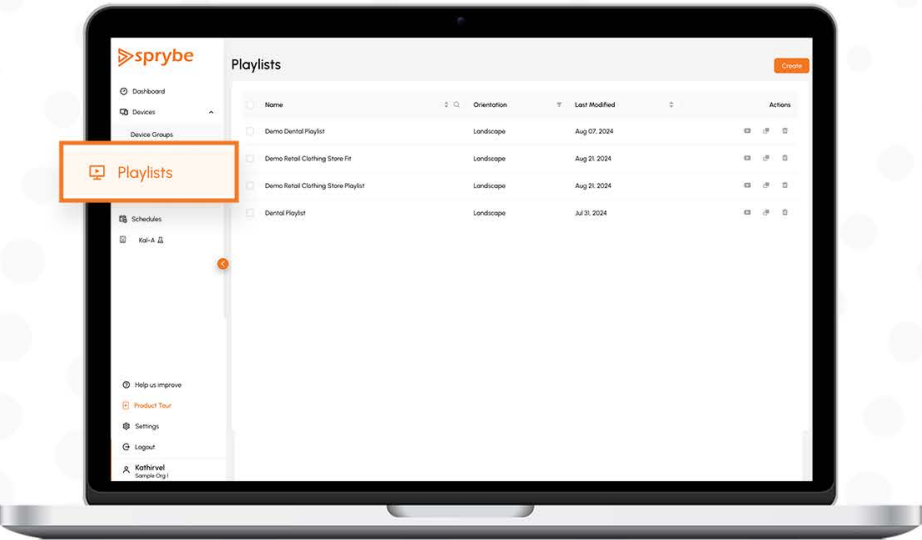# sprybe

Web Portal User Manual
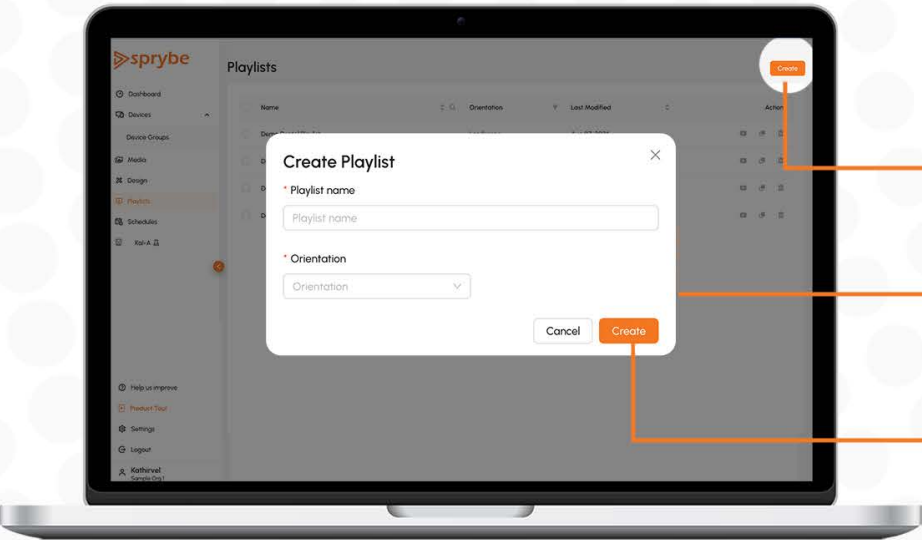
# Playlist Management

