bazeport

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User Manual

MANAGEMENT STUDIO – PUBLISH

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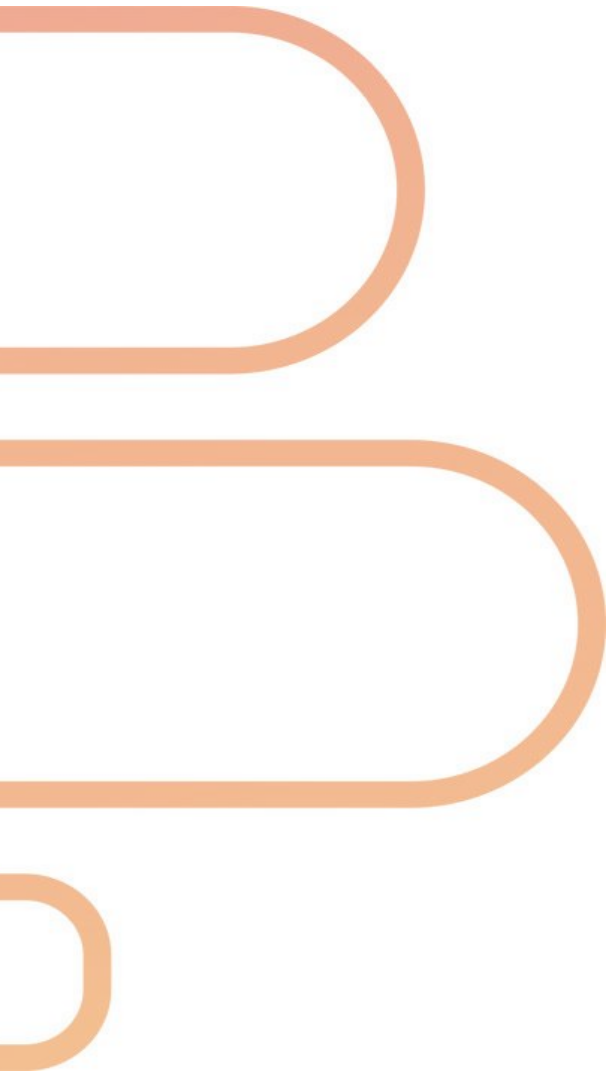

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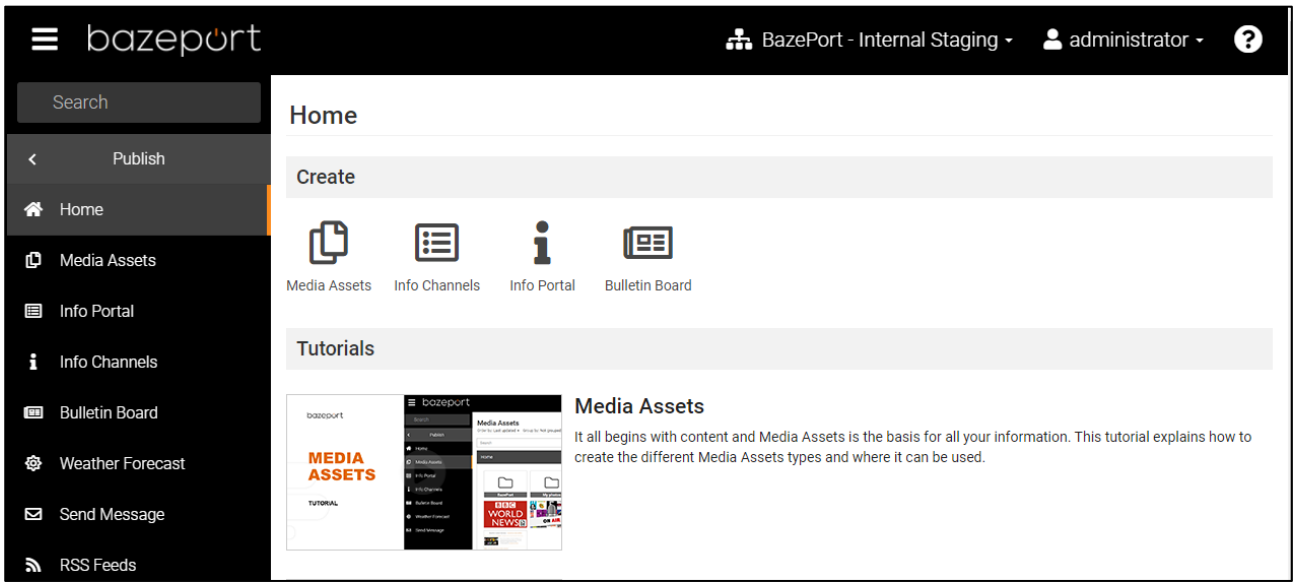
BAZEPORT PUBLISH OVERVIEW

The **BazePort IPTV system** lets you publish information, entertainment and messages to BazePort units. There are several publishing applications available to support your different publishing needs. Use of the information applications is described in detail in this user manual. You can also find video tutorials in the Home section of **Publish** and on http://www.bazeport.com/tutorials.



ABOUT MEDIA ASSETS

It all begins with content. **Media Assets** is the home for all your content information. It is from here you select the different types of content to use in the information applications. Please watch the video tutorial to better understand **Media Assets**.

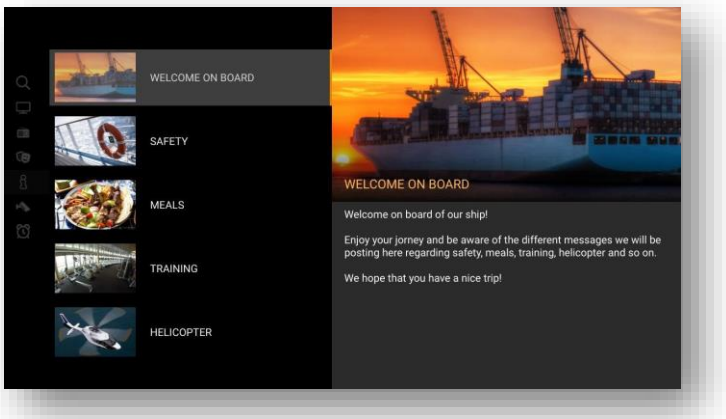
ABOUT TARGETING CONTENT

In order to target your content to the audience, you can publish content in multiple language and decide when and for whom the content shall be available.

ABOUT INFO PORTAL

The **Info Portal** is an interactive, hierarchical collection of pages with text, pictures and videos. **Info Portal** is the tool best suited to publish information which your viewers should be able to look up and browse through at their own leisure, using their remote control.

Please watch our tutorial on how to use the Info Portal.

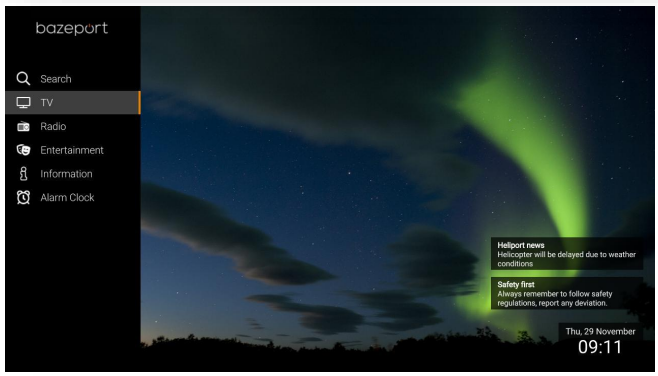


ABOUT INFO CHANNELS

An **Info Channel** can be used to display public information on large public screens, or on regular TV sets. The output is one or multiple **Info Channels**, which is made available in the TV channel listing together with the TV channels.

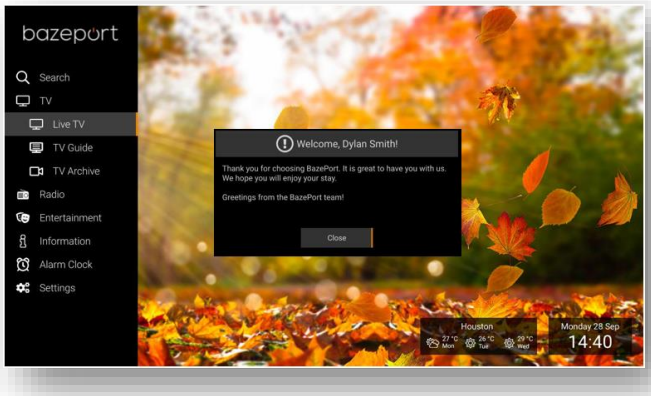
ABOUT BULLETIN BOARD

You can publish small bulletins on the Start Page. If one or two Bulletins are published they are always visible on the Home Page, in the case where more than two bulletins are published they will alternate and be visible for 30 seconds each.



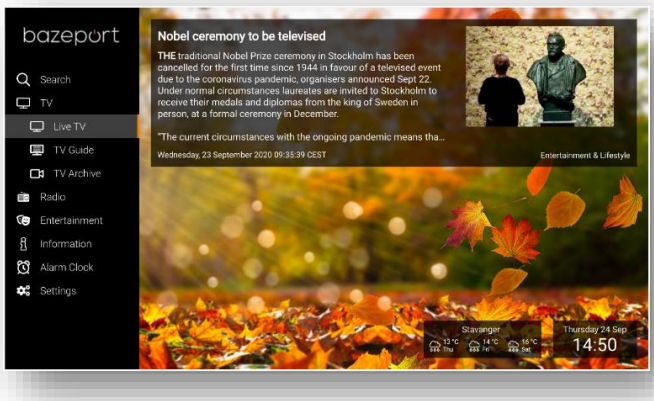
ABOUT MESSAGES

You can send messages to all, group(s) of users, or a specific BazePort unit. The messages may be shown as splash screen dialogues or simple scroll messages on top of any BazePort application. Note: This application is only available when publishing locally, it is not available via Cloud publishing.



ABOUT RSS FEEDS

RSS feeds can be presented on the BazePort client's Start page. You, as an administrator can subscribe to which ever RSS feed you would like, and even make your own feed from within the publishing tool, called Local news.



GETTING STARTED

The **BazePort Management Studio** is available as a cloud service or on the local BazePort network, and it works in any browser-based device (PCs, Pads and Smart phones). With cloud service, you can publish content to your BazePort installation from anywhere and anytime, as long as you are connected to the Internet.

LOCAL OR CLOUD PUBLISHING

CLOUD

To publish via cloud means you can publish from any PC connected to the Internet with a browser. Cloud publishing is what you use when you publish from your office, home or similar to a BazePort installation elsewhere. When publishing via Cloud it can take up to 1 hour before the updates are visible on the BazePort IPTV system. If the BazePort system is not online at the time of publishing, it will be updated when connection is re-established.

Please note that some applications may only be available in Local publishing mode. This is true for the **Send Message** application.

Even though published information is exchanged between the local and cloud, all the content is not. There is no full version tracker/exchange of data between local and cloud published content and should therefore not be considered as a full 2-way data exchange.

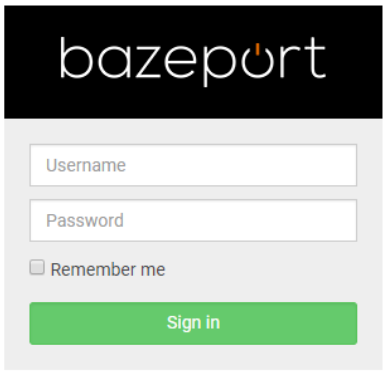
LOCAL

To publish locally means that your computer, used for publishing to BazePort, is connected to the same network (physical IP network) as BazePort. Your PC is then typically wired to a connection point inside the entertainment network. You need to be on-site, or have a VPN connection set up to Publish locally. When publishing locally, changes are visible immediately. Ask your system administrator if you are uncertain on how to connect to the local entertainment network. You can also contact support@bazeport.com.

MANAGEMENT STUDIO AS CLOUD SERVICE

You can access **BazePort Publish** from BazePort cloud service.

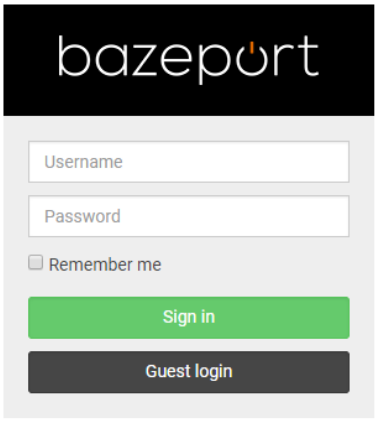
1. Browse to **http://mybazeport.com** with your favorite browser.
2. Log in using your username and password. In case you do not have a username / password contact your system administrator or support@bazeport.com



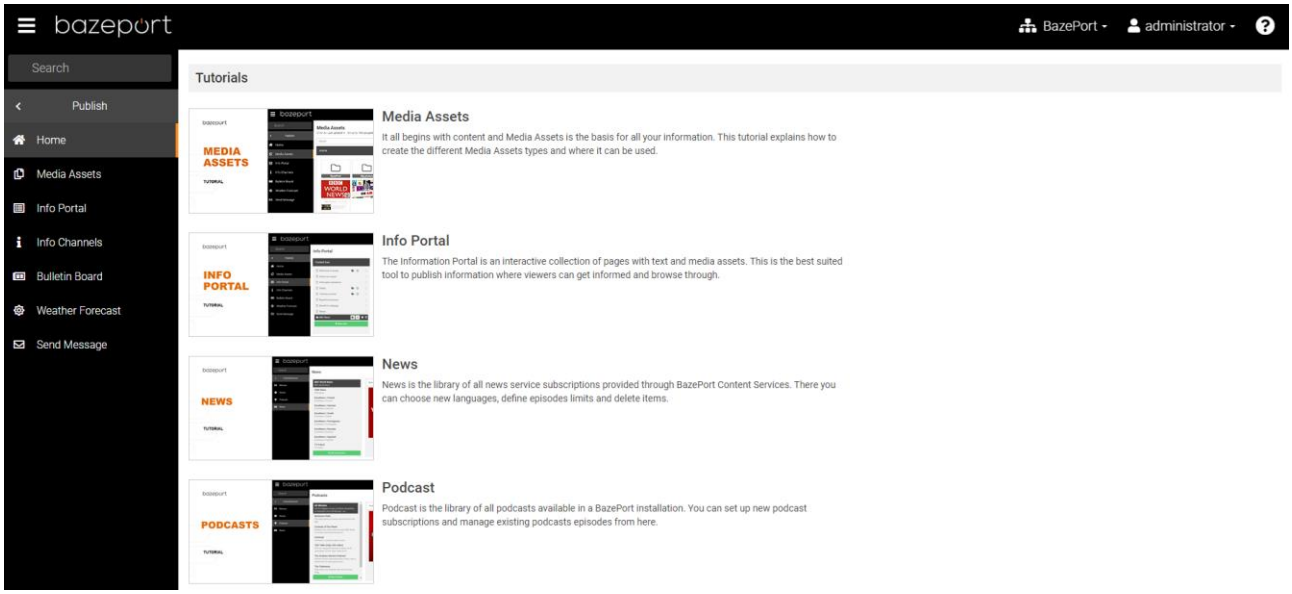
MANAGEMENT STUDIO INSIDE LOCAL BAZEPORT NETWORK

You can access BazePort Management Studio from a PC/MAC with a browser connected to the entertainment network (BazePort VLAN).

1. Browse to http://bazeportsrv.bazeport.lan/BazePort.ManagementStudio/ with your favorite browser. Please note that your computer must be connected to the same network/VLAN as the BazePort Server.
2. Login. In case of browsing from a PC, you will be asked to login with supplied credentials.



3. After entering login credentials, you will be taken to the screen seen in the picture below.



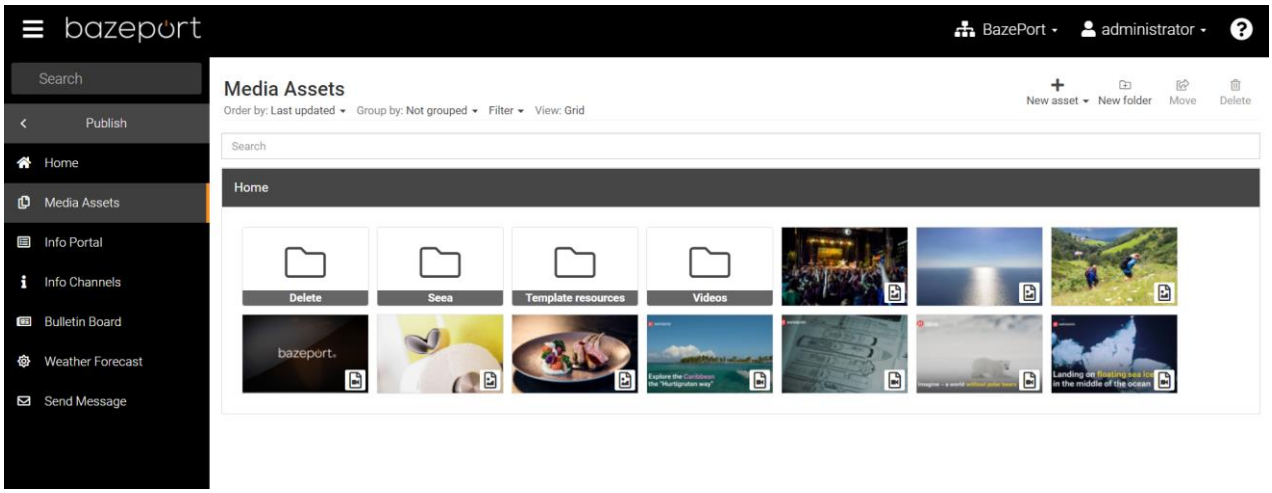
MEDIA ASSETS

Before you begin to publish it is important that you spend a few minutes on understanding **Media Assets**.

A **Media Asset**, often referred to as just **Asset**, is made up of a type of file: Slide, Picture, Movie, PowerPoint, PDF, HTML/web and Stream. An Asset is then used as content in the information applications.

Any **Media Asset** uploaded to the system will be converted into a movie. This is done automatically and no interaction is needed. BazePort is a TV system and distributes content as videos.

Media Assets is available from the main menu choosing **Publish**, then **Media Assets**. A detailed description of **Media Assets** is available in the next chapters.



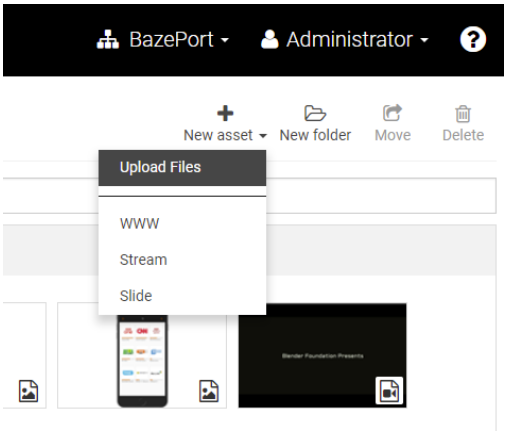
The **Media Assets** library gives you a uniform way of storing and organizing your content. All assets to be used in the information applications, like slides, images, videos, PowerPoint presentations. PDF, webpages and streams are published to, stored and organized in this library. **Media Assets** is a shared library for content elements used in the **Info Portal**, **Info Channel** and **Flow** content.

