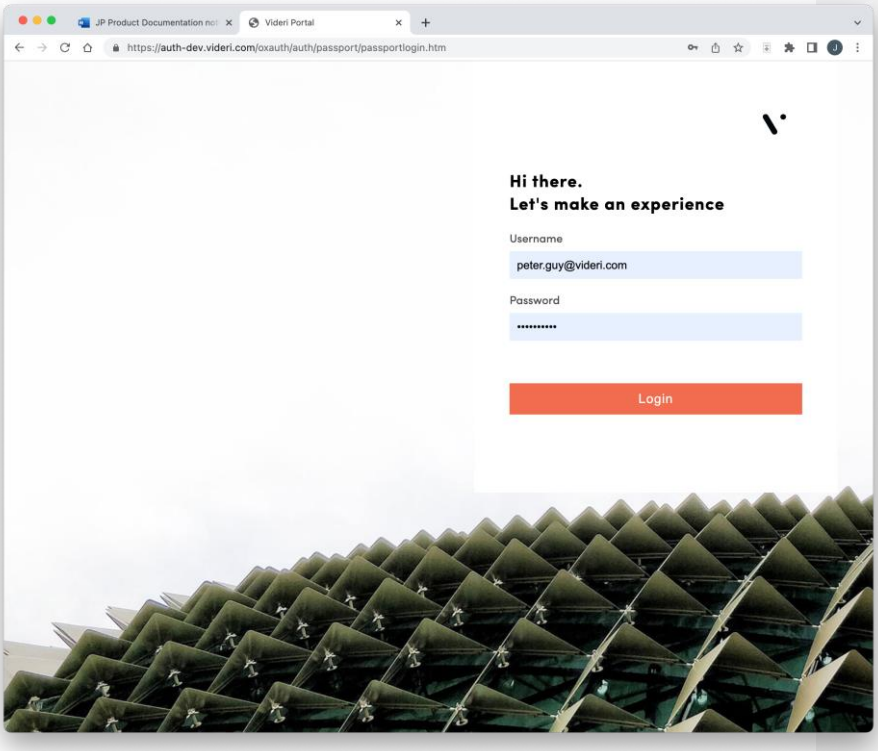
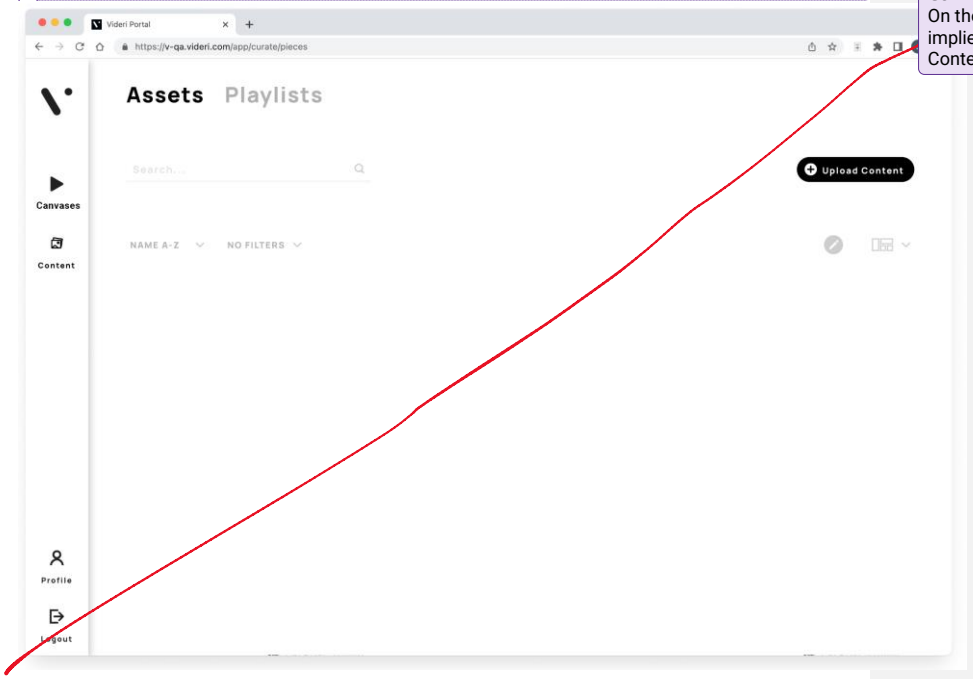
1. **Uploading and displaying content**

   Uploading, displaying and scheduling content is done through our web app. It is not currently optimized for mobile devices.

