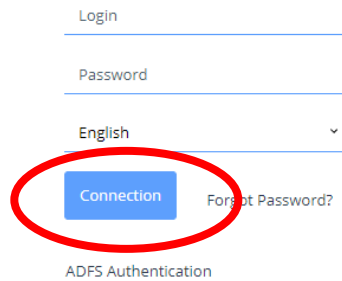


How To Upload Media on Your Device

1. Go to saas.navori.com/QLManager/#!/login
2. Type your email and password credentials provided. Click **Connection**



Login

Password

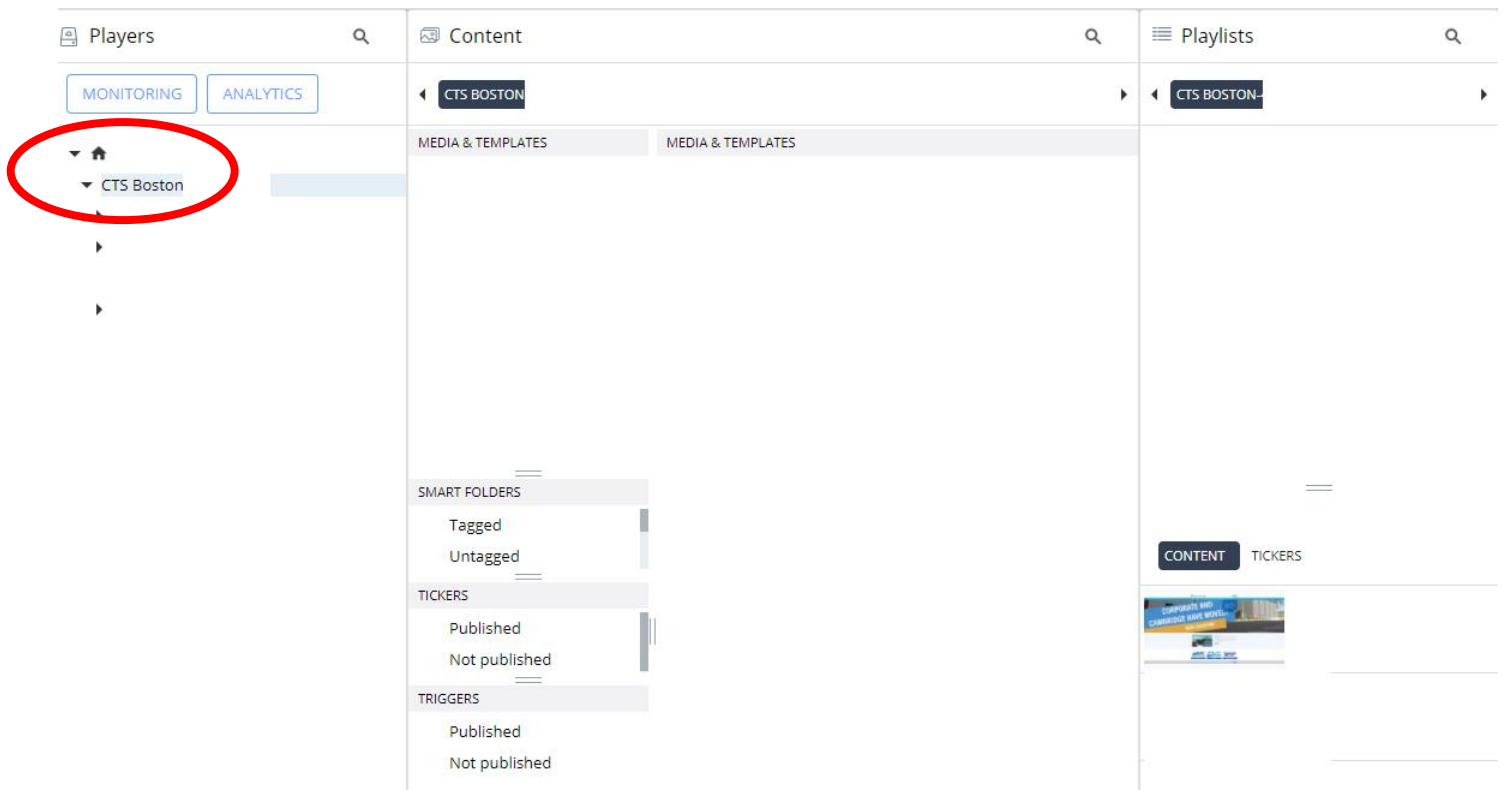
English

Connection [Forgot Password?](#)

ADFS Authentication

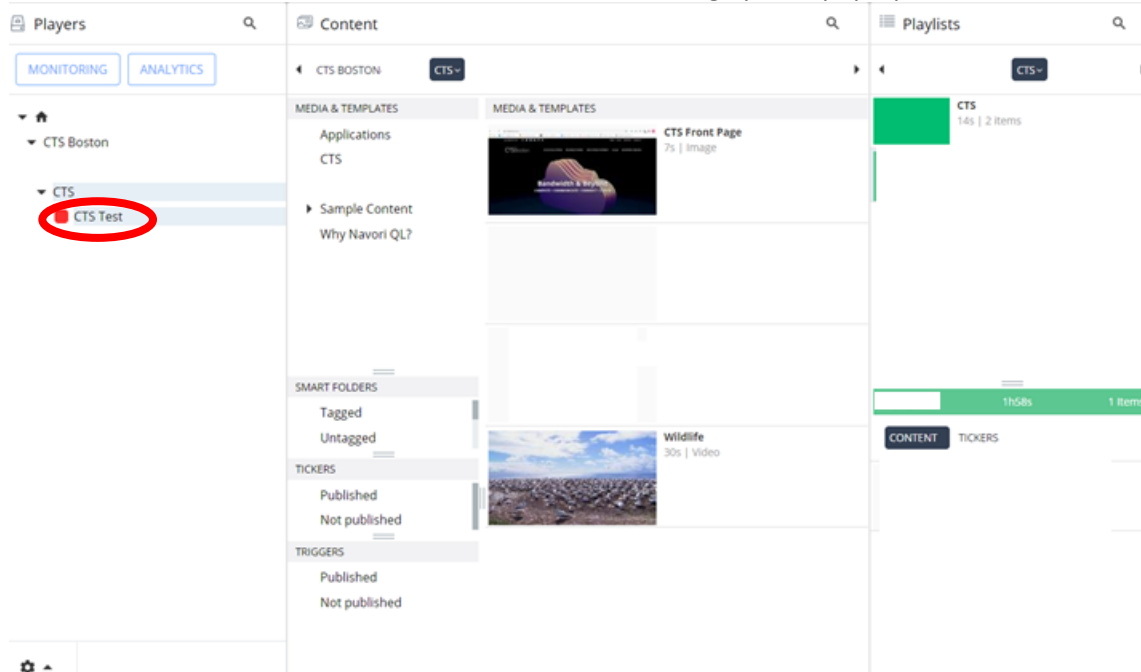
Version: 2.2.6, Published on: 22 Mar 2021, 12:17:26

3. Main home screen appears. Click **Your Company Name**. In this document we will click on CTSBoston as an example. More arrows will appear below.

