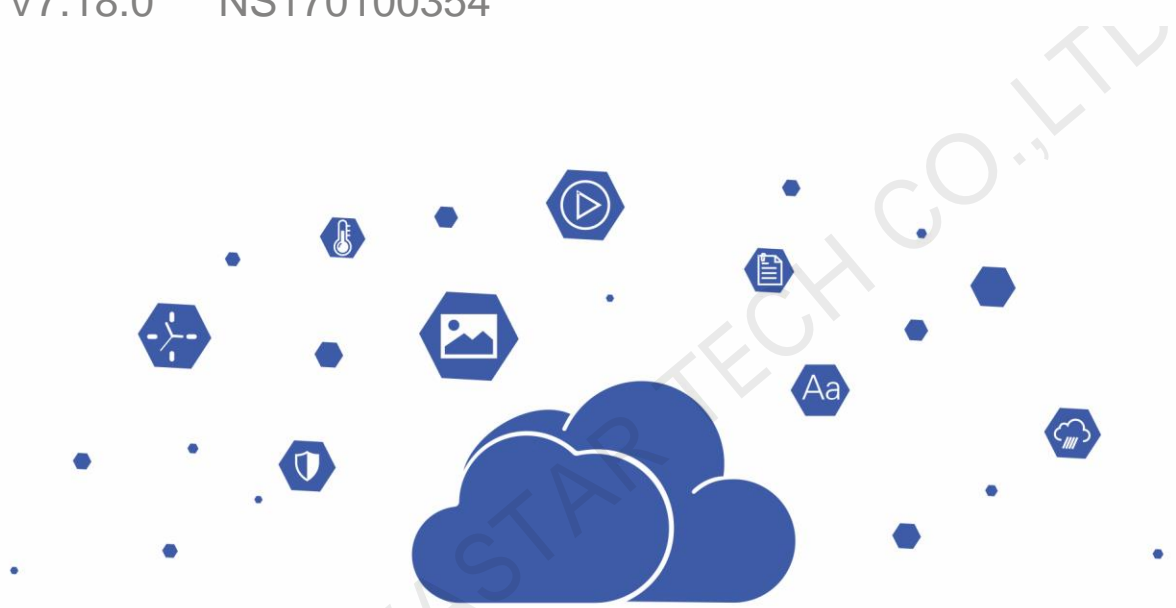


VNNOX One-Stop Cloud Platform

V7.18.0 NS170100354



VNNOX AD User Manual

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1 About This Document

The cloud publishing service of VNNOX one-stop cloud platform includes VNNOX Standard and VNNOX AD, allowing for remote content management and terminal control. **In the self-built system, VNNOX Standard is not supported.**

This document introduces the functions of VNNOX AD to help users to understand and use the product. Below is an introduction of related concepts.

Remote Publishing

Remote publishing enables users to publish solutions associated with players to remote terminal players via Internet. The solutions will be downloaded and played by terminal players as scheduled.

Remote Control

Remote control enables users to perform real-time or scheduled operations such as restarting displays. Scheduled control can be implemented by sending remote control plans.

Players

Players include synchronous players and asynchronous players, which can be associated with solutions and remote control plans.

Players in VNNOX Standard are created automatically when bound to the terminal player and can be transferred to VNNOX AD by authorization.

Players in VNNOX AD are created manually on the player list page and require licenses.

In the self-built system, VNNOX Standard and functions related to licenses are not supported.

Terminal Players

Solutions can be downloaded and played by terminal players as scheduled.

VPlayer is an application which serves as a terminal player and can be used for devices installed with Windows.

Taurus series multimedia players are hardware products based on Android and can be used as the terminal players of the asynchronous system.

Player Binding

Player binding is also called terminal binding.

Binding terminal players to players enables users to publish solutions and control displays remotely. Only one player can be bound to a terminal player.

- Synchronous players: Bound to VPlayer
- Asynchronous players: Bound to Taurus with ViPlex

ViPlex includes ViPlex Handy (Android and iOS) and ViPlex Express (Windows).

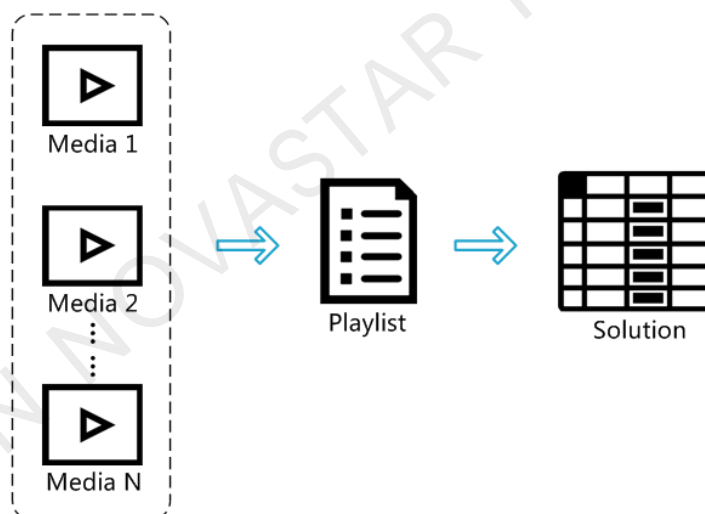
Solutions

In VNNOX Standard, after users add media and edit the solution page, a solution is created. **In the self-built system, VNNOX Standard is not supported.**

In VNNOX AD, after users add media, add media and sub-playlists to a playlist and schedule the playlist, a solution is created.

The relationship between the media, playlist and solution is shown in [Figure 1-1](#).

Figure 1-1 Media management

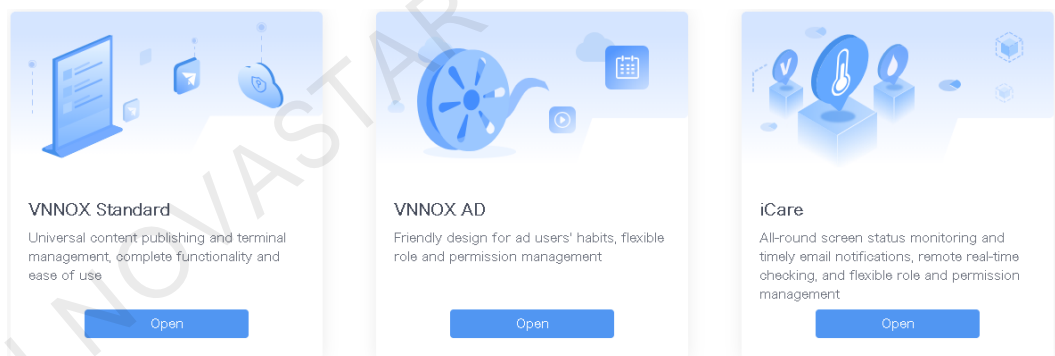


2 Login

In the self-built system, VNNOX standard is not supported and the login address must be entered according to the actual condition.

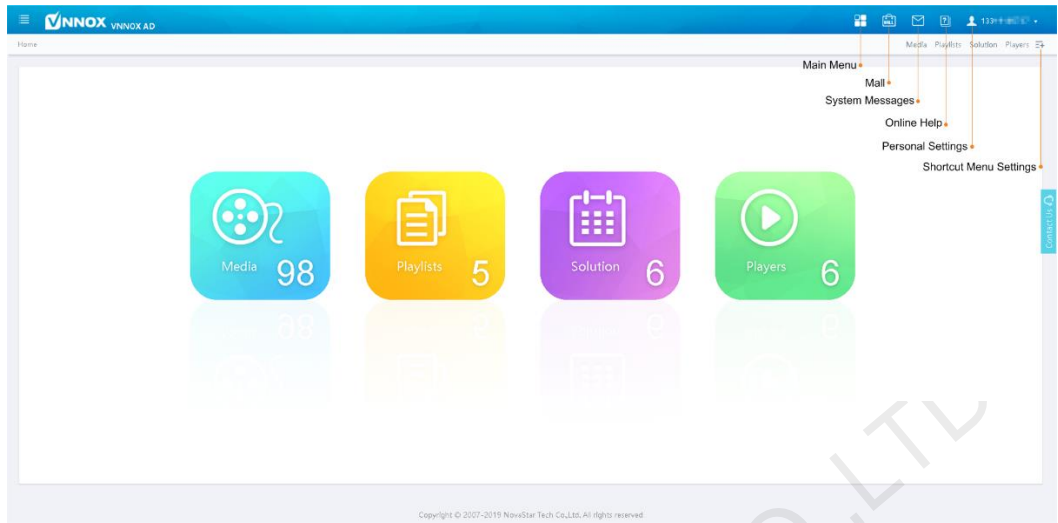
- Step 1 Visit www.en.vnnox.com and click **Login** at the top right of the page.
- Step 2 Select the server node and click **OK**.
- Step 3 Enter the account name and password, then click **Log In**. The service login page is displayed.

