

MOOD  **HARMONY**™

Harmony Visual Basics

Mood Visuals

Harmony Visual Basics

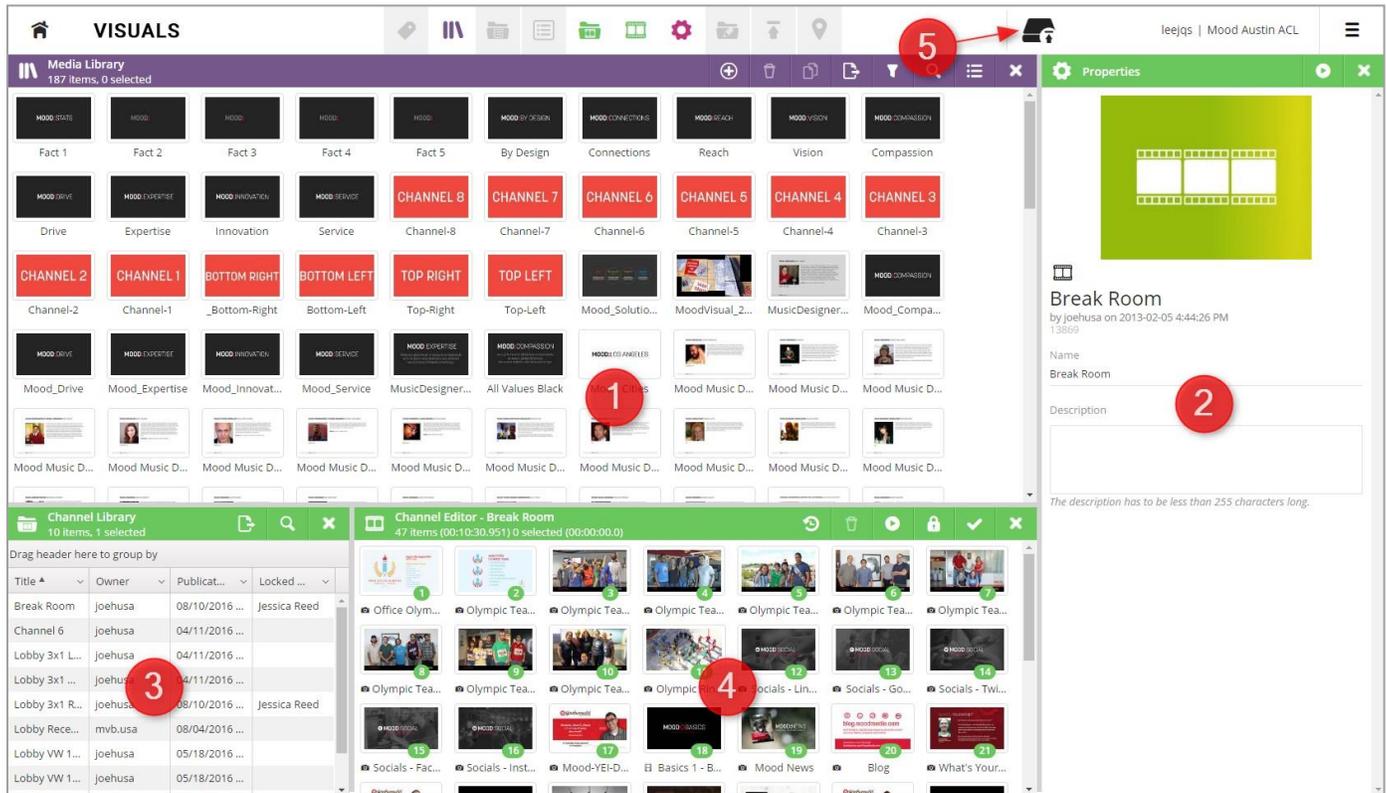
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Harmony User Interface



1. **Media Library** - The Media Library is where all of your available media assets (images, templates, videos, etc) are uploaded and stored
2. **Properties Panel** - The Properties Panel contains information about the selected asset including general file information, editable properties, scheduling functions as well as preview and download buttons
3. **Channel Library** - The Channel Library contains the list of channels that correspond to screens in your location
4. **Channel** - The Channel contains the media assets that are currently playing in the selected Channel. Channels typically correspond to a specific screen or multiple screens. Drag items from the Media Library into the Channel and arrange them into the desired playback order. Depending on the purpose of the Channel, certain channels may only contain one media asset, such as a menu
5. **Publish & Home Buttons** - The Publish Button is used to publish the content in a Channel and send it to the screens. The Home Button exits Harmony Visuals and takes you back to the application screen

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Logging In to Harmony

- Visit <https://harmony.moodmedia.com>
- Enter your Username and Password
- Hit Enter or click the red Login button
- After logging in, click the Visuals icon (figure 1)

