SUREfire

Configure Media Packages

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Category	Technical
Course	Location Setup
Version	1.1
Client	Generic
Software	2.16.0

A media package is a collection of images that display on the 2nd POS screen that faces the customer. This is useful for advertising new products or community messages whilst the customer waits to pay.

You can also use it to move regular POS images, like receipt headers, from the HOS to the POS.

Hints and Tips

✓ Note: Media package is NOT used to edit the logo on the customer display screen. The logo is stored in the POS | Data | Images directory.
Contact Surefire Support if you need help to change the logo.

✓ There are two types of media packages:
- **Advert Media**: for advertising slideshows on the POS customer display.
- **POS Images**: provides a way to move POS images from the HOS/BOS to the POS. All file types are supported.

Advert Media

✓ You can create several different packages, but can only run one package at a time.

✓ Your business designs the image/s that you want to display; you can use a single image or several images that rotate on a nominated refresh cycle.

✓ You can't add video clips.

✓ It's recommended that you create a folder on the network called **Media Packages**, and save all the image files in this location.

✓ Save your image/s as a .jpeg file type; this ensures that the file size is not too large.

✓ The system won't scale your image to fit on the screen. The recommended image dimensions are 365 pixels wide by 600 pixels high; this ensures that the image fills and fits in the space available on the 2nd POS screen (usually only half the screen, as the transaction details display on the left).
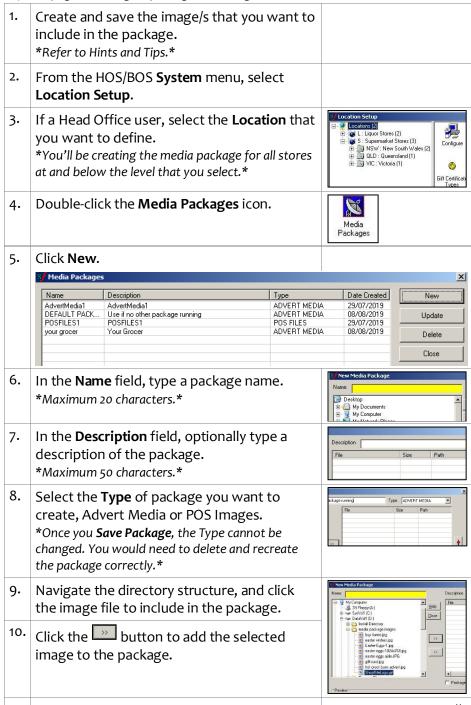
Procedure to Create a New Media Package

Refer to page 3 to assign a package to the register/s.

1.	Create and save the image/s that you want to include in the package. *Refer to Hints and Tips.*	
2.	From the HOS/BOS **System** menu, select **Location Setup**.	
3.	If a Head Office user, select the **Location** that you want to define. *You'll be creating the media package for all stores at and below the level that you select.*	
4.	Double-click the **Media Packages** icon.	
5.	Click **New**.	
6.	In the **Name** field, type a package name. *Maximum 20 characters.*	
7.	In the **Description** field, optionally type a description of the package. *Maximum 50 characters.*	
8.	Select the **Type** of package you want to create, Advert Media or POS Images. *Once you **Save Package**, the Type cannot be changed. You would need to delete and recreate the package correctly.*	
9.	Navigate the directory structure, and click the image file to include in the package.	
10.	Click the ⟩⟩ button to add the selected image to the package.	

Need help? Tel: 1300 724 667   Email: support@surefiresystems.com
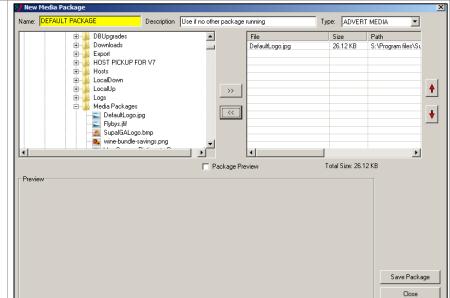
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Hints and Tips

✓ If you're a Head Officer user, the saved configuration is transmitted to the store/s when **HOS Export** and **HOS Import** are next run.

Where POS puts the Files:
✓ The image files within an 'Advert Media' type package are uploaded into the POS database as binary data.
✓ The files within a 'POS image' type package are automatically moved into the POS Images file directory (surefire POS – Data – Images), to facilitate the movement of files to the POS.

About Deleting a Package:
✓ Deleting (or editing) an 'Advert Type' media package triggers the deletion of the database content relating to the package.
✓ Deleting (or editing) a 'POS Image' type package only updates the change in the Media Packages utility. It won't remove the actual image files that have been extracted to the images directory on the POS devices.

11.	To:	then:
	add an image	repeat steps 9 and 10.
	remove an image	click the image to remove. Click the `<<` button.
	sort the order of the images	click the image to move. click the ⬆ or ⬇ arrow.
	check what a specific image looks like	click the filename in the list. *It's displayed in the Preview section.*
	check what all the images will look like, and the rotation order	select the **Package Preview** check box. *The images display in the Preview section.*
	save the package	click **Save Package**. Click **Yes** to confirm. Click **OK**, then click **Close**.

12.	To:	then:
	create another media package	return to step 5.
	edit a package	click the name of the package to edit. Click **Update**. *The package is displayed.* Return to step 11. *Type cannot be edited.*
	delete a package	click the name of the package to delete. Click **Delete**. Click **Yes** to confirm.
	finish	click **Close**.

| 13. | Click **Close** to exit the Location Setup screen. | |

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Procedure to Change the Media Package Displayed at POS

Hints and Tips

✓ If you're a Head Officer user, the saved configuration is transmitted to the store/s when **HOS Export** and **HOS Import** are next run.

✓ A package is applied to the registers when **File Transfer** next runs (usually every few minutes).
  - The package is visible at POS on the first log on of the day, or once the operator has logged off and back on.

1.	From the HOS/BOS **System** menu, select **Location Setup**.	
2.	If a Head Office user, select the **Location** that you want to define. *You'll be changing the media package for all stores at and below the level that you select.*	
3.	Double-click the **Configure** icon.	
4.	Click the **System** -> **POS and Customer Display** tab.	
5.	If not already selected, select the **2ⁿᵈ Screen Customer Display** check box.	
6.	If not already selected, select the option **Package** from the list.	
7.	Select the package that you want to apply at POS from the second list. *Only Advert Media type packages are listed.*	
8.	In the **Image duration** field, select the number of seconds that each image will display on the screen.	
9.	Click **Save**.	
10.	Click **Yes** to continue. *Or Cancel to return to the setting.*	
11.	Click **OK.**	
12.	Click **Close** to exit Location Setup screen.	
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