

Signage for TEOS

Installation & User Manual

Document version 1.4

Description

This guide explains what the Signage possibilities are in Manage for TEOS and how to use its Content Creation and new style Content Creation (Beta) section.

Requirements

- Manage for TEOS 3.3 when using the new style Content Creation (Beta)
- Internet access (optional) and ssl/https certificate for external data access. Please refer to the technical requirements document for more details
- Please refer to the release note of your Manage for TEOS version to use the appropriated versions into the devices
- Web page access

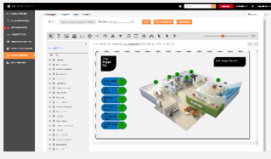

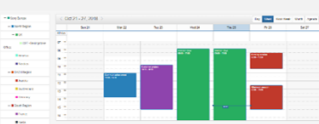



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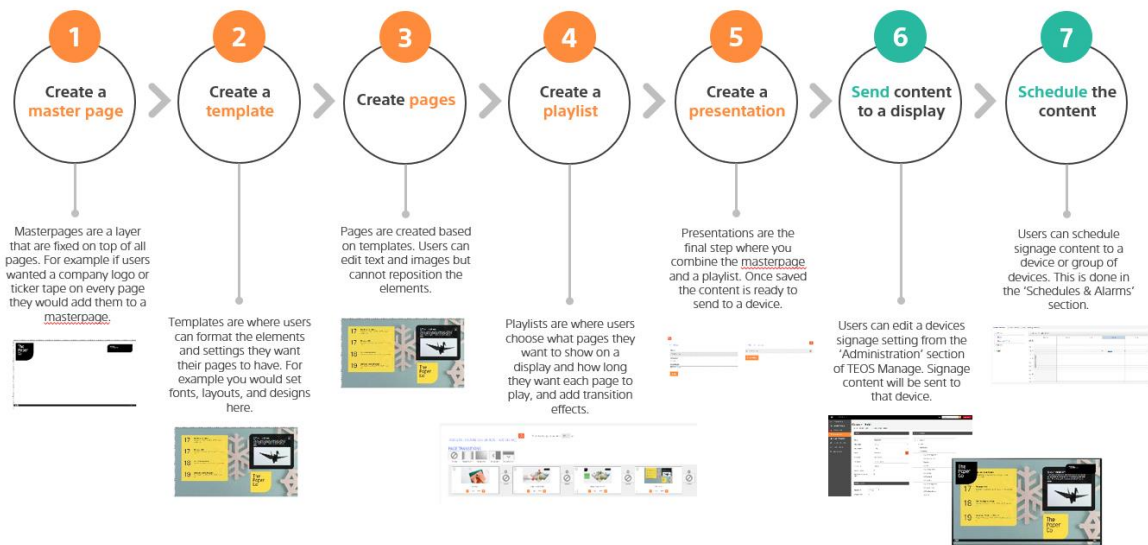
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1. Introduction of Signage in TEOS

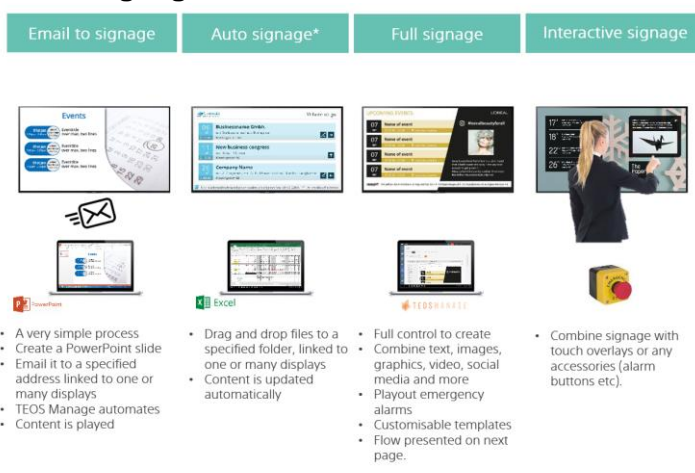
1.1 Key features

<p>EASY TO USE</p>  <p>Create eye-catching presentations easily with the drag-and-drop HTML5 designer, and publish them within minutes.</p>	<p>FULL CONTROL</p>  <p>Group devices by location – building, floor, or site – for easy management. Control devices with the universal remote and view live signage content.</p>	<p>SCHEDULE CONTENT</p>  <p>Choose when to push content to displays or tablets.</p>
<p>DATA ANALYTICS</p>  <p>Advanced analytics presented in dashboard style interface show data on device status and content payout.</p>	<p>EXTERNAL DATA</p>  <p>TEOS Signage can connect to data providers out of the box, such as: Facebook, RSS feeds, YouTube, Twitter, and much more.</p>	<p>INTERACTIVITY</p>  <p>Customize signage with interactive features such as face detection, touch and other features.</p>

1.2 Signage Full Creation workflow

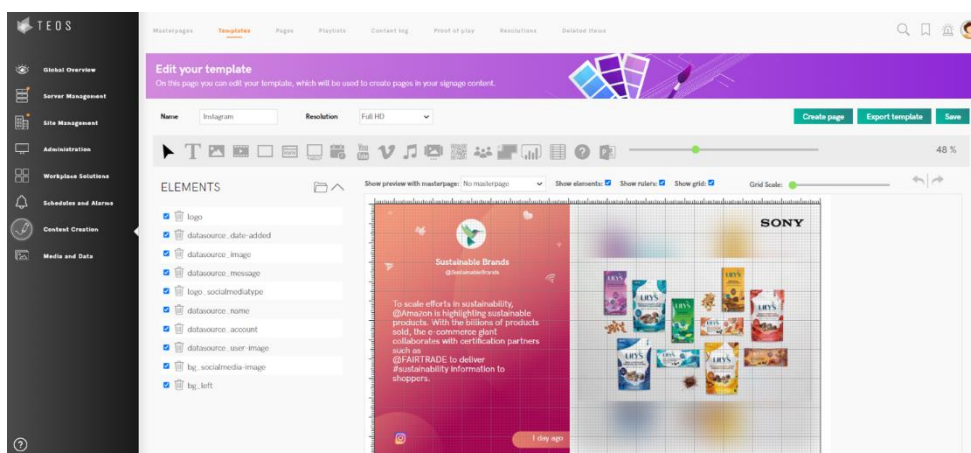


1.3 Signage user workflows



1.4 Administrator view for Content Creation

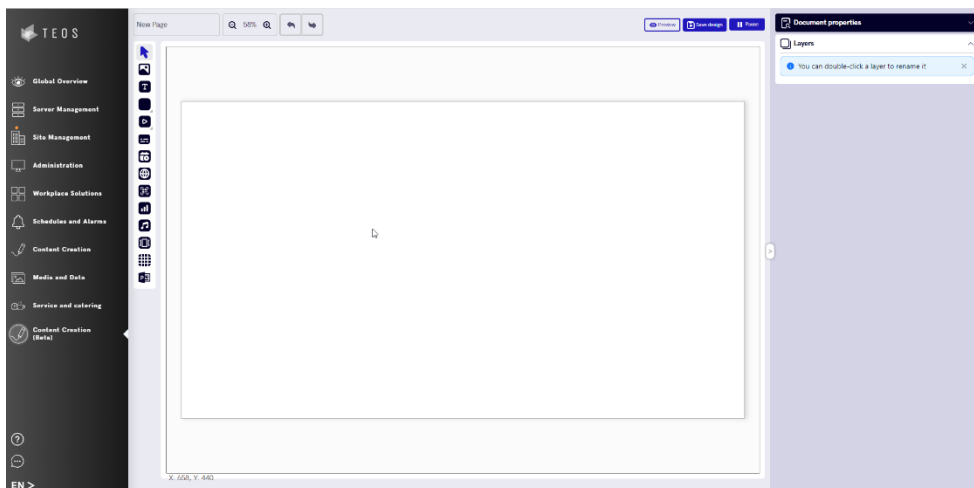
Under 'Content Creation > Templates', you can create many different types of elements and place them anywhere on the template. Philosophy for the template creation is to create pages that are dynamic by connecting external data which is updated without user interaction.



Content	Content creation	Yes (basic mode and advanced), basic only for the SMB Cloud version
	Main functions	Template design, playlist creation, presentation management, device management
	Monitoring	Yes (live preview on device)
	Content scheduling	Yes (per device, per group, support for recurrency)
	Content creation elements	Text, Image, Video (one per page), Rectangle, Web Browser, Ticker Tape, Date/Time, (YouTube (one per page), Vimeo (one per page), Audio, Slideshow, QR Code, Meeting Room, Mirroring (TEOS Connect), Power BI (Dashboard, Report, Tile) and Table. PDF and PowerPoint can be converted to images.
	Emergency alarms	Yes (using TEOS Manage or URL)
	Basic signage via email	Yes (PowerPoint attachment converted to slideshow)
	User management for content	Yes (per user or group)
	Custom resolution	Yes
	Content orientation	Portrait/Landscape
	Content display method	Downloaded from server, stored on device, external data using data source
Data	Statistics	Yes (from Dashboard, Proof of Play)
	Content log	Yes
	External data integration	Instagram, Weather, Power BI, RSS/XML, Microsoft 365 (Office), Google Calendar, Exchange, TEOS Calendar, Scienta and Celcat
	Media upload	Image: JPG, PNG, GIF (Full HD for tablet and 8 MP for BRAVIA) Video: (MP4 only, BRAVIA: up to 4K@60Hz at 40 Mbps in Landscape and Full HD at 8 Mbps in Portrait, Tablet: Full HD at 8 Mbps PDF (converted to images) PowerPoint (converted to images) Audio: MP3 Video Stream: Full HD at 5 Mbps (one per page)
Touch interactive content		Yes
Compatible devices		BRAVIA Professional Display, Android Player for TEOS, Tablet for TEOS

1.5 New content designer (beta)

When using Manage for TEOS version 3.3, we also offer to use our newly developed content designer (currently in beta) for creating content. Go to 'Content Creation (Beta) > Pages' to give it a try.



Content	Content creation	Yes
	Main functions	Template design, playlist creation, presentation management, device management
	Monitoring	Yes (live preview on device)
	Content scheduling	Yes (per device, per group, support for recurrency)
	Content creation elements	Image, Text, Shape, Video (incl. YouTube, one per page), Ticker Tape, Date/Time, Web Browser, QR Code, Power BI, Audio, Slideshow, Table and PowerPoint (converted to images).

