bazepurt

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User Manual

MANAGEMENT STUDIO - FLOW

bazeport



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BAZEPORT FLOW OVERVIEW

WHAT IS FLOW?

Flow automates repetitive and mundane tasks for your employees, like the possibility to trigger a chain of actions by pressing a button in a dashboard website from device connected to installation's Wi-Fi. An example of this is that a ferry receptionist, when ship leaves quay, presses a button, and this triggers: first – each screen on the ferry is turned on, second – a safety video is automatically played, third – a commercial video is played on all public screens, but not in the cabins.



Flow makes it easy for your employees to reach out with marketing, security, promotion and information. They can prepare preset playback of content independent of technical experts. And automation of simple, tedious tasks like turning on and off screens automatically will give employees time to focus on their actual work tasks.

Flow can even trigger actions on message from other systems. An example of this is that a hotel's booking system, on check-in, automatically triggers actions in BazePort, like turning on TV screen in the guest's hotel room and sending personal welcome message to the TV screen.

Flow is easy to use. You prepare flows in just 3 steps:





ABOUT TRIGGERS

Every trigger has several options and can be customized to fit your needs. Like for the time trigger you can select time, week days, if it should be daily/weekly etc. You can have more than one trigger,











whichever hits first. The webhook trigger has several advanced options like overriding receivers and using variables in the sent message, making it possible with customized triggering, receivers and messages.

ABOUT ACTIONS

You can choose to start playback of any content (movies, series, TV channels, pictures, videos) in your system, send messages or send system commands like turning on/off TV. You can decide who











should be part of the action. You can define a chain of actions and more action sets can be triggered at once.

Please note the following changes with introduction of **BazePort Flow**: All forced content administration will now be set up using **BazePort Flow**. Flow will be used to set up the following interfaces in BazePort:

- mute sound on all screens on alarm from PA/GA system
- start information video on entering a geographical area, triggered by GPS position of a ship

ABOUT DASHBOARDS

One of the triggers you can choose for your flow is **Dashboard**, meaning that you can trigger a flow by pressing a button in a dashboard.

Creating dashboards involves three steps:

1: Make a dashboard.



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3: Use the dashboard webpage from your device



GETTING STARTED

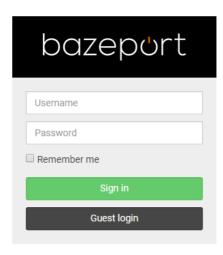
ACCESS TO THE FLOWS ADMINISTRATION TOOL

To access **BazePort Management Studio – Flow** simply 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.

LOGIN

When prompted you will have to login with supplied credentials, see the login dialogue in the picture below.



After login you will be presented with the **BazePort Management Studio** application. The initial window gives a quick general overview of the system status of the BazePort system. The **Flow** section is found in the menu on the left-hand side by navigating a level up, choosing the **Configure** menu item.





FUNCTIONALITY AVAILABLE FROM THE UPPER BAR

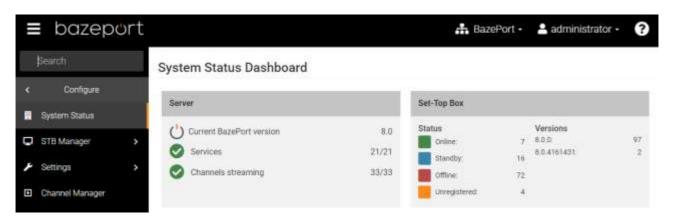


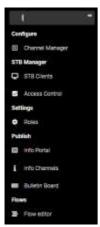
Please note the following on the upper bar:

- Choose BazePort installation: from the network icon on the lefts side, you have the possibility to choose which BazePort installation to log into. This is relevant only if you have more than one BazePort installation to administer.
- **Language**: From the user icon on the left side, you have the option to change language for BazePort Management Studio.
- **Logout**: From the user icon on the left side, you have the option to log out of BazePort Management Studio.
- Help: From the question mark icon to the far left you can access user manuals for all BazePort
 Management Studio modules and user manuals for the BazePort units.
- Expand and collapse the menu tree by clicking on the icon on the far right side.

SEARCH

The **Search** field on the top left-hand side menu is available for all parts of **BazePort Management Studio**. This makes it possible to search through the menu names for easier access to sub menus.





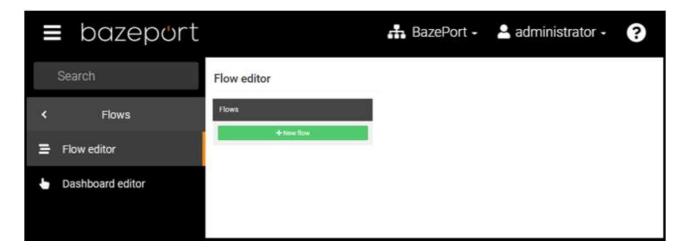
When you start typing letters in the field, the menus containing these letters will automatically show in a list (providing you have been granted access to them). The list of menu items is presented with the menu it is organized under.

