

BANNER CMS

Advanced User Guide



A Samsung Electronics Company

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Customer Support

For questions regarding software use or custom message creation, please call Creative Group **866.989.3726** (8am-5pm MST) or by e-mail: creativegroup@prismview.com.

For concerns regarding display operation or problems with communications, please call the Prismview Service Department **800.741.6721** (available 24-7) or by e-mail: esupport@prismview.com.

For general information about Prismview or Prismview products, please visit: www.prismview.com or e-mail us at sales@prismview.com.

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Introduction

Welcome

Congratulations on your purchase of a Prismview LED display. The Prismview LED display is a unique product in the marketing industry. Improved cabinet engineering, combined with advanced electronic design, and Prismview software, Prismview LED displays deliver smooth images with brilliantly accurate colors and photographic quality images; including animations. With absolute color control down to the individual LED pixel for each color, Prismview can color balance the elements of the display to exacting standards.

Prismview has been building electronic displays for over twenty years, and strives to provide leading edge technology to the marketing industry.

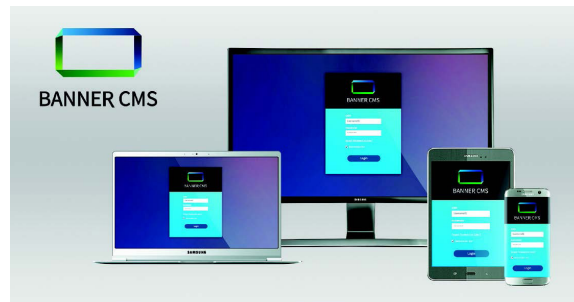
Using This Manual

This manual will cover configuration and use of Prismview's Banner CMS software. Some features and tools depend on your user account type. Due to multiple account options within Banner CMS, the screen shots shown in this manual may not imitate exactly what you see on your own monitor.

If assistance is needed during configuration or use of Banner CMS, the Prismview Service Department is ready to help anytime at 800.741.6721.

System Requirements

- Banner CMS is a responsive website, and will operate on a PC, laptop, tablet, or smart-phone.



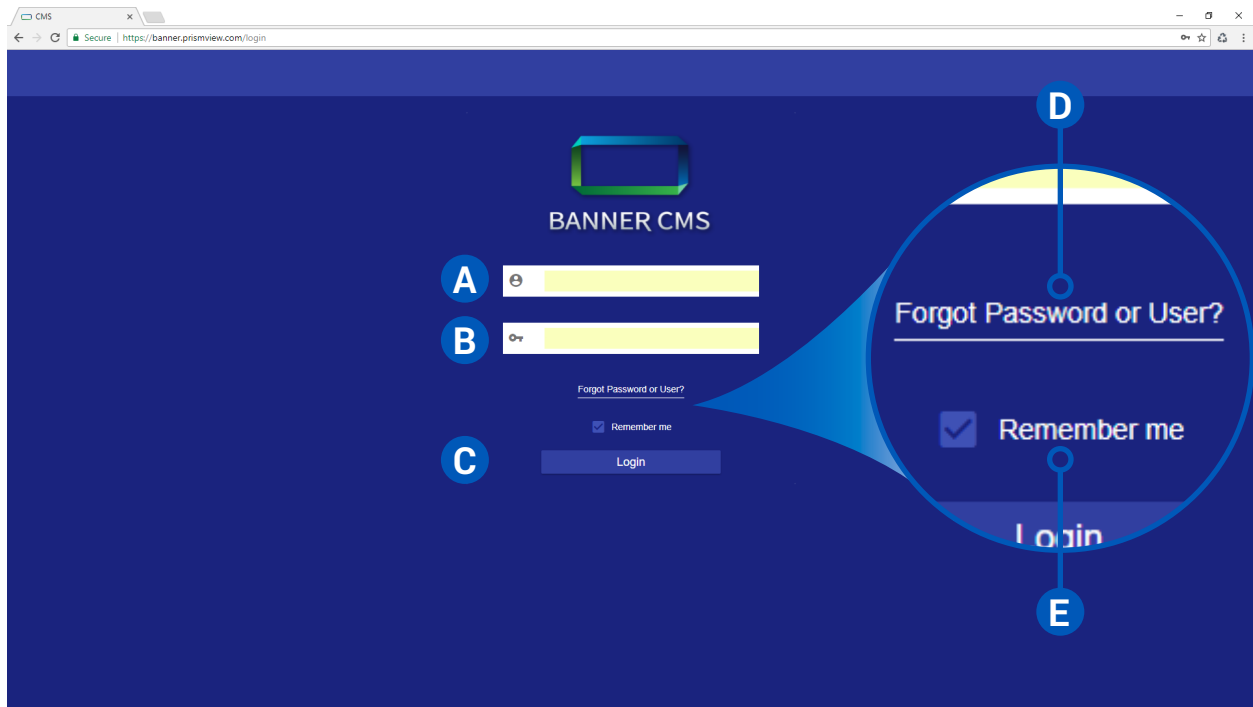
- Banner CMS is optimized for Google's Chrome Browser. For best results, we recommend using Chrome.



- A 5MB connection speed is recommended.

Access Banner CMS

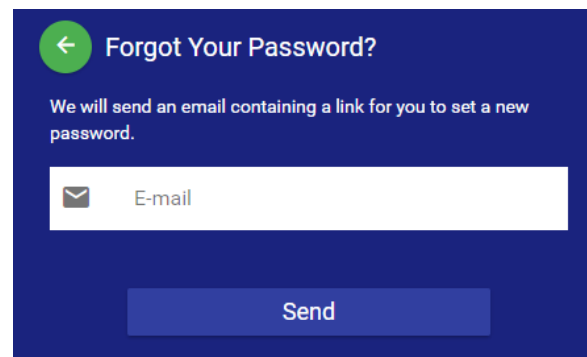
Open your web browser, and navigate to the [Banner CMS](https://banner.prismview.com) web site.



Login

Enter your:

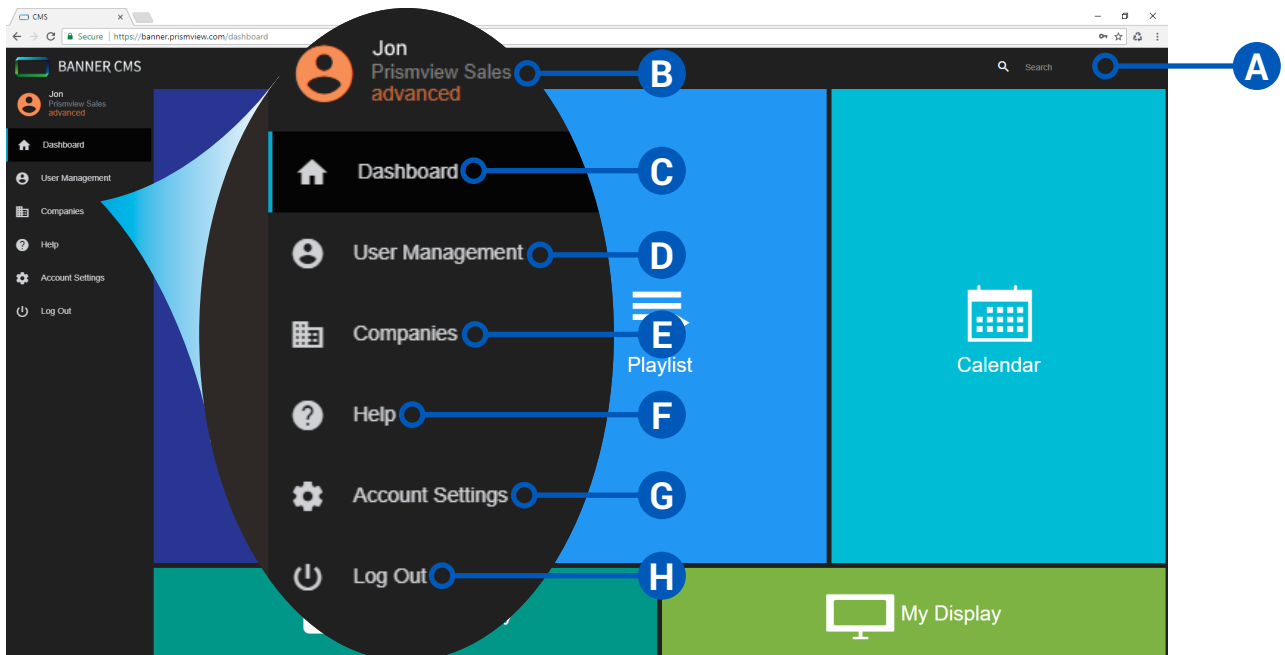
- A** Username and
- B** Password, and
- C** Click the **Login** button.
- D** If you have forgotten your username or password, click the **Forgot Password or User** link. Enter a recovery email address in the new window, and then follow the link contained in the email to update your login credentials.
- E** If you want your login credentials saved, click the **Remember me** checkbox.



Note: your supplier provides your username and password when you purchase your first Prismview display. If you don't have these credentials, please contact your supplier.

Search & Sidebar

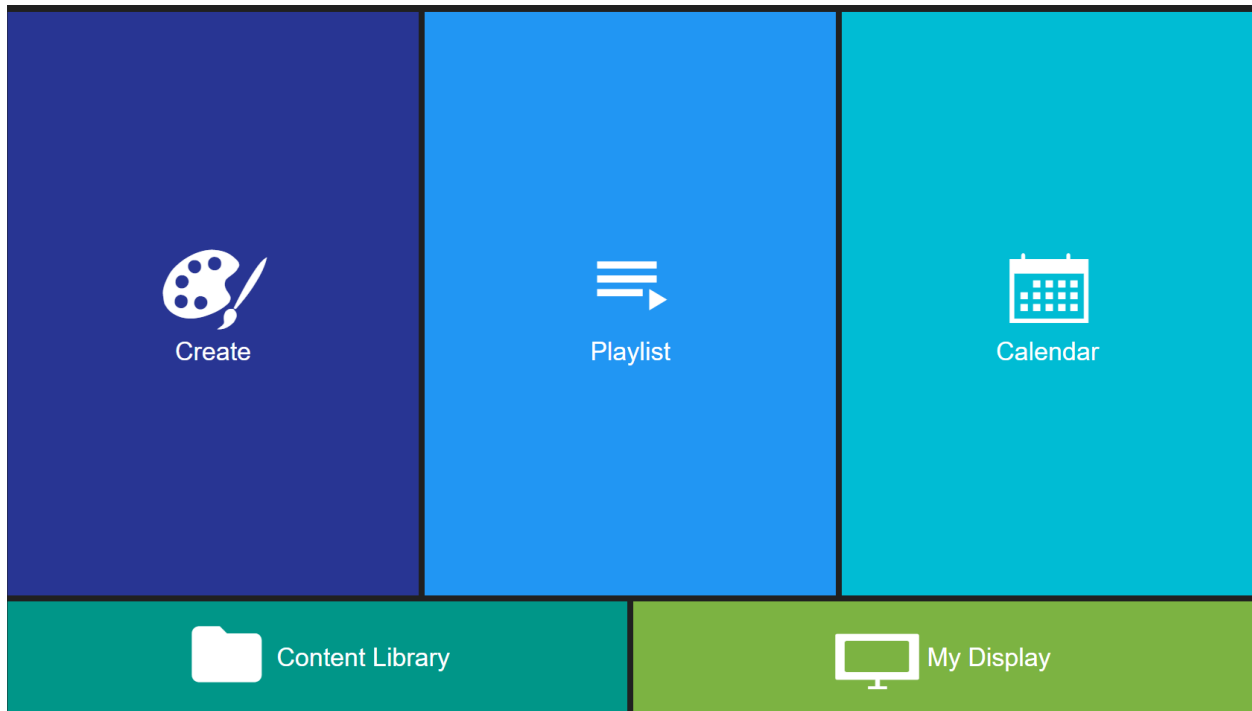
The Sidebar is consistent across all pages within Banner CMS. The sidebar provides navigation to the different pages: Dashboard, User Management, Companies, Help, Account Settings, and Log Out.



- A Search Bar** – available on many pages throughout Banner CMS. It allows you to find information on the current page.
- B Heading** – displays the User’s First Name, the Company name, and the user role associated with your account.
- C Dashboard** – is the primary use page in Banner CMS. From the Dashboard, you can create content, organize playlists, establish schedules, manage your content library, and monitor the operational status of your display.
- D User Management** – manage users associated with your Banner CMS account.
- E Companies** – manage multiple LED displays owned by different companies.
- F Help** – This page provides support contact information for your LED display.
- G Account Settings** – change details about the current user account.
- H Log Out** – log out of the current account.

Dashboard

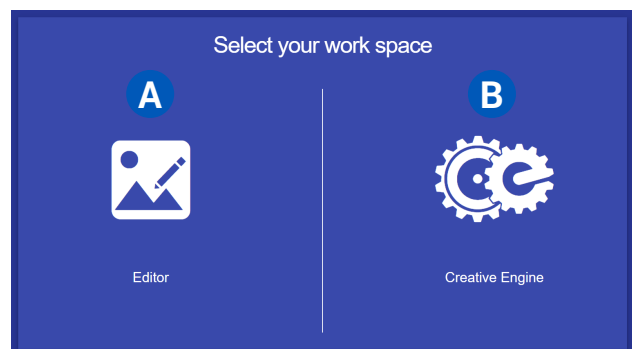
Create and manage content and schedules through the Dashboard page. This page has five (5) buttons: Create, Playlist, Calendar, Content Library, and My Display.



