

User Manual

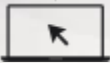
Screen Direct Website

Software Version: SCREEN DIRECT 3.2.0

Date: September 2024

Doc Version: 1.1

Thank you for choosing our product. Please read the instructions carefully before operation. Follow these instructions to ensure that the product is functioning properly. The images shown in this manual are for illustrative purposes only.



For further details, please visit our Company's website
www.zkdigimax.com.

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About the Company

ZKDIGIMAX is a new digital transformation platform company that comes from a joint venture company between PT Digital Mediatama Maxima Tbk ("DMMX") - an Indonesian public listed company focused on digital cloud advertising, and ZKTeco CO. LTD, a Chinese public listed company focused on biometric verification in security and time management solutions. ZKDIGIMAX strives to provide businesses end-to-end solutions, not only in digital cloud advertising, all biometric, computer vision hardware and SaaS software solutions but also in introducing a unique business model to transform retail, quick-service restaurants, offices, and buildings into a digitalized environment.

Our solution will help business owners focus more on their core business to achieve their growth potential, as all their digital needs are handled by us, not only for hardware and software but also managed service and maintenance solutions. ZKDIGIMAX provides a comprehensive total solution for the retail and quick service restaurant industries, from digital signage to AI business analysis, entrance control, time management, hardware leasing, software hosting, and more.

About the Manual

This manual introduces the operations of **Screen Direct Website**.

All figures displayed are for illustration purposes only. Figures in this manual may not be exactly consistent with the actual products

TABLE OF CONTENTS

1	Introduction.....	6
2	CMS Player Setting	6
3	System Management.....	9
3.1	Login	9
4	View Dashboard	10
4.1	Summary	10
4.2	Map	10
4.3	Outlet.....	11
5	Content Resource.....	12
5.1	Template Marketplace	12
5.1.1	Add Templates	12
5.1.2	Search Templates	13
5.2	Content Resource	14
5.2.1	Uploading Ads	15
5.2.2	Delete a Content Resource	16
5.2.3	Batch Delete Content Resources	16
5.2.4	Search Content Resource	17
5.2.5	Previewing Content Resource	17
5.2.6	Uploading a Cover Image.....	18
6	Signage Management	20
6.1	Digital Signage	20
6.1.1	Add a Digital Signage	20
6.1.2	Delete a Digital Signage	22
6.1.3	Batch Delete Digital Signage	22
6.1.4	Edit a Digital Signage	23
6.1.5	Upgrading Digital Signage	24
6.1.6	Batch Upgrade Digital Signage.....	25
6.1.7	Search Digital Signage	25
6.1.8	View Digital Signage Details.....	26
6.2	Associated Signage.....	26
6.2.1	Add an Associated Signage	27
6.2.2	Delete an Associated Signage	29
6.2.3	Batch Delete Associated Signage	29
6.2.4	Edit an Associated Signage.....	30
6.2.5	Search Associated Signage	30
7	Playlist.....	32
7.1	Playlists	32
7.1.1	Add a Playlist.....	32
7.1.2	Delete a Playlist	35

7.1.3	Batch Delete Playlist.....	35
7.1.4	Edit a Playlists.....	35
7.1.5	Previewing Playlist.....	36
7.1.6	Search Playlist.....	37
8	Schedule.....	38
8.1	Schedule.....	38
8.1.1	Add Digital Signage Schedule.....	38
8.1.2	Add Associated Signage Schedule.....	40
8.1.3	Delete a Playback Plan.....	42
8.1.4	Batch Delete Playback Plan.....	42
8.1.5	Edit a Playback Plan.....	43
8.1.6	View Playback Plan Details.....	43
8.1.7	Search Playback Plan.....	44
9	System Management.....	45
9.1	Area Management.....	45
9.1.1	Add an Area.....	45
9.1.2	Delete an Area.....	46
9.1.3	Edit an Area.....	46
9.1.4	Search Area.....	47
9.2	Outlet List.....	47
9.2.1	Add an Outlet.....	47
9.2.2	Batch Delete Outlet.....	48
9.2.3	Edit Outlet.....	48
9.2.4	Search Outlet.....	49
9.3	Location Type.....	49
9.3.1	Add New Location Type.....	50
9.3.2	Delete a Location Type.....	50
9.3.3	Batch Deletion Location Type.....	51
9.3.4	Edit Location Type.....	51
9.3.5	Search Location Type.....	52
9.4	Total Outlet.....	53
9.4.1	Add Outlet Group.....	53
9.4.2	Delete Outlet Group.....	54
9.4.3	Batch Deletion Outlet Group.....	54
9.4.4	Total Outlet Search.....	55
10	User Permissions.....	56
10.1	User Management.....	56
10.1.1	Add a Principal Client.....	56
10.1.2	Delete a User.....	57
10.1.3	Enable/Disable User.....	57
10.1.4	Reset Password User.....	58
10.1.5	Edit User.....	58
10.1.6	Search User.....	59
10.2	Role Management.....	59
10.2.1	Add Role.....	59

- 10.2.2 Modify Role 60
- 10.2.3 Search User..... 60
- 11 Report Management..... 61
 - 11.1 Advertising Statistic 61
 - 11.1.1 Search Advertising Statistic 61
 - 11.1.2 Export Advertising Statistic 62
 - 11.2 Screenshot 62
 - 11.2.1 Search Screenshot 62
 - 11.2.2 Batch Deletion Screenshot 63
 - 11.3 Screen Offline Statistic 63
 - 11.3.1 Search Screen Offline Statistic..... 63
 - 11.4 Operation Record 64
 - 11.4.1 Clearing the Operation Logs..... 64
 - 11.4.2 Search Operation Record 65
 - 11.5 Login Record..... 66
 - 11.5.1 Clearing the Login Logs 67
 - 11.5.2 Search Login Record 68

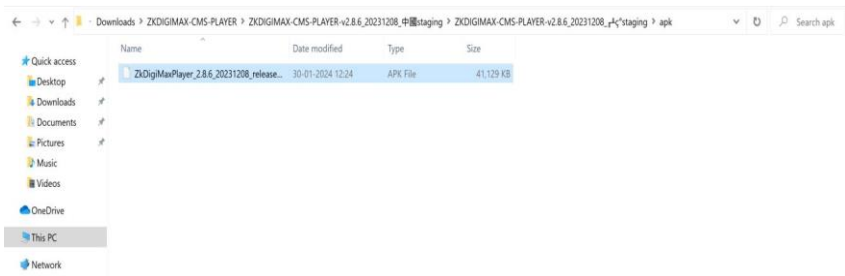
1 Introduction

The Screen Direct Website is a remote content management system designed for smart retail. It provides different roles and permissions for operation and maintenance teams, brand sponsors, store merchants, retailers, and store IT teams, making it convenient for operators to log in and manage various content distribution plans across different regions and stores. This system can connect to thousands of digital signage units, allowing for flexible resource uploads, layout designs, and distribution to stores in various regions and retailers at any time.

The Screen Direct Website supports multiple brands of Android digital signage with direct app installation. It ensures short-term playback in offline environments and can proactively report device status. Additionally, Screen Direct Website offers comprehensive end-to-end services, from content design to final device management, all completed on one platform.

2 CMS Player Setting

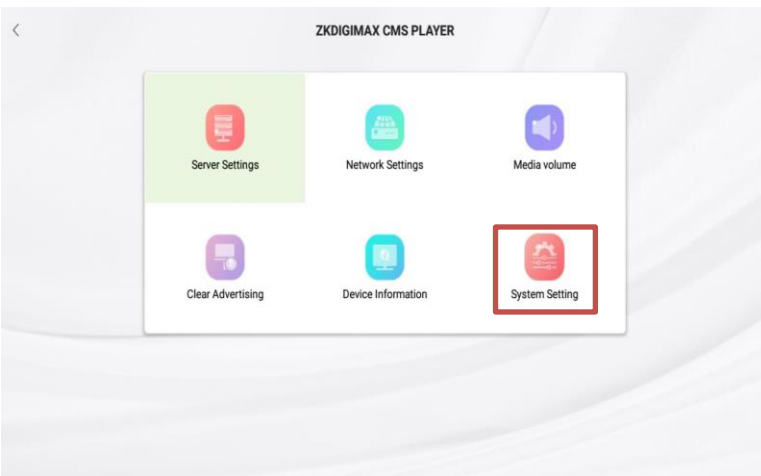
Before using the Screen Direct website, it is necessary to install the Screen Direct Player for signage. To do this, navigate to the "apk" folder within the installation package, copy the "apk" file from the folder to a USB flash drive, insert the USB flash drive into the Signage, and then locate the "apk" file copied from the USB flash drive to proceed with the installation



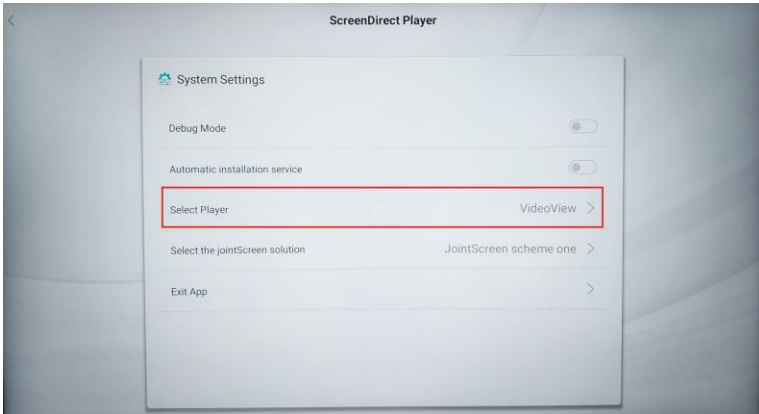
After that, you need to enter the "System Settings." To access the system settings interface, select and long-press the icon located in the upper right corner of the screen using the mouse connected to the digital signage or the remote control. If you are in the video playback interface, you can use the mouse to long-press the upper right corner of the screen. Alternatively, you can use the remote control to press the Right button. Once the light green square icon appears, long-press the OK button on the remote control to enter the system setup.



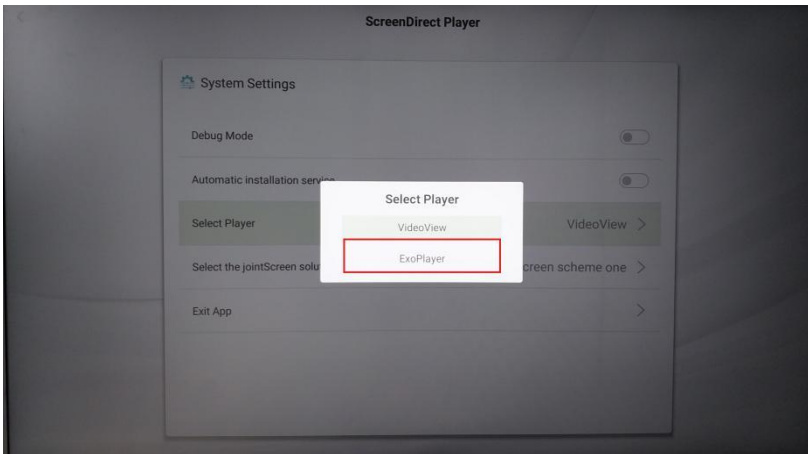
In the **System Settings**, click on [**System Setting**] to access the system settings interface for the digital signage. From there, you can configure the system for the signage. After installing the Screen Direct Player on the signage, you need to open the player settings page to make some adjustments if you are using the DG03-A1W series. For other types, no additional settings are required.



To set up the DG03-A1W Series, first navigate to the Screen Direct Player settings. After that, go to the system settings menu and click on [**Select Player**].

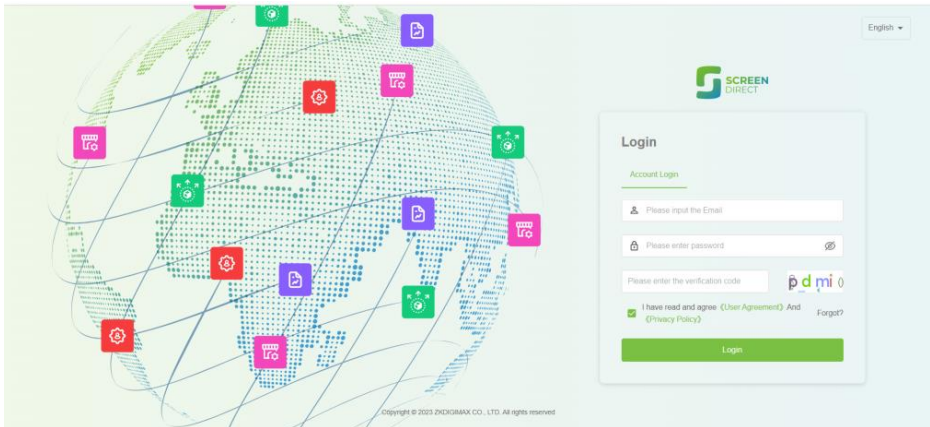


After that, change the player and select **[Exo Player]**. The Screen Direct Player will automatically restart.



3 System Management

3.1 Login



When you enter the system at the server address, you will be authenticated by entering your account and password and fill the verification code.

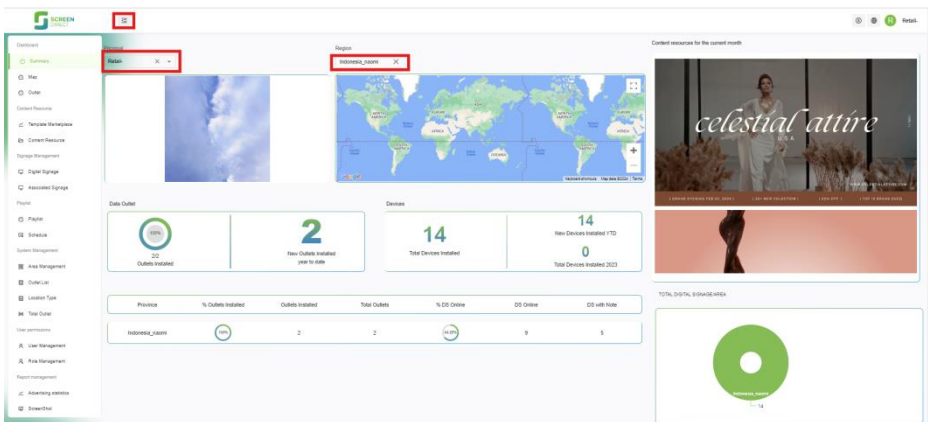
- **Access the Website:** Open your browser and enter the link cms12.zkdigimax.com in the address bar. Press Enter to open the login page.
- **Enter Credentials:**
 1. Fill in the **Email** field with your registered email address.
 2. Fill in the **Password** field with your account password.
- **Enter Verification Code:** The verification code will appear on the page. Copy and paste this code into the provided field.
- **Agree to Terms:** Check the box indicating that you have read and agree to the **User Agreement** and **Privacy Policy**.
- **Login:** Click the **Login** button to access your account.

4 View Dashboard

4.1 Summary

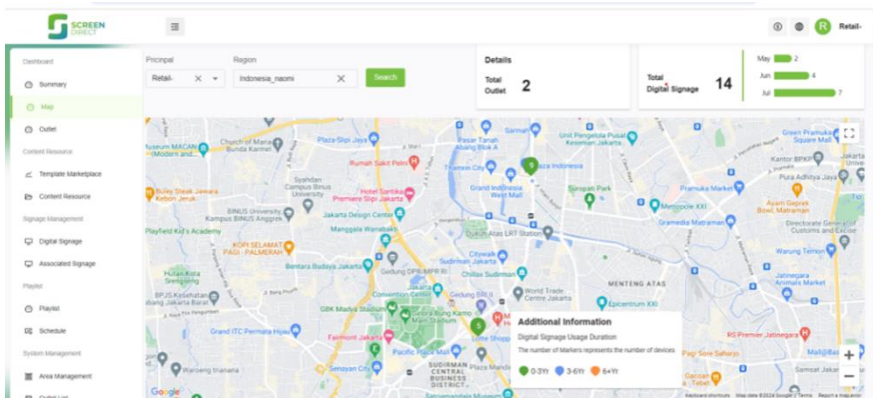
Depending on the type of account logged in, there are three different user roles in the current system: operator account, retail client account, and principal client account. Based on the different user roles, the dashboard displays relevant store information, screen data, advertising data, and other information.

Open the left menu bar, click **[Dashboard]** > **[Summary]** to enter the summary detail page, as shown in the following figure. Open the left menu bar and click on **[Dashboard]** > **[Summary]** to enter the summary detail page, as shown in the figure below.



4.2 Map

Ability to use location icons on the map to mark the full distribution of stores. It also displays different information depending on the type of account logged in.



Zoom in and out of the map by sliding the mouse, support location search by province, city, county and fuzzy search. When the mouse moves to a point, display the corresponding information.

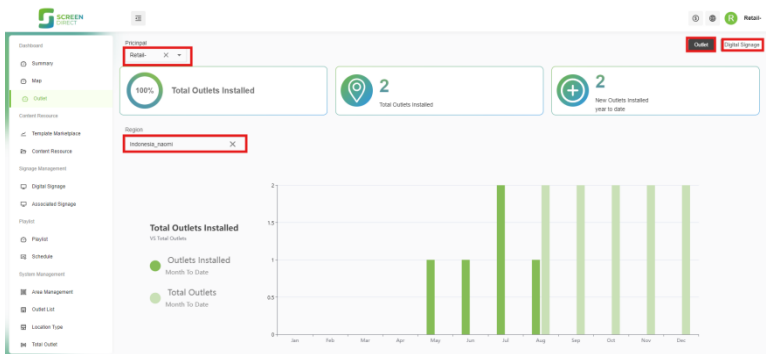
Operator Account: display store name, store address, manager name, manager email.

Retail Client Account: display store name, store address, manager name, manager email.

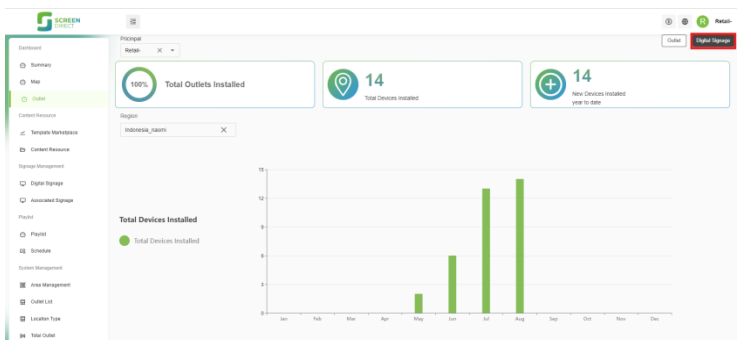
Principal Client Account: display store name, retailer name, store address, manager name, manager email.

4.3 Outlet

In the Outlet section, you can monitor the device status in real-time through the Signage Status Monitoring column. Detailed information for all devices in the list is available, as shown in the figure below. In this section, you can see the Total Outlets Installed, New Outlets Installed, and a graph comparing total outlets installed versus total outlets. To view specific data, select the desired principal and region by clicking on the relevant options, as illustrated in the figure below.



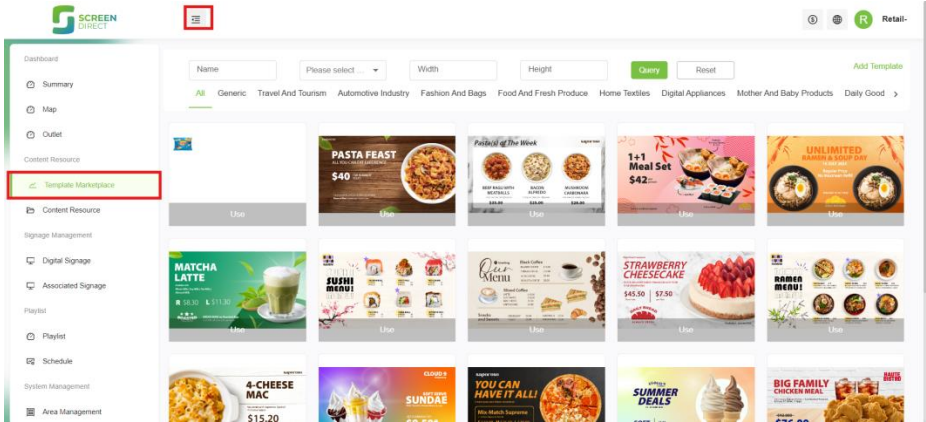
In addition, you can view the total number of digital signage at the right end of the page. In the Digital Signage menu, you will see the number of devices installed, along with a graph displaying the total number of devices installed each month.



5 Content Resource

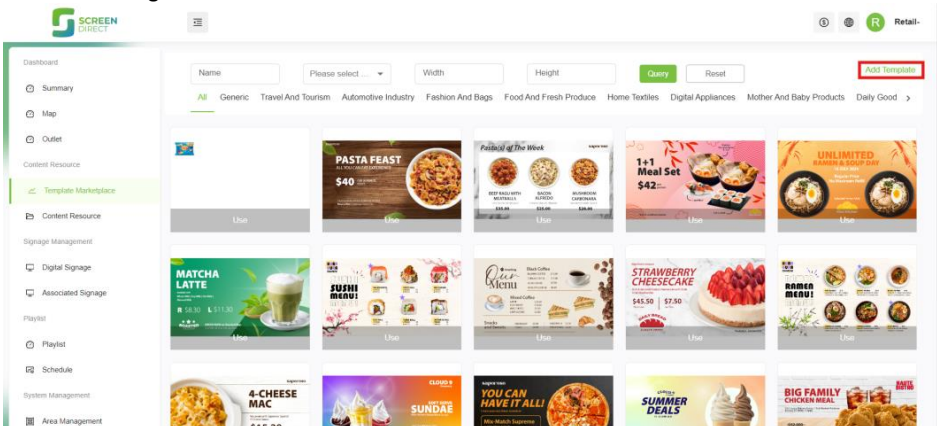
5.1 Template Marketplace

This section contains templates that can be used for signage, including various types such as generic items, food and fresh products, fashion and bags, and more. To access the template resource detail page, open the left menu bar and click on **[Content Resource] > [Template Marketplace]**, as shown in the figure below.