For quick access, select the application you are interested in, and this will open on the right-hand side of the screen.

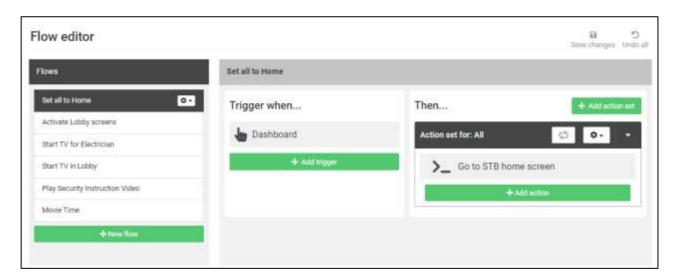


FLOW EDITOR

Flow Editor is available from the main menu choosing **Flows**, then **Flow Editor**. **Flow Editor** is where you define flows with triggers and actions.



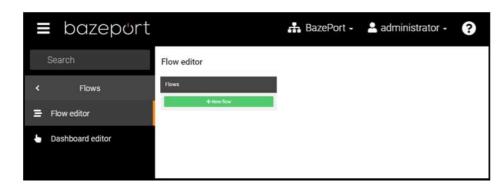
Below is a screenshot showing a list of flows to the left and information about triggers and actions for the highlighted flow *Set all to Home* to the right.





FLOW WIZARD

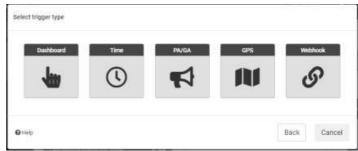
A wizard will guide you through the main steps in defining your flow. Click **New flow** will start the step by step wizard that helps you create a complete flow with one trigger and one action set with one action. Note that you can add as many triggers, action sets and actions that you like, the wizard helps you defining one of each, see later chapters for details about adding elements to the flow.



In the **Flow editor**; Click the **New flow** button in the **Flows** section of the editor.

- 1: **New flow**: Give the flow a descriptive name. This will create a flow.
 - Choose next to define a trigger.
- 2: **Select trigger type**: Select a trigger type and configure it, see more about each trigger type in later chapters.
 - Note that you can choose to go back to previous step to change name of your flow.
 - · Choose next to define an action set.
- 3: **New action set**: Define action set, see explanation of action sets in later chapters.
 - Note that you can choose to go back to previous step edit trigger.
 - · Choose next to define action.
- 4: **Select action type**: Select an action type, then select and configure the content or command, see more about each action type in later chapters.
 - Note that you can choose to go back to previous step edit action set.









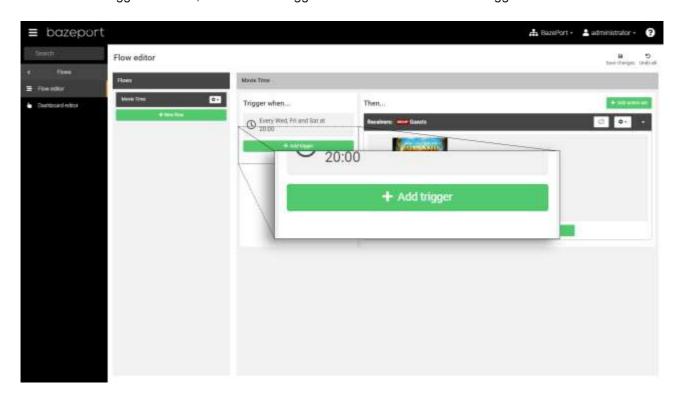


TRIGGER

The triggers in a flow are what initiate or start the actions in the action sets. There are several types of triggers:

- Dashboard Allows the flow to be started from a button in a dashboard
- Time Starts the flow on a specific or recurring time
- PA/GA Starts the flow on alarm from PA/GA system
- GPS Starts the flow when a geographical area is entered
- Webhook Allows the flow to be started from integrated systems

To add a new trigger to a flow, click the Add trigger button in the bottom of the trigger column.





In the first step, choose the desired trigger type, see next page for thorough description of each trigger type.

Note that there is a **Help** symbol and text in the lower left corner. A short description of each trigger is available by click on the text.

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DASHBOARD TRIGGER

The **Dashboard** trigger allows the current flow to be triggered by a button in a dashboard, see later chapters for explanation of how to set up a dashboard and how to use dashboards.