Create

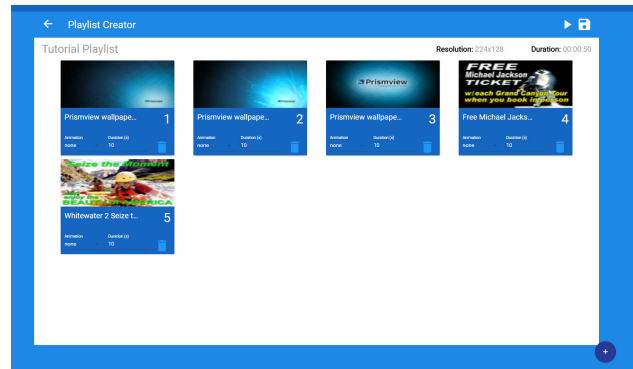
The Create button opens links for two content generation methods: **Editor** and **Creative Engine**.

- A** **Editor** — create custom content directly within Banner CMS. Refer to “[Create](#)” for more information.
- B** **Creative Engine** — customize pre-designed templates with text and colors reflecting your message. Please see “[Creative Engine](#)”, or visit www.prismview.com/ce for more information.



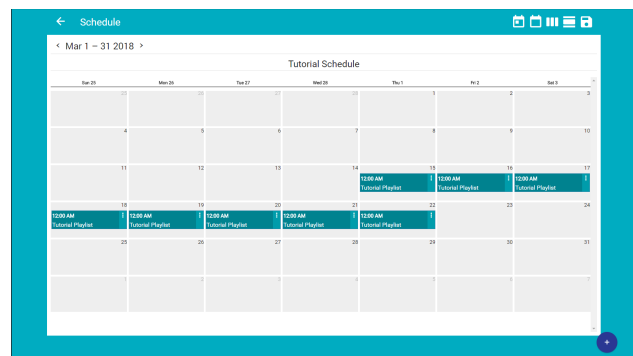
Playlist

On the Playlist page, you can create, edit, or delete Playlists. Organize your content, control the play order, and customize play duration. Please refer to [“Playlist”](#) for more information.



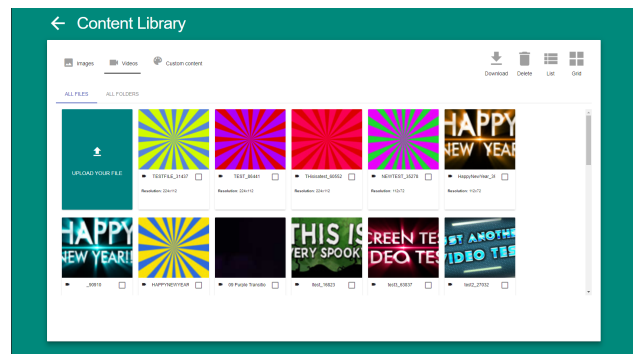
Calendar

Establish days and times for Playlists using the Calendar page. Please refer to [“Calendar”](#) for more information.



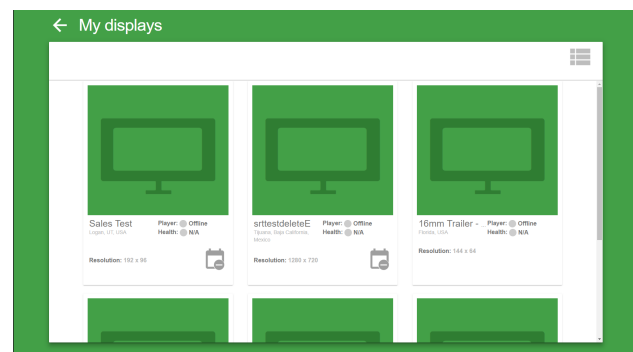
Content Library

All of your Banner CMS content is stored in the Content Library. This includes all content created in Banner CMS, through Creative Engine, or uploaded from your local computer. Please refer to [“Content Library”](#) for more information.



My Display

Manage all display connected to your Banner CMS account. Please refer to [“My Display”](#) for more information.

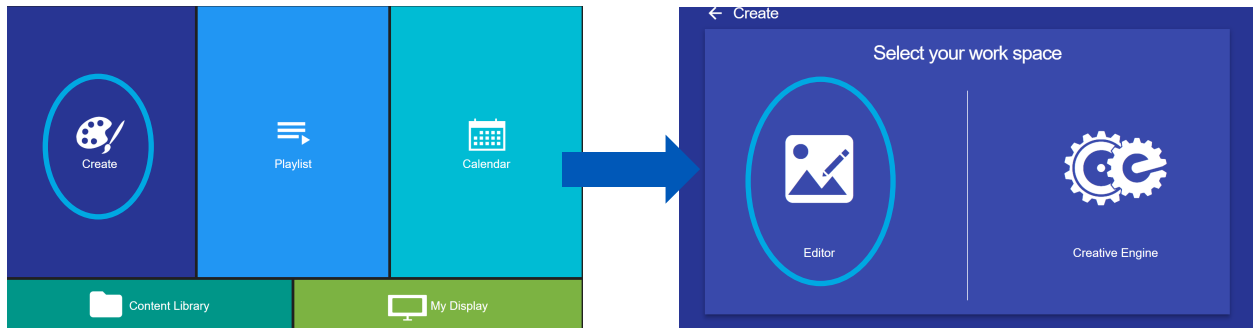


Create

Banner CMS contains a fully functional message editor. Create dynamic, custom messaging directly from your Banner CMS account. Within the Create web page, there are two options: Editor and Creative Engine. Editor allows you to create a completely custom message, and Creative Engine allows you to access a catalog of customizable templates.

Editor

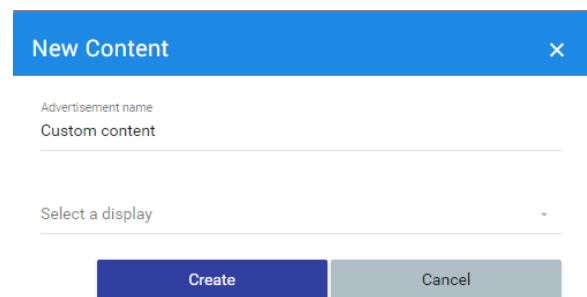
Select **Create** from the Banner CMS dashboard, then select the Editor work space.



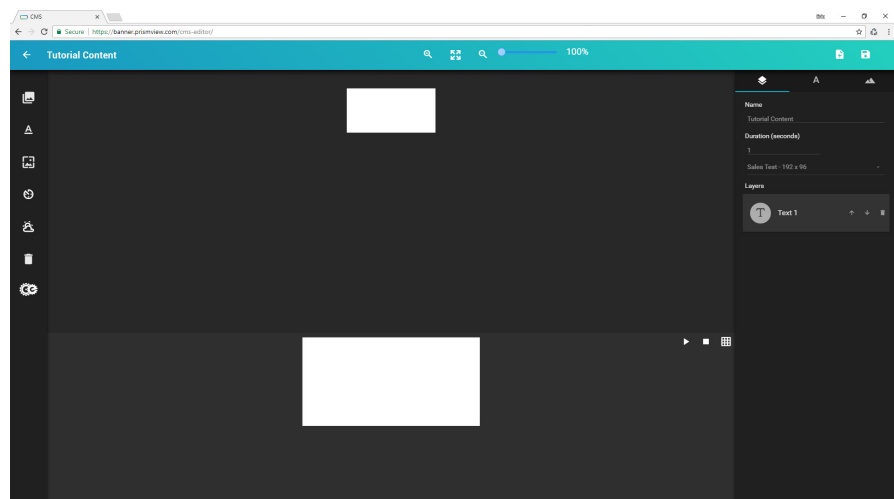
The **New Content** window appears near the top of Banner CMS.

Type a name for your new message, then select a display from the drop down menu, and click the **Create** button.

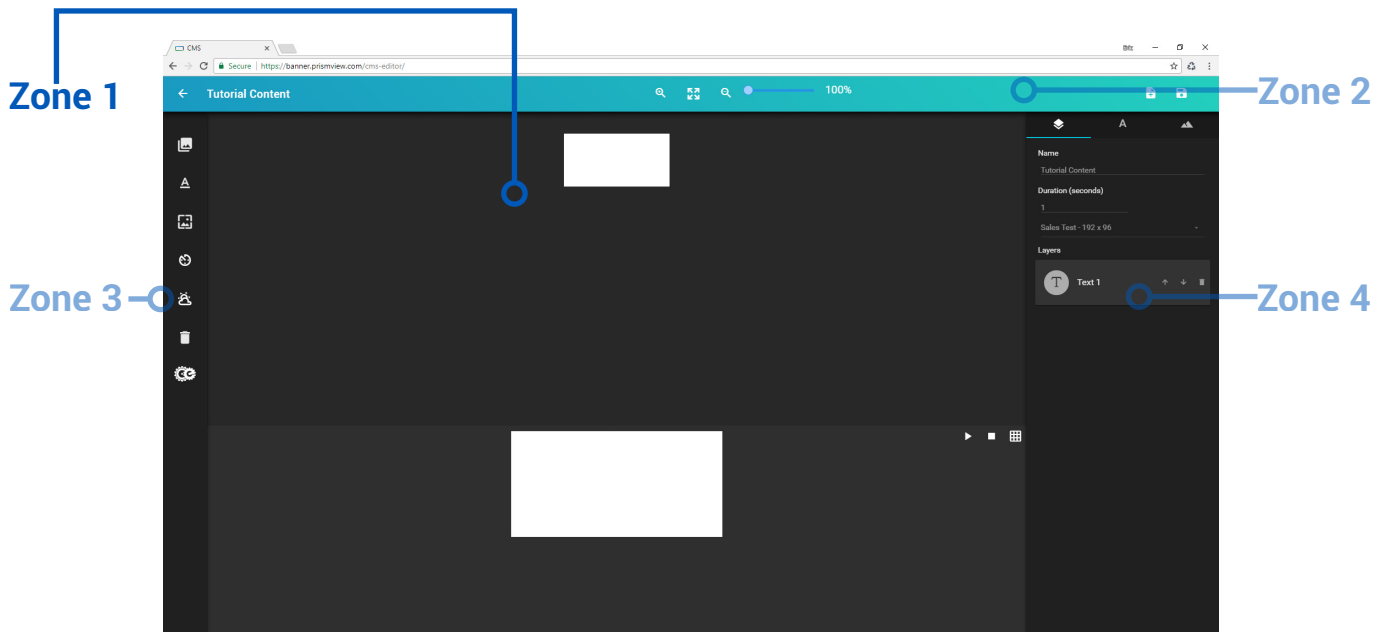
Note: New Content establishes message size parameters based on the selected display.



After entering a name and choosing a display for your content, the main creation window appears.



There are four (4) zones in the content creation window.



Zone 1

This white space is the primary design space. It is where you add images, text, and other elements of your message.

Note: the size of the primary design space is determined by the pixel matrix of your display. Enlarge or shrink your view of the design space using the Zoom controls. Please refer to “[zoom controls](#)” for more information.

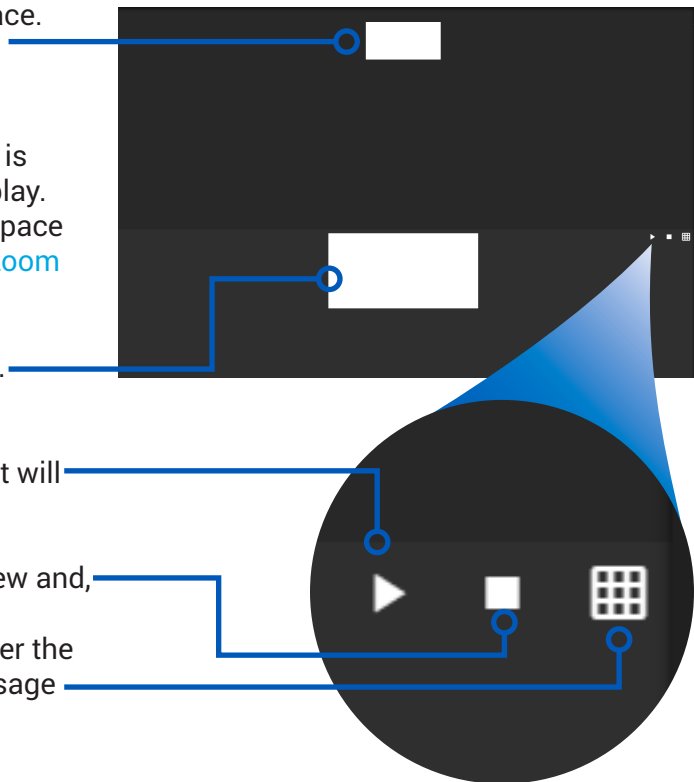
This lower white space is the preview area.

