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# Portal Fundamentals

VERSION 2.1 / June 2022

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# Preface

The videri Portal (“the Portal”) is a cloud-based content management platform that allows you to interact with the videri Canvas. Through the Portal, you can curate content and monitor Canvases from one convenient location—no matter where they’re located.

## Navigating the Portal

The Portal consists of four (4) main zones:

1. **Primary portal navigation**, which lets you navigate between different pages.
2. **Group navigation**, which lets you navigate to different group contexts when on a page.
3. **Current page**, the page itself.
4. **Page navigation**, which lets you navigate to different sections of a page.

The screenshot shows the videri Portal interface. At the top, there is a navigation bar with icons for Canvases, Walls, Projects, Datasources, Content, Events, and Event Groups. The user is logged in as 'Mikey'. On the left, there is a 'Groups' sidebar with a tree view showing 'All Group Context', 'Test Store A', 'Mikey', 'Testing Canvases', and 'Mike U'. The main content area is titled 'Projects' and shows a list of events. A secondary navigation bar below the title includes 'Assets', 'Layouts', 'Events', 'Playlists', 'Event Groups', and 'Settings'. The event list has columns for Name, Type, Slot #, Starts, Ends, Canvases, Priority, Tags, and Actions. A legend box titled 'OPS PORTAL ZONES' is overlaid on the bottom left, defining the zones: 1 Portal navigation, 2 Group navigation, 3 Current page, and 4 Page navigation.

Name	Type	Slot #	Starts	Ends	Canvases	Priority	Tags	Actions
Monthly Sale	Asset	1	2022/2/9, 00:00	2022/3/9, 00:00	0	Normal		⚙️
Valentine's Day	Asset	1	2022/2/14, 00:00	2022/2/15, 00:00	0	Normal		⚙️
Wayfinding	Asset	1	2022/2/9, 00:00	2022/3/9, 00:00	0	Normal		⚙️

A / The Portal

## Tips for using this guide

When using this guide, keep in mind:

- Navigational and otherwise “clickable” elements are always in bold. E.g., “the **Canvases** page”; “the **Profile & Settings** tab”; “the **Create** button”
- Pages can be accessed from the top navigation bar.
- Tabs can be accessed from a page’s sub-navigation bar.
- Field names are denoted with single quotation marks. E.g., “the ‘Tags’ field”
- Headings of sections on a page are underlined. E.g., “the Event Scheduling section”
- Cross-references to other sections in the guide are formatted as **I AM A CROSS-REFERENCE** and can be clicked to navigate to the referenced section.

## We’d love your feedback

We are always looking for feedback to improve documentation for our users. If you have any feedback about this guide—or the Portal, in general—please don’t hesitate to reach out to [feedback@videri.com](mailto:feedback@videri.com).

# 1 Getting started

Chapter 1 explains

- what browsers are compatible with the Portal.
- how to log in and out of the Portal.
- what groups are and how to select your group context.
- how to configure basic Canvas settings.

## 1.1 Browser compatibility

The Portal is a web-based app designed to work with most Internet browsers. For the best experience, we recommend using Google Chrome.

## 1.2 Logging in

To log in:

1. Open a browser window and navigate to the URL provided by your Portal administrator.
2. On the login page, type your username into the 'Username' field.
3. Enter the password provided by your Portal administrator and click **Login**.

**NOTE:** Your password displays as ●●●●●● to protect your privacy.

### 1.2.1 Logging out

To log out:

1. Click the ∨ arrow next to your username in the top navigation bar.
2. Click **Logout**.



B / Logging out

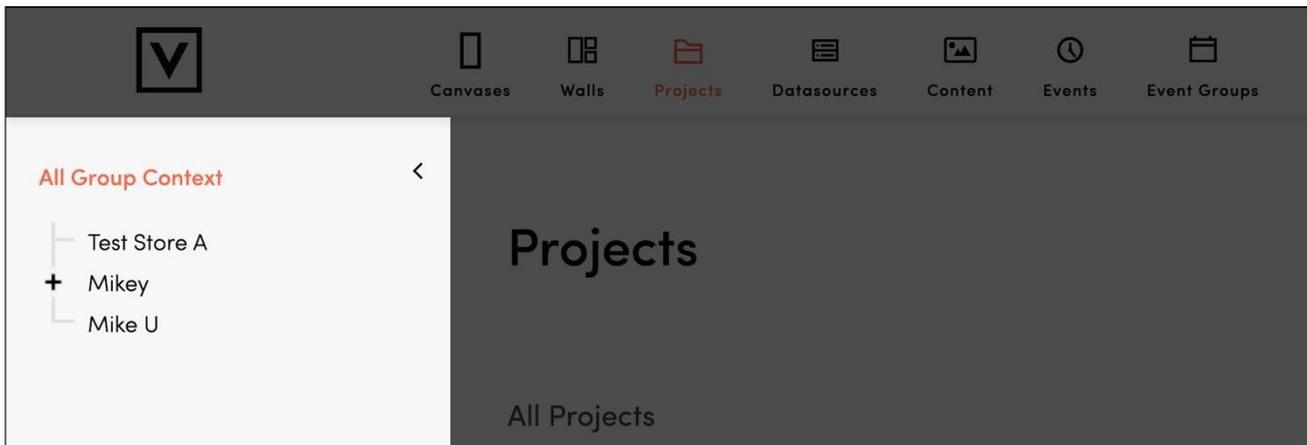
## 1.3 About groups

A group is a collection of interrelated Canvases, projects, content, events, and Event Groups.

Your organization may have a single group or many. The number of groups you have access to is determined by your portal administrator.

### 1.3.1 Selecting your group context

You **MUST** select a group context prior to starting a new project.



C / The Groups sidebar

To select a group context:

3. Navigate to the **Groups** sidebar on the left of your screen.

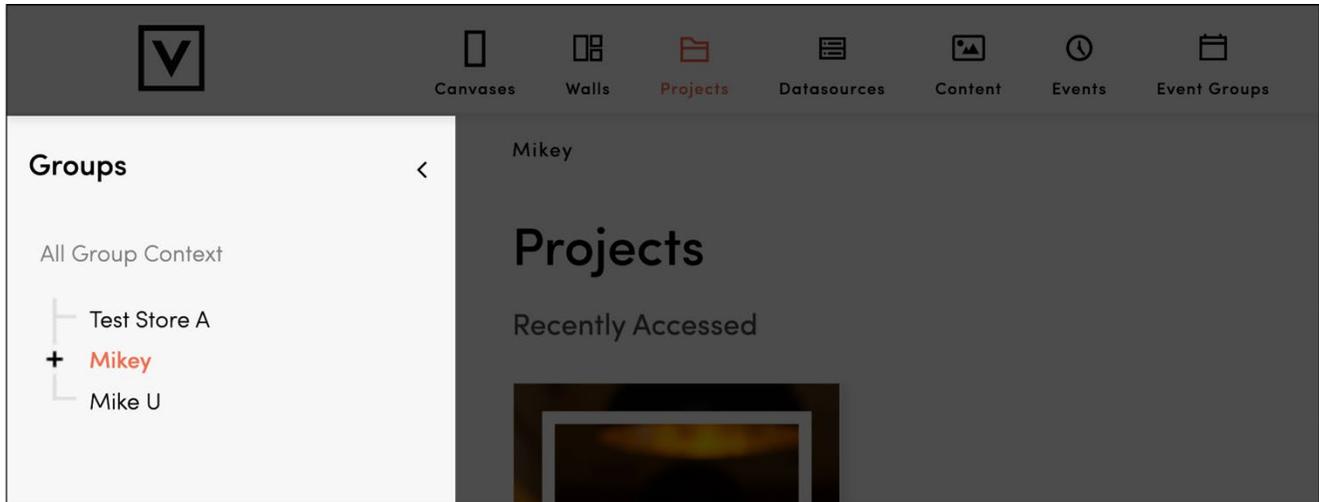
**NOTE:** If you do not see the **Groups** sidebar, it is collapsed. To expand the sidebar, click the > icon located on the top left side of the portal, under the top navigation bar.

4. Locate the group you want to work in and select it.

**NOTE:** If do not see your desired group context, expand the top-level group by clicking the plus sign ' + ' to the left of the group name.

### 1.3.2 Confirming you're in the right group context

To confirm that you're in the right group context, check the **Groups** sidebar. Your current group context will be highlighted in orange.



D / Confirming your group

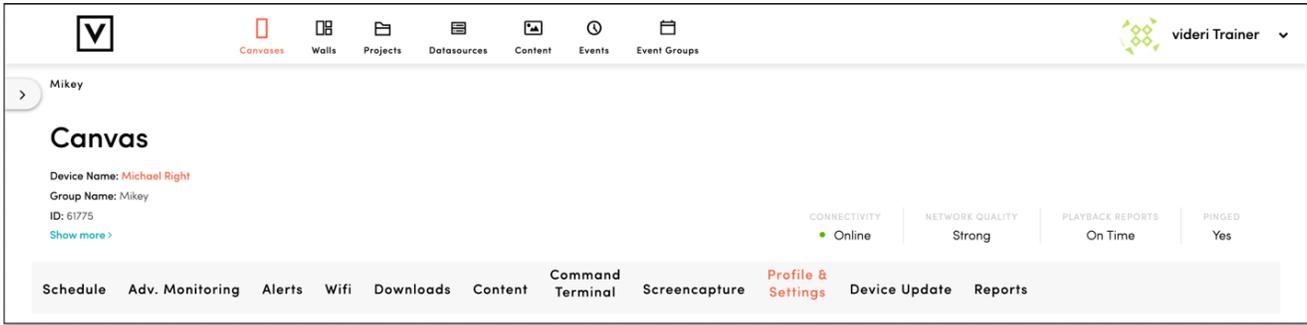
## 1.4 Configuring basic Canvas settings

For the best experience, we recommend setting up your Canvas' profile and settings when you log into the Portal for the first time.

**NOTE:** Before you can set up your Canvas through the Portal, you will need to provision your Canvas. To provision your Canvas, read our [Curator Guide](#).

To configure basic Canvas settings:

1. Navigate to the **Canvases** tab from the top navigation bar.
2. Confirm that you are in the right group context. For guidance, see [CONFIRMING YOU'RE IN THE RIGHT GROUP CONTEXT](#).
3. Select a Canvas from the list of available Canvases to open the Canvas' Details page.
4. Navigate to the **Profile & Settings** tab from the Canvas' Details page.



E / Canvas' page, sub-navigation bar

We recommend configuring the following settings:

Field name	Description
<b>Canvas Name</b>	A name for your Canvas. Useful for managing Canvases.
<b>Dwell Time</b>	The amount of time, in seconds, a Canvas will play scheduled content. Set to 8 by default.
<b>Number of Slots</b>	The number of slots available for scheduling content. Set to 8 by default. Can be adjusted to 101.
<b>Owner</b>	A name for the owner of the Canvas. Useful for managing Canvases.
<b>Address</b>	The address where the Canvas is physically located.
<b>Geolocation</b>	The longitude and latitude that corresponds to the Canvas' location. Use to define Canvas location if address is unknown.
<b>Tags</b>	Useful for managing Canvases.
<b>Time zone</b>	The time zone you want the Canvas to use when scheduling content.
<b>Brightness</b>	The brightness of the Canvas. Set to 204 by default. Can be adjusted to 255.

Table 1 / Basic Canvas settings

**NOTE:** It can take up to a minute for the 'Time zone' and 'Brightness' settings to display on the **Profile & Settings** tab.

## 2 Projects

A project is a collection of interrelated assets, layouts, playlists, and events. A project serves as an access point: it allows you to upload assets, create playlists and layouts, and schedule events.

Chapter 2 explains

- how to create a project.
- how to navigate the project interface.
- how to view and manage projects.

### 2.1 The Projects page

The **Projects** page allows you to view and manage all projects within a group context. You can access the **Projects** page from the top navigation bar.

The screenshot displays the 'Projects' page in the Videri Trainer interface. At the top, there is a navigation bar with icons for Canvases, Walls, Projects, Datasources, Content, Events, and Event Groups. The 'Projects' icon is highlighted. Below the navigation bar, the page title 'Projects' is shown, along with a 'Create Project' button. The main content area is titled 'All Projects' and features a search bar and a 'Showing 6 projects of 6' indicator. A table lists the projects with the following columns: Name, Assets, Shared, Created Date, Last Update Date, and Actions. The 'Shared' column contains toggle switches. The 'Actions' column contains an 'X' icon for each project. The footer of the page displays version information: Ops Portal Version 2.1.4-rc1-b3b9244d | Central Version 2.1.6-rc2-c81caf4c | Agent Version 1.9.2-rc9-0da04bf6 | Scheduler Version 2.1.4-rc1-02db2187.

