



Training/How-To Guide

Colorado Convention Center Digital Display Management

July 15, 2020

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Introduction

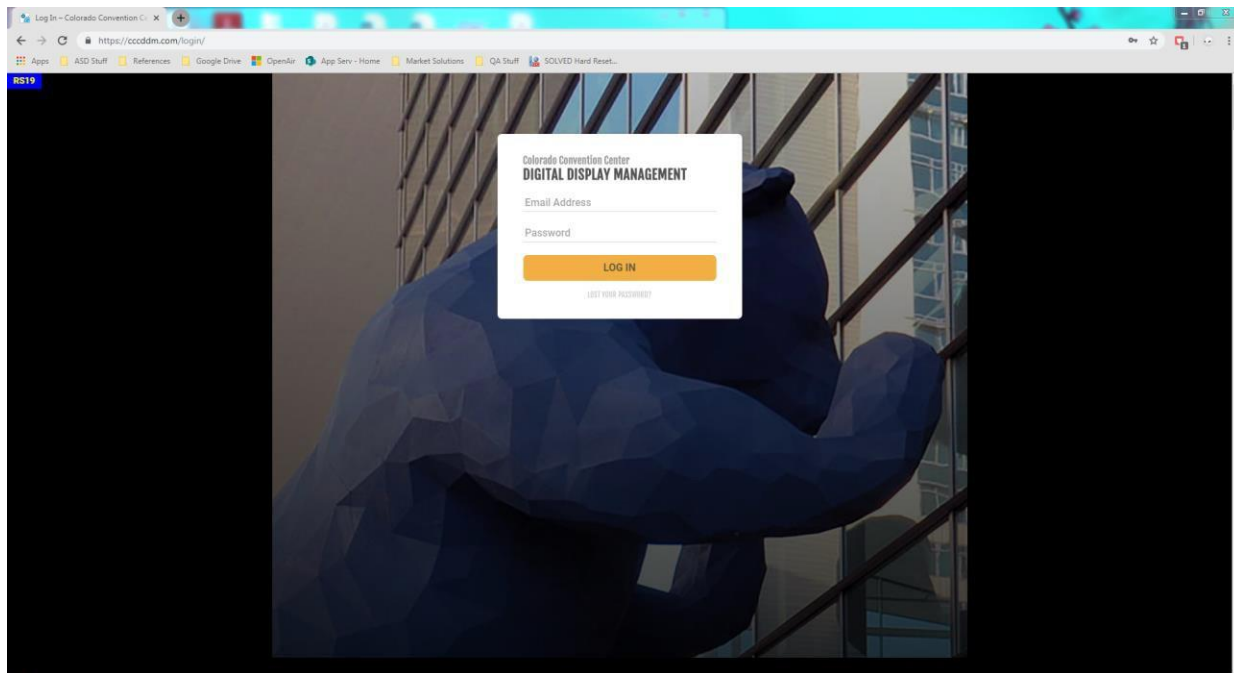
The following user guide contains information regarding the digital display management tool layout as well as step-by-step instructions on how to update and manage the available meeting room signs.

Getting Started

LOGGING IN

The following link will direct the user to the login screen for the Colorado Convention Center Digital Display Management website

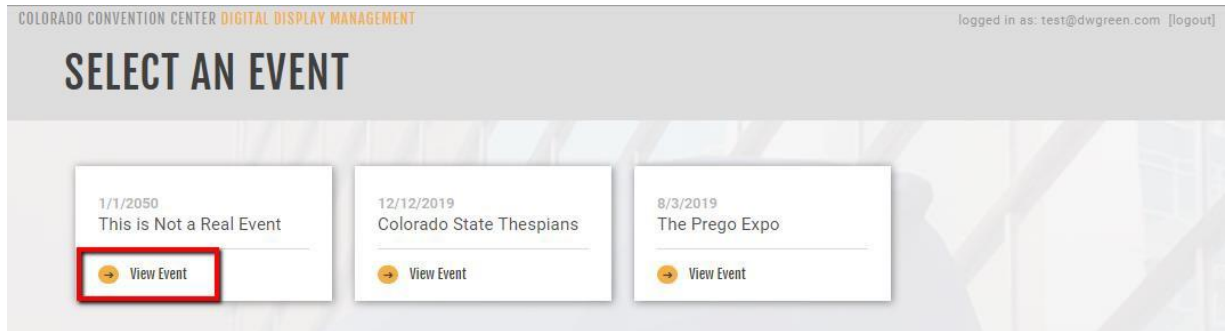
<https://ccddm.com/>



Once the user has landed on the website above, they will need to input their user credentials that have been provided.

