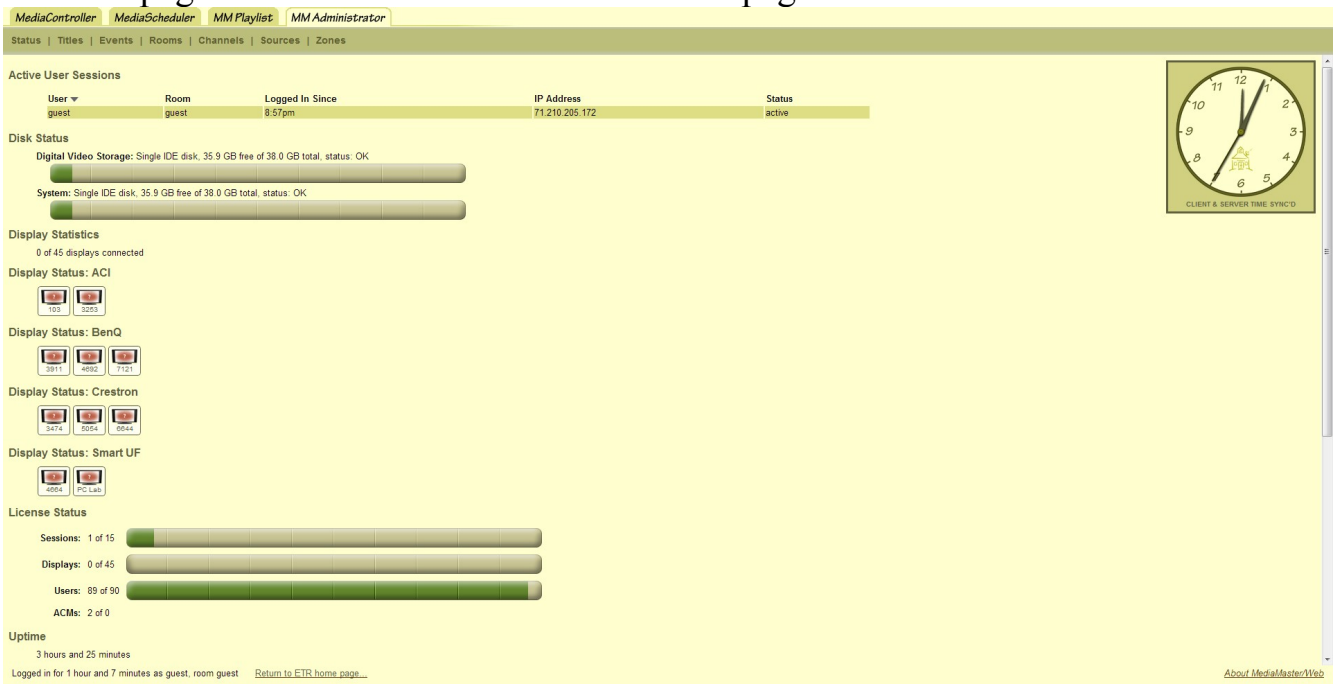
MM Administrator

The MM Administrator is the last of the 4 tabs on top. This area is only available to users with Admin authority.

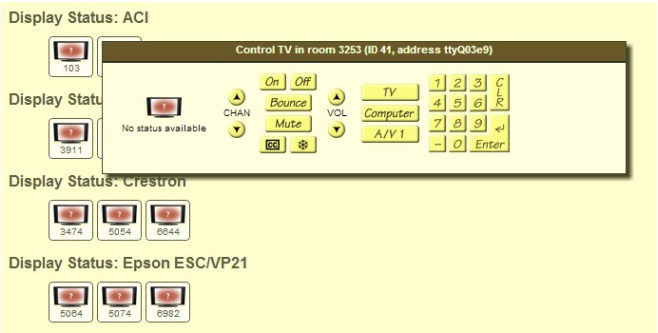
Status

The first page of MM Administrator is the Status page.



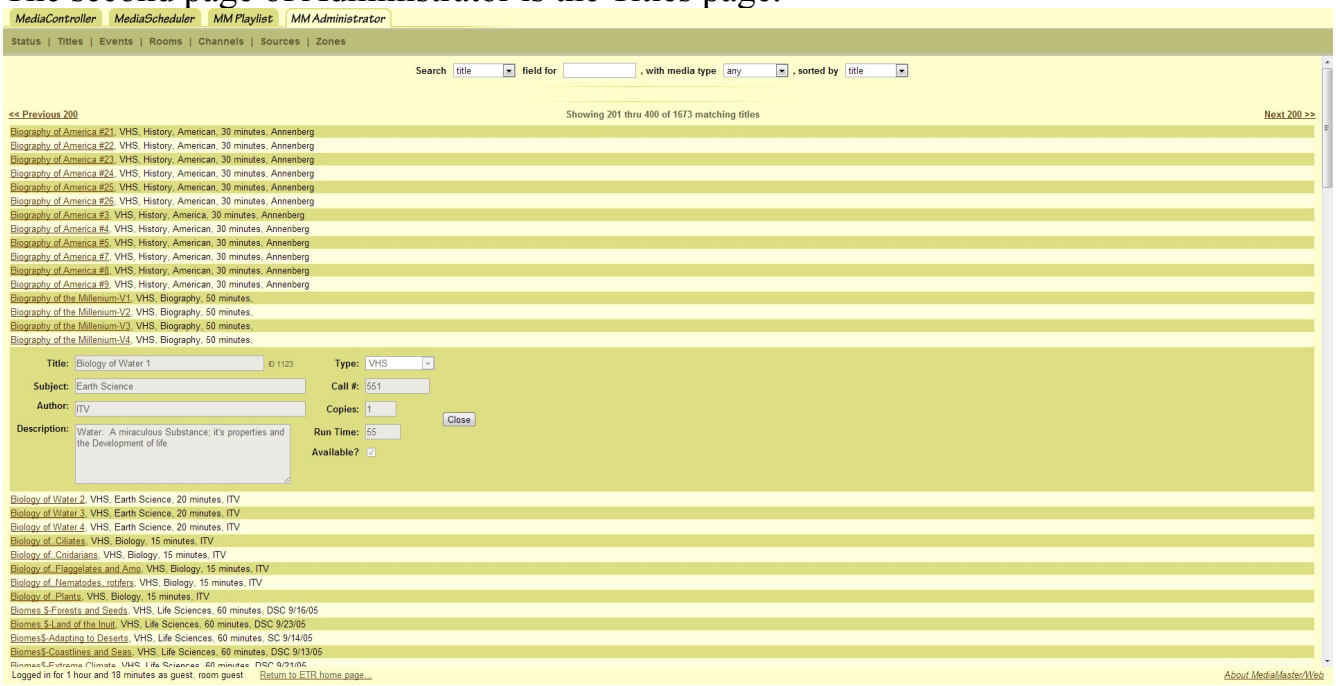
On this page you can see what users are logged in and log them out, hard drive storage space, Display statistics and status', License status, and the how long the server has been running (uptime).

