Manuals+ — User Manuals Simplified.

newline TSN Visual Communication Solution User Guide

Contents

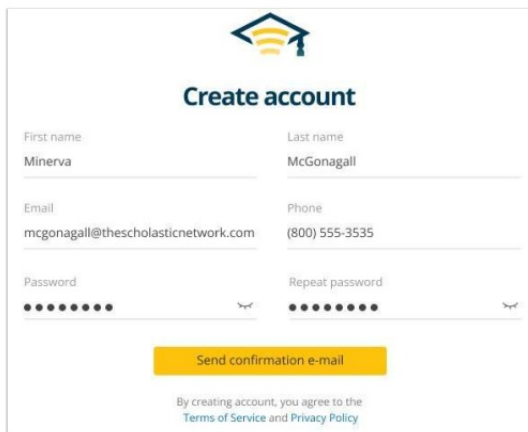**newline TSN Visual Communication**

Create Account

After launching the app for the first time, you will be prompted with a QR code. Using your mobile device's camera, scan the QR code to begin the registration process.

Once you have scanned the QR code, you will be directed to TSN's portal where you will then be prompted to either login or create an account. Fill out the registration form and click "Send confirmation email". Check your email inbox. You should have received a confirmation email. Click "Confirm Registration" to finish creating your account.
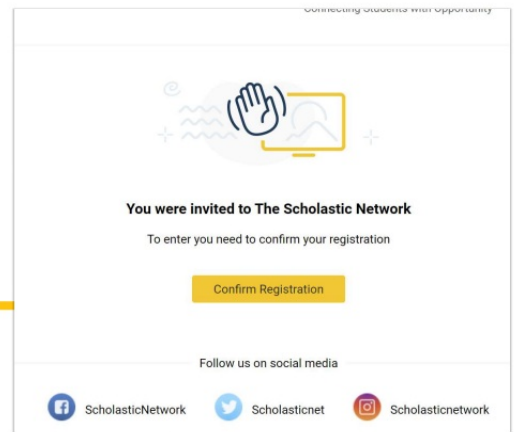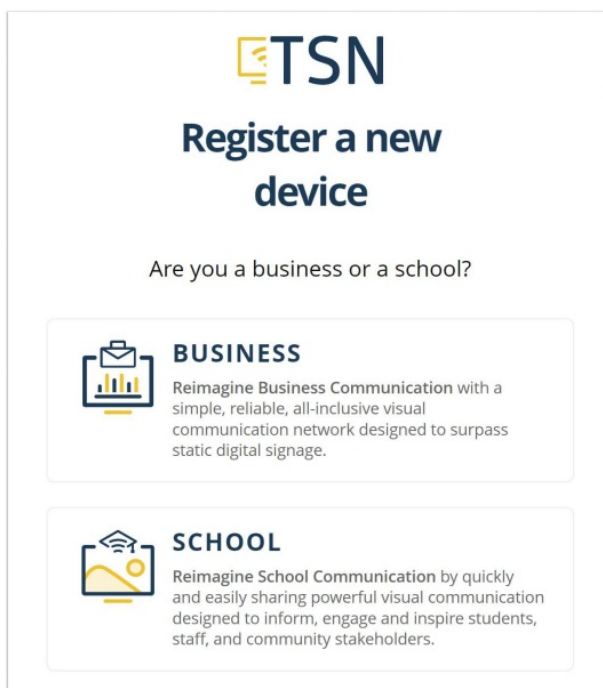
REGISTER DEVICE

Choose Organization Type

After clicking "Confirm Registration", you will be directed to the TSN portal where you will then be prompted to register your Newline device. Click on your organization type: Business or School.

Organization Info

After selecting your organization type, you will be prompted to fill out information related to your organization. Complete all fields and click "Confirm".
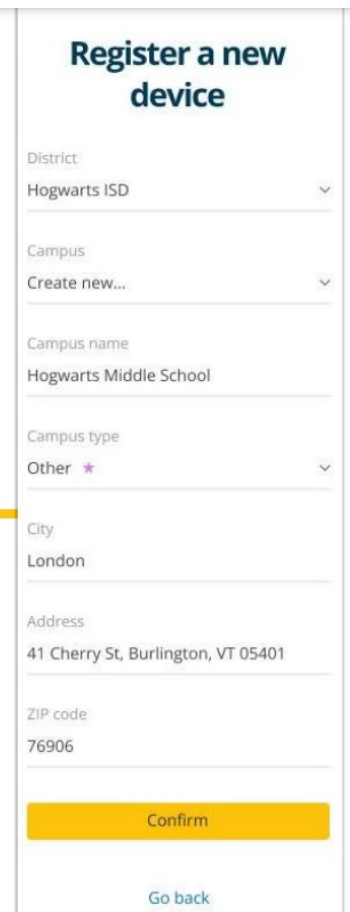

Choose Product

Lastly, select the product that fits your screen and click "Confirm".

Success! Your new device has been successfully linked. Click on "Open the screen page" and continue to your TSN portal to begin interacting with your newly registered device.

