



# QUICK START SOFTWARE USER GUIDE

Content Management Software



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## Login to LED VideoStar

1. Enter the **https://lsslogin.com** URL in your web browser.
2. Type your assigned **login name** in the top field.



The screenshot shows a login form with three input fields. The first field is labeled 'Login' and contains a horizontal line. The second field is labeled 'Password' and also contains a horizontal line. The third field is labeled 'English' and has a small downward arrow on the right side, indicating a dropdown menu. Below the fields, there is a dark blue button labeled 'Connection' and a link labeled 'Forgot Password?'.



3. Enter your **password** in the second field.
4. Select the user interface (UI) language. The default is **English**.
5. Click **Connection** to login.

## LED VideoStar overview

The screenshot displays the LED VideoStar interface with several panels and red callouts:

- 1. PLAYERS:** A tree view on the left showing a network of players, including 'Montreal' and 'CA I Landscape 4k'.
- 2. CONTENT:** A central panel for managing media files, showing a 'FLASH SALE' image and a 'nike-air-force-1' image.
- 3. PLAYLIST:** A panel on the right showing a 'NEW PARTNER PLAYLIST' with items like 'Flash Sale' and 'nike-air-force-1'.
- 4. SCHEDULING GRID:** A grid on the far right showing the playback schedule for various content items across different days and times.
- 5. VIEW:** A top navigation bar with tabs for 'MONITORING', 'ANALYTICS', and 'PUBLISH'.
- 6. ACCOUNT / MAIN MENU:** A user profile icon in the top right corner.

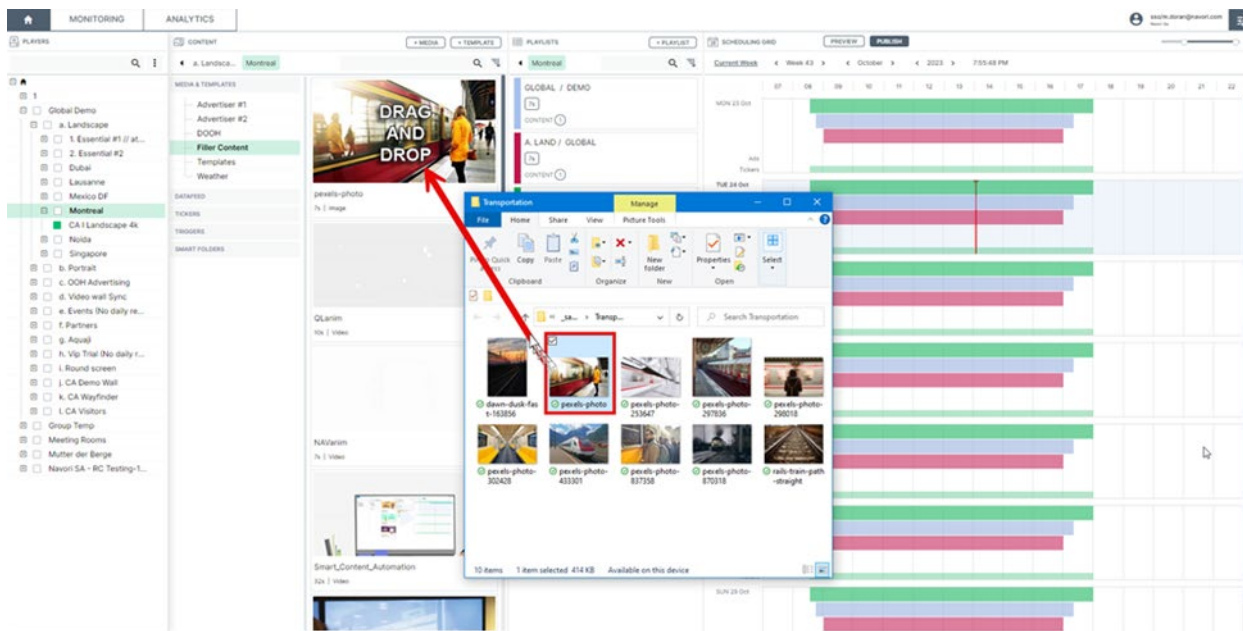
- 1. PLAYERS** – is where you manage your player network.
- 2. CONTENT** – is where you will upload your media files, create **Templates** and **Tickers**. It's also where you define any **Triggered Media**.
- 3. PLAYLIST** – is where you create lists of content you wish to play in sequence, or randomly.
- 4. SCHEDULING GRID** – is where playlists are scheduled for playback.
- 5. VIEW** – is where you switch between **MAIN / MONITORING / ANALYTICS** view.
- 6. ACCOUNT / MAIN MENU** – is where you can access the user manual, user account settings and main menu options.

## Adding content to the Library

There are 3 ways to upload new media to the Content Library.

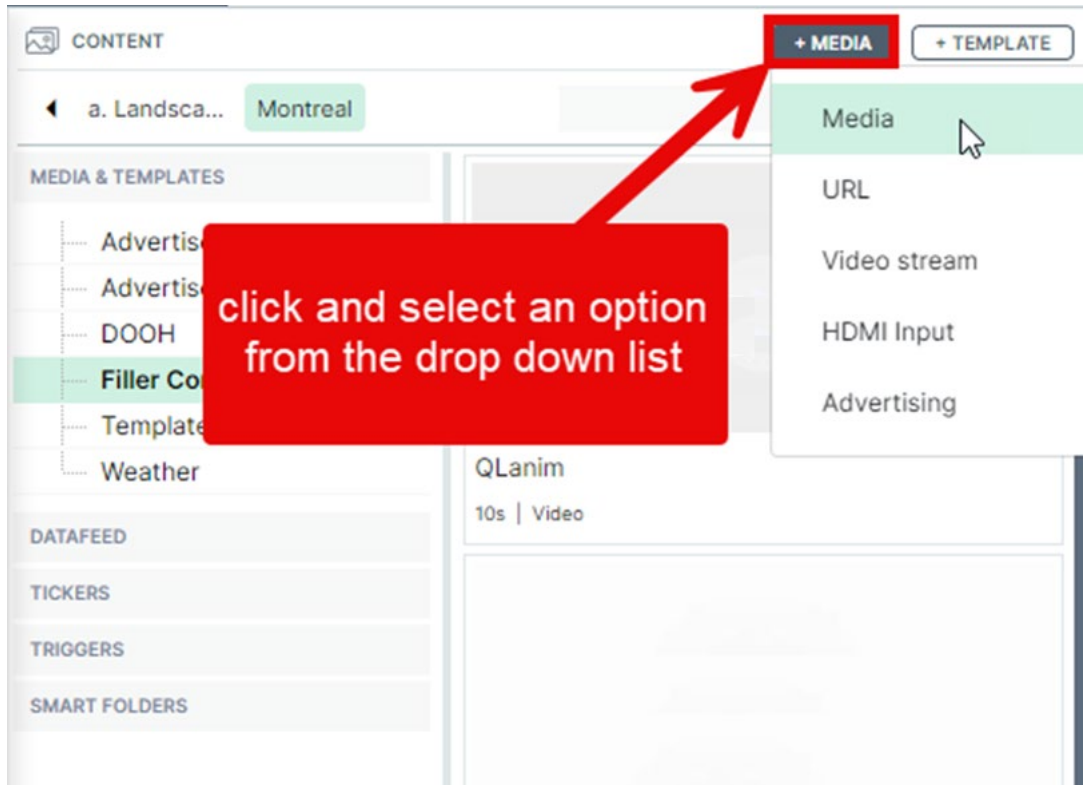
### Option 1 - Drag and drop from Windows File Explorer

- Open Windows file explorer and locate the content you wish to upload.
- You may select individual files, use Ctrl+click to select multiple files or use Ctrl+A to select all the files in the folder.
- Drag and drop your file(s) into the Content Library. When multiple files have been selected, you will see the number of files as you drag them over.



