BrightSign®

USER GUIDE

BrightSign Network WebUI
Version 3.5

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INTRODUCTION

The BrightSign Network WebUI is a browser-based application you can use to create, edit, and schedule presentations for networked BrightSign players. You can also use the WebUI to create networked presentation elements such as Dynamic Playlists, Live Data, and Live Media feeds.

You can manage an unlimited number of BrightSign players with the WebUI. In order to use this service, you must have at least one player subscribed to the [BrightSign Network](#). If you don't have a BrightSign Network subscription, and would like to try one free for 30 days, please contact our [sales team](#).

What Can I Do with the WebUI?

The WebUI toolset can be split into two primary components:

Presentations
- Upload image, audio, and video files to the WebUI [Library](#).
- Create and publish simple looping presentations with images and video.
- Create [Dynamic Playlists](#), [Live Media feeds](#), and [Live Data feeds](#).

Players
- Organize players into customizable groups.
- Schedule presentations for groups of players.

- Monitor the health of players connected to the BrightSign Network.
- Send reboot, recovery, and upload log commands to networked players.
- Monitor the statuses of networked players: This includes the current active presentation, total network traffic, and device error logs.
- Generate various [logs](#) (Event, State, Diagnostic, Playback) to keep records of player and presentation activity.
- View the [subscription status](#) of players.
- [Add purchased subscriptions](#) to players. You can also choose to have the BrightSign Network automatically manage your purchased subscriptions (which is the default setting).

How Does it Work with BrightAuthor?

BrightAuthor is still required to create any presentations that are more than simple looping image and/or video playlists (for example, a presentation with interactive elements or with HTML5 content). However, once you use BrightAuthor to publish a presentation to the BrightSign Network, you can use the full range of scheduling features on the WebUI.

You can upload media to the WebUI in two ways:
1. Use BrightAuthor to publish to the BrightSign Network.
2. Use the browser-based upload feature in the WebUI.

You can create Dynamic Playlists from media uploaded to the BrightSign Network and use them when creating presentations in BrightAuthor or the WebUI. You can also create Live Data and Live Media feeds to use in Live Text states in BrightAuthor.

Will my Player Work with the WebUI?

You can connect any BrightSign player with Ethernet or wireless capability to the BrightSign Network. This includes the following models:
- AU320
- HD210w
- HD220

- HD1010
- HD1010w
- HD1020
- XD230
- XD1030
- XD1230

USER ACCOUNT ROLES

A user account may be associated with one of six roles: Administrators, Creators, General Managers, Network Managers, Publishers, or Viewers. These roles determine what you can view, edit, create, and delete within the WebUI (along with components of BrightAuthor that are applicable to the BrightSign Network).

In this document, most section titles include subtitles that let you know which user account roles may perform the actions in that section. Note that **Administrators** can perform all possible actions in the WebUI.

Administrators

Being assigned to the **Administrators** role gives you access to all the features offered on the BrightSign Network. This is the only role that allows you to edit the account status of other users: as an Administrator, you can add new users, delete existing users, and assign users to different roles.

You can also create and edit *Custom Roles*, an advanced feature that is explained in the BrightSign Network WebUI Permissions Guide.

Note: *The first user of a BrightSign Network account will automatically be assigned to the **Administrators** role. If*

you are not the first user on your account, you will need to have the user who is assign you to this role.

Users: View User, Create User, Change Role, Edit Permissions, Lock User, Unlock User, Delete User

Roles: View Roles, View Users, Add User, Remove User, Edit Permissions, Delete Role

Content: View Content, Upload Content, Update Content, Assign Content, Unassign Content, Delete Content

Dynamic Playlists: View Dynamic Playlists, View Contents, Create Dynamic Playlists, Rename Dynamic Playlists, Update Dynamic Playlists, Assign Dynamic Playlists, Unassign Dynamic Playlists, Delete Dynamic Playlists

Presentations: View Presentations, View Contents, Create Presentations, Overwrite Presentations, Update Presentations, Add Content, Remove Content, Assign Presentations, Unassign Presentations, Delete Presentations

Schedules: View Presentations, Create Schedule, Update Schedule, Add Presentation, Remove Presentation

Groups: View Groups, View Devices, Create Group, Update Group, Add Device, Remove Device, Change Schedule, Delete Group

Devices: View Devices, Export Devices List, View Device Errors, View Device Downloads, View Device Battery Status, View Device Log Reports, Get Device Log Reports, Update Device Notes, Change Target Group, Delete Device, Add Subscriptions, Unit Control

Subscriptions: View Subscriptions, View Traffic Invoices, View Subscription Invoices, Export Traffic Invoices, Export Subscription Invoices, Update Subscription, Export Subscription

Live Text Feeds: View Live Text Feeds, View Contents, Create Live Text Feed, Rename Live Feed, Update Live Text Feed, Assign Live Text Feed, Unassign Live Text Feed, Delete LiveText Feed

Live Media Feeds: View Live Media Feeds, View Contents, Create Live Media Feed, Rename Live Media Feed, Update Live Media Feed

Creators

The **Creators** role gives you complete control of content, including [presentations](#), [Dynamic Playlists](#), [Live Text](#) feeds, and [Live Media](#) feeds. You do not have the ability to view or change schedules, groups, or devices. This role is best suited for those tasked solely with creating presentation content for BrightSign players.

Content: View Content, Upload Content, Update Content, Assign Content, Unassign Content, Delete Content

Dynamic Playlists: View Dynamic Playlists, View Contents, Create Dynamic Playlists, Rename Dynamic Playlists, Update Dynamic Playlists, Assign Dynamic Playlists, Unassign Dynamic Playlists, Delete Dynamic Playlists

Presentations: View Presentations, View Contents, Create Presentations, Overwrite Presentations, Update Presentations, Add Content, Remove Content, Delete Presentations

Live Text Feeds: View Live Text Feeds, View Contents, Create Live Text Feeds, Rename Live Feeds, Update Live Text Feeds, Assign Live Text Feeds, Unassign Live Text Feeds, Delete Live Text Feeds

Live Media Feeds: View Live Media Feeds, View Contents, Create Live Media Feed, Rename Live Media Feed, Update Live Media Feed

General Managers

The **General Managers** role gives you full control of content creation and distribution. The only permissions you don't have are the advanced user and account features that are unique to **Administrators**.

Content: View Content, Upload Content, Update Content, Assign Content, Unassign Content, Delete Content

Dynamic Playlists: View Dynamic Playlists, View Contents, Create Dynamic Playlists, Rename Dynamic Playlists, Update Dynamic Playlists, Assign Dynamic Playlists, Unassign Dynamic Playlists, Delete Dynamic Playlists

Presentations: View Presentations, View Contents, Create Presentations, Overwrite Presentations, Update Presentations, Add Content, Remove Content, Assign Presentations, Unassign Presentations, Delete Presentations

Schedules: View Presentations, Create Schedules, Update Schedules, Add Presentations, Remove Presentations

Groups: View Groups, View Devices, Create Groups, Update Groups, Add Device, Remove Devices, Change Schedules, Delete Groups

Devices: View Devices, Export Devices List, View Device Errors, View Device Downloads, View Device Battery Status, View Device Log Reports, Get Device Log Reports, Update Device Notes, Change Target Group, Delete Devices, Add Subscriptions, Unit Control

Subscriptions: View Subscriptions, View Traffic Invoices, View Subscription Invoices

Live Text Feeds: View Live Text Feeds, View Contents, Create Live Text Feeds, Rename Live Feeds, Update Live Text Feeds, Assign Live Text Feeds, Unassign Live Text Feeds

Live Media Feeds: View Live Media Feeds, View Contents, Create Live Media Feed, Rename Live Media Feed, Update Live Media Feed

Network Managers

The **Network Managers** role gives you control of the digital-signage infrastructure: you can add, remove, maintain, and group together networked BrightSign players. In addition, you can view and delete (but not add

or edit) certain kinds of content such as [Dynamic Playlists](#), [Live Text](#) feeds, [Live Media](#) feeds, and [presentations](#).

Content: View Content, Delete Content

Dynamic Playlists: View Dynamic Playlists

Presentations: Delete Presentations, View Presentations

Schedules: View Presentations

Groups: View Groups, View Devices, Create Groups, Update Groups, Add Device, Remove Devices, Delete Groups

Devices: View Devices, Export Devices List, View Device Errors, View Device Downloads, View Device Battery Status, View Device Log Reports, Get Device Log Reports, Update Device Notes, Change Target Group, Delete Devices, Add Subscriptions, Unit Control

Live Text Feeds: View Live Text Feeds

Live Media Feeds: View Live Media Feeds

Publishers

The **Publishers** role allows you to schedule when and where BrightSign presentations will be played. You also have the ability to upload content. Otherwise, you do not have access to content that is uploaded to the BrightSign Network account.

Content: Upload Content

Presentations: View Presentations, Assign Presentations, Unassign Presentations

Schedules: View Presentations, Create Schedules, Update Schedules, Add Presentations, Remove Presentations

Groups: View Groups, Change Schedule

Viewers

If you are assigned to the **Viewers** role, you can view almost all aspects of a digital-signage system: content, groups, device statuses, and schedules. However, you cannot affect anything on the BrightSign Network account.