# Playlist Management

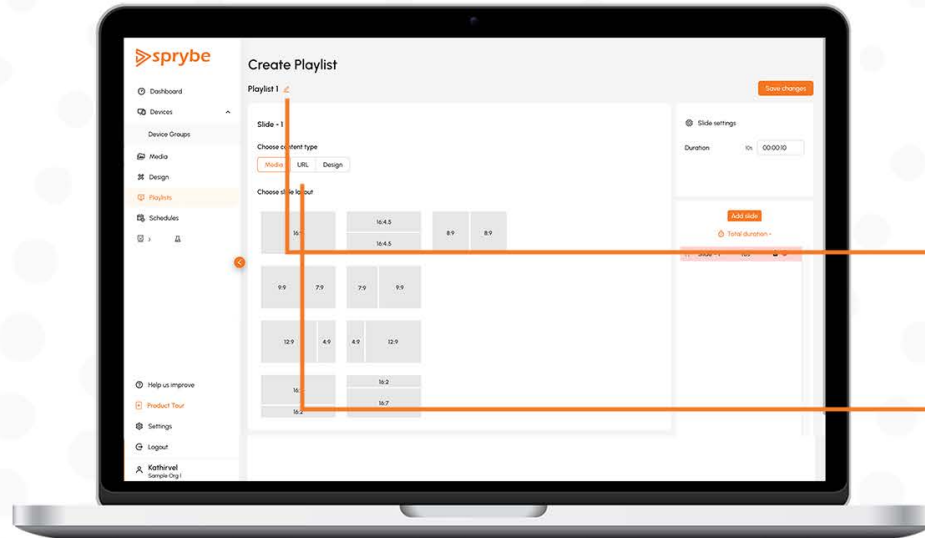## Step 1: Accessing Playlist Section



• Navigate to the "Playlists" section of Sprybe web portal.

• The page displays a list of existing playlists.
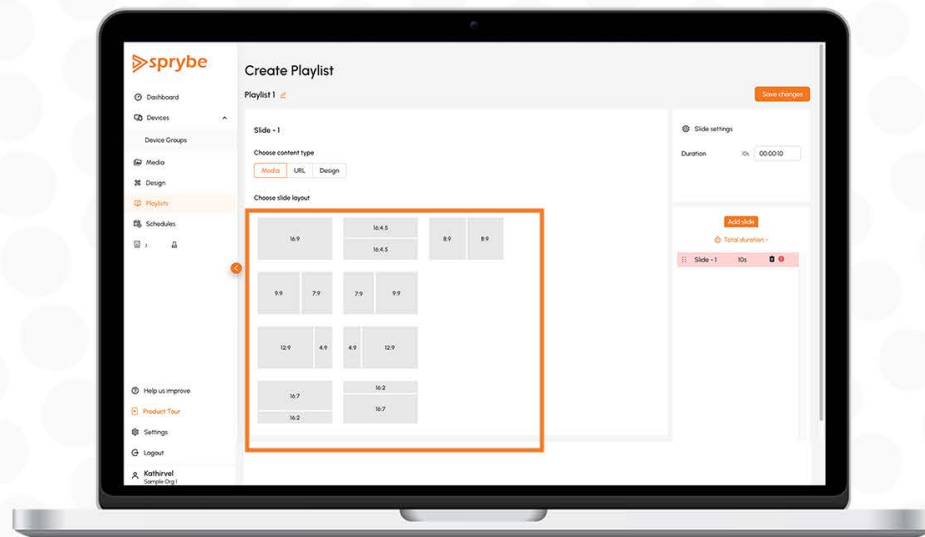
## Step 2: Creating a New Playlist



• Click the "Create" button to open the modal for creating a new playlist.

• In the modal, enter a unique playlist name (across the organization) and select the desired aspect ratio. Both fields are required.

• Click "Create" to proceed to the playlist configuration page.

# Playlist Management

## Step 3: Playlist Configuration Page



• On the playlist configuration page, you'll find three sections: Slide Layout, Slide Settings, and Slide List.

• To change the playlist name, click on the "Edit" icon next to the current playlist name.

