

The background of the page is split diagonally from the top-left to the bottom-right. The upper-left portion is a solid red color, while the lower-right portion is white. The text is centered in the white area.

MultiQ CMS Quick Start Guide for Content Users

Innehåll

How to login and make your personal settings.....	3
First time login -Onboarding.....	3
Privacy statement	3
Onboarding menus	4
The Dashboard menu.....	7
How to update content	7
Adjusting objects.....	11
Rearranging the Content library.....	18

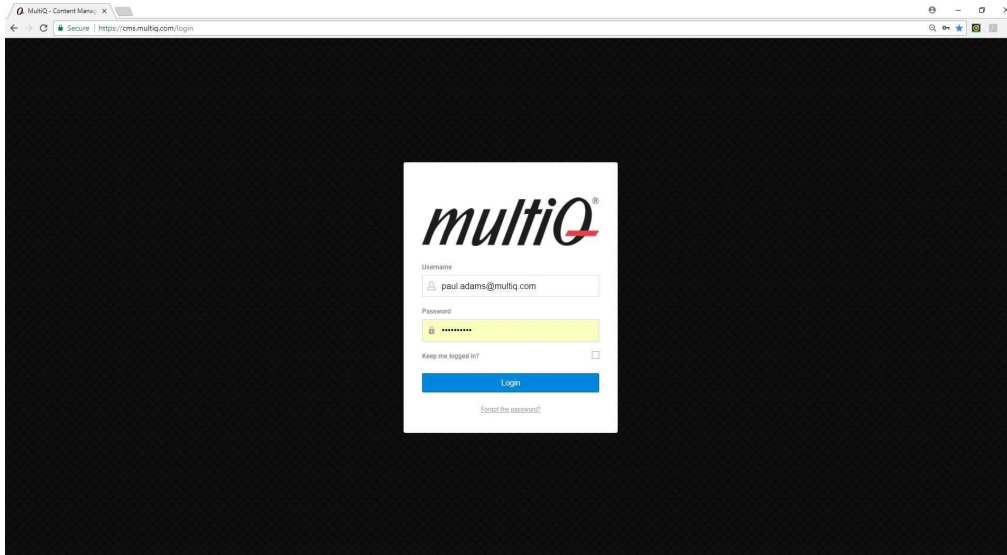
Version	Date	Comments
1.4	2019-05-21	Updated Version

©2019 MultiQ are registered trademarks or trademark applications of MultiQ International AB in various jurisdictions. All other company names and products are trademarks or registered trademarks of their respective companies. We reserve the right to change the specifications without prior notice.



How to login and make your personal settings

All user gets an activation mail from the CMS. When responding to the mail, a personal password is set. Then go to <https://cms.multiq.com> to login to the CMS.



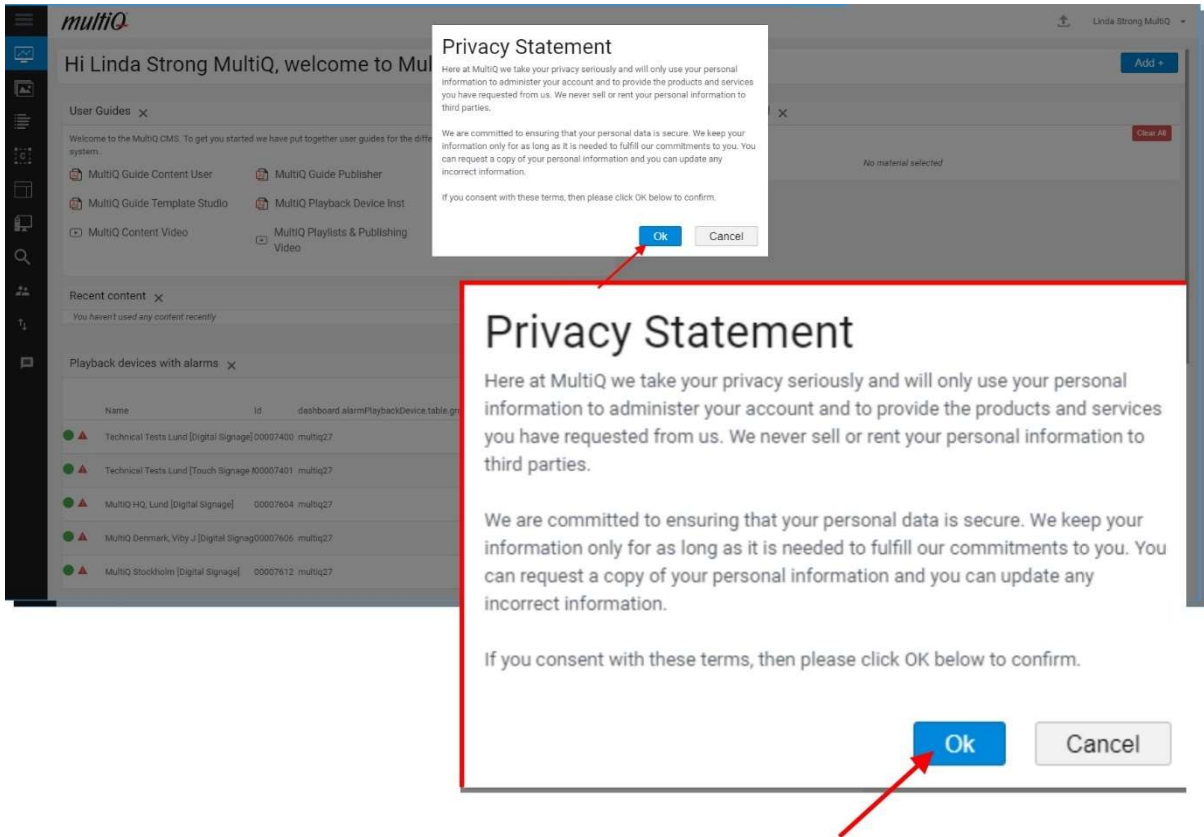
MultiQ CMS login.

First time login -Onboarding

During the first and second time login some introduction to the system is presented.

Privacy statement

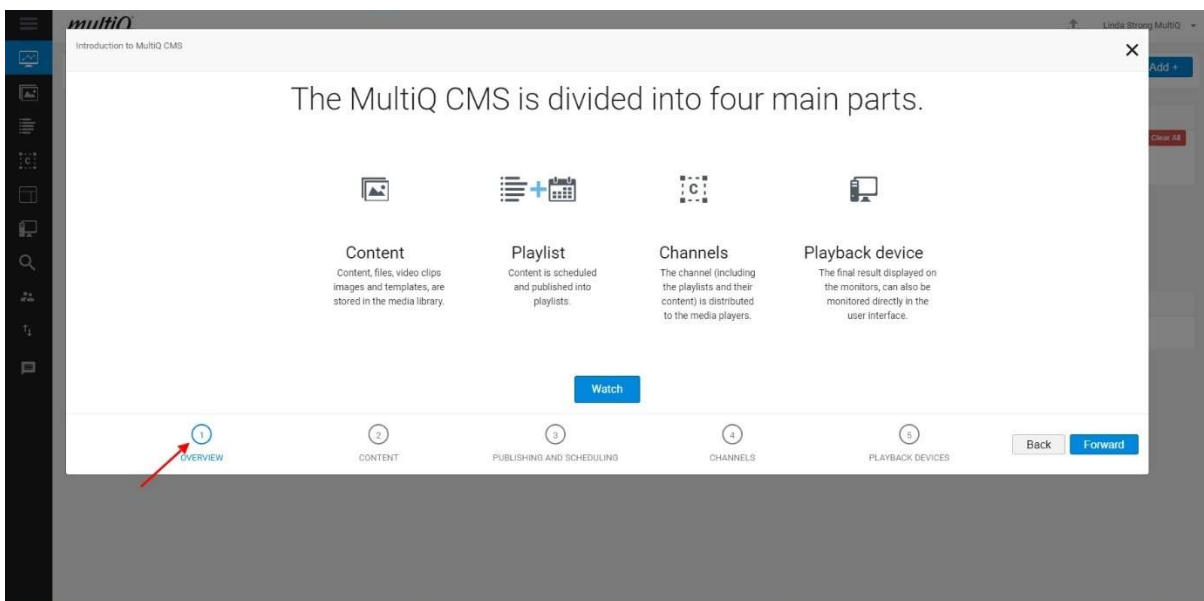
At first login to the system you will see a Privacy Statement. Once you have approved the terms this message will not be shown again.



