

Venus® Control Suite is a platform-based control system software package that provides interactive display control. Depending on installation method, access Venus® Control Suite from either a hosted server (remote, cloud-based) or from a local computer server (local control). Venus® Control Suite enables the user to import, create, edit, and organize display content as well as manage accounts and run reports. This quick guide explains basic Venus® Control Suite system setup and launch.

## First-Time Venus® Control Suite Login

Ensure that the Venus® Control Suite computer or mobile device uses one of the following web browsers:

- Google® Chrome® – latest version
- Mozilla® Firefox® – latest version
- Microsoft® Internet Explorer® – version 11
- Microsoft Edge™ – latest version
- Apple® Safari® – version 9.1 (or later)

### Logging In – Hosted Server

To log in to Venus® Control Suite from a hosted server for the first time, follow these steps:

1. Navigate to <https://venus.daktronics.com>.
2. Enter the email and password provided by Daktronics into the **Email** and **Password** text boxes and click **Login**. Refer to **Figure 1**.
3. Type a new password in the **New Password** and **Confirm Password** text boxes when the **Update Password** prompt opens. Complete this step for the first-time login to the Venus® Control Suite system only. Refer to **Figure 2**.

**Note:** Passwords are alphanumeric and must contain at least eight characters.

4. Update the account information fields under the **User Information** and **Additional Information** sections and click **Save**.

### Logging in – Local Server

To log in to Venus® Control Suite from a local server for the first time, follow these steps:

1. Insert the Daktronics-supplied USB drive into an available USB port and double-click the **VenusControlSuite.exe** installer file.
2. Read and accept the terms of agreement to begin installation, then click **Next**.
3. Enter a **User Name** and **Organization** in the **Setup Initial User Account** window. An initial temporary password is provided. Record the username and temporary password as this information is needed during first-time Venus® Control Suite login.
4. Click **Finish** when all the steps are completed.
5. Restart the computer. A **Venus® Control Suite** shortcut is now available on the computer desktop. Refer to **Figure 3**.

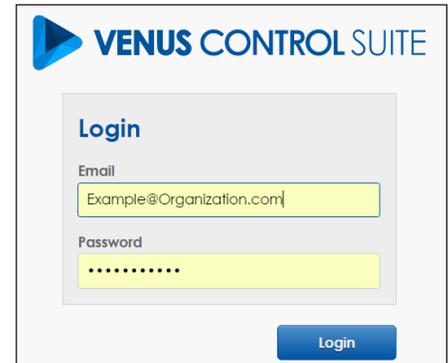


Figure 1: Venus® System Login

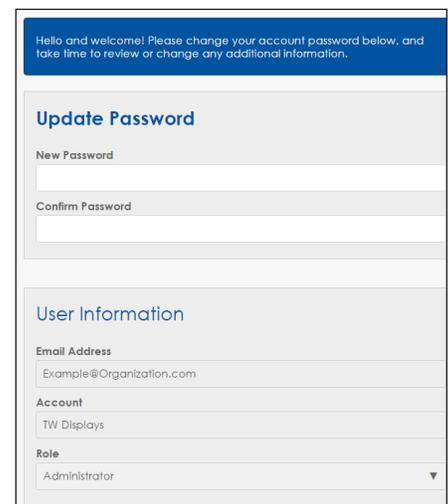


Figure 2: Update Information Prompt

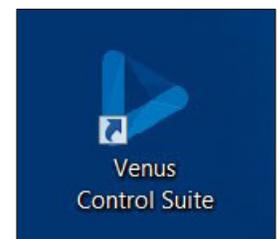


Figure 3: Shortcut Icon

6. Click the **Venus® Control Suite** shortcut to launch the software.
7. Enter the username created during the installation process and initial temporary password into the **Email** and **Password** text boxes and click **Login**.
8. Type a new password in the **New Password** and **Confirm Password** text boxes when the **Update Password** window opens. Refer to **Figure 2**. This step is required only for first-time Venus® Control Suite login.

**Note:** Passwords are alphanumeric and must contain at least eight characters.

9. Update the account information fields in the **User Information** and **Additional Information** sections, then click **Save**.