	Emergency alarms	Yes (using TEOS Manage or URL)
	Basic signage via email	Yes (PowerPoint attachment converted to slideshow)
	User management for content	Yes (per user or group)
	Custom resolution	Yes
	Content orientation	Portrait/Landscape
	Content display method	Downloaded from server, stored on device, external data using data source
Data	Statistics	Yes (from Dashboard, Proof of Play)
	Content log	Yes
	External data integration	Custom (RSS/XML), Weather, Facebook, Instagram, Power BI (Dashboard, Report, Tile), Microsoft 365 (Office), Google Calendar, Exchange, Zermelo, NS Info and RealWorks
	Media upload	Image: JPG, PNG, GIF (Full HD for tablet and 8 MP for BRAVIA) Video: (MP4 only, BRAVIA: up to 4K@60Hz at 40 Mbps in Landscape and Full HD at 8 Mbps in Portrait, Tablet: Full HD at 8 Mbps) PDF (converted to images) PowerPoint (converted to images) Audio: MP3 Video Stream: Full HD at 5 Mbps (one per page)
Touch interactive content		Yes
Compatible devices		BRAVIA Professional Display, Android Player for TEOS, Tablet for TEOS

2. Signage capabilities in Manage for TEOS

TEOS Web platform propose you an interface with an extensive choice of elements to create your content. From a simple image and text, to an external data source, a PowerPoint import, YouTube and more. This section will explain all the possibilities you can get thanks to Signage for TEOS and content creation features into TEOS.

To create Signage content in Manage for TEOS platform, there are three workflows:

- Basic (basic signage mode)
- Complete (complete signage mode)
- Simplified (using the new content designer [beta])

These three workflows are explained below.

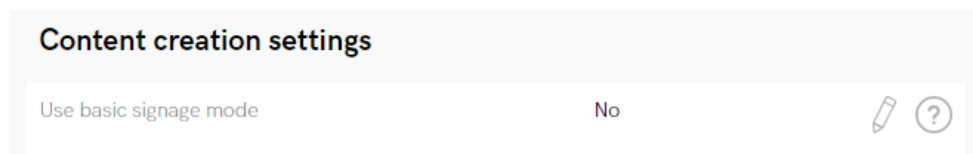
2.1 Configuration of the signage mode

You need to set up your Manage for TEOS installation with the way you want.

If you want to use the easy workflow go to Server Management

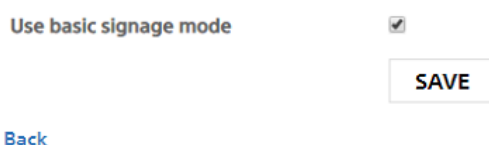


and in the settings, in the Content creation settings,



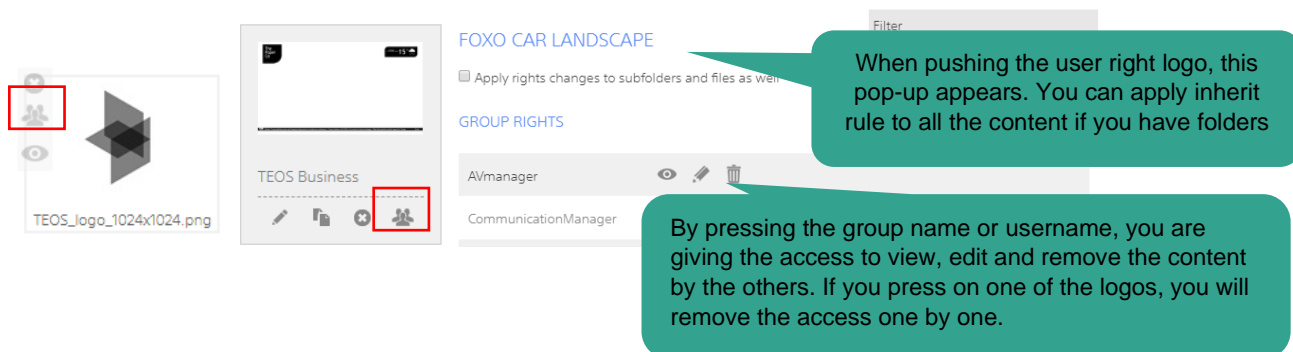
select Use basic signage mode and save.

Content creation settings



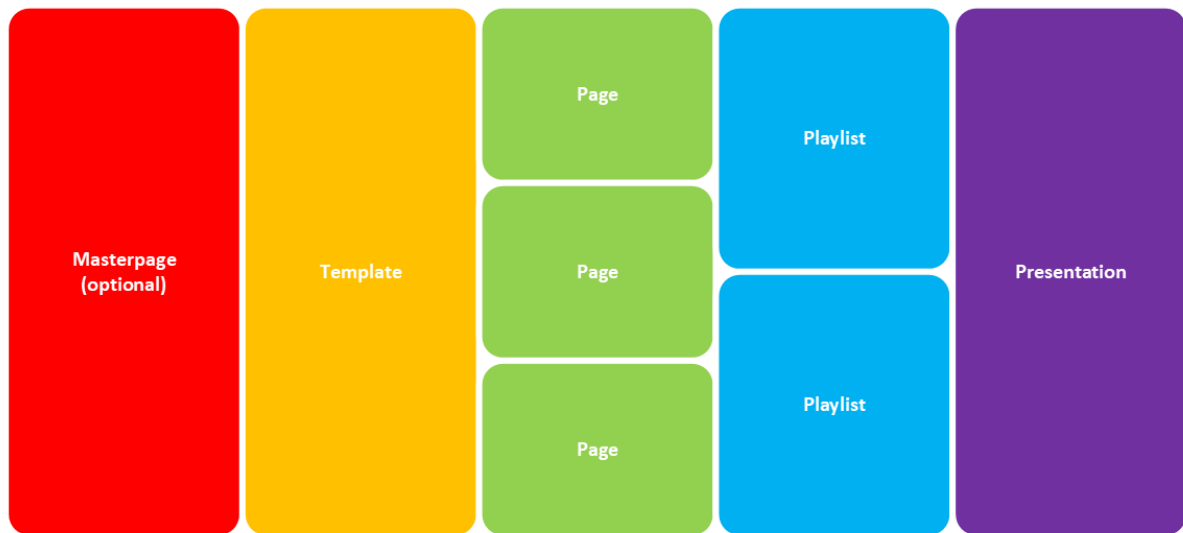
2.2 Access rights

All the content upload or created from Manage for TEOS platform is by default the property of the user that creates it. A user can share the content with another user or a group of users. To do this, in all the different content created, the user can find the icon below:



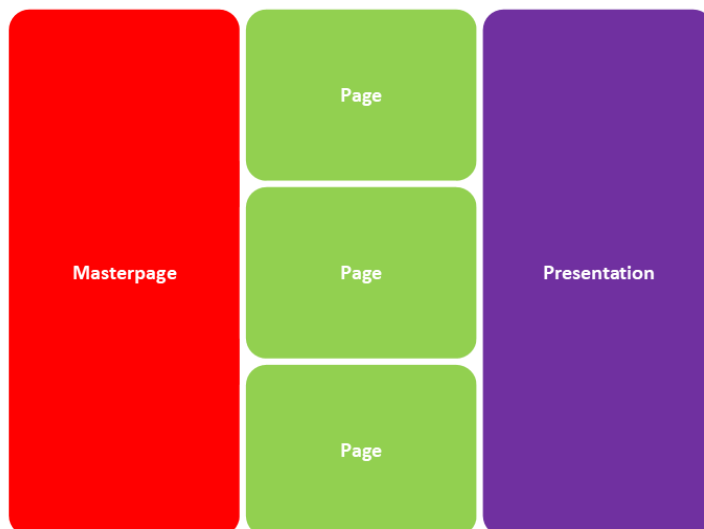
2.3 Complete signage mode explanation

Before you start creating a presentation, the following scheme explains the 'Complete' signage content creation workflow:



2.4 Basic signage mode explanation

The 'Basic' workflow combines Templates and Pages on the same level and the Playlists and Presentations on the same level:



The Presentation represents the final content you would like to display on a screen or multiple screens:

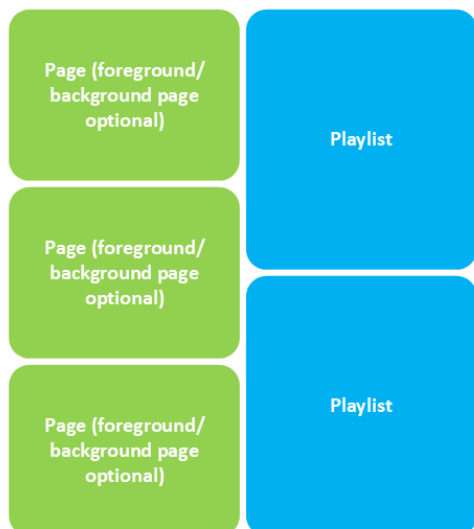
- The Presentation itself is made up out of one or multiple Playlists
- A Playlist contains Pages
- These Pages are based on Templates

Your corporate identity is guaranteed in the Masterpage. This special template holds your company logo and elements in your corporate style and/or colours.

Basic signage mode is enabled by default. The SMB Cloud version of TEOS does not support Complete signage mode.

2.5 Simplified signage mode explained

With the 'Simplified' workflow using the new content designer (beta), there are only Pages and Playlists. A page may contain an optional foreground and/or background page (function similar to a Masterpage). A Playlist may contain other Playlist(s) too and represents the whole 'Presentation':










2.6 Signage elements using the Basic/Complete signage mode

To create content, you have access to a variety of elements to play with when on the creation page. Those elements are listed below with a quick description:




	Selection tool	Use the selection tool to select an element from your presentation.


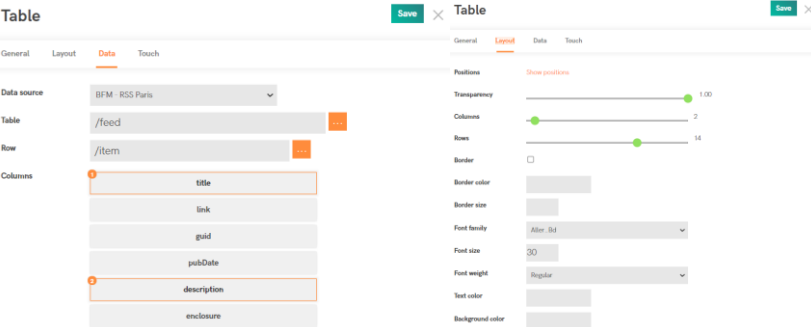

Media uploaded used in content creation

	Text element	<p>Use the text element to add text. The dialogue box will ask you to enter a name (your own description) and text. The [Formatting] tab allows you to enter the font, size, colour, style and transparency. A new option from version 3.0 has been introduced which is called the text transform for the solution to automatically adapt the text size if you have dynamic content.</p>
	Image element	<p>The image element allows you to add images. The dialogue box will ask you to enter a name (your own description). On the [Formatting] tab, you can select measurements and transparency; choose whether to keep or to change the current ratios; and select the appropriate alignment.</p>





		You can upload one from your computer on the 'Data' tab by clicking [Add file(s)]. Once you have added files, you must click the [Start upload] button. The image will then appear in your media library.
	Video element	The video element allows you to add a video that has been uploaded from your local file, or, alternatively, you can insert a Streaming URL in order to display live images of a camera (for example). You can do this by selecting a video on the 'Streaming' tab. The 'Data' tab allows you to select or upload videos. You can upload videos from your computer on the 'Data' tab by clicking on Add file(s). Once you have added files, you must click the Start Upload button. The video will then appear in your media library.
	Graphics element	Use the graphics element to draw items in your template or master page; it is used, for example, to draw a background behind a ticker tape. You can select a colour from the Layout tab.
	Audio element	Use the audio element to add single sound files or add an audio stream. TEOS is compatible with MP3 files
	Help element	Help option can be used as an interactive option in order to show an element by pressing the help button and hide it when pressing again. The help element will get an image and the element to be hidden needs in the element name a “_” underscore to link it with the help button
	Ticker tape element	The ticker tape element allows you to add a scrolling text overlay (crawler). The dialogue box will ask you to enter a name (your own description). The Layout tab allows you to enter the font, size, colour, style and transparency. Additionally, you can enter your own text in the 'Data' tab.
	Slideshow element	It's very easy to create an image slideshow using the Slideshow element. By linking to images from the image database, you can compile your own image sequence. You can also set the interval between slides and choose to make the images semi-transparent.
	PowerPoint element	From within a Masterpage or template, you can easily upload your PowerPoint files. Manage for TEOS will automatically detect the number of pages and will ask you if you want to use them as single images (by using the slideshow element) or as a video file.

