

What is CastNET?

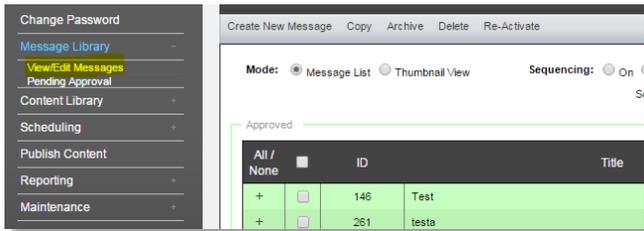
CastNET is a web-based software package for the creation of Digital Signage. CastNET utilizes standard and custom templates, populated with text, images, and/or video, to create dynamic Messages. Messages play in rotation on a CastNET Player PC that is sending content to your Display.

Login

Your system administrator should give you the CastNET server web address as well as your User name and Password. CastNET works with all standard internet browsers. Open a Browser, type in the Server Web address and login.

Creating Messages

Select "View/Edit Messages" from the left-navigation.

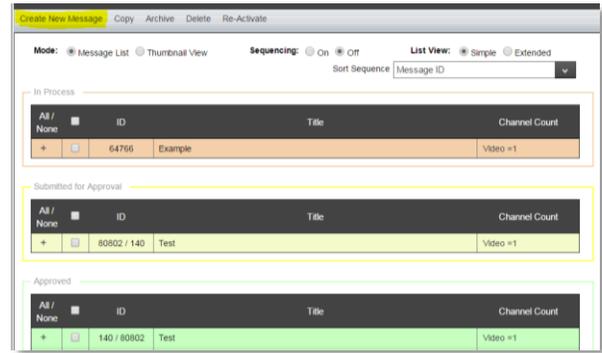


You now will see the Organization Listing on the Right. Select the Organization you would like to create a message in by clicking on the name.

Ex. "Marketing", "Employee Info", etc.

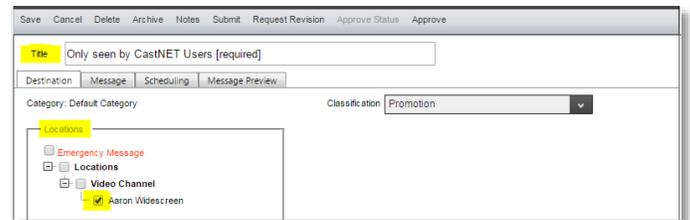


When inside the Organization, click the "Create New Message" button on the Work bar.



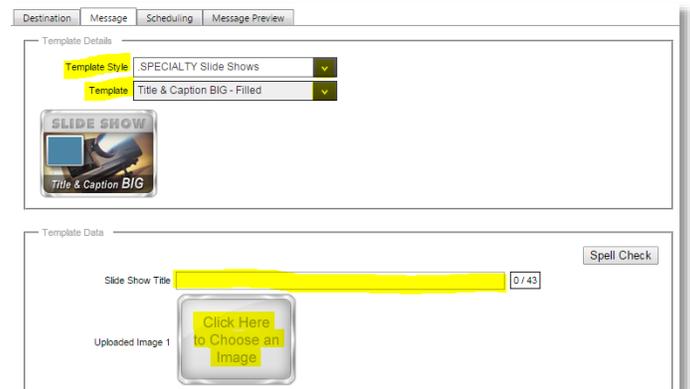
Destination Tab

Every message requires a title and at least one destination. Titles only show to CastNET users, never to the public, so be as descriptive as desired.



Message Tab

Select the desired Template Style from the first dropdown. Next, select the specific Template from the second dropdown.



Each Template has a specific set of Customizable Fields (text, image, video). Enter this Data as desired.

Text – Enter text as you would like it to appear in the message (cases, punctuation, etc.) There is a character counter and limit on the right.

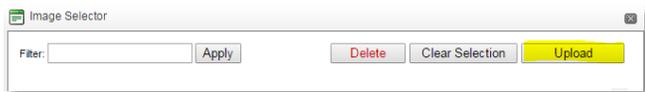
Image & Video – Upload media by first clicking the “Upload” button

Supported Image Types

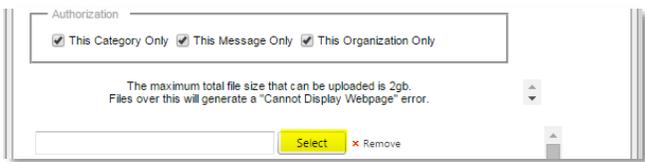
- .bmp
- .gif
- .jpg
- .png

Supported Video Types

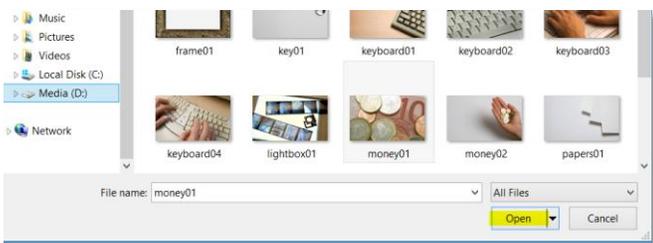
- .mpg
- .mp4 w/ H.264 codec
- .wmv



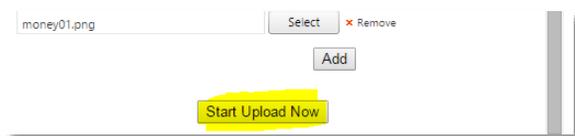
Then the “Select” button



Browse to the file location.