## Venus® Menu Overview

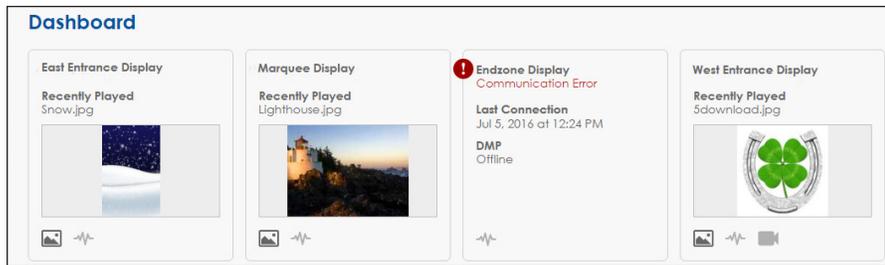
After initial login, the **Dashboard** window opens showing status tiles for each display in the system. Click **Show Menu**  in the upper-left corner of the screen to open the main menu. Depending on the specific system setup and level of user access, these options may not be available for all users. Refer to the table below.

Menu Item	Description
 <b>Dashboard</b>	Shows status tiles for each display and any associated devices such as players, video processors, or webcams.
 <b>Media</b>	Opens the Media Library where uploaded media files and generated presentations are tagged, stored, and assigned to an account.
 <b>Playlists</b>	Creates a playlist of media files to play in a specified order on a selected display.
 <b>Sales</b>	Creates a sales grid schedule for a selected display.*
 <b>Reports</b>	Produces proof of play and scheduled content reports for displays at specified dates and times.
 <b>Data</b>	Loads installed data packages (e.g. loads RSS feeds).
 <b>Scripts</b>	Opens the Script Library where display commands are created and stored (e.g. sets brightness levels for displays).
 <b>Accounts</b>	Creates new accounts for advertisers and associates content with a specific account.
 <b>Users</b>	Lists current user profiles and enables system administrators to update passwords or add/remove user profiles.
 <b>Displays</b>	Lists all available displays and provides management tools to include configuring durations, scheduling mode, and setting hours of operation.
 <b>Settings</b>	Updates firmware files for players and video processors. <b>Note:</b> Contact Daktronics customer support for more information on updating firmware.

\*Only available in certain Venus® Control Suite packages.

## Display Status

The **Dashboard** icon  shows status tiles for each display. These tiles show thumbnails of the scheduled content and connection information. Any displays with connection errors have an exclamation point icon at the top of the status tile and a **Communication Error** message. Refer to **Figure 4**.



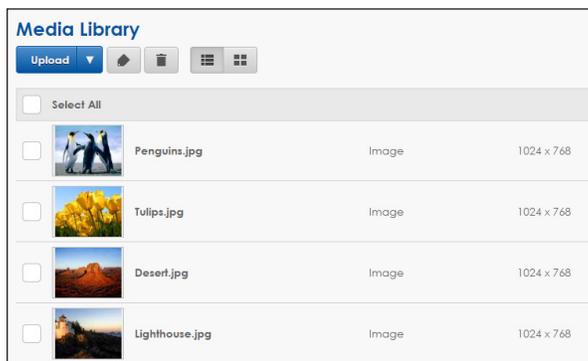
**Figure 4:** Dashboard Display Tiles

## Creating Display Content

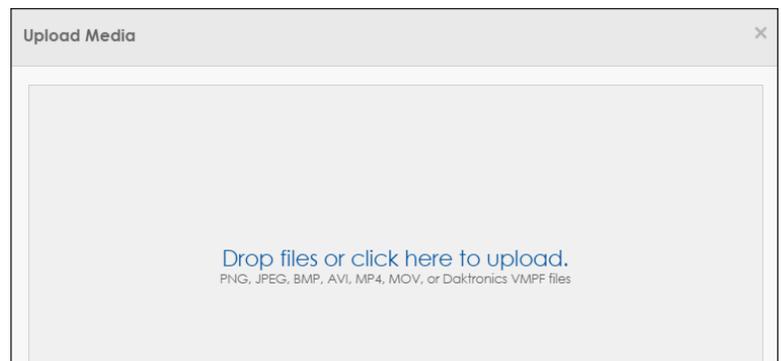
Media files, also called presentations, creative files, or content files, are stored and organized in a media library for playback on displays. Media files may be in formats such as PNG, JPEG, BMP, AVI, MP4, MOV, or Daktronics VMPF. Media files are either uploaded directly to the Media Library or created using the Content Studio application or the built-in web compositor.

