



# **HikCentral FocSign**

**Quick Start Guide**

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## **Chapter 1 Guide Content**

This guide briefly explains how to install your HikCentral FocSign as well as how to configure some of its basic features.

To ensure the properness of usage and stability of the HikCentral FocSign, please refer to the contents below and read the guide carefully before installation and operation.

## **Chapter 2 Administrator Rights**

When you install and run the service modules, it is important that you have administrator rights on the PCs or servers that should run these components. Otherwise, you cannot install and configure the system.

Consult your IT system administrator if in doubt about your rights.

## Chapter 3 Recommended Running Environment

The following is recommended system requirement for running Web Client.

### **CPU**

Intel® Core™ i5-4590 @ 3.30 GHz and above

### **Memory**

8 GB and above

### **Video Card**

NVIDIA® GeForce GTX 950 or above

### **Web Browser**

Internet Explorer 11


Firefox, Chrome, and Safari (the version released in the latest half-year)

## Chapter 4 Installation and Deployment

### 4.1 Install Service Module in Custom Module

During installation in custom mode, you can select the installation directory and install the specified service modules as desired.

#### Steps

1. Double-click  to enter the Welcome panel of the InstallShield Wizard.
2. Click **I agree to the terms in License Agreement** and read the License Agreement.
3. Select **Custom Installation** in the bottom right corner of the panel.
4. **Optional:** Select a directory to install the program module and the database.

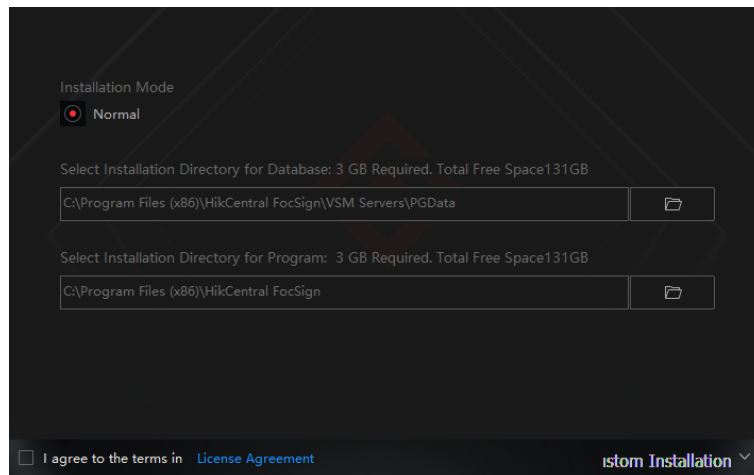


Figure 4-1 Select a Directory

5. Click **Custom Installation** again to return to the Welcome panel.
6. Click **Install Now**.  
A panel indicating progress of the installation will display.
7. Click **Finish** to complete the installation.

### 4.2 Service Manager

After installing the service module, you can run the Service Manager and perform operations such as starting, stopping, or restarting the service.

#### Steps

1. Right-click  and select **Run as Administrator** to run the Service Manager.

---

## Note

The displayed items vary with the service modules you selected for installation.

---

### 2. **Optional:** Perform the following operations after starting the Service Manager.


<b>Stop All</b>	Click <b>Stop All</b> to stop all services.
<b>Restart All</b>	Click <b>Restart All</b> to run all services again.
<b>Stop Specific Service</b>	Select one service and click ⊖ to stop the service.
<b>Edit Service</b>	Click the service name to edit the port No. of the service.

---

## Note

If the port No. of the service is occupied by other service, the port No. will be shown in red. You should change the Port No. before the service can work.

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<b>Open Service Location</b>	Select one service and click  to go to the installation directory of the service.
------------------------------	--

### 3. **Optional:** Check **Auto-Launch** to enable launching the Service Manager automatically after the PC started up.

## 4.3 Set NTP

You can set the NTP server for synchronizing the time between the FocSign server and the NTP server.

### Steps

1. In the top left corner of Home page, select  → **All Modules** → **General** → **System Configuration** → **Network** → **NTP** .
2. Set the **Time Synchronization** switch to ON to enable the NTP function.
3. Set the NTP server address and NTP port.
4. Enter the interval for the auto time synchronization.
5. **Optional:** Click **Test** to test the communication between the FocSign server and NTP server.
6. Click **Save**.


## 4.4 Set WAN Access

In some complicated network environments, you need to set a static IP address or a domain name and ports for HikCentral FocSign to enable it to access the FocSign server via WAN (Wide Area Network). For example, if the FocSign server is in a local area network, and you need to visit the



platform via the Web Client running in WAN, you should enable WAN access and set a static IP address or domain name and ports for HikCentral FocSign.

### Steps

1. In the upper-left corner of the Home page, select  → **All Modules** → **General** → **System Configuration** → **Network** → **WAN Access** to enter the WAN Access page.
2. Switch on **Access WAN** to enable the WAN access function.
3. Enter a static IP address WAN access.
4. Set the following ports.



### Note

If the ISUP ports are disabled on the FocSign server, the ISUP related ports will not be displayed in the WAN Access page.

---

### Client Communication Port

Used for Web Client and Control Client to access the platform via HTTP. By default, it is 80.

### Client SSL Communication Port

Used for Web Client and Control Client to access the platform via HTTPS. By default, it is 443.

### Local Picture Storage Port on Server

Used for storing local pictures on the server. By default, it is 6123.

### Local File Picture Storage Port on Server

Used for storing local files on the server. By default, it is 6203.

### Schedule Applying Port

Used for applying schedule on the server. By default, it is 6471.

5. Click **Save**.


## 4.5 Set IP Address for Receiving Device Information

You can select the NIC of the current FocSign server so that the platform can receive the alarm information of the device connected via ISUP account, and to perform live view and playback for the devices connected via ISUP account.

### Before You Start

Make sure the server's ports ranging from 8087 to 8097 are available.

### Steps

1. In the upper-left corner of the Home page, select  → **All Modules** → **General** → **System Configuration** → **Network** → **Address for Receiving Device Info** .
2. Select **Get from NIC** or **Enter Manually**.

### Get from NIC

Usually, you can select **Get from NIC** to get IP address from the NIC of FocSign server.

Select the currently used NIC name of FocSign server in the drop-down list. The NIC information including description, MAC address, and IP address will display.

### **Enter Manually**

If you have configured hot spare for the FocSign server. Manually enter the IP address for receiving device information.

3. Click **Save**.

## **4.6 Set Static IP Address for Server**

The IP address of the server is important for the devices to keep online on the platform. After the PC restarted, the IP address of the server will change, and at this point, all the online devices on the platform will be offline without any prompt. To avoid this situation, you need to set a static IP address for the server.