After designing your message click:

The Play button to watch the message as it will appear on your display,

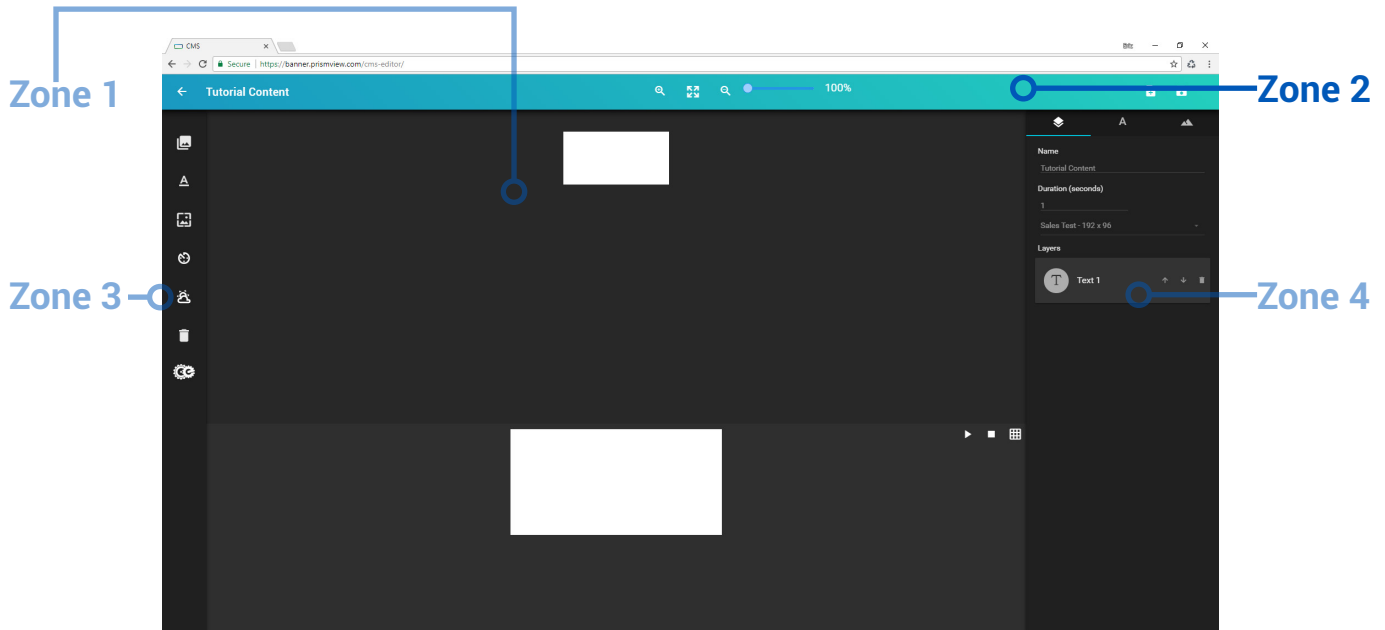
The Stop button to end the message preview and,

The grid pattern to overlay a grid matrix over the preview. This helps visualize how the message appears on the actual display.



Zone 2

Zone B contains the Header Bar. The features in the header bar perform a few essential functions.



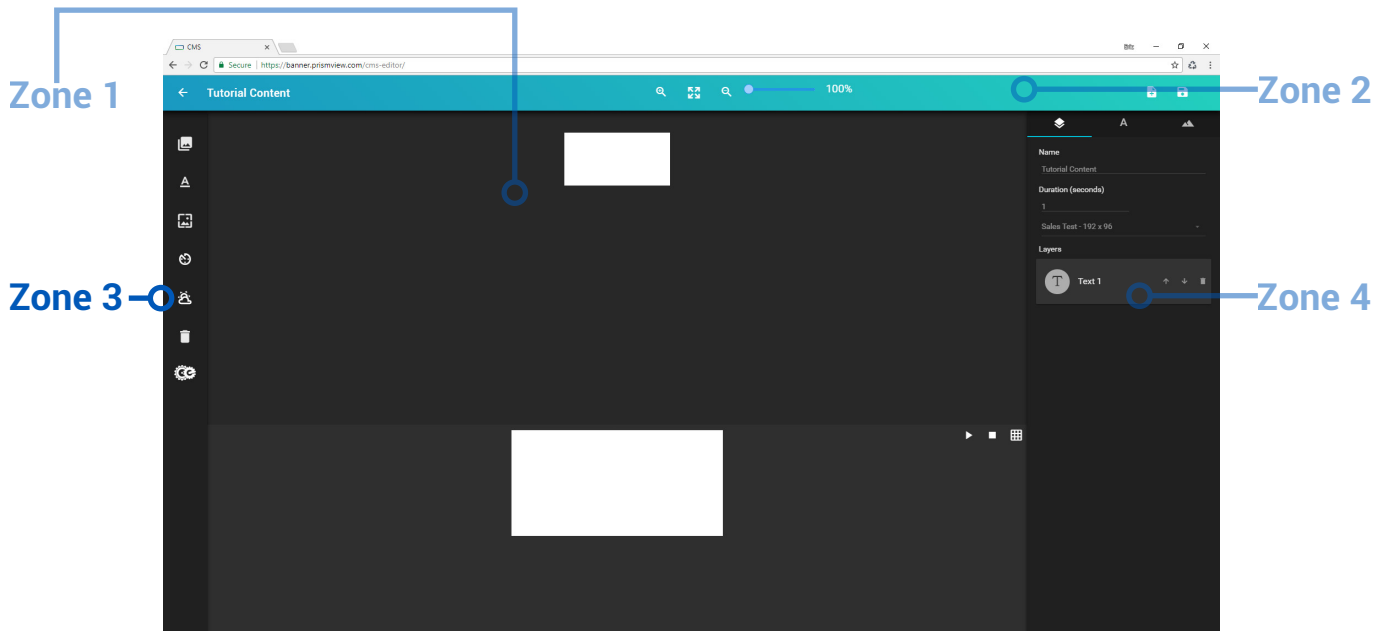
- A** The Back Arrow navigates you back to the previous content creation page.
- B** This is the name of the current message open in the editor.

Next, are the zoom controls. The zoom limits are 1% to 400%. The default zoom is 100%. Depending on the size of the display, it may be easier to work on the message if the primary design space is set to a different zoom percentage.

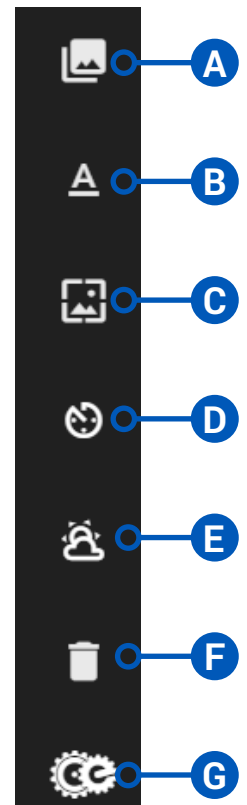
- C** The magnifying glasses with a + and – symbols zoom in and out, respectively. **Note:** the magnifying glass with the – symbol is the only way to reduce the zoom below 100%.
- D** The four arrows in a square layout reset the zoom to 100%.
- E** You can also adjust the zoom percentage with the slider bar. Sliding to the right zooms in and sliding to the left zooms out.
- F** This button closes the current message and starts a new message. **Note:** when you click this button, Banner CMS opens a pop up window. Click in this window to confirm you want to close the current message, or cancel and continue working on the current message.
- G** This button saves the current message.

Zone 3

This zone contains the tools used during message creation.

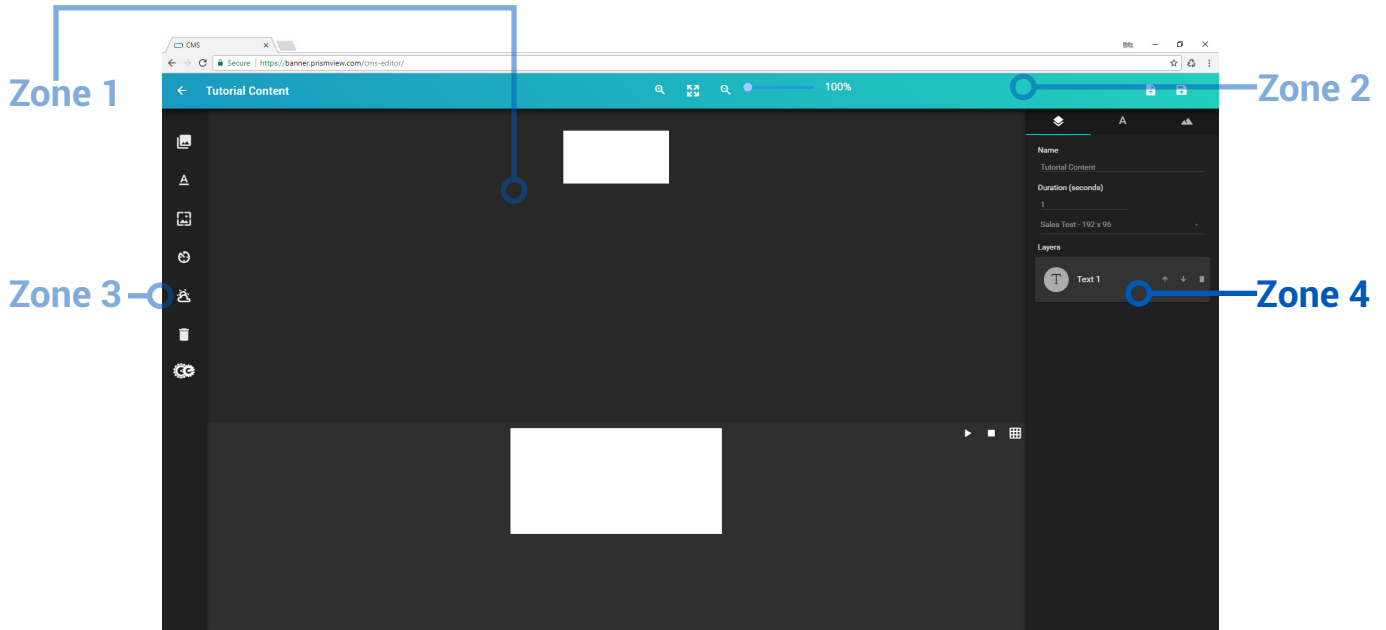


- A Add Image** – this allows you to add an image layer to your message. Images can be resized and placed anywhere on the work area. Images must be part of the content library before adding them to a message. Please refer to [“Content Library”](#) for information about adding files to the content library.
- B Add Text** – this allows you to add a text layer to your message. After adding the text layer, select the text in the design area to edit the text. Please see [“Text”](#) for more information.
- C Background** – this imports a background image for your message. This layer is unique from the **Add Image** layer because a background image is always behind all other layers, and fills the entire canvas – background images cannot be resized. Please refer to [“Layers”](#) for more information about layers.
- D Time** – inserts the current time into the message. This is a dynamic layer, each time this message plays, Banner CMS will insert the current time. **Note:** time is based on the zip code of the display.
- E Weather** – this inserts the current temperature into your message. **Note:** Banner CMS pulls the current temperature from the internet based on the display’s zip code.
- F Delete Item** – deletes the selected message element.
- G Creative Engine** – links to the Creative Engine website. Please refer to [“Creative Engine”](#) for more information about Creative Engine.



Zone 4

This zone allows modification of element attributes in your message. This zone has three sub-menus: Layers, Text, and Background. **Note:** this sidebar is only visible after adding at least one layer to your message.



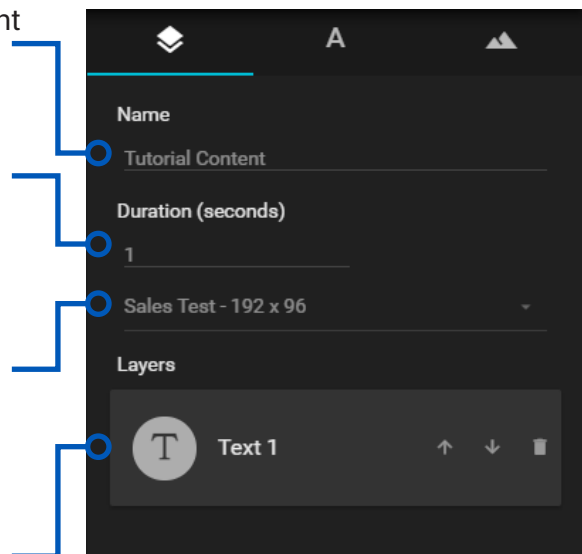
Layers Sub-menu

Name – the name of the current content. If you want to change the name of the current message, type it in this field.

Duration (seconds) – the length of the current message. If desired, select this field, and choose a length of time from the drop-down menu.

Display – this is the intended display for this message. If you want to change the intended display, select a new display option from the drop-down menu.

Layers – each element of the message exists on its own layer. The element at the top of the list will be visible above of all of the other layers. Change the position in the layer list with the up and down arrows. Clicking the trashcan icon deletes the layer from the message.



