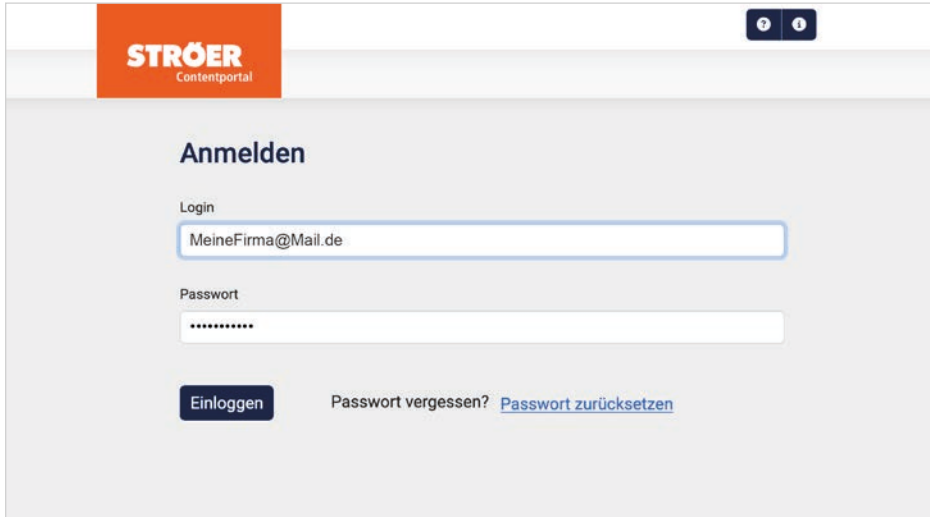# EDGAR ARTSCREEN CONTENT PORTAL

The **Ströer content portal** lets you easily fill in prepared templates with your individual content and play and display them as you wish.
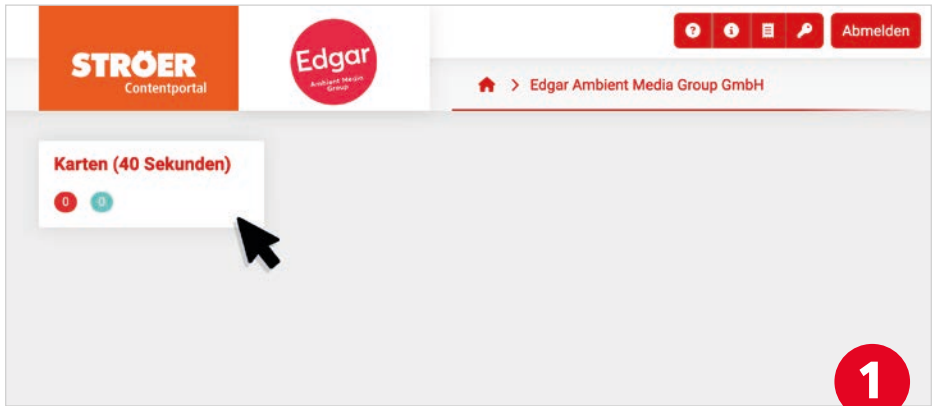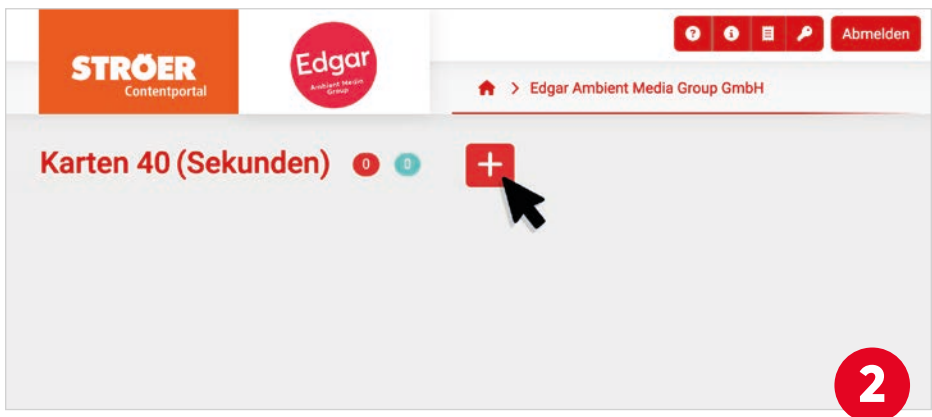
LOG-IN PROCEDURE

- When you log in to the content portal for the first time, you will require the **temporary password** that we have sent you by e-mail.

