

# JTECH CMS User Guide

Your total tool kit for cloud-based digital signage

Preliminary Edition - February 2026

# QUICK START USER GUIDE

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# Introduction

Welcome! Thank you for choosing The JTECH CMS. You have just joined over 20,000 organizations similar to your own, that are using JTECH CMS to design, edit and manage their digital signage content. This manual will walk you through the steps needed for you to create and manage your digital signage, by using the The JTECH CMS Online Studio.

## JTECH CMS Online Studio

The JTECH CMS online Studio is a web-based full design studio that can be accessed from any computer, at any time. No technical or design skill are required to use the Studio. With the online Studio, you will be able to create media-rich digital signage content. By using the built-in drag-and-drop widgets; images, videos, vibrant slideshows, RSS feeds, scrolling text tickers, web pages, Facebook and Twitter feeds, YouTube streams, and much more, you will be able to create beautiful and dynamic digital signage content!

## Customizable Templates

Included with your JTECH CMS Studio are fully customizable digital signage templates. Text, images, videos and other widgets in the template that can be edited, deleted, resized or moved. You can also add new drag & drop widgets to the layout. Templates for education, menus, live social walls, hotels, clinics & healthcare, corporate, retail, hospitality, spa & salons, internal communication are all included.

## Advanced Scheduling, Admin Control, and Reporting

From one PC, you can broadcast your content, in minutes, to any number of screens and locations. Using the JTECH CMS online Studio, you will have the ability create your playlist content and then schedule it to play, by day, time, recurring times and set up a specific time for the content expire. You can also create sub-user accounts for location managers that grant limited or full access to editing or managing content.

Also, complete reports can be generated, that provide real-time data. The monitor feature: allows you to control the status of all media players (ON/OFF) and the last time new content was sent to display. Device performance report: this feature generates a list of how many times the content played, the user that manages the account, media player name, and the exposure time. Proof-of-play (media performance report): gives you a detailed list of all media assets that played, exposures, exposure time and player count.

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## Step 1: Getting Started

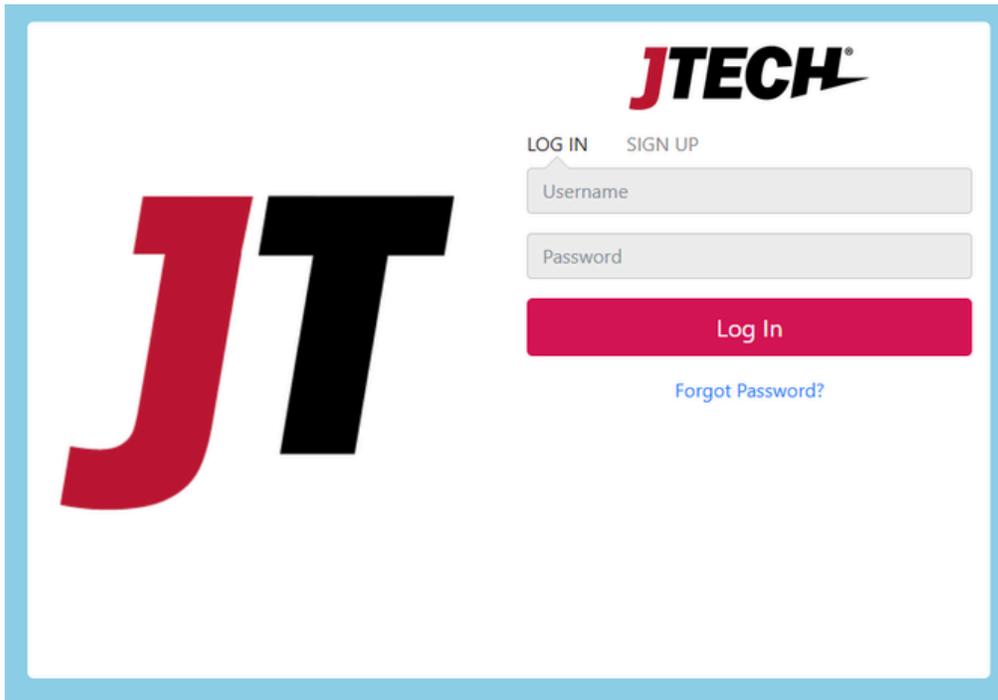


Image 1.0

### Required action:

Log-in to your JTECH CMS account: <https://cms.jtech.com/studio/>

### Description:

This is the website that you will go-to to log-in to your JTECH CMS Digital Signage account. Once logged in, you will have full access to edit, update, and manage content. See “Image 1.0” for visual representation. After logging in, the page will appear featuring a gray top bar that contains the JTECH CMS logo in the upper left side with the following tabs “Creative,” “Playlists,” and “Screens.”

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## Step 2: The Creative Screen

