DOWNLOAD
PLAYER DASHBOARD

DOWNLOAD PLAYER DASHBOARD

QUICK START GUIDE

CONTENTS

Click the section you wish to view

DASHBOARD OVERVIEW

1 On a web browser on any device, from anywhere in the world, navigate to:

https://dashboard.downloadplayer.net

2 Enter the credentials provided to you by Imagesound then press "Sign in to your Account".

3 You will be re-directed to an access code page. Enter the code that will be emailed to you into the account verification box then click "confirm account".
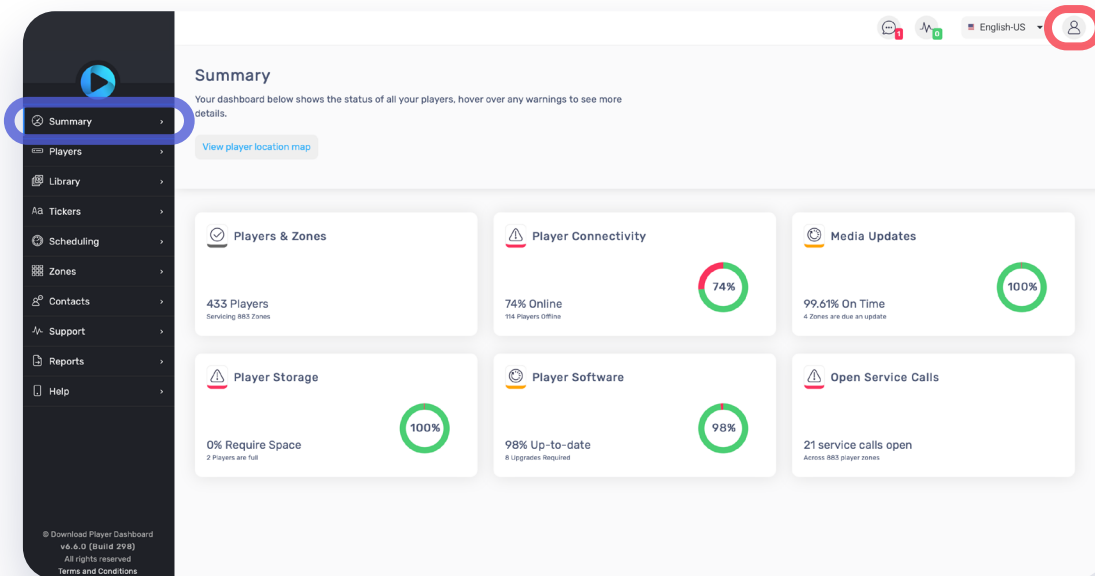
DASHBOARD OVERVIEW

TURNING OFF TWO FACTOR AUTHENTICATION

4 To turn off Two factor authentication from your dashboard, login to dashboard as described in steps 1 & 2. Then click on the "user icon" in the top right corner. Click on slider next to "Send me an email to confirm my identity on login" then "save changes" and "close".

5 Here is a summary of all your networked players. Covering connectivity, updates, storage, software and service calls.

"View player location map" is located in the top panel. It will show how many players and where in the world they are.

6 The left sidebar has the options Summary, Players, Library, Tickers, Scheduling, Zones, Contacts, Support, Reports and Help. These options may differ depending on the users role.
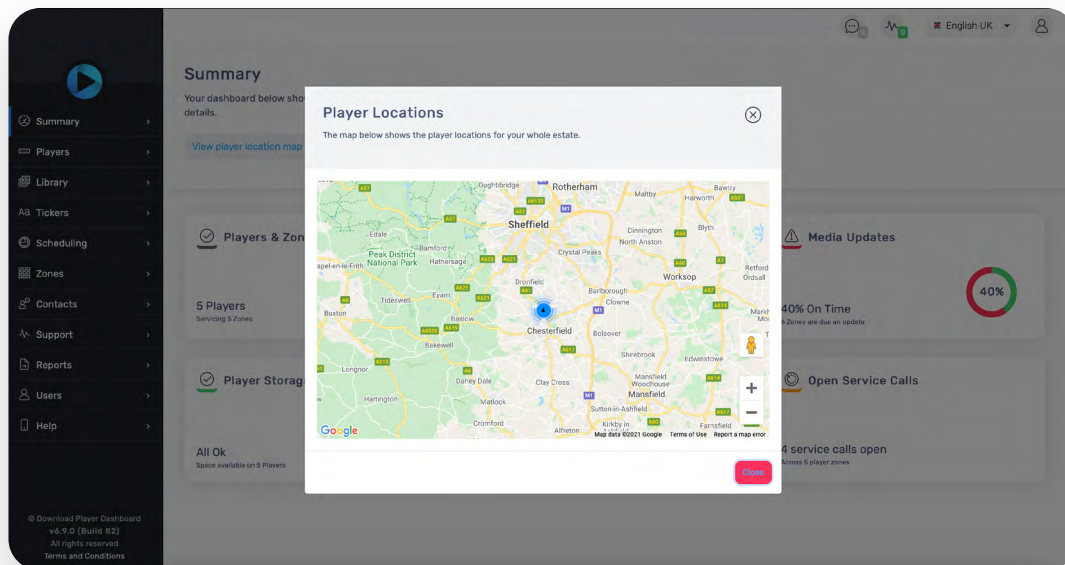
DASHBOARD OVERVIEW

7 "View player location map" is located in the top panel. It will show how many players and where in the world they are.
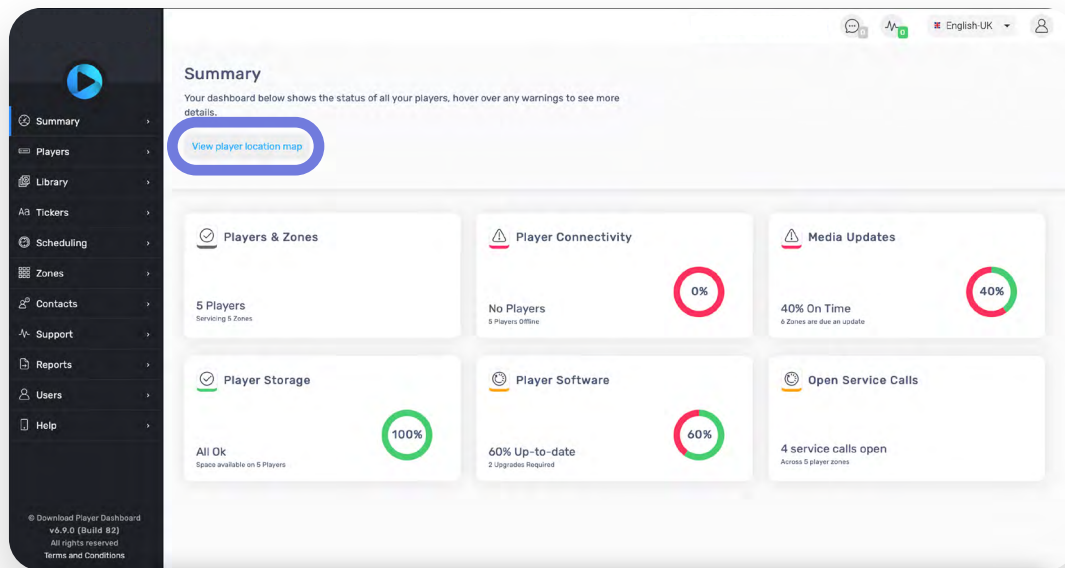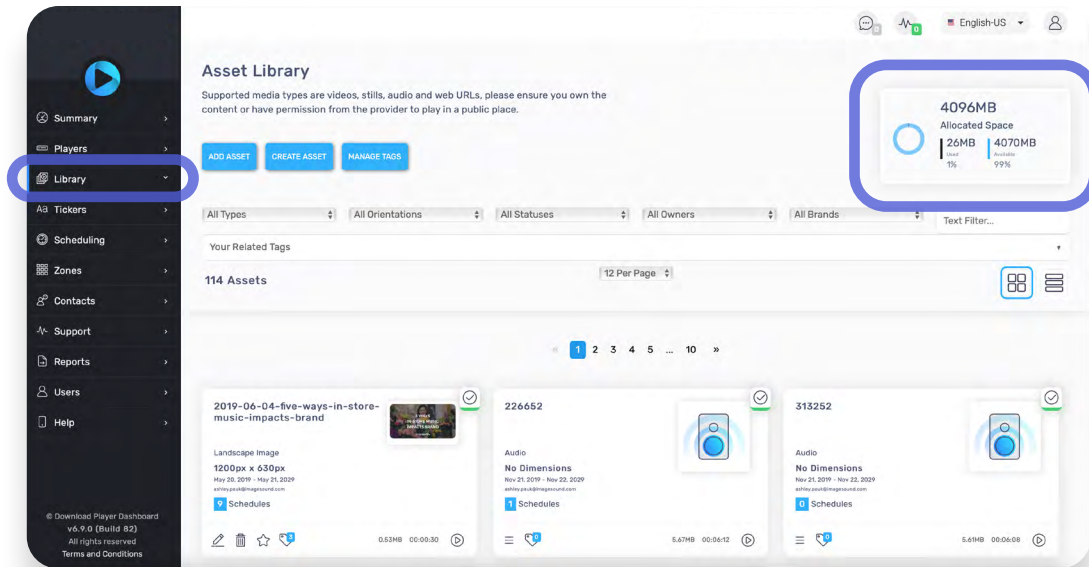

**8** Clicking on this will open a module with a map inside.

THE LIBRARY

1 Click 'Library' in the side bar. This page shows all current media available for use - if any. It also displays how much space you have available. Shown in purple.


