



AppSpace Training  
**DESIGNER**

FALL 2011  
New User Training



## Basic AppSpace Designer Edition Training

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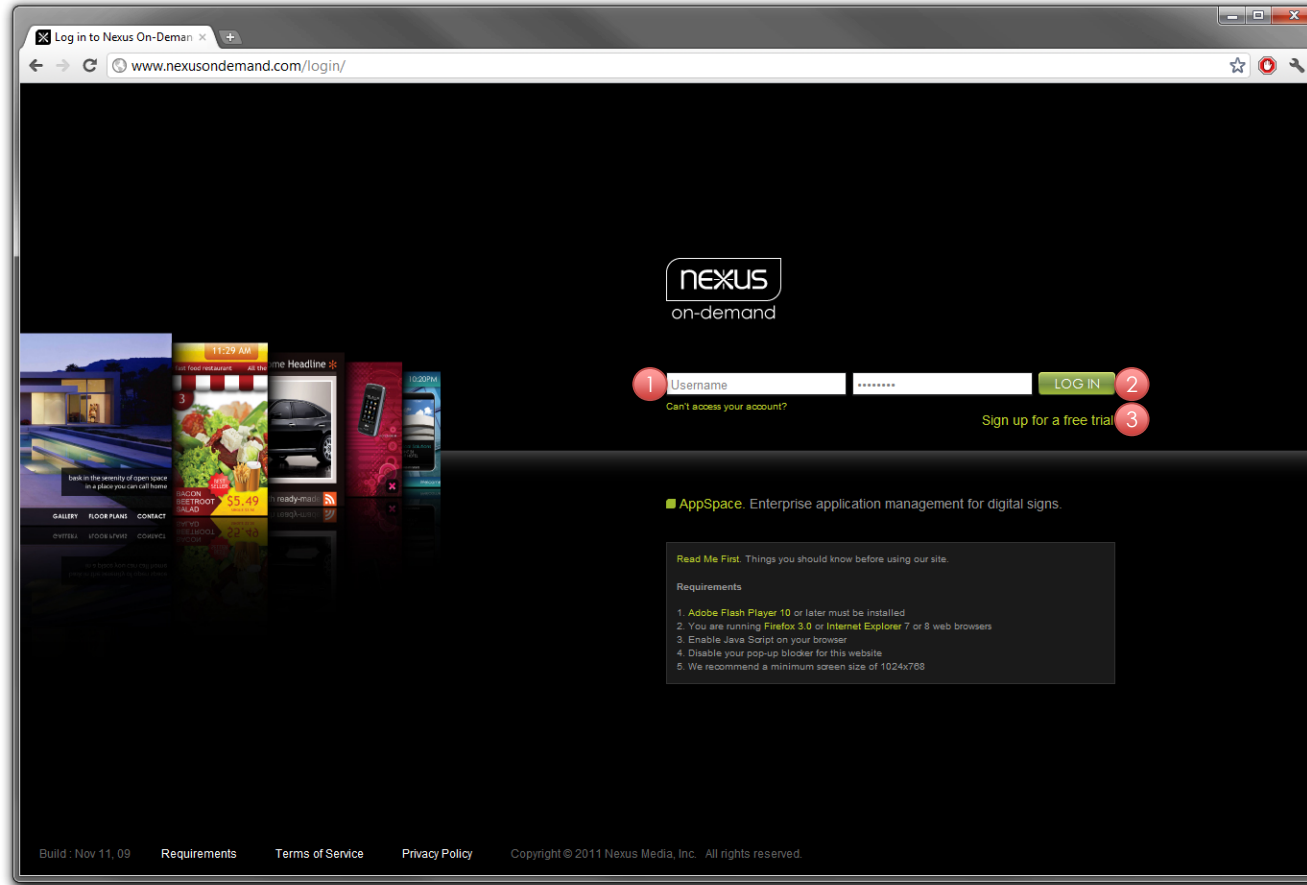
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Section 1

# **SITE OVERVIEW & ADMINISTRATION**

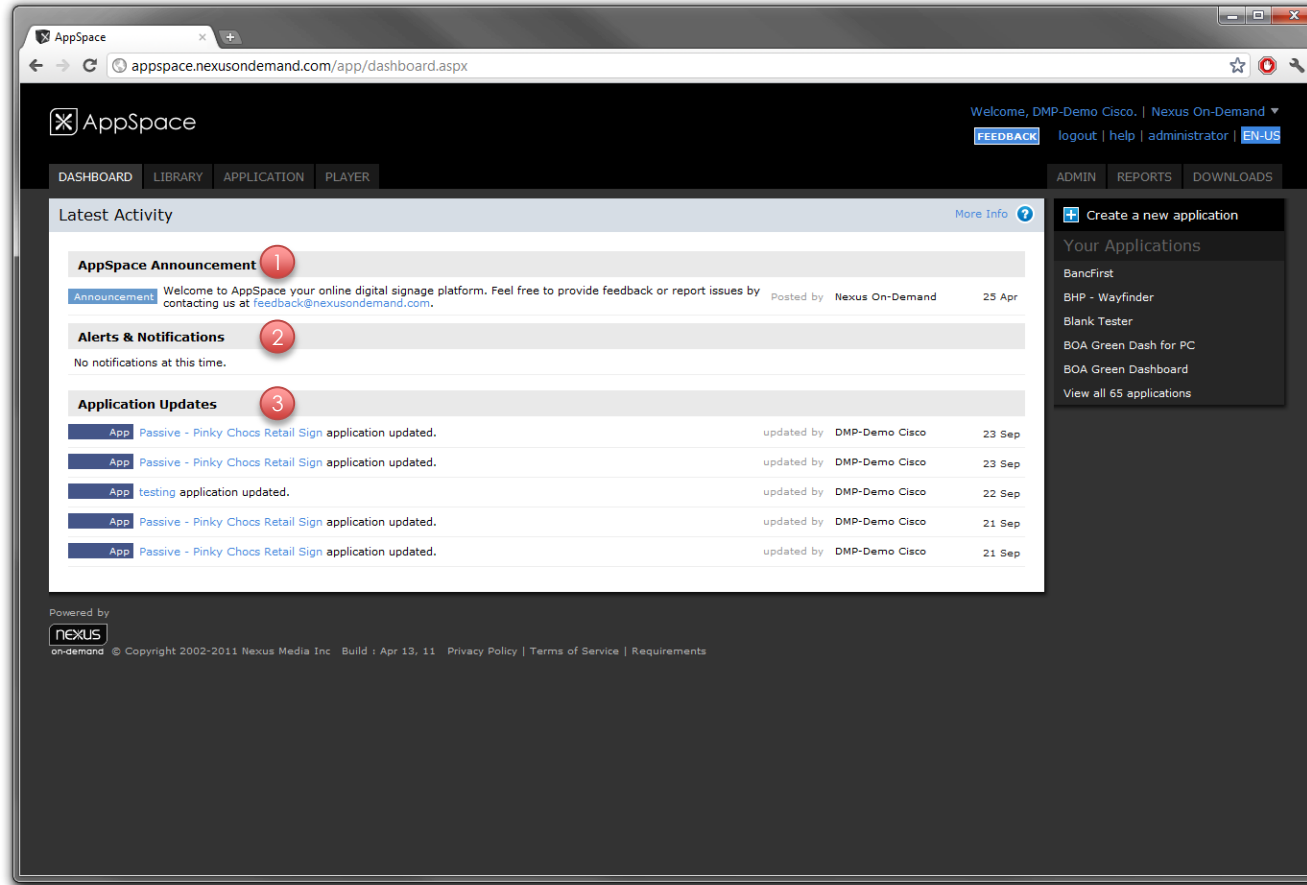




## LOGIN

1. Logging in is the first step to access your account applications and content. Enter your username and Password.
2. Click LOG IN
3. Alternatively, if you do not have credentials, create a trial account by selecting Sign up for a free trial.

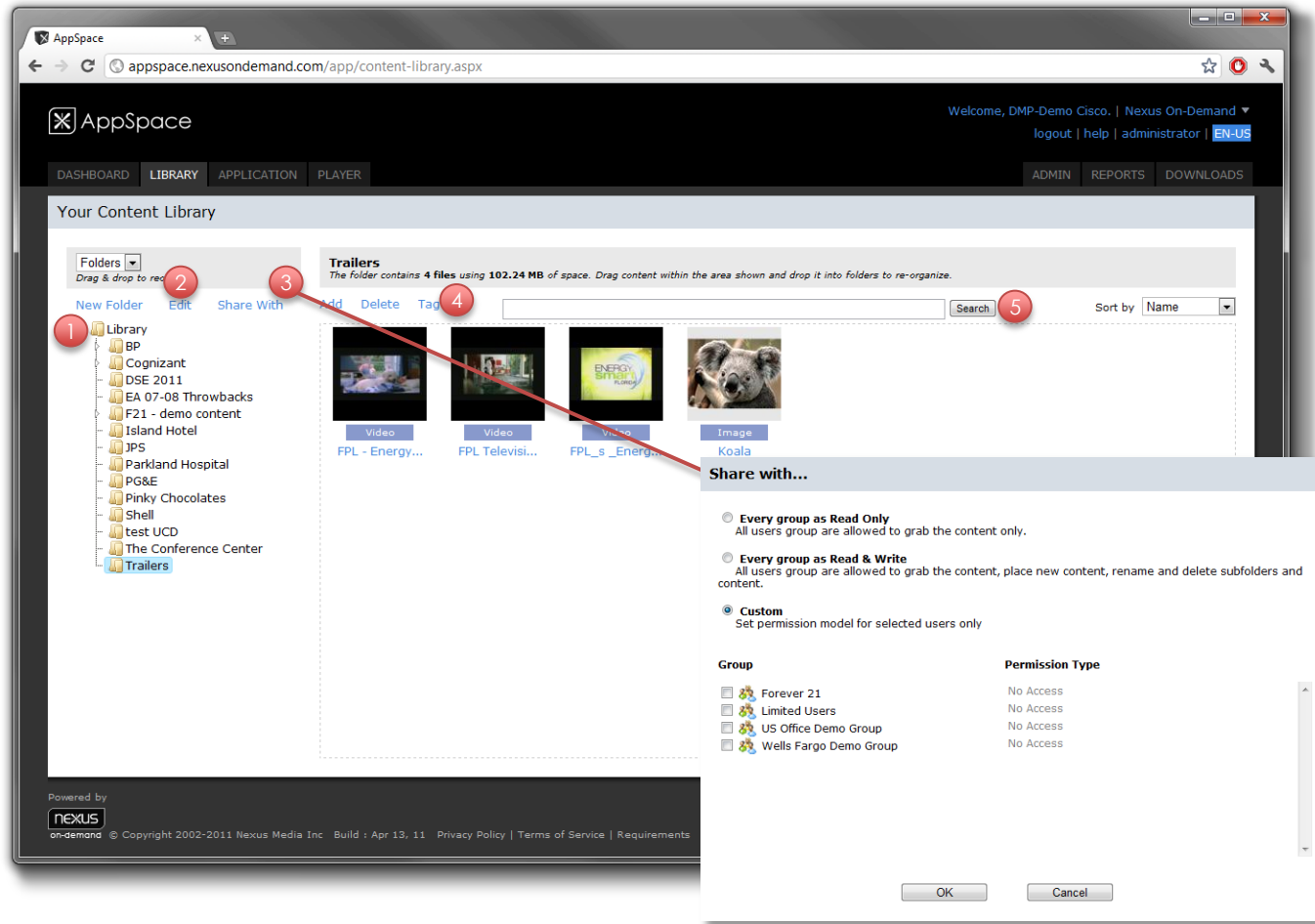




## DASHBOARD

1. AppSpace Announcements are where all users can see news from Nexus On-Demand concerning AppSpace or other Nexus notifications.
2. Alerts & Notifications will show system events specific to your account.
3. Applications Updates are a list of most recent actions done in this account, the user who made the change and the date on which this change occurred.



