

# **ScreenBeam**

# **Signage+**

# **Deployment Guide**

Version: 1.0

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# Part I Planning

This user manual covers the processes to create and schedule signage for ScreenBeam Signage+.

ScreenBeam Signage+ is a cloud-based application designed to deliver signage content to receivers. It consists of templates, images, widgets, playlists and scheduling tools.

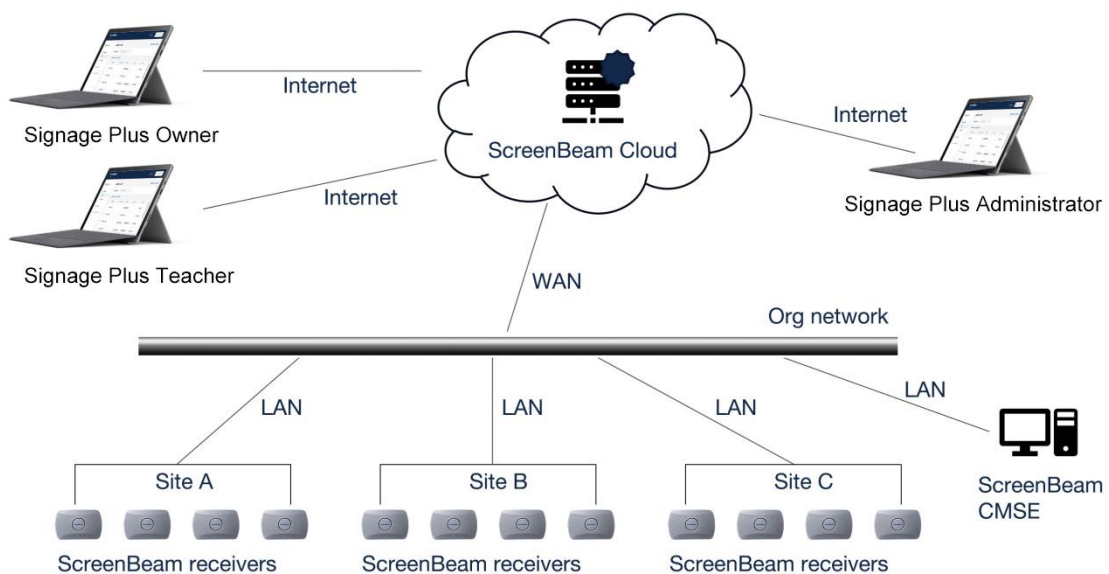
## 1.1 Basic

Follow these guidelines for ScreenBeam Signage+ deployment:

- Ensure that Internet access is available for receivers and end user devices.
- ScreenBeam 1xxx series receiver is installed with firmware 11.x.18.6 or later.
- Ensure that the necessary components have access to ScreenBeam Cloud: <https://cloud.screenbeam.com/> and the site is whitelisted from SSL decryption.

## 1.2 Topology

This diagram shows the typical topology for setting up ScreenBeam Signage+. Users interface through ScreenBeam Cloud, to create and schedule signage for ScreenBeam receivers.



## **1.3 Recommended System Requirements**

Recommended requirements for deploying the ScreenBeam Signage+ are listed below:

### **1.3.1 ScreenBeam Receiver**

The following ScreenBeam receivers are compatible with ScreenBeam Signage+:

- ScreenBeam 1000EDU G2
- ScreenBeam 1100 Plus
- ScreenBeam 1100 FLEX
- ScreenBeam 1000EDU G1
- The ScreenBeam receivers must be on version 11.x.18.6 (or later).
- The ScreenBeam receivers are connected to a network that has Internet access.

### **1.3.2 ScreenBeam CMS Enterprise**

The deployed ScreenBeam CMS version must be 4.4.15.0 or later.

# Part II Setting up ScreenBeam CMSE

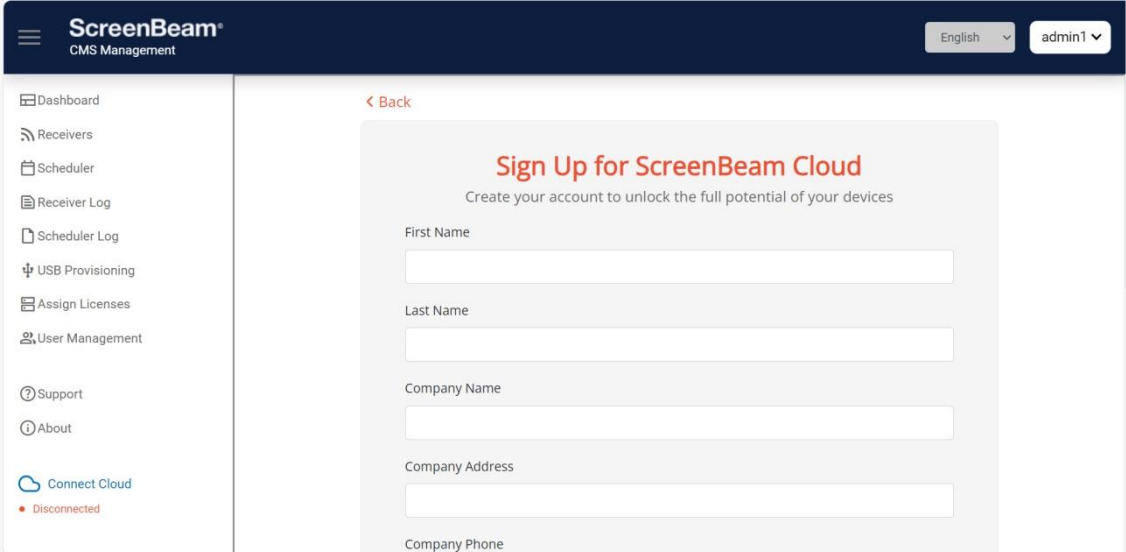
ScreenBeam CMSE 4.4.15.0 or later must be installed.

Create sites on your CMSE to group your deployed ScreenBeam receivers. Signage+ Admins can only manage the receivers in the sites that are assigned to them. Signage+ Owner or Teacher users inherit the CMS site assignment from the Signage+ admins that manage them.

Note: It is recommended to read the **ScreenBeam CMSE Deployment Guide** and get familiarized with CMSE deployment and usage before setting it up.

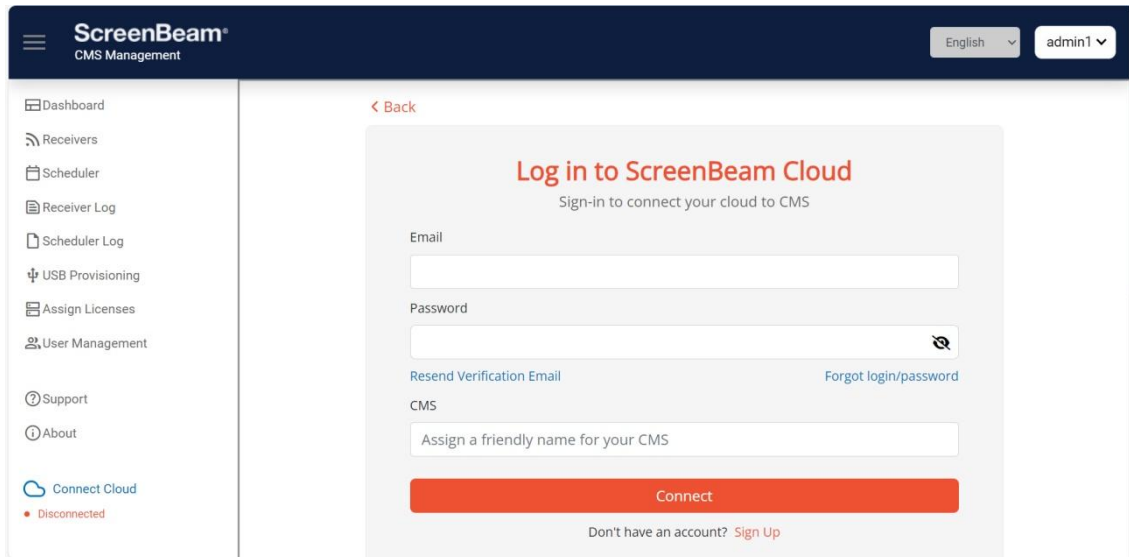
Follow the procedure below to set up ScreenBeam CMSE. Refer to the ScreenBeam CMSE deployment guide for instructions on how to access and configure ScreenBeam Cloud.

1. Ensure that Internet access is available on the ScreenBeam CMSE server.
2. Sign up for ScreenBeam Cloud.



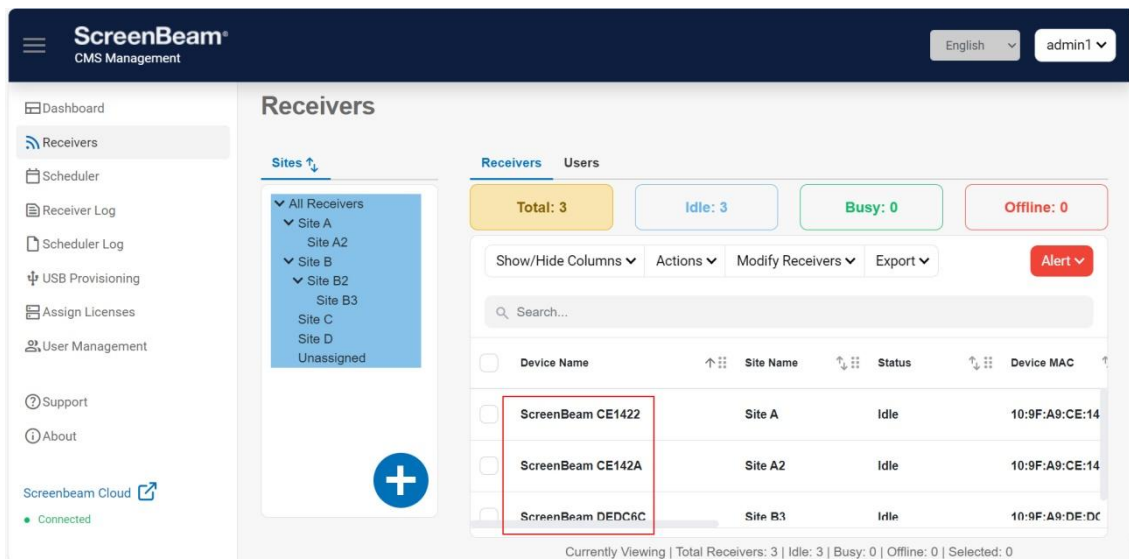
The screenshot shows the ScreenBeam CMS Management interface. The top navigation bar includes the ScreenBeam logo, 'CMS Management', a language dropdown set to 'English', and a user dropdown set to 'admin1'. A left sidebar contains a menu with items: Dashboard, Receivers, Scheduler, Receiver Log, Scheduler Log, USB Provisioning, Assign Licenses, User Management, Support, and About. At the bottom of the sidebar is a 'Connect Cloud' button with a red dot and the text 'Disconnected'. The main content area features a '< Back' link and a 'Sign Up for ScreenBeam Cloud' form. The form title is 'Sign Up for ScreenBeam Cloud' in red, with the subtitle 'Create your account to unlock the full potential of your devices'. The form contains five input fields: First Name, Last Name, Company Name, Company Address, and Company Phone.

3. Connect your ScreenBeam CMSE server to ScreenBeam Cloud.



**Note:** Do not disconnect your CMS from ScreenBeam Cloud unless instructed by ScreenBeam Support.

4. Connect your ScreenBeam receivers to your ScreenBeam CMSE server.



5. Create sites on your ScreenBeam CMSE and assign your ScreenBeam receivers to the sites. It is recommended to organize your sites to spatially represent where receivers are deployed, such as by building.

The screenshot displays the ScreenBeam CMS Management interface. The top header shows the ScreenBeam logo and 'CMS Management', along with language ('English') and user ('admin1') dropdowns. The left sidebar contains navigation links: Dashboard, Receivers, Scheduler, Receiver Log, Scheduler Log, USB Provisioning, Assign Licenses, User Management, Support, and About. The main content area is titled 'Receivers' and features a 'Sites' tree on the left with a red box around it, containing 'All Receivers', 'Site A', 'Site A2', 'Site B', 'Site B2', 'Site B3', 'Site C', 'Site D', and 'Unassigned'. A blue plus icon is visible below the tree. The right side shows summary statistics: 'Total: 3' (yellow), 'Idle: 3' (blue), 'Busy: 0' (green), and 'Offline: 0' (red). Below these are controls for 'Show/Hide Columns', 'Actions', 'Modify Receivers', 'Export', and an 'Alert' button. A search bar is present above a table of receiver devices. The table has columns for Device Name, Site Name, Status, and Device MAC. The status of all devices is 'Idle'. At the bottom, a status bar reads 'Currently Viewing | Total Receivers: 3 | Idle: 3 | Busy: 0 | Offline: 0 | Selected: 0'.

Device Name	Site Name	Status	Device MAC
ScreenBeam CE1422	Site A	Idle	10:9F:A9:CE:14
ScreenBeam CE142A	Site A2	Idle	10:9F:A9:CE:14
ScreenBeam DEDC6C	Site B3	Idle	10:9F:A9:DE:DC

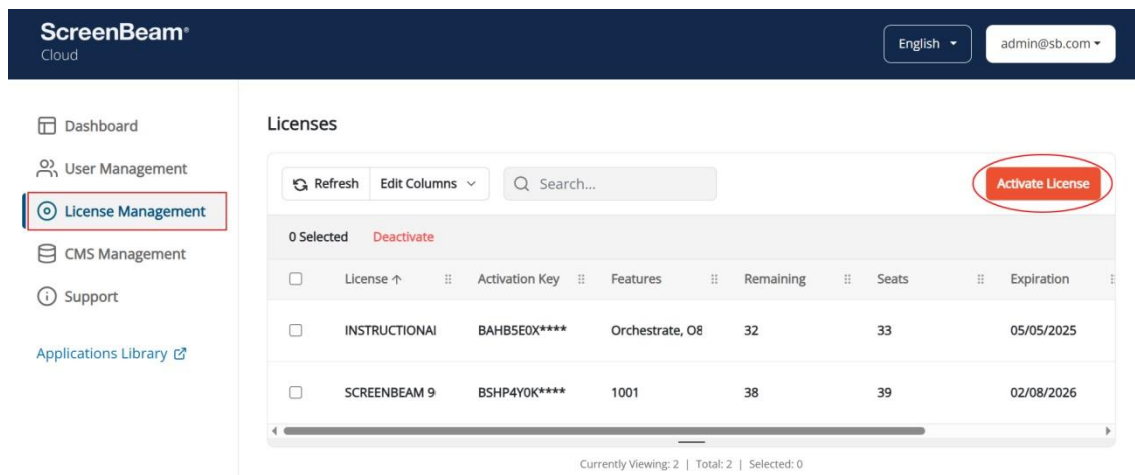
# Part III Signage+ Licensing

An Administrative Tools license is required to enable the Signage+ feature.

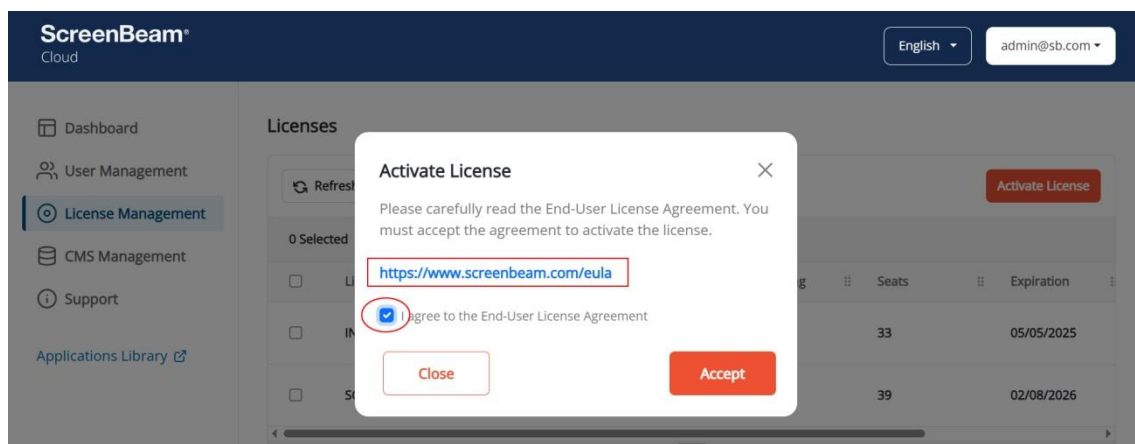
## 3.1 Activating Administrative Tools License on ScreenBeam Cloud

To activate an Administrative Tools license on ScreenBeam Cloud:

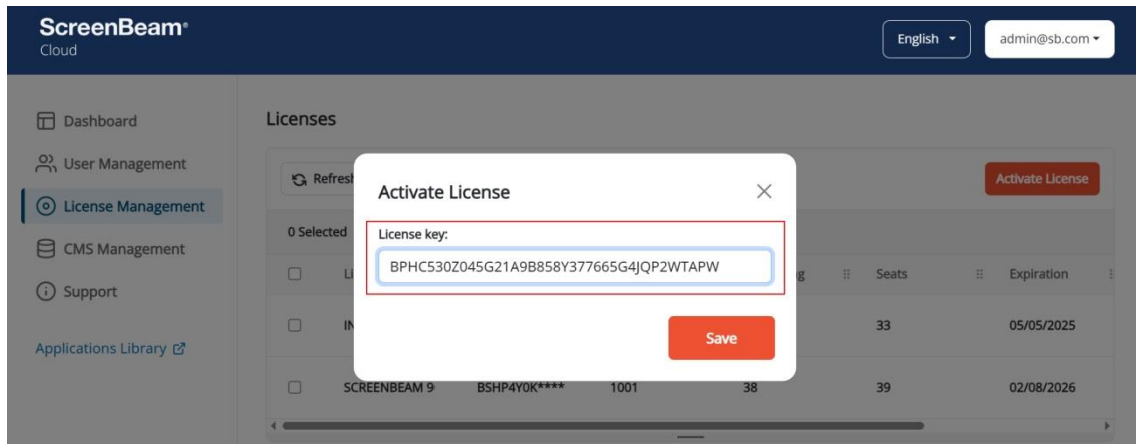
1. Procure an Administrative Tools license key from a ScreenBeam sales representative.
2. Log into ScreenBeam Cloud at <https://cloud.screenbeam.com/> with a user that has **License Manager** privileges.
3. Go to the **License Management** page and click on the **Activate License** button.



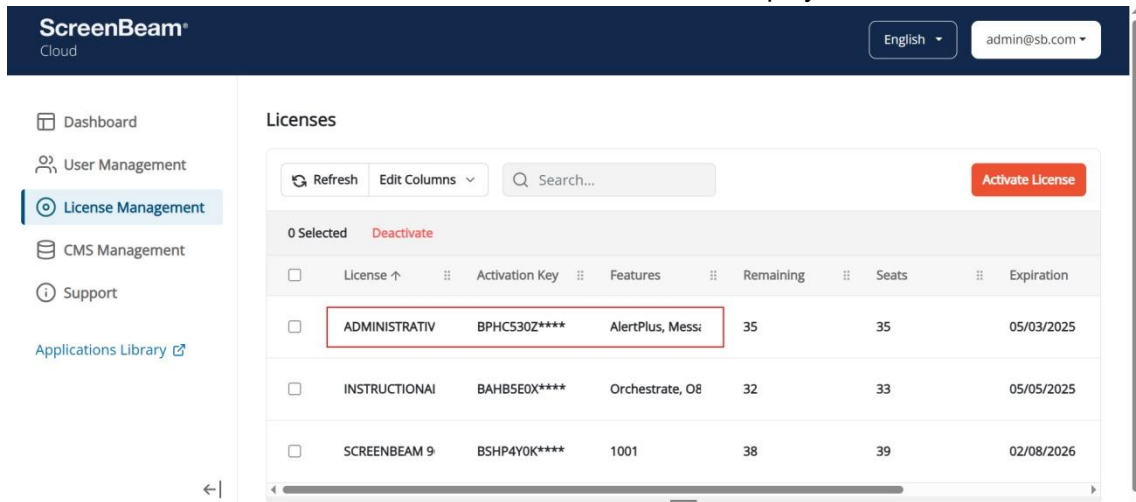
4. The **Activate License** box will appear. Click the EULA link and read the agreement carefully. Check the **I agree to the End-User License Agreement** box. And click **Accept** to continue.



5. Type (or copy and paste) your Administrative Tools license key in the **License Key** box. Click **Save**.



6. Your Administrative Tools license will be activated and displayed in the **Licenses** table.



7. The Signage+ menu will appear in the left menu pane when a user with **Signage Administrator**, **Signage Owner** or **Signage Teacher** privileges signs into the ScreenBeam Cloud website.



## 3.2 Assigning Administrative Tools License to ScreenBeam Receivers

Note: Refer to the CMSE deployment guide for detailed instructions

To assign an Administrative Tools license to ScreenBeam receivers:

1. Ensure that your ScreenBeam receivers are connected to ScreenBeam CMSE.
2. Go to **Assign Licenses** page on ScreenBeam CMSE and ensure that adequate Administrative Tools license seats are available.
3. On the **Assign Licenses** page, select the target ScreenBeam receiver(s) in the **Receivers** section, then locate the **Administrative Tools** license entry in the **Licenses** table, and click on the plus sign (“+”) to assign an Administrative Tools license to the selected receiver(s).

The screenshot displays the ScreenBeam CMS Management interface. The top navigation bar includes the ScreenBeam logo, 'CMS Management', a language dropdown set to 'English', and a user profile dropdown for 'admin1'. The left sidebar contains navigation options: Dashboard, Receivers, Scheduler, Receiver Log, Scheduler Log, USB Provisioning, Assign Licenses (highlighted with a red box), User Management, Support, and About. The main content area is divided into two sections: 'Licenses' and 'Receivers'. The 'Licenses' table has the following data:

License Name	Available	Used	License Key	Expiration	License Type	Actions
ADMINISTRATIVE TOOLS	35	35	BPHC530Z045G2...	5-2-2025	AlertPlus, Messag...	+ -
INSTRUCTIONAL TOOLS	33	32	BAHB5E0X045G4...	5-4-2025	O8AAD,O8Adhoc...	+ -

The 'Receivers' section shows a list of devices under 'Site A'. The 'ScreenBeam CE1422' device is selected, indicated by a checked checkbox and a red box around its name. The table columns are: Device Name, Site Name, Status, Device MAC, and Model Number.

Device Name	Site Name	Status	Device MAC	Model Number
<input checked="" type="checkbox"/> ScreenBeam CE1422	Site A	Idle	10:9F:A9:CE:14:22	SBWD1
<input type="checkbox"/> ScreenBeam CE142A	Site A	Idle	10:9F:A9:CE:14:2A	SBWD1
<input type="checkbox"/> ScreenBeam DEDCGC	Site A	Idle	10:9F:A9:DE:DC:6C	SBWD1

4. Click on the **Administrative Tools** license entry to select it and then confirm that the receivers that you want to assign an Administrative Tools license are displayed in the **Receivers** table. Only licensed receivers can play signage from ScreenBeam Signage+.

