Introduction to TelVue® InfoVue™

This is a step-by-step guide to creating your first InfoVue screens. In the process you will learn the basics of working with InfoVue. Once you have mastered these steps, you can try your hand at more complicated and sophisticated screen displays. Please refer to the complete InfoVue User Manual for more detailed information.
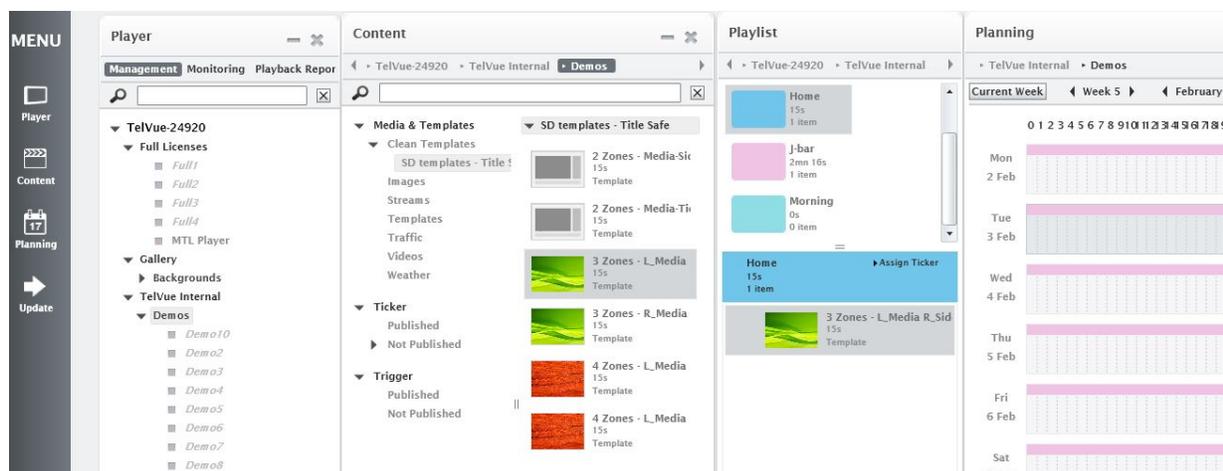

Getting Started

Requirements
For Content Management on PC or Mac - Browser: Firefox, Explorer or Safari
Install Plug-in: Silverlight
For Preview Player app: Windows 7

The Dashboard
When you first log into infovue.telvue.com, the InfoVue Dashboard displays all the components you need to manage your InfoVue account:

From Left to Right:

1. Left Nav **MENU**-
   a. Click on Player, Content, and Planning to bring any of those windows to the front.
   b. Click on Update when you have scheduled fresh content that needs to be pushed out to your player.
2. **Player** window - displays each licensed player, in the hierarchy determined by TelVue. Click on any Player to display each Player's content in the Content window to the right.
3. **Content** window - displays the Media, templates and tickers available to each Player.
   a. Each group and sub group has its own content library. All sub-groups can share content that is created at their level or above. But content that belongs to each individual player cannot be shared upward or across to other users. For example, all content that is stored in the TelVue Internal -->Demos sub-group can be shared by the TelVue team. Any content that is stored in Demo1, on the other hand, will not be accessible to Demo2, etc.
   b. Organize content by creating folders in the Content window, and adding media to those folders. Media includes templates, tickers, images, videos, urls, feeds, etc.
4. **Playlist** window - this is where you organize loose bits of content into playlists.

5. **Planning** (Scheduling) - to schedule a playlist, drag one of the color-coded playlist thumbnails to the Planning window. A pop-up allows you to fine-tune the scheduling parameters.

Set Up and Enable Your Players:
To properly view anything you create in InfoVue, you will need an InfoVue player, or player app. Since you can only view the output of InfoVue in a player, not in the CMS, it is recommended you set up a dedicated Preview player to get a good look at your content before displaying it on a public screen.

