

# **User's Manual of APM Publishing System**

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# 1. Introduction

## 1.1 Purpose

This manual is intended for all users of Advertising Publish Management (APM). It is a reference for beginners.

This is how to use the manual:

- ◆ Select a specific topic referring to the contents;
- ◆ Use the index to find a term quickly to search;
- ◆ We'd like to give you a brief overview from Chapter 1;
- ◆ Abbreviations and terms are listed in the glossary;
- ◆ For any malfunction or uncertainty, contact us at: <http://www.lango-tech.com/>

## 1.2 Explanation of terms

Terms	Chinese explanation	English explanation
Publisher	智慧商显信息发布系统	Smart screen information publish system
Terminal	广告机	Advertising player
Organization ID	每个机构对应的编码，终端连接发布端时使用	Coding for each mechanism
Network setting IP	终端进行网络连接时获得的 IP 地址，分为有线 IP 和无线 IP	Every terminal in a network connection will get an IP, which is composed of wired and wireless
Server's IP address	部署服务器的 IP 地址，终端与发布端相互通信实现节目发送等	IP address of the deployment server
Program scale	广告机屏幕分辨率的比例	Advertising player screen resolution ratio

## 2. Product Description:

### 2.1 Product introduction

Xiao Baihe Advertising Publish Management (Xiao Baihe APM) is a publisher which integrates resource management, content management, advertisement publishing, message pushing, terminal monitoring, interface customizing, system management, and other functions. It communicates with the terminal to realize the function

of backend controlling the advertising player terminal.

The center server of the Xiao Baihe Advertising Publish Management (Xiao Baihe APM) adopts the B/S architecture, with the headquarter as the center, and sets up secondary servers in the secondary regional institutions, and so forth, to authorize regional management. The Xiao Baihe Advertising Publish Management (Xiao Baihe APM) is designed and developed for Google Chrome. Please use Chrome to access.

## **2.2 System functions**

### **1) Resource**

Including material and storage details, you can manage different materials by types on the Manage Material page. You can local or remote upload, copy, cut, delete, preview, rename, create new folders, and so on.

On the Storage Details page, you can view the storage capacity of the system, and delete different resources to clean up the capacity space.

### **2) Content**

The Content includes the entry to produce programs, messages and play schedules. It also can manage the published programs and messages, such as view publishing progress, republish, delete, preview, and search.

### **3) New program**

On the New Program page, there are contents like program scene, element controls, save as template, program production toolbar, and others. The program scene is the page area programs played, which means one scene corresponds to one play page. You can add, delete, sort and do other operations to the screen. In the center area of the page is the canvas area of the new program. You can add the background, music, weather, video, image, webpage, date, text, mixed broadcast, stock, exchange rate, map, apk, port and other elements controls. The toolbar on the top provides menu items, like Template, Save the program, Undo, Lock, Upper, Lower, etc.

### **4) New interactive program**

To avoid affecting another display effect of the other areas, and to guarantee the easy switch materials on the touch screen, it is recommended to make an interactive program when implementing the partial regional content exchange. It means that click the added jump control on the playing page of the terminal to fast jump to a video, image, scene, or webpage.

### **5) New message**

To quickly publish real-time broadcast messages to terminals, the 'New message' page provides functions to make messages fast. On this page, you can set the play content, play time, style attribute, play location, speed, and other information of the message.

## **6) Play schedule**

On the 'Play schedule' page, there are many function entries for fast making scheduled programs. Add multiple programs in different time periods, and set up the same play date segment, play terminals and other parameters for them to form a play schedule to publish the programs.

## **7) Approval**

To meet different administration authorities for materials, programs, messages and play schedules, the System settings page provides a switch entry for 'Approval'. When it is open, the uploaded materials need to be approved for making programs. Programs, messages, and play schedules need to be approved by the administrator with the permission before sending to the terminal.

## **8) Terminal**

On the Monitor terminal page, the system provides functions such as fast monitoring terminal dynamics, reboot, shutdown, standby, and format programs. You can also view terminal details and play logs, rename, delete, and manage terminals by groups on the page. You can set the time period of the timing on/off, the timing volume, timing port, timing screenshot, online upgrade players, format programs on terminals and other functions on this page.

## **9) System**

The system management navigation provides the entry to manage information publishing system, including the Manage user, Manage organization, Manage alarm, System logs, and other functional pages.

## **10) Open agent and customization**

To give the sub-organizations more permission to manage independently, administrators with the permission can open agent for his or her own organization and make it a client of its own; For those have opened agent, they can apply to us for the function of customization. After opened customization, they can customize the management interface of the publishing system, open domain names and use other functions.

## **2.3 How to use the system**

Step 1: Set the Terminal (Refer to the *Advertising Player End User's Manual*);

Step 2: Login the information publishing system;

Step 3: Upload materials and produce;

Step 4: Set the publishing settings and select the terminal to publish the program directly or as scheduled.

## **2.4 The account permission**

Depending on the requirements, you can create accounts with different permissions for different users, as follows. Please operate the publishing system after you fully aware of your account permission.

Role	Organization	Permission
System admin	Server	All system administration permissions (More permissions than other system administrators: Customized interface, open agent, system settings, purchase service, manage software, call center, system statistics, message notice, FAQ, organization info.)
	Company	Has all permissions of the company and subordinate departments + part system administration permissions
	Department	Has all permissions of the department and subordinate departments + part system administration permissions + the permission to use the company resources to which it belongs
Enterprise admin	Company	Has all permissions of the company and subordinate departments
	Department	Has all permissions of the department and subordinate departments + the permission to use the company resources to which it belongs
Enterprise maker	Company	Has the permissions to make and publish programs, messages, play schedules, class circles, as well as to manage templates of the company and subordinate department.
	Department	Has the permissions to make and publish programs, messages, play schedules, class circles, as well as to manage templates of the company and subordinate department.
Enterprise material admin	Company	Has the permissions to upload, share, delete, and perform other actions on materials of the company and subordinate departments
	Department	Has the permissions to upload, share, delete, and perform other actions on materials of the department and subordinate departments+ the permission to use the company resources to which it belongs
Enterprise approver	Company	Has the permissions to approve programs, messages, play schedules, class circles, materials, and sharing of the company and subordinate department

	Department	Has the permissions to approve programs, messages, play schedules, class circles, materials, and sharing of the department and subordinate department
Department admin	Department	Has all permissions of the department and subordinate departments
Department material admin	Department	Has the permissions to make and publish programs, messages, play schedules, class circles, as well as to manage templates of the department and subordinate department.
Department material admin	Department	Has the permissions to upload, share, delete, and perform other actions on materials of the department and subordinate departments
Department approver	Department	Has the permissions to approve programs, messages, play schedules, class circles, materials, and sharing of the department and subordinate department

### 3. Login the information publishing system

#### 3.1 Login the system

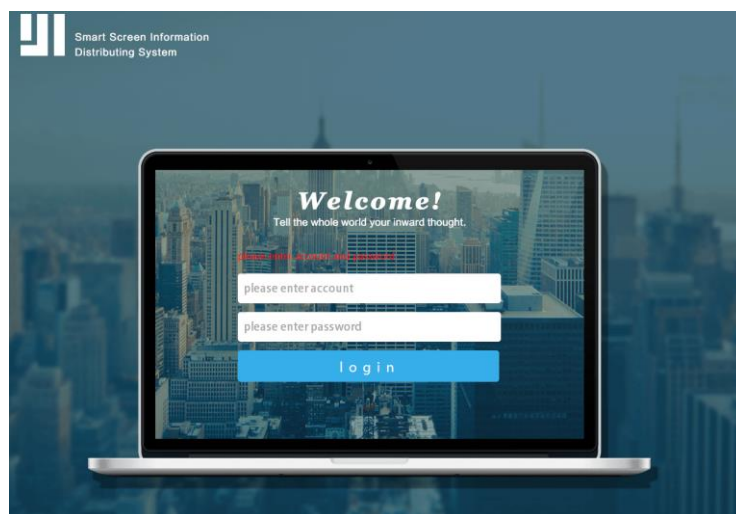
After the terminal is set, user can use **Chrome** to log in the information publishing system with the help of the following information:

Login address: [http:// the server address/apm-web/a/login](http://the server address/apm-web/a/login)

Account number: root

Password: root

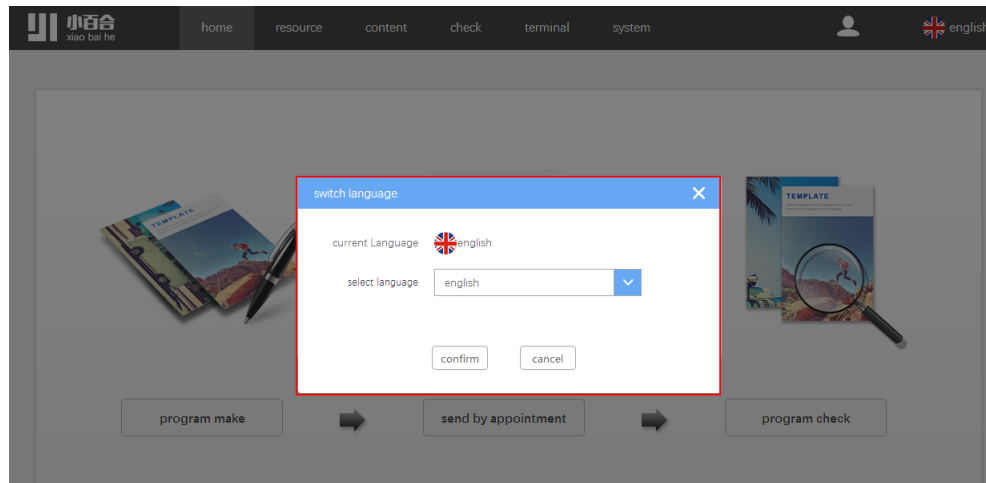
The login page is as follows:



#### 3.2 Switch languages

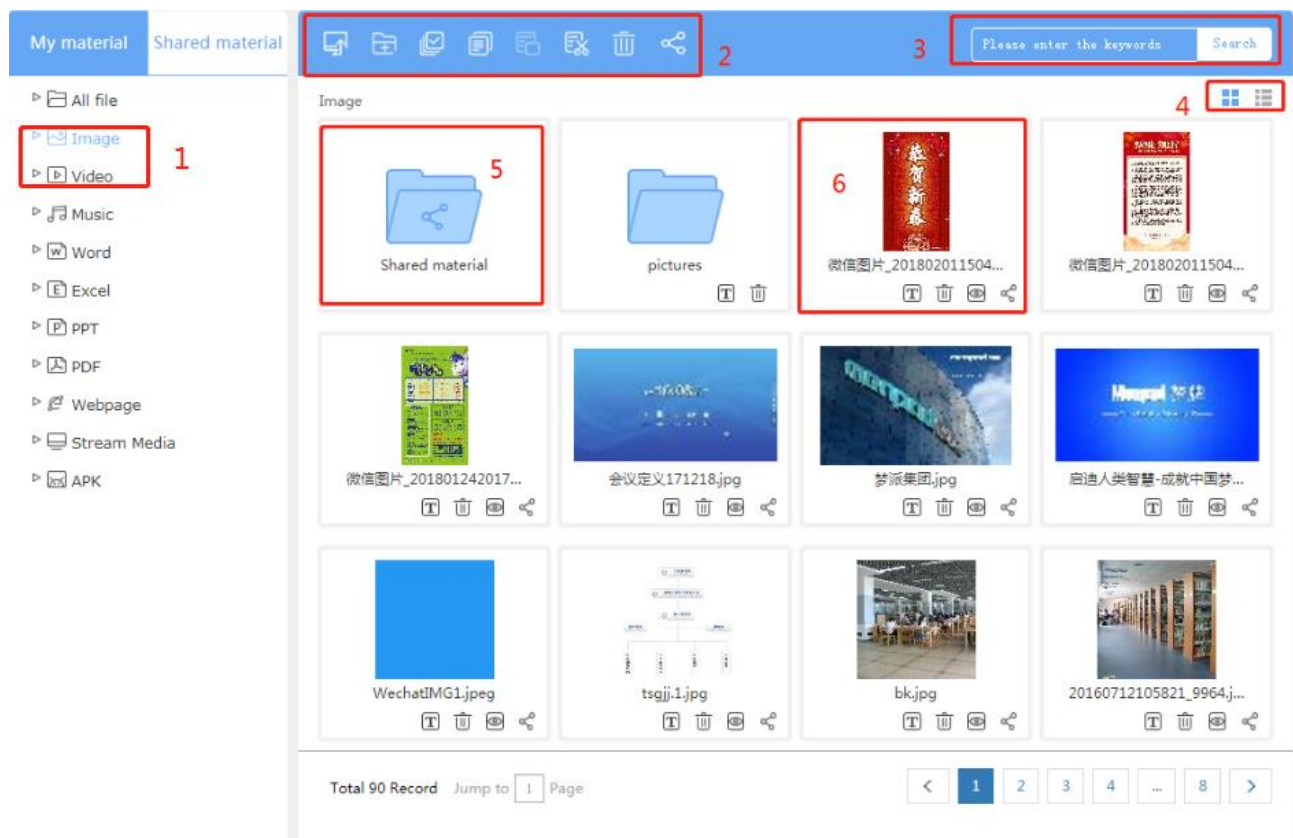


The default language is Chinese, and English is available.



## 4. Manage material

### 4.1 Basic functions

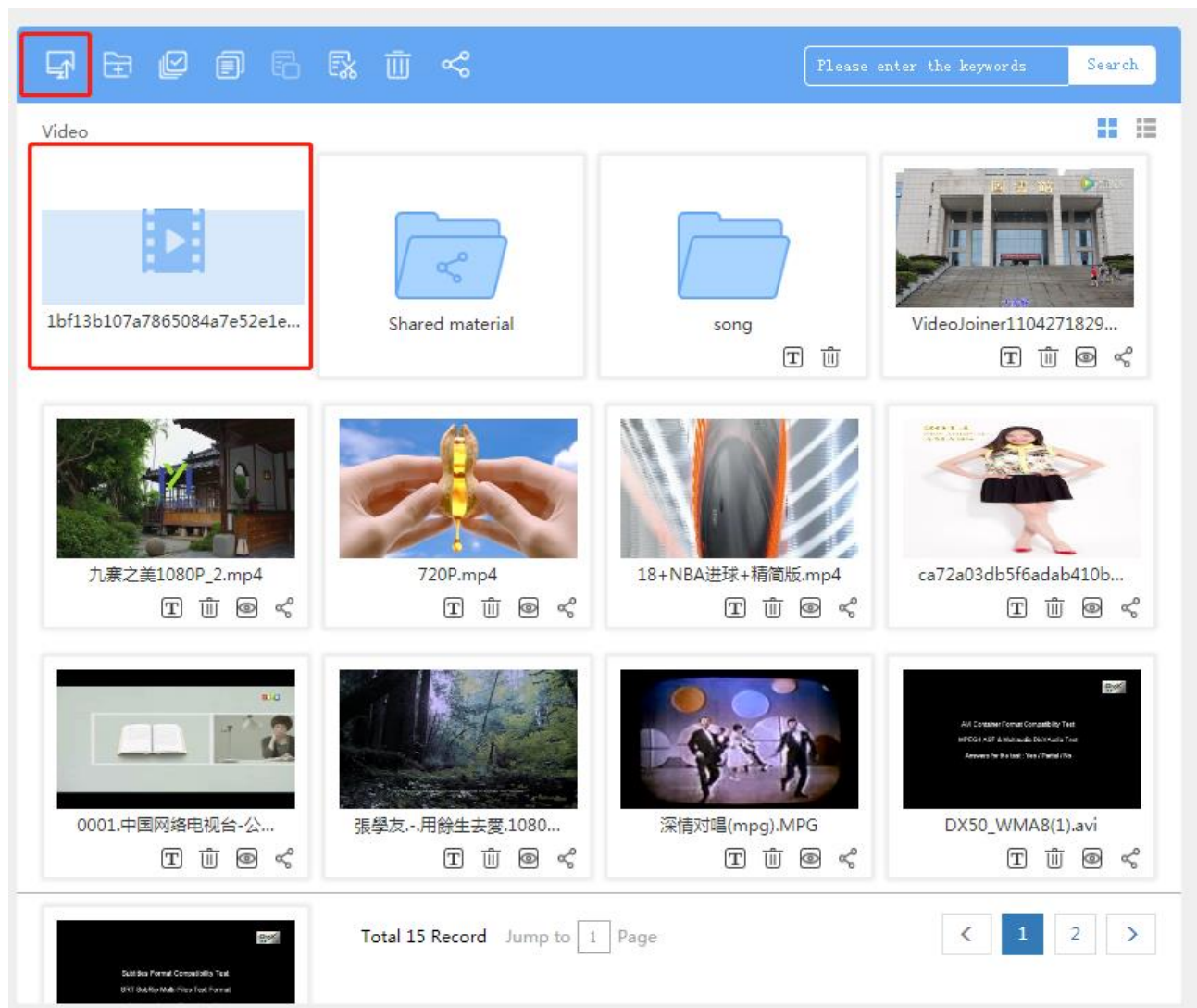


Click Resource --> Manage material on the menu bar to enter the material management page.