PORTAL NAVIGATION
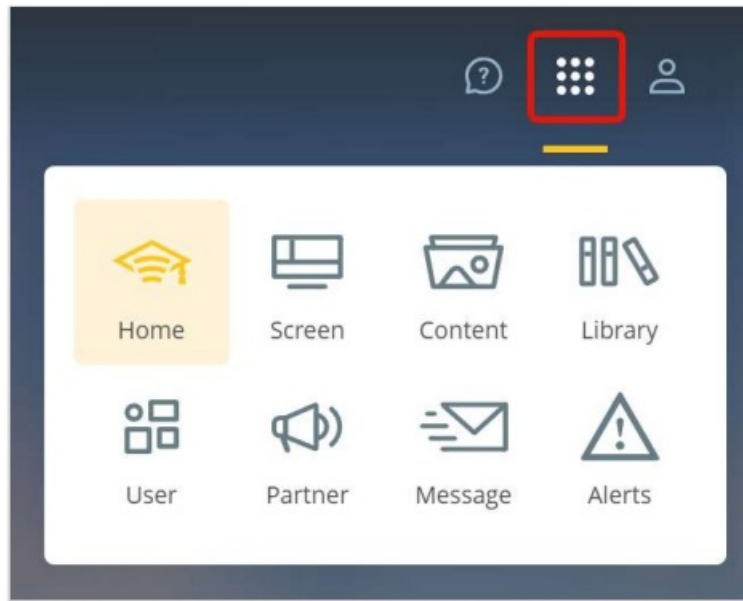
Navigation Menu
Inside of your TSN portal, you have access to several portals. Click on the menu icon in the top right corner of your screen. This is where you will find all the various portals you have access to.
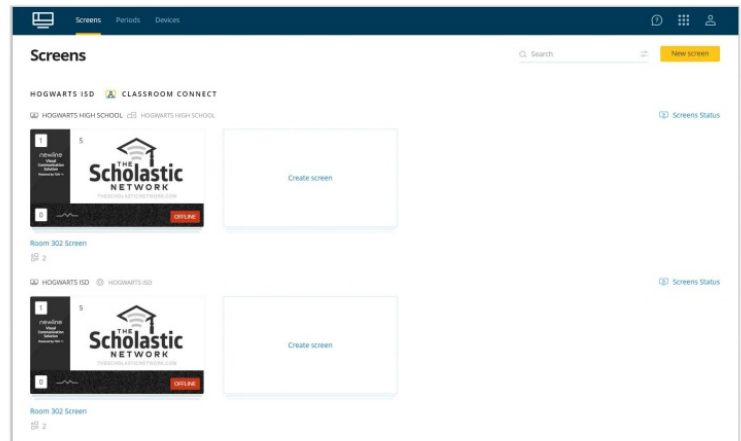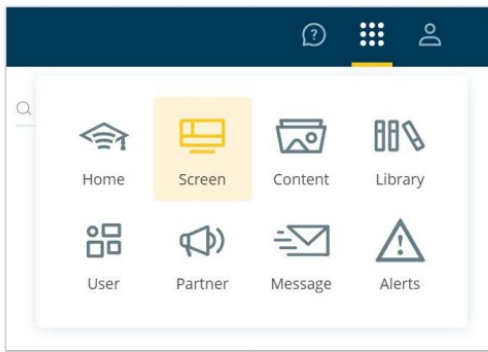

Portals
All the icons listed in your navigation menu are portals you have access to. In the picture above, the account has access to the following portals: Screen, Content, Library, User, Partner, Message, and Alerts. Each portal has its own purpose and specific functionality.
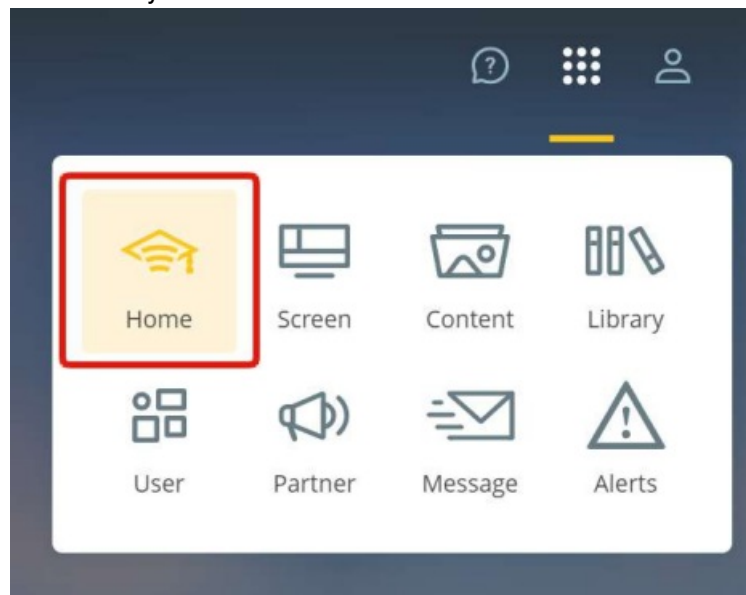
Screen Portal
The screens portal is where you will see an overview of your broadcast network. You will see all of the screens you have access to.
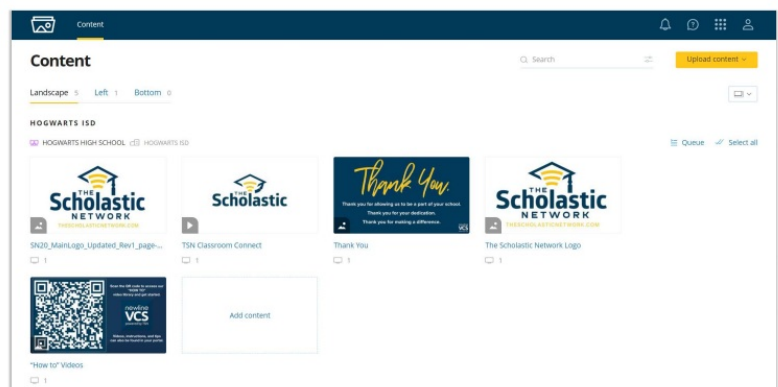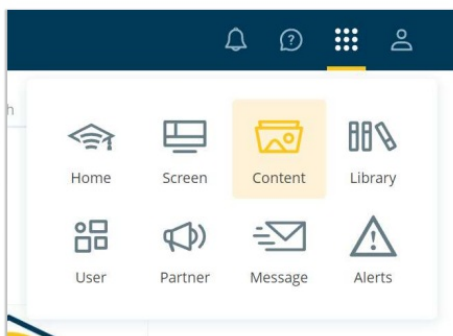
Here in the screens portal, you can:

- Preview your screens to see what is currently playing on them.
- Edit the screen's settings to change the rotation speed, the font style, the font size, and more.
- Edit the screen's settings to control which groups have access to push content to the Screen.
- Edit the screen's settings to change the format of the screen.
- Edit your periods.
- View the online/offline status of your devices.

Content Portal

The content portal is where all of your content for the screens live. Anything you upload or create for the screens will be inside of this portal.


Here in the screens portal, you can:

- View the content that is playing on your screens.
- Upload or create content.
- Pull content from our Content Library.
- Schedule your content.
- Unassign/assign content to your screens.
- Edit or delete content.
- Rearrange the order in which the content plays.

Library Portal

- The library portal is a place for you to create your own Themes, Content, Stickers, and
- Brands libraries. Any library you create is local to whichever groups you give access to it.
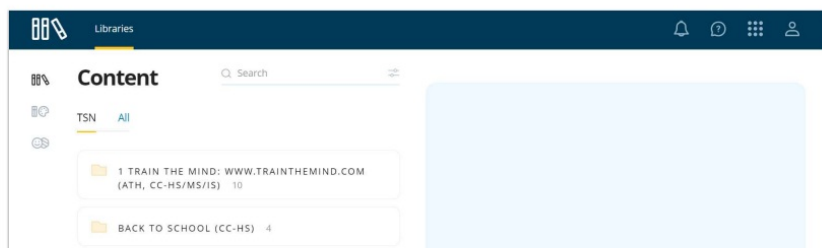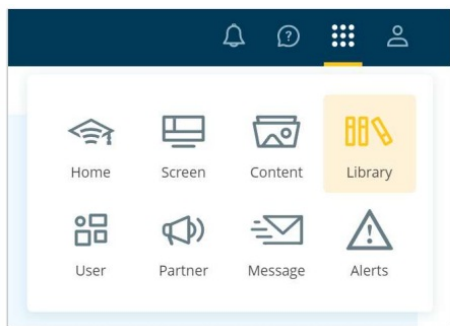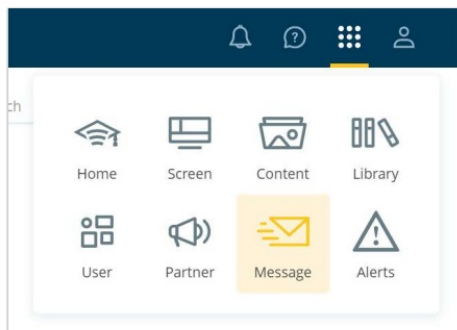