Name	Assets	Shared	Created Date	Last Update Date	Actions
Velocity test	101	<input type="checkbox"/>	2020/7/23, 09:29	2020/7/23, 09:38	X
Tin Content	10	<input type="checkbox"/>	2021/6/7, 09:40	2021/6/7, 09:41	X
Proper Brands	55	<input type="checkbox"/>	2021/3/22, 15:42	2021/3/22, 15:52	X
Michael Content	41	<input type="checkbox"/>	2020/4/3, 15:16	2020/11/30, 14:42	X
Local Test Content	17	<input type="checkbox"/>	2020/7/23, 10:45	2020/12/16, 13:13	X
James' stuff	9	<input type="checkbox"/>	2020/4/15, 14:43	2021/7/13, 14:05	X

F / Projects page

From the **Projects** page, you can:

- create a new project.
- edit an existing project.
- share an existing project.
- delete an existing project.

## 2.2 Creating a new project

To create a new project:

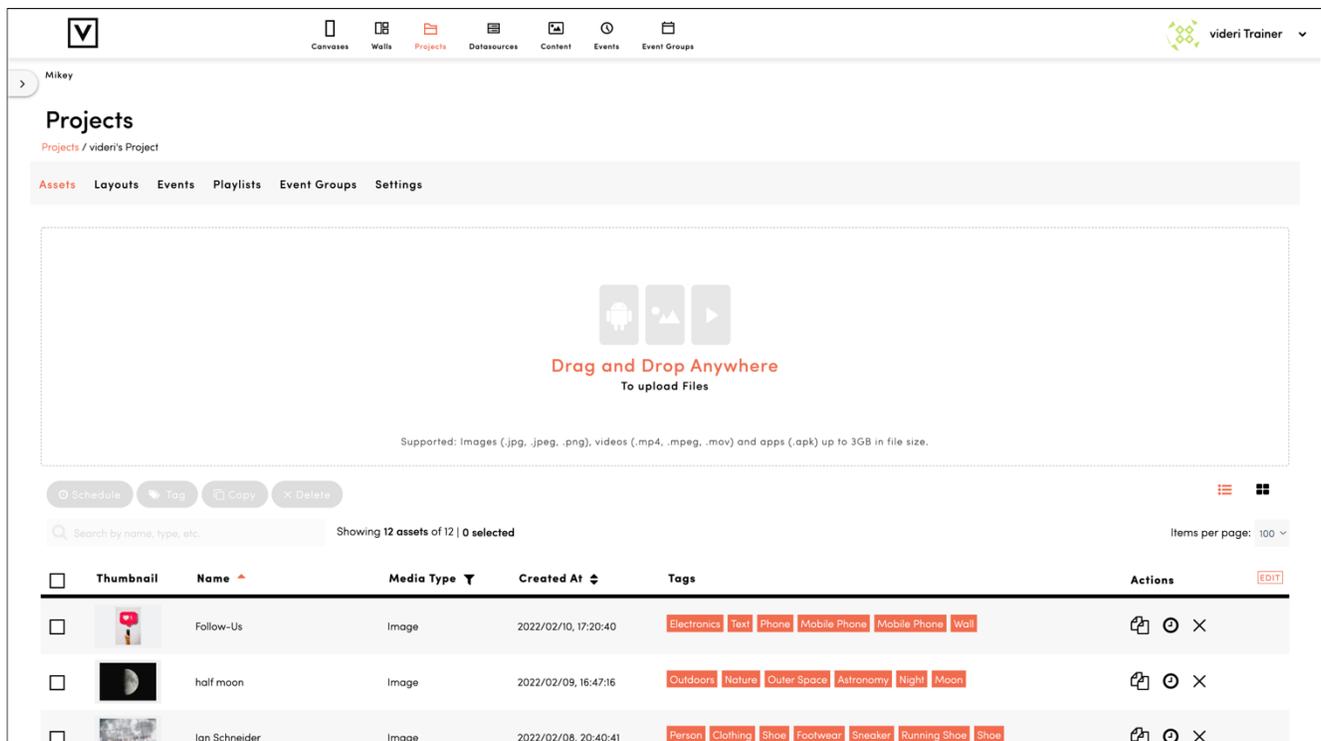
1. Navigate to the **Projects** page from the top navigation bar.
2. Click the **Create Project** button located on the top right side of your screen.

**NOTE:** If you do not see the **Create Project** button, select your group from the '**Groups**' sidebar. For guidance, see [SELECTING YOUR GROUP CONTEXT](#).

3. Name your new project.
4. Click **Create and Save**.

## 2.3 Navigating your project's page

Like Canvases, each project has its own page, which can be accessed by clicking on the project from the **Projects** page. Here, you can add assets, layouts, and playlists to your project, and manage your content within the **Assets**, **Layouts**, and **Playlists** tabs, respectively.



The screenshot displays the 'Projects' page in the Videri Trainer interface. At the top, there is a navigation bar with icons for Canvases, Walls, Projects, Datasources, Content, Events, and Event Groups. The 'Projects' tab is active. Below the navigation bar, the page title 'Projects' is shown, followed by a breadcrumb 'Projects / videri's Project'. A secondary navigation bar contains tabs for Assets, Layouts, Events, Playlists, Event Groups, and Settings. The main content area features a large dashed box with the text 'Drag and Drop Anywhere To upload Files' and icons for file upload. Below this, there are buttons for Schedule, Tag, Copy, and Delete. A search bar is present with the text 'Showing 12 assets of 12 | 0 selected' and 'Items per page: 100'. The assets are listed in a table with columns for Thumbnail, Name, Media Type, Created At, Tags, and Actions.

Thumbnail	Name	Media Type	Created At	Tags	Actions
	Follow-Us	Image	2022/02/10, 17:20:40	Electronics, Text, Phone, Mobile Phone, Mobile Phone, Wall	
	half moon	Image	2022/02/09, 16:47:16	Outdoors, Nature, Outer Space, Astronomy, Night, Moon	
	Ian Schneider	Image	2022/02/08, 20:40:41	Person, Clothing, Shoe, Footwear, Sneaker, Running Shoe, Shoe	

G / Your project's page

## 2.4 Managing projects

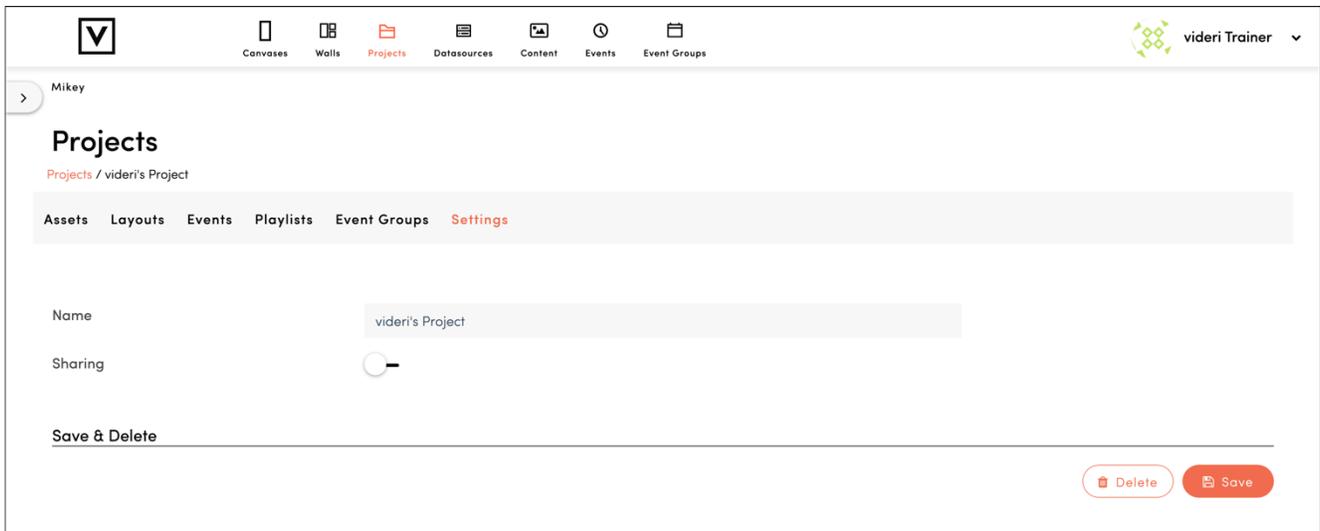
You can manage a project from the **Projects** page or via the **Settings** tab of a project's page.

### 2.4.1 Renaming your project

You can only rename a project from a project's **Settings** tab.

To rename a project:

1. Navigate to the **Projects** page from the top navigation bar.
2. Click on the target project to open it.
3. Navigate to the **Settings** tab from the project's sub-navigation bar.
4. Click into the 'Name' field and enter a new name.
5. Click the **Save** button, located on the right side of the screen.



H / Your project's settings

## 2.4.2 Sharing your project

Every project belongs to a group. Some groups have 'member groups'—child groups that fall under the parent group.

When you share a project, users that belong to member groups are granted permission to see and use that project. When a project is not being shared, users that do not have access to the top-level group cannot access or copy content from the project.

To share a project...	Method
from the <b>Projects</b> page	<ol style="list-style-type: none"><li>1. Navigate to the <b>Projects</b> page.</li><li>2. Locate the target project.</li><li>3. Toggle the switch under the 'Shared' header.</li></ol>
from the <b>Settings</b> tab of a project's page	<ol style="list-style-type: none"><li>1. Click on the project from the <b>Projects</b> page.</li><li>2. Navigate to the <b>Settings</b> tab.</li><li>3. Toggle the switch next to the 'Sharing' label.</li><li>4. Click the <b>Save</b> button.</li></ol>

Table 2 / How to share a project

### 2.4.3 Deleting a project



A deleted project **cannot** be restored. Deleting a project will also delete all its assets.

To delete a project:

To delete a project...	Method
from the <b>Projects</b> page:	<ol style="list-style-type: none"><li>1. Navigate to the <b>Projects</b> page.</li><li>2. Locate the target project.</li><li>3. Click the <b>X</b> under the 'Actions' header.</li><li>4. Click <b>Ok</b> when prompted.</li></ol>
from the <b>Settings</b> tab of a project's page:	<ol style="list-style-type: none"><li>1. Click on the project from the <b>Projects</b> page.</li><li>2. Navigate to the <b>Settings</b> tab.</li><li>3. Click the <b>Delete</b> button, located on the right side of the screen.</li><li>4. Click <b>Ok</b> when prompted.</li></ol>

Table 3 / How to delete a project

## 3 Assets

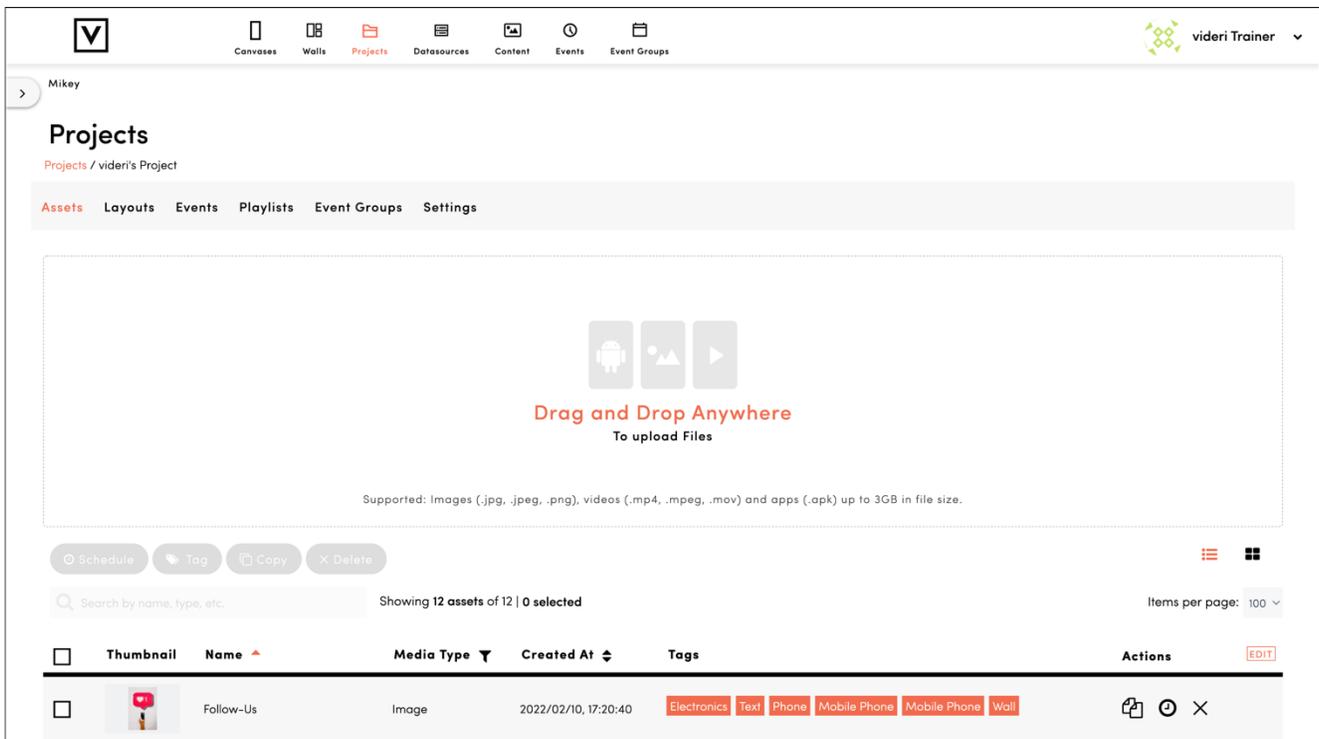
Chapter 3 explains

- how to upload assets to your project.
- what file formats are supported.
- the minimum required resolution for assets.
- how to manage a project's assets.

