



BrightSign®

APPLICATION ADMINISTRATOR GUIDE

BrightSign Network Enterprise Edition
Version 4.2

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INTRODUCTION

This guide is intended for use by System and Order Administrators. These administrators oversee the network by managing system accounts and invoices. Though System Administrators and Order Administrators have access to a similar UI, the permissions for each are slightly different. The UI is divided into seven tabs, one for each major feature. A System Administrator has access to all seven tabs, while an Order Administrator has access to only three (Accounts, Invoices, and Subscriptions). See the chapter corresponding to each tab to learn how to manage the BrightSign Network Enterprise Edition (BSNEE). But first, you'll need to make sure BSNEE is installed properly.

Post-Installation Steps

You can ensure that BSNEE is installed and functioning properly by adding files to your library using the network. This can be done in BrightAuthor or through the registered domain name you used when installing BSNEE. However, for both options, you must first create an Account Administrator. These steps are included in the "BSNEE Installation Guide". If you have already completed them, continue to the [next section](#). If not, follow these steps:

1. Open a web browser, navigate to the application **Sign In** page using the URL specified during installation.
2. Sign in as the System Administrator using the credentials specified during installation.

3. Click **Create Account** and set an **Account Name**, **E-Mail**, and set of **Subscriptions** (the subscriptions are not relevant for this test and can be changed later).
4. Complete the process using one of the following methods.

WebUI

1. Log in to BSNEE with your newly created account credentials.
2. Click the **Playlist** tab and select **Add New Playlist**.
3. Type any name and click **Create**. You will be redirected to a new page.
4. Click **Add Files**.
5. Select a file and click **Start Upload**. If the file uploads successfully, then you know that your administrator credentials are functioning properly.

BrightAuthor

1. In BrightAuthor, click **Tools > Sign in to BrightSign Network**.
2. Sign in to BSNEE using your newly created account credentials.
3. Select the **Edit** tab.
4. Drag any file into the playlist area.
5. Click **Upload to network** in the upper-right portion of the screen. If the file uploads successfully, you know that BSNEE is functioning properly.

Note: *Before uploading to BSNEE via BrightAuthor, you must first configure BrightAuthor to communicate with your server. For details more details, see the “Configuring BrightAuthor for BSNEE” tech note (included with the BSNEE installation bundle).*

Accounts and Roles

Managing BSNEE requires an understanding of the various accounts and roles, which are arranged in a hierarchy based on permissions:

System Administrator

The primary role of the System Administrator is to maintain the BSNEE system. Unlike the Order Administrator, the System Administrator has access to the [Upload History](#) of all players on the network. He or she can view [Automated Tasks](#) scheduled by the system

and execute those tasks manually. A System Administrator can also perform all the tasks of an Order Administrator.

Order Administrator

The Order Administrator is in charge of creating and overseeing Accounts, Subscriptions, and Invoices. The Order Administrator can create accounts for Account Administrators.

Account Administrator

Account Administrators have full control of managing players on the network. This includes tasks like uploading content, changing content, and scheduling presentations. Account Administrators can also create User Accounts. When creating a new User Account, an Account Administrator selects a specific role (including Account Administrator) for the new account. He or she can also change the role associated with a created account at any point.

User Accounts

User Accounts are associated with specific roles that each have a set of permissions. Only Account Administrators and customized User Accounts with the appropriate permissions can change the roles of a User Account. These are the different user account roles: Account Administrator, Creator, General Manager,






Network Manager, Publisher, and Viewer. You can learn more about each user account role in the BSNEE Account User Guide.




The WebUI Sign-In Page


The layout and functionality of the BrightSign Network WebUI will depend on the user's account type, which determines his or her permissions. However, all accounts on the network use the same login page displayed here.

Administrator User Interface Icons

These are the icons you will encounter in the Administrator User Interface:

-  **Create** or **add** new items.
-  **Search** for items.
-  **Edit** settings.
-  **Delete** an item.
-  **Perform** a task immediately.

-  **Healthy**: The network connection is active.
-  **Connection Lost**: The network connection has been lost.
-  **Inactive**: The network connection is inactive.

 **Disconnected**: The player does not have a subscription, or its subscription has expired.

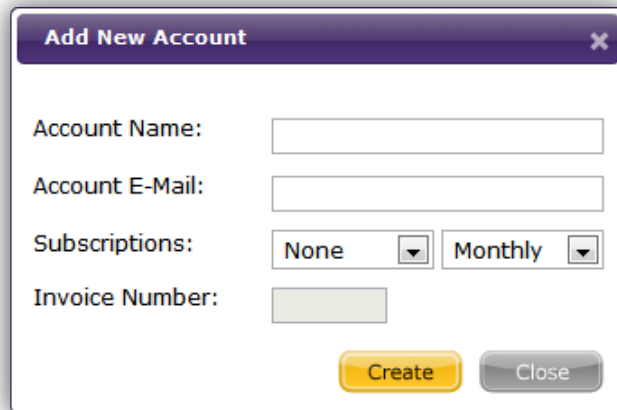
 Use the **Calendar** to select a date.

ACCOUNTS

The **Accounts** tab is your homepage as a BSNEE System or Order Administrator. Here you can create accounts and view account names, account E-mail addresses, the number of subscriptions, and the status of each subscription. Except for the **# of Subs**, you can edit all of the values on this page.

Creating Accounts

Create an Account Administrator by clicking the **Create Account** button in the upper-left portion of the screen.




- **Account Name:** Create an account name. This field cannot contain spaces.
- **Account E-Mail:** Set the E-Mail address that will be used for the WebUI sign-in process. Account notifications will be sent to this address.

- **Subscriptions:** Select a subscription bundle to associate with this account.
- **Invoice Number:** Enter an invoice number for the subscription.

Click **Create** when you're finished, or click **Close** if you want to cancel the creation process.

Searching Accounts

To search for previously created accounts, type a portion or the entirety of the account credentials in the  **Search** field. The search engine will compile all results that match either the **Account** name or **E-mail** address. By default, accounts are listed alphabetically (A-Z) by **Account**.

Viewing Accounts

There are several ways you can augment the **Accounts** list to make it easier to find what you need:

- Click the **Results per page** dropdown menu to adjust how many accounts are displayed on the page at a time.
- Click **Account** to reverse the alphabetical listing of accounts.
- Click **E-mail** to list accounts alphabetically (A-Z) by E-Mail. Click it a second time to reverse the alphabetical listing.

of Subs

This field displays the number of subscriptions associated with each account. If you click the number, you will be redirected to the [Subscriptions](#) page, and all subscriptions associated with the selected account will be displayed.

