22Miles Web Editor
User Manual
Version 6.x

Contents

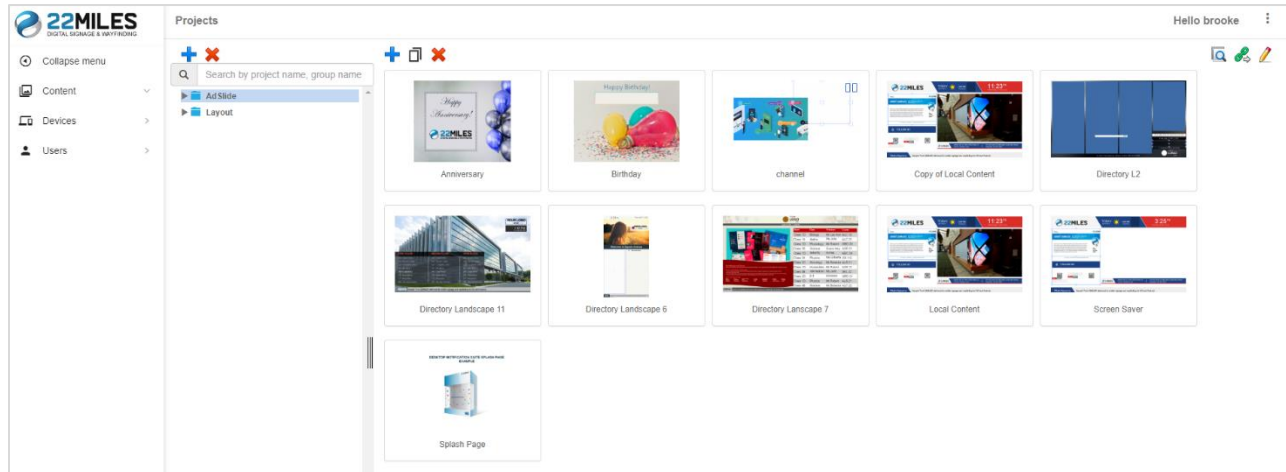# Introduction

Welcome to the Web Editor v6. We now offer advanced editing functionality and a redesigned user interface.
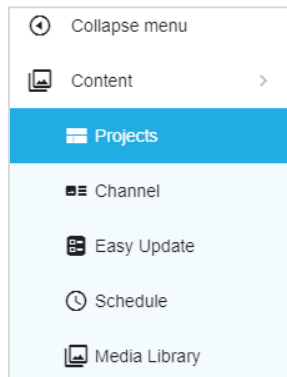

- Sidebar menu with 3 main tabs, Content, Devices and Users.
- Template Center with a variety of available Templates to add to your Project list.
- Quick Edit option for quick and easy content updates.
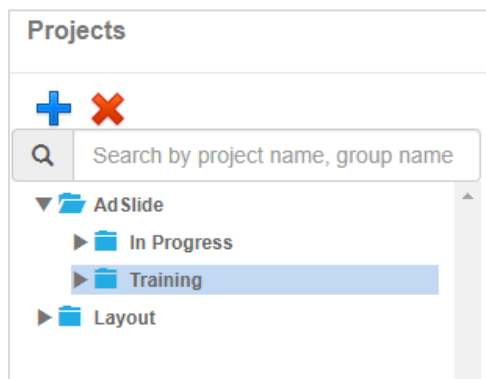- Pro Edit for design changes and customization.
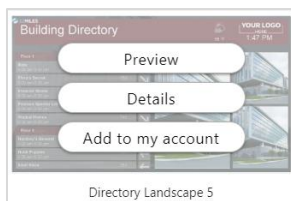
Content Tab

Projects

Expand the Content Tab to see all the available options. The first one will be Projects.
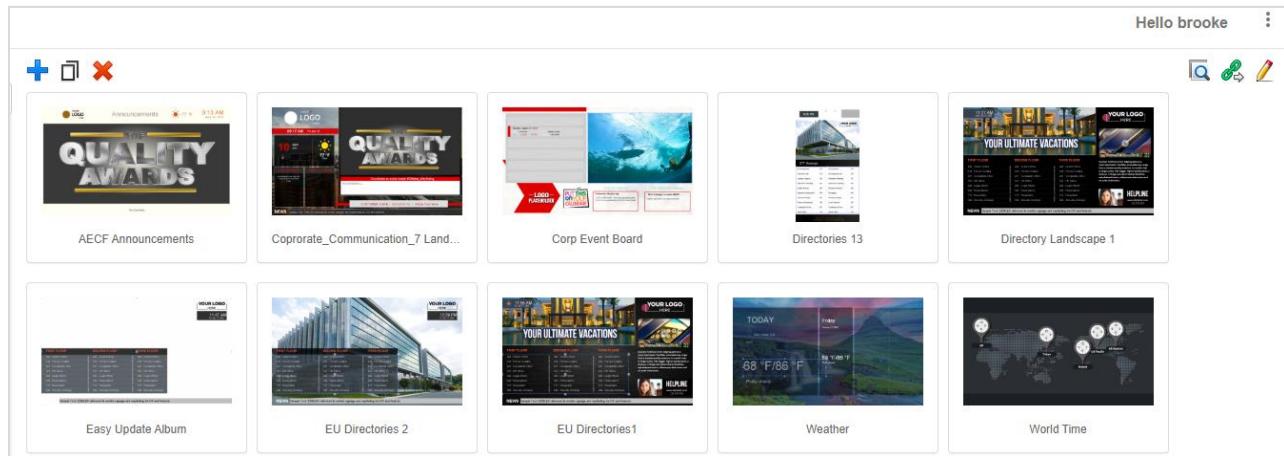

You will see 2 main project folders. AdSlide for Non-Touch and Layout for Touch Projects.
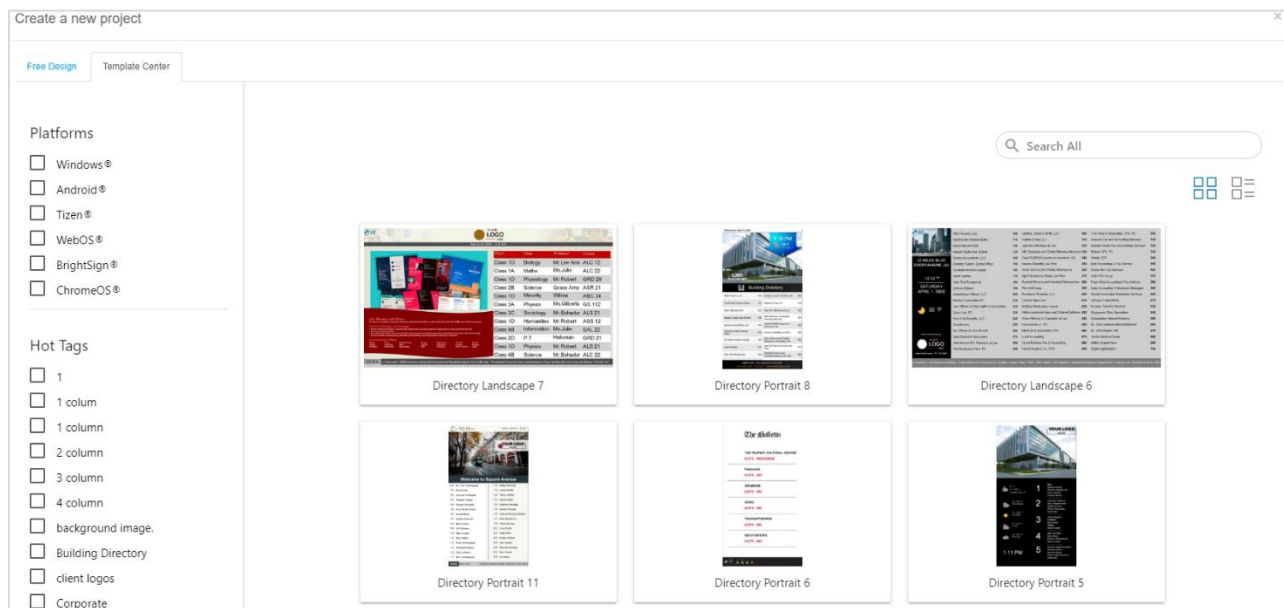

