Ads Management System Operation Manual

This operation manual is for users to learn the detailed operating procedures and functions of the ads management system.

The manual will be introduced by 6 Parts.

- 1. Before logging the system
- 2. Login
- 3. Home Page
- **4. System Management Part**
- **5. Users Management Part**
- **6. Material Management Part**
- 7. Program Management Part
- **8. Devices Management Part**



1. Before logging the system

1.1

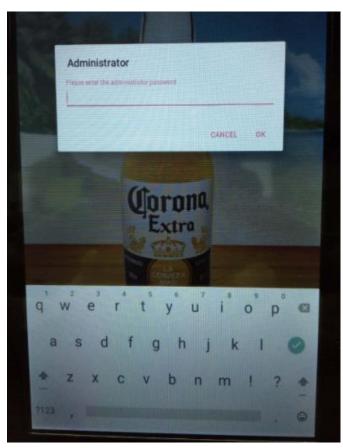
By touching the screen for 5s, the password window will come out for entering the password.

The default password is 8888888(eight 8), and can be changed in the Devices play configuration(Will be stated in the Device Part).

(The window will disappear if no operation within 1 minute)

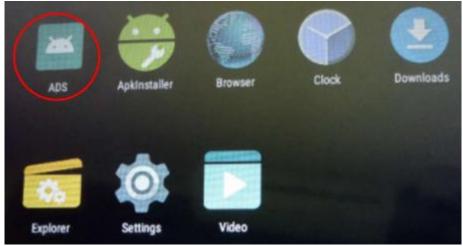
1.2

The devices should be connected with WiFi fisrt in Settings, so that the devices can connect to the Internet/cloud to download the ads contents and receive the order from the Ads Management System.



1.3

The ads apk is pre-installed. By clicking this ADS icon, the screen will display the ads contents.



2. Login

2.1

The link of the Ads Management System Backstage is Manage.adxvoice.com

2.2

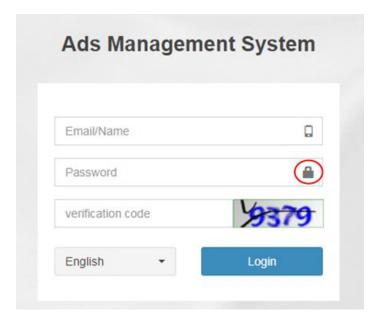
Users can login with the email address, and the password will be sent to the e-mail when the account is created.

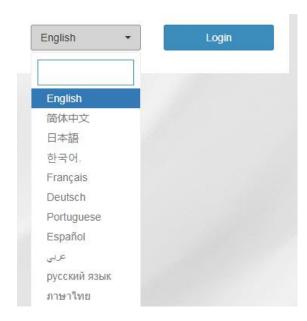
The password can be changed by users themselves after login the system.

By clicking the clock icon, the password will be visible, to ensure the password input is correct or not

2.3

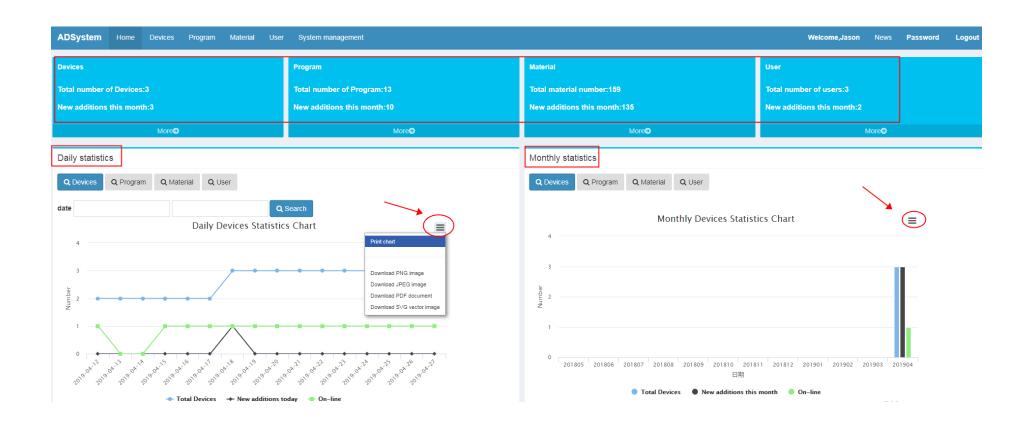
Users can choose the system language before logging in.





