

# Web App User Guide

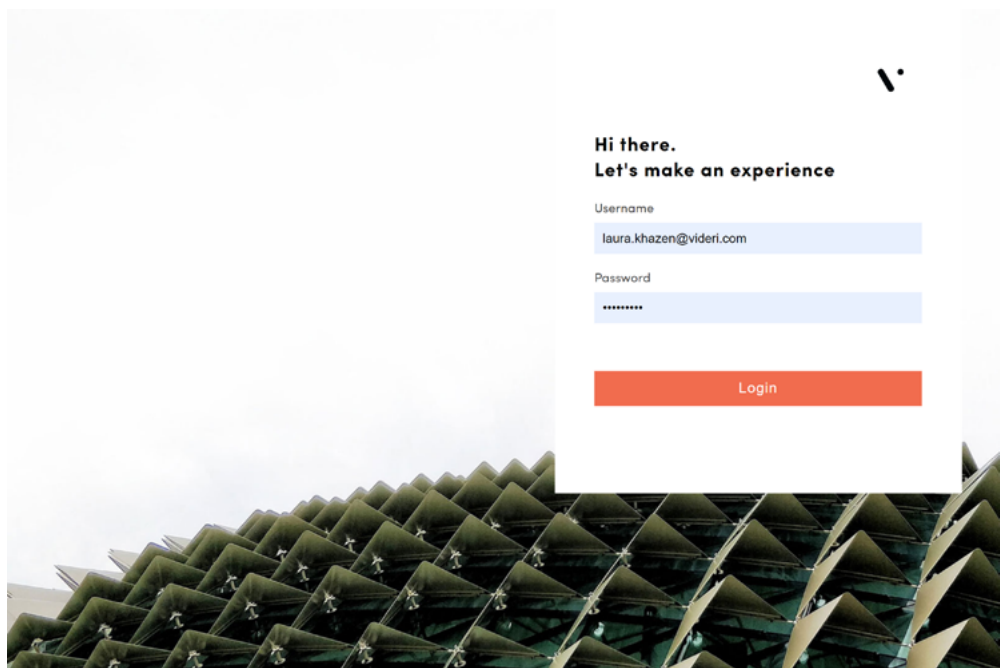
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2023

