

# Xibo

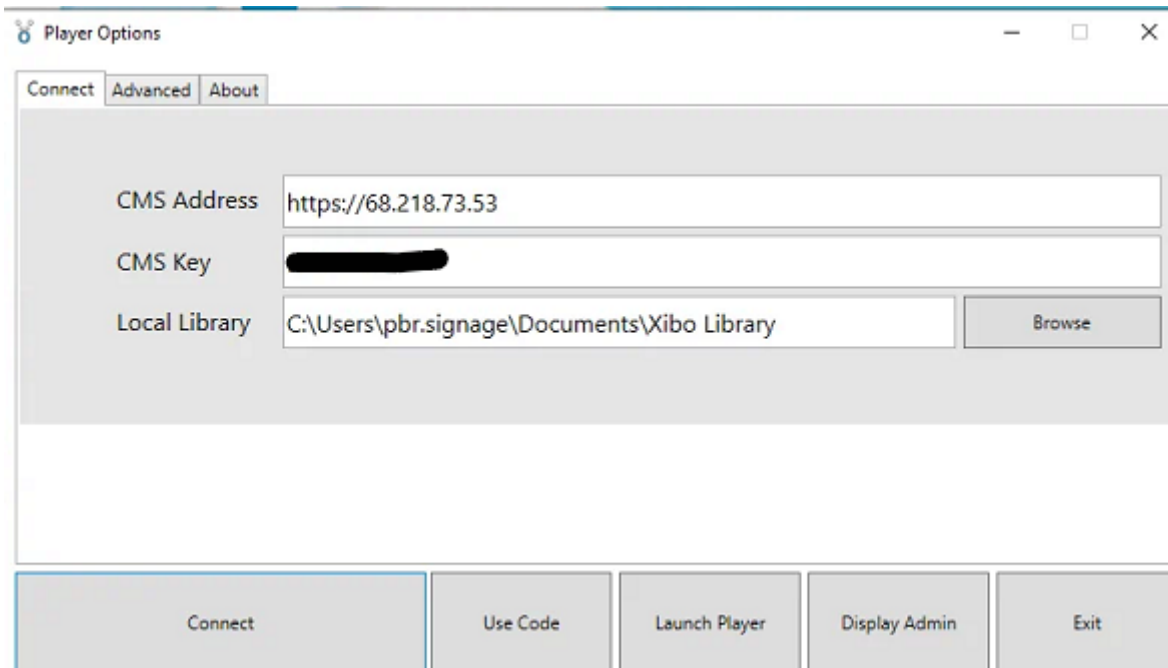
Software that displays images on signage computers

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# Xibo Client Setup

Download the Xibo Client (V3)

Configure the xibo player on the client PC,



CMS Address : <https://68.218.73.53>

CMS Key : can be found on the xibo server

(Log into PBR xibo web portal - <https://xibo.pbr.org.au/statusdashboard> creds in 1Password,

