



## Layout Editor: The Face of Your Content

Creating content, planning out schedules, and forming data lists are all important steps when working within the CMS. With the layout editor, you can tie all these functionalities into cohesive digital signage that will boost your marketing efforts.

**DQ**

FRIDAY  
APRIL 23

8:18 AM

NOW 45 Sat 52 Sun 50

**SYMPTOMS**

SYMPTOMS MAY APPEAR 2-14 DAYS AFTER EXPOSURE TO THE VIRUS.

PEOPLE WITH THESE SYMPTOMS OR COMBINATIONS OF SYMPTOMS MAY HAVE COVID-19:

1. COUGH  
2. SHORTNESS OF BREATH OR DIFFICULTY BREATHING

OR AT LEAST TWO OF THESE SYMPTOMS:

FEVER  
REPEATED SHAKING WITH CHILLS  
HEADACHE  
NEW LOSS OF TASTE OR SMELL

CHILLS  
MUSCLE PAIN  
SORE THROAT

"As we look ahead into the next century, leaders will be those who empower others."

*Bill Gates*

ed customers Chick-fil-A debuts new take on Caesar salad Taco Bell testing plant-based Cravetarian taco

The layout editor has many different tools and apps available. This document will be a comprehensive guide on how to use each one effectively so you can go on to create great content!

## Layout Editor Overview

The Layout Editor will be the third application you find along the left-hand side of the CMS. Clicking on it will bring you to the Layout Editor menu, which will show all previously made layouts. From here, you will have multiple options.

The screenshot shows the REACH Layout Editor interface. The top navigation bar includes the REACH logo, the text "REACH Digital Signage Solutions", and user information "Hi, Tristan Helleen" with a "Logout" button. The left sidebar contains a menu with items: Dashboard, Players, Layout Editor, Media Library, Media Integrations, Playlists, Announcements, Calendar, Schedule, Social Media, Data Lists, Users, Master Organizations, Organizations, Facilities, Ad Manager, Mobile App, and Touchscreen. The main content area is titled "Layout Editor" and features a search bar "Search layouts...", a "Create Layout" button, and a "Layout Counts" summary table:

| Category         | Count |
|------------------|-------|
| Total Layouts    | 8     |
| Active Layouts   | 6     |
| Inactive Layouts | 2     |

Below the summary is a table of layouts:

| NAME #                              | PLAYER NAMES                  | SIZE        |
|-------------------------------------|-------------------------------|-------------|
| Arrow Corporation                   |                               | 1920 x 1080 |
| Jira Bug                            | Video Wall - REACH            | 1920 x 1080 |
| Arrow Corporation Firestick Testing | Assigned to Multiple          | 1920 x 1080 |
| Neuron Corporation                  | Assigned to Multiple          | 1920 x 1080 |
| TDOT - Safety Counters (Copy)       | Kierstens Player - Seneca HDs | 1920 x 1080 |
| WebEx Live Streaming                | Michelle Desk                 | 1920 x 1080 |
| Matt Test                           | Assigned to Multiple          | 1920 x 1080 |
| Live Streaming                      |                               | 1920 x      |

For each layout, you can see their ID number, layout name, the player(s) it is tied to, and the size dimensions of the layout. If you need to find a layout quickly, you can use the search bar at the top-right of the page to type in the name of the one you need.

You will also notice a wrench icon next to each layout. Clicking it will open a dropdown menu that will present you with multiple management options for the layout.

This close-up shows the dropdown menu for the "Arrow Corporation" layout. The menu items are:

- Copy Layout Here
- Copy Layout Elsewhere
- Delete Layout
- Security Properties
- Generate Preview Link

First, we will go over the “Security Properties” button. Here, you have access to the “Selected” and “Assigned” rights for the groups and users who have permission to access this layout. “Selected” rights are the rights given specifically to that user. “Assigned” is the rights that they have inherited from an assigned group. When you select a group/user, you will have a few options available for editing. “Read” determines if a user can even see that layout, “Write” determines if they can create new layouts or edit pre-existing ones, and “Manage Rights” will allow that user to edit the security properties of other users for that layout.

**SECURITY PROPERTIES**
✕

|  |                 | Allow                    | Deny                     |  |                          | Allow   | Deny |
|--|-----------------|--------------------------|--------------------------|--|--------------------------|---|------|
| <ul style="list-style-type: none"> <li>REACH Examples</li> <li>Admins</li> <li>Super Admins</li> <li>Users</li> <li>PrairieSprings</li> <li>REACHExamples</li> <li>brose</li> <li style="color: orange;">kiersten.gibson</li> <li>Michelle123</li> </ul> |                 |                          |                          | <b>Selected Rights</b><br>Choose whether the selected user group can perform the listed tasks. |                          | <b>Assigned Rights</b><br>If nothing is selected, rights may be inherited or set to default. Hover over the info icon for more information. |      |
|  | Read            | <input type="checkbox"/> | <input type="checkbox"/> | Read ⓘ   | <input type="checkbox"/> | <input checked="" type="checkbox"/>   |      |
|  | Write           | <input type="checkbox"/> | <input type="checkbox"/> | Write ⓘ  | <input type="checkbox"/> | <input checked="" type="checkbox"/>   |      |
|  | Create children | <input type="checkbox"/> | <input type="checkbox"/> | Create children ⓘ  | <input type="checkbox"/> | <input checked="" type="checkbox"/>   |      |
|  | Manage rights   | <input type="checkbox"/> | <input type="checkbox"/> | Manage rights ⓘ  | <input type="checkbox"/> | <input checked="" type="checkbox"/>   |      |

The “Copy Layout Elsewhere” button will allow you to copy your selected layout to any other facilities you have access to. Once you click the button, a pop-up window will appear that will allow you to search for your facility. If you would like to make a copy within the same facility you are working in, select the “Copy Layout Here” button. You can select multiple facilities at once. Click the “OK” button once you are done and you will see that layout appear in that facility’s Layout Editor application. You can then rename the copy in the new “Layout Name” box.

**COPY LAYOUT: APPS > SOCIAL MEDIA > INSTAGRAM > MAY 2020**
✕

Copy this layout to create a new layout in the facilities selected.

**New Layout Name:**

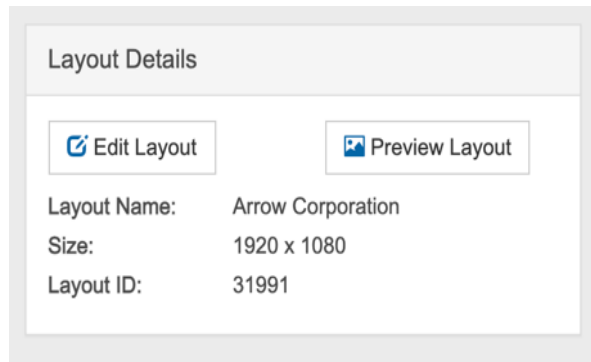
Apps > Social Media > Instagram > May 2020 (Copy)

**Copy to Facility:**

| ID    | NAME                            |
|-------|---------------------------------|
| reach |                                 |
| 1601  | REACH App                       |
| 4636  | REACH Communications            |
| 6743  | REACH Creative                  |
| 2354  | REACH Digital Signage Solutions |
| 2417  | REACH DJW1                      |
| 6373  | REACH Examples                  |
| 6777  | REACH Free Content              |
| 3021  | REACH SYSTEM QA                 |
| 7297  | REACH Test Players              |
| 4141  | REACH Training                  |

Cancel OK

If you would like to edit a layout, the “Edit Content” button can be found to the right of the layout menu under “Layout Details.” You can also achieve this by double-clicking a layout as well. The “Preview Layout” button right next to it.



You will see the next button says, “Generate Preview Link.” When you click this button, a message will appear towards the bottom-right of the screen.



Now you can paste the link within your browser’s search bar and get a live preview of how the layout will display onscreen.

Lastly, we have the “Delete Layout” button, which will permanently delete your selected layout. Keep in mind, this will not delete any playlists, calendars, media library assets, or any other content you have put into a layout. They will still be found in their respective applications and can be used in other layouts.

## Layout Basics

Now we will go over the basics of the Layout Editor and how to use some simple tools available to you when editing. To get started, click the “Create Layout” button. This will prompt a pop-up window that will allow you to set the dimensions and name of the layout.

### CREATE NEW LAYOUT ✕

Name:

Layout Sizes:

[1920 x 1080](#) [1080 x 1920](#) [2048 x 1536](#) [1536 x 2048](#)

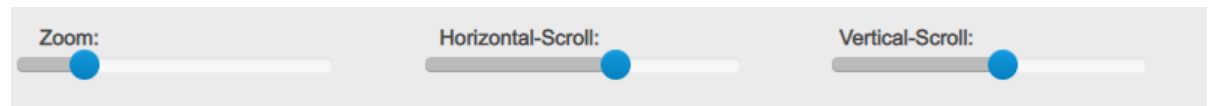
[2115 x 1600](#) [1600 x 2115](#)

Width:  Height:

As you can see, there are some pre-determined sizes, but you can customize them to your liking. The 1920x1080 resolution is perfect for most layouts, while 1080x1920 is great for vertical displays. Remember, your layout dimensions must correlate to the player dimensions. Press “OK” once you are done, and you will see your newly made, blank layout ready to go!

The screenshot displays the 'Layout Editor' interface. On the left is a blue sidebar menu with various options: Dashboard, Players, Layout Editor (highlighted), Media Library, Media Integrations, Playlists, Announcements, Calendar, Schedule, Social Media, Data Lists, Users, Master Organizations, Organizations, Facilities, Ad Manager, Mobile App, Touchscreen, Admin, Support, and Preview. The main area is titled 'Layout Document Example' and features a toolbar with 'Zoom', 'Horizontal-Scroll', and 'Vertical-Scroll' sliders, and a 'Show Zone Previews' checkbox. The central workspace is a large, empty gray rectangle.

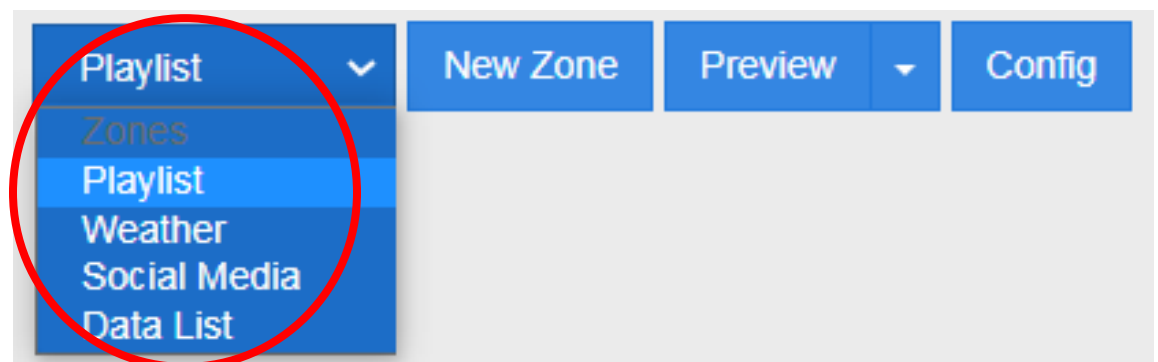
At the top of the page, you will find 3 scrolling bars that allow you to change the view of your layout. For instance, moving the “Zoom” bar left or right will zoom it in and out, respectively. The horizontal scroll will move it left or right, and the vertical scroll will move it up or down.



To the top-right of the menu, you have 4 additional buttons that will make editing your layout easier.



The “Zones” button will expand into a dropdown menu that will allow you to choose which zone is currently selected. This is especially useful once you have multiple zones built out, as this helps you quickly find and start editing your desired zone.



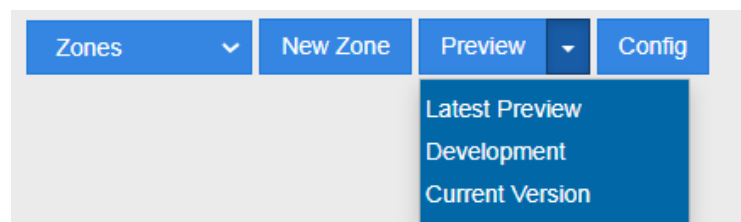
When you want to create a new zone, you can click the “New Zone” button, which will open a pop-up menu that will allow you to determine the dimensions and name of the zone. You can also give your zone a basic 100x100 length and width and then drag the zone box to a custom size that way as well. Double-clicking a zone will bring you into the settings, and clicking the “Add App” part of the timeline will allow you to add apps to the zone. Essentially, zones are spaces where apps can be added and customized.

While you can name a zone however you like, we recommend something tied to the function you will assign to it. For instance, if you are going to turn that zone into a weather app, naming it “Weather” will make it easier along the editing process to find that zone.

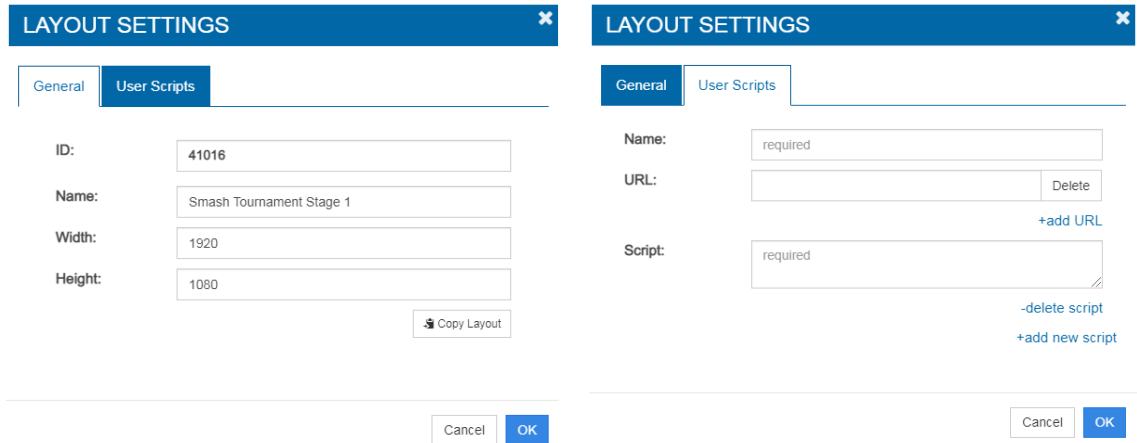
The screenshot shows a 'NEW ZONE' dialog box. It has a title bar with 'NEW ZONE' and a close button. The form includes a 'Zone Name' text input, 'Zone Size' with 'Width' and 'Height' text inputs, and an 'Advanced Settings' section. The 'Advanced Settings' section is expanded, showing 'Default App Duration' (a dropdown menu) and 'Zone Positioning' (X, Y, and Z axes). The Z-axis dropdown is circled in red and shows the value '1'. At the bottom are 'Cancel' and 'OK' buttons.

An important thing to keep in mind is the zones positioning. As you can see in the example above, clicking “Advanced Settings” will expand the Zone Positioning options along the x, y, and z-axis. If you are adding a background, you can leave that z-axis at a value of 0. For all other zones, set the z-axis value at 1 or higher. This ensures that the zone is not recognized as part of the background and thus unavailable for editing. The default app duration is a time you can set for each application to run by default. For example, setting it for 10 seconds will mean that a Playlist will only play for those 10 seconds, so keep this in mind. Leaving it blank will allow you to edit the duration of each tool individually later. If you only have one application added to a timeline, it will just rotate through the assets of that application normally. This comes more into play when you have multiple apps in a timeline.

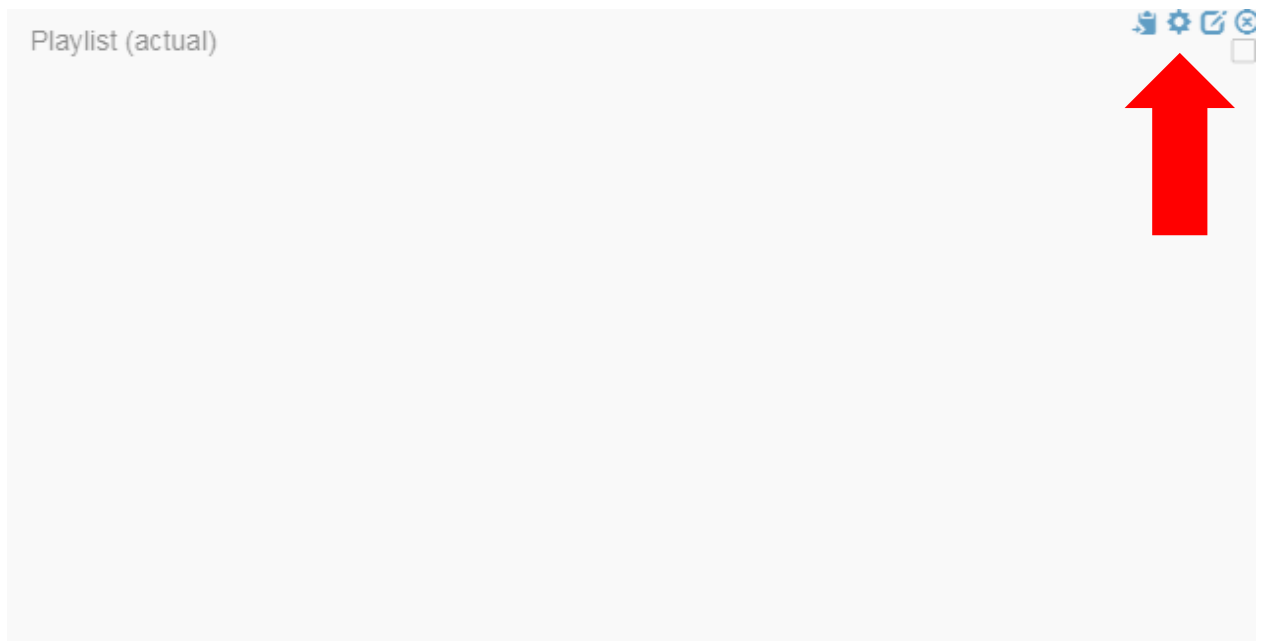
The next button is the “Preview” button. Clicking the button itself will show you a preview of the current version you are working on. However, clicking the arrow icon to the right will open a dropdown menu that gives you additional options.



Lastly, the “Config” button will open a pop-up window that will present you with 2 tabs. “General” will let you change the name, width, and height of the layout. “User Scripts” allow you to add scripts to your layout to provide further customization. Clicking “OK” when you are done will save your changes.



When you have a zone created, there are a variety of ways you can edit it. If you hover over or select a zone, you will notice 3 buttons in the top-right of that zone.





The first button is the “Copy Zone” button. This will allow you to copy a zone to another facility or layout. Click the button, and it will copy to your clipboard. You can then open your layout editor in another facility and paste it there. Please note that for some apps, such as the Data List app, the contents within that zone will also be copied over to that facility.



The next button is the “Settings” button, which will open a pop-up window with 4 different tabs. The first tab is the “Settings” tab, which gives you access to the general properties of the zone. The “Policy” is how long you have to display all the content you add to a layout timeline, while the “App Duration” determines how long each application will play within that timeline. For instance, if you have the Policy at 60 seconds, you can add 6 apps to a zone that play for 10 seconds each.

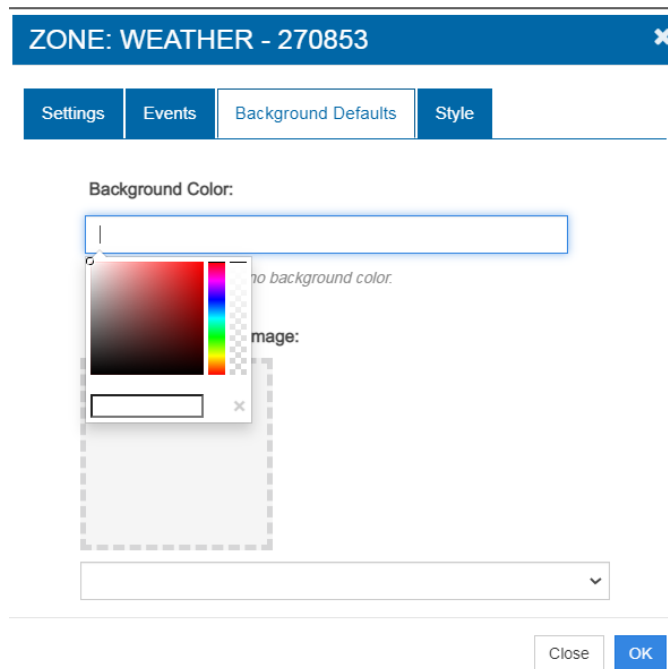
A screenshot of a settings window titled 'ZONE: WEATHER - 270853'. The window has a blue header with a close button (X). Below the header are four tabs: 'Settings', 'Events', 'Background Defaults', and 'Style'. The 'Settings' tab is selected. The settings are organized into several sections, each with a label and a text input field:

- Zone Name: Weather
- Width: 950
- Height: 202
- X: 24
- Y: 112
- Policy: (seconds) 60
- Default App Duration: (seconds) 10
- Z: 1
- Fade Duration (msec): 1000

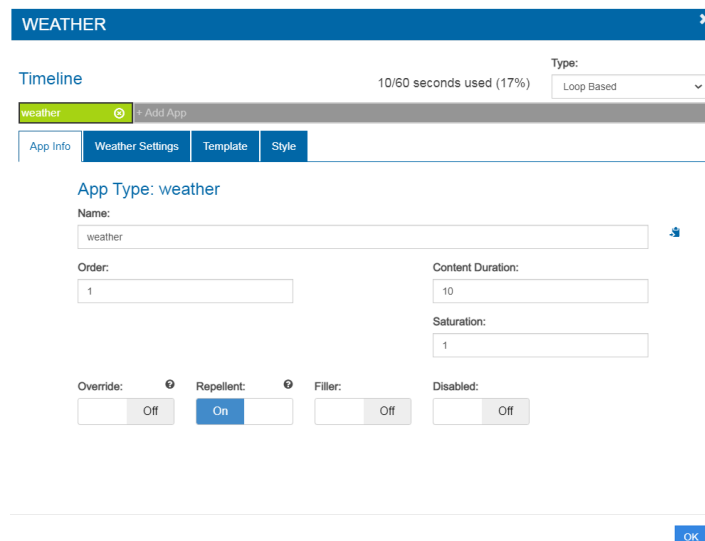
At the bottom right, there are 'Close' and 'OK' buttons.

“Events” lets you choose how to script a “Zone Initialization” or “Loop Complete” event for that zone. These will determine how the zone appears within the layout.

Next is the “Background Defaults” tab, which will let you assign a default background color or image for that zone.