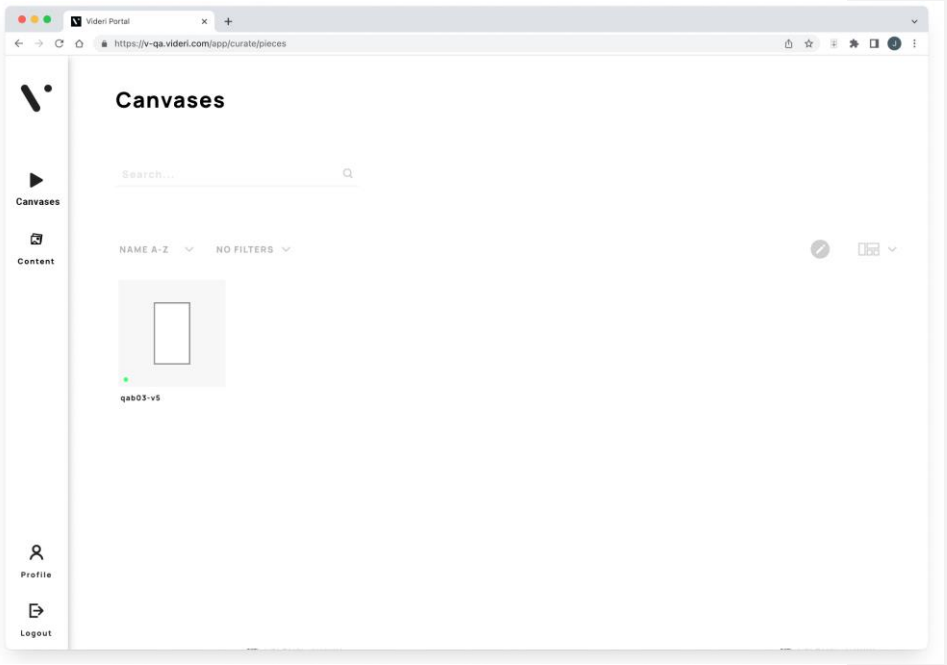
   1. From your desktop browser, go to promote.videri.com. Enter your username and password and click login.



2. The Canvases panel will open.



Commented [JP1]: Note the current view is confusing. On the left we see Canvases (formerly “Play”) which implies we are “in” that tab. But we are currently in the Content tab.

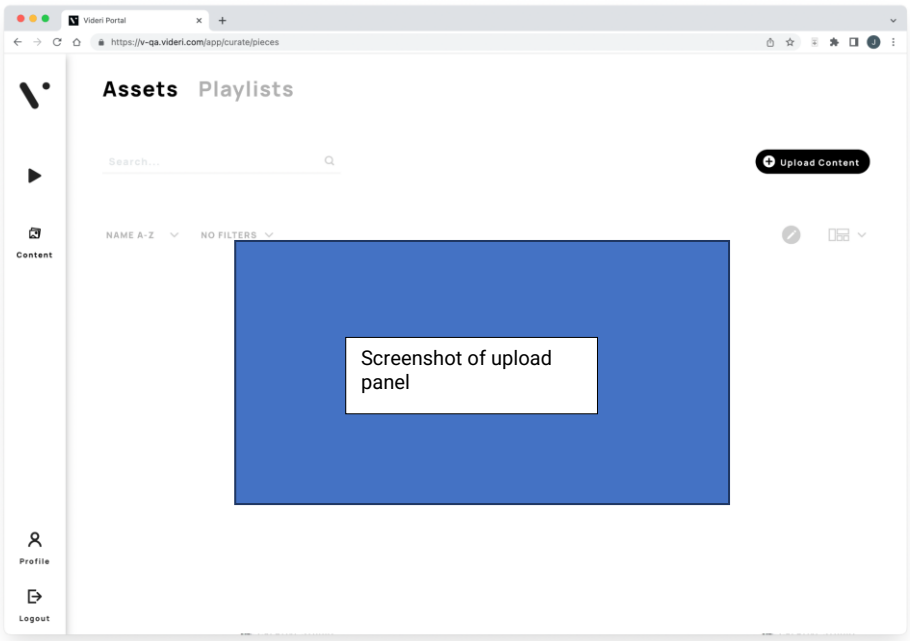


[This mockup is how the initial view SHOULD appear.
"Canvases" should be highlighted in the sidebar to show that it is selected by default.]

