

MSite TV - End User Guide



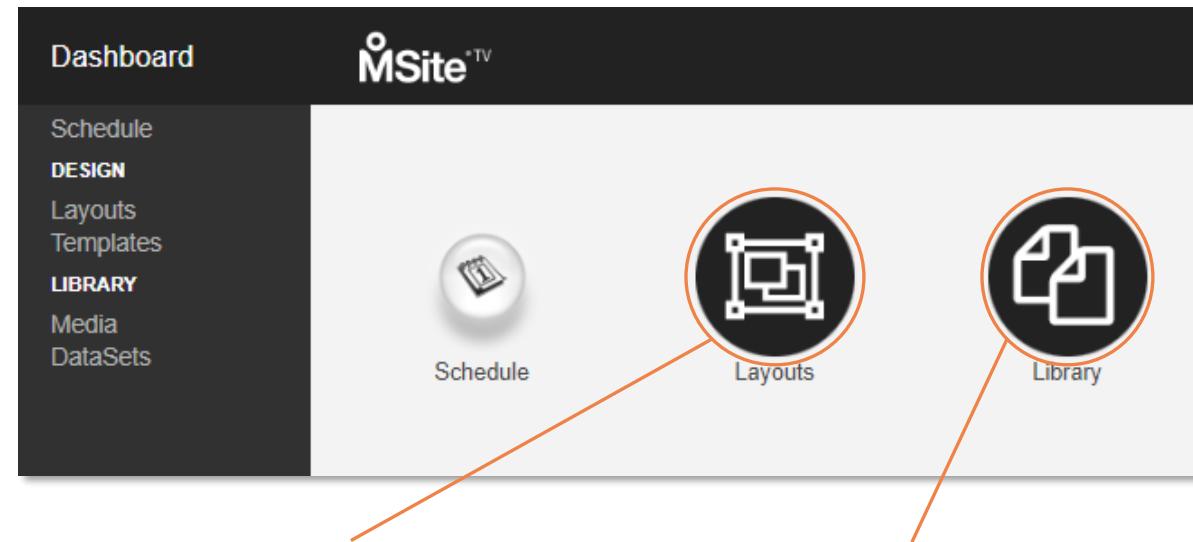
LOGGING IN

You will be provided a login to the MSite TV portal. This portal can be found at <https://tv.msitecloud.com>



WHAT NEXT?

On the first page once you have logged in, you will be presented with the two options marked below.

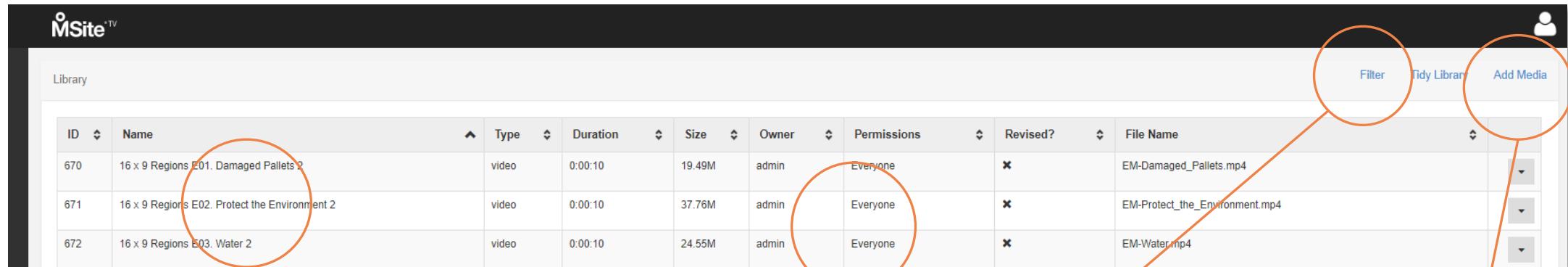


Layouts – This is where you assigned media from the library that you have uploaded or is available to you as part of your MSite TV package.

Library – This is where you can upload your own media content and see what is available to you.

LIBRARY

Let's start with Library – This is where you upload your media to be assigned later. Below you can see some of the video clips available to everyone as part of MSiteTV already in the library.