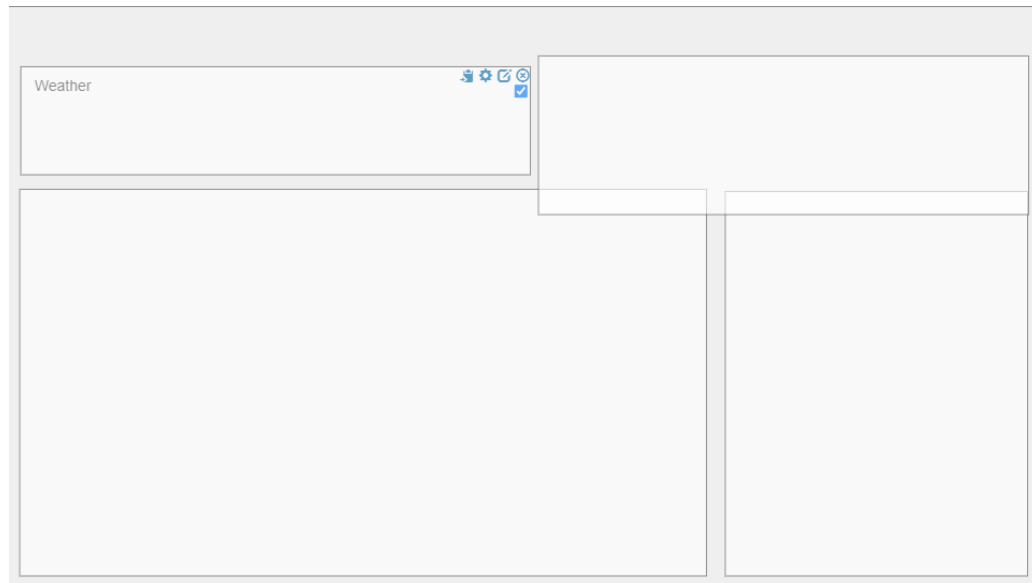


The last tab is the “Style” tab, which allows you to customize the look of that zone using CSS. If you do not know CSS, do not fret! You can always contact us here at REACH and our designers can customize the zones to your liking. Clicking “OK” will save your changes. The next button is the “Edit Zone” button. Here you will assign apps to that zone and determine settings for each app. This will be covered in detail later in this document.



The “X” icon is the “Delete Zone” button, which will permanently remove that zone.

Just below these buttons, you will notice an empty box. Checking this box will lock the zone in place, preventing it from being moved or edited while you are in the Layout Editor. This is a great way to avoid mistakenly editing or selecting a zone when working with multiple zones.



## App Overview

Before we go into the specifics of each application, there is some general knowledge to know about app properties.

When you click the “Edit App” button, the app menu will give you a variety of customization options. The first is the “App Info” tab. Here, you can edit some basic information and settings of the widget.

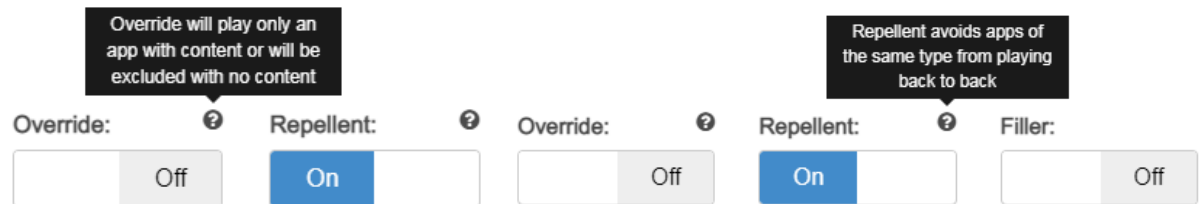
A screenshot of the 'App Info' configuration panel for a 'timedate' widget. The panel has a blue header with the title 'TIME' and a close button. Below the header, the widget is identified as 'Timeline' with a 'Type' dropdown set to 'Loop Based' and a status indicator '10/60 seconds used (17%)'. A tabbed interface shows 'App Info' as the active tab, with other tabs for 'Time/Date Settings', 'Template', and 'Style'. The configuration area includes: 'App Type: timedate', a 'Name' field with 'timedate', an 'Order' field with '1', a 'Content Duration' field with '10', and a 'Saturation' field with '1'. At the bottom, there are four toggle switches: 'Override' (Off), 'Repellent' (On), 'Filler' (Off), and 'Disabled' (Off). An 'OK' button is located at the bottom right of the panel.

However, there are some things to note. The “Order” section determines which apps play first within that zone. If you look towards the top of the window, you will notice the “Timeline” within your zone, as well as any apps currently assigned to it. Clicking the “Add App” section allows you to add more applications to one zone, so the “Order” section determines which order they will appear in.

The screenshot shows a configuration window titled "TIME". At the top, there is a "Timeline" section with a progress bar indicating "20/60 seconds used (34%)". Below the timeline, there are tabs for "App Info", "Time/Date Settings", "Template", and "Style". The "App Info" tab is selected, showing the "App Type: timedate". The "Name" field contains "timedate". The "Order" field is circled in red and contains the value "1". The "Content Duration" field is set to "10". The "Saturation" field is set to "1". There are also toggle switches for "Override" (Off), "Repellent" (On), "Filler" (Off), and "Disabled" (Off). An "OK" button is located at the bottom right of the window.

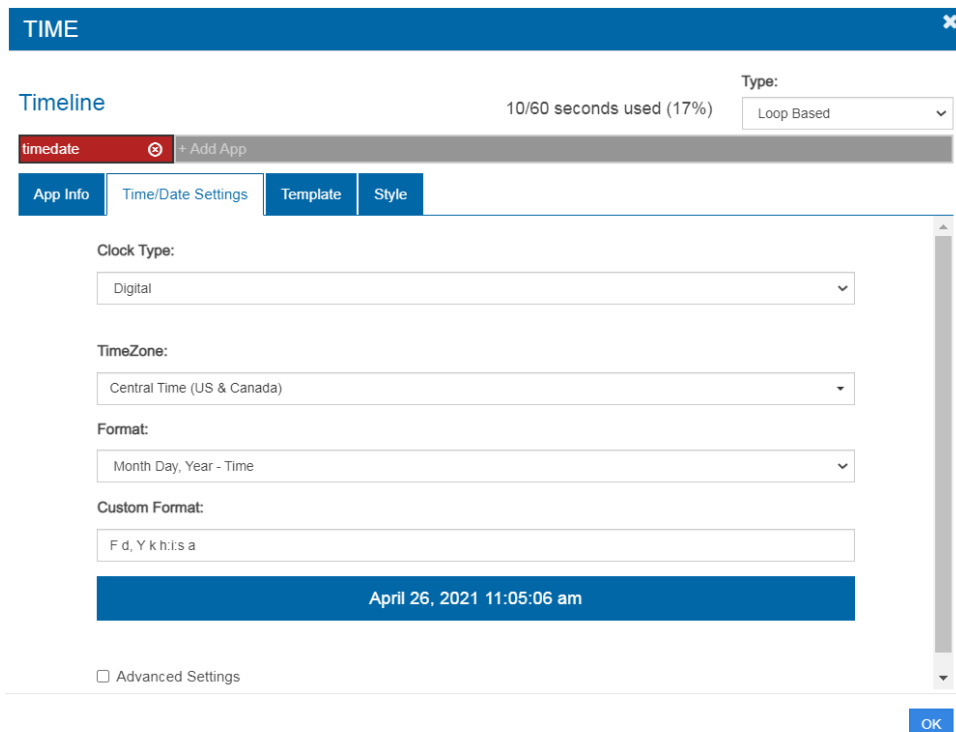
The “Content Duration” section will determine the length the current app you are working on plays. The duration is measured in seconds. This is important to keep in mind for certain apps such as the “Playlist” application. If your duration is only set to 10 seconds while you have other apps in the timeline, it will create a “cache” of time to build it back up, but all of the content will play eventually. Also, remember what you set the “Policy” duration stated above in the zone settings menu. This will determine how long content has to play in that zone but increasing it will increase the amount of time you can add to each app. All of this applies to the “Loop” setting for your timeline. We will go over this and the other 2 options later in this document.

Next are the “Override” and “Repellent” toggles. You should enable the “Override” function to sections you want to be overridden. For instance, if you have “iFrame” and “Playlist” apps in a timeline and the “Playlist” does not have content, you can turn on the “Override” function to have the “iFrame” play over it. Meanwhile, “Repellent” will prevent similar apps from playing back-to-back. For example, two weather apps will not play one after the other.

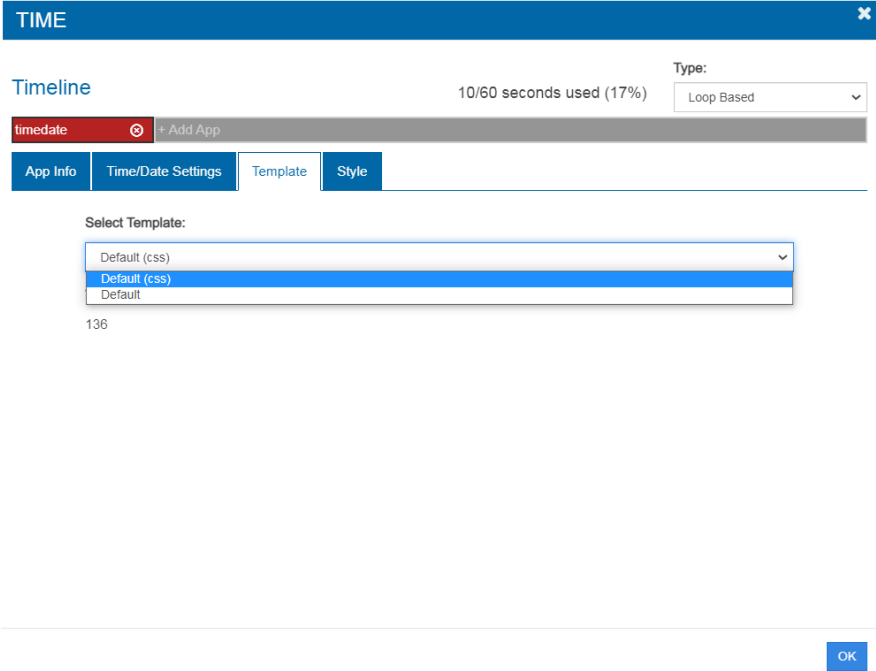


The “Filler” button will allow this application to take up whatever remaining time left for that app to cycle through its content. Remember, this is determined by the “Policy” option in the zone settings menu. The “Disabled” toggle will disable that app within the timeline, meaning its content will not be displayed.

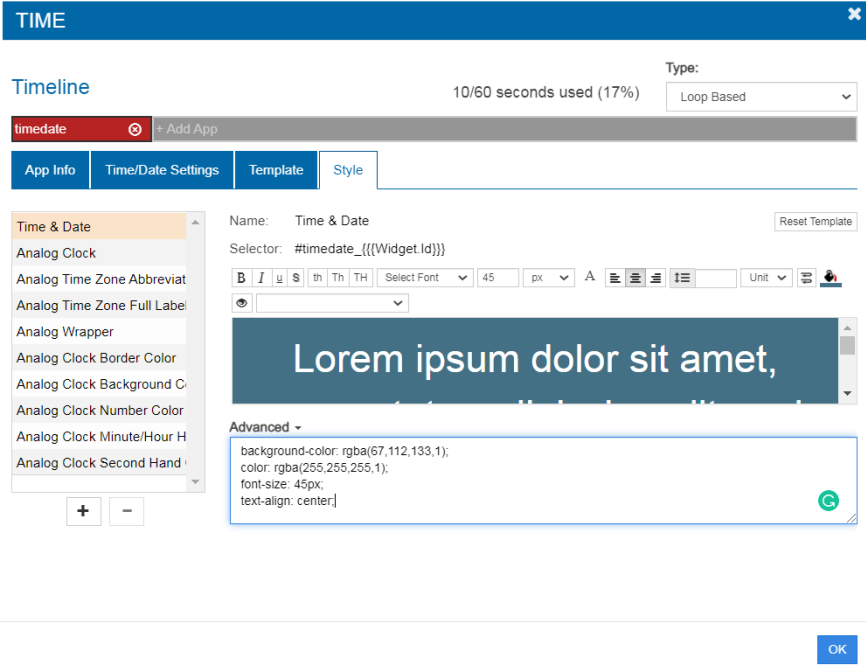
The next tab will be the selected application’s settings, in this case, the “Time/Date Settings.” We will go over each app’s specific settings later, but for now, make note of this option.



Certain applications come with additional tabs that allow you to further customize the application settings. For instance, with the “Time/Date” or “Weather” applications, you must choose a template for that app. This will affect how it appears within the layout.



You can customize this further by going to the “Style” tab, which allows you to edit the look of the app using CSS. Again, REACH’s design team is always ready to help you achieve the look you want!



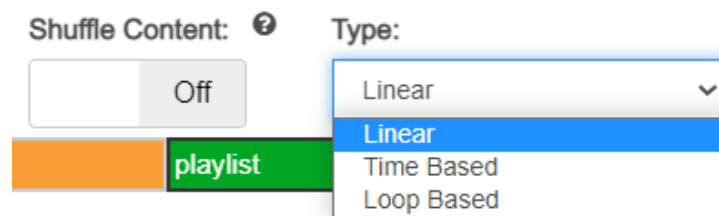
The final thing to keep in mind when adding apps to a zone is how they will appear when on display. If you look at the top-right corner of the menu, you will find a dropdown menu that will give you 3 options to structure your timeline.

“Linear” means all the content from each app will play before moving onto the next application in the timeline.

“Time-Based” means it will run each piece of content for the amount of time you have allotted to each app within the timeline.

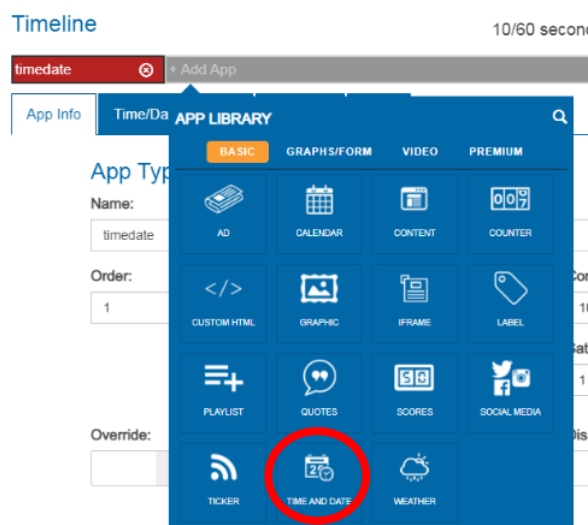
Finally, “Loop Based” will repeatedly play the content in order without stop. This is the default setting when you first create a zone.

If you would like to have the order in which your content appears to be random, you can also toggle the “Shuffle” option right next to this dropdown menu. This is only available for the “Linear” and “Time Based” options.



## Time/Date App

Next, we will cover the applications you can add as apps with the Layout Editor, starting with the Time/Date application. To begin, create a new zone labeled “Time/Date” and resize it to your liking. Then, double-click the zone or press the “Edit Zone” button. Click where it says, “Add Application,” and select the “Time/Date” option.



The first tab you will have access to is the “App Info” tab. As previously stated, this is where you can edit the name, order this app appears in the timeline, how long it will play for, etc. These are the general properties of the app, so if you would like a review of all the options available to you, please revisit the “App Overview” section of this document.

EXAMPLE ZONE

Timeline 10/60 seconds used (17%) Type: Loop Based

timedate + Add App

App Info Time/Date Settings Template Style

App Type: timedate

Name: timedate

Order: 1 Content Duration: 10

Saturation: 1

Override: Off Repellent: On Filler: Off Disabled: Off

OK

Tab over to the “Time/Date Settings” menu. Here is where you will be able to set the time zone of the app and the appearance of the clock (digital or analog). The “Format” dropdown menu presents multiple options for the look and information of the app itself, allowing you to choose how much information you want to display. You could have everything down to the day, month, year, and time, or show the current date.

EXAMPLE ZONE

Timeline 10/60 seconds used (17%) Type: Loop Based

timedate + Add App

App Info Time/Date Settings Template Style

Clock Type: Digital

TimeZone: Central Time (US & Canada)

Format: Month Day, Year - Time

Custom Format: F.d.Y.k.h.i.s.a

April 27, 2021 09:01:25 am

Advanced Settings

OK



However, you can also add a custom format if you wish as well. The time/date application is pulled from a “PHP date and time.” If you type that into your search engine (Google, Firefox, etc.), you can pull up a php manual that will provide you with a guide to customizing this format the way you want. The following screenshots demonstrate how you can translate the information into your custom format.

**format**

The format of the outputted date string. See the formatting options below. There are also several [predefined date constants](#) that may be used instead, so for example `DATE_RSS` contains the format string `'D, d M Y H:i:s'`.

The following characters are recognized in the format parameter string

| Format character     | Description   | Example returned values                 |
|----------------------|---|---|
| Day                  | ---   | ---                                     |
| d                    | Day of the month, 2 digits with leading zeros                               | 01 to 31                                |
| D                    | A textual representation of a day, three letters                            | Mon through Sun                         |
| j                    | Day of the month without leading zeros                                      | 1 to 31                                 |
| l<br>(lowercase 'L') | A full textual representation of the day of the week                        | Sunday through Saturday                 |
| N                    | ISO-8601 numeric representation of the day of the week (added in PHP 5.1.0) | 1 (for Monday) through 7 (for Sunday)   |
| S                    | English ordinal suffix for the day of the month, 2 characters               | st, nd, rd or th. Works well with j     |
| w                    | Numeric representation of the day of the week                               | 0 (for Sunday) through 6 (for Saturday) |
| z                    | The day of the year (starting from 0)                                       | 0 through 365                           |

**EXAMPLE ZONE**

Timeline 10/60 seconds used (17%) Type: Loop Based

timedate + Add App

App Info | Time/Date Settings | Template | Style

Clock Type: Digital

TimeZone: Central Time (US & Canada)

Format:

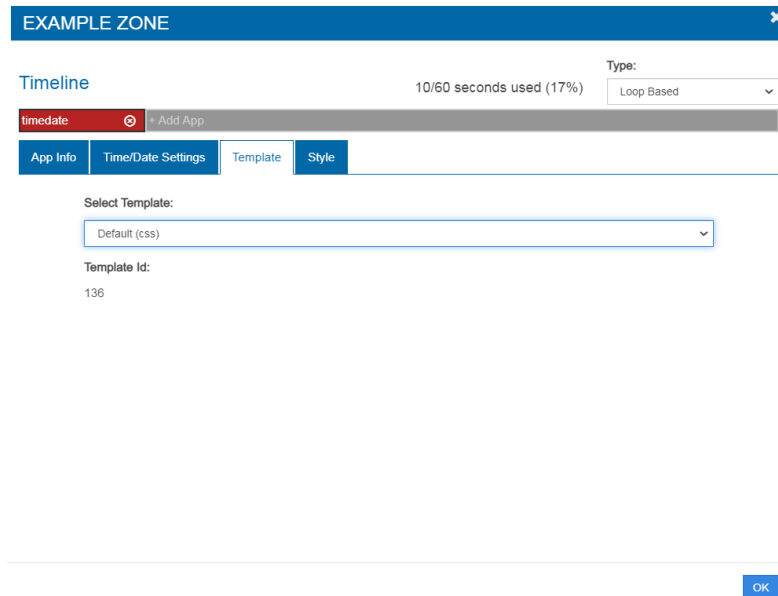
Custom Format: g.h a | F j

9:09 am Tuesday | April 27

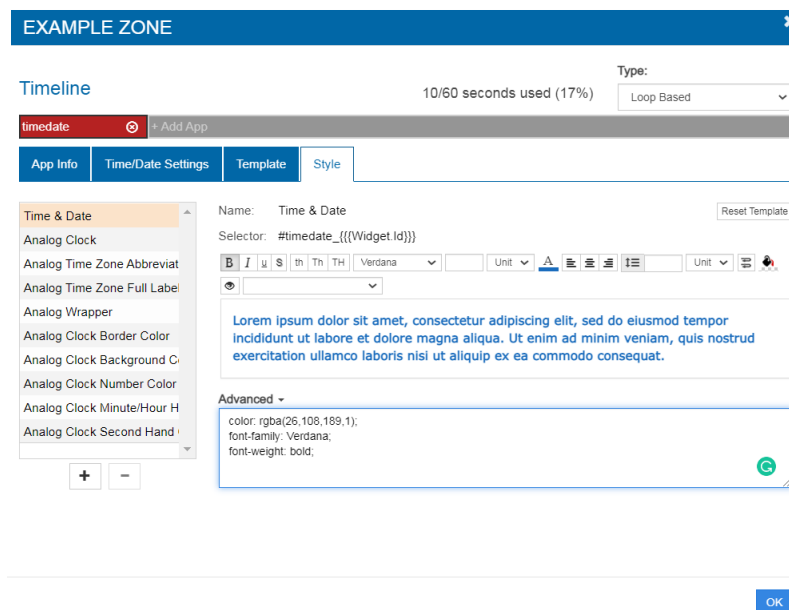
Advanced Settings

OK

Once you have the formatting set up, you can now stylize your app using the “Template” and “Style” tabs. First, we must pick a template. Some apps, such as the Social Media application, will have multiple templates to choose from. However, because this app lets us customize its format using PHP, we will stick with the “Default (CSS)” template.



The “Style” tab is where you can customize the look of the font for the app. As you can see, you will have some basic options available to you. However, if you want to add some additional flair, such as a drop shadow, you can do so with CSS under the “Advanced” section. If you selected an analog clock, there are even more options for you to tinker with. Press “OK” when you are done to save your changes.



Now, your “Time/Date” app should show up within the layout. You can check the look of it by clicking the “Preview” button. As you can see, there are many ways to style your look!

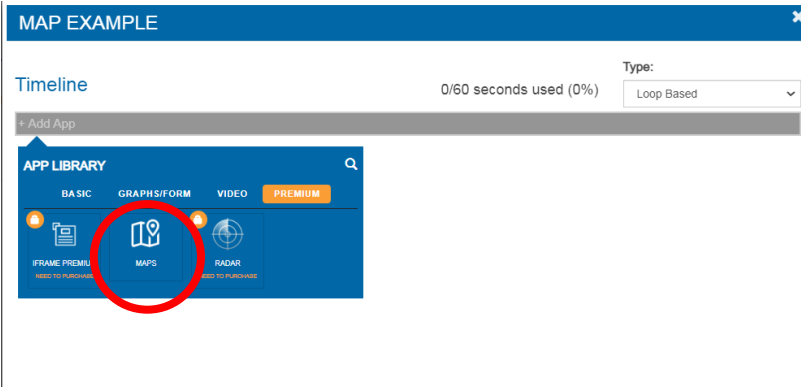


However, sometimes you need a bit more functionality to align certain times or dates with schedules. Through the app’s “Advanced” tab, you can set up a 7-day schedule of your entire week, keeping those at your facilities informed on what you have going on.

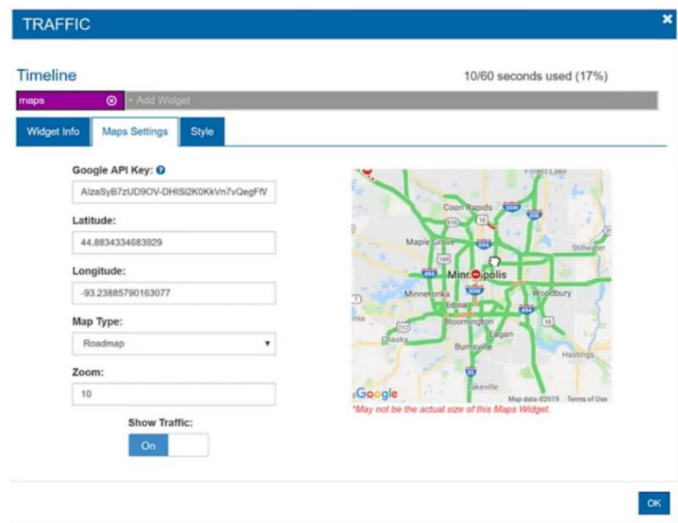
## Traffic App

Sometimes it is useful to provide a look at the current traffic situation for your area if people in your facility will be traveling. Our traffic application allows you to provide a real-time look at traffic through our map functionality.

**IMPORTANT NOTE:** To utilize the Traffic App, you must obtain a Google API key. If you have the key created, you can reuse it here. If not, we are more than happy to help you generate a Google API key. Additionally, this is a premium application, so there are additional fees attached if you wish to use this app. To get started, create a new zone and tab over to the “Premium” section and select the “Map.”