As an Admin, you can control any display shown on this page by hovering over the display icon and allowing the control menu to pop up.

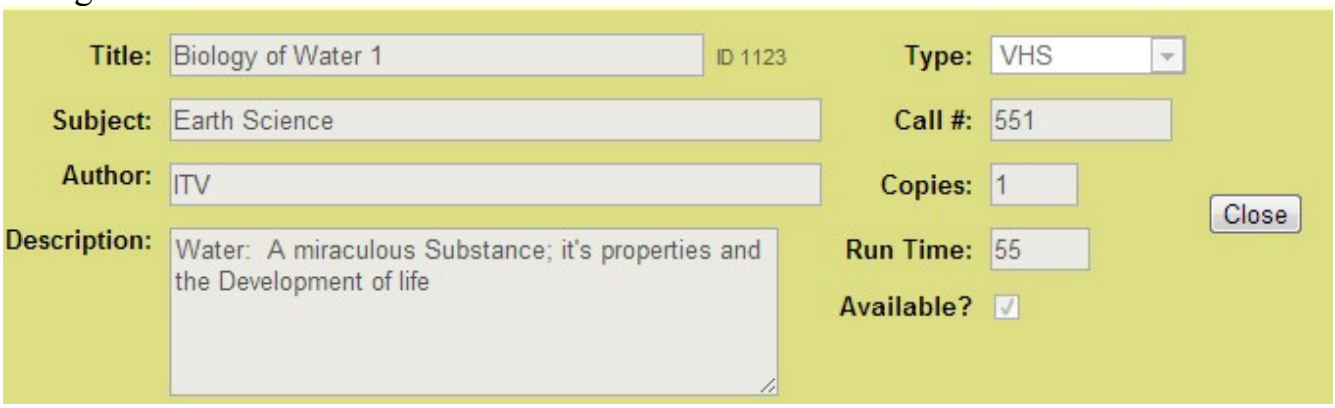


Titles

The second page of Administrator is the Titles page.