ID	Name	Type	Duration	Size	Owner	Permissions	Revised?	File Name
670	16 x 9 Regions E01. Damaged Pallets 2	video	0:00:10	19.49M	admin	Everyone	✗	EM-Damaged_Pallets.mp4
671	16 x 9 Regions E02. Protect the Environment 2	video	0:00:10	37.76M	admin	Everyone	✗	EM-Protect_the_Environment.mp4
672	16 x 9 Regions E03. Water 2	video	0:00:10	24.55M	admin	Everyone	✗	EM-Water.mp4

i **Name** – This is how the media appears when assigning on a layout

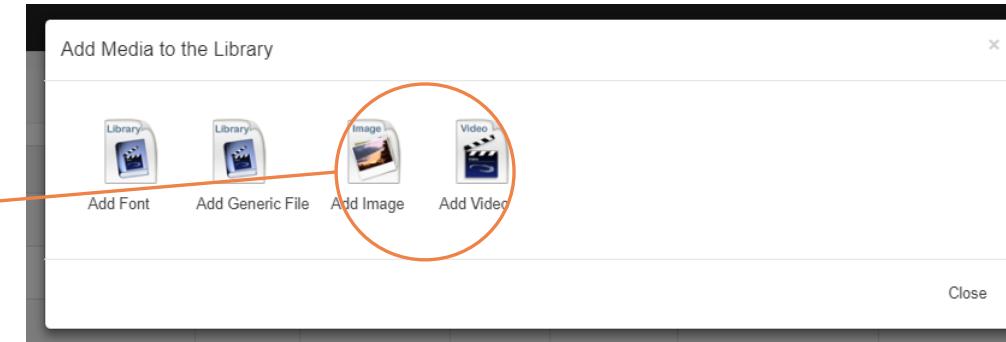
i **Owner / Permissions** – This is who has access to media. For MSite uploaded clips they are freely available for anyone to use. Don't worry, when you upload your own media, only you will have access to it!

i **Filter** – Use this to easily search through the various media items in the library

1 **Add Media** – This will open a window where you can upload various media types such as an image or video. The formats and maximum size are displayed

UPLOADING MEDIA

Once you have clicked 'Add Media' on the previous screen, you will be presented with a media type. Select the one you want and it will display the maximum file size & supported formats.



1 **Media Type** – Select your media type

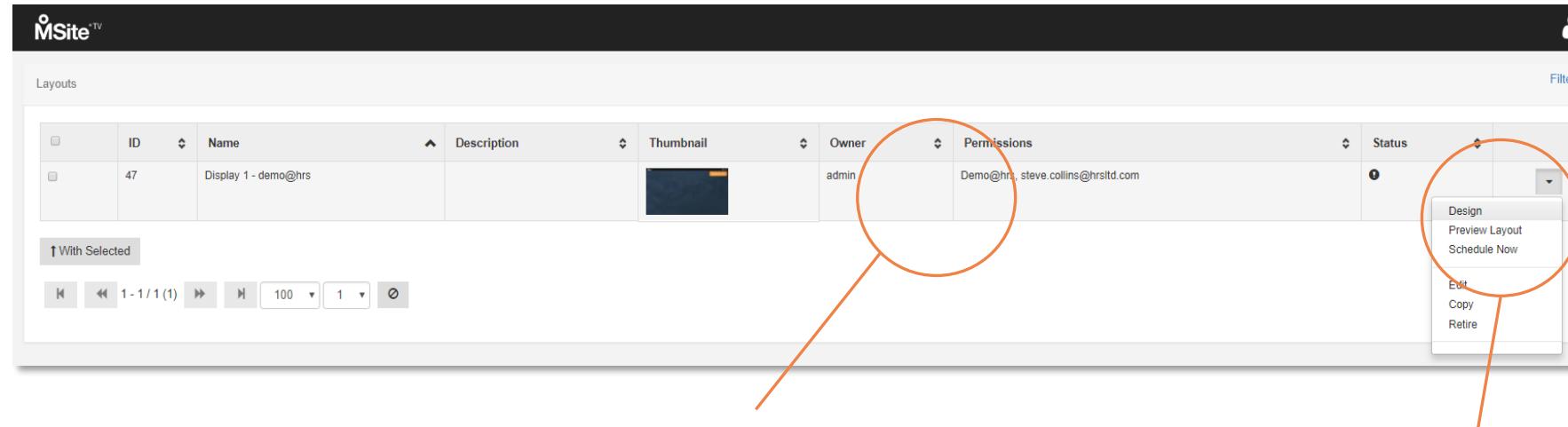
2 **Add Files** – Select the file you want to upload

3 **Name & Duration** – Give the media a name & set the duration in seconds. This is important as it is the default amount of time

4 **Upload** – Start the file upload. Once complete it will be available in the library to use on your layout

AYOUTS

Now that you have added media, you'll want to be able to assign it to a display. To do this navigate to the **Layouts** section as shown below and then to **Design**. Here you will then be able to see the layout and assign media via the timeline.



