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# **Appspace**

## To Begin

- 1. Email Miranda Redenbaugh (medenbaugh@uchicago.edu) or Ben Zhao (ravenben@cs.uchicago.edu) to receive Appspace access. If you are a student, please cc your advisor.
- 2. You will be assigned a display if your lab does not already have one
- 3. Once you receive your invite from Appspace, use your CNETID to log in.
- 4. URL to Appspace: https://app3.cloud.appspace.com/console/#!/dashboard

## **Approval**

- All actions regarding content will be approved by Miranda Redenbaugh.
  - Adding, removing, disabling, and enabling are all included in this process
- You will not need to send an email to receive this approval. Miranda will get an automated email letting her know content is pending approval.
- Once Miranda approves or denies your content, you will get an email with her decision.

# **Allowed Content Types**

- Make sure that the content is optimized for the display (1920 x 1080)
- Images Types:
  - o PNG
  - o JPEG
  - o GIF
- Video Types:
  - o MP4
  - MPEG
  - WMV
  - When using a video format, sound will not be heard on the displays. Sound should be avoided if possible within the content.
- Website URL:
  - How to Add
    - Select the Library Menu
    - Select Create
    - Click on Feed on the left-hand side
    - Select the Web View template
    - Enter the website URL and leave the embed option as Native Webview
    - Press Save in the top right corner to finalize the changes
  - Youtube or any other video platforms should not be used unless all advertisements have been removed.
  - URLs will only be displayed for the standard 8 seconds. This will happen even if the URL has not finished displaying content.
    - For exemptions regarding the content duration, please contact Miranda Redenbaugh.

#### Menus

- Dashboard
  - This page is the homepage and has synopses of information from other menus.
- Library
  - This is the content library and includes content from all channels.
  - You can add any content from the library to your channel.
- Channels
  - This is where you can see the channels you are allowed to edit.
  - Channels correlate to devices, meaning you can think of them as the device(s) you can edit.
- Integrations
  - This page is for administrators only. You will see that you do not have access.

## **Adding Slides to a Channel**

- 1. Select the Library Menu
- 2. Select Create
- 3. Either upload previously created content or use/edit a template
- 4. Select Schedule on the right-hand side
- 5. Select which channel(s) you would like to add the content to
- 6. Schedule the start/end dates that you want the content to be displayed
- 7. Press Save in the top right corner to finalize the changes

### Removing Slides from a Chanel

- 1. Select the Channel Menu
- 2. Select the channel you would like to remove the content from
- 3. Select the three dots to the right of the content you would like to remove
- 4. Select Remove

# **Disabling/Enabling Content**

- 1. Select the Channel Menu
- 2. Select the channel you would like to remove the content from
- 3. Select the three dots to the right of the content you would like to remove
- 4. Select disable to keep content on the channel, but not display it.
- a. This can be useful if you plan to show the same content at different times throughout the year
- 5. Once content is disabled, you can enable it if you would like it to display it again

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