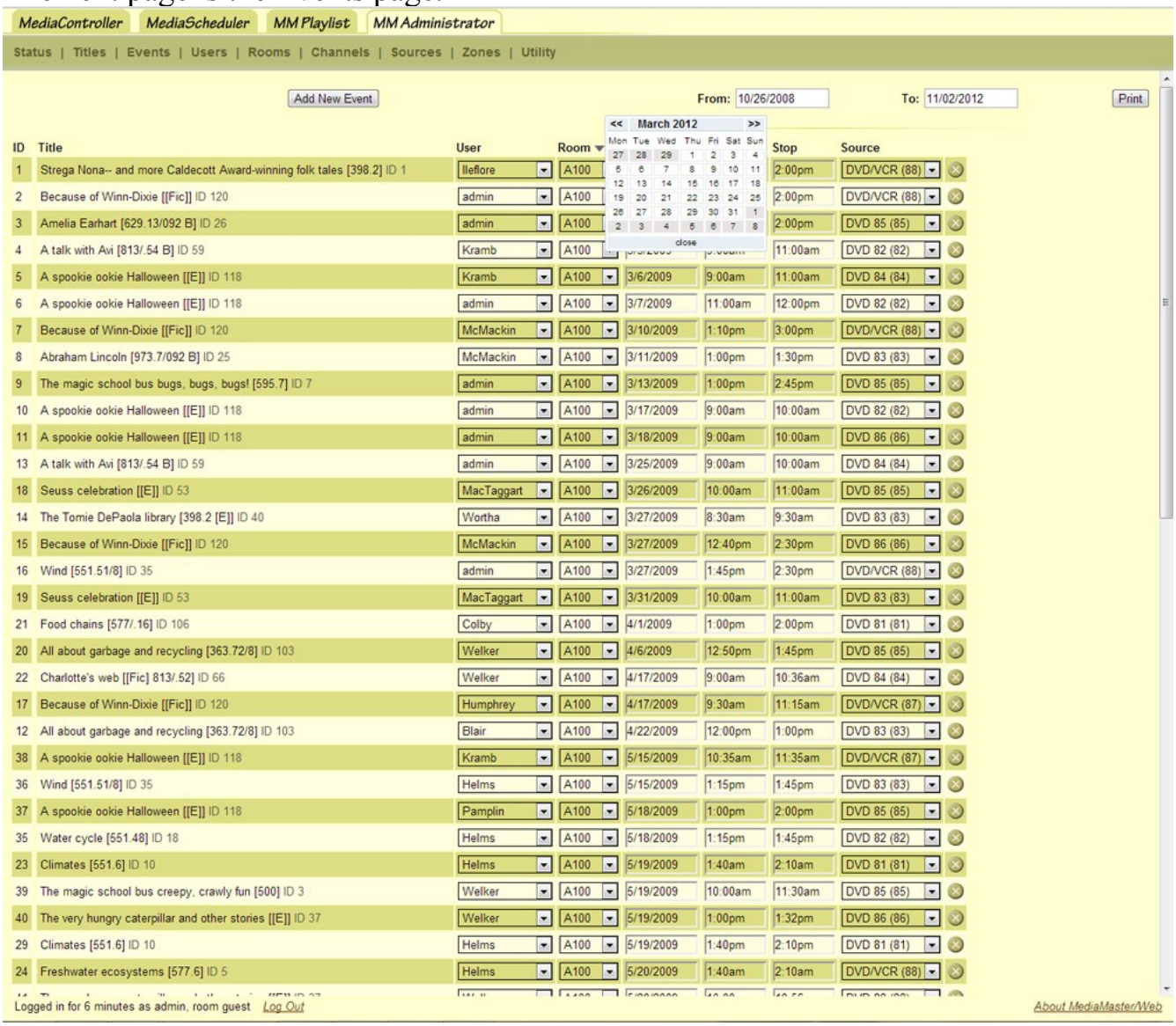


On this page you can view uploaded titles and edit title information such as Title, Subject, Author, etc. by clicking on the specific title you wish to edit information for. In the image above, ***Biology of Water 1*** has been clicked on and expanded, and below is a magnified view.



Events

The next page is the Events page.

