

BANNER CMS

Basic User Guide



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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 smartphone.



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

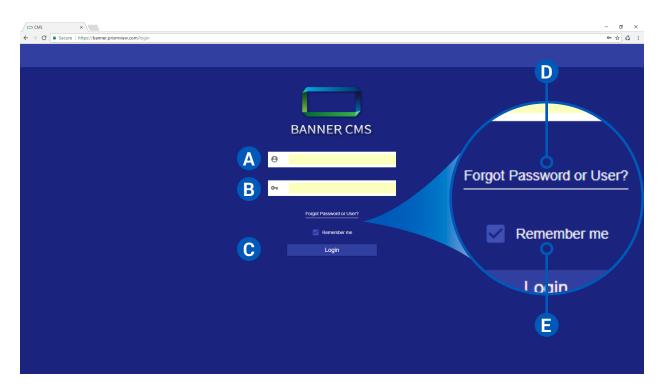


A 5MB connection speed is recommended.

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Access Banner CMS

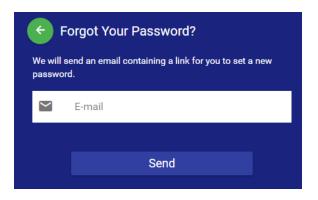
Open your web browser, and navigate to the Banner CMS web site.



Login

Enter your:

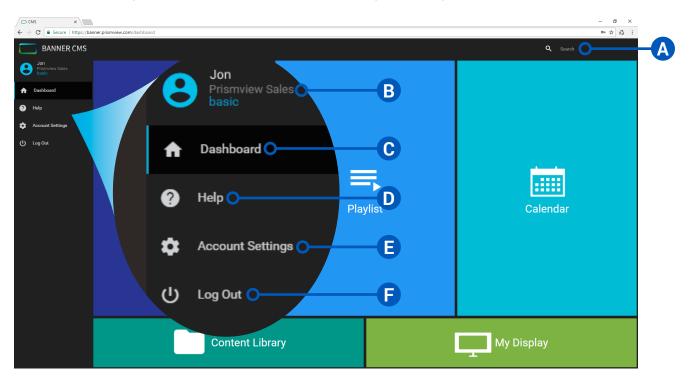
- A Username and
- B Password, and
- Click the **Login** button.
- If you have forgotten your username or password, click the Forgot Password or User link. Enter a recovery email address in the new window, and then follow the link contained in the email to update your login credentials.
- If you want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

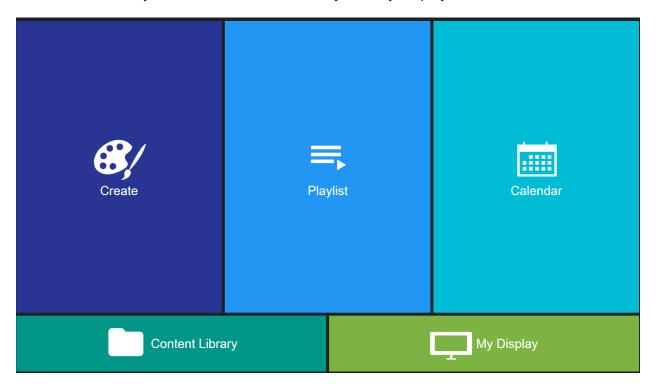
The Sidebar is consistent across all pages within Banner CMS. The sidebar provides navigation to the different pages: Dashboard, Help, Account Settings, and Log Out.



- A Search Bar The Search Bar is available on many pages through Banner CMS. It allows you to find information on the current page.
- B Heading The sidebar heading displays the First Name, the Company name, and the user role associated with your account.
- **Dashboard** This 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. See "Dashboard" for more information.
- D Help This page provides support contact information for your LED display.
- **Account Settings** Allows you to change the First Name, Last Name, and Password associated with your Banner CMS account.
- **EXECUTE:** Log Out of Banner CMS.

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.

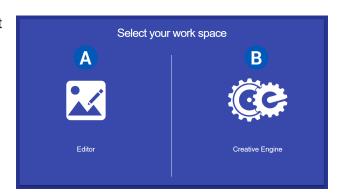


Create

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 predesigned 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.



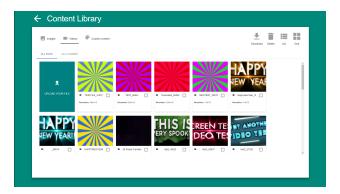
Calendar

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.