- After logging in for the first time, you can **change the password.**
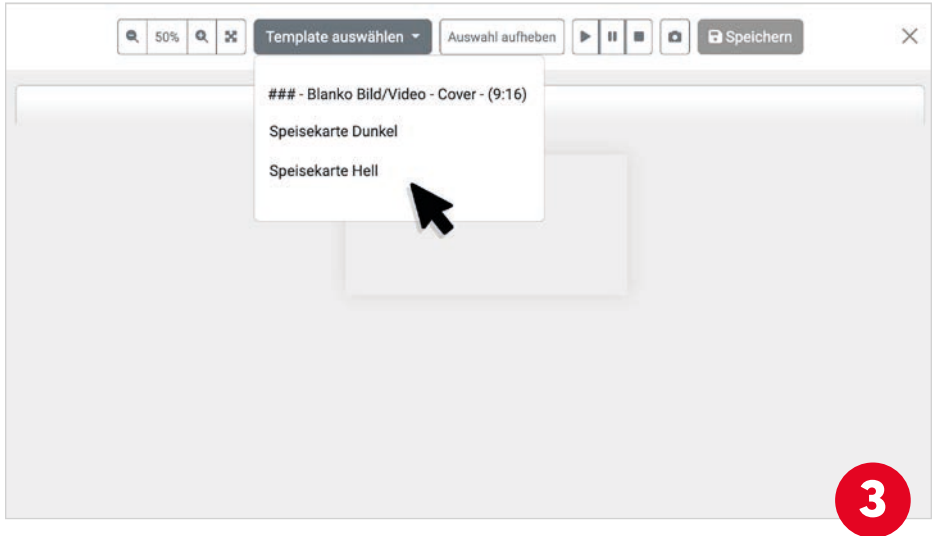
CREATING NEW CONTENT

Select the required theme from the home page, if more than one theme has already been created.

Click the **plus button** to generate a new spot.
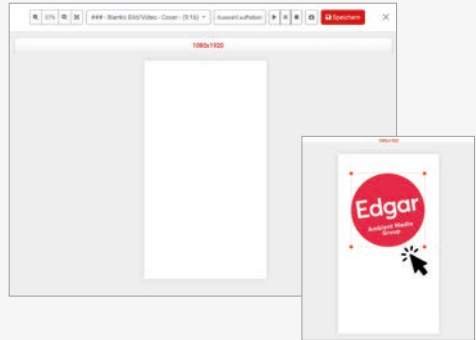
SELECTING A TEMPLATE

You can choose from three templates:

- **### - Blank image/video - cover - (9:16)**
  An empty template for your own images/videos

- **Menu, light (Speisekarte Hell)**
  Template for light-coloured menus for you to fill in

- **Menu, dark (Speisekarte Dunkel)**
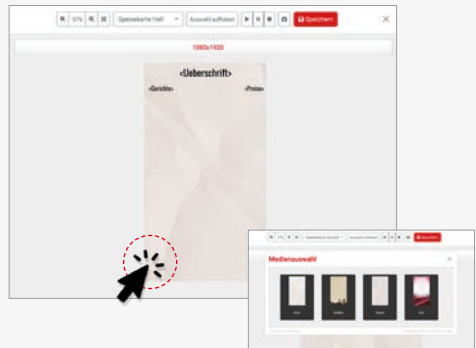 Template for dark-coloured menus for you to fill in