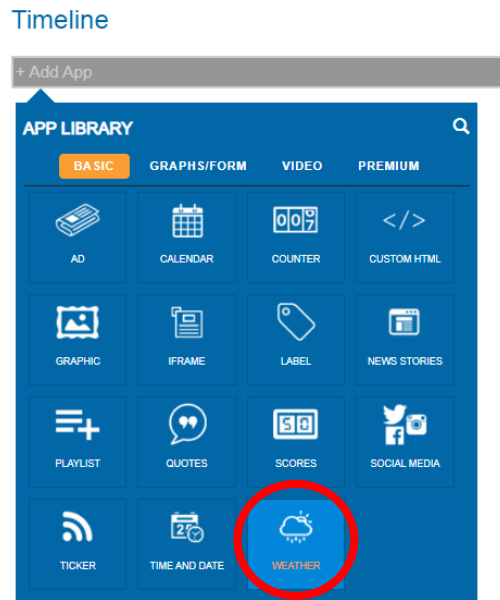
Once you are in the application menu, tab over to the map settings. Here is where you will paste the Google API Key. The window to the right will show you a preview of what your map will look like. For the look of your map, you can choose a roadmap aesthetic, a satellite one, a hybrid between the two, or a terrain view that will highlight hills, mountains, rivers, etc.



You will use the preview to the right can to move around, zoom in, and align the map. Keeping the “Show Traffic” toggle on will show where the most traffic is, but you can also turn that off if you would like to show a general view of the area. The “Style” tab you can ignore since the image is being pulled from Google’s API. Once you are done, press “OK” and your changes will be saved.

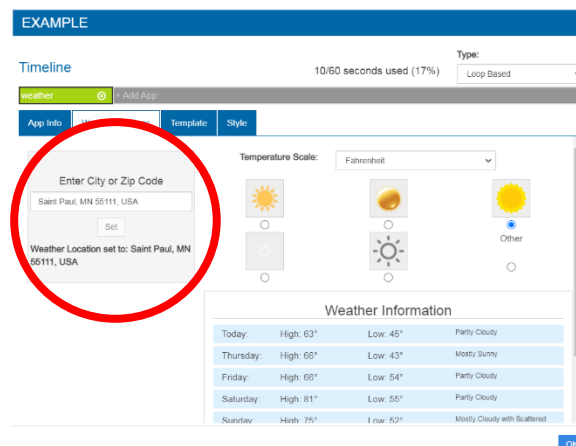
# Weather App

The weather application is a great way to keep your facility users informed on what it is like outside the building. Using the Layout Editor, create a new zone and select the “Weather” option.

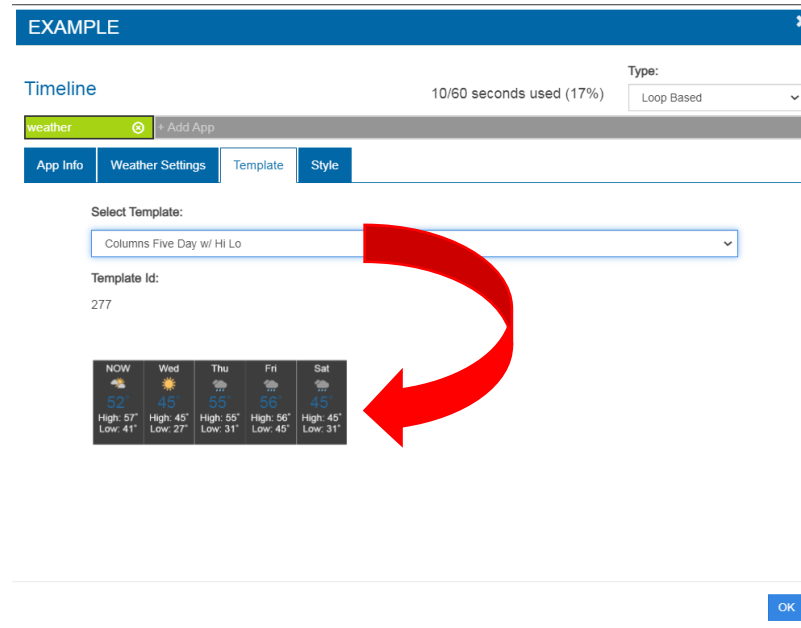


After looking over the “App Info” tab to make sure your basic settings are set up properly, click on the “Weather Settings” tab. Here you will enter the city or zip code and select the weather icon design. Above the weather icons, you can also choose to display the weather in Fahrenheit or Celsius.

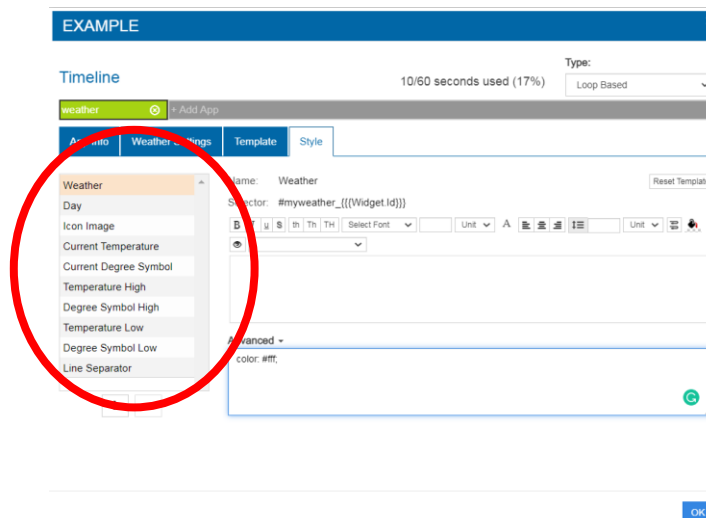
Once you enter a zip code or location, make sure to press the “Set” button to lock that location in.



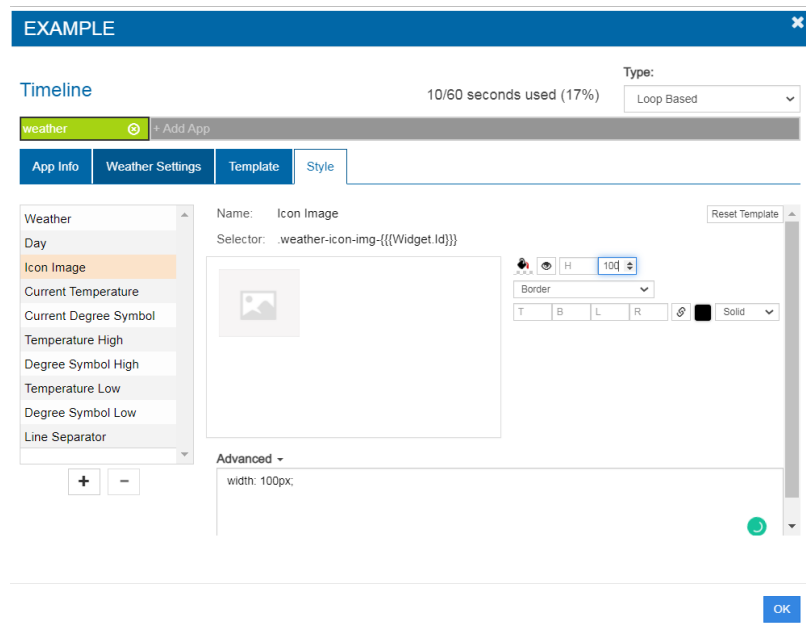
Now, you will select the format template for the app. Tab over to “Template” and pick one from our dropdown menu. You can choose anything from a simple, current high/low format, or have something as extensive as a 7-day forecast. Selecting a template will give you a small thumbnail preview below the menu.



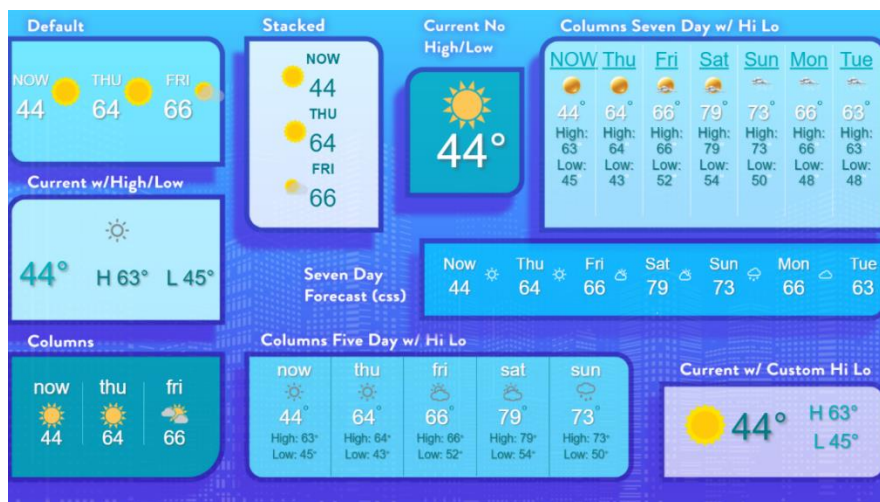
Finally, the last tab is the “Style” tab. Here, you can edit the look of the app using basic functions we provide or an option for raw CSS. When deciding which parts of the app to edit, you can choose along the left-hand side. These are called “Selectors” and they allow you to tweak specific sections of the app’s appearance.



As you can see, selecting one will highlight the chosen Selector in orange, indicating which trait you are about to begin editing. There are some basic options available using the toolbar at the top of the menu, but you can get as in-depth as you want with CSS knowledge. You will find below that certain Selectors, such as the “Icon Image” one, will come with unique editing options that are different from the rest, such as changing the image size or adding a border. Again, if you do not know CSS and want to achieve a specific look, reach out to us, and our design team will be happy to help!



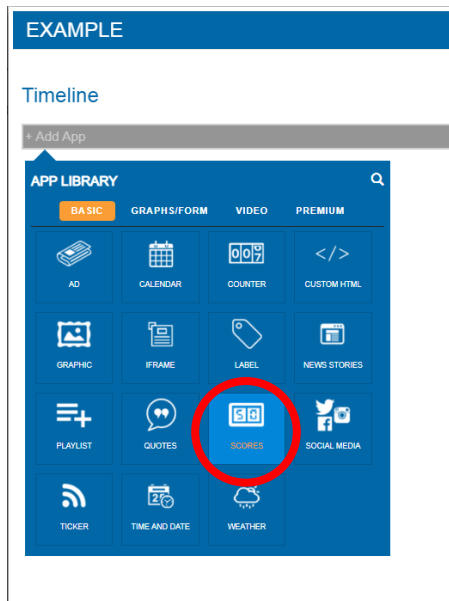
If you would like to add your own selector to customize with CSS, you can do so with the “+” and “-” buttons at the bottom of the selector list. “+” will add a new selector while “-” will delete them. When you are done, press “OK” to save your changes, and you will find the weather appear in your layout!



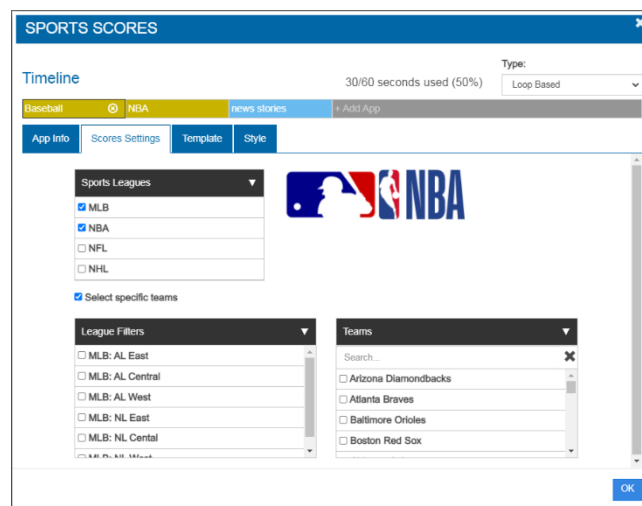
## Sports Scores

No one wants to miss the big game, and through the use of our Scores application, people in your facilities will be up to date on all the latest sports scores! Keep in mind, this will not display real-time scores, but will display the scores of already completed games.

Once you create a new zone, select the “Scores” option in the application menu. Check to make sure your basic “App Info” is set up correctly, then tab over to “Score Settings.”

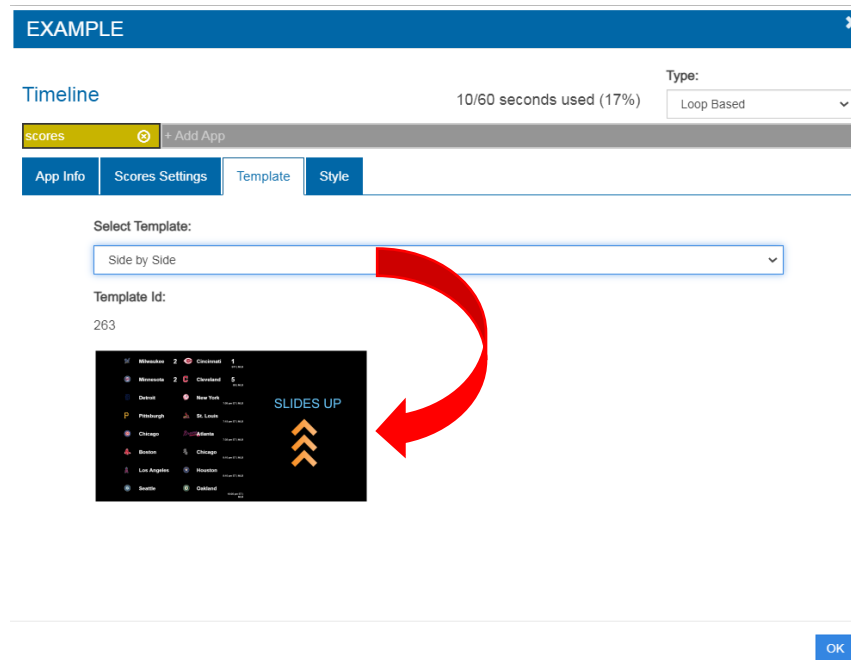


Here, you will be able to decide which professional sports scores you would like to track. You can choose to leagues, regions, or even filter down to specific conferences and teams. Check the boxes below each sports organization to include them in the tracker.

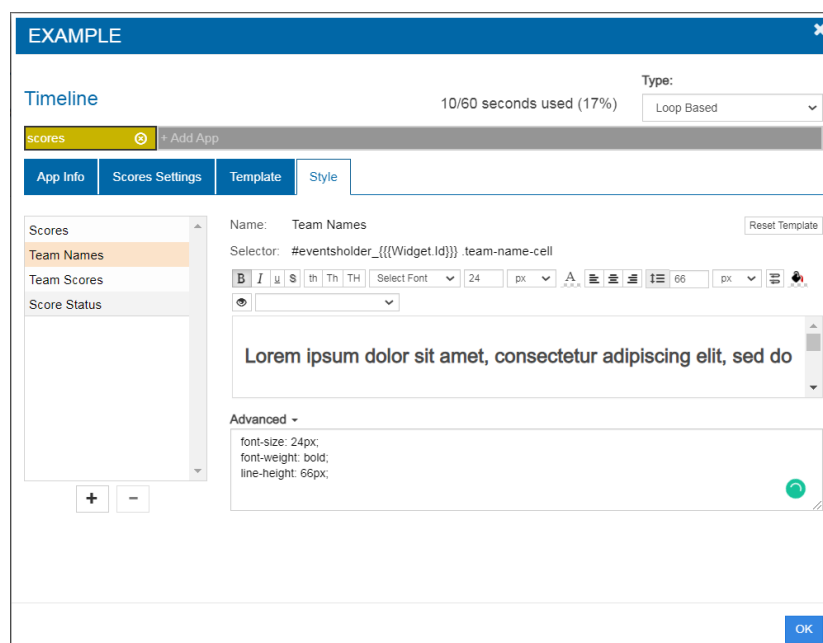




Next, click over to the “Template” tab to determine the format of the app. As you can see from the dropdown menu, there are multiple options, and each one will have the scores scroll up from the screen. Choose the one that best fits your layout design.



Finally, you will want to go to the “Style” tab. Here, you will be able to edit multiple aspects of the app using CSS. Remember that the options you can edit along the left-hand side are called “Selectors.” You can add or remove selectors using the “+” or “-” buttons, respectively.

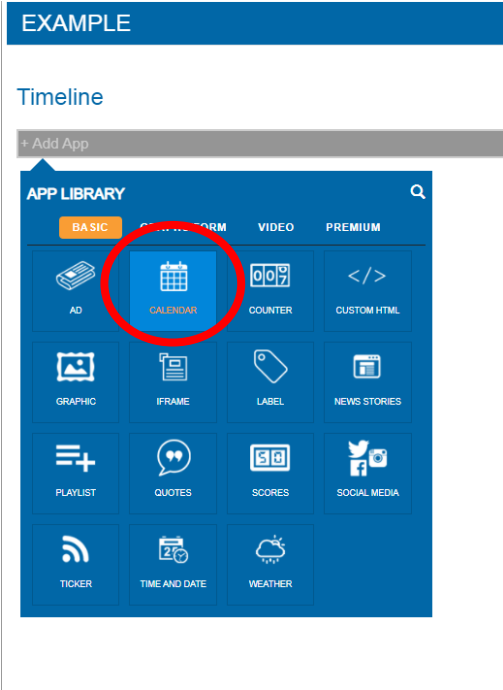


With each Selector, you can edit the look of that application trait using the provided toolbar, or by entering CSS under the “Advanced” section. Pressing “OK” will save your changes and display the sports scores onscreen.

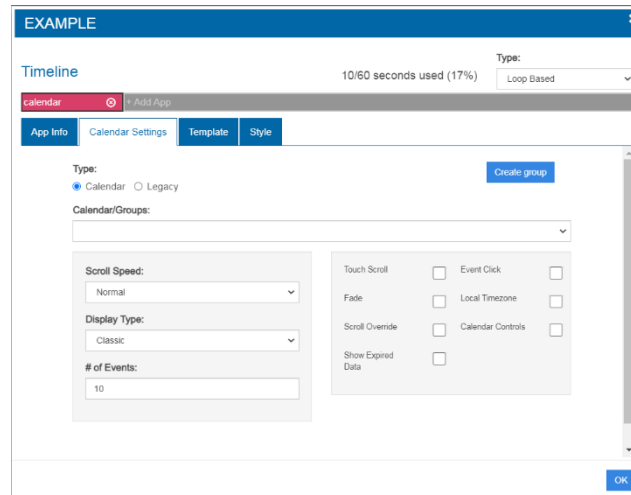


## Calendar App

By integrating the Calendar tool into an application, you can ensure everyone who uses your facilities stays up-to-date on the latest events. To get started, create a new zone, select the “Calendar” option, and set up your basic “Widget Properties.” Then, go to the “Calendar Settings” tab.



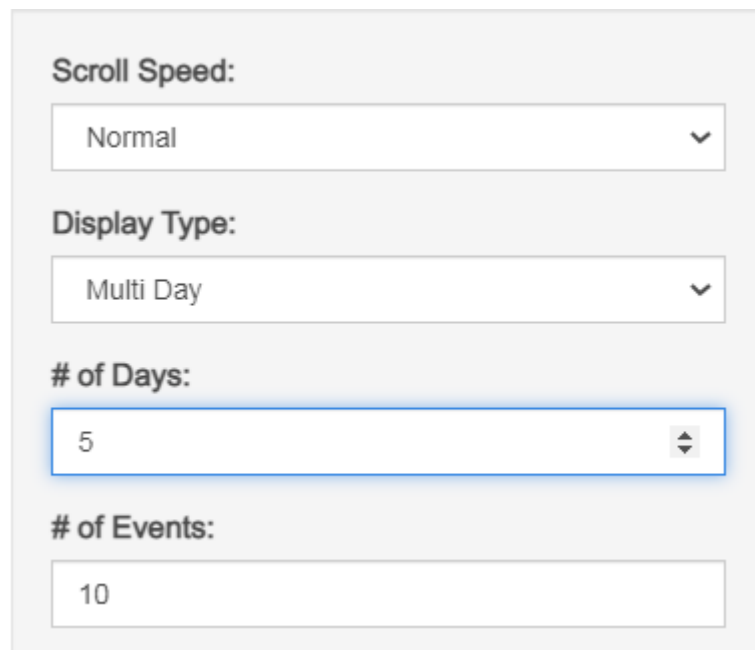
**IMPORTANT NOTE:** You will notice at the top of the “Calendar Settings” page two options: calendar and legacy. Legacy refers to using the “Schedule” application, which is an older application within the CMS that we are transferring away from. This document will only be concerned with using the “Calendar” type.



Now that you are in the Calendar settings, you have a variety of tools available. The first important thing to do is assign a calendar or calendar group to this app. The dropdown menu will show all the calendars made or shared with that facility, and selecting one will tie it to the app. If you need a refresher on how to build calendars or groups, please review the “Calendars” document.

Then, you can select the scroll speed, display type, and how many events will be shown through this app. Normal is the default speed, but there are also slow and fast options. However, the display types vary a bit more.

**IMPORTANT NOTE:** You will notice at the top of the “Calendar Settings” page two options: calendar and legacy. Legacy refers to using the “Schedule” application, which is an older application within the CMS that we are transferring away from. This document will only be concerned with using the “Calendar” type. “Classic” will only show the events scheduled for the current day, while “Multi-Day” will display multiple days at once. If you select “Multi-Day,” you can determine how many days will be shown with the extra option that appears below.

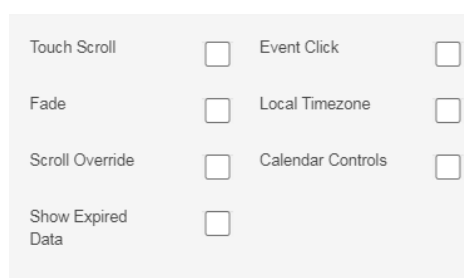


The screenshot shows a settings panel with four sections:

- Scroll Speed:** A dropdown menu with "Normal" selected.
- Display Type:** A dropdown menu with "Multi Day" selected.
- # of Days:** A numeric input field with "5" entered.
- # of Events:** A numeric input field with "10" entered.

Finally, the “Time” option will only show events based on the time they are scheduled to play regardless of the day. These give you a great deal of versatility in terms of how you present your information.

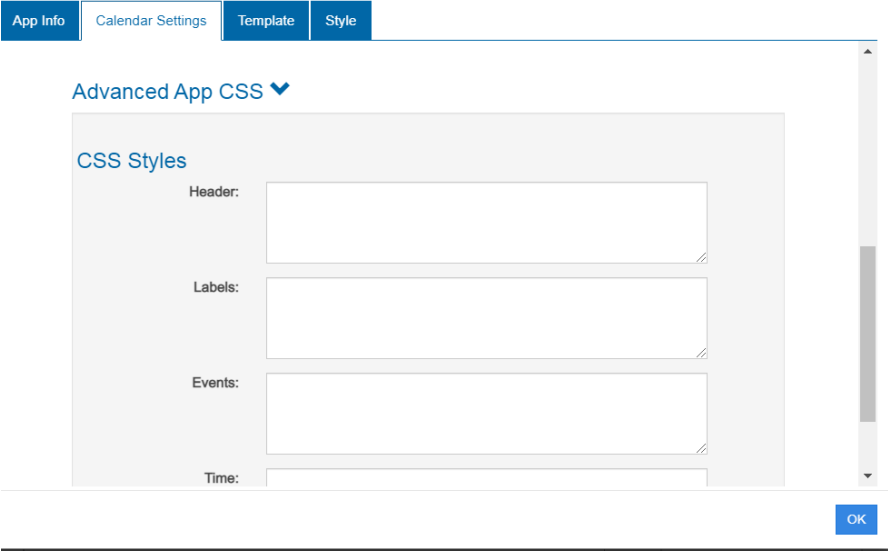
You will also notice additional options for calendar format to the right of the menu. These are reserved for touchscreen or interactive displays that come with their own instruction, so reach out to our team if any of these options interest you!



