

M-Sign user manual



CONTENT

M–Sign

1. Users
2. Web platform
3. Workspaces
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5. Devices
6. Contents
7. Schedule
8. System

1. Users

1.1. Users types:

There are three types of users: "Owner", "Admin" and "User".

Owner

Role from which we will have access to all the functionalities of M-Sign (user management/creation, license assignment, monitor linking, uploading of content and web pages, creation of designs, creation and assignment of calendars and configuration options). The first user that will be created when we register on the platform will be of this type.

Admin

Role that allows you to operate M-Sign in the same way as an Owner user.

There must be at least one such user.

Optionally, you can activate the "Schedule approval" option so that, until an Admin user approves the contents and calendars, they are not published.

User

Role from which we will be able to operate, in a limited way, M-Sign (linking of monitors, uploading content and web pages, creating designs and creating calendars).

M–Sign

1.2. Creating an Owner account:

1.2.1. License acquisition

The user must enter Visiotech's website, search for the SF-CMS-MSIGN product and purchase the desired number of licenses.

1.2.2. Form

Fill in the following form by choosing the option "Create account (with license)" and providing the required data.

Form M-Sign

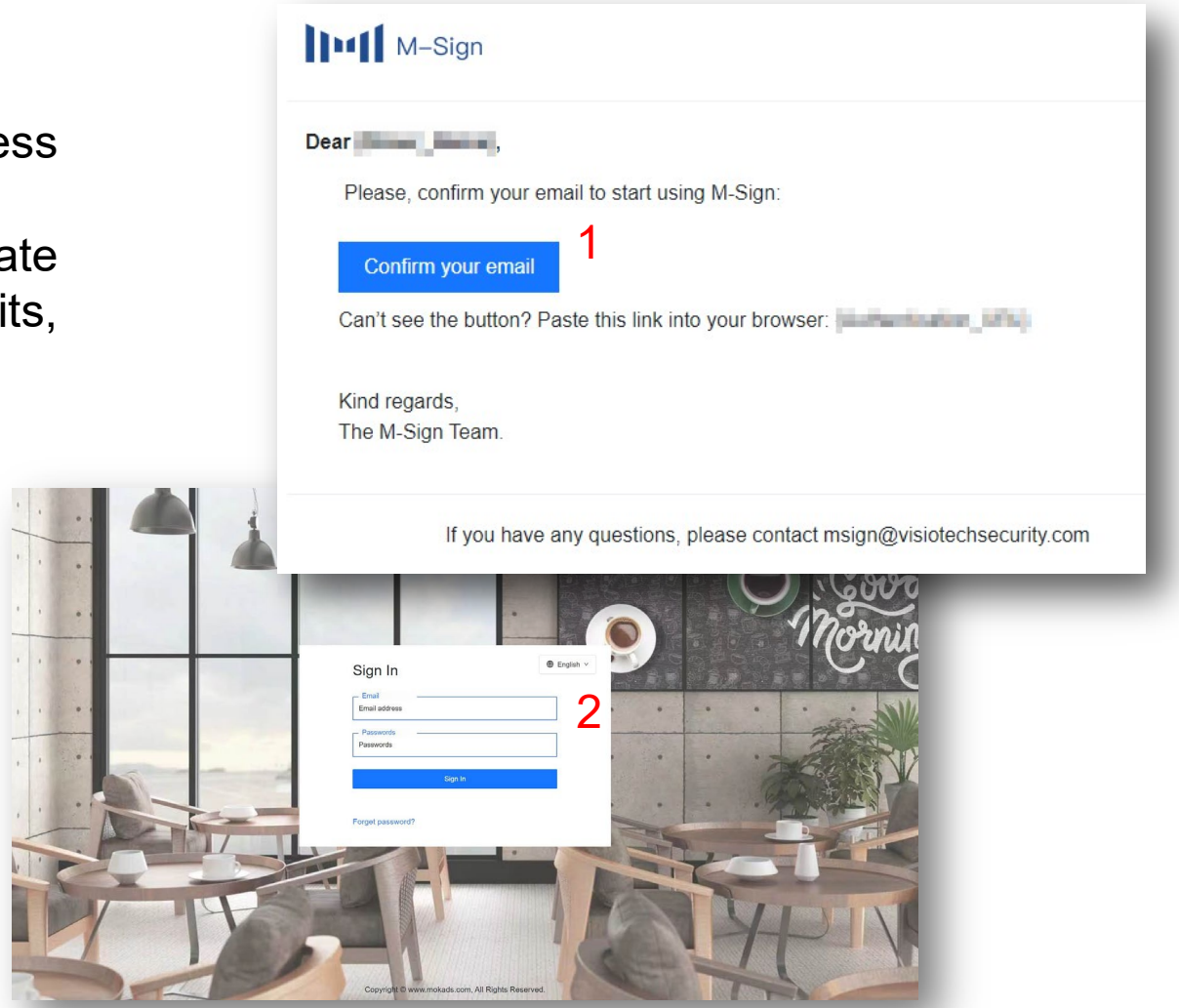
1.2. Creating an Owner account:

1.2.3. Activation

You will receive an invitation to the email address provided (check your Spam folder).
Click on "Confirm your email" (Icon 1) and create your password (it must contain at least 8 digits, including letters, numbers and symbols).

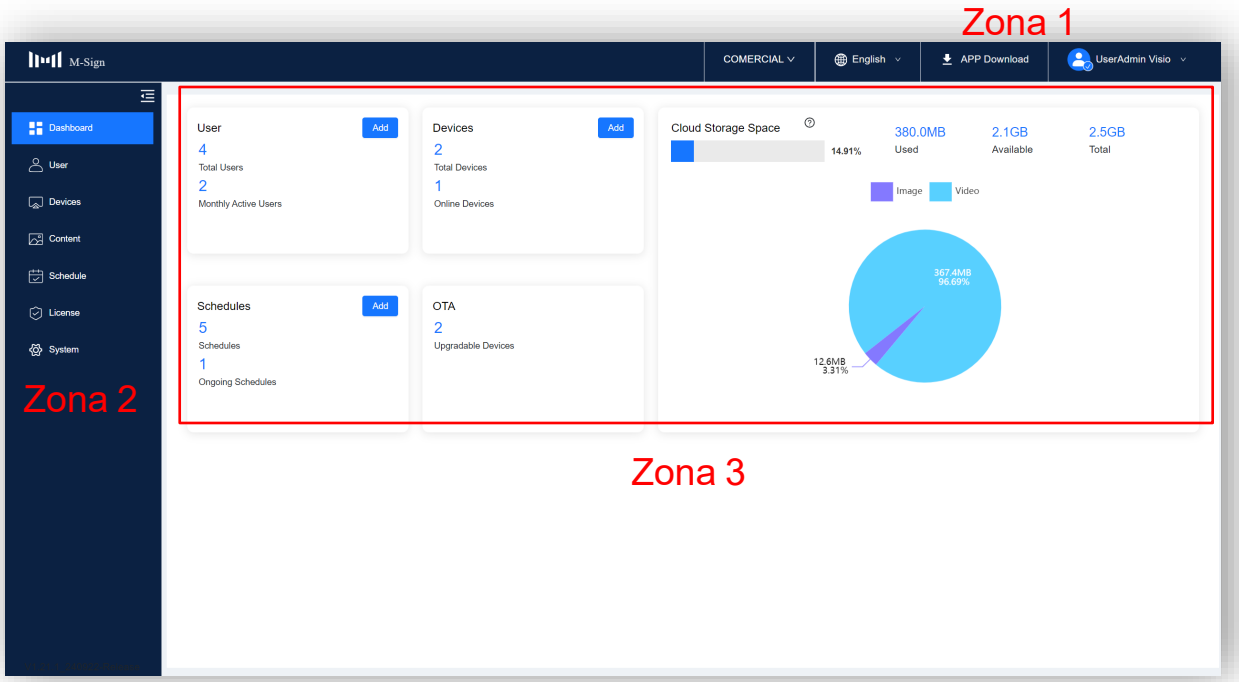
1.2.4. Log in

Access the platform and log in with your email address and password (Icon 2).



2. Web platform

2.1. Working areas



Zone 1:

- Switching between workspaces.
- Language change.
- QR code to download the app for Android.
- Account settings (information query, password change, and logout).

Zone 2:

In the following sections of the manual we will go more in depth into the “User”, “Devices”, “Content”, “Schedule” and “System” sections.

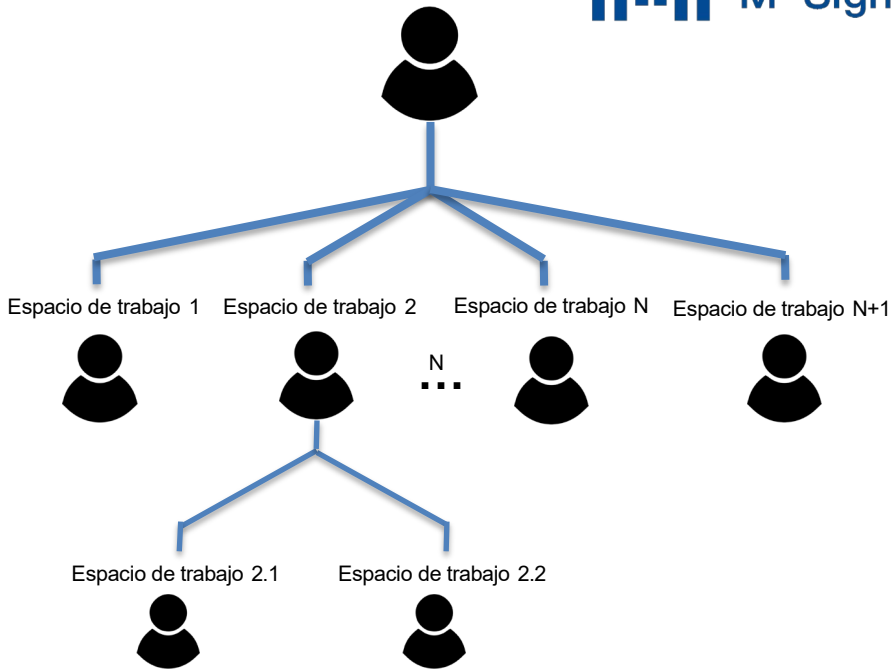
- Dashboard: displays information about users, linked devices, schedules, updates, and information about available storage.

Zone 3:

Workspace of each of the tabs.

3. Workspaces

Workspaces allow you to work with a hierarchical structure, being able to create different nested levels. This also allows a service provider to manage their customers' accounts.



3.1. Workspace creation

1 – Access to the “System” tab (Icon 1).

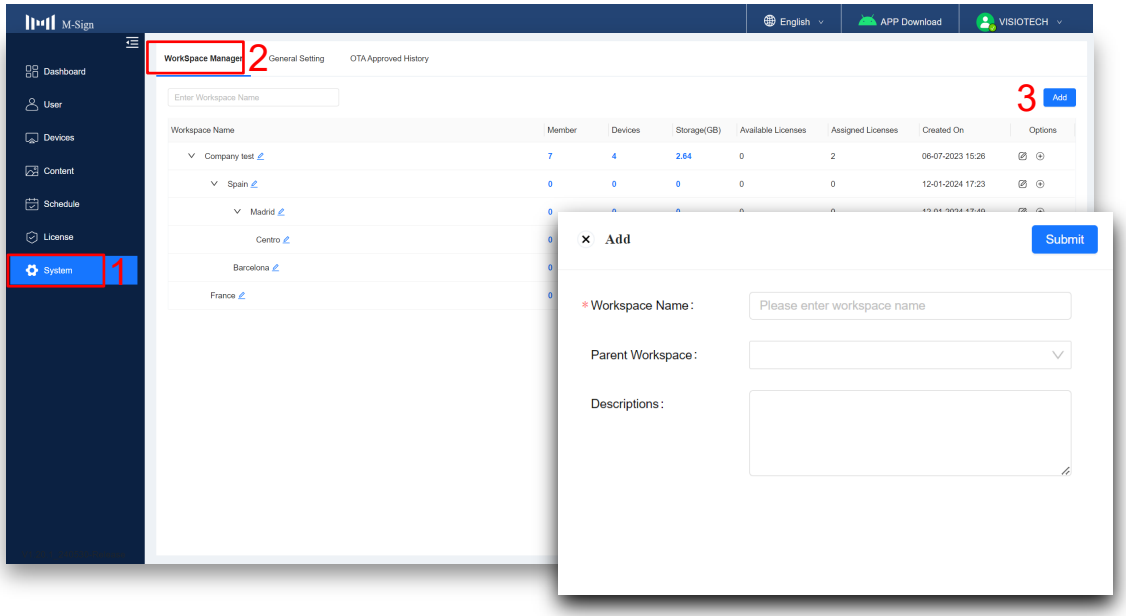
2 – Select the “Workspace Manager" tab (Icon 2).

3 – Click on the “Add” button (Icon 3).

4 - In the "Workspace Name" field, enter the name of the new workspace.

5– In the "Parent Workspace" field, select the "parent" workspace you will hang up from.

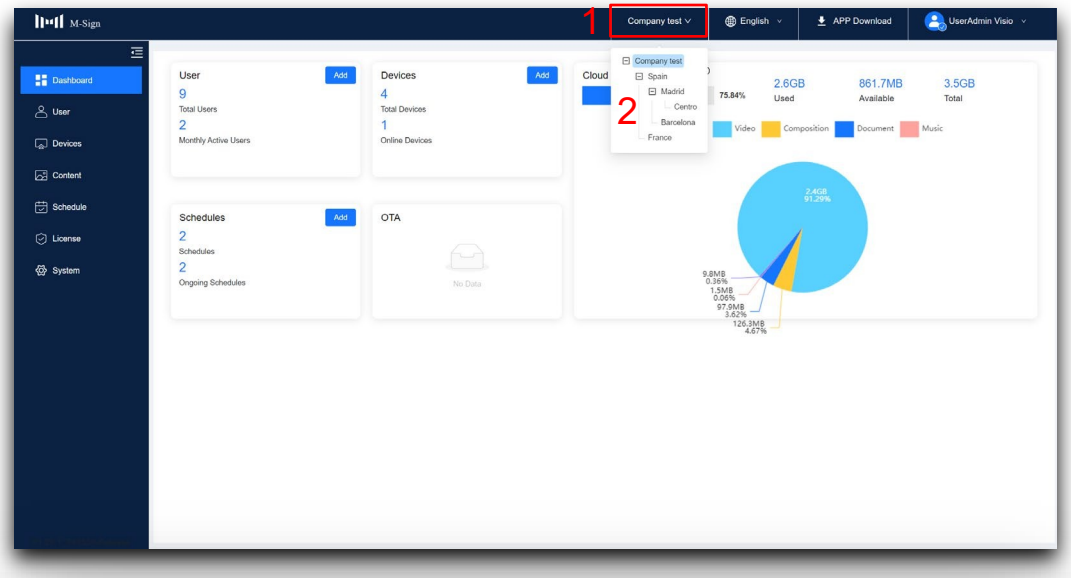
6 - In the "Descriptions" field you can enter a short description (optional).