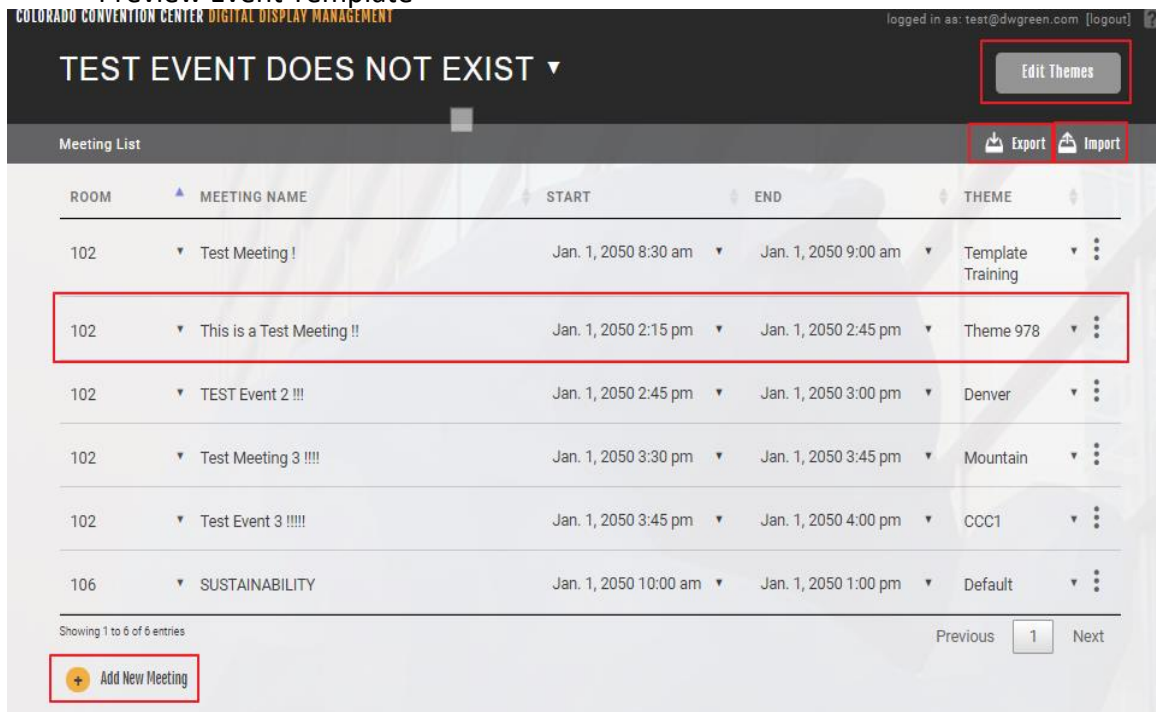
SELECTING YOUR EVENT

After logging in, the user will be prompted to select an event in order to proceed.



Once an event has been selected, the following actions will be available:

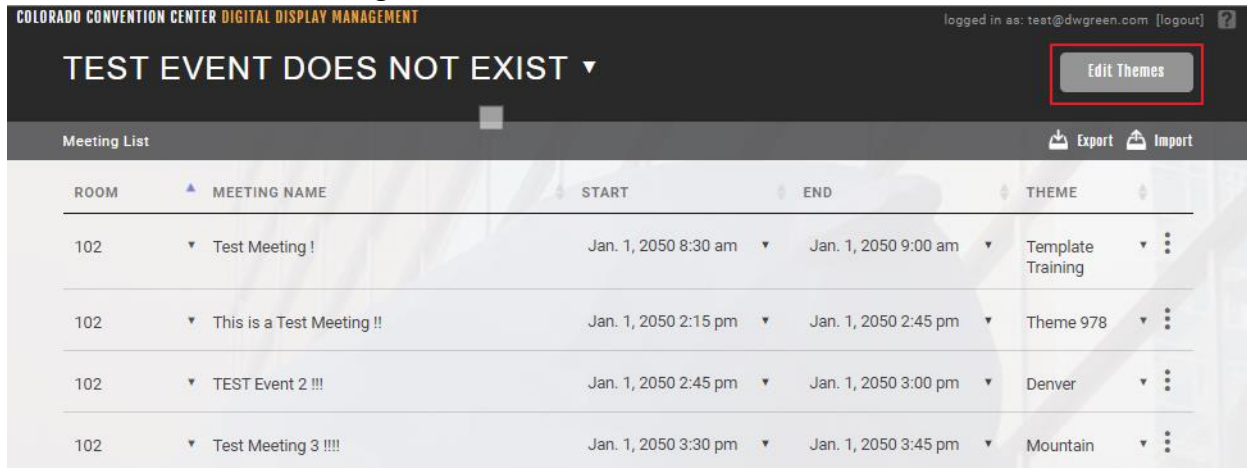
- Edit Template Themes
- Import a .XLSX or .CSV file with all your event information
- Export a .XLSX file with existing event information
- Add a Single Event
- Modify Existing Events
- Preview Event Template