User Portal

The user portal is where you will be able to see who else has access to managing your broadcast network. This is where you can add, edit, and delete users.
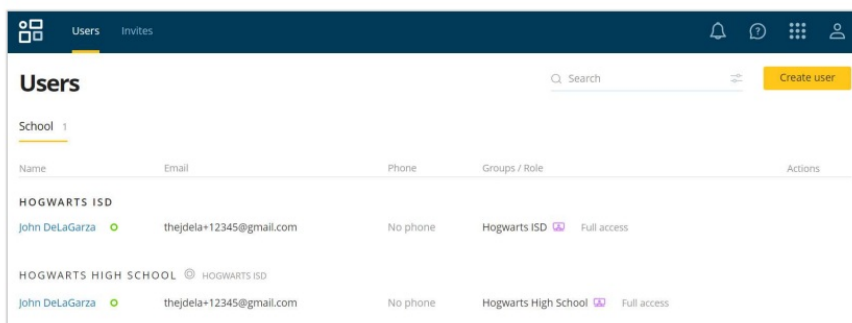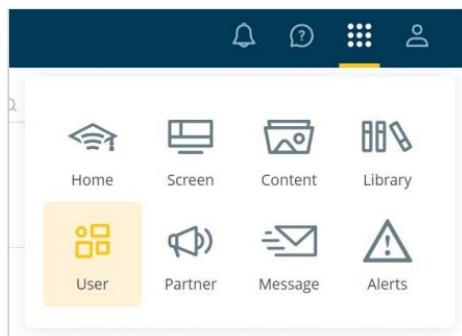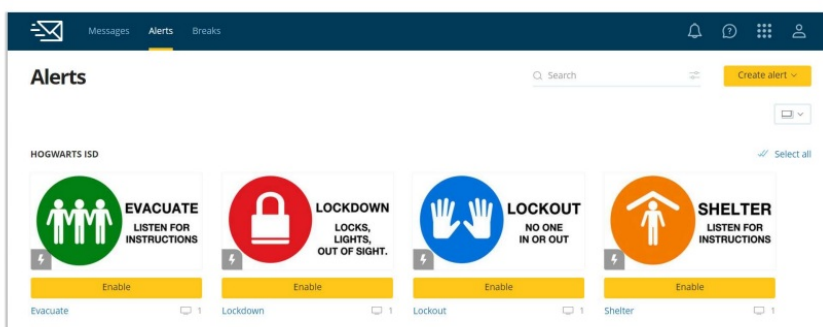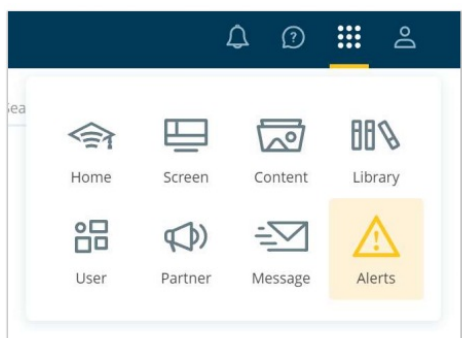

Message Portal

The message portal is a place for you to create Announcements, add a Live Feed, and create Breaks (Tardy Clock).

Alerts Portal

The alerts portal isa place for you to preload your emergency alerts, and in the event there was an emergency, you can enable an alert to broadcast it to all screens.
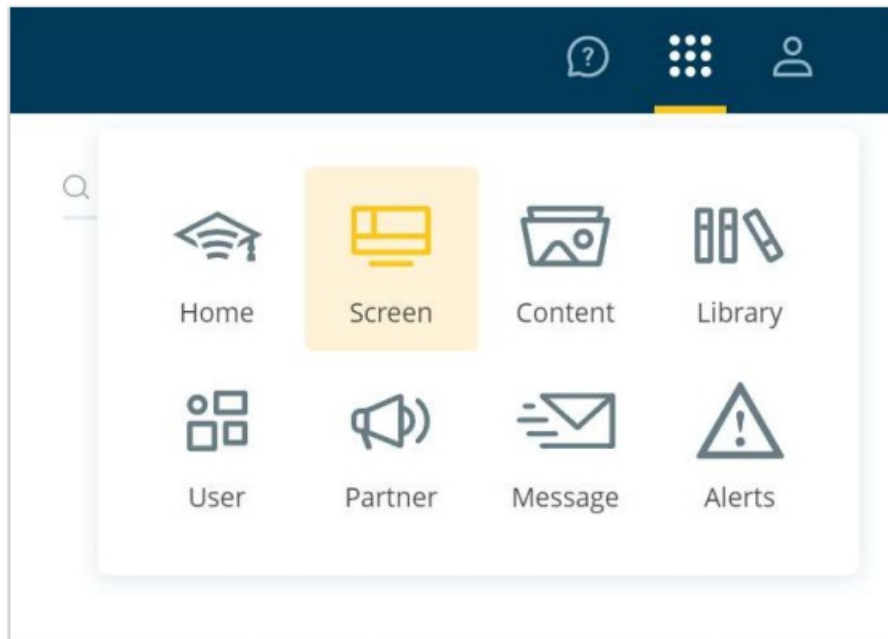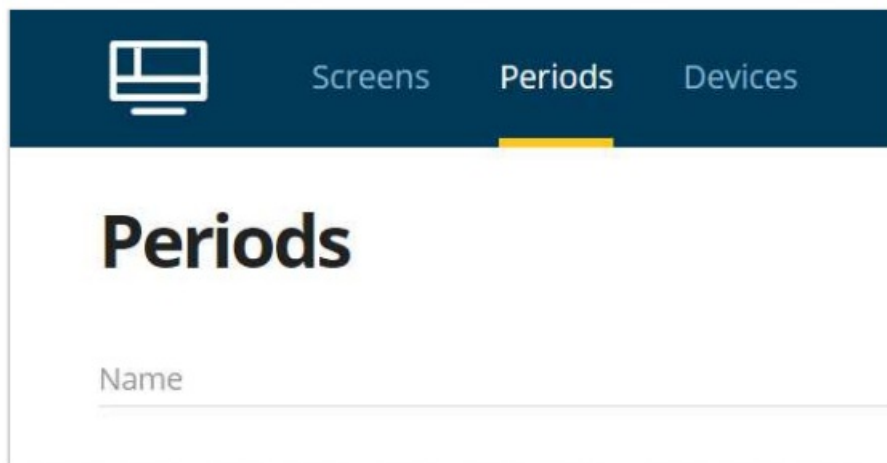

