



**BrightSign®**

# USER GUIDE

BrightSign Network WebUI  
Version 4.2

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# INTRODUCTION

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

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

## What Can I Do with the WebUI?

The WebUI toolset can be split into two primary components:

### **Presentations**

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

### **Players**

- Organize players into customizable groups.
- Schedule presentations for groups of players.

- Monitor the health of players connected to the BrightSign Network.
- Send reboot, recovery, and upload log commands to networked players.
- Monitor the statuses of networked players: This includes the current active presentation, total network traffic, and device error logs.
- View screenshots of current device playback using the Remote Snapshot feature.
- Generate various playback [logs](#) (Event, State, Diagnostic, Playback, User Variable) to keep records of player and presentation activity.
- View the [subscription status](#) of players.
- [Add purchased subscriptions](#) to players. You can also choose to have the BrightSign Network

automatically manage your purchased subscriptions (which is the default setting).

### How Does it Work with BrightAuthor?

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

You can upload media to the WebUI in two ways:

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

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

### Will my Player Work with the WebUI?

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

- TD1012

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

# USER ACCOUNT ROLES

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

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

## Administrators

Being assigned to the **Administrators** role gives you access to all the features offered on the BrightSign Network. This is the only role that allows you to edit the account status of other users: as an Administrator, you can add new users, delete existing users, and assign users to different roles.

You can also create and edit *Custom Roles*, an advanced feature that is explained in the [BrightSign Network WebUI Permissions Guide](#).

**Note:** *The first user of a BrightSign Network account will automatically be assigned to the **Administrators** role. If*

*you are not the first user on your account, you will need to have the user who is assign you to this role.*

Users: View User, Create User, Change Role, Edit Permissions, Lock User, Unlock User, Delete User, Enable Notifications

Roles: View Roles, View Users, Add User, Remove User, Edit Permissions, Delete Role

Content: View Content, Upload Content, Update Content, Assign Content, Unassign Content, Delete Content

Dynamic Playlists: View Dynamic Playlists, View Contents, Create Dynamic Playlists, Rename Dynamic Playlists, Update Dynamic Playlists, Assign Dynamic Playlists, Unassign Dynamic Playlists, Delete Dynamic Playlists

Presentations: View Presentations, View Contents, Create Presentations, Overwrite Presentations, Update Presentations, Add Content, Remove Content, Assign Presentations, Unassign Presentations, Delete Presentations

Schedules: View Presentations, Create Schedule, Update Schedule, Add Presentation, Remove Presentation

Groups: View Groups, View Devices, Create Group, Update Group, Add Device, Remove Device, View Schedule, Update Schedule, Delete Group

Devices: View Devices, Export Devices List, View Device Errors, View Device Downloads, View Device Battery Status, View Device Log Reports, Get Device Log Reports, Update Device Notes, Change Target Group, Delete Device, Restore Device, Add Subscriptions, Unit Control, View Remote Snapshots, Manage Tags

Subscriptions: View Subscriptions, View Traffic Invoices, View Subscription Invoices, Export Traffic Invoices, Export Subscription Invoices, Update Subscription, Export Subscriptions

Live Text Feeds: View Live Text Feeds, View Contents, Create Live Text Feed, Rename Live Feed, Update Live Text Feed, Assign Live Text Feed, Unassign Live Text Feed, Delete LiveText Feed

Web Page: View Web Pages, Upload Web Page, Update Web Page, Assign Web Page, Unassign Web Page, Delete Web Page

Live Media Feeds: View Live Media Feeds, View Contents, Create Live Media Feed, Rename Live Media Feed, Update Live Media Feed

BrightWall Group: View BrightWall Groups, View BrightWalls, View Schedule, Create BrightWall Group, Update BrightWall Group, Add BrightWall, Remove BrightWall, Update Schedule, Delete BrightWall Group

BrightWall: View BrightWalls, View Devices, Create BrightWall, Update BrightWall, Change BrightWall Group, Add Device, Remove Device, Delete BrightWall

BrightWall Presentation: View BrightWall Presentations, View Contents, Create BrightWall Presentation, Update BrightWall Presentation, Add Content, Remove Content, Assign BrightWall Presentation, Unassign BrightWall Presentation, Delete BrightWall Presentation

## Creators

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



Content: View Content, Upload Content, Update Content, Assign Content, Unassign Content, Delete Content

Dynamic Playlists: View Dynamic Playlists, View Contents, Create Dynamic Playlists, Rename Dynamic Playlists, Update Dynamic Playlists, Assign Dynamic Playlists, Unassign Dynamic Playlists, Delete Dynamic Playlists

Presentations: View Presentations, View Contents, Create Presentations, Overwrite Presentations, Update Presentations, Add Content, Remove Content, Delete Presentations

Live Text Feeds: View Live Text Feeds, View Contents, Create Live Text Feeds, Rename Live Feeds, Update Live Text Feeds, Assign Live Text Feeds, Unassign Live Text Feeds, Delete Live Text Feeds

Web Page: View Web Pages, Upload Web Page, Update Web Page, Assign Web Page, Unassign Web Page, Delete Web Page

Live Media Feeds: View Live Media Feeds, View Contents, Create Live Media Feed, Rename Live Media Feed, Update Live Media Feed

BrightWall Presentation: View BrightWall Presentations, View Contents, Create BrightWall Presentation, Update BrightWall Presentation, Add Content, Remove Content, Presentation, Delete BrightWall Presentation

## General Managers

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

Users: Enable Notifications

Content: View Content, Upload Content, Update Content, Assign Content, Unassign Content, Delete Content

Dynamic Playlists: View Dynamic Playlists, View Contents, Create Dynamic Playlists, Rename Dynamic Playlists, Update Dynamic Playlists, Assign Dynamic Playlists, Unassign Dynamic Playlists, Delete Dynamic Playlists

Presentations: View Presentations, View Contents, Create Presentations, Overwrite Presentations, Update Presentations, Add Content, Remove Content, Assign Presentations, Unassign Presentations, Delete Presentations

Schedules: View Presentations, Create Schedules, Update Schedules, Add Presentations, Remove Presentations

Groups: View Groups, View Devices, Create Groups, Update Groups, Add Device, Remove Devices, Change Schedules, Delete Groups

Devices: View Devices, Export Devices List, View Device Errors, View Device Downloads, View Device Battery Status, View Device Log Reports, Get Device Log Reports, Update Device Notes, Change Target Group, Delete Device, Restore Device, Add Subscriptions, Unit Control, Manage Tags

Subscriptions: View Subscriptions, View Traffic Invoices, View Subscription Invoices

Live Text Feeds: View Live Text Feeds, View Contents, Create Live Text Feeds, Rename Live Feeds, Update Live Text Feeds, Assign Live Text Feeds, Unassign Live Text Feeds

Web Page: View Web Pages, Upload Web Page, Update Web Page, Assign Web Page, Unassign Web Page, Delete Web Page

Live Media Feeds: View Live Media Feeds, View Contents, Create Live Media Feed, Rename Live Media Feed, Update Live Media Feed

BrightWall Group: View BrightWall Groups, View BrightWalls, View Schedule, Create BrightWall Group, Update BrightWall Group, Add BrightWall, Remove BrightWall, Update Schedule, Delete BrightWall Group

BrightWall: View BrightWalls, View Devices, Create BrightWall, Update BrightWall, Change BrightWall Group, Add Device, Remove Device, Delete BrightWall

BrightWall Presentation: View BrightWall Presentations, View Contents, Create BrightWall Presentation, Update BrightWall Presentation, Add Content, Remove Content, Assign BrightWall Presentation, Unassign BrightWall Presentation, Delete BrightWall Presentation

## Network Managers

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

Users: Enable Notifications

Content: View Content, Delete Content

Dynamic Playlists: View Dynamic Playlists

Presentations: Delete Presentations, View Presentations

Schedules: View Presentations

Groups: View Groups, View Devices, Create Groups, Update Groups, Add Device, Remove Devices, Delete Groups

Devices: View Devices, Export Devices List, View Device Errors, View Device Downloads, View Device Battery Status, View Device Log Reports, Get Device Log Reports, Update Device Notes, Change Target Group, Delete Device, Restore Device, Add Subscriptions, Unit Control, Manage Tags

Live Text Feeds: View Live Text Feeds

Web Page: View Web Pages, Delete Web Page

Live Media Feeds: View Live Media Feeds

BrightWall Group: View BrightWall Groups, View BrightWalls, View Schedule, Create BrightWall Group, Update BrightWall Group, Add BrightWall, Remove BrightWall, Delete BrightWall Group

BrightWall: View BrightWalls, View Devices, Create BrightWall, Update BrightWall, Change BrightWall Group, Add Device, Remove Device, Delete BrightWall

BrightWall Presentation: View BrightWall Presentations, Delete BrightWall Presentation