Figure 2-1 Service login page



- Step 4 Click the **Open** button of VNNOX AD.

Figure 2-2 VNNOX AD



3 Functions

3.1 System Switching

Application Scenarios

Users can switch between the VNNOX homepage, VNNOX Standard, VNNOX AD and iCare.

Related Information

None

Operation

At the top left of any page, click  to switch the system.

3.2 User Feedback

Application Scenarios

Users give their feedback.

Related Information


None

Operation

Click **Contact Us** on the right side of any page to contact the customer service team of NovaStar.

3.3 Shortcut Menu Settings


Application Scenarios

Quickly access the sub-menus in .

Related Information

Shortcut menu is a quick access to system functions. Users can set shortcut menus for their frequently used functions to make operation more efficient.

Operation

- Step 1 Click  at the top right of the page.
- Step 2 Select one or more menus in the pop-up dialog box, such as **Solution** and **Players**.
- Step 3 Click **OK**, and the following shortcut menus appear.



3.4 Personal Settings

Application Scenarios

Current user views or updates personal settings.

Related Information

Personal settings include the basic information and workgroup of the current user, and system language.

Operation



- Step 1 Choose  **admin** > **Personal Settings**.
- Step 2 Set basic user information and system language or view the workgroup of the user.

Table 3-1 Personal settings

Tab Name	Description
Basic Info	For following operations: <ul style="list-style-type: none">● Set first name and last name.● View the role of the user.● Change email address.● Change phone number.● Change login password.

Tab Name	Description
Workgroup	View the workgroup of the user.
Language Settings	Set system language. Click  at the top right of the page to directly enter this tab.

Step 3 After the settings are completed, click **Save** or **Save&Close**.

3.5 System Management

Application Scenarios

- Approval setting: Control the distribution of media, and search play logs by custom field.
- Player authentication: Bind terminal players to players.
- Session timeout: Automatically log out system if users do not perform any action for a long period of time.

Related Information

VNNOX AD provides settings related to security, including media approval, player authentication and auto logout after timeout, to enhance the security of system operation and media publishing.

VNNOX AD also supports setting custom fields. When searching play logs by keyword, users can use the custom fields to specify the searching range.

3.5.1 Setting Approval Function

Choose to enable or disable the **Approval** function in **Media Management > Media**.

Step 1 Choose  > **Organization Management > System Management**.

Step 2 Set Enable media items approval to Yes or No.

- Yes: Select a record in the media list, click **Attribute**, and then the **Approval** tab appears. Users can approve, request for approval or refuse media. Approved media can be distributed while refused media cannot be distributed.
- No: Select a record in the media list, click **Attribute**, and the **Approval** tab is not shown. Approval is not needed and the media can be distributed directly.

Step 3 Click **Save** or **Save&Close**.

3.5.2 Setting Player Authentication Information

After successful registration, VNNOX will generate the default authentication information automatically. Authentication information is required while users bind terminal players to players. To prevent terminal players from illegally accessing VNNOX, you are advised to change the default authentication information.

Step 1 Choose  > **Organization Management > System Management**.

Step 2 Select the **Player Authentication tab**.

Step 3 Set the authentication user name and password. Then click **Save** or **Save&Close**.

3.5.3 Setting Timeout

Log out the system automatically if users do not perform any action within the time preset in session timeout.

Step 1 Choose  > **Organization Management** > **System Management**.

Step 2 Select the **Other Settings** tab.

Step 3 Set the duration for session timeout and then click **Save** or **Save&Close**.

3.6 Media Management

Users can add media and sub-playlists to a playlist and schedule the playlist to create a solution.

3.6.1 Media

Application Scenarios

A playlist is formed by combining and arranging media items.

Related Information

Media is the smallest unit of a solution.

The types of images, videos and streaming media supported by VNNOX AD are shown in [Table 3-2](#).


Table 3-2 Media types

Media Type	Synchronous Terminal	Asynchronous Terminal
Image	JPG, PNG, ICO, BMP, GIF, JPEG	JPG, PNG, ICO, BMP, GIF, JPEG
Video	Video container formats: MP4, AVI, RMVB, FLV, MKV, WMV, MOV	Video container formats: MP4, AVI, FLV, WMV, MOV
Streaming Media	<ul style="list-style-type: none"> HLS, RTMP: Can be previewed online and played. RTSP: Can be played but cannot be previewed online. 	<ul style="list-style-type: none"> HLS, RTMP: Can be previewed online and played. RTSP: Can be played but cannot be previewed online.
Audio	Currently not supported.	MP3 Note: Audio files can be used as the background audio of text and


Media Type	Synchronous Terminal	Asynchronous Terminal
		images only
Document	Word, Excel, PPT, PDF	

3.6.1.1 Viewing Media

System administrator can view all the media. Sub-users can view media only in the public workgroup, the workgroup the sub-user belongs to and its sub-workgroups, as well as the media shared to the workgroup the sub-user belongs to.

- Step 1 Choose  > **Media Management** > **Media**.
- Step 2 View the media list, or view a media item by searching its name.
- Step 3 (Optional) Select filter criteria in the **Filter** on the left side of the page. If you want to save the settings, select **Remember filter criteria**.
- Step 4 (Optional) Click a media name in the **Name** column, and then the attribute page of the media appears.

3.6.1.2 Adding Media

- Step 1 Choose  > **Media Management** > **Media**.
- Step 2 Click **Add** and select a media type from the drop-down options.
 - Upload File: Click **Choose file** to choose media from your local devices and click **OK**.
 - Webpage: Name the webpage and enter its address. Click **OK**, and the webpage attribute editing page appears.
 - RSS: Name the RSS and enter its address. Click **OK** and the attribute editing page of the RSS appears.
 - Page: Enter a name for the page and click **Next**. Select a page template and click **OK**. Then the attribute editing page appears.
 - Streaming Media: Enter the name and address of the streaming media. Click **OK** and the attribute editing page of the streaming media appears.

3.6.1.3 Editing Pages

A page media contains one or more other types of media. When added to page, media's attributes will conform to page attributes.



- Step 1 Choose  > **Media Management** > **Media**.
- Step 2 In the media list, select a media item the type of which is **Page**, and click **Page Edit**, or click  next to the name of a page media to enter the editing page, as shown in [Figure 3-1](#). The editing page is illustrated in [Table 3-3](#).

Figure 3-1 Editing page

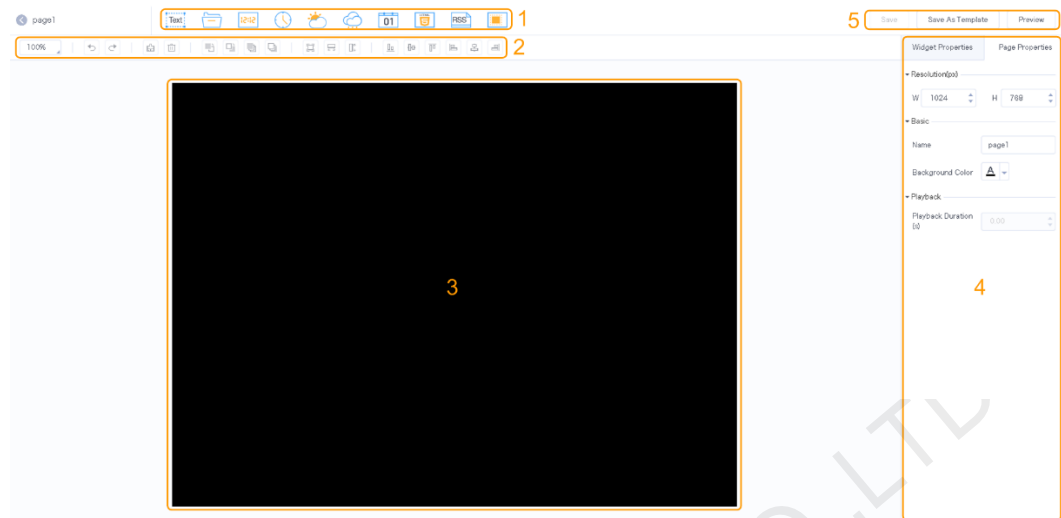






























Table 3-3 Description of the editing page

No.	Description
1	<p>Button for media adding. Click the button to add the corresponding type of media.</p> <ul style="list-style-type: none"> ●  : Text ●  : File ●  : Digital clock ●  : Analog clock ●  : Weather style 1 ●  : Weather style 2 ●  : Calendar ●  : Web page ●  : RSS ●  : Window
2	<p>Button for page editing. Batch edit is allowed.</p> <ul style="list-style-type: none"> ●  : Zoom ●  : Undo ●  : Redo ●  : Clear ●  : Delete ●  : Bring forward

No.	Description
	<ul style="list-style-type: none"> ●  : Send backward ●  : Bring to front ●  : Send to back ●  : Auto fit ●  : Fill horizontally ●  : Fill vertically ●  : Align bottom ●  : Center vertically ●  : Align top ●  : Align left ●  : Center horizontally ●  : Align right
3	Page editing area. Double click the blank to add text.
4	Property editing area
5	Save and preview buttons. Audio cannot be previewed.