1.The 'Material type' selection area is actually a tree form. **Material type for the double screen program just includes the image and video.** Each type (folder) has a subfolder corresponding to it. Select a different type (folder), and the corresponding type (folder) on the right displays the material files.

2.The toolbar, from left to right, shows Local upload, New folder, Select all, Copy, Paste, Cut, Delete, and Share.

A.Local upload: Upload local materials to ‘Manage material’. Select a material type, such as video, and click ‘Upload’ to add a video display frame in the display area. The upload progress will show in the form of a gradually filled frame, from bottom to top, during the process. The smaller video files can be uploaded in an instant, and the larger video files need some time to process. Please wait patiently until the whole video frame is filled. (The maximum size of the uploading file is related to the software version, and it is not recommended to upload files bigger than 900MB.)



B.New folder: Create a new folder with a default name which can be renamed.

C.Select all: Click it to select all the materials on the current page and click it again to cancel.

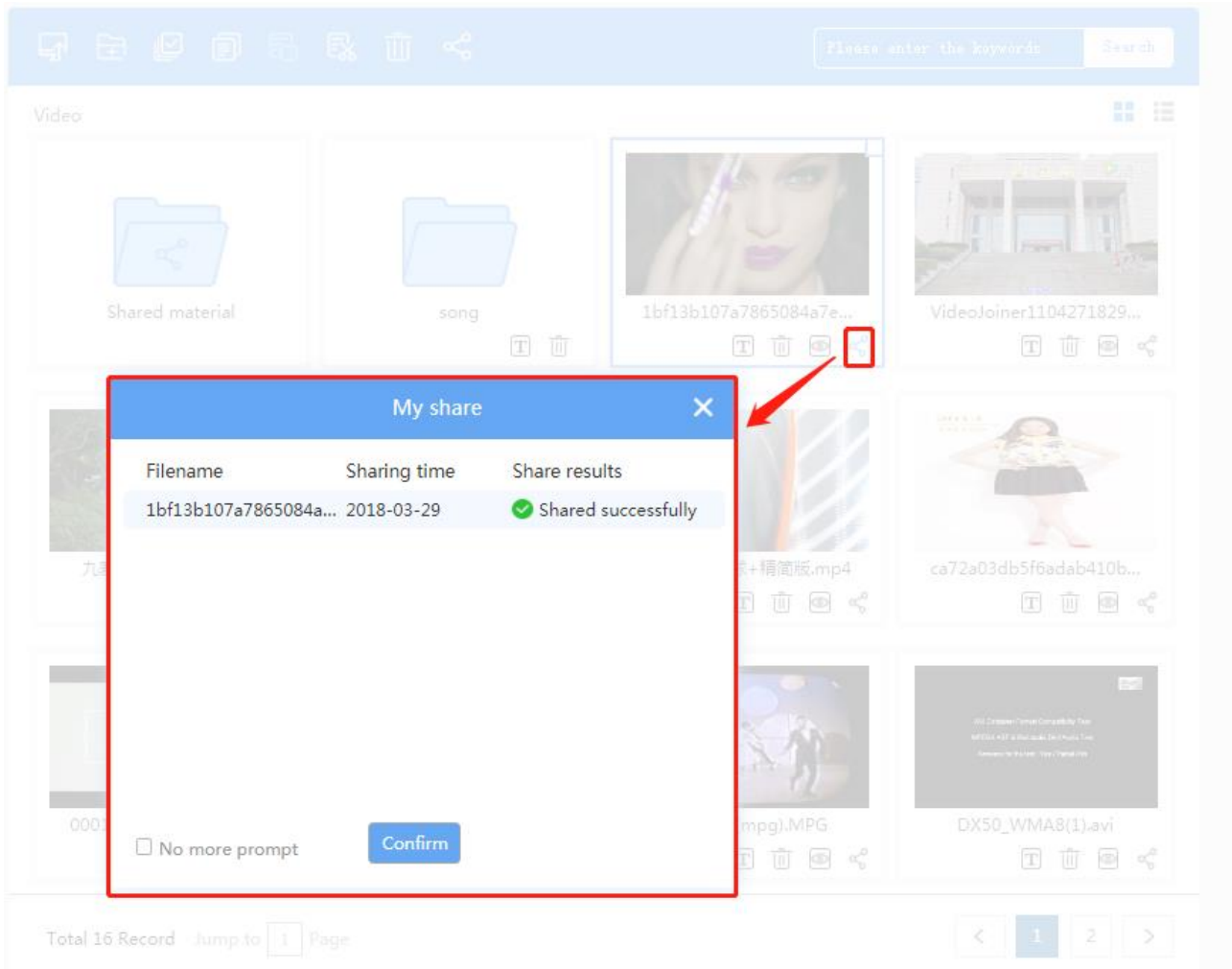
D.Copy: Multiple materials can be copied, and cross-pages copy is supported.

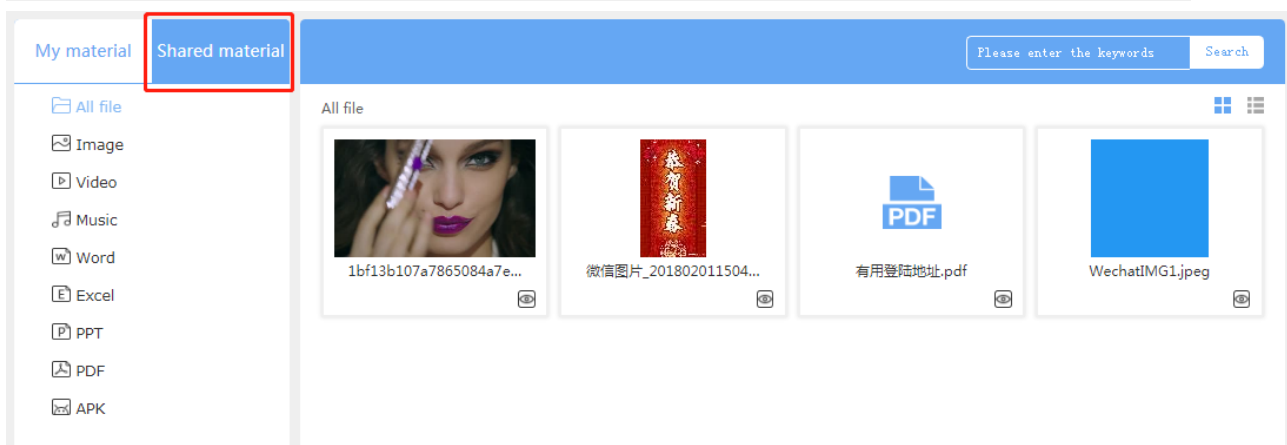
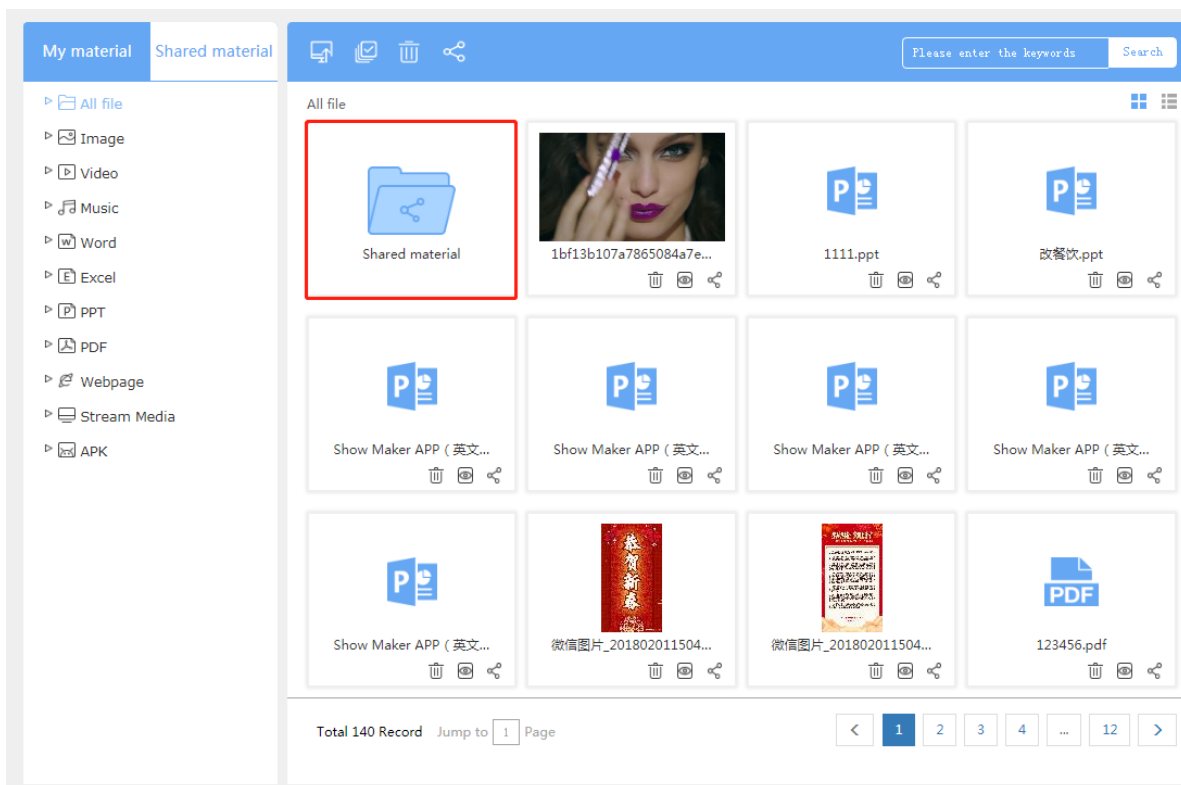
E.Paste: Paste the material copied or cut.

F.Cut: Multiple materials can be cut, and cross-pages cut is supported.

G.Delete: Multiple materials can be deleted, and cross-page delete is supported.

H.Share: The whole company can use the shared materials. Materials shared successfully are shown in both the ‘My share’ folder and the ‘Shared material’ folder. Materials shared by others are shown in the ‘Shared material’ folder.





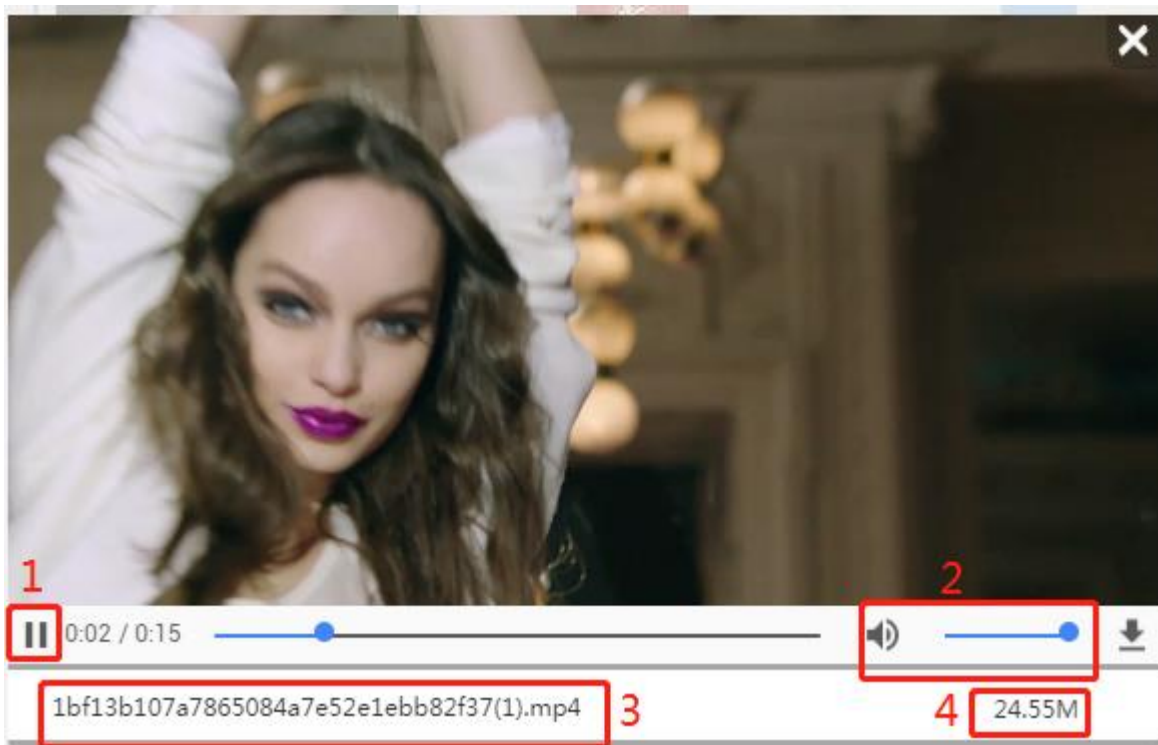
3.The search bar can perform a fuzzy search with some keywords for materials of a certain type.

4.The material browsing modes are view mode and list mode, which can be switched manually.

5.There are Rename bottom and Deleting bottom in the folder.

6.You can rename, delete, preview, and share the material. (In the 'My share' folder, you can cancel sharing the material. The material will disappear from the 'My share' folder and the 'Shared material' folder after you click Cancel sharing, then the company can't use it anymore.)