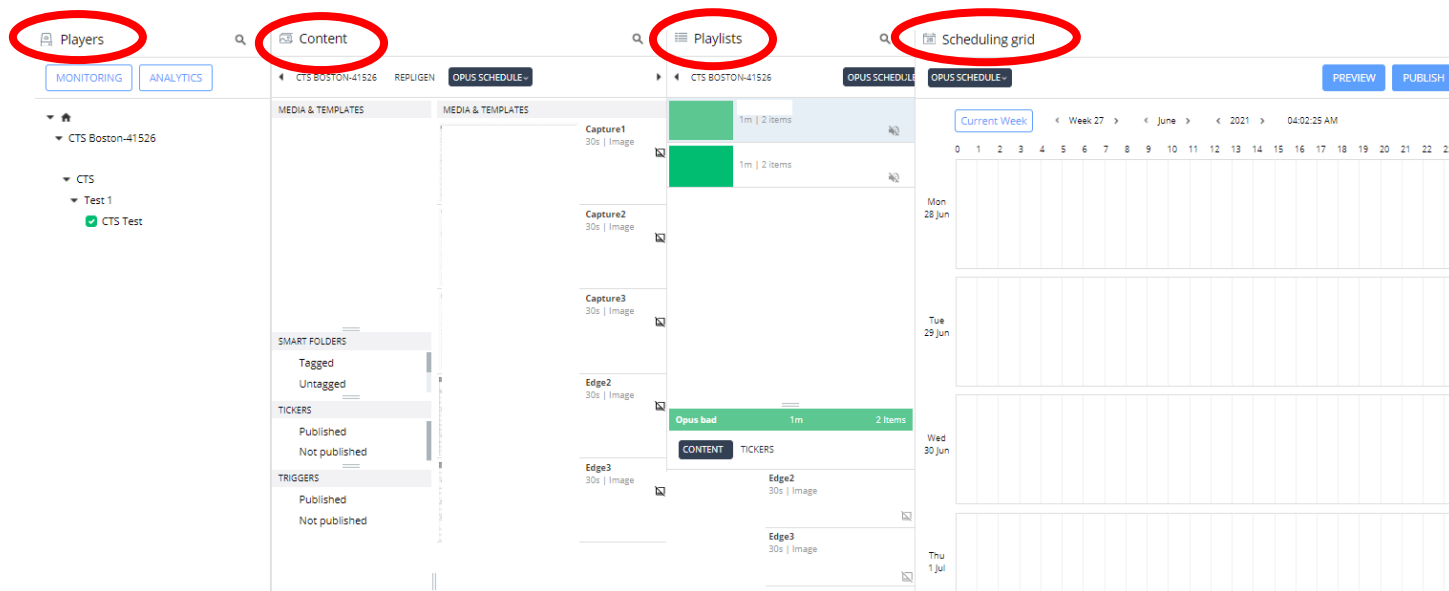


The screenshot shows the main home screen of the application. It is divided into three main sections: Players, Content, and Playlists. The Players section on the left has a sidebar with a home icon and a dropdown menu where 'CTS Boston' is selected and circled in red. The Content section in the middle shows 'CTSBOSTON' selected in a dropdown, with sub-sections for 'MEDIA & TEMPLATES', 'SMART FOLDERS' (Tagged, Untagged), 'TICKERS' (Published, Not published), and 'TRIGGERS' (Published, Not published). The Playlists section on the right also shows 'CTSBOSTON' selected in a dropdown and a 'CONTENT TICKERS' button.

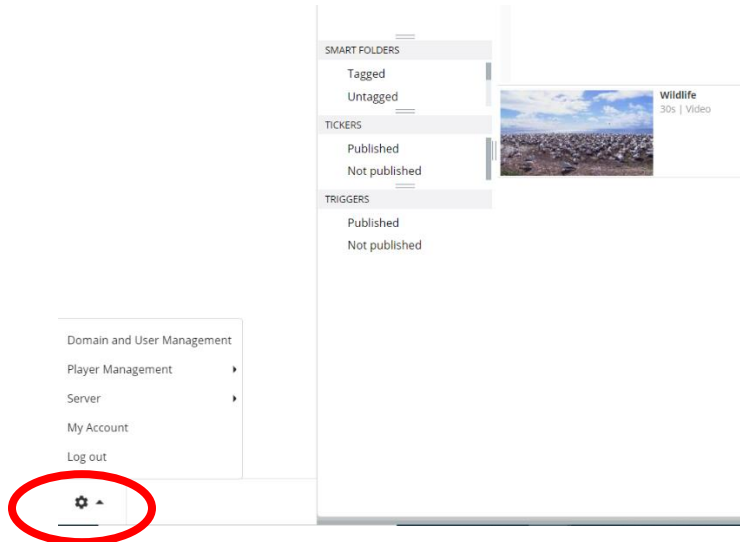
4. Click **Your Business Name** under CTS Boston. This will bring up four pop-up windows.