Uploading Assets into the Media Library

- Media assets (images, videos) can be uploading into the Media Library for use in templates or placed directly into a Channel for playback
- Click the + button in the upper title bar of the Media Library and choose "Upload a Media" from the drop down menu (figure 2)
- Navigate to the item(s) you would like to upload on your computer
- Select the item and click OK to begin uploading. Harmony will analyze the file and begin the upload and encoding process. You will see either a green arrow or a gear to signify the asset is being uploaded or encoded
- Once you see a thumbnail image of the item it is complete and ready for use

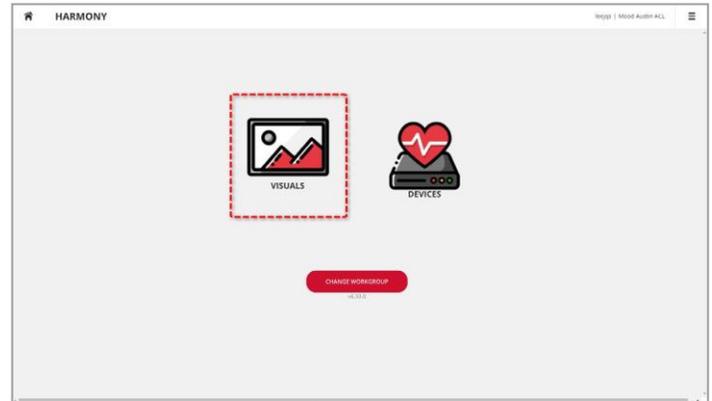


Figure 1

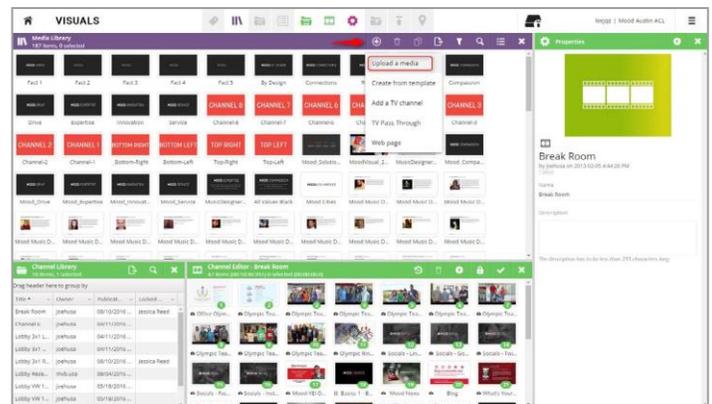


Figure 2

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Adding Templates to the Media Library

Harmony contains a large library of pre-designed editable templates that can be used to quickly create content within the system. Mood Media's creative department can also design custom templates based on your needs and branding.

- Click the + button in the upper title bar of the Media Library and choose "Create from Template" from the drop down menu (figure 3)
- Locate a template you would like to use or enter a keyword to search for templates (figure 4)
- Select the template and choose "Select"
- Rename the template if desired and choose "Save"
- (figure 5)
- The template will be added to your media library