3. Workspaces

3.2. Access to a workspace

1 - At the top of the platform, click on the workspace name (Icon 1).
2 - In the drop-down menu, click on the name of the workspace you want to access (Icon 2).

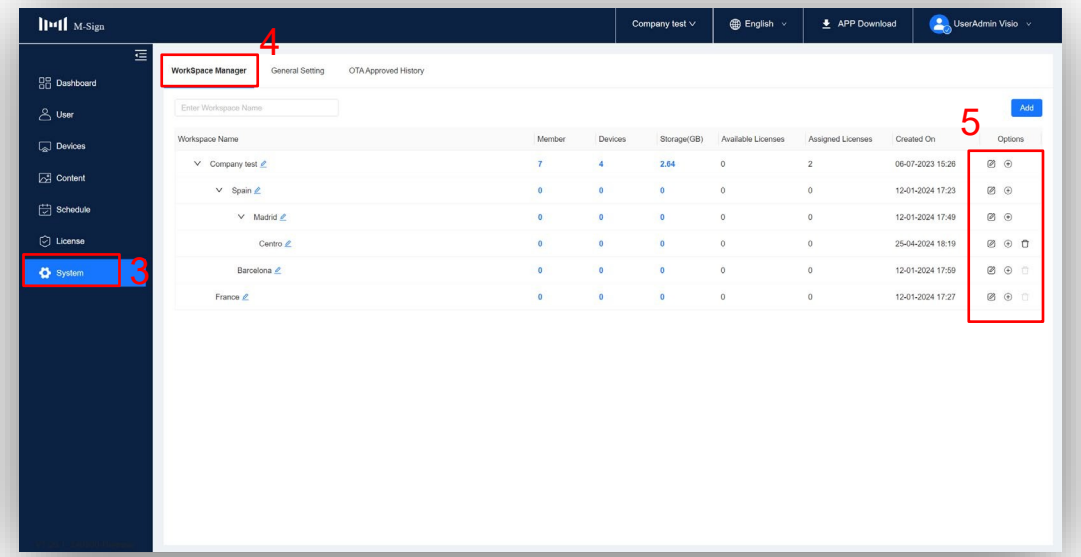


3.3. Managing a workspace

1 – Access to the “System" tab (Icon 3).

2 – Select the “Workspace Manager“ tab (Icon 4).

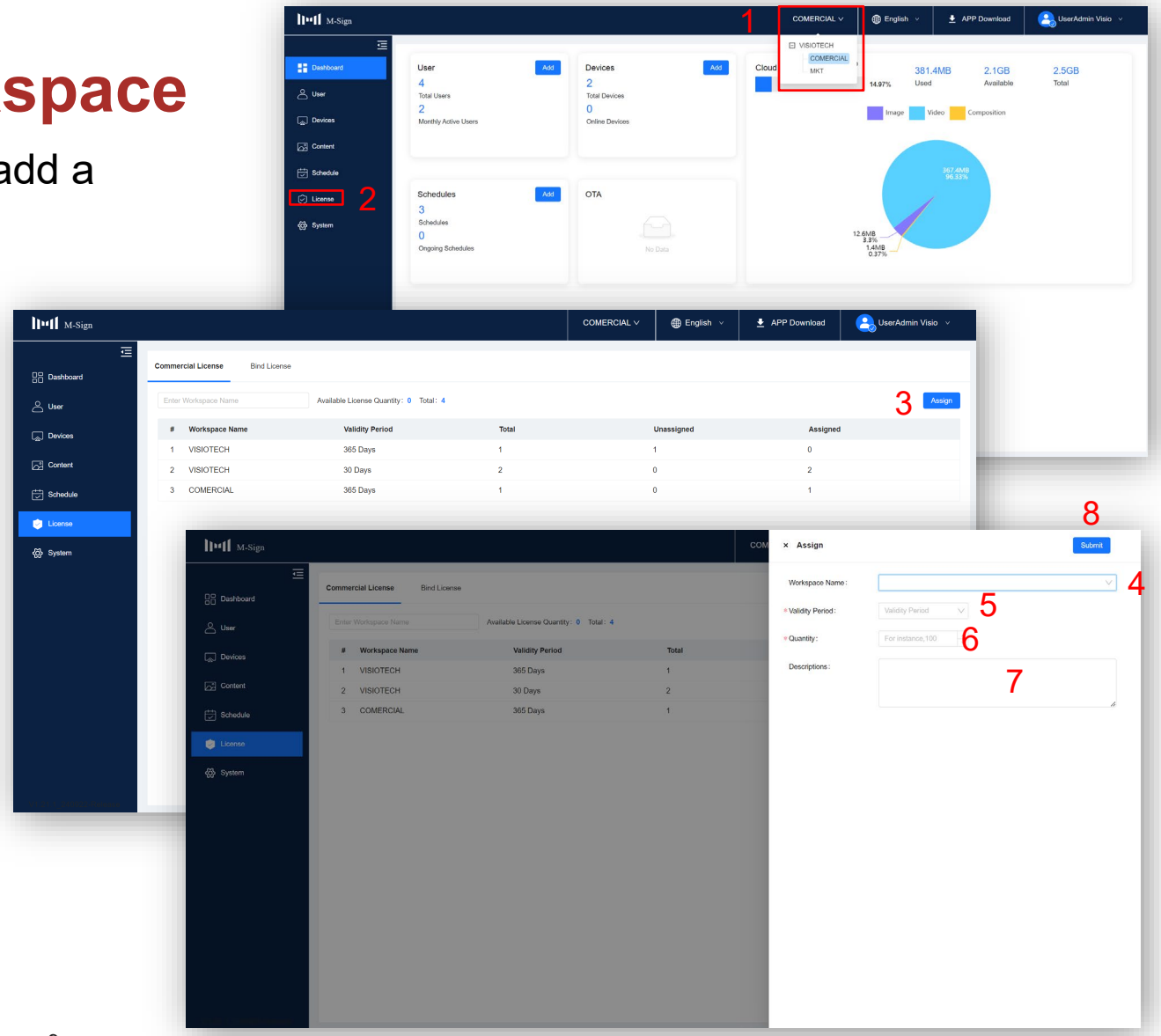
3 – In the “Options” row (Icon 5) you wil be able to edit the name of the workspace, add a new “children” workspace or delete it.



3. Workspaces

3.4. Adding a license to a workspace

1 – Access to the workspace in which you want to add a licnese (Icon 1).
2 – Access to the “License” tab (Icon 2).
3 – Click on the “Assign” button (Icon 3).
4 – Select the workspace in which you want to assign the license (Icon 4).
5 – Select the type of license you wan to assign (30 days or 365 days) (Icon 5).
6 – Select the numer of licenses you want to add (Icon 6).
7 – Type a description (optional) (Icon 7).
8 – Click on the “Submit” button to finish (Icon 8).

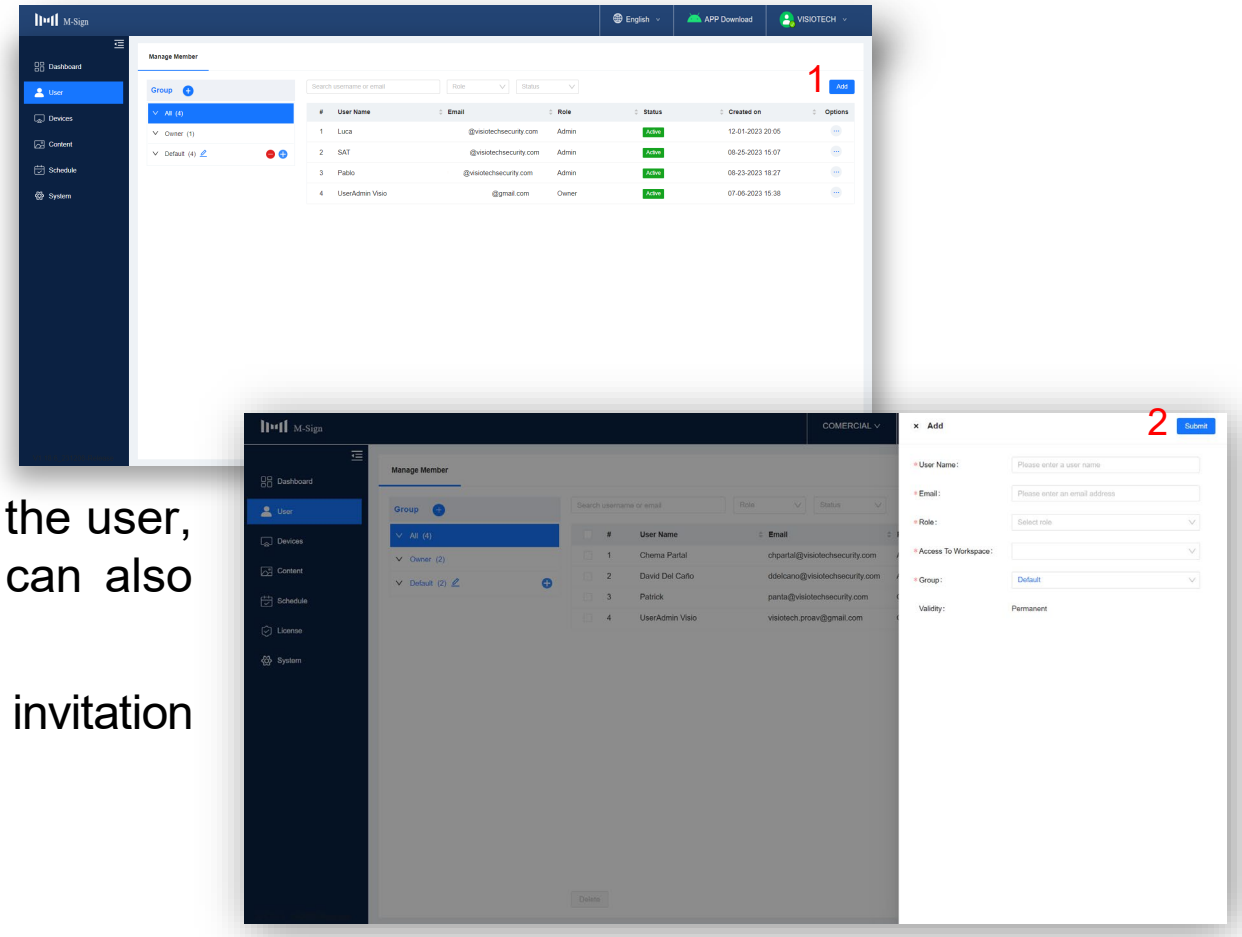


Note: If there is not workspaces created, the licenses you requested to add to your account (by filling the form), will be automatically assign to the “Default” workspace.

4. User management

4.1. Creating an user

4.1.1. Inviting an user



Only for users with a "UserAdmin" role.

1 - Access the "User" tab.

2 - Click "Add" (Icon 1).

3 - Enter the username, email, role you want to give the user, and the workspace they will have access to. You can also add the user to an already created group.

4 - Click on the "Submit" button (Icon 2) to send an invitation email to the user's email address.

4.1.2. Invited user

1 - The invited user will receive the invitation email (check the Spam folder).

2 – You must click on the activation link ("Confirm your email").

3 – You will need to create a password (at least 8 digits: including letters, numbers, and symbols).

4. User management

4.2. Creating a group

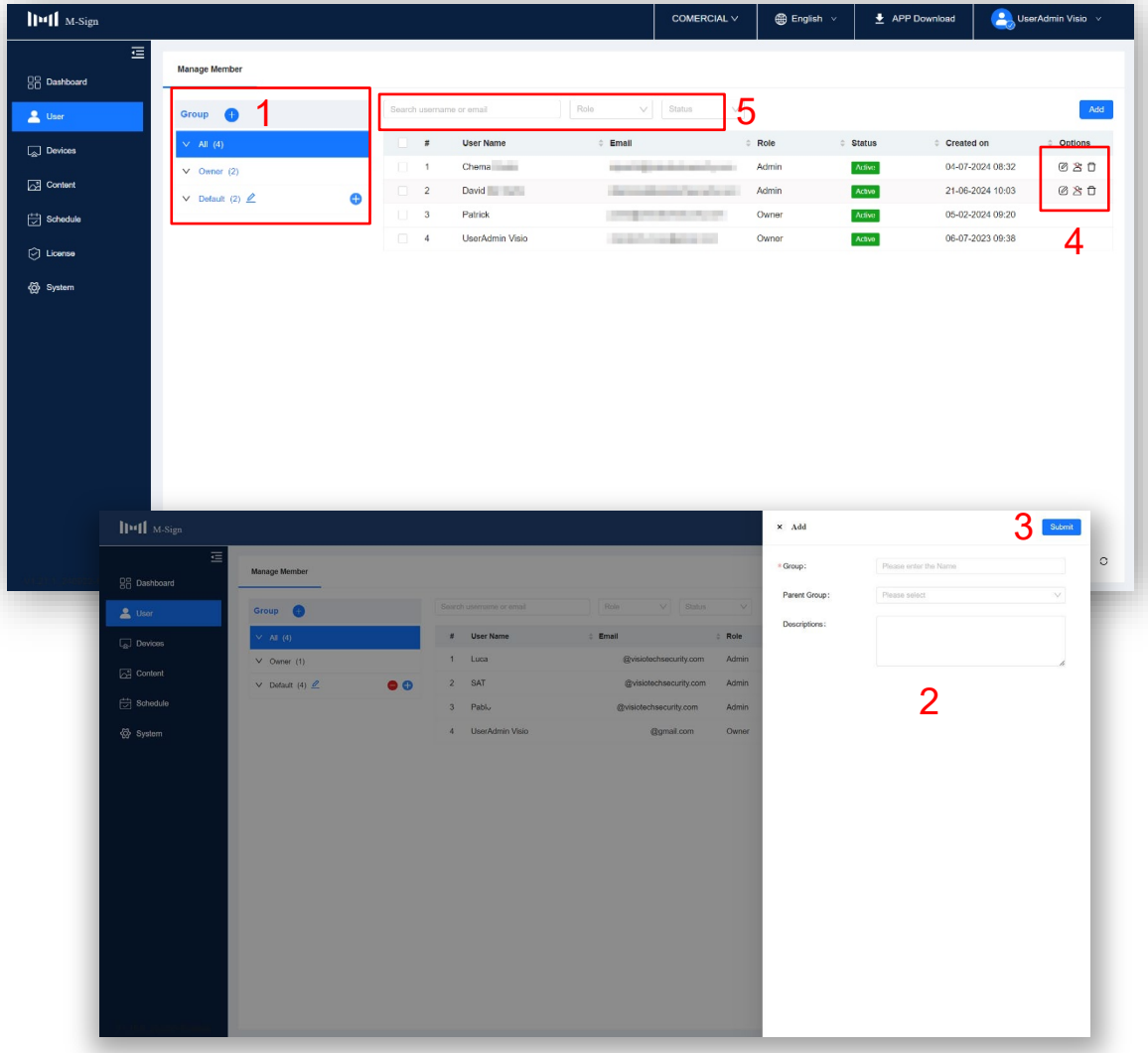
Go to the "User" tab and in the "Group" area, click on the "+" button (Icon 1).