3. Home Page

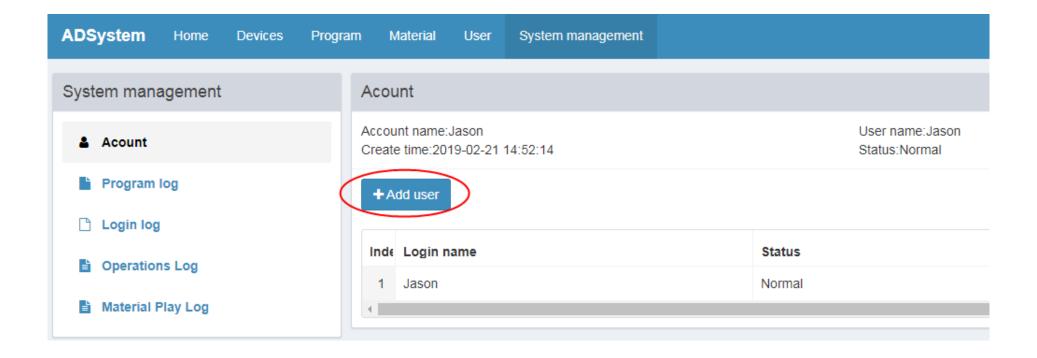
At the home page, users can see the daily and monthly ststistics of the devices, program, material and user. Users can also download the forms.



4.1 Add user

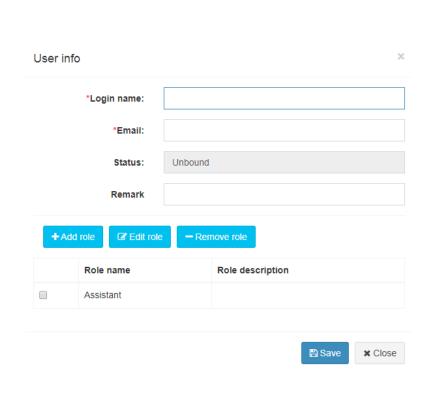
The users added here are the same level account as the master user account.

And the users created in the User Part are the sub-level account. The two user accounts are with different limits of authority. This will be introduced in the User Part.



4.2 Add the user info and roll info.

Input the Login name and the e-mail address, and select the operation authority the account owns. Users can creat the roll based on their needs. The selected parts will be the operation authority that the account created will owns.



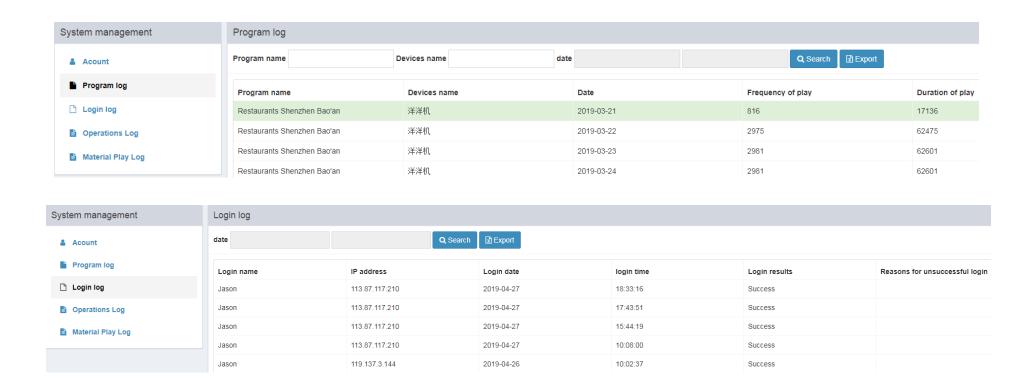
Role inform	nation	×
*Role name:		
Remarks:		
- ☑ Syste	em management	
© Pi	rogram log	
© Lo	ogin log	
© 0	perations Log	
≅ Ad	count	
© M	aterial Play Log	
□ Devid	ces	
☑ Mate	rial	
☐ Home	8	
□ User		

