


Scala System Instructions – Zebi Content

Log Into your account:

Go to - <http://sodexo.pro-motion.us:8080/ContentManager/Login.do> and enter your user name / Pass combo.

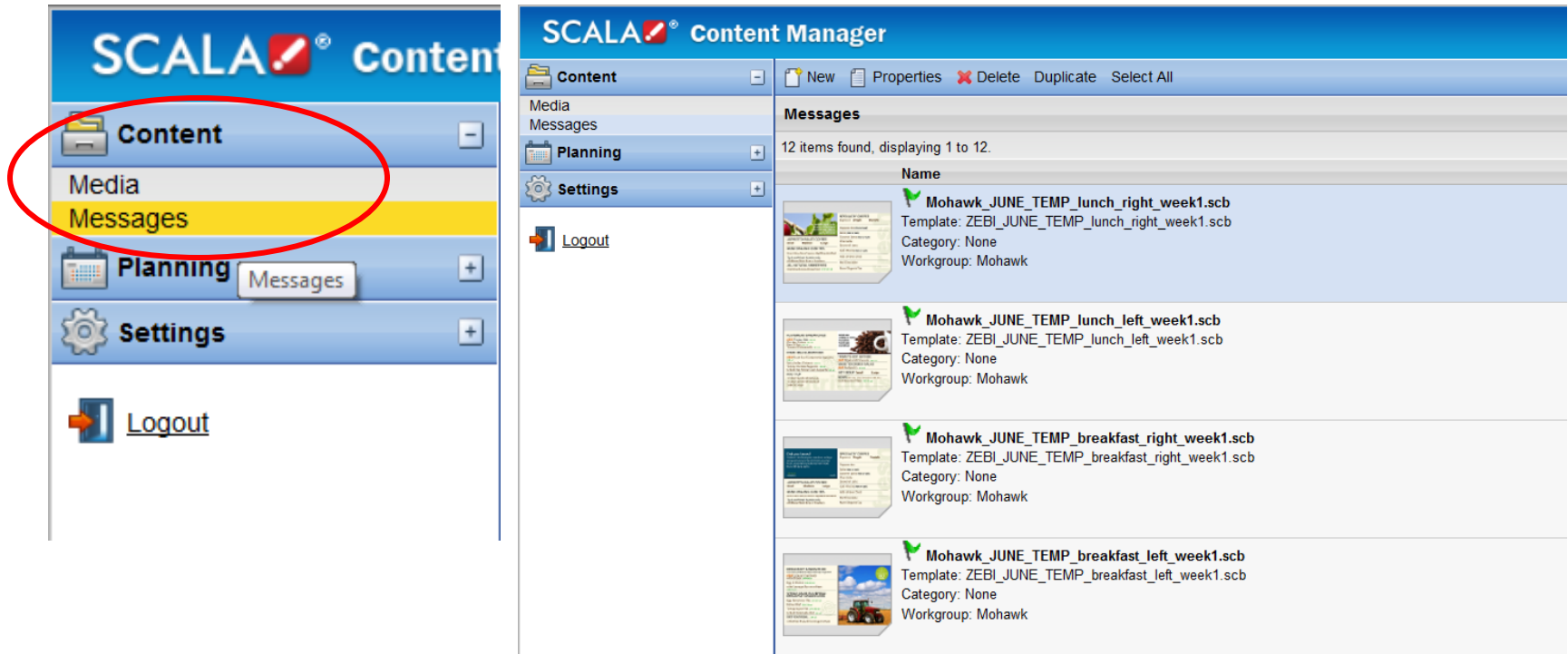


The screenshot shows the login interface for Scala Content Manager. At the top, there is a header with a large 'C' logo on the left and the text 'SCALA Content Manager' on the right. Below the header, the URL 'www.scala.com' is visible. The main heading is 'Login to Scala Content Manager'. There are two input fields: 'Username:' and 'Password:'. Below the password field is a 'Login' button. At the bottom of the page, there is a footer with the text: 'Scala Content Manager 5, Release 6.2.4 (2013-05-03) Copyright 1993-2012, Scala, Inc.'