### **Steps**

1. Click the start menu in the lower left corner of your PC and open the Control Panel.
2. Click **Network and Internet → Network and Sharing Center**.
3. Click **Change adapter settings**.
4. Right-click the adapter for which you want to set a static IP address.
5. Click **Properties**.
6. In the **This connection use of the following items:** list, select **Internet Protocol Version 4 (TCP/IPv4)**.
7. Click **Properties**.
8. Select **Use the following IP address**.
9. Enter the IP address of the PC where the server is located, and click **OK** to complete the settings.  
Your computer displays a static IP address.

## Chapter 5 Log into the Web Client

You can access and configure the system via web browser directly, without installing any client software on the your computer.

### 5.1 First Time Login

If this is the first time for you to login, you can choose to login as admin or normal user according to your user role.

#### 5.1.1 Login for First Time for admin User

By default, the system predefined the administrator user named admin. When you login via the Web Client for the first time, you are required to create a password for the admin user before you can properly configure and operate the system.

##### Steps

1. Click **OK**.

Web Client home page displays after you successfully creating the admin password.

##### Result

After you logging in, the Site Name window opens and you can set the site name for the current system as you want.

#### 5.1.2 First Time Login for Normal User

When you log in to the system as normal user via Web Client for the first time, you should change the initial password and set a new password for login.

##### Steps

1. Enter the user name and password.



Contact the administrator for the user name and initial password.

---

2. Click **Log In** and the **Change Password** window opens.
3. Click **OK** to change the password.

##### Result

Web Client home page displays after you successfully logging in.

## 5.2 Login via Web Client

You can access the system via web browser and configure the system.

### Steps

1. Enter the user name and password.
2. Click **Log In** to log in to the system.



### Note

- If failed password attempt of current user is detected, you are required to input the verification code. The failed password attempts from current client, other client, and other address will all require the verification code.
  - The failed password attempt and verification code attempt from current client, other client (e.g., Control Client), and other address will all be accumulated. Your IP address will be locked for a specified period of time after specific number of failed password or verification code attempts detected. For setting failed login attempts and locking duration, refer to .
  - The account will be frozen for 30 minutes after 5 failed password attempts. The failed password attempts from current client, other clients (e.g., Control Client), and other addresses will all be accumulated.
  - The password strength can be checked by the system and should meet the system requirements. If password strength is lower than the required minimum strength, you will be asked to change your password. For setting minimum password strength, refer to .
  - If your password is expired, you will be asked to change your password when login. For setting maximum password age, refer to .
- 

### Result

Web Client home page displays after you successfully logging in to the system.


## Chapter 6 Add Terminal

You can add terminal to the platform by multiple methods: adding online terminals, adding terminals by IP address, adding terminals by ISUP account. After the terminals are added to the platform, you can configure, manage and control the terminals. The terminal includes digital signage and digital signage player.

### 6.1 Add Terminal by IP Address

If you know the IP address of the terminal (called device in the following pages) to be added, you can add the device to the platform by specifying the IP address, user name, password, etc.

#### Steps

1. In the top left corner of Home page, select  → **All Modules** → **General** → **Resource Management** → **Device and Server** → **Digital Signage Terminal** .
2. Click **Add** to enter the Add Device page.
3. Select the Access Protocol as **Hikvision Private Protocol**.

← Add Device

**Basic Information**

Access Protocol: Hikvision Private Protocol

\*Address:

\*Device Port:

\*Name:

\*User Name: admin

\*Password:  Risky

**Picture Storage**

Picture Storage:

\*Storage Location: Local Storage [Configuration](#)

ⓘ The maximum picture storage speed of the System Management Server is 10 M/s.

**Time Zone**

Device Time Zone  Get Device's Time Zone

Manually Set Time Zone (The time zone settings will be applied to the d...

**Resource Information**

Add Resource to Area

\*Area:  Create Area by Device Name  Existing Area

**Add** **Cancel**

**Figure 6-1 Add Terminal by IP Address**

**4. Set the basic information.**

**Address**

Enter the device IP address.

**Device Port**

Enter the device Port No.

**Name**

Name for the device, which can be used to describe the device function and location.

**User Name**

The admin account (which is created when activating the device) or the non-admin account, such as operator. If you use non-admin account to add device, the permissions might be limited.

### Password

The password of the user name.

---

#### **Caution**

The password strength of the device can be automatically checked. We highly recommend you change the password of your own choosing (using a minimum of 8 characters, including at least three kinds of following categories: upper case letters, lower case letters, numbers, and special characters) in order to increase the security of your product. And we recommend you change your password regularly, especially in the high security system, changing the password monthly or weekly can better protect your product.

Proper configuration of all passwords and other security settings is the responsibility of the installer and/or end-user.

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- 5. Optional:** Enable **Picture Storage**, and then configure the storage location, and configure the face picture library storage location and capture storage location.

### Local Storage

The pictures are stored in the local storage space of the server running the platform.

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#### **Note**

Click **Configuration** to configure picture storage.

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### pStor

The pictures are stored in the pStor server.

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#### **Note**

In the attendance application scene, you should enable **Picture Storage**.

---

- 6. Optional:** Set the time zone of device, select **Get Device's Time Zone** or **Manually Set Time Zone (The time zone settings will be applied to the device automatically.)** according to your requirements.
- 7. Optional:** Enable **Add Resource to Area**, and then select **Create by Device Name** or **Existing Area**.
- 8. Click Add.**

## 6.2 Add Terminal by Device Serial No.

For the terminal (called device in the following pages) supports ISUP protocol, you can add it to the platform by entering the device serial No., the authentication code (if configured), etc.

### Before You Start

1. Make sure you have activated the device, you should enter the platform server's IP address, registration port No. (7600 by default), and the authentication code on the terminal's registration interface. Then terminals will be registered to the platform.




#### Note

The authentication code must contain 8 to 16 characters, including at least two of upper or lower cases letters and digits.

2. Make sure you have configured the IP address for receiving device information on the platform, and select the current NIC as the address for receiving device information. Refer to **Set IP Address for Receiving Device Information** for details.

### Steps

1. In the top left corner of Home page, select  → **All Modules** → **General** → **Resource Management** → **Device and Server** → **Digital Signage Terminal** .
2. Click **Add** to enter the Add Device page.



← Add Device

**Basic Information**

Access Protocol: Hikvision ISUP Protocol

\*Device Serial No.:

Authentication Code:

\*Name:

**Picture Storage**

Picture Storage:

\*Storage Location: Local Storage [Configuration](#)

① The maximum picture storage speed of the System Management Server is 10 M/s.

**Time Zone**

Device Time Zone  Get Device's Time Zone

Manually Set Time Zone (The time zone settings will be applied to the d...)