- Click on the Blue Add Icon to add in additional sub folders for each.
- The folders can be modified or deleted at any time.

Projects already added for the selected folder will be shown.

The Add Tool will take you to the new Template Center. Where you can view and add Templates to use as Projects.

- Sort through available Templates by using the Platform or Hot Tags filters.
- Hover over each Template to Preview, Get Additional Details, or to Add to your Account.

The Copy Tool lets you make a copy of an existing Project. Click on the desired Project and then the Copy Tool.

- You can Change the Dataset Name.
- Choose from a drop down of possible versions.

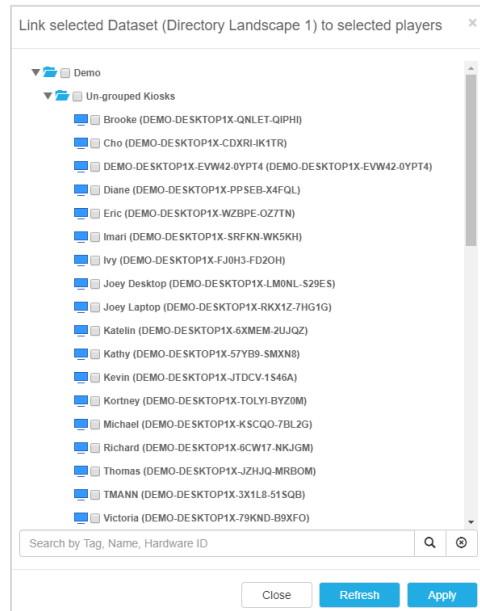The Delete Tool will delete a selected Project. It will make sure you sure you want to move forward.

The Preview Tool will give you a full screen preview of the selected Project.

The Link Tool will let you Link a Project to one or multiple Players.

- Select the Players and the Submit.

Projects (Quick Edit)

The Link Tool will take you the Quick Edit feature for a selected Project, but you will also see the Pro Edit option once you are there.

- Quick Edit Settings are the editing options made available for each Template. These are designated in Publisher Pro.

- Customize the weather for your location by typing in the Correct Zip code.

- Add, Delete or Modify information in Datalists.

FIRST FLOOR	SECOND FLOOR	THIRD FLOOR
+ Add New		
⊖ 242 - Chair's Office	242 - Chair's Office	242 - Chair's Office
⊖ 916 - Person Contact	916 - Person Contact	916 - Person Contact
⊖ 231 - Complaints Office	231 - Complaints Office	231 - Complaints Office
⊖ 141 - HR Office	141 - HR Office	141 - HR Office

Logo
🖼 logo   ✖
Logo Image URL

- Use the Delete option to remove and not use a Logo.
- Add a Logo by clicking on the blue Image Icon shown to the left.

Media Library
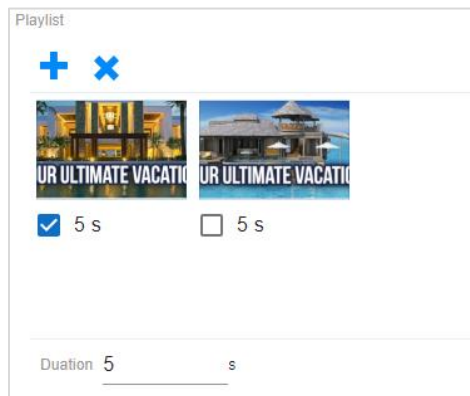
+ Upload   Search   ✖ 🔍

Media Library / Training

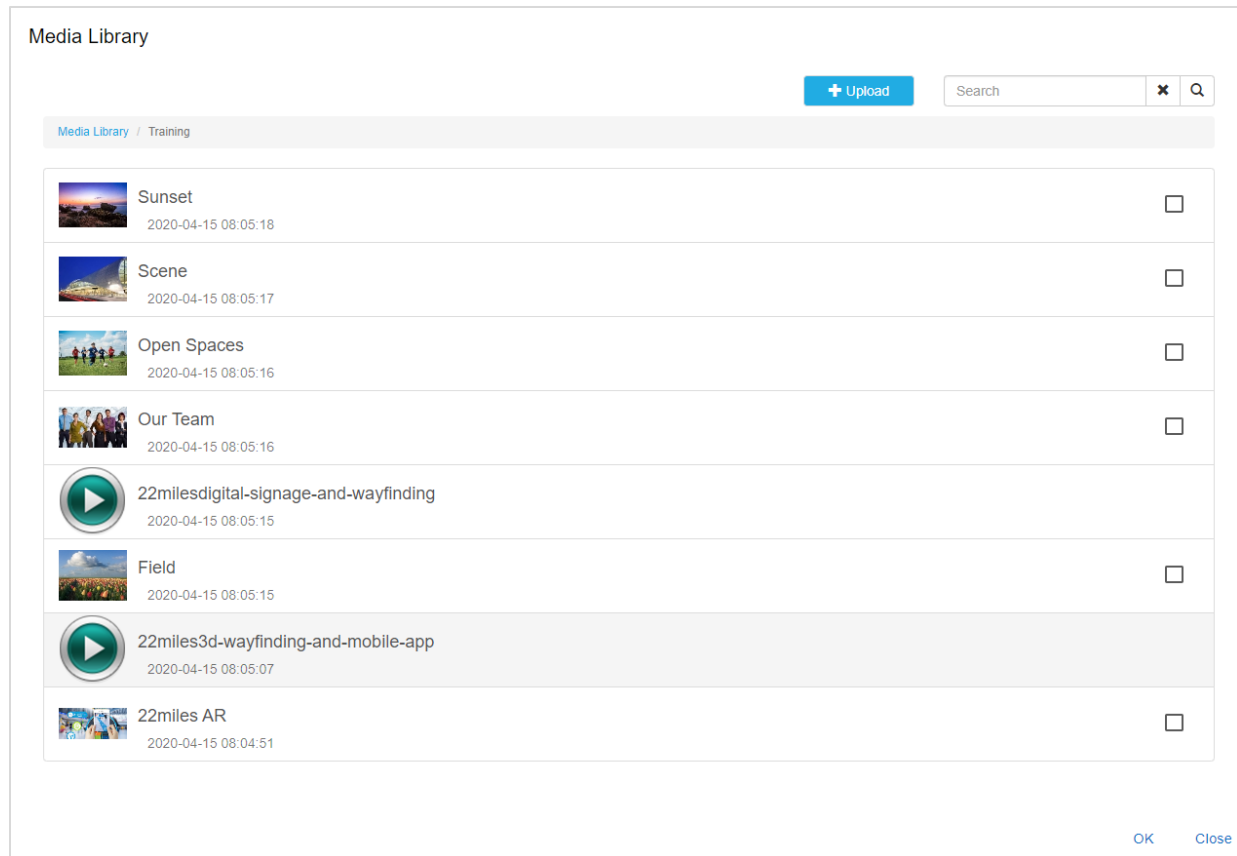| | Sunset | |
	2020-04-15 08:05:18	☐
	Scene	
	2020-04-15 08:05:17	☐
	Open Spaces	
	2020-04-15 08:05:16	☐
	Our Team	
	2020-04-15 08:05:16	☐
▶	22milesdigital-signage-and-wayfinding	
	2020-04-15 08:05:15	
	Field	
	2020-04-15 08:05:15	☐
▶	22miles3d-wayfinding-and-mobile-app	
	2020-04-15 08:05:07	
	22miles AR	
	2020-04-15 08:04:51	☐