The InfoVue player app requires a Windows 7 or Android platform. To view InfoVue in a PC Window:

1. In the InfoVue CMS, download the player app from Menu → Tools → Download QL player → Windows
2. To Register the Player you need the Server IP and Player Serial Number
   a. Server IP is https://infovue.telvue.com
   b. To find serial number, go to the InfoVue management interface, navigate over to your player, right-click and choose "properties"--> then click on License information.
3. Name the player
4. To activate the player, from the Dashboard go to Update: update player → select player from the tree by clicking in the square next to the player name → Click on Send Update.
5. The Player will need to be updated whenever changes are made to the schedule.

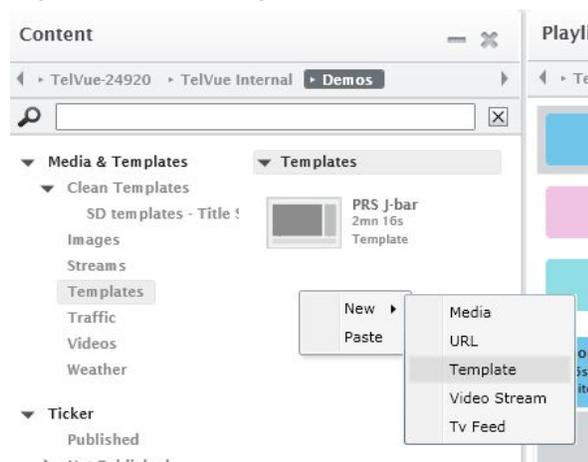# Create Your First InfoVue Screen:

Loop a Series of Images

One of the simplest displays to create is a series of fullscreen images that appear in a regular rotation. To do this in InfoVue:
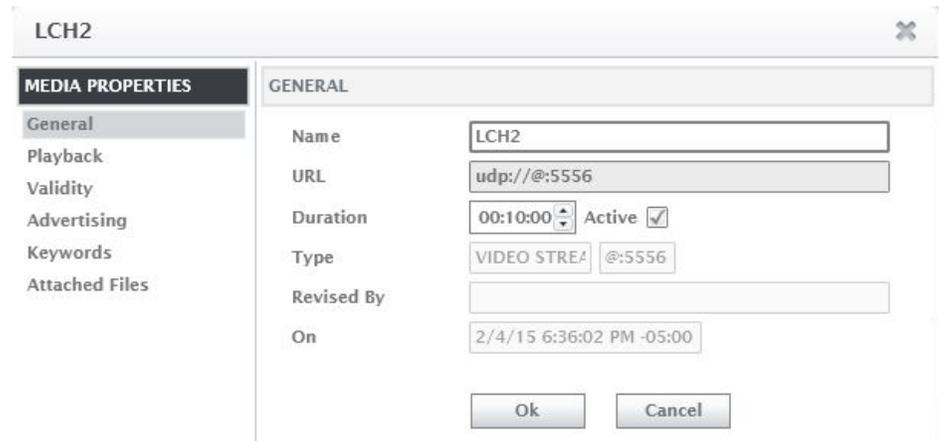1. Upload your images in the Content window

Step One: Add Content
1. TelVue InfoVue comes with a collection of generic Pre-loaded content
2. To add your own media, such as images, video, streams, and dynamics feeds:
   a. Right-click on the right side of the Content window.

   b. Select the type of media you want to add. For the purposes of this exercise, we will upload new "Media" (images, videos, .swf), add a new "Video Stream", and create a new "Template".

i.   "Media" will open a Finder window for you to browse and upload from your computer

ii. "Video Stream" will open a Media Properties Window, asking you for a Name and valid stream URL

iii. "Template" will open up the Template Designer, which is the next step of this exercise.