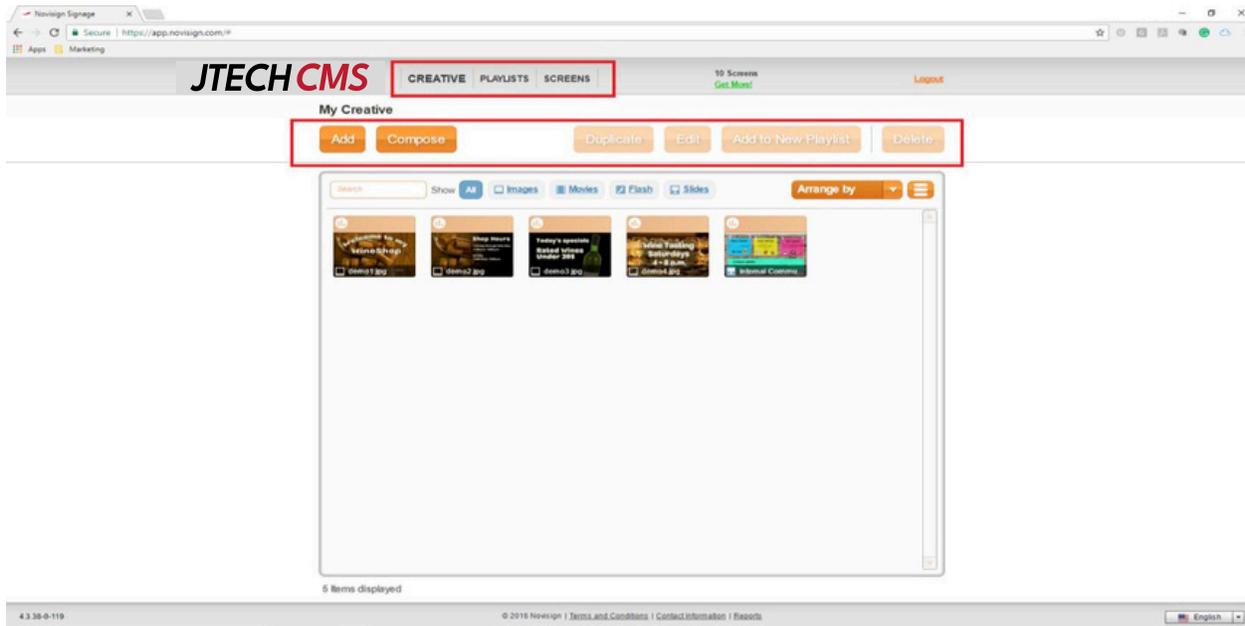


Image 2.0

### Required Action:

#### Select the button titled “Compose.”

Description: Your screen should look like “Image 2.0”. This page is called “CREATIVE.” At the top of the screen is a gray bar with three tabs (just right of JTECH logo) titled:

- CREATIVE: these are your creatives (the building blocks for any playlist)
- PLAYLISTS: this is the content (a playlist can be made of one or more creatives) to be assigned to your media players. Schedule by week, day, hour and expire or by recurring times
- SCREENS: send your playlists to a single display or a group of displays

Under the grey bar are a series of orange buttons titled:

- “Add”: upload your media files to your Media Library (or just access it), where you have all your videos and images stored at
- “Compose”: takes you to Creative Composer, to create new composed creatives (those with the cool widgets within)
- “Duplicate”: this makes a copy of an existing creative that you have made (useful for backup or for creating similar creatives)

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- “Edit”: select a creative then click “Edit.” This opens the creative in edit mode so that you can edit it
- “Add to New Playlist”: add a selected creative to a new playlist
- “Delete”: this deletes a selected creative

## Step 3: Select template

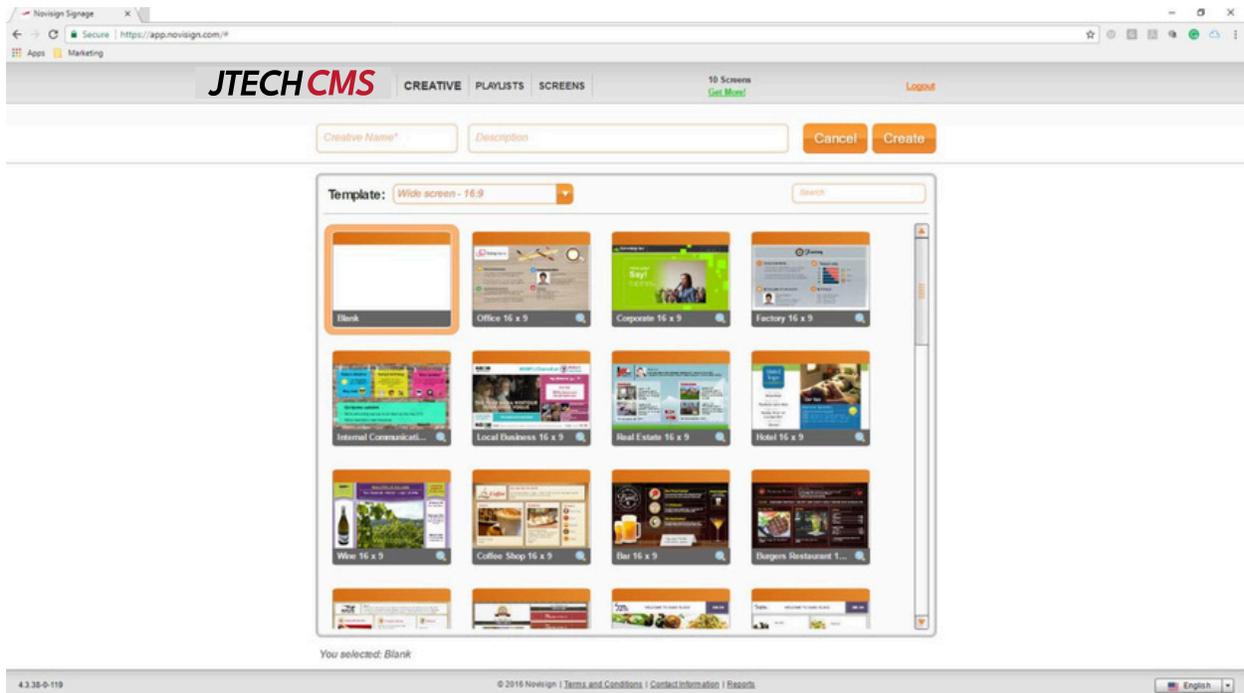


Image 3.1

### Required Action:

1. Type a name in the “Creative name” text box and add a “Description.”
  - a. This will be the name of the creative that you create
2. Choose a template to customize or create a creative from scratch, using the blank template
3. Once you select a template, an orange box will encompass the template
4. After selecting the template, click the button titled “Create” (upper right box screen)
5. The Creative Composer will then load