Configure Periods

Configure Periods
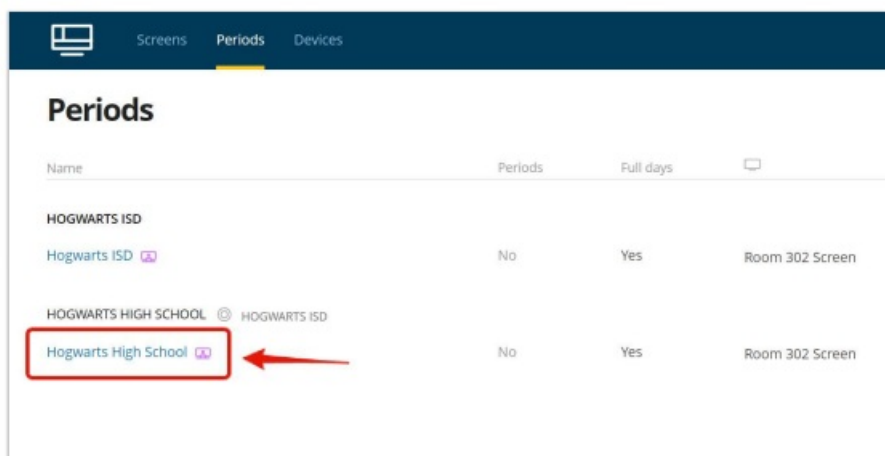Periods control when your Newline VCS app opens and closes between passing periods.

Navigate to the Screen portal.

Click on the Periods tab.

Click on the campus you would like to configure periods for.

Add Period
Click "Add period" and start inserting your passing periods. Once you have inserted all of your passing periods, click "Done" to save them. Remember, this is what controls when your Newline VCS app opens and closes
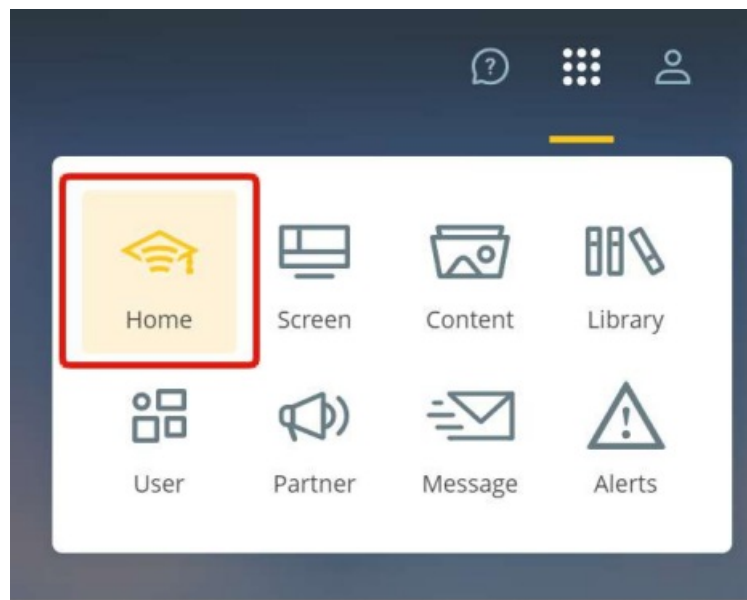
automatically.

Navigate to Content portal

To upload content to play on the screen, navigate to the Content portal.
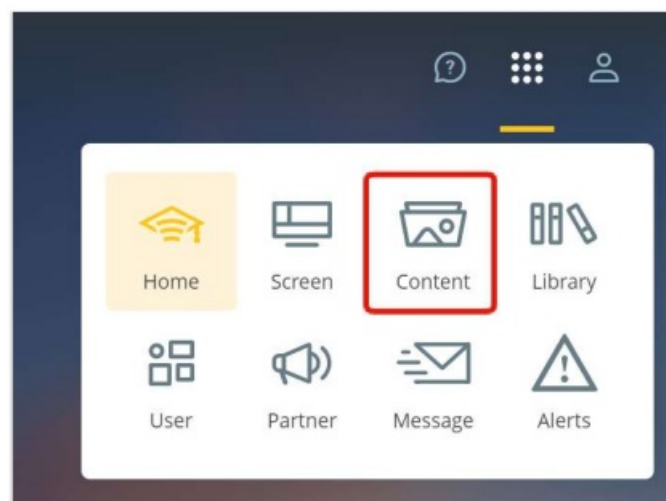
Click "Upload content". Select the type of content you want to upload.