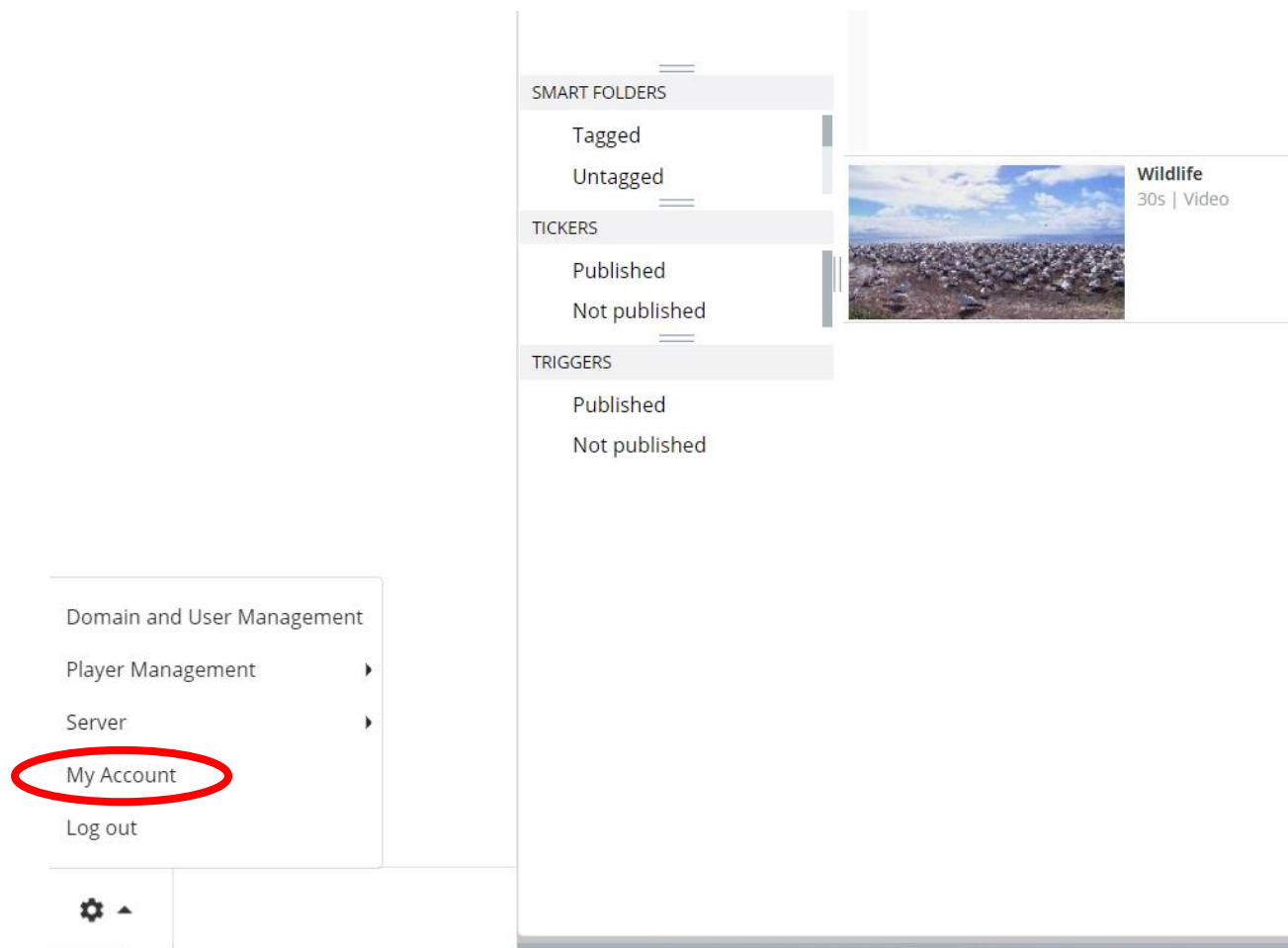
5. Display shows **Players, Content, Playlists** and **Scheduling Grid** pop-up in the dashboard. You can edit the windows and even resize them to fit your screen. Use the mouse and point at the edge of the pop-up to resize.



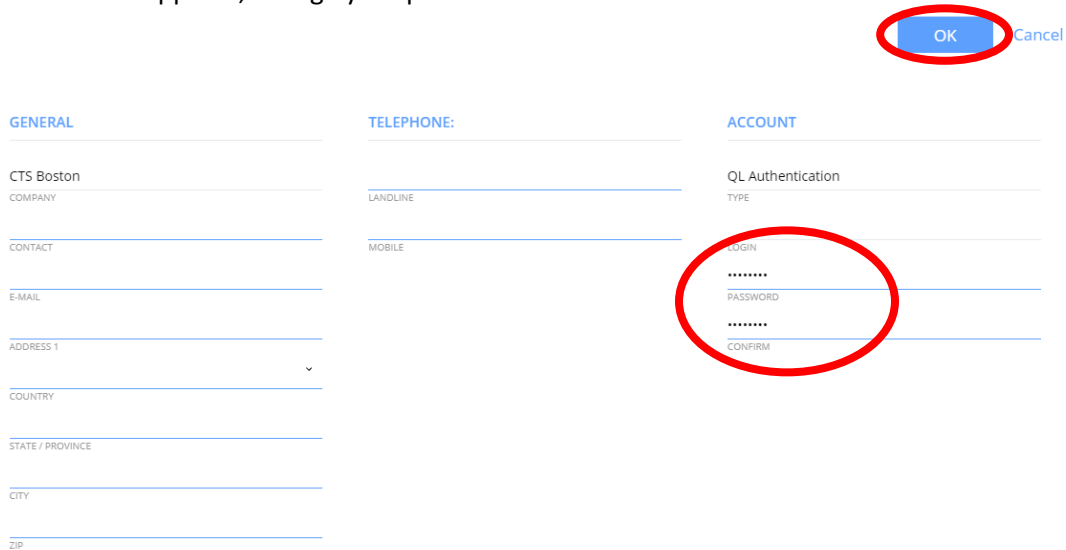
6. Scroll to the bottom left of the screen and click on the **Gear Icon**.



7. Click on **My Account**.



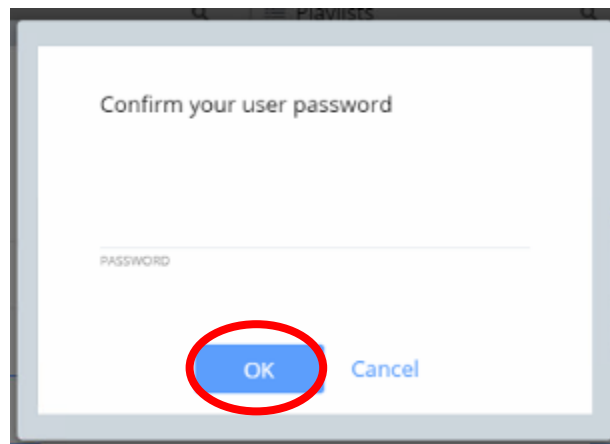
8. The main screen appears, change your password then click **OK**



The screenshot shows a user profile settings page with three main sections: GENERAL, TELEPHONE, and ACCOUNT. The ACCOUNT section is highlighted with a red circle, and the password fields (PASSWORD and CONFIRM) are also circled in red. The OK button at the top right is also circled in red.