Content: View Content

Dynamic Playlists: View Dynamic Playlists, View Contents

Presentations: View Presentations, View Contents

Scheduling: View Presentations

Groups: View Groups, View Devices

Devices: View Devices, Export Devices List, View Device Errors, View Device Downloads, View Device Battery Status, View Device Log Reports, Get Device Log Reports

Subscriptions: View Subscriptions

Live Text Feeds: View Live Text Feeds, View Contents

Live Media Feeds: View Live Media Feeds, View Contents

CREATE

Creating Dynamic Playlists

General Managers, Creators

Dynamic Playlists allow you to easily update and share content across multiple presentations. For example, if you have daily announcements that need to be published to all of your networked players, you can update a single Dynamic Playlist rather than having to update every different presentation on your network. When you add content to a Dynamic Playlist via the WebUI, every presentation that includes the Dynamic Playlist receives this new content, so a single update reaches multiple presentations.

1. Click the **Create** tab. The **Dynamic Playlist** subgroup will already be selected.
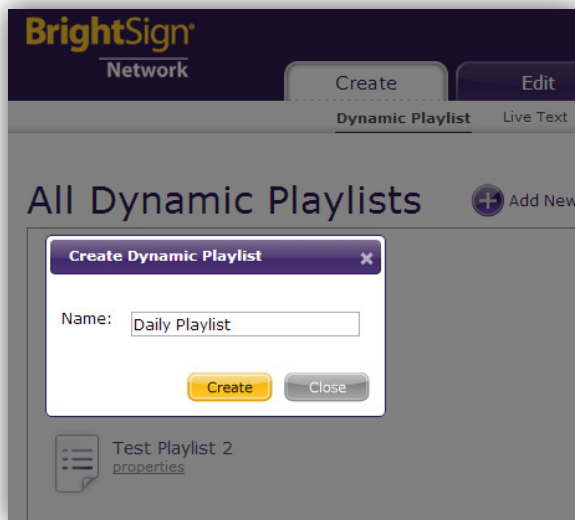
2. Click the ⊕ **Add New Dynamic Playlist** button.
3. Enter a name for the new Dynamic Playlist in the field and click **Create**.
4. Click the ✐ **Edit Title** button if you would like to rename the Dynamic Playlist at any time.
5. Drag the desired images and videos from the **Library** and drop them into the playlist field.
6. Edit the ordering of the playlist by dragging a thumbnail to a desired position or by entering the position number of a media item in the **Position** field and clicking **Set**.
7. Change the time on screen of an image file by entering the value (in seconds) in the **Duration** field.
8. Save the changes you've made to the Dynamic Playlist by clicking the **Save** button.
9. Create a new copy of the Dynamic Playlist by clicking the **Save Playlist As…** button.
10. Click the **Back** button if you would like to exit without saving changes you have made to the Dynamic Playlist while on the page.

Using the Dynamic Playlist Library

General Managers, Creators

The **Library** portion of the Dynamic Playlist edit page contains many options for viewing, searching, and changing the media stored on the BrightSign Network.

1. Access content folders using the directory on the left. By default, all content uploaded using BrightAuthor is placed in the **Incoming** folder.

   Note: *You can move media files and create custom folders in the Library tab of the WebUI.*

2. Use the 🔍 **Search** function to find media files contained within all folders and sub-folders.

3. Click the **X** in the corner of a video or image thumbnail to remove that media file from the BrightSign Network.

   Note: *A media file with a lock symbol cannot be deleted because it is currently being used in another networked presentation.*

4. Click the **Add Files** button to add images or videos to the **Incoming** folder. You will then be able move these media files to other folders and add them to the Dynamic Playlist:

   a. Once the **Add/Upload** File window opens, click **Add File** and select the desired video or image file.

   b. Click the **Start Upload** button once you have added all the files you wish to upload.

   c. Click **Close** when the upload process is completed.

5. Click the **Sort By** dropdown menu to change the list order of the media files contained in the folder. You can organize the files using the following criteria:

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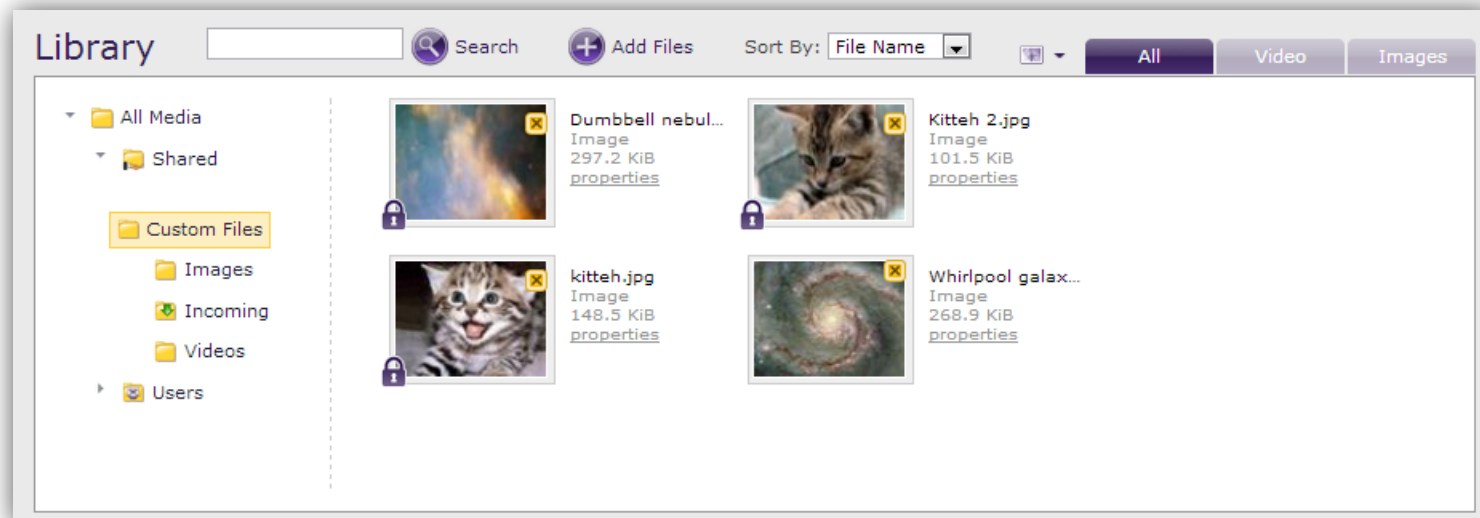
- **File Name**: Alphabetical
- **File Type**: Alphabetical (by extension)
- **File Size**: Smallest to largest
- **Upload Date**: Oldest to newest

6. Click the thumbnail dropdown menu to choose between *Small Icons, Medium Icons,* and *Large Icons*. This will affect how many icons are displayed on each page.

7. Select the **Video** tab or **Images** tab to limit the folder contents based on file type.

Dynamic Playlist Properties

General Managers, Creators, Viewers

Click the **Properties** link to view additional information about a Dynamic Playlist:

a. **File Name**: The name of the Dynamic Playlist

b. **Type**: The file type of the Dynamic Playlist

c. **File Size**: The size of the Dynamic Playlist playfile (not including the media content), in bytes or kilobytes

d. **Upload Date**: The date and time when the Dynamic Playlist was created in the WebUI or uploaded to the BrightSign Network from BrightAuthor.

e. **Uploaded By:** The user account that originally uploaded or created the Dynamic Playlist.

f. **Related Presentations**: A list of all networked presentations that are currently using the Dynamic Playlist.
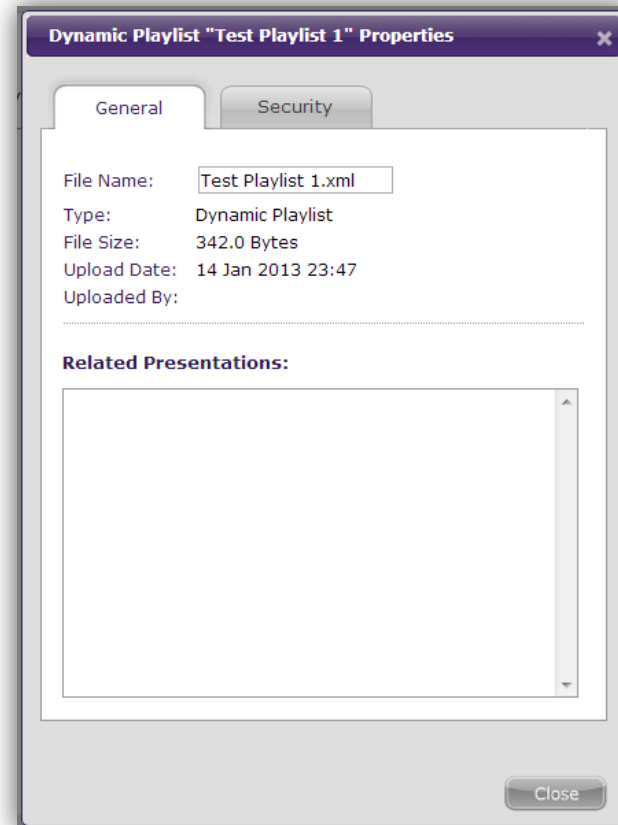
Creating Live Data Feeds

General Managers, Creators

The **Live Data** feature allows you to create and update fully functional RSS feeds using a simple user interface. You can use Live Data when creating Live Text states

and Ticker Zones in BrightAuthor. For more on using Live Data in presentations, please see the [BrightAuthor User Guide](#).

