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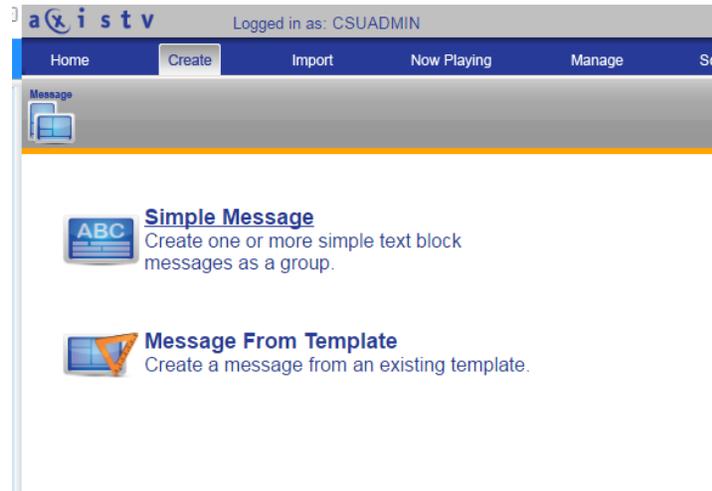


## Sign In

To sign into the Visix system, you must be listed within its security listing. Once you receive confirmation that you have been added into security, sign in using your CSU Campusnet credentials at <http://visix-vm.csuohio.edu>. Access is available on campus only. When you sign in, your name will not be listed, but the security group of which you are a member will be listed.

## Post a simple message using system supplied backgrounds

To post simple text messages using the background offered with the system, select "Create" and then "Message". From the screen select "Simple Message".



Enter the text of the message to display; the font and location of the text can be altered (uncheck “auto size font”) in addition to the background. To change the background, select the folder from the list “Select Background Folder” and then the actual background from “Select Background”. You must enter information in the field titled “Name your message”. To preview how the posting will appear as you make changes, select “Preview”. Once everything is as you want it to be, select “Next”

Logged in as: CSUADMIN

Home Create Import Now Playing Manage Schedule Configure System Tools Logout

Message Simple Msg Template

**B** *I* U abc <sup>ABC</sup> WhiteSmoke  
Arial Black 15

Add Message Title

This is my entry

**Name Your Message**  
test

Auto Size Font

**Select Background Folder**  
Archive

**Select Background - OR - Background Browser**  
B-Clouds\_chocolate

**Select Audio**  
---Choose---

PREVIEW GROUP CANCEL NEXT

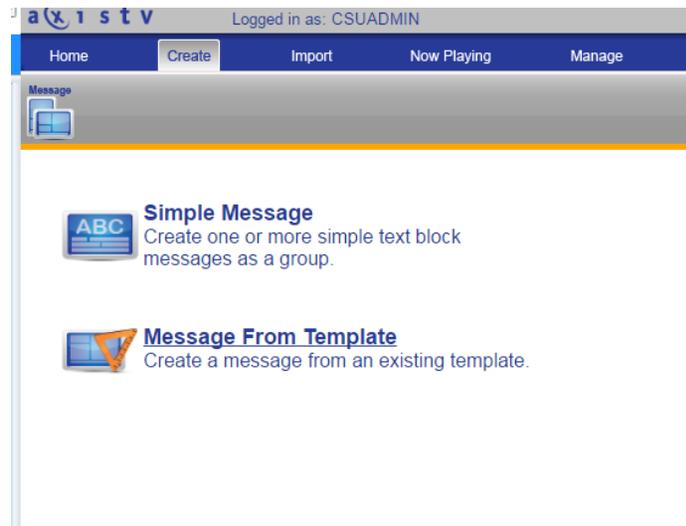
**This is my entry**

You must now schedule to posting onto the correct channel player. Under “Pace”, it is recommended to set the pace to a minimum of 10 seconds. Under “Schedule” select the dates the item is to display during, along with specific dates / periods if desired. Lastly, select the channel player(s) the item it to display on from the list of players under the heading of “Playlists”. Hold “Ctrl” while selecting the players to select more than one player. Once all settings have been defined, select “Done”, and the item is now scheduled to display.