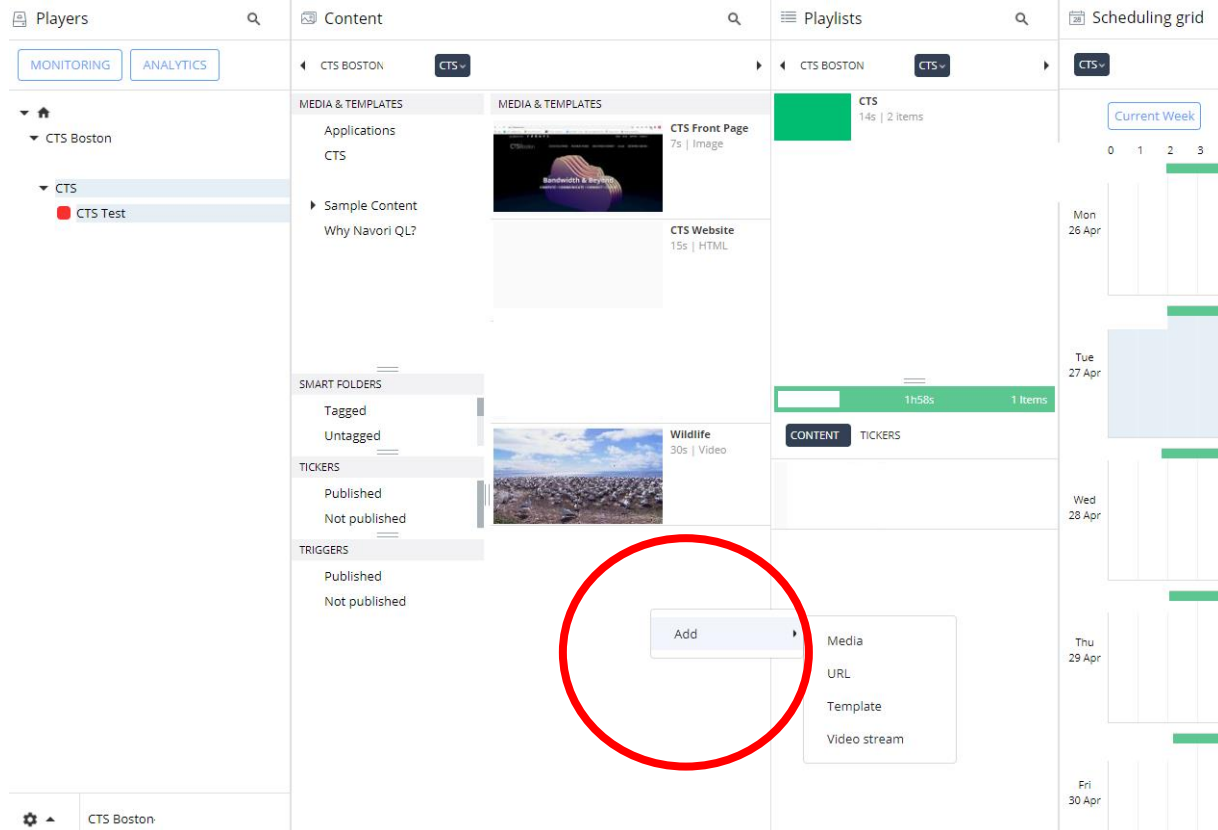
GENERAL	TELEPHONE:	ACCOUNT
CTS Boston COMPANY	LANDLINE	QL Authentication TYPE
CONTACT	MOBILE	LOGIN *****
E-MAIL		PASSWORD *****
ADDRESS 1		CONFIRM *****
COUNTRY		
STATE / PROVINCE		
CITY		
ZIP		

9. A pop-up window will appear. Type in your old password that you were given initially to log in. Click **OK**.



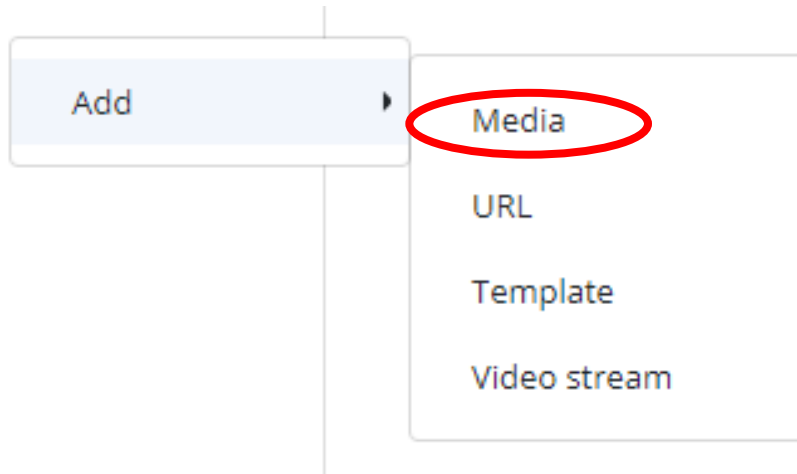
The screenshot shows a pop-up window titled "Confirm your user password". It has a single text input field labeled "PASSWORD". At the bottom, there are two buttons: "OK" and "Cancel". The "OK" button is circled in red.

10. You will be on brought to main page. **Right Click** on the open area of the Content window.

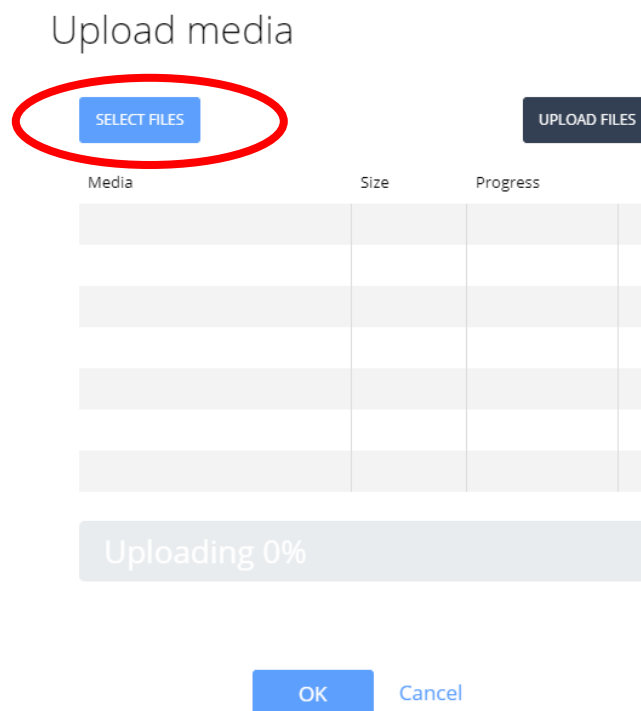


11. When uploading Excel or Word documents, use **Snipping Tool** and Save as a .jpg. If uploading photos or videos please read the documents titled “Editing Photos in Media Stick-Windows Doc 2” and/or “Editing Videos in Media Stick-Windows Doc 3.” There are specific resolution requirements for all media, and the documents will show you how to convert that media to the proper resolution (1920 x 1080).