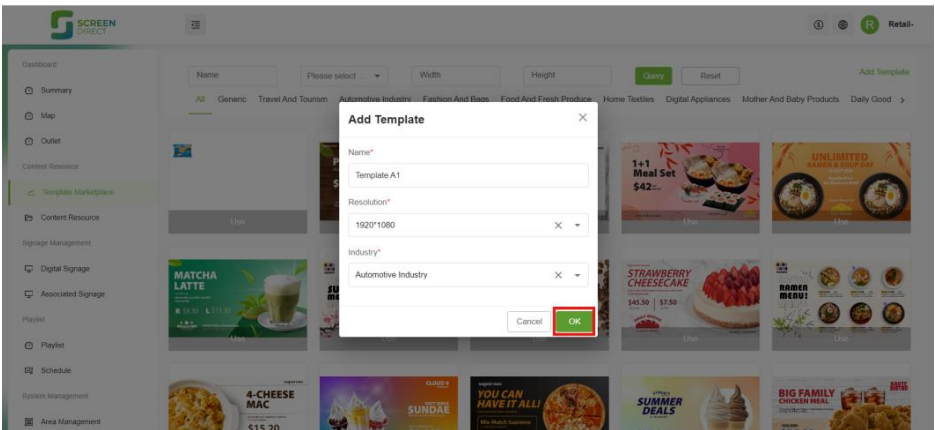


5.1.1 Add Templates

On the Template Marketplace page, click **[Add Template]** to access the Add Template page, as shown in the figure below.

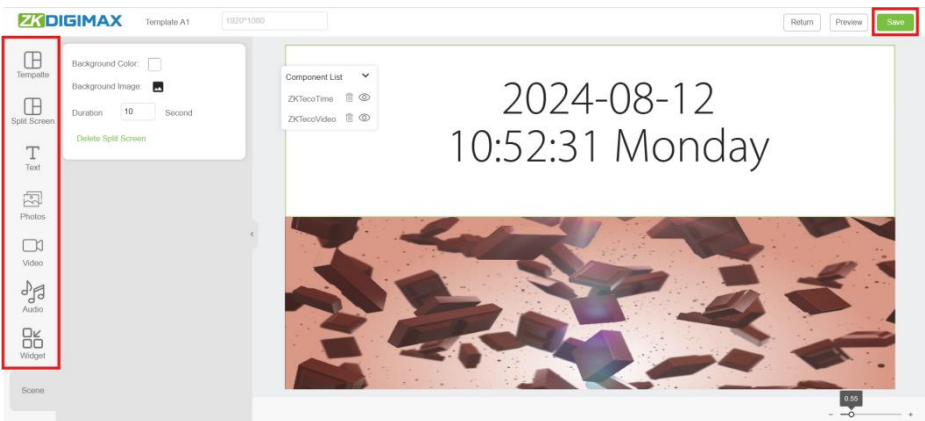


After entering the template information on the Add Template page, click **[OK]**.



Set the parameters as shown below:

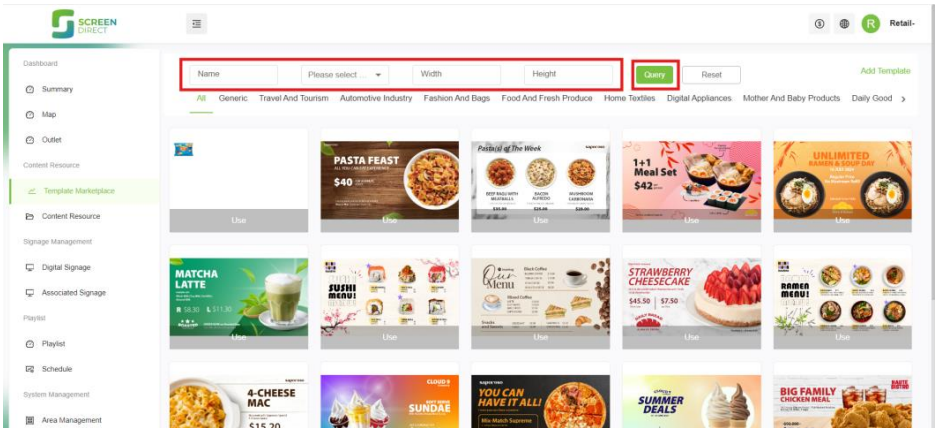
- ✧ **Name:** Enter the name of the template.
- ✧ **Resolution:** Click to select the resolution for the template. If no resolution options are available, you can choose the "Custom" option.
- ✧ **Industry:** Click on the symbol and select the industry type from the available options. There are various types of industries to choose from.



After that, a display will appear, allowing you to add various components to the template, such as text, photos, videos, audio, widgets, and split screens. To save your changes, click **[Save]**, as shown in the figure below.

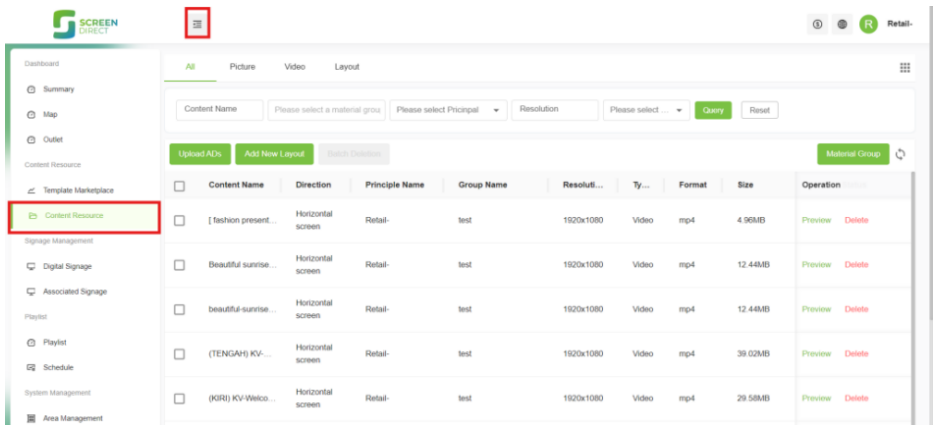
5.1.2 Search Templates

Enter information or keywords, such as the template name, template direction, template width, and height, in the search field of the resource list. Then, click **[Query]** to search for relevant resource information, as shown in the figure below.



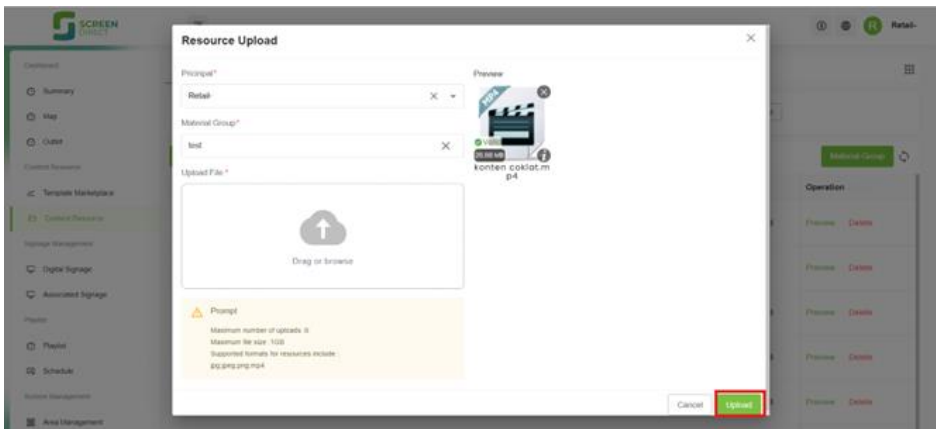
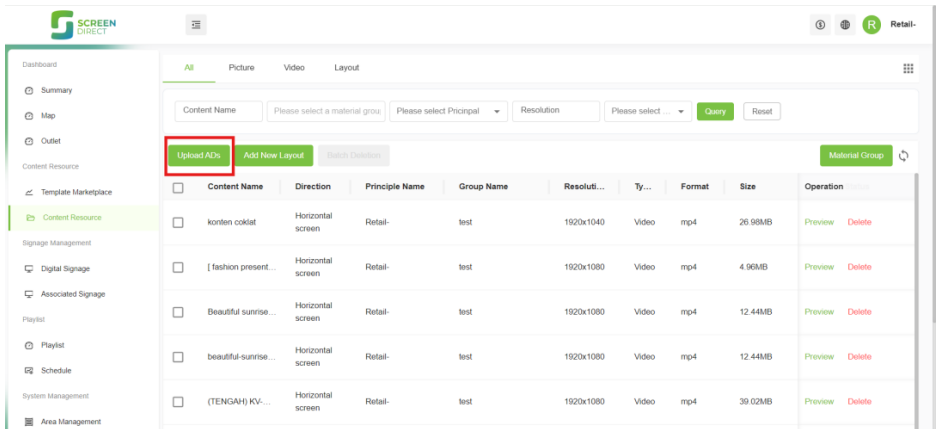
5.2 Content Resource

This section is used to upload content resources, including images and video materials. To access the content resource detail page, open the left menu bar and click **[Content Resource] > [Content Resource]**, as shown in the figure below.



5.2.1 Uploading Ads

In the content resource detail page, click **[Upload Ads]**. Enter the relevant information in the pop-up window, then click **[Upload]**, as shown in the figure below.



Set the parameters as shown below:

- ✧ **Principal:** Click and select the principal type, with Retailer Client and Principal Client available.
- ✧ **Material Group:** Depending on the principal type, click on the input box and select the appropriate principal (retailer or advertiser).

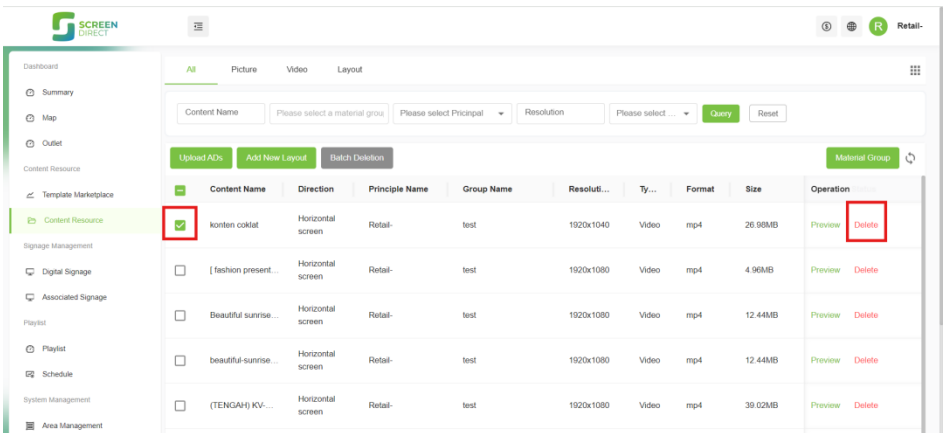
✧ **Upload File:** Upload files by dragging and dropping them into the designated area or by clicking to browse. Tip: The maximum number of uploads at one time is 6, with a maximum file size of 1GB. Supported file formats include: JPG, JPEG, PNG, and MP4.

Prompt:

1. *Maximum number of uploads: 6*
2. *Maximum file size: 1 GB*
3. *Supported formats for resources include: jpg, jpeg, png, mp4*

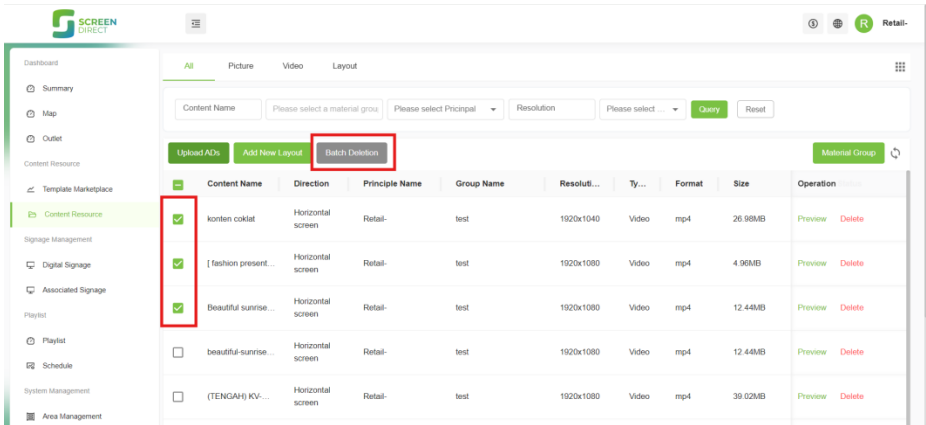
5.2.2 Delete a Content Resource

To delete a previously uploaded content resource, first select the content you want to remove. Then, click **[Delete]**. Confirm your action by clicking **[OK]** in the pop-up window that appears, as shown in the figure below.



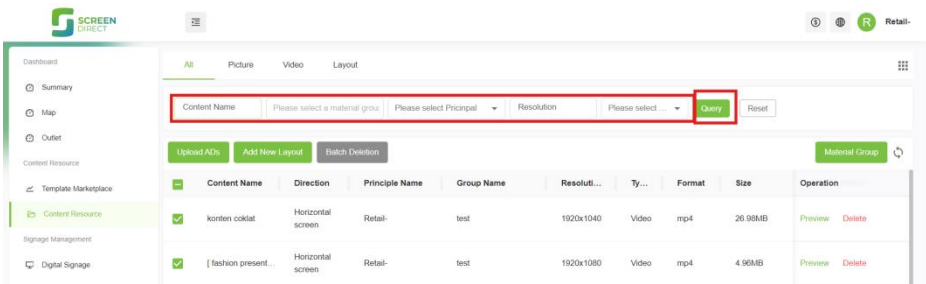
5.2.3 Batch Delete Content Resources

To delete multiple contents at once, first select the contents you want to remove from the content resource list. Then, click **[Batch Deletion]**. A confirmation pop-up will appear, prompting you to confirm the deletion of the selected contents. Click **[OK]** to proceed with the batch deletion, as shown in the figure below.



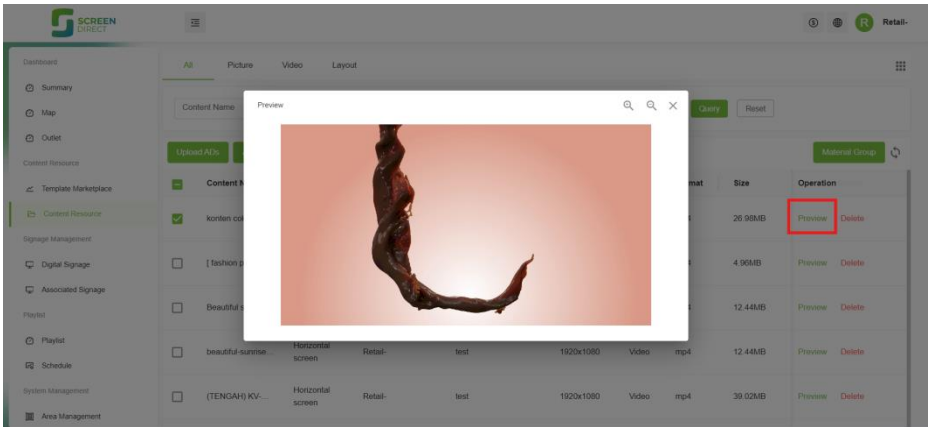
5.2.4 Search Content Resource



To find the desired content, you can enter information such as the content name, direction (Horizontal or Vertical), resolution of the video content, and principal in the search field of the resource list. After filling in the relevant search criteria, click **[Query]** to perform the search based on the provided information. The system will then display the content that matches your search criteria, as shown in the figure below.

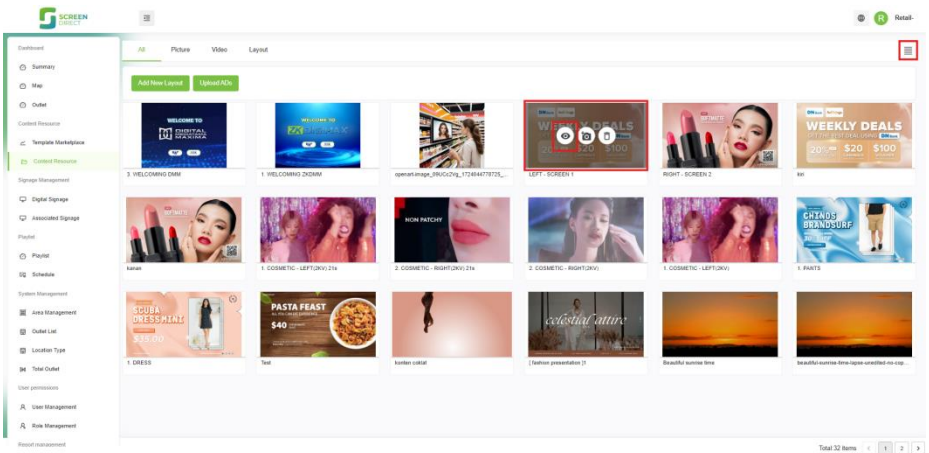


5.2.5 Previewing Content Resource


Previewing allows you to view the content that has been uploaded. To preview a specific content, first select the content you want to view from the resource list. Then, click **[Preview]** to display the uploaded content. The selected content will be shown, as illustrated in the figure below.

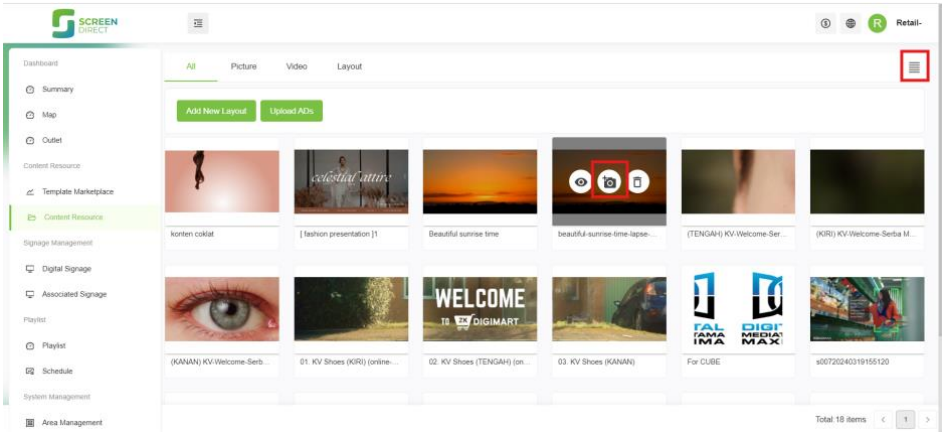


Or click the  icon in the upper right corner of the menu bar to switch to the icon preview mode, and then click on the  icon to preview it, as shown in the following figure.



5.2.6 Uploading a Cover Image

To update the cover image of an uploaded content, you can switch to icon preview mode by changing the view option located at the top right corner. Then, select the specific content for which you wish to change the cover image. Click on the icon  and upload the desired file to be used as the new cover image. Finally, click [Upload] to finish the process, as demonstrated in the figure below.



Reminder:

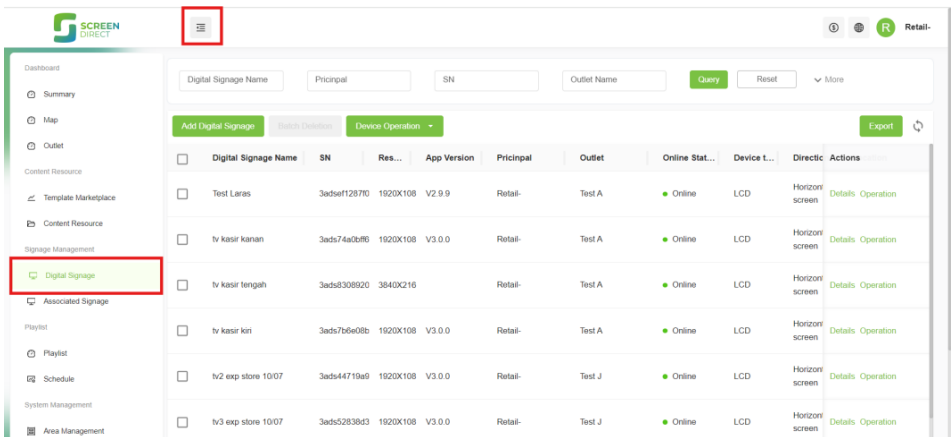
1. Limit number of files to upload: 1
2. Files cannot exceed 100MB in size
3. Compatible file formats: gif, jpg, jpeg, png

6 Signage Management

Signage management is used to manage all devices docked to the platform, supporting simple remote operation of the device, the device needs to be on the cloud.

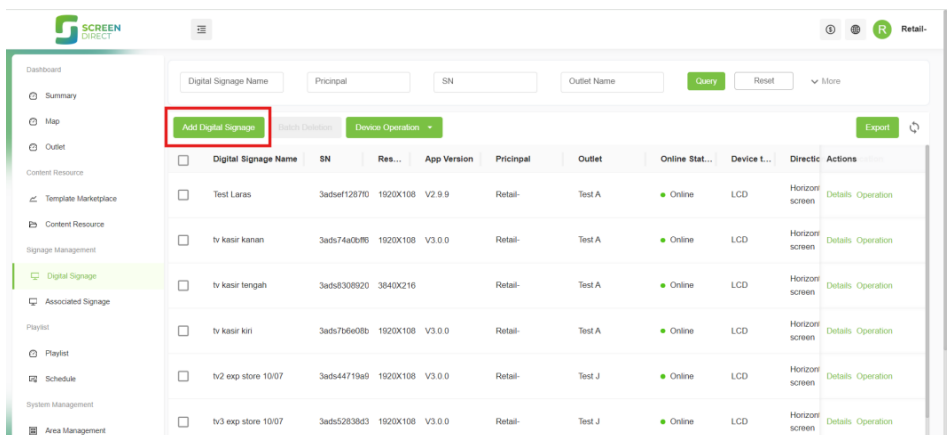
6.1 Digital Signage

In the Signage Management menu, you have the option to register new signage to your account and make changes to existing signage. To navigate to the Digital Signage detail page, simply open the left menu bar and select **[Signage Management] > [Digital Signage]**, as indicated below.



6.1.1 Add a Digital Signage

On the digital signage details page, click **[Add Digital Signage]** to enter the Add Digital Signage page, as shown below.



After entering the digital signage information on the Add Digital Signage page, click **[Submit]**.

Set the parameters as shown below:

- ✧ **Digital Signage Name:** Enter the name of the digital signage.
- ✧ **Serial Number:** Enter the serial number of the digital signage into the system.
- ✧ **Device type:** Click and select the device type, there are LCD and LED screen
- ✧ **Direction:** Click and select the screen orientation of the digital signage, there are horizontal and vertical screen available.
- ✧ **Affiliate Principal:** Click and select the principal to which the outlet user belongs.
- ✧ **Outlet:** Click and select the outlet to which the digital signage belongs. **Note:** You need to add new outlet information in **[Outlet List]** beforehand.
- ✧ **Location:** Fill in the appropriate address after selecting the outlet to which the digital signage belongs.
- ✧ **Resolution Width:** Fill in the width resolution size of the LED or LCD used.
- ✧ **Resolution Height:** Fill in the Height resolution size of the LED or LCD used.