• In the Slide Content type section, choose a type for your slides. For now, we go with Media type, later we'll look at the URL and Design type.
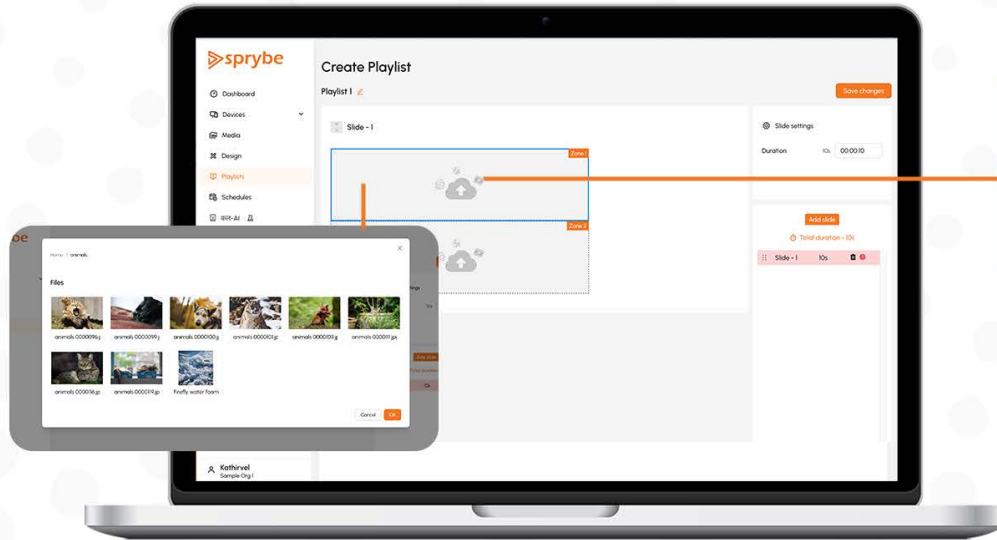
## Step 4: Slide Layout Selection



• In the Slide Layout section, choose a layout for your slides. Click on the desired layout option.
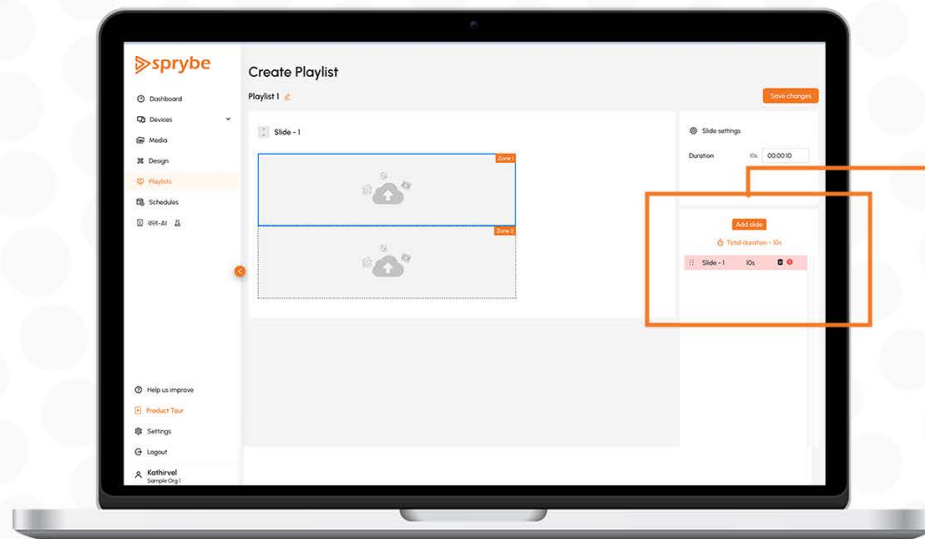
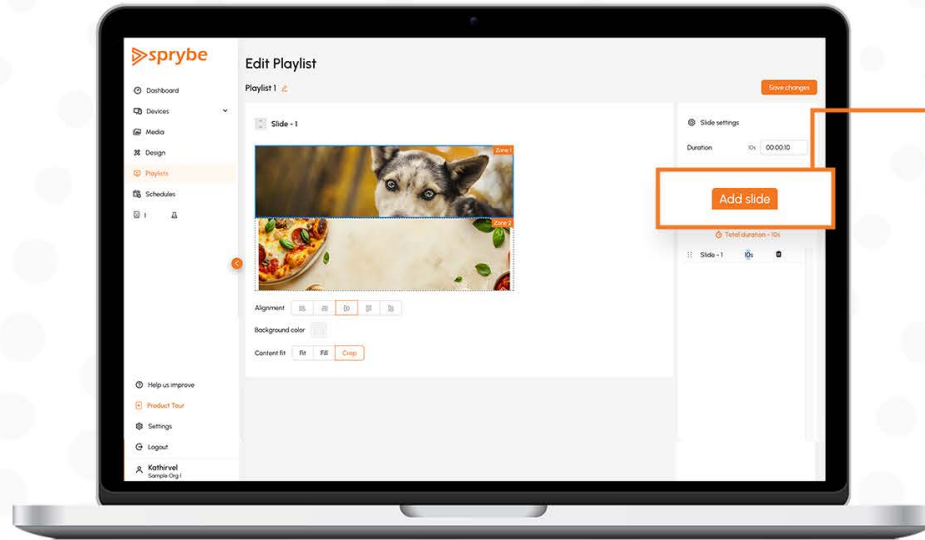# Playlist Management

