enter your username (email) and password into the corresponding fields and click the “Sign In” button. If you entered the correct username and password, you will be granted access to the system.

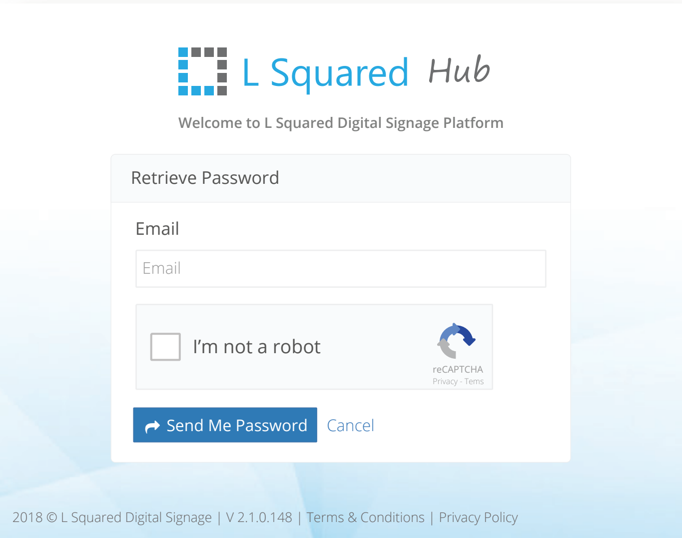
Forgot Password

If you have forgotten your password, you can use the “Forgot Password” feature to request a password link. To get your password, follow these steps:

Step 1: Click on the “Forgot Password?” link.



Step 2: When you click this button, you will be asked your email id and a verification that you are not a bot.



Step 3: Once you complete the process, you will be emailed your password link.

Step 4: After you click on the link, it will show you your password.

The link is for one time use only. Once clicked, it will not show you password next time on same link. You will have to follow the “Forgot Password” process again to get a new link next time.

Forgotten Username

In case of a forgotten username, you may contact your designated L Squared account manager. Please note, any requests of this nature will go through a verification process for security purposes.

Graphical User Interface

Header

1. Logo

Clicking on this at any time will return you to your default view. Default view is typically your dashboard.

2. Hamburger button

Clicking on this button will toggle the left panel to enlarged and collapsed view. Hub remembers this changed state for user and displays the left panel in same state. User can also change this setting in "My Settings" page.

3. Page Title

This area displays the current page name.

4. Server Name

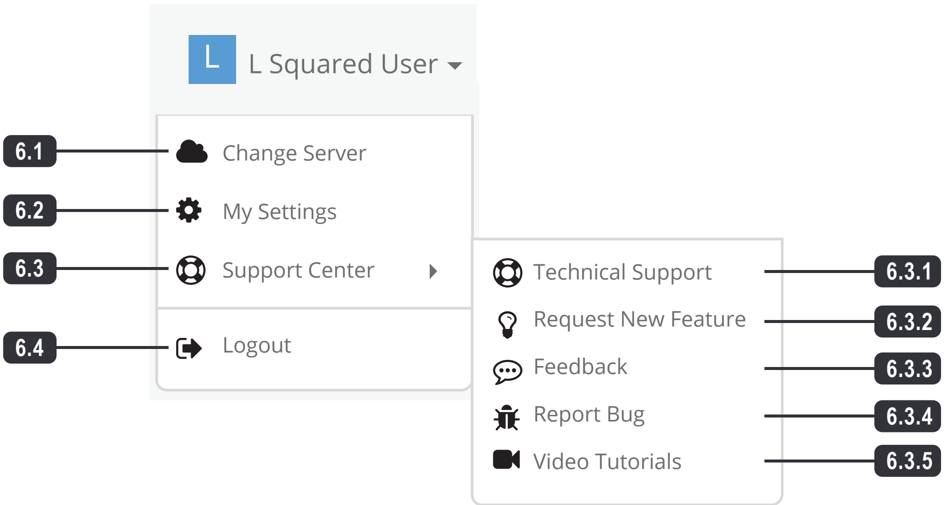
This area displays the current server name. If user has multiple server access, a drop down menu will appear here. User can select other server from this drop down menu. If there are more than 5 accessible servers, a search field will appear in the drop down menu. User can type in the search field to filter the servers.

5. Notification

This icon is for showing notification for the items which needs user's attention. If there is a notification, it will show the count in a red box. If there are 100 or more notifications, it will show 99+ count. Clicking on this button will open a drop down menu which will show the notifications for each module along with its notification count. Clicking on the notification will navigate user to specific module.

6. User Profile Menu

This shows the profile image and name of current user. If user has not uploaded a profile image, it will show first letter of user's first name as profile image. Clicking on this will open a drop down menu with user account specific options.



6.1. Change Server

If user has multiple server access, this option will be visible to him. Clicking on this button will navigate user to Select Server page.

6.2. My Settings

Clicking on this button will navigate user to settings page specific to user where user can update his profile, change password and update the preferences.

6.3. Support Center

Clicking on this button will open sub menu with different support options.

6.3.1. Technical Support

Clicking on this button will open the technical support page where user can:

- Email technical issues to L Squared Support team.
- Report a bug.
- Give feedback.
- Download different documents which will help setting up the Digital Signage Management System.
- Download client application and other supportive applications.

6.3.2. Request New Feature

We typically release a major version update to the L Squared Hub once a year and three to four minor revisions throughout the year. The way we select which new features to work on is influenced heavily by the features our users request. Please take a few minutes to tell us what we can improve in our system to help you do more with the L Squared Hub.

Clicking on this button will navigate user to Feature Request page. On this page the new features that are requested by L Squared Hub users are listed. User can vote for an existing feature request. If the feature that user wants, is not there in the list, he can add new feature request. There is a higher chance for the most voted feature to be implemented in upcoming release.

To request a new feature, follow these steps:

Step 1: Click on the Request New Feature button from the profile menu.

Step 2: First, please review the existing new feature requests by other customers. If you find one that is similar to what you want, vote for this. If you don't find one that is similar to the one you want, then create a new one by clicking on the "Add New Feature Request" button.

Step 3: This will bring up a form that you need to fill out. Enter a title and description of what your idea is and click on Submit.

Step 4: This will add your idea to the list that is already there. Other users may view your idea and vote on it. More votes mean higher chance of the feature being implemented.

6.3.3. Feedback

Clicking this button will open a popup page which will allow user to send feedback comments to L Squared Hub team. Your feedback is very important to us. We check all feedback, good and bad, on a regular basis. It influences our schedule for updates and which features we pick to implement as well as policy changes. Please send all feedback to us, no matter how small or insignificant you may think it is. We use this information to continuously improve our user experience and deliver the best product possible to our clients.

6.3.4. Report Bug

Clicking this button will open a popup page which will allow user to report a bug they found while using L Squared Hub.

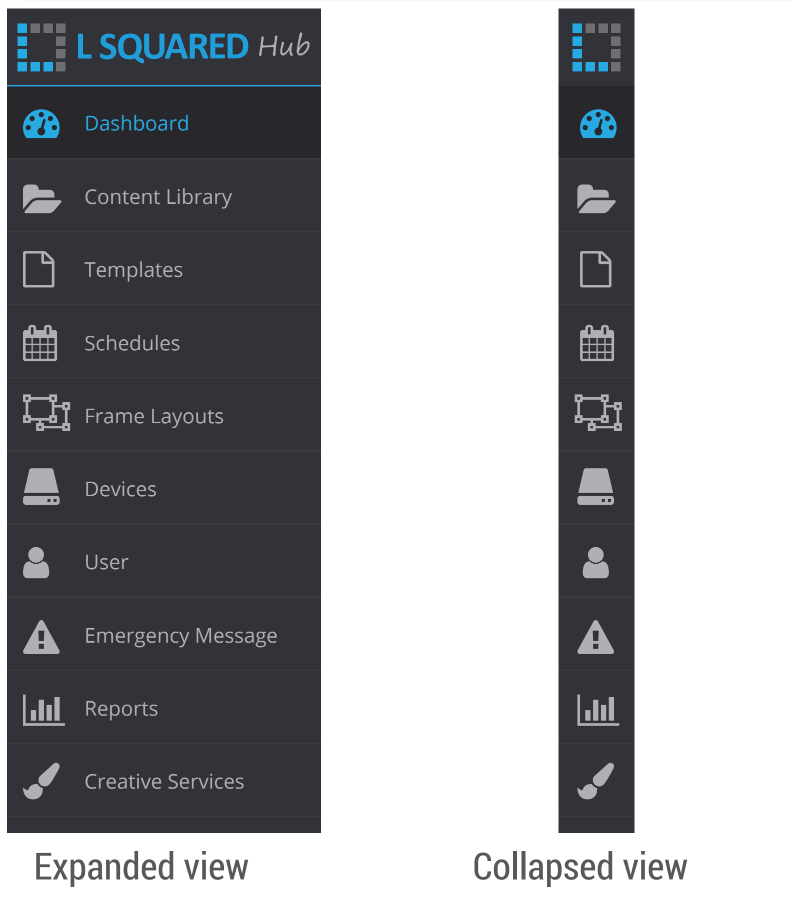
6.3.5. Video Tutorials

Administrator of the server can see this button. Clicking on this button will navigate user to Video Tutorials page where all video tutorials on L Squared Hub is listed.

6.4. Logout

Clicking on this button will logout the user's session from L Squared Hub and will redirect to login page.

Left Menu



Dashboard

This is typically the landing page for a user after he logs in. This page shows different statistics of the server including online/offline devices count, content count, user activity logs etc.

Content Library

This button is visible to user which is having any Content Library module specific permission on server. Clicking on this button will navigate user to Content Library page where all media content, uploaded to the server, are listed along with the created widgets. User can upload new content, create new widgets and can perform different operations depending on the permission.

Templates

This button is visible to user which is having any Template module specific permission on server. Clicking on this button will navigate user to Templates page where all templates are listed. User can create new template and can perform different operations depending on the permission.

Schedules

This button is visible to user which is having any Schedule module specific permission on server. Clicking on this button will navigate user to Schedules page where all schedules are listed. User can create new schedule and can perform different operations depending on the permission.

Frame Layouts

This button is visible to user which is having any Frame Layout module specific permission on server. Clicking on this button will navigate user to Frame Layout page where user can create and manage Frame Layouts and Frame Layout Assignments and can perform different operations depending on the permission.

Devices

This button is visible to user which is having any Device module specific permission on server. Clicking on this button will navigate user to Devices page where all devices are listed. User can create and manage different types of devices and can perform different operations depending on the permission.

Users

This button is visible to user which is having any User module specific permission on server. Clicking on this button will navigate user to Users page where server's all users are listed. User can invite and manage users and can perform different operation depending on the permission.

Emergency Message

This button is visible if Emergency Message service is enabled on server and to user which is having Emergency Message permission on server. Clicking on this button will navigate user to Emergency Message page where user can broadcast emergency messages and can view status of old messages.

Reports

This button is visible if Reporting service is enabled on server and to user which is having Reports permission on server. Clicking on this button will navigate user to Reports page. User can generate different type of reports here.

Creative Services

This button is visible if Creative Service is enabled on server and to user which is having Creative Service permission on server. Clicking on this button will navigate user to Creative Service page. User can add new creative service request here and L Squared graphic designers will create image, video or template according to user's requirement for use on L Squared Hub. User can also track and manage old service request here.

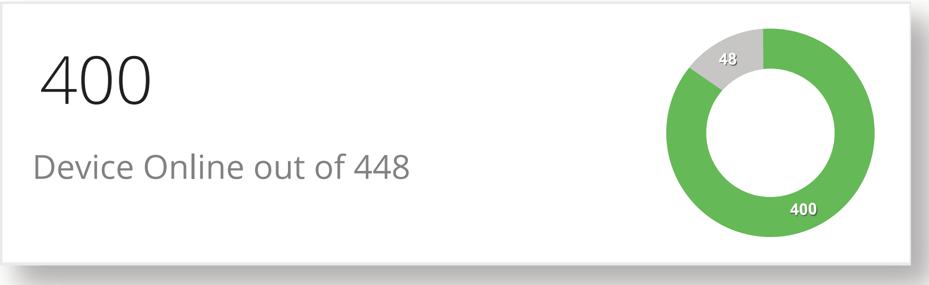
Footer

2018 © L Squared Digital Signage | V 2.1.0.148 Terms & Conditions | Privacy Policy

Along the bottom of the screen, you will notice some global information such as the copyright statement, terms & conditions as well as our privacy policy. Clicking on the Terms & Conditions or Privacy Policy will open specific document.

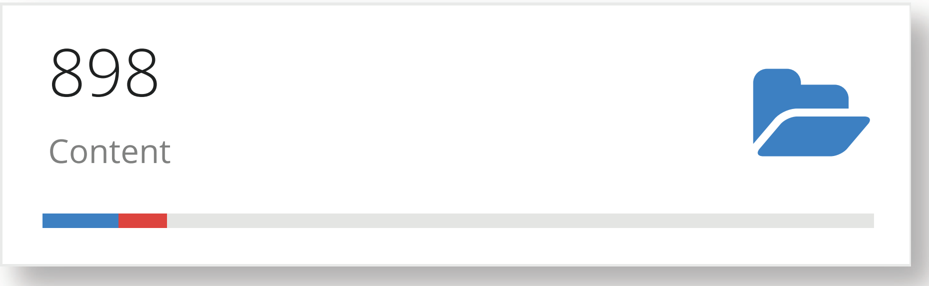
Dashboard

Devices



This quad shows online and offline device count. Clicking on this quad will navigate user to Devices page, if user has permission to access device section.

Content

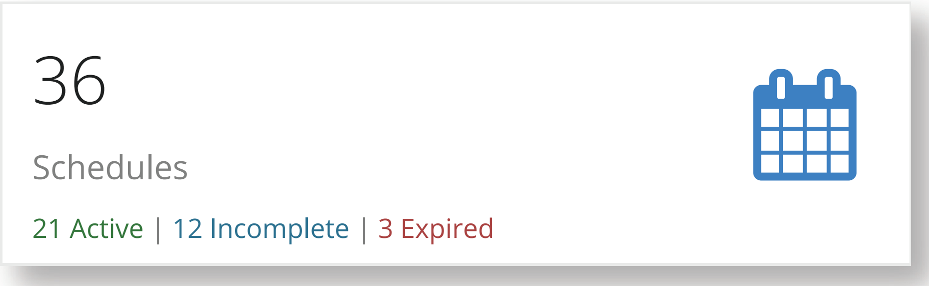


This quad shows total disk usage of server. Typically one server is allotted 20GB of space. This section shows total count of media content and the disk space used by them. Different states of content is denoted with different colors:

- Approved content: **Blue**
- Unapproved content: **Grey**
- Expired content: **Orange**
- Archived content: **Orange**
- Deleted content: **Red**

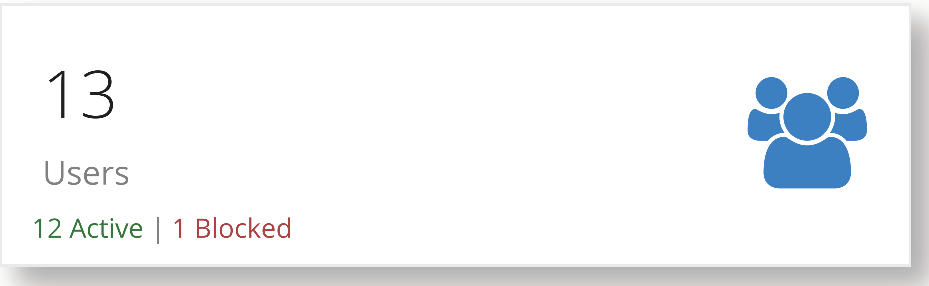
Clicking on this quad will navigate user to Content Library page, if user has permission to access Content Library section. If user has permission to upload content to root folder of Content Library, he can directly drag the content to this quad to start upload process instead of going to Content Library page first.

Schedules



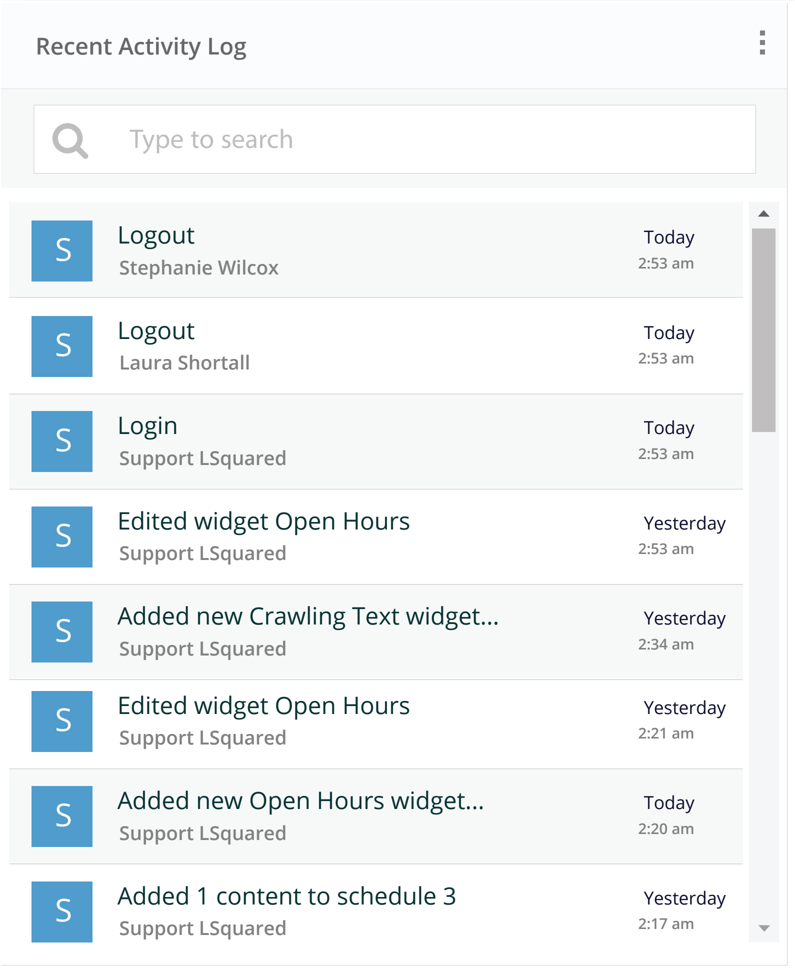
This quad shows total count of Schedules on the server. Clicking on this quad will navigate user to Schedules page, if user has permission to access schedule section.

Users



This quad shows total count of users on the server. Clicking on this will navigate user to Users page, if user has permission to access user section.

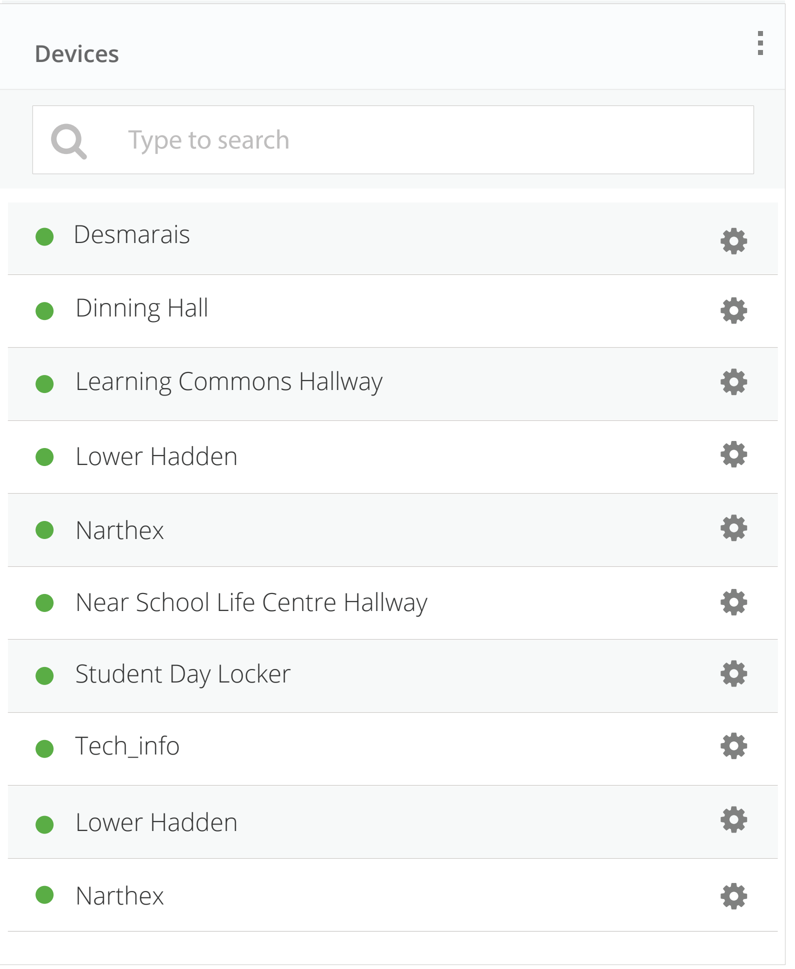
Recent Activity Log



Recent Activity Log shows the activity users have performed in the server. It is chronologically ordered with the most recent actions at the top of the list. By default it loads 25 most recent activity logs. While user scroll to bottom it loads more logs. It continues loading more logs upon scroll until it reach beginning time of the server.

User can download the specific date range's logs by clicking on the Download button. User can refresh the log list by clicking on the Refresh button.