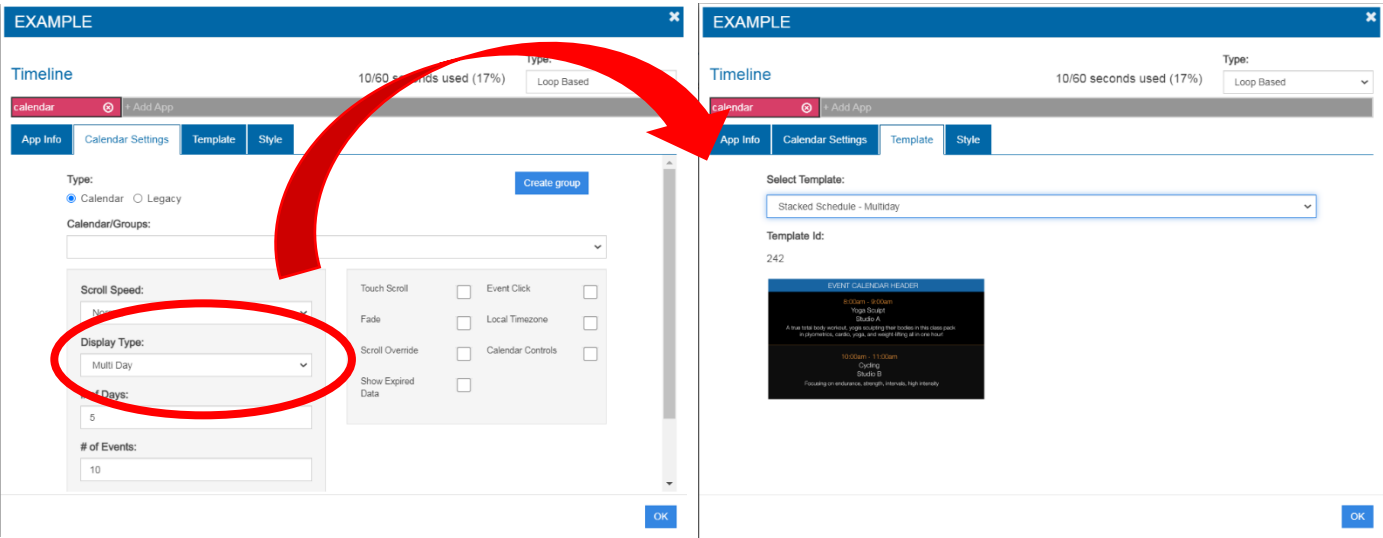
The screenshot shows a list of five options, each with an unchecked checkbox:

- Touch Scroll
- Event Click
- Fade
- Local Timezone
- Scroll Override
- Calendar Controls
- Show Expired Data

The final thing to note when working in the “Calendar Settings” tab is the “Advanced App CSS” section. Using CSS, you can edit the design of the header, labels, events, and time of the app. Again, if you do not know CSS, our design team would be happy to help.

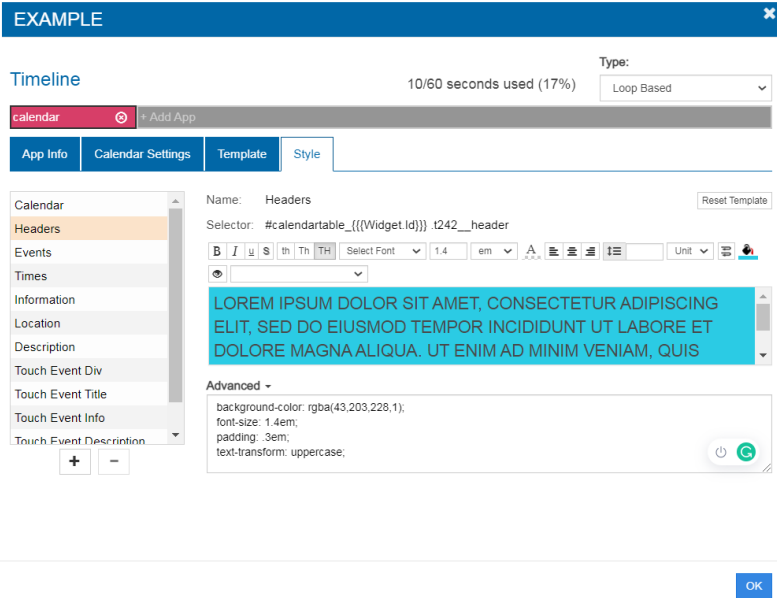


Once you have set up your calendar settings, you can select a template that will determine the basic look of your calendar. We typically recommend selecting a template that corresponds to your settings. For instance, if you chose a multi-day display type, choosing a multi-day template would fit those settings. There are many options to choose from, so be sure to experiment to find your perfect fit.

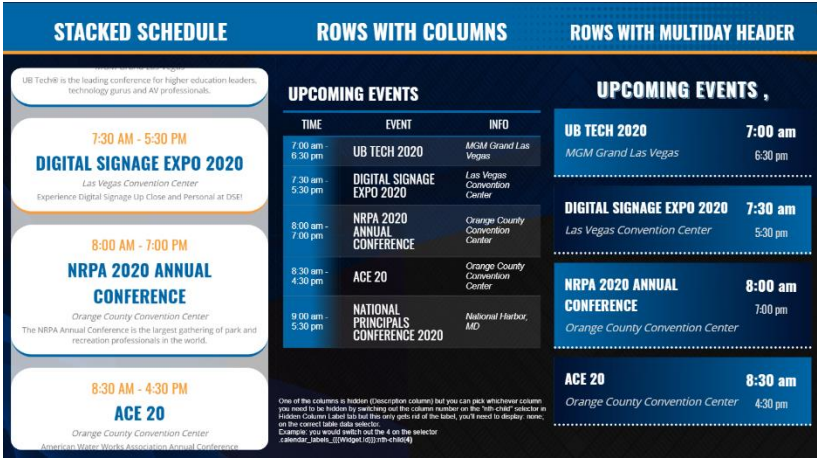


Some things to note of the calendar template options. For multi-day options, the blue header will show the actual day (Ex: Thursday, Oct. 3<sup>rd</sup>). However, if you picked a template that will only show one day at a time, it will simply say “Upcoming Events” or something along those lines. Be sure to look at the provided preview when selecting a template to pick an appropriate look.

Now, we can go to the “Style” tab, where you can edit specific aspects of your calendar template. The categories you see are called “Selectors,” and indicate which part of the template you will be editing. You will see a toolbar at the top of the menu that will give you basic editing options, but you can go further in-depth using CSS under the “Advanced” section. Remember, you can add or remove selectors using the “+” or “-” buttons, respectively.

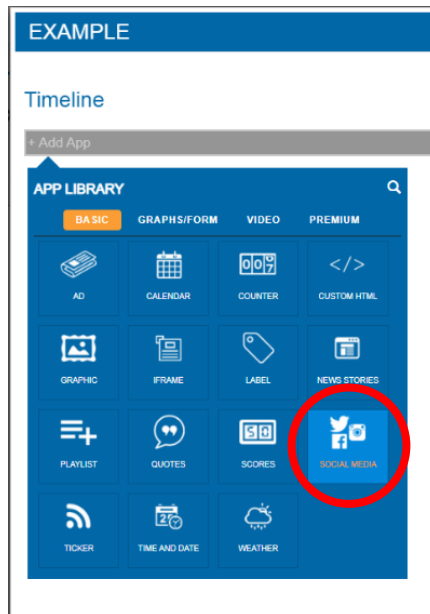


Once everything has been stylized to your liking, press the “OK” button to save your changes and have your calendar appear in your layout.



## Social Media App

Social media is one of the most prominent ways we communicate in the modern-day. Integrating the Social Media application into your layout is a fantastic way to extend your social outreach even further. To get started, create a new zone and select the Social Media option.



**IMPORTANT NOTE:** You must set up your social media profiles before it displays through the Layout Editor. If you need a refresher on how to link your profiles to our CMS, please review the “Social Media Training Document.”

Once you set up your basic “App Info” settings, the “Social Media Settings” tab is where you will select which profiles to link to this app. First, you will have to select your “Media Type.” This determines which social media site the profile will be pulled from, and you will have 6 options to choose from.

The media type will then determine which profiles you will have access to, which can be found in the dropdown menu under “Select Profile.”

SOCIAL MEDIA (COPY) ✕

Timeline 20/60 seconds used (34%) Type: Loop Based

social media social media + Add App

App Info Social Media Settings Template Style

Media Type: instagramBusiness

Select Profile: REACH Media Network

Timezone: Central Time (US & Canada)

# of Posts to Display: 5

Post Checkback Interval: 180

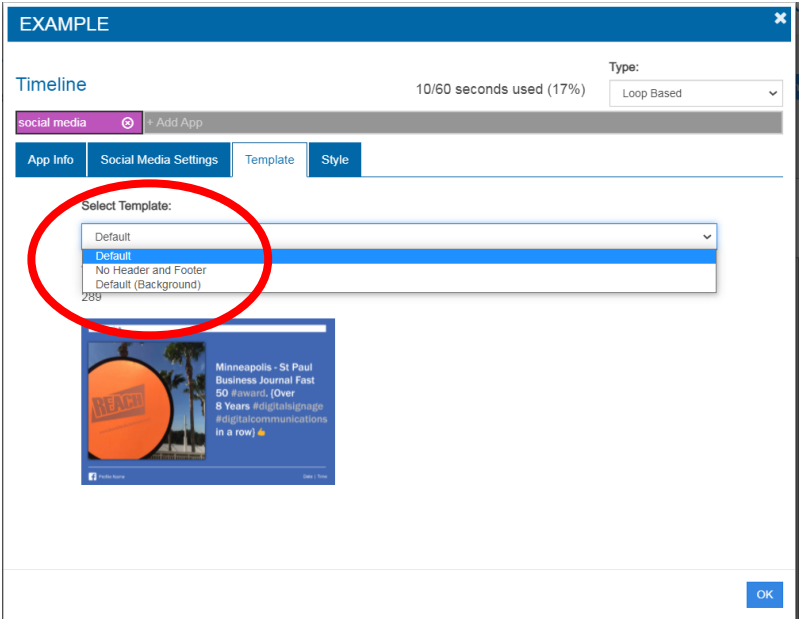
Images Only: No Text Only: No

OK

Next, you will have to select the corresponding timezone and how many posts you want to display. The max number of posts you can display is 15, and the system will automatically check every 15 minutes to see if anything new has been posted. So, if you have it set to display 5 posts, it will display the 5 latest posts from that page. However, if you are constantly posting to social media and need this information updated quickly, the post checkback can be used to set a custom time for how often the system will update your social media information. The default is set for 180 seconds, but you can change this to fit your needs. Lastly, the “Image/Text Only” toggles will determine if the posts appears with just the image or text, respectively. If you want both to appear simultaneously, leave each of these as “No.”



Now, you will choose the template to determine how the posts appear. Under the “Template” tab, you will notice there are only 3 options available, but there are 5 templates for you to choose from.



This is because we consider the “Image/Text Only” options as templates as well, since they change the way posts are displayed.

Finally, as with the other apps with a “Style” tab, you will be able to get pretty specific with how you edit the style of the application through the “selectors” along the left-hand side. Again, the “Advanced” section will allow you to input CSS to get even more detailed editing, and you can add or delete your own selectors with the “+” “-” buttons. Pressing “OK” will save your changes, and you can now see how the social media appears in your layout.



**IMPORTANT NOTE:** If you would like to add multiple social media profiles to one app, you can simply copy the social media settings you set up for your first account and assign a new social media profile with the same settings. In the “App Info” tab to the right of the “Name” section, there is a copy app button.

App Info Social Media Settings Template Style

App Type: social media

Name: social media

Order: 1

Content Duration: 10

Saturation: 1

Override: Off Repellent: On Filler: Off Disabled: Off

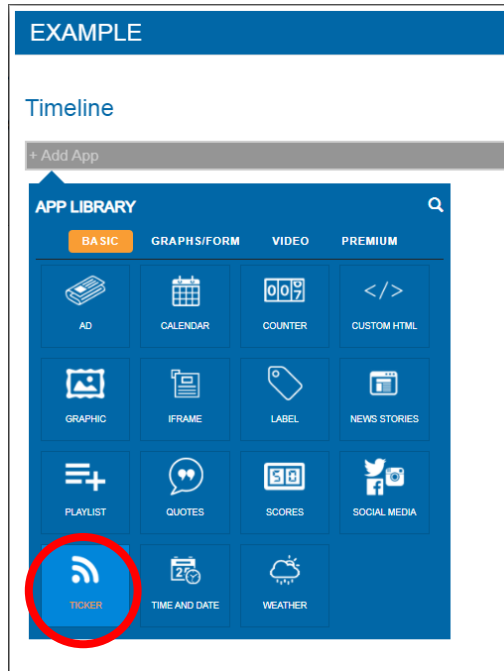
OK

Once it is copied to your clipboard, press okay and then select the paste option here. A pop-up window will appear that will allow you to choose which application to post to. Select your social media one, and it will appear within that app with all the same configurations. Now, you can change the profile while maintaining all your preferred settings.

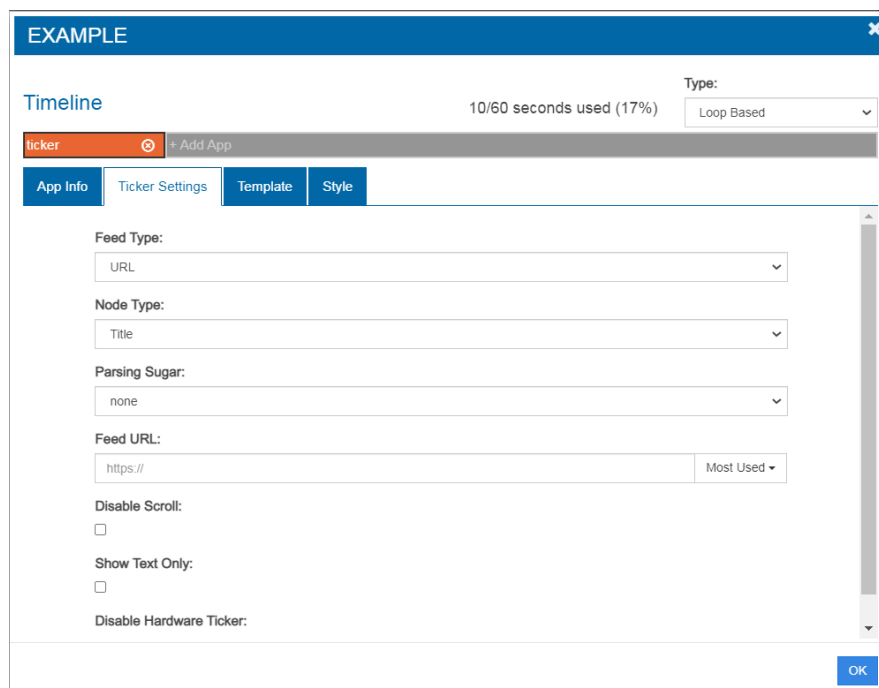


## Ticker App

The Ticker application is an RSS feed that provides a great way to relay information quickly to your intended audience. Once you create your zone, select the “Ticker” option to get started.



After setting up your basic app information, go to the “Ticker Settings” tab. Here is where you will configure the RSS feed.



The first thing to select is your “Feed Type,” which can either be a URL or social media feed. If you do select social media, you can have either Facebook or Twitter updates scroll across. The “Node Type” determines whether the title or just the description of each article will display. However, we do have a template option that will show both. Finally, you can disable to scroll of the information if you desire, or you can disable the “Hardware Ticker,” which may be useful for custom templates. However, these typically are only applicable to Brightsign units, so keep that in mind. The “Show Text Only” option will ensure that only text from the feed is displayed.

When selecting a “Feed URL,” you will notice there are already pre-loaded RSS feeds for you to choose from. These are among the most popular RSS feeds users select, but you can also paste in your own RSS feeds by finding them on Google (Ex: Cooking RSS feed).

Feed URL:  Most Used ▾

Disable Scroll:

Show Text Only:

Disable Hardware Ticker:

**Discovery**  
http://feeds.feedburner.com/DiscoverTopStories

**ESPN Top Stories**  
http://www.espn.com/espn/rss/news

**Fox News**  
http://feeds.foxnews.com/foxnews/latest?format=xml

**New York Times**  
https://rss.nytimes.com/services/xml/rss/nyt/World.xml

**NPR: National Public Radio**

OK

You can then choose a template for the RSS feed that will determine the look and scroll of the feed.

**EXAMPLE** ✕

Timeline 10/60 seconds used (17%) Type: Loop Based ▾

ticker + Add App

App Info Ticker Settings Template Style

Select Template:

Default ▾

Default

Static Ticker

Default (title & description)

Vertical Scroll

Vertical Scroll (Title & Description)

Fading Ticker

Fading Ticker (Title & Description)

Default Ticker

WILL DISPLAY WITH THIS TEMPLATE.

(Only Title OR Description are available)

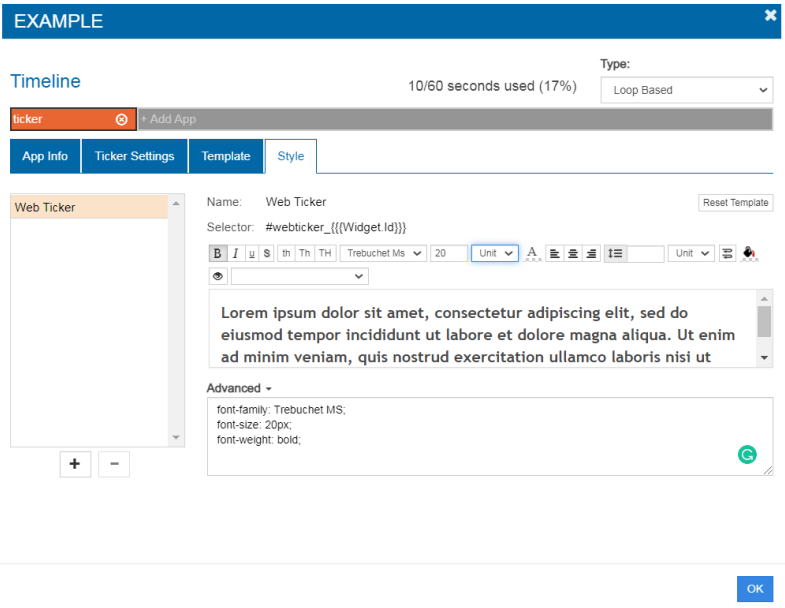
◀◀◀

This is just an example of how you can style your feed. This is just

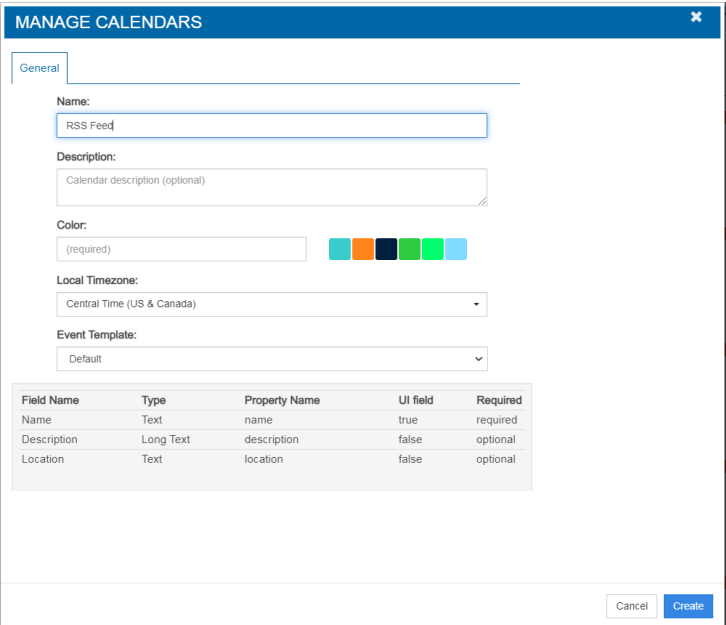
OK

As you can see, there is an option for vertical scrolls, fading tickers, and static tickers. Select the one you feel best fits the branding of your business, and then move on to the “Style” tab for further customization.

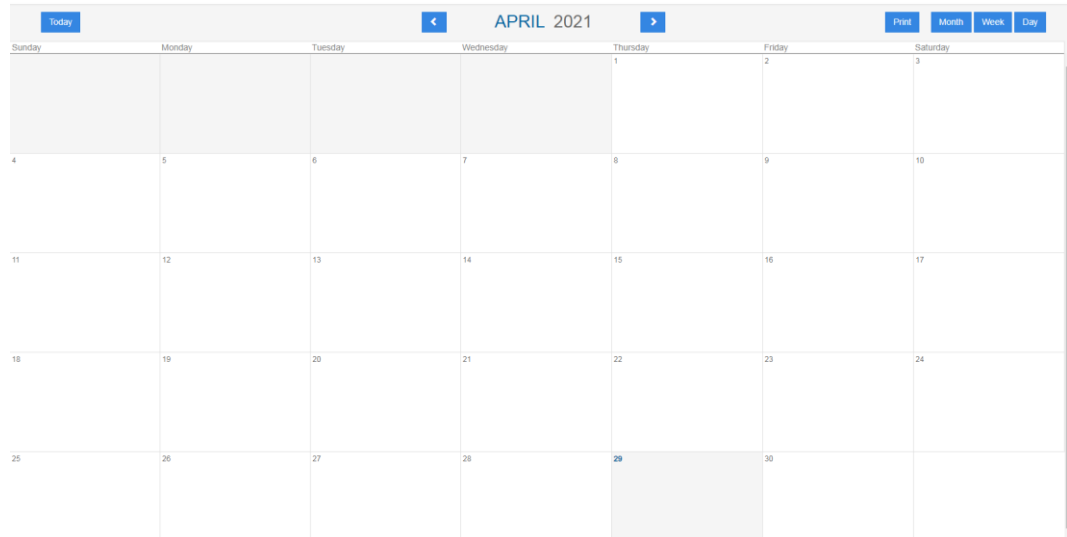
Here is where you can use CSS to customize the basic look of the ticker. The toolbar will give you some simple options, and if you know CSS, you can enter that in the “Advanced” section of the menu.



The final functionality you have with the Ticker application is creating and implementing your own custom RSS feed. This is achieved through the Calendar application in the CMs. Go to the Calendar app and create a calendar titled “RSS Feed” so you know which calendar to pull from. If you need a refresher on the Calendar application, please review the associated training document.



Once you have this calendar created, add events to the dates you want to be covered on the ticker. You do not need to add an event for every day, but you can add multiple months of information if you would like. Again, review the Calendar document if you need a reminder on how to add events to a calendar.



Now that the information has been entered, we must create a link to the calendar's information that the RSS feed will understand. From the calendar application menu, click the gear icon to open the "Manage Calendars" menu and select your RSS calendar. From there, go to the "Export" tab and click the "copy link" button under the manage section.