## Publishers

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

Content: Upload Content

Presentations: View Presentations, Assign Presentations, Unassign Presentations

Schedules: View Presentations, Create Schedules, Update Schedules, Add Presentations, Remove Presentations

Groups: View Groups, Change Schedule

BrightWall Group: View BrightWall Groups, View BrightWalls, View Schedule, Update Schedule

BrightWall: View BrightWalls

BrightWall Presentation: View BrightWall Presentations, Assign BrightWall Presentation, Unassign BrightWall

## Viewers

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

Users: Enable Notifications

Content: View Content

Dynamic Playlists: View Dynamic Playlists, View Contents

Presentations: View Presentations, View Contents

Scheduling: View Presentations

Groups: View Groups, View Devices

Devices: View Devices, Export Devices List, View Device Errors, View Device Downloads, View Device Battery Status, View Device Log Reports, Get Device Log Reports, Manage Tags

Subscriptions: View Subscriptions

Live Text Feeds: View Live Text Feeds, View Contents

Web Page: View Web Pages

Live Media Feeds: View Live Media Feeds, View Contents

BrightWall Group: View BrightWall Groups, View BrightWalls, View Schedule

BrightWall: View BrightWalls, View Devices

BrightWall Presentation: View BrightWall Presentations, View Contents

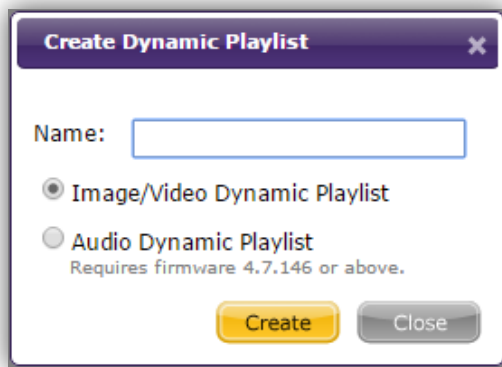
# CREATE

## Creating Dynamic Playlists



General Managers, Creators

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

1. Click the **Create** tab. The **Dynamic Playlist** subgroup will already be selected.
2. Click the **+ Add New Dynamic Playlist** button.
3. Enter a Name for the new Dynamic Playlist.



4. Determine whether you want to create an **Image/Video Dynamic Playlist** or an **Audio Dynamic Playlist**, then click **Create**.
5. Click the **⚙ Edit Title** button if you would like to rename the Dynamic Playlist at any time.
6. Drag the desired images/video files or audio files from the **Library** and drop them into the playlist field.
7. Edit the ordering of the playlist by dragging a thumbnail to a desired position or by entering the position number of a media item in the **Position** field and clicking **Set**.
8. Change the time on screen of an image file by entering the value (in seconds) in the **Duration** field.
9. Assign a validity date to the selected video, image, or audio file by clicking the **📅** button. If the **Enable Validity Date** box is checked, the media file will only be included in the Dynamic Playlist between the specified **Start Date** and **End Date**. A Dynamic Playlist item with a validity date will have a graphic in the top left to indicate its current status:
  - a. **⏸** The item is not currently included in the Dynamic Playlist because the validity **Start Date** begins in the future.

- b.  The item is currently included in the Dynamic Playlist.
  - c.  The item is not currently included in the Dynamic Playlist because the validity **End Date** has passed.
10. Save the changes you've made to the Dynamic Playlist by clicking the **Save** button.
  11. Create a new copy of the Dynamic Playlist by clicking the **Save Playlist As...** button.
  12. Click the **Back** button if you would like to exit without saving changes you have made to the Dynamic Playlist while on the page.

## Using the Dynamic Playlist Library

General Managers, Creators

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

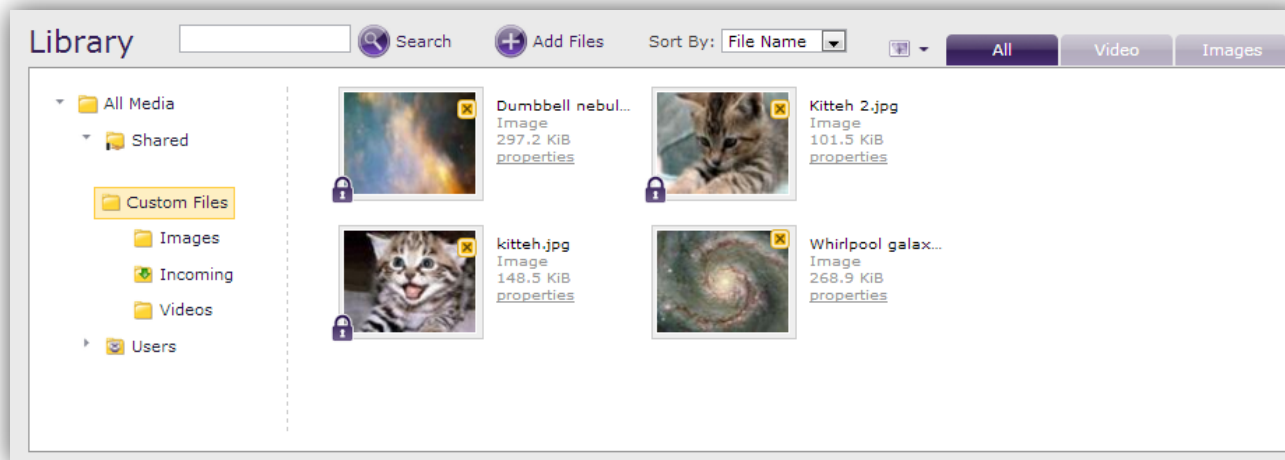
1. Access content folders using the directory on the left. By default, all content uploaded using BrightAuthor is placed in the **Incoming** folder.

**Note:** You can move media files and create custom folders in the [Library](#) tab of the WebUI.

2. Use the **Search** function to find media files contained within all folders and sub-folders.
3. Click the **X** in the corner of an image or video thumbnail to remove that media file from the BrightSign Network.

**Note:** A media file with a lock symbol cannot be deleted because it is currently being used in another networked presentation.

4. Click the **Add Files** button to add images or video to the **Incoming** folder. You will then be able move these media files to other folders and add them to the Dynamic Playlist:
  - a. Once the **Add/Upload** File window opens, click



- Add File** and select the desired image or video file(s). You can add multiple files to the upload queue using this method.
- b. Click the **Start Upload** button once you have added all the files you wish to upload.
  - c. Click **Close** when the upload process is completed.
5. Click the **Sort By** dropdown menu to change the list order of the media files contained in the folder. You can organize the files using the following criteria:
- **File Name:** Alphabetical
  - **File Type:** Alphabetical (by extension)
  - **File Size:** Smallest to largest
  - **Upload Date:** Oldest to newest
6. Click the thumbnail dropdown menu to choose between *Small Icons*, *Medium Icons*, and *Large Icons*. This will affect how many icons are displayed on each page.
7. Select the **Video** tab or **Images** tab to limit the folder contents based on file type.

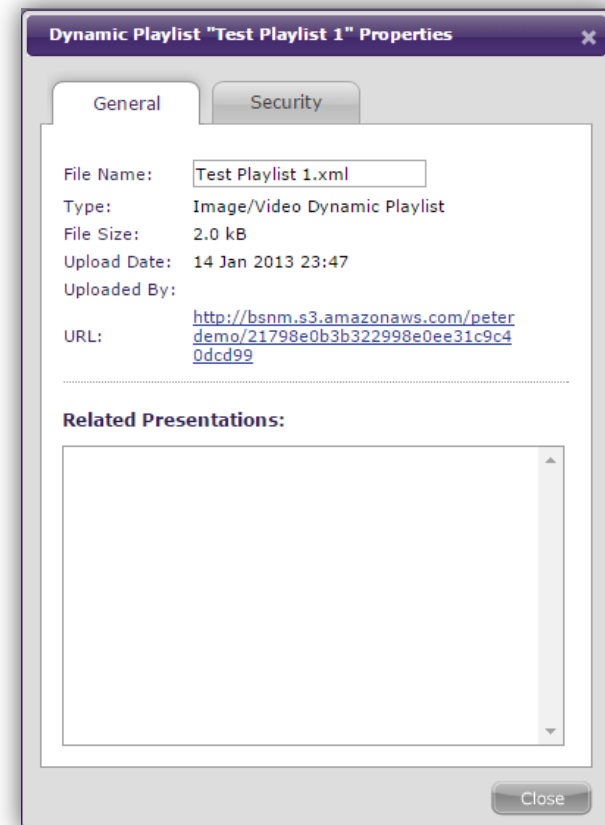
## Dynamic Playlist Properties

General Managers, Creators, Viewers

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

- a. **File Name:** The name of the Dynamic Playlist

- b. **Type:** The Dynamic Playlist type. This value can be either **Image/Video Dynamic Playlist** or **Audio Dynamic Playlist**.
- c. **File Size:** The size of the Dynamic Playlist playfile (not including the media content), in bytes or kilobytes
- d. **Upload Date:** The date and time when the Dynamic Playlist was created in the WebUI or uploaded to the BrightSign Network from BrightAuthor.