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Step #1 – Accessing Content :

Within Content Manager you can access the content by opening up the content tab and selecting “Messages”. When messages is selected you will see the list of content appear as shown below.



The screenshot displays the SCALA Content Manager interface. On the left, a navigation menu is visible with the following items: Content (highlighted with a red circle), Media, Messages (highlighted in yellow), Planning, and Settings. Below the menu is a Logout button. The main content area is titled "SCALA Content Manager" and shows a list of messages. The list includes the following items:

- Mohawk_JUNE_TEMP_lunch_right_week1.scb**
Template: ZEBI_JUNE_TEMP_lunch_right_week1.scb
Category: None
Workgroup: Mohawk
- Mohawk_JUNE_TEMP_lunch_left_week1.scb**
Template: ZEBI_JUNE_TEMP_lunch_left_week1.scb
Category: None
Workgroup: Mohawk
- Mohawk_JUNE_TEMP_breakfast_right_week1.scb**
Template: ZEBI_JUNE_TEMP_breakfast_right_week1.scb
Category: None
Workgroup: Mohawk
- Mohawk_JUNE_TEMP_breakfast_left_week1.scb**
Template: ZEBI_JUNE_TEMP_breakfast_left_week1.scb
Category: None
Workgroup: Mohawk

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Step #2 Updating Editable Fields Within The Content:

Select the specific piece of content and double click on the file to bring up the screen below.

The white boxes are the editable fields that will need to be populated for the items listed on the menu.

When info is entered into the field you will see the updates on the preview screen to the right.

Once all fields are populated and are correct press the “Save” button to save the updates that were made. This step will need to be done with all current menu files.

The screenshot displays the 'Update Message' interface for the file 'Mohawk_JUNE_TEMP_lunch_right_week1.scb'. The interface is divided into two main sections: 'Message Text' and 'Message Preview'.

Message Text: This section contains a list of input fields for updating prices and other details. The fields are:

- AspettoRoastCoffeeSmall_price: \$2.99
- AspettoRoastCoffeeMedium_price: \$3.50
- AspettoRoastCoffeeLarge_price: \$4.00
- NumiOrganicedTeaFreshFruit_price:
- EspressoSingle_price:
- EspressoDouble_price:
- SpecialtyCoffee_item01_price:
- SpecialtyCoffee_item02_price:
- SpecialtyCoffee_item03_price:
- SpecialtyCoffee_item04_price:
- SpecialtyCoffee_item05_price:
- SpecialtyCoffee_item06_price:
- SpecialtyCoffee_item07_price:
- SpecialtyCoffee_item08_price:
- SpecialtyCoffee_item09_price:
- SMOOTHIES_PRICE:
- NumiOrganicedTea_price:

Message Preview, Page 1 of 1: This section shows a preview of the menu layout. It includes a header image with the text 'We proudly work with farmers to increase sustainability efforts on their farms'. Below the image, the menu items are listed:

- ASPRETTO ROAST COFFEE**
Small \$2.99 Medium \$3.50 Large \$4.00
- NUMI ORGANIC ICED TEA**
Green Citrus, Berry Treasure, High Mountain Black
Try it with fresh fruit for only
Add Mango, Mixed Berry or Strawberry
- ALL NATURAL SMOOTHIES**
Strawberry, Banana, Mango, Peach 373-429 cal
- SPECIALTY COFFEE**
Espresso Single Double
- Cappuccino (Hot or Iced)
- Latte (Hot or Iced)
- Caramel Latte (Hot or Iced)
- Chai Latte
- Seasonal Latte
- Café Mocha (Hot or Iced)
- Add a Flavor Shot
- Hot Chocolate
- Numi Organic Tea