CREATING ASSETS

UPLOAD ASSETS

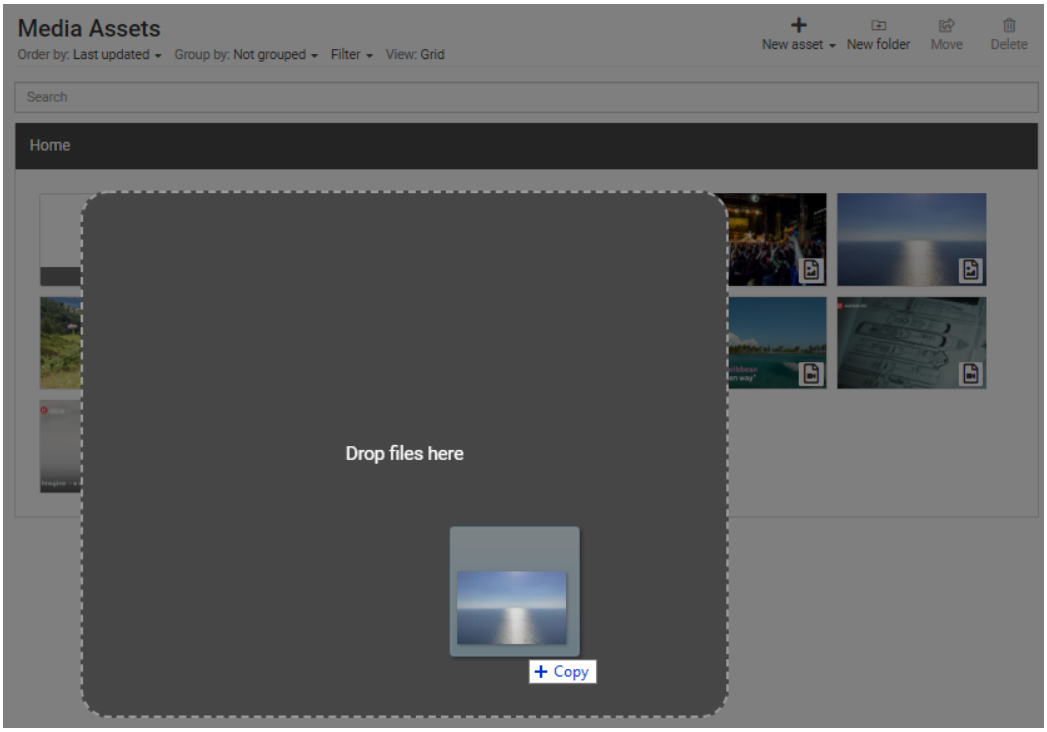
The **Media Assets** library accepts a wide variety of file types. Most common video and image files are accepted. You can also use PDF files and PowerPoint presentations; these file types are converted into videos behind the scene by BazePort so they can be used in other applications.

Files can be uploaded by clicking the **New asset** link in the top right-hand corner, and choose "**Upload files**" from the drop-down menu.



This will open a file dialog where you can select files from your computer and upload them to the **Media Asset** library.

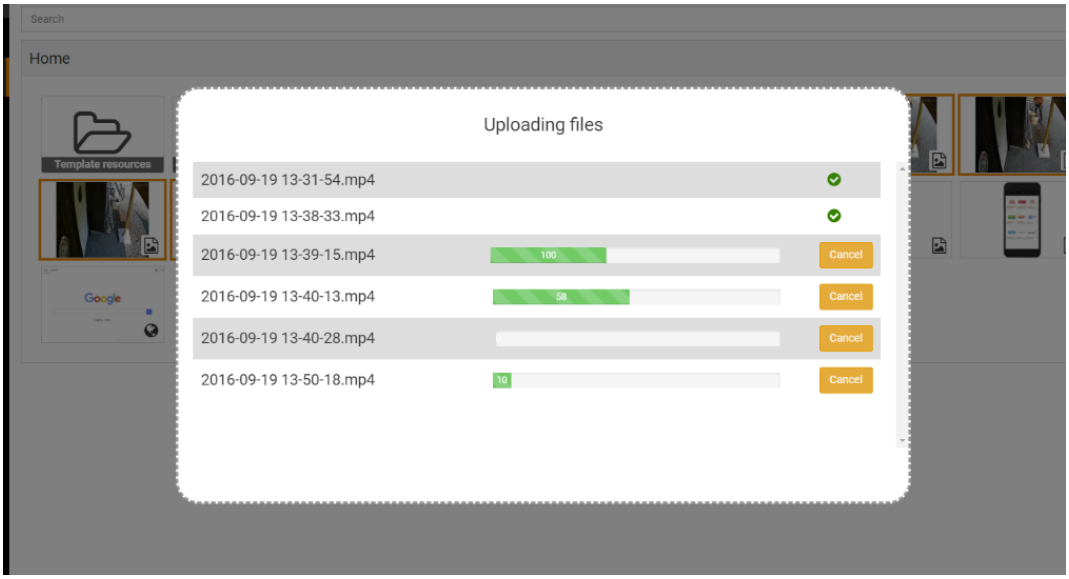
The **Media Assets** library also supports drag and drop of files. This means you can select a file or several files in system file browser and drag and drop the files into the **Media Asset** library. Just grab the files from your computer's library and drag them over the **Media Assets** window.



Drag your files into the **Media Assets** page. The blue placeholder shown in picture above will appear automatically. Drop them inside the blue square.

The files will start to upload automatically. A progress bar is displayed for each file. You can upload one or several files. Upload speed is limited by your bandwidth connection.

When finished uploading, please click the **Close** button.



Uploaded assets will by default be placed in the **Home folder**. However, if you navigate to a different folder, the files you upload (when they become Assets) will be placed inside the same folder.

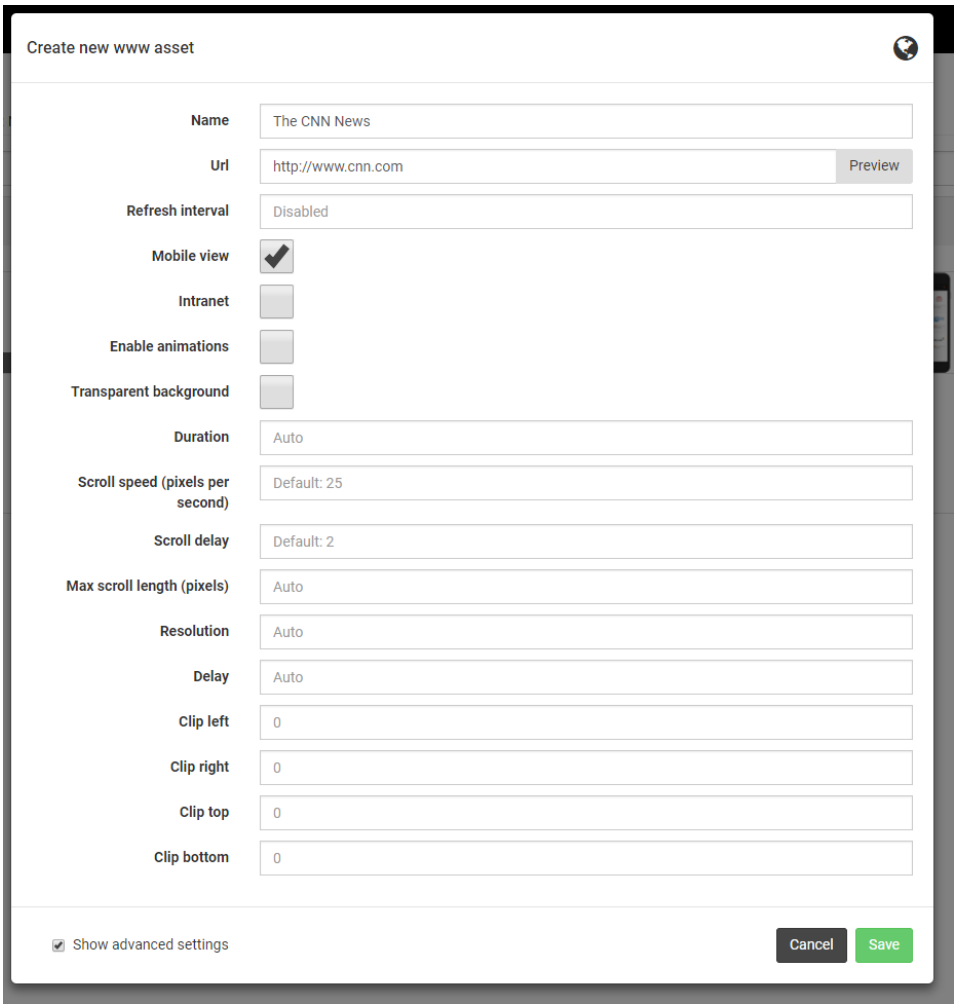
You can move an asset after upload between the different folders to organize to your convenience.

CREATING WEB PAGE ASSETS

Web page Assets are links to web pages (HTML pages). As with other file types, this asset type is converted into a movie. This is done automatically.

To create a **Web page Asset**, click the **New Asset** link in the top right hand corner and choose **WWW**. This will open a dialog where you give the new asset a name and provide a url to a web page e.g http://www.cnn.com. Remember the initial is http://, like this: http://www.cnn.com not like this www.cnn.com

The name and URL are mandatory fields. The preview button next to the URL field gives a screenshot of the webpage with the current settings. Note that it may take a while to load the Preview as the page needs to be converted before displayed.



The **Refresh interval** tells BazePort how often the web page should be visited and recorded given in minutes. If you set the refresh interval to 30, BazePort will create a new video of the web page every half hour. Default is blank, which means the video will be created when the Asset is saved and never refreshed. Consider to not set refresh rates more frequent than needed as this requires use of bandwidth.

The **Mobile view** checkbox is used to get the mobile view of the web page. This can be useful to get a more TV screen friendly version of the web site.

ADVANCED SETTINGS

The advanced settings can be edited by checking the **Advanced settings** checkbox at the bottom of the dialog.

The **Intranet** checkbox is used for forcing the system to get a local URL like an intranet server. Default is unchecked.

The **Duration** setting is the number of seconds the web page should be displayed.

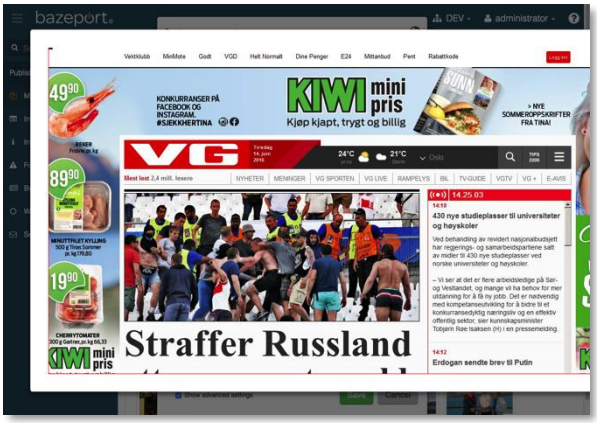
Scroll is a function used to get the system to scroll down a web page while being recorded as an asset, just as you would do when you visit a web page on your computer. **Scroll speed** is the speed the web page is scrolled in the generated video given in pixels per second. The higher the number, the faster the scrolling. If duration is set and the page is too short, scroll speed will be adjusted automatically. Default value is 25.

Max scroll length defines how far down to scroll the web page. If the page is shorter, it will scroll to the end. Note: This setting will be ignored if duration is set.

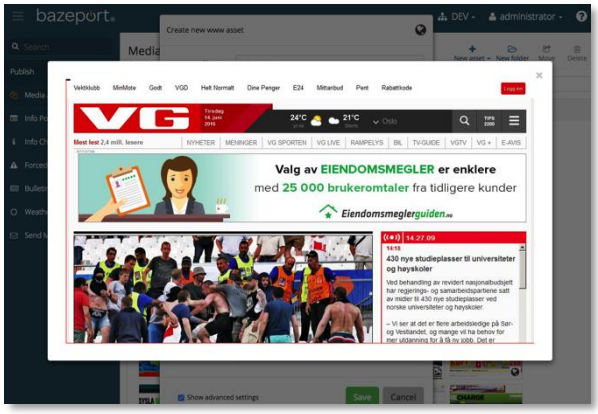
The **Clip left/right/top/bottom** options are used for hiding parts of the web page. Values are given in pixels and default is 0.

Tip: Use the **Preview** button next to the URL setting to determine optimal values.
We have used the newspaper VG, below, to create a few examples on preview for the **Publish Web Page Assets** functionality:

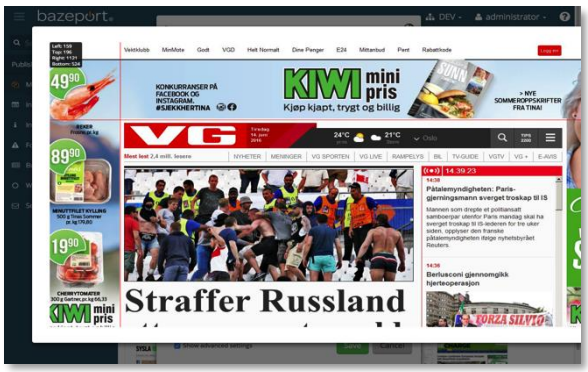
Preview of webpage in Normal view



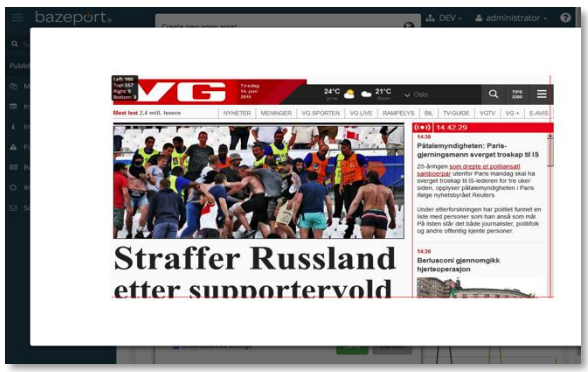
Preview of same webpage in Mobile view



Review of web page using the tool (red lines) for measure pixel to cut. Notice the indicator on the top left with pixel information.



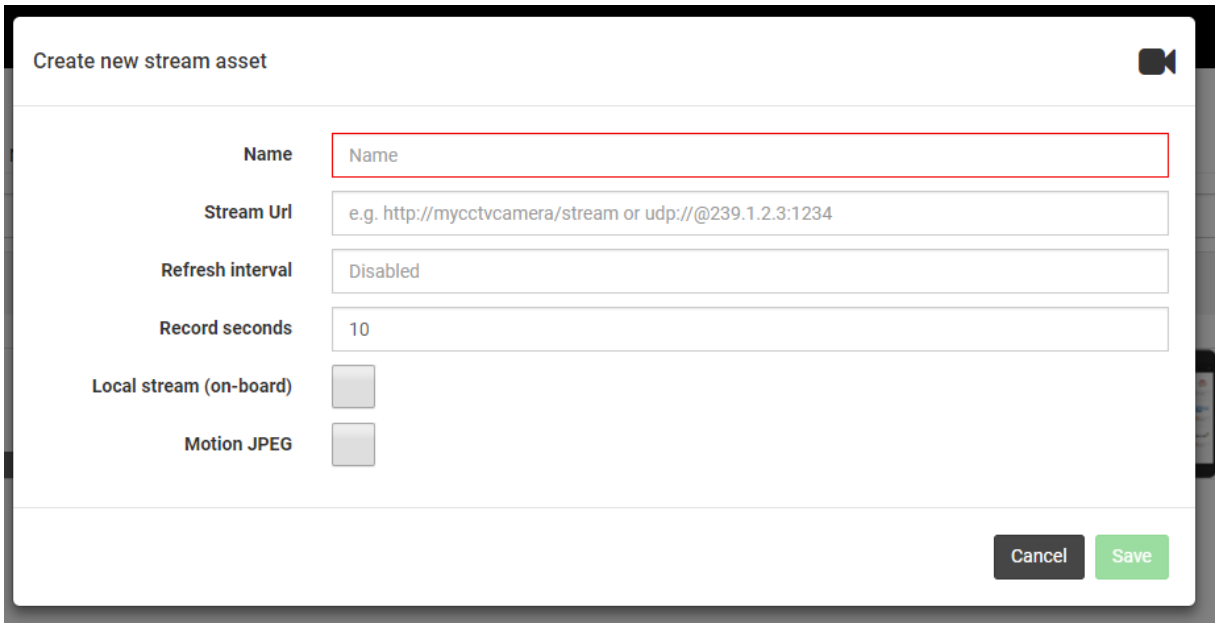
Preview of web page after entering number of pixels to cut from the web page. A much better result to publish as Media Asset.



CREATING STREAM ASSETS

Stream is a type of **Media Asset** used to display e.g. a live camera or CCTV camera.

To create a **Stream**, click the **New Asset** link in the top right hand corner and select **Stream**. This will open a dialog where you need to give the new asset a name and provide a stream URL for it.



The **Refresh interval** indicates how often the stream video should be refreshed in minutes.

The **Record seconds** setting is how many seconds that should be recorded from the stream.
10 seconds is the default value.

The **Local stream** checkbox is used for forcing BazePort to get a local stream. Default is unchecked.

You need to check the **Motion JPEG** checkbox if the stream is in Motion JPEG format. Default is unchecked.

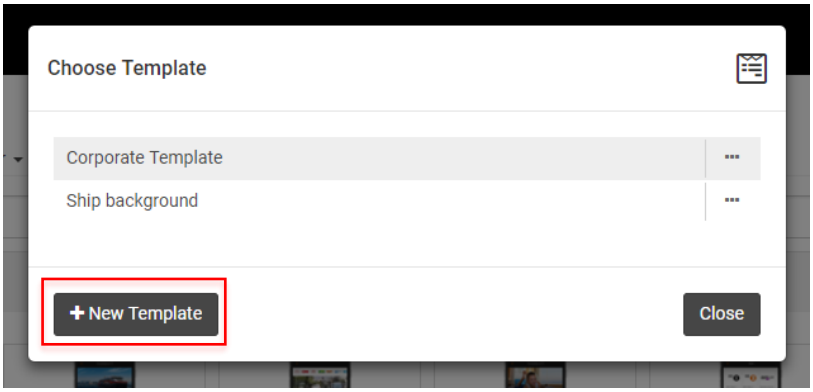
TEMPLATES & SLIDES

Templates & Slides is a work tool used to create content to be used as assets.

Note: On http://www.bazeport.com/tutorials you can find a detailed step-by-step video tutorial on how to create a template.

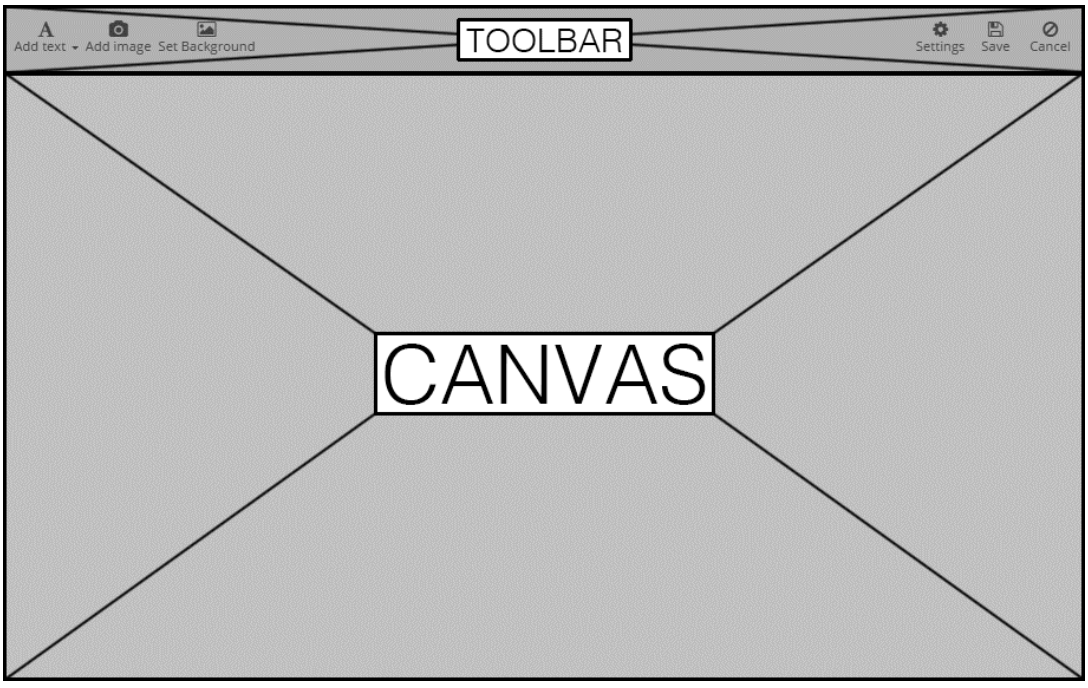
HOW TO CREATE A TEMPLATE

To create a slide template, first click **New Asset → Slide** to display the list of available templates. Then click the **New Template** link in the bottom left hand corner.