TIME TRIGGER

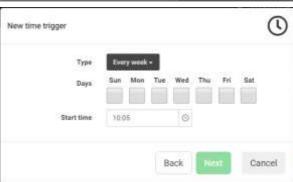
The **Time** trigger will start the current flow at specific times. The **Time** trigger can be one of the following types:



Every week – the flow will triggered on the selected weekdays at a set time



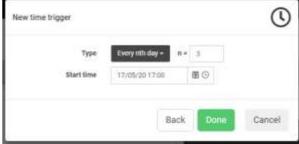
Every day – the flow will be triggered one time every day at a set time



Every nth day – the flow will be triggered every nth day from a start date at a set time



One time – the flow will be triggered on a specific date at a set time.

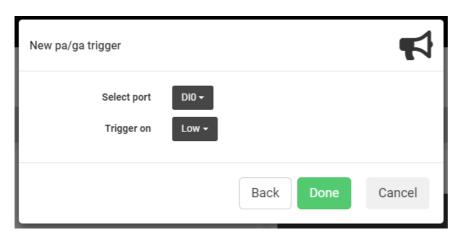




PA/GA TRIGGER

The alarm trigger is for alarms from PA/GA system (public announcement, general announcement system). The **PA/GA** trigger will start the flow when the selected port changes to the configured value.





Please refer to your PA/GA system documentation for explanation of ports and triggers.

Please note that this trigger type requires extra setup in your installation (hardware, configuration and BazePort software licenses) and may not be available in your installation.



GPS TRIGGER

The **GPS** trigger is for installations that are moving like ships. A flow can be set up to trigger when the ship (or other type of installation) enters into the plotted area.



Locate me button: To make your configuration easier, the arrow in the top, left part of the panel will show your installation's position.

Define a plot by pressing the green **New** button in the left upper corner, and point in the map where you would like the plot to be placed.

The area can be in any polygon shape, just drag and drop the circles around the plotted area. Once you have dragged a circle you are presented with two new circles on each side. Note that the coordinates for each point in your polygon are listed in the right hand side panel, you can write exact coordinates in the list.

You can define more than one area. Press the green **New** button again and point in the map where you would like the plot to be placed.

Direction: It is possible to define which direction the ship (or other type of installation) should enter the plotted are in order to trigger the flow. See the Direction dropdown list in the left section of the panel.

You can also **Delete** a plot area, **Cancel** the trigger and go **Back** to last step in the flow.

Please note that this trigger type requires extra setup in your installation (hardware, configuration and BazePort software licenses) and may not be available in your installation.



WEBHOOK TRIGGER

A **Webhook trigger** is a powerful integration tool. Any integrated system can trigger actions in BazePort as long as it is set up to send webhooks as requests to BazePort system.

A **Webhook trigger** will trigger a flow whenever a HTTP POST request is sent to the URL generated when the webhook trigger is defined, in the example the **URL** is: http://[bazeport server]//api/flow/trigger/4d631e

The **Override receivers** checkbox enables the information about receivers to be sent from the integrated system, and it will override the receivers set up for the action sets for the flow. If the **Override receivers**

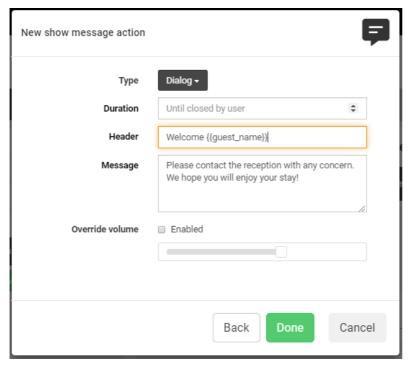


checkbox is checked, a bound \boldsymbol{Action} \boldsymbol{Set} will be created for this webhook.

It is also possible to send variables in a webhook message, for example: "Welcome *Mrs. Smith*" where *Mrs Smith* is value of the variable sent in the webhook.

Configure variables in webhook triggered messages

When posting to a webhook trigger that shall trigger a message, it is possible to configure the message with variables. The variable references must be defined in the message when setting up the webhook trigger message action.



Variables will replace equivalent variable references wrapped in double curly braces like this {{variableName}}. These can also have fallback values i.e. {{header || Dear Guest}}.

Information about variable names from the integrated system must be made available for the person preparing the message.

Any of the message action types (Dialog, Notification, Ticker and Alarm) can be set up with variables.



How to configure in the integrated system

Override receivers

If the **Override receivers** checkbox is checked in the webhook trigger, the HTTP POST request body has to contain an array of receivers. See the text in light grey in the HTTP POST example below.

When posting to a webhook trigger with override receivers enabled at least one receiver parameters is required. The receiver parameters can be: BazePort units (access point name), groups (group name) or zones (zone name).

Your BazePort administrator must give information about registered names of BazePort units (access point name), groups (group name) or zones (zone name) to the developer preparing the integrated system.

Messages with variables

If variables are used in messages in the a webhook triggered action, the HTTP POST must contain variable names and values. See the text in dark grey in the HTTP POST example below.

Webhook trigger's URL

The integrated system uses the webhook trigger's URL to send their request as HTTP POST.