Text Sub-menu

Modify the appearance of the selected text layer using the text sub-menu. **Note:** the Text sub-layer is only visible when a text layer is selected.

Text Align – choose the alignment of the text.

Note: text alignment only effects text with multiple lines.

Text Style – select the text color, italics, and/or bold. **Note:** the 'T' icon removes italics or bold formatting.

Stroke – this outlines the text with a color. After checking this box, select the stroke color and stroke width.

Font Family – Banner CMS defaults all text to Arial font. To change the font family, simply select a different font from the drop-down menu.

Font Size – select the desired font size. **Note:** the drop-down menu lists font sizes in pixel height.

Appear – if you'd like the text layer to transition from one of the display edges, select the desired transition effect from the drop down menu. There are seven (7) appearance options:

Slide Up – the message enters from the bottom and slides up to the designated placement.

Slide Down – the message enters from the top and slides down to the designated placement.

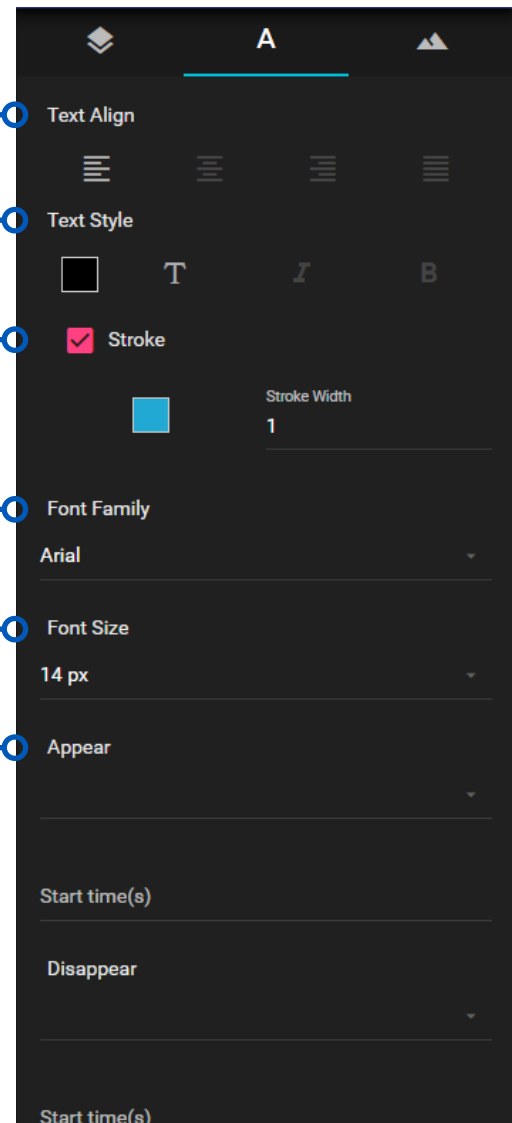
Slide Right – the message enters from the left, and slides right to the designated placement.

Slide Left – the message enters from the right, and slides left to the designated placement.

Infinite Slide Left – the message enters from the right, and scrolls across the width of the display. Once the layer exits the message, it reappears on the right side.

Infinite Slide Right – the message enters from the left, and scrolls across the width of the display. Once the layer exits the message, it reappears on the left side.

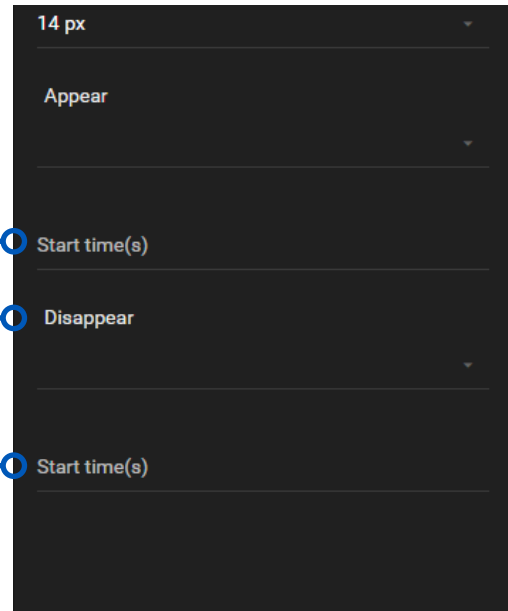
None – the message appears in the designated placement when the message starts.



Start Time(s) – if using an appear transition effect, select the transition start time. **Note:** the start time is the number of seconds between the start of the message and the beginning of the text transition effect.

Disappear – if you'd like the text layer to transition from one of the display edges, select the desired transition effect from the drop down menu. There are seven (7) appearance options. These options are identical to the appear transition options. Please refer to ["Appear"](#) for more information.

Start Time(s) – if using a disappear transition effect, select the transition start time. **Note:** the start time is the number of seconds between the start of the message and the beginning of the text transition effect.



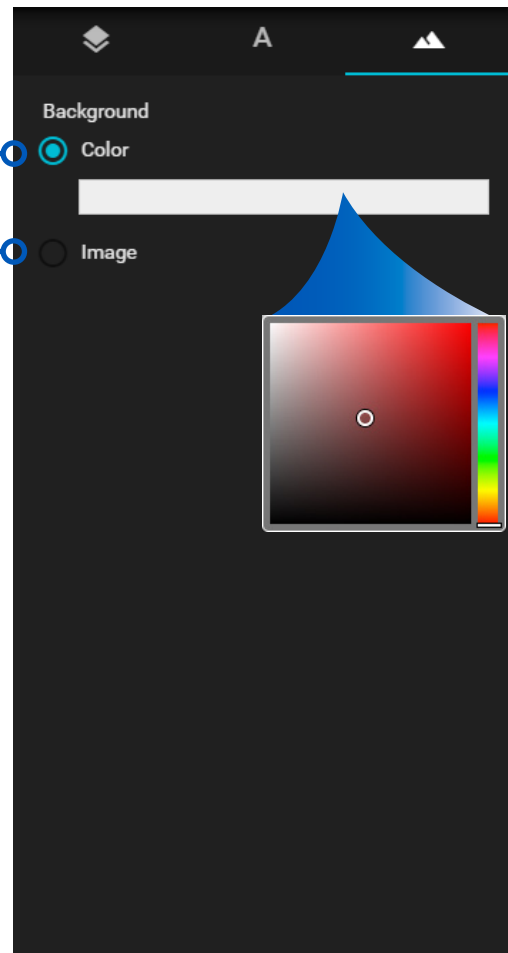
Background Sub-menu

The Background sub-menu provides two background options for your message: **Color** and **Image**.

Color – With the **Color** radio button selected, click the rectangle, and select a background color for your message.

Image – uses an image as the message background. **Note:** select the background image using the Background Image button in the left sidebar. Please see ["Background Image"](#) for more information.

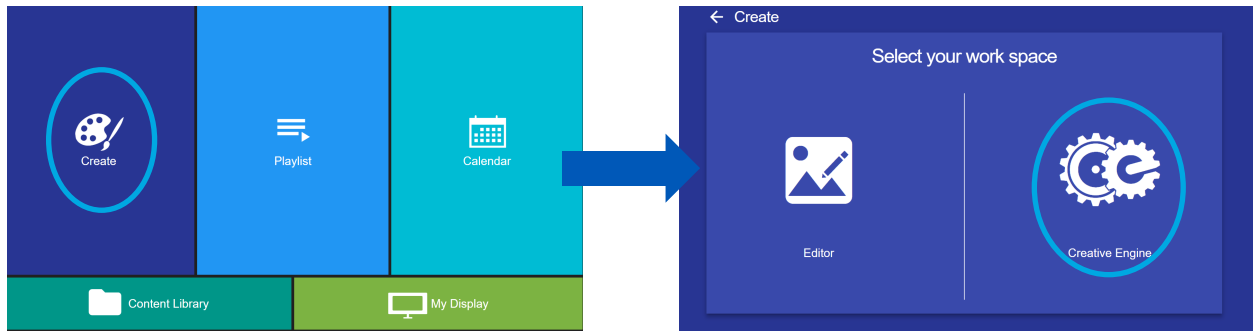
Note: a background color or background image is always behind all other content elements.



Creative Engine

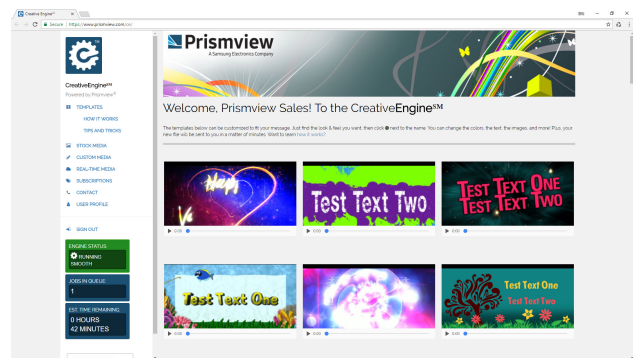
Banner CMS content creation integrates with Prismview's Creative Engine. In addition to hundreds of stock media options, Creative Engine allows you to customize pre-designed templates, adding your personal touch to professionally designed content.

Click the **Create** button from the Banner CMS Dashboard, and select the Creative Engine work space. The Creative Engine website opens in a new window.



Prismview's Creative Engine has a growing library of professionally designed animation and still image templates. Simply select the desired template from the window, and follow the directions to customize the message for your use.

After Creative Engine completes rendering, your new message will be automatically added to your Banner CMS Content Library, and is ready to schedule on your display.



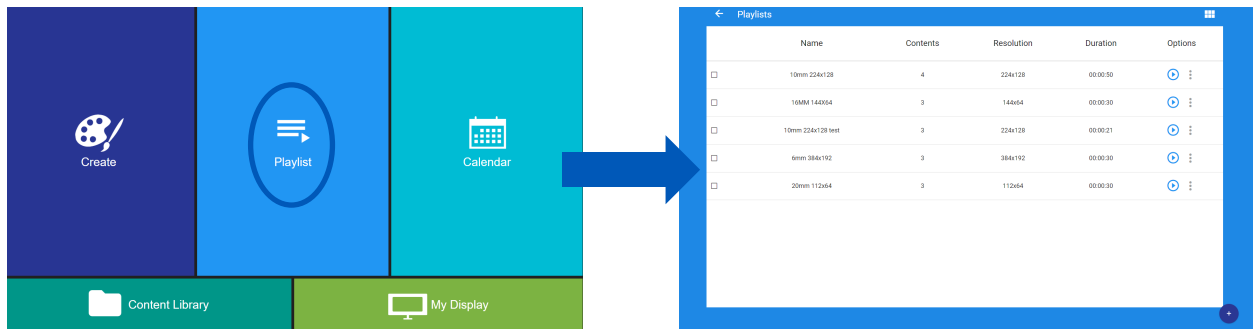
Playlist

Overview

A Banner CMS Playlist is a collection of individual messages. Messages must be assigned to a Playlist before they are allowed to be scheduled.

Click the **Playlist** button from the Banner CMS dashboard.

The main playlist page shows all of the playlists that have been created.

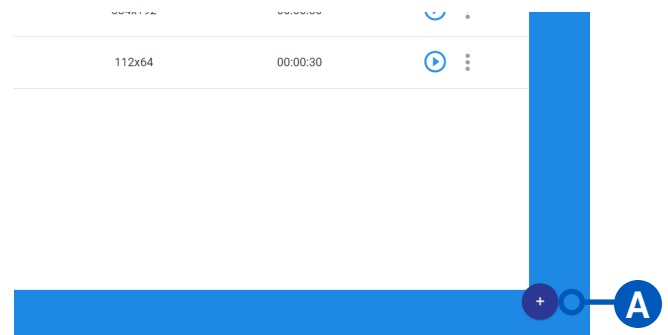


Each of these playlist entry shows the following information:

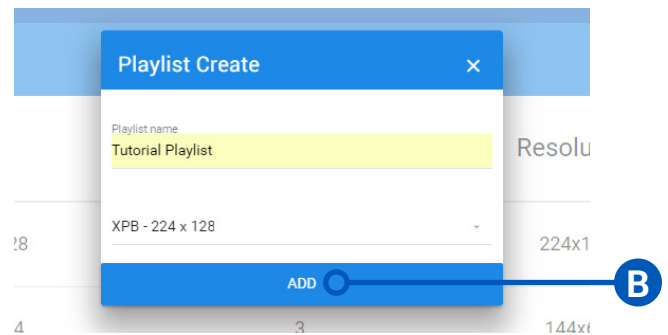
- A** **Checkbox** – use the check box to select multiple entries. After selecting one or more checkboxes, the group delete icon appears above the options column.
- B** **Name** – the user defined title for the playlist
- C** **Contents** – amount of content in the playlist
- D** **Resolution** – pixel resolution of the intended display
- E** **Duration** – the total play time of the playlist
- F** **Play button** – opens a window showing a preview of the messages in the playlist
- G** **More Options** – opens a menu providing options to edit or delete the playlist

Create a New Playlist

A The dark blue “+” button in the lower right corner of the page is used to create a new playlist.



