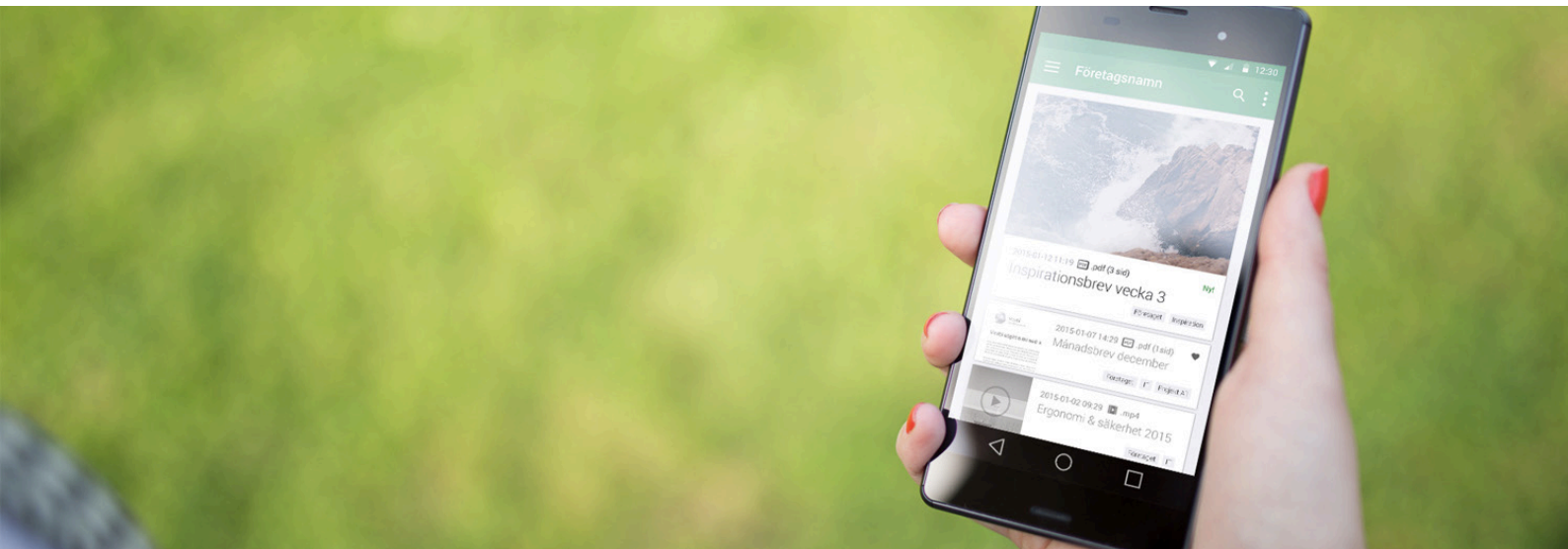
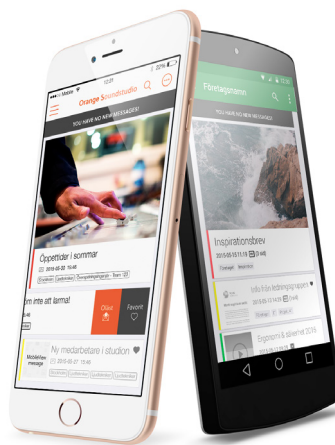


# User Guide

## Mobile View



## Structure & Users



# Introduction

This guide covers the first steps of using Mobile View – how you create your group structure, makes settings for Importance levels and how you add users to your Mobile View channel. When this is done you can start to publish material.

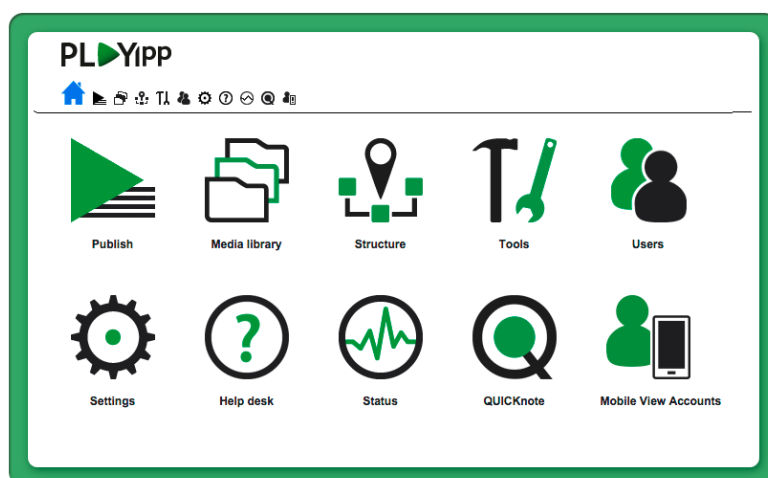
How you publish material to Mobile View is covered in **User Guide Mobile View: Publish**.