### Option 2 - Drag and drop from Windows File Explorer

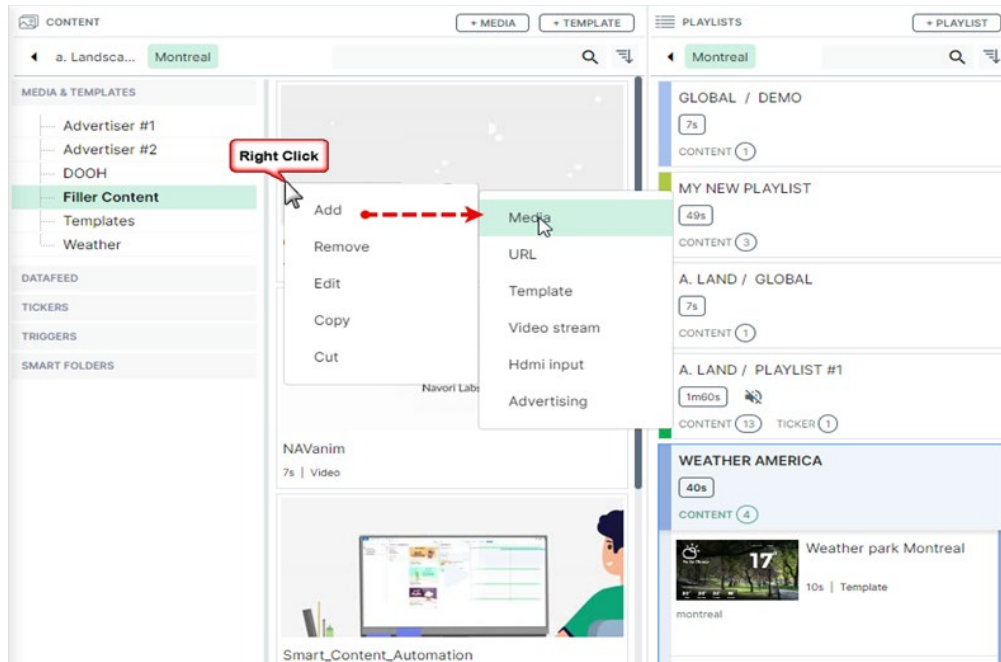
- Click the **+MEDIA** button at the top of the **Content Library** window.
- Select the type of content you want to add:
  - **Media:** Select a compatible media file (audio file, image, video, PowerPoint, PDF, zip archive\* (HTML, HTML5)).
  - **URL:** Specify a web page URL (HTML, HTML5).
  - **Template:** Opens the Template Designer.
  - **Video Stream:** Specify a video stream URL.
  - **HDMI Input** (for TV tuners).



### Option 3 - Adding content via the pop-up menu

- Right-click in the **Content Library** window.
- Select the type of content you want to add:
  - **Media:** Select a compatible media file (audio file, image, video, PowerPoint, PDF, zip archive\* (HTML, HTML5)).
  - **URL:** Specify a web page URL (HTML, HTML5).
  - **Template:** Opens the Template Designer.
  - **Video Stream:** Specify a video stream URL.
  - **HDMI Input** (for TV tuners).

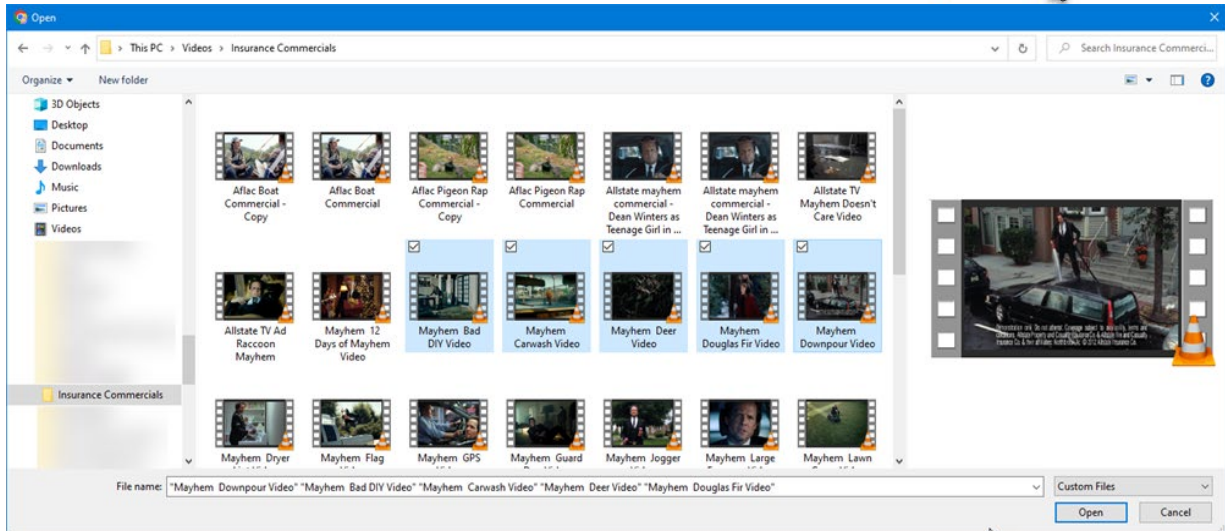
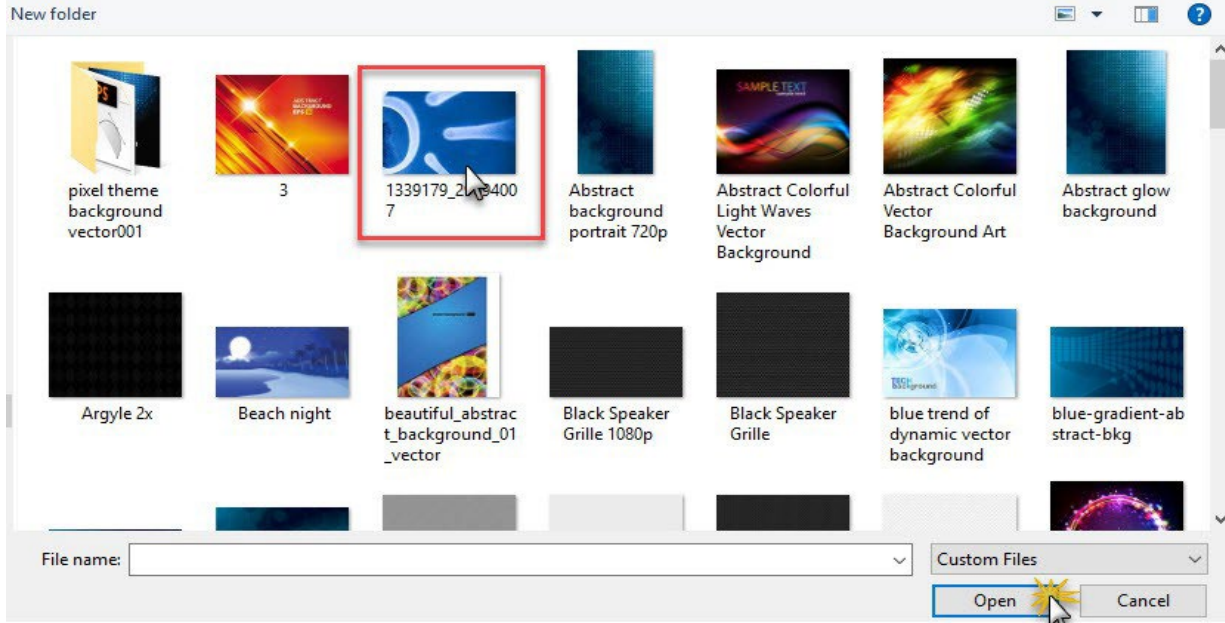




- Selecting **Add > Media** will bring up the Windows File Explorer where you can make your selection.



- Select the file, or files you wish to upload. Navigate to the folder containing your content and **click on a single file** or use **Ctrl-A** to select every file in the folder or use **Ctrl-Left-Click** to select specific individual files. Click **Open** when you are done.



- The selected file (or files) will appear in the **Upload Media** window.



- To start the file transfer process, click the **UPLOAD** button.