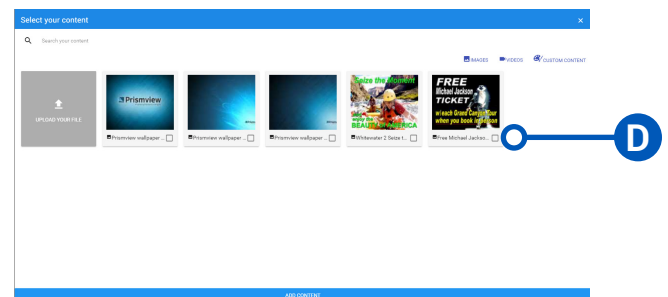
B The Playlist **Create** window appears. Enter the name of your new playlist and select the display that will use this playlist. After the name and display have been selected, click the **Add** button.



C A blank playlist page opens automatically. This page is blank because no content has been added to the playlist yet. Click the dark blue “+” button in the lower right corner to add content to the playlist.



D After the **Select your content** window opens, select the available messages from your Content Library. By default, the still images are shown first. The buttons in the upper right corner of the window show available videos and custom content. Select the desired content and click the **Add Content** button.

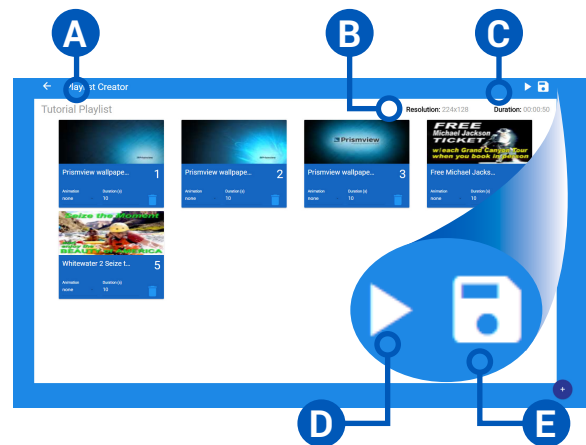


Note: the select tool will remember your selections across the three types of content.



After content has been added to the playlist, Banner automatically returns to the playlist creator web page. This summary shows the following information:

- A Playlist Name**
- B Resolution**
- C Duration**
- D Play** – opens the preview window, showing your newly created playlist.
- E Save** – clicking the disk icon saves any changes you’ve made to the playlist.



Content List – Each list entry has the following information:

- F Content Thumbnail**
- G Content Title**
- H List order** – Click and drag the content to change its position in the playlist.
- I Animation** – select an entry animation for the content. There are six options:

Slide Up – the message enters from the bottom and slides up to the designated placement.

Slide Down – the message enters from the top and slides down to the designated placement.

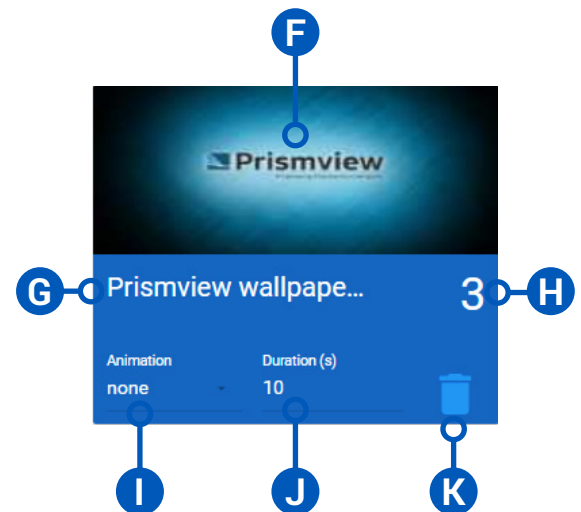
Slide Left – the message enters from the right, and slides left to the designated placement.

Slide Right – the message enters from the left, and slides right to the designated placement.

Fade – the message will fade in before playing

None – a straight cut between messages.

- J Duration(s)** – play length of individual content
- K Trash Icon** – removes content from the playlist. **Note:** this will not remove the content from the Library. It will only remove the content from the playlist.



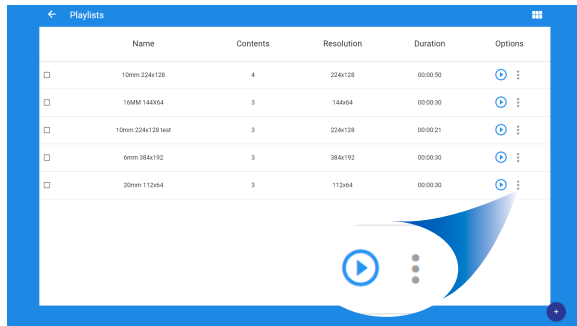
With a playlist created, you can now schedule content on your display.

Delete a Playlist

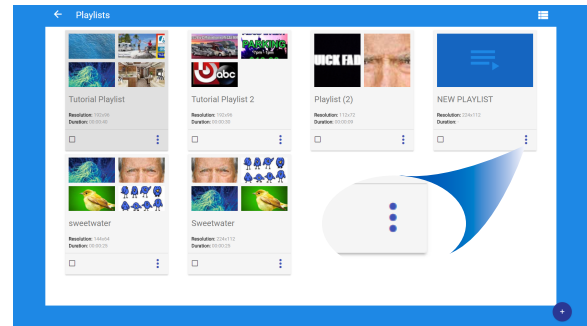
There are two ways to delete a Playlist – individually and in groups.

Deleting an Individual Playlist

Click the **More Options** button at the end of row in list view, or in the bottom right corner of the playlist entry in grid view. **Note:** the **More Options** button is designated by the three dots.



- A** Select Delete from the More Options menu on the appropriate playlist entry.



- B** A pop up appears asking for confirmation of delete. Click **OK**.

Delete Playlist

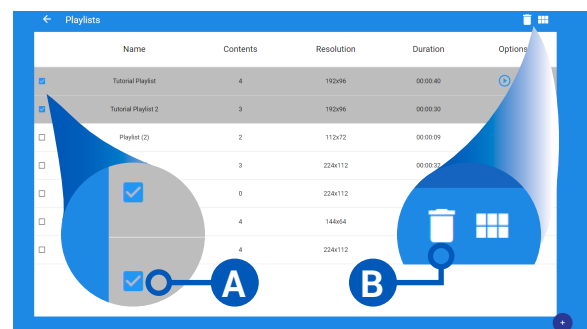
Are you sure you want to delete this playlist?



Deleting a Group of Playlists

Deleting multiple playlists is a two step process.

- A** Using the checkboxes for each entry, select each of the playlists you want to delete.
- B** Once the checkboxes are marked, a trash can icon appears in the Playlist header, click the trash can icon.
- C** A pop up appears asking for confirmation of delete, click **OK**.



Delete Playlist

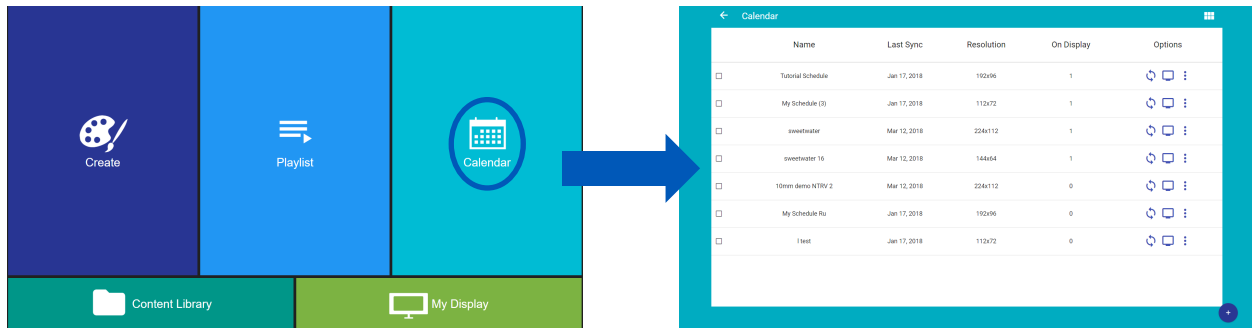
Are you sure you want to delete all the selected playlists?



Calendar

The Calendar page enables you to establish a schedule for the created playlists. Playlists determine what content to play, and the calendar determines when to play it.

Select Calendar from the Banner CMS Dashboard.



The Calendar page displays the following information for each established schedule:



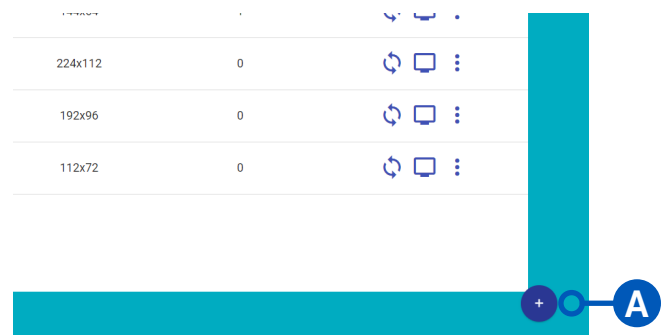
- A** **Checkbox** – select multiple calendar entries with this checkbox.
- B** **Name** – this is the name given at schedule creation.
- C** **Last Sync** – displays the date of the last sync with the intended display. **Note:** see below for more information about schedule Sync.
- D** **Resolution** – this is the display resolution assigned at schedule creation.
- E** **On Display** – shows the number of displays where the schedule is assigned to play.

Options – there are three additional options available for each Calendar entry: Sync, Assign, and Additional Options.

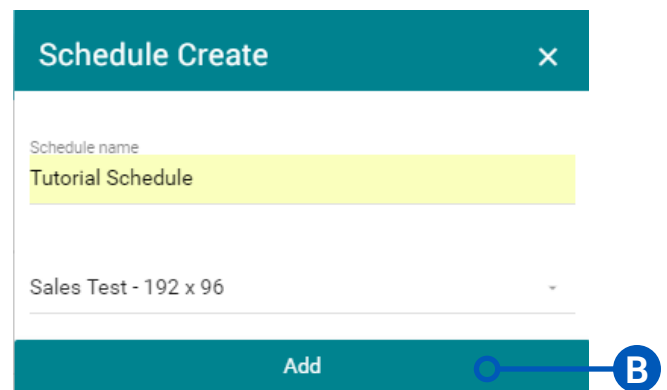
- F** **Sync** – syncing sends the schedule and all associated playlists and content from Banner CMS to the display. **Note:** it may take up to 5 minutes for an update to show on the display.
- G** **Assign** – this assigns the schedule to a display. Schedule assignments are required to ensure accurate syncing of schedules, playlists, and content.
- H** **More Options** – this button provides access to edit or delete the target calendar.

Create a new schedule

- A** From the Calendar page, click the dark blue '+' button in the lower right corner. This opens the Schedule Create window.

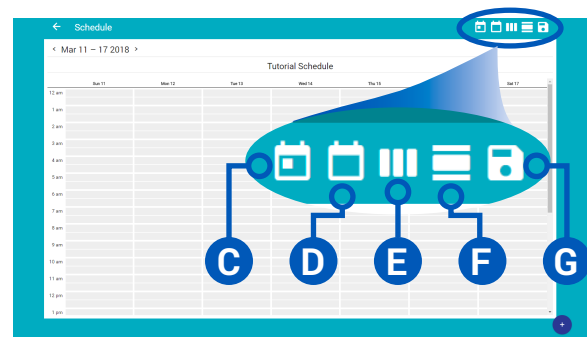


- B** Enter a name for your new schedule, select the desired display from the drop-down menu, and click the **Add** button.



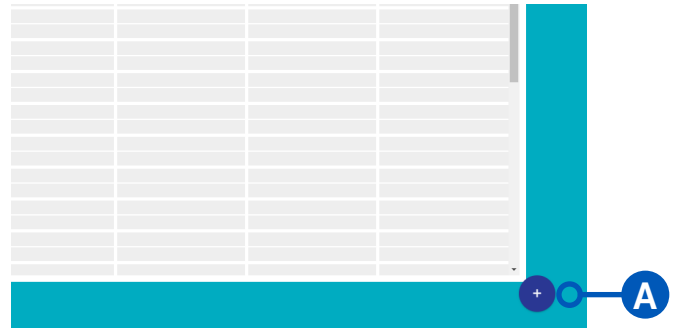
The new Schedule opens in a calendar view. At the top of the new schedule there are four different view options and a save button for the calendar.