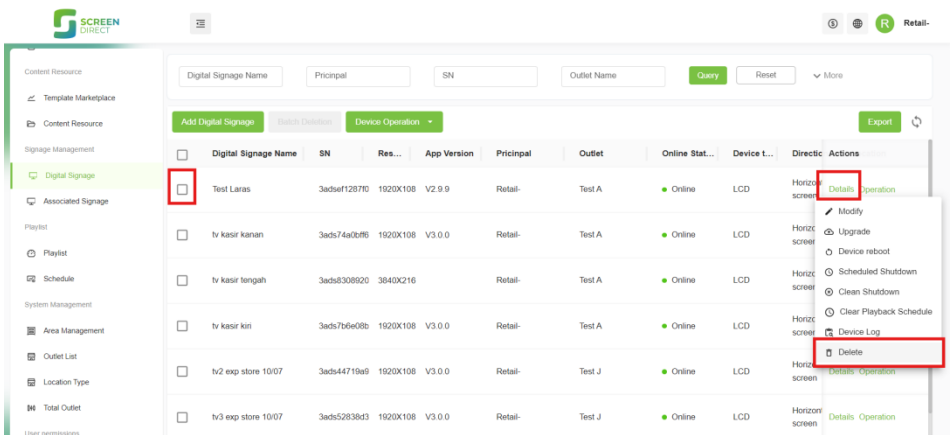
NOTE: Digital signage is energized and connected to the Internet

1. Enter the digital signage Ethernet Settings or WIFI Settings menu, enter the communication Settings page Network Settings successfully.
2. The server connection address is set, and the server is set successfully.

3. On the side of the digital signage box or the back of the digital signage, you can find the digital signage Serial Number.
4. Fill in the digital label Serial Number on the system.

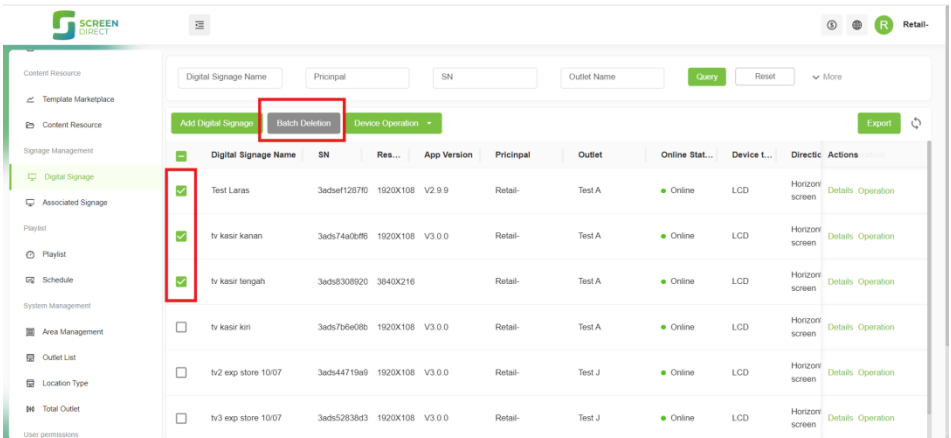
6.1.2 Delete a Digital Signage

In the digital signage details page, check the digital signage that needs to be deleted, click **[Delete]** after the list, and click **[OK]** in the pop-up window to delete the digital signage information, as shown in the following figure. **Note:** Deleting a digital signage will synchronize the deletion of all the playback plans in the digital signage, please operate with caution.



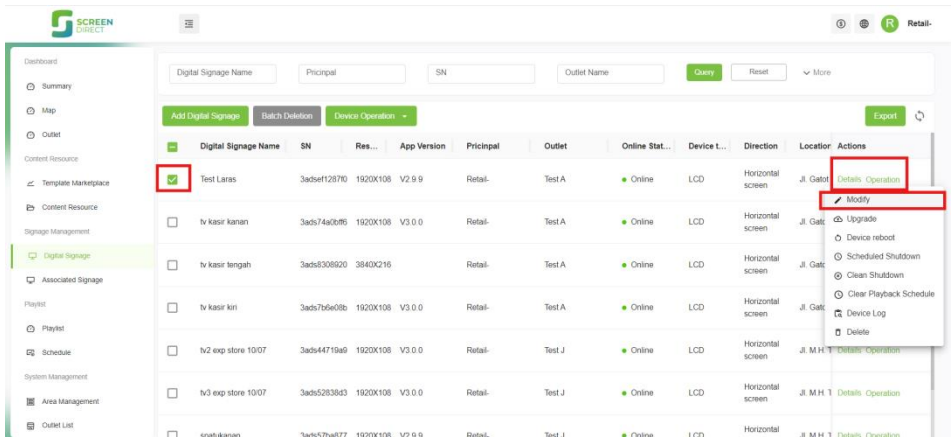
6.1.3 Batch Delete Digital Signage

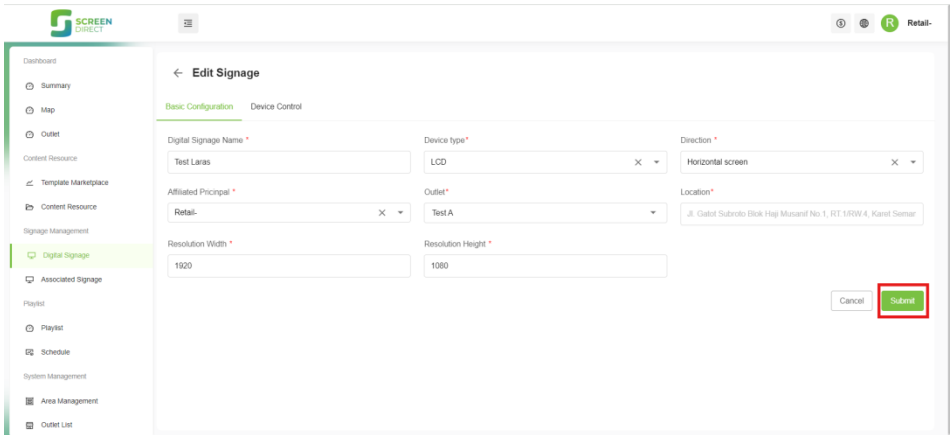
In digital signage menu, you can delete multiple registered digital signage entries in a single action. To do this, first select the digital signage you wish to delete. Then, click on **[Batch Deletion]**. A pop-up window will appear for confirmation. Click **[OK]** to proceed with the deletion of the selected digital signage, as shown in the figure below.



6.1.4 Edit a Digital Signage

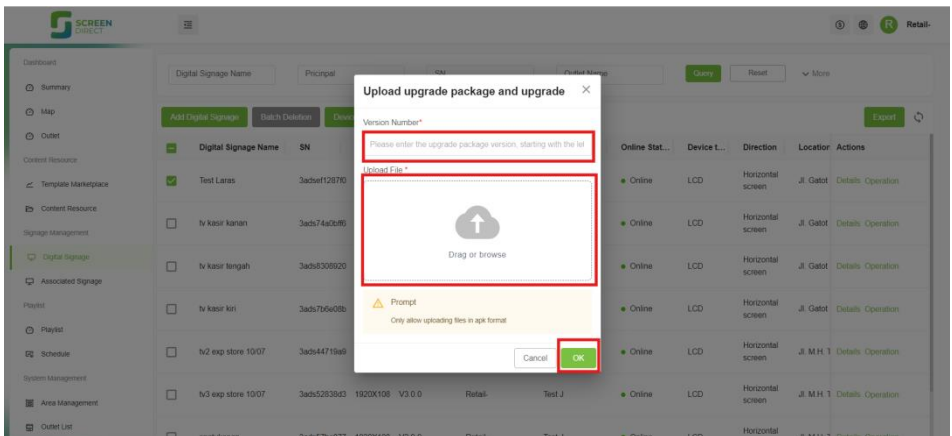
In the digital signage menu, you have the option to adjust the configuration of registered signage. To do this, choose the specific signage you want to modify and click **[Modify]**. The interface will then present the current information for that signage, allowing you to make the necessary updates. Once you have made your changes, click **[Submit]** to save the updated information, as illustrated in the following figure.





6.1.5 Upgrading Digital Signage

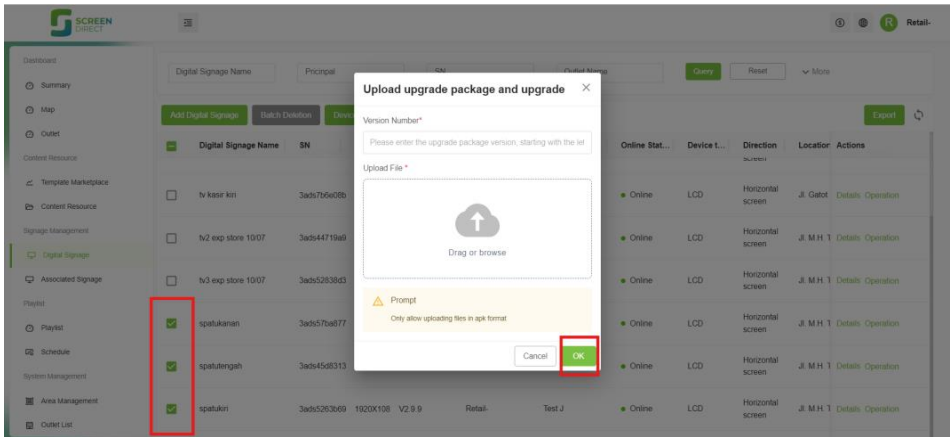
To upgrade the digital signage, first check the version of the signage that needs to be upgraded in the digital signage list. Select the signage you want to upgrade, then click **[Operation]** and choose **[Modify]**. Enter the new version number starting with "V," and upload the latest APK file. Finally, click **[OK]** to complete the upgrade process, as shown in the following figure.



NOTE: Only allow uploading files in apk format.

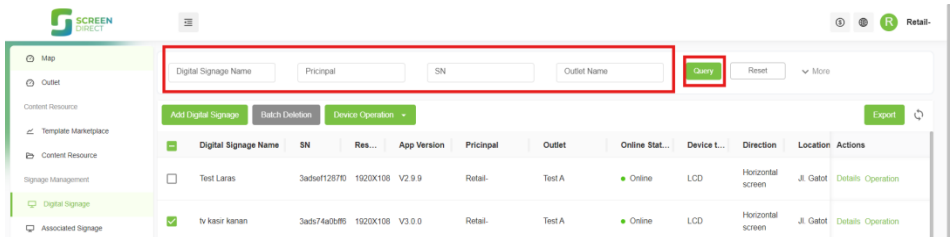
6.1.6 Batch Upgrade Digital Signage

To batch upgrade digital signage, first select multiple digital signage items that need to be upgraded from the digital signage list. Click **[Batch Upgrade]**. In the pop-up window, enter the upgrade package version starting with the letter "V." You can then drag and drop or browse to select the upgrade package file. Finally, click **[OK]** to perform the batch upgrade for the selected digital signage, as shown in the following figure.



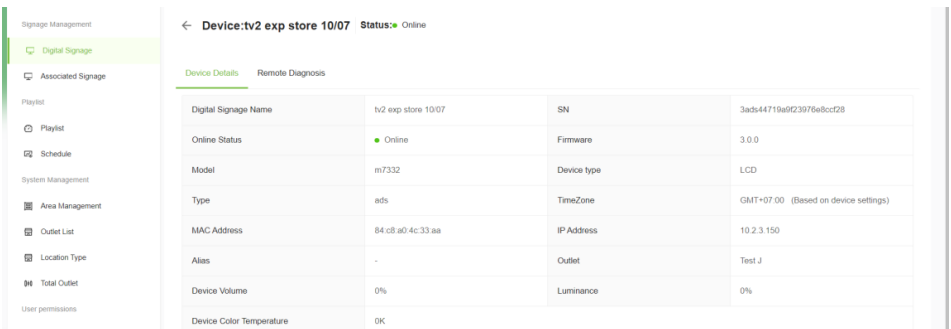
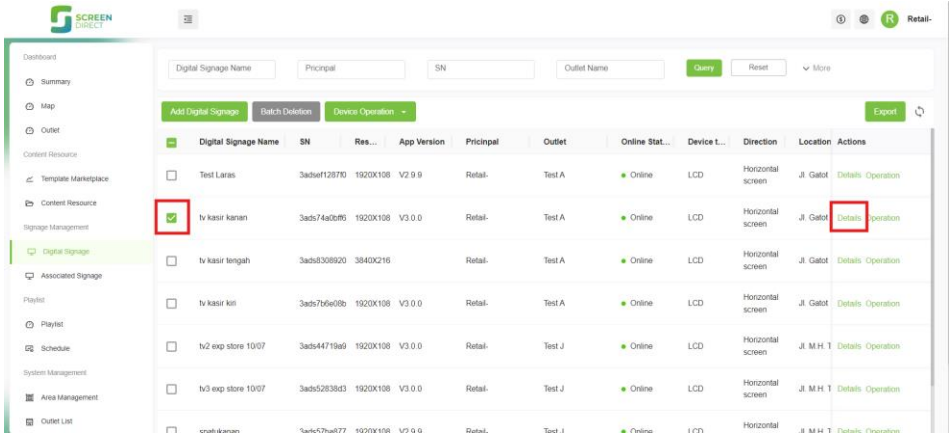
6.1.7 Search Digital Signage

To find specific digital signage, simply enter relevant information or keywords in the search field of the digital signage list. You can input details such as the digital signage name, serial number, outlet name, model, online or offline status, and location. Once you have entered the relevant information, click **[Query]** to retrieve the related digital signage information. The matching signage will then be displayed in the list, as depicted in the following figure.



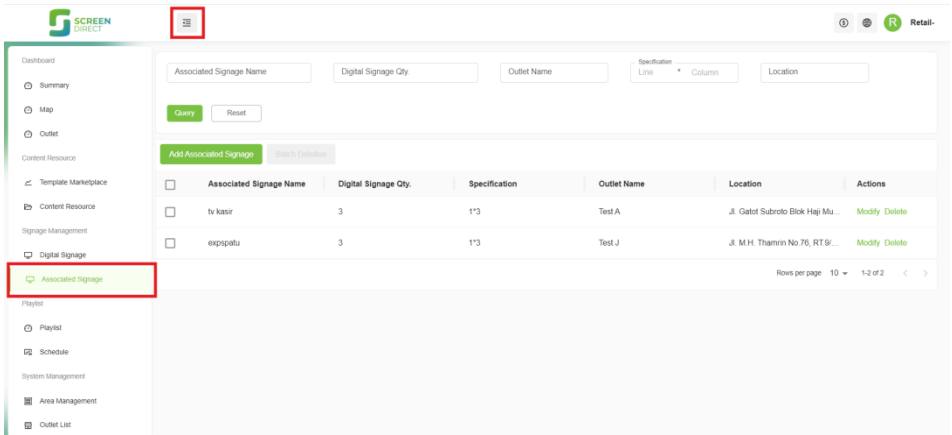
6.1.8 View Digital Signage Details

To view the details of a digital signage, first select the signage you want to check from the digital signage list. Then, click **[Details]** to access all the information related to the selected digital signage. To exit the current interface, click **[Return]**. This process is illustrated in the following figure.



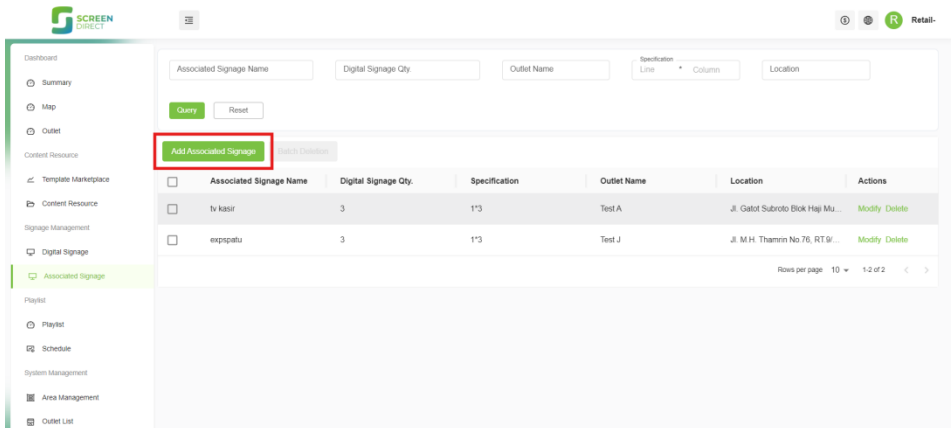
6.2 Associated Signage

In the Associated Signage menu, you can manage settings related to associated signage, allowing you to group signage together for synchronized content sharing. To access the signage management detail page, open the left menu bar and click **[Signage Management] > [Associated Signage]**, as shown in the following figure.

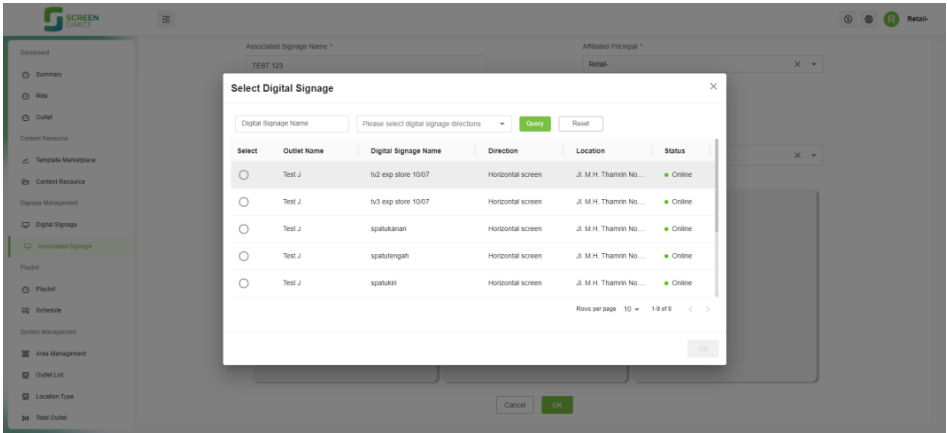


6.2.1 Add an Associated Signage

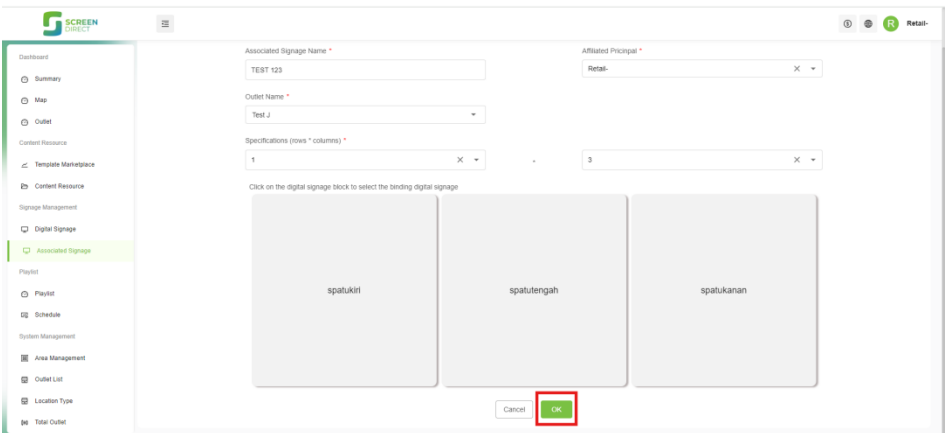
1. In the signage management detail page first click **[Associated Signage]**, then click **[Add Associated Signage]** to enter the add associated signage interface, as shown in the following figure.



2. Enter the relevant information and then click on the digital signage block to select the binding digital signage. **Note:** Offline or duplicate digital signage cannot be selected.



3. Click [OK] to complete the addition.

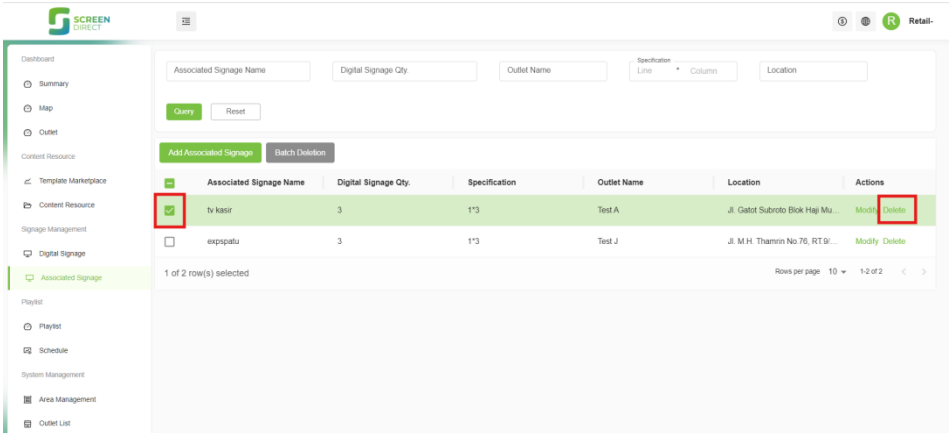


Set the parameters as shown below:

- ✦ **Associated Signage Name:** Enter the name of the associated signage.
- ✦ **Outlet name:** Click and select the outlet. **Note:** You need to bind the digital signage to the outlet in [Digital Signage] beforehand to associate the signage.
- ✦ **Specifications (rows * columns):** Click and select the number of rows of the signage, there are 1, 2, 3, 4 rows available. Click and select the number of columns of the signage, there are 1, 2, 3, 4, 5, 6, 7, 8 columns available.
- ✦ **Affiliated Customer:** Click and select the principal to which the outlet user belongs.

