





Get Started with **datapost** Digital Signage

01 MANAGE YOUR CONTENT

Upload & log media to prepare content.

04 MANAGE LICENSES

Add or purchase licenses to assign to your player.

02 CREATE A CHANNEL

Create a channel and add a screen.

05 CONNECT TO PLAYER

Register your player & connect your channel.

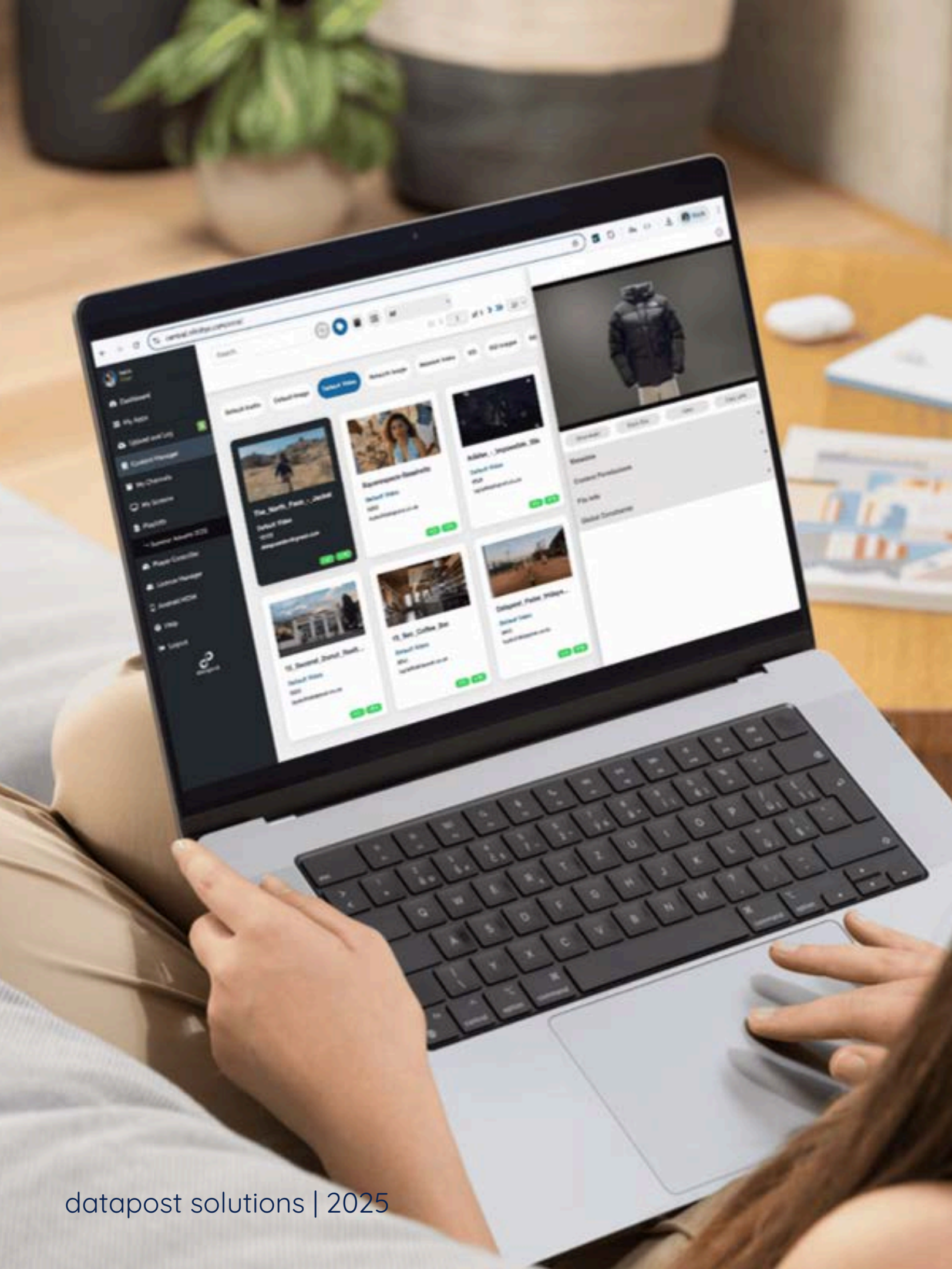
03 CREATE A PLAYLIST

Drag & drop content to create your playlist.

06 MANAGE PLAYERS

Preview content on your registered players.





Step 1

Manage Content

How to: Manage Content

Start by uploading your media files (images, videos, etc.) into the content library. Once uploaded, give each file a clear name and add tags or descriptions if available. This will help you quickly find and organise your content later.

Why it Matters

Organising your media ensures everything is ready to use without delays or confusion. Logging content properly allows for easier search, categorisation, and future updates, saving time and preventing mistakes down the line.