2a To upload content, click the 'add asset' button. A module will appear where you can add new media to your library by either selecting files from your computer or providing a URL. Once complete it will begin to process. You will be notified once complete.
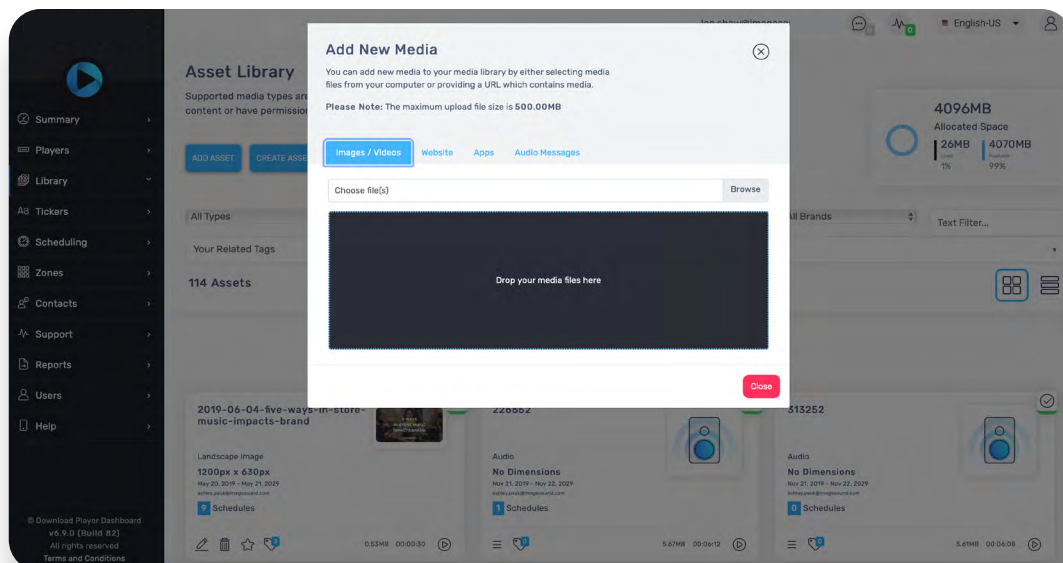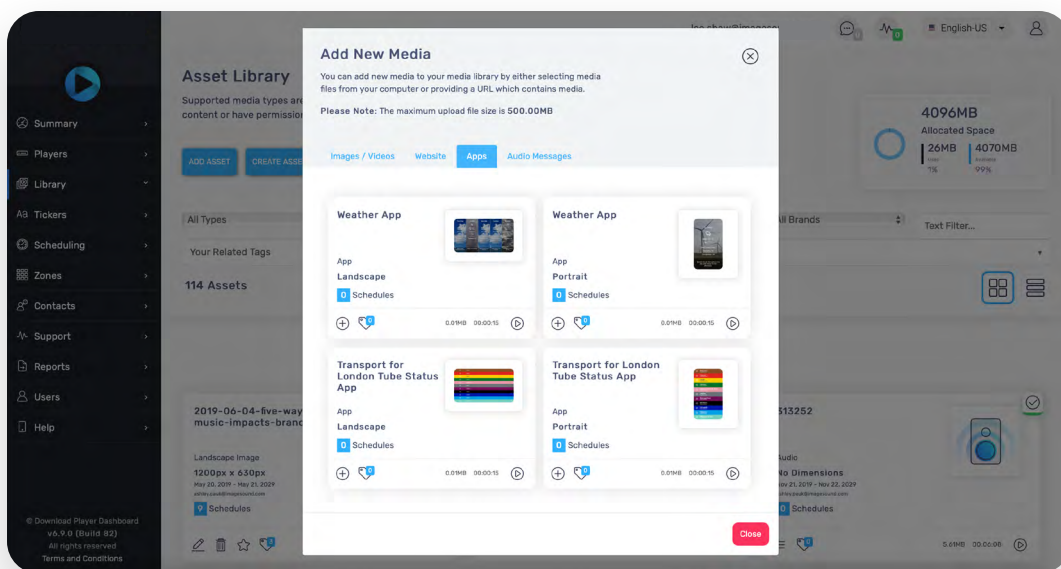
THE LIBRARY

2b If you have a web url that hosts media you wish to display, you can paste in the 'website' tab as shown below.
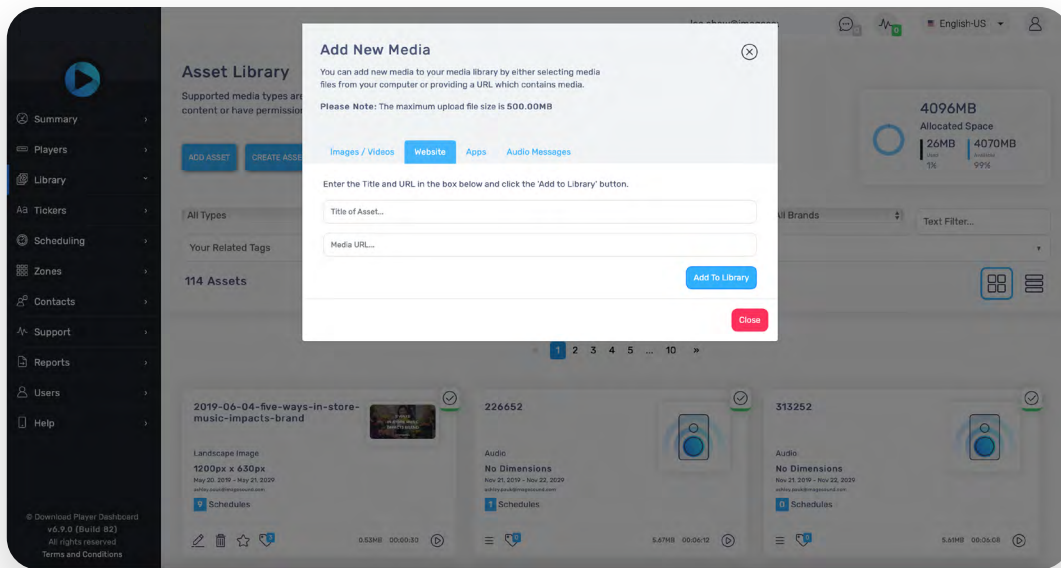
2c You also have the ability to host web apps. As two examples; This acould be a weather forecast or a live feed of train statuses.
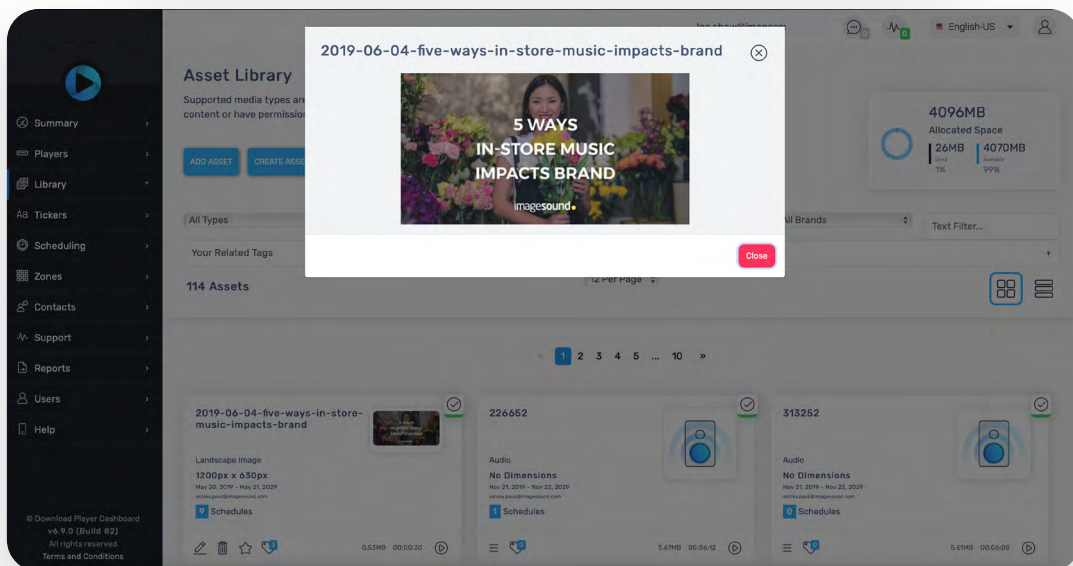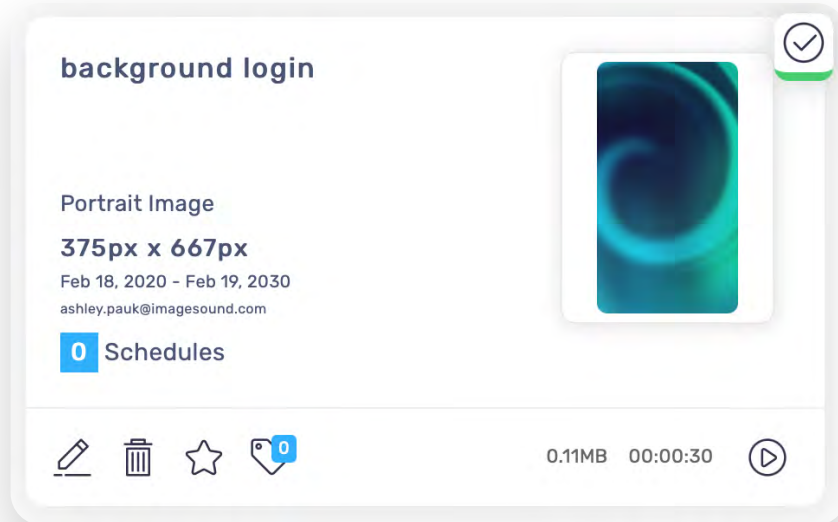
THE
LIBRARY

3 Once uploaded the file will begin processing, signifed by an amber alert. Once processed, a green tick will appear (see below). Your media will be available to be scheduled. You will also be provided with some basic file information highlighted below. Click ✎ to edit the asset details.

You will then be able to click the play ⊳ to preview it.

THE
LIBRARY

4 **RECOMMENDED FILE TYPES**

Static Images:
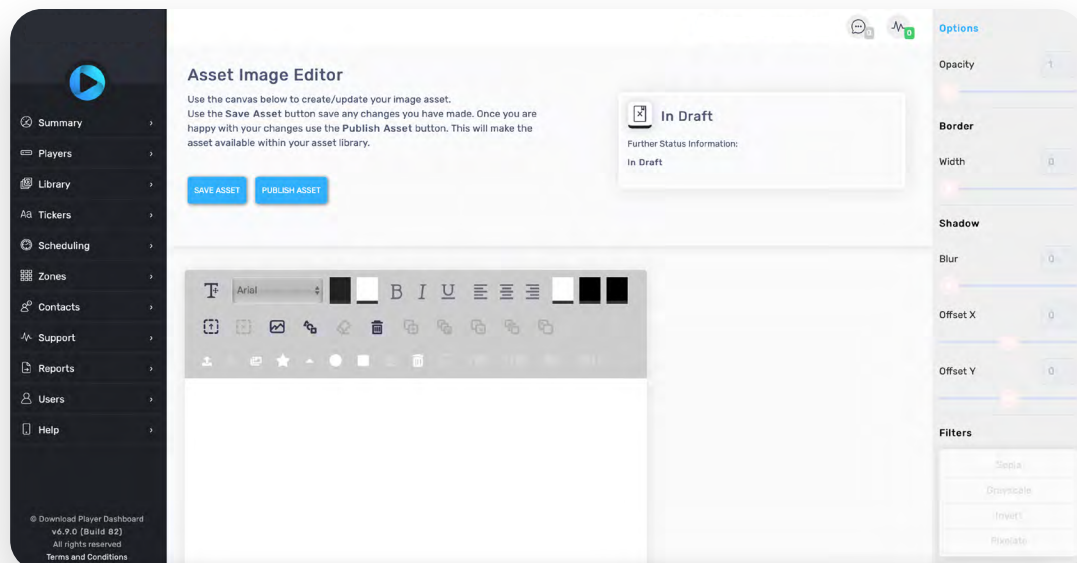JPG
PNG

Video Files:
AVI
WMV
MP4
FLV

Recommended Resolutions:
Landscape: 1920 x 1080 pixels
Portrait: 1080 x 1920 pixels

5 The Download Player Dashboard features a built
in WYSIWYG editor that allows you to upload and
modify image assets. The module has a wide array
of options to create text and shapes to create a
quick personalised graphic.