Content Types

There are different types of content you can upload and they all occupy different tiles on the screen. Landscape content occupies the Landscape tile. Left content occupies the Left tile. Bottom content occupies the Bottom tile.
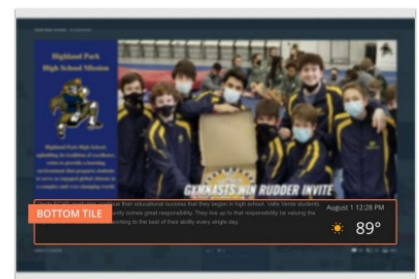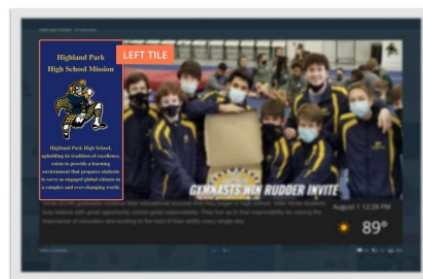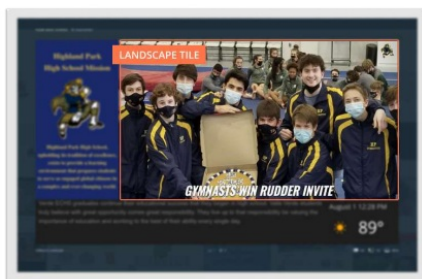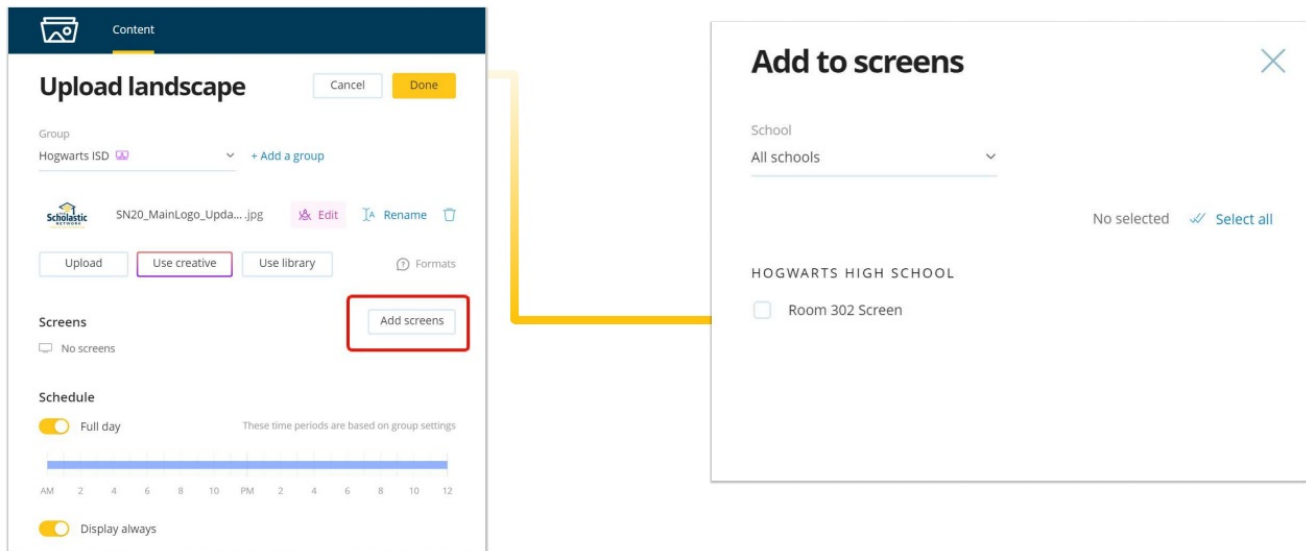

