



KOKOMO24/7[®]

SAFETY CLOUD[™]

Newline Manual

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<https://safetycloud.kokomo247.com>

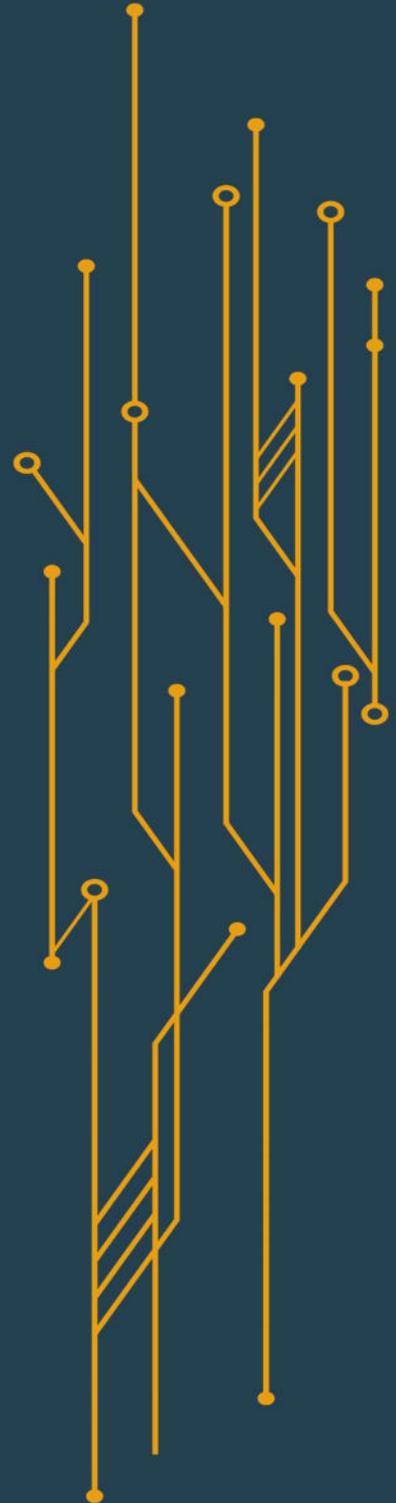


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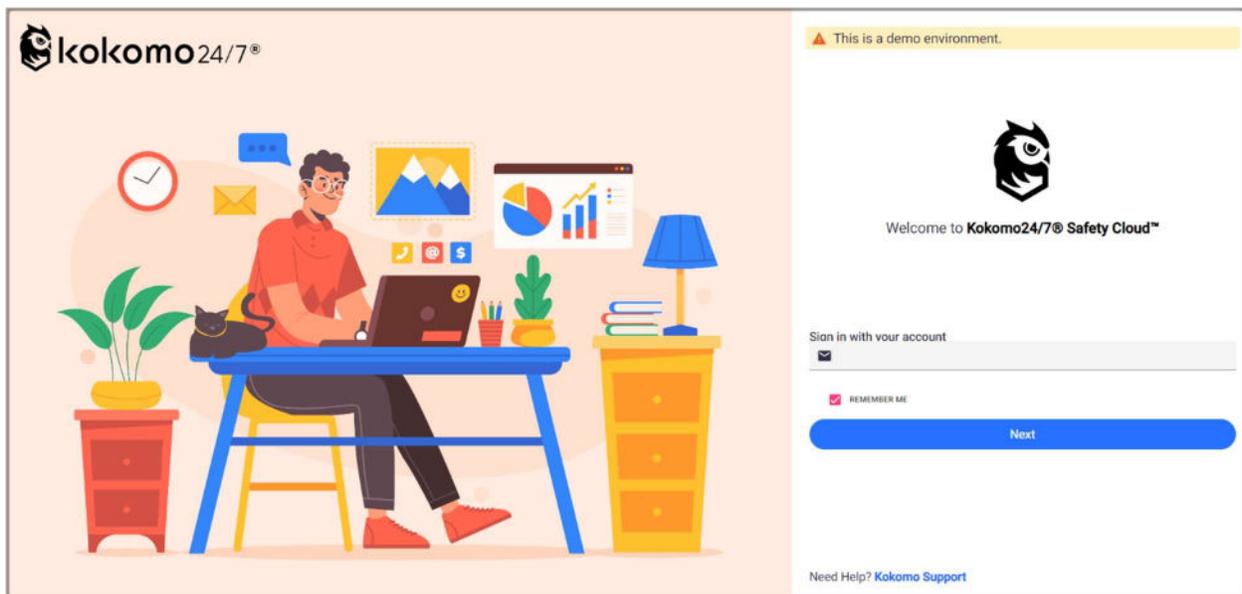
1 Introduction

- Newline is a digital signage and content management solution integrated within the Kokomo24/7® Safety Cloud platform.
- It allows administrators to centrally manage digital displays (devices), content, and alerts across different facilities and sites. Using Newline, organizations can:
 - Create and manage emergency and informational content
 - Design templates and collections for display screens
 - Assign content to registered devices
 - Manage facilities, workflows, and organizational settings
 - Ensure consistent communication across all locations

Step 1: Open Login Page

Go to: <https://www.safetyclouds.org> (Note: Region blocked to North America, but access can be granted upon request.)

1. You will see the login screen as shown below:



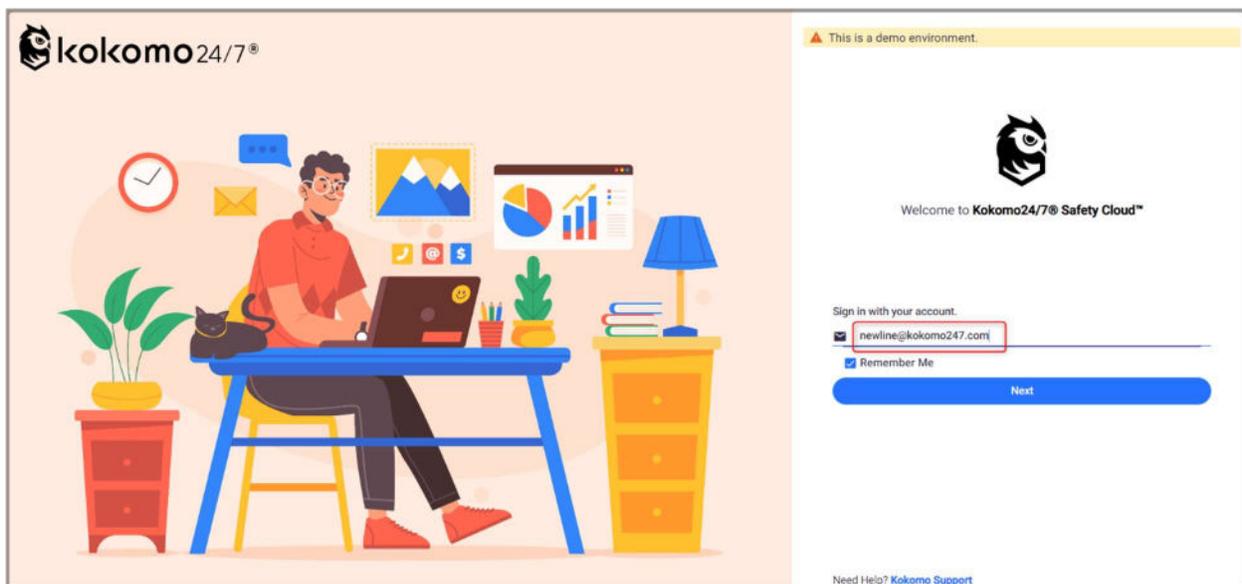
Login Page

Step 2: Enter Your Email Address

1. In the Email field, type your registered account email.
Example: "newline@kokomo247.com"
1. Make sure the email is typed correctly with no spaces.

Step 3: Remember Me (Optional)

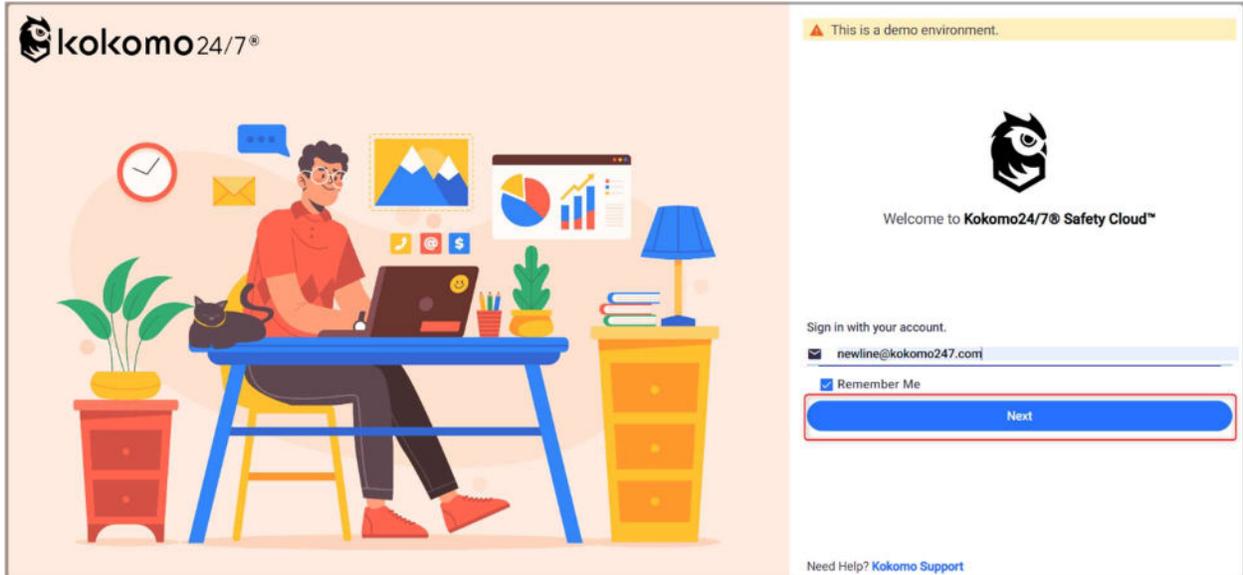
1. Check Remember Me if you want the system to save your email for next time.
2. Leave it unchecked if you are using a public or shared device.



Enter User Email

Step 4: Click Next

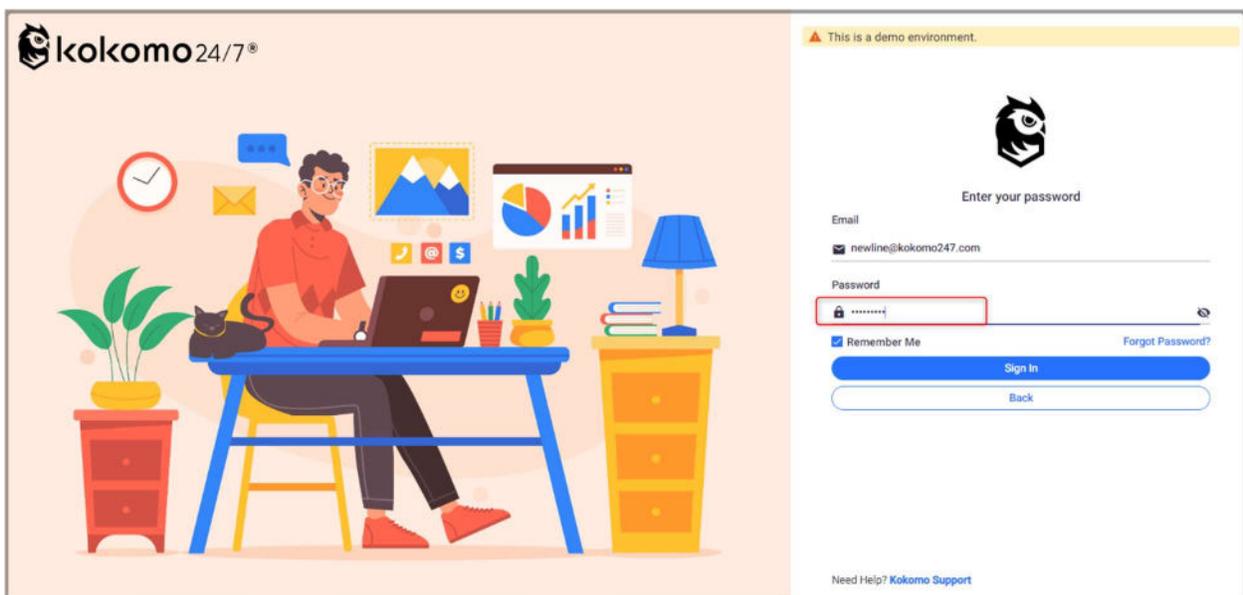
1. After entering your email, click the Next button.
2. You will be taken to the password screen.



