HELP GUIDE FOR USERS

Updated 5/26/2016

Version 1.3

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GLOSSARY OF TERMS

Q ➡ VIEWS ➡ SCREENS

Q
The Q is where the View(s) and Screens are created and stored. Each Q will also have an Asset Library. An account may have one or more Q.

Views
Views are a sequential set of screens that are assigned to a Q. A Q may have one or more Views assigned to it.

Screens
Screens are individual templates that have been populated with specific information. Once created, Screens can be assigned to a View. Screens may be active, inactive or pending.

Assets
Assets, including photos, graphics, video and audio, may be added to the Asset Library by all admins.

Templates
Each Screen is built using one of the pre-defined templates. The templates have different layouts, with designated areas where photos, graphics, text and videos can be entered. The templates are designed to be flexible and most can be used for multiple purposes.

ACCESSING THE HAPQZ BUSINESS ADMIN

HapQz Business admin sign in panel

The HapQz Business admin can be accessed at the following URL:

http://business.hapqz.com/admin

Signing in to the Admin
- To sign in to the admin, select the SIGN IN button in the upper right corner. This will open the SIGN IN panel.
- Enter your email address and password.
- If you do not already have a HapQz profile, you will need to create one.

MY DASHBOARD

Once you have signed in to your HapQz profile, your Dashboard will load. This screen will display All Qz that you manage, a link to purchase another Q and quick links to the following:

- My Qz
- Qz I Manage
- Favorites
- Recently Viewed
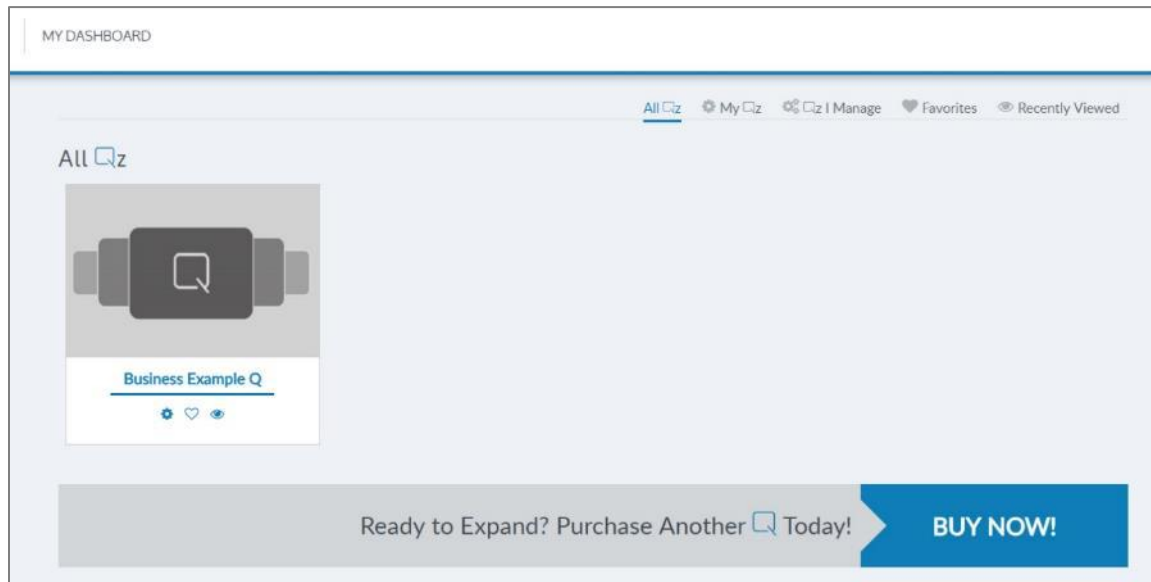
My Dashboard Screen

To designate a Q as a favorite, click the outlined heart ♡ located in the lower portion of the Q's tile. Once clicked, it will become a solid heart and will be displayed when you use the Favorites quick link.

MANAGING Qz & VIEWS

Q Snapshot

When you select a Q on your Dashboard, you will be taken to the Q Snapshot. The following **Q Information** will be displayed on the Q Snapshot page:

- Q name
- Theme
- Time Zone
- Account Owner
- Primary Account Administrator

NOTE: If you have purchased a custom theme, you will not be able to modify the theme.

Depending on your administrative privileges, you may also have the ability to manage and/or buy more of the following:

- Display Connections
- Asset Storage
- Social Feeds
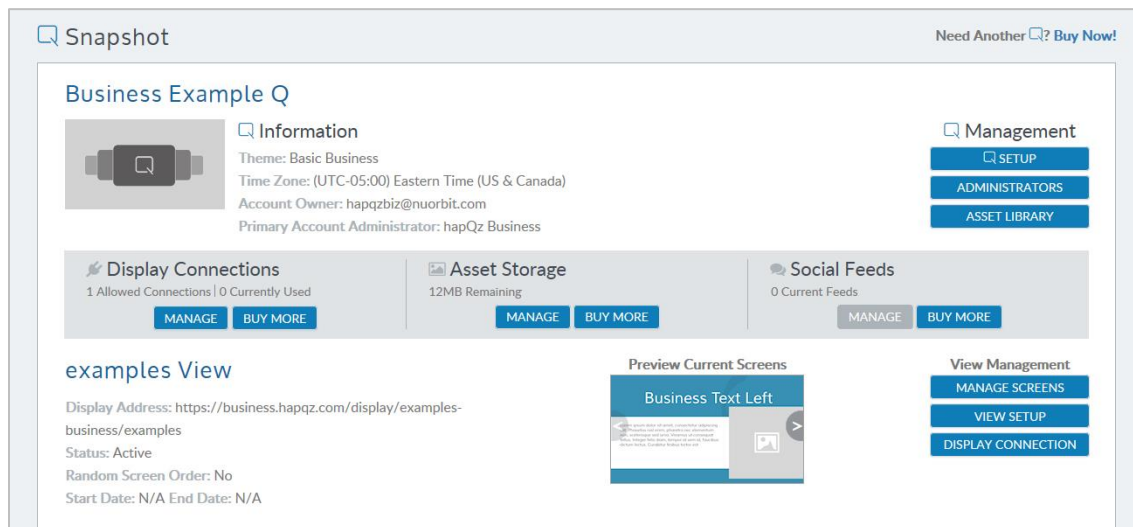
Q Snapshot page

Views

Beneath the Q information, all Views assigned to the Q will be listed. The following information will be displayed for each View:

- Display Address
- Status
- Random Screen Order
- Start and End Date

Adding a New Q

Each Q must be purchased. You may purchase a new Q by selecting the Buy Now link at the bottom of your Dashboard page:
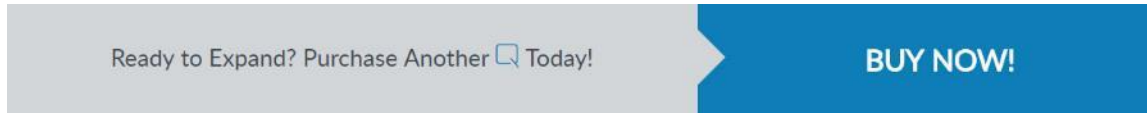

OR

the Buy Now link can be accessed in the upper right corner of the Q Snapshot page:

New Q Setup

Once you have purchased a new Q, it will need to be set up. To set up a Q, you will need to name the Q.

Q Setup Screen – Name Q

Once you have named your Q and selected the *Save and Continue* button, you will be taken to a second screen where you will need to upload a Q image and enter the following information:

- Base URL – *enter in a name that is similar to the Q name (doesn't need to be exact)*
- Time Zone – *select the time zone where the display screen will be located*
- Theme – *the theme is pre-set for customers with custom themes*
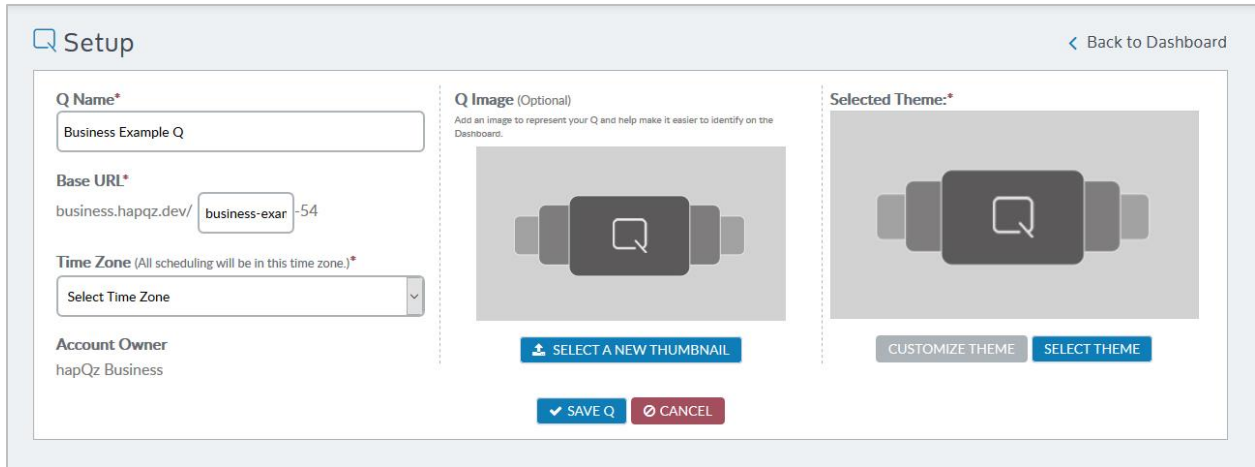
Q Setup Screen