OK   Close

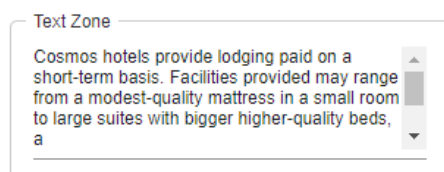- Select a Media file from the Media Library or Upload a new file.
- Select "Ok".

Image Zone 1

✏️ (2)

- Add an Image by selecting the blue Pencil Icon.

Playlist

➕ ✖️
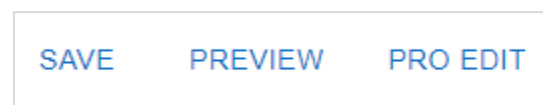
UR ULTIMATE VACATIC   UR ULTIMATE VACATIC

☑️ 5 s   ☐ 5 s

Duation 5   s

- Select an Image to adjust the duration or Delete.
- Select the blue Add Icon to add an image.

Media Library

+ Upload   Search   ✕ 🔍

Media Library / Training

| | Sunset | |
| | 2020-04-15 08:05:18 | ☐ |

| | Scene | |
| | 2020-04-15 08:05:17 | ☐ |

| | Open Spaces | |
| | 2020-04-15 08:05:16 | ☐ |

| | Our Team | |
| | 2020-04-15 08:05:16 | ☐ |

| ▶ | 22milesdigital-signage-and-wayfinding | |
| | 2020-04-15 08:05:15 | |

| | Field | |
| | 2020-04-15 08:05:15 | ☐ |

| ▶ | 22miles3d-wayfinding-and-mobile-app | |
| | 2020-04-15 08:05:07 | |

| | 22miles AR | |
| | 2020-04-15 08:04:51 | ☐ |

OK   Close

- Select a Media file from the Media Library or Upload a new file.
- Select "Ok".

Text Zone

Cosmos hotels provide lodging paid on a
short-term basis. Facilities provided may range
from a modest-quality mattress in a small room
to large suites with bigger higher-quality beds,
a

- Type changes or paste directly into the text box provided.

SAVE   PREVIEW   PRO EDIT

- Be sure to Save your changes.
- Preview your changes.
- Move on to the Pro Edit for Design level changes.

Projects (Pro Edit)
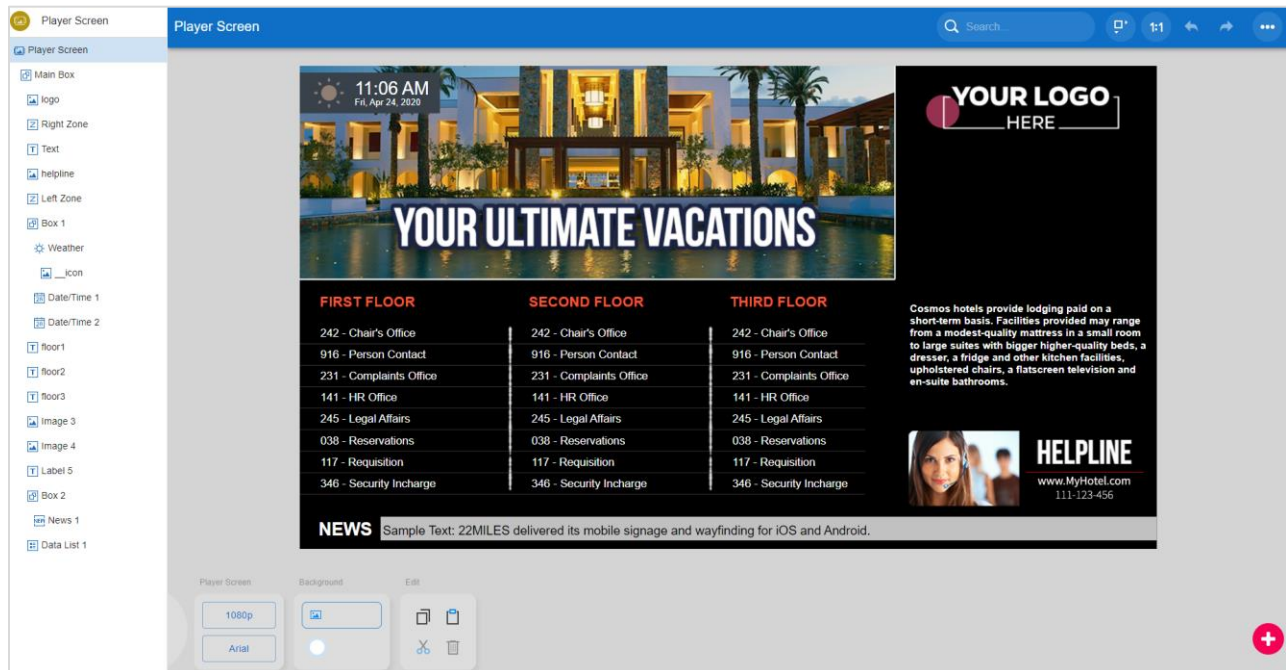
- Make design level changes to a Project.