### Additional Details:

*To change the orientation of the content, in step B above, select drop-down titled "Template" and change the default option named "Wide screen – 16:9" to another available ratio.*

CONTINUED ON PAGE 7

## Step 4: Edit and Create

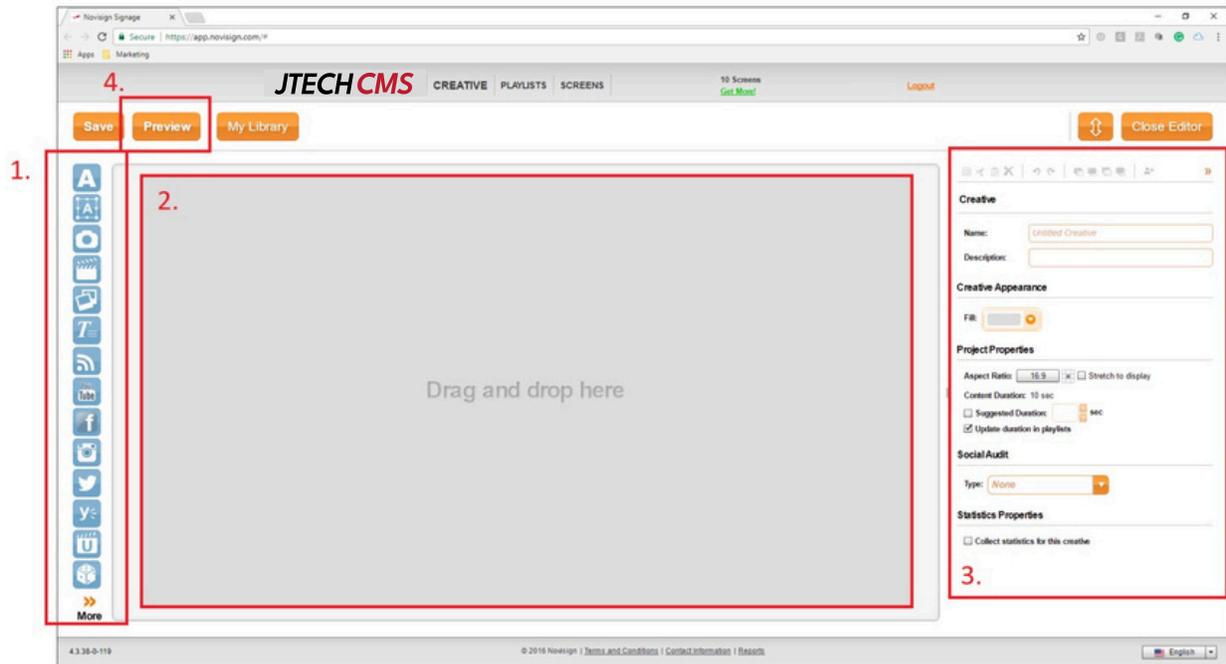


Image 3.1

Description: The JTECH CMS Creative Composer: here you will be able to create the content for your digital sign. It consists of four primary features:

1. **Drag & Drop Widgets:** 24 feature icons located on the left-hand page of the screen. To view all widgets, click the button titled “More.”
2. **Canvas:** This is where you add your widgets to create the content for the sign
3. **Properties Box:** Right panel, where you can adjust the settings for each widget
4. **Preview:** Few second preview of the content that you made

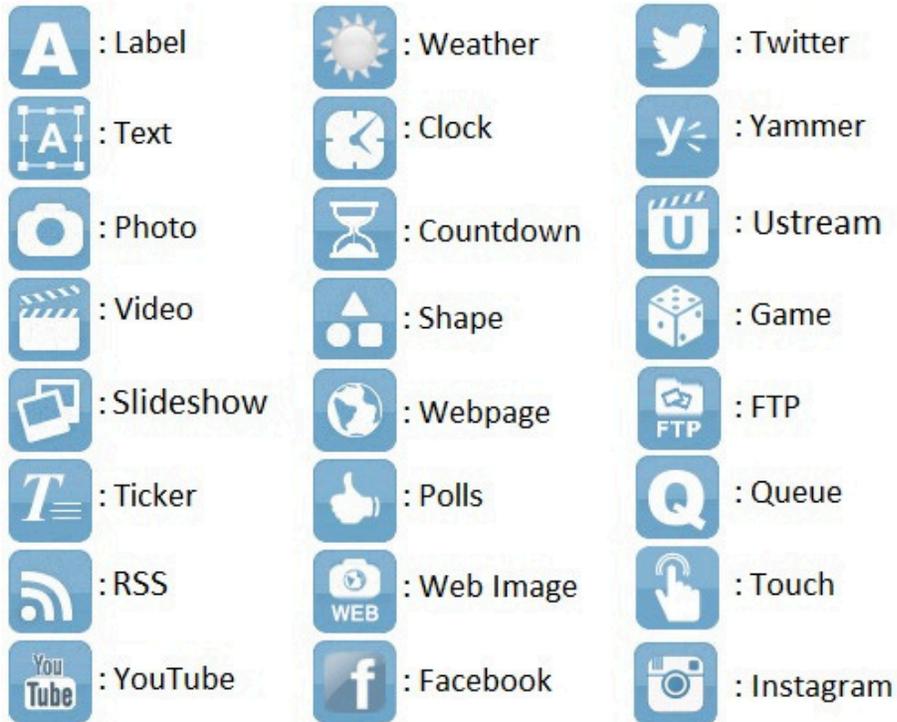
CONTINUED ON PAGE 8

## Required Action:

1. Select drop-down list titled “Fill” (inside of “Properties” box), select your background color
2. Click and drag a widget to the canvas
3. Once dropped onto the screen, you can resize/adjust the widget to your requirements
4. Widget settings can be found in the properties box located on the right pane
5. To preview what you have made click the orange button titled “Preview.”
6. Once you have your template created, click the “Save” button” and then click “Close Editor.”