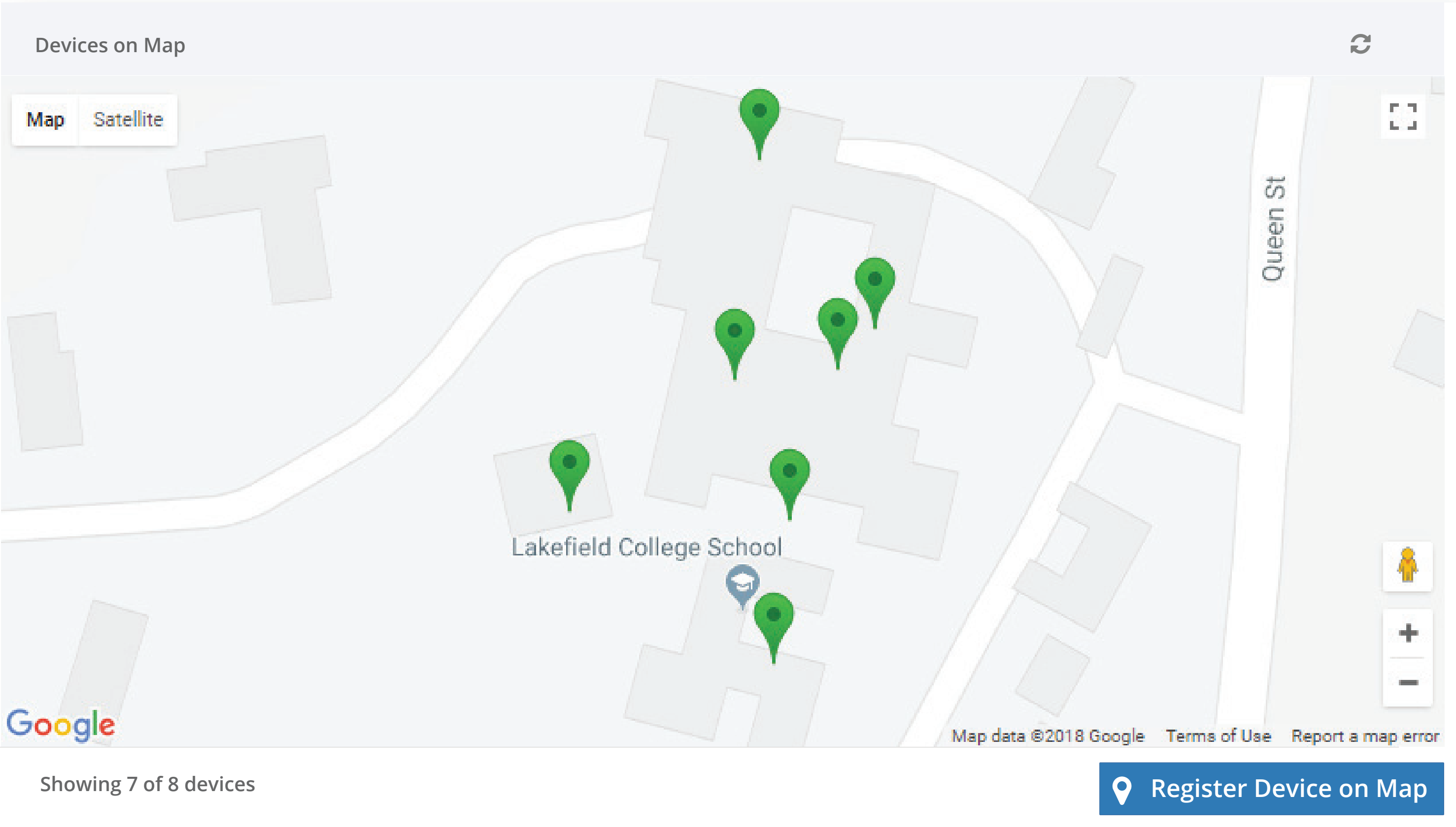
Devices



Devices quad lists devices along with its online status. It also displays alert icon if a device is having less than 50MB available space on its primary drive. There is a control button with every device, clicking on this button will open Device Control popup. This page allows user to:

- Reboot: Clicking on this button will reboot the device. It may take up to 90 seconds to start reboot process, if device is online.
- Relaunch: Clicking this button will relaunch the client app (Slide). It may take up to 90 seconds to start relaunch process, if device is online.
- Fresh Download: Clicking on this button will delete all downloaded media files from device and start re download. It may take up to 90 seconds to start this process, if device is online.
- Here, user can also set the transition between content on the selected device.

Devices on Map



Devices on Map show a geographical view of the network. The devices must first be registered on the map by providing an address or the latitude and longitude.

Registering Device on Map

Follow the steps below to register devices on map:

Step 1: Click on the "Register Device on Map" button found in bottom of "Devices on Map" quad.

Step 2: You will be shown "Register Device on Map" window. First you must select the device you wish to register on the map. The device must already be registered in the server.

Step 3: Select "Coordinate" if you wish to provide a latitude and longitude instead of an address. In some cases, like a university campus, where a large area is covered by a single address, or where you have multiple devices at one address, it is better to use coordinates so you can more accurately place the location of the device on the map. You can get the co-ordinates from Google maps. Alternatively, you can use your mouse to zoom using the scroll button and pan by click and drag to find the location then simply click on the map and the system will fill in the correct latitude and longitude. If you only have one device per address, then simply enter the address in the form provided.

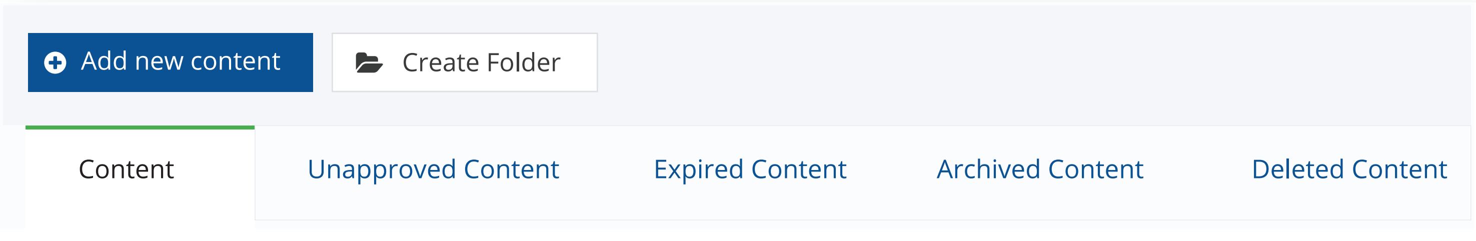
Step 4: When finished, click on "Register" button and the device will be registered at the location specified.

Content Library

Content Library

All content uploaded to the server is listed here. Content in this application is anything that is stored on the server for scheduling on the screen to be displayed. It can be images, video, audio, widgets etc. The content library allows the user to upload, search, sort, delete, organize and manage content. The content is then scheduled when the user wishes it to be displayed on a screen.

There are 5 tabs in Content Library:



1. Content

All content uploaded to server is listed here.

2. Unapproved Content

Content uploaded by a user, which is not having "approval" permission, are categorized as "Unapproved Content". These content can not be scheduled until it's approved by admin or a user with approval rights.

3. Expired Content

While uploading content or creating widgets, user can set an active period of the content/widget. The content expires after that period and removed from Device (if scheduled) and moved to "Expired Content" tab.

4. Archived Content

Archived content are the content which are not being used since a long time and there are less probability to be used in future. User can mark such content as "Archived". The archived content will be moved to deleted content automatically after one month.

5. Deleted Content

Deleted content are stored in this tab. These content will be deleted from server forever automatically after one month.

Add New Content

Clicking on this button allows user either to upload content or create different widgets to server.

Upload Content

This allows users to upload following file types:

Image:

bmp, dib, gif, jpe, jpeg, jpf, jpg, jpx, png, rle, tga, tif, tiff, webp

Video:

3gp, asf, avi, f4v, flv, m2v, m4v, mkv, mov, mp4, mpeg, mpg, mxf, vob, webm, wmv

Audio:

aac, mka, mp3, m4a, ogg, pcm, wav, wma, mid

Others:

doc, docx, odp, odt, pdf, pps, ppsx, ppt, pptx, swf

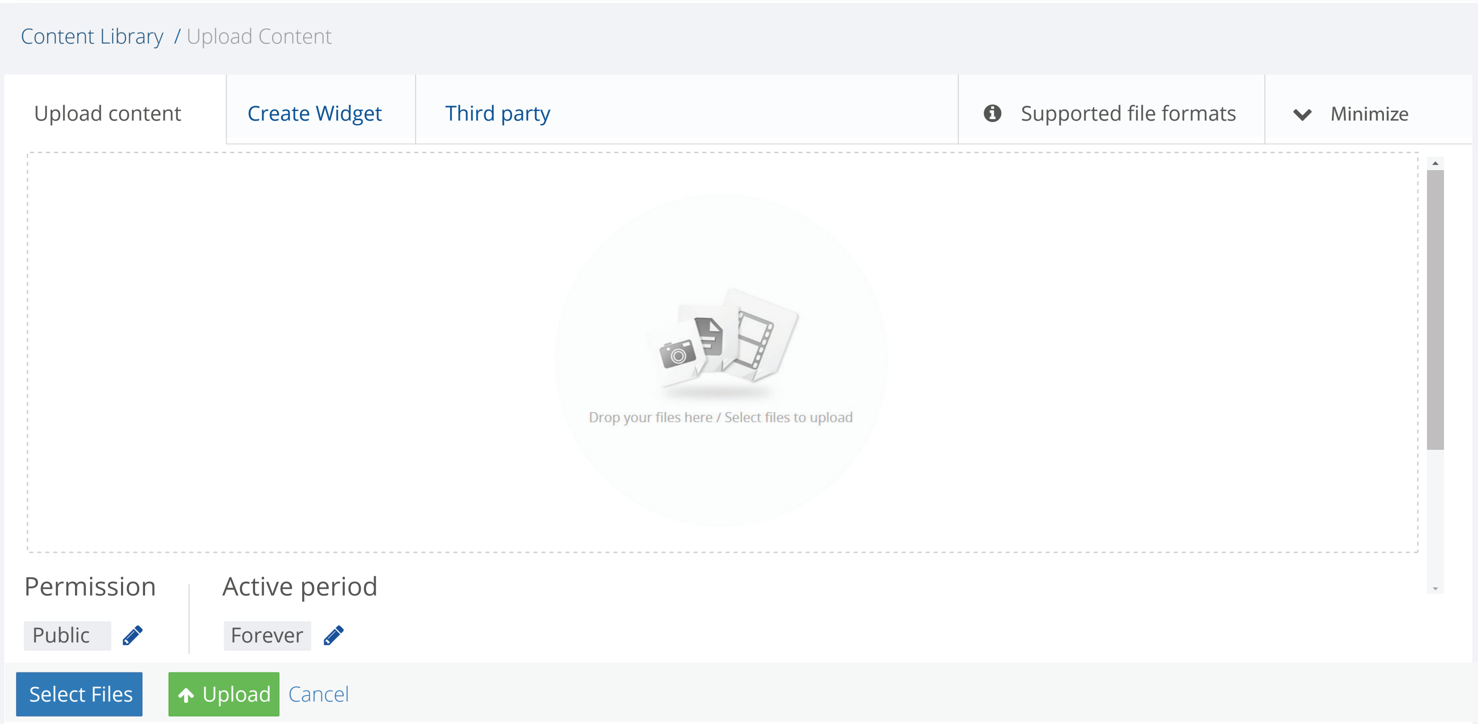
Though, Prime Administrator of the server can disallow some of the formats. Those formats which are not allowed by Prime Administrator will not get uploaded to Content Library.

This allows users to upload following file types:

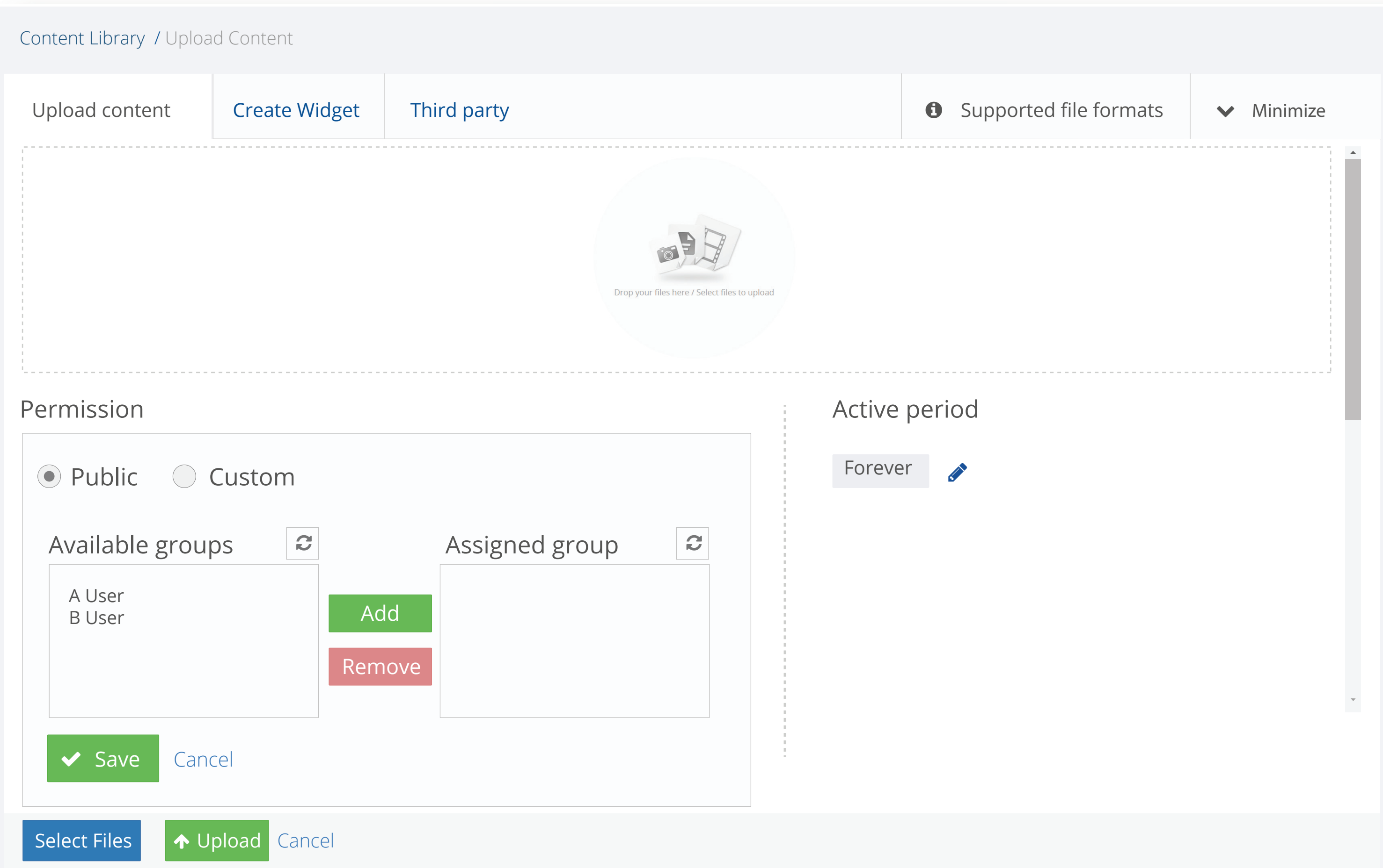
Step 1: Open the Content Library by clicking on the "Content Library" button on the left menu.

Step 2: Click on the "Add New Content" button located at the top left of the content library.

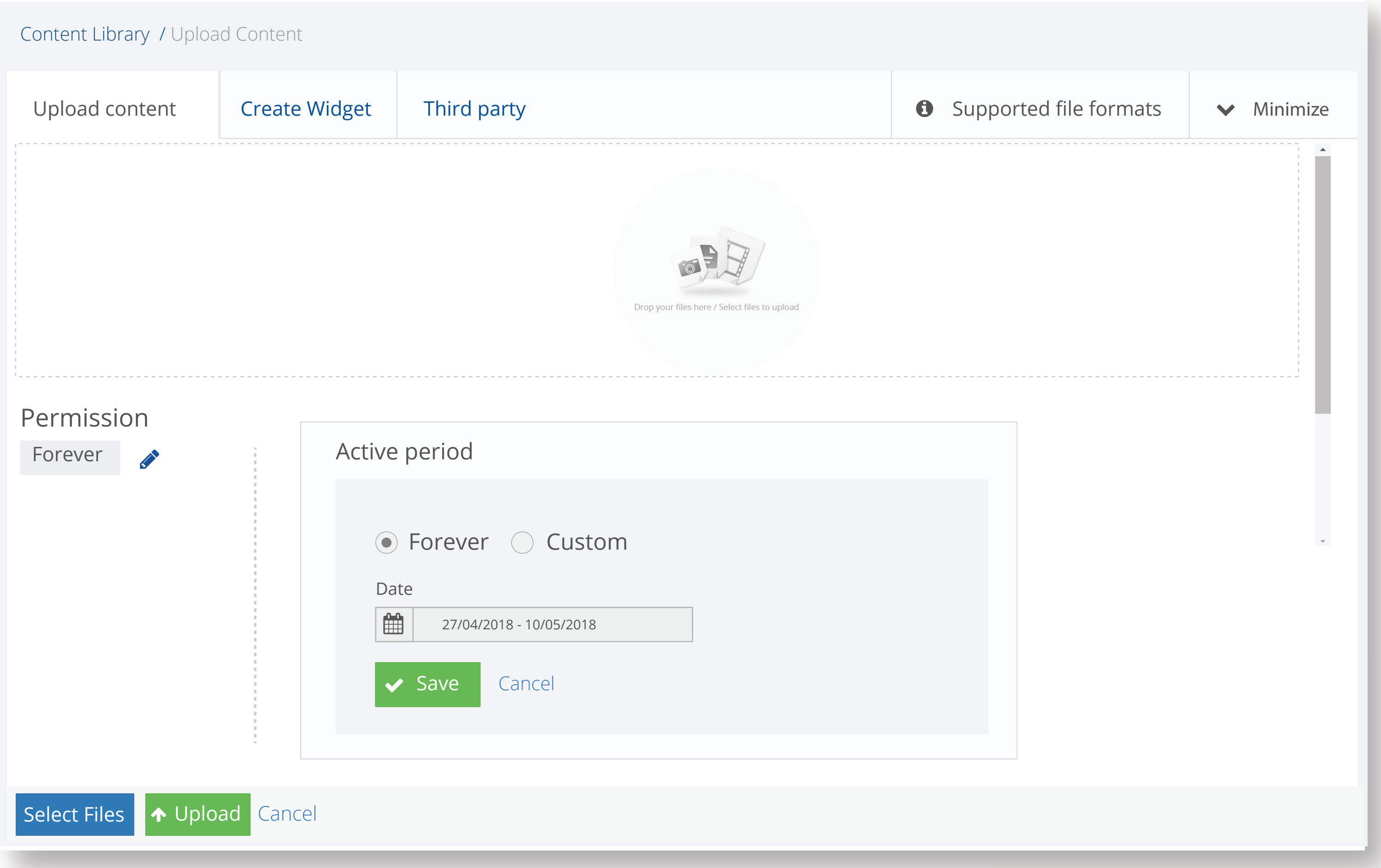
Step 3: This will open the uploader page. Here you have three tabs. The first one "Upload Content" is selected by default and this is the one you want to use for uploading media content. Once you are here, you simply find the files you wish to upload on your computer and drag the files into the middle area of this window. You can also click on "Select Files" button that will open a file browser that you can use to select the files you wish to upload.



Step 4: If you want only a specific group to be able to access the files being uploaded, you can select the group in the Permissions section in bottom. This setting applies on all content in the upload queue.



Step 5: If you want to apply an active period on the content, you can select start and end date for content in Active Period section. The content expires after that period and removed from Device (if scheduled) and moved to "Expired Content" tab. This setting applies on all content in the upload queue.



Step 6: Before starting upload, user can rename the content or can choose optimization for videos.

Step 7: Once the files you want to upload are selected, click on the "Upload" button to start the upload.

Step 8: Your upload will start, and when complete, this window will close and your files will appear in the content library.

Step 9: While L Squared Hub is uploading the content to server, you can navigate to other pages. When you navigate to other page, a small "Uploading Progress" window will appear in bottom right corner of the page. This window will show the progress of the upload. User can minimize this window.

Step 10: While upload is in progress, do not refresh the page otherwise the upload will discarded. If accidently refresh button is pressed, L Squared Hub will warn you about the upload process. You can cancel the refresh or can continue with it.

