

fusion signage

# How-to Navigate Fusion Signage Help Guide

9 September 2019

# The Cheapest & Easiest Digital Signage Manager

Managing your digital signage content has never been easier, thanks to Fusion Signage.

Fusion Signage is designed to simplify digital signage deployments. It is an easy-to-use CMS platform built to replace USB sticks; by offering a cost-effective, cloud-based solution. In three simple steps have your screen added, content uploaded, and playlist scheduled.



## Simple & Efficient

- Three clicks and you're up and running
- Less time spent managing your signage
  - Easy to use



## Cost-Effective

- Low cost per screen
- Multiple licence options



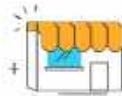
## Powerful Features

- The features you need without the clutter
  - Grouping, Scheduling, Dayparting



## Cloud-Based

- Manage all of your screens from any PC, anywhere
  - Scalable cloud-based storage



## Flexible Deployment

- Integrated into Philips™ panels, no media player required
- Can run on your existing Android™ media player

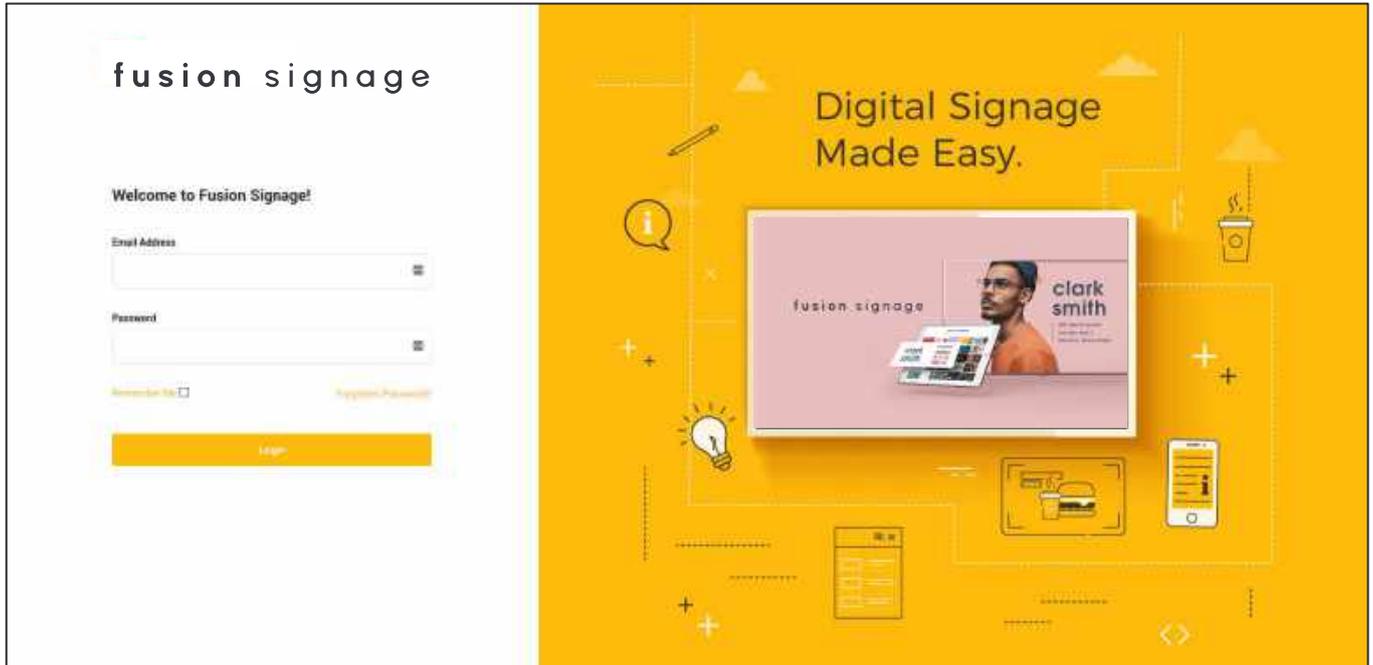


## Custom Functionality

- Modular design allowing for customisation
- Unique development flexibility

# Login Portal

Once you've bought your licences, or connected with our sales team to try out Fusion Signage with a trial licence, simply log in at <https://app.fusionsignage.com.au/> with your provided account details.

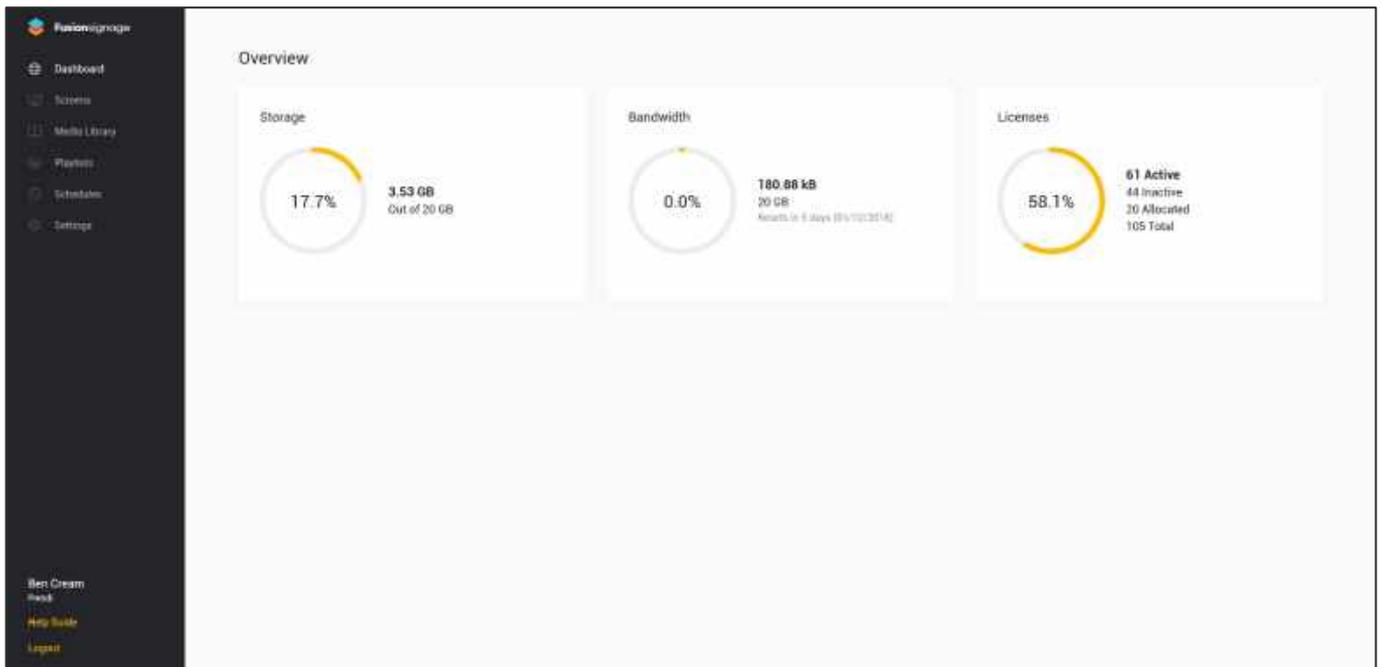


# Dashboard

After logging in, you will be directed to the Dashboard.

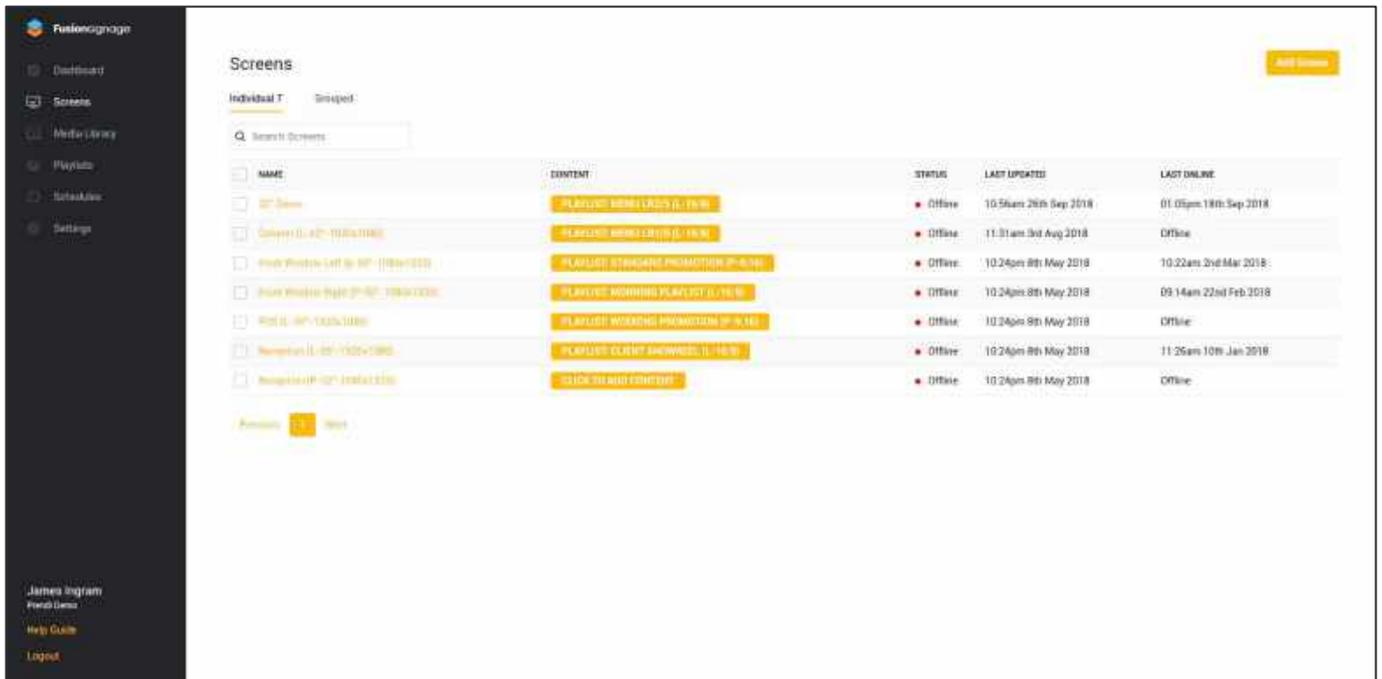
The Dashboard tells you statistics on your storage space, bandwidth and licences.

From here, you can navigate anywhere via the menu on the left. For this demonstration, we'll start with **Screens**.



# Screens

On the Screens tab, you can view all individual screens and their status'. From here you can add, rename, delete and assign content to your screens.



