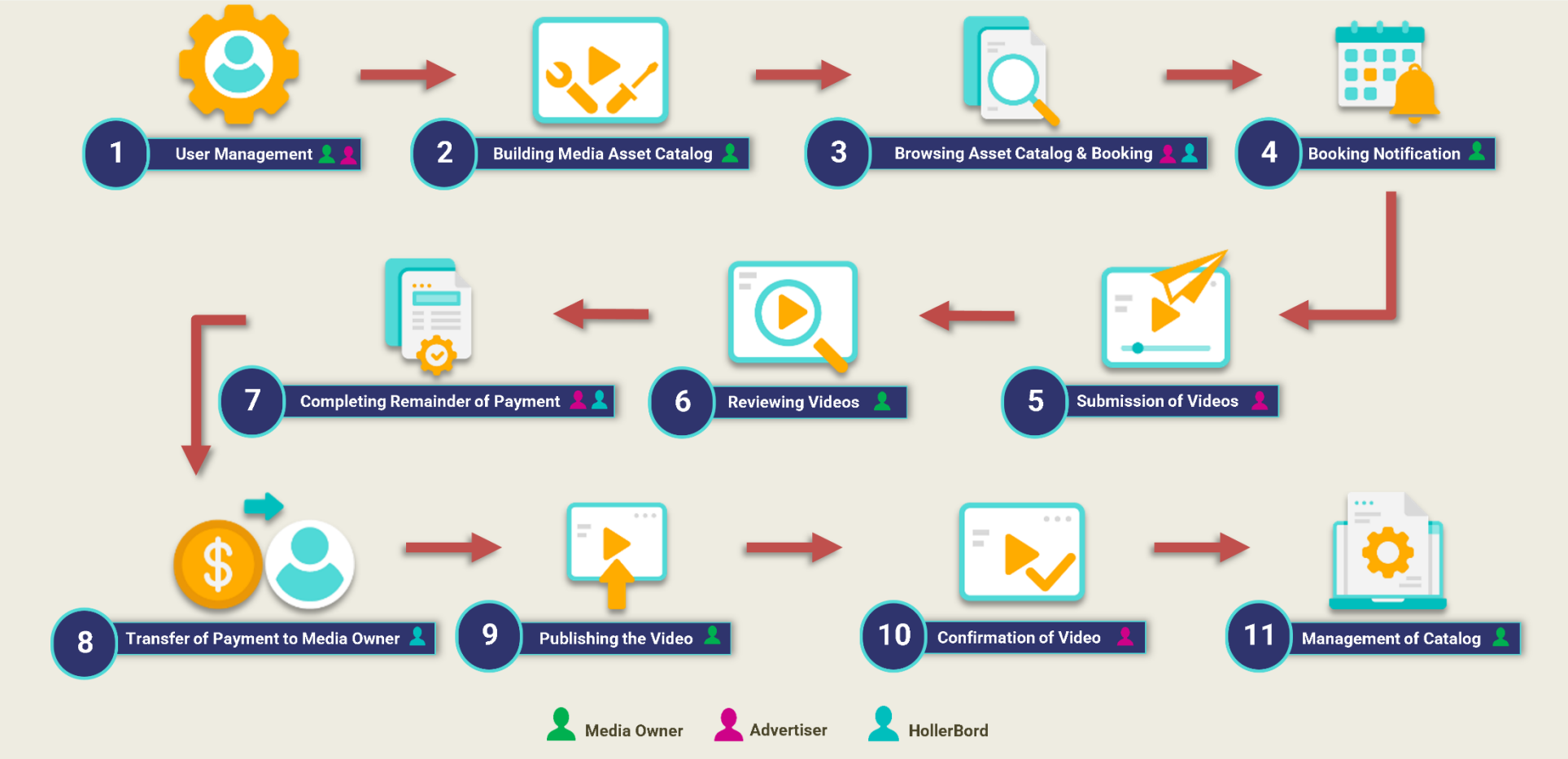
HOLLERBORD SDN. BHD.

HOLLERBORD USER GUIDE MANUAL (MEDIA OWNER)

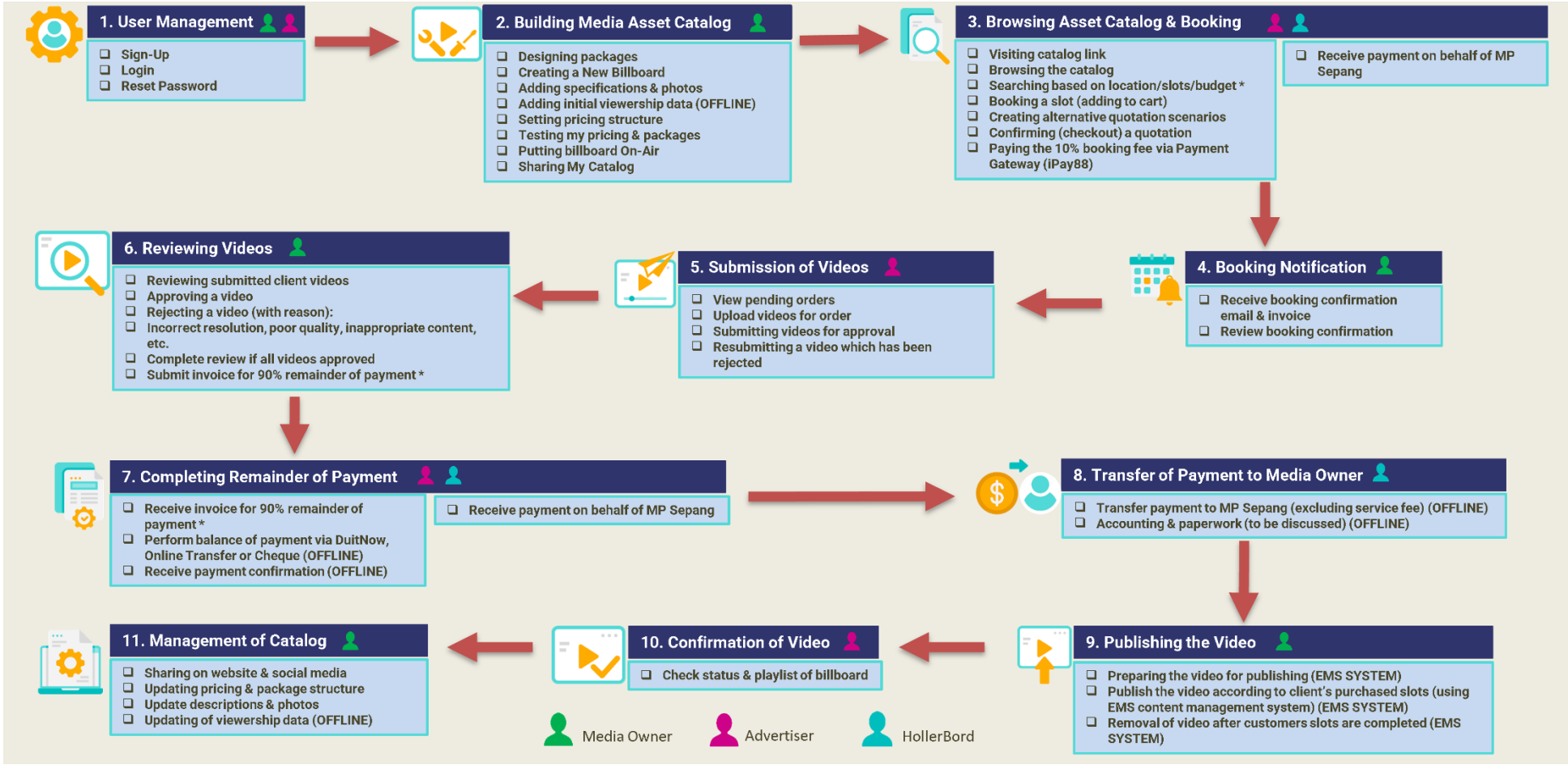
PREPARE BY:

HOLLERBORD

Overview step of Air – Time Booking & Content Management System



Features and Roles of Air – Time Booking & Content Management System



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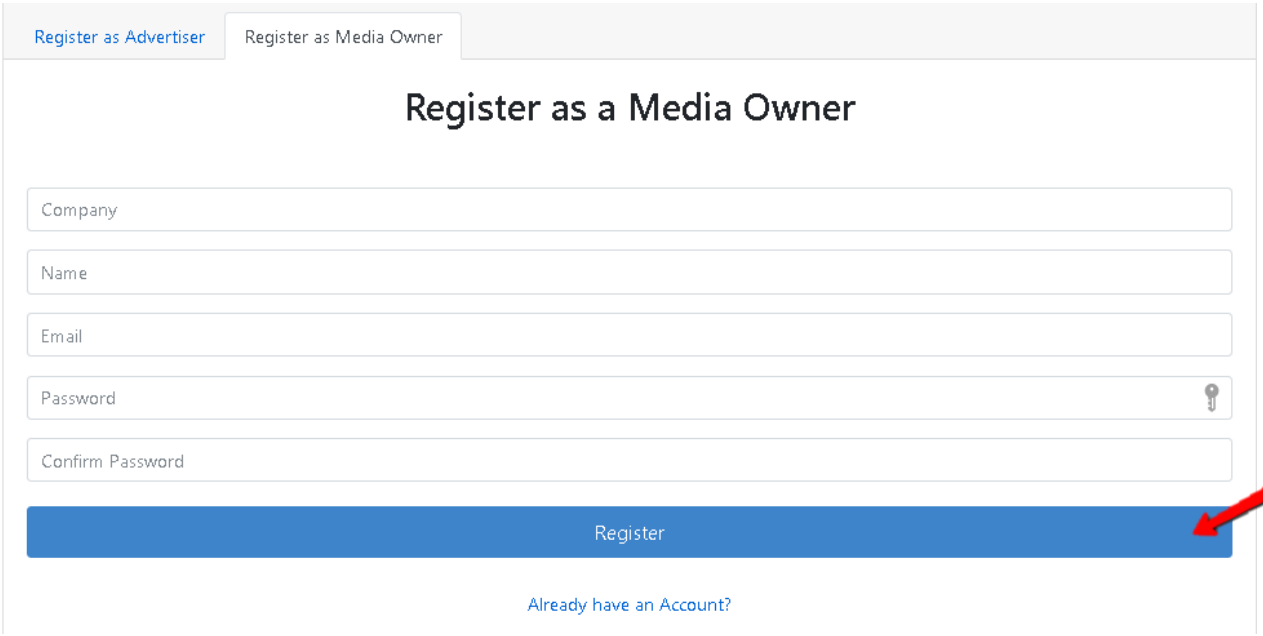
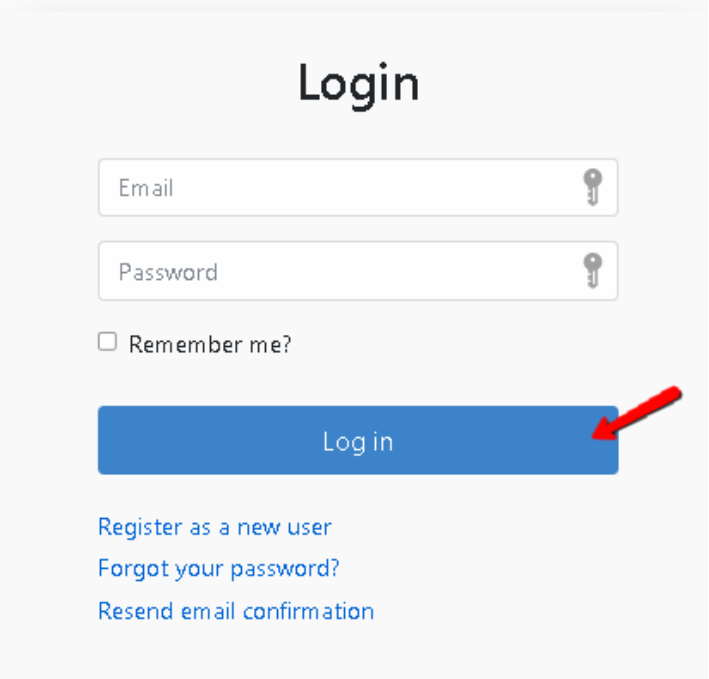
Step 1: User Management

1. Creating an account as Media Owner



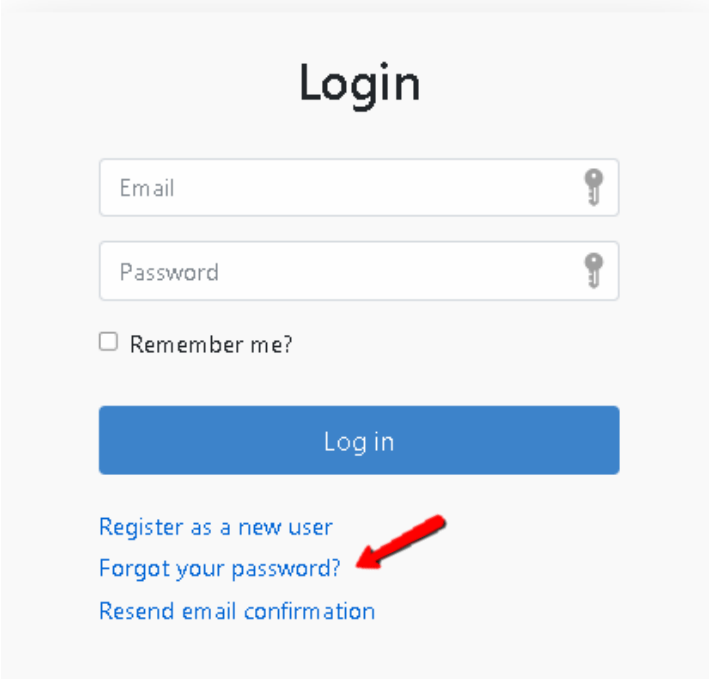
- Choose **Register as Media Owner** tab
- **Company**: Insert company name
- **Name**: Insert username as Mr/Mrs
- **Email**: Insert username email
- **Password**: Insert any desired password
- **Confirm Password**: re-type the same password as above
- Click **Register** once all the required information has filled in