Click On Next Button

Step 5: Enter Your Password

1. On the password screen, type your Newline account password.
2. Click Sign In to proceed.



Enter User Password & Click on Sign in Button

2 Content Manager

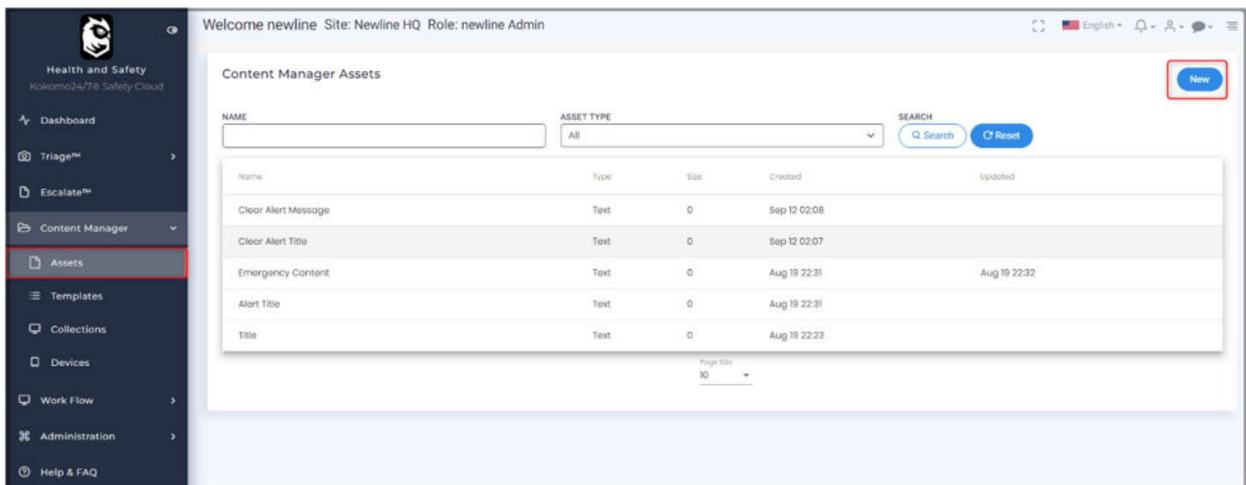
The **Content Manager** module is used to create, organize, and assign content to digital signage devices.

2.1 Assets

The **main purpose of Assets in Newline** is to **store and manage reusable content** that can be consistently displayed across digital signage screens.

Assets allow users to create and maintain **centralized text content**, such as alert messages, safety instructions, announcements, or visuals, which can then be reused in **templates, collections, and alerts**. Instead of creating the same content multiple times, users can create an asset once and use it wherever needed.

By using assets, Newline ensures **content consistency, easy updates, and efficient content management**. When an asset is updated, the change automatically reflects everywhere it is used, saving time and reducing errors while keeping messaging accurate and up to date.



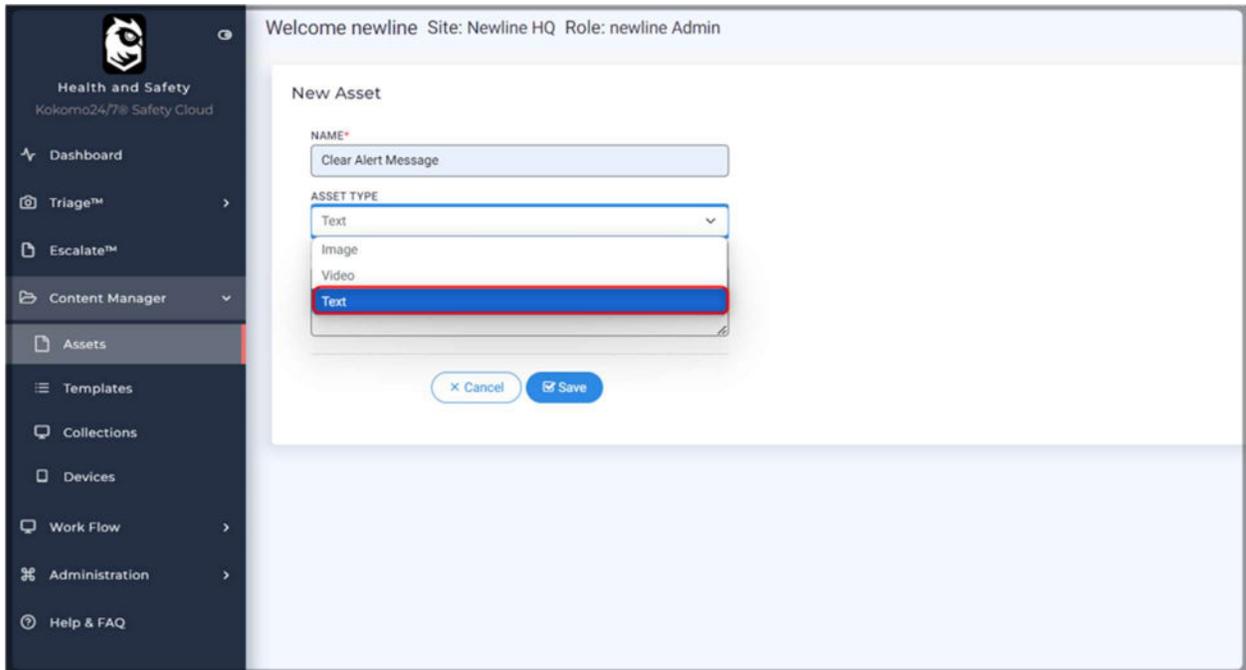
Welcome newline Site: Newline HQ Role: newline Admin

Content Manager Assets

NAME ASSET TYPE SEARCH

Name	Type	Size	Created	Updated
Clear Alert Message	Text	0	Sep 12 02:08	
Clear Alert Title	Text	0	Sep 12 02:07	
Emergency Content	Text	0	Aug 19 22:31	Aug 19 22:32
Alert Title	Text	0	Aug 19 22:31	
Title	Text	0	Aug 19 22:23	

Page Size: 10



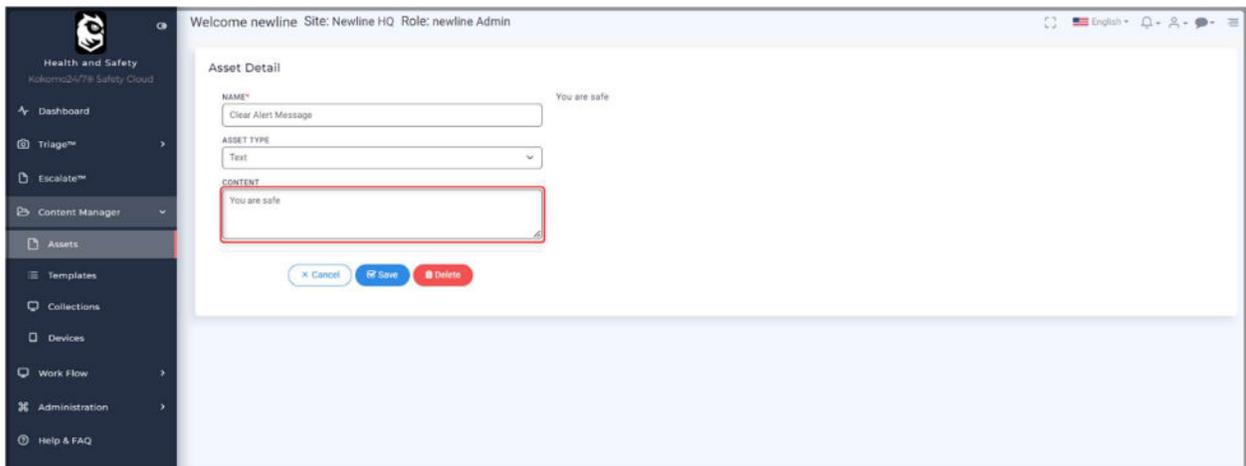
Welcome newline Site: Newline HQ Role: newline Admin

New Asset

NAME*
Clear Alert Message

ASSET TYPE
Text
Image
Video
Text

X Cancel Save



Welcome newline Site: Newline HQ Role: newline Admin

Asset Detail

NAME* Clear Alert Message You are safe

ASSET TYPE
Text

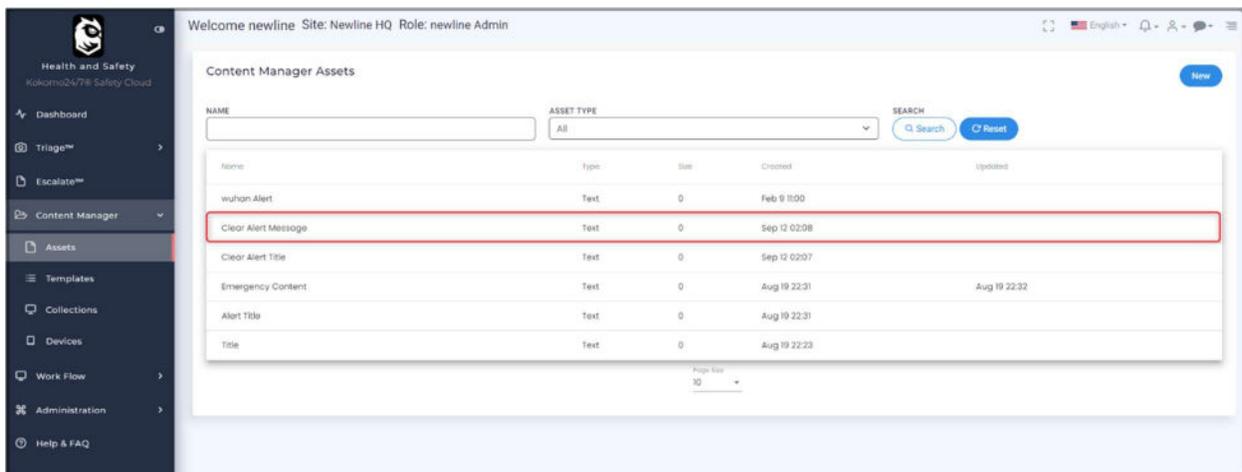
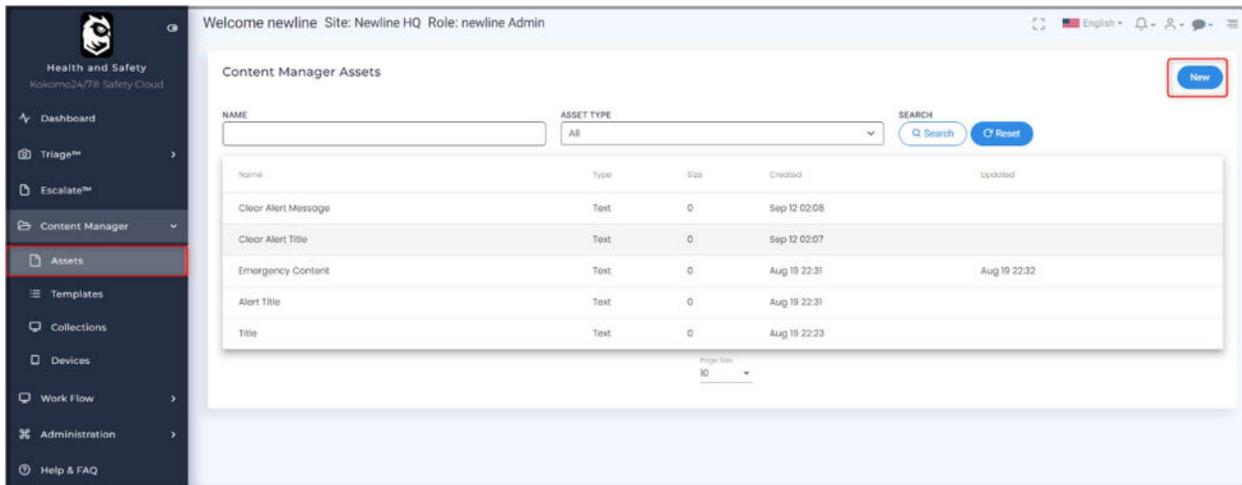
CONTENT
You are safe

X Cancel Save Delete

Step-by-Step Procedure

1. Log in to Kokomo24/7® Safety Cloud.
2. Navigate to Content Manager → Assets.
3. Click the New button.
4. On the New Asset page, enter the following details:
 - Name: Clear Alert Message
 - Asset Type: Text
 - Content:

5. Review the entered information.
6. Click Save.



- This newly created asset is now available for use in templates, collections, and alerts. Whenever I need to display the same message, I can reuse this asset without creating it again. If I update the content of the asset in the future, the updated message will automatically reflect wherever the asset is used.
- This section of the **Assets page** is used for **searching and filtering assets**, so that you can quickly find the exact content you need from the list.
- From a user's point of view, the **Name** field allows you to search for assets by their title. When you start typing a word or part of a word in this field, the system looks for assets whose names match the entered text. For example, entering

“Alert” will return only those assets with “Alert” in their name, such as *Alert Title* or *Clear Alert Message*.