The HTTP POST should be formed like this:

```
Content-Type: application/json

{
    "receivers": {
        "aps": [<Access Point Name:String>] or <Access Point Name:String>,
        "groups": [<Group Name:String>] or <Group Name:String>,
        "zone": [<Zone Name:String>] or <Zone Name:String>,
},

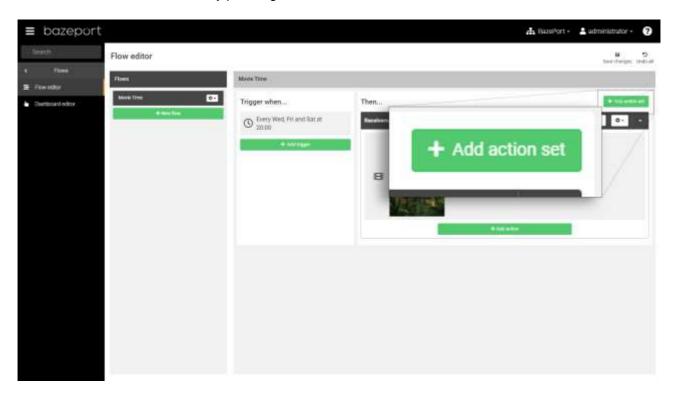
"variables": {
        "<Variable Name>": <Variable Value:String>,
}
```



ACTION SET

A flow triggers one or more chains of actions. A chain of action is called **Action Set**. When a flow is triggered, all the action sets in the flow will be started in parallel and every action within each action set will be run in sequence. The actions in an action set will be performed on the same set of receivers.

Define new action sets to a flow by pressing the **Add action set** button.



The **New action set** panel from the wizard is presented when pressing the **Add action set button**. The **New action** set has only one step: decide who the actions in the action set shall be performed upon, before it is followed by the next step in the wizard.



By default the actions in an action set will be started on all available receivers: *All*, as you can see in grey text in the panel.



RECEIVERS

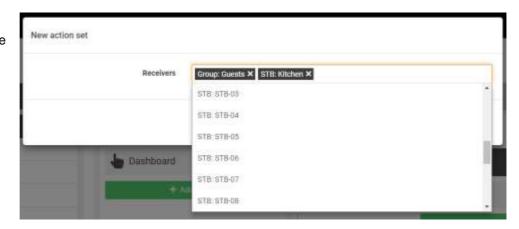
To target the receivers the actions shall be performed upon, you define a list of receivers. Receivers can be:

- STB. This is one or more specific BazePort unit or set-top box (STB). Even if you have BazePort Android
 app in Android TV instead of a TV + set-top box setup, you still use STB to get the list of unique
 BazePort units in your installation.
- **Group**: BazePort units can be grouped to simplify selection of many units. This is performed in the **Configure** part of the **Management Studio**. Examples of groups are: *Passenger cabins*, *Crew cabins*
- **Zones**: BazePort units can be grouped according to alarm zones defined on the PA/GA system. Example of zones are: *deck 3*, *deck 4*. Please note that your installation may not have zones from PA/GA system available since a PA/GA integration requires extra hardware, configuration and BazePort licenses.

...or a combination of these three

When you write *STB*, group or zone you will be presented with a list of names they are registered with in your installation. The presented list gives you any name that matches what you have written.

Choose the specific STB(s), groups and/or zones according to their registered names and

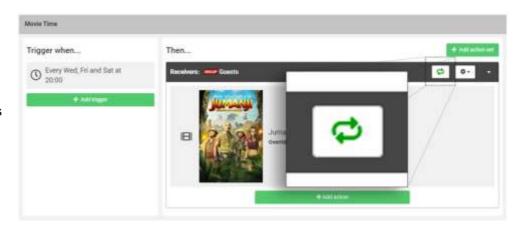


they will be listed as Receivers, see example to the right.

You can also choose to list All groups, All zones.

REPEAT MODE

By clicking the **Repeat** icon button on the right hand side of the action set header line, it's possible to toggle repeat mode. When this is enabled (the icon is green), the action set will restart from the beginning when all the actions in the action set are completed and run infinitely.



SETTINGS

You have the option to later change the settings of the action set or delete the action set. Choose the **Settings** icon button on the right hand side of the action set header line.