### 3.1 Your project's assets

From a project's **Assets** tab, you can:

- View the project's assets
- Filter through the project's assets
- Tag the project's assets
- Schedule the project's assets
- Upload assets to the project
- Delete assets from the project



1 / The Assets tab

## PRO TIP: Customize your dashboard view



1. Click the **EDIT** button, located on the right side of the table header.
2. Toggle 'Display' on/off next to the property name you want to see or hide.
3. Click the '↑' or '↓' arrows under the 'Order' column to reorder columns.
4. Click **Ok** to close the dialog.

### 3.1.1 Filtering assets

You can filter a project's assets by type of media.

To filter by media type:

1. Navigate to the **Assets** tab of your project.
2. Click the ▼ icon next to the 'Media Type' header to open the filter menu.
3. Click on the categories you want to view.

**NOTE:** Unselected categories will be filtered out.

### 3.1.2 Sorting assets

You can only sort assets by one attribute at a time.

	Can sort
	Sorted in descending order
	Sorted in ascending order
	List view
	Thumbnail view

**NOTE:** When sorting by name, asset names that start with numbers will appear first if sorting by ascending order. When sorting by descending order, assets with numerical names will appear last.

## 3.2 Uploading assets

You can upload assets to your project in the form of images, videos, and apps.

To upload an asset:

1. Navigate to the **Projects** page.
2. Click the target project to open it.
3. Open the folder on your computer where your assets are stored.
4. Click and drag the file you want to upload and drop it anywhere in the browser window.

**NOTE:** To select multiple files at once, press and hold **Ctrl** on Windows or **Cmd** on Mac while selecting your assets.

5. The asset will appear in the “Drag and Drop” box. Here, you can review the uploaded file, the file size, and the asset’s name.
6. **OPTIONAL.** Change the asset’s name by entering a new name in the name field.
7. After reviewing your selected assets, you can upload them individually by clicking **Upload** under each asset’s thumbnail or upload them together by clicking **Upload All**.

### 3.2.1 The auto-tag feature

The Portal will automatically tag any images you upload. You can also add or remove existing tags. For more information, see [TAGGING ASSETS](#).

### 3.2.2 Supported formats

You will see an error if you upload a file in a format other than what is supported by the Portal. The Portal supports the following formats:

Asset type	Supported formats
Images*	<b>.PNG (recommended)</b> , .JPG, .JPEG
Videos	.MP4, .MPEG, .MOV
Applications	.APK

Table 4 / Uploading assets: accepted formats

### 3.2.3 Minimum resolution for assets scheduled to a single Canvas

For optimal quality, upload assets with minimum resolutions of:

Canvas model	Canvas orientation	Minimum resolution (in px)
VQ	Square	1920 x 1920
V2, V3, V4, V5	Portrait	1080 x 1920
V2, V3, V4, V5	Landscape	1920 x 1080

Table 5 / Uploading assets: minimum required resolution

**NOTE:** The specifications listed above are for assets that will play on a single Canvas (as opposed to assets that will play across a spread of Canvases). For guidance calculating minimum resolution for assets scheduled to Walls, see [RESOLUTION SPECIFICATIONS](#).

### 3.2.4 Maximum resolution for videos

The Canvas will **NOT** play videos with resolutions exceeding the following:

Canvas model	Canvas orientation	Max resolution (in px)
VQ	Square	2160 x 2160
V2, V3, V4, V5	Portrait	2160 x 3840
V2, V3, V4, V5	Landscape	3840 x 2160

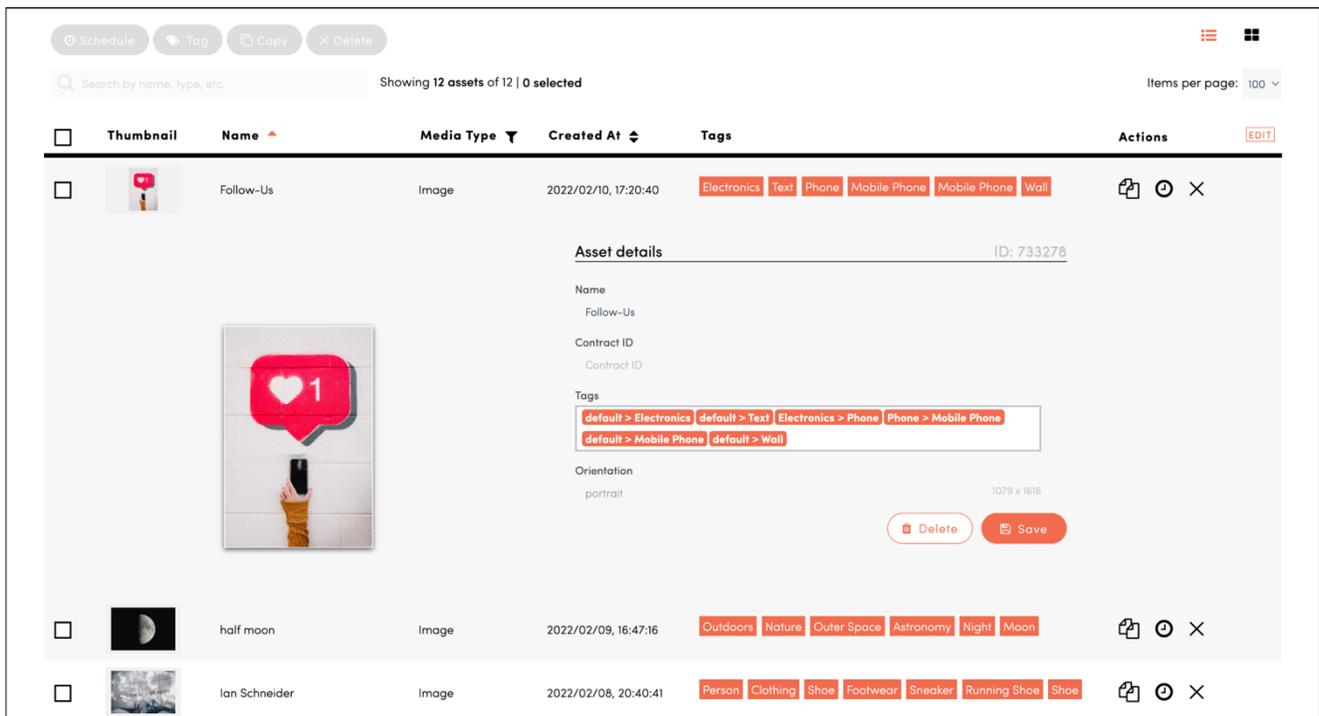
Table 6 / Uploading videos: maximum supported resolutions

**NOTE:** Videos uploaded in 4K will display in full HD when scheduled to single Canvases. Videos will only play in 4K if scheduled to a Wall. For guidance on how to achieve higher quality when scheduling videos to Walls, see [RESOLUTION SPECIFICATIONS FOR VIDEOS](#).

### 3.3 Managing assets

To manage an asset:

1. Navigate to the **Projects** page from the top navigation bar.
2. Click on a project to open it.
3. Click on an asset to view more details.



J / An asset's expanded view

You can do the following from an asset's expanded view:

- Rename the asset
- Preview the asset
- Add a "Contract ID" to the asset
- View the asset's ID if requested by videri Support
- Add or remove tags from the asset
- Delete the asset

### 3.3.1 Renaming assets

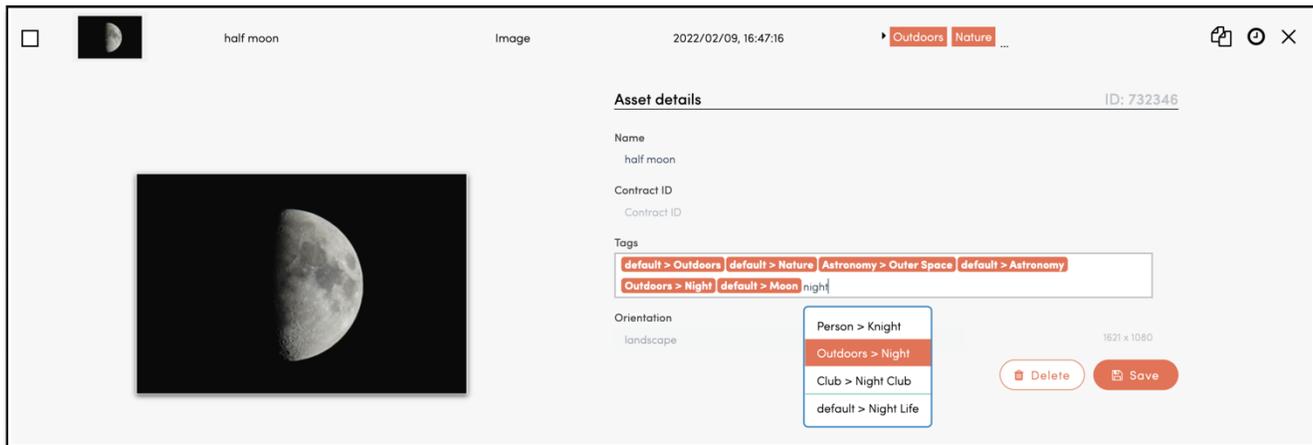
To rename an asset:

1. Expand asset details.
2. Click on the name under the 'Name' label and enter a new name.
3. Click the **Save** button, located on the lower right side of the asset's expanded view.

### 3.3.2 Tagging assets

To add tags to an asset:

1. Expand asset details.
2. Click into the 'Tags' field.
3. Begin typing the name of a tag to trigger auto-complete options.
4. Select a tag from the list to add it.
5. Repeat steps 3-4 to add more tags.
6. Click the **Save** button.



K / Tagging assets

To remove tags from an asset:

1. Expand asset details.
2. Click a tag in the 'Tags' field to remove it.
3. Click the **Save** button.

**NOTE:** To create and manage tags and tag categories, contact your Portal administrator.

### 3.3.3 Copying assets to other group contexts

To copy assets between projects:

1. Navigate to the **Projects** page from the top navigation bar.
2. Click on the project that contains the asset.
3. Click the  icon under the 'Actions' header in the row that contains the asset.

**NOTE:** The Copy Asset wizard will appear above the assets list.



L / Copying an asset

4. Select the group that contains the project.
5. Click the **Select [group name]** button.
6. Click the project name that appears to see a list of available projects.
7. Select the target project.
8. Click the **Copy to Project** button.