- The **Asset Type** dropdown helps you filter assets based on their type. By default, it is set to **All**, which shows every asset in the system. If you select a specific type, such as **Text**, the list will update to display only assets of that selected type. This is especially helpful when you are working with a large number of assets and want to focus on one kind of content.
- After entering the search criteria, clicking the **Search** button applies the filters and refreshes the list with matching results. If you want to clear the entered filters and return to viewing all assets, you can click the **Reset** button. This removes any text entered in the Name field and resets the Asset Type back to **All**.
- Overall, these search filters make it easier to manage assets by allowing you to quickly narrow down the list and locate specific content without scrolling through all available assets.

2.2 Templates

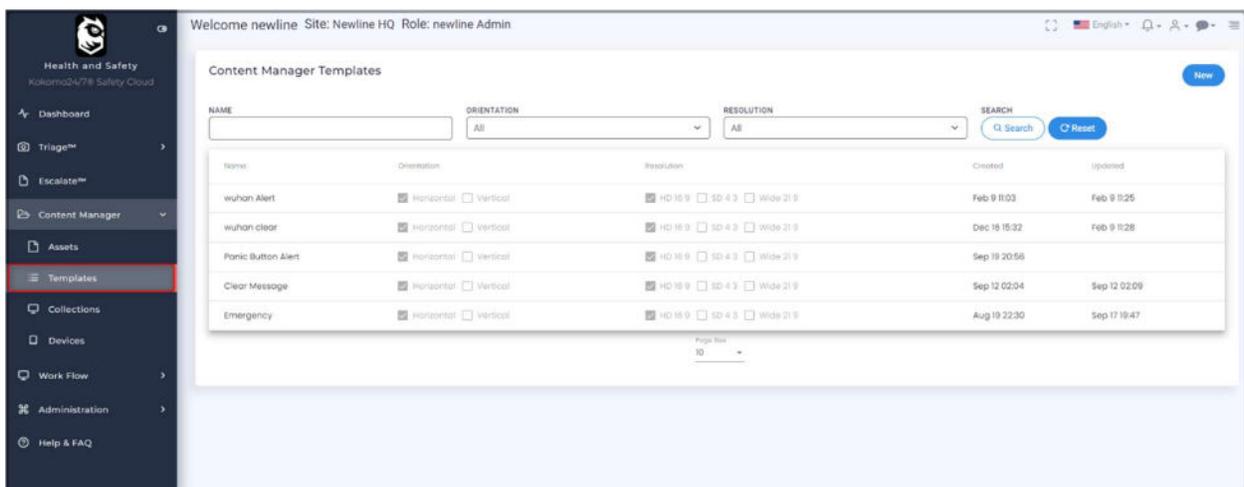
The **Templates** section in Content Manager is used to design the layout and structure of content that will be displayed on Newline digital signage screens. Templates define **how assets such as text appear on the screen**, including orientation, resolution, and content placeholders.

➤ **Templates List Page:**

- When you navigate to **Content Manager** → **Templates**, the system displays a list of all available templates. This page helps you quickly locate and manage templates used for alerts, messages, and emergency notifications.
- At the top of the page, the **Name** field allows you to search for a specific template by entering part or all of the template name. This is useful when multiple templates exist, and you want to find one quickly.
- The **Orientation** filter allows you to view templates based on screen orientation. You can filter templates that support **Horizontal**, **Vertical**, or both orientations.

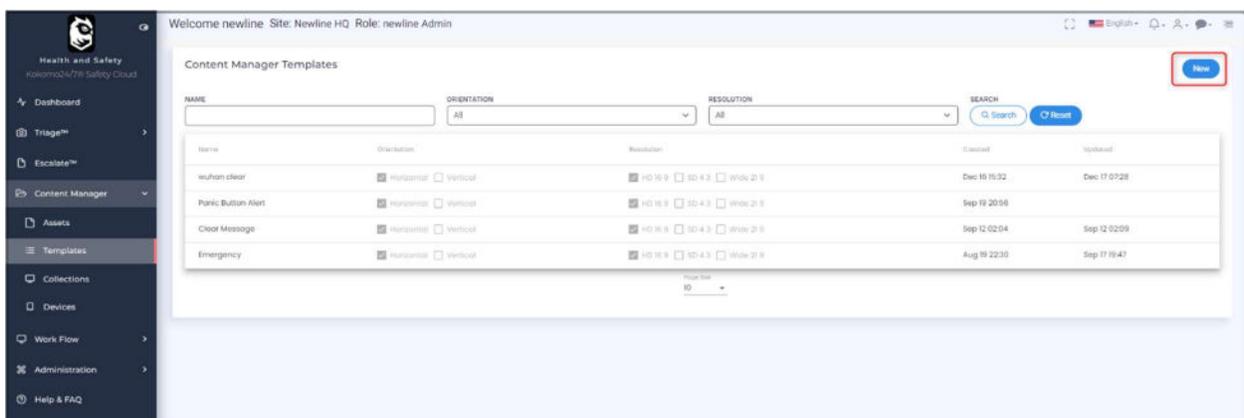
This ensures that you select a template compatible with the physical layout of your display screens.

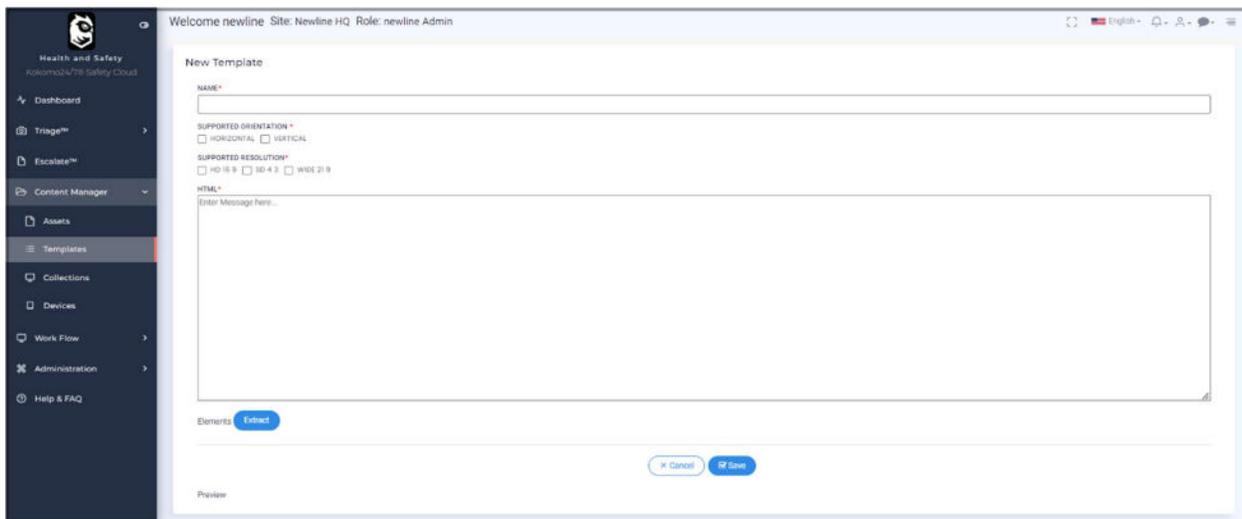
- The **Resolution** filter allows you to narrow down templates based on supported screen resolutions such as **HD 16:9**, **SD 4:3**, or **Wide 21:9**. Filtering by resolution helps ensure that the content fits correctly on the target display without distortion.
- The templates list displays each template's name along with the supported orientation and resolution. From this list, you can select a template to view or edit its details.



➤ How to Create a New Template

- When an admin user navigates to **Content Manager** → **Templates** and clicks the **New** button, the *New Template* screen is displayed. This screen allows the user to configure how alert content will appear on devices.



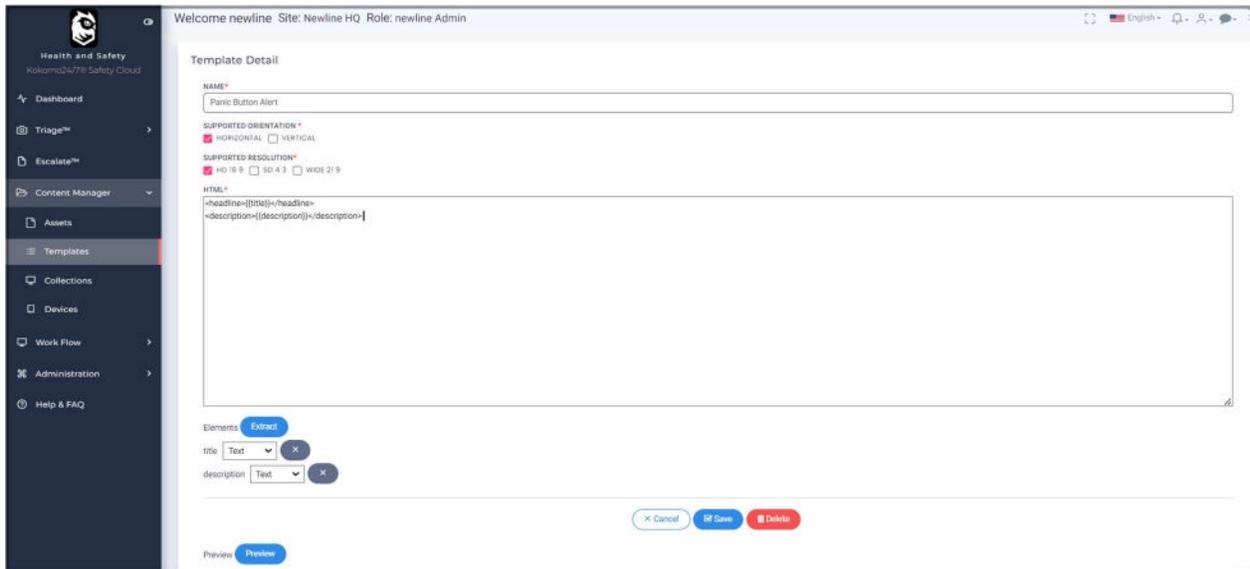


- The **Template Name** field is mandatory and should be a meaningful name that clearly identifies the purpose of the template, such as *Emergency Alert*, *Panic Button Alert*, or *Clear Message*.
- The **Supported Orientation** section allows the user to choose how the content will be displayed on screens. The template can support **Horizontal**, **Vertical**, or both orientations, depending on the devices where the alert will be shown.
- In the **Supported Resolution** section, the user selects the screen resolutions that this template supports. Available options typically include **HD 16:9**, **SD 4:3**, and **Wide 21:9**. Selecting the correct resolution ensures the alert content is displayed properly without layout issues.
- The **HTML** section is where the structure of the alert message is defined. Users enter HTML markup that determines how content such as titles, descriptions, and messages will appear. This HTML acts as a layout framework and can include placeholders that will later be populated with asset content.
- Below the HTML editor, the **Elements** section allows users to extract content fields (such as title or description) from the HTML. These elements are mapped to asset types so the system knows which asset content to inject into the template.
- The **Preview** option allows users to review how the template will look before saving, ensuring the layout and content appear as expected.

