Venus® Control Suite Quick Guide

Venus® Control Suite is a platform-based control system software package that provides interactive display control. Depending on installation method, access Venus® Control Suite from either a hosted server (remote, cloud-based) or from a local computer server (local control). Venus® Control Suite enables the user to import, create, edit, and organize display content as well as manage accounts and run reports. This quick guide explains basic Venus® Control Suite system setup and operation.

First-Time Venus® Control Suite Login

While Venus® Control Suite runs on many different browsers and devices, use the latest versions of Google Chrome®, Mozilla Firefox®, Microsoft Edge®, or Apple Safari® for the best experience.

Log on – Hosted Server

To log on to Venus® Control Suite from a hosted server for the first time, follow these steps:

1. Go to https://venus.daktronics.com.
2. Enter the email and password provided by Daktronics into the **Email** and **Password** text boxes and click **Log In**. Refer to **Figure 1**.
3. Type a new password in the **New Password** and **Confirm Password** text boxes when the **Update Password** prompt opens. Complete this step for the first-time login to the Venus® Control Suite system only.

> **Note:** Passwords are alphanumeric and must contain at least eight characters.

4. Update the account information under the **User Information** and **Additional Information** sections and click **Save**.

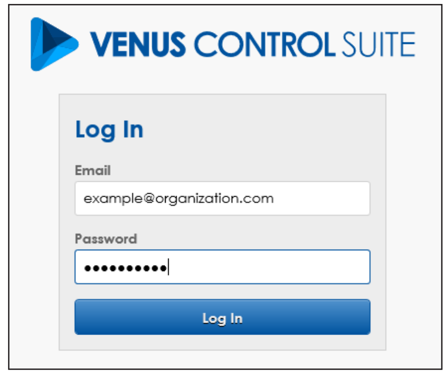

Figure 1: *Venus® System Login*

Log on – Local Server

To log on to Venus® Control Suite from a local server for the first time, follow these steps:

1. Insert the Daktronics-supplied USB drive into an available USB port and double-click the **VenusControlSuite.exe** installer file.
2. Read and accept the terms of agreement to begin installation, then click **Next**.
3. Enter a **User Name** and **Organization** in the **Setup Initial User Account** window. An initial temporary password is provided. Record the username and temporary password as this information is needed during first-time Venus® Control Suite login.

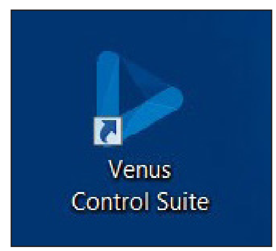

Figure 2: *Shortcut Icon*

4. Click **Finish** when all the steps are completed.
5. Restart the computer. A **Venus® Control Suite** shortcut is now available on the desktop. Refer to **Figure 2**.
6. Click the **Venus® Control Suite** shortcut to launch the software.
7. Enter the username created during the installation process and initial temporary password into the **Email** and **Password** text boxes and click **Log in**.
8. Type a new password in the **New Password** and **Confirm Password** text boxes when the **Update Password** window opens. This step is required only for first-time Venus® Control Suite login.

> **Note:** Passwords are alphanumeric and must contain at least eight characters.

9. Update the account information in the **User Information** and **Additional Information** sections, and click **Save**.

Venus® Menu Overview

After initial login, the **Dashboard** window shows status tiles for each display in the system. Click **Show Menu** in the corner of the screen to open the main menu. Depending on the specific system setup and level of user access, these options may not be available for all users. Certain views look different on a mobile device from those shown in this quick guide. Refer to the table below.

Menu Item	Description
Dashboard	Shows status tiles for each display and any associated devices such as players, video processors, or webcams.
Media	Opens the Media Library where uploaded media files and generated presentations are tagged, stored, and assigned to an account.
Playlists	Creates a playlist of media files to play in a specified order on a selected display.
Sales	Creates a sales grid schedule for a selected display.*
Reports	Produces proof of play and scheduled content reports for displays at specified dates and times.
Data	Loads installed data packages (e.g. loads RSS feeds).
Scripts	Opens the Script Library where display commands are created and stored (e.g. sets brightness levels for displays).
Accounts	Creates new accounts for advertisers and associates content with a specific account.
Users	Lists current user profiles and enables system administrators to update passwords or add/remove user profiles.
Displays	Lists all available displays and provides management tools to include configuring durations, scheduling mode, and setting hours of operation.
Settings	Updates firmware files for players and video processors. Contact Daktronics customer support for more information on updating firmware.
Tools	Contains supplemental features used in conjunction with primary features available in the main menu.

*Only available in certain Venus® Control Suite packages.