The screenshot displays the ScreenBeam CMS Management interface. The top navigation bar includes the ScreenBeam logo, 'CMS Management', a language dropdown set to 'English', and a user profile dropdown for 'admin1'. A left sidebar contains navigation options: Dashboard, Receivers, Scheduler, Receiver Log, Scheduler Log, USB Provisioning, Assign Licenses (highlighted), User Management, Support, and About. Below the sidebar, there are sections for 'Sites' and 'Receivers'. The 'Sites' section lists 'All Receivers', 'Site A', 'Site B', 'Site C', 'Site D', 'Site E', and 'Unassigned'. The 'Receivers' section features an 'Actions' dropdown, a search bar, and a table with columns: Device Name, Site Name, Status, Device MAC, and Model Number. The table contains one entry: 'ScreenBeam CE1422' at 'Site A' with an 'Idle' status, MAC address '10:9F:A9:CE:14:22', and model number 'SBWD11'. A red arrow points to this entry. Above the 'Receivers' table, a license table is visible with two entries: 'ADMINISTRATIVE TOOLS' (35 licenses, 34 assigned, license ID BPHC530Z045G2..., expiration 5-2-2025, AlertPlus, Messag...) and 'INSTRUCTIONAL TOOLS' (33 licenses, 32 assigned, license ID BAHB5E0X045G4..., expiration 5-4-2025, O8AAD,O8Adhoc...).

Note: The ScreenBeam receiver must stay connected to the CMSE that assigned its license. Otherwise, the receiver's Administrative Tools license will be deactivated.

# Part IV Creating Users

This section describes user management for ScreenBeam Signage+. The user with **Signage Admin** privileges can manage Signage+ users and receiver groups.

There are 3 user types:

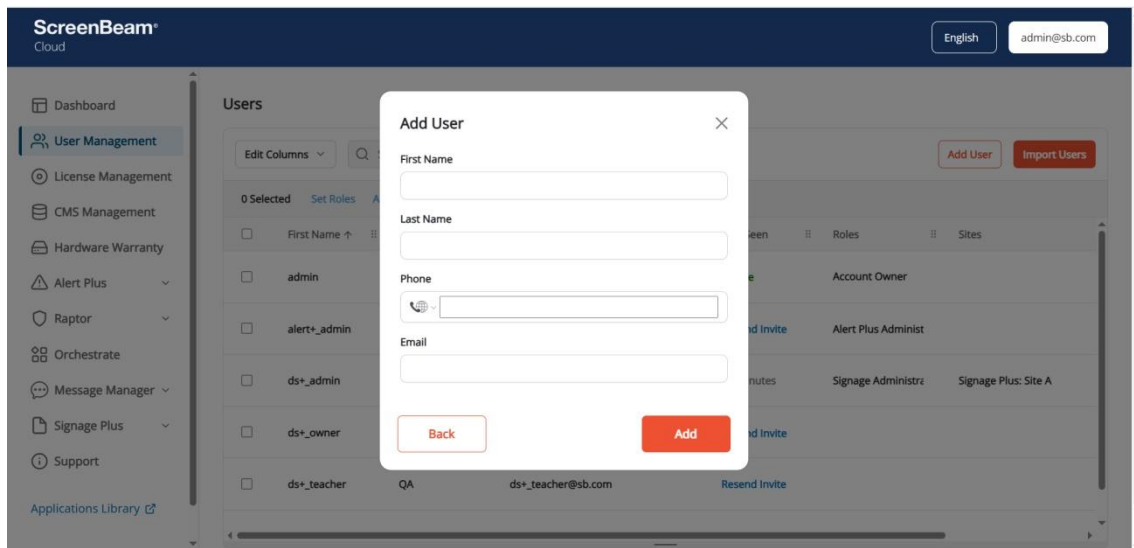
- **Signage Admin** – Responsible only for technical management by configuring Signage+ and does NOT create/schedule signage content
  - Creates users, groups and manages the technical functions of Signage+
- **Signage Owner** – Manages Signage Content for all receivers on site
  - Creates playlists and signage, schedules signage, manages media library and works with Signage Admin to identify groups required.
- **Signage Teacher** – Can do most of the things Signage Owners can do but only on a limited set of receivers that have been assigned to them.

## 4.1 Creating a Signage+ Admin Account

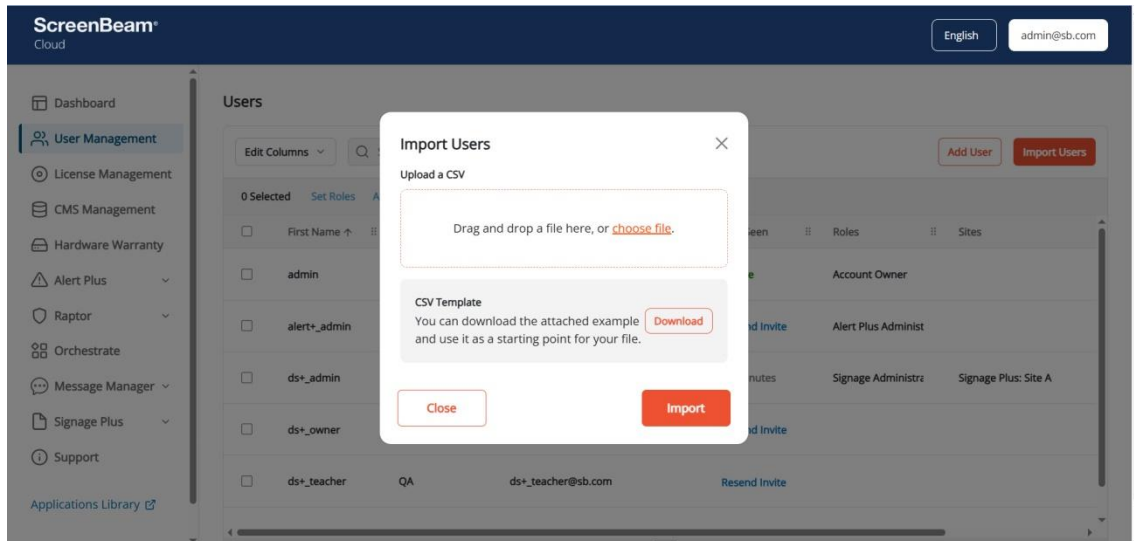
Users for managing Signage+ must be added to the ScreenBeam Cloud.

1. Sign into ScreenBeam Cloud ([cloud.screenbeam.com](http://cloud.screenbeam.com)) with the owner of your ScreenBeam Cloud account.
2. Click on **Add User** or **Import User** on the User Management page.
  - **Add User** allows you to add one user at a time. Enter a user's:
    - First name
    - Last name
    - Phone number
    - Email address

3. Click **Add**. A user account validation Email from **cloud.screenbeam.com** will be sent to the user's Email address. The user must validate the account via the link sent to.

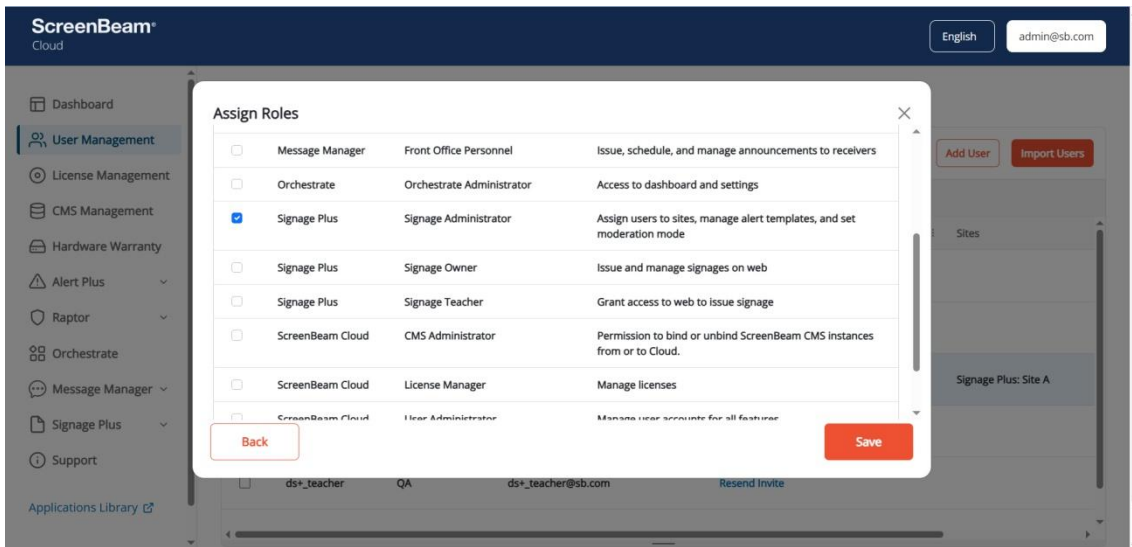


4. **Import Users** allows you to import multiple users at a time. Download the CSV Template for importing users in the **Import Users** window. Edit the user import template to include your users' first names, last names, phone numbers and Email addresses. Follow the template's format when adding user info to the template. Add the edited template to the **Import Users** window and click **Import**.



5. The added users will be displayed in the **Users** table and user account validation emails will be sent to their Email addresses. Inform the users to validate their user accounts through their Email accounts. New users must validate their accounts via the confirmation links sent to their Email addresses.

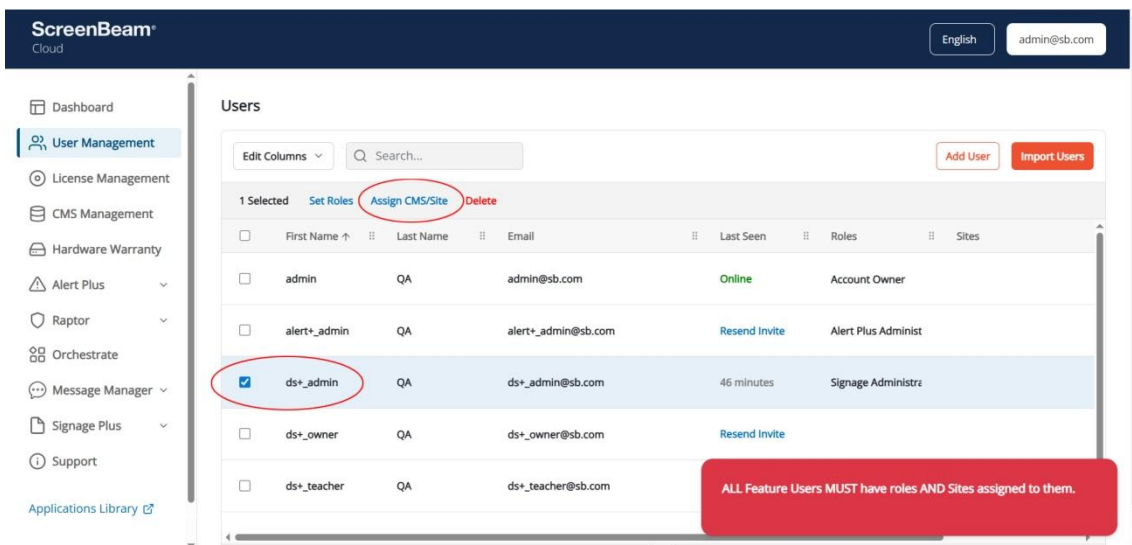
- Assign the **Signage Administrator** role to the newly added users.  
Select the newly added user(s), click the **Set Roles** button, and then select the **Signage Administrator** role in the **Assign Roles** table. Click **Save**.



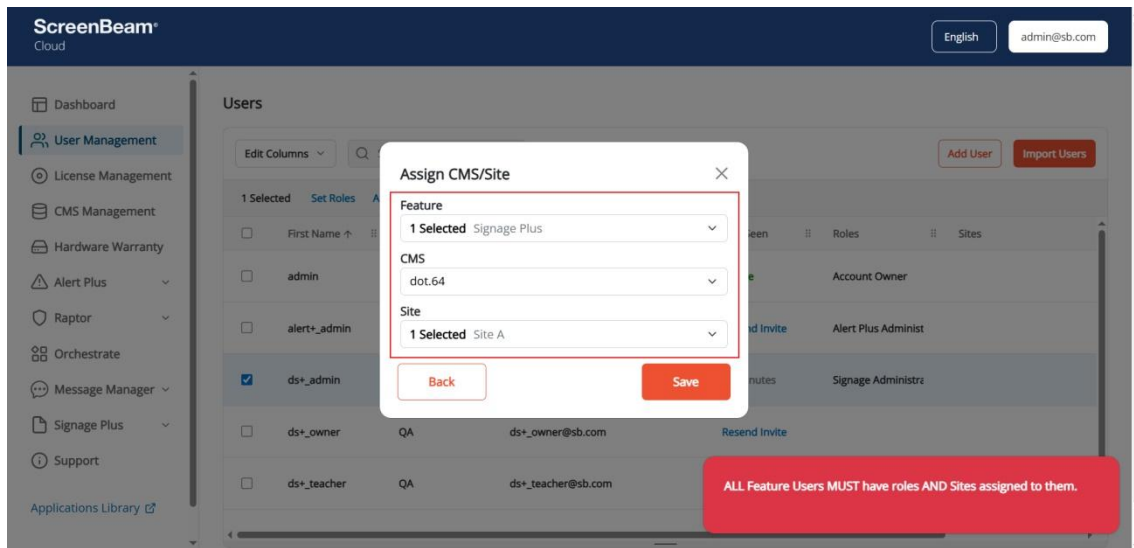
## 4.2 Assigning a Signage Admin to a CMS Site

A Signage admin must be assigned to at least one CMS site.

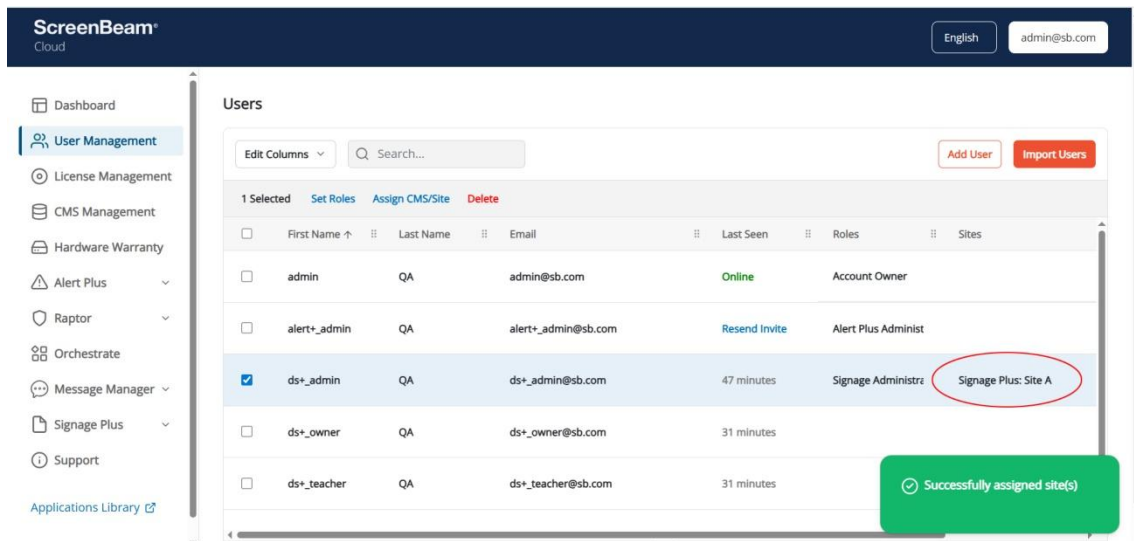
- Sign into ScreenBeam Cloud ([cloud.screenbeam.com](https://cloud.screenbeam.com)) with the owner of your ScreenBeam Cloud account.
- Select the newly added user and click the **Assign CMS/Site** button. The **Assign CMS/Site** window will appear.



3. In the **Assign CMS/Site** window, select **Signage Plus** in the **Feature** box, select a CMS server in the **CMS** box, and select one or more sites in the **Site** box. Click **Save**.



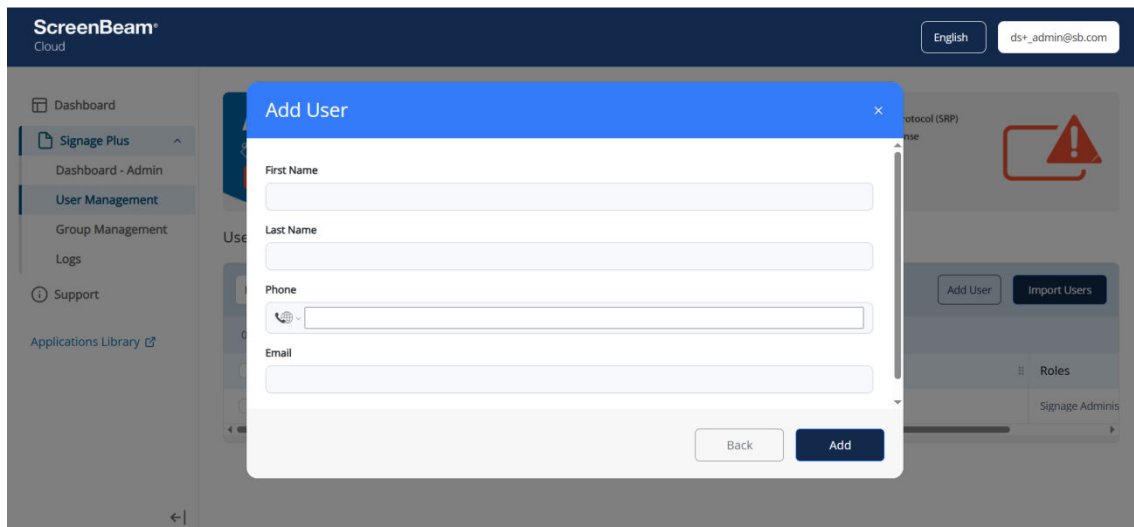
4. The assigned CMS sites will be displayed in the **Sites** column.



## 4.3 Creating Signage Owner/Teacher Users

Both Signage Owner and Signage Teacher can create and schedule signage with Signage+. A Signage Owner can manage the media files uploaded by the Signage Teacher users that are assigned to the same CMS site.

1. Sign into ScreenBeam Cloud ([cloud.screenbeam.com](https://cloud.screenbeam.com)) with a Signage Administrator account.
2. Click on **Add User** or **Import User** on the User Management page.
  - **Add User** allows you to add one user at a time. Enter a user's:
    - First name
    - Last name
    - Phone number
    - Email address
3. Click **Add**. A user account validation Email from **cloud.screenbeam.com** will be sent to the user's Email address. The user must validate the account via the link sent to.

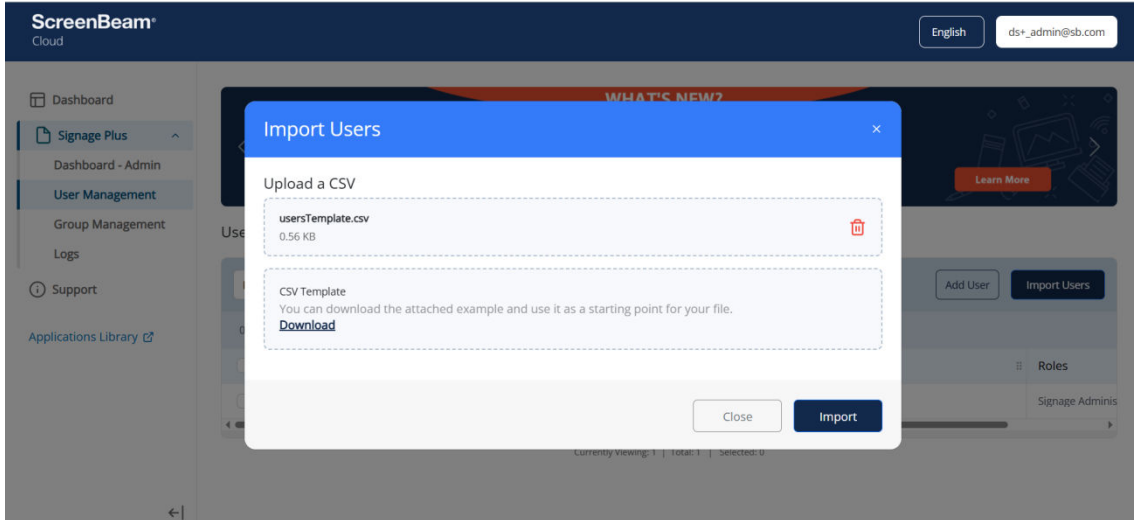


The screenshot shows the 'Add User' form in the ScreenBeam Cloud interface. The form is a modal window with a blue header and a white body. It contains the following fields:

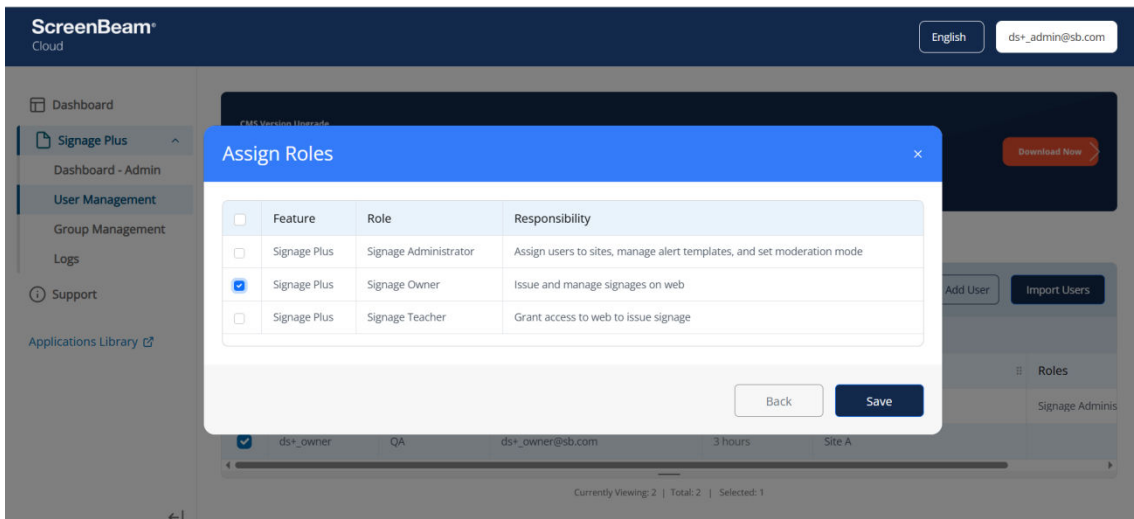
- First Name
- Last Name
- Phone (with a country code dropdown)
- Email

At the bottom of the form are two buttons: 'Back' and 'Add'. The background shows the 'User Management' page with a sidebar menu and a 'Roles' section.

- a. **Import Users** allows you to import multiple users at a time. Download the CSV Template for importing users in the **Import Users** window. Edit the user import template to include your users' first names, last names, phone numbers and Email addresses. Follow the template's format when adding user info to the template. Add the edited template to the **Import Users** window and click **Import**.