Scroll down to Administration / Settings / Configuration Tab

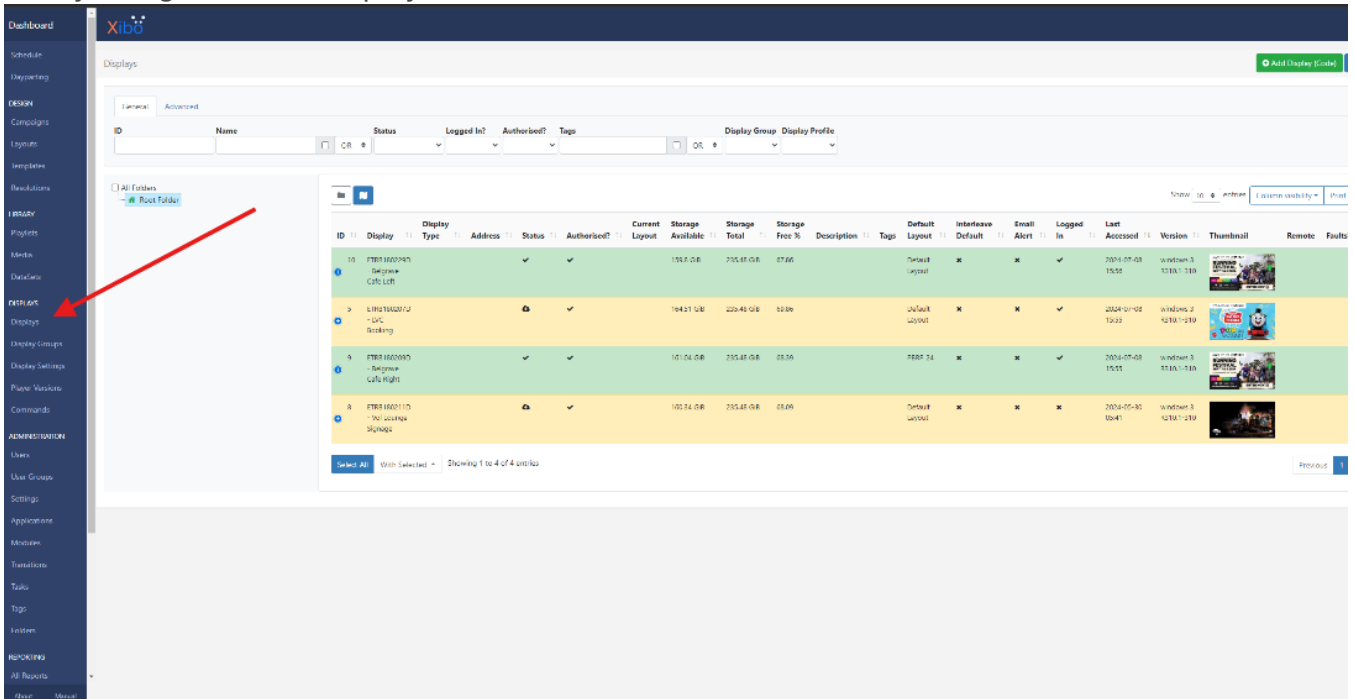
Click Connect

# Image Change

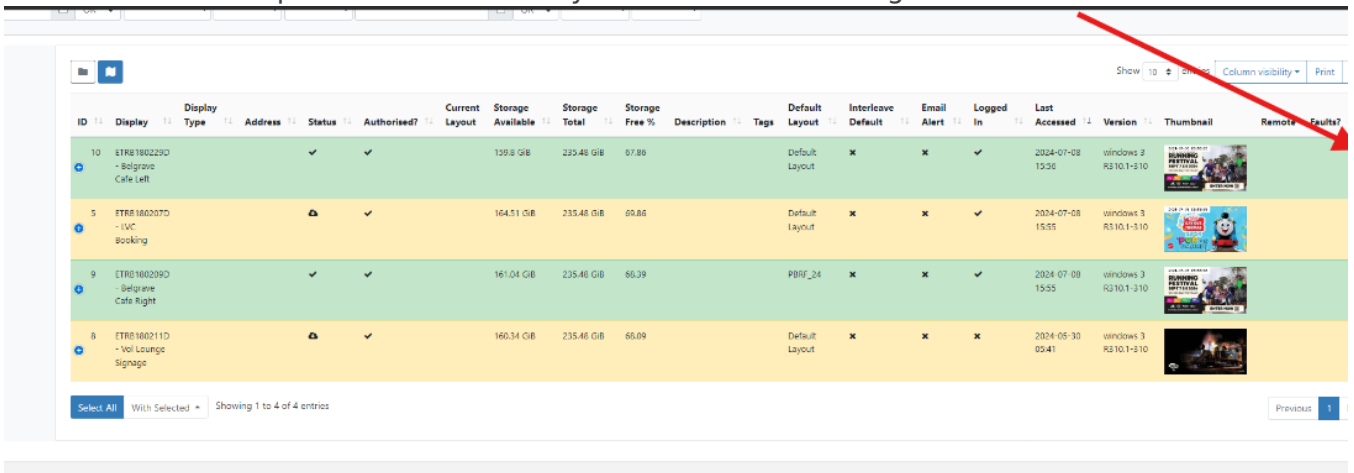
This article is for if you would like to change an image on a device in Xibo.

Creds in 1pass.