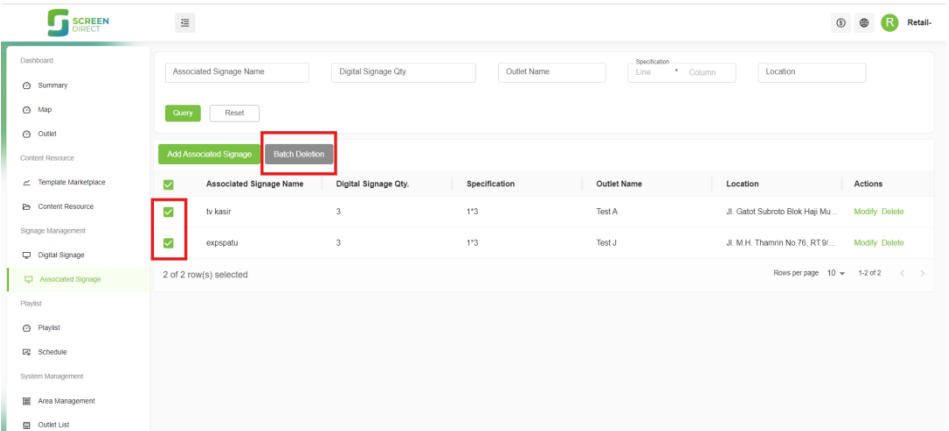
6.2.2 Delete an Associated Signage

To delete an associated signage that has been registered, select the associated signage you want to remove by checking the appropriate box. Then, click the **[Delete]** button. A confirmation pop-up will appear to confirm the deletion of the associated signage. Click **[OK]** to confirm the deletion of the associated signage information, as shown in the following figure. **Note:** Deleting the signage will also simultaneously delete all playback plans associated with that signage. Please proceed with caution.



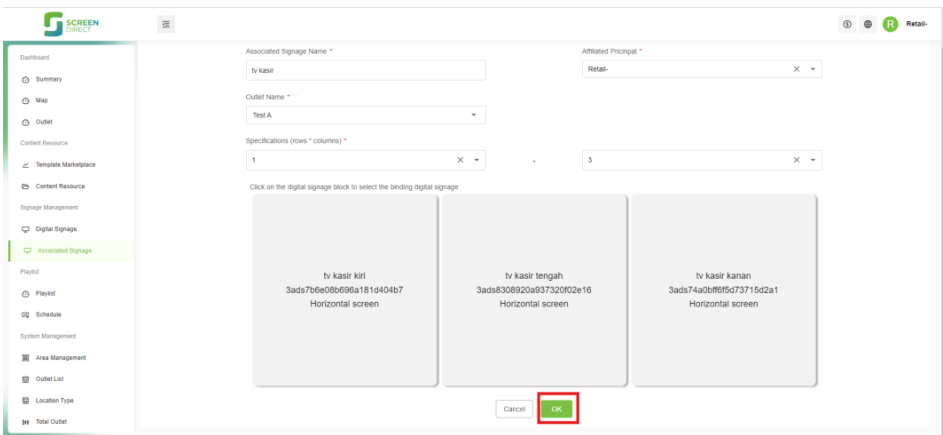
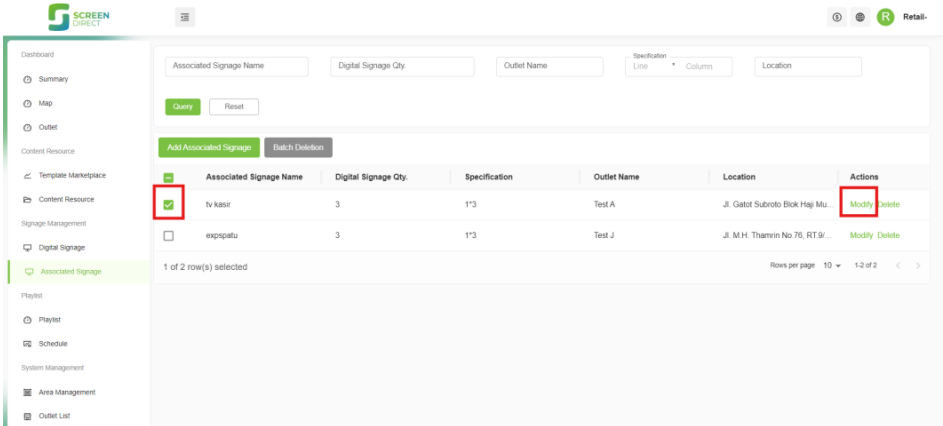
6.2.3 Batch Delete Associated Signage

You can check multiple associated signage and click **[Batch Deletion]**, click **[OK]** in the pop-up window to delete multiple associated signage information, as shown below. **Note:** Deleting the screen will synchronously delete all playback plans in that screen, please operate with caution.



6.2.4 Edit an Associated Signage

To edit an associated signage, first select the associated signage you wish to modify from the list. Then, click the **[Modify]** button. This will open the associated signage modification interface, where you can update the relevant information. After making the necessary changes, click **[OK]** to save the modifications, as shown in the following figure.



6.2.5 Search Associated Signage

In the search field of the associated signage list, enter the information or keywords such as associated signage name, digital signage quantity, outlet name, specification (Line * Column), location, etc., and click **[Query]** to search the related associated signage information, as shown in the following figure.

The screenshot displays the 'Associated Signage' section of the Screen Direct website. At the top, there is a search filter bar with the following fields: 'Associated Signage Name', 'Digital Signage Qty', 'Outlet Name', 'Specification' (with a dropdown menu set to 'List'), 'Column', and 'Location'. Below the filter bar are 'Query' and 'Reset' buttons. A green button labeled 'Add Associated Signage' and a 'Search Definition' button are also present. The main content is a table with the following columns: 'Associated Signage Name', 'Digital Signage Qty', 'Specification', 'Outlet Name', 'Location', and 'Actions'. The table contains two rows of data:

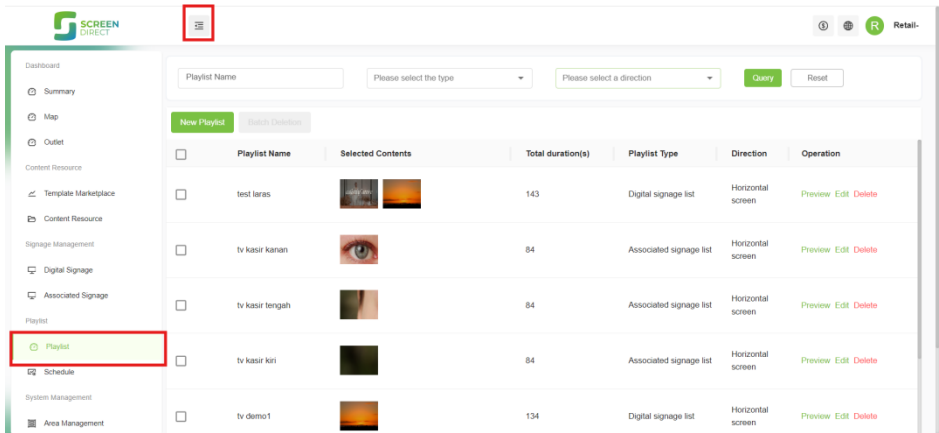
Associated Signage Name	Digital Signage Qty	Specification	Outlet Name	Location	Actions
tv kasi	3	1'3	Test A	Jl. Gatot Subroto Blok Haji Musanif...	Modify Delete
expapattu	3	1'3	Test J	Jl. M.H. Thamrin No.76, RT.9/RW.5...	Modify Delete

At the bottom right of the table, there is a pagination control: 'Rows per page 10', '1 of 2', and navigation arrows.

7 Playlist

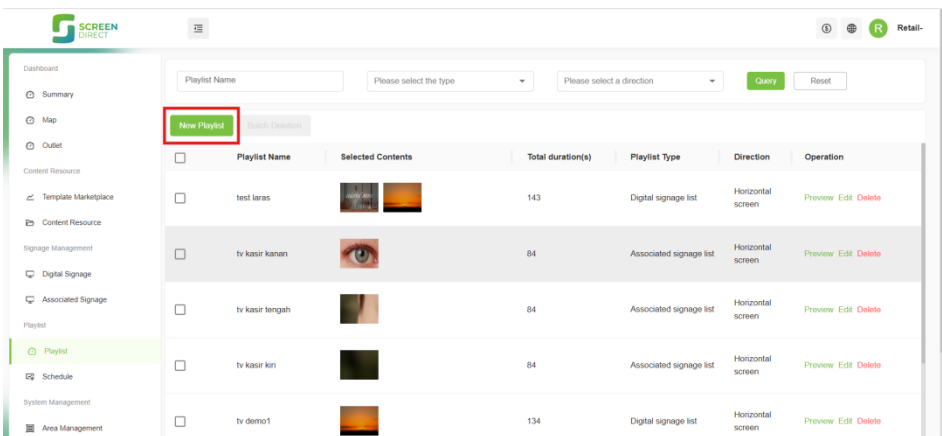
7.1 Playlists

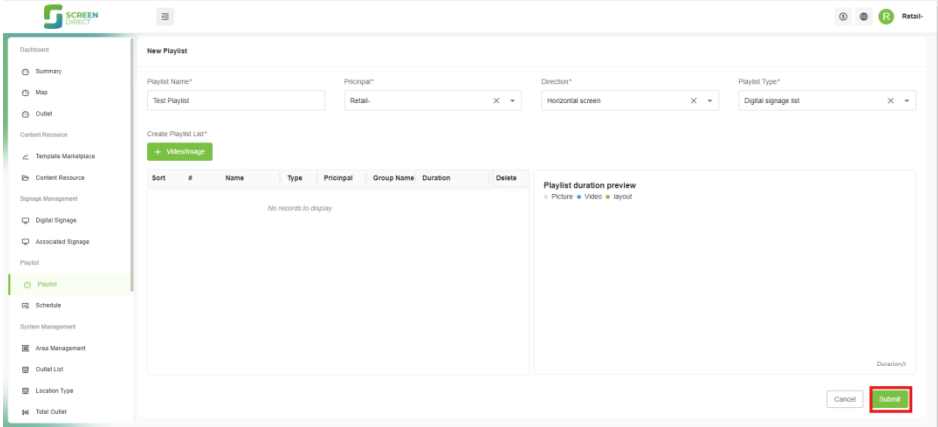
This section is used to configure the list of items to be played and supports the selection of multiple advertisement resources. To access the playlist detail page, open the left menu bar and click on **[Playlist]** > **[Playlist]**, as shown in the figure below.



7.1.1 Add a Playlist

1. On the playlist detail page, click **[New Playlist]** to jump to the New Playlist interface, as shown in the following figure.

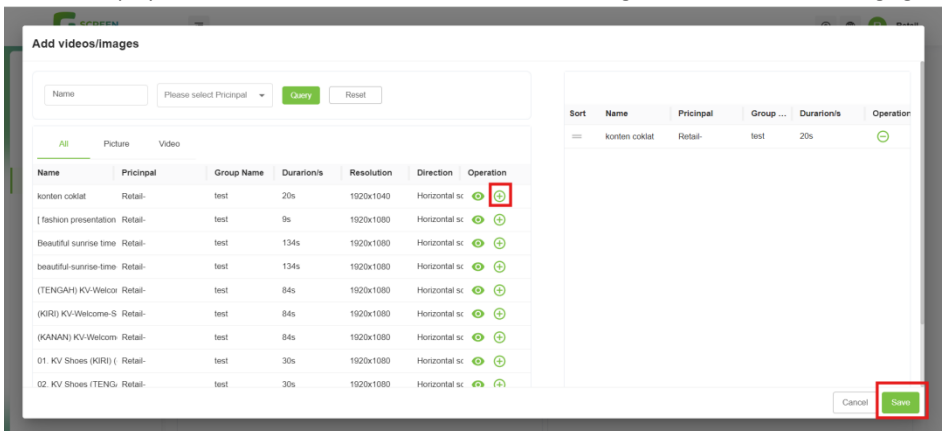


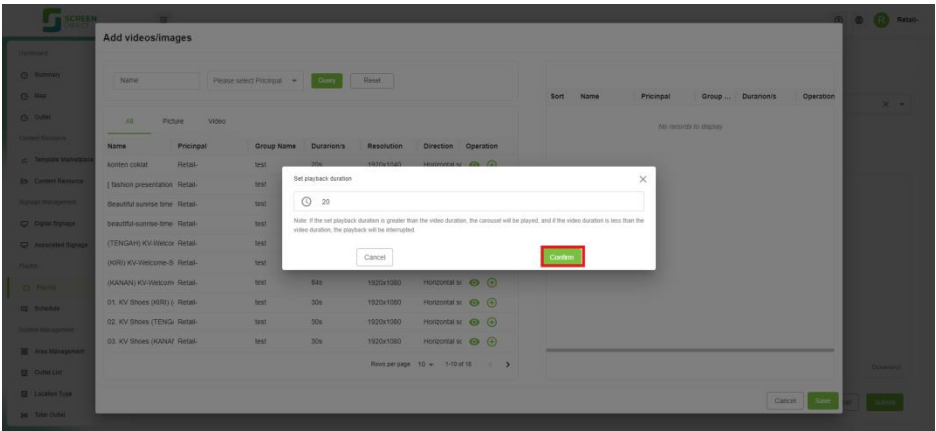


Set the parameters as shown below:

- ✧ **Playlist Name:** Input the playlist name.
- ✧ **Principal:** Click and select the principal, there are list of the principal.
- ✧ **Direction:** Click and select the direction of the playlist, there are horizontal and vertical screen available.
- ✧ **Playlist Type:** Click and select the type of playlist, there are digital signage list, associated signage list, layout list available.
- ✧ **+Video/Image:** Click the icon to create the playlist list.

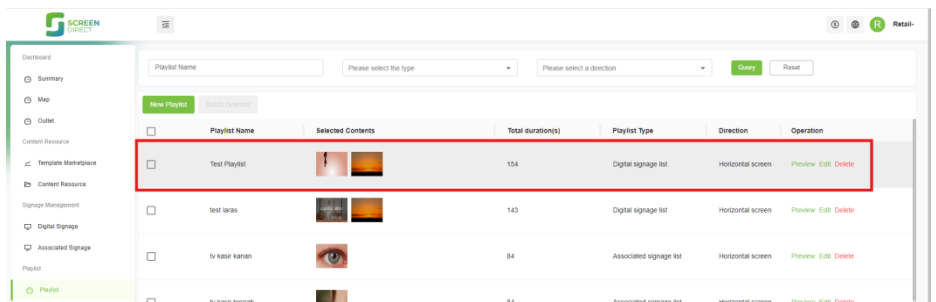
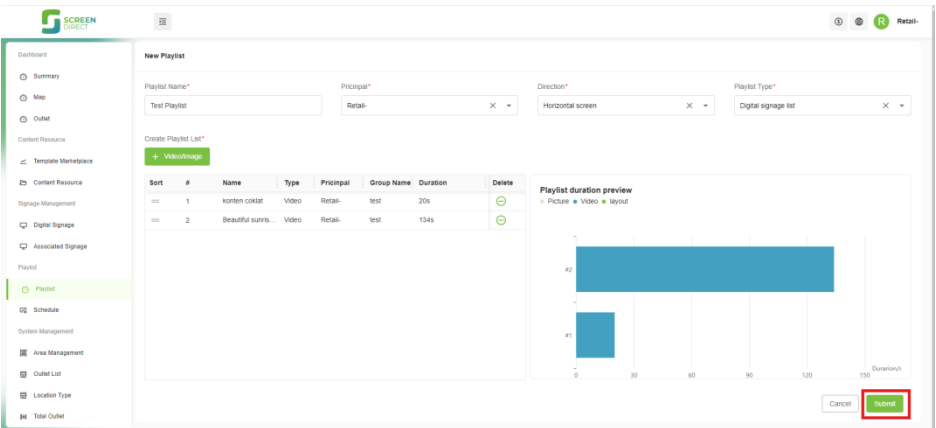
2. After inputting the name of the playlist, selecting the direction and type of the playlist, click **[+ Video/Image]**, then click on the advertisement resource to be added in the pop-up window, set the playback duration and then click **[Save]** after finishing, as shown in the following figure.





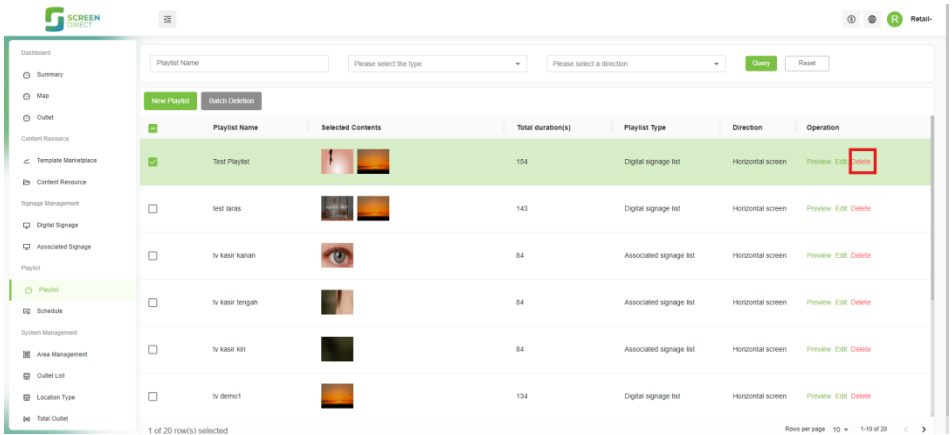
Note: If the set playback duration is greater than the video duration, the carousel will be played, and if the video duration is less than the video duration, the playback will be interrupted.

3. Finally, click [**Submit**] to complete the addition. Then the new playback plan will be displayed in the list as shown below.



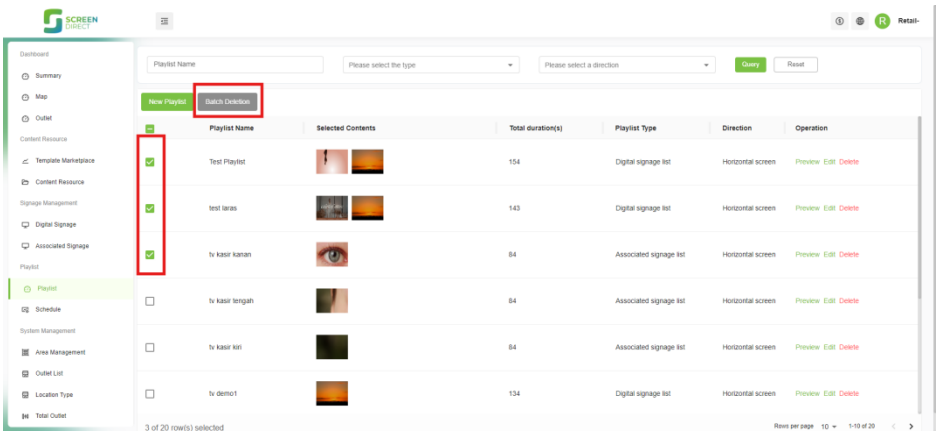
7.1.2 Delete a Playlist

To delete a playlist, check the playlist you want to remove, then click **[Delete]**. In the pop-up window, click **[Confirm]** to proceed with the deletion, as shown in the figure below.



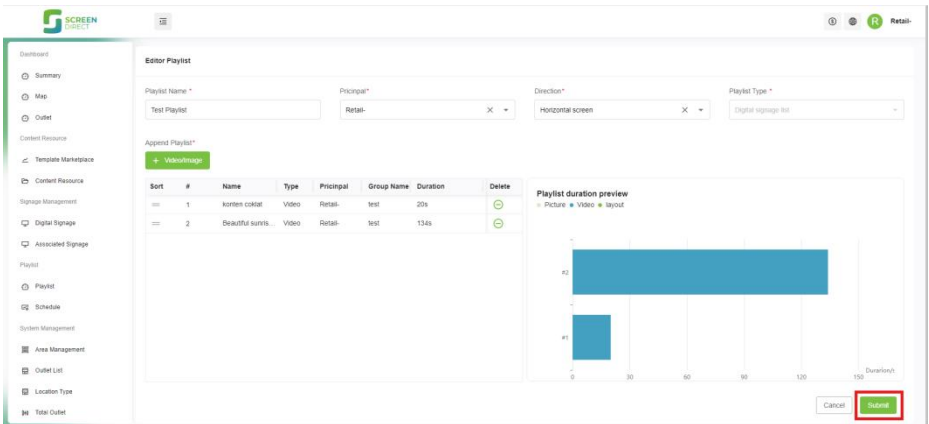
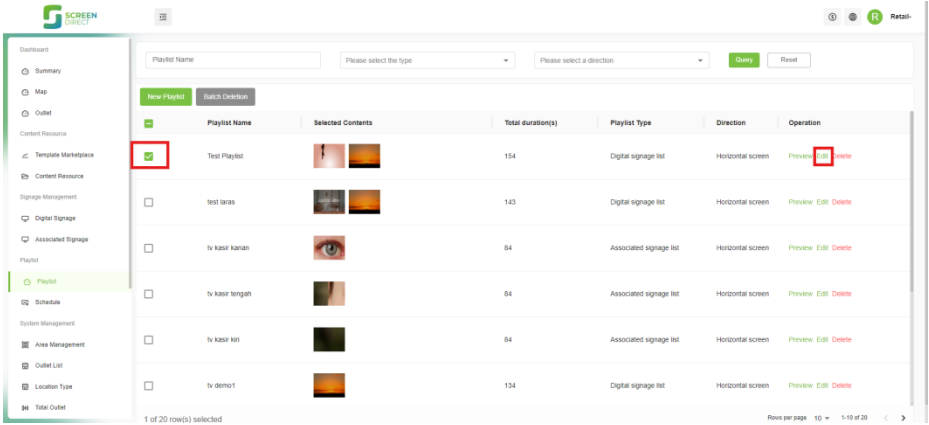
7.1.3 Batch Delete Playlist

To batch delete playlists, select the multiple playlists you wish to remove, then click **[Batch Deletion]**. In the pop-up window, click **[OK]** to confirm the deletion of the selected playlists, as shown in the figure below.



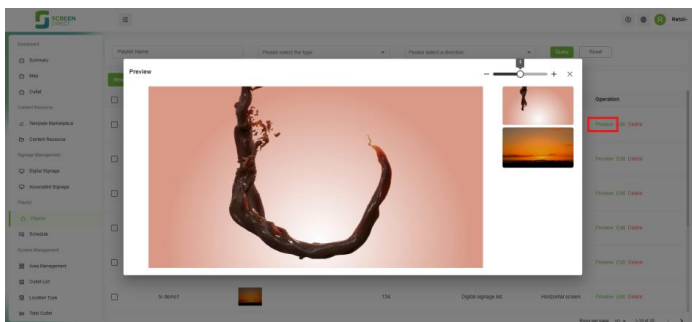
7.1.4 Edit a Playlists

To edit a playlist, select the playlist you want to modify and click **[Edit]** to enter the editing interface. After making the necessary changes, click **[Submit]** to save your edits, as shown in the figure below.