**Resource Information**

Add Resource to Area

\*Area:  Create Area by Device Name  Existing Area

**Add** **Cancel**

**Figure 6-2 Add Terminal by Device Serial No.**

**3.** Select **Hikvision ISUP Protocol** as the access protocol.

**4.** Set the basic information.

**Authentication Code**

Enter the authentication code if the device has been configured with the authentication code.

**Name**

Name for the device, which can be used to describe the device function and location.



**5. Optional:** Enable **Picture Storage**, and then configure the storage location.

- 6. Optional:** Set the time zone of device, select **Get Device's Time Zone** or **Manually Set Time Zone (The time zone settings will be applied to the device automatically.)** according to your requirements.
- 7. Optional:** Enable **Add Resource to Area**, and then select **Create by Device Name** or **Existing Area**.
- 8.** Click **Add**.

### 6.3 Enable General Authentication Code

For the terminal which supports ISUP protocol, you can set general authentication code on the platform. The authentication code is used for the terminal to register to the platform by ISUP protocol. After enabling general authentication code, the authentication code should be entered on the terminal to be registered to the platform, and then terminals can be added to the platform automatically.

#### Steps

- In the top left corner of Home page, select  → **All Modules** → **General** → **Resource Management** → **Device and Server** → **Digital Signage Terminal** .
- Click  **General Authentication Code Settings**.
- Switch on **General Authentication Code Settings**.
- Enter the authentication code.



#### Note

The length of authentication code is 8-16 bits, including at least two of upper or lower cases letters and digits.

- 
- Switch on **Add Resource to Area** to add terminal(s) to the target area. Select **Create Area by Device Name** or **Existing Area**.

#### Create Area by Device Name

Add terminals to the area created by the device name.

#### Existing Area

Add terminals to the existing area.

- Click **Save**.


## Chapter 7 Group Resources

HikCentral FocSign provides areas to manage the added resources in different groups for convenient management. For example, you can group the resources into different areas according to the resources' locations.

### 7.1 Add Area

You can add an area to manage the devices.

#### Steps

1. In the top left corner of Home page, select  → **All Modules** → **General** → **Resource Management** → **Area** to enter the area page.
2. **Optional:** Select the parent area in the area list panel to add a sub area.
3. Click + on the area list panel to open the Add Area panel.
4. Select the parent area to add a sub area.
5. Create a name for the area.
6. Select the streaming server from the drop-down list.
7. Click **Add**.

### 7.2 Add Terminal to Area


After adding terminal(s) to the platform, you can add the terminal to the area for convenient management.

#### Steps



One terminal can only be added to one area. Make sure the area has been added. For details, refer to [Add Area](#) .

---

1. In the top left corner of Home page, select  → **All Modules** → **General** → **Resource Management** → **Area** to enter the area page.
2. Select the area that the terminal(s) to be added to.
3. Click **Add**.
4. Select the terminal(s) to be added, and then click **Add**.

The added to terminal(s) will be displayed in the device list of this area.

## Chapter 8 Digital Signage Management

Digital signage management includes managing materials, programs, schedules, release, etc. It is widely applied to the industries of entertainment, finance, and traffic for information release. You can upload local and dynamic materials to the platform for creating programs. The programs can be released and played on the terminals according to the configured schedule.

### 8.1 Flow Chart

For the first time, you can follow the flow chart below.