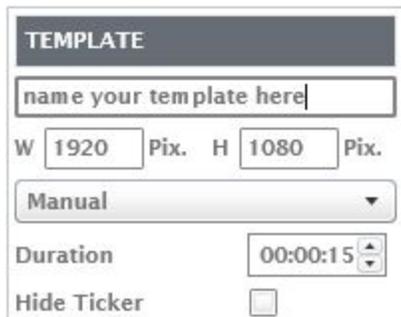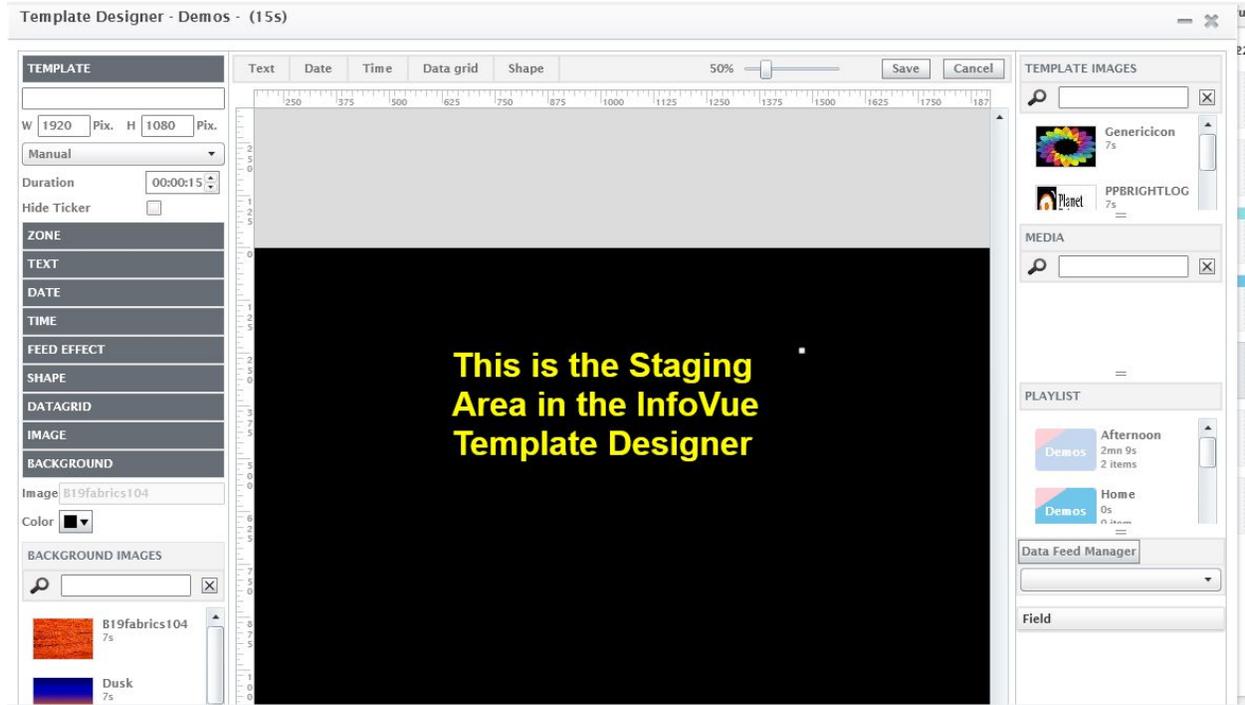## Step Two: Create an HD template with several zones and types of media:

In this exercise, we will create the following InfoVue display, with:
● A colorful background image
● A 16:9 Media window
● A live weather forecast sidebar
● A live news ticker below
● Logo, date and time on the lower right

1. **Open Template Designer** by right-clicking on Content window, choosing New →
Template

The Template Designer opens in a new window, and looks like this:

2. In the dark grey TEMPLATE tool on the Left:
name your template and choose the overall dimensions
(for HD: 1920 x 1080)

3. **Choose a Background** - the dark grey BACKGROUND tab on the bottom left allows
you to:
   a. Choose either a plain color background, or
   b. Upload an image and use that as a background. TelVue will provide customers
with a pre-loaded library of backgrounds.
   c. To upload your own background image, right-click in the area below the search
field and choose New.
      i. Any image you upload will only be available as a background in this
content library and those below it in the hierarchy.
      ii. Background images do not show up in the regular Template image library.