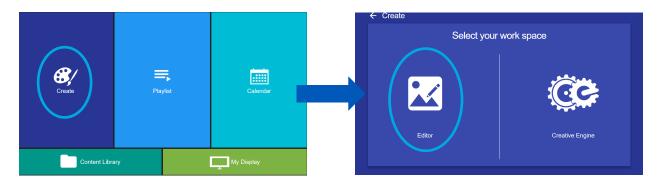


Create

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.



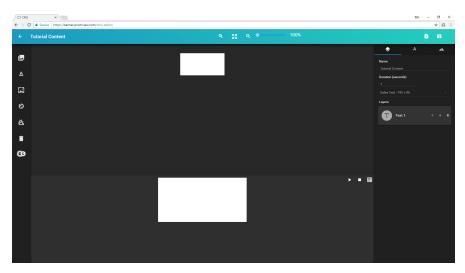
The **New Content** window appears near the top of Banner CMS.

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

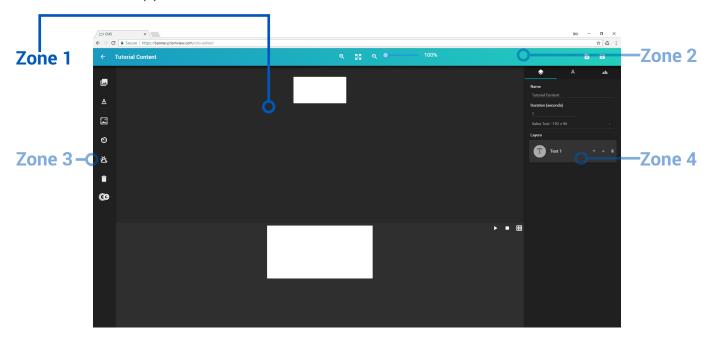
Note: New Content establishes message size parameters based on the selected display.



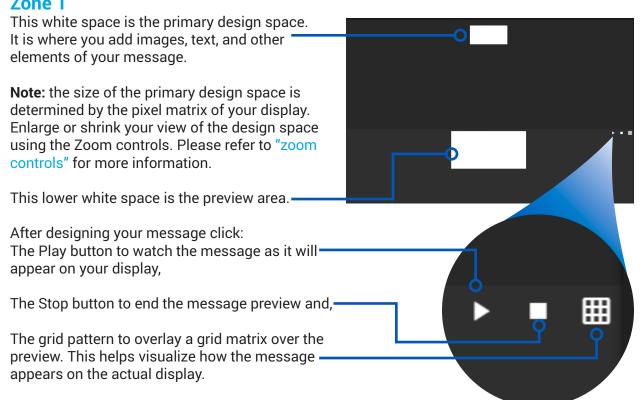
After entering a name and choosing a display for your content, the main creation window appears.



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

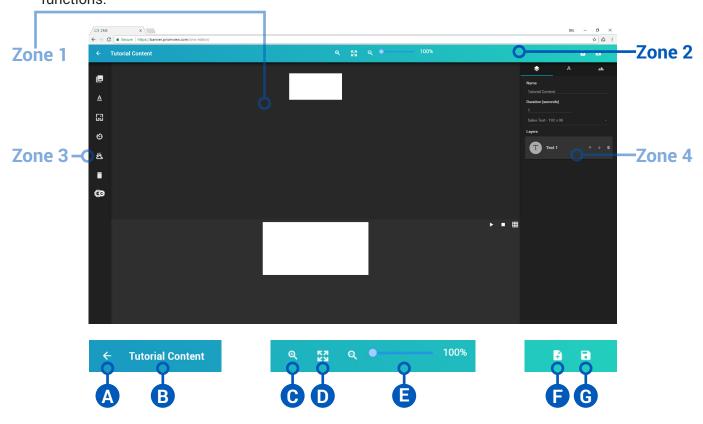


Zone 1



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Zone 2Zone B contains the Header Bar. The features in the header bar preform a few essential functions.

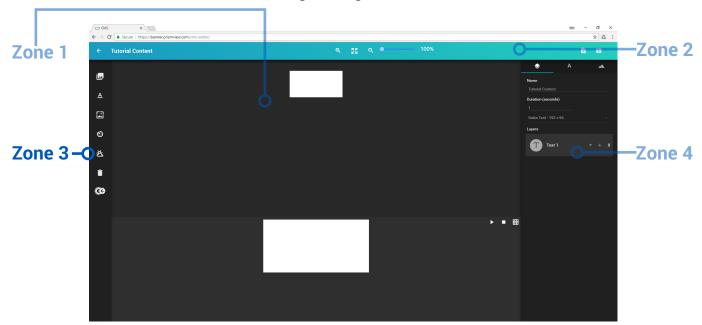


- A The Back Arrow navigates you back to the previous content creation page.
- B This is the name of the current message open in the editor.