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Display Status

The **Dashboard** icon shows status tiles for each display. These tiles show thumbnails of the scheduled content and connection information. Any displays with connection errors have an exclamation point on the status tile and contain a **Communication Error** message. Refer to **Figure 3**.

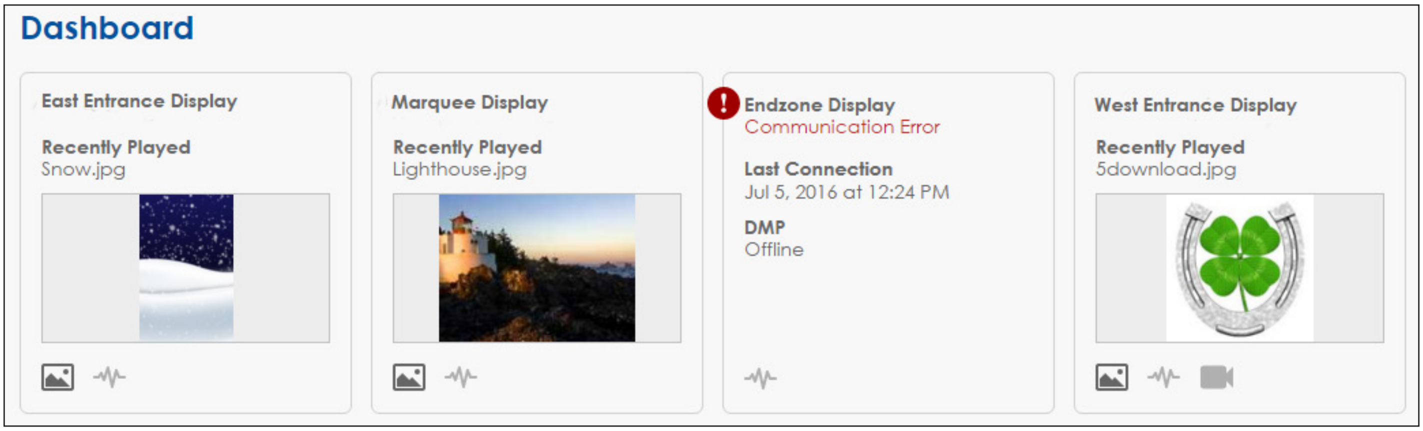

Figure 3: *Dashboard Display Tiles*

Create Display Content

Media files, also called presentations, creative files, or content files, are stored and organized in the Media Library for playback on displays. Media files may be in formats such as PNG, JPEG, BMP, AVI, MP4, MOV, or Daktronics VMPF. Media files are either uploaded directly to the Media Library or created using the Content Studio application or the built-in web presentation tool.

Add Content Media Files

1. Click **Media** . The **Media Library** window opens. Refer to **Figure 4**.
2. Click **Add New**. The **Upload Media** window opens. Refer to **Figure 5**.

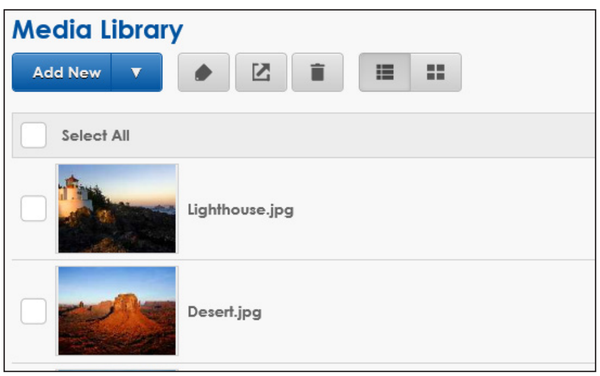

Figure 4: *Media Library*

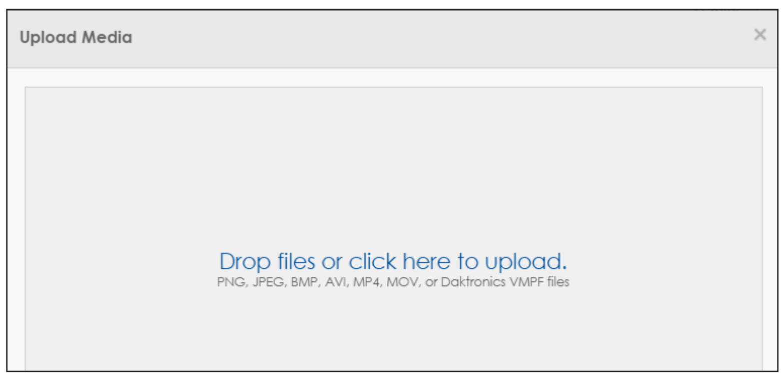

Figure 5: *Upload Media Prompt*

3. Click **Drop files or click here to upload** or drag the files directly into the **Media Library**.
4. Select the file(s) to be uploaded and click **Open**.
5. Click **Next**.
6. Tag the content and/or associate it with an existing account. See **Tag and Associate Content Media Files** for more information.
7. Click **Done**.