## Step 5: Adding Media to Slides



• For each placeholder in the selected layout, click the media upload icon to open the media modal.

• Select media for each placeholder. After selection, adjust alignment, background color, and content fit as needed.
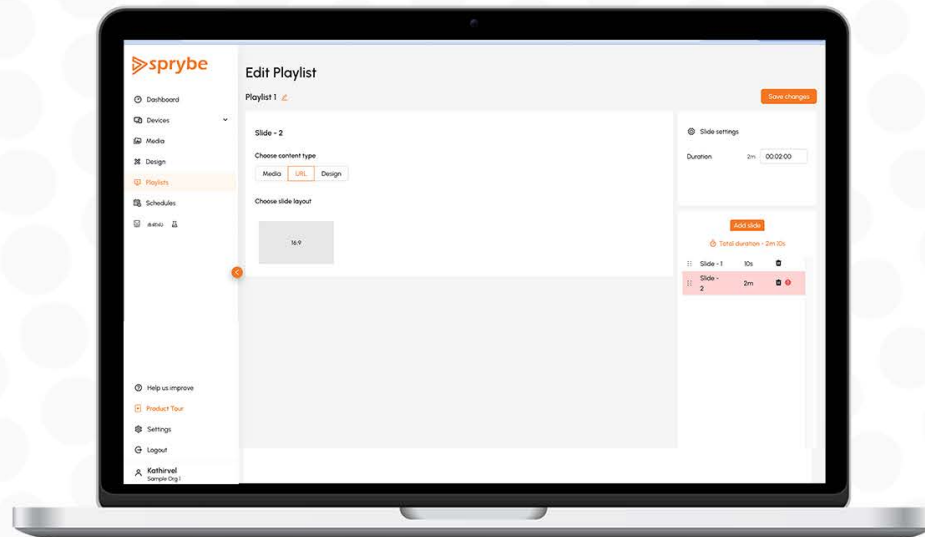
## Step 6: Setting Slide Duration



• In the Slide Settings section, set the duration for each slide. The default duration is 10 seconds.

# Playlist Management
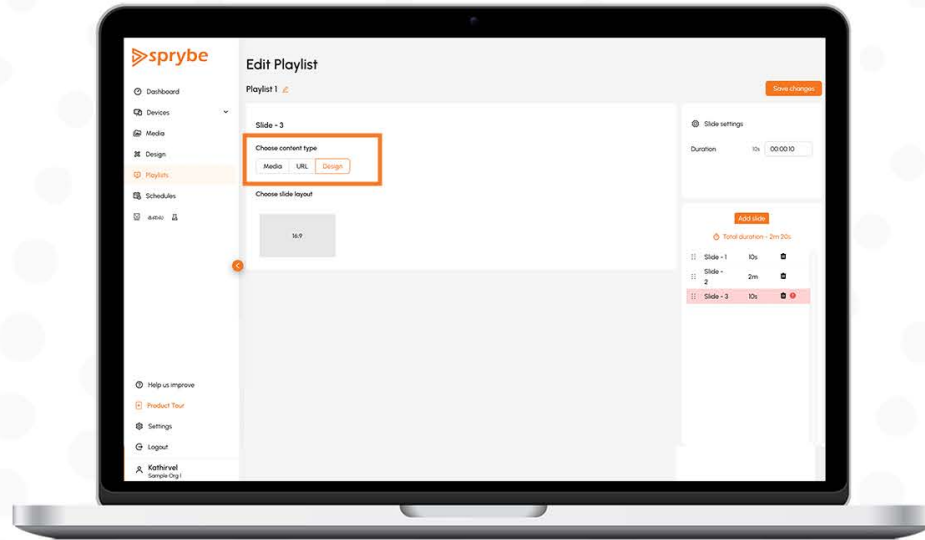
## Step 7: Adding More Slides



- In the Slide List section, click the "Add Slide" button to add more slides.

