

# Message Server Manual for Content Editors

# Message Server 16: Manual for Content Editors

V16

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### Digital Signage Content Manager for TV and PC screens

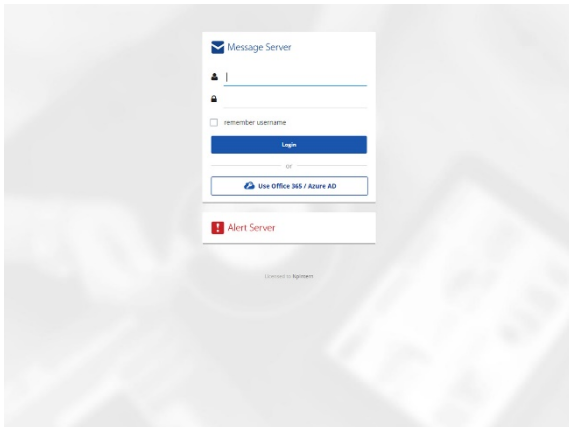
Whether it's an urgent announcement, message from the CEO or the organization's news headlines, Netpresenter Message Server easily gets your message across – using all relevant screens.

#### Features

- Simply create, manage and preview messages in an easy-to-use Web interface.
- Just enter your message once for instant publication as interactive PC screensaver or pop-up message, on TV screens, digital displays, on Facebook or Twitter, as an SMS text message, on smartphones and tablets via the app. You decide who gets to see what and how by selecting the desired output, channel and layout.
- Plan publication time and date.
- Preview your message before publishing.
- Pop-up available for urgent messages.

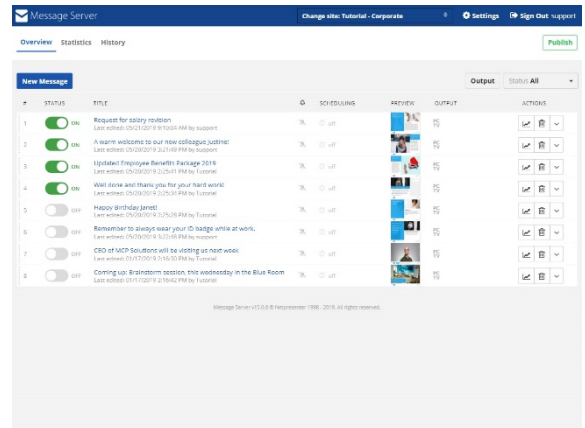
**Please note:** the images used in this document show fully functional windows. Some options may not be visible for you. Contact your System Administrator if you require access to these options.