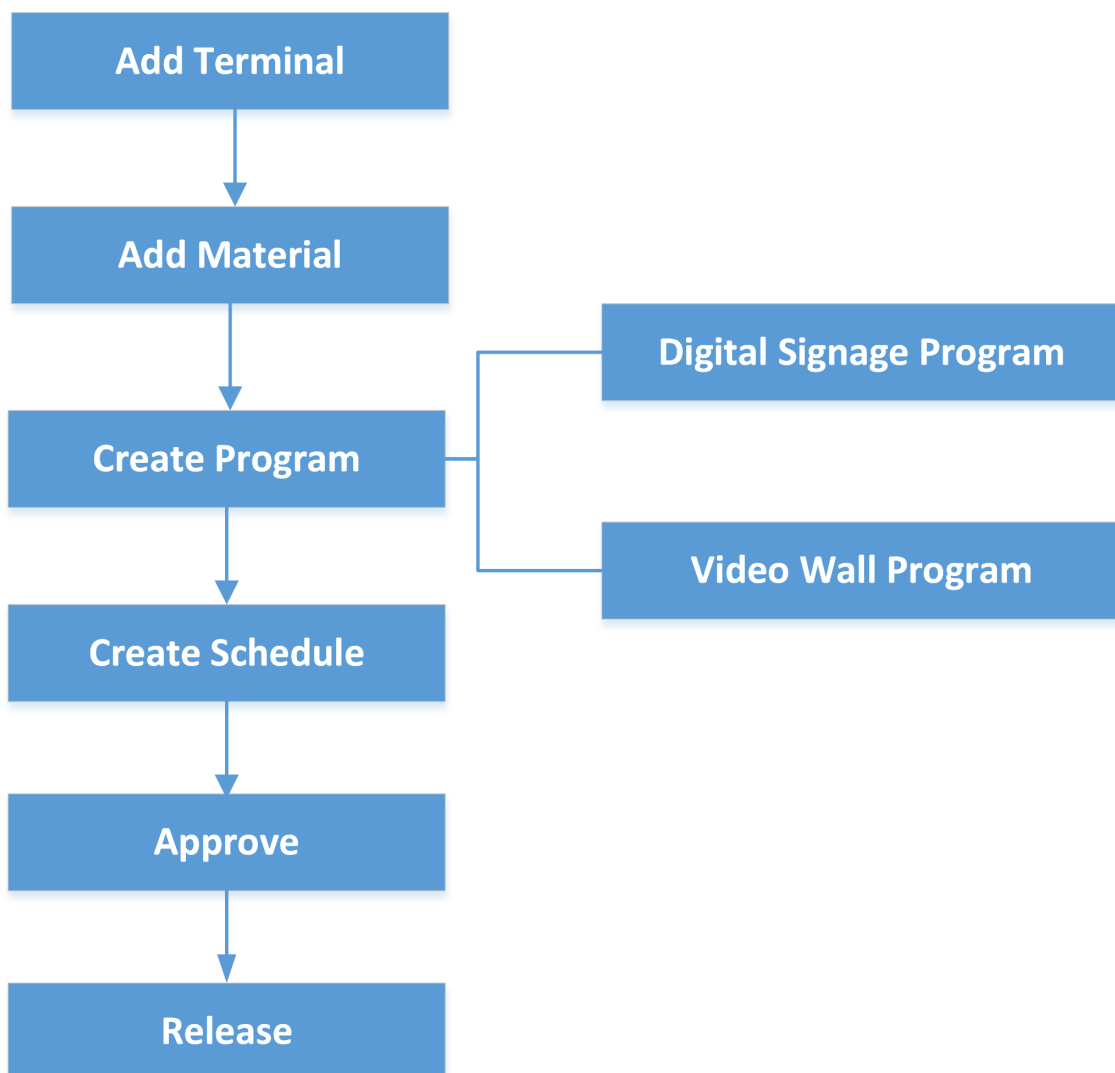


Figure 8-1 Flow Chart

- **Add Terminal:** You should add digital signage terminals to the platform. For details, refer to [\*\*Add Terminal\*\*](#) .
- **Add Material:** Material is used for creating programs. You can upload local materials from local PC, or create dynamic materials in the platform. For details, refer to [\*\*Material Management\*\*](#) .
- **Create Program:** You can create different programs in the platform according to the required application scenarios. For details, refer to [\*\*Program Management\*\*](#) .
- **Create Schedule:** You should define a playing schedule for the added programs, which will then be played according to the scheduled time or method on the terminals. For details, refer to [\*\*Create a Schedule\*\*](#) .
- **Approve:** The added materials, programs and schedules should be approved before they are used. For details, refer to [\*\*Approve\*\*](#) .
- **Release:** You can view the release details and release progress of multiple tasks such as schedule releasing. After being released, the related task can take effect on the terminals. For details, refer to [\*\*Release a Program Schedule\*\*](#) .


## 8.2 Material Management

Material is used for creating programs. The platform supports various types of materials such as picture, video, and audio to meet with different program requirements. You can upload materials from local PC to the platform, or create dynamic materials in the platform. After uploading the materials, you can manage them including editing, searching, replacing, etc.

### 8.2.1 Upload Local Material

You can upload local materials which can be used for creating programs. The materials supported to be uploaded include picture, video, audio, document, APP, etc.

#### Steps

1. Click  → **All Modules** → **Digital Signage** → **Materials** .
2. Click **Upload Local Material** and select one or more materials to be uploaded from the local PC.

**Table 8-1 Supported Material Types and Formats**

Material Types	Formats
Picture	BMP, JPG, PNG, GIF, JPEG
Video	ASF, AVI, MPG, 3GP, MOV, MKV, WMV, FLV, MP4, RM, RMVB
Audio	MP3, WAV, WMA
Document	TXT, PDF, EXCEL, WORD, PPT

Material Types	Formats
Webpage	HTML, HTM
APP	APK



### Note

- A single material should be smaller than 4 GB. The names of any two materials cannot be the same.
- Up to 1,000 materials can be uploaded to the platform at a time. Up to 10,000 materials can be stored in the platform.

### 3. Click **Open**.

---


### Note

- For those materials that fail to be uploaded, click  to upload again or click  to replace the material.
- For those materials with the failure reason "duplicated material", you can replace the material or click **Close** to cancel uploading.

## 8.2.2 Create Dynamic Material

You can create and upload dynamic materials used for creating programs to the platform. The material types supported include webpage, network picture, stream media server, and network camera.

### Steps

1. Click  → **All Modules** → **Digital Signage** → **Materials** .
2. Click **Create Dynamic Material**, select the material type, and configure other parameters.

### Material Type

#### Stream Media Server

Receive streams from the stream media server. You should enter the URL address of the stream media server.

#### IPC

Get video streams from network camera. You should enter the required information of network camera such as IP address, port No., and channel No.

### Name

Define a material name that is easy to identify. Up to 64 characters can be entered.

### Sharing Property

#### Public

All users in the current organization (i.e., the organization where the user who creates the material belongs to) and the higher-level organizations can see and use the material.

### **Private**

All users in the current organization (i.e., the organization where the user who creates the material belongs to) can see and use the material.

### **Description**

Enter the detailed description of the material to be uploaded.

### **Area**

Set the area which the material belongs to.

### **3. Finish uploading the material to the platform.**

- Click **Upload**.
- Click **Upload and Continue** to upload the current material and continue to upload other materials.

## **8.3 Program Management**

Program is composed of various materials. When released, the program will be played on the terminal to function as a prompt, notice, etc. You can add programs to the platform according to the actual application scenarios. When creating programs, you can custom the layout of the program and add materials to the program as needed.


### **8.3.1 Create Digital Signage Program**

Digital signage program can be used in multiple application scenarios (e.g., playing a program related with commodity information at the entrance of a chain supermarket), helping to spread information in a convenient and efficient way.

#### **Before You Start**

You have added materials to the platform and the materials have been approved. For details, refer to [\*\*\*Material Management\*\*\*](#) and [\*\*\*Approve\*\*\*](#) .

#### **Steps**

1. In the top left corner of Home page, select  → **All Modules** → **Digital Signage** → **Programs** → **Digital Signage** .
2. Click **Add**.
3. In the pop-up window, configure program parameters.

#### **Name**

Define a program name that is easy to identify. You can enter up to 64 characters.

#### **Screen Size**

Select the screen size as Landscape Mode, Portrait Mode, or Custom.

## Sharing Property

### Public

All users in the current organization (i.e., the organization where the user who creates the program belongs to) and the higher-level organizations can see and use the program.

### Private

All users in the current organization (i.e., the organization where the user who creates the program belongs to) can see and use the program.

### Area

Set the area which the program belongs to.

### Description

Enter the program description, such as usage, applicable scenarios, and overview of program content. You can enter up to 64 characters.

4. Click **Next**.

5. Select a template type and the corresponding template as needed.

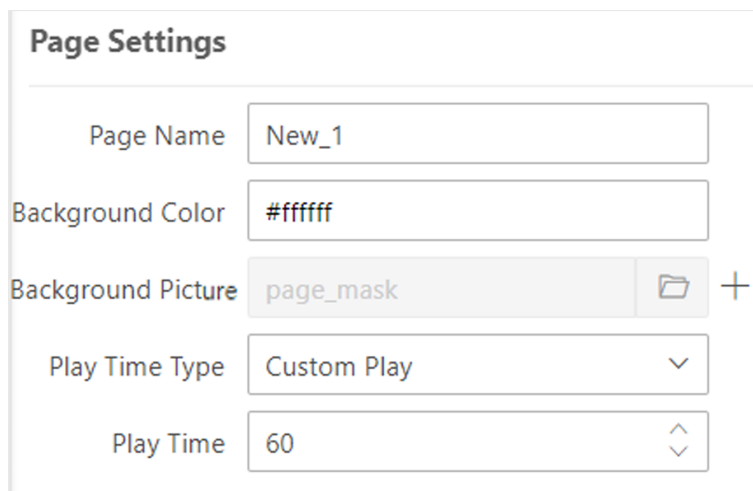
---



- You can click ☆ to add the template to Favorites. Up to 1,000 templates can be added to Favorites.
  - You can click ☆ **My Favorites** tab in the lower-left corner to view and select the template that have been added to Favorites.
- 