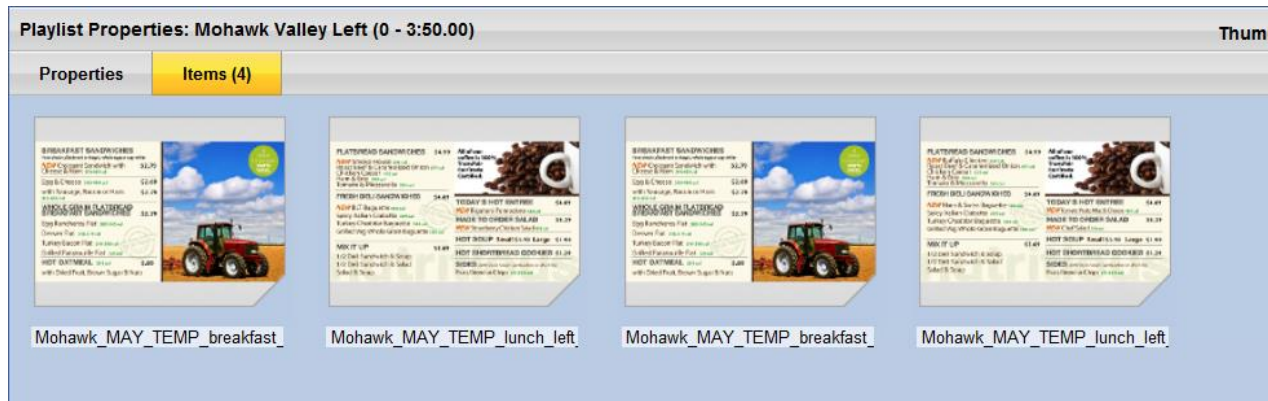
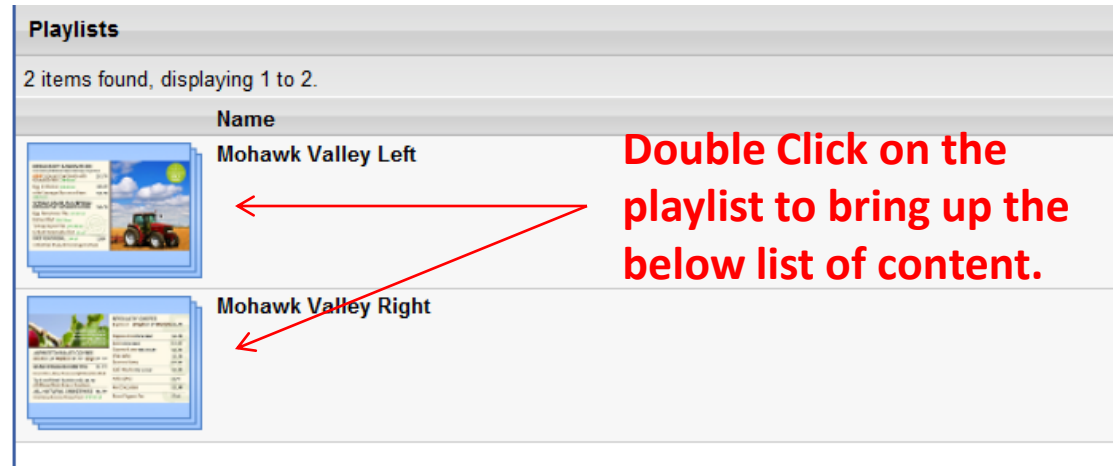
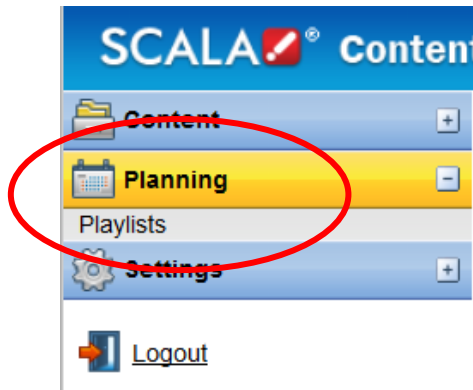
Media Information: Dimensions: 1920 x 1080, Duration: (00:32:00)

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Step #3 Accessing Playlists:

To access the playlists select the “Planning” tab and selecting “Playlist”.