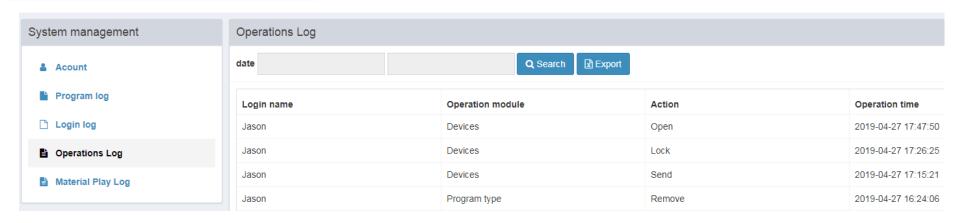
■ Save

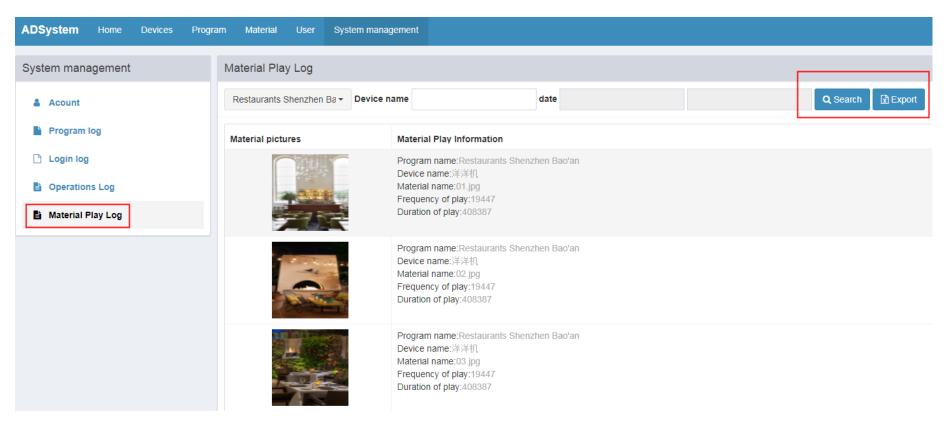
× Close

4.3 Log info

Users can see the program log, Login log, Operations log and the Material Play log. All the logs can be searched by device name and date, and can be exported.





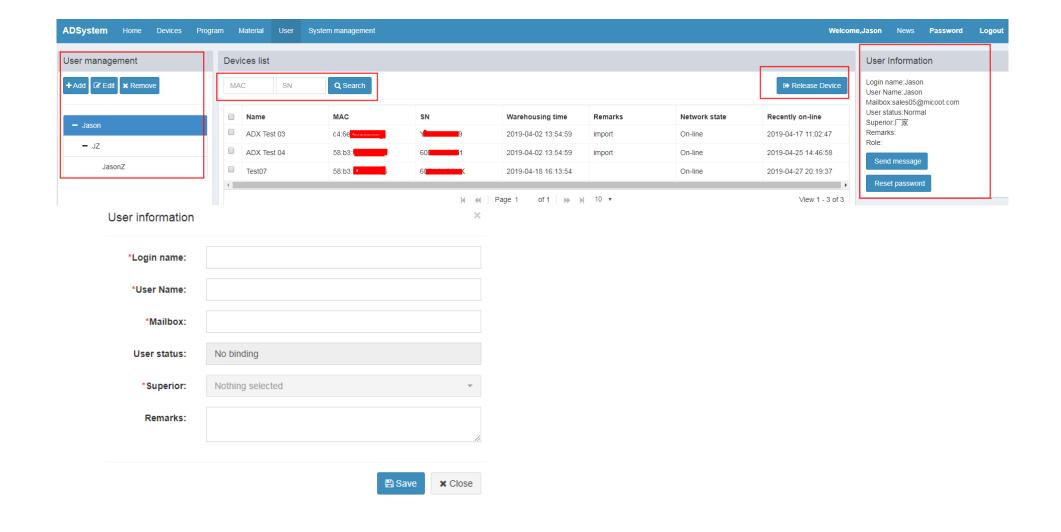


5. Users Management Part

5.1 Users Management

Users can create Sub-level account(users) and manage the account.

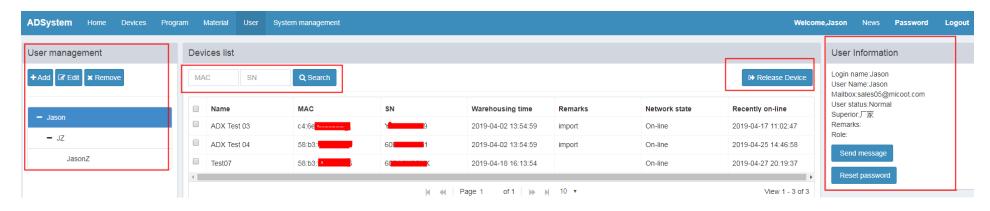
Please note, the fourth level is the lowest level in this ads management system, cannot create sub-level any more. For example, in the picture below, Jason is the second level account, and JZ the third level, and JasonZ is the fourth level account.