The screenshot shows the 'aqistv' web interface with the user logged in as 'CSUADMIN'. The navigation bar includes 'Home', 'Create', 'Import', 'Now Playing', 'Manage', 'Schedule', 'Configure', 'System Tools', and 'Logout'. Below the navigation bar are icons for 'Message', 'Simple Mag', and 'Template'. The main content area is titled 'Title' and contains a text input field with the word 'test'. To the right of this field are 'CANCEL' and 'DONE' buttons. Below the title field is the 'Pace' section, which has two radio buttons: 'Automatic, based on amount of text' and '10 seconds'. The 'Schedule' section is a large box containing 'Show Duration' and 'Display Period' sub-sections. 'Show Duration' includes options for 'Today, for 1 Week', 'From 8/30/2016 08:29 AM', and 'To 8/30/2016 11:59 PM', along with checkboxes for 'Repeat' (with days Mon-Sun) and 'Override Local Time Zones'. 'Display Period' includes radio buttons for 'All day long' and 'Selected Periods', and a checkbox for 'Override Local Time Zones'. To the right of the 'Schedule' box is a large brown rectangular area with the text 'This is my entry'. Below the 'Schedule' box are three sections: 'Playlists' with a list of 7 items (17-22) and a 'Ctrl-Click to select multiple' instruction; 'Playlist Groups' with 'IS&T Labs' and a 'Ctrl-Click to select multiple' instruction; and 'Publishers' with a 'Desktop Messenger' checkbox and a 'Skip Playlists' button.

## Post a message using a custom template

Custom templates can be created and made available for general use by the administrator. To select a custom template for use as a background, select “Create” and then “Message”. From the screen select “Message from template”



A list of available templates will be listed, select the one desired

axistv Logged in as: CSUADMIN

Home Create Import Now Playing Manage Schedule Configure System Tools

Message Simple Mag Template

Select a template by clicking the template:

BGES

CPH Logo

CPH Logo

CSU Theatre

Down Town

Fourth of July Flag

Law Lib Just In Bk

Law Lib Just In Wht

Enter the text of the message to be displayed, and change the font if desired, along with the location of the text as it is displayed in the available area. Note: many templates limit the area on the display where the text may be displayed, as such, you may be limited as to how much information will be posted and the size of the font used. To view your changes, select "Preview". Once the information is as you desire, select "Next"

The screenshot shows the aXistv interface. At the top, the logo 'aXistv' is on the left, and 'Logged in as: CSUADMIN' is on the right. Below this is a navigation bar with buttons for 'Home', 'Create', 'Import', 'Now Playing', 'Manage', 'Schedule', 'Configure', and 'System Tools'. Underneath the navigation bar are three tabs: 'Message', 'Simple Mag', and 'Template'. The 'Template' tab is active, showing a preview of a message. The preview is a cityscape at night with the text 'My data goes here' overlaid. The interface also includes a rich text editor with options for bold, italic, underline, font color (set to 'White'), and font size (set to '8'). There are also buttons for 'PREVIEW', 'GROUP', 'CANCEL', and 'NEXT'.

You must now schedule to posting onto the correct channel player. Under "Pace", it is recommended to set the pace to a minimum of 10 seconds. Under "Schedule" select the dates the item is to display during, along with specific dates / periods if desired. Lastly, select the channel player(s) the item it to display on from the list of players under the heading of "Playlists". Hold "Ctrl" while selecting the players to select more than one player. Once all settings have been defined, select "Done", and the item is now scheduled to display.