## Login

Go to <https://playipp.com>. Click on the green button **Login** to the right in the top menu. Enter E-mail address and password. Then click **Log in**.

## Overview

When you have logged in you see the control panel:



**Note:** The icons that are shown may vary from different users. Only the tools you have access to is shown. Your central administrator sets this access.

**In this guide we will work with:**

- Structure
- Tools
- Mobile View Accounts

These are the three menu options that are used in order to create a structure for your Mobile View channel, to define rules for push notices and to add users to the Mobile View channel. When all of this is done you are ready to start publish material to your Mobile View users.

### Important distinctions

**Mobile View group:** In order for you to control who that should receive a message you can create an unlimited amount of Mobile View groups and sort them in a tree structure with subgroups on multiple levels. For example you can create Mobile View groups for different offices, department, work tasks etcetera.

**Account licenses:** Every user needs a license in order to take part of your Mobile View channel. When you invite a user a license is sent out by mail or SMS in the form of a personal activation code.

**User groups:** A user group consists of multiple Mobile View groups and is a way to simplify the handling of many users. The users that should have access to the same Mobile View groups are put into a user groups. By doing so you don't have to administrate settings for every single individual.

## Building a structure

**Structure** is used in order to create groups to Mobile View. The groups are used in order to control who that should receive the material that is published to Mobile View.

1. Click on **Structure** and then on **Groups, sections and locations**.
2. Click on **+ New Mobile View group** in order to create a new group.
3. Enter a name for the group and click on **Save**.
4. In order to create subgroups – place the marker over a group and click on **+**.



**Example:** Create a new group.

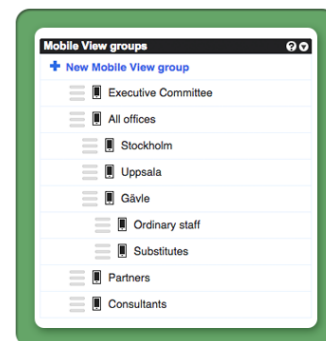
### The example to the right:

A company with offices in Stockholm, Uppsala and Gävle has created a group for **All offices** and a subgroup for each office. Every subgroup also consist of the group(s) above it in the structure – for example: The subgroup **Gävle** will automatically also get the material published to the group **All offices**. In the example the subgroup **Gävle** has been divided in to two groups: **Ordinary staff** and **Substitutes**. Members of both these groups also get material published to **Gävle** or **All offices**.

**Note:** You can create an unlimited amount of groups and subgroups.

If you want to create a new head group, click on **+ New Mobile View group**.

You can add new groups or erase and re-name existing groups at any time. In order to do so, place the marker over the group you want to edit and use **Pen** (re-name) or **Cross** (erase). You can also sort your groups by dragging and dropping the group you want to move.



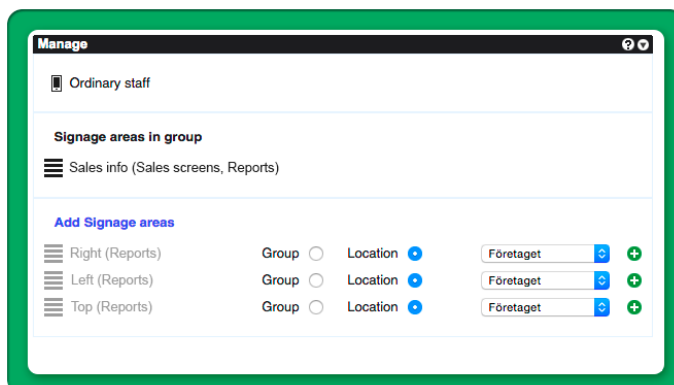
**Example:** The groups & subgroups have been created.

### Important:

If you already use PLAYipp for digital signage you can connect any screen area from any group or location to Mobile View.

The material that is published to this area will also automatically be published to Mobile View.

**For example:** A company uses an internal screen to report all sales. Since the sellers often are travelling they want to be able to access the sales screen through their smartphones. Therefore it is connected to their Mobile View group.