Status

This field displays the Status of each account. The possible states are **Active**, **Suspended**, and **Pending Suspension** (see the description below).

Edit

Click the **Edit** button to change any of the settings for the listed account. Subscriptions must be changed in the **Subscriptions** tab, but clicking the **# of Subs** field will direct you to the proper page. You can also change the **Access Restriction** settings of the account.

Note: *Changing the **Status** of an account to **Pending Suspension** begins an automated process that will suspend the account in 14 days.*

The screenshot displays the BrightSign Network Admin interface. At the top, there is a navigation bar with the BrightSign logo and 'Admin' label. Below the navigation bar, there are several tabs: 'Accounts' (selected), 'Devices', 'Subscriptions', 'Invoices', 'Resources', 'Uploads', and 'Scheduler'. The main content area is titled 'Accounts' and includes a '+ Create Account' button. Below this, there is a search bar and a 'Total Accounts' label. The main part of the page is a table with the following columns: 'Account', 'Administrator Email', '# of Subs', 'Status', and 'Edit'. The table contains three rows of data, all with 'Active' status. Each row has an 'Edit' button next to it. At the bottom of the page, there is a footer with the text '© 2015 BrightSign, LLC'.


Account	Administrator Email	# of Subs	Status	Edit
[Redacted]	[Redacted]	[Redacted]	Active	[Edit]
[Redacted]	[Redacted]	[Redacted]	Active	[Edit]
[Redacted]	[Redacted]	[Redacted]	Active	[Edit]

DEVICES

The **Devices** page allows you to view information about BrightSign players connected to the BSNEE server. You can also use the page to send commands to a specific player.

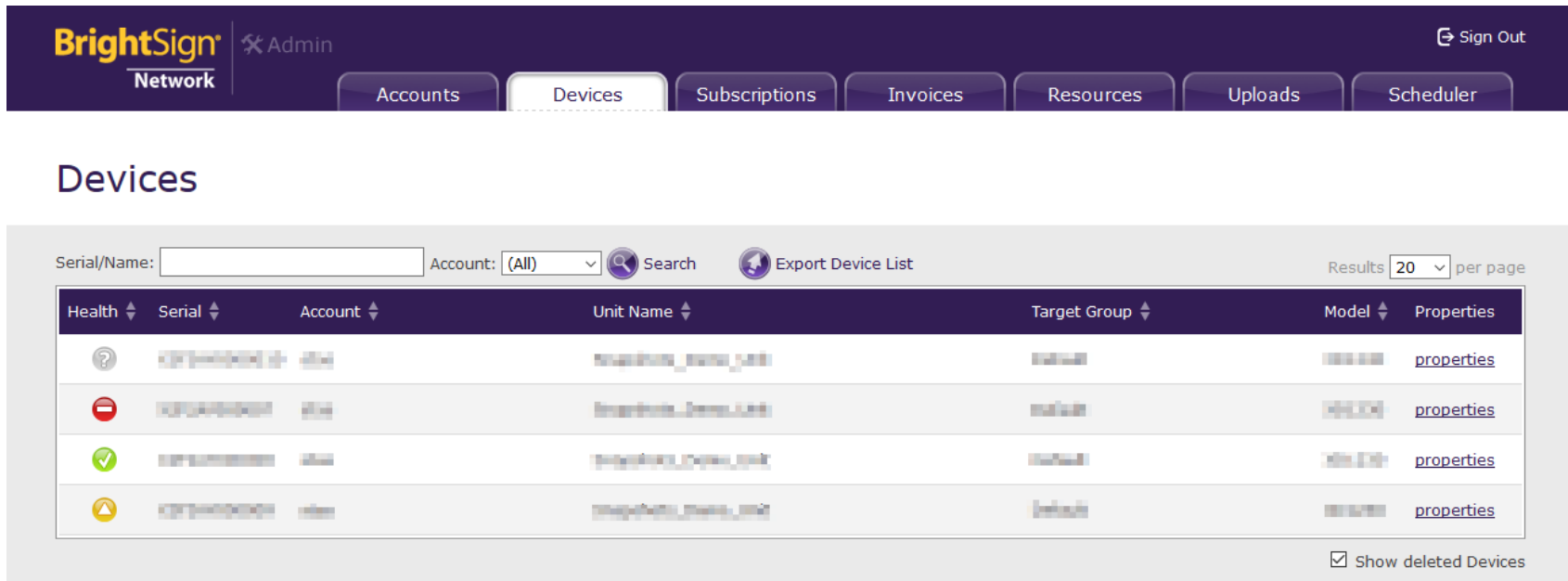
Viewing the Device List



By default, the **Devices** page lists all players connected to the BSNEE server. To narrow the list of players, enter all or part of a player serial number or name into the





Serial/Name field, select a BSNEE account from the **Account** dropdown menu, and click  **Search**. Both complete and partial matches will be listed.

Note: Check the **Show Deleted Devices** box to include players that users have deleted from their BSNEE accounts.

The list displays the following information about each player:



Serial/Name: Account: (All)  Search  Export Device List Results 20 per page

Health	Serial	Account	Unit Name	Target Group	Model	Properties
	XXXXXXXXXX	ALL	BrightSign_Power_Unit	Default	BSN1000	properties
	XXXXXXXXXX	ALL	BrightSign_Power_Unit	Default	BSN1000	properties
	XXXXXXXXXX	ALL	BrightSign_Power_Unit	Default	BSN1000	properties
	XXXXXXXXXX	ALL	BrightSign_Power_Unit	Default	BSN1000	properties

Show deleted Devices

- **Health:** The status of the player, as indicated by the following icons:
 - ✔ **Healthy:** The player is connected to the network; the presentation is active
 - ⚠ **Connection Lost:** The player has missed its last scheduled status update.
 - 🚫 **Inactive:** The player is not functioning and/or not connected to the network. There can be several reasons for an inactive player; please see this [FAQ](#) for a full list of causes.
 - ❓ **Disconnected:** The player does not have a subscription, or its subscription has expired.
- **Serial:** The serial number of the player.
- **Account:** The name of the account associated with the player.
- **Unit Name:** The name given to the player during device setup.
- **Target Group:** The group to which the player was most recently assigned.
- **Model:** The model number of the player.

