



CodaSign User Guide
Creating and Managing
Your Playlists

www.codasign.co.uk

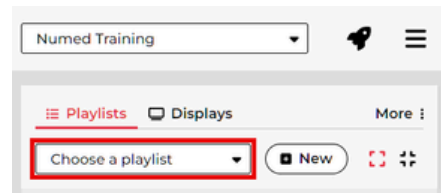
Creating and Managing Your Playlists

Playlists control which media is shown on your displays.

Selecting and Creating a Playlist

Once you have logged in and opened CodaSign, you will see the playlists available to your organisation by clicking the 'Choose a playlist' dropdown menu.

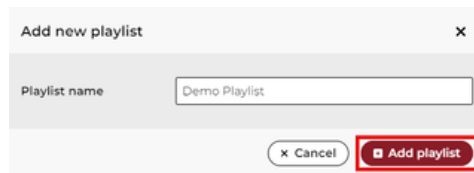
To create a new playlist, click the 'New' button.



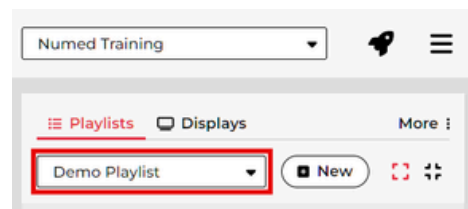
The Numed Managed Playlist is view-only and cannot be edited.

When creating a new playlist, you will be prompted to enter a name. After naming it, click 'Add Playlist'.

Once the playlist name appears on screen, you can begin adding or editing media



When the name of the playlist is showing, you can either add to or make changes to that playlist.

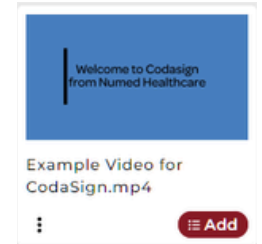


Adding Media to Your Playlist

To add media to a playlist:

1 Find the media you want to add in your 'My media' or the 'Media library'.

2 Click the button (located at the bottom right corner of each media item).



3 The media will immediately appear in the playlist panel on the right-hand side



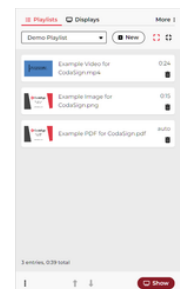
Other playlists can also act as media items and appear within 'My media'.

You can also drag and drop media directly into your playlist:

1 Start dragging the media item.

2 A pink bar will appear within the playlist between the pieces of media.

3 Drop the media where you want it to appear. (Drag-and-drop allows for precise positioning at the time of adding.)



When the media is added, it looks like

Managing the media in your playlist

Reordering Media

You can change the order of your playlist media by:

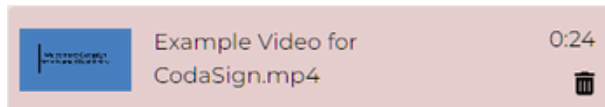
- Dragging a media item into the desired pink space between items, or
- Select a media item and use the up and down arrows at the bottom of the screen.



Removing Media

To remove an item:

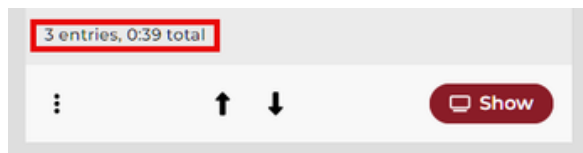
- Select the media within the playlist.
- Click the delete (bin) icon to the right of the media entry.



Viewing Playlist Total Duration

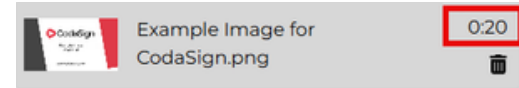
The bottom left corner of the playlist shows:

- Total number of media entries.
- Total runtime of the playlist.

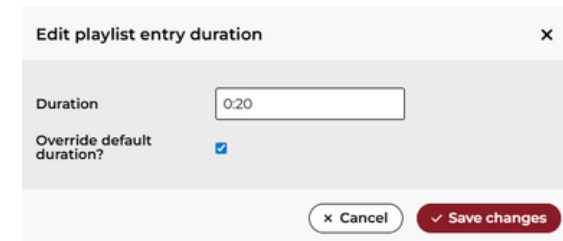


Overriding the default duration

If you click the run time of a piece of media within the playlist.