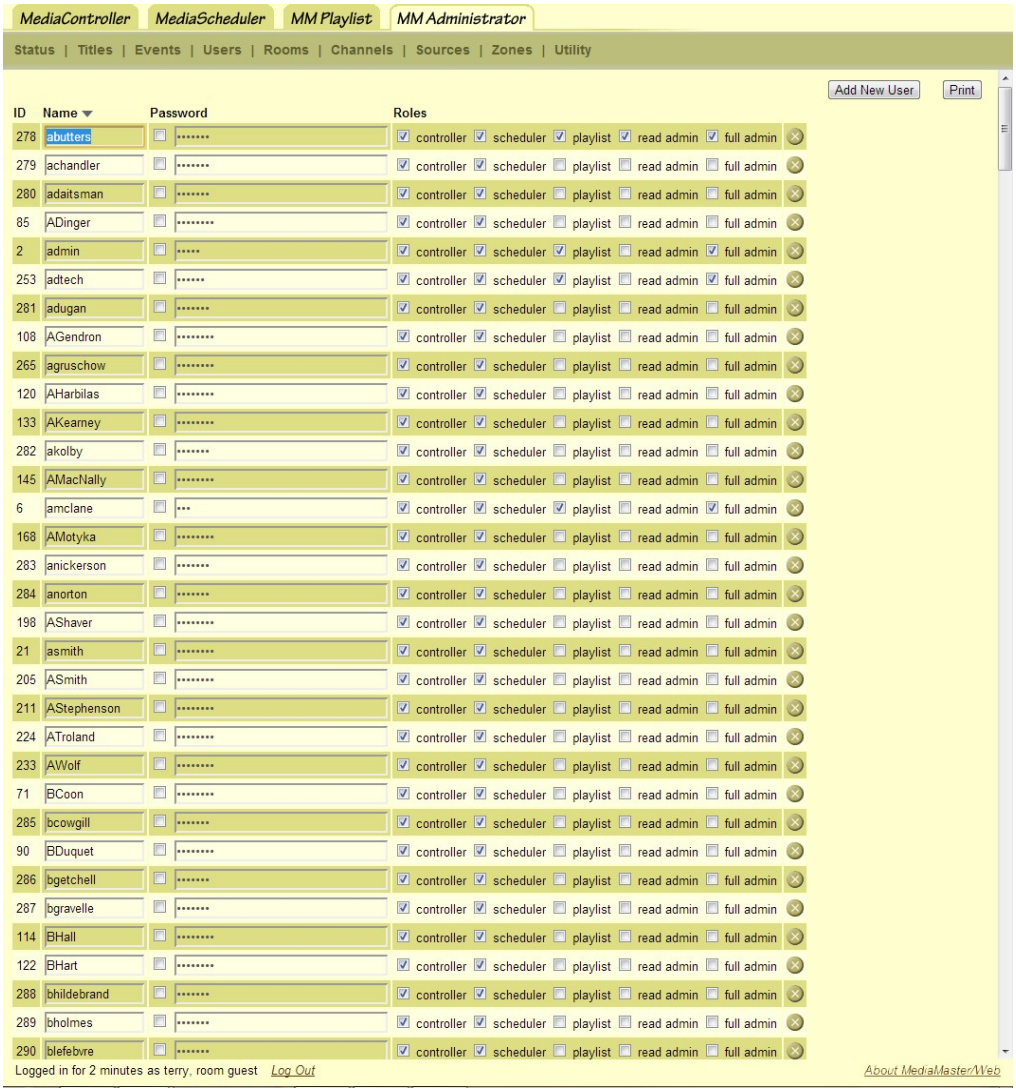


ID	Title	User	Room	Start	Stop	Source
1	Strega Nona-- and more Caldecott Award-winning folk tales [398.2] ID 1	Ileflore	A100		2:00pm	DVD/VCR (88)
2	Because of Winn-Dixie [[Fic]] ID 120	admin	A100		2:00pm	DVD/VCR (88)
3	Amelia Earhart [629.13/092 B] ID 26	admin	A100		2:00pm	DVD 85 (85)
4	A talk with Avi [813/.54 B] ID 59	Kramb	A100		11:00am	DVD 82 (82)
5	A spookie ookie Halloween [[E]] ID 118	Kramb	A100	3/6/2009	9:00am 11:00am	DVD 84 (84)
6	A spookie ookie Halloween [[E]] ID 118	admin	A100	3/7/2009	11:00am 12:00pm	DVD 82 (82)
7	Because of Winn-Dixie [[Fic]] ID 120	McMackin	A100	3/10/2009	1:10pm 3:00pm	DVD/VCR (88)
8	Abraham Lincoln [973.7/092 B] ID 25	McMackin	A100	3/11/2009	1:00pm 1:30pm	DVD 83 (83)
9	The magic school bus bugs, bugs, bugs! [595.7] ID 7	admin	A100	3/13/2009	1:00pm 2:45pm	DVD 85 (85)
10	A spookie ookie Halloween [[E]] ID 118	admin	A100	3/17/2009	9:00am 10:00am	DVD 82 (82)
11	A spookie ookie Halloween [[E]] ID 118	admin	A100	3/18/2009	9:00am 10:00am	DVD 86 (86)
13	A talk with Avi [813/.54 B] ID 59	admin	A100	3/25/2009	9:00am 10:00am	DVD 84 (84)
18	Seuss celebration [[E]] ID 53	MacTaggart	A100	3/26/2009	10:00am 11:00am	DVD 85 (85)
14	The Tomie DePaola library [398.2 [E]] ID 40	Wortha	A100	3/27/2009	8:30am 9:30am	DVD 83 (83)
15	Because of Winn-Dixie [[Fic]] ID 120	McMackin	A100	3/27/2009	12:40pm 2:30pm	DVD 86 (86)
16	Wind [551.51/8] ID 35	admin	A100	3/27/2009	1:45pm 2:30pm	DVD/VCR (88)
19	Seuss celebration [[E]] ID 53	MacTaggart	A100	3/31/2009	10:00am 11:00am	DVD 83 (83)
21	Food chains [577/.16] ID 106	Colby	A100	4/1/2009	1:00pm 2:00pm	DVD 81 (81)
20	All about garbage and recycling [363.72/8] ID 103	Welker	A100	4/6/2009	12:50pm 1:45pm	DVD 85 (85)
22	Charlotte's web [[Fic] 813/.52] ID 66	Welker	A100	4/17/2009	9:00am 10:36am	DVD 84 (84)
17	Because of Winn-Dixie [[Fic]] ID 120	Humphrey	A100	4/17/2009	9:30am 11:15am	DVD/VCR (87)
12	All about garbage and recycling [363.72/8] ID 103	Blair	A100	4/22/2009	12:00pm 1:00pm	DVD 83 (83)
38	A spookie ookie Halloween [[E]] ID 118	Kramb	A100	5/15/2009	10:35am 11:35am	DVD/VCR (87)
36	Wind [551.51/8] ID 35	Helms	A100	5/15/2009	1:15pm 1:45pm	DVD 83 (83)
37	A spookie ookie Halloween [[E]] ID 118	Pamplin	A100	5/18/2009	1:00pm 2:00pm	DVD 85 (85)
35	Water cycle [551.48] ID 18	Helms	A100	5/18/2009	1:15pm 1:45pm	DVD 82 (82)
23	Climates [551.6] ID 10	Helms	A100	5/19/2009	1:40am 2:10am	DVD 81 (81)
39	The magic school bus creepy, crawly fun [500] ID 3	Welker	A100	5/19/2009	10:00am 11:30am	DVD 85 (85)
40	The very hungry caterpillar and other stories [[E]] ID 37	Welker	A100	5/19/2009	1:00pm 1:32pm	DVD 86 (86)
29	Climates [551.6] ID 10	Helms	A100	5/19/2009	1:40pm 2:10pm	DVD 81 (81)
24	Freshwater ecosystems [577.6] ID 5	Helms	A100	5/20/2009	1:40am 2:10am	DVD/VCR (88)

On this page, all events that have been created in Media Scheduler can be edited. The admin can choose to change any of the available options, or delete the event by using the icon.