2. The added users will be displayed in the **Users** table and user account validation emails will be sent to their Email addresses. Inform the users to validate their user accounts through their Email accounts. New users must validate their accounts via the confirmation links sent to their Email addresses.
3. Assign the **Signage Owner** or **Signage Teacher** role to the newly added users. Select the newly added user(s), click the **Set Roles** button, and then select the **Signage Owner** or **Signage Teacher** role in the **Assign Roles** table. Click **Save**.



# Part V Setting up Receiver Groups

The receivers in the CMS site that is assigned to a Signage Administrator will be displayed in the receiver table. The Signage Administrator user can group these receivers based on specific requirements. Signage Owners or Signage Teachers can only schedule signage on the receivers that are in their groups which are assigned by the Signage Administrator.

## 5.1 Creating a New Group

To set up a receiver group, follow this procedure:

1. Sign into ScreenBeam Cloud ([cloud.screenbeam.com](http://cloud.screenbeam.com)) with a Signage Administrator account.
2. Select **Signage Plus > Group Management** in the left menu.

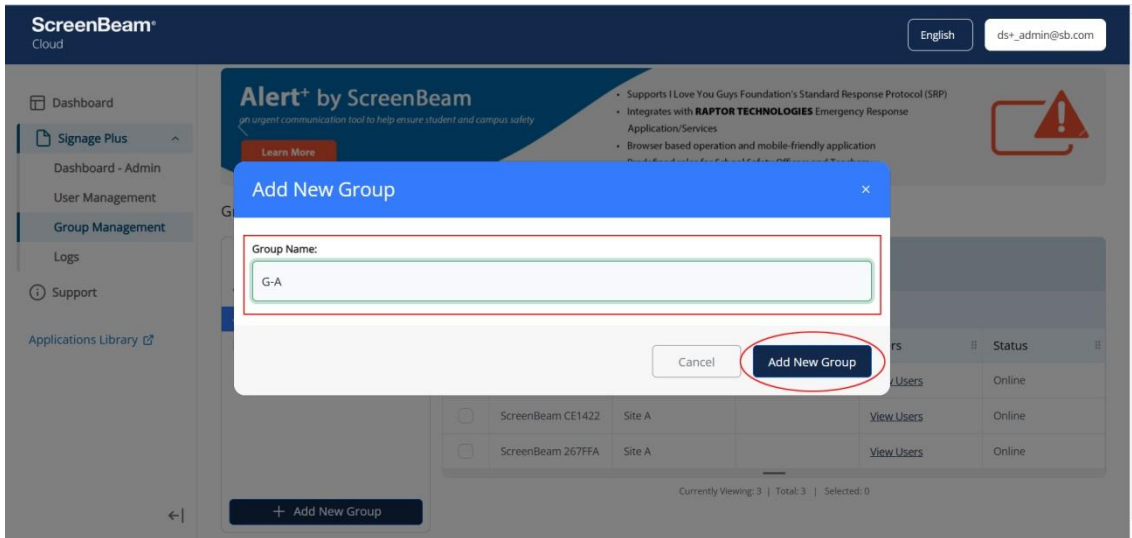
The screenshot shows the ScreenBeam Cloud interface. The left sidebar has 'Group Management' highlighted. The main content area shows the 'Group Management' section with a table of receivers. The table has columns for Device Name, Site Name, Group Name, Users, and Status. There are three rows of receivers listed. At the bottom of the 'Receivers Groups' pane, the '+ Add New Group' button is visible.

Device Name	Site Name	Group Name	Users	Status
ScreenBeam DEDC...	Site A		<a href="#">View Users</a>	Online
ScreenBeam CE1422	Site A		<a href="#">View Users</a>	Online
ScreenBeam 267FFA	Site A		<a href="#">View Users</a>	Online

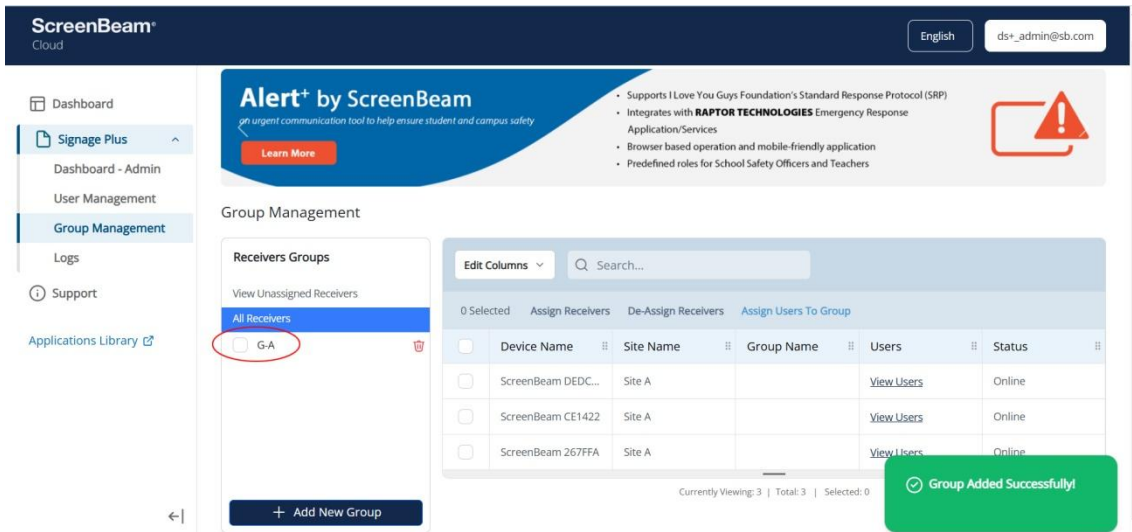
3. Click **Add New Group** in the **Group Management** pane.

This screenshot is identical to the previous one, but the '+ Add New Group' button at the bottom of the 'Receivers Groups' pane is circled in red to indicate the next step in the procedure.

4. In the **Add New Group** window, type your group name in the **Group Name** box. And click the **Add New Group** button.



5. A new group will be added.



## 5.2 Assigning Receivers to a Group

To assign receivers to a group, follow this procedure:

1. Sign into ScreenBeam Cloud ([cloud.screenbeam.com](https://cloud.screenbeam.com)) with a Signage Administrator account.
2. Select **Signage Plus > Group Management** in the left menu.

The screenshot shows the ScreenBeam Cloud interface. The left sidebar has 'Group Management' highlighted. The main content area shows 'Group Management' with a 'Receivers Groups' list on the left containing 'All Receivers' and 'G-A'. The 'All Receivers' group is selected. On the right, a table lists receivers with columns for Device Name, Site Name, Group Name, Users, and Status. The table shows three receivers, all at Site A and Online. The 'Assign Receivers' button is visible above the table.

Device Name	Site Name	Group Name	Users	Status
ScreenBeam DEDC...	Site A		<a href="#">View Users</a>	Online
ScreenBeam CE1422	Site A		<a href="#">View Users</a>	Online
ScreenBeam 267FFA	Site A		<a href="#">View Users</a>	Online

3. Select and highlight **All Receivers** to view all receivers from your assigned CMS site(s). Check the boxes next to the target receivers from the table and the box next to the target group, then click **Assign Receivers** to complete the assignment.

The screenshot shows the ScreenBeam Cloud interface. The left sidebar has 'Group Management' highlighted. The main content area shows 'Group Management' with a 'Receivers Groups' list on the left containing 'All Receivers' and 'G-A'. Both 'All Receivers' and 'G-A' are selected. On the right, a table lists receivers with columns for Device Name, Site Name, Group Name, Users, and Status. The table shows three receivers, all at Site A and Online. The 'Assign Receivers' button is circled in red above the table.

Device Name	Site Name	Group Name	Users	Status
ScreenBeam DEDC...	Site A		<a href="#">View Users</a>	Online
ScreenBeam CE1422	Site A		<a href="#">View Users</a>	Online
ScreenBeam 267FFA	Site A		<a href="#">View Users</a>	Online

4. The selected receivers will be assigned to the selected group.

**ScreenBeam**  
Cloud

English ds+\_admin@sb.com

**Alert+ by ScreenBeam**  
an urgent communication tool to help ensure student and campus safety

- Supports I Love You Guys Foundation's Standard Response Protocol (SRP)
- Integrates with **RAPTOR TECHNOLOGIES** Emergency Response Application/Services
- Browser based operation and mobile-friendly application
- Predefined roles for School Safety Officers and Teachers

**Group Management**

**Receivers Groups**  
View Unassigned Receivers

All Receivers

- G-A

+ Add New Group

0 Selected Assign Receivers De-Assign Receivers Assign Users To Group

<input type="checkbox"/>	Device Name	Site Name	Group Name	Users	Status
<input type="checkbox"/>	ScreenBeam DEDC...	Site A		<a href="#">View Users</a>	Online
<input type="checkbox"/>	ScreenBeam CE1422	Site A	G-A	<a href="#">View Users</a>	Online
<input type="checkbox"/>	ScreenBeam 267FFA	Site A		<a href="#">View Users</a>	Online

Currently Viewing: 3 | Total: 3 | Selected: 0

## 5.3 Assigning Users to a Receiver Group

Signage+ Owner or Teacher users must be assigned to the receiver group(s) so that they can schedule signage to play on the receivers that are assigned to the group(s).

To assign a user to a receiver group, follow this procedure:

1. Sign into ScreenBeam Cloud ([cloud.screenbeam.com](https://cloud.screenbeam.com)) with a Signage Administrator account.
2. Select **Signage Plus > Group Management** in the left menu.

ScreenBeam Cloud

English ds+\_admin@sb.com

Dashboard

Signage Plus

Dashboard - Admin

User Management

**Group Management**

Logs

Support

Applications Library

**Alert+ by ScreenBeam**

Urgent communication tool to help ensure student and campus safety

Learn More

- Supports I Love You Guys Foundation's Standard Response Protocol (SRP)
- Integrates with **RAPTOR TECHNOLOGIES** Emergency Response Application/Services
- Browser based operation and mobile-friendly application
- Predefined roles for School Safety Officers and Teachers

Group Management

Receivers Groups

View Unassigned Receivers

All Receivers

G-A

+ Add New Group

Edit Columns Search...

0 Selected Assign Receivers De-Assign Receivers **Assign Users To Group**

<input type="checkbox"/>	Device Name	Site Name	Group Name	Users	Status
<input type="checkbox"/>	ScreenBeam DEDC...	Site A	G-A	<a href="#">View Users</a>	Online
<input type="checkbox"/>	ScreenBeam CE1422	Site A	G-A	<a href="#">View Users</a>	Online
<input type="checkbox"/>	ScreenBeam 267FFA	Site A	G-A	<a href="#">View Users</a>	Online

Currently Viewing: 3 | Total: 3 | Selected: 0

3. Select a receiver group in the **Receivers Groups** pane and then click **Assign Users to Group**.

ScreenBeam Cloud

English ds+\_admin@sb.com

Dashboard

Signage Plus

Dashboard - Admin

User Management

**Group Management**

Logs

Support

Applications Library

**Alert+ by ScreenBeam**

Urgent communication tool to help ensure student and campus safety

Learn More

- Supports I Love You Guys Foundation's Standard Response Protocol (SRP)
- Integrates with **RAPTOR TECHNOLOGIES** Emergency Response Application/Services
- Browser based operation and mobile-friendly application
- Predefined roles for School Safety Officers and Teachers

Group Management

Receivers Groups

View Unassigned Receivers

All Receivers

G-A

+ Add New Group

Edit Columns Search...

0 Selected Assign Receivers De-Assign Receivers **Assign Users To Group**

<input type="checkbox"/>	Device Name	Site Name	Group Name	Users	Status
<input type="checkbox"/>	ScreenBeam DEDC...	Site A	G-A	<a href="#">View Users</a>	Online
<input type="checkbox"/>	ScreenBeam CE1422	Site A	G-A	<a href="#">View Users</a>	Online
<input type="checkbox"/>	ScreenBeam 267FFA	Site A	G-A	<a href="#">View Users</a>	Online

Currently Viewing: 3 | Total: 3 | Selected: 0

4. The **Assign Users to Group** window appears. Select the user that you want to assign to the selected group and click **Save**.

The screenshot shows the ScreenBeam Cloud interface. A modal window titled "Assign Users To Group" is open. It features a table with the following data:

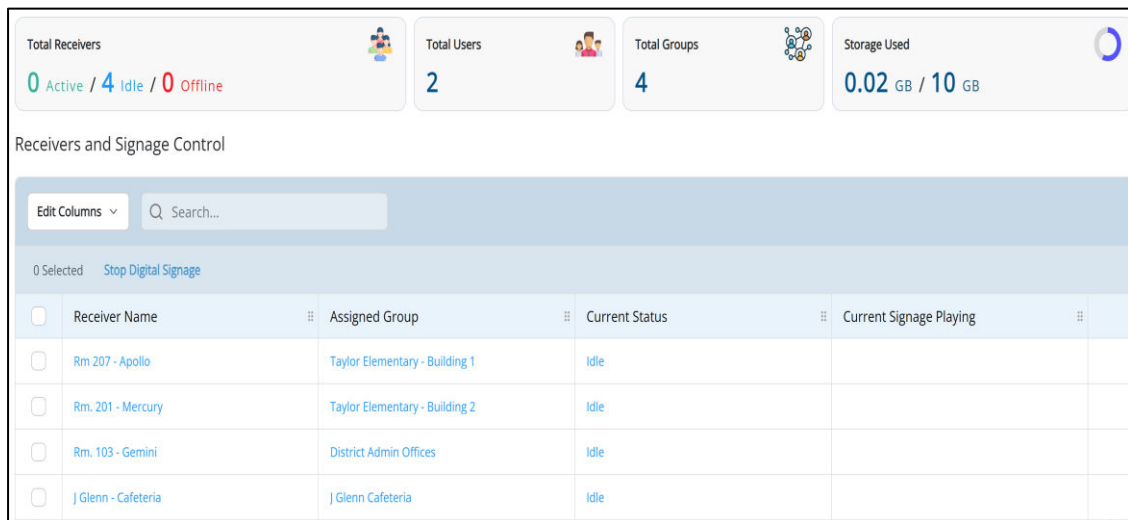
<input checked="" type="checkbox"/>	First Name	Last Name	Email
<input checked="" type="checkbox"/>	ds+_admin	QA	ds+_admin@sb.com
<input checked="" type="checkbox"/>	ds+_owner	QA	ds+_owner@sb.com
<input type="checkbox"/>	ds+_teacher	QA	ds+_teacher@sb.com

Below the table, there are two buttons: "Back" and "Save". The "Save" button is highlighted with a red circle. The background interface shows a sidebar with navigation options like "Dashboard", "Signage Plus", "User Management", "Group Management", "Logs", "Support", and "Applications Library". The top right corner displays "English" and the user email "ds+\_admin@sb.com".

# Part VI Using the Dashboard

## 6.1 Signage Admin View

The Signage Admin view shows the overall usage of the deployed solution.



- **Total Receivers** – Total # of receivers that are licensed with Administrator Tools and a member of sites managed by the user
  - **Active** – # of receivers actively showing signage
  - **Idle** – # of receivers that are licensed and online but not in-use
  - **Offline** – # of receivers that are licensed but not connected to ScreenBeam Cloud
- **Total Users** – # of user accounts that are members of sites managed by the user
- **Total Groups** – # of created groups
- **Storage Used** – Amount of storage used from assets uploaded to the Media Library by all users who are members of the sites managed by the user
- **Receivers and Signage Control** – Shows the status of individual receivers

## 6.2 Signage Owner/Teacher View

The Signage Owner view provides the user with a dashboard to view real-time status, and schedules of Signage+. Signage activities can be edited and stopped here.

Note: The Signage Teacher view will not show the top summary bar

Signage	Scheduled	Groups	Created By	Sent	Status
Vista View - Welcome Back	09/22/2025 - 09/22/2025 4:35 PM-4:56 PM...	J Glenn Cafeteria, Taylor Elementary - Buil...	Charlie Watts	09/22/2025, 04:35 PM	In Process

Signage	Scheduled	Groups	Created By	Next Run
Davis Transportation Dept.	09/22/2025 - 10/03/2025 2:35 PM-3:00 PM Daily	J Glenn Cafeteria, Taylor Elementary - Building 1, ...	Charlie Watts	09/23/2025, 02:35 PM
Vista View - Welcome Back	09/22/2025 - 10/03/2025 8:00 AM-9:30 AM Daily	J Glenn Cafeteria, Taylor Elementary - Building 1, ...	Charlie Watts	09/23/2025, 08:00 AM
Vista View - Welcome Back	09/22/2025 - 09/22/2025 4:35 PM-4:56 PM Daily	J Glenn Cafeteria, Taylor Elementary - Building 1, ...	Charlie Watts	

- **Total Receivers** – Total # of receivers that are licensed with Administrator Tools and a member of sites managed by the user
  - **Active** – # of receivers actively showing signage
  - **Idle** – # of receivers that are licensed and online but not in-use
  - **Offline** – # of receivers that are licensed but not connected to ScreenBeam Cloud
- **Total Playlists** – # of playlists owned by the user
- **Storage Used** – Amount of storage used from assets uploaded to the Media Library by all users who are members of the sites managed by the user
- **Status** – List of active signage sessions identified by playlist name. The signage can be stopped by clicking on the red stop button at the right end of the row. Stopping signage in this manner only terminates the scheduled signage for the day. It will resume for the next scheduled period.
- **Scheduled** – List of scheduled signage that can be edited or deleted by clicking on the icons at the right end of the row

# Part VII Creating and Scheduling Signage

## Signage

Users with the **Signage Owner** or **Signage Teacher** role can create and schedule signage to play on ScreenBeam receivers.

### 7.1 Preparing Resources

ScreenBeam Signage+ supports various kinds of resources, such as pictures (.jpg, .jpeg, .png, and .gif), pdf files, Canva presentations, and website links.

#### 7.1.1 Accessing Signage+ in ScreenBeam Cloud

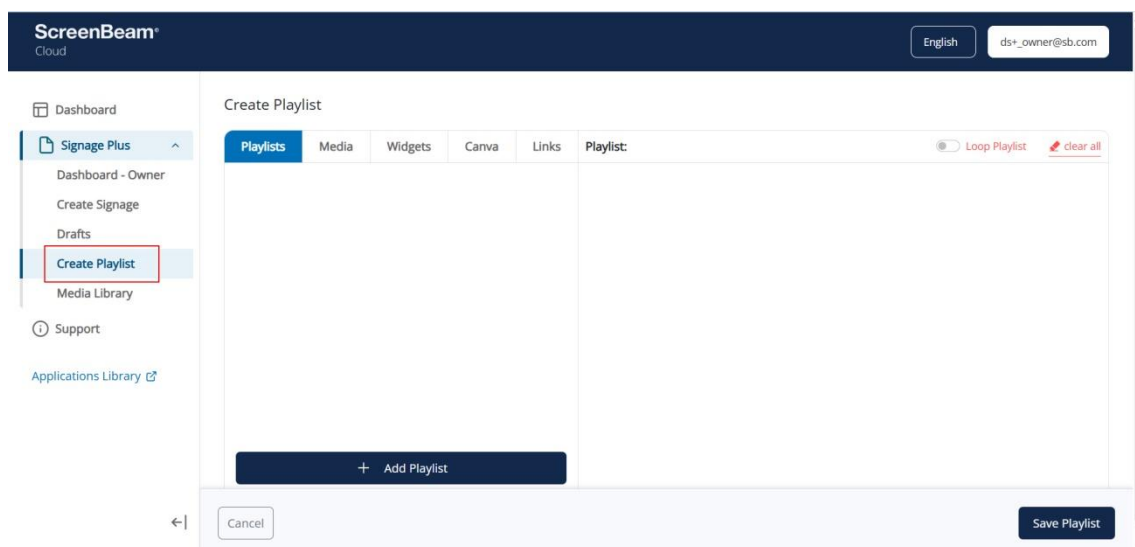
1. Sign into ScreenBeam Cloud ([cloud.screenbeam.com](https://cloud.screenbeam.com)) with a Signage Owner or Signage Teacher account.

#### 7.1.2 Using Canva

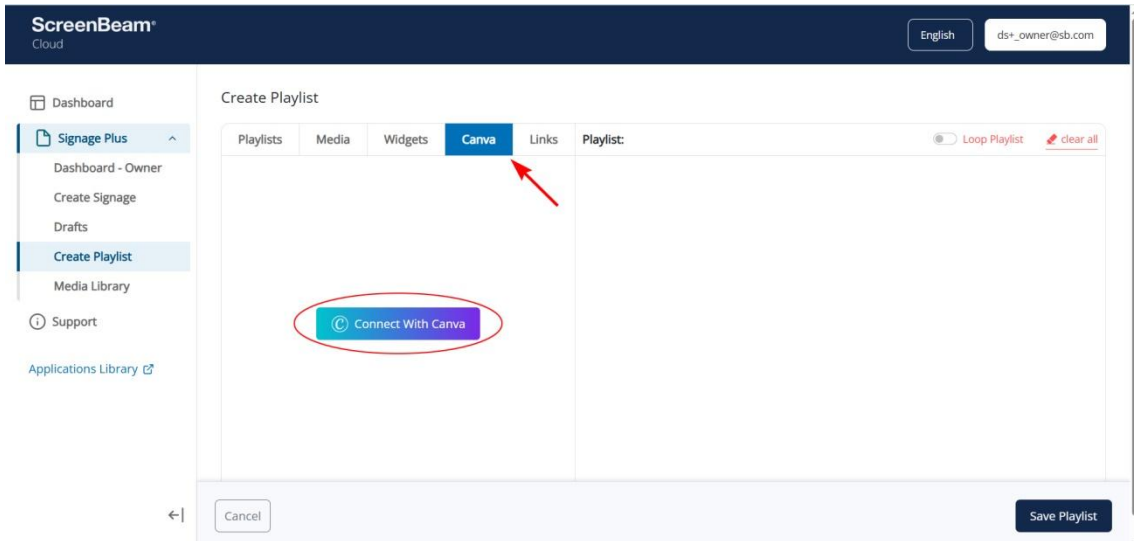
ScreenBeam Signage+ supports integration with Canva. Connect your Canva account to access its resources. It is recommended to use Signage+ in the same browser that you use for Canva so that 2FA is not triggered when accessing Canva resources.