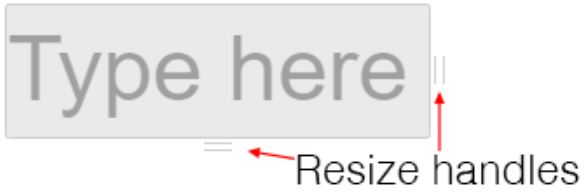
The template workspace

The template workspace is divided into main areas: The toolbar and the canvas. The canvas is where all the items are placed.



Items can be of type text, date or image. The items can be moved around on the canvas.
To move an item, simply click and drag the item to a desired place.

In order to work with a certain item it needs to be selected first. To select an item, simply click the item. The item will get a light blue non-transparent background indicating that it is selected.



An item can be resized by click and dragging the handles on the bottom and the right hand side of the item.

When an item is selected, the template tool buttons will appear on top of the item and these are used to adjust its properties.

Template tools

Decrease font size for selected item

Increase font size for selected item

Align text left for selected item

Center text for selected item

Align text right for selected item

Set text color for selected item

Set text font for selected item. Works for both text and date items.

Vertically center selected item

Horizontally center selected item

Remove selected item.

Displays the text type items drop down menu

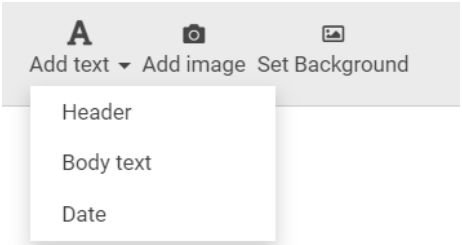
Add image item

Select image asset for template background

Cancel. Don't save template and go back to the Assets page.

Save template and go back to the Assets page.

Text type items



Text elements are added by clicking the "**Add text**" in the left-hand corner in the top toolbar and selecting either **"Header"** or **"Body"**. The header and body elements are in fact the same type, but have different initial font size and dimensions for convenience.

Date type items

Date elements are used to display time until or since a set date and time. When a date item is selected, it's possible to set the font size, color and type as well as text alignment. Date items can be added by clicking the **"Add text"** in the toolbar and selecting **"Date"**.

Image type items

Image elements are used for placing image assets on a slide. To add an image item, click the **"Add image"** icon on the left hand side in the toolbar

Template background

An image asset can be added as the background of a slide template. The added image will stretch out and centered to cover the entire slide, but the height/width ratio will not be affected. To add a template background, click the **"Background"** icon located in the toolbar on the left hand side. This will display the image assets select screen. Select the desired image asset and click **"Add Selected"** button.

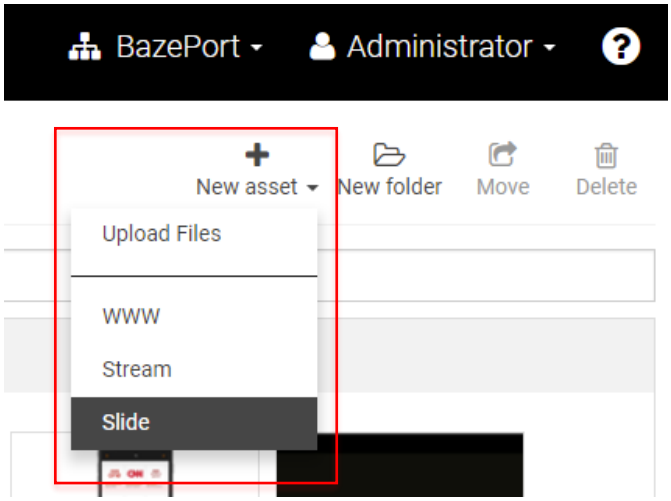
Remove template item

To remove a template item, first select the item by clicking it once, then click the red 'X' button in the context menu

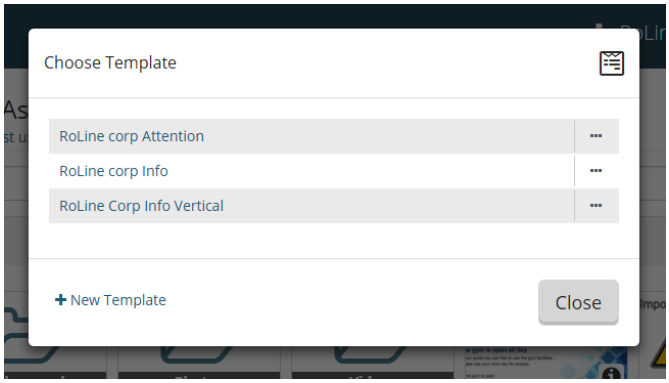
HOW TO CREATE A SLIDE

Before creating a **Slide**, a **Template** must to be created (see previous chapter).

To create a new **Slide**, click the **New Asset** link in the top right hand corner and select **Slide** in the drop down menu.



This will display a list of available slide templates.



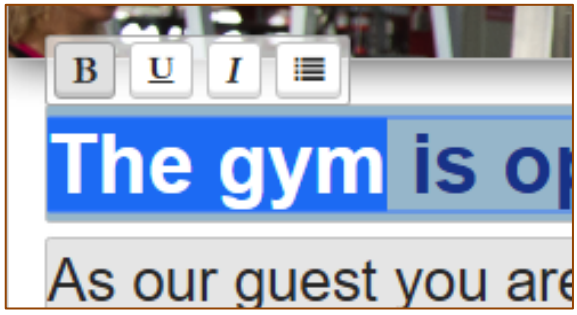
Click the desired template to create a new **Slide**.

To be able to save your **Slide**, the **Slide** name field needs to be filled in and **Slide** duration needs to be set.

Depending on the layout of the **Template**, fill in the text elements with text and add image to the image elements on the slide by double clicking the element with a camera icon.

Text elements

When a text element is clicked a tool menu will appear in the top left hand corner. When text is marked, it is possible to set the selected text **bold,** underlined and/or *italic* using the buttons in this tool bar.

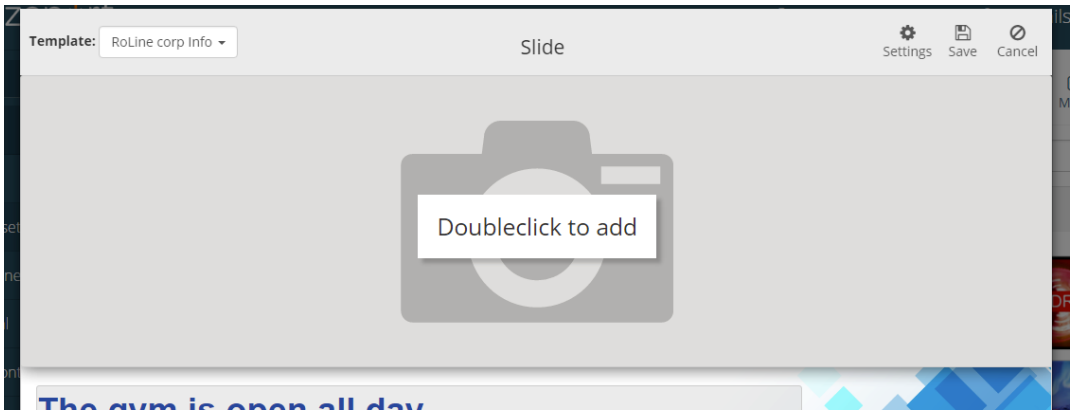


Tip: It is also possible to use the keyboard shortcuts Ctrl+b (bold), Ctrl+u (underline) and Ctrl+i (italic).

It is also possible to insert bullet point list by clicking the button with the list icon.

Image elements

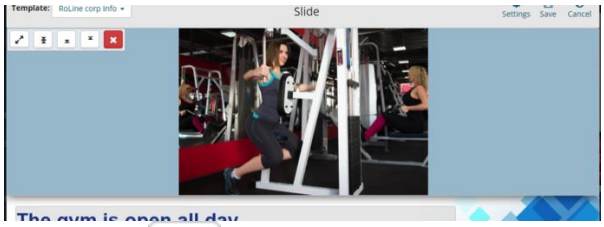
To add an image, double click the image container marked Double-click to add.



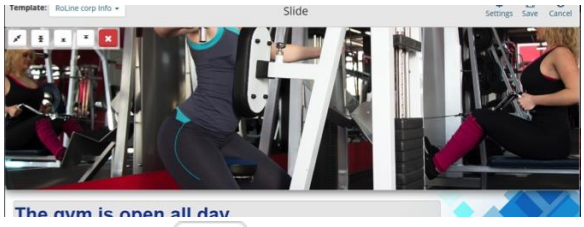
This will open a dialog with available **Media Assets**. Click one to select it and then click the **Add Selected** button.

When an image element is selected by clicking it once, buttons with various tools will appear in the top left hand corner.

The button to the far left is used to toggle if the selected image should cover or fit inside the image element space.

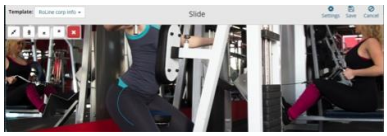


Fit Inside



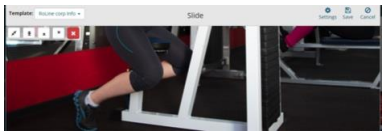
Cover

Images can be positioned vertically to **top**, **bottom** and **center** by clicking the align buttons.



Center

Top

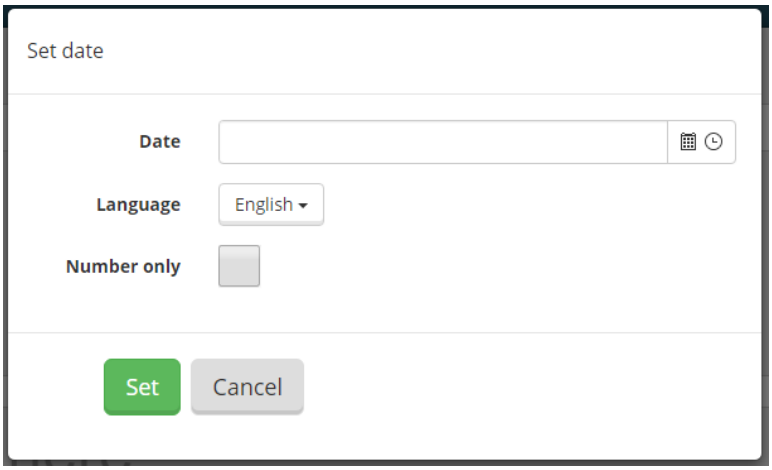


Bottom

To remove an image, click the image once to make the tool buttons appear, and click the red button with '**X**' to the far right.

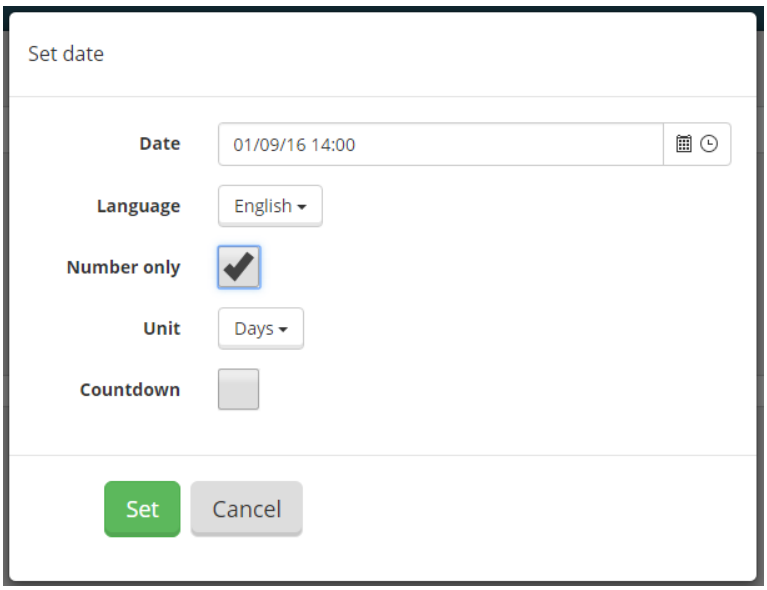
Date element

Date elements are used for counting down to, or displaying amount of time since, a given date and time. Click the item to set a date and time. This will display the date item edit dialog.



Click the calendar icon on the right-hand side of the date field to set a date and the clock icon to set time. Then click the **Set** button. The text in the date item will now be something like "7 days ago" or "In 23 days" depending on the current time and set date and time. If the difference is less than 48 hours, amount of hours will be displayed instead of number of days. The language setting is used for setting the language for the prefix and postfix for this text.

The **Number only** option is used for not displaying the prefix and postfix text. Checking this will display more options as well.

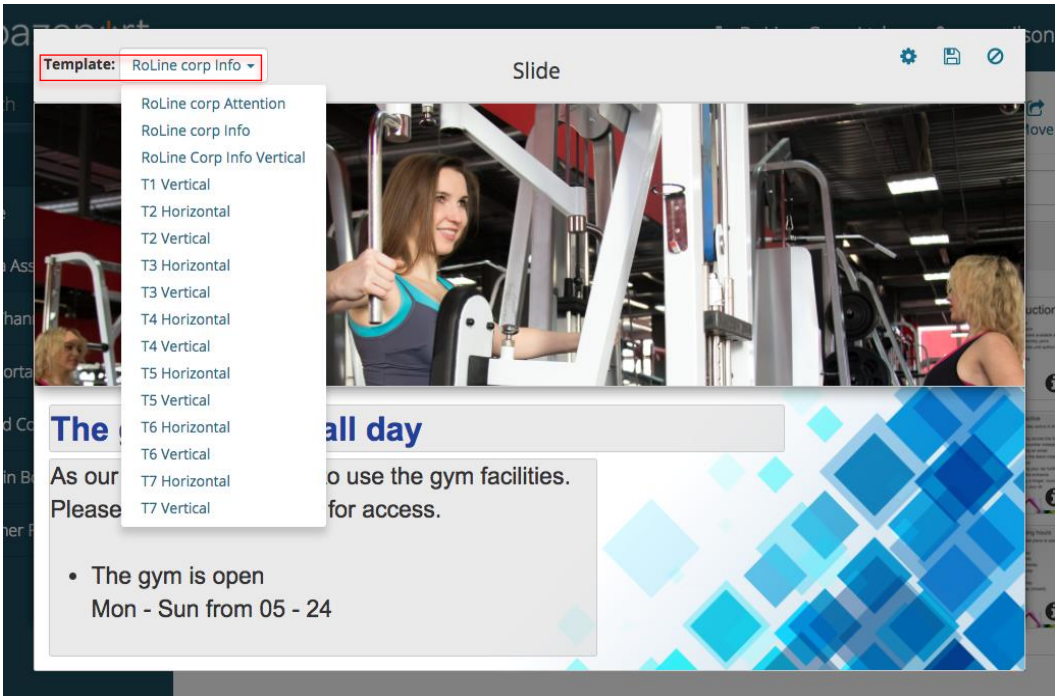


This will let you choose to display number of days or hours since or the remaining set date/time.

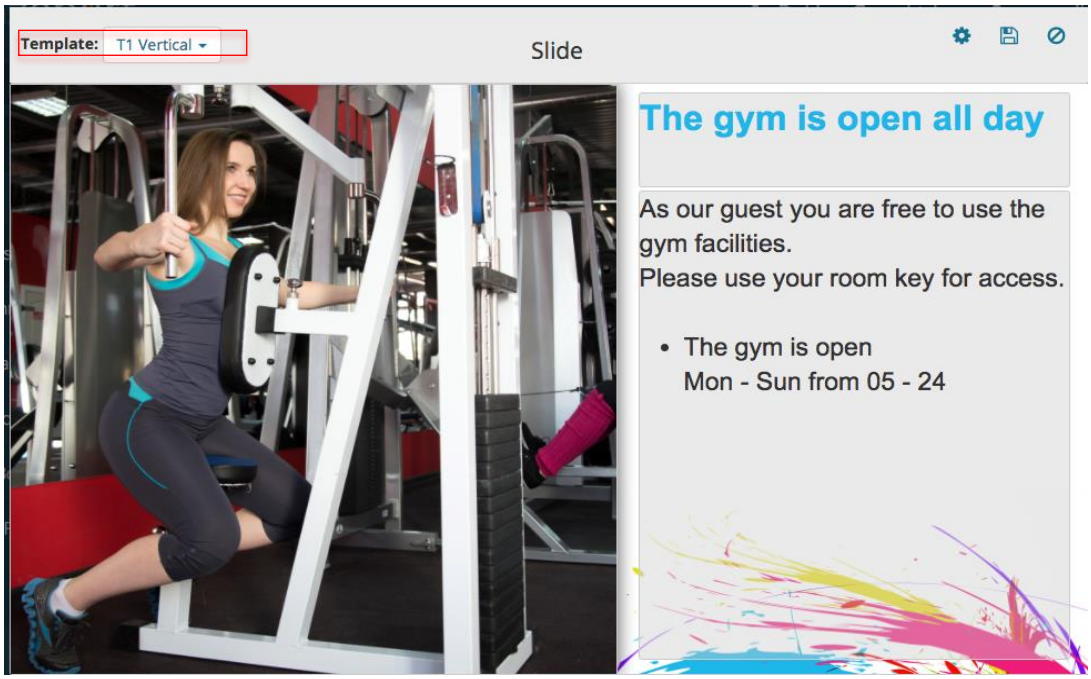
The **Countdown** option is used for determining to count down to a set time. If **checked** the number displayed will be hours or days remaining to the set date/time. When this date/time is reached, the number displayed will be 0. If the countdown option is **not checked**, the number will indicate hours or days since the set date and time. If the set date and time has not passed yet, the number displayed will be 0.

Switching templates

By using the dropdown menu in the top left corner, you may switch between templates and still keep the content.

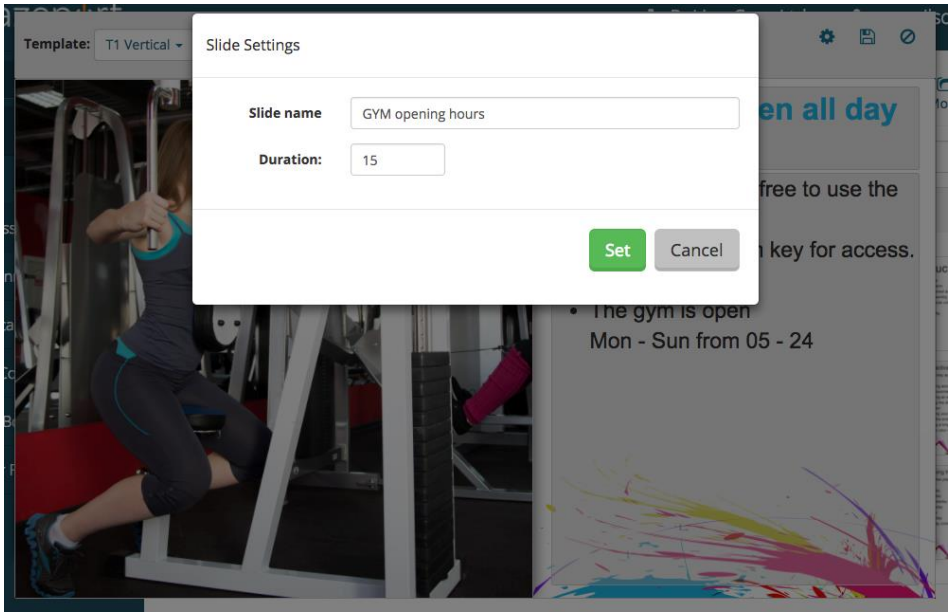


Example below, same SLIDE content used with different Template.