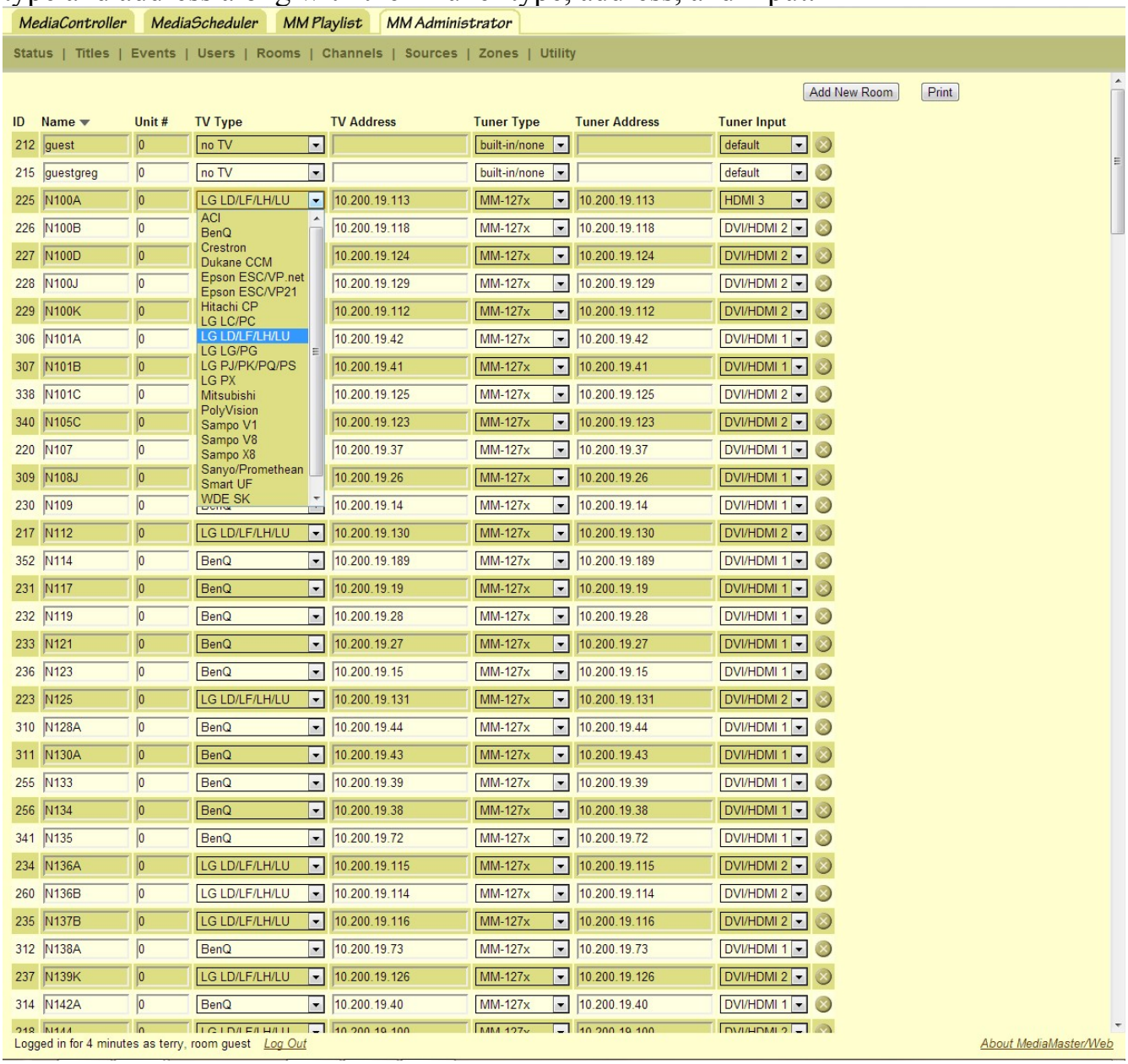
Users

The following page is Users.
On this page an Administrator can add users with their passwords, and select which Roles they are allowed. For example, ID278 "*abutters*" has all selected so they can view and fully use the entire system. However, notice that ID279 "*achandler*" only has controller and scheduler checked. This means they can only use those two, and those two are the only tabs displayed out of the 4 top tabs. Finally, the icon allows Admins to delete that user from the database.



Rooms

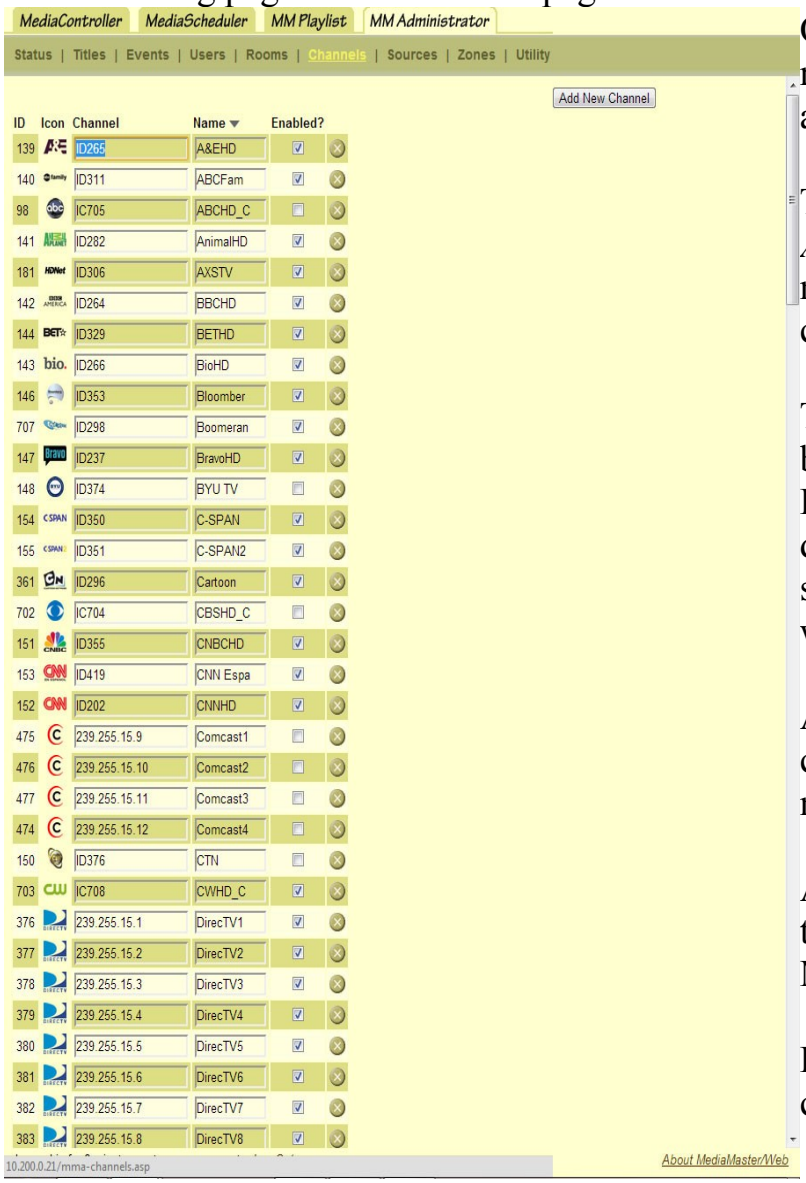
The fifth page is Rooms. Here all the rooms are displayed with their corresponding TV type and address along with their Tuner type, address, and input.



All the displayed information can be edited, and must be correct for proper usage. Notice the TV type drop down, if that is not set to the corresponding display in that room it will not function properly. Also note the Tuner type; it is also a drop down that must be correctly set.

Channels

The following page is the Channels page.



On this page, Admin can add, remove, and edit the channels available.

To add a channel, simply click on *Add New Channel.* This creates a new, blank record that can then be changed to suit your channel needs.

The channel icon can be changed by clicking on the icon space. Doing this takes you to a list of display of all Icons loaded onto the server. Simply click the one you want, and press ok.