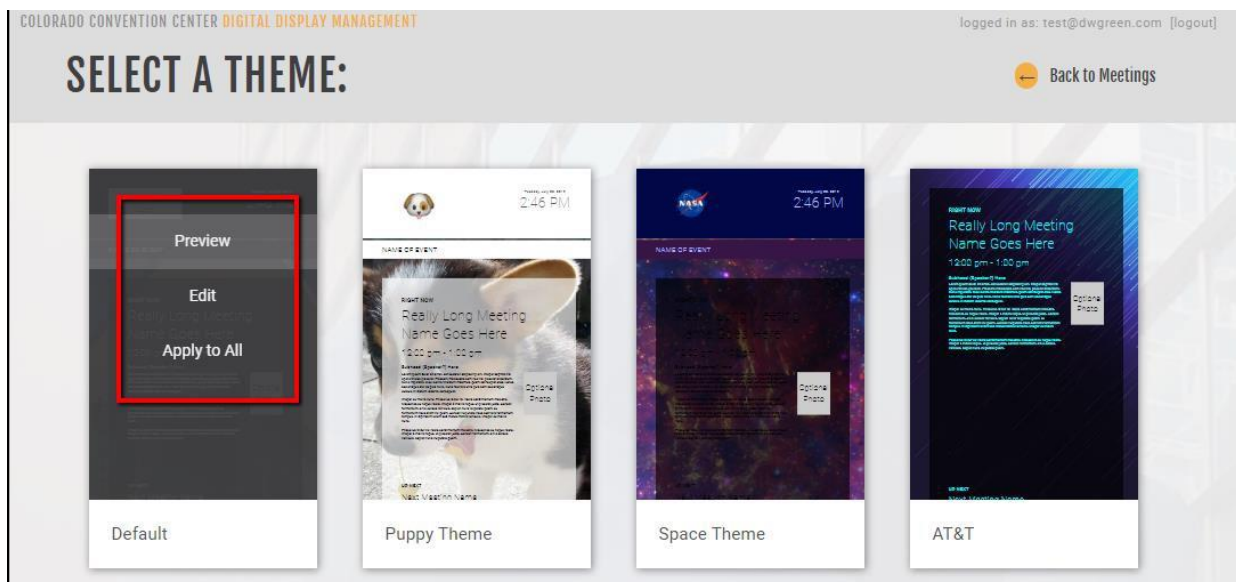
Modifying

TEMPLATE THEMES

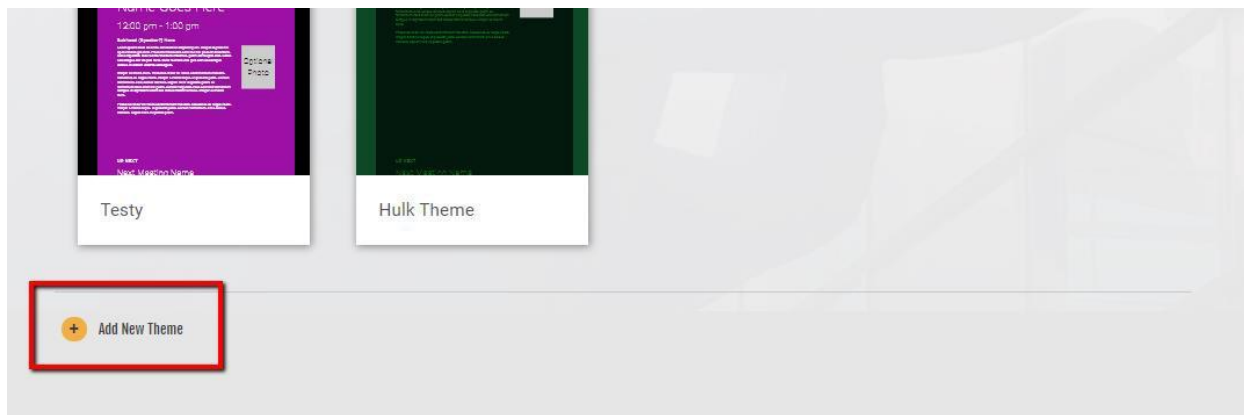
Themes determine the color and creative outline for the available meeting room signs. To create a new theme or edit an existing theme, the *Edit Themes* button must be selected.