Flow Editor - Action



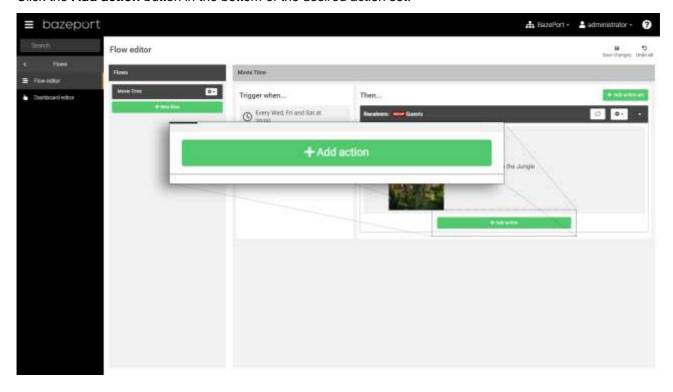
ACTION

The actions in a flow are what actually is performed to receivers in the flows. The actions are performed sequentially within the action sets they are listed in. There are several types of actions:

- Play Asset Starts playing a preselected asset
- Play VoD Starts playing a movie from the VoD library
- Play Channel Starts a TV channel
- Show Message Shows predefined message
- **System Command** Perform specific BazePort system commands on the receivers (BazePort units), i.e. reboot or wake up

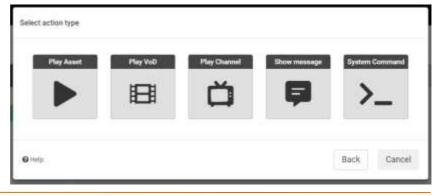
To add an action to an action set in a flow, you first have to choose the flow in the **Flows** section to the left in **Flow editor**, then you choose the action set in the flow's **Then...** section to right in **Flow editor**. Please note the flow's action sets list can be expanded and collapsed with by clicking the button on the right side of the action set's heading. The action set container needs to be expanded to see the **Add action** button.

Click the Add action button in the bottom of the desired action set.



In the first step, choose the desired action type, the action types are presented in coming chapters.

Note that there is a **Help** symbol and text in the lower left corner. A short description of each trigger is available by click on the text.

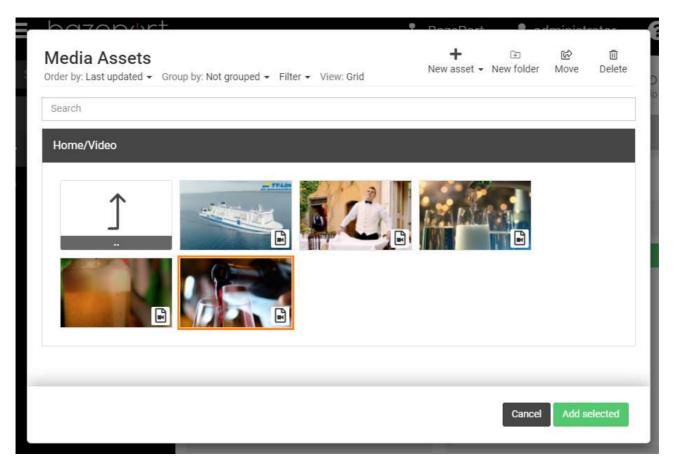




PLAY ASSET

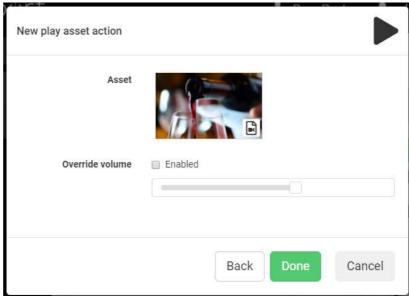
The action Play Asset will present an asset from you Media Assets library.

First select an asset from your Media Asset library and click Add selected in the bottom right hand corner.



It's possible to override the volume while the asset is playing by checking the **Override volume** checkbox and adjusting the slide bar below. The volume will be reset to the previous state when the asset has finished playing.

The asses you can choose from are the assets you have uploaded **Media Assets** in the **Publish** part of **Management Studio**.

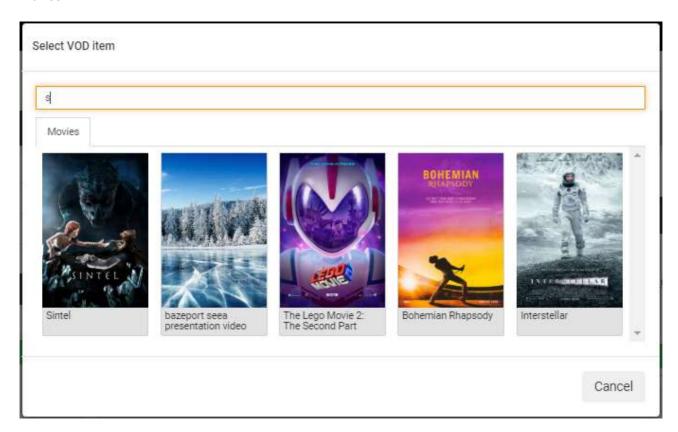




PLAY VOD

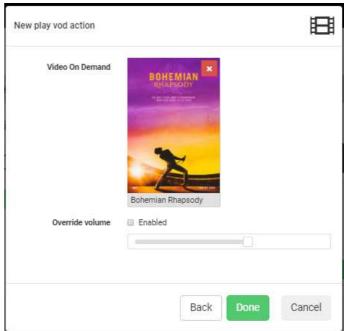
The action Play VOD will present a video from your selection of Movies.