The screenshot shows the aXistv web interface for scheduling a message. The user is logged in as CSUADMIN. The navigation bar includes Home, Create, Import, Now Playing, Manage, Schedule, Configure, System Tools, and Logout. The main content area is titled "Down Town" and includes the following sections:

- Title:** Down Town
- Pace:** Automatic, based on amount of text (unselected); 10 seconds (selected).
- Schedule:**
  - Show Duration:** Today, for 1 Week (selected); From 8/30/2016 08:31 AM to 8/30/2016 11:59 PM (selected); Repeat (unselected); Override Local Time Zones (unselected).
  - Display Period:** All day long (selected); Selected Periods (unselected); Override Local Time Zones (unselected).
- Playlists:** A list of 7 playlists, with "22 - RT 10 Conference - PL 22 : Normal" selected. Below the list is the instruction "Ctrl-Click to select multiple".
- Playlist Groups:** A list containing "IS&T Labs". Below the list is the instruction "Ctrl-Click to select multiple".
- Publishers:** A checkbox for "Desktop Messenger" (unselected) and a "Skip Playlists" button.

On the right side of the interface, there is a preview window with the text "My data goes here" and a background image of a city skyline at night with the CSU logo.

## Import graphics to be displayed

To import graphics that have been created, and will require no additional text on the item, select "Import". Select the screen aspect ratio from the field titled "Select Aspect Ratio". The options we use are "Portrait (9:16)" or "Widescreen (16:9)". Select "Choose files" and select the item to be imported from the desktop. Select "Upload"

axistv Logged in as: CSUADMIN

Home Create **Import** Now Playing Manage Schedule Configure System Tools Logout

Click [here](#) to import and schedule a large video file. CANCEL X NEXT >

Name Your Message

Select Aspect Ratio  
Widescreen (16:9) ▾

Select Media File(s) to Import  
Choose Files OHIO.jpg  
**Upload**

- OR -

Select Previously Imported File  
--Choose-- ▾

**Media Message Not Set**

A graphic with the text "Media Message Not Set" in blue. To the right is a blue icon of a document with a question mark inside a film strip border.

The field "Name your message" will be populated with the file name. If you wish, you may change this information. The graphic will display on the right side of the screen, if everything is as your desire, select "Next"

axistv Logged in as: CSUADMIN

Home Create **Import** Now Playing Manage Schedule Configure System Tools Logout

Click [here](#) to import and schedule a large video file. CANCEL X NEXT >

**Name Your Message**

**Select Aspect Ratio**  
Widescreen (16:9)

**Select Media File(s) to Import**  
 No file chosen



You must now schedule to posting onto the correct channel player. Under “Pace”, it is recommended to set the pace to a minimum of 10 seconds. Under “Schedule” select the dates the item is to display during, along with specific dates / periods if desired. Lastly, select the channel player(s) the item it to display on from the list of players under the heading of “Playlists”. Hold “Ctrl” while selecting the players to select more than one player. Once all settings have been defined, select “Done”, and the item is now scheduled to display.

axistv Logged in as: CSUADMIN

Home Create **Import** Now Playing Manage Schedule Configure System Tools Logout

**Title** OHIO CANCEL X DONE ✓

**Pace**  
 9 seconds

**Schedule**

**Show Duration**

Today, for 1 Week  
 From 8/30/2016 08:34 AM To 8/30/2016 11:59 PM

Repeat  
 Mon  Tue  Wed  Thu  Fri  Sat  Sun

Override Local Time Zones

**Display Period**

All day long  
 Selected Periods

Override Local Time Zones



**Playlists**

- 17 - Middough - CPH PL 17 : Normal
- 18 - Middough - Art PL 18 : Normal
- 19 - Health & Wellness - PL 19 : Normal
- 20 - Counseling Center - PL 20 : Normal
- 21 - Gene Regulation - PL 21 : Normal
- 22 - RT 10 Conference - PL 22 : Normal

Ctrl-Click to select multiple

**Playlist Groups**

- IS&T Labs

Ctrl-Click to select multiple

**Publishers**

Desktop Messenger

**Skip Playlists**

## **Supported Formats for Imported Graphics**

The following formats are supported for imported content:

### **Picture formats:**

\*.BMP, \*.EMF, \*.EPS, \*.EXIF, \*.GIF, \*.ICO, \*.JPG, \*.JPEG, \*.PNG, \*.PSD, \*.TIF, \*.TIFF, and \*.WMF

### **Video formats:**

\*.ASF, \*.AVI, \*.MPEG, \*.MPG, \*.MOV, \*.SWF, \*.MP4, \*.M4V, and \*.WMV

## Check what is scheduled to display on an individual player

To check what is scheduled to display on an individual channel player, and manage the material is needed, select “Now Playing” and then “Playlists”. Once at the location, under the field titled “Playlist” select the channel player to be checked. The transition can be changed, individual items can be moved to display in a different order, or removed from the schedule. Note, when an item is removed from schedule, it is not delete, it is simply no longer scheduled for display.

The screenshot displays the RT10 TV management interface. At the top, the user is logged in as CSUADMIN. The main navigation bar includes Home, Create, Import, Now Playing (selected), Manage, Schedule, Configure, and System Tools. Below this, there are icons for Playlists, Ticker, Streams, Video Feeds, Publishers, and Player Snap.

The 'Now Playing' section shows a Playlist dropdown set to '22 - RT 10 Conference - PL 22 : Normal' and a Transition dropdown set to 'Wipe: Left to Right' with a 'Change' button. To the right, there are radio buttons for 'Filtered By' options: Today (selected), All, Future, and Not Approved. A red text label 'Red Highlight = Unapproved' is visible.

The main content area is divided into three columns: Group Actions, Message Actions, and Message. The first row shows a 'Create Group' button in the Group Actions column, a 'Default Transition' dropdown, a 'Select' checkbox, an 'Edit Message' button, a 'Move' dropdown set to 'Before', a 'Move' dropdown set to 'RT10\_Welcome', and a 'Remove from Schedule' button with a red 'X' icon. The Message column shows a preview of the 'RT10 Welcome' message.

The second row shows another 'Create Group' button, a 'Default Transition' dropdown, a 'Select' checkbox, an 'Edit Message' button, a 'Move' dropdown set to 'Before', a 'Move' dropdown set to 'RT10 Calendar', and a 'Remove from Schedule' button with a red 'X' icon. The Message column shows a preview of the 'RT10 Calendar' message with the text 'Webpage Message Selected' and a mouse cursor icon.

## Managing current and past postings

To manage current and past postings, select “Manage” and then “Content”. In the field titled “Messages for” select the group in which you are a member (this can be located by referring to “logged in as” located at the top of the view). Once opened any item ever posted by a member of the group will be listed, currently scheduled or not currently scheduled.

- If an item is currently scheduled to display, it will list it as such and a button will be listed titled “on Playlist” – this button will list on what device the posting is currently scheduled to play on. To un-schedule an item from a particular display, after selecting “on Playlist”, select the location and then select the option “unschedule”. If an item is not currently scheduled to play, it will not list any of the above options.
- To reschedule an item to display, that is not currently scheduled, locate the item and select “schedule” the scheduling options will appear, simply complete as you normally would for a new posting.
- To change the text on a posting, locate the posting and select the option “edit”. Update the text and save the posting.
- To delete an individual item, locate the item to be deleted and select the option “delete”. To delete all items currently not scheduled, select “Delete All Unscheduled” locate at top. Once an item is deleted it cannot be recovered.

The screenshot displays the aXistv web application interface. At the top, the user is logged in as CSUADMIN. The navigation menu includes Home, Create, Import, Now Playing, Manage (selected), Schedule, Configure, and System Tools. Below the navigation menu are icons for various content types: Approve, Content, Template, Ticker, Events, Graphic, Video, Audio, BG Lib., and Purge. The main content area shows 'Folders for CSUADMIN' with a dropdown menu and 'No Folders in the List'. Below that, 'Messages for CSUADMIN' is shown with a dropdown menu and a 'Delete All Unscheduled' button. The interface also displays 'Total 61 Messages in the List'. On the left side, there are action buttons: Select, Edit, Delete, and Schedule. On the right side, there are two promotional banners: 'change pw' with social media icons and 'Cleve Weather 253N' with a weather forecast graphic.