BLANK TEMPLATE
for your own images/videos

- insert image/video by right-clicking or by drag and drop

- Double-click the medium you have added to move it or to make it larger/smaller by dragging the corners
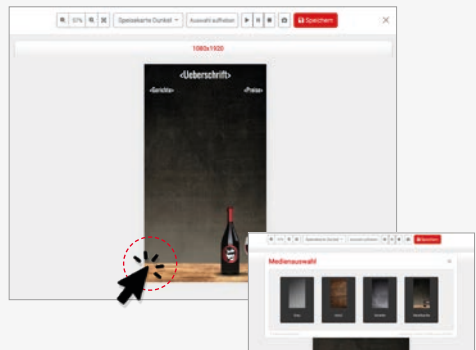
- Click Save (Speichern)

MENU, LIGHT

- Double-click in a corner to select a suitable menu layout

- Fill in the text fields

- Click Save (Speichern)

- **Note:** Certain text fields have to be completed before you can save the menu
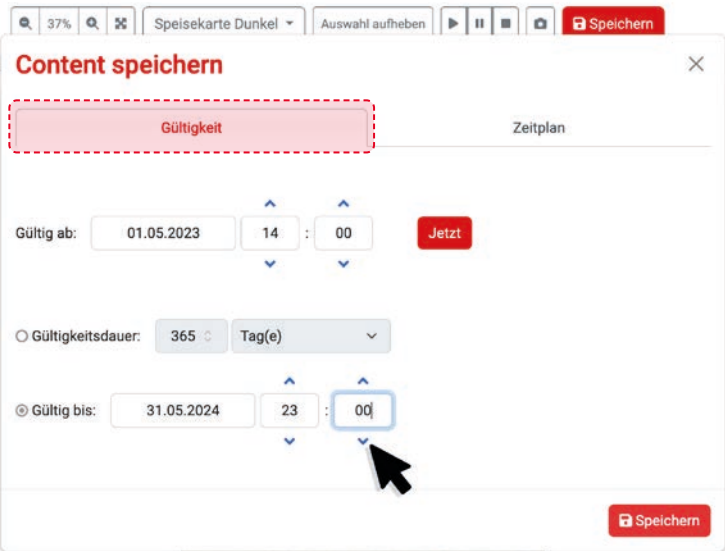

MENU, DARK

- Double-click in a corner to select a suitable menu layout

- Fill in the text fields

- Click Save (Speichern)

- **Note:** Certain text fields have to be completed before you can save the menu

SPECIFYING VALIDITY AND SCHEDULE

In the pop-up window 'Save content' (Content speichern), enter the period of validity:

- Enter the **Period of validity** in minutes, hours or days
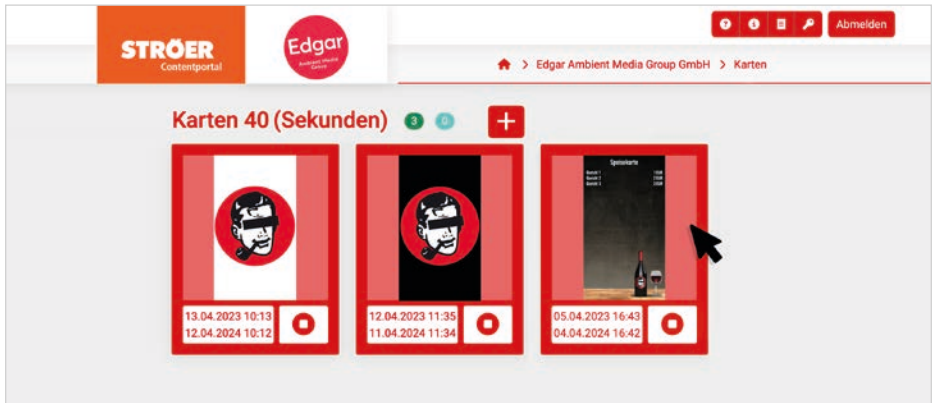
- or the **end date** from the calendar or by manual entry.
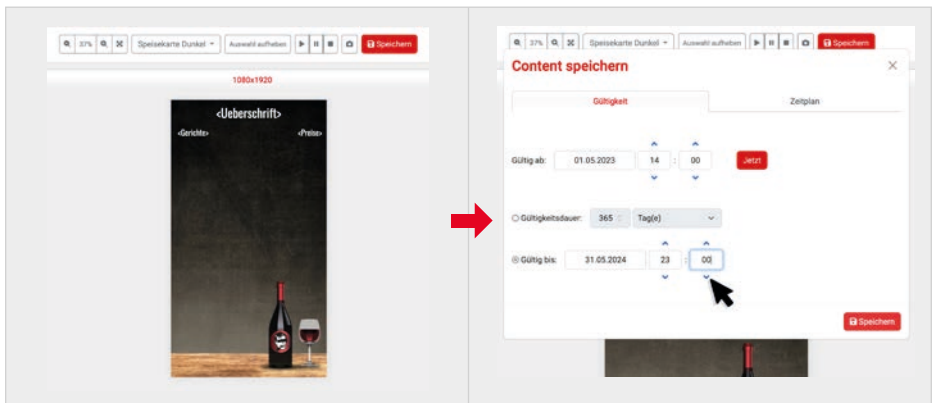
5

