



Maurice Doran
Digital Signage Consulting Services
Phone: (905) 426-3130
e-mail : me@mauricedoran.com
www.mauricedoran.com

Navori QL Manager

Training Session Overview

INTRODUCTION

Navori QL Manager is a sophisticated yet easy to use client-side application that you access via any web browser. The first time you log on you may be invited to download the Microsoft Silverlight player. This process is similar to installing the Adobe Flash Player and should only need to be performed once.

To access your network you will need the IP address or DNS address of your Navori QL Server. You will also need your user name and password. If you did not receive this information yet, I suggest you contact your Navori administrator after this training session as you will need it to log into the system.

TRAINING SESSIONS

I am currently offering Navori customers 2 training sessions of one hour each. The first session covers the Navori QL application from end to end so new users can begin working with the software right away.

The second session goes into more of the administrative features and configuration options.

Training can also be customized for customers who have specific needs that are not covered by the topics in these sessions. Please call or [email me](#) for details.

As with any software application, a familiarity with digital content will go a long way towards mastering this application. If you are completely new to digital signage and need some information to get started, contact me by phone or [email](#) and I will send you my **Introduction to Digital Signage** white paper.

CONSULTING SERVICES

Navori customers who require assistance to get their project started or perhaps have questions about digital signage best practices can contact me for a quick consultation or needs assessment session.

NAVORI QL MANAGER END-USER TRAINING – LEVEL 1

This introduction to Navori QL Manager will last approximately one hour.

During this session we will cover the following topics:

- **Introduction to the Navori QL system**
 - What are the various components of the QL system (Server/Manager/Player)
 - Application communication basics
 - How modules communicate together
 - Where is your content stored
 - Network security/user logins/user rights overview

- **Navori QL Manager Overview**
 - Positioning and re-sizing windows inside the interface
 - The **Player** Window
 - **Management**
 - How to navigate groups, sub-groups
 - Using the search engine to locate Players
 - **Monitoring** – how to determine what’s playing and the status of each Player
 - **Playback Reporting** – what played where and how many times
 - Selecting a reporting period (scope)
 - Searching for specific content to report on
 - Exporting reports to PDF or Excel spreadsheet
 - The **Content** Window
 - Types of content (formats) supported
 - Adding/deleting media or HTML
 - Adding/deleting folders
 - Using the built-in search engine to locate content
 - The **Tools** menu
 - The Upload Manager
 - Converting your PowerPoint files to Flash (SWF)
 - The **Template** designer
 - What is a template/potential uses
 - The background
 - Specifying a background color
 - Specifying an image/importing one or more background images
 - Adding a static **Text** zone
 - Formatting text

- Adding a current **Time** zone
 - Formatting time and text
- Adding a current **Date** zone
 - Formatting date and text
- Adding a **Media** zone
 - Searching
 - Adding more than one media to a zone
- Adding a **Playlist** zone
- Adding a **Live Data Feed** zone
 - Overview of RSS Feeds and self-hosted data
- The **Ticker** designer
 - What is a ticker/potential uses
 - Using auto centering vs. personalizing ticker position on screen
 - Adding a static **Text** zone
 - Formatting text
 - Adding a current **Time** zone
 - Formatting time and text
 - Adding a current **Date** zone
 - Formatting date and text
 - Adding an **Image**
 - Searching
 - Positioning and resizing an image zone
 - Locking in aspect ratio
 - Adding a **Live Data Feed** zone
 - Overview of RSS Feeds and self-hosted data
 - Publishing/storing tickers
 - Associating a ticker with a specific Playlist
- The **Playlist** Window
 - Adding/modifying/deleting a Playlist
 - Adding content to a Playlist
- The **Planning** Window
 - How to schedule Playlists
 - Copying/pasting Playlists
 - Duplicating Current Day, Current Week, Specific Period
- **Publishing** updates
 - Selecting which Player(s) to update
 - Defining how the update will be received by the Player (reset playlist or not)
 - Interpreting the download status
- **Questions** (time permitting)

NAVORI QL MANAGER ADVANCED END-USER TRAINING – LEVEL 2

In this advanced session we dig deeper into the Navori QL Manager application and cover the various settings and properties that can be set to manage users, Players and content. This session will last approximately one hour. Prerequisite is having attended the **Introduction – Level 1** session.

During this session we will cover the following topics:

- **Advanced training to the Navori QL system**
 - Creating a new user
 - **General** tab – interpreting
 - **Account** tab – setting restrictions, expiry
 - **Assign Profile** tab – rights/alerts/event profiles
 - Best practices
 - Advanced **Player** properties
 - **General** tab – interpreting
 - **License** tab – interpreting
 - **Technical** profile tab – selecting/defining new profile
 - **Performance and plugins** tab – interpreting
 - **Location specific content** tab – defining
 - **Categories** tab – defining/using
 - Advanced **Content** properties
 - **General** tab – interpreting
 - **Playback** tab – transitions, trimming and cropping
 - **Validity** tab – setting validity periods
 - **Advertising** tab – entering metadata
 - **Keywords** tab – defining the best keywords
 - Recap of **Template** and **Ticker** designers
 - Detailed look at the RSS/XML and local feed manager
 - Best practices
 - Advanced **Playlist** properties
 - **Playback** options – priority to media or schedule/muting audio
 - **Rights** tab – restricting access to specific users
 - **Restrictions** tab – restricting maximum number of media items or total time
 - **Player specific content** – defining and adding
 - Advanced **Planning**
 - Replicating schedules into future weeks/months
 - Overlapping multiple Playlists
 - Merging Playlists (rules)
 - Merging content sequentially
 - Reorder merged content
 - **Questions** (time permitting)

Any questions about these training sessions should be directed to:

Maurice Doran

me@mauricedoran.com

Skype: mauricedoran