Editing a Q

- To edit a Q, select the *Q Setup* button from the **Q Snapshot** page.
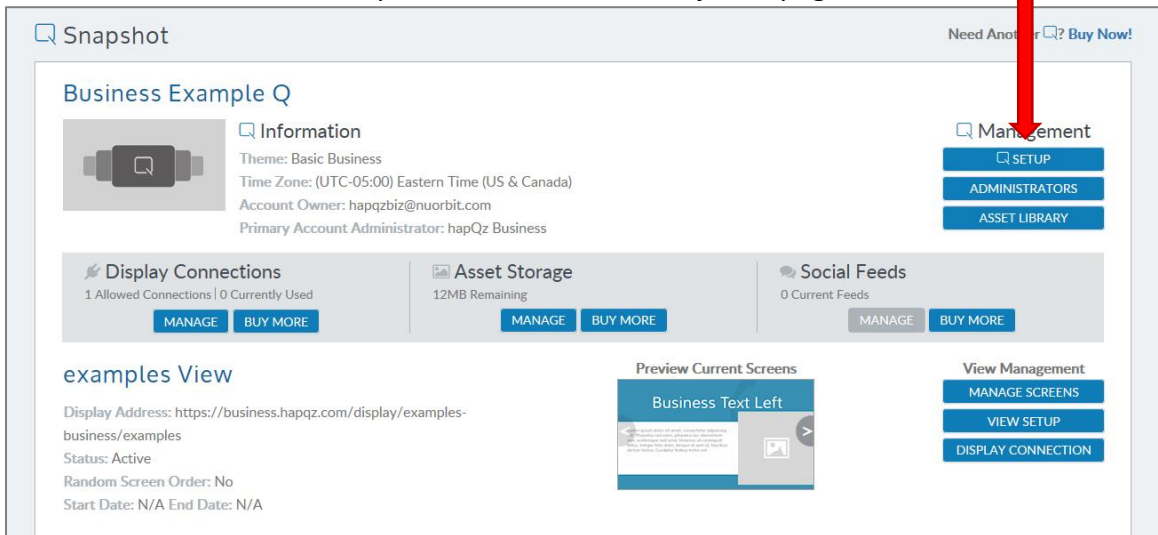
- The **Edit Q** page will load. This page is the same as the **Create Q** screen except that it is pre-populated with the Q information.

Editing the Q Setup Screen

- Make any desired changes to the Q information.
- Once you have made all your changes, select one of the buttons at the bottom of the page:
  - *Save* **Q –** Select the *Save* button to save your changes.
  - *Cancel –* Select the *Cancel* button to revert your changes. The form will close and none of your unsaved edits will be saved.

Adding a New View to a Q

To add a new View to a Q, you must purchase a new View. You may purchase a new View by selecting the Buy Now link at the bottom of the Q Snapshot page.

New View Setup

Once you have purchased a new View, it will need to be set up. To set up a new View, you will need to enter the following information:

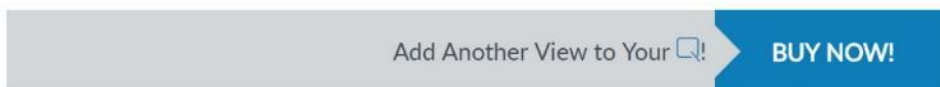- **View Name** (Required) – Each View name should be intuitively named and correspond with the Screens that will be added to the view.
- **Status (Inactive or Active)** (Required) – This status determines whether or not the view is visible.
  - **Inactive –** if the status is Inactive, the View will not be displayed in the Q.
    *HINT: Set the View's status to **Inactive** until you have finished creating screens and constructing the View. This will ensure that you don't publish the View before it is ready for others to see.*

  - **Active** – Set the View's status to Active when you want it to be displayed in the Q.
    HINT: If you want to schedule when a View starts displaying or have it automatically stop displaying at a specific time, set the status to Active and then

enter in the dates when you want the view to display. See below for more information about View Start and End Dates.

- **Randomize Screen Order** (Optional) – Checking this box if you want the screens within the View to display in a random order rather than the order set in the Manage View screen.
- **Background Audio** (Optional) – If you wish to add background audio to the View, select the *Choose Audio* button, which will enable you to select an existing audio file from the Asset Library or upload an audio file.
    - Once you have selected a background audio file, an audio preview will be added to the View Setup screen, along with an "X" to the right of the preview. Selecting the "X" will remove the audio from the View.
    - If you will be adding audio to individual screens or will be adding a video screen to your View, you can pause the background audio on these screen by selecting the appropriate checkbox beneath the audio preview or adjust the volume level of both audio sample so they work well together.

View Setup Screen with background audio selected

- **View Start Date & Time / View End Date & Time** – as described above, you will use these fields if you want to schedule when a view is published. This enables you to schedule when a View is displayed so you don't have to remember to publish a View on a specific day or remember to remove it on a specific day. If set up properly, the system will do this for you.
    - To schedule a View to Display during a Specific Timeframe:
        - Set the Start and/or End Date – click the calendar icon and then select the date from the calendar.
        - Set the Start and/or End Time – click the dropdown and select the time.
        - Set the *View's Status* to **Active**. Even if the current date is within the active timeframe that you have established, the View will not be displayed unless it is Active.

HINTS:

Setting a View to Automatically Stop Displaying:

*If you want a View to be published right away and then have it automatically stop displaying in 2 weeks, set the View End Date and Time to the time when you want the View to no longer display. You do not need to set the Start Date or Time. Be sure to set the View's Status to **Active**.*

Setting a View to Automatically Start Displaying:

*If you want a View to be published on a specific day but you don't need it to be removed at a specific time, set the View Start Date and Time to the time when you want the View to start displaying. You do not need to set the End Date or Time. Be sure to set the View's Status to **Active**.*

Setting a View to Automatically Start and Stop Displaying:

*If you want a View to only be displayed during a specific timeframe in the future, set the View Start Date and Time to the time when you want the View to start displaying and set the View End Date and Time to the time when you want the View to no longer display. Be sure to set the View's Status to **Active**.*

Editing a View

- To edit a View, select the *View Setup* button under View Management.

- The ***Edit View*** page will load. This page is the same as the ***Add View*** screen except that it is pre-populated with the View's information.

Editing the View Setup Screen

- Make any desired changes to the View information.
- Once you have made all your changes, select one of the buttons at the bottom of the page:
    - *Save* – Select the *Save* button to save your changes.
    - *Cancel* – Select the *Cancel* button to revert your changes. The form will close and none of your unsaved edits will be saved.

Managing the Display Connection

- To manage the Display Connection(s) for your View, select the *Manage* button under Display Connections or the *Display Connection* button under View Management.

- The ***Manage Display Connections*** page will load. This page contains instructions for setting up your display view.

Manage Display Connections Screen

- First, you will need to select the Copy Address button, which will copy the URL for your view. You will need to paste the URL into the address bar in a separate browser tab or window.

- You will then be prompted to enter the Connection Key in the input field.

You can copy the Connection Key code by selecting the *Copy* button under step #2 on the Manage Display Connections page. If you should need to reset your Connection Key, select the *Reset Connection Key* button.

Once you have successfully entered the Connection Key code, your display view will load.

Managing Social Feeds

- To manage the Social Feed(s) for your Q, select the *Manage* button under Social Feeds.

- The *My Feeds* page will load. This page will display all feeds that have been purchased for your Q. You will need to select the Set Up Feed button to set up the feed.

My Feeds Screen before feeds have been set up

- The *Feed Setup* page will now load. To set up a feed, you will need to do the following:
    - Enter the Feed Name.
    - Select the Feed Source and enter the Hashtag (the hashtag input field will be displayed once the Feed Source has been selected).
    - Indicate whether the feed should collect new posts (Yes or No).
    - Indicate which posts should be shown (Approved Only or Approved and Pending).

- Once you have entered the feed information, select one of the buttons at the bottom of the screen:
  - **Save Changes –** Select the *Save* button to save your changes.
  - **Cancel –** Select the *Cancel* button to revert your changes. The form will close and none of your unsaved edits will be saved.

Feed Setup Screen

- The **My Feeds** screen will now re-load and the feed that was just set up will now display an overview of the feed information and two buttons:
  - **Manage Posts –** Select this button to view all posts for this feed. See the Managing Feeds section below for information on how to moderate posts.
  - **Manage Feed Setup –** Select this button to make any desired changes to the Feed Setup.