4. **Add the Zones** - we'll start by adding an image, the simplest element. In this case, a logo that we will place in the lower right of the screen. Once you know how to add, size, and position this element, the process is similar for the other kinds of zones.
   a. To Add, Size, and Position Logo image
      i. On the top right, browse or search "Template Images" section to choose your logo image.

      ii. Drag and drop to where you want in the staging area. It will automatically create its own "zone"
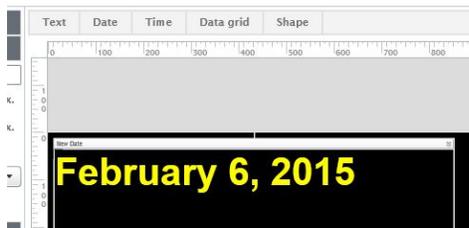   iii. Click on the grey Zone tab on the left
         1. Enter size, in pixels
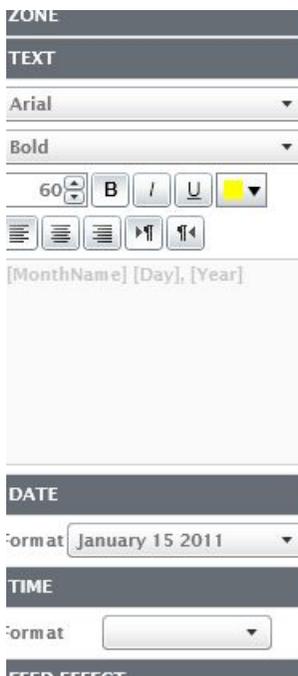   2. Drag the zone around to where you want it, or type in x,y coordinates for pixel-precise placement.

   b. Next, we'll add two pre-formatted zones for Date and Time.

      i. Click on any of the Text, Date and Time tabs at the top of the Preview window. InfoVue will automatically add that zone to the top left of the staging area.
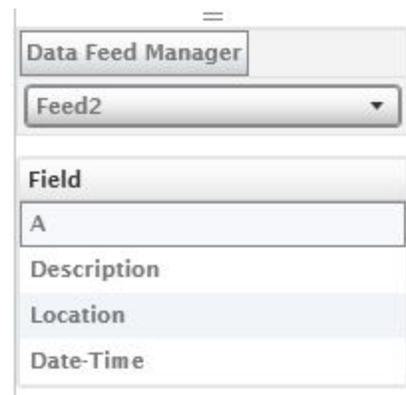

      ii. Click on the associated dark grey tabs at the left to adjust the parameters for each type of zone:

      ● For TEXT fields, type in the text box

      ● For DATE/TIME fields, choose your format
      ● Size and position these zones in the same way you did the logo zone
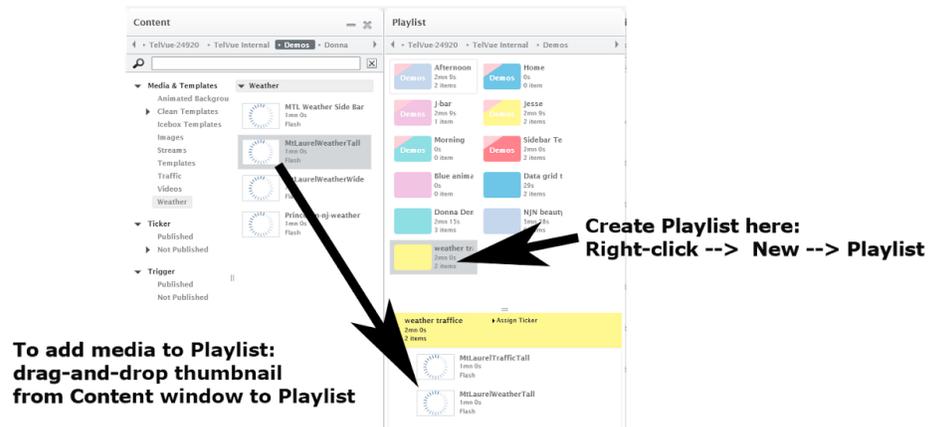
c. To Add the Live Video stream
   i. Navigate over to the Media section on the right side, and enter a search term. (For demo purposes, "LCH2")
   ii. When the media you want appears, drag and drop its thumbnail on to the staging area.
   iii. Size the zone and position it.