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.

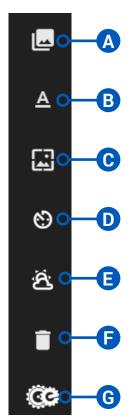
- The magnifying glasses with a + and symbols zoom in and out, respectively. **Note:** the magnifying glass with the symbol is the only way to reduce the zoom below 100%.
- The four arrows in a square layout reset the zoom to 100%.
- You can also adjust the zoom percentage with the slider bar. Sliding to the right zooms in and sliding to the left zooms out.
- 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 3This zone contains the tools used during message creation.



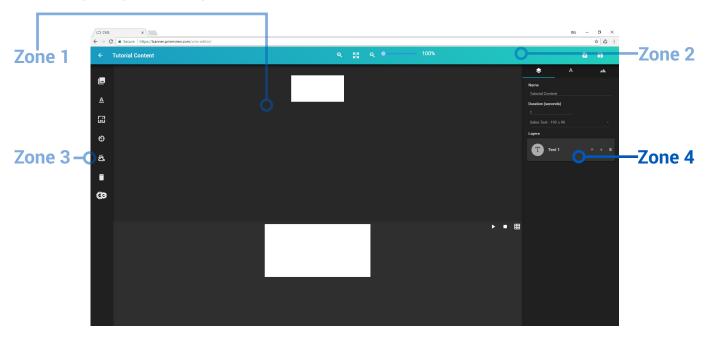
- Add Image this allows you to add an image layer to your message. Images can be resized and placed anywhere on the work area. Images must be part of the content library before adding them to a message. Please refer to "Content Library" for information about adding files to the content library.
- B Add 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.
- **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.
- 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.
- 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.
- Delete Item deletes the selected message element.
- **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.



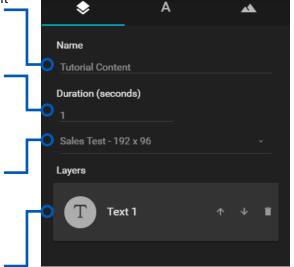
Layers Sub-menu

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.

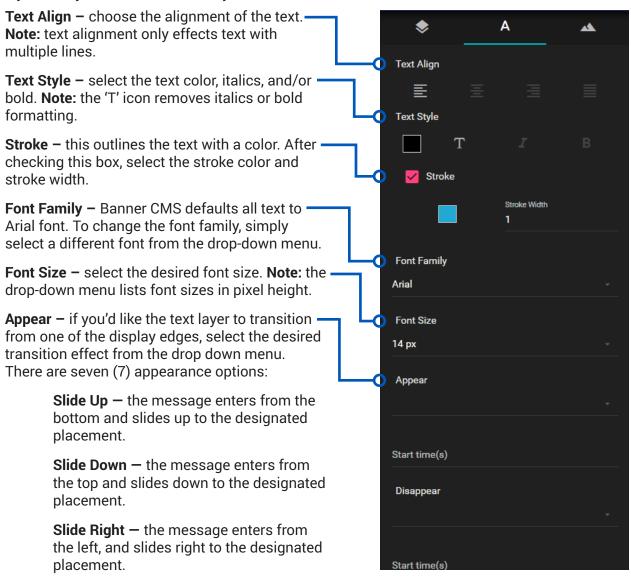
Display — this is the intended display for this message. If you want to change the intended display, select a new display option from the dropdown menu.

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.

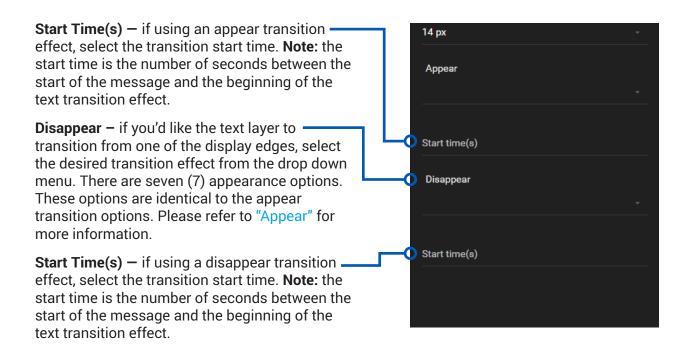


Slide Left — the message enters from the right, and slides left to the designated placement.