## FIVE EASY STEPS



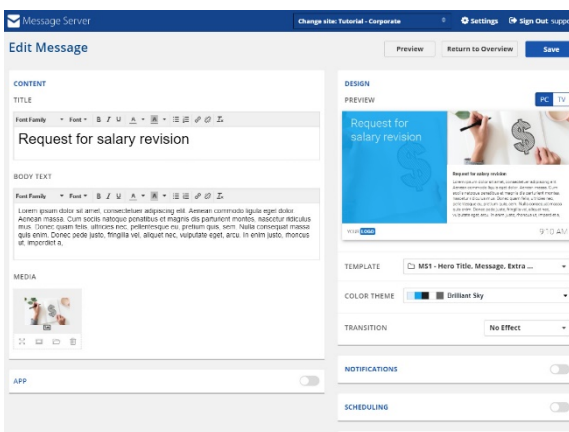
1

Login



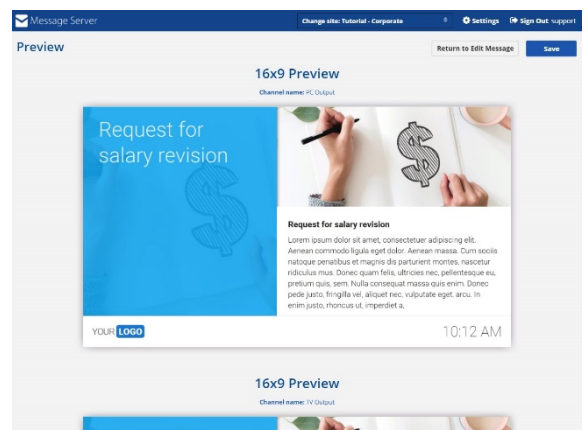
2

Manage Messages



3

Create New Message



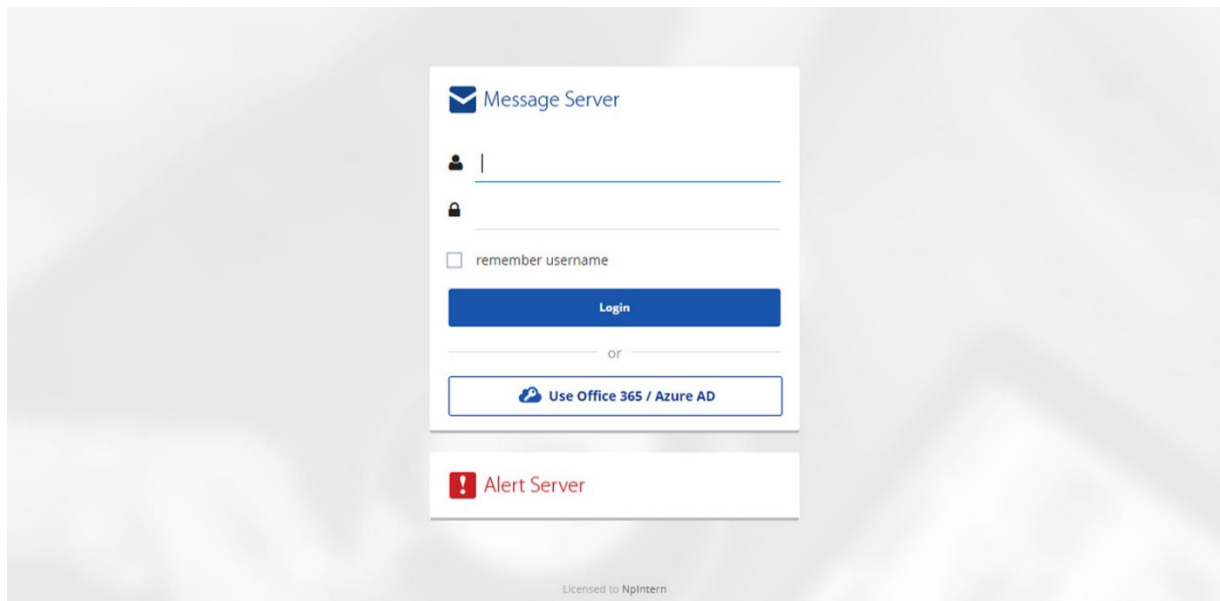
4

Preview & Save

5

Publish Message

# 1 Login



## Open your Web browser

Ask your IT department for the location of the Message Server on your network.

## Log in

Login with your username and password (your IT department will provide you with the details).

## Account type

Your IT department can provide users with the following account types:

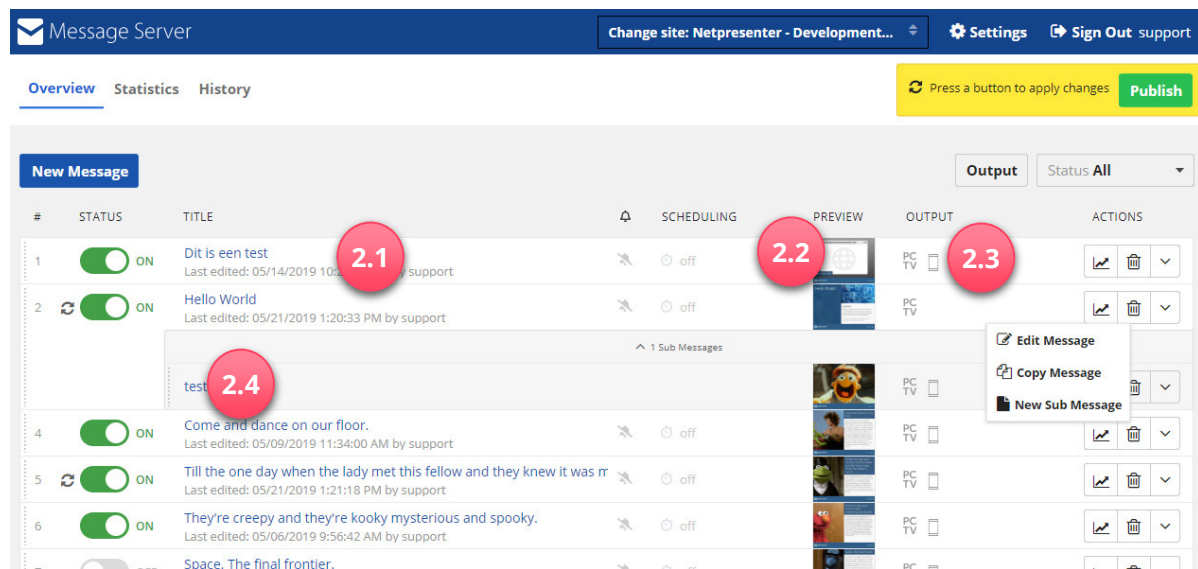
- Administrator – can add users and manage sites (System administrator only).
- Publisher – can add messages and publish these on screens.
- Editor – can add messages. These can be published by an Administrator or Publisher.

## Create a shortcut

Save a shortcut to this location on your desktop, or add to your favorites in your browser, for easy access to the Message Server.

## 2 Manage Messages

When you login, the message overview appears:



### 2.1 Message title

The name of each message is listed here. Clicking the message title, opens the 'Edit Message' window.

### 2.2 Preview

This shows the layout selected for this message. When you mouse over this image, a larger version of the preview is shown. To edit the message, click the message title.

### 2.3 Output

Click on the icons here to open the message history of your Facebook and Twitter posts and SMS text messages that were sent. Here you can also view all the comments & add a new comment.

### 2.4 Sub message actions<sup>1</sup>

Indented message are submessages. These submessages are grouped under a 'parent' message.

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#### <sup>1</sup> About submessages

Submessages allow you to work faster with similar messages. For instance, if you would like a set of messages to appear on the same time and date, you can set their scheduling in one go. Also, submessages can be published or deactivated in one go. This feature might not be available in your organization; please contact your System Administrator for more information.

