

Customer Portal Guide

MEDIA I

MEDIA I – CUSTOMER PORTALS

Summary

The Media i digital signage network provides Agencies and Media Owners the ability to upload and manage personalized content on their Media i screens.

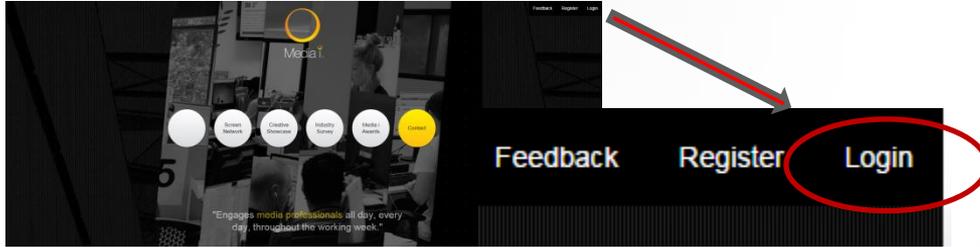
The secure web application that customers access is called **BroadSign Creator**.

The following is a step-by-step guide to uploading content to your Media i screens.

UPLOAD INSTRUCTIONS

Step 1

Visit www.mediai.com.au and select your agency from the 'login' drop down menu



Step 2

Enter your personal login details as shown below



*Please contact khyati@mediai.com.au if you require your agency login details

UPLOAD INSTRUCTIONS (cont.)

Step 3

Please select your agency location from the left hand side and click on EDIT LOOP to upload / manage content.

The screenshot displays the Media i web application interface. At the top, the user is logged in as 'Testbench' with links for 'Logout' and 'Help'. The main navigation bar includes 'Loops' and 'Content'. On the left sidebar, 'Testbench Sydney' is selected. The main content area shows a configuration window for 'Testbench Sydney' with the following details:

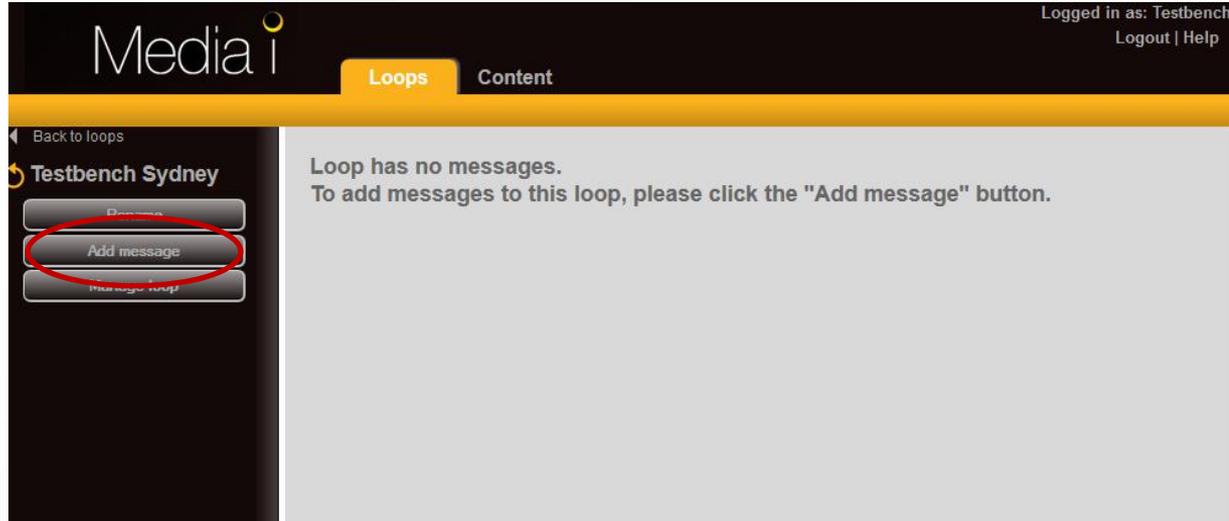
- 0 Items**
- Messages: 0
- Players: 0
- Groups: 1
- Duration: 00:00
- Assigned players: (empty)
- Assigned groups: Testbench Sydney

Buttons for 'Edit Loop' and 'Assign' are visible. The 'Edit Loop' button is circled in red. At the bottom, a pagination bar shows '10 Per page' and '1 / 1'.