Step 3 Add required media, edit properties and adjust layout.

Step 4 (Optional) Click **Preview** to view the playback effect.

Step 5 After the editing is done, click **Save**.

Step 6 (Optional) Click **Save As Template** to save the page as a template.

3.6.1.4 Modifying Media Attributes

If a modified media item is added to a playlist and the playlist is added to a solution which is already associated with a player, there will be two cases according to the distribution type in the player attributes after the modified media item is saved:

- Auto distribution: VNNOX automatically distributes the new solution.
- Manual distribution: Users perform following operations to distribute the new solution manually.

Choose  > **Players Management** > **Players**. Select the target player and click **Update solution**.

Step 1 Choose  > **Media Management** > **Media**.

Step 2 Select one media item and click **Attribute**, or select more media items and click **Bulk edit**. Media attributes are explained in [Table 3-4](#).

Table 3-4 Media Attributes

Tab Name	Description
Basic Info	Set the basic information of the media, such as description, validity, category, etc. Only this tab appears while editing media in batches. Expired media cannot be played. Subscriptions will be refreshed automatically according to the RSS refresh period(s) . When the media type is document, you also need to set the duration and effect of each page of the document.
Workgroup	Set the workgroup the media belongs to and set the workgroups to which you share the media in a non-public workgroup.
History	View the history information of images and videos. This tab appears when the media type is image or video.
Approval	Approve, request for approval or refuse media. In Organization Management > System Management , set the parameter Enable media items approval to Yes , then this tab appears. Approved media can be distributed while refused media cannot be distributed.
Play Log	Turn on or off the function of hiding play log. After the function is turned on, the play log of this media cannot be found in Players Management > Play Log .
Preview	Preview images, videos, streaming media, or documents. This tab appears when the media type is image, video, streaming media, or document.

Step 3 After attributes are edited, click **Save** or **Save& Close**.

3.6.1.5 Adding Media to Playlists

Audio files can be used as the background audio of text and images in page media only and cannot be added to playlists.

Step 1 Choose  > **Media Management > Media**.

Step 2 Select one or more media, then click **Add to Playlist**.

Step 3 Select one or more playlists in the pop-up dialog box and click **OK**.

Step 4 In the pop-up dialog box, click **Stay**, or click **View** to view the playlist(s) you selected in the previous step.

3.6.1.6 Deleting Media

Step 1 Choose  > **Media Management > Media**.

Step 2 Select one or more media and click **Delete**.

Step 3 Click **OK**.

3.6.2 Playlists

Application Scenarios

A solution is formed by scheduling playlists.

Related Information

A playlist is a collection of sequenced media.

A playlist can be used as a sub-playlist. For example, after playlist B is added to playlist A, playlist B is the sub-playlist of playlist A. Sub-playlists make media playback more flexible and diversified. Special playback requirements can be simply satisfied without the need to create complex playlists.

If a playlist is to be used as a sub-playlist, it must meet the following requirements:

- It cannot contain media of page type.
- It cannot contain sub-playlists.

3.6.2.1 Viewing Playlists

System administrator can view all the playlists. Sub-users can view playlists only in the public workgroup, the workgroup the sub-user belongs to and its sub-workgroups, as well as the playlists shared to the workgroup the sub-user belongs to.

Step 1 Choose  > **Media Management** > **Playlists**.

Step 2 View playlists, or view a playlist by searching its name.

Step 3 (Optional) Select filter criteria in the **Filter** on the left side of the page. If you want to save the settings, select **Remember filter criteria**.

Step 4 (Optional) Click a playlist name in the **Name** column and the attribute page of the playlist appears.

3.6.2.1 Creating Playlists

Step 1 Choose  > **Media Management** > **Playlists**.

Step 2 Perform any of the following operations to create a playlist.

- Click **New**. Enter a name for the playlist and specify one or more categories, then click **OK**.
- Select a playlist and click **Copy**. Enter a name for the copied playlist and click **OK**.

Note: Categories are used for quickly filtering out playlists through the filter.

3.6.2.2 Modifying Playlist Attributes

If a modified playlist is added to a solution which is already associated with a player, there will be two cases according to distribution type in the player attributes after the modified playlist is saved.


- Auto distribution: VNNOX automatically distributes the new solution.
- Manual distribution: Users perform following operations to distribute the new solution manually.


Choose  > **Players Management** > **Players**. Select the target player and click **Update solution**.

Step 1 Choose  > **Media Management** > **Playlists**.

Step 2 Select a playlist and click **Attribute**, or select more playlists and click **Bulk edit**. The playlist attributes are explained in [Table 3-5](#).

Table 3-5 Playlist attributes

Tab Name	Description
Basic Info	<p>Set the basic information of playlists, such as description, duration, category, etc.</p> <p>If Playlist duration is set to Custom, the playlist will be played according to the duration set by users. If the playlist has sub-playlists, all the media items in sub-playlists will be played in each round of playback.</p> <p>If Playlist duration is set to Default and the current playlist is not a sub-playlist or insertion playlist, the Play third-party media function can be enabled.</p> <p>After the Play third-party media function is enabled, VNNOX will automatically obtain the media from the third-party according to the filing information during playlist playback. If no third-party media is obtained, VNNOX will continue to play the next media item. When the synchronous playback function is enabled, the terminal will stop playing third-party media.</p>
Workgroup	Set the workgroup the playlist belongs to and set the workgroups to which you share the playlist in a non-public workgroup.
History	Show the operation history of playlists.
Media Item	<p>Click  to display the media item editing page where you can filter out or search for specific media items, and perform the following operations.</p> <ul style="list-style-type: none"> ● Add media: Add one or more media to the current playlist. ● Add sub-playlist: Add one or more sub-playlists to the current playlist. ● Attribute/Bulk edit: Set the basic information and play plan of media items. ● Delete: Delete media items in a playlist. ● Replace: Replace one or more media items in the media item list with a specified media. ● View media: Go to the editing page of the selected page media or the attribute page of other types of media. Save the modifications to the playlist before operation. ● View sub-playlist: Go to the attribute page of a specified sub-playlist. Save the modifications to the playlist before the operation. ● Standby: Set images or videos as standby media. After all the media items in a playlist are played, the standby media will be

Tab Name	Description
	<p>played if there is time remaining.</p> <ul style="list-style-type: none"> Export: Export media item information and generate a "csv" file. Count: Set the number of times to play a media item. A sub-playlist will be played once by default and this count cannot be set. <p>After the Play third-party media function is enabled, the Current duration of the playlist will be Unknown.</p>
	<p>Click  to display the media item sorting page where you can search for or move specific media items and perform the following operations.</p> <ul style="list-style-type: none"> Statistics: Statistics of the number, duration and play count of media items in the playlist. Sorting type: Set the sorting type of media items. The system will play media items from top to bottom according to the order in the list.

Step 3 After attributes are edited, click **Save** or **Save&Close**.

3.6.2.3 Deleting Playlists

Step 1 Choose  > **Media Management** > **Playlists**.

Step 2 Select one or more playlists and click **Delete**.

Step 3 Click **OK** in the pop-up dialog box.

3.6.2.4 Importing Playlists

Step 1 Choose  > **Media Management** > **Playlists**.

Step 2 Click **Import**.

- If you do not have a template, go to [Step 3](#).
- If you have filled out the template, go to [Step 5](#).

Step 3 In the **Select File** dialog box, click **Download Template**.

Step 4 Follow the notes in the template and the following information to fill out the template.

