SPLASHPAGES

In the splash page area, you can either create a custom splash page or use our editing tool and create a custom splash page using your own code. These splash pages can be different for each of your different venues or just one created and set a customer and group level.
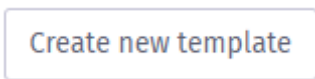

Splash Page Template Library

The template library is split into two tabs, these are:

- **Your Templates** – This will display any templates that have been created for this venue, group or customer, this can then be used as templates for creating new splash pages for other venues. Alternatively, you can create a template from scratch using either the standard method or custom HTML.

- **System Templates** – This will have a number of sector specific templates, as well as a default template. Each template will be designed with specific images and colours but these can be changed or deleted as required. Venue/customer specific information and logos will have to be added to the splash pages.

New Splash Page Template
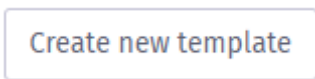
1. To create a new template, click the [Create new template] template button.

2. A new template window will open.

3. You will need to give this new template a **Name**.

4. Then select the **Use** option, either:

   - **Offline** – To create content for just the Authentication splash screen i.e. the page an end user will see <u>before</u> they authenticate. If you only create an offline splash page then the customer will be redirected to the URL specified in the access journey.

   - **Online** - If you want content to be completely different to the offline version, you need to create an online splash page i.e. the page an end user will see <u>after</u> they authenticate. You would still have to create an offline version to go with this version but you have the ability to make them completely different.

5. Select the **Ownership scope**, this is specific to the user's login credentials and will determine what is available in this drop-down. The selection here will also determine the "Owned by" area drop down. It can be set to Customer level, Group level or Venue level.

6. Select the **Owned by** option, this is specific on what was selected on the previous drop-down.

7. Select the **Type**, two options are available and these are:

   - **Standard** – This opens the splash page editor as usual.

   - **Custom HTML** – This allow you to create your own custom splash page using either HTML or JavaScript.

Standard Offline Splash page template

1. Select **Offline** from the **Use** drop-down menu.

2. Then select the **Standard** type splash page.

3. Click the button when all the other details have been entered.

4. The template creation screen will load, it is split into two areas for ease:

    • **Header Management Tab** - Here you can add your header information such as venue details, logo, background images and login methods.

    • **Content Management Tab** - Here you can enter content to appear below the header information and you have the ability to add content such as social feeds, weather, images and text.
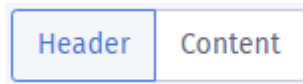
5. The Header Management area will load first by default and is split into two columns, you can add/edit information in either column with the ability to drag content between the two.

6. First we need to add your company/venue logo, the required format for the logo are within the element.

7. Click the Upload your header logo button.
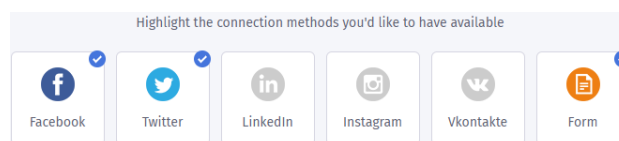
8. The load window will open; navigate to where your logo is saved, select it and then click **Open**.

9. Below the logo is a freeform text box, here you have the option to add content but some default text will already have been added. You can delete this and enter your own information if required. There is a limited number of characters you can use in this text box.

Type your introductory text here...

Characters remaining 300
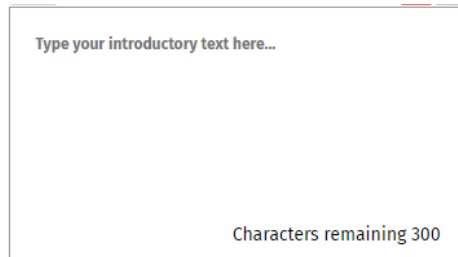
10. You can change the font colour by clicking the ▮ icon in the bottom left of the box. The following option will appear, you can now enter your specific RGB colour.

#000000

Cancel   **Choose**

11. Now select which social media platform you will have active as a method of authenticating to the network.
12. By default, Facebook, Twitter, and the Form will be active. These will be displayed on the right-hand column next to the freeform text box. You can turn on additional logins, turn off ones that are not needed or rearrange the order they are displayed.