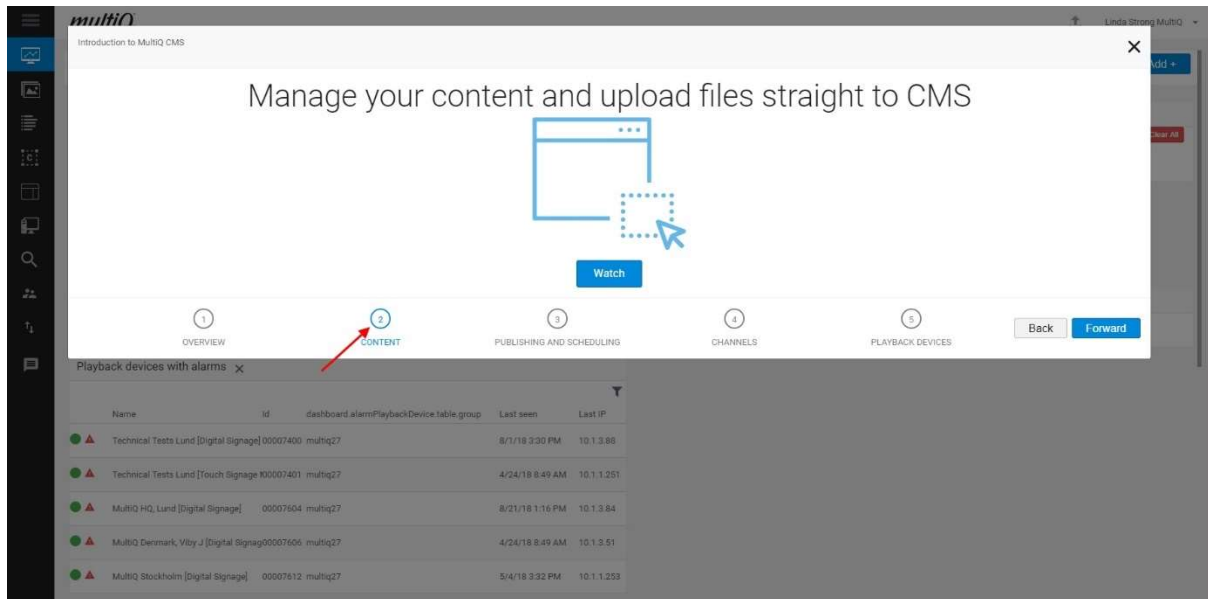
Onboarding menus

Next, you will get to the Onboarding menus that provide a quick introduction to the MultiQ digital signage CMS. Onboarding screens will be shown after the two first logins. Thereafter, they will not be shown again.

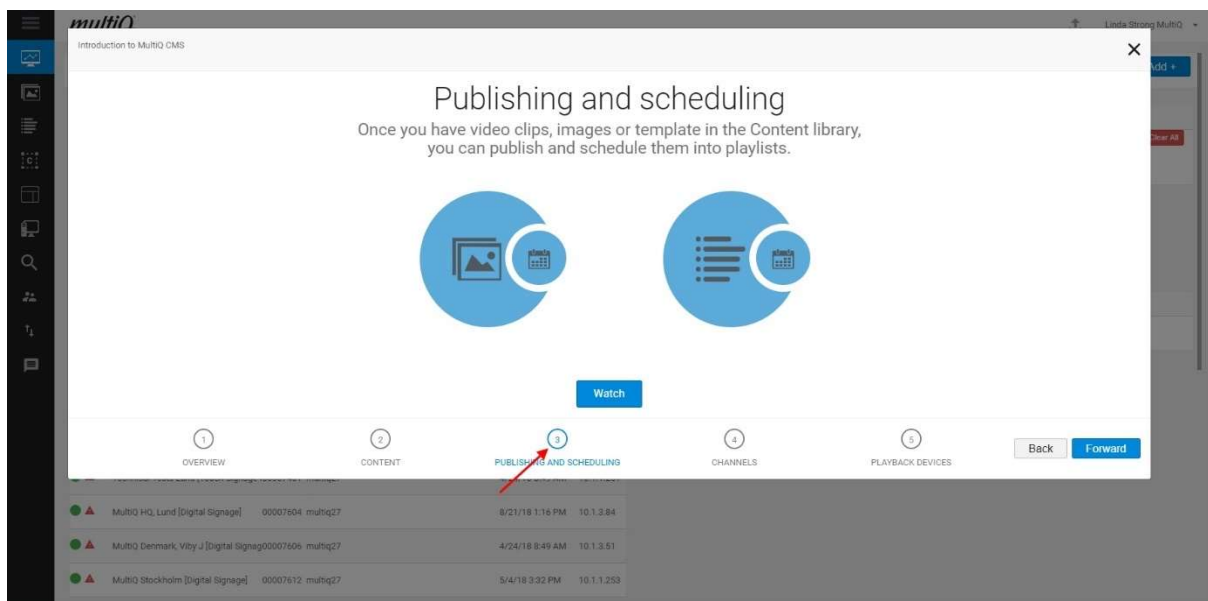
The first menu contains an overview of the system. If you press the “Watch” button you will get to see an overview video on the system.



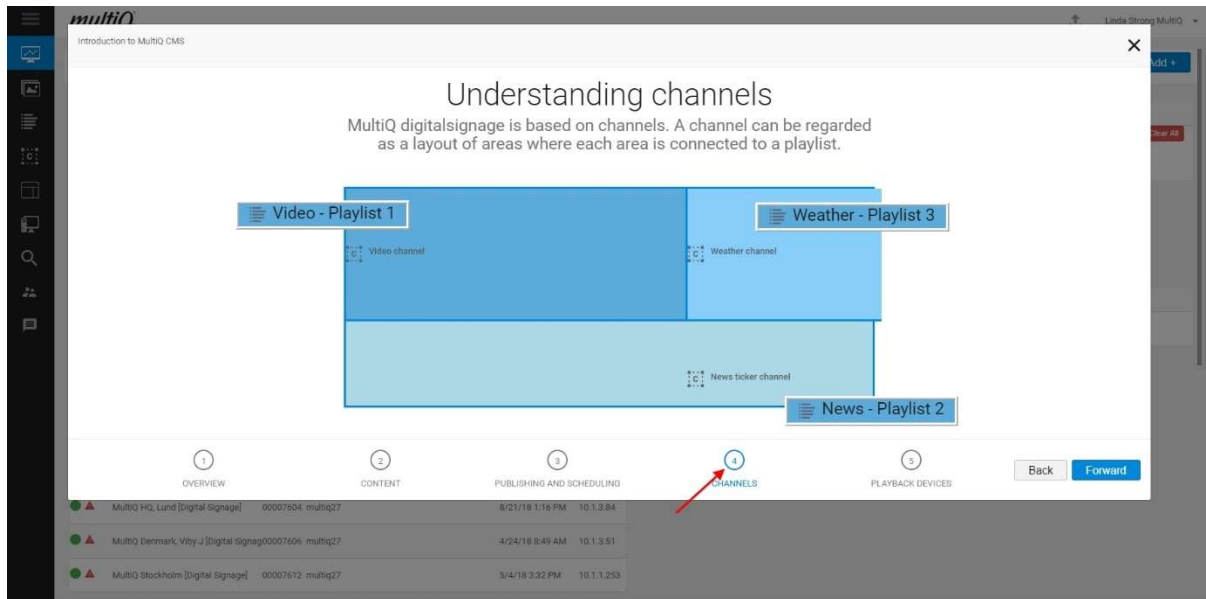
The second menu includes a “Watch” button that shows a video on content handling.



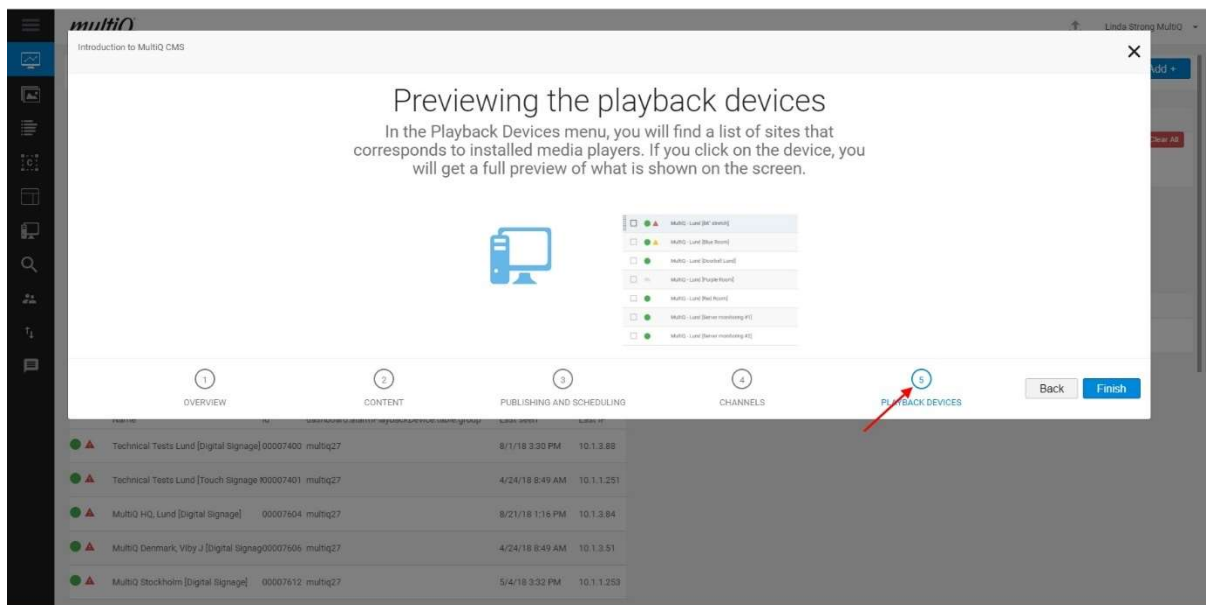
The third menu deals with publishing and scheduling and include a video clip on this subject.