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Tag and Associate Content Media Files

Tag media files to organize them into groups, especially as the Media Library grows larger. Tag similar groups of files together to provide an easy way to search for those groups. Apply more than one tag to a media file if needed. For example, tag a media file for a summer drink sale item as **concessions**, **cola company**, **sale**, and **summer**; this file is found when searching under any of these terms.

Associate media files with a customer account as another way to organize and filter content; associating content with an account enables proof-of-play reports to group media file plays by customer.

Tag and associate media files with an account during file upload as described above or after the file is uploaded to the Media Library. When uploading multiple media files at the same time, all the files are automatically selected and one or more tags can be applied to all files at once.

To tag previously uploaded media files, follow the steps below:

1. Click **Media** . The **Media Library** window opens. Refer to **Figure 4**.
2. Check the checkbox next to the thumbnail to select the file(s) to tag.
3. Click **Tag and associate selected items** .
4. Choose an account name from the list to associate the file with an account if desired.
5. Type a new tag and click the plus sign or select an existing tag or tags.
6. Click **Save**.
7. Select the tag from the **Filters** list on the right side of the **Media Library** to ensure all files are tagged correctly. Refer to **Figure 6**.

Figure 6: *Tagged Content Files*

Note: Tags are user-defined filter conditions. Filter conditions that are automatically added to media files include the file type and date added to the **Media Library**.

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Create Playlists

A playlist is a collection of media files organized to play in a specified order. After media files are saved in the **Media Library**, they are used to create playlists.

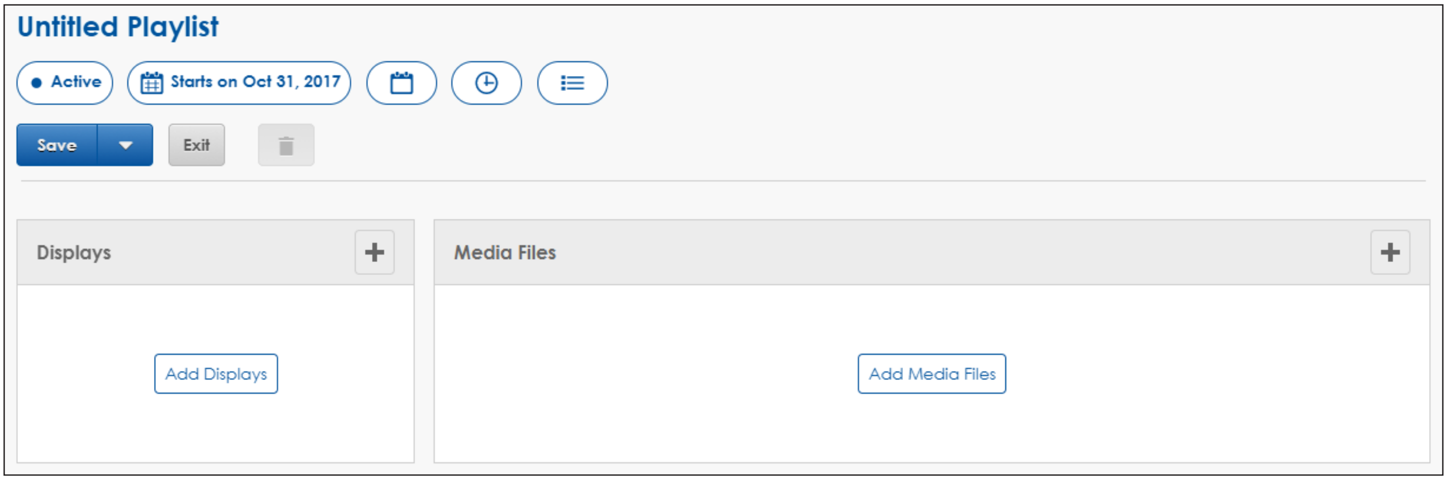

Figure 7: *Create a Playlist*

1. Click **Playlists**.
2. Click **Add New**.
3. Click the playlist name and configure the title, active status, date range, days of week, and time range the playlist shows on the display.

> **Note:** Give the playlist a descriptive name to help identify the contents from other playlists. Also, set both the start and end times as **12:00 A.M** for a playlist to run 24 hours.