- The sheet name is the playlist name. Up to 5 playlists can be imported each time. If a sheet name does not exist in the system during importing, a new playlist will be created. If a sheet name already exists in the system, the original playlist will be overwritten.
- The media items must exist in the media library.
- If you want to play a media item multiple times, enter multiple pieces of data correspondingly and ensure they have the same play plan and duration.
- If the play plan of a media item is not entered, its **Valid range** will default to **No**. If the duration is not entered, it will use the default value in the system. Other attributes of the media item all use the default values.

Step 5 Click **Select File** to select a template.

Step 6 Click **Next**.

If data verification failed, please modify the contents in the template and import again.

Step 7 Select the playlists you want to import and click **Import**.

3.6.3 Solutions

Application Scenarios

After a solution is associated in player attributes, the solution can be distributed automatically or manually in VNNOX.

Related Information

A solution is a collection of scheduled playlists.

3.6.3.1 Viewing Solutions

System administrator can view all the solutions. Sub-users can view solutions only in the public workgroup, the workgroup the sub-user belongs to and its sub-workgroups, as well as the solutions shared to the workgroup the sub-user belongs to.

Step 1 Choose  > **Media Management** > **Solution**.

Step 2 View the solution list, or view a solution by searching its name.

Step 3 (Optional) Select filter criteria in the **Filter** on the left side of the page. If you want to save the settings, select **Remember filter criteria**.

Step 4 (Optional) Click a solution name in the **Name** column to enter the attribute page of the solution.

3.6.3.2 Creating Solutions

Step 1 Choose  > **Media Management** > **Solution**.

Step 2 Perform any of the following operations to create a solution.

- Click **New**. Enter a name for the solution and set its categories, and then click **Next**. Choose a frame template and click **OK**.
- Select a solution and click **Copy**. Enter a name for the copied solution and click **OK**.

Note: Frame templates can be filtered out through the filter on the left side of the **Choose Frames** dialog box according to the specified number framesets.

3.6.3.3 Modifying Solution Attributes

If a modified solution is associated with players, there will be following two cases according to the distribution type in the player attributes after the modified solution is saved.




- Auto distribution: VNNOX automatically distributes the new solution.
- Manual distribution: Users perform following operations to distribute the new solution manually.

Choose  > **Players Management** > **Players**. Select the target player and click **Update solution**.

Step 1 Choose  > **Media Management** > **Solution**.

Step 2 Select a solution and click **Attribute**, or select more solutions and click **Bulk edit**. The solution attributes are explained in [Table 3-6](#).

Table 3-6 Solution attributes

Tab Name	Description
Basic Info	Set the name and description of a solution. Only the description can be set while editing solutions in batches.
Workgroup	Set the workgroup the solution belongs to and set the workgroups to which you share the solution in a non-public workgroup.
Frame	Set screen size and frame. If there are two or more framesets, following three buttons will appear in the Operate column. <ul style="list-style-type: none">  : Set the priority to a higher level.  : Set the priority to a lower level.  : Delete the frameset. A frameset with lower priority is overlaid by a frameset with higher priority.
Solution Settings	Set solution schedules and insertions. See detailed operation in 3.6.3.4 "Setting Solution Schedules" and 3.6.3.5 "Setting Solution Insertion" .

Step 3 After the attributes are edited, click **Save** or **Save&Close**.

3.6.3.4 Setting Solution Schedules

If a solution contains many framesets, it will be required to schedule each frameset respectively.

Step 1 Choose  > **Media Management** > **Solution**.

Step 2 Select a solution and click **Attribute**. The **week** timetable on the **Schedule** page under the **Solution Settings** tab is displayed by default. Assume that the solution only have one frameset, as shown in [Figure 3-2](#). Description of the page is shown in [Table 3-7](#).

Figure 3-2 Schedule

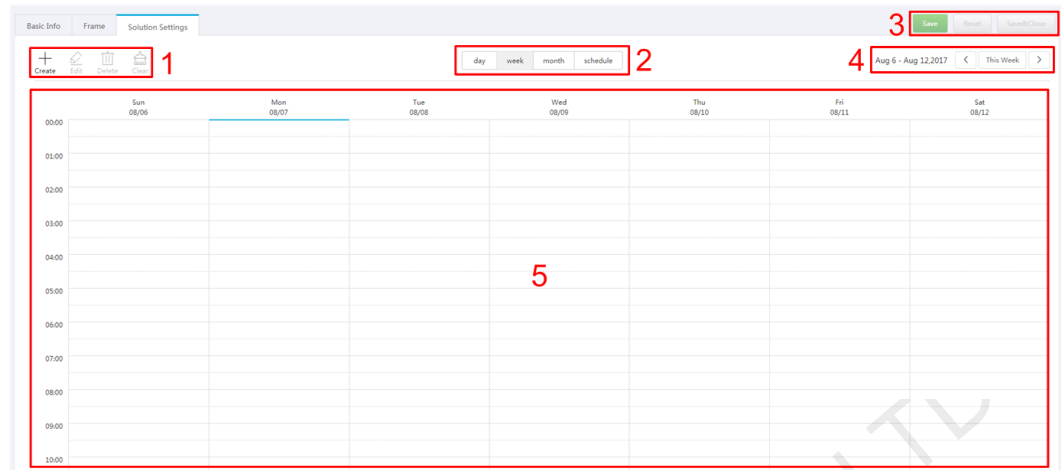


Table 3-7 Description of the Solution Settings tab

No	Function	Description
1	Schedule buttons	<ul style="list-style-type: none"> ● Create: Click this button, and the Create dialog box appears. ● Edit: Select a schedule in the timetable and click this button. Then the Edit dialog box appears. ● Delete: Select a schedule in the timetable and click this button to delete the schedule. ● Clear: Click this button to clear schedules.
2	Date buttons	<ul style="list-style-type: none"> ● Day: Show the timetable in day view. ● Week: Show the timetable in week view. ● Month: Show the timetable in month view. ● Schedule: List schedules and the media contained in each schedule.
3	Common buttons	<ul style="list-style-type: none"> ● Save: Save configuration. ● Reset: Restore configuration. ● Save&Close: Save configuration and close the attribute page.
4	Date switching buttons	<ul style="list-style-type: none"> ● <input type="button" value="←"/>: Switch to a previous date by day, week or month. ● <input type="button" value="→"/>: Switch to a subsequent date by day, week or month. ● Today: Switch the timetable to the current day. ● This Week: Switch the timetable to the current week. ● This Month: Switch the timetable to the current month.

No	Function	Description
5	Schedules	The timetable is shown in week view by default.

Step 3 Click **day**, **week** or **month** to enter relevant timetables. Perform any of the following operations to create a solution.

- Click **Create**.
- Click a cell in the timetable and click **+**. Each cell of the timetable in **day** and **week** views stands for one hour, while in month view stands for one day.

Step 4 Select a playlist in the **Playlist** tab of the **Create** dialog.

Step 5 Select the **Play plan** tab and set play duration and date or play duration and period.

- When the **Repeat** is set to **Not repeating**, the solution can be played normally according to the plan if the date is set to the current day or any day within 7 days after the current day. The solution will not be played if the date is set to other days.
- If the **Repeat** is set to **Every day, Weekly, Per month** or **Per year**, the solution will be played repeatedly according to the period you set.

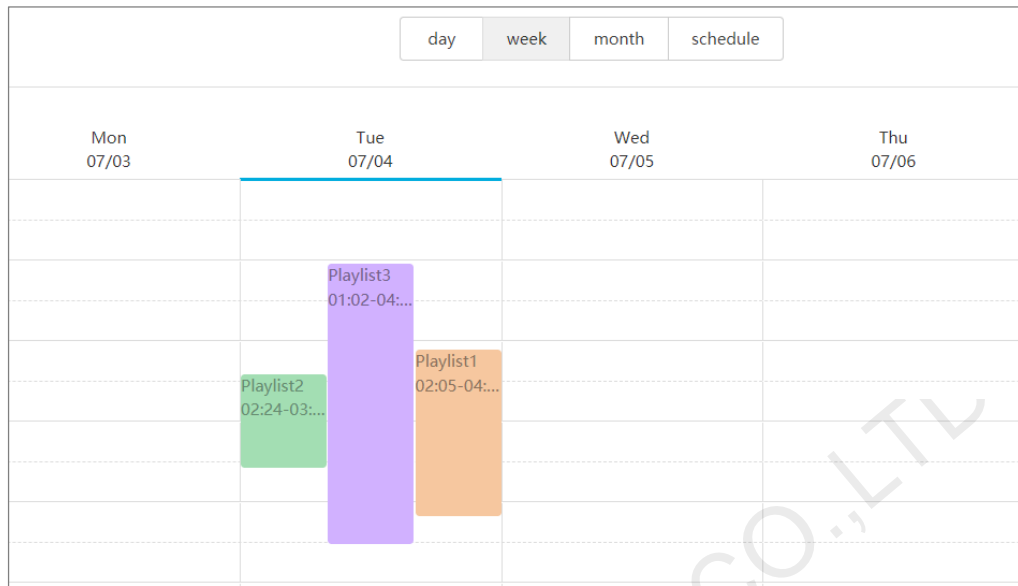
Step 6 Select the **Option** tab and set the schedule color shown in the timetable.