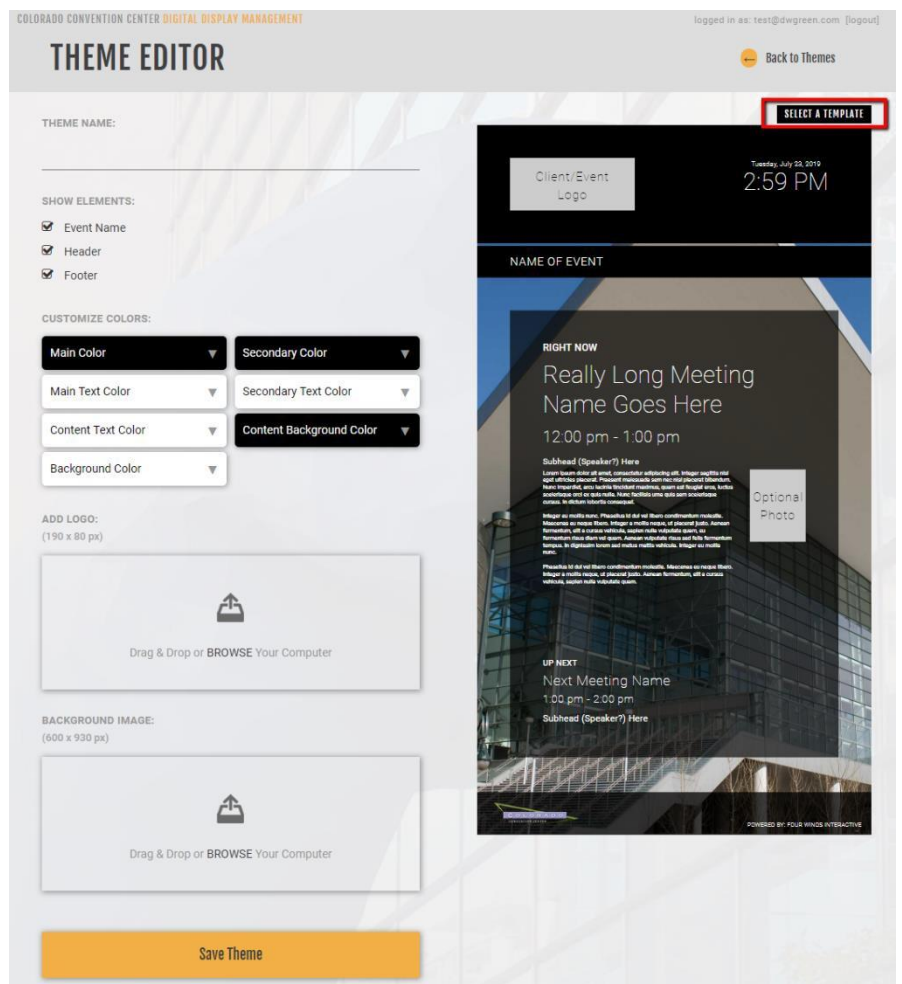
Once the themes landing page has been reached, options for each existing theme can be accessed by hovering over the desired theme image. The options include Preview, Edit, and Apply to All. Preview allows the user to quickly preview the outline of the theme on all four template options. Edit allows the user to edit the sign. Apply to All allows the user to apply the theme to all available meetings.



In addition, the user has the ability to add a new theme. This functionality is accessible via the *Add New Theme* button below the existing themes.

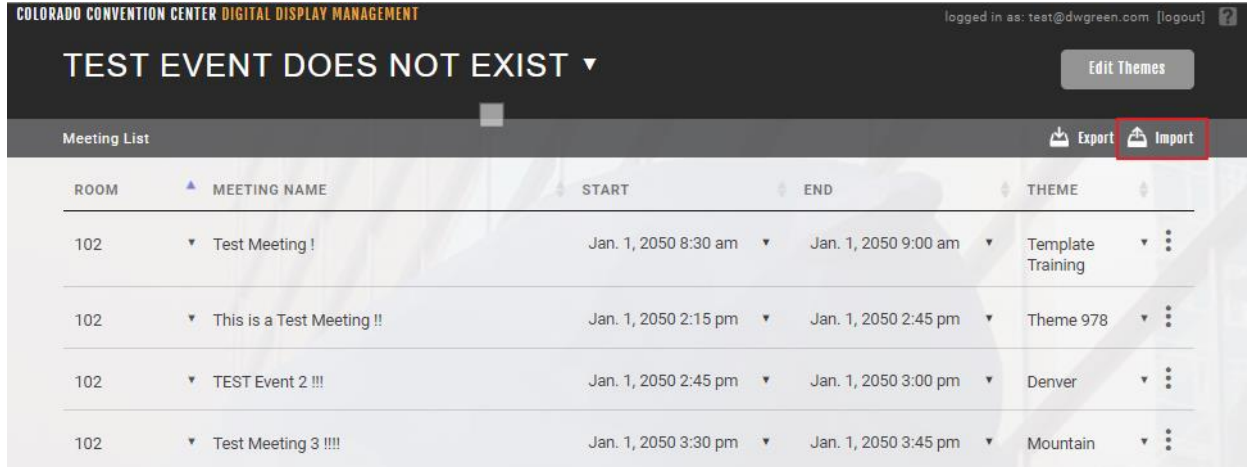


Within the Theme Editor, there are four template layout options to choose from using the *SELECT A TEMPLATE* button. After the desired template has been selected; the available customizable fields will generate on the left side of the screen. Once the fields have been adjusted as necessary, the *Save Theme* button can be selected at the bottom of the screen.