Enter the name you want to give the group, the parent group to which it will belong, and add a description (optional) (Icon 2). Click "Submit" to finish (Icon 3).

4.3. User management

Only for users with a "UserAdmin" role.

- Querying user information (name, email, activation date, last login, or logon number), role change, group change, lockout, or deletion (Icon 4).
- Search for users by name, email, role or status (Icon 5).



5. Devices

5.1. My Devices

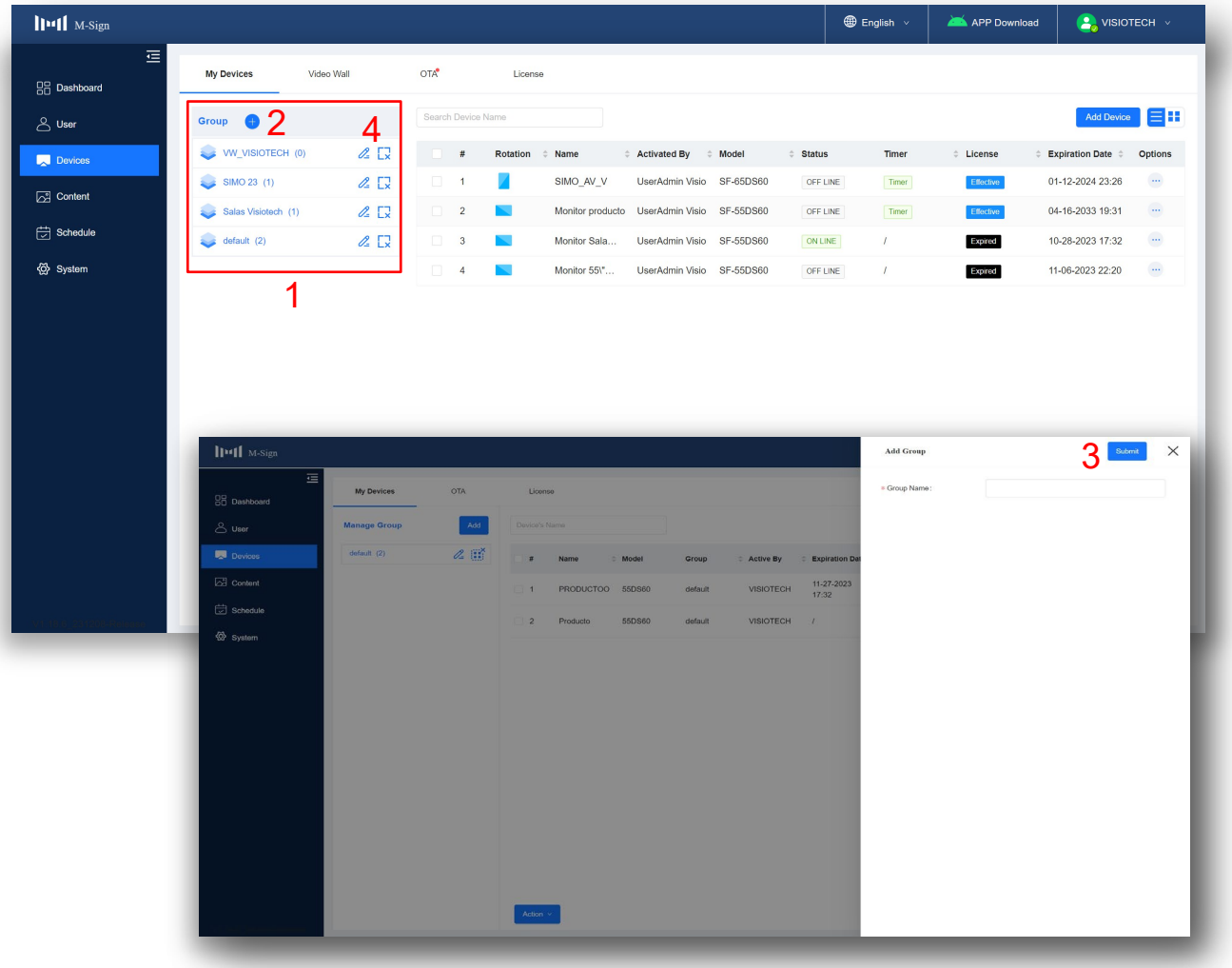
5.1.1. Creating a group

Access the "Devices" tab (Icon 1) and in the "Group" area, click on the "+" button (Icon 2).

Enter the name of the group (repeated names are not allowed) and click "Submit" to finish (Icon 3).

5.1.2. Editing groups

Users can rename device groups or ungroup them from the buttons indicated in the Icon 4.

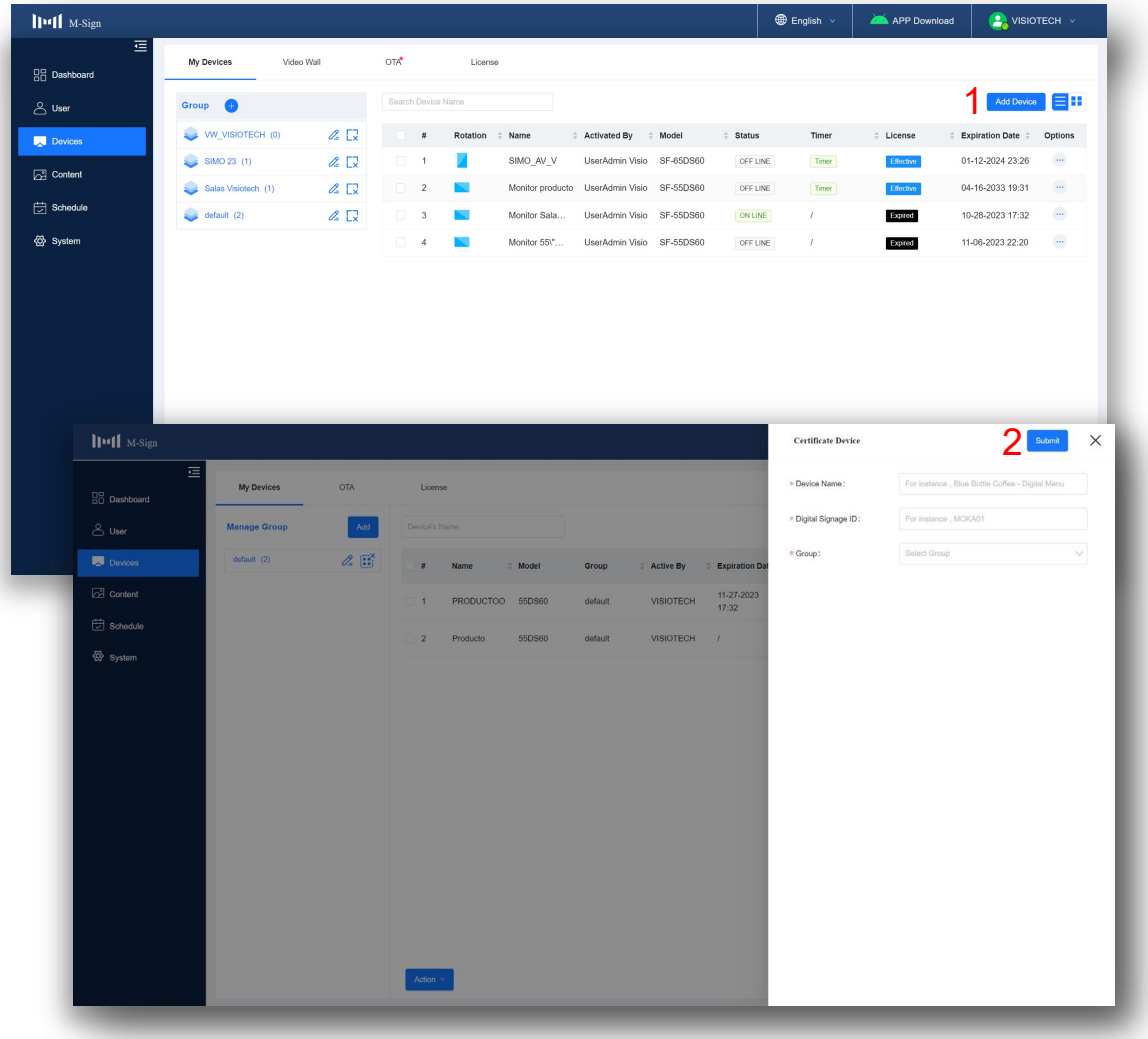


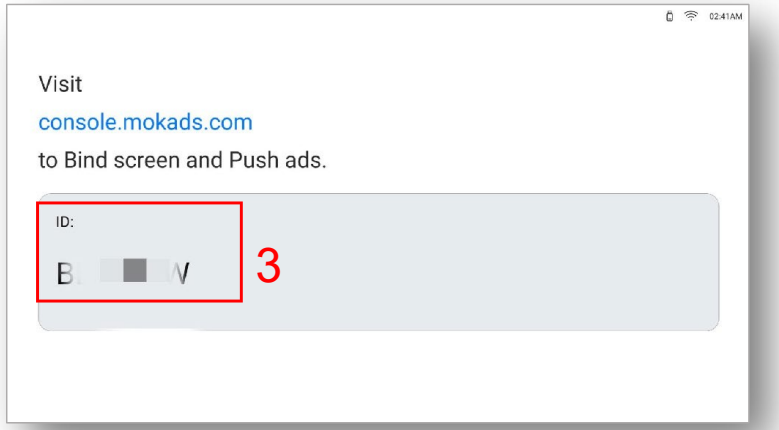
5. Devices

5.1.3. Linking a device

Click "Add Device“ (Icon 1), enter the name you want to give the device, the ID, select the group you want it to belong to (default "Default" and click on "Submit") (Icon 2).

Reminder: To get the ID it will be necessary to open the M-Sign application on the monitor, with the ID consisting of letters and numbers appearing on the screen (Icon 3).



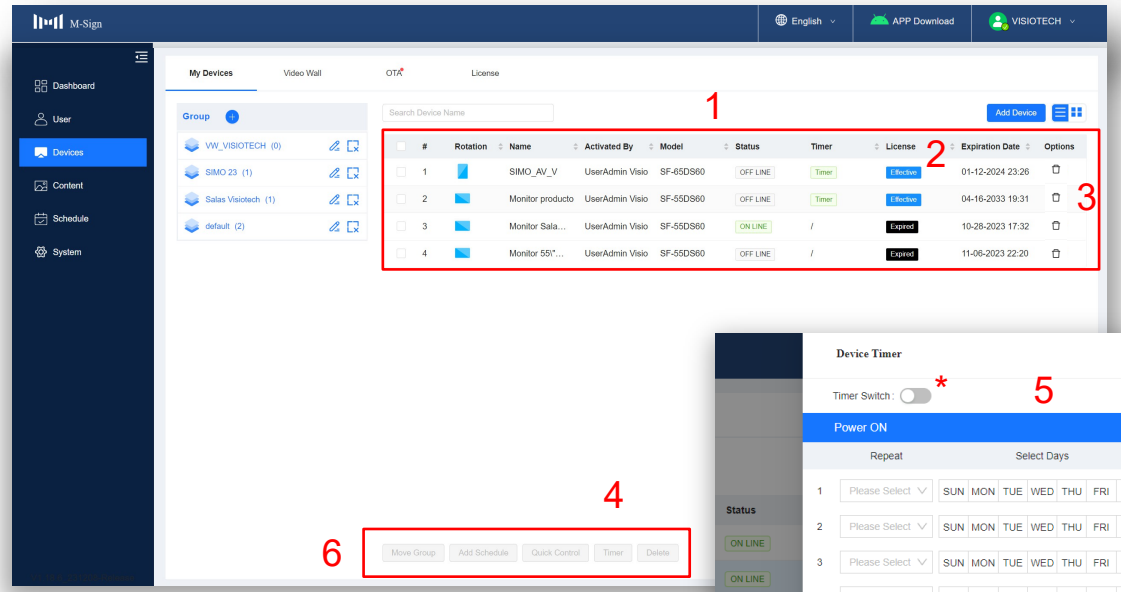


5. Devices

5.1.4. Device management

- Viewing the device list (Icon 1).
- Device status: online or offline (Icon 2).
- By clicking on Icon 3, you can unlink your device from the platform.

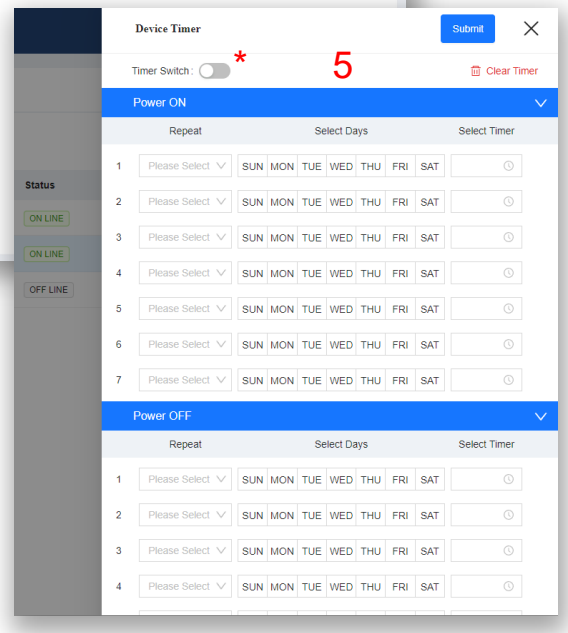
Note: Unlinking a device that has an active license does not result in the loss of that license. After unbonding, the license will become available for reassignment to one device (up to a total of 9 more times). The validity period of such a license will remain the original and will not be paused as it is not linked to a device.



5.1.5. Timer

Select the device(s) you want to schedule on/off Automatically, click "Timer“ (Icon 4) and set up to seven automatic on/off and/or off schedules (Icon 5).