### Adding Content Media Files

1. Click **Media** from the main menu. The **Media Library** window opens. Refer to **Figure 5**.
2. Click **Upload**. The **Upload Media** window opens. Refer to **Figure 6**.



**Figure 5:** Media Library



**Figure 6:** Upload Media Prompt

3. Click **Drop files or click here to upload**.
4. Select the file(s) to be uploaded.
5. Click the **Tag**  in the upper-left corner to tag the content or associate it with an existing account. See **Tagging and Associating Content Files** below for more information.
6. Click **Save** after tagging and/or associating the media file(s) with an account.
7. Click **Finish**.

## Tagging and Associating Content Media Files

Tagging media files is necessary to organize groups of files, especially as the media library grows larger. Tagging groups similar files together and provides an easy way to search for those groups. More than one tag may be applied to a media file. For example, a media file for a summer drink sale item can be tagged as **concessions**, **Cola company**, **sale**, and **summer**; this file is found when searching under any of these terms.

Media files may be associated with a customer account as another way to organize and filter content; associating content with an account enables proof-of-play reports to group media file plays by customer.

Tagging media files and associating them with an account may be performed during file upload as described above or after the file is uploaded to the Media Library. When uploading multiple media files at the same time, all the files are automatically selected and one or more tags can be applied to all files at once.

To tag previously uploaded media files, follow the steps below:

1. Click **Media** from the main menu. The **Media Library** window opens. Refer to **Figure 5**.
2. Select file(s) for tagging by checking the checkbox next to the thumbnail.
3. Click **Tag and associate selected items** .
4. Choose an account name from the list to associate the file with an account if desired.
5. Type a new tag and click the **plus (+)** sign or select an existing tag or tags.
6. Click **Save**.
7. Ensure all files are tagged correctly by selecting the tag from the **Filters** list on the right side of the **Media Library**. Refer to **Figure 7**.

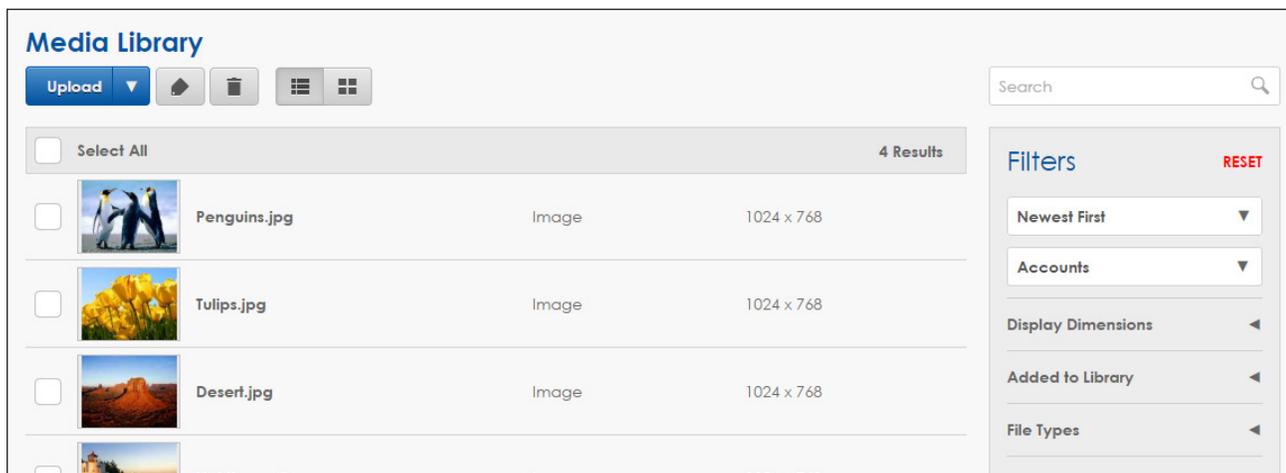


Figure 7: Tagged Content Files

**Note:** Tags are user-defined filter conditions. Filter conditions that are automatically added to media files include the file type and date added to the **Media Library**.