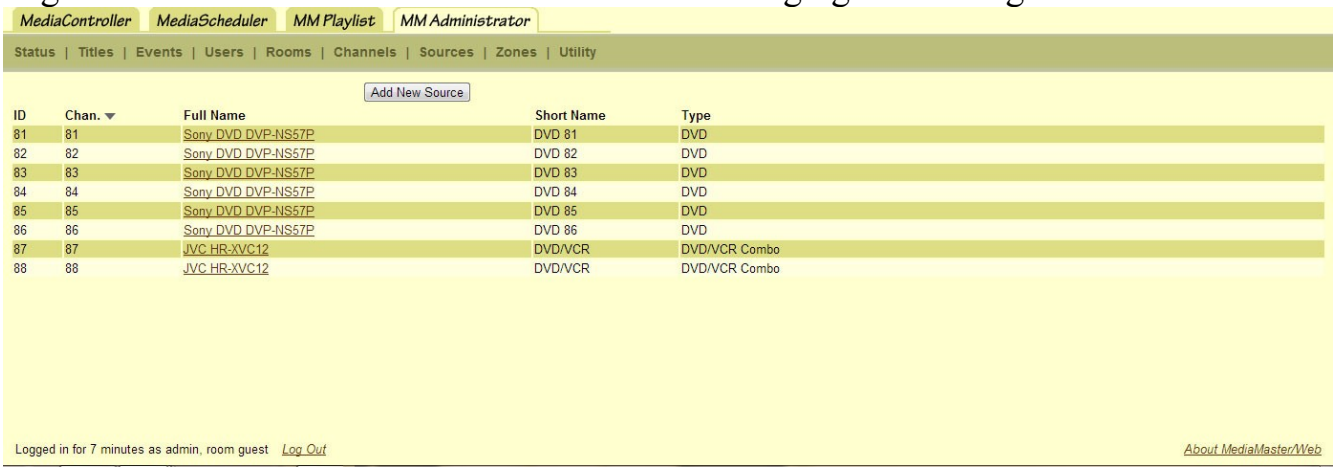
Admin can also manually input or change the channels address and name.

Also, by checking the Enabled box, this either displays the channel in Media Controller or hides it.

Finally, Admin can delete the channel by clicking on the icon.

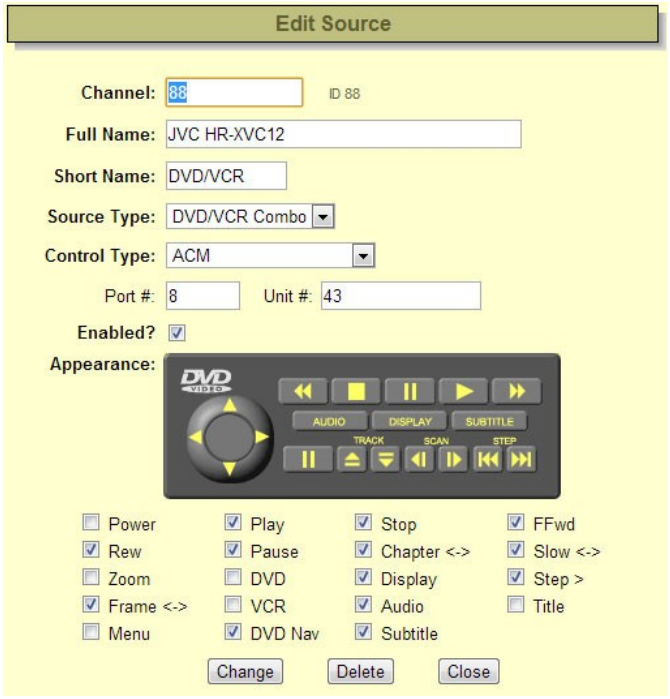
Sources

Page seven of Media Administrator deals with managing and adding available Sources.



To add a source to the list, click on *Add New Source.*
This will create a blank record. To edit this one, or any already created source, simply click on its full name.

By doing so, this pop up screen appears.