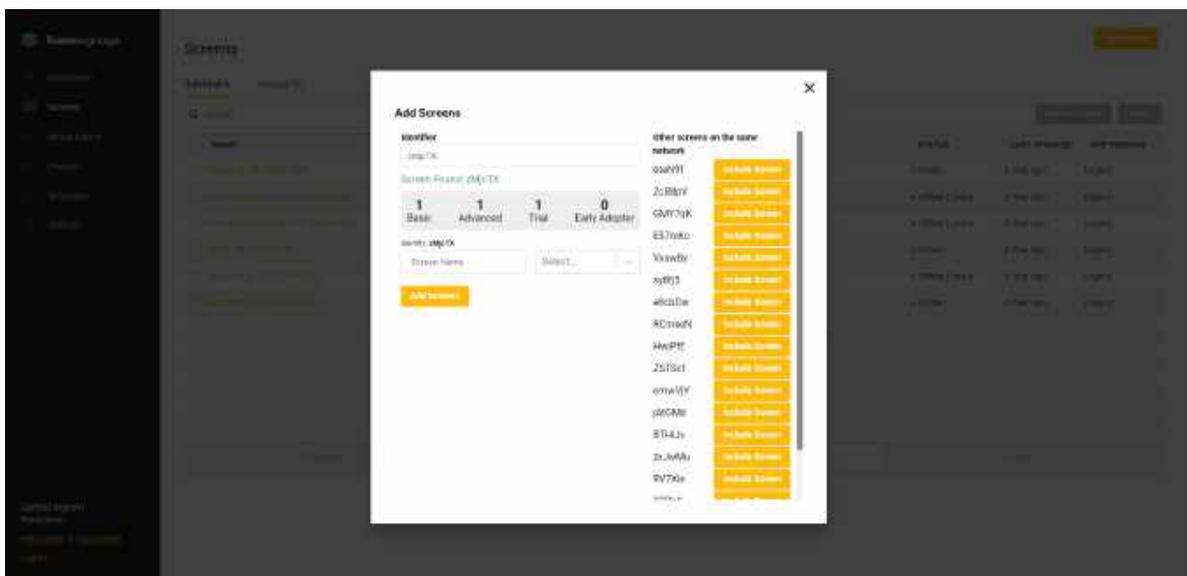
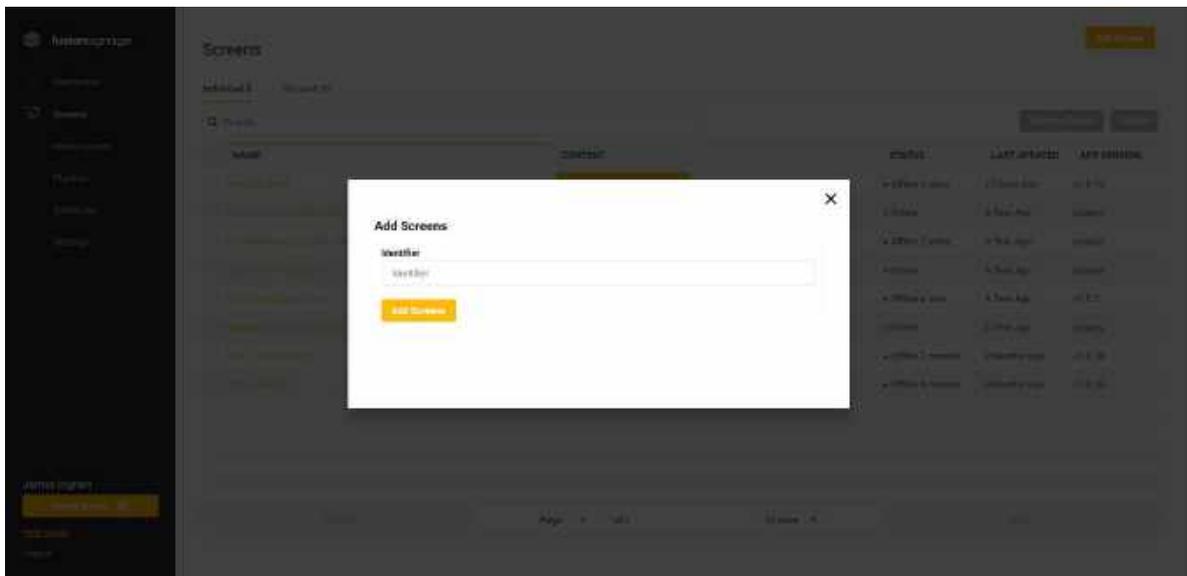
The following pages cover all tasks from the Screens tab, including:

- Adding a Screen
- Renaming a Screen
- Deleting a Screen
- Assigning Content to a Screen
- Searching for a Screen

# Adding a Screen

To add a new screen, click the **Add Screen** button located on the top right of the page. The **Screen Identifier** modal window will then slide out from the right.

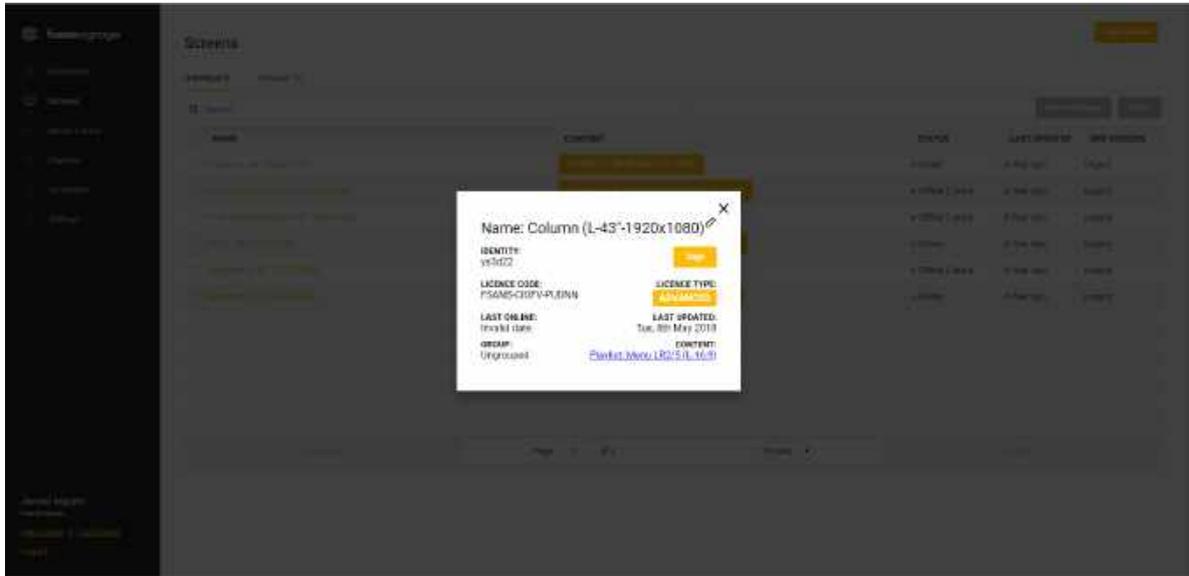
1. Ensure your screen has an active internet connection.
2. Locate your **Screen Identifier** code by turning your screen on and the six-digit (case-sensitive) code will automatically show up.  
*Note: If you do not see a Screen Identifier code displayed on your screen, this may mean you do not have an active internet connection or Fusion Signage has not been loaded on to your screen. Please contact your distributor or [support@fusionsignage.com.au](mailto:support@fusionsignage.com.au)*
3. Enter your code into the **Screen Identifier** box.
4. When your screen has been found, any other screen that is on the same network will appear. Remove these additional screens if you do not have licences for them or keep them and add all your screens at once.
5. Name your screens as accurately as possible (e.g. Outside Specials Board, Menu Panel 1, etc.) so that you can keep track of your screens easily.
6. Assign a licence to the screen and click **Add Screen**. A confirmation message will pop up at the bottom



## Renaming a Screen

To rename a screen, click on the screen you want to rename. The **Screen Properties** window will pop up. The **Screen Properties** window shows you specifications on your screen such as the aspect ratio, last online date, last updated date, current assigned content, licence number and licence type.

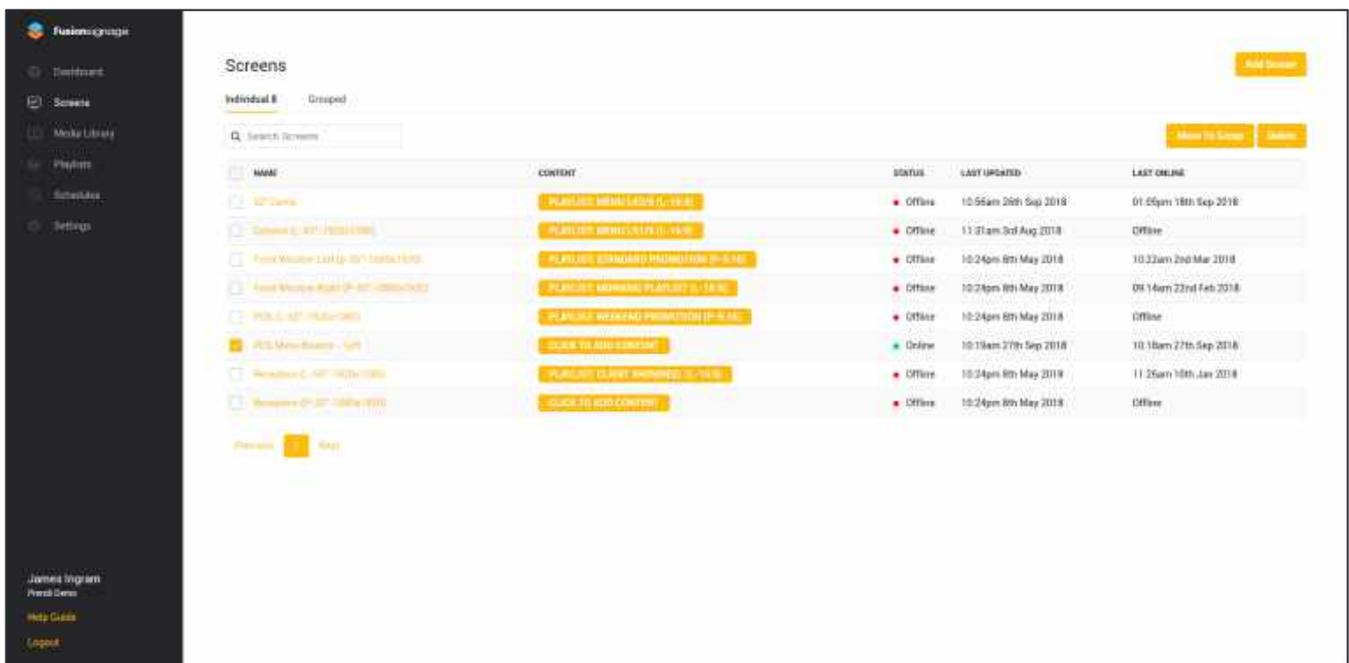
1. Click the pencil to the right of the screen name
2. Type the new name into the text box.
3. Click the tick icon next to the text box to save your changes.



## Deleting a Screen

To delete a screen, click the checkbox next to the screen you want to delete to select it.

1. After selecting the screen, click the **Delete** button.
2. A confirmation window will appear, to delete the screen click OK.

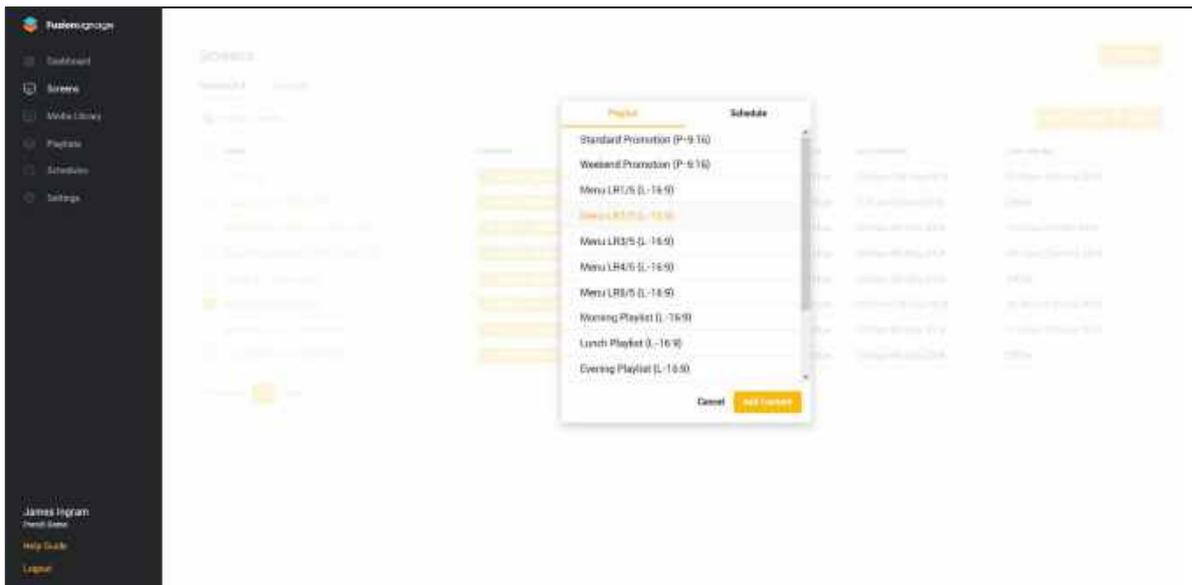


## Assigning Content to a Screen

You can display images, videos and websites on your screens with your Fusion Signage licence.