Pick the movie you want to use by clicking the cover. You can search by using the input field above the movies.



It's possible to override the volume while the movie is playing by checking the **Override volume** checkbox and adjusting the slide bar below. The volume will be reset to the previous state when the movie has finished playing.

The movies you can choose from are the ones available under the **Movies** menu in the **Entertainment** part of **Management Studio**. Please note that this action type requires extra setup in your installation (hardware, configuration and BazePort software licenses) and may not be available in your installation. It can contain movies you have uploaded yourself, or movies from BazePort Content Services subscription.





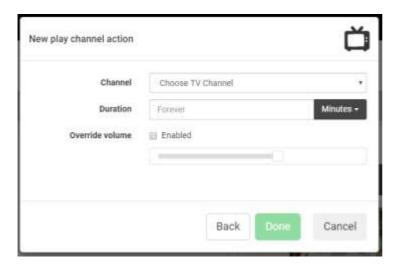
PLAY CHANNEL

The action **Play channel** will present a TV channel or Info-TV channel from your installation's list of TV and Info-TV channels.

When adding a new play channel action, a channel is selected in the channel's drop-down menu.

Duration may be set for either hours or minutes by using the drop-down menu on the right side of the duration input field. If no number is set in this field, the selected TV-channel will be playing forever, as the default grey text *Forever* indicates.

The volume while playing the channel may be overridden by checking the **Override volume** checkbox and adjusting the slider below. If a duration is set, the volume will revert to the initial value before the channel was started.



The TV channels and Info-TV channels you can choose from are the ones available in the **Channel Manager** in the **Configure** part of **Management Studio**. Please note that both TV channels and Info-TV channels requires extra setup in your installation (hardware, configuration and BazePort software licenses) and TV channels and/or Info-TV channels may not be available in your installation.



SHOW MESSAGE

The **Show message** action type will present a message as configured. The message type can be either dialog, notification, ticker or alarm.

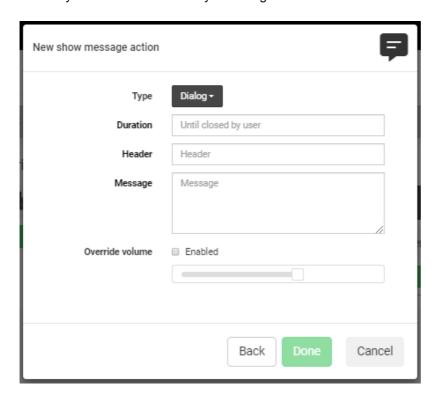
The difference between the message types are:

- **Dialog**: presents a message dialog with an OK button in the middle of the user's screen, the user can choose to click OK and the message disappears from the screen. Duration has default value, as shown in grey text: *Until closed by user*, but can be set to a number of seconds instead.
- **Notification**: presents a short text in the lower, left part of the user's screen, text will be rolling if it is long. Duration must be defined, and has default value 30 seconds and shown in grey text when choosing Notification.
- **Ticker**: presents a text line in the whole width of the screen in the bottom of the screen, the text will be rolling if it is long. Duration must be defined, and has default value 30 seconds and shown in grey text when choosing Ticker.
- **Alarm**: presents a message in the middle of the user's screen, the message is visible until it is closed when the flow ends, or it can be set to a specific duration, specified in seconds.

Duration is mandatory and has default value *Until closed by user*, duration is specified in seconds (unless it has a default, pre-set command value).

Both the header and the message field are mandatory. For setups with webhook triggers: both the header and message may contain variables wrapped in double curly braces for use in webhook triggers. The variable can also have a fallback value if the referred variable isn't set: {{variableName || fallback}}.

You may override the volume by checking the **Override volume** checkbox and adjusting the slider below.

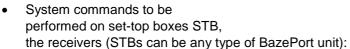


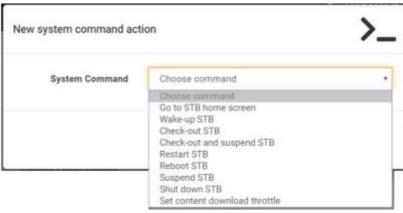


SYSTEM COMMAND

The **System command** action type will perform a BazePort system command on the action sets receivers. Add a new system command by selecting from the system command drop-down list and click the **Done** button.