The fourth menu introduces the concept of channels and split-screen technology.



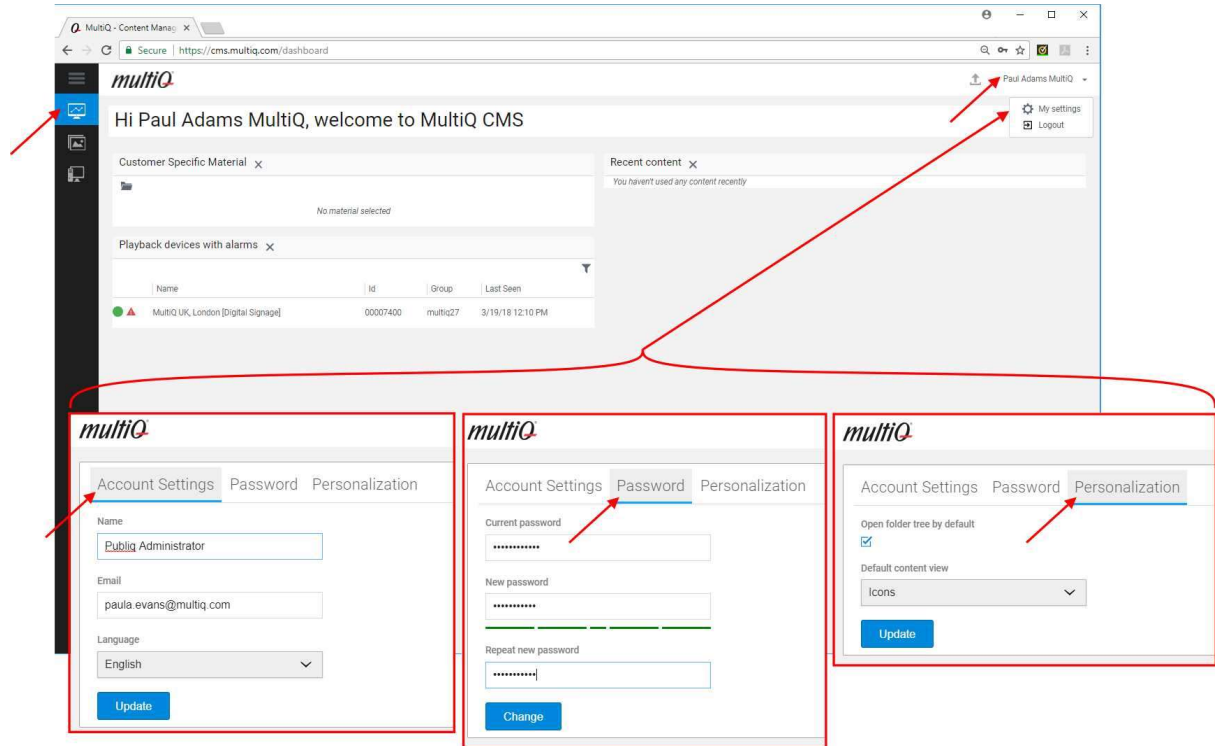
The fifth menu gives an overview of the playback device menu.



The video clips can also be reached directly from the Dashboard menu (which is behind the onboarding menus).

The Dashboard menu

After the onboarding menus are finished you will find yourself in the Dashboard menu. From the third time and on you will always get directly to the Dashboard menu when logging in to the system.



In the upper right corner of the Dashboard menu are the personal settings, changing passwords and logout. It is recommended to use the "Open folder tree by default" setting for improved overview.

How to update content

Some users only need to edit some existing signs based on templates. By using user rights, the number of menus and controls can be limited to a minimum which is good for the occasional user. Of course, this requires the system to be prepared with playlists that have already been setup and that the content is already existing in the playlist. So, this means just editing already published content. However, content made from templates are ideal for this purpose.

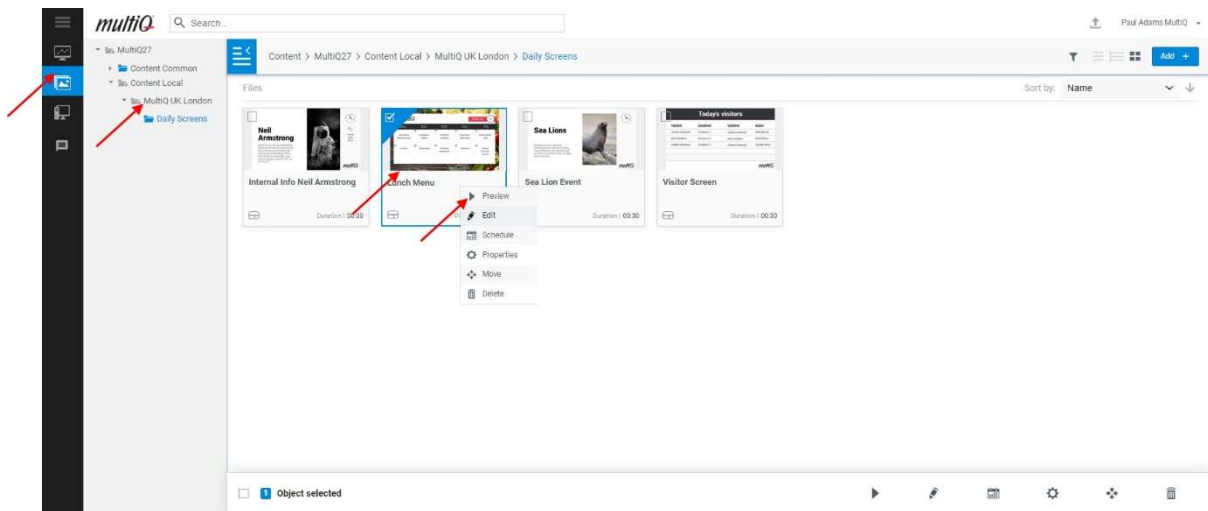
In this case there is a "Local London 1920x1080" playlist that has been set up in advance. The specific template user only edits the content inside the three media spots "Internal Info 1", "Lunch Menu" and "Visitor Screen". Other publishing is handled by a user with a higher level of user rights.

“London Local 1920x1080” Playlist



Local playlist “London Local 1920x1080” including the “Daily Screens” made from templates.

In this case the only menus, besides the Dashboard menu, that are available is the Content menu and the Playback Devices menu. In the Content menu, only a Common Content folder and the folder “Daily Screens” with the editable content files made from templates are visible. Right click on a template to be edited.

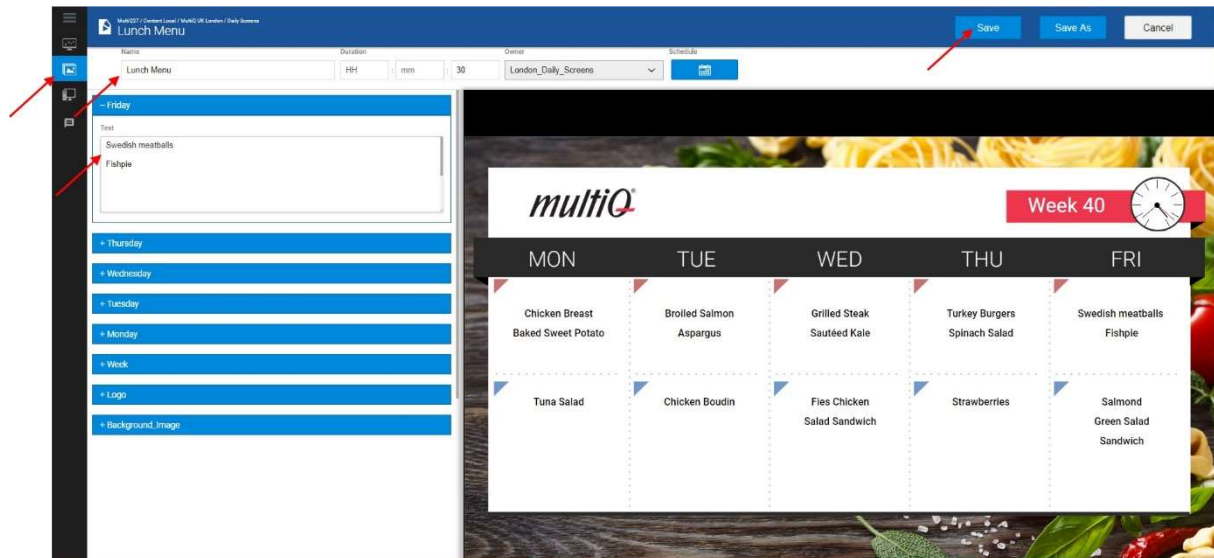


If you Right Click on one of the contents made from templates, you will get to the editing menu.