## Additional Widget Details

Drag & drop widgets include:



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## Widget User Guides:

How to add a Yammer feed	<a href="#">Read More</a>	How to display a Google slideshow	How to add a	Coming Soon
How to set up a game widget	<a href="#">Read More</a>	Web Image widget		Coming Soon
How to display an Excel in digital signage	<a href="#">Read More</a>	How to add FTP, shuffle, and custom clock		Coming Soon
How to add a poll	Coming Soon	How to add a simple queue		Coming Soon
How to add a Facebook page album	<a href="#">Read More</a>	How to add touchscreen capability		Coming Soon
How to add a Twitter feed	<a href="#">Read More</a>	How to configure for a video wall		Coming Soon
How to add an Instagram feed	<a href="#">Read More</a>	How to add advanced weather forecast		Coming Soon
How to add a Barcode reader	<a href="#">Read More</a>	How to add an RFID reader		Coming Soon
How to add countdown widget	Coming Soon	How to add synchronized slideshows & Ustream		Coming Soon
How to set up social widgets	<a href="#">Read More</a>	How to add the smart queue widget		Coming Soon

## Media Best Practices:

How to convert from one video type to another, using Any Video Converter	How to convert from	Coming Soon
one video type to another, using Converter Lite		Coming Soon
How to convert a video to MP4, using AnyMP4		Coming Soon
MP4 video for Android		Coming Soon
This is the JTECH CMS (Selection of YouTube video featuring abilities & features)		Coming Soon
Best practices for using media		<a href="#">Read More</a>

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## Step 5: Create Playlist

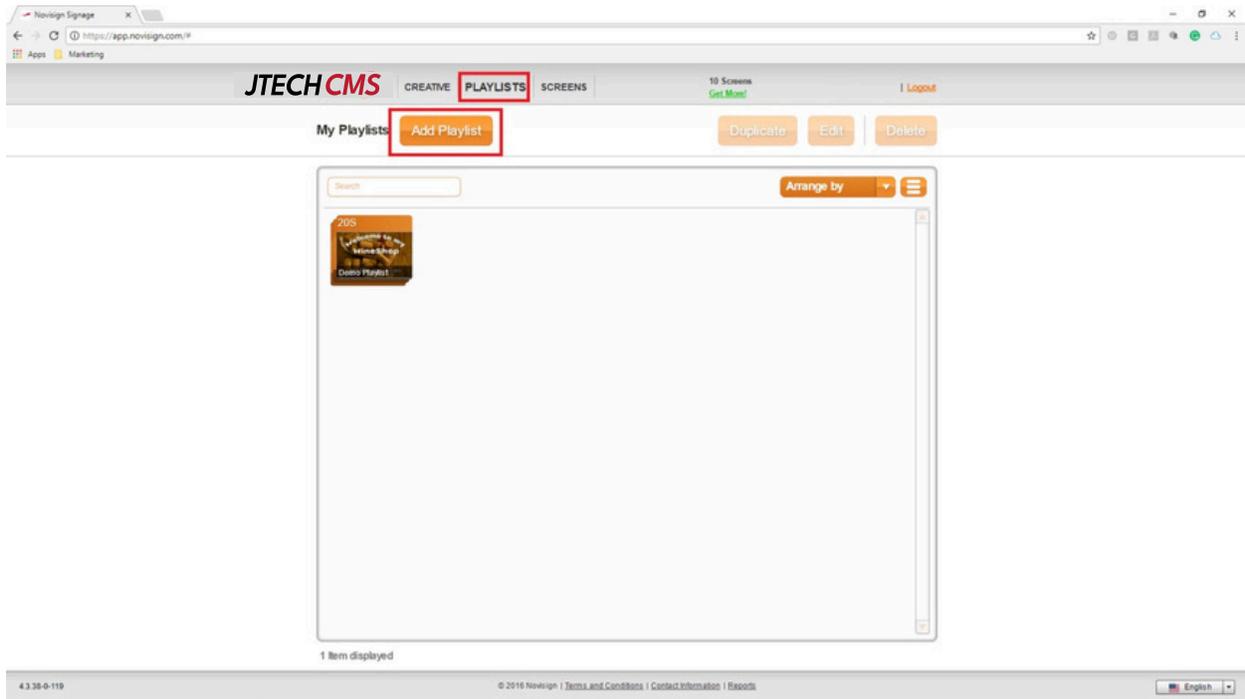


Image 3.2

### Description:

Playlist: where you can set the play order of creatives and schedule them to play on specific days, times, and set expiration dates. The “PLAYLIST” page consists of four primary features:

- Add Playlist: Click this option for creating a new playlist
- Duplicate: this makes a copy of an existing playlist
- Edit: select a playlist, then click “Edit.” This opens the playlist in edit mode
- Delete: select and delete a playlist

### Required Action:

1. Click the “Add Playlist” button
2. Add a new playlist name and type the description of the playlist’s use
3. Click button “Add Creative.”

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4. Drag the creatives that you want in the playlist onto the white box

- To change the order of the creatives, click and drag any of them to rearrange
- To schedule a specific creative to play, click the calendar icon
  - i. Additional details on scheduling: [Read More](#)
- To schedule how long you want each creative to play, click the 10S text. This controls the duration (in seconds) of each creative in the playlist

Related Information

- |   |                           |
|---|---------------------------|
| 10 Common mistakes that prevent playlists from running well | <a href="#">Read More</a> |
| Detailed how to schedule a creative or a playlist           | Coming Soon               |

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## Step 6: Send Playlist to Display