6. Click **OK**.

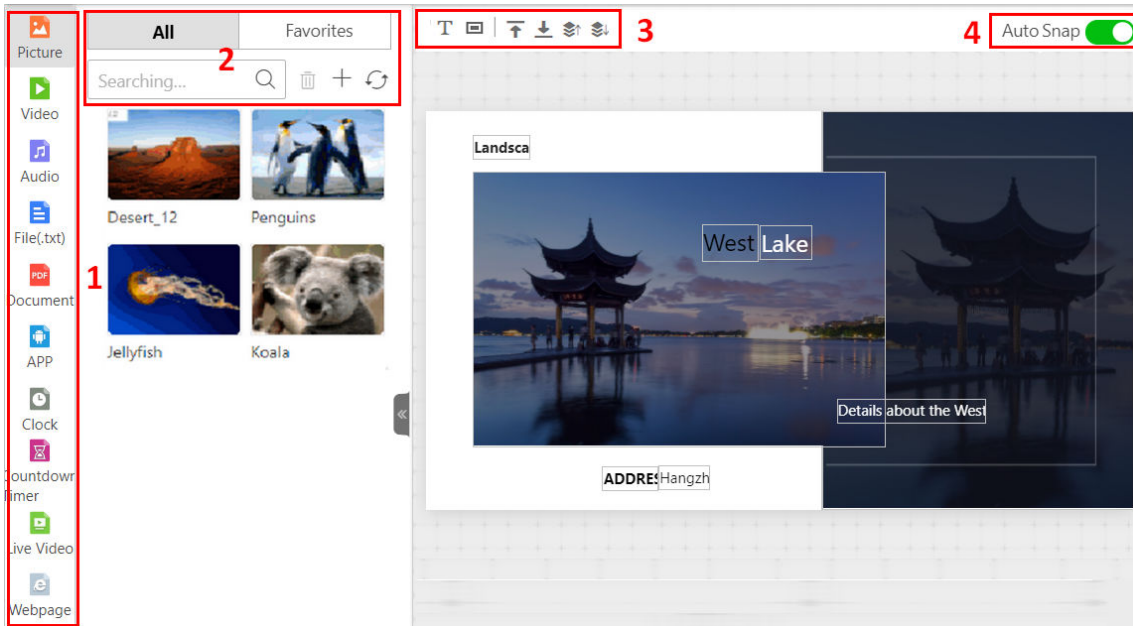
7. Edit page properties, including page name, background, and play time.



**Figure 8-2 Page Settings**

8. Select a material from the left list and drag it to the corresponding window in the template to add the selected material.





**Figure 8-3 Add Materials**

**Table 8-2 Page Description**

Number	Description
1	Audio window cannot be added with video window or live video window at the same time. Up to 16 windows can be added for single page.
2	You can select materials from <b>All</b> or <b>Favorites</b> list. Click <b>+</b> to add other materials from local PC to the platform.
3	You can click <b>T</b> to add a text window in the template; click <b>□</b> to add a button window in the template (only available for touchscreen terminals); click <b>↑</b> / <b>↓</b> / <b>⇅</b> / <b>⇅</b> to move the window layer up/down/stick on top/stick at bottom.
4	You can enable <b>Auto Snap</b> , and two windows will be connected when they are near enough.

9. Set window properties, including window position, window type, switching method, etc.

### Window Position

Set the window position by entering the width, height, and coordinate of the window.

### Window Type

**Normal**

The normal window is displayed by default when the program is played. You can set window jump link and page jump link for such window.

### Popup Window

The pop-up window is hidden by default. Only after setting a redirect link for a normal window and clicking the link, the hidden window will be popped up.

### Switching Method

For Android touchscreen terminals, you can open the specified content by linking to a window or page.

### No Skip

There is no linked window or page to the current window which is played on the terminal.

### Jump to Next Window

You should set the jump link. When the Window A is played on the terminal, you can click the link to jump to its linked window.

### Jump to Next Page

You should set the jump link. When the Window A is played on the terminal, you can click the link to jump to its linked page.

### Move Window Layer

Click  $\uparrow$  /  $\downarrow$  /  $\nearrow$  /  $\searrow$  to move the window layer up/down/stick on top/stick at bottom.

### Switching Effect

Select the switching effect from the drop-down list for the current window.

### Play Time

Set the playing duration for the current window.



### Note

The playing time of a window can not exceed the playing time of a page, or the exceeding part of the program will not be played.

---

10. Click **Save** to save the current program.


## 8.3.2 Create Video Wall Program

You can create video wall programs in the platform. The program can be used to display programs of multiple terminals joined in the video wall. The platform provides layout choices for a certain dimension of video wall. You can select one type of layout according to the actual scene and edit it as needed. After creating the program, you can cut in program.

### Before You Start

You have configured video wall before applying the video wall programs.

### Steps

1. In the upper-left corner of the Home page, select  → **All Modules** → **Digital Signage** → **Programs** → **Video Wall** .
2. Click **Add**.
3. In the pop-up window, configure program parameters.

#### **Name**

Define a program name that is easy to identify. You can enter up to 64 characters.

#### **Video Wall Dimension**

Set the video wall dimension.



#### **Note**

The maximum dimension is 1 × 10 or 10 × 1.

---

#### **Digital Signage Screen Type**

Select **Landscape Mode** or **Portrait Mode** as needed.

#### **Sharing Property**

##### **Public**

All users in the current organization (i.e., the organization where the user who creates the program belongs to) and the higher-level organizations can see and use the program.

##### **Private**

All users in the current organization (i.e., the organization where the user who creates the program belongs to) can see and use the program.

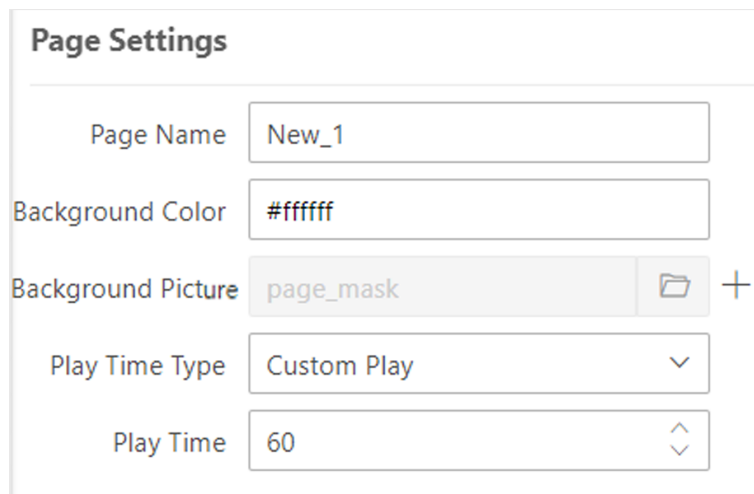
#### **Area**

Set the area which the program belongs to.