SCHEDULES

1 To create a new schedule you can either click the blue 'Add a schedule' button at the top. Or select the 🗎 icon to duplicate an existing schedule, then click the ✎ icon to manage the schedule.
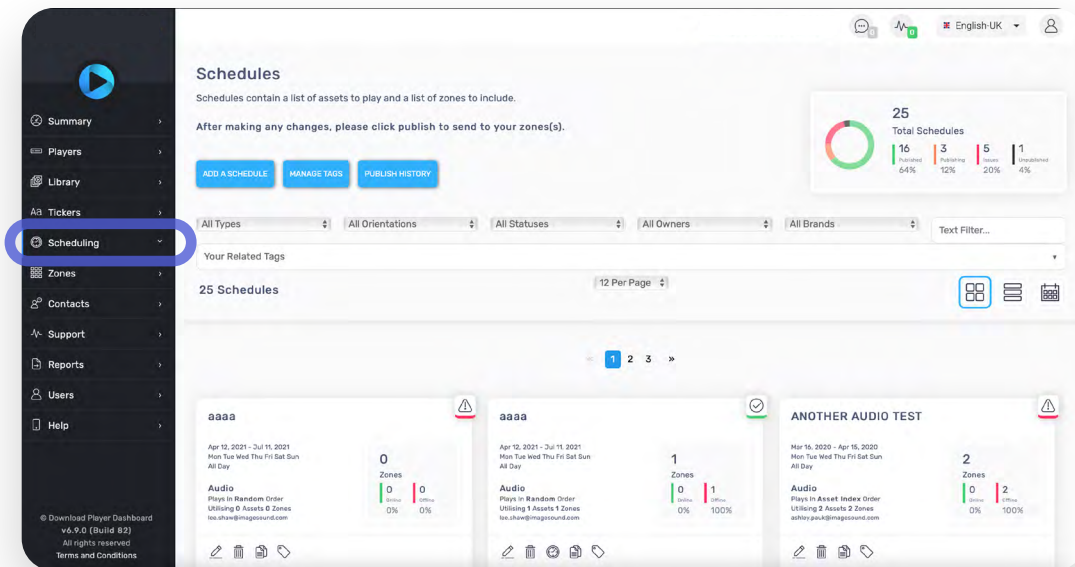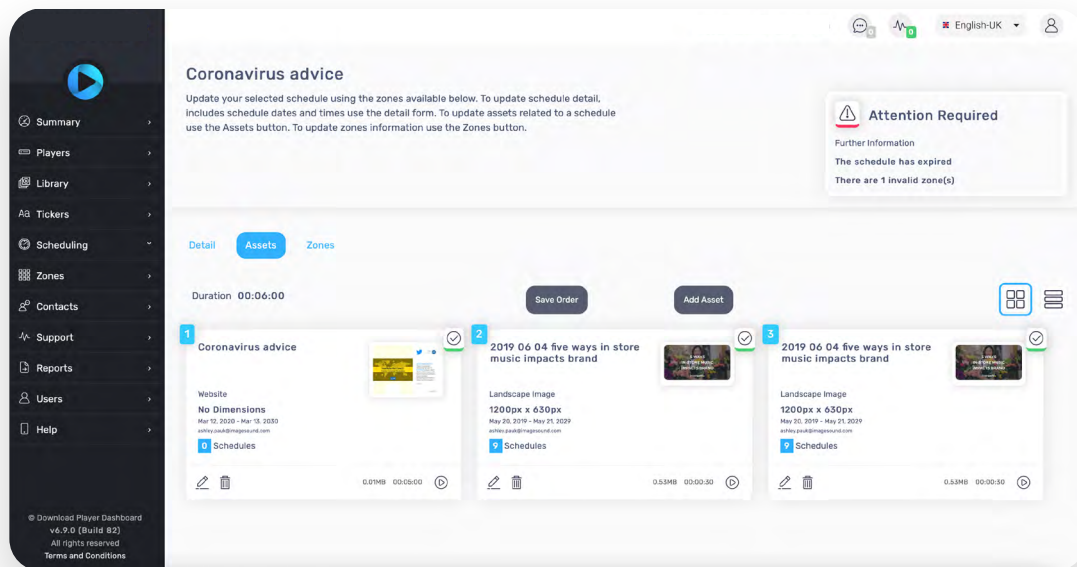

2 Once you have entered the basic information in the detail form below, you will be provided with further functionality, which allows you to add assets and assign zones. Once your schedule is at the appropriate status; use the 'Publish Schedule' button.
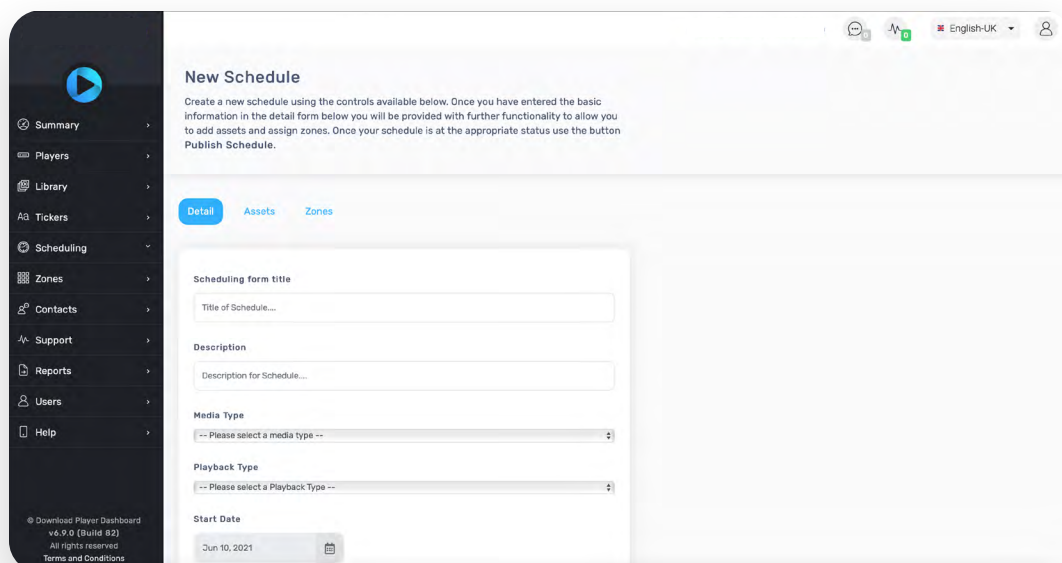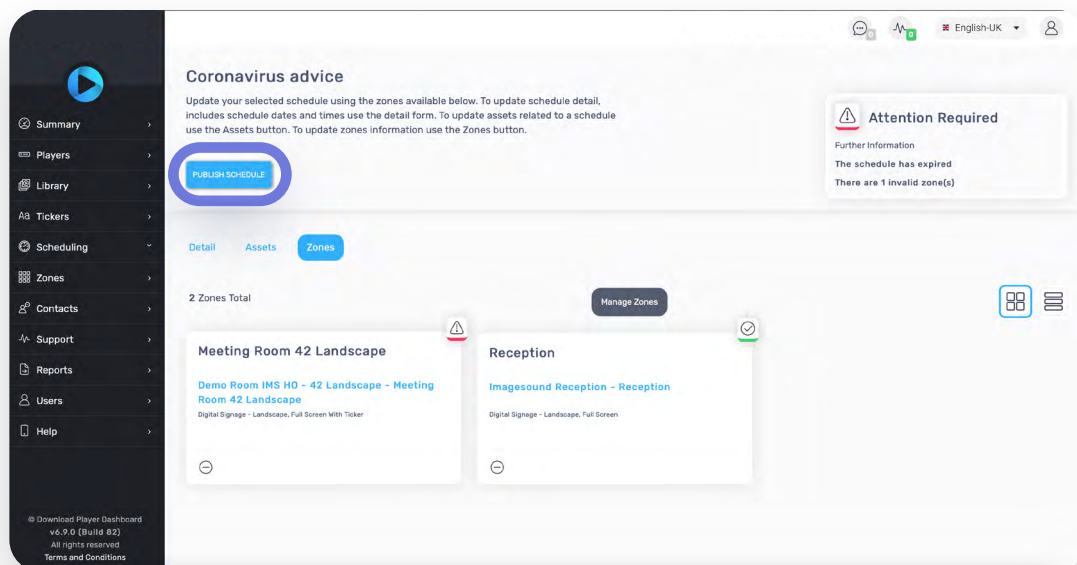
SCHEDULES

3 Once complete you will then be able to add an asset.
All available assets will appear in the pop-up window.

4 Lastly, click 'zones'. All available screens should
automatically appear in the pop-up window. You
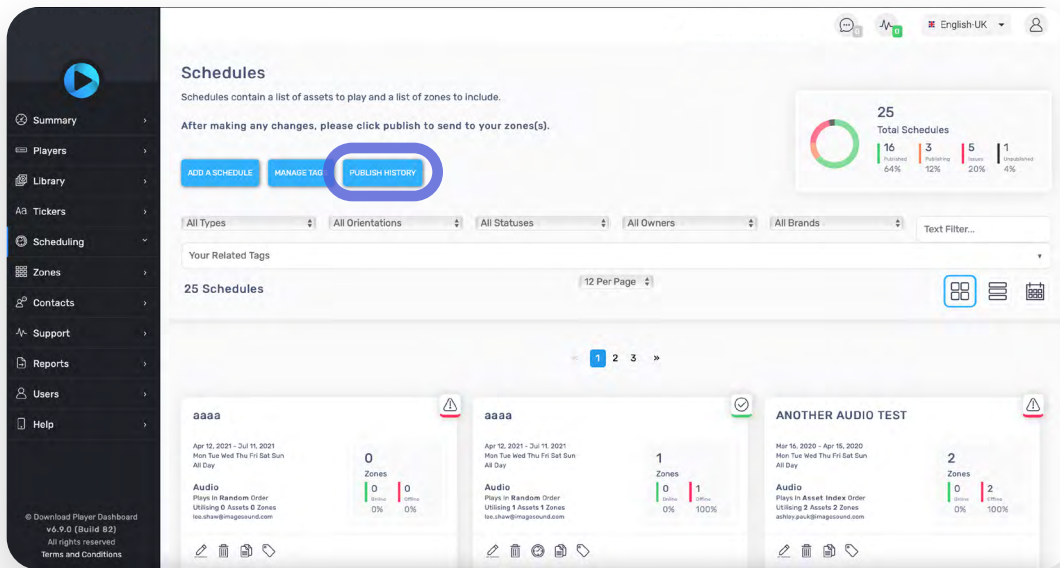can assign screens to your schedule here.