1. Select the **Create** tab and click **Live Data** in the secondary task bar.
2. Click the ⊕ **Add New Feed** button.
3. Enter a **Name** for the new Live Data feed and click **Create**.
4. Click the ✎ **Edit Name** button if you would like to rename the Live Data feed at any time.
5. Enter a **Title** and **Value** for the first entry. Like most RSS parsers, the Live Text state in BrightAuthor uses either the index number or Title to determine which entry to display.

6. Create additional entries by clicking on the grayed-out field under the last entry.
7. Click the 🌐 **Change Order** button to move an entry to another position in the Live Data feed.
8. Click the ❎ **Delete** button to remove an entry from the feed.
9. Save the changes you've made to the Live Data feed by clicking the **Save** button.
10. Create a new copy of the Live Data feed by clicking the **Save Feed As…** button.
11. Click the **Cancel** button if you would like to exit without saving changes you've made to the Text Feed.

Live Data Feed Properties
General Managers, Creators, Viewers

1. Click the **Properties** link below a Live Data feed to view additional information about it:
   a. **Name**: The name of the Live Data feed
   b. **Creation Date**: The date and time when the Data feed was created in the WebUI
   c. **Date Modified**: The date and time when the Live Data feed was last changed.
   d. **File Size**: The size of the Live Data feed in bytes or kilobytes
   e. **URL**: The RSS feed URL. You can use this URL with any application or device that parses RSS feeds.

Note: *Earlier versions of BrightAuthor require you to manually copy and paste this URL to the Live Text state. The current version of BrightAuthor automatically detects Live Data feeds stored on your BrightSign Network account.*

f. **Presentations**: A list of all networked presentations that are currently using the Live Data feed.
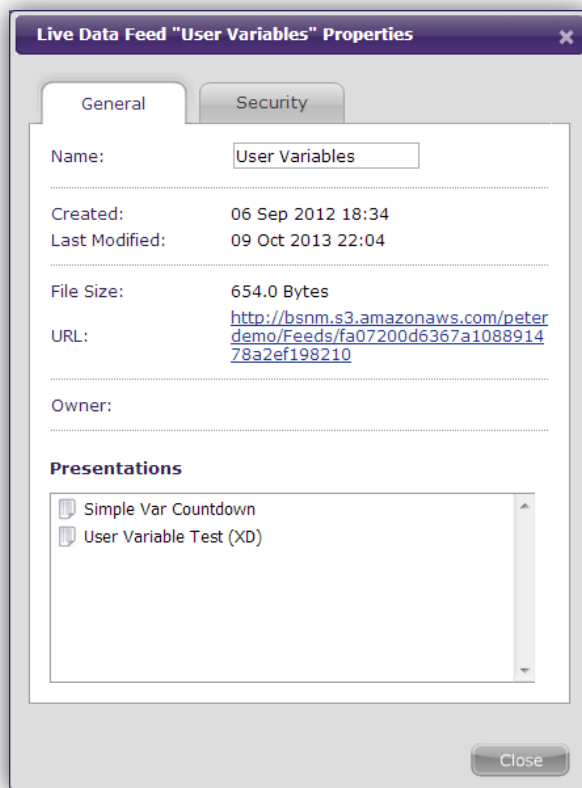
Creating Live Media Feeds

General Managers, Creators

The **Live Media** feature allows you to create and update fully functional media RSS (MRSS) feeds using a simple user interface. You can use Live Media feeds when creating Media RSS Feed and Live Data states in BrightAuthor. To learn more about using MRSS feeds in presentations, please see the BrightAuthor User Guide.

1. Select the **Create** tab and click **Live Media** in the secondary task bar.
2. Click the ⊕ **Add New Feed** button.
3. Enter a **Name** for the new Live Media feed and click **Create**.
4. Click the ✎ **Edit Name** button if you would like to rename the Live Media feed at any time.
5. Click the ✎ **Edit TTL** button to specify how long the feed should last (in minutes) before it is refreshed using the source URL.
6. Click a field in the first item to add a media element to the feed.
7. Click the empty thumbnail image, select a media element (video or image) in the Library window, and click **Add**.
8. Enter a **Title** and **Description** for the media element.
9. Click the ⊕ **Add Custom Field** button to add an optional descriptive tag to the media element. You

can add multiple custom fields to a single item. Custom fields added to one media element will also be included with subsequent media elements added to the Live Media feed.

10. Click the **Change Order** button to move a media item to another position in the Live Media feed. If the media item is an image, you will also be able to specify its display **Duration** (in seconds).
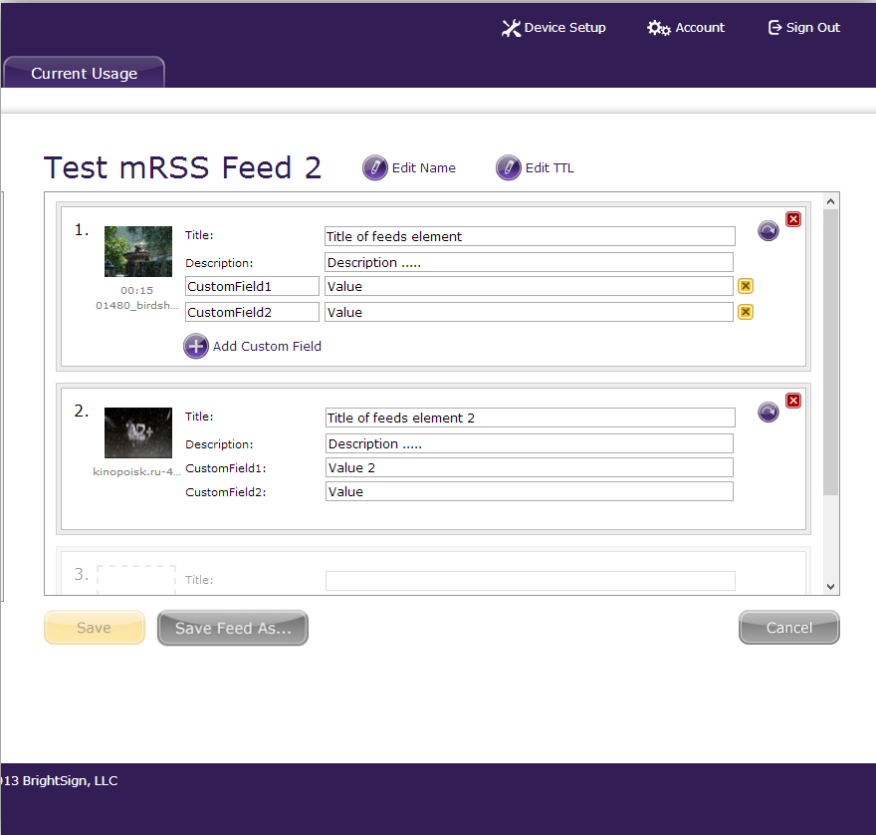
11. Click the **Delete** button to remove an entry from the feed.

Note: *You will not be allowed to save the Live Media feed if there are incomplete media items (i.e. one or more required fields are not filled out). Use the **Delete** button to remove incomplete items before saving.*

12. Save the changes you've made to the Live Media feed by clicking the **Save** button.

13. Create a new copy of the Live Media feed by clicking the **Save Feed As…** button.

14. Click the **Cancel** button if you would like to exit without saving changes you've made to the Live Media feed.

EDIT

## Creating Presentations

General Managers, Creators

You can use the WebUI to create and edit simple looping presentations. You can publish these presentations to your networked BrightSign players. Remember that you will need to use BrightAuthor to create any presentations that are more complex than looping image/video playlists.

1. Select the **Create** tab and click ⊕ **Add New Presentation**. In the **Create Presentation** window, you will be provided with the following options:

    a. **Name**: Choose a unique name for the presentation.

    b. **Device Model**: Select the model number of the BrightSign player(s) to which you will publish this presentation.

    c. **Connector Type**: Select either HDMI, VGA, or [Component](#).

    d. **Screen Resolution**: Choose the resolution that best matches the native resolution of your monitor.

    e. **Monitor Orientation**: Choose whether you would like the content to appear in Landscape or Portrait mode.

    Note: *BrightSign players do not automatically rotate landscape content to display in Portrait mode (and*

vice versa). You will first need to rotate video or images in the source application (e.g. Paint Shop Pro Photoshop, Adobe After Effects) before publishing them to the player.

2. Click **Create** once you are finished. You will be taken to the content editing page.

3. Click 📄 **Settings** to change the properties of the presentation. In the **Presentation Settings** window, you can edit the **Device Model**, **Connector Type**, and **Screen Resolution** options you set when creating the presentation. You can also specify these additional parameters:

    a. **Background Color**: Choose the color that will appear on screen if there are no images or video. You can determine the color by selecting from a predefined set of colors in the dropdown menu or by entering the [hex value](#) of the color you wish to use.
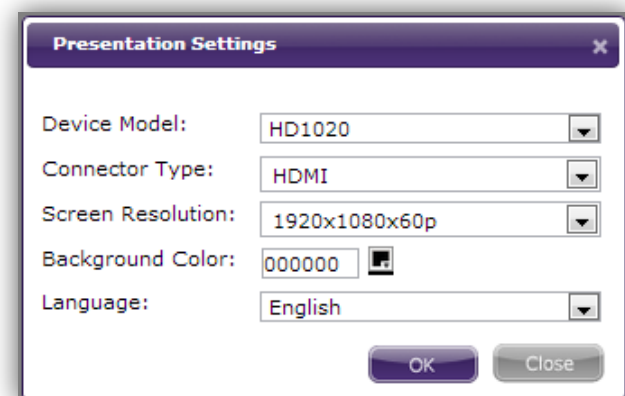
b. **Language**: Select the language of the presentation.