Step 7 After the configuration is done, click **OK**. The schedule is graphically shown in the timetable.

For the timetable in **day** and **week** views, the schedules will be shown side by side in the timetable if the schedules have overlapped timeslot. In [Figure 3-3](#), three schedules in the **week** timetable are taken as an example. The system supports following operations on the schedules:

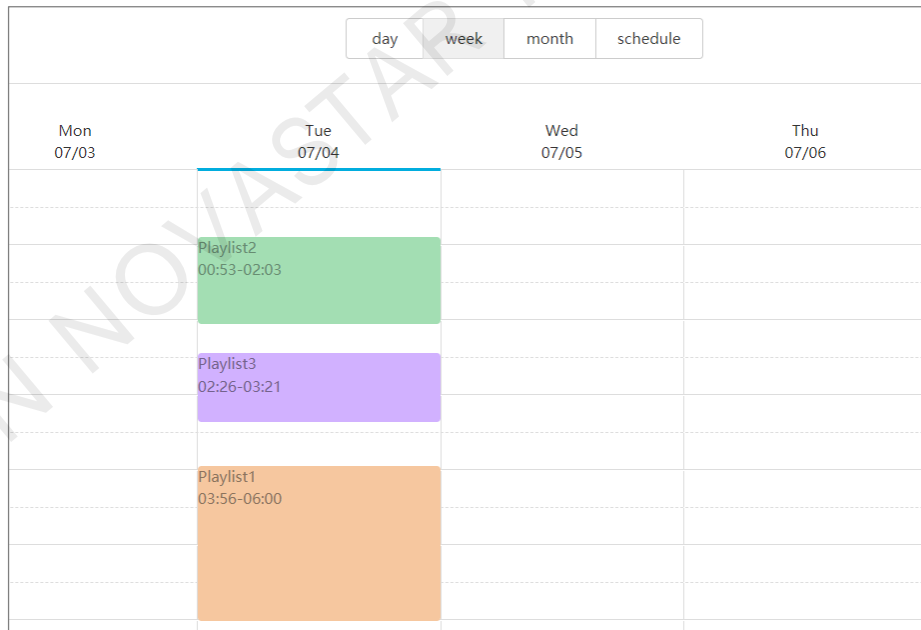
- Drag the top and bottom edges of a schedule to modify its timeslot.
- Drag a schedule to any position of the date when the schedule will be played to modify the timeslot.
- Drag the schedules to modify the playback priority order during the overlapped timeslot, for example, the priority order of the three playlists in [Figure 3-3](#) is: **Playlist3 > Playlist2 > Playlist1**. After the playback of **Playlist2** is over, **Playlist3** will be played from the beginning. **Playlist1** will not be played.
- Double click a schedule and the **Edit** dialog box appears.

Figure 3-3 There is overlapped timeslot



Drag the three schedules in [Figure 3-3](#) until there is no overlapped timeslot. Then the schedules is shown as [Figure 3-4](#).

Figure 3-4 There is no overlapped timeslot



3.6.3.5 Setting Solution Insertion

The operating procedures described in this section are the steps to create an insertion. In addition, the system also offers the following functions:

- **Modifying insertion attributes:** Allows you to modify the basic information, playlist and playback plan of an insertion.
- **Schedule statistics:** Allows you to get the schedule statistics of an insertion.

- **Deleting insertions:** Allows you to delete insertions.

A solution will stop playing when an insertion begins playing. When playing of the insertion ends, the solution will continue playing from where it stopped.


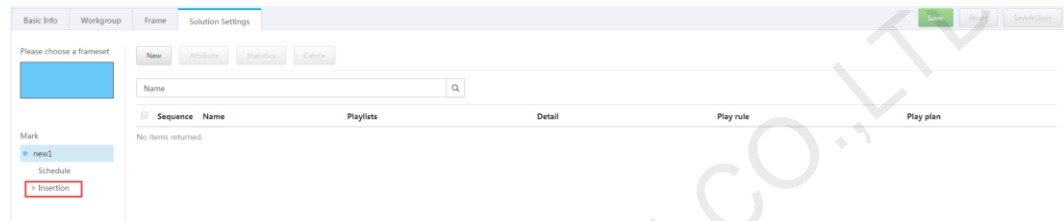
- Step 1 Choose  > **Media Management** > **Solution**.
- Step 2 Select a solution and click **Attribute**. The **week** timetable on the **Schedule** page under the **Solution Settings** tab is displayed by default.
- Step 3 On the left of the page, click **Insertion**. For example, if a solution has only one frameset, the page shown in [Figure 3-5](#) will be displayed.

Figure 3-5 Insertion




- Step 4 Click **New** and perform any of the following operations.

- **Create:** Create an insertion.
 1. Enter a name for the new insertion and click **Next**.
 2. Choose a playlist and click **Next**.
 3. Set the insertion plan and click **Done**.
- **Choosing existing:** Copy an existing insertion.
 1. Choose an existing insertion and click **Next**.
 1. Enter a name for the insertion and click **Done**.

- Step 5 Click **Save** or **Save&Close**.

3.6.3.6 Deleting Solutions

- Step 1 Choose  > **Media Management** > **Solution**.
- Step 2 Select one or more solutions and click **Delete**.
- Step 3 Click **OK** in the pop-up dialog box.

3.6.4 Categories

Application Scenarios

Sort media, playlists and play logs in order to quickly filter out and find them.

Related Information

Media, playlists and play logs are sorted by categories. Objects can be filtered out by the filter according to specified categories.

Multiple categories can be assigned to a media, playlist or play log.

3.6.4.1 Viewing Categories

System administrator and the sub-users of system administrator can view all categories.

Step 1 Choose  > **Media Management** > **Category**.

Step 2 View category list, or view a category by searching its name.

3.6.4.2 Creating Categories

Step 1 Choose  > **Media Management** > **Category**.

Step 2 Click **New**.

Step 3 Enter a name for the category and click **OK**.

3.6.4.3 Modifying Category Attributes

Step 1 Choose  > **Media Management** > **Category**.

Step 2 Select a category and click **Attribute** to enter the attribute page of the category.

Step 3 Modify category attributes and then click **Save** or **Save&Close**.

3.6.4.4 Deleting Categories

Step 1 Choose  > **Media Management** > **Category**.

Step 2 Select one or more categories and click **Delete**.

Step 3 Click **OK** in the pop-up dialog box.

3.7 Playlist Management

3.7.1 Frames

Application Scenarios

It is required to choose a frame template while creating a solution.

Related Information


Frame is the layout of windows displayed on LED screen. The screen is split into different areas. The playback of each area is according to the play plan and content set in the solution.

Required templates can be filtered out by the specified number of framesets through the filter on the left side of the page.


Only one frame template can be selected for each solution.

3.7.1.1 Viewing Frame Templates


System administrator and the sub-users of system administrator can view all the templates.

- Step 1 Choose  > **Playlists Management** > **Frame**.
- Step 2 View frame template list, or view a template by searching its name.
- Step 3 (Optional) Select filter criteria in the **Filter** on the left side of the page.
- Step 4 (Optional) Click a template name in the **Name** column, and the attribute page of the frame template appears.

3.7.1.2 Creating Frame Templates

- Step 1 Choose  > **Playlists Management** > **Frame**.
- Step 2 Click **New**.
- Step 3 Enter a name for the template and click **OK**.

3.7.1.3 Modifying Frame Template Attributes

- Step 1 Choose  > **Playlists Management** > **Frame**.
- Step 2 Select a template and click **Attribute**.
- Step 3 Set screen size and frameset, and then click **Save** or **Save&Close**.

The frameset named **main** is generated by default. The positions of framesets from the top to bottom in the frameset list are corresponding to the priority order of the framesets from higher to lower level in the playback window.