Elements with external datasources



	Ticker tape element	In addition, you also have the option to retrieve the text from an external data source, for example NOS [Netherlands Broadcasting Foundation]. To do so, you must click on the 'Data' tab and, under External data, select the data source you would like to use. To create data sources, you must read the instructions contained in the 'External data' section of this manual. Additionally, you can enter your own text in the 'Data' tab.
	Text element	You can also retrieve the text from an external data source, for example CNN. To do so, click on the 'Data' tab, and under [External data], select the data source you would like to use. The 'External data' section in this manual explains how to create data sources.
	Image element	You can upload one from your computer on the 'Data' tab by clicking [Add file(s)]. Once you have added files, you must click the [Start upload] button. The image will then appear in your media library. You can also retrieve images from an external data source, like Yahoo Weather.

		To do so, click on the Data tab, and under [External data], select the data source you would like to use. For instructions on how to create data sources, check the 'External data' section in this manual.
	Table element	<p>Using text type from external datasources, you will be able to create your table in TEOS taking the different rows available in your datafeed. To finalize you must select the number of columns and create the layout with fonts and text colors you want to use. Table will be filled with the data from the external datasource</p> 
	Power BI element	Add a Power BI dashboard, a report or a tile into your template using the Power BI external data source. In Manage for TEOS Server settings you add can authenticated accesses in Power BI using a Tenant ID and Secret code



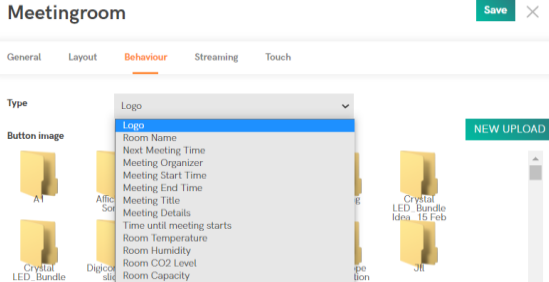

Streaming compatible Elements

	YouTube element	The YouTube element allows you to add YouTube videos – for this you require the URL or code for your video. For example, you can copy the URL from your browser. You must then paste the YouTube code/URL onto the 'Data' tab and decide whether you would like to play all or part of the video.
	Vimeo element	Same as Youtube only for Vimeo.
	Video element	Under the video element you can also choose the live streaming, here you can put your stream URL. TEOS is compatible with RTMP, HLS, UDP Multicast.
	Audio element	Use the audio element to add single sound files or add an audio stream. TEOS is compatible with http



Element using an external web URL

	Website element	<p>The website element allows you to display a website. You must enter the complete URL on the 'Data' tab.</p> <p>You can select 'Reload' as an additional option; the page will then be refreshed each time (TEOS reloads the embedded web browser each time the page needs to be displayed)</p> <p>From version 3.0 a new functionality has been introduced for the authentication of some pages where authentication is with NTLM method</p>
	QR element	<p>Signage Manage for TEOS allows you to create QR codes within your templates and pages. Simply select the QR Code element tool and draw the size of your QR Code element which you prefer. Keep in mind that a QR Code element will always be square; which means you aren't allowed to change its measurements.</p> <p>Once you have placed the element on your template, you now only need to fill in the URL which you want to trigger when the QR Code is being scanned.</p>

Element from TEOS device or TEOS Database

	Date/time element	The date/time element allows you to add a date and/or time. On the Layout tab, enter the font, size, colour, style and transparency. The Data tab allows you to select the format, HH:MM:SS or DD-MM-YY. In the device, the date/time shown is coming from the device
	Meetingroom element	Be able to put in your signage interface Meeting room details such as room name, next meeting time etc 
	Mirroring element	Using Connect for TEOS in background and Signage for TEOS app, get from the device in your signage interface the IP address of the device shown in the interface, the SSID of the device, password of the SSID and device Name

Optional Elements (not enabled by default in TEOS Platform)

	TV element	Show source of your TV. Only html5 not Android (End of life)
	Playlist Element	This feature will allow you to add a playlist into your template. The playlist template can use the playlist duration, or the playlist will be show only during the template/page duration in the other playlist

2.7 Create a Masterpage

Masterpages are pages containing specific elements, for example a news ticker tape that must appear on every page of the presentation. You might describe it as a layer that is applied across all the pages of the presentation. An example of the application might include:



You would like to use the same background using an NOS news ticker tape throughout your presentation. You can then create a masterpage by navigating to [Content > Master pages] in Manage for TEOS Signage Designer and clicking the “New Masterpage” button.

New masterpage

New masterpage ×

Name

My first masterpage

Resolution

Full HD

SAVE

A new screen will now appear where you can enter the name of your masterpage and select the required resolution.

Next, a screen will open on which you can select elements, for example a background image and a ticker tape.

2.8 Create a Template



In the Designer, click 'Content' and then 'Templates'. In the template section, click on New template.

New template

New template

New template

Example templates

Import template

Name

New template

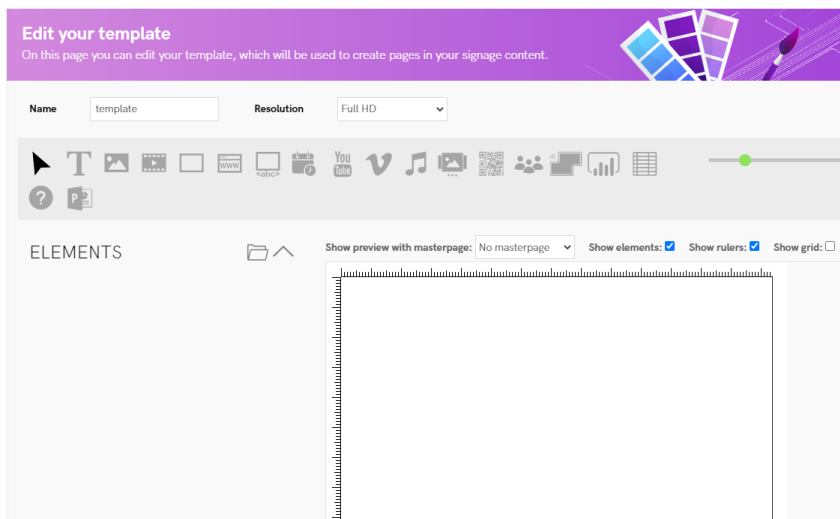
Resolution

Full HD

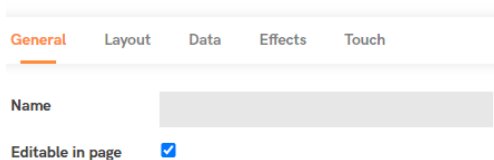
SAVE

Enter the name of the template you would like to create, select the required resolution and click Save.

The following screen will appear:



In the template designer, you can select one of the elements that appear in the menu bar.
Image



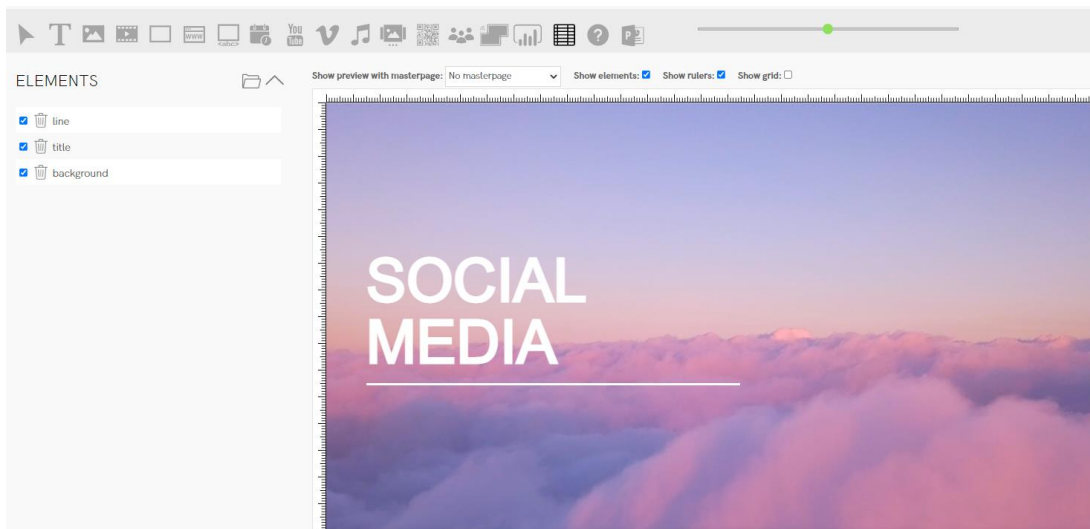
If you click on the element you would like to place in the template, use your mouse to start drawing in the white window by left-clicking on your mouse and drawing the required dimensions. Once you have completed this, a window will open: (we have drawn an image in this example).

You must enter a number of data in the window, including the image name. This name must be understandable to you and will not be displayed in the final presentation (only on the overview of elements on the left-hand side).

The Layout tab allows you to select a number of options relating to how the element is formatted. For images, you have the following options:

- Stretch; Fill: [Ratio is not maintained]
- Stretch; Uniform [Ratio is maintained] The option Stretch; Fill is selected by default.

From the 'Data' tab, you can select a previously posted image, or, alternatively, you can upload one from your computer by clicking New upload. Next, click on the image to select it and then click on Save to insert the image. We have added a second image to the example (on the left-hand side), called 'Image'.