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.



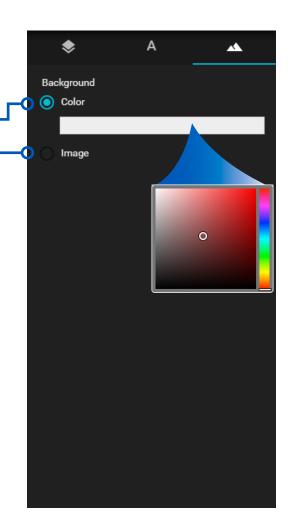
Background Sub-menu

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.

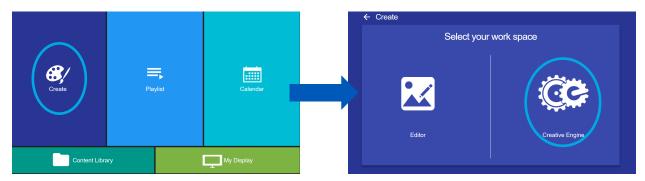
Note: a background color or background image is always behind all other content elements.



Creative Engine

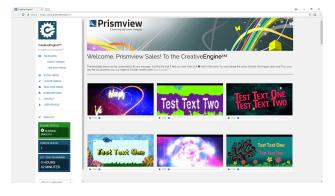
Banner CMS content creation integrates with Prismview's Creative Engine. In addition to hundreds of stock media options, Creative Engine allows you to customize pre-designed templates, adding your personal touch to professionally designed content.

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.



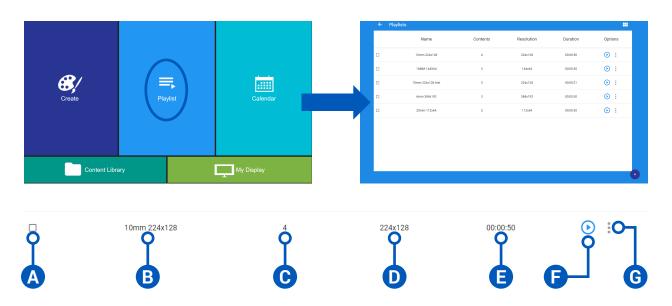
Playlist

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.

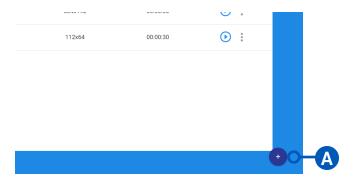


Each of these playlist entry shows the following information:

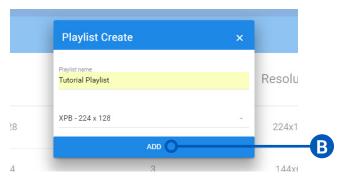
- A Checkbox use the check box to select multiple entries. After selecting one or more checkboxes, the group delete icon appears above the options column.
- **B** Name the user defined title for the playlist
- Contents amount of content in the playlist
- **Resolution** pixel resolution of the intended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

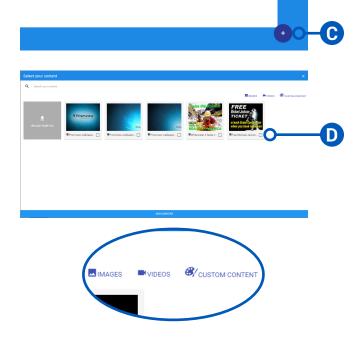


B The Playlist **Create** window appears. Enter the name of your new playlist and select the display that will use this playlist. After the name and display have been selected, click the **Add** button.



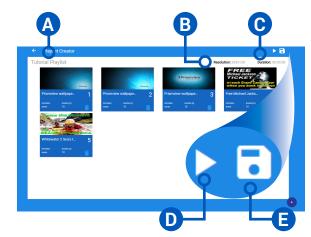
- A blank playlist page opens automatically. This page is blank because no content has been added to the playlist yet. Click the dark blue "+" button in the lower right corner to add content to the playlist.
- After the **Select your content** window opens, select the available messages from your Content 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
- Play opens the preview window, showing your newly created playlist.
- Save clicking the disk icon saves any changes you've made to the playlist.

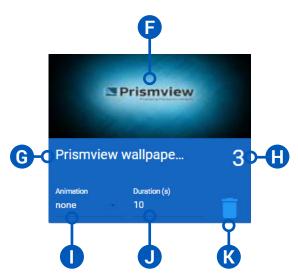


Content List — Each list entry has the following information:

- Content Thumbnail
- G Content Title
- List order Click and drag the content to change its position in the playlist.
- **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
- **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.

