



THE **EVENT MANAGER**

# USER MANUAL

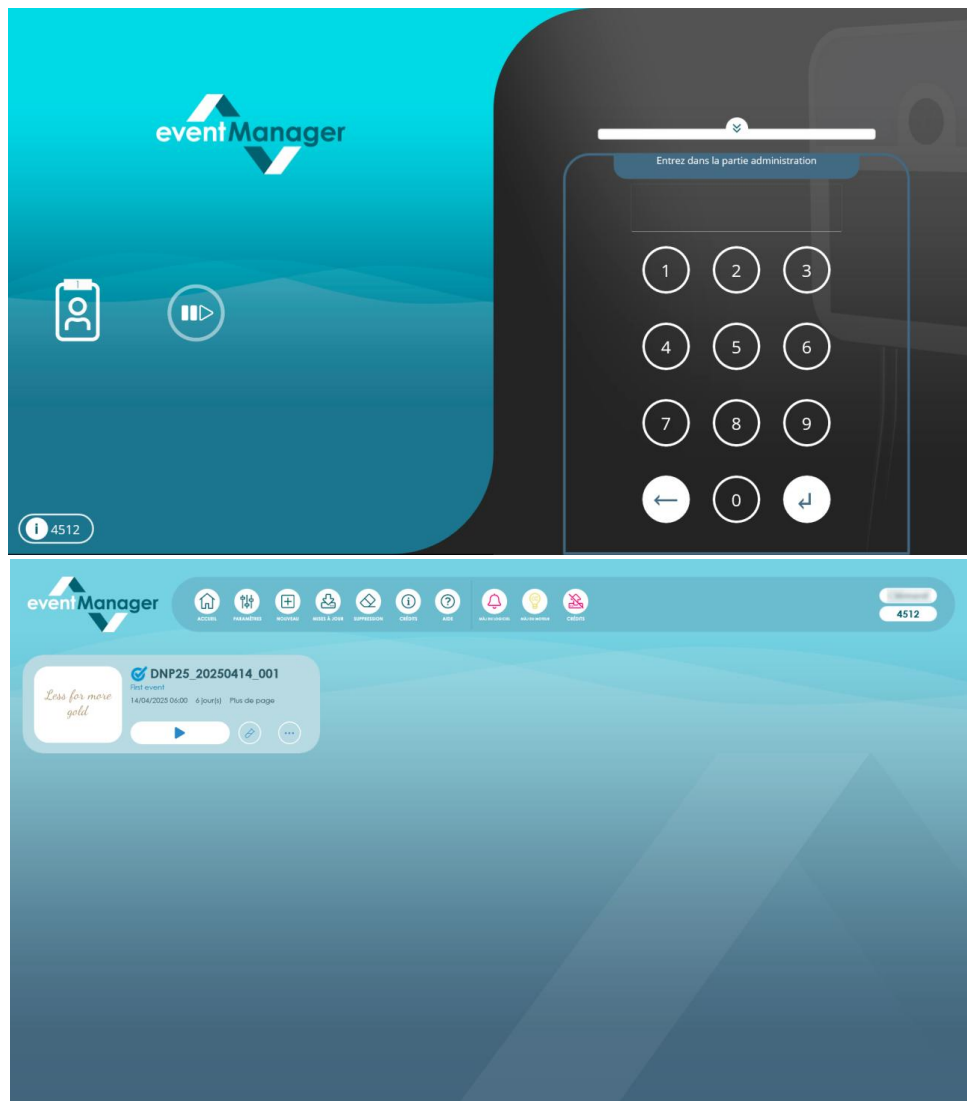


[www.sharingbox.com/dnpbooth](http://www.sharingbox.com/dnpbooth)

# INTRODUCTION

The EventManager by sharingbox is the software installed on your DNP Booth terminal. It allows you to:

- Download and play your events created from the event-editor
- Change your print and camera settings
- To retrieve photos taken from your played events