13. To turn on/off a login, click the circled icon. Any that are grey are already turned off. Clicking these will make them appear in the list and will change to a coloured icon. Clicking a colour icon will turn off this method of authentication.
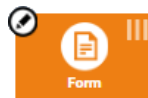
Highlight the connection methods you'd like to have available

Facebook   Twitter   LinkedIn   Instagram   Vkontakte   Form

14. Once all the login methods have been set you can change the order in which they are located on the page. Each login method will have a drag handle ⦀ on the right-hand side, you can click, drag and drop the icon into its new position.

15. There is also a non-social login method, the **Registration Form**. This will allow users without a social account to still be able to login. This login method has default fields that can be enabled or disabled, set as mandatory or optional. You can also create custom fields to request additional information from the users. This information them populates in the Visitor and devices area.

    a) To access the field options, click the **Pencil** icon on the **From** box.

    b) A separate window will open, to disable a field, click the circle at the end of that field, the tick will disappear and the field will become greyed out.

c) To enable the field, click the circle again. The tick will appear and the field will no longer be greyed out.

d) To move a field, click the drag ☰ icon and drag and drop the field to its new location.

e) You can add up to six custom fields and these fields will then populate the visitors profile card in Visitor & devices. Click the **Add custom field** button.

f) The area will expand, you can now add the following:

- **Label –** Name of unique field.
- **Placeholder –** Explanation of what user can input.
- **Validate** – Add validation rules.

g) The validation drop-down options are:

- **Text**
- **Number**
- **Both**

h) Enter the required details and once completed, click the **Save** button.

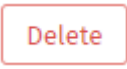i) The new custom field will appear at the bottom of the list of system fields.

j) You have the same options as the system fields, so the ability to enable or disable, make optional or mandatory.

k) To edit or delete the custom field click the edit button.

l) The custom field area will open, you can edit the details previously entered or click the **Delete** button.
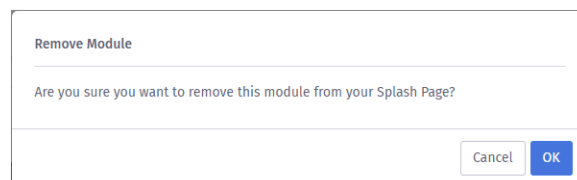
m) There is an option at the bottom of the form to turn on or off called **Ask for a maximum of two fields per visit**. This option if turned on will only ask the user to provide two pieces of information when authenticating. The next time they visit they will be asked for a further two pieces of information, this will happen even if seamless login is switched on. The user will be asked this information every time they access the WiFi until all details have been captured.

n) Click **Save** once all changes have been made.

16. You can change the layout of the header area by clicking the move button. This will allow you to change the order in which the header content is displayed, you can reposition any of the boxes. This means the information will be displayed differently when accessed on a mobile device. For example, you might want the social logins to appear before the company logo.

17. To delete a module, click the button.

18. A window will open asking you to confirm the deletion, click the **OK** button to confirm.

Remove Module

Are you sure you want to remove this module from your Splash Page?

Cancel   OK

19. You can apply a colour scheme by clicking the colour palette at the top of the screen.

- **Primary fill** - is the heading colours
- **Background fill** - will give the page a background colour.

20. Clicking the colour dropper icon will allow you to specify the required RGB colour scheme.
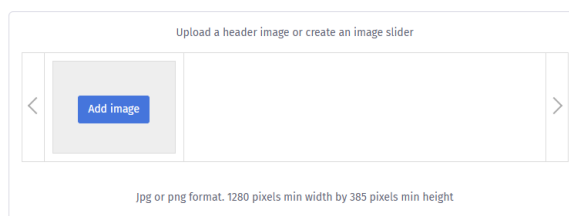
Presets   Custom

21. We can now select the header image(s). The image(s) will sit behind the venue/company information and social logins/URL links. You can also add multiple image to make it an image slider meaning it will periodically change the image when the customer is accessing the splash page.
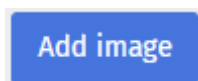
22. To add an image, click the **Add image** button within the header image area. (the required picture settings are also displayed)

Upload a header image or create an image slider

< Add image >

Jpg or png format. 1280 pixels min width by 385 pixels min height

a) The last accessed folder on your PC will open; navigate to where your images are saved, select and click **Open**.

b) You can add further images if required and as mentioned, if more than one is uploaded, the header will become an image slider and the image will periodically change. (It is recommended that all images are the same height or clipping may occur) To add further images follow the above instructions

23. The header height will be set automatically but this option can be set to No, this will then allow you to manually specify the height in pixels. If left to the automatic setting the size will adjust depending on where you position the boxes within the header area.