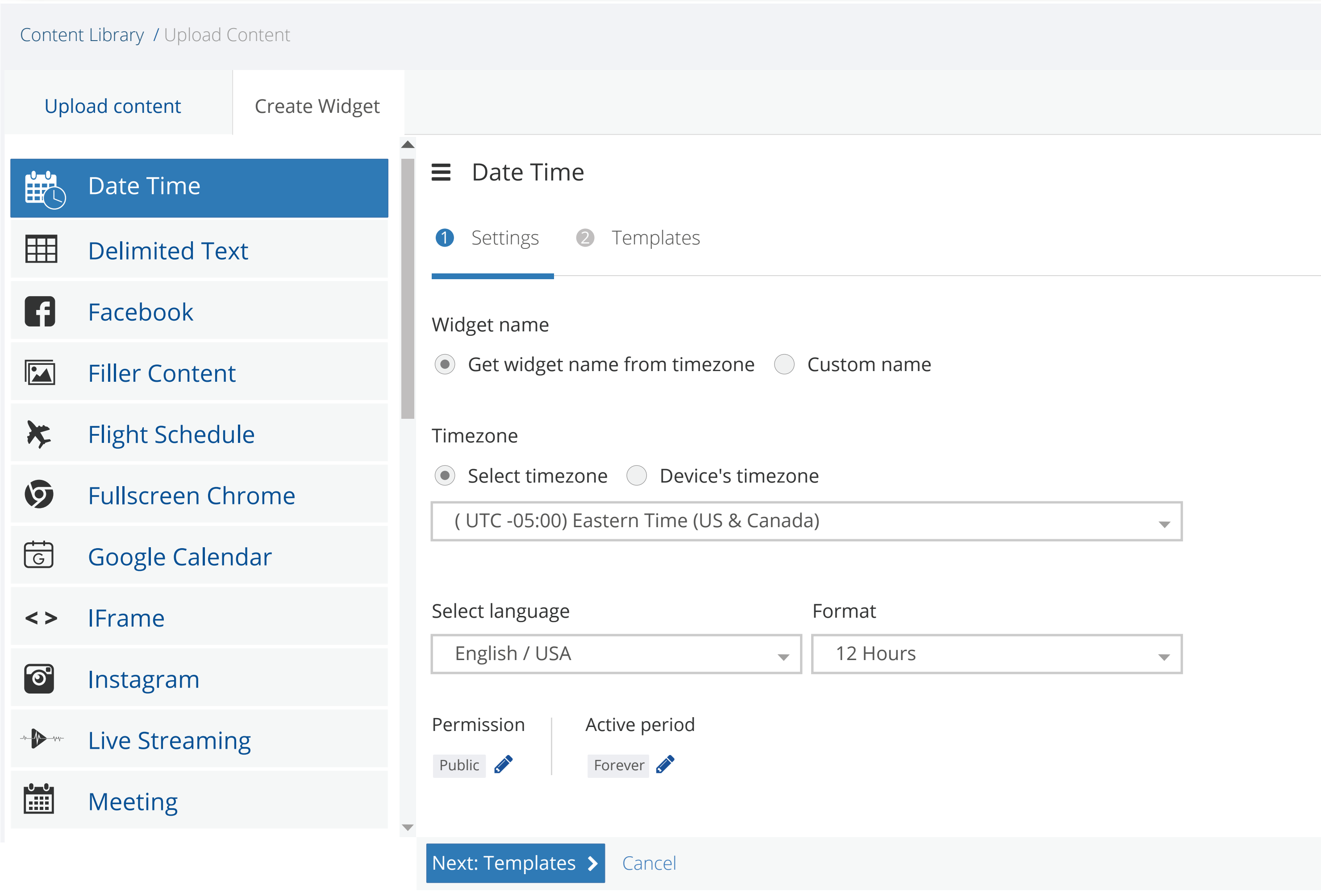
Creating Widgets

Widgets are a unique feature of the L Squared Hub that allows you to incorporate content from other sources (Twitter, Meeting calendars, RSS, etc..). For example, you can use a widget to play YouTube videos on your Digital Signage network by having the YouTube Widget. There are many widgets available for you to use and if one that you want is not available, please contact your L Squared account manager to find out how it may be added. Or, you can use "Request New Feature" feature to request for the new thing you want to add in L Squared Hub.

To create a widget follow the steps below:

Step 1: Open the Content Library by click on the "Content Library" button on the left menu.

Step 2: Click on "Add New Content" button located at the top left part of the content library.



Step 3: When the uploader page opens, you will see three tabs. The first, selected by default, is "Upload Content" and the second is "Create Widget". Click on "Create Widget".

Step 4: In the left panel of this tab, you will notice a series of widget names. For example, Web URL, Date-Time, News etc… You can select any one of these widgets.

Step 5: Once a widget you wish to use is selected, you will need to fill in the necessary information for that widget. Each widget has a different set of input parameters. For example, the Web URL widget requires you to input the URL of the web page you wish to display and the Weather Widget requires selection of area you wish the weather for.

Step 6: When you have filled in all the necessary information, select which group has access to this widget. You can leave this as "All Groups I Belong" to provide access to everyone in your group. If you are an Administrator, by default it will show "Public" as permission. Public content are accessible to all users of your server.

Step 7: Click save when you are done.

Step 8: The widget you requested will be added to your Content Library.

Upload Third Party Content

User can also upload content directly from social media platforms (like Facebook, Twitter, Instagram), Google Drive, FTP and URL. To upload third party content, you will have to follow following steps:

Step 1: Open the Content Library by clicking on the "Content Library" button on the left menu.

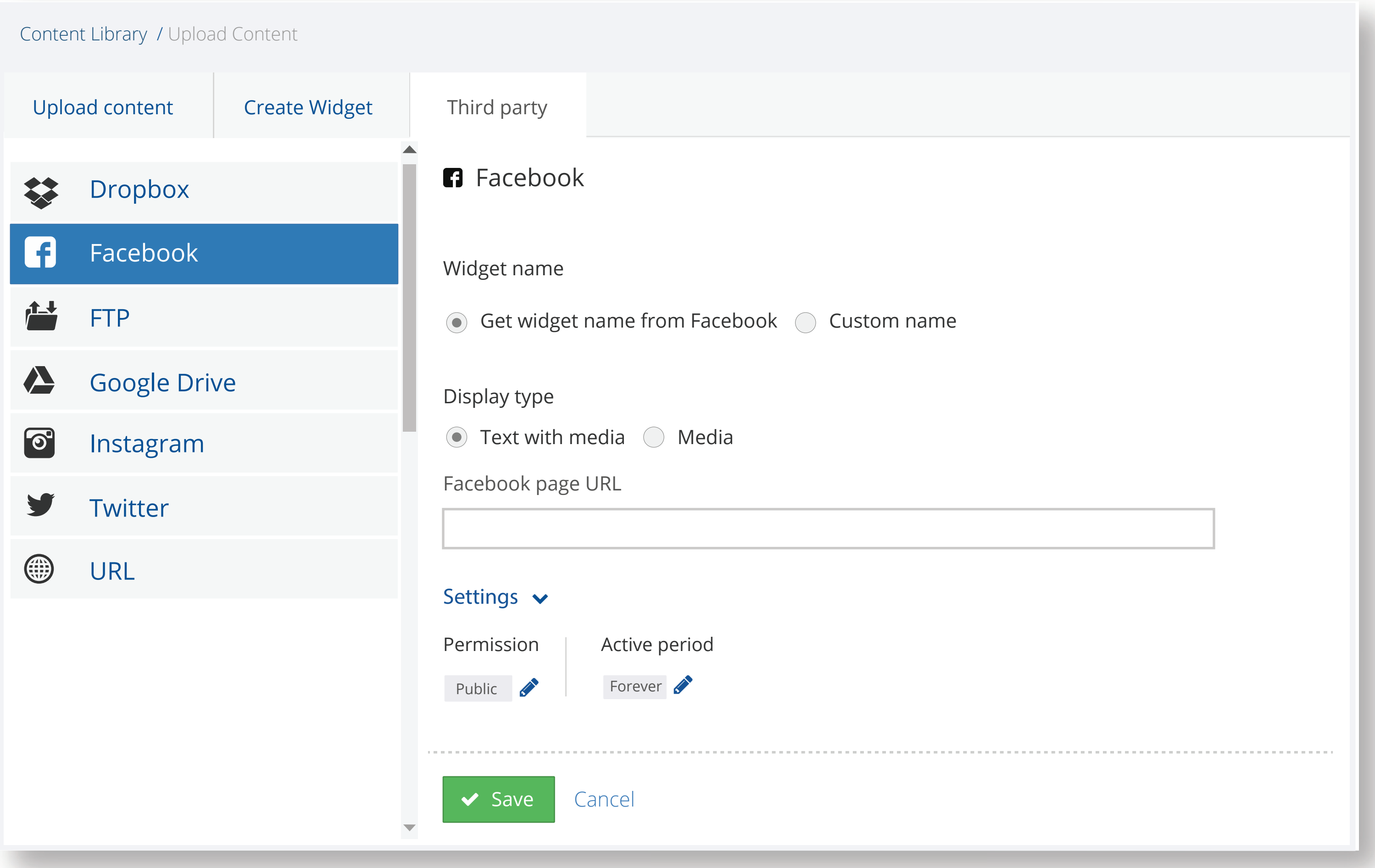
Step 2: Click on "Add New Content" button located at the top left part of the content library.

Step 3: When the uploader page opens, you will see three tabs. Third tab is "Third Party Content". Click on "Third Party Content" tab.

Step 4: In the left panel of this tab, you will notice a list of available third party services. For example, Facebook, Twitter, Instagram, Google Drive etc.

Step 5: Select the service you want to use to upload the content from. You will have to authenticate for that service, if required. And then you can choose the list of content and upload it to Hub.

Step 6: If you want only a specific group to be able to access the files being uploaded, you can select the group in the Permissions section in bottom. This setting applies on all content in the upload queue. You can leave this as "All Groups I Belong" to provide access to everyone in your group. If you are an Administrator, by default it will show "Public" as permission. Public content are accessible to all users of your server.



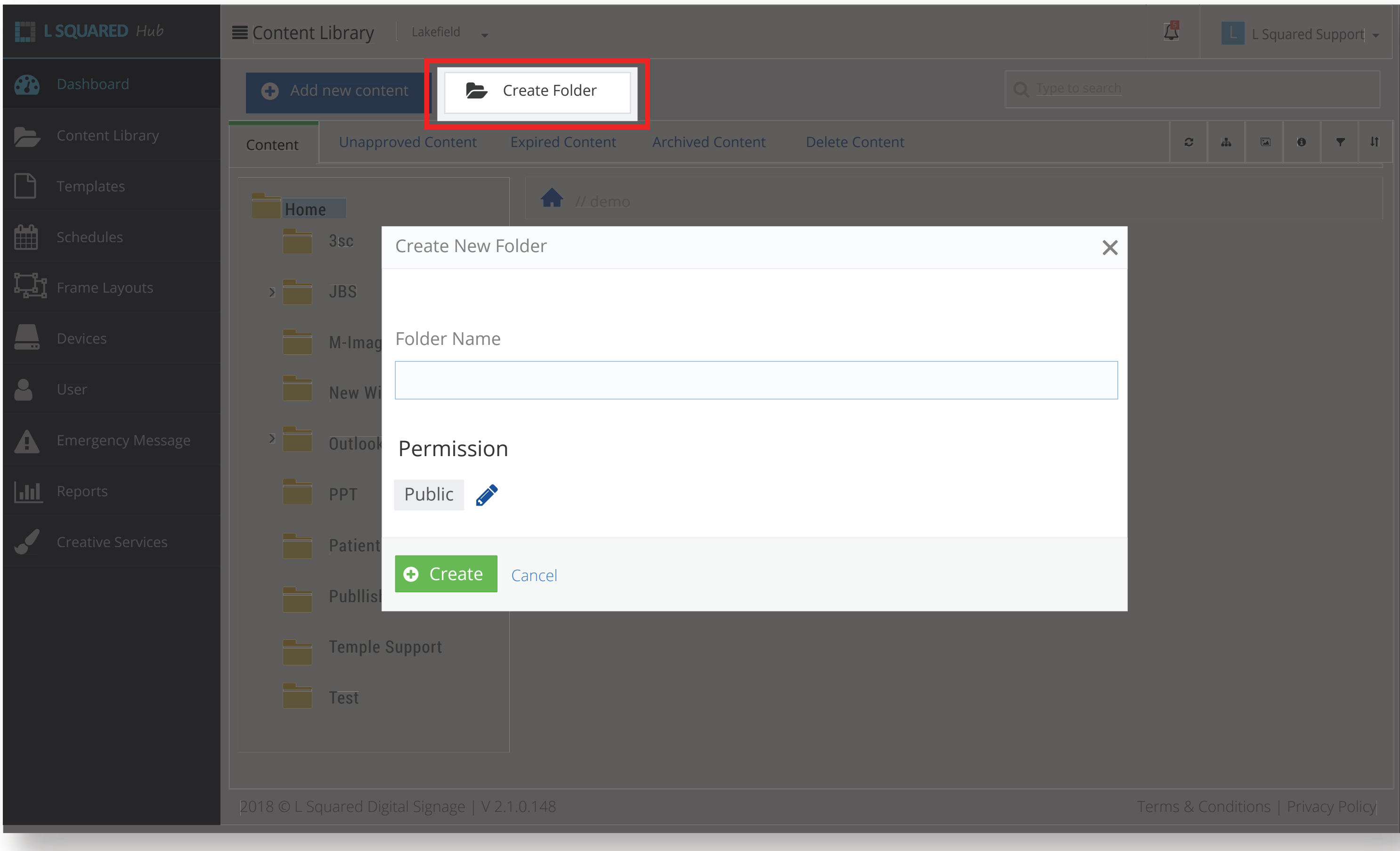
Step 7: Click on “Upload” to start the upload process.

Step 8: While L Squared Hub is uploading the content to server, you can navigate to other pages. When you navigate to other page, a small "Uploading Progress" window will appear in bottom right corner of the page. This window will show the progress of the upload. User can minimize this window.

Step 9: While upload is in progress, do not refresh the page otherwise the upload will discarded. If accidently refresh button is pressed, L Squared Hub will warn you about the upload process. You can cancel the refresh or can continue with it.

Organizing Content Using Directories

Media content as well as widgets can be organized into folders. This is similar to how you would organize folders on your desktop computer. First you will need to create a folder then move your media content into those folders.



To create new folder, follow these steps:

Step 1: Open the Content Library by clicking on the “Content Library” button on the left menu.

Step 2: Navigate to the folder you wish to create your folder in. If it’s the root folder then you are already there by default.

Step 3: To navigate to a different folder double click it.

Step 4: Click on “Create New Folder” button.

Step 5: Provide a name for your folder.

Step 6: Select which group has permission to this folder.

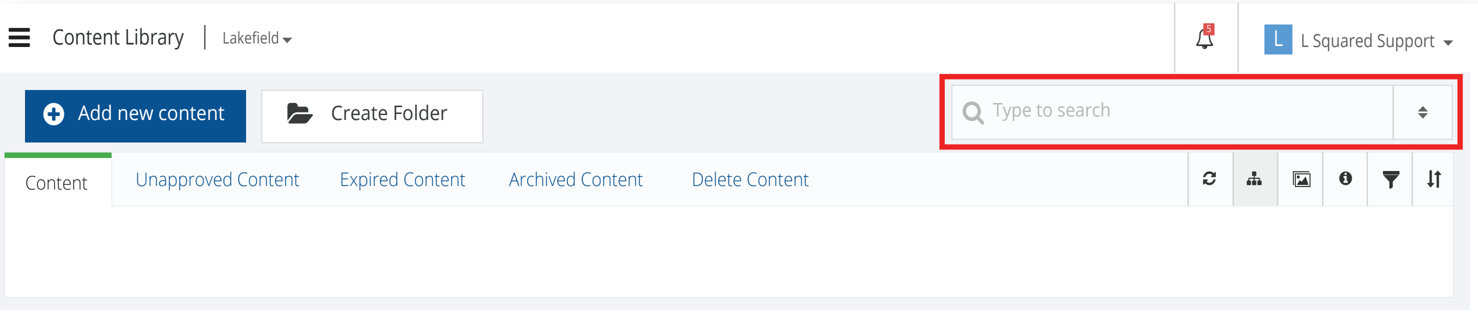
Step 7: Click on the “Create” button.

Privacy of Content

The L Squared Hub allow users to restrict visibility of content to other users through the use of groups. If you wish to upload content that is visible to you and selected number of users then you will need to create a new group then assign the content that you upload to that group. In the content upload steps described previously, you will see the step where you choose the group that will have access to the folder, content or widget.

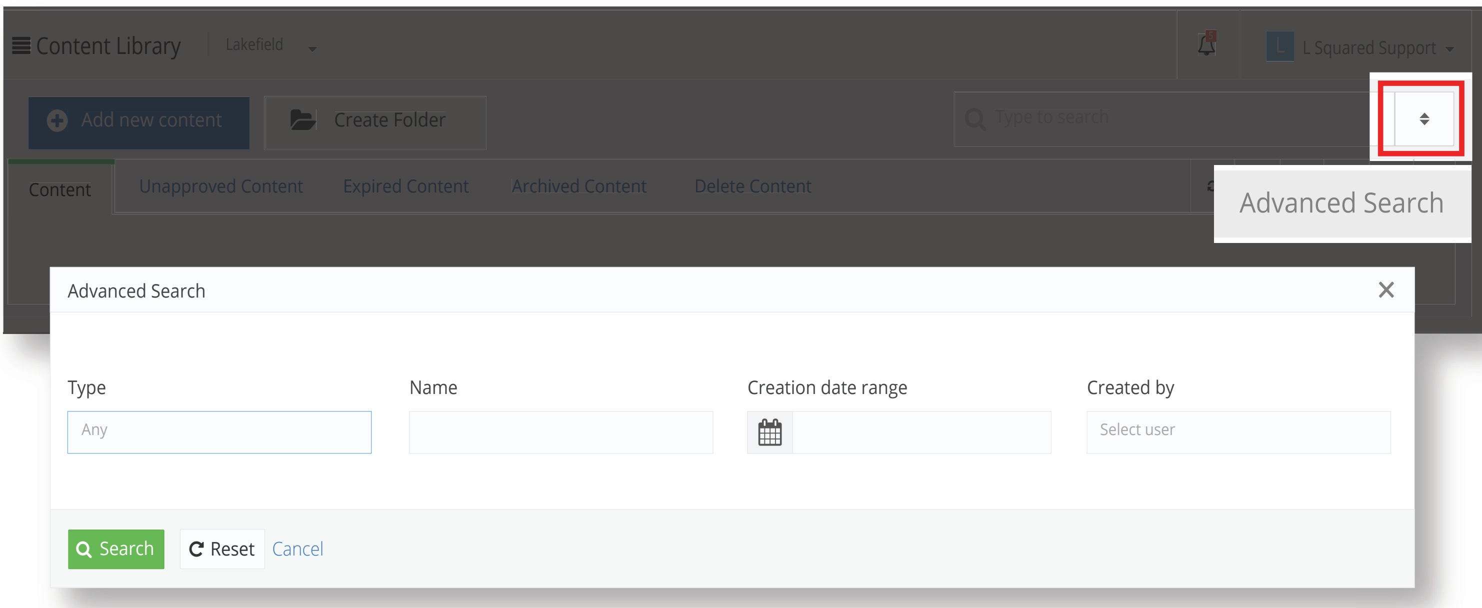
Searching the Content Library

Searching your content library is easy. Just start typing the name into the search field located at the top right. The search is conducted live so you will see results as you type.



Advanced Search

If you want to find some content in whole content library, or you want to search some specific content, use “Advanced Search”. To open advanced search, click on the double arrow button beside of search text box and select “Advanced Search”. Advanced search can be performed on content type, name, creation date range and by user name who has created that content.



Deleting and Archiving Content

There are two ways to move content out of your Content Library. You can either archive them or delete them. Archiving allows you to move clutter out of your Content Library but still have them in the system for you to restore if required. Archived content will still count towards your disk usage. Deleted content will also be available for you to restore for a short period then become permanently deleted. It is strongly recommended that you move files into archive then after some time delete them. Deleted content does not count towards your disk usage.

Follow these steps to delete or archive content files or widgets:

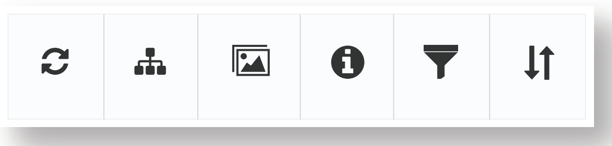
Step 1: Click on the “Content Library” button on the menu to bring up the content library.

Step 2: Click on the file, widget or folder you wish to archive or delete. Please note, if you delete a folder, all content inside the folder, including other folders and their content will also be deleted.

Step 3: To delete the select item, click the “Delete” button found at the bottom of the screen.

Step 4: To archive, click the “Archive” button.

Content Library Toolbar and it’s usage



Reload/Refresh the content list

Clicking on the “Refresh” button on top right corner of content library quad will reload the current content location in selected tab.

Tree View

For easy navigation to other folders and their sub folders, you can open the tree view of content library.

Change thumbnail size

If you want to change the thumbnail size of the content in content library, use “Thumb Size” drop down menu to select your preferred thumbnail size. There are five options available: Small, Normal, Medium, Large and Extra Large. Normal is by default selected. Once you select a thumbnail size, Hub will remember your choice for your further sessions.

Info

To see a text or video guide to Content Library, you can click on the info icon and select the option.