 Main Box

- Boxes are used to organize portions of the Template.
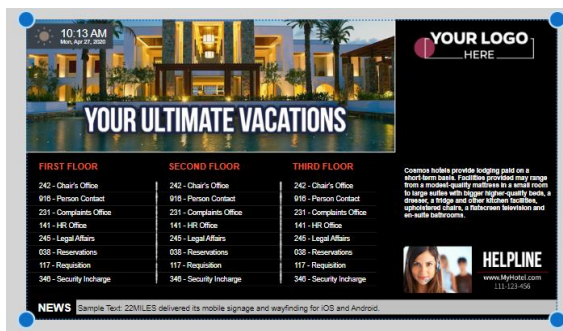
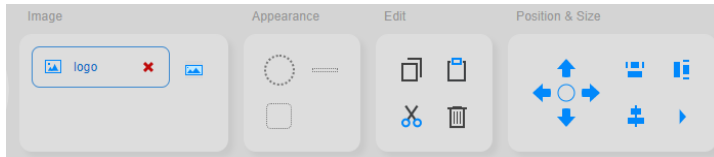- You can change the shape, size, or positioning and adjust the appearance.
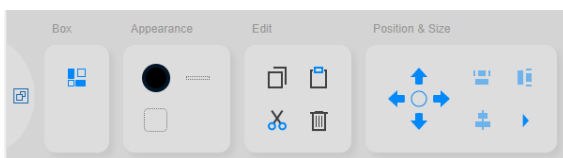
logo
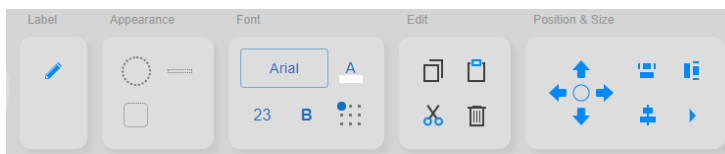
- Remove the Logo section or adjust its positioning.

- Swap the Image out and make changes to the Properties.

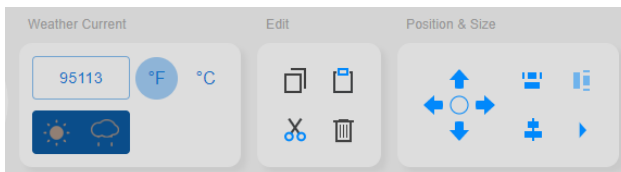**Text**

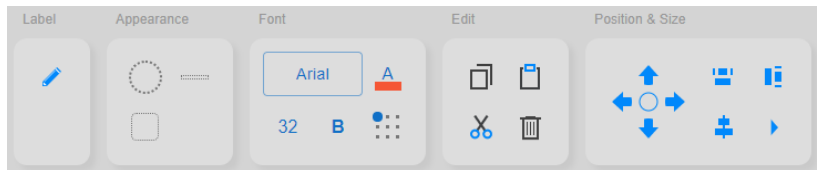- Type in Text and adjust the Properties.

Box 1
- ☀ Weather
- 🖼 __icon
- 📅 Date/Time 1
- 📅 Date/Time 2

- Customize Weather/Date and Time for your location using your Zip Code.

T floor1

- Change Text/Labels and adjust the Properties.

- See additional options in the Top Right Corner.
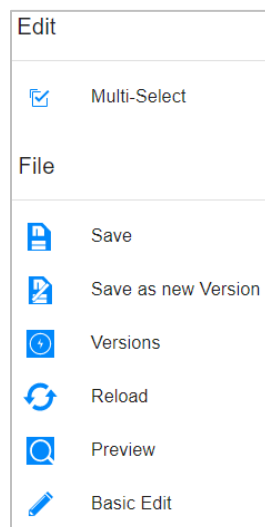
Multi-Select: Option to choose multiple component as once.

Save: Save changes to the Live Version, which means immediate updates.

Save as New Version: Save as an Editing Version that you can publish when ready.

Versions: List of all Saved Editing Versions.

Reload: Refresh back to original.

Preview: Preview your changes in Full Screen playback.

Basic Edit: Go back to the Quick Edit screen.

Content Tab

Channel

Expand the Content Tab and select Channel.
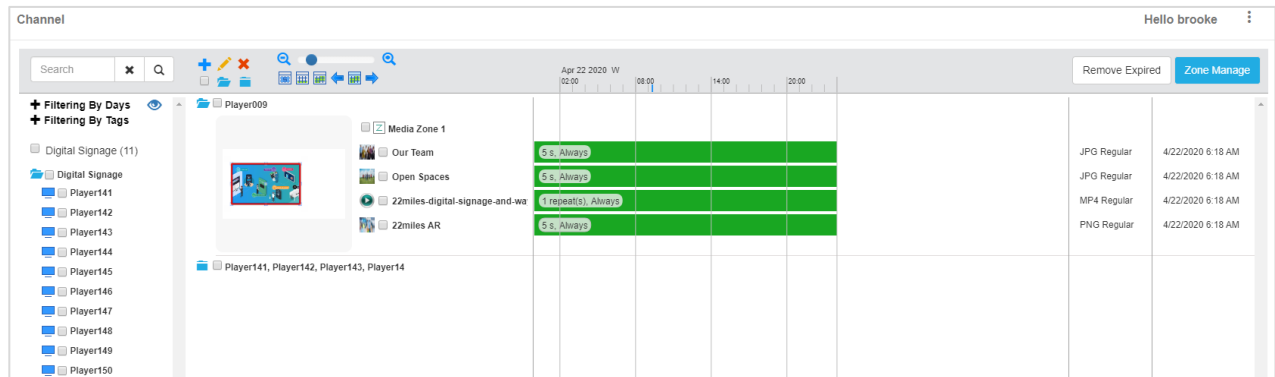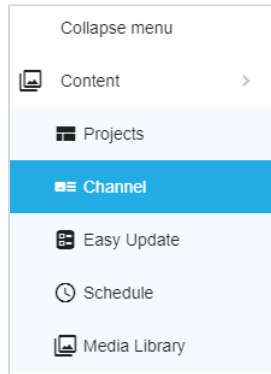
- The Player List on the Left will be populated with any Players that have a Channel Project linked to them.

Select the blue Add Icon to add Media to a Media Zone.

Step 1: Select Media

- Select a Media file from the Media Library or Upload a new file.
- Select "Ok".

Step 2: Set Schedule

By default, the Media will go into rotation with everything else scheduled.

- To set a specific schedule, deselect "Always".

Set a Start and End Time:

- This will be the time frame each day that the Media will display.
- Uses Military Time.

Enable a Repeat:

- Set a repeat interval. This will be a display time with the chosen interval. In this example every 60 Minutes.
- Select the blue Add Icon to add a green time bar. Slide it into the desired time within the 60 Minutes.
- Hover over the bar to see the breakdown of display times.

Set a Recurrence:

- None: The Media will show on this schedule only 1 time.
- Daily: Every day of the Week.
- Weekly: Select specific days of the Week.
- Monthly: Select specific days of the Month

Include or Exclude Dates:

Include Dates

2020-04-25

Exclude Dates

- Include a date that doesn't fall in the normal set days.
- Exclude a date that is normally included.