## Preview material:



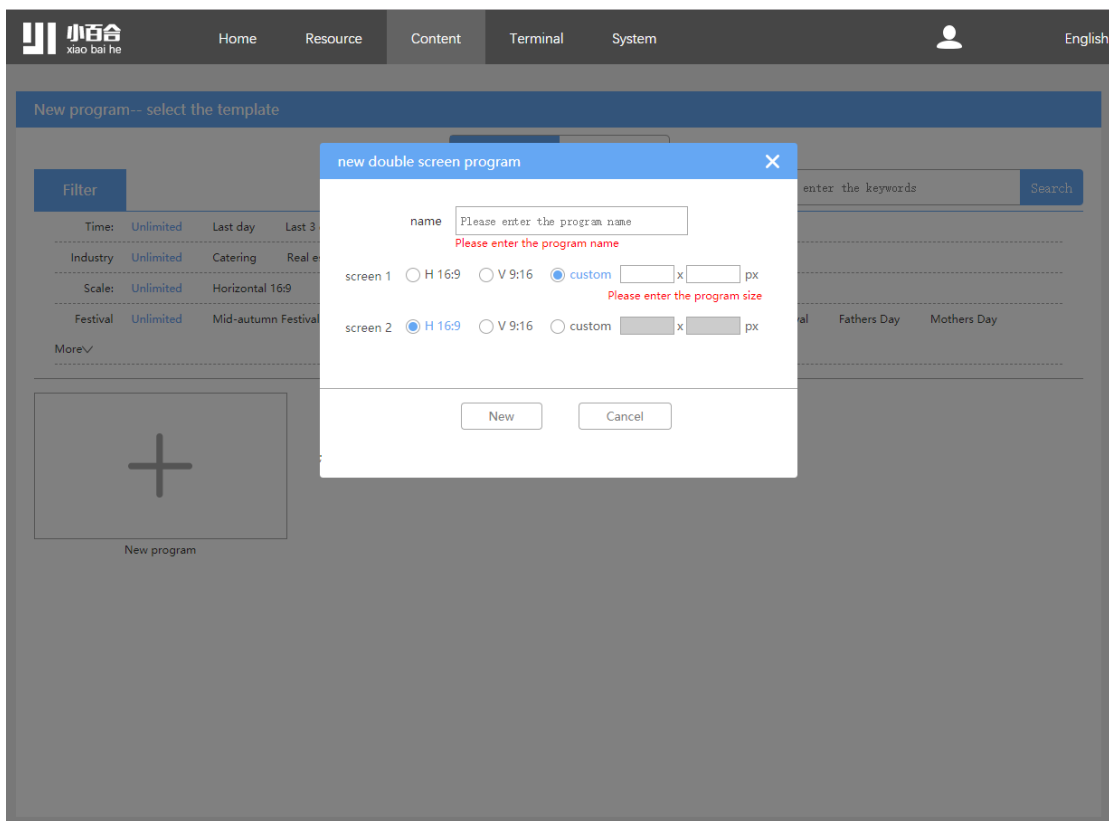
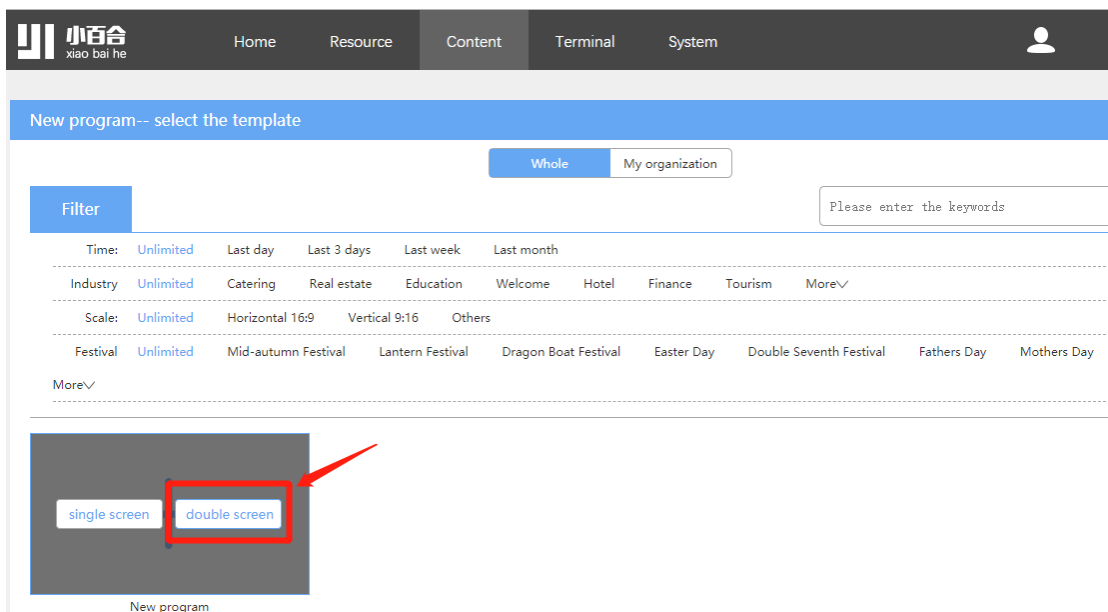
Move the mouse to a video and click the 'Preview' button, then there is a video preview pop-up window. Preview other material types using the same method.

- 1.Click the 'Play' button to start the video, and it shows the play duration and progress;
- 2.Use the mouse to control the volume;
- 3.The filename and format show in the preview pop-up window;
- 4.The file size also shows in the preview pop-up window.

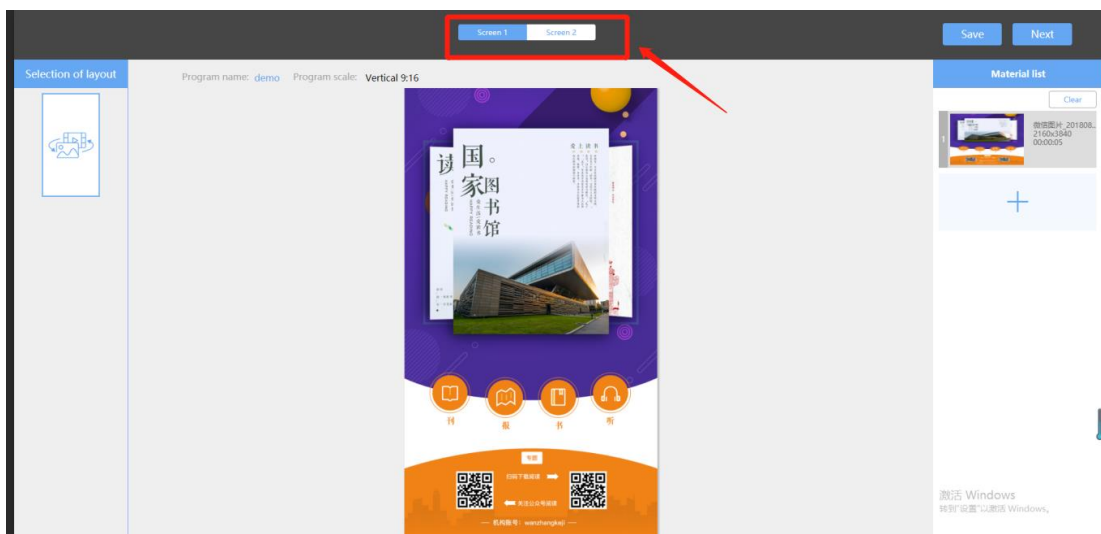
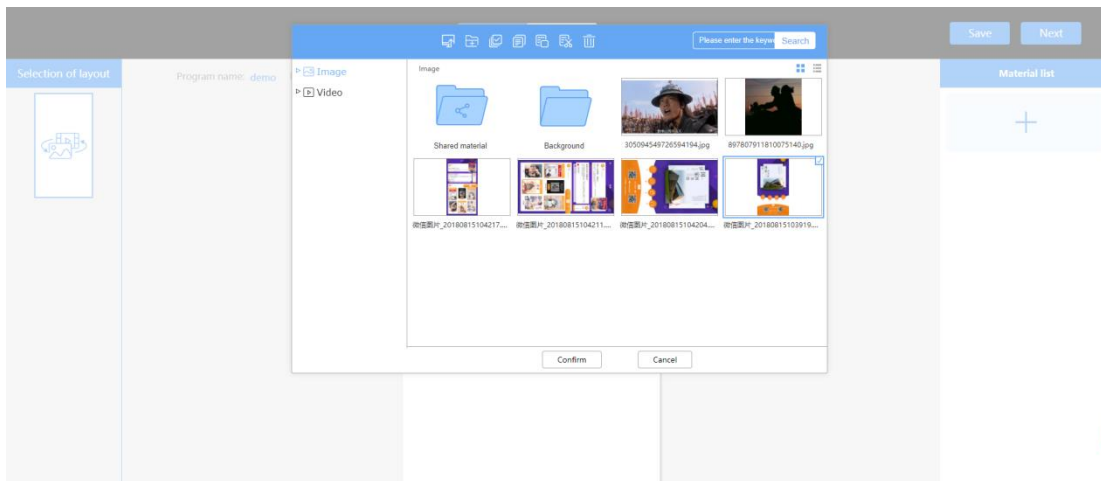
## 5. New program

### 5.1 Make a double screen program

Click Content ---> New program on the menu bar (or click 'New program' from the Quick entry on the homepage)---> single screen---> set the name and the appropriate ratio of screen 1 & 2, then create a new double screen program.

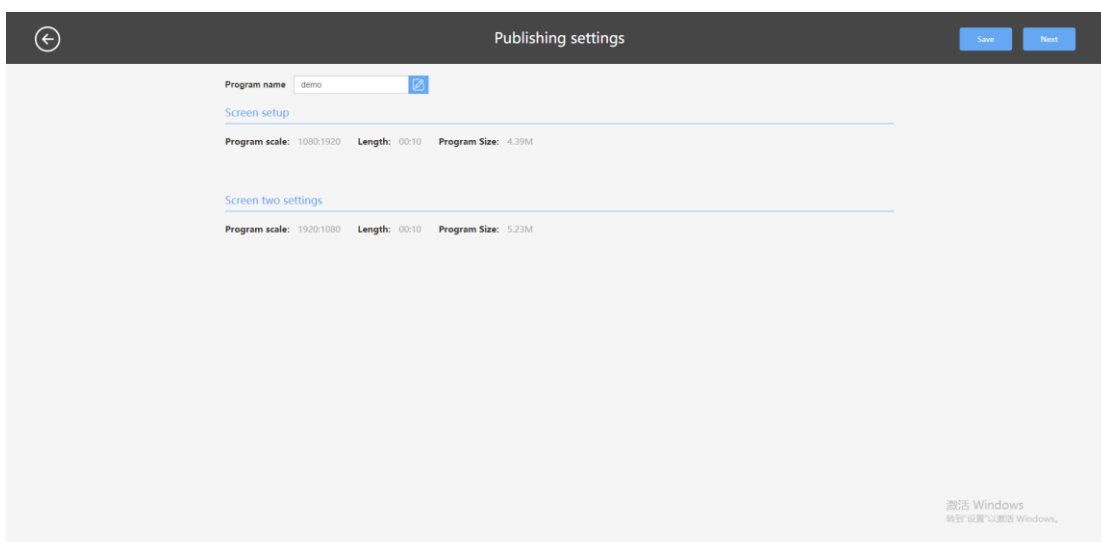


Next select play material of the screen 1& 2 on the canvas, set the screen 1 first, then switch to screen 2. Material type can be pictures or videos. And users can add material in the process of making programs.



Note: 1. Different playing time can be set for each material.

2. Currently, there is only one format for program playback, which is full-screen material playback mode.

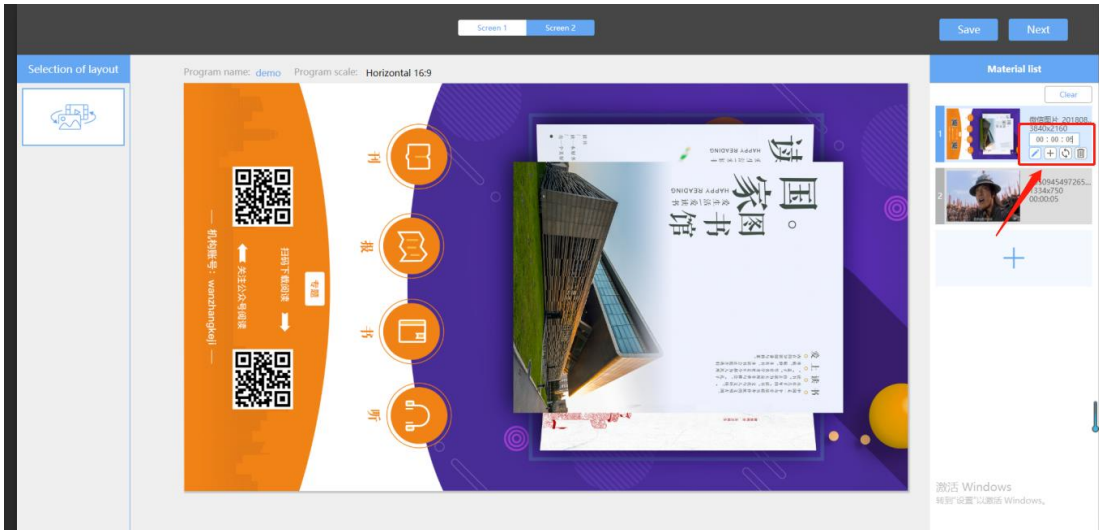


## 5.2 Publish a double screen program

### 5.2.1 Publishing settings

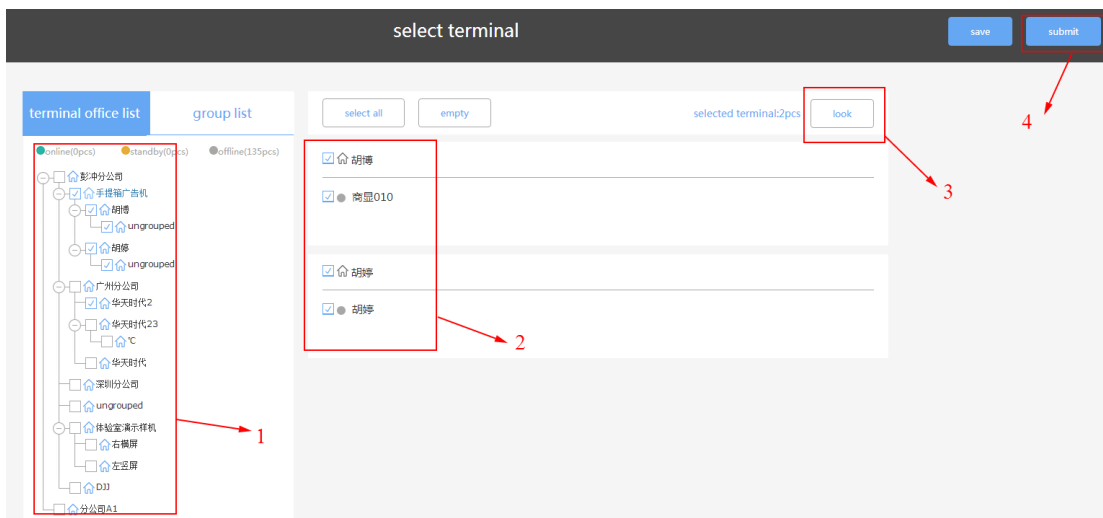


Click 'Next' after the program is done to jump to the Publishing settings page.



As can be seen in the Publishing settings Web page in the above figure, the play time of one screen is equal to the sum of all material playing time. Assuming the first screen material playing time is T1, the playing time of the second screen is T2, then the play time of a double screen program = Max (T1, T2), and the less time screen material looping.

### 5.2.2 Select the terminal



1. Select an organization from the organization list, and all corresponding terminals are shown in the right area;
2. Select terminals to which the program is published;
3. Click 'View' to show all the selected terminals in a list. Click again to fold the list;
4. Click 'Submit' to save the program in the 'Manage program' module in 'Publishing' status.