Using Filters

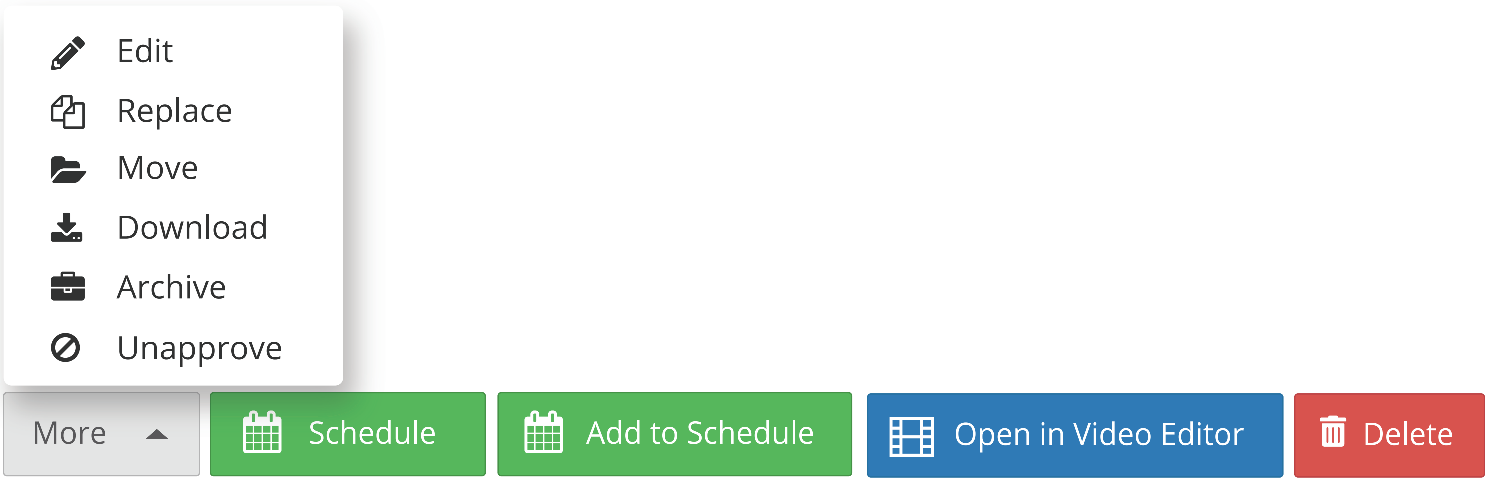
Filters allow you to display content of a certain type. There are 8 options available for filtering the content, these are: Image, Video, Widgets, My Content (content uploaded by user), Approved, Unapproved and All content. “All content” option is by default selected.

Sorting on Media Content

Sorting allows you to select how the files you see in the Content Library are sorted. The media content is sorted alphabetically by default but you can select any of the other sorting methods available in the system. Once you select a sorting type, Hub will remember your choice of sorting in content library for your further sessions.

Managing Content

When you click on a content/widget or folder in the Content Library, Hub will open an info window at the bottom of the screen. This section includes some basic information about the selected item and displays available actions you can perform on the selected item. Available actions depends on the selected items. Actions include:



Edit

Clicking on the edit button will open selected item in edit mode where you can change it’s properties and save it.

Replace

You can replace an image or video with some other similar type of content. Replacing the content will create a new version of content and it will be automatically replaced in assigned schedules. When a new version of content is created, old version is kept in record. To restore a content to it's any previous version, click on the "View" button in front of "Versions" count in brief window and select the desired version.

Move

To move the file to a different folder. You can also create a duplicate of the content using this "Copy" option of this function.

Download

To download the file (does not work on widgets).

Archive

To send the file to the archives. Archived content will appear in "Archived Content" tab in Content Library.

Approve

This button will be available if the file is unapproved and you are having right of approval. Clicking on this button will approve the content.

Unapprove

This button will be available if the file is unapproved and you are having right of approval. Clicking on this button will unapproved the selected content.

Schedule

You can use this button to create a schedule with the selected content. Clicking on this button will start the schedule wizard.

Add to Schedule

Clicking on this button will open a window with all available schedules listed. You can choose one or multiple schedule to assign the content directly to those schedules. Content will be added to schedules with their default duration (like, image and widget 12 seconds and full length duration in case of video).

Open in Image Editor

Clicking on this button will open an image editor tool. This option is available for images only.

Open in Video Editor

Clicking on this button will open a video editor tool where you can edit the video or can generate the transcription of the video.

Delete

Clicking on this button will delete the selected items. Deleted items will be available in “Deleted Content” tab.

Restore

This button will be available for content in “Archived Content” and “Deleted Content” tab only. Clicking on this button will restore them in their last state and folder.

Delete Forever

Clicking on this button will remove the content from server permanently and can’t be restored. Practice extreme caution before performing this action.

The available actions may also vary depending on either your user permissions, or because of some other reason. In such case an info icon will appear in left corner of action button row. Clicking on this icon will open a window with the list of such action buttons and the reason of unavailability.

Schedules

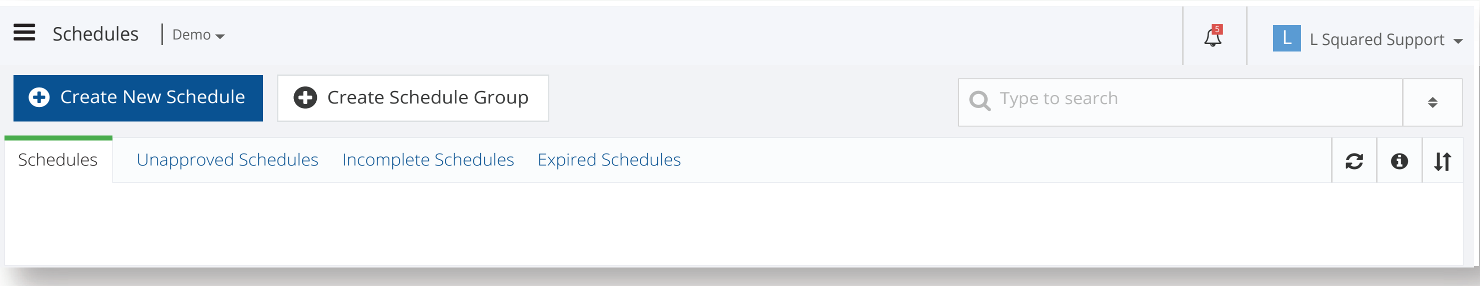
Scheduling

Creating and Managing Schedules

Schedules define when, on which devices and for how long content will be displayed. In order for the content in your Content Library to be displayed on one of your Digital Signage screens, you must create a schedule.

All schedules created in the server are listed in the Schedules section. The Schedules section allows the user to create, search, sort, delete, organize and manage schedules.

There are 4 tabs in Schedules section:



1. Schedules

All schedules created in server are listed here.

2. Unapproved Schedules

Schedules created by a user, which is not having "approval" permission, are categorized as "Unapproved Schedules". These schedules will not be visible on Devices until it's approved by admin or a user with approval rights.

3. Incomplete Schedules

There are five steps of a schedule. If any of the step is not attended, or, becomes incomplete because of some user action (like deletion of content of device which was associated with the schedule) then the schedule becomes Incomplete and moved to the Incomplete Schedule tab.

4. Expired Schedules

Schedules whose date range expires, becomes expired and moved to Expired Schedules tab.

Please keep in mind, to successfully create a schedule you will need to ensure the following:

Step 1: The user attempting to create a schedule has permission to create one and has permission to approve schedules. If not, the schedule will not be sent to the devices until an approver approves the schedule.

Step 2: You have successfully registered a device.

Step 3: You have successfully created a frame layout and assigned it to the device you wish to create a schedule for.

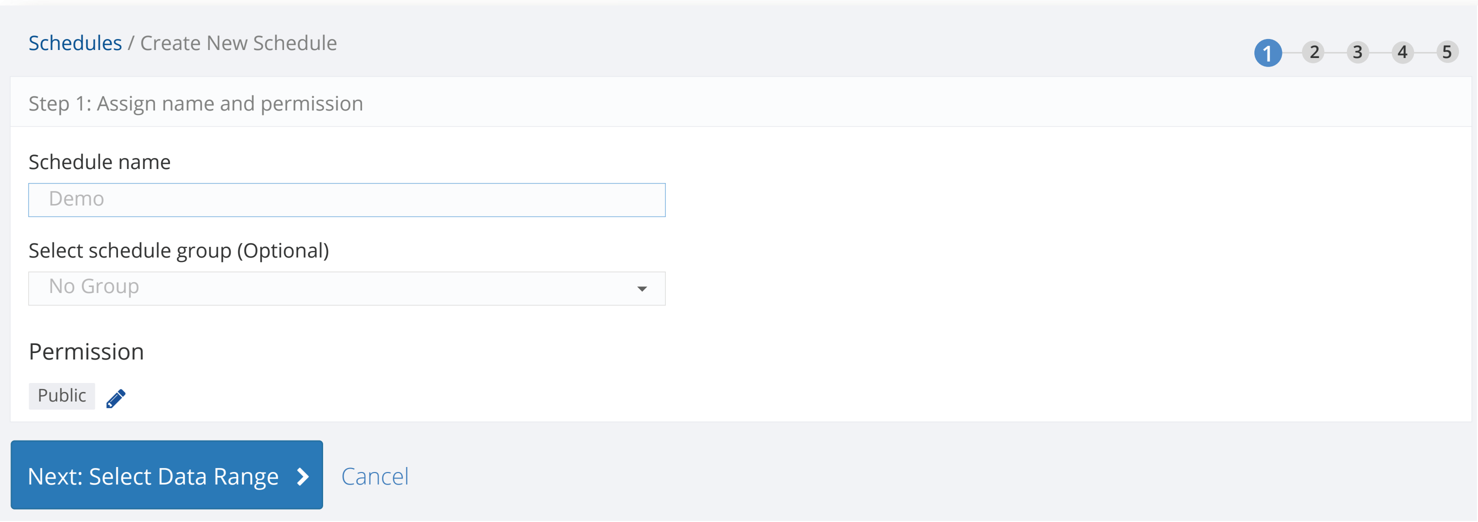
Step 4: You have content in the content library that you can use in your schedule.

Creating a Schedule

Creating a schedule in the L Squared Hub is done through the “Create Schedule” wizard. A Wizard is simply a series of steps that the system will guide you through to create your schedule. To start the wizard, you can either go to the Content Library, select the content you wish to schedule then click on the “Schedule” button at the bottom or you can go to the “Schedules” menu and click on “Create New Schedule” button at the top.

Scheduling in the Hub is a simple 5 step process:

Step 1: Name and Permission

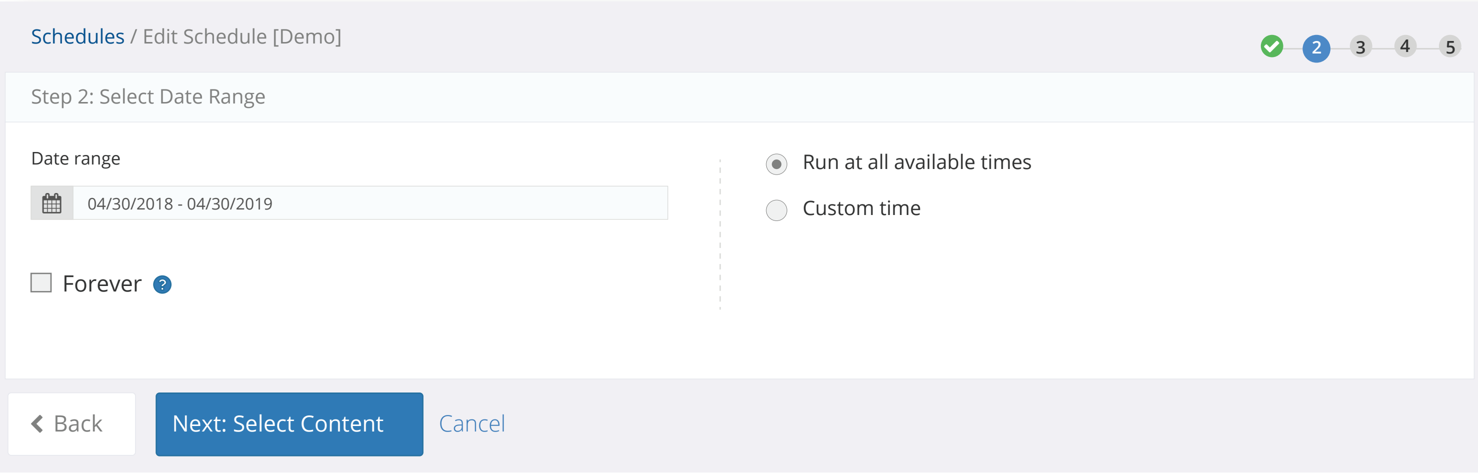


- Give your schedule a name. This name can be anything but you should make sure it’s something that can uniquely identify this schedules amongst all the schedules you are going to create. For example, “Daily Welcome Message” or “Seasonal Holiday Specials” or “Daytime Operations.”

- If you want only a specific group to be able to access the schedule being created, you can select the group in the Permissions section in bottom. You can leave this as "All Groups I Belong" to provide access to everyone in your group. If you are an Administrator, by default it will show "Public" as permission. Public schedules are accessible to all users of your server.

■ To better manage schedules, you can create inside a schedule group. Select the group name if you want to create them inside a group. If you create a schedule in a group, that group's permission will be applied on the schedule.

Step 2: Select Date Range

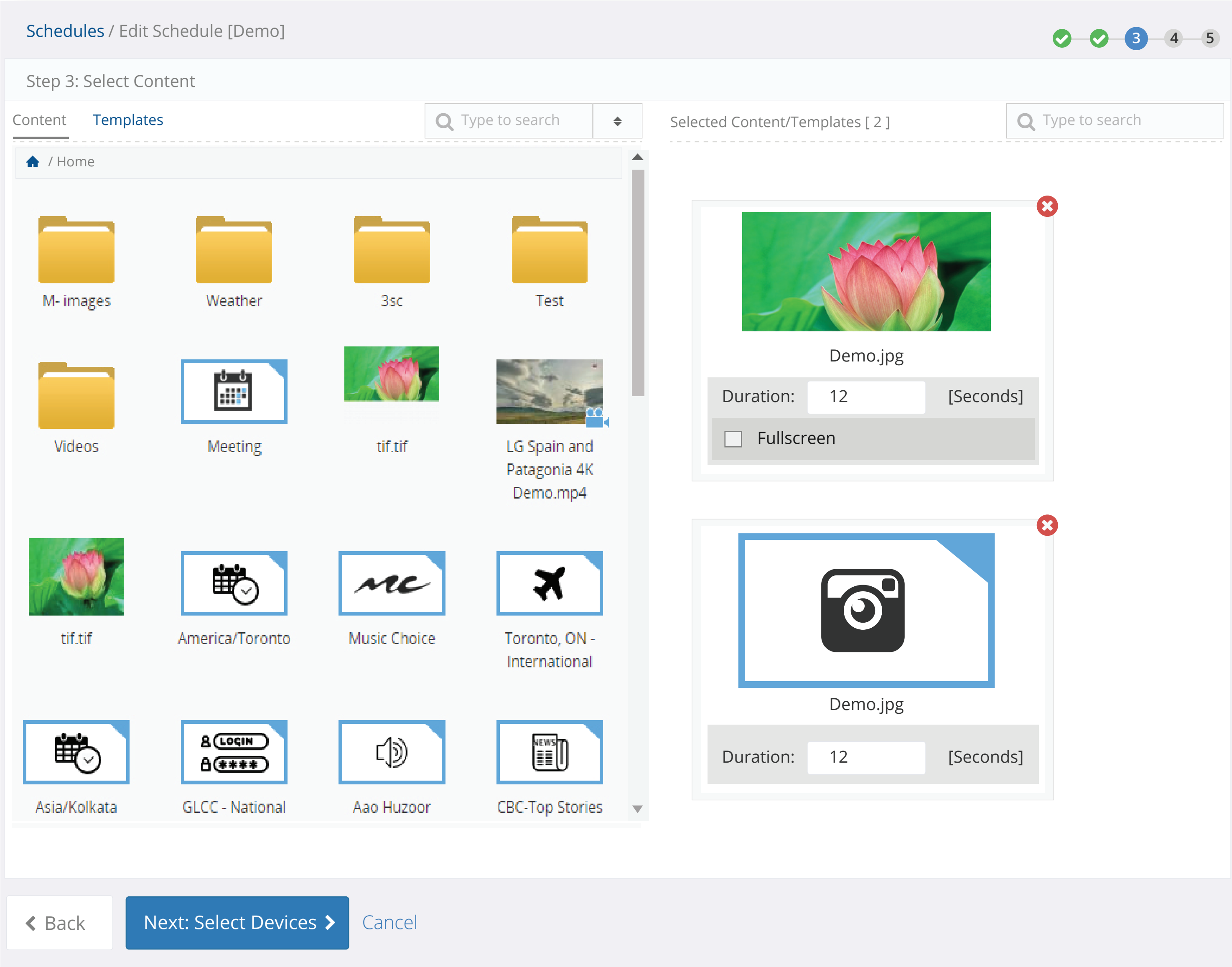


■ Select the time period that you wish to have this content displayed. If you want to play the content forever, you can check on the "Forever" checkbox. This will set the date range of schedule to 100 years.

■ If you wish to play the content at all available times between these two dates, then you can click continue to the next step.

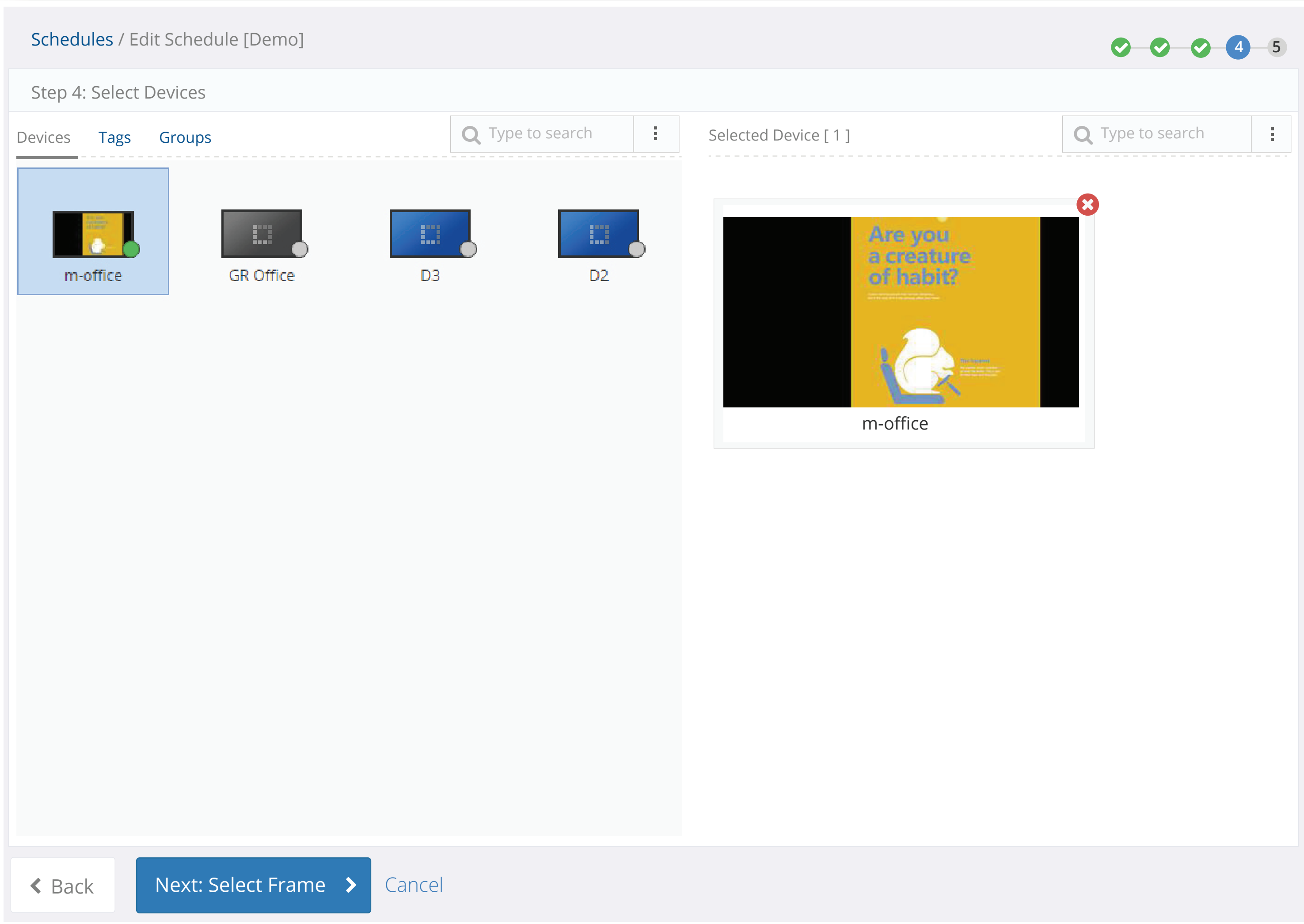
■ If you wish to define the time you want the content to play within this date range then select the "Custom" button. This will open the custom time range section. Here you can select daily, weekly, monthly or days interval and select the time periods you wish the content to play. When you select the time period, and click the "Add" button, the system will add that period to your schedule. You can add more than one time period. For example, you can have you schedule start June 1, 2018 and run to July 1, 2018. Within this date range, you can have the content play daily between 8:00AM to 10:00AM and 1:00PM to 3:00PM as an example.