Set textbox transparent

Set header height manually

Set your header height

505 px
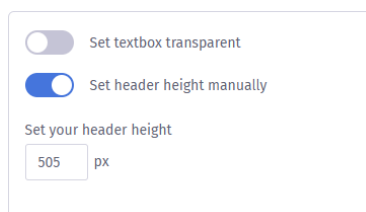
24. If you would like the header image(s) as a full background image; switch the option button within the 'One full size background image' box from No to Yes.

Full size background image
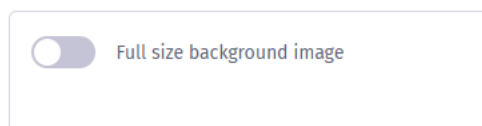
25. You have now created the header and we can now add the content if required.

26. Click the **Content** tab at the top of the screen.

Header Content

27. The screen will change and you will have by default one module, a Multi-purpose content box. You can add further modules if required by clicking the icon and selecting one from the library drop-down menu.

28. The available options are:

- **Multi-purpose content box** - This is the main module you will use within the splash pages. You can turn off elements that are not needed and reposition sections as required. To enter content, click into the relevant section and either type your content or click the add image button to upload an image(s). There are three elements to this module:

-

H Heading Section

Image Section

Text Section
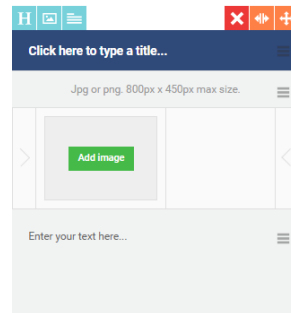
29. You can turn off an element by clicking the relevant icon at the top of the module. To move a section, use the drag handle ≡ icon within each section and drag and drop into its new position.

- **Twitter/Facebook Feed** - This will drag through the venue's selected live social feeds and will update automatically. You can click the "Load Next" button to load more content.
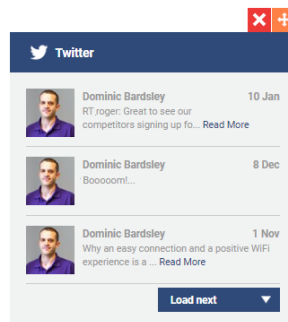
- **Local Weather** - This weather widget is Geo-specific, it will use the information supplied in the portal (venue address) to pick up the location. The venue can set a different location if required by clicking the Pencil icon. As with the social feed, you can click the "Further ahead" button to see additional content.
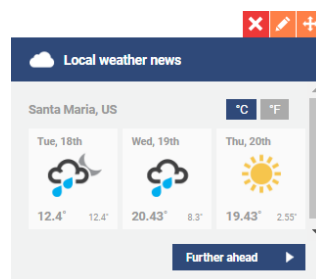
30. As you start adding the modules to the page, they will start to appear on the left-hand side. You can reposition these modules as the page is split into two columns so you have the option to drag and drop onto either the left or right-hand side of the page.

31. To move the module, click the icon, drag and then drop the element to its new location.

32. On the weather module, you have an additional icon . This allows you to change the weather location.

33. The following window will open, here you can type in the new location and then click **Search**.

34. The system will find the new location specified, click **Update** to save.

35. Now you have completed the Content management area you can preview the splash page. You have the option to preview the page as a mobile phone user or a laptop user. The view will change depending on what is selected.

36. Click either the laptop icon or mobile icon at the top of the screen. An additional webpage will open displaying the splash page. The same icons will be available at the top of the screen, allowing you to easily swap between the two views.

37. You can now save the splash page by clicking the button.

38. Select **Save template** from the drop-down menu.

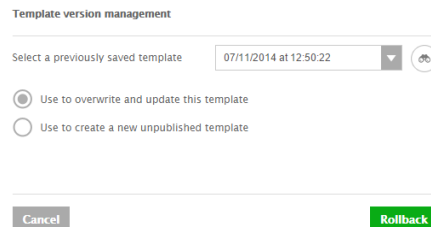39. You can also save versions of the splash page.

40. Click the **Save with version history** option from the drop-down menu.

41. An additional Rollback icon will appear at the top right of the screen with the existing icons.
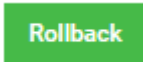
42. When the rollback ⬚ icon is present it will allow you to revert back to a previously saved version of this splash page or create a brand new version in the template library.