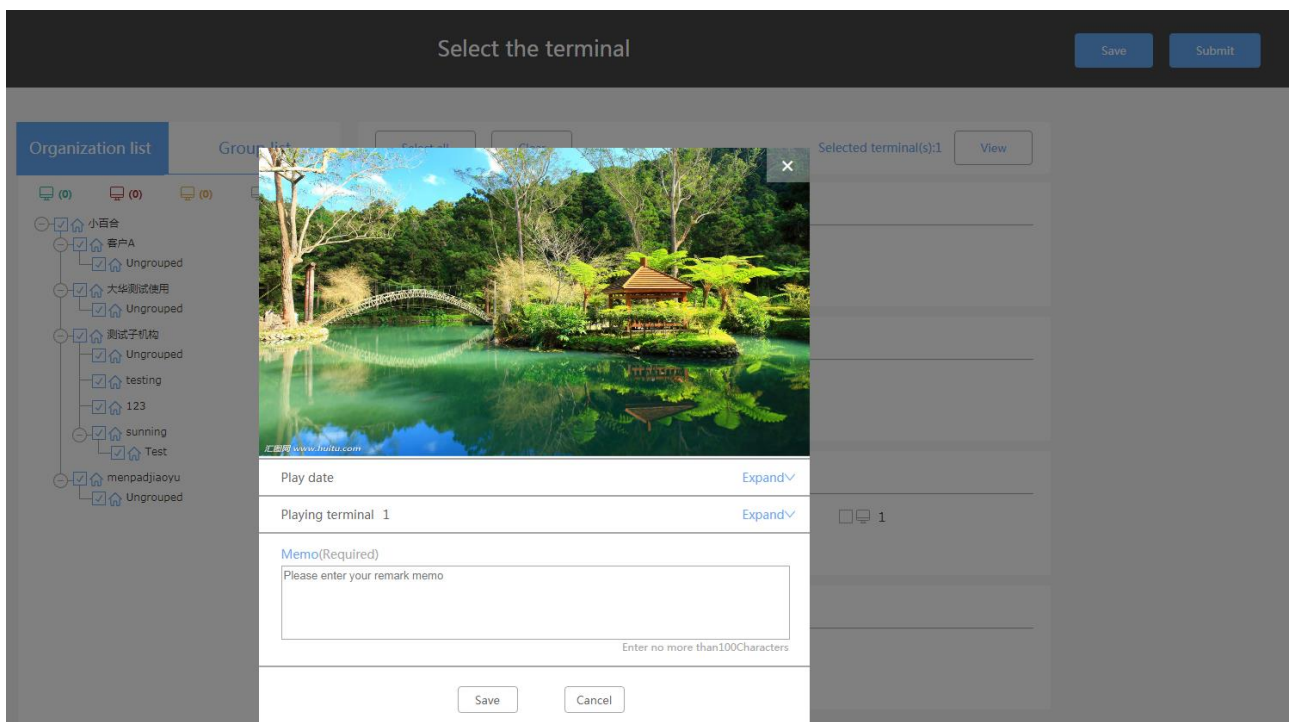
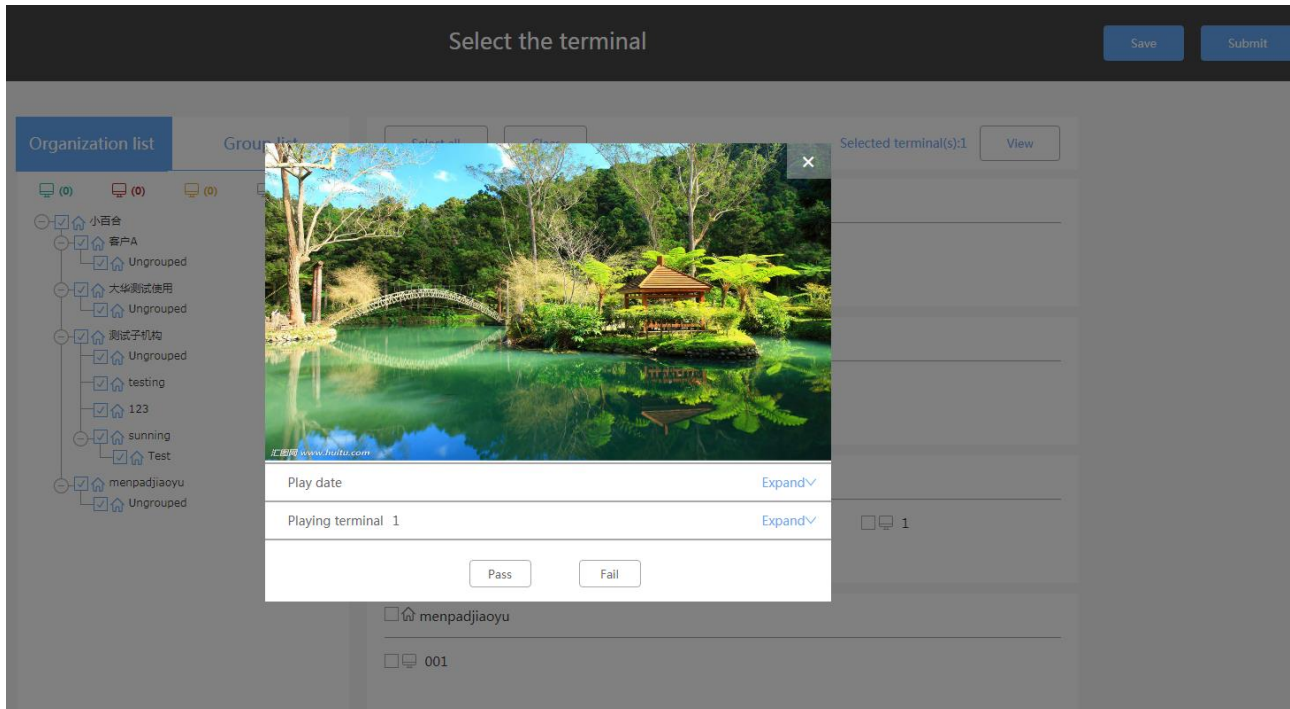


## 6. Approve program(approve message is in a similar way)

**Note: Approve program is turned off by default and needs to be turned on separately in System settings.**

### 6.1 Approve directly

Click 'Submit' after selecting terminals, and it jumps to the 'Approve program' page, as the image below:



1.Click 'Pass' and enter the 'Manage program' page directly;

2. Click 'Fail' and 'Memo (Required)' will pop up from the approve page. Fill the memo and click 'Save' to enter the manage program page.

## 6.2 Separately approve

Due to the limitation of roles, the maker will skip the 'Approve program' page after selecting the terminals, and directly enter the 'Manage program' page. In this case, the administrator who has the approve permission can enter Approval --> Approve program --> Approving to approve the program. Refer to the image below:

The screenshot shows the 'Approval' page of the '小百合' (Xiao Bai He) system. The navigation menu includes Home, Resource, Content, Approval, Terminal, and System. The 'Approval' dropdown menu is open, showing options: Approve schedule, Approve program (highlighted with a red box and number 1), and Approve message. On the left, there are buttons for 'Approving' (highlighted with a red box and number 2) and 'Approved'. On the right, there is a search bar with the placeholder text 'Please enter the program name' and a 'Search' button. Below the navigation, there is a table with columns: Publisher, Program name, Program type, Program duration, Organization, Updating time, Submitting time, and Action. The table contains 12 rows of program data. The first row has a red box around the 'Approve' link in the 'Action' column, with a red number 3 next to it.

Publisher	Program name	Program type	Program duration	Organization	Updating time	Submitting time	Action
宋梦怀	test	Normal play	10	小百合	2018-04-02	2018-04-02	3 <a href="#">Approve</a>
宋梦怀	123	Normal play	10	小百合	2018-03-07	2018-03-07	<a href="#">Approve</a>
宋梦怀	123	Normal play	10	小百合	2018-03-07	2018-03-07	<a href="#">Approve</a>
梦派互动	测试	Engross play	15	menpadjiaoyu	2018-02-24	2018-02-24	<a href="#">Approve</a>
梦派互动	menpad	Normal play	10	menpadjiaoyu	2018-02-02	2018-02-02	<a href="#">Approve</a>
孙宁	南昌航空大学图书馆新生...	Normal play	10	小百合	2017-01-10	2017-01-10	<a href="#">Approve</a>
孙福	99	Normal play	530	小百合	2016-10-11	2016-10-11	<a href="#">Approve</a>
孙福	ceshi	Normal play	30	小百合	2016-08-12	2016-08-12	<a href="#">Approve</a>
孙福	11111	Normal play	30	小百合	2016-06-27	2016-06-27	<a href="#">Approve</a>
梦派互动	测试	Normal play	10	menpadjiaoyu	2016-05-27	2016-05-27	<a href="#">Approve</a>
孙福	演示_demo2	Normal play	20	小百合	2016-05-24	2016-05-24	<a href="#">Approve</a>
宋梦怀	000	Normal play	60	小百合	2016-05-23	2016-05-23	<a href="#">Approve</a>

## 7. Manage program

### 7.1 Basic settings

Whole

My programs

7

Please enter the approving number/name

Search

Approving number	Publisher	Program name	Preview	Organization	Submitting time	Approver	Status	Action
Today								
--	宋梦怀	test		小百合	2018-04-02 19:09:44 --		Unapproved	
Earlier								
201803272123542354	孙宁	444		小百合	2018-03-27 21:25:04 孙宁		Succeeded View	
201803272122192219	孙宁	333		小百合	2018-03-27 21:23:28 孙宁		Succeeded View	
201803272116241624	孙宁	1111		小百合	2018-03-27 21:17:57 孙宁		Succeeded View	
201803271231513151	宋梦怀	123		小百合	2018-03-27 12:32:57 宋梦怀		Publishing View	
201803151441264126	宋梦怀	yitou		小百合	2018-03-15 14:42:00 宋梦怀		Publishing View	

Program details

Program name	Approving time	Program Size	Program type
test	2018-04-02	366.03KB	Normal play

Play date

Expand >

Playing terminal : 1

Expand >

1.Each approved program will generate a unique approval number which contains program name, approving time, program size, program type, and other information;

2.Click the ‘Preview’ icon and the preview pop-up window shows, playing the program automatically;

3.There are 7 types of program status: Unsubmitted, Unapproved, Failed, Publishing, Cancelled, Succeeded, and Failed to publish.

① Unsubmitted: The program has been made but has not selected a terminal to submit.

② Unapproved: The program has been made and submitted to the selected terminals, but has not been approved;

③ Failed: The program has been made and submitted to the selected terminals but failed to approve;

④ Publishing: The program has been made and submitted to the selected terminals. It is approved and downloading to terminals;

⑤ Cancelled: The program has been made and submitted to the selected terminals. It is approved, yet cancelled while downloading to terminals;

⑥ Succeeded: The program has been made and submitted to the selected terminals. It is approved, downloaded to

terminals and played successfully;

⑦ Failed to publish: The program has been made and submitted to the selected terminals. It is approved yet failed to download to terminals due to the Internet or other problems.

4.Click the ‘Modify’ icon to jump to New program ---> Make content page and the original program can be modified again here;

5.Click the ‘Publish’ icon to jump to New program ---> Publishing settings page and the published program can be published again here;

6.Click the ‘Delete’ icon to delete programs in the program list (It can only delete programs from the list, not the terminal; If you want to delete them from the terminal completely, you need to delete them from the list on the monitor terminal);

7.Enter a program name or an approving number to search for a program in the search bar.

## 7.2 View publishing progress

The program can be published to terminals after saved successfully. It will return to ‘Manage program’ automatically after 2 seconds. Refresh the page, select the program, and the status bar shows ‘Publishing’;

小百合

xiao bai he

Home

Resource

Content

Approval

Terminal

System

English

Whole

My programs

Please enter the approving number/name

Search

Approving number	Publisher	Program name	Preview	Organization	Submitting time	Approver	Status	Action
Today								
201804021933473347	宋梦怀	test		小百合	2018-04-02 19:35:26	宋梦怀	Failed View	
Earlier								
201803272123542354	孙宁	444		小百合	2018-03-27 21:25:04	孙宁	Succeeded View	
201803272122192219	孙宁	333		小百合	2018-03-27 21:23:28	孙宁	Succeeded View	
201803272116241624	孙宁	1111		小百合	2018-03-27 21:17:57	孙宁	Succeeded View	
201803271231513151	宋梦怀	123		小百合	2018-03-27 12:32:57	宋梦怀	Publishing View	

Click ‘View’ to check the publishing progress of the program. Terminals finish the download and play the program when the progress shows 100%.

Publishing details		
Program name	Approving time	Approver
123	2018-03-27	宋梦怀

Publishing details		
大华	0% [Wait for downloading...]	Cancel publishing

## 7.3 Reupload

‘Reupload’ means the system will re-publish the programs when terminals stop downloading due to the Internet or other problems.

201606021339493949 孙端	000	▶	小百合	2016-06-02 13:41:36 孙端	Failed to publish Reuplo...	✎	✎	🗑
-----------------------	-----	---	-----	------------------------	-----------------------------	---	---	---

## 8. New message, publish and management


### 8.1 New message and publish

‘New message’ is to publish some instant notifications. Click ‘Content’ ---> ‘Edit message’ on the menu bar to enter the ‘Edit message’ page, as the image below:

1.Fill the ‘Name’ and ‘Advertiser’;

2.Select the type: **Append messages** means to add one more message to play to the existing messages on the terminals. The terminal will play multiple messages, but not at the same time; **Cover message** means the newly published messages will cover all the messages saved on the terminals;

message make



name

please enter message name

type

☐ add message
 ☒ overwrite message

content

please enter message content

font size

middle

font color

more

remain200chars

3.Fill the contents;

4.Other settings: Font size, font color, background color, background transparency, message location, play speed, start time and end time;

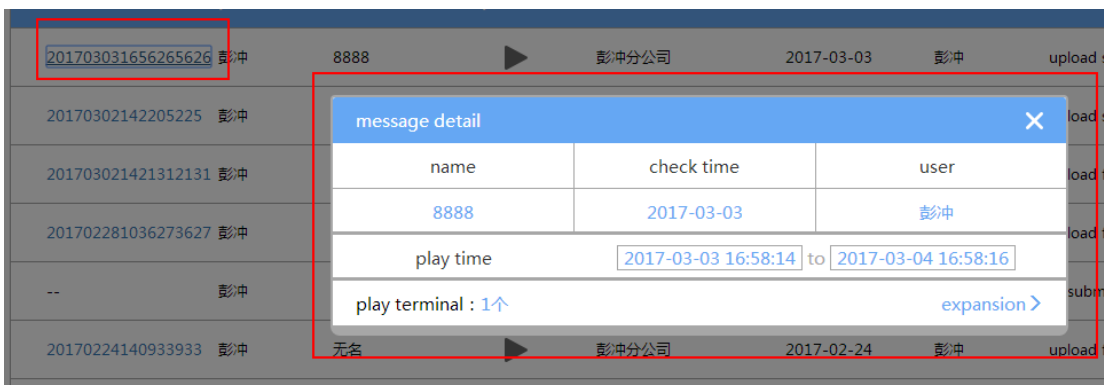
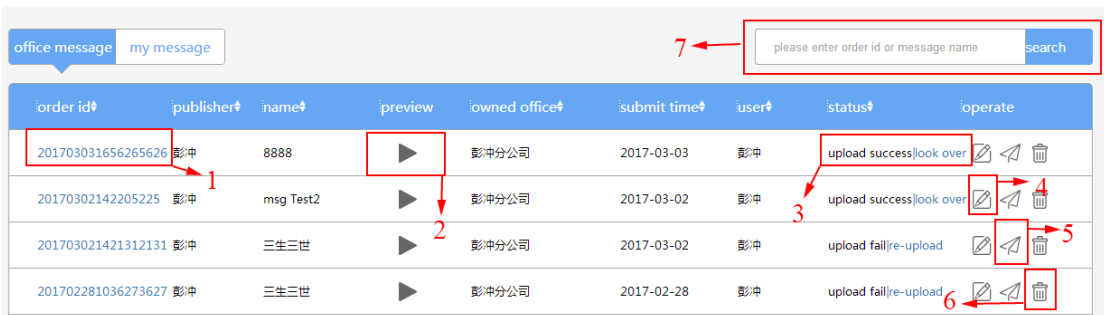
5. Select the publishing terminals;