To connect to Canva, follow the procedure below:

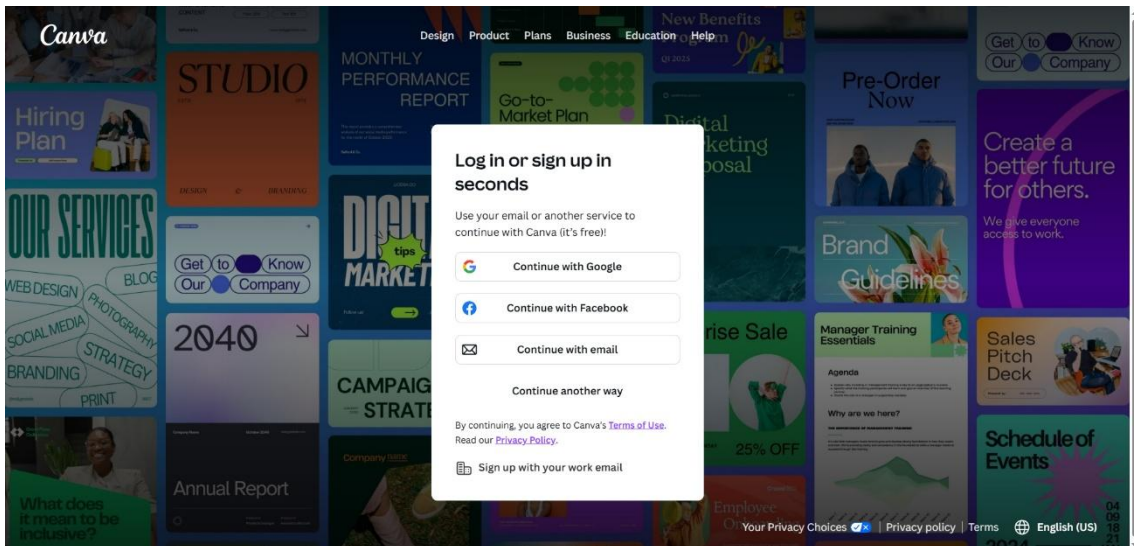
1. Select **Signage Plus > Create Playlist** in the left menu.



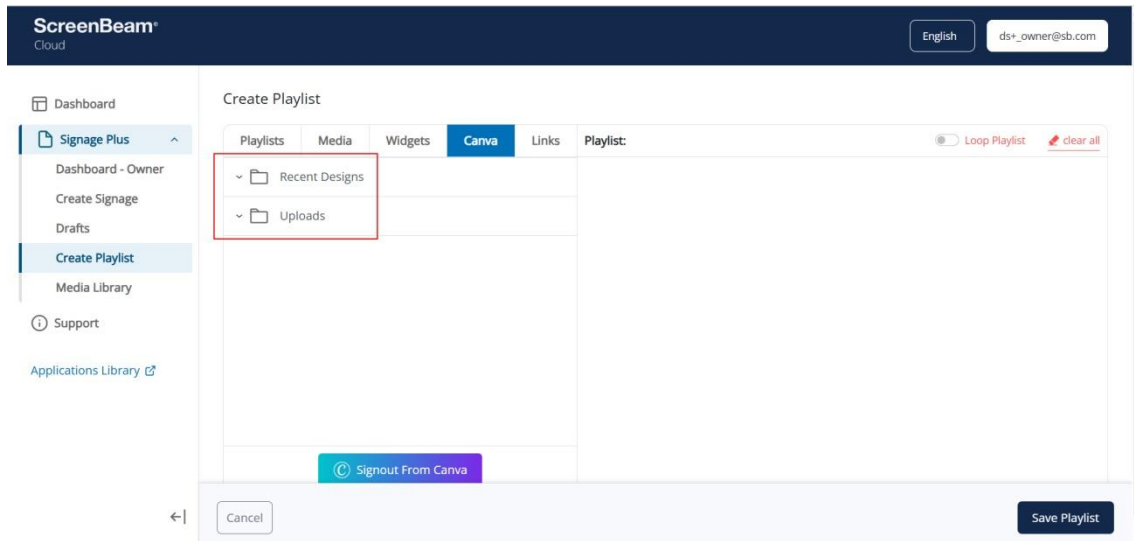
2. Select the **Canva** tab and then click the **Connect With Canva** button.



3. Canva's Log in or Sign up page appears. Log in to Canva with your account..



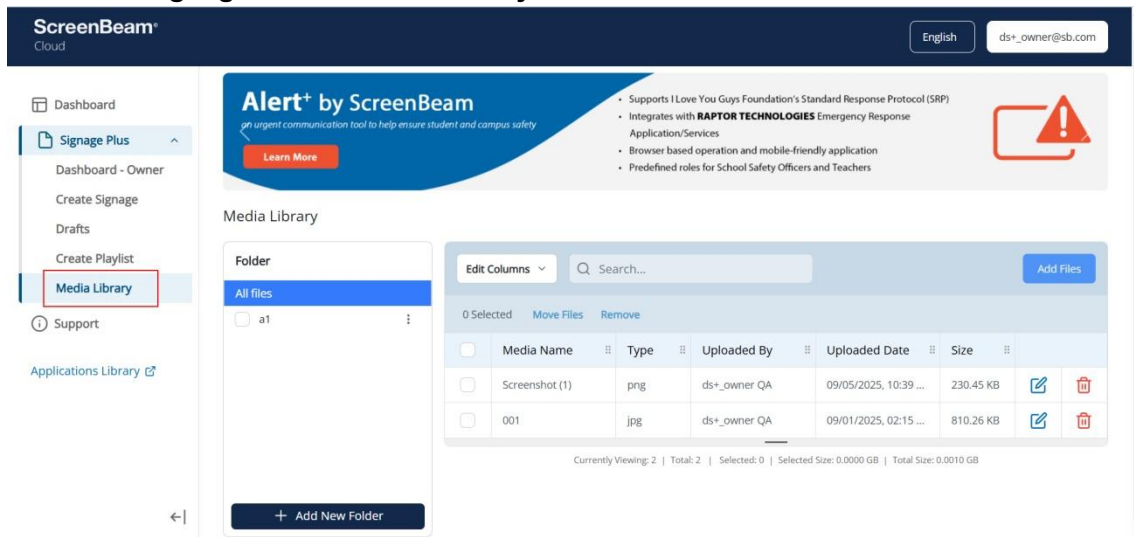
- Your Canva resources will be shown in the **Canva** tab page and are available to use. When creating a playlist with assets from Canva each page will be converted to images. Canva timings and animations are not maintained.



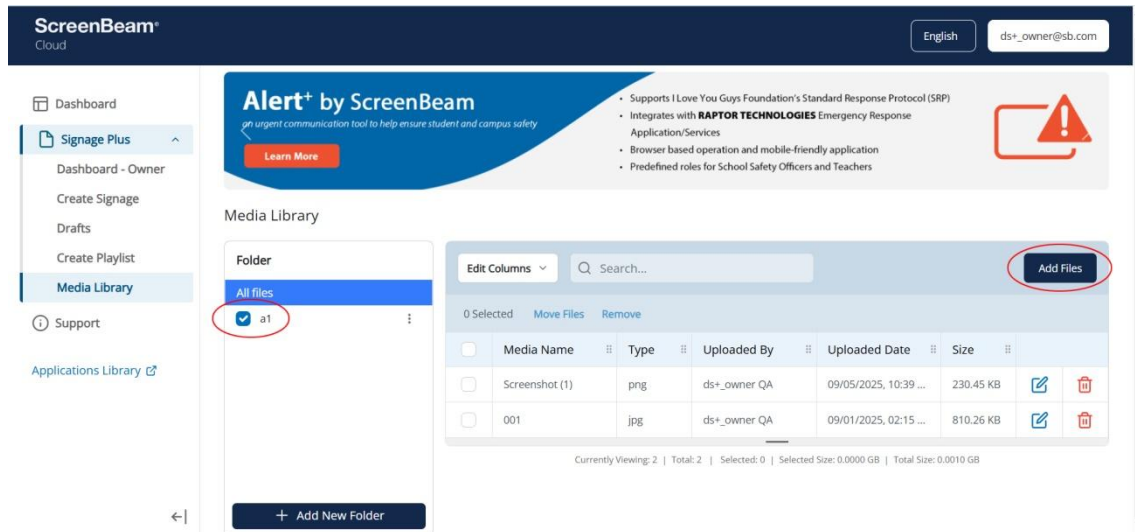
### 7.1.3 Uploading Media Resources to Media Library

To upload resources such as pictures (.jpg, .jpeg, .png, and .gif), and .pdf files, follow the procedure below:

- Sign into ScreenBeam Cloud ([cloud.screenbeam.com](https://cloud.screenbeam.com)) with a Signage Owner or Signage Teacher account.
- Select **Signage Plus > Media Library** in the left menu.



3. Select a folder in the **Folder** pane and then click **Add Files**.

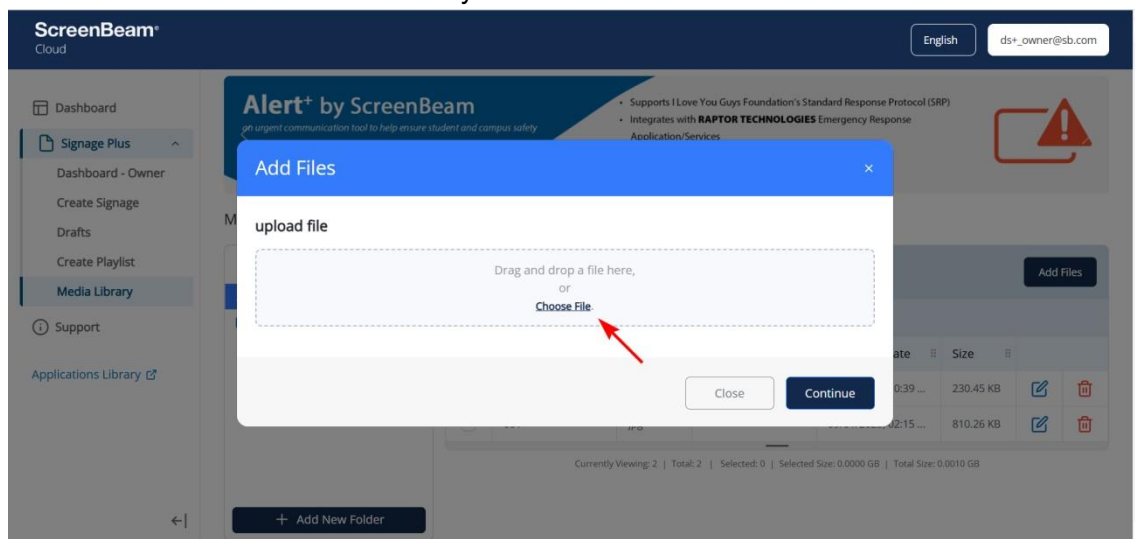


If no folder exists in the **Folder** pane, then one must be created first. Do this by clicking the **Add New Folder** button in the lower part of the **Folder** pane to display the **Add New Folder** window, and then type a name in the **Folder Name** box and select a CMS site in the **Select Site** box. Click **Continue** to confirm.

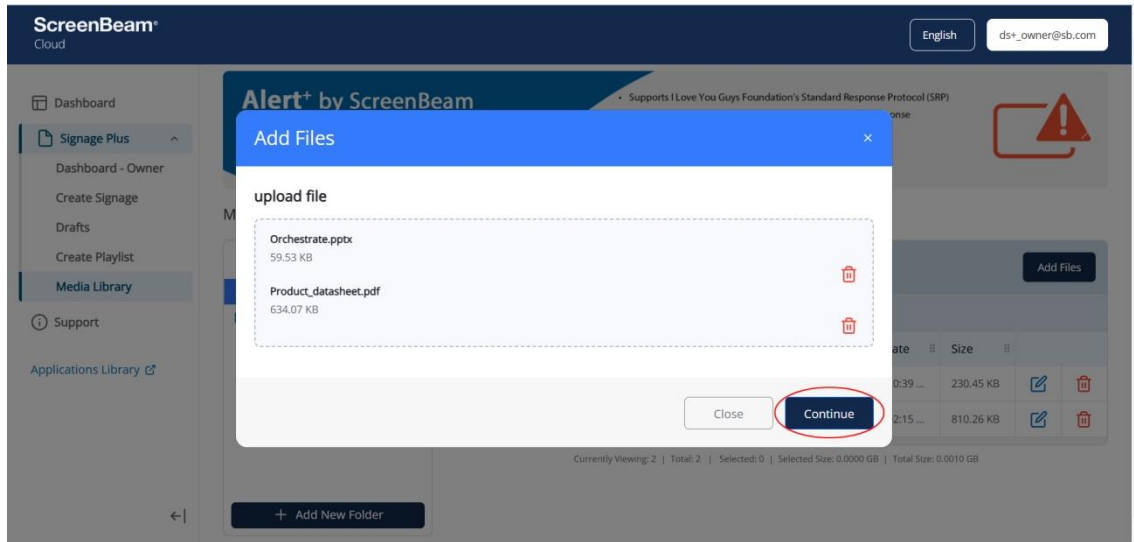
NOTE: It must know the correct site within CMS to properly store content. Please ensure proper site selection.

4. The **Add Files** window appears. Click **Choose File** to select your files or drag and drop your files in this window. Multiple files can be uploaded at once.

Tip: It is recommended to add unique identifiers to folder names (such as user initials) to avoid confusion between similarly named ones.



5. Click **Continue** to upload the selected files.



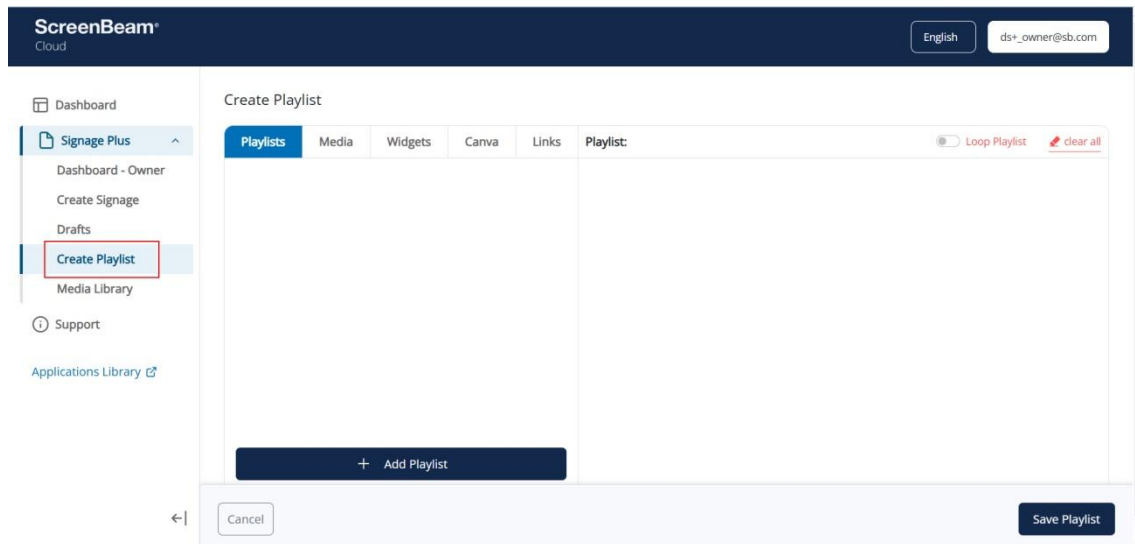
Note: Files that are larger than 500MB are not supported.

## 7.1.4 Adding Links

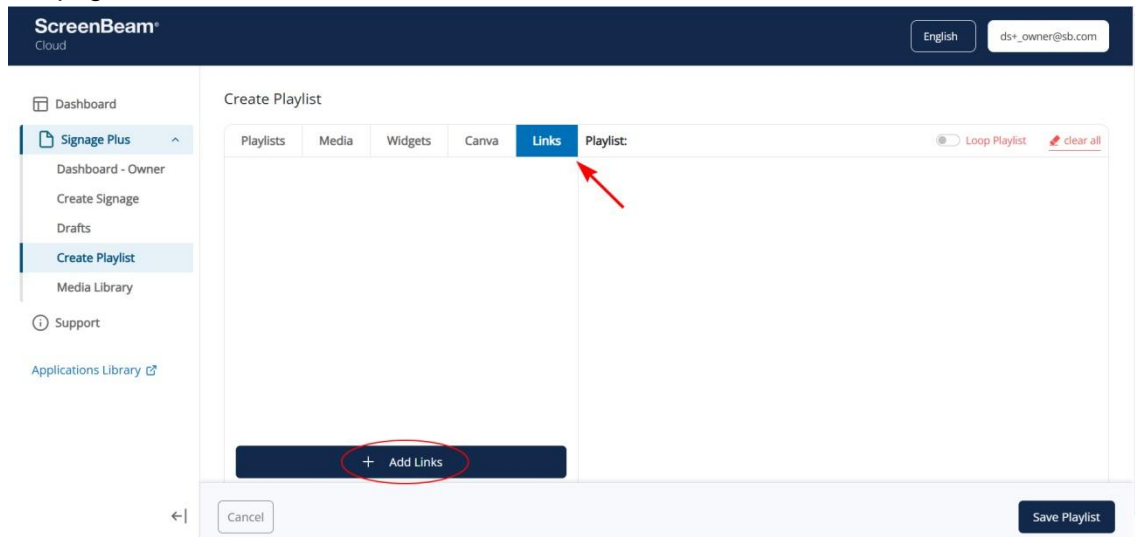
Links to video, images, and web pages can be used to create signage on ScreenBeam Signage+.

To add links to ScreenBeam Signage+, follow the procedure below:

1. Select **Signage Plus > Create Playlist** in the left menu.



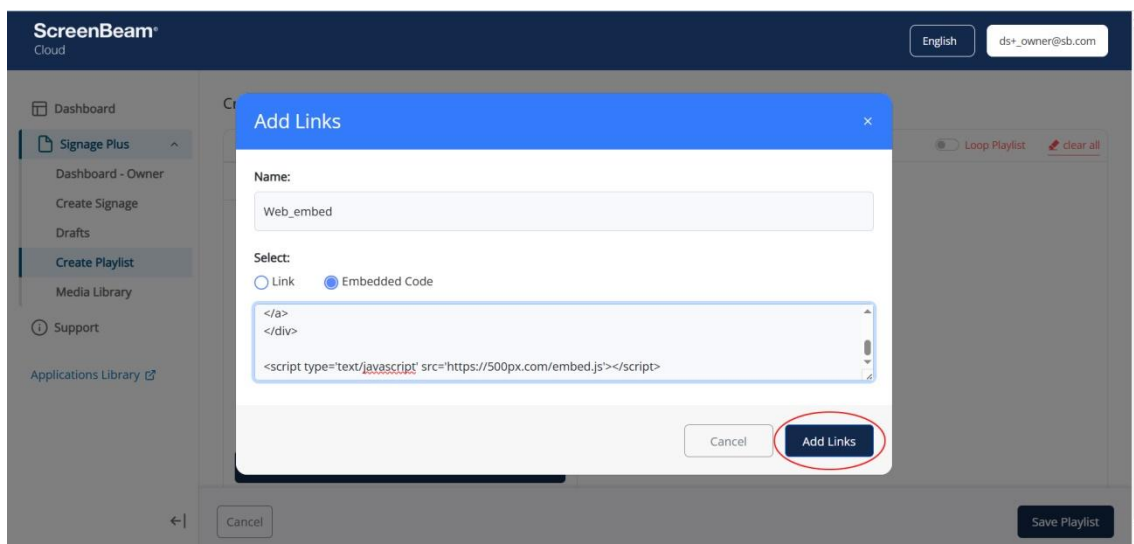
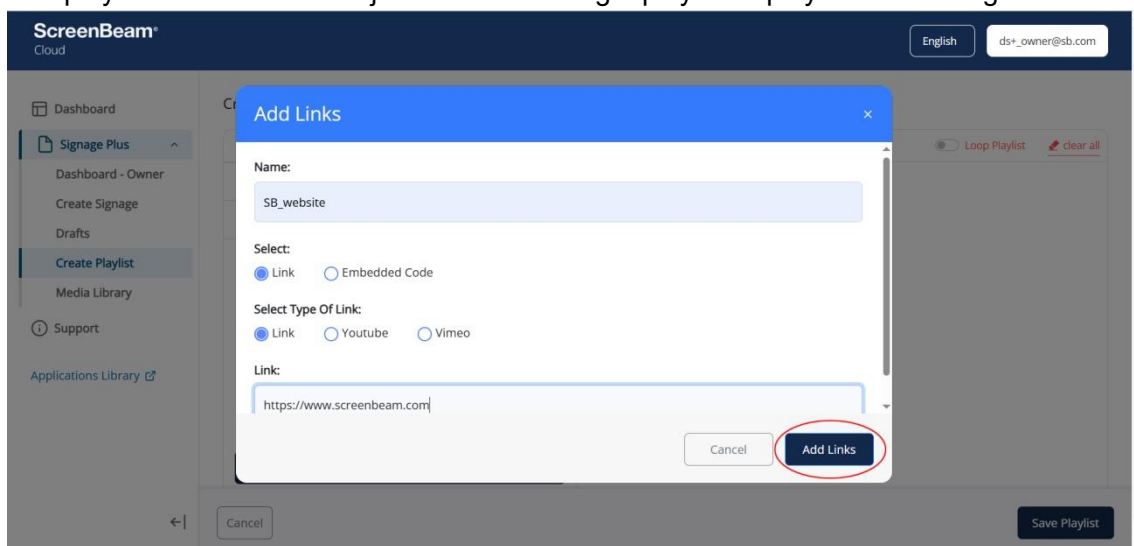
2. Select the **Links** tab and then click the **Add Links** button at the bottom of the **Links** tab page.



3. The **Add Links** window appears.
  - a) Type a meaningful name in the **Name** box,
  - b) Select a Link type or an Embedded Code type, and select a type of link (general link, YouTube link, or Vimeo link) if the Link type is selected.
  - c) Enter your link or embedded code in the Link box or the Embedded Code box. Click the **Add Link** button to confirm.

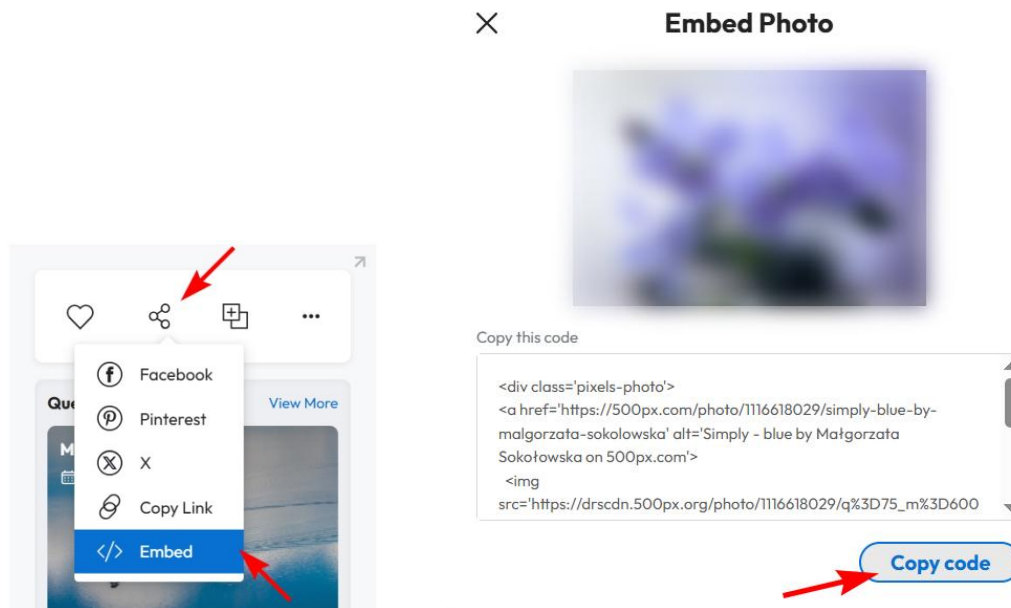
Tip: By selecting YouTube for the link type, Signage+ will strip out ads and other unwanted information and just play the video.