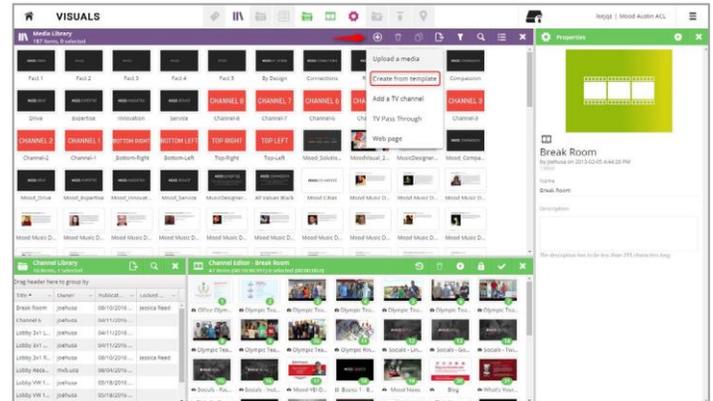


Figure 3

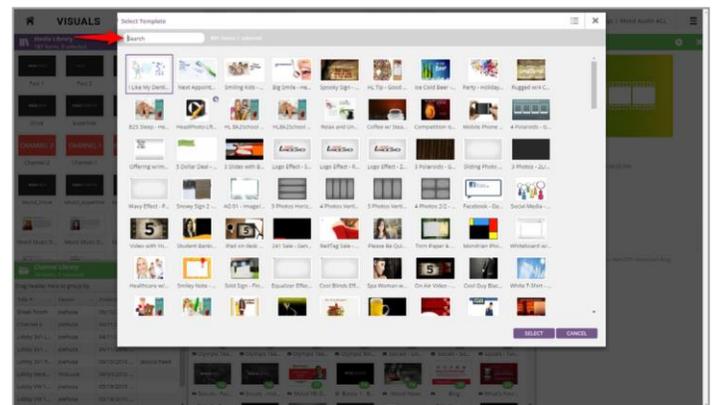


Figure 4

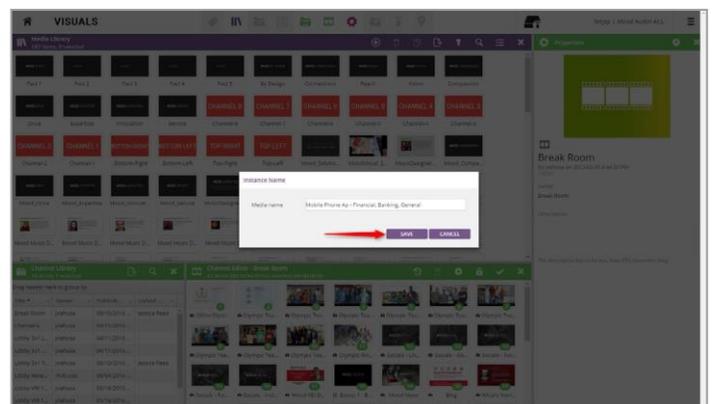


Figure 5

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Customizing Template Properties

Customizable template will have varying properties that can be edited based on the type of template selected. Editable properties typically include text fields or image slot(s).

- Select the template in the Media Library that you would like to edit and it opens in the Properties panel
- In the Properties panel, complete the appropriate text fields (headline, body text, price, etc) to customize the template (figure 6)
- To place an image into a template you must first upload the image into the Media Library using the steps above (See "Uploading Assets Into The Media Library")
- Select the template in the Media Library that you would like to edit
- Locate the image property you would like to edit in the Properties Panel and click the Select button (figure 6)
- Select the image from the Media Library pop up window and click OK (figure 7)
- Click the gray Preview/Play button at the top of the Properties Panel to review your edits
- Continue these steps until all desired editable fields are complete. All changes are automatically saved within the template

NOTE: If you want to use the same template with different text or images you must duplicate the template using the Duplicate button on the upper title bar of the Media Library, or add another copy of the template using the steps above.

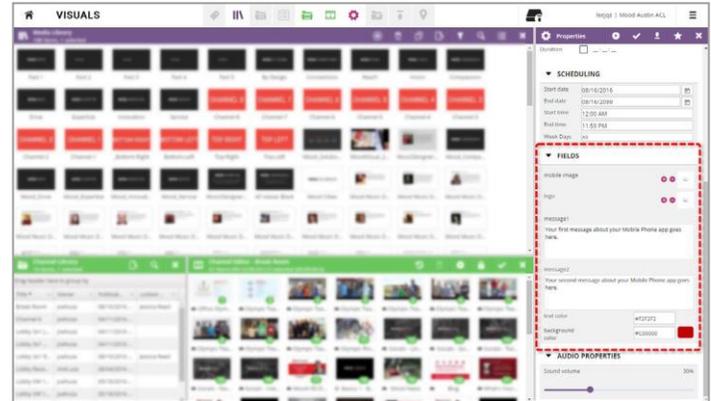


Figure 6

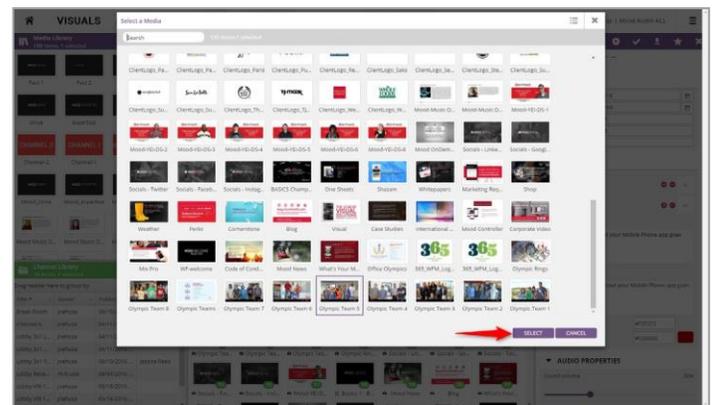


Figure 7

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Scheduling Content

Individual assets can be scheduled to play between specific date ranges, specific times of the day or specific days of the week. Scheduling is set in the Properties panel for each asset. By default, all content is scheduled to play all day, every day (24/7) when published.

- Select the asset in the Media Library that you would like to schedule. It opens in the Properties panel
- In the Properties panel, adjust the start and end dates and times as desired (figure 8)
- You may also use the “Week Days” option to set specific days, weekdays or weekends for content to play (figure 9)

NOTE: Individual assets cannot be scheduled to play past midnight over the span of multiple days unless it is set to the default settings to play all day every day. If you want content to play for a specific time range spanning past midnight on multiple days (ie 11:00PM -1:00AM), then you must schedule a duplicate copy of the asset.