#### **Description**

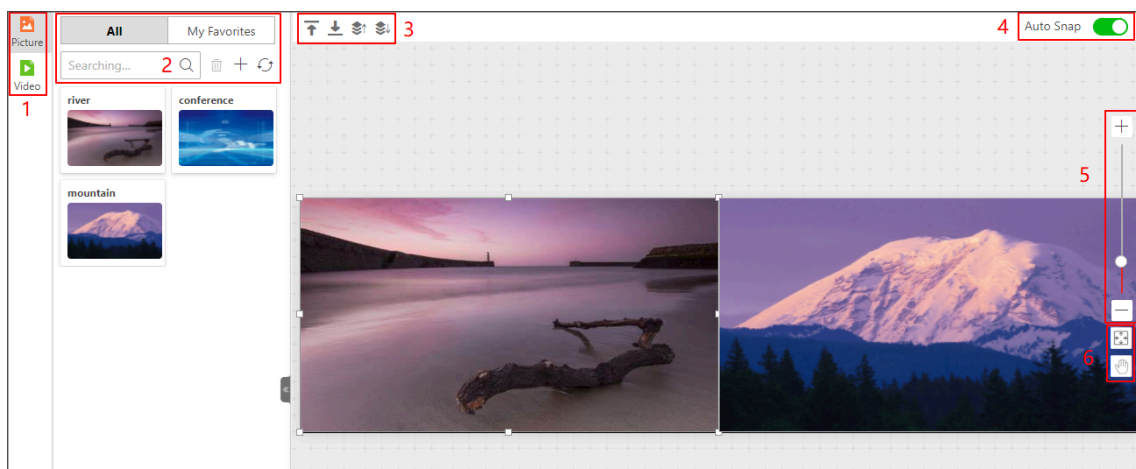
Enter the program description, such as usage, applicable scenarios, and overview of program content. You can enter up to 64 characters.

4. Click **Next**.
5. **Optional:** Select video wall layout according to actual need.
  - When the dimension is no bigger than 1 × 5 or 5 × 1 (i.e., 1 × 2, 2 × 1, 1 × 3, 1 × 4, 1 × 5), select a predefined video wall layout from the list.
  - When the dimension is bigger than 1 × 5 or 5 × 1 (i.e., 1 × 6, 1 × 7, 1 × 8, 1 × 9, 1 × 10), select **No Layout** or **Custom Layout**.
6. Click **OK**.
7. Edit page properties, including page name, background, and play time.



**Figure 8-4 Page Settings**










8. Select a material from the left list and drag it to the corresponding window to add the selected material.



**Figure 8-5 Add Materials**

**Table 8-3 Page Description**

Number	Description
1	There are 2 types of windows. You can add picture window or video window.
2	You can select materials from <b>All</b> or <b>My Favorites</b> list. Click + to add other materials from local PC to the platform. Also, you can search materials, delete materials, and refresh material list.

Number	Description
3	You can click  /  /  /  to move the window stick on top/stick at bottom/layer up/down.
4	You can enable <b>Auto Snap</b> , mutual windows will be connected when they are near to each other enough. Also, the window and the division line will be connected when they are near enough.
5	Click  /  or drag the slider  to zoom in or zoom out the canvas.
6	Click  /  to pan or reset the canvas.

9. Set window properties, including window position, window type, switching method, etc.

### Current Window

Select the material added to the current window.

### Window Position

Set the window position by entering the width, height, and coordinate of the window.

### Window Type

#### Normal

The normal window is displayed by default when the program is played. You can set window jump link and page jump link for such window.

#### Popup Window

The pop-up window is hidden by default. Only after setting a redirect link for a normal window and clicking the link, the hidden window will be popped up.

### Switching Method

For Android touchscreen terminals, you can open the specified content by linking to a window or page.

#### No Skip

When the Window A played on the terminal, there is no other pop-up window or page.





#### Jump to Next Window

You should set the jump link. When the Window A is played on the terminal, you can click the link to jump to its linked window.

#### Jump to Next Page

You should set the jump link. When the Window A is played on the terminal, you can click the link to jump to its linked page.

### Move Window Layer

Click  /  /  /  to move the window layer up/down/stick on top/stick at bottom.

### Switching Effect

Select the switching effect from the drop-down list for the current window.

## Play Time

Set the playing duration for the current window.



### Note

The playing time of a window can not exceed the playing time of a page, or the exceeding part of the program will not be played.

- 
10. Click **Save** to save the current program.


## 8.4 Create a Schedule

You can create schedules for the added programs so that the programs will be played on the terminals according to the scheduled time or method.

### Before You Start

Make sure you have created programs in the platform. For details, refer to [\*\*\*Program Management\*\*\*](#).

### Steps

1. Enter the Create Schedules page.
  - After creating a program, click **Next**.
  - In the top right corner of the Home page, select  → **All Modules** → **Digital Signage** → **Schedules** → **Add**.
2. In the pop-up Create Schedules window, set the related information, and click **OK**.

### Program Type

Select **Other Program** or **Video Wall Program**.

### Sharing Property

#### Public

All users in the current organization (i.e., the organization where the user who creates the schedule belongs to) and the higher-level organizations can see and use the schedule.

#### Private

All users in the current organization (i.e., the organization where the user who creates the schedule belongs to) can see and use the schedule.

### Area

Set the area which the schedule belongs to.

### Description

Enter the schedule description.

3. Select the play mode as **Play by Date**, **Play by Week** or **Custom Play**.

#### Play by Date/Week

Play the program according to a daily/weekly schedule.

#### Custom

Customize the schedule within up to 90 days.

4. Select program(s) from the program list and drag to the timeline on the right side.

---

 **Note**



- You can click **All** or **My Favorites** to display all programs or programs that have been added to favorites.
- You can select **Landscape Mode**, **Portrait Mode**, or **Custom** from the drop-down list to filter programs.
- If you have selected the program type as video wall program in Step 2, you can filter programs by setting the video wall dimension.
- If you have selected the program type as other program in Step 2, you can select programs from the lists of digital signage programs, attendance programs, or people counting programs.

5. Move the cursor to the timeline, and drag the cursor on the timeline to specify the playing time of the program.

---

 **Note**

When hovering the cursor on the program's playing time, you can view the thumbnail of the program.