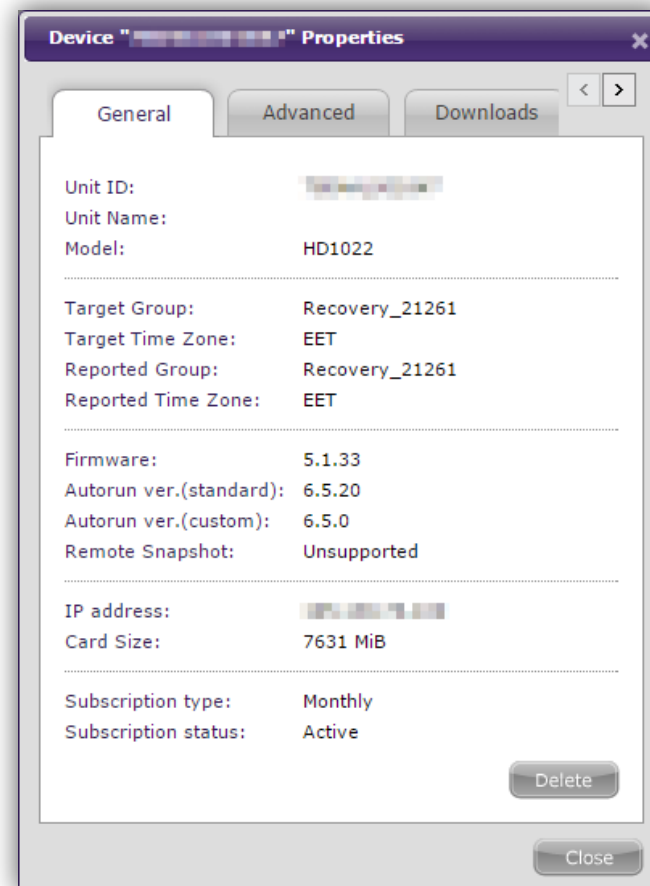
Exporting Device Data

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

setup. It can be opened using Excel or a similar spreadsheet program.

Viewing Device Properties

Each player has a **properties** link on the right side of the list. Click this link to open the **Device Properties** window, which includes the **General**, **Advanced**, and **Downloads** tabs.



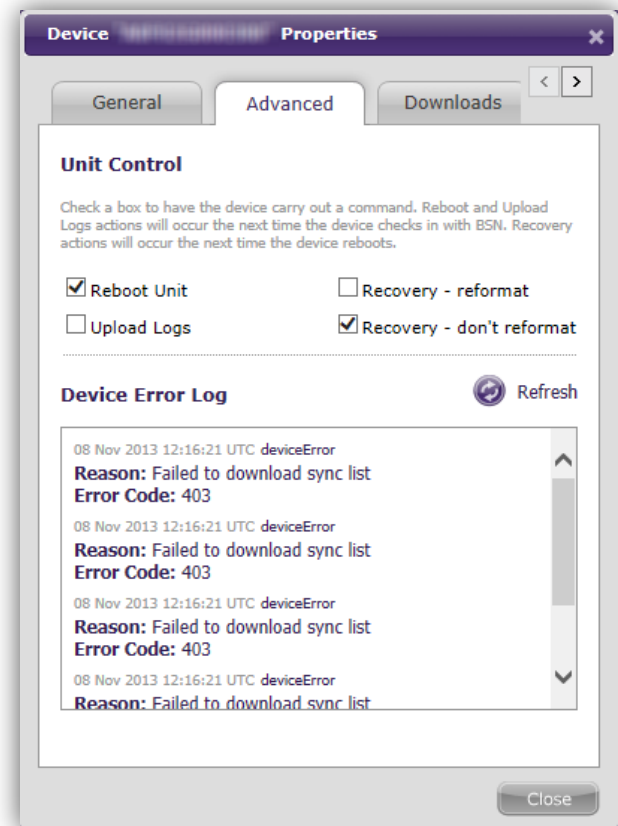
The **General** tab provides the following information:

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

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

- **Firmware:** The current firmware version installed on the player
- **Autorun ver. (standard):** The current autorun version of the BrightAuthor presentation assigned to the player.
- **Autorun ver. (custom):** The current autorun version of the custom-built presentation assigned to the player. Visit this [FAQ](#) to learn how to distribute custom autorun scripts using the BrightSign Network.

- **Remote Snapshot:** The status of the Remote Snapshot setting on the player. It can be one of the following:
 - Unsupported:** The scheduled presentation(s) do not support the Remote Snapshot feature because they were created in an older version of BrightAuthor.
 - Disabled:** The scheduled presentation(s) support the Remote Snapshot feature, but the feature was not enabled during the player setup process.



c. **zEnabled:** The scheduled presentation(s) support the Remote Snapshot feature, and the feature was enabled during the player setup process.

- **IP address:** The IP address of the player
- **Card Size:** The total capacity of the SD card installed in the player
- **Subscription type:** The type of BSNEE subscription assigned to the player
- **Subscription status:** The current status of the BSNEE subscription assigned to the player
- **Delete:** Removes the player from the BSNEE server. The player-setup process will need to be performed again to re-register the player with the BSNEE server.

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

- **Unit Control:** This section allows you to send commands to a player:
 - a. **Reboot Unit:** Check this box to have the player reboot the next time it checks in to the BSNEE server.
 - b. **Upload Logs:** Check this box to have the player upload its logs to the BSNEE server the next time it checks in.
 - c. **Recovery – reformat:** Check this box to place the player in recovery mode. The player will also reformat its storage card.

d. **Recovery – don't reformat:** Check this box to place the player in recovery mode. The player will download the latest Autorun script to the storage card without reformatting it.