Slide settings

The slide settings are located at the top right hand corner next to Save and Cancel. Click this to change the **slide name** and/or **duration**.



MANAGE ASSETS

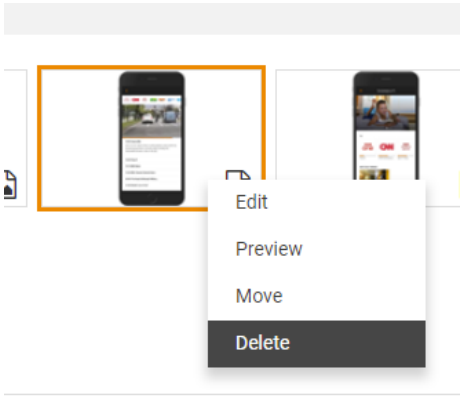
SELECTING MULTIPLE ASSETS

To select multiple assets, you can push and hold the ctrl key and click individual assets to select/unselect them. It is also possible to select multiple assets by clicking outside the asset and drag the mouse cursor to select multiple assets.

EDIT ASSETS

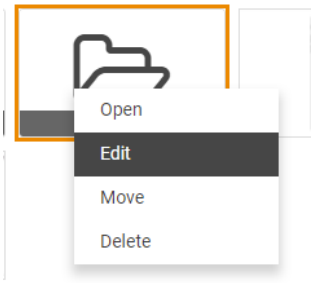
To edit any asset, right click the asset and choose **Edit** from the context menu.

DELETE ASSETS



To delete any asset, right click the asset and choose **Delete** from the context menu. To delete multiple assets, select the assets you want to delete and right click any of the selected assets and click **Delete** in the context menu.

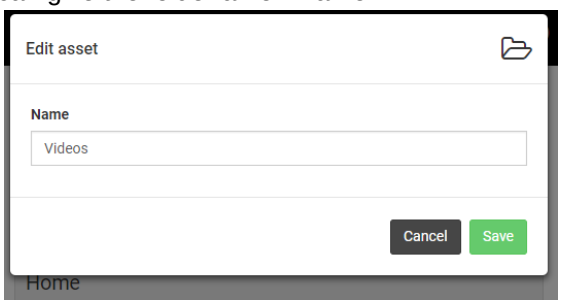
ORGANIZING CONTENT IN FOLDERS



Assets can be organized by creating **Asset Folders**. The **Asset Folders** behave like folders in a typical file system. To create a folder, click **New folder** in the top right hand corner and provide the new asset folder a name. The folder will then be created in the active folder. Double click a folder to open it.

To rename a folder, right click and choose **Edit** from the context menu.

This will open a dialog where you can give the folder a new name:



CONTENT NAVIGATION

Preview

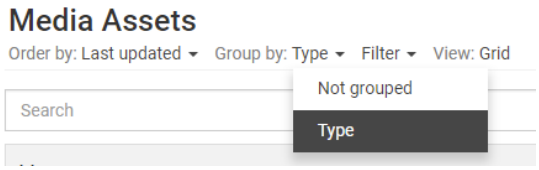
Double click any asset to open a preview of a particular asset. You can also right click the asset and select the **Preview** option from the context menu.

List / Grid View

The **View** option lets you switch between a **List view** and **Grid view** of the available assets.

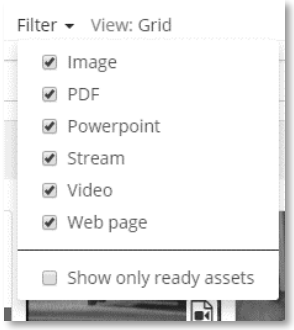
Grouping

Assets can be grouped by type by using the **Group by** menu above the asset list.



Sorting and Filtering

Assets can be sorted by *Name* or *Type*. It is possible to filter the asset list based on asset type. If you e.g. only want to see **Web Page Assets**, uncheck all other asset types in the filter options above the assets.



You may hide assets not ready for use by checking the **Show only ready Assets** option in the filter menu. This will hide assets that are currently being converted.

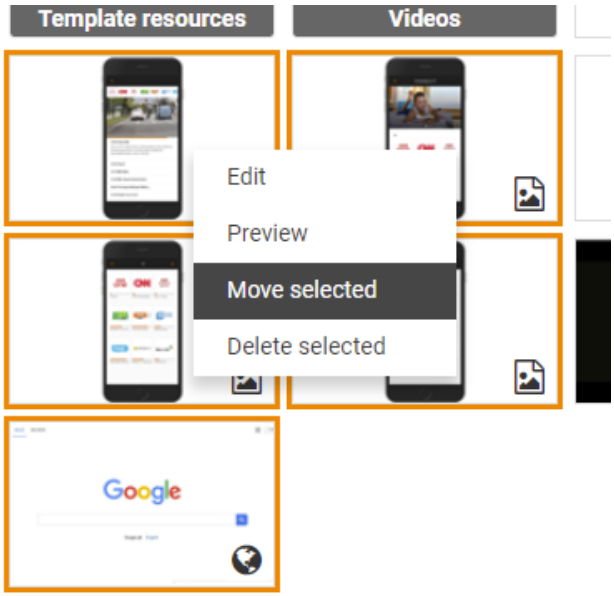
Search for Content

Above the assets there is a search field for finding content based on asset names. You can search for entire or just parts of an asset name. For instance a search for *est* will match both ***est****ablished* and *alarm t****est***.

If the asset matched is located in a folder, the folder will stay visible at the top of the page. You can double click the folder to navigate to the matched asset.

Moving Assets

To move assets, right click the asset and choose **Move** from the context menu. To move multiple assets, select the assets you want to move and right click any of the selected assets and click **Move** in the context menu. You can also use the **Move** link in the top right hand corner to move selected assets.



TARGET YOUR CONTENT

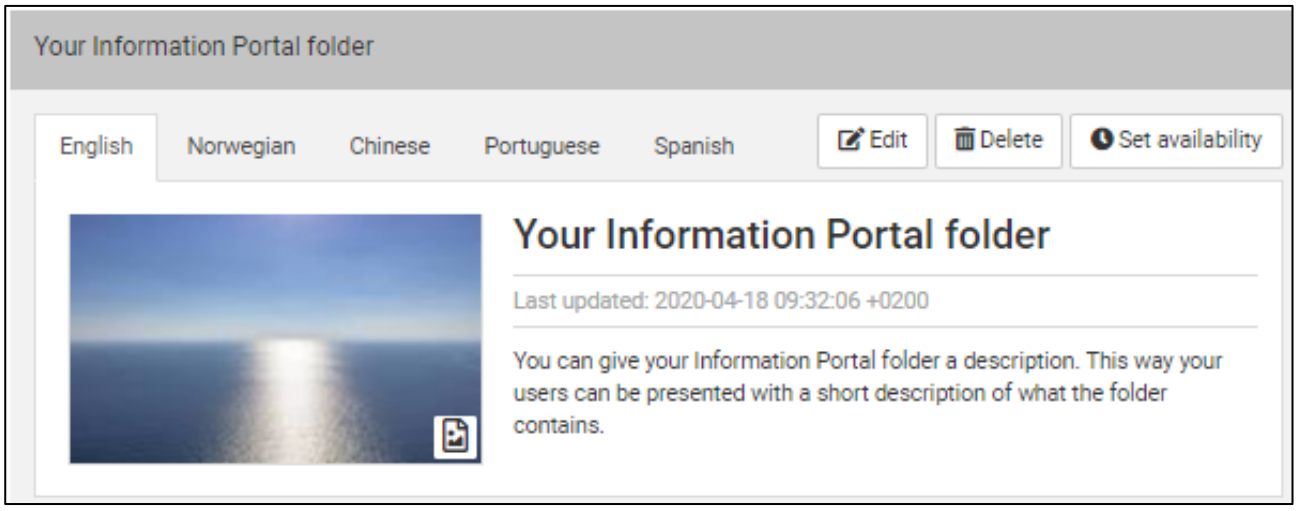
In order to target your content to the audience, you can publish content in multiple language and decide when and for whom the content shall be available.

PUBLISH CONTENT IN MANY LANGUAGES

There is a powerful feature available to add the same content in several languages. This is available for the **Info Portal**.

In order to add languages, you must first configure your BazePort system with the new content languages. Contact your system administrator or see the **Configure** manual available from the help menu. Once you have configured the system with a new content languages, you can prepare your **Info Portal** folders and pages in these languages as well. See instructions in the **Info Portal** chapter.

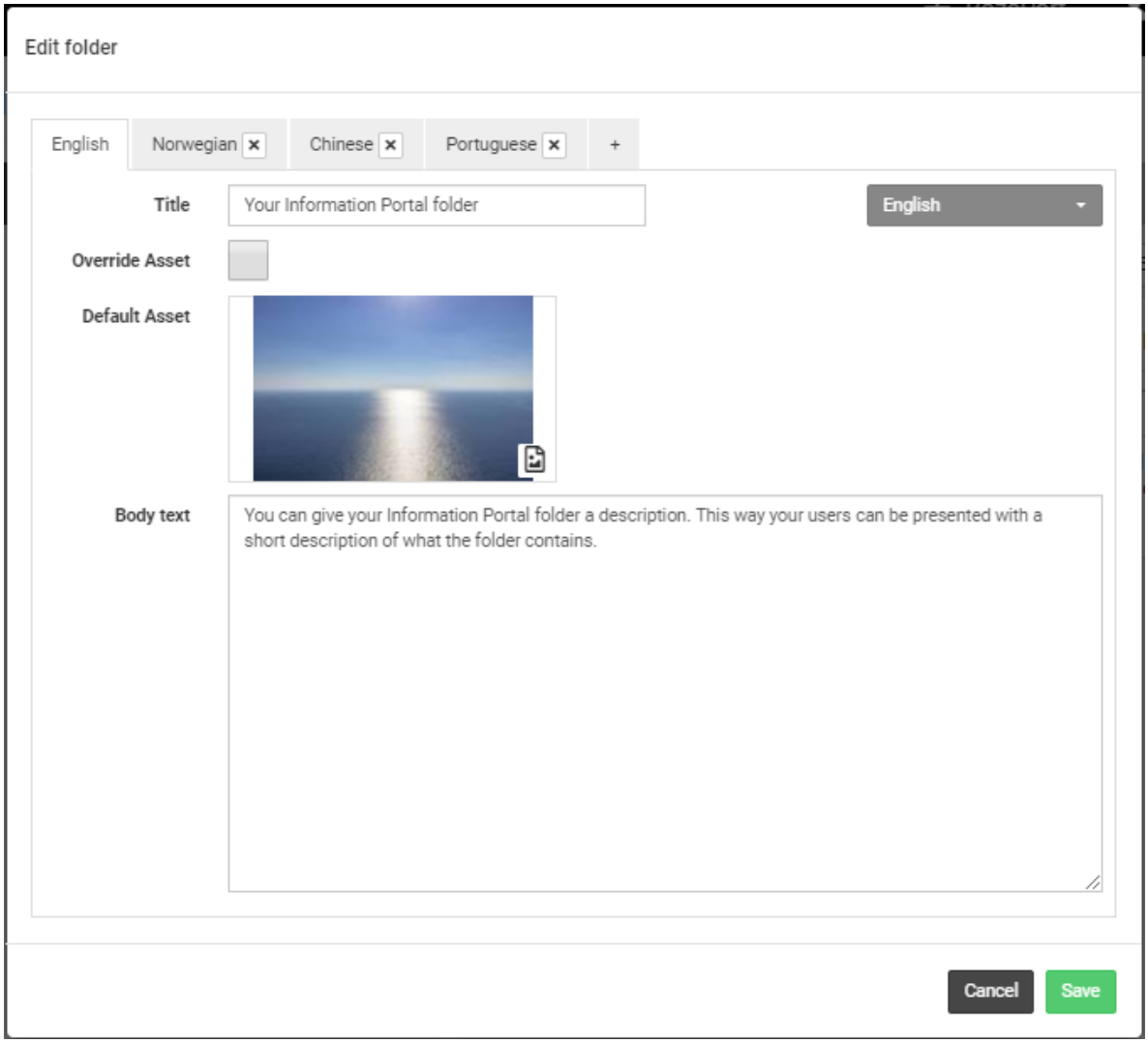
The picture below shows an **Info Portal** folder prepared for *English*, *Norwegian*, *Chinese*, *Portuguese* and *Spanish*. Please note that the user will only see the content in the language the user has selected as language from his or her BazePort unit.



The possibility to define content for many languages is also available for film synopsis in **Movies** and **Series**, see the section **Entertainment** in **Management Studio** (requires extra licenses and may not be available in your installation).

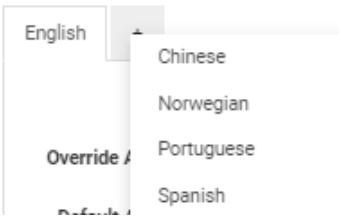
ADD A NEW LANGUAGE

1. Choose the **Edit** button for your folder or page. See chapter **Info Portal** application for explanation on adding and editing folders and pages, this chapter focuses only on the language part.
2. You will see a tab with a **+** sign to the far right next to the other language tabs. Click on this tab. Note that the languages must be defined in the system to be possible to choose from this panel, see explanation earlier in the chapter.

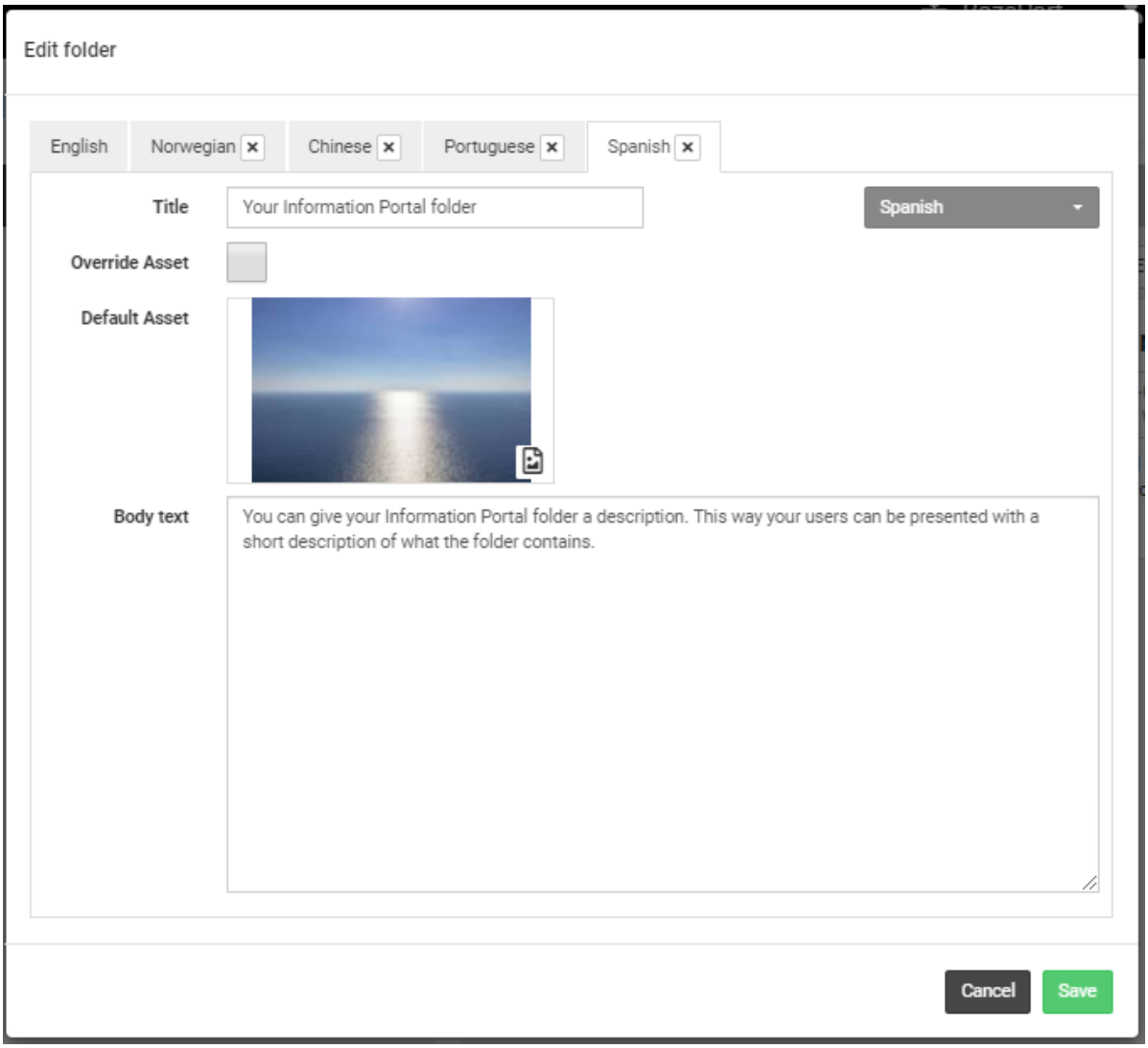


3. Once you click on the **+** sign, a list of possible new language appears. Choose the language want to work with from the list, and your information from the language you were placed in when clicking on the **+** sign will be copied to a new tab, the tab will be named with the chosen language.

   Let's say you choose *Spanish* from the list, standing in the tab for the *English* language.



See in the screenshot below how the tab *Spanish* has been made with the content from the *English* tab.



4. You can now translate the content into *Spanish* and **Save** it.
5. If you would like a different asset for your *Spanish* content, you can change it by ticking the **Override Asset** ticket box. Next you delete the asset, then choose a new asset. The asset must be uploaded to the **Media Assets** in advance.

Note that if you have translated some but not all of your content in the **Info Portal**, the information that does not have content in the new language will be shown in the default system language for your installation.

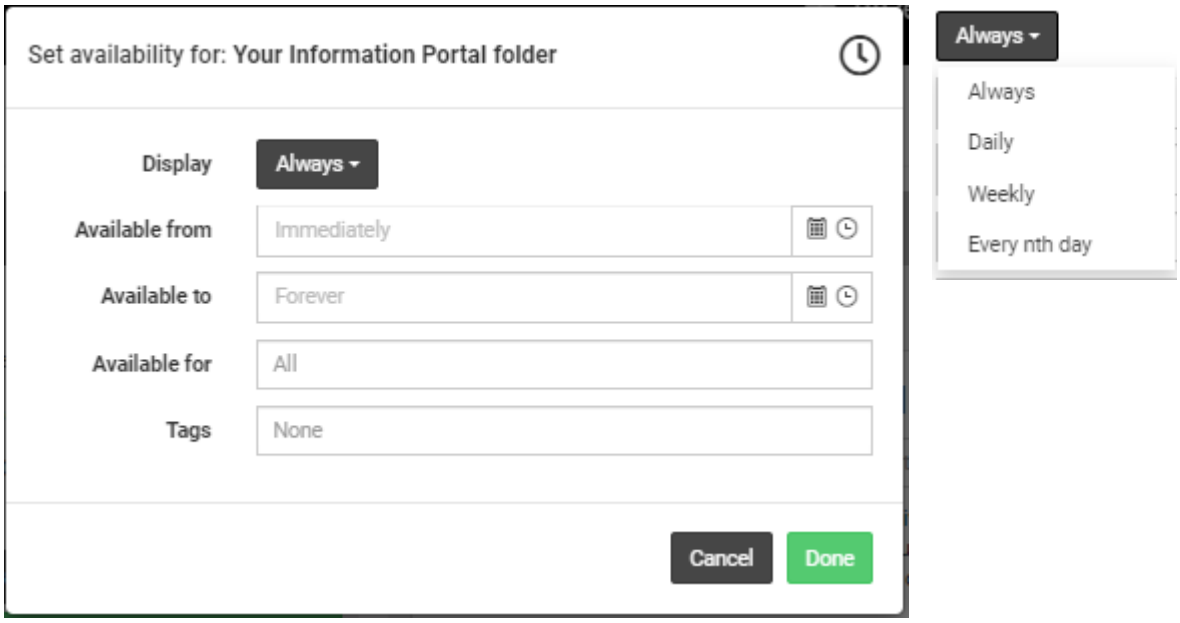
SET AVAILABILITY

There is another great feature to target your content to the BazePort units you want to reach and to exactly the time you choose. The content can be available to and from specific dates and times. This gives you the possibility to prepare your content in advance and release it when you decide.