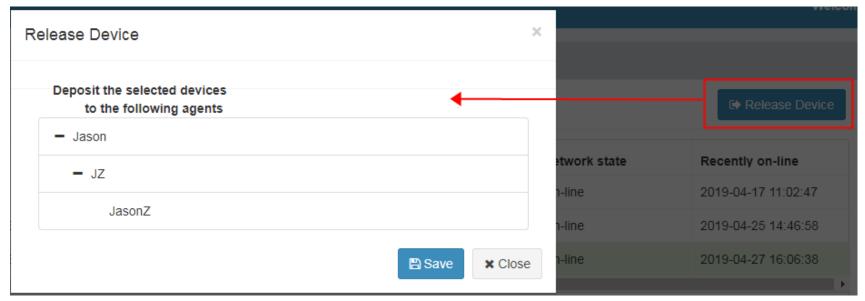


5. Users Management Part

5.2 Release Device

Select the devices and release the devices to the account, users can manage/set the device selected to the user accounts(created in last step), so the sub-account can manage those devices and release the program/ads contents to those devices.

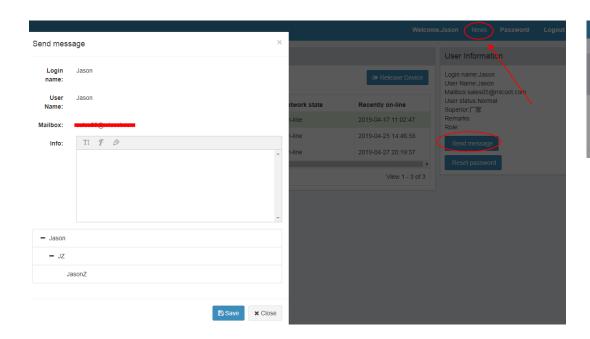


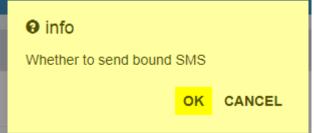


5. Users Management Part

5.3 Send message and reset password

Users can send messages to the sub-level accounts, and the messages can be checked in the News. If sub-users forget the password, users can reset the password



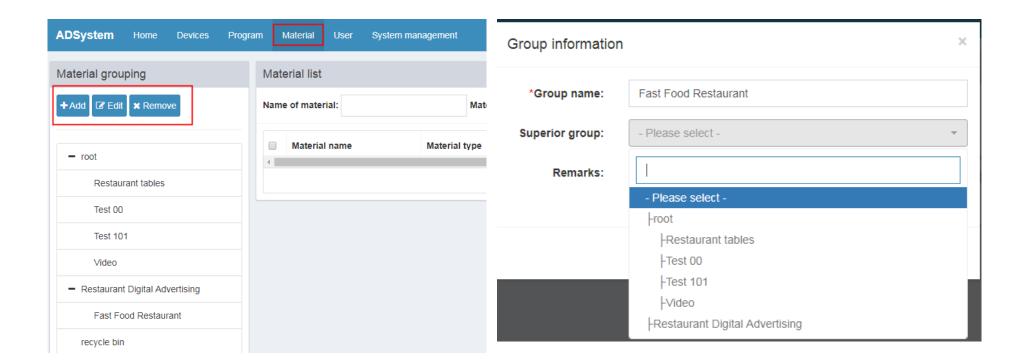


6.1 Create and manage the material groups

Users can add new group and select its superior group, edit and remove the groups.

Please note, if there is contents in the group, the group cannot be edited nor be removed. Users need to delete all the contents inside first.

For example, if you want to remove the Restaurant Digital Advertising group, you should remove the group of Fast Food Restaurant first, and to remove this group, you need to delete all the contents inside first.



6.2 Upload material/ads contents

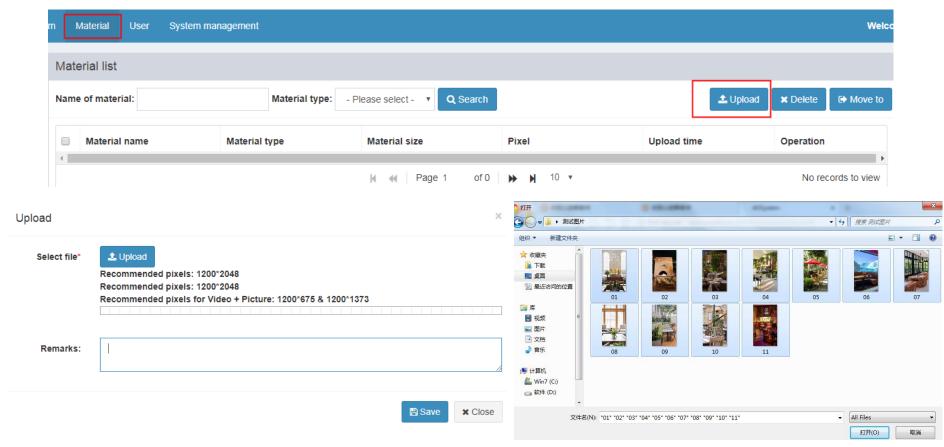
After create the group and select it, users can upload the pictures and videos to this group.