4. Click **Zone Settings** to change the properties of the Video or Images zone:

   a. **View mode**: Use the dropdown list to specify a setting for videos.

      i. **Scale to fit**: Scales the video to fill the screen without maintaining the aspect ratio. The video may appear stretched.

      ii. **Letterboxed and centered**: Centers the video and adds black borders on the top and bottom. The aspect ratio is maintained.

      iii. **Fill screen and centered**: Centers the video and fills the screen. The aspect ratio is maintained.

   b. **Audio settings**: Use the dropdown list to specify the type of audio you want to use in the zone.

   c. **Image mode**: Use the dropdown list to specify a setting for images.

      i. **Center image**: Centers the image without scaling. This may result in cropping if the image is too large.

      ii. **Scale to fit**: Scales the image to fit the zone. The image is displayed as large as possible with the correct aspect ratio.

      iii. **Scale to fill and crop**: Scales the image to completely fill the zone while maintaining the aspect ratio.

      iv. **Scale to fill**: Scales the image to fill the zone without maintaining the aspect ratio.

   d. **Initial volume (Audio)**: Sets the initial volume for audio files (0-100).

   e. **Initial volume (Video)**: Sets the initial volume for video files (0-100).
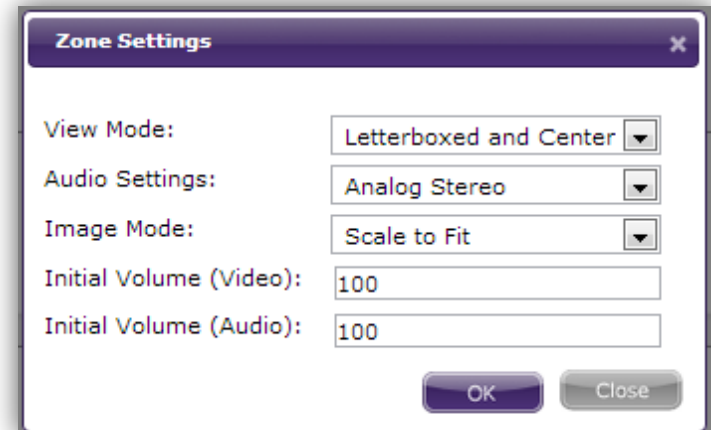
5. Drag the desired images and videos from the **Library** and drop them into the presentation playlist field.

6. Edit the ordering of the presentation playlist by dragging a thumbnail to a desired position or by entering the position number of a media item in the **Position** field and clicking **Set**.

7. Change the time on screen of an image file by entering the value (in seconds) in the **Duration** field.

8. Save the changes you've made to the presentation by clicking the **Save** button.

9. Create a new copy of the presentation by clicking the **Save Presentation As…** button.

10. Click the **Back** button if you would like to exit without saving changes you have made to the presentation while on this page.

Using the Presentation Library

General Managers, Creators

The **Library** portion of the presentation page contains many options for viewing, searching, and changing the media stored on the BrightSign Network.

1. Access content folders using the directory on the left. By default, all content uploaded using BrightAuthor is placed in the **Incoming** folder.

   Note: *You can move media files and create custom folders in the Library tab of the WebUI.*

2. Use the 🔍 **Search** function to find media files contained within all folders and sub-folders.

3. Click the **X** in the corner of a video or image thumbnail to remove that media file from the BrightSign Network.

   Note: *A media file with a lock symbol cannot be deleted because it is currently being used in another networked presentation.*

4. Click the **Add Files** button to add images or videos to the **Incoming** folder. You will then be able to move these media files to other folders and add them to the presentation:

   a. Once the **Add/Upload File** window opens, click **Add File** and select the desired video or image file. You can add multiple files to the upload
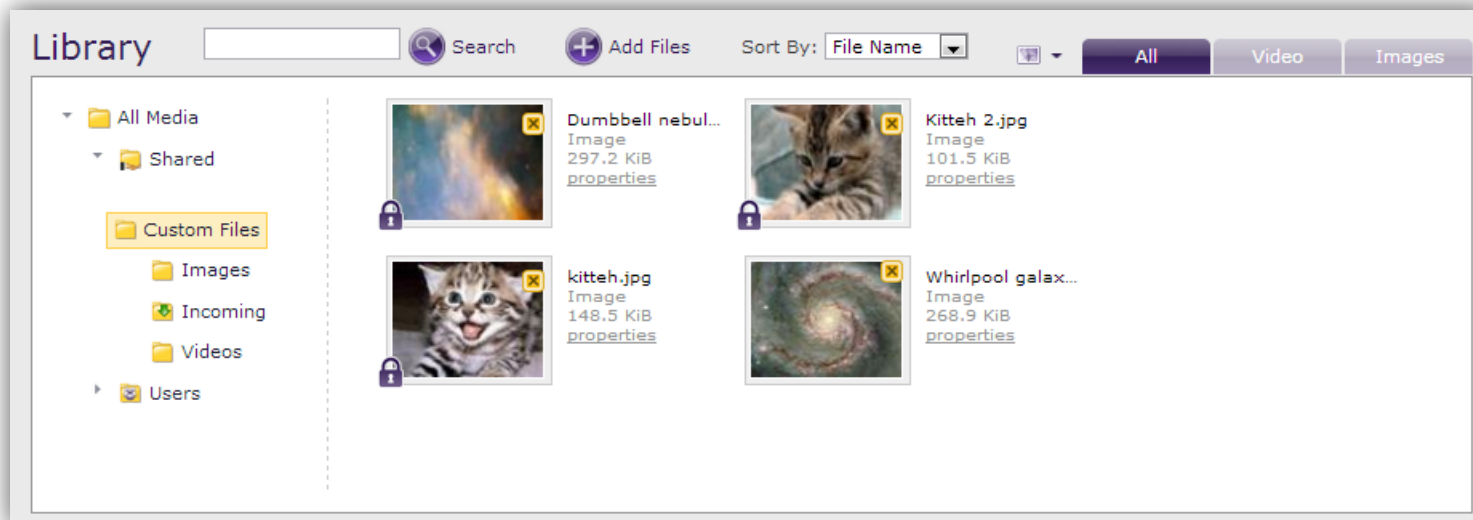
queue using this method.

    b. Click the **Start Upload** button once you have added all the files you wish to upload.

    c. Click **Close** when the upload process is completed.

5. Click the **Sort By** dropdown menu to change the list order of the media files contained in the folder. You can organize the files in descending order by *File Name*, *File Type*, *File Size*, and *Upload Date*.

6. Click the thumbnail dropdown menu to choose between *Small Icons, Medium Icons,* and *Large Icons*. This will affect how many icons are displayed on each page.

7. Select the **Video** or **Images** tab to limit the folder contents based on file type.

Presentation Properties

General Managers, Creators, Viewers

1. Click the **Properties** link to view additional information about a presentation:

    a. **Name**: The name of the presentation

    b. **Creation Date**: The date and time when the presentation was created in the WebUI or uploaded to the BrightSign Network from BrightAuthor

    c. **Date Modified**: The date and time when the presentation was last edited.

    d. **Device Model**: The player model configured for the presentation

    e. **Screen Resolution**: The monitor resolution of the presentation

    f. **Connector Type**: The [audio/video cable](#) configured to link the player with the monitor

    g. **Background Color**: The color that appears on screen if there are no images or video

    h. **Language**: The language setting of the presentation

LIBRARY

The Library page allows you to add, remove, and organize audio, video, and image files stored on the BrightSign Network. Media files can be added to the Library manually (as described below) or automatically by uploading BrightAuthor presentations to the BrightSign Network. All media files contained within a BrightAuthor presentation are added to the library when the presentation is uploaded to your BrightSign Network account.
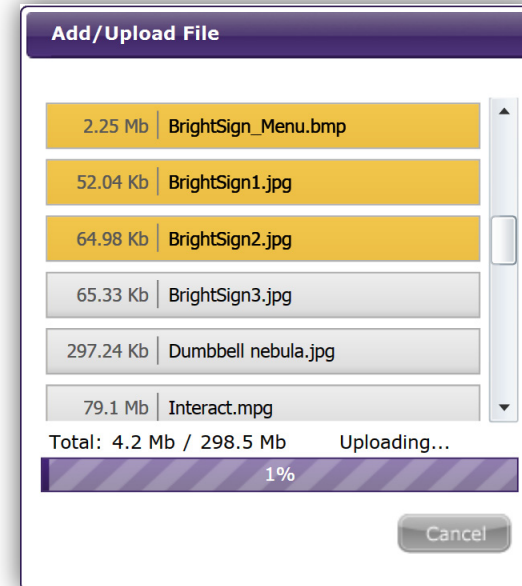
Adding Media Files

General Managers, Creators, Publishers

1. Select the **Library** tab.
2. Click the ⊕ **Upload New Files** button. The **Add/Upload File** window will appear:
   a. Click **Add File** and select the desired video or image file. You can add multiple files to the upload queue using this method. Each file in the list will display its size, file name, and an **X**.
   b. Click the **X** to remove a file from the list.
   c. Click the **Start Upload** button once you have
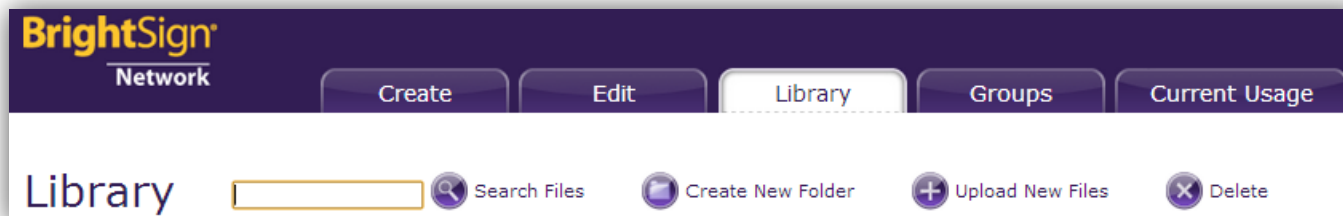
added all the files you wish to upload.

   d. Click **Close** when the upload process is completed.