Note: YouTube links added to a playlist with default to 10 seconds of playtime. The play duration must be adjusted when editing a playlist to play videos of longer duration.

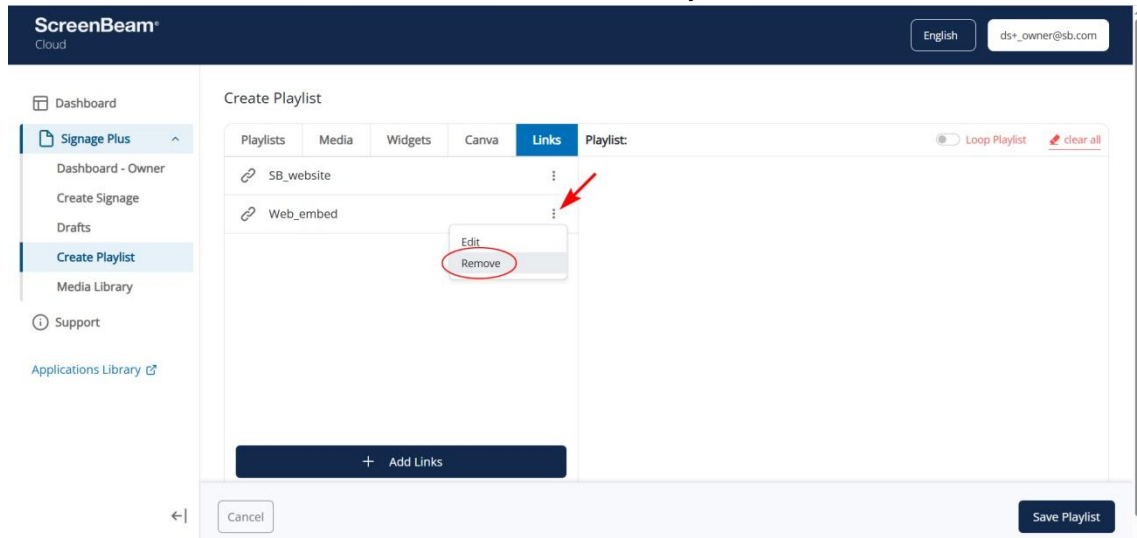


Note: Links must use "https://"

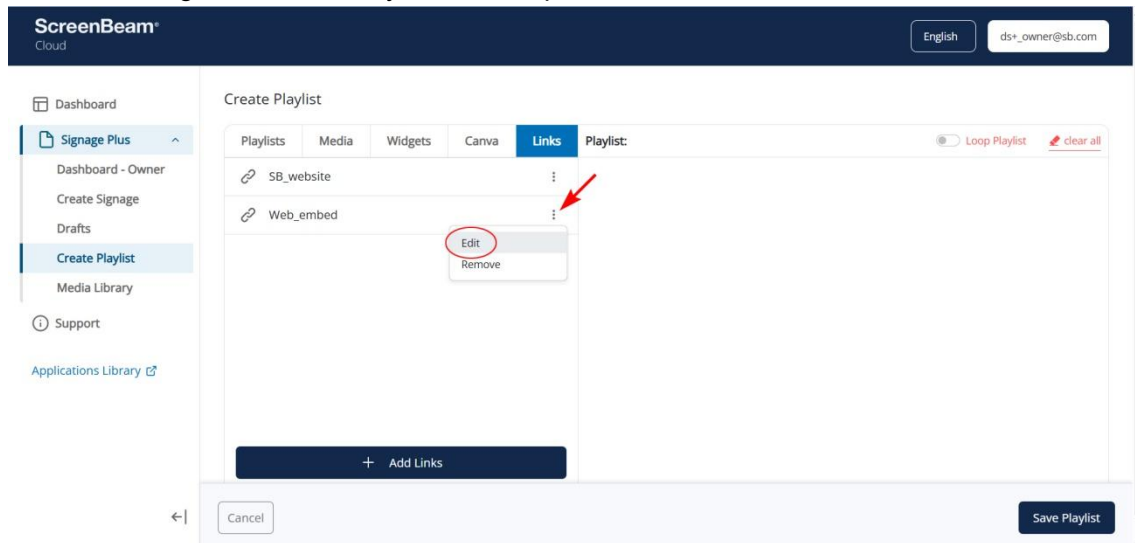
Some websites provide embed code via the Share feature, which is a good way to obtain embed code. Please note that you will need to edit the code to fit your requirements.



To delete a link, click on the three dots at the end of the link entry, and then select **Remove** from the short-cut menu. The link will be deleted directly.



To edit a link, click on the three dots at the end of the link entry, and then select **Edit** from the short-cut menu to open the **Edit Link** window. You can also open the **Edit Link** window by double-clicking on the link entry. Follow Step 4 above to edit the link.

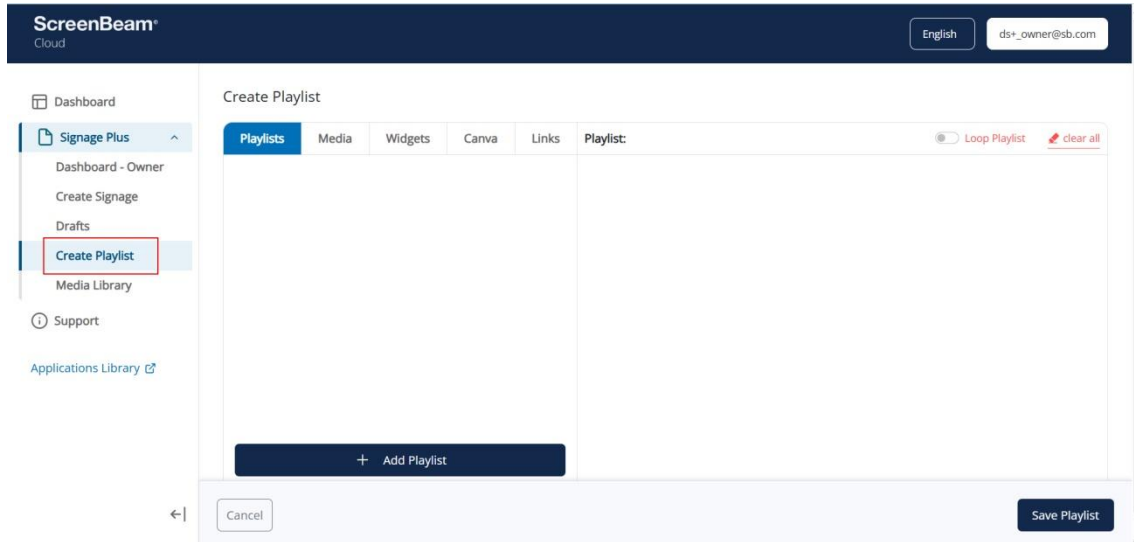


## 7.1.5 Configuring Widgets

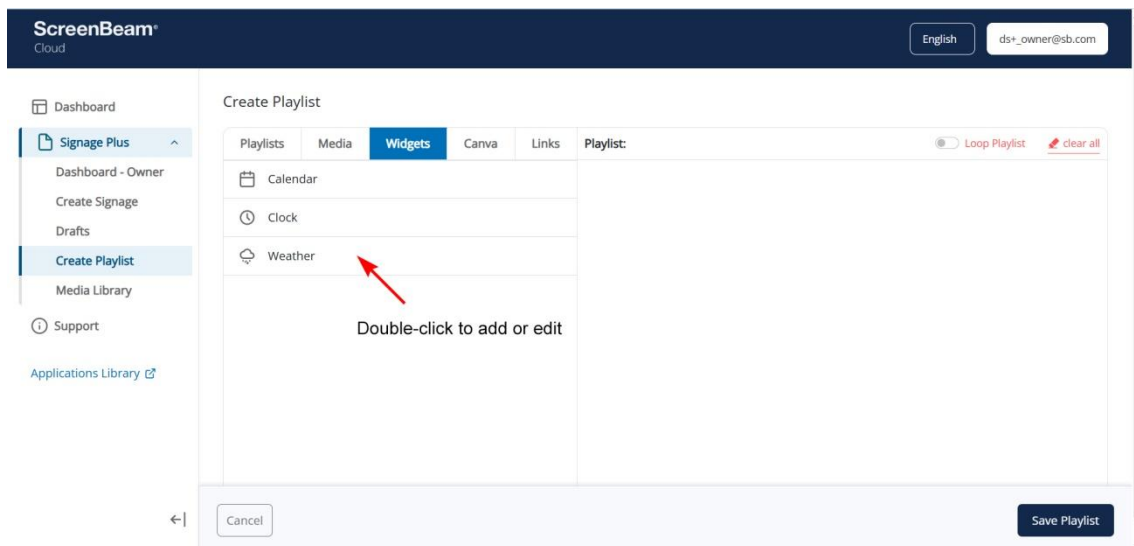
Widgets must be configured before users can add them to a playlist.

To configure widgets on ScreenBeam Signage+, follow the procedure below:

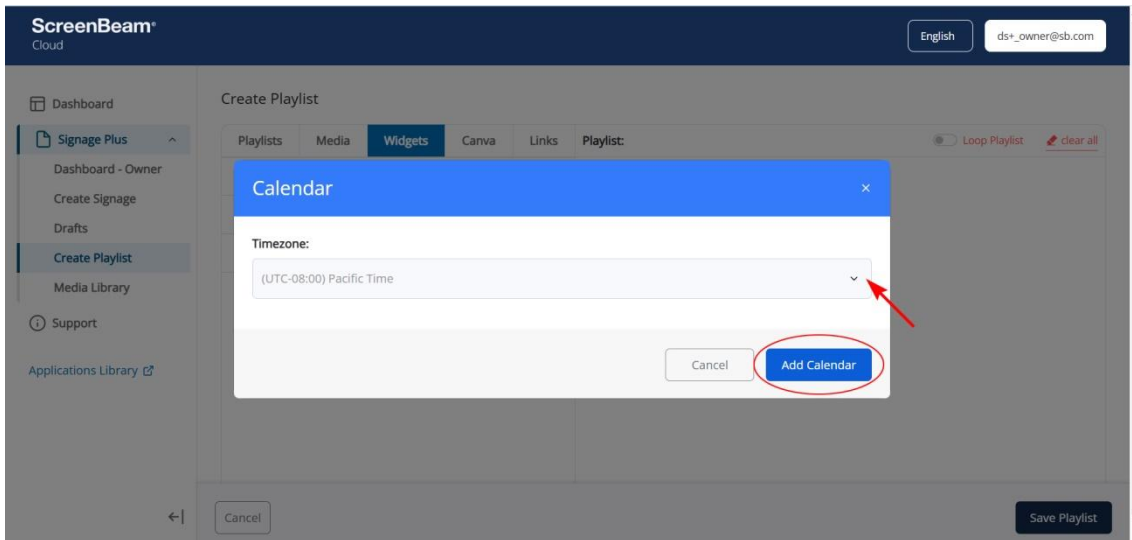
1. Select **Signage Plus > Create Playlist** in the left menu.



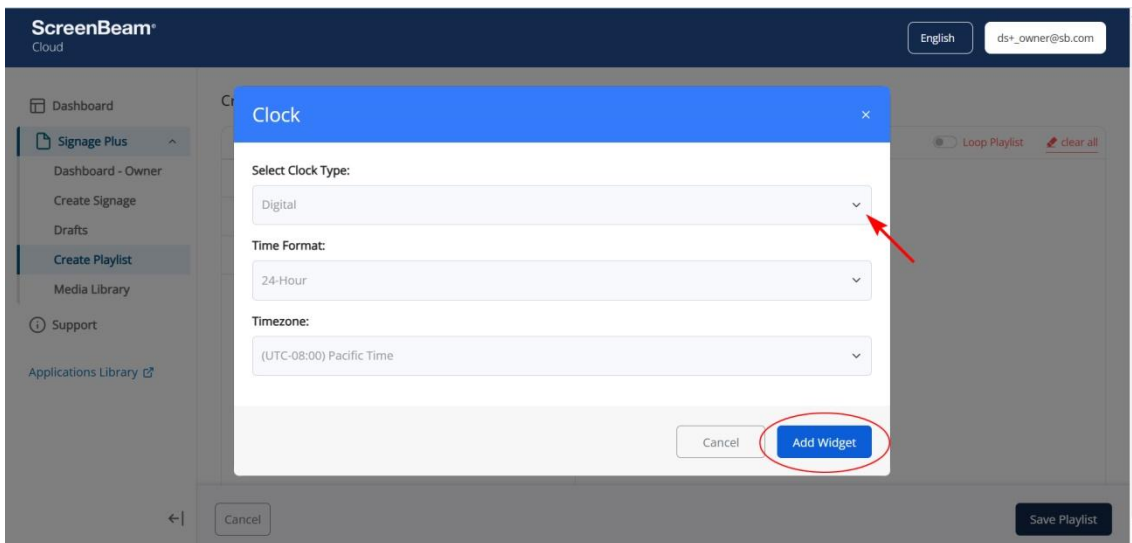
2. Select the **Widgets** tab and then double-click the widgets to open the widgets' properties window.



- a. To configure the **Calendar** widget, double-click the **Calendar** widget to open the **Calendar** window, select a timezone and then click **Add Calendar** to save.

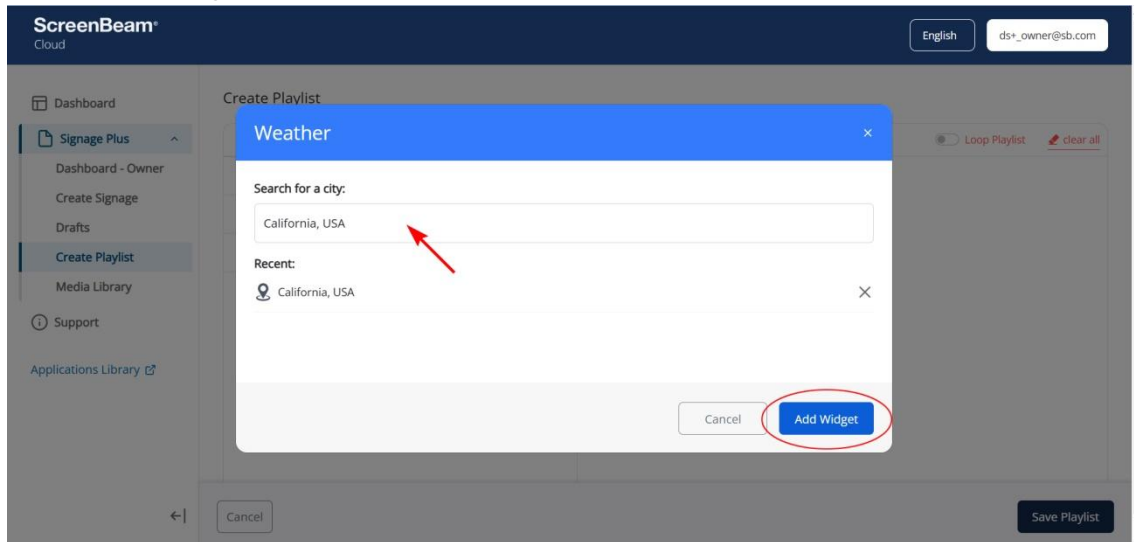


- b. To configure the **Clock** widget, double-click the **Clock** widget to open the **Clock** window, select a clock type, a time format, and a timezone and then click **Add Widget** to save.



- c. To configure the **Weather** widget, double-click the **Weather** widget to open the **Weather** window, type your city name in the **Search for a city** box, select your city in the results, and then click **Add Widget** to save.

Currently only US cities are supported. Support for global cities will be added in an upcoming release.



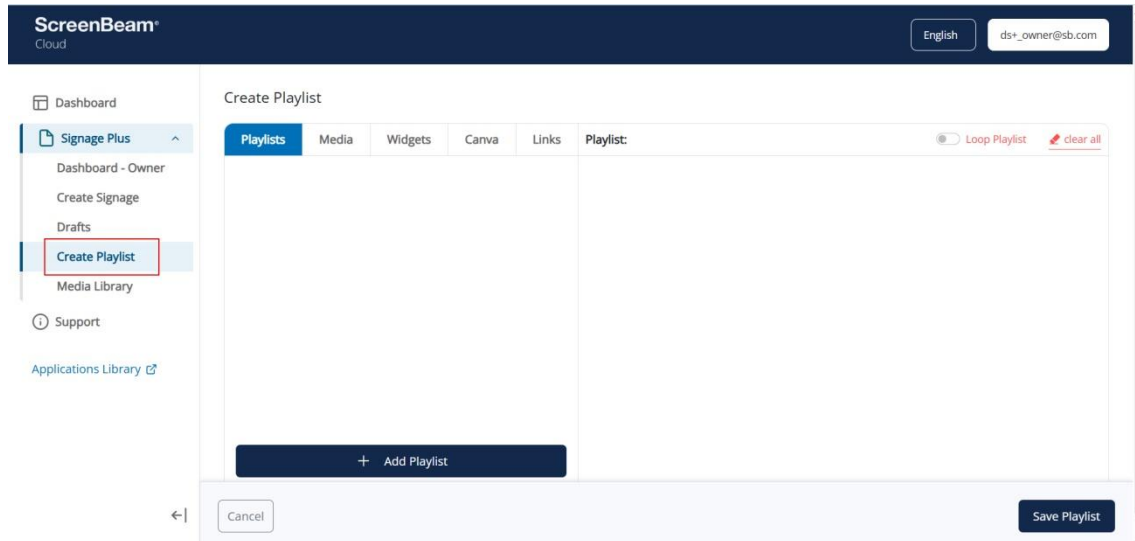
Widgets are ready to use after configuring them.

## 7.2 Creating Playlists

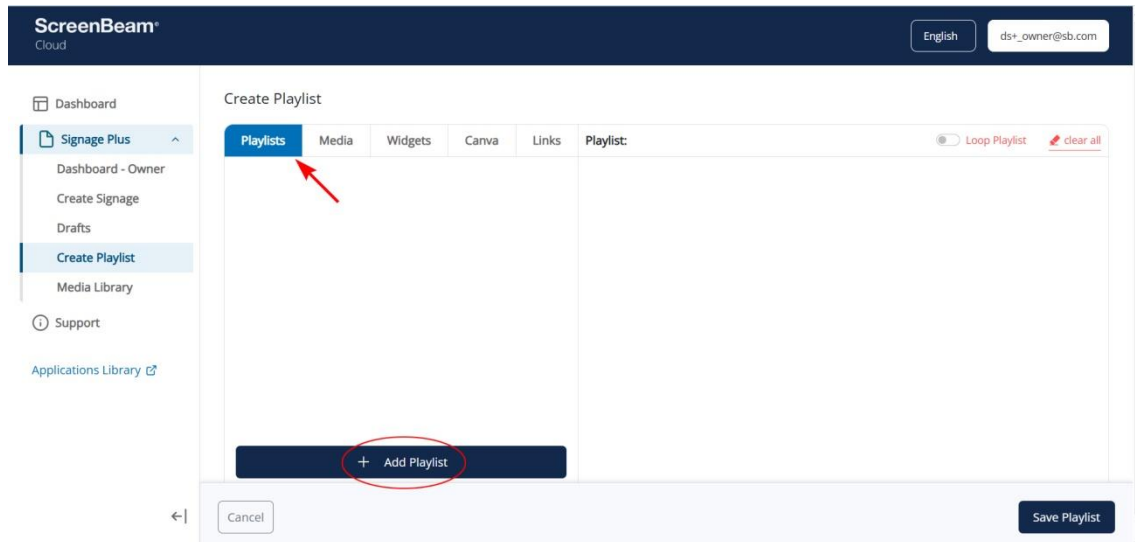
A playlist on ScreenBeam Signage+ can include various resources: such as resources uploaded by users, widgets, resources from Canva, and links.

To create a playlist on ScreenBeam Signage+, follow the procedure below:

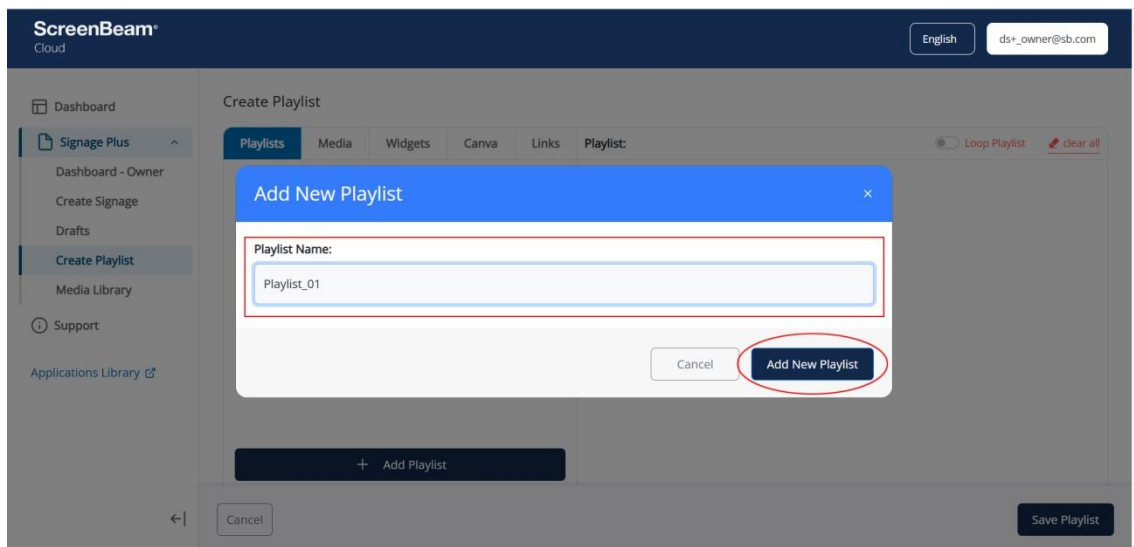
1. Select **Signage Plus > Create Playlist** in the left menu.



2. Select the **Playlists** tab and then click the **Add Playlist** button at the bottom of the **Playlists** tab page. A playlist must be created or selected before content can be added.