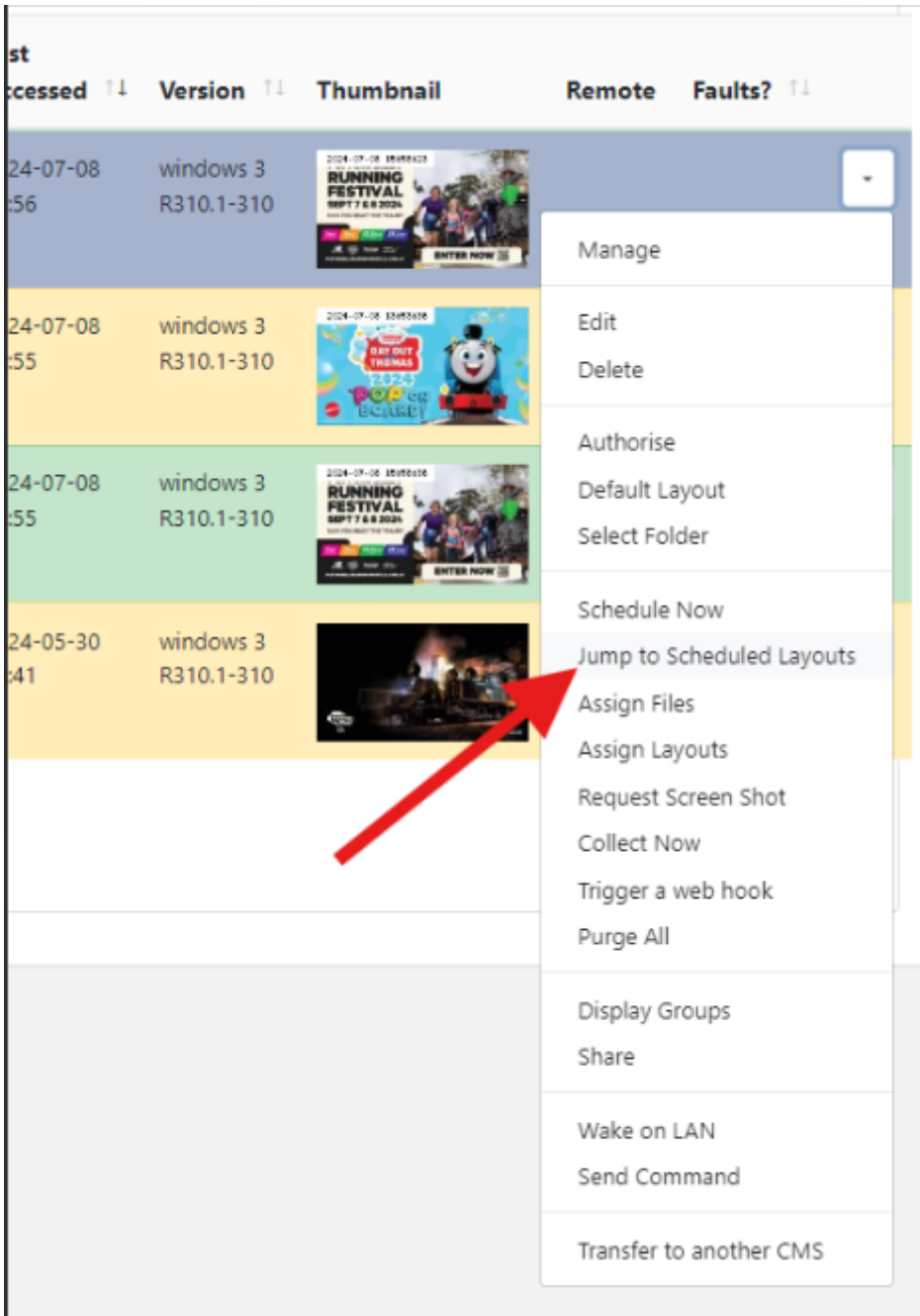
## 1. Firstly navigate to the displays.



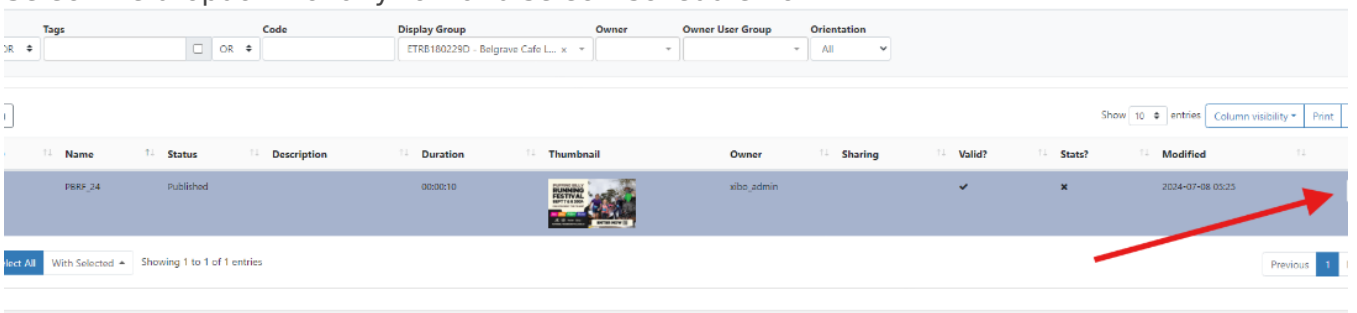
## 2. Then select the dropdown of the device you would like to change.