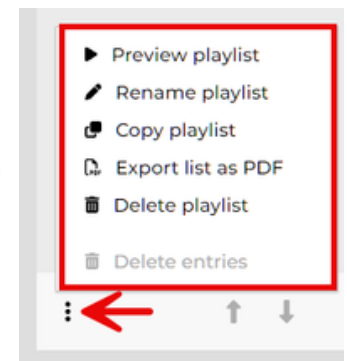
You will be able change the Duration of that media, and if you tick the Override default duration box, it will only change the item in the playlist.



Click 'Save Changes' once completed.

Options using the 3-dot menu

At the bottom left of the playlist, you'll find a 3-dot menu that provides additional options.



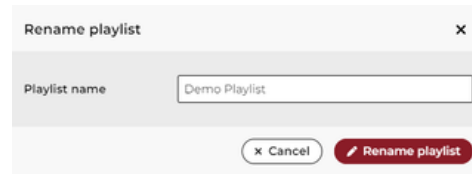
'Preview Playlist' allows you to preview each piece of media in sequence.



This preview is not live and may not perfectly match what displays on your TV.
Some media types cannot preview in the browser but will still play correctly on the CodaSign Media Player.

'Rename Playlist' allows you to update the playlist's name.

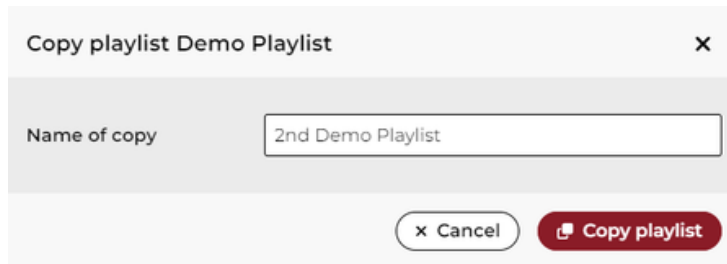
After editing, click 'Rename Playlist'.

A dialog box titled 'Rename playlist' with a close button (X) in the top right corner. It contains a text input field labeled 'Playlist name' with the text 'Demo Playlist' inside. At the bottom, there are two buttons: 'Cancel' and 'Rename playlist'.

'Copy Playlist' allows you to create a duplicate playlist.

Enter a new name, click 'Copy Playlist', and CodaSign will:

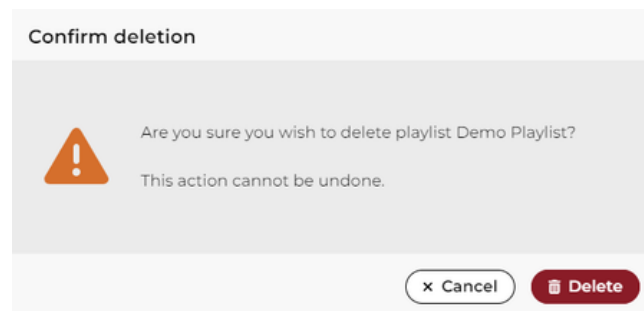
- Create the copy
- Automatically open the duplicated playlist

A dialog box titled 'Copy playlist Demo Playlist' with a close button (X) in the top right corner. It contains a text input field labeled 'Name of copy' with the text '2nd Demo Playlist' inside. At the bottom, there are two buttons: 'Cancel' and 'Copy playlist'.

'Export list as PDF' generates a PDF list of all the media items in a playlist and downloads it to your PC.

'Delete Playlist' allows you to delete a playlist.

- Click 'Delete' from the 3-dot menu.
- Click 'Delete' to complete the deletion.

A dialog box titled 'Confirm deletion'. It features an orange warning triangle icon with an exclamation mark. The text inside asks 'Are you sure you wish to delete playlist Demo Playlist?' and states 'This action cannot be undone.' At the bottom, there are two buttons: 'Cancel' and 'Delete'.