# Uploading and Displaying Content

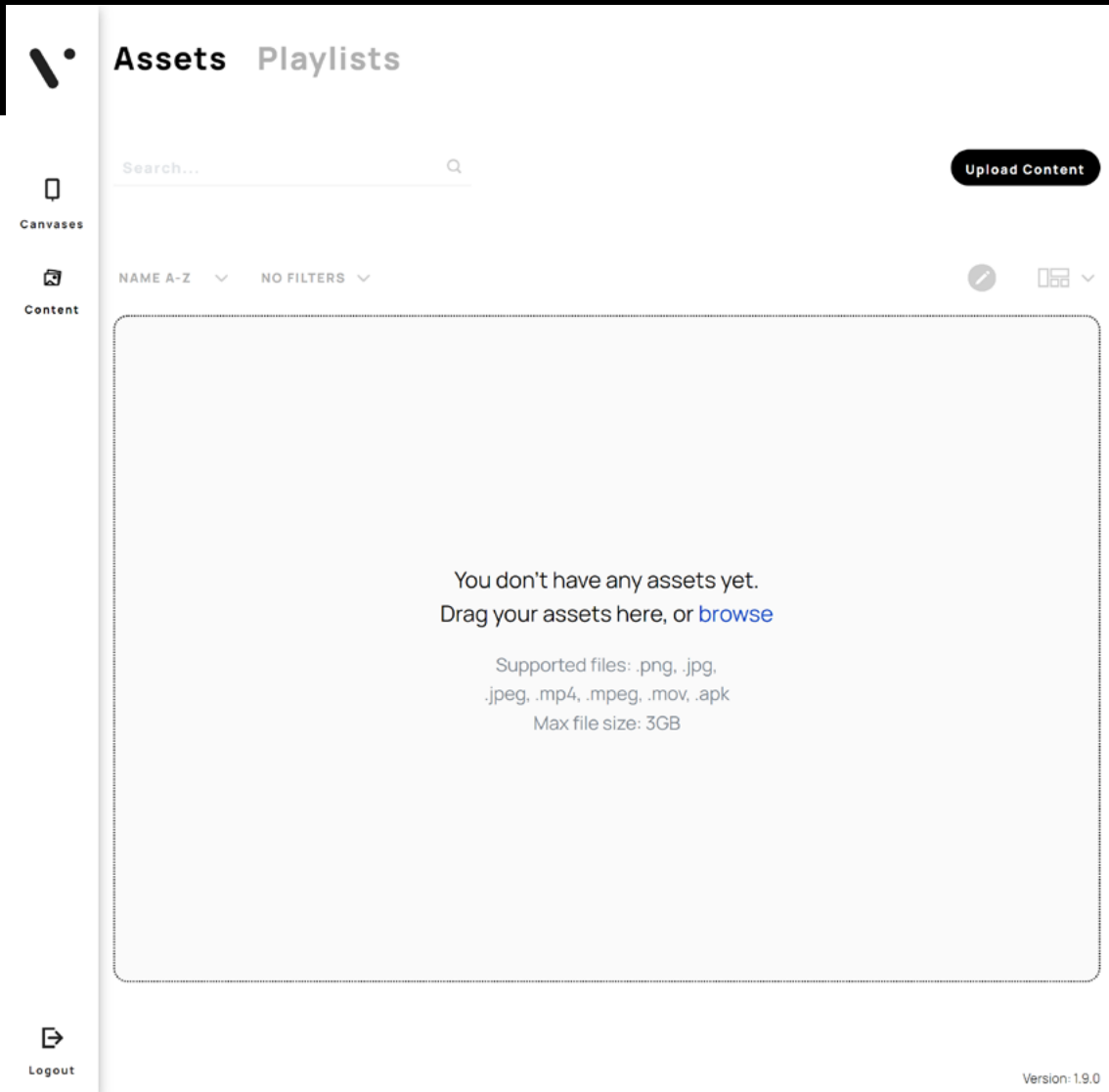
Uploading, displaying and scheduling content is done through the Videri Web Portal. It is not currently optimized for mobile. Once your canvases are provisioned using the Videri Classic Mobile app you will receive a Welcome email from Videri that includes information about your username and password, as well as other support content.

- 01 From your desktop browser, go to [promote.videri.com](https://promote.videri.com). Enter your username and password and click login.