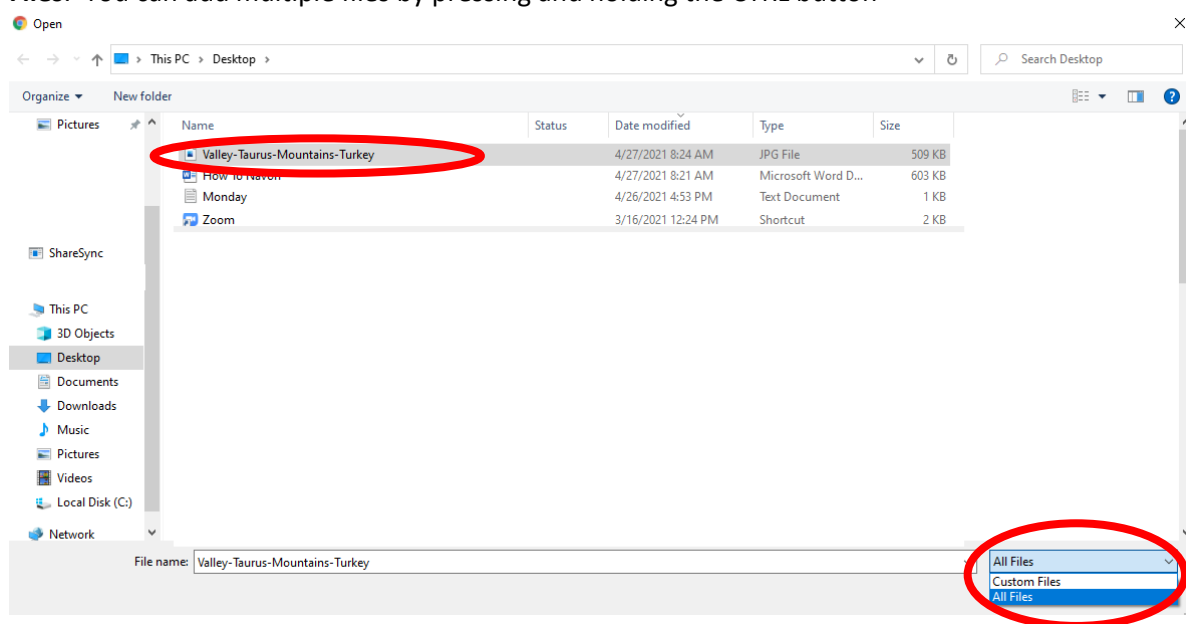
12. There are four options to choose: Media, URL, Template, Video stream. Click on **Media** to begin uploading new photos and/or videos you converted.



13. New pop-up window appears. Press **Select Files**

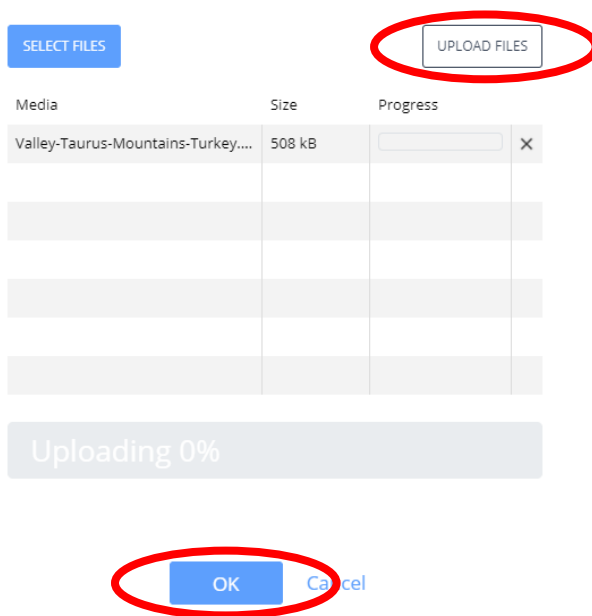


14. Click on the **File** you wish to upload. If the file is not in screen, Click **Custom Files** bottom right and change to **All Files**. You can add multiple files by pressing and holding the CTRL button

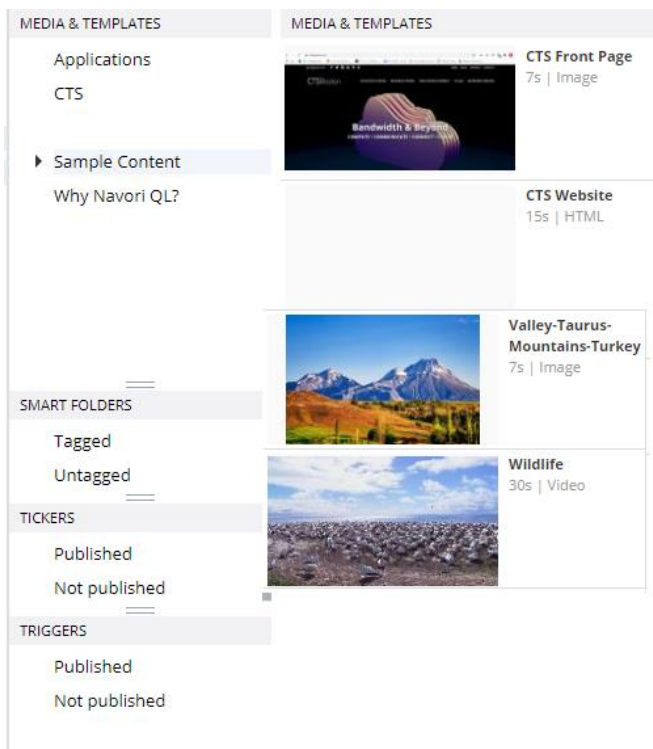


15. Click **Upload Files** to upload the media. The screen uploads your media. Click **OK** to save

Upload media



16. The uploaded media displays in the **Content** window of Media & Templates in the portal.



17. To upload URL, **Right Click** on the open area of Content window and click **URL**. Type a website, preview it and add it to your **Content**. Click **OK** at the top when you are finished.

Name



GENERAL

PREVIEW

https://

URL =

Enable

00:00:15

DURATION

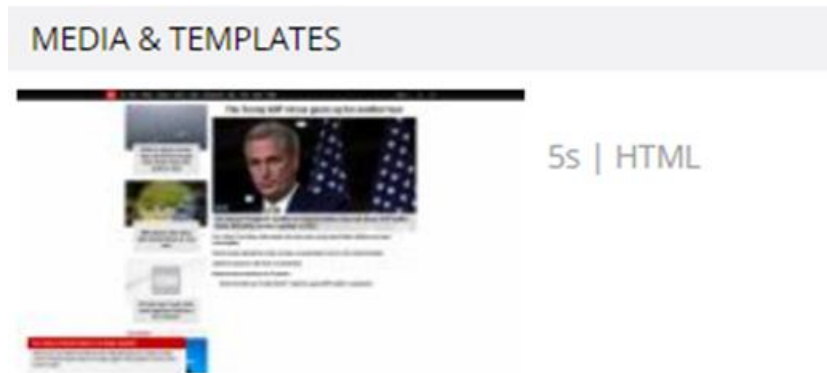
HTML

TYPE

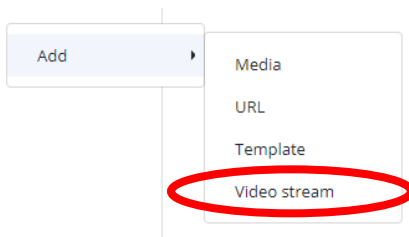
Hide scroll bar

Hide ticker

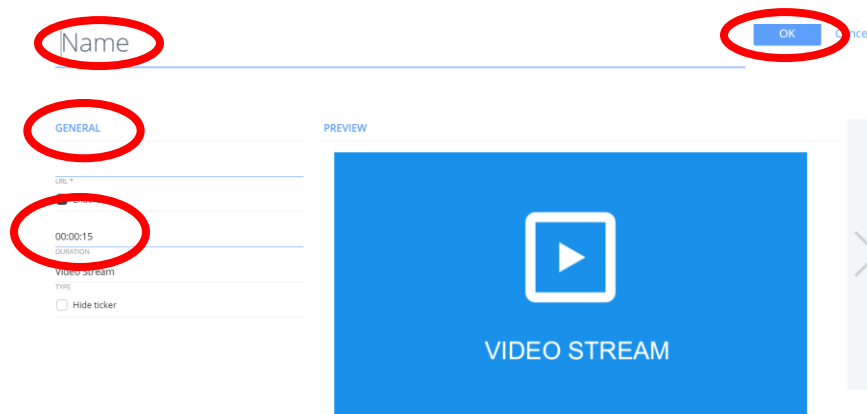
18. Any website you added will be in the **Content** section, see below