d. To Add the Weather sidebar
   i. (For demo purposes, you can use the pre-loaded "MtLaurelWeatherTall" swf file.)
   ii. For clients with a screenfeed account: Log into your account at screenfeed.com
      1. Choose "Weather Graphics"
      2. Enter your zipcode
      3. Choose your sizing (in this case, 9:16 tall window)
      4. Download the .swf file and re-upload it to the InfoVue Media Content Library
   iii. In the Template Manager, search for the swf file in the Media search field on the right
   iv. Drag its thumbnail on to the staging area.
   v. Size the zone and position it.

e. To Add a News Feed
   i. Click on pulldown menu underneath the "Data Feed Manager" on the right. It will display all feeds already added to your Content library.
   ii. Choose one of those feeds, and you will see the "Fields" populated with the matching RSS or XML fields in the feed you chose.
   iii. Drag and drop one or more fields on to the preview pane (Let's say: CNN Top Stories → title and/or description)
   iv. Size and position your Ticker field

Now that you have designed your screen, it's time to admire your handiwork on a real screen!

Step Three: Playout
1. Create a Playlist
    a. To create a new playlist, right-click on the top part of the Playlist window in your Dashboard. Once created, the playlist will appear as a color-coded thumbnail above, and a color-coded banner underneath.

    b. Drag and drop media from the Content window to the area below the colored banner to build up your playlist

2. Schedule the Playlist
    a. To schedule a playlist, drag one of the color-coded playlist thumbnails to the calendar in the Planning window. A pop-up allows you to fine-tune the scheduling parameters.
3. View the Results
    a. Once you have scheduled the Playlist containing your Template - and assuming you have dedicated a player for Preview purposes - you will need to update your preview player in order to see the changes you make to your content along the way (See "Set Up and Enable Players", p.2)

Once you have mastered the creation of a basic template, you can explore many more variations on this theme, such as:
- Adding a playlist to a template, so that you can schedule media within a specific zone.
- Allowing designated contributors to update their own on-screen information by filling out a Datagrid. This could be used to populate a community event calendar, for example.
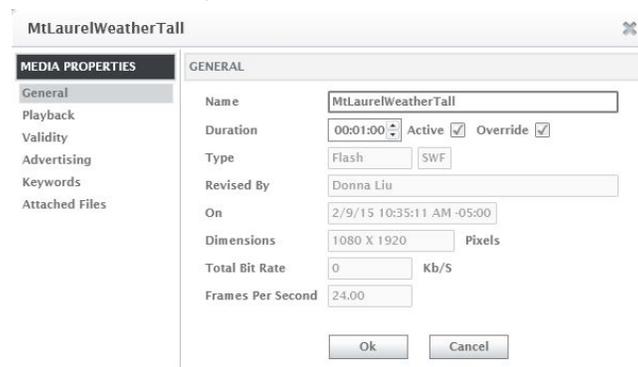- Design and Add a Ticker

For more instructions, read on.

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Adding a Playlist to a Template

If you want a zone in your template to include a rotation of media - such as weather and traffic feeds, for example - you can create a Playlist Zone, but ONLY if the playlist does NOT itself contain a template.

Let's say we want to alternate a live weather and traffic feed in the Sidebar of the sample template we just created:

1. (For demo purposes, you can use Traffic → MtLaurelTrafficTall and Weather → MtLaurelWeatherTall in the Content Library)
2. Adjust the duration of each element by double-clicking on the thumbnail in the Content window to open this Media Properties window.

3. Create a new Playlist in the Playlist window, as described on p.8
4. Drag media from Content window to Playlist.
5. Now when you open your Template in the Template Designer, this new Playlist will be searchable.
6. Drag the Playlist into the Sidebar zone.
7. Don't forget to Update your Player after every change!

Your Traffic/Weather reports will now alternate in the the Sidebar of your Template.

Community-Generated Information

Let's say you want to give a local organization like the Library an InfoVue screen which they can update themselves. You do this by creating your own Data feeds in InfoVue, and then giving the Library restricted access to update information in a spreadsheet. You can also let them upload an image for each entry.