**Example:** Here a screen area (signage area) called Sales info has been connected to the Mobile View group Ordinary staff. By doing so everything that is published to this screen area will automatically also be published to the Mobile View group Ordinary Staff.

To make this type of connection - choose a Mobile View group in the dropdown menu and then click the green plus to the right of the screen area you want to connect.

**Note:** In order to do this the screen area must be activated for Mobile View. Go to Structure > Channels and areas. Choose an area and click Edit area (the pen). Mark Mobile View activated and save your settings.

## Importance level

**Importance levels** are used in order to regulate when push notices should be sent. If no settings for **Importance levels** are done the default setting with three different Importance levels will be used.

Upon publishing new messages the editor sets what **Importance level** the information have and thereby decides whether a push notice should be sent and in what order the objects should be exposed in the Mobile View feed (higher Importance level is shown in the top of the feed).

### To create an Importance level:

1. Click on **Tools** in the control panel.
2. Click on **Mobile View** in the menu.
3. Click on **+ Add level** under **Importance level**.
4. Name the Importance level.
5. Under **Color** you can set a color-coding – by color code your importance levels the publishing will work smoother. Set a hex code or click on the solid color block in order to use company colors or the colorpicker. **Note:** These colors is only used in order to differentiate the importance levels and will not be shown in the Mobile View feed.
6. Under **Push notices** – choose the settings that should be used for this Importance level.
7. Enter a description for the Importance level (optional).
8. Check all other settings.
9. Click on **Save**.

### The menu Push notices

Under push notices there is a dropdown menu where you can choose settings for the Importance level you are about to create. The options are:

**No push notices:** No push notices will be sent.

**Push notices available:** It is possible to manually send notices upon publishing or schedule when the notice should be sent.

**Automatic push notice when publishing:** A notice is automatically sent upon publishing.

**Automatic push notice with reminders:** A notice is automatically sent upon publishing and reminders are sent to those who still has not read the published information.

**Hint:** By working actively with Importance levels and not always publish with automatic push notices it becomes easier for the receiver to determine what is important (should be read immediately) and what is FYI (can be read at a later occasion).

### Other options

**Message confirmation:** Check if the recipient should be forced to actively confirm that it has read the information published with this Importance level.

**Default selected:** Check if this Importance level should be default when no other level is actively chosen upon publishing.

The screenshot shows the 'Importance level' configuration interface. It includes a sidebar with 'Importance levels' (Low, Medium, High) and an 'Add level' button. The main form has fields for 'Name' (High), 'Color' (hex e6251a, red swatch), 'Push notices' (Automatic push with re), 'Message confirmation' (checked), 'Default selected' (unchecked), and 'Description' (Three reminders are sent out with one hour between until the message is read.). Below are three reminder settings: 'Reminder 1' (60 min), 'Reminder 2' (120 min), and 'Reminder 3' (180 min). A 'Save' button is at the bottom left.

**Example:** We are viewing Importance level High. It has gotten a red color-coding and a description. Push notices will automatically be sent and three reminders will be sent to those who still have not read the message.

## Mobile View Accounts

Under **Mobile View Accounts** you can add account licenses and create user groups.

**Account licenses:** Here you add users that should get access to your Mobile View channel.

**User groups:** Create user groups for smoother handling of many users.

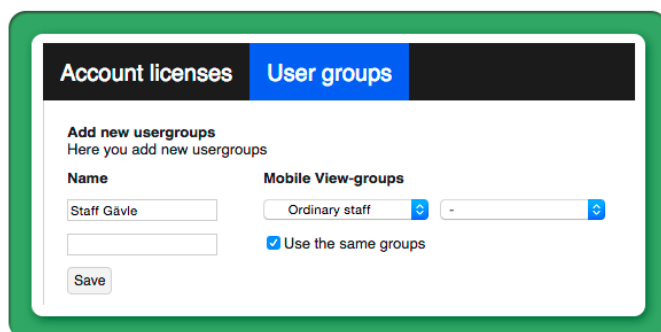
## User Groups

**Add a user group:**

1. Click on **Mobile View Accounts** in the control panel.
2. Click on **User Groups**.
3. Click on + and **Add Usergroup**.
4. Name the user group and choose the relevant Mobile View groups from the drop down menu.
5. Click on **Save**.

You can whenever you want update a user group by clicking on it in the listing.