Range of Recurrence:

Range of Recurrence

Start   2020-04-22   00 : 00   ○ No End Date

                                       ◉ End By   2020-06-30   18 : 00

- The Media file will start immediately unless you set a start date and time into the future.
- Select "No End Date" to have it display until you come in and remove it from the schedule.
- Set a Specific Date and Time for it to last displays.

Step 3: Select Players

Close   Add

Step 3: Select Players   Search   🔍

📁 ☐ Un-grouped Kiosks
📁 ☐ Digital Signage
📁 ☐ Wayfinding Kiosks
     🖥 ☑ Player009
           ☑ Media Zone 1

- Select 1 or Multiple Players and Media Zones.
- Select "Add".
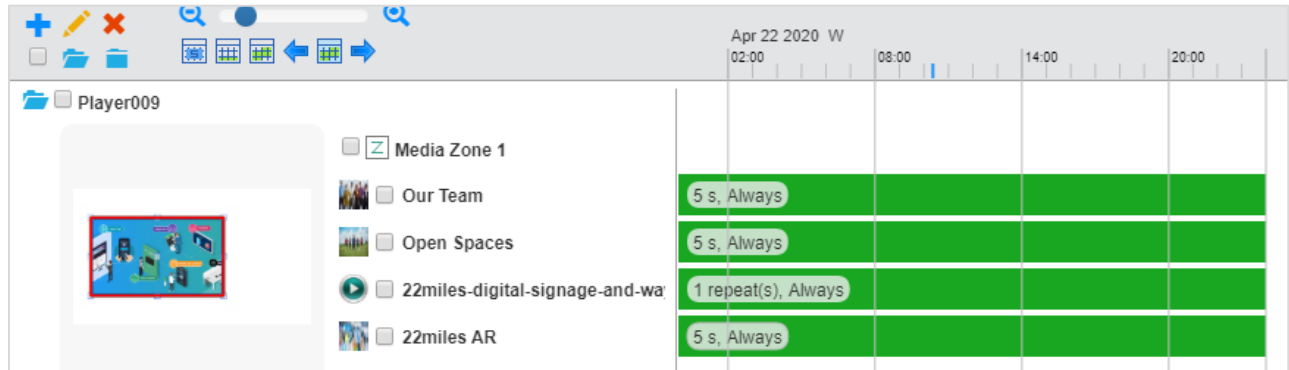
- Everything schedule to each Player will be shown with a view of the schedule.
- There is also the option to Edit and Delete select files.

Content Tab

Easy Update

Expand the Content Tab and select Easy Update.

- Content Updates can be made to Playlists (Media Albums) and Datalist using iXML files as the source.
- Easy Updates are designated in Publisher Pro and show up highlighted in red.
- Select the Edit to the right of each.

Datalists:

- Datalist Updates will give you the option to Edit or Delete existing information and add new.

Playlists:

- Media Files are updated through the Playlist assigned.
- Edit or Delete Existing Media Files and Add New.

Content Tab
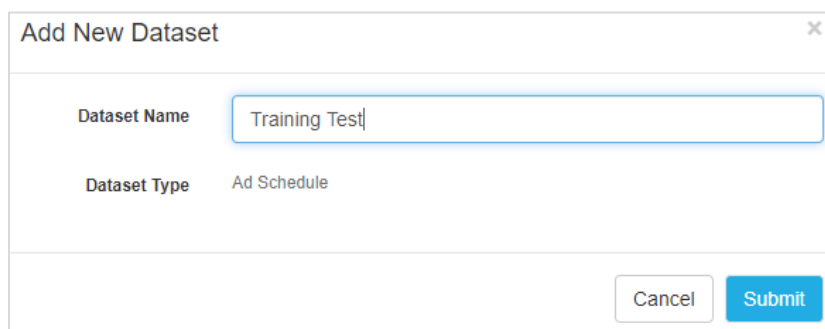
Schedule

Expand the Content Tab and select Schedule.
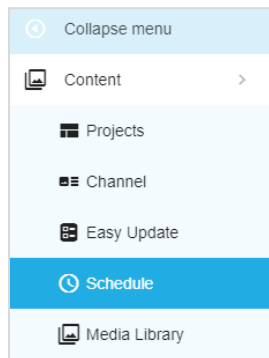
Ad Schedule is a schedule for 1 or more AdSlide (Non-Touch) Projects.
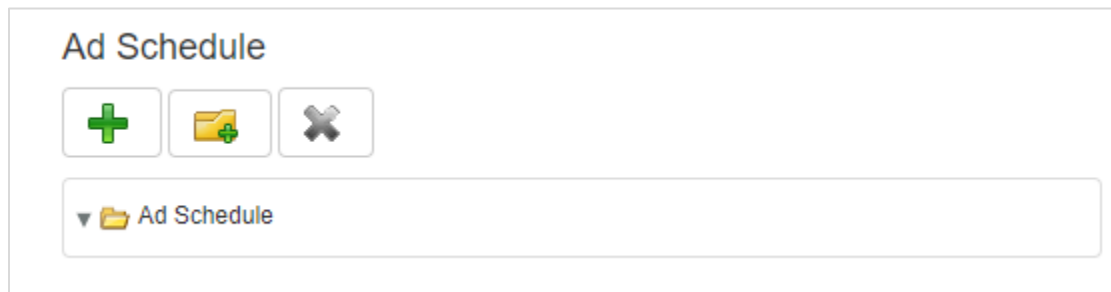
- Use the green Add Icon to add a new AdSchedule.

- Type in a Dataset Name.
- Select "Submit".

22MILES
DIGITAL SIGNAGE & WAYFINDING

Ad Schedule

▼ 📂 Ad Schedule

🔲 Training Test   ✏️ 🗐
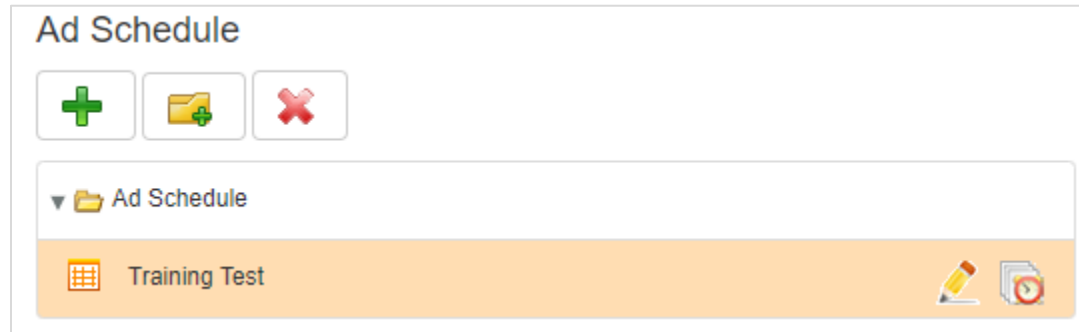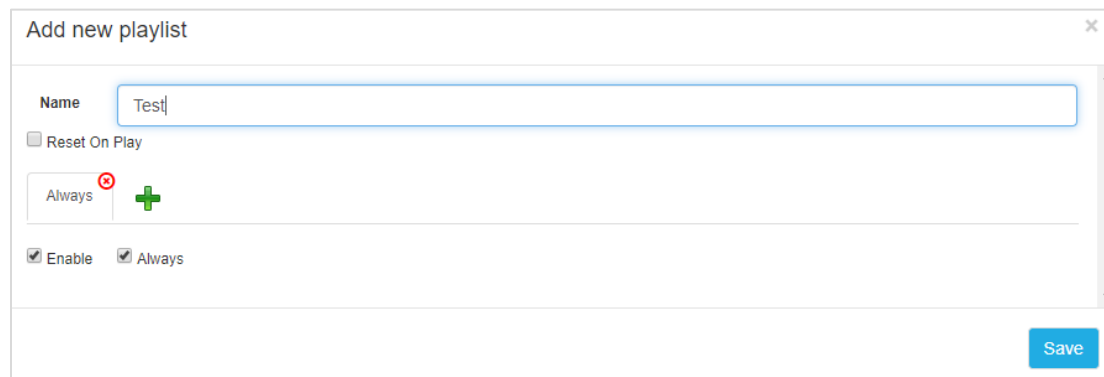
- Click on the Pencil Icon to the right of the New AdSchedule.