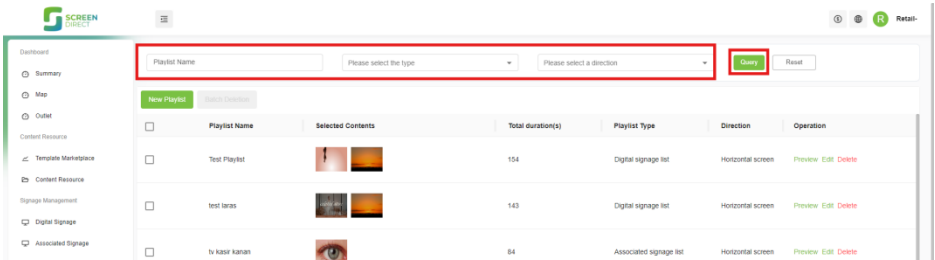
7.1.5 Previewing Playlist

To preview a playlist, select the desired playlist from the list and click **[Preview]** to view the video or image content within the playlist, as shown in the figure below.



7.1.6 Search Playlist

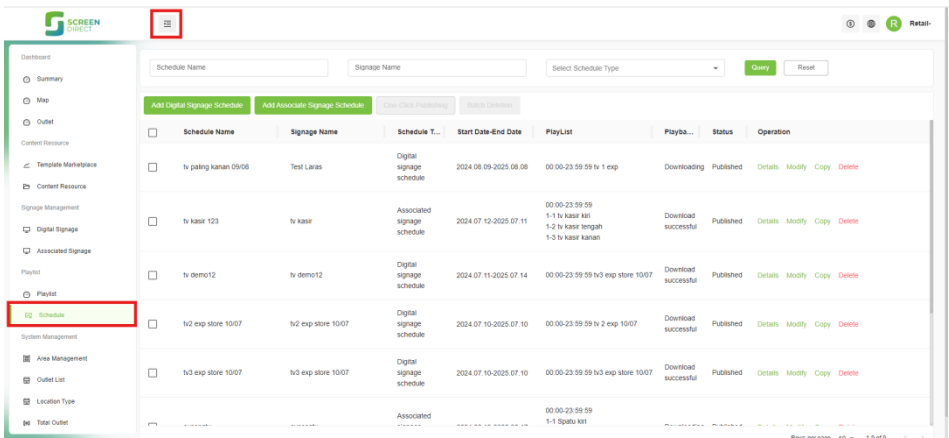
In the search field of the playlist interface, enter information or keywords such as playlist name, playlist type, or direction. Click **[Query]** to search for the relevant playlists, as shown in the figure below.



8 Schedule

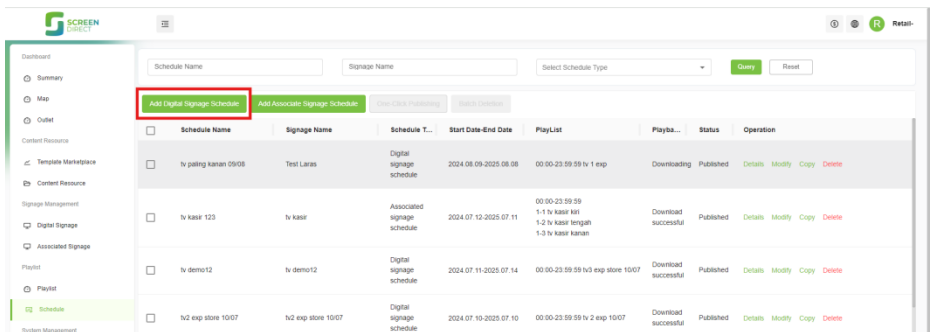
8.1 Schedule

This section explains the schedule management for content displayed on the signage. You can set the playback plan, specify the timing for sending down content, and select the device for playback. To access the schedule menu, open the left menu bar and click on **[Schedule] > [Schedule]**. You will be directed to the schedule management detail page, as shown in the figure below

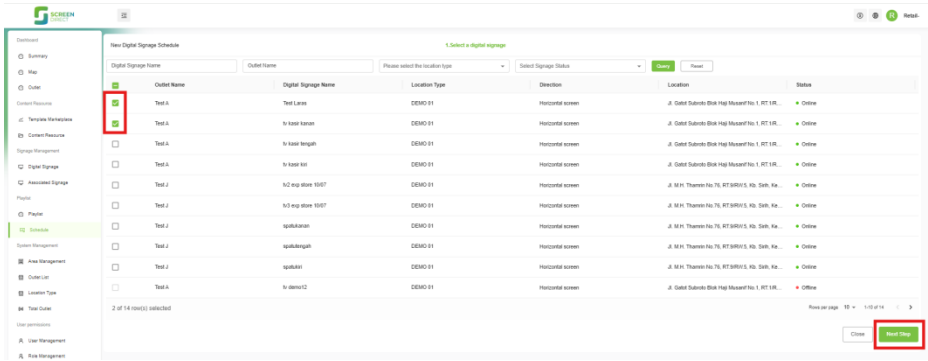


8.1.1 Add Digital Signage Schedule

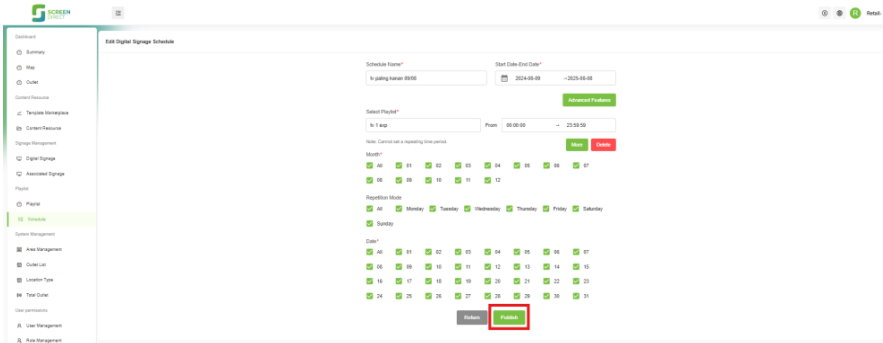
1. In the schedule menu, click on **[Add Digital Signage Schedule]** to navigate to the New Digital Signage Schedule interface, as shown in the figure below.



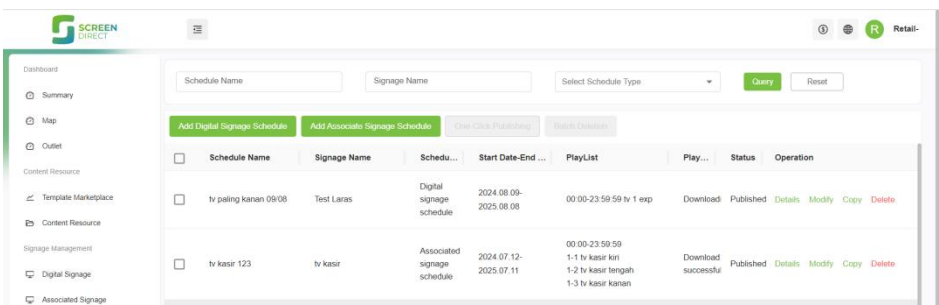
2. After that select one or more digital signage that we want to set the schedule and click [Next Step], as shown below.



3. Next, enter the basic information for the digital signage schedule. This includes setting the schedule name, defining the playback time, selecting the playlist, set the playback time for each item, and configuring the month, repetition mode, and date of the schedule. Once you have completed these settings, click [Publish] to finalize.

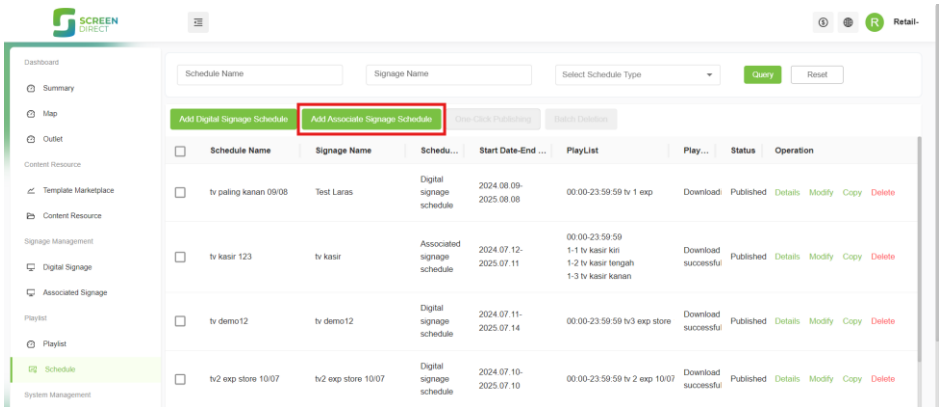


4. After publishing successfully, the added playback plan is displayed in the list.

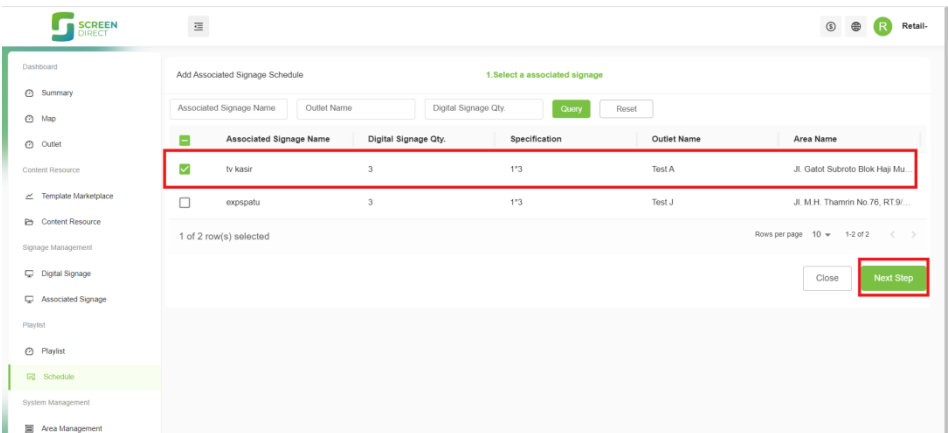


8.1.2 Add Associated Signage Schedule

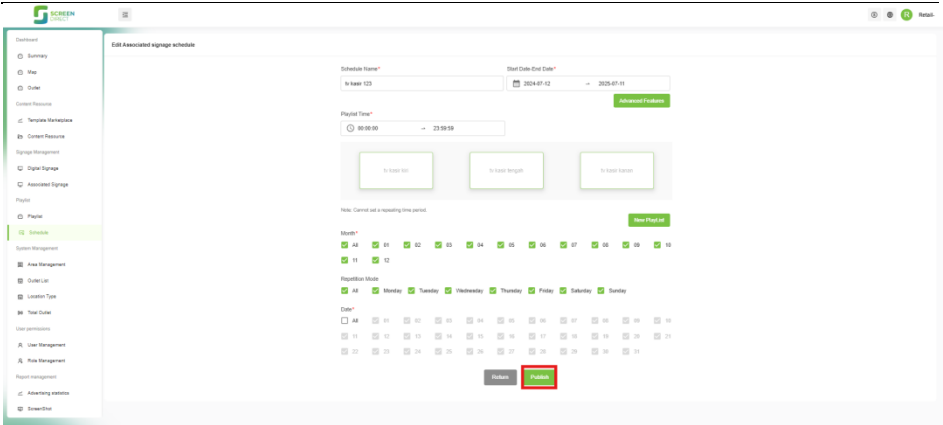
1. In the schedule menu page, click on **[Add Associated Signage Schedule]** to navigate to the Add Associated Signage Schedule interface, as shown in the figure below.



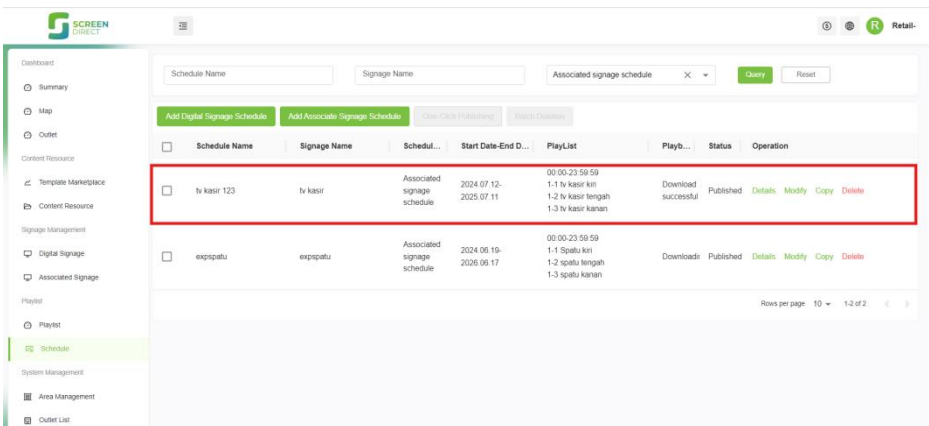
2. In the Add Associated Signage Schedule interface, select associated signage devices that have been registered previously, and click **[Next Step]**, as shown in the figure below. **Note:** You need to select screen devices with the same specifications.



3. Set the basic information for the associated signage schedule, including setting the schedule name and playback time, selecting the playlist, setting the playback time of the list, setting the month, repetition mode, and date of the schedule, etc. Click **[Publish]** when finished.



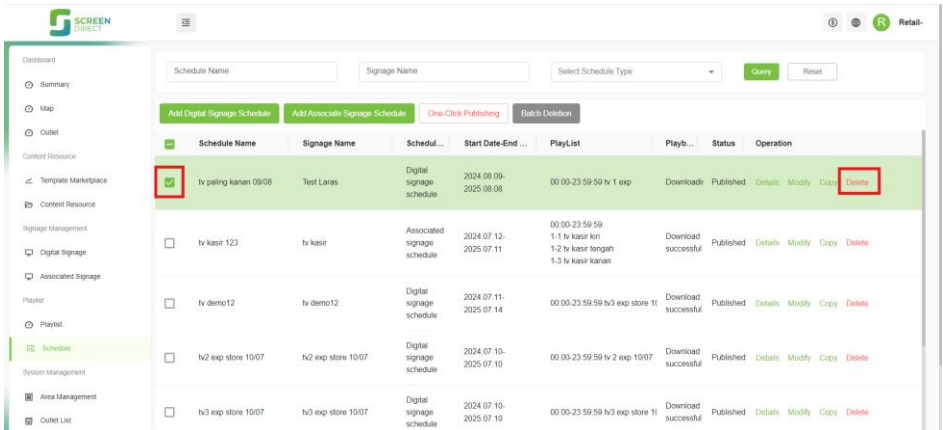
4. After publishing successfully, the added playback plan is displayed in the list.



8.1.3 Delete a Playback Plan

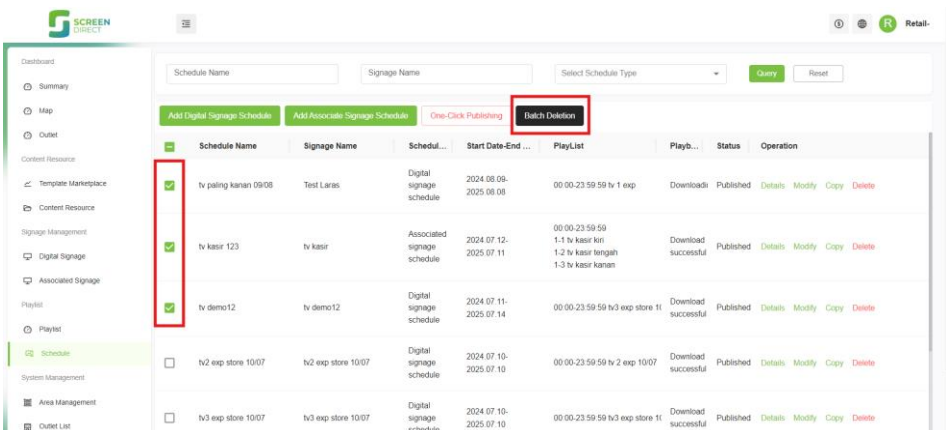
In the schedule list check the need to delete the playback plan, click **[Delete]**, in the pop-up window click **[Confirm]** to delete the playback plan, as shown in the figure below.

NOTE: Deleting the playback plan will synchronously delete device data.



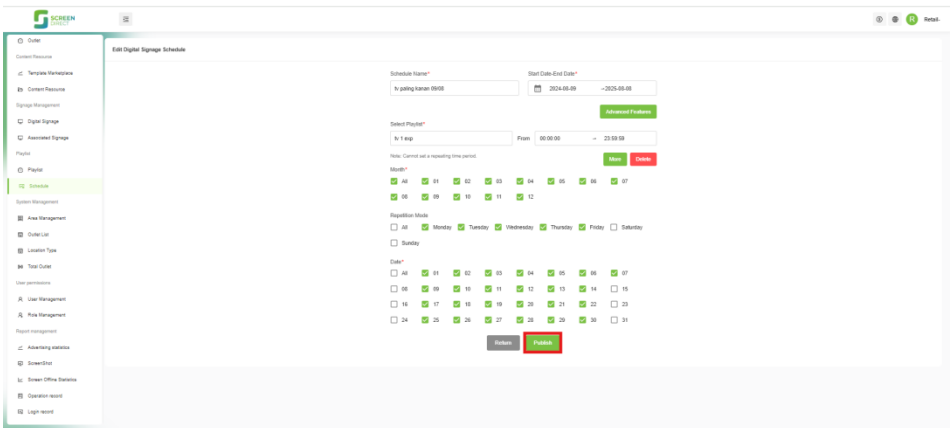
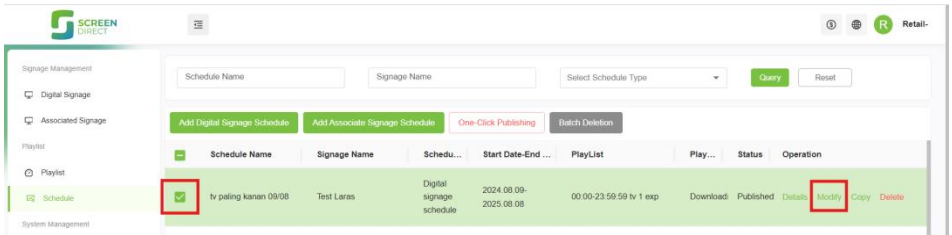
8.1.4 Batch Delete Playback Plan

In the schedule list checking multiple playbacks plans that need to be deleted, click **[Batch Deletion]**, and then click **[OK]** in the pop-up window to batch delete these playback plans, as shown in the following figure.



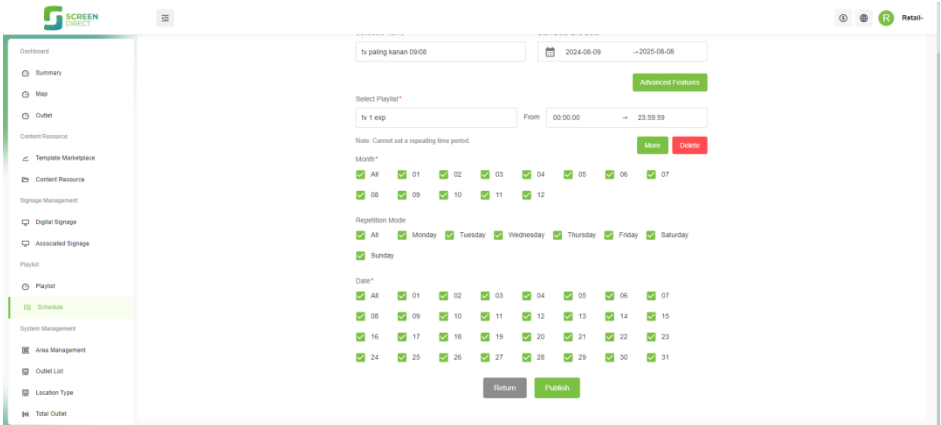
8.1.5 Edit a Playback Plan

In the schedule list, select the playback plan that needs to be modified. Click **[Modify]** next to the selected plan. In the Modify Playback Plan interface, you can change the information regarding the schedule. Once you have made your adjustments, click **[Publish]** to save the changes, as shown in the figure below.



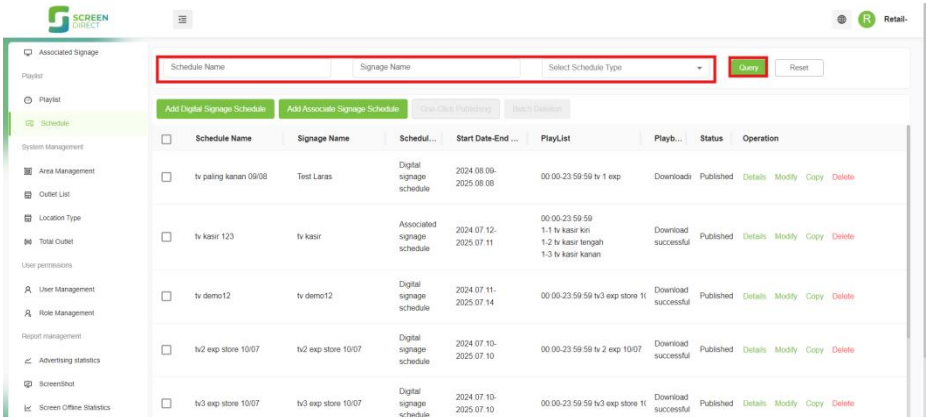
8.1.6 View Playback Plan Details

In the schedule list, check the playback plan and click **[Details]** after the list to view the detailed information of the playback plan, as shown in the following figure.



8.1.7 Search Playback Plan

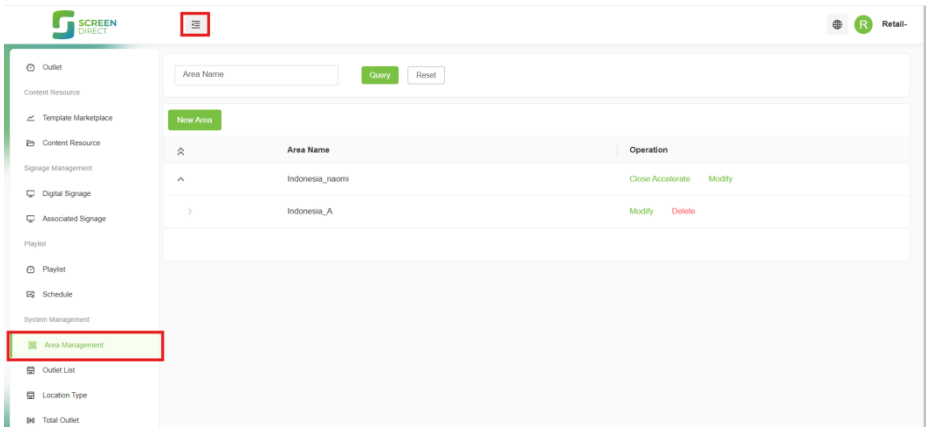
In the search field of the schedule management interface, enter information or keywords such as schedule name, signage name, schedule type, etc., and click **[Query]** to search for the relevant playback plan, as shown in the following figure.