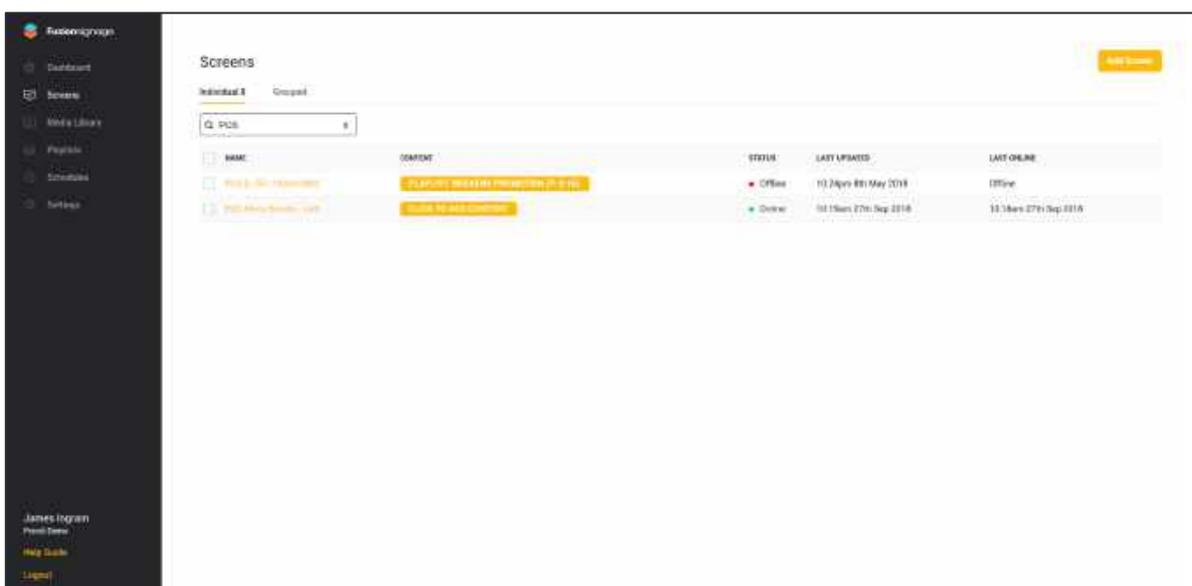
**Note:** to upload your content, see instructions for the Media Library tab.

1. To assign your already uploaded content to a screen, from the Screens tab locate the **Content** column and select **Click to Add Content**.
2. In the pop-up window, select the Playlist or Schedule you wish to assign.
3. Click the Add Content button.
4. A confirmation window will appear, informing you of how much bandwidth will be used to publish the selected Playlist or Schedule. Click OK to publish.



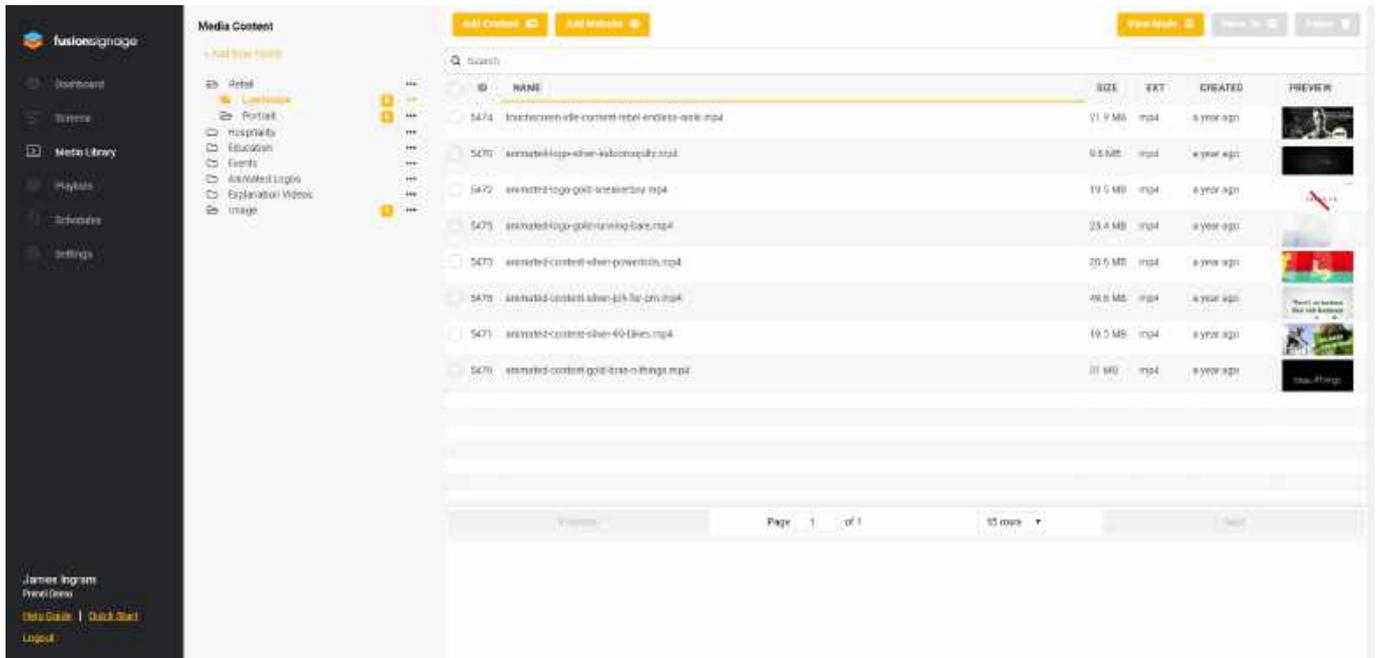
## Searching for a Screen

Type into the search bar on the left of the top menu.



# Media Library

On the Media Library tab, you can add new video, images or website content, and group your content together.



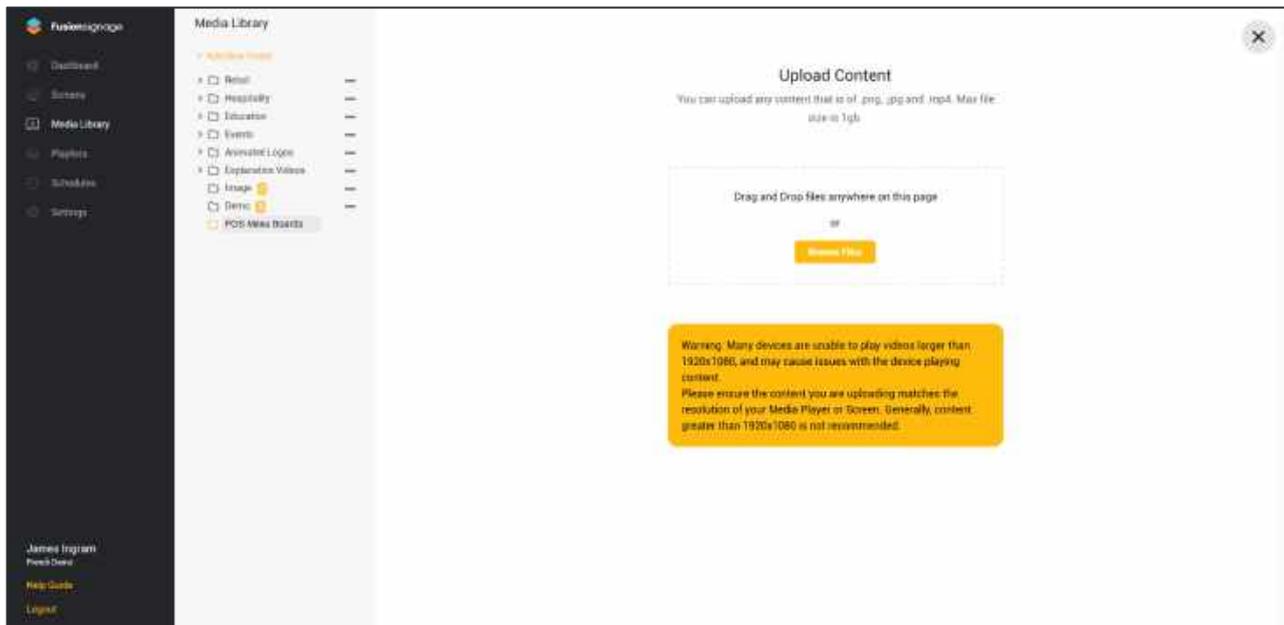
The following pages cover all tasks from the Media Library tab, including:

- Adding a New Folder
- Renaming, Deleting & Adding a Sub Group
- Deleting Content
- Moving Content Between Groups
- Searching for Content
- Recommended File Settings

## Adding a New Folder

Start by creating easy-to-understand folders (e.g. POS Menu Boards or, Summer Sale) to make it easier for when you need to find and assign content in future.

1. Start by adding a new folder by clicking **+Add New Folder**.



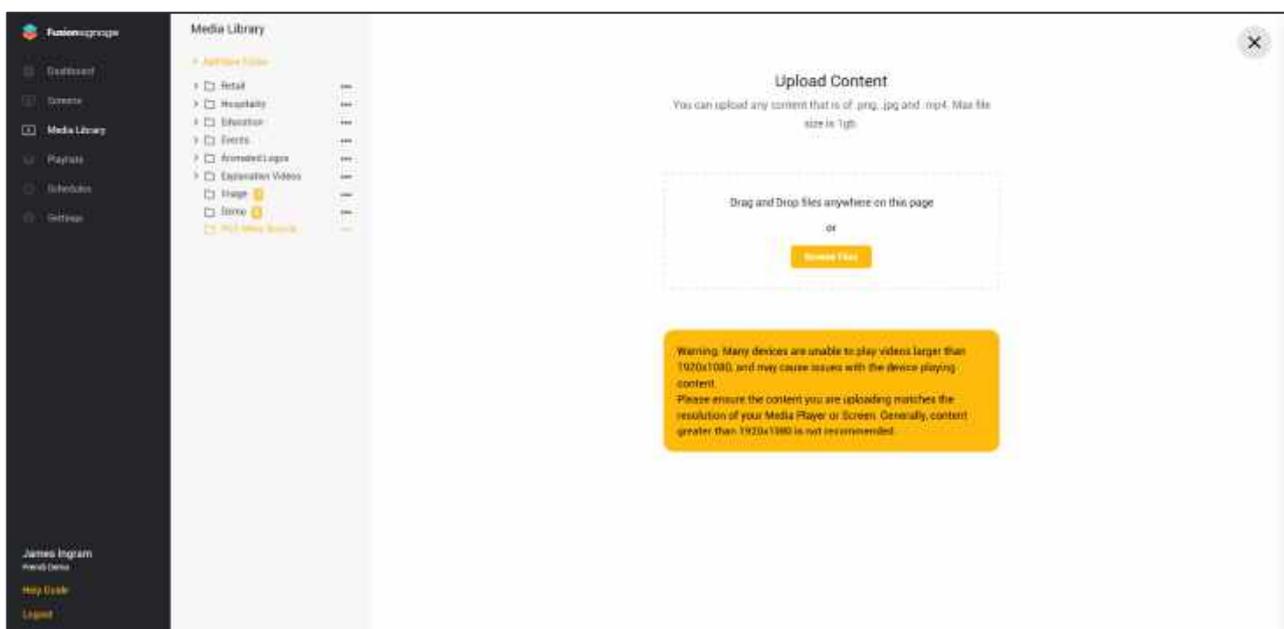
## Uploading Content

You can add images and videos of almost any format, including; jpeg, png and mp4. The maximum file size you can upload is 500mb- Learn more about the recommended file settings under **File Settings**.

1. Select the folder you wish to add content to.
2. Drag and drop your files anywhere on the page or browse to select your files.