ID	Name	Description	Thumbnail	Owner	Permissions	Status
47	Display 1 - demo@hrs			admin	Demo@hrs, steve.collins@hrsli.com	●

↑ With Selected

With Selected

1 - 1 / 1 (1) 100 1 0

Filter

Design
Preview Layout
Schedule Now
Edit
Copy
Retire

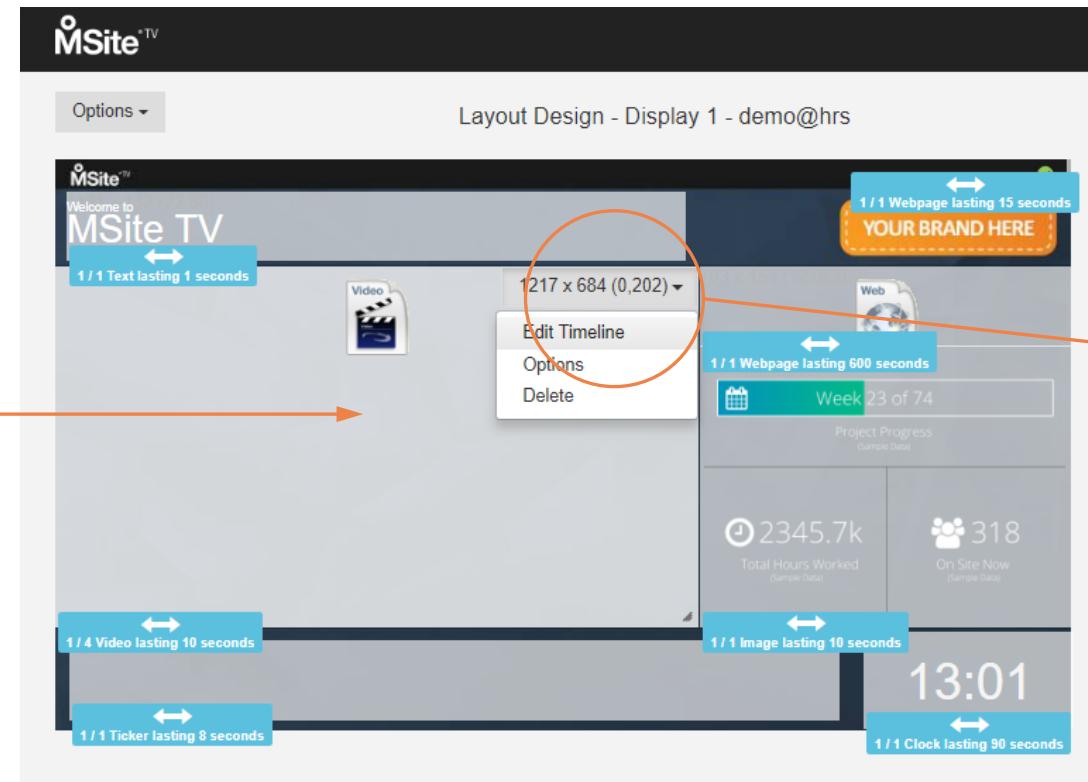
i **Owner / Permissions**
– Who owns the layout and who can access it.

1 **Design** – Click the down arrow, followed by 'Design'.

LAYOUT - REGIONS

Once you have navigated to your layout, you can see the various 'Regions' or boxes visible within MSite TV.

i **Regions** – As an end user, you will only have access to the media region (highlighted).