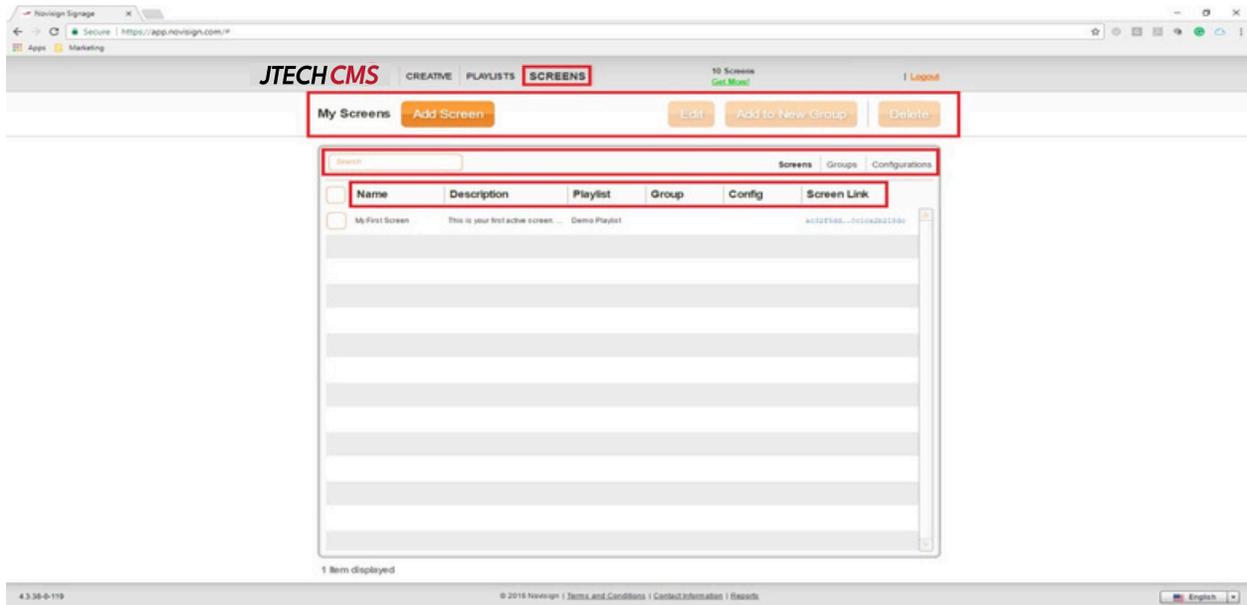


Image 3.3

### Description:

This is where you send your playlist's of content to a media player. Screens in the "SCREENS" page are supposed to represent screens in the real world. The page consists of four primary features (orange buttons located under the gray top bar):

- Add Screen: add a new screen that you want to send content to
- Edit: edit an existing screen
- Add to New Group: send same content to multiple screens
- Delete: delete the screen from the system (this does not affect its chosen content)

Under the set of orange buttons is a table. In the upper right side of the table are one textbox (for searching) and three sub-tabs:

- "Search": search for a screen name
- "Screens": manage the content of the screens
- "Groups": send the same content to multiple screens all at once
- "Configurations": send a set of configured app settings to any screen

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The table is broken down into categories:

- “Name”: name of the screen
- “Description”: description of the screen – this could be location (better name your screens according to their location, so you'll be able to know who is what and where, i.e., if you have a couple of screen in the University of Texas and one of them is in the cafeteria of the faculty of humanities, you can name it "Texas uni. - humanities cafe front")
- “Group”: indicates if the screen belongs to a group of screens
- “Config”: shows if there is a selected configuration which was applied on that screen
- Screen Link”: ability to live preview (in your browser) the content playing on the screen

How to Send Content to One Screen:

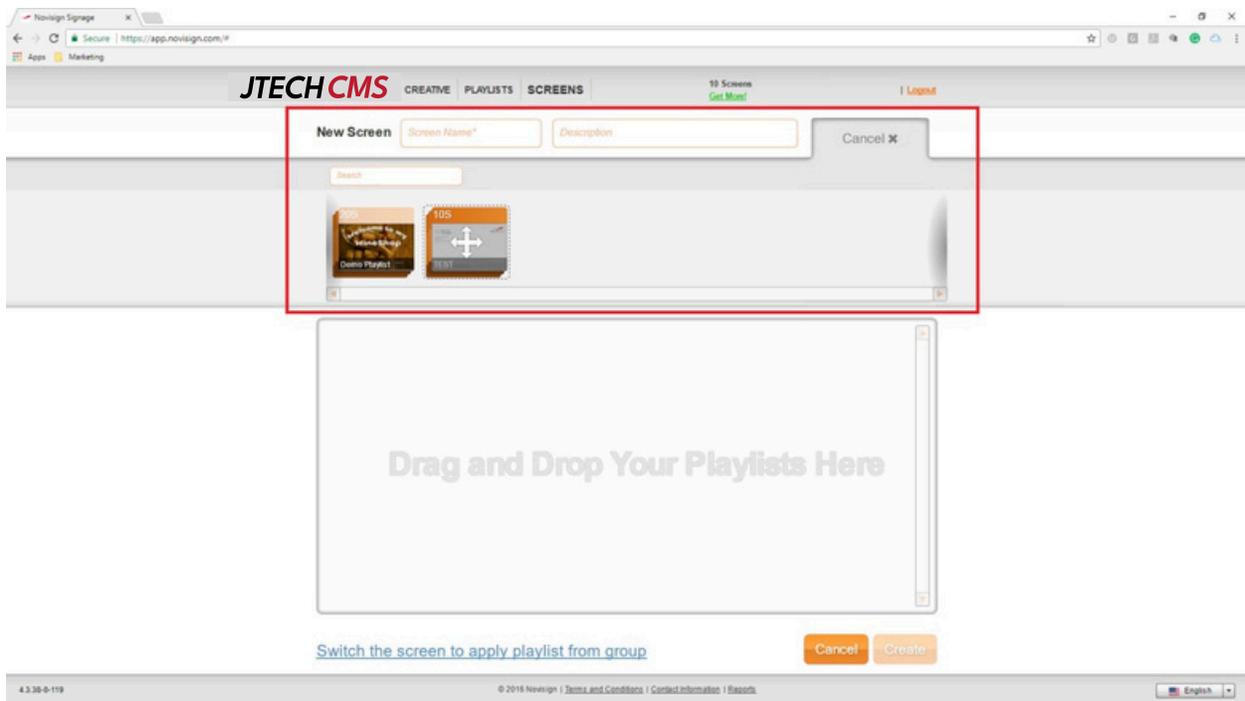


Image 3.4

CONTINUED ON PAGE 14

## Required Action:

1. Select the “Add Screen” orange button. Once selected, your screen should like "Image 3.4."
2. Add a new screen and fill the description of the display use
3. Drag and drop the playlist to the box below;
  - a. To change the order of the playlists (a screen can have multiple playlists if you like), click and drag it to rearrange
  - b. To schedule a specific playlist to play, click the calendar icon
4. Press the "Create" button

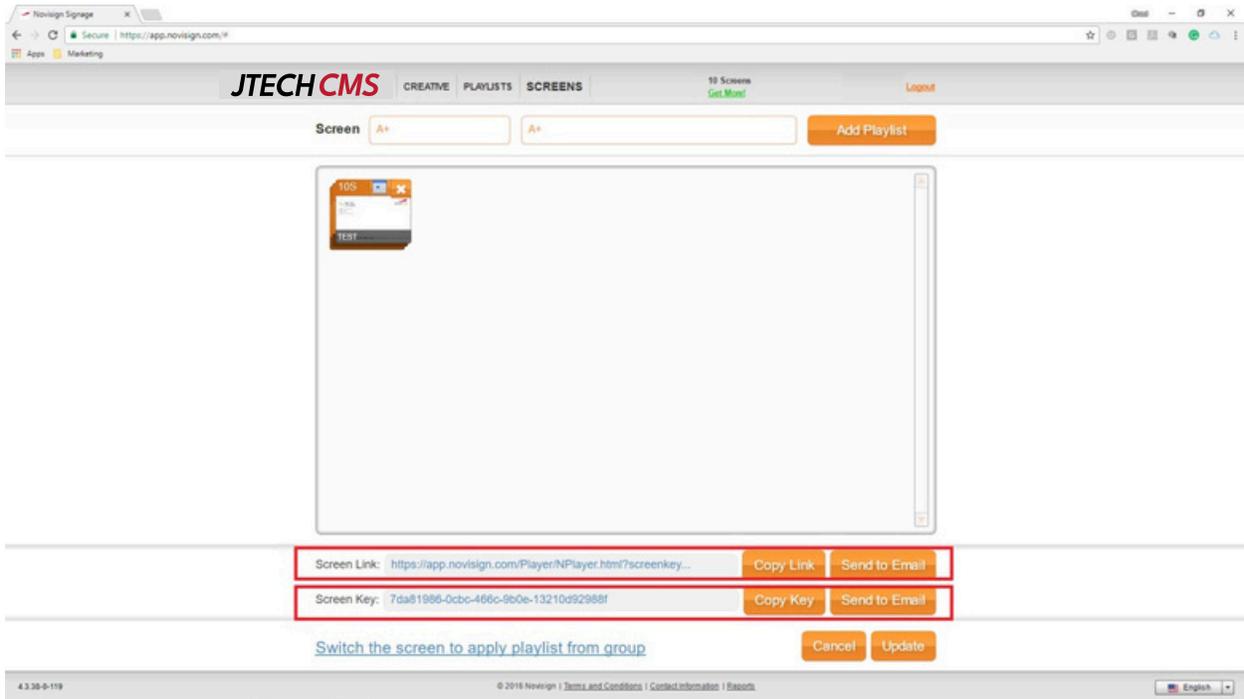


Image 3.5

1. Your screen will then take you back to the primary “SCREENS” tab
2. The Studio will update to look like "Image 3.6."
3. You can live to preview the content by clicking the screen link
4. You can email the live preview content to someone else to view the screen key: Click the “Send to Email” button

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How to Send the Content to Multiple Screens:

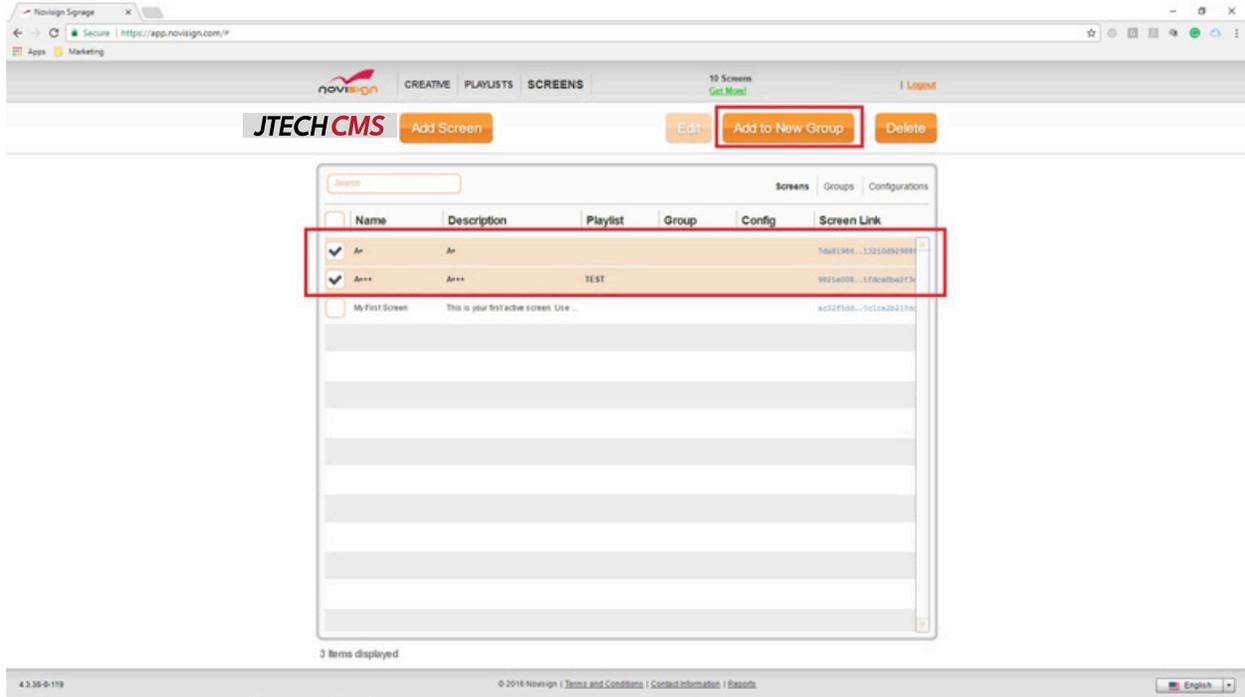


Image 3.6

### Required Action:

1. Select the screens that you would like to send the same content to all at once
2. Select the “Add to New Group” button

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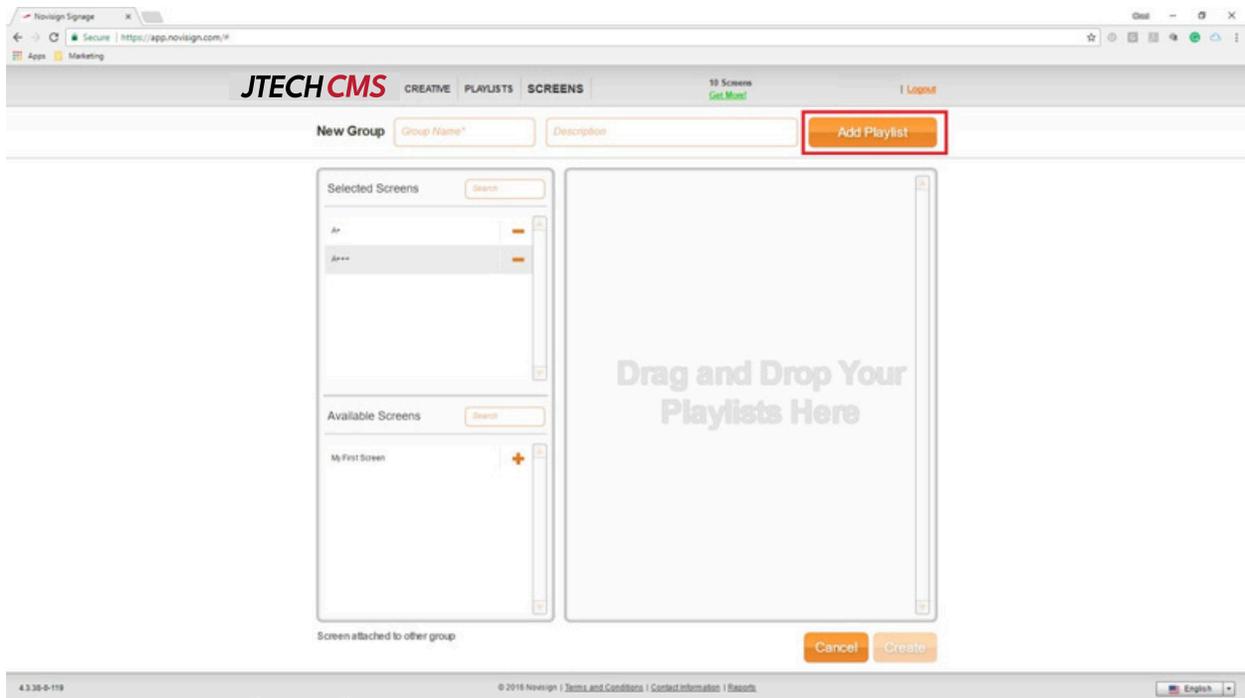


Image 3.7

4. Type in “Group Name” and add “Description.”
5. Press the "Add Playlist" button
6. Drag and drop the playlists (one or more) that you want that group of screens to play
7. Press the “Create” button
8. You are done! The content will update and begin playing on the screens in your group

Note: Make sure that you have added the Screen Key to each JTECH CMS app that is installed onto the media players or displays. The screen key is the ID of the app – this way the app knows who it is, and the Studio knows to send that signage device with that app, which has that unique ID, the content which you have assigned it, in your Studio.

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## Step 7: Setup Media Player

### Required Action:

- A. Purchase a media player of your choice:
  - a. Android
  - b. Chrome OS
  - c. Windows
  
- B. Connect your media player to a TV using an HDMI cable
  
- C. Download the JTECH CMS media player app on to your media player
  - a. Android
  - b. ChromeOS Player
  - c. Windows
  
- D. Log-in to your JTECH CMS account and select “Screens.”
  
- E. Select the name of the playlist that you would like to send to a screen
  
- F. Select the button in orange titled “Add Screen.”
  
- G. Type in the screen name and add a description
  
- H. Click the orange button titled “Add Playlist.”
  
- I. Drag and drop the playlists that you would like sent to that specific screen/media player
  
- J. Click the orange button titled “Create.”
  
- K. The screen will close and change to a list: “Name,” “Description,” “Playlist,” “Group,” “Config” and “Screen Link.”
  