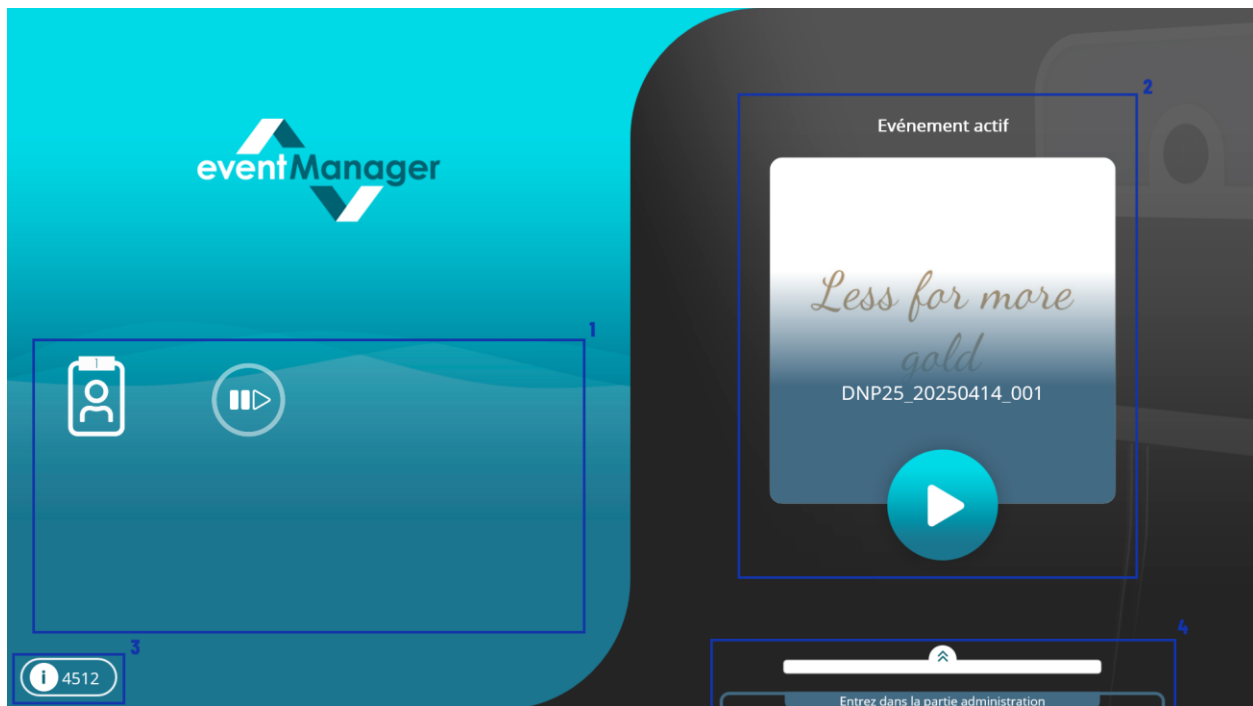
# SUMMARY

- INTRODUCTION ..... 2
- SUMMARY ..... 3
- MAIN SCREEN ..... 5
  - 1. The information area ..... 6
  - 2. Your active event.....11
  - 3. Your machine ID and versions area.....11
  - 4. Access to the administration panel .....12
- ADMINISTRATION SCREEN.....13
  - 1. Welcome .....14
  - 2. Settings .....14
    - 2.1 Greenscreen .....16
    - 2.2 Services .....19
    - 2.3 Language.....34
  - 3. New .....34
    - 3.1. Keyboardless Web .....34
    - 3.2. Web with keyboard.....35
    - 3.3. USB .....36
  - 4. Updates .....37
    - 4.1. Authorizations .....38
    - 4.2. Event-engine.....40
    - 4.3. Rollback and debugging.....41
    - 4.4. Additional programs .....43
    - 4.5. Service files.....44
  - 5. Deletion .....45
  - 6. Credits.....46

- 7. Help.....47
- 8. Software Update.....48
- 9. Engine update .....51
- 10. Credits.....52
- EVENT.....53
  - 1. Play Event Button.....54
  - 2. Launch the event in test mode.....54
  - 3. Event Menu .....54
    - 3.1 Define Active.....54
    - 3.2 Delete .....55
    - 3.3 Delete sessions.....56
    - 3.4 Gallery for reprint .....56
    - 3.5 Export the config .....59
    - 3.6 Export Media.....61
    - 3.7 Update .....63
    - 3.8 Statistics .....64


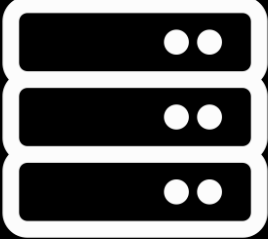
# MAIN SCREEN




The main screen of the eventManager by sharingbox is divided into 4 parts:









## 1. The information area

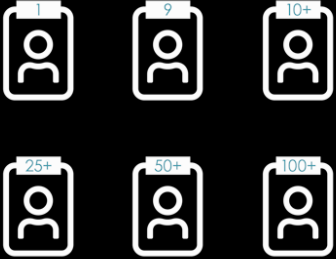
In this information area, you will be informed about the status of your machine and software. Each icon represents a specific situation:

ICON	NAME	EXPLANATIONS
	Back office link	Informs that your photo booth is not yet associated with an account.
	Local server	This icon means that the helper program is not running while the eventManager is.  The launcher takes care of this by making sure the helper program is enabled before the application. Your only option is to quit the application and relaunch it. (see section <a href="#">Settings</a> )

	<p>First installation</p>	<p>This icon appears when you first install EventManager. This means that the event engine is not installed.</p> <p>The EventManager installs the event engine. If the download completes, the event engine is successfully installed, and the red icon disappears when you return to the main screen.</p>
	<p>No active events</p>	<p>This icon means that no events are active.</p> <p>Either the EventManager does not have any events downloaded yet and therefore no events can be activated, because there are none; or the EventManager has one or more events, but none are active.(see <a href="#">3.1 Define Active</a>)</p>
	<p>No permission to play the event</p>	<p>This icon means that your photo booth cannot read the active event.</p> <p>This issue is likely related to permissions (photo booth is in demo mode; your event field is not associated with your photo booth, etc.).(see <a href="#">4.1 Authorizations</a>)</p>

	<p>Obsolete event date</p>	<p>This icon means that the active event date is out of date.</p> <p>As the event date is outdated, your photo booth will not be able to launch it in normal mode (see the section <a href="#">Event</a>).</p>
	<p>Wi-Fi</p>	<p>This icon means that your photo booth is not connected to the Internet. (see <a href="#">Wifi tab</a>)</p>
	<p>Media Gallery</p>	<p>This icon means that your media storage is not hosted on your photo booth.</p> <p>If this icon is present, it means that the primary media is probably set to be kept on another machine. (see <a href="#">Remote Production Tab</a>)</p>