For this example, let's add Library Events to a template. In three steps:
● First, create your own Data Feed.
● Then add the relevant Data Feed fields to your Template Designer.
● Then create a restricted User Account to update the information in the Data Feed.

1. Create your own Data Feed
   a. In the Template Designer, Click on Data Feed Manager, lower right
   b. Create a new Feed by clicking on the + next to the empty feed field, top left → it will open up a popup
      i. Name your Feed
      ii. Select "Server Feed" from pulldown
   c. Organize your data
      i. Double-click on column heading to name the column
      ii. Click on empty cell to type in info
   d. Add an image column
      i. To create a column of images, double-click on the column header and then click on the "Image container" option
   e. How long will it stay up?
      i. In the Data Feed Manager, choose the "referent" column, which should be the column which will normally contain the most text. InfoVue will base the duration of each entry on how long it takes to read the referent column.
2. Add the dynamic data fields to your Template
   a. Under Data Feed Manager, choose the feed you want from the pulldown. The available fields will show up below. Remember each column of a Data spreadsheet generates it's own feed.
   b. Drag the fields you want on to the staging area of your Template Designer
   c. Size and position each field.
   d. Decide on font color, style, size etc.
3. Create a restricted User account
   a. From the Dashboard, create a new user from Menu → User Management → Create/Assign User
   b. Define the Group or SubGroup that User can see
   c. To add a new user, Right-click on the Add/Select User field at the right. It will open a "User Properties" window

        d. Fill in Contact Name and other information in the General tab

        e. Assign a login and password in the Account tab

        f. Under the Assign Profile tab, choose:

            i. Type → Feed Only

            ii. Rights → End User

        g. Click "ok"

Now when your librarian logs in to https://infovue.telvue.com, they will only see and have access to the datasheets to which they were assigned. When they update these fields, their screen display will update live.

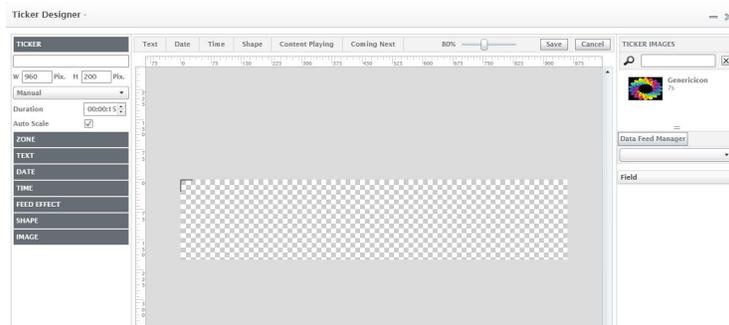Feed Manager - TelVue Internal - Demos - Donna

FEED MANAGER		Date	Time	Location	Description	icons - Image Container	
Donna's Community Info ▾	▶ 1	Thu, Feb 5	- 2:30pm	Library	Climate Change Lecture	https://infovue.telvue.com/MediaUpload/24/page.p	
Feed Details:	2	Fri, Feb 6	- 12 noon	Chamber of Commerce	Networking lunch	https://infovue.telvue.com/MediaUpload/24/clock.p	
	3	Sat, Feb 7	- 10am	YMCA	Open Swim	https://infovue.telvue.com/MediaUpload/24/minius	
Type Server Feed	4	Sun, Feb 8	- 10am-2pm	Nassau Street	Parade	https://infovue.telvue.com/MediaUpload/24/world.	
Items [Refresh]	5	Mon, Feb 9	- 6pm	Princeton University	Chapel Concert		
	6	Tue, Feb 10	- 7pm	Municipal Hall	Town Council Meeting		
	7						
	8						

If you want to display a list of dynamically-updated content in a grid, you can use the DataGrid feature.