2. Logging In as Media Owner

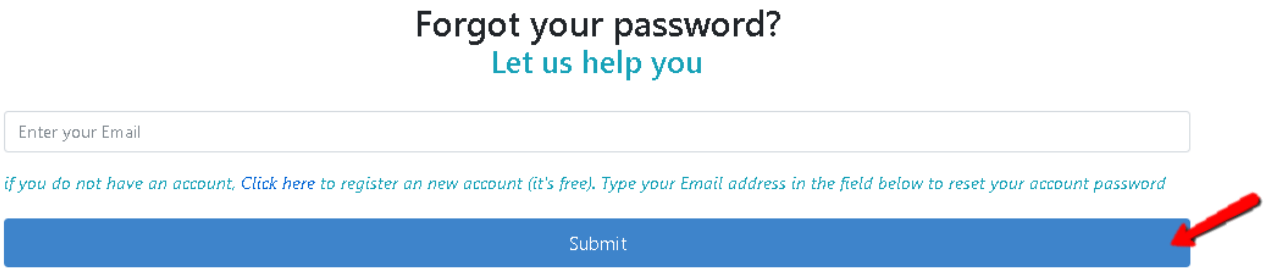


- **Email**: Insert registered username email
- **Password**: Insert registered password
- Click **Log in** once all the information has filled in

3. To reset forgotten password



- At login page, click **Forgot your password?**



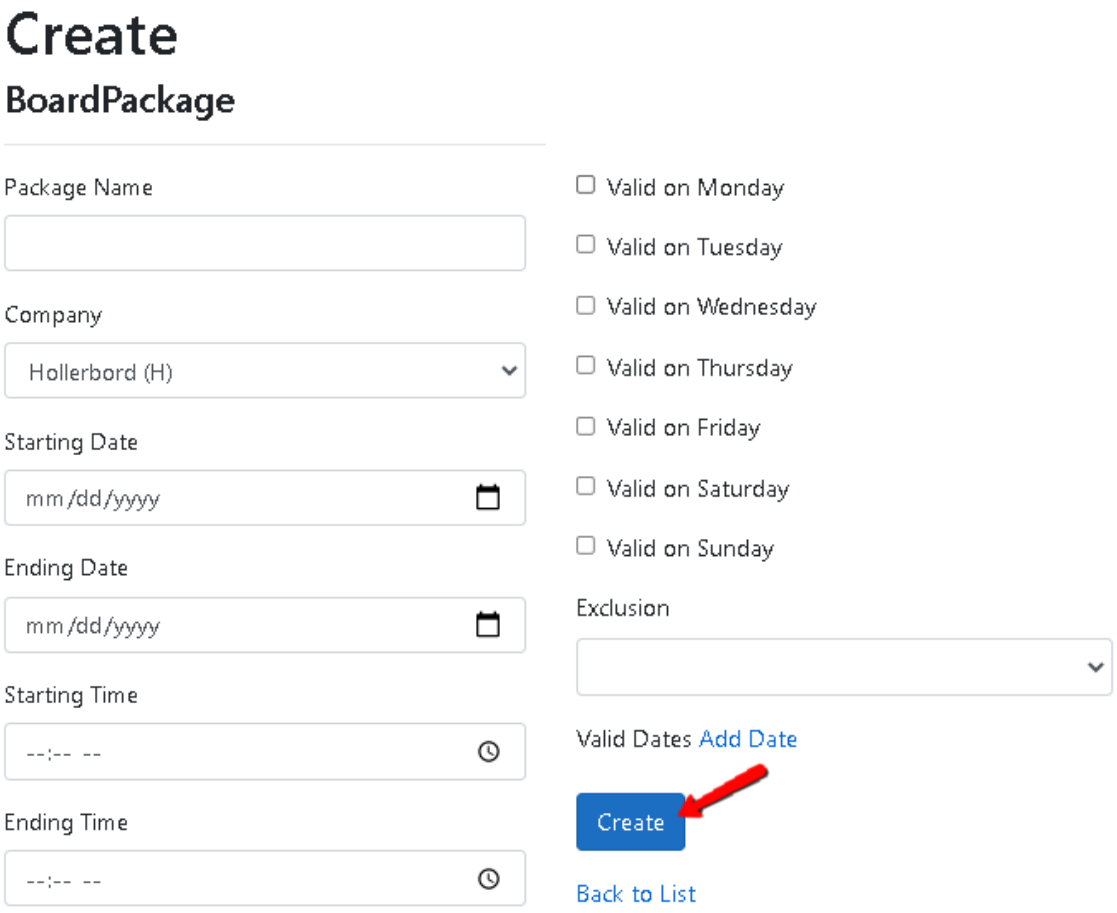
- **Enter your Email**: enter your username email
- Click **Submit** once done
- User will **receive email** to reset the new password

Step 2: Building Media Asset Catalog

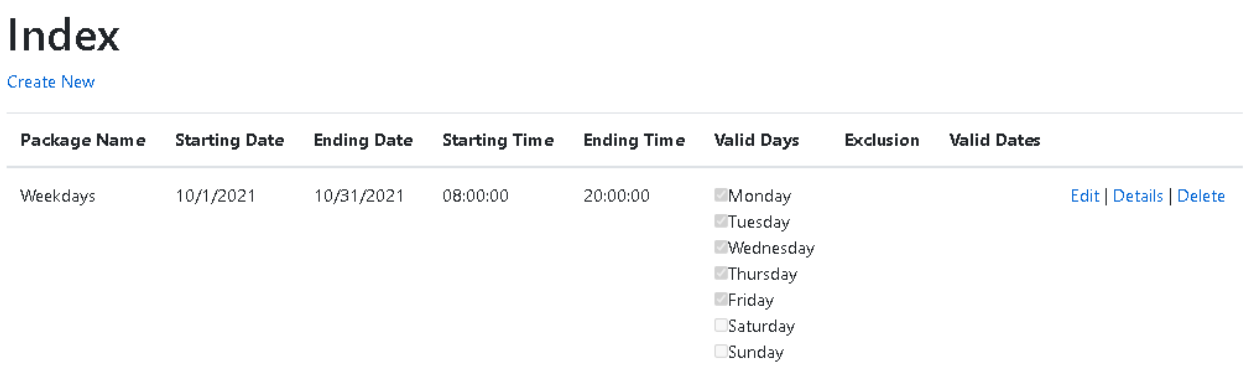
1. Designing Packages for billboard

- Go to **Package** tab

- Click **Create New** to insert new package.