Step 3: Select Content



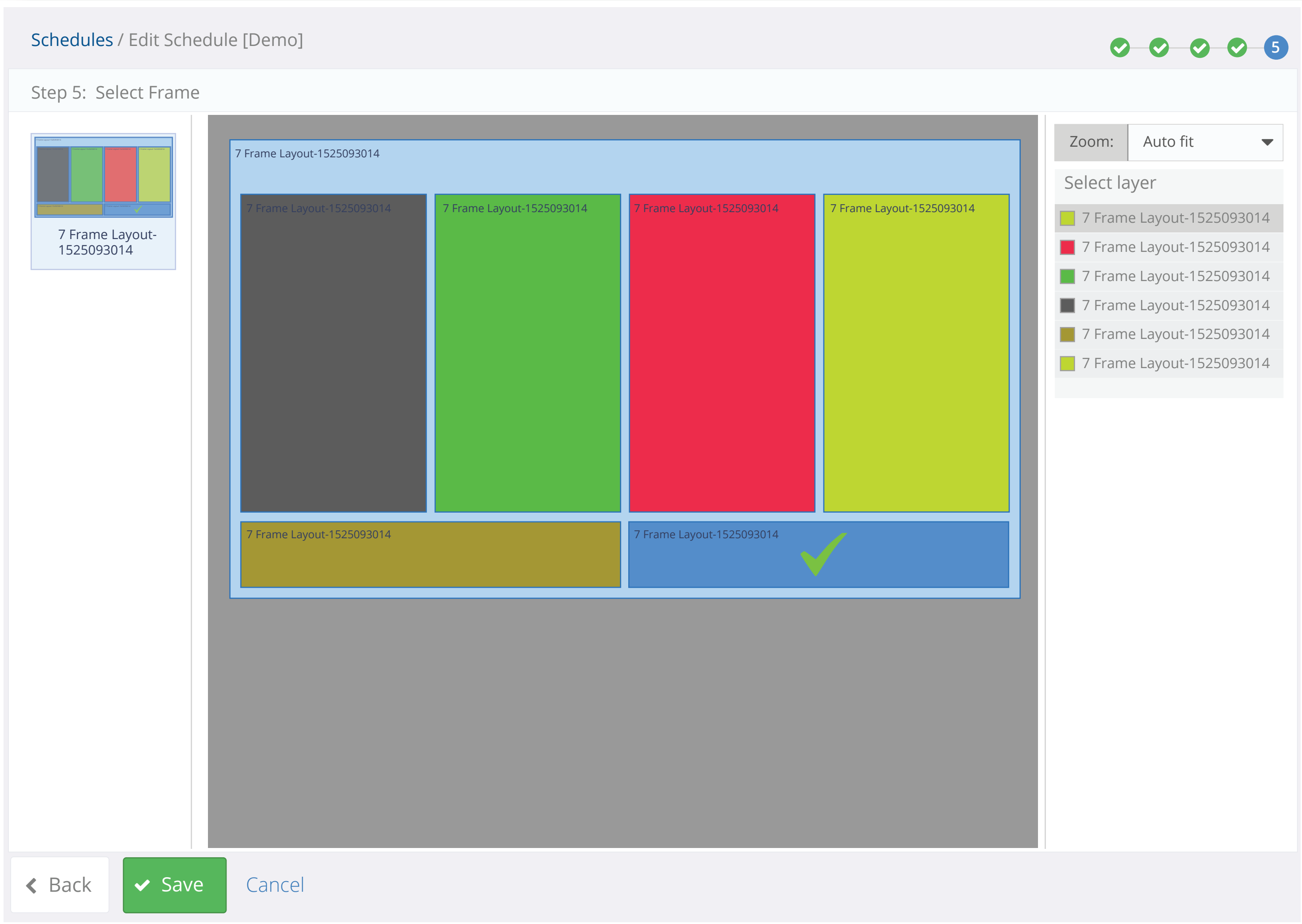
- Select the content and/or template you want to add in the schedule. If you started the process from the Content Library by selecting a content first, then that file will be selected already in this step. You can select more if you wish.
- Here you can also perform the search and advanced search, same as Content Library, to filter the desired content.
- You can change order of the selected content by dragging the selected content. You can also change duration and some other properties of content here, like full screen, mute etc.
- To remove a selected content, click on the cross button on top right corner of the content.

Step 4: Select Device



- Select the device you wish to publish this content to. You can select the device from the list, select a group from the groups tab or select tag from the Tags tab.
- Here you can also perform search and advanced search on different criteria to filter the desired devices.

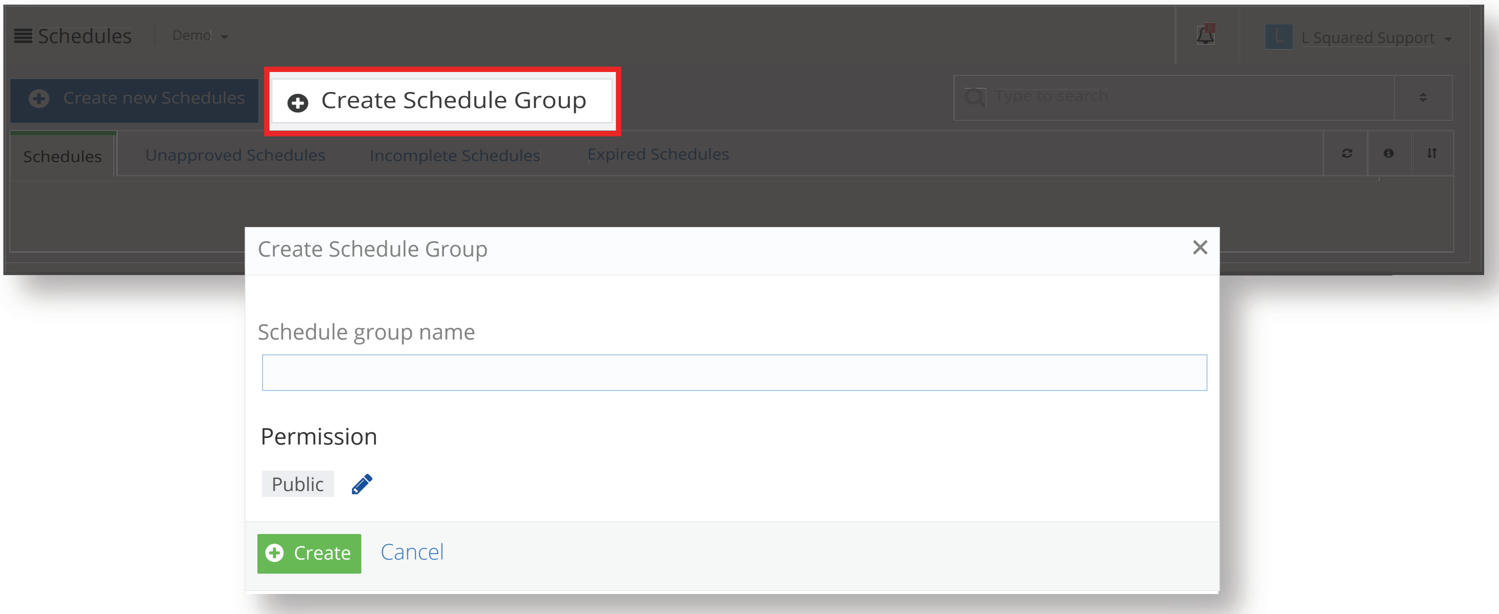
Step 5: Select Frame



- Select the frame you wish to display your content on.
- If you created a multiple frame layout, or selected multiple devices which are having different frame layouts assigned, this step will show all the frame layouts and you will need to select a frame for each unique frame layout.

Organizing Schedules Using Groups

Schedules can be organized into groups. This is similar to how you organize files in folders on your desktop computer. First you will need to create a schedule group then, either you can add your schedule in the group, or you can select the group while creating schedule. If you create/add a schedule in a group, that group's permission will be applied on the schedule.



Step 1: Open the Schedules by clicking on the "Schedules" button on the left menu.

Step 2: Click on "Create Schedule Group" button.

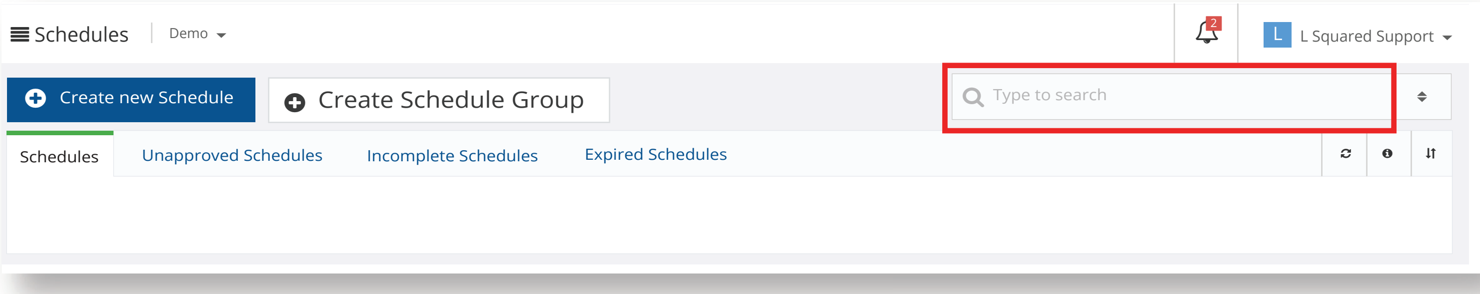
Step 3: Provide a name for the schedule group.

Step 4: Select which group has permission to this schedule group.

Step 5: Click on the "Create" button.

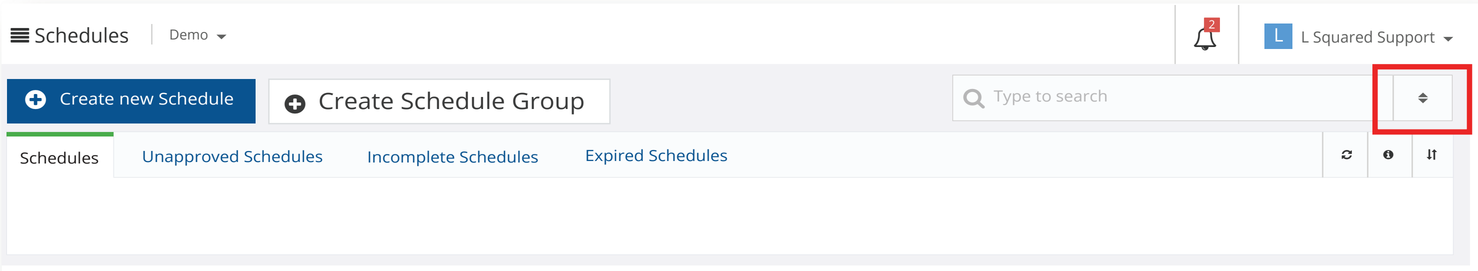
Searching the Schedules

Searching your schedules is easy. Just start typing the name into the search field located at the top right. The search is conducted live so you will see results as you type.

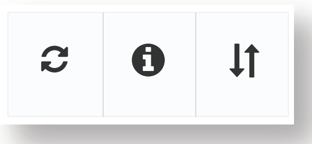


Advanced Search

Searching your schedules is easy. Just start typing the name into the search field located at the top right. If you want to search some specific schedule, use “Advanced Search”. To open advanced search, click on the double arrow button beside of search text box and select “Advanced Search”. Advanced search can be performed on schedule name, creation date range, schedule date range and by user name who has created the schedule.



Schedule toolbar and it’s usage



Reload/Refresh the schedule list

Clicking on the “Refresh” button on top right corner of schedule section will reload the current list in selected tab.

Info

To see a text or video guide to Schedule, you can click on the info icon and select the option.

Sorting on Schedules

Sorting allows you to select how the schedules you see in the Schedules section are sorted. The schedules are sorted alphabetically by default but you can select any of the other sorting methods available in the system. Once you select a sorting type, Hub will remember your choice of sorting in schedule section for your further sessions.

Managing Schedules

When you click on a schedule in the Schedules section, Hub will open an info window at the bottom of the screen. This section includes some basic information about the selected item and displays available actions you can perform on the selected item. Available actions depends on the selected items. Actions includes:

Edit

Clicking on the edit button will open schedule in edit mode where you can change it's properties and save it.

Assign to Group

To better organize your schedule's list, you can create schedule groups and can assign existing schedules to the group.

Approve

This button will be available if the selected schedule is unapproved and you are having schedule approval rights. Clicking on this button will approve the schedule and move them to "Schedules" tab.

Unapprove

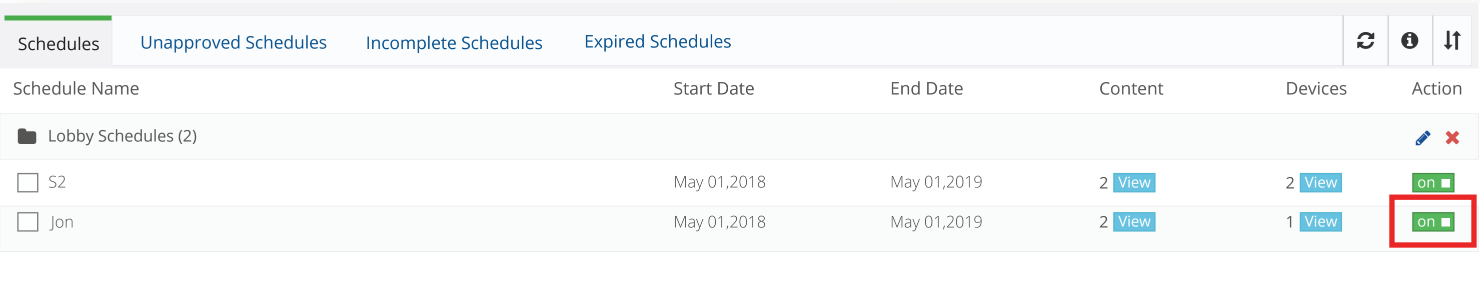
This button will be available if the selected schedule is approved and you are having schedule approval rights. Clicking on this button will un-approve the schedule and will move them to “Unapproved Schedules” tab.

Delete

Clicking on this button will delete the schedule from your server. All content of the schedule will also get deleted from the devices where the schedule was assigned. A deleted schedule cannot be restored, you will have to create new one. Practice extreme caution before performing this action.

On/Off

Turning the schedules “off” will temporarily disable the schedule and it’s content will be removed from the playlist on media player. But the content will not be removed from media player. Once you turn it on again, it will automatically be added to the playlist and will start displaying on media player.



Delete Schedule Group

Deleting schedule group will only delete the group, schedules inside the group will not be deleted and those will become public schedules. You can delete the schedules separately.

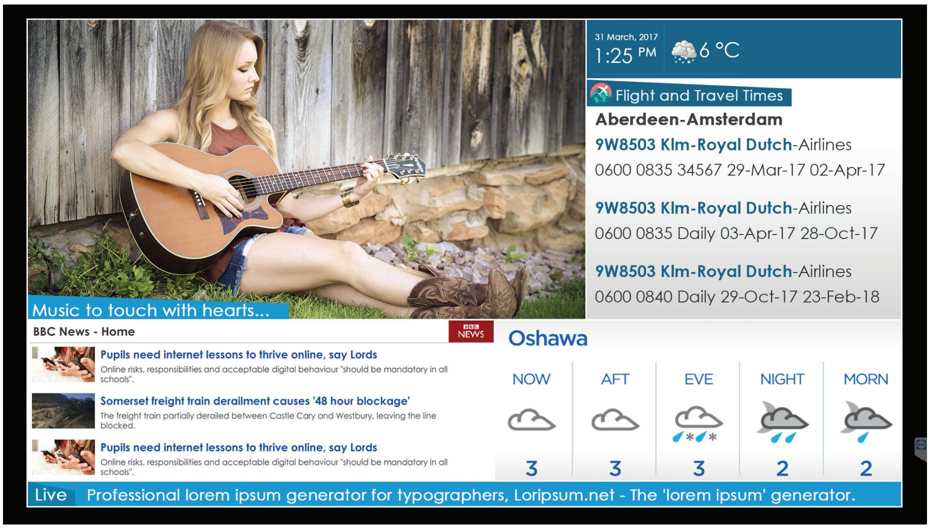
The available actions may also vary depending on either your user permissions, or because of some other reason. In such case an info icon will appear in left corner of action button row. Clicking on this icon will open a window with the list of such action buttons and the reason of unavailability.

Frame Layouts

Frame Layouts

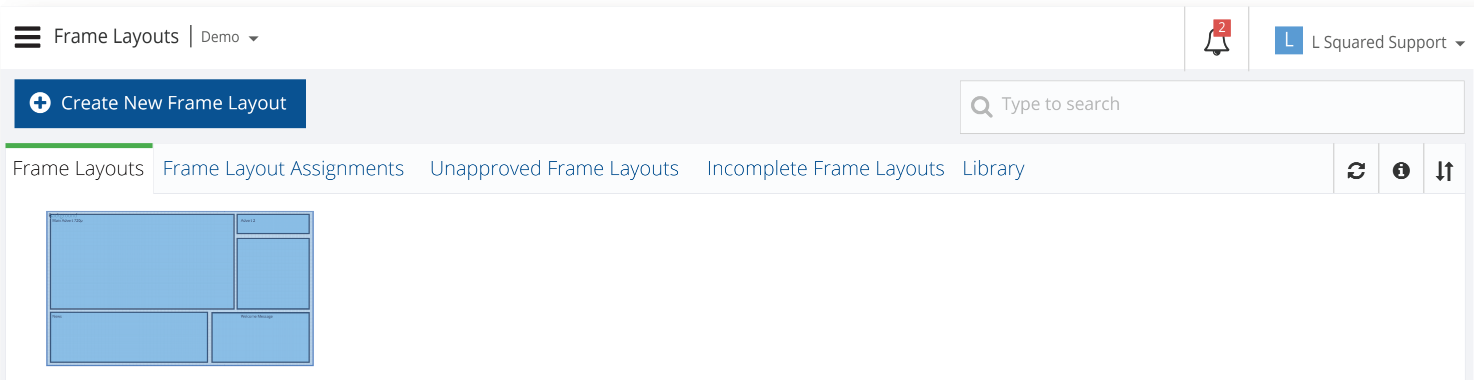
Frame Layouts are like virtual screens or a canvas that you can cut into sections with different content. A frame is what the system considers a display area. Therefore, in order to schedule content on a device, you must first create one or more frames. If you wish to play your content in full screen mode, then you can simply create a one frame layout and assign that to your devices. You can create more than one frame to schedule unique content to different zones on your screen.

Example of Complete Frame Layout



The above image is an example of a multi-frame layout and how different sections (frames) work together to create a dynamic user experience that creates a seamless viewing experience.

- The largest frame layout (a JPEG welcome in this case)
- Logo Widget (drag and drop your logo)
- Weather Widget
- Twitter Widget



Each is a different Frame Layout that you created.

There are 5 tabs in Frame Layouts section:

1. Frame Layouts

All frame layouts created in server is listed here.

2. Frame Layout Assignments

Assigning the frame layout on a device for a particular date range is Frame Layout Assignment. The screen is divided into associated frame layout's frames for that time period.

3. Unapproved Frame Layouts

Frame Layouts created by a user, which is not having "approval" permission, are categorized as "Unapproved Frame Layouts". These Frame Layouts cannot be assigned on Devices until it's approved by admin or a user with approval rights.

4. Incomplete Frame Layouts

If there is not any frame in the frame layout, its considered as incomplete and moved to Incomplete Frame Layouts tab.

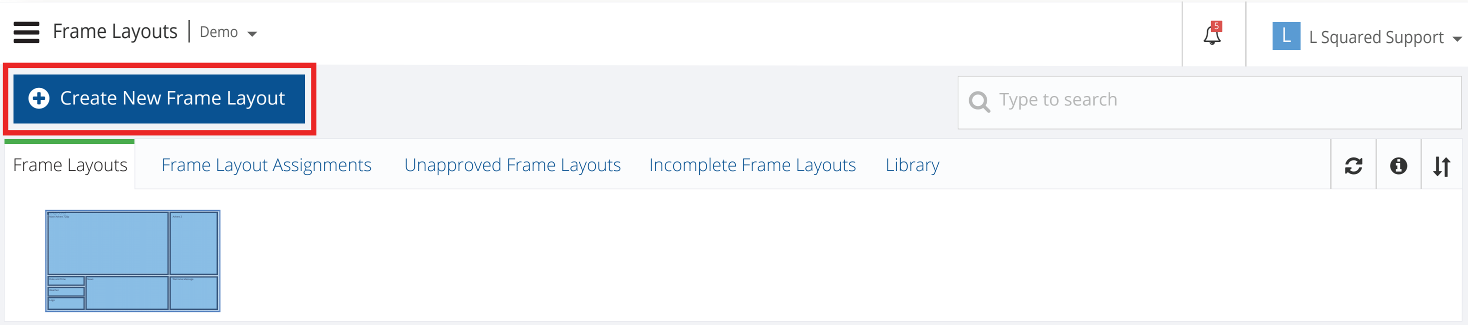
5. Library

For your convenience, there are pre designed frame layouts available in this tab. If you want to use one of the frame layout from Library, select the frame layout and click on “Use Frame Layout” button in brief window. Clicking on this button will make a copy of the frame layout in Frame Layouts tab, from where you can edit or assign it to any device.