- Select the asset in the Media Library that you would like to schedule past midnight
- Duplicate the item by clicking on the Copy icon in the top title bar of the Media Library
- In the Properties panel, adjust the start time as desired for the original asset and set the end time to 11:59:59 PM
- Select the duplicate asset and set the start time for 12:00:00 AM and then set the end time as desired (figure 10)

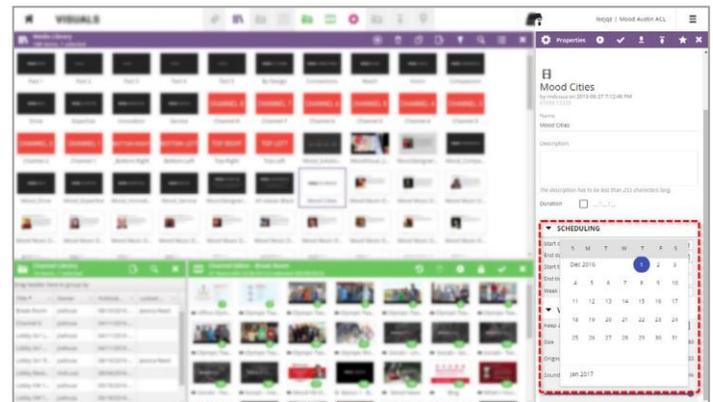


Figure 8

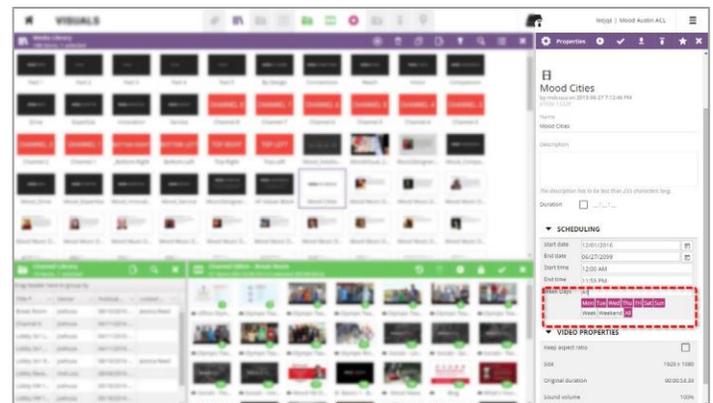


Figure 9

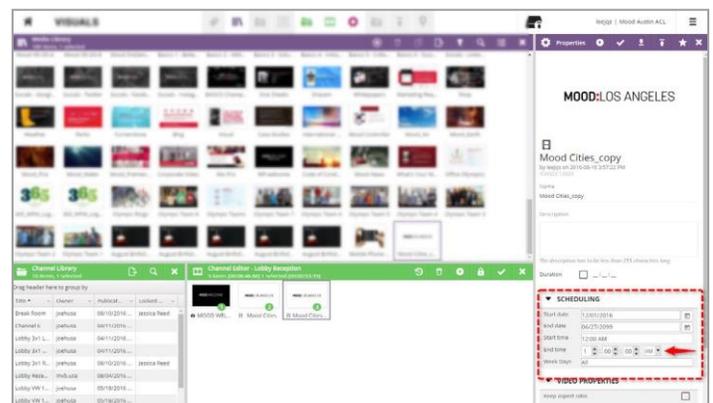


Figure 10

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Adding Content to the Channel

The Channel contains the active content that is ready for playback. Media players at each of your locations are assigned to a single channel and the content in the Channel is played back from the media player once downloaded. You can manage multiple channels in the Channel Library from a single Harmony login.

Once you have uploaded and scheduled all of your content you can place it into the appropriate Channel and publish the Channel.

- Select the channel in the Channel Library that you would like to edit (figure 11)
- Select and drag an asset or group of assets from the Media Library and drop them into the Channel (figure 12)
- Once the assets are in the Channel you can rearrange them by clicking and dragging them into the desired order
- If you update properties of an asset in the Media Library it will automatically update that same asset located in the Channel