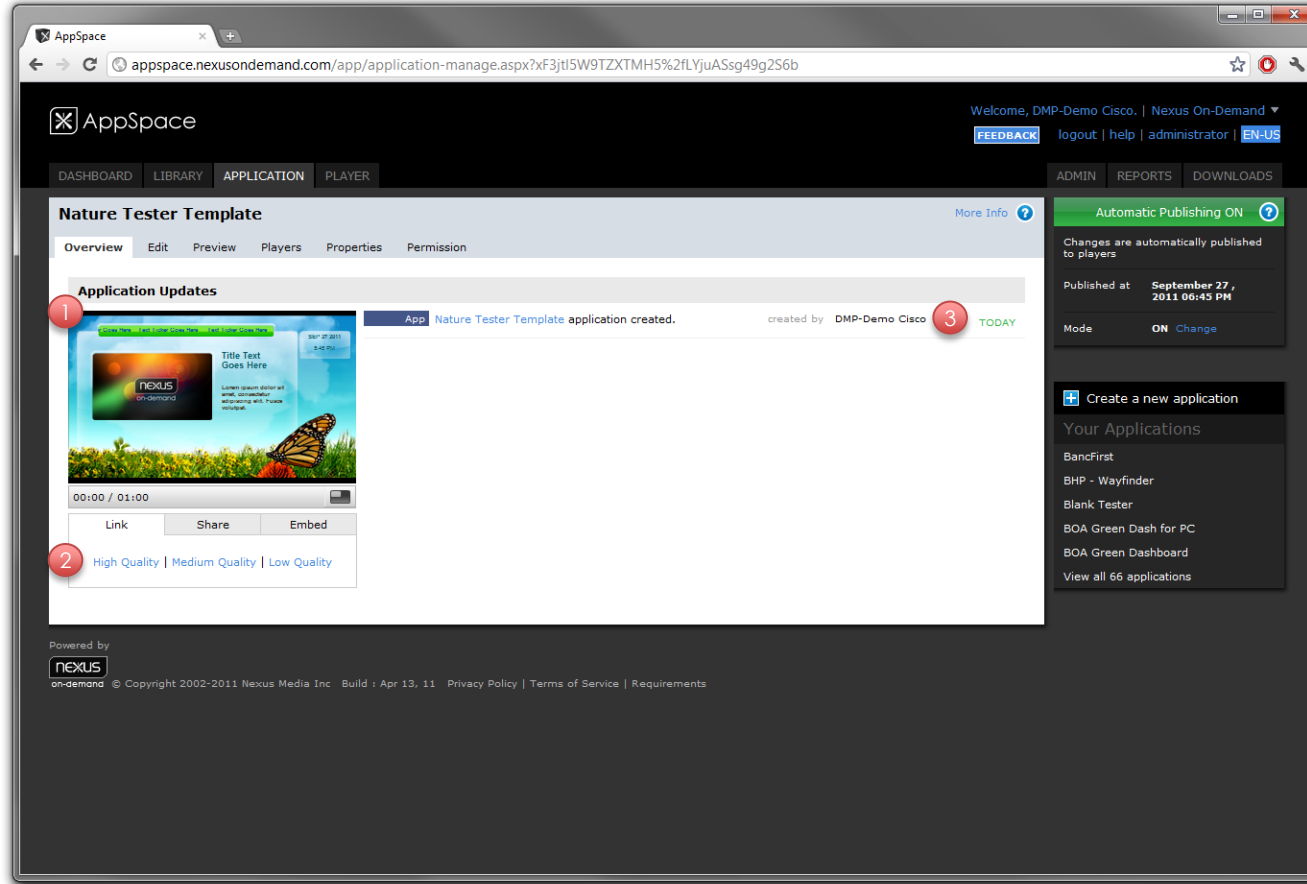


## LIBRARY

1. Folders allow you to manage and organize your library content as you wish.
2. Select a folder and click Edit to rename the folder.
3. Share With will let you choose Users in your account to share (or un-share) folders with.
4. Tagging lets you further organize your library content for quicker search results.
5. When Searching, enter the file name or assigned tag to quickly locate content.

**NOTE:** It is best practice to always upload the content to the media library and use descriptively named folders. This will allow allocation to multiple apps or zones with only 1 upload. It is also ideal for sharing and collaboration with others.





## OVERVIEW

1. Overview Tab shows a thumbnail preview of the application.
2. Share the Preview with direct URLs, E-mail Link or Embed HTML.
3. Application Updates (recent history) also appear in the Overview section.



## Application > Edit

The screenshot displays the AppSpace interface for editing a template application. The main area is titled 'Naming Your Template Application' and includes tabs for Overview, Edit, Preview, Players, Properties, and Permission. The 'Edit' tab is active. On the left, the 'Layouts' panel shows a 'New Layout' button (1) and a list of layouts (2). A 'Selected layout' panel in the center shows a layout with a red dashed box around the 'Edit' button (4). A 'Widgets' panel on the right lists various widgets (5). The top navigation bar includes 'DASHBOARD', 'LIBRARY', 'APPLICATION', and 'PLAYER'. The right sidebar shows 'Automatic Publishing ON' and 'Your Applications'.

## LAYOUTS

1. Layouts are like slides in PowerPoint. They are used to organize the order in which your content is displayed. Each layout holds a series of layered Widgets.
2. Creating a New Layout allows you to add a layout to your application.
3. Manage your current layouts here with the checkbox to disable / enable. You can also drag and drop layouts higher and lower to change their order.
4. Layout Controls
  1. Edit
  2. Copy
  3. Delete
  4. Play out properties
5. Widget List is here, a Widget holds all your content. Select one to manage the content and settings for that Widget.



## Application > Preview

## PREVIEWING

The screenshot shows the AppSpace web interface. At the top, there's a navigation bar with 'AppSpace' logo and user information: 'Welcome, Chris Van Horn. | Admin Networks | logout | help | administrator | EN-US'. Below this is a secondary navigation bar with 'DASHBOARD', 'LIBRARY', 'APPLICATION', and 'PLAYER'. The main content area is titled 'Naming Your Template Application' and has tabs for 'Overview', 'Edit', 'Preview' (selected), 'Players', 'Properties', and 'Permission'. On the left, under 'Layouts', there are two thumbnails labeled '1' and '2', both with a duration of '00:30'. The main preview area shows a rendered application with a 'nexus on-demand' logo, placeholder text 'Title Text Goes Here', and a date 'SEP 26 2011 11:05 PM'. A video player interface is at the bottom of the preview area, showing a play button and a progress bar. On the right side, there's a sidebar with 'Automatic Publishing ON', 'Published at: September 27, 2011 09:35 AM', 'Mode: ON', and a list of 'Your Applications' including '01 COA app', '01 Uni of Pheonix test', '1 EventCalendar', '1 Husain Test App', and '1 InfoMenu'. The footer contains 'Powered by nexus on-demand' and copyright information: '© Copyright 2002-2011 Nexus Media Inc. Build : Apr 13, 11 Privacy Policy | Terms of Service | Requirements'.

1. In the Preview window, you can view your layouts similar to the Edit window.
2. Choose which layout you wish to preview or watch the entire application play out as created.
3. Preview Pane is where the rendered application preview displays. Resizing your browser window will also resize the preview pane accordingly.
4. Pause, Play or Track through the Application Preview. This is similar to video controls found in most media players.



## Application > Players

The screenshot shows the AppSpace interface for the 'Nature Tester Template' application. The 'Players' tab is active, displaying a table with the following data:

Name	Application	IP Address	Sync Status	Health Status
Nature Tester Player	Nature Tester ..	127.0.0.1	Out Of Sync	Offline

Red circles with numbers 1, 2, and 3 highlight the player name, Sync Status, and Health Status respectively.

## PLAYERS

1. Player list shows players that are currently displaying this application.
2. Sync Status will inform of this specific player's current status. Here you will see things such as In Sync, Communication Lost or Out of Sync.
3. Health Status is whether or not the player is reachable over the network. If Offline, the player will not be able to receive application/content updates.



## Application > Properties

AppSpace

appspace.nexusondemand.com/app/application-edit.aspx?xf3jtl5W9TZTMH5%2fLYjuASg49g2S6b

Welcome, DMP-Demo Cisco. | Nexus On-Demand

FEEDBACK | logout | help | administrator | EN-US

DASHBOARD | LIBRARY | APPLICATION | PLAYER

ADMIN | REPORTS | DOWNLOADS

### Editing Nature Tester Template

Overview | Edit | Preview | Players | **Properties** | Permission

**Application Name** Type the name for this application. You can change this anytime.  
Nature Tester Template

**Application Qualified Name** Type the qualified name for this application for searching purpose. You can change this anytime.

**Select Application Resolution** We recommend you choose a resolution that best matches the resolution of the screen used to display the application.  
You can choose from a list of standard resolutions or define your own resolution values.

☒ **Preset Resolution** - I want to use a standard predefined resolution.  
16:9 - 1920 x 1080 FULL HD - Landscape

☐ **Custom Resolution** - I want to define my own resolution.

**Scheduling** ☐ **Enable schedule mode** - I want to control when layouts are displayed.

**Delete Application** ☐ Delete this application

Save changes or Cancel

Automatic Publishing ON  
Changes are automatically published to players  
Published at: September 27, 2011 06:46 PM  
Mode: ON Change

Create a new application

Your Applications

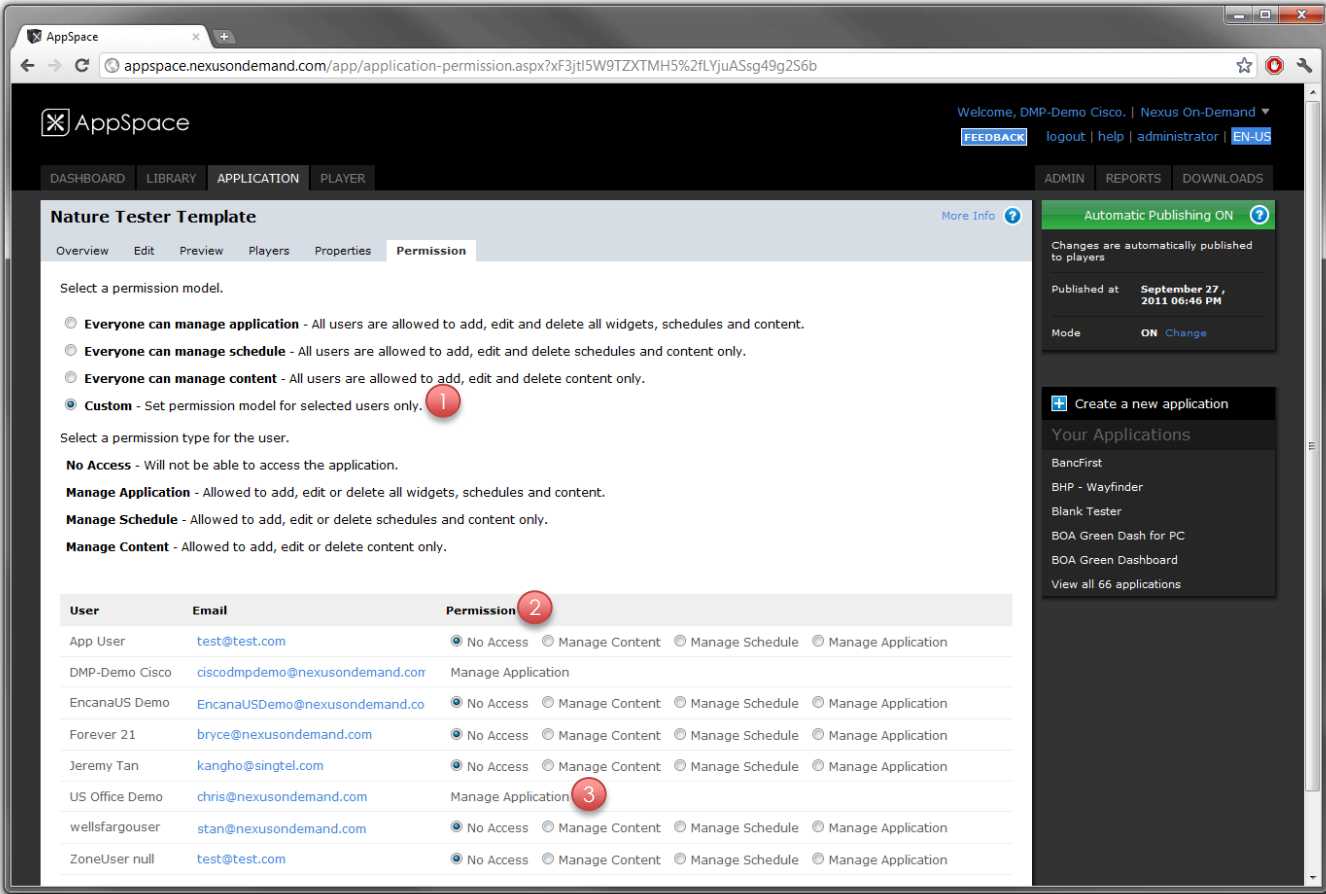
- BancFirst
- BHP - Wayfinder
- Blank Tester
- BOA Green Dash for PC
- BOA Green Dashboard
- View all 66 applications

## APP PROPERTIES

1. App Name is the name that shows up in the player list.
2. Qualified Name is used for player searching, here you can use descriptive internal-use naming that may include static IP addresses or other relevant information.
3. Resolution of the application can be changed here. Choose standards such as 1080p or 720p. Alternatively, select Custom to enter a non-standard resolution.
4. Schedule mode will allow you to day-part your layouts. This is useful for advanced application displaying.