5 You are now ready to click 'publish schedule'. Shown
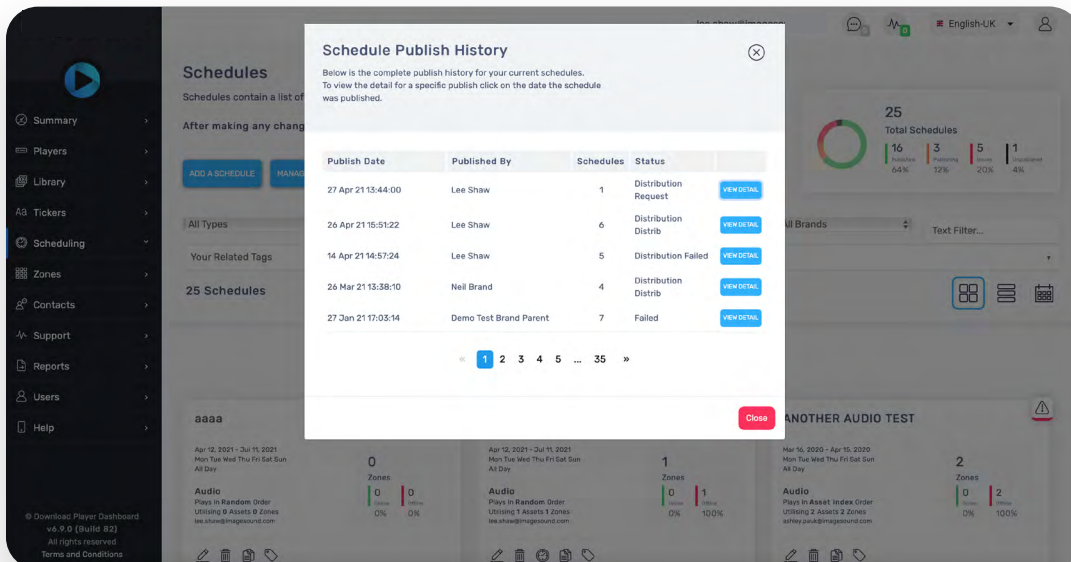in purple.

SCHEDULES

6 Clicking on the 'Publish History' buttton will show you the complete publish history for your current schedules.

**7** To view the detail for a specific publish click on the date the schedule was published.

ZONES

1 Zones will automatically be put onto the system. If for whatever reason a particular zone is not showing, please contact service@imagesound.com
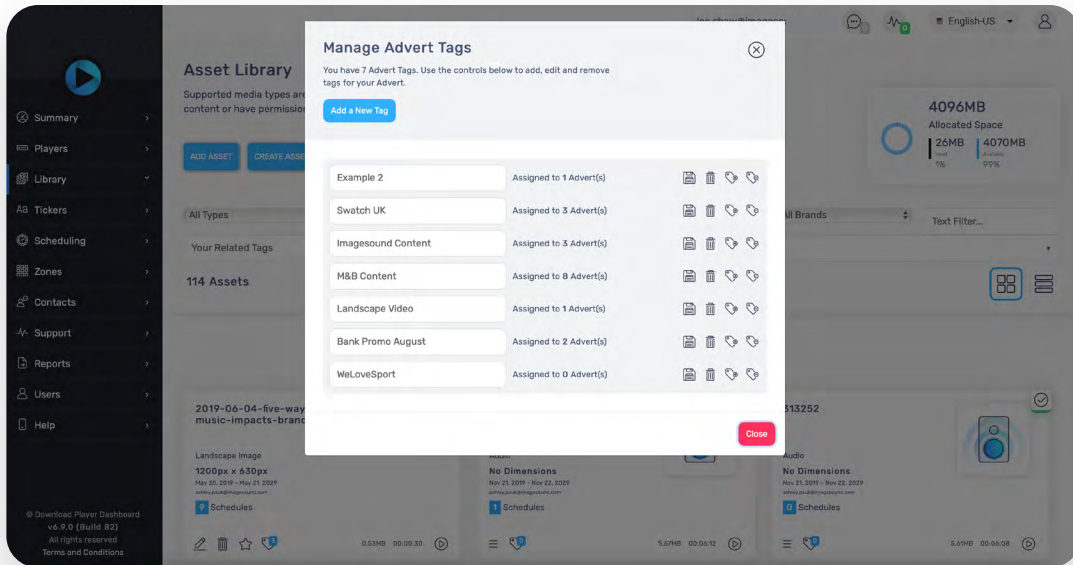
Clicking the name of the screen will provide you with information, such as the schedules that are assigned to that particular screen.
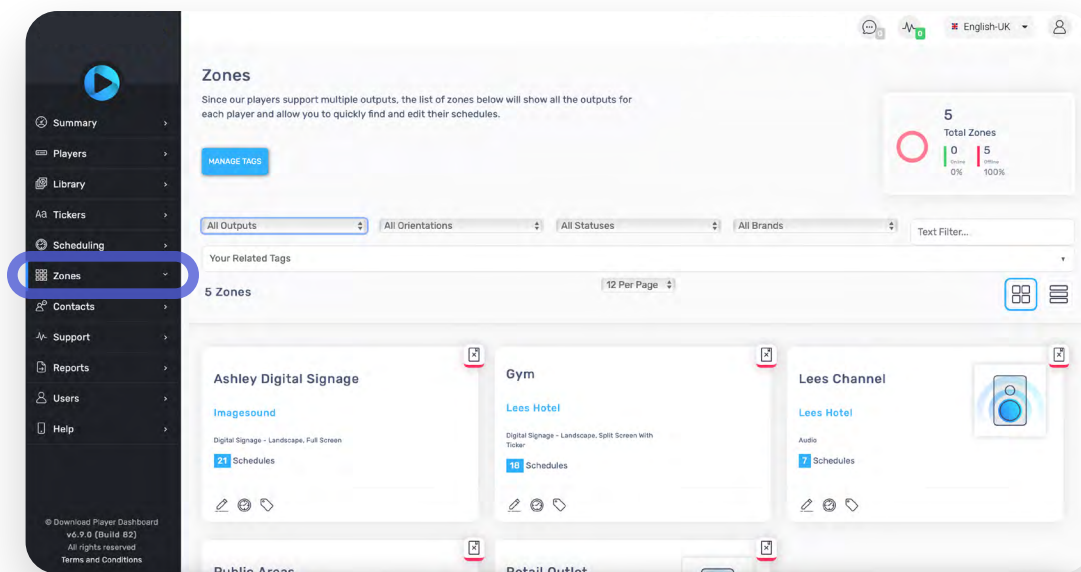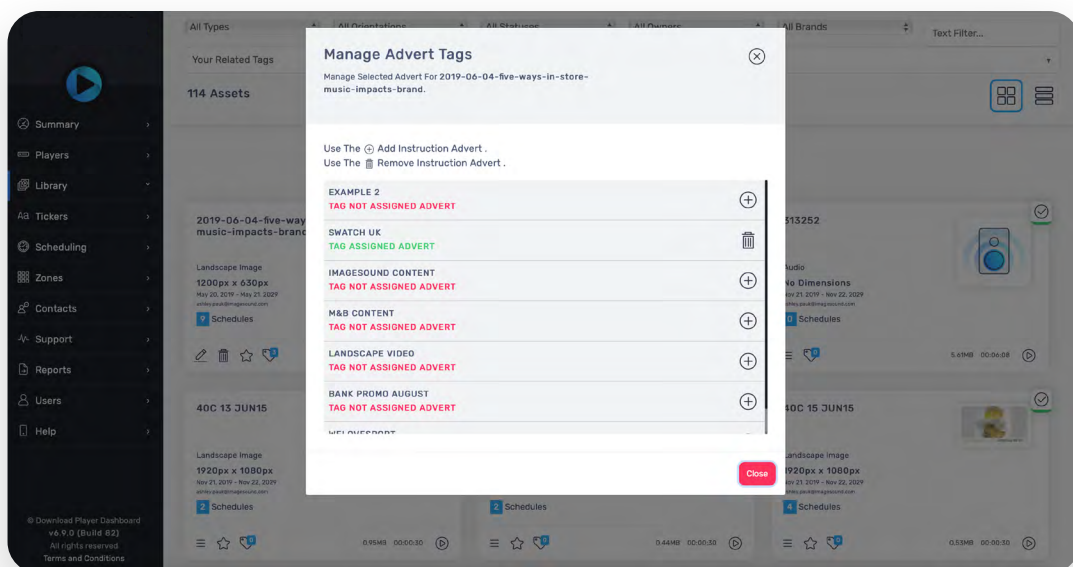
TAGGING

**1** Tagging functionality applies to asset, zones and schedules.

2 Tagging can be managed at an individual item level. Click the tag ◌ icon on an indiviual item to pull up the tag list. Here you can add ◌ or remove ◌ an item to multiple tags.
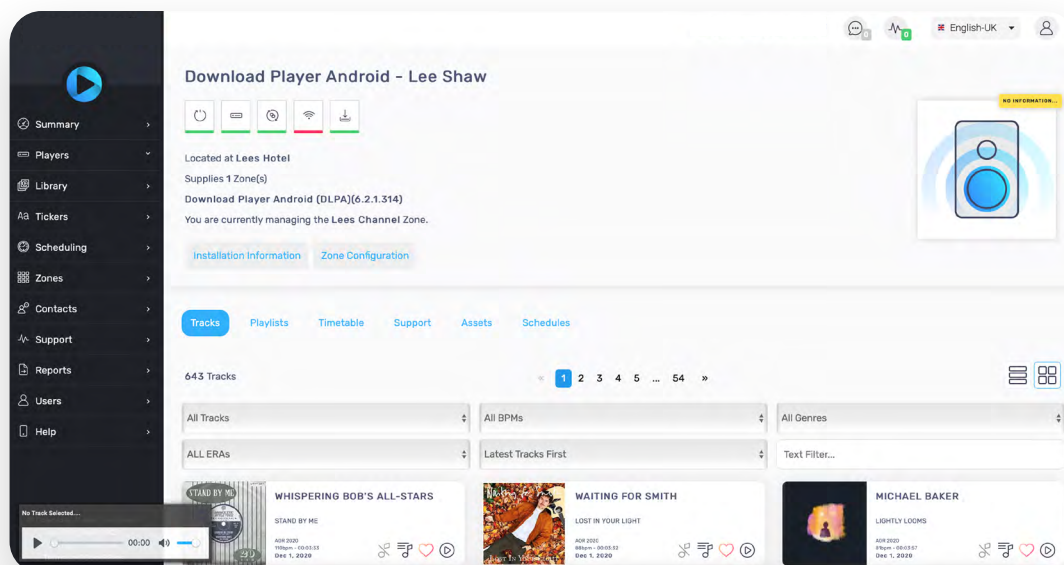
PLAYER