My Feeds Screen with a feed that has been set up

Moderating Social Feeds
- Each post will include the following information:
  - Date and time of the post
  - Username of person who made the post
  - Post text, hashtag and URL
  - Status (Approved, Pending or Rejected)

o Buttons to *Approve Post* or *Reject Post* – Selecting the Approve Post button will change the status to approved.
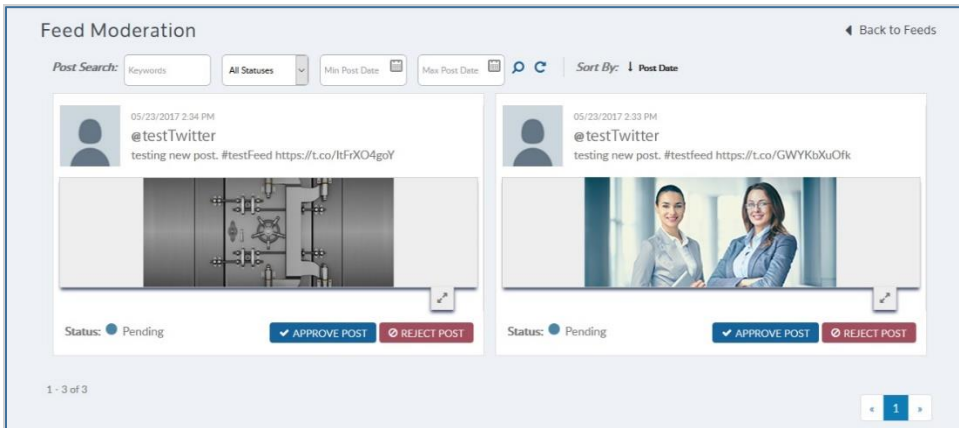
Feed Moderation Screen

Setting Up the Social Feed Screen Template

- The setup for the Social Feed screen template is somewhat different than the other screen templates. The only content that can be added is the headline and hashtag.
- To change the number of posts that are shown in the display View, select the + button in the upper left-hand corner of the template screen (it will initially be set to 1). Use the – button to reduce the number of posts that will be shown on the display screen.

Social Feed screen with seven posts added to the Number of Posts count.

- In the Screen Information and Settings, you will also need to select the Social Media Feed that you set up in the Q Snapshot.
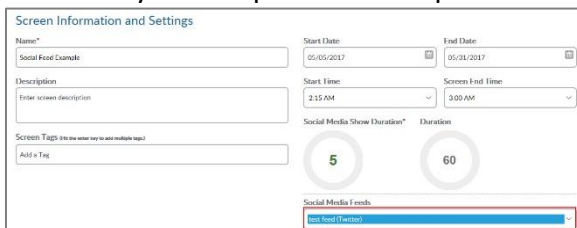
Social Feed Screen Information and Settings with Social Media Feed selected.

The View

The View section is located in the top portion of the Manage View page. It displays the ordered list of screens contained in the View. The name of the view is displayed in the upper left corner and some status information and a Preview tab are located in the upper right. Further details are outlined below.
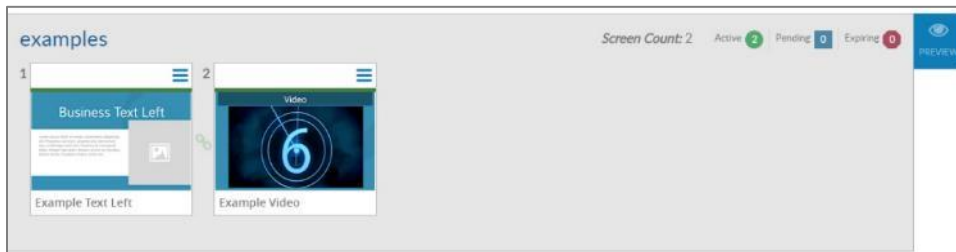
Screen Status Summary – this section provides a summary of the screens that are currently included in the View and highlights key status information.
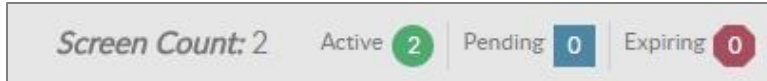
- **Active** (green Circle) – this indicates the number of screens that are currently being displayed in the Q.
- **Pending** (Blue Square) – indicates the number of screens in the View that will start displaying automatically in the next 3 days. This is based on the Screen's Start Date.
- **Expiring** (Red Hexagon) – this indicates the number of screens that will be automatically removed from the View in the next 3 days. This is based on the Screen's End Date.

Preview Tab – Click the Preview tab located in the upper right corner of the View area to see an animated preview of the View.

Managing Screens in the View
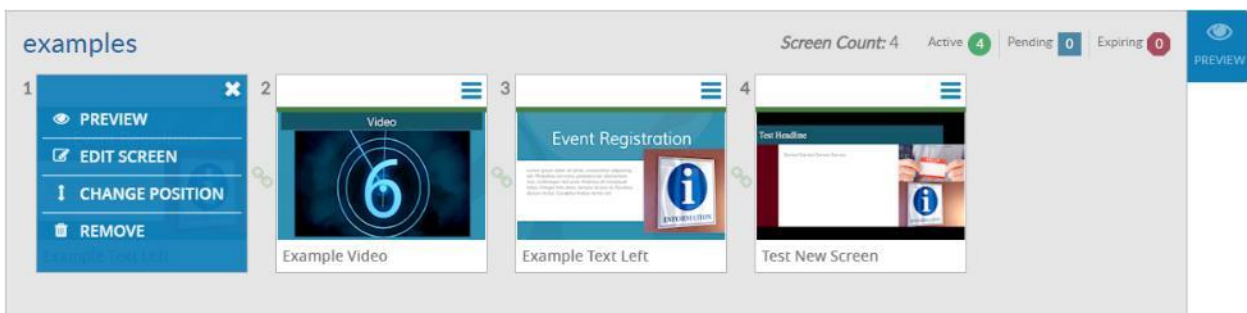
Slide in View with menu icon selected

- To manage the Screens in the **View**, select the blue menu icon ☰ located in the upper right corner of each screen thumbnail.
- A menu will overlay the thumbnail image with the following available options: *Preview, Edit Screen, Change Position* and *Remove*.

o **Preview** – Select the *Preview* option to open an animated preview of the screen.
o **Edit Screen –** To modify the screen content and settings, select the *Edit Screen* option. This will open the selected Screen in the **Edit Screen** page.
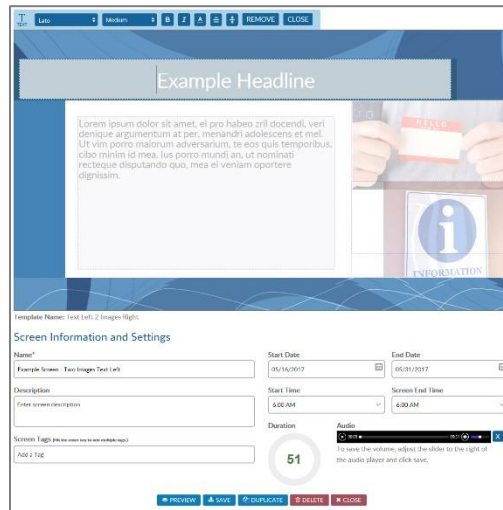
Edit Screen example

o **Change Position –** Select the *Change Position* option to move the selected screen to a different position within the ordered list of Screens in the View. When you click this option, a panel will slide out.
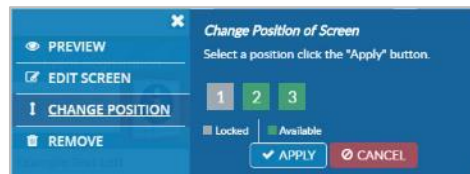
Change Screen position

- Click any open position where you want to place the screen. Open positions are green and locked positions are grey.
- Then select the *Apply* button to save the update.
- Select the *Cancel* button to close the panel without saving the changes

NOTE: You can also change the position of a screen by simply dragging and dropping the thumbnail into the desired position in the View.

o **Remove –** Select the *Remove* option to remove the selected screen from the View. Doing this will NOT delete the screen from the Screen Library. It will only remove it from the View.
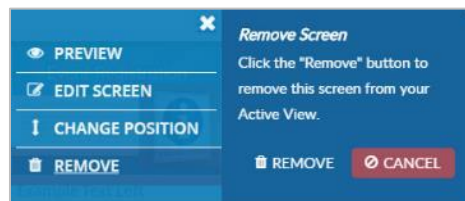
Remove Screen

- When you click the Remove option, a panel will slide out. It will prompt you to confirm that you want to remove the screen from the View. Click *Remove* to confirm the removal of the Screen or *Cancel* to abort the removal.

Adding a New Screen to the View

- To add a new screen to the **View**, drag and drop a screen from the **Screen Library** to the desired position in the **View**.
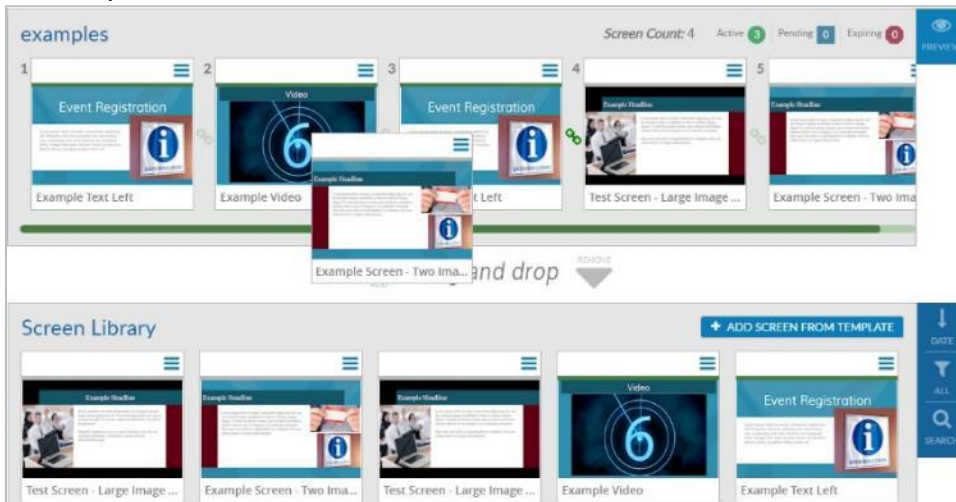
Screen being dragged from Screen Library to the View

Locking Screens Together

To ensure that two Screens in the View always remain next to each other when displayed, click the *Link* icon located between each Screen. The *Link* between locked Screens will be dark green. To unlock a *Link* between two Screens, simply click the link icon again.