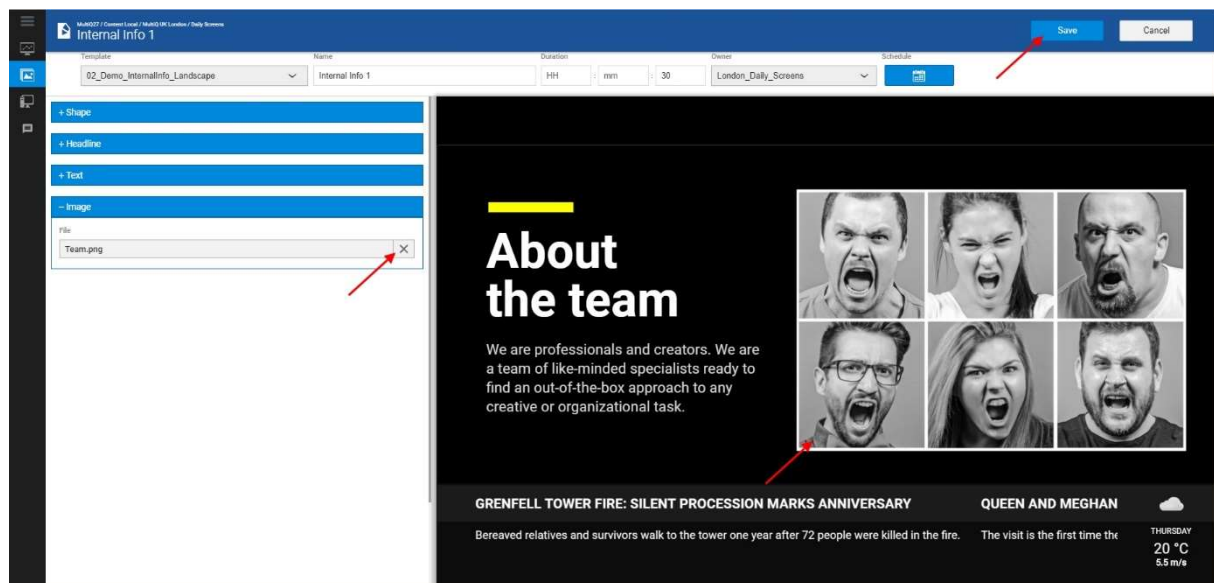
Make your changes and then click “Save”. Note that you cannot make a new template since the new file will not be visible in the playlist. You just need to edit the existing one.

Note. If you want to add bold or italic text, you can do so by using html annotation.

“Enter **some text**” is added by writing “Enter some <i>text</i>”.

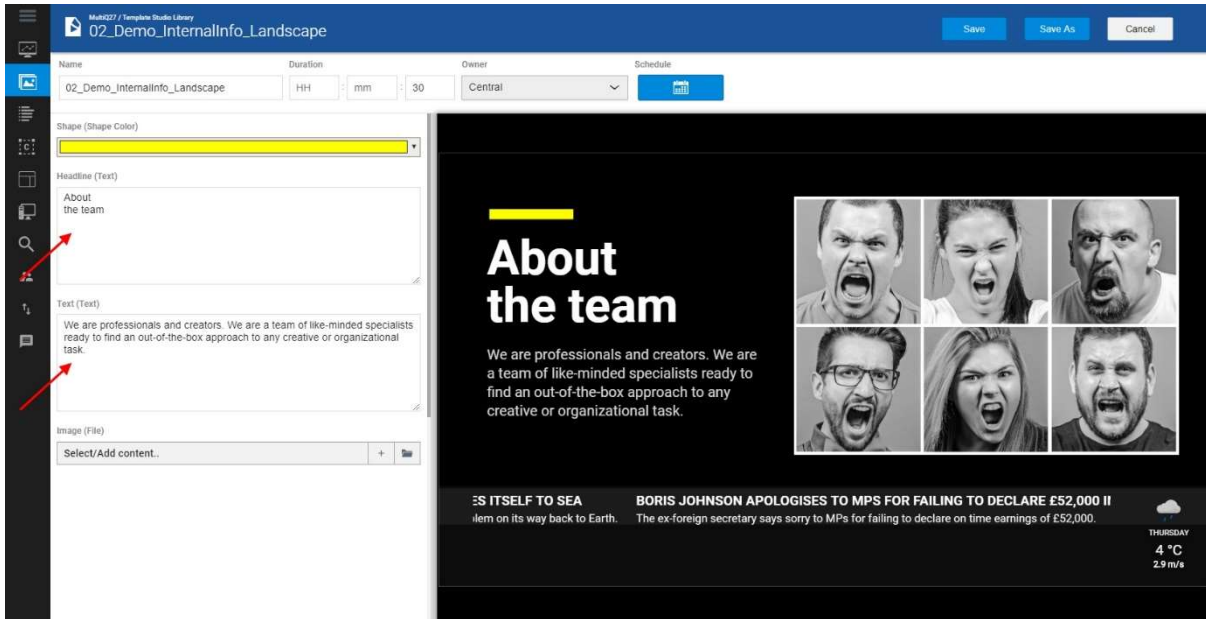


If instead you choose the "Internal Info 1" media made from a template, you also have the option to change an image. The image can be selected from the "Common Content" folder.



In the "Internal Info 1" template you can change the text as well as the image.

The template creator can choose to let all the menus in the template be extracted (flattened) which give a better overview of the components that can be changed by the user of the template.

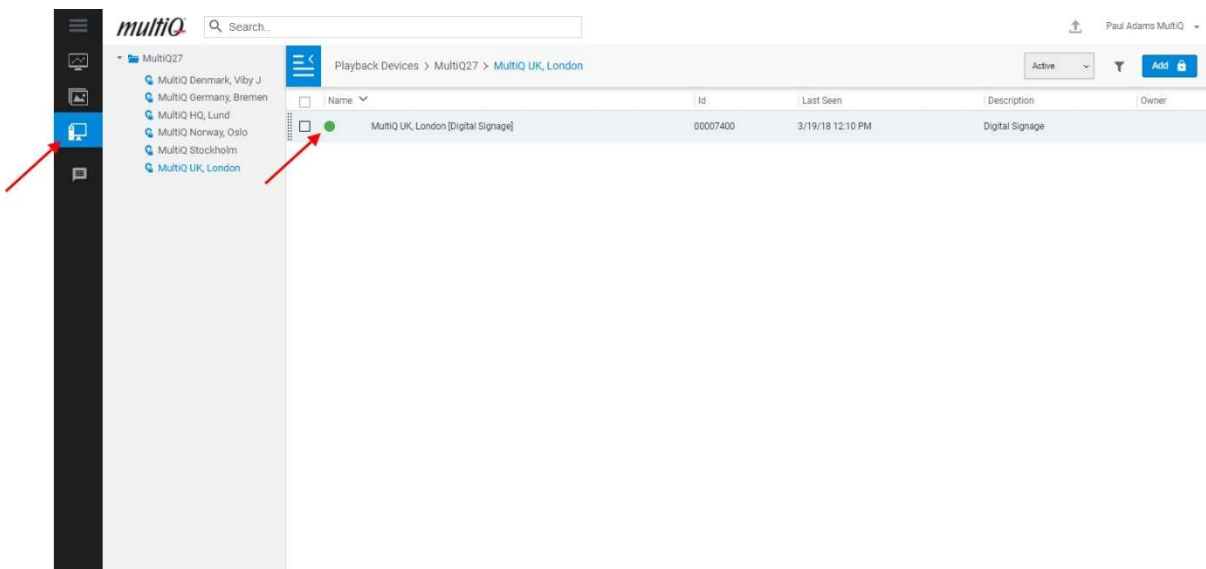


Some templates have been designed with all menus extracted which gives a better overview of the text, images or other components that can be changed.