- Once all required fields are completed, clicking **Save** creates the template and makes it available for use in alerts and workflows.

➤ Template Detail Page

- When you open a template from the list, the Template Detail page is displayed. This page is where you define and manage how content is structured and displayed on screens.



- The Name field shows the name of the template and can be edited if required. This name helps identify the template when selecting it for alerts or collections.
- The Supported Orientation section allows you to choose whether the template works in Horizontal, Vertical, or both orientations. Only screens matching the selected orientation can use this template.
- The Supported Resolution section defines which screen resolutions are compatible with the template. Selecting the appropriate resolution ensures the content appears correctly across different screen sizes and formats.
- The HTML section is the core of the template. This area contains the layout structure using placeholders such as `{{title}}` and `{{description}}`. These placeholders indicate where asset content will appear when the template is used.

When the template is applied, the system dynamically replaces these placeholders with actual asset data.

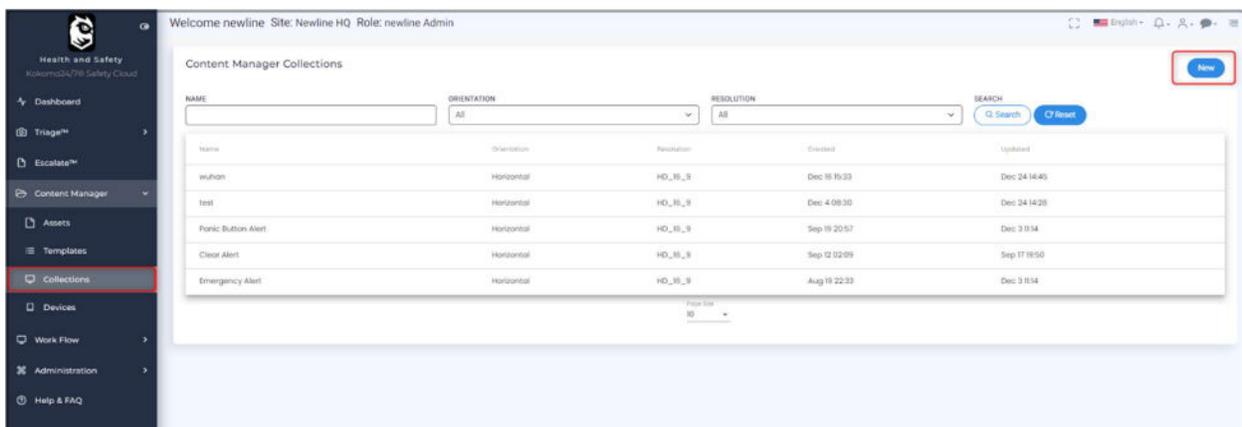
- Below the HTML section, the Elements area shows extracted fields like title and description. Each element is mapped to a content type, such as Text, ensuring the system knows what type of asset can be linked to that field. The Extract button is used to automatically detect placeholders from the HTML and list them as elements.
- The Preview option allows you to see how the template will look when rendered on a screen. This helps verify layout, spacing, and content placement before saving.
- At the bottom of the page, you can Save the template to apply changes, cancel to discard edits, or delete the template if it is no longer required.

2.3 Collections

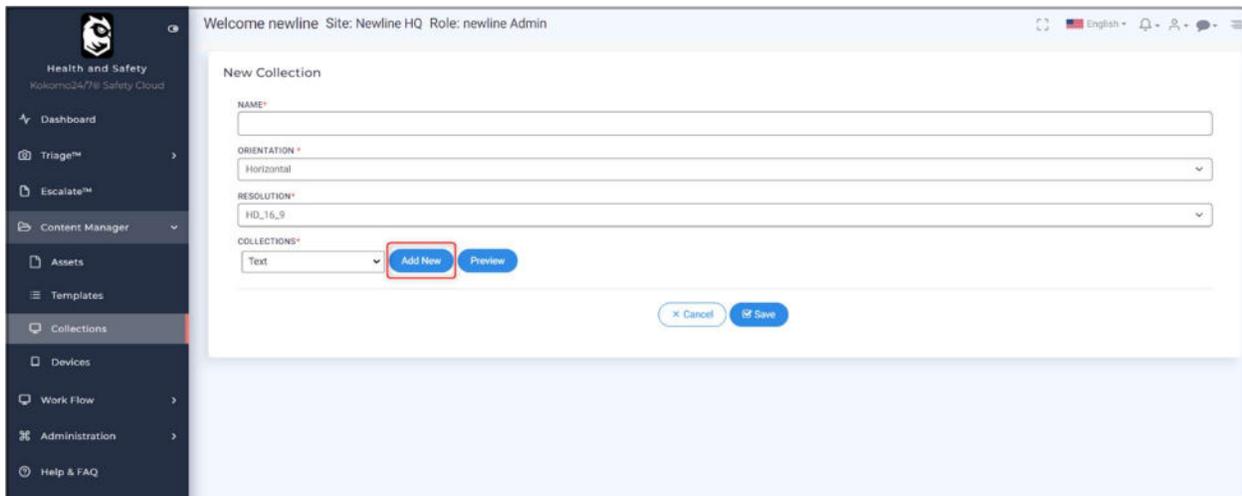
Collections help you group multiple templates together so they can be managed and displayed as one set. Instead of handling each template separately, you can use a collection to organize and control your content easily.

➤ Creating a Collection

- Creating a collection allows users to group multiple templates together so they can be managed and displayed as a single set of content. This is useful when the same group of templates needs to be shown on one or more devices with a specific screen orientation and resolution.

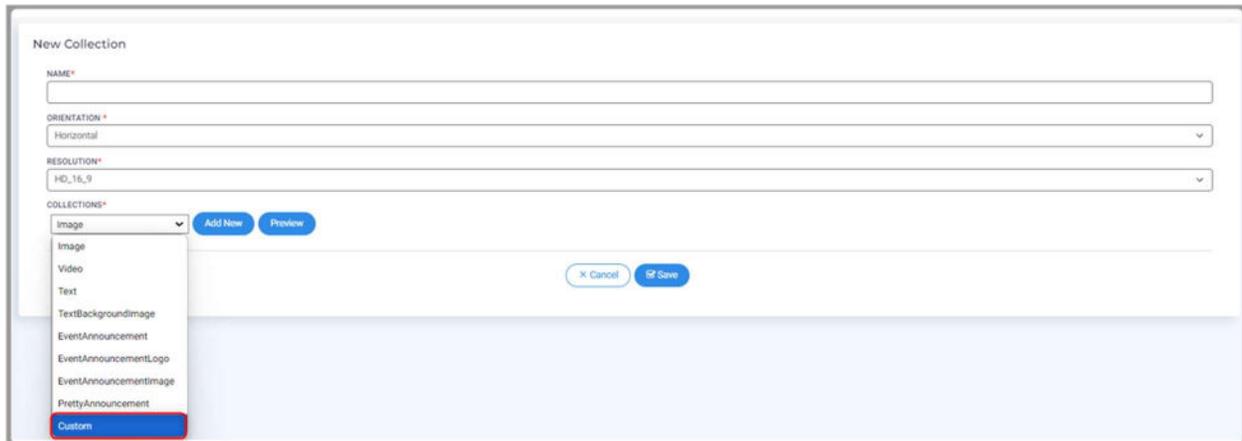


- The **New Collection** feature allows you to create a group of content items that can be displayed together on Newline devices. Collections are commonly used to organize alerts, announcements, images, or messages in a structured way so they appear correctly on screens.
- To create a new collection, navigate to **Content Manager** → **Collections** and click on the **New Collection** option. This opens the *New Collection* screen where you can begin configuring the collection.



- First, enter a **Name** for the collection. This name helps you identify the purpose of the collection later, such as an alert type, announcement category, or device-specific content. The name is mandatory and should clearly describe what the collection is used for.
- Next, select the **Orientation**. Orientation defines how the content will be displayed on the screen. You can choose **Horizontal** or **Vertical** based on the physical orientation of the Newline device where this collection will be shown.
- After selecting the orientation, choose the **Resolution**. The resolution ensures the content fits properly on the screen without distortion. Select the resolution that matches the target device, such as *HD 16:9*. This setting is important for maintaining visual clarity.
- In the **Collections** section, choose the content type you want to add, such as **Text** or other available types. Click **Add New** to include a new content item within the collection.

- Once these basic details are filled in, go to the **Collections** dropdown and select **Custom**.
- After selecting **Custom**, click on **Add New**. This action opens the **Content Manager Templates** window. In this popup, you can search and select an existing template to use for your collection. You may filter templates by **Name**, **Orientation**, or **Resolution** to quickly find the correct one. Once you locate the required template, select it from the list and close the popup.



- After the template is selected, it is added to the collection as a custom item. You can then configure the content details for this item. Set the **Duration** to define how long the content should be displayed on the screen. Enter the **Title** and **Description** that will appear on the device. If assets are already created, you can click **From Asset** next to the title or description to automatically populate these fields with existing asset content.
- If needed, you can add more custom items by repeating the same process using **Add New**. You may also use the **Preview** option to review how the collection will appear before saving.

Content Manager Templates

NAME: ORIENTATION: RESOLUTION: SEARCH:

Name	Orientation	Resolution	Created	Updated
wuhan clear	<input checked="" type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	<input checked="" type="checkbox"/> HD 16 9 <input type="checkbox"/> SD 4 3 <input type="checkbox"/> Wide 21 9	Dec 16 15:32	Dec 17 07:28
Panic Button Alert	<input checked="" type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	<input checked="" type="checkbox"/> HD 16 9 <input type="checkbox"/> SD 4 3 <input type="checkbox"/> Wide 21 9	Sep 19 20:56	
Clear Message	<input checked="" type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	<input checked="" type="checkbox"/> HD 16 9 <input type="checkbox"/> SD 4 3 <input type="checkbox"/> Wide 21 9	Sep 12 02:04	Sep 12 02:09
Emergency	<input checked="" type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	<input checked="" type="checkbox"/> HD 16 9 <input type="checkbox"/> SD 4 3 <input type="checkbox"/> Wide 21 9	Aug 19 22:30	Sep 17 19:47

Page Size:

New Collection

NAME*

ORIENTATION*

RESOLUTION*

COLLECTIONS*

Custom - Panic Button Alert

DURATION: : :

TITLE

DESCRIPTION

Content Manager Assets
✕

NAME

ASSET TYPE

Text ▾

SEARCH

Name	Type	Size	Created	Updated
Clear Alert Message	Text	0	Sep 12 02:08	
Clear Alert Title	Text	0	Sep 12 02:07	
Emergency Content	Text	0	Aug 19 22:31	Aug 19 22:32
Alert Title	Text	0	Aug 19 22:31	
Title	Text	0	Aug 19 22:23	

Page Size

10 ▾

- Once all required content is added and reviewed, click **Save** to create the collection. The saved collection can then be used in alerts, templates, or assigned to devices, ensuring consistent and structured content display across Newline devices.
- This process helps ensure that content is well-organized, properly formatted, and ready to be displayed consistently across Newline devices.

1. Example: Creating a New Collection (Panic Button Alert)

Collection Detail

NAME*

ORIENTATION*

Horizontal ▾

RESOLUTION*

HD_16_9 ▾

COLLECTIONS*

Image ▾

Custom - Panic Button Alert

DURATION: : :

TITLE: Panic Button Alert Demo

DESCRIPTION: This is a test for Panic Button demo for Newline device

- The **Collection** feature allows admins to group and configure content (such as images or custom alerts) that will be displayed on devices.