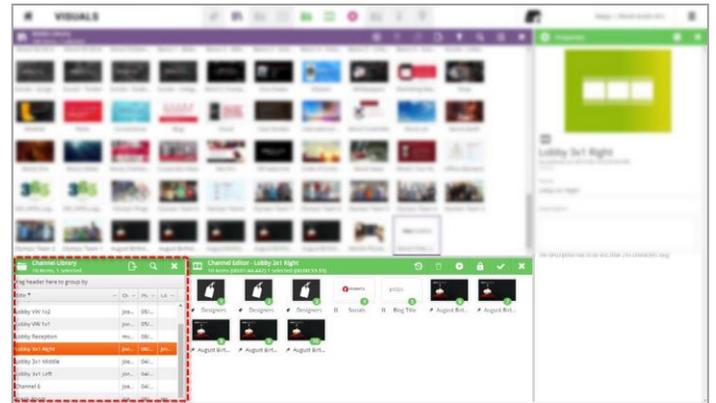


Figure 11

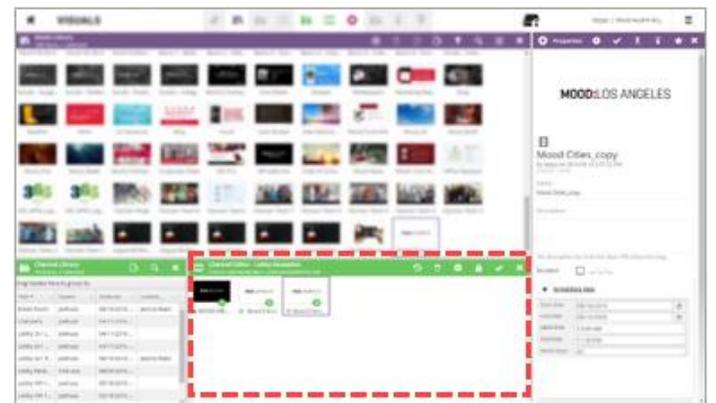


Figure 12

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Creating Tags

Tags allow you to group similar assets in your Media Library for easy sorting and locating using the filter menu at the top title bar of the Media Library.

Tags also provide the ability to randomize playback of a large group of content. Tags can be scheduled just like any other asset and placed in your Channel for playback on your screens.

When a tag is placed in your Channel it will randomly playback one of the assets in the tag then advance to the next piece of content in your Channel. When your Channel loops and the tag is played again it will play another asset at random. Tags will not repeat any content until all assets in the Tag have played at least once. When multiple copies of the same tag are used in the Channel they will work together to not repeat any assets.

- Open the Tag Library by clicking on the Tag Library icon in the upper title bar of the Harmony interface (figure 13)
- Click the + button in the Tag Library to create a new tag. Name the tag and click "Create" (figure 14)
- To add assets to a tag select the new tag in the Tag Library and drag assets from the Media Library into the Tag Media box at the bottom of the Tag Library (figure 15)
- The tag can now be placed in the Channel by clicking and dragging on the name of the tag in the Tag Library and dropping it in the Channel (figure 15)

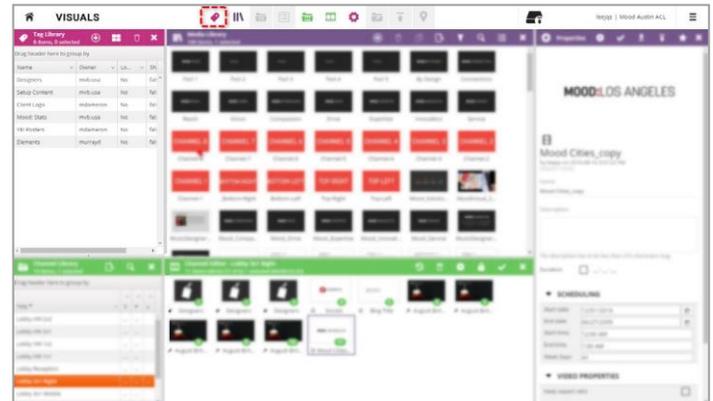


Figure 13

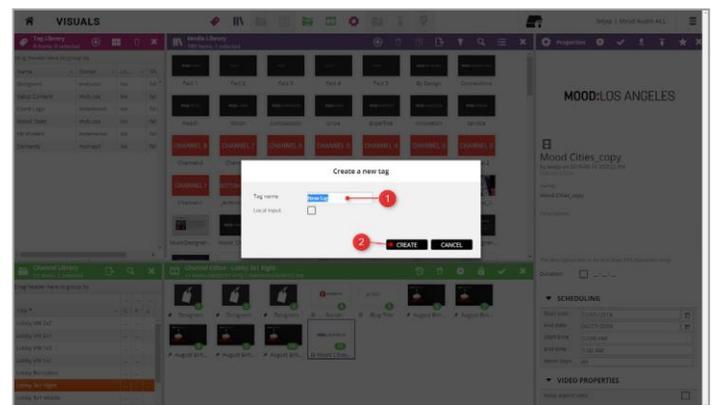


Figure 14

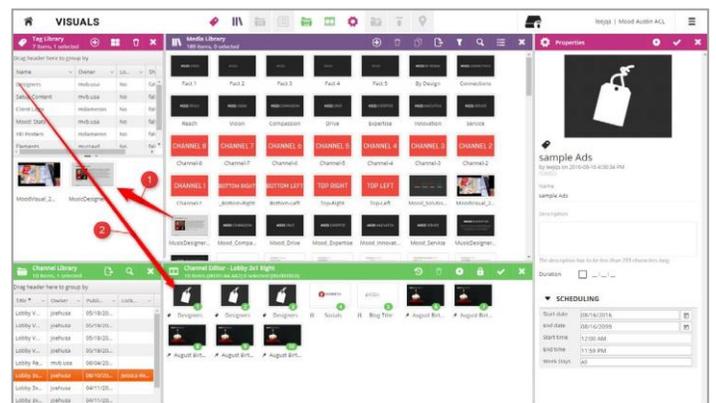


Figure 15

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Creating Playlists

Playlists allow you to create a sequential playback order for a group of content (media and tags) and set scheduling to allow dayparting of the playlists.