*For timers to apply, the "Timer Switch" must be on (blue) (Icon *)



5.1.6. Other options

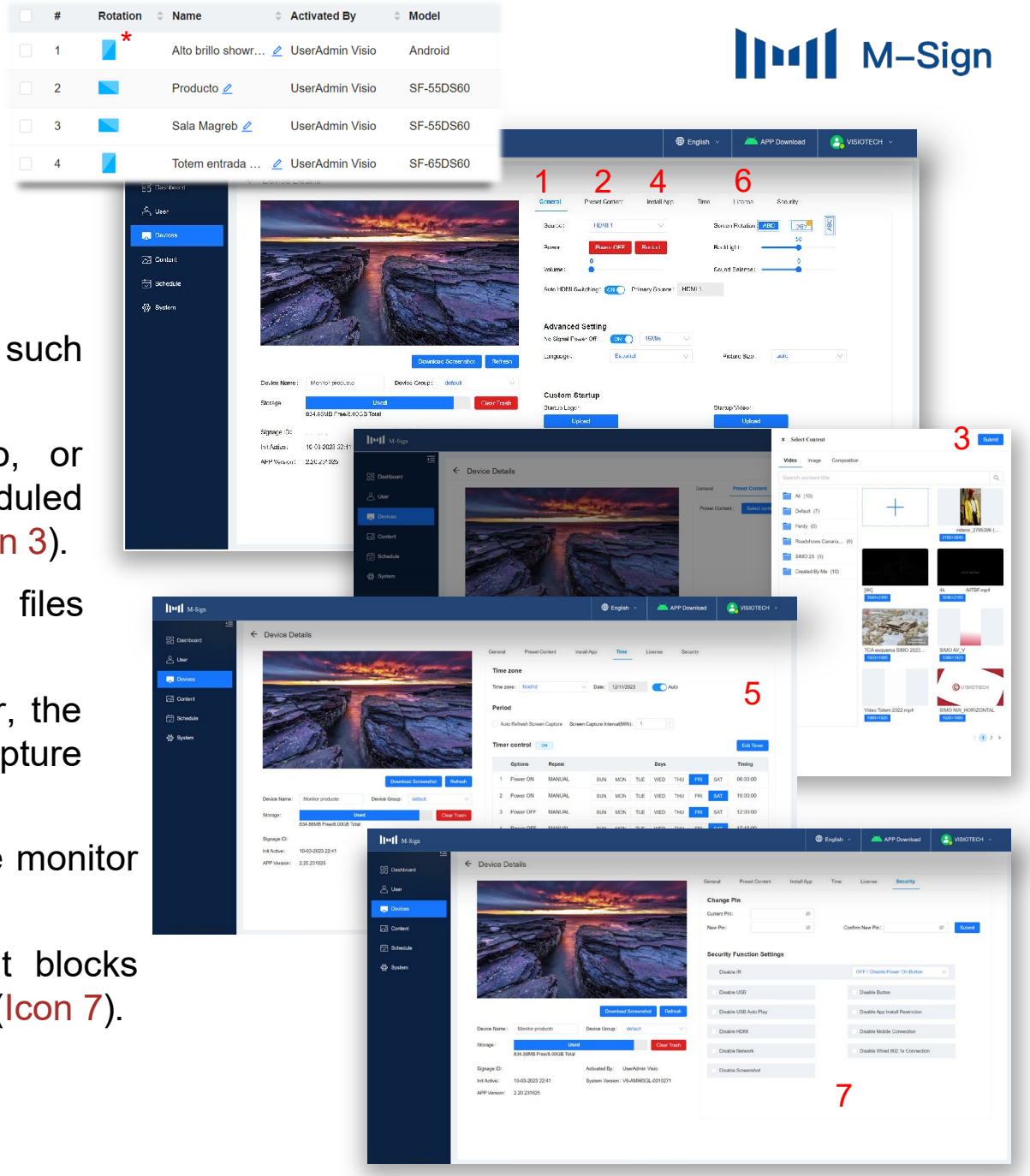
Select the device(s) you want to move from group to group, add a calendar, change workspaces, or access settings (Icon 6).

5. Devices

5.1.7. Device control

Access the details by clicking on the Icon * of the list of devices.

- "General": You will be able to control basic monitor settings such as orientation, brightness, volume, etc. (Icon 1).
- Preset Content: Configures the content (image, video, or composition) that will be displayed when no content is scheduled to play (Icon 2). Select the content and click on "Submit"(Icon 3).
- "Install App": allows you to install applications using files .apk(Icon 4).
- "Time": allows you to set the date and time of the monitor, the auto on/off timers and every few seconds refreshes the capture of the content that is showing the monitor (Icon 5).
- "License": allows you to consult the license assigned to the monitor or add a new one (Icon 6).
- "Security": allows you to change the monitor's PIN that blocks certain actions and enable/disable certain security features (Icon 7).



5. Devices

M–Sign

5.1.7. Device control

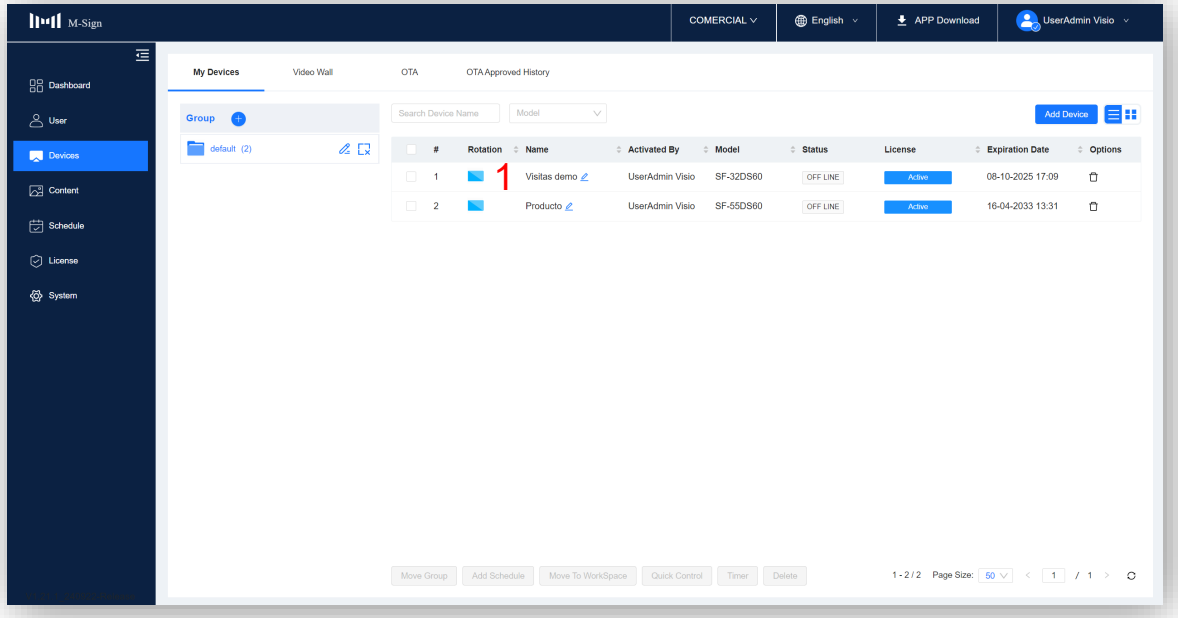
Security functions:

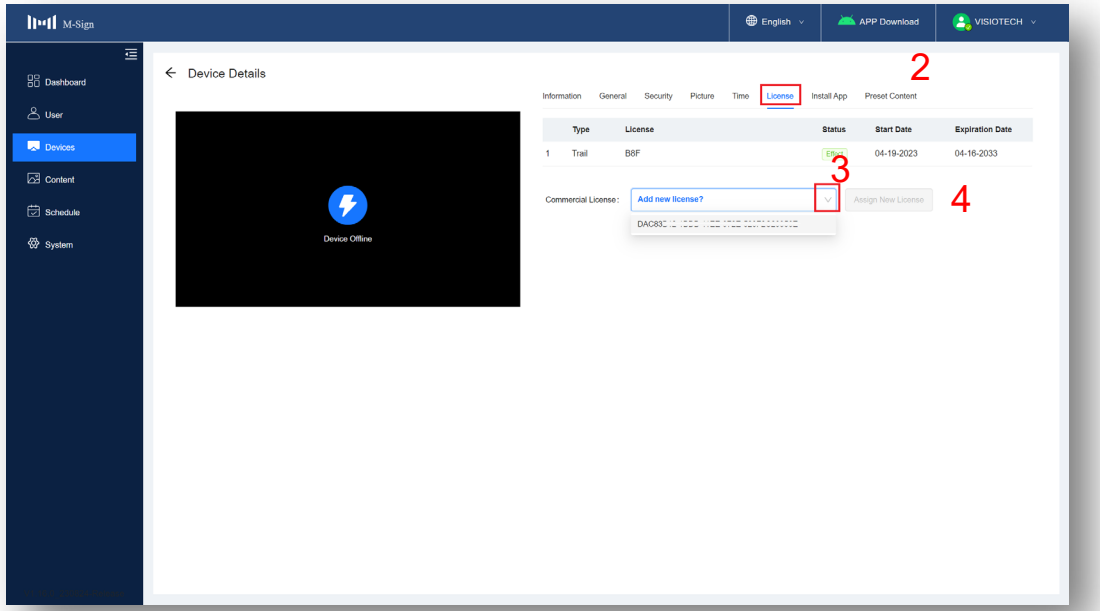
Function	Description
“Disable IR”	Disable the remote control and buttons.
“Enable Power ON Button”	Activate the power button on the remote control while the "Disable IR" function is activated.
“Disable Button”	Turn off the physical buttons on the monitor.
“Disable Screenshot”	Prevents a screenshot of the content displayed on the monitor from being downloaded.
“Disable Mobile Connection”	Prevents other devices on the network from sharing content on the monitor.
“Disable USB Auto Play”	Turn off autoplay of content when a USB is plugged in.
“Disable USB”	Blocks the connection of external USB ports.
“Disable HDMI”	Turn off connected external HDMI devices.
“Disable Wired 802.1x Connection”	Restrict connections to wired 802.1x networks.
“Disable Network”	Block access to the external network.
“Disable App Install Restriction”	Restrict installation permissions for third-party apps.
“Disable Power On Button”	Turn off the power button on the remote control.

5. Devices

5.1.8. Linking a license to a monitor

To link a license to an already linked monitor, access the details of that monitor by clicking on its icon (Icon 1), open the "License" tab (Icon 2) and click on the drop-down "Add new license?“ (Icon 3), select the license you want to link and click on the "Assign new license" button (Icon 4).





5. Devices

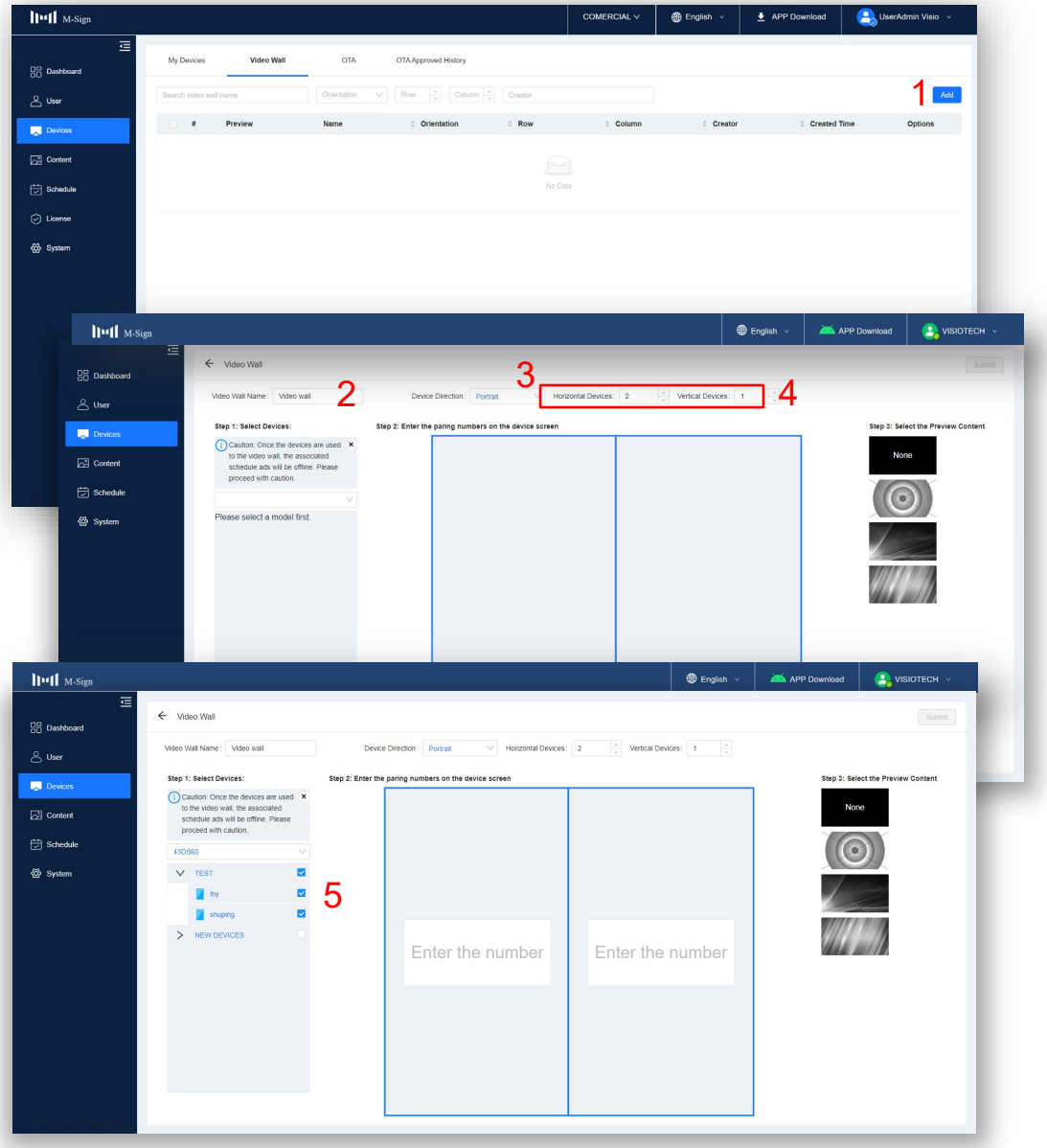
5.2. Video Wall

A Video Wall allows a set of monitors to behave as a single larger one, being able to play full-screen images and videos between all of them.

5.2.1. Creating a Video Wall

To create a Video Wall click on "Add“ (Icon 1), type in the name you want to give it (Icon 2), select the orientation that the monitors will have (horizontal or vertical) (Icon 3) and the number of monitors that will form (both in columns and in rows) (Icon 4).

With the monitors turned on and in a place where your screen can be viewed, select the monitors from the list of available devices* (all must be the same model) (Icon 5) in the order you want Install them physically (the first one you select will display on your screen the identifier "1", the second the identifier "2" and so on).