Application > Permission



# PERMISSIONS

1. Setting Custom allows you to manage permissions per each individual User.
2. Set your Permissions with the check-boxes. Manage Content, Manage Schedule, or Both (Manage Application).
3. Account Administrators will not have options to set, only non-admin users can have their permissions managed.



## Admin > Account

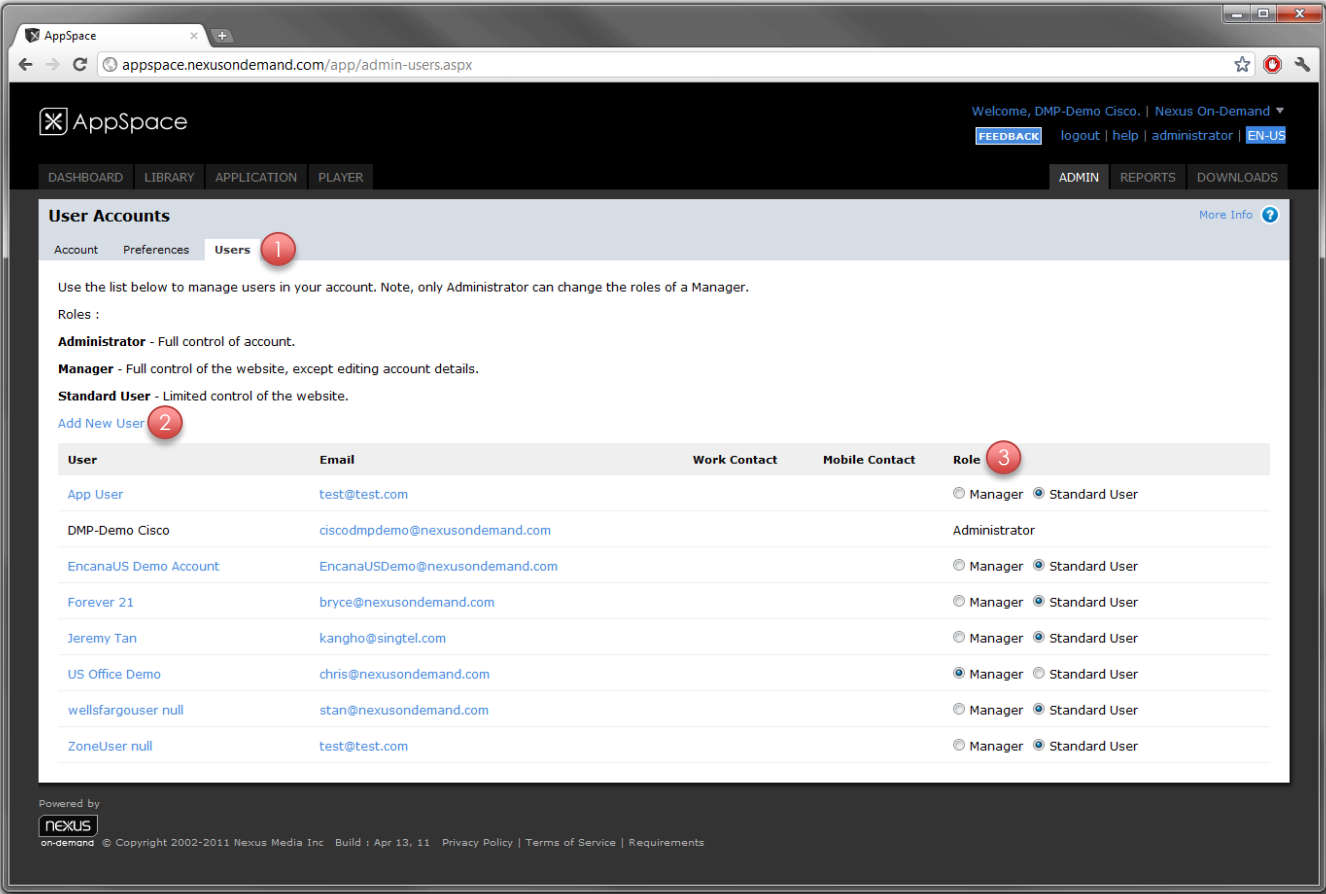
The screenshot shows the 'Account Details' page in the AppSpace admin interface. The page has a dark header with the AppSpace logo and navigation links. Below the header, there are tabs for 'Account', 'Preferences', and 'Users'. The 'Account' tab is selected and marked with a red circle '1'. The 'Contact Details' section contains fields for 'First Name' (DMP-Demo), 'Last Name' (Cisco), 'Work Number', 'Mobile Number', and 'Email' (ciscodmpdemo@nexusondemand.com). Below these fields is a note about email alerts. The 'Password' section has fields for 'Current Password' (masked with dots), 'Password Hint' (a dropdown menu), and 'Secret Answer'. A 'Change Password' link is next to the 'Current Password' field, marked with a red circle '2'. The 'Send Alerts?' section has a dropdown menu set to 'No' and a text box explaining the alert system, marked with a red circle '3'. The 'Show Help On Login' section has a dropdown menu set to 'No' and a text box explaining the help window. At the bottom, the 'Subscription Details' section states 'There is no register date for this account'.

## ACCOUNT

1. Manage your Account with this Account sub-tab of the Admin tab.
2. Change your personal information, password, hint and answer.
3. If you wish to receive e-mail alerts, set the option to Yes. This means you will receive an e-mail when a player's health status changes.



Admin > Users

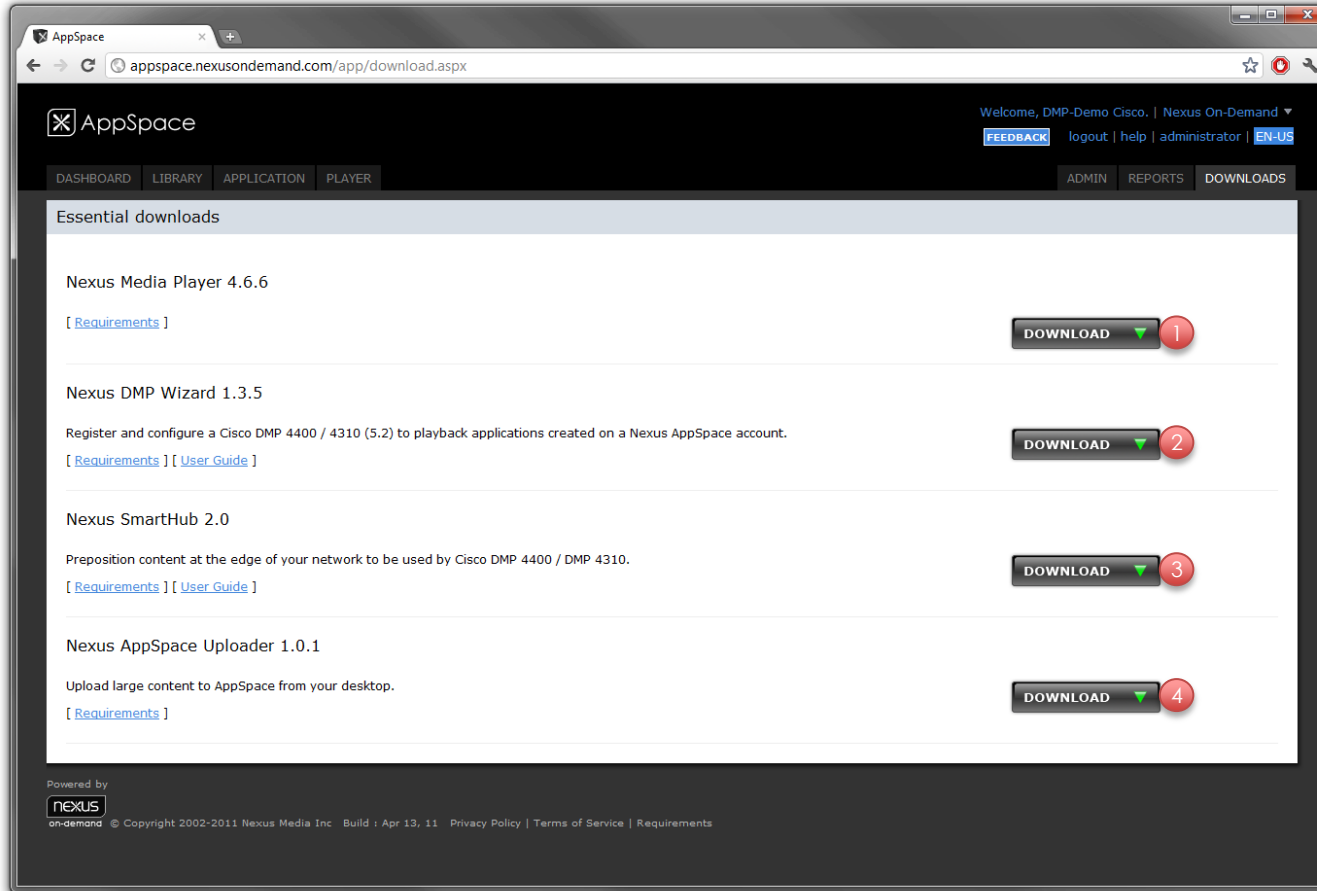


# USERS

1. Manage the Users in your account here, the Users sub-tab of the Admin tab.
2. Add New User lets you create a new user account.
3. Selecting a Role sets that specific user's permission. Manager has full control, Standard has limited control.