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

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

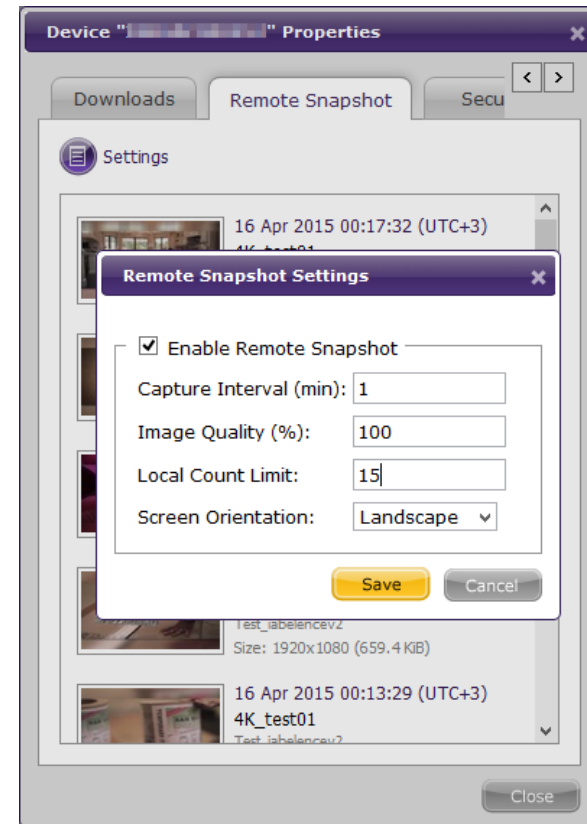
The **Downloads** tab allows you to monitor the player synchronization process. Here you can view the progress of individual file transfers. Click the **Refresh** button to update the status of the file transfers.

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

- **Enable Remote Snapshot:** Check this box to enable or disable the Remote Snapshot feature on

the device. Note that Remote Snapshot must first be enabled during player setup to be enabled here.

- **Capture Interval (min):** Specify how often the player should take a snapshot of the presentation display.
- **Image Quality (%):** Determine the quality level (and thus the file size) of each image file.
- **Local Count Limit:** Specify how many JPEG images can be stored on the local storage of the player (100 image maximum).
- **Screen Orientation:** Determine whether the snapshots should be **Landscape** or **Portrait** oriented.



SUBSCRIPTIONS

The **Subscriptions** page helps you keep track of players on your network. Rather than charging users for players, you charge them for subscriptions associated with their players. Each player must have a subscription to utilize the network, and each subscription is only valid for a set amount of time. When a subscription expires, the user must pay to renew his or her subscription.

Remember that subscriptions are allotted to an [Account Administrator](#), not to individual [user accounts](#). An Account Administrator may have any number of user accounts tied

to his or her account, with any number of networked devices tied to each. Therefore, the amount of subscriptions you give to an Account Administrator is the sum of all devices that are owned by different user accounts under (and including) that Account Administrator.

Subscription Types

Each subscription has a unique number and a type. The subscription types are Grace, Demo, Monthly, Quarterly and Yearly. The expiration process begins on the day a

BrightSign Network Admin Sign Out

Accounts Devices **Subscriptions** Invoices Resources Uploads Scheduler

Subscriptions [+ Create Subscriptions](#) [+ Automatic Subscription Keys](#)

Device Serial: Account: (All) Search [Export Subscription List](#) Results 20 per page

#	I.N.	Account	Device	Type	Status	Creation Date	Expire Date	Edit / Delete
1	10000	10000		Monthly	Active	18 Aug 2012	18 Aug 2013	Edit Delete
2	10000	10000		Monthly	Active	18 Aug 2012	18 Aug 2013	Edit Delete
3	10000	10000		Monthly	Active	18 Aug 2012	18 Aug 2013	Edit Delete
4	10000	10000		Monthly	Active	18 Aug 2012	18 Aug 2013	Edit Delete
5	10000	10000		Monthly	Active	18 Aug 2012	18 Aug 2013	Edit Delete
6	10000	10000		Monthly	Active	18 Aug 2012	18 Aug 2013	Edit Delete
7	10000	10000		Monthly	Active	18 Aug 2012	18 Aug 2013	Edit Delete

player activates a subscription.

Demo subscriptions last a year and can be given at the discretion of the System or Order Administrator.

Grace subscriptions are not manually created: When new players join the network, they automatically receive a Grace subscription that is valid for one month. This is useful for two reasons.

1. Grace subscriptions inform you about new players: You'll know when a new player joins the network when its Grace subscription shows up on the **Subscriptions** page. You'll also be able to see the unique device label and the subscription creation date (i.e. when it was added to the network).
2. Grace subscriptions ensure that a new player has a valid subscription so you don't have to immediately locate a new player and create a subscription before it can function on the network.

Creating Subscriptions

Click the  **Create Subscriptions** button:

- **Invoice #:** Assign an invoice number to the subscription.
- **Account:** Select the account you want to associate with the subscription.
- **Type:** Select the subscription type (see the previous section for more details).
- **Device:** Select the device you want to associate with the subscription.
- **Count:** Enter the number of subscriptions you want to generate.

Click **Create** when you're finished, or click **Close** if you want to cancel the creation process.

Searching Subscriptions

All subscriptions from every account are listed by default, but you can locate subscriptions by filtering the list. Use the **Account Filter** dropdown list to locate subscriptions by account name. Filter results are organized alphabetically (A-Z) by account name and in ascending order by subscription number.

Viewing Subscriptions

There are several ways you can augment the **Subscriptions** page to make it easier to find the information you need:

- Click **#** to organize the list by order number (lowest to highest).
- Click **I.N.** to organize the list by invoice number (lowest to highest).
- Click **Device** to organize the list alphabetically (A-Z) by device label.
- Click **Type** to organize the list alphabetically (A-Z) by subscription type.

- Click **Status** to organize the list alphabetically (A-Z) by subscription status.
- Click **Creation Date** to organize the list chronologically (oldest to newest) by creation date.
- Click **Expire Date** to organize the list chronologically (oldest to newest) by expiration date.



Note: You can reverse any listing by clicking the heading a second time.

Click the **Device Status Dump** button beside **Account Filter** to produce a log for all players on the account. The log provides the following information: player names, player descriptions (if included when a player was set up), current firmware version(s), last connection times, and current active presentations.

Check the **Show Deleted Subscriptions** box to view deleted subscriptions in the list. Deleted subscriptions are grayed out. You can click the icon below **Delete** to restore a deleted subscription.


Editing Subscriptions

You can change some of the settings listed on the **Subscriptions** page. Account names must be changed on the [Accounts](#) page, and Subscription Numbers and Creation Dates cannot be modified. However, you can edit all other subscription settings.

Click the  **Edit** icon in a subscription cell to make changes to any of the following values: the **Device** associated with the subscription, the subscription **Type**, the subscription **Status**, or the subscription **Expire Date**. You can delete the subscription entirely by clicking the  **Delete** button next to the **Edit** button.

Note: Changing the **Status** of a subscription to **Pending Suspension** begins an automated process that will suspend the subscription in 14 days. You can also set the **Status** to **Suspended** if you want to immediately suspend the subscription.