## 3. Select "jump to scheduled layouts".



4. Select the dropdown of any row and select "schedule now".



5. Select the layout (image) you would like to display. Check the checkbox "Always?" and select your display, click save.

## Schedule Now

**Layout**  ▼  
Please select a Layout for this Event to show

Always?  
Run this event from now and don't stop.

**Display**   
Please select one or more displays / groups for this event to be shown on.

**Display Order**   
Should this event have an order?

**Priority**   
Sets the event priority - events with the highest priority play in preference to lower priority events.

Help

Cancel

Save

- You will now have at least 2 rows and the image will rotate between them. To stop the rotation head to "schedule" in the navigation bar on the left hand side.

Dashboard

Schedule

Daypart

DESIGN

Campaigns

Layouts

Templates

Resolutions

LIBRARY

Playlets

Media

DataSets

DISPLAYS

Displays

Display Groups

Display Settings

Playe Versions

Commands

ADMINISTRATION

Users

User Groups

Xibö

Layouts

General Advanced

ID	Name	Tags	Code	Display Group	Owner
		<input type="checkbox"/> OR <input type="checkbox"/>	<input type="checkbox"/> OR <input type="checkbox"/>	ETRB180229D - Belgrave Cafe L... x	

Entire Folder

ID	Name	Status	Description	Duration	Thumbnail
A	PBRF_24	Published		00:00:10	

Select All With Selected Showing 1 to 1 of 1 entries

- Select your display and choose any date.

Dashboard

Schedule

Dayparting

DESIGN

Campaigns

Layouts

Templates

Resolutions





LIBRARY

Playlists

Media

Xibo

Show All x ETRB180229D - Belgrave Cafe Left x Layout / Campaign ▾

Monday	Tuesday
1	2
	
8	9
	

8. Select the unwanted layout to open it up. Click delete.

## Edit Event



General

Geo Location

Event Type

Layout

Select the type of event to schedule

Display

× ETRB180229D - Belgrave Cafe Left

Please select one or more displays / groups for this event to be shown on.

Dayparting

Always

Select the dayparting information for this event. To set your own times select custom and to have the event run constantly select Always.

Layout

PBRF\_24

Please select a Layout for this Event to show

Preview

Preview your selection in a new tab

Display Order

0

Please select the order this event should appear in relation to others when there is more than one event scheduled

Priority

0

Sets the event priority - events with the highest priority play in preference to lower priority events.

Maximum plays per hour

0

Limit the number of times this event will play per hour on each display. For unlimited plays set to 0.

Run at CMS Time?

When selected, your event will run according to the timezone set on the CMS, otherwise the event will run at Display local time