## Re-order postings

To control the order of postings after they have been scheduled, go to “Now Playing” and then “Playlists”. Select the playlist where the items are currently scheduled. Locate the item to move, and expand the options next to “Move” and move the item before or after a listed posting by select the options in either of the drop boxes listed.

The screenshot shows the aXistv interface with the user logged in as CSUADMIN. The navigation bar includes Home, Create, Import, Now Playing, Manage, Schedule, Configure, and System Tools. The main content area is divided into sections for Playlist, Transition, Filtered By, and a table of scheduled items.

**Playlist:** 22 - Conference Room PL 22 : Normal

**Transition:** Wipe: Top to Bottom

**Filtered By:** Today, All, Future, Not Approved, Day of Week (Su, M, T, W, Th, F, Sa)

| Group Actions                | Message Actions  | Message  |
|------------------------------|--|--|
| <a href="#">Create Group</a> | <p>Default Transition: [Dropdown]</p> <p><input type="checkbox"/> Select</p> <p><input checked="" type="checkbox"/> Edit Message</p> <p>Move: [Before] [Weather for Cleveland, OH]</p> <p><input checked="" type="checkbox"/> Remove from Schedule</p> | <p>Weather for Cleveland, OH</p>  |
| <a href="#">Create Group</a> | <p>Default Transition: [Dropdown]</p> <p><input type="checkbox"/> Select</p> <p><input checked="" type="checkbox"/> Edit Message</p> <p>Move: [Before] [Down Town]</p> <p><input checked="" type="checkbox"/> Remove from Schedule</p>                 | <p>Down Town</p>                 |

## Create a group / move a posting into a group

You can group similar postings on a list so that they display in a particular order and follow the same schedule. For example, normally you schedule a posting to display for 10 seconds. In this case, you have 3 postings that need to display in a particular order and each one needs to display for 30 seconds. Go to “Now Playing” and then “Playlists”. Select the playlist where the items are currently scheduled.

First put the items, that are to be grouped, into the order you wish them to appear (refer to previous step to re-order an item).

Next check the box titled “select” for all of the items to be grouped together. In the example below there are two items checked, they will be grouped together in the order they are displayed.

Select the option “Create Group”

Home Create Import **Now Playing** Manage Schedule Configure System Tools

Playlists Tickers Streams Feeds Publishrs Snaps

Playlist  
22 - Conference Room PL 22 : Normal

Transition  
Wipe: Top to Bottom **Change**

Filtered By  
 Today  
 All  
 Future  
 Not Approved  
 Day of Week  
 Su  M  T  W  Th  F  Sa

| Group Actions | Message Actions   | Message   |
|---------------|---|---|
| Create Group  | Default Transition<br><input checked="" type="checkbox"/> Select<br>Edit Message<br>Move Before Weather for Cleveland, OH<br>Remove from Schedule | Weather for Cleveland, OH<br>Cleveland State University<br>Currently Partly Sunny 39F<br>Forecast<br>TUE WED THU<br>30S 30S 30S |
| Create Group  | Default Transition<br><input checked="" type="checkbox"/> Select<br>Edit Message<br>Move Before Down Town<br>Remove from Schedule                 | Down Town<br>Cleveland State University   |
| Create Group  | Default Transition<br><input type="checkbox"/> Select<br>Edit Message<br>Move Before Presentation1<br>Remove from Schedule                        | Presentation1<br>   |

Once the items are grouped, it will appear as below. You can add additional material to the group by selecting the item to be added (check the select box for that particular item) and then select “Add to group” on the group that the item is to be added into. To ungroup an individual item select “ungroup message” to ungroup the entire group, thus eliminating the group, select “Ungroup group”. Ungrouping will not unschedule or delete postings.