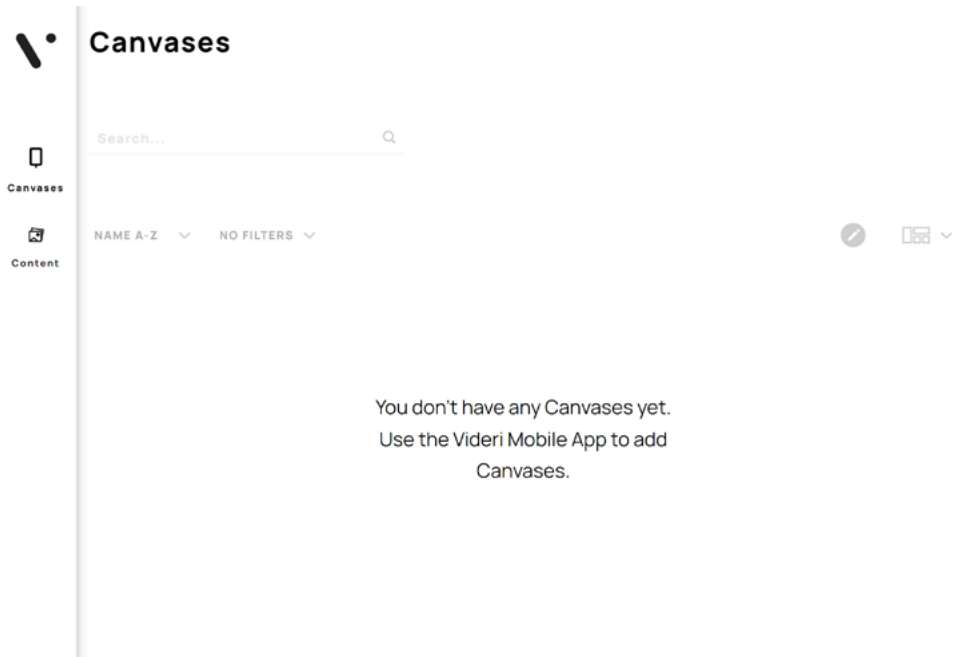


# 02

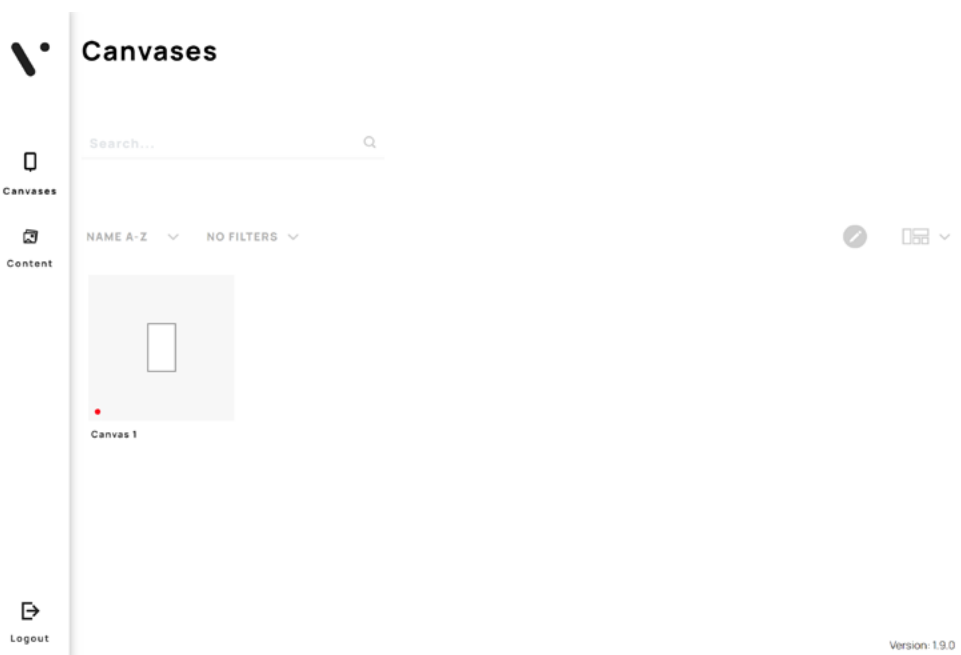
The Content panel will open.



**Reminder:** You need to provision your canvases before you can add content, using the Videri Classic Mobile App, or you will see the screen below.