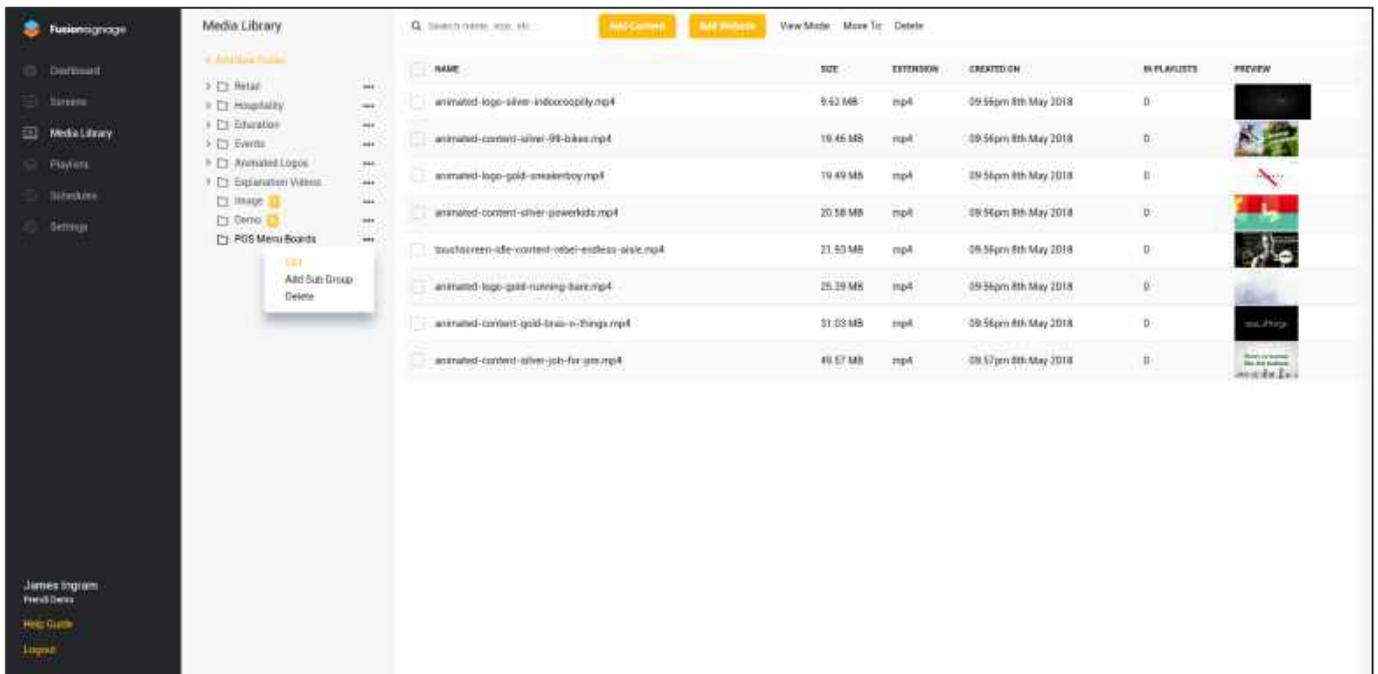
Having selected your files, click the **Upload Files** button to upload the files to the server. This will use your allocated server space. This may take some time depending on the size of your files.

**Note:** The number of files in any folder is reflected in the number beside the folder's name in the side panel.



# Renaming, Deleting & Adding a Sub-Group

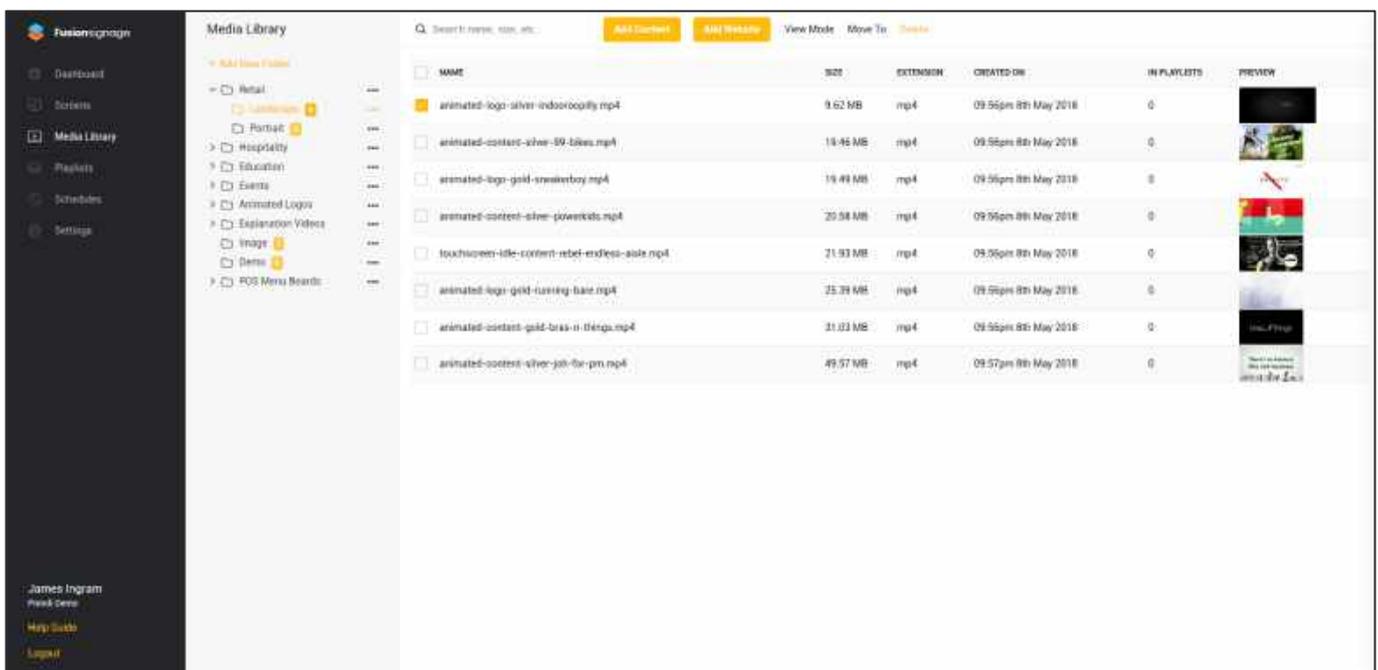
By selecting the **Options** icon (the three dots) to the right of your Group name, you can choose to rename the group, delete it or create a sub-group underneath it.



## Deleting Content

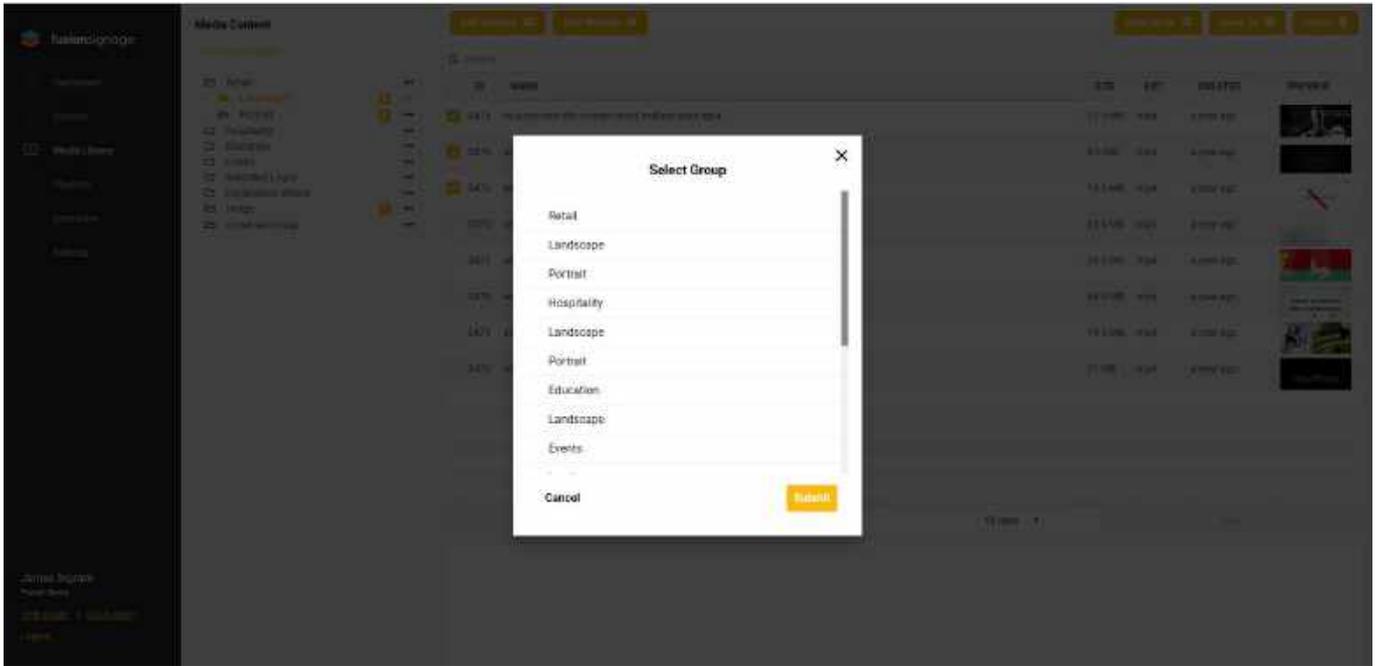
1. To delete content from your Media Library, first select the content you wish to delete by ticking the box to the left of its name.
2. Then, select **Delete** at the top of the screen.

**Note:** Content deleted from your Media Library will also be deleted from any playlists it was assigned to.



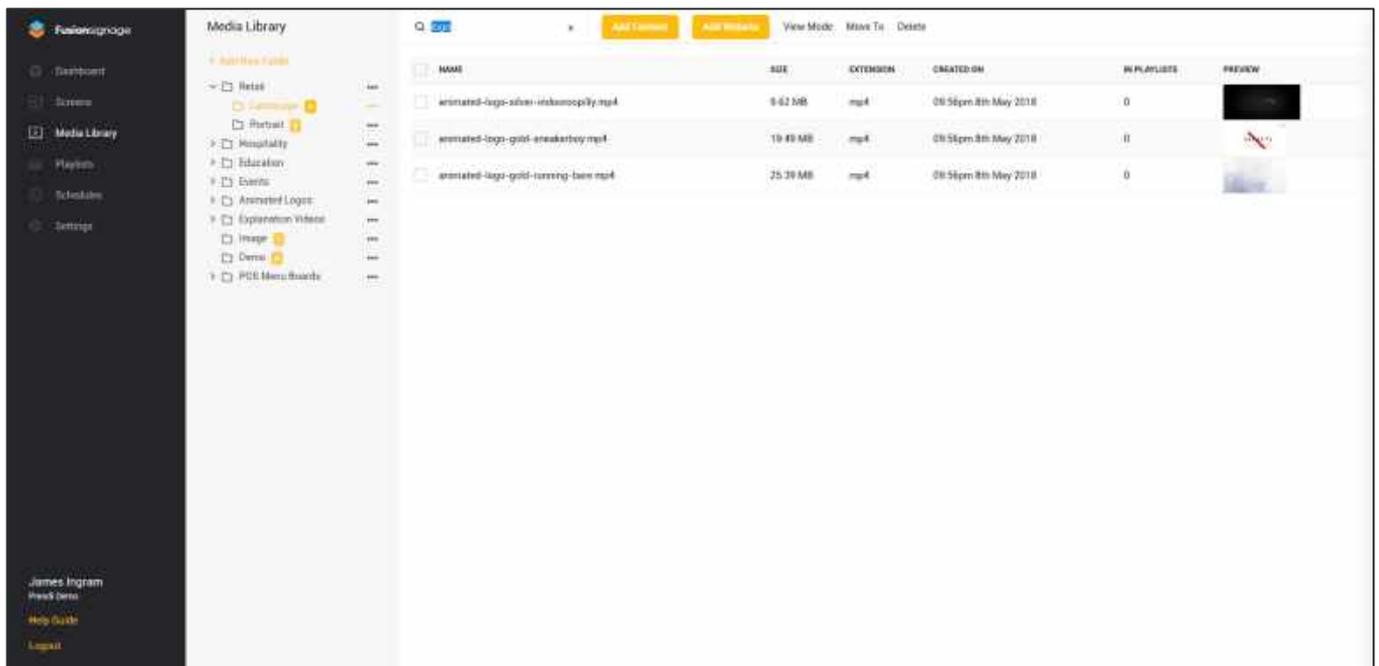
# Moving Content Between Groups

1. Select the content you wish to move on the left side of their names.
2. Click **Move To** in the top menu bar.
3. Select the new Group you would like to move the content to.



# Searching for Content

1. Type into the search bar on the left of the top menu. You can search by name, filetype, size, date or by which playlist the content is assigned to.