➤ Steps to Create a New Collection

1. Navigate to Collections

- Go to **Content Manager** → **Collections**.
- Click the **New** button to create a new collection.

2. Enter Basic Details

- **Name:** Enter a meaningful name (e.g., *Panic Button Alert*).
- **Orientation:** Select the display orientation (e.g., *Horizontal*).
- **Resolution:** Choose the supported resolution (e.g., *HD_16_9*).

3. Select Collection Type

- From the **Collections** dropdown, select a type (e.g., *Image* or *Custom*).
- Click **Add New** to add content to the collection.

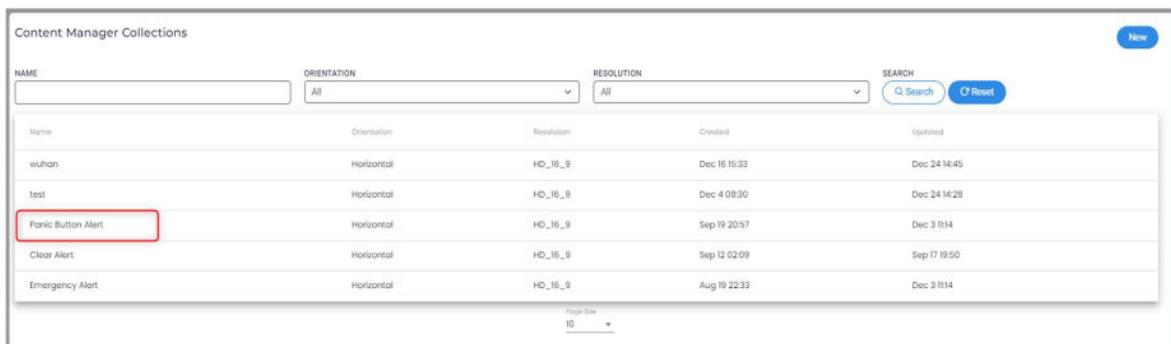
4. Using Custom Collection with Template

- If **Custom** is selected, a template section appears.
- Choose a template such as *Custom – Panic Button Alert*.
- Set the **Duration** for how long the content should display.
- Enter the **Title** and **Description**.
 - Alternatively, click **From Asset** to auto-fill title and description from an existing asset.

5. Preview and Save

- Click **Preview** to review how the collection will appear on the device.
- Click **Save** to store the collection.

6. Result



Content Manager Collections

NAME: ORIENTATION: All RESOLUTION: All SEARCH:

Name	Orientation	Resolution	Created	Updated
wuhan	Horizontal	HD_16_9	Dec 16 15:33	Dec 24 14:45
test	Horizontal	HD_16_9	Dec 4 08:30	Dec 24 14:28
Panic Button Alert	Horizontal	HD_16_9	Sep 19 20:57	Dec 3 11:14
Clear Alert	Horizontal	HD_16_9	Sep 12 02:09	Sep 17 19:50
Emergency Alert	Horizontal	HD_16_9	Aug 19 22:33	Dec 3 11:14

Page Size: 10

- The newly created collection (e.g., *Panic Button Alert*) will be listed under **Content Manager** → **Collections**.
- It can now be assigned to devices or used in workflows as required.

2.4 Devices

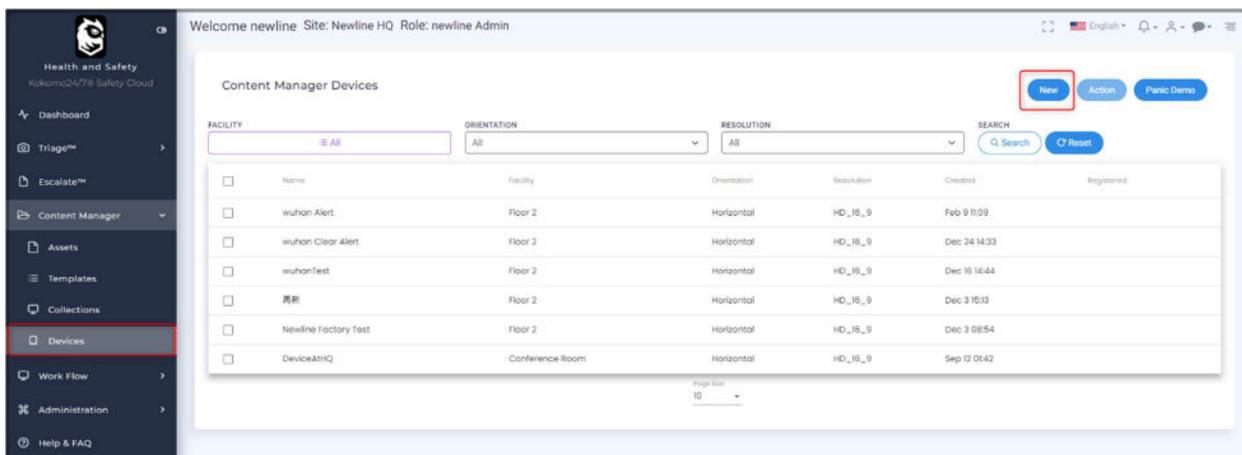
The **Devices** module is used to register, configure, and manage display devices (such as Newline panels) that are connected to the Safety Cloud Content Manager. Each device represents a physical screen installed at a specific location (facility) and is responsible for displaying assigned collections such as emergency alerts, panic messages, or informational content.

Before a device can be created, the system requires a **Facility** to be set up. Facilities help organize devices by physical locations like floors, rooms, or buildings, ensuring content is delivered to the correct screens.

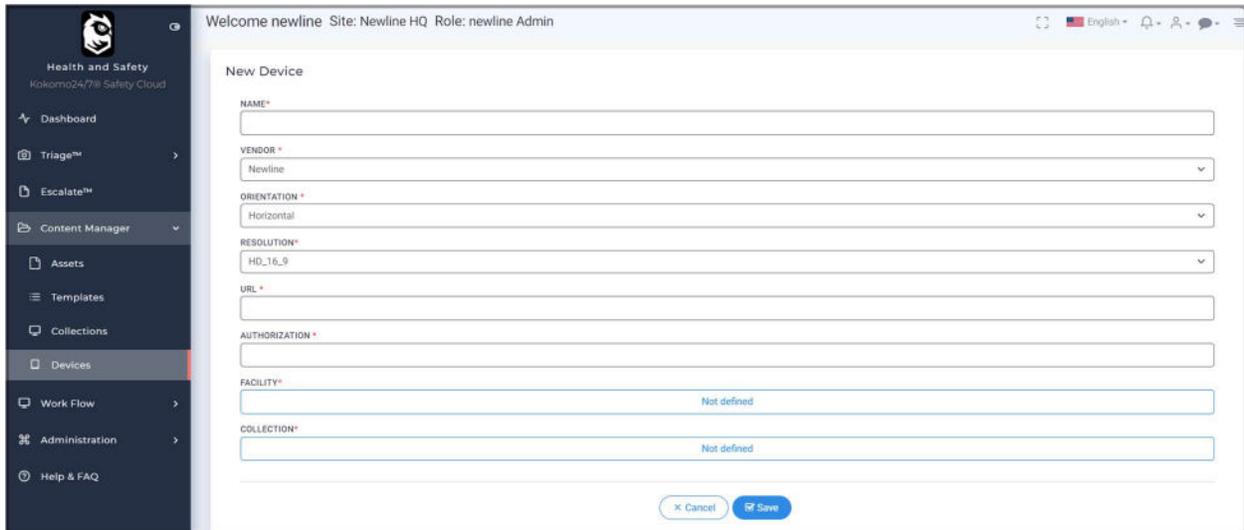
Adding Newline device

To add a new Newline device:

1. Navigate to **Content Manager** → **Devices**
2. Click the **New** button (top-right)



- On Devices => New: This opens the **New Device** screen and allow you to add a device



Welcome newline Site: Newline HQ Role: newline Admin

Health and Safety
Kokomo24/7® Safety Cloud

Dashboard
Triage™
Escalate™
Content Manager
Assets
Templates
Collections
Devices
Work Flow
Administration
Help & FAQ

New Device

NAME*

VENDOR*
Newline

ORIENTATION*
Horizontal

RESOLUTION*
HD_16_9

URL*

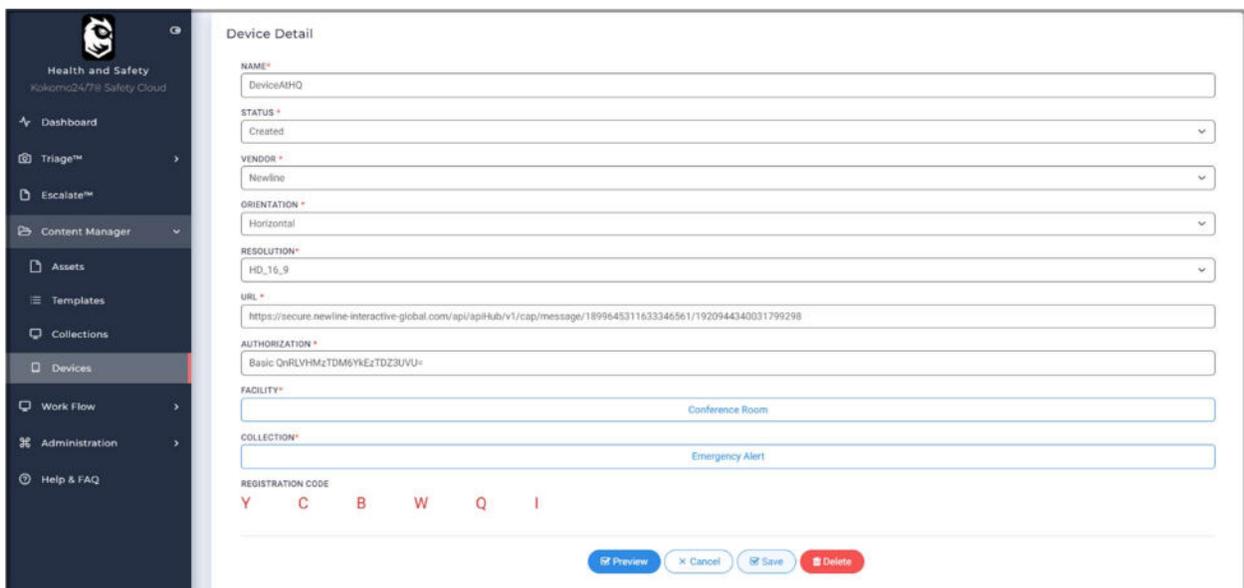
AUTHORIZATION*

FACILITY*
Not defined

COLLECTION*
Not defined

Cancel Save

- View an added device from devices list
- To add a new device, we need to associate it with 2 important fields i.e. Collection and Facility.