**MANAGE CALENDARS**

Calendars +

- Concerts
- Demo
- Michelle Test
- RSS Feed**
- Shionogi Test
- Social Life
- Test YMCA
- Work Projects
- Workout Plan

General Integrations Run Integration Integration Jobs Permission **Export**

Exports for RSS Feed Create

| Name     | Export Details                           | Manage  |
|----------|--|---|
| RSS Feed | Type: rss<br>Expanded: true<br>Timezone: |   |

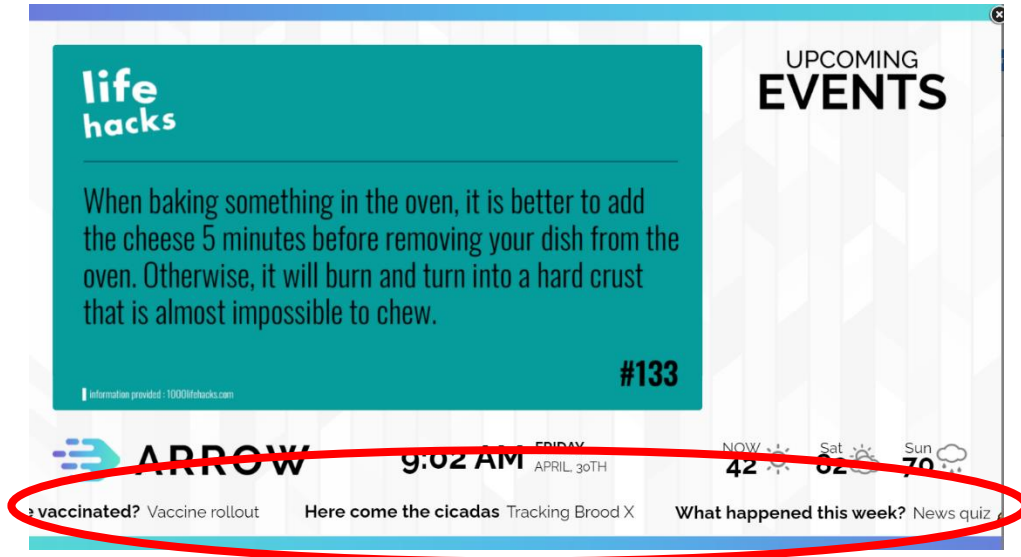
If there are no exports available, you can create one by pressing the “Create” button and entering the following information:

The screenshot shows a web interface titled "MANAGE CALENDARS" with a close button (X) in the top right. On the left, there is a sidebar with a "Calendars" section containing a "+" button and a list of calendars: "Camden Workout Calendar", "Camden's Professional Calendar", "Camden's Training Calendar", and "Sample Calendar". The main area has several tabs: "General", "Integrations", "Run Integration", "Jobs", "Permission", and "Export". The "Export" tab is active, displaying a "Create an export" form. The form includes a "New Export" field with "RSS" entered, an "Export Type" dropdown menu also set to "RSS", and an "Expand" checkbox. Below these are a "Local Timezone" dropdown menu set to "Central Time (US & Canada)", a "Date Range Option" dropdown menu set to "Range From Today", and a "Days" input field with "30" entered. A blue "Create" button is at the bottom of the form. A "Back" button is located in the top right corner of the form area.

Once the link is created, go back to the Layout Editor and open the settings of the Ticker zone you created and paste the URL in the “Feed URL” section under “Ticker Settings.”

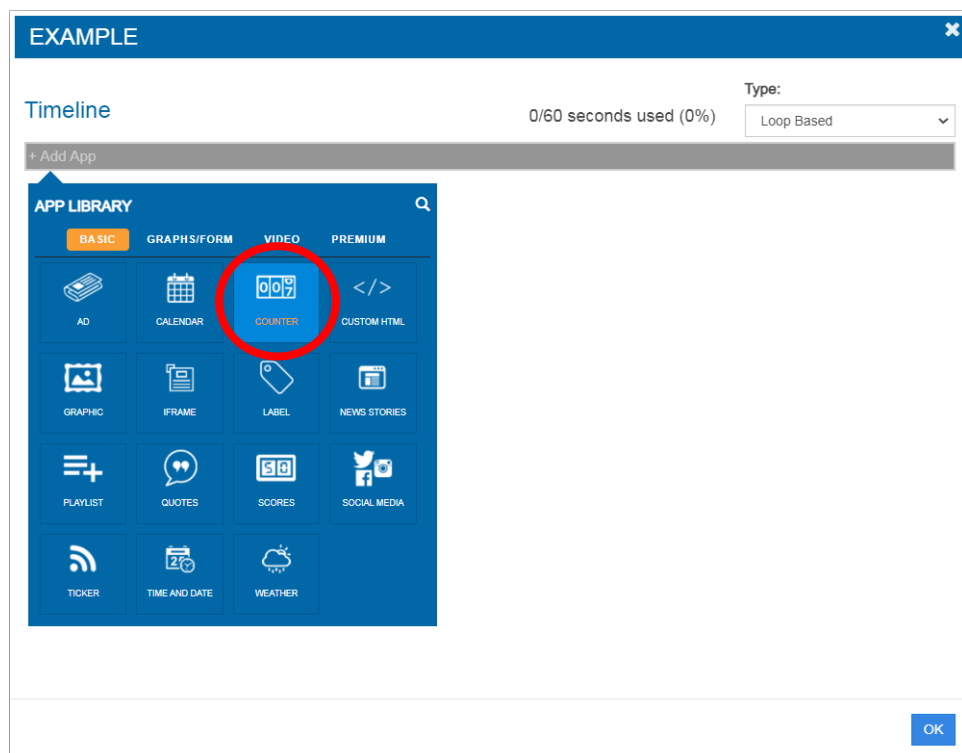
The screenshot shows a settings window titled "RSS FEED" with a close button (X) in the top right. At the top, there is a blue bar with the text "Press Esc to exit full screen". Below this, the window displays "Timeline" information: "10/60 seconds used (17%)". There is a "ticker" widget with a "+" icon and "Add Widget" text. Below the widget are four tabs: "Widget Info", "Ticker Settings", "Template", and "Style". The "Ticker Settings" tab is active, showing several configuration options: "Feed Type:" with a dropdown menu set to "URL"; "Node Type:" with a dropdown menu set to "Title"; "Parsing Sugar:" with a dropdown menu set to "none"; "Feed URL:" with a text input field containing the URL "https://api.reachcm.com/calendar/export/rss/expanded/1d95aefc-6f34-4e44-a438-8e06913a776d?days\_out=30&timezone=Ar"; "Disable Scroll:" with an unchecked checkbox; and "Disable Hardware Ticker:" with an unchecked checkbox. An "OK" button is located in the bottom right corner.

When you have finished adjusting your settings, press “OK” to save your changes, and you will see your ticker appear in your layout! It may take a few minutes to show up the first time you implement it.



## Counter App

It is always fun to have something to look forward to or work towards. With our Counter application, you can give those in your facility a way to keep track of how many days are left until an event. To get started, create a zone in the Layout Editor and select the Counter application.





After setting up your basic app info, tab over to “Counter Settings” to configure your counter. Here, you can decide whether you want your counter to count up or down, as well as if you want the usage to be manual or series. A manual countdown would include just one countdown, such as “Days since last accident” or “Days until Christmas.” A series countdown includes something where you have multiple countdowns going on in a day. For example, if your facility is hosting multiple meetings in a day, you can set up a series of countdowns that will begin one after the other once those meetings have adjourned.

The screenshot displays the 'Counter Settings' configuration window. At the top, it shows 'EXAMPLE' and a close button. Below that, the 'Timeline' section indicates '10/60 seconds used (17%)' and a 'Type' dropdown menu set to 'Loop Based'. A 'counter' app is listed with a '+ Add App' button. The 'Counter Settings' tab is selected, showing options for 'Count Direction' (radio buttons for 'Down' and 'Up') and 'Counter Usage' (radio buttons for 'Manual' and 'Series'). Two large red arrows point to the 'Down' and 'Series' options. Other fields include 'Timezone', 'Expiration Text', and 'Recycle Times/Dates' with a checkbox. An 'OK' button is located at the bottom right.

After selecting those options, you will set the timezone as well as the “Expiration Text” for the counter. The expiration text is the text that will play once the ticker is done, such as “Congratulations” or any other text you want to enter. Keep in mind, this is entirely optional.

Just below that, you will see a “Recycle Times/Dates” option. This is useful if you selected the “series” option, which we will go over in just a bit. For now, we will focus on the manual options. Once you select manual, you will see another set of options appear at the bottom of the window.

The screenshot shows a window titled "EXAMPLE" with a close button. The main content area is titled "Timeline" and shows "10/60 seconds used (17%)". A "Type:" dropdown menu is set to "Loop Based". Below this is a tabbed interface with "App Info", "Counter Settings", "Counter Formatting", "Template", and "Style" tabs. The "Counter Settings" tab is active. It contains several settings: "Count Direction" with radio buttons for "Down" (selected) and "Up"; "Counter Usage" with radio buttons for "Manual" (selected) and "Series"; a "Timezone:" dropdown menu; an "Expiration Text:" text input field; and a "Recycle Times/Dates:" section with a checkbox that is unchecked. Below the checkbox are two rows of input fields: "Title:" with a text input field, and "Date/Time:" with six dropdown menus for month, day, year, hour, minute, and AM/PM. A red oval highlights the "Title:" and "Date/Time:" fields. An "OK" button is located at the bottom right of the window.

This is where you will set the title and date/time for the counter. For instance, for a title in which you are counting down, you may want to do a “Days until next holiday,” or if you are counting up, you could do “Days without accident.” In the Date/Time section, the first three boxes will have you select the month, day, and year, and then the next 3 boxes will let you set the time. For instance, if you choose to have the counter countdown, it will count down until the date/time you have set. However, if you have it count up, it will begin counting upwards from the date you set as well.

This close-up shows the "Title:" field with the text "Cam's Birthday". Below it is the "Date/Time:" field, which consists of six dropdown menus: "December", "10", "2021", "10", "30", and "AM". Below these dropdowns, the text "Friday, December 10 2021 10:30 AM" is displayed.

If you decide to do a series of counters, you will see the menu expand to give you a variety of options. If your facility has already created a series in the past, you can select it from the “Series” dropdown menu. Otherwise, you can create an entirely new series and save it for future use.

The screenshot shows the 'EXAMPLE' application window with the 'Counter Settings' tab selected. The 'Series' dropdown is empty, and the 'Series Name' field contains 'Series Name'. There are three rows of 'Title' and 'Date' input fields. The 'New Series' button is visible next to the 'Series' dropdown, and the 'Save Series' button is next to the 'Series Name' field. An 'Add Item' button is located at the bottom right of the settings area. The top of the window shows 'Timeline' and '10/60 seconds used (17%)'.

Enter a name for the series, and then you can add as many titles/dates to count down or up from as you deem necessary. If you have any events that will repeat, you can check the “Recycle Time/Dates.” Once you have the series tailored to your liking, clicking the “Save Series” button will save it to your facility and can be utilized in the future.

After setting up the counter settings, click over to the “Counter Formatting” tab to determine the look of your counter. As you can see, there are a variety of options to choose from using the dropdown menu.

The screenshot shows the 'EXAMPLE' application window with the 'Counter Formatting' tab selected. The 'Preset Options' dropdown menu is open, showing options: 'Days Left', 'Days Left', 'Hour, Minute, Second Timer', 'Last Incident', and 'Custom'. Below the dropdown is a preview area showing 'Example: 8 days left'. A large red arrow points upwards towards the dropdown menu. The top of the window shows 'Timeline' and '10/60 seconds used (17%)'.

However, there is also a “Custom” option that will allow you to choose exactly what information is displayed and how it appears. This will provide access to a wider selection of display options, so feel free to tailor it to your liking.

Now you will select the basic template of your counter. You will see there are only three options: “Default,” “Default (background),” and “Default with commas.” As the names suggest, the only difference is one has commas, and one does not. For example, one may show up as “Wednesday Aug. 25” and the other would be “Wednesday, Aug. 25<sup>th</sup>.” It ultimately comes down to your preference. The “Default (background)” option will just include a background for the counter to help highlight it more against potentially hard-to-read backgrounds in your layout.

Finally, there is the “Style” tab. Like all other apps, this provides a toolbar to give you some basic customization options, as well as an “Advanced” section to use CSS for further editing. You can add and remove the selectors on the left-hand side as well.

**EXAMPLE**

Timeline 10/60 seconds used (17%) Type: Loop Based

counter + Add App

App Info Counter Settings Counter Formatting Template Style

Counter Text

Name: Counter Text Reset Template

Selector: #counter\_{{{Widget.Id}}}

B I U S Th TH Courier 23 Unit A [text alignment icons] Unit [visibility icon]

LOREM IPSUM DOLOR SIT AMET, CONSECTETUR ADIPISCING ELIT, SED DO EIUSMOD TEMPOR INCIDIDUNT UT LABORE ET DOLORE MAGNA ALLOHA UT

Advanced -

```
color: rgba(118,33,42,1);
font-family: Courier;
font-size: 23px;
text-align: center;
text-transform: uppercase;
```

OK

Now that everything is tailored the way you want it, press “OK” to save the app, and the counter will now be found in your layout.

**A. C. BENSON**  
"People seldom refuse help, if one offers it in the right way."

Days Since Working Remotely From Home: **410**

11:02 AM | FRIDAY 30TH

EB Consecutive Safe Days

|                    |      |
|--------------------|------|
| Sales              | 401  |
| Install            | 456  |
| Developers         | 419  |
| Support            | 555  |
| Account Management | 1843 |
| Creative           | 1743 |

**EVERYDAY PREVENTATIVE STEPS**

- WASH YOUR HANDS FREQUENTLY.
- AVOID TOUCHING YOUR EYES, NOSE, AND MOUTH.
- STAY HOME WHEN YOU ARE SICK.
- COVER YOUR COUGH OR SNEEZE WITH A TISSUE, THEN THROW THE TISSUE IN THE TRASH.
- CLEAN AND DISINFECT FREQUENTLY TOUCHED OBJECTS AND SURFACES.

THIS MATERIAL WAS ADAPTED FROM CDC GUIDELINES. FOR MORE INFORMATION, PLEASE VISIT WWW.CDC.GOV

Man reunited with therapy dog stolen in St. Paul; woman arrested

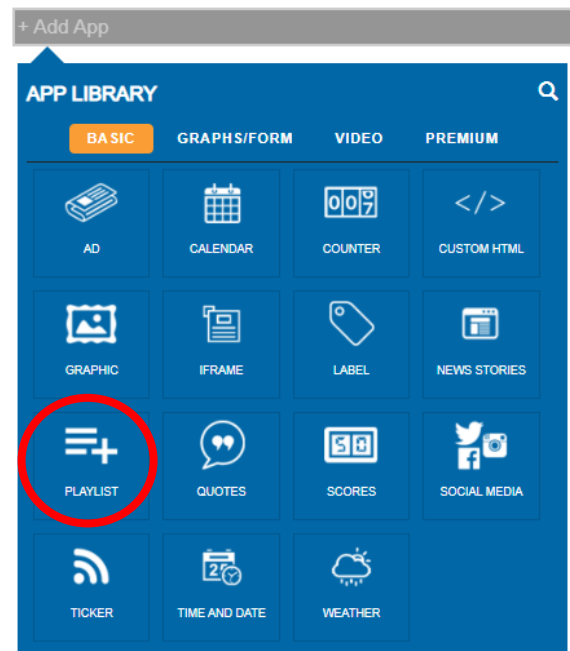
NOW 45 SAT 82 SUN 70

# Playlist App

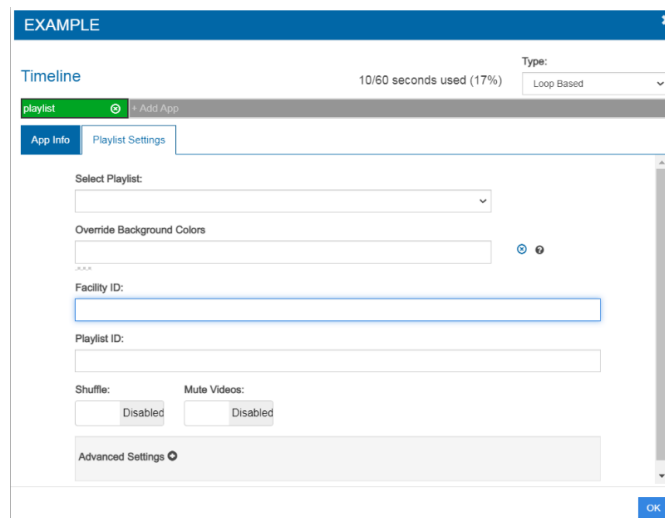
When you build out your content using our Media Library tool and create a playlist of all your announcements, you will likely want it to be displayed through your signage. Using our Layout Editor is where you will be able to assign your playlists to zones that will present your content.

Create a zone and add the “Playlist” app to begin.

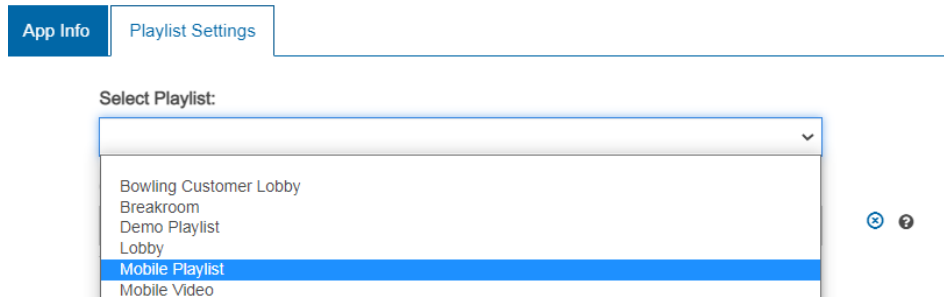
## Timeline



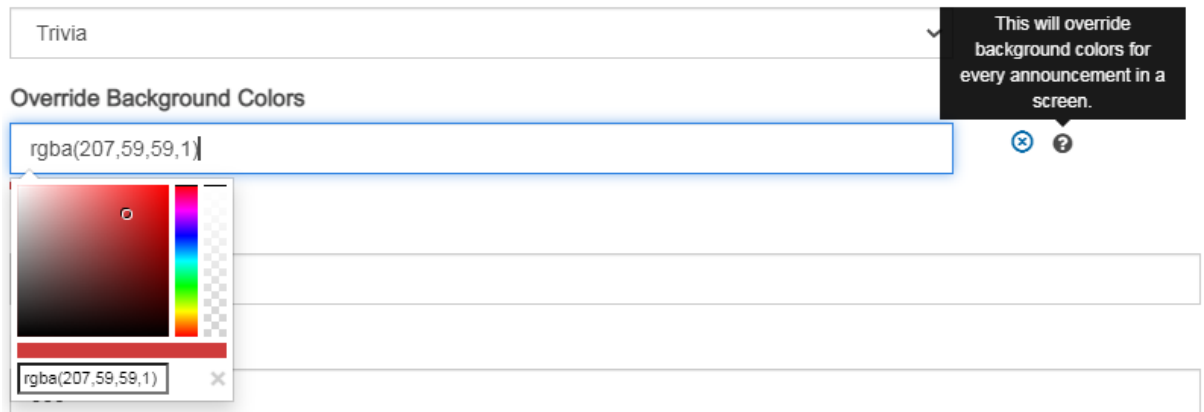
Set up your basic application info and then tab over to “Playlist Settings.” Here, you will have access to a variety of settings that will determine how your playlist is displayed within the layout.



The first thing to do is to select the playlist you want to be tied to the app. Clicking the first dropdown menu will open all the playlists you have created within that facility's Media Library tool. Be sure to select the one that fits the theme of your layout.



You can then decide if you would like to override the background colors for every asset in the playlist app. When the playlist changes its display from one announcement to another, there is a slight fade-in effect. By default, this option is set to “transparent,” but by changing it to a specific color, you will see the background color remains static while the media library announcements fade in and out from each other. Additionally, the background color of all the media library assets will now reflect the background color you set to override. If you keep it transparent, the announcements will maintain their previous background colors and will fade in and out from each other against the layout background.



Skip past the facility and playlist ID sections to find the “Shuffle” and “Mute Videos” toggle. A playlist will play in order by default when added through a layout application. But if you would like to add a bit of variety, you can turn on the shuffle mode to have the order of announcements play randomly. If you included any videos within your playlist, the “Mute Videos” toggle will ensure they stay muted to not disrupt the participants in your facility.

The screenshot shows the 'PLAYLIST (ACTUAL)' settings window. At the top, it indicates '60/90 seconds used (67%)' and 'Type: Loop Based'. Below this, there are tabs for 'App Info' and 'Playlist Settings'. The 'Playlist Settings' tab is active, showing a 'Select Playlist' dropdown menu set to 'Super Smash Bros. Tourmies'. There are fields for 'Override Background Colors', 'Facility ID' (7112), and 'Playlist ID' (3777). At the bottom, there are two toggle switches: 'Shuffle' (set to 'Enabled') and 'Mute Videos' (set to 'Disabled'). A red arrow points to the 'Mute Videos' toggle. Below these are 'Advanced Settings' and an 'OK' button.

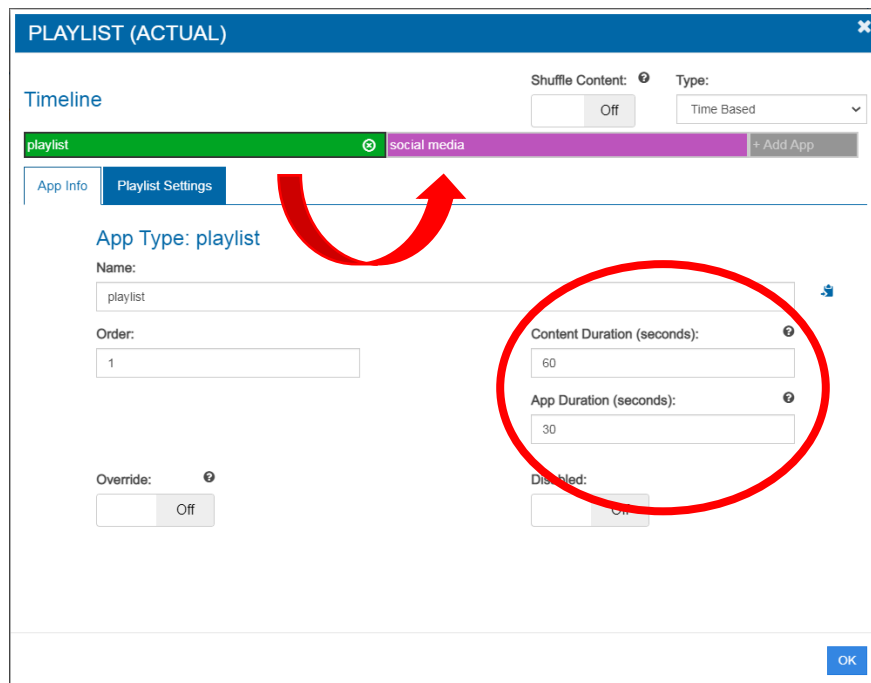
Clicking “OK” will save your changes and allow you to see your playlist within your layout. However, there are still some additional things to know about the “Playlist” app.

The banner is divided into two main sections. On the left, a red box contains the text 'GENERAL TRIVIA' with a lightbulb icon. Below it, a trivia question is posed: 'An Apgar score is given to what?' with the answer 'Health of newborns'. On the right, a section titled 'UPCOMING EVENTS' lists four events for May 3rd: 'UB Tech 2020' at MGM Grand Las Vegas, 'Digital Signage Expo 2020' at Las Vegas Convention Center, 'NRPA 2020 Annual Conference' at Orange County Convention Center, and 'ACE 20' at Orange County Convention Center. At the bottom, there is a weather forecast for Monday, May 3rd, showing a high of 52 and a low of 57. Below the weather are several news snippets: 'eek? News quiz', '2021 NFL Draft All 259 draft picks', and 'Local police are helping Border Patrol catch migra'.



Refer to earlier in the document when we were talking about the 3 different formats a series of apps can play in a timeline: Loop-based, Time-based, and Linear. These will also affect how your playlist functions.