Generating Subscription Keys

The  **Automatic Subscription Keys** button allows you to automatically generate Subscription codes. [Account Administrators](#) can use these codes to add subscriptions to their accounts, thus reducing the workload of System and Order Administrators. The **Subscription Keys** list provides the following information:

- **Key:** The subscription key, which is used by a player to subscribe to the network automatically or added manually to a player subscription list by an Account Administrator.
- **Subscription:** The invoice number of the subscription, as well as the number and type of subscriptions tied to the key.

Subscription Generation

Subscription Keys Status: Search

Key	Subscription	Issue Date	Activation
X70S3BW7-990599R-JR33TIQ-S03133333S9	# 88888 : 1 Yearly sub(s)	16 Oct 2015	Any Revoke
870S39W7-99XQ03S-63QTQVT-S03S33339S9	# 88888 : 1 Yearly sub(s)	16 Oct 2015	Any Revoke
H70S3UW5-A0PWRR0-8R0TA97-A0Q0S0S03S9	# 45454 : 1 Yearly sub(s)	15 Oct 2015	Any
170S30WQ-Q0QRA53-HRASWRO-30RTRRRR70S	# 99999 : 5 Monthly sub(s)	14 Oct 2015	API Only Revoke
L70S31WQ-Q9M9AA9-7099T89-T0R6RRRR709	# 99999 : 1 Monthly sub(s)	14 Oct 2015	API Only Revoke
070S3GW0-7T7WA7Q-89R793W-00Q7S0S0N59	# 45454 : 1 Yearly sub(s)	13 Oct 2015	Any
L70STTRR-3083W3A-N3AS06S-T0RARRRRMSO	# 99999 : 3 Yearly sub(s)	09 Oct 2015	Any Revoke
570ST0RR-30T3WTS-QQRO0GW-30R2RRRRNSO	# 99999 : 3 Yearly sub(s)	09 Oct 2015	Any Revoke

1 2 3 4 5 6 7 8 9 10 ...

Key Recipient

Existing Account:

Purchaser Email:

Second Email:

Activation Restriction:

Keys Count:

Subscriptions

Count: Type:

I.N.:

- **Issue Date:** The date that the key was issued to the Account Administrator.

You can use the **Subscription Keys** window to find, edit, and add subscription keys:

1. Use the **Status** dropdown menu to filter the list of subscription keys.
2. Find a subscription key by typing a portion of the key or its entirety into the **Search** field and clicking the button.
3. Select **Revoke** next to a subscription key to suspend the subscriptions associated with the key.
4. Under **Key Recipient**, choose one of the following:

- a. **Existing Account:** Sends the subscription key(s) to the Email account that was specified during the [account creation](#) process.
 - b. **Purchaser Email:** Sends the subscription key(s) to the specified Email account.
5. Specify a **Second Email** to send the subscription key(s) to a second Email address. A new user associated with this Email address will be created on the new/existing account.
 6. Specify the **Activation Restriction** setting for subscription keys:
 - a. **Any:** The subscription key(s) can be activated using either the WebUI or SOAP API calls.
 - b. **WebUI Only:** The subscription key(s) can be activated via the WebUI only.
 - c. **API Only:** The subscription key(s) can be activated using SOAP API calls only.
 7. In the **Keys Count** field, specify the number of keys to generate and send in the Email.
 8. Under **Subscriptions**, specify the following:
 - a. **Count:** Enter the number of subscriptions to assign to the generated key.
 - b. **Type:** Use the dropdown menu to choose the [subscription type](#).
 - c. **I.N.:** Enter an invoice number to associate with the key.
 9. Click the **Create** button to generate and send the key(s). Click **Close** to cancel the creation process.

RESOURCES

The **Resources** tab allows you to register BrightAuthor autorun files with your BSNEE instance. The autorun registration process is optional, but you will need to register a new BrightAuthor autorun to publish BrightWall presentations using BSNEE.

Registering a New Autorun

1. Install the new BrightAuthor version on your PC. Ensure that it has been configured for your BSNEE instance.
2. Log in to the BSNEE Admin UI and navigate to the **Resources** page.
3. Click the **+ Register Autorun** button to open the **Register Autorun** dialog.
4. Click **Choose File** to locate the autorun file you wish to register (listed as ~/templates/autoxml.brs in the BrightAuthor installation directory).
5. Enter the **Version** number for the autorun. This number can be found on line 6 of the *autoxml.brs* file.
6. Specify the minimum firmware version required for the autorun to play on each model family. We recommend using the current Production version of firmware listed on the [Downloads page](#) of the BrightSign website.
7. Check the **Supports BrightWall Presentations** box if the BrightAuthor version associated with the autorun supports BrightWall authoring. Checking this box will allow uploading of BrightWall presentations to BSNEE.

The screenshot shows the 'Register Autorun' dialog box with the following fields and values:

Field	Value
Version:	7.4.8
Min HDx10 Firmware Version:	
Min HDx20, LSx22 Firmware Version:	5.1.33
Min XDx30 Firmware Version:	5.1.33
Min HDx22, HD9x2 Firmware Version:	5.1.33
Min XDx32 Firmware Version:	5.1.33
Min 4Kx42 Firmware Version:	5.1.33
HD9xx Firmware:	5.1.33

Supports BrightWall Presentations:

Choose File: autoxml.brs

Buttons: Create, Close

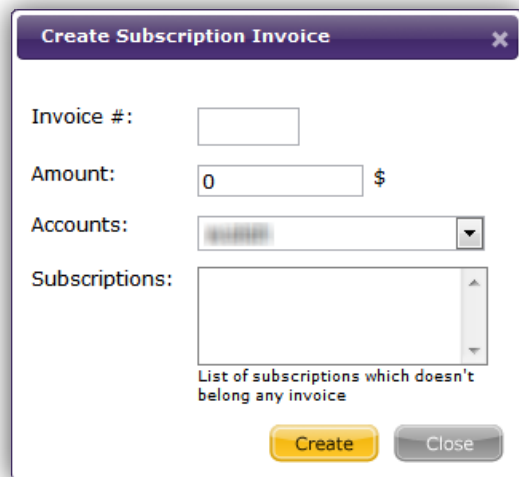
INVOICES

The **Invoices** page allows you to manage payments for your network. The page is separated into **Subscription Invoices** and **Traffic Invoices**, allowing you to keep track of each type of payment.

