## **Scala Instructions**

1) Log into Scala: http://110.175.75.6:58088/ContentManager/#login

Username = SL-Castboard Password = scala2020

2) Click onto the Media in the Content section.

Don't worry about the order they are displayed in, they are scheduled to appear in the correct order (as supplied).

3) Click and drag the alternate version of your slide/s from your computer into the Content Manager area with your slides.

You will see a Media Upload message, click upload.

The updated slide/s will copy over the top of the slides in the system and take about 5 minutes to appear on the screen in the foyer.

TIP: Make sure the files you are loading in have exactly the same name as the file you are trying to update, otherwise it will not copy over correctly.

ContentManager	Content				
Home > Media					
Filters IF File Type IF Approval Status IF Upload Status	* New				ShowList
Volid Date  Category  Owner Workgroup  Shared Workgroup	PIPPIN	<b>N</b>	Contraction of the second	<u>A</u>	0
> Folder	Apers	Approved		Approved	Approv
	Harr				
	Approved	Approved	Approved		

## SYDNEY**LYRIC** DIGITAL CAST

BOARD