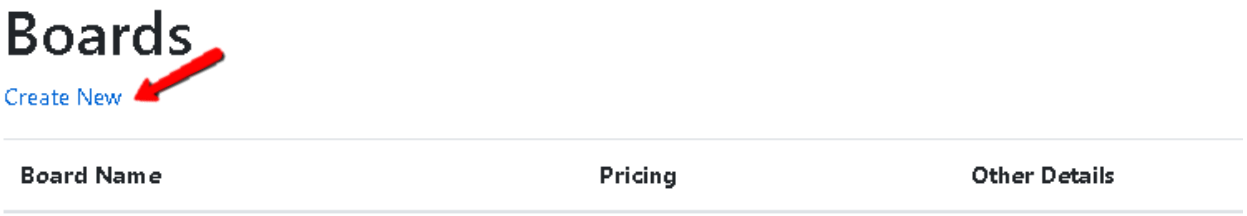
- **Package Name**: Insert the desired package name
- **Company**: Choose company for the package to implement
- **Starting Date**: Choose start date for the package to implement
- **Ending Date**: Choose end date for the package to implement
- **Starting Time**: Choose start time for the package to implement
- **Ending Time**: Choose end time for the package to implement
- Select the **Validation Day** for the package to implement
- **Exclusion**: Choose the exclusion package for this package or click **Add Date** for exclusion date in particular weeks or months
- Click **Create** once all required information is filled in



- Once done the Package List will appear as per image

2. Creating new available Billboard

- Go to **Boards** tab



- Click **Create New** to insert new Board.

Create

Board

Company

Majlis Perbandaran Sepang (MPS)

Board Name

Description

Board Type

Static

Location

Sepang

New Location

Add

Setup Cost

0

Days to Set Up Board

7

Slot Duration (secs)

10

Board Width (pixels)

1920

Board Height (pixels)

1080

Board Width (metres)

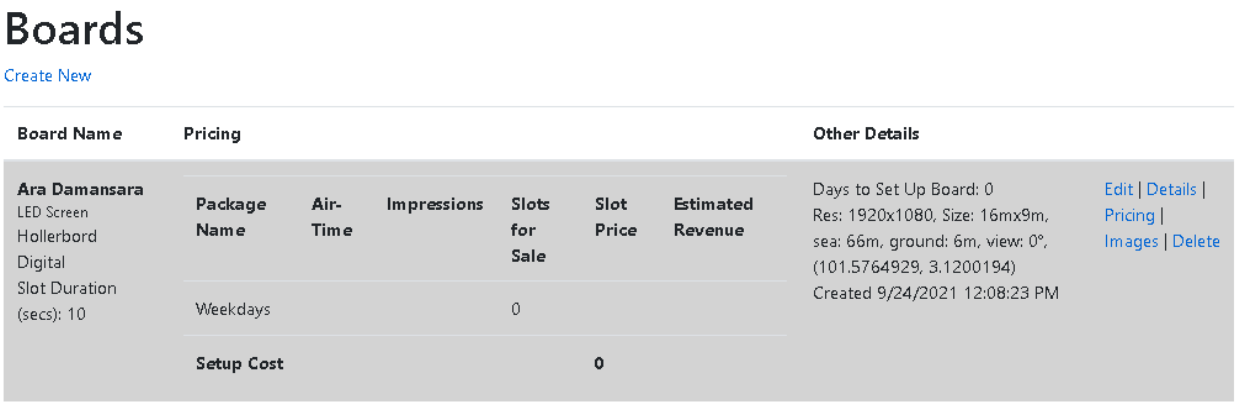
16

Board Height (metres)

9

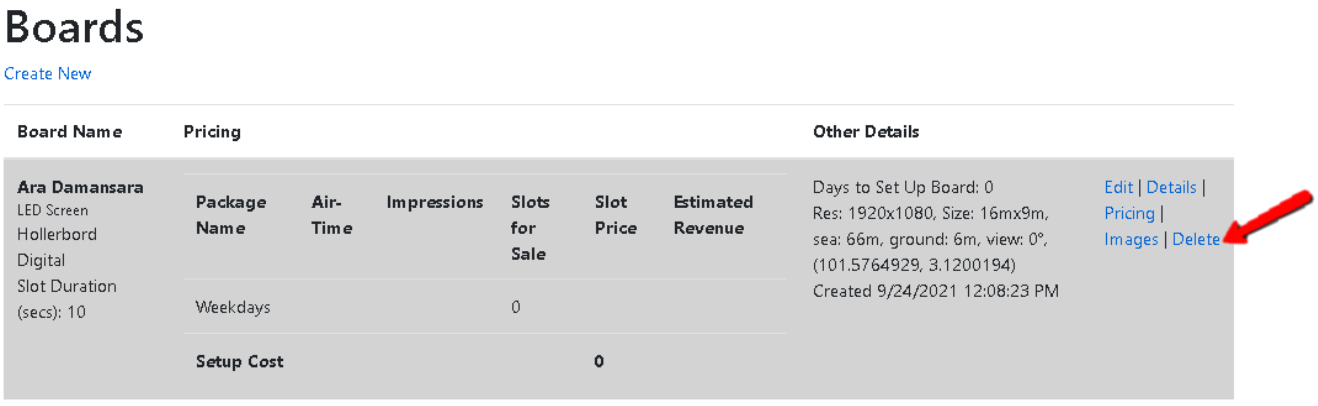
- **Company**: Choose desired company for this board
- **Board Name**: Insert specific name for this board
- **Description**: Insert information description of the board to know more about it
- **Board Type**: Select the type of the board
- **Location**: Choose location of this board
- **New Location**: Insert location name of this board and click **Add**
- **Setup Cost**: Insert price detail if required to setup the board.
- **Days to Setup Board**: Insert days number required to setup the board
- **Slot Duration (secs)**: Insert numbers in seconds for duration per slot
- **Board Width (pixels)**: Insert size of board width in pixel, default is 1920
- **Board Height (pixels)**: Insert size of board height in pixel, default is 1080
- **Board Width (metres)**: Insert size of board width in metres, default is 16
- **Board Height (metres)**: Insertsize of board height in metres, default is 9
- **Altitude from Sea (metres)**: Insert location of board height from sea level in metres