Removing Media Files

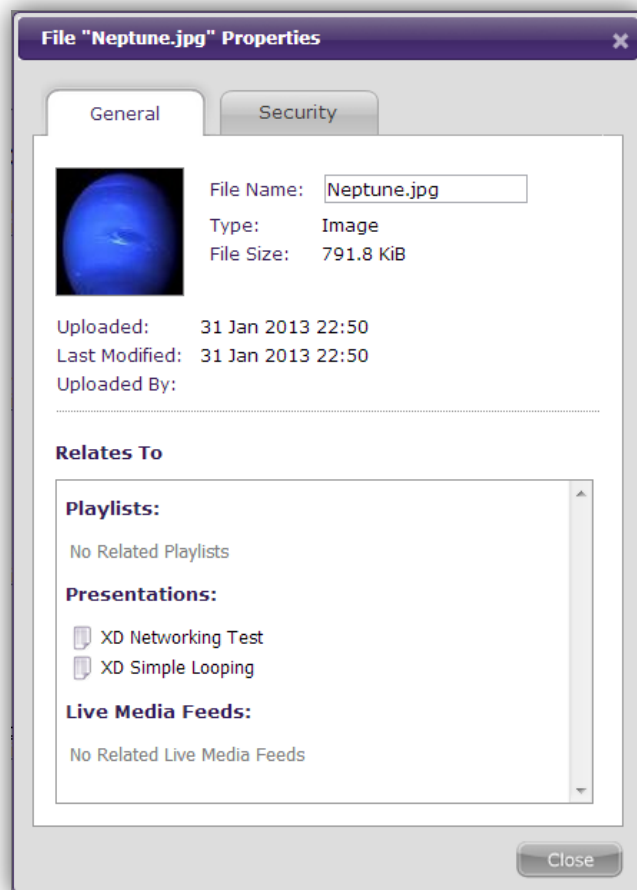General Managers, Network Managers, Creators

1. Click the **Library** tab.
2. Select the media file you wish to remove. You can

select multiple files at a time. You also can deselect a file by clicking it again or deselect all files by clicking an empty space on the page.

3. Click the **Delete** button.

Note: *A media file with a lock symbol cannot be deleted because it is currently being used in a networked presentation or Dynamic Playlist.*

Media File Properties

General Managers, Network Managers, Creators, Viewers

If you would like to view more information about a media file, click the **Properties** link beneath the file name:

- **File Name**: The name of the media item, including its file extension
- **Type**: The media type of the file (either image or video)
- **File Size**: The size of the file, in kilobytes or megabytes
- **Upload Date**: The date and time the file was uploaded to the BrightSign Network
- **Last Modified Date**: The date and time the file was last modified on the client machine (if uploaded as part of a BrightAuthor presentation), or last added to the BrightSign Network (if uploaded using the WebUI)
- **Uploaded By**: The user who originally uploaded the media file
- **Relates To**: A list of Dynamic Playlists, presentations, and Live Media feeds that are currently using the media file

Organizing Media Files

General Managers, Creators

The BrightSign Network features a folder directory system for keeping your media files organized. A folder

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for each user, along with a general-use **Shared** folder, is created by default. Media files that are added by uploading BrightAuthor presentations will be added to the **Shared>Incoming** folder.

- To find a media file, enter all or part of the file name in the **Search Files** field and click the 🔍 button. The search will be carried out in all directories, no matter which folder is currently selected
- To transfer a media file to another file folder, drag and drop the media file to the desired file folder in the directory. You can also transfer multiple selected files using the drag-and-drop method.
- To create a new folder, first select the folder in which to create the new folder. Next, click ⬤ **Create a New Folder**. Enter a name for the new folder and click **Create**.
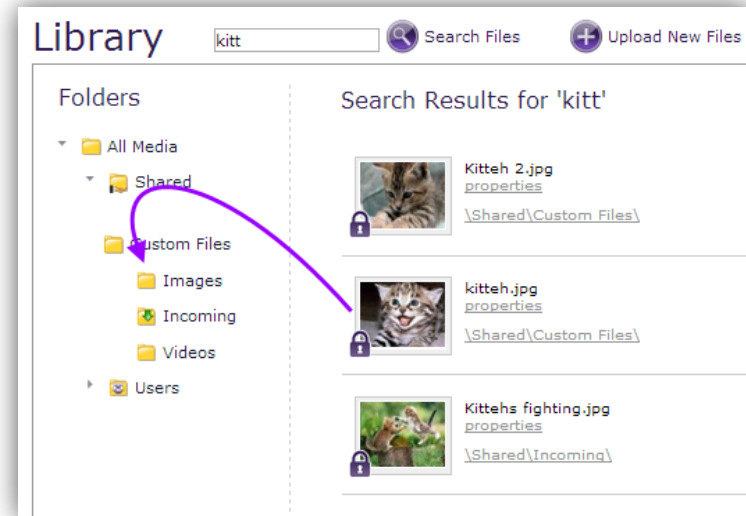
GROUPS

Groups allow you to distribute presentations to a specific set of BrightSign players. You can monitor the health and scheduling of all your networked players from one convenient page.

Viewing Groups

General Managers, Network Managers, Publishers, Viewers

When using BrightAuthor to set up players for the BrightSign Network, you must choose a group for each device. However, you can always move a device to a new group from the **Groups** tab in the WebUI. The BrightSign Network includes the "Default" and "LocalTest" groups by default. The **Groups** list displays the following information:

- **Name**: The name of the group, followed by the number of devices it contains in parentheses.
- **Status**: The status of players in the group, indicated with these icons:

  ✅ **Healthy**: The player is connected to the network; the presentation is active

  🔺 **Connection Lost**: The player has missed its

last scheduled status update.

🚫 **Inactive**: The player is not functioning and/or not connected to the network. There can be several reasons for an inactive player; please see this FAQ for a full list of causes.

❓ **Disconnected**: The player has no subscription, or its subscription has expired.

- **Properties**: Details and scheduling information about the group. See the Group Properties and Player Properties sections below for more details:

- **Presentation**: A dropdown list showing all presentations scheduled for the group. This list includes presentations that are scheduled but not currently playing.

Group Properties

General Managers, Network Managers, Publishers, Viewers

To view information about a group, click the **Properties** link next to the group name and status. This will bring up the **Group Properties** window, which provides the following information:

- **Name**: The name of the group
- **Scheduled firmware upgrades**: Use the checkboxes to send firmware updates to certain player models in the group. The firmware number after "Update to" indicates the current minimum firmware version required by that product line.
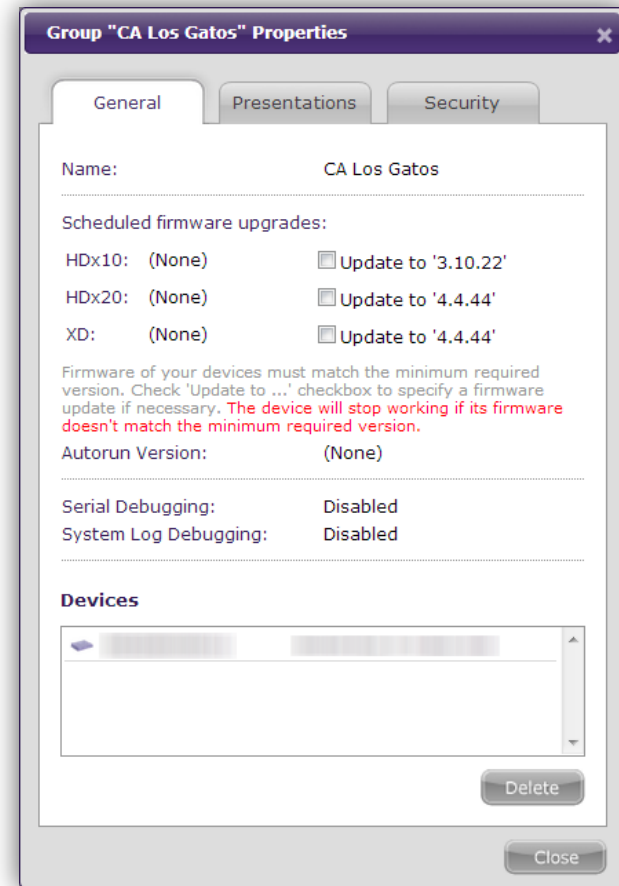
- **Autorun Version**: The autorun version to which all players are upgraded when they are first assigned to the group
- **Serial Debugging**: The setting for serial debugging
- **System Log Debugging**: The setting for system log debugging

Note: *The debugging options allow you to get additional information about a player's status using the RS-232 serial port on the player.*

- **Devices**: A list of all players in the group. The serial number and name of each player is displayed.
- **Delete**: Click this button if you would like to delete the group. Players that are part of the deleted group will be moved to the "Unassigned" group.