- C** **Today** – re-centers the calendar view to include the current day
- D** **Month** – shows the entire calendar month
- E** **Week** – limits the calendar view to a full week
- F** **Day** – limits calendar view to a single day
- G** **Save** – saves the calendar

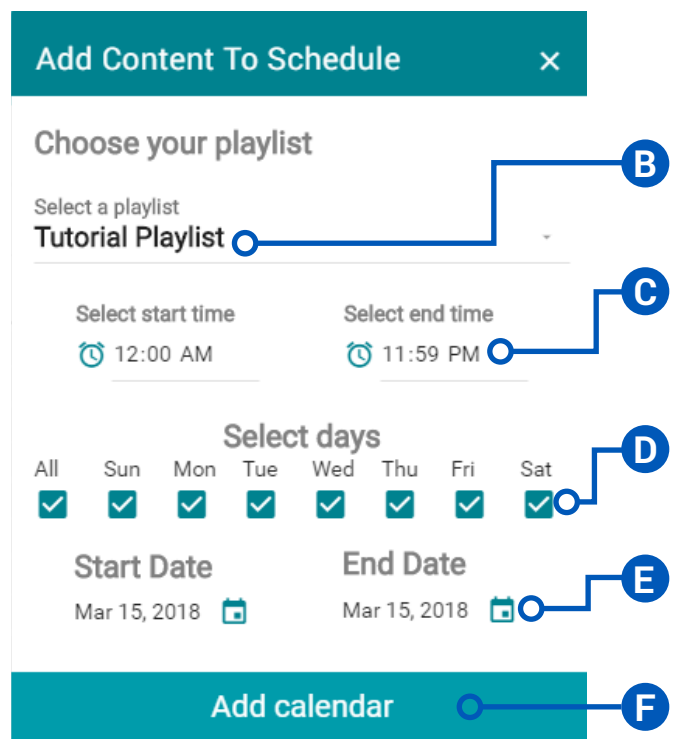


Add a Playlist to the Calendar

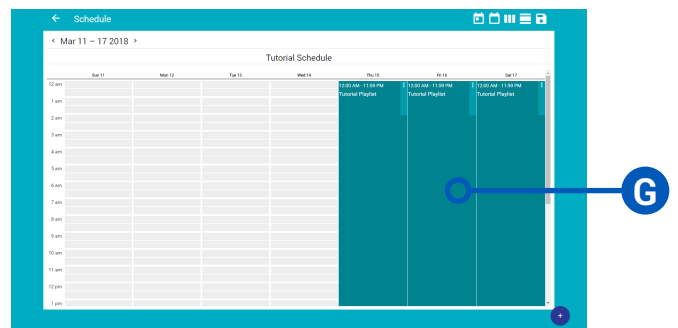
- A** Click the dark blue '+' button in the lower right corner. This opens a new window called Add Content to Schedule.



- B** Select the previously created playlist from the drop-down menu. **Note:** refer to "Playlist" for more information about playlist creation.
- C** Select the **start** and **end time** for the schedule.
- D** Select the **days** of the week you want the playlist shown on the display.
- E** Select the **start** and **end date** for the playlist.
- F** Click the **Add calendar** button



- G** The playlist now appears on the selected day and time. **Note:** you can add multiple playlists to your calendar.



Adjusting An Existing Schedule

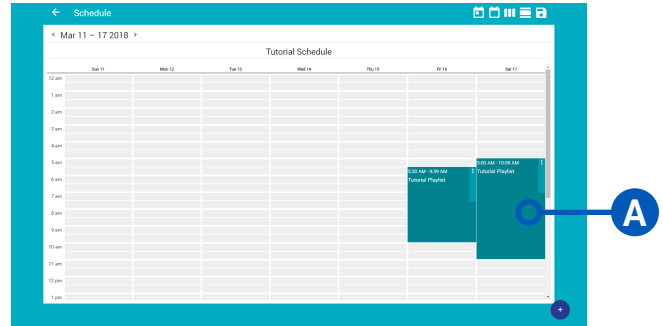
There are two ways to adjust the Start and End times and selected dates of the playlist schedule.

Click and Drag Method

- A** The first is to simply click and drag the schedule entry on the calendar. Clicking in the middle of the calendar entry adjusts the start time and/or date, but the length of the schedule remains the same.

If you click and drag from the bottom of the entry, you can adjust the length of the schedule block.

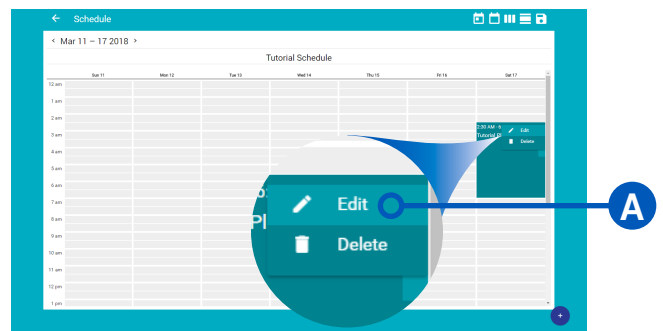
- B** Save the changes to your calendar with the **Save** button in the upper right of the calendar view.



Edit Schedule Window

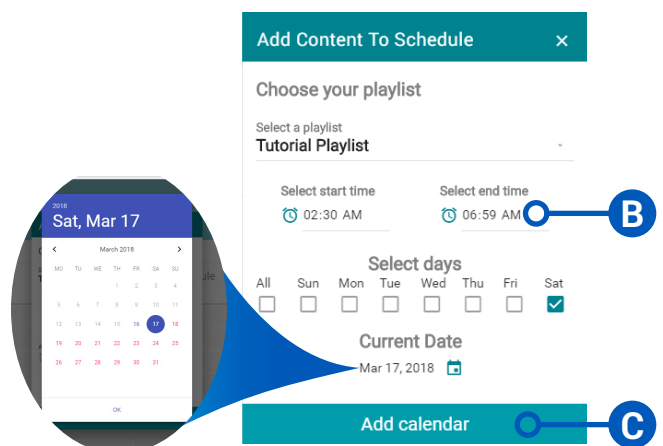
The second method is done in the **Add Content To Schedule** window.

- A** Open the window by clicking on the **More Options** button in the upper right corner of the calendar entry, and selecting **Edit** from the pop-up menu.



- B** From this window, make the desired changes to the Start Time, End Time, and Current Date. **Note:** you cannot change schedule days using the Select Days check boxes. Instead, click the calendar icon toward the bottom of the window, and select the desired date from the calendar pop up.

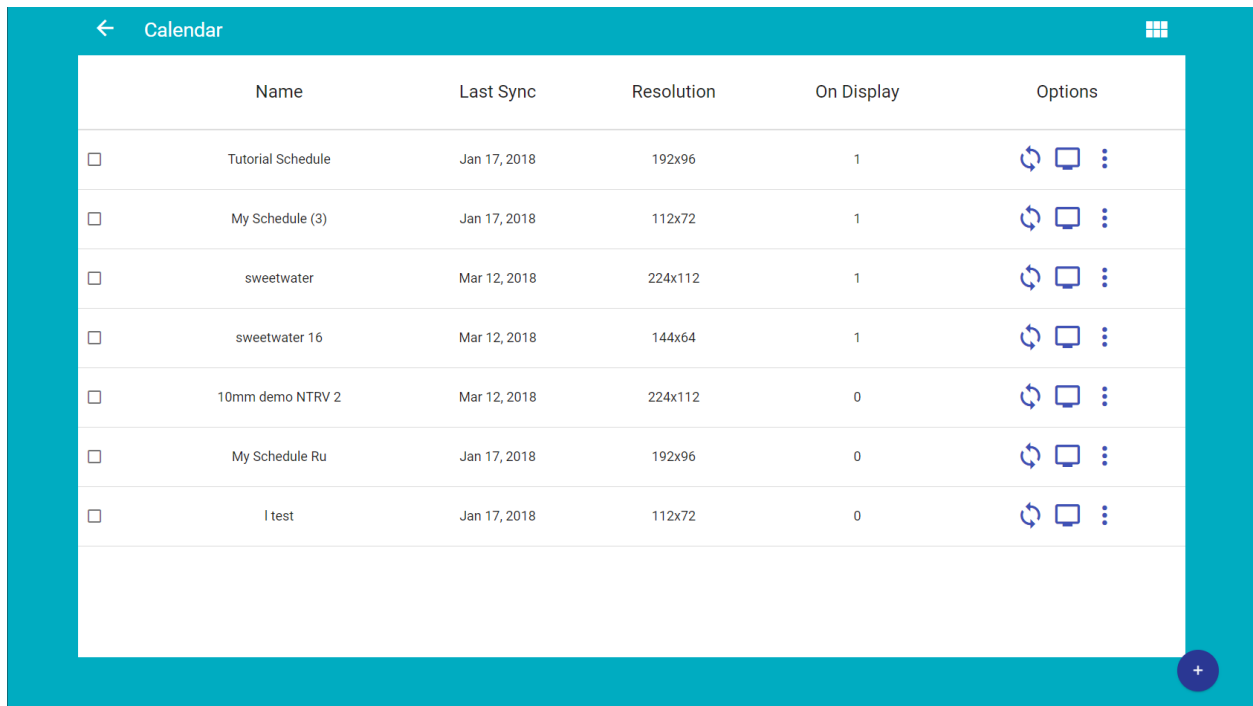
- C** After completing the desired changes, click the **Add Calendar** button at the bottom of the window.



- D** Save the changes to your calendar with the **Save** button in the upper right of the calendar view.



Deleting a Schedule

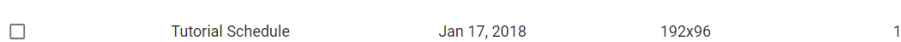


The screenshot shows a mobile application interface titled "Calendar". It features a table with the following columns: Name, Last Sync, Resolution, On Display, and Options. The table contains eight rows of schedule entries. Each row has a checkbox on the left and a set of three icons (refresh, monitor, and three dots) on the right. A plus sign icon is visible in the bottom right corner of the interface.

	Name	Last Sync	Resolution	On Display	Options
<input type="checkbox"/>	Tutorial Schedule	Jan 17, 2018	192x96	1	🔄 🖥️ ⋮
<input type="checkbox"/>	My Schedule (3)	Jan 17, 2018	112x72	1	🔄 🖥️ ⋮
<input type="checkbox"/>	sweetwater	Mar 12, 2018	224x112	1	🔄 🖥️ ⋮
<input type="checkbox"/>	sweetwater 16	Mar 12, 2018	144x64	1	🔄 🖥️ ⋮
<input type="checkbox"/>	10mm demo NTRV 2	Mar 12, 2018	224x112	0	🔄 🖥️ ⋮
<input type="checkbox"/>	My Schedule Ru	Jan 17, 2018	192x96	0	🔄 🖥️ ⋮
<input type="checkbox"/>	I test	Jan 17, 2018	112x72	0	🔄 🖥️ ⋮

There are three ways to delete a schedule: Individual Schedule, Multiple Schedules, and Individual Calendar Entry.

Deleting an Individual Schedule

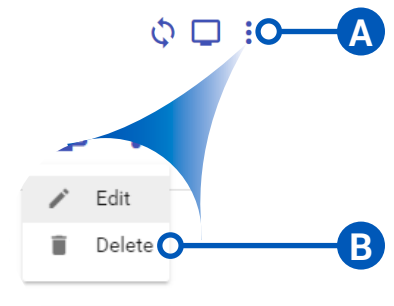


This is a close-up of the first row of the table from the previous screenshot. It shows the checkbox, the name "Tutorial Schedule", the last sync date "Jan 17, 2018", the resolution "192x96", and the "On Display" value "1".

<input type="checkbox"/>	Tutorial Schedule	Jan 17, 2018	192x96	1
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A Click the three-dot button at the end of the desired entry.

B Select **Delete** from the menu.



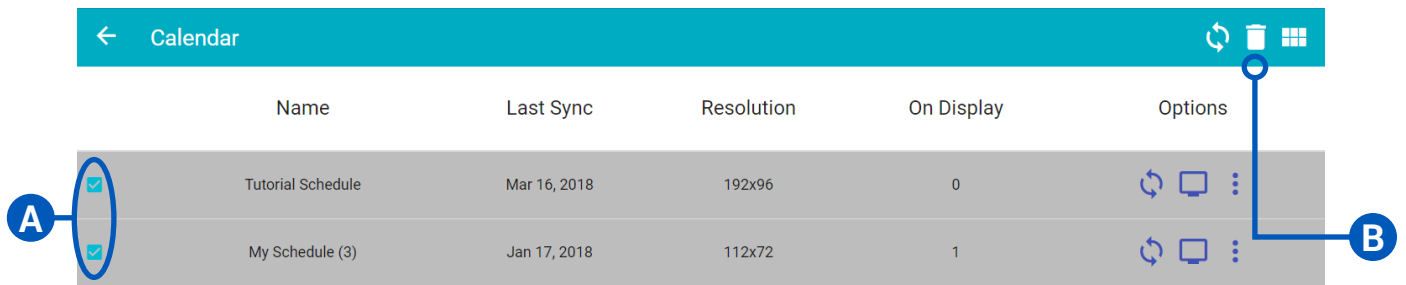
C A pop up window asks for confirmation of delete. Click **OK**.

Delete Schedule

Are you sure you want to delete this schedule?

CANCEL OK **C**

Deleting Multiple Schedules



- A** Click the Selection Boxes at the beginning of the each desired entry in the Calendar list.
- B** Once selections have been made, a trashcan button appears in the header. Click the trashcan button.

- C** A pop up window asks for confirmation of delete. Click **OK**.