1 Here is the gateway to all your players and media. In the left sidebar, click "Players". From here you can view player statuses and manage the media played on each throughout your estate.
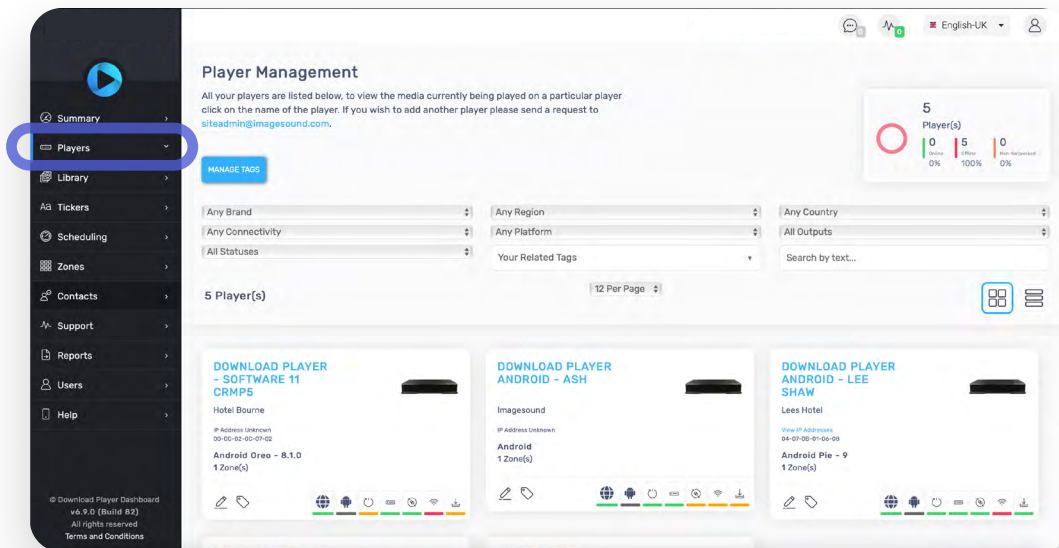

2 Clicking on a player will provide you with an array of information such as recently added tracks and what's currently playing. There is also the ability to filter through specifics such as BPM and Genres. This can be previewed in the lower left corner of the UI.
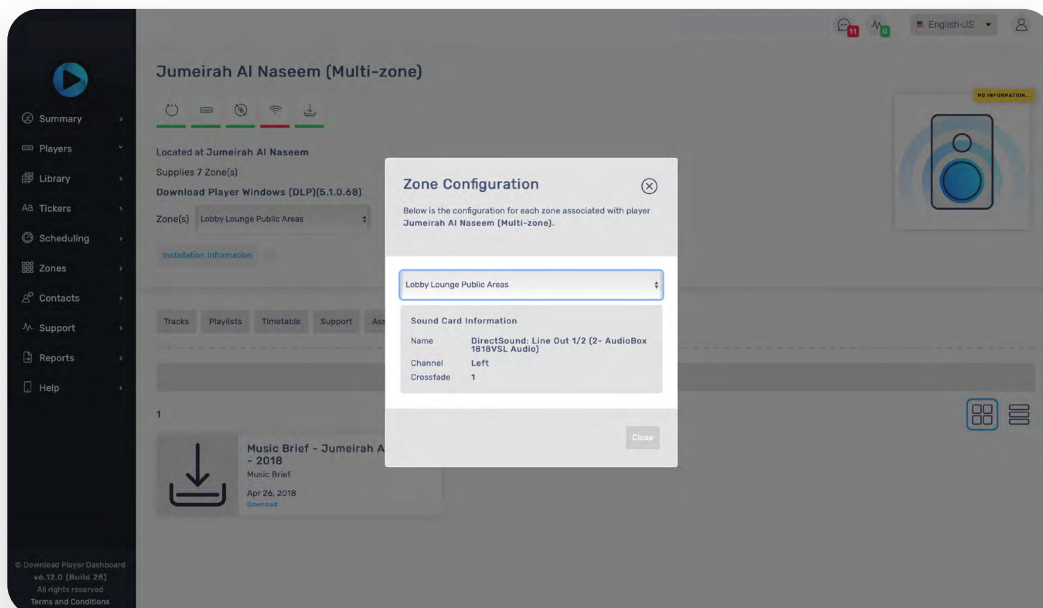
PLAYER

3 Clicking on 'Installation Information' will open a pop up box with information about the player location, Player Type, License Status, MAC Address and IP Address.
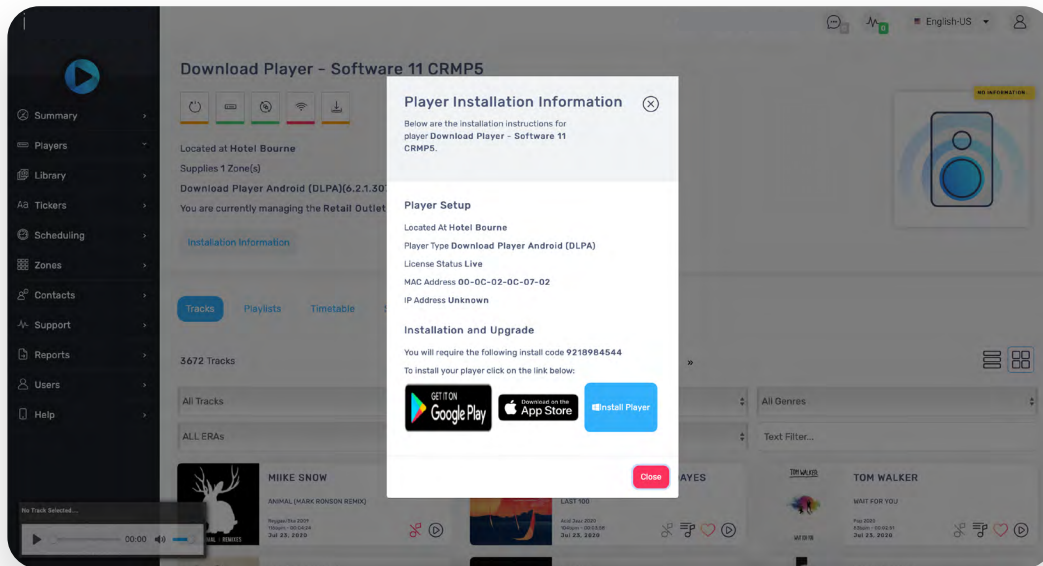

4 Clicking on 'Zone Configuration' will open a pop up box with the sound card information for each zone. You can choose a zone from the drop down box.
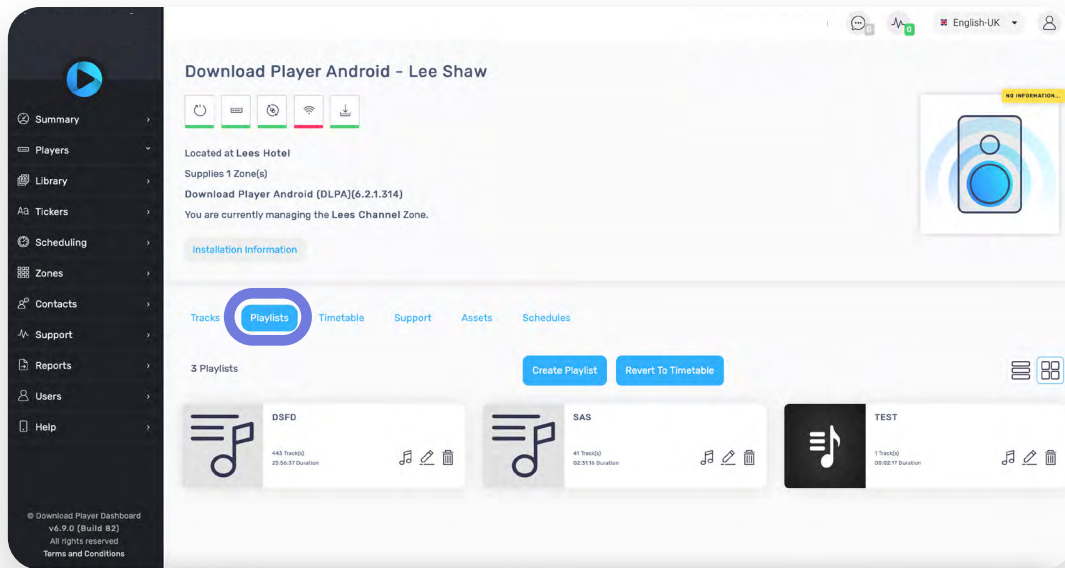
PLAYER
- MUSIC

1   Clicking below the last track to play (top right) provides information on the 5 most recently played tracks. A quick and easy way to preview ⊳ , disable ✂ and favourite ♡ tracks. Selecting tracks will add them to a playlist.
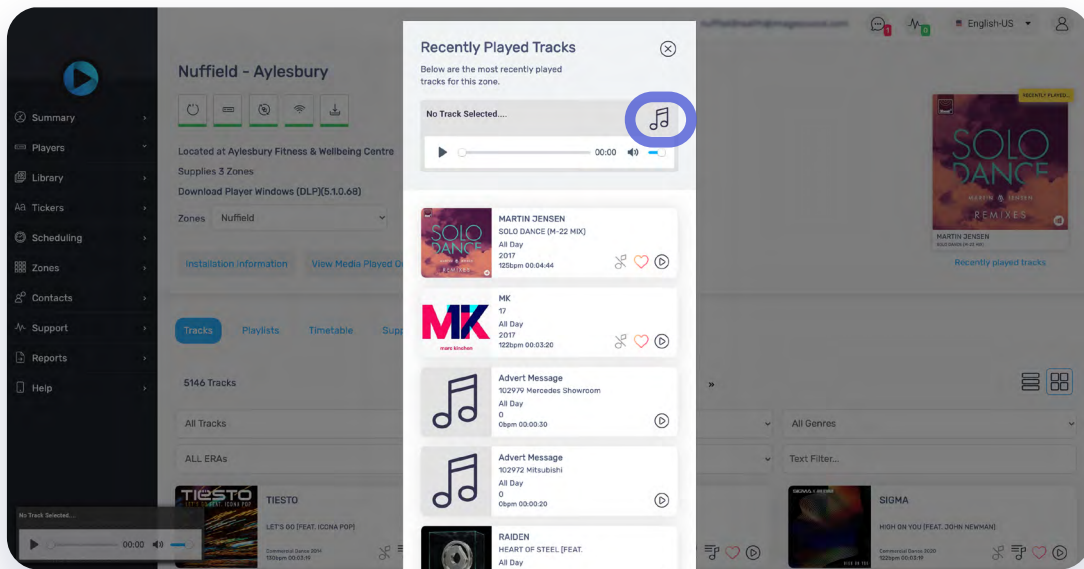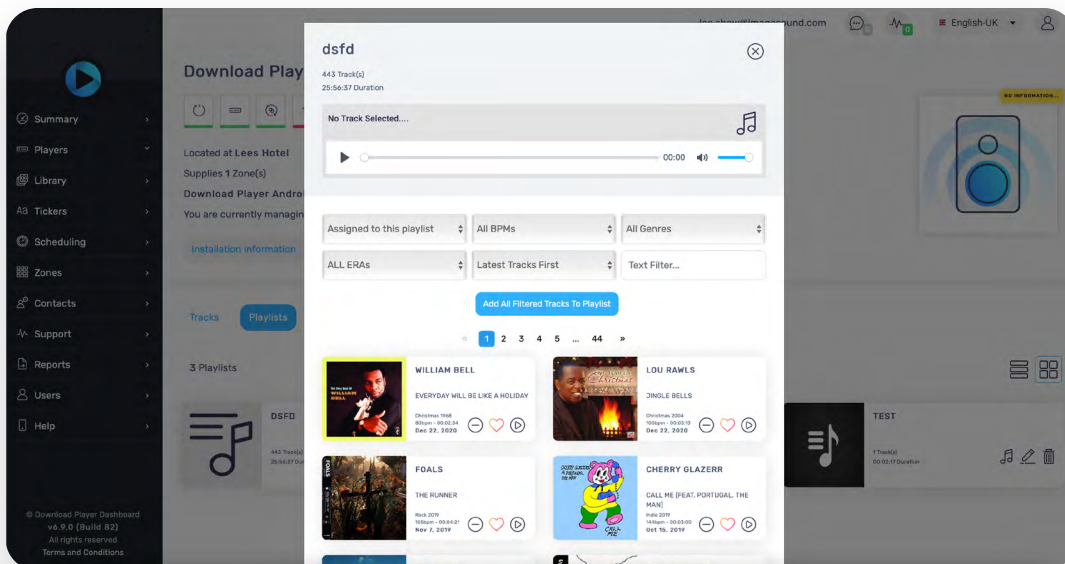
PLAYER - PLAYLISTS