4. Click **Confirm**.
5. Click **Add Media Files** under **Media Files** or the plus sign. Click the plus sign next to each file to select individual files or drag the file with the handle into the list from the **Media Library**.
6. Drag the handle on the media file in **Media Files** to arrange the order the media files will play.
7. Click **Add Displays** under **Displays**, or click the plus sign. Select the display where the playlist will run.

> **Note:** Any playlist not linked to a display shows a **0 Displays** message; this playlist will not show on a display.

8. Click **Confirm**.
9. Click **Save**. The playlist is delivered to the display and will start according to the schedule.
10. Click **Exit** to go back to **Playlists**.

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Reports

The **Reports** feature provides information on playlist exposure, run time, and duration. A **Proof of Play Report** shows thumbnails, exposure (plays), and duration of each played content media file. A **Scheduled Content Report** reports the display's scheduled playlists with detailed information including the hours and dates of play.

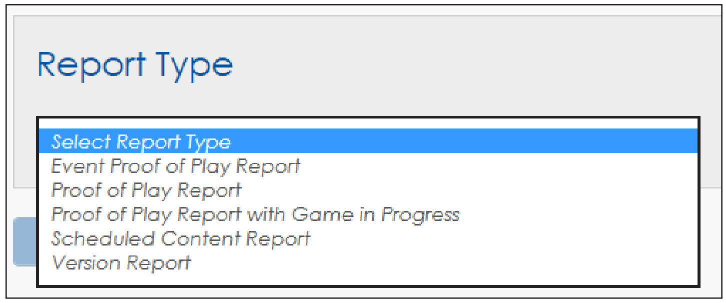

Figure 8: *Select a Report Type*

1. Click **Reports** from the main menu.
2. Click **Add New**.
3. Choose the report type from the **Report Type** list. Refer to **Figure 8**.
4. Enter a name for the report in the **Report Name** field.
5. Choose individual displays or **All Displays** from the **Display** list.
6. Choose individual accounts or **All Accounts** from the **Account** list.
7. Enter the time and date parameters for the report under **Range**.
8. Click **Submit** to generate the report. The **Reports** window opens with a listing of all completed reports.
9. Select the desired report.
10. Click **Print** at the top of the screen to print the report or save as a PDF, XLSX, or CSV file.

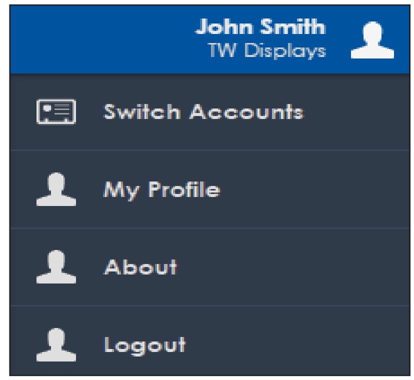

Figure 9: *Account Information*

Note: Each report will show different types of information and have different configuration options. Choose the report that best fits the data requested.

Contact Info and Where to Get Help

Click the current username in the upper-right corner to reveal the user menu. Refer to **Figure 9**. Click **About** to open the support page with links to customer support services. Refer to **Figure 10**.

Select **Search our knowledge base** to open the Daktronics knowledge base results in a new window.

Training videos that explain basic Venus® Control Suite functions are available online:

- https://www.daktronics.com/venus

Reach Daktronics customer support online:

- https://www.daktronics.com/support

For further assistance, Daktronics Customer Service is available 7:00 A.M. to 7:00 P.M. CST, Monday to Friday via telephone.

- Domestic (U.S. and Canada): 1-800-325-8766
- International: +1-605-697-4000

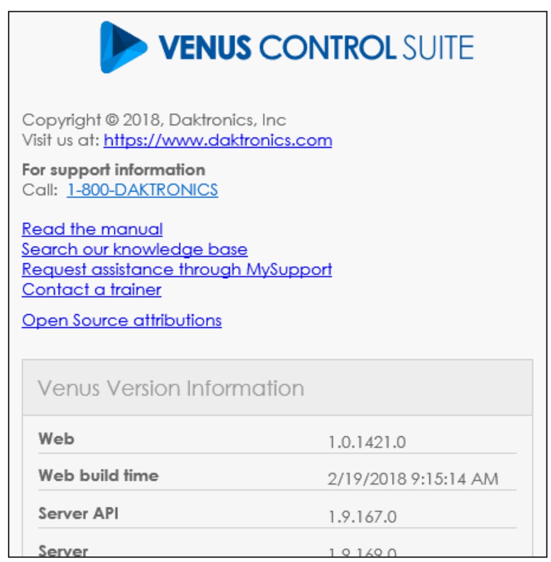

Figure 10: *Contact Information*