- **Altitude from ground (metres)**: Insert location of board height from ground in metres
- **Viewer Angle**: Insert angle of the board position in degree
- **Longitude**: Insert longitude value of board location in degree
- **Latitude**: Insert latitude value of board location in degree
- Click **Create** once all the required information has filled in

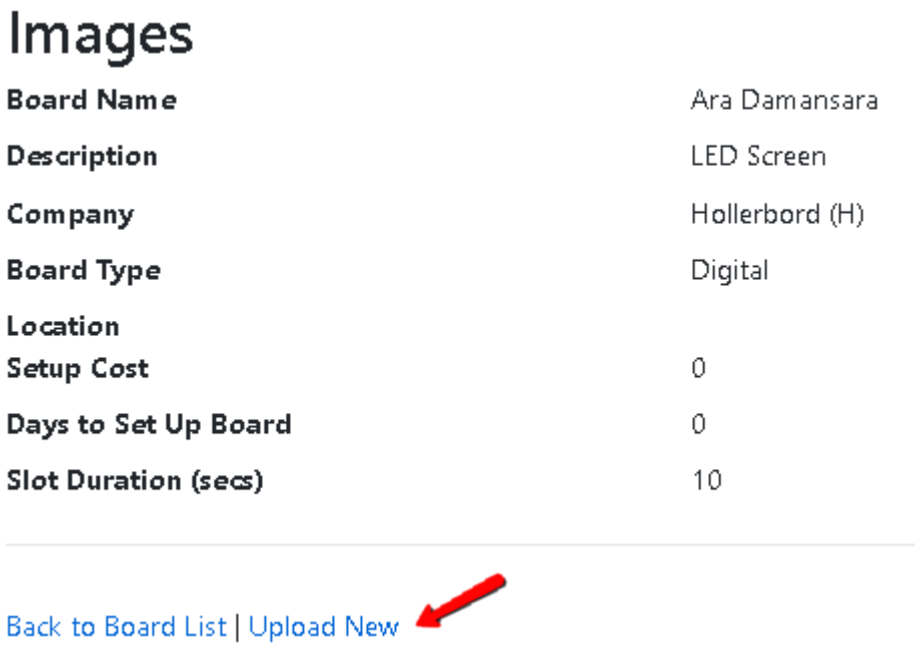


- Once done the Board List will appear as per image
- Grey Column meaning the board is not put on air yet.

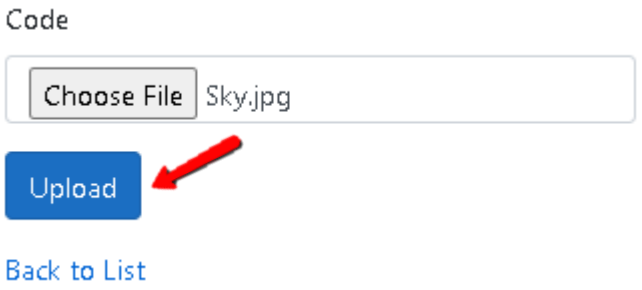
3. Adding media for specific billboard



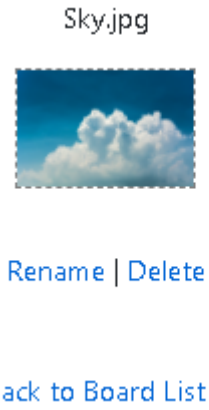
- Click **Images** hyperlink at the Board List



- The hyperlink will navigate to this Images Page
- Click **Upload New** hyperlink to insert new image

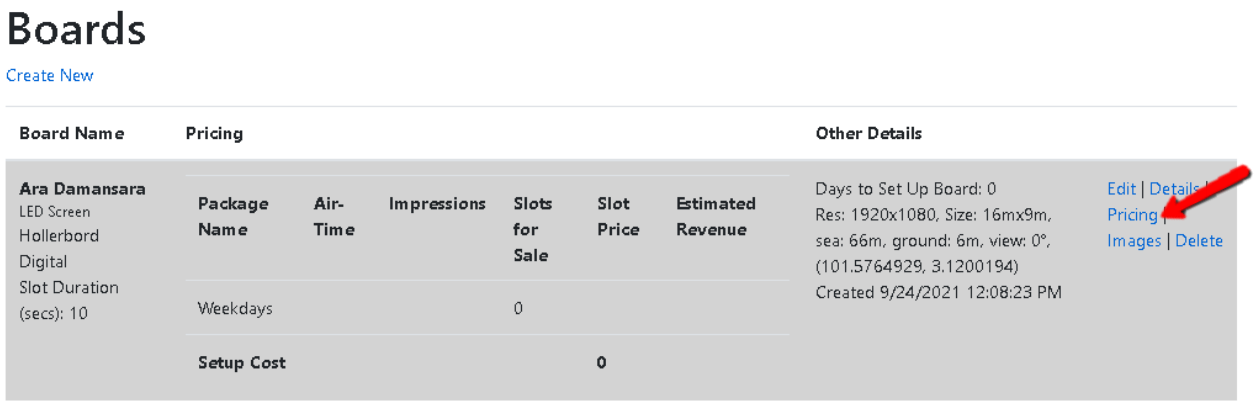


- Click **Choose File** button, then select the desired image to be upload
- Click **Upload** button once confirm the selected image