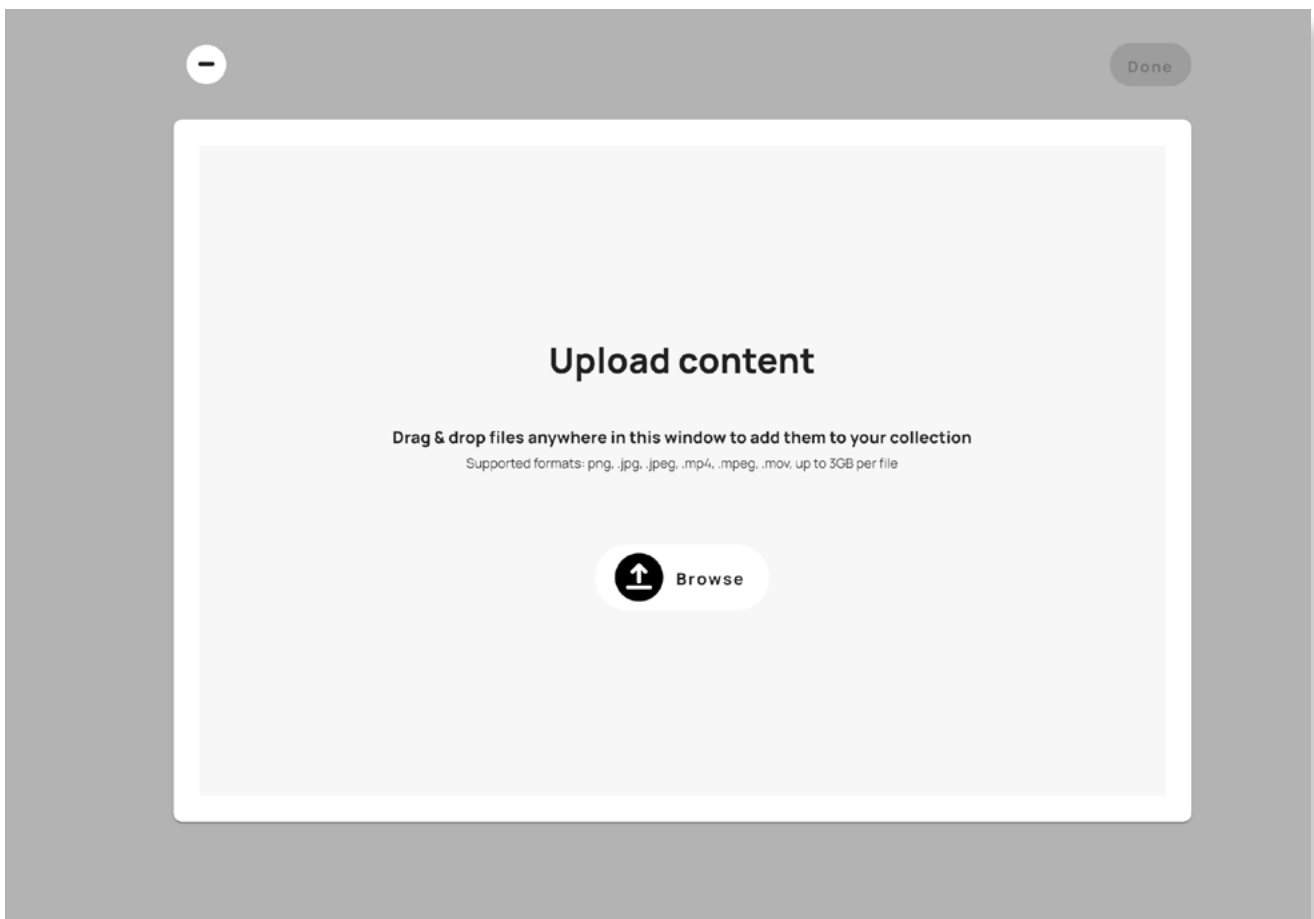
**This** is what you will see if you have provisioned your canvas/canvases.



# 03

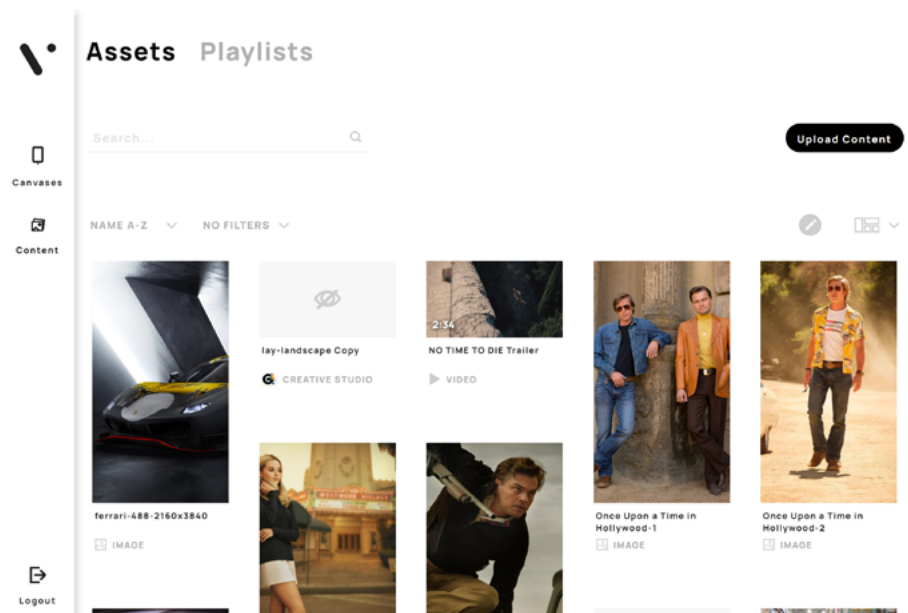
First, you'll upload images or video to the cloud-connected Videri Portal to make them available to your Canvas.