* The monitors that will make up the Video Wall must be previously linked with the platform and must have the same orientation configuration.

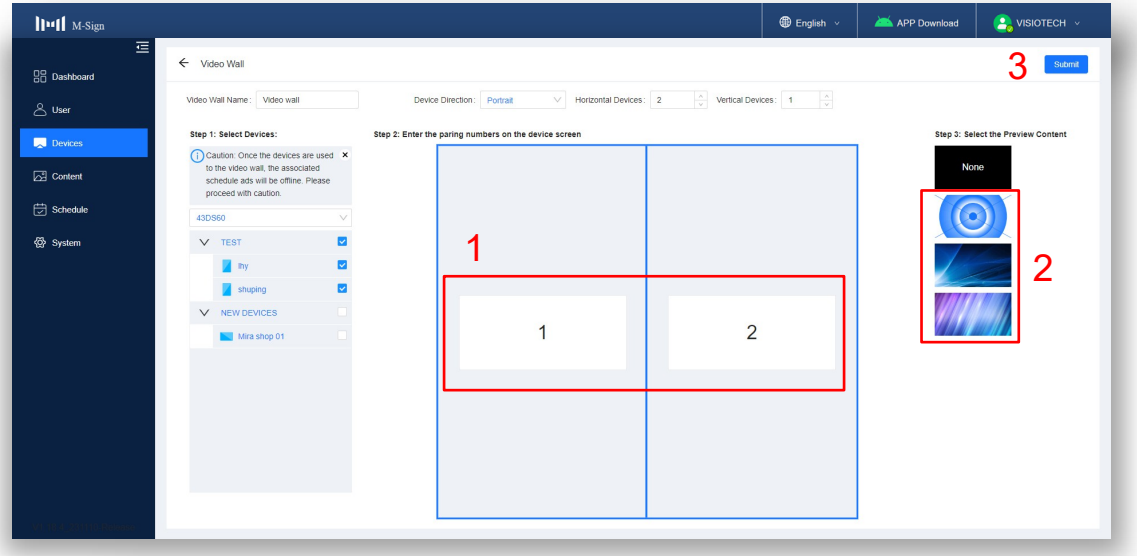
5.2. Video Wall

5.2.1. Creating a Video Wall

Enter the ID displayed on the monitors display in the desired order (Icon 1).

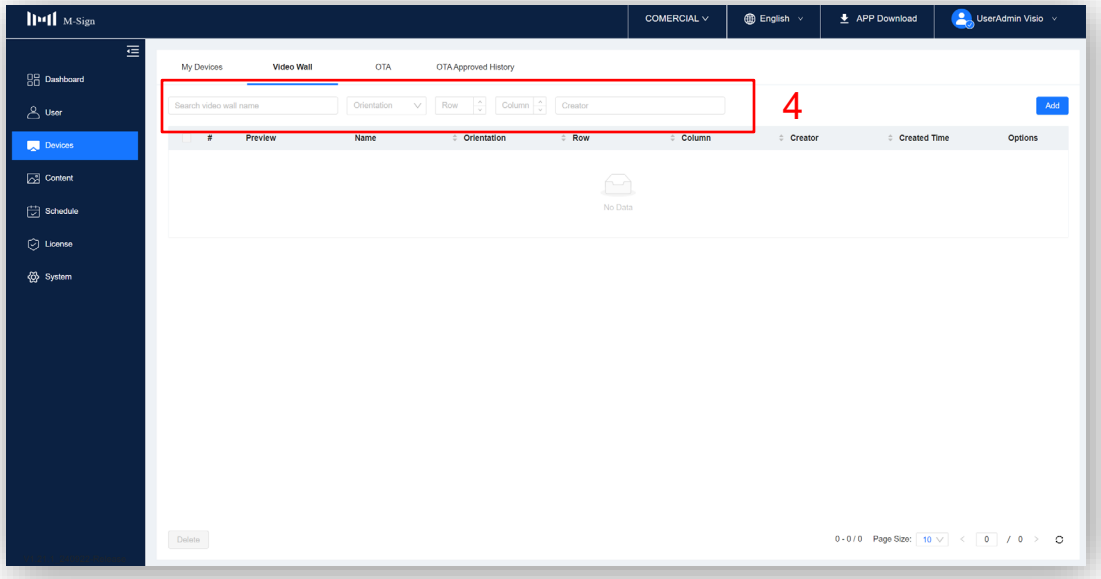
To launch test content to check if the monitors are set up in the correct order, you can select one of the three test images (Icon 2) and this will be displayed on the Video Wall.

Click "Submit" to finish (Icon 3).



5.2.1. Video Wall filtering and search

Access the "Video Wall" section and insert the desired filters (Icon 4), being able to filter by name of the Video Wall, orientation of the monitors, size of rows and/or columns and/or creator.



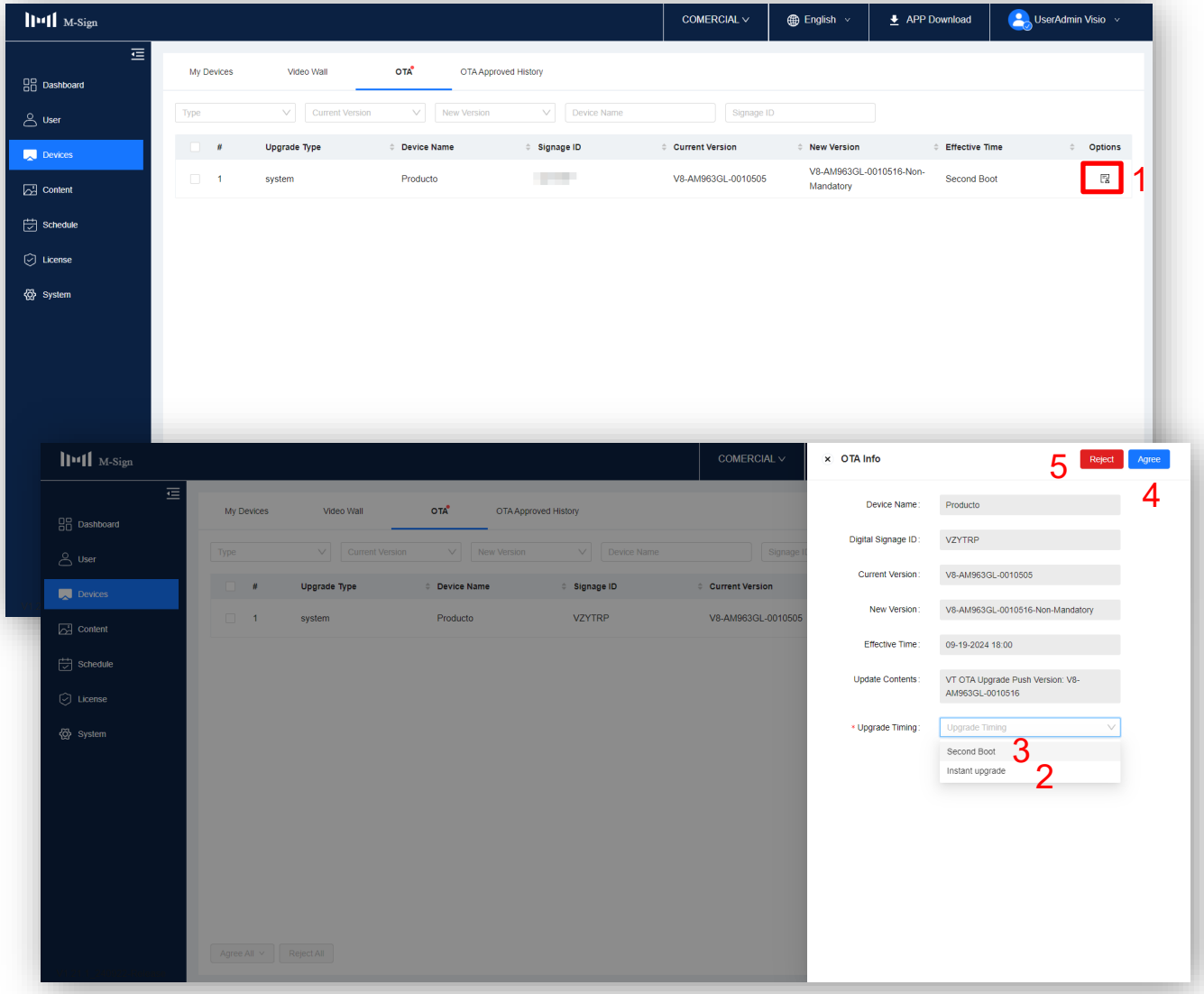
5. Devices

5.3. OTA

When any of the monitors linked to the platform has a new system update that needs your confirmation, you will receive the OTA update information here. You can check the current version, the new version available, the status of the version, etc.

To approve or reject an update, click on "Options“ (Icon 1). If you want to accept the update, select when you want it to install: instantly (which will cause the monitor to restart) (Icon 2) or after turning on the monitor a second time (Icon 3). Then click on the "Agree" button (Icon 4).

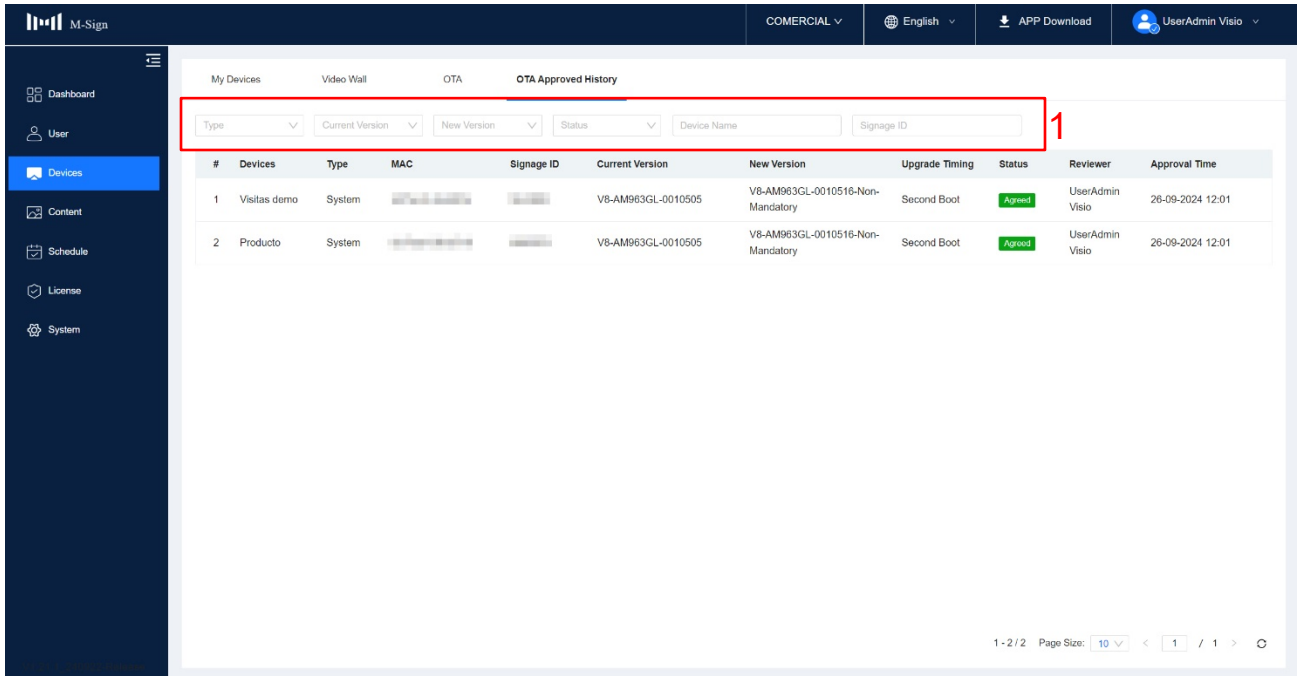
If you wish to reject the update, click on the "Reject" button (Icon 5).



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5.4. OTA Update History

In this section you can consult the list of OTA updates.
You will be able to filter approved but pending OTA updates by update type (Application or System), current monitor version, new version, update status (approved or rejected), device name, and/or device ID (Icon 1).



6. Content

6.1. Content Types

- Image / Video
- Website
- Message
- Play List
- Composition
- Video Wall
- Music
- Document
- Streaming

6.2. Content creation

6.2.1. Images and videos

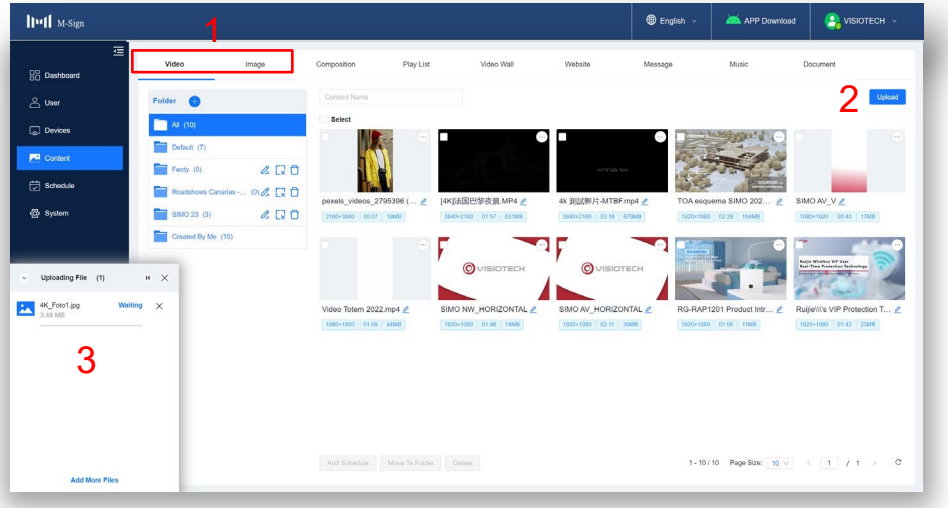
1- Select the type of content you want to add (Icon 1)

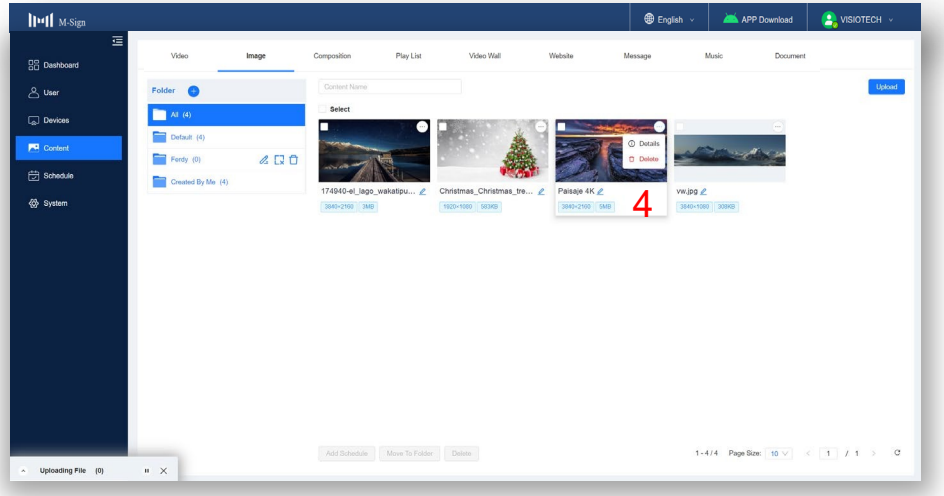
2 - Click on "Upload File“ (Icon 2).