If you plan a campaign for a specific month you can produce the content and set the availability from the 1st in the month until the end of the month. If you would like the campaign to be visible only on the normal weekdays, not in the weekend, you can configure it like that. And you can choose your audience, like the group of BazePort units; Passenger cabins.

Set availability is used in the **Info Portal** folders and pages and for the **Info-TV Channels**.

The **Set availability** panel is the same for **Info-TV Channels**, **Info Portal** folders and pages.



DISPLAY

Choose restrictions for when the content shall be displayed within the **from** and **to** time boundaries set in the next two parameters below:

Always:

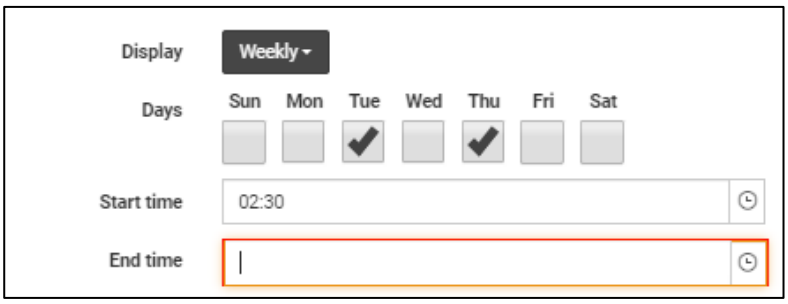
No restrictions within the from and to time boundaries

Daily:

The content will be shown every day between the start time and end time within a day.

Weekly:

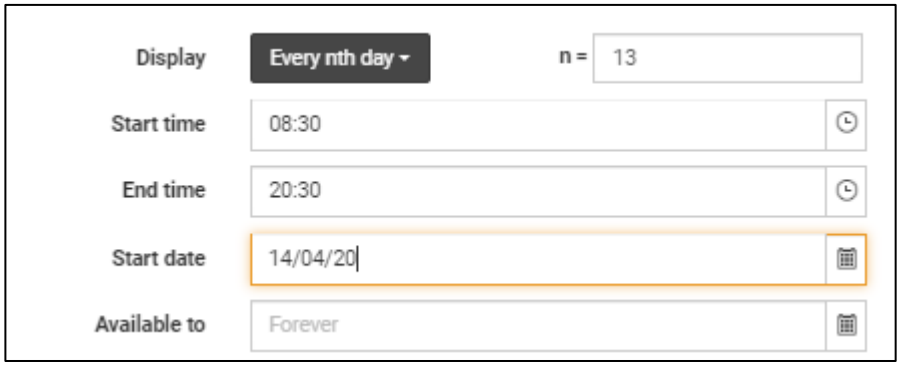
The content will be shown every week on the chosen week days between the start time and end time within a day.



Every n[th] day:

The content will be shown every n[th] day between the start time and end time within a day. You specify the day it to start the n[th] day count.

Note that for this type of time display you specify only the Available to date, not the Available from date (see next chapter).



AVAILABLE FROM AND TO

The **Available from** and **Available to** date and time specifies the time boundaries for the content to be displayed.

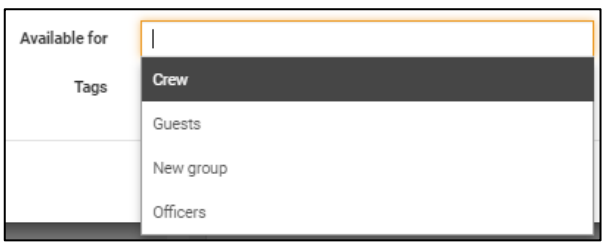
If you do not choose a from and to date, the content will be made available *Immediately* and be available *Forever*.

Note that you can control when the content is displayed within these outer time boundaries, use the **Display** fields for that (previous chapter).

AVAILABLE FOR

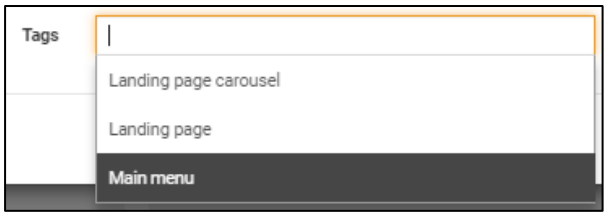
To target the receivers of the content, you specify who the content shall be available for. You specify one or more groups, meaning that the receivers must belong to a pre-defined group. You can also choose to use *All* meaning that the content will be available for all BazePort units in your installation.

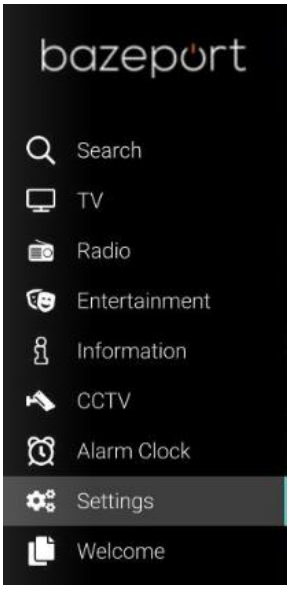
Definition of groups is performed by your BazePort administrator in the **Configure** part of the **Management Studio**. Examples of groups are: *Passenger cabins*, *Crew cabins*



TAGS

To make the content available directly in your **Info Portal**'s main menu choose the tag **Main menu**. This feature is also called **Focus menu**.

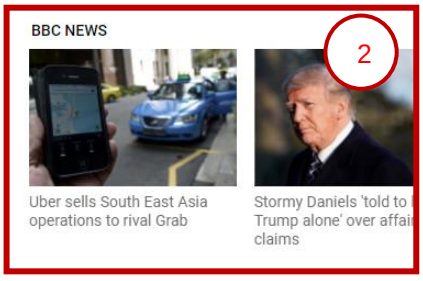




Focus Menu is an advanced menu option which allows you to lift content from the **Info Portal** up to become a **Main Menu** item.

Use the **Focus Menu** to create attention on special topics you want to promote.

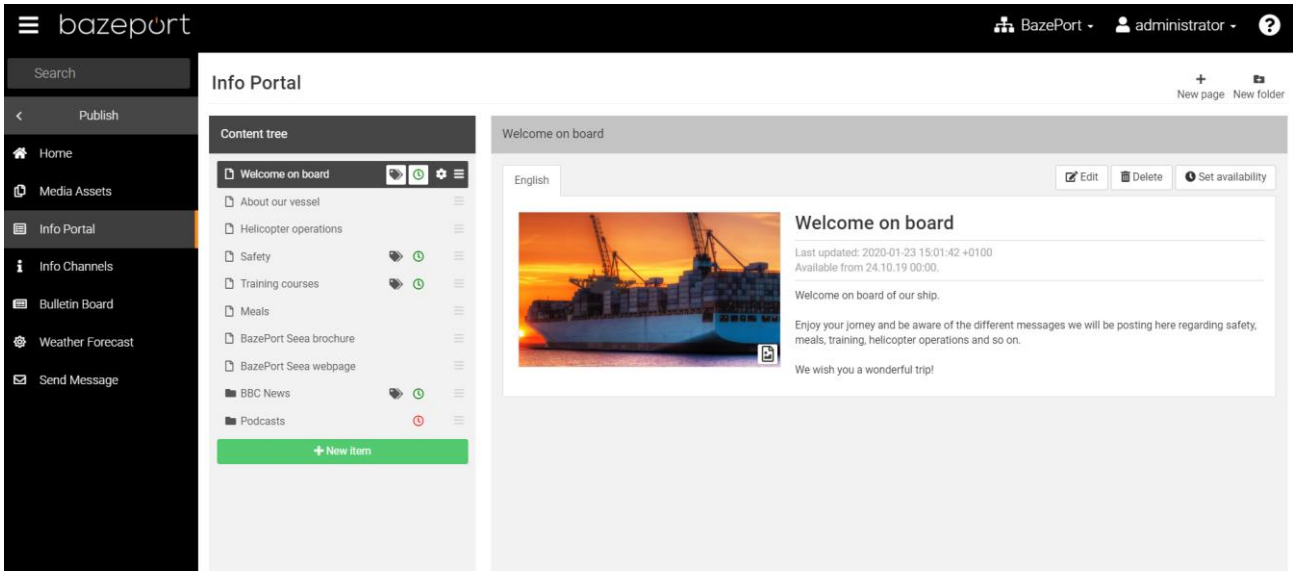
For installations with BazePort web app:



You can configure the content to be available from web app's **carousel menu** (1) or in the **landing page** (2), see picture to the left.

INFO PORTAL APPLICATION

The **Info Portal** application is an interactive, hierarchical collection of pages with text, pictures and videos. This is the tool best suited to publish information your viewers should be able to look up and browse through. Such information could be your safety videos, training videos, general information and day-to-day stuff.

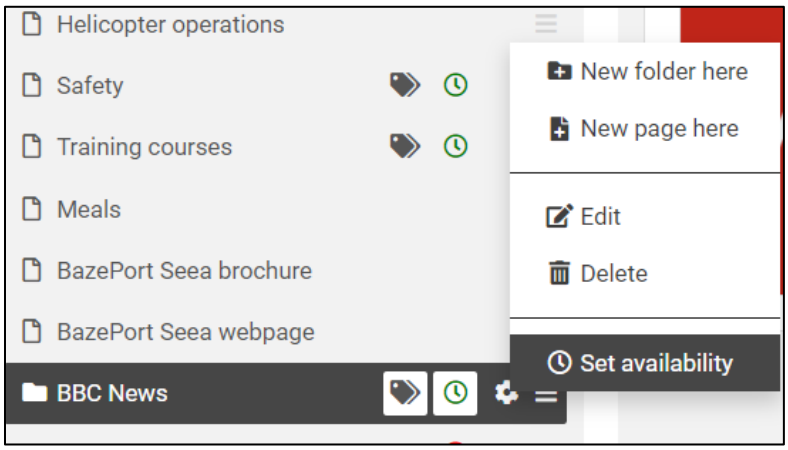


WHERE DO I ADD, EDIT, MOVE OR DELETE FOLDERS AND PAGES?

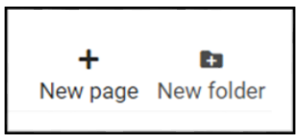
WHERE TO ADD

There are three ways to add new folders or pages:

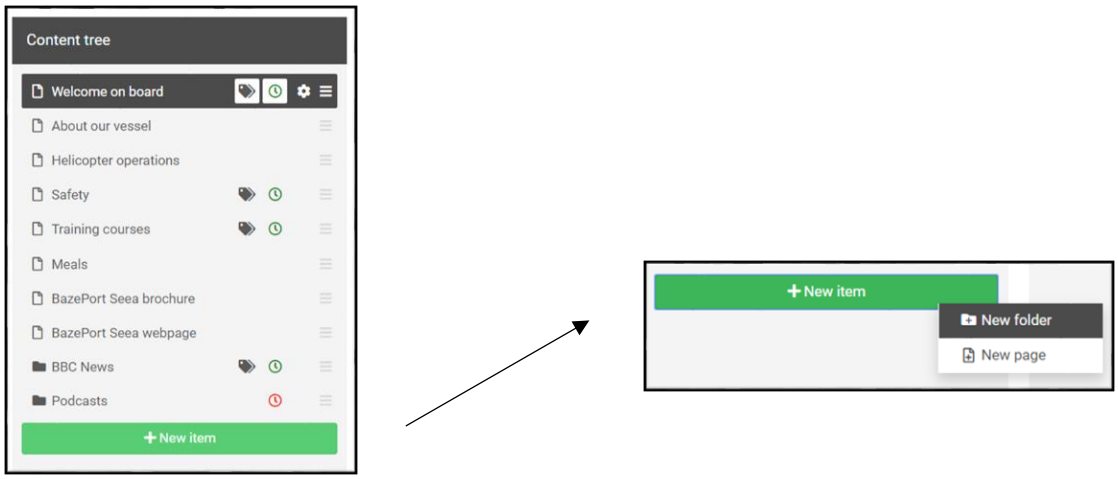
1. Directly from the content tree, from the gear symbol. The folder or page will be placed within the folder you were standing on (within BBC News in the example to the right).



2. On button click in the upper right-hand corner. The folder or page will be placed in the top level of the content tree.



3. Below the content tree, by clicking on the green button **+ New item**. The folder or page will be placed in the top level of the content tree.



WHERE TO EDIT

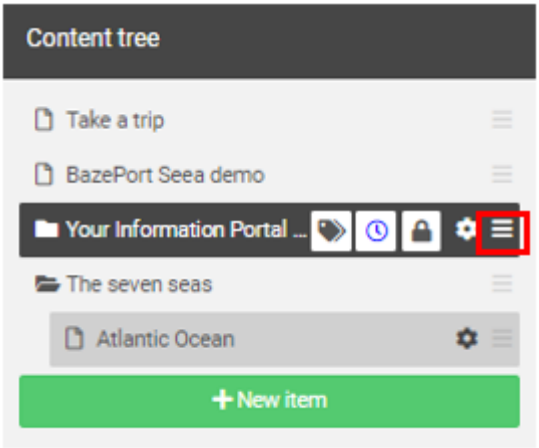
Editing of an existing a page or folder can be initiated from the content tree (see point 1 above), or by clicking the folder or page in the content tree then choosing the **Edit** button from within the folder or page panel.

WHERE TO DELETE

Delete can be performed in the same places as for editing.

WHERE TO MOVE

Moving folders and pages up and down the content tree is performed by clicking on the folder's or page's three lines symbol (marked in red square) – for the folder or page you would like to move. It can be moved up, down, to a lower level and a higher level.

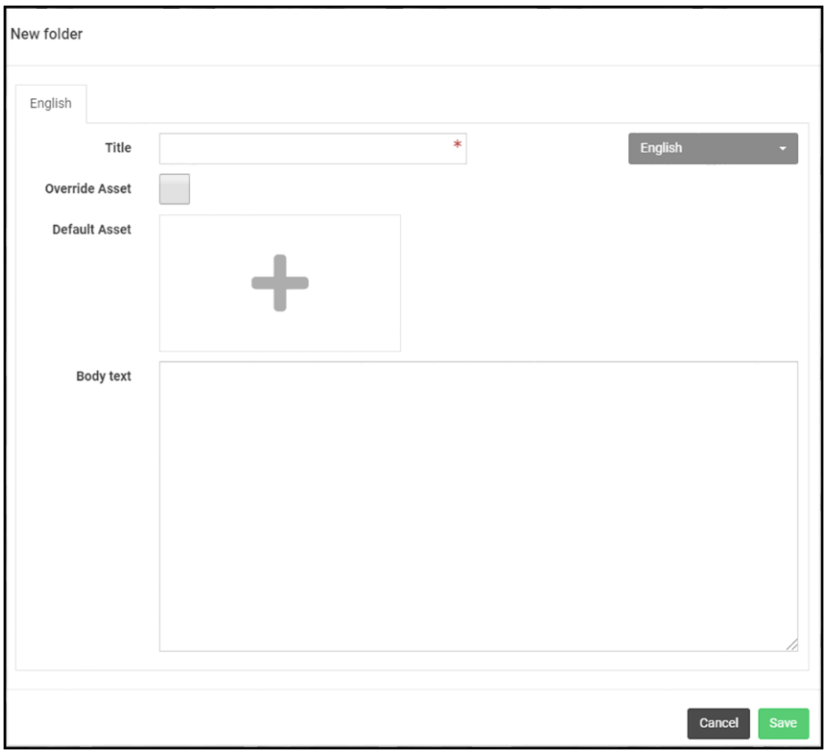


OTHER SYMBOLS

Please that folders and pages can be marked with a tag symbol (indicates that the page or folder has been tagged), a clock symbol (indicates that there are time availability settings), or a lock symbol (indicates that there are group availabilities). See later chapters for explanations of these.

HOW TO ADD OR EDIT FOLDERS?

When you have chosen to add a **New folder**, the folder will be added in the content tree.



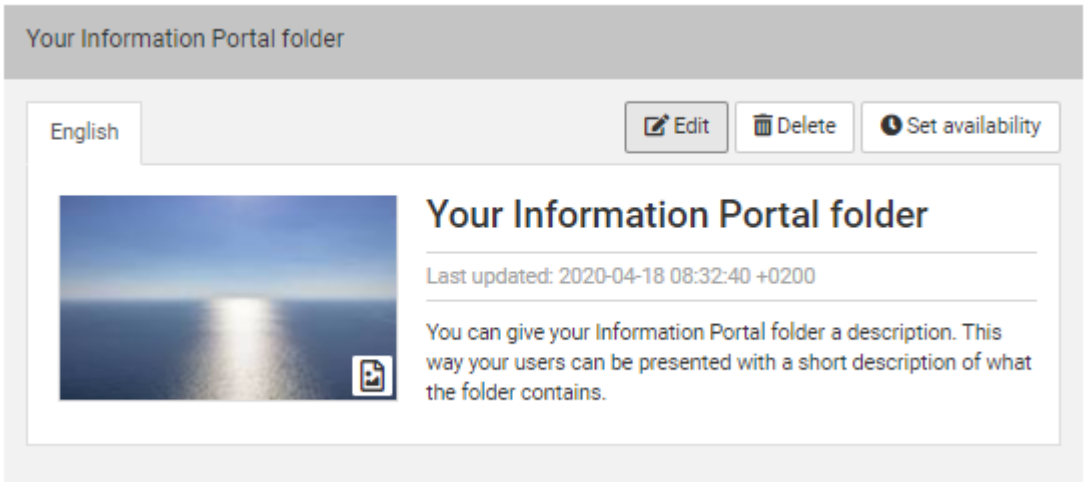
Fill out the **Title** and the **Body text**.

Default Asset: Add an asset, which can be a picture. When you click on the large + sign, you can browse the Media Assets for the asset to use. The asset must be uploaded to the Media Assets before you can use it.

Override Asset. This ticker box gives you the possibility to have a different assets for other languages. The ticker box must be checked for the default asset to be overridden. Please see more explanation about adding languages in the chapter Target your content – Publish content in many languages.

Click the grey **Cancel** button to abort the process.

When you have filled out the **Title**, **Body text** and **Default Asset**, and clicked **Save**, your folder will be presented as following in the management tool:



Note that the folder is given a time stamp for when it was last updated. This information will only be visible in this management tool, not for the end user.

You can open the **Edit folder** panel by clicking the **Edit** button

You can change the **Title**, **Body text**, **Default Asset** and setting to **Override Asset** or not. To change an already existing asset, you first have to remove the accompanied asset. This is done by moving the mouse cursor over the asset and clicking the red box with the '**X**' in the top right hand corner.

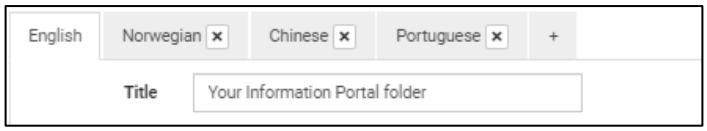
If you would like to delete the folder, you can do that by clicking the **Delete** button.