Next, in the template we can select, for example, a text element and add this:

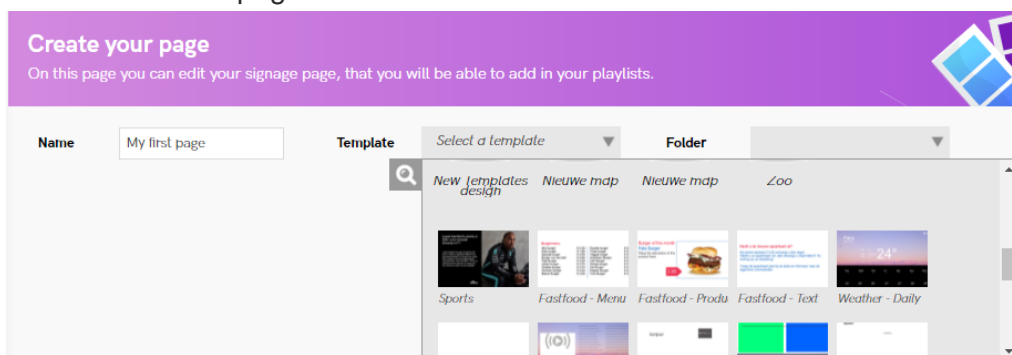
The template is almost ready for use; we might still choose to add a ticker tape showing CNN news items. As explained above, we can use a ticker tape to be used on the master page or we can insert it into this template. For now, we are going with the second option.

Click on the ticker tape element and draw a ticker tape in the black bar at the bottom. Next, give the element a name, for example 'CNN ticker tape.' On the Formatting tab, select font size 60 (this is standard) and the colour white. On the 'Data' tab, select CNN and 'title' as the column, then click Save. The title column from the CNN RSS feed is now displayed, in white and with a font size of 60. Click on Save at the top of the page – your template is now ready for use.

2.9 Create a Page based on your template

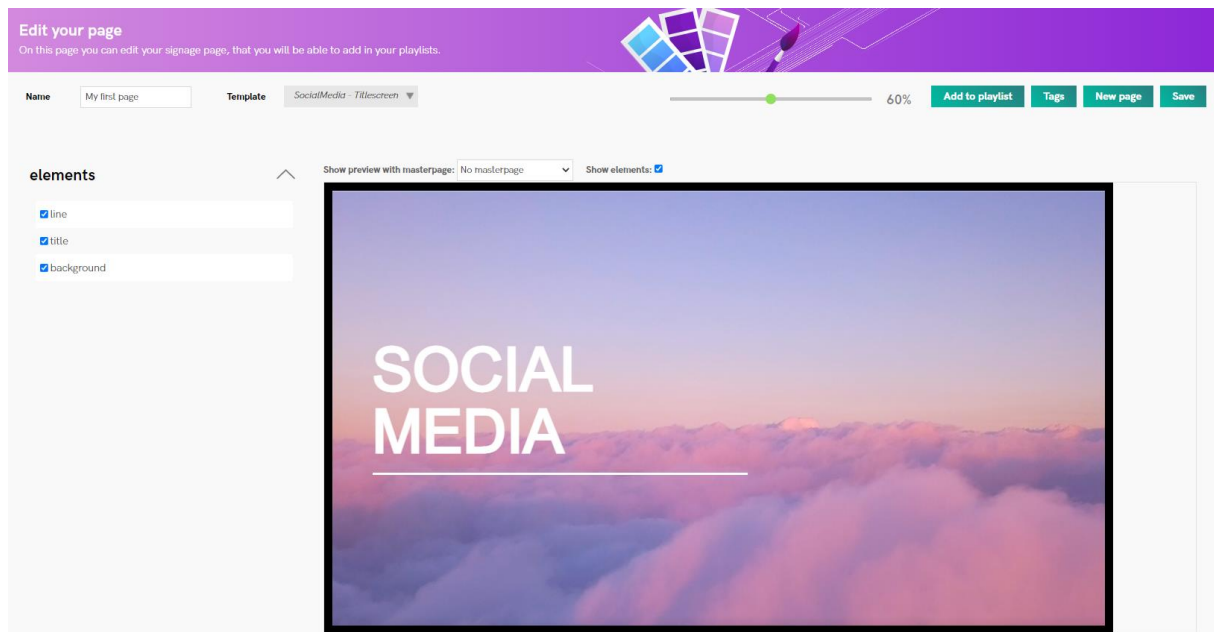
New page

Pages are based on templates. You can use one of the predefined templates for this purpose, or, alternatively, you can use a customized template. In this example, we use the “manual” template. To create a page, click on Content > Pages in Manage for TEOS Signage Designer and then on New page.



A screen will appear in which you must enter the name of the new page. In this page we will use the name My first page. Select a template and click Save.

The next page will open:



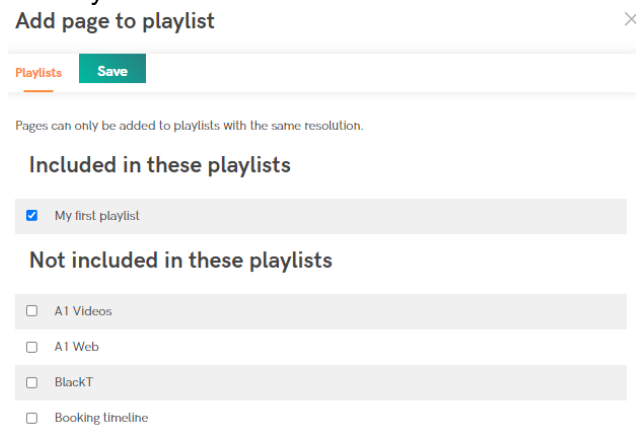
By clicking on an element on the left-hand side, under Elements, you can make changes to your text or images. However, you can no longer change the positions of the elements – this is possible only in the template. Once you are done editing a page, click Save.

We would now like to add our page to a playlist; to do this, you have 2 options:

- If your playlist is already existing, you can press on the button “add to playlist

Add to playlist

By clicking in this button, you will be able after to see the list of playlists and add the page directly to the playlist. You can see as well in this pop-up the playlist attached if the page was already used



- to go to the ‘Playlists’ section, from that part you will be able to create a playlist if it is not, and you can as well change the time and the positioning of your page in the playlist

2.10 Create a Playlist with Pages

Playlists contain pages including information you would like to display on screens. A final presentation may contain multiple playlists, for example if you have installed a screen in the cafeteria and would like to display the menu along with general information. In that case, you can select a playlist containing both general information and menu information, in order to prevent menu information from being displayed on screens where it does not belong. To create a playlist and add pages, you must click on Content > Playlists in Manage for TEOS Signage Designer and then on New playlist.

New playlist

You enter the name of the playlist, select the required resolution and click on Save.

Name Resolution

A new screen will appear displaying all the pages that are available in the same resolution.

Name Resolution [Rights](#) [Add to presentation](#) [Save](#)

Your pages

Education Fashion Horoscope presentation (imported) Horoscope presentation (imported) Library

New Folder New Folder New Folder New Folder (1) New Folder (2)

Newcom map Sony France Tests CWE Zoo SOCIAL MEDIA My first page

My first page [Add to timeline](#)

Your timeline (Total duration: ~00:00:05) Standard page duration: 5 Sec. Shuffle pages ☐

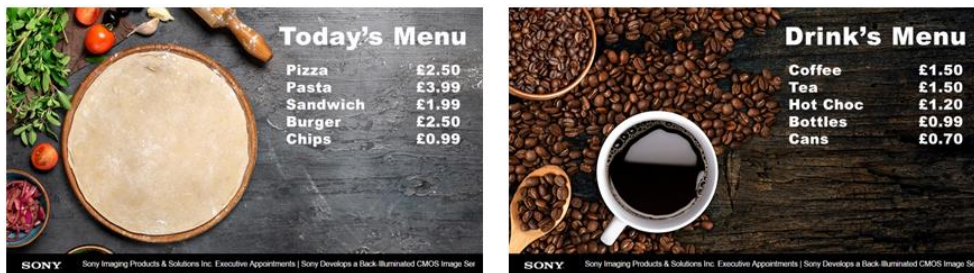
Page transitions: ☐ Fade ☐ Slide ☐ Zoom

SOCIAL MEDIA

My first page

Next, click on the page you would like to add, then click on Add to timeline.

The page will now appear below at the bottom of the timeline. You can select the duration by dragging the page on the right-hand side to the right. For example, if you would like to display the page on the screen for 20 seconds, you should drag the page (enlarged) to 20 seconds, or, alternatively use the '-' and '+' buttons. Once you have added the page(s) required, click Save and continue to the 'Creating presentations' section.



From the playlist page you can directly link it to a presentation if your presentation is created. For that you have 2 options.

From the list view of the playlists, you can press on the line "used in X presentation" and link then your playlist to your presentation

Welcome to your playlists

On this page you can create and manage your playlists, combining the pages you have already created, which you will be able to push as signage content to your devices.

Order by:

Search

[New playlist](#) [Rights](#)

			My first playlist	1 Pages	Used in 1 presentation	
			Jelmer Test	1 Pages	Used in 1 presentation	
			EO_Playlist_Demo	1 Pages	Used in 1 presentation	

You can has well see where your playlist is linked from this pop-up

Add playlist to presentation ×

Presentations Save

Playlists can only be added to presentations with the same resolution.

Included in these presentations

☒ Presentation

Not included in these presentations

☐ A1 Interactive

☐ A1 Quc

☐ A1 Retail

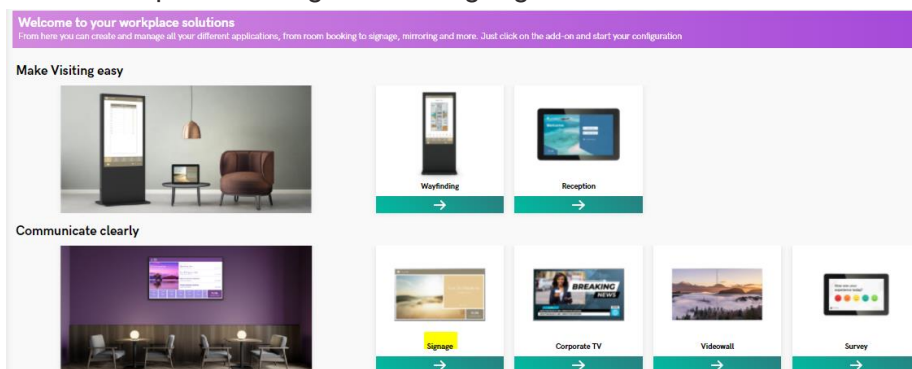
The other option to add a playlist in a presentation is directly from the playlist by pressing in the “add to presentation” button **Add to presentation** and get into the same pop-up where you can link your playlist or check where your playlist is linked

2.11 Create a Presentation (in Signage tab) with your one or more playlists

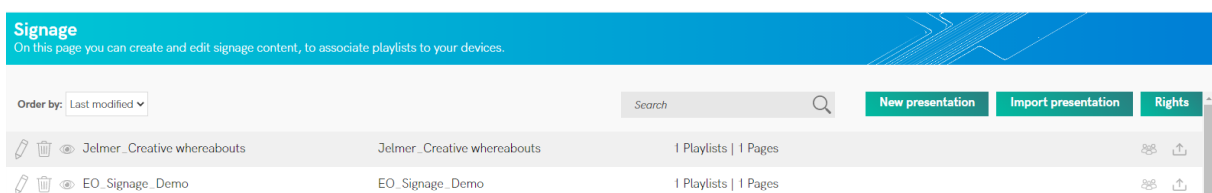
You should now have all the ingredients to create a presentation, namely:

1. A template
2. A page
3. A playlist

Go to Workplace management > Signage



create a new Presentation



Enter a name for your presentation and select a resolution. If you have created a masterpage, select the appropriate masterpage from the menu.