3 - Select the files and click "Open". Up to 20 files can be uploaded simultaneously.

4 - A tab will open showing the upload process (Icon 3). Here you can pause/resume uploading or upload more content.

To check the details of the uploaded images or videos, click on the "..." (Icon 4).





6. Content

6.2.2. Website

1 - Select the "Website" tab (Icon 1).

2 - Click "Add“ (Icon 2).

3 - Type in the name you want the web page to be saved with (Icon 3).

4 - Paste the URL (Icon 4).

5 – Preview the URL by clicking in the “Browser WebSite” button (Icon 5).

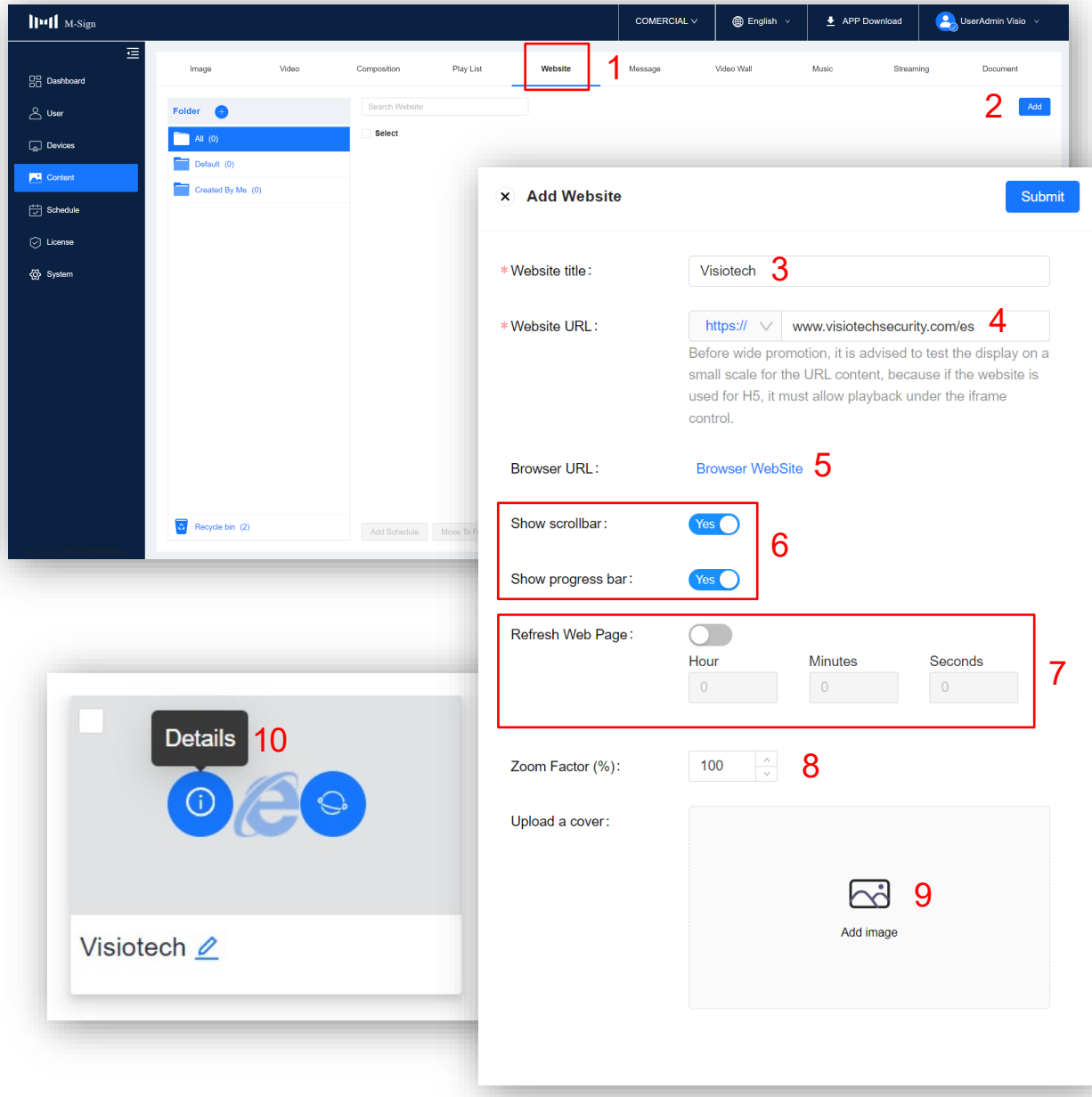
6 – Turn on or turn off the option that show the scrollbar or the progress bar (Icon 6).

7 – Configure the options to refresh the web page (optional) (Icon 7).

8 – Adjust the zoom factor (Icon 8).

9 – Select an image as a cover of the website (optional) (Icon 9).

To manage and/or edit the uploaded web pages, click on the “Edit“ button (Icon 10).

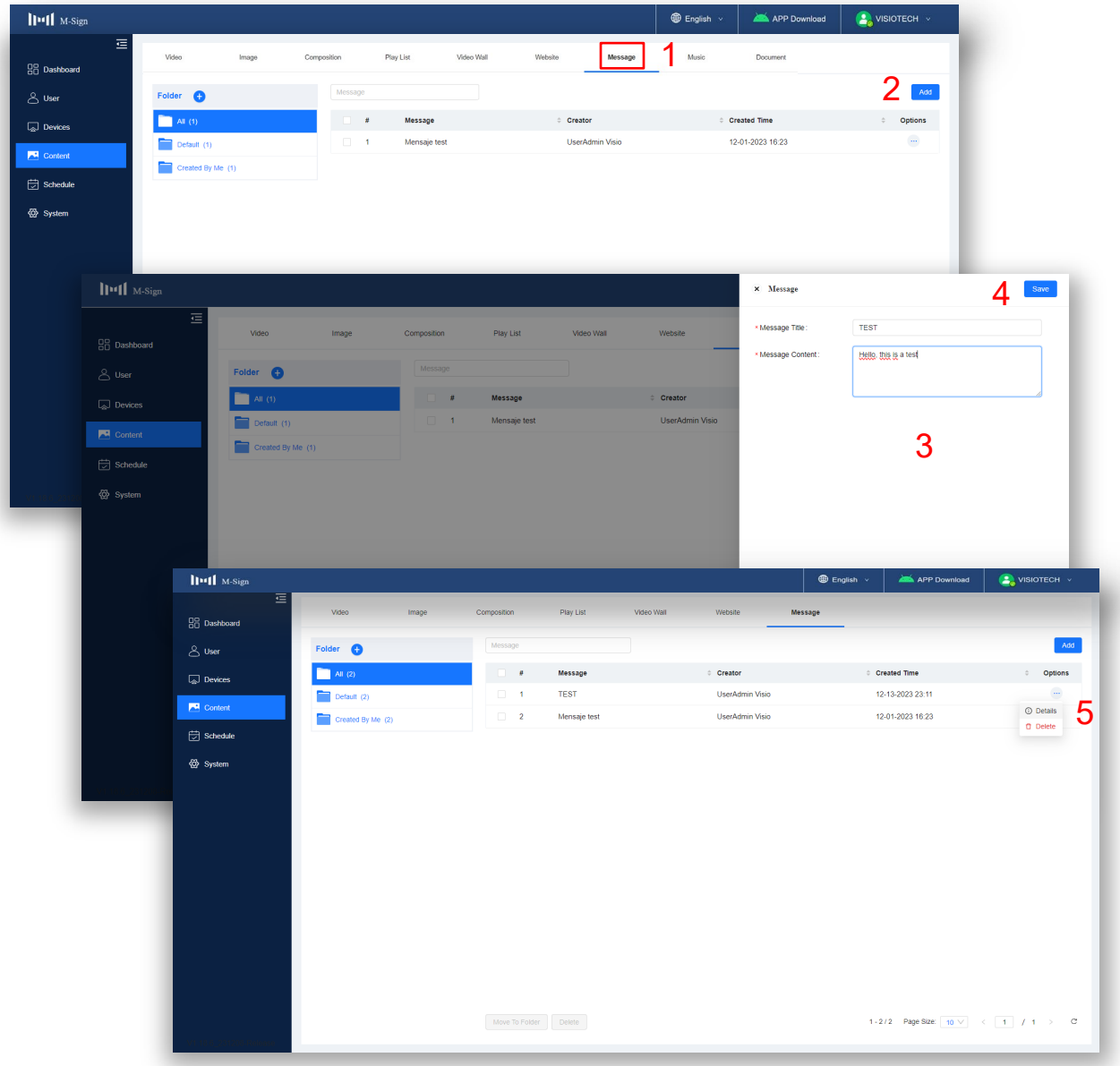


6. Content

6.2.3. Mensaje

- Select the "Message" tab (Icon 1).
- Click "Add“ (Icon 2).
- Add a name to the message and the text you want to display (Icon 3).
- Click "Save" to finish (Icon 4).

To manage and/or edit the messages you have created, on the Messages list page, you can view the details and delete Messages (Icon 5).

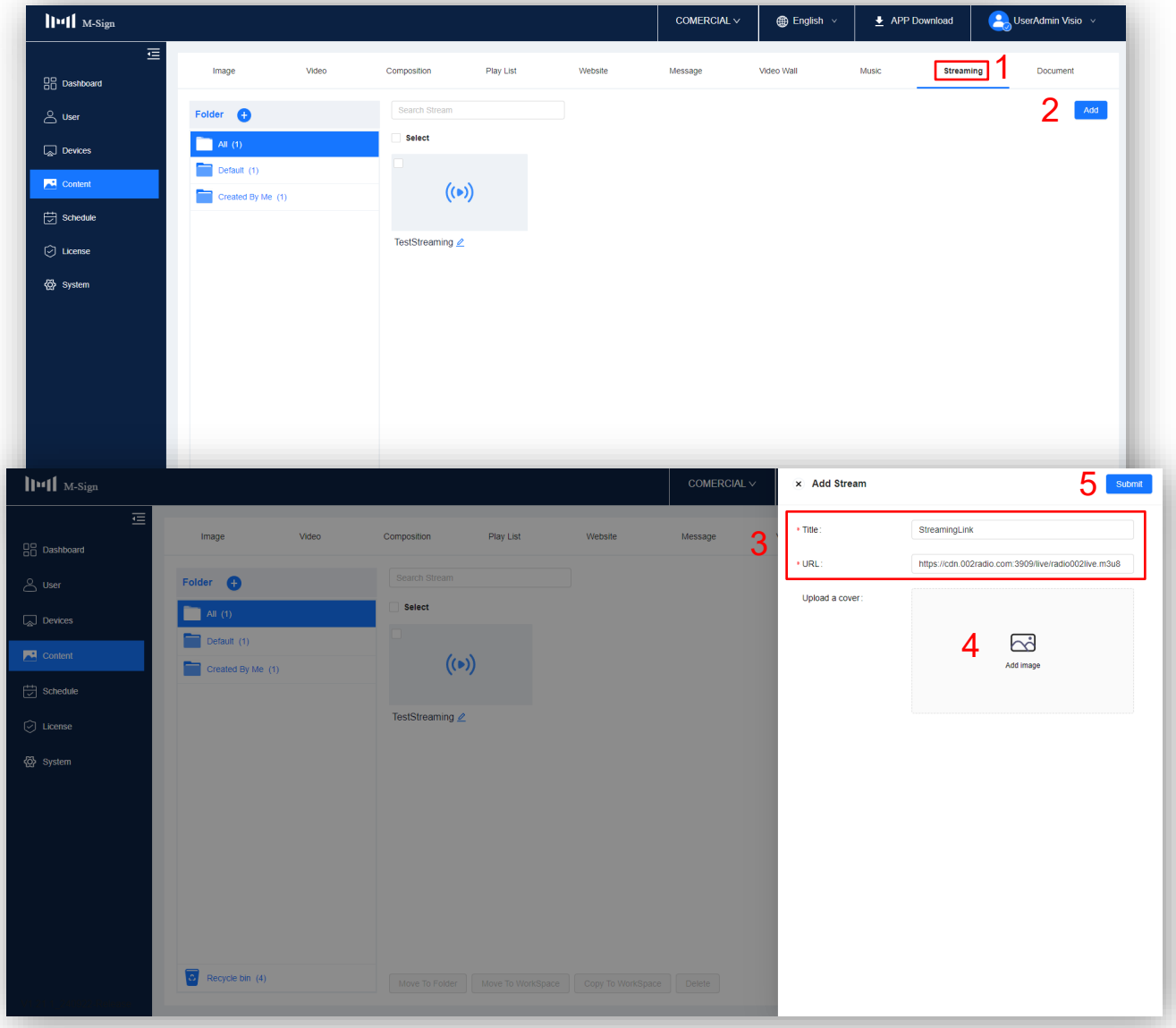


6. Content

6.2.4. Streaming

- Select the "Streaming" tab (Icon 1).
- Click "Add“ (Icon 2).
- Add a name to the streaming content and the link to it (Icon 3).
- Add a cover page for the content (optional) (Icon 4).
- Click "Submit" to finish (Icon 5).

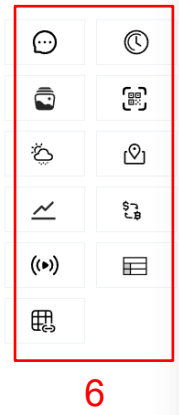
To manage and/or edit the messages created, on the "Streaming" page, you can view the details, delete content or change the name.