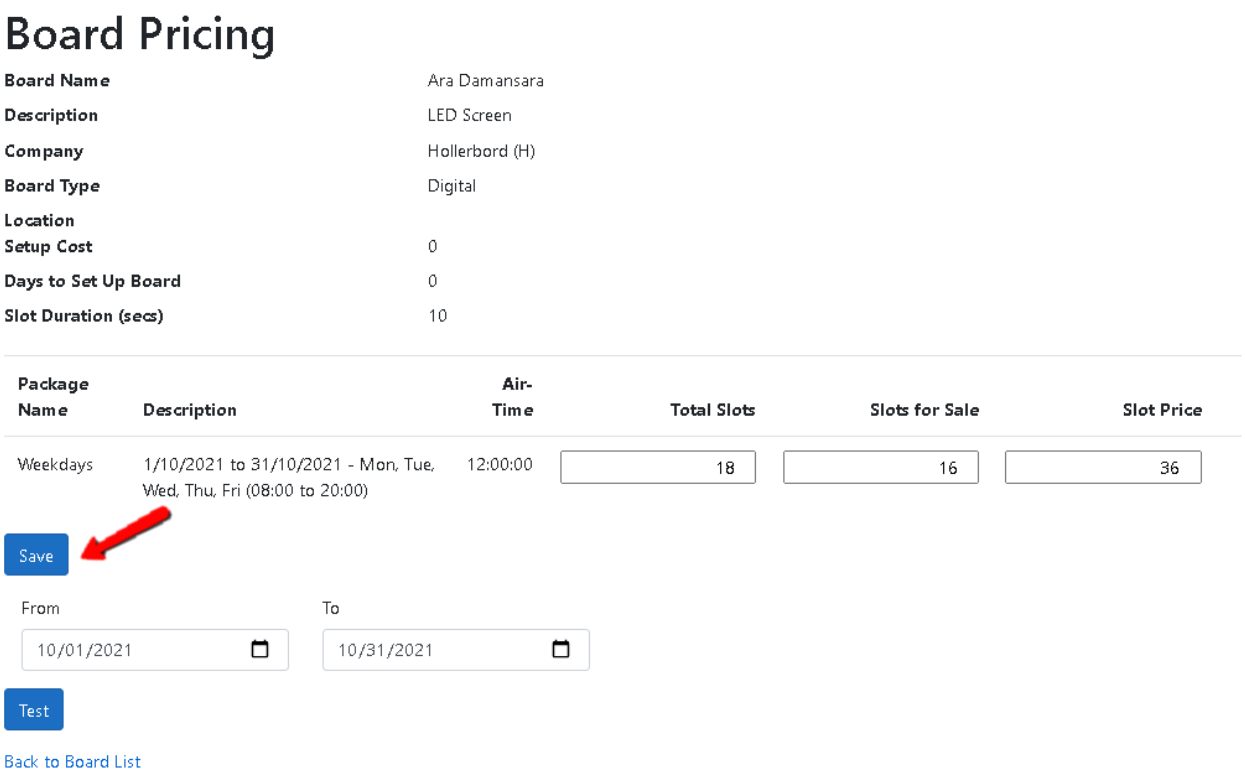


- The image is uploaded once it appears like this
- The user may click **Upload New** to continue upload more images

4. Setting Price Structure

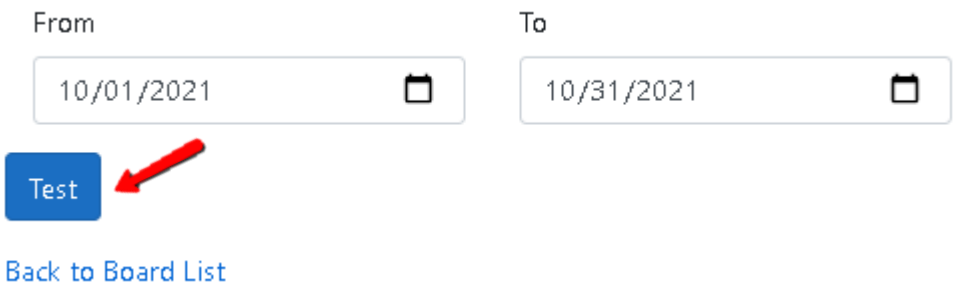


- Click **Pricing** hyperlink at the Board List

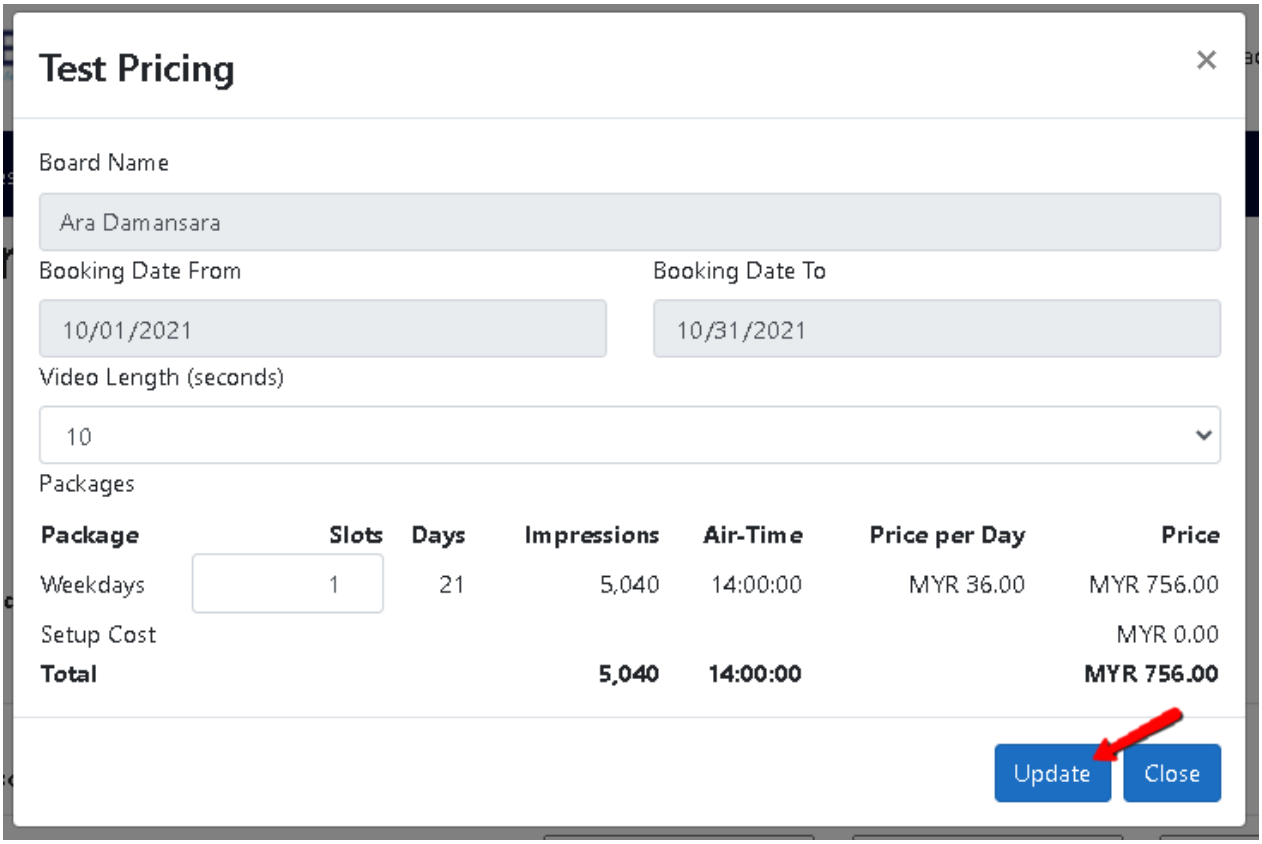


- **Total Slots**: Insert available slot for the package
- **Slots for sale**: Insert slots that available only to sale
- **Slot Price**: Insert slot price after calculate using formula = Total slot per day x Total repeat slots
- Click **Save** button once done insert all the information