Step 2

Create a Channel

How to: Create a New Channel

Create a new channel to group the content you want to display. Then, add a screen by entering its name and location—this links the physical screen to your channel so you know where your content will play.

Why it Matters

Creating a channel and assigning it to a screen gives structure to your content strategy. It acts as the foundation for delivering the right content to the right display, ensuring everything is targeted and efficient from the start.





Step 3

Create a Playlist

How to: Create a Playlist

Open your channel and select "Create Playlist." Drag and drop the media files you uploaded into the playlist area in the order you want them to appear. Adjust duration, layout, or transitions if needed.

Why it Matters

Playlists control what viewers see and when. Curating content in a playlist format makes scheduling simpler, keeps messaging consistent, and offers flexibility to adapt content flow based on your goals or audience needs.

Step 4

Manage Licenses

How to: Manage Player Licenses

Go to the license management section. Here, you can assign existing licenses to a player or purchase new ones if needed. Each screen requires a valid license to display content.

Why it Matters

Licenses ensure your players are authorised to display content. Managing them properly avoids service disruptions and ensures you're staying compliant with the platform's usage requirements.



Step 5

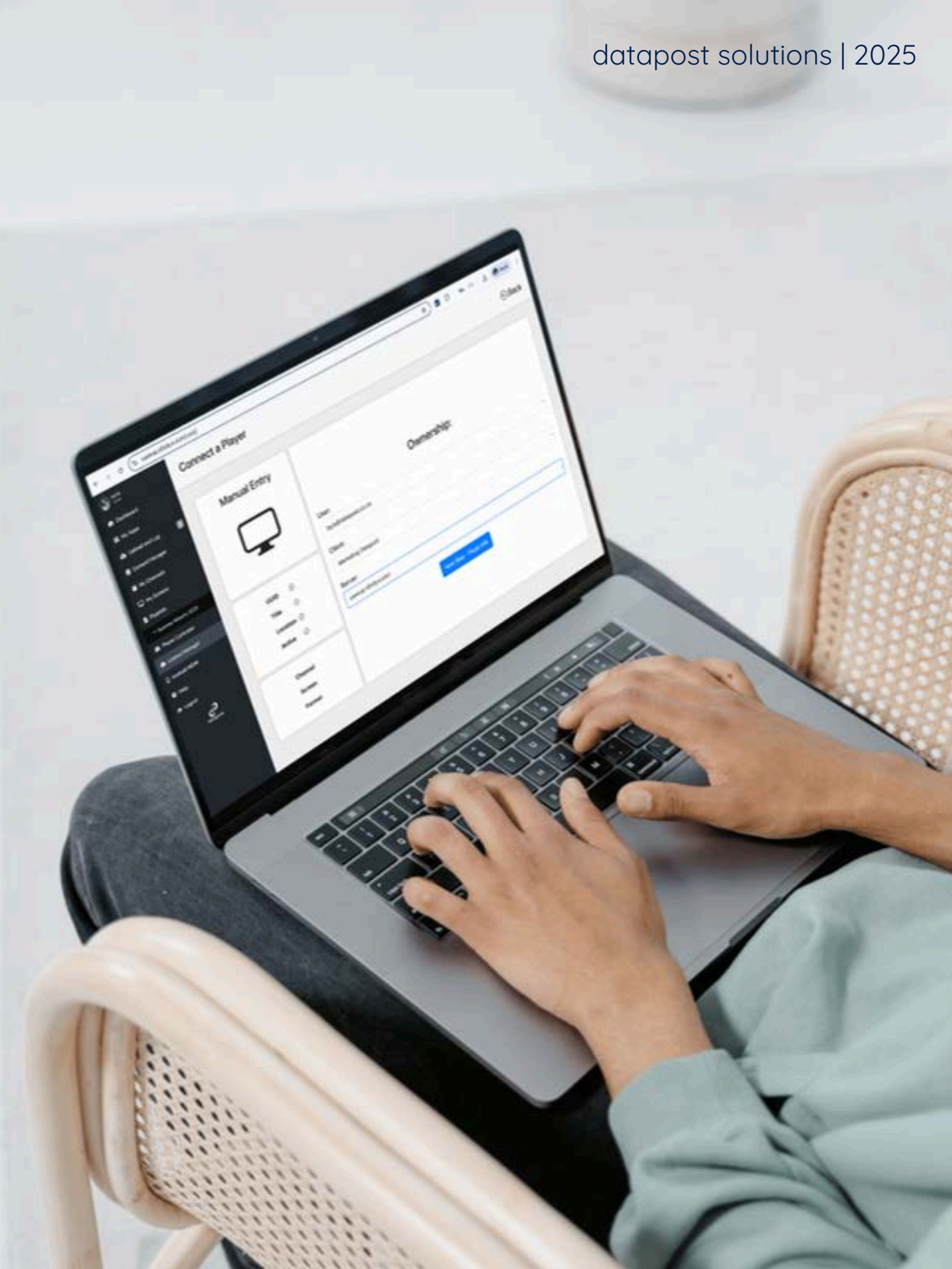
Connect to Player

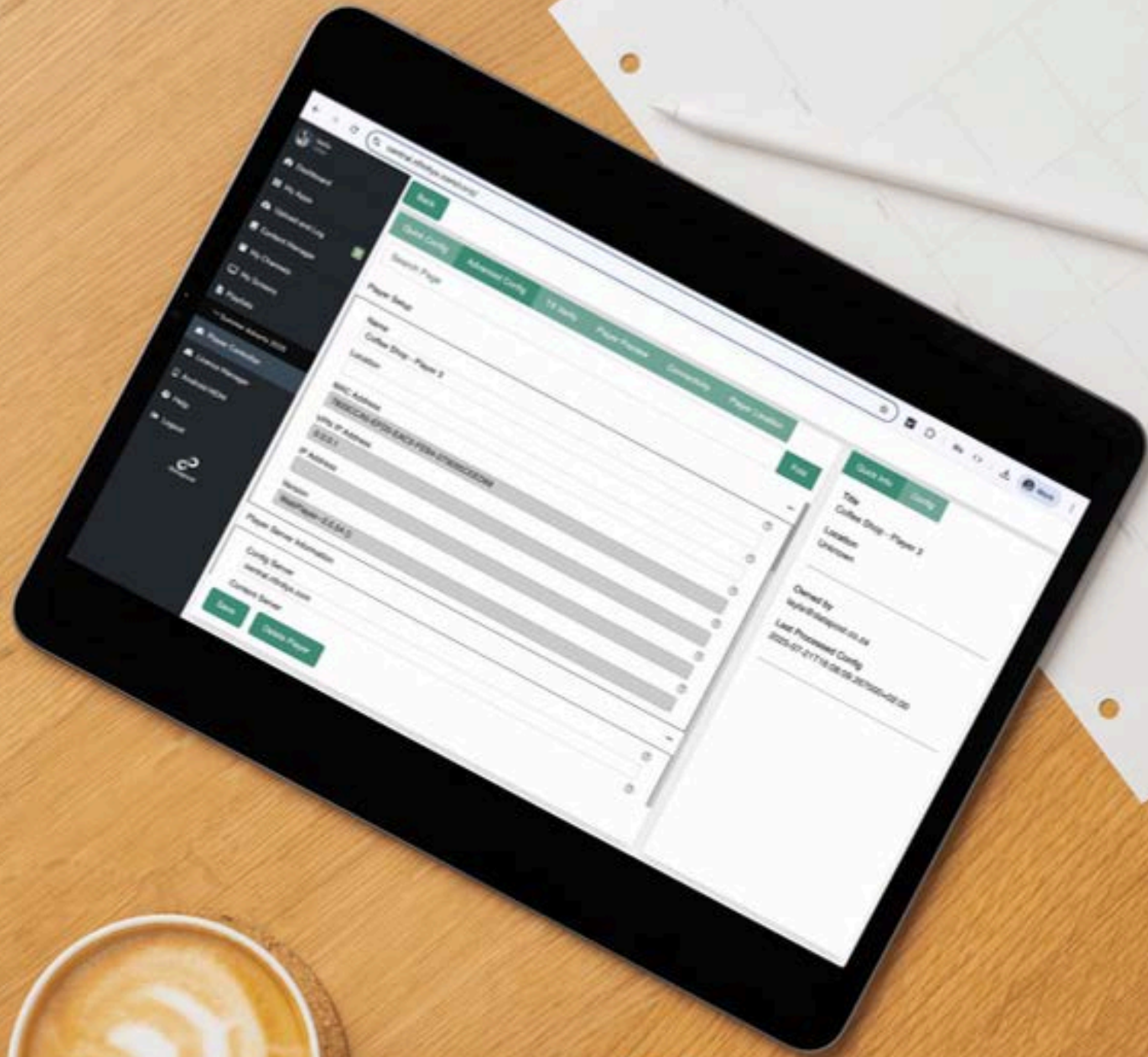
How to: Connect to Player

On your media player device, enter the setup code or registration key provided. In your dashboard, link the device to the channel you created so it knows which playlist to play.

Why it Matters

Registering and connecting your player links your content to the physical display. This step is essential to bridge the gap between planning and real-world delivery, ensuring your content actually reaches your audience.





Step 6

Manage Players

How to: Manage your Players

From the dashboard, you can see a list of all registered players. Select a player to preview its current content, make quick edits to the playlist, or restart the player if needed.

Why it Matters

Ongoing management of your players lets you monitor what's playing, make real-time edits, or troubleshoot issues. It gives you control and confidence that everything is working as intended across all screens.