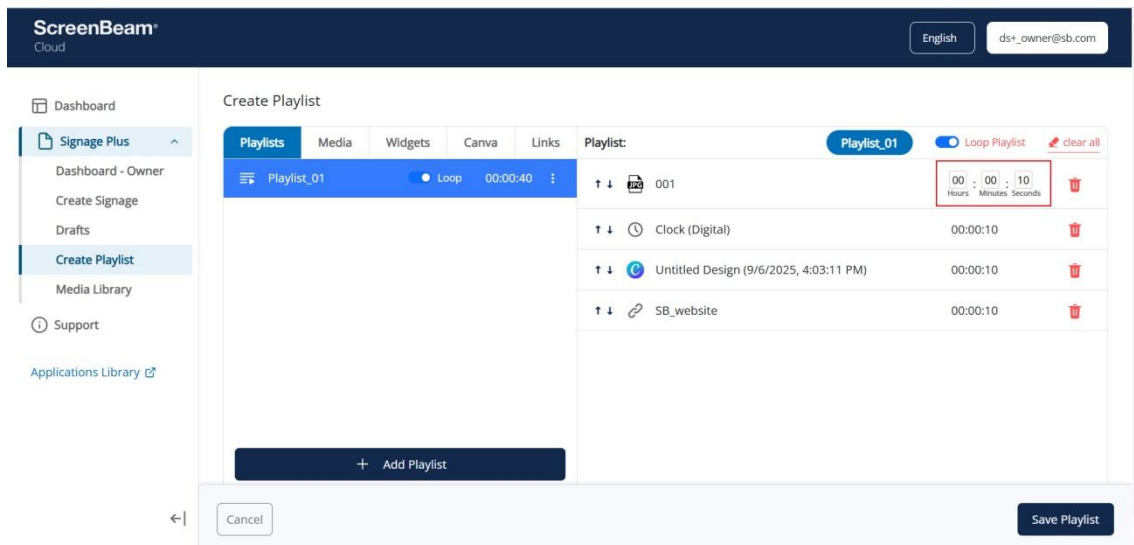


3. Type a name in the **Playlist Name** box and click the **Add New Playlist** button.

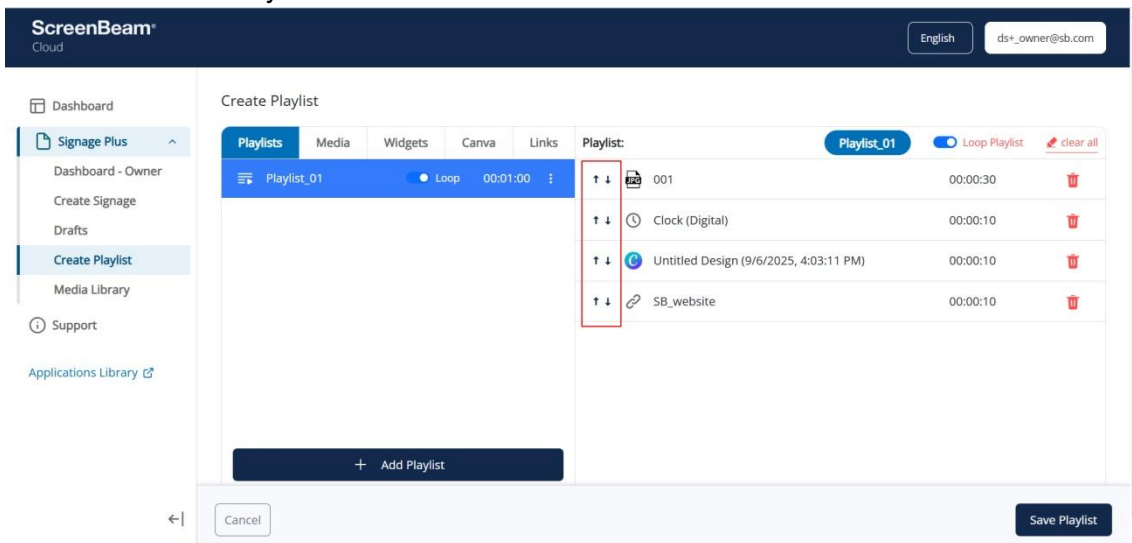


4. Select the newly created playlist and drag resources from the **Media**, **Widgets**, **Canva**, and/or **Links** tab page and drop them in the playlist contents pane.

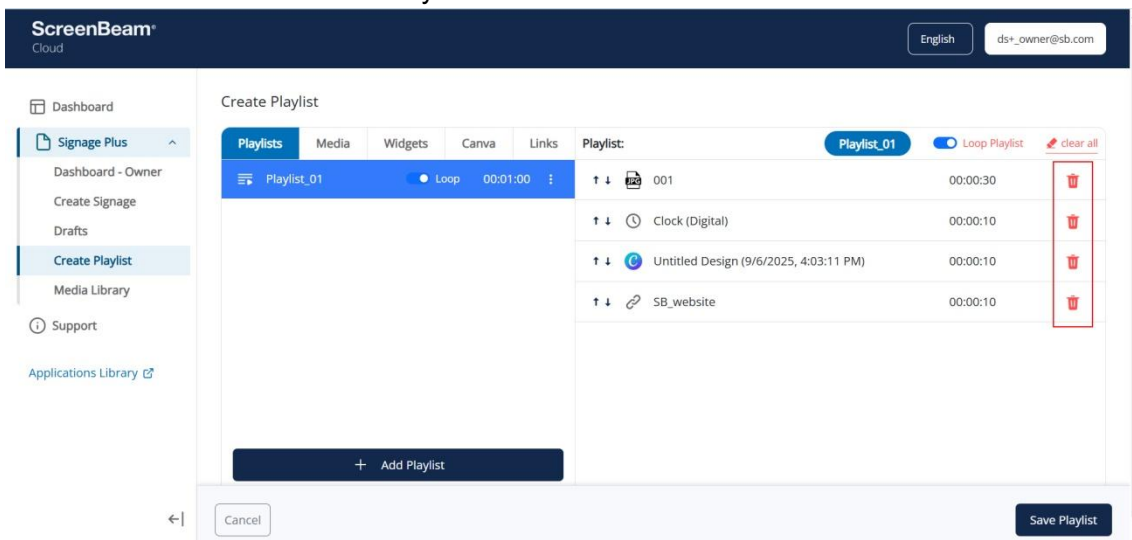
a. To set play duration for the newly added resource, click on the duration numbers and then set a new duration.



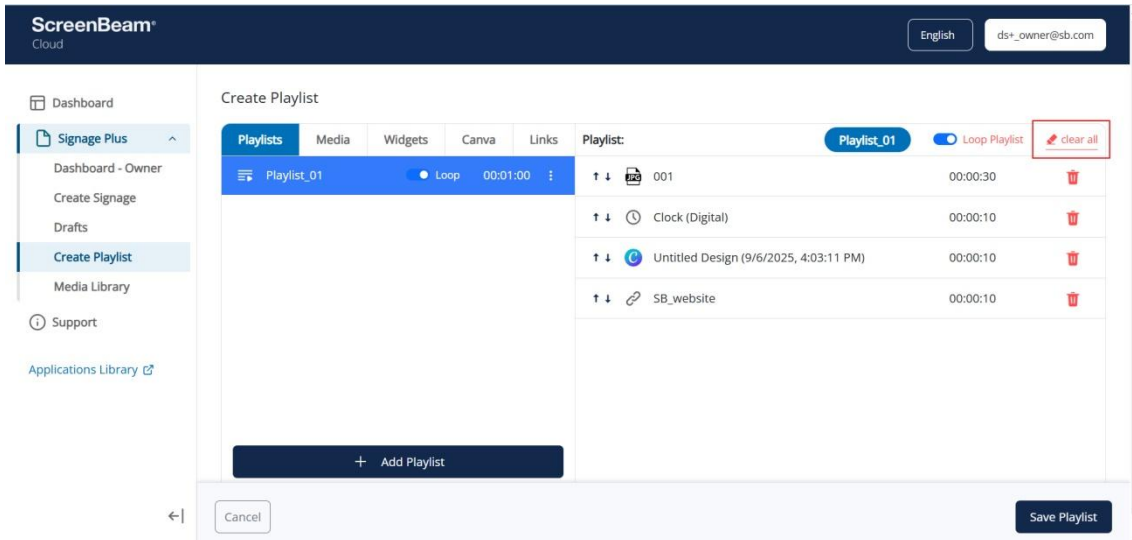
- b. To re-order a resource in a playlist, click the up or down arrow at the beginning of the resource entry.



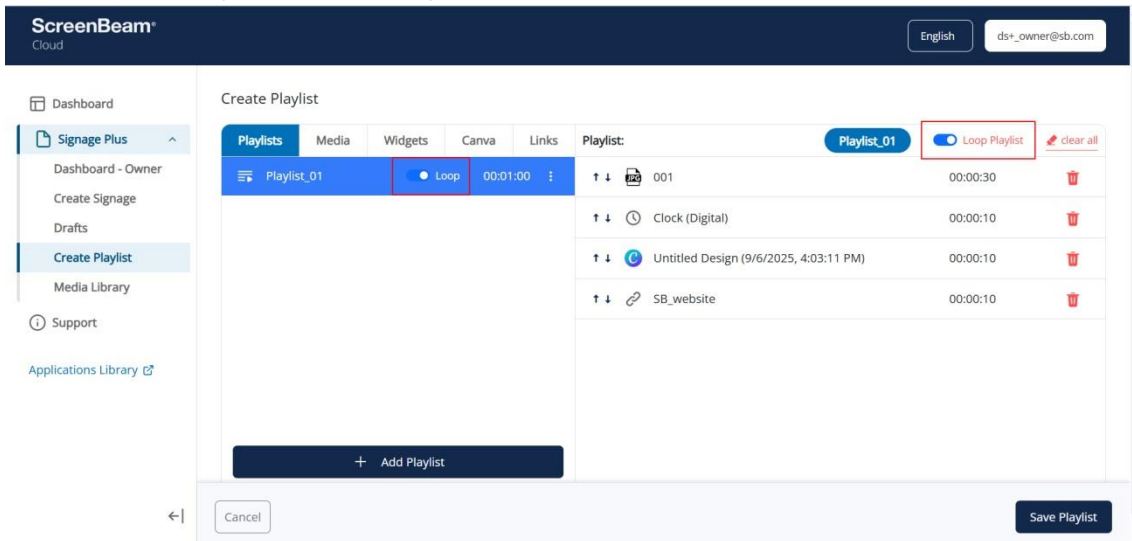
- c. To delete a resource from a playlist, click the Delete button (the red trash bin icon) at the end of a resource entry.



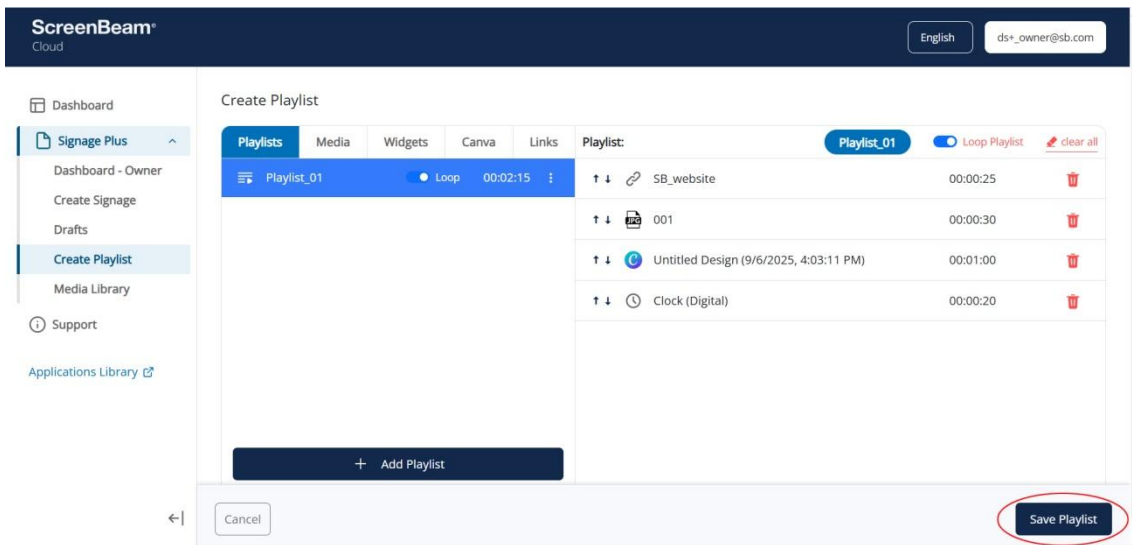
- d. To delete all resources from a playlist, select the playlist in the **Playlists** tab page and then click on the **Clear All** button.



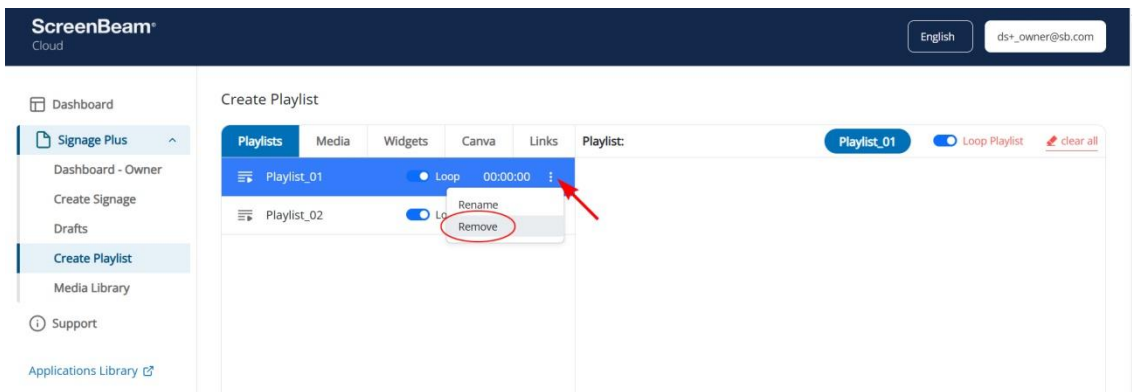
- e. To enable or disable loop playback for a playlist, directly click on the **Loop** button on the playlist, or select the playlist and then click on the **Loop Playlist** button. Loop for a new playlist is enabled by default.



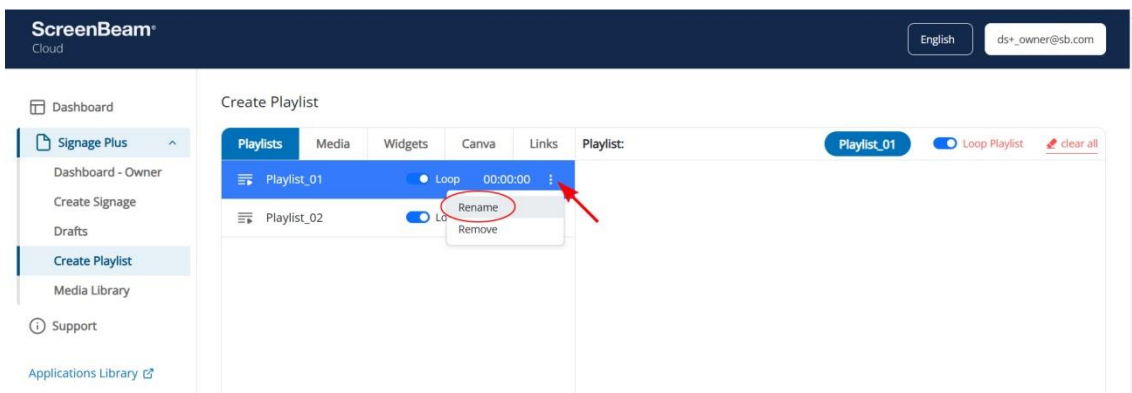
f. Click the Save Playlist button save the newly added resources to the selected playlist.



5. To delete a playlist, click on the three dots at the end of the playlist entry, and then select **Remove** from the short-cut menu. The playlist will be deleted directly.



6. To rename a playlist, click on the three dots at the end of the playlist entry, and then select **Rename** from the short-cut menu. Type a new name and press Enter to confirm.

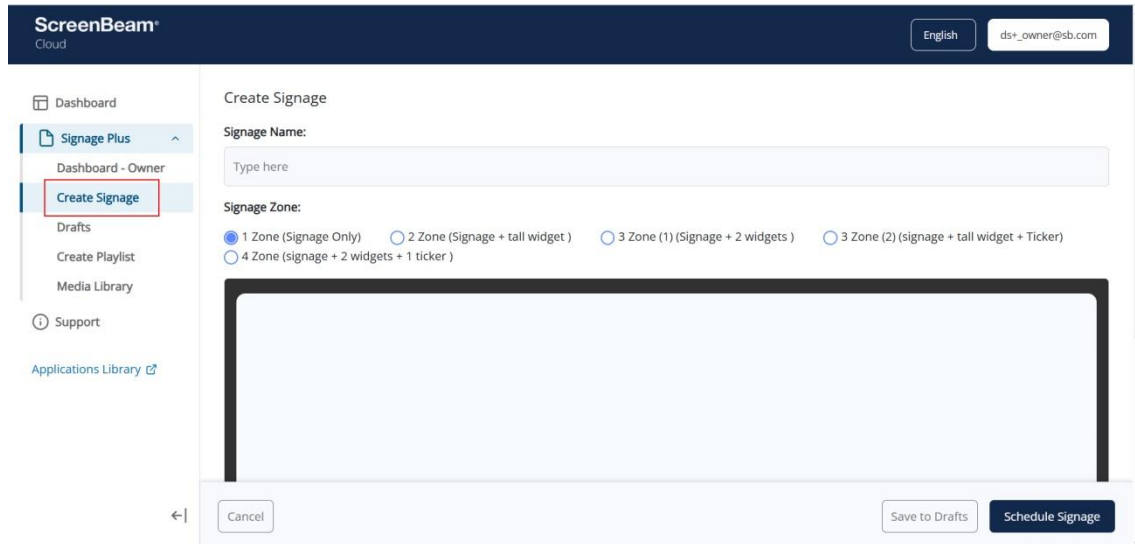


## 7.3 Creating and Scheduling Signage Tasks

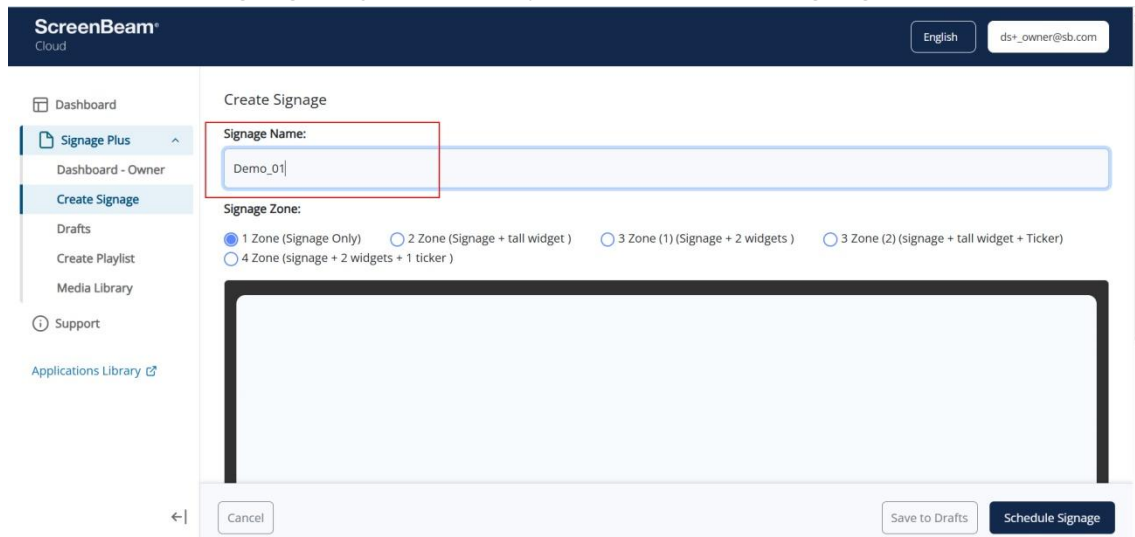
ScreenBeam Signage+ provides templates to help user create signage quickly.

To create signage on ScreenBeam Signage+, follow the procedure below:

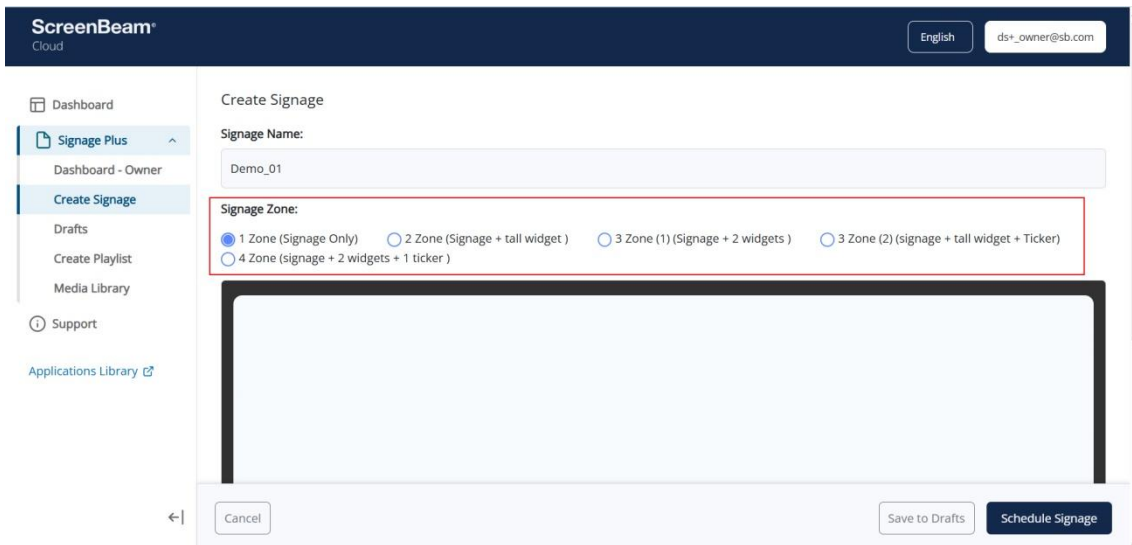
1. Sign into ScreenBeam Cloud ([cloud.screenbeam.com](https://cloud.screenbeam.com)) with a Signage Owner or Signage Teacher account.
2. Select **Signage Plus** > **Create Signage** in the left menu.



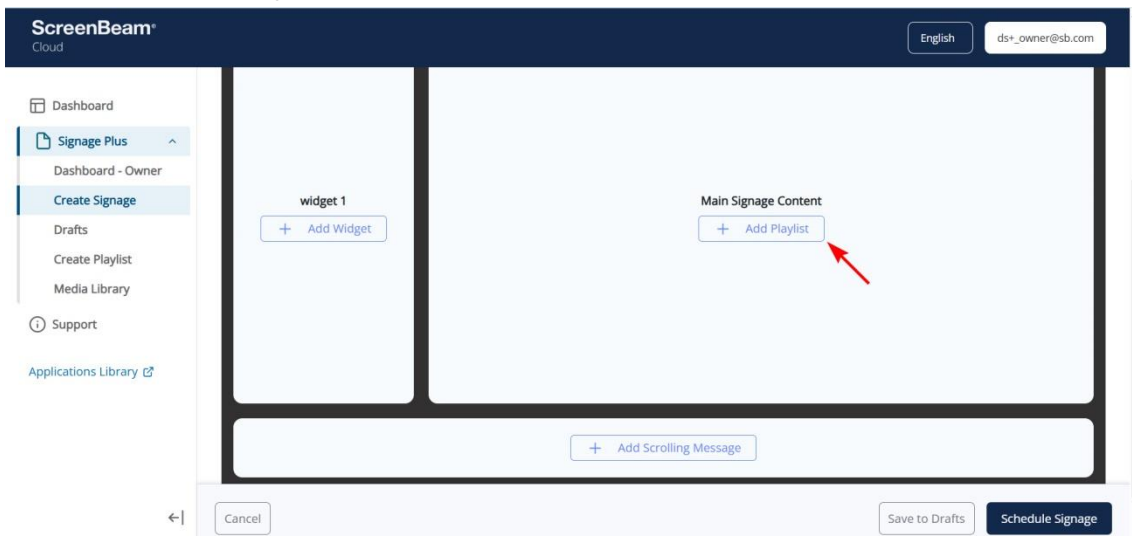
3. The **Create Signage** page appears. Type a name into the **Signage Name** box.