Previewing the playback devices

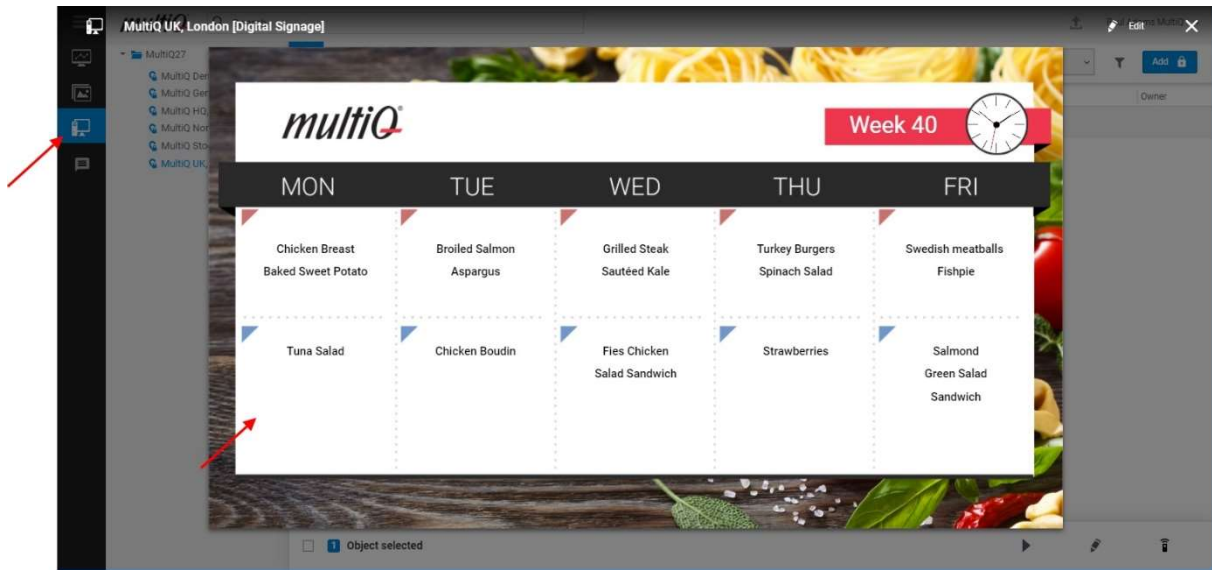
After having updated the content you can preview what is shown on the actual screen directly in the user interface. To do this, go to the Playback Devices menu.

In the Playback Devices menu you will find a list of sites in the tree structure. Those sites that you have access to are visible in the field to the right. If you click on a site, you will see media players that you have access to (in this case just one). If you click on the device, you will get a full preview of what is actually shown on the screen.



Media player selection in the Device menu.

The content will look exactly the same as on the physical screen. This include split screen and online components, if any.

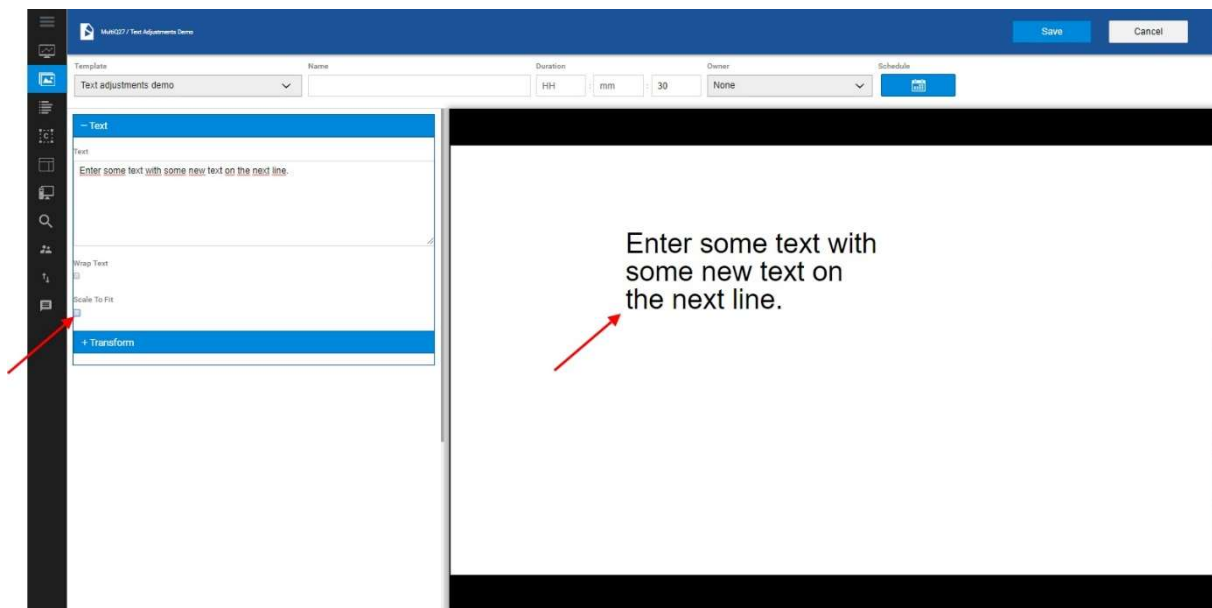


The device preview shows the content just as it looks like on the real physical screen.

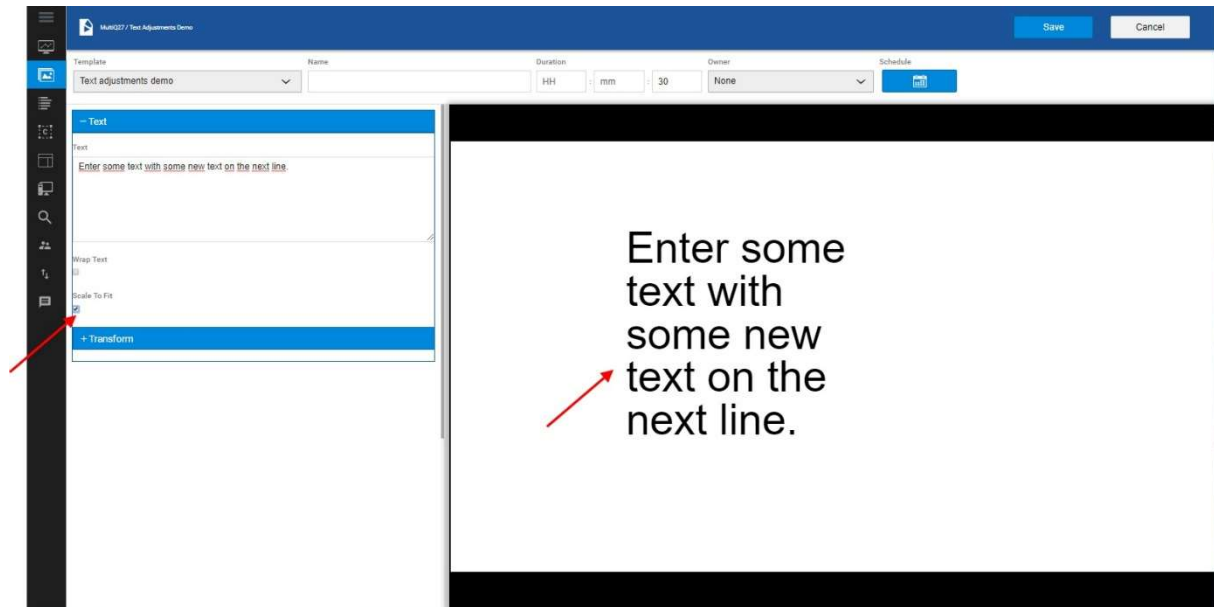
Adjusting objects

Using "Scale to Fit" for text objects

There is a "Scale to Fit" feature that may have been activated by the template creator or set to be an alternative for the template user. "Scale to Fit" makes the font size automatically adjust to get the text to fit inside the designated size of the text component.



Without "Scale to Fit".



With "Scale to Fit" selected. The text will fill out the entire text area.

Using the "Style" menu "Object Fit" to adjust images

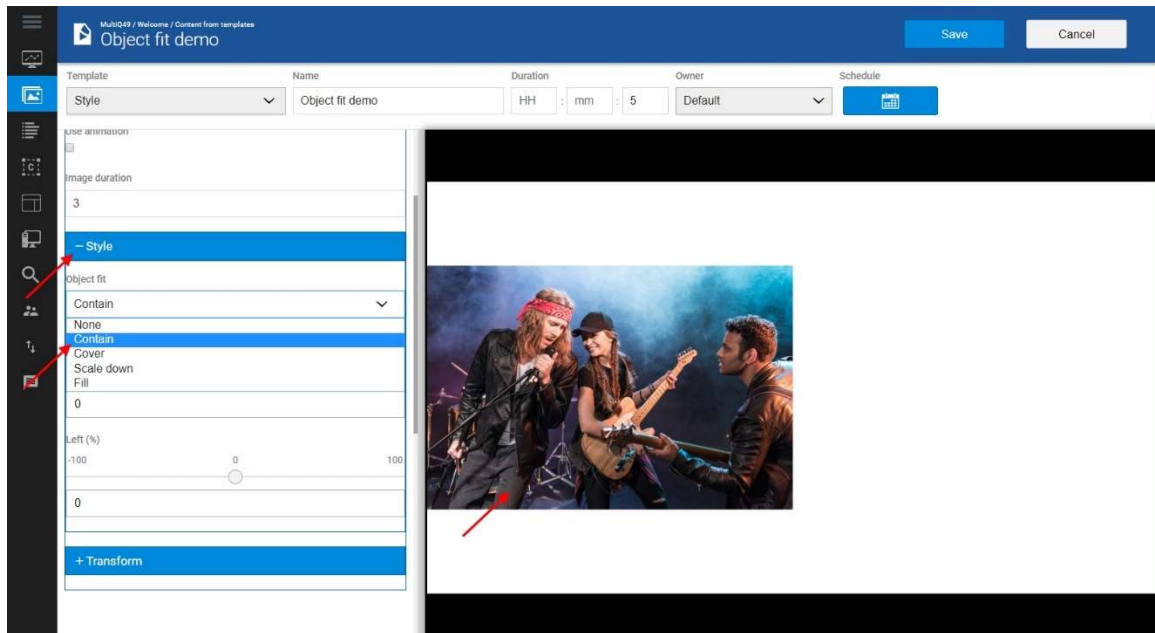
Especially for images, sometimes the size of the image does not fit the template. In the example below, there is an image which is wider than the space set out for the image. In this case the intention is to cover half of the template with an image component.