1 Clicking the 'playlists' tab under the main module will allow you to manage your own playlists and publish them to the player/zone of our choice.
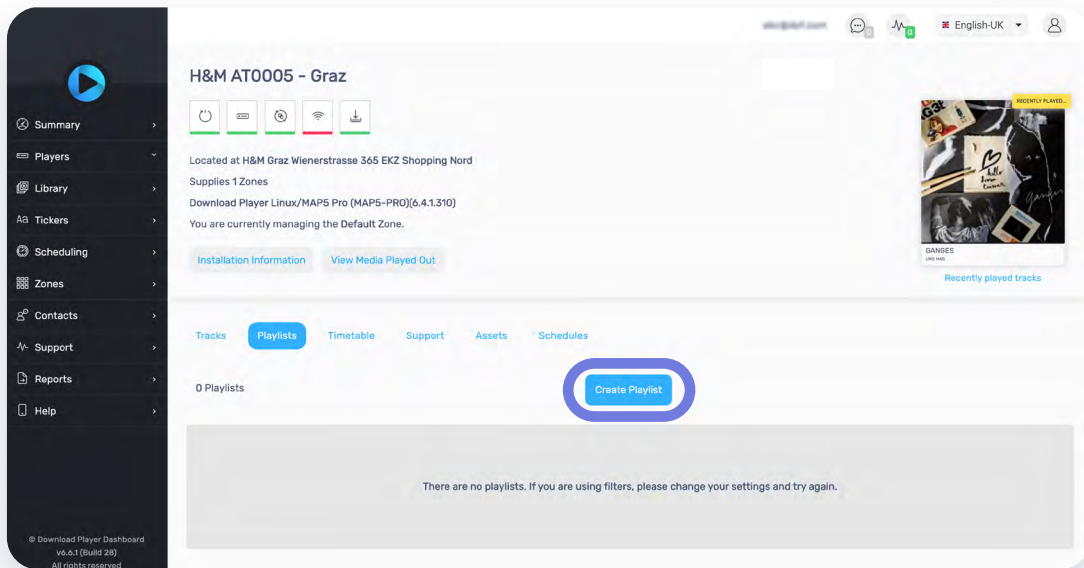

2 Select a playlist to preview its contents. You can search by genre, BPM, recently assigned and more. You can also preview ⊙ and favourite ♡ tracks.
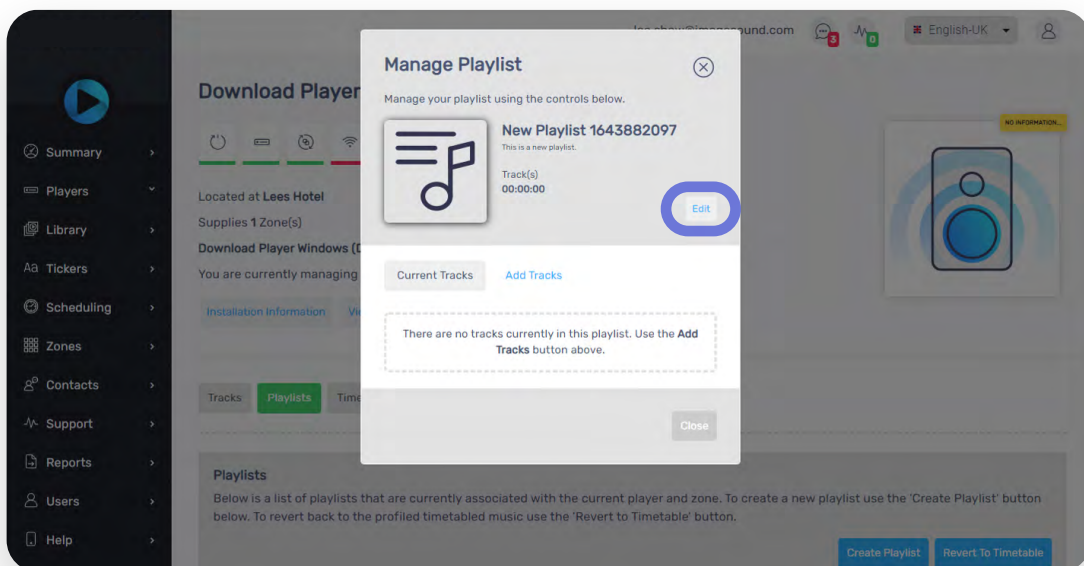
PLAYER
- PLAYLISTS

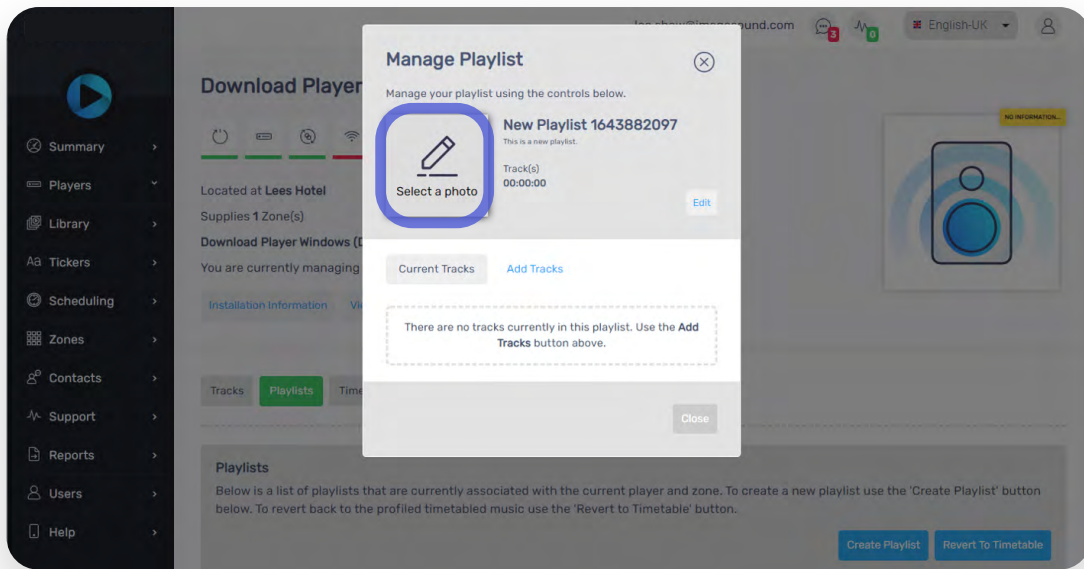**3a** Click 'Create a Playlist' to begin the process. Shown in purple.

3b To begin creating or editing a playlist click on 'Edit' shown in purple.
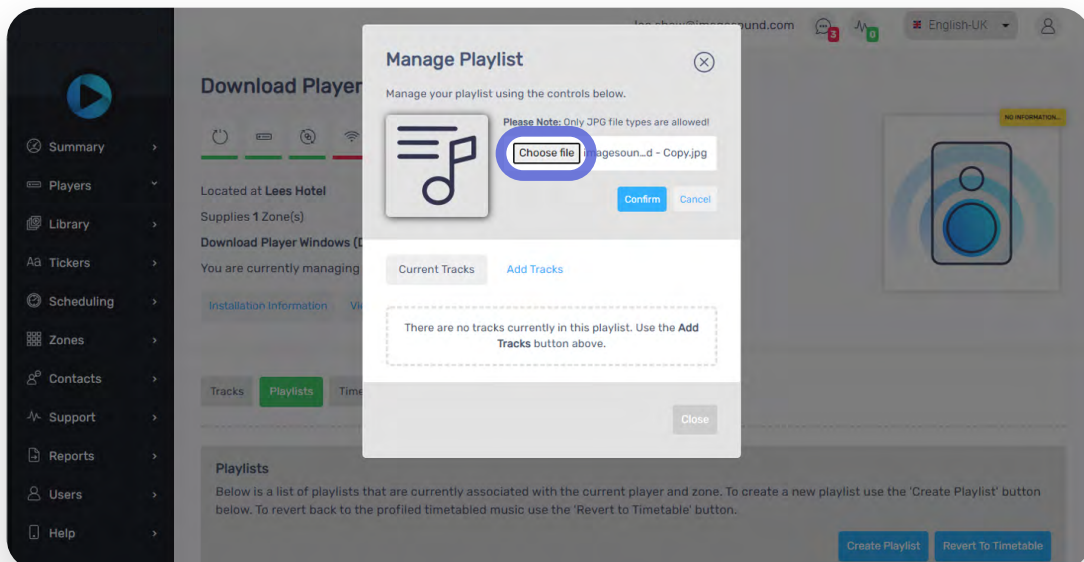
PLAYER
- PLAYLISTS

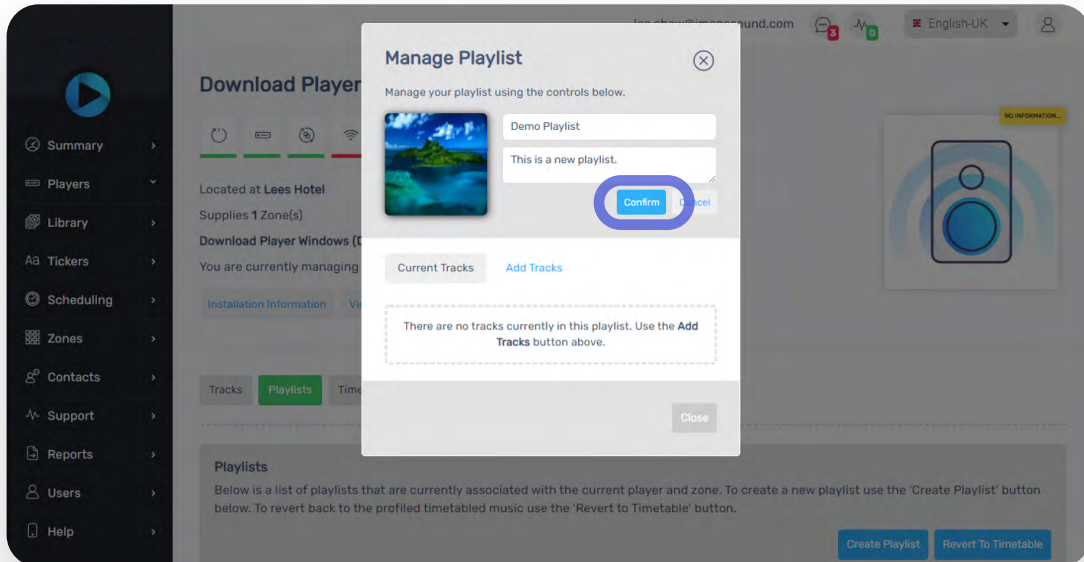**3c**   Hover over the image to select and change the playlist cover.