	No Local Printer	<p>This icon means that the print is not being made from your photo terminal and is being sent to another device.</p> <p>If the device does not have internet and is not connected to a local network, there will certainly be no printing. (see <a href="#">Print Tab</a>)</p>
	Media feed	<p>This icon means that no media stream is defined.</p> <p>A media stream is required if the active event needs to take a photo or display a live stream. (see <a href="#">Media Feeds Tab</a>)</p>
	Video recorder	<p>This icon means that no video recorder is defined.</p> <p>A video recorder is required if the active event is to record video. (see <a href="#">Video Recorders Tab</a>)</p>

	<p>Pending sessions</p>	<p>Displaying one of these icons indicates that there are still user sessions on the box.</p> <p>A user session corresponds to all the data collected during partial or complete use of the terminal playing an event.</p> <p>These icons allow you to assess the number of sessions stored.</p> <p>If your terminal is connected to the Internet and a PRO DATA pack has been associated with it, the number of sessions should decrease more or less slowly depending on your connection.</p> <p>This type of icon is the only one that can update automatically when you stay on the login page.</p> <p>You can check the exact number of sessions remaining to be published by pressing the <a href="#">version information area</a>.</p>
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	Event launch time	Allows you to see when the active event will automatically launch.  Time is reset with every interaction made on the main screen.
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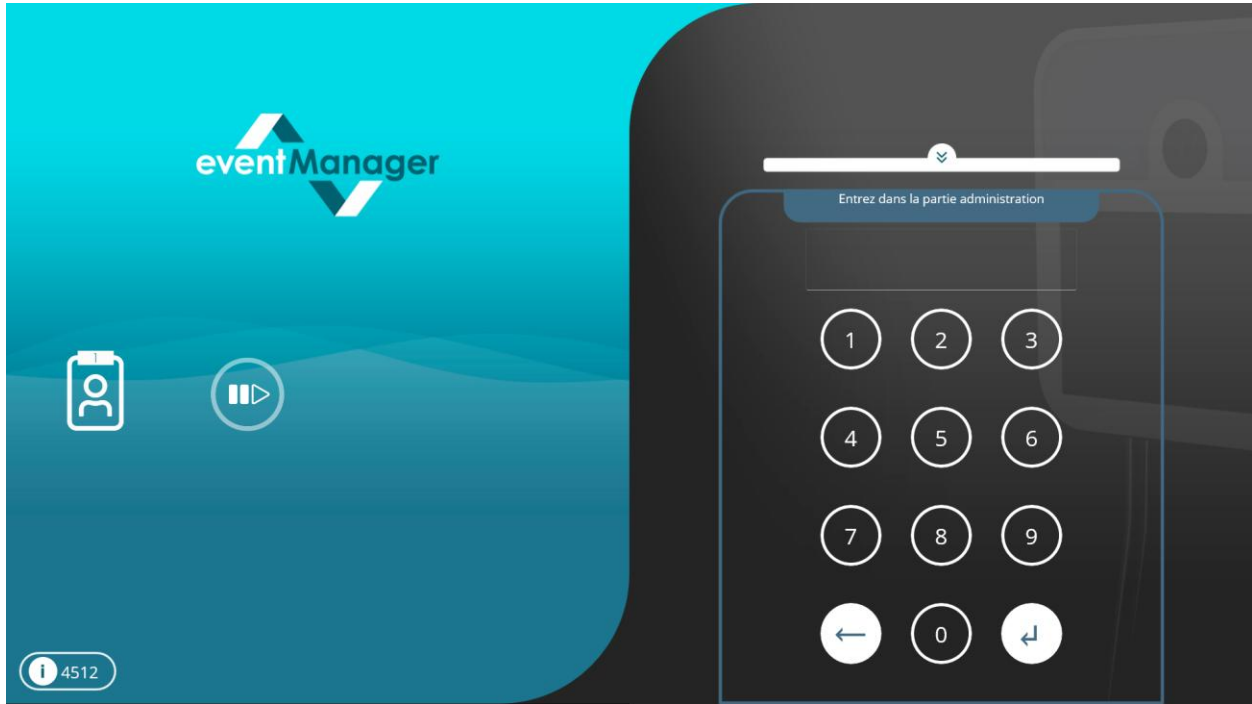
## 2. Your active event

The active event area allows you to directly launch your event without having to go through the admin panel.

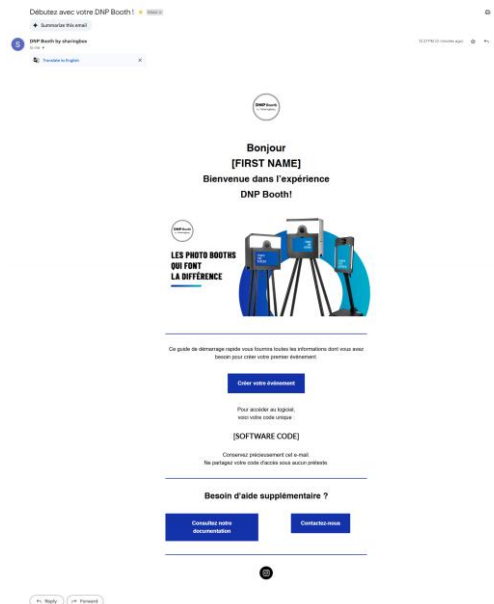
## 3. Your machine ID and versions area

This is where you can find out your 4-digit machine ID and by clicking on the “i” information button you can find out the current status of the software and its components.