6. **Optional:** Adjust the program schedule.
- Move the cursor to the program bar on the timeline and drag the right and left edges to adjust the beginning time and end time of the program.
  - Click the program bar on the timeline, and adjust the beginning time and end time of the program in the input box.
  - Click  to copy the program to other time periods.
  - Click  to delete the program in this time period.
7. Click **Save** to save the current schedule.

## 8.5 Approve

The added materials, programs and schedules should be approved before they are used.



---

 **Note**

Only users with the permission to approve materials, programs and schedules can approve the related contents.

In the top left corner of Home page, select  → **All Modules** → **Digital Signage** → **Approval** .

Select the content to be approved, including **Material**, **Program**, and **Schedule**, select the approval result, and give suggestions.

- **Approve One by One:** In the **Operation** column, click  to pass the approval; click  to deny the approval.
- **Batch Approval:** Check multiple materials, programs or schedules, click **Pass** to pass the approval; click **Deny** to deny the approval.

### Note

- You can enter up to 128 characters for the approval suggestions.
  - There are three types of check status: **Passed**, **Denied**, and **To be Checked**. When the check status of a material is changed from Passed to Denied, the status of its related programs and schedules is changed into To be Checked.
- 





## 8.6 Release a Program Schedule

For the approved program schedule, you should release the schedule to the terminals. When releasing a schedule, you can set the release mode, effective mode and the terminal(s). The program will then be played according to the configured method on the terminals.

### Before You Start

- You have added terminals to the platform. For details, please refer to [Add Terminal](#).
- The program schedules to be released should have been approved. For details, refer to [Approve](#).

### Steps

1. Enter the releasing schedule page.
    - After creating the programs, click **Next**. For details about creating programs, refer to [Program Management](#).
    - Click  → **All Modules** → **Digital Signage** → **Programs**, select a program type, move the cursor to a program, click  to enter the adding schedules page, and click **Release** on the upper right corner.
    - Click  → **All Modules** → **Digital Signage** → **Schedules** to enter managing schedules page, and click .
  2. Enter the task name.
  3. Select the release mode as **Release Later** or **Release Immediately**.
- 

### Note

When selecting **Release Later**, you should set the release time, and the program schedule will be released at the configured time period.

---

4. Select the effective mode as **Take Effect Immediately** or **Take Effect Later**.
- 

### Note

When selecting **Take Effect Later**, you should set the effective time. Only after the program takes effect, it can be played on the terminal.

---

5. Select an area, and check one or more devices in the selected area.
- 

### Note

You can enter a keyword in the search box to quickly find the target area or device.

---

6. Click **OK**.
-



## Chapter 9 Role and User Management

The system allows you to add users and assign user's permissions for accessing and managing the system. Before adding users to the system, you should create roles to define the user's access rights to system resources and then assign the role to the user for granting the permissions to the user. A user can have many different roles.

### 9.1 Add Role

Role is a group of platform permissions. You can add roles and assign permissions to roles, so that users can be assigned with different roles to get different permissions.

#### Steps

---



The platform has predefined two default roles: Administrator and Operator. You can click the role name to view details. The two default roles cannot be edited or deleted.


#### **Administrator**

Role that has all permissions of the platform.

#### **Operator**

Role that has all permissions for accessing resources and operating the Applications on the Web Client.

---

1. In the top left corner of Home page, select  → **All Modules** → **General** → **Security** .
2. Click **Roles** on the left.
3. Click **Add**.

The screenshot shows the 'Add Role Page' interface. The 'Basic Information' section includes a text input for 'Name', a dropdown for 'Copy from' with a search field, a date range for 'Effective Period' (2016/01/01 00:00:00 to 2099/12/31 23:59:59), radio buttons for 'Role Status' (Active selected), a dropdown for 'Permission Schedule Template' (All-Day Template selected), and a 'View' button. A 'Description' text area is also present. The 'Permission Settings' section has tabs for '\*Permission', 'Area Display Rule', 'Resource Access', and 'User Permission'. The 'Area Display Rule' tab is selected, showing a search bar with 'HikCentral FocSign' and a search dropdown. Below the search bar, there are radio buttons for 'Show' and 'Hide' (Hide selected). At the bottom, there are buttons for 'Add', 'Add and Continue', and 'Cancel'.

**Figure 9-1 Add Role Page**

4. Set the basic information of the role, including role name, effective period, role status, permission schedule template, description, etc.

### Copy From

Copy all settings from an existing role.

### Effective Period

Set the time range within which the role takes effect. The role is inactive outside the effective period.

### Permission Schedule Template

Set the authorized time period when the role's permission is valid. Select **All-day Template/Weekday Template/Weekend Template** as the permission schedule of the role, or click **Add New** to customize a new permission schedule template.

---

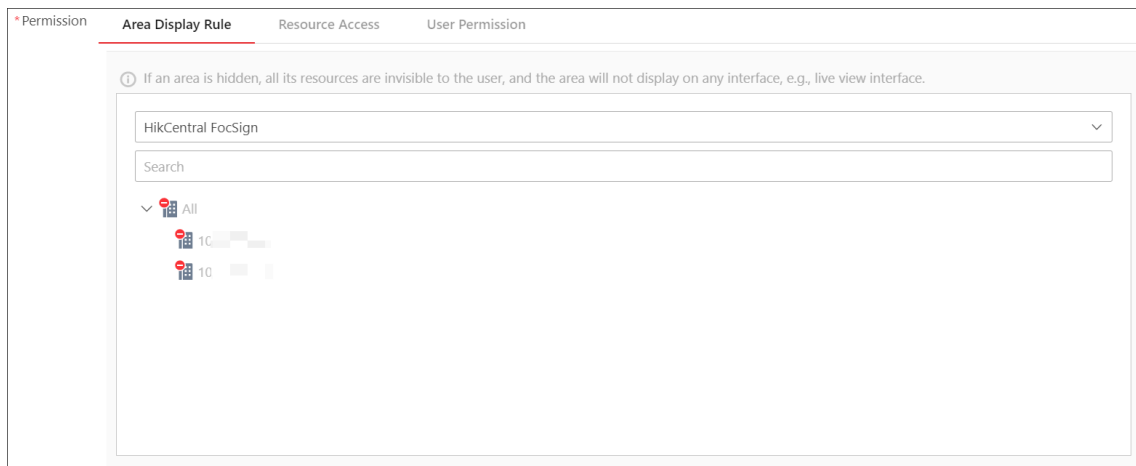
### Note

- When role expires or the role's permission is invalid after editing the permission schedule, users assigned with the role will be forced to log out and not able to log in.
- The permission schedule's time zone is consistent with that of the platform.
- By default, the role will be linked with All-day Template after updating the platform.

- 
5. Configure permission settings for the role.