## Downloads

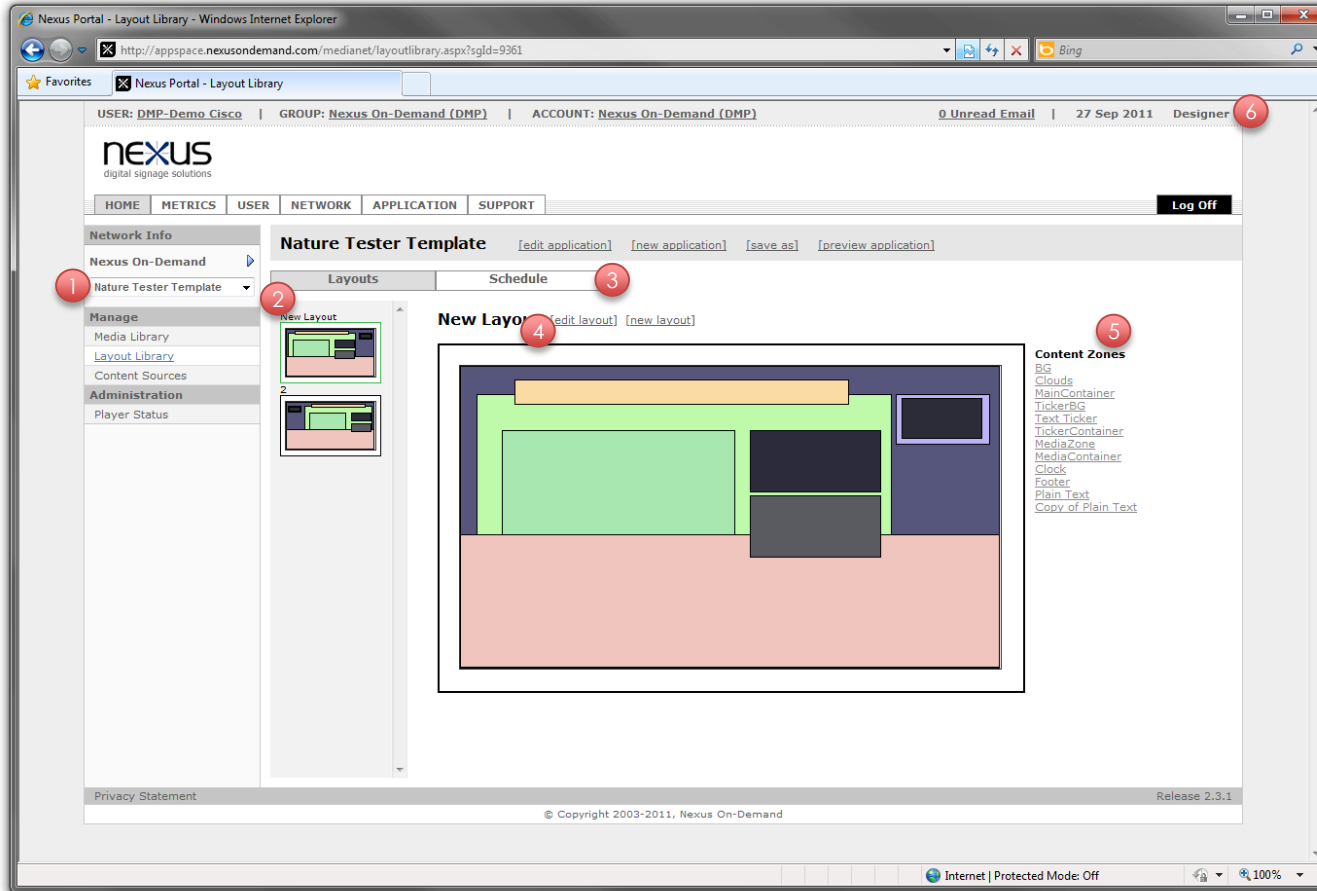


## DOWNLOADS

1. Nexus Media Player (or NCS Player) is the Player Software to turn a Windows based PC into a Player.
2. Nexus DMP Wizard is the interface to install an application to a Cisco DMP (4400 or 4310).
3. Nexus SmartHub is the installer software to turn a Windows Server (2003 or 2008) into a SmartHub. SmartHub is a Nexus tool which allows custom plug-in development to achieve tasks such as database integration and more.
4. AppSpace Uploader is a tool that allows the uploading to your Library of large files that may time out if allocated normally.



## Administrator Mode

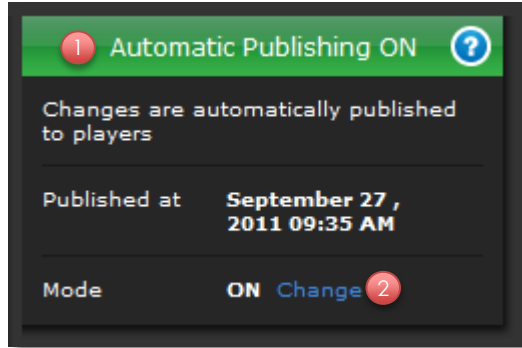


## COMPONENTS

1. Application Drop-down, choose your application here.
2. Layout list, similar to Designer Mode.
3. Schedule mode, select this to modify schedule if layout scheduling is enabled.
4. Edit Layout, similar pop-up dialog to Designer mode.
5. Content Zones list, similar to the Widget List in Designer mode.
6. Designer link, back to Designer mode.

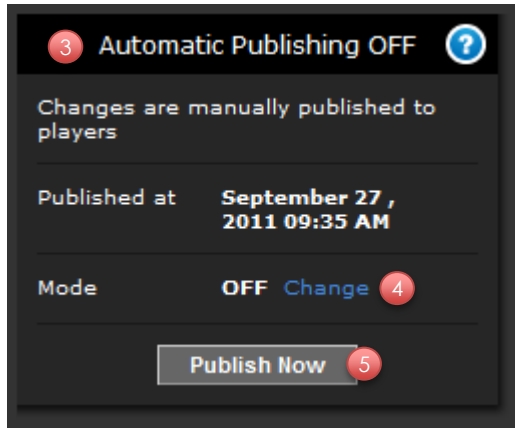


### Automatic Publishing vs. Manual Publishing



#### Automatic Publishing ON

1. This denotes Auto Publishing is enabled. Any changes made to the application will be immediately sent to associated players.
2. Selecting Change will disable auto-publishing.



#### Automatic Publishing OFF

3. This denotes Auto Publishing is disabled. Any changes made to the application will be immediately sent to associated players.
4. Selecting Change will enable auto-publishing.
5. Select Publish Now to push changes to associated players.



## Administrator Mode > Network > Portal Permission

The screenshot shows the Nexus Portal Administrator Mode interface. The breadcrumb trail is **Network > Network Management > Permission Management**. The page title is **Permission Management : Nexus On-Demand**. There is a link to **Add new User Role**. Below this, there are two tabs: **Content Administrator** and **Network Administrator**. The **Network Administrator** tab is selected, showing a table of users. The table has columns: **User**, **Role**, **Network**, **Receive Email Updates**, and **Delete**. The first row shows a user named **DMP-Demo Cisco** with the role **Content Administrator** and network **Nexus On-Demand**. The **Receive Email Updates** checkbox is unchecked. The **Delete** column has a **Delete** link. The footer shows **© Copyright 2003-2011, Nexus On-Demand** and **Release 2.3.1**.

## PERMISSIONS

1. Select the NETWORK tab.
2. Then the Portal Permission link, to view portal permissions – a more advanced permissions modification tool than the Designer mode permissions.
3. Add new user role lets you add an already created user to the portal permission list. This enables their use of Administrator mode and which Admin mode permissions they have available to them.
4. The Administrator mode tabs show user lists. If a user is displayed under the selected tab, they belong to that permission group.
5. User information shows in Rows with the options to receive email updates or Delete their permissions.



## Administrator Mode > Schedule

Nexus Portal - Layout Schedule - Windows Internet Explorer

http://appspace.nexusondemand.com/medianet/layoutschedule.aspx?sgld=9361

Nexus Portal - Layout Schedule

USER: DMP-Demo Cisco | GROUP: Nexus On-Demand (DMP) | ACCOUNT: Nexus On-Demand (DMP) | 0 Unread Email | 27 Sep 2011 | Designer

nexus digital signage solutions

HOME METRICS USER NETWORK APPLICATION SUPPORT Log Off

Network Info

Nexus On-Demand

Nature Tester Template

Manage

Media Library

Layout Library

Content Sources

Administration

Player Status

Nature Tester Template

[edit application] [new application] [save as] [preview application]

Layouts Schedule

Day Today Tuesday, September 27, 2011

All Schedules

Default Schedule

Add New Schedule

Update Position

12 AM

4

default schedule

normal schedule

IsExclusive

Privacy Statement

© Copyright 2003-2011, Nexus On-Demand

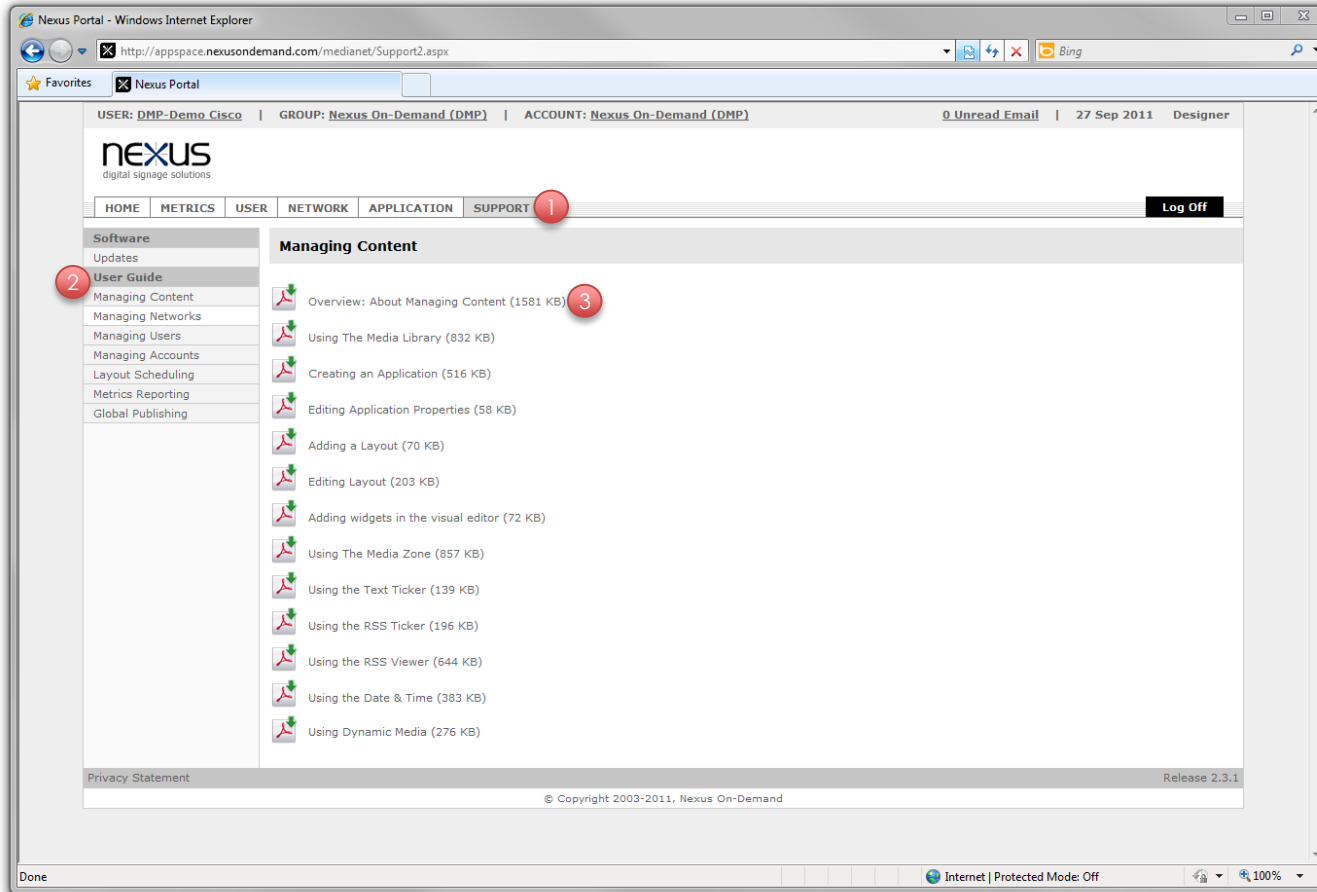
Release 2.3.1

## SCHEDULING

1. Selecting the Schedule tab (if layout scheduling is enabled) allows you to view and modify the current application schedule.
2. The Default Schedule is the fallback schedule, it always exists and will always play when nothing else is scheduled.
3. Add New Schedule lets you add a new schedule to this list. This will play when you tell it to, and when not on screen, the default schedule takes over.
4. The colored bar time line is a visual indicator as to which schedule is going to play and when.



## Administrator Mode > Support



## SUPPORT

1. The Support tab contains a series of PDFs that will assist you at your convenience.
2. Select the topic you wish to read about.
3. The PDFs are named so you instantly know what the topic will cover.