Click “Start Upload Now” on the bottom.



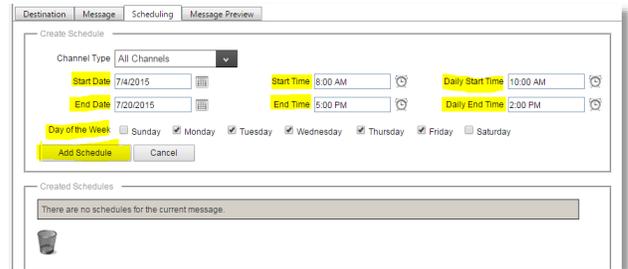
Scheduling Tab

Scheduling pertains to the eligibility of the message. Left blank, the **default** eligible schedule is **24 hours/7 days/Infinity**. By adding schedule parameters, the message will only play live if ALL of the criteria are met.

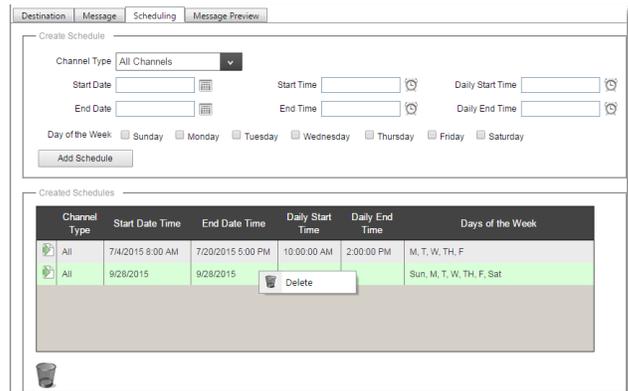
Note: Start Time corresponds only with Start Date and End Time corresponds only with End Date.

Note: A message can have multiple schedules.

Once scheduling is set, click “Add Schedule” button.

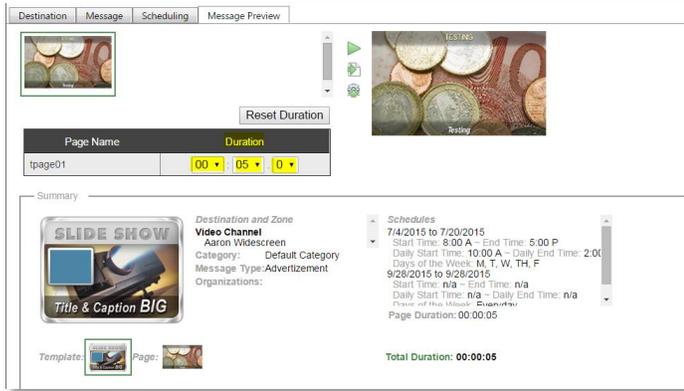


To delete an unwanted schedule, drag it to the trashcan icon ~or~ right-click and select “Delete.”



Message Preview Tab

In Message Preview, you can proof your message as it will appear on a screen. You can also adjust the duration of each slide if your role is Message Approver or higher.



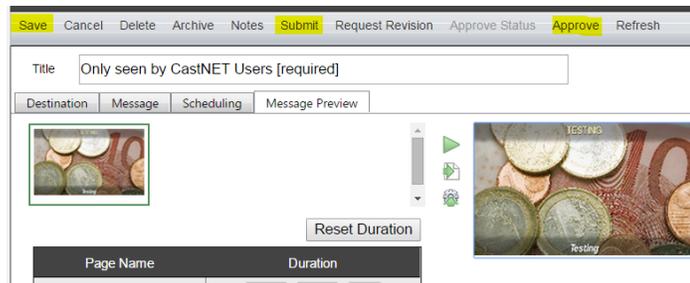
Note: Page Duration is in Minutes/Seconds/Tenths.

Choosing Status of Message

At this point, you will decide what Status Level the message will be placed in. The main status choices are as follows:

- Saved [In Process] (NOT playing live) = Orange
- Submitted (needs approval to play live) = Yellow
- Approved (only approved play live) = Green**

Select the status level by clicking the appropriate button on the Work bar.



Note: Submit only users will not see the "Approve" button on the Work bar.

Note: A Submitted message requires a user with approval rights to review and approve to play it live.