- Repeat Steps 4-6 for each added slide.

## Step 8: URL Content Type Slides



- After adding the new slide, users should designate it as a URL content type.

- Upon selecting URL content type, the available layouts will be limited to one, specifically in the 16:9 orientation. Users should choose this layout.

- Once the URL content type slide is selected and layout chosen, users will encounter the following customizable options:

  - URL to render: Users can input the URL of the webpage they want to display in the playlist.
  - Open in incognito: Users can choose whether to open the webpage in Incognito or private mode
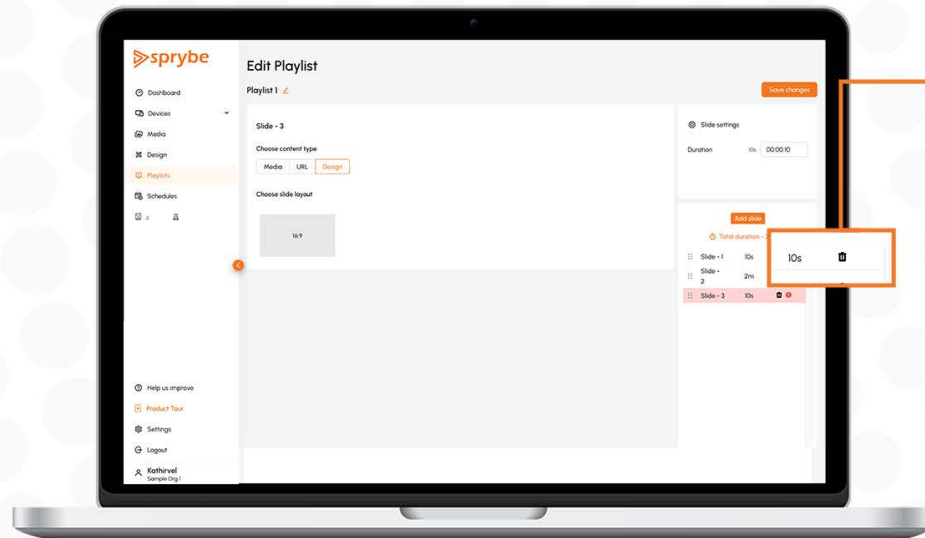
# Playlist Management

## Step 9 : Design Type Slide



• Upon selecting Design content type, the available layouts will be limited to one, specifically in the 16:9 orientation. Users should choose this layout.
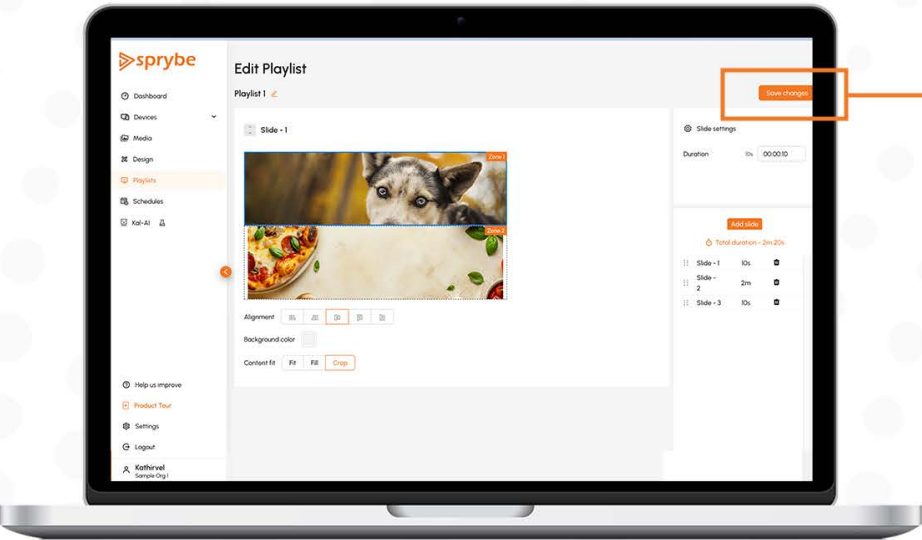
• Same as Step 5 you can add media here