**NOTE:** You cannot copy assets larger than 200 MB.

### 3.3.4 Deleting assets

To delete an asset:

1. Click the **X** icon under the 'Actions' header in the row of the target asset.
2. Click **Ok** when prompted.

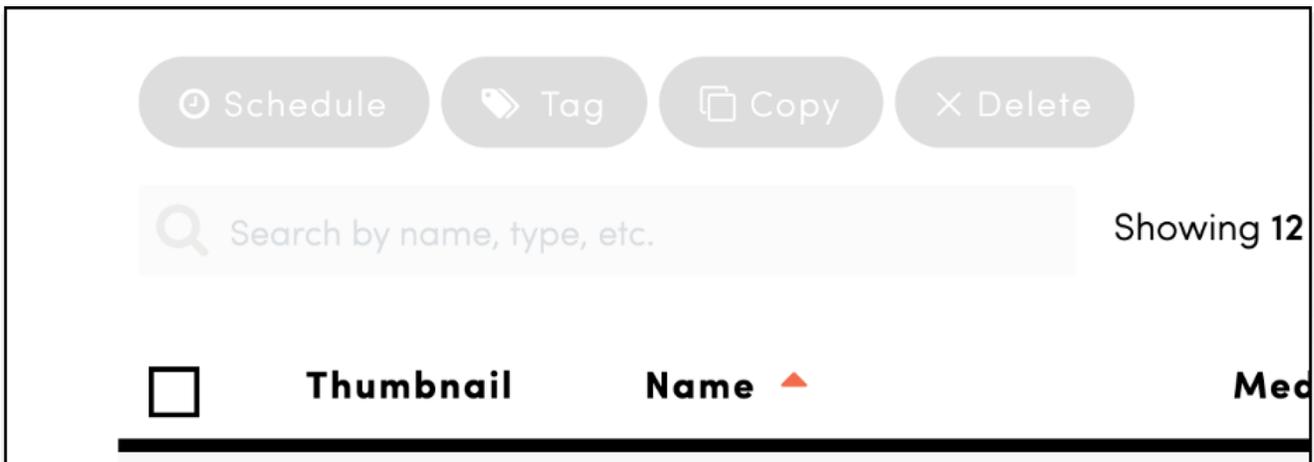
### 3.3.5 Batch actions

To perform actions for multiple assets at one time:

Click the selection boxes in the first column of the assets table to select relevant assets.

**OR**

Click the selection box in the first column header to select all assets.



M / Performing batch actions

You can perform the following batch actions:

- Add or remove tags by clicking the **Tag** button.
- Copy assets to another project by clicking the **Copy** button.
- Delete assets by clicking the **Delete** button.

## 4 Scheduling

Chapter 4 explains

- what events are and how to create one.
- how to schedule content to one or more Canvases.
- how to view and manage events.
- what the Canvas Schedule is and what it can tell you.
- how to view what's currently playing on a Canvas.
- how event schedules are delivered.
- how event play order is determined.

### **BEFORE YOU START:**

Make sure your target Canvas is provisioned. To provision your Canvas, read our **Curator Guide**.

Define the number of slots, dwell time, and scheduling span for the target Canvas. For more information, see [CONFIGURING BASIC CANVAS SETTINGS](#).

### 4.1 About events

An event is a configuration of options that describes when, where, and for how long content will play. When an event is assigned to a Canvas or a group of Canvases, we refer to it as “Scheduling”.

You can create an event for an asset, a playlist, or a layout. For more information on layouts, see [LAYOUTS & CREATIVE STUDIO](#). For more information on playlists, see [PLAYLISTS](#).

**NOTE:** While we refer to “assets” in the sections that follow, the scheduling process is the same for layouts and playlists.

## 4.2 Creating an event

To create an event for a single asset:

1. Navigate to the **Projects** page & select the project that contains the desired asset.
2. Click the  icon under the 'Actions' header in the row of the target asset.

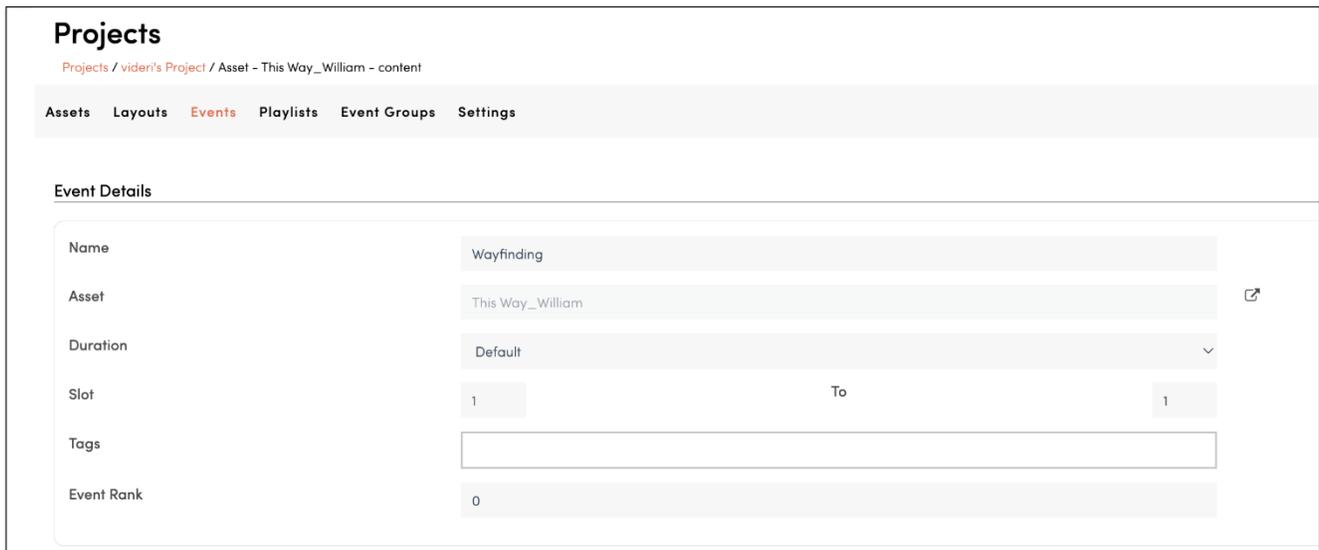
To create an event for multiple assets:

1. Select the assets you want to include by using the selection boxes.
2. Click the **Schedule** button.

**NOTE:** For layouts and playlists, first navigate to the respective tab from the project's sub-navigation bar.

After selecting your assets, you'll be taken to the event's Details screen.

### 4.2.1 Configuring event details



**Projects**  
Projects / videri's Project / Asset - This Way\_William - content

Assets Layouts **Events** Playlists Event Groups Settings

**Event Details**

Name	Wayfinding
Asset	This Way_William 
Duration	Default 
Slot	1 To 1
Tags	<input type="text"/>
Event Rank	0

N / Creating an event, [Event Details](#)

#### 4.2.1.1 Name your event

To name your event, click into the 'Name' field and type the new name.

#### 4.2.1.2 Duration

By default, an asset will play for the duration defined on the target Canvas.

To set a custom duration for an asset:

1. Click the dropdown arrow ' v ' next to the Duration field.
2. Select "Custom Duration" or, if scheduling a video asset, select "Play to End".
3. Enter the duration, in seconds, in the **Duration** field.

If scheduling a playlist, the duration field is replaced by "Play all items per pass" and "Play a number of items per pass".

**Play all items per pass:** when enabled, the entire playlist will play

**Play a number of items per pass:** set the number of playlist items that should be shown when the playlist plays on the Canvas

#### 4.2.1.3 Slot

Assets will play in order based on the slot they're assigned to. You can define the number of slots available for a Canvas by configuring its settings.

If play order is irrelevant, you can assign multiple assets to the same slot. We refer to slots with multiple assets as "overloaded slots".

#### 4.2.1.4 Tags

You can assign existing tags to your event in the same way you would assign tags to an asset. For guidance, see [TAGGING ASSETS](#).

#### 4.2.1.5 Event rank

You can prioritize certain assets over others in an overloaded slot by assigning these assets an event rank. The lower the rank, the higher the priority.

## Case Study: understanding slot priority & event rank

Read this brief example to better understand slot scheduling.

Katie created three (3) events and scheduled them to a Canvas.

She assigned the events as follows:

Event A / Slot: 1 / Rank: 0

Event B / Slot: 1 / Rank: 0

Event C / Slot: 2 / Rank: 0

Katie set the schedule to begin playing at 7 AM. At 7 AM the next morning, the Canvas began playing the Events in the following order:

Event A

Event C

Event B

Event C

Event A ...

Then, Katie's manager asked her to modify the schedule so that Event B plays at 7 AM. Because the Canvas prioritizes lower ranked events, Katie updated the rank of event A to "1". The new assignments were:

Event A / Slot: 1 / Rank: 1

Event B / Slot: 1 / Rank: 0

Event C / Slot: 2 / Rank: 0

At 7 AM the next morning, the Canvas played the Events in the following order:

Event B

Event C

Event A

Event C

Event B...

By setting the rank of Event A to "1", Katie ensured that the Canvas would play events ranked "0" before playing Event A.

## 4.2.2 Configuring event scheduling

The screenshot shows the 'Event Scheduling' configuration panel. It includes the following fields and options:

- Priority:** A dropdown menu currently set to 'Normal'.
- Use UTC:** A toggle switch that is currently turned off.
- Schedule:** Two date-time input fields. The first is '02/09/2022 12:00 AM' and the second is '03/09/2022 12:00 AM', with a 'To' label between them.
- Hour Parting:** A red button with a plus icon and the text 'Add a time slot'.
- Frequency:** Three radio button options: 'Every day' (which is selected), 'Daily', and 'Monthly'.

O / Creating an event, [Event Scheduling](#)

### 4.2.2.1 Set event priority

Whereas slot priority and event rank dictate the play order of events, “event priority” dictates which events override concurrent events in the Canvas schedule. In other words, if two events are scheduled to play on the same day at the same time, and one of those events is a “Domination” event, the Canvas will run the Domination event.

There are three (3) options for event priority:

**NORMAL:** the default setting for event priority.

**DOMINATION:** event will override Normal events.

**CRITICAL ALERT:** event will override a Domination event.

After a domination/critical alert event ends, the Canvas will go back to its regular schedule. For more information, see [HOW EVENT PLAY ORDER IS DETERMINED](#).

### 4.2.2.2 Use UTC

If you do **not** want the Canvas to use its local time when playing the schedule, enable this option. Otherwise, keep it off.

### 4.2.2.3 Schedule

Set the start and end dates for the schedule.

### 4.2.2.4 Hour parting

You can play content at different times in a day and at multiple times in the day without having to create multiple events.

To specify when the Canvas should play content:

1. Click the **Add a time slot** button.
2. Enter the start and end time for the time slot.
3. **OPTIONAL.** Add additional time slots by clicking the **Add** button to the right of the time slot.

To delete a time slot, click the **X** icon to the right of the time slot.

To edit an existing time slot, click the  icon to the right of the time slot.

#### 4.2.2.5 Frequency

You can set an event to play at different frequencies for the date range you specified in the 'Schedule' field.

By default, events will play every day.

To play content on specific days of the week:

1. Click the radio button next to "Daily" to select it.

**NOTE:** By default, all days of the week will be selected.

2. Click the selection box next to the days of the week you **DO NOT** want the event to play. (When you click "Daily", all days will be checked by default.)

To play content on certain days of a month:

1. Click the radio button next to "Monthly" to select it.

**NOTE:** By default, all days of the month will be selected in green.

2. Click the days on the grid you **DO NOT** want the event to play.  
**OR**, click **Clear All** below the grid to deselect all days. Then, click the days you want the event to play on.

**NOTE:** If your schedule spans three (3) months and you select days 1, 15, and 30, the event will play on the 1<sup>st</sup>, 15<sup>th</sup>, and 30<sup>th</sup> day of each month, respectively.

### 4.2.3 Rule Builder: overview

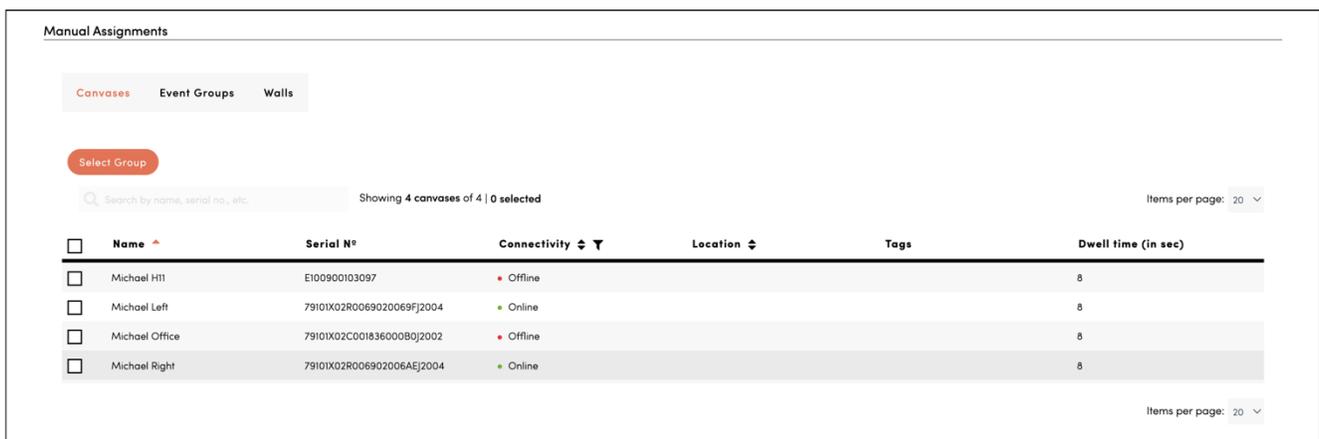
The Rule Builder is an advanced feature that allows you to define conditions under which content will be displayed. The Rule Builder requires advanced knowledge of regular expression logic. For guidance using the Rule Builder, please contact your videri Account Representative.