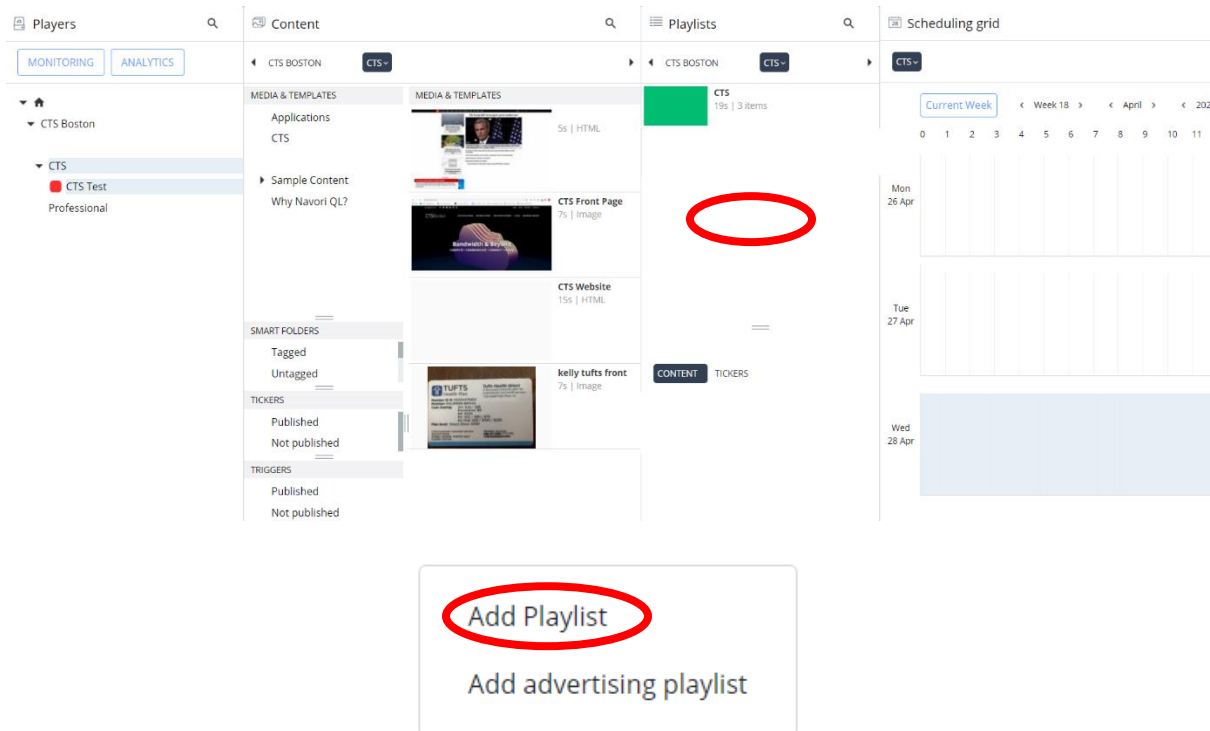
19. To upload a Video Stream, **Right Click** in the open area of the Content window, Click **Video Stream**



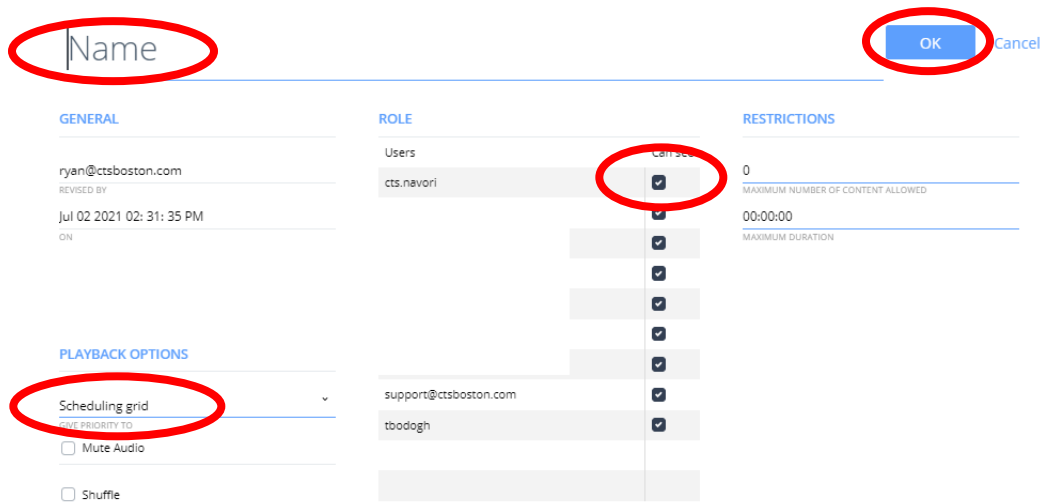
20. Type a Video name, enter URL, set duration, preview it and Click **OK** at the top when you are finished.



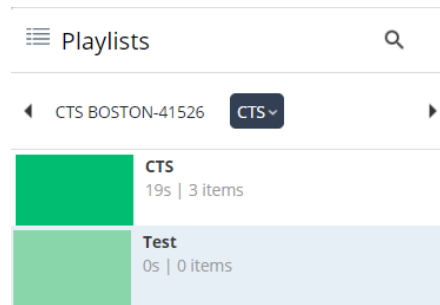
21. Once media is uploaded to your content library you create a Playlist. The Playlist window is where you create loops of content that you use in a Schedule. To create a new playlist, **Right Click** in the open area of the Playlist window, Select **Add Playlist** from the pop-up menu.



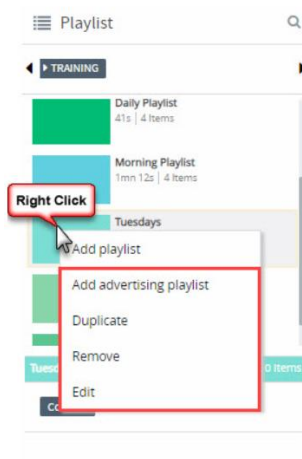
22. The Playlist Properties window will open. Type the **Name of the Playlist**. Select **Scheduling Grid** on the bottom left. Within Role **Select** the user(s) by adding a **Check Mark** next to each user you would like to be able to see/upload the Content. Click **OK** to save.