Duplicate

Help

Cancel

Delete

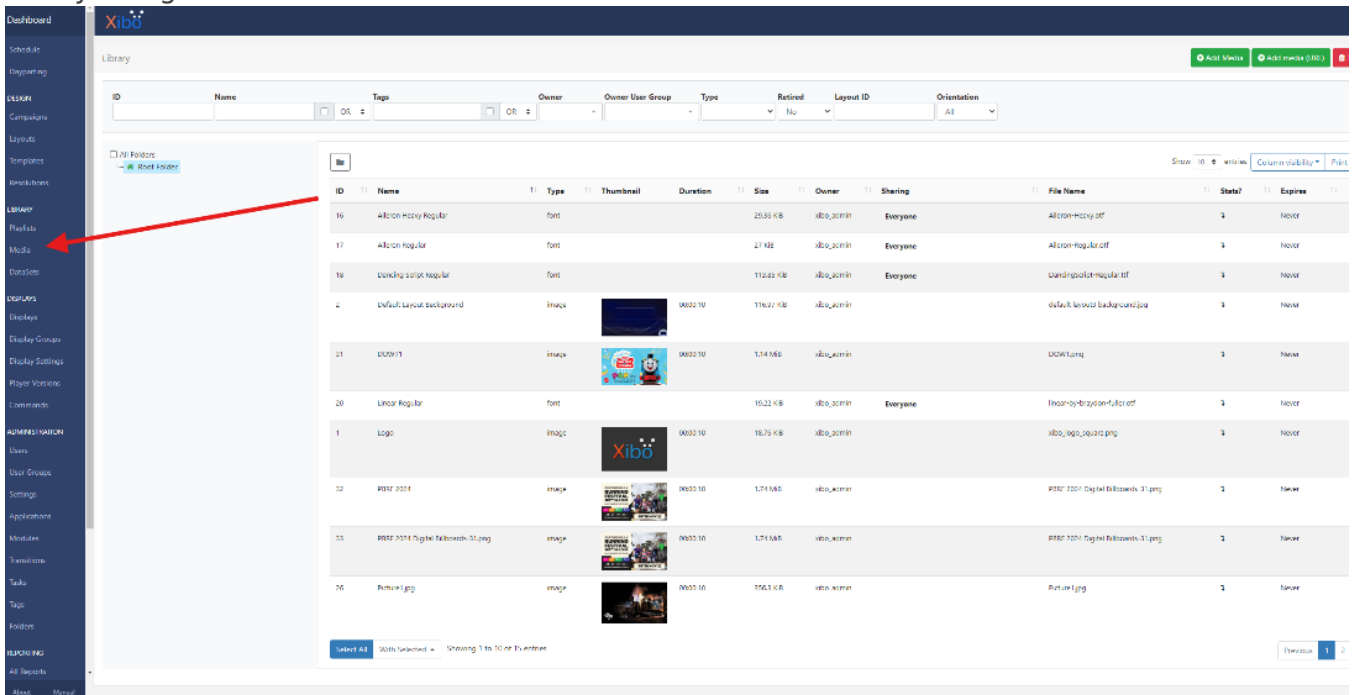
Save

The image you selected should now be a static image.







# Add media (image)

This article shows you how to upload a new image into the Xibo library.

## 1. Firstly navigate to "media".



The screenshot shows the Xibo Library interface. On the left sidebar, the 'Media' option is highlighted with a red arrow. The main content area displays a table of media items with columns for ID, Name, Type, Thumbnail, Duration, Size, Owner, Sharing, File Name, Status, and Expires. The table contains 16 items, including fonts and images.

ID	Name	Type	Thumbnail	Duration	Size	Owner	Sharing	File Name	Status	Expires
16	Alfonso-morisy-regular	font			25.95 KB	xibo_admin	Everyone	Alfonso-morisy.ott	1	Never
17	Alfonso-regular	font			27 KB	xibo_admin	Everyone	Alfonso-regular.ott	1	Never
18	Dancing-script-regular	font			112.62 KB	xibo_admin	Everyone	Dancing-script-regular.ttf	1	Never
2	Default layout background	image		00:02:10	116.77 KB	xibo_admin		default-layout-background.jpg	1	Never
21	DOWT.png	image		00:02:10	1.14 MB	xibo_admin		DOWT.png	1	Never
20	Lincoz-regular	font			10.22 KB	xibo_admin	Everyone	Lincoz-by-braydon-mulcair.ott	1	Never
1	Logo	image		00:02:10	18.75 KB	xibo_admin		xibo_logo_square.png	1	Never
12	PRIP-2014	image		00:02:10	1.74 MB	xibo_admin		PRIP-2014-Digital-Billboards-31.png	1	Never
13	PRIP-2014-Digital-Billboards-31.png	image		00:02:10	1.74 MB	xibo_admin		PRIP-2014-Digital-Billboards-31.png	1	Never
26	Purple.jpg	image		00:02:10	156.1 KB	xibo_admin		Purple.jpg	1	Never

## 2. Click "add media".

The screenshot shows the Xibo Library interface. At the top right, there are two green buttons: 'Add Media' and 'Add media (10)'. A red arrow points to the 'Add Media' button. Below the buttons is a search and filter bar with fields for ID, Name, Tags, Owner, Owner User Group, Type, Retired, Layout ID, and Orientation. The main area displays a table of media assets with columns for ID, Name, Type, Thumbnail, Duration, Size, Owner, Sharing, File Name, Status, and Expires. The table contains 13 entries, including fonts like 'Aileron Hcary Regular' and 'Aileron Regular', images like 'Default Layout background', 'DOWT1', and 'xibo\_logo\_square.png', and digital billboards like 'PERF 2024 Digital Billboards-31.png'.