Note: Please upload the pictures and videos with the Recommended pixels to make sure they can be displayed in the screens in perfect looking.

Pure Pictures Recommended pixels: 1200*2048 Pure Videos Recommended pixels: 1200*2048

Recommended pixels for Video + Picture: 1200*675 & 1200*1373

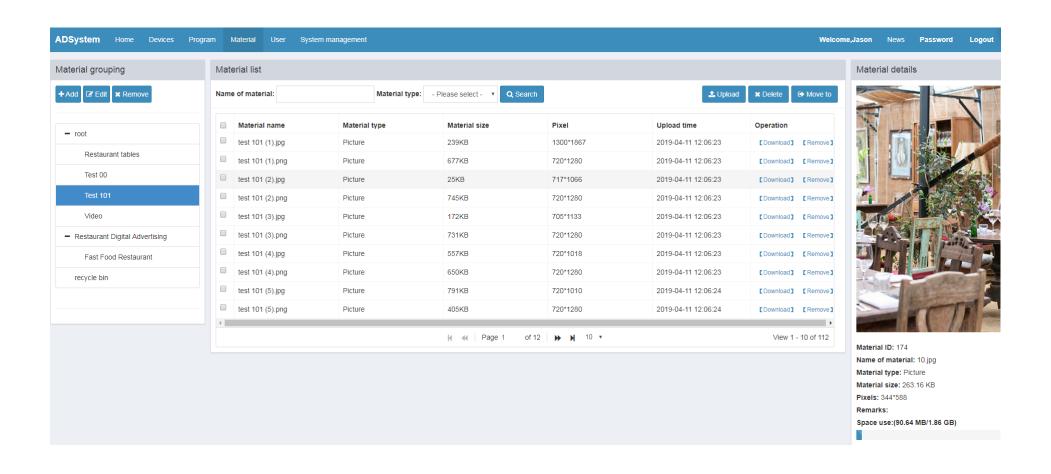
The pictures and videos can be upload in bulk.



6.3 Check material details

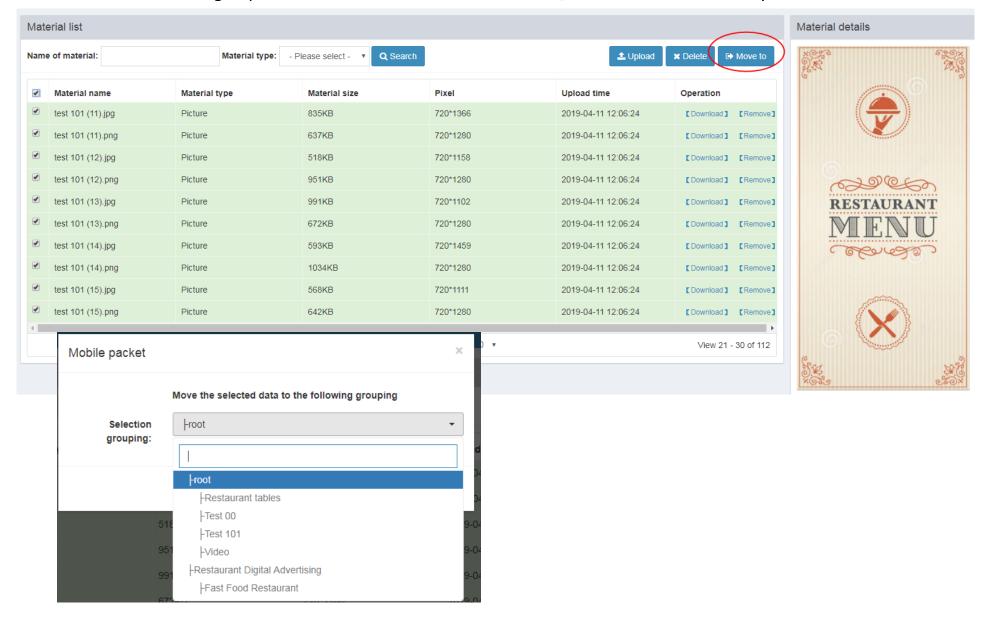
As shows below, users can check all the details of the contents(pictures and videos), such as the type, size, pixel, upload time.

The materialcan be download to preview and can be removed.