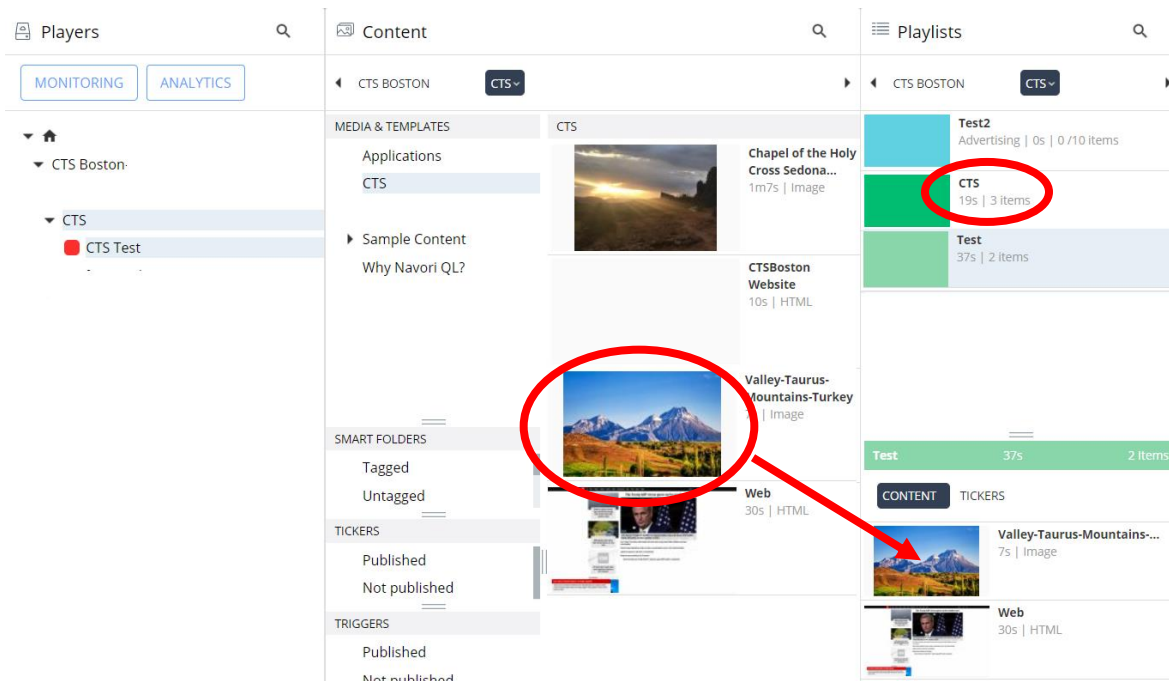
23. The Playlist appears



24. Manage Playlists by clicking **Duplicate, Remove, Edit** and **Add** playlists.



25. Choose the content to add in the **Playlist Window**. Click on **Playlist** to select it. **Drag and Drop** picture in the content window from the library into the **Playlist**. The list of content inside the playlist will be shown. The content will be inserted where you release it.

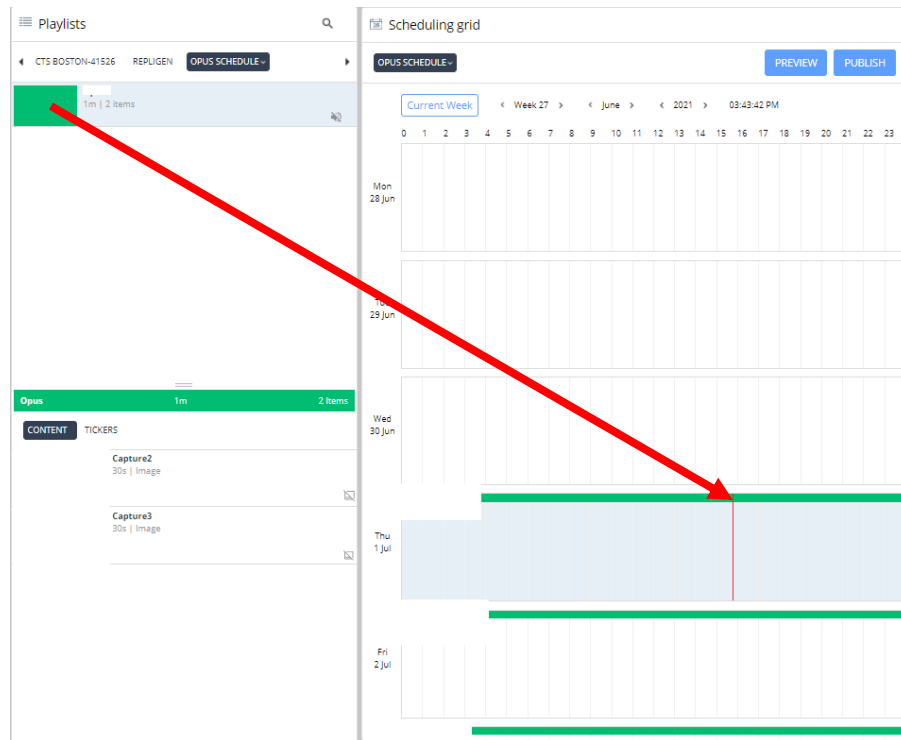


26. Playlists are content loops which display for a set duration. When you add a playlist to the scheduling grid you create time slots. Each time slot determines how long a playlist will be displayed on your player.

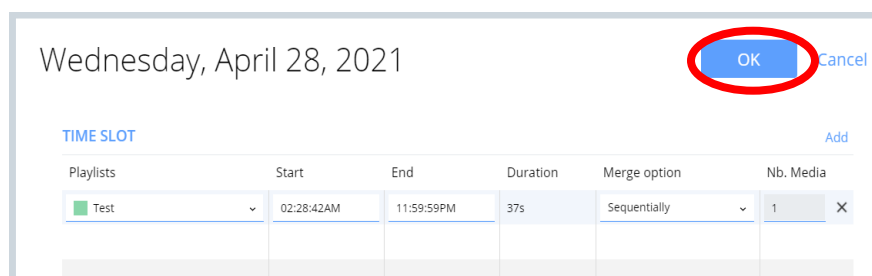
The **Scheduling Grid Window** lets you program playlists. Each time slot represents how long the playlist loops.

Time slots can be unique or they can repeat multiple times, over several days/months. A time slot may be assigned to play for the same period every day for up to a year.