ID	Name	Type	Thumbnail	Duration	Size	Owner	Sharing	File Name	Status	Expires
16	Aileron Hcary Regular	font		00:00:10	29.93 KiB	xibo_admin	Everyone	Aileron-Hcary.ott	1	Never
17	Aileron Regular	font		00:00:10	27 KiB	xibo_admin	Everyone	Aileron-Regular.ott	1	Never
10	Dancing Script Regular	font		00:00:10	113.08 KiB	xibo_admin	Everyone	DancingScript-Regular.ott	1	Never
2	Default Layout background	image		00:00:10	116.97 KiB	xibo_admin		default-layout2-background.jpg	1	Never
31	DOWT1	image		00:00:10	1.14 MB	xibo_admin		DOWT1.png	1	Never
20	Linear Regular	font		00:00:10	19.22 KiB	xibo_admin	Everyone	Linear-Regular.ott	1	Never
1	Logo	image		00:00:10	16.76 KiB	xibo_admin		xibo_logo_square.png	1	Never
32	PERF 2024	image		00:00:10	1.14 MB	xibo_admin		PERF 2024 Digital Billboards-31.png	1	Never
33	PERF 2024 Digital Billboards-31.png	image		00:00:10	1.74 MB	xibo_admin		PERF 2024 Digital Billboards-31.png	1	Never
27	Picture1.jpg	image		00:00:10	255.3 KiB	xibo_admin		Picture1.jpg	1	Never

3. Click "add file", then "start upload". Then click "done".

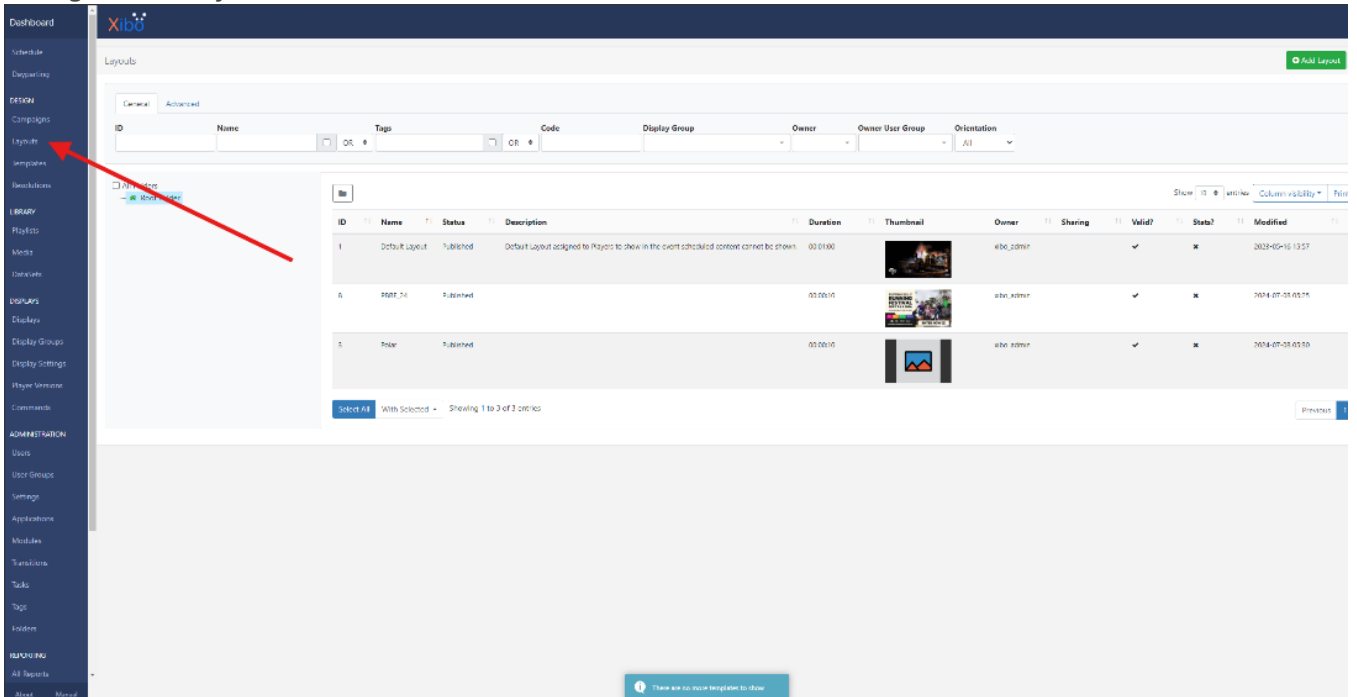
The screenshot shows the 'Add Media' dialog box. It contains a text area with the message 'This form accepts files up to a maximum size of 2G'. Below the text area, it says 'Current Folder: Root Folder'. At the bottom, there are four buttons: 'Add Files', 'Start upload', 'Cancel upload', and 'Select Folder'. A red arrow points to the 'Add Files' button.