Upload Files

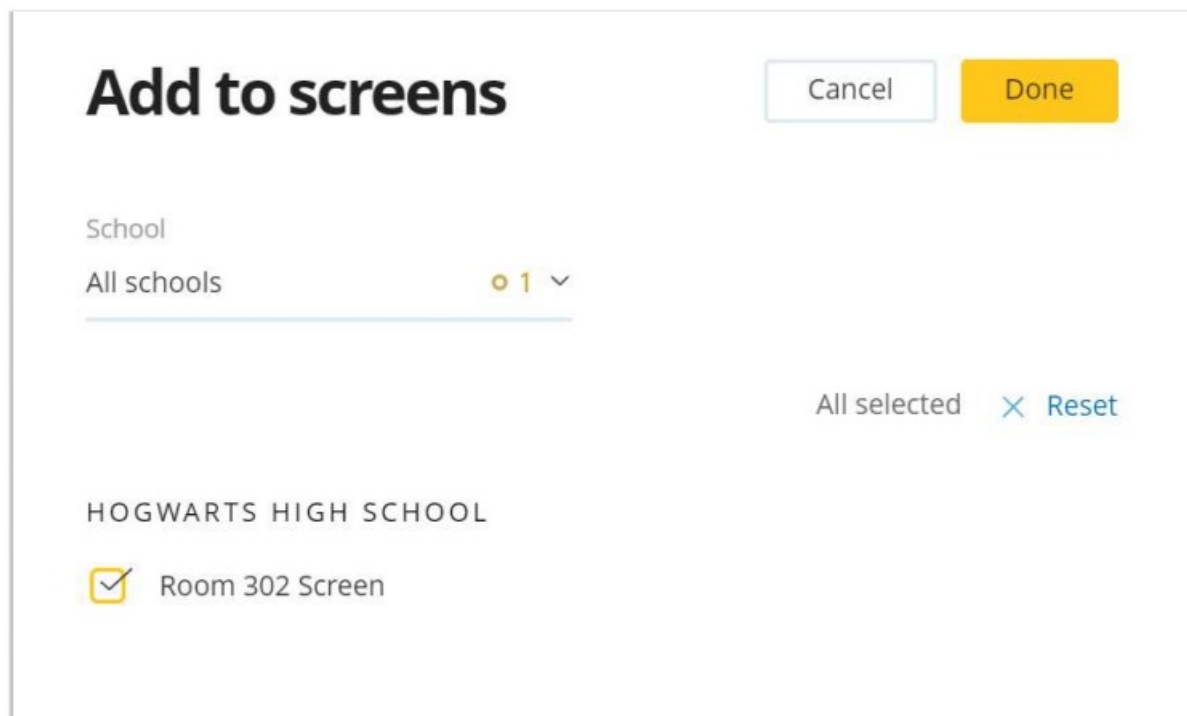You can click "Upload" or drag and drop your files to start uploading them.
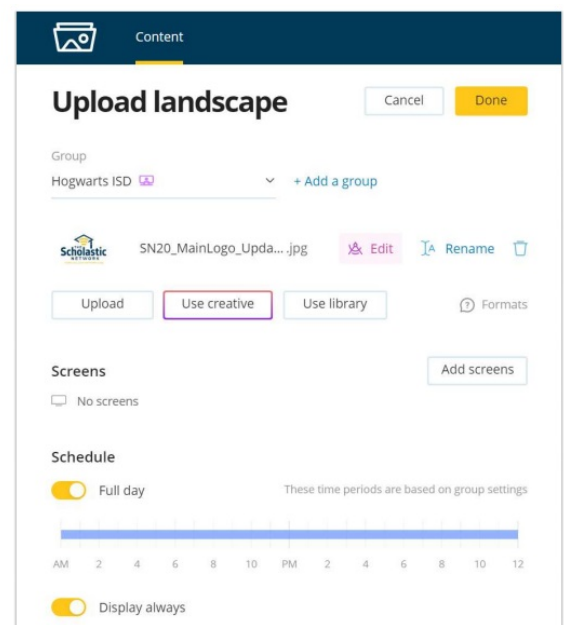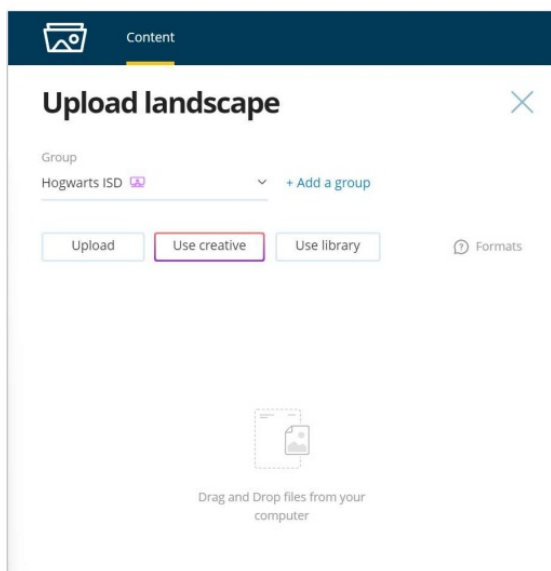
Choose Screens

You will then want to choose which screens you would like this content piece(s) to play. Click on "Add screens" to render your list of screen options.

UPLOAD CONTENT

Select individual screens or all of them by clicking "Select all" to push your content pieces to all screens. Click "Done".

Schedule Content

Next you will want to set the schedule for the content you're uploading. "Full day" is selected by default and means your content will play all hours of the day. You can deselect "Full day" and select specific periods you want your content to play during

"Display always" is also selected by default. This means your content will play everyday. You can deselect this and schedule your content to play on specific days of the week, a specific day on the calendar, or choose a start date and an end date. You can schedule your content however you want.

Set Periods By Days
Setting the periods by days gives you the flexibility to schedule your content on specific days of the week.
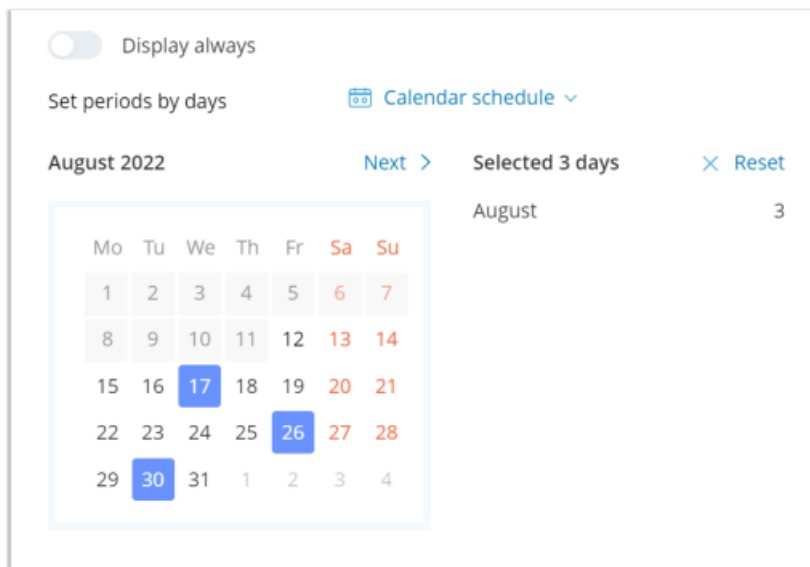
Calendar Schedule

This scheduling option allows you to schedule your content on a specific day on the calendar.