- e. **Uploaded By:** The user account that originally uploaded or created the Dynamic Playlist.
- f. **URL:** The download URL of the MRSS file associated with the Dynamic Playlist.
- g. **Related Presentations:** A list of all networked presentations that are currently using the Dynamic Playlist.

Index	Title	Value
1.	First	This is the first entry in the value field.
2.	Second	This is the second.
3.	Third	Next comes the third.
4.	Fourth	And lastly, the fourth.
5.		

## Creating Live Data Feeds

General Managers, Creators

The **Live Data** feature allows you to create and update fully functional RSS feeds using a simple user interface. You can use Live Data when creating Live Text states and Ticker Zones in BrightAuthor. For more on using Live Data in presentations, please see the [BrightAuthor User Guide](#).

1. Select the **Create** tab and click **Live Data** in the secondary task bar.
2. Click the **+ Add New Feed** button.
3. Enter a **Name** for the new Live Data feed and click **Create**.
4. Click the **🔍 Edit Name** button if you would like to rename the Live Data feed at any time.
5. Enter a **Title** and **Value** for the first entry. Like most RSS parsers, the Live Text state in BrightAuthor uses either the index number or Title to determine which entry to display.
6. Create additional entries by clicking on the grayed-out field under the last entry.
7. Change the order of the Live Data feed by dragging and dropping individual entries
8. Click the **🕒** button to assign a validity date to the entry or to change the order of the entry via index number. If the **Enable Validity Date** box is checked, the entry will be part of the feed between the specified **Start Date** and **End Date**. An entry with a validity date will have a graphic next to its title to indicate its current status:
  - a. **⏸** The entry is not currently included in the feed because the validity **Start Date** begins in the future.
  - b. **▶** The entry is currently included in the feed.
  - c. **⏹** The entry is not currently included in the feed because the validity **End Date** has passed.



9. Click the **Delete** button to remove an entry from the feed.
10. Save the changes you've made to the Live Data feed by clicking the **Save** button.
11. Create a new copy of the Live Data feed by clicking the **Save Feed As...** button.
12. Click the **Cancel** button if you would like to exit without saving changes you've made to the Text Feed.

## Live Data Feed Properties

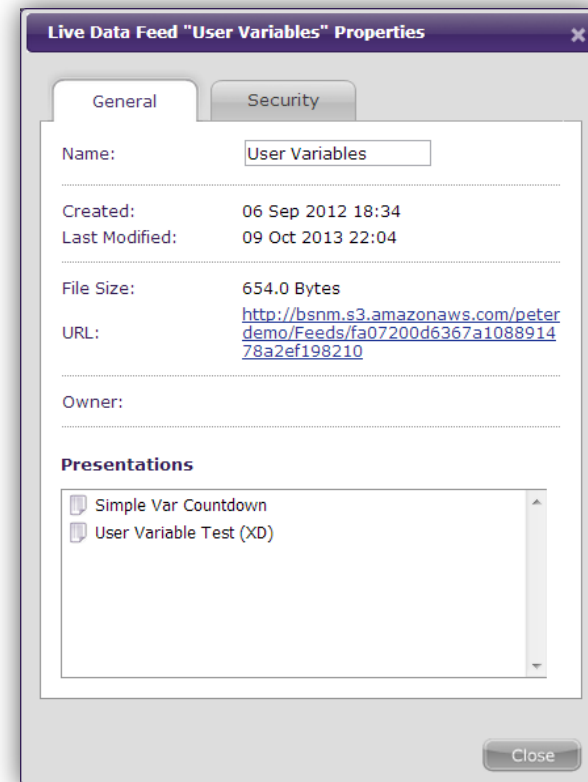
### General Managers, Creators, Viewers

1. Click the **Properties** link below a Live Data feed to view additional information about it:
  - a. **Name:** The name of the Live Data feed
  - b. **Creation Date:** The date and time when the Data feed was created in the WebUI
  - c. **Date Modified:** The date and time when the Live Data feed was last changed.
  - d. **File Size:** The size of the Live Data feed in bytes or kilobytes
  - e. **URL:** The RSS feed URL. You can use this URL with any application or device that parses RSS feeds.

**Note:** *Earlier versions of BrightAuthor require you to manually copy and paste this URL to the Live Text state. The current version of BrightAuthor automatically detects Live Data*

*feeds stored on your BrightSign Network account.*

- f. **Presentations:** A list of all networked presentations that are currently using the Live Data feed.







## Creating Live Media Feeds

### General Managers, Creators






The **Live Media** feature allows you to create and update fully functional media RSS (MRSS) feeds using a simple

user interface. You can use Live Media feeds when creating Media RSS Feed states and defining Live Data feeds in BrightAuthor. To learn more about using MRSS feeds in presentations, please see the [BrightAuthor User Guide](#).

1. Select the **Create** tab and click **Live Media** in the secondary task bar.
2. Click the  **Add New Feed** button.
3. Enter a **Name** for the new Live Media feed and click **Create**.
4. Click the  **Edit Name** button if you would like to rename the Live Media feed at any time.
5. Click the  **Edit TTL** button to specify how long the feed should last (in minutes) before it is refreshed using the source URL.
6. Click a field in the first item to add a media element to the feed.
7. Click the empty thumbnail image, select a media element (image, video, or audio) in the [Library](#) window, and click **Add**.
8. Enter a **Title** and **Description** for the media element.
9. Click the  **Add Custom Field** button to add an optional descriptive tag to the media element. You

can add multiple custom fields to a single item.

Custom fields added to one media element will also be included with subsequent media elements added to the Live Media feed.

10. Click the  button to assign a validity date to the media item or to change the order of the media item via index number. If the media item is an image, you will also be able to specify its display **Duration** (in seconds). If the **Enable Validity Date** box is checked, the media item will be part of the feed between the specified **Start Date** and **End Date**. An item with a validity date will have a graphic in the top left corner of the thumbnail to indicate its status:
  - a.  The media item is not currently included in the feed because the validity **Start Date** begins in the future.
  - b.  The media item is currently included in the feed.
  - c.  The media item is not currently included in the feed because the validity **End Date** has passed.
11. Click the  **Delete** button to remove an entry from the feed.




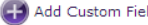






**Note:** You will not be allowed to save the Live Media feed if there are incomplete media items (i.e. one or more required fields are not filled out). Use the **Delete** button to remove incomplete items before saving.

12. Save the changes you've made to the Live Media feed by clicking the **Save** button.

13. Create a new copy of the Live Media feed by clicking the **Save Feed As...** button.

14. Click the **Cancel** button if you would like to exit without saving changes you've made to the Live Media feed.

**New MRSS Feed** [Edit Name](#) [Edit TTL](#)

1.	 00:15 kitteh.jpg	Title: Description: Moreinfo:	Item 1 This is the first image. It's a kitteh.	 
				
2.	 00:15 Kittens fightin...	Title: Description: Moreinfo:	Item 2 This is the second image. More kittens.	 
3.	 Attract.mpg	Title: Description: Moreinfo:	Item 3 This is a video. ...	 


**Save** **Save Feed As...** **Cancel**

# EDIT


## Creating Presentations

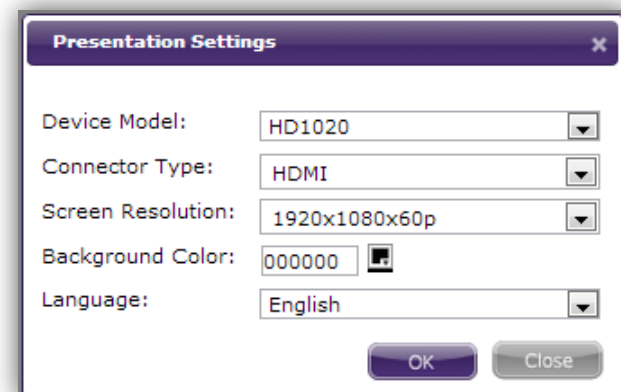
General Managers, Creators

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

1. Select the **Create** tab and click  **Add New Presentation**. In the **Create Presentation** window, you will be provided with the following options:
  - a. **Name**: Choose a unique name for the presentation.
  - b. **Device Model**: Select the model number of the BrightSign player(s) to which you will publish this presentation.
  - c. **Connector Type**: Select either HDMI, VGA, or [Component](#).
  - d. **Screen Resolution**: Choose the resolution that best matches the native resolution of your monitor.
  - e. **Monitor Orientation**: Choose whether you would like the content to appear in Landscape or Portrait mode.

**Note:** BrightSign players do not automatically rotate landscape content to display in Portrait mode (and vice versa). You will first need to rotate video or images in the source application (e.g. Paint Shop Pro Photoshop, Adobe After Effects) before publishing them to the player.