6. Approve message: Refer to 6;

7. It jumps to the 'Manage message' page after publishing.

## 8.2 Manage message



1. Each approved message will generate a unique approval number which contains message name, approving time, approver and other information;

2. Click the 'Preview' icon and the preview pop-up window shows. Preview the content and speed of the message;

3. There are 7 types of program status: Unsubmitted, Unapproved, Failed, Uploading, Cancelled, Succeeded, and Failed to upload;

4. Click the 'Modify' icon to jump to New message ---> Edit content page and the original message can be modified again here;

5. Click the 'Publish' icon to jump to New message ---> Select the terminal page and the published message can be published again here;

6. Click the 'Delete' icon to delete messages in the message list (It can only delete messages from the list, not the

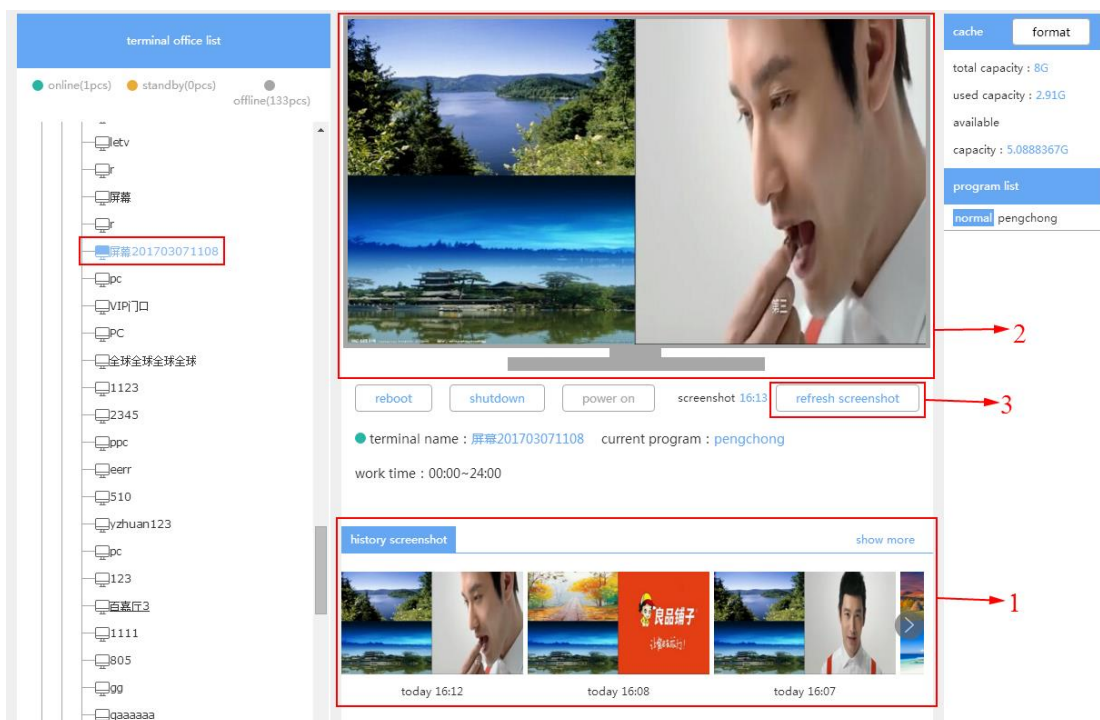
terminal; If you want to delete them from the terminal completely, you need to delete them from the list on the monitor terminal);

7. Enter a message name or an approving number to search for a message in the search bar.

## 9. Monitor terminal

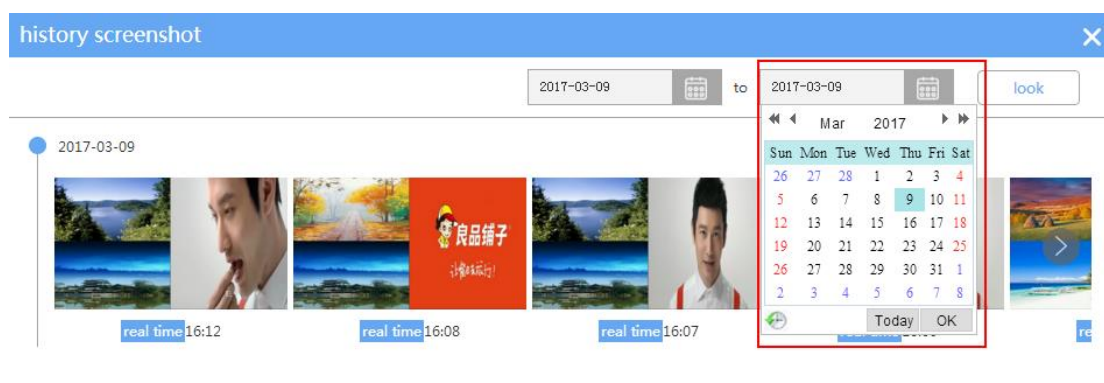
### 9.1 Monitoring screen

Click Terminal --> Monitor terminal on the menu bar or click 'Monitor terminal' from the Quick entry on the homepage to enter the 'Monitor terminal' page. Select an online terminal from the organization list (**Monitor terminal doesn't work on the offline terminal**), and the monitoring area refreshes to make a screenshot of the terminal content at the current time point and save the screenshot in the historical record. You can also click 'Screenshot' to make a screenshot of the current terminal content.



### 9.2 View history Screenshots

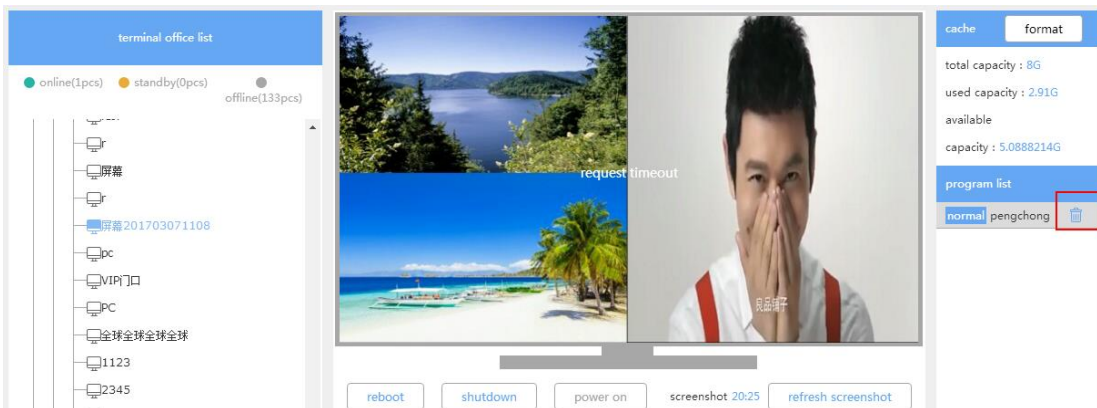
Enter the 'Monitor terminal' page, click 'View more' in the history screenshots area, and the history screenshots pop-up window shows. Select view date to check the corresponding screenshots. Click a specific image to display





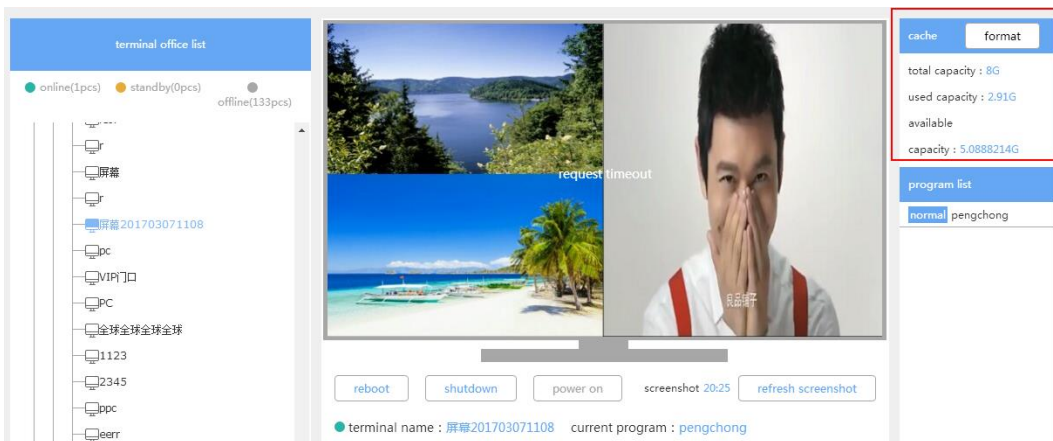
the effect of the original image.

### 9.3 View programs saved on terminals



Enter the monitoring terminal screen and all stored programs and messages on the selected terminals shows in the program list; Select a program or a message and click the ‘Delete’ icon to delete it from the terminals. It won't be played again.

### 9.4 Format terminals



Enter the monitoring terminal screen and the total capacity, used capacity and available capacity shows in cache on the upper right. Click ‘Format’ and it will prompt that format is to delete all files on the terminal. The program list will be empty and there will be no content on the terminal if it formats successfully.

### 9.5 Remote operating a terminal

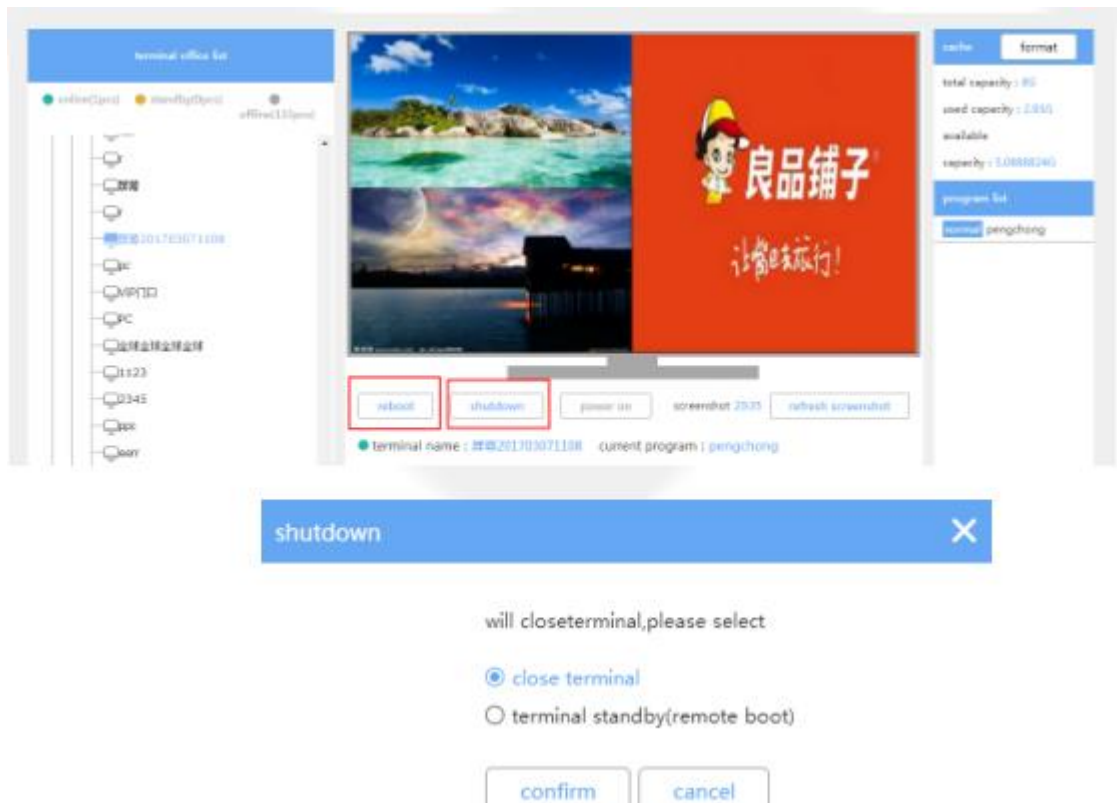
Remote operations include reboot, shutdown, standby, and boot.

- Enter the monitoring terminal screen and select an online terminal to reboot, shutdown, and standby. Click ‘Reboot’ and the terminal will reboot. The monitoring screen shows ‘Booting’;
- When the terminal is on, click ‘Shutdown’ and select ‘Standby’ to put the terminal to standby. The monitoring screen shows ‘Standby’; If select ‘Close the terminal’, the terminal closes and no longer



responses to the system control. The terminal's status in the system will change to 'Offline';

- The terminal can boot while standby. Click 'Boot' and the terminal boot immediately. It will play programs according to the user's play list. It will display the APK interface if there is no program.



## 10. Terminal information

### 10.1 Move terminal

Click Terminal --> Terminal info. On the menu bar to enter the terminal information page. Select the needed move terminals and click the 'Move to' button to show the organization selecting pop-up window. Select organizations that need to be moved and click 'yes' to confirm the move. The organization ID set by the terminal server also changes accordingly.

Organization list In total 10 terminals

Please enter the keywords

Note: You can enter several keywords at the same time and use blank to separate them.