Player Properties

General Managers, Network Managers, Viewers

Expand a group list and click on the **Properties** link beneath a player name. This will bring up the **Device Properties** window, which includes the **General**, **Control**, and **Downloads** tabs.

The **General** tab provides the following information:

- **Unit ID**: The serial number of the player
- **Unit Name**: The player name, which is designated during the setup process in BrightAuthor
- **Model**: The model number of the player
- **Target group**: The group that the has been assigned to the player
- **Target time zone**: The time zone that has been assigned to the player
- **Reported group**: The group assignment that was last reported by the player

- **Reported time zone**: The time zone that was last reported by the player

Note: *Since there is often a delay between changes to groups/players in the WebUI and the corresponding player updates, the target status and reported status will sometimes be different.*

- **Firmware**: The current firmware version installed on the player
- **Autorun ver. (standard)**: The current autorun

23
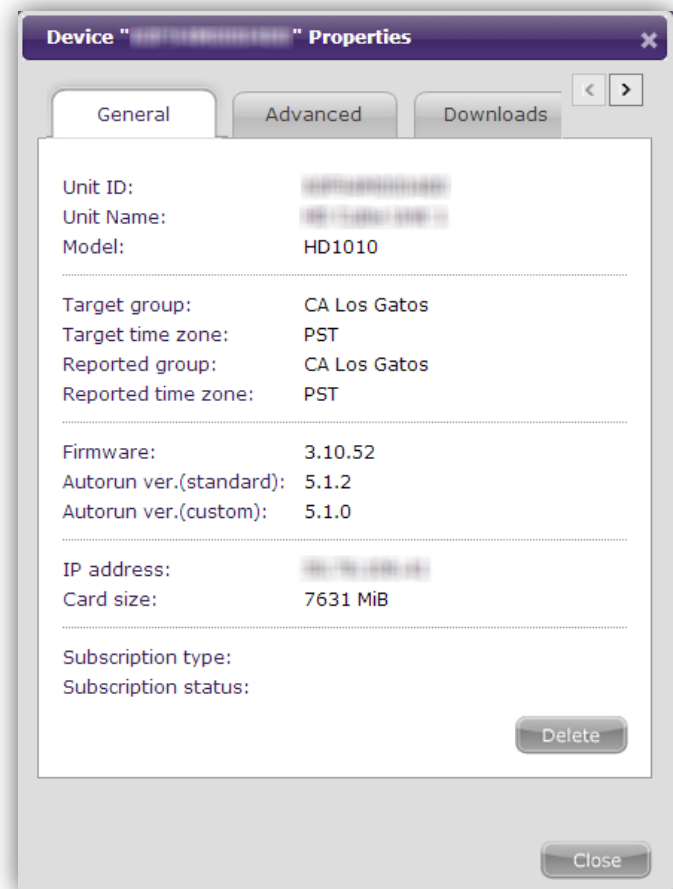
version of the BrightAuthor presentation assigned to the player.

- **Autorun ver. (custom)**: The current autorun version of the custom-built presentation assigned to the player. Visit this FAQ to learn how to distribute custom autorun scripts using the BrightSign Network.
- **IP address**: The IP address of the player
- **Card Size**: The total capacity of the SD card installed in the player
- **Subscription type**: The type of BrightSign Network subscription assigned to the player
- **Subscription status**: The current status of the BrightSign Network subscription assigned to the player
- **Delete**: Removes the player from the BrightSign Network.

The **Advanced** tab provides the following functionality:

- **Unit Control**: This section allows you to send commands to a player:
  a. **Reboot Unit**: Check this box to have the player reboot the next time it checks in to the BrightSign Network.
  b. **Upload Logs**: Check this box to have the player upload its logs to the BrightSign Network the next time it checks in.

c. **Recovery – reformat**: Check this box to place the player in recovery mode. The player will also reformat its storage card.

d. **Recovery – don't reformat**: Check this box to place the player in recovery mode. The player will download the latest Autorun script to the storage card without reformatting it.

Note: *A player will not carry out a **Recovery** command until the **Reboot Unit** command is sent as well.*
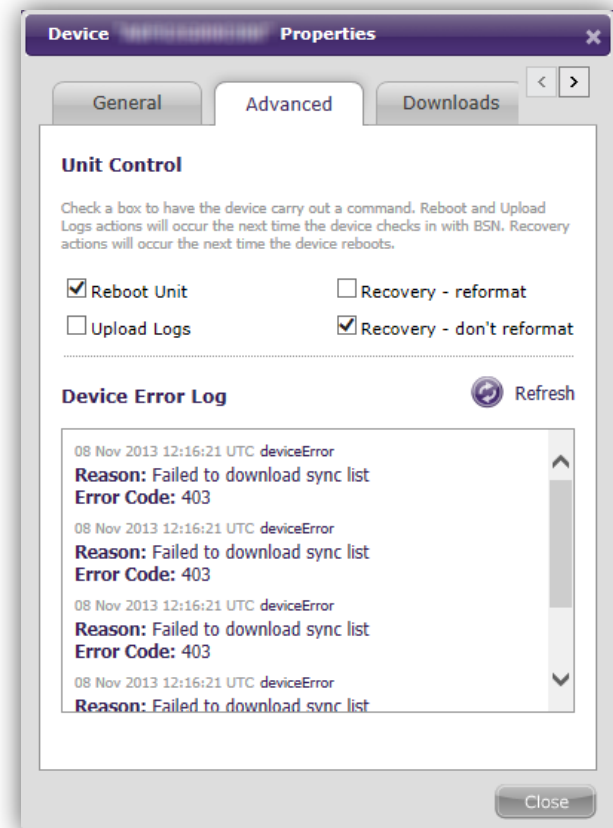
- **Device Error Log**: This section provides detailed information about the last five reported errors. If the player is operating normally, the error list will be blank. Click the **Refresh** button to update the error list.
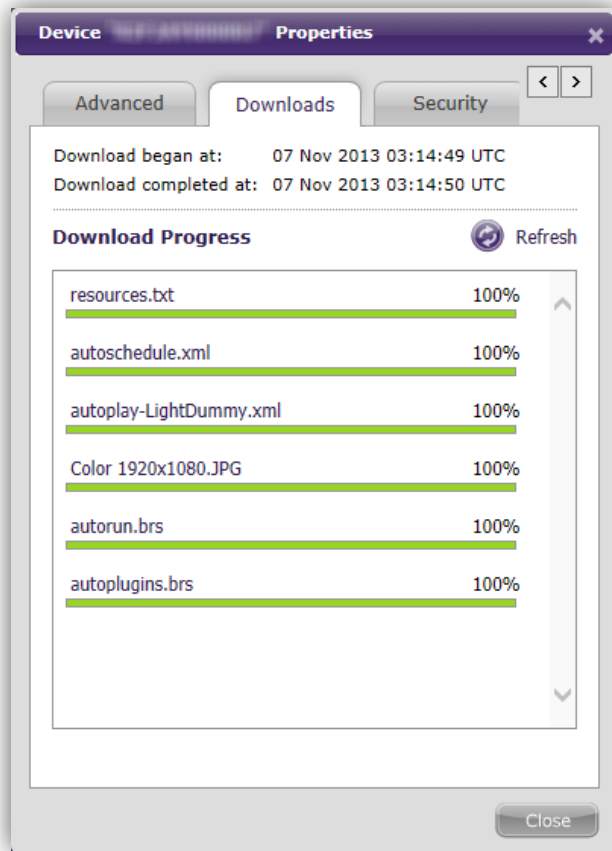
The **Downloads** tab allows you to monitor the player synchronization process. Here you can view the progress

of individual file transfers. Click the **Refresh** button to update the status of the file transfers.

Creating Groups

General Managers, Network Managers

1. Select the **Groups** tab and click the ⊕ **Add Group** button.
2. Specify the following in the **Create Group** window:
   a. **Name**: Enter a unique name for the group.
   b. **Autorun**: Select the minimum autorun version of presentations assigned to the group.
   c. **HDx10**: Select the minimum firmware version of HD210w, HD1010, and HD1010w players assigned to the group.
   d. **HDx20**: Select the minimum firmware version of AU320, HD220, and HD1020 players assigned to the group.
   e. **XD**: Select the minimum firmware version of XD230, XD1030, and XD1230 players assigned to the group.
   f. **Serial Debugging**: Choose whether to *enable* or *disable* Serial Debugging for players in the group.
   g. **System Log Debugging**: Choose whether to *enable* or *disable* System Log Debugging for players in the group.

Note: *The debugging options allow you to get additional information about a player's status using the RS-232 serial port.*

3. Click **Create** when you are finished configuring the group or **Cancel** if you want to undo the group creation process.

