



Content

## Import content

1. Go to the desired content collection.
2. Click the button **'Import pictures'** at the top and follow the instructions. Use the following formats: .jpg or .png for images, .mp4 or .mov for video. Videos should not exceed 100 Mb.

You can now insert the content into a playlist. Note that landscape content can only be inserted into a landscape screen and portrait content into a portrait screen.

## Create content using templates

1. Click the button **'New image via template'**.
2. Select a template by clicking it.
3. Fill in the desired fields.
4. Save the image in the desired content collection.

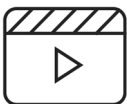
You can import photos yourself to use in the available templates. Use **'Media'** to do this. Go to **'Content'**, choose the desired content collection and select the **'Media'** tab at the top and then **'add media'**.

## Request content

We can create images or animations for you.

1. Click the button **'Request new content'**.
2. Fill in the fields and save.

Please note that you will be charged for this unless it is included in your contract.

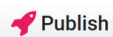


Playlist

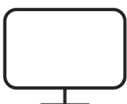
## Playlist: determine what plays on the screen

To adapt the screen scheduling:

1. Click the desired playlist. If you only have 1 playlist, you go directly to the calendar.
2. Click the button **'Schedule content'**.
3. Click the collection from which you want to select an image.
4. Select an image by clicking it.
5. Fill in the fields and save.




To activate changes directly on the screen, click the **'Publish'** button at the top.



Screens

## Screens: setting what the screen plays and the on/off times

To adapt the screen playing hours:

1. Click the button  and then choose **'Schedule'**.
2. Click the **'Edit'** button to adapt an existing schedule or **'Add schedule'** to create a new schedule.
3. Fill in when the screen must play.
4. Save.



Tickets

## Tickets: reporting issues via a ticket

To create a ticket:

1. Click the button **'Open new ticket'**.
2. Fill in the subject and the request.
3. You can also add an attachment.
4. Click **'Send'**.

If you want to send multiple attachments, it is best to create a zip file first and attach this.