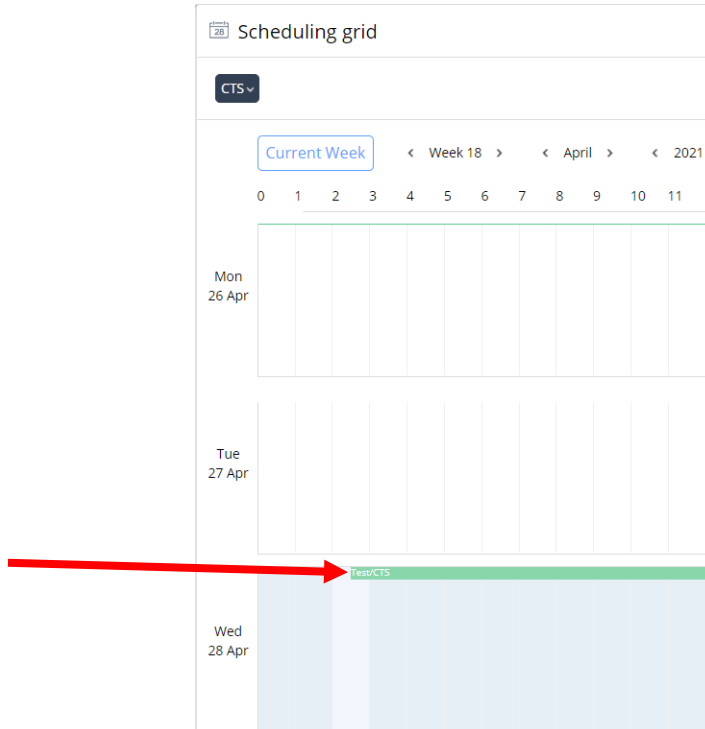
The upper area of the Playlist Window shows all the playlists that are available. To schedule a Playlist, simply **Click and Drag It** into the day and time in the Scheduling Grid where you wish it to play. The Scheduling Grid shows a weekly view. The current day is always highlighted in a darker shade than the other days. This day will also show a thin red line to indicate the current time of day.



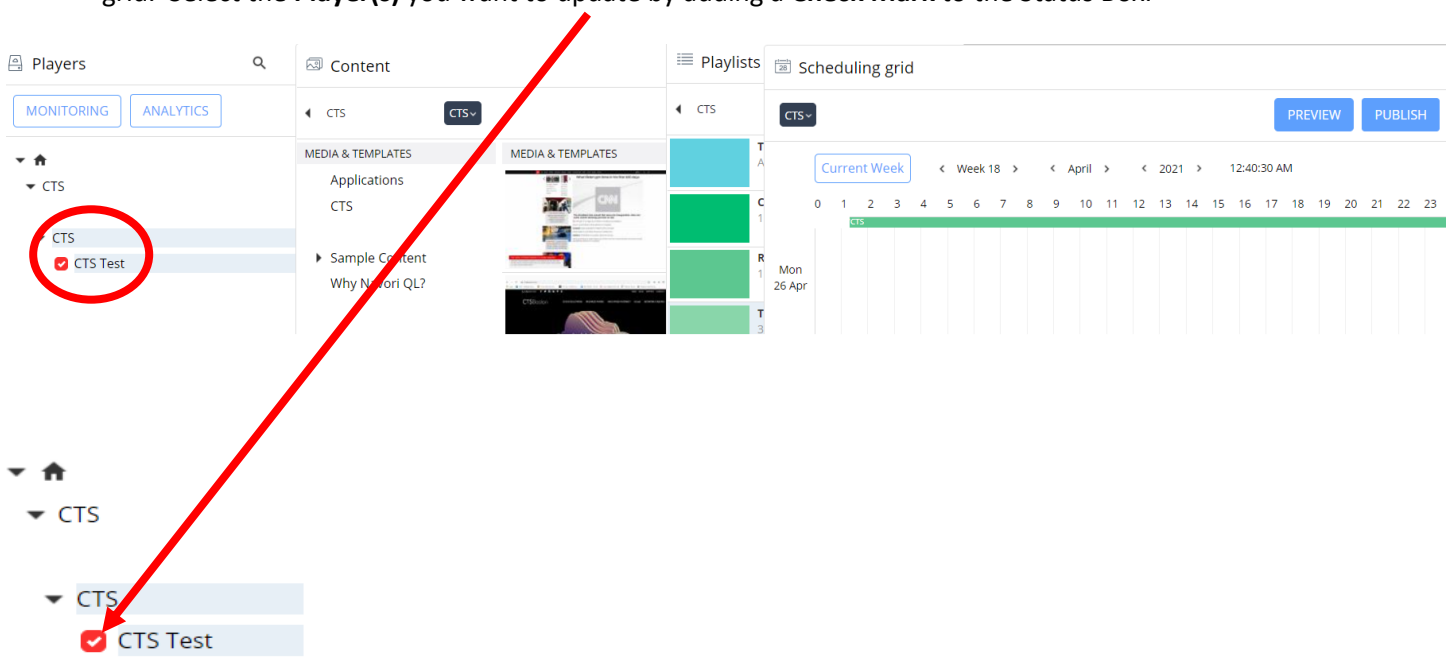
27. Click **OK** to add the Playlist



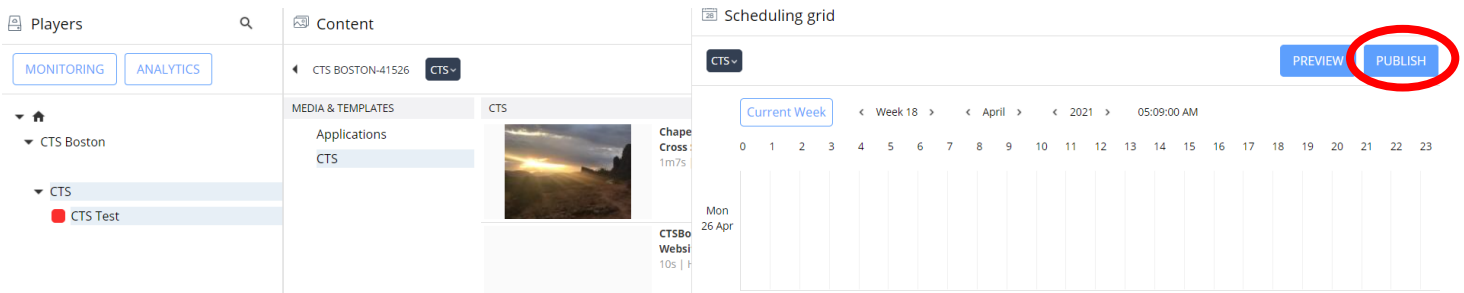
28. You will see your Playlist in the Scheduling Grid. Drag the left or right side of the playlist to increase or decrease the time slot duration.



29. Last step is to Publish Content to your Players. These instructions assume you have playlists scheduled in the grid. Select the **Player(s)** you want to update by adding a **Check Mark** to the Status Box.



30. Click **Publish** located on the far-right top of the window



31. Alternatively, you may **Click Monitoring** at the top left of the Player window to open the monitoring window. Confirm there is a **Check Mark** next to the players selected, click the **PUBLISH** to begin the update process. This will automatically initiate the transfer of all required content and player instructions. You will be able to monitor the progress of the file transfer under the **STATUS** column. When the content has been received, the status will change to **Done**.