Select all Import Export **Move to** Delete

Name	ID	Mac address	Organization	Remarks	Action
<input checked="" type="checkbox"/> 556547		0c-f0-b4-0b-5e-53	测试子机构		
<input checked="" type="checkbox"/> 55665		0c-f0-b4-0b-5e-70	测试子机构		
<input type="checkbox"/> 2222		778663ee-ec8f-4c...	测试子机构		

## 10.2 View the daily play logs

Click Terminal --> Terminal info. On the menu bar to enter the terminal information page. Select an online terminal and click its 'Play logs'. Enter the date in the play log viewing pop-up window and click 'View' to check the 24h play logs of the entered date.

play log

2017-03-10

Mar 2017

Sun Mon Tue Wed Thu Fri Sat

26 27 28 1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30 31 1

2 3 4 5 6 7 8

Clear Today OK

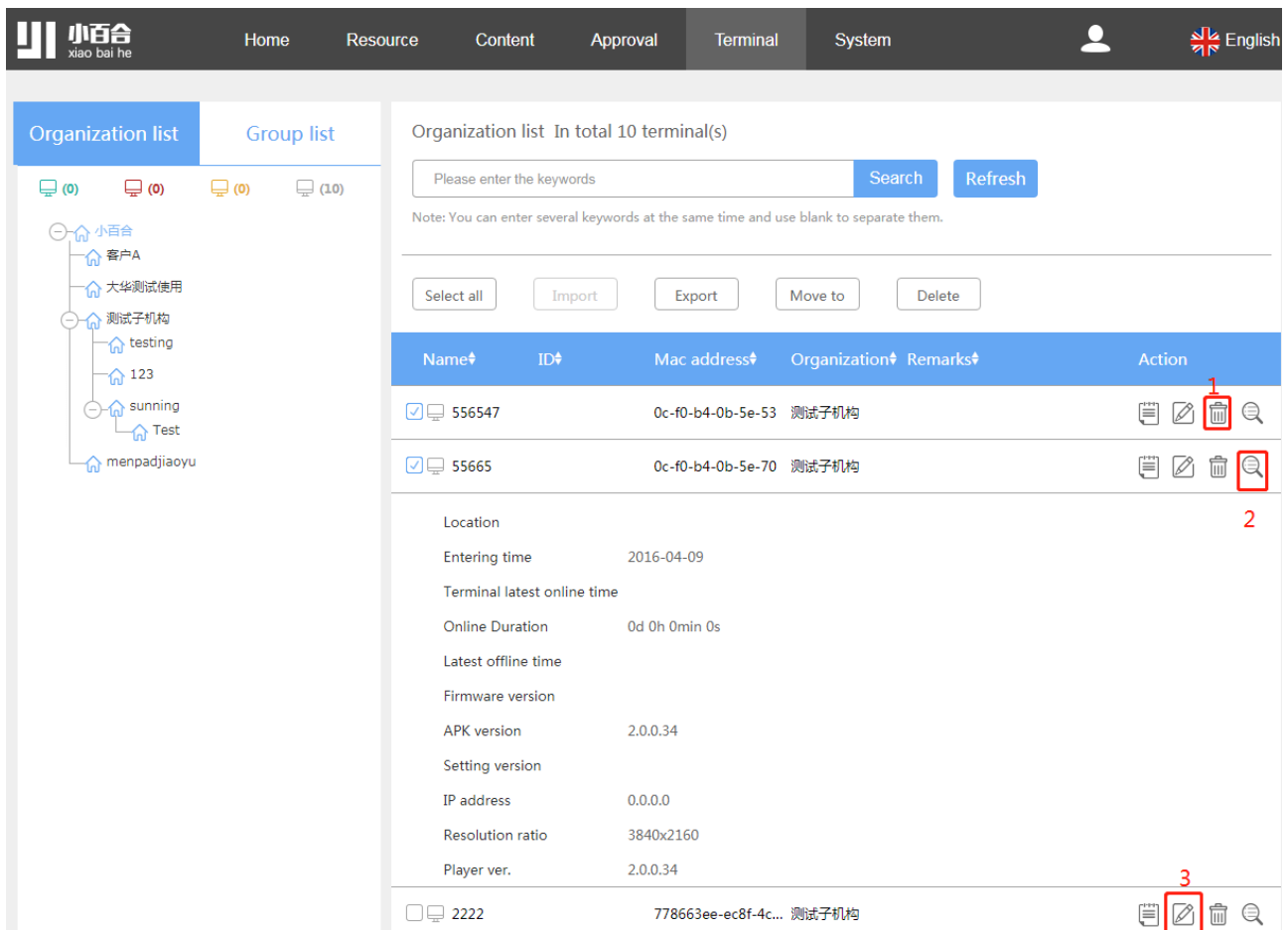
00:00

111

Note: No right to view the play logs of offline terminals.

## 10.3 Modify, view and delete terminals

Click Terminal --> Terminal info. On the menu bar to enter the terminal information page. Each terminal can be modified and deleted;



1. Click the 'Delete' icon to cancel the publish end's monitoring on the terminal;
2. Click the 'View' icon to check the online time, firmware version, player version, IP address and other information of the terminal;
3. Click the 'Modify' icon to modify the terminal name and location.

## 11. Terminal settings

## 11.1 Timer settings

Please enter the terminal name

Select the terminal  Terminals in total : 10 Selected terminal(s) : 4

- ☒ 客户A
- ☒ d0-6f-4a...
- ☒ 大华测试使用
- ☒ 大华
- ☐ 测试子机构

☒ 1 ☒ d0-6f-4a...

**1** ☒ Timing on/off | Volume | Port | Screenshot | Upgrade | Format | Disable/Enable

☒ Mon ☒ Tues ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun

**3**

Always open **Timing** **4**

00 : 00	to	23 : 59	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
00 : 00	to	23 : 59	<input type="checkbox"/>	<input type="button" value="Delete"/>
00 : 00	to	23 : 59	<input type="checkbox"/>	<input type="button" value="Delete"/>
00 : 00	to	23 : 59	<input type="checkbox"/>	<input type="button" value="Delete"/>

**5**

**6**

Note: remaining closed during the time segment equals always-open mode

**7**

1. Click "terminal" in the navigation bar and choose "terminal info". Select "timer switch" tab.
2. Select office(s) in the office list and then select terminal(s) in the terminal list.
3. Select the specific week X (multiple choices). The system defaults to apply the currently set time period to other weeks X.
4. Select the "setup mode". "always open" means the terminal(s) is(are) powered on every day.
5. "timing" means the terminal(s) is(are) powered on in specific period of a day. There are four periods to set by default. The time period you set cannot overlap.
6. Click "add timing period" to add countless periods.
7. Click "save setting" to save your settings and synchronize the data of the terminal(s).

## 11.2 Volume settings

1. Select "volume setup" tab.
2. Select office(s) in the office list and then select terminal(s) in the terminal list.

3.The default time is “Monday”. You can switch the day manually. If you want to have the same settings every week, you can click “apply to other week” to copy the settings.

4.Select the “setup mode”. “fixed value” means the volume of the terminal(s) keeps(keep) a fixed value every day. You can slide the bar to set the volume.

5.“timing” means the volume of the terminal(s) is(are) set in specific period of a day. Input the time period and slide the bar to set the volume. In the specific period, the volume of the terminal would keep the fixed value you set. There are four periods to set by default. The time period you set cannot overlap.

6.Click “add timing period” to add countless periods.

7.Click “save setting” to save your settings and synchronize data in the terminal(s).

The screenshot displays a web-based configuration interface for terminal settings. At the top, there is a search bar with the placeholder text "Please enter the terminal name" and buttons for "Search" and "Refresh". Below this, a section titled "Select the terminal" includes a "Select all" button and status indicators: "Terminals in total : 10" and "Selected terminal(s) : 4", along with a "View" button. A list of terminals is shown, with the first three items (客户A, d0-6f-4a..., and 大华测试使用) highlighted by a red box and labeled with a red "2". Below the list is a "View more" link. The main configuration area has a tabbed interface with "Timing on/off", "Volume" (labeled with a red "1"), "Port", "Screenshot", "Upgrade", "Format", and "Disable/Enable". The "Volume" tab is active, showing a "Fixed value" and a "Timing" tab (labeled with a red "4"). Under the "Timing" tab, there are four rows, each representing a time segment. The first row is highlighted with a red box and labeled with a red "5"; it shows a time range from "00 : 00" to "23 : 59", a volume slider set to "Volume 20", a toggle switch, and a trash icon. Below these rows is a button labeled "+Add timing time segment" (labeled with a red "6"). At the bottom left, a list of days of the week (Mon, Tues, Wed, Thur, Fri, Sat, Sun) is shown, with "Mon" and "Tues" checked, highlighted by a red box, and labeled with a red "3". At the bottom right, a "Save settings" button is highlighted with a red box and labeled with a red "7". A note at the bottom states: "Note: remaining closed during the time segment equals always-open mode".

## 11.3 Port settings

1. Select “port setup” tab.
2. Select office(s) in the office list and then select terminal(s) in the terminal list.
3. Select the “setup mode”. “always close” means port switching is always closed. The signal channel is Xiao Baihe CIPS by default.
4. “timing” means the port(s) is(are) set in specific period of a day. Input the time period and select the signal channel. In the specific period, the signal channel of the terminal(s) would be in step with your settings. There are four periods to set by default. The time period you set cannot overlap.
5. Click “add timing period” to add countless periods.
6. “rotation” means the port would be changed automatically once in a while. You can set the spacing time and order the different ports. The port would rotate in step with your settings.
7. Click “save setting” to save your settings and synchronize data in the terminal.

The screenshot displays the 'port setup' interface. At the top, there's a 'Select the terminal' section with a 'Select all' button and a 'View' button. Below this is a list of terminals with checkboxes. A red box labeled '2' highlights the first three terminals: '客户A', 'd0-6f-4a...', and '大华测试使用'. Below this list is a 'View more' link. The main section has tabs: 'Timing on/off', 'Volume', 'Port' (highlighted with a red box and '1'), 'Screenshot', 'Upgrade', 'Format', and 'Disable/Enable'. Below the 'Port' tab are three buttons: 'Always close', 'Timing' (highlighted with a red box and '3'), and 'Rotation'. Below these buttons is a table with four rows, each representing a timing period. Each row has a time range (00 : 00 to 23 : 59), a signal channel (HDMI, VGA, AV), a toggle switch, and a trash icon. A red box labeled '4' highlights the first three rows. At the bottom, there is a '+Add timing time segment' button highlighted with a red box and '5'.

Always close

Timing

Rotation

00 : 00 to 23 : 59

Rotation interval

20

Minute(s)

Alternating sequence

Information

systems

HDMI

6

00 : 00 to 23 : 59

Rotation interval

20

Minute(s)

Alternating sequence

Information

systems

HDMI

+Add timing time segment

Note: remaining closed during the time segment equals always-open mode

Save settings

7

## 11.4 Screen-shot settings

- 1.Select “screenshots” tab.
- 2.Select office(s) in the office list and then select terminal(s) in the terminal list.
- 3.Turn on the timer and input a specific time. You can set four times. But the specific time to take a screenshot should be unique.
- 4.Click “add timing period” to add more specific points in time.
- 5.Click “save setting” to save your settings.

Select the terminal [Select all](#) Terminals in total : 10 Selected terminal(s) : 2 [View](#)

☒ 客户A  
☒ d0-6f-4a...  
☒ 大华测试使用  
☒ 大华  
☐ 测试子机构

[View more](#)

Timing on/off | Volume | Port | [Screenshot](#) | Upgrade | Format | Disable/Enable

Timing screenshots

00 : 00	<input checked="" type="checkbox"/>	
00 : 00	<input type="checkbox"/>	
00 : 00	<input type="checkbox"/>	
00 : 00	<input type="checkbox"/>	

[+Add timing time segment](#)

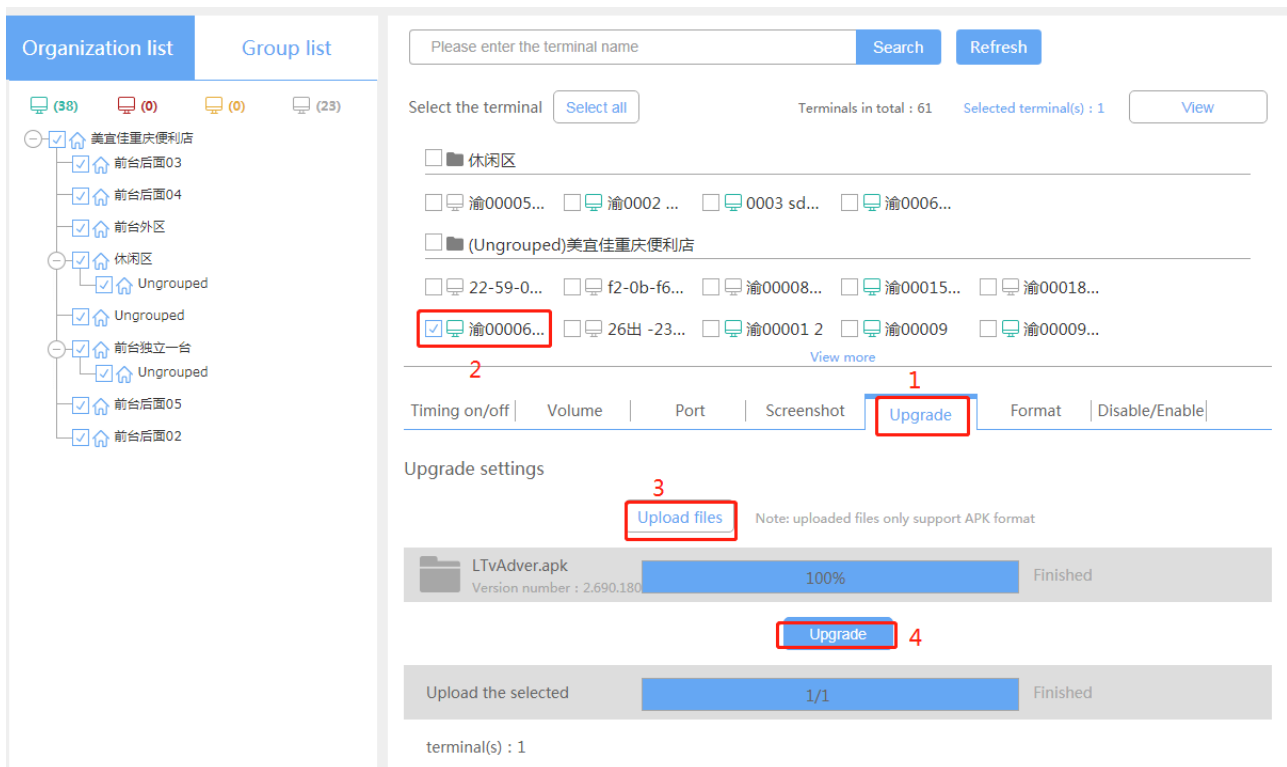
[Save settings](#)

**NOTE:** You can click “terminal” in the navigation bar, choose “terminal monitor” and then check the “history screenshot”. There are the screenshots taken by the system automatically in the specific time in step with your settings.

## 11.5 Online upgrading

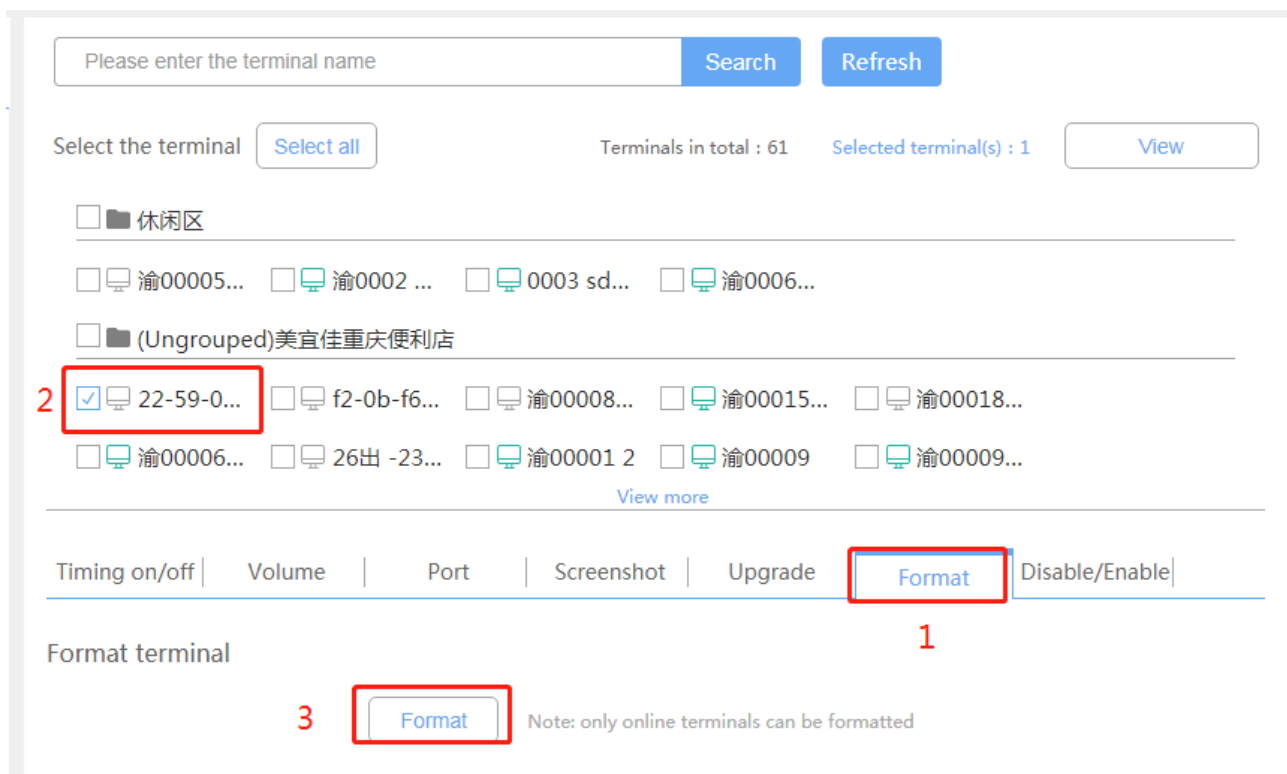
1. Select “Upgrade” tab.
2. Select office(s) in the office list and then select terminal(s) in the terminal list.
3. Click “upload files” and select an apk in the system files pop-up window.
4. The upgrade button would appear when the apk is uploaded successfully. Click “upgrade” to send the apk to the terminal.
5. Waiting for a while until the terminal is updated successfully.