### 4.2.4 Assigning events to a Canvas

Now that you've configured event settings, you can assign the event to a Canvas.

To assign an event to one or more Canvases:

1. In the [Manual Assignments](#) section, click the checkbox next to the Canvases you want to assign the event to.



The screenshot shows the 'Manual Assignments' interface. At the top, there are tabs for 'Canvases', 'Event Groups', and 'Walls'. Below the tabs is a 'Select Group' button and a search bar with the placeholder text 'Search by name, serial no., etc.'. The main area displays a table with 4 canvases. The table has columns for 'Name', 'Serial N°', 'Connectivity', 'Location', 'Tags', and 'Dwell time (in sec)'. The 'Connectivity' column shows 'Offline' (red dot) and 'Online' (green dot). The 'Dwell time' column shows '8' for all entries. At the bottom right, there is a dropdown for 'Items per page: 20'.

<input type="checkbox"/>	Name ^	Serial N°	Connectivity ↕ ▼	Location ↕	Tags	Dwell time (in sec)
<input type="checkbox"/>	Michael H11	E100900103097	Offline			8
<input type="checkbox"/>	Michael Left	79101X02R0069020069FJ2004	Online			8
<input type="checkbox"/>	Michael Office	79101X02C001836000B0J2002	Offline			8
<input type="checkbox"/>	Michael Right	79101X02R006902006AEJ2004	Online			8

P / Creating an event, [Manual Assignments](#)

### 4.2.5 Saving your event

To save your event click the **Save** button in the lower righthand corner.

**PRO TIP: Use batch actions to schedule up to 30 assets at a time**



You can create multiple events from a project's **Assets** tab by selecting relevant assets and clicking the **Schedule** button. When scheduling assets this way, you only need to configure event scheduling once. (You can still configure unique Event Details for each asset.)

### 4.3 Viewing events

There are three (3) ways to view events.

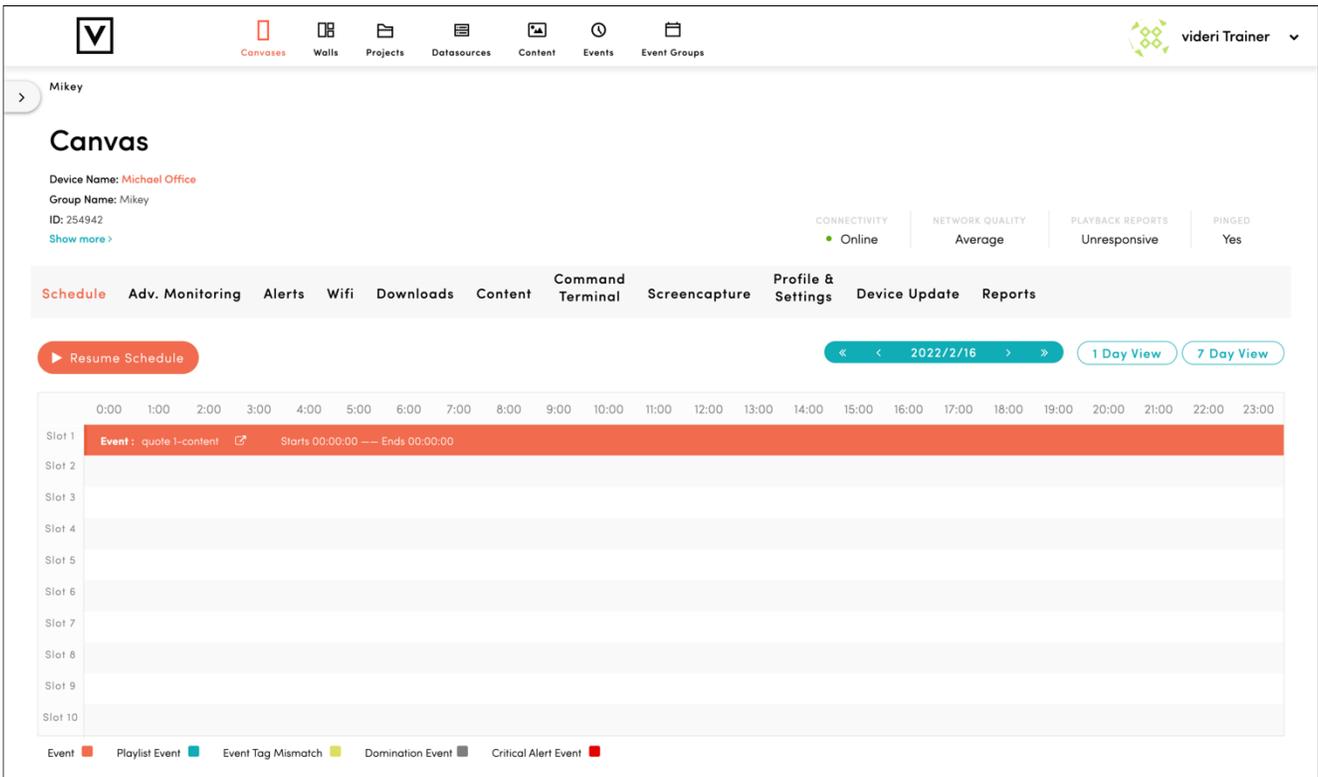
The table below can help you decide which method to use.

When you want to...	Method
View all events within a group context	<ol style="list-style-type: none"><li>1. Navigate to the <b>Events</b> page from the top navigation bar</li></ol>
View all events in a specific project	<ol style="list-style-type: none"><li>1. Navigate to the <b>Projects</b> page from the top navigation bar</li><li>2. Open the project for which you want to view events</li><li>3. Navigate to the <b>Events</b> tab from the project's sub navigation bar</li></ol>
View all events assigned to a specific Canvas	<ol style="list-style-type: none"><li>1. Navigate to the <b>Canvases</b> page from the top navigation bar</li><li>2. Select the Canvas for which you want to view events</li></ol>

Table 7 / How to view events

### 4.3.1 The Canvas Schedule

You can view a Canvas Schedule for a single day (**1 Day View**) or for a week (**7 Day View**).



#### Q / The Canvas Schedule

Events in the Canvas Schedule are color-coded.



#### R / Canvas Schedule Key

**NOTE:** When viewing events in the Canvas Schedule, event names and asset names are **not** shown. Only the original file name of the asset is visible. The event bar will show the asset name only if hour parting is configured.

## 4.3.2 Editing existing events

To edit an event from the Canvas schedule:

1. Navigate to the Canvas schedule.
2. Click the  icon from the event's schedule bar.

To edit an event from a project's page:

1. Navigate to the **Events** tab from the project's sub-navigation bar.
2. Click on the target event to open it.
3. Edit the event and click **Save**.

To edit multiple events from a project:

1. Select all target events.
2. Click the **Edit** button.
3. Edit the events and click **Save**.

### 4.3.3 Deleting events

When you want to...	Method
Delete a single event	<p>From the Event's detail page:</p> <ol style="list-style-type: none"> <li>1. Navigate to the event you want to delete.</li> <li>2. Click the <b>Delete</b> button in the lower righthand corner of your screen.</li> <li>3. A dialog will pop-up asking to confirm your action.</li> <li>4. Click <b>Ok</b>.</li> </ol> <p>From the <b>Events</b> tab of a project:</p> <ol style="list-style-type: none"> <li>1. Click the <b>X</b> icon under the 'Actions' column for the asset.</li> </ol>
Delete all events within a project	<ol style="list-style-type: none"> <li>1. Navigate to the <b>Events</b> tab from the project's sub navigation bar</li> <li>2. Select all events using the selection box in the event list header</li> <li>3. Click the gray <b>Delete</b> button, located on the right side of your screen under the sub navigation bar.</li> </ol>
Delete all manually assigned events from a Canvas	<ol style="list-style-type: none"> <li>1. Navigate to the <b>Schedule</b> tab for the target Canvas</li> <li>2. Click the <b>Remove Manually Assigned Events</b> button, located at the bottom of the screen in the <u>Danger Zone</u> section.</li> <li>3. Click <b>Ok</b> when prompted.</li> </ol>

Table 8 / How to delete events



A deleted event **cannot** be restored. Deleting a shared event will delete it from all Canvases.

## 4.4 Confirming that your content is playing

Viewing currently playing Canvas content Screencapture allows you to view what is currently playing on a Canvas.

To view what is currently playing on the Canvas:

1. Navigate to the **Canvases** page from the top navigation bar.
2. Select the **Canvas** you want to view.
3. Navigate to the **Screencapture** tab from the sub navigation bar.

Keep in mind:

- You cannot view a Screencapture for an offline Canvas.
- Screencapture is **NOT** a live feed of what is happening onscreen. There is about a 10-15 second delay.
- While Screencapture is updating, the content window will turn black.

## 4.5 How event schedules are delivered

By default, a schedule is downloaded to a Canvas every 24 hours, at 12 AM local time.

When an event is saved, the schedule is sent to the target Canvas. Upon receiving the schedule, the Canvas will download scheduled assets.

If an event is modified and the changes will affect what is currently playing on the Canvas, the Canvas will continue playing the current schedule until it finishes downloading the updated schedule. Once it finishes downloading the new schedule and all related content, the Canvas will switch to the new schedule.

**NOTE:** You can see the date and time of the last ten (10) events delivered to a Canvas in the **Schedule Delivery** section, under the Canvas Schedule.

## 4.6 How event play order is determined

The Canvas decides what order to play events by checking for these conditions sequentially:

1. Are there critical alert events on the schedule?
2. Are there domination events?
3. Are there events in slot 1? Slot 2? And so on.
4. Are there multiple events in slot 1, 2, etc.?
5. What is the rank of events in slot 1, 2, etc.?
6. What order were the events scheduled in?

When the schedule is set to start, the Canvas plays the events in the order it decided.

## 5 Layouts & Creative Studio

You can create a layout in **Creative Studio** and schedule it to your Canvas like an asset.

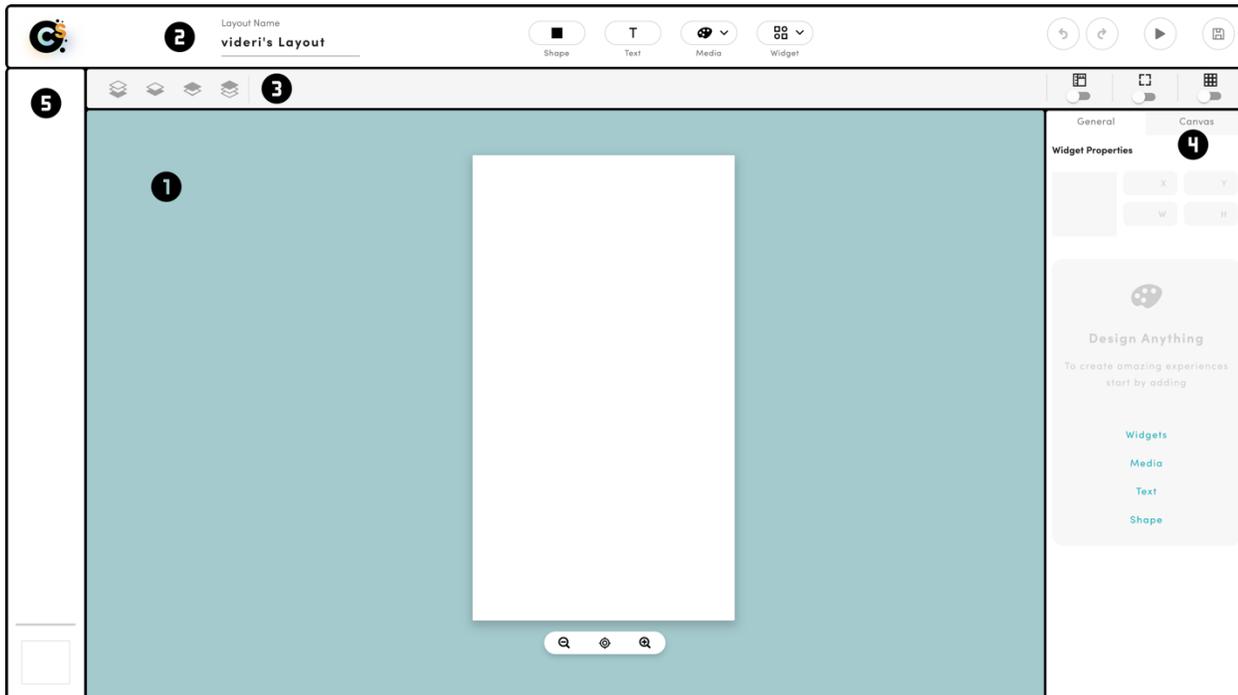
To create a layout in **Creative Studio**:

1. Navigate to the **Layouts** tab of your project.
2. Click the **Create** button, located on the upper left side of your screen.
3. Name your Layout and click **Ok**.
4. Design your layout.
5. Click the save  icon to save your layout.