“Time-based” again will play an application based on how long you have it set for (found under app duration). But this can also be used to break up the pacing of your playlist as well. For instance, if your playlist is 20 minutes long, but you want to play it for only 10 minutes before transitioning to 5 mins displaying the social media app, the system will remember where your playlist left off. That way, when the timeline loops back to the playlist application, it will resume your playlist, ensuring all your content is displayed. Keep in mind for videos in your playlist, it will play the full video before transitioning.

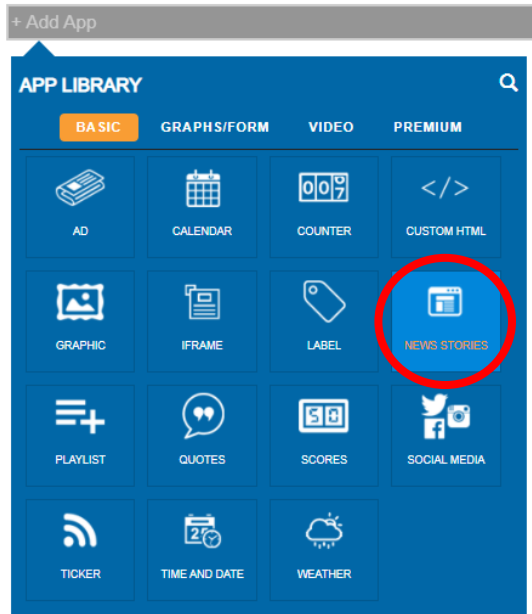


Remember that “Linear” will play all the content in a playlist before moving on to the next app. This is important to keep in mind if you have content you need to get through within the other apps, but have a strict time limit for your timeline’s “policy.” Refer to earlier in this document to learn how the “Policy” can affect how your timeline displays content.

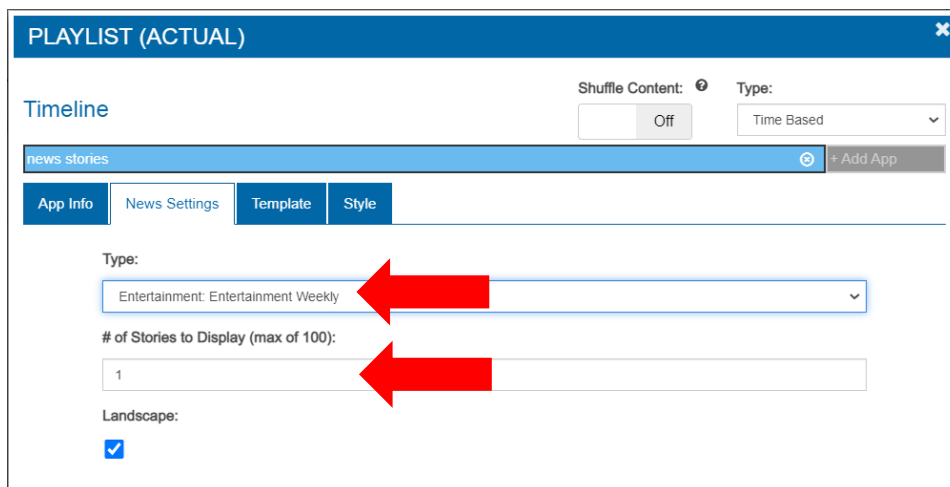
# News Stories App

Staying informed on what is going on in the world and our communities are essential to carrying out everyday activities. With our News Stories application, you can keep users in your facility in the loop on current events. Create your zone, select the “News Stories” option, and set up your basic app info.

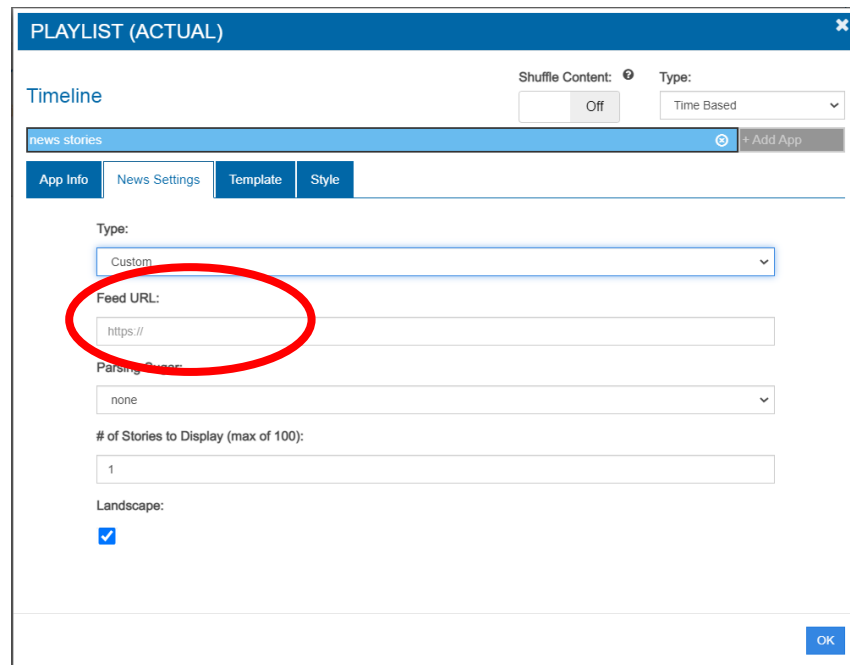
## Timeline



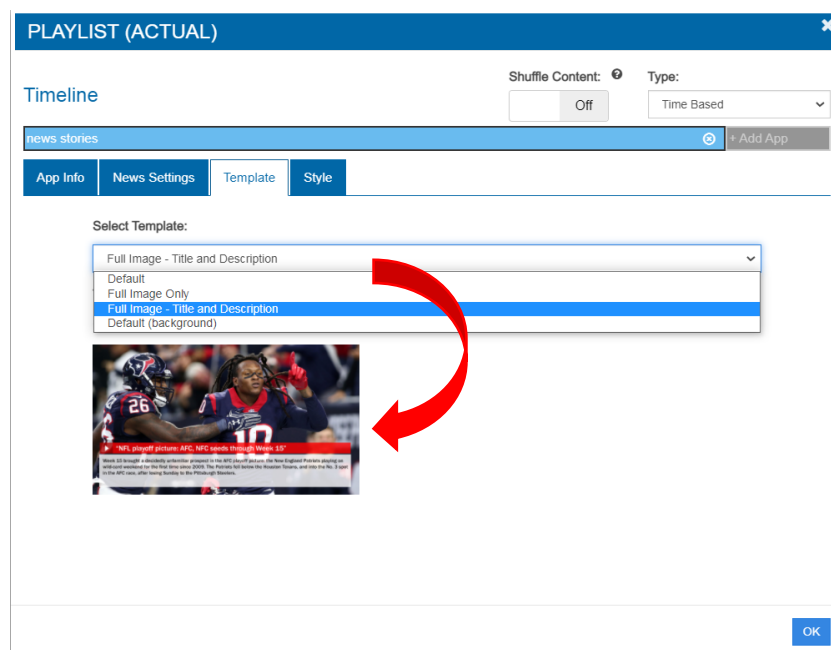
Go to the “News Settings” menu. Here, you will be able to open a dropdown menu that will present the options you have available. The pre-selected options provide a wide range of sites to pull articles from in industries such as commerce, entertainment, sports, tech, and general news/top stories. You can then decide how many stories will be displayed and if the format appears in landscape or portrait mode.



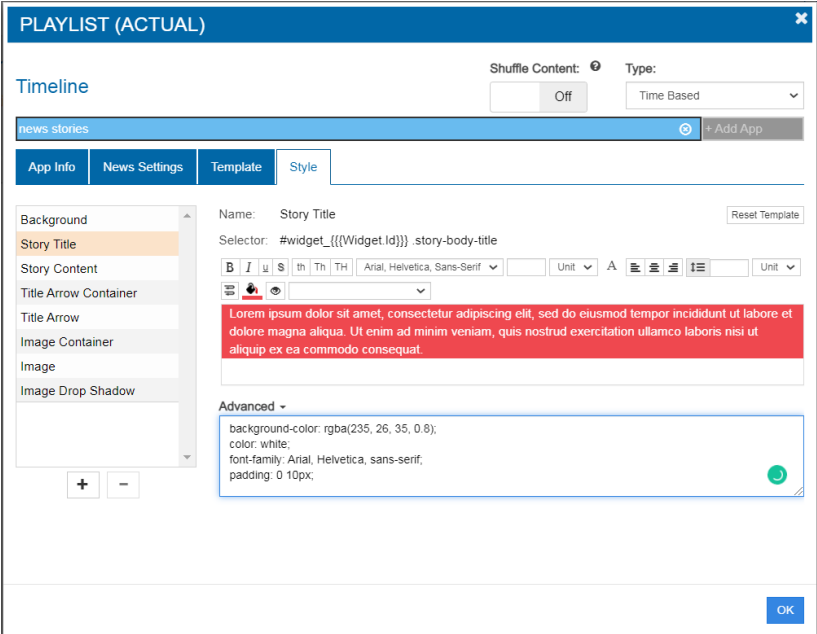
However, you are not just limited to these options. You can also add custom links to news websites if you want to connect with one that is unlisted. This works similar to adding a Ticker to an app timeline. As you can see, you simply need the RSS Feed URL from the site, which you can typically find with a Google search. Paste it into the link URL section, and the rest is the same as adding a pre-selected feed.



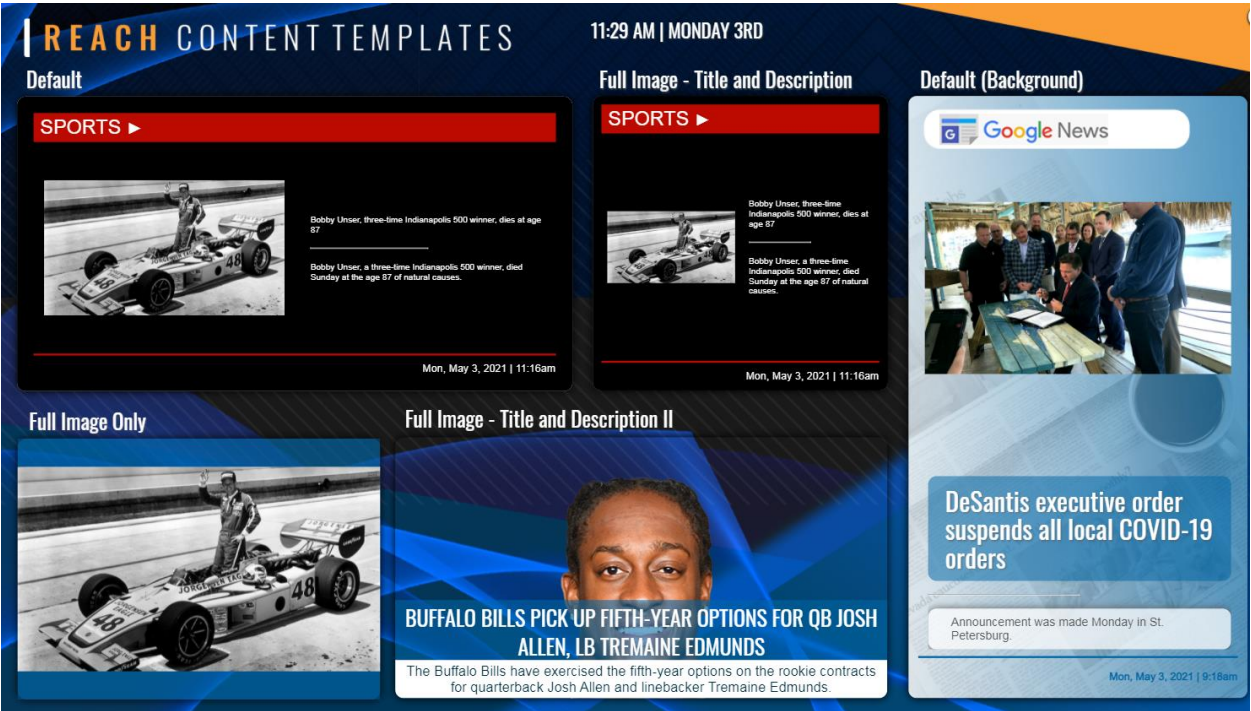
Next, you will choose the template of the news stories. With each option provided in the dropdown menu, you will be presented with a small preview of the look of each option. This makes it easy to find a template to fit your style.



Finally, the style tab allows you to edit the look of the template by changing the “selectors.” Using the toolbar at the top for some basic editing and implementing CSS under the “Advanced” section provides in-depth tools for achieving the look you want.

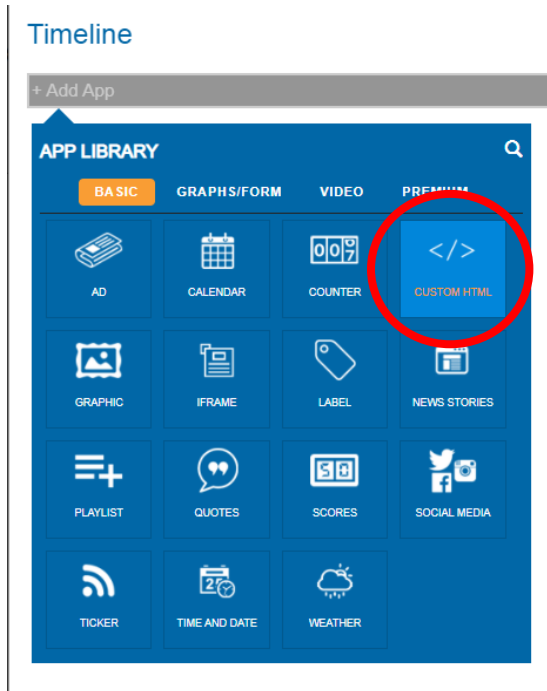


Once everything is set the way you want it, press “OK” and your changes will be saved, and you can now keep up with the news through the layout.

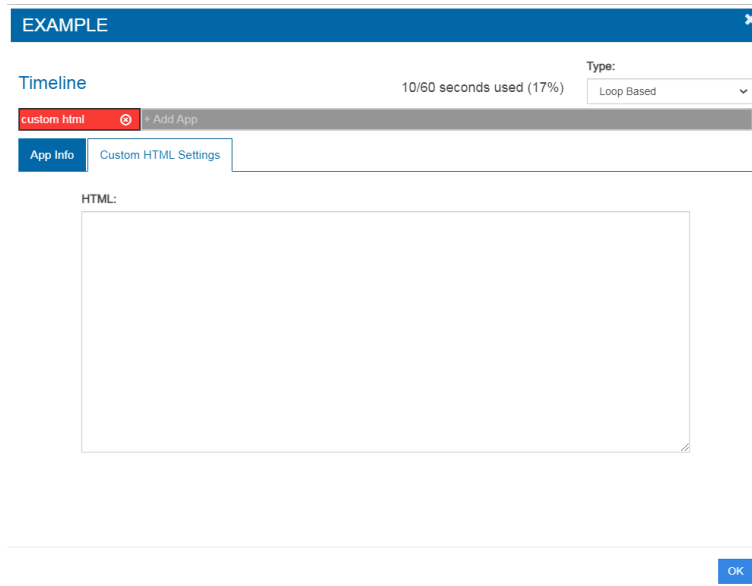


## Custom HTML App

Sometimes you may need a feature that requires a bit more in-depth coding. Our custom HTML application will allow you to add features and customization through your own HTML coding. Create a zone, select the custom HTML option, and set up your basic app info.

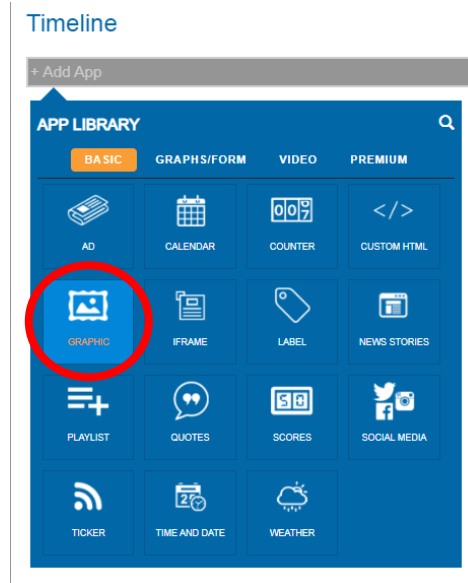


Then you can tab over to the “Custom HTML Settings” to begin adding your HTML coding. You can simply start typing lines of code within the provided box. Pressing “OK” will save your work and start displaying the results of your HTML through that zone in the layout.

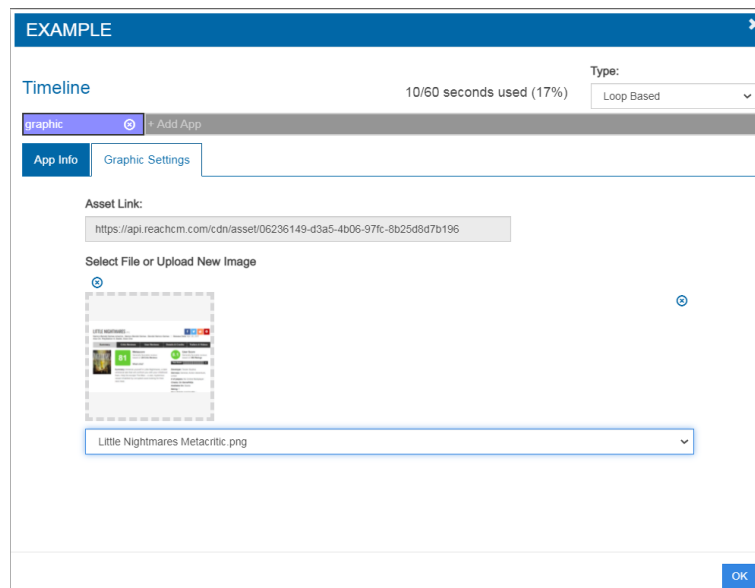


## Graphic App

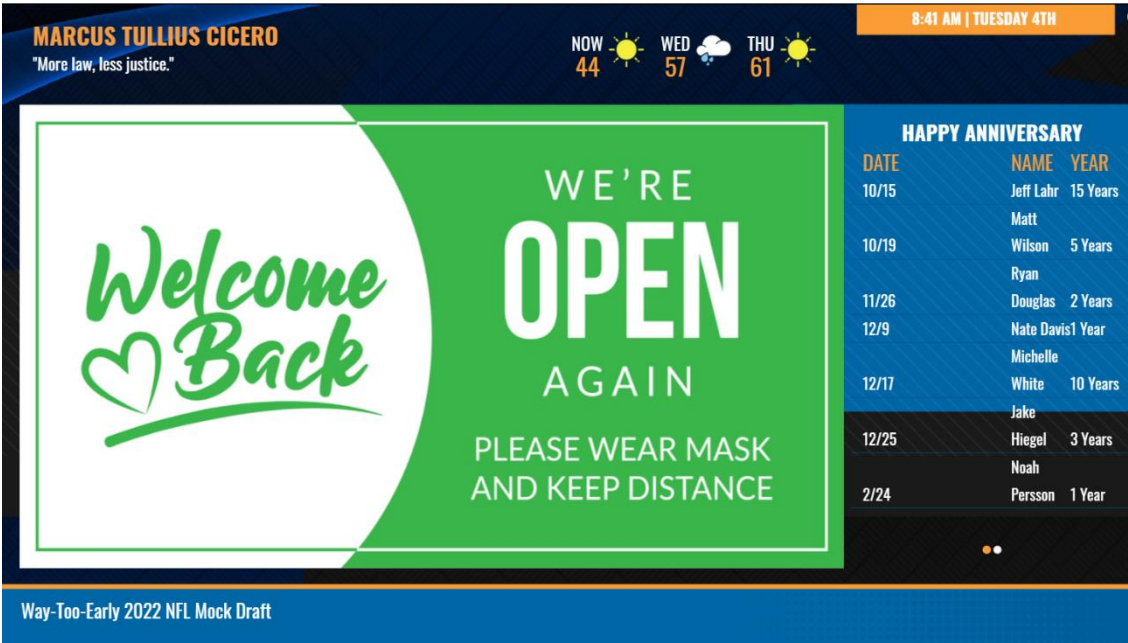
There may be times where instead of uploading an entire playlist, you want a single graphic to display a specific piece of content. The Graphic application allows you to display an image through the layout app. Often, it is used for elaborate backgrounds for the layout. To get started, create a zone and select the Graphic option.



After setting up your app info, tab over to "Graphic Settings." Here is where you will choose which assets you would like to assign to this app. As you can see, you can add a graphic by either clicking the image box, or you can drag and drop an image into the image box as well. Once your image is uploaded, you can see the CMS will create an "Asset Link" to that image.

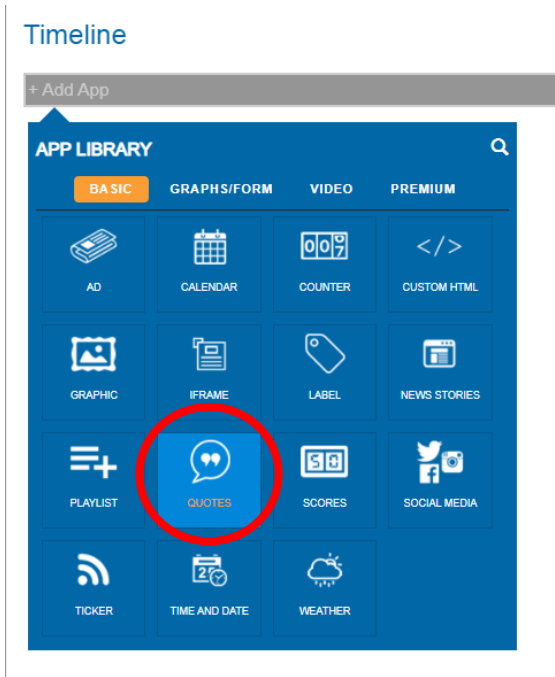


Once it's uploaded, you can press "OK" to save the image to this app and you will now see it appear within your layout.

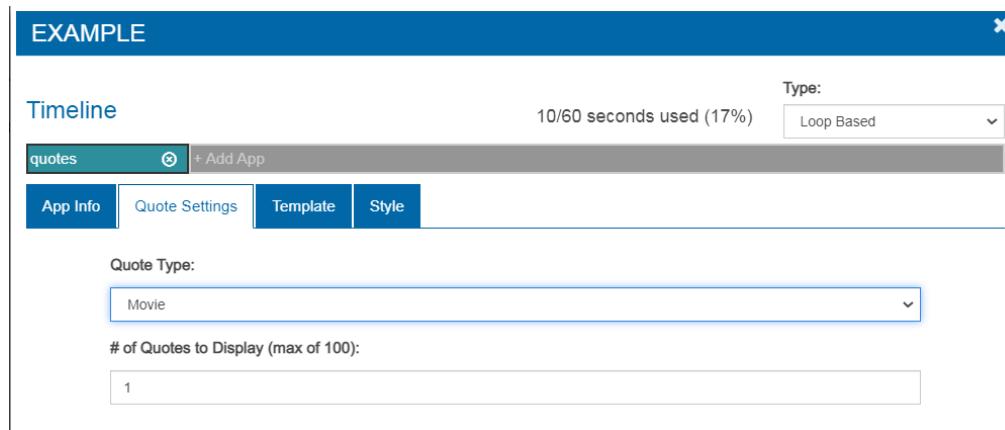


## Quote App

Quotes are a great way for people to find inspiration or express a feeling when our lives need it. Our Quotes application provides stylized formats that help add gravity to some of the best quotes of our time. To begin, create a new zone and add the Quote application.