9 System Management

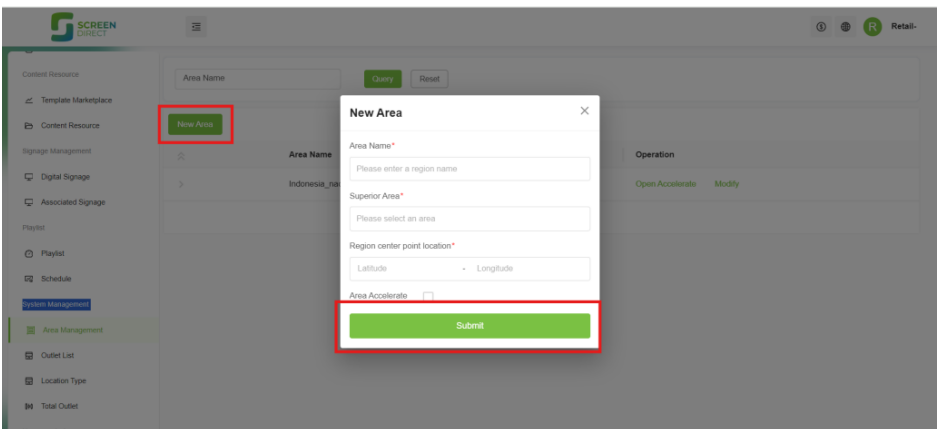
9.1 Area Management

By adding a new area label, you can designate a specific jurisdiction or region for operators or retailers to view relevant information. To access the area management detail page, open the left menu bar and click on **[Area Management]**, as illustrated in the figure below.



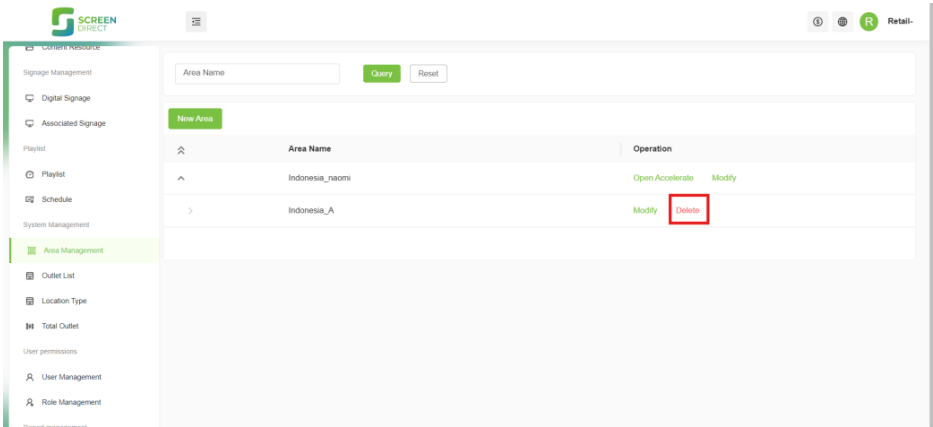
9.1.1 Add an Area

Click **[New Area]** on the area management detail page, enter the relevant information in the pop-up New Area window, and then click **[Submit]**, as shown in the following figure. **Note:** In the 'Region Center Point Location' information, you will enter a page that displays a map. You can select the location directly on the map or search for a specific area or place using the search option on the right side of the map.



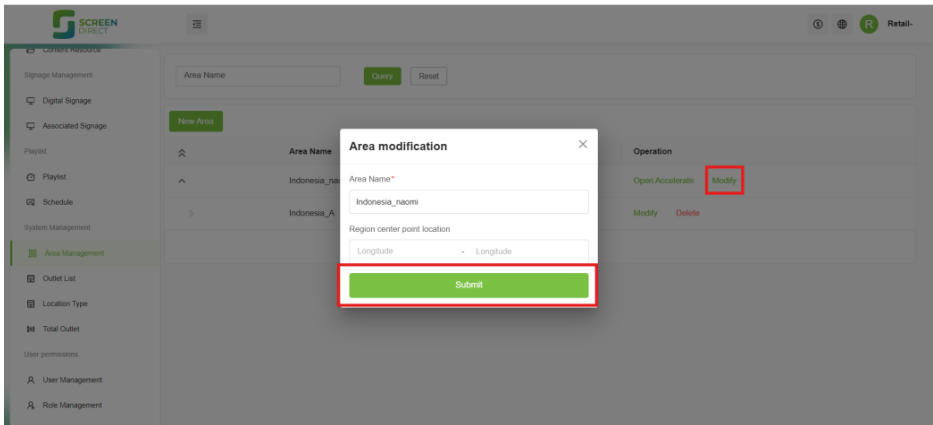
9.1.2 Delete an Area

Select the area you want to delete from the area management list. Click **[Delete]** to the selected area, and then click **[OK]** in the confirmation pop-up window, as shown in the figure below.



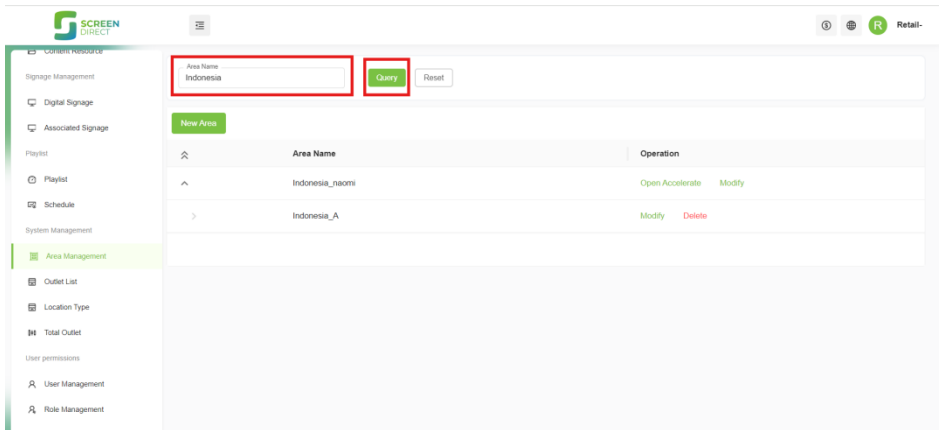
9.1.3 Edit an Area

Select the area to be modified in the area management list, click **[Modify]** and then click **[Submit]** after modifying the pop-up window, as shown in the following figure.



9.1.4 Search Area

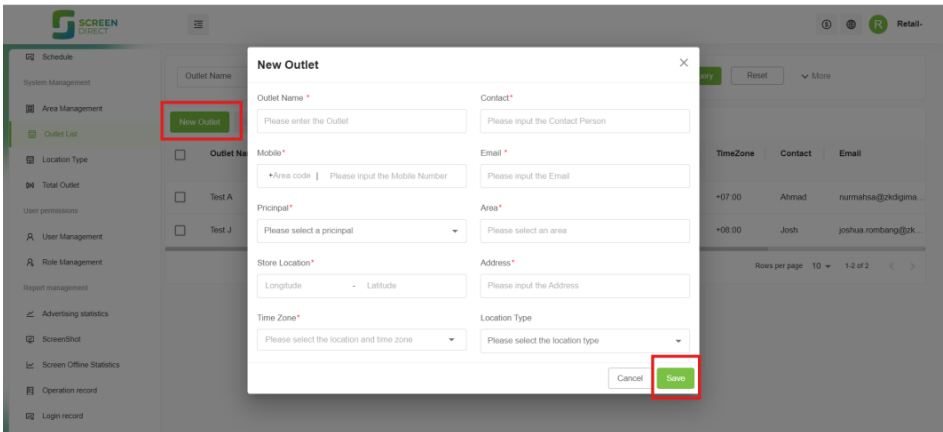
In the search field of the area label interface, enter the area name or field and click **[Query]** to search the relevant area label information, as shown in the following figure.



9.2 Outlet List

9.2.1 Add an Outlet

Click **[New Outlet]** in the Outlet List detail page, enter the relevant information in the pop-up window of the new merchant, and then click **[Save]**, as shown in the figure below.

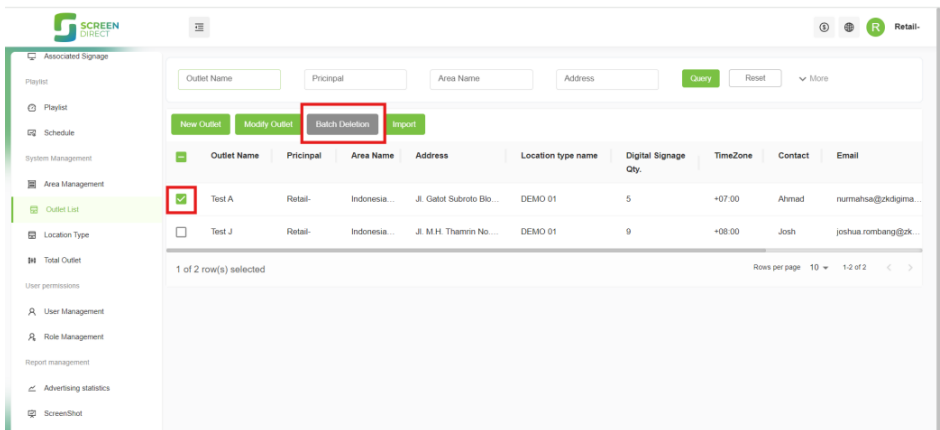


Set the parameters as shown below:

- ✧ **Outlet Name:** Enter the name of the outlet.
- ✧ **Contact:** Enter the name of contact person who in charge for the outlet.
- ✧ **Mobile:** Enter the telephone number of the person in charge at the outlet.
- ✧ **Email:** Enter the Email of the person in charge at the outlet.
- ✧ **Customer:** Click and Select the customer name, there are User then select the user that has been added to "user management".
- ✧ **Area:** Click and select the Area list, there are area that has been added to "Area management".
- ✧ **Store Location:** Click on longitude or latitude then a map will appear and you can choose where the outlet is located.
- ✧ **Address:** Enter with the outlet address.
- ✧ **Time Zone:** Click and select the appropriate time zone for the outlet location.
- ✧ **Outlet Type:** Click and select the outlet type, there are There is a choice of several types of outlets that have been created in "Location Type".

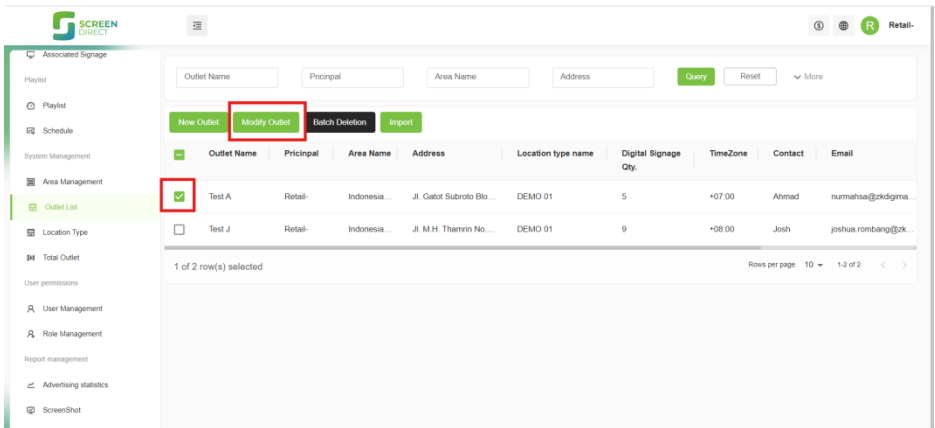
9.2.2 Batch Delete Outlet

In the outlet list check outlet that need to be deleted, click [**Batch Deletion**], click [**OK**] in the pop-up window to batch delete this outlet information, as shown in the figure below.



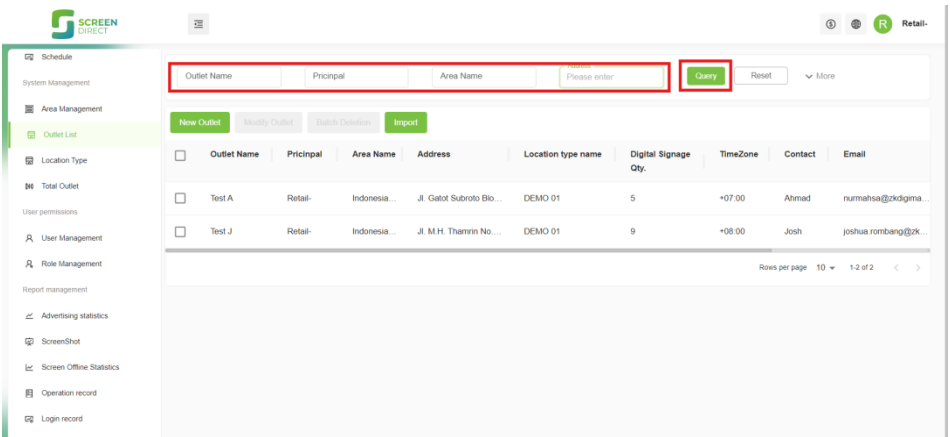
9.2.3 Edit Outlet

In the outlet list, select the outlet you want to modify, click [**Modify**], and then click [**Save**] after modifying the pop-up window, as shown in the figure below.



9.2.4 Search Outlet

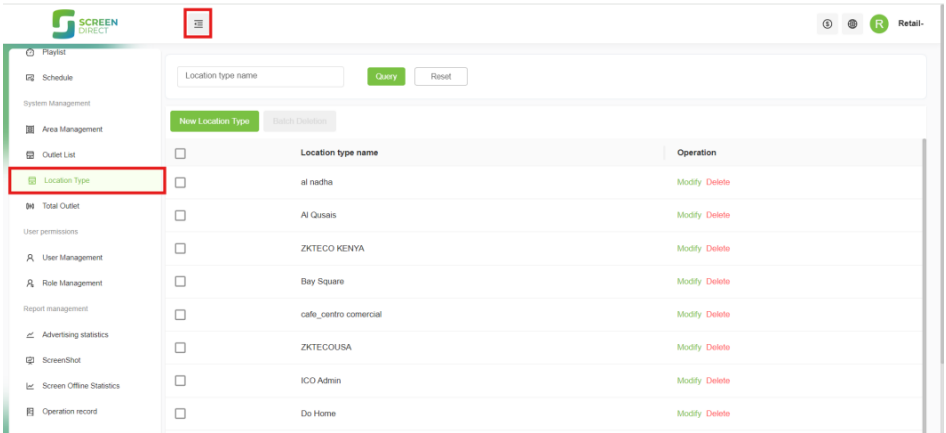
In the search field of the Outlet List interface, enter the name of the Outlet name, Customer name, Area name, Address, Contact, Email, Mobile, Location Type and click [Query] to search for the relevant outlet information, as shown in the following figure.



9.3 Location Type

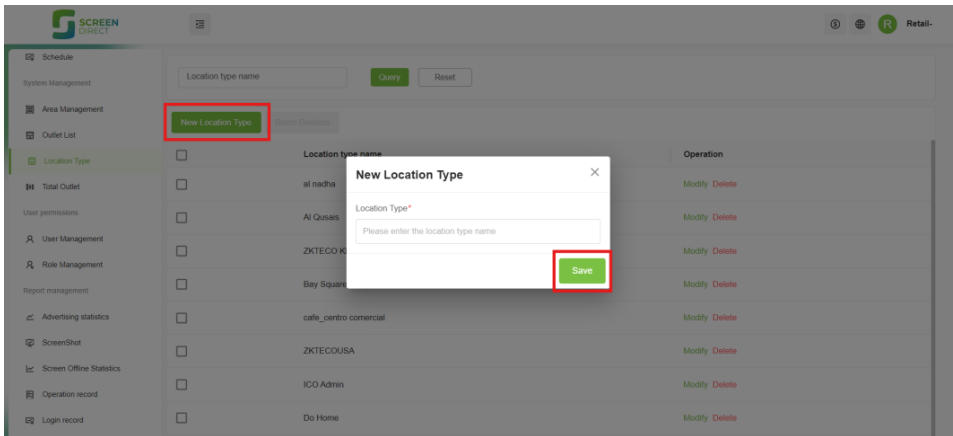
By adding a new location type, location type is a type of location to identify what type of outlet it belongs to.

Open the left menu bar, click [Location Type] to enter the Location Type detail page, as shown in the following figure.



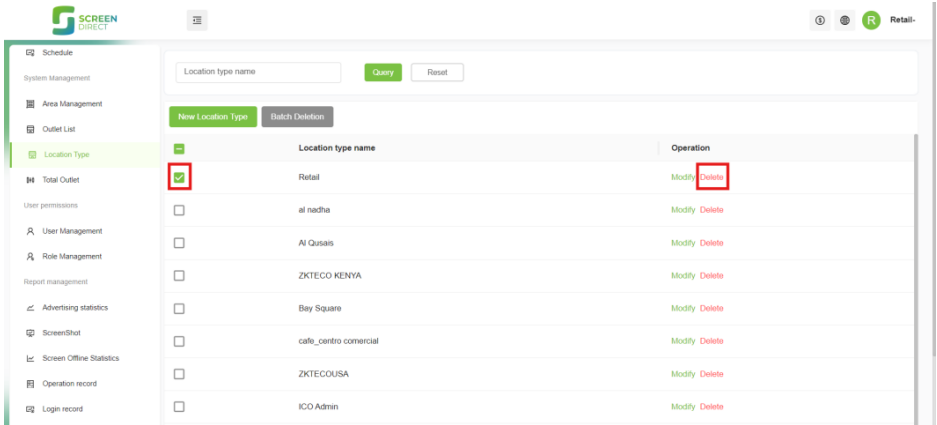
9.3.1 Add New Location Type

To add a new location type, navigate to the left menu bar and click on **[Location Type]** to access the Location Type detail page. Click **[New Location Type]** on the location type detail page, enter the relevant information in the pop-up New Area window, and then click **[Save]**, as shown in the following figure.



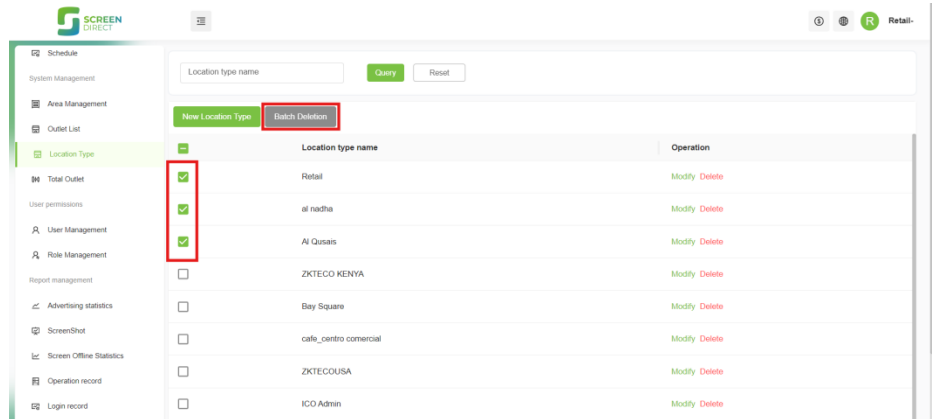
9.3.2 Delete a Location Type

To delete a location type, select the desired location type from the list. Click **[Delete]**, and then confirm the action by clicking **[OK]** in the pop-up window, as shown below.



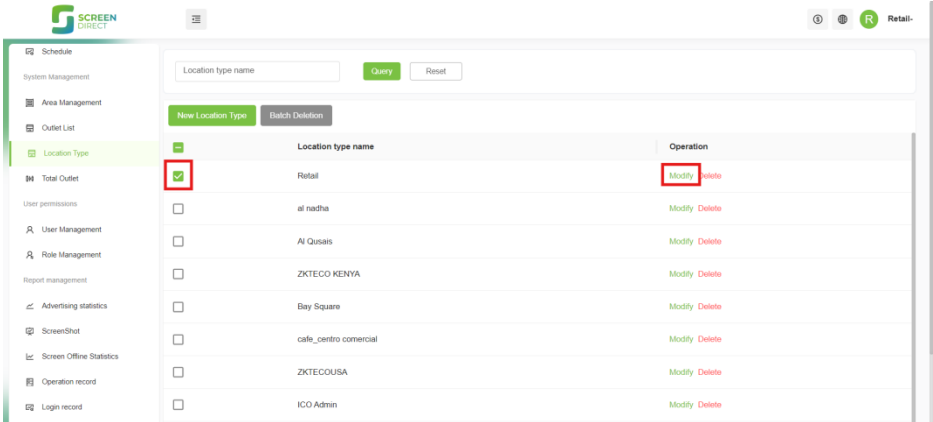
9.3.3 Batch Deletion Location Type

The [Batch Deletion] feature allows you to remove multiple location types at once. To use this feature, first select the location types you want to delete from the outlet list. Then click [Batch Deletion]. A confirmation pop-up will appear; click [OK] to proceed with the deletion of the selected location types, as shown in the figure below.



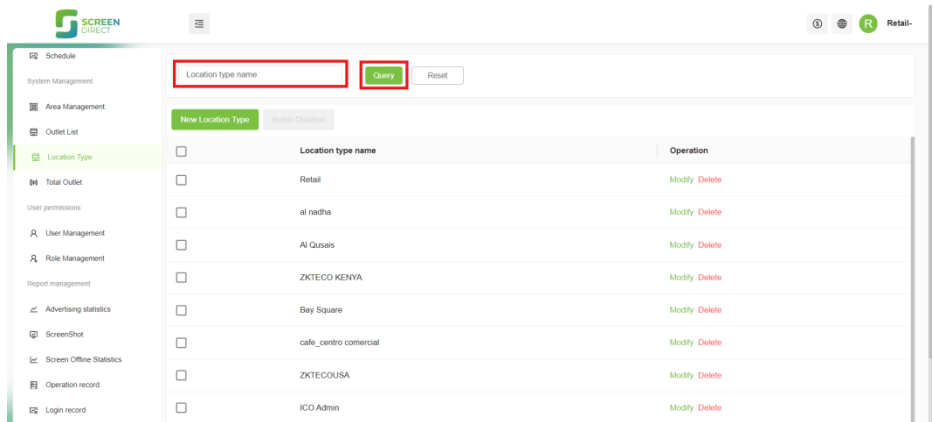
9.3.4 Edit Location Type

In the location type, select the location type you want to modify, click [Modify] and then click [Save] after modifying the pop-up window, as shown in the figure below.