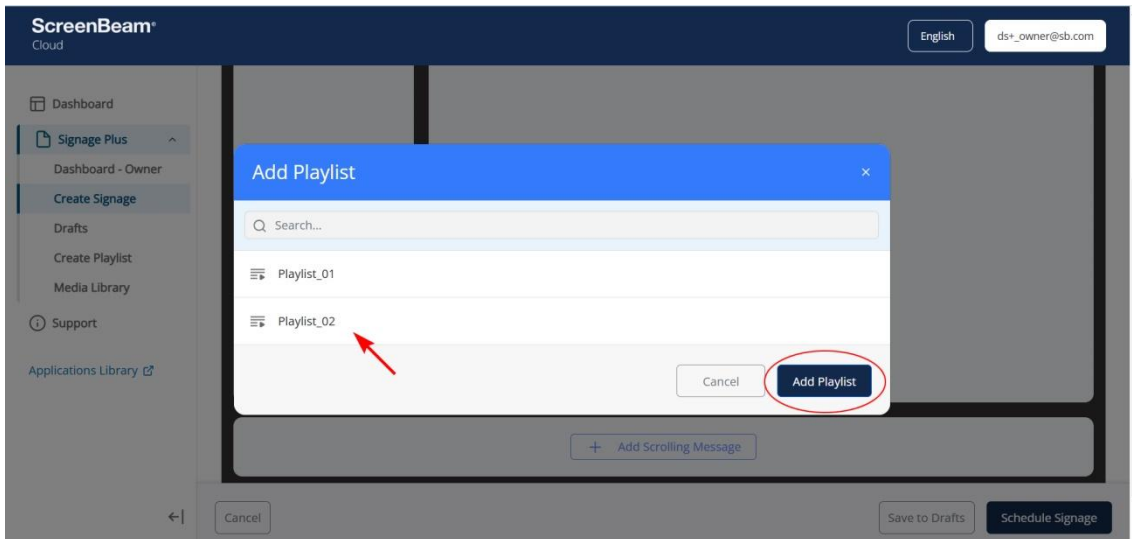


4. Select a template in the **Signage Zone** section and then configure all zones.



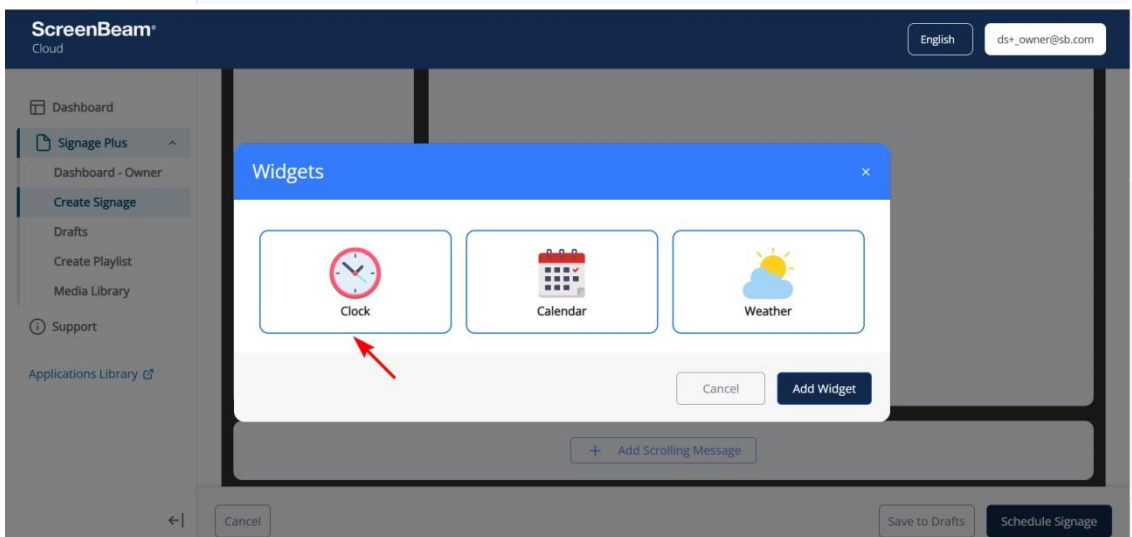
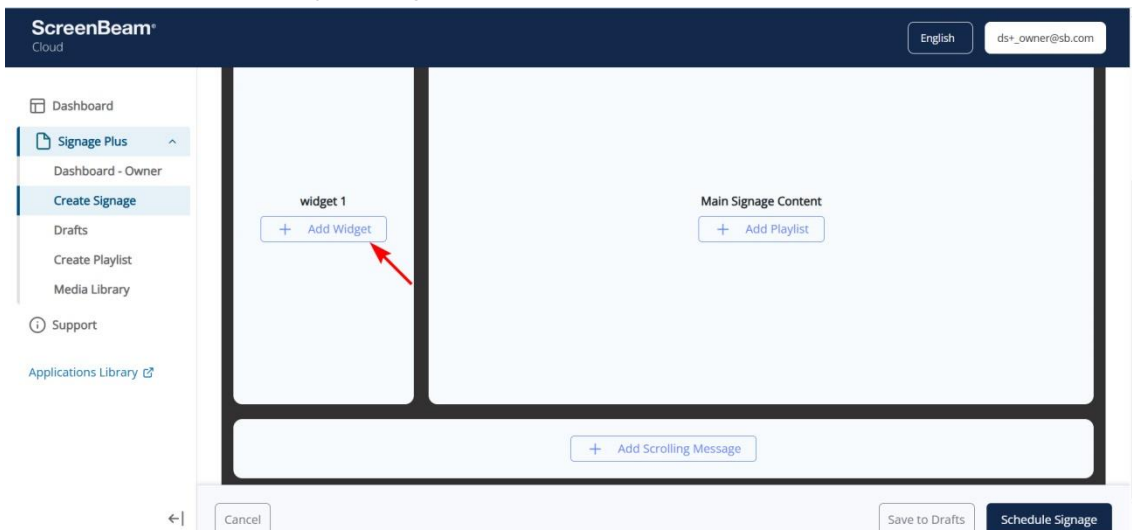
5. On the **Main Signage Content** zone, click on the **Add Playlist** button to display the **Add Playlist** window and select a playlist, which is created in Section 7.2 Creating Playlists. Click the **Add Playlist** button.

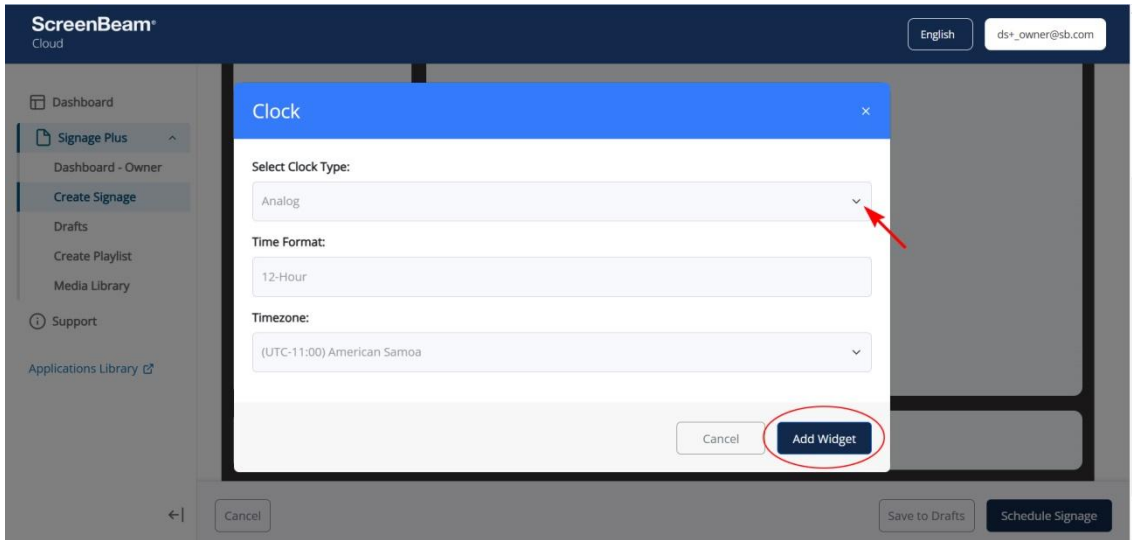




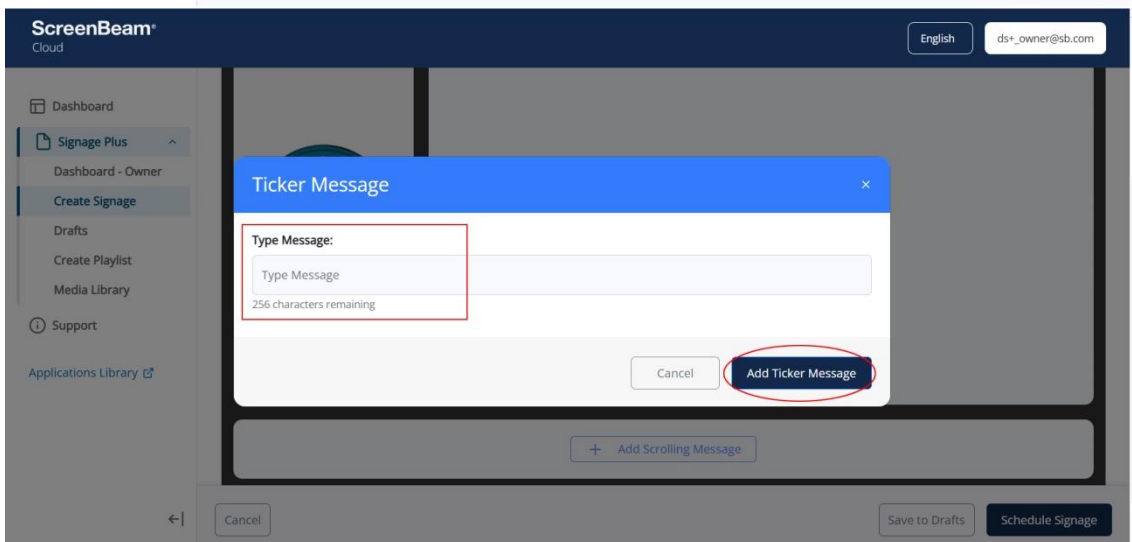
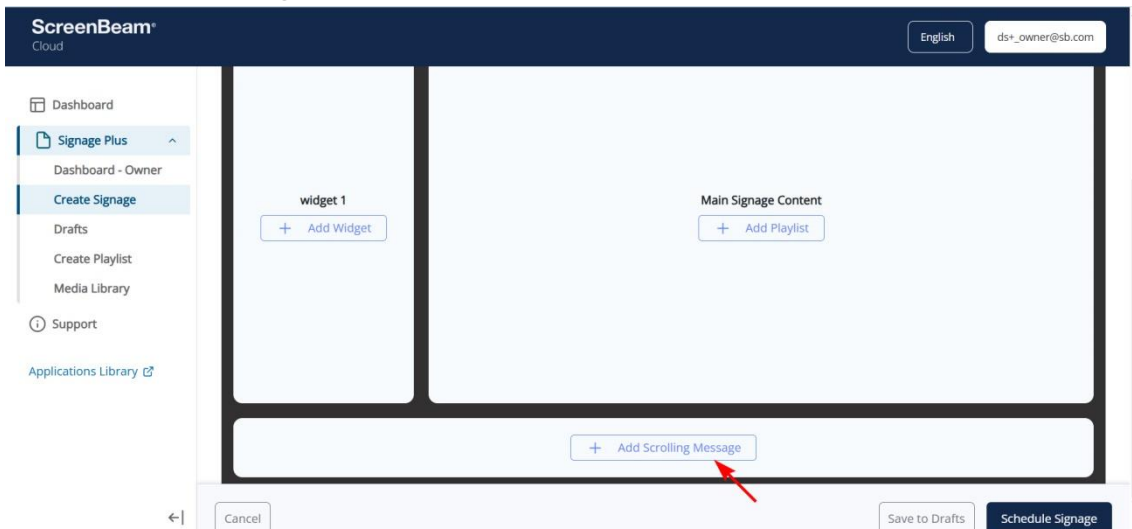
6. In the **Widget** zone, click on the **Add Widget** button to display the **Widgets** window. Select a widget and configure its properties. Click the **Add Widget** button.

Note: The widget settings in this page will not affect the widget settings that are saved in the **Create Playlist** page, which is described in Section 7.1.5 **Configuring Widgets**.

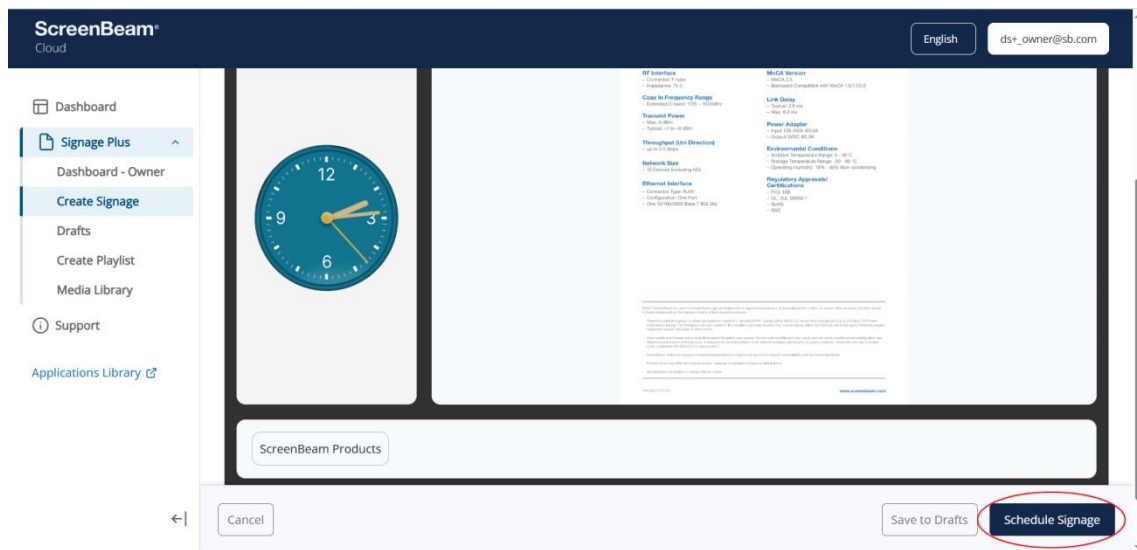




7. On the **Ticker Message** zone, click on the **Add Scrolling Message** button to display the **Ticker Message** window. Type your message in the Message box. Click the **Add Ticker Message** button.

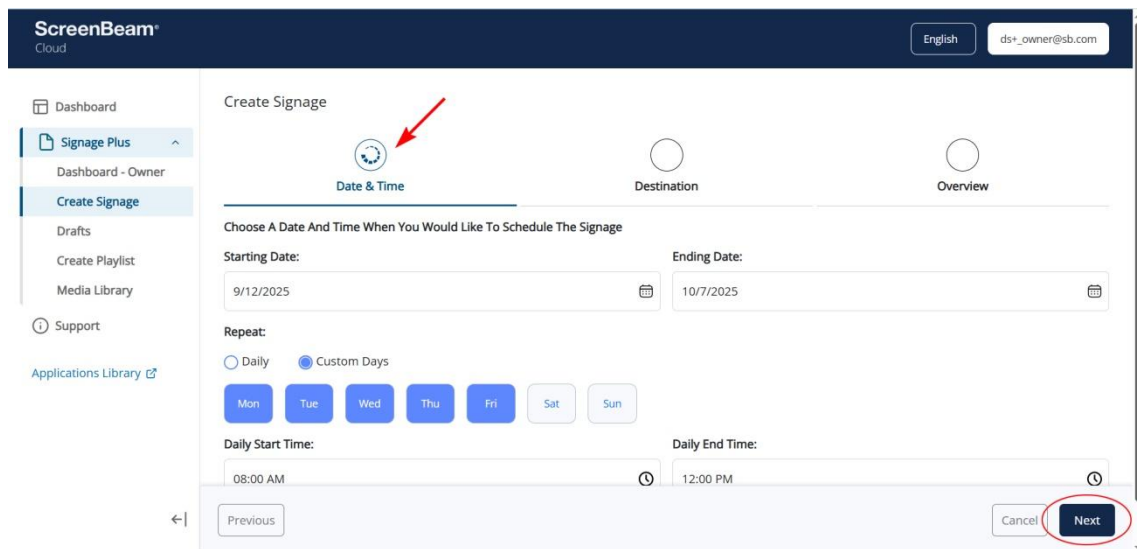


8. Click the **Schedule Signage** button to go to the Signage Scheduler page. Or, click the **Save to Draft** button to save a signage draft if you don't need to schedule it now.



9. The **Date & Time** page appears. Set up the date and time to schedule the signage. Click **Next** to continue.

Signage is not intended to run 24/7 and must be scheduled to run on specific days of the week for a specific daily time window.



10. Select dates for the **Starting Date** and **Ending Date** boxes. The playlist will run for this date range on day of the week, and times specified in the following steps.

ScreenBeam Cloud English ds+\_owner@sb.com

Dashboard Signage Plus Dashboard - Owner Create Signage Drafts Create Playlist Media Library Support Applications Library

Date & Time Destination Overview

Choose A Date And Time When You Would Like To Schedule The Signage

Starting Date: 9/12/2025 Ending Date: 10/7/2025

Repeat:  
 Daily  Custom Days

Mon Tue Wed Thu Fri Sat Sun

Daily Start Time: 08:00 AM Daily End Time: 12:00 PM

Previous Cancel Next

11. Choose a repeat style (Daily or Custom Days) in the **Repeat** section.

ScreenBeam Cloud English ds+\_owner@sb.com

Dashboard Signage Plus Dashboard - Owner Create Signage Drafts Create Playlist Media Library Support Applications Library

Date & Time Destination Overview

Choose A Date And Time When You Would Like To Schedule The Signage

Starting Date: 9/12/2025 Ending Date: 10/7/2025

Repeat:  
 Daily  Custom Days

Mon Tue Wed Thu Fri Sat Sun

Daily Start Time: 08:00 AM Daily End Time: 12:00 PM

Previous Cancel Next

12. Select a starting time in the **Daily Starting Time** box and an ending time in the **Daily Ending Time** box. The Daily Starting/Ending Time is independent from the Starting/Ending Date.

The screenshot shows the 'Date & Time' configuration page in the ScreenBeam Cloud interface. The page is titled 'Choose A Date And Time When You Would Like To Schedule The Signage'. It features three tabs: 'Date & Time' (active), 'Destination', and 'Overview'. The 'Date & Time' tab contains the following fields and options:

- Starting Date:** 9/12/2025
- Ending Date:** 10/7/2025
- Repeat:** Radio buttons for 'Daily' and 'Custom Days' (selected).
- Days:** A row of buttons for 'Mon', 'Tue', 'Wed', 'Thu', 'Fri', 'Sat', and 'Sun'. 'Mon' through 'Fri' are highlighted in blue.
- Daily Start Time:** 08:00 AM
- Daily End Time:** 12:00 PM

At the bottom of the page, there are navigation buttons: 'Previous', 'Cancel', and 'Next'.

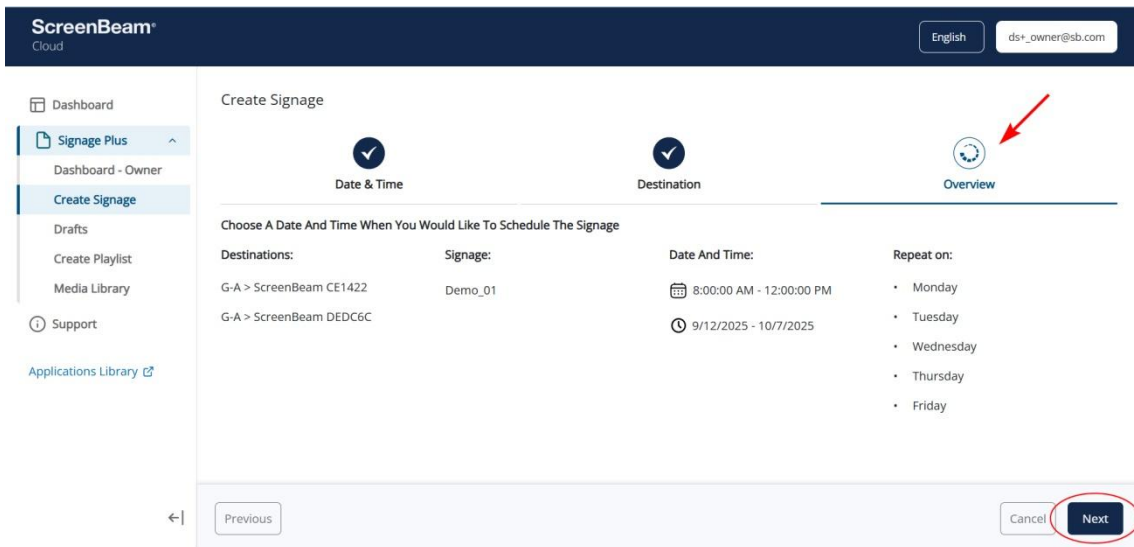
13. The **Destination** page appears. Select the receiver(s) or receiver group(s) to play the signage. Click **Next** to continue.