## Step 10: Deleting Slides



• To delete a slide, click the delete icon next to the slide name in the Slide List section.
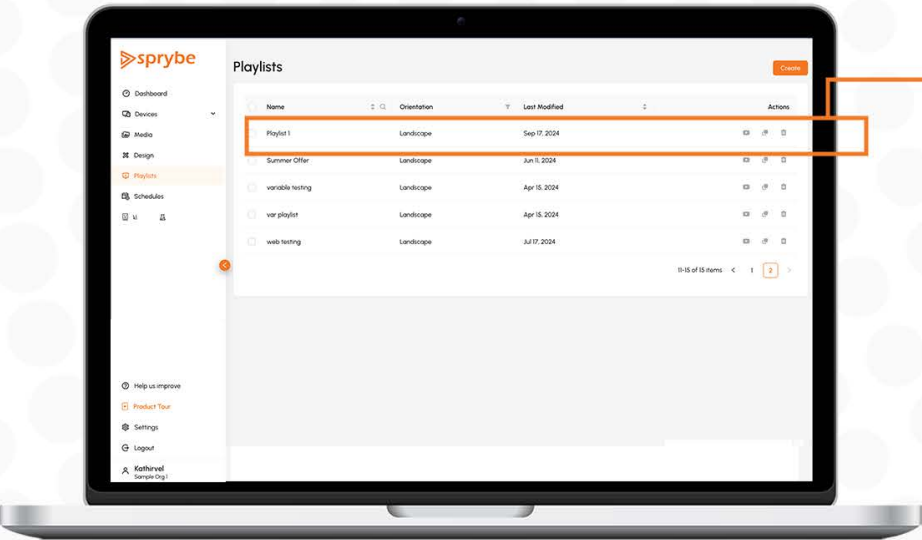
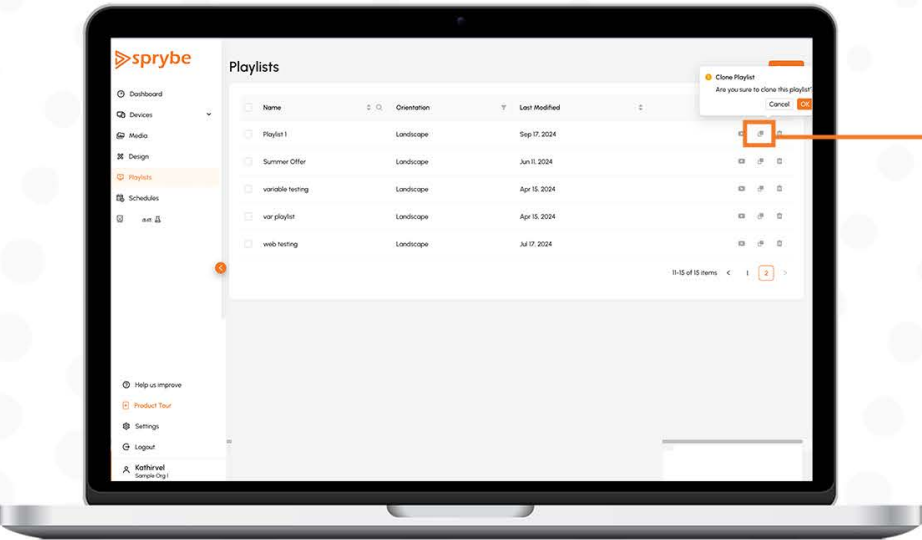# Playlist Management