6.4 Move material/ads contents

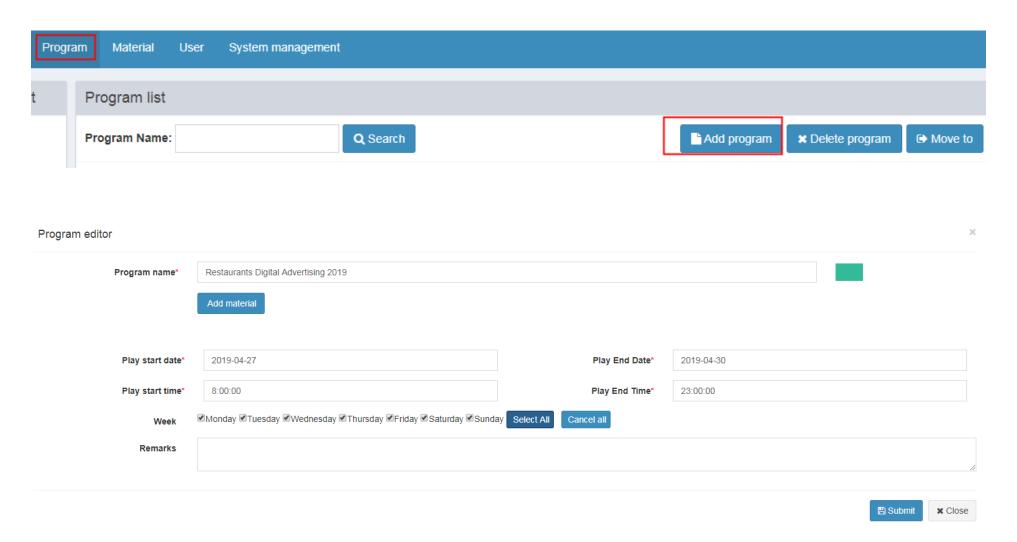
Move the material to the group as needed. All the material be removed/deleted will be in the Recycle bin.



7.1 Create and manage the material groups The same as the material grouping.

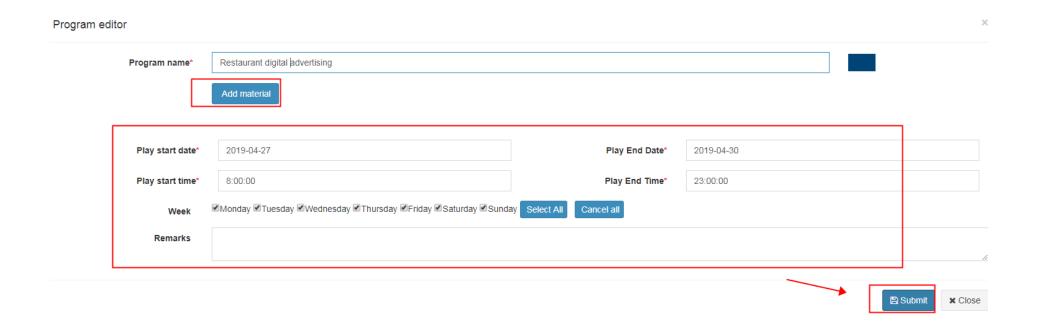
7.2.1 Add program

After the material uploaded and the program groups created, user can now add new program.