5. Testing my pricing and packages

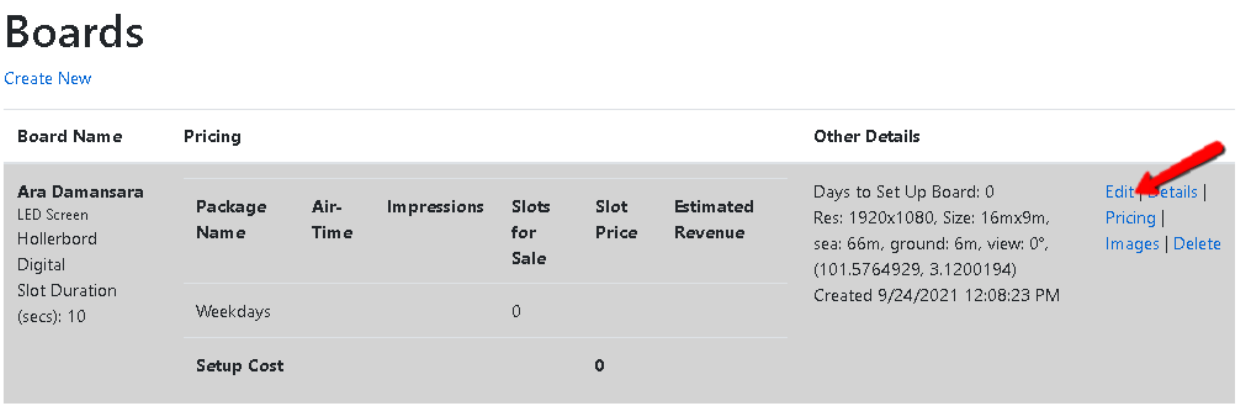


- Select **From** and **To** date from calendar
- Click **Test** button



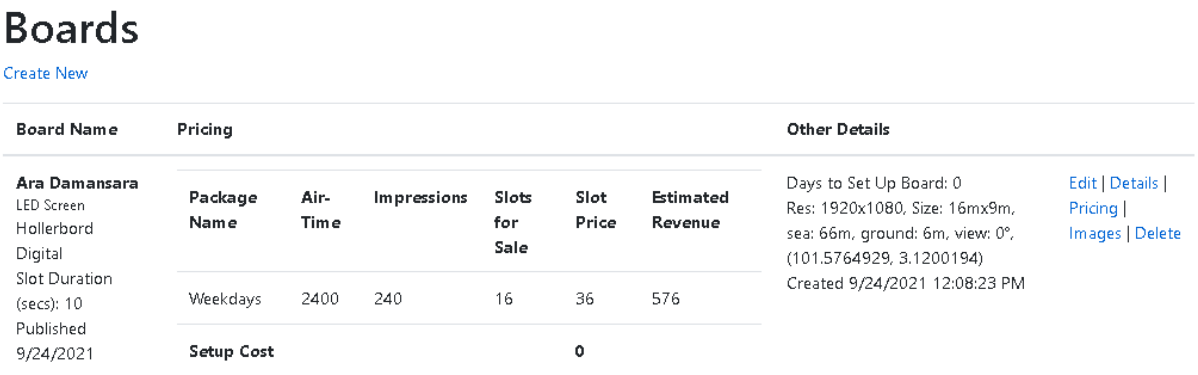
- Click **Update** button to see the price
- Adjust **Slots** to see different price for different slots number
- Once done can click **Close** button

6. Putting billboard On-Air



- Click **Edit** hyperlink at the Board List

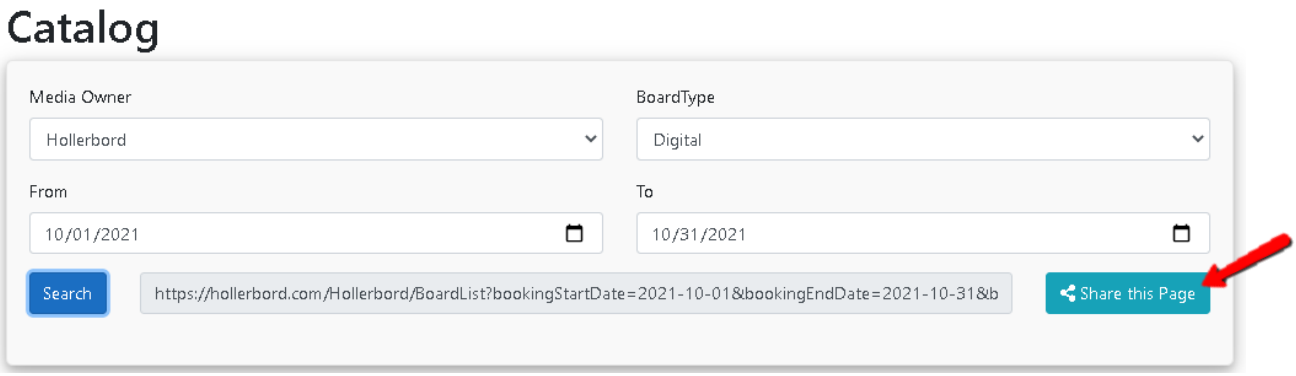
- Scroll bottom of page until found these two buttons
- Click **Put On Air** button to put the board on-air
- On Air means the board is on Catalog page, the board is visible to anyone who visit the catalog and search page.



- The Column will become white color meaning the board is already on air.

7. Sharing My catalog

- Go to **Catalog** tab

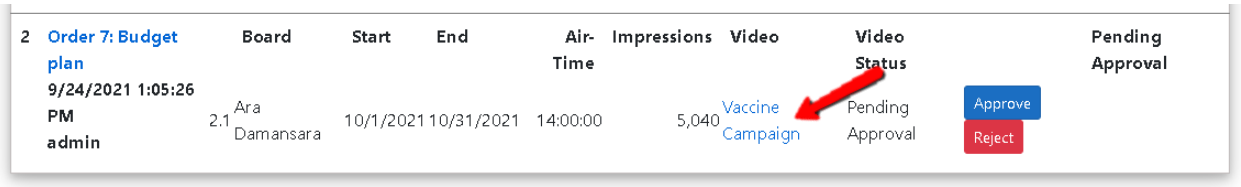


- Click **Search this Page** button to copy the Catalog link, then user may share the link at any platform.

