

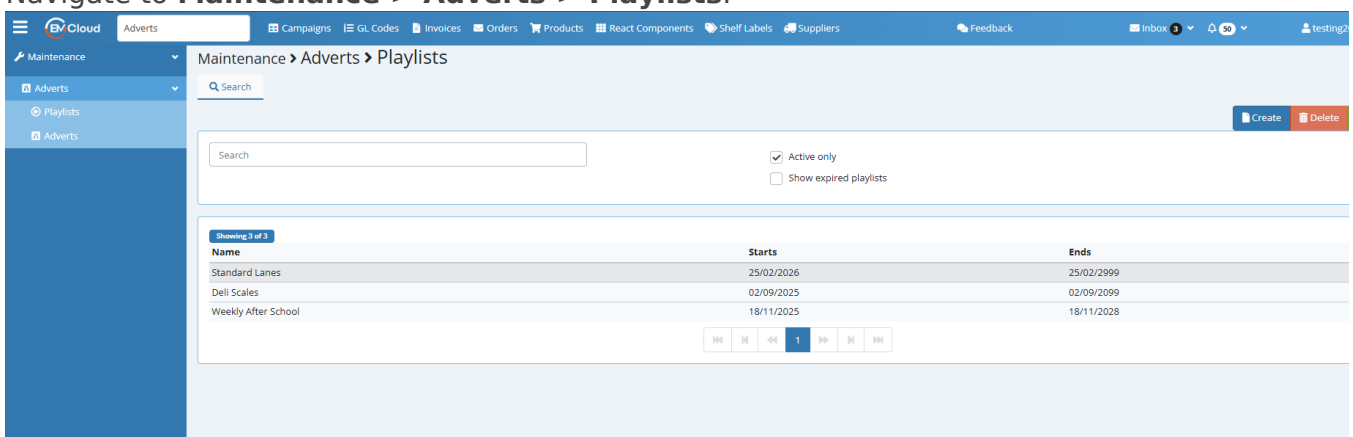
Adverts & Playlists

This guide will walk you through creating a playlist, uploading advert files, and assigning them to the correct locations.

Advert dimensions are dependant on the screens you are playing them on. Most common dimensions are 1920x1080px (16:9) and 1024x768px (4:3). The software will automatically scale the adverts to fix the maximum space available.

Step 1: Create a New Playlist

1. Navigate to **Maintenance > Adverts > Playlists.**



2. Click **Create**.
3. Enter a **Playlist Name**.
4. Set the **Start Date** and **End Date**.
5. Click **Save**.

You can also set specific times for the adverts to run during the day and days of the week under Recurrence section

Name Metcash LPED Adverts

Created By testing2024@gap

Name

Active

Metcash LPED Adverts

Start

dd/mm/yyyy



End

dd/mm/yyyy



Between

12:00 AM



And

11:59 PM



Priority

0

Recurrence

Configure

Step 2: Upload Advert Files

1. Open the **Details** tab.

Add Advert

Choose files Screenshot ... 180134.png

Upload

Search Created Desc

<input type="checkbox"/>	Name	Size	Preview
<input type="checkbox"/>	label-preview-POSReceiptV2(Clone) (7).png	115.20KB	
<input type="checkbox"/>	download.png	10.26KB	
<input type="checkbox"/>	Vii_Activation.mp4	2.37MB	
<input type="checkbox"/>	fueldiscountadvert.jpg	130.40KB	
<input type="checkbox"/>	1000012200.jpg	320.94KB	
<input type="checkbox"/>	13183348_1080_1920_30fps.mp4	11.47MB	
<input type="checkbox"/>	sample_640x360.mpeg	554.00KB	
<input type="checkbox"/>	Join_our_rewards_program_today_.gif	334.88KB	
<input type="checkbox"/>	Core_ticket_A4portrait.png	977.70KB	
<input type="checkbox"/>	2024 Xmas Colouring Competition POS and TCs IMAGES.jpg	172.46KB	

1 2 3 4 5 6 7 8 9 10

Add Close

2. Click the **Add Adverts** button.
3. Click **Choose Files**.
4. Browse to the advert files stored on your computer.
5. Select the file(s) you want to upload.
6. Click **Upload**.
7. Once uploaded, select the advert(s) from the list.
8. Click **Add** to include them in the playlist.

After that you can re-order the adverts and set the image duration.

Recommended Image file types are: **.bmp, .png, .jpg, (max. 2 megabytes)**

Recommended Video file types are: **.gif, .mpeg, .avi (max. 20 megabytes)**

Maintenance > Adverts > Playlists



Search Settings Details Stores & Machine Groups

Name Metcash LPED Adverts

Created By testing2024@gap

1 item

+ Add adverts

Advert	Size	Preview	Duration
≡ Screenshot 2026-02-25 180134.png	80.18KB		8 seconds 

Step 3: Assign Adverts to Stores or Machine Groups

1. Open the **Stores & Machine Groups** tab.
2. Select the appropriate:
 - **Zone**
 - **Store(s)**
 - **Machine Group(s)**
3. Click **Save**.

Maintenance > Adverts > Playlists

Search Settings Details Stores & Machine Groups

Name Metcash LPED Adverts

Created By testing2024@gap

Filter

Stores / zones

- All stores
- Zone 1
- Zone 2
- Zone 3
- Zone 4
- Zone 5 5 >
- Zone 6

Zone 5

- Store 11
- Store 12
- Store 13 5
- Zone 5 Warehouse

Store 13 Machine Groups

- Deli
- Lanes
- Bakery
- Self Serve
- (Default)

It can take up to 10 minutes for adverts to start playing on the screen. If it has been longer than 20 minutes please check the time set in the playlist is configured. The default should be 12:00AM to 11:59PM.

Revision #4

Created 25 February 2026 07:32:18 by Nathan

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