Here, we got an image that has an aspect ratio wider than the designated area in the template. To avoid cropping in an external software, there is an "Object fit" drop down menu where different fitting alternatives can be selected.

Note. These settings are only available if left accessible by the template creator.

Object fit: "Contain"

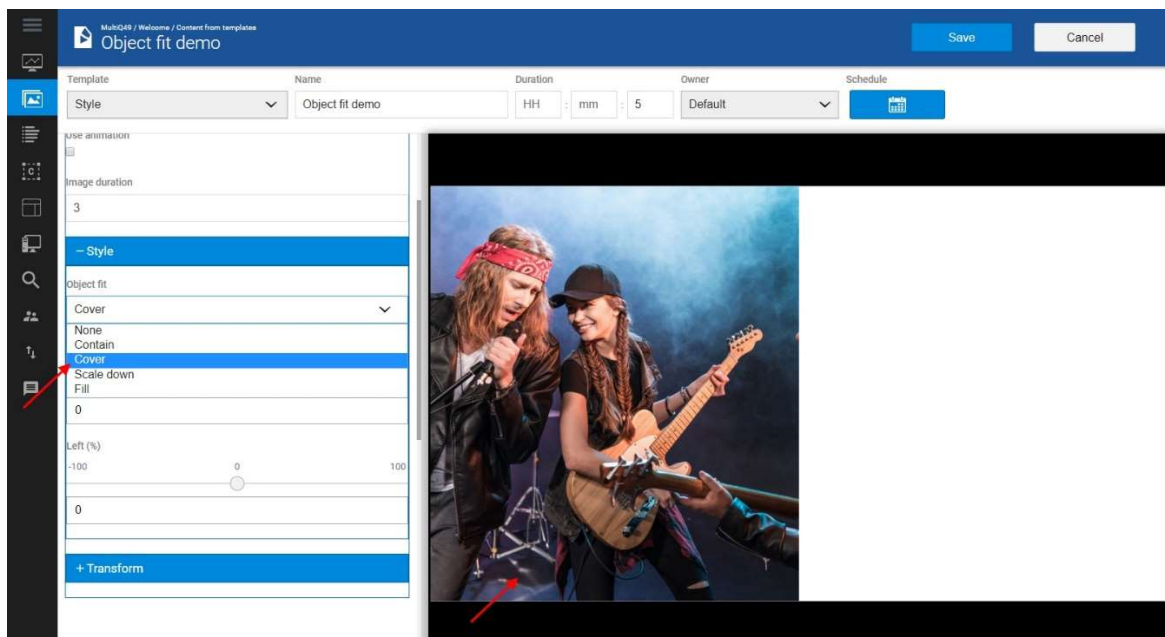
With "Contain" Object fit, the image is rescaled to make the complete image appear inside the designated image area.



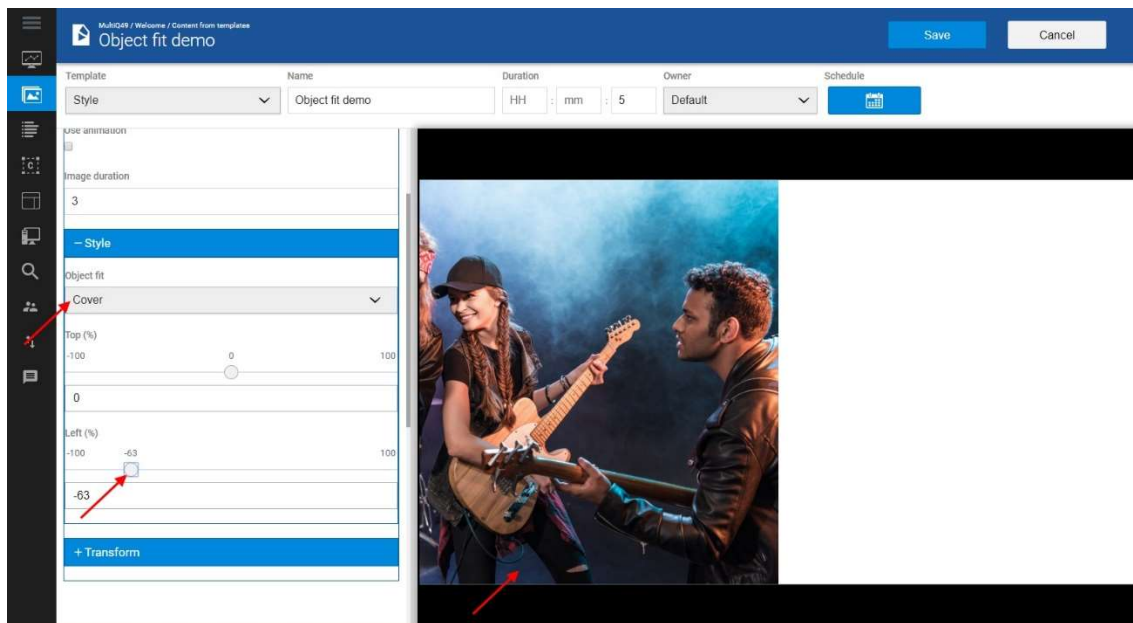
Object fit: "Contain".

Object fit: "Cover"

Object fit Cover makes the image to cover the designated area keeping its proportions. However, portions of the image may be cut. In this example the full height of the image is shown but the outermost right and left parts of the image are cut since the image is wider than the designated area for the image. Correspondingly, an image that is taller than the designated area will have the top and bottom parts cut off.



Object fit: "Cover" with the center of the image selected, Top= 0 % and Left= 0 % (middle).

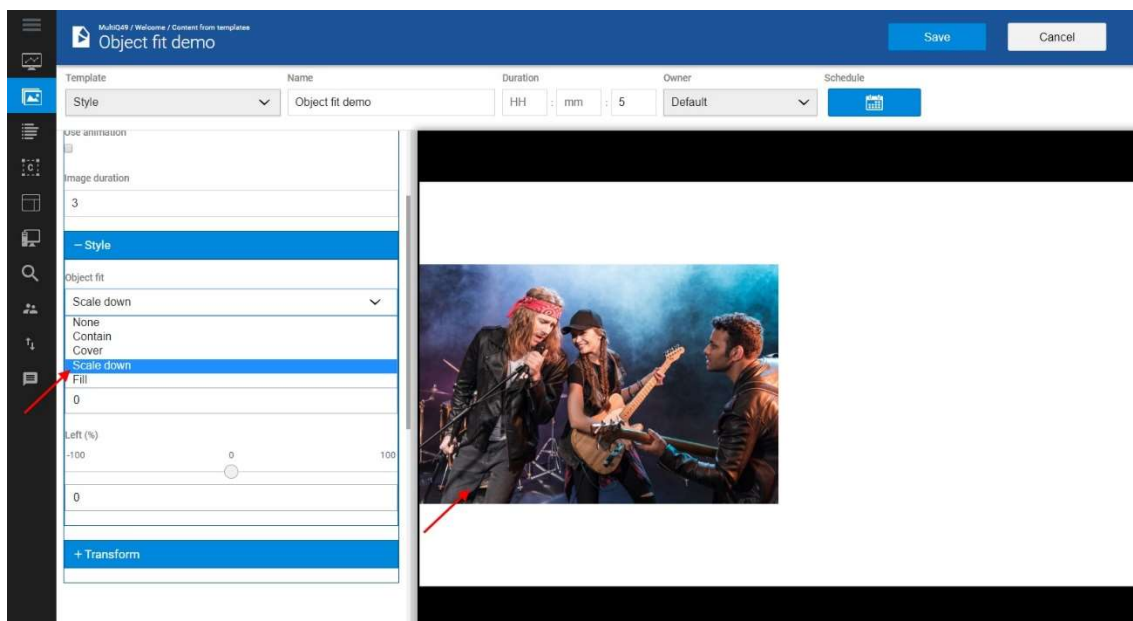


Object fit: "Cover" with Top= 0 % Left= -63 % to select a portion to the right of the image.

When cropping an image which is too high in relation to the designated area, the image will be cut in its upper and lower parts. Then, the desired part of the image can be chosen by changing the "Top" value.