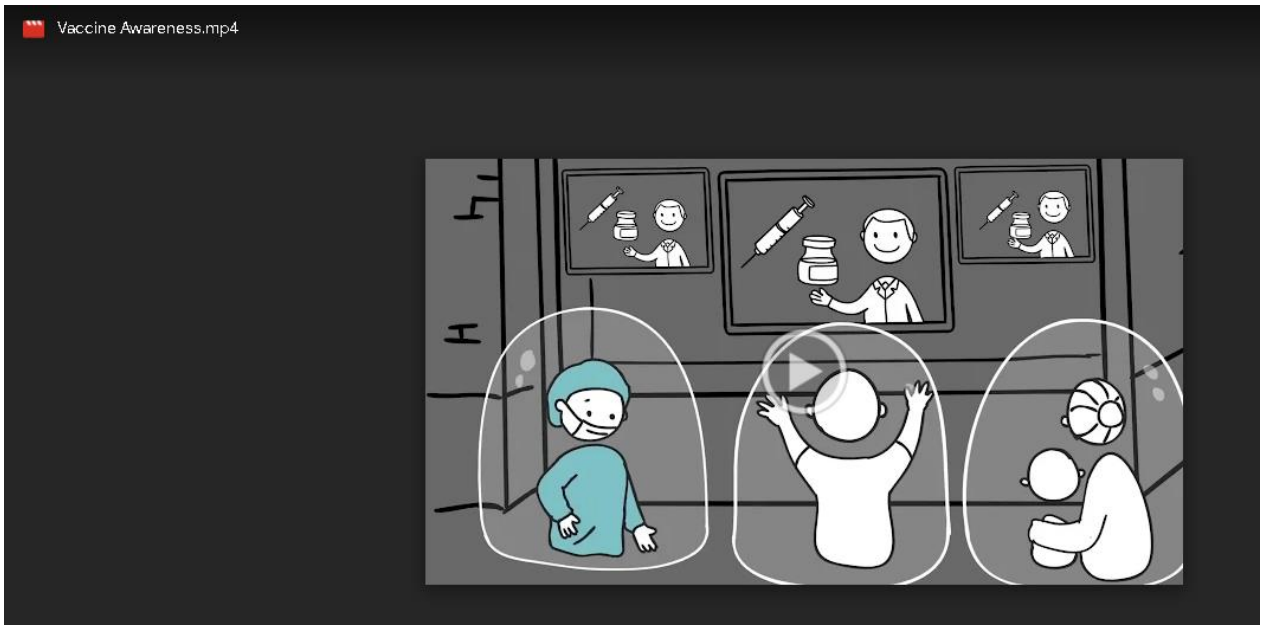
Step 3: Reviewing Videos

1. Reviewing submitted client videos

- Go to **Approval** tab

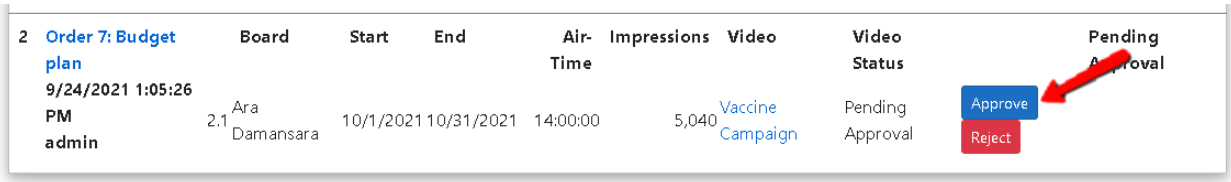


- Order List for approve/ reject will appear as per image
- Click **video hyperlink** to view the video

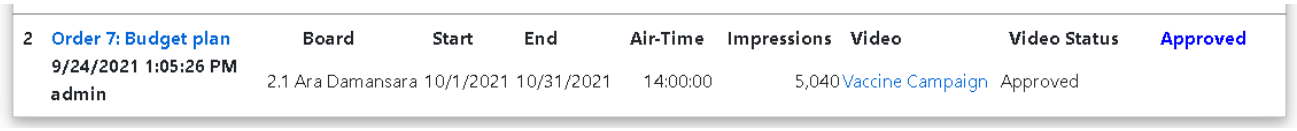


- The video will appear once user has clicked the hyperlink

2. Approving a video

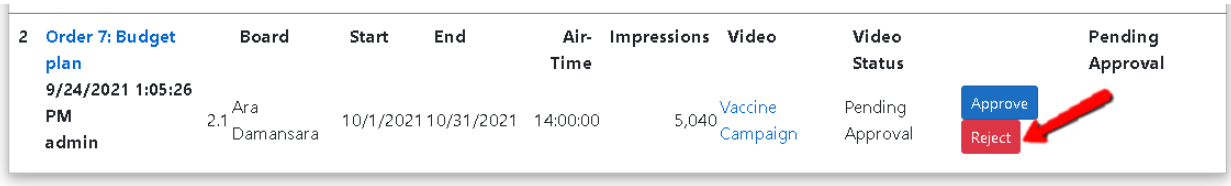


- Click **Approve** button to approve the video

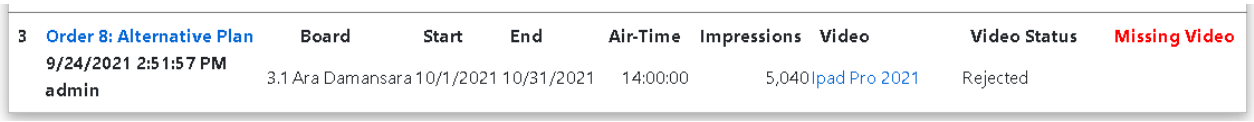


- The Board Status and Video Status will appear as Approved in the Order List

3. Rejecting a video (with reason): Incorrect resolution, poor quality, inappropriate content, etc.

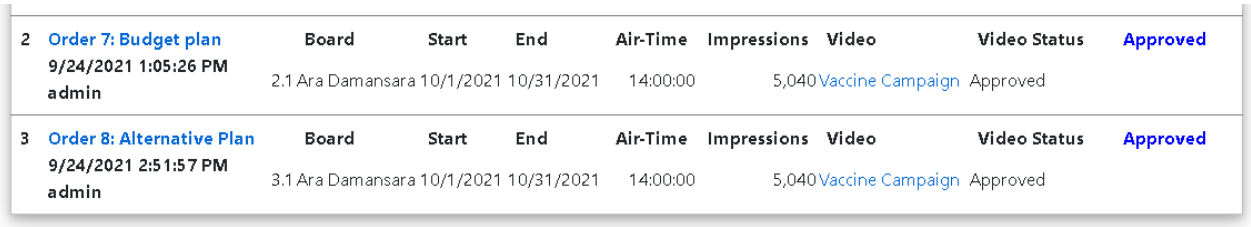


- Click **Reject** button to reject the video



- The Board Status will state as Missing Video as Advertiser user need to submit new video
- Video Status will appear as Rejected in the Order List

4. Complete reviews if all videos approved.



- The Order List will appear as per image once all videos submit has approved

End of Document.
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