Creating Subscription Invoices

Click the **+ Create Subscription Invoice** button in the upper-left portion of the screen.

1. **Invoice #:** Assign a number to the subscription invoice.
2. **Amount:** Designate a fee for the invoice.
3. **Accounts:** Use the dropdown list to select an account for the invoice.



The screenshot shows a dialog box titled "Create Subscription Invoice". It has a purple header bar with a close button (X). The form contains the following elements:

- Invoice #:** A text input field.
- Amount:** A text input field containing "0" followed by a dollar sign "\$".
- Accounts:** A dropdown menu with a downward arrow.
- Subscriptions:** A list box with a scroll bar. Below it is the text "List of subscriptions which doesn't belong any invoice".
- Buttons:** A yellow "Create" button and a grey "Close" button at the bottom.

4. **Subscriptions:** This list will display all subscriptions within the account that do not belong to an invoice. Select the subscription(s) you want to include from the list.


Viewing Subscription Invoices


You can filter invoices by account name using the **Account Filter** dropdown list. By default, the list displays previously created invoices from all accounts in chronological order, from newest to oldest:

- Click **I.N.** to organize the list by invoice number (lowest to highest).
- Click **Subscriptions** to organize the list alphabetically (A-Z) by account name.
- Click **Creation Date** to organize the list chronologically (oldest to newest) by the creation date of the subscription.
- Click **Completion Date** to organize the list chronologically (oldest to newest) by the end date of the subscription. This field is blank if the subscription is still active.
- Click **Amount** to organize the list by smallest amount charged to largest amount charged.
- Click **Paid** to organize the list alphabetically (A-Z). There are only two possible conditions in this field: "True" or "False".

Note: You can reverse any listing by clicking the heading a second time.

Editing Subscription invoices

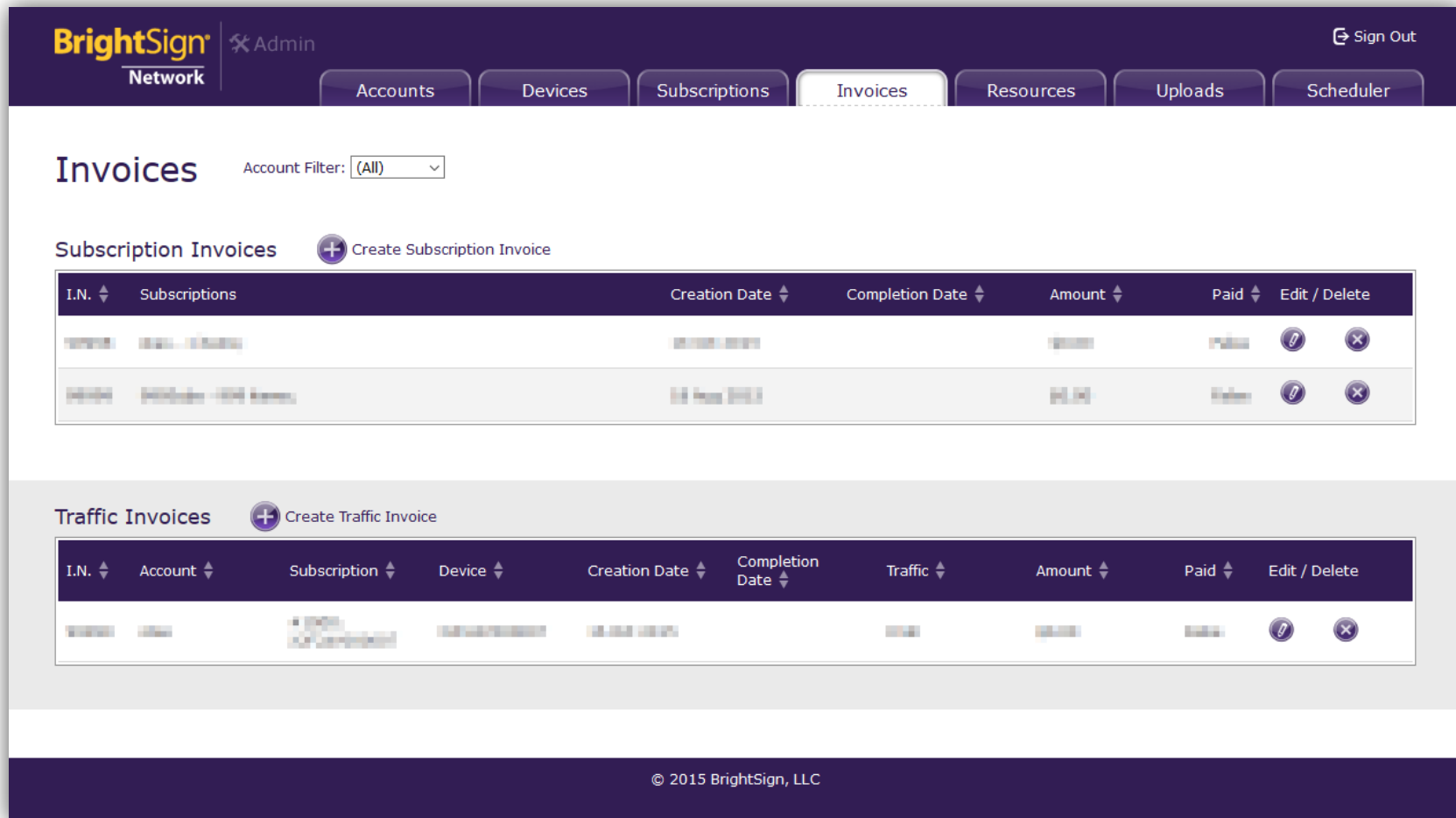
Click the  **Edit** button to edit the invoice number or the invoice charge for a subscription in the **Amount** field. You can also indicate whether the subscription invoice has been paid by selecting “Yes” or “No” in the **Paid**

dropdown list. Click **Update** when you are finished. You can also delete invoices by clicking the  **Delete** button in a subscription invoice cell.

Creating Traffic Invoices

Click the  **Create Traffic Invoice** button in the upper-left portion of the screen:

1. **Invoice #:** Assign a number to the traffic invoice.