3d   Click on 'Choose File', select the image you want and then confim it.
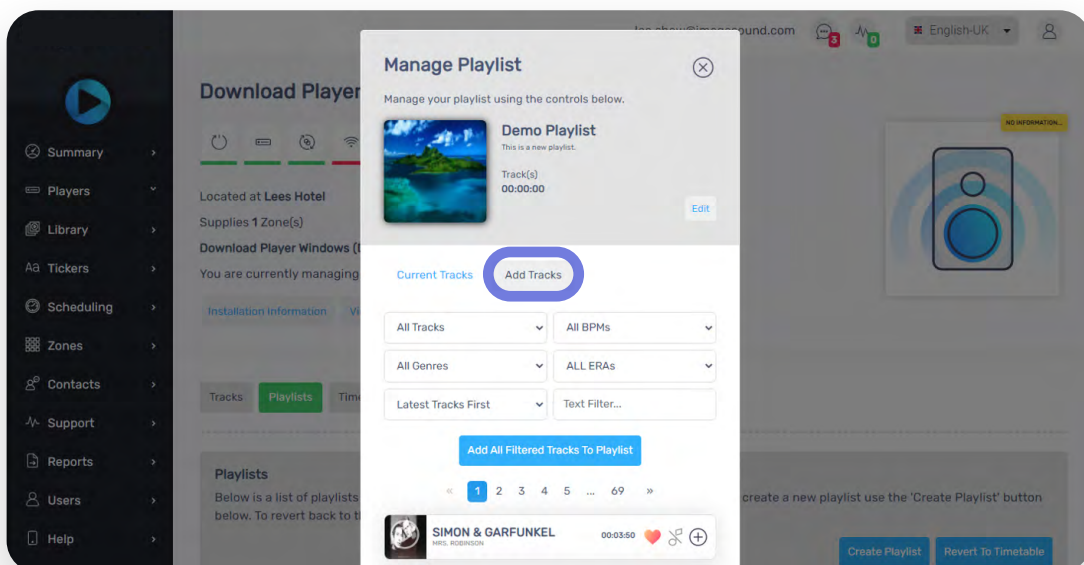
PLAYER
- PLAYLISTS

3e You can also edit the playlist name and write a description for the playlist. Click on 'Confirm' after making changes.

3f To add tracks to the playlist click on 'Add tracks'. By default, all available tracks will appear to populate your new playlist. Options can be filtered to tailor your list such as BPM, Genre, Era and more.
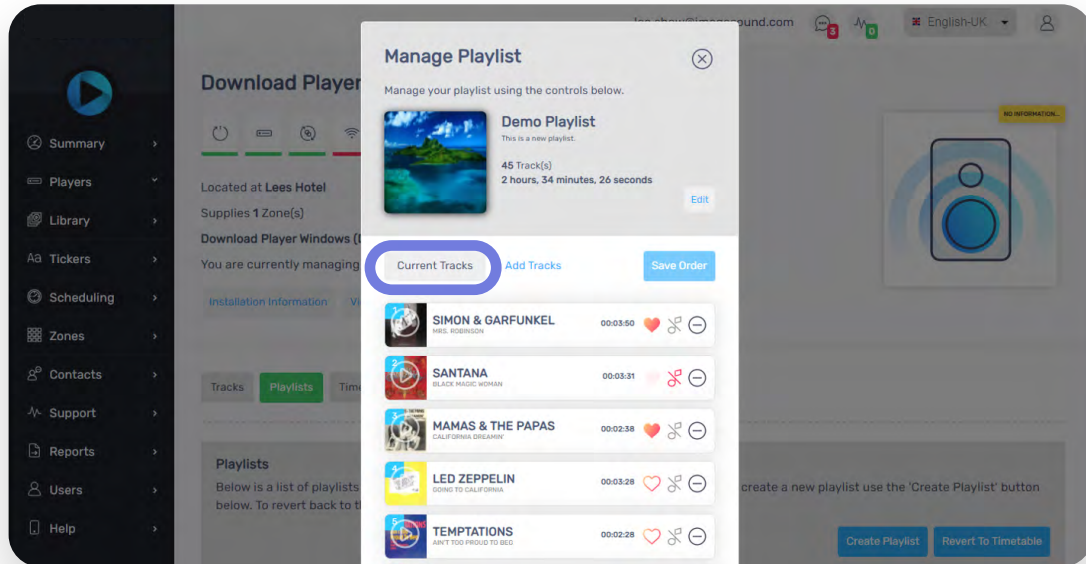
You can **add** ⊕, **remove** 🗑, **favourite** ♡ and **preview** ▷ tracks. Click on 'Add All Filtered Tracks To Playlist' after you've made your selection.

PLAYER
- PLAYLISTS

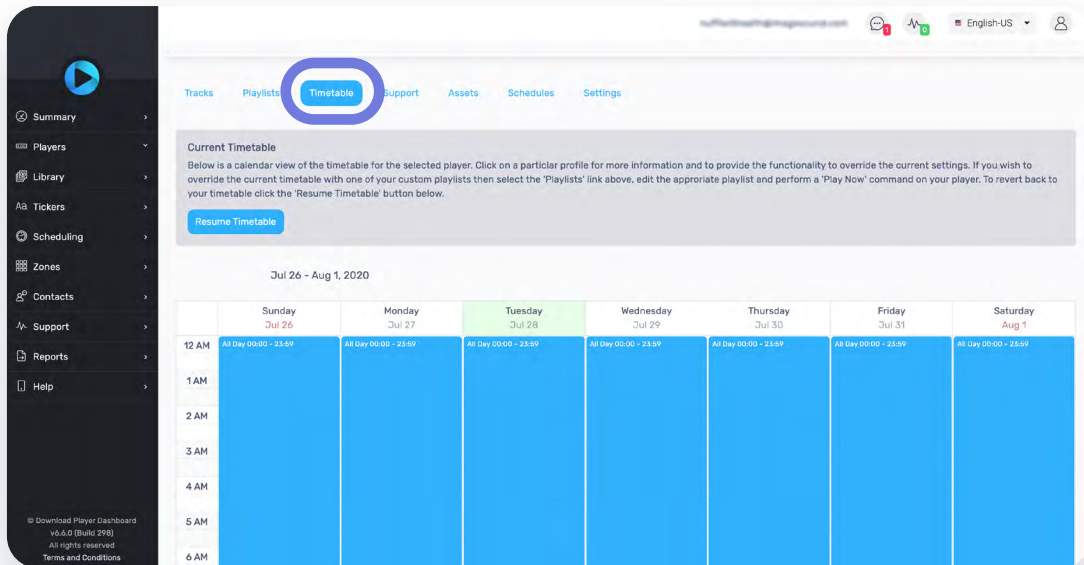**3g** You can see the tracks in the playlist if you click on 'Current Tracks'. To change the order of the tracks simply drag and drop. Click on 'Save Order' when you're happy with the changes.
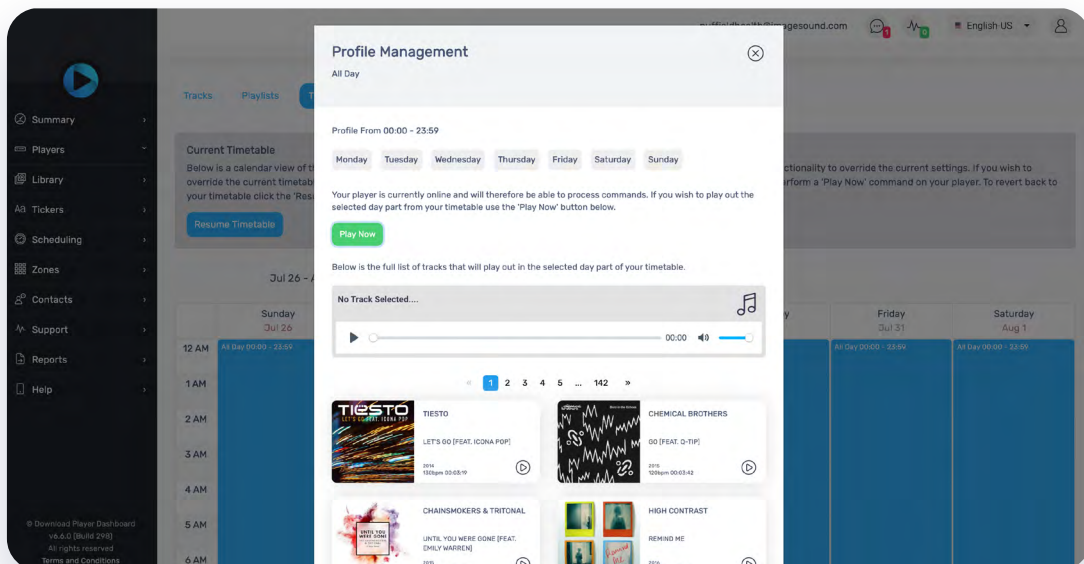
PLAYER
- TIMETABLE

1 Clicking the 'timetable' tab under the main module will show the scheduled music spread across a week.

**2** Click on a particular profile for more information and to provide the functionality to override the current settings.

If you wish to override the current timetable with one of your custom playlists then select the 'Playlists' link as shown on the previous page.