Object fit: "Scale down"

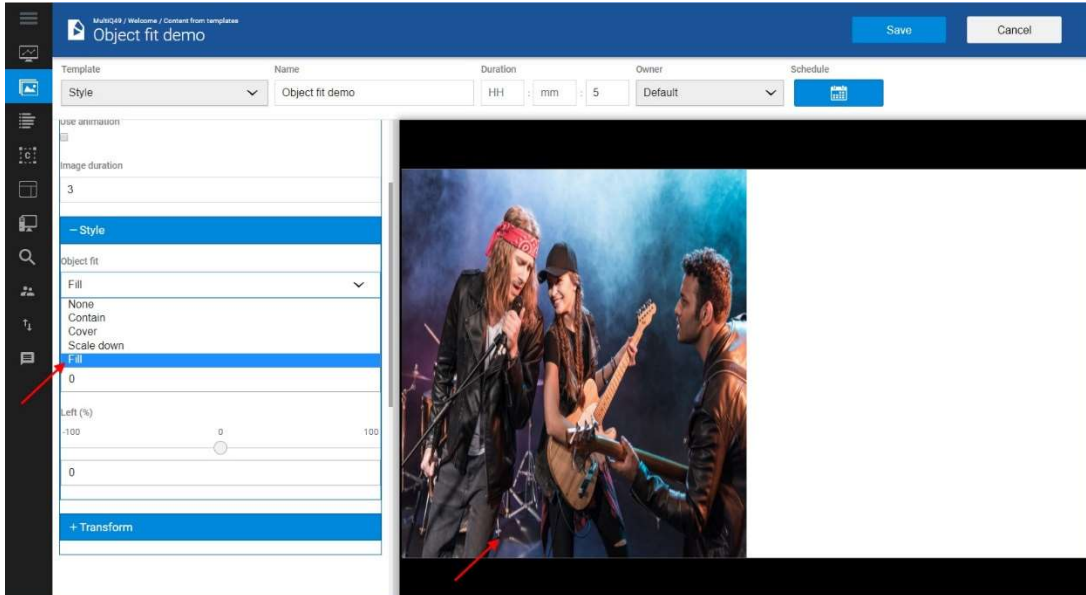
Object fit "Scale down" will scale the image to fit within the designated area. However, there will be blank areas to fill out the area. In this case there will be areas on top and at the bottom that are blank.



Object fit: "Scale down".

Object fit: "Fill"

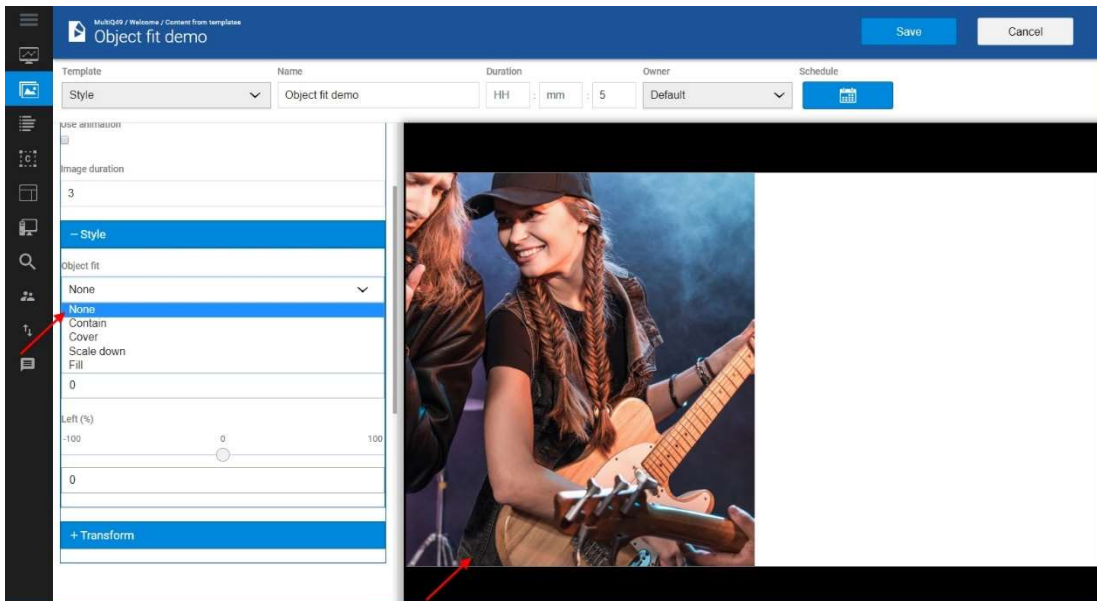
Object fit: "Fill" will cause the image to stretch across the designated area. This will in most cases cause the image to be deformed while not keeping its aspect ratio. The feature is though very useful if the aspect ratio of the image is close to the designated area aspect ratio. Then it can see to that the area is filled while not deforming the aspect ratio very much.



Object fit: "Fill".

Object fit: "None"

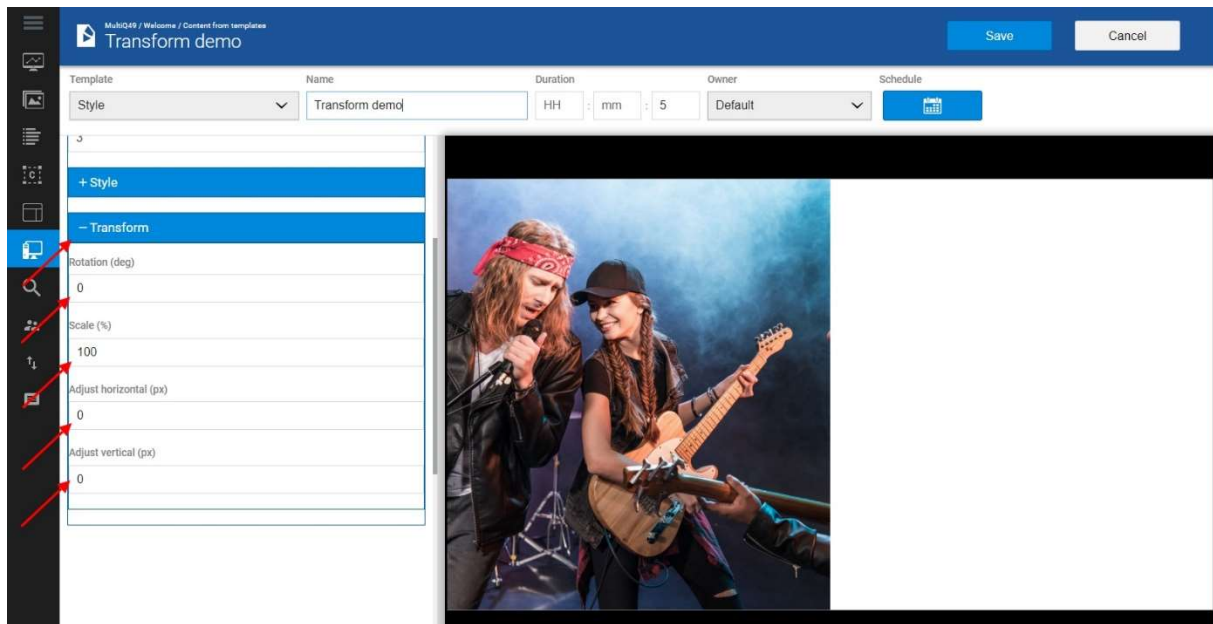
Object fit: "None" will give very different results depending on the size of the image. It may though sometimes be useful and the "Top" and "Left" settings may be used to select the desired part of the image.



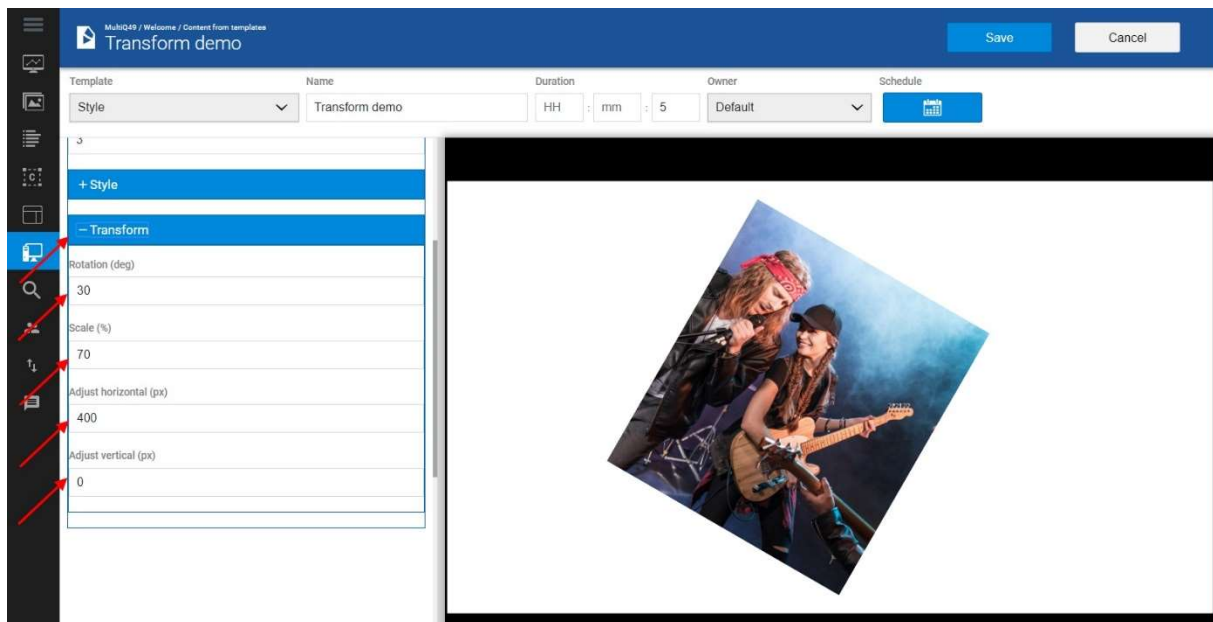
Object fit: "None".