In the **Schedule (Zeitplan)** tab, select the days of the week and hours within the matrix during which the spot should be broadcast. In this example: Spot runs Mon-Fri, 12:00-22:00.

Note: If no setting is made in the Schedule, the spot will run for the entire time that the screen is switched on.

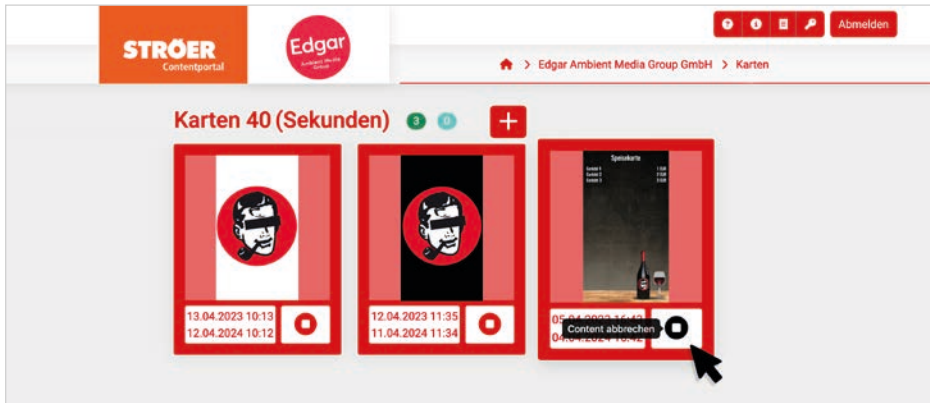# MODIFYING THE SPOT

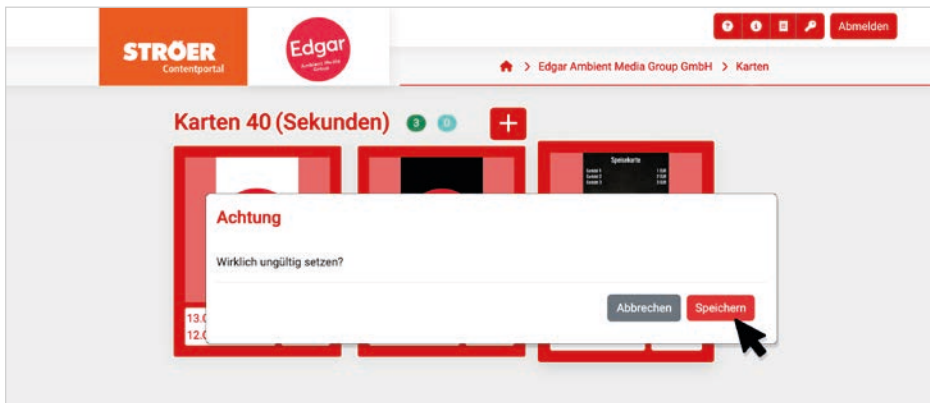- Click on a spot to make changes to it.

- Modify the content as required, save, and enter new validity data in the pop-up window.

DELETING A SPOT

- In the spot, click **Cancel content (Content abbrechen)**.

- When you now click **Save (Speichern)** in the dialogue box, the selected spot is immediately and **irrevocably** deleted.

- **Note:** Once changes to a spot have been saved, they cannot be undone.

CONTACT

Do you have questions, problems or suggestions? We would be pleased to help you.

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