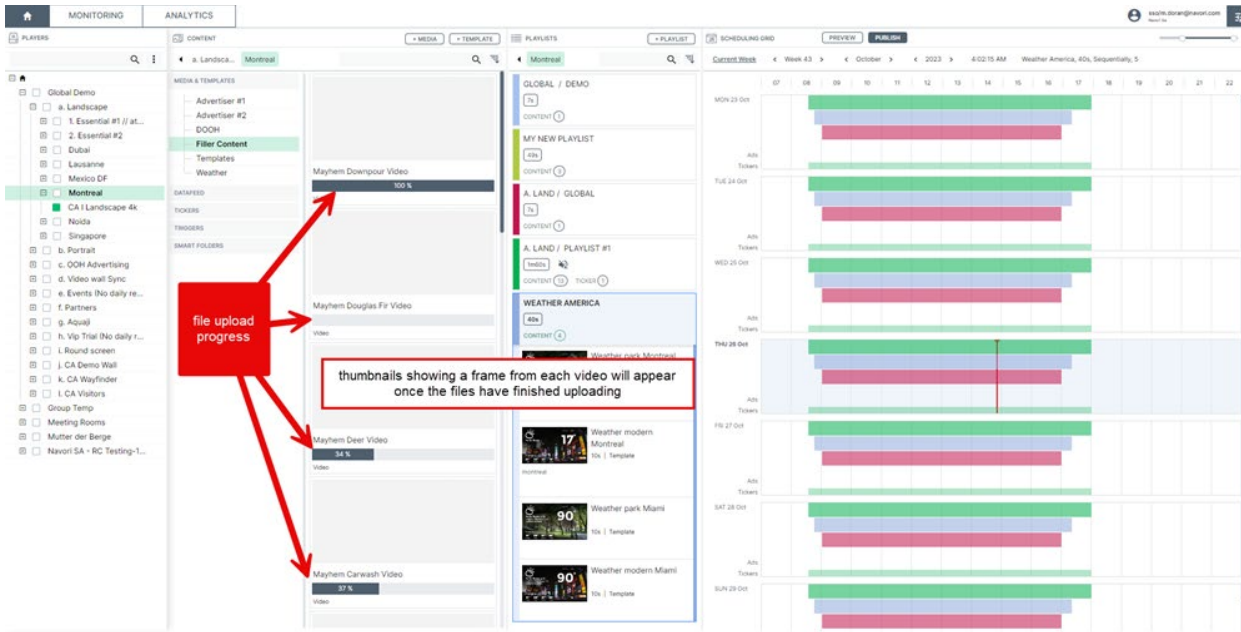


- You can track the file transfer progress as each file is uploaded.

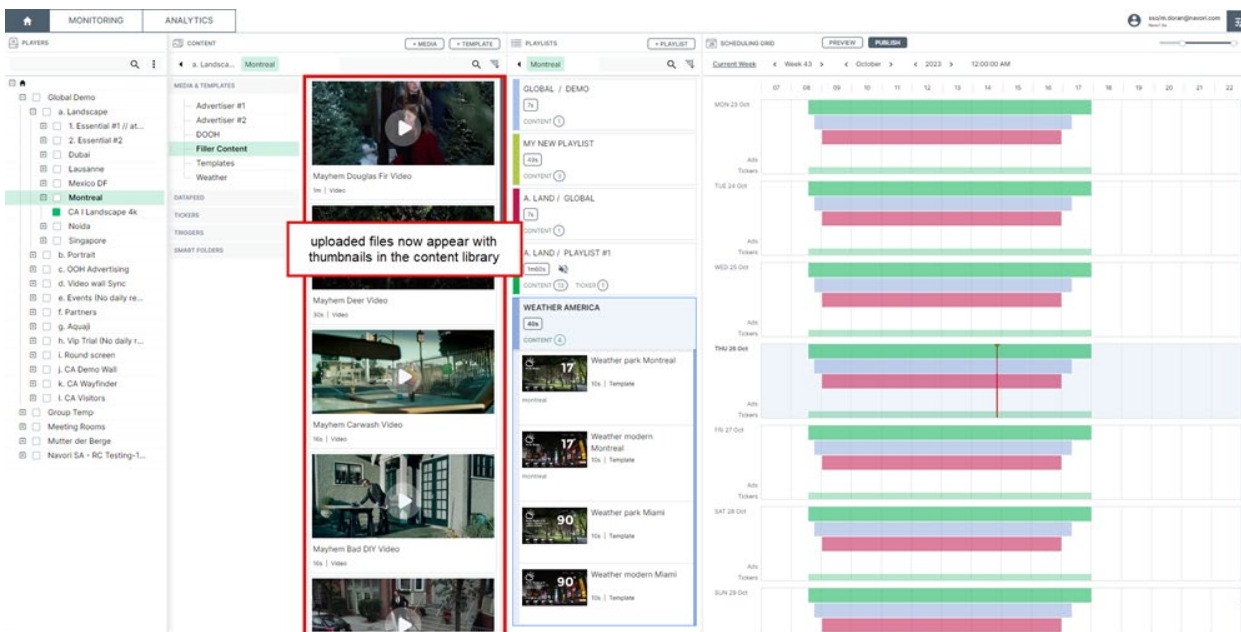


- Once all files are uploaded, the window will close, and your new content will appear in the **Content Library**.
- The selected file (or files) will appear in the **CONTENT** window under the folder where you right clicked.
- If you haven't created or selected any folders in the Content Library, the content will appear under the **MEDIA & TEMPLATES** section. This is the library's root folder.
- Depending on the size of the file, you will see a progress bar appear as the file uploads.





- Once the file has been uploaded successfully, a thumbnail will be generated.



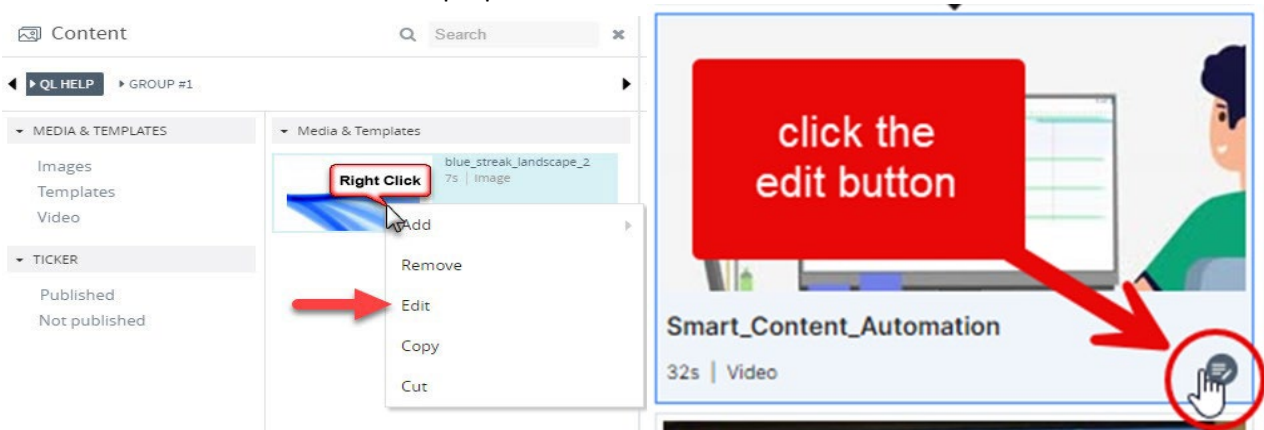
The **Upload Media** dialog box will open. Click **SELECT FILES** to choose the content to upload.

- You may configure the **Media Properties** or use the content as-is by dragging it into a playlist.