3.7.1.4 Deleting Frame Templates

- Step 1 Choose  > **Playlists Management** > **Frame**.
- Step 2 Select one or more frame templates and click **Delete**.
- Step 3 Click **OK** in the pop-up dialog box.

3.7.2 Page Templates

Application Scenarios


Page templates are required while creating the media of the **Page** type.

Related Information

A page template is the template of page media and can be added with other types of media.

3.7.2.1 Viewing Page Templates

System administrator and the sub-users of system administrator can view all the page templates.

- Step 1 Choose  > **Playlists Management** > **Page Template**.
- Step 2 Perform any of the following operations to view page templates.
 - View page template list.
 - View a page template by searching its name.

- Select template resolution to view all the templates with a specific size.

Step 3 (Optional) Select a page template and click **Now Use**, and then the dialog box of the new page appears.

3.7.2.2 Creating Page Templates

Step 1 Choose  > **Playlists Management** > **Page Template**.

Step 2 Perform any of the following operations to create a page template.

- Click **New**. Enter a name for the page template and click **OK**.
- Click to select a page template and click **Copy**. Enter a name for the copied template and click **OK**.

3.7.2.3 Editing Page Templates

Step 1 Choose  > **Playlists Management** > **Page Template**.

Step 2 Click to select a page template and click **Edit**. The editing page is shown as [Figure 3-6](#). The page is explained in [Table 3-8](#).

Figure 3-6 The editing page of a page template

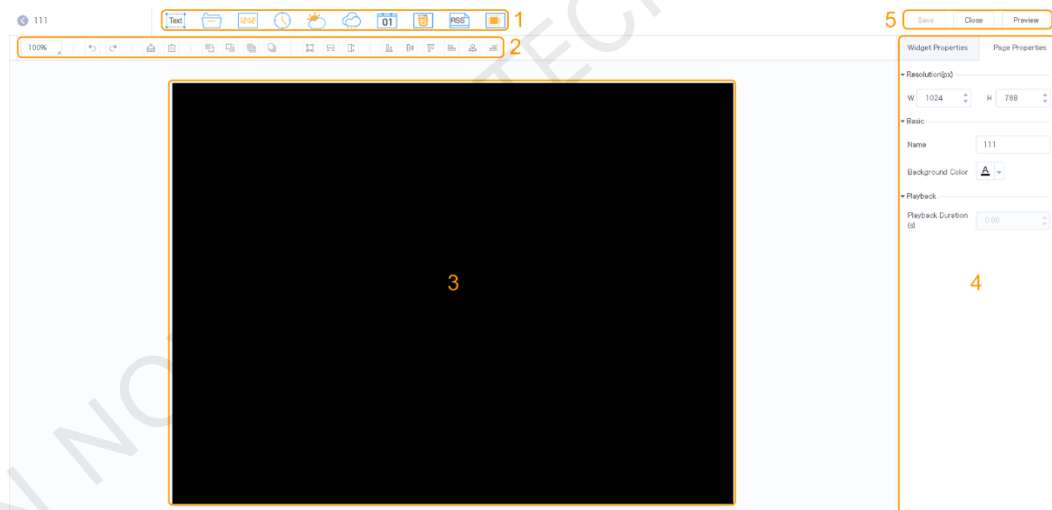






























Table 3-8 Description of the editing page

No.	Description
1	<p>Button for media adding. Click the button to add the corresponding type of media.</p> <ul style="list-style-type: none"> •  : Text •  : File •  : Digital clock •  : Analog clock •  : Weather style 1

No.	Description
	<ul style="list-style-type: none"> ●  : Weather style 2 ●  : Calendar ●  : Web page ●  : RSS ●  : Window
2	<p>Button for page editing. Batch edit is allowed.</p> <ul style="list-style-type: none"> ●  : Zoom ●  : Undo ●  : Redo ●  : Clear ●  : Delete ●  : Bring forward ●  : Send backward ●  : Bring to front ●  : Send to back ●  : Auto fit ●  : Fill horizontally ●  : Fill vertically ●  : Align bottom ●  : Center vertically ●  : Align top ●  : Align left ●  : Center horizontally ●  : Align right
3	Page editing area. Double click the blank to add text.
4	Property editing area
5	Save, close and preview buttons. Audio cannot be previewed.

Step 3 Add required media, edit properties and adjust layout.

Step 4 (Optional) Click **Preview** to view the playback effect.

Step 5 After the editing is done, click **Save**.

Step 6 Click **Close**.

3.7.2.4 Deleting Page Templates

Step 1 Choose  > **Playlists Management** > **Page Template**.

Step 2 Click to select one or more page templates and click **Delete**.

Step 3 Click **OK** in the pop-up dialog box.

3.8 Player Management

3.8.1 Players

Application Scenarios

Binding terminal players to players enables users to publish solutions and control displays remotely.

Related Information

Players include synchronous players and asynchronous players. Solutions can be distributed and played when players meet the requirements in [Table 3-9](#).

Table 3-9 Requirements for players

Requirements	Description
Associated valid licenses (In the self-built system, this is not required.)	Available licenses are shown in the drop-down options of Associated license . Licenses associated with other players or expired licenses are not shown. After successful association, license number and valid period are shown in the Player License column of the player list.
Bound to terminal players	<ul style="list-style-type: none"> Synchronous players: Bound to VPlayer Asynchronous players: Bound to Taurus through the software ViPlex
Associated with solutions and media in the solutions can be played normally	Players must be bound before associating solutions.

3.8.1.1 Viewing Players

System administrator can view all the players. Sub-users can view players only in the public workgroup, the workgroup the sub-user belongs to and its sub-workgroups, as well as the players shared to the workgroup the sub-user belongs to.

Step 1 Choose  > **Players Management** > **Players**.

Step 2 View the player list, or view a player by searching its name.

Step 3 (Optional) Select filter criteria in the **Filter** on the left side of the page. If you want to save the settings, select **Remember filter criteria**.

Step 4 (Optional) Click a player name in the **Name** column to enter the attribute page of the player.

3.8.1.2 Creating Players

Players cannot be created if there is no available licenses. If you want to view licenses, see 3.10.1 “Viewing Licenses”.

In the self-built system, functions related to licenses are not supported.

Step 1 Choose  > **Players Management** > **Players**.

Step 2 Click **New**.

Step 3 Select synchronous player or asynchronous player and click **Next**.

- Synchronous player: Bound to VPlayer
- Asynchronous player: Bound to Taurus through the software ViPlex

Step 4 Enter a name for the player, associate a license, set the solution distribution type and the categories of the player, and then click **OK**.

Currently available licenses are shown in the drop-down options of **Associated license**. Licenses associated with other players or expired licenses are not shown. After successful association, license number and valid period are shown in the **Player License** column of the player list.

Meanings of the distribution types are shown as follows:

- Manual: After a solution is bound to players or is modified, users need to click **Update solution** on the player list page to distribute the solution manually.
- Auto: After a solution is bound to players or is modified, VNNOX automatically distributes the solution without the need for further operations.

3.8.1.3 Modifying Player Attributes

Step 1 Choose  > **Players Management** > **Players**.

Step 2 Select a player and click **Attribute**, or select multiple players and click **Bulk edit**.


The player attributes are explained in Table 3-10. When multiple players are selected for bulk edit, only some of the tabs and attributes are shown.

Table 3-10 Player attributes

Tab Name	Description
Basic Info	<p>Set player name, description, distribution type and time zone, enable or disable player, associate licenses and solutions, and select a non-scheduled content.</p> <p>In the self-built system, functions related to licenses are not supported.</p> <p>Meanings of the distribution types:</p> <ul style="list-style-type: none"> • Manual: After a solution is bound to players or is modified, users need to click Update solution in the player list page to distribute