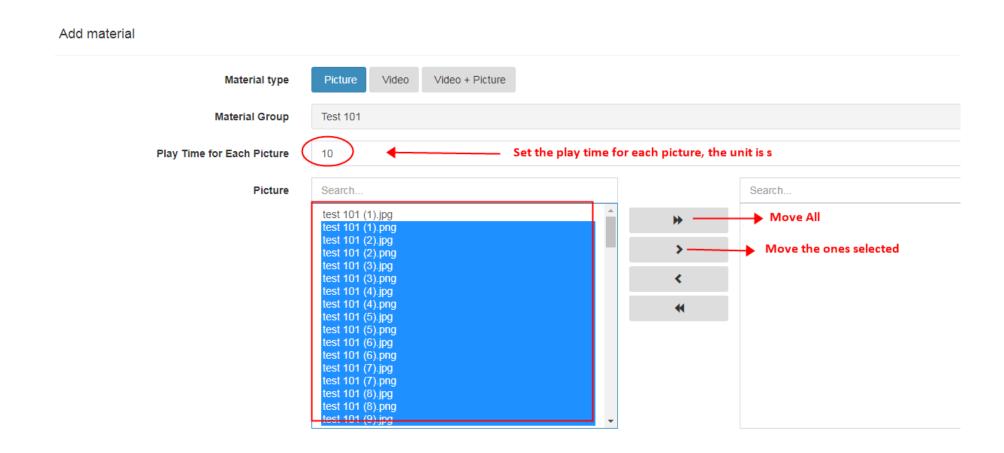
7.2.2 Add program

Input the program name, set the time and date, and click add material



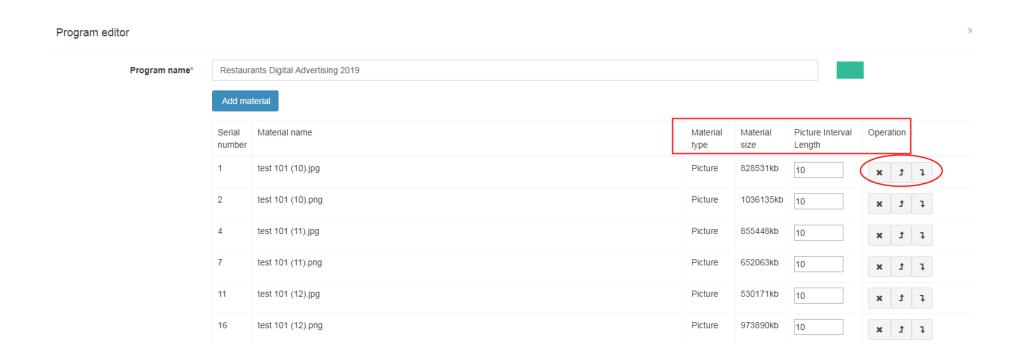
7.2.3 Add program

Select the material type, pure pictures, pure videos, or the video+picture(split screen display)
Select the material group, set the play time for each picture (the unit is second), and select the pictures/videos.



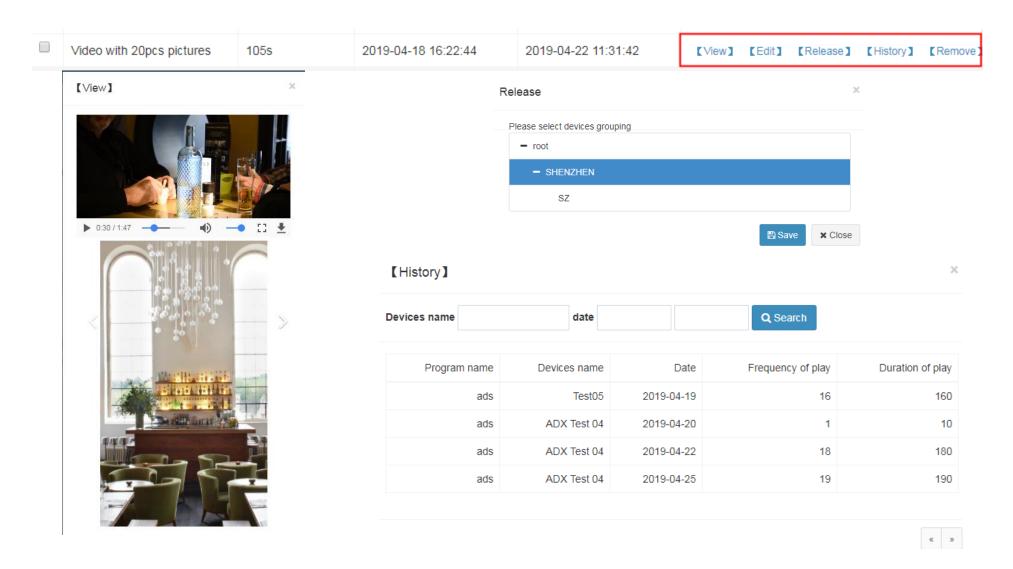
7.2.4 Add program

Users can see the detailed info of the contents such as the type, size and play time. And can adjust the order of the contents by "Move up" "Move down" Button