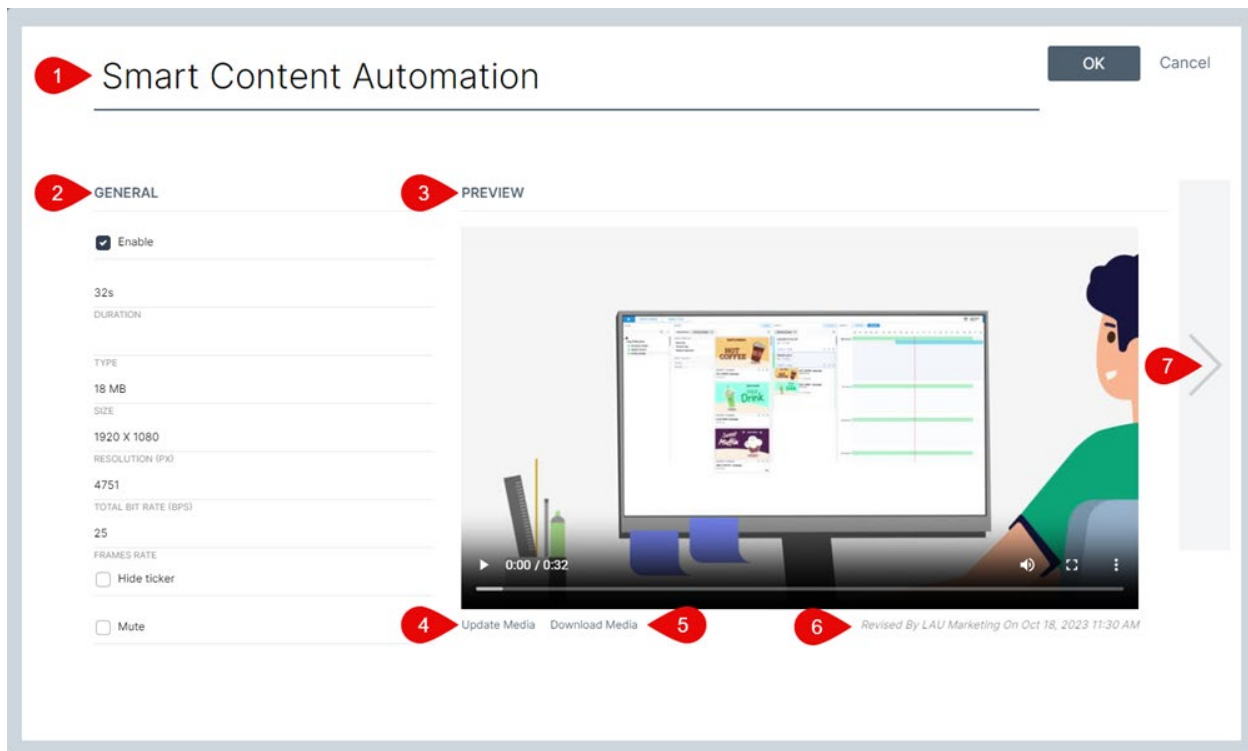
## Editing Media Properties (Abbreviated)

There are two ways to access the media properties.

1. Right-click on the media in the right pane of the **Content** window. Select **Edit**.
2. Hover on the media you wish to edit. A thin blue border will appear to highlight the selected content and the Edit button will appear in the lower corner. Click this button to edit the media properties.



The media properties window is where you can set various playback options and change how some content behaves.



1. **Media Name:** This is the descriptive name for this content. By default, this will be the name of the original file and it can be edited directly in the media properties window.

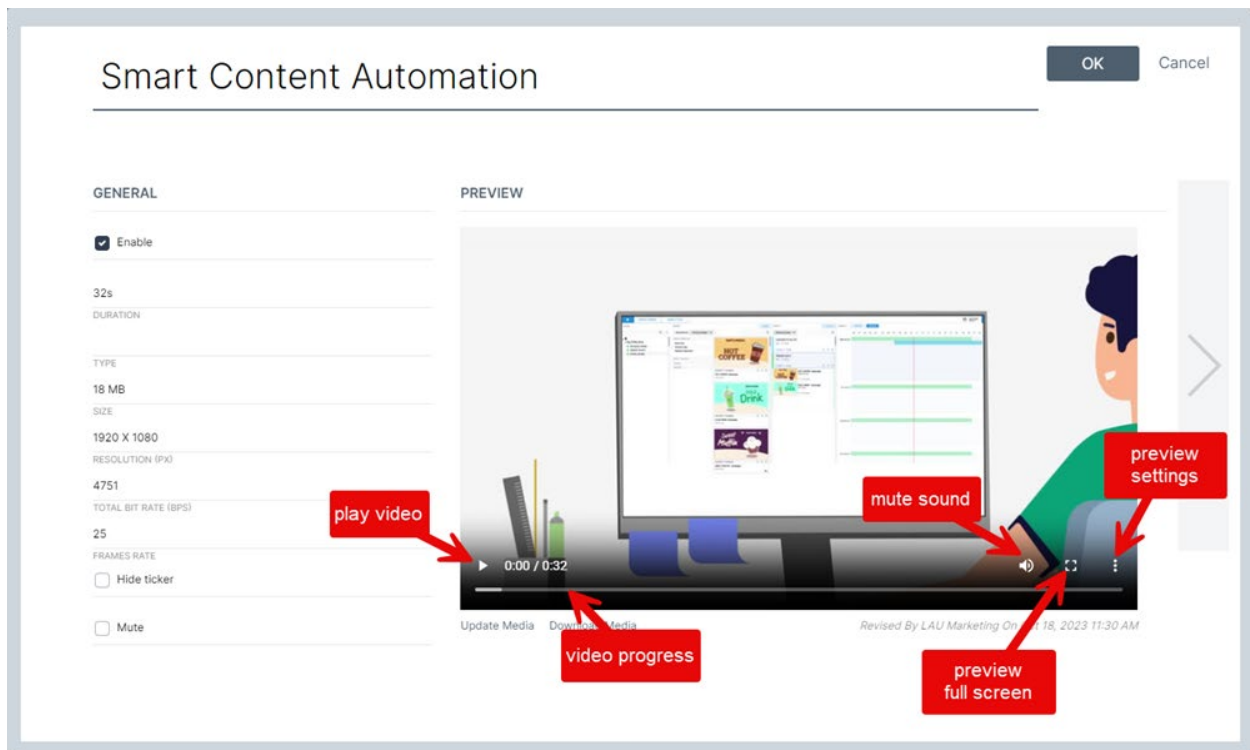
Click on the name to edit. Click the **OK** button to confirm your changes.

## 2. General Settings:

- **Enabled:** When selected, means the content is playable. Unless the user is not authorized, this option is preselected. All new content is enabled by default. Deselect this option to temporarily disable content from playing,  
**NOTE:** Users who must get their content approved by a manager cannot select this option. For these users, this option will be completely disabled and unselectable.
- **Duration:** The default duration for all images is 7 seconds. Still image duration can be changed by the user. Video content duration is automatically detected by the system. Web page and streaming video duration is set to 15 seconds by default. This duration can also be modified by the user.
- **Type:** Shows the type of content currently selected. This field cannot be edited.
- **Size:** Shows the size of the data file.
- **Dimensions:** Shows the size of the media in pixels.
- **Total bit rate** (bits per second): number of bits per second (video only)
- **Frame rate:** The number of frames per second (video only)
- **Hide Ticker:** When selected, any published ticker will be automatically removed from the screen and restored once the content has finished playing.
- **Mute:** When selected, the audio track in the video will be muted.

**3. Media Preview Window:** Content can be previewed in the window (note: video can also be previewed full screen or "picture-in-picture"). You can also download your videos from the preview window.

Video controls are visible under the preview window.



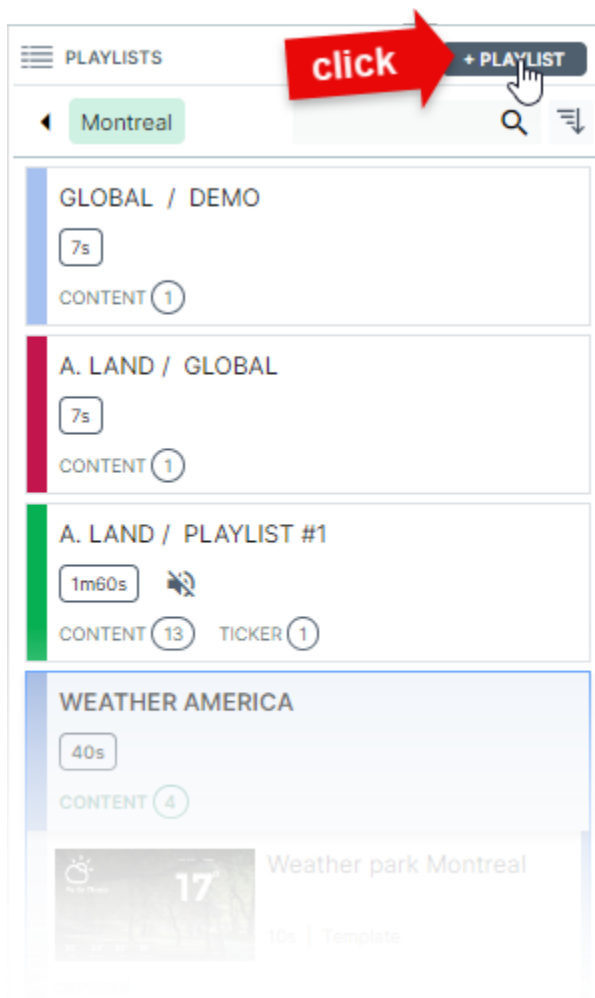
- 4. Update media:** Users can switch the file associated with any content. This is to prevent having to create a new media item each time the file is updated. Once a media file has been uploaded to the server, users can click the **Update media** link to bring up a Windows Explorer window so they can select the updated file. All previous media properties are retained.
- 5. Revised by:** Each interaction with content is recorded by the system. The username, date and time is always visible in the media properties window. Initially, the media upload date and time are recorded, and this information is updated each time someone modifies a setting.

