A few practical tips

URL for accessing zebrix

Perhaps you type **cmsv2.zebrix.net** in the address bar to access zebrix. You can now simply type **cms.zebrix.net**.

To avoid having to type the client name when logging in

If you want to save time by no longer having to type your client name when logging in to zebrix, you can add the following address to your favourites: **https://cms.zebrix.net/cn/votre_nom_de_client** (replace "your*client*name" with your client name). You will then no longer be asked for the "client name" field.

Transfer media to zebrix from the page editor

When you're using the page editor, it's frustrating to find that you need to send media to zebrix and then have to leave the editor to come back to it. Did you know that you can do this without having to leave the page editor? To do this, you can drag and drop your video or image file to the orange cloud icon in the top right-hand corner, and your media will be transferred to zebrix without having to leave the page editor.

Did you know that you can use zebrix from your phone or tablet?

There is a mobile version of zebrix optimised for your phone or tablet. To do so, type "zebrix mobile" in the Google Play Store (Android) or in the Apple App Store (IOS).

Reinforce the security of your zebrix account

It is easy to strengthen the security of your zebrix user account by activating the "2-factor" option. This option will ask you to enter a 6-digit code in addition to your password each time you login.

This 6-digit code is given to you by an application to be installed on your phone. This code changes every 30 seconds. This means that an ill-intentioned person who discovered your password would still not be able to connect to your zebrix account (as they would not have your phone and therefore would not have the obligatory 6-digit code).

To activate this option, go to the "CMS Settings" section and follow the instructions.

PS: Facebook, Amazon, Gmail, Microsoft and many other sites allow this 2-factor mechanism, which is good security practice.

Did you know that you can export the list of all your screens (and players) to an excel file?

In the page list, an 'Export Excel' button in the toolbar lets you export the list of all your screens.

Clean up your files easily...

We know it's not always easy to find the time or inclination to delete unused files. Did you know that? Zebrix has a tool to make your life easier. The deletion wizard lets you easily list media, pages or playlists that have not been played at all for a period that you can choose (between 1 and 12 months).

To access this option

- Click on Media, Pages or Playlist.
- Then click on Delete Wizard.
- Then in the Delete Wizard window, under Filter , you can choose to sort obsolete files. By default, and so as not to interfere with other users' files, the Show only my files option is selected and shows the files that you yourself have added to Zebrix. You can, however, list the files of all users by clicking on Show files of all users.
- You can then view and delete files that have not been distributed for X months (choose the period between 1 and 12 months).

Recover a file, page or playlist deleted less than 30 days ago

Did you know that zebrix has a recycle bin that allows you to recover deleted files? To do this, look for the "Recycle Bin" icon in the toolbar of the "Media", "Pages" and "Playlist" sections. After 30, the files are deleted from the recycle bin and can no longer be recovered.

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