### 5.1 Working with Creative Studio

There are five (5) main areas of the **Creative Studio** interface:

1. The Workspace
2. The top bar
3. The actions bar
4. The properties panel
5. The layers panel



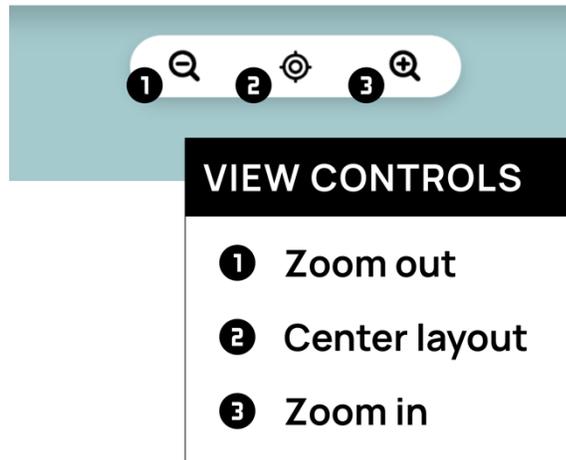
S / Creative Studio interface

## 5.1.1 The Workspace

The Workspace is where all the magic happens.

The artboard represents your Canvas. How your layout looks here is how it is going to look on the Canvas—so long as assets added to the layout meet resolution requirements. For guidance, see [MINIMUM RESOLUTION FOR ASSETS SCHEDULED TO A SINGLE CANVAS](#).

You can also use view controls within the workspace to change your view.



T / Creative Studio, workspace view controls

## 5.1.2 Top bar

You can perform layout actions via the top bar.



U / Creative Studio, the top bar

### 5.1.3 Action bar

The action bar enables you to manage layers and control workspace settings.



**LAYER CONTROLS**

- 1 Send to back
- 2 Move backward
- 3 Move forward
- 4 Send to front

V / Creative Studio, layer controls



**WORKSPACE CONTROLS**

- 1 Show/hide rulers
- 2 Snap to grid
- 3 Toggle grid

W / Creative Studio, workspace controls

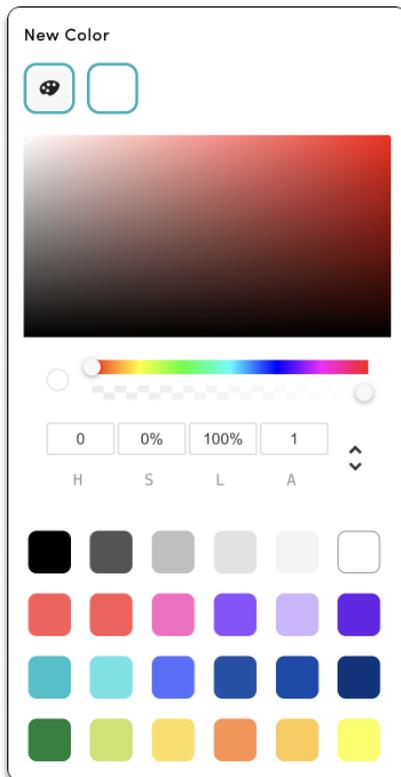
## 5.1.4 Layers panel

Every element you add to your layout is represented by an individual layer. These layers will populate in the layers panel. You can use the layer controls in the action bar to change the order of your layers.

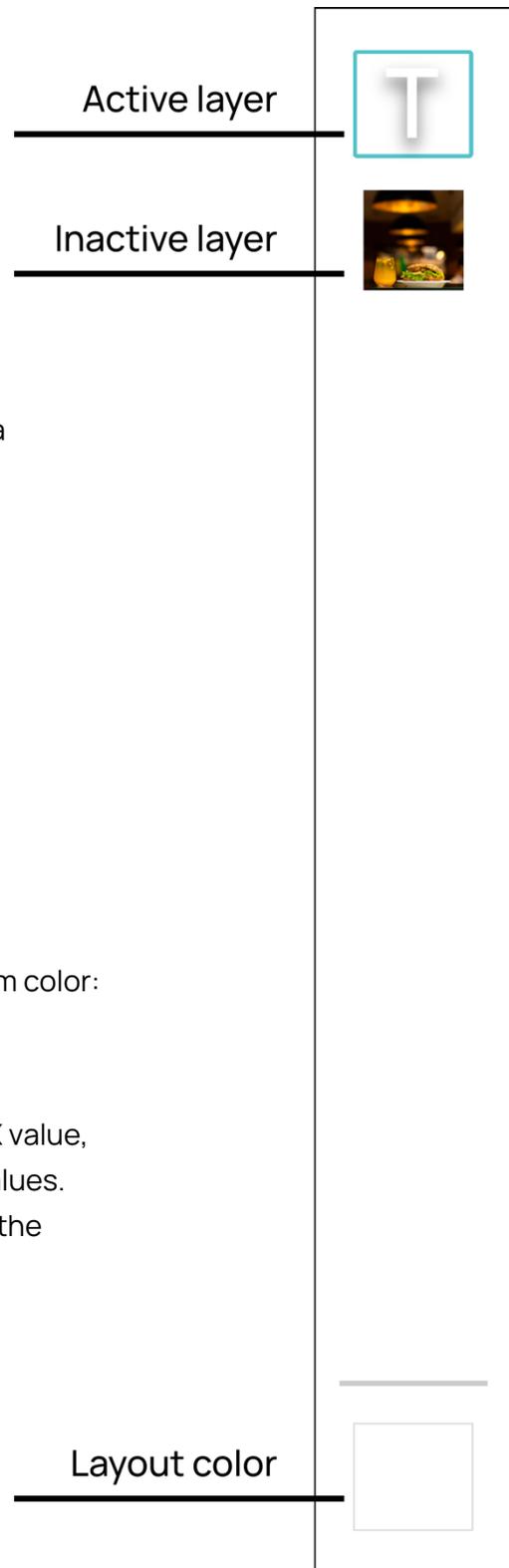
The background color of your layout is also represented as a layer. By default, a layout's background color is white.

To change your layout's background color:

1. Click on the layout color layer to open the color selection box.
2. Select a color to preview it.
3. Click anywhere outside the box to close it.



Y / Creative Studio, custom color selection



X / Creative Studio, layers panel

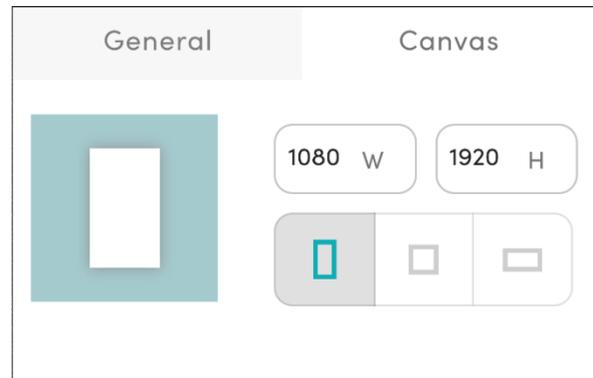
## 5.1.5 Properties panel

The properties panel serves as Creative Studio's control center. There are three (3) main areas:

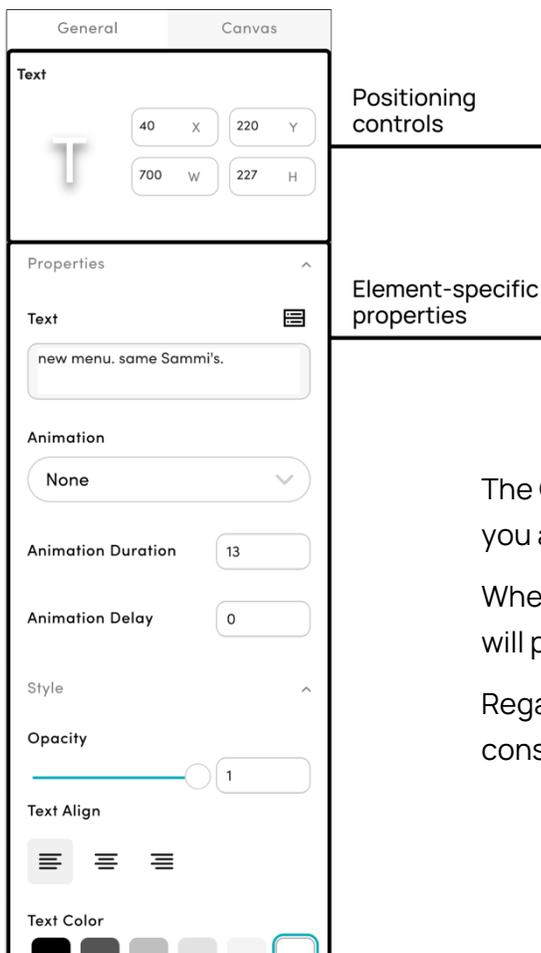
- The **Canvas** properties tab
- The **General** properties tab
- Layer positioning controls

The **Canvas** tab allows you to change the orientation of your layout between Portrait, Square, and Landscape.

The orientation of your layout should correspond to the orientation of the Canvas you will schedule your layout to.



Z / Creative Studio, properties panel, Canvas tab



The **General** tab allows you to configure settings for elements you add to your layout.

When you add an element to your layout, the properties panel will populate with element-specific settings.

Regardless of the element, positioning controls remain consistent.

AA / Creative Studio, properties panel

## 5.2 Adding elements to a layout

To add an element to a layout:

1. Select an element from top bar. The element will appear on the Canvas as the topmost layer.
2. Click and drag to reposition your element on the Canvas or use the positioning controls in the properties panel.
3. Use the properties panel to configure settings for the element.

The sections that follow cover element-specific settings.

### 5.2.1 Add a shape to a layout

1. Click on **Shape** in the top bar to add it to your layout.
2. Use the properties panel to configure settings such as color and size.

### 5.2.2 Add text to a layout

1. Click on **Text** in the top bar to add it to your layout.
2. Use the properties panel to input the text and configure settings such as the font color, size and more.

### 5.2.3 Add media to a layout

You can add assets and playlists from your current project to your layout.

1. Click on **Media** button in the top bar.
2. Select an asset from the **Assets** tab or a playlist from the **Playlists** tab to add it to your layout.
3. Use the properties panel to configure settings.

**NOTE:** If you define custom duration or 'play to end' for a playlist content item, and the playlist is inserted into a layout (as an element), the Canvas' default dwell time is used instead of any custom values.

## 5.2.4 Add an app

Click the **Apps** button in the top bar and select apps from the list below:

App	In the properties panel:
<b>YouTube</b>	<ol style="list-style-type: none"> <li>1. Enter a URL from any public video in the 'Source' field.</li> <li>2. Configure any other settings as desired.</li> </ol> <p><b>NOTE:</b> You can only add one (1) YouTube video to a layout.</p>
<b>Twitter</b>	<ol style="list-style-type: none"> <li>1. Enter a Twitter account name into the 'Account' field, without the '@' symbol.</li> <li>2. Configure any other settings as desired.</li> </ol> <p><b>NOTE:</b> It can take a minute or more to populate Tweets.</p>
<b>Date &amp; Time</b>	<ol style="list-style-type: none"> <li>1. Enter date &amp; time formatting as desired.</li> <li>2. Configure any other settings as desired.</li> </ol> <p><b>NOTE:</b> See for <a href="#">APPENDIX A</a> for formatting.</p>
<b>Weather</b>	<ol style="list-style-type: none"> <li>1. Enter a location in the 'Location' field.</li> <li>2. Configure any other settings as desired.</li> </ol> <p><b>NOTE:</b> To use "Canvas location", you must first configure location settings for the target Canvas. For guidance, see <a href="#">CONFIGURING BASIC CANVAS SETTINGS</a>.</p>
<b>Maps*</b> You can only use this app if you have a Google Maps API key.	<ol style="list-style-type: none"> <li>1. Enter a Google Maps API key in the appropriate field.</li> <li>2. Configure any other settings as desired.</li> </ol>
<b>iFrame*</b> Not all websites support iFrame.	<ol style="list-style-type: none"> <li>1. Enter a URL from a website.</li> <li>2. Configure any other settings as desired.</li> </ol> <p><b>NOTE:</b> iFrame will only refresh once a day.</p>

Table 9 / How to add Apps to a layout

## 5.3 Managing layouts

You can manage layouts from the **Layouts** tab of a project's page.