Health and Safety
Kokomo24/7® Safety Cloud

Dashboard
Triage™
Escalate™
Content Manager
Assets
Templates
Collections
Devices
Work Flow
Administration
Help & FAQ

Device Detail

NAME*
DeviceAHQ

STATUS*
Created

VENDOR*
Newline

ORIENTATION*
Horizontal

RESOLUTION*
HD_16_9

URL*
https://secure.newline-interactive-global.com/api/apihub/v1/cap/message/1899645311633346561/1920944340031799298

AUTHORIZATION*
Basic QnRLVHMzTDM6YkEzTDZ3UUVU=

FACILITY*
Conference Room

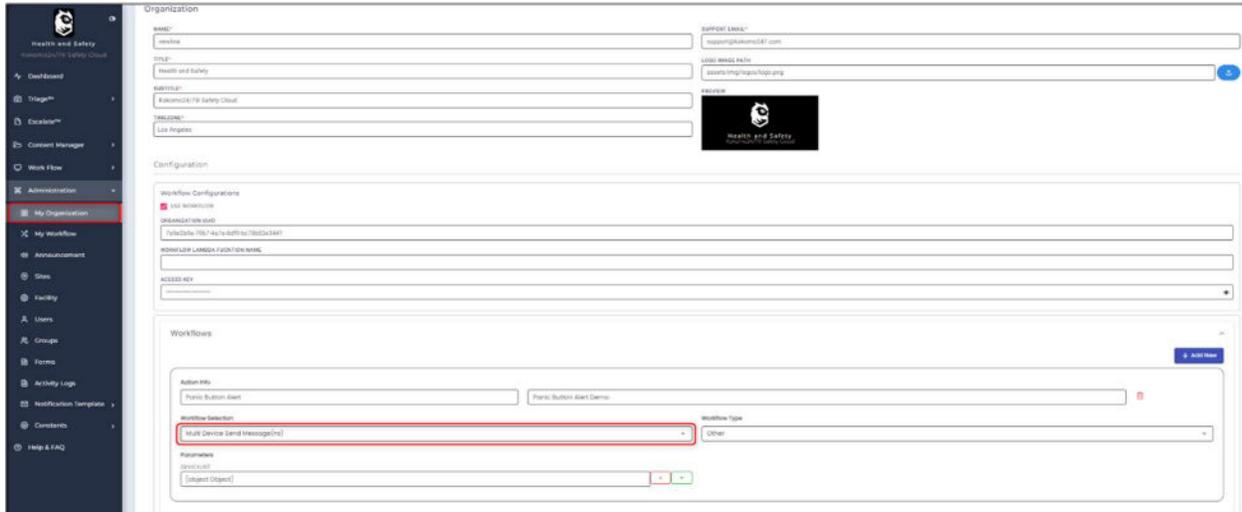
COLLECTION*
Emergency Alert

REGISTRATION CODE
Y C B W Q I

Preview Cancel Save Delete

3 Administration

3.1 My organization



- In this screen, the organization-level settings are used to define how alerts are sent to **more than one Newline device at the same time**. The workflow shown is created for a **Panic Button Alert**, which means the alert is intended to be triggered during emergency situations and displayed across multiple screens simultaneously.
- Setting up workflows to trigger the alert. User can configure the workflows which will be used to send out the alert. It is important that the **Action Info name** is similar to the collection to be used for the alert.
- The **Workflow Selection** field is set to “**Multi Device Send Message (ns)**”. This selection is important because it tells the system that the action should not target a single device or site, but instead broadcast the message to **multiple devices** configured under the organization. This is what enables centralized alert delivery.
- The **Workflow Type** is shown as **Other**, indicating that this workflow is categorized for general or custom alert handling rather than being tied to a specific site-level panic or escalation flow.
- In the **Parameters** section, the **DeviceList** field represents the collection of Newline devices that will receive the alert. The value shown as [object Object] indicates that one or more devices have been selected internally. When this

workflow is triggered, the system uses this device list to push the same message to all selected devices at once.

- This organization-level multiple device workflow is typically used when alerts must be displayed across **multiple locations, facilities, or screens** without configuring workflows individually for each site. It ensures consistent messaging and faster communication during critical events.

3.2 Sites

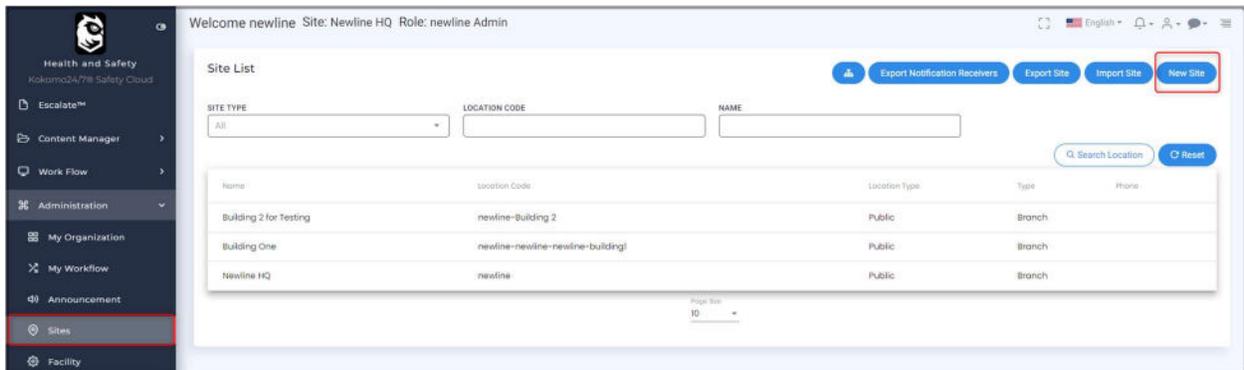
In the Newline system, a Site is the top-level configuration that controls how alerts and workflows behave for a device.

For single-device usage, the Site is configured with device-specific workflows, ensuring alerts are triggered only on that particular device.

➤ Purpose of Site in Single-Device Setup

When using **one Newline device**, the Site is used to:

- Define **alert workflows** (Emergency Alert, Clear Alert)
- Control **panic actions** for that device
- Act as the **parent level** for Facility and Device configuration
- Ensure alerts are **not broadcast to other devices**



Welcome newline Site: Newline HQ Role: newline Admin

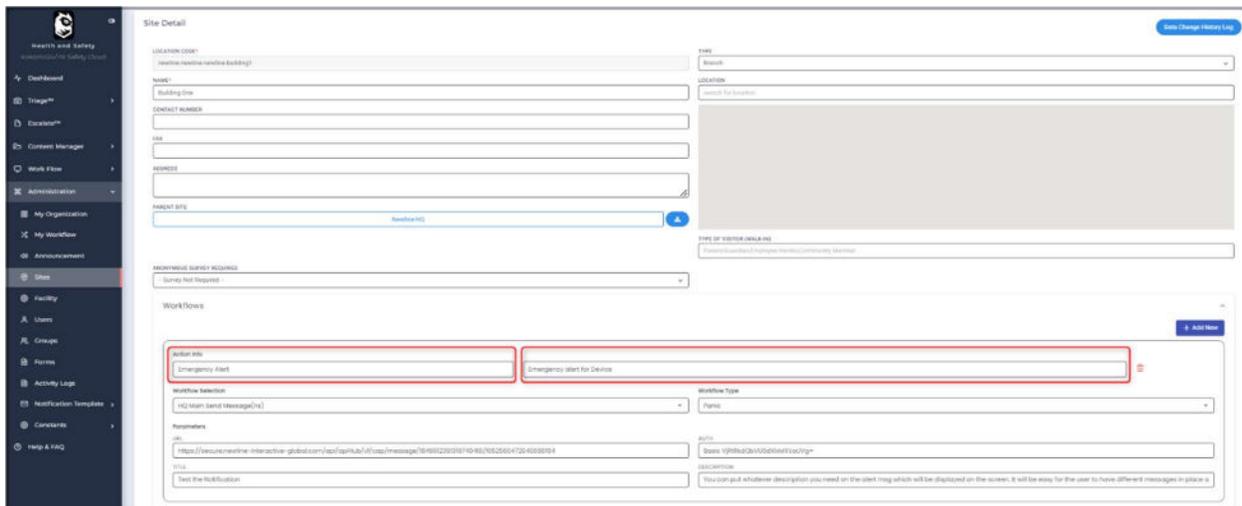
Site List

Export Notification Receivers Export Site Import Site **New Site**

SITE TYPE: All LOCATION CODE: NAME: Search Location Reset

Name	Location Code	Location Type	Type	Phone
Building 2 for Testing	newline-Building 2	Public	Branch	
Building One	newline-newline-newline-building1	Public	Branch	
Newline HQ	newline	Public	Branch	

Page Size: 10



Setting up workflows to trigger the alert. User can configure the workflows which will be used to send out the alert. It is important that the **Action Info name** is similar to the collection to be used for the alert. For e.g. **Emergency Alert** and **Clear Alert** are the action name as well as collection Name which will be matched to trigger the alert.

➤ How to Create a Site for a Single Device

Step 1: Navigate to Site Creation

1. Go to **Administration** → **Sites**
2. Click **New Site**

Step 2: Enter Site Details

Fill in the basic Site information:

- **Location Code** – Unique identifier (e.g., newline-Building-2)
- **Name** – Site name (e.g., *Building 2 for Testing*)
- **Type** – Select *Branch*
- **Location** – Enter or select the physical location
- **Parent Site** – Select the main organization (e.g., *Newline HQ*)

This Site will represent the **logical container for a single device**.

Step 3: Configure Workflows (Single Device Focus)

In the **Workflows** section of Site creation:

- **Emergency Alert Workflow**
- **Action Name:** Emergency Alert
- **Workflow Selection:** HQ Main Send Message (ns)

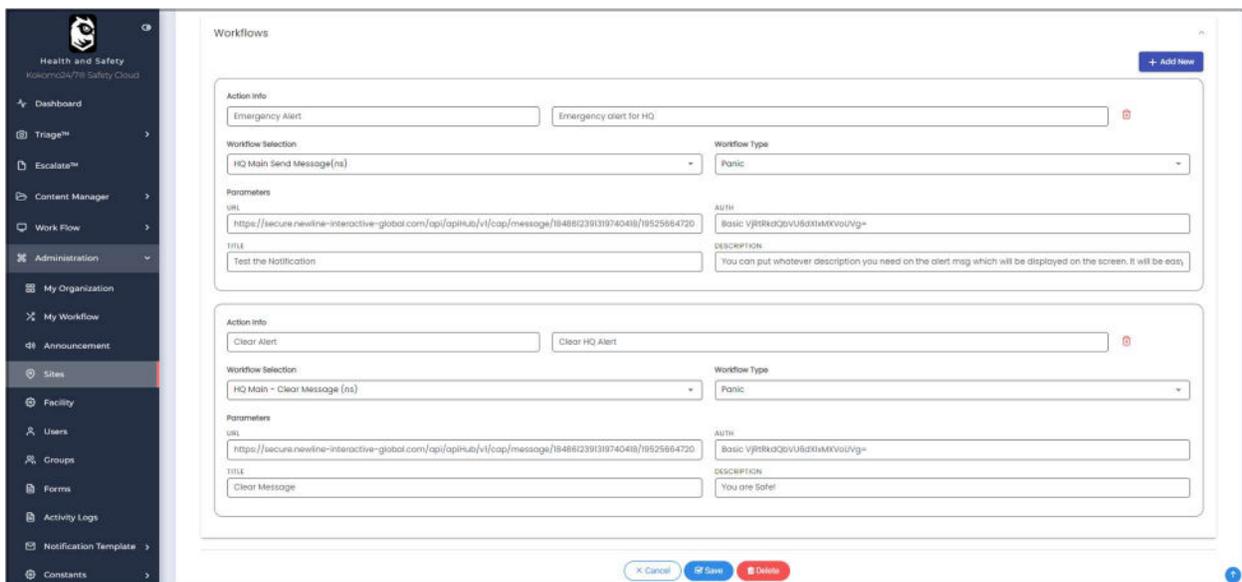
- **Workflow Type:** Panic
- **Parameters:**
 - **URL** – Newline CAP message API
 - **AUTH** – Authorization key for the device
 - **Title** – Alert title shown on the screen
 - **Description** – Emergency message displayed on the device

This workflow triggers an **emergency alert on the single connected device**.

Step 4: Clear Alert Workflow

- **Action Name:** Clear Alert
- **Workflow Selection:** HQ Main – Clear Message (ns)
- **Workflow Type:** Panic
- **Title:** Clear Message
- **Description:** You are Safe!

This workflow **clears the alert** from the same device.