43. The following window will open:

Template version management

Select a previously saved template   07/11/2014 at 12:50:22 ▼   👓

○ Use to overwrite and update this template
○ Use to create a new unpublished template

Cancel   **Rollback**

44. You can click the drop down and select the appropriate version to rollback to.

45. You can preview before rolling back by selecting the binoculars 👓 icon.

46. Once happy with the selection you have two options to rollback:

- Use to overwrite and update this template.

- Use to create a new unpublished template in the library.

47. Select your option and then click **Rollback** .

48. The screen will update according to the selection.

49. To return to the Splash page library click the back ← icon, this will take you back to the library.

Standard Online Splash Page Template

1. To create an online splash page, follow the above instructions but select **Online** in the **Use** drop down instead of Offline.

2. The template creation screen will load but with some slight changes to the Offline view.
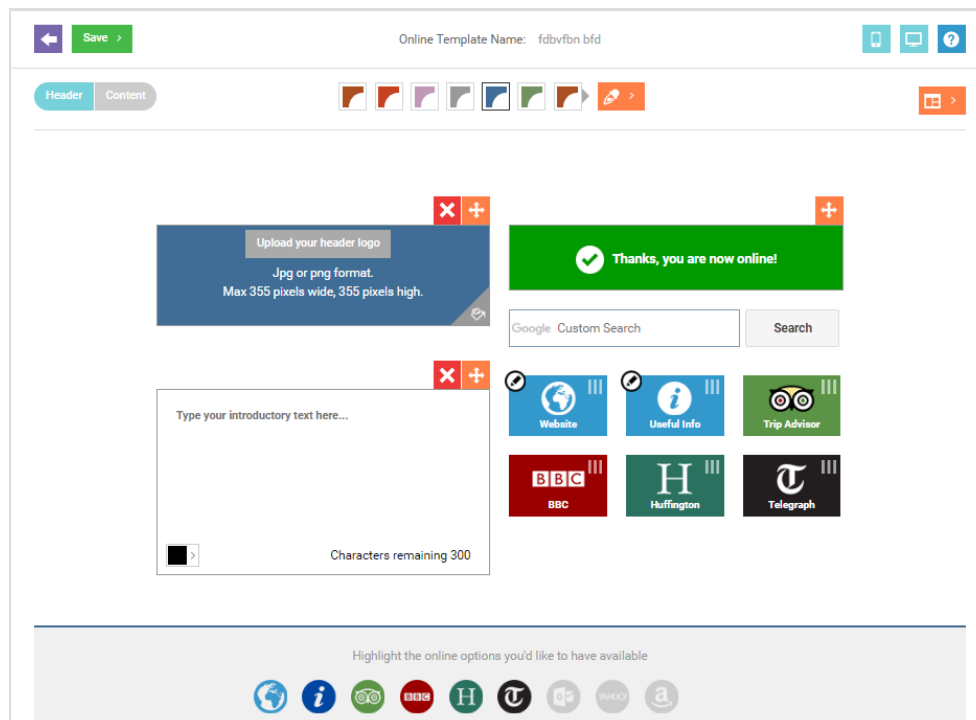
3. The social login options have been replaced with links to external websites, these are:

- **Trip Advisor**
- **BBC**
- **Huffington Post**
- **Telegraph**
- **Outlook**
- **Yahoo**
- **Amazon**

4. There are also two options that are editable. These are:

- **Website** - Here you can enter your company/venue website URL and then click **Save**.

- **Useful Info** - Here you can add a contact line or content box. This is useful for adding contact names and telephone numbers or adding text about the policy information. To add, click the relevant option at the bottom of the window. You can add as many as required of either. Clicking **Save updates** when finished.

5. These options can be turned on or off the same way you would the social login methods by clicking the circle icon matching the tile.

6. All other options are the same as an offline splash page - please see above for instructions on how to customise these.

7. Within the Content area you will still have the same options as the offline splash but because the customer is now online with a live internet connection, we have some additional options to the multi-purpose content boxes. These are:

   • **Embedded Video** – This will allow you to embed code from either YouTube or Vimeo.

   • **Embedded Image URL** – Add a URL to any images to allow click-through. This can also be run as a campaign.

8. The **Video** toggle button will be turned on by default, to disable click toggle button.

9. To insert a video you will need the embedded code for the video, we currently only support videos uploaded to YouTube and Vimeo.