Click the **Done** button to save once you are finished with your changes.

ADD LANGUAGES

It is possible to make folders and pages in your **Info Portal** available in more languages.

You add more languages by clicking the **+** tab next to the language tab.



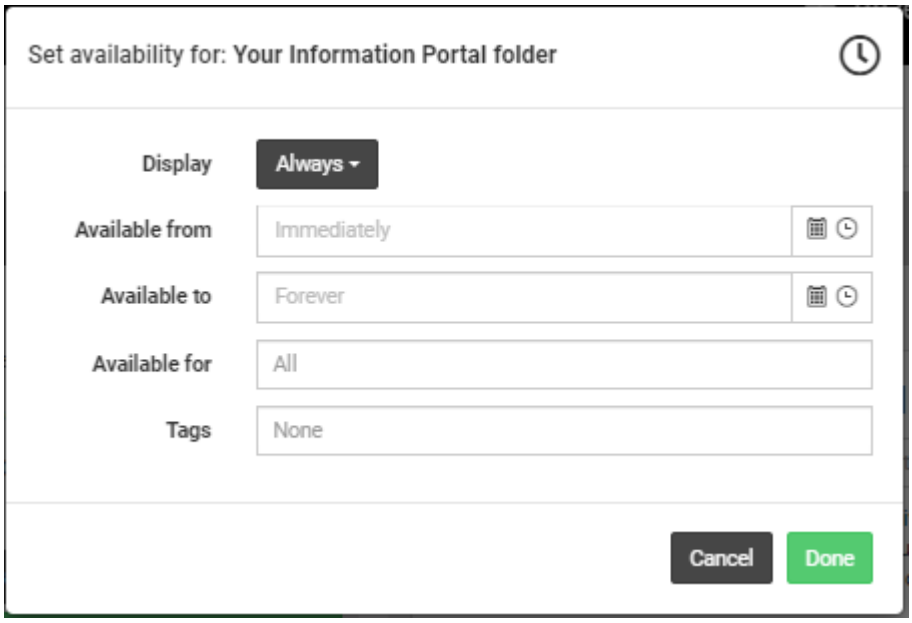
Please note that the languages must be defined in the system before they will appear in the panel. For more explanation of this and more, see the chapter **Target your content – Publish content in many languages**.

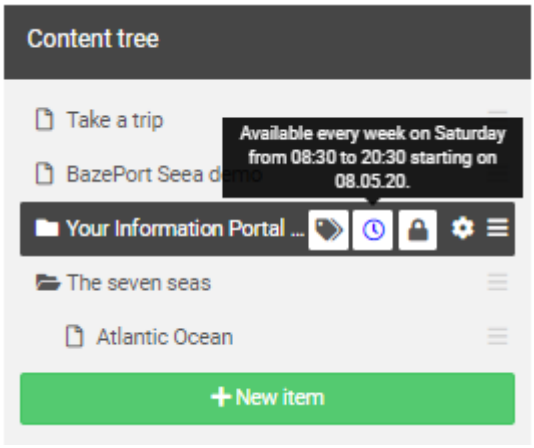
SET AVAILABILITY

You can choose when and for whom the folder shall be available for. If you do not set any availability the default settings will apply, see the screenshot below for the default values.

You set availability from the **Set availability** button, see chapter **Target your content -> Set availability** for explanation of the parameters.

Please note that the pages within the folders will inherit the availability from its parent folder, unless a stricter availability is set for the pages. The strictest availability rule will apply.





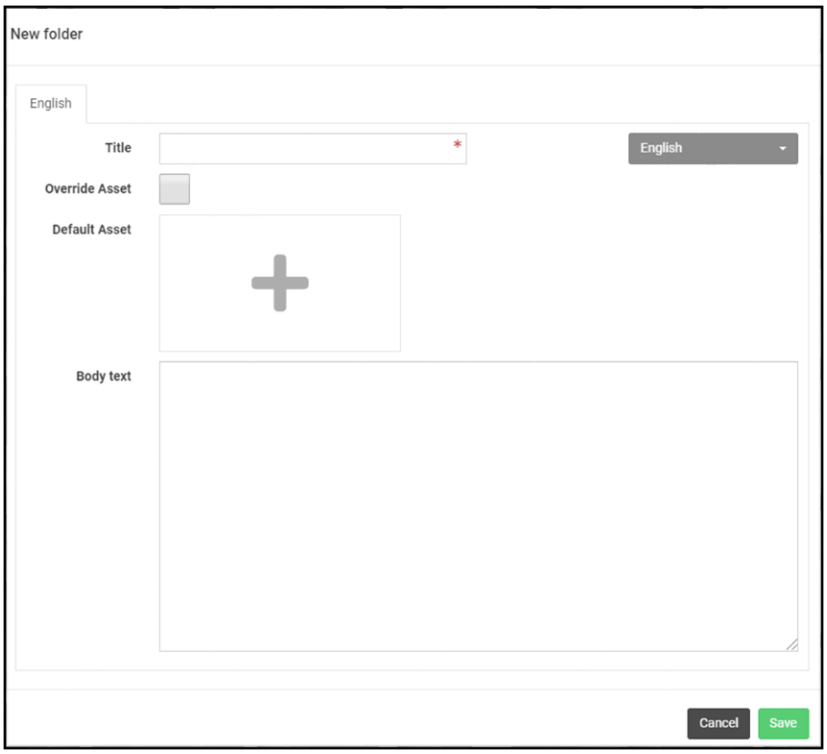
If you have tagged the folder a **tag** symbol will be presented with the folder. You can see the tag that is set for the folder by hovering your mouse over the tag symbol.

If you have set time availability the **clock sign** will be presented with the folder. The colors blue, red and green are used to indicate whether the *availability is expired* (red), *valid* (green), *valid but not (yet) active* (blue). You can see the time availability settings if you hover the mouse over the availability clock sign.

If you have set group availability the **lock** symbol will be presented with the folder. You can see the group availability settings if you hover the mouse over the availability sign.

HOW TO ADD OR EDIT PAGES?

When you have chosen to add a **New page**, the page will be added in the content tree.



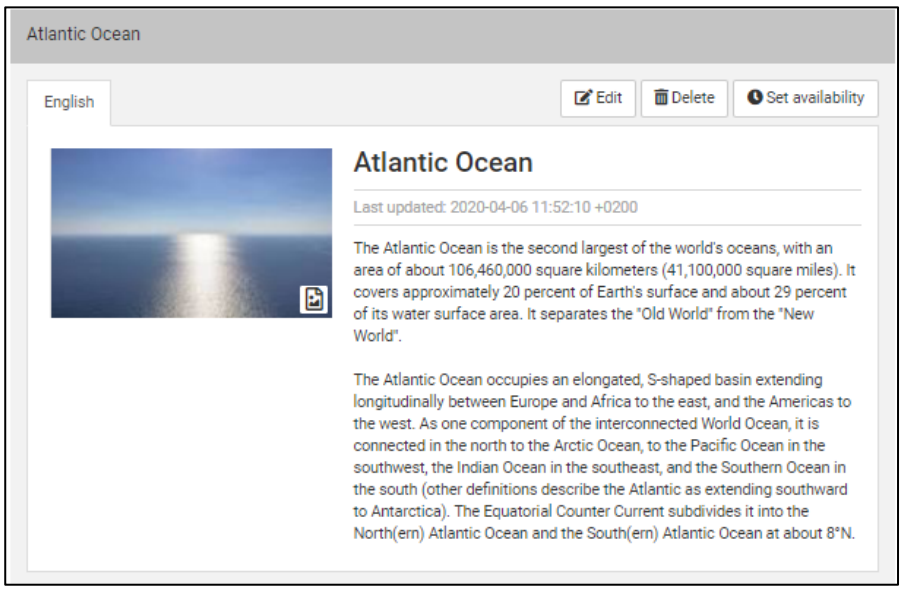
Fill out the **Title** and the **Body text**.

Default Asset: Add an asset, which can be a picture or a movie. When you click on the large + sign, you can browse the Media Assets for the asset to use. The asset must be uploaded to the Media Assets before you can use it.

Override Asset. This ticker box gives you the possibility to have a different assets for other languages. The ticker box must be checked for the default asset to be overridden. Please see more explanation about adding languages in the chapter Target your content – Publish content in many languages.

Click the grey Cancel button to abort the process.

When you have filled out the **Title**, **Body text** and **Default Asset**, and clicked **Save**, your page will be presented as following in the management tool:



Note that the folder is given a time stamp for when it was last updated. This information will only be visible in this management tool, not for the end user.

You can open the **Edit page** panel by clicking the **Edit** button

You can change the **Title**, **Body text**, **Default Asset** and setting to **Override Asset** or not. To change an already existing asset, you first have to remove the accompanied asset. This is done by moving the mouse cursor over the asset and clicking the red box with the '**X'** in the top right hand corner.

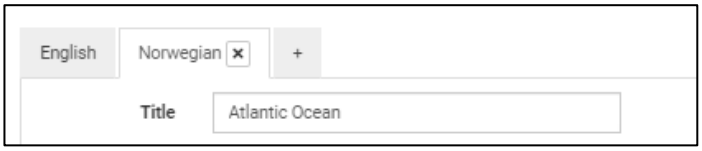
If you would like to delete the page, you can do that by clicking the **Delete** button.

Click the **Done** button to save once you are finished with your changes.

ADD LANGUAGES

It is possible to make pages in your **Info Portal** available in more languages.

You add more languages by clicking the **+** tab next to the language tab.



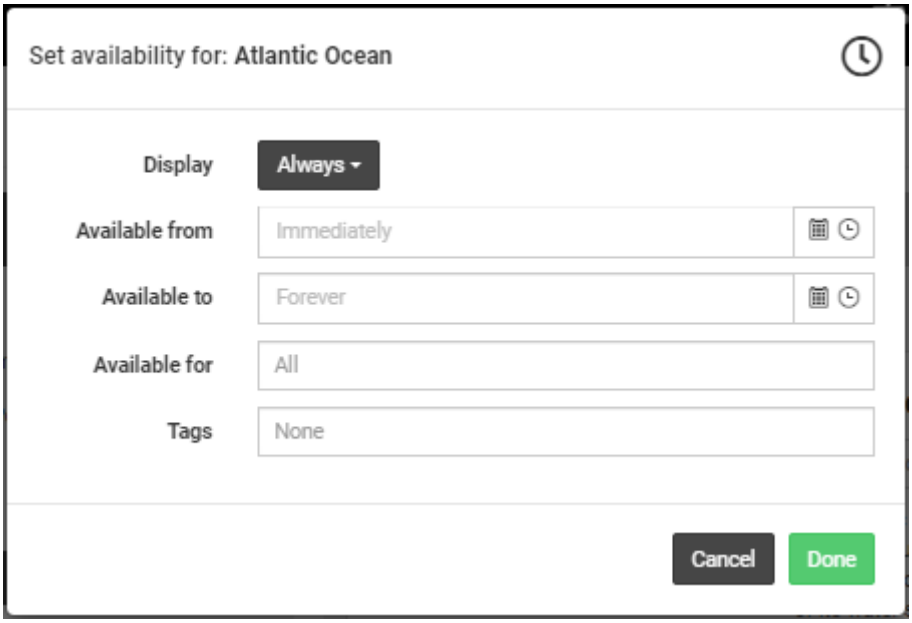
Please note that the languages must be defined in the system before they will appear in the panel. For more explanation of this and more, see the chapter **Target your content – Publish content in many languages**.

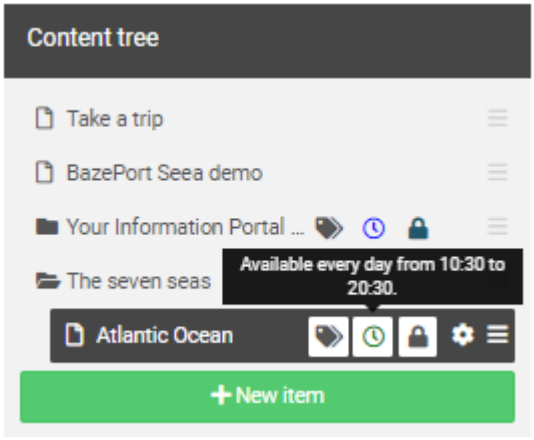
SET AVAILABILITY

You can choose when and for whom the page shall be available for. If you do not set any availability the default settings will apply, see the screenshot below for the default values.

You set availability from the **Set availability** button, see chapter **Target your content -> Set availability for explanation of the parameters**.

Please note that the pages within a folders will inherit the availability from its parent folder, unless a stricter availability is set for the pages. The strictest availability rule will apply.



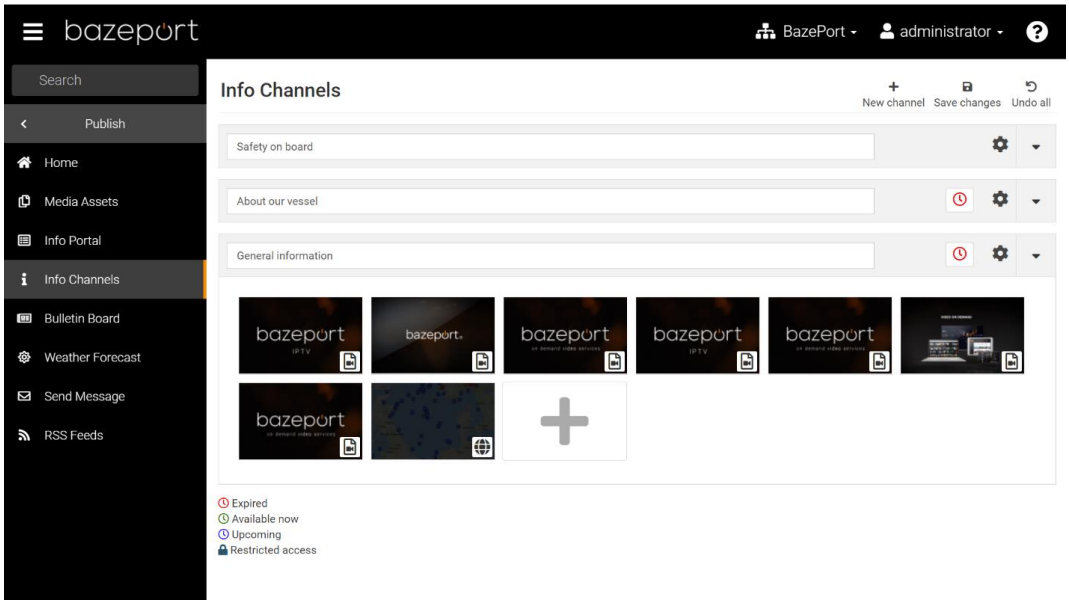


If you have tagged the page a **tag** symbol will be presented with the page. You can see the tag that is set for the page by hovering your mouse over the tag symbol.

If you have set time availability the **clock** sign will be presented with the page. The colors blue, red and green are used to indicate whether the availability is *expired* (red), *valid* (green), *valid but not (yet) active* (blue). You can see the time availability settings if you hover the mouse over the availability clock sign.

If you have set group availability the **lock** symbol will be presented with the page. You can see the group availability settings if you hover the mouse over the availability sign.

INFO-TV CHANNELS



Info-TV Channels are internal channels prepared with local content, which will appear on BazePort units (STB) as TV channels or information screens in common areas. These channels consist of one or several of your **Media Assets** that will be played in an infinite loop. After each loop, the BazePort unit will look for changes and update accordingly.

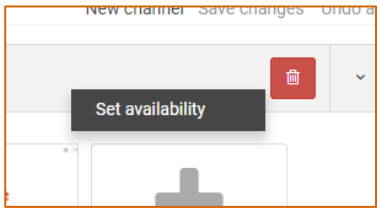
ADDING INFO-TV CHANNELS

To add a new channel, click the **New channel** button. To add videos from the assets, click the **+** icon, select the desired assets and click **Add selected**.

EDITING INFO-TV CHANNELS

You can change the order and/or move a video between the channels by drag-and-drop.

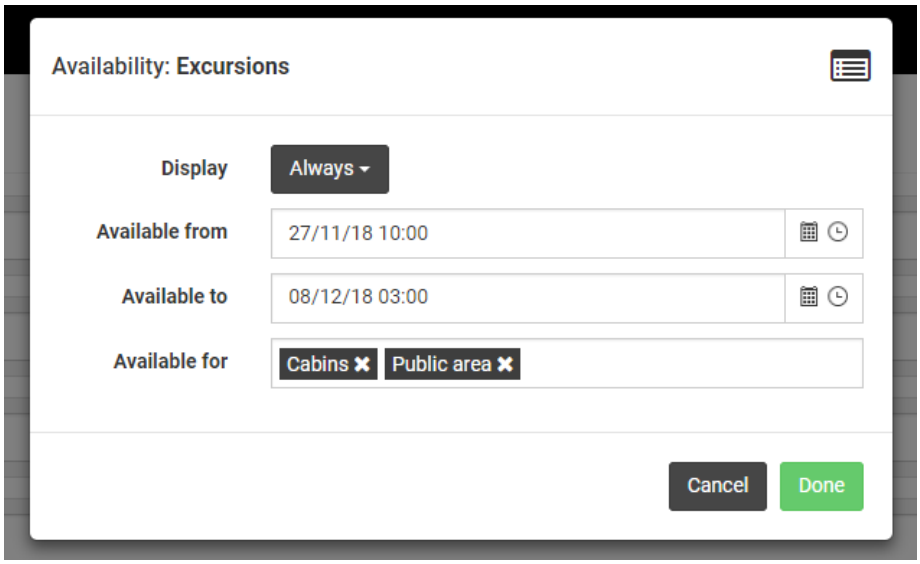
Remove an asset from an **Info-TV Channel** by hovering the mouse over the thumbnail and click the red box with the '**X**'



Availability for **Info-TV channels**: you can set time restriction and even choose for whom the info channel is available. Right click the channel title bar and select the **Set availability** option.

From the dialog you can set **from/to** date and time and/or set what **groups** the **Info-TV channel** should be available to.

Group restricted channels will get a **Lock** icon and time restricted channels will get a **Clock** icon. These can be clicked to edit restrictions.

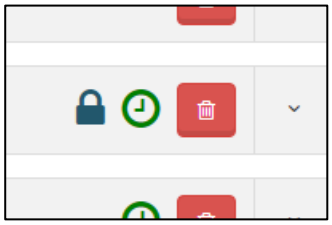


See explanation of the different parameters in the availability in the chapter **Target your content -> Set availability**.

Remember to save your changes.