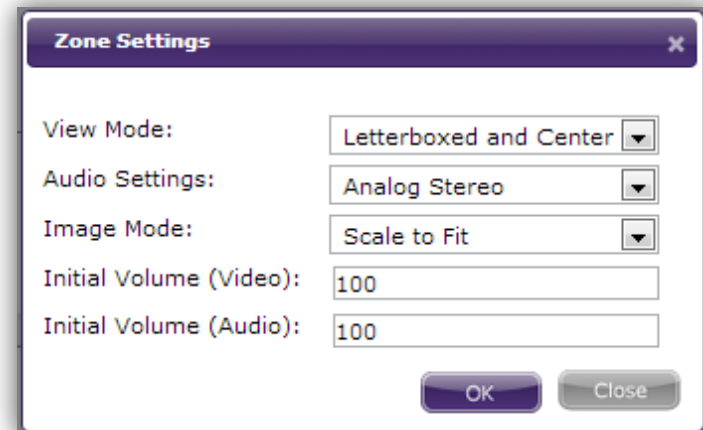
2. Click **Create** once you are finished. You will be taken to the content editing page.
3. Click  **Settings** to change the properties of the presentation. In the **Presentation Settings** window, you can edit the **Device Model**, **Connector Type**, and **Screen Resolution** options you set when creating the presentation. You can also specify these additional parameters:
  - a. **Background Color**: Choose the color that will appear on screen if there are no images or video. You can determine the color by selecting



from a predefined set of colors in the dropdown menu or by entering the [hex value](#) of the color you wish to use.

- b. **Language:** Select the language of the presentation.
4. Click **Zone Settings** to change the properties of the Video or Images zone:
  - a. **View mode:** Use the dropdown list to specify a setting for videos.
    - i. **Scale to fit:** Scales the video to fill the screen without maintaining the aspect ratio. The video may appear stretched.
    - ii. **Letterboxed and centered:** Centers the video and adds black borders on the top and bottom. The aspect ratio is maintained.
    - iii. **Fill screen and centered:** Centers the video and fills the screen. The aspect ratio is maintained.
  - b. **Audio settings:** Use the dropdown list to specify the type of audio you want to use in the zone.
  - c. **Image mode:** Use the dropdown list to specify a setting for images.
    - i. **Center image:** Centers the image without scaling. This may result in cropping if the image is too large.

- ii. **Scale to fit:** Scales the image to fit the zone. The image is displayed as large as possible with the correct aspect ratio.
  - iii. **Scale to fill and crop:** Scales the image to completely fill the zone while maintaining the aspect ratio.
  - iv. **Scale to fill:** Scales the image to fill the zone without maintaining the aspect ratio.
- d. **Initial volume (Audio):** Sets the initial volume for audio files (0-100).
  - e. **Initial volume (Video):** Sets the initial volume for video files (0-100).



5. Drag the desired image, video, and audio files from the **Library** and drop them into the presentation playlist field.
6. Edit the ordering of the presentation playlist by dragging a thumbnail to a desired position or by

entering the position number of a media item in the **Position** field and clicking **Set**.

7. Change the time on screen of an image file by entering the value (in seconds) in the **Duration** field.
8. Save the changes you've made to the presentation by clicking the **Save** button.
9. Create a new copy of the presentation by clicking the **Save Presentation As...** button.
10. Click the **Back** button if you would like to exit without saving changes you have made to the presentation while on this page.

## Editing Presentations

General Managers, Creators

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

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

applicable players. Click **Cancel** to abort both the firmware update and the presentation saving operation.


## Using the Presentation Library

General Managers, Creators

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

1. Access content folders using the directory on the left. By default, all content uploaded using BrightAuthor is placed in the **Incoming** folder.

**Note:** *You can move media files and create custom folders in the [Library](#) tab of the WebUI.*

2. Use the  **Search** function to find media files contained within all folders and sub-folders.
3. Click the **X** in the corner of a thumbnail to remove that media file from the BrightSign Network.

**Note:** *A media file with a lock symbol cannot be deleted because it is currently being used in another networked presentation.*

4. Click the **Add Files** button to add images, video, or audio to the **Incoming** folder. You will then be able to move these media files to other folders and add them to the presentation:
  - a. Once the **Add/Upload File** window opens, click **Add File** and select the desired image, audio, or video file(s). You can add multiple files to the upload queue using this method.


- b. Click the **Start Upload** button once you have added all the files you wish to upload.
  - c. Click **Close** when the upload process is completed.
5. Click the **Sort By** dropdown menu to change the list order of the media files contained in the folder. You can organize the files in descending order by *File Name*, *File Type*, *File Size*, and *Upload Date*.
  6. Click the thumbnail dropdown menu to choose between *Small Icons*, *Medium Icons*, and *Large Icons*. This will affect how many icons are displayed on each page.
  7. Select the **Video**, **Images**, or **Audio** tab to limit the folder contents based on file type.

## Uploading an HTML Presentation

Creators, General Managers

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

1. Use a *.zip* file to encapsulate all HTML assets related to the page (including the *.html* file and all *.css*, *.js*, and media files). Ensure that the original directory structure is preserved.


2. Click the  **Add HTML Presentation** button. You will be asked to verify your account credentials.
3. Enter the **Webpage filename**. This value must match the name of the webpage file exactly, or presentation creation will fail. This value is set to *index.html* by default.
4. Click the **Browse** button to locate and select the *.zip* file containing the HTML presentation.
5. Give the HTML-based presentation a unique **Presentation name**. An optional, default unique value is also generated.

**Create presentation.**

Zip up your HTML prior to using this service.

Zip file: + Browse...

Webpage filename:

Presentation name:  

Model:

View mode:

Connector:

Language:

Enable Advanced JavaScript Objects Support ☐

Create »

6. Select the target **Model** for the HTML presentation.
7. Use the **View Mode** dropdown menu to specify the resolution of the target display(s).
8. Select the **Connector** that will be used for the target display(s).
9. Select a **Language** setting for the presentation.
10. Check the **Enable JavaScript Object Support** box if you want the presentation to have complete access to the subset of BrightScript objects that are available to JavaScript. See the [JavaScript Objects for BrightScript](#) tech note for more details.

**Important:** *If your HTML page does not use the BrightScript JavaScript objects, we recommend disabling this feature for security reasons.*

11. Click **Create** to begin uploading the presentation.  
Once the upload process is complete, you can schedule the HTML-based presentation for groups like any standard presentation.

## Presentation Properties

### General Managers, Creators, Viewers

1. Click the **Properties** link to view additional information about a presentation:
  - a. **Name:** The name of the presentation
  - b. **Creation Date:** The date and time when the presentation was created in the WebUI or uploaded to the BrightSign Network from BrightAuthor
  - c. **Date Modified:** The date and time when the presentation was last edited.
  - d. **Device Model:** The player model configured for the presentation
  - e. **Screen Resolution:** The monitor resolution of the presentation
  - f. **Connector Type:** The [audio/video connector](#) configured to link the player with the monitor
  - g. **Background Color:** The color that appears on screen if there are no images or video
  - h. **Language:** The language setting of the presentation
  - i. **Required Firmware:** The minimum firmware version required to play the presentation. If you schedule the presentation for a group that includes players with firmware below this version, you will be prompted to update the firmware for those players.
  - j. **Owner:** This value is currently not used by the BrightSign Network.



# LIBRARY

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

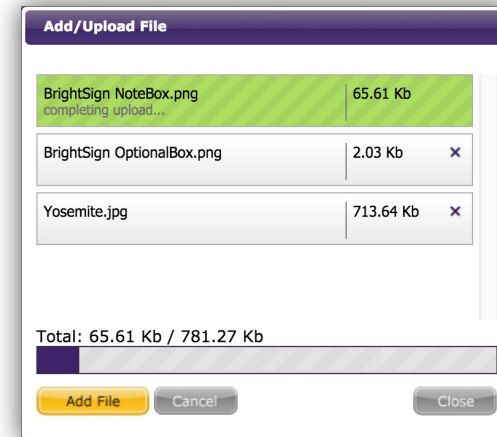
## Adding Media Files

General Managers, Creators, Publishers

1. Select the **Library** tab.
2. Click the **+ Upload New Files** button. The **Add/Upload File** window will appear:
  - a. Click **Add File** and select the desired video, audio, or image file. You can add multiple files to the upload queue using this method. Each file in the list will display its size, file name, and an **X**.
  - b. Click the **X** to remove a file from the list.
  - c. Click the **Start Upload** button once you have

added all the files you wish to upload.

