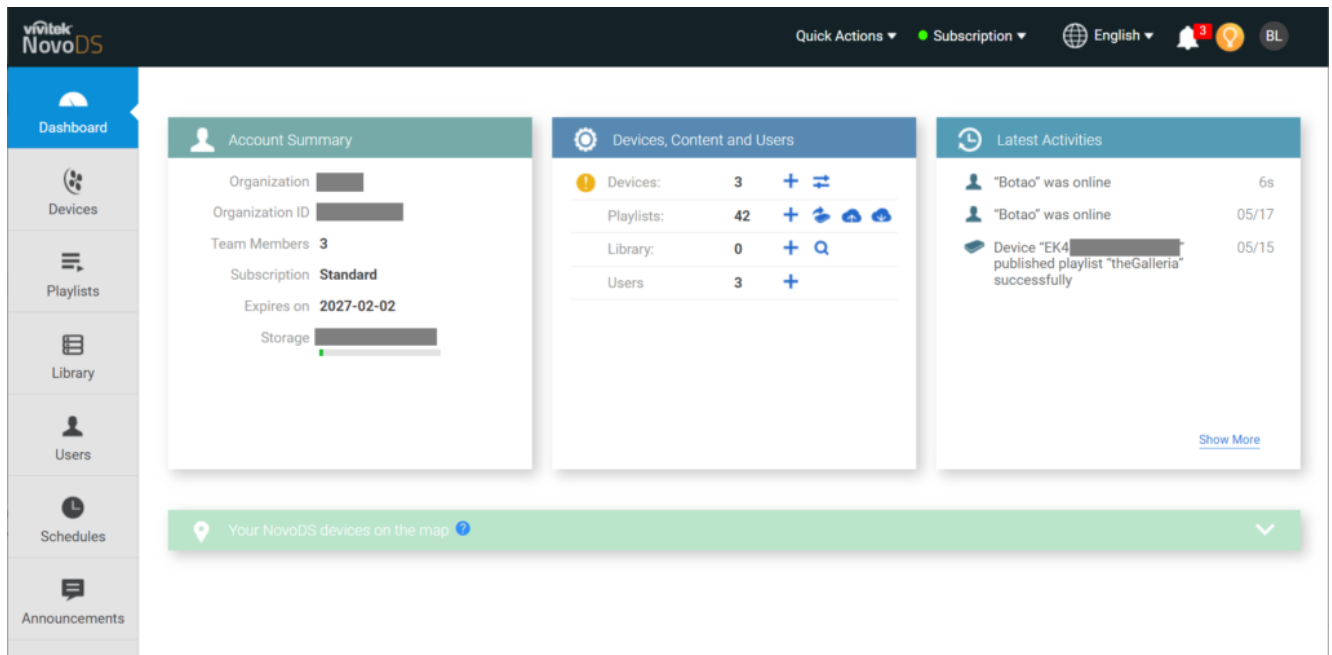# Overview

Once you log in, you should see a home page like the below:



## Left navigation pane

The left pane is the main navigation panel, with the followings

- The **Dashboard** screen shows you basic information and a list of menu topics down the left side.
- The **Devices** section will show you the NovoDS at your campus. Content can be sent to individual devices or all of them.
- **Playlists** is where you can create and edit playlists online. We shall go into more detail later.
- **The library** allows you to store files like pictures/logos that are frequently used. Please remember to keep this cleaned out to avoid storage issues.
- **Users** is normally only seen by Administrators
- **Schedules** is where you can set up playlists to be shown on devices on certain days and times. It also allows for start and end times on those schedules.

- **Announcements** is where you can broadcast specific information on a banner or full screen on a schedule or for important campus messages.

# Top banner

The top banner contains several key functions

- Drop-down menu **Quick Actions** has some frequently used functions
    - For **Devices**, you can register a new NovoDS device into the Cloud service
    - For **Playlists**, you can create and publish playlists.
    - For **Library**, you can add new items to the library.
    - For **Administrators**, you can add new users.
    - Lastly, you can edit system resources, including
        - Create a home-screen design
        - Create CAP profile
        - Edit RS232 command set
        - Edit display on/off schedule

- Drop-down menu **Subscription** is the place for you to manage DS Cloud subscription.
- The last button, **Profiles**, has the user profile data and some system-wide settings, including "enable/disable 2-factor authentication".