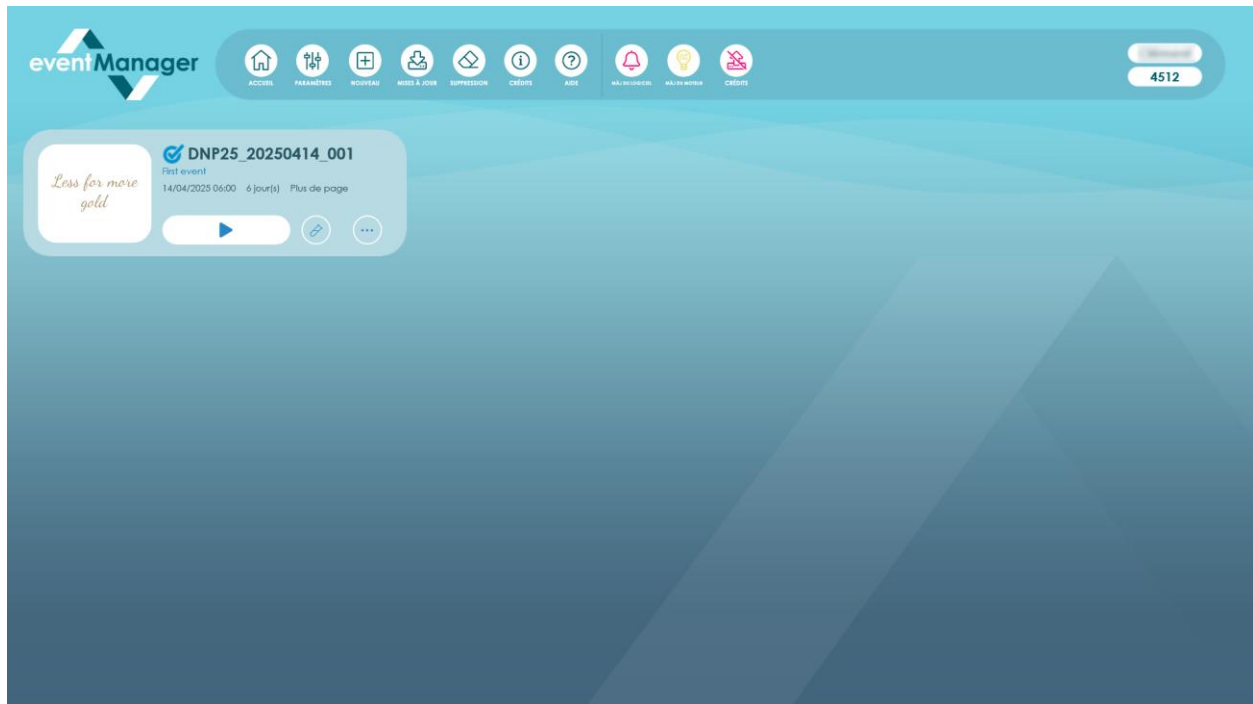
## 4. Access to the administration panel



This is the interface that will allow you to access the administration panel. Here you will need to enter your access code, which was assigned to you in the welcome email:



# ADMINISTRATION SCREEN



Once your access code is entered and validated, you will arrive at the administration panel, your main interface for managing your uploaded events, your camera and printing settings, downloading photos taken of your event as well as updating the software and its components.

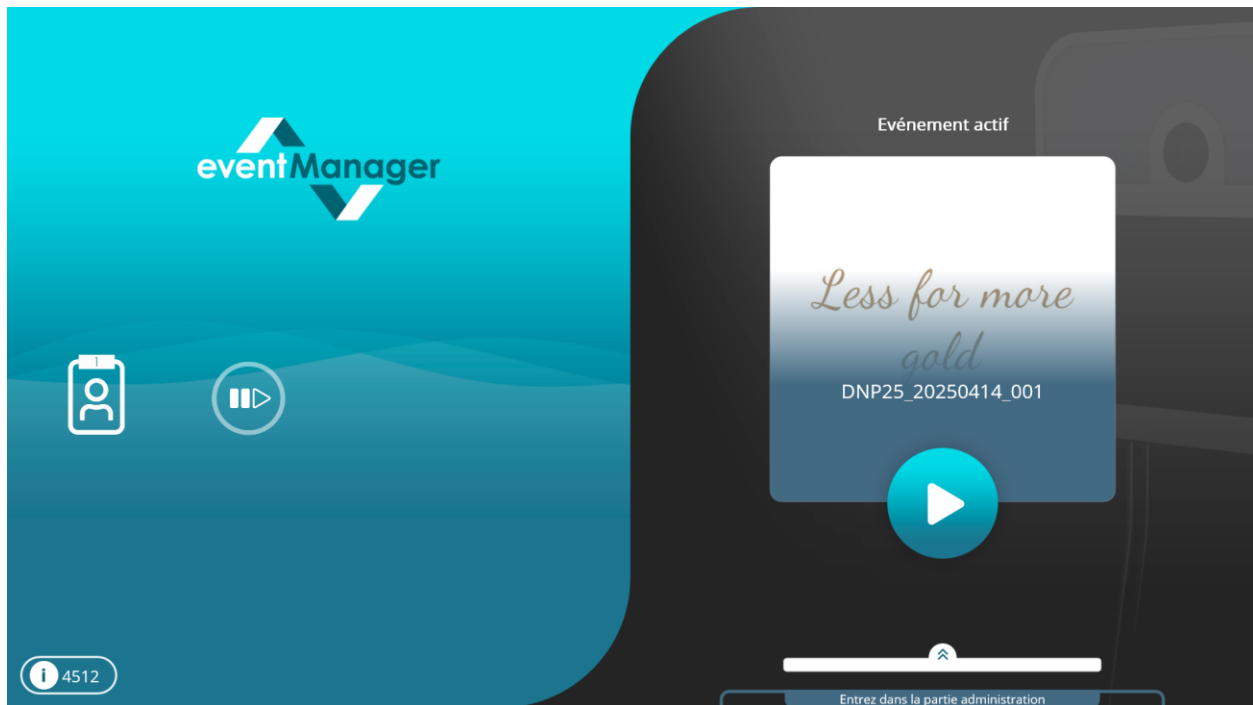
At the top of this admin panel are all the action buttons.