BrightSign Network Admin Sign Out





Accounts Devices Subscriptions **Invoices** Resources Uploads Scheduler

Invoices


Account Filter: (All)



Subscription Invoices

 Create Subscription Invoice

I.N.	Subscriptions	Creation Date	Completion Date	Amount	Paid	Edit / Delete
10000	10000 - 10000	10/10/2015		10000	Yes	 
10000	10000 - 10000	10/10/2015		10000	Yes	 

Traffic Invoices

 Create Traffic Invoice

I.N.	Account	Subscription	Device	Creation Date	Completion Date	Traffic	Amount	Paid	Edit / Delete
10000	10000	10000 - 10000	10000	10/10/2015		10000	10000	Yes	 

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2. **Account:** Use the dropdown list to select an account for the invoice.
3. **Subscriptions** Select the subscription you want to include. The selections available in this dropdown menu change depending on the **Account** you choose.
4. **Traffic:** Designate the download volume (in gigabytes) corresponding to the fee.
5. **Amount:** Designate a fee for the invoice.

The screenshot shows a dialog box titled "Create Traffic Invoice" with a close button (X) in the top right corner. The form contains the following fields:

- Invoice #:** An empty text input field.
- Account:** A dropdown menu with a downward arrow.
- Subscription:** A dropdown menu with a downward arrow.
- Traffic:** A text input field containing the number "0", followed by the label "GB".
- Amount:** A text input field containing the number "0", followed by the label "\$".

At the bottom of the dialog, there are two buttons: a yellow "Create" button and a grey "Close" button.

Viewing Traffic Invoices

You can filter invoices by account name using the **Account Filter** dropdown list. By default, the list displays previously created invoices from all accounts in chronological order, from newest to oldest:


- Click **I.N.** to organize the list by invoice number (lowest to highest).

- Click **Subscriptions** to organize the list alphabetically (A-Z) by account name.
- Click **Device** to organize the list alphabetically (A-Z) by player name.
- Click **Creation Date** to organize the list chronologically (oldest to newest) by the creation date of the subscription.
- Click **Completion Date** to organize the list chronologically (oldest to newest) by the end date of the subscription. This field is blank if the subscription is still active.
- Click **Traffic** to organize the list from the lowest download traffic volume to the highest download traffic volume.
- Click **Amount** to organize the list by smallest amount charged to largest amount charged.
- Click **Paid** to organize the list alphabetically (A-Z). There are only two possible conditions in this field: "True" or "False".

Note: You can reverse any listing by clicking the heading a second time.

Editing Traffic Invoices

Click the **Edit** button to edit the invoice number or the invoice charge for a subscription (in the **Amount** field). You can also indicate whether the traffic invoice has been paid by selecting "Yes" or "No" in the **Paid** dropdown list. Click **Update** when you are finished.


You can also delete invoices by clicking the  **Delete** button in a subscription invoice cell.

UPLOADS


System Administrator Only

Current Uploads

This section displays media files that are currently being uploaded to the network servers. When the upload process is complete, the file is moved to the **Uploads History** list.

- **Status:** The current [status](#) of the upload.
- **File Name:** The name of the file being uploaded.
- **File Size:** The size of the file being uploaded.
- **File Token:** The unique identifier that the network uses for the file. This allows the network server to store multiple files of the same name.
- **Start Time:** The date and time when the upload began. The value after the time code reflects the time zone configured for the server, represented by the time value plus or minus UTC: For example, “+00:00” represents UTC, while “-08:00” represents PST (Pacific Standard Time).
- **Sections:** A visual representation of the file upload progress. This bar does not update in real time, so you must refresh the page to update the progress bar
- **Delete:** Click the  button to cancel the file upload.

Uploads History

Click the  button and choose a date to filter the list of uploads (alternatively, you can enter the date manually in the **Select Date** field). You can also filter the results by successful or failed downloads using the **Show** list. Use the **Results per page** dropdown menu to choose how many uploads to display on a page. By default, uploads are listed by **Start Time** (from newest to oldest). You can change this organization as follows:

- Click **Status** to organize the list by connection status from “Healthy” to “Connection Lost”.
- Click **File Name** to organize the list alphabetically (A-Z) by file name.
- Click **File Size** to organize the list from smallest file size to largest file size.
- Click **File Token** to organize the list alphabetically (A-Z) by unique identifiers.
- Click **Start Time** to organize the list by upload start time, from oldest to newest.
- Click **End Time** to organize the list by upload complete time, from oldest to newest.

Note: *You can reverse any listing by clicking the heading a second time.*

Uploads

Current Uploads

There are no items to show in this list.

Uploads History

Select Date: Show:

Results per page




State	File Name	File Size	Upload Token	Start Time	End Time	Sections
✓	bebasneue_bold-webfont.eot	17.02 KIB	5cd5bd21-2430-4306-a1f7-4f080eee0591	10/16/2015 10:00:00 AM	10/16/2015 10:00:00 AM	100%
✓	bebasneue_bold-webfont.woff2	15.14 KIB	089073bd-d93b-40d3-9dae-174d66532de4	10/16/2015 10:00:00 AM	10/16/2015 10:00:00 AM	100%
✓	bebasneue_bold-webfont.woff	19.47 KIB	e8abe337-a62b-447f-815a-a2876c3344e5	10/16/2015 10:00:00 AM	10/16/2015 10:00:00 AM	100%
✓	bebasneue_bold-webfont.svg	112.29 KIB	2dd80a45-f47e-4514-8603-26f4278dd274	10/16/2015 10:00:00 AM	10/16/2015 10:00:00 AM	100%
✓	bebasneue_bold-webfont.ttf	48.15 KIB	707af317-9861-4337-9e2a-54d76c2b2605	10/16/2015 10:00:00 AM	10/16/2015 10:00:00 AM	100%
✓	pr1.jpg	46.45 KIB	f9650dfc-139d-419f-9e28-d67c3495ab95	10/16/2015 10:00:00 AM	10/16/2015 10:00:00 AM	100%

SCHEDULER


System Administrator Only

Scheduled Tasks

The **Scheduler** page lists a variety of actions that the system performs regularly to aid the System and Order Administrators. These actions are referred to as “system cases”. In the **Scheduled Tasks** section, you can view the following:

- **System Case:** The designated system case
- **Execution Time:** The next time the system case action is scheduled to be performed
- **Interval:** The time intervals at which the task is repeated
- **Enabled:** The current status of the system case. It can either be enabled (“True”) or disabled (“False”).
- **Edit:** Click the  button to enable or disable a system case.
- **Delete:** Click the  button to remove a system case. To recover a system case, you must edit the Scheduler configuration file.
- **Execute:** Click the  button to perform the action immediately.