Your image is now ready to be added to a layout.

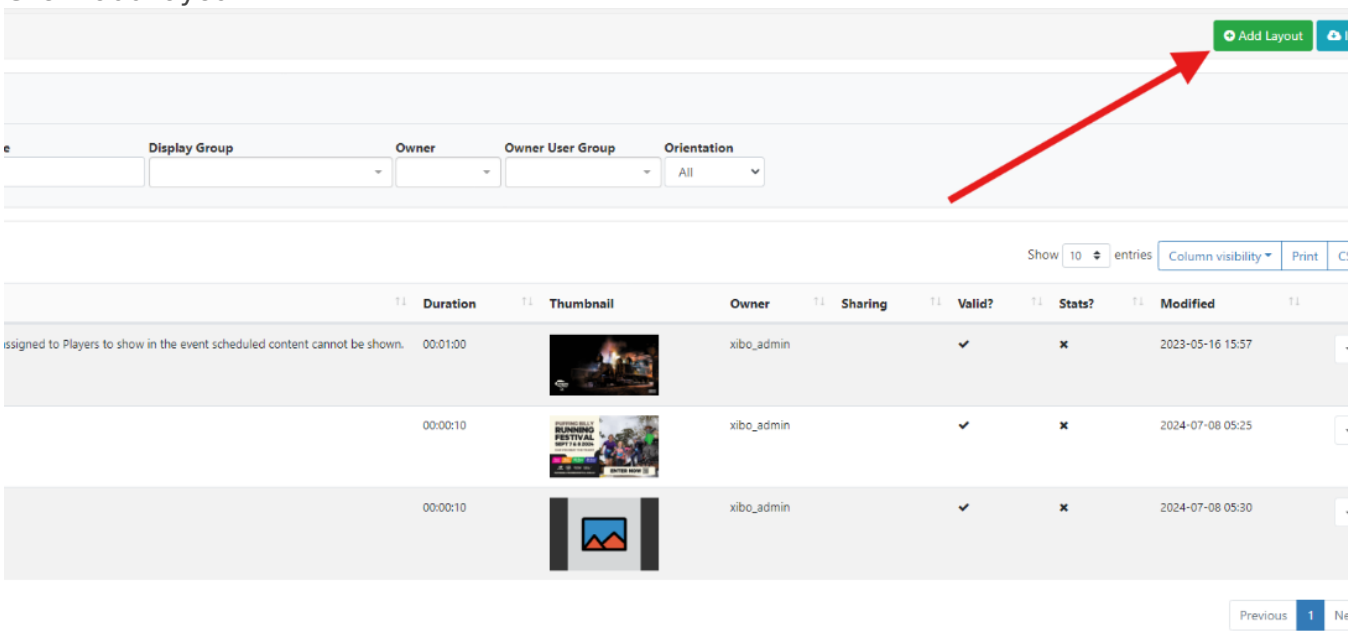
# Create a New Layout

This article shows how to create a new layout to be able to add a new image to a device.

1. Navigate to "layouts" on the left hand side menu.



2. Click "add layout".



3. Choose "full screen".


## Add Layout

1 Template


2 Organise

Template  From


Please select one of the options below.