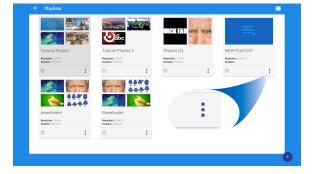
Delete a Playlist

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.





Edit

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

■ Delete O A

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.
- 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:



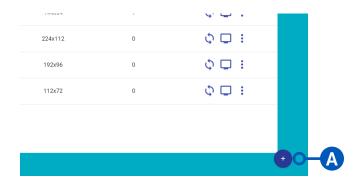
- A Checkbox select multiple calendar entries with this checkbox.
- B Name this is the name given at schedule creation.
- **C** Last Sync displays the date of the last sync with the intended display. **Note:** see below for more information about schedule Sync.
- **Resolution** this is the display resolution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

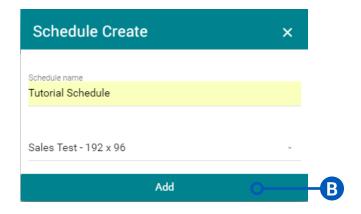
- Sync syncing sends the schedule and all associated playlists and content from Banner CMS to the display. **Note:** it may take up to 5 minutes for an update to show on the display.
- **G** Assign this assigns the schedule to a display. Schedule assignments are required to ensure accurate syncing of schedules, playlists, and content.
- 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.

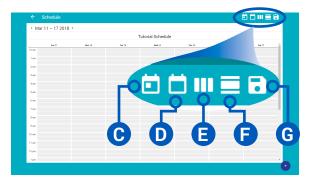


B Enter a name for your new schedule, select the desired display from the drop-down menu, and click the **Add** button.



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
- **Month** shows the entire calendar month
- **E** Week limits the calendar view to a full week
- P Day limits calendar view to a single day
- G Save saves the calendar

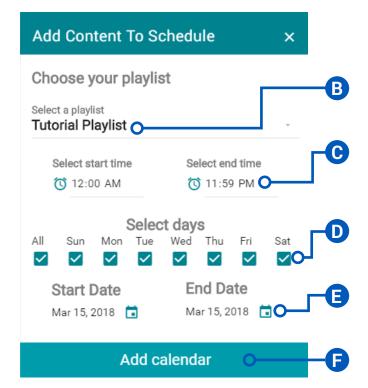


Add a Playlist to the Calendar

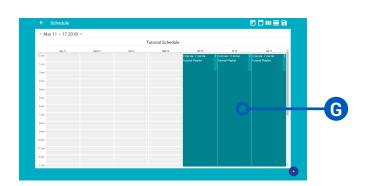
A Click the dark blue '+' button in the lower right corner. This opens a new window called Add Content to Schedule.



- 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.
- Select the **start** and **end date** for the playlist.
- 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 calender with the **Save** button in the upper right of the calendar view.

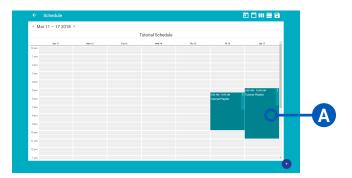
Edit Schedule Window

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

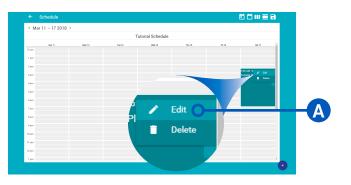
Open the window by clicking on the **More**Options button in the upper right corner of the calendar entry, and selecting **Edit** from the pop-up menu.

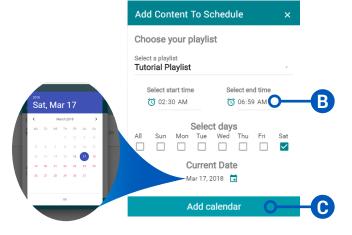
B From this window, make the desired changes to the Start Time, End Time, and Current Date. **Note:** you cannot change schedule days using the Select Days check boxes. Instead, click the calendar icon toward the bottom of the window, and select the desired date from the calendar pop up.