10. Copy the **Embed code** from the supported website and paste into the video element area on the multi-purpose content box.
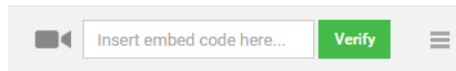
11. Once embedded click the **Verify** button, as long as the link is valid the video will appear within the box.

12. To add an **Image URL,** you will fist need to have an image uploaded to the multi-purpose content box.

13. Once an image is present you can then hover your mouse over the image, a black box will appear over the image. It will then display the pixel size, a delete button, drag handle and an add image URL button.
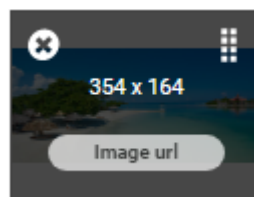
14. Click the button

15. A small new window will open.

16. You will first need to add the URL.

17. You can also run this as a campaign, a report will be generated advising how many people have been redirected to the online splash page and how many clicked the image and re-directed again. Allowing you to then gauge how successful it has been.

    Click the **Run as campaign** toggle button to on. The area will expand


18. You now need to give the campaign a **Name** and set the **Start** and **End** dates.

19. Clicking the **OK** button to save the details.

20. This will now be a live campaign once the Splash page is published in an access journey.

Custom HTML Offline Splash Page Template

1. You can also create custom splash pages using HTML with CSS and JavaScript options.

2. Select **Offline** from the **Use** drop-down menu.

3. Then select the **Custom** type splash page.

4. Click the **Create New** button when all the other details have been entered.

5. The screen will load and by default a boilerplate HTML will be loaded. This gives you the basic code needed to get started.

6. You have six tabs to access, these are:

   - **Preview** – This will preview the Splash page using code within the HTML tab. This will by default show the boilerplate HTML when you first load the screen. When you start to add your own code, you can preview the changes by using this area.
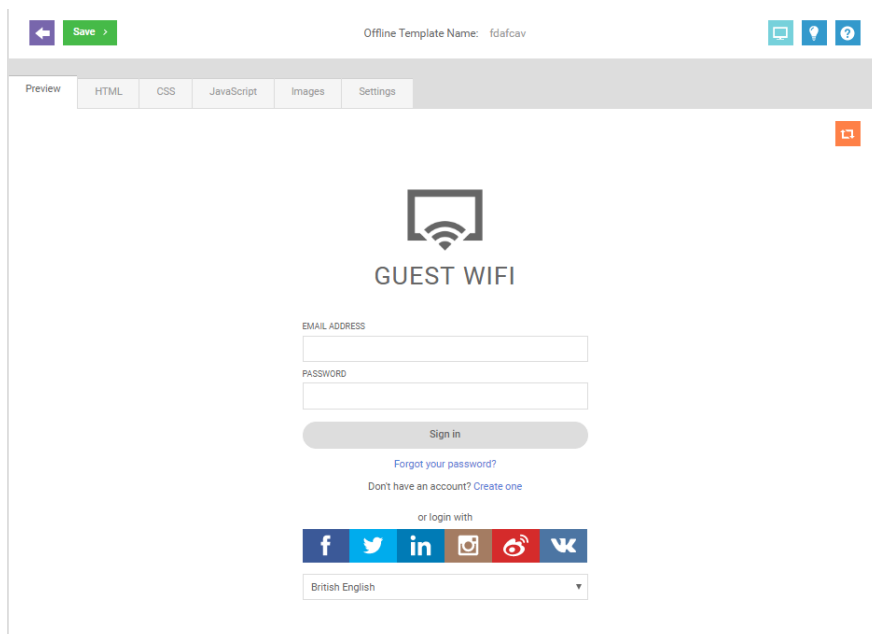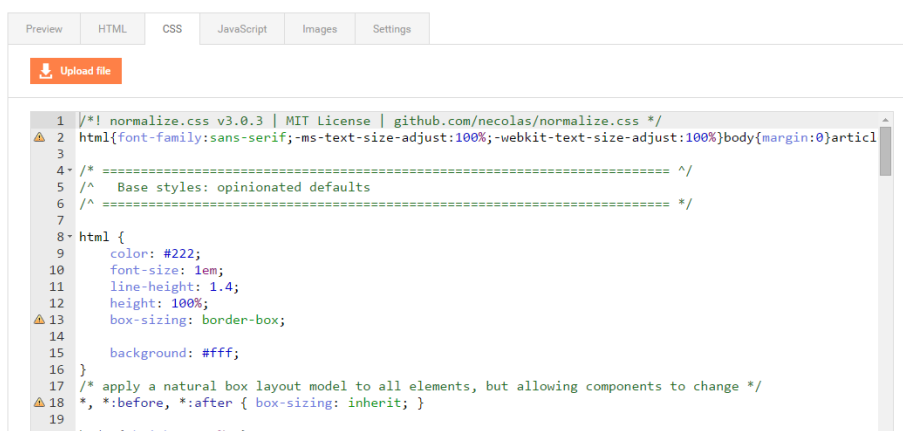