## Creating Playlists

A playlist is a collection of media files organized to play in a specified order. After media files are saved in the **Media Library**, they are used to create playlists.

1. Select **Playlists** from the main menu.
2. Click **Add New**. The new playlist window opens.
3. Click **Edit** under **Playlist Details**. Refer to **Figure 8**.
4. Enter a playlist name in the **Title** field.

**Note:** Give the playlist a descriptive name to help identify the contents from other playlists.

5. Set the dates, days, and times the playlist will be shown on the display.

**Note:** For a playlist to run 24 hours, set both the starting and ending times as **12:00 A.M.**

6. Click **Save**.
7. Click **Edit** under **Playlist Files**. Refer to **Figure 8**.
8. Choose the media files for the playlist. Select individual files by clicking the plus sign **+** next to each file or dragging and dropping the file into the list. Add a group of files by selecting a filter condition or tag and clicking **Add All**.

**Note:** Click any selected filter or tag a second time to deselect it or click the red **Reset** to clear filter conditions.

9. Arrange the order the media files will play by dragging the drag handle  on the left side of the media files under **Playlist Files** and moving the files up or down. Refer to **Figure 9**.
10. Click **Save**.
11. Click **Edit** under **Displays** to select the display(s) where the playlist will run. Refer to **Figure 8**.
12. Click **Save**. The playlist is delivered to the display and will start according to the schedule set in **Step 5**.
13. Click **Back** to open the listing of all playlists. Ensure that the playlist is configured correctly. Refer to **Figure 10**.

**Note:** Any playlist that was created but not linked to a display has a display icon and the **0 Displays** message; this playlist will not show on a display.

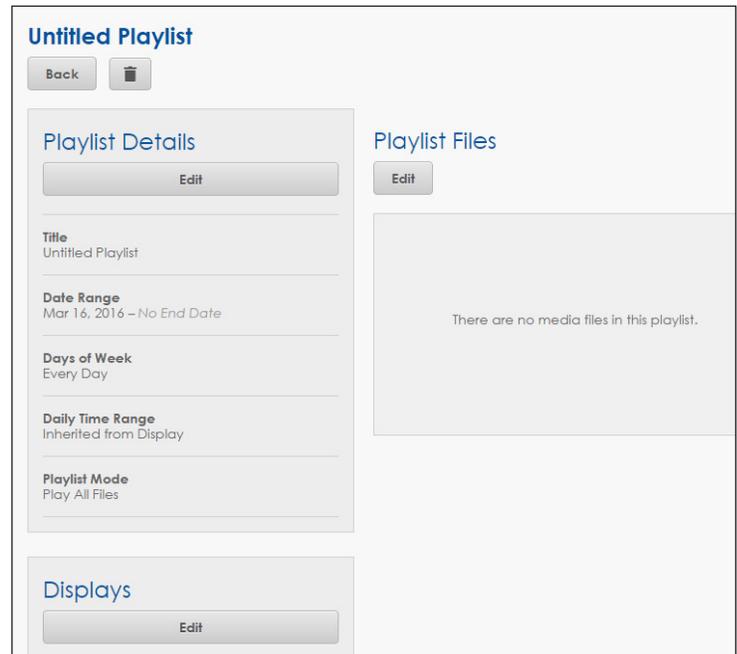


Figure 8: Creating a Playlist

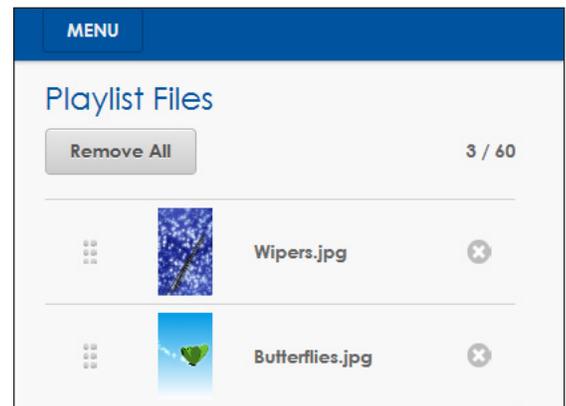


Figure 9: Arranging Content Files



Figure 10: Playlist Status

## Reports

The **Reports** feature provides information on playlist exposure, run time, and duration. A **Proof of Play Report** shows thumbnails, exposure (plays), and duration of each played content media file. A **Scheduled Content Report** reports the display's scheduled playlists with detailed information including the hours and dates of play.