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





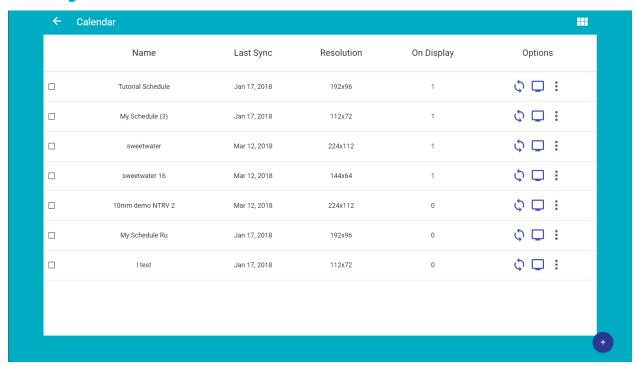




Save the changes to your calender with the **Save** button in the upper right of the calendar view.

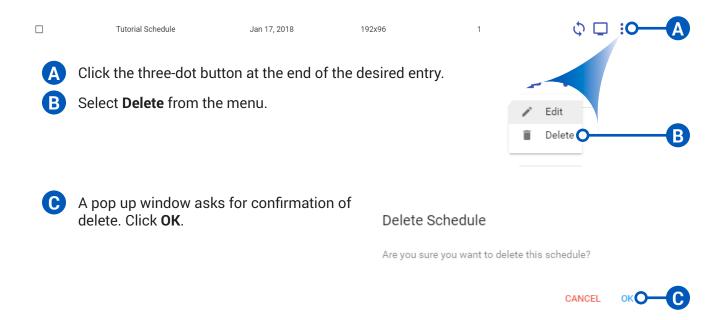


Deleting a Schedule



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

Deleting an Individual Schedule



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

Delete Schedule

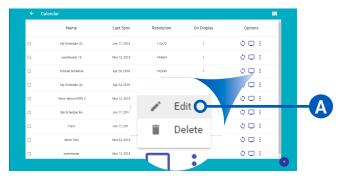
Are you sure you want to delete this schedules?



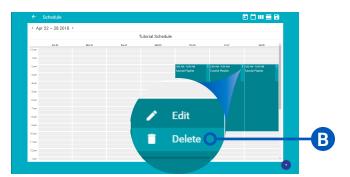
Deleting an Individual Calendar Entry

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



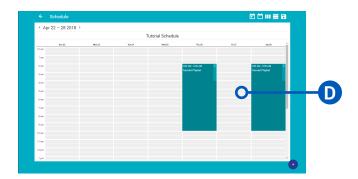
A pop up window asks for confirmation of delete. Click **OK**.

Delete Event

Are you sure you want to delete this event?



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.

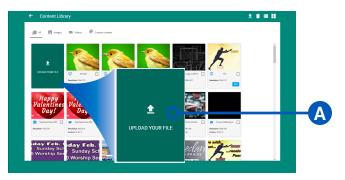
Select Content Library from your Banner CMS dashboard. The main area of the page shows the content currently in your library.

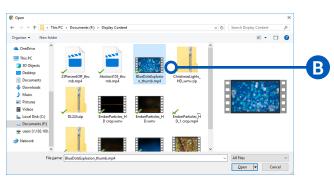


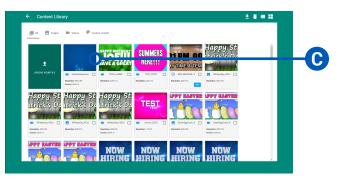
Adding Content to Your Library

- 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 .qif file types.
- 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.

All Images Videos Custom content

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
- Happy Valentines Valentines Valentines Valentines Valentines Valentines Sunday Sciences A B C D
- **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.
- Checkbox allows selection of multiple content for group actions, such as download and delete.
- **D** Resolution this is the resolution of the content.
- **Duration** the length of time the content plays. Note: still images have no native duration.
- Poptions (Edit) opens content created in Banner CMS in the editor.

 Note: the edit link is only available for content created in Banner CMS.

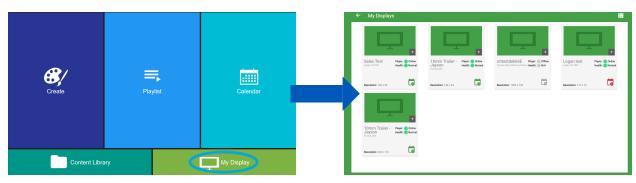


My Display

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.
- **Resolution** the established pixel resolution for the display. **Note:** Banner CMS shows the resolution as *pixel width* x *pixel height*.
- Default Content allows you to select content to play in the event there is no scheduled content.
- 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.

Health: Normal

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

Health: 🛑 Warning

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

Health: 🛑 Error

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

Health: N/A

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



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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