IMPORTING A .XSLX or .CSV FILE WITH MULTIPLE EVENTS

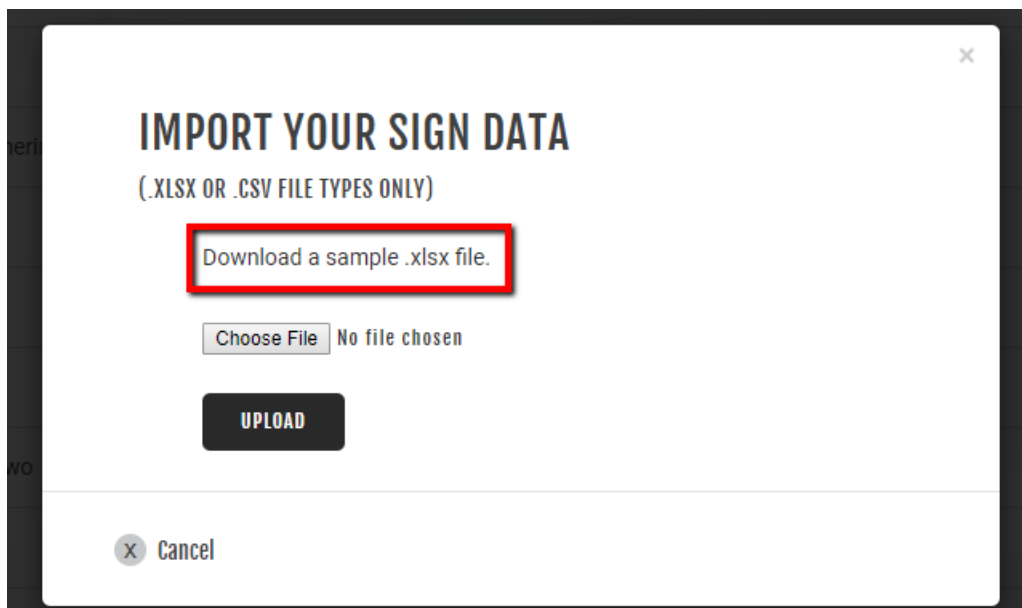
From the event landing page, the option to mass upload event information is available through the *Import* button.



The screenshot shows the 'COLORADO CONVENTION CENTER DIGITAL DISPLAY MANAGEMENT' interface. At the top, it says 'logged in as: test@dwgreen.com [logout]'. Below that, a dark header contains the text 'TEST EVENT DOES NOT EXIST' and an 'Edit Themes' button. The main content area is titled 'Meeting List' and features an 'Export' button and an 'Import' button (highlighted with a red box). Below the buttons is a table with the following data:

ROOM	MEETING NAME	START	END	THEME
102	Test Meeting !	Jan. 1, 2050 8:30 am	Jan. 1, 2050 9:00 am	Template Training
102	This is a Test Meeting !!	Jan. 1, 2050 2:15 pm	Jan. 1, 2050 2:45 pm	Theme 978
102	TEST Event 2 !!!!	Jan. 1, 2050 2:45 pm	Jan. 1, 2050 3:00 pm	Denver
102	Test Meeting 3 !!!!	Jan. 1, 2050 3:30 pm	Jan. 1, 2050 3:45 pm	Mountain

A pop-up window will display and a sample .XLSX file can be downloaded to fill out or use as a model to adjust an existing set of data.



The screenshot shows a pop-up window titled 'IMPORT YOUR SIGN DATA' with the subtitle '(.XLSX OR .CSV FILE TYPES ONLY)'. Inside the window, there is a red-bordered button that says 'Download a sample .xlsx file.'. Below this button is a file selection area with a 'Choose File' button and the text 'No file chosen'. At the bottom of the window, there is a large black 'UPLOAD' button and a 'Cancel' button with an 'X' icon.

Inside the Excel file multiple events can be added. Use the dropdown menus to fill out the following columns: **room**, **start date**, **end date**, **start time**, **end time**, **template**, **show times**, and **show next**. The **title**, **subtitle**, **description**, and **theme** fields can be filled out as desired for each specific meeting.

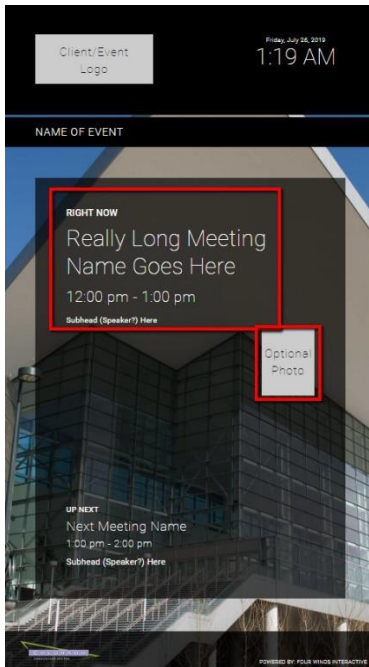
Note: You will only be able to upload events to the specific rooms and dates that you have agreed upon with the Colorado Convention Center – all other events added to the file will be ignored.

	B	C	D	E	F	G	H	I	J	K	L
1	start date	end date	start time	end time	title	subtitle	description	theme	template	show times	show next
2	12/5/19	12/5/19	12:30 AM	12:30 AM	test 1	sub 1	blurb 1	Default	Template 1	Yes	No
3	7/15/2020	7/15/2020	4:00 PM	2:00 AM	test 2	sub 2	blurb 2	Default	Template 2	No	Yes
4	7/16/2020										
5	7/17/2020										
6	7/18/2020										
7	7/19/2020										
8	7/20/2020										
9	7/21/2020										
10	7/22/2020										

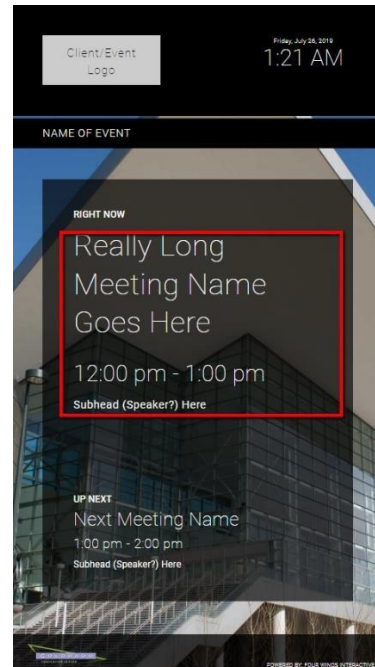
When filling out the **theme** column, use the name of the theme column as the name was entered in the Theme Editor.