4. Add players to the group using BrightAuthor or the WebUI (as described in the following section).

Moving and Removing Players

General Managers, Network Managers

You can move a player to another group by following these steps in the **Groups** tab:

1. Expand the group that the player is currently in.

2. Select the player and click 🔵 **Move Device To…**

3. Select the new group from the list and click **Move**.

Note: *You can also move a player to another group by dragging and dropping the player icon from one player list to another.*

If you would like to remove a player from the BrightSign Network, expand a group list and click on the **Properties** link beneath a player name. This will bring up the **Device Properties** window. Click the **Delete** button to remove the player from the Network.

You can also delete a player using the BrightAuthor scheduling functionality (please see the [BrightAuthor User Guide](#) for information).

Scheduling Presentations

General Managers, Publishers

Follow these steps to *add* a presentation to a group:

1. Expand a group and click **Add Presentation** to open the **Schedule Presentation** window.
   Note: *Alternatively, you can access this window by accessing group **Properties**, selecting the **Presentations** tab, and clicking the **Add** button at the bottom of the window.*

2. Select a **Presentation** from the dropdown list.

3. Check the **Active All Day Every Day** box if you would like the presentation to play at all times. This disables all other scheduling options in the **Schedule Presentation** window.

4. Use the **Event Time** fields to specify a time range for the presentation.

5. Use the **Event Date** field if you want the presentation to play during one day only. Use the 🗓 **Calendar** menu to select a specific date.

6. Check the **Recurrence** box if you want the presentation to play on a repeating schedule during a specific date range. Check **All Days** or specify certain days of the week. It is necessary to specify a

Start Date and **End Date** if the **Recurrence** box is checked.

7. Click **Submit** once you have finished configuring the schedule.

The scheduling process will fail if it conflicts with another schedule that is already assigned to the group. Follow these steps to *edit* a schedule or *remove* it from the group:

1. Click the **Properties** link next to the group name and status.
2. Select the **Presentations** tab. You will find a list of presentations that are scheduled to play on the current day.
3. Mouse over a presentation to **Edit** or **Delete** it.
    Note: *Presentations that are scheduled for dates other than the current day will not be listed. In order to find these presentations, select the appropriate date in the **Show presentations at** field.*

CURRENT USAGE

The Current Usage page allows you to monitor the health of devices and download log reports. This page lists all devices connected to your network.

Viewing Device Information

General Managers, Network Managers, Viewers

The **Total Devices Count** is displayed in the left portion of the screen. You can filter the list with the **Results per page** dropdown list in the right portion of the screen. The list displays the following information for each device:

- **Health**: The status of the player, as indicated by the following icons:

✅ **Healthy**: The player is connected to the network; the presentation is active

⚠️ **Connection Lost**: The player has missed its last scheduled status update.

⛔ **Inactive**: The player is not functioning and/or not connected to the network. There can be several reasons for an inactive player; please see this FAQ for a full list of causes.

❓ **Disconnected**: The player has no subscription, or its subscription has expired.

- **Device Label**: The serial number of the player.
- **Device Name**: The name given to the player

Current Usage

Search

[   ] Search
☑ Group ☑ Name ☑ Label
*Search syntax allows wildcards

Device Logs

Select Device [▼]
Select Report [▼]   Generate Report
⦿ Events   ○ States
○ Playback   ○ Diagnostic

Subscriptions Information

Available Subscriptions:	2	Suspended Subscriptions: 1
Activated Subscriptions:	2	
Queued Subscriptions:	0	☑ Enable Automatic Subscriptions Management
Total:	4	

Total Devices Count: 2 /   🌐 Export devices   Results 20 [▼] per page

Health	Device Label	Device Name	Target Group	Device Model	Active Presentation	Last Connection	Traffic	Actions
⛔	▓▓▓▓	▓▓▓▓▓▓	Unassigned	HD1010		27 Sep 2012	0 MB	📋 Note
✅	▓▓▓▓	▓▓▓▓▓▓	CA Los Gatos	XD230	BSN Simple Looping	01 Feb 2013	65 MB	📋 Note

during setup.

- **Target Group**: The group to which the player was mostly recently assigned.
- **Device Model**: The model number of the player
- **Active Presentation**: The presentation that is currently scheduled for the player.
- **Last Connection**: The most recent date that the player successfully connected to the BrightSign Network.
- **Traffic**: The amount of data the device has downloaded from the BrightSign Network.
- **Actions**: Click the 🔵 **Note** button to add additional comments to a player for later reference. The note will be displayed in the table along with the other data.

You can organize the list alphabetically by any of the above criteria. Click a criteria type in the top row to list the players in descending order. Click it again to list the players in ascending order.

You can search for specific devices using the **Search** field in the upper-left portion of the screen. Check the boxes to customize your search by **Group**, **Name**, and/or **Device Label**. Type a portion or the entirety of these terms and click **Search**. The list will refresh and compile all relevant results.

Viewing Subscriptions

General Managers, Viewers

The **Subscriptions Information** section provides the following information:

- **Available Subscriptions**: The current number of BrightSign Network subscriptions available to be assigned to players.
- **Activated Subscriptions**: The total number of BrightSign Network subscriptions currently assigned to players. These subscriptions have a defined activation and expiration date.
- **Queued Subscriptions**: The total number of BrightSign Network subscriptions that have been assigned to players but have not been activated yet.
- **Suspended Subscriptions**: The total number of BrightSign Network subscriptions that have been manually suspended

Note: *A subscription with an "Available" or "Queued" status will only have a defined activation and expiration date if it was previously assigned to a player that has been deleted from the BrightSign Network.*

Check the **Enable Automatic Subscriptions Management** box if you want the system to automatically assign available subscriptions to players with expiring

Invoice Number	Creation Date	Activation Date	Expiration Date	Subscription Type	Status	Actions
99999	07 Aug 2012	18 Jan 2013	18 Jan 2014	Yearly	Active	Suspend

subscriptions. Available subscriptions that are queued for a player with the **Add Subscription** button will be assigned to that player first.

Note: *If you check this box, you will not be able to mix subscription types.*

Click the arrow to the left of a player's Health status to view subscription information and options.

- **Invoice Number**: The invoice number of the subscription purchase
- **Creation Date**: The date that the subscription was purchased
- **Activation Date**: The date that the subscription was added to the player
- **Expiration Date**: The date that the subscription expires
- **Subscription Type**: The length of the subscription (Monthly, Quarterly, or Yearly)
- **Status**: The status of the subscription (Active or Suspended)

- **Actions**: Choose to **Activate** a suspended subscription or **Suspend** an active subscription.

Adding Subscriptions

General Managers, Network Managers

Follow these steps to activate an available subscription on a player or queue multiple subscriptions for a player:

1. Click the arrow to the left of a player's Health Status to view subscription information and options.
2. Click the ⊕ **Add Subscription** button. The **Available Subscriptions** list will appear.
3. Search the available subscriptions by entering the **I.N.** (invoice number) or the subscription **Type** and clicking 🔍 **Search**.
4. Select the desired subscription and click **Add**.

Creating Device Logs

General Managers, Network Managers, Viewers

You can download different log reports for your devices. The reports are generated as XML files.

1. Under **Device Logs**, use the first dropdown list to select a specific device.

2. Choose among **Events**, **States**, **Playback**, or **Diagnostics** reports.
3. Use the second dropdown list to specify a time frame for the report.
4. Click the **Generate Report** button.
5. Click the **Download Report** button once the report is generated.

The following is a short description of the different logs you can generate:

- **Events Log**: Records timestamps, state names, zone names, event types, and event data.
- **States Log**: Records current and last state names, timestamps, and media types.
- **Playback Log**: Records start and end times, zone names, media types, and file names.
- **Diagnostics Log**: Records timestamps, firmware and script versions, and the current presentation.

The **Export Devices** icon can be found directly above the list of devices. Click this icon to download data from all devices. The data table displays device names and labels, target groups, active presentations, last connect times, traffic, firmware versions, and any descriptions included during setup.

DEVICE SETUP

You can use the WebUI to set up players for use with the BrightSign Network. This process is similar to the player setup process in BrightAuthor: You will need extract the generated setup files, place them on a storage device (SD card or USB flash drive), and insert the device into the player to complete the setup process.

To begin setting up a new player for the BrightSign Network, click the **Device Setup** button on the top-right of the page.

Name Specification

- **Name**: Enter a name for the player. This designation will be displayed in the [Groups](#) and [Current Usage](#) tabs.
- **Description**:(Optional) Enter a short description for the player. This is useful if you need additional notes about the implementation or special conditions of a player.
- **Customization**: Select **Append Unit ID** if you would like to append the serial number of the player to the end of the player **Name** specified above. Alternatively, you can select **Use Name Only** to display the player **Name** exactly as specified above.

Network Properties

- **Enable Wireless**: Check this box if you plan to connect to the local network using a wireless connection. In order to use a wireless connection, you must purchase a wireless model (HD210w, HD1010w) or purchase an [XD Wireless Module](#) for your BrightSign XD player. Enter an **SSID** and **Security key** if the player is connecting to a secured network.
- **Network Connection Priority**: Prioritize either the **Wired** or **Wireless** connection. The BrightSign player will always attempt to download and upload using the selected option. It will only use the second option if the selected option is unavailable.
- **Time zone**: Select the time zone where the unit is located.
- **Time server**: Select the time server that the networked player should use to synchronize its clock.