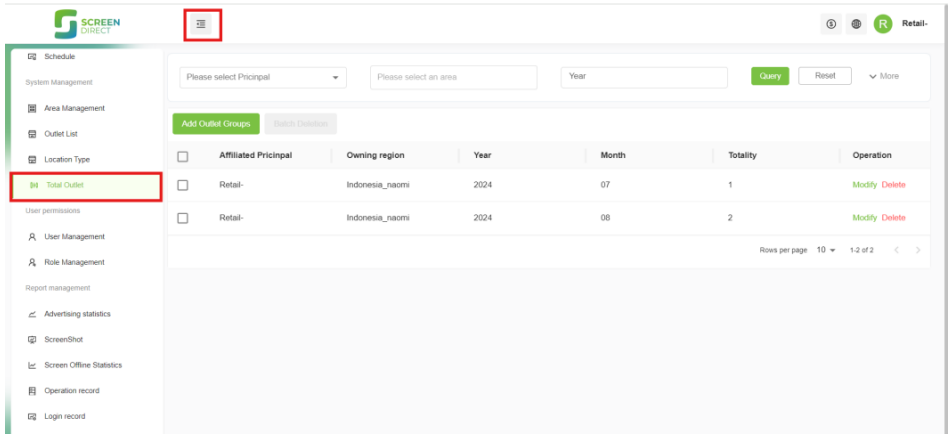
9.3.5 Search Location Type

In the search field of the Location Type interface, enter the name of the location type and click [Query] to search for the relevant information, as shown in the figure below.



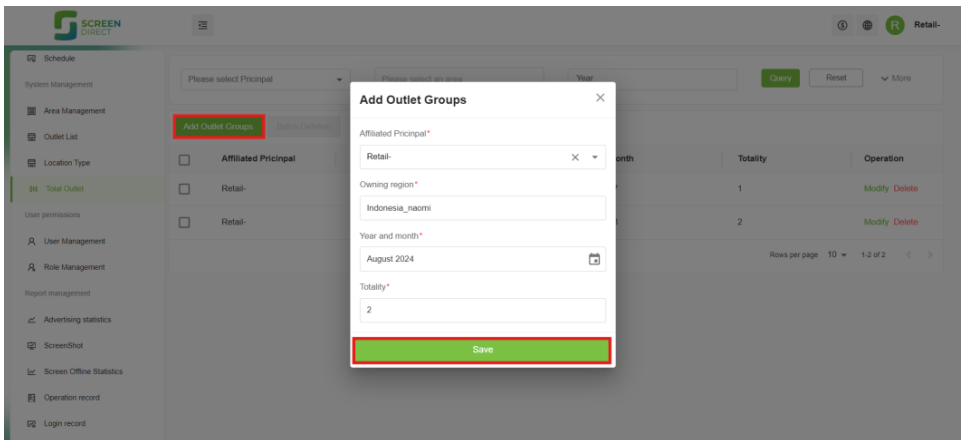
9.4 Total Outlet

Total Outlets refers to the overall number of outlets that have been created. To view the total outlet details, open the left menu bar and click on **[Total Outlet]**, as shown in the figure below.



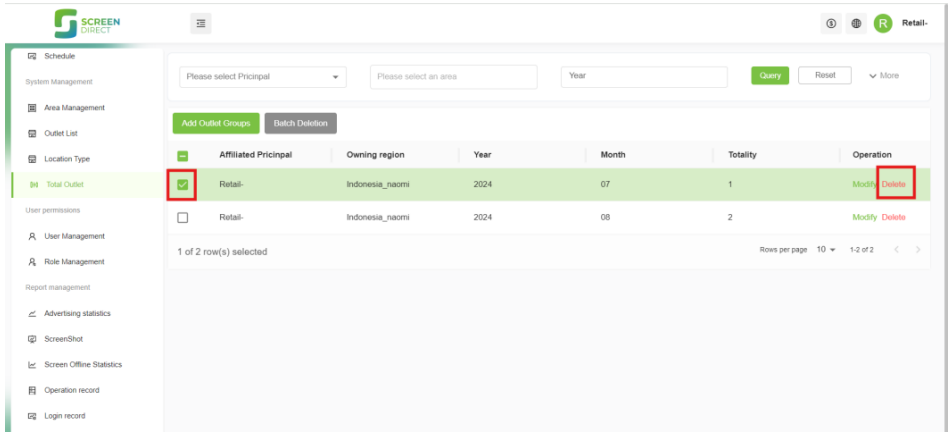
9.4.1 Add Outlet Group

Click **[Add Outlet Group]** on the Total Outlet page, enter the relevant information in the pop-up New Area window such as Affiliated Principal, Owning Region, Year and Month, Totality, and then click **[Save]**, as shown in the following figure.



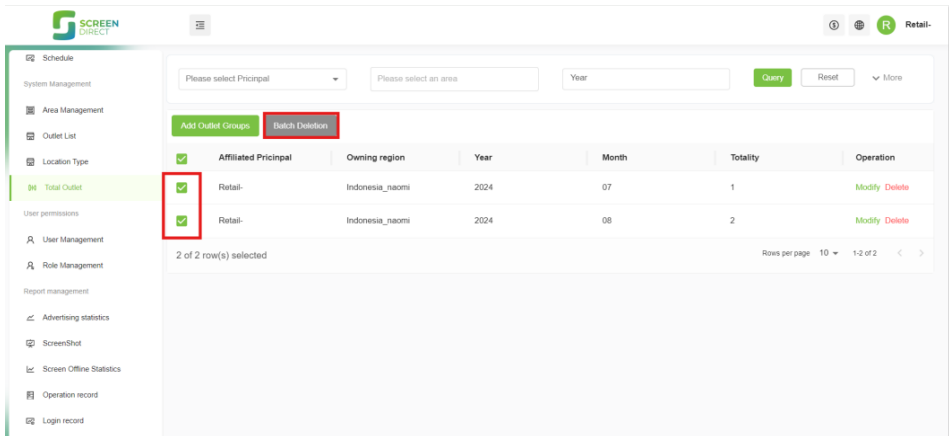
9.4.2 Delete Outlet Group

To delete an outlet group, select the desired outlet group from the total outlets list. Click **[Delete]**, then confirm the action by clicking **[OK]** in the pop-up window, as shown below.



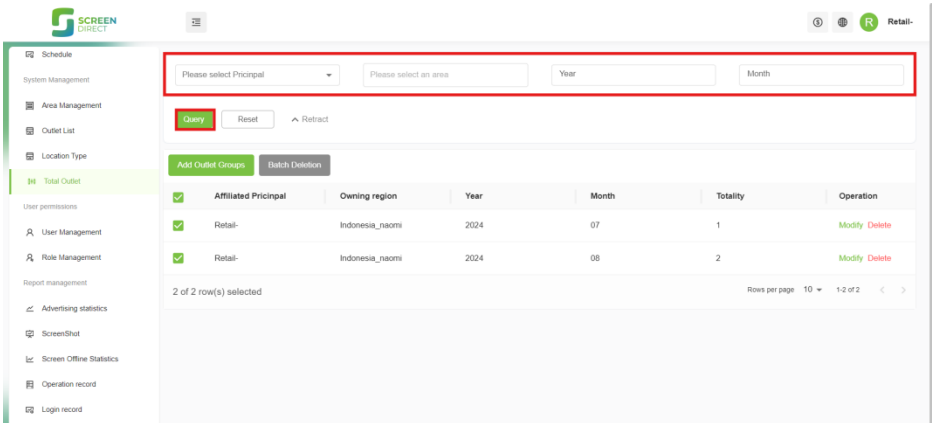
9.4.3 Batch Deletion Outlet Group

The **[Batch Deletion]** button allows you to remove multiple outlet groups at once. First, select the outlet groups you want to delete from the total outlets list. Then, click **[Batch Deletion]** and confirm the action by clicking **[OK]** in the pop-up window to proceed with the deletion of the selected outlet groups, as shown in the figure below.



9.4.4 Total Outlet Search

In the search field of the Total Outlet interface, select the principal and the area of the outlet group, and enter the year and month. Then, click **[Query]** to search for the relevant outlet group information, as shown in the figure below.



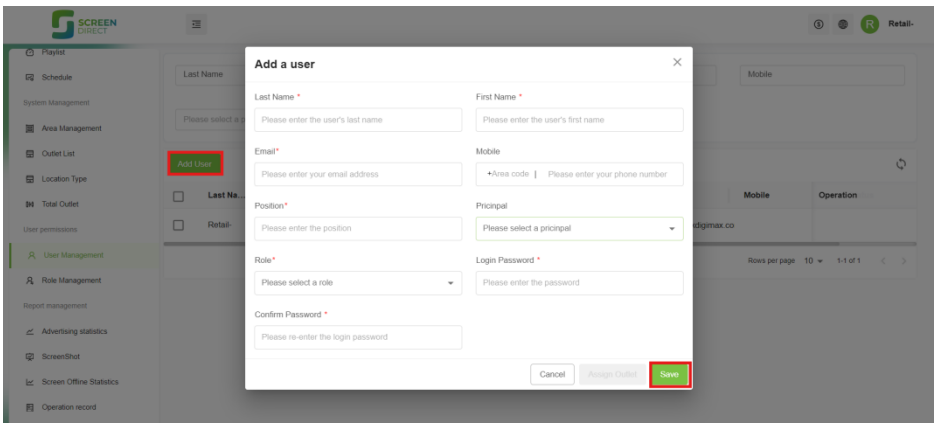
10 User Permissions

- Super Administrator:** Super Administrator can assign operator account, retail client account and principal client account, and can add, delete, edit and view these accounts. Has operating privileges for all functions in the system.
- Operator Account:** The operator mainly carry out outlet management, digital signage management, content resource, advertisement scheduling and other operations.
- Retail Client Account:** The retail client here indicates the merchant company that owns stores, for example, a brand may own multiple stores, retailers can view the screen online, playback and scheduling in each store.
- Principal Client Account:** The principal client here indicates the promotional company that needs to place ADs, and an advertiser may need to place ads in multiple stores at the same time and work with multiple retailers. Advertisers can view the ADs currently playing in the stores they work with, the AD scheduling of the time slot, the online status of the store's equipment, and so on.

10.1 User Management

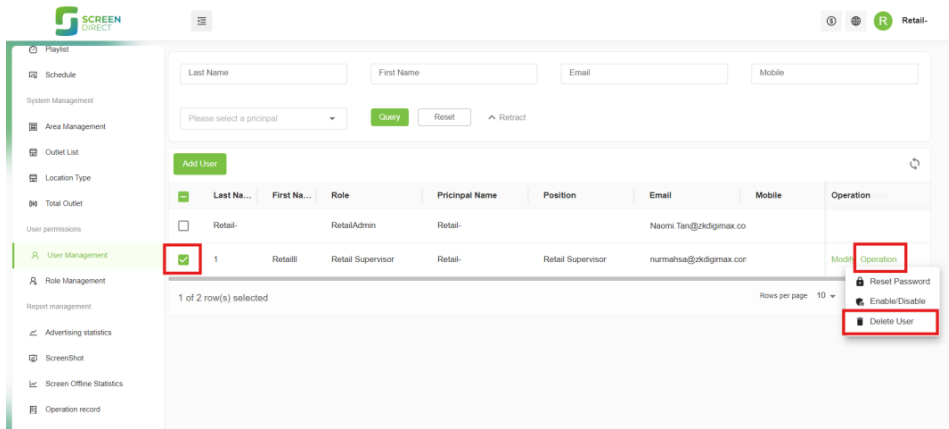
10.1.1 Add a Principal Client

In the User Management interface, click **[User Management] > [Add User]**. In the pop-up window, enter the following user information for the new principal client: Last Name, First Name, Email, Mobile Number, Position, Principal, Role, Login Password, and Confirm Password. After saving, you can also assign the principal client to existing outlets. Click [Save] to complete the process, as shown in the figure below.



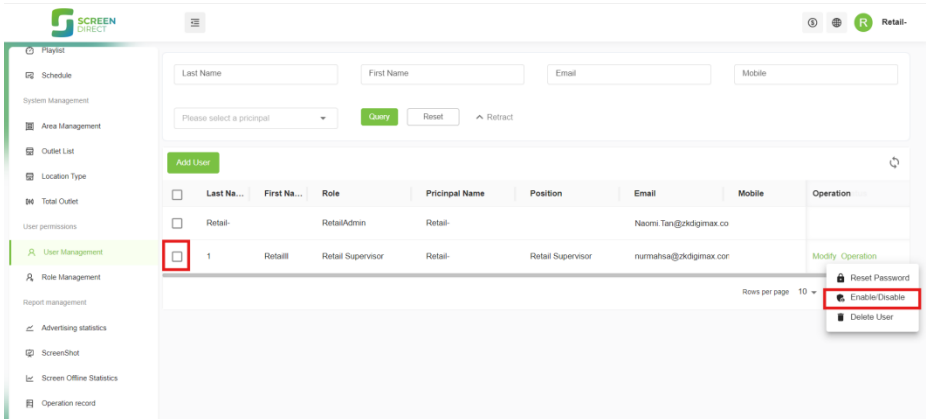
10.1.2 Delete a User

To delete a user, first select the user in the user list. Click on the user, then click **[Operation]** to reveal several options. Select **[Delete User]**, and a confirmation pop-up window will appear. Click **[OK]** to confirm the deletion of the user, as shown in the figure below.



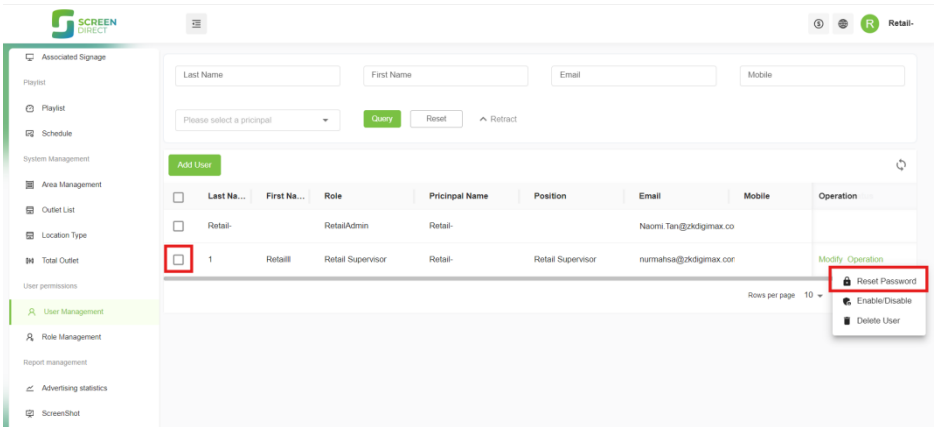
10.1.3 Enable/Disable User

In the User Management interface, you can enable or disable a user. First, select the desired user from the list. Then, click **[Operation]** and choose **[Enable/Disable]**. A confirmation pop-up window will appear; click **[OK]** to proceed, as shown in the figure below.



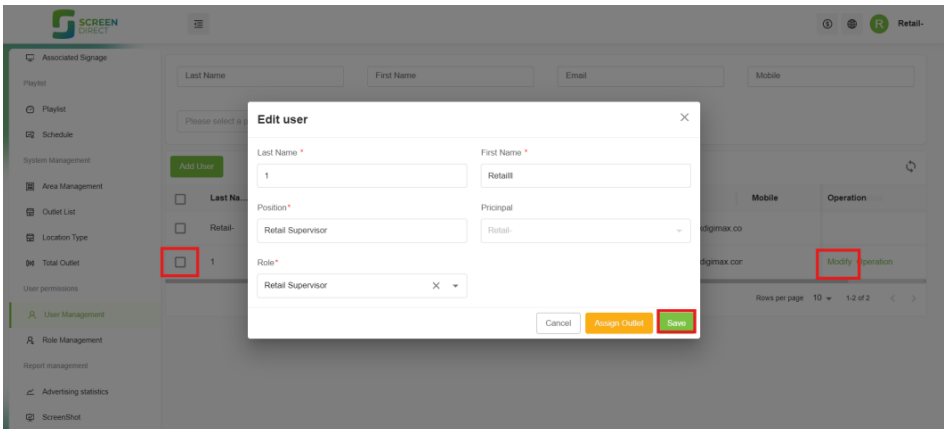
10.1.4 Reset Password User

In the User Management interface, to reset a user's password, first select the user whose password you want to change. Then, click **[Operation]** and select **[Reset Password]**. A pop-up window will appear where you can enter the new password. After entering the new password, click **[Reset Password]** to confirm the change, as shown in the figure below.



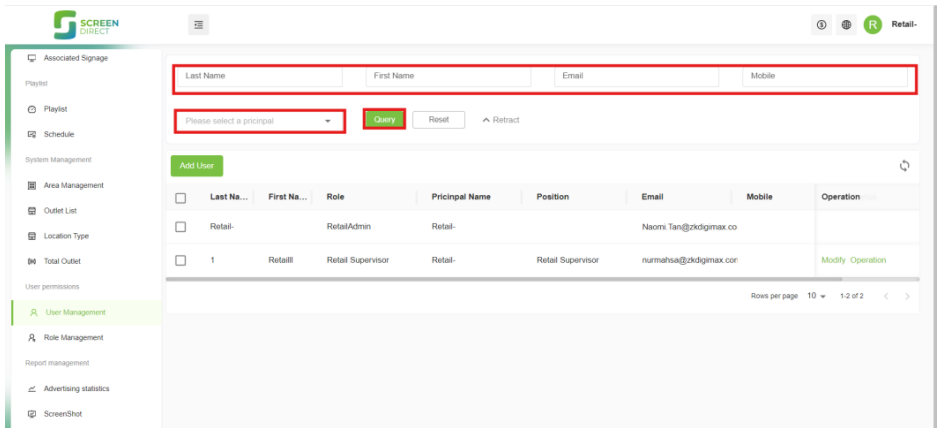
10.1.5 Edit User

In the User Management interface, to edit a user, first select the user you wish to modify. Then click **[Modify]**. A pop-up window will appear where you can change the user data as needed. After making your changes, click **[Save]** to apply the modifications, as shown in the figure below.



10.1.6 Search User

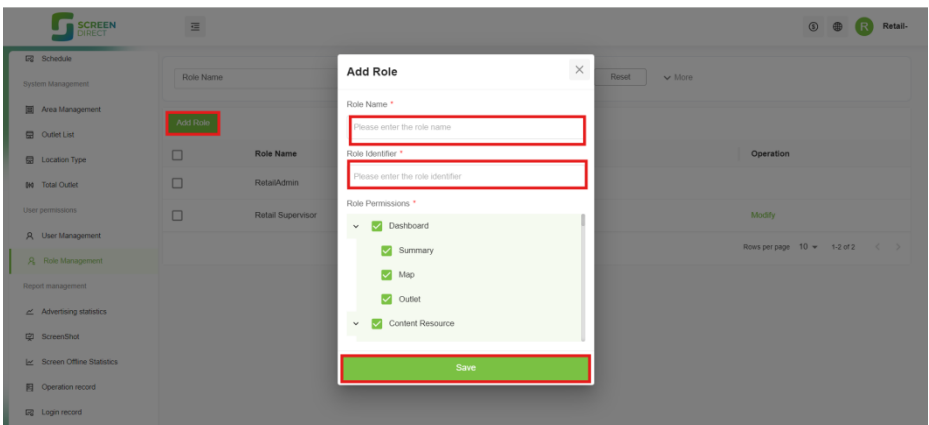
In the search field of the user management interface, enter information or keywords such as last name, first name, email address, mobile number, and select principal then click **[Query]** to search for relevant user information, as shown in the following figure.



10.2 Role Management

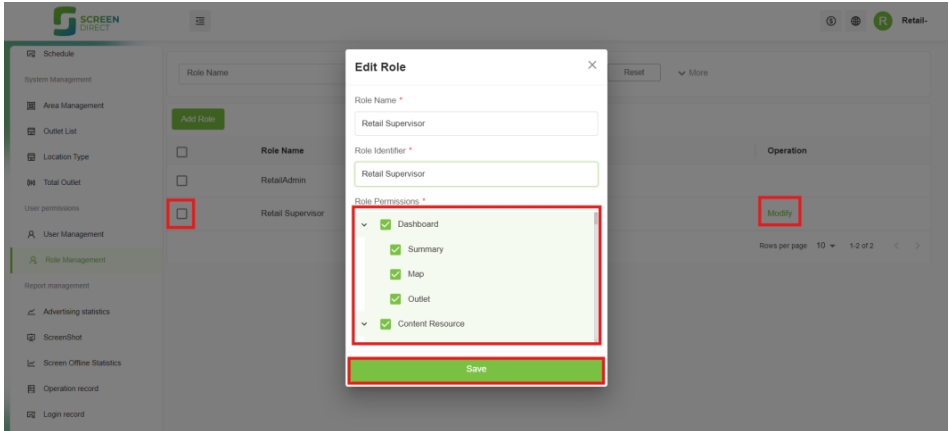
10.2.1 Add Role

In the Role Management interface, you can add a new role by clicking **[Role Management]** > **[Add Role]**. A pop-up window will appear with fields for Role Name, Role Identifier, and Role Permissions. Enter the role name and identifier, and select the desired role permissions. You can choose from the following features for the role permissions: Dashboard, Content Resource, Signage Management, Playlist, System Management, User Permission, and Report Management. After entering the information, click **[Save]** to complete the process, as shown in the figure below.



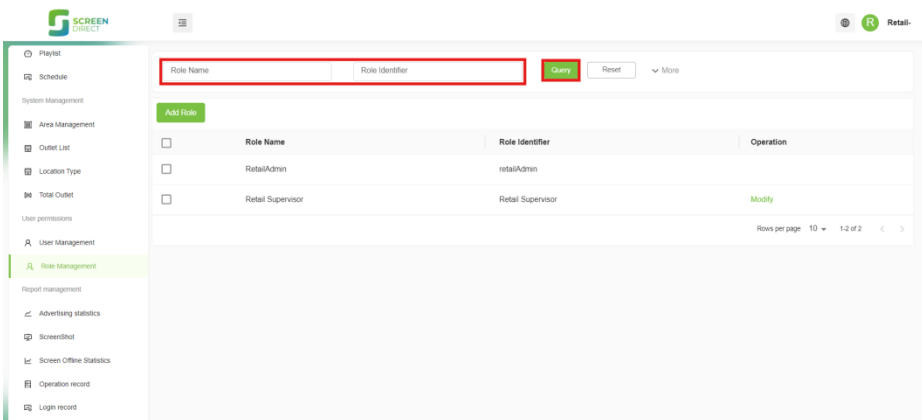
10.2.2 Modify Role

In the role management interface, select the role name you want to modify, then click modify click **[Role Management] > [Add Role]**, enter the role name and role identifier information also select the role permissions you want to add or remove for the role, and click **[Save]**, as shown in the following figure.