#### Creating submessages

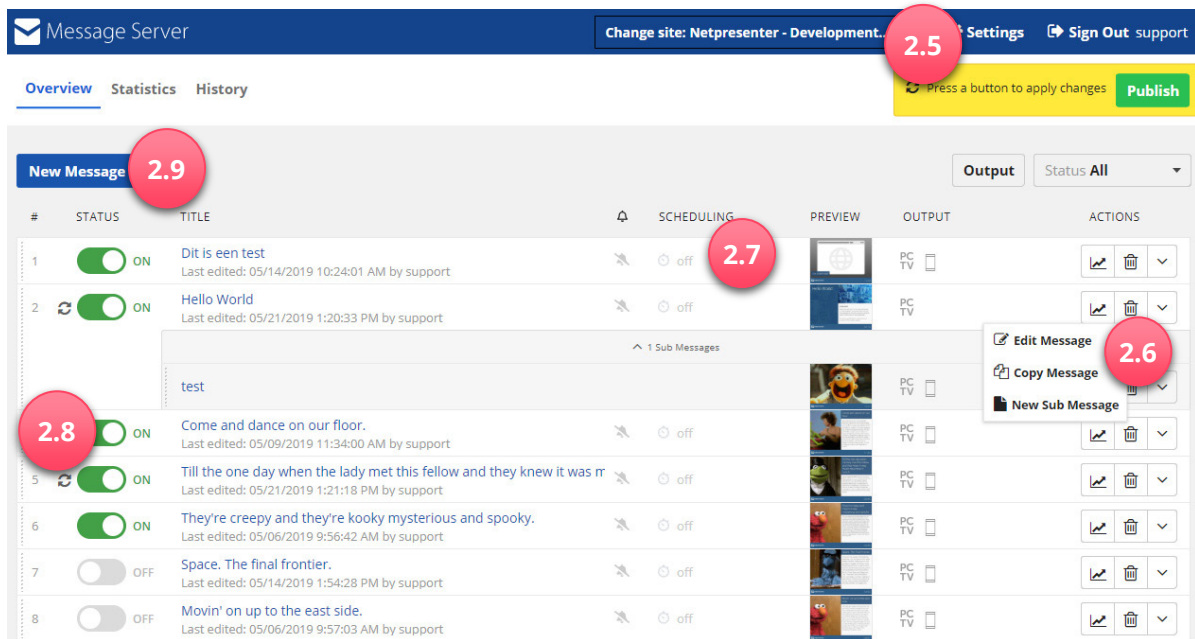
You can create a submessage by simply dragging and dropping an existing message to another message. It automatically becomes a submessage, dependent on the main message's settings. You can repeat this step for every new submessage that you would like to have.

#### Managing submessages

Submessages always belong to a main message. If you change the settings of the main message, the submessages will automatically adapt. For instance, if you change the scheduling in the main message, all its submessages will have the same scheduling. Also, if you publish the main message, all its submessages will automatically also be published.

Note: if you delete the main message, all its submessages will also be deleted. Use the [Delete] button on the right-hand side of the submessage to delete a specific submessage.

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## 2.5 Manage settings

This feature may not be visible on your screen. This option allows your System Administrator to add new channels, templates and users (depending on the number of licenses provided). Please have a look at the Message Server Technical Manual for more details.

## 2.6 Message actions

Edit, copy or delete one or more messages, or create a new sub message. Only after clicking the [Publish] button, the deletion is final.

## 2.7 Message scheduling

For each message, you can decide when it should be visible, for example each Monday from 11:30 till 17:30. This can be done through the 'New Message' or 'Edit Message' window. When not scheduled, this is set to 'Always visible'.

## 2.8 Changing the slide sequence

Drag a slide up or down. Moving up means the message will be shown earlier in the message list, moving down means it will be shown later.

## 2.9 New message

Press this button to create a new message. Opens up the 'New Message' window.

## 3 Create New Message

### 3.1 Select site

Click here to change the channel (the group of screens/PC's you would like to target with your message). If your company publishes the same information on all screens, this feature is turned off.

Select the site you want to publish on from the dropdown menu "Change Site" you want to publish to. Then click the "New Message" button.

### 3.2 Enter your title

Please enter a message title, even if it is a full screen video or image. This title will be used in the message list.

### 3.3 Enter your message

Enter a message text. If desired, add a media object.

### 3.4 Change template

Select a message template from the popup.