Add new playlist

- Select "Add New Playlist"

Add new playlist   ✕

Name   Test

☐ Reset On Play

Always ⊗ ➕

☑ Enable   ☑ Always

                                                        Save

- Leave it on the default of "Always" or deselect to set a specific Schedule.

Set a Start and End Time:

- This will be the time frame each day that the Media will display.
- Uses Military Time.

Enable a Repeat:

- Set a repeat interval. This will be a display time with the chosen interval. In this example every 60 Minutes.
- Select the blue Add Icon to add a green time bar. Slide it into the desired time within the 60 Minutes.
- Hover over the bar to see the breakdown of display times.

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- Weekly: Select specific days of the Week.
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Include or Exclude Dates:

- Include a date that doesn't fall in the normal set days.
- Exclude a date that is normally included.

Range of Recurrence:

- The Media file will start immediately unless you set a start date and time into the future.
- Select "No End Date" to have it display until you come in and remove it from the schedule.
- Set a Specific Date and Time for it to last displays.

- Select "Add New Slide".

- Select a Project or multiple ones.

- The Projects will be added to the Playlist.
- You have the option to Edit or Delete each Project.
- The green arrows will adjust the order.

Content

Media Library

Expand the Content Tab and select Media Library.
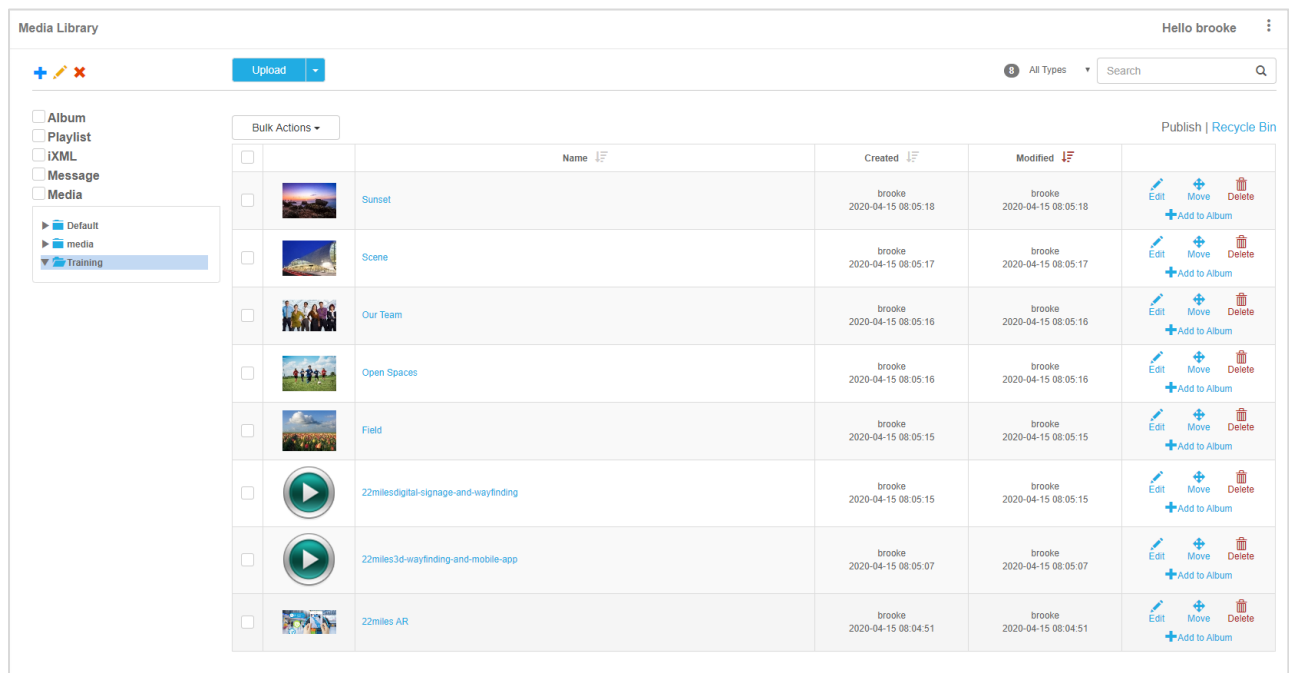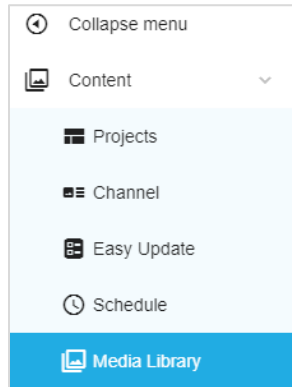
- Create Folders to help organize Media Files.

- Add, Edit, and Delete Folders.


- Browse out to Upload files into selected folder.

		Name ↓=	Created ↓=	Modified ↓=	
☐		Sunset	brooke 2020-04-15 08:05:18	brooke 2020-04-15 08:05:18	Edit Move Delete Add to Album
☐		Scene	brooke 2020-04-15 08:05:17	brooke 2020-04-15 08:05:17	Edit Move Delete Add to Album
☐		Our Team	brooke 2020-04-15 08:05:16	brooke 2020-04-15 08:05:16	Edit Move Delete Add to Album
☐		Open Spaces	brooke 2020-04-15 08:05:16	brooke 2020-04-15 08:05:16	Edit Move Delete Add to Album
☐		Field	brooke 2020-04-15 08:05:15	brooke 2020-04-15 08:05:15	Edit Move Delete Add to Album
☐		22milesdigital-signage-and-wayfinding	brooke 2020-04-15 08:05:15	brooke 2020-04-15 08:05:15	Edit Move Delete Add to Album
☐		22miles3d-wayfinding-and-mobile-app	brooke 2020-04-15 08:05:07	brooke 2020-04-15 08:05:07	Edit Move Delete Add to Album
☐		22miles AR	brooke 2020-04-15 08:04:51	brooke 2020-04-15 08:04:51	Edit Move Delete Add to Album

- Edit files.
- Move files into a different folder.
- Delete Files.
- Add to an existing Media Album.