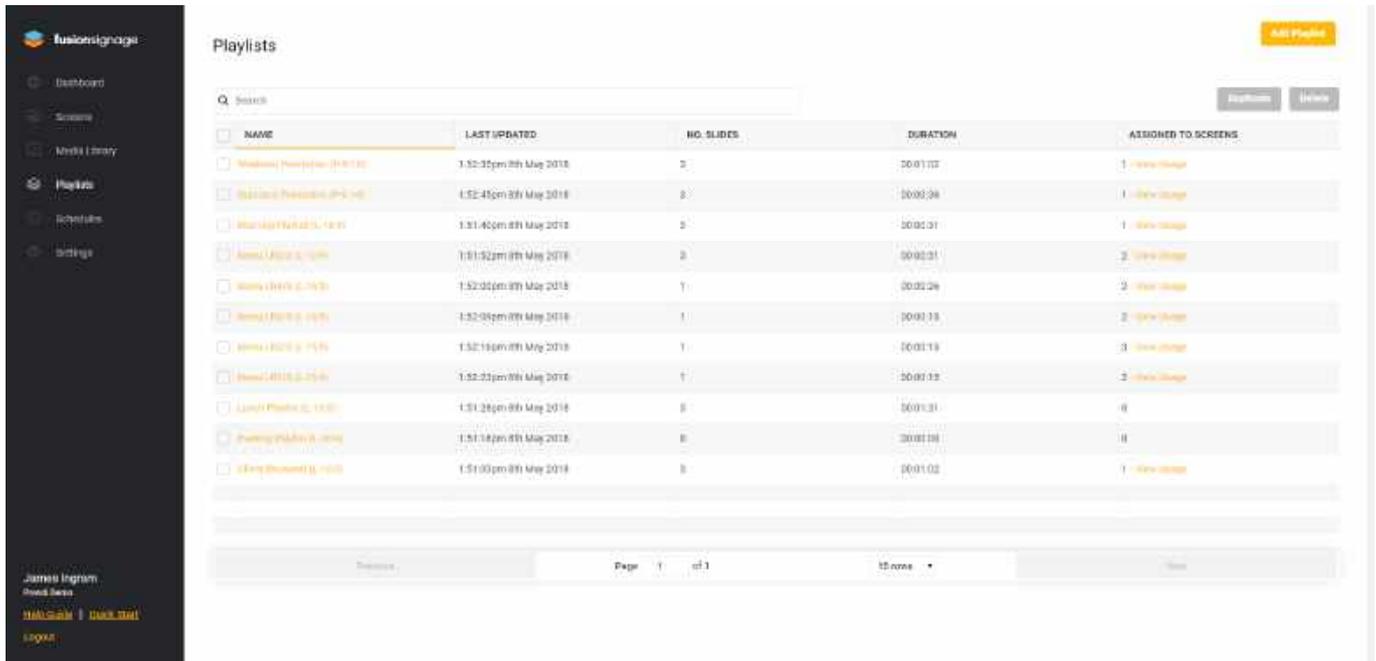


## Recommended File Settings

- It is recommended that the content be the same aspect ratio or resolution to the screen that you will be displaying it on. A typical aspect ratio is 16:9 and content should be exported at a recommended resolution of 1920x1080 pixels.
- Content should be suited to the orientation of the screen (e.g. landscape vs portrait).
- It is recommended that video files have a bit rate of 6-8Mbps, exported as a mp4 (using the h.264 or h.265 codec). The codec profile is also important, as a rule, using h.264 at the baseline profile is the best method to export video files that work on all devices (Main or High profile may also work and generally do, but some devices may have issues with them). These files should also be 1920x1080 in resolution and have square (1:1) pixels.

# Playlists

On the Playlists tab, you can add new playlists, and view and edit your current playlists.

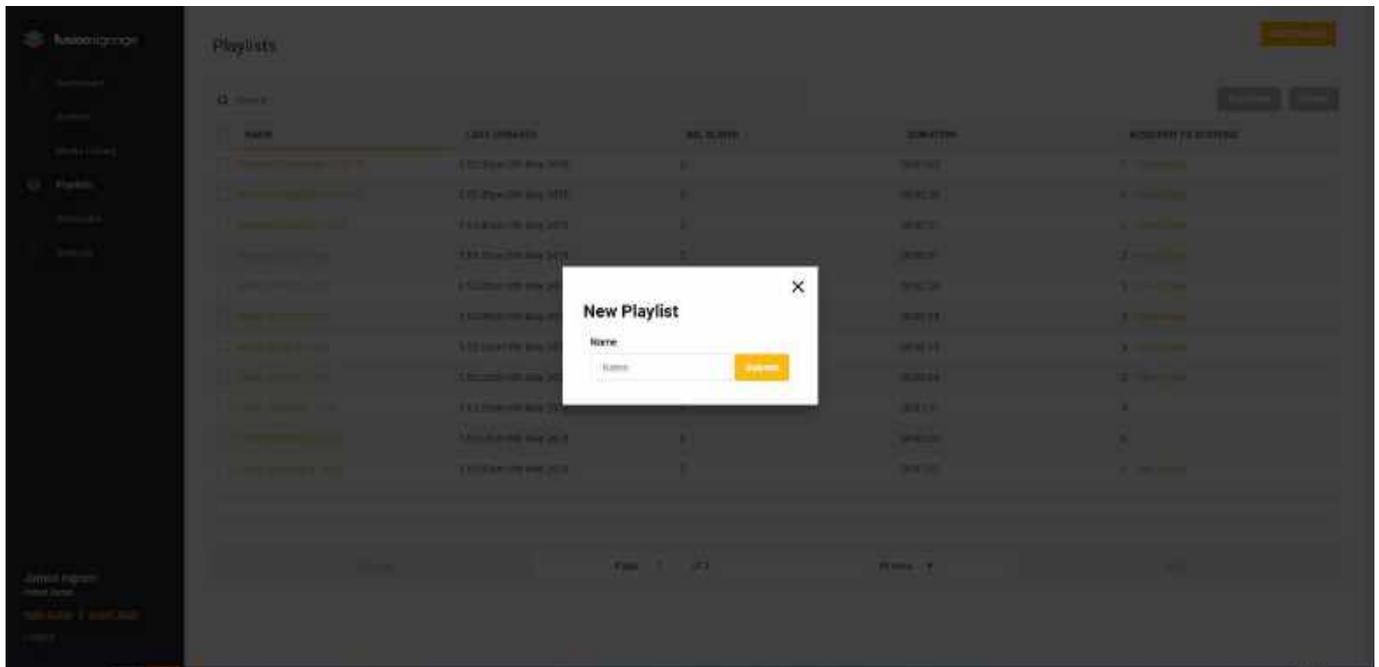


The following pages cover all tasks from the Playlists tab, including:

- Adding a Playlist
- Adding Slides to a Playlist
- Editing a Playlist
- Publishing a Playlist
- Deleting a Playlist
- Searching for a Playlist

## Adding a Playlist

1. To add a playlist, click on the **Add Playlist** button at the top right of the screen.
2. Type in the name of your Playlist in the pop-up box.
3. Press Submit

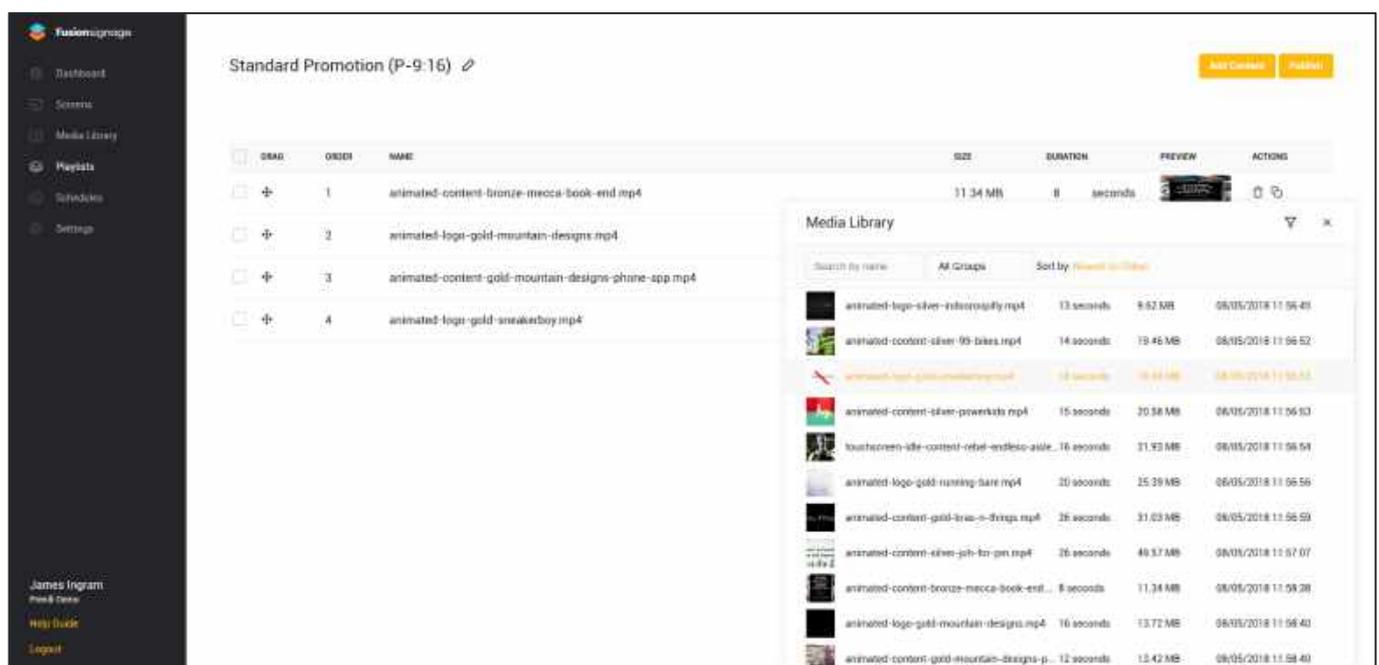


## Adding Slides to a Playlist

Add content from the Media Library into your playlist.

1. Click the **Add Content** button on the top right, to open the **Media Library** window.
2. Search for your content by name, group or date.
3. Click the X in the top right to close the window when you are finished adding content.

**Note:** You can select the same content multiple times to add multiple copies of it to your playlist.



# Editing a Playlist

Reorder, delete or change the duration of slides in your playlists.

1. Reorder the slides in a playlist by clicking the **Move** icon on the left and dragging it to its new position in the list.
2. Delete a slide by clicking the **Delete** icon on the right. The slide will be deleted from the playlist, but the content will remain in the **Media Library**.
3. Change how long your images are on screen for, by editing the **Duration**. Simply type the number of seconds into the box under the **Duration** column.

**Note:** Duration can only be edited for images, not videos.

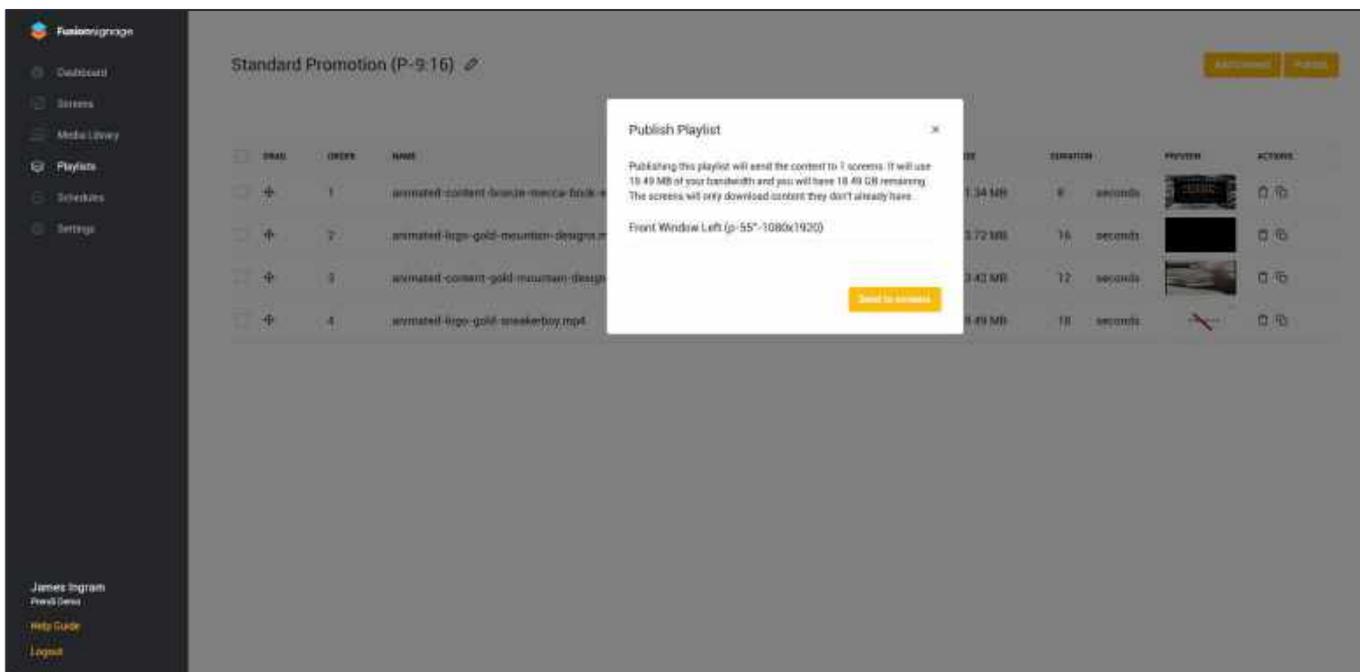


# Publishing a Playlist

When you have finished editing your playlist, you can send it to your screen by publishing it.