You will also find your machine ID on the right.

Finally, you will have access to all of your uploaded events in the available space.

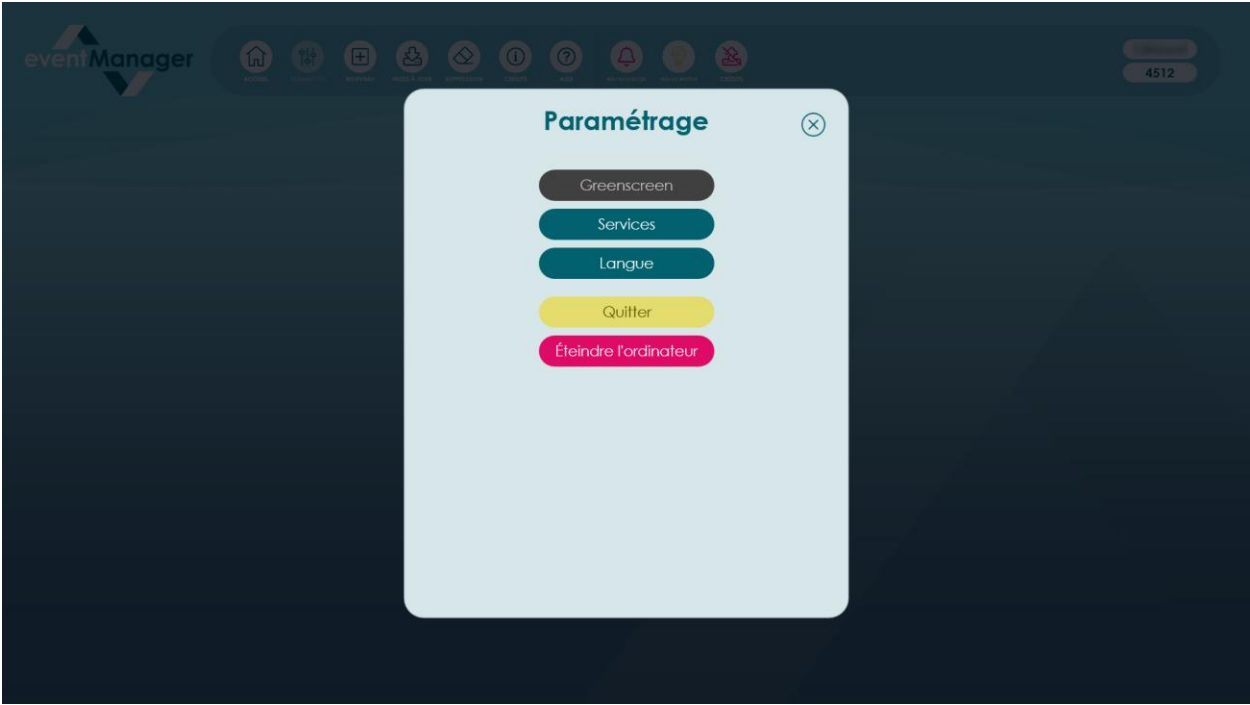
## 1. Welcome

The Home button takes you back to the main EventManager screen



## 2. Settings

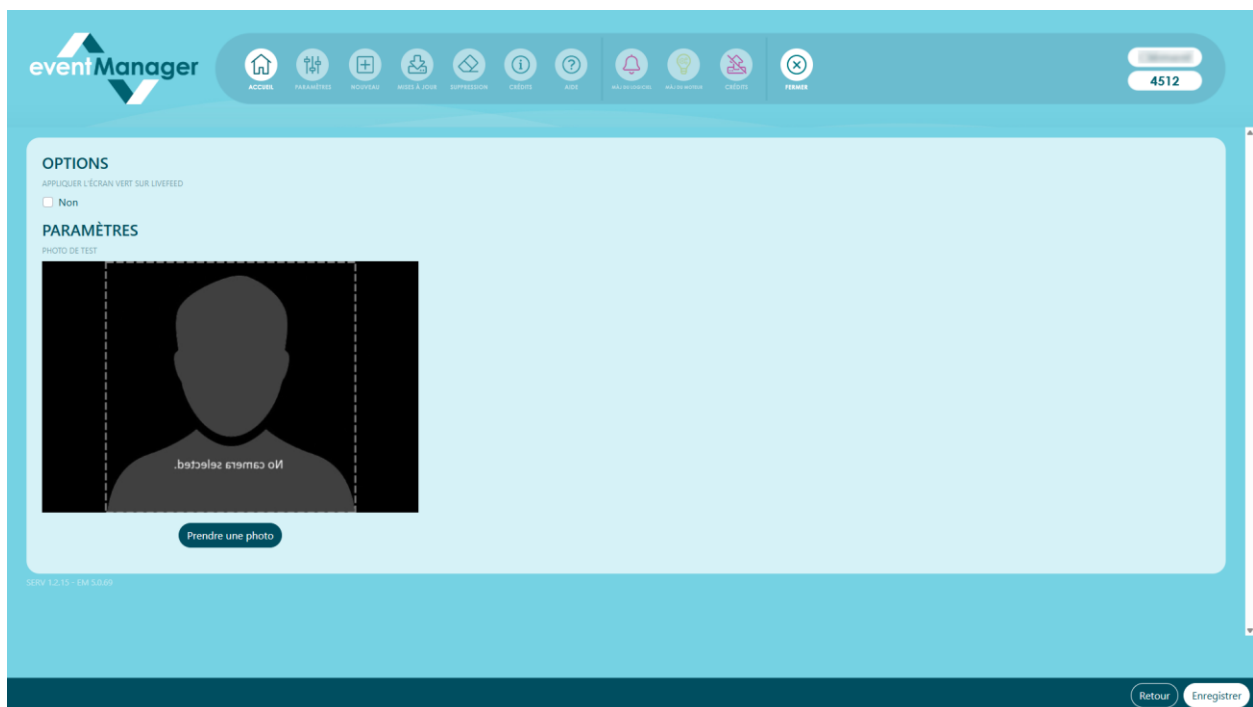
This is where you can configure your various devices, set your green screen and the software language, as well as exit it or turn off the computer in your photo booth.