- Open the Playlist Library and Playlist Editor by clicking on the Playlist Library and Playlist Editor icons in the upper title bar of the Harmony interface (figure 16)
- Click the + button in the Playlist Library to create a new loop playlist. Name the playlist, set any desired scheduling and click "Create" (figure 17). You can also adjust scheduling later in the Properties panel
- Select the new playlist in the Playlist Library and drag assets from the Media Library into the Playlist Editor (figure 18)
- The playlist can now be placed in the Channel by clicking and dragging on the name of the playlist in the Playlist Library and dropping it in the Channel (figure 18)

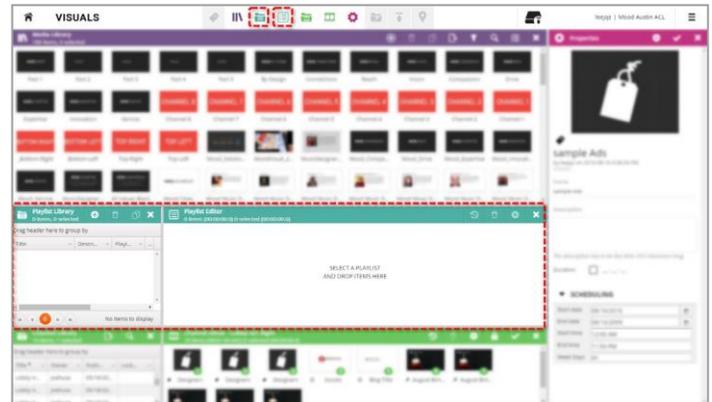


Figure 16

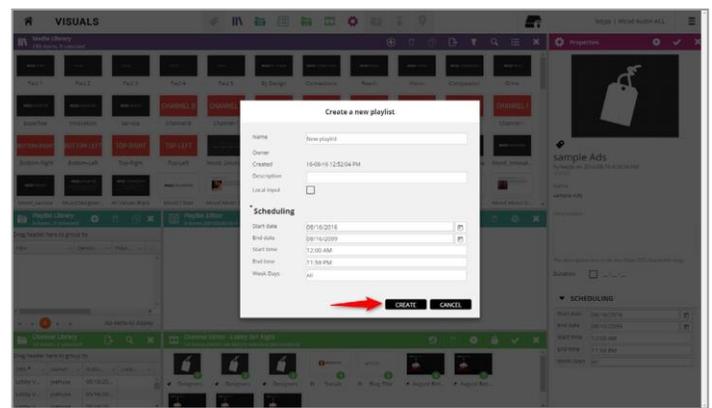


Figure 17

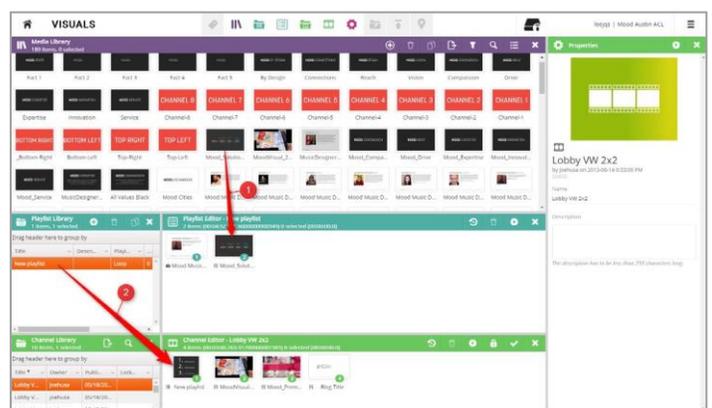


Figure 18

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Design Library - Zone Layouts

The Design Library allows you to select from various screen layouts that divide your content into multiple “zones” on a single screen, such as a main content zone and/or side and bottom zones. Each zone functions independently from the others and has its own playlist of content.