Signage
On this page you can manage your signage content, to associate playlists to your devices.

General

Name:

Resolution: ?

Masterpage: ?

Enable screensaver: ☐ ?

Save Export presentation

Connect playlist

Before you can add playlists to this presentation, please save first

Mail to Signage ?

IMAP mailserver address:

Mailbox username:

Mailbox password:

Add playlist ×

+

☐ My first playlist

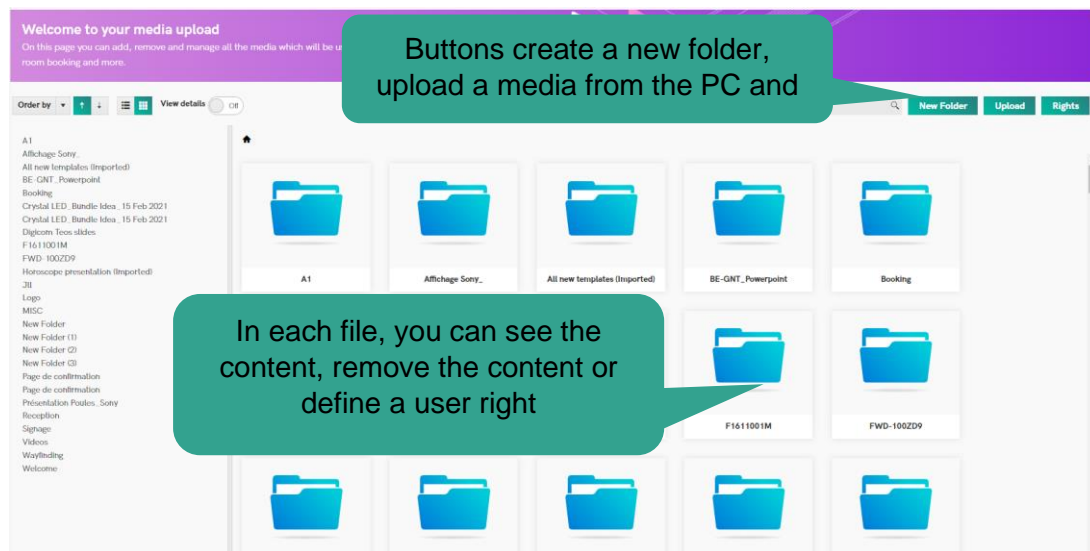
Next, select a playlist in our case, this is My first playlist. Click the + symbol and select a playlist:

Your content is almost ready for use; all you need to do is send this content to a device

2.12 Upload media content

Media content can be uploaded directly when adding a new element into a masterpage and templates or can be also added by uploading it into the Media Upload interface. In both case the content will be shown into the Media and Data > Media upload tab.

In this interface, the content can be drag and drop to a folder, and the content can be shared with other users or user group of the platform thanks to the rights buttons.



2.13 Add external data sources

For external data, you can provide feeds of external sources, including RSS feeds, XML feeds or Twitter feeds. RSS feeds are often used to provide content for third-party programs without formatting. You might also have HR software that lists your employees' birthdays in XML, allowing you to easily display data on your screen.

To add a feed click External data and then New datasource in the top right of this tab:

New datasource

In this example, we will add an RSS feed from CNN (http://rss.cnn.com/rss/edition_world.rss). First, we name our data source CNN and then select RSS/XML:

New datasource

Please fill in a name for your datasource:

Select which type of datasource you would like to add:

Social media

Facebook Twitter Instagram Youtube

Data sources

Yahoo Weather PowerBI Flickr

Custom sources

RSS/XML

Agenda

Office 365 Google Calendar Exchange TEOS Calendar Office App

Education

Scientia Celcat

NEXT

Click Next and the following appears:

Edit datasource

Please enter the URL of your RSS/XML feed

URL

Internal datasource? ☐

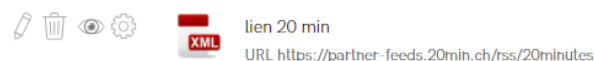
If the feed requires Windows authentication you can fill in the username and password here

Username

Password

SAVE

Fill out the URL for your RSS/XML feed. Should the feed require Windows authentication, you can also fill out the username and password here. When you are done, click Save. The external data source is now set up and appears in your overview:



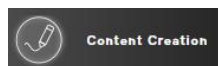
From here, you can click the icons in front of the feed to edit your feed:

- o Edit - Lets you view and/or edit what you have entered in the above steps.
- o Delete - Deletes your data source from the Designer.
- o View - Opens a new browser tab to show you the data in the specific feed.

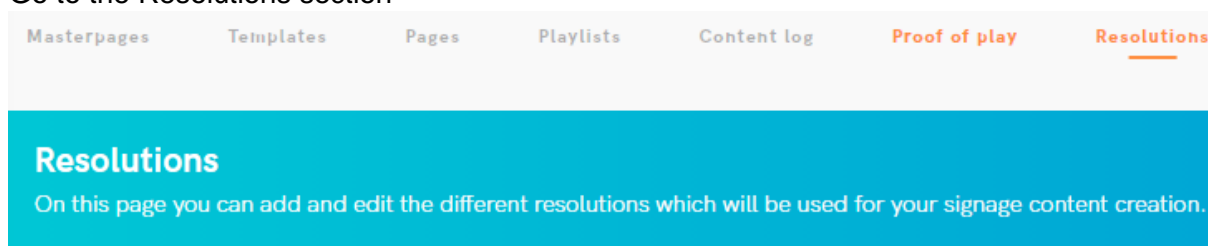
2.14 Add a new Resolution

You can have a variety of resolutions used for your signage content. The default resolutions are: Full HD (1920 x 1080), Full HD Portrait (1080 x 1920), Widescreen (1600 x 900), Widescreen Portrait (900 x 1600), TEOS Book (1280 x 800)

You can create new resolutions if needed, for that, go to Content Creation



Go to the Resolutions section



Click on Add Resolution. Give it a name, dimensions and save.

General

×

Name

UHD

Width

3840

Height


2160











SAVE




It appears at the end of your resolutions list. You can change its preferred location by dragging it up or down with the line icon on the left.

2.15 Signage elements using the Simplified signage mode (beta)

To create Signage content, using Manage for TEOS 3.3, you can also use try our newly developed designer, go to 'Content Creation (Beta)'. When creating a page you can use the following elements to design your page. These are listed below with a short description.

	Selection tool	Use the Selection tool to select an element
---	----------------	---

Page Elements		
	Image element	Use the Image element to add an image. Use the Image properties pane on the right to select or upload an image from the Media library. For its content, this element can also be linked to a data source.
	Text element	Use the Text element to add a text box. Use the Text properties pane on the right to define the font and style of your text. For its content, this element can also be linked to a data source.
	Shape element	Use the Shape element to quickly add a shape (Ellipse, Rectangle, Triangle, Polygon, Star and Arrow) to your page. Use the Shape properties pane on the right for more options to define the shape.
	Video/YouTube element	Use the Video/YouTube element to add a video file. Use the Video properties pane on the right to select or upload an video from the Media library. Options to mute or loop the video are also available here. For its content, this element can also be linked to a data source (Video only, not for YouTube). When using a YouTube video, you can also define the start and end time.
	Ticker Tape element	Use Ticker Tape element to add a Ticker Tape. Use the Ticker Tape properties pane on the right to define the speed, gap, direction and separator character. For its content, you can use the Text properties pane (incl. linking it to a data source).
	Date/Time element	Use the Date/Time element to quickly add a date and/or time to your page. To define the format, you can use the Text properties pane.
	Web element	Use the Web element to add a website to your page. Use the Web properties pane on the right to define the URL. Please be aware not all websites allow this. For its content, this element can also be linked to a data source.
	QR Code element	Use the QR Code element to quickly add a QR Code to your page. Use the QR Code properties pane on the right to enter text data the QR Code should represent (URL is also supported). For its content, this element can also be linked to a data source.
	Power BI element	Use the Power BI element to add Power BI content, such as a Dashboard, Report or Tile to your page. A Power BI data source is required.
	Audio element	Use the Audio element to add audio (MP3). Use the Audio properties pane on the right to select or upload an audio file from

		the Media library. Options to mute or loop the audio are also available here.
	Slideshow element	Use the Slideshow element to quickly add multiple images in one slideshow on your page. Use the Video properties pane on the right to select or upload images from the Media library. After adding the images, you can set the image duration and transition. For its content, this element can also be linked to a data source.
	Table element	Use the Table element to add a table. Use the Table properties pane on the right to define the table columns and rows. For its content, this element can also be linked to a data source.
	PowerPoint element	Use the PowerPoint element to add a PowerPoint to your page. Use the PowerPoint properties pane on the right to select or upload a PowerPoint file from the Media library. You can also set the image duration from here.

2.16 Create a Page (optional as background/foreground page)

As explained in 2.5, with the 'Simplified' workflow using the new content designer (beta), there is no 'Masterpage'. However, you can create a page and use that page as a background or foreground page within another page, this will mimic the usage of a 'Masterpage' as known from the Basic/Complete signage mode.

The background/foreground page is a page containing specific elements, for example a news ticker tape that must appear on every page of the presentation. You might describe it as a layer that is applied to the page. An example of the application might include:



You would like to use the same background using an NOS news ticker tape throughout your presentation. You can then create a foreground/background page simply by creating a page by navigating to [Content Creation (Beta) > Pages] in Manage for TEOS and clicking the 'Add new page' button.