## Step 11: Save Changes



• Once all configurations are done, click the "Save Changes" button to create and save the playlist.
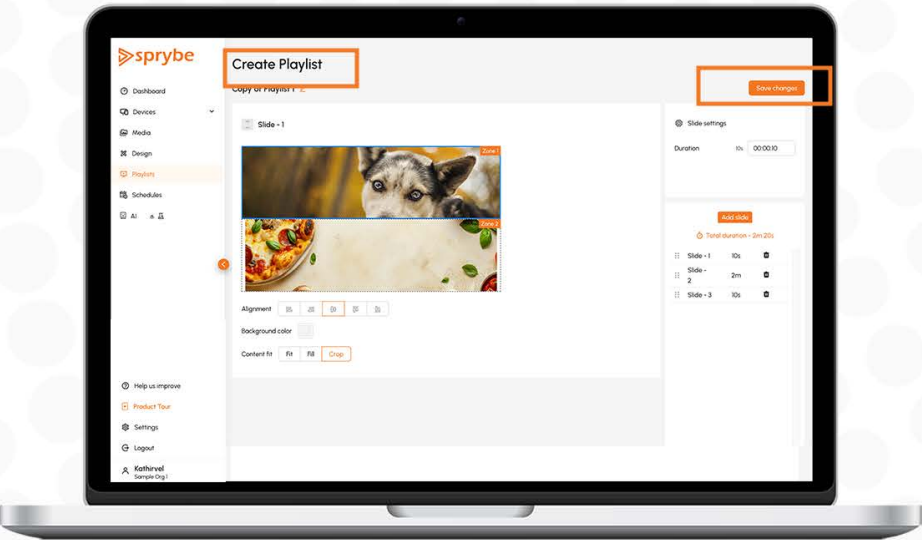
## Step 12: Editing Playlist



• Clicking on the playlist name in the list takes you to the playlist edit page, where you can make further modifications.
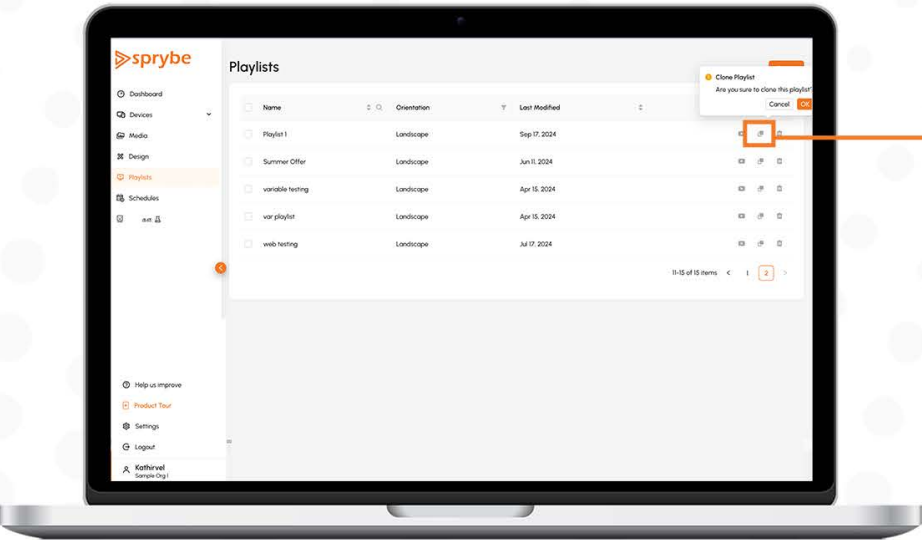
# Playlist Management

## Step 13: Cloning Playlist



• Click on the "Clone Playlist" icon to clone the playlist. Confirm the action if prompted.

• After confirmation, you'll be directed to the "Create Playlist" page.

## Step 14: Cloning Playlist 2



• The fields will be pre-filled with the data from the original playlist you're cloning.

• Review the pre-filled playlist data to ensure accuracy.