## Create a new Playlist

You can create a new playlist in different ways.

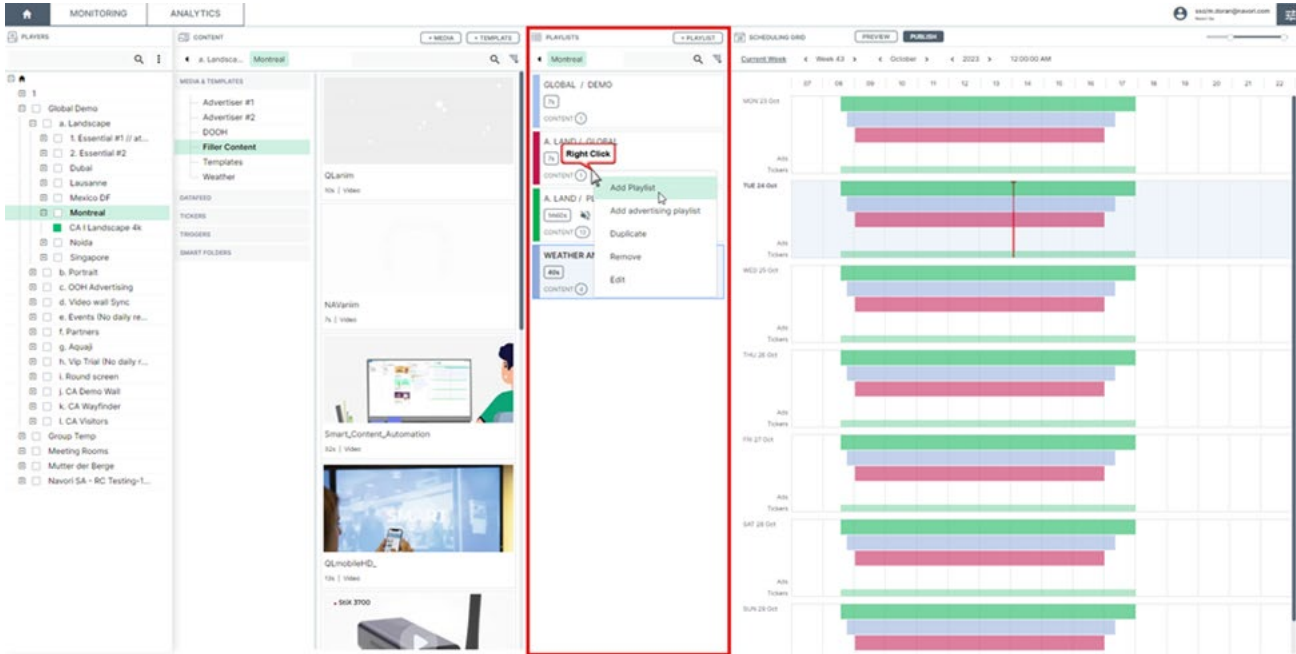
### Option 1 - + PLAYLIST button

Click the +PLAYLIST button at the top of the Playlist window.

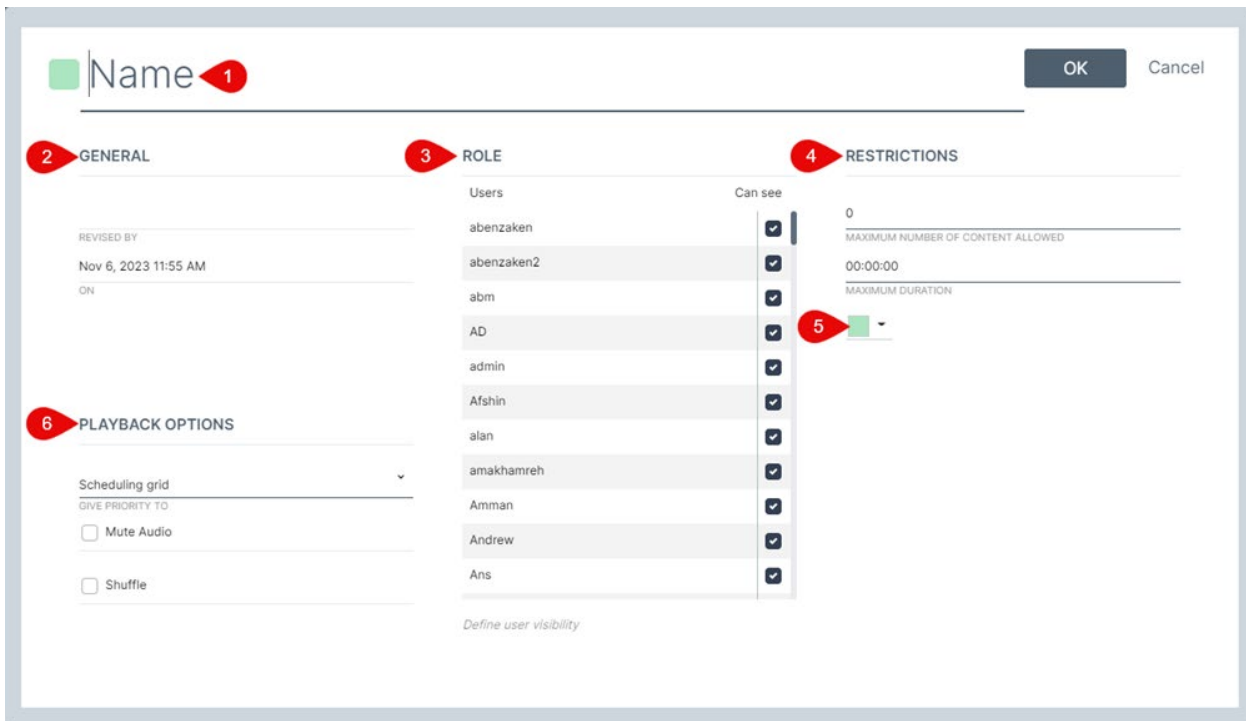


## Option 2 - Right-click in the Playlist window

- Right click in the upper area of the **playlist** window (NOTE: bottom area shows the list of content in each selected playlist). Select **Add Players** from the pop-up menu.