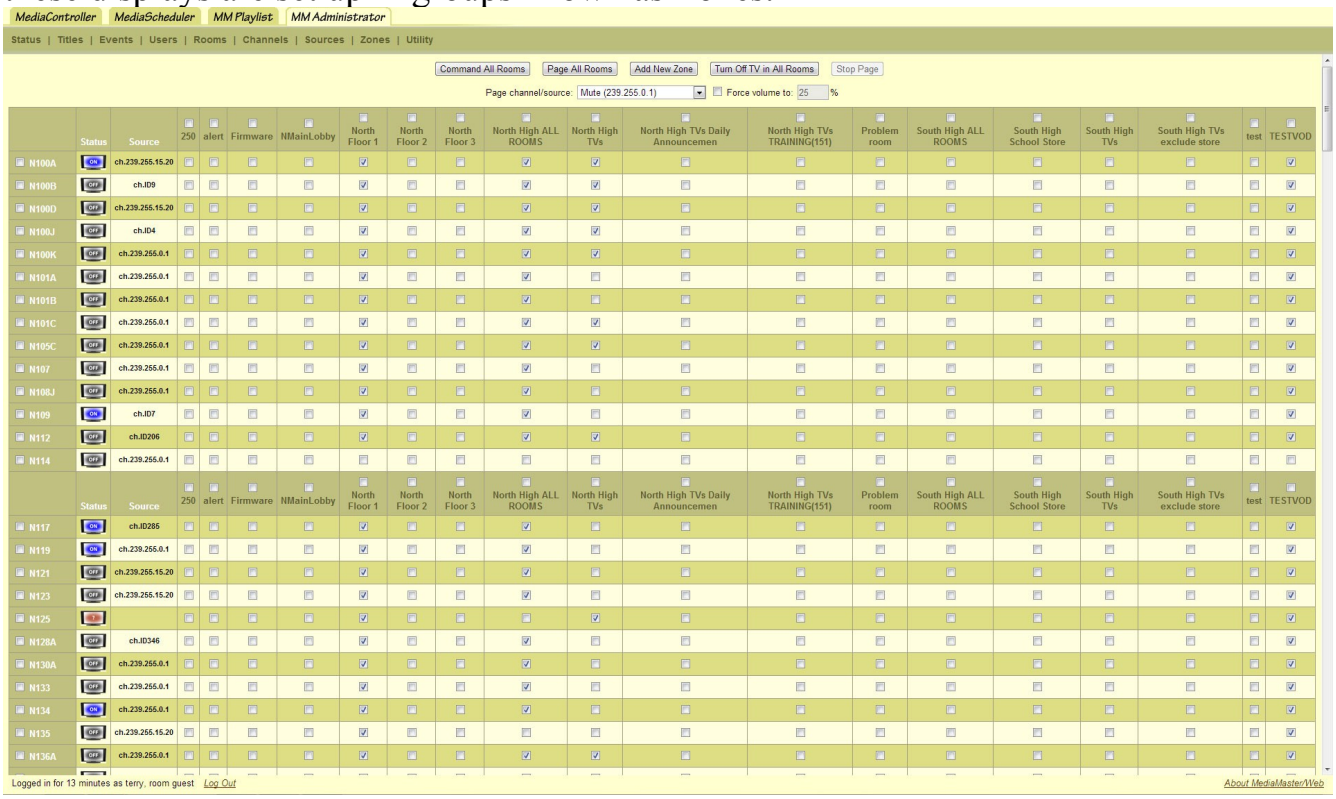


Here all the fine details can be changed, such as Channel Number and full and short names for the channel.
To change source type, simply click on the drop down and select what fits.
The same method applies for changing control type.
On this menu port and unit # can be changed as well when ACM is selected.
By checking the *Enabled?* Box, this source is now displayed in Media Controller.

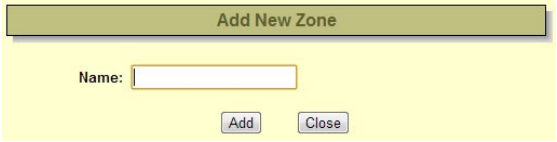
If the source is a DVD, VCR, or combo of the two, the Appearance can be changed to display your desired controls by checking what you want displayed when that source is selected in Media Controller.

Zones

The next page handles controlling single or multiple displays and sources at one time, these displays are set up in groups known as Zones.

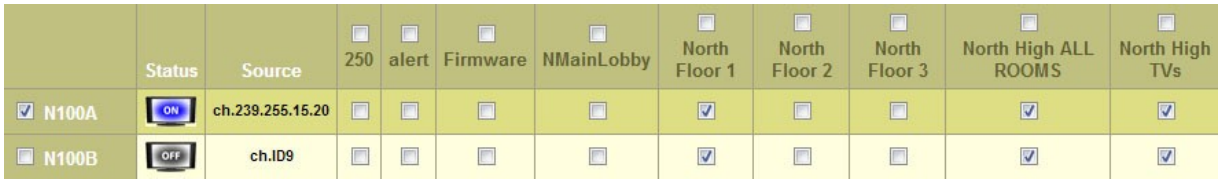


To create a new zone click on *Add New Zone.* This brings up a pop up to name the zone.



Name your zone as best describes it, such as Building 100, Floor 1. Then click *Add* to save it.

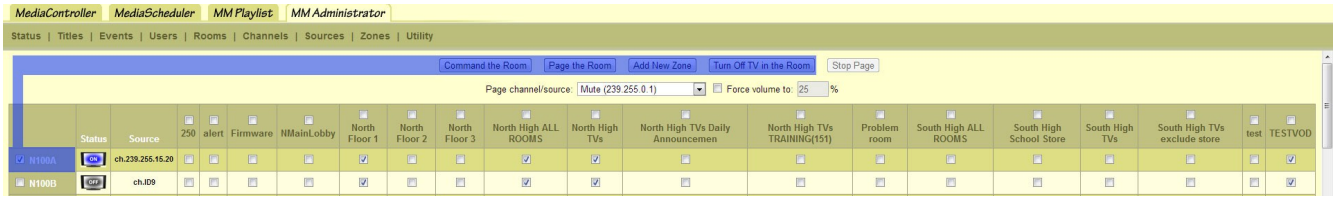
Next, add displays to your new zone by checking their boxes under the corresponding zone.



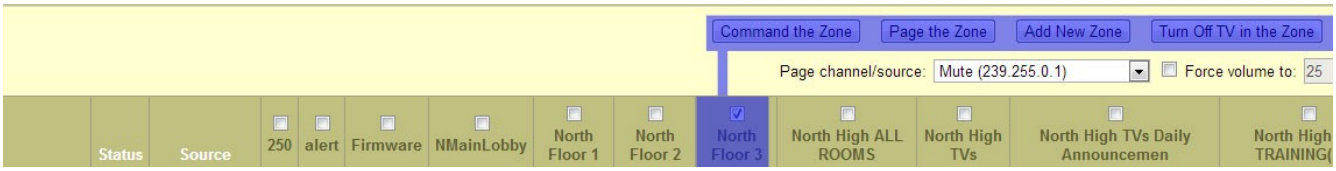
Notice that both displays shown, N100A and N100B, both have check marks in Zone North, Floor. By being checked those displays are now in that zone. Also notice they are both in Zones North High ALL Rooms and North High TV's. A display can be in multiple zones.

Zones Continued

Let's look at how to control a Zone.
When just one room is checked, notice the top menu is set to "*x* the Room".