### 3.5 Change color theme

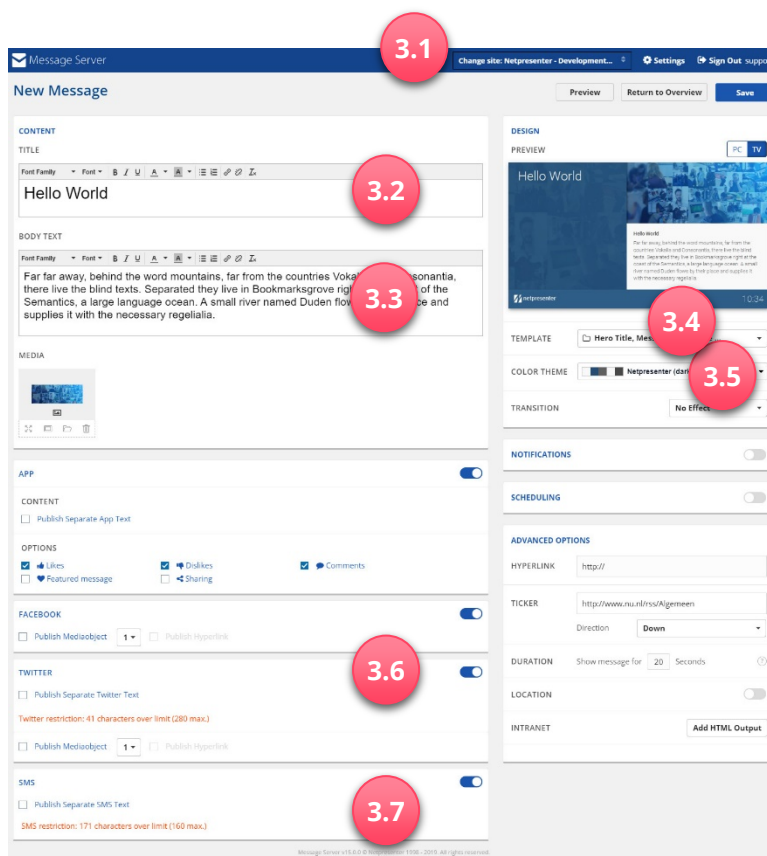
Select a color theme from the dropdown menu.

### 3.6 Social media

Post your message on Facebook and/or Twitter. To include a picture or another media object, tick 'Publish Mediaobject' and select the number of the desired object.

### 3.7 SMS text message

Send your message as an SMS text message.





### 3.8 Add Media

You can add an image (can also be used as background), (YouTube) video or Flash file. Option to choose location of media on screen & image border.<sup>2</sup>

### 3.9 Select transition

Select the kind of transition between messages.