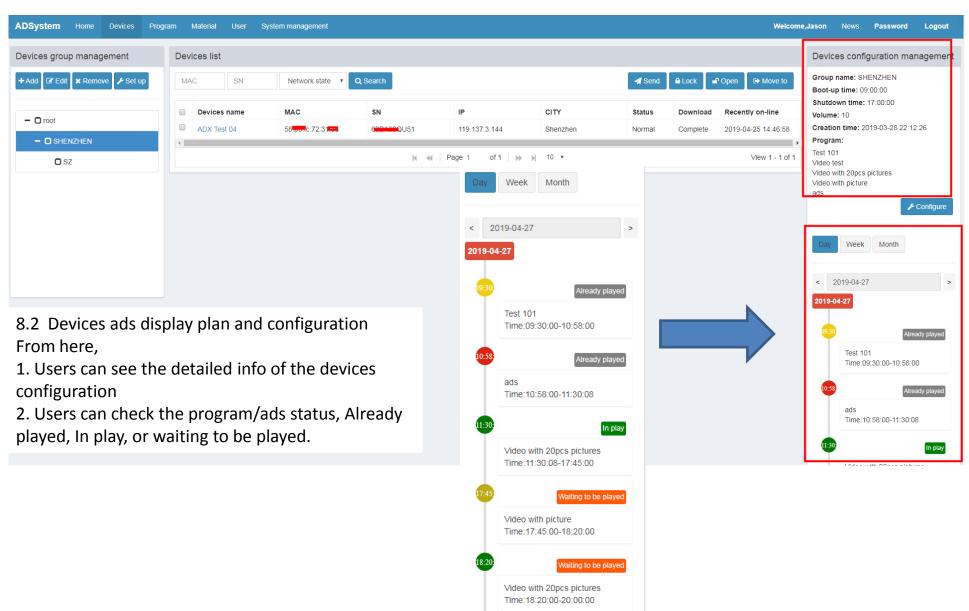
7.3 View, Edit and Release program, check/remove the display history.

After the program/ads created, users can preview the program, and Edit them if need do some adjustment. After checking and program is ok, you can Release the program to the devices groups (All the devices under the group will display the program that released.)



8. Devices Management Part

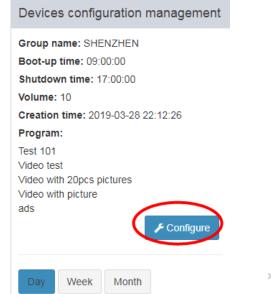
8.1 Devices group management
The same as the material grouping

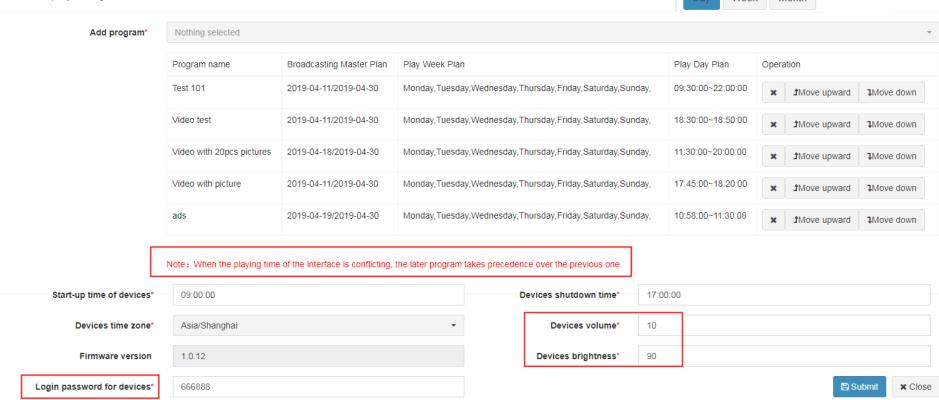


8. Devices Management Part

Devices play configuration

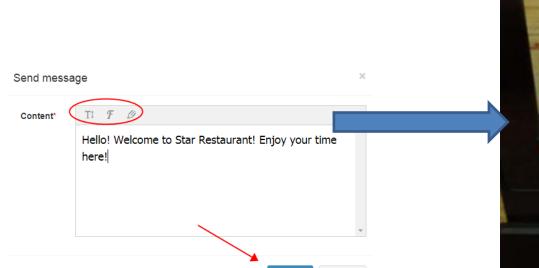
- 8.3 Do play configuration for the devices.
- 1. Users can see detailed info of all the program/ads that released to the device(s) ,and adjust the order of them.
- 2. Please note that When the playing time of the interface is conflicting, the later program takes precedence over the previous one.
- 3. The devices volume and brightness can only be set in the ads management system. The recommended volume is 20-45, so that the voice can be heard but will not be noisy.





8. Devices Management Part

8.4 Send messages to the devices After clicking Save, the messages will be Scrolling loop displayed at the bottom of the screen for 30 minutes.

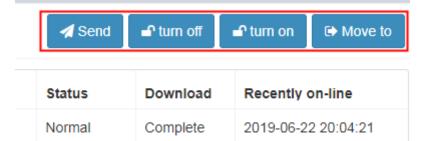


■ Save

× Close

Mobile packet

8.5 Move to
In Move to, users can move the devices
to the group that needed





Move the selected data to the following grouping

Selection grouping:

-root
-SHENZHEN
-SZ

 \times

Thanks for using our table advertising player & ads management system!

Feel free to contact us if any questions or suggestions!

Shenzhen Micoot Technology Co.,Ltd.
Vanessa Mei