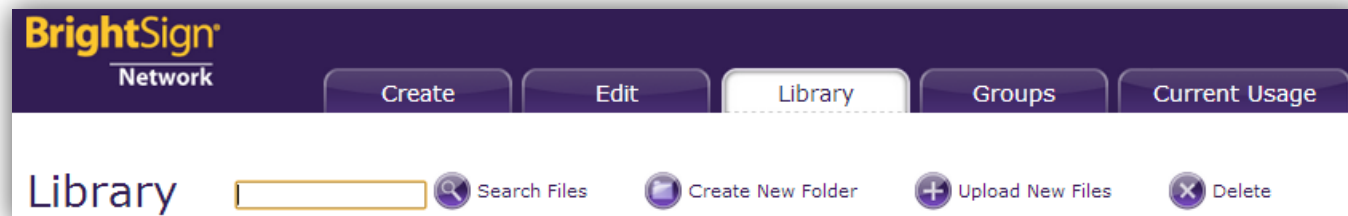
- d. Click **Close** when the upload process is completed.



## Removing Media Files

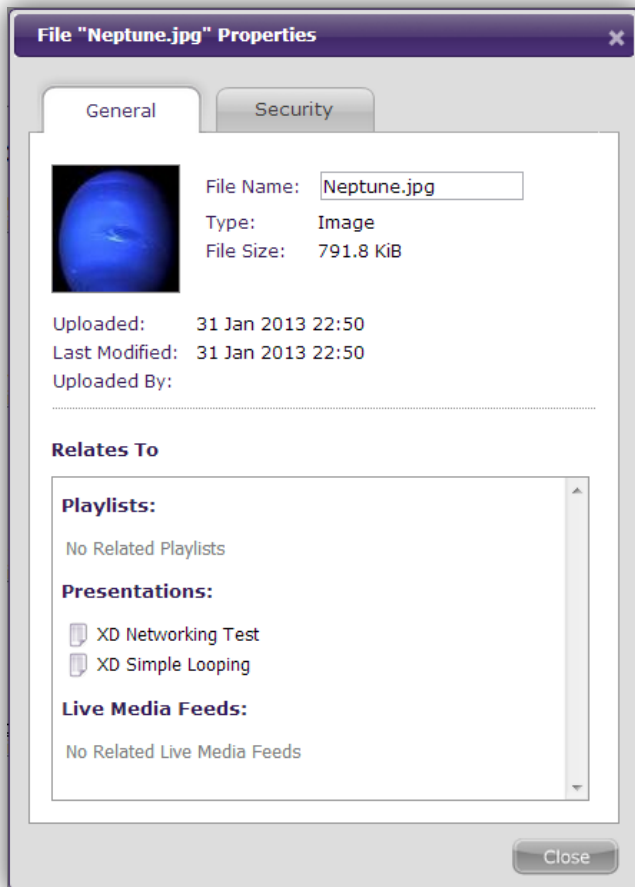
General Managers, Network Managers, Creators

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



3. Click the **Delete** button.

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



## Media File Properties

General Managers, Network Managers, Creators, Viewers

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



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

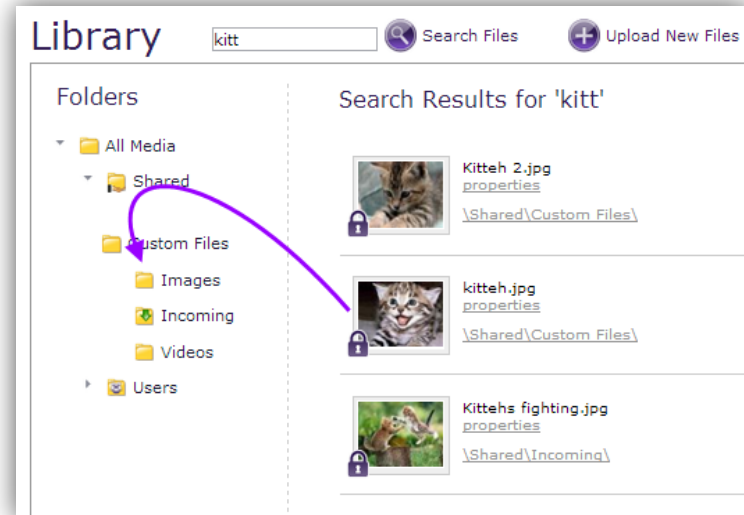
## Organizing Media Files

General Managers, Creators

The BrightSign Network features a folder directory system for keeping your media files organized. A folder

for each user, along with a general-use **Shared** folder, is created by default. Media files that are added by uploading BrightAuthor presentations will be added to the **Shared>Incoming** folder.

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



# GROUPS

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

## Viewing Groups

General Managers, Network Managers, Publishers, Viewers

When using BrightAuthor to set up players for the BrightSign Network, you must choose a group for each


device. However, you can always move a device to a new group from the **Groups** tab in the WebUI.


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


- **Name:** The name of the group, followed by the number of devices it contains in parentheses.
- **Status:** The status of players in the group, indicated with these icons:
  - ✓ **Healthy:** The player is connected to the

Groups <span>+ Add Group</span>			
Name	Status	Properties	Presentation
▶ Unassigned (1)	?	<a href="#">properties</a>	Looping Presentation 1
▶ Disabled Players (0)		<a href="#">properties</a>	Disabled Players
▶ CA Los Gatos (1)	✓	<a href="#">properties</a>	BSN Simple Looping
▶ CA San Francisco (0)		<a href="#">properties</a>	
▶ MA Boston (0)		<a href="#">properties</a>	
▶ MD Baltimore (0)		<a href="#">properties</a>	
▶ NC Raleigh (0)		<a href="#">properties</a>	Advanced Audio Playlist
▶ OH Akron (0)		<a href="#">properties</a>	
▶ WA Tacoma (0)		<a href="#">properties</a>	
<input checked="" type="checkbox"/> Show Deleted Devices			

network; the presentation is active

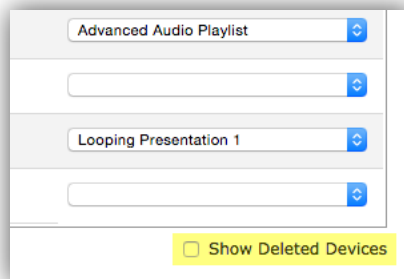
 **Connection Lost:** The player has missed its last scheduled status update, or the player is part of the Disabled Players group.

 **Inactive:** The player is not functioning and/or not connected to the network. There can be several reasons for an inactive player; please see this [FAQ](#) for a full list of causes.

 **Disconnected:** The player has no subscription, or its subscription has expired.

- **Properties:** Details and scheduling information about the group. See the [Group Properties](#) and [Device Properties](#) sections below for more details:
- **Presentation:** A dropdown list showing all presentations scheduled for the group. This list includes presentations that are scheduled but not currently playing.

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



Each BSN account features two default groups:

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

## Group Properties

General Managers, Network Managers, Publishers, Viewers

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

- **Name:** The name of the group
- **Scheduled firmware upgrades:** Use the dropdown menus to send firmware updates to certain player models in the group. Once you have selected the desired update(s), click the **Save** button. The specified player models will then

download and run the firmware update the next time they check in with the BrightSign Network.

- **Autorun Version:** The autorun version to which all players are upgraded when they are first assigned to the group
- **Serial Debugging:** The setting for serial debugging
- **System Log Debugging:** The setting for system log debugging

Group "CA Los Gatos" Properties

General Presentations Security

Name: CA Los Gatos

Scheduled firmware upgrades:

HDx10: (None) None

HDx20,LSx22: (None) None

XD: (None) None

4K: (None) None

XDx32: (None) 5.1.16

HDx22: (None) None

Autorun Version: 6.5.20

Serial Debugging: Disabled

System Log Debugging: Disabled

Devices Save

Delete

Close

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

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

## Device Properties

General Managers, Network Managers, Viewers

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

Device Properties	
General   Advanced   Downloads	
Unit ID:	[REDACTED]
Unit Name:	[REDACTED]
Model:	XD232
Target Group:	CA Los Gatos
Target Time Zone:	PST
Reported Group:	CA Los Gatos
Reported Time Zone:	PST
Firmware:	6.0.51
Autorun ver.(standard):	6.5.18
Autorun ver.(custom):	6.5.0
Remote Snapshot:	Unsupported
IP address:	[REDACTED]
Card Size:	3811 MiB
Subscription type:	Yearly
Subscription status:	Active
<input type="button" value="Disable"/> <input type="button" value="Delete"/> <input type="button" value="Close"/>	

- **Autorun ver. (standard):** The current autorun version of the BrightAuthor presentation assigned to the player.
- **Autorun ver. (custom):** The current autorun version of the custom-built presentation assigned to the player. Visit this [FAQ](#) to learn how to distribute custom autorun scripts using the BrightSign Network.
- **Remote Snapshot:** The status of the Remote Snapshot setting on the player. It can be one of the following:
  - Unsupported:** The scheduled presentation(s) do not support the Remote Snapshot feature because they were created in an older version of BrightAuthor.
  - Disabled:** The scheduled presentation(s) support the Remote Snapshot feature, but the feature was not enabled during the player setup process.
  - Enabled:** The scheduled presentation(s) support the Remote Snapshot feature, and the feature was enabled during the player setup process.
- **IP address:** The IP address of the player
- **Card Size:** The total capacity of the SD card installed in the player
- **Subscription type:** The type of BrightSign Network subscription assigned to the player