**Example:**



The screenshot shows a web interface for adding a new user group. At the top, there are two tabs: 'Account licenses' and 'User groups', with 'User groups' being the active tab. Below the tabs, the heading 'Add new usergroups' is followed by the instruction 'Here you add new usergroups'. The form consists of two columns. The left column is titled 'Name' and contains a text input field with the value 'Staff Gävle'. The right column is titled 'Mobile View-groups' and contains a dropdown menu with 'Ordinary staff' selected, a minus sign, and another dropdown menu. Below these is a checkbox labeled 'Use the same groups' which is checked. At the bottom left of the form is a 'Save' button.

The user group **Staff Gävle** is being created. Since subgroups also consist of all groups above them in the structure only the Mobile View group **Ordinary Staff** needs to be added to the user group **Staff Gävle**.

**Ordinary Staff** is a subgroup to **Gävle**, which is a subgroup to **All Offices**. Thereby the user group **Staff Gävle** will receive the information published to **All Offices, Gävle** and **Ordinary Staff**. But it won't receive the information sent to the subgroup **Substitutes**.

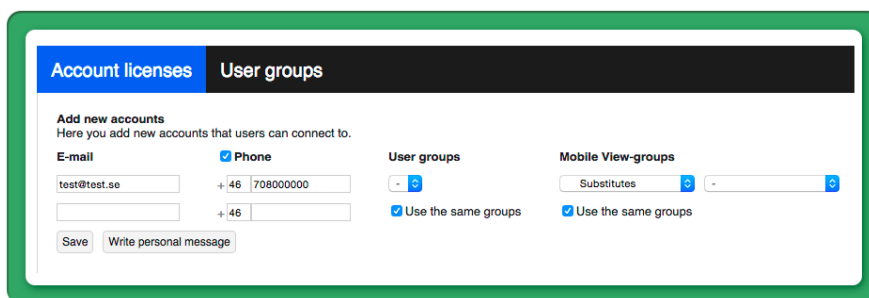
## Account licenses

### Add an account license:

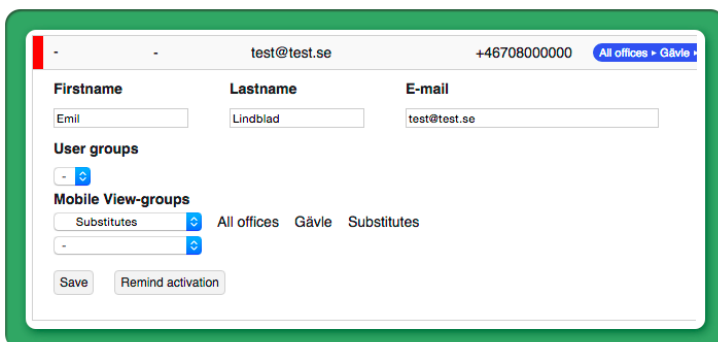
1. Click on **Mobile View Accounts** in the control panel.
2. Click on **Account licenses**.
3. Click on + and **Add account**.
4. Insert the user details.
5. Set what **User group(s)** and/or **Mobile View group(s)** the user should belong to.
6. Click on **Save**.

**Note:** When creating an account license you have to insert either an E-mail address or a cell-phone number – but you don't need to insert both. In order for an activation code to be sent with SMS the function **Mobile View - send sms** needs to be activated.

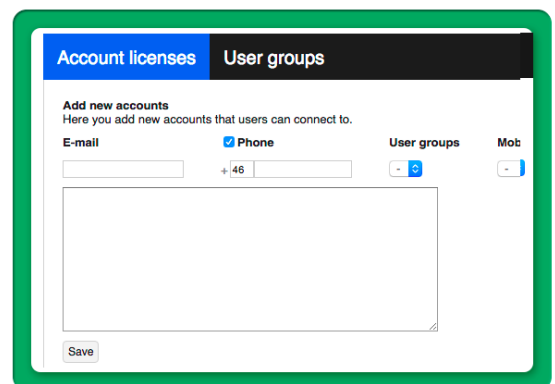
### Example Account licenses:



An account license is being created. E-mail + phone number has been entered and the license is connected to the Mobile View group **Substitutes**. If the next account license should be connected to the same Mobile View group keep the box **Use the same groups** marked.



A **red marking** in the listing over created account licenses indicates that the user not yet have activated the account. Click on the user and then on **Remind activation** in order to send a reminder.



If you click on **Write personal message** when creating an account license you can insert your own text to the activation message that is sent out to new users.

## Continued usage

When you have created your structure, your Importance levels, your user groups and your account licenses you are ready to start publish messages to Mobile View!

For personal support, please contact:



PLAYipp Support  
[support@playipp.com](mailto:support@playipp.com)

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