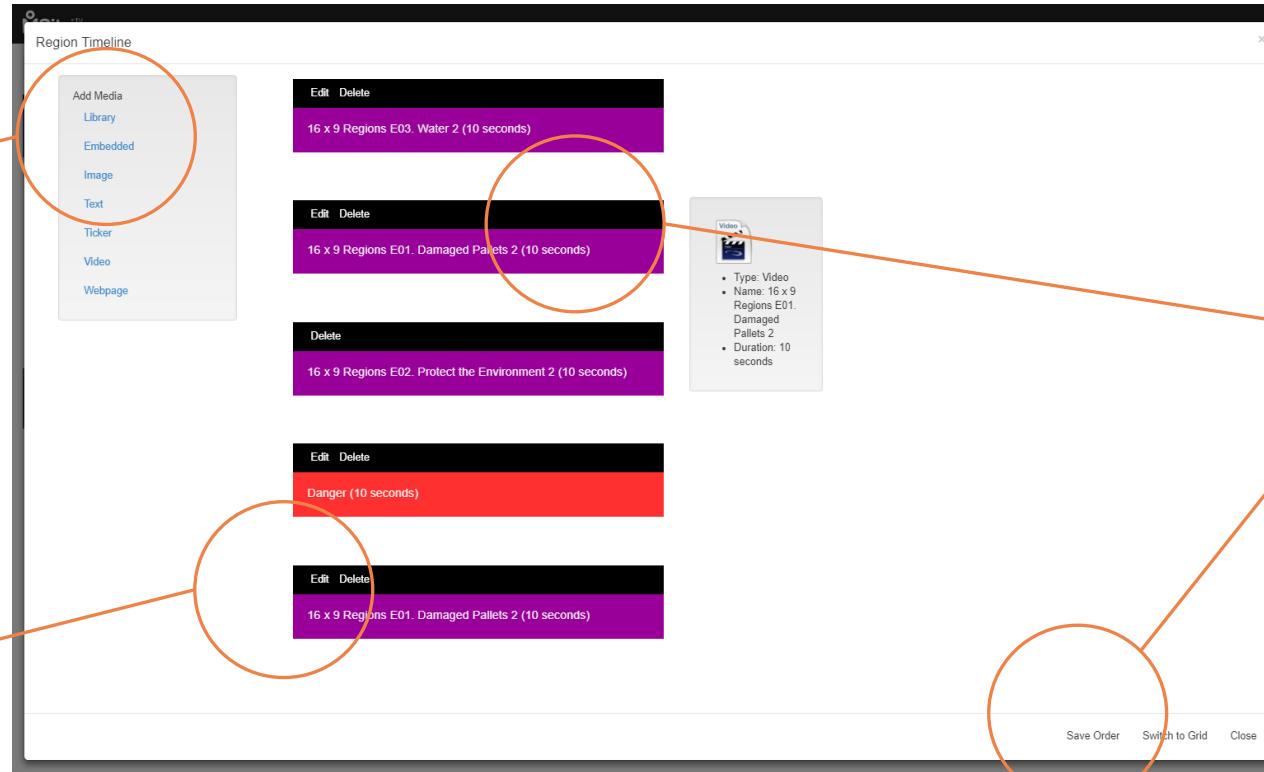
1

Edit Timeline – Hover over the corner of the region highlighted and click the button that appears, selecting 'Edit Timeline'

TIMELINE

Now you have navigated to your timeline, you can assign media from your library, modify the order of content or remove it from the display completely.

1 **Media** – Select media from the library or upload directly.



2 **Edit** – Set the play or screen times for media items. This is important to prevent gaps in playback.

3 **Arrange media** – Once you have assigned your media, arrange how you want it to appear using drag and drop. Click 'Save Order' to lock this in.

ASSIGNING MEDIA

To assign media from the library to your timeline, follow steps 1 & 2

i Selected Media

Anything due to be assigned is listed here

Assign an item from the Library

16 x 9 Regions E01. Damaged Pallets 2

Name	Type	Duration
16 x 9 Regions E01. Damaged Pallets 2	video	0:00:10
16 x 9 Regions E02. Protect the Environment 2	video	0:00:10
16 x 9 Regions E03. Water 2	video	0:00:10
16 x 9 Regions OH02. Balanced Diet 2	video	0:00:15
16:9 E02. Protect the Environment 2	video	0:00:10
16:9 E03. Water 2	video	0:00:10
16:9 HS01. Alloy Towers 2	video	0:00:15
16:9 HS17. Extinguishers (Co2) 2	video	0:00:15
16:9 HS18. Extinguishers (Water) 2	video	0:00:17
16:9 HS19. Eye Protection 2	video	0:00:12

1 - 10 / 70 (70) 10 1

Cancel Assign

1 Select Media Click the + to add media

2 Assign – Once you're done, click Assign