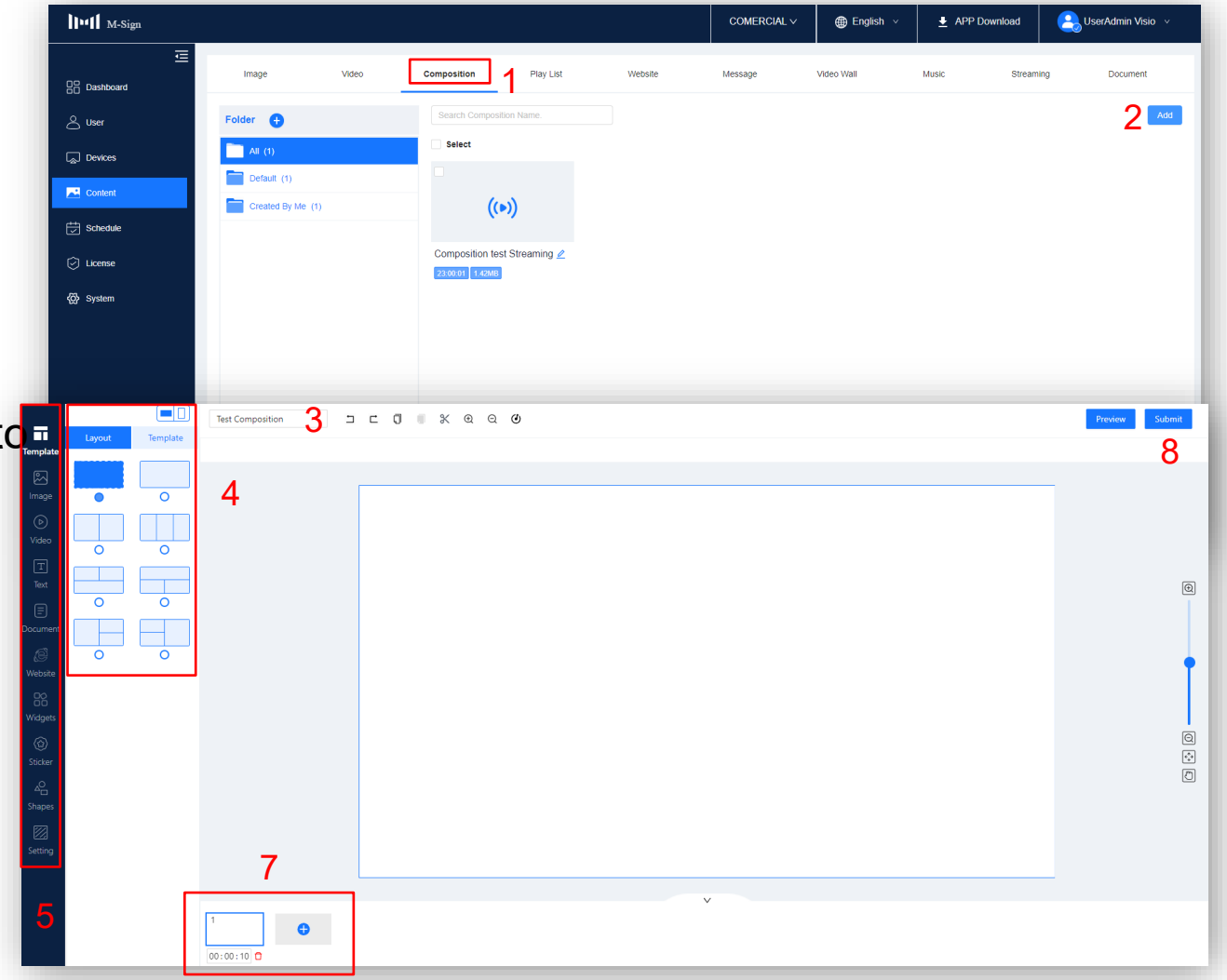


6. Content

6.2.5. Composition

- Select the "Composition" tab (Icon 1).
- Click "Add“ (Icon 2).
- Give a name to composition (Icon 3).
- Select the layout orientation and the type of template you want to use (Icon 4).
- Create the design to your liking by being able to add (Icon 5):
  - Images and videos.
  - Text and documents.
  - Websites.
  - Widgets (weather, location, streaming, tables...) (Icon 6).
  - Stickers, shapes, and backgrounds.
- Add new pages to the composition and select the duration of each of them (Icon 7).
- Save the changes by clicking on the "Submit" button (Icon 8).

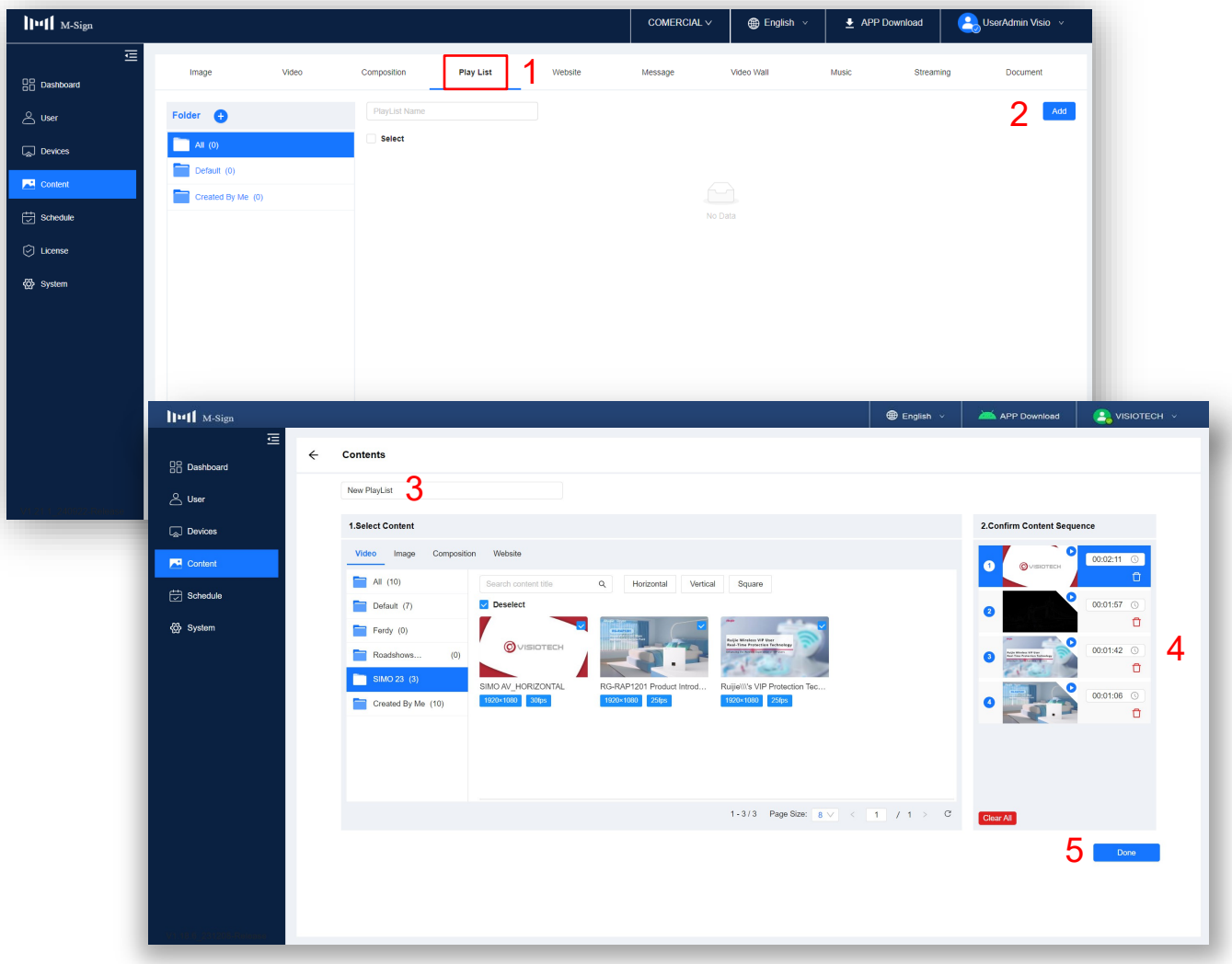




6. Content

6.2.6. Play List

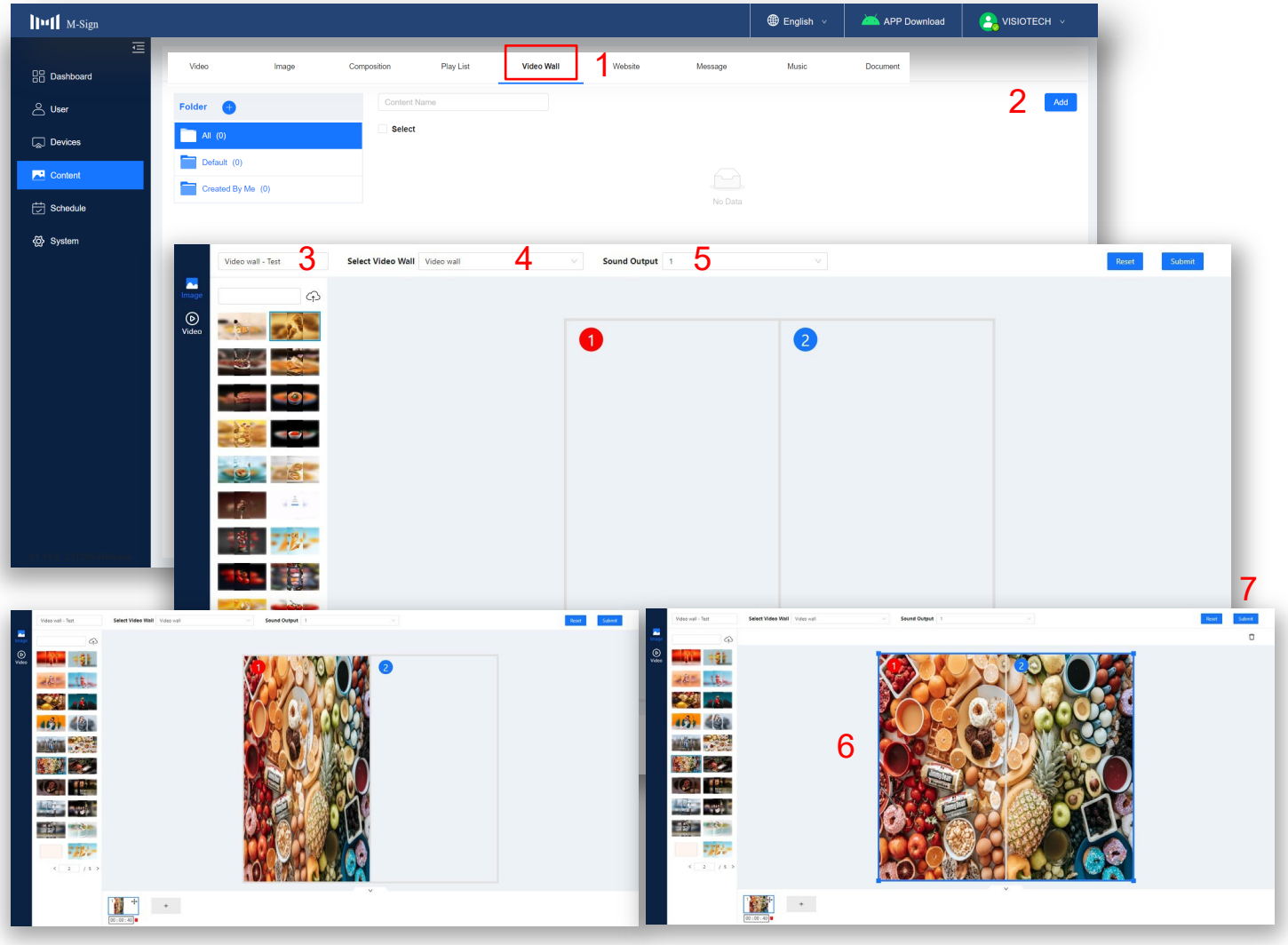
- Select the "Play List" tab (Icon 1).
- Click "Add“ (Icon 2).
- Give a name to the Play List (Icon 3).
- Select the content in the order in which you want it to play (Icon 4).
- Save the Play List by clicking on "Save“ (Icon 5).



6. Content

6.2.7. Video Wall

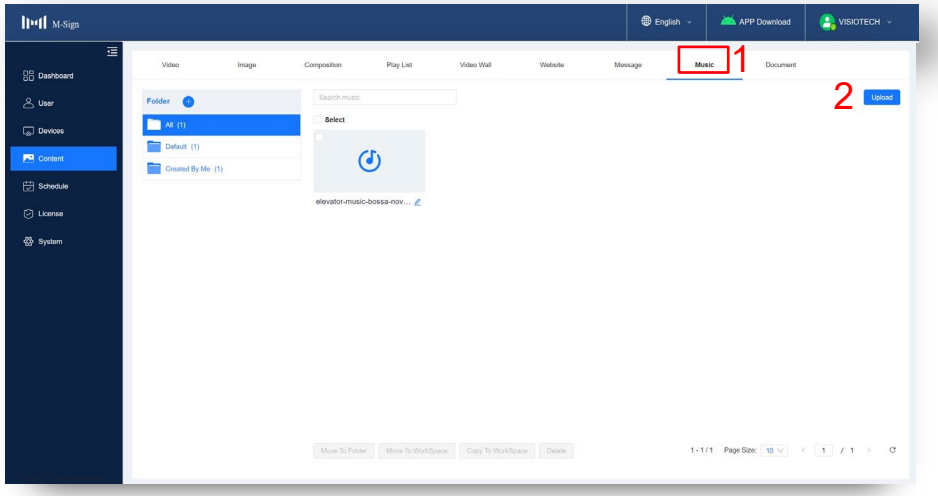
- Select the "Video Wall" tab (Icon 1).
- Click on "Add" (Icon 2).
- Give a name to the design of the Video Wall (Icon 3).
- Select the Video Wall you want to create the content for (Icon 4).
- Choose which monitor the audio will play on (if the content has) (Icon 5).
- Drag the content onto the canvas and adjust it to the desired size (Icon 6).
- Click "Submit" to finish (Icon 7).



6. Content

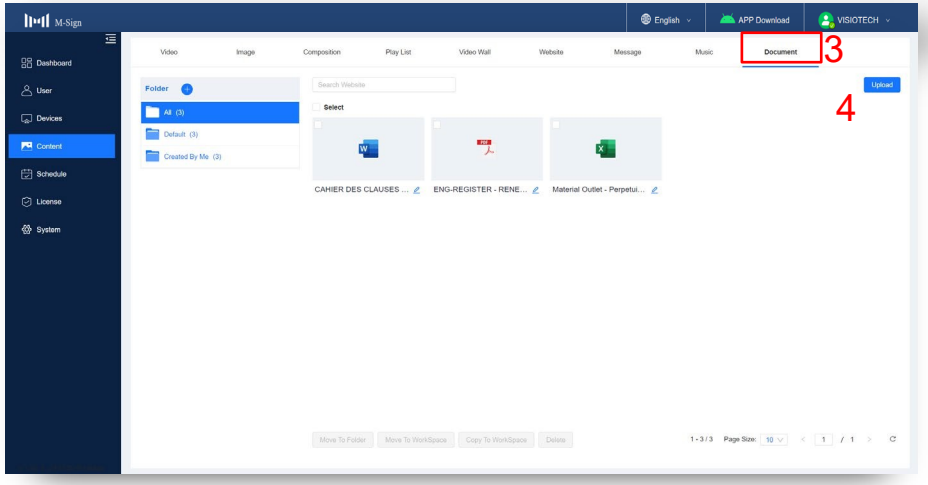
6.2.8. Music

- Select the "Music" tab (Icon 1).
- Click on "Upload“ (Icon 2).
- Select the files and click "Open".