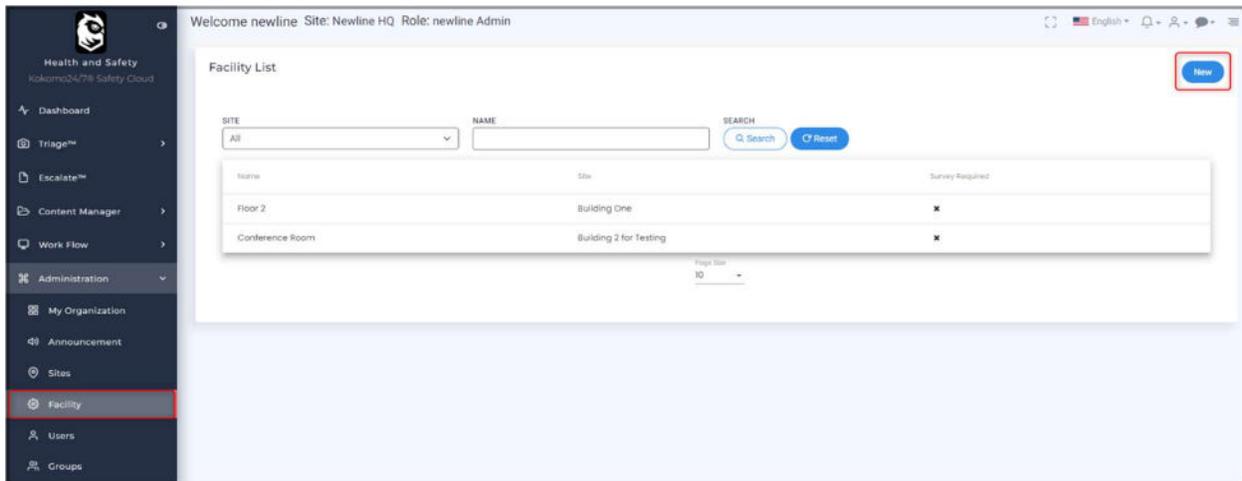
3.3 Facility

➤ Prerequisite: Create a Facility

Before adding a new device, I must ensure that a **Facility** already exists in the system.

A **Facility** represents the physical location where the device is installed, such as *Conference Room*, *Floor 2*, or *Lobby*. Devices cannot be saved without selecting a facility, because the system uses this information to group and manage devices by location. Once the facility is created and available, I can proceed with adding a device.

➤ **Facility Creation (Administration → Facility)**

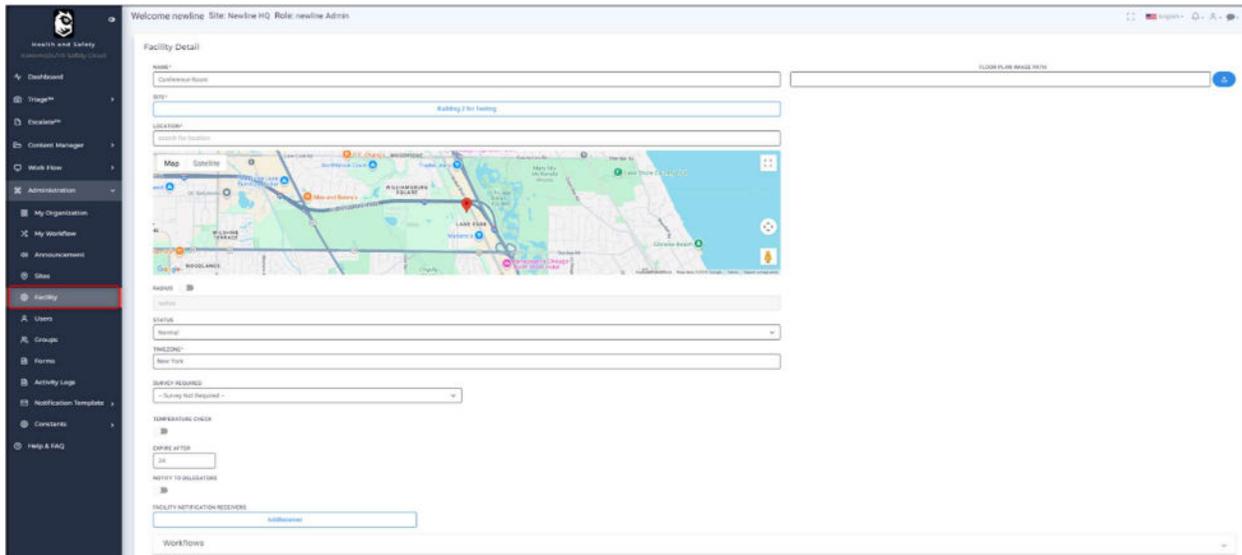


The **Facility** module allows administrators to create and manage physical locations such as floors, rooms, or areas within a site. Facilities are used for workflows, check-ins, notifications, and safety-related activities.

1. Navigation

2. Log in as an **Admin**.
3. Go to **Administration → Facility**.
4. Click **New** to create a facility, or select an existing facility from the list to edit.

➤ **Example: Creating a Facility – Conference Room**



➤ Facility Detail Section

1. Name

- **Field:** Name *
- **Example:** Conference Room
- **Description:**

Enter a unique and meaningful name for the facility. This name will be displayed across the system wherever the facility is used.

2. Site

- **Field:** Site *
- **Example:** Building 2 for Testing
- **Description:**

Select the site to which this facility belongs. A facility must always be associated with a site.

3. Location

- **Field:** Location *
- **Example:** Map pin selected on the map
- **Description:**

Search for or select the physical location using the map. This helps identify the exact geographic position of the facility.

4. Floor Plan Image Path (Optional)

- **Field:** Floor Plan Image Path
- **Description:**

Upload or provide a floor plan image if available. This can be useful for visual reference within the facility.

5. Radius (Optional)

- **Field:** Radius
- **Description:**
Define a radius around the facility location if proximity-based actions or alerts are required.

6. Status

- **Field:** Status
- **Example:** Normal
- **Description:**
Indicates the operational status of the facility (e.g., Normal, Emergency). This status may affect alerts and workflows.

7. Time zone

- **Field:** Time zone *
- **Example:** New York
- **Description:**
Select the correct time zone for the facility to ensure accurate time-based notifications and logs.

8. Survey Required

- **Field:** Survey Required
- **Example:** Survey Not Required
- **Description:**
Choose whether users must complete a survey when interacting with this facility (such as during check-in).

9. Temperature Check (Optional)

- **Field:** Temperature Check
- **Description:**
Enable this option if temperature screening is required for the facility.

10. Expire After

- **Field:** Expire After
- **Example:** 24
- **Description:**
Defines how long (in hours) the facility-related record or check-in remains valid before expiring.

11. Notify to Delegators

- **Field:** Notify to Delegators
- **Description:**
Enable this option to notify assigned delegators about facility-related events.

12. Facility Notification Receivers

- **Field:** Facility Notification Receivers
- **Example:** Add Receiver
- **Description:**
Add users or roles who should receive notifications related to this facility.

13. Workflows

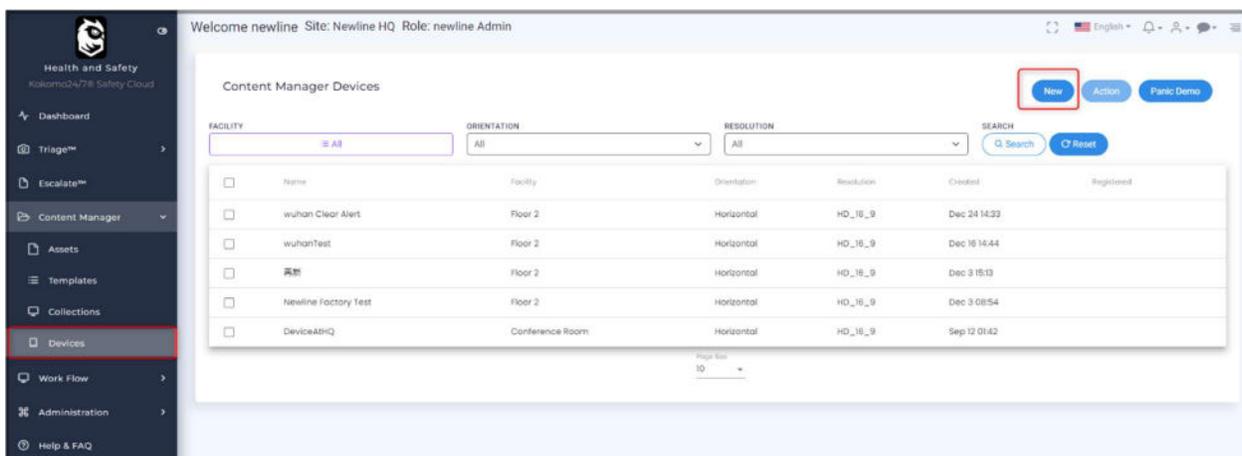
- **Section:** Workflows
- **Description:**
Associate workflows with the facility to automate actions such as alerts, approvals, or notifications.

- **Saving the Facility**

- Click **Save** to create or update the facility.
- Click **Cancel** to discard changes.

➤ **Example: Adding a Device for Multi-Device Workflow Messaging**

This example explains how to add a device in **Content Manager** → **Devices** so it can receive alerts from a **Multi Device Send Message(s)** workflow (e.g., Panic Button Alert).



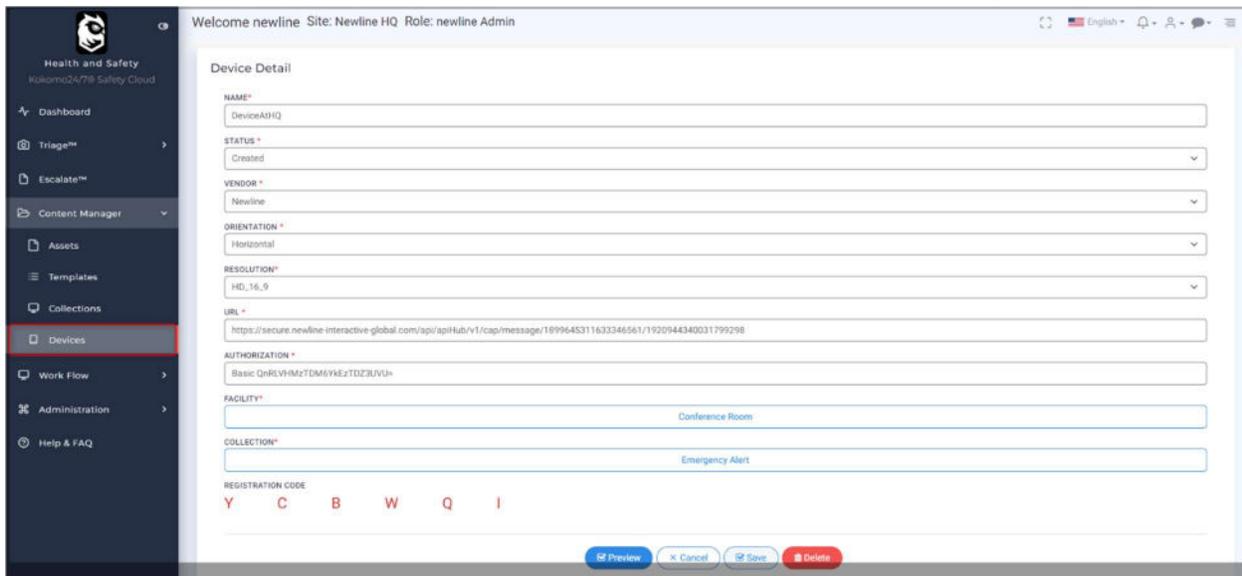
Welcome newline Site: Newline HQ Role: newline Admin

Content Manager Devices

FACILITY:
 ORIENTATION:
 RESOLUTION:
 SEARCH:

<input type="checkbox"/>	Name	Facility	Orientation	Resolution	Created	Registered
<input type="checkbox"/>	wuhan Clear Alert	Floor 2	Horizontal	HD_16_9	Dec 24 14:33	
<input type="checkbox"/>	wuhanTest	Floor 2	Horizontal	HD_16_9	Dec 16 14:44	
<input type="checkbox"/>	测试	Floor 2	Horizontal	HD_16_9	Dec 3 15:13	
<input type="checkbox"/>	Newline Factory Test	Floor 2	Horizontal	HD_16_9	Dec 3 08:54	
<input type="checkbox"/>	DeviceABHQ	Conference Room	Horizontal	HD_16_9	Sep 12 01:42	

Page Size: 10



Open Devices

1. Log in as an **Admin**.
2. Navigate to **Content Manager** → **Devices**
3. Click **New** (top right).

This opens the **Device Detail** page.