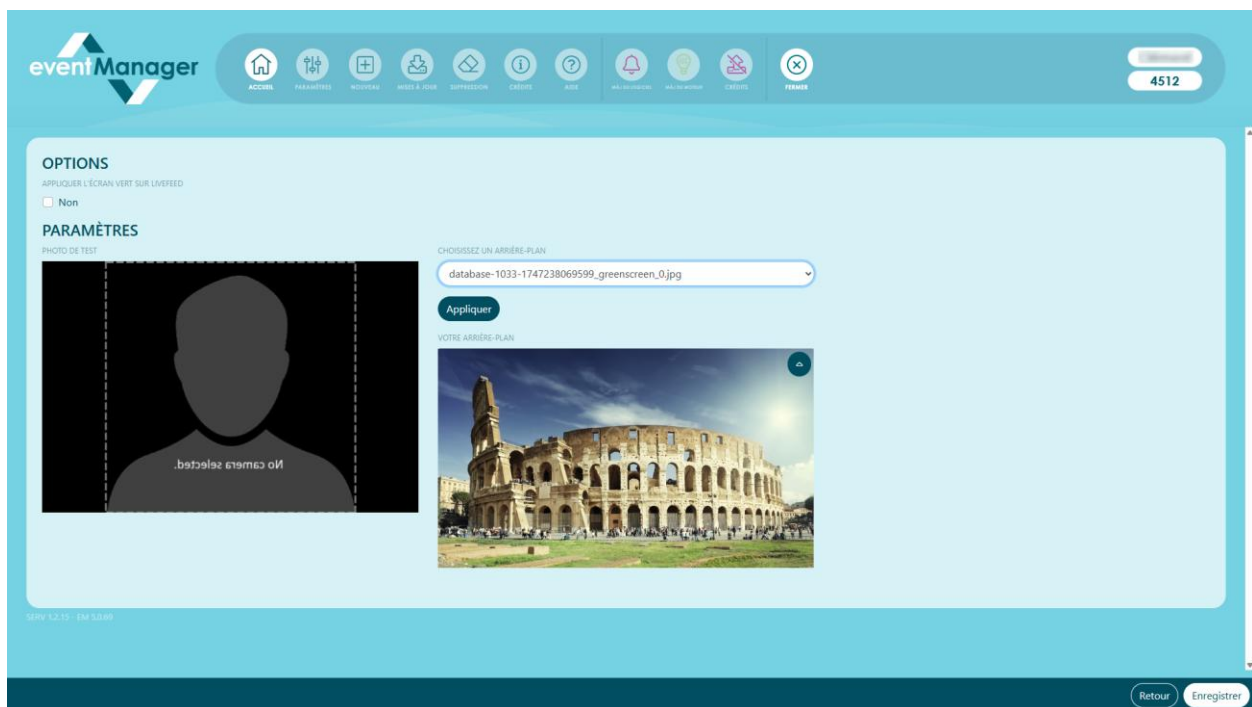
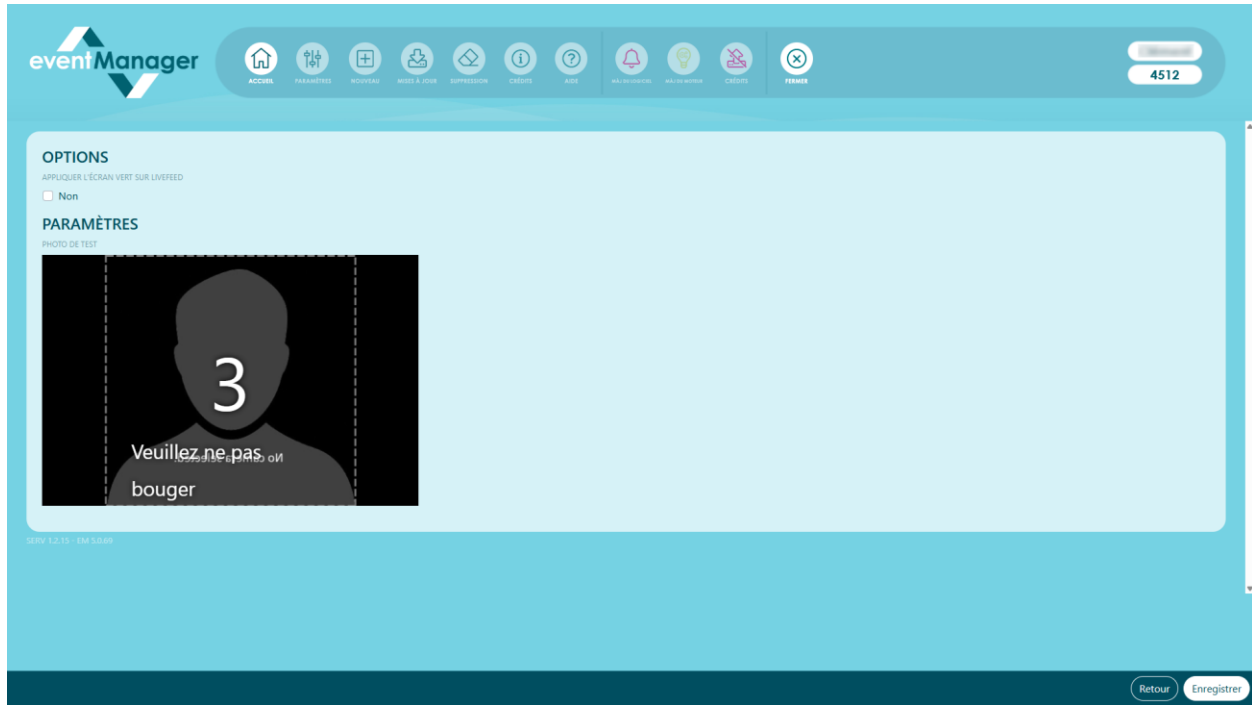
## 2.1 Greenscreen