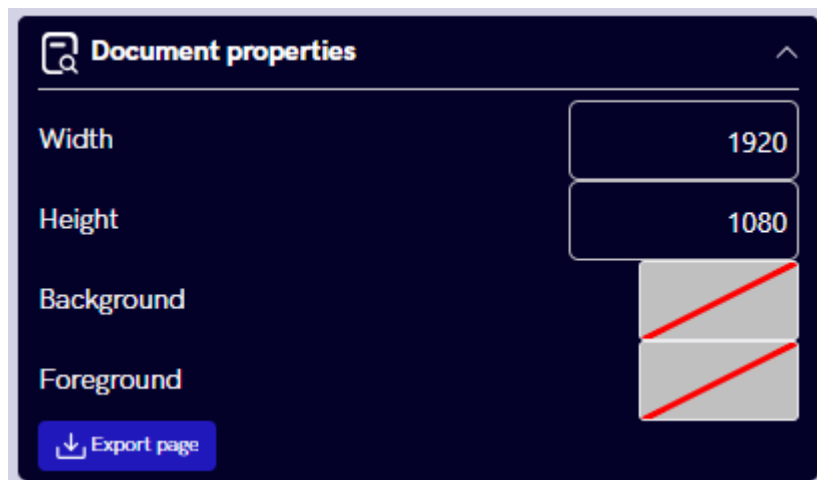


A new dialog window will now appear where you can enter the name of your page.

Next, a screen will open on which you can select elements, for example a background image and a ticker tape.

After saving the page, this page can be used as a foreground/background page for a 'regular' page. To create a 'regular' page, just follow the previous steps to create a page.

To set a background/foreground page. Open the page and expand the Document properties to show the Background and Foreground. Select the content box on the right to choose a background and/or a foreground page.



Content from a Background page will be placed behind the content of the page. Content from a Foreground page will be placed over the content of the page.

2.17 Create a Page

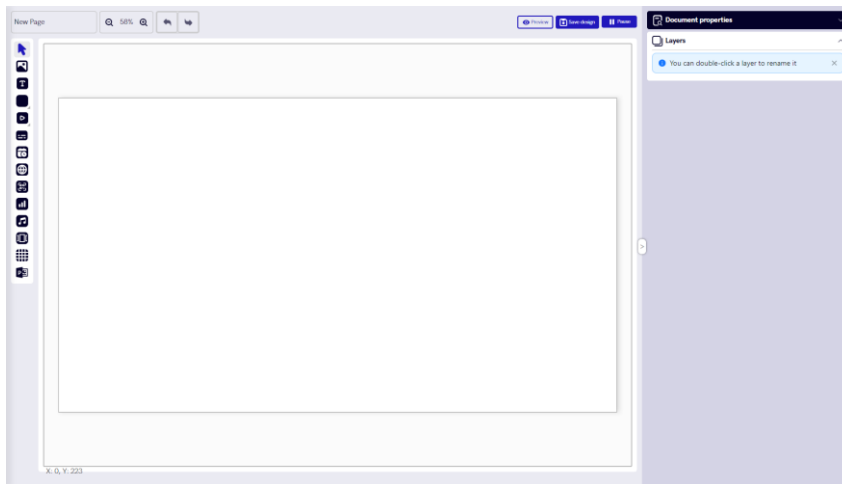


To create a page reating a page by navigating to [Content Creation (Beta) > Pages] in Manage for TEOS and clicking the 'Add new page' button.



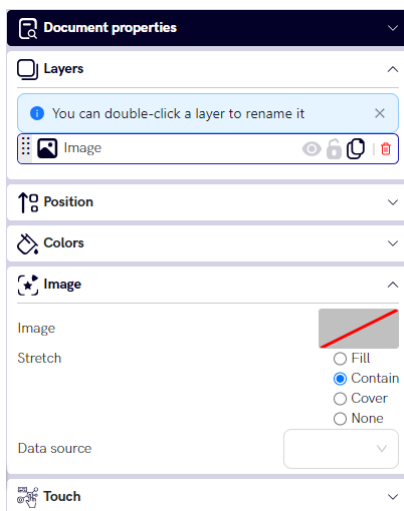
A new dialog window will now appear where you can enter the name of your page.

The following screen will appear:



In the page designer, you can select one of the elements that appear in the icon bar on the left.

If you click on the element you would like to place in the template, use your mouse to start drawing in the white window by left-clicking on your mouse and drawing the required dimensions. Once you have completed this, the image properties are available on the left side of the screen: (we have drawn an image in this example).

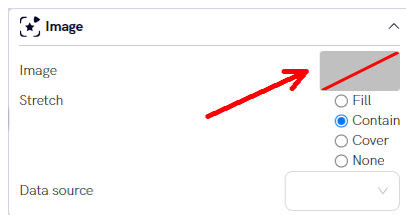


In the Layers properties you can name the image element. This name must be understandable to you and will not be displayed in the final presentation (only on the overview of elements on the right-hand side).

The Image properties pane allows you to select a number of options relating to how the element is formatted. For images, you have the following options:

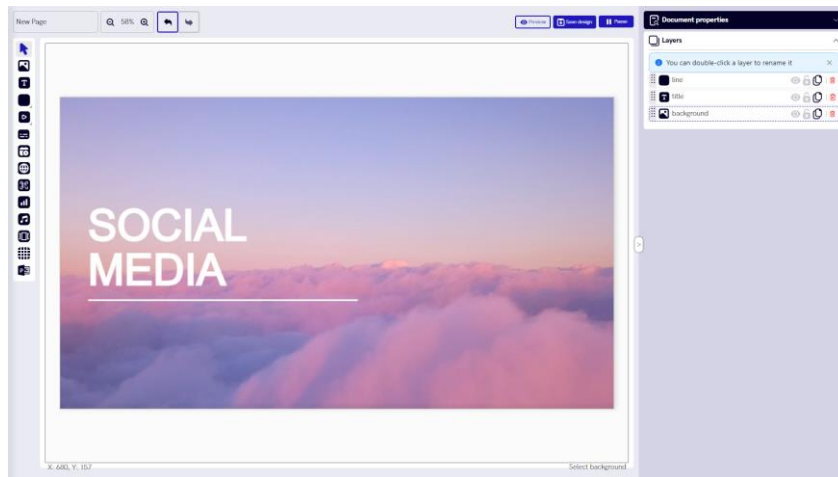
- Stretch; Fill: [Ratio is not maintained and element is filled with image]
- Stretch; Contain [Ratio is maintained and element is contained with image] (default selection)
- Stretch; Cover: [Ratio is maintained and element is covered with image]
- Stretch; None: [Ratio is maintained and element is using the image in its original size]

To select an image, click selector in the Image properties:



This will open the Media library. From here you can upload a new image, after uploading you can double click the image to insert the image into the element.

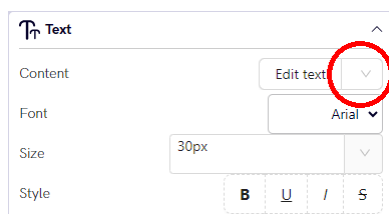
We can add some text and a line (using the Shape element):



The page is almost ready for use; we might still choose to add a ticker tape showing CNN news items. As explained above, we can use a ticker tape to be used on a background/ foreground page or we can insert it into this page. For now, we are going with the second option.

Click on the Ticker Tape element and draw a ticker tape at the bottom. Next, give the element a name, for example 'CNN ticker tape.' In the Colors properties, select the colour white.

To use an external data source for the ticker tape, in the Text properties, select the dropdown arrow next to the text input field to select the data source 'CNN' and 'title'.

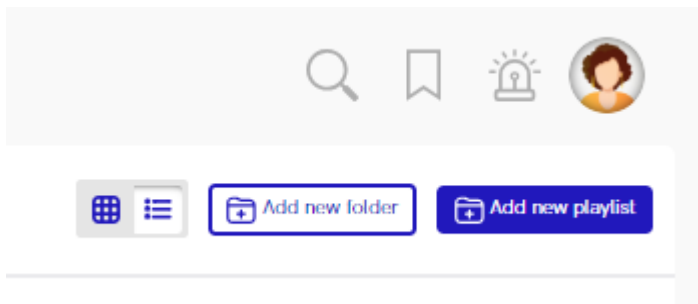


The title column from the CNN RSS feed is now displayed in white. Your page is now ready for use.

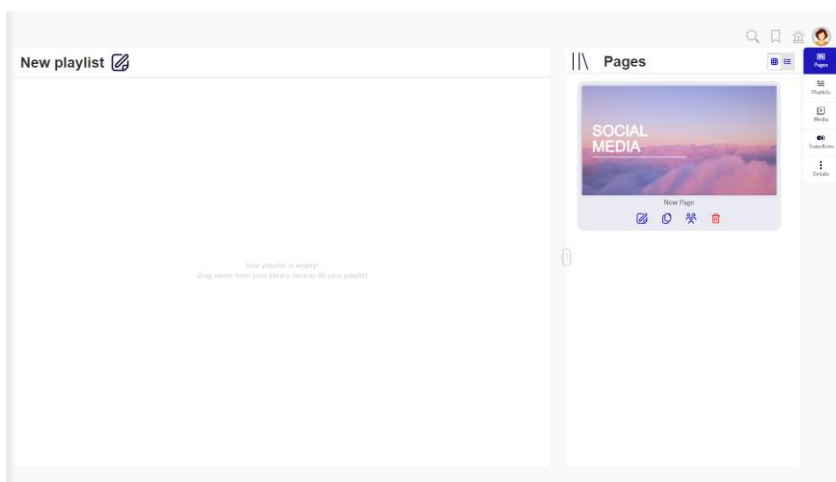
2.18 Create a Playlist with Pages

Playlists contain pages including information you would like to display on screens. A playlist may also contain another playlist, for example if you have installed a screen in the cafeteria and would like to display the menu along with general information. In that case, you can select

a playlist containing both general information and menu information, in order to prevent menu information from being displayed on screens where it does not belong. To create a playlist and add pages, you must click on [Content Creation (Beta) > Playlists] in Manage for TEOS and then on 'Add new playlist'.



A new screen will appear displaying all the pages that are available.



Next, click and drag the page(s) you would like to add.

The page will now appear in the playlist. You can set the duration of the page on the right-hand side of the page you added. Once you have added the page(s) required, click Save and continue to the 'Creating presentations' section.

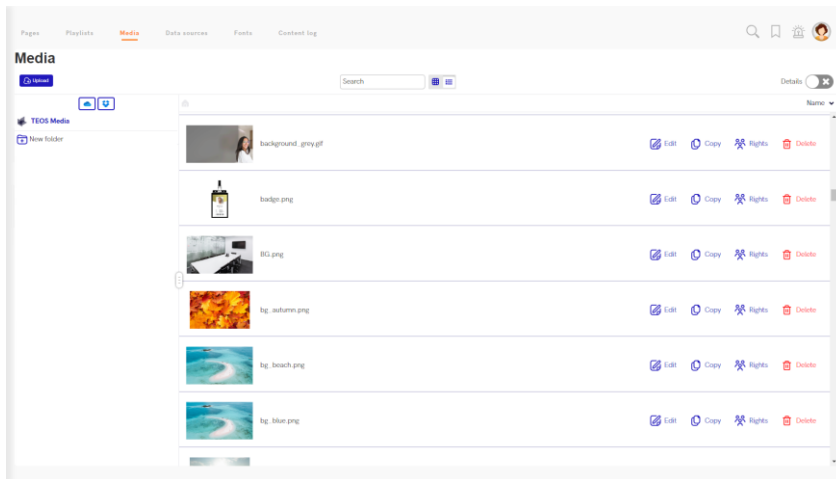
You can also add an already existing playlist to this playlist. Next to this, you can add media files from the media library and add page transitions in between pages.