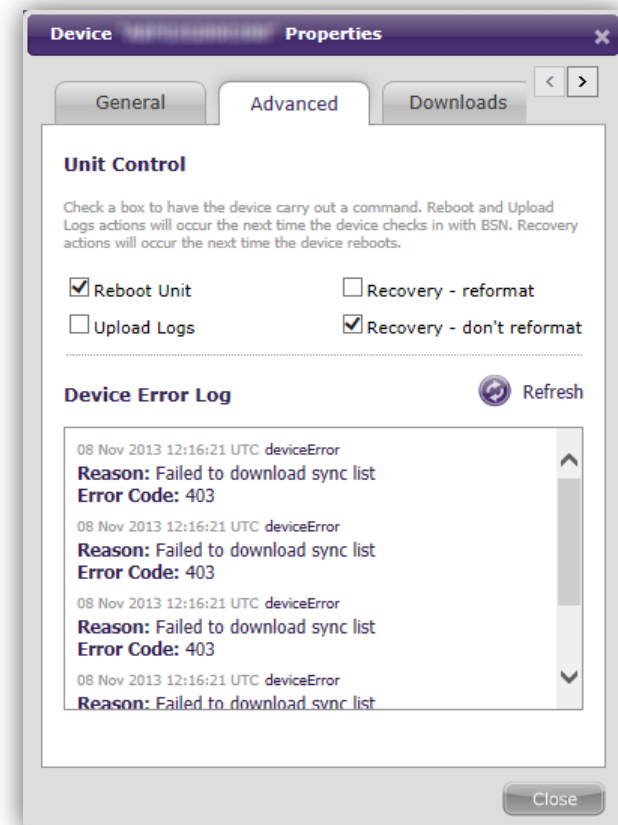
- **Subscription status:** The current status of the BrightSign Network subscription assigned to the player
- **Disable:** Moves the player to the Disabled Players group. The player will have a yellow status and display the presentation scheduled for the Disabled Players group, which is by default a notice stating that the player is disabled.
- **Enabled:** Moves the player from the Disabled Players group to the Unassigned group. If the player is still communicating with the BSN servers, the player status will return to green.
- **Delete:** Removes the player from the BrightSign Network.
- **Restore:** Restores a player that has been deleted from the BrightSign Network. Deleted players can only be viewed by clicking the [Show Deleted Devices](#) box.

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

- **Unit Control:** This section allows you to send commands to a player:
  - Reboot Unit:** Check this box to have the player reboot the next time it checks in to the BrightSign Network.
  - Upload Logs:** Check this box to have the player upload its logs to the BrightSign Network the next time it checks in.

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

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





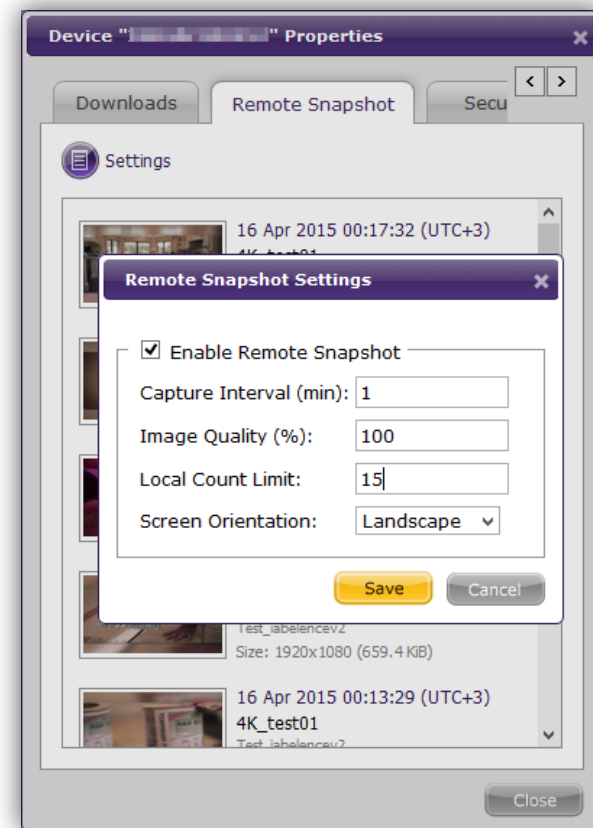
- **Device Error Log:** This section provides detailed information about the last five reported errors. If the player is operating normally, the error list will be blank. Click the **Refresh** button to update the error list.

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.



## Creating Groups

### General Managers, Network Managers

1. Select the **Groups** tab and click the  **Add Group** button.
2. Specify the following in the **Create Group** window:
  - a. **Name**: Enter a unique name for the group.
  - b. **Autorun**: Select the minimum [autorun version](#) of presentations assigned to the group.

**Note:** *The following options specify minimum firmware versions for different model lines that can be added to the group. If you add a player to the group and the player is using firmware below this minimum version, it will download and run the applicable firmware update the next time it checks in with the BrightSign Network servers.*

- c. **HDx10**: Select the minimum firmware version of HD210w, HD1010, and HD1010w players assigned to the group.
- d. **HDx20, LS22**: Select the minimum firmware version of AU320, HD220, HD1020, LS322, and LS422 players assigned to the group.
- e. **XD**: Select the minimum firmware version of XD230, XD1030, and XD1230 players assigned to the group.
- f. **4K**: Select the minimum firmware version of 4K242, 4K1042, and 4K1142 players assigned to the group.

- g. **XDx32**: Select the minimum firmware version of XD232, XD1032, and XD1132 players assigned to the group.
- h. **HDx22**: Select the minimum firmware version of HD222 and HD1022 players assigned to the group.
- i. **Serial Debugging**: Choose whether to *enable* or *disable* Serial Debugging for players in the group.
- j. **System Log Debugging**: Choose whether to *enable* or *disable* System Log Debugging for players in the group.


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

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

## Moving and Removing Players

### General Managers, Network Managers

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

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

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

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

You can also delete a player using the BrightAuthor scheduling functionality (please see the [BrightAuthor User Guide](#) for information).

Deleted players can be recovered using the [Restore](#) button.

## Scheduling Presentations


General Managers, Publishers

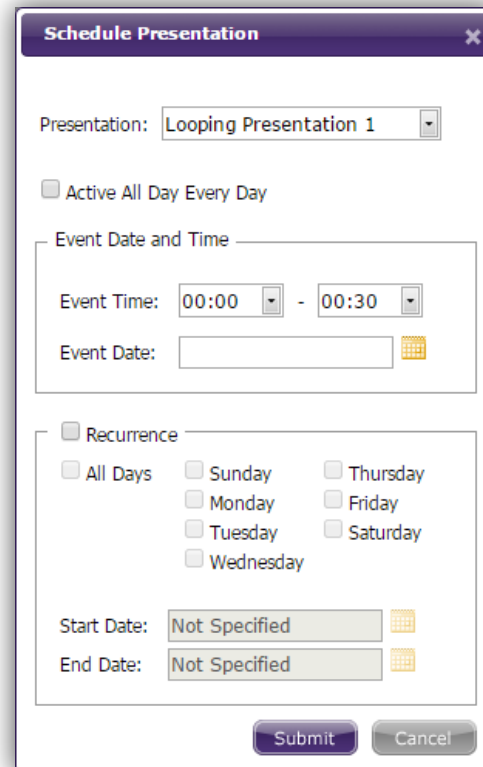
Follow these steps to add a presentation to a group:

1. Expand a group and click **Add Presentation** to open the **Schedule Presentation** window.

**Note:** Alternatively, you can access this window by accessing group **Properties**, selecting the **Presentations** tab, and clicking the **Add** button at the bottom of the window.

2. Select a **Presentation** from the dropdown list.

3. Check the **Active All Day Every Day** box if you would like the presentation to play at all times. This disables all other scheduling options in the **Schedule Presentation** window.
4. Use the **Event Time** fields to specify a time range for the presentation.
5. Use the **Event Date** field if you want the presentation to play during one day only. Use the  **Calendar** menu to select a specific date.



The screenshot shows the 'Schedule Presentation' dialog box. It has a title bar with 'Schedule Presentation' and a close button. Inside, there's a 'Presentation:' dropdown menu with 'Looping Presentation 1' selected. Below that is a checkbox for 'Active All Day Every Day'. A section titled 'Event Date and Time' contains 'Event Time' fields set to '00:00' - '00:30' and an 'Event Date' field with a calendar icon. Another section titled 'Recurrence' has a checkbox and a grid of days (All Days, Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday). At the bottom are 'Start Date' and 'End Date' fields, both set to 'Not Specified' with calendar icons, and 'Submit' and 'Cancel' buttons.