**Full screen**  
Full screen content



**L shape left**  
3 regions in an L shape, on the left



**L shape right**  
3 regions in an L shape, on the right



**Blank**  
Add your own regions using the editor

[More](#)

[Help](#) [Close](#)

4. Name your new layout. Root folder should be selected. Click save.

## Add Layout

1 Template 2 Organise

Organise Settings

Name   
The Name of the Layout - (1 - 50 characters)

Folder  Root Folder

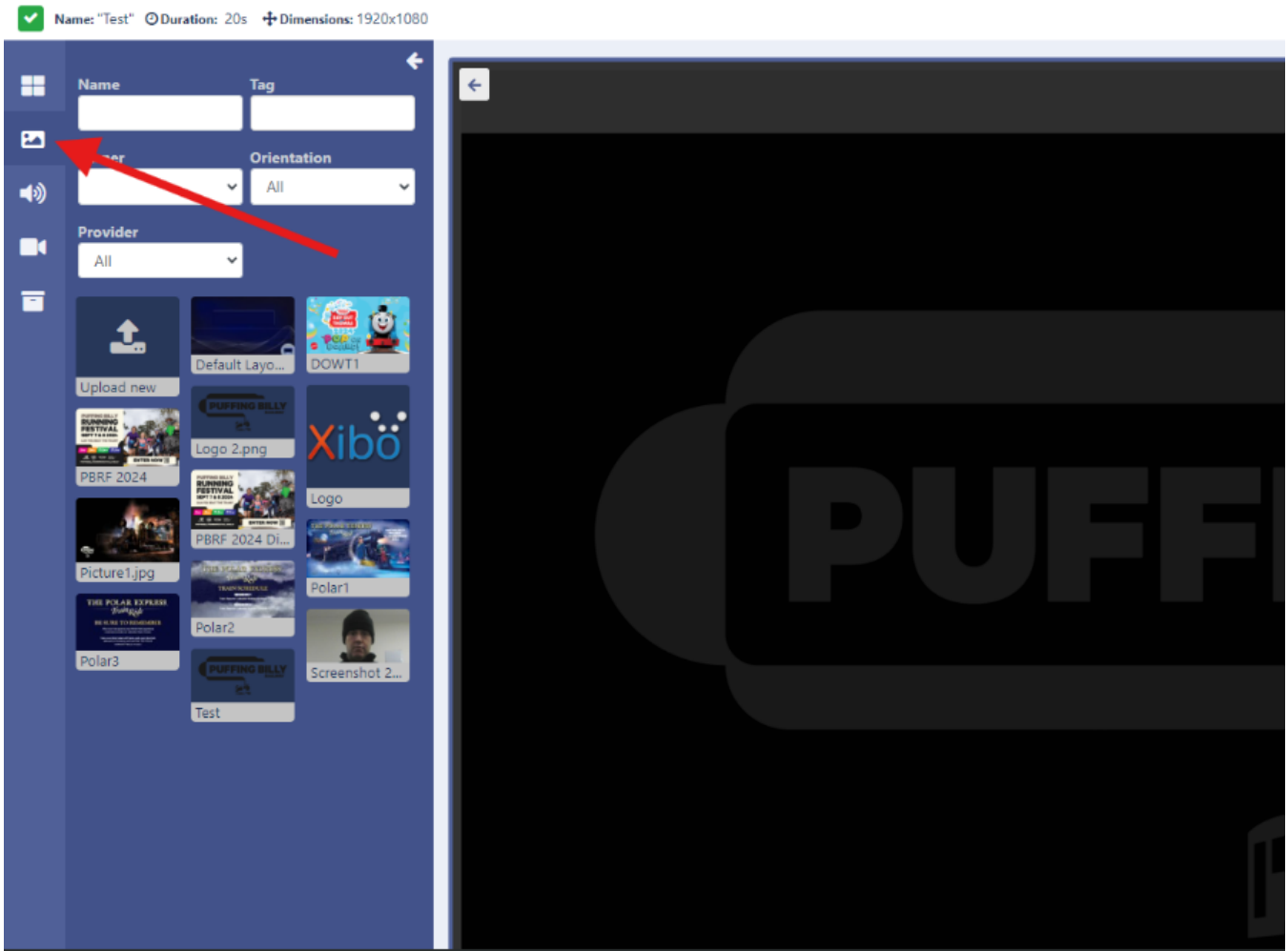
Resolution   
Choose the resolution this Layout should be designed for.

Description   
An optional description of the Layout. (1 - 250 characters)

Tags   
Tags for this Layout - Comma separated string of Tags or Tag|Value format. If you choose a Tag that has associated values, they will be shown for selection below.

Help Close Save

5. You will then be taken to a design page. Find your image and drag it onto the main screen. Then click save.



6. Select the dropdown for your new layout and select "publish".

Your new layout is ready to be added to a new device.