Logged in as: CSUADMIN

Home Create Import **Now Playing** Manage Schedule Configure System Tools

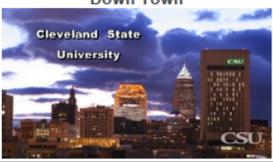
Playlists Tickers Streams Feeds Publishers Snaps

Playlist  
22 - Conference Room PL 22 : Normal

Transition  
Wipe: Top to Bottom **Change**

Filtered By  
 Today  
 All  
 Future  
 Not Approved  
 Day of Week  
 Su  M  T  W  Th  F  Sa

Red Highlight = Unapproved

| Group Actions  | Message Actions   | Message   |
|--|---|---|
| Move <input type="text" value="Before"/> <input type="text" value="Group Weather for Cleveland, OH"/><br><input checked="" type="checkbox"/> Add to Group<br><input checked="" type="checkbox"/> Ungroup Group<br><input checked="" type="checkbox"/> Remove from Schedule | Default Transition <input type="text" value="Default Transition"/><br><input type="checkbox"/> Select<br><input checked="" type="checkbox"/> Edit Message<br>Move <input type="text" value="Before"/> <input type="text" value="Weather for Cleveland, OH"/><br><input checked="" type="checkbox"/> Remove from Schedule<br><input checked="" type="checkbox"/> Ungroup Message | <b>Weather for Cleveland, OH</b><br>         |
| <input checked="" type="checkbox"/> Create Group   | Default Transition <input type="text" value="Default Transition"/><br><input type="checkbox"/> Select<br><input checked="" type="checkbox"/> Edit Message<br>Move <input type="text" value="Before"/> <input type="text" value="Down Town"/><br><input checked="" type="checkbox"/> Remove from Schedule<br><input checked="" type="checkbox"/> Ungroup Message                 | <b>Down Town</b><br>                         |
|  | Default Transition <input type="text" value="Default Transition"/><br><input type="checkbox"/> Select<br><input checked="" type="checkbox"/> Edit Message<br>Move <input type="text" value="Before"/> <input type="text" value="Presentation1"/><br><input checked="" type="checkbox"/> Remove from Schedule  | <b>Presentation1</b><br><br>Media Selected |

## Transition

Transition is what occurs on the screen when the system changes from one posting to another. You can set it to be the same for all postings, by setting the transition listed under “Playlist”, or you can set it on individual items. Simply expand the drop down and select how the system is to transition from one posting to another. When an individual item is set to “Default Transition” it will use that as set for the playlist.

The screenshot displays a software interface with a top navigation bar containing 'Home', 'Create', 'Import', 'Now Playing', 'Manage', 'Schedule', 'Configure', and 'System Tools'. Below this is a secondary bar with icons for 'Playlists', 'Tickers', 'Streams', 'Feeds', 'Publishers', and 'Snaps'. The main content area is divided into sections. On the left, under 'Playlist', there is a dropdown menu for '22 - Conference Room PL 22 : Normal' and a 'Transition' dropdown menu set to 'Wipe: Top to Bottom', which is circled in red. To the right of the playlist section is a 'Filtered By' section with radio buttons for 'Today', 'All', 'Future', 'Not Approved', and 'Day of Week', and a row of checkboxes for days of the week (Su, M, T, W, Th, F, Sa). Below the playlist section is a table with three columns: 'Group Actions', 'Message Actions', and 'Message'. The first row shows a 'Create Group' button, a 'Default Transition' dropdown (circled in red), and a weather forecast for Cleveland, OH. The second row shows another 'Create Group' button, a 'Default Transition' dropdown, and a 'Down Town' image. A red highlight is visible on the right side of the interface, labeled 'Red Highlight = Unapp'.

## Change schedule on an existing posting

To change the schedule of a posting that is currently displaying, go to “Now Playing” and then “Playlists”. Select the playlist where the items are currently scheduled. To the right of the icon of what is being displayed, will be the option “Edit Schedule”, select this option and the scheduling settings will appear.

