

This quick guide explains how to navigate the Adflow DMS™ software. It explains how to log in, troubleshoot username and password, and become familiar with menus and terminology featured throughout the Adflow DMS.

## Account Security

### Account Login

All new passwords have enhanced security requirements and must contain a minimum of 8 characters, at least one upper case character, and at least one number. Refer to **Figure 1**.

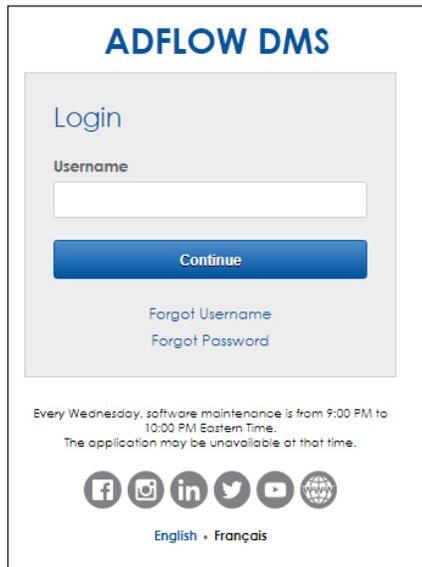


Figure 1: Login Page

### Forgot Username

1. **Select** Forgot Username. Refer to **Figure 2**.

Enter a valid email address that is associated with the Username and then move the slide bar to the right. Refer to **Figure 3**.

2. If the email address is associated with the Username, an email is generated listing the Username. **Select** the ADFLOW DMS login page link to log into the system. Refer to **Figure 4**.



Figure 2: Forgot Username



Figure 3: Forgot Username

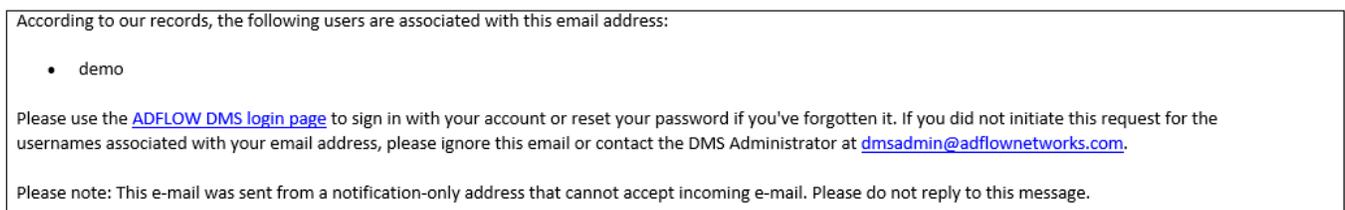


Figure 4: Username Email

**Note:** If the email address is not associated with the username, please contact [ADFLOWDMSAdmin@daktronics.com](mailto:ADFLOWDMSAdmin@daktronics.com) and they will provide instructions.

## Navigation

### Side Bar

Select the module name you want to view. Refer to **Figure 5**.

**Note:** You will only see the modules you have permission to view.

### Notification Widget

Upon logging into the Adflow DMS™ you will see the Notification Widget. Select the arrow(s) to view the announcements. Refer to **Figure 6**.

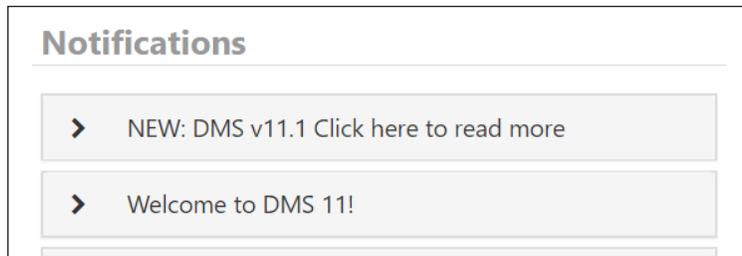


Figure 6: Notifications Widget

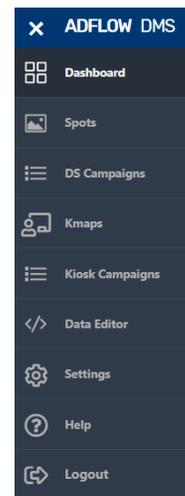


Figure 5: Menu Bar

### Completing Soon Widget

The Completing Soon Widget appears for users who have Campaign Approval Access. To view one of the Campaigns directly, select on the Campaign Name. Refer to **Figure 7**.



Figure 7: Completing Soon Widget

### Menu: Navigation, Settings, and Help Sections

Select the menu icon on the top left-hand side of the screen to access the modules and setting options. Refer to **Figure 8 (Pg 3)**.

- **Menu Bar** contains links to all the modules. Click the icon or module name to go into that module
- **Settings** allows you to manage various parts of the system such a folders and dayparts depending on your user access permissions
- **Help** contains viewable links to the training videos or downloadable training documents
- **Logout** ends your current session and log you out of the Adflow DMS™. Always ensure you log out of the system if you are using a shared access computer

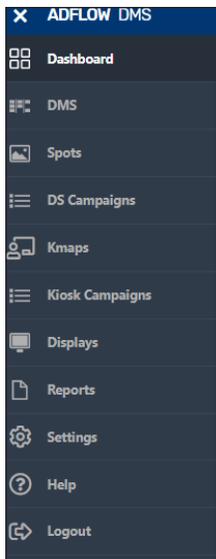


Figure 8: Menu Bar

## Forgot Password

1. Select Forgot Password. Refer to Figure 9.

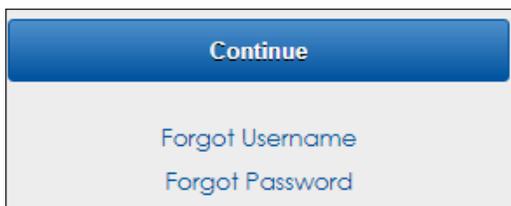


Figure 9: Forgot Password

2. Enter the Username requiring the password reset and then move the slide bar to the right. Refer to Figure 10.



Figure 10: Forgot Password

**Note:** If no email address is associated with the username submitted, please contact [ADFLOWDMSAdmin@daktronics.com](mailto:ADFLOWDMSAdmin@daktronics.com) and they will temporarily reset the password. Refer to **Figure 11**.