PLAYER
- SUPPORT

1 The fourth tab is for 'Support' for all queries that relate to that specific zone/player.
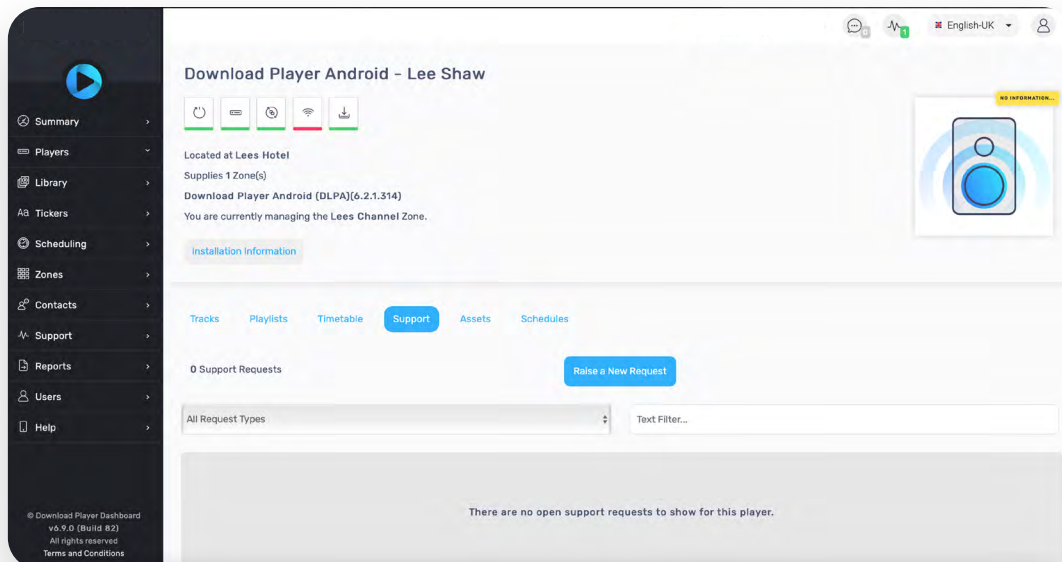
2 ## 24/7 SERVICE & SUPPORT

technical@imagesound.com

+44 (0) 800 090 2215 (**UK Toll Free**)
+1 888 305 3430   (**US Toll Free**)
+44 (0) 1246 572 997   (**Asia Helpline 24/7 Helpline**)

PLAYER
- ASSETS

1 The fifth tab 'Assets' will pull all information on all media that are assigned to that zone/player. From here you can search and preview all messages in current rotation.
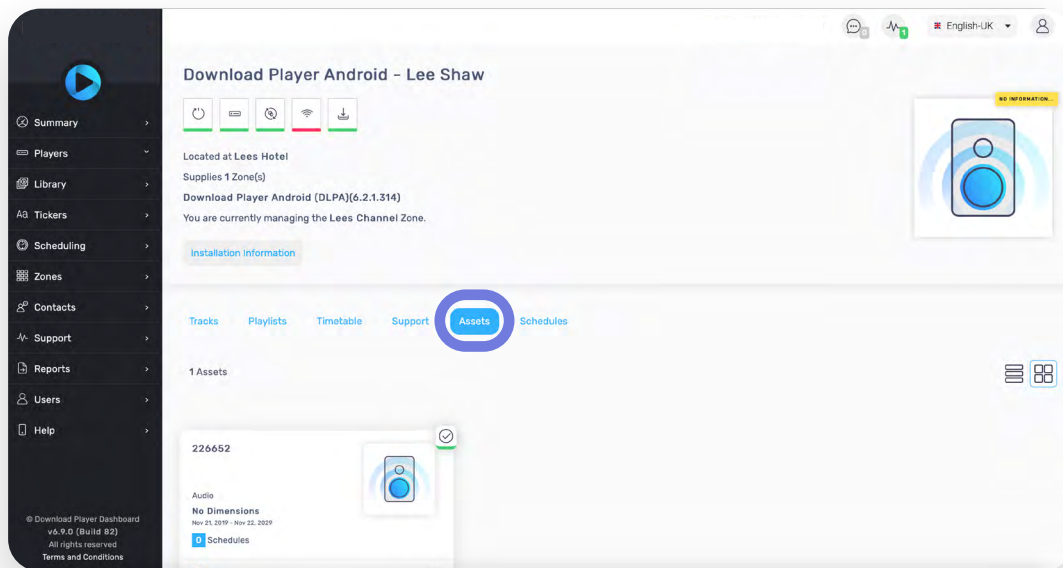
PLAYER
- SCHEDULES

1 The sixth tab 'Schedules' will pull all information on all schedules that are assigned to that zone/player. From here you can search and manage all schedules.
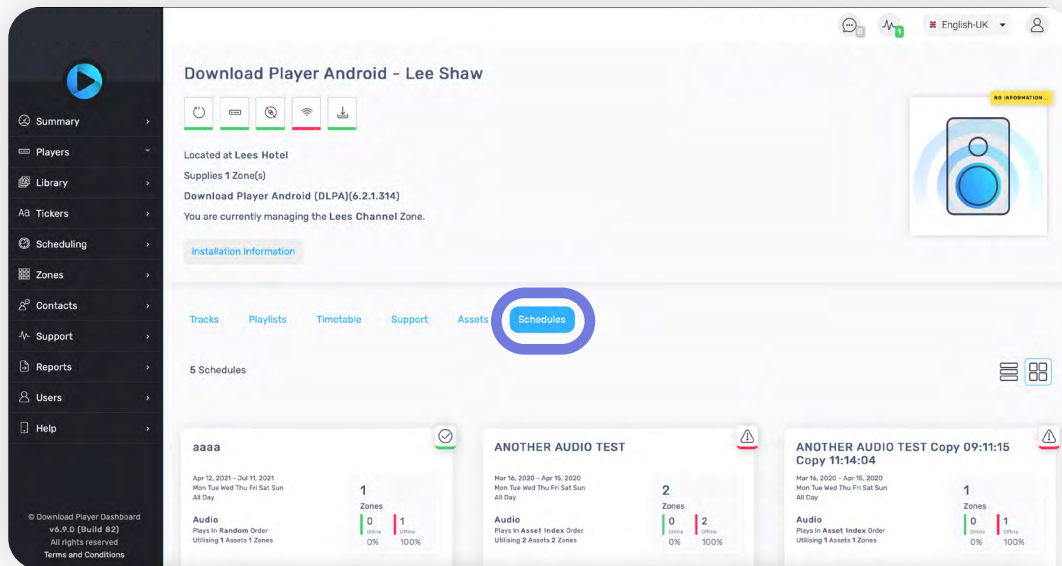
PLAYER
- DOCUMENTS

1 The seventh tab 'Documents' lists documents related to the player/property which you can download by clicking on 'Download'.
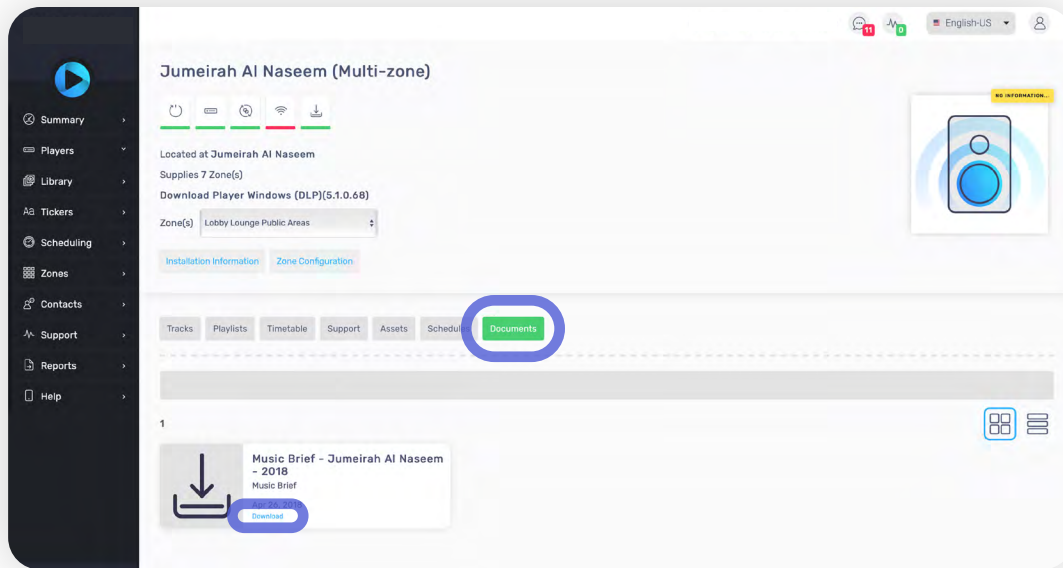
SUPPORT

On the support tab you'll be able to raise a support request and view requests for your whole player estate.

REPORTS

1 In this section you will be able to find and download a set of predefined reports about your estate. These will be available through your browser in the format noted on each report card.
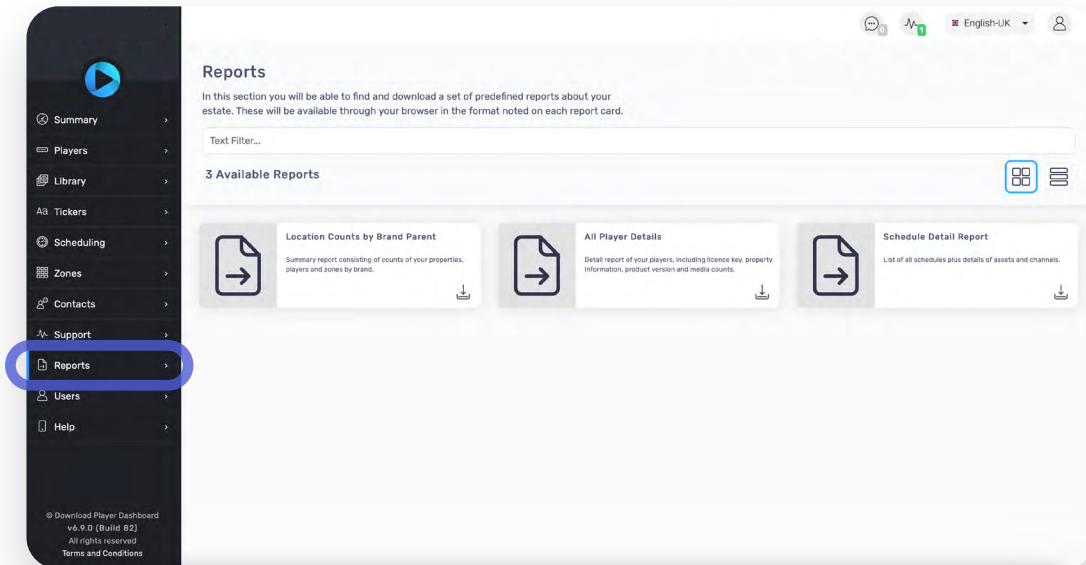
USERS

1 In this section you will be able to see a list of all users that have access to this Dashboard. Use the controls to edit, create, unlock and disable your Dashboard users.