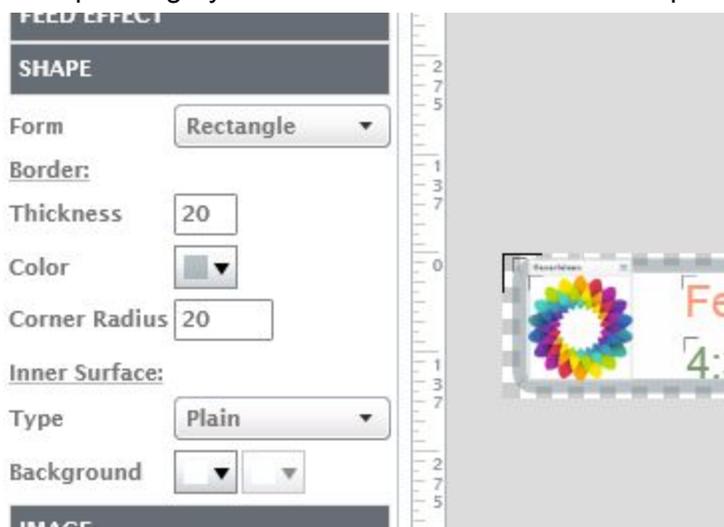---

Design and Add Ticker

The Ticker Designer is similar to the Template Designer, with a few important differences:

1. Tickers will always appear on top of your scheduled content, and follow a different set of rules for when they are displayed.
2. By default the Ticker staging area is a wide, narrow band
3. You have different media options:
    a. Fewer toolbars: No Playlists, DataGrids or Background options, for example
    b. You cannot add audio or video to a ticker, only images and text
    c. (Additional tab choices on top: "Content Playing" and "Coming Next", although these are not that useful for TV stations, as they refer not to the video, but to the filename of the InfoVue media)

To Design a Ticker:

1. To add text, date/time, datafeed, etc., use the same tools as for designing a template.
2. By default, the background of a ticker is transparent. If you want an opaque background:
   a. Click on the "Shape" tab up top
   b. Right-click on the Shape to "Send to Back"
   c. Resize and Position your Shape
   d. Click on the dark grey "Shape" toolbar on the left to open up the border and background options for this area. (In this case, we have chosen a 20-pixel semi-transparent grey border with a rounded corner and plain white background.)

To Schedule a Ticker

1. Always on Top:
   a. Under the Content tab in your Dashboard there is a Ticker tab, and under the Ticker tab are 2 folders: Published and Not Published.
   b. Any ticker saved in the **Published!** folder will automatically be shown on your player any time you schedule a playlist.
   c. (**Please Note!** The ticker will be removed each time a media file in the playlist has the "Hide Ticker" option turned on in its **Media Properties** >**Playback** window).

d. You can list one or more tickers in the **Published!** folder and each will automatically be shown on screen whenever you have playlists that are scheduled. All tickers listed in the **Published!** folder will play in sequence just like media in a playlist. The duration of each ticker will relate to how many records there are to display in each data field or to the duration entered manually.

Scheduling and Timing Your Displays

Since there are quite a few levels of design in your InfoVue display, you also have several options for adjusting the timing of each element, as well as the overall schedule.

Let's start with the simplest form of scheduling: Drag a Playlist thumbnail across to the Planning window.

The Duration of any media can be adjusted in the Media Properties window, under the General settings tab. But every piece of media will have a default duration when it is uploaded.

Defaults:
- Images - set to 7 seconds, and will loop
- Videos will run the length of the video
- If a user uploads a Flash (.swf) file that has less than 10 frames or runs less than 2 seconds, the software will automatically override the duration and set it to 7 seconds. However, the user can edit the duration at any time by selecting the **Override** option.
- Templates are set to 15 seconds, and will loop. If you add media or a playlist to a template, the template will adjust its own running length to match that of the longest-running element inside it.
- Tickers are set to 15 seconds, but if you include a feed, will adjust to the reading speed of the Feed element.

- Server Feeds - the duration of a feed is based on Reading Speed on a scale from 0 to 200, where 0 the slowest and 200 is the fastest.

Reading Speed is based on the amount of text in the Referent field (which is set in the Data Feed Manager). So if you have a spreadsheet with a lot of text in one column, it would be wise to set that column as the Referent field. For example, a "description" column is likely to take longer to read than the date.