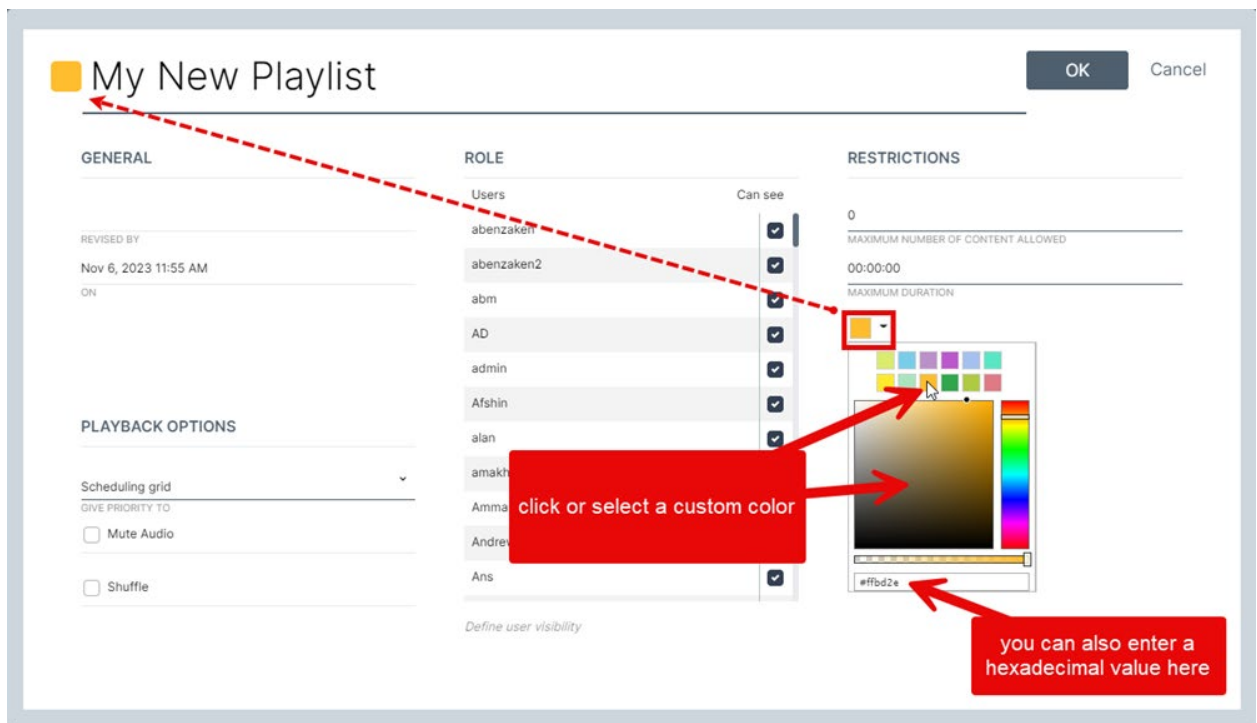


- The **Playlist Properties** window will open. Click the **Name** field and type the name you wish to assign to the new playlist.



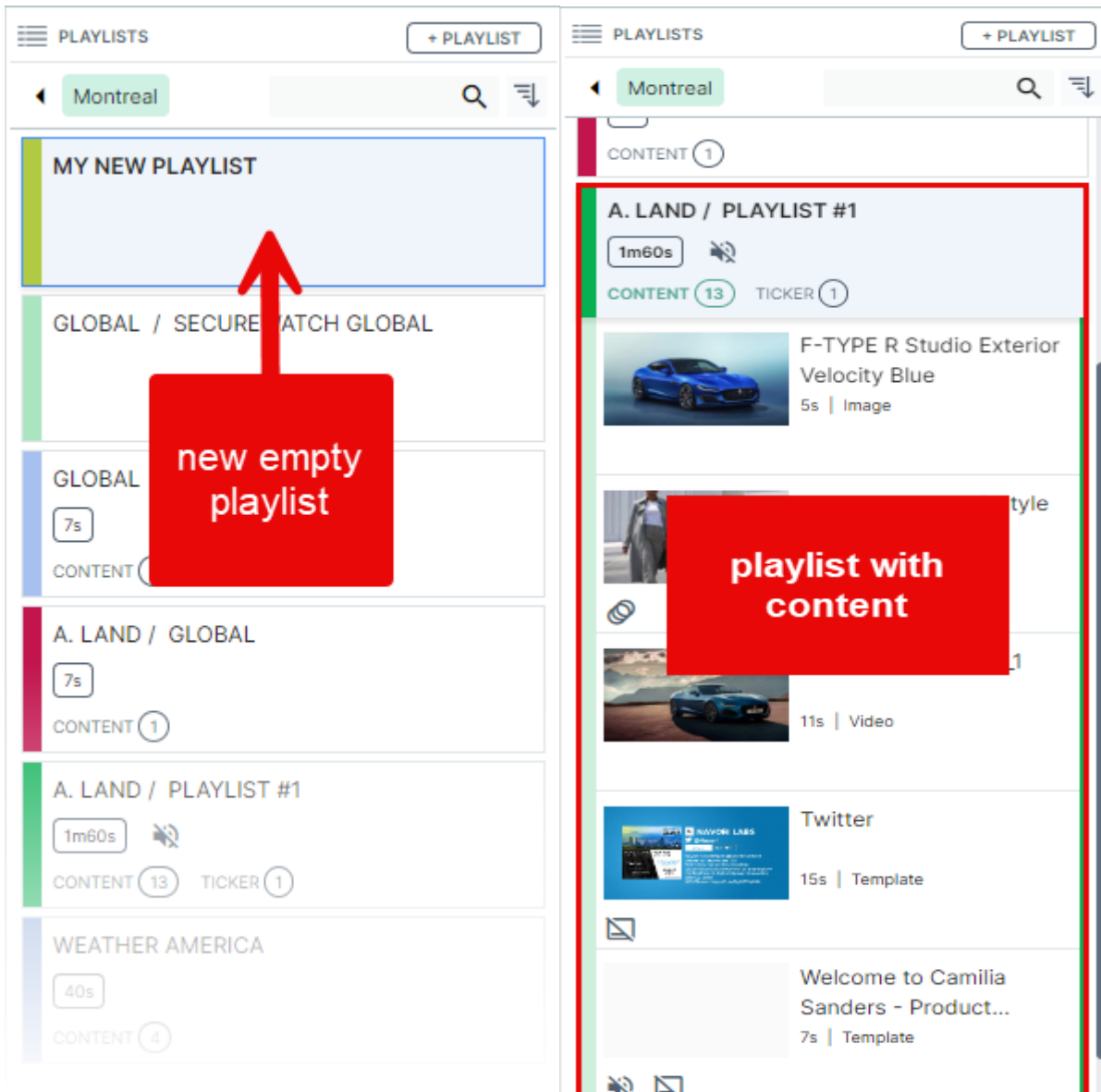


1. **Name** the new playlist.
2. **General settings:** Shows the name of the user who created the new playlist and the date/time it was created.
3. **Role:** If the currently selected group has multiple users who have been granted access, their names will be listed in the Role table. All users will have the “Can see” option selected by default. To hide the new playlist from any users, deselect them from this list. These users will no longer see this playlist when they log-in.
4. **Restrictions:** By default, playlists are unrestricted. You can add as much content as you want to these playlists. However, users can set restrictions that limit the total number of items that can be assigned to a playlist, or they can restrict the maximum total content duration the playlist can accept. Once restrictions are set, users are not allowed to exceed these parameters. A popup notice will be shown if they attempt to add too much content.
  - **Color identifier:** A random color is assigned to each playlist, but you can change this color by clicking the down-arrow and then picking the color of your choice. You can also enter any hexadecimal in the field below the transparency slider.



The color identifier will appear on the left side of the playlist window.

- Click **OK** to create a new empty playlist.
- Playlists appear in alphabetical order. You may need to scroll down the window to locate your new playlist.
- Newly created playlists contain no items. You must populate your playlist with content before you add it to the **Scheduling grid**.
- Clicking on the playlist name will expand the window to show all the items it contains.



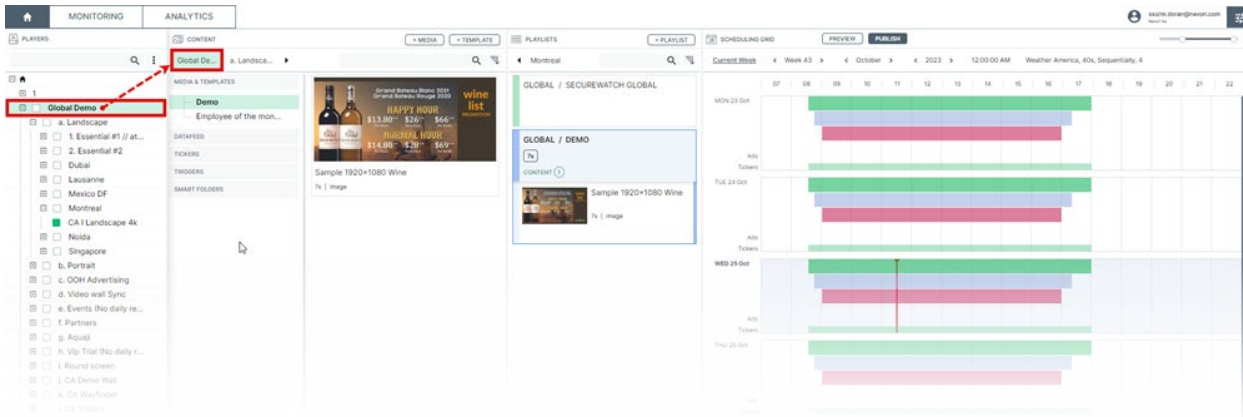
- The name of the user who created/revised the playlist.
- The date of their last interaction.
- The playlist's priority settings (give priority to scheduling, or give priority to media)

# Add new content to a Playlist

1. Locate the content to add in the **Content** window.

Note that each group has its own content library.