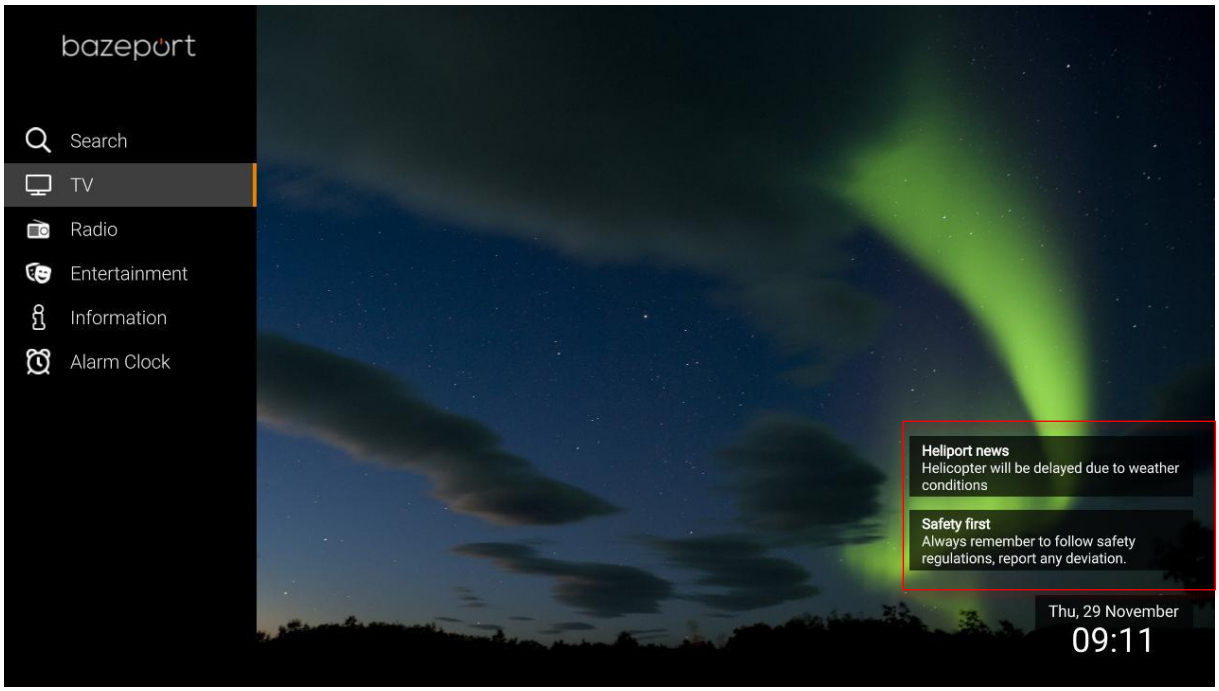
DELETING AN INFO-TV CHANNEL

If you want to delete a channel, click the red bin to the right of the channel name input field.



BULLETIN BOARD

On the **Start menu** in BazePort there is a configurable field of information; **Bulletin board** cycling through published content in sequences of 30 seconds.



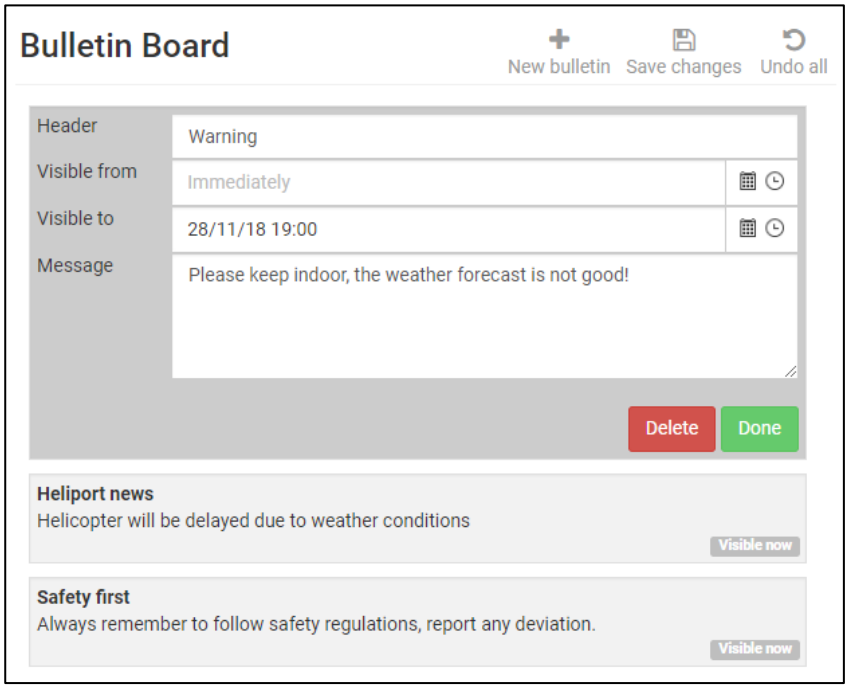
The **Bulletin board** is a short message function to be used for short general messages, and it often has a short period where it should be visible. The Bulletin board can hold many messages and will automatically cycle through all messages posted.

Please see the administration tool on the next page.

ADDING BULLETIN

To create a new bulletin, press the **New bulletin** button. To edit an existing bulletin, just click anywhere on the bulletin you want to edit.

Press “**Done**” when you are finished, and remember to click **Save changes**



Note that when making a new bulletin you can add a header and the message.

You can also set an automatic publish time, and an automatic end time. If you leave these options empty the bulletin will publish when the Post Bulletin button is pressed and run infinitely.

The start page cycles through the bulletins displaying two at a time and replacing one every 30 second. If you want to change the order of appearance, you can do this by drag-and-drop.

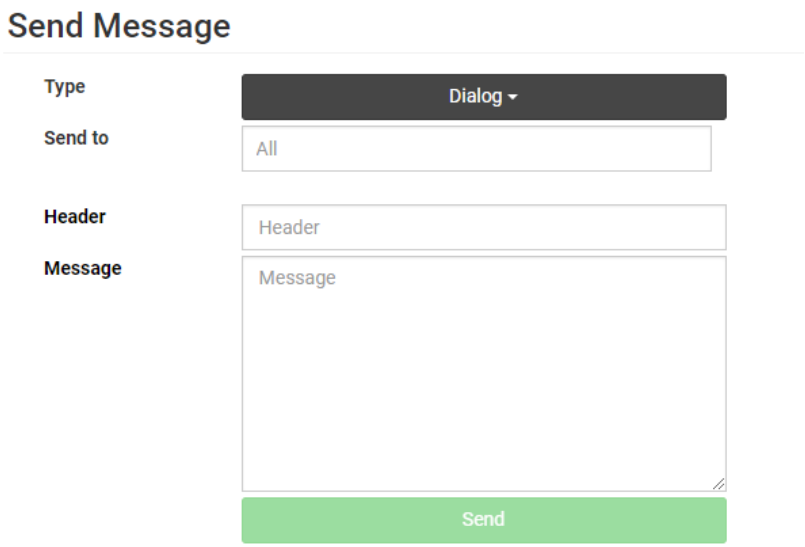
DELETING BULLETIN

To delete an existing bulletin, click the **Delete** button.

SEND MESSAGE

The **BazePort Send Message** functionality allows a user with privileges to send splash screen messages to one, a group of, or all BazePort units. The broadcast message functionality can be used for all text based messages that are non-critical. In some cases they can replace PA/GA messages when a silent message is more appropriate.

Broadcasted messages appear as splash screen over other type of content for instant attention.

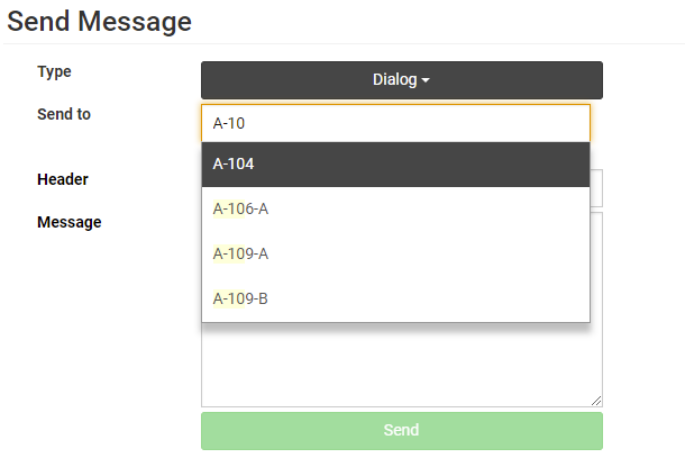


ADD RECIPIENTS

This application is intended to broadcast short messages to one or more recipients. The message will appear on the addressed screens and turn on the display if necessary. The recipients can be identified by:

- **Group**. All access points in a specific group.
- **Access point**. Message to unique access point. Access point is a BazePort unit
- **Zone**. All Access points in a defined zone.
- All

To add recipients just start typing in the **Send to** input field. You can type name of access points, access point groups and/or zones. Access points are BazePort units.



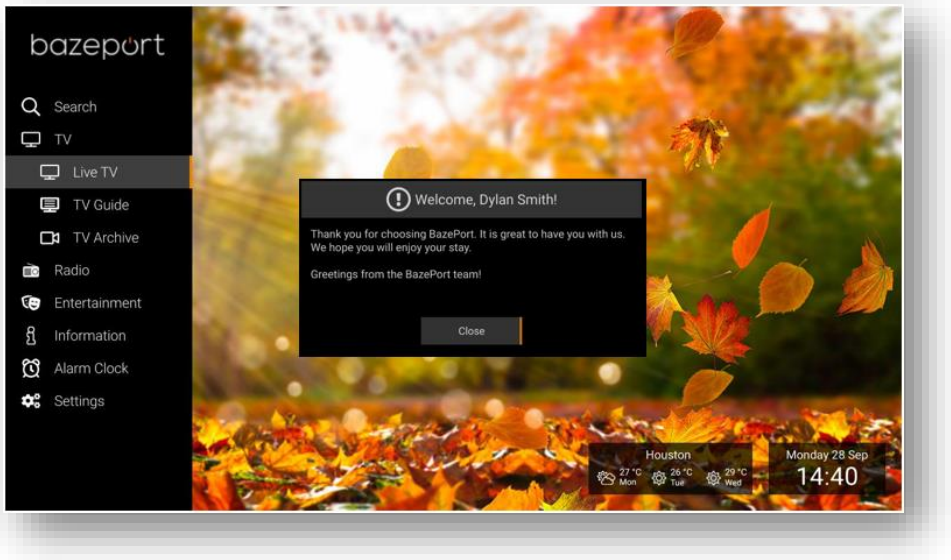
You can add as many as you want and use combination of different types. If no recipient is specified, the message will be sent to all.

Note that this is not an inbox messaging system. BazePort units that are not online when the message is sent will not receive the message. Additional, if multiple messages are sent, only the latest one will be visible.

MESSAGE TYPES

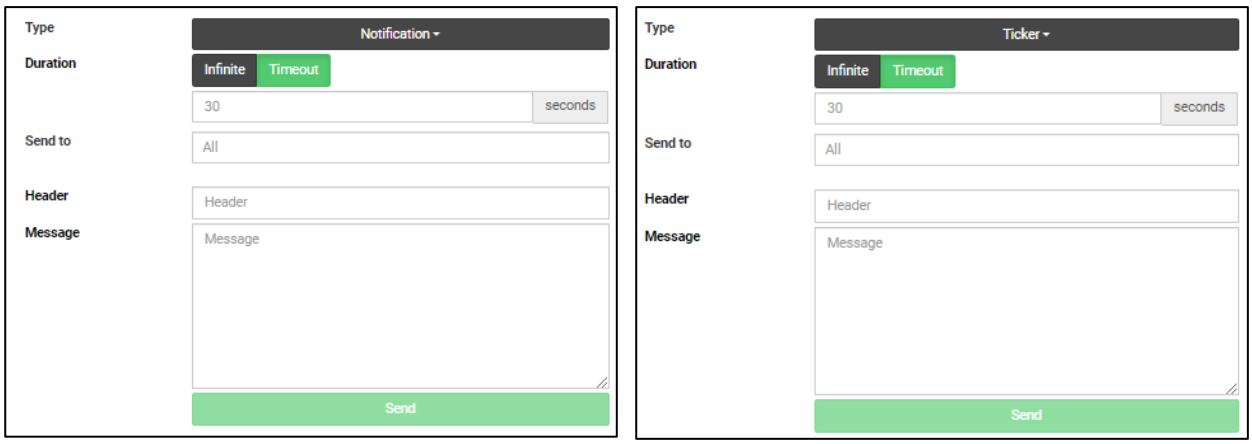
DIALOG

Dialog messages are presented in the center of the screen and will stay visible until the user closes it.



NOTIFICATION AND TICKER

When selecting a **notification** or **ticker** type of message you choose if the message should be visible forever: *Infinite* or until it is timed out: *Timeout*, if you select *Timeout* you must specify the number of seconds.



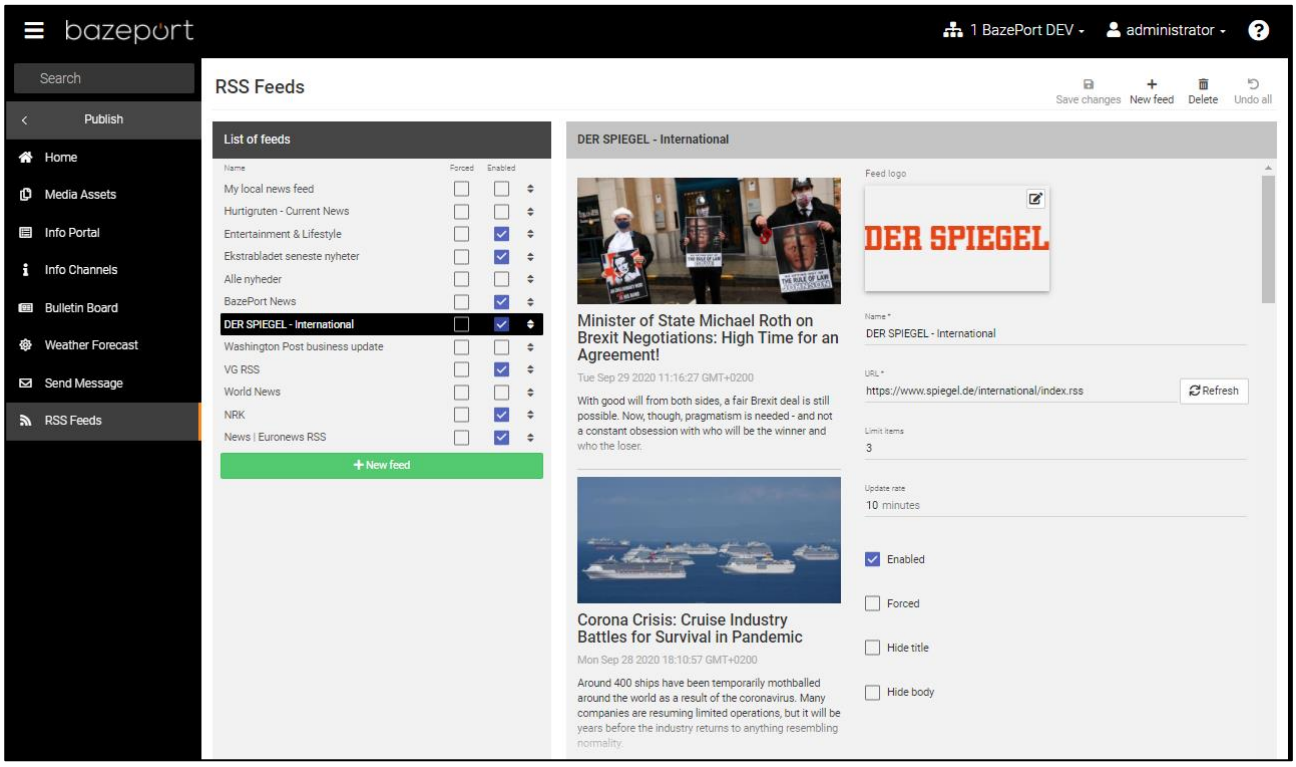
Notifications are presented as smaller messages in the bottom right corner, the **ticker** is presented as a text in the bottom of the users screen. The text will scroll and be visible according to the duration set.

In the screenshot below the message *Check-out 11:00…* is a **notification**, the message *Evaluation…* is a **ticker**, while the message *Lunch…* is a bulletin set up in the **Bulletin board** menu.

RSS FEEDS

RSS FEEDS EDITOR

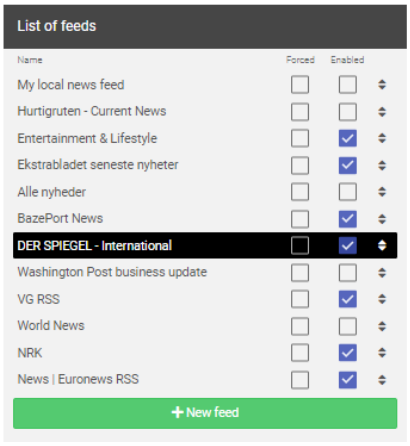
The **BazePort RSS Feeds** Editor allows a BazePort administrator to add and administer RSS Feeds displayed on the BazePort clients' Start page.



The RSS Feeds page in the left hand side of the panel, lists all feeds that is already added to your BazePort setup.

Each feed can be changed directly in the feed list by ticking on/off tickers to the right:

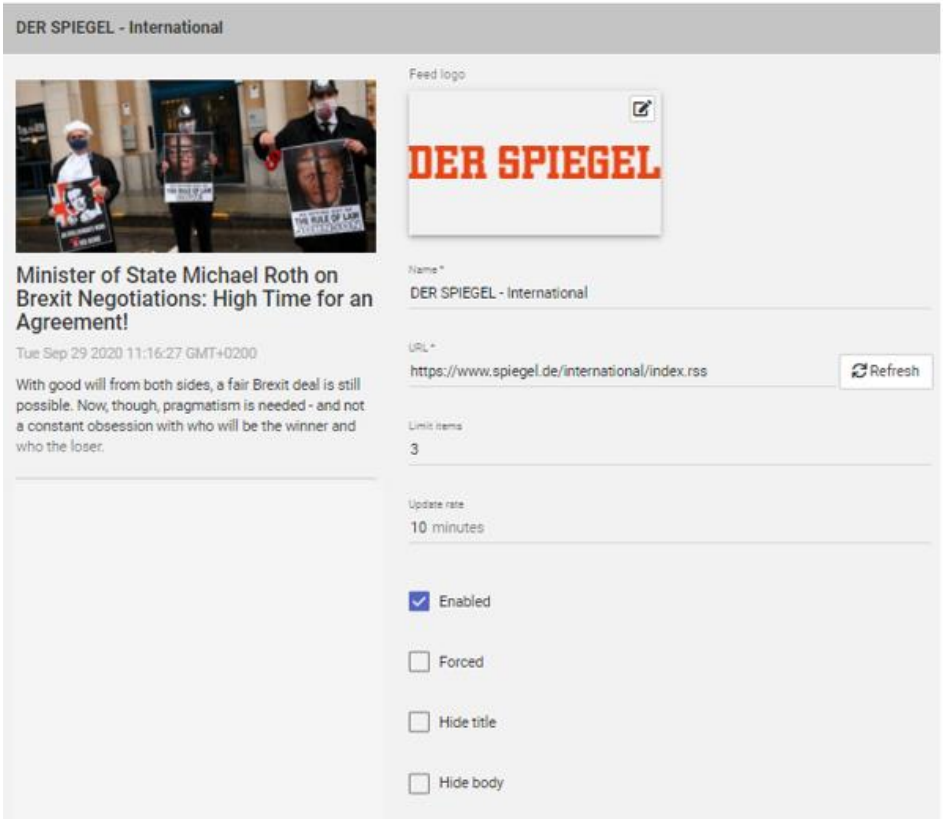
- **Forced**: When **Forced** is ticked it means that a BazePort user cannot choose to filter out the feed from his/her RSS feed list on his/her BazePort client.
- **Enabled**: When **Enabled** is ticked it means that the feed will be shown on all BazePort clients (unless user is allowed to, and has filtered it out).



You can also drag and drop the feed up and down in the feed list, this will change the order in the list. And the RSS feed reader on the BazePort client presents them in the order listed.

If you click one of the feeds, you will see details for the feed in the right hand side of the panel.

The following items are presented and can be changed per feed:



Feed logo:
You can give your feed a logo. The logo will then appear in the RSS feed (see picture below).

Name:
This is the name of the feed as it is presented on BazePort clients (in Settings).

URL:
The URL for the feed.

Limit items:
Number of items presented from the feed.