The “Greenscreen” button will allow you to configure the replacement of your plain background with the background visuals inserted in the configuration of your event from the event-editor as well as to select the option allowing live replacement so that the user can see the selected background when taking a photo.

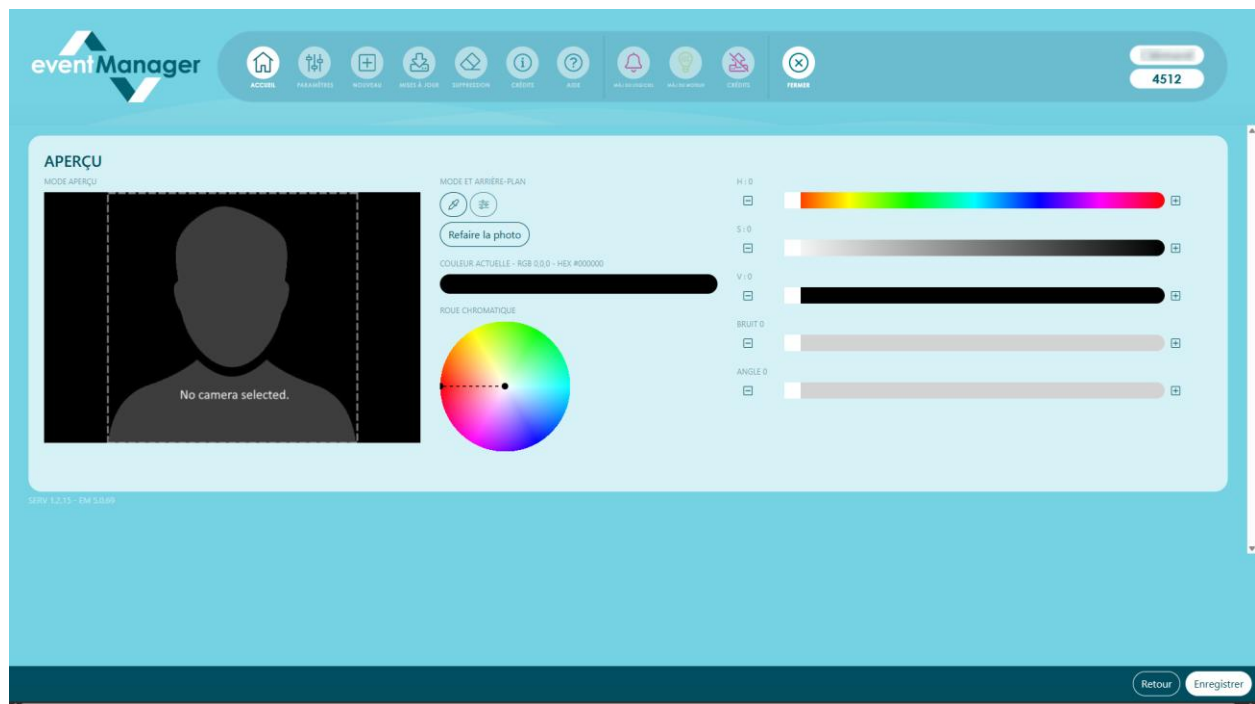
**Note: Using this option requires having previously purchased a PRO pack to unlock the appropriate option in the event editor AND having downloaded your event and selected it as Active.**



Once you have taken your photo with your background behind you, you will be able to select the background to apply to adjust the replacement.