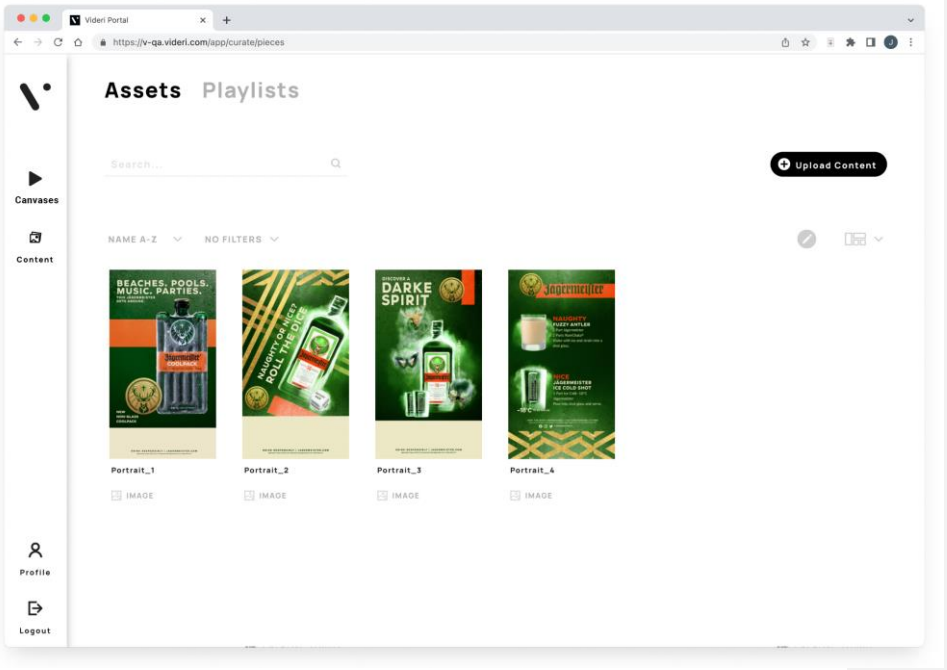
[All screenshots shown in this section are mockups, not actual state of Ops Portal Lite]

3. **First, you'll upload images or video to the Videri cloud to make them available to your Canvas.**

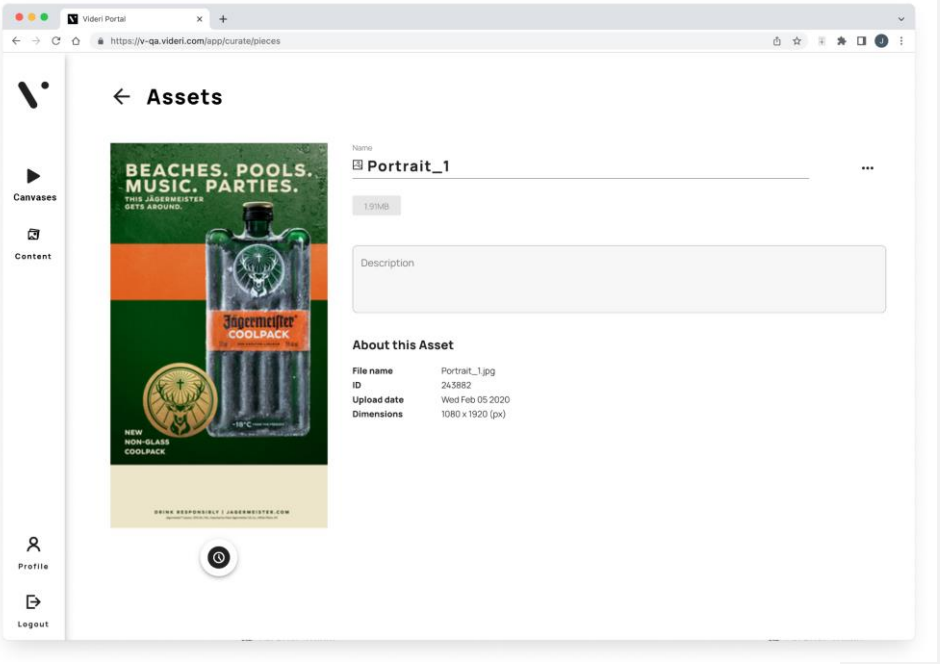
   Click "Upload Content." Select the files you wish to upload from your computer, or drag them into the upload area. Use images and videos that are sized to your screen: 1920 x 1920 pixels for the VQ, and 1920 x 1080 pixels for the V4. See the Best Practices guide for detailed content specifications. (Print-ready files, such as those used for posters, are typically much larger than this and will appear sharp on your screen. If you have any questions about resolution, speak to your designer.)