The "Transform" menu

If the Template creator has left one or more of the "Transform" menu items open, you can move, resize and rotate an image, video clip or slideshow that is a part of the template.



In the "Transform" section of the editing menu you can move, resize and scale images, videos or slideshows.

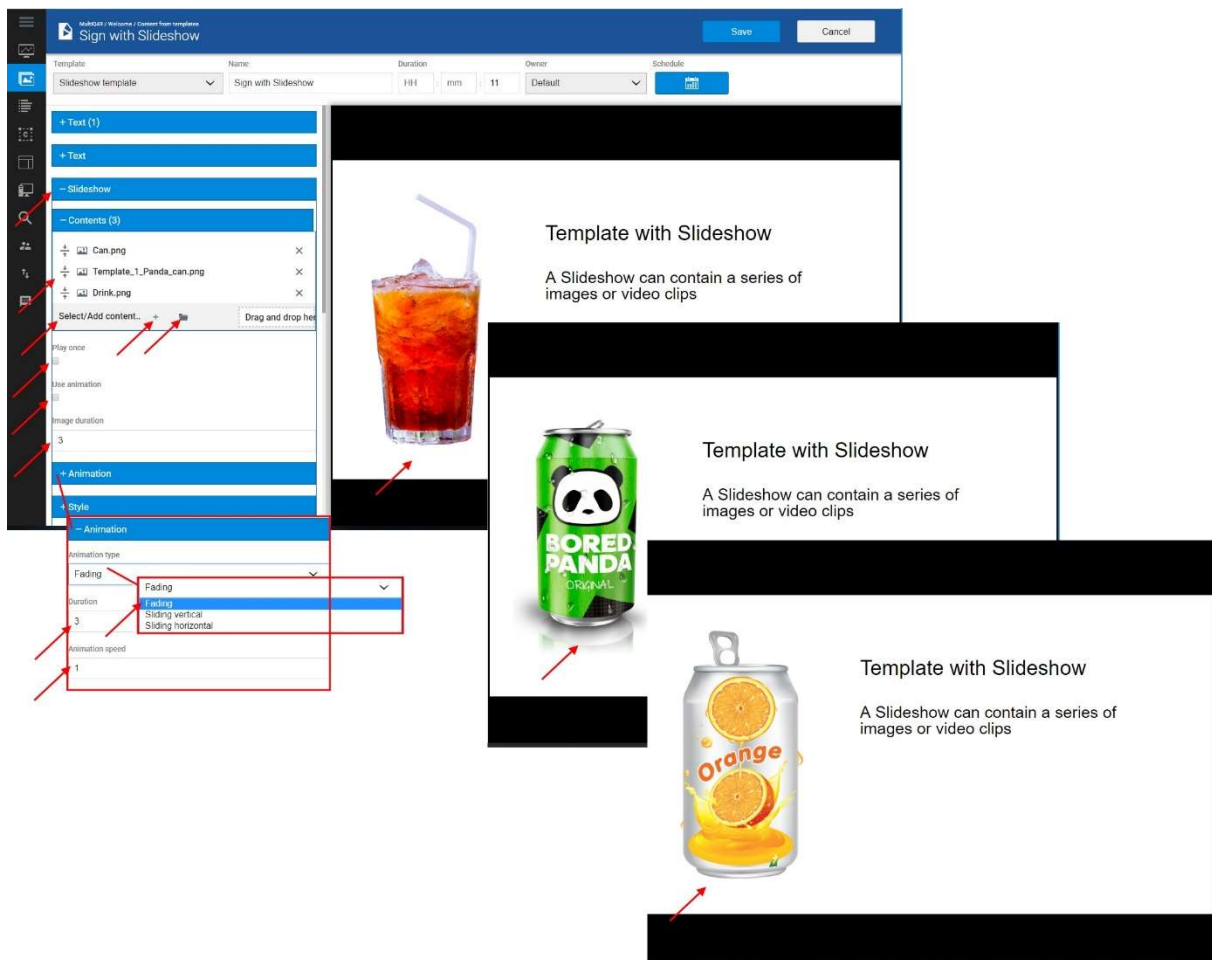


Here, a slideshow has been rotated, resized and moved horizontally.

Templates with Slideshows

Templates may contain slideshows that makes it possible to put an area that includes several images or video clips played in sequence. In the Slideshow component you can choose several images that are played in sequence. You could say that this works the same way as a simplified playlist. Also, video clips can be added to the slideshow. You can set the duration of each media spot and the speed of animation (time for transition). There are three different types of animations for the transition between the spots; fading, sliding vertical and sliding horizontal.

Just as for Images the Slideshow component can be adjusted with the “Styles” menu and just as for all other Template Studio components, the slideshow can be rotated and manipulated in several ways with the Transform tools.



The Slideshow component acts as a "playlist" inside the template.

In the Slideshow setup menu, there are a few choices:

Note. These settings are only available if left accessible by the template creator.

Select/Add content: Click this button to select image- or video files to be included in your template either from the Content library (clicking the folder icon) or by direct upload from your computer (using the "+" button or by dragging and dropping to the drop zone). Files that are directly uploaded to the slideshow will be stored in the current folder of the content library.

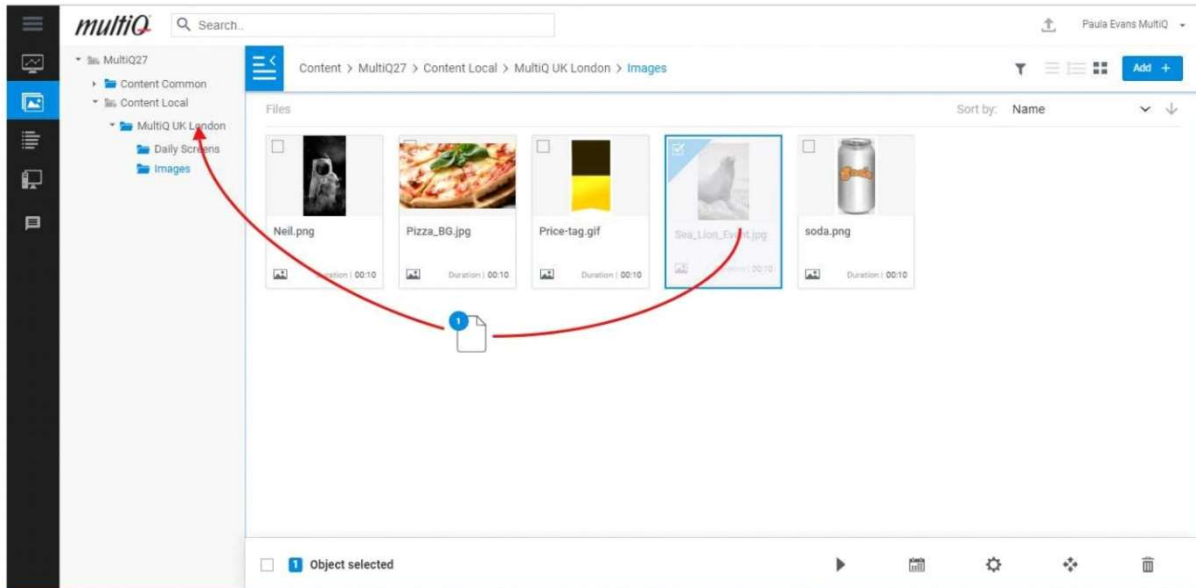
Play Once: If checked, the list of files will only be played once and then the playback device will automatically move on to the next spot (content from template or other). If left unchecked the template will loop the files in the slideshow for the duration set to the media in the playlist.

Use animation: If checked, each spot in the slideshow will play for the number of seconds set in the “Image duration” box. Not that this also applies to video clips. I.e. that this feature is primarily intended for images. You can choose between several animations to be used between the spots (fading, slide vertical and slide horizontal). Also, the duration of the animation between the spots can be set.

Use animation: If checked, each spot in the slideshow will play for the number of seconds set in the “Image duration” box. Not that this also applies to video clips. I.e. that this feature is primarily intended for images. You can choose between several animations to be used between the spots (fading, slide vertical and slide horizontal). Also, the duration of the animation between the spots can be set.

Rearranging the Content library

You can move files between folders by dragging them from one folder to another such as dragging a file from a folder to another folder that is visible in the tree structure. However, there are some restriction to video- and image files that are used in templates cannot be moved and an error message will show if tried.



Rearranging the Content library is simply done by adding or deleting folders and by dragging files between folder as is shown in this figure.