The different commands do the following:





- o Go to STB home screen: sets the user's screen to the Home screen
- Wake-up STB: Wake up BazePort unit(s) from suspend or even power off. Note that this
 command does not apply to all models.
- o **Check-out STB**: will remove all your personal recordings and cashed files. Please note that the Check-out command may not have effect in your setup, it requires extra BazePort licenses.
- Check-out and suspend STB: will remove all your personal recordings and cashed files, then
 sets the BazePort unit in standby mode. Please note that the Check-out command may not have
 effect in your setup, it requires extra BazePort licenses.
- Restart STB: restarts the BazePort unit
- Reboot STB: Full reboot of BazePort unit(s). Takes longer time than restart, but necessary in case of system-changes like updates and changes of group settings. E.g. tethering, forced resolution and audio output.
- o **Suspend STB**: Sets the BazePort unit in standby mode.
- Shut down STB: controlled shutdown of the BazePort unit(s)
- System commands to be performed on content transfers from BazePort Content Services and myBazePort.com:

Set content download throttle.

This command lets administrator limit the transfer rate of downloads from BazePort Content Services to local server (Premium and Basic content packages, News services, Podcast subscriptions) and transfer of your assets from cloud service myBazePort.com to local server.

The transfer limit is specified in kbps, default value is "no limit".





DASHBOARD EDITOR

Dashboard Editor is available from the main menu choosing **Flow**, then **Dashboard Editor**. **Dashboard Editor** is where you prepare custom designed dashboards with trigger buttons to use to trigger flows.

The dashboard can be available as a webpage to use from device connected to installation's Wi-Fi to trigger the flow, see next chapter for explanation of this.

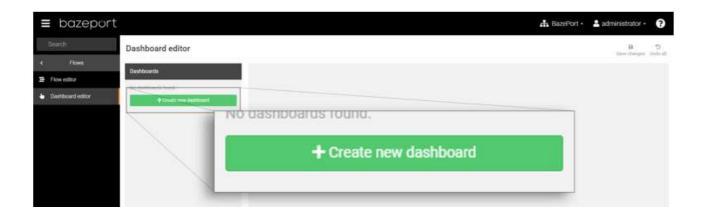


Remember to add a **Dashboard trigger** to the flows to make them available for the dashboards. Note that flows can have other types of triggers as well, dashboards are for the flows with dashboard type of trigger.

DASHBOARD WIZARD

A wizard will guide you through the main steps in defining your dashboard. Click **Create new dashboard** will start the step by step wizard that helps you create a complete dashboard with one button triggering one flow. Note that you can add as many buttons you like and you can customize the buttons and dashboard webpage, see later chapters for details about customizing your dashboard.

In the Dashboard editor; click the Create new dashboard button in the Dashboards section of the editor.





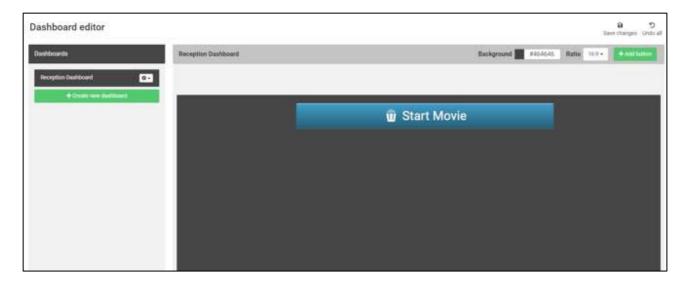
- 1: **New dashboard**: Give the dashboard a describing name. This will create a dashboard.
 - Choose next to define a button.



- 2: **New button**: Select the **Flow to trigger** in the drop down menu, then customize the button, see more about ways to customize the button in later chapters.
 - Note that you can choose to go back to previous step to change name of your dashboard.
 - Choose Done when you're ready.



The result is like the screenshot below: dashboard is listed in the section to the left in the **Dashboard editor** and details about the dashboard is presented in the right, main section of the panel.

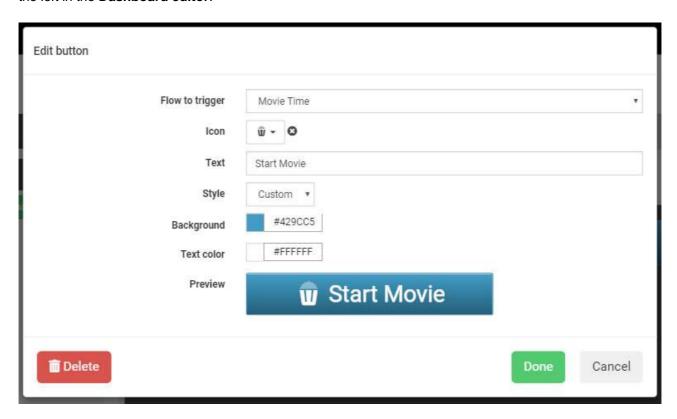


Note that you can continue your work with the dashboard from here; adding more buttons and changing layout.



CUSTOMIZE BUTTONS

You can customize a button in many ways. To edit or delete an existing button, click the button in the dashboard to bring up the edit window. Remember to first choose the dashboard in the list of dashboards to the left in the **Dashboard editor**.