Start Date and End Date
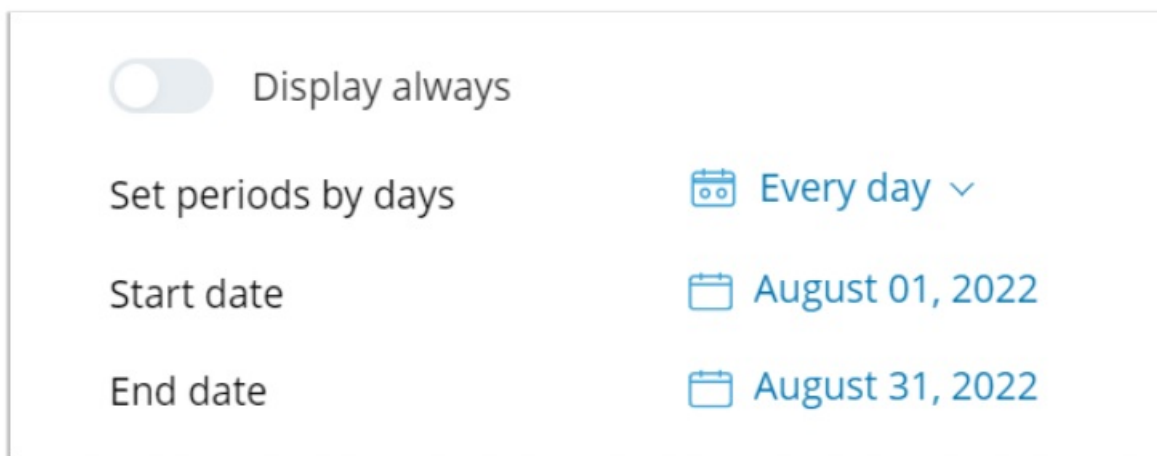
You also have the ability to select a start date and end date for your content. This controls when your content is shown on your screens and when it is taken off.
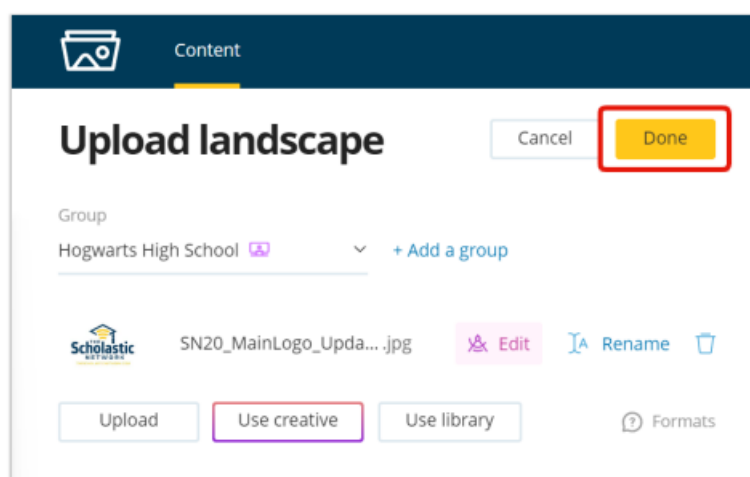

Once the scheduling is set for your new content pieces, click "Done" to finalize uploading your new content.

Help Bubble

Inside of your TSN portal, for whichever portal you're inside of, you will find a help bubble in the top right corner.
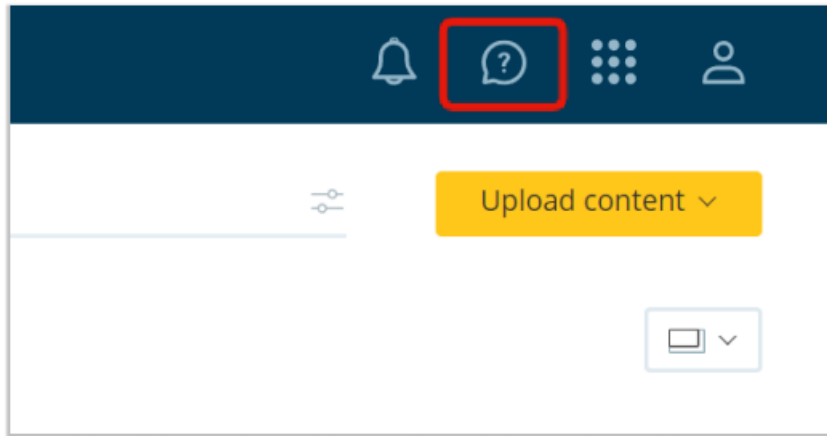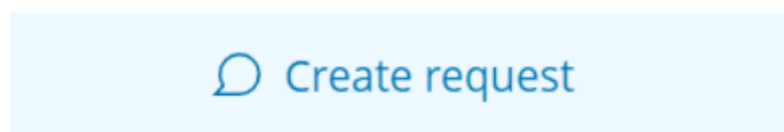
Anytime you need help, click the help bubble and you will find guides, videos, and other helpful documents for the exact portal that you're inside of.

Submit Ticket

If you cannot find the answer you're looking for, reach out! Inside of the help bubble, you will find a button at the bottom that says "Create request". Click that and fill out the form and someone from our support team will be happy to help you.

LEARN MORE:
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GET IN TOUCH:
800-660-572

Documents / Resources

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TSN, Visual Communication Solution, TSN Visual Communication Solution