6. Check the **Recurrence** box if you want the presentation to play on a repeating schedule during a specific date range. Check **All Days** or specify certain days of the week. It is necessary to specify a **Start Date** and **End Date** if the **Recurrence** box is checked.
7. Click **Submit** once you have finished configuring the schedule.

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

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

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

# CURRENT USAGE

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

## Viewing Device Information

General Managers, Network Managers, Viewers

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

- **Health:** The status of the player, as indicated by the following icons:



**Healthy:** The player is connected to the network; the presentation is active



**Connection Lost:** The player has missed its last scheduled status update.



**Inactive:** The player is not functioning and/or not connected to the network. There can be several reasons for an inactive player; please see this [FAQ](#) for a full list of causes.



**Disconnected:** The player has no subscription, or its subscription has expired.

- **Device Label:** The serial number of the player.
- **Device Name:** The name given to the player

### Current Usage

Search

Search

☒ Group ☒ Name ☒ Label

\*Search syntax allows wildcards

Device Logs

Select Device

Select Report

☒ Events ☐ States ☐ Playback ☐ Diagnostic ☐ User Variables

Generate Report

Subscriptions Information

Available Subscriptions: 98

Activated Subscriptions: 1

Queued Subscriptions: 1

Total: 100

Suspended Subscriptions: 0


☒ Enable Automatic Subscriptions Management

Active Devices: 3 / 3 Devices were found [Export Device List](#) Results 20 per page

Health	Device Label	Device Name	Target Group	Device Model	Active Presentation	Last Connection	Traffic	Actions
?	XXXXXXXXXX	XXXXXXXXXX	Wall 1	XD1230		26 May 2015 06:10:20	0 MIB	
?	XXXXXXXXXX	XXXXXXXXXX	CA Los Gatos	HD1010	Advanced Audio Playlist	11 Dec 2014 09:00:45	0 MIB	
✓	XXXXXXXXXX	XXXXXXXXXX	CA Los Gatos	XD232	Big Joe's Pizzarium	18 Aug 2015 10:52:17	0 MIB	

☐ Show Deleted Devices


during setup.

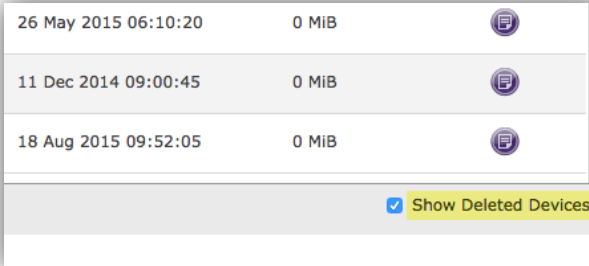
- **Target Group:** The group to which the player was mostly recently assigned.
- **Device Model:** The model number of the player
- **Active Presentation:** The presentation that is currently scheduled for the player.
- **Last Connection:** The most recent date that the player successfully connected to the BrightSign Network.
- **Traffic:** The amount of data the device has downloaded from the BrightSign Network during the current active subscription. When the subscription is renewed, this number returns to zero.
- **Actions:** Click the  button to add **Tags** or a **Note** to a player. The note and tags will be displayed beneath the other player data. See the following section for more information on using player tags.




You can organize the list alphabetically by any of the above criteria. Click a criteria type in the top row to list the players in descending order. Click it again to list the players in ascending order.

You can search for specific devices using the **Search** field in the upper-left portion of the screen. Check the boxes to customize your search by **Group**, **Name**, and/or

**Device Label.** Type a portion or the entirety of these terms and click **Search**. The list will refresh and compile all relevant results.

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




26 May 2015 06:10:20	0 MiB	
11 Dec 2014 09:00:45	0 MiB	
18 Aug 2015 09:52:05	0 MiB	

☒ Show Deleted Devices

## Player Tagging

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

To add tags to a player:

1. Click the  button next to the player you wish to tag.

2. Click the **Tags** field to open the **Add Tags** window.
3. Enter the **Name** and **Value** of each tag. Click **OK** once you've finished adding tags to the player.
4. Click **Save** to add the tags to your player. If you leave the page without clicking **Save**, the tag changes will be discarded.

Note the following when adding player tags:

- A new tag is added to your BSN account if the specified tag **Name** is currently not in use by any other player on the account. The **Add Tags** window will state when you are adding new tag(s) to your account.

Name	Value
Loc	Cube
Use	Testing
Card Size	4MB

- If a similar **Name** or **Value** is already in use with another player tag, a type-ahead dialog will appear listing names/values that match what you've typed so far.
- You cannot use similar tag names with variant capitalization (for example, if "City" is already in use as a tag name, a new tag named "city" will default to "City" instead). On the other hand, tag values with variant capitalization are allowed.

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

## Exporting Device Data

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

## Viewing Subscriptions

General Managers, Viewers

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

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

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

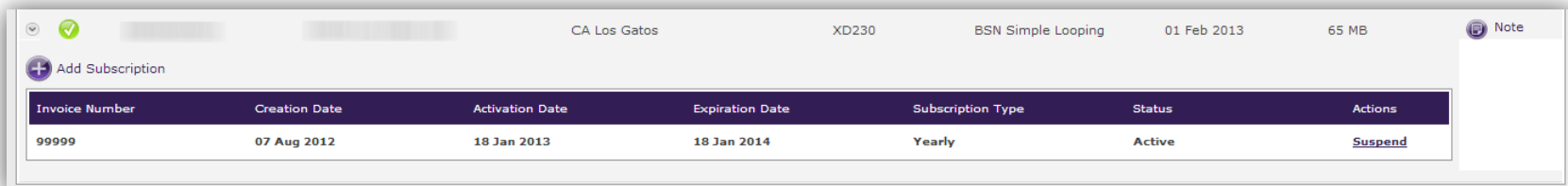
Check the **Enable Automatic Subscriptions**

**Management** box if you want the system to automatically assign available subscriptions to players with expiring subscriptions. Available subscriptions that are queued for a player with the **Add Subscription** button will be assigned to that player first.

**Note:** If you check this box, you will not be able to mix subscription types.

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

- **Invoice Number:** The invoice number of the subscription purchase
- **Creation Date:** The date that the subscription was purchased
- **Activation Date:** The date that the subscription was added to the player
- **Expiration Date:** The date that the subscription expires
- **Subscription Type:** The length of the subscription (Monthly, Quarterly, or Yearly)
- **Status:** The status of the subscription (Active or



The screenshot shows a software interface with a header bar containing player information: CA Los Gatos, XD230, BSN Simple Looping, 01 Feb 2013, and 65 MB. Below the header is a table with subscription details. The table has columns for Invoice Number, Creation Date, Activation Date, Expiration Date, Subscription Type, Status, and Actions. A single row is visible with the following data: Invoice Number 99999, Creation Date 07 Aug 2012, Activation Date 18 Jan 2013, Expiration Date 18 Jan 2014, Subscription Type Yearly, Status Active, and an Actions column with a 'Suspend' link. To the left of the table is an 'Add Subscription' button, and to the right is a 'Note' icon.

Invoice Number	Creation Date	Activation Date	Expiration Date	Subscription Type	Status	Actions
99999	07 Aug 2012	18 Jan 2013	18 Jan 2014	Yearly	Active	<a href="#">Suspend</a>





Suspended)

- **Actions:** Choose to **Activate** a suspended subscription or **Suspend** an active subscription.

## Adding Subscriptions

General Managers, Network Managers

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

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

## Creating Device Logs

General Managers, Network Managers, Viewers

You can download different log reports for your devices.

The reports are generated as XML files.

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

5. Click the  **Download Report** button once the report is generated.

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

- **Events Log:** Records timestamps, state names, zone names, event types, and event data.
- **States Log:** Records current and last state names, timestamps, and media types.
- **Playback Log:** Records start and end times, zone names, media types, and file names.
- **Diagnostics Log:** Records timestamps, firmware and script versions, and the current presentation.
- **User Variables Log:** Records the names and values of User Variables.

# DEVICE SETUP

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

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

## Name Specification

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

## Network Properties

- **Enable Wireless:** Check this box if you plan to connect to the local network using a wireless connection. In order to use a wireless connection, you must purchase a wireless model (HD210w, HD1010w) or purchase an [XD Wireless Module](#) for your BrightSign XD player. Enter an **SSID** and **Security key** if the player is connecting to a secured network.
- **Network Connection Priority:** Prioritize either the **Wired** or **Wireless** connection. The BrightSign player will always attempt to download and upload using the selected option. It will only use the second option if the selected option is unavailable.
- **Time zone:** Select the time zone where the unit is located.
- **Time server:** Select the time server that the networked player should use to synchronize its clock.

## Advanced Network Setup

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

## Unit

- **Specify Hostname:** Check this box if you want to specify a custom hostname for the player on the network. By default, the player serial number is used to generate a unique hostname.
- **Use Proxy:** Check this box if you want the player to connect using a proxy server. Enter the **Address** and **Port** number of the proxy in the fields below. If you need to provide a user name and password for

the proxy, use the following format in the **Address** field:

```
<user name>:<password>@<proxy server address>
```

(e.g. "admin:root@myproxy.com").