10.2.3 Search User

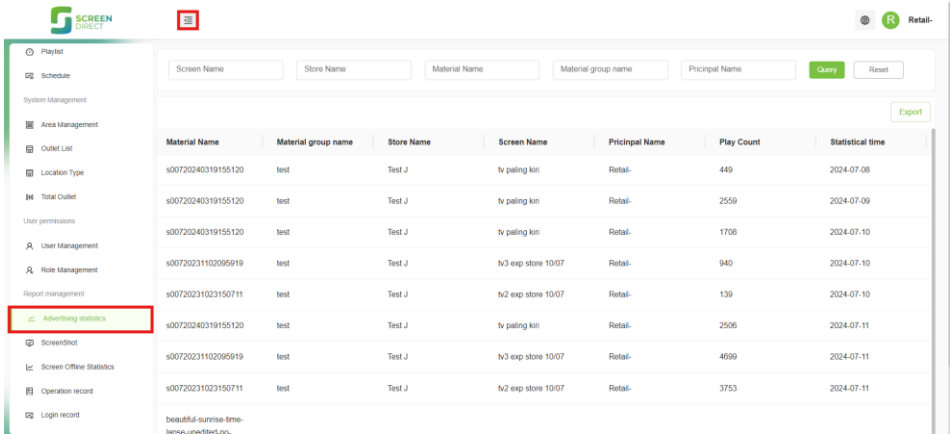
In the search field of the role management interface, enter information or keywords such as role name and role identifier then click **[Query]** to search for relevant role information, as shown in the following figure.



11 Report Management

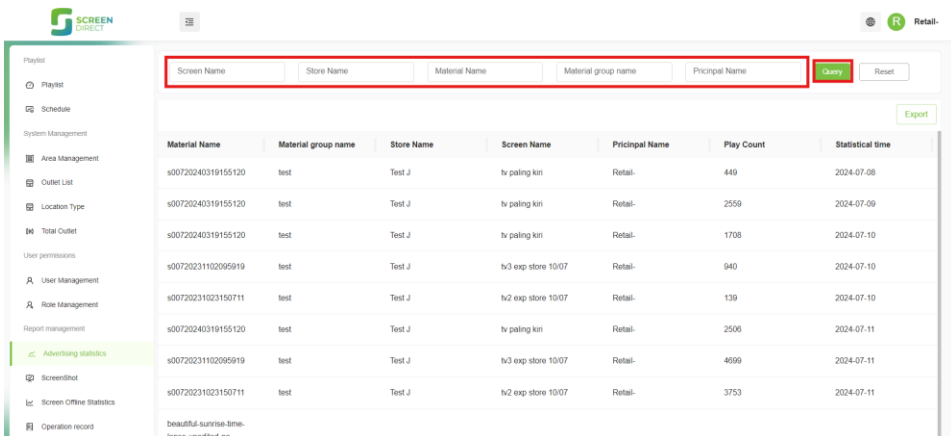
11.1 Advertising Statistic

To access the Advertising Statistics detail page, open the left menu bar and click on **[Report Management]** > **[Advertising Statistic]**, as shown in the figure below.



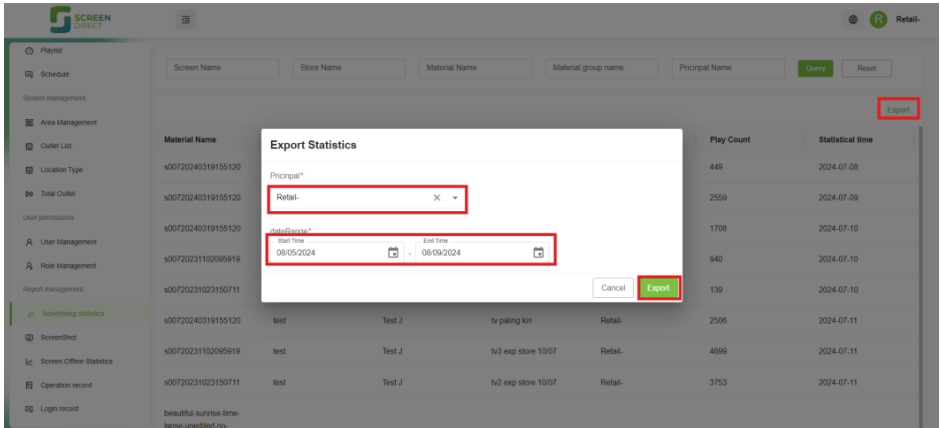
11.1.1 Search Advertising Statistic

In the search field of the advertising statistic interface, enter information or keywords such as screen name, store name, material name, material group name, principal name then click **[Query]** to search for advertising statistic information, as shown in the following figure.



11.1.2 Export Advertising Statistic

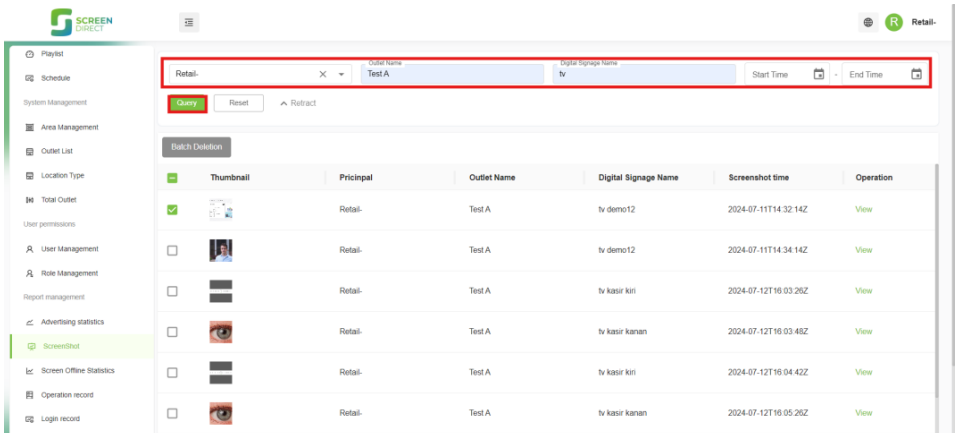
In the Advertising Statistics interface, to export the data, click **[Advertising Statistic] > [Export]**. In the pop-up window, select the principal, as well as the start and end times. Then, click **[Export]** to download the advertising statistics data in .xlsx format, as shown in the figure below.



11.2 Screenshot

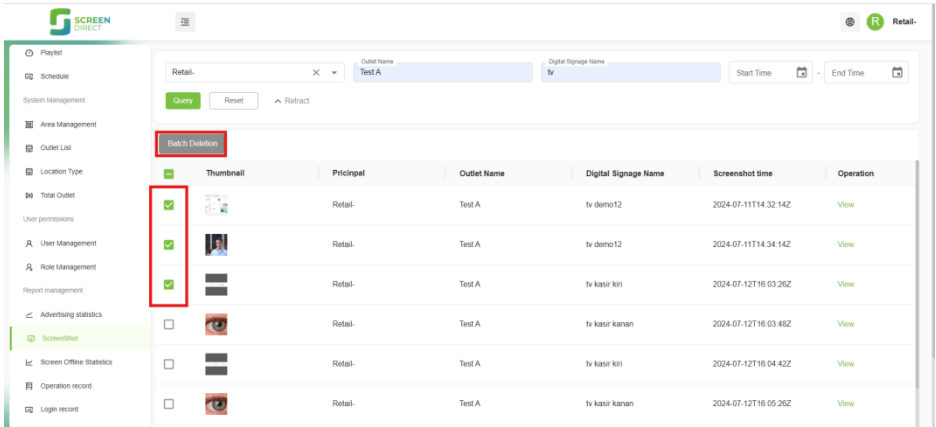
11.2.1 Search Screenshot

In the search field of the Advertising Statistics interface, enter relevant information or keywords, such as principal, outlet name, digital signage name, or the start and end times. Then, click **[Query]** to search for the screenshot information, as shown in the figure below



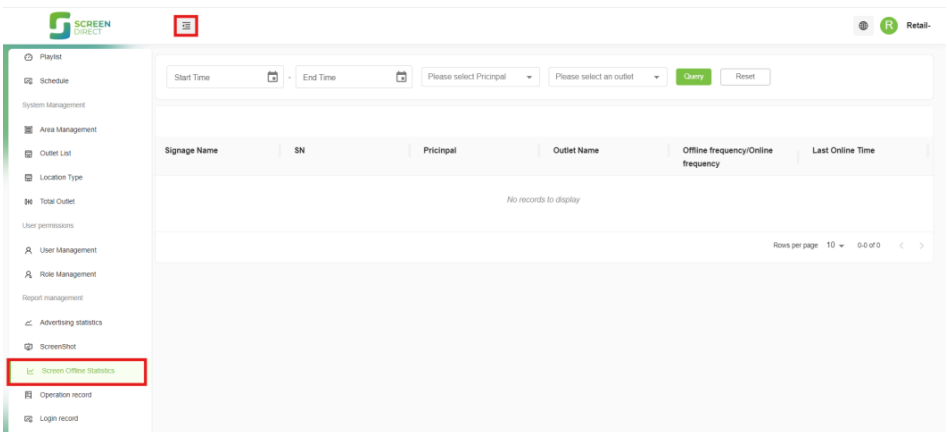
11.2.2 Batch Deletion Screenshot

The Batch Deletion Screenshot feature allows you to delete multiple screenshots at once. First, select the screenshots you wish to delete. Then, click **[Batch Deletion]**. A confirmation pop-up window will appear; click **[OK]** to proceed with the deletion of the selected screenshots, as shown in the figure below.



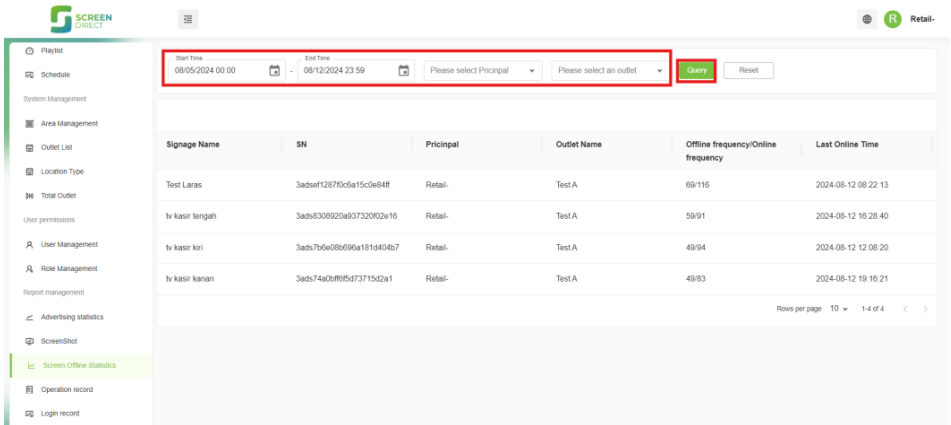
11.3 Screen Offline Statistic

Open the left menu bar, click **[Screen Offline Statistic]** to enter the screen offline statistic detail page, as shown in the following figure.



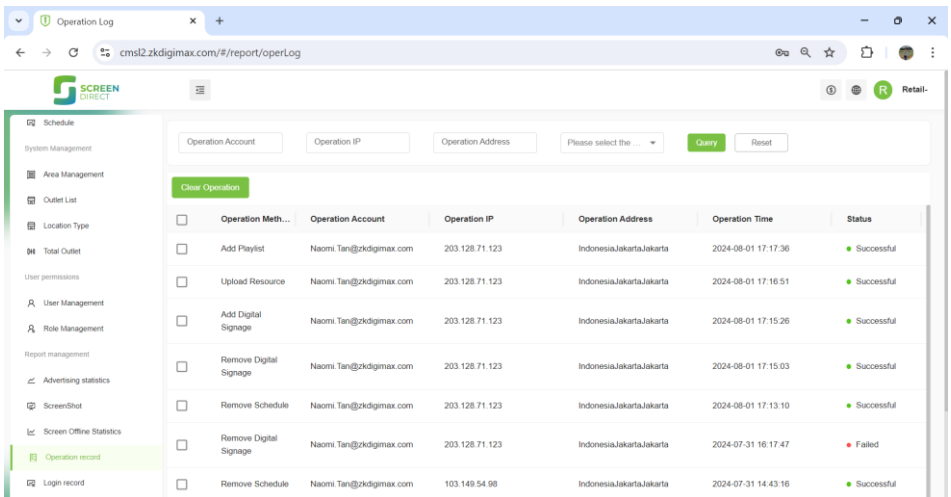
11.3.1 Search Screen Offline Statistic

In the search field of the Screen Offline Statistic interface, enter relevant information or keywords, such as the start and end times. Select the principal name and outlet name, then click **[Query]** to search for the screen offline statistic information, as shown in the figure below.



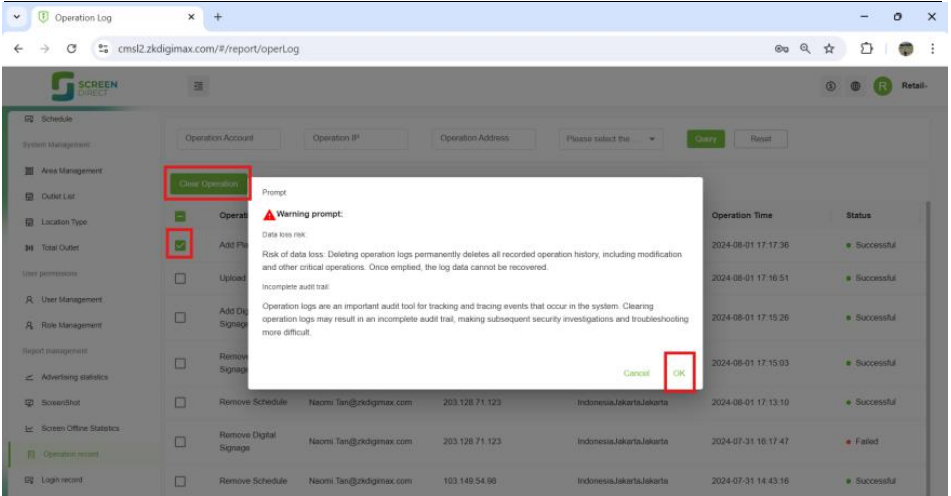
11.4 Operation Record

The Operation Record feature allows you to view a log of activities that have been performed. In the Operation Record, you can see details such as the operation method, operation account, operation IP, operation address, and the status of each operation, indicating whether it was successful or failed. To access the Operation Record detail page, open the left menu bar and click **[Report Management] > [Operation Record]**, as shown in the figure below.



11.4.1 Clearing the Operation Logs

In the operation record list select the record to be deleted, click **[Clear Operation]**, in the prompt window click **[OK]** can be, as shown in the following figure



Warning prompt:

Data loss risk:

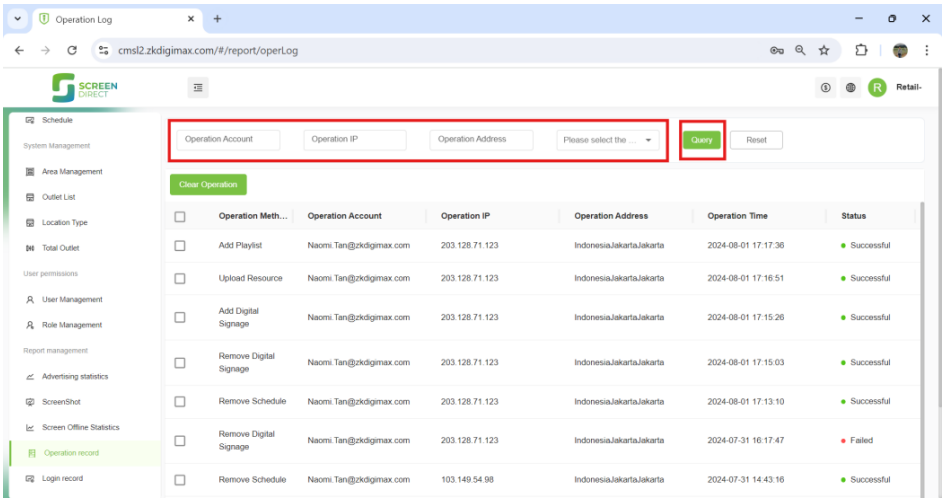
Risk of data loss: Deleting operation logs permanently deletes all recorded operation history, including modification and other critical operations. Once emptied, the log data cannot be recovered.

Incomplete audit trail:

Operation logs are an important audit tool for tracking and tracing events that occur in the system. Clearing operation logs may result in an incomplete audit trail, making subsequent security investigations and troubleshooting more difficult.

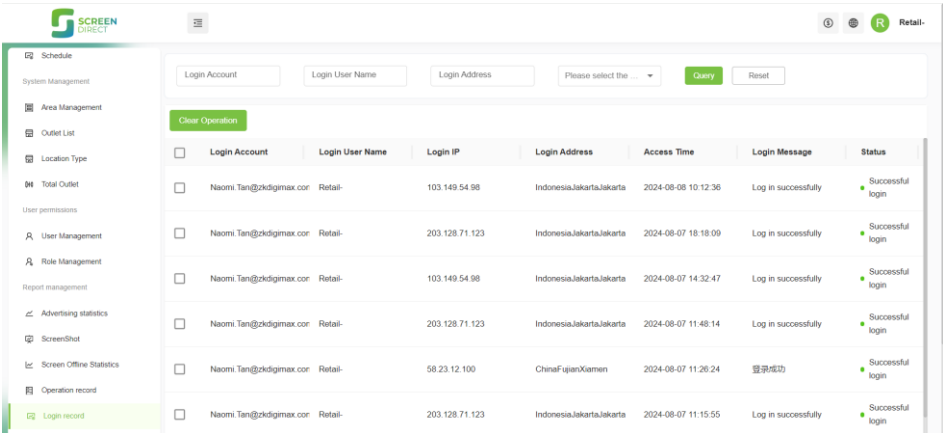
11.4.2 Search Operation Record

In the search field of the operation record interface, enter the operation account, operation IP, operation address, select the operation status, and click [Query] to search the relevant operation records, as shown in the following figure. In the search field of the Operation Record interface, enter the operation account, operation IP, and operation address. Select the operation status (Successful/Failed), and then click [Query] to search for the relevant operation records, as shown in the figure below.



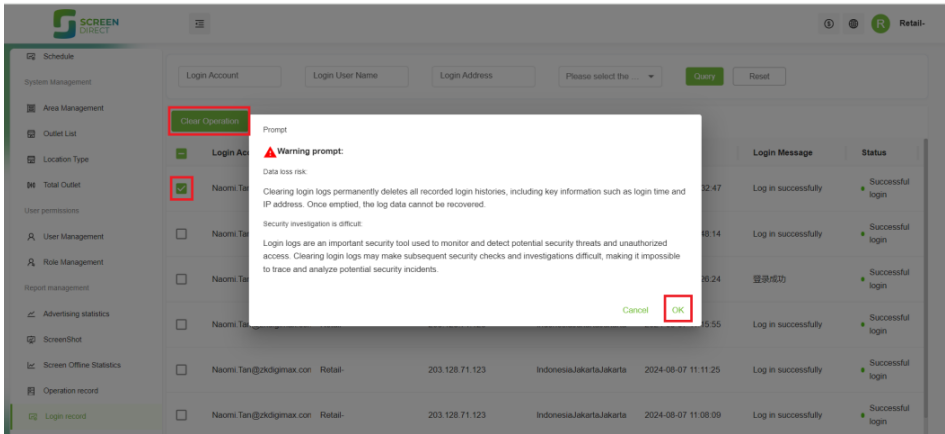
11.5 Login Record

The Login Record feature allows you to view login activity for accounts, including details such as Login Account, Login Username, Login IP, Login Address, Access Time, Login Message, and Status. To access the Login Record detail page, open the left menu bar and click **[Report Management] > [Login Record]**, as shown in the figure below.



11.5.1 Clearing the Login Logs

In the Operation Record list, select the record you want to delete. Click **[Clear Operation]**, and a confirmation pop-up window will appear. Click **[OK]** to confirm the deletion of the operation logs, as shown in the figure below.



Warning prompt:

Data loss risk:

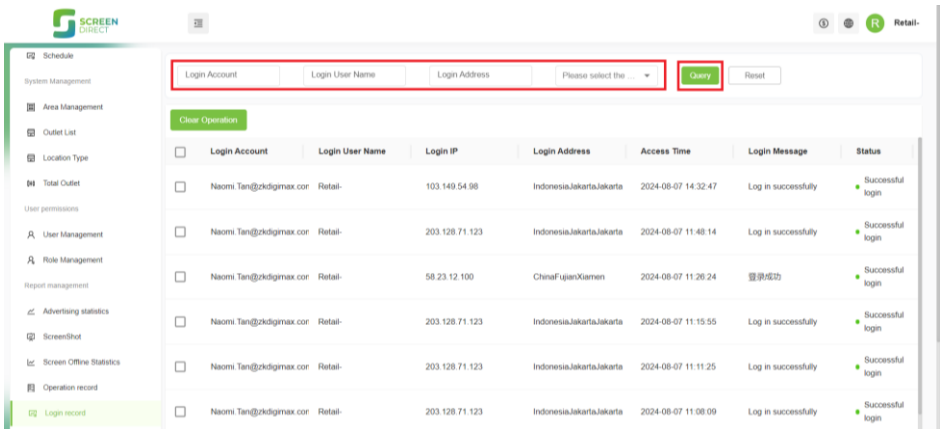
Clearing login logs permanently deletes all recorded login histories, including key information such as login time and IP address. Once emptied, the log data cannot be recovered.

Security investigation is difficult:

Login logs are an important security tool used to monitor and detect potential security threats and unauthorized access. Clearing login logs may make subsequent security checks and investigations difficult, making it impossible to trace and analyze potential security incidents.

11.5.2 Search Login Record

In the search field of the login record interface, enter the login account, login user name, login address, select the login status, and click [Query] to search the relevant login records, as shown in the following figure.



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