The screenshot shows the 'Destination' configuration page in the ScreenBeam Cloud interface. The page is titled 'Create Signage' and features three tabs: 'Date & Time', 'Destination' (active), and 'Overview'. The 'Destination' tab contains the following elements:

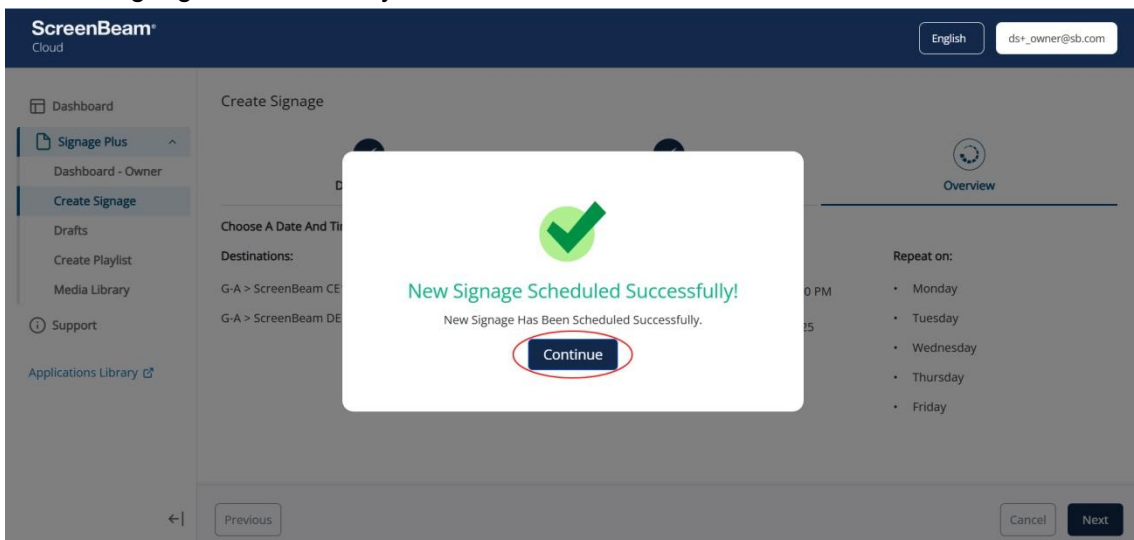
- Select a location from the list below:** A search bar with the placeholder text 'Search...'. Below it is a list of checkboxes:
- Select All Departments
- G-A
- ScreenBeam CE1422
- ScreenBeam DEDC6C
- ScreenBeam 267FFA

A red arrow points to the 'Destination' tab icon. At the bottom of the page, there are navigation buttons: 'Previous', 'Cancel', and 'Next' (circled in red).

14. The **Overview** page appears. Confirm settings are correct. Click **Next** to continue.



15. The signage is successfully created and scheduled. Click **Continue**.



Scheduled signage will play on the selected receiver(s) or receiver group(s) during the scheduled period when the receivers are idle.

If there is a schedule conflict where one or more receivers are scheduled to run multiple pieces of signage at the same time, then the system will display an error. The conflict must be resolved before signage can be scheduled.

## 7.4 Stopping Signage Playback

You may want to stop playing a signage before it finishes its schedule. A Signage Owner or Signage Teacher can stop an in-process signage task. A Signage Administrator can stop the currently playing signage on receivers.

To stop signage playback, follow the procedure below:

1. For **Signage Administrator**, go to **Signage Plus > Dashboard – Admin**, and select the receivers that are currently playing signage in the **Receivers and Signage Control** table and click **Stop Digital Signage**.

The screenshot shows the ScreenBeam Cloud interface. The left sidebar includes 'Dashboard', 'Signage Plus', 'Dashboard - Admin', 'User Management', 'Group Management', 'Logs', 'Support', and 'Applications Library'. The main content area displays 'Total Receivers' (2 Active / 1 Idle / 0 Offline), 'Total Users' (3), 'Total Groups' (1), and 'Storage Used' (0.00 GB / 10 GB). Below this is the 'Receivers and Signage Control' table. The table has columns for 'Receiver Name', 'Assigned Group', 'Current Status', and 'Current Signage Playing'. Two rows are selected, and a 'Stop Digital Signage' button is highlighted in red. A red arrow points to the 'Stop Digital Signage' button. The table data is as follows:

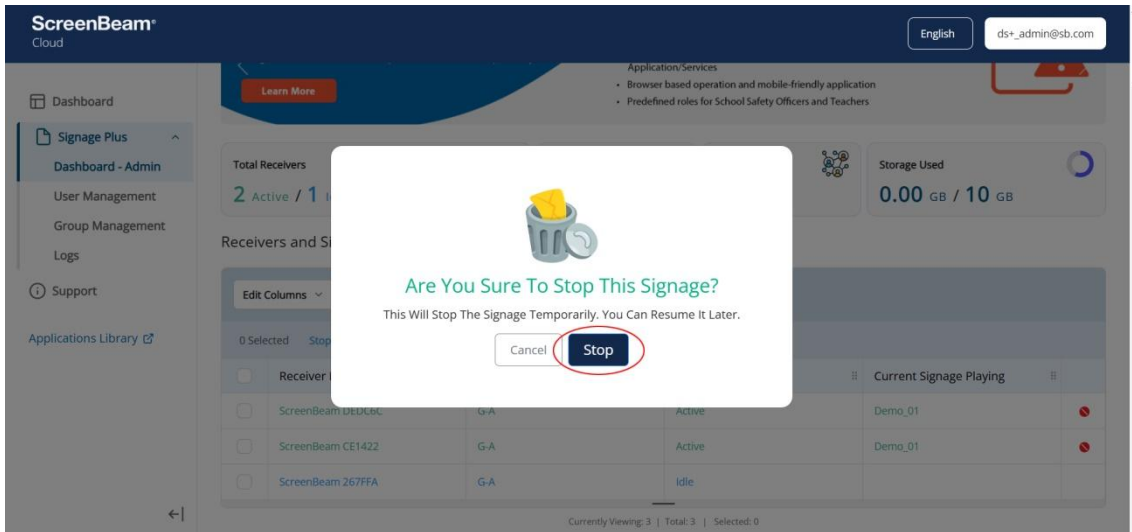
Receiver Name	Assigned Group	Current Status	Current Signage Playing
ScreenBeam DEDC6C	G-A	Active	Demo_01
ScreenBeam CE1422	G-A	Active	Demo_01
ScreenBeam 267FFA	G-A	Idle	

For Signage Owners, click the red Stop button at the end of a receiver row in the **Receivers and Signage Control** table to stop signage playback on individual receivers.

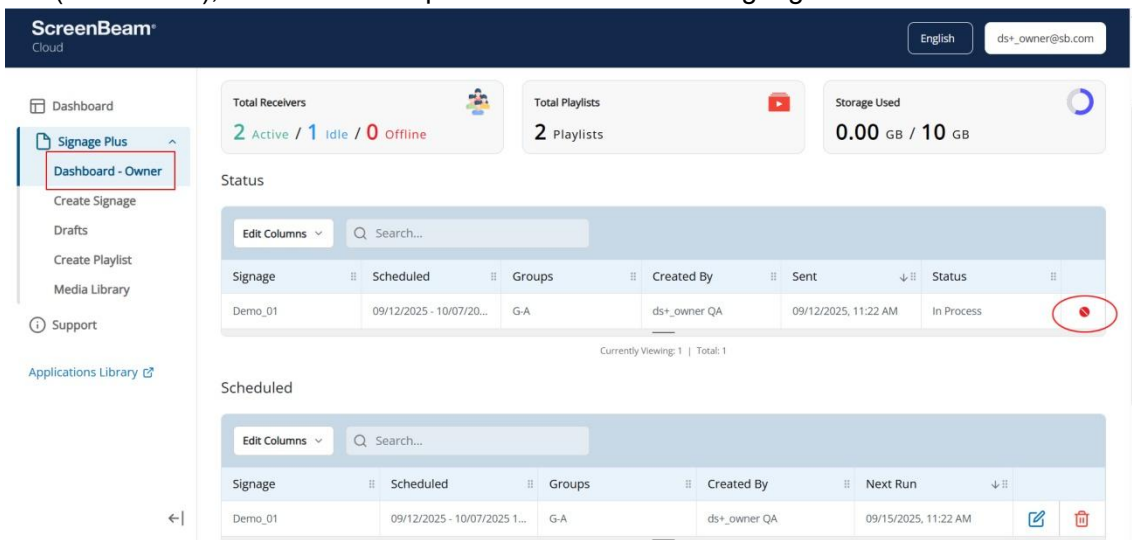
The screenshot shows the ScreenBeam Cloud interface. The left sidebar includes 'Dashboard', 'Signage Plus', 'Dashboard - Admin', 'User Management', 'Group Management', 'Logs', 'Support', and 'Applications Library'. The main content area displays 'Total Receivers' (2 Active / 1 Idle / 0 Offline), 'Total Users' (3), 'Total Groups' (1), and 'Storage Used' (0.00 GB / 10 GB). Below this is the 'Receivers and Signage Control' table. The table has columns for 'Receiver Name', 'Assigned Group', 'Current Status', and 'Current Signage Playing'. The table data is as follows:

Receiver Name	Assigned Group	Current Status	Current Signage Playing
ScreenBeam DEDC6C	G-A	Active	Demo_01
ScreenBeam CE1422	G-A	Active	Demo_01
ScreenBeam 267FFA	G-A	Idle	

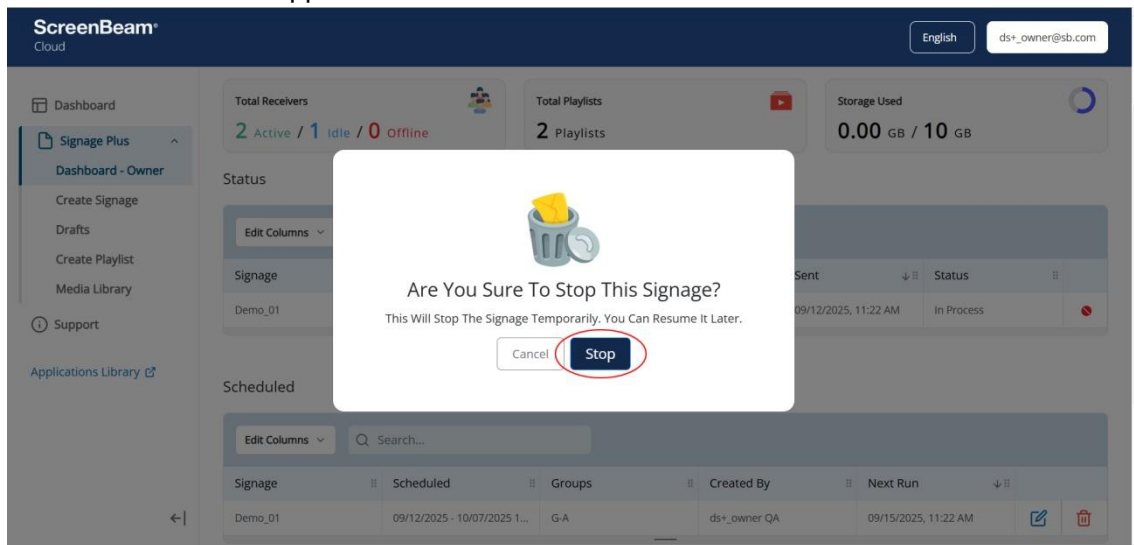
Click the **Stop** button on the confirmation window. Signage playback on the selected receivers will stop.



2. For **Signage Owner** or **Signage Teacher**, go to **Signage Plus > Dashboard — Owner** (or **Teacher**), click the red Stop button at the end of a signage task in the **Status** table.



Click the **Stop** button on the confirmation window. Signage playback on all receivers in this task will be stopped.



## 7.5 Editing Signage Tasks



To edit a signage task on ScreenBeam Signage+, follow the procedure below:

1. Sign into ScreenBeam Cloud ([cloud.screenbeam.com](https://cloud.screenbeam.com)) with a Signage Owner or Signage Teacher account.
2. Select **Signage Plus** > **Dashboard – Owner** (or **Teacher**) in the left menu.

The screenshot shows the ScreenBeam Cloud dashboard. The left sidebar has 'Signage Plus' selected, with 'Dashboard - Owner' highlighted. The main content area features an 'Alert+ by ScreenBeam' banner with a 'Learn More' button. Below the banner are three summary cards: 'Total Receivers' (0 Active / 3 Idle / 0 Offline), 'Total Playlists' (2 Playlists), and 'Storage Used' (0.00 GB / 10 GB). A 'Status' section contains a table with columns: Signage, Scheduled, Groups, Created By, Sent, and Status. The table is currently empty, displaying 'No data found'.

3. Go to the **Scheduled** table, which shows all scheduled signage tasks.
4. Click on the Edit icon at the end of a signage entry to open the Edit Signage page. Refer to Section 7.3 **Creating and Scheduling Signage Tasks** for details about editing a signage task.

The screenshot shows the 'Scheduled' table in the ScreenBeam Cloud dashboard. The table has columns: Signage, Scheduled, Groups, Created By, Next Run, and an action column. One entry is visible: 'Demo\_01' with a scheduled date of '09/12/2025 - 10/07/2025 1...', group 'G-A', created by 'ds+\_owner QA', and next run on '09/15/2025, 01:48 PM'. The edit icon in the action column is circled in red. Below the table is a 'History (Last 50 Signage)' section with a table containing two entries for 'Demo\_01'.

Signage	Scheduled	Groups	Created By	Next Run	Action
Demo_01	09/12/2025 - 10/07/2025 1...	G-A	ds+_owner QA	09/15/2025, 01:48 PM	 

Signage	Scheduled	Groups	Created By	Date And Time	Delivery	Action
Demo_01	09/12/2025 - 10/07/...	G-A	ds+_owner QA	09/12/2025, 01:48 ...	stopbyuser	<a href="#">View Receivers</a>
Demo_01	09/12/2025 - 10/07/...	G-A	ds+_owner QA	09/12/2025, 01:24 ...	stopbyuser	<a href="#">View Receivers</a>

## 7.6 Deleting Signage Tasks

A Signage+ Owner (Teacher) can delete its own signage tasks.

To delete a signage task on ScreenBeam Signage+, follow the procedure below:

1. Sign into ScreenBeam Cloud ([cloud.screenbeam.com](https://cloud.screenbeam.com)) with a Signage Owner or Signage Teacher account.
2. Select **Signage Plus > Dashboard – Owner (or Teacher)** in the left menu.

The screenshot shows the ScreenBeam Cloud interface. The left sidebar contains a menu with 'Dashboard - Owner' highlighted. The main area displays a 'Alert+ by ScreenBeam' banner with a 'Learn More' button. Below the banner are three summary cards: 'Total Receivers' (0 Active, 3 Idle, 0 Offline), 'Total Playlists' (2 Playlists), and 'Storage Used' (0.00 GB / 10 GB). A 'Status' section contains a table with columns: Signage, Scheduled, Groups, Created By, Sent, and Status. The table is currently empty, showing 'No data found'.

3. Go to the **Scheduled** table, which shows all scheduled signage tasks.
4. Click on the Delete button (the red trash bin icon) at the end of a signage entry, and then click **Delete** on the confirmation window.

The screenshot shows the 'Scheduled' table in the ScreenBeam Cloud interface. The table has columns: Signage, Scheduled, Groups, Created By, Next Run, and a delete button (red trash bin icon). A single entry 'Demo\_01' is visible. The 'Next Run' column shows '09/15/2025, 01:48 PM'. The delete button is circled in red.

Signage	Scheduled	Groups	Created By	Next Run	
Demo_01	09/12/2025 - 10/07/2025 1...	G-A	ds+_owner QA	09/15/2025, 01:48 PM	

Note: A signage task will be automatically deleted after the scheduled date expires.

## 7.7 Viewing Signage Playback Status

Signage Administrators can view signage playback status on receivers, while Signage Owners and Signage Teachers can view status for scheduled signage tasks.

To view signage status on ScreenBeam Signage+, follow the procedure below:

1. Sign into ScreenBeam Cloud ([cloud.screenbeam.com](https://cloud.screenbeam.com)) with a Signage Administrator, Signage Owner or Signage Teacher account.
2. For Signage Administrators, go to **Signage Plus > Dashboard – Admin**, and then check signage playback status for the receivers in the **Receivers and Signage Control** table.

The screenshot shows the ScreenBeam Cloud Admin Dashboard. The left sidebar has 'Signage Plus' expanded to 'Dashboard - Admin'. The main content area features a 'Receivers and Signage Control' table. The table has columns for Receiver Name, Assigned Group, Current Status, and Current Signage Playing. Three receivers are listed, all with a status of 'Active'.

Receiver Name	Assigned Group	Current Status	Current Signage Playing
ScreenBeam DEDC6C	G-A	Active	Demo_01
ScreenBeam CE1422	G-A	Active	Demo_01
ScreenBeam 267FFA	G-A	Active	Demo_03

3. For Signage Owners and Signage Teachers, go to **Signage Plus > Dashboard – Owner** (or **Teacher**), and then check signage playback status for the scheduled signage tasks in the **Status** table.

The screenshot shows the ScreenBeam Cloud Owner Dashboard. The left sidebar has 'Signage Plus' expanded to 'Dashboard - Owner'. The main content area features a 'Status' table. The table has columns for Signage, Scheduled, Groups, Created By, Sent, and Status. One scheduled task is listed with a status of 'In Process'.

Signage	Scheduled	Groups	Created By	Sent	Status
Demo_01	09/12/2025 - 10/07/20...	G-A	ds+_owner QA	09/12/2025, 02:48 PM	In Process

## 7.8 Viewing Signage Logs

Signage Administrators can view signage logs for all signage tasks that are scheduled and executed by Signage Owners and Signage Teachers that are assigned to the same CMS site. Signage Owners and Signage Teachers can view signage logs that were generated by the signage tasks scheduled by them.

To view signage logs on ScreenBeam Signage+, follow the procedure below:

1. Sign into ScreenBeam Cloud ([cloud.screenbeam.com](https://cloud.screenbeam.com)) with a Signage Administrator, Signage Owner or Signage Teacher account.
2. For Signage Administrators, go to **Signage Plus > Logs**, and then check signage playback logs for the signage tasks that were executed in the **Logs** table.

The screenshot shows the ScreenBeam Cloud interface. The left sidebar has 'Logs' highlighted. The main content area displays a table titled 'Logs' with the following data:

Signage	Scheduled	Groups	Status	Receivers
Demo_03	09/12/2025 - 09/12/2025 2:...	G-A	Complete	<a href="#">View Receivers</a>
Demo_01	09/12/2025 - 10/07/2025 2:...	G-A	In Process	<a href="#">View Receivers</a>
Demo_03	09/12/2025 - 09/26/2025 2:...	G-A	Stopped By User	<a href="#">View Receivers</a>
Demo_01	09/12/2025 - 10/07/2025 1:...	G-A	Stopped By User	<a href="#">View Receivers</a>
Demo_01	09/12/2025 - 10/07/2025 1:...	G-A	Stopped By User	<a href="#">View Receivers</a>
Demo_01	09/12/2025 - 10/07/2025 11:...	G-A	Complete	<a href="#">View Receivers</a>

3. For Signage Owners and Signage Teachers, go to **Signage Plus > Dashboard – Owner (or Teacher)**, and then check signage execution histories for the scheduled signage tasks in the **History (Last 50 Signage)** table.

The screenshot shows the ScreenBeam Cloud interface. The left sidebar has 'Dashboard - Owner' highlighted. The main content area displays a table titled 'History (Last 50 Signage)' with the following data:

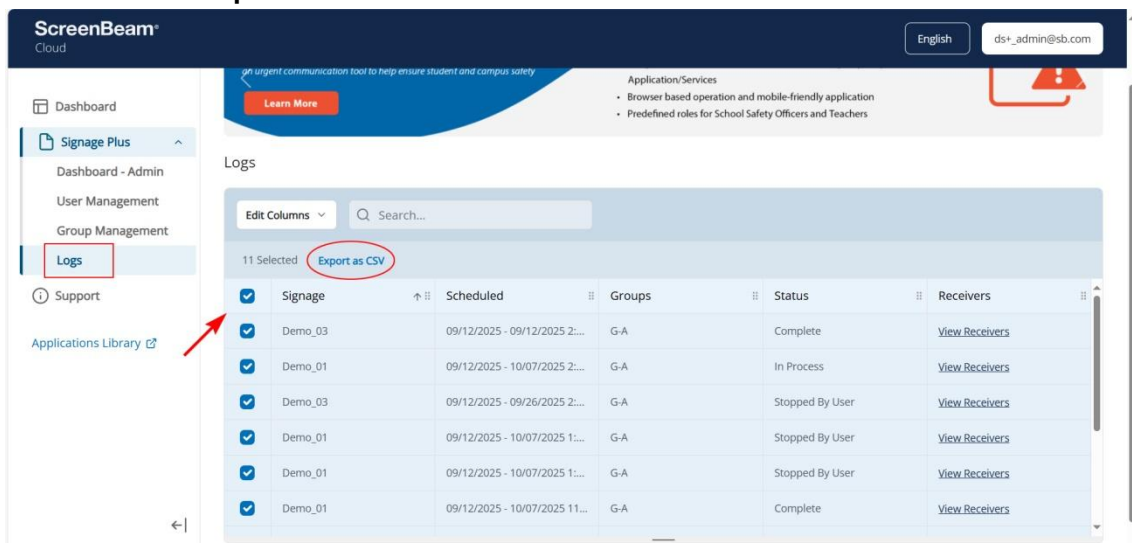
Signage	Scheduled	Groups	Created By	Date And Time	Delivery
Demo_01	09/12/2025 - 10/07/...	G-A	ds+_owner QA	09/12/2025, 02:48 ...	inprocess
Demo_01	09/12/2025 - 10/07/...	G-A	ds+_owner QA	09/12/2025, 01:48 ...	stopbyuser
Demo_01	09/12/2025 - 10/07/...	G-A	ds+_owner QA	09/12/2025, 01:24 ...	stopbyuser
Demo_01	09/12/2025 - 10/07/...	G-A	ds+_owner QA	09/12/2025, 11:22 ...	complete

## 7.9 Exporting Signage Logs

Signage Administrators can export signage logs for all signage tasks that are scheduled and executed by Signage Owners and Signage Teachers that are assigned to the same CMS site.

To export signage logs on ScreenBeam Signage+, follow the procedure below:

1. Sign into ScreenBeam Cloud ([cloud.screenbeam.com](https://cloud.screenbeam.com)) with a Signage Administrator account.
2. Go to **Signage Plus > Logs**, and then select signage execution log entries in the **Logs** table. Click **Export as CSV**.



The screenshot displays the ScreenBeam Cloud interface. The top navigation bar includes the ScreenBeam Cloud logo, a language selector set to 'English', and a user profile for 'ds+\_admin@sb.com'. The left sidebar contains navigation options: Dashboard, Signage Plus (expanded), Dashboard - Admin, User Management, Group Management, Logs (highlighted with a red box), Support, and Applications Library. The main content area is titled 'Logs' and features a table with 11 selected entries. The 'Export as CSV' button is circled in red. A red arrow points to the 'Logs' menu item in the sidebar.

Signage	Scheduled	Groups	Status	Receivers
✓ Signage	Scheduled	Groups	Status	Receivers
✓ Demo_03	09/12/2025 - 09/12/2025 2:...	G-A	Complete	<a href="#">View Receivers</a>
✓ Demo_01	09/12/2025 - 10/07/2025 2:...	G-A	In Process	<a href="#">View Receivers</a>
✓ Demo_03	09/12/2025 - 09/26/2025 2:...	G-A	Stopped By User	<a href="#">View Receivers</a>
✓ Demo_01	09/12/2025 - 10/07/2025 1:...	G-A	Stopped By User	<a href="#">View Receivers</a>
✓ Demo_01	09/12/2025 - 10/07/2025 1:...	G-A	Stopped By User	<a href="#">View Receivers</a>
✓ Demo_01	09/12/2025 - 10/07/2025 11:...	G-A	Complete	<a href="#">View Receivers</a>