- **Limit content downloads:** Check this box if you want to restrict player content downloads to a certain time of day. This is helpful if you want to limit network traffic during peak hours. Use the **Start Of Range**

The screenshot shows the 'Device Setup' page in the BrightSign Network web interface. The page has a dark purple header with the 'BrightSign Network' logo and navigation links: 'Device Setup', 'Account', and 'Sign Out'. Below the header is a secondary navigation bar with buttons for 'Create', 'Edit', 'Library', 'Groups', and 'Current Usage'. The main content area is titled 'Device Setup' and contains several configuration panels:

- Name Specification:** Fields for 'Name' (set to 'New Unit'), 'Description', and 'Customization' (radio buttons for 'Use Name Only' and 'Append Unit ID').
- Network Properties:** Options for 'Enable Wireless', 'SSID', 'Security Key', 'Network Connection Priority' (radio buttons for 'Wired' and 'Wireless'), and a button for 'Advanced Network Setup'. It also includes fields for 'Time Zone' (set to 'PST: US Pacific Time') and 'Time Server' (set to 'http://time.brightsignnetwork.com').
- Unit Configuration:** A section with a checked 'Enable Diagnostic Web Server' option. It includes fields for 'Diagnostic Server Authentication' (User Name: 'admin', Password: masked) and 'Local Web Server Authentication' (User Name, Password). There are also checkboxes for 'Enable Local Web Server' and 'Enable Update Notifications'. Below these are 'BrightSign Network Options' with dropdowns for 'Group' (set to 'CA Los Gatos'), 'Content Check Frequency' (set to 'Every 5 minutes'), and 'Update Health Frequency' (set to 'Every 15 minutes'). At the bottom is a 'Background Color' selector (set to '000000') with a note: 'Select a color to display when BrightSign is idle'.
- Logging:** Checkboxes for 'Enable Playback Logging', 'Enable Event Logging', 'Enable State Logging', and 'Enable Diagnostic Logging'. It also has an 'Upload Logs' section with radio buttons for 'On Startup' and 'At Specified Time Each Day', and a time selector for 'Upload Time' (set to '00 : 00').
- Firmware Update:** A section titled 'Please Select Device Model And Firmware Version:' with dropdowns for 'Device Model' (set to 'XD1132') and 'Firmware Version' (set to '5.1.24'). It includes a note: 'Once selected, download the firmware update and save the .bsfw (or .rok) file to the root of the SD card.' and a 'Download Firmware' button.
- Remote Snapshot:** A section with a 'Remote Snapshot' button and a note: 'BrightAuthor 4.1.1.17 (or higher) is required. The Remote Snapshot feature is not available for the LS422, HD220, HD1020, HD210, HD1010.'

At the bottom left of the page is a yellow button labeled 'Create Setup Files'.

and **End Of Range** parameters to specify a time frame during which content downloads can occur.

- **Limit health updates:** Check this box if you want to limit when the player sends health updates to the BrightSign Network. This is helpful if you know a player will be powered off or otherwise disabled during a certain time of day. Use the **Start Of Range** and **End Of Range** parameters to specify a time frame during which content downloads can occur.

### Wired/Wireless

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

- **Data Types Enabled:** Use these checkboxes to determine the types of data that can be transferred using this connection. You can enable/disable both downloads (**Content**, **Text Feeds**, **Media Feeds**) and uploads (**Health**, **Log Updates**).
- **Connection Settings:** Indicate whether the IP address is auto-generated (via DHCP) or static. If you're using a static IP address, enter the parameters in the fields below.
- **Rate Limit Network Download Traffic:** Set rate limitations for downloading content. The options are divided into three categories: **Outside content download window** and **During content download window** (both of which correspond to the **Limit**

**content downloads** setting in the **Unit** tab), as well as **During initial downloads**.

- Click **Unlimited Download Rate** to set no limit.
- Click **Default Limit** to use the default limit on downloads.
- Click **Specify Limit** to enter a customized limit on downloads in the text field (in Kbits/second).

### Diagnostics

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

The screenshot shows a window titled "Advanced Network Setup" with a close button (X) in the top right corner. Below the title bar are three tabs: "Unit", "Wired", and "Wireless". The "Unit" tab is currently selected. Inside the "Unit" tab, there are three main sections, each with a checkbox and associated fields:

- Use Proxy:** A checkbox that is currently unchecked. Below it are two text input fields labeled "Address:" and "Port:".
- Limit Content Downloads:** A checkbox that is currently unchecked. Below it are two time range selectors. The first is labeled "Start Of Range:" and has two dropdown menus showing "00" and "00". The second is labeled "End Of Range:" and has two dropdown menus showing "00" and "05".
- Limit Health Updates:** A checkbox that is currently unchecked. Below it are two time range selectors. The first is labeled "Start Of Range:" and has two dropdown menus showing "00" and "00". The second is labeled "End Of Range:" and has two dropdown menus showing "00" and "05".

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

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

## Unit Configuration

- **Enable diagnostic web server:** Check this box to enable the Diagnostic Web Server. You can include a username and password in the text fields below for added security.
- **Enable local web server:** Check this box to enable the Local Web Server. You can include a username and password in the text fields below for added security.
- **Enable Update Notifications:** Check this box to have the player automatically refresh the User Variables webpage whenever variable values change on the player.

- **BrightSign Network Options:** Use these settings to specify how the player will interact with the BrightSign Network.
  - **Group:** Select the BrightSign Network [Group](#) that the player will belong to.
  - **Content Check Frequency:** Use the dropdown menu to determine how often the player checks in with the BrightSign Network for content updates.
  - **Update Health Frequency:** Use the dropdown menu to determine how often the player should report its operational status to the BrightSign Network.
- **Background Color:** Specify what screen color the player should display after it has successfully completed the setup process. When the player displays this color, it is ready to receive content.

## Logging

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

- **Enable playback logging:** Creates a log that records start and end times, zone names, media types, and file names.
- **Enable event logging:** Creates a log that records timestamps, state names, zone names, event types, and event data.

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

## Firmware Update

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

1. Use the first dropdown menu to select your player model and the second dropdown menu to select the desired firmware version.
2. Click the **Download Firmware** button.
3. Extract the firmware update file if it is downloaded in a .zip file.
4. Place the file in the root folder of an SD card (recommended) or USB flash drive (on USB-compatible players).

5. Insert the SD card into the player and power it on.  
This step can also be done during the player setup process (steps 4-6 in the next section).

## Remote Snapshot

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

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

## Creating/Installing Setup Files

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

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

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

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

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

# ACCOUNT CUSTOMIZATION

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

## Settings

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

### Account Info

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

The screenshot shows the BrightSign Network Account Settings page. The top navigation bar includes the BrightSign Network logo, a 'Device Setup' button, an 'Account' button (highlighted with a gear icon), and a 'Sign Out' button. Below the navigation bar is a sub-menu with 'Settings' (selected), 'Users and Roles', 'Permissions', and 'Invoice History'. The main content area is titled 'Settings' and contains five panels:

- User Info:** Displays fields for Account, Login, Email, and Role (set to Administrators). The Startup Page is set to Groups.
- Password Reset:** Includes fields for Current Password, New Password, and Confirm Password, with a Submit button.
- Email Notifications:** A list of checkboxes for various notifications. The 'Account is suspended' and 'Subscription is suspended' options are checked.
- Advanced:** Includes checkboxes for 'Show Advanced Security Settings' and 'Enable Custom Roles Management', both of which are checked.
- Add Subscriptions:** Includes a field for Subscription Code and a Submit button.

The footer of the page displays the copyright notice: © 2014 BrightSign, LLC.



## Password Reset

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

## Email Notifications

Use the checkboxes to determine the types of notification email you wish to receive. The notifications you can choose to receive depend on your user permissions (contact your account administrator for more information).

In addition to these optional conditions, there are other cases you cannot enable or disable that, depending on your user account role, will result in a notification email:

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

## Advanced (Administrators only)

- **Show Advanced Security Settings:** Check this box if you would like to view permissions settings in the WebUI. Any item that has a **Properties**

window will now have a **Security** tab that allows you to review permissions for different user roles.

- **Enable Custom Roles Management:** Check this box if you would like to create and edit custom roles in the **Users and Roles** and **Permissions** tabs. Please see the [BrightSign Network WebUI Permissions User Guide](#) for more details.

## Add Subscriptions (Administrators only)

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

## Invoice History

### General Managers

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

## Subscription Invoices

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

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

- **Amount:** The amount charged for the invoice
- **Status:** The payment or non-payment status of the invoice

### Traffic Invoices

These invoices represent charges for the amount of data players have downloaded from the BrightSign Network.

The table describes the following information:

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