1. Click **Reports** from the main menu.
2. Click **Add New**.
3. Choose the report type from the **Report Type** list. Refer to **Figure 11**.
4. Enter a name for the report in the **Report Name** field.
5. Choose individual displays or **All Displays** from the **Display** list.
6. Choose individual accounts or **All Accounts** from the **Account** list.
7. Enter the time and date parameters for the report under **Range**.
8. Click **Submit** to generate the report. The **Reports** window opens with a listing of all completed reports.
9. Select the desired report.
10. Click **Print** at the top of the screen to print the report or save as a PDF, XLSX, or CSV file.

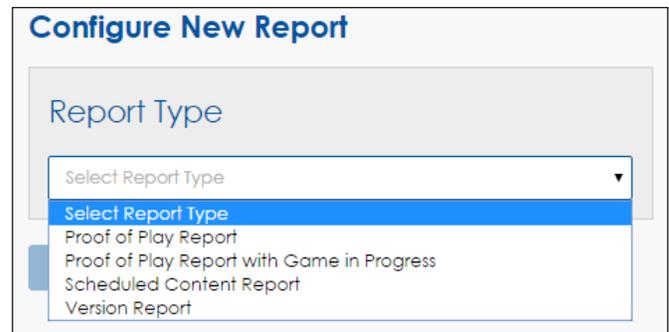


Figure 11: Selecting Report Type

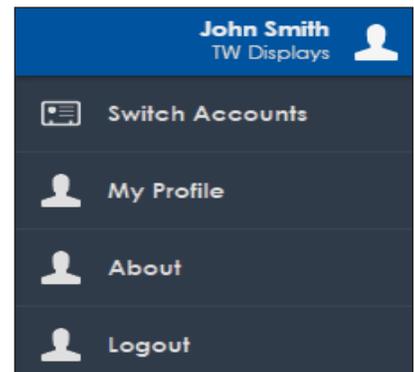


Figure 12: Account Information

**Note:** Each report will show different types of information and have different configuration options. Choose the report that best fits the data requested.

## Contact Info and Where to Get Help

Daktronics contact information and Venus® Control Suite account information is available by clicking the current username in the upper-right corner. Refer to **Figure 12**. Click the **About** tab under the user to open a support window with links to customer support services. Refer to **Figure 13**.

Select **Search our knowledge base** to open the Daktronics knowledge base results in a new window.

Training videos that explain basic Venus® Control Suite functions are available online:

- [www.daktronics.com/venus](http://www.daktronics.com/venus)

Reach Daktronics customer support online:

- [www.daktronics.com/support](http://www.daktronics.com/support)

For further assistance, Daktronics Customer Service is available 7:00 A.M. to 7:00 P.M. CST, Monday to Friday via telephone.

- Domestic (U.S. and Canada): 1-800-325-8766
- International: +1-605-697-4000

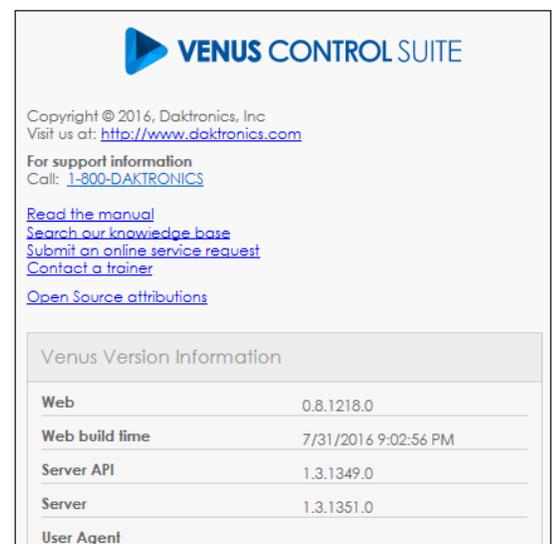


Figure 13: Contact Information