## Section 2

# SCHEDULING OPTIONS



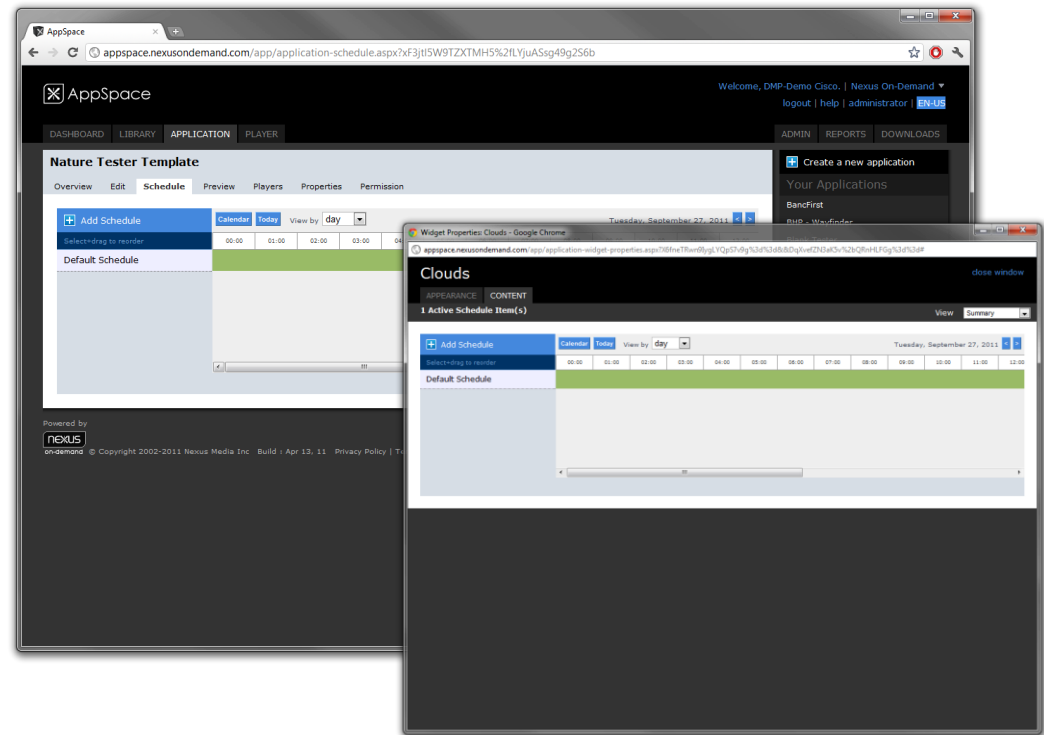
## Section 2.2: IDENTIFYING APPS FOR SCHEDULING

### Application (Layout) & Widget Scheduling

Scheduling is a powerful tool to take advantage of for efficiency and ease of use.

Scheduling allows the user to take control of future playback by creating content in a layout or playlist and scheduling it to be on screen during certain dates or times.

Examples of scheduling use that best benefits the user would be holiday themed layouts of the “everyday” application. Another would be scheduling a visiting company’s logos or client photos on screen during the hours/days they are on site.





## Scheduling Options

The screenshot shows the AppSpace application interface. On the left, the 'Nature Tester Template' is visible with a 'Schedule' tab selected. A red circle '1' highlights the 'Add Schedule' button. On the right, the 'New Schedule' dialog box is open, showing various scheduling options. Red circles '2' through '7' highlight specific fields and controls within the dialog:

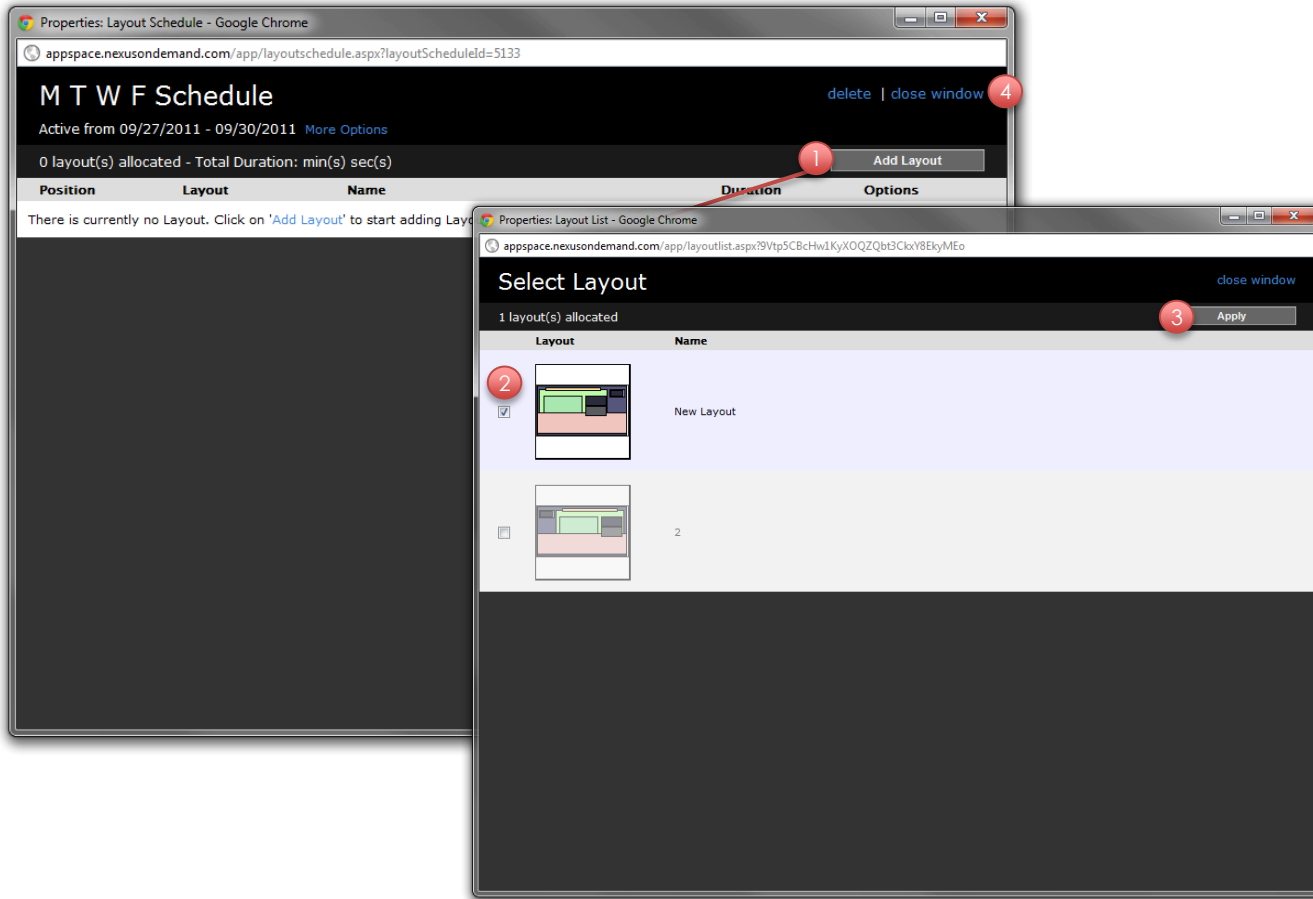
- 2: Name input field (placeholder: Type schedule name here e.g. Breaking News or Sports Highlights)
- 3: Schedule Time options (Play forever or Play between these dates)
- 4: Schedule Priority options (Normal Schedule or Exclusive Schedule)
- 5: Recurrence options (Play all day or Recur every...)
- 6: Add To List button
- 7: Apply button

## LAYOUT SCHEDULING (a)

1. Add Schedule brings up the new schedule dialog.
2. Name your new schedule here.
3. Select whether this schedule will run forever or between certain dates.
4. Normal Schedule or Exclusive – exclusive means no matter the schedules position in the priority list, it will run if it is scheduled to do so.
5. Recurrence is where the schedule is set for day-parting. Such as M W F 8AM through Noon.
6. Select Add to List when your day/times are set.
7. Don't forget to Apply your changes. This brings us to the next slide, 2.1b



## Scheduling Options

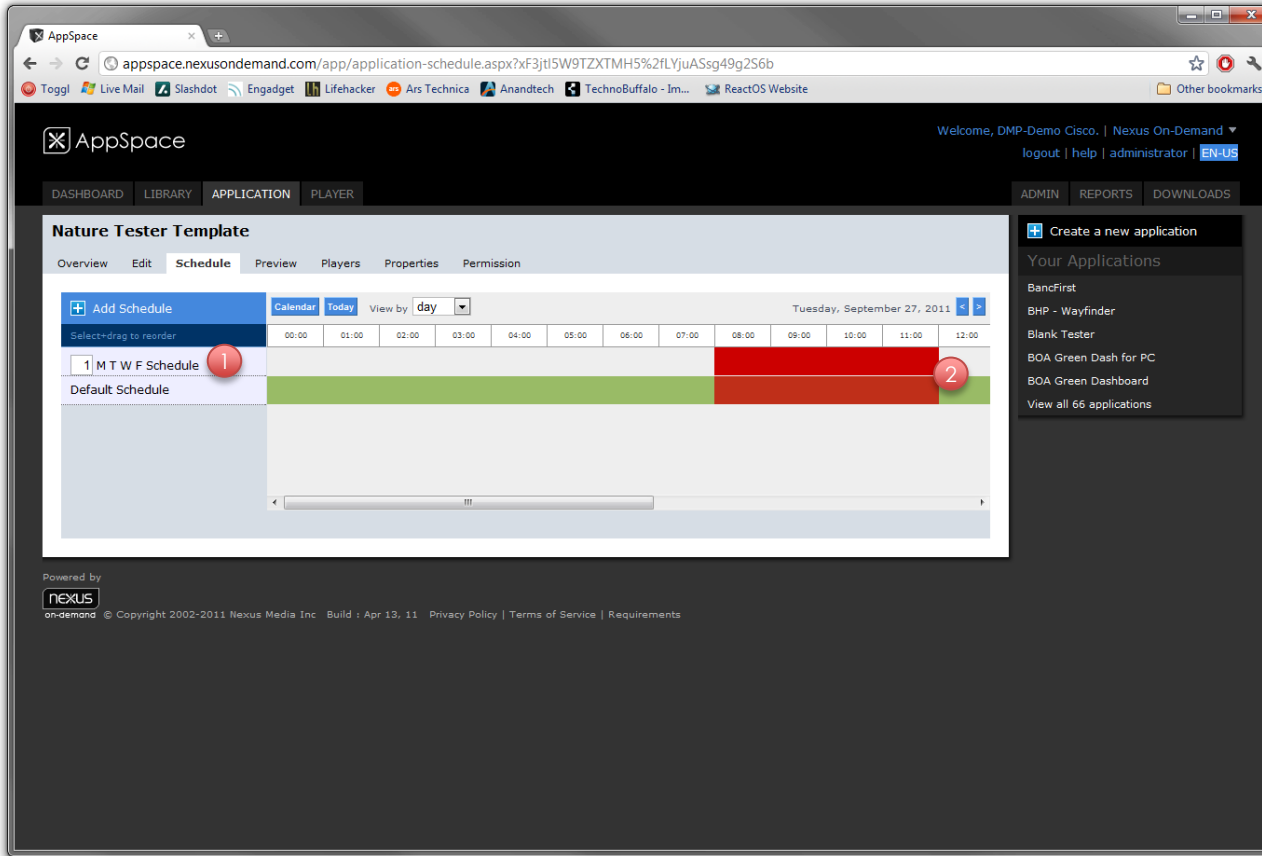


## LAYOUT SCHEDULING (b)

1. Now that your schedule is created, you need to select which Layouts will be played during this time. Select Add Layout.
2. Check the boxes next to the layout(s) you wish to use here.
3. Select Apply to add this layout.
4. Select Close Window to move back to the schedule list as shown in the next slide, 2.1 c



## Scheduling Options



## LAYOUT SCHEDULING (c)

1. As shown in the list, the new schedule is now #1 over the Default Schedule.
2. The Red Bar denotes "Is Exclusive" was checked on this schedule and it overrides any other schedules. If another schedule was added to take the #1 spot, if "Is Exclusive" is not checked, the #2 spot will still take over if both schedules are set to play during the same times.