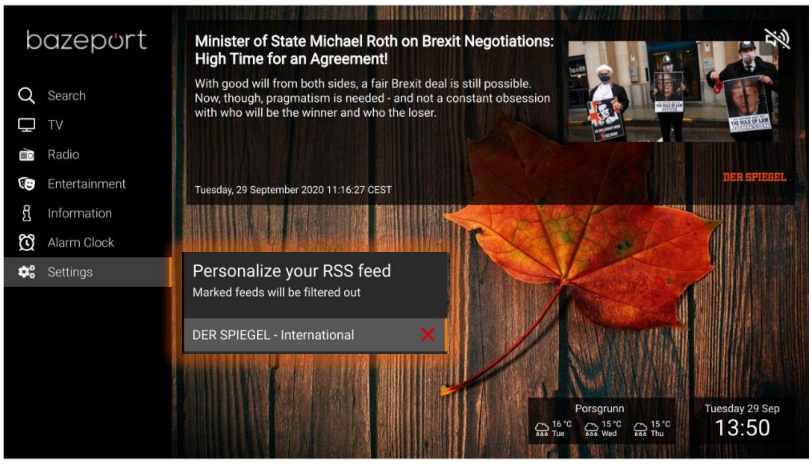
Update rate:
How often the feed shall be refreshed from the source.

Enabled: When **Enabled** is ticked it means that the feed will be shown on all BazePort clients (unless user is allowed to, and has filtered it out).

Forced: When **Forced** is ticked it means that a BazePort user cannot choose to filter out the feed from his/her RSS feed list on his/her BazePort client.

Hide title: Hides the text presented in the feed item's title.

Hide body: Hides the text presented in the feed item's body text.



This is how the feed is presented at BazePort client. BazePort user can filter out the feed from the Settings menu.

MANAGE RSS FEEDS

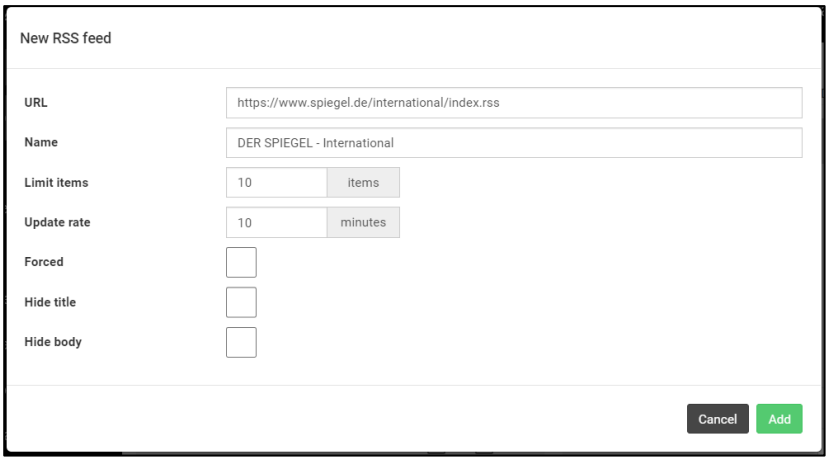
To add a new RSS feed, click the green **New feed** button at the bottom of the list of feeds column or the **New feed** button located at the top right. In BazePort there are two types of RSS feeds; **From link** and **Local news**. When using the **From link** option, you will need a link to an existing RSS feed and the content will be what the RSS feed provides. Using the **Local news** type means that you will have to add content to the feed yourself.

ADD FEED FROM LINK

Click the **From link** button to proceed.

Insert a valid RSS link into the URL field in the form and click next to continue.

Now it's time to prepare the RSS feed for BazePort. The name is fetched from the RSS, and you can alter it to your liking.



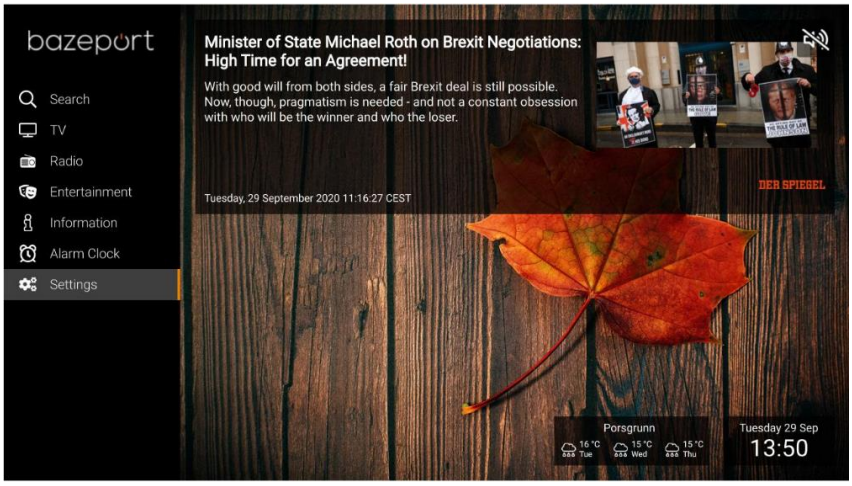
The **Limit items** setting limits how many items should be displayed from this feed before moving on to the next feed. Some RSS feeds have over 100 items, so this is by default set to 10.

Update rate indicates how often the RSS feed shall be refreshed from the source.

Enabling the **Forced** option will ensure the feed cannot be hidden by the end user.

The options **Hide title** and **Hide body** are used for hiding either the header or the body for the user.

Finally click **Add** to include the feed in the collection. Remember to click **Save changes**.



This is how the feed is presented at the BazePort clients.

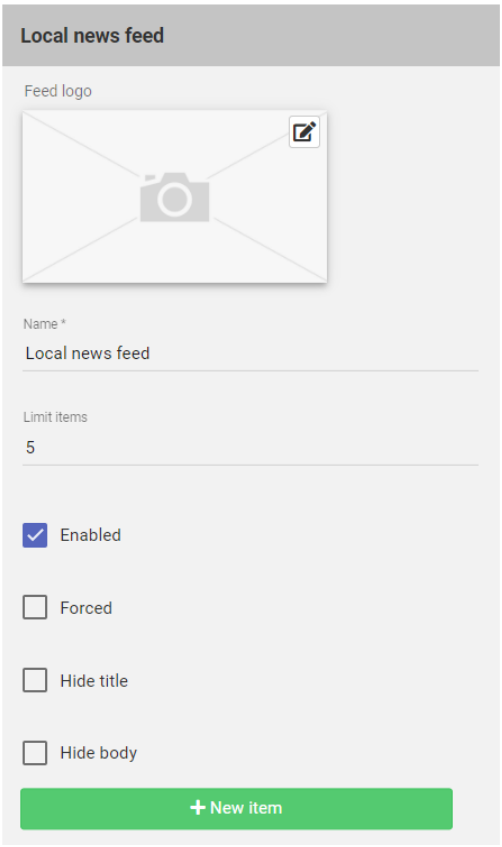
ADD LOCAL NEWS

The procedure to add a feed with **Local news** is very similar to adding an RSS feed from link, but instead select **Local news** type.

Fill out a **Name** for the feed and the **Limit items** field.

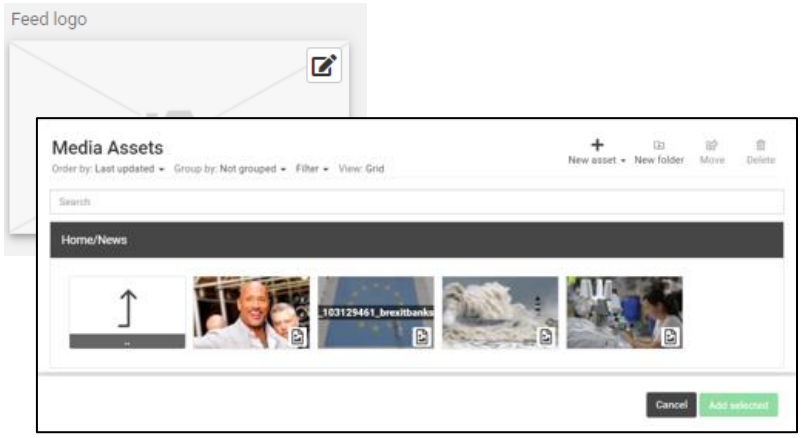
Click **Add**.

You can decide now or later whether the feed shall be **Forced**, **Hide title** or **Hide body**.

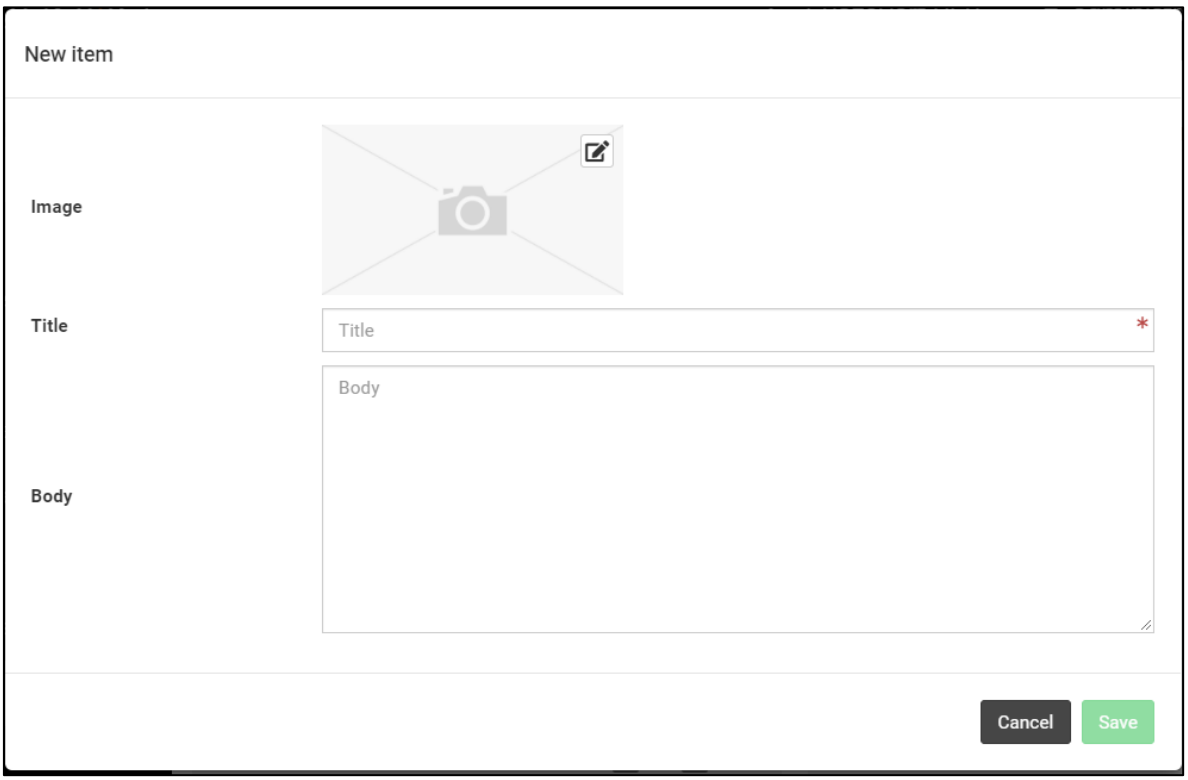


When the feed is added, you will have an empty feed. The feed is listed in the **List of feeds** to the right in the panel.

You can select an asset to use as a feed logo. Click the pencil icon in the top right corner of the feed logo area and select an asset from the asset library.



Now you can start adding content to your feed. Click the green **New item** button to get started

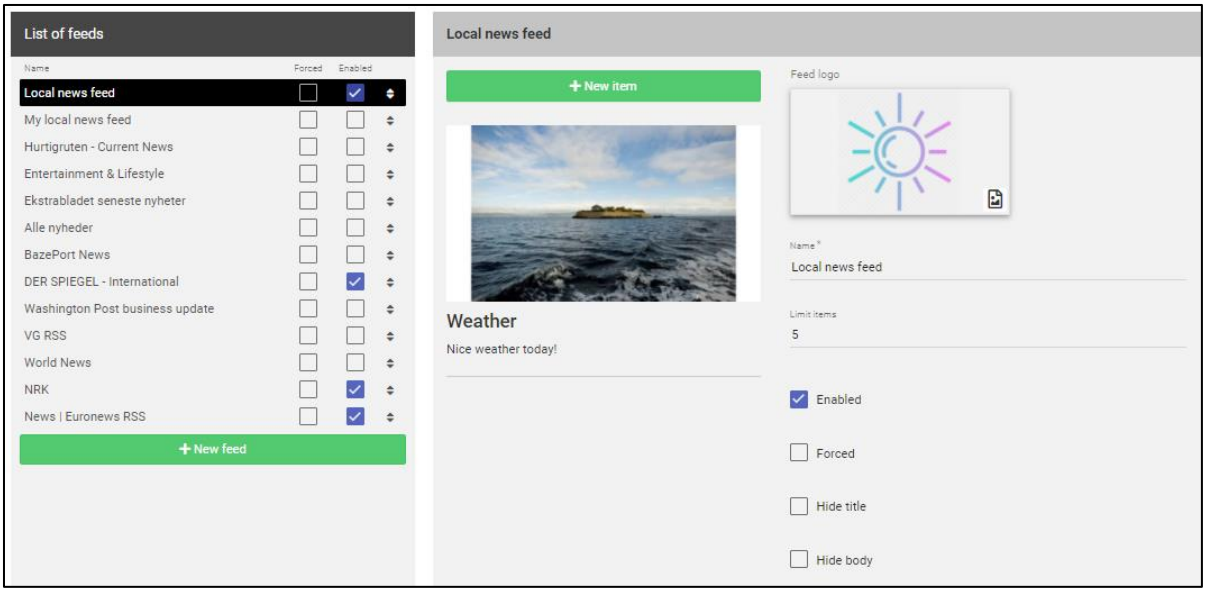


A new feed item is created in just three steps:

1. Add an image by clicking the edit button on the top left of the image area.
2. Fill out the **Title** field.
3. Fill out the **Body** field.

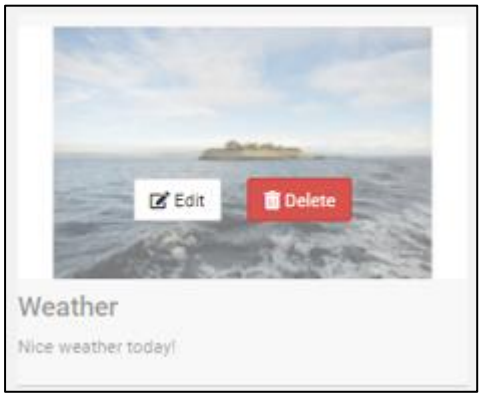
When you are done, click the save button.

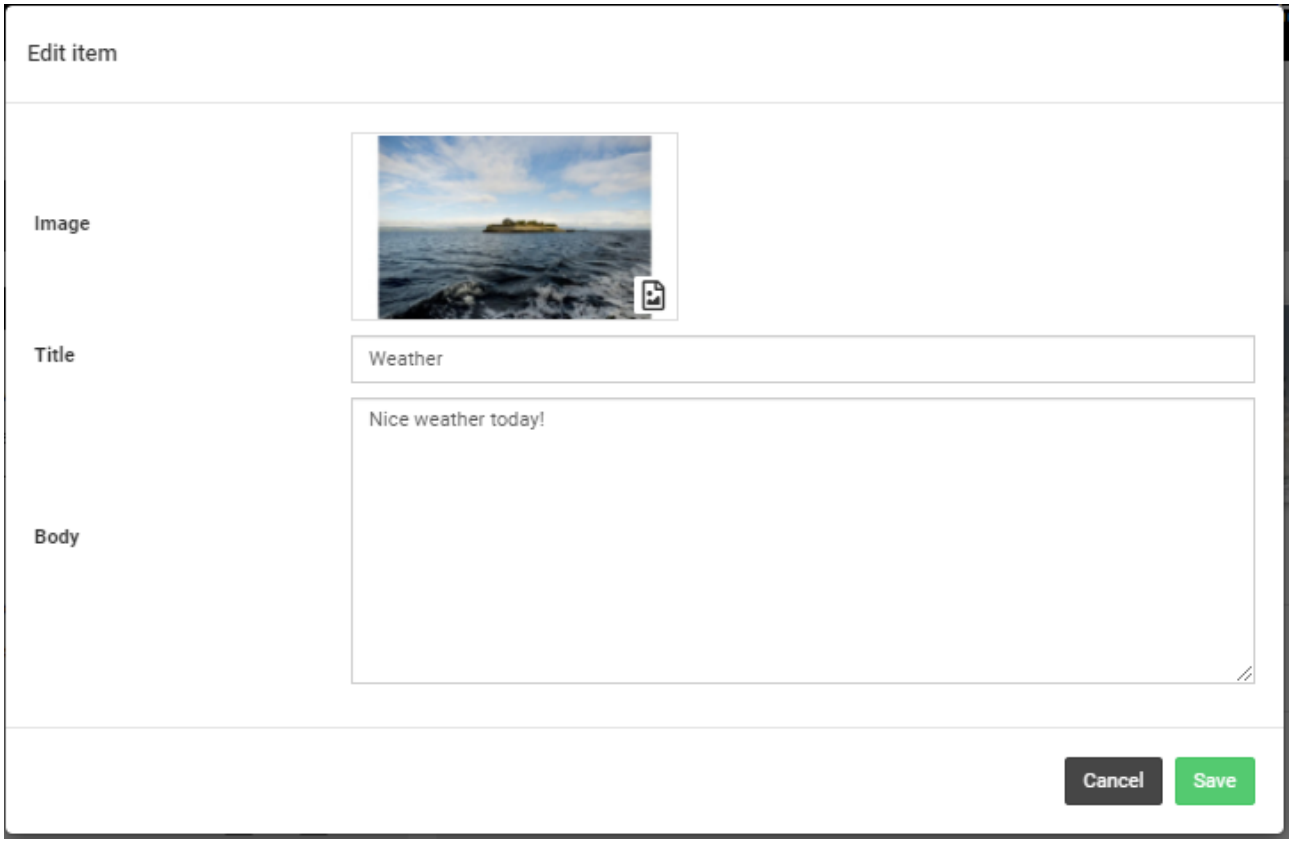
The feed will be available in the List of feeds and you can add, delete and change items and parameters later on.



Edit local news item

To edit a news item in a local news feed, hover over the item in the list. This will reveal the green **Edit button.** Click the button and make the changes you want and finish by clicking the **Save button.**





Delete local news item

To edit a news item in a local news feed, hover over the item in the list. This will reveal the red **Delete button.** Click the button and confirm that you want to delete this item.

ABOUT THIS DOCUMENT

This is a BazePort **User Manual** from Baze Technology.

If you have any comments to this document, please email them to **support@bazeport.com**. Remember to include the document id: **BP-01-UM-015_9A Management Studio – Publish**

Revision	Status	Date	Description	Writer	Controller	Approver
1.1	O	24.02.2014	Edited for release	TR	JB	
1.2	O	24.02.2014	Updated to BP 5.1	EALV	VEW	TR
1.3	O	28.11.2014	Updated to BP 5.2	EALV	VEW	TR
2.0	O	20.08.2015	BazePort 6.0 release	GHK	VEW	DKG
3	O	20.08.2015	BazePort 6.5 release	EALV	GHK	
4	O	10.11.2016	BazePort 6.6 release	EALV	KNg	TR
5	O	12.04.2018	BazePort 6.7 release	JC	EALV	TR
6	O		Skipped			
7	A	27.11.2018	BazePort 7.0 release	SST	EALV	MJB
8	A	21.04.2020	BazePort 8 release	MK, GHK	GHK	TR
9	A	13.10.2020	BazePort 8.1 release	SST	GHK, HHN	TR

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About Baze Technology

Baze Technology is the leading provider of BazePort IPTV. Located in Porsgrunn, Norway. Baze Technology has delivered its products to customers all over the world since 2009. Today there are more than 400 installations with almost 50.000 users of BazePort worldwide.

Request a BazePort demo

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