6.2.9. Documents

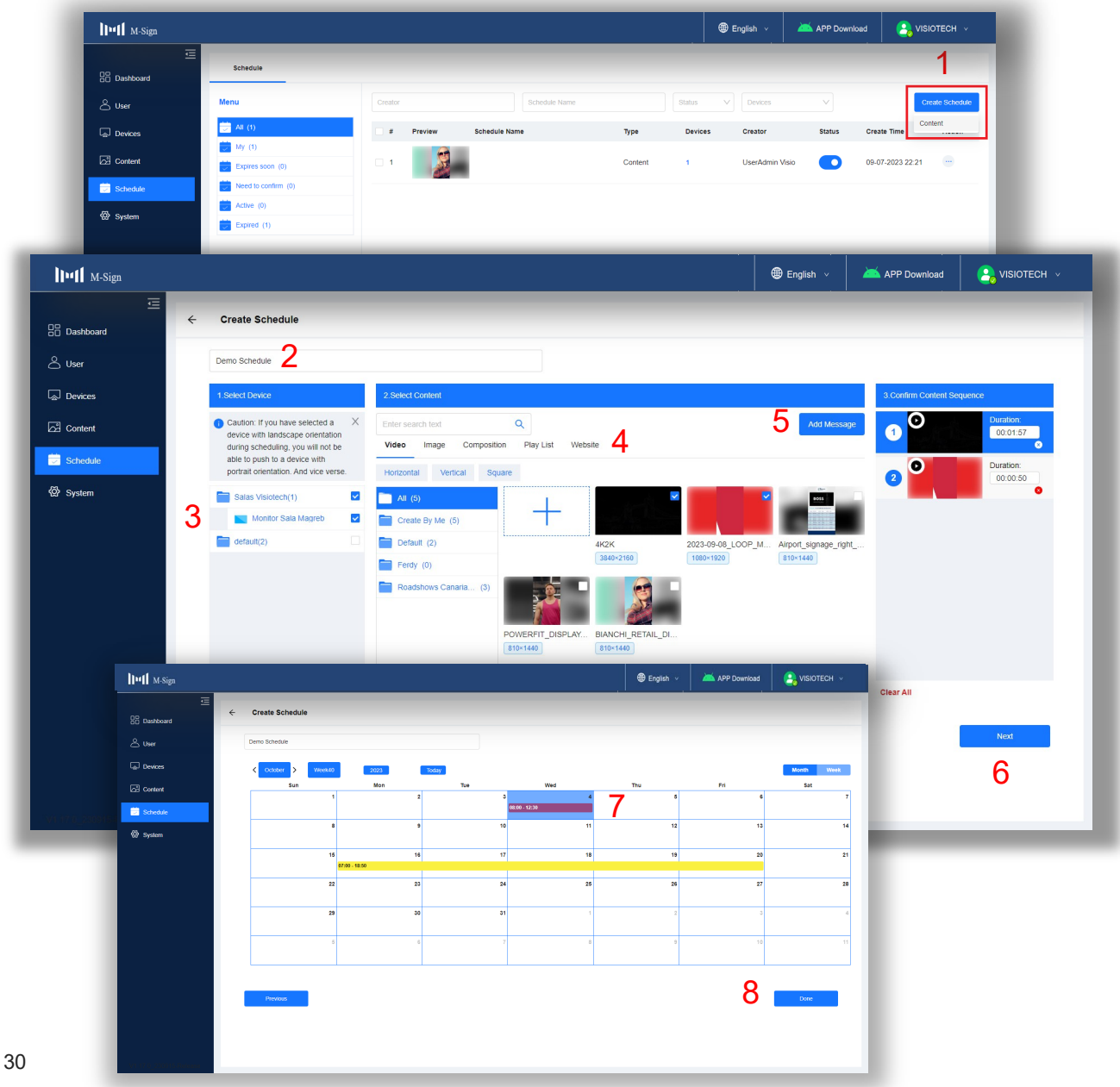
- Select the "Documents" tab (Icon 3).
- Click on "Upload“ (Icon 4).
- Select the files and click "Open".



7. Schedule

7.1. Creating a calendar

- Click on "Create Schedule" and select the type of calendar you want to create (Icon 1).
  - "Content": images, videos, compositions and websites.
  - "Video Wall": designs created for Video Walls.
  - "Sync Play": Content that you want to play synchronously on multiple monitors.
- Add a name to the calendar (Icon 2).
- Choose the monitor(s) (or group of monitors) you want to assign the calendar to (Icon 3).
- Add content (Icon 4).
- Add a message (optional) (Icon 5).
- Click on "Next“ (Icon 6).
- Select the day/days or repeatability (one day, every day, or every week) (Icon 7) and the playback time slot and click on "Done" (Icon 8) .

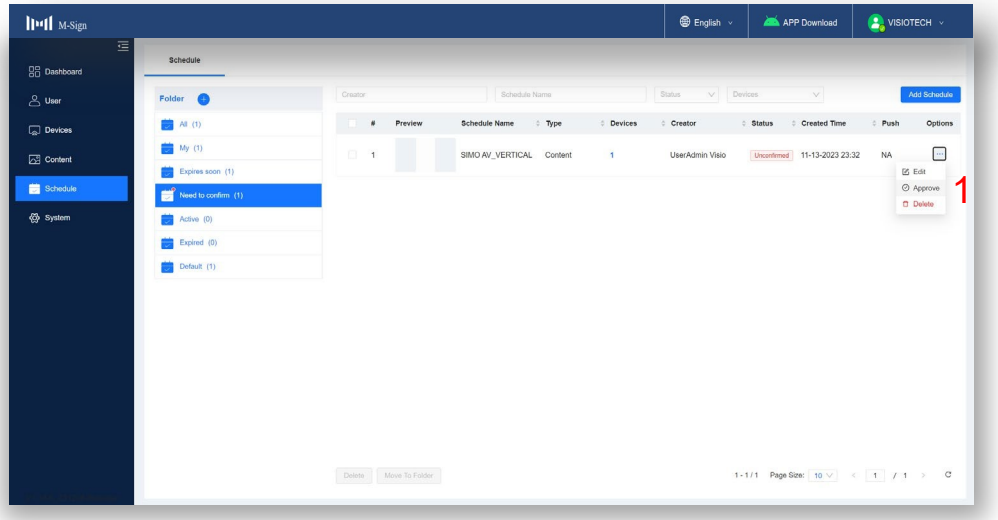


7. Schedule

7.2. Approval of a calendar

Only for users with a "User Admin" role.

Once the calendar is created, it will appear as "Unconfirmed" and will not be published until a user with a "User Admin" role approves it. To do this, click on the "..." of the calendar and select the "Take advantage" option (Icon 1). Check that everything is correct, or modify what is necessary. To finish, click on "Finish".

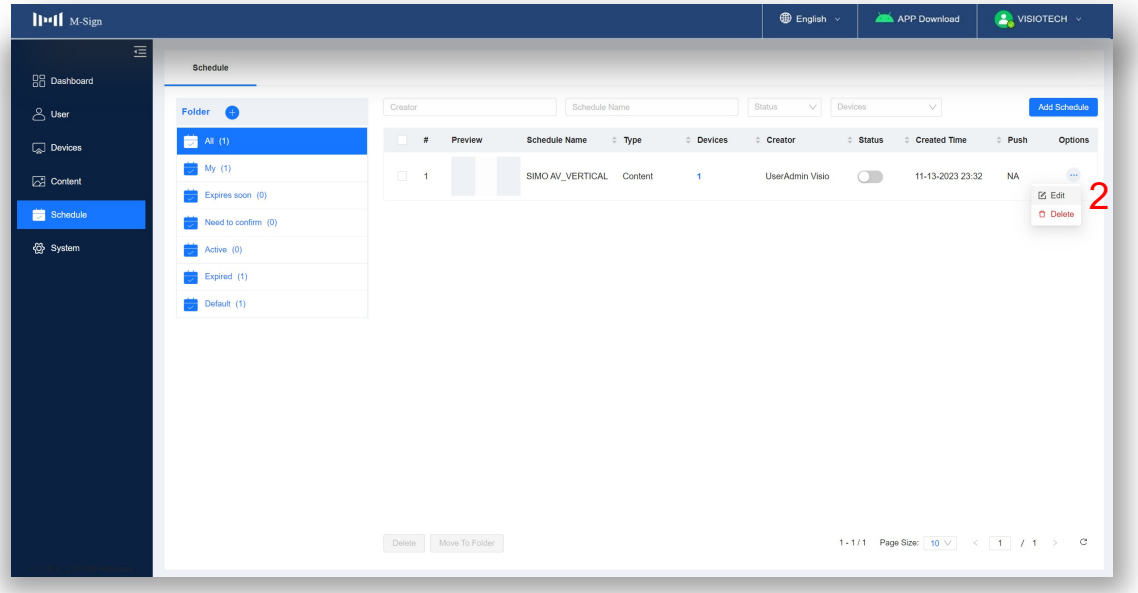


7.3. Editing a Calendar

If you want to edit a calendar, click on the "..." of the desired calendar and select "Edit“ (Icon 2). Modify both the content to be displayed, as well as the days and times of playback on the monitors on which it will be played.

The process is like creating a calendar.

Click on the "Finish" button to finish.



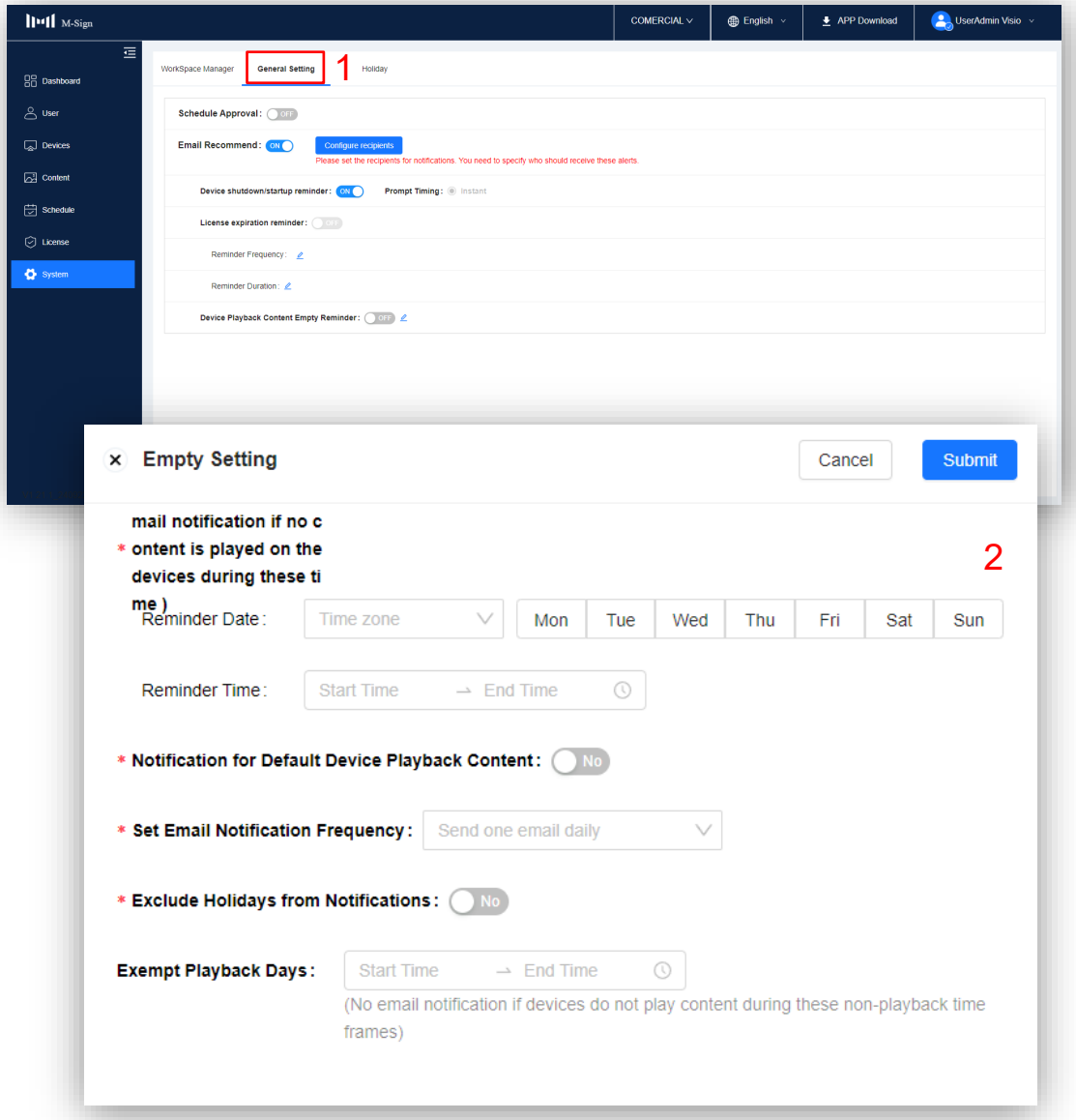
8. System

8.1. General Settings

Only for users with "Owner" and "Admin" roles.

Go to the "General Setting" tab (Icon 1) in the "System" section.

- "Schedule approval": enable or disable the option to confirm calendars by a user with an "Admin" role.
- "Email recommend": enable or disable email notifications. If you want to turn them on, you can configure which notifications and users will receive such emails.
- “Device shutdown/startup reminder”: enable or disable email notifications when turning on or off any monitor linked to the platform.
- "License expiration reminder": Enable or disable expiration reminders for licenses. You can configure how often these reminders will be received and how long before they expire.
- "Device playback content empty reminder": Turn on or off reminders of not setting an image or video for when there is no calendar assigned to a monitor. Configure the options for these notifications (Icon 2).



8. System

8.2. Holiday

Only for users with "Owner" and "Admin" roles.

In this section you can set up vacation periods when you do not want notifications to be sent via email.

1 - Access the "Holiday" tab (Icon 1) in the "System" section.

2 – Click on the "+" button (Icon 2).

3 – Give a name to the vacation period.

4 – Select the period start date and end date.

5 – Click on the "Submit" button to finish (Icon 3).

Note: You can activate this holiday period in which no email notifications will be sent in the "Device playback content empty reminder" option.