- Content assigned the upper levels is considered global. Basically, the higher you add content in the hierarchy, the more shareable it becomes and content at the top (root) level can be shared with all the sub-groups below.
- Clicking on the root level in the **PLAYERS** window will show this level's content library on the right.

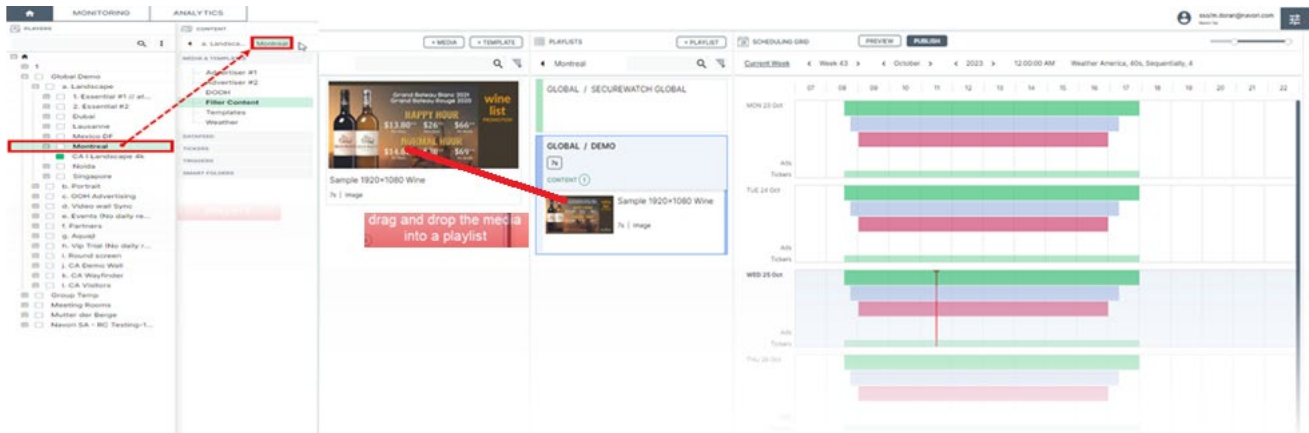


- Content assigned the lowest groups (where the players are located) is considered local. This content can only be used the local level.

2. Click on a playlist to select it. The list of content inside the playlist will be shown below.

3. Drag and drop the content from the library into the playlist. The content will be inserted where you release it.

Once the content has been added to the playlist, you can reposition it by dragging and dropping it in its new location.



- Playlists are content loops that play over a set duration (**time slot**). When you add a playlist to the **Scheduling grid** you create time slots. Each time slot determines how long a playlist will be shown on your player(s).

**NOTE: The Scheduling window lets you program entire playlists, and each time slot represents how long the playlist will loop.**

## Schedule a Playlist

- The upper area of the playlist window shows all the playlists that are available. To schedule a playlist, simply click and drag it into the **Scheduling grid**. Drop the playlist on the day of your choice to begin. *NOTE: The Scheduling grid shows a weekly view. The current day is always highlighted in a darker shade than the other days of the week. This day will also show a thin red line to indicate the current time of day.*

The screenshot displays a software interface for scheduling playlists. On the left, a 'PLAYLISTS' sidebar lists several options: 'MY NEW PLAYLIST' (40s), 'GLOBAL / SECUREWATCH GLOBAL' (7s), 'GLOBAL / D...' (7s), 'A. LAND / GLOBAL' (7s), 'A. LAND / PLAYLIST #1' (1m60s), and 'WEATHER AMERICA' (40s). The 'MY NEW PLAYLIST' is highlighted with a red dashed box. A red arrow points from this box to a red box containing the text 'drag a playlist over to add it to your scheduling grid'. The main area is the 'SCHEDULING GRID', which shows a weekly view from Monday, October 23 to Sunday, October 29. A red vertical line indicates the 'current time' on Wednesday, October 25. A red box labeled 'current day' points to the Wednesday column. A tooltip for the 'MY NEW PLAYLIST' shows 'a. Landscape / Global 7s, Sequentially, 1'. The grid shows various time slots for different playlists, with the newly added playlist slot highlighted in red.

- The Time slot window will open. This window will list all currently scheduled playlists for the day, including the new one you just added.

You can adjust the time slot's start and end times for the newly added playlist.

- You can swap the playlist assigned to the new time slot by clicking the pull-down menu button in the Playlist column on the left.

- You can modify the start and end times for each playlist shown in the window. Just click in the field and edit the information.
- You can change the playlist Merge Option (Sequential is the default, Reorder is optional).
- If you change the merging option to Reorder, you can enter the number of media items to play during each loop.
- You can delete the time slot by clicking the "X" in the far-right column.

Monday, October 23, 2023 OK Cancel

**TIME SLOT** Add

Playlists	Start	End	Duration	Merge option	Nb. Media	Everlasting
Playlist #1	08:00:00AM	05:00:00PM	1m60s	Sequentially		<input type="checkbox"/> X
Weather America	08:45:00AM	05:45:00PM	40s	Sequentially		<input type="checkbox"/> X
Global	09:00:00AM	05:00:00PM	7s	Sequentially		<input type="checkbox"/> X
My New Playlist	10:00:00AM	10:00:00PM	49s	Sequentially		<input type="checkbox"/> X

click to swap playlist

set start/end time

click "X" to delete

Monday, November 20, 2023 OK Cancel

**TIME SLOT** Add

Playlists	Start	End	Duration	Merge option	Nb. Media	Everlasting
Corporate Playlist	12:00:00AM	11:59:59PM	50s			<input checked="" type="checkbox"/> X

select to make permanent

- Proceed as above to create your Monday program and make sure to select the **Everlasting** option in the right column.
- Next, duplicate the Monday program until the end of the current week.

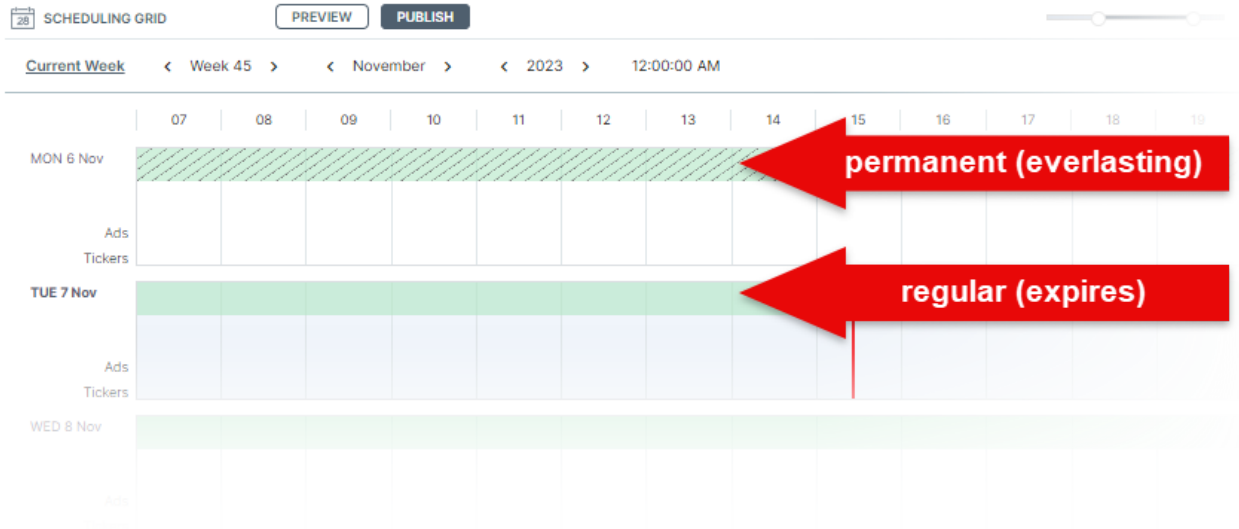




Current Week < Week 47 > < November > < 2023 > 12:00:00 AM

	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
MON 20 Nov	[Green hatched bar]																			
Ads	[Empty]																			
Tickers	[Empty]																			
TUE 21 Nov	[Green hatched bar]																			
Ads	[Empty]																			
Tickers	[Empty]																			
WED 22 Nov	[Green hatched bar]																			
Ads	[Empty]																			
Tickers	[Empty]																			
THU 23 Nov	[Green hatched bar]																			
Ads	[Light blue bar]																			
Tickers	[Light blue bar]																			
FRI 24 Nov	[Green hatched bar]																			
Ads	[Empty]																			
Tickers	[Empty]																			
SAT 25 Nov	[Green hatched bar]																			
Ads	[Empty]																			
Tickers	[Empty]																			
SUN 26 Nov	[Green hatched bar]																			
Ads	[Empty]																			
Tickers	[Empty]																			

- Your programming is now perpetual. You can navigate forward and backward in time and you will see the program never expires.