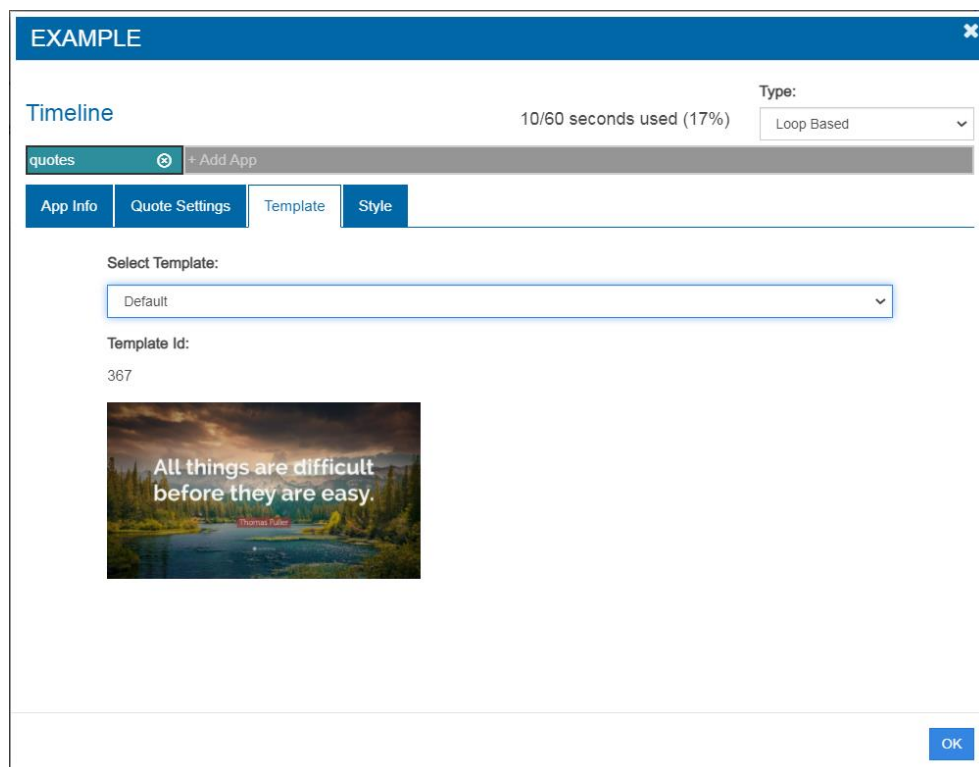


Tab over to “Quote Settings” to select the template and type of quotes you want to display. You will see 4 categories: famous, inspirational, movie, and quote of the day. Each one will pull different quotes and can be stylized differently. Once you have your type of quote selected, you can determine how many quotes you want to display with a maximum of 100.



The screenshot shows a software interface window titled "EXAMPLE" with a close button. The main area is labeled "Timeline" and shows "10/60 seconds used (17%)". Below this, there is a "quotes" app icon and a "+ Add App" button. A navigation bar contains four tabs: "App Info", "Quote Settings" (which is active), "Template", and "Style". Under the "Quote Settings" tab, there is a "Quote Type:" dropdown menu set to "Movie". Below that is a "# of Quotes to Display (max of 100):" input field containing the number "1". A "Type:" dropdown menu at the top right is set to "Loop Based".

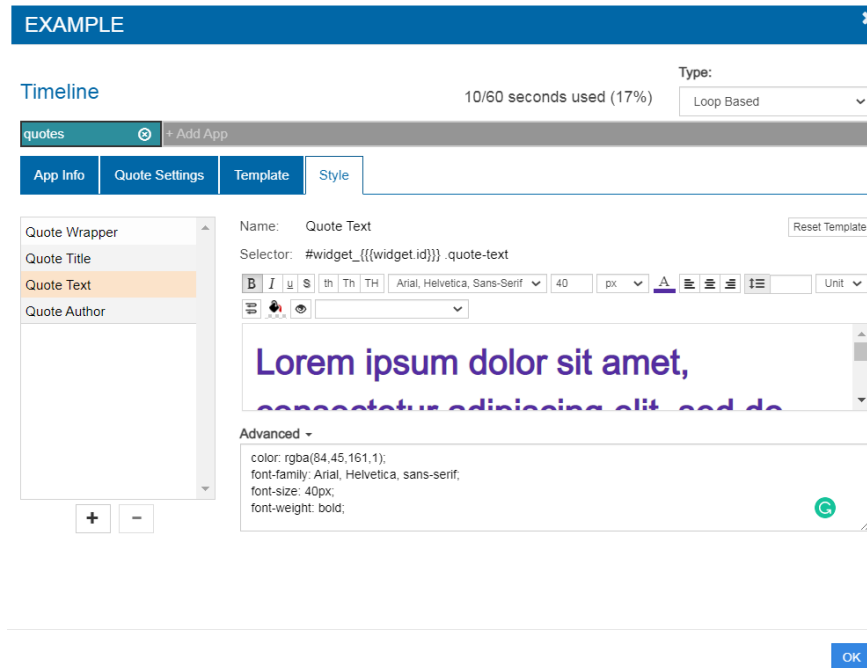
When you get to the “Template” tab, you will notice that there is only one, “default” option. That is because the background is predetermined and will change automatically. We will begin customizing the font of the quotes in the “Style” tab.



The screenshot shows the same software interface window, but now the "Template" tab is active. The "Quote Settings" tab is still visible in the navigation bar. Under the "Template" tab, there is a "Select Template:" dropdown menu set to "Default". Below that is a "Template Id:" label with the value "367". A preview image shows a quote: "All things are difficult before they are easy." by Thomas Fuller, set against a background of a lake and forest. An "OK" button is located at the bottom right of the window.



Once we get to the “Style” tab, you will be able to edit specific parts of the text divided into categories along the left-hand side called “Selectors.” The two main selectors you will likely be dealing with are the “Quote Text” and “Quote Author” selectors, as not every category of quote will have a wrapper or title. Use the toolbar or add CSS to get the look just the way you want it, and press “OK” to save your changes to this zone. If you would like more than just one type of quote to play, you can add another quote application into the timeline following the steps we just detailed.

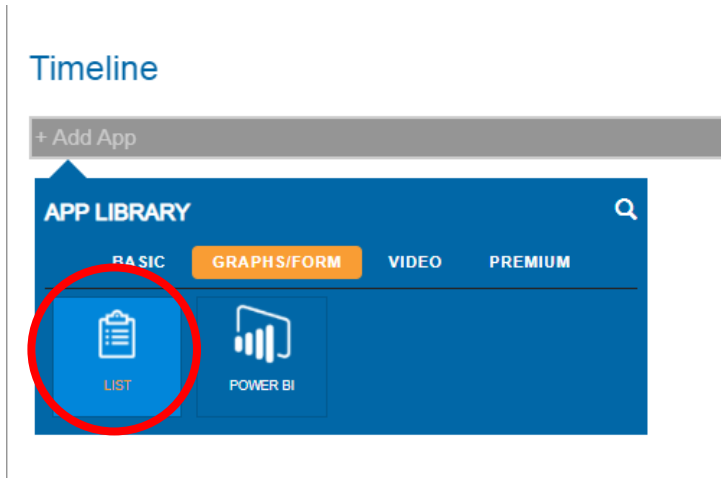


Now, you should see the quotes fading in and out from each other within your layout.



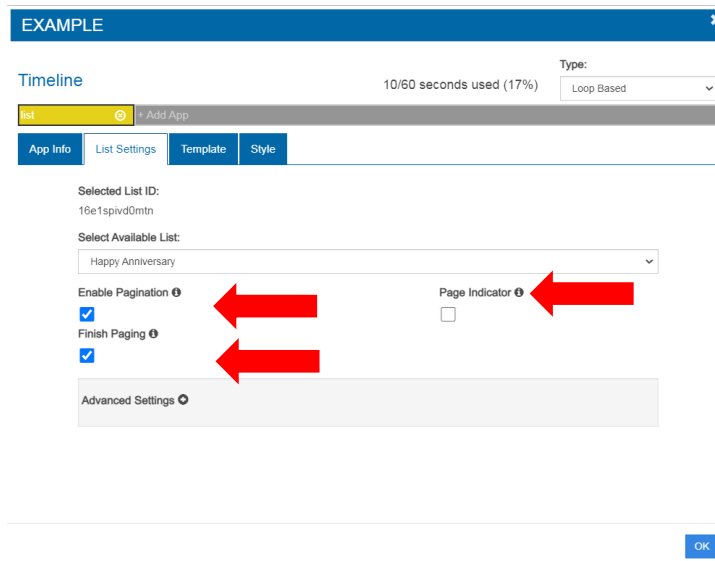
# Data List App

Data lists are a great way to quickly get information to those within your facilities. The “Lists” app will allow you to display your data lists through zones within your layout. To get started, create a new zone, tab over to the “Graphs/Form” tab, and select the Lists option.

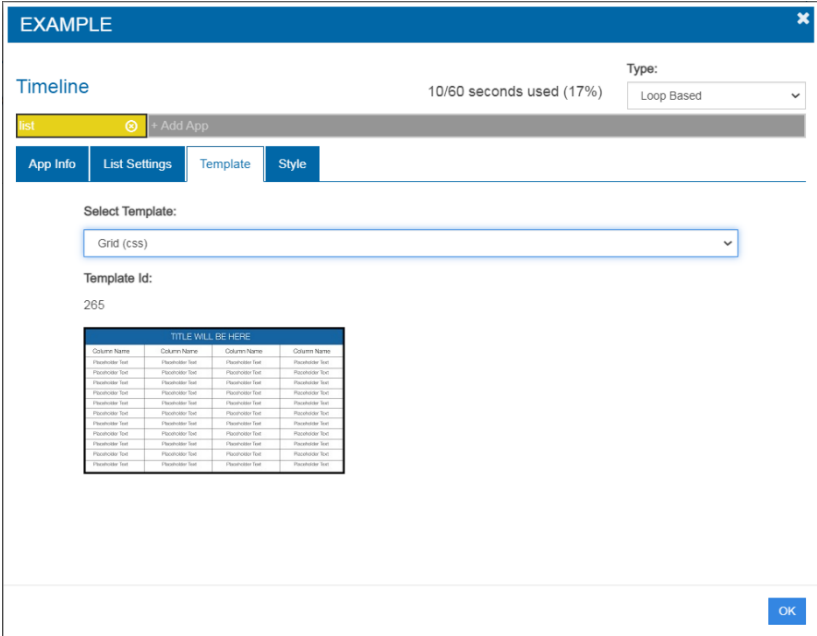


Tab over to the “List Settings” section to determine which data list you will present. You can select it from the dropdown menu under the available lists section. Once you select a list, some additional options will present themselves.

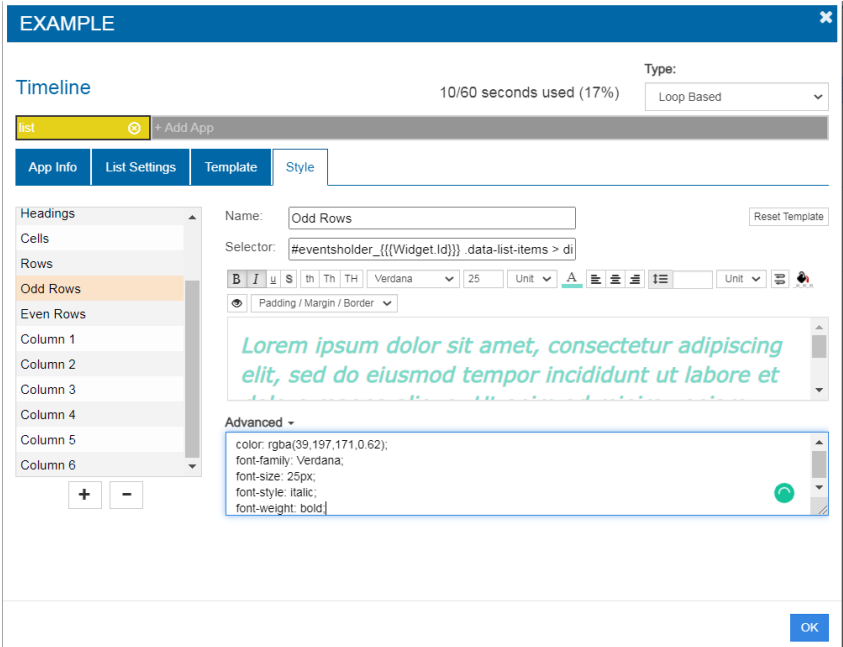
The first option you can choose is whether to “Enable Pagination.” This will allow your list to cycle through pages if your list is too long for the zone you are placing it in. If you select this option, you can then choose to add a page indicator, and whether you want the data list to cycle through each page for every timeline cycle within that zone.



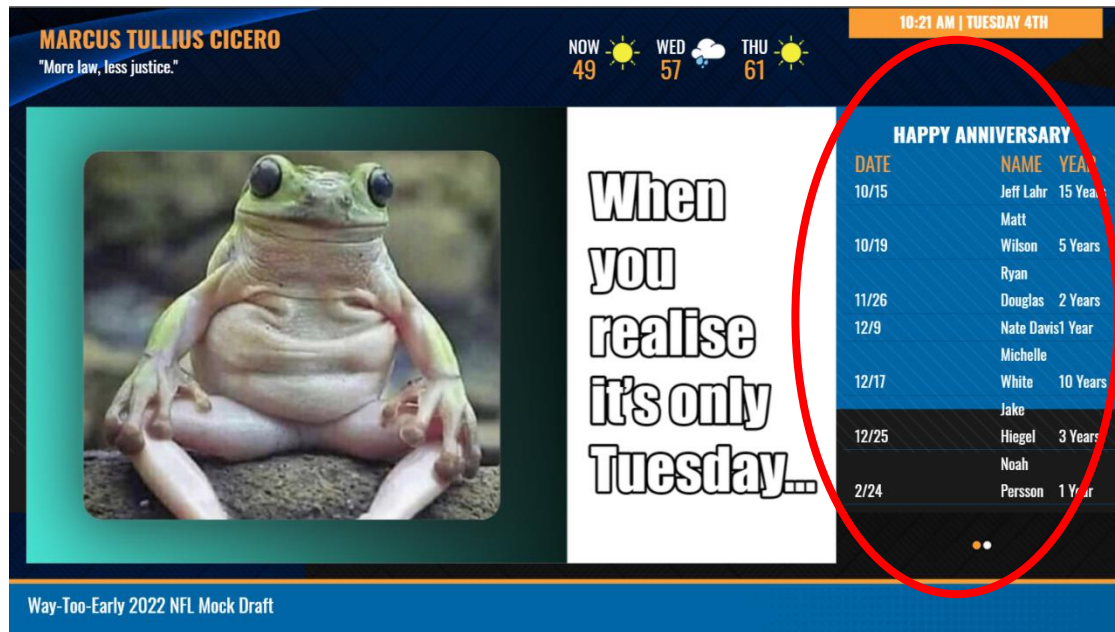
Now you can choose between two different templates: default or grid. Default is a column-based display that does not include hard lines to section off each cell, whereas the grid look adds these hard lines to separate each cell.



Finally, you can go to the “Style” tab to edit the look of the data list. There are extensive options for editing each part of the data list through its selectors. These will tell you which specific elements of the data list you are customizing. Using CSS in the advanced section will help you achieve the exact look you need.



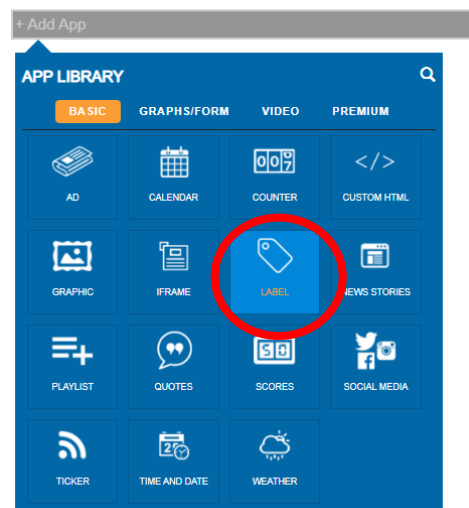
Press “OK” to save your changes. Now your data list will display in your layout.



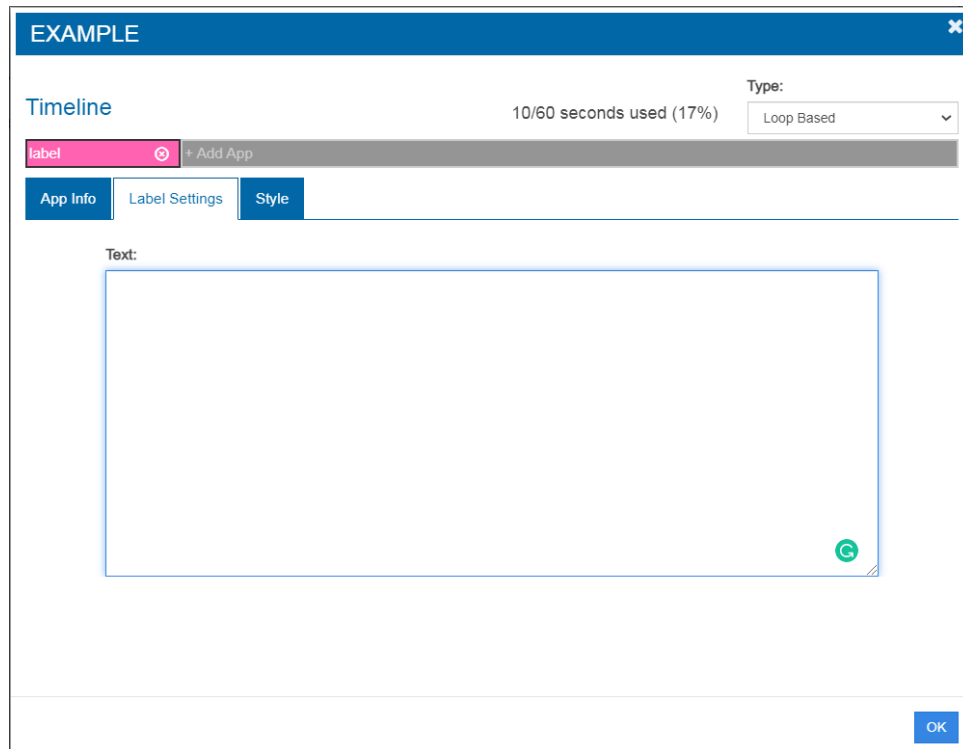
## Label App

There may be an item or two you add to your layout that you would like to label for clarification and organization purposes. Our Label app allows you to add these distinctions to your layout. For example, you can create headers for your layout, such as “Upcoming Events,” that you can place near a calendar. Create a zone and select the “Label” option, then set up your basic app info.

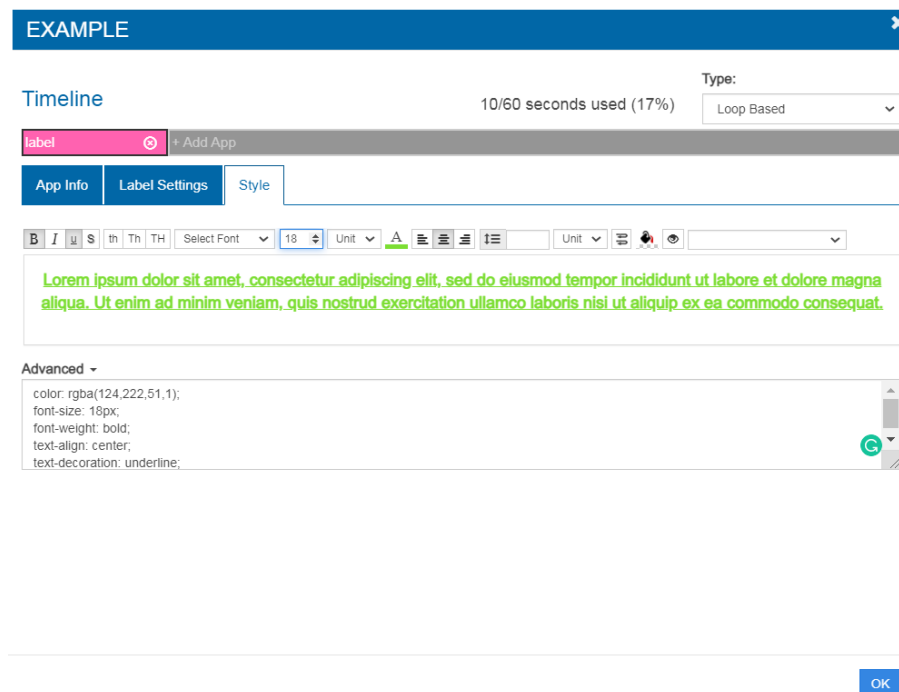
### Timeline



From here, go to the “Label Settings” tab. Here, you can enter as much text as needed for your label. You will then customize the text in the “Style” tab.

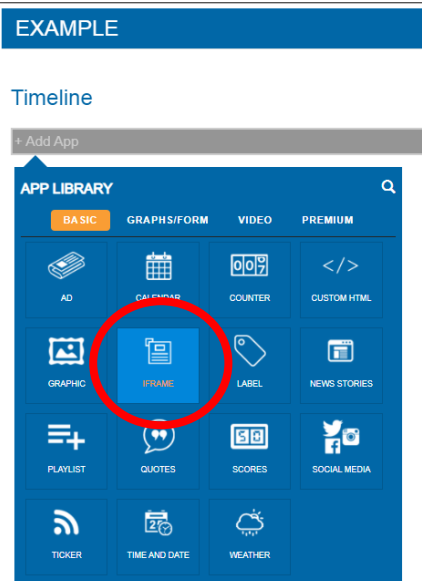


In the style tab, you can use the toolbar or raw CSS to change the look of the text for your label. Pressing “OK” will save your changes and present your label in the layout.

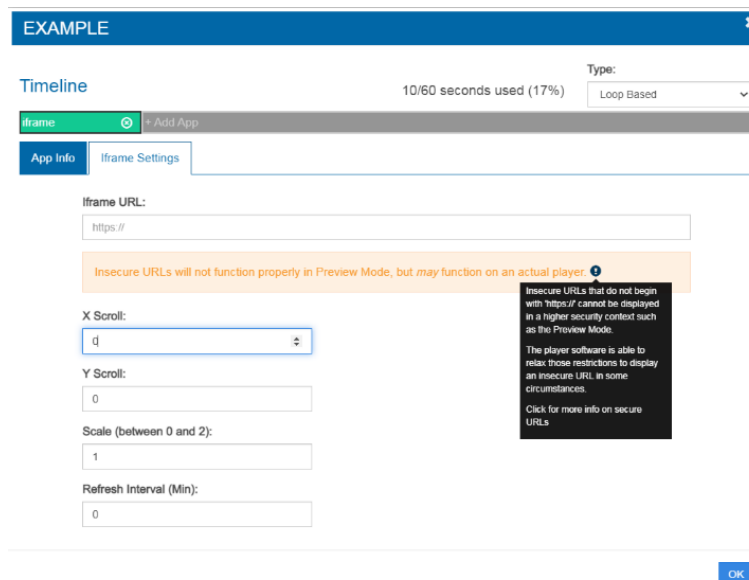


## iFrame/iFrame Premium App

If you have a beautiful website with plenty of good content, you may want a part of that site displayed on your layout. Using our iFrame application allows you to present a part of that site through your displays. To start, create a new zone and select the “iFrame” app, and set up your basic app information.



Head to the “iFrame Settings” tab and paste your iFrame URL in the space provided. Once the link is established, you can then position precisely what part of the site is being displayed using the “x/y scroll” options. The scale option will determine how zoomed-in your site appears, while the “Refresh interval” section determines how long the system will refresh to display any potential new content that has popped up on the site.