Unlocked Screens
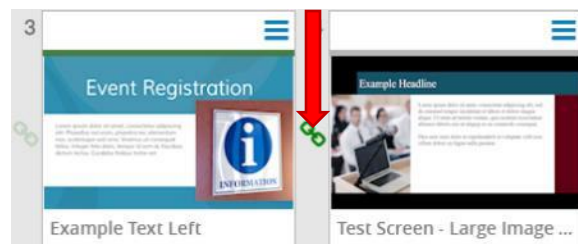
Locked Screens

Screen Library
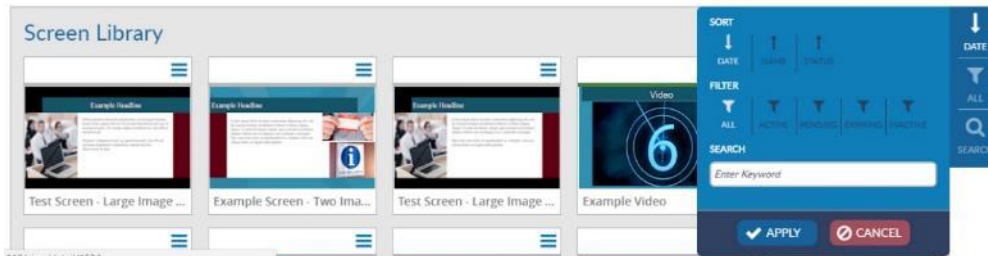
Screen Library controls expanded

The **Screen Library** contains thumbnail images of all screens that have been created to date.

- Use the *Screen Library* controls, which are displayed in a tab in the upper right corner, to do the following:
  - Sort the screens within the **Screen Library** by Date, Name or Status
  - Filter the screens within the **Screen Library** by Status (All, Active, Pending, Expiring, Inactive)
  - Search by Keyword

Managing Screens in the Screen Library
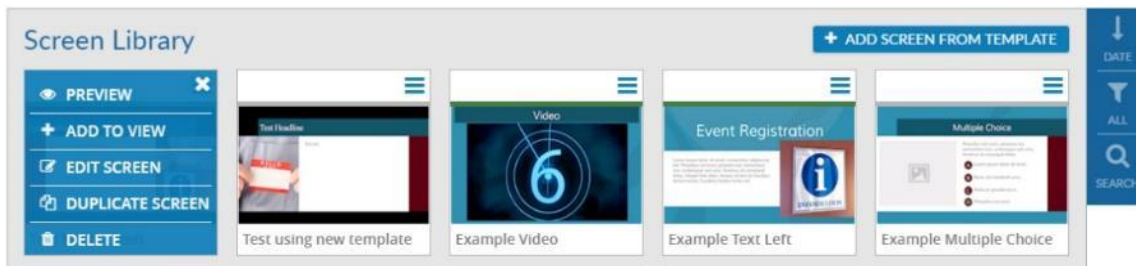
*Screen in the Screen Library with Menu icon selected*

- To manage screens in the **Screen Library**, select the blue menu icon ☰ located in the upper right corner of each screen thumbnail.
- A menu will overlay the thumbnail image with the following available options: *Preview, Add to View, Edit Screen, Duplicate Screen* and *Delete*.
  - **Preview** – Select the *Preview* option to open an animated preview of the screen in a layer over the **View**.
  - **Add to View –** Select the *Add to View* option to open a slide out panel that will enable you to insert the Screen in any open position in the **View**. Open positions are green and locked positions are grey.

Add Screen to View panel expanded

- Once the screen has been placed, the select the *Apply* button to save the update.
- Select the *Cancel* button closes the panel without saving the changes.

o **Edit Screen –** To modify the screen content and settings, select the *Edit Screen* option, which will open the **Edit Screen** page.
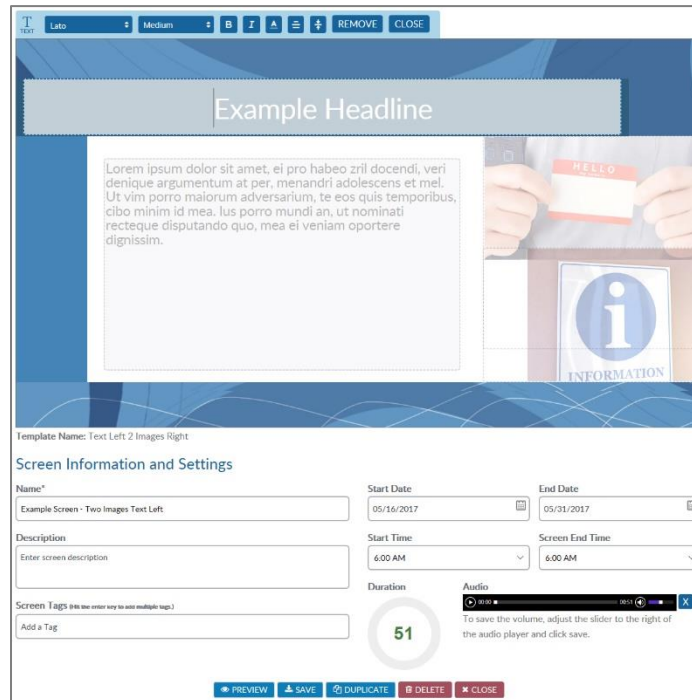
Edit Screen example

Once the desired edits have been made, select one of the following:

- **Save** – Select the *Save* button to save the edits.
- **Preview** – Select the *Preview* button to open an animated preview of the edited Screen.
- **Delete** – Select the *Delete* button to remove the Screen from the admin. You will be prompted to confirm you wish to delete the screen before this action occurs.
- **Close** – Select the *Close* button to close the edit screen. If you have unsaved changes, you will be prompted to save the edits prior to closing the screen.

o **Duplicate –** Select the **Duplicate** option to create a copy of the selected Screen.

NOTE: Duplicating a screen can be helpful when you wish to create a new screen that is very similar to an existing screen. All screen information is duplicated

Once the duplicated screen has been opened in the Edit Screen, enter a unique **Screen Name** and make any other desired edits. Once you have finished making edits to the duplicated screen, select from the following buttons:

- *Preview* – Displays a preview of the duplicated version of the Screen.
- *Save* – Saves the edits and closes the edit screen.
- *Cancel* – Discards the edits and closes the duplicate screen.

o **Delete** – To delete the Screen, select the **Delete** option. A slide-out panel will open containing a confirmation message and *Delete* and *Cancel* buttons. The screen will not be deleted unless you click the *Delete* button in this slide-out panel. Select the *Cancel* button if you want to abort the delete.
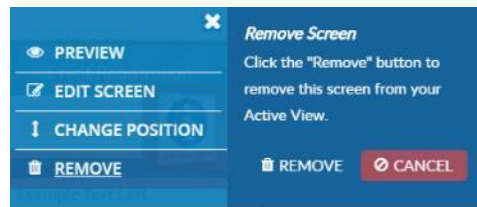
Delete Screen confirmation

SCREEN TEMPLATES

To facilitate the creation of Screens and to also help ensure consistency between the Screen styles, a number of templates have been developed. These templates are designed to be flexible and most can be used for a variety of topics.

Template Animations

Each template has pre-defined animations built into it. These include:
- animations that control how the content elements animate onto the screen,
- how they animate off,
- special animations that support the unique content of specific templates.

The admin user does not need to do anything to incorporate these animations into their final screens. The animations are already programmed into the templates.