### 3.10 Select notifications

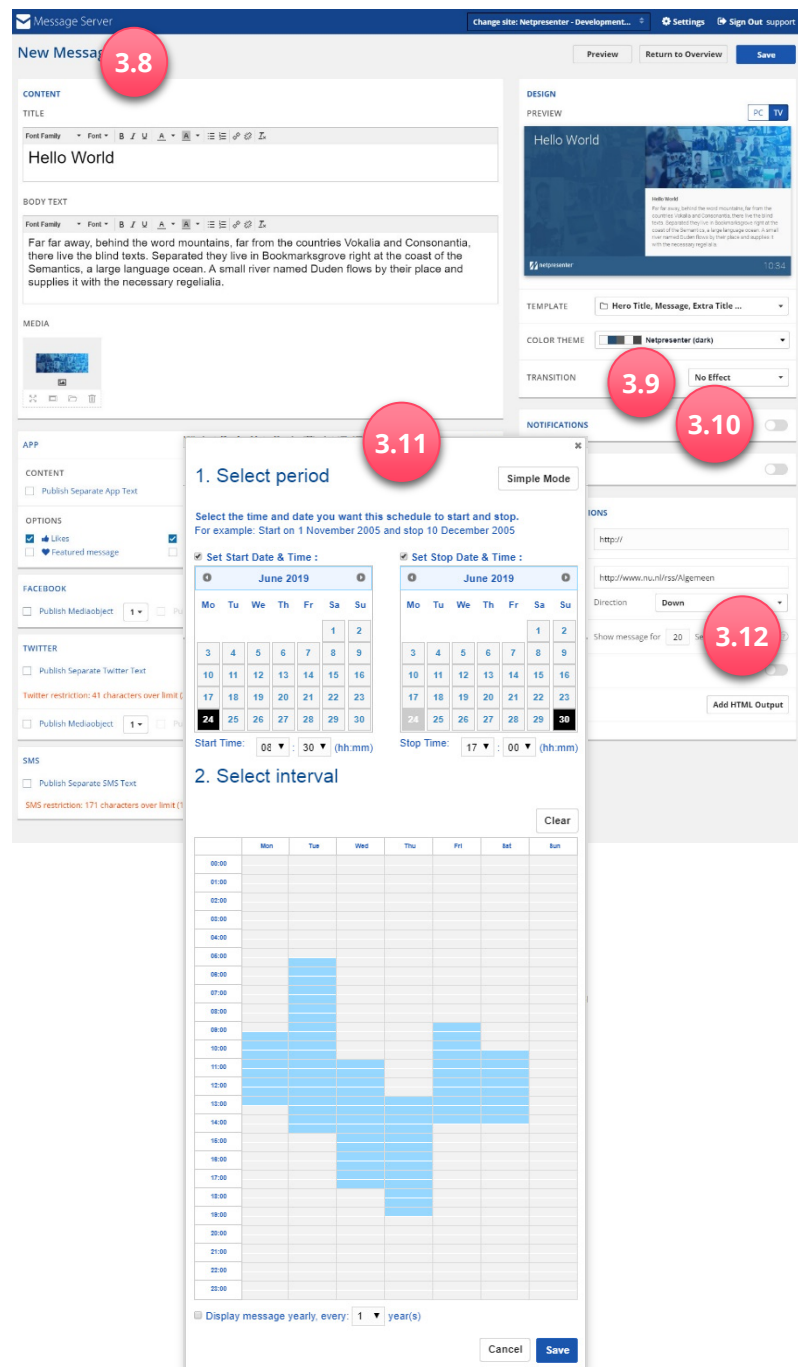
Select which notifications you would like to enable.

### 3.11 Message scheduling

Set the date and time you would like the message to appear. If you do not include a time and date, the message is visible from the moment you publish it until the moment you manually turn it off or delete it from the list.