Tab Name	Description
	<p>the solution manually.</p> <ul style="list-style-type: none"> Auto: After a solution is bound to players or is modified, VNNOX automatically distributes the solution without the need for further operations. <p>Currently available licenses are shown in the drop-down options of Associated license.</p> <p>Only after players are bound on the VPlayer or ViPlex, the solutions can be associated and the non-scheduled content can be set. The non-scheduled content can be an image or video, and is played during the non-scheduled periods of the solutions.</p>
Workgroup	<p>Set the workgroup the player belongs to and set the workgroups to which you share the player in a non-public workgroup.</p>
Remote Control Plan	<p>Set remote control plan to enable non-real-time remote control of screens. If it is required to control in real time, the Real-time control function in the player list page can be used.</p> <p>This tab appears only when players are bound through VPlayer or ViPlex. VPlayer must be V1.2.0 or above.</p> <p>After a player is bound or a remote control plan is updated, VNNOX automatically distributes the plan to the corresponding terminal player.</p> <p>Operation types of remote control plan:</p> <ul style="list-style-type: none"> Synchronous player: Screen rebooting and screen status control Asynchronous player: Screen rebooting, screen status control, screen power control, dual-mode switching, volume control and brightness adjustment <p>Perform the following operations to set a remote control plan:</p> <ul style="list-style-type: none"> Add: Add remote control commands, including command type and execution plan settings. <p>When all the function buttons in power control are grayed out, it indicates that the power configuration information of the terminal player is not obtained.</p> <p>When adding auto control commands for brightness adjustment, you need to set auto brightness adjustment parameters, namely the corresponding relationship between ambient brightness and screen brightness.</p> <ul style="list-style-type: none"> Edit: Change the remote control plan type and execution plan. Delete: Delete remote control commands. Apply Preset Plan: Apply plans created in Players Management > Remote Control Plan. <p>Applying preset plans will overwrite the existing configuration data. Changing the plans here and changing the plans in Players Management > Remote Control Plan will not affect each other.</p>
Status	<p>Show the status and identifier of the player. The information related to the terminal player and host will be shown at the same time if the</p>

Tab Name	Description
	<p>player is bound.</p> <ul style="list-style-type: none"> Clean-up If the terminal player is VPlayer, clicking this button will delete the media items that are not related to the solution currently being played. If the terminal player is Taurus, clicking this button will delete all the media items. In addition, if one of the media items is being played, clicking the button will cause a black screen. Remove Binding Click this button to unbind the player from the terminal player. After unbinding, the system will clear screenshots of the player. Enable data threshold Select this option to enable and set the data threshold. The threshold minus the data used by the terminal player is the remaining data of the terminal player. If the required data is greater than the remaining data of the terminal player while updating solutions, a prompt will appear.
Media Downloaded Status	<p>Show the download status of media.</p>
Screenshot	<p>Show the screenshots of the playback window.</p> <p>The Screenshot tab can be displayed on the player attribute page only if you have performed the screenshot operation by clicking Screenshot in the player list. For the internal video source, if the screenshot status in the player list is Capturing, the screenshot window shows the system default image. If the player status is View screenshot, the screenshot window shows the latest screenshot.</p> <p>For the external video source, the screenshot window shows the system default image.</p> <ul style="list-style-type: none"> Player Name: Indicates the player that current screenshot belongs to. Captured (<i>terminal player time zone</i>): Indicates the terminal player time when the screenshot was captured. The <i>terminal player time zone</i> is a variable and depends on the time zone of current terminal player, such as "GMT+08:00". Solution Source: For the internal video source, the solution source shows the name of the system that publishes the video. For the external video source, the solution source only shows External source. Recapture: Recapture a screenshot from the playback window. Emergency off: Turn off the screen immediately.
Remote Control History	<p>Show the execution history of remote control plans. Select filter criteria in the Filter on the left side of the page to quickly filter out the information you want.</p> <p>This tab appears only when players are bound on VPlayer or ViPlex.</p>

Tab Name	Description
	VPlayer must be V1.2.0 or above.
Position	<p>Set the location of terminal players, including address, longitude and latitude. Baidu and Google maps are supported.</p> <p>Map settings:</p> <ul style="list-style-type: none"> • Manual: Click a place on the map or drag . • Auto: Click Auto Position. The player must be bound before operation. <p>If the Address Set in weather widget attributes is set to Follow the players, weather information will be shown according to the location of terminal players.</p>

Step 3 After the attributes are edited, click **Save** or **Save&Close**.

3.8.1.4 Deleting Players

Step 1 Choose  > **Players Management** > **Players**.

Step 2 Select one or more players and click **Delete**.

Step 3 Click **OK** in the pop-up dialog box.

3.8.1.5 Associating Solutions

After being bound by terminal players, players can associate solutions. After solutions are associated successfully, they can be distributed automatically or manually in VNNOX. After being downloaded by terminal players, solutions will be played according to the play plan.

Step 1 Choose  > **Players Management** > **Players**.

Step 2 Enter player attribute page.

- For a single player: Select a player and click **Attribute**, or click the player name.
- For multiple players: Select the players and click **Bulk edit**.

Step 3 Choose a solution from the drop-down options of the parameter **associate solution**.

Step 4 Distribution type of the solution is **Manual** or not.

- Yes. Click **Save&Close** to return to the player list page. Select the target player and click **Update solution**.
- No. Click **Save** or **Save&Close**.

3.8.1.6 Remotely Controlling Terminals in Real Time

Real-time remote control can be used for controlling screens in real time. Terminal players need to bind players before operation. If the execution times of a real-time control plan and a remote control plan are the same, the real-time control plan will be executed first.

- Synchronous player: Screen rebooting, screen status control, synchronous playback and time zone obtaining

- Asynchronous player: Screen rebooting, screen status control, screen power control, dual-mode switching, volume control, brightness adjustment and time zone obtaining

Step 1 Choose  > **Players Management** > **Players**.

Step 2 Select the target player, click **Real-time control** and choose an operation from the drop-down options.

3.8.1.7 Capturing Screenshots

Users can capture playback screenshots, view the playback status, and check whether the playback content is normal. If needed, for example in an emergency, users can turn off the screen immediately.

This function has requirements for the terminal version, as described below. If the requirements are not met, please upgrade the terminal according to section [3.8.1.8 Upgrading Terminal Software](#).

- Synchronous player: VPlayer V2.0.0 or later
- Asynchronous player: Taurus V1.2.4 or later

After the player is unbound from the terminal player, the system will clear screenshots of the player.

Step 1 Choose  > **Players Management** > **Players**.

Step 2 Select one or multiple players and click **Screenshot**.

Step 3 Click **OK**.

The screenshot status in the **Configure** column displays **Capturing**. When the status displays **View screenshot**, the screenshot has been captured successfully.

Step 4 Perform one of the following operations to view the screenshot and related information.

- Click **View screenshot**.
- Click a player name to enter its attribute page and click the **Screenshot** tab.

For the internal video source, the screenshot window shows the latest screenshot. For the external video source, the screenshot window shows the system default image.

Parameter description:

- **Player Name**: Indicates the player that current screenshot belongs to.
- **Captured (*terminal player time zone*)**: Indicate the terminal player time when the screenshot was captured. The *terminal player time zone* is a variable and depends on the time zone of current terminal player, such as "GMT+08:00".
- **Solution Source**: For the internal video source, the solution source shows the name of the system that publishes the video. For the external video source, the solution source only shows **External source**.

Step 5 (Optional) If there are other screenshots of current player or other players, you can click the page turning button to view them.

Step 6 (Optional) Click **Recapture** to capture a screenshot again from the playback window.

Step 7 (Optional) Click **Emergency off** to turn off the screen immediately.

3.8.1.8 Upgrading Terminal Software

The terminal player software version is displayed in the player list. Users can upgrade the software to a desired version.

For VPlayer, if the selected target version is earlier than current version, current version can be rolled back to the target version. For Taurus, version rollback is not supported.

Step 1 Choose  > **Players Management** > **Players**.

Step 2 Perform one of the following operations depending on the demand to upgrade the software.

- Upgrading a single player: Select a player, click **Upgrade** and select the target version, or click the **Please upgrade** link in the player list.
- Upgrading a batch of players: Select multiple players, click **Upgrade** and select the target version.

3.8.1.9 Authorizing Players

After authorized, players can be transferred to VNNOX Pro for use.

In the self-built system, this function is not supported.

Step 1 Choose  > **Players Management** > **Players**.

Step 2 Click **Authorize Player**.

Step 3 Select the players to be authorized. After finishing filling in the order, click **Submit Order**.

- If there are available licenses, the system will associate the licenses with players automatically. The players can be transferred after you submit the order.
- If there is no available license, NovaStar will contact you for the payment within two working days after you submit the order and you can make the payment and transfer the players.

3.8.2 Play Logs

Application Scenarios

Users view playback information related to players.

Related Information

Play logs record related playback information including general and detailed information.

System doesn't support viewing the play log of the current day.

If the function of hiding play log of a media item is turned on, the play log of this media cannot be found.

Viewing Play Logs

System administrator can view the play logs of all players. Sub-users can view the play logs of players only in the public workgroup, the workgroup the sub-user belongs to and its sub-workgroups, as well as the logs of players shared to the workgroup the sub-user belongs to.

Step 1 Choose  > **Players Management** > **Play Log**.

Step 2 Set search criteria and click **Search**.