CREATING & MANAGING SCREENS
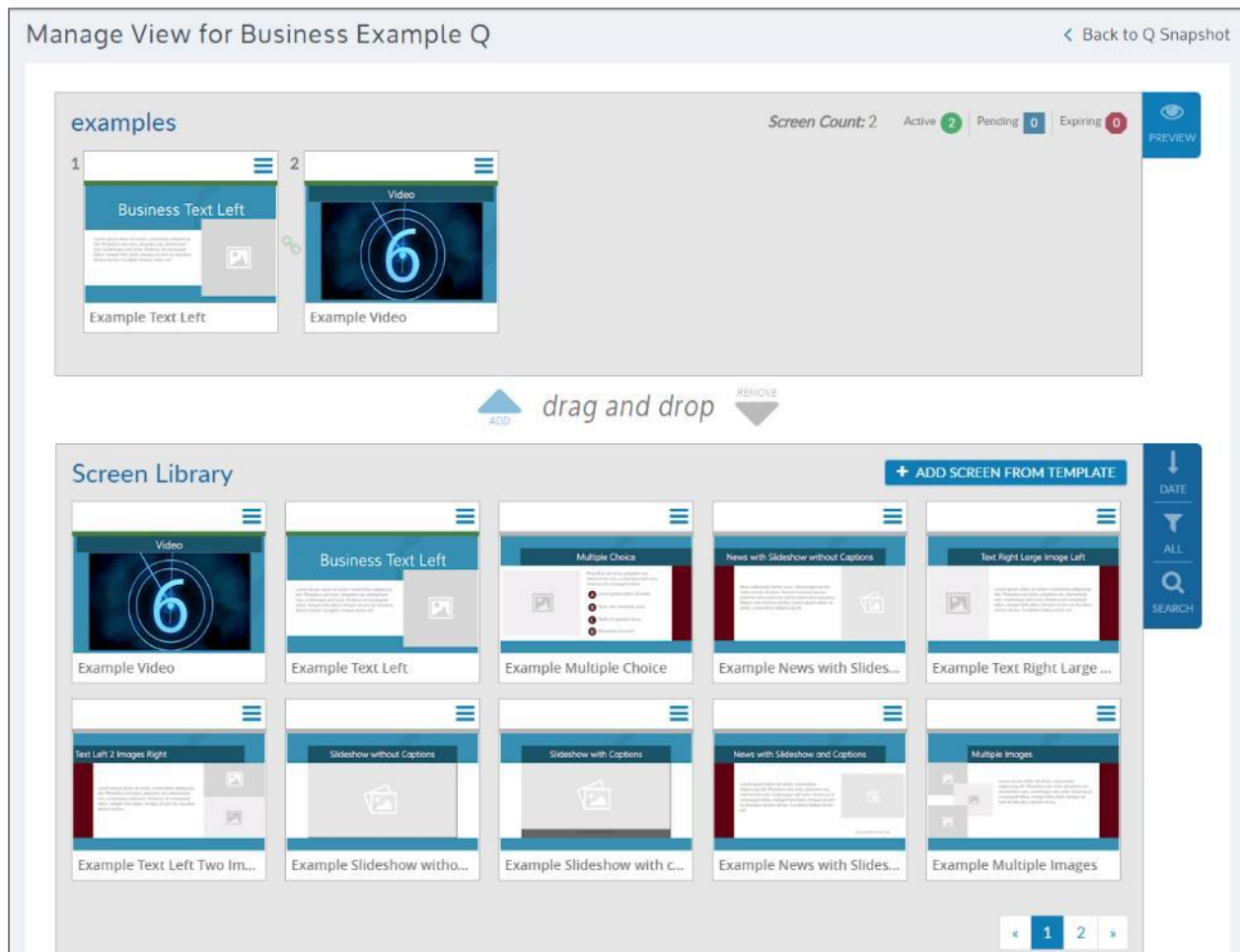
Screen Library with Add Screen from Template button selected

Creating a New Screen

- To create a screen, select the *Add Screen from Template* button located in the upper right corner of the **Screen Library** section of the *Manage View* page. (See image above)
- The library of available *Screen Templates* will load.
    - Find the *Screen Template* you want to use for your new Screen and click the *Select Screen Template* button.
    - If you want to see an animated example of any of the *Screen Templates*, click the *Preview* button in the upper right corner of the *Screen Template* image.
- Once you have selected a *Screen Template*, the **Screen Editor** page will load. The top portion of the page contains a visual representation of the template. (see image below)
- Editable copy and image blocks make it easy to add the necessary copy, images and supporting graphics.
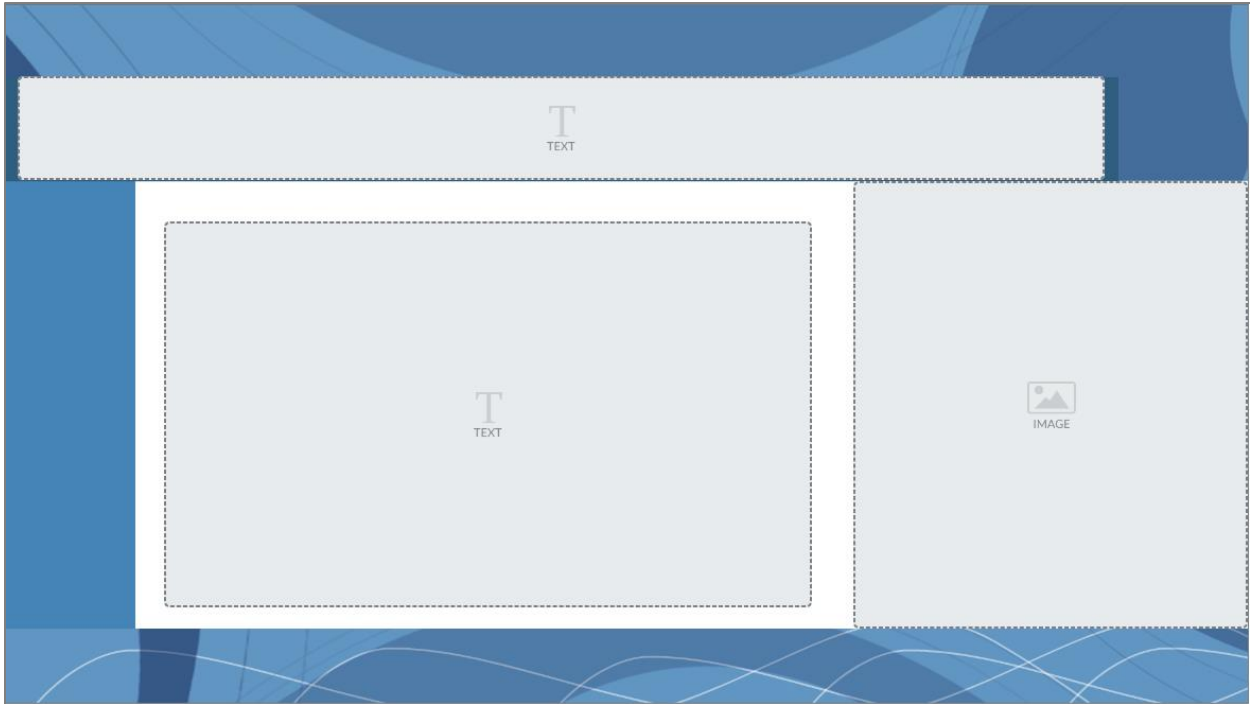
Content creation portion of the page

Adding Content to the Screen

The type of content that can be added to each portion of the screen is clearly marked (text, image, graphic, etc.).

- Click on the icon inside one of the content areas to begin adding content to the screen.

Adding a Header

- **Activating the Headline Text Box** - To enter the text for the headline, select the text icon. A cursor will appear and you can now enter the text.

Headline input box

- **Formatting Headline Text** – Once the headline text has been entered, you can make any of the following style adjustments:
  - Font
  - Text size (Small, Medium, Large)
  - Bold or Italicized
  - Color

- o Alignment (Left, Right, Centered)
- o Vertical Positioning (Top, Middle, Bottom)
- **Finishing the Headline Text** – When you have finished formatting the headline text, click the "*Close*" button on the right side of the toolbar or anywhere on the screen outside of the headline input box.

Completed headline

Modifying an Existing Header

- To edit a previously populated header click inside the headline box. The formatting tabs will be displayed above the headline.

Adding Text Content

- **Activating the Text Input Box** – To add text, such as a sub-header or other copy, select the Text icon located inside the desired text box. Once the icon is selected, a cursor will appear inside the text box and you can begin entering the text.

Empty text input box

- **Formatting the Text** – Once the text has been entered, you can make any of the following style adjustments:
  - o Text size (Small or Large)
  - o Color
  - o Alignment (Left, Right, Centered)
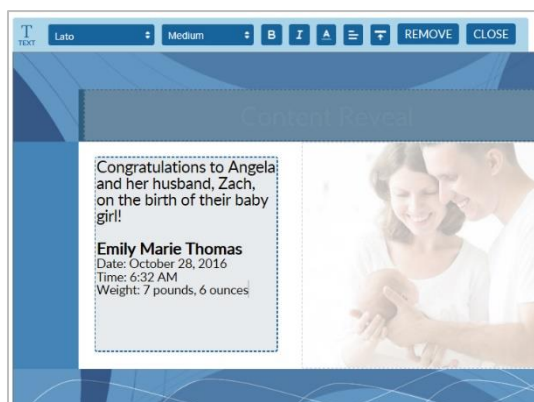
HINT: Get creative! You can apply different formatting to portions of the text within the text box. Change the color, style, size and alignment to create more interesting layouts.

- **Finishing the Text** – When you have finished formatting the text, select the "*Close*" button on the right side of the text editor toolbar or click anywhere on the screen outside of the text input box.

Modifying Existing Text Content

- To edit or delete a previously populated text box, click inside the text area you wish to edit. The formatting tabs will be displayed above the text box.