## Scheduling Options

Content Properties - Google Chrome

appspace.nexusondemand.com/app/application-content-properties.aspx?Gvj55ShTVPvsvzMH13CeY38BAYDgHanE%2b08529eKid1.CIE%2bF8f1RNqroGX0NnrMMHVI

BG

CONTENT PROPERTIES PLAYOUT PROPERTIES 1 Apply 3

Aspect Ratio ☒ Default ☐ Stretch ☐ Uniform ☐ Uniform To Fill

Transition Default Fade LeftSwipe RightSwipe TopSwipe

Playout Effect None Track Random Track Left Track Right Track Up

Duration ☒ Default or ☐ Manual

2 Validity ☐ Play Forever or ☒ Play between these dates:

September 2011 to October 2011

00:00:00 to 23:59:59

☐ Automatically delete after expiration date?

Tag Rules

Include Tags :

Exclude Tags :

## CONTENT SCHEDULING

1. To enable validity dates of specific content in a playlist, open the Playout Properties for that piece of media.
2. In the Validity section, select the option "Play between these dates" and select the start and stop dates on the calendar. You can also denote start/stop times below the calendars and have the system delete the media upon expiration date.
3. Selecting Apply will save this scheduling change.

Widget Properties: clouds - Google Chrome

appspace.nexusondemand.com/app/application-widget-properties.aspx?elementId=74590&elementType=MediaZone&setDataCallback=...\_getElementXML.&setDataCallback=PopupCloser

Clouds

APPEARANCE CONTENT

2 item(s) allocated - Total Duration: 24 sec(s)

Active from 26/9/2011 - 30/12/2099

Disable Scheduling Mode Add Media

View Default Schedule

Order	Status	Preview	Info	Playout	Options
1	Approved		Image clouds	Default [ 12 sec(s) ]	Remove Replace
2	Approved		Image clouds2	Default [ 12 sec(s) ]	Remove Replace



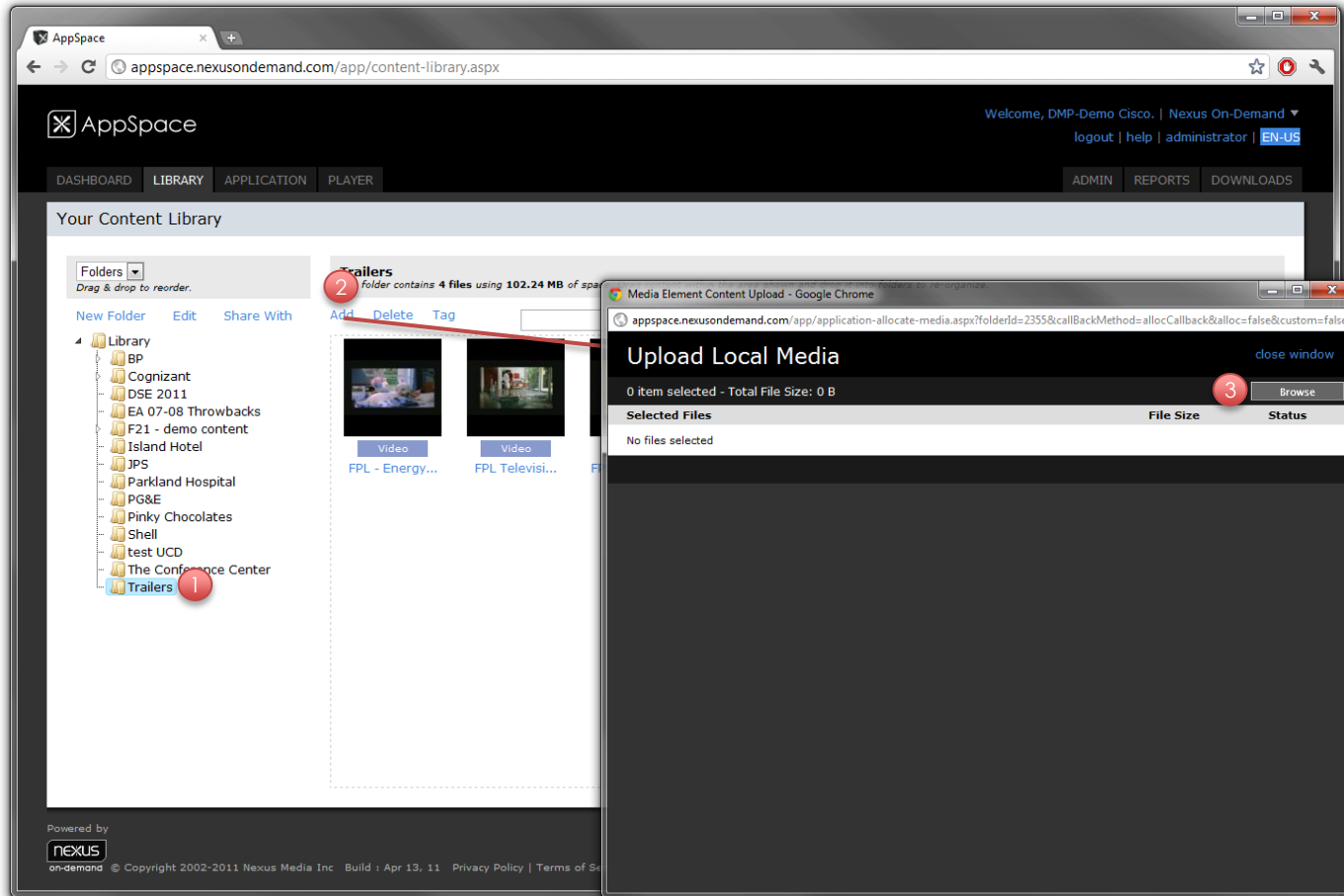
Section 3

# MEDIA LIBRARY FUNCTIONS



# Section 3.1: UPLOADING & ORGANIZING CONTENT

## Adding to the Library



## UPLOAD

1. Once in your Content Library, select the folder (or create a new one) where your new content will reside.
2. Once the folder is selected, click "Add" to bring up the upload dialog.
3. Select the Browse button to browse your local disk(s) and locate the media you wish to upload. Once uploaded, your new media is set in the library. You can now add Tags for easier searching.

NOTE: It is best practice to always upload the content to the media library and use descriptively named folders. This will allow allocation to multiple apps or zones with only 1 upload. It is also ideal for sharing and collaboration with others.



A series of overlapping, stylized cloud shapes in various shades of light blue and white, positioned along the bottom left edge of the slide.

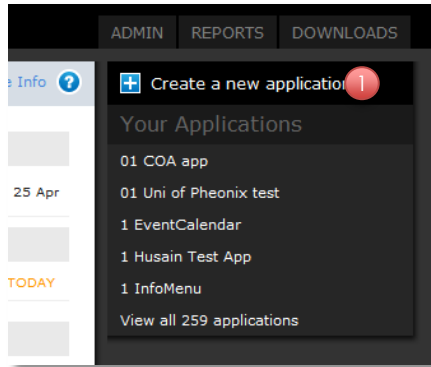
## Section 4

# CREATING APPS

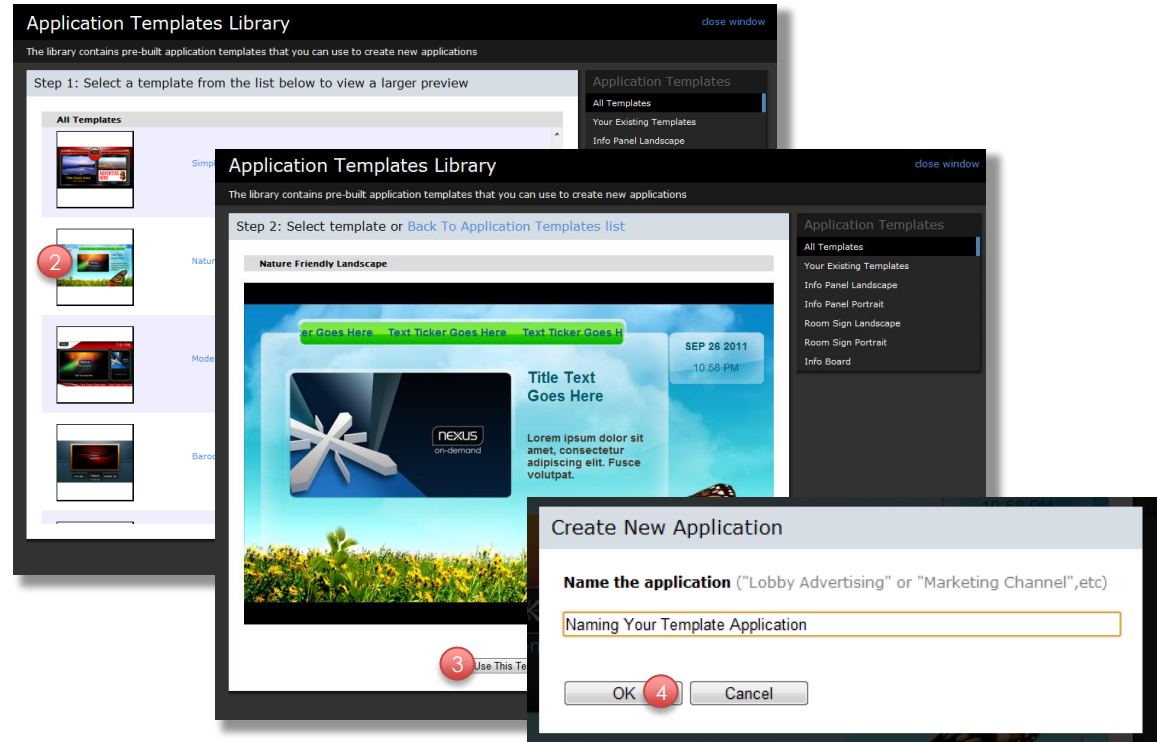


### Creating an App from a Template

1. Select Create a New Application



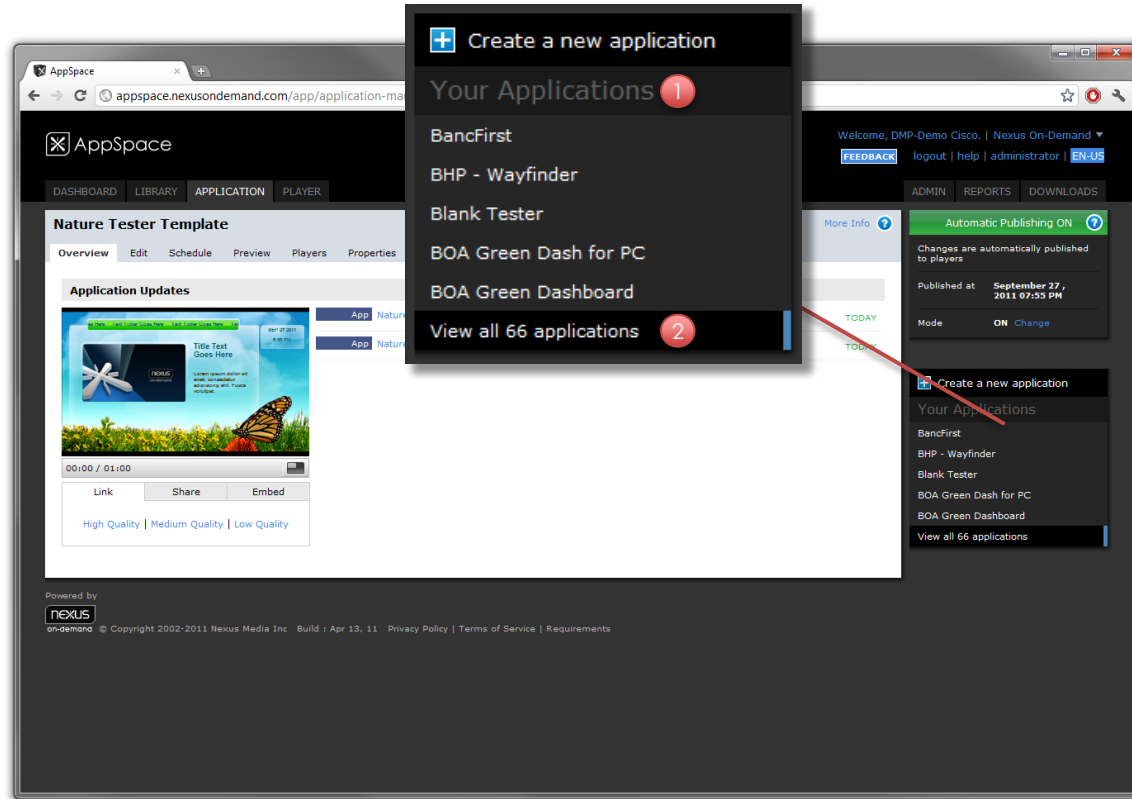
2. Choose a Template or Blank Canvas
3. Preview and Verify
4. Name and Continue





### Selecting a Pre-Created Application

1. Select your application from the app list.
2. If your application isn't immediately visible, expand the app list by selecting "View all ## applications".