- Flow to trigger: choose the flow you would like to trigger in the drop-down list. Note that the flow must have a dashboard trigger defined for the flow to be shown in the list. The flow can have other triggers defined, too.
- Icon: choose an icon for your button from a large selection of icons
- Text: write a custom text to be shown on the button
- **Style**: choose a predefined style for your button, or choose **Custom** and define the style yourself.

If you choose custom style, you can customize the following:

- Background: choose the button color, you can mix any color you like
- Text color: choose the button's text color, you can mix any color you like
- Preview: shows how the button will appear in the dashboard.



Delete: Delete the button? You can delete the button by clicking the red **Delete** button on the bottom left hand side.

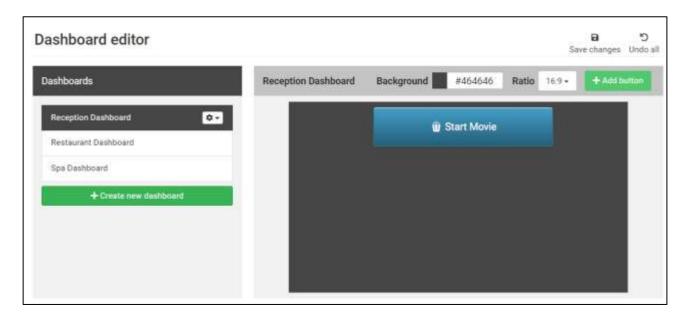
Cancel: Cancel the editing? You can cancel the editing by clicking the grey **Cancel** button on the bottom right hand side.

Done: click the Done button to save the changes



CUSTOMIZE DASHBOARDS

You can customize a dashboard in many ways. Remember to first choose the right dashboard in the list of dashboards by clicking the dashboard making it *dark grey* instead of *white*.



Button position and size

The button can be moved around on the dashboard by drag and drop. It's also possible to resize the buttons by dragging the button edges.

Add more buttons

Add more buttons by clicking the **Add button** button on the header bar on the right hand side.

Adjust dashboard background color

You may also adjust the dashboard background color by clicking the color indicator.



Change dashboard page ratio

Tip: The ratio drop-down is useful for previewing how the dashboard will appear for different screens in both portrait and landscape mode.



Edit dashboard name or delete

To edit name of dashboard or delete a dashboard, click the cog wheel button in the dashboards list to the left in the **Dashboard editor**.



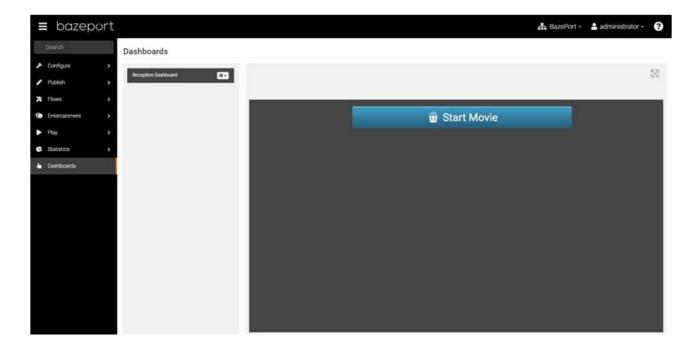


USING THE DASHBOARD

Dashboards are available from the main menu, top level. **Dashboards** lists all your defined dashboards in the section to the left and previews the highlighted dashboard in the right, main section.

USE DASHBOARD FROM MANAGEMENT STUDIO

The dashboards you have created will be available for use in the **Dashboards** application. You can use this application to click on the button and trigger the flows behind the buttons.



Tip: To make use of the entire screen, there is a maximize icon located on the top right hand side of the dashboard



Remember that you edit and delete dashboards in the **Dashboard Editor** available from the main menu: choose **Flows**, then **Dashboard Editor**.



USE DASHBOARD FROM YOUR DEVICE

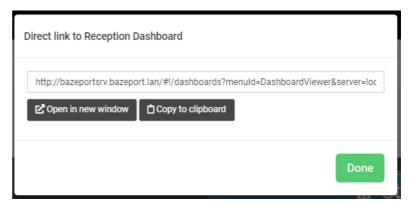
The dashboards you have created can be made available as a webpage to use from your own device to trigger flows directly from your device. You must be connected to your installation's Wi-Fi. You use a specific link from your device.



To get a direct link to a specific dashboard, click the cog wheel dropdown button next to the dashboard name.



From this popup window you may open the dashboard in a new window or copy the link to the clipboard by clicking the buttons below the input field.





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-018_1A Management Studio – Flow

Revision	Status	Date	Description	Writer	Controller	Approver
1	Α	21.04.2020	First version of document	SST, GHK	AH	EAVL

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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.

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