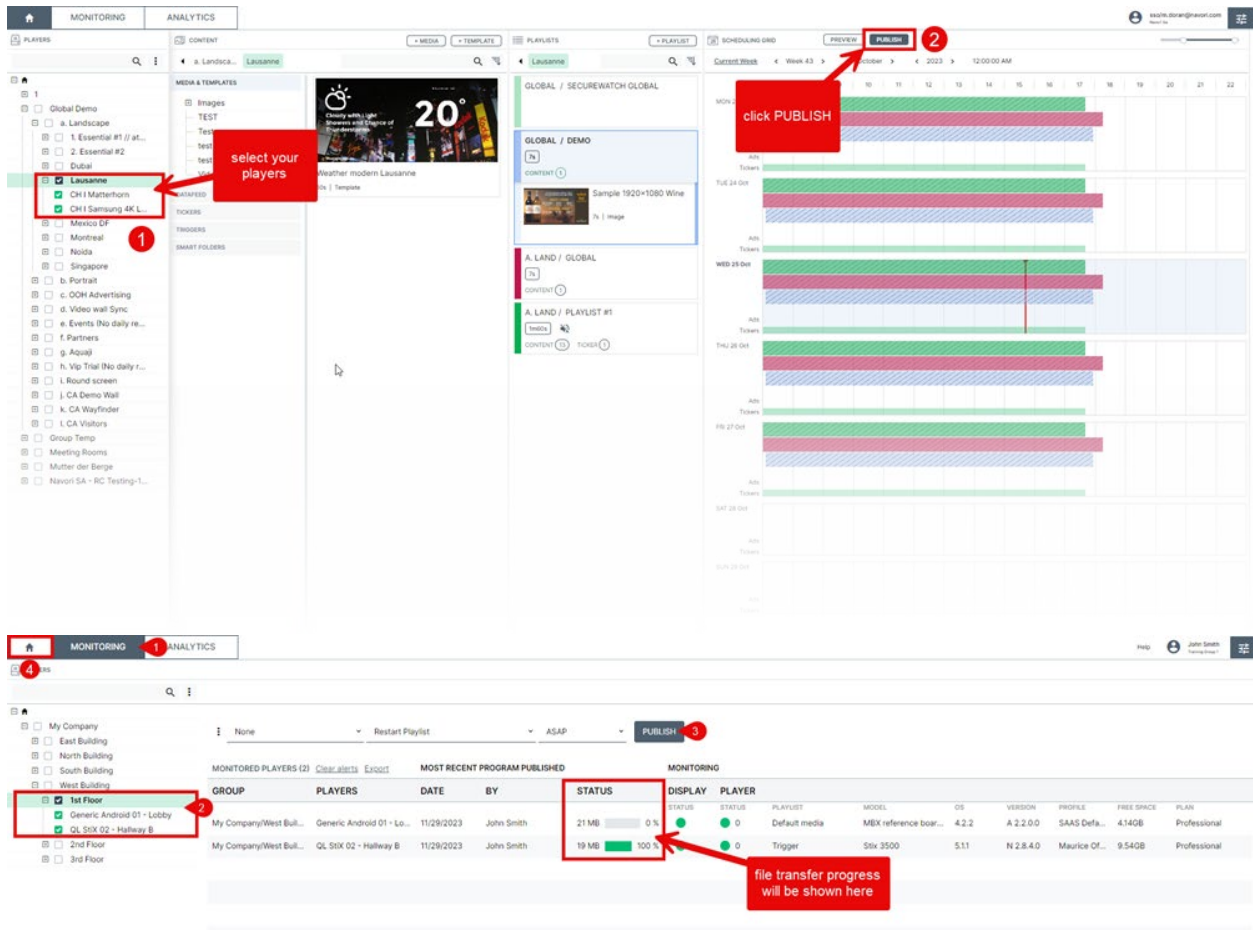
## Publish content to your Players

**NOTE:** These instructions assume that you have playlists scheduled in the Planning grid for the currently selected group. Until you program content and publish it to your players, only the default media will be shown on your screens.

1. Click the **MONITORING** button above the **Player** window to open the monitoring window.
2. Select the players you want to update either by clicking their selection/status box or by performing a player search. To select all the players within a level, click the selection box next to the group's name. To select all the players in your entire network, click the selection box at the root level.

(IMPORTANT: Players **must be selected** otherwise they will not receive an update).

3. With your players selected, click the **PUBLISH** button in the **MONITORING** window to begin the update process.
4. When you are finished, click the **HOME** button to close the window and return to the main software dashboard.

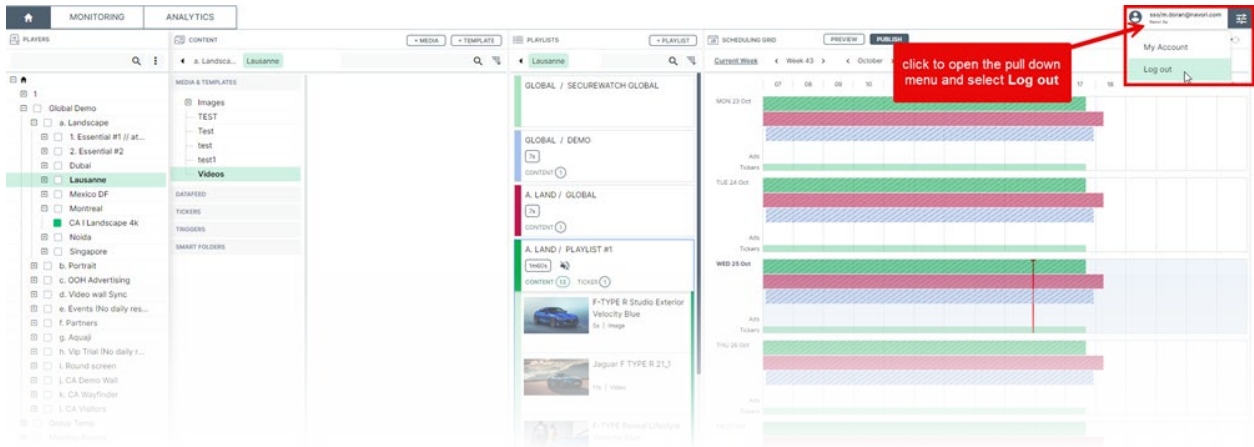


- This will automatically initiate the transfer of all required content and player instructions.
- You will be able to monitor the progress of the file transfer under the **STATUS** column.
- The **STATUS** progress bar will show how far the update has progressed. When the content has been received, the status will change to **Done**.
- Once the updates have been received, each **Player Status** will show “Done”.
- Updating Players from the Content Manager window
- Players can be updated while the Monitoring window is closed if players are selected in the Player window.
- With players selected, click the **PUBLISH** button in the upper right side of the **Content Manager** window, above the **Scheduling grid**.

**NOTE:** You can only view the file transfer progress from the Monitoring window.

## Logging out

- Click on the **User** symbol in the upper right corner of the screen to display the menu.
- Click **Log out** to exit the application.



- Alternatively, you can close the web browser window to exit the application.