• Make any necessary adjustments if needed. By default, new playlist name will be "Copy of <existing playlist name>"

• Upon clicking "Save Changes," the system will create a copy of the playlist with the adjusted data.
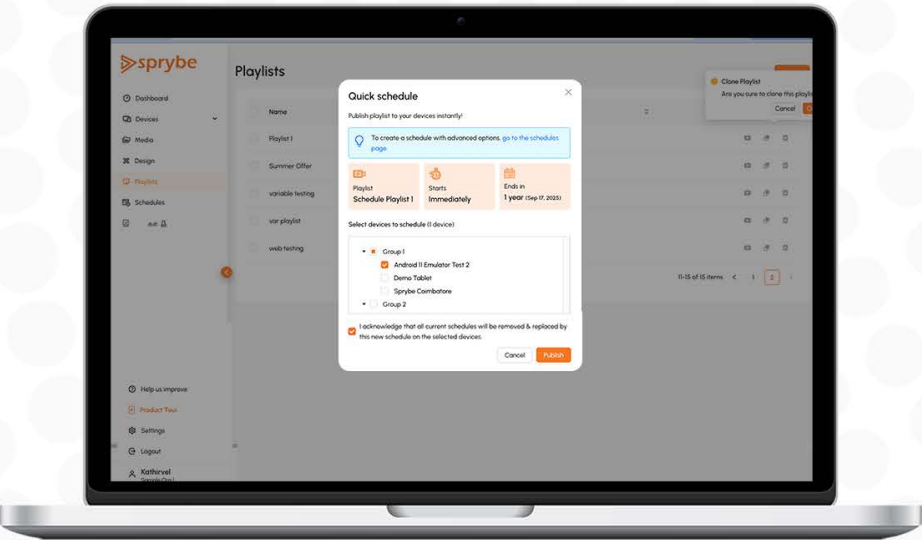
# Playlist Management

## Step 15: Publishing a Playlist



- Click on the "Publish Playlist" icon.
- After clicking the "Publish Playlist" icon, the "Quick Schedule" modal will open.
- Configured Details:

  - Playlist: The chosen playlist will be pre-selected
  - Starting Time: It will be set to start immediately
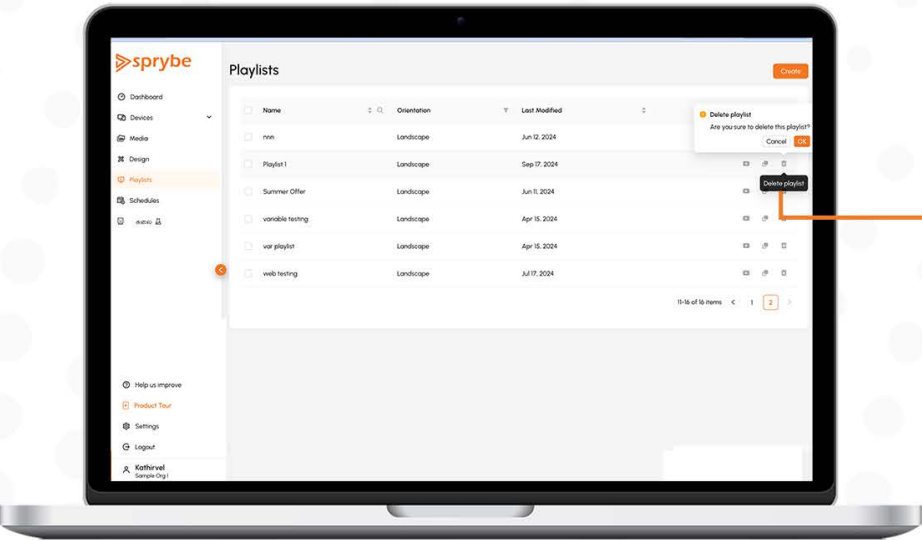  - Ends: The schedule will be set to end in 1 year

- Select the devices where you want to publish the playlist immediately.
- Read and acknowledge the terms displayed, stating that all current schedules on the selected devices will be removed and replaced by the new schedule with the selected playlist.



- After providing all necessary inputs and acknowledging the terms, click on the "Publish" button.

- You may receive a confirmation message indicating that the playlist has been successfully published to the selected devices.

> Important: Ensure to review the terms and confirm your intent before publishing the playlist, as existing schedules will be replaced on the selected devices. This action is irreversible, so it's essential to proceed with caution.

# Playlist Management

## Step 16: Deleting Playlist



• Click on the "Delete" icon to remove the playlist from the list. Confirm the action if prompted.