The themes can be previewed in the Theme Editor. Examples of the default layouts are available below.

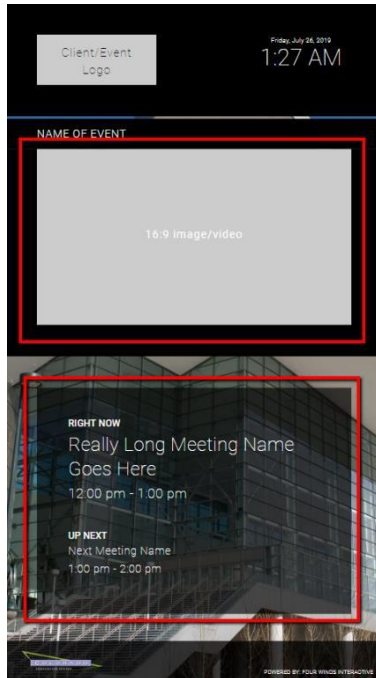
Template 1



Template 2



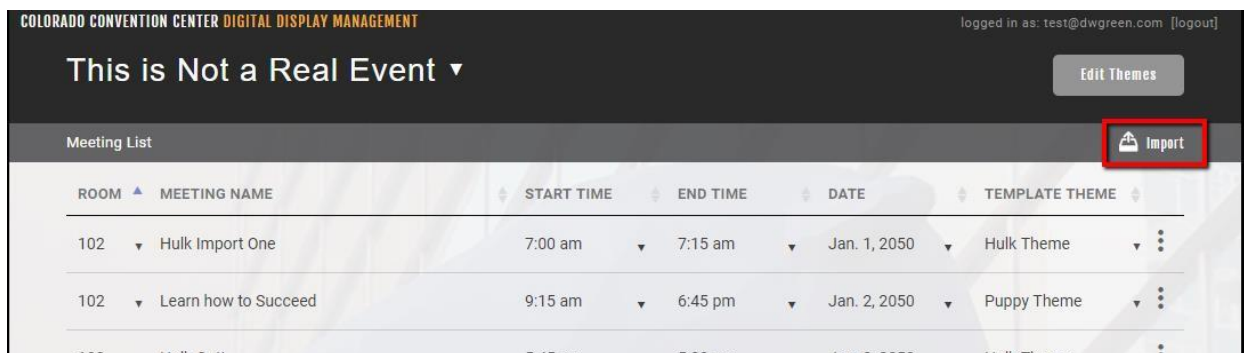
Template 3



Template 4

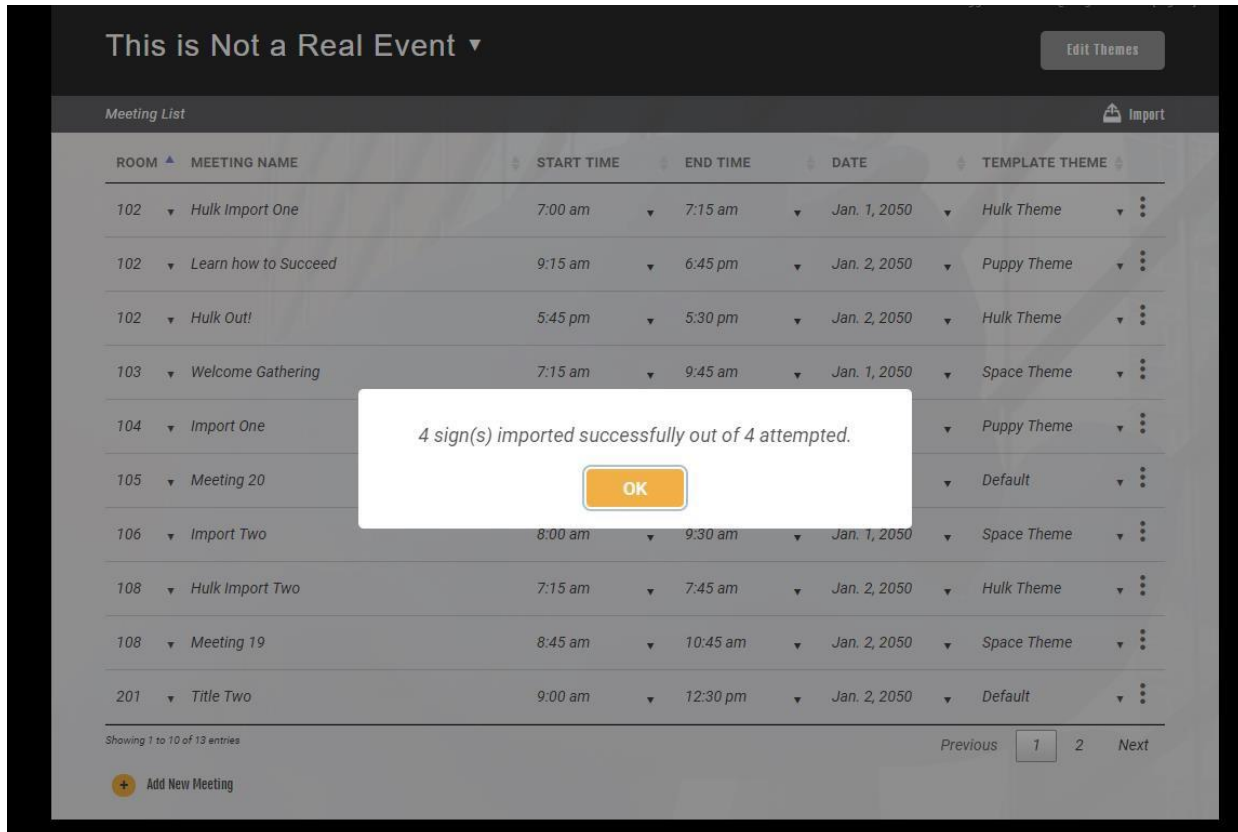


Once all relevant rows of data have been modified in the Excel file, proceed back to the Import option in the browser.



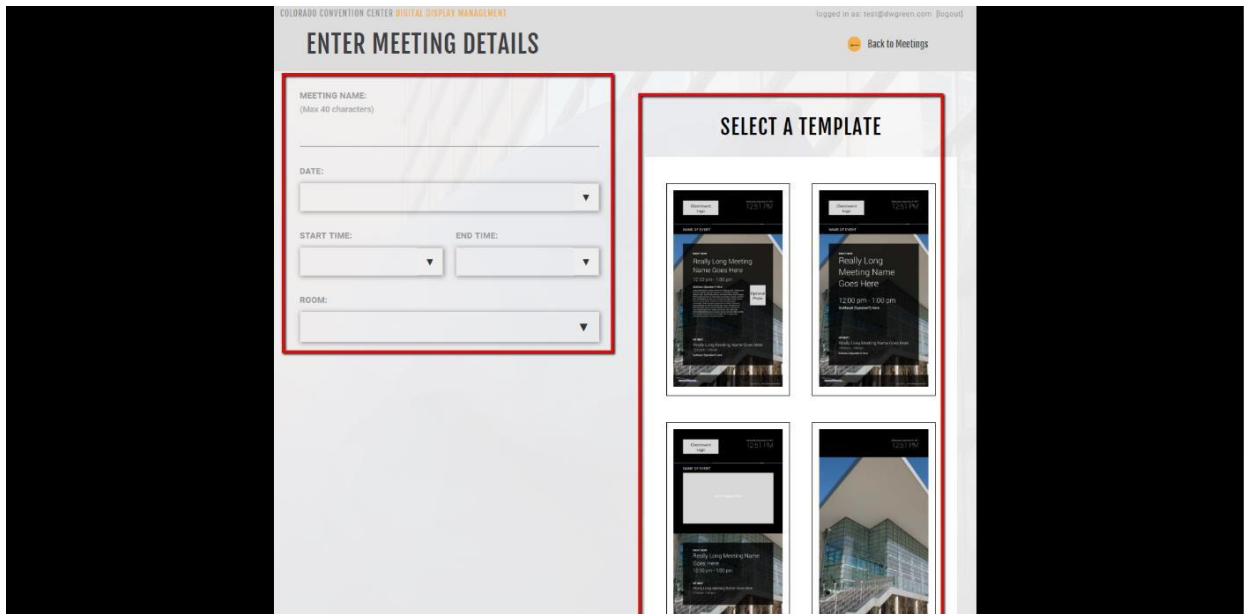
Within the Import pop-up window, select the *Choose File* button. Navigate to the Excel file with the meeting data using the computer's file explorer. Once the Excel file has been chosen, select the *Upload* button.

When the upload is complete a confirmation message will appear in a pop-up window:



ADDING A SINGLE MEETING / MODIFYING EXISTING MEETINGS

A single meeting can be added from the event landing page. At the bottom of the existing meetings list, select the *Add New Meeting* button. After being redirected to the Enter Meeting Details page, the user will have the ability to edit meeting details and select the template that will apply to the meeting.



After filling out the required fields, select the *Save Meeting* button at the bottom of the screen to submit the meeting details.

Once the meeting is saved, the browser will be redirected back to the event landing page. The meeting will now be available from the existing list. There are additional actions available from the event page that will allow editing of the various relevant fields.