Adding Images or Graphics
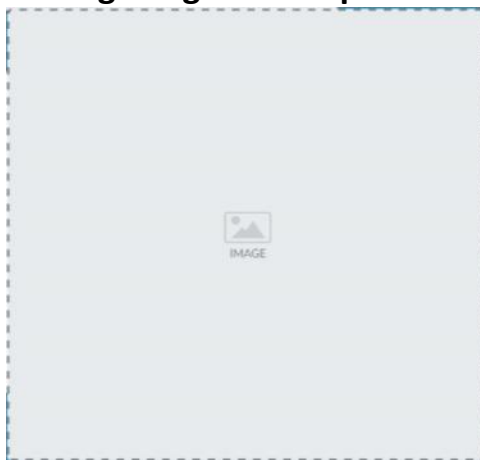
Empty Image Content Box

- To add an image or graphic, select the image icon inside the image content block.
- The **Asset Library** will slide onto the screen.
- Select an image, graphic or video from the library or add a new asset by clicking the *Upload a New Asset* button in the upper right-hand corner of the screen.
  - To view a larger version of the thumbnail image of an asset in the library, select the *Preview* button
  - To select an asset, click the *Select* button located beneath the asset thumbnail in the library.
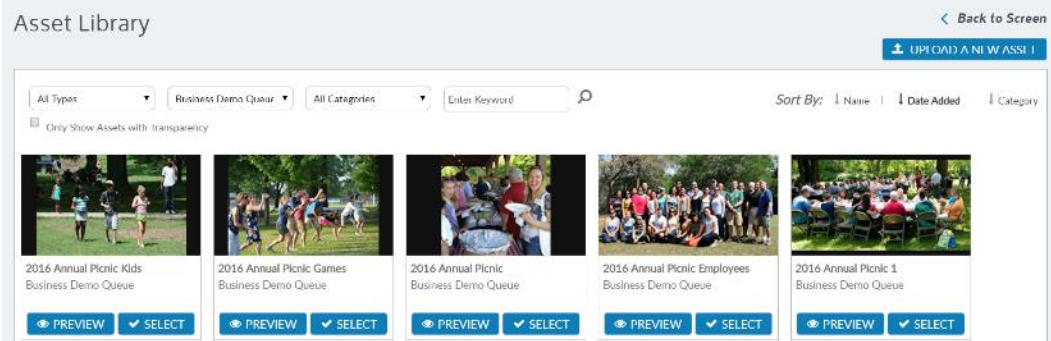
Asset Library

For more information about adding, managing and using the **Asset Library**, see the *Managing the Asset Library* section of this document.

Adjusting an Image or Graphic to Fit the Content Area

- Once you have selected an image or graphic, the Asset Library will close and you will return to the screen you were creating.
- The selected image will now be placed in the selected content area.
- The image will automatically be resized to fit the content area based on the aspect ratio of the image.

Positioning the Image within the Image Input Box

- Depending on the size of the selected image, there may be image area that extends past the image input box on the top and bottom or left and right. This part of the image will be semi-transparent, as shown in the example below.
- Increase and decrease the size of the image and drag the image to position it as desired.

  Note: In the image below, the full image is outlined with a red box but only the portion within the Image input box (green outlined box) will be displayed in the screen.

Uncropped image with excess image area displayed

Image Formatting Tool Bar

- There are several buttons in the image formatting tool bar:
  - ✚ and ➖ – clicking these buttons will zoom the image in and out
  - ⊕ and ⊖ – clicking these buttons will zoom in and out in larger increments
  - ↻ – clicking this button will rotate the image in 5 degrees increments
  - ↻ – clicking this button will rotate the image in 45 degrees increments
  - ◻ – clicking this button crops the image to include only the portion of the image visible within the image input box. (In the example above, only the portion of the image within the green box will be shown in the Screen. The additional image that is shown between the green box and the red box will be cropped out.)

- o **RESET** – clicking this button resets the image back to the way it was original placement settings
- o **REMOVE** – clicking this button removes the image currently placed in the image box
- o **CLOSE** – clicking this button will close the image formatting toolbar.

Finishing the Image

- Once the image size and position have been finalized, click the crop button and then click the "*Close*" button in the toolbar or anywhere on the screen outside the image input box.

Modifying an Existing Image

- To modify or remove an existing image from a screen, click inside the image box and then use the image formatting tool bar to make changes.

Adding a Countdown Clock

- The Countdown Clock template contains a clock that must be set with the target date and time.
- To set the clock, select the Calendar icon in the center of the calendar input box.

Countdown clock without the date or time set
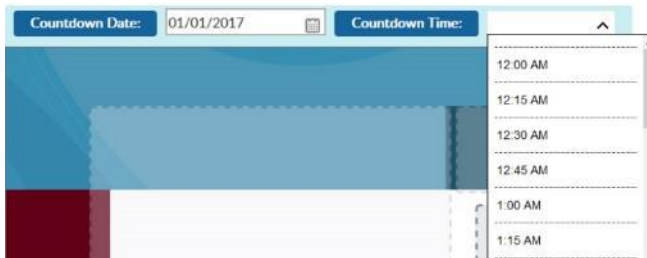
- To set the date, select the calendar icon in the tool bar, which will display a calendar for the current month. You can then select the desired date or select the next or previous arrow to view a different month.

Setting the date for the countdown clock

- To set the time, select the time from the Countdown Time dropdown menu.

Setting the time for the countdown clock

The countdown clock with the date and time set

Modifying an Existing Target Date or Time
- To change a previously set target date/time, click on one of the blue tabs next to the top-right corner of the input box.
    - Select the *Edit* tab to revise the target date or time.
    - Select the *Clear* tab to delete the target date and time.

Adding Content to the Content Reveal Screen Template
- The Content Reveal template contains two slides for content, which will be displayed in order on the screen in the View. Both slides must contain content before the screen can be saved.
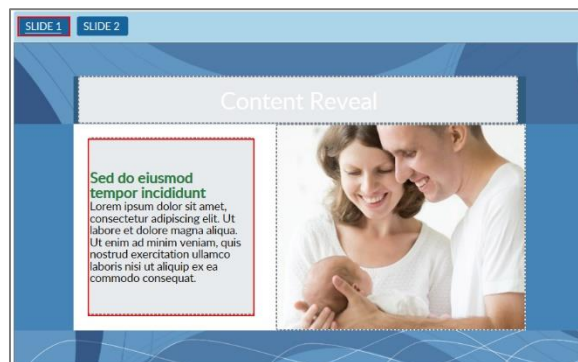
Content Reveal with Content for Slide #1

Content Reveal with Content for Slide #2

HINT: *Use the content for the first screen to pose a question or introduce the content on slide #2, such as a Fun Fact or Did You Know? question and answer.*

Adding Content to the Fullscreen Image, 4 Text Overlays Screen Template

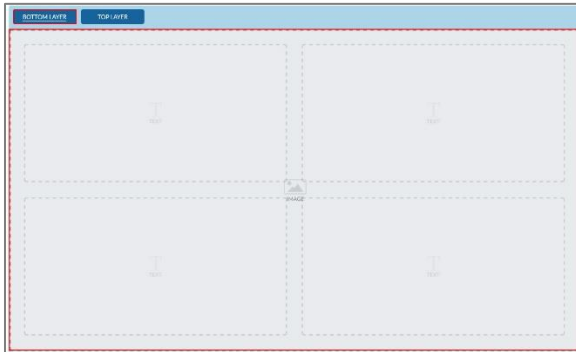- The Fullscreen Image, 4 Text Overlays template enables you to upload a large image that can then be overlaid by up to four text blocks placed in each corner of the screen.
- Bottom Layer Tab – This is where the fullscreen image will be placed. Select an image from your Asset Library or upload an image you wish to use as the background for the text.

Bottom Layer – No Image Uploaded

- Top Layer Tab – This is where you can add text in one or more of the four quadrants.
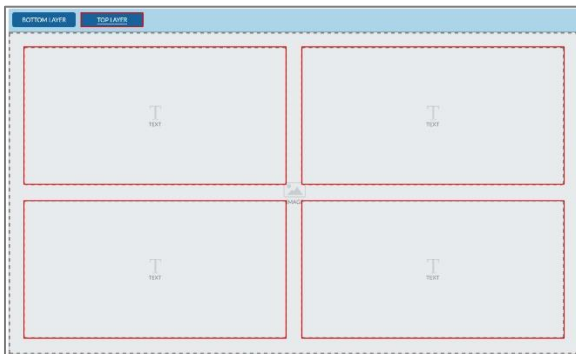
Top Layer – No Content Added

- Once you have uploaded the background image and added the text, the screen editor should be similar to the screenshot below:

Lorem ipsum dolor sit amet
Illud prompta facilisis eam. Nec iracundia reprimique scriben, qui natum omnes erroribus

Ex usu euripidis, et duo probatus sensibus.
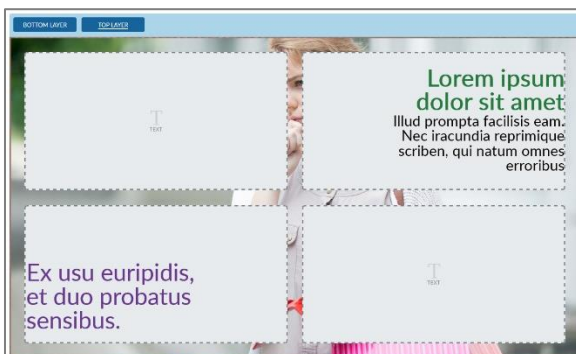
Content added to the Top and Bottom Layers.

Example of a completed screen.