The screenshot shows the AxisTV interface with the following elements:

- Browser Tabs:** Oracle PeopleSoft Sign-in, Browser Access | Cleveland Sta..., Google, AxisTV.
- Navigation:** Now Playing, Manage, Schedule, Configure, System Tools, Logout.
- Buttons:** Snaps, Activate Alert.
- Filters:** Filtered By (Today, All, Future, Not Approved, Day of Week) and checkboxes for days of the week (Su, M, T, W, Th, F, Sa).
- Table:** A table with columns: Message Actions, Message, and Schedule.

| Message Actions   | Message   | Schedule   |
|---|---|--|
| <p>Default Transition <input type="text"/></p> <p><input type="checkbox"/> Select</p> <p> Edit Message</p> <p>Move: <input type="text" value="Before"/> <input type="text" value="Weather for Cleveland, OH"/></p> <p> Remove from Schedule</p> | <p>Weather for Cleveland, OH</p> <p>Cleveland State University<br/>Currently: Partly Sunny, 40F<br/>Forecast: TUE, WED, THU<br/>30S, 30S, 30S</p> | <p>Forever</p> <p>User: CSUADMIN</p> <p>Source: Weather Plugin</p> <p> Edit Schedule</p> |
| <p>Default Transition <input type="text"/></p> <p><input type="checkbox"/> Select</p> <p> Edit Message</p> <p>Move: <input type="text" value="Before"/> <input type="text" value="Down Town"/></p> <p> Remove from Schedule</p>                 | <p>Down Town</p> <p>Cleveland State University</p>  | <p>Forever</p> <p>User: CSUADMIN</p> <p>Source: Web</p> <p> Edit Schedule</p>            |

## Remove a posting from being displayed

To immediately remove a posting from displaying, go to “Now Playing” and then “Playlists”. Select the playlist where the items are currently scheduled. Locate the display to be removed and select “Remove from schedule”

Home Create Import **Now Playing** Manage Schedule Configure System Tools

Playlists Tickers Streams Feeds Publishs Snaps

Playlist: 22 - Conference Room PL 22 : Normal

Transition: Wipe: Top to Bottom Change

Filtered By:  
 Today  
 All  
 Future  
 Not Approved  
 Day of Week  
 Su  M  T  W  Th  F  Sa

| Group Actions | Message Actions  | Message   |
|---------------|--|---|
| Create Group  | Default Transition<br><input type="checkbox"/> Select<br>Edit Message<br>Move: Before Weather for Cleveland, OH<br><b>Remove from Schedule</b> | Weather for Cleveland, OH<br>Cleveland State University<br>Currently: Partly Sunny 40F<br>Forecast: TUE 30S, WED 30S, THU 30S |
| Create Group  | Default Transition<br><input type="checkbox"/> Select<br>Edit Message<br>Move: Before Down Town<br><b>Remove from Schedule</b>                 | Down Town<br>Cleveland State University<br>CSU  |
| Create Group  | Default Transition<br><input type="checkbox"/> Select<br>Edit Message  | Presentation1<br>AA   |

## **Getting help**

If you are in a screen and need help, you can quickly locate information by selecting the “?” located in the upper right corner. Once in the help area, you can then search on additional information for other tasks. Should you still be unable to locate the information you are searching for, or need to report a problem with a device or the system, simply call the IST Help Desk at ext. 5050 ( option 7 )

## **Request a custom template be created**

To request a custom template be create for your use, you must first design the back ground to fit the layout of the monitor you wish it to be displayed upon. That is, landscape or portrait. Next submit the request via email, attaching to template in a supported format, to [visix.administrator@csuohio.edu](mailto:visix.administrator@csuohio.edu). Include in the description what areas are to be used for text input and/or graphic inputs. Along with this, provide the name and phone number of a contact in the event of any questions. Once the template is created, you will be notified.