Creating a Frame Layout

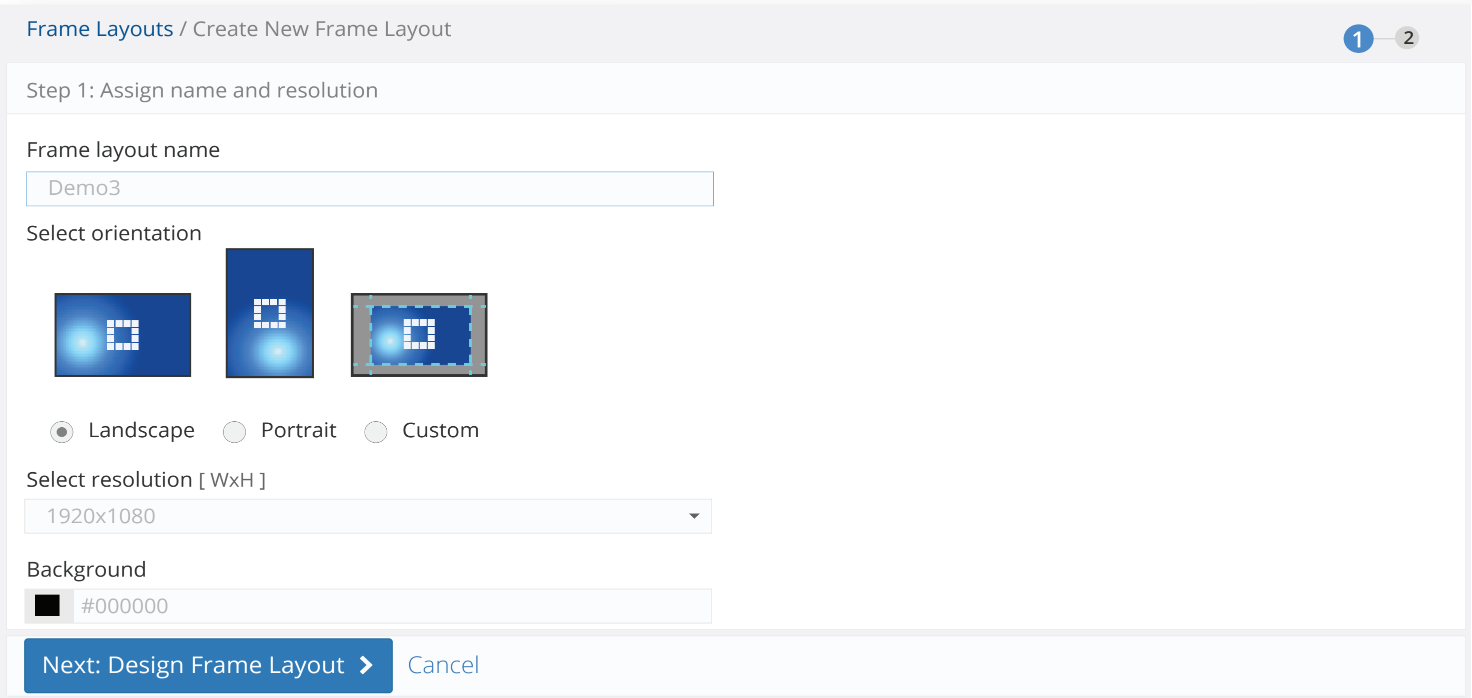
Creating a Frame Layout in the L Squared Hub is done through the “Create Frame Layout” wizard. A Wizard is simply a series of steps that the system will guide you through to create your frame layout. To start the wizard click on the “Frame Layouts” button in left menu and click on “Create New Frame Layout” button at the top.

Creating a Frame Layout in the Hub is a simple 2 step process:



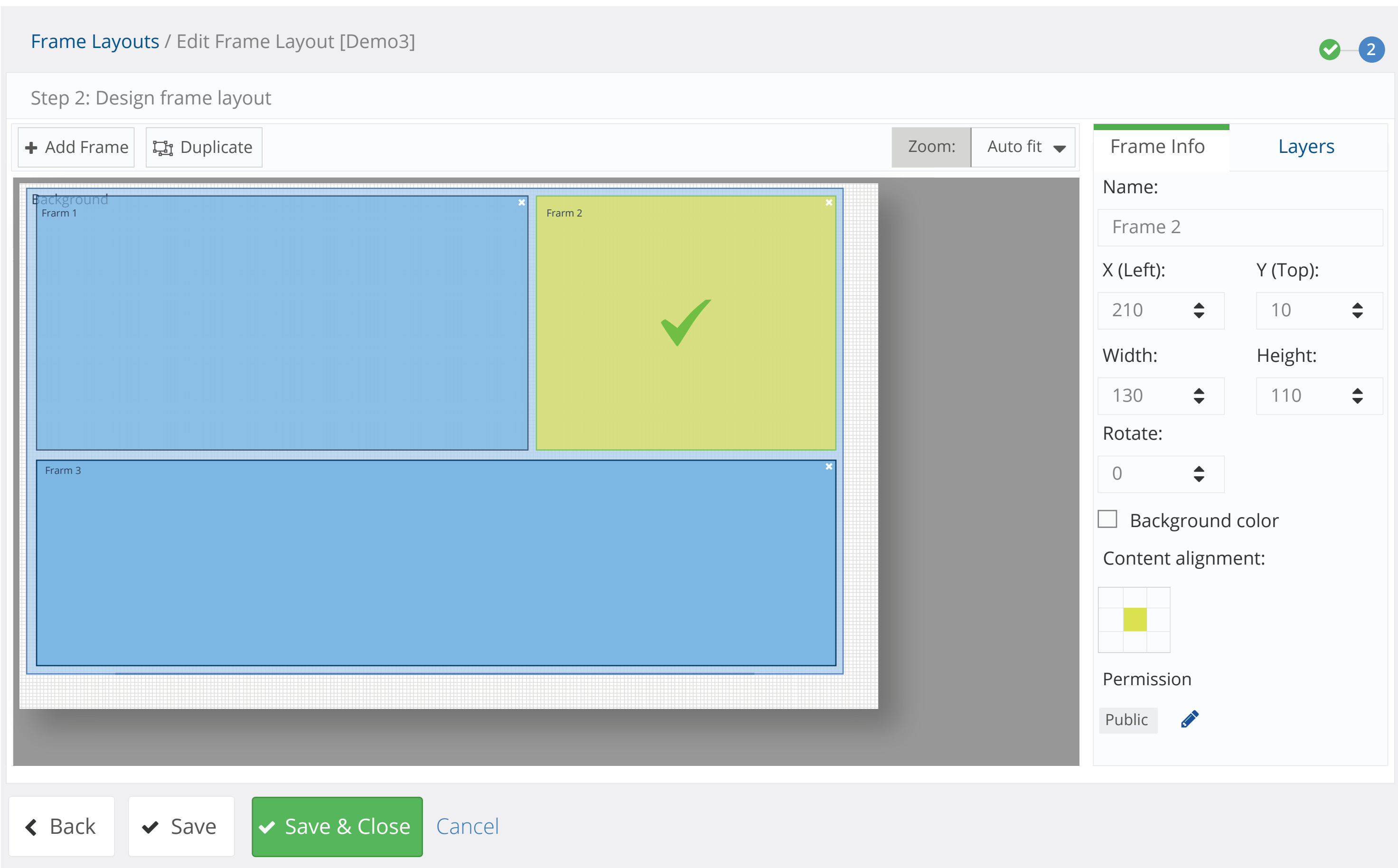
Step 1: Name and Resolution

- Give your Frame Layout a name.
- Select orientation of the screen where you want to assign this layout (default: Landscape).
- Select the resolution of the screen (default: 1920x1080).
- Select the background color of the frame layout (default: Black)



Step 2: Design the Frame Layout

- This is where you will add your frame. Add as many frames as you need by clicking on the "Add Frame" button. Clicking on this button will add one frame every time you click it. The frames will have default names assigned to them.
- After you add a frame, you will have to click and drag it to the position you want the frame to be in, and also click the bottom right corner and drag to change the size.
- Next you may want to assign the permission of the frames to particular groups. If you assign a certain group to a frame than only users belonging to that group may schedule content to that frame.
- The frames are in different layers so if you have some that are overlapping, please be aware that non-transparent content on the top frame will block the bottom frame's content. It is recommended that you do not overlap frames unless you have some special purpose to do so.



- The "Frame Info" tab on the right will show more information about the frame. This information is useful when you create content because you should always match the length and width of the content to the length and width of the frame to get optimal quality in the content.

- The “Layers” tab on the right will list all layers of frames you have created. You can drag the layer up and down to change it’s z-index.
- To remove a frame, click on the cross button on top-right corner of the frame or click on the cross button on layer list.
- Click on the “Save” button to save the layout design.
- When you are done, click on the “Save and Close” button. This will save the frame layout and will navigate you to the Frame Layouts list.

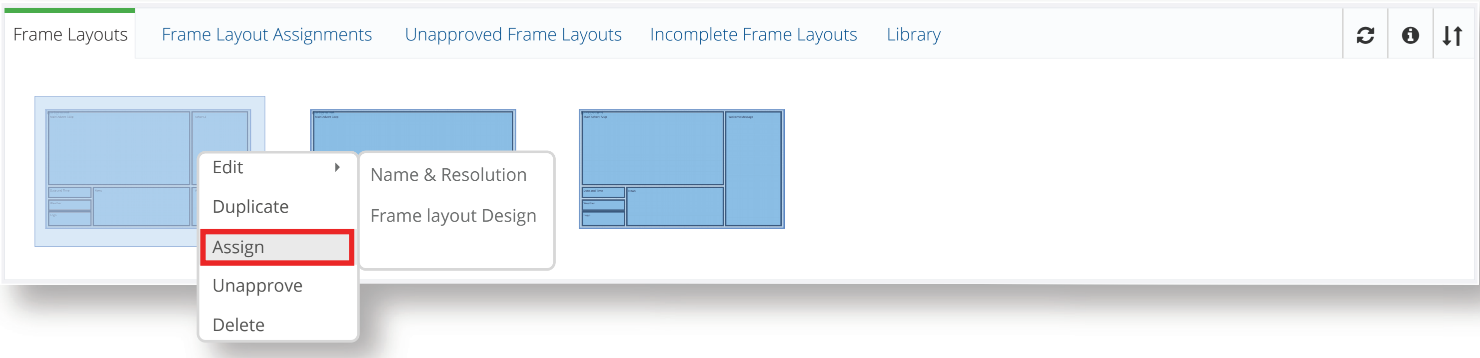
Assigning Frame Layout to Device

Once you have created a frame layout design you like, you will need to assign it to a device before it can be used. You may assign more than one frame layout to a device but the assignment period may not overlap. For example, you may assign a single frame (full screen) layout to a device from 6:00AM to 11:00AM and a two frame layout to the same device from 11:00AM to 6:00PM.

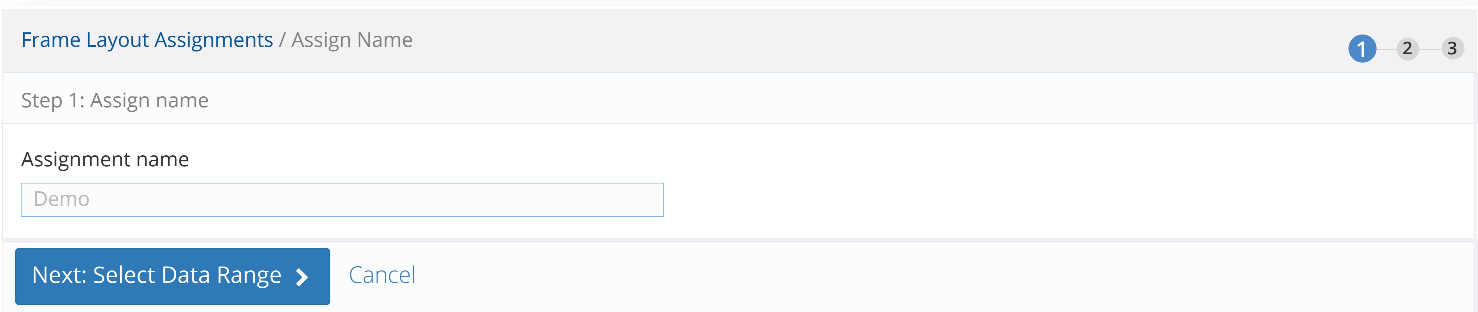
To assign a frame layout to your devices, follow these steps:

Step 1: Click on the frame layout you want to assign to the device.

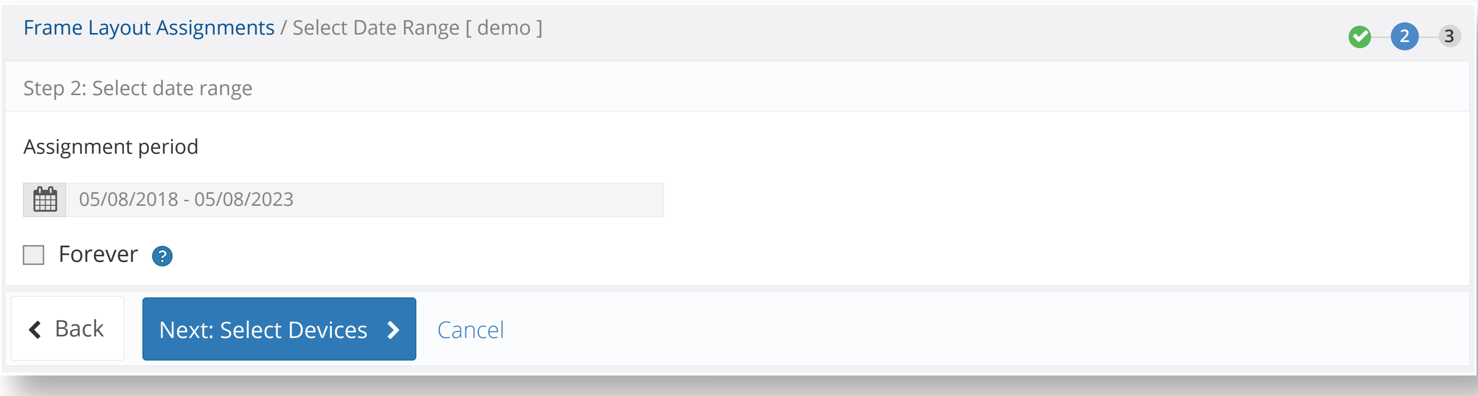
Step 2: Click on the “Assign” button in the brief window.



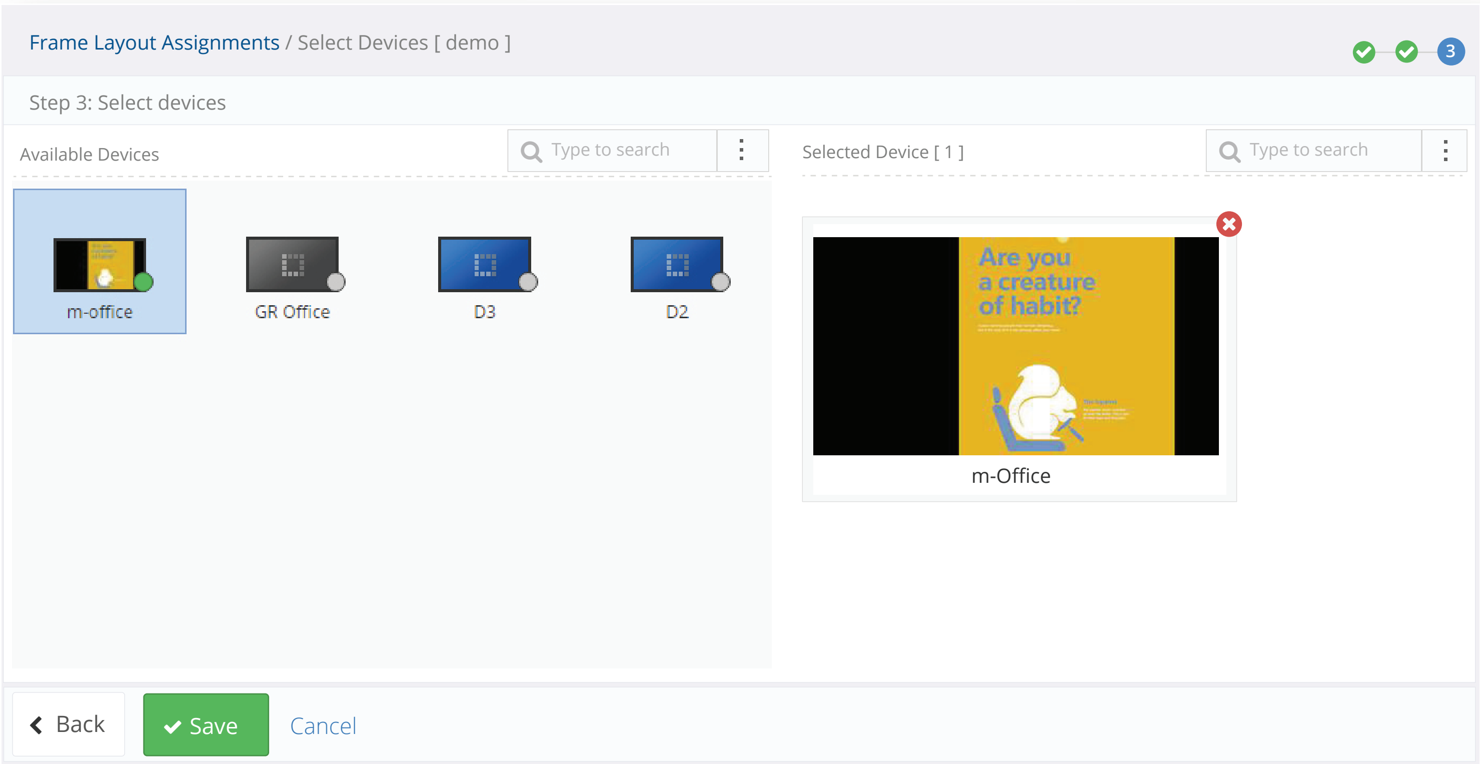
Step 3: Give your frame layout assignment a name.



Step 4: Select the date range you wish this frame layout assignment to be used for. If you want to assign the frame layout on device forever, check on “Forever” check box. This will assign the frame layout on device for 100 years.



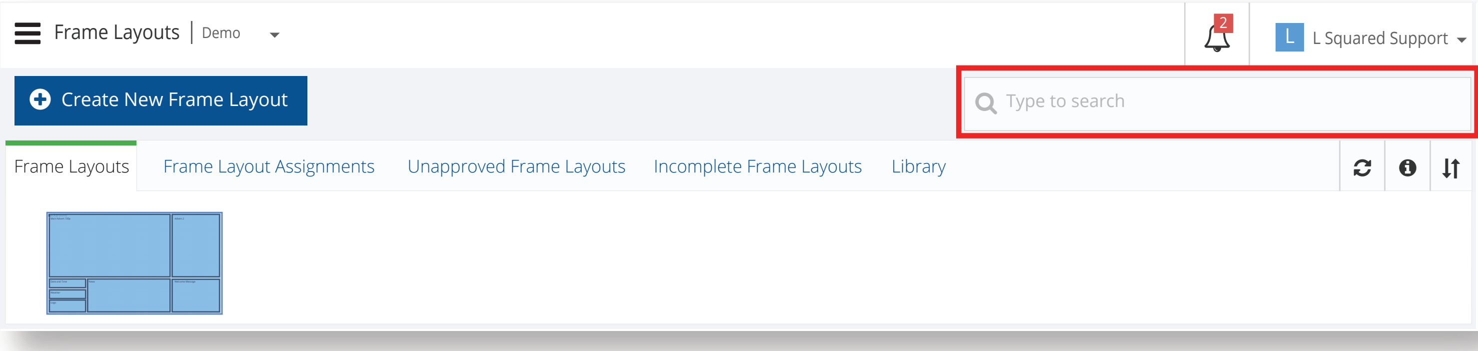
Step 5: Select the devices that will use this frame layout on. You can do search or advanced search on available devices to filter the desired device. To remove a selected device, click on the cross button on top right corner of selected device.



Step 6: Click on “Save”.

Searching the Frame Layouts

Searching your frame layout is easy. Just start typing the name into the search field located at the top right. The search is conducted live so you will see results as you type.



Frame Layouts toolbar and it’s usage

Reload/Refresh the frame layout list

Clicking on the “Refresh” button on top right corner of frame layout section will reload the current list in selected tab.

Info

To see a text or video guide to Frame Layouts, you can click on the info icon and select the option.

Sorting on Frame Layouts

Sorting allows you to select how the items you see in the Frame Layouts section are sorted. The items are sorted alphabetically by default but you can select any of the other sorting methods available in the system. Once you select a sorting type, Hub will remember your choice of sorting in frame layouts section for your further sessions.

Managing Frame Layouts

When you click on a frame layout in the Frame Layouts section, Hub will open an info window at the bottom of the screen. This section includes some basic information about the selected item and displays available actions you can perform on it. Available actions depends on the selected items. Actions includes:

Edit

Clicking on the edit button will open frame layout in edit mode where you can change it's properties or layout and save it.

Duplicate

Clicking on this button will make a copy of the selected frame layout. Making changes in the copied frame layout will not affect the original one.

Assign

Clicking on this button will start the Frame Layout Assignment wizard.

Approve

This button will be available if the selected frame layout is unapproved and you are having frame layout approval rights. Clicking on this button will approve the frame layout.

Unapprove

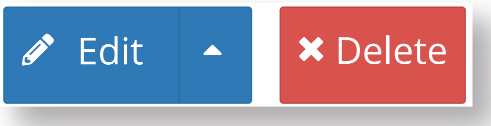
This button will be available if the selected frame layout is approved and you are having frame layout approval rights. Clicking on this button will un-approve the frame layout.

Delete

Clicking on this button will delete the frame layout from your server. If the frame layout is assigned to a device, you will be prompted to remove the assignment first.

Managing Frame Layout Assignments

When you click on a frame layout assignment in the Frame Layouts section, Hub will open an info window at the bottom of the screen. This section includes some basic information about the selected item and displays available actions you can perform on it. Available actions depends on the selected items. Actions includes:



Edit

Clicking on the edit button will open frame layout assignment in edit mode where you can change it’s name, date range and devices.

Delete

Clicking on this button will delete the frame layout assignment from the assigned devices.