HINT: *Use a background image in which the focus (a person, for example) is in the center of the image and the background is not in focus to help ensure the text is legible. Select colors that will provide sufficient contrast with the background image.*

Adding Slides to the Slideshow and Bulleted List Screen Templates

- The Slideshow and Bulleted List screen templates allow you to add up to 9 additional slides, for a total of 10 slides. To add a list or slide, select the *Add Slide* button in the upper right-hand corner of the screen template.
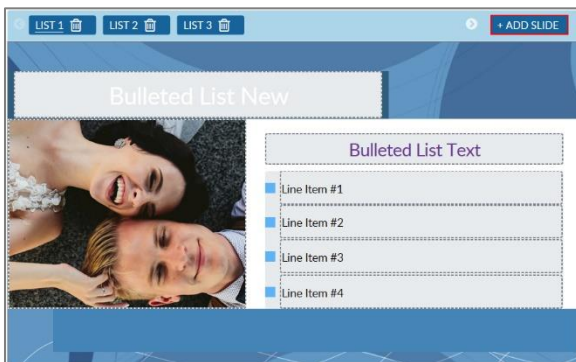

Bulleted List screen with two additional lists added.

- Depending on the number of lists or slides that you have added, you may need to use the arrows on the left and right sides of the tabs to view tabs at the start or end. To delete a list or slide, select the Trash Can icon on the right side of the slide tab.

Slideshow screen with six additional slides added.

Adding the Screen Information and Settings

Screen Information and Settings portion of the page

The bottom portion of the Screen Editor page contain the screen information and settings for the screen template. This includes the following:

- **Information**
  - o **Screen Name** – Enter the screen name. This name will be displayed below the screen thumbnail in the **View** and **View Library**.
  - o **Screen Description –** Enter a screen description that provides a brief overview of the screen's content or purpose.
  - o **Screen Tags –** Enter one or more tags that are relevant to the screen's subject or purpose. These tags will be used to support searching so it is ideal to enter several relevant tags for each screen.

    For example: a screen announcing an employee's retirement might include tags such as: Retirement Announcement l Retirement Party l Employee Retirement

- **Settings**
  - o **Screen Start Date and Time (optional) –** If you want to schedule when a screen starts displaying in the View, enter the start date and time when it should begin. If no start date is specified, the screen will be displayed as soon as it has been added to the View.
  - o **Screen End Date and Time (optional) –** If you want to schedule when a screen stops displaying in the View, enter an end date and time to set when the Screen will be removed.
  - o **Screen Duration –** The duration is the amount of time a screen is displayed before it transitions to the next screen in the View.

    HINT: If your screen has a lot of copy, the default screen duration should be increased. To help determine the appropriate amount of time, preview the finished screen and see if you can comfortably read all the screen copy and look at any other supporting images or information before it transitions out. If it seems too slow or too fast, adjust the duration time accordingly.

Finishing Your Screen
- Once you have finished adding all copy and graphic assets, and have completed the Screen Information and Settings, choose from the following buttons at the bottom of the screen.
  - o *Preview* – Selecting the *Preview* button will open an animated preview of the screen

- o **Save** – Selecting the *Save* button will save the screen in our View's Screen Library
- o **Close** – Selecting the *Close* button will close the screen. If you have unsaved changes, you will be prompted to save of discard them prior to closing.
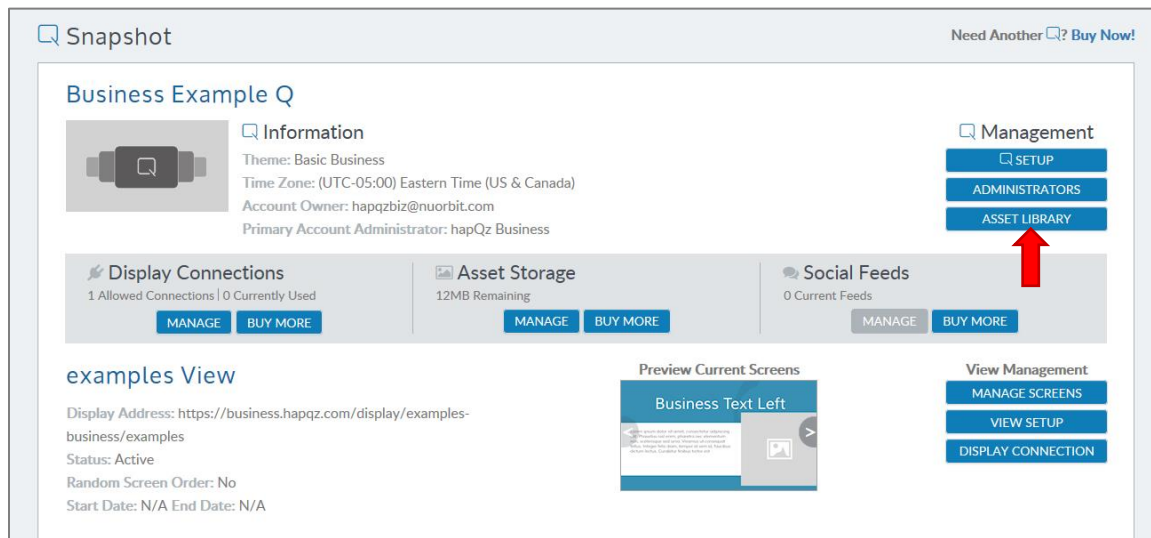
Previewing a Screen

Example of a completed screen

*Example of the completed screen in preview mode*

MANAGING THE ASSET LIBRARY


Asset Library link on the Q Snapshot page.

Accessing the Asset Library

- To access the Asset Library, select the "Asset Library" link under Q Management on the right-hand side of the Q Snapshot page.
- The Asset Library will load on the screen. It contains all photo, graphic and video files that have been uploaded to the Asset Library to date. (See image below)
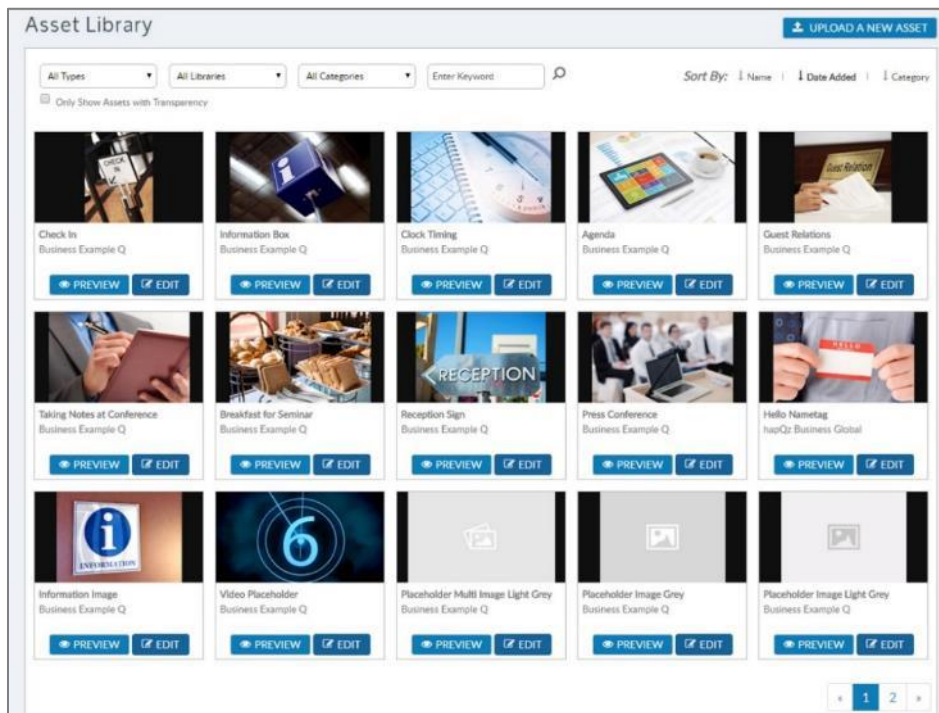
Asset Library

Filtering and Sorting Assets in the Library
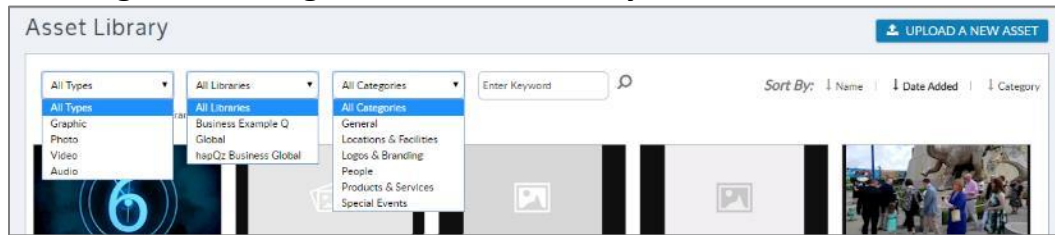
Asset Library filters

Filtering Assets

To adjust the assets that are displayed in the library, make selections from the following filters:

- **Type**
  - All Types (default)
  - Graphic (logos, icons, stock art, etc.)
  - Photo
  - Video
  - Audio
- **Libraries**
  - All Libraries (default)
  - Additional libraries created for your Qz will also be displayed
- **Categories**
  - All Categories (default)
  - General
  - Locations & Facilities
  - Logos & Branding
  - People
  - Products & Services
  - Special Events
- **Keyword Search**
- **Limiting to Transparent Assets –** to limit the view of the assets displayed in the **Asset Library** to only include images with a transparent background, check the checkbox located beneath the filters.

Sorting Assets

The controls to apply the way assets are sorted are displayed in the upper right corner of the Asset Library screen.