COLORADO CONVENTION CENTER DIGITAL DISPLAY MANAGEMENT logged in as: test@dwgreen.com [logout]

TEST EVENT DOES NOT EXIST ▾

[Edit Themes](#)

Meeting List Export Import

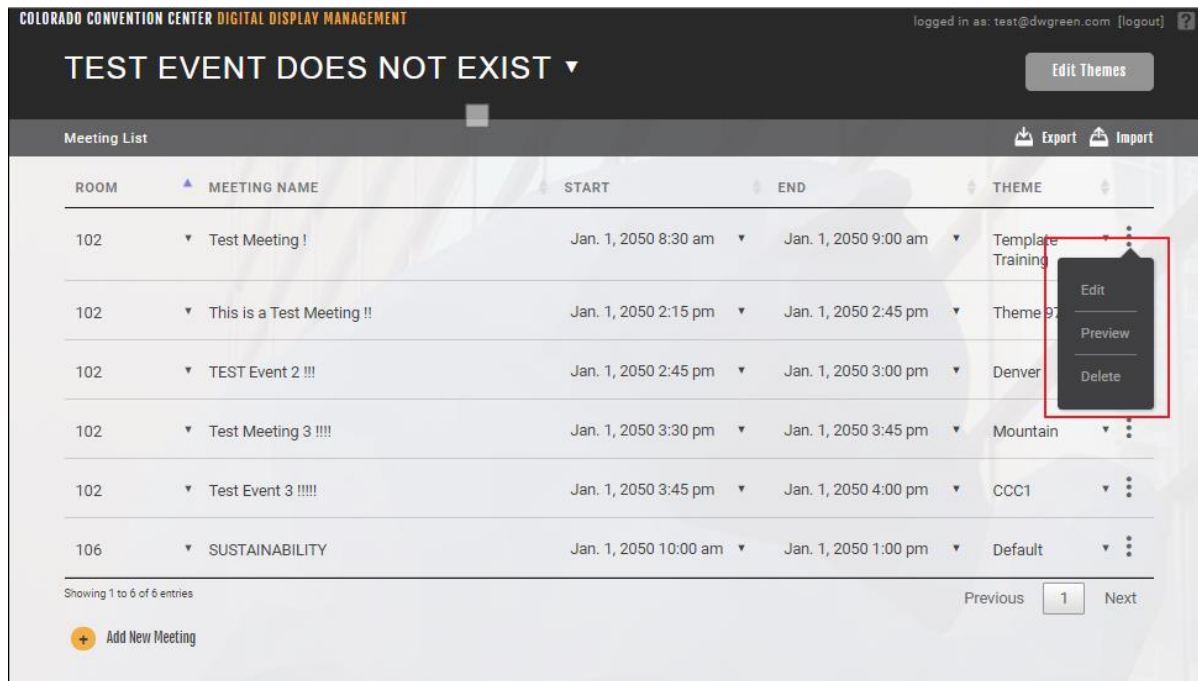
ROOM	MEETING NAME	START	END	THEME
102	Test Meeting !	Jan. 1, 2050 8:30 am	Jan. 1, 2050 9:00 am	Template Training
102	This is a Test Meeting !!	Jan. 1, 2050 2:15 pm	Jan. 1, 2050 2:45 pm	Theme 978
102	TEST Event 2 !!!!	Jan. 1, 2050 2:45 pm	Jan. 1, 2050 3:00 pm	Denver
102	Test Meeting 3 !!!!	Jan. 1, 2050 3:30 pm	Jan. 1, 2050 3:45 pm	Mountain
102	Test Event 3 !!!!!	Jan. 1, 2050 3:45 pm	Jan. 1, 2050 4:00 pm	CCC1
106	SUSTAINABILITY	Jan. 1, 2050 10:00 am	Jan. 1, 2050 1:00 pm	Default

Showing 1 to 6 of 6 entries Previous 1 Next

[Add New Meeting](#)

PREVIEWING A MEETING

The layout of a meeting can be previewed from the event landing page using the extended menu button for specific meetings. Once the extended menu button has been selected, a drop-down menu will appear with the options Edit, Preview, and Delete. Select the Preview option and a pop-up with an image of the meeting will display.



The screenshot displays the 'COLORADO CONVENTION CENTER DIGITAL DISPLAY MANAGEMENT' interface. At the top, it shows the user is logged in as 'test@dwgreen.com'. The main heading is 'TEST EVENT DOES NOT EXIST'. Below this is a 'Meeting List' table with columns for ROOM, MEETING NAME, START, END, and THEME. A context menu is open over the first row, showing 'Edit', 'Preview', and 'Delete' options. The 'Preview' option is highlighted. At the bottom, there is a pagination control showing 'Showing 1 to 6 of 6 entries' and a 'Previous 1 Next' indicator. An 'Add New Meeting' button is located at the bottom left.

ROOM	MEETING NAME	START	END	THEME
102	Test Meeting !	Jan. 1, 2050 8:30 am	Jan. 1, 2050 9:00 am	Template Training
102	This is a Test Meeting !!	Jan. 1, 2050 2:15 pm	Jan. 1, 2050 2:45 pm	Theme 97
102	TEST Event 2 !!!!	Jan. 1, 2050 2:45 pm	Jan. 1, 2050 3:00 pm	Denver
102	Test Meeting 3 !!!!	Jan. 1, 2050 3:30 pm	Jan. 1, 2050 3:45 pm	Mountain
102	Test Event 3 !!!!!	Jan. 1, 2050 3:45 pm	Jan. 1, 2050 4:00 pm	CCC1
106	SUSTAINABILITY	Jan. 1, 2050 10:00 am	Jan. 1, 2050 1:00 pm	Default