- Open the Design Library and the Playlist Editor by clicking on the Design Library and Playlist Editor icons in the upper title bar of the Harmony interface (figure 19)
- Select the desired Design layout and drag it to your channel
- To add content to a specific zone, click on the orange arrow on the right side of the Design Library to reveal the Design Editor (figure 20)
- Select the zone you want to edit (the Playlist Editor will change color to orange)
- Drag content from your Media Library into the Playlist Editor to build a playlist of content for that zone (figure 21)
- Repeat this process to add content to the other zones



Figure 19



Figure 20

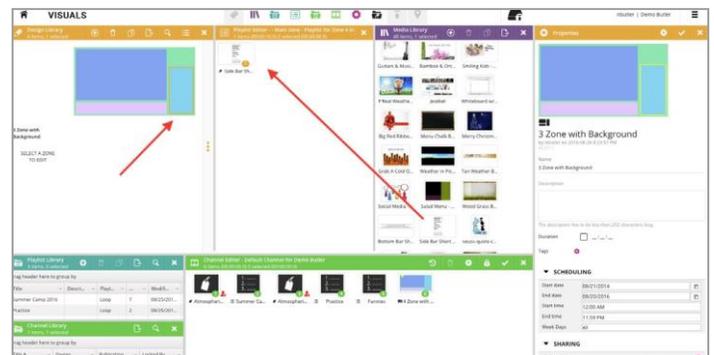


Figure 21

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Addressing Content

The Locations Panel allows you to dictate at which locations a specific asset in a channel should or should not play. By default, all content added to a channel plays at all locations assigned to that channel.

- Open the Locations Panel by clicking in the upper title bar of the Harmony interface (figure 22)
- Select a channel in the Channel Library. The locations assigned to that channel will appear in the Locations Panel
- Select an asset in the channel for which you would like to set addressing
- Click on the checkbox beside the desired location to set the addressing for that asset (figure 23). By default, all content added to a channel plays at all locations assigned to that channel
- A green check means the asset will play at that location. A red X means the asset will NOT play at that location

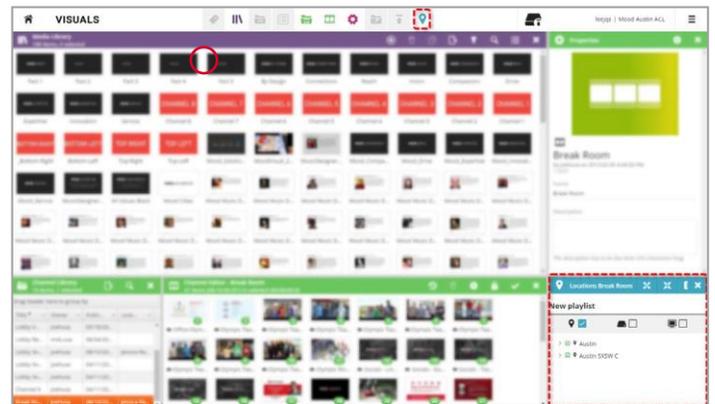


Figure 22

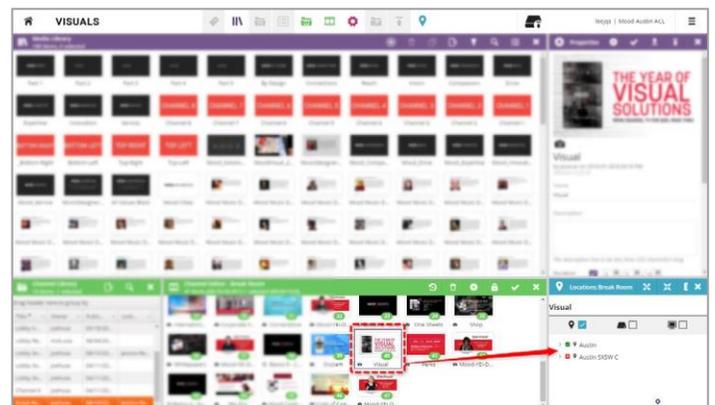


Figure 23

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Publishing the Channel(s)

In order for your content updates to begin playing on your screen(s) you must publish the channels in your Channel Library.

- Select the channel in the Channel Library that you would like to publish
- Click on the black Publish/update button in the top title bar of the Harmony screen (figure 24)
- There are four choices for publishing content depending on how many active channels you have:
 1. **Publish Selected Channels** - Publishes the content in the selected Channel. For Android-based media players, the content will begin downloading within 10 minutes and begin playing once downloaded (based on scheduling). For Windows-based media players, the content will download overnight and begin playing the next morning (based on scheduling)
 2. **Publish All Channels** - Publishes the content in all Channels. For Android-based media players, the content will begin downloading within 10 minutes and begin playing once downloaded (based on scheduling). For Windows-based media players, the content will download overnight and begin playing the next morning (based on scheduling)
 3. **Publish Selected Channels & Force Update (Windows-based media players only)** - Publishes the content in the selected Channel. The content will begin downloading to the media player within 10 minutes and begin playing once downloaded (based on scheduling)
 4. **Publish All Channels & Force Update (Windows-based media players only)** - Publishes the content in all Channels. The content will begin downloading to the media player within 10 minutes and begin playing once downloaded (based on scheduling)