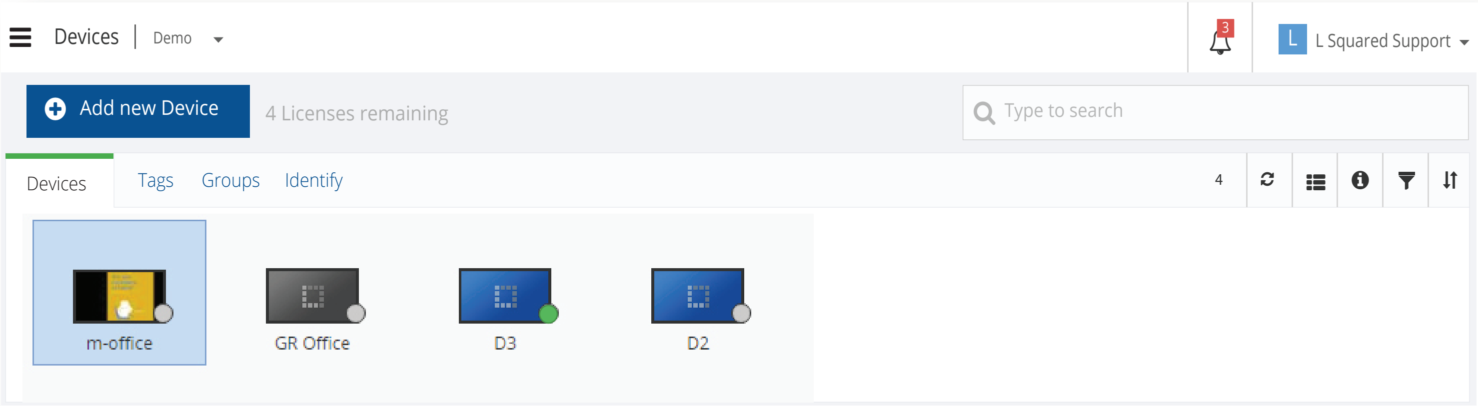
> The available actions may also vary depending on either your user permissions, or because of some other reason. In such case an info icon will appear in left corner of action button row. Clicking on this icon will open a window with the list of such action buttons and the reason of unavailability.

Devices

Devices

A device in L Squared Hub refers to the media player. The device outputs the content that is displayed on the screen.

There are 4 tabs in Devices section:



1. Devices

A device in L Squared Hub refers to the media player. The device outputs the content that is displayed on the screen.

2. Tags

All device tags created in the server will be listed in this tab. Tags are used to identify the location or purpose of this device. These tags are later used in the scheduling process. When scheduling content, you will need to select which devices to schedule the content to. You will be able to use these tags to find the device that match your criteria quickly.

3. Groups

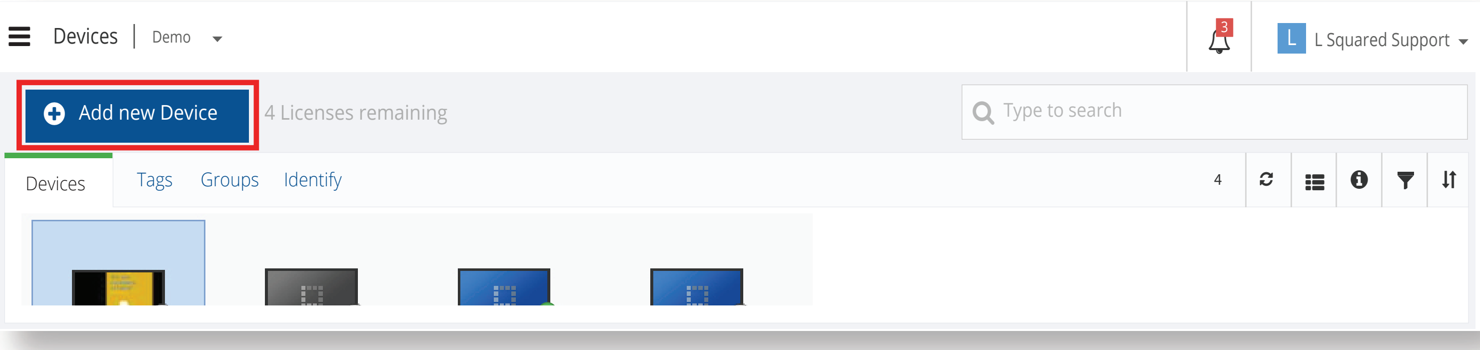
All devices groups created in the server will be listed in this tab. If there is a set of devices that you repeatedly schedule content to, you can create a group of those devices.

4. Identify

When enabled for a device, the Identify feature shows the name and id of the device on the screen for selected time period.

Registering and Managing Devices

All new devices must be registered in the L Squared Hub before you can schedule content on them.

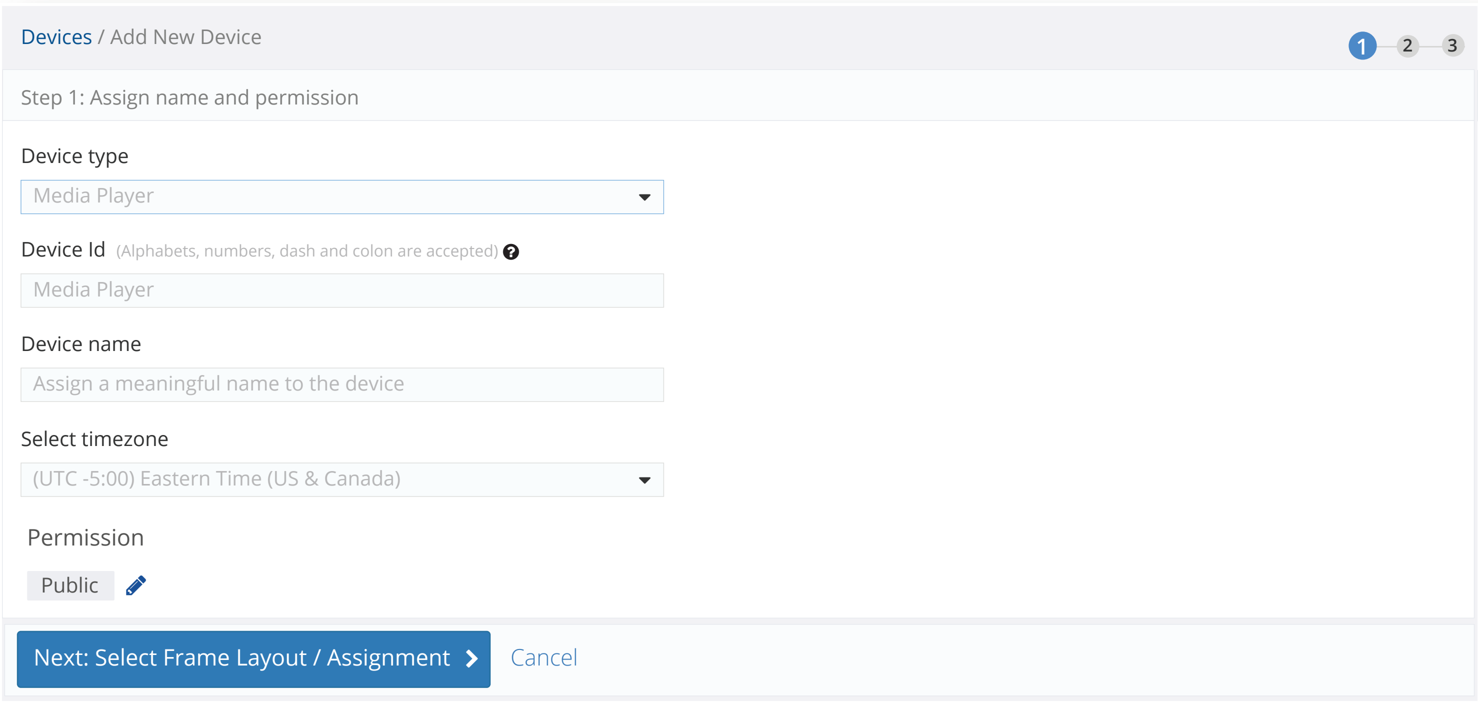


To register a device, follow these steps:

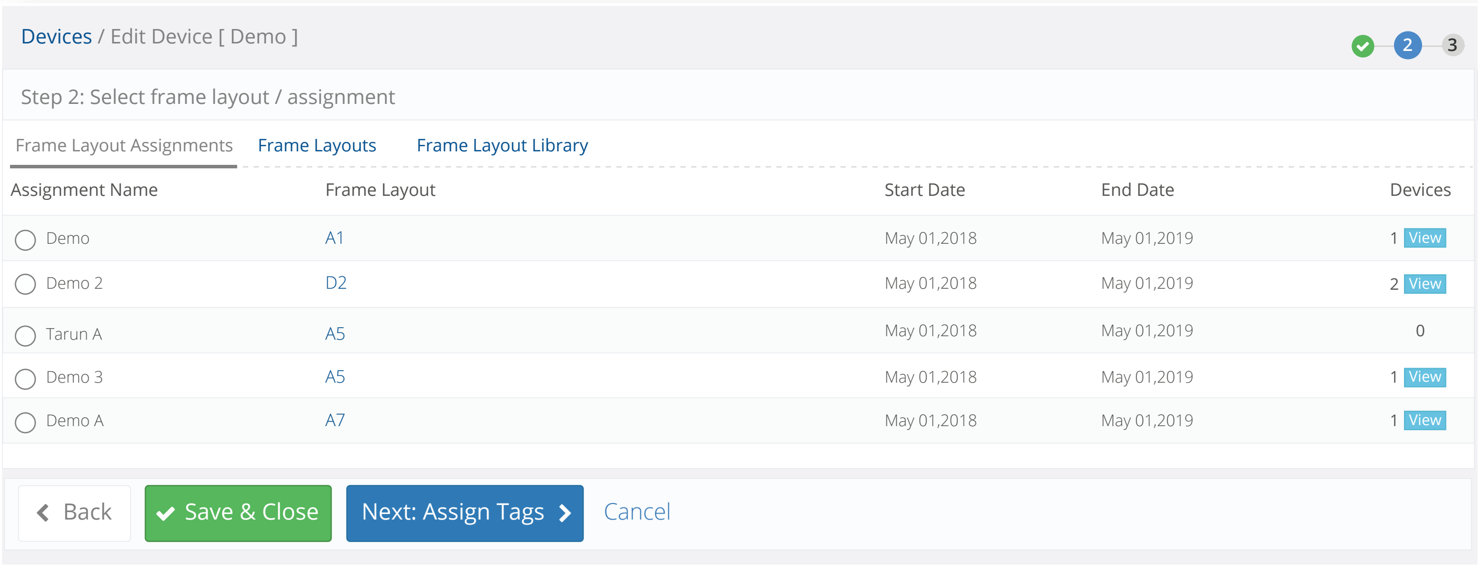
Step 1: Click on “Devices” in the menu to access the device management screen.

Step 2: Click on the “Add New Device” button at the top.

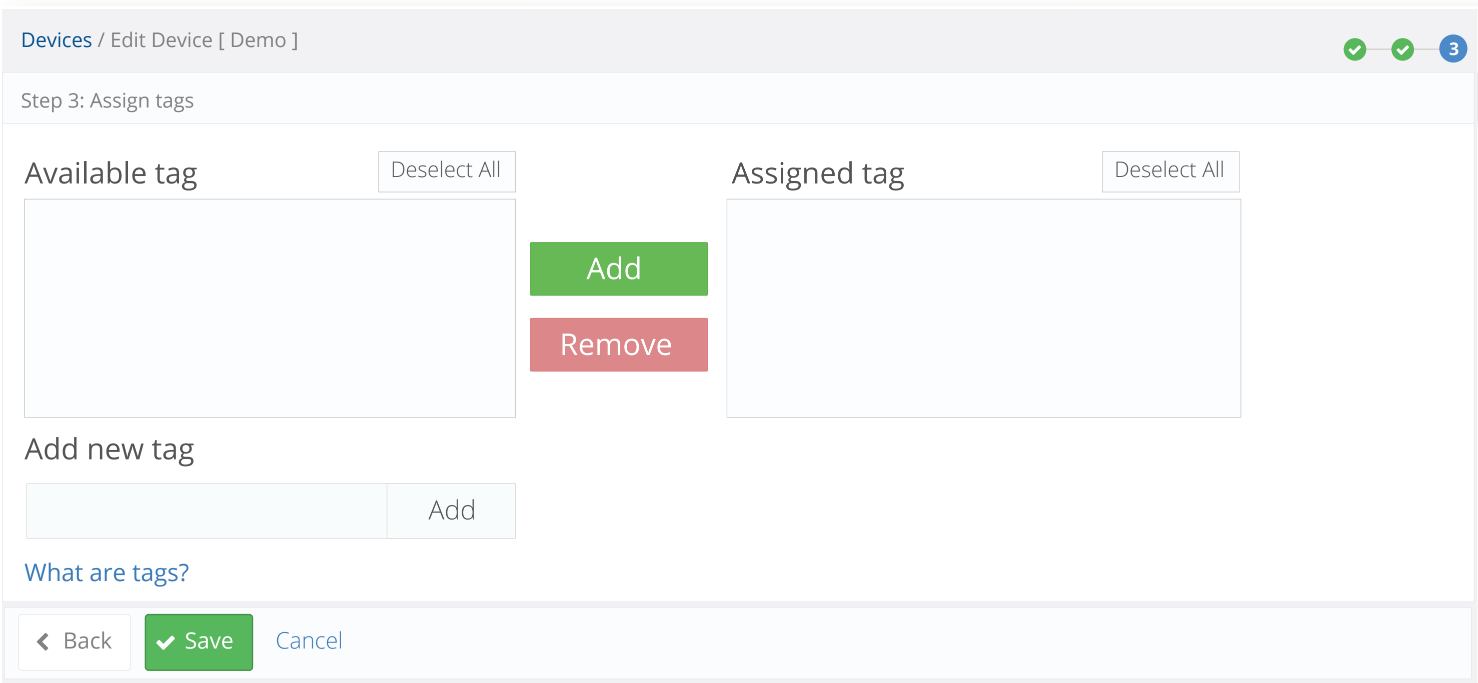
Step 3: This will open the “Add New Device” screen. Here you will need to enter the device MAC address (device Id), the time zone of the device and give it a unique name. Device Id is displayed on the screen when you connect the media player with it and switch media player and screen on.



Step 4: The next step is to select a frame that you already created or select a pre-existing template. If you already have a frame layout assignment, it will show you the list of assignments to choose from.



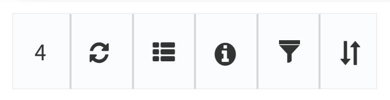
Step 5: The last step is creating or assigning existing tags on device. Tags are used to identify a device easily. This step is optional and is only beneficial if you have 25 or more devices in use, or if you have a complex setup that requires you to target a different set of devices with each schedule. When creating new tags and assigning them to a device, you want to make sure you create them to categorize the devices properly. For example, I may have tags such as Toronto, Lobby, English, Human Resources assigned to a device to indicate that this particular device is in Toronto, targeting English speaking audiences in a lobby of a human resource company.



Searching the Devices

Searching your devices is easy. Just start typing the name into the search field located at the top right. The search is conducted live so you will see results as you type.

Devices toolbar and it's usage



4 Device Count

This space shows total number of devices listed in the device list. This also shows visible device count along with available device count if any filter is selected.

Reload/Refresh the device list

Clicking on the "Refresh" button on top right corner of devices section will reload the current list in selected tab.

List / Thumb View

Clicking on this button will toggle between list and thumb view of the devices. This setting is remembered by Hub for user and it displays the list of devices in same selected manner wherever it shows the device list. Like schedule wizard of reporting.

Info

To see a text or video guide to Device, you can click on the info icon and select the option.

Using Filters

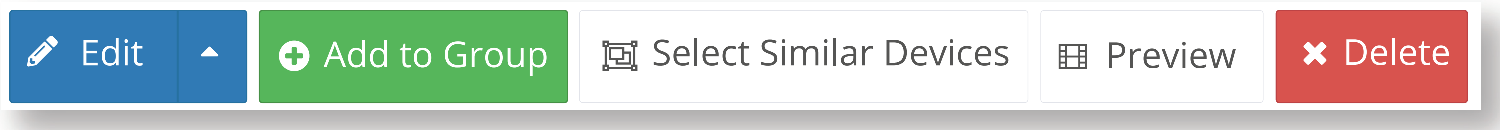
There are 3 options available for filtering the devices, these are: Online, Offline and All. "All" option is by default selected.

Sorting on Devices

Sorting allows you to select how the devices you see in the Devices section are sorted. The items are sorted alphabetically by default but you can select any of the other sorting methods available in the system. Once you select a sorting type, Hub will remember your choice of sorting in devices section for your further sessions.

Managing Devices

When you click on a device in the Devices section, Hub will open an info window at the bottom of the screen. This section includes some basic information about the selected item and displays available actions you can perform on it. Available actions depends on the selected items. Actions includes:



Edit

Clicking on the edit button will open device in edit mode where you can change it's properties and save it.

Add to Group

Clicking on this button will open a popup window with the list of all available and assigned device groups. You can add the selected device to a new group from this window.

Select Similar Devices

Clicking on this button will open a popup window where you can choose the similarity type. Clicking on "Ok" button will select all similar devices according to the selected similarity.

Preview

Use this button if you want to see a preview of the selected device for a future time. Clicking on this button will open a popup window where you will have to select date and time of which you want to see the preview of the device. After selecting the date and time, click on the "Preview" button in popup window, Hub will show a preview of the device for the selected date and time. Note: Some of the widgets are not supported in preview mode right now.

Delete

Clicking on this button will delete the selected device from your server. Be very careful while using this button. Deleting a device will remove all reports, frame layout assignments and content from the media player and this process can not be undone. Once deleted, it can be added again on the server.

The available actions may also vary depending on either your user permissions, or because of some other reason. In such case an info icon will appear in left corner of action button row. Clicking on this icon will open a window with the list of such action buttons and the reason of unavailability.

Using Tags to Categorize Devices

Tags are used in the L Squared Hub to identify and categorize devices. You can create and assign any tag you wish. Tags are words used to create labels for the purpose of identification.

For Example: Let's say you have hundreds of media players in your network. Keeping track of player locations and groupings can be a difficult task. With tags, you can simply assign tags and use the assigned tags to schedule content instead. In this example, we will assign the tag "Lobby" to all the devices located in the lobbies of buildings. We'll also assign a location tag for devices in Toronto and the tag French to devices that display French language content. Now, during schedule, instead of selecting devices in Toronto, we can search for devices with tag "Toronto" and the system will find all the devices for us. Let's say we want all the devices in Toronto and in the lobby of buildings, we can search for "Toronto" and "Lobby" and we'll find the associated devices.

To create and assign tags, follow these steps:

Step 1: Click on the "Devices" menu button.

Step 2: Click on the device you wish to assign new tags to.

Step 3: Click on the little up arrow beside the "Edit" button at the bottom and select "Assign Tags".

Step 4: Here you can assign tags, or create a new one then assign that.

Step 5: Click save.

You can also create new tag by clicking on the "Create New Tag" button on Tags tab. All the tags and which devices are assigned those tags are listed in "Tags" tab of the Devices section.

To edit or delete tags, follow these steps:

Step 1: To edit the tag, click on the pencil icon and modify it.

Step 2: To delete, you can click on the "X" on the row with the tag you want to delete. You can also select multiple tags and click on the "Delete Tags" button on toolbar to delete all selected tags.

Grouping Devices

Grouping devices is useful if there is a set of devices that you repeatedly schedule content to. When scheduling content, you can select which device groups to schedule the content to. You will be able to use these device group quickly.

For Example: you may have a group called "Lobby" that has all the screens located in lobby areas and another group called "Cafe" for all the screens located in the café. This way when you schedule content, you can just select the designate group instead of individually selecting each corresponding device.

To create group follow these steps:

Step 1: Click on “Groups” tab of the Devices section.

Step 2: Click on “Create New Group” button.

Step 3: Give the new group a name and click on “Next” button.

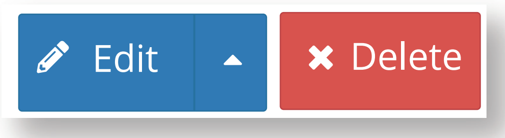
Step 4: Select devices you want to add to this group.

Step 5: Click on “Save” button.

You can also select the devices in Devices tab and click on “Add to Group” button in info window to add the selected devices to an existing group.

Managing Groups

When you click on a device group in the Groups section, Hub will open an info window at the bottom of the screen. This section includes some basic information about the selected item and displays available actions you can perform on it. Available actions depends on the selected items. Actions includes:



Edit

Clicking on the edit button will open device group in edit mode where you can change it’s name and list of devices and save it.

Delete

Clicking on this button will delete the device group from your server. Deleting a device group will not delete the device.

> The available actions may also vary depending on either your user permissions, or because of some other reason. In such case an info icon will appear in left corner of action button row. Clicking on this icon will open a window with the list of such action buttons and the reason of unavailability.

Identifying the Device on Screen

Identify feature enables users to send an Identify request to the media player. Once the request is received at media player (usually within 30 seconds if device is online), it starts displaying device Id and name on the screen's bottom left corner.

To send an identify request, follow these steps:

Step 1: Go to "Identify" tab of the Devices section.

Step 2: Select the duration for which you want the device id and name to be displayed on screen.

Step 3: Select the device.