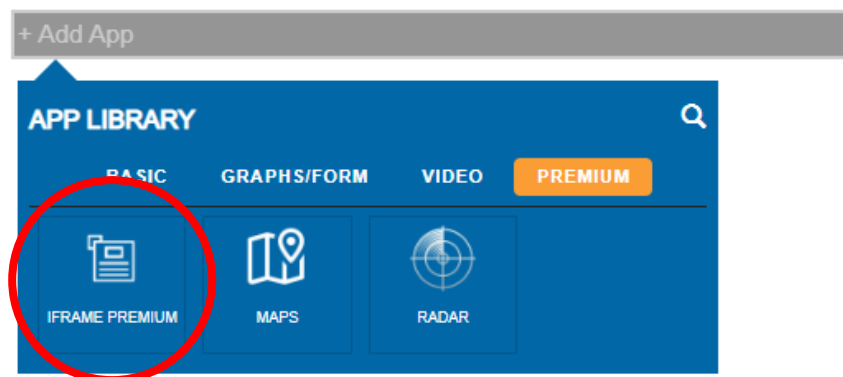
**IMPORTANT NOTE:** As the warning suggests, some URLs, especially insecure ones may not be displayed in the preview of the layout, but still may be displayed on the assigned screen. Be sure to play around to see what URLs seem to work for you.

Once you have everything set up the way you like it, press “OK” and you will see your iFrame appear in your layout design.

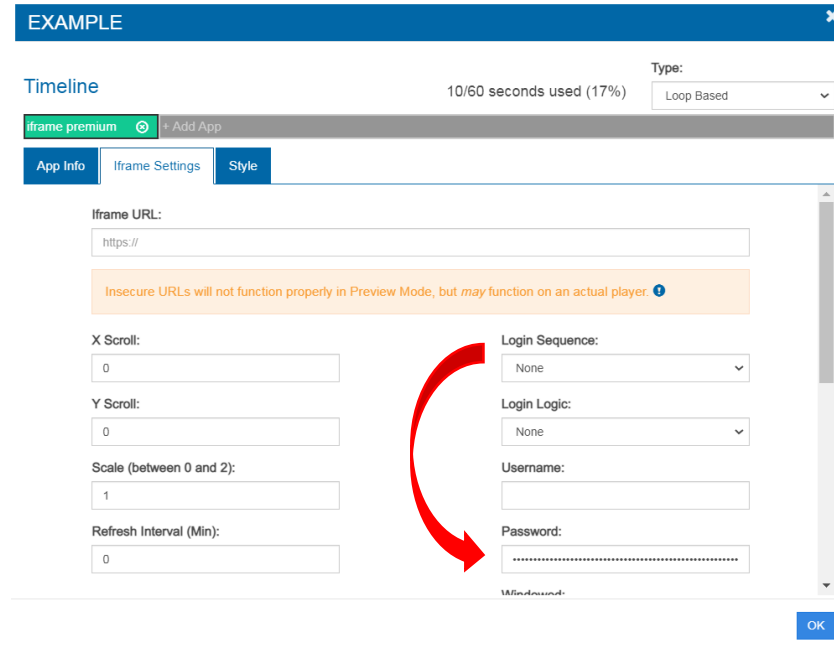


**Premium Version:** For more secure sites that require a login sequence to access, a premium option of our iFrame application is available. You can find it under the “Premium” tab when selecting which application to add.

## Timeline



As you will see, all the same options from the iFrame tool are available with additional options for entering the login sequence and password so that the CMS can access the site. After linking the site, the “Style” option is also exclusive to the premium option and will let you edit the look of the text using CSS.



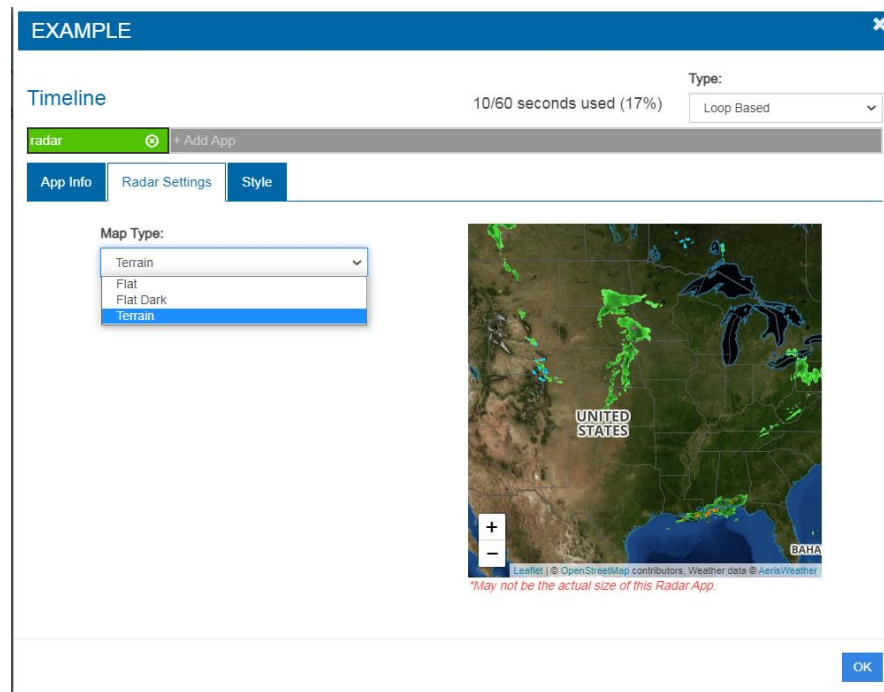
## Radar App

The other premium application REACH offers is a live weather radar. Whether planning out commutes or organizing outdoor events, there is always a need to know the weather. To get started, select the Radar application from the “Premium” tab and set up your preferred app information.

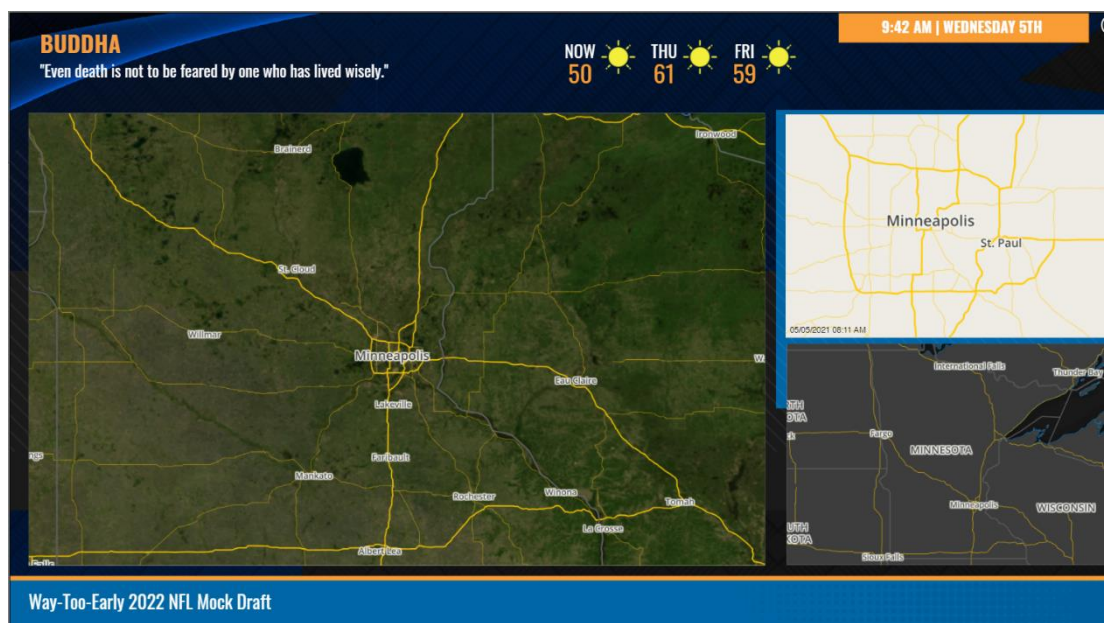




Click over to the “Radar Settings” tab to select the look of your radar. There will be 3 options: flat, flat dark, and terrain. A preview will be shown off to the left, but that is not all the preview does. This is where you will position your radar location. Drag the map around and zoom in or out to find the right location for your radar to scan. Once it is set up, you can go to the “Style” tab to edit the text of the radar with CSS.



When finished, press “OK” and you will now see your radar in your layout.

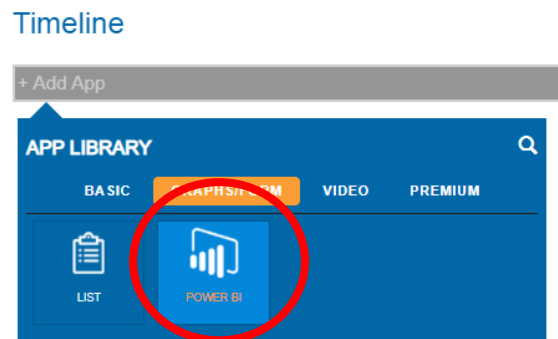


## Power Bi App

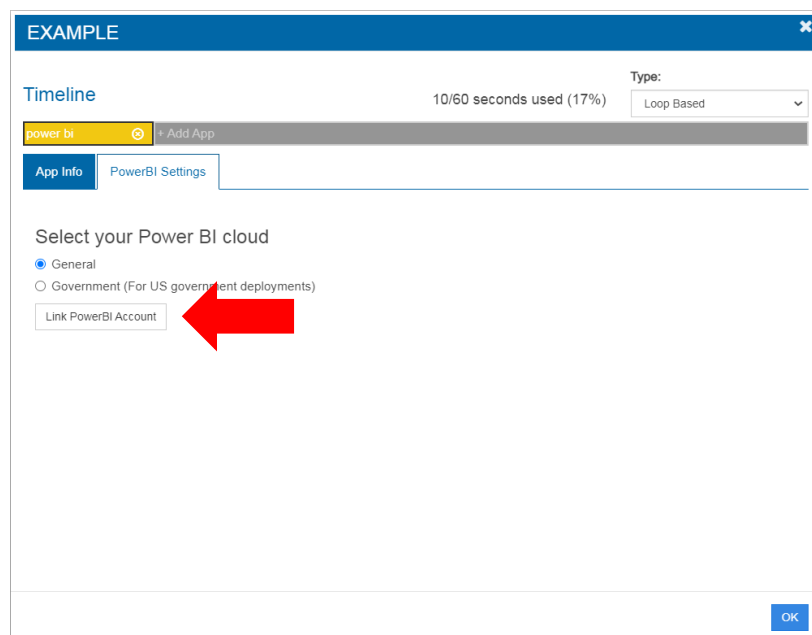
If your company shares content through a Power Bi account, you can link that account with our CMS and share content via our Power Bi layout app.

**IMPORTANT NOTE:** Your Power Bi account must be a Pro or Premium license to embed a Power Bi report or dashboard. You must also give the account at least admin privileges for the group the Power Bi dashboard belongs to.

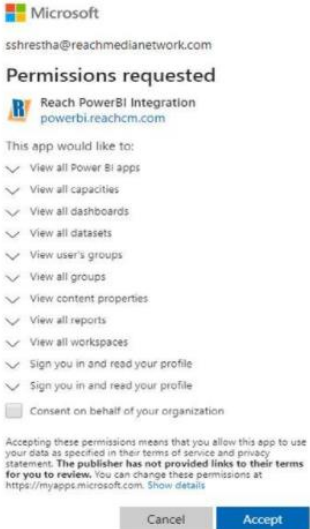
After creating a zone for the app, select the Power Bi option from the Graphs/Form tab.



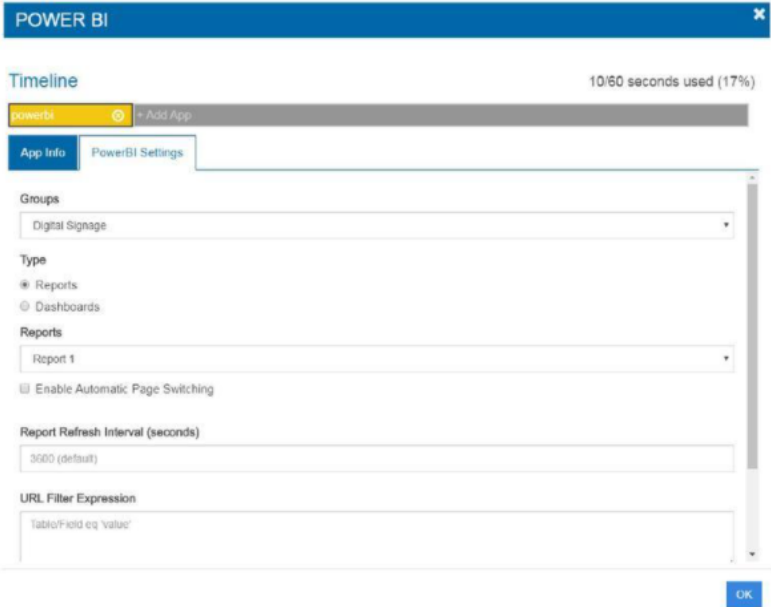
Once you have the settings menu opened, click on the “Power Bi Settings” tab. Here, you will choose if the account you are linking is a general or government account. Select the one that applies to your account and then click the “Link Power Bi account” button.



This will prompt you to allow the REACH CMS access to your Power Bi account. Please keep in mind, this is only to establish a link between Power Bi and REACH. REACH will not make any changes to your account or post on your behalf, ever. Accept these permissions to allow the link to be established.



Go back to the Power Bi app settings. You should now see a dropdown that will let you select which report you want to embed into your layout. Select it from the dropdown menu and press “OK” to save your changes.



You should now see your Power Bi graphs/dashboards displayed through your layout.

**EXAMPLE  
POWERBI  
DASHBOARD**

Live example:  
Facility – O’Neal Steel Corporate  
Layout – Full Screen PowerBI  
Main

| Booked Items           |     | Booked GM |         | Booked Sales |         | Booked Lines |         |
|------------------------|-----|-----------|---------|--------------|---------|--------------|---------|
| Neuman, Joshua D.      | 103 | 100,849   | 100,849 | 100,849      | 100,849 | 100,849      | 100,849 |
| Lanham, Wendell A.     | 102 | 95,023    | 95,023  | 95,023       | 95,023  | 95,023       | 95,023  |
| Milner, Allison A.     | 97  | 64,565    | 64,565  | 64,565       | 64,565  | 64,565       | 64,565  |
| Carroll, George D.     | 95  | 54,347    | 54,347  | 54,347       | 54,347  | 54,347       | 54,347  |
| PROSODY, P Team        | 84  | 54,143    | 54,143  | 54,143       | 54,143  | 54,143       | 54,143  |
| Rinkoff, Cheryl        | 83  | 54,271    | 54,271  | 54,271       | 54,271  | 54,271       | 54,271  |
| Rinaldi, Joshua D.     | 82  | 54,224    | 54,224  | 54,224       | 54,224  | 54,224       | 54,224  |
| Gilbertson, Zachary J. | 81  | 53,521    | 53,521  | 53,521       | 53,521  | 53,521       | 53,521  |
| Platz, Cheryl          | 80  | 53,259    | 53,259  | 53,259       | 53,259  | 53,259       | 53,259  |
| Woolley, Tyler M.      | 79  | 52,729    | 52,729  | 52,729       | 52,729  | 52,729       | 52,729  |
| Wright, Tony G.        | 77  | 52,617    | 52,617  | 52,617       | 52,617  | 52,617       | 52,617  |
| Walters, Steven M.     | 76  | 52,361    | 52,361  | 52,361       | 52,361  | 52,361       | 52,361  |
| Rippen, Valerie        | 75  | 52,294    | 52,294  | 52,294       | 52,294  | 52,294       | 52,294  |
| Lipson, Chaeryn C.     | 74  | 52,083    | 52,083  | 52,083       | 52,083  | 52,083       | 52,083  |
| Slip, George R.        | 73  | 52,025    | 52,025  | 52,025       | 52,025  | 52,025       | 52,025  |
| McCall, Richard J.     | 69  | 52,025    | 52,025  | 52,025       | 52,025  | 52,025       | 52,025  |

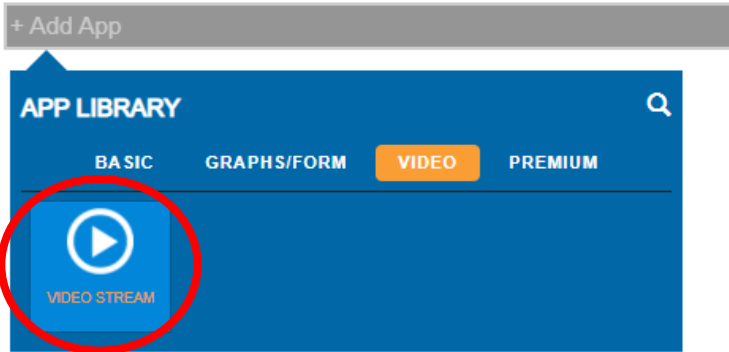
  

| Quoted Items         |    | Quoted GM |         | Quoted Sales |         | Quoted Lines |         |
|----------------------|----|-----------|---------|--------------|---------|--------------|---------|
| Lanham, Wendell A.   | 96 | 104,802   | 104,802 | 104,802      | 104,802 | 104,802      | 104,802 |
| Kuhls, Emily R.      | 92 | 103,519   | 103,519 | 103,519      | 103,519 | 103,519      | 103,519 |
| Coronado, Zachary A. | 78 | 98,137    | 98,137  | 98,137       | 98,137  | 98,137       | 98,137  |
| Mosier, George C.    | 65 | 95,722    | 95,722  | 95,722       | 95,722  | 95,722       | 95,722  |
| Carroll, George D.   | 59 | 95,565    | 95,565  | 95,565       | 95,565  | 95,565       | 95,565  |
| Walters, Steven M.   | 52 | 94,417    | 94,417  | 94,417       | 94,417  | 94,417       | 94,417  |
| Woolley, Tyler M.    | 43 | 93,105    | 93,105  | 93,105       | 93,105  | 93,105       | 93,105  |
| Jankovic, Sandra R.  | 40 | 91,988    | 91,988  | 91,988       | 91,988  | 91,988       | 91,988  |
| PROSODY, P Team      | 39 | 91,845    | 91,845  | 91,845       | 91,845  | 91,845       | 91,845  |
| Turkoff, Shana K.    | 34 | 91,411    | 91,411  | 91,411       | 91,411  | 91,411       | 91,411  |
| Carroll, George D.   | 31 | 91,395    | 91,395  | 91,395       | 91,395  | 91,395       | 91,395  |
| Randall, Chris M.    | 31 | 91,315    | 91,315  | 91,315       | 91,315  | 91,315       | 91,315  |
| Boyd, Brian          | 27 | 91,137    | 91,137  | 91,137       | 91,137  | 91,137       | 91,137  |
| Holmes, Steven M.    | 27 | 91,068    | 91,068  | 91,068       | 91,068  | 91,068       | 91,068  |
| Neuman, Joshua D.    | 24 | 91,068    | 91,068  | 91,068       | 91,068  | 91,068       | 91,068  |

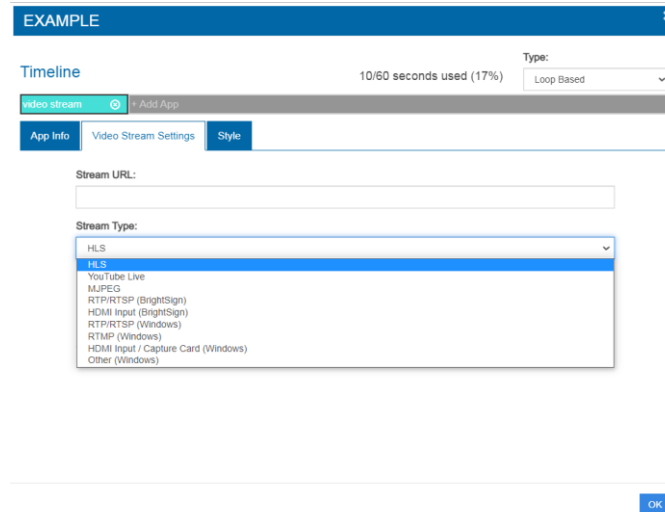
## Video Stream App

If you have a video stream that constantly is displaying some sort of information or content, you can stream it through your layout using our Video Stream application. Create a new zone and select this application from the “Video” tab.

### Timeline



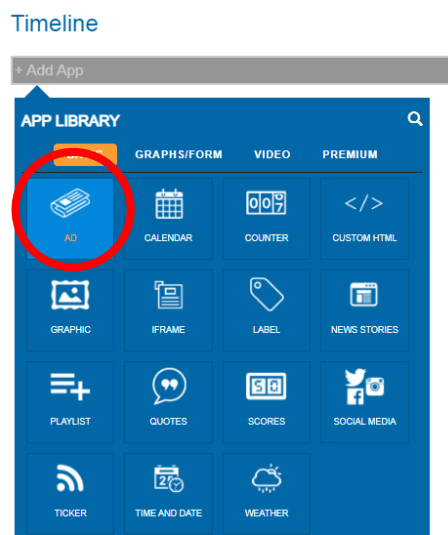
Head to the “Video Stream Settings” tab. Here, you will paste the link to the stream under “Stream URL.” From there, you will then have to select what type of stream you are adding. The dropdown menu will give you all the options available to you for streaming. Select the one most applicable and then head to the “Style” tab.



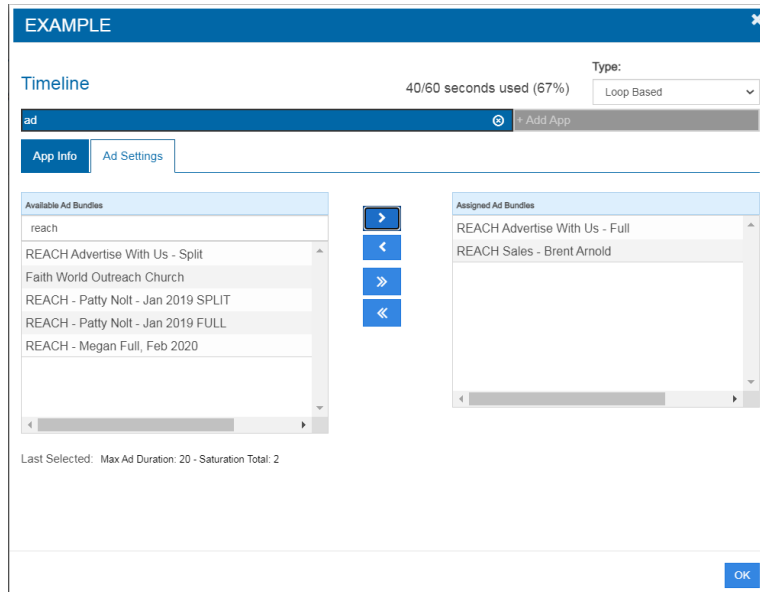
From there, you can edit some basic text using CSS. Once you have everything set up to your liking, press “OK” to save your changes. You can now view your video stream from your layout.

## Ad App

The final app we will go over is the “Ad” app. Using our Ad Manager, you can add advertisement bundles to display through your layouts. If you need a refresher, please review our Ad Manager document, or contact us to learn more. Once you have an ad bundle, create a zone in your layout editor and select the Ad application.



Tab over to “Ad Settings” to select which ad campaigns you would like to add. You can select as many as you deem necessary. The right arrow buttons will add them to your app, while the left arrows will remove them.



Once you have selected your ad campaigns, press “OK” to save your changes and have your ad displayed through your layout!