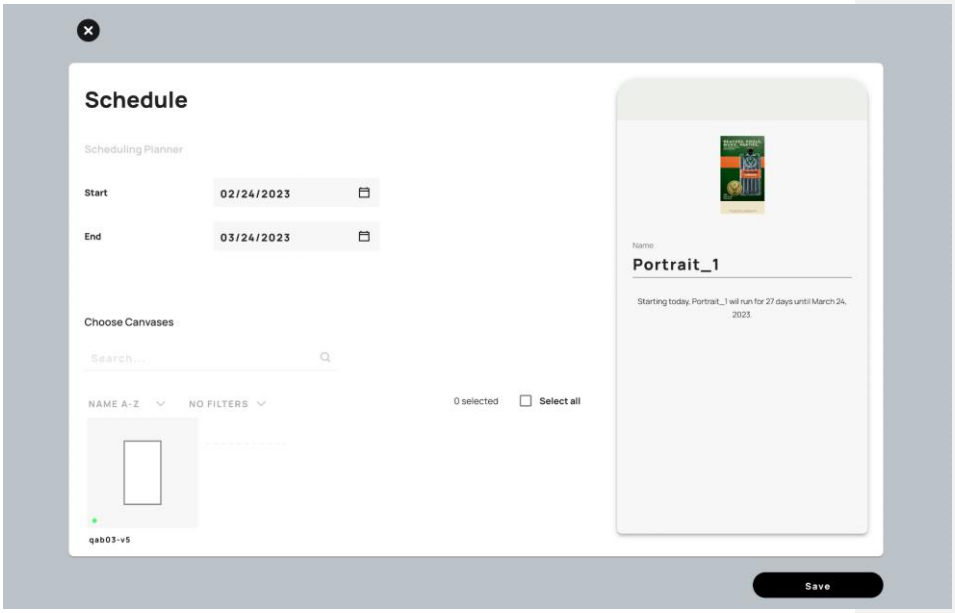
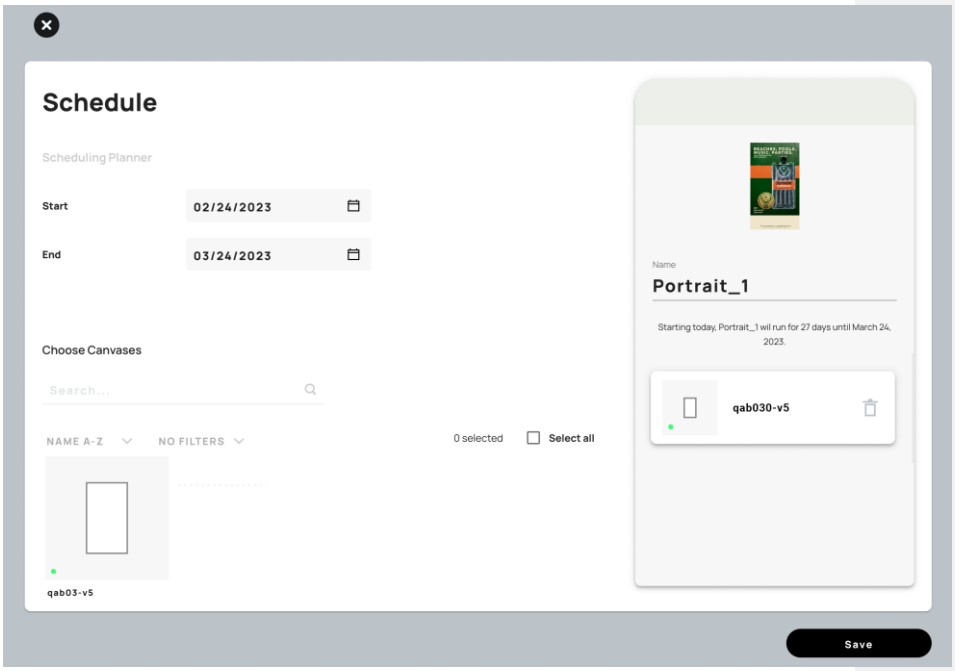
4. Next, click the asset you want to appear on your Canvas.



5. Click the clock icon below the asset.



6. Choose the start and end days for the asset to display.
   Click the Canvas on which to display the asset.



7. The selected Canvas appears below the selected asset. Click “Save” and the asset will appear on your Canvas. It make take a few seconds to appear.