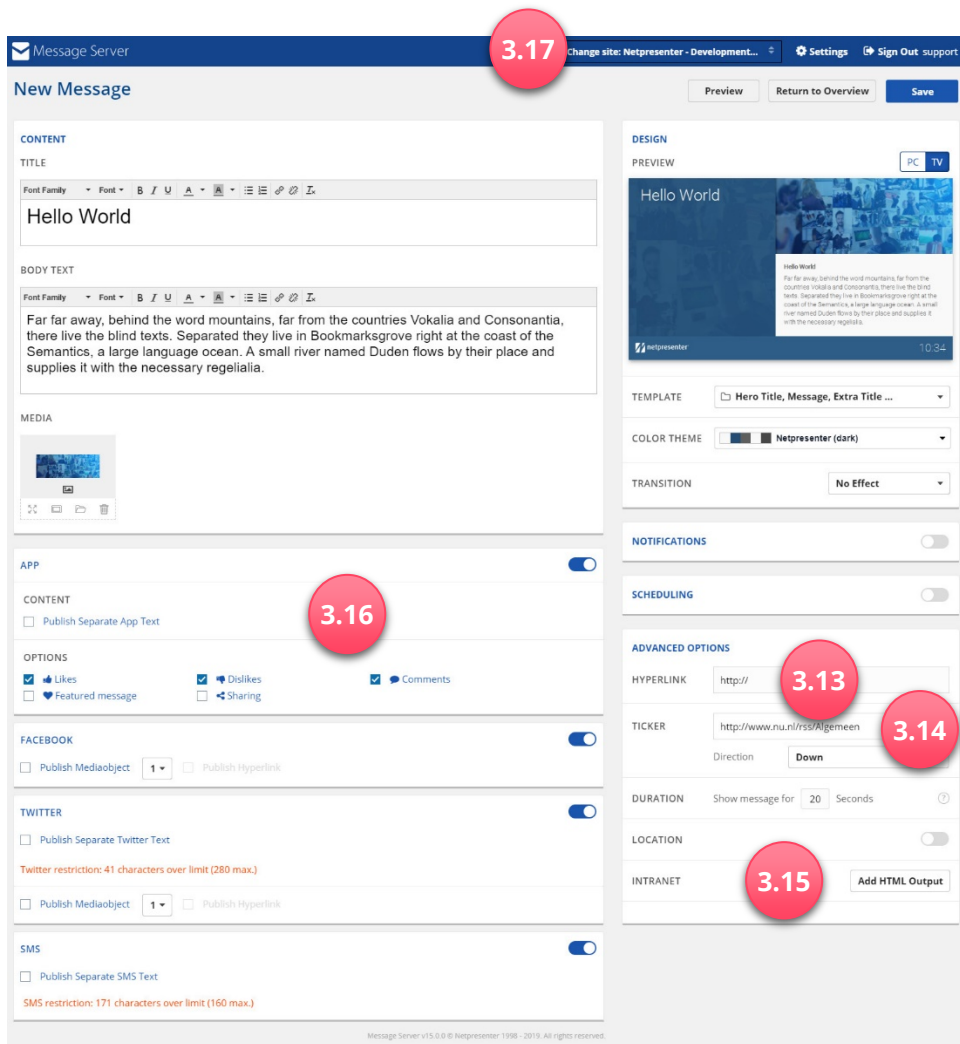
### 3.12 Show for number of seconds

This is set to 20 seconds, which suffices for regular size messages. Very brief messages and full screen images can be shown more briefly. For videos, select the standard 20 seconds. Videos are automatically played to the end, regardless of the number of seconds entered in this box.



<sup>2</sup> **How can you add an image?** An image can be uploaded via your PC. In the new message view, click on the + sign below Media. Click on [Image], select [Upload Images] and browse to the image on your PC and select this to upload it.

**How can you add a video?** A video can be uploaded via your PC. In the new message view, click on the + sign below Media. Click on [Video], select [Upload] and browse to the video on your PC and select this to upload it. It is also possible to directly include a video that is accessible via an URL. For this, please select the second tab 'Select Video from Internet'.



### 3.13 Add hyperlink

A message hyperlink provides one-click access to a specific source such as intranet, internet site, document, etc.

### 3.14 Add tickertape

Add the RSS feed URL here. When a message template is used that allows for this, and when the player has a current internet connection, this RSS feed will appear as tickertape scrollbar on the place in the presentation indicated on the message template.

### 3.15 Intranet

This field is only visible when your intranet is managed using the Message Server.

### 3.16 Add App output

Add the same message as an app output or create a custom message. You can choose to allow comments or sharing of your message. This shows a share or comment button for the message in the app.

### 3.17 Preview your message & save

### 3.18 Tips

- 💡 **TIP:** If you want readers to respond to your message, include an email address. For example: `mailto:myemail@mail.com`.
- 💡 **TIP:** Especially in larger organizations, a message hierarchy can prevent information overload. Our example COMPANY uses the following hierarchy:
  - Corporate → Companywide news
  - Location specific news → News targeted to a location / office
  - Department → Specific news targeted to a department

A sales assistant working at the London office of COMPANY, will see the following messages: Corporate + London office + sales department. This sales assistant will not see messages targeted to the other offices or departments.

- 💡 **TIP:** If you would like to include a different kind of transition, limit this to one type of transition for the whole presentation, to limit the risk of a messy presentation.
- 💡 **TIP:** Have a look in the message scheduling 'Advanced Mode'. This allows you to easily schedule a message, leading to a varied presentation with little effort. You can, for example, show messages only during lunch hours or on Friday mornings. Also use this feature for messages that require people to change the way the work, such as safety regulations, monthly reminders, yearly events – set once and let the Message Server handle the rest!