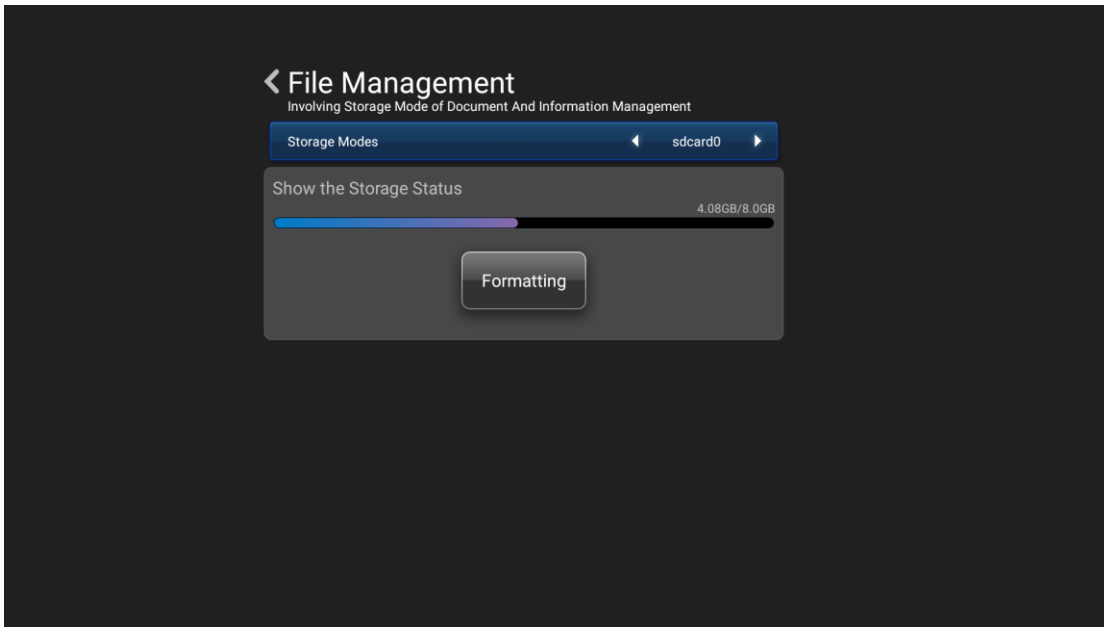
## 11.6 Format the terminal

1. Select "format" tab.
2. Select office(s) in the office list and then select terminal(s) in the terminal list.
3. Click the "format" button to format the selected terminals.



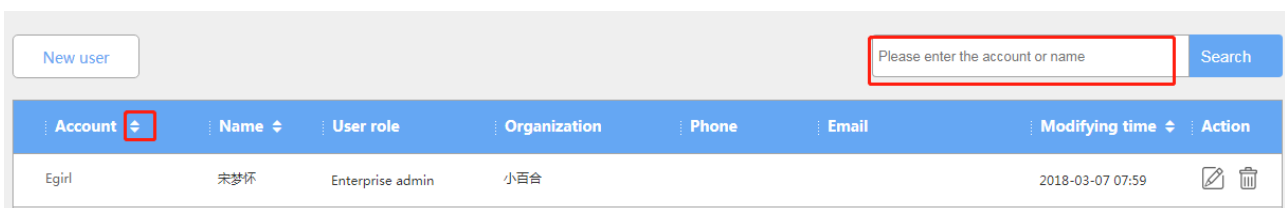
## Format the terminal in local system

1. Select “System information” in the home page of Xiao Baihe player and choose “file management”.
2. Select “Format” and “confirm” in the pop-up window. The whole programs, messages, and plans stored in the terminals would be deleted completely.



## 12. Manage user

Click System --> Manage user to enter the manage user page. The user list displays the relevant information of users, and there are filters for the account, name and modification time. Enter your account or name in the search bar and click ‘Search’ to search for the relevant user information.



### 12.1 New user

Click ‘New user’ to jump to the new user page. Fill in each blank as required, the ones with a red star must be filled. The organization is the organization that the user belongs, and only one organization can be selected; Refer to 15.2 to select the role. **One user can have multiple roles without mutual conflict.**

小百合

xiao bai he

Home

Resource

Content

Approval

Terminal

System

English

Return

New user

\*Account:

1-15 character(s)

\*Set the password:

\*Confirm the password:

\*Name:

Phone:

Email:

\*Organization:

Select

\*Role:

Enterprise admin

Enterprise material admin

Enterprise approver

Enterprise maker

Save

Cancel

## 12.2 Role permission

The role represents what permission the user (account) has in his or her organization. A user can have multiple roles. Use 'root' to login, and the organization level is as follow:



## 12.3 Modify and delete user information

Account	Name	User role	Organization	Phone	Email	Modifying time	Action
Egirl	宋梦怀	Enterprise admin	小百合			2018-03-07 07:59	1

**\*Name:** 宋梦怀

**Phone:**

**Email:**

**\*Password:**

**\*Organization:** 小百合

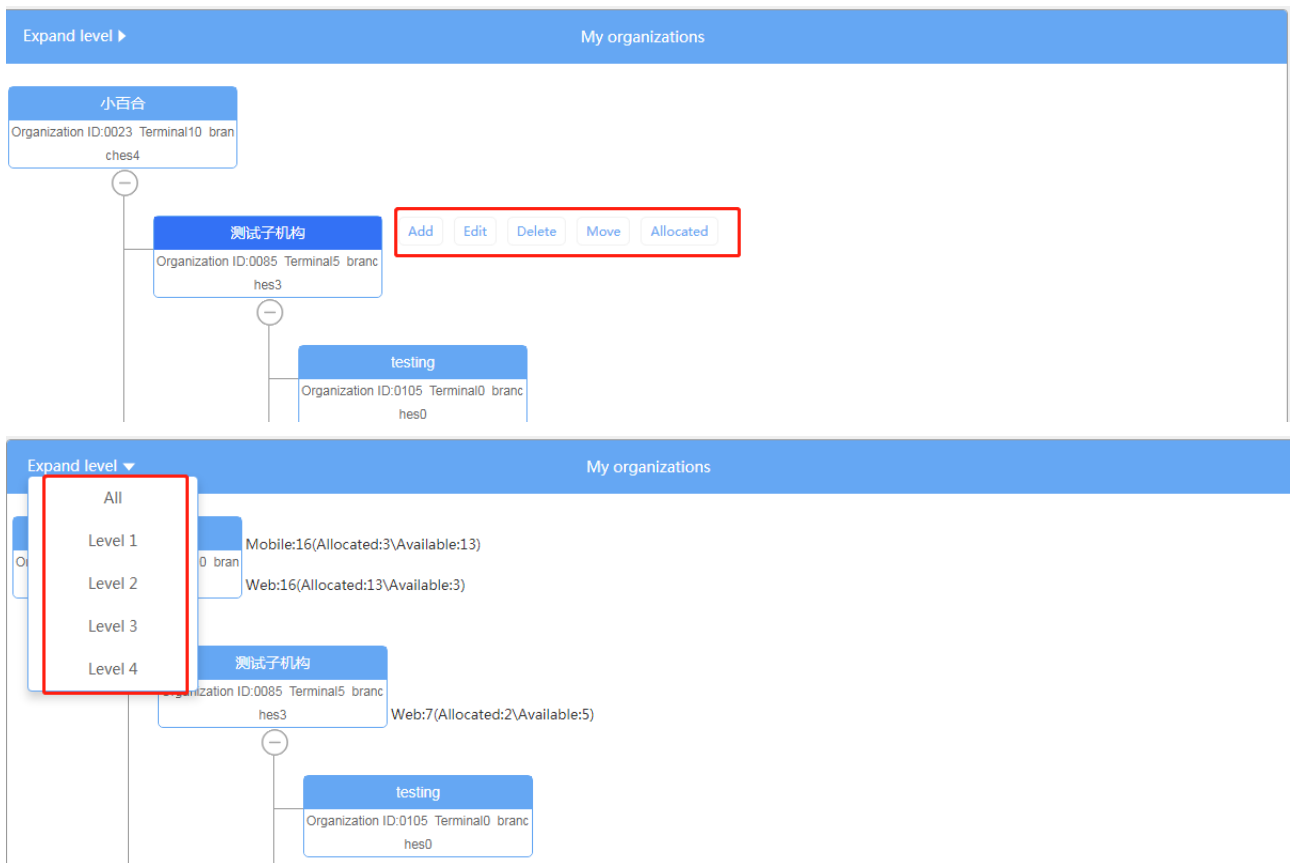
**\*Role:**

1.Each user can be modified and deleted. Click the 'Modify' icon to modify user's name, password and other information. Click 'Save' after modification is done.

2.Click the 'Delete' icon to delete the account information. There is no such user in the organization.

## 13.Manage organization

### 13.1 Add, edit and delete an organization

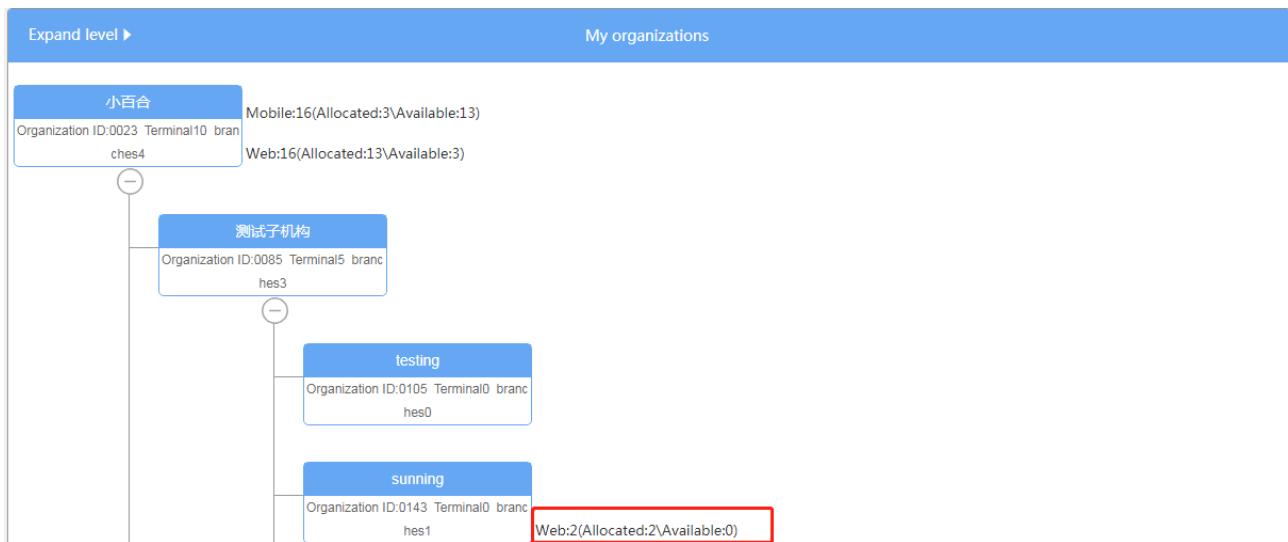


1. Click a sub-organization and 5 buttons show. They are Add, Edit, Delete, Move and Allocate. Click 'Add' to add a sub-organization; Click 'Edit' to modify the organization name; Click 'Delete' and a prompt pops up, then click 'Yes' to delete the organization; Click 'Move' to move the current organization under the other organizations; Click 'Allocate' to allocate the quantity of the manageable terminals to the organization.

2. 'All' means to show all organizations. 'Level 1' means to show all sub-organizations of the level 1 organizations and fold organizations of other levels. It's the same for Level 2 and Level 3.

## 13.2 The quantity of the allocated terminals

The quantity of the allocated terminals is the quantity of the manageable terminals allocated to the sub-organization.



**Amount:** The total quantity of the manageable terminals of the organization;

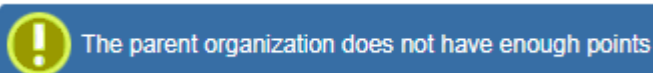
**Allocated:** The quantity of the manageable terminals allocated to the sub-organization by the organization;

**Available:** The quantity of the manageable terminals of the organization after allocating points to sub-organizations.

Select a sub-organization and click 'Allocate'. The allocate points pop-up window shows. Set it within the organization's points range. For example, set 2 as the points, then the sub-organization can manage 2 terminals. If the set figure is bigger than the quantity within the organization, it will prompt 'The parent organization does not have enough points'.

The 'Allocate points' window displays the following information and controls:

- Total points(web):0 Allocated:0 Available:0**
- Set point(web)**: A dropdown menu with the value **2** selected.
- Total points(mobile):0 Allocated:0 Available:0**
- Set point(mobile)**: A text input field with the value **0**.
- Buttons**: 'Save' and 'Cancel' buttons at the bottom.



- 1.The sub-organization will not appear under 'My organizations' but will appear in the 'My customers' list after an administrator who has the permission opens the agent authority for it.
- 2.Click the 'Edit' button to modify 'My customers' information.
- 3.Click 'Allocate' to allocate the quantity of the manageable terminals to 'My customers'.

## **14.Play programs offline**

If the terminal can not download programs due to bad network or no network, user can play programs offline.