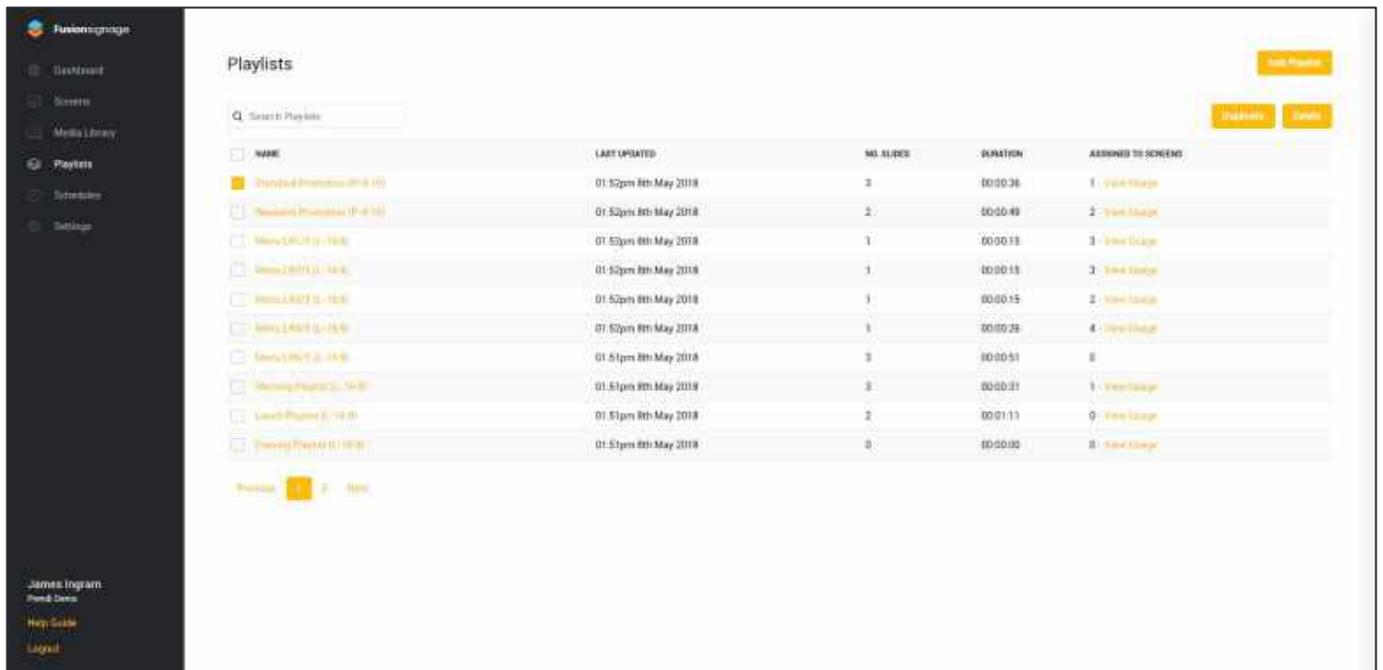
1. Simply click the **Publish** button in the top right.
2. A confirmation message will pop up at the bottom. Click **Send to Screens**.

**Note:** When the playlist is not assigned to a screen, clicking **Publish** will save the playlist.



## Deleting a Playlist

1. Select the playlist you want to delete on the left side of its name.
2. Delete the playlist by clicking the **Delete** button on the top right.
3. A confirmation message will pop up at the bottom. Click **OK**.

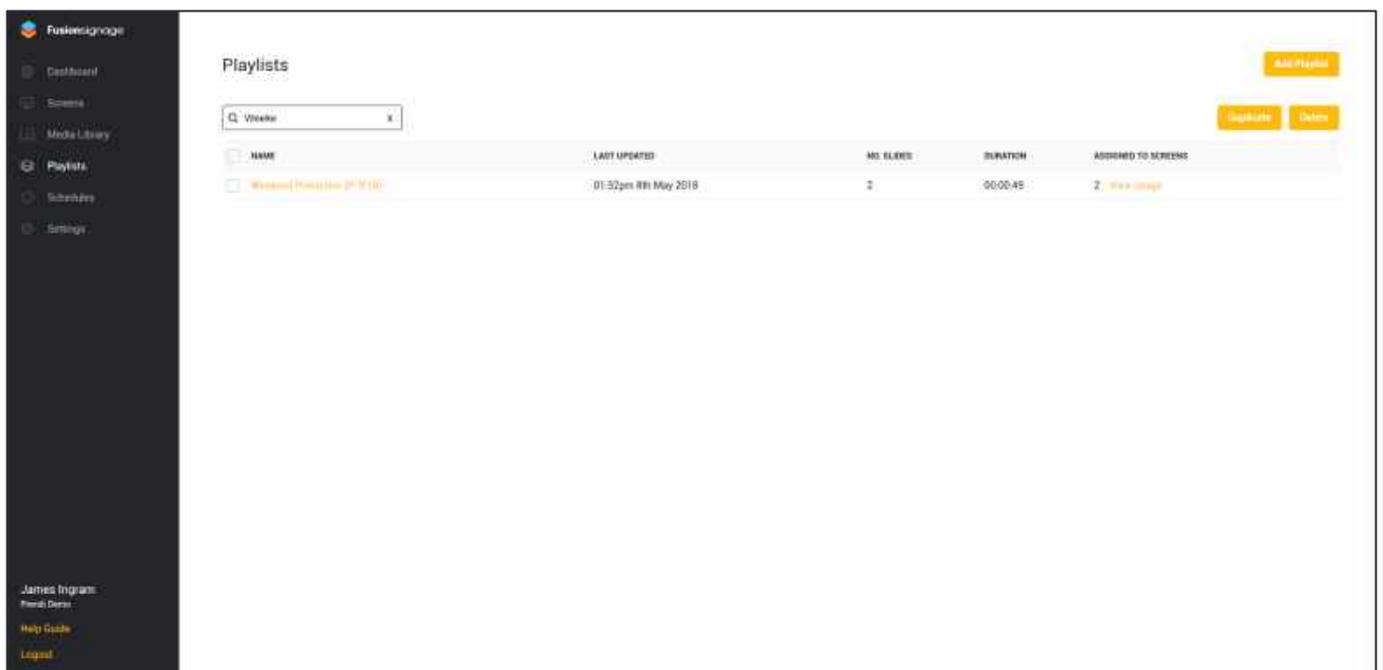


The screenshot shows the 'Playlists' management page in the Fusionsignage application. On the left is a dark sidebar with navigation options: Dashboard, Screens, Media Library, Playlists (selected), Schedules, and Settings. The main content area has a search bar labeled 'Search Playlist' and an 'Add Playlist' button. Below is a table with columns: NAME, LAST UPDATED, NO. ELEMENTS, DURATION, and ADDED TO SCREENS. The table lists several playlists, each with a checkbox on the left and a 'View Change' link on the right. At the bottom of the table, there are 'Previous', '1', '2', and 'Next' navigation buttons. The user's name 'James Ingram' and 'View Profile' link are visible in the bottom left of the sidebar.

NAME	LAST UPDATED	NO. ELEMENTS	DURATION	ADDED TO SCREENS
<input checked="" type="checkbox"/> Deleted Playlist (1 of 10)	01:52pm 8th May 2018	3	00:00:38	1 <a href="#">View Change</a>
<input type="checkbox"/> Deleted Playlist (1 of 10)	01:52pm 8th May 2018	2	00:00:49	2 <a href="#">View Change</a>
<input type="checkbox"/> New Playlist (1 of 10)	01:52pm 8th May 2018	1	00:00:18	3 <a href="#">View Change</a>
<input type="checkbox"/> New Playlist (1 of 10)	01:52pm 8th May 2018	1	00:00:18	3 <a href="#">View Change</a>
<input type="checkbox"/> New Playlist (1 of 10)	01:52pm 8th May 2018	1	00:00:15	2 <a href="#">View Change</a>
<input type="checkbox"/> New Playlist (1 of 10)	01:52pm 8th May 2018	1	00:00:28	4 <a href="#">View Change</a>
<input type="checkbox"/> New Playlist (1 of 10)	01:51pm 8th May 2018	3	00:00:51	0
<input type="checkbox"/> Deleted Playlist (1 of 10)	01:51pm 8th May 2018	3	00:00:31	1 <a href="#">View Change</a>
<input type="checkbox"/> Deleted Playlist (1 of 10)	01:51pm 8th May 2018	2	00:01:11	0 <a href="#">View Change</a>
<input type="checkbox"/> Deleted Playlist (1 of 10)	01:51pm 8th May 2018	0	00:00:00	0 <a href="#">View Change</a>

## Searching for a Playlist

Simply type into the search bar on the top left to search for playlists by name.



The screenshot shows the 'Playlists' management page with the search bar containing the text 'Weekend'. The table below shows a single search result: 'Weekend Playlist (1 of 10)' with 2 elements, a duration of 00:00:48, and added to 2 screens. The sidebar and navigation elements are the same as in the previous screenshot.

NAME	LAST UPDATED	NO. ELEMENTS	DURATION	ADDED TO SCREENS
<input type="checkbox"/> Weekend Playlist (1 of 10)	01:52pm 8th May 2018	2	00:00:48	2 <a href="#">View Change</a>

# Schedules (Advanced Licences only)

On the Schedules tab, you can create day-parting schedules to allow for different content to show at different times of the day, or on different days of the week.



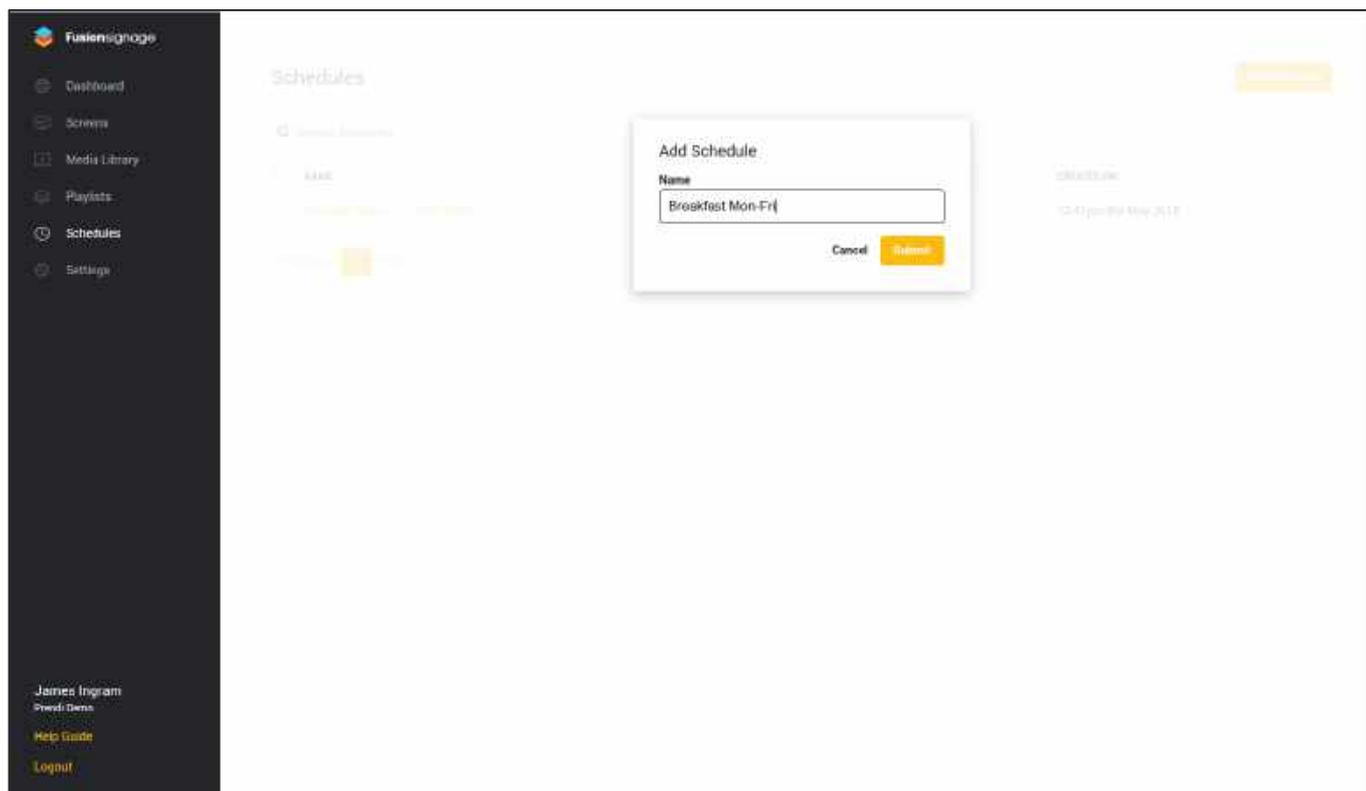
The following pages cover all tasks from the Schedules tab, including:

- Adding a Schedule
- Assigning a Schedule
- Deleting a Schedule
- Searching for Schedules

# Adding a Schedule

From the schedules tab, first add a new schedule.