Devices

Device Manager

Expand the Devices tab and select Device Manager.
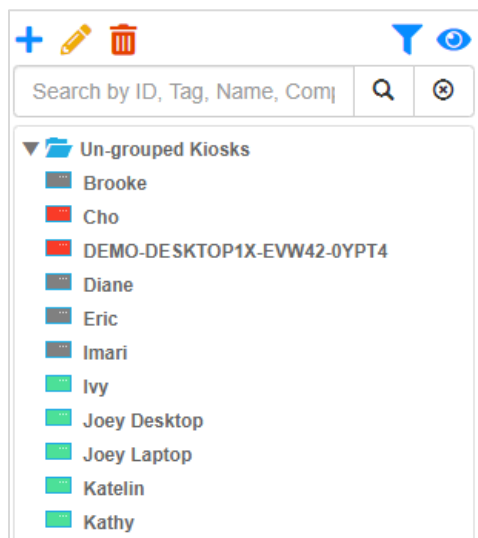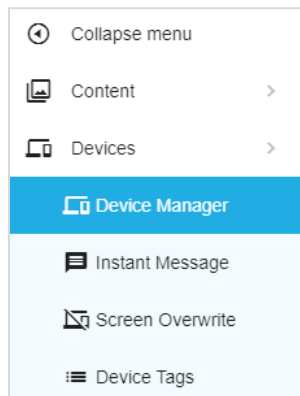
- See a list of all Players along with a status:

     Healthy Player

     Player Offline

     Player not in tracking

- Create, Edit or Delete Player Groups.

Filter Players

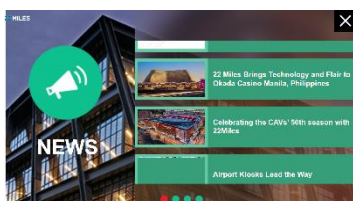Select a Player to see Player Info, Player Content, and Player Remote Information.
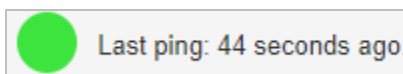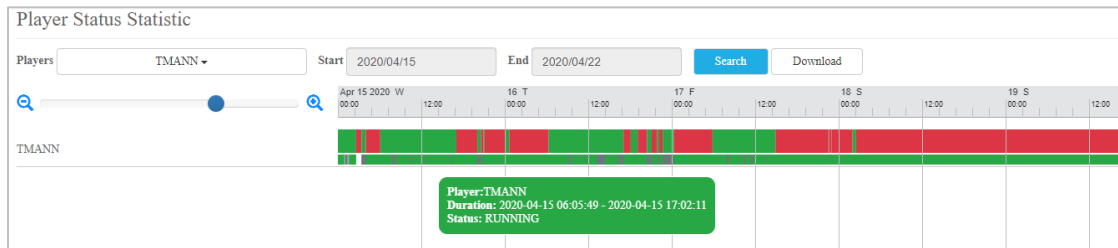
Player Info:

- See all available details with Player Information.

- Preview Player in Full Screen.

- View a breakdown of when Player was Online/Offline.

- See the Status Color for the Player and when it was last pinged.

Player Content:

Player Settings:

- Select the green Link Icon to link a Dataset to the Player.
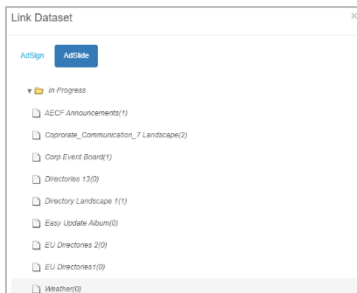

- Delete a Linked Dataset.

AdSign (Non-Touch)

- Edit a Link Project. This will take you to the Pro Edit Screen.

- Select the green Link Icon to link an AdSlide (Non-Touch) Project.
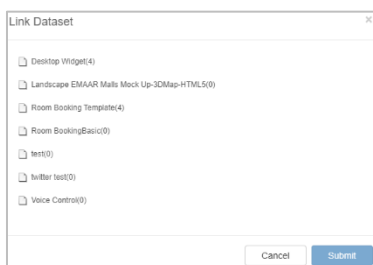

- Delete a Linked Project.

Layout (Touch)

- Edit a Link Project. This will take you to the Pro Edit Screen.

- Select the green Link Icon to link an AdSlide (Non-Touch) Project.

- Delete a Linked Project.

Player Remote Information

- Capture a Remote Screen Capture.
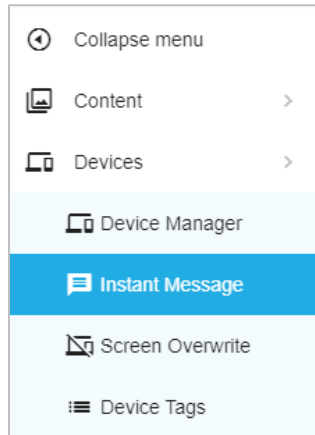- View System Information.

Devices

Instant Message

Expand the Devices tab and select Instant Message.
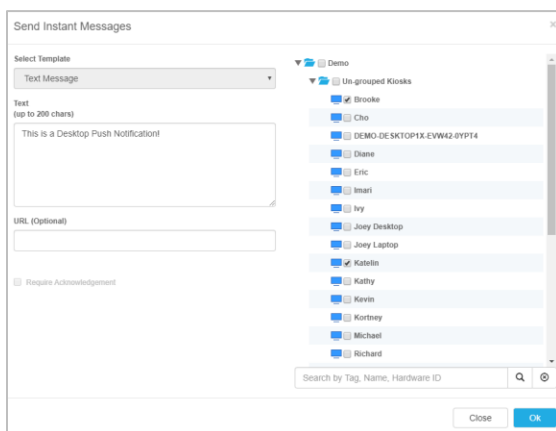

- Send Instant Messages to Desktops.

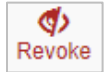- Select "Add New" to create a message.

- Type in your Message.
- Add an Optional URL.
- Select the Desktop Devices from the list and "Ok".

Details

- See a List of Players that received each message

Edit

- Edit Message.