- **Date Range:** This is a required parameter. It is used for specifying a period of time. The date range cannot be more than 30 days and the date cannot be set to the current day.
- **Players:** This is a required parameter which is used to specify one or more players to be queried.
- **Keyword:** This is an optional parameter. It is used for specifying the keyword and searching range.

Step 3 (Optional) Click **Export** to save play logs to the local device.

3.8.3 Remote Control Plans

Application Scenarios

The preset plans here can be applied directly when you associate a player with remote control plans on the player attribute page.

Related Information

Remote control plans allow for scheduled remote control of screens. After players are bound by terminal players, remote control plans can be associated in attributes. After remote control plans are associated successfully, VNNOX automatically distributes them to the corresponding terminal players.

Operation types of remote control plan:

- **Synchronous player:** Screen rebooting and screen status control
- **Asynchronous player:** Screen rebooting, screen status control, screen power control, dual-mode switching, volume control and brightness adjustment

3.8.3.1 Viewing Remote Control Plans

System administrator and the sub-users of system administrator can view all the remote control plans.

Step 1 Choose  > **Players Management** > **Remote Control Plan**.

Step 2 View remote control plan list, or view a remote control plan by searching its name.

Step 3 (Optional) Click a plan name in the **Plan name** column to enter the attribute page of the remote control plan.

3.8.3.2 Creating Remote Control Plans

Step 1 Choose  > **Players Management** > **Remote Control Plan**.

Step 2 Perform any of the following operations to create a remote control plan.

- Click **New**. Enter a name for the plan and choose plan type, then click **OK**.
- Select a remote control plan and click **Copy**. Enter a name for the copied plan and click **OK**.

3.8.3.3 Modifying Remote Control Plans

If a remote control plan is already applied by a player, changing the plan here and changing the plan on the player attribute page will not affect each other.

Step 1 Choose  > **Players Management** > **Remote Control Plan**.

Step 2 Select a remote control plan and click **Attribute**, or click a plan name. The attributes of remote control plans are explained in [Table 3-11](#).

Table 3-11 Remote control plan attributes

Tab Name	Description
Basic Info	Set the name and description of the remote control plan.
Command plan	<p>Set the commands in remote control plans.</p> <ul style="list-style-type: none"> • Add commands: Click Add to set command type and execution plan, and then click OK. The command type is according to the plan type you select while creating a plan. • Edit commands: Select a command and click Edit. Modify command type and execution plan, then click OK. • Delete commands: Select one or more commands and click Delete. Click OK in the pop-up dialog box. <p>When adding auto control commands for brightness adjustment, you need to set auto brightness adjustment parameters, namely the corresponding relationship between ambient brightness and screen brightness.</p>

Step 3 After the attributes are edited, click **Save** or **Save&Close**.

3.8.3.4 Deleting Remote Control Plans

Step 1 Choose  > **Players Management** > **Remote Control Plan**.

Step 2 Select one or more remote control plans and click **Delete**.

Step 3 Click **OK** in the pop-up dialog box.

3.8.4 Time Synchronization

Application Scenarios

Sync the time of terminal players.


Related Information

Time synchronization is to synchronize the time of terminal players. Users can choose NTP or Lora for time synchronization according to actual condition.


- NTP: Synchronize the time of terminal players according to NTP server. No hardware is needed. But the accuracy of time synchronization depends on the Internet speed and data will be needed if you use 4G network for time synchronization.
- Lora: Used by Taurus. It is required to set master and slave devices. The time of slave device is synchronized with the master device (reference device) via Lora network. According to actual needs, the time of master device can be synchronized via NTP server. It is needed to buy Lora devices. This is suitable for scenarios highly demanding time synchronization. No data will be needed. But the signal reception depends on environment and is limited by distance.

3.8.4.1 Viewing Time Synchronous Tasks

System administrator can view all the time synchronization tasks. Sub-users can view the tasks only in the public workgroup, the workgroup the sub-user belongs to and its sub-workgroups, as well as the tasks shared to the workgroup the sub-user belongs to.

- Step 1 Choose  > **Players Management** > **Time Synchronization**.
- Step 2 View all the time synchronization tasks created by the current user, or view a task by searching its name.
- Step 3 (Optional) Click a time synchronous task name in the **Name** column to enter the attribute page of the task.

3.8.4.2 Creating Time Synchronous Tasks

- Step 1 Choose  > **Players Management** > **Time Synchronization**.
- Step 2 (Optional) Click **NTP server configuration** to configure the information of NTP server and then click **Save&Close**.
- Step 3 Click **New**.
- Step 4 Enter a name for the task, choose time synchronization mode and then click **Next**.
 - NTP: Choose NTP server and click **OK**.
 - LORA: Choose a reference device for time synchronization and click **OK**. Lora mode is only valid for asynchronous players.

3.8.4.3 Modifying Time Synchronization Task Attributes


- Step 1 Choose  > **Players Management** > **Time Synchronization**.
- Step 2 Select a time synchronization task and click **Attribute**, or click a task name. Time synchronization task attributes are explained in [Table 3-12](#).

Table 3-12 Time synchronization task attributes

Tab Name	Description
Basic Info	Set the name and description of the time synchronization task.
Workgroups	Set the workgroup the time synchronization task belongs to.
Configure	<ul style="list-style-type: none"> • NTP: Choose NTP server. • Lora: Choose a reference device for time synchronization. If the

Tab Name	Description
	time of the reference device is synchronized via NTP server, set NTP to Yes and choose NTP server.
Players	Add or delete the players contained in the time synchronization task.

Step 3 After the attributes are edited, click **Save** or **Save&Close**.

3.8.4.4 Deleting Time Synchronization Tasks

Step 1 Choose  > **Players Management** > **Time Synchronization**.

Step 2 Select one or more time synchronization tasks and click **Delete**.

Step 3 Click **OK** in the pop-up dialog box.

3.9 Third-Party Services

Application Scenarios

Users check the filing information of third-party media.

Related Information

The filing information of third-party media is maintained by NovaStar staff. After the filing takes effect, the third-party media can be played in VNNOX.

This function is supported by asynchronous players only.

Operation

Step 1 Choose  > **Third-Party Services** > **Third-Party Media Filing**.

Step 2 Select an asynchronous player from the player list on the left.

The list displays only the asynchronous players bound to terminal players.

Users can quickly find the target player by using the search and filter functions.

Step 3 Check the filing information of the selected player on the right.

Step 4 (Optional) Click **Go to Pingxiaobao** to visit the official website of Pingxiaobao (product of E-SellTech company) who provides third-party media.

3.10 License Management

Application Scenarios

A player will be available after associating a license.


In the self-built system, functions related to licenses are not supported.

Related Information

Licenses are the permissions to use players. Users can renew the licenses before they are expired, or buy new licenses.

3.10.1 Viewing Licenses

System administrator and the sub-users of system administrator can view all the licenses.

- Step 1 Choose  **admin** > **My License**.
- Step 2 View license list or view relevant licenses by searching key words.
- Step 3 (Optional) Click a player name in the **Service Condition** column to enter the attribute page of the player that associates the license.

3.10.2 Buying Licenses



- Step 1 Perform any of the following operations to enter the **Mall** page.
 - Click  at the top right of the page.
 - Choose  **admin** > **My License**, and click **To Buy**.
- Step 2 Click on any place in [Figure 3-7](#) to enter the page for buying licenses.

Figure 3-7 Buying a license



- Step 3 Select information related to the license and click **Buy It Now**.
- Step 4 Enter contact information. Click **Submit Order** after the order is confirmed.

After successful operation, NovaStar will contact you for the payment within 2 working days.
- Step 5 Perform any of the following operations according to your actual needs.
 - Click **Return to mall** to return to the mall.
 - Click **View orders** to enter the **Order History** page.

3.10.3 Renewing Licenses

Step 1 Choose  **admin** > **My License**.

Step 2 Perform any of the following operations to enter the license renewal page.

- Select one or more licenses and click **Renew**.
- Click a license number.

Step 3 Set required information and click **Submit Order**.


After successful operation, our staff will contact you for the payment within 2 working days.

Step 4 Perform any of the following operations according to your actual needs.

- Click **Return to license list** to return to the **My License** page.
- Click **View orders** to enter the **Order History** page.

3.10.4 Viewing Order History

System administrator and the sub-users of system administrator can view all the order history.

Step 1 Choose  **admin** > **Order History**.

Step 2 Perform any of the following operations to view order details.

- Select an order and click **Detail**.
- Click an order number.

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