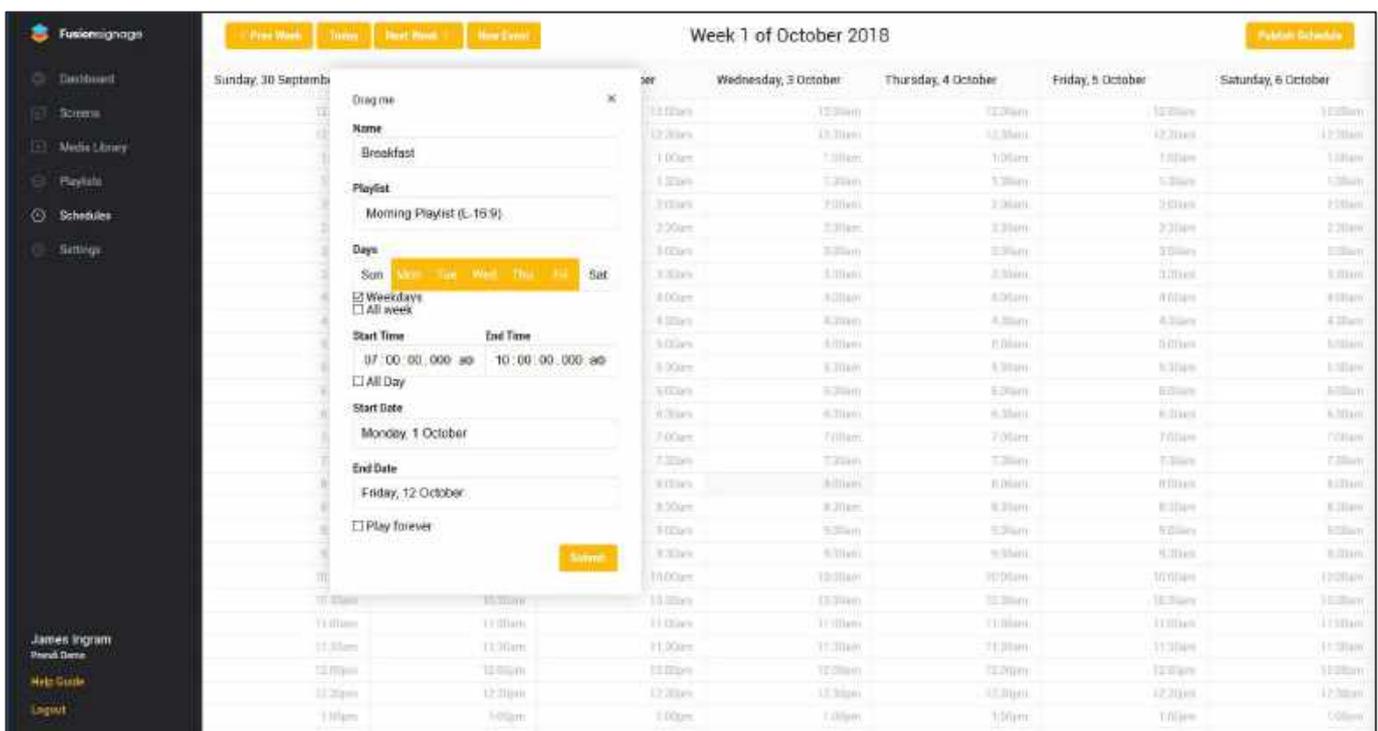
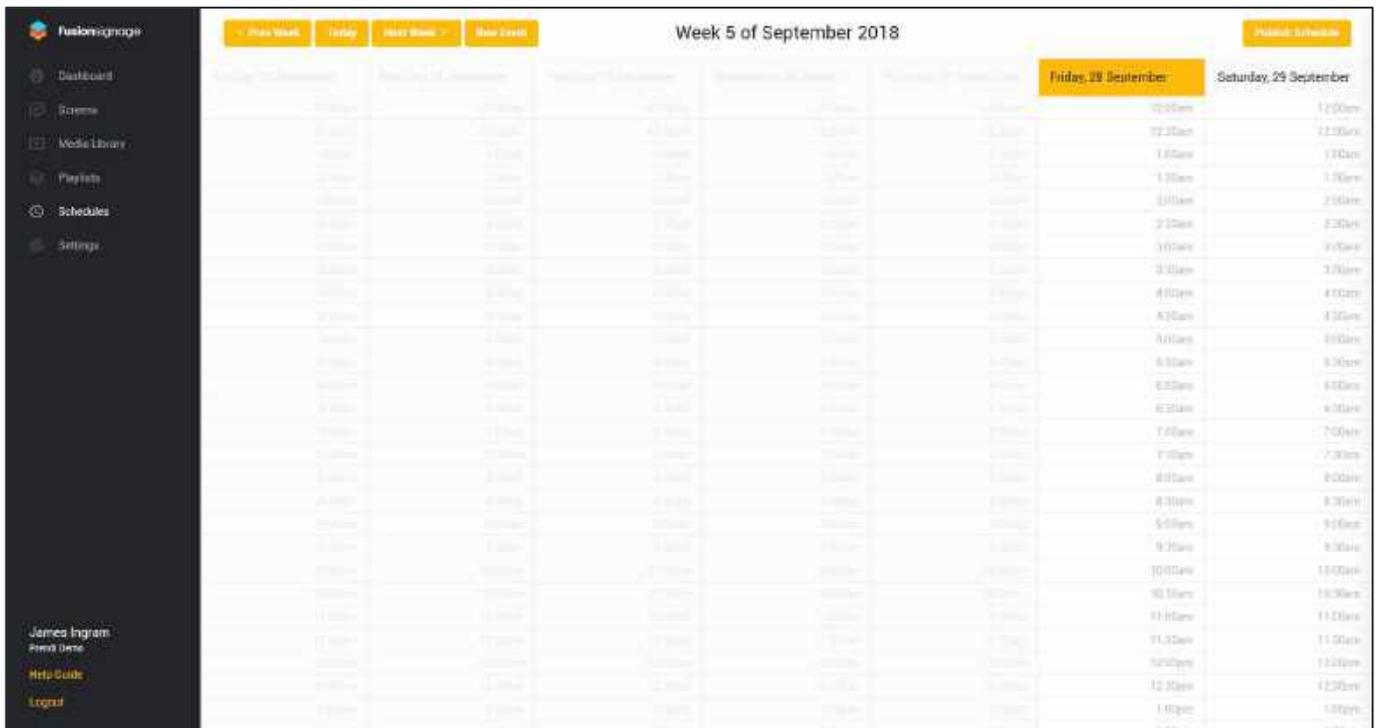
1. From the Schedules tab, click the **Add Schedule** button in the top right.
2. Give your new schedule a name and click **Submit**.



# Assigning a Schedule

After adding a Schedule, you will be taken to a calendar. Next, assign your schedule to the days/times you need.

1. Click on any day/time to start a new Event.
2. A pop-up window will appear, in which you can give this Event a name (i.e. Breakfast, Mothers Day)
3. You can then select the playlist and assign it to your required times / days.
3. Simply click **Submit** to save this event and you will see it appear in the calendar. You may add numerous Events on to one Schedule.
4. To save and publish your Schedule, select **Publish Schedule** in the top right.



## Deleting a Schedule

From the Schedules tab, you can delete a schedule.

1. Select the schedule's tick box on the left of its name.
2. Click **Delete** in the top right.

The screenshot shows the 'Schedules' page in the Fusionsignage interface. On the left is a dark sidebar with navigation options: Dashboard, Screens, Media Library, Playlists, Schedules (selected), and Settings. At the bottom of the sidebar, it displays 'James Ingram', 'Presid Demo', 'Help Guide', and 'Logout'. The main content area has a 'Schedules' header with an 'Add Schedule' button. Below the header is a search bar containing 'Search Schedules'. A table lists the schedules:

<input type="checkbox"/>	NAME	NO. EVENTS	ASSIGNED TO SCREENS	CREATED ON
<input checked="" type="checkbox"/>	Breakfast Menu (P)	1	0	09:28am 28th Sep 2018
<input type="checkbox"/>	Standard Menu (L- Y80610M5)	3	0	12:41pm 8th May 2018

Below the table are 'Previous' and 'Next' navigation buttons. In the top right corner, the 'Delete' button is highlighted in yellow.

## Searching for a Schedule

From the Schedules tab, simply type into the search bar on the top left to search for schedules by name.

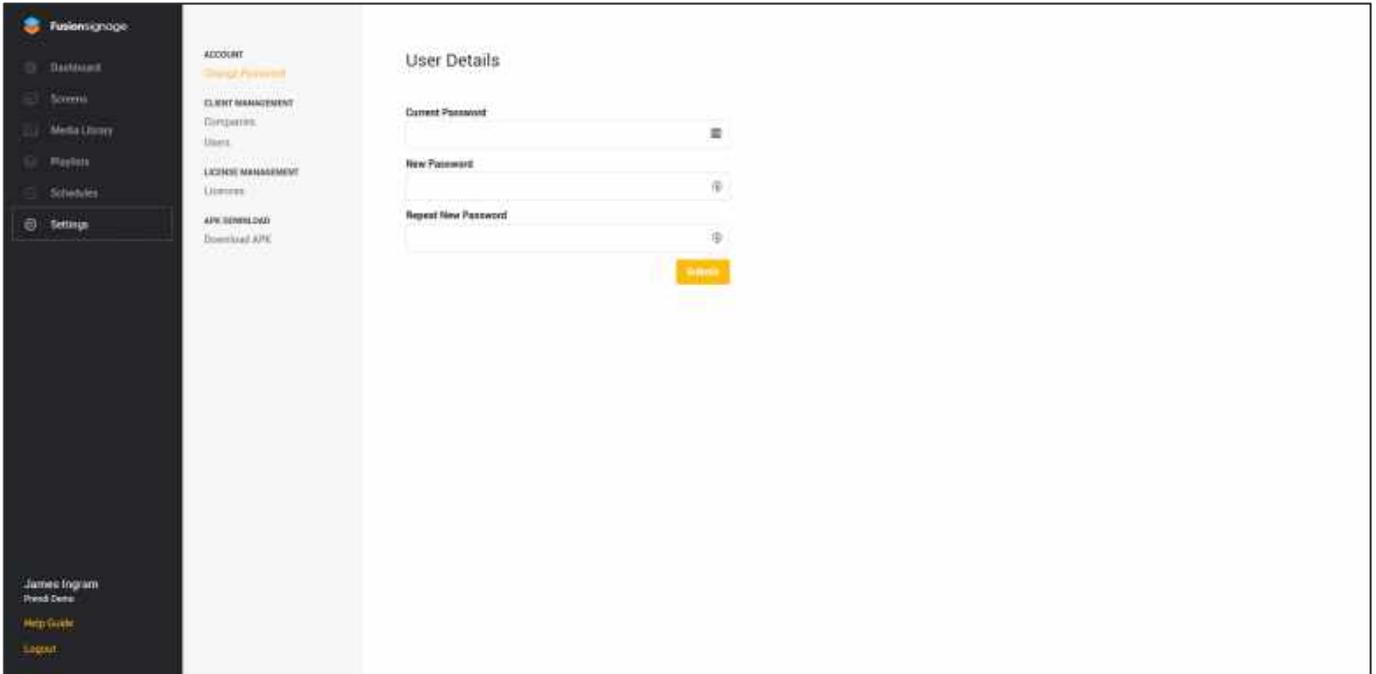
This screenshot shows the same 'Schedules' page as above, but with the search bar containing the text 'Break'. The table now only displays one schedule:

<input type="checkbox"/>	NAME	NO. EVENTS	ASSIGNED TO SCREENS	CREATED ON
<input type="checkbox"/>	Breakfast Menu (P)	1	0	09:28am 28th Sep 2018

The 'Delete' button remains highlighted in the top right corner.