UPLOAD INSTRUCTIONS (cont.)

Step 4

Click on Add Message and select UPLOAD CONTENT



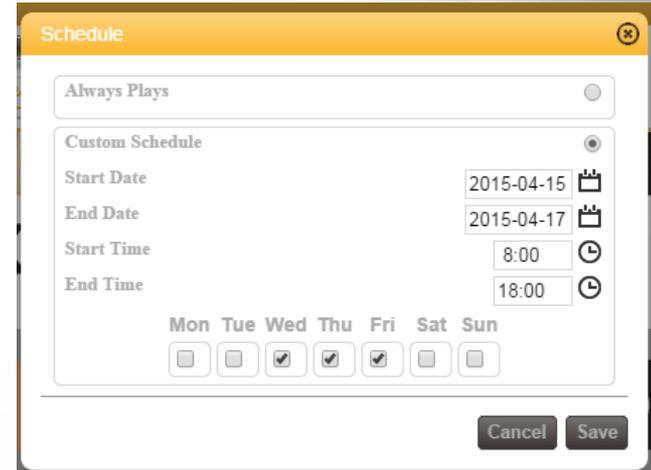
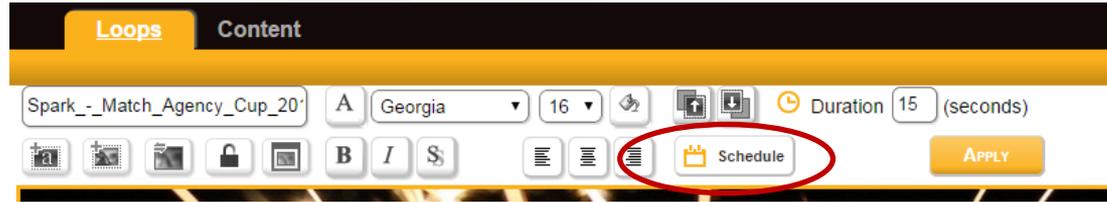
The screenshot shows the Media i web interface. At the top left is the 'Media i' logo. In the top right corner, it says 'Logged in as: Testbench' and 'Logout | Help'. Below the logo, there are two tabs: 'Loops' (which is highlighted in yellow) and 'Content'. On the left side, there is a sidebar with a 'Back to loops' link and a section for 'Testbench Sydney'. Inside this section, there are three buttons: 'Demos', 'Add message' (which is circled in red), and 'More loops...'. The main content area on the right displays the message: 'Loop has no messages. To add messages to this loop, please click the "Add message" button.'

- Content Image specs - 1080 x 1920 pixels
- Content Image Size - Not to exceed 400kb

UPLOAD INSTRUCTIONS (cont.)

Step 5

Click on SCHEDULE as shown below and select 'Custom Schedule'. Update start & end date and start & end time.



- You can select the weekdays based on your requirements.
- End time in 24:00 format

UPLOAD INSTRUCTIONS (cont.)

Step 6

Click SAVE to save you schedule

Schedule

Always Plays

Custom Schedule

Start Date 2015-04-15

End Date 2015-04-17

Start Time 8:00

End Time 18:00

Mon Tue Wed Thu Fri Sat Sun

Cancel Save

Step 7

Click APPLY for it to go live

Loops Content

Spark_-_Match_Agency_Cup_20 Georgia 16 Duration 15 (seconds)

APPLY

IMPORTANT INFORMATION

- Follow steps from STEP 4 to upload new or additional messages.
- Messages should appear on your screens within 20 minutes of completing the upload process.
- For assistance please email khyati@mediai.com.au