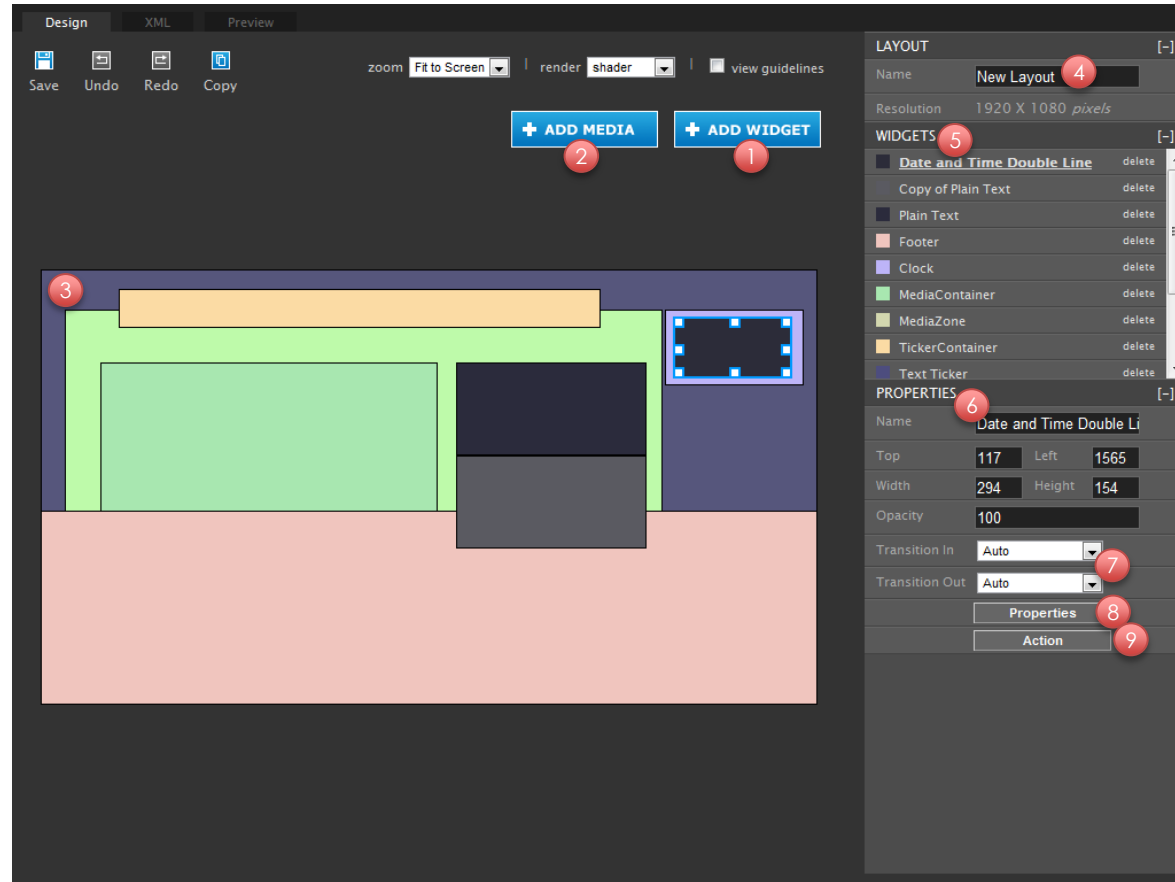


## Section 5

# MANAGING APPS



## Application > Edit > Edit Layout



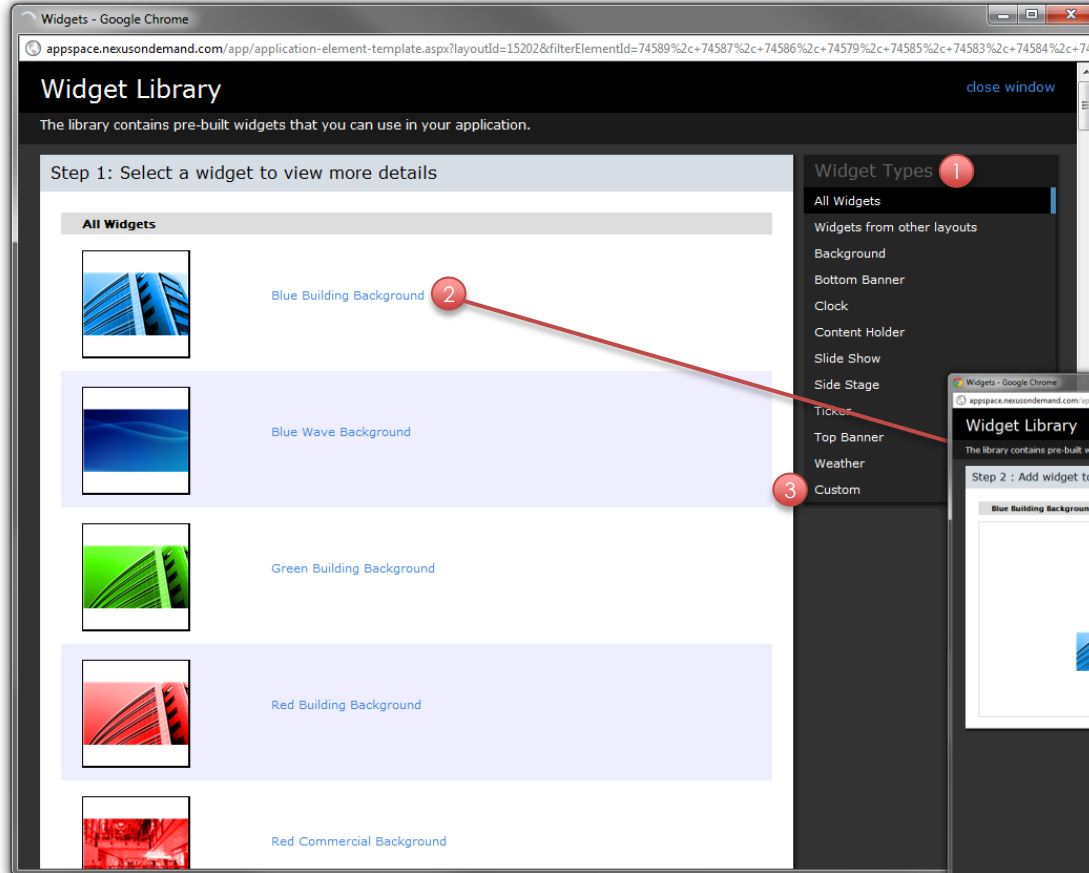
## EDITING A LAYOUT

1. Add a Widget lets you add a new widget from multiple widget types such as Weather, RSS Ticker or Media Widget.
2. Add Media is a shortcut to adding a new Media Widget with content you upload or choose from your media library.
3. Wireframe Editor allows you to position and re-size your widgets on screen.
4. Name your layout here, be as descriptive as you like.
5. Widgets List shows current Widgets. The higher they are in the list, the farther they are in the Foreground. Move them down the list to layer Widgets behind other Widgets.
6. Properties for the Selected Widget
  1. Set Top/Left Position
  2. Set Widget Resolution
  3. Set Opacity
7. Transitions, how the Widget acts on Layout load or unload.
8. Selected Widget Properties such as default backgrounds and borders.
9. Selected Widget Actions for interactivity or advanced controls.



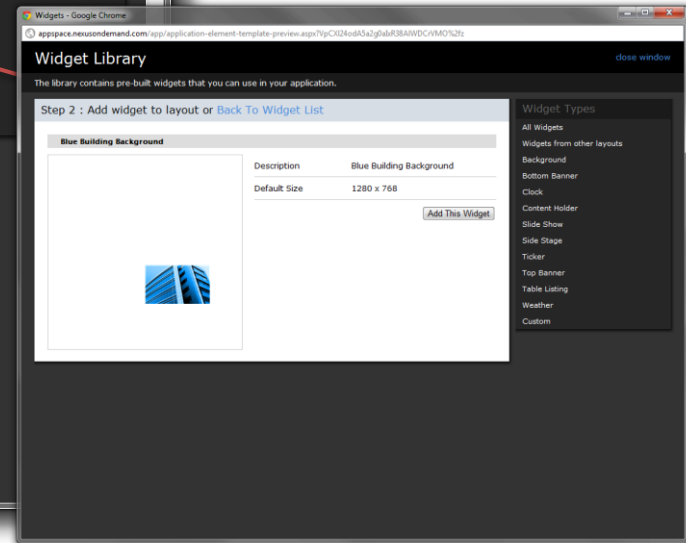
## Section 5.2: ALLOCATIONS & CHANGING THE CANVAS

### Allocating Media & Widgets



### EDITING A LAYOUT

1. When Adding a Widget, use the Widget Types list to pin-point what you're looking for specifically.
2. Select the Widget name to preview and verify you wish to save it to your application.
3. For blank Widgets, select Custom and choose from there.





## Section 5.3: COPY LAYOUTS

Application > Edit > Copy

The screenshot shows the AppSpace application interface. The top navigation bar includes 'DASHBOARD', 'LIBRARY', 'APPLICATION', and 'PLAYER'. The 'APPLICATION' tab is active, showing 'Naming Your Template Application'. The 'Edit' sub-tab is selected, indicated by a red circle 1. The 'Layouts' section on the left shows a list of layouts, with the first one selected, indicated by a red circle 2. The 'Selected layout' section in the center shows a visual representation of the layout, with a red circle 3 highlighting the 'Copy' link. The 'Widgets' section on the right lists available widgets. A 'Copy Existing Layout' dialog box is open, showing a text input field for 'Name the new layout' (indicated by a red circle 4) and three radio button options: 'New Layout (New Widgets)', 'New Layout (Copy Widgets)', and 'New Layout (Reuse Widgets)'. The 'New Layout (Reuse Widgets)' option is selected. The dialog box also includes a 'Yes' button and a 'No' button.

## COPY A LAYOUT

1. Copying a layout is accomplished via the Edit sub-tab, in the Application tab.
2. Select the layout you want as your source, this is the layout that will be copied.
3. Select the Copy link under the selected layout section.
4. Name your new layout, select your options and click Yes to continue.



Section 6

# UPLOADING & ORGANIZING CONTENT



# Section 6.1: UPLOADING & ORGANIZING CONTENT

## Media Widget Content Playlist

The screenshot shows a web interface titled "Clouds" with a "close window" link in the top right. Below the title are two tabs: "APPEARANCE" and "CONTENT", with the "CONTENT" tab selected and marked with a red circle 1. Below the tabs, it says "2 item(s) allocated - Total Duration: 24 sec(s)". To the right of this text is a link "Enable Scheduling Mode" marked with a red circle 2, and a button "Add Media" marked with a red circle 3. Below this is a table with columns: "Order", "Status", "Preview", "Info", "Playout", and "Options".

Order	Status	Preview	Info	Playout	Options
1	Approved		Image clouds	Default [ 12 sec(s) ]	Remove Replace
2	Approved		Image clouds2	Default [ 12 sec(s) ]	Remove Replace

Numbered callouts on the interface:

- 1: Content Tab
- 2: Enable Scheduling Mode link
- 3: Add Media button
- 4: Check-box to disable/enable item
- 5: Approved status label
- 6: Media Preview/Thumbnail
- 7: Media Information and Name
- 8: Play out Options (Default [ 12 sec(s) ])
- 9: Remove or Replace content links

## PLAYLIST WIDGET

1. Content Tab, where the playlists are managed.
2. Scheduling mode allows the ability to day-part schedule your content.
3. Add Media to add new content to this playlist.
4. Disable/Enable via Check-Box. Numbered order list, can also drag and drop items to change order in which they are played.
5. If the Media is not Approved, an Administrator must approve before playback is allowed.
6. Media Preview/Thumbnail
7. Media Information and Name
8. Play out Options, select to modify.
9. Remove or Replace the content. Items that are replacing other media keep the properties of the media they replace.