Delete Schedule

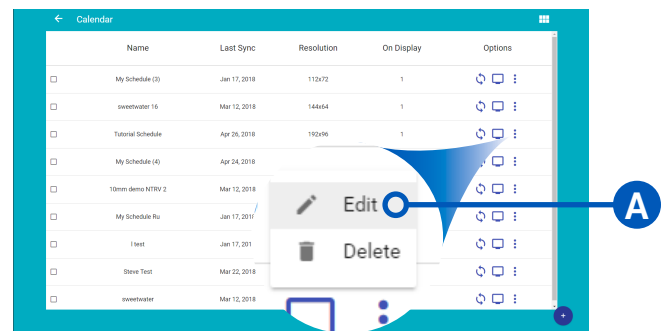
Are you sure you want to delete this schedules?

CANCEL OK

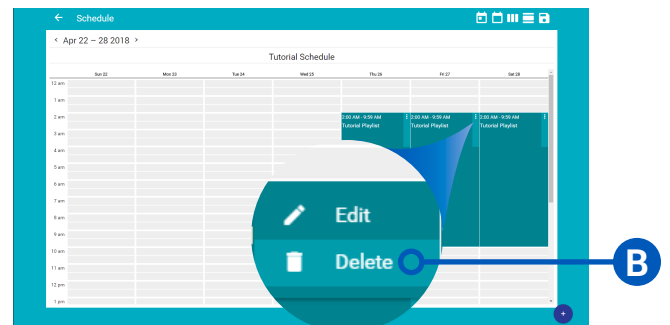
Deleting an Individual Calendar Entry

Please follow these steps in the event you want to delete a specific calendar entry without effecting the other calendar entries.

- A** Click the More Options button on the right side of the desired schedule, and select **Edit**, opening the calendar view of the selected schedule.



- B** Click the More Options button in the upper right corner of the desired calendar entry, and select **Delete**.



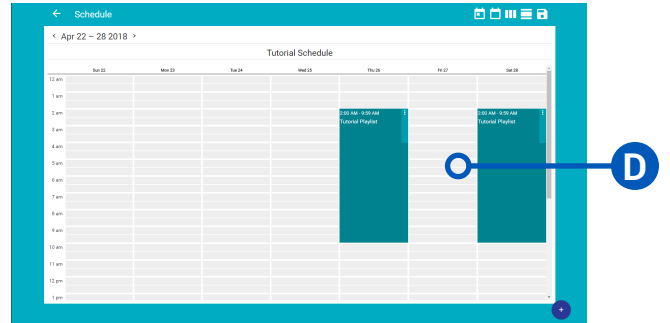
- C** A pop up window asks for confirmation of delete. Click **OK**.

Delete Event

Are you sure you want to delete this event?

CANCEL OK **C**

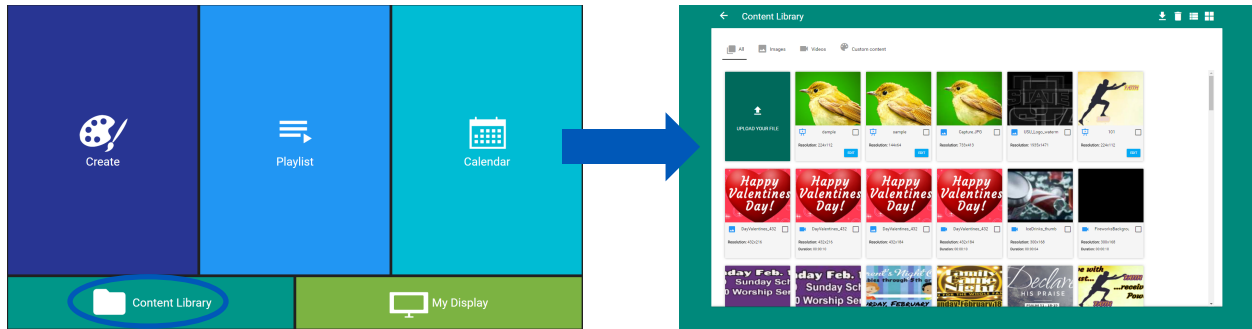
- D** The targeted entry is removed without affecting the remaining entries.



Content Library

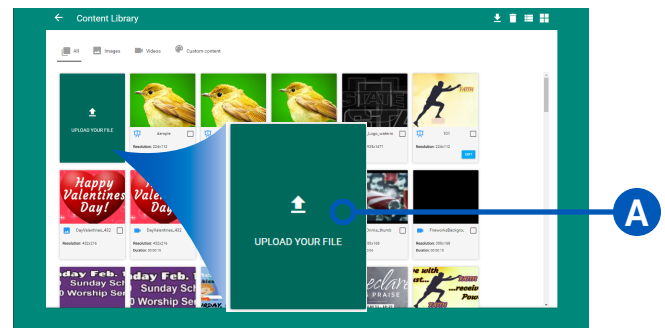
The Content Library contains all messages available for your displays. This includes all content created within Banner, Creative Engine, or content manually uploaded.

Select Content Library from your Banner CMS dashboard. The main area of the page shows the content currently in your library.

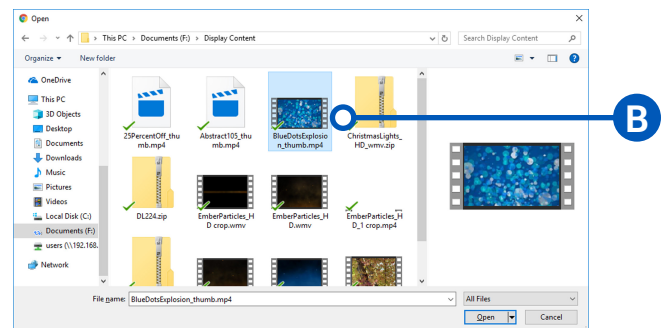


Adding Content to Your Library

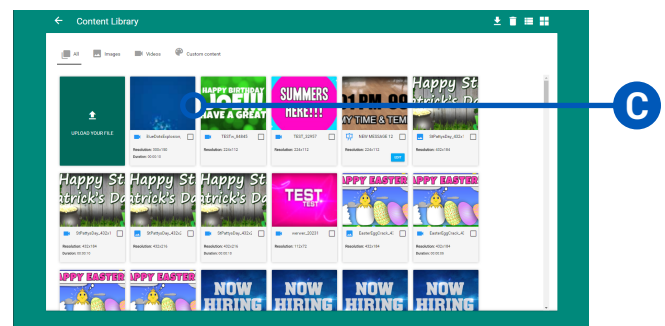
A The first entry in the content library is the **Upload Your File** button. Clicking the **UPLOAD YOUR FILE** button opens a window that allows selection of files from your local computer.



B Navigate to the file location on your computer, select the desired file(s), and click **Open**. The following content types are supported: .mp4, .png, .jpg, .jpeg, and .gif file types.



C The **Open** uploads them to your Banner CMS Content Library.



Note: content must be in your Banner CMS Content Library before it is available for playlists and schedules.

Navigating the Content Library

Filters

When first opened, all entries in the content library are visible. Filters enable you to find specific content entries easier. There are four (4) filters available: All, Images, Videos, and Custom Content.

All – shows all content in the library

Images – only displays still images from the Content Library.

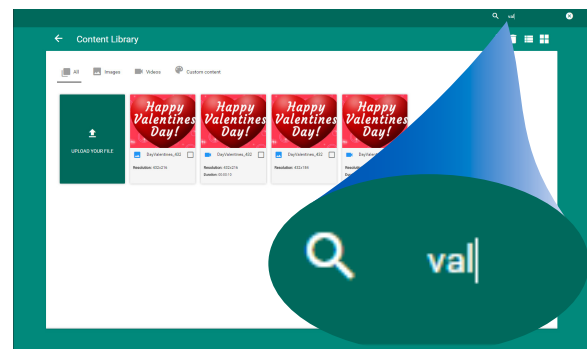
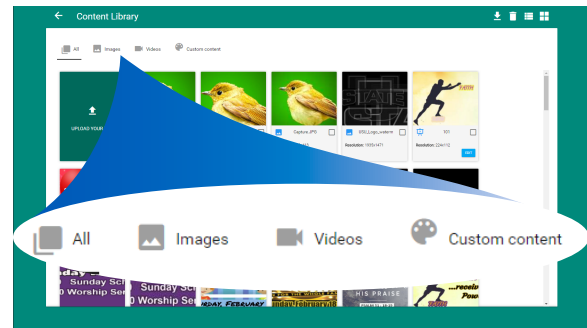
Videos – shows all animation and motion messages.

Custom Content – shows content created within Banner CMS.

Search Bar

The Search Bar, in the top right corner, dynamically filters visible content based on entered criteria.

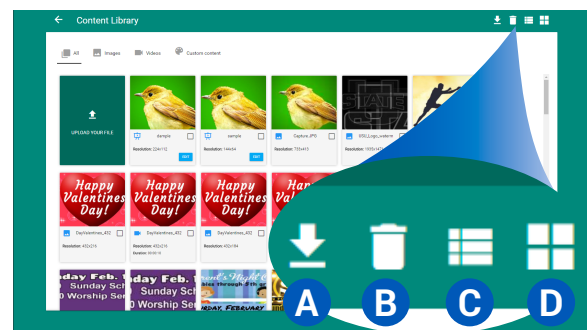
With “val” entered as the search criteria, only content with “val” in the content name are shown. The search is limited by a selected filter, so if the “Videos” filter is selected, Banner CMS only shows video content matching the search criteria.



Miscellaneous Tools

There are four miscellaneous tools in the content library: Download, Delete, List View, and Grid View.

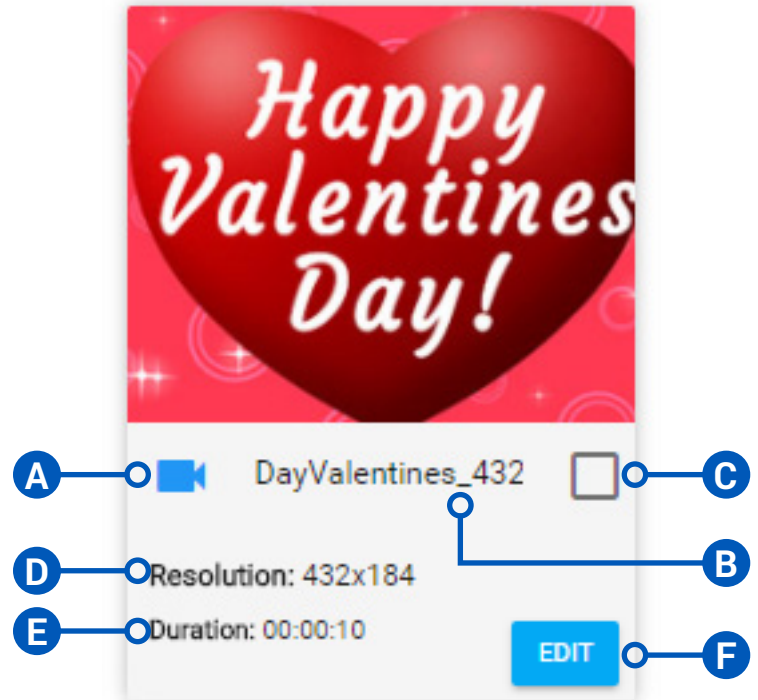
- A Download** – allows you to download the selected content to your local high drive.
- B Delete** – removes the selected content from your content library. **Note:** deleted content is permanently removed from your Banner CMS Content Library
- C List View** – displays the content in a list view.
- D Grid View** – displays the content in a grid view.



Both the List View and Grid View show similar information. The only difference is the Grid View shows a thumbnail of the content.

Content Attributes

- A Type** – this icon designates the type of file: Image, Video, or Custom Content.
- B Content Name** – this is the unique file name for the content.
- C Checkbox** – allows selection of multiple content for group actions, such as download and delete.
- D Resolution** – this is the resolution of the content.
- E Duration** – the length of time the content plays. Note: still images have no native duration.
- F Options (Edit)** – opens content created in Banner CMS in the editor.
Note: the edit link is only available for content created in Banner CMS.

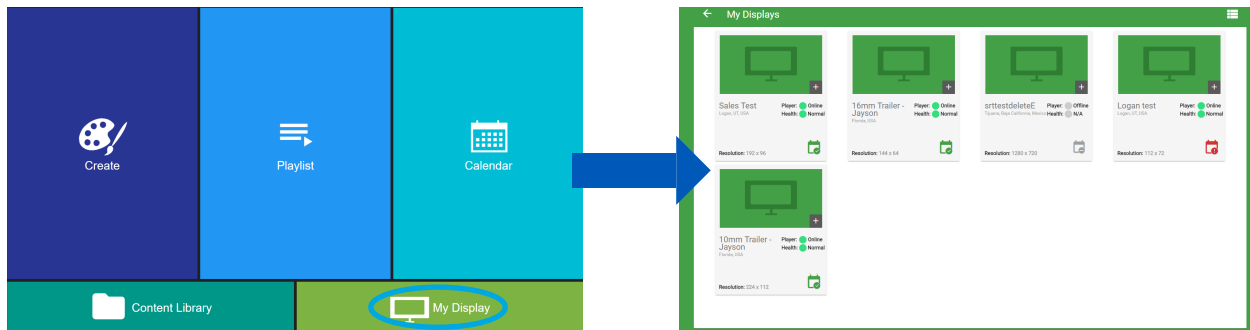


My Display

My Display shows all LED Displays connected to your Banner CMS account. This page has the familiar Back arrow and Search tools from other pages. Also similar to other pages, you can view the connected displays in a list or grid view. Both views show the same information.