Advanced Network Setup

Click the **Advanced Network Setup** button to further customize the network properties of the player.

Unit

- **Use Proxy**: Check this box if you want the player to connect using a proxy server. Enter the **Address** and **Port** number of the proxy in the fields below. If you need to provide a user name and password for the proxy, use the following format in the **Address** field:

`<user name>:<password>@<proxy server address>`

(e.g. "admin:root@myproxy.com").

- **Limit content downloads**: Check this box if you want to restrict player content downloads to a certain time of day. This is helpful if you want to limit network traffic during peak hours. Use the **Start Of Range**

and **End Of Range** parameters to specify a time frame during which content downloads can occur.

- **Limit health updates**: Check this box if you want to limit when the player sends health updates to the BrightSign Network. This is helpful if you know a player will be powered off or otherwise disabled during a certain time of day. Use the **Start Of Range** and **End Of Range** parameters to specify a time frame during which content downloads can occur.

Wired/Wireless

The **Wired** and **Wireless** tabs provide an identical set of network properties to edit.

- **Data Types Enabled**: Use these checkboxes to determine the types of data that can be transferred using this connection. You can enable/disable both downloads (**Content**, **Text Feeds**, **Media Feeds**) and uploads (**Health**, **Log Updates**).
- **Connection Settings**: Indicate whether the IP address is auto-generated (via DHCP) or static. If you're using a static IP address, enter the parameters in the fields below.
- **Rate Limit Network Download Traffic**: Set rate limitations for downloading content. The options are divided into three categories: **Outside content download window** and **During content download window** (both of which correspond to the **Limit**

content downloads setting in the **Unit** tab), as well as **During initial downloads**.

- ○ Click **Unlimited Download Rate** to set no limit.
- ○ Click **Default Limit** to use the default limit on downloads.
- ○ Click **Specify Limit** to enter a customized limit on downloads in the text field (in Kbits/second).
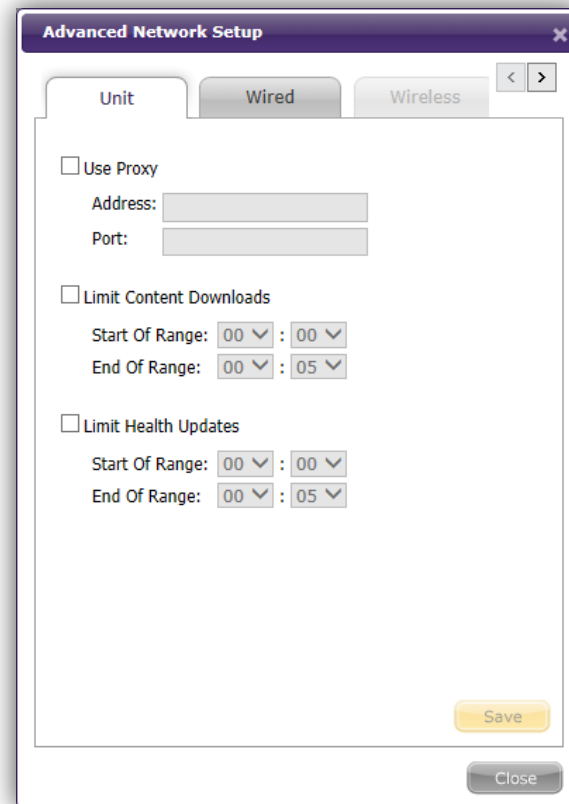
Diagnostics

The **Diagnostics** tab provides options for performing network diagnostics when the player first boots up.

- **Enable network diagnostics**: Check this box to have the player display the network diagnostics screen during setup.
    - o **Test Ethernet**: The player will indicate whether or not it was able to attain an IP address over Ethernet.
    - o **Test Wireless**: The player will indicate whether or not it was able to attain an IP address over wireless.
    - o **Test Internet Connection**: The player will indicate whether or not it was able to attain a connection to remote services.

Unit Configuration

- **Enable diagnostic web server**: Check this box to enable the Diagnostic Web Server. You can include a username and password in the text fields below for added security.
- **Enable local web server**: Check this box to enable the Local Web Server. You can include a username and password in the text fields below for added security.
- **Enable Update Notifications**: Check this box to have the player automatically refresh the User Variables

webpage whenever variable values change on the player.

- **BrightSign Network Options**: Use these settings to specify how the player will interact with the BrightSign Network.
    - o **Group**: Select the BrightSign Network Group that the player will belong to.
    - o **Content Check Frequency**: Use the dropdown menu to determine how often the player checks in with the BrightSign Network for content updates.
    - o **Update Health Frequency**: Use the dropdown menu to determine how often the player should report its operational status to the BrightSign Network.

Logging

Check any of the following boxes to enable/disable logs and specify upload settings:

- **Enable playback logging**: Creates a log that records start and end times, zone names, media types, and file names.
- **Enable event logging**: Creates a log that records timestamps, state names, zone names, event types, and event data.
- **Enable state logging**: Creates a log that records current and last state names, timestamps, and media types.

- **Enable diagnostic logging**: Creates a log that records timestamps, firmware and script versions, and the current presentation.
- **Upload logs**: Use the following checkboxes to determine when the player will upload recorded logs:
  - **On startup**: Uploads log files each time the player is powered on.
  - **At specific time each day**: Uploads log files daily at the specified time. Use the dropdown lists to determine an upload time.

Firmware

If you want to update the player firmware, select the option that corresponds to your BrightSign model and click the **Download Firmware** button.

Extract the firmware update file from the *.zip* file (if applicable) and place the file in the root folder of an SD card (recommended) or USB flash drive (HD1010, HD1010w, HD1020, XD1030, and XD1230 only). This can be done at the same time as the player setup process.

The three options correspond to the following, network-compatible, models:
- **HDx10**: HD210w, HD1010, HD1010w
- **HDx20**: HD220, HD1020, AU320
- **XD**: XD230, XD1030, XD1230

Creating/Installing Setup Files

Once you are finished specifying properties on the **Device Setup** page, follow these steps to install the setup files on the player:

a. Click **Create Setup Files**.
b. Save the *.zip* file to your computer.
c. Extract the setup files from the *.zip* file and add them to the root folder of an SD card (recommended) or USB flash drive (HD1010, HD1010w, HD1020, XD1030, and XD1230 only).

Note: *Your storage device must be formatted using FAT32 if you are using it for network updates or saving logs on it.*

d. Click **OK**.
e. Turn off the BrightSign unit by unplugging the power adapter. Insert the card or flash drive into the unit.
f. Turn on the BrightSign unit by reconnecting the power adapter.

Important: *Do not remove the SD card or flash drive from the player.*

ACCOUNT CUSTOMIZATION

This chapter outlines the account customization features available to you in the Account section. To access this section, click the **Account** button in the top-right corner of the page.

Settings

The **Settings** page allows you to view your account info, reset your password, set email notification preferences, and enable/disable advanced security settings.

Account Info

View the name of the BrightSign Network account and the name of your user account ID. You can also view your assigned role, which affects your editing, viewing, and creation privileges. Your role can be changed only by

account administrators. Use the **Startup Page** menu to choose which page you would like to see first when you log in.

Password Reset
Use this section to reset your user account password. Enter your current password, then enter and confirm your new password, which will shortly be sent to your email address (which the same as your User ID).

Email Notifications
Use the checkboxes to determine under what conditions the BrightSign Network will send notification emails to your user account.

In addition to these optional conditions, there are other cases you cannot enable or disable that, depending on your user account role, will result in a notification email:
- User account created: If you created the account, you will receive the account credentials.
- Account name changed
- Account email changed
- Account password changed
- Subscription(s) expiring
- Subscription(s) expired
- New device connected
- Application error
- New version of BrightAuthor is available

Advanced (Administrators only)
- **Show Advanced Security Settings**: Check this box if you would like to view permissions settings in the WebUI. Any item that has a **Properties** window will now have a **Security** tab that allows you to review permissions for different user roles.
- **Enable Custom Roles Management**: Check this box if you would like to create and edit custom roles in the **Users and Roles** and **Permissions** tabs. Please see the BrightSign Network WebUI Permissions User Guide for more details.

Add Subscriptions (Administrators only)
Enter a Subscription Code into the field and click **Submit** to add a subscription to your account.

Invoice History
General Managers
Use this page to view and export subscription and traffic invoices.

Subscription Invoices
The invoices are listed in reverse chronological order: The most recent invoices will be listed at the top. The table describes the following information:
- **I.N.:** The invoice number

- **Subscriptions**: The amount of subscriptions within the invoice
- **Creation Date**: The date the invoice was created
- **Payment Date**: The date the invoice was paid. If the invoice has not been paid yet, this field will be blank.
- **Amount**: The amount charged for the invoice
- **Status**: The payment or non-payment status of the invoice

Traffic Invoices

These invoices represent charges for the amount of data players have downloaded from the BrightSign Network. The table describes the following information:

- **Date**: The date when the invoice was created. Click on the date to learn more about the traffic invoice:
    - **I.N.**: The invoice number
    - **Device**: The serial number of the player that was involved in the data transfer
    - **Status**: The payment or non-payment status of the invoice
- **Data transferred**: The amount of download traffic corresponding to the charge
- **Amount**: The amount charged for the downloaded data