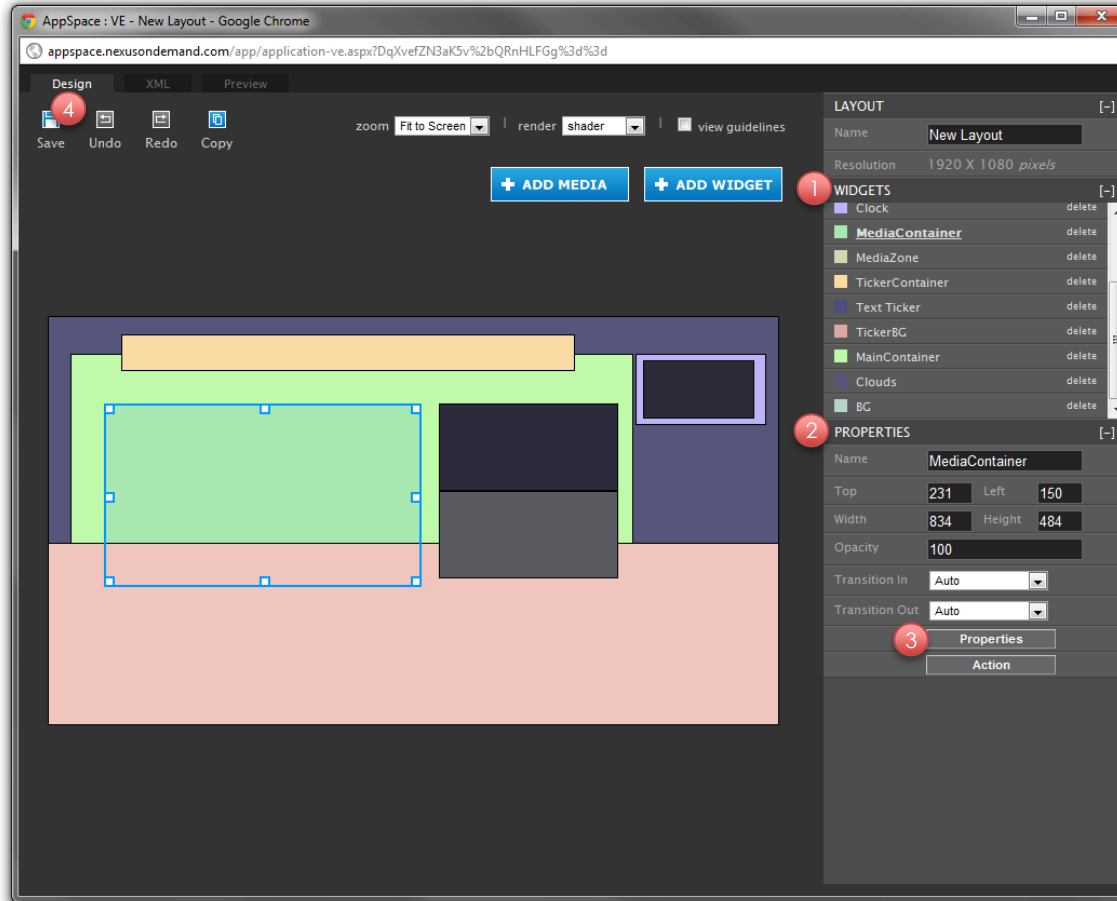
## Section 7

# CONTENT PROPERTIES



## Section 7.1: SETTING DEFAULT VALUES

### Media Widget Properties

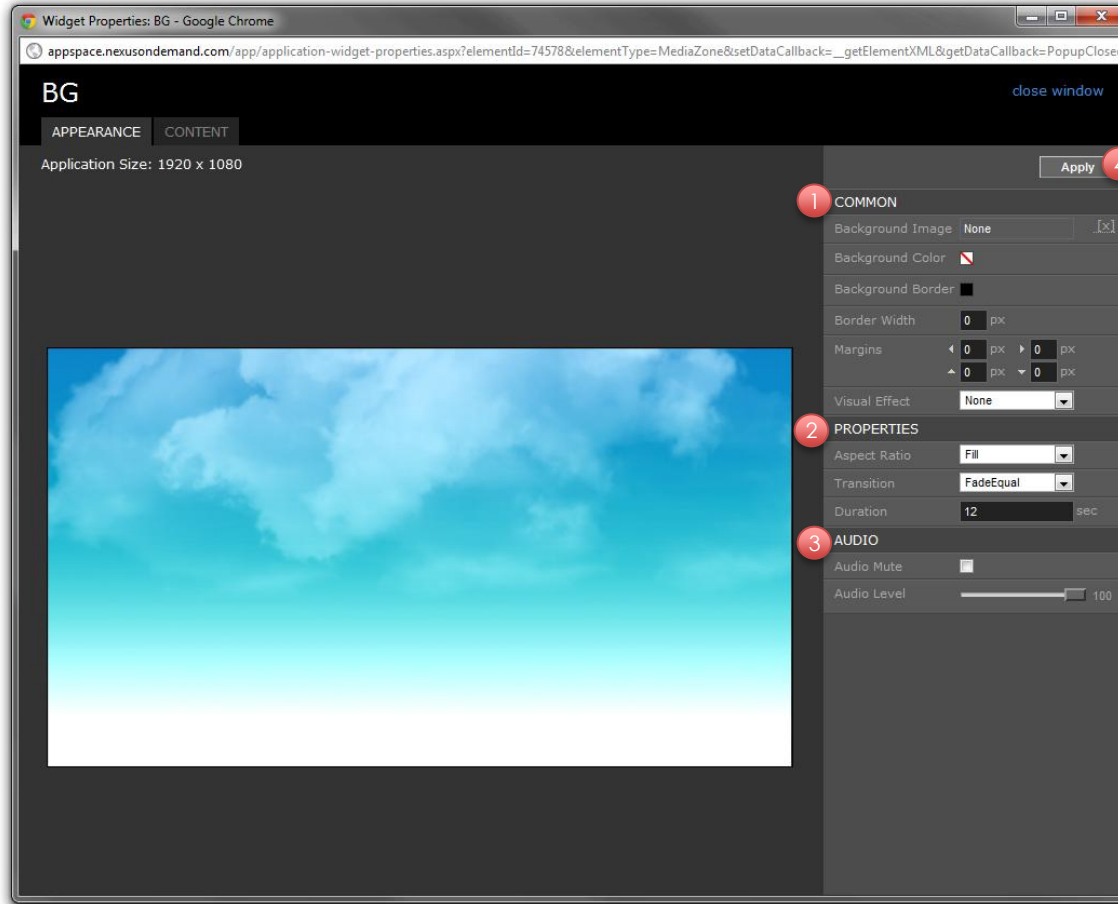


## WIDGET PROPERTIES

1. Select the Widget you wish to set Default properties on.
2. The Properties below the widget list change according to which Widget type you have selected. Choose a Transition for this widget and it will apply when the layout is loaded.
3. Selecting Properties will bring up the dialog allowing you to set this Widget's Default properties as detailed in 7.2
4. Click SAVE to save your widget



### Media Widget Properties

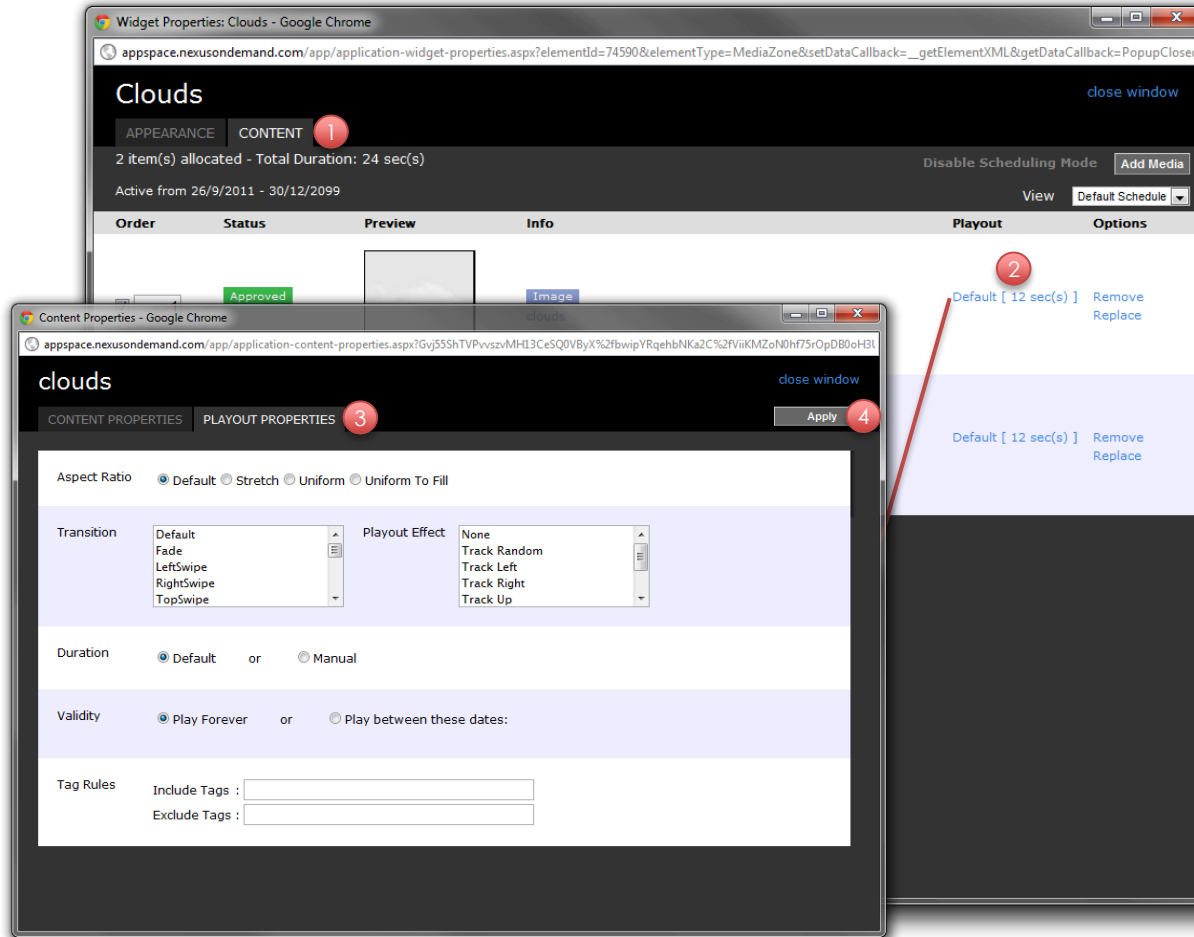


## WIDGET PROPERTIES

1. Common properties are ones such as Background Color, Border Color and Border Width. You can also add a Margin to this Widget. Backgrounds are useful when your image has transparency and you do not want black behind the image, you can set a color.
2. Other Properties are those such as Default Aspect Ratio (whether or not to Letterbox), Transitions (when the content of this Widget transitions between each other) and Default Duration of content to stay on screen.
3. If you are allocating Video that has Audio, you can Mute or lower the volume.
4. Don't forget to hit Apply or your changes will be lost.



## Media Widget Properties



## PLAYOUT PROPERTIES

1. Select the Content tab of your Widget Properties window to see the allocated Content.
2. Select the "Default" text in the Play-out column to bring up the unique properties dialog. These properties are unique to the single piece of media in the row you clicked the default text for.
3. Here you can set unique properties that override the Widget's default properties. This is useful when you want a single image in a Widget to be on screen longer than default duration. You can also set unique transitions, validity dates and Tags.
4. Don't forget to hit Apply or your changes will be lost.



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