# Settings

In settings, you can change your password, manage users and licences, and download the latest Android APK of the Fusion Signage application.

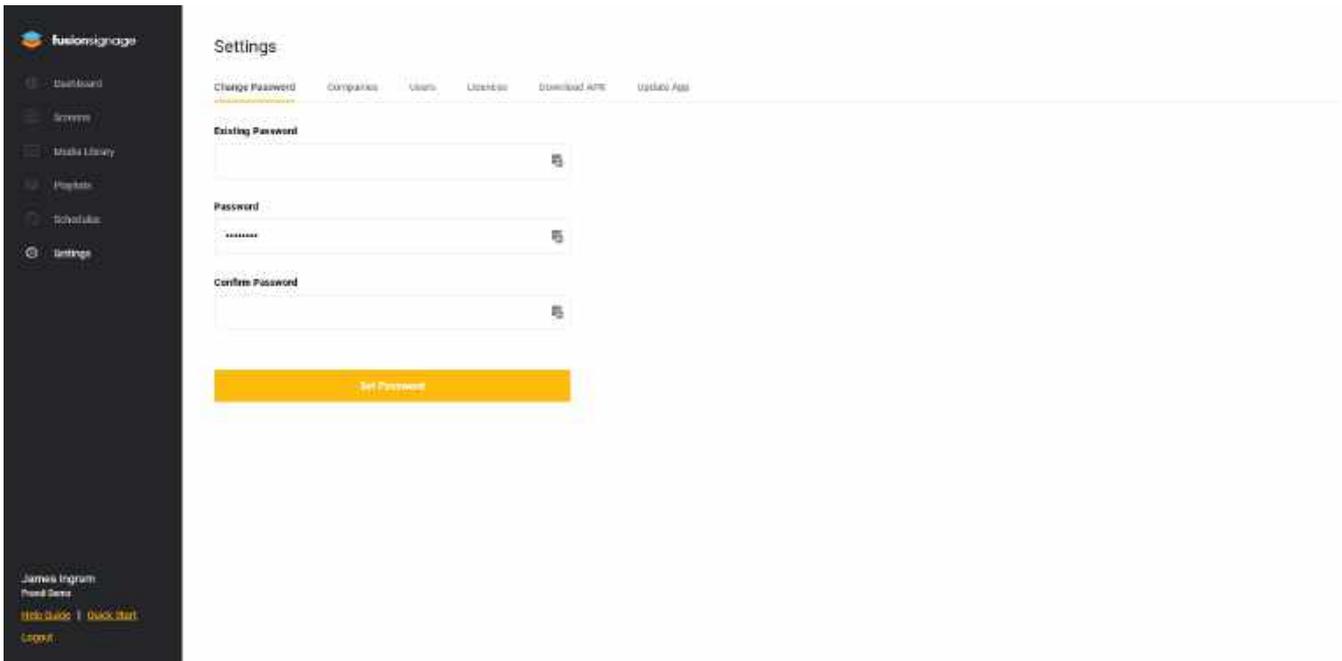


**The following pages cover all tasks from the Settings tab, including:**

- Changing your Password
- Client Management – Companies and Users
- Licence Management
- APK Download
- Updating Your App

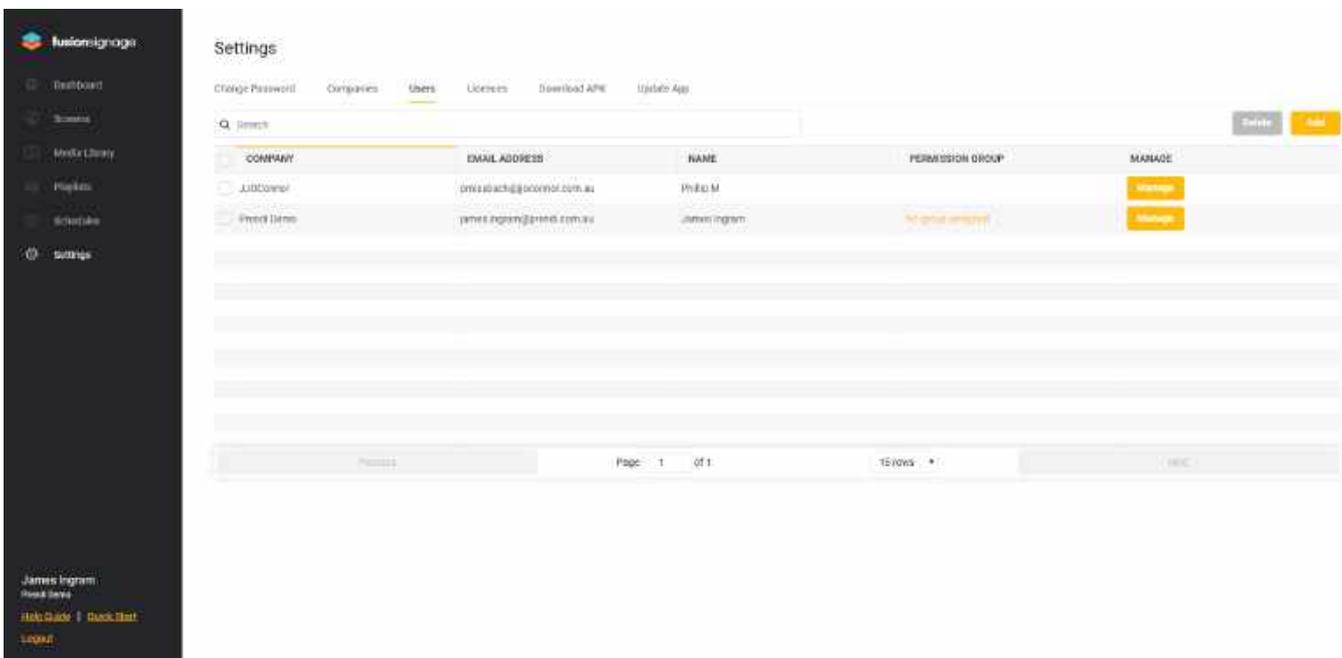
# Changing your Password

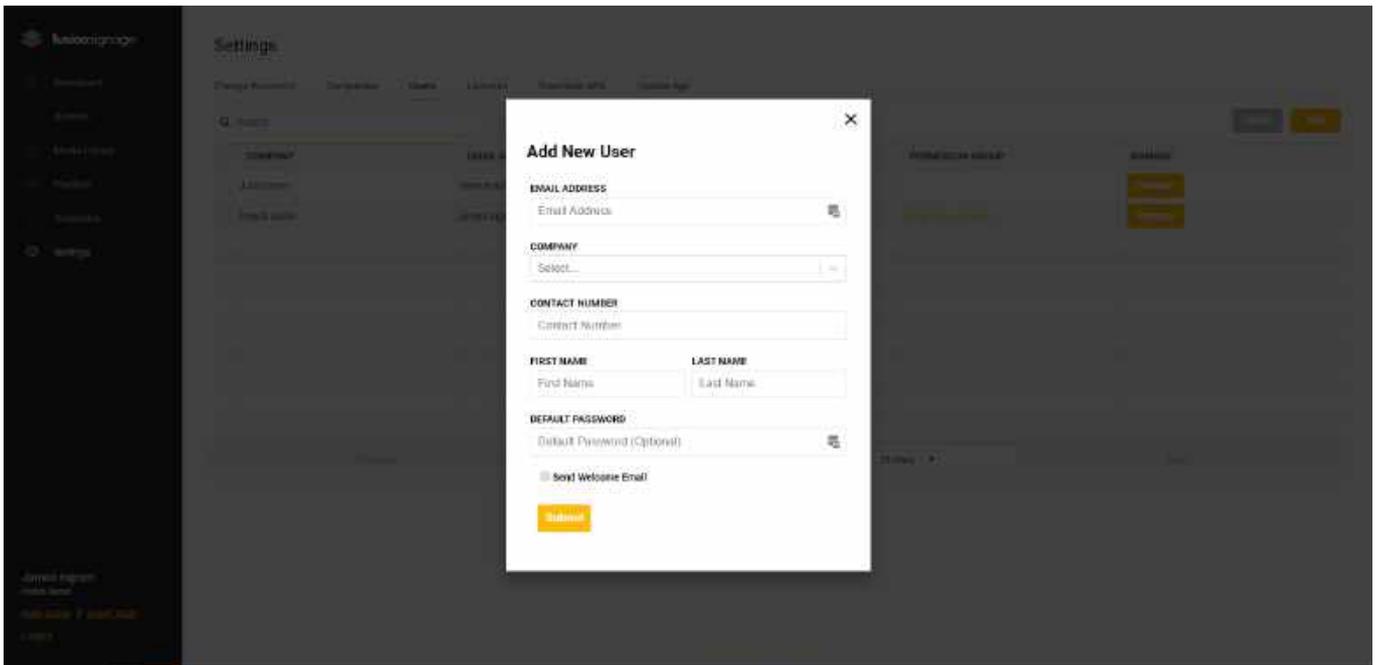
From the Settings tab, select Change Password and enter the required details.



# Client Management - Users

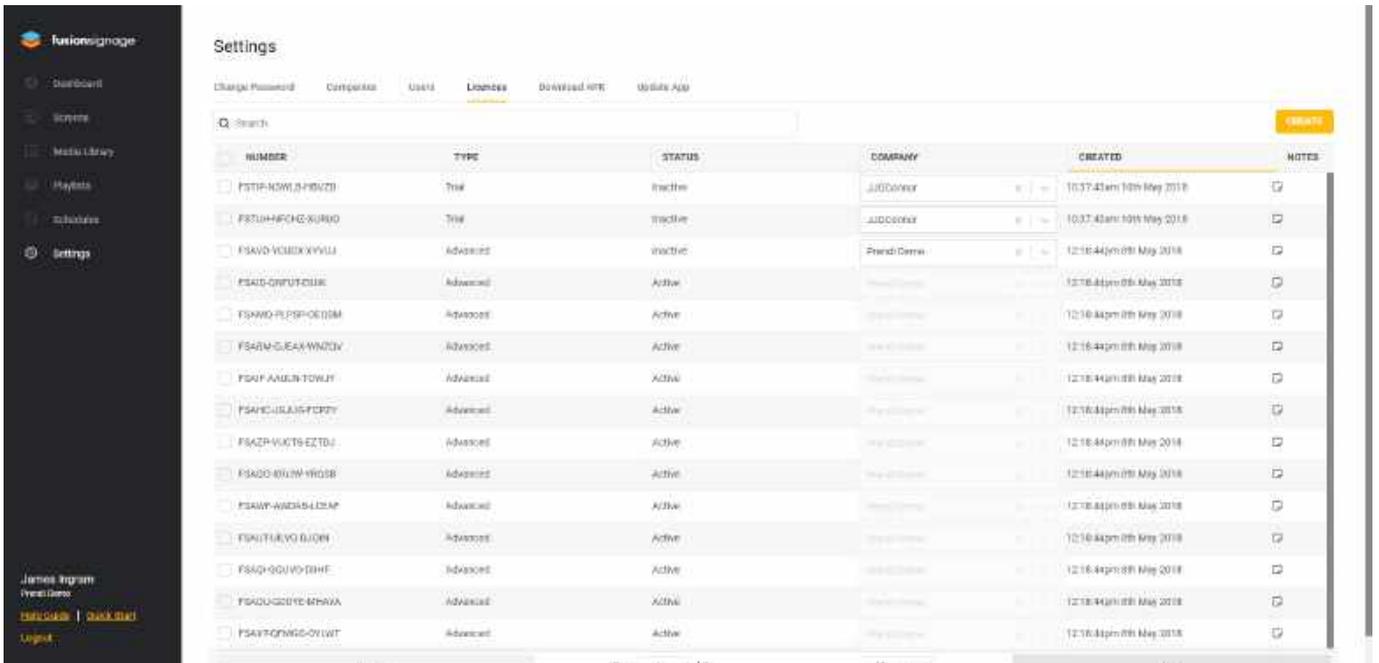
1. By selecting **Users** you can view specifications for all users with access to your account.
2. To add a user, select **Add User** in the top right. Fill in the users details and click **Submit**.





## Licence Management

By selecting **Licences**, you can view specifications for all licences within your account. Here you can view the licence numbers, licence types, status and date created.



## APK Download

The **Download APK** section should generally only be used by your provider to first install and set-up Fusion Signage onto your screen. Clicking **Download APK** will automatically start the download.

To update your app yourself in future, simply follow the below instructions.