This will open up the below screen that lists the available playlists. Once you access the playlist as shown below, double click on the playlist that requires updating. This will bring up the 3rd screen shot ,that lists the content files that are saved within the playlist.



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Step #4 Adding Content to Playlist and Scheduling Content

Within the playlist you can add content by selecting the “Add Messages” button This will take you back to the messages screen and allow content to be selected to have added to the playlist.

Save **Cancel** **Remove** **Properties** **Add Media Item** **Add Sub-Playlist** **Add Message** **Create Sub-Playlist** **Preview** **Select**

Playlist Properties: Mohawk Valley Left (0 - 3:50.00) Add messages to the playlist

Properties **Items (4)**

Item Name	Price	Item Name	Price	Item Name	Price	Item Name	Price
Breakfast Sandwiches	\$2.99	Flatbread Sandwiches	\$4.49	Breakfast Sandwiches	\$2.99	Flatbread Sandwiches	\$4.49
Fresh Deli Sandwiches	\$4.49	Hot Oatmeal	\$2.00	Fresh Deli Sandwiches	\$4.49	Hot Oatmeal	\$2.00
Hot Oatmeal	\$2.00	Hot Oatmeal	\$2.00	Hot Oatmeal	\$2.00	Hot Oatmeal	\$2.00

Mohawk_MAY_TEMP_breakfast Mohawk_MAY_TEMP_lunch_left Mohawk_MAY_TEMP_breakfast Mohawk_MAY_TEMP_lunch_left

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Step #4 Adding Content to Playlist and Scheduling Content cont...:

Once all of the content is loaded into the playlist the scheduling of the content. Double click on the specific piece of content to bring up the properties screen.

Select the “Scheduling” tab to set the times for the content to appear on the screen.

When the scheduling of content is completed the “Save” button must be selected to save the updates made on the schedule.

The screenshot displays the Scala System interface. At the top, there is a menu bar with options: Save, Cancel, Remove, Properties, Add Media Item, Add Sub-Playlist, Add Message, Create Sub-Playlist, Preview, and Select All. Below the menu bar, the main window title is "Playlist Properties: Mohawk Valley Left (0 - 3:50:00)". The interface is divided into two tabs: "Properties" and "Items (4)". The "Items (4)" tab is active, showing four content items in a grid. Each item has a thumbnail and a title: "Mohawk_MAY_TEMP_breakfast", "Mohawk_MAY_TEMP_lunch_left", "Mohawk_MAY_TEMP_breakfast", and "Mohawk_MAY_TEMP_lunch_left". A red arrow points from the first item to a "Properties" dialog box. The dialog box has a title bar that reads "Properties: \"...Mohawk_MAY_TEMP_breakfast_left_week1.scb\"". It contains three tabs: "Item Properties", "Scheduling", and "Conditions". The "Scheduling" tab is active. Under the "Scheduling" tab, there are two sections: "Play Period" and "Time Schedule". In the "Play Period" section, the "Valid range:" checkbox is checked. Below it, the "Start date:" is set to "04-28-2013" and the "End date:" is set to "05-12-2013". In the "Time Schedule" section, the time range is set to "00:00 - 10:30". Below the time range, there are checkboxes for each day of the week: Mon, Tue, Wed, Thu, Fri, Sat, and Sun. All these checkboxes are checked. At the bottom of the dialog box, there are "OK" and "Cancel" buttons.

Valid Range: This feature allows content to be scheduled between a specific range of dates.

Time Schedule: This feature allows the content to be scheduled to appear at specific times and specific days of the week.