Fill in Device Details (Example: DeviceAtHQ)

Use the following fields as shown in the example device.

❖ Basic Information

- **Name:**

DeviceAtHQ

Friendly name used to identify the device in workflows.

- **Status:**

Created

Indicates the device is registered and available.

- **Vendor:**

Newline

Device manufacturer/platform.

Display Configuration

- **Orientation:**
Horizontal
- **Resolution:**
HD_16_9

Must match the physical screen to ensure proper display.

Device Communication

- **URL:**
Auto-generated endpoint used to send messages to the device.
- **Authorization:**
Auto-generated authorization token.

Required for secure message delivery. Do not modify.

Location & Grouping

- **Facility:**
Conference Room

Determines where the device is physically located.

- **Collection:**
Emergency Alert

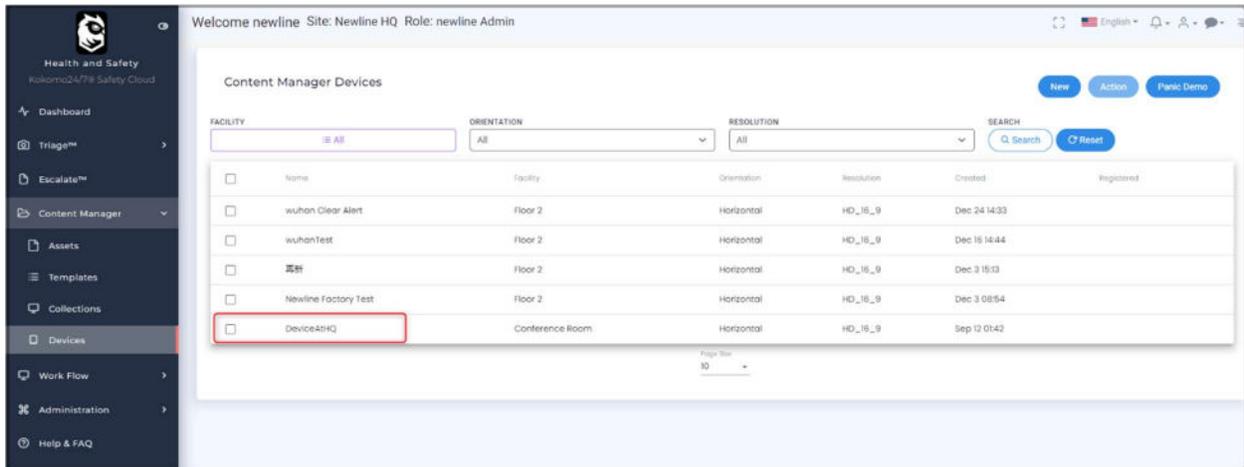
Devices in the same collection can be targeted together in workflows.

Registration Code

- A unique **registration code** (e.g., Y C B W Q I) is generated.
- This code is used to pair the physical device with the platform.

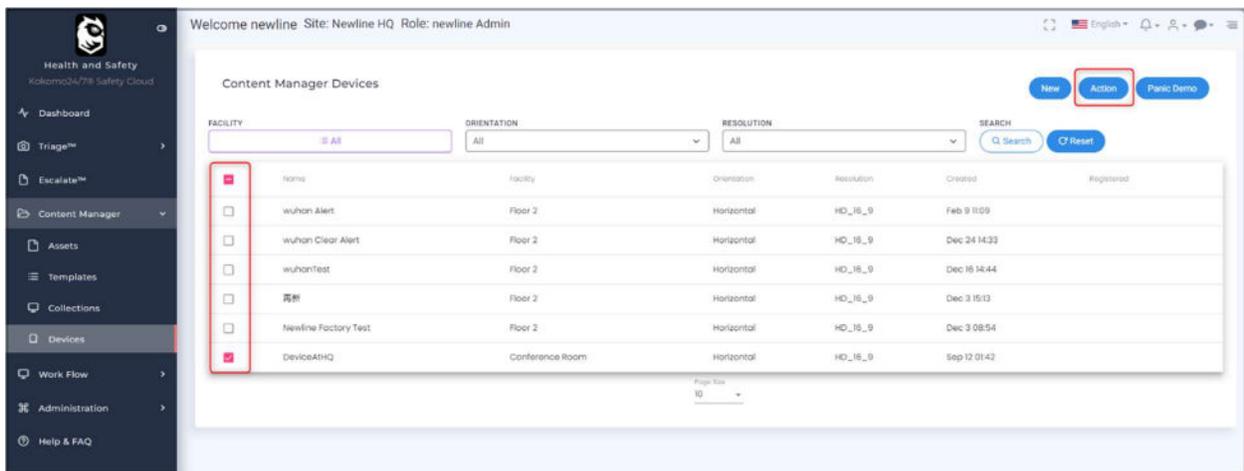
Save the Device

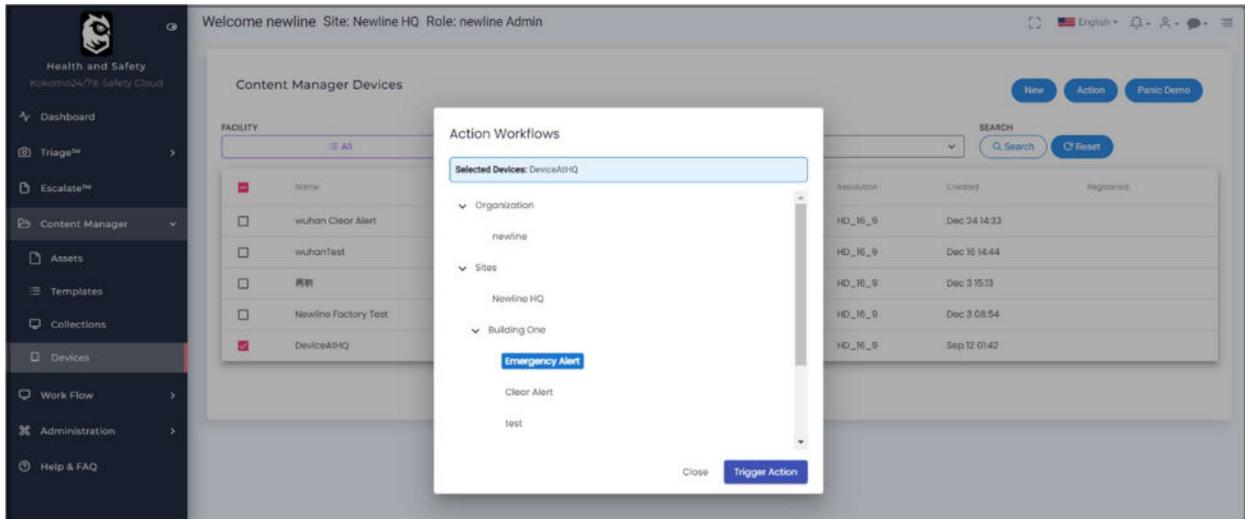
1. Click **Save**.
2. The device now appears in the **Devices list** and is available for workflows.



Triggering Alert: Alert can be triggered from the **Content Manager => Devices** page.

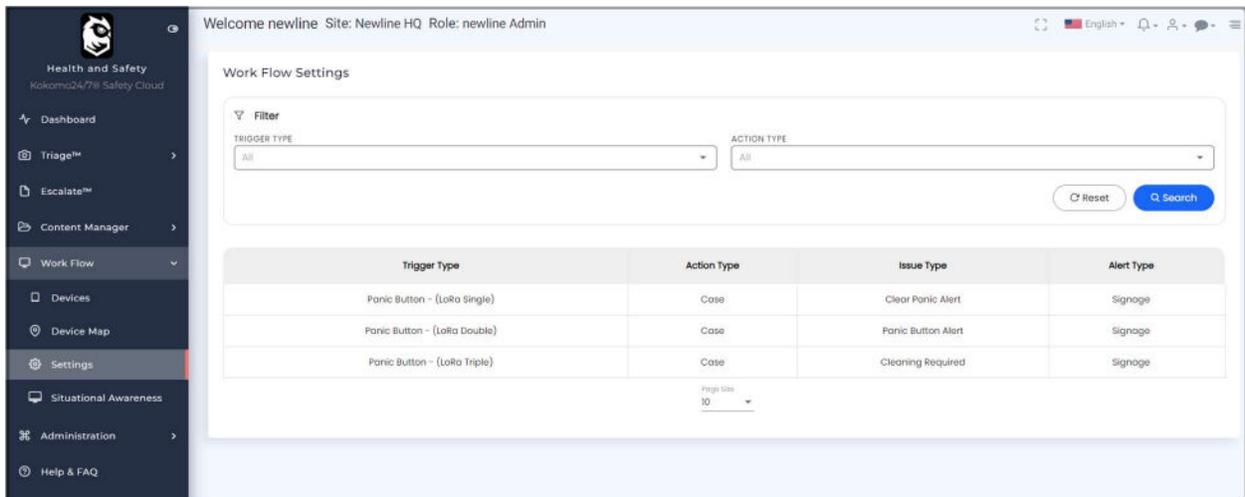
- User need to select the devices to send the alert to.
- Selecting the device will enable the Action button. User can selection from all the available actions and **Trigger Action**.
- Triggering an action will send the messages from collection to all the selected devices.
- User should follow the same steps to clear the alert.

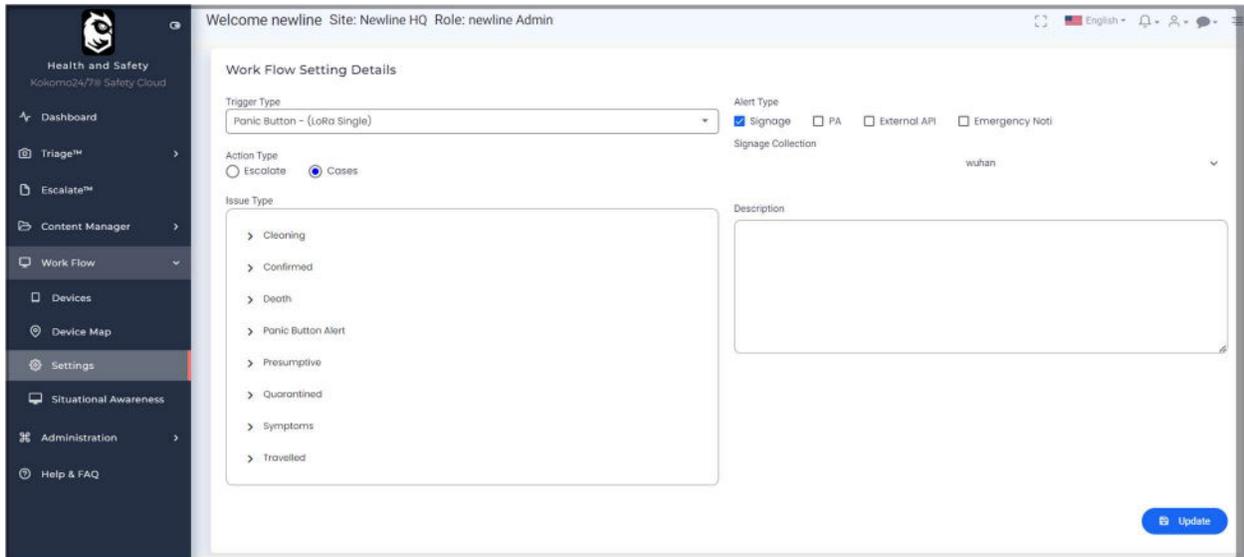




Content Manager => Devices => **Panic Demo**: This will trigger Panic Button Alert (Action: Added at Collection) to all the devices in the organizations.

This was added to showcase how a wearable Panic Button might trigger the alert. For e.g. If a user has a panic button, a double press on Panic Button will trigger the collection Panic Button Alert on all the added devices and also display an alert message to all the logged in users.





Configured a Panic Button flow that updates the display with the Panic Alert template and shows a message to logged-in users. (First screenshot: video shown on the user's screen. Second screenshot: signage at HQ.)