Your content is almost ready for use, all you need to do is link the this content to a device.

2.19 Upload media content

Media content can be uploaded directly when adding a new element into a page or can be also added by uploading it into the Media library. In both cases the content will be shown into the Media library. The option to connect to OneDrive and Dropbox is available. Default, it will show the content for TEOS Media that already is available through TEOS (Media and Data > Media Upload).

In this interface, the content can be drag and dropped to a folder, and the content can be shared with other users or user group of the platform thanks to the rights buttons.



2.20 Add external data sources

For external data, you can provide feeds of external sources, including RSS feeds, XML feeds or Instagram feeds. RSS feeds are often used to provide content for third-party programs without formatting. You might also have HR software that lists your employees' birthdays in XML, allowing you to easily display data on your screen.

To add a feed click Data sources, select 'Custom' from the dropdown and click the + to add a new data source:



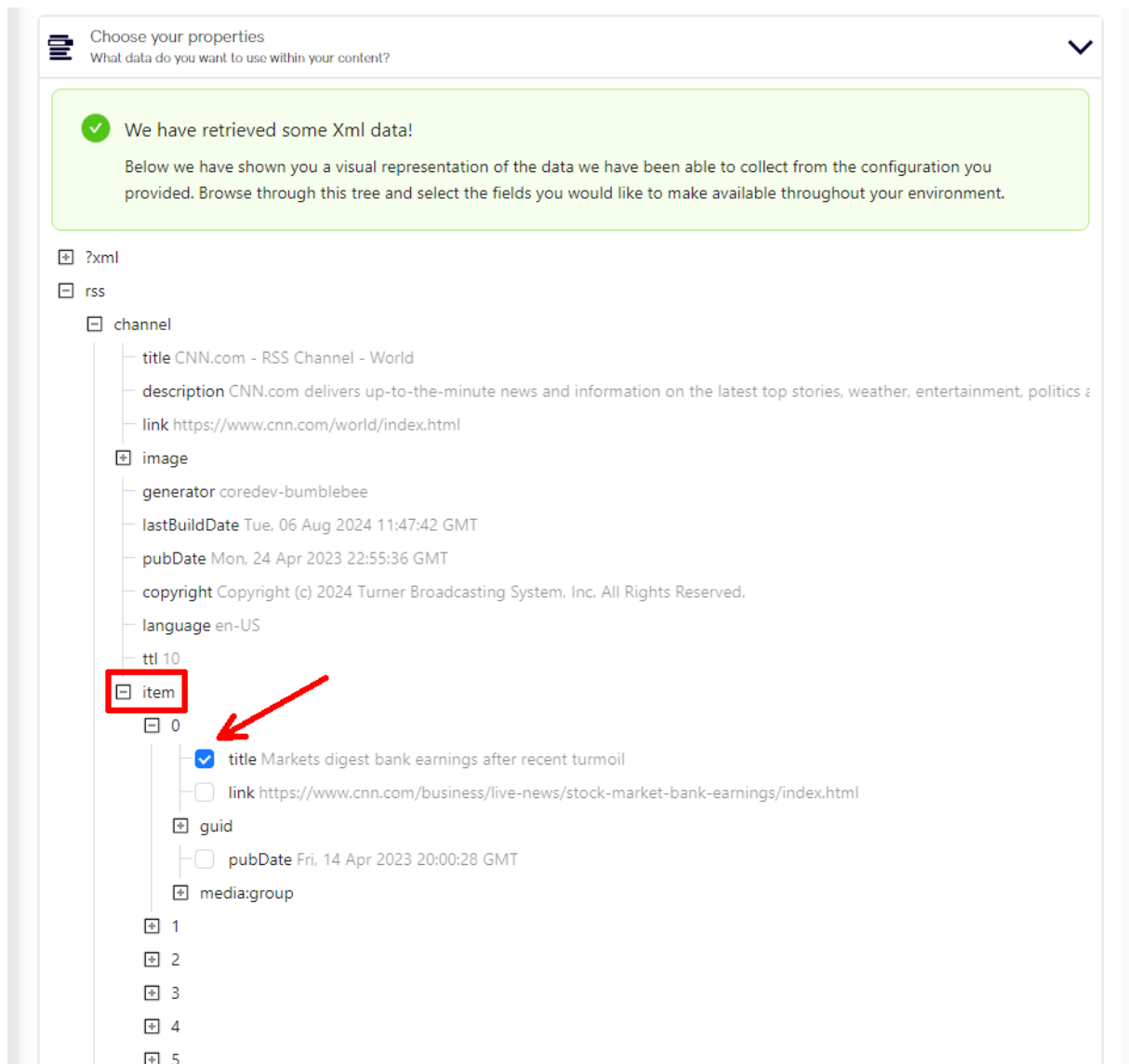
In this example, we will add an RSS feed from CNN (http://rss.cnn.com/rss/edition_world.rss). First, we name our data source 'CNN' and click 'Add'.

The next screen will appear. For the Connection Type select 'HTTP' and fill out the URL:

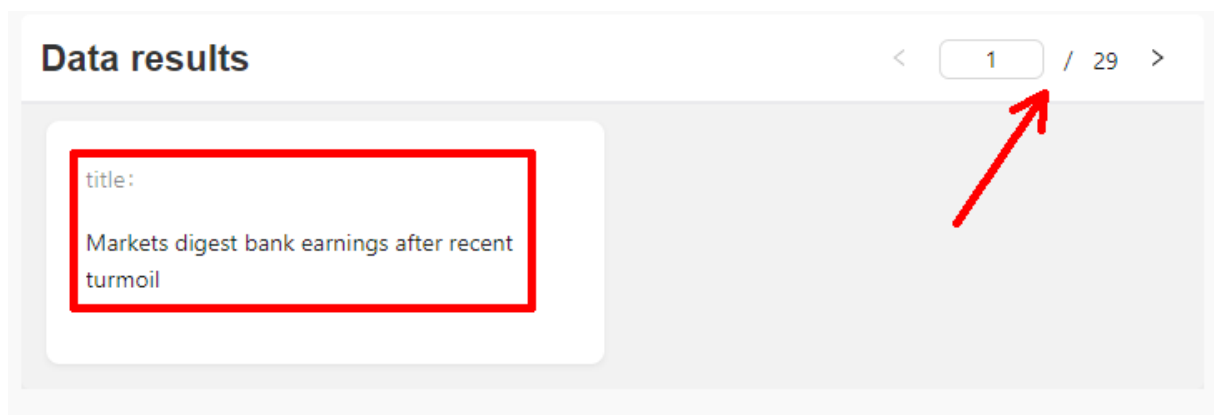
 A screenshot of the 'Connection properties' form. It has a title 'Connection properties' and a subtitle 'How do you want to retrieve the data?'. Under 'Connection Type', the 'Http' radio button is selected, indicated by a red arrow. Below it, the 'Url' field is highlighted with a red box and contains the text 'http://rss.cnn.com/rss/edition_world.rss'. There is also an 'Update interval' dropdown set to '1 hour (recommended)' and a 'Retrieve data' button at the bottom.

After this you can retrieve the data by clicking on the 'Retrieve data' button below the URL.

Expand the 'Choose your properties' pane to open the data that is retrieved. From here, select the item you would like to be available in the designer.



Now, this item 'title' will be shown in the Data results of the data source. It is now available to select from when adding an element in the designer that supports a data source.



3. Add your device with Signage

This section will explain quickly how to add a device that will show signage content. As it is described in other documents, BRAVIA with Android, Tablets for TEOS and Android TEOS Player can show signage content. Documents can be found in <https://bit.ly/sonypsetech>

In Manage for TEOS, a signage license needs to be available.

- On Manage for TEOS website go to Administration and Device Management.
- There are 3 possibilities to add devices into TEOS: Import devices via Excel, device auto-discovery, add It manually (explain in this document)
- Press "add device" and:
 - Insert name of the device
 - Select "Display" or "Player" as device type
 - Select Sony as device brand
 - Model will be automatically field
 - Insert the IP address of the device
 - Select "Signage" as license type (license requested: TEM-DS30)
 - Add the device in a device group (create before a group in site configuration)
 - Press **save**

Make sure your device is linked to the device group (meeting room type).

Edit device
On this page you can change the settings of your AV device to be used in TEOS.

General

Name: 10SLB

Device type: Tablet

Device brand: Sony

Model: TEB-10SLB

IP Address: 192.168.100.193

License type: Tablet

Room/Desk solution type: Room Control

Controlled by custom protocol: ☐

Ignore schedule: ☐

TEOS App settings

Rotation (°): None

Always in front: ☐

Device Localization

Company A

Site A

Building A-1

Floor A-1-00

MR-Floor00-01

MR-Floor00-02

MR-Floor00-03

MR-Floor00-04

MR-Floor00-05

Desk-Floor00-01

Desk-Floor00-02

Desk-Floor00-03

Desk-Floor00-04

Desk-Floor00-05

DeskZone-Basic-Floor00-01

DeskZone-Advanced-Floor00-01

Note: If the device is not reachable via network, or you don't have license for it, you will get a message on top of this tab. If the device is connected and the configuration done, you must be able to see it in green in both power status and behavior status.

AV Devices							
On this page you can add and manage AV devices such as displays, projectors or tablets and control them remotely, check their content, status and much more.							
Add non-cloud device Auto discover Import devices from Excel							
Connecting cloud-controlled devices				Connecting Non-cloud-controlled devices			
Name	Device model	IP Address	Status	Behavior status	Device type	License type	Localization
Dave 10" Tablet	Sony TEB-10SLB	Cloud: d.CF0AB1	?	Unknown	Tablet	Tablet	Dave House Ground Floor
Dave 7" Tablet	Sony APCC-7XPL	Cloud: d.4F3FC4	?	Unknown	Tablet	Tablet	Dave Bedroom
Dave Home Bravia	Sony KD-49XH8096	Cloud: d.F230FC	?	Unknown	Display	Meeting Room	Dave Lounge
Gurpreet's meeting room 2 First floor	Sony APCC-10SLB	Cloud: d.A905F8	On	Room Booking	Tablet	Meeting Room	Gurpreet Meeting Room 2 (First floor)
Gurpreet's meeting room 1 Ground floor	Sony TEB-10SLB	Cloud: d.713CE7	On	Room Booking	Tablet	Meeting Room	Gurpreet Meeting Room 1 (Ground floor)
Gurpreet Desk booking tablet	Other TD-0350	Cloud: d.329712	?	Unknown	Tablet	Tablet	Gurpreet's Desk 1
Gurpreet's 43" Bravia	Sony FW-43BZ35F	Cloud: d.24D5A0	On	External input	Display	Signage	Gurpreet's Open space
Gurpreet's player	Other AAV-X96-Maxi	Cloud: d.6A5061	On	Presentation	Player	Signage	Gurpreet's Open space

By pressing to the virtual remote, TEOS will do a first ADB request to your device. **Device will after ask to allow the connection (debugging), for a security measure** which needs to be done when the ADB connection is setup for the first time, you need to authorize the RSA key from the TEOS server, once this is accepted and saved into the local configuration file the connection can be setup at any time when the display is online.