- The assets can be sorted in ascending or descending order by:
  - **Name**
  - **Date Added**
  - **Category**
- To sort the assets, select the up or down arrow located to the left of the sort option

Adding an Asset to the Asset Library
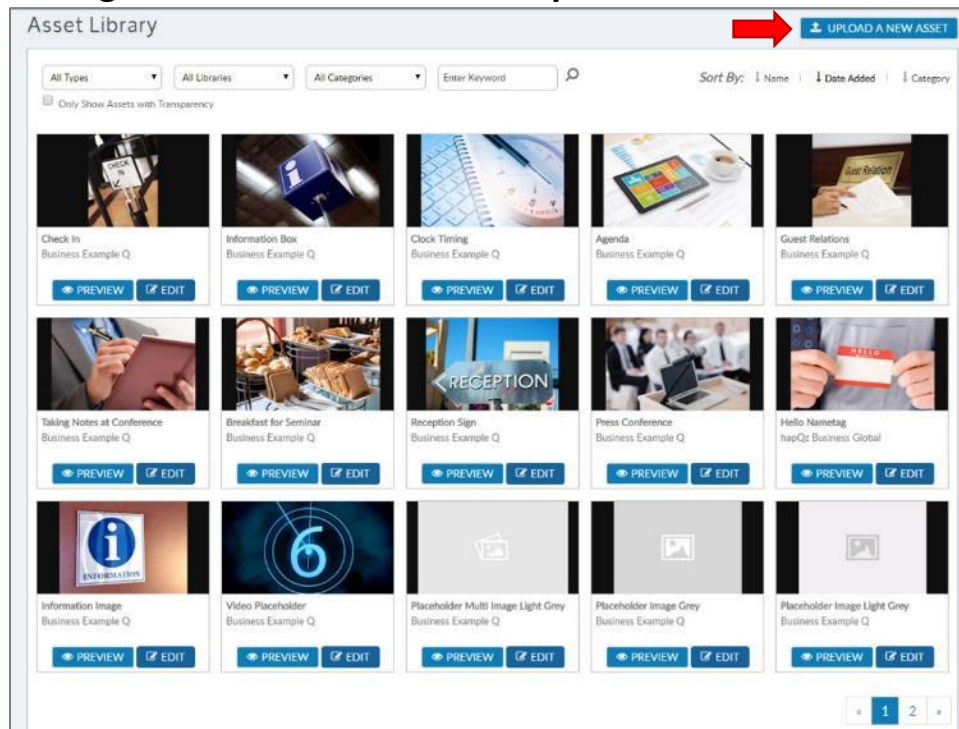
Upload a New Asset button in Asset Library

To upload a new asset (photo, graphic, video or audio):

- Click the *Upload a New Asset* button in the upper right-hand corner of the Asset Library screen (see image above).
- The upload panel will slide in.
- Drag and drop the photo, graphic or video file onto the indicated area of the screen or click the **Select a file** button to manually select the asset file from the file directory on your computer or network.

File Requirements:

- Photo and graphic files - must be in JPG or PNG format. It is recommended that files be large and high resolution (300 dpi), if possible, to ensure the image quality is maintained on the large display monitors.
- Video files - must be in mp4 format with a 16x9 aspect ratio with dimensions of 1280x720 (maximum) and 640x360 (minimum).
- Audio files – must
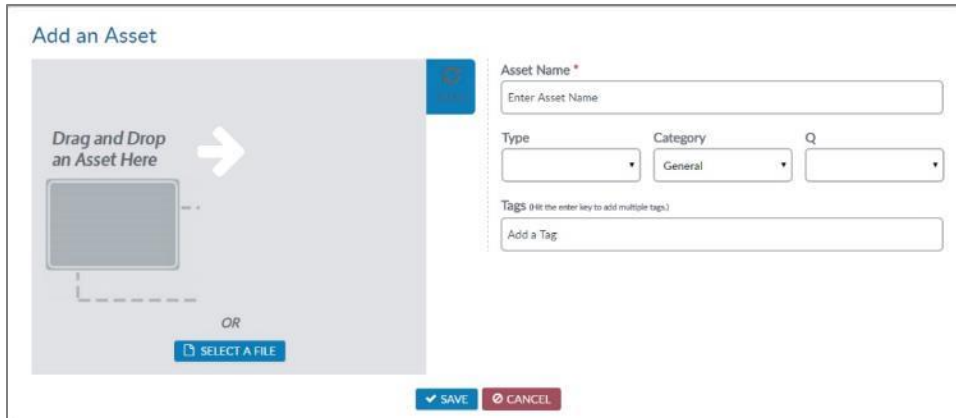
Add an Asset screen

- Once the asset has been uploaded, add a name for the asset and select the following:
  - **Asset type –** Assets should be assigned to the appropriate file type.
    - Photo
    - Graphic
    - Video
    - Audio
  - **Category –** Assets should be assigned to the category that is most appropriate for the subject.
    - General
    - Locations & Facilities
    - Logos & Branding
    - People
    - Products & Services
    - Special Events
  - **Library –** The asset can be assigned to and asset library that is available to the Q.
  - **Tags –** Tags can be added for each asset. These tags should not simply duplicate words from the asset's name but instead should capture unique aspects of the asset or its purpose. Making the tags as specific as possible will help yield more relevant results when you or others perform a keyword search for assets within the library.
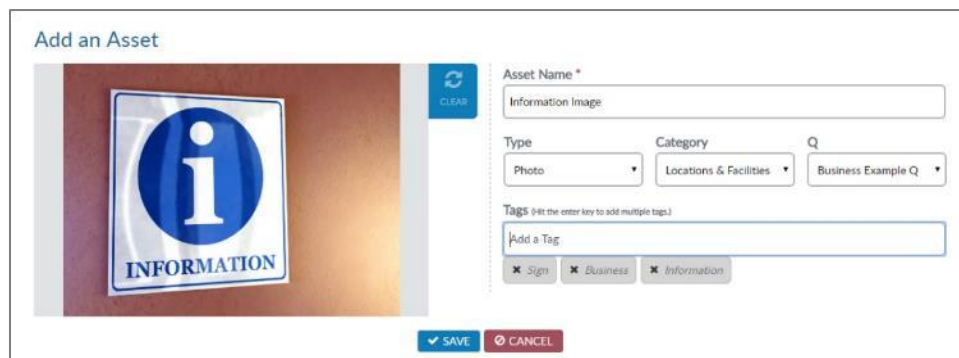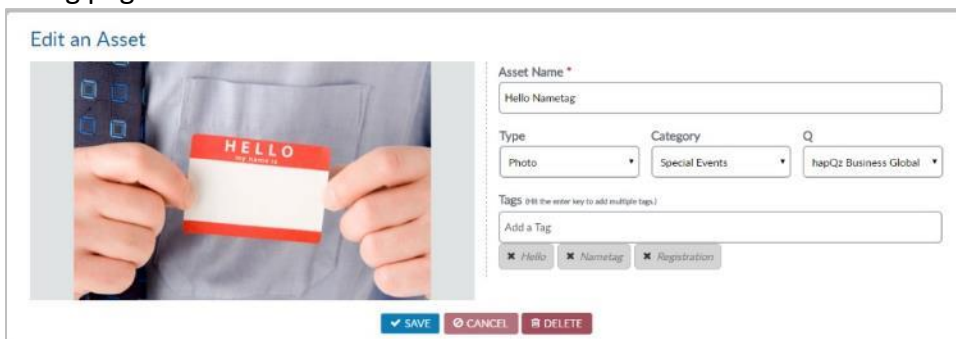

Graphic asset with Tags Example

Editing an Existing Asset
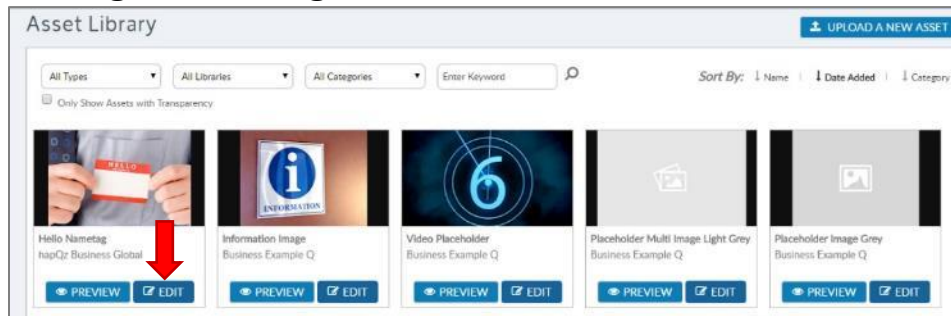
Existing image in Asset Library with Edit button selected

Editing an Existing Library Asset

- To edit an asset, select the *Edit* button beneath the asset thumbnail on the Asset Library listing page

Edit an Asset screen

- An edit screen will be displayed that will enable you to edit the following information
    - Asset name
    - Type
    - Category
    - Q
    - Tags
- Once you have finished making the desired edits, select from the following buttons: *Save, Cancel or Delete*.
    - **Save** - Select the *Save* button to save the changes in the admin.
    - **Cancel** - Select the *Cancel* button to revert the changes and close the edit screen.
    - **Delete** - Select the *Delete* button to delete the asset from the Library. You will be asked to confirm whether you want to permanently delete the asset before it is deleted

Delete an asset confirmation message