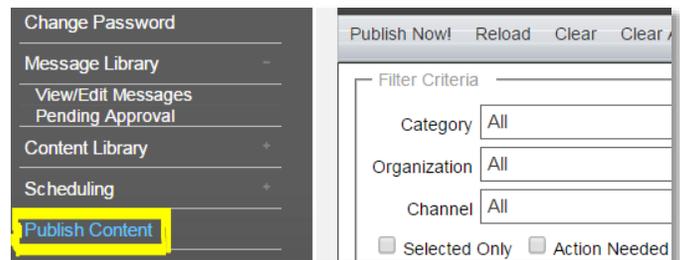
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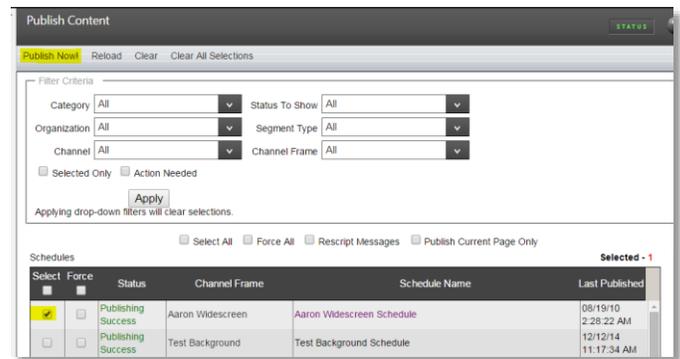
Publishing

In order for Player PC's to be updated with ANY changes (including new, edited, & deleted messages), we must publish those changes.

On the left-navigation, click "Publish Content."



CastNET pre-selects areas where changes have been made that still require Publishing to take effect. This makes Publishing as simple as clicking on the "Publish Now!" button on the Work bar.



Managing Messages

It is extremely beneficial to keep the Message Library organized. Making changes to messages can involve:

- Editing current messages
- Deleting messages
- Archiving messages for re-use in the future

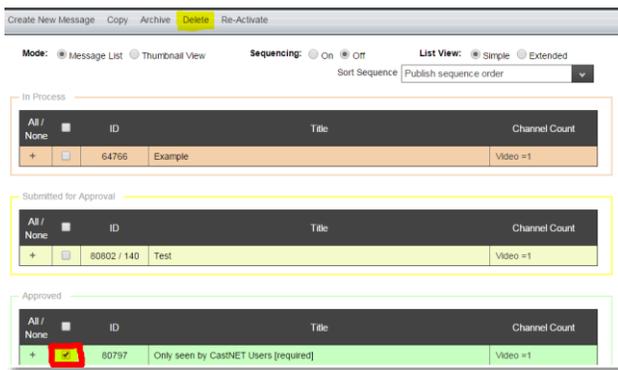
Editing Current Messages

Editing messages is done much the same as creating a new message. Start by clicking on the Title of the message you would like to edit. This will bring you into the same 4 tabs as before. At this point, you can swap templates, select different media & text, adjust the eligibility schedule, and modify the page duration.

Upon completion, you will again choose which status this message will be in. (Saved, Submitted, and Approved)

Deleting Messages

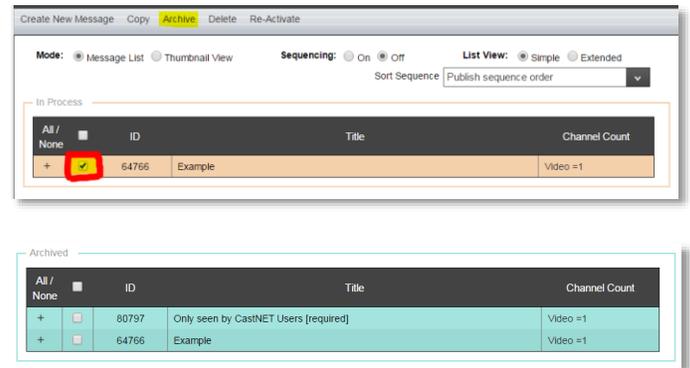
To delete a message, check the box(es) next to the Title of the message(s) you would like to delete. Then click the "Delete" button on the Work bar.



Note: You can also delete a message from within the message creation tabs by clicking the "Delete" button on the Work bar.

Archiving Messages (Blue Status)

To archive a message, check the box(es) next to the Title of the message(s) you would like to archive. Then click the "Archive" button on the Work bar.



To re-activate an Archived message, click the box(es) next to the Title of the message(s) you would like to re-activate. Then click the "Re-Activate" button on the Work bar.

This will force your Achieved message into an Orange Status (Saved). To play live, Review the Message and follow the same steps for message creation. Approve and Publish.

IMPORTANT NOTE:

As discussed earlier in this document, all changes to messages, which includes Creating New, Editing, Deleting, Archiving, and Re-Activating, **MUST** be **Published** in order to take effect.