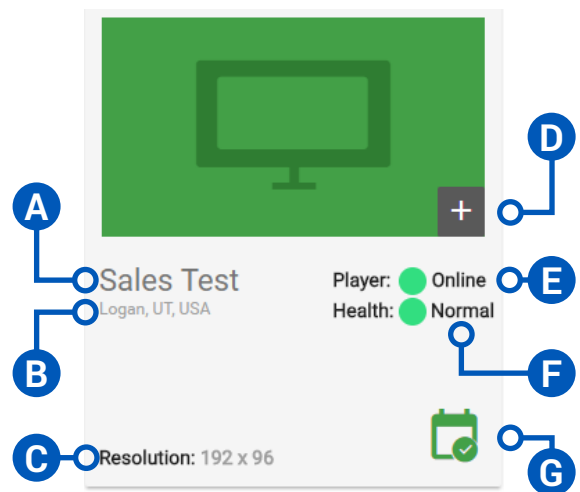
Displays are added to your Banner CMS account by Prismview when your display is shipped. If there is a problem with your display in Banner CMS, contact Prismview Support by phone at 1-800-741-6721 or by e-mail at esupport@prismview.com

Click on the My Displays button from the Banner CMS dashboard.



Each display entry shows the same information.

- A Name** – a unique name given to each display during initialization.
- B Location** – the geographic location of the LED display.
- C Resolution** – the established pixel resolution for the display. **Note:** Banner CMS shows the resolution as *pixel width x pixel height*.
- D Default Content** – allows you to select content to play in the event there is no scheduled content.
- E Player** – the status of Banner Player within the LED display.



Green (Online) – open communication between the display's Player PC and Banner CMS.

Gray (Offline) – no communication between the display's Player PC and Banner CMS.



F Health – the operational status of the LED display.

Green (Normal) – up to date health status with no reported issues.



Yellow (Warning) – up to date health status and there is a non-critical issue with the device.



Red (Error) – up to date health status and there is a critical issue or failure with the device.



Gray (N/A) – health status is unavailable.



G Calendar – indicates the status of scheduled content for the LED display. There are three indicators:

Green – the LED display has the current schedule from the Banner CMS calendar



Current Schedule

Gray – the LED display has no schedule assigned in the Banner CMS calendar.



No Schedule

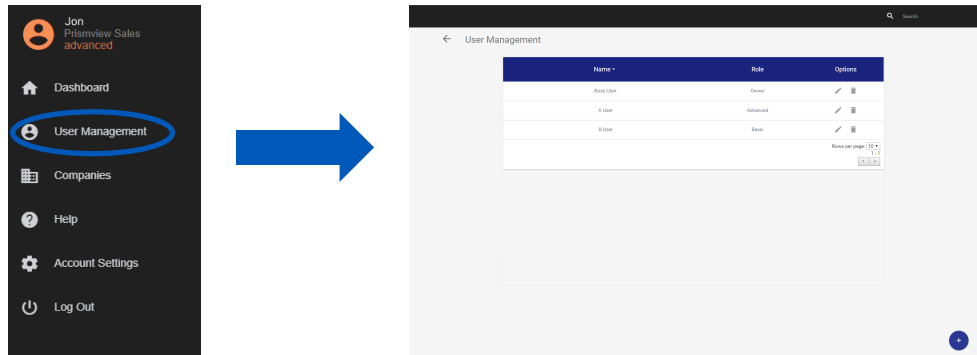
Red – the assigned schedule has expired



Expired Schedule

User Management

Through the User Management page, you can add and remove users, and modify access levels throughout Banner CMS. From the Dashboard, select User Management from the left sidebar.



The User Management page lists all existing user accounts, and provides the following information: Name, Role, and Options. In addition, the user list contains page navigation tools.

Name – the name assigned to user during account creation.

Role – There are two levels of in Banner CMS: Basic and Advanced.

Basic User – a Basic user can Create custom content, organize Playlists, schedule Calendars, and manage the Content Library.

Advanced User – in addition to the tools of a Basic user, Advanced users have access to User Management and Companies.

Options – there are two options for each user entry:

Support – the pencil support icon opens the Edit User window. From this window, you can alter the name, email address, password, and role of the selected user.



Delete – the trashcan icon allows you to remove the selected user. Note: anytime you delete a user, a confirmation window opens and requires you to approve the removal.



Page Navigation – is similar to navigating on the Companies page. These tools are in the lower right corner of the list.

Rows per page: – allows selection of the number of entries shown per page – 5, 10, 15, or 20.

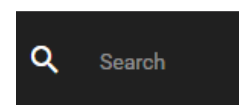
Rows per page: 10 ▾
1 - 1

X - X – shows the current page number and the total number of pages.



< and > buttons – allow you to move back and forward through the user list pages.

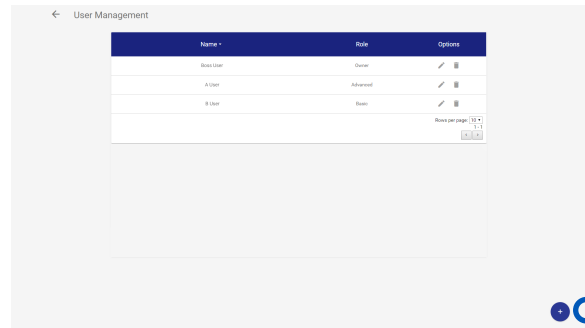
Search Bar – filters visible users by the search criteria.



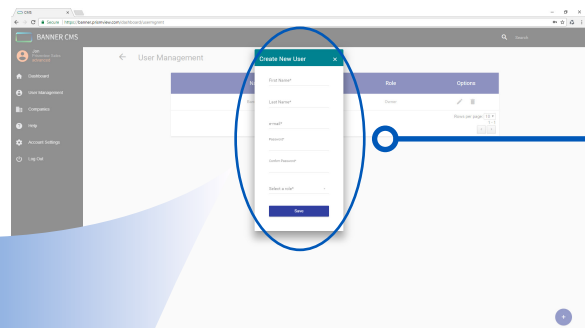
Adding a New User

Adding a new user to Banner CMS is a simple process:

- 1 Click the **+** button in the lower right corner; this opens the Create New User window.



- 2 Fill in each of the fields for First Name, Last Name, e-mail, Password, and role, then click Save.



The 'Create New User' modal window is shown in a close-up view. It has a green header with the title 'Create New User' and a close button (X). The form contains the following fields:

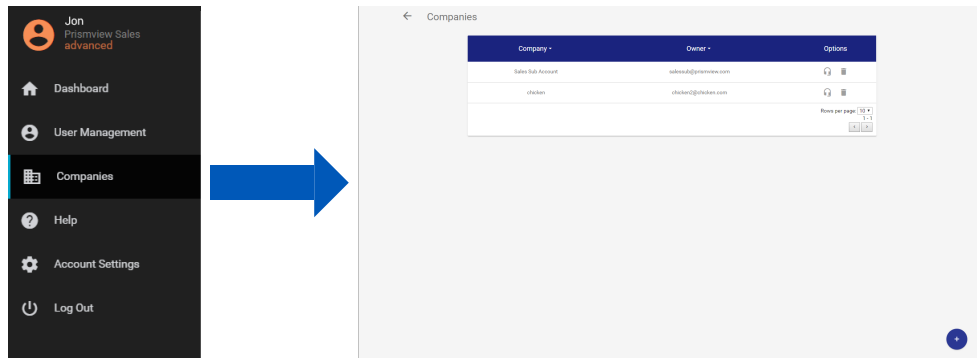
- First Name*
- Last Name*
- e-mail*
- Password*
- Confirm Password*
- Select a role*

At the bottom of the modal is a blue 'Save' button.

Companies

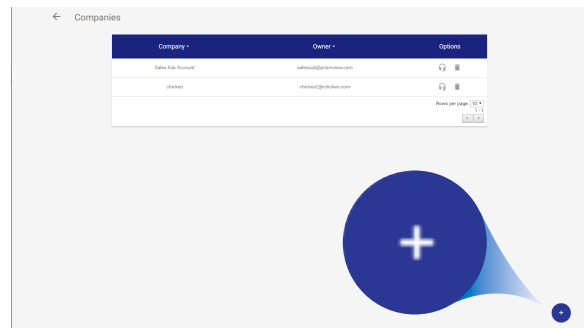
Before shipping from the manufacturer, new displays receive a company assignment. This allows user access and control on the correct displays. The Companies page has a similar appearance and functionality to other pages throughout Banner CMS.

Access the Companies page from the Sidebar.



Add a New Company

Adding a new company is a straightforward process within Banner CMS. To begin, click the dark blue “+” button in the lower right corner of the window. This opens the **Add Company** window.



Enter the appropriate information, and click the **Save** button.

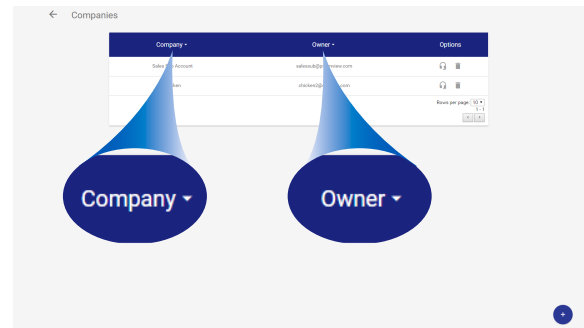
The 'Add Company' form is a white modal window with a dark teal header containing the title 'Add Company' and a close button (X). The form contains six text input fields, each with an asterisk indicating it is required: 'Company Name*', 'First Name*', 'Last Name*', 'e-mail*', 'Password*', and 'Confirm Password*'. At the bottom of the form is a dark blue 'Save' button.

Companies List

The company list allows you to do the following:

Sort

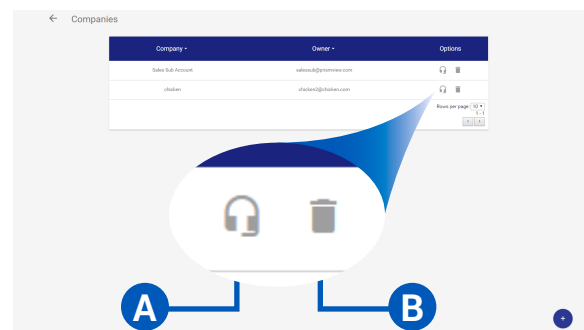
Entries in the Companies list can be sorted by the Company and Owner columns. Simply click the arrow next to the desired header. Clicking the arrow until it is pointing up, places the entries in ascending order (A-Z). Clicking until the arrow is pointing down places the entries in descending order (Z-A).



Options

There are additional options available for each entry in the companies list: Support and Delete.

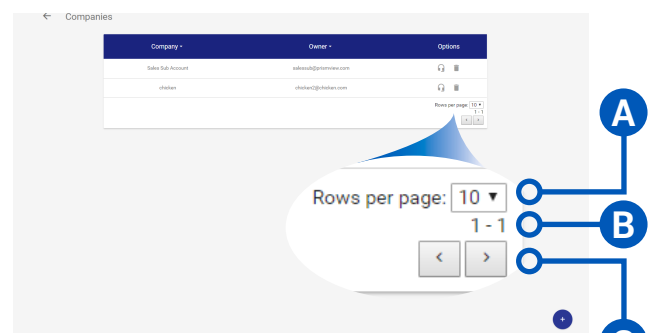
- A Support** – is used to log into a company as a support user. A support user has access to a company's account as a basic user, allowing them to train and troubleshoot with all options available to an end user.
- B Delete** – removes an entry from the list.



Page Navigation

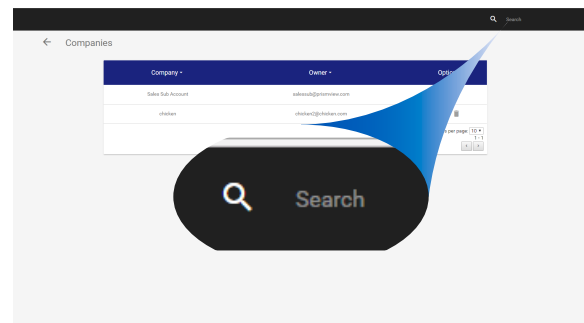
Navigating the Companies page is similar to the User Management page. These tools are in the lower right corner of the list.

- A Rows per page:** – allows selection of the number of entries shown per page – 5, 10, 15, or 20.
- B X - X** – shows the current page number and the total number of pages.
- C < and > buttons** – allow you to move back and forward through the user list pages.



Search

Filters the visible company entries by criteria entered in the search box.





This concludes the Banner CMS user manual. Thank you for using Prismview's Banner CMS. If you have any further questions concerning Banner CMS, please contact Prismview's Support by phone at 1.800.741.6721, or by email at esupport@prismview.com

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