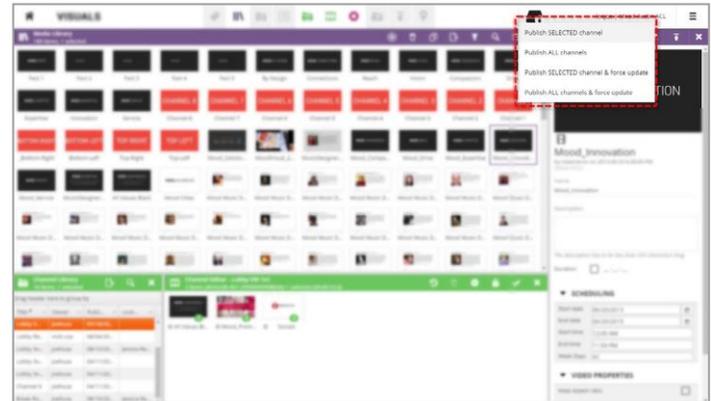


Figure 24

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Monitoring the Media Players

- The Devices app can be used to check the connection status and other information for the media players in your network. This is especially helpful when determining if a media player is offline because it is not updating content
- Access the Devices app by clicking on the Home icon in the gray bar at the top middle of the screen (figure 25), or by logging in to Harmony and selecting the Devices app from the application screen (figure 26)
- Once the Devices app has loaded, click the check box in the upper left corner next to your network name and click Load (figure 27)
- Click the check box in the lower left corner next to your site name (figure 27)
- You will now see a pie chart and a list of devices in the top center column highlighting the current connectivity status of your media players

Green/OK - Media player is online and receiving content updates

Red/Error - Media player failed to check in during one of its last two scheduled check-in times or has reported a minor error

Orange/NC - Media player failed to check in for two consecutive scheduled check-ins and is not online

- If you select a media player on the bottom of the center column, you can view various information about the health and status of the media player

NOTE: On certain devices you can view screenshots in 5 minutes increments for the past few days by clicking on the Screenshots tab on the bottom right column and using the arrows to scroll through screenshots. **NOT ALL DEVICES HAVE SCREENSHOTS** (figure 27)

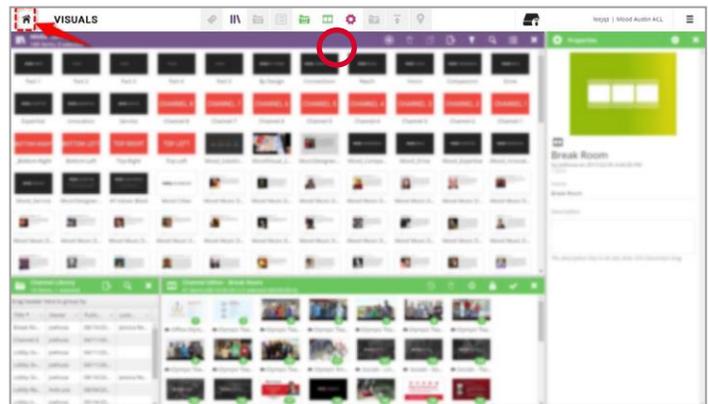


Figure 25

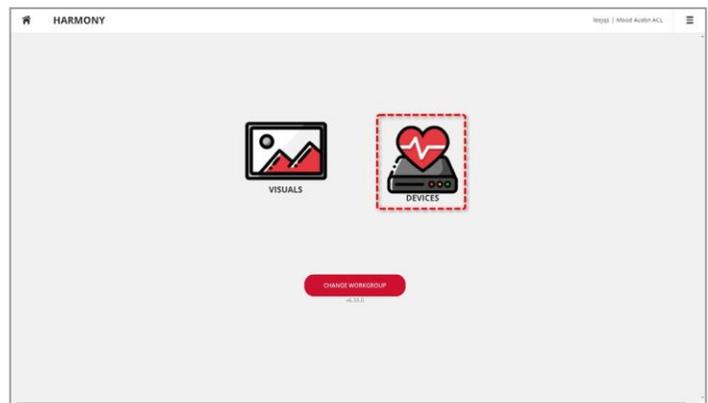


Figure 26

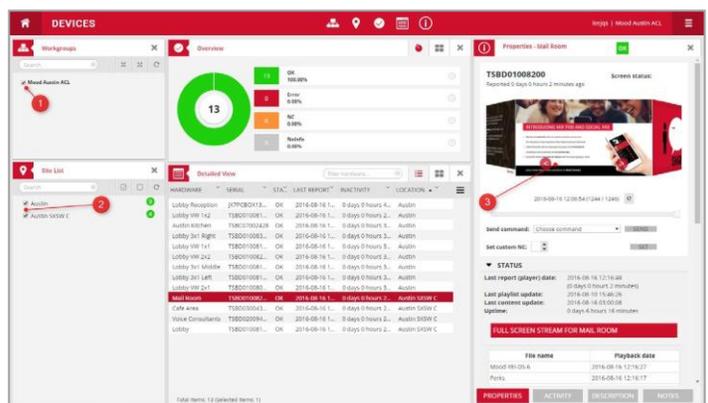


Figure 27