## 4 Preview & Save Message

Press the blue [Preview] button and check the message. You will see an example of how the message will look for every output type. If the message requires changes, press the [Edit] button. Otherwise save the message by pressing the [Save] button. The message now appears in the Message List.

The screenshot shows the Message Server interface. At the top, there is a navigation bar with the Message Server logo, a dropdown menu for 'Change site: Tutorial - Corporate', and links for 'Settings' and 'Sign Out support'. Below the navigation bar, the main content area is titled 'Preview'. On the right side of this area, there are two buttons: 'Return to Edit Message' and 'Save'. The main content area displays two message previews. The first preview is for a '16x9 Preview' on the 'PC Output' channel. It features a blue background with the text 'Request for salary revision' and a large dollar sign icon. To the right of this is a smaller image showing hands drawing a dollar sign on a whiteboard. Below the image is a text block with the title 'Request for salary revision' and a paragraph of Lorem Ipsum text. At the bottom left of the preview is a placeholder for 'YOUR LOGO' and at the bottom right is the time '10:12 AM'. The second preview is for a '16x9 Preview' on the 'TV Output' channel, showing a similar image and text block.

## 5 Publish Message

The screenshot shows the Message Server interface. At the top, there is a navigation bar with 'Message Server', 'Change site: Netpresenter - Development...', 'Settings', and 'Sign Out support'. Below this is a sub-navigation bar with 'Overview', 'Statistics', and 'History'. A yellow banner at the top right says '5.1 Press a button to apply changes Publish'. The main content area is titled 'New Message' and contains a table of messages. The table has columns for '#', 'STATUS', 'TITLE', 'SCHEDULING', 'PREVIEW', 'OUTPUT', and 'ACTIONS'. The first message is 'Seen test' with status 'ON' and scheduling 'off'. The second message is 'Hello World' with status 'ON' and scheduling 'off'. A sub-message 'test' is shown below it. The third message is 'Come and dance on our floor.' with status 'ON' and scheduling 'off'. The fourth message is 'Till the one day when the lady met this fellow and they knew it was m' with status 'ON' and scheduling 'off'. The fifth message is 'They're creepy and they're kooky mysterious and spooky.' with status 'ON' and scheduling 'off'. The sixth message is 'Space. The final frontier.' with status 'OFF' and scheduling 'off'. The seventh message is 'Movin' on up to the east side.' with status 'OFF' and scheduling 'off'. A red circle highlights the 'Publish' button in the top right. Another red circle highlights the 'STATUS' column header. A context menu is open over the 'Hello World' message, showing options: 'Edit Message', 'Copy Message', and 'New Sub Message'.

#	STATUS	TITLE	SCHEDULING	PREVIEW	OUTPUT	ACTIONS
1	ON	Seen test Last edited: 05/14/2019 10:24:01 AM by support	off		PC TV	
2	ON	Hello World Last edited: 05/21/2019 1:20:33 PM by support	off		PC TV	
1 Sub Messages						
		test			PC TV	
4	ON	Come and dance on our floor. Last edited: 05/09/2019 11:34:00 AM by support	off		PC TV	
5	ON	Till the one day when the lady met this fellow and they knew it was m Last edited: 05/21/2019 1:21:18 PM by support	off		PC TV	
6	ON	They're creepy and they're kooky mysterious and spooky. Last edited: 05/06/2019 9:56:42 AM by support	off		PC TV	
7	OFF	Space. The final frontier. Last edited: 05/14/2019 1:54:28 PM by support	off		PC TV	
8	OFF	Movin' on up to the east side. Last edited: 05/06/2019 9:57:03 AM by support	off		PC TV	

### 5.1 Publish message

When you have created one or more new messages, publish these by changing the status and press the [Publish] button. They will only appear on selected screens.

### 5.2 Message status

A message can be turned on or off. Messages on hold first need to be approved by a Publisher or Administrator.