Revoke

- Revoke a Message. It will remain visible in the list but have a strikethrough.
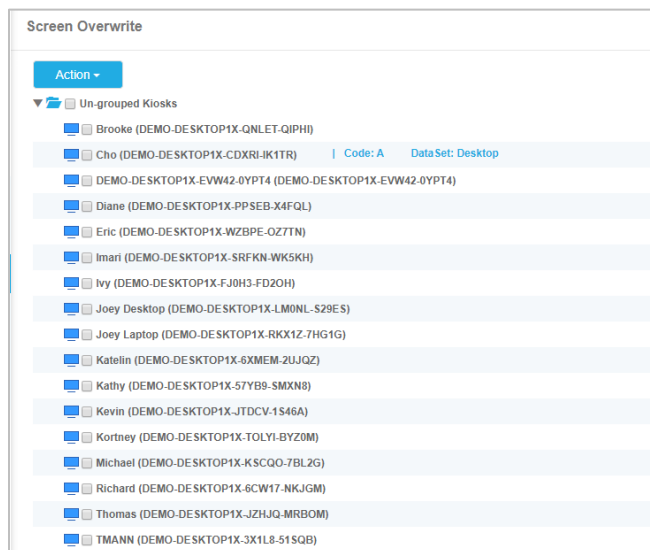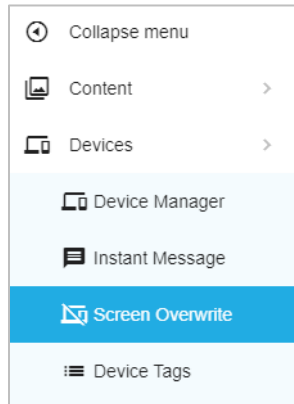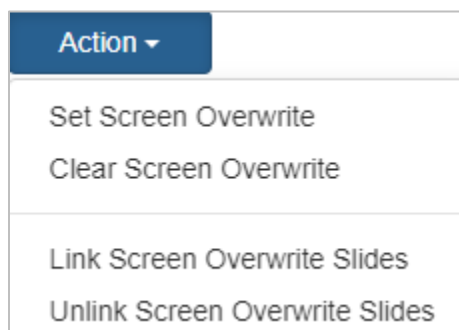
Delete

- Delete the Message from the list.

Devices

Screen Overwrite

Expand the Devices tab and select Screen Overwrite.

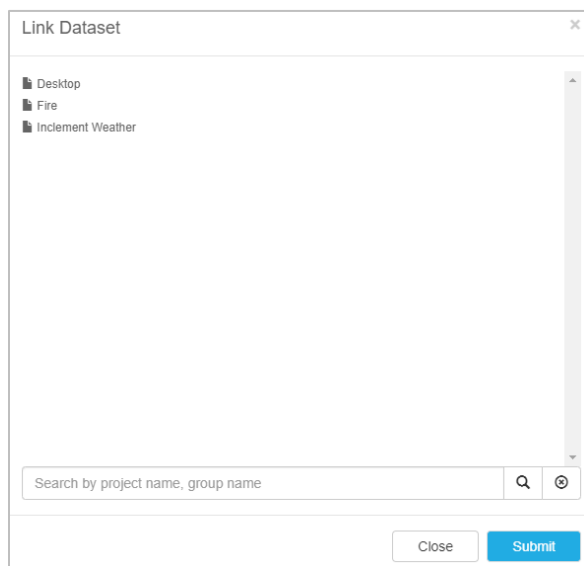- Select 1 or Multiple Devices then use the "Action" option.

Set/Clear Screen Overwrite:

Set Screen Overwrite Code   ✕

Code   [   ]

Note   [   ]
         [   ]
         [   ]
         [   ]

                                    [Close] [Ok]

- Type in any Codes created for Emergencies.

Link/Unlink Screen Overwrite Slides:

Link Dataset   ✕

📄 Desktop
📄 Fire
📄 Inclement Weather

[Search by project name, group name   ] [🔍] [⊗]
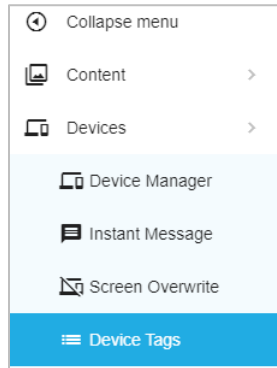
                                    [Close] [Submit]

- Choose from a list of Pre-determined Emergency Datasets.

Devices

Device Tags
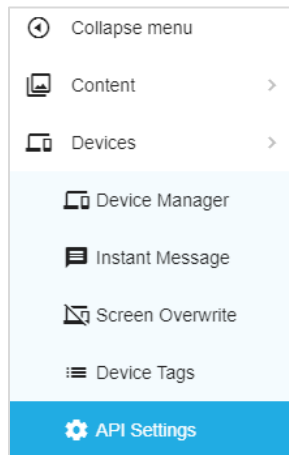
Expand the Devices tab and select Screen Overwrite.

- See a list of Active Kiosk Tags and the option to Delete if no longer in use.

Devices

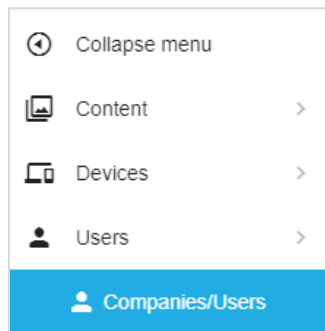## API Settings

Expand the Devices tab and select API Settings.

- Verify API and retrieve Tokens by logging into Calendar and Social Media Accounts.
- Grant full or limited Access to Calendars.

Users

Companies/Users

Expand the Devices tab and Companies/Users.

- See a list of Existing User and the option to Block user, Delete Account, and email a Password Reset Link.
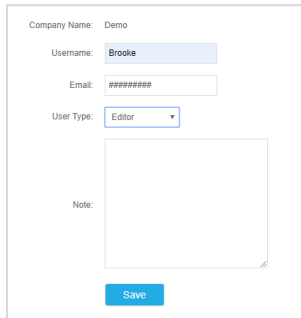
User Types:

Administrator
- Has access and use of all Menu Tabs.
- Creates and Manages User accounts.
- Has full access to create new Projects and Install Templates from the Template Center.
- Has Quick and Pro Edit on all Templates.

Editor
- Has access to all Menu Tabs, except for the Users Tab and will not manage User accounts.
- Has full access to create new Projects and Install Templates from the Template Center.
- Has Quick and Pro Edit on all Templates.

Invite User

- Inviting a User enables you to add their account and they will receive email notification to set their own Password.
- Type in their Name, Email and designate a User Type.

Company Name:	Demo
Username:	Brooke
Email:	#########
User Type:	Editor ▼
Note:	
	Save

Add User

- The Only difference when Adding a User is that the Administrator will set the Password for them.

Add New Access Code

- Type in a new Access Code provided by 22Miles.

Software Upgrade

- Check available Updates and Update History.

Users

User Groups

Expand the Devices tab and Companies/Users.

- Create User Groups.

- Type in Group Name
- Unblock/Block User Group and add in any additional notes.

- Set default access for Administrators/Editors for Media, Dataset, Channel and Player Privileges. (Use with Caution – All new Users will not have access unless assigned to a group).

Click on the New User Groups to see assign Users and Privileges.

- Select Users to add to the Group and "Save'.

- Make changes to Group Info.

- Let Users have access to all Media folders or select specific folders and the level of access.

- Let Users have access to all Project folders or select specific folders and the level of access.

- Select Players for Users to have access to when using the Channel feature.

- Select Players that Users will see and have access to push content to.