You will have to accept the connection by Manage for TEOS to be able to see the snapshot from the screen.

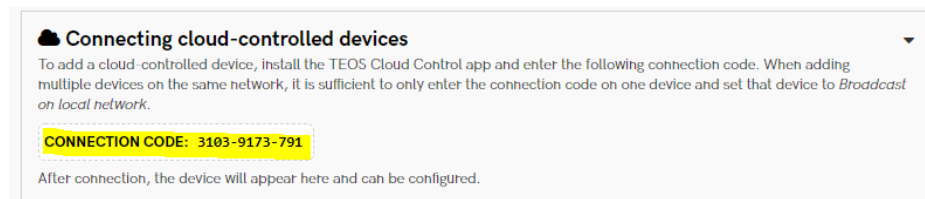


When trying to install a new App in TEOS via Site Management > Service management, and in the device press test ADB, TEOS is doing the same request to the device.

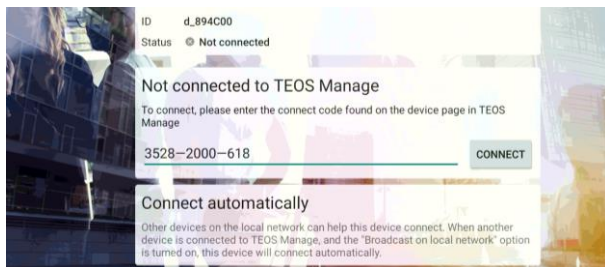
3.1 When using TEOS Cloud

Go to your Manage for **TEOS CLOUD Interface** > Administration > Device management.

We will add in this case manually a device to the cloud, for that press on the drop-down button on "Connecting cloud-controlled devices" to see the password **automatically regenerated every 1 hour** to insert in the device



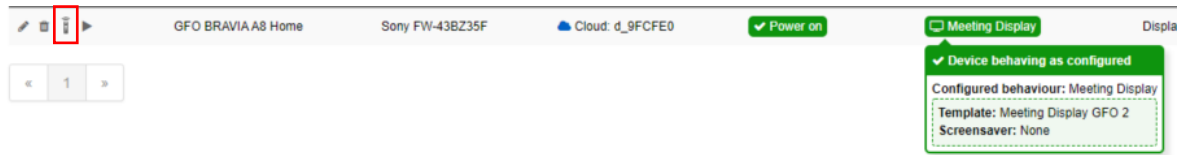
Now from the device, make sure it is connected to the internet. Open the app Cloud Control for TEOS (version 1.4.63 minimum) and insert the password, press connect.



The device will then connect automatically to your cloud account without any additional action.



The ID shown in the device will appear in the AV device list after a refresh of the page and will be shown and this end of it.



You can then setup it by clicking on the edit button:

- a) Insert the room or device name
- b) Select "Tablet" as device type
- c) Select Sony as device brand
- d) Model will be automatically field
- e) Select the license type
- f) Add the device into a device group (create before a group in site configuration)
- g) Press **save**

4. Display Signage content on your devices

This section will explain how to link content to your device as a default presentation. The next section will explain, how to show content base on a scheduling.

Go to Administration > Edit the device which will display the content

AV Devices							
On this page you can add and manage AV devices such as displays, projectors or tablets and control them remotely, check their content, status and much more.							
Refresh	Name	Device model	IP Address	Status	Behaviour status	Device type	License type
	FDU A9 Bravia	Sony FW 65BZ40H	192.168.0.208	On	Meeting Display	Display	Advanced license

General Mirroring Settings **Content Settings** Status

Go to the sub-section Signage settings

Specify the Rotation if the display is placed in portrait mode. Enable the checkbox “Always in Front” if you want the TEOS Android App to always force itself in front on the display, to prevent any other content to appear. Select a default presentation and create a schedule if desired. Afterwards, scroll down and click Save.

Edit device
On this page you can change the settings of your AV device to be used in TEOS.

General Mirroring Settings **Content Settings** Status

Content Settings

Content type: Signage display

Default presentation:

Proof of play logging: ☐

TEOS Android App will automatically show up even if a manual action is done

Select the Signage Presentation you have created

Get analytics out of the Signage Content created

When using the new designer (beta), change the Content type accordingly and click on the placeholder image to select content:

Content Settings

Content type: Signage (alpha)

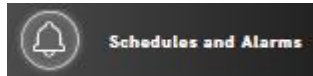
Default presentation:

Proof of play logging: ☐

5. How to schedule Signage content

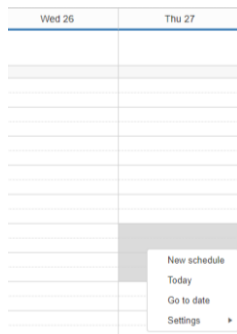
This section will explain how to link content to your device or group of devices to a scheduled Presentation. In this case the device can go from the default presentation configured before to the scheduled Presentation.

For that, go to Schedules & Alarms



In the Content Schedule sub-section, drag your mouse on the timeframe chosen to display your content, Right click on it and select new schedule or you can directly press on the add schedule button

Add Schedule



Fill in the forms and save

Content Schedule

Device ?

Device Localization ?

Name ?

Start ?

Stop ?

Content ?

Recurrence ☐ ?

Select the device or the Device localization (group)

Give a name to your schedule

Select Start time and End time

Select your signage content

Cancel

Save

Schema:

Every: Day(s)

Starts on:

Ends: ☒ Never

☐ After Occurrence(s)

☐ On

Cancel Save

For Recurrence, you can select daily, weekly, monthly, yearly or every weekday when the content needs to be shown

6. Proof of Play & Content Log

Proof of Play and content log feature are used to help the content creator to understand how the signage is used into the devices to take actions out of these stats. Content Log will show all the different operations done. Both propose filters to help in searching the information needed.

Content Log:

Welcome to your content log
On this page you can access and filter your content logs, to know when content was last modified and more.

User:

Content name:

Start date>: End date:

Content types: ☒ Masterpages ☒ Templates ☒ Meeting room templates ☒ Pages ☒ Playlists ☒ Presentations ☒ Media

Apply filters

Type	Content	Modification	Last modified	Modified by
Template	FDU Landscape	Changed position of element Template_Text	06-07-2021 16:07:59	admin
Template	FDU Landscape	Changed size of element grey (COPY)	06-07-2021 16:07:53	admin
Template	FDU Landscape	Changed size of element grey (COPY)	06-07-2021 16:07:51	admin
Template	FDU Landscape	Changed position of element datum	06-07-2021 16:07:48	admin
Template	FDU Landscape	Changed size of element datum	06-07-2021 16:07:47	admin
Template	FDU Landscape	Edited element datum	06-07-2021 16:07:42	admin
Template	FDU Landscape	Changed size of element grey (COPY)	06-07-2021 16:07:26	admin
Template	FDU Landscape	Changed size of element grey (COPY)	06-07-2021 16:07:22	admin
Template	FDU Landscape	Changed position of element grey (COPY)	06-07-2021 16:07:19	admin

Content log using the new designer (beta):

Pages Playlists Media Data sources Fonts **Content log** 🔍 📌 🕒 👤

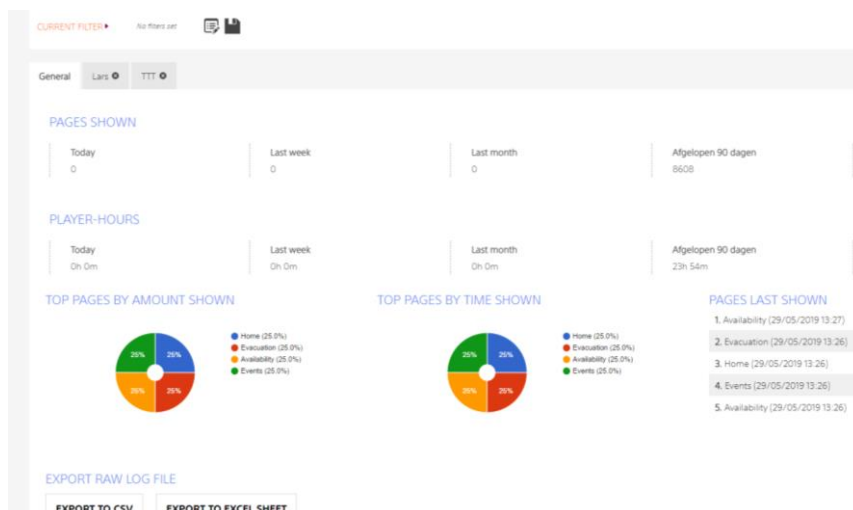
Content log

Type	Name	Action	User	Date
Element	Page 3	Modified DateTime	Admin	8/6/2024, 10:21:32 AM
Page	Page 3	Modified	Admin	8/6/2024, 10:21:29 AM
Element	Page 3	Created DateTime	Admin	8/6/2024, 10:21:26 AM
Element	Page 3	Modified Element: 3	Admin	8/6/2024, 10:21:23 AM
Page	Page 3	Modified	Admin	8/6/2024, 10:20:50 AM
Element	Page 3	Modified Element: 3	Admin	8/6/2024, 10:20:47 AM
Media folder		Created	Admin	8/6/2024, 10:20:41 AM
Element	Page 3	Modified Element: 3	Admin	8/6/2024, 10:20:25 AM
Element	Page 3	Deleted Element: 2	Admin	8/6/2024, 10:20:24 AM
Element	Page 3	Modified Element: 3	Admin	8/6/2024, 10:20:20 AM

< 1 2 3 4 5 ... 508 > 10 / page

Proof of Play

Proof of Play feature gives you an overview on the usage of the signage content you have in order for you to be able to take action on the content that needs to be shown.



You can filter to get with more details the information you need to know

Adjust filters

Player SFR - BRAVIA 1st Floor - Do not change please ▼

Page

Playlist

Presentation

Start date 01/04/202

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