Tasks Execution History

In this section, you can view all system cases that were previously executed. You can filter the list by clicking the  **Select Date** button and selecting a date. Alternatively, you can enter a date manually in the field. You can also change the list organization as follows:

- Click **Date** to organize the list chronologically (newest to oldest) by the date and time the task was last executed.
- Click **SystemCase** to organize the list alphabetically (A-Z) by the name of the system case.
- Click **IsSuccessful** to organize the list alphabetically (A-Z) by whether the system case was executed successfully or not. There are only two possible conditions in this field: “True” or “False”.

Note: *You can reverse any listing by clicking the heading a second time.*

System Case Processes

The following list describes the system cases and the specific tasks each case performs during execution:

SC1 – Collect Account Daily Usage

- System parses logs in order to determine traffic values (grouped by devices).

SC2 – Charge Account

- System checks incomplete [Traffic Invoices](#):
 - If an invoice is associated with a [Grace Subscription](#) or with no subscription, it will be skipped.

- If an account’s billing mode is set to “Manual”, all pending Traffic Invoices will be marked as paid.

SC3 – Suspend Account

- System checks all active accounts that are in the [Pending Suspension](#) state.
 - If the deadline has been reached, the account will be moved to the Suspended state.

The screenshot shows the BrightSign Network Admin interface. At the top, there is a navigation bar with the BrightSign logo, 'Admin' text, and a 'Sign Out' button. Below the navigation bar are several menu items: Accounts, Devices, Subscriptions, Invoices, Resources, Uploads, and Scheduler. The Scheduler page is active, displaying a 'Scheduled Tasks' table. The table has five columns: System Case, Execution Time, Interval, Enabled, and Edit / Delete / Execute. The table lists several tasks, including SC2: Charge Account, SC3: Suspend Account, SC4: Handle Subscription Expiration, SC5: Charge Subscription, SC6: Suspend Subscription, SC7: Device Inactivity Warning, SC8: Device Logs Parser, SC9: Device Logs Report Builder, and SC11: Handle Content Expiration. Each task row includes icons for editing, deleting, and executing the task.

System Case	Execution Time	Interval	Enabled	Edit / Delete / Execute
SC2: Charge Account	00:00:00:00:00:00	1.00:00:00	True	
SC3: Suspend Account	00:00:00:00:00:00	1.00:00:00	True	
SC4: Handle Subscription Expiration	00:00:00:00:00:00	1.00:00:00	True	
SC5: Charge Subscription	00:00:00:00:00:00	1.00:00:00	True	
SC6: Suspend Subscription	00:00:00:00:00:00	1.00:00:00	True	
SC7: Device Inactivity Warning	00:00:00:00:00:00	00:05:00	True	
SC8: Device Logs Parser	00:00:00:00:00:00	00:05:00	True	
SC9: Device Logs Report Builder	00:00:00:00:00:00	00:05:00	False	
SC11: Handle Content Expiration	00:00:00:00:00:00	00:05:00	True	

- Each account suspended using this case receives a notification E-mail.

Note: *The deadline for suspension is 14 days after the account is changed to “Pending Suspension”.*

SC4 – Handle Subscription Expiration

- System checks all [Grace Subscriptions](#).
 - If the deadline for a Grace Subscription has been reached, it will be deactivated.
- System creates a [Traffic Invoice](#) and marks the subscription as deleted.

Note: *The deadline for Grace Subscriptions is 30 days from when they are created. The Traffic Invoice created by this case is for informational purposes. It lets you know how much Traffic was consumed during the Grace period.*

- The Order Administrator receives an E-mail notification of this action.

SC5 – Charge Subscription

- System checks all active subscriptions that were not charged in the last month.
- System calculates traffic and creates a [Traffic Invoice](#) for each subscription.
- The newly created Invoice is marked as “Unpaid”.
- Traffic counters of all processed Subscriptions are dropped.

SC6 – Suspend Subscription

- System checks all active Subscriptions that are in the [Pending Suspension](#) state.
 - If the deadline has been reached, the Subscription will be moved to the Suspended state.
 - Each account Suspended by this case receives a notification E-mail.
- **Note:** *The deadline for suspension is 14 days after the account is changed to “Pending Suspension”.*

SC7 – Device Inactivity Warning

- System checks for all active devices where the following conditions apply:
 - The “Last Connect Time” is older than the “Device Inactivity Timeout”
 - The “State” is set to “Not Notified”
- System checks appropriate account profiles and determines whether the “Device Inactivity - Notification Enabled” property is set.
- System sends an E-Mail notification to the appropriate accounts indicating all inactive devices.
- The state of these inactive devices is updated to “Notified”.

SC8 – Device Logs Parser

- System checks the Device Logs Queue for

incoming files

- For any file found, the device owner is determined and the header is validated.
- System determines the record type for each file.
- System validates and checks each record for Filter Expression.
- System populates the records and separates lists according to type.
- System compiles an XML spreadsheet for each list.
- System deletes the incoming Device Log file.

SC9 – Device Logs Report Builder

- System checks for parsed Device Logs stored by the SC8 process.
- System determines whether the new information is included in existing reports.
- System generates new daily, weekly, and monthly reports for data not included in existing reports.
- System updates the affected existing reports, keeping sorting records in the report.
- For each affected report, the “Last Updated” date is changed to the current date.
- System saves new reports in the determined directory.
- System registers the new reports in the database, making them accessible to users.

SC10 – Generate Thumb (content_id)

- System generates thumbnails for video files as a temporary task.
 - This task does not appear in the task list until it is triggered by the Web Services node for a specific media item, which is identified by its **content_id**.
 - This task disappears from the list after execution.

SC11 – Handle Content Expiration

- System searches for HTML page assets and deletes them after 24 hours if they appear orphaned.

SC12 – Handle Dynamic Playlist Validity Dates

- System updates (rebuilds) the *.xml* files for Dynamic Playlists, applying validity dates to items in each playlist.

SC13 – Handle Live Text Feed Validity Dates

- System updates (rebuilds) the *.xml* files for Live Text feeds, applying validity dates to items in each feed.

SC14 – Handle Live Media Feed Validity Dates

- System updates (rebuilds) the *.xml* file for Live Media feeds, applying validity dates to items in each feed.

SC15 – Handle Obsolete Device Screenshots

- System deletes device screenshots, beginning with the oldest, once the number of image files for a device reaches 500.