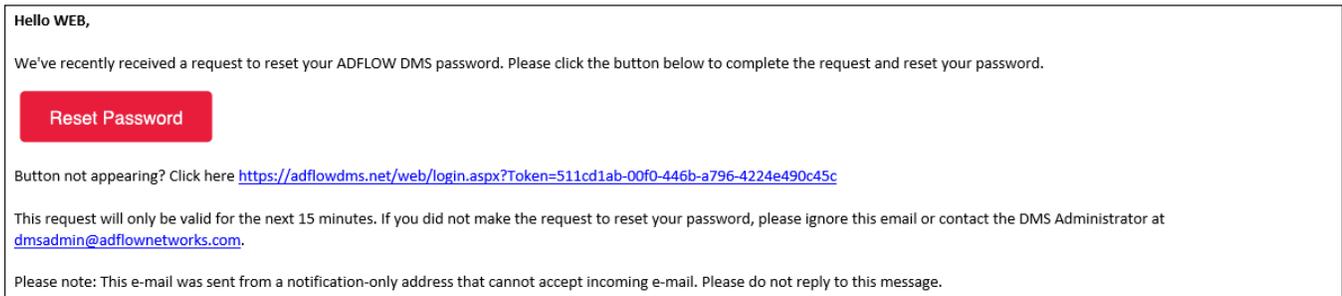
This user does not exist in our records

User Name

Demo\_2

**Figure 11:** Invalid Email Address

- An email is generated and sent to the email address associated with the Username. **Select** the Reset Password button on the email. Refer to **Figure 12**.



Hello WEB,

We've recently received a request to reset your ADFLOW DMS password. Please click the button below to complete the request and reset your password.

**Reset Password**

Button not appearing? Click here <https://adflowdms.net/web/login.aspx?Token=511cd1ab-00f0-446b-a796-4224e490c45c>

This request will only be valid for the next 15 minutes. If you did not make the request to reset your password, please ignore this email or contact the DMS Administrator at [dmsadmin@adflownetworks.com](mailto:dmsadmin@adflownetworks.com).

Please note: This e-mail was sent from a notification-only address that cannot accept incoming e-mail. Please do not reply to this message.

**Figure 12:** Reset Password Email

**Note:** The request is only valid for 15 minutes and then expires. If you do not reset your password within this time frame, you need to submit another password reset request.

- Enter a new password and click submit. Refer to **Figure 13**.
- Select** Click here to return to the login page to log into the Adflow DMS™. Refer to **Figure 14**.

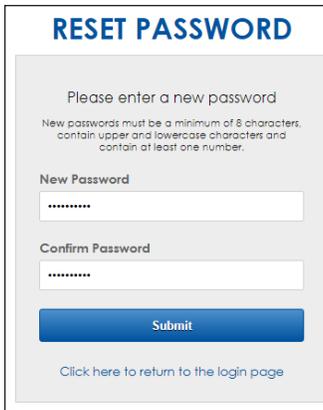


Figure 13: Reset Password



Figure 14: Return to Login Page

## Glossary of Terms

**Data Editor:** The tool to edit or manipulate data for dynamic data-driven content

**Daypart:** A span of time that can be selected when scheduling a campaign. Dayparts may be pre-determined or created on the fly using custom time ranges

**Digital Signage Campaign:** A campaign comprised of a playlist of spots scheduled to display on one or more displays. Any number of Campaigns may be active on a given display at a given time

**Display:** A screen or zone where content can be scheduled and displayed

**Display Folder:** Refers to a way of filing displays. Displays can only belong to one display folder at a given time. Display folders can be nested inside one another to create a hierarchy

**Adflow DMS™:** Adflow Dynamic Messaging System

**DS:** Stands for Digital Signage and refers to non-interactive or passive screens and the content that they display

**DS Campaigns:** The tab within the Adflow DMS™ where all Digital Signage campaign scheduling takes place

**Content Editor:** The tool to create and edit content directly within the Adflow DMS™

**Kiosk:** Refers to interactive touch screens and the content that they display. Kiosk spots are intended to participate in an interactive experience by way of a KMAP

**Kiosk Campaign:** A campaign comprised of a single KMAP that is scheduled to play on one or more

Kiosk displays. Only one Kiosk Campaign may be active on a given Kiosk screen at a time

**KMAP:** Stands for Kiosk Map, it links interactive spots together for use in a Kiosk campaign. Only one KMAP may participate in a single Kiosk Campaign. A KMAP can also contain a screen saver.

**Spot:** A media file or piece of content (such as an image or video file) intended for display on a screen

**Spot Folder:** Refers to a way of filing spots in the the Adflow DMS™

**Template:** A piece of content that has images and text that can be replaced from within the Adflow DMS™ while maintaining design and branding elements (such as fonts, colors, etc.)

**User:** Anyone who has access to the Adflow DMS™ (different types of users can have various degrees of user access permissions)

**Zone:** Refers to the division of a screen into 2 or more distinct areas where content is controlled independently for each area. Each zone is represented by a single display in the Display Tree