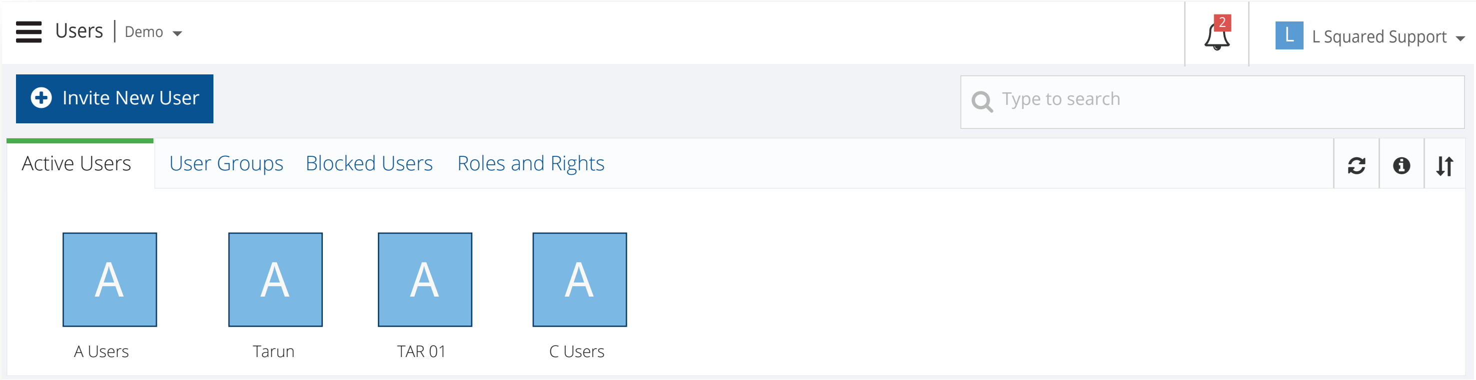
Step 4: Click on "Send" button.

To check the history and status of the sent identify requests, click on the "History" sub tab and then click on "View Status" button. This will show you the acknowledgement status of the sent request on all selected device.

Users

Users

Users in L Squared Hub are the persons allowed to use the system. Typically a Prime Administrator or an Administrator invites the users on their server and assign different roles and permissions to them. You may create as many users as you wish. To create a new user in the system, the user must have a valid email address.



There are 4 tabs in Users section:

1. Active Users

All invited user in the server are listed in this tab.

2. User Groups

All user groups created in the server are listed here. User Groups is a way for users within a server to hide data from each other.

For Example: a marketing department using part of the system to display marketing content doesn't necessary have to see corporate messaging content used by the HR department.

3. Blocked Users

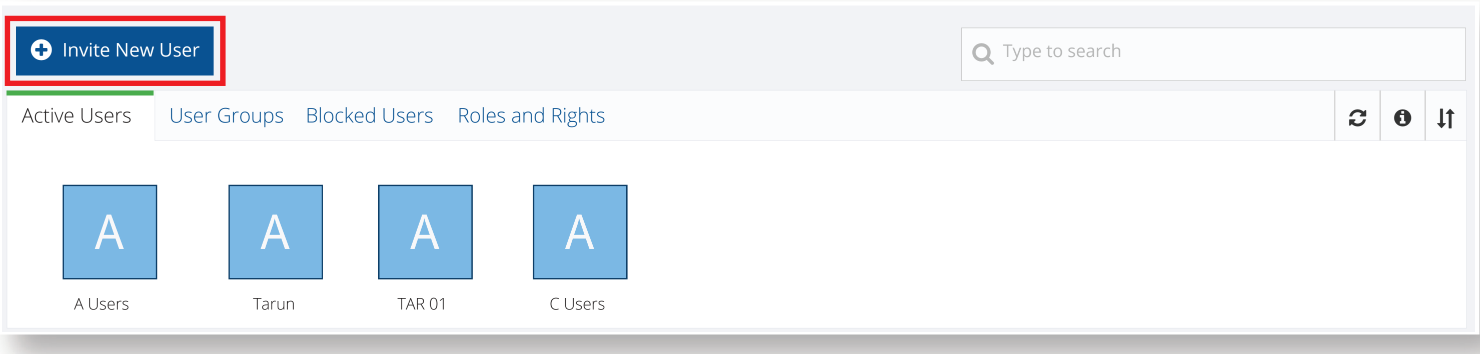
All blocked users in the server are listed in this tab. Server administrator can block a user to access his server. Once blocked, that user can not login to that server.

4. Roles and Rights

All default and custom roles are listed in this tab.

Add New Users

Users in L Squared Hub are the persons allowed to use the system. Typically a Prime Administrator or an Administrator invites the users on their server and assign different roles and permissions to them. You may create as many users as you wish. To create a new user in the system, the user must have a valid email address.



To add a new user to the L Squared Hub, follow these steps:

Step 1: Click on "Invite New User" button at the top of the screen.

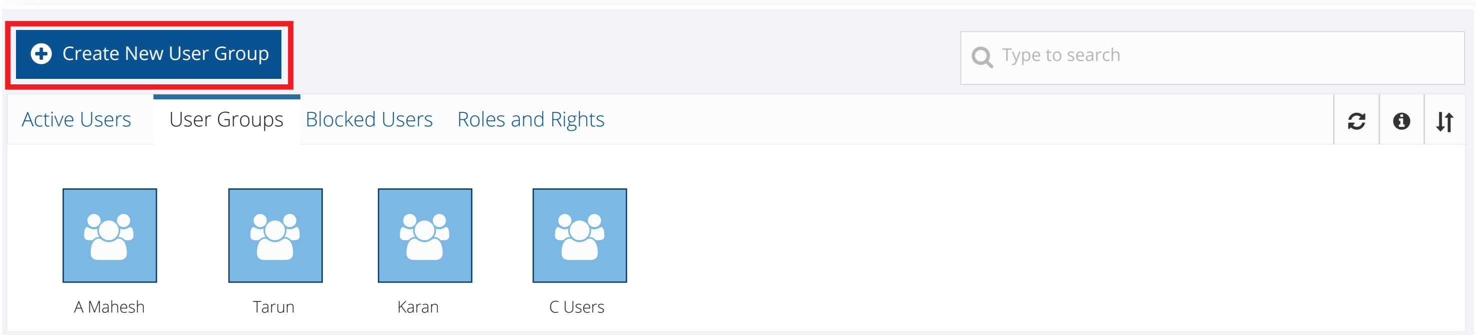
Step 2: Enter the email ID of the user and select what role they will perform. Please note, the role you choose here defines the user's access restrictions.

Step 3: Click on the "Invite" button.

This will send an email to the ID entered with an invitation link. The user will then follow the instructions provided to create their account.

Creating User Groups

Putting users in groups allows you to control access to different parts of the system. For example, if you require a certain user(s) to have access to some files and not others, you can simply create a group for the user(s) you wish to grant access, then assign that group to the folder or file. This can be done for Devices and frames as well.



To create user groups, follow these steps:

Step 1: Click on the “Users” menu option to bring up the user management controls.

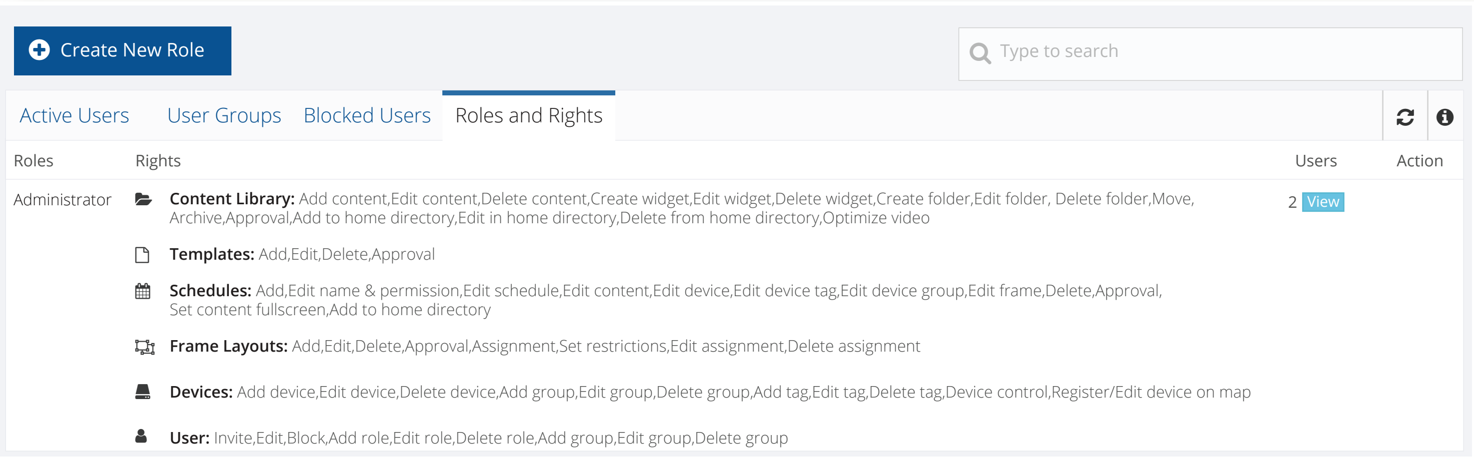
Step 2: Click on the “User Groups” tab.

Step 3: Click on “Create New User Group” button at the top.

Step 4: Select the users that need to be assigned to this group and click on “Save”.

Creating and Assigning Roles & Rights

Roles in the L Squared Hub restrict user access based on access assigned. For example you may define a custom role for Content Manager that only has access to create, modify and delete content. If this role is the only role assigned to a user, then this user will only be able to perform coordinating actions specific to their role.



To create a new role, follow these steps:

Step 1: Click on the “Users” menu option to bring up user management controls.

Step 2: Click on the “Roles and Rights” tab.

Step 3: You will see several default roles already defined. At the top, you will see a button called “Create New Role”, click on this.

Step 4: You will see a screen where you can enter the name of the role at the top and click on the check box for the actions you wish to allow for this role.

Step 5: Click on “Create”.

Once the role is created, you can add user through the user profile.

To assign roles to a user, follow these details:

Step 1: Click on the “Users” menu option to bring up the user management controls.

Step 2: Click on the user you wish assign roles to.

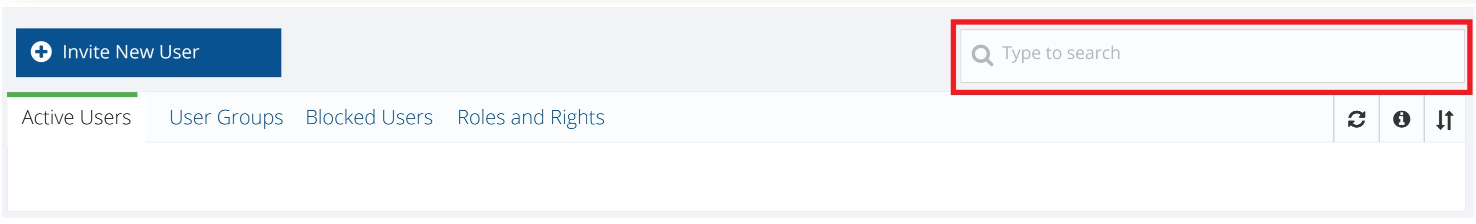
Step 3: Click on “Edit” at the bottom.

Step 4: This will bring up the user’s details. Here you can click on the role that you wish to assign to the user. You may choose administrator for full control or predefined roles as you can see in the picture below, custom roles exist as well, discussed in the previous section.

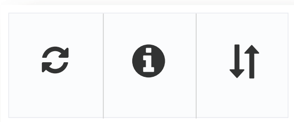
Step 5: Click on the “save” button to save your changes.

Searching the Users

Searching your user is easy. Just start typing the name into the search field located at the top right. The search is conducted live so you will see results as you type.



Users toolbar and it’s usage



Reload/Refresh the user list

Clicking on the “Refresh” button on top right corner of devices section will reload the current list in selected tab.

Info

To see a text or video guide to Users, you can click on the info icon and select the option.

Sorting on Users

Sorting allows you to select how the users you see in the Users section are sorted. The items are sorted alphabetical-ly by default but you can select any of the other sorting methods available in the system. Once you select a sorting type, Hub will remember your choice of sorting in users section for your further sessions.

Managing Users

When you click on a user in the Users section, Hub will open an info window at the bottom of the screen. This section includes some basic information about the selected item and displays available actions you can perform on it. Available actions depends on the selected items. Actions includes:

Edit

Clicking on the edit button will open user in edit mode where you can change it's different properties and save it.

Add to Group

Clicking on this button will open a popup window with all available and assigned user groups. You can assign more groups or can unassign a group from the selected user and save it from this popup window.

Block

Clicking on this button will block the user from accessing the server. The blocked user will be moved to “Blocked Users” tab.

Delete

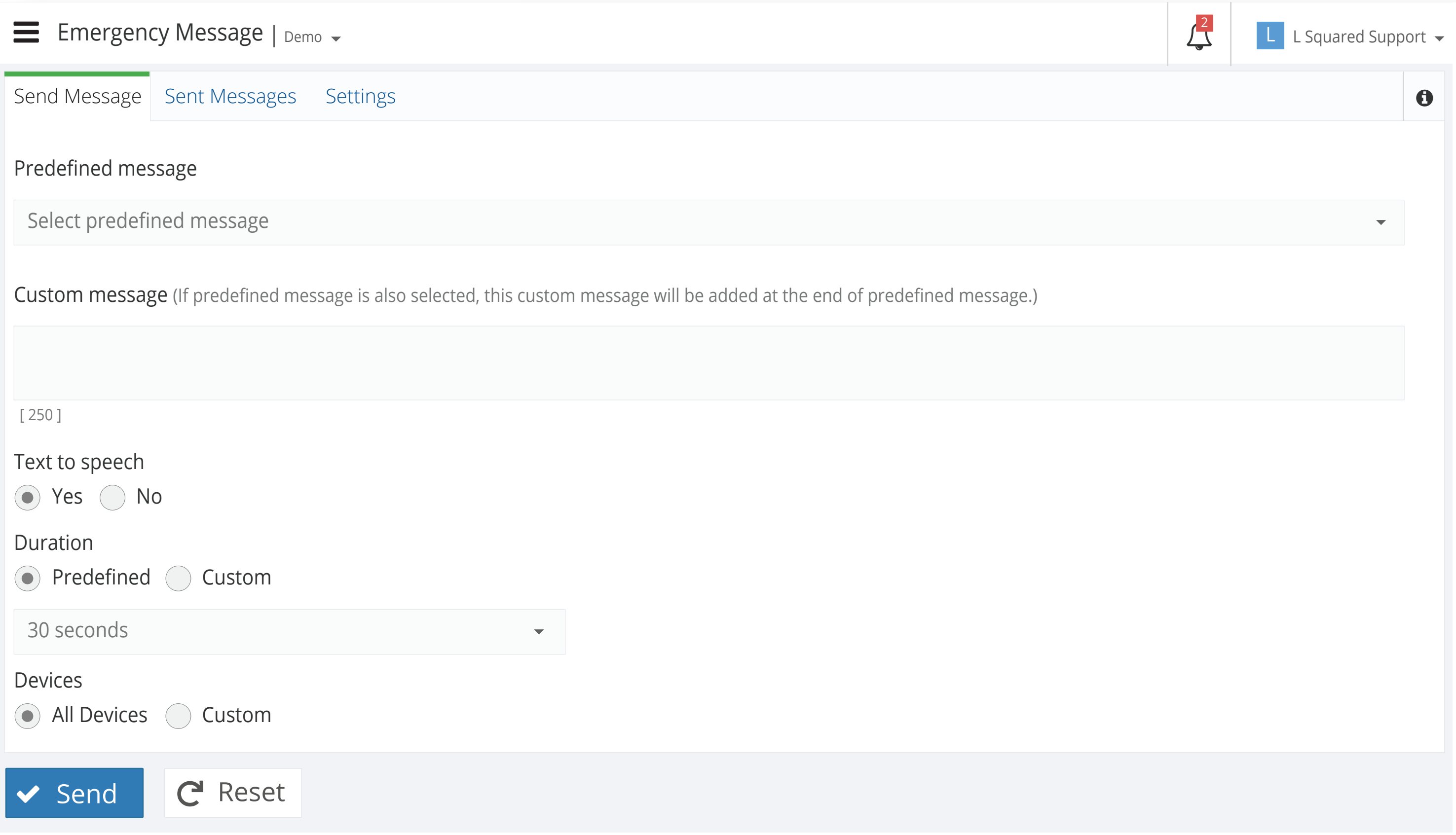
A blocked user further can be deleted from the server. Clicking on this button will delete the user and it's activity logs from the server.

The available actions may also vary depending on either your user permissions, or because of some other reason. In such case an info icon will appear in left corner of action button row. Clicking on this icon will open a window with the list of such action buttons and the reason of unavailability.

Emergency Message

Emergency Message

At the time of any emergency, a user with "Emergency message" permission can broadcast a message to all or selected devices for a specific time duration. The emergency message takes whole display of the screen.



There are 3 tabs in this section:

1. Send Message

This tab enables users to send an emergency message to device.

2. Sent Messages

All sent emergency messages are listed in this tab.

3. Settings

Here user can change theme settings of the emergency message. User can also add predefined messages here that he can use at the time of sending emergency message to save time.

To send an emergency message, follow these steps:

Step 1: Go to “Send Message” tab.

Step 2: Select a predefined message or/and type a new message. If predefined message is selected, and you also type a custom message, the custom message will be added at the end of predefined message.

Step 3: Select if you want the auto converted text-to-speech to play on device’s speaker.

Step 4: Select duration for which you want to display the emergency message on screen.

Step 5: Select devices.

Step 6: Click on “Send” button.

To view status and deleting emergency message, follow these steps:

Step 1: Go to “Sent Messages” tab.

Step 2: Click on the “View Status” button in the message row to see the acknowledgement status of list of devices.

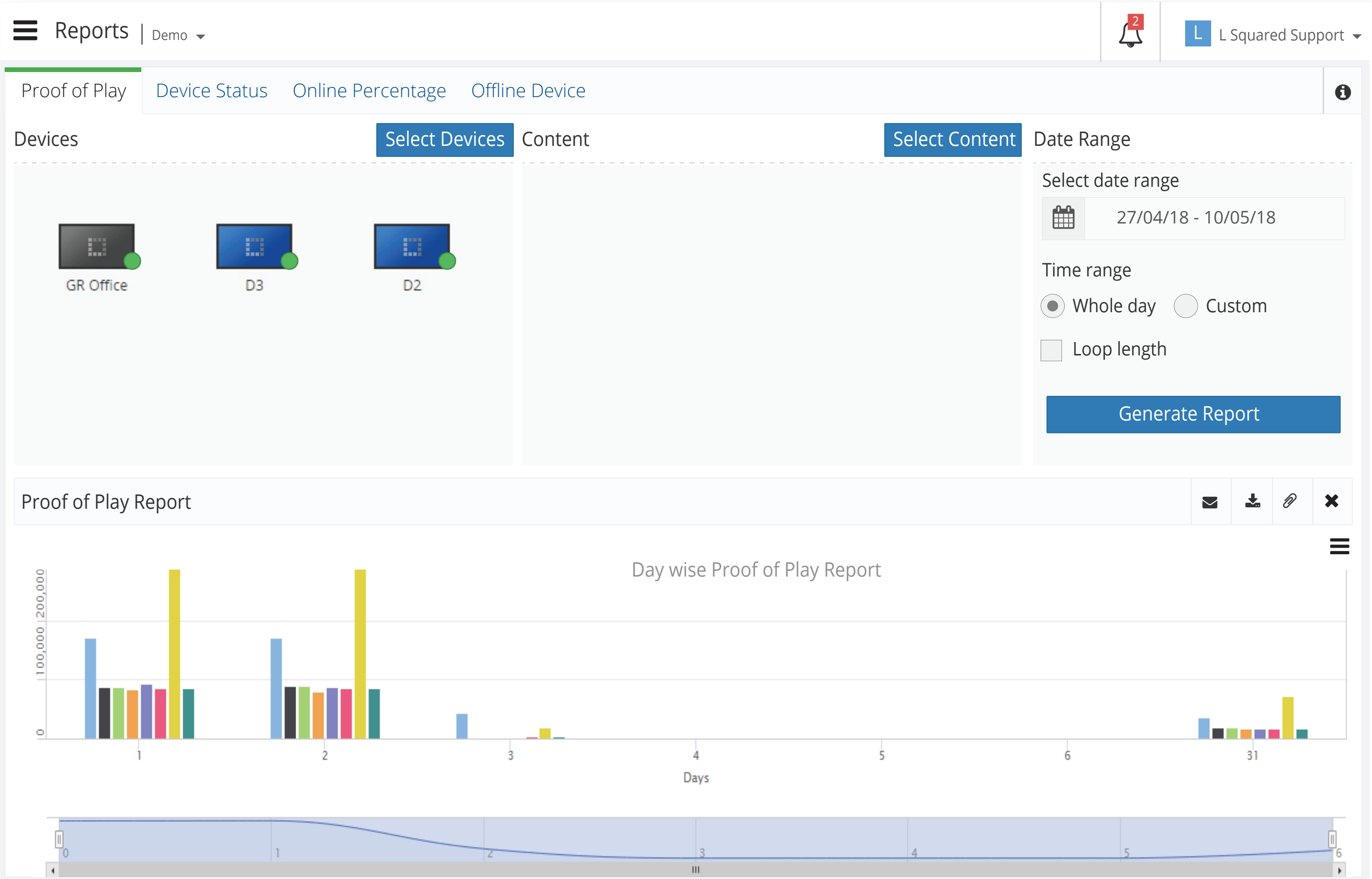
Step 3: Click on the “Delete” button in the message row to delete the emergency message. If the emergency message is in active state, it will get removed from the device.

Step 4: You can also select multiple messages and click on the “Delete Message” button on toolbar to delete them at once.

Reports

Reports

Reports section allows users to generate and download different type of reports on the server.



There are 5 type of reports a user can generate on L Squared Hub (if enabled):

Proof of Play: It basically shows when, where and for how long the content was played for. Imagine you have advertisers in your ad-network and you need to show them how many times that ad was broadcast or for what duration the ad was played, on how many screens and so on.

Device Status: It shows the online / offline graph of the selected devices.

Content Saturation: This report shows how many slots are available on devices for advertisements. This is generally used by sales persons.

Online Percentage: This report shows daily percentage of device's online status.

Offline Device: This report list all the devices which are offline for the selected time period.

For any question, please email:

support@LSquared.com