### 5.3.1 Editing a layout

To edit a layout:

1. Navigate to the **Layouts** tab of the project that contains the layout.
2. Click on the layout to launch **Creative Studio**.
3. Click **Ok** when prompted.

### 5.3.2 Tagging layouts

To tag one or more layouts:

1. Navigate to the **Layouts** tab of the project that contains the layout.
2. Use the selection boxes to select the layouts you want to tag.
3. Click the orange **Tag** button, located in the upper left corner of the page, under the page navigation bar.
4. Begin typing the name of a tag to trigger auto-complete options.
5. Select a tag from the list to add it.
6. Repeat steps 4-5 to add more tags.
7. Click **Save** once finished.

To remove tags from one or more layouts:

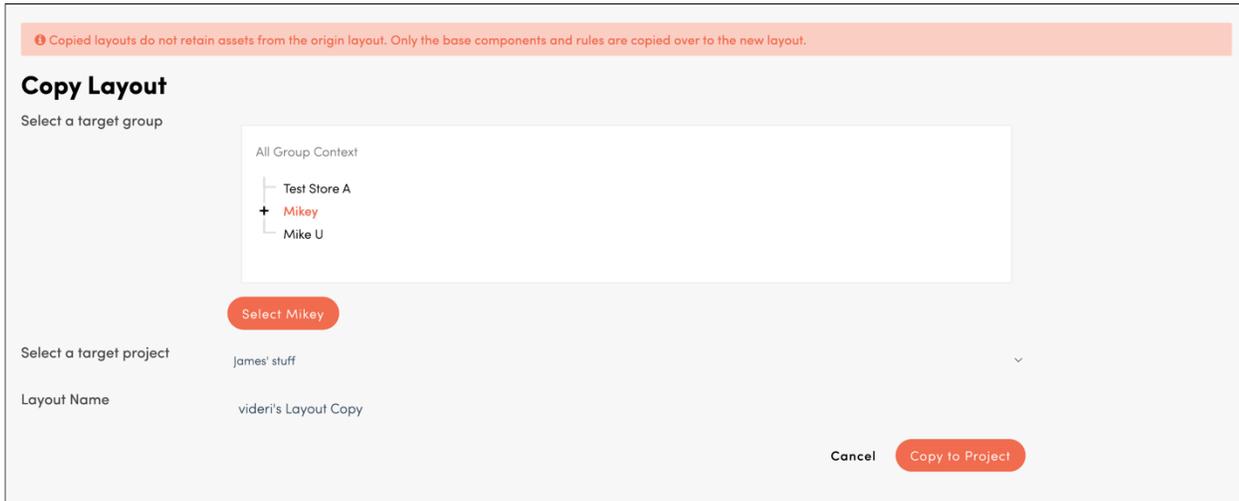
1. Navigate to the **Layouts** tab of the project that contains the layout.
2. Use the selection boxes to select the layouts you want to remove tags from.
3. Click the orange **Tag** button, located in the upper left corner of the page, under the page navigation bar.
4. Click an assigned tag to remove it.
5. Click **Save**.

**NOTE:** To create new tags, contact your Portal administrator.

### 5.3.3 Copying a layout between projects

To copy a layout:

1. Navigate to the **Layouts** tab of the project that contains the layout.
2. Click the  icon under the 'Actions' column for the target layout. The 'Copy Layout' wizard will appear above the layout table.



BB / How to copy a layout

3. Select a target group.
  - a. Click on a target group from the list.
  - b. Click on the orange **Select [group-name]** button to confirm. The 'target project' dropdown will populate with that group's projects.
4. Select a target project.
  - a. Click on the project name to open the dropdown.
  - b. Click on the target project to select it.
5. **OPTIONAL.** Name your duplicate layout.
  - a. By default, the layout name will populate as "[original layout name] Copy".
  - b. Click on the name to rename the project.
6. Click the **Copy to Project** button, located in the lower right corner of the 'Copy Layout' wizard.

**NOTE:** When you copy a layout, assets from the original layout are **NOT** retained. Only base components and rules are copied over to the new layout.

### 5.3.4 Scheduling layouts

Scheduling a layout is just like scheduling an asset. To schedule a layout, see [SCHEDULING](#).

### 5.3.5 Deleting layouts

To delete a layout:

1. Navigate to the **Layouts** tab of the project that contains the layout.
2. Click the **X** icon under the 'Actions' column for the target layout.
3. Click **Ok** when prompted.

## 6 Playlists

Playlists are a collection of assets designed to play sequentially.

You can do the following from a projects **Playlists** tab:

1. Create new playlists
2. Edit playlists
3. Tag playlists
4. Duplicate playlists
5. Schedule playlists
6. Delete a playlist

### 6.1 Creating playlists

To create a playlist:

1. Navigate to the **Projects** page.
2. Select the target project to open it.
3. Navigate to the **Playlists** tab.
4. Click the **Create** button in the top right corner.
5. Name your new playlist.

- 
6. **OPTIONAL.** Assign tags to your playlist.

---

To add tags to your playlist:

1. Click into the 'Tags' field.
2. Begin typing the tag name.
3. Select relevant tags from the auto-complete dropdown.

To remove tags from your playlist:

1. Click a tag in the 'Tags' field to remove it.

**NOTE:** To create tags, contact your Portal admin.

---

## 7. Add content to your playlist.

---

To add content from your current project:

1. Navigate to the **Assets** tab in the Available Content section, located on the left side of your screen.
2. Click the + icon under the target asset's thumbnail.

To add content from another project:

1. In the Available Content section, click the dropdown arrow 'v' next to the 'Browse another project' field to open the dropdown.
2. Select the project you want to add content from.

**NOTE:** You can only select projects located within the same group context as the current project.

Assets added to a playlist will populate in the Playlist Content section on the right side of your screen.

---

## 8. OPTIONAL. Define content order.

---

To reorder playlist items:

Grab the ≡ icon and drag items in the Playlist Content section to reorder them

---

## 9. Define content play time.

---

By default, items in a playlist (and content in general) will play according to the Canvas's defined dwell time. However, you can override this value with a custom duration, or set a video to Play to End.

To override Canvas dwell time:

1. Click the dropdown arrow 'v' next to the Duration field to open the dropdown.
  2. Select Custom Duration.
  3. Enter the duration, in seconds, in the **Duration** field.
-

---

10. **OPTIONAL.** Define schedule info blocks.

---

Schedule info blocks allow you to define custom frequency for individual content items inside a playlist.

To create a schedule info block:

1. Create a new playlist or open an existing playlist.
2. In the “Playlist Content” section, click **+Schedule info** on a playlist item.
3. Configure event scheduling for the playlist item as you would for a standard event. For guidance on configuring event scheduling, see [CONFIGURING EVENT SCHEDULING](#).
4. Click **Save**.

---

11. Click the **Save** button located in the lower right corner of your screen.

---

## 6.2 Managing playlists

There are three (3) ways to view playlists.

The table below can help you decide which method to use.

When you want to...	Method
View all playlists within a group context	<ol style="list-style-type: none"><li>1. Navigate to the <b>Events</b> page from the top navigation bar.</li><li>2. Click the filter icon '▼' next to the <b>Type</b> header to open the filter menu.</li><li>3. Click <b>Playlist</b>.</li></ol>
View all playlists in a specific project	<ol style="list-style-type: none"><li>1. Navigate to the <b>Projects</b> page from the top navigation bar.</li><li>2. Open the project for which you want to view playlists.</li><li>3. Navigate to the <b>Playlists</b> tab from the project's sub navigation bar.</li></ol>
View all playlists assigned to a specific Canvas  For more information, see <a href="#">THE CANVAS SCHEDULE</a> .	<ol style="list-style-type: none"><li>1. Navigate to the <b>Canvases</b> page from the top navigation bar.</li><li>2. Select the Canvas for which you want to view playlists.</li><li>3. Navigate to the <b>Schedule</b> tab from the project's sub navigation bar.</li><li>4. Playlist events are marked in Aqua.</li></ol>

Table 10 / How to view a playlist

### PRO TIP: Make your dashboard work for you



You can customize your view as you would on the **Assets** tab.  
For guidance, see the pro tip in [YOUR PROJECT'S ASSETS](#).

## 6.2.1 Tagging playlists

To tag one or more playlists:

1. Navigate to the **Playlists** tab of the project that contains the playlist.
2. Use the selection boxes to select the playlists you want to tag.
3. Click the orange **Tag** button, located in the upper left corner of the page, under the page navigation bar.
4. Begin typing the name of a tag to trigger auto-complete options.
5. Select a tag from the list to add it.
6. Repeat steps 4-5 to add more tags.
7. Click **Save** once finished.

To remove tags from one or more playlists:

1. Navigate to the **Playlists** tab of the project that contains the playlist.
2. Use the selection boxes to select the layouts you want to remove tags from.
3. Click the orange **Tag** button, located in the upper left corner of the page, under the page navigation bar.
4. Click an assigned tag to remove it.
5. Click **Save**.

**NOTE:** To create new tags, contact your Portal administrator.

## 6.2.2 Duplicating playlists

To duplicate a playlist:

1. Navigate to the **Playlists** tab of your project.
2. Click the icon  under the '**Actions**' column.
3. Enter a name for the duplicate playlist.
4. Click **Clone**.

### 6.2.3 Scheduling playlists

Scheduling a playlist is just like scheduling an asset. To schedule a playlist, see [SCHEDULING](#).

### 6.2.4 Deleting playlists

There are two ways to delete a playlist from the **Playlists** tab of a project:

1. Open an existing playlist.
2. Click **Delete**, located on the lower right side of your screen.
3. A dialog will pop-up asking you to confirm your action.
4. Click **Ok**.

**OR**

1. Click the **X** icon under the 'Actions' header in the target playlist's row.

## 7 Walls

A Wall is a group of Canvases that work together as a unified video wall. Canvases do not need to be touching to display assets. You simply need to create a Wall and schedule some assets.

We call this process “Orchestration”.

The easiest way to create a Wall is to use the **Add a Wall** feature in **The Curator**. For guidance, see our [Curator Guide](#).

**NOTE:** You can only use **The Curator** to create Walls of six (6) Canvases or less. To create Walls composed of more than six (6) Canvases, you’ll need to use **Orchestration Studio**. Because creating Walls requires a high level of technical knowledge, we highly recommend contacting your videri Account Representative for assistance.

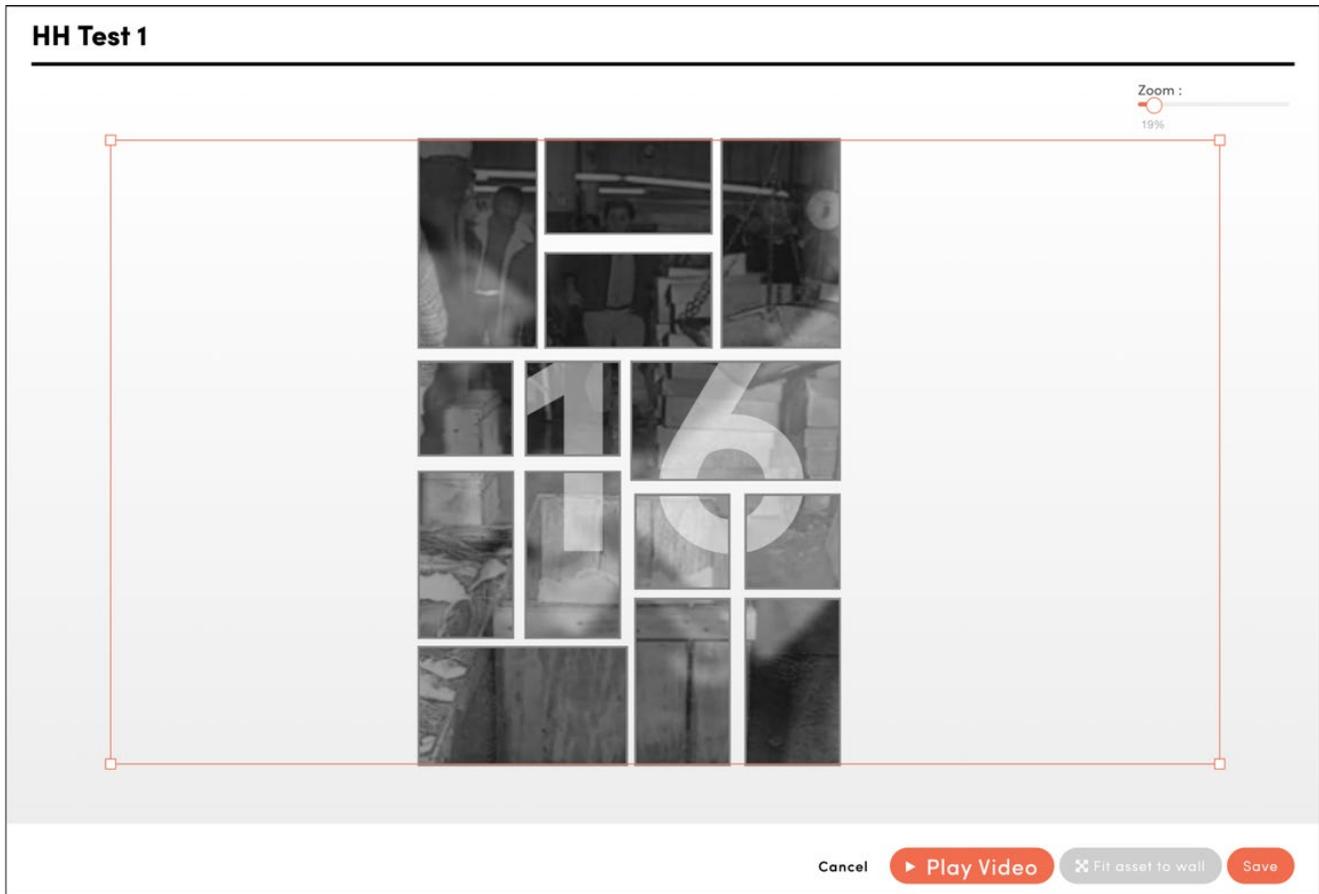
### 7.1 Schedule assets to Walls

To schedule assets to a Wall:

1. From your project, select the assets you want to schedule and create an event as you normally would. For guidance, see [CREATING AN EVENT](#).
2. Configure event settings in the [Event Details](#) and [Event Scheduling](#) sections as usual.
3. Navigate to the **Walls** tab in the [Manual Assignment](#) section.
4. Select one (1) or more target Walls.
5. **OPTIONAL.** Preview content on the Wall by clicking the  icon under the Actions header.

**NOTE:** You must first select the Wall using the selection box for the '' icon to become active.

- a. **OPTIONAL.** Click on the asset and drag it to reposition it on the Wall.
  - b. **OPTIONAL.** Use the **Zoom** slider in the upper right corner of the preview window to adjust your view.
  - c. **OPTIONAL.** Use the sizing handles to resize your asset.
  - d. Click **Save** to save asset position and close the Wall preview.
6. Click **Save** to save your event.



CC / Wall Preview

### 7.1.1 Resolution specifications

The minimum resolution required for assets to display properly depends on your Wall.

To calculate minimum required resolution:

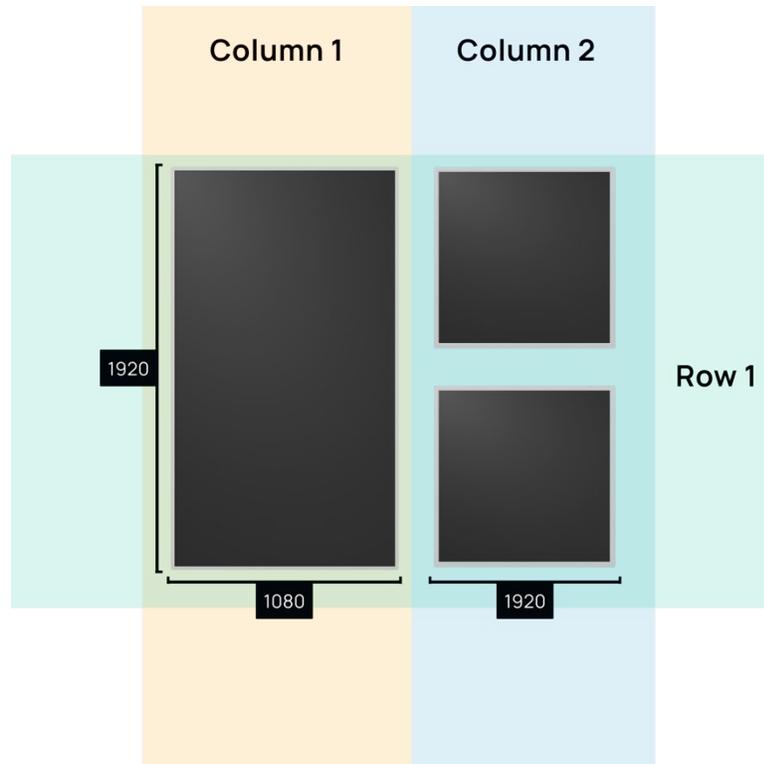
1. Add the resolutions of all Canvases widthwise.
2. Add the resolutions of all Canvases lengthwise.
3. Your minimum required resolution, in pixels, is  $W \times L$ .

Review the case study on the following page for further guidance.

## Case study: calculating minimum required resolution for assets scheduled to Walls

Read this brief example to better understand how to calculate required resolution.

Sam created the Wall below using Orchestration Studio. Sam's Wall is arranged in a perfect square.



To calculate minimum required resolution ( $R$ ), Sam needs to find the total resolution width of the Wall ( $W$ ) and the total resolution length of the Wall ( $L$ ).

$$R = W \times L$$

To calculate total resolution width ( $W$ ), Sam needs to find the sum of all resolutions across all columns.

$$W = W_1 + W_2$$

To calculate the width of column 1 ( $W_1$ ), Sam adds the width resolution of all Canvases in column 1. To calculate the width of column 2 ( $W_2$ ), Sam adds the width resolutions of all Canvases in column 2.

$$W_1 = \sum w = 1080$$

$$W_2 = \sum w = 1920$$

The width of R, in pixels, is:

$$W = 1080 + 1920 = 3000$$

To calculate total resolution length, Sam needs to find the sum of all resolutions across all rows.

$$L_1 = \sum l = 1080$$

For this Wall, row 1 contains all present Canvases, since the two VQs, together, fall into the same row as the length of the V5.

$$L = L_1$$

The length of R, in pixels, is:

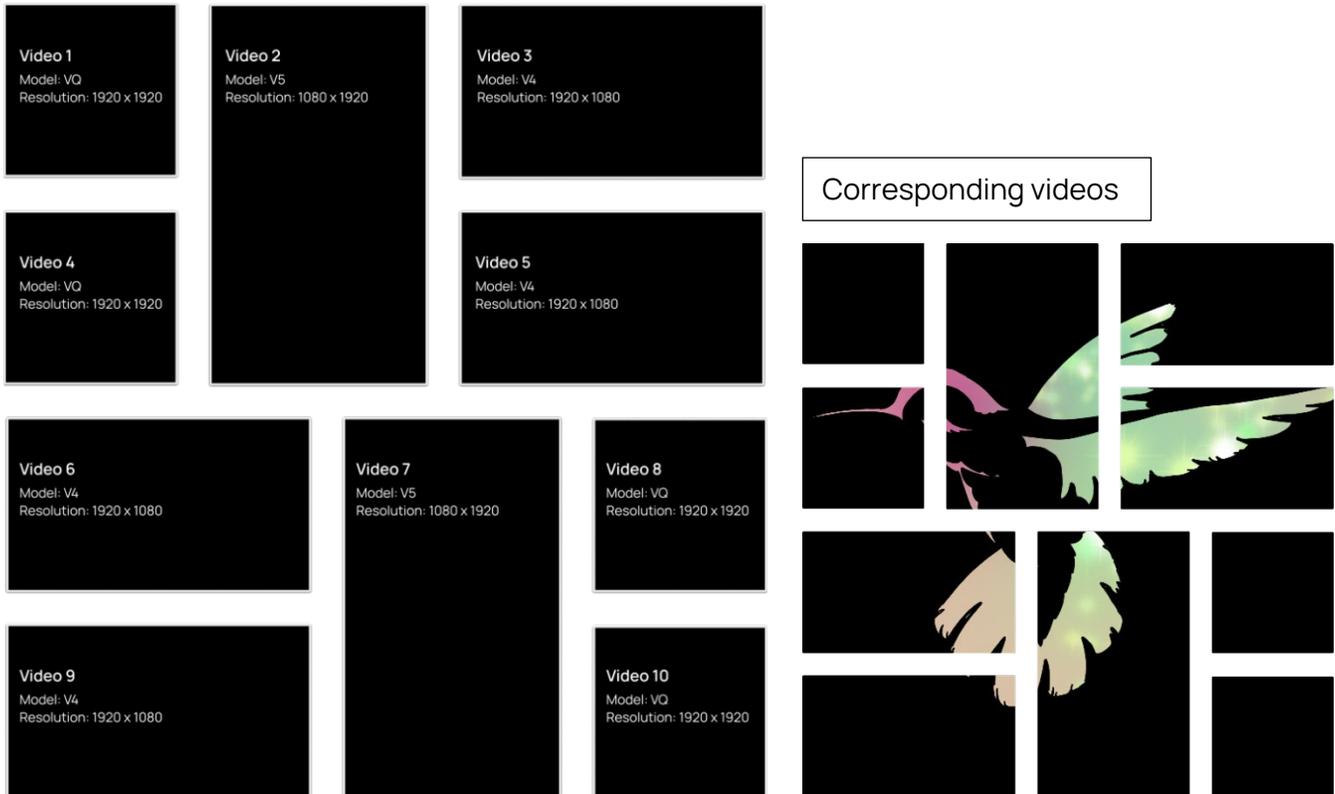
$$L = 1920$$

The minimum required resolution for assets scheduled to this Wall is:

$$R = 3000 \times 1920$$

## 7.1.2 Resolution specifications for videos

As mentioned in [MAXIMUM RESOLUTION FOR VIDEOS](#), Walls will **not** play videos with resolutions that exceed 4K. To achieve higher quality when scheduling videos to Walls, we recommend cropping video content and generating a video for each Canvas that is part of the Wall.



DD / Achieving higher quality for videos scheduled to Walls

## 8 Contacting Support

The videri Customer Success Manager and Customer Support Team (“Support”, collectively) are here for you. The fastest way to contact Support is via email at [support@videri.com](mailto:support@videri.com).

When contacting Support, please copy and paste the following template into the email:



**Canvas Name:**

**Serial Number:**

**Link to Canvas:** the actual URL from your browser’s address bar

**Description of problem:**

You can find the Canvas name in the header of the Canvas’ page, under the “Canvas” heading.

The screenshot shows the videri Trainer interface. At the top, there is a navigation bar with icons for Canvasos, Walls, Projects, Datasources, Content, Events, and Event Groups. The user is logged in as 'Mikey'. The main content area is titled 'Canvas' and displays the following information:

- Device Name: Michael Right
- Group Name: Mikey
- ID: 61775
- Show more >

Below this information, there are four status indicators:

- CONNECTIVITY: Online
- NETWORK QUALITY: Strong
- PLAYBACK REPORTS: On Time
- PINGED: Yes

At the bottom, there is a menu with the following items: Schedule, Adv. Monitoring, Alerts, Wifi, Downloads, Content, Command Terminal, Screenshot, Profile & Settings, Device Update, and Reports.

EE / The header of a Canvas' page

Expand the header to locate the Serial Number:

This screenshot is similar to the previous one, but the 'Show more >' link has been expanded to reveal additional information:

- Serial Number: 79101X02R006902006AEJ2004
- DPC Serial: DPC-430TWI-184920142004
- Part Number (Product Name): VEN039FSS40 (V4)
- XMPP Status: Displaying scheduled content +

The status indicators and navigation menu remain the same as in the previous screenshot.

FF / The header of a Canvas' page, expanded

## Appendixes

### Appendix A. Date & Time Formatting

When you enter...	The result is...
yyyy.MM.dd G 'at' HH:mm:ss z	2001.07.04 AD at 12:08:56 PDT
EEE, MMM d, 'yy	Wed, Jul 4, '01
h:mm a	12:08 PM
hh 'o'clock' a, zzzz	12 o'clock PM, Pacific Daylight Time
K:mm a, z	0:08 PM, PDT
yyyyy.MMMMMM.dd GGG hh:mm aaa	02001.July.04 AD 12:08 PM
EEE, d MMM yyyy HH:mm:ss Z	Wed, 4 Jul 2001 12:08:56 -0700
yyMMddHHmmssZ	010704120856-0700
yyyy-MM-dd'T'HH:mm:ss.SSSZ	2001-07-04T12:08:56.235-0700

Table 11 / Date & Time Formatting

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