Click "**Upload Content.**" Select the files you wish to upload from your computer or drag & drop them into the upload area. Use images and videos that are sized to your screen: **1920 × 1920 pixels for the VQ**, and **1920 × 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, consult our Videri Best Practices Guide (Section 2.2) at [www.videri.com/quickstart](http://www.videri.com/quickstart).)



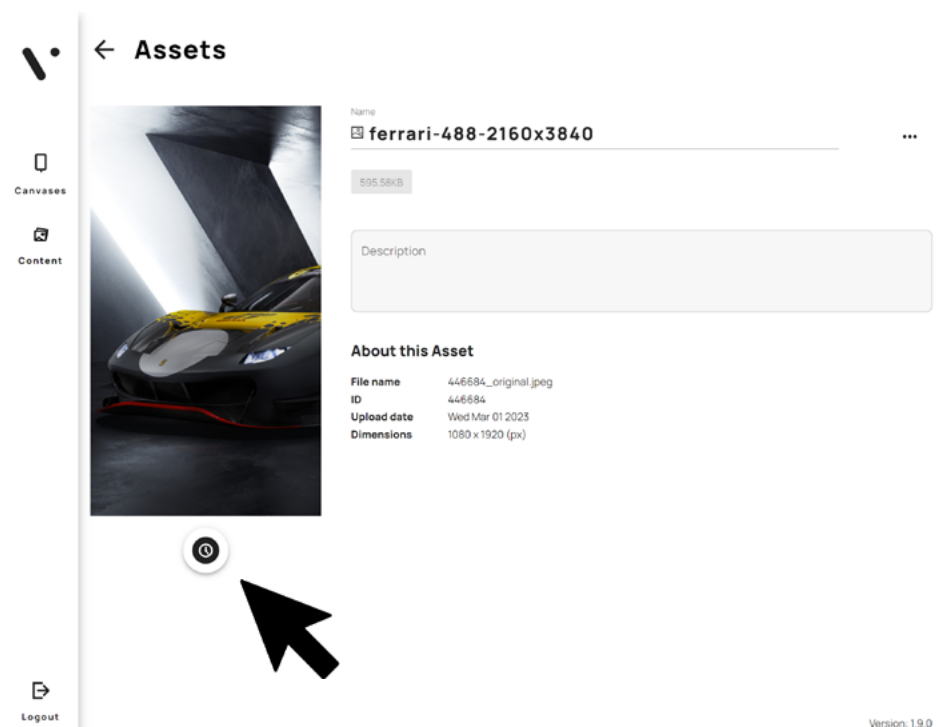
# 04

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



# 05

Click the clock icon below the asset.



# 06

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

The screenshot shows a 'Schedule' window with a close button (X) in the top left. The main title is 'Schedule'. Below it is the 'Scheduling Planner' section, which includes 'Start' and 'End' date pickers, both set to '04/19/2023'. The 'Choose Canvases' section features a search bar, a list of canvases (currently showing 'Canvas 1' with a red dot), and a '0 selected' status with a 'Select all' checkbox. A preview panel on the right shows a car image, the name 'ferrari-488-2160x3840', and a note: 'Starting today, ferrari-488-2160x3840 will run for 30 days until May 19, 2023.' A 'Save' button is located at the bottom right of the window.



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

The screenshot displays a 'Schedule' window with a close button (X) in the top-left corner. The main content is divided into several sections:

- Schedule**: A 'Scheduling Planner' section with 'Start' and 'End' date pickers. The start date is 04/19/2023 and the end date is 05/19/2023.
- Choose Canvases**: A search bar with the text 'Search...' and a magnifying glass icon. Below it, a list of canvases is shown. One canvas, 'Canvas 1', is selected, indicated by a red dot and a blue checkmark. The text '1 selected' and 'Select all' is visible next to the list.
- Asset Details**: A vertical panel on the right shows a thumbnail of a Ferrari car. Below the thumbnail, the name 'ferrari-488-2160x3840' is displayed. A note states: 'Starting today, ferrari-488-2160x3840 will run for 30 days until May 19, 2023.' Below this, a card for 'Canvas 1' is shown with a red dot and a trash icon.
- Footer**: A 'Save' button is located in the bottom-right corner of the window.