### **14.1 Export the finished programs to the terminal**

- 1.Make the program that needs to be played, complete the submission, and get the approval. (Note: The end time of the program must be later than the time it is imported from the USB flash disk, otherwise the expiration time cannot be played on the terminal);
- 2.Enter Approval ---> Approve program ---> Approved, select the program, click 'Export', and download the program;
- 3.The downloaded program is a compressed file. Unzip it to a folder with the same name as the compressed file (For example, 20160701144359\_N\_ceshi070107);

小百合 xiao bai he

Home Resource Content Approval Terminal System

Approving Approved

Please enter the approving number/name Search

Approval number	Publisher	Program name	Program type	Program	Organization	Updating time	Submitting time	Approving time	Action
201804021933473347	宋梦怀	test	Normal play	10	小百合	2018-04-02	2018-04-02	2018-04-02	<a href="#">View</a>
201803272123542354	孙宇	444	Normal play	10	小百合	2018-03-27	2018-03-27	2018-03-27	<a href="#">View</a> <a href="#">Export</a>
201803272122192219	孙宇	333	Normal play	10	小百合	2018-03-27	2018-03-27	2018-03-27	<a href="#">View</a> <a href="#">Export</a>
201803272116241624	孙宇	1111	Normal play	20	小百合	2018-03-27	2018-03-27	2018-03-27	<a href="#">View</a> <a href="#">Export</a>
201803271231513151	宋梦怀	123	Normal play	10	小百合	2018-03-27	2018-03-27	2018-03-27	<a href="#">View</a> <a href="#">Export</a>
201803151441264126	宋梦怀	yitou	Normal play	10	小百合	2018-03-15	2018-03-15	2018-03-15	<a href="#">View</a> <a href="#">Export</a>
201803071519401940	宋梦怀	kehu	Normal play	10	小百合	2018-03-15	2018-03-07	2018-03-07	<a href="#">View</a> <a href="#">Export</a>
201802241424312431	梦源互动	测试	Normal play	15	menpadjiaoyu	2018-03-09	2018-03-09	2018-02-24	<a href="#">View</a> <a href="#">Export</a>
201802241422182218	梦源互动	测试	Engross play	15	menpadjiaoyu	2018-03-09	2018-03-09	2018-02-24	<a href="#">View</a> <a href="#">Export</a>
201802081348344834	宋梦怀	123	Normal play	10	小百合	2018-02-08	2018-02-08	2018-02-08	<a href="#">View</a> <a href="#">Export</a>
201802052219451945	宋梦怀	会议机断命案	Normal play	220	小百合	2018-02-06	2018-02-06	2018-02-05	<a href="#">View</a> <a href="#">Export</a>
20180205220650650	宋梦怀	menpad	Insert play	10	小百合	2018-02-06	2018-02-06	2018-02-05	<a href="#">View</a> <a href="#">Export</a>
201802021545464546	梦源互动	menpad	Engross play	10	menpadjiaoyu	2018-02-02	2018-02-02	2018-02-02	<a href="#">View</a> <a href="#">Export</a>
201802021543364336	梦源互动	会议机断命案	Engross play	220	menpadjiaoyu	2018-02-02	2018-02-02	2018-02-02	<a href="#">View</a> <a href="#">Export</a>

20180327212219...zip  
49.5/49.5 KB

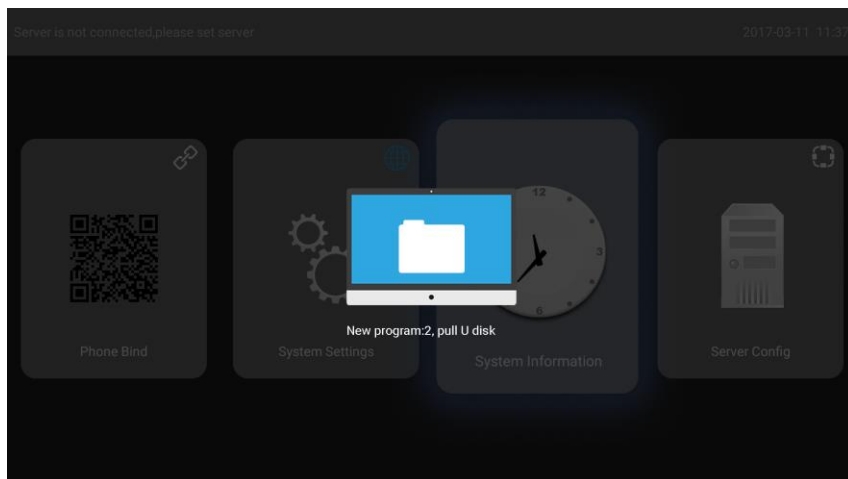
GuangDong ICP No. 15090687 Guangzhou XiaoBaiHe Information Technology Co., Ltd. V1.4.10

4. Create a new folder in the USB flash disk with the name as 'LProgram', and put the Unzipped program folder in it;



5. Insert the USB flash disk into the terminal, and the terminal will automatically recognize and read the program content. It will prompt 'New program, pull U disk' and play the program in the set time period.

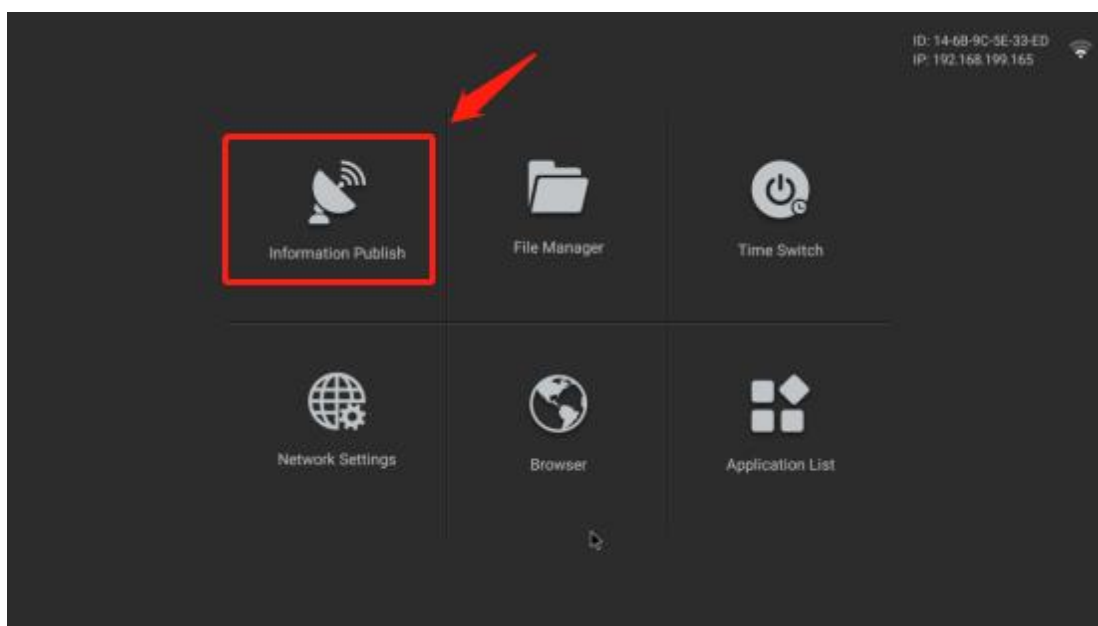


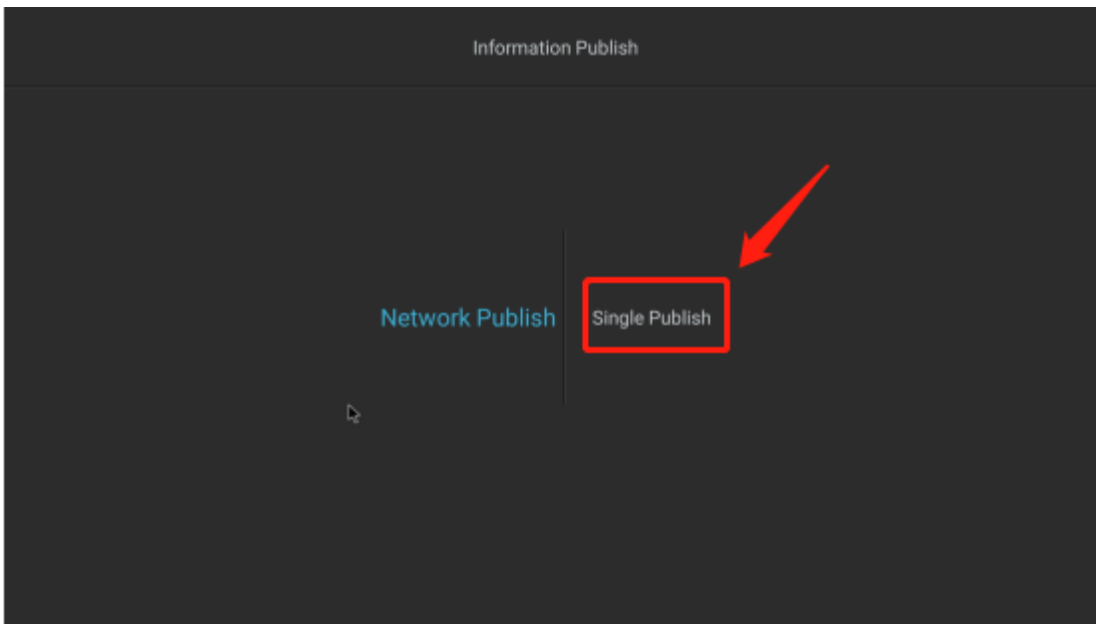


(Note: USB flash disk used to import the program cannot contain Xiao Baihe APK upgrade file, or the terminal will first recognize the upgrade file, and this will cover its recognition of the program.)

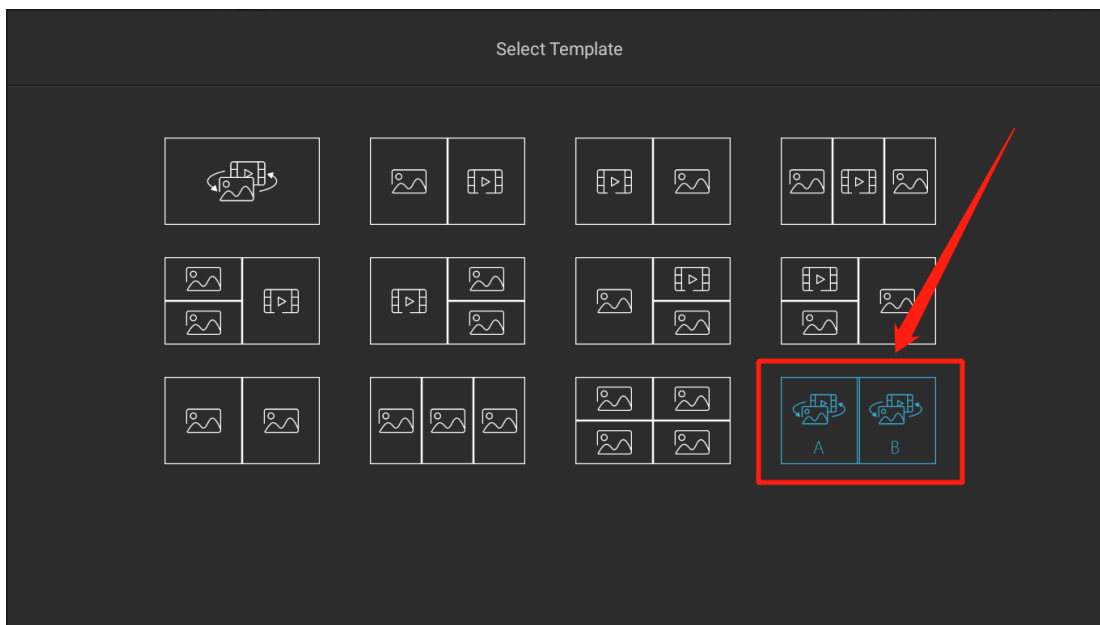
## 14.2 Play images or videos directly

1. **Select Single Publish Mode:** After the terminal runs, enter the operation interface, click "Information Publish" and select "Single Publish" mode.

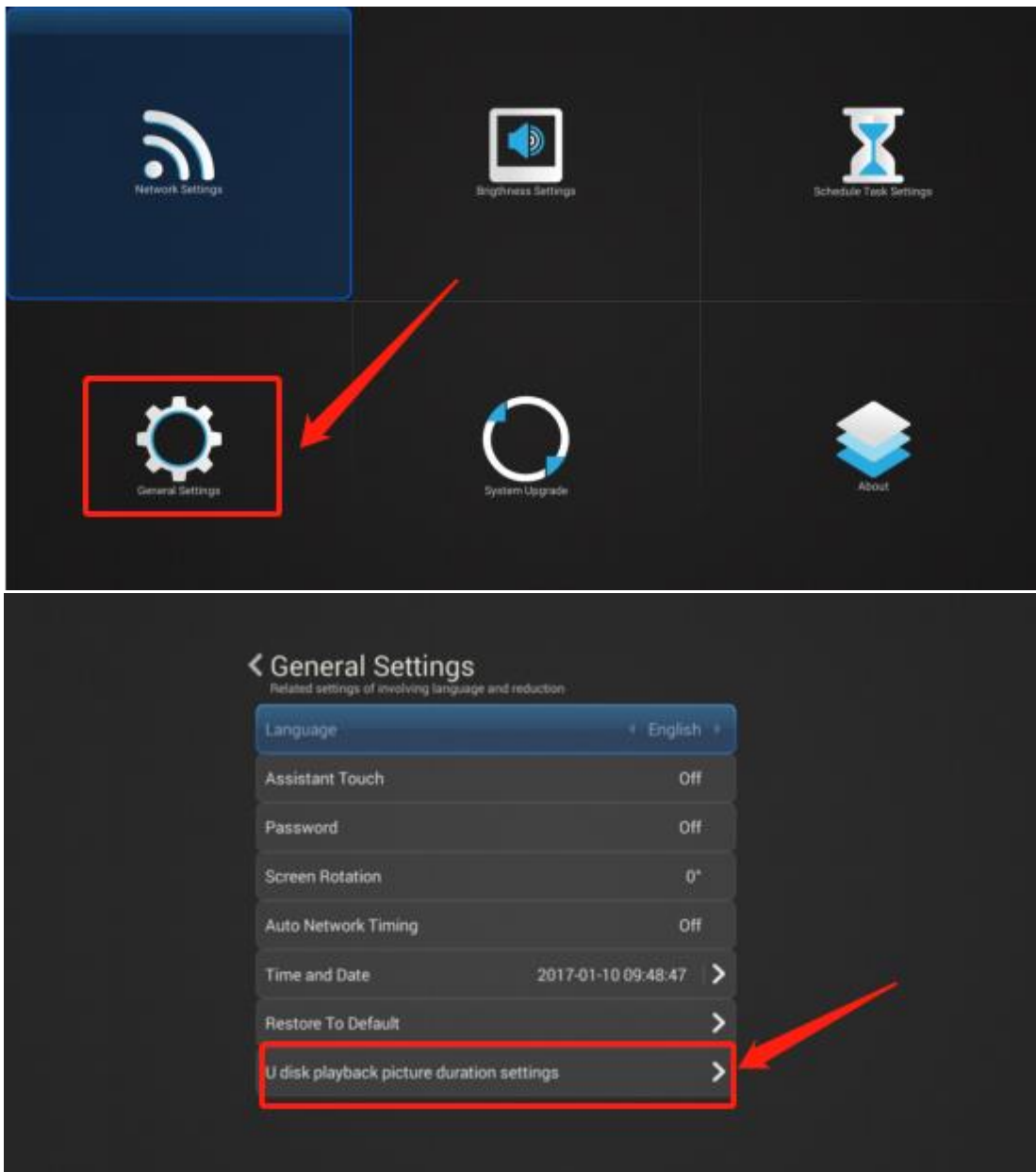




2. **Select Dual Screen Display Template:** 12 kinds of playing templates are available, with the 1st to the 11th being single screen playing templates and the 12th being the double screen display templates. Both screens A and B can loop play videos and pictures in full screen.



3. **Setting for Picture Switching Time:** Enter Network Settings >> General settings >> U disk playback picture duration settings to set the switching time for playing picture material.



#### 4.Program File Import:

(1) Set up a folder under the root directory of U disk and name it SProgram, and set up two folders in the SProgram directory, and name them A and B respectively (indicating that the materials in the folder are played on screen A and B)

(2) Material naming format rules:

**ProgramName\_FileName.Suffix**

**Example: FirstProgram\_FoodVideo.mp4**

(3) Playing rules:

① Materials with the same program name in directory A and B will be played synchronously, and the longer play time of screen A and B will be taken as the total program length.

②The program and the materials are played according to the default sorting order of the materials in the folder, as shown in the following figure.

002. jpg  
01. jpg  
03. mp4  
1. mp4  
5. jpg  
6. mp4

**Example:** (Set the picture switching time to 5s)

Directory A: 1\_picture01.jpg, 2\_picture02.jpg

Directory B: 1\_video01.mp4 (video length 30s) , 2\_video02.mp4 (video length 5s)

**Final playing effect:**

Screen A: picture 1\_picture01.jpg is loop played 6 times and is then switched to 2\_picture02.jpg to play once, loop.

Screen B: video 1\_video01.mp4 is played 1 time and is then switched to 2\_video02.mp4 to play once, loop.