### Area Display Rule

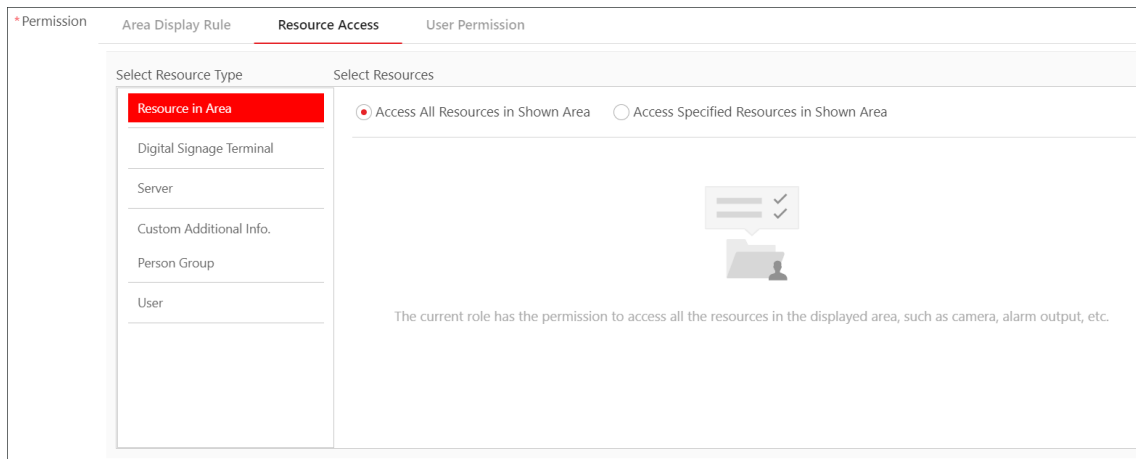
Show or hide specific area(s) for the role. If an area is hidden, the user assigned with the role cannot see and access the area and its resources.



**Figure 9-2 Area Display Rule**

## Resource Access

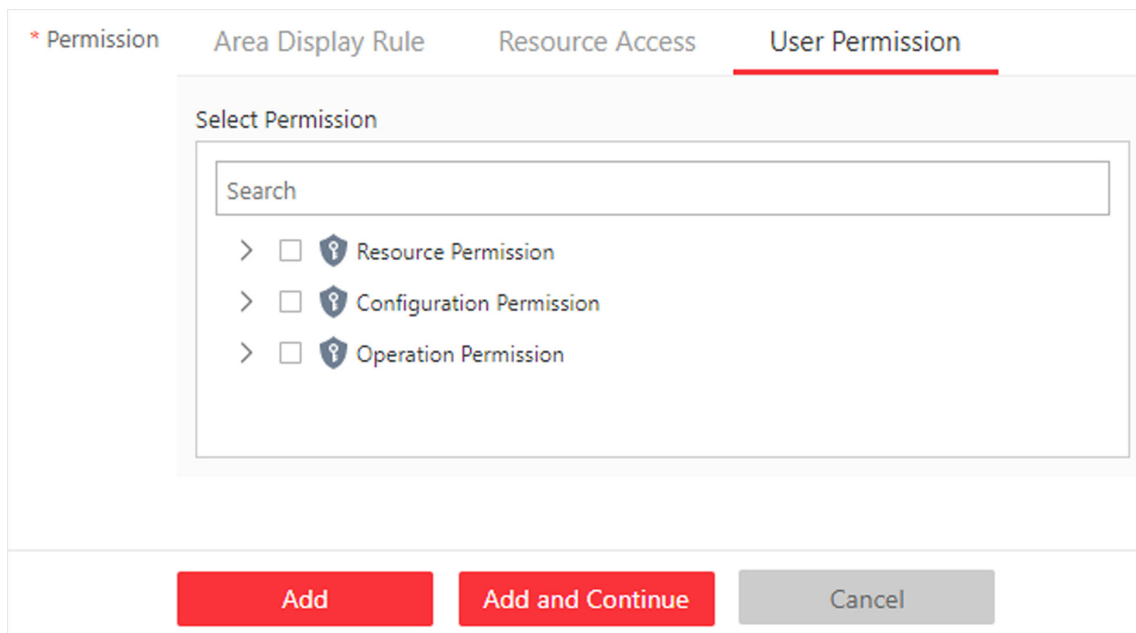
Select the functions from the left panel and select resources from right panel to assign the selected resources' permission to the role.



**Figure 9-3 Resource Access**

## User Permission

Assign resource permissions, configuration permissions, and operation permissions to the role.




**Figure 9-4 User Permission**

6. Do one of the following to complete adding the role.
  - Click **Add** to add the role and return to the role management page.
  - Click **Add and Continue** to save the settings and continue to add another role.

## 9.2 Add Normal User

You can add normal users and assign roles to them for accessing the system and assign role to the normal user. Normal users refer to all users except the admin user.

### Steps

1. In the top left corner of Home page, select  → **All Modules** → **General** → **Security** .
2. Click **Users** on the left.
3. Click **Add**.
4. Set basic information for the user.

#### User Name

Can contain letters (a-z, A-Z), digits (0-9), and "-" only.

#### Password

Create an initial password for the user. The user will be asked to change the password when logging in for first time. See [\*\*\*First Time Login for Normal User\*\*\*](#) for details.

---

### Note

We highly recommend you to create a strong password of your own choosing (using a minimum of 8 characters, including at least three kinds of following categories: upper case letters, lower case letters, numbers, and special characters) in order to increase the security of your product. And we recommend you change your password regularly, especially in the high security system, changing the password monthly or weekly can better protect your product.

---

### Expiry Date

The date when the user account becomes invalid.

### Email

The system can notify user by sending an email to the email address. The user can also reset the password via email.

---

### Note

The email address of the admin user can be edited by the user assigned with the role of administrator.

---

### User Status

If you select **Inactive**, the user account will be inactivated until you activate it.

### Restrict Concurrent Logins

To limit the maximum IP addresses logged in to the system using the user account, switch on **Restrict Concurrent Logins** and set the maximum number of concurrent logins.

## 5. Configure permission settings for the user.

### PTZ Control Permission

Set the permission level (1-100) for PTZ control. The larger the value is, the higher permission level the user has. The user with higher permission level has the priority to control the PTZ of a camera.

### Automatically Receive Alarm

Switch on and users with this role will receive resource alarms no matter configured as recipients of each alarm individually or not.

### Assign Role

Select the roles that you want to assign to the user.

---

### Note

If you want to add new roles, click **Add New Role**. See [Add Role](#) for details.

---

## 6. Do one of the following to complete adding the user.

- Click **Add** to add the user and return to the user management page.
- Click **Add and Continue** to save the settings and continue to add another user.



See Far, Go Further