- L. Double click the playlist name that you want to send to a display

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M. The screen will change. On the bottom of the page you will see:

- a. "Screen Link": this is a web-link that shows the content playing
- b. "Screen Key": this is what activates the software on the media player

N. Write down or email yourself the "Screen Key."

O. Goto your media player and open the JTECH CMS app

P. Add the "Screen Key" (you can manually type it or paste it from an email sent to that unit or just by logging in to your account from the app itself – using the login/password text boxes in the top right corner of that screen – and then choosing the screen key by clicking the magnifying glass icon, which is right to the screen key textbox)

Q. You are done! The content will be pulled from the cloud and will begin playing!

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# Performance Reports

The screenshot shows the JTECH CMS interface. At the top, there is a navigation bar with 'Monitor' and 'Reports' dropdown menus. The 'Reports' menu is open, showing three options: 'Players Availability Report', 'Media Performance Report', and 'Player Performance Report'. Below the menu, there is a 'Show Players:' section with 'All' and 'None' buttons. The main content area is a table with the following columns: Status, User, Player Name, Last Playlist Name, External Address, and Last Update. The table contains six rows of data, with the second row highlighted by a blue arrow pointing to the 'Last Playlist Name' column.

Status	User	Player Name	Last Playlist Name	External Address	Last Update
black	nir.doron@ness.com	Ness player	▶ Ness playlist	109.67.136.219	17/06/2014 17:09:05
black	nir@action-item.co.il	My First Screen	▶ Demo Playlist	85.64.72.195	16/06/2014 02:55:16
green	nir@action-item.co.il	New Player	▶ Actionitem Playlist	84.228.193.235	19/06/2014 13:59:41
green	nir@nironit.co.il	A Player	▶ Nironit Playlist	79.177.120.10	19/06/2014 14:08:13
black	test1@test.com	My First Screen	▶ Demo Playlist	79.177.172.122	03/06/2014 01:31:51

We have 2 performance reports for proof of play. The 2 reports come in addition to the 2 monitors (which show data from the last 24 hours) and the availability report (which shows the history of availability percentage).

The reports are accessible through the regular link, either <https://reports.novisign.com/>. What is proof of play? Imagine you have advertisers in your ad-network, and you need to show them how many times that ad was broadcasted or for how long was this ad being played, on how many stations and so on. These reports will provide this data.

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# Media Performance Report

This report is the heart of “proof of play.” It shows you the media name, type (video or image), number of exposures and total time of exposures in the filtered period (yesterday and beyond). It also shows you in how many different screens was the creative played in that period. A partner can filter by any of his/her users and by time range.

The report’s columns:

- User: the user who owns the media (the media is on his/her account). If you are a partner, you will see more than just your username, but all of your users (you will be able to filter any of them)
- Media Name: the name of the media file as it appears in you media library in your web editor account
- Media Type: the type of the media. It can be either an image file or a video file Exposures: how many times was this media item being played during the filtered period in all the screens
- Exposure Time: how long (in hours, minutes and seconds) was this media item being played during the filtered period in all the screens
- Player Count: In how many screens was this media item being played during the filtered period

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User	Media Name	Media Type	Exposures	Exposure Time	Player Count
nir.doron@ness.com	2014 Microfighters - Bantha Shakes Ep 1.mp4	video	2,263	75h 12m 18s	3
nir.doron@ness.com	img0497oq.jpg	image	2,267	3h 46m 57s	3
nir.doron@ness.com	Imperial Guard Valkyrie.jpg	image	2,265	3h 41m 4s	3
nir.doron@ness.com	Lego Valkyrie & Dreonought 16.jpg	image	2,266	3h 47m 39s	3
nir.doron@ness.com	Starship Trooper retrieval ship.jpg	image	2,266	3h 46m 45s	3
nir@action-item.co.il	2013 Movie Short E8 P1 (Corellian Defender).mp4	video	0	0h 0m 0s	0
nir@action-item.co.il	2013 Movie Short E8 P2 (Corellian Defender).mp4	video	0	0h 0m 0s	0
nir@action-item.co.il	2013 Movie Short Ep5 P1 (A-Wing).mp4	video	0	0h 0m 0s	0
nir@action-item.co.il	2013 Movie Short Ep5 P1 (A-Wing).mp4	video	0	0h 0m 0s	0
nir@action-item.co.il	2013 Movie Short Ep5 P2 (A-Wing).mp4	video	0	0h 0m 0s	0
nir@action-item.co.il	6080.jpg	image	0	0h 0m 0s	0
nir@action-item.co.il	6085.jpg	image	0	0h 0m 0s	0

## Devices Performance Report

This report is can used to show all physical devices on the screen (player) name as it is in the online Studio. A total number of media exposures, total play time, media type (video or image) play count in a filtered period.

The report's columns:

- User: the user which his screen key runs directly on the machine (the screen key was created in his/her account). If you are a partner, you will see more than just your username, but all of your users (you will be able to filter any of them)
- Device Name: the name of the machine (if you access the application setting of the machine, then the first setting is the machine's name. It is auto-generated, but you can manually set it to any name you like)
- Screen Name: the screen (player) name (in the online Studio) related to the running screen key on that machine

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- Exposures: how many times was any media item(s) being played during the filtered period on this machine
- Exposure time: how long (in hours, minutes and seconds) was any media item(s) being played during the filtered period on this machine
- Media count: how many different media items were played on this machine during the filtered period

User	Physical Player Name	Editor Player Name	Exposures	Exposure Time	Media Count
nir@nironit.co.il	223at_2.0.0.10_"novi"_mk808_4.2.2_n...	A Player	11,882	110h 52m 10s	14
nir@nironit.co.il	13fk1_17.0.0.10_"novi"_NEO-X7-mini_4...	A Player	18,348	335h 40m 13s	29

Please notice that for adding a creative to appear in the 2 new performance reports, you will have to do the following:

1. Enter your Studio account.
2. In the “Creative” tab, for each creative, which you would like to appear in the statistics, you will have to click the small black statistics icon which appears in the top left corner of the creative thumbnail. Clicking it will change the small icon color from black to colorful.

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Related Information:

Dashboard, filter, and much more in the report  
Audit Feature

[Read More](#)

[Read More](#)