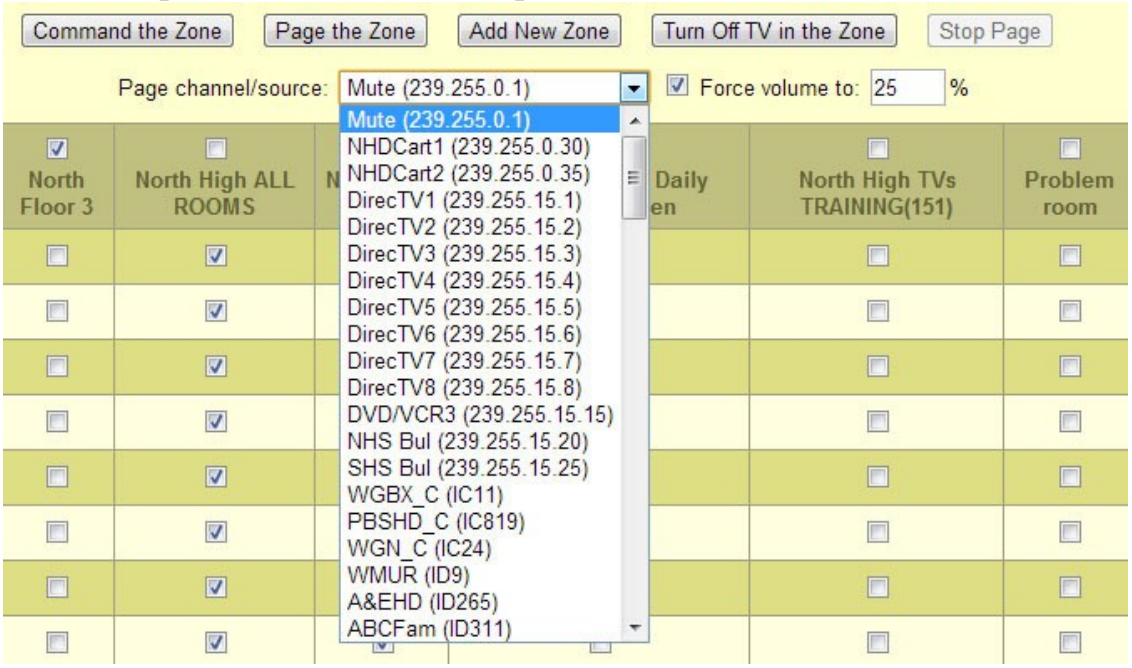


When a zone is checked, the top controls change to "*x* the Zone". Multiple zones may be selected and controlled.



Now look at our available controls. We have "Command the Zone" and "Page the Zone. These both tune all displays in the zone(s) to the selected source when selected. The difference is:*Page* changes the zone to the selected source, locking the display there until the page is stopped using the *Stop Page* button. *Command* changes it to the desired sources then releases the zones, returning full control back to the individual users of each display.

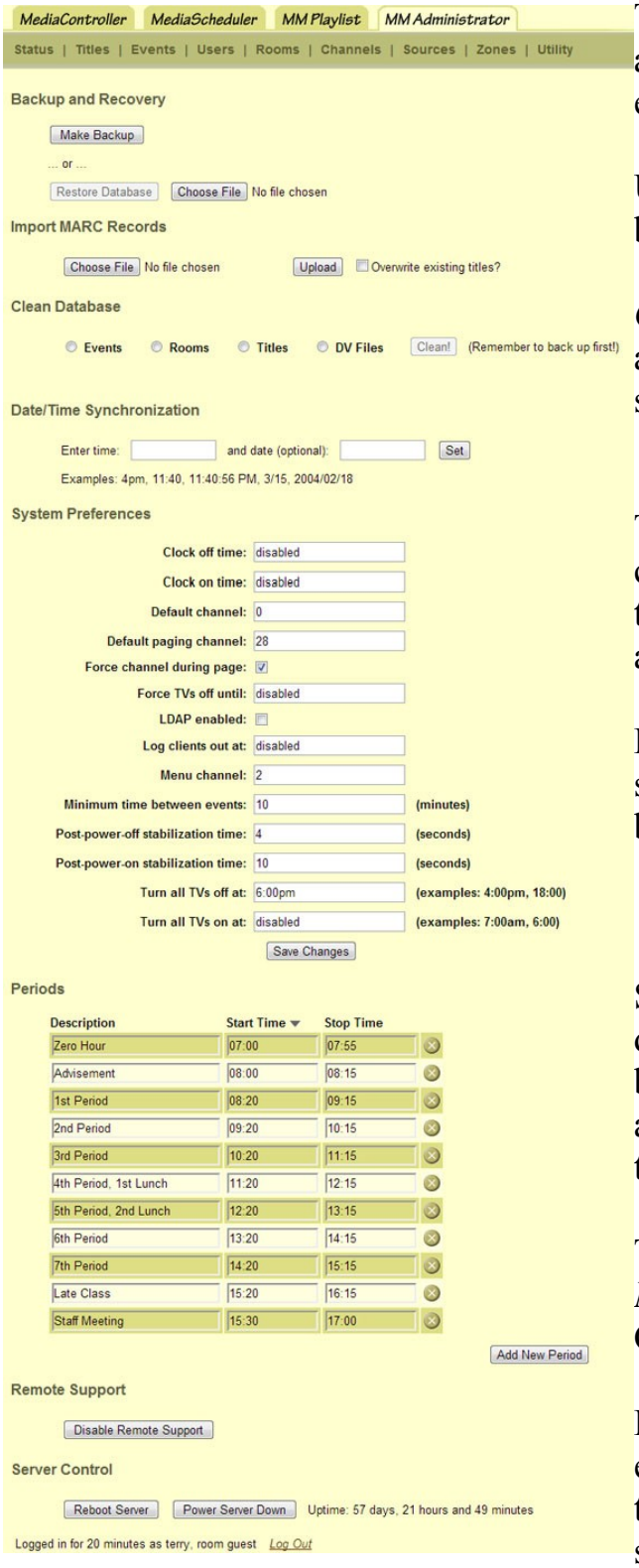
The final Zone option to cover is the drop down source selection.



This is the list of all available sources that the Displays can be tuned to when using *Page* or *Command*.

Utility

The final page of Media Administrator is the Utility page.
On this page the Admin can control and customize the operation of the system itself.



To create a backup just click *Make Backup* and select a save destination folder. This saves every aspect of the system at that time.

Using a saved backup, *Restore Database* can be used in case of emergency failure.

Clean Database is used to delete records that are completely blank of any data from the section selected.

These are basic system preferences used to customize the system to your needs. Using these can make your system fit your application perfectly.

Be sure and save any changes made to this set-up by clicking the *Save Changes* near the bottom of this section.

Set your schools period times here. Using this drastically improves Media Scheduler's ease by allowing an action to be scheduled during a certain period instead of manually inputting time begin and end.

To create another period simply click *Add New Period* to create a blank period record. Click the button to delete a period.

Remote support allows MediaMaster employees to VPN into a system to help troubleshoot issues, even if no one is at the site.