   - **HTML –** This will be where you add your own HTML code, on the left-hand side you can add pre-coded snippets that contain required elements for the splash page. These can be dragged and dropped into the custom code.
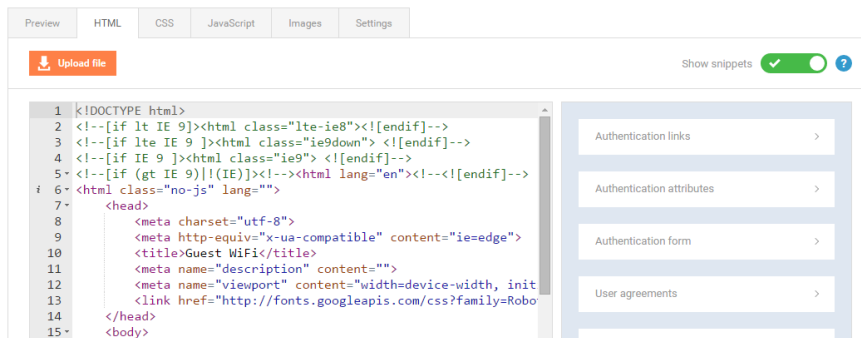
- **CSS** – This is where you add font and colour styling code.

- **JavaScript** – Ability to add JavaScript to the splash page but this is optional.

- **Images –** Ability to upload images to use within the splash page.

- **Settings –** Ability to upload a logo image, set the background colour, editor theme and font size.

7. Within certain tabs is the **Upload file** button, this will allow you to load files specific to that area.

8. Once you have finished adding your custom content, you can preview in a separate window if required by clicking the icon, this will open a new window displaying your splash page.

9. You can now save the splash page by clicking the **Save >** button.

10. Select **Save template** from the drop down.

11. To return to the Splash page library click the back icon, this will take you back to the library.

Custom HTML Online Splash Page Template

You can also create a custom HTML online splash pages, the same options as offline apply but with addition functionality due to the online page having an internet access. Please see above instructions on creating customer and online splash pages.

Your Templates Library

1. The following will be displayed in the **Your Template** library.

   - **Template name** - The name you gave the template when first created, this can be change even after being published by selecting the icon and updating the name.

   - **Language –** If a language version of the splash page has been created (these are created in the Access journey)

   - **Owned by** – What level owner created the template.

   - **Date created** - The date it was created.

   - **Use** – If the template is either **Offline** or **Online**.

   - **Type** – If the template is the **Standard** or **Custom HTML**.

2. There are also a number of additional options available for each template, to access hover your mouse pointer over the ••• button at the end of the template.

3. The menu will expand and display the following buttons. These are:

   - **Update details** - Update the Publish details, template name, Use and Ownership.

- **Duplicate** - Use this template the content for a new template.
- **Preview** - Will open a webpage displaying the splash page in a specific view.
- **Delete** - Will delete the template from the system completely.

Splash Page System Template Library.

1. The system will have numerous sector specific templates you can use as the core for you own template, there is also the default template to select from.

2. These templates will have images and colours specific to the template theme and will require less input from you.

3. The system templates are located at the top of the Splash page area under the tab heading **System template**.

4. Each template will be displayed, hover your mouse pointer over the ••• button at the end of the template.

5. Three options will be displayed, these are:

- **Preview** - Previews the template in either Laptop or Mobile mode. A new browser window will open and display the sector specific splash page in the mode selected.
- **Duplicate** - Duplicate the template.

6. Once you have previewed the template and selected which to use, click the **Duplicate** button.

7. The process is now the same as creating a new template except the contents will be the same as previewed. You can now add or delete content as required. Please follow the above instructions to complete this splash page.