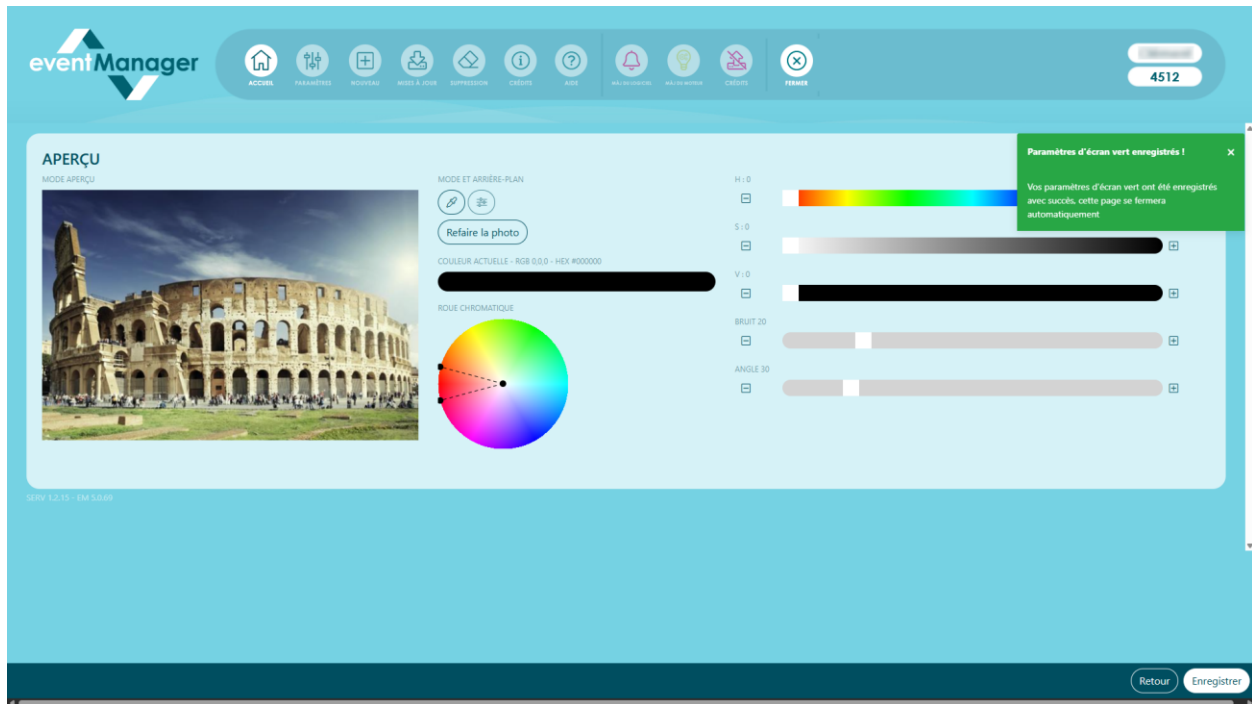


Once the background is selected, you will have different settings allowing you to adjust the replacement of your solid background color with the selected background image.



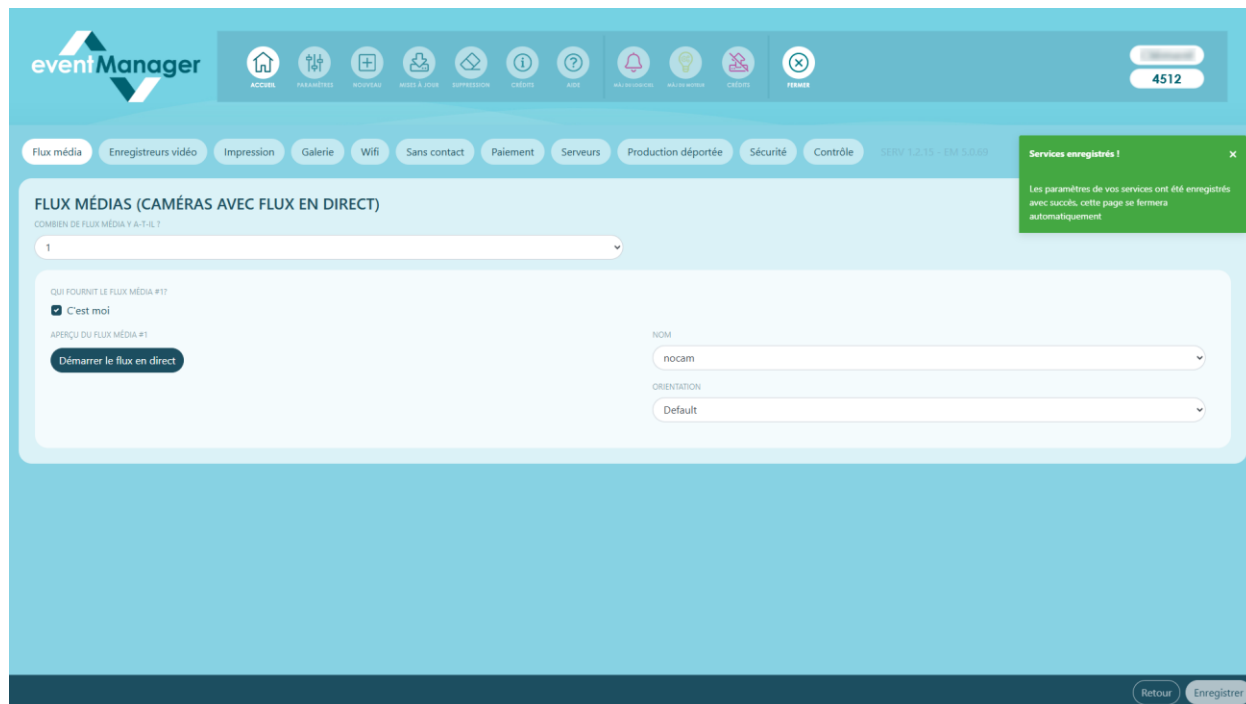
**Note:** We recommend that you first use the Eyedropper tool and tap on the background color present in your taken photo to automatically replace the background with your image, then use the different sliders on the right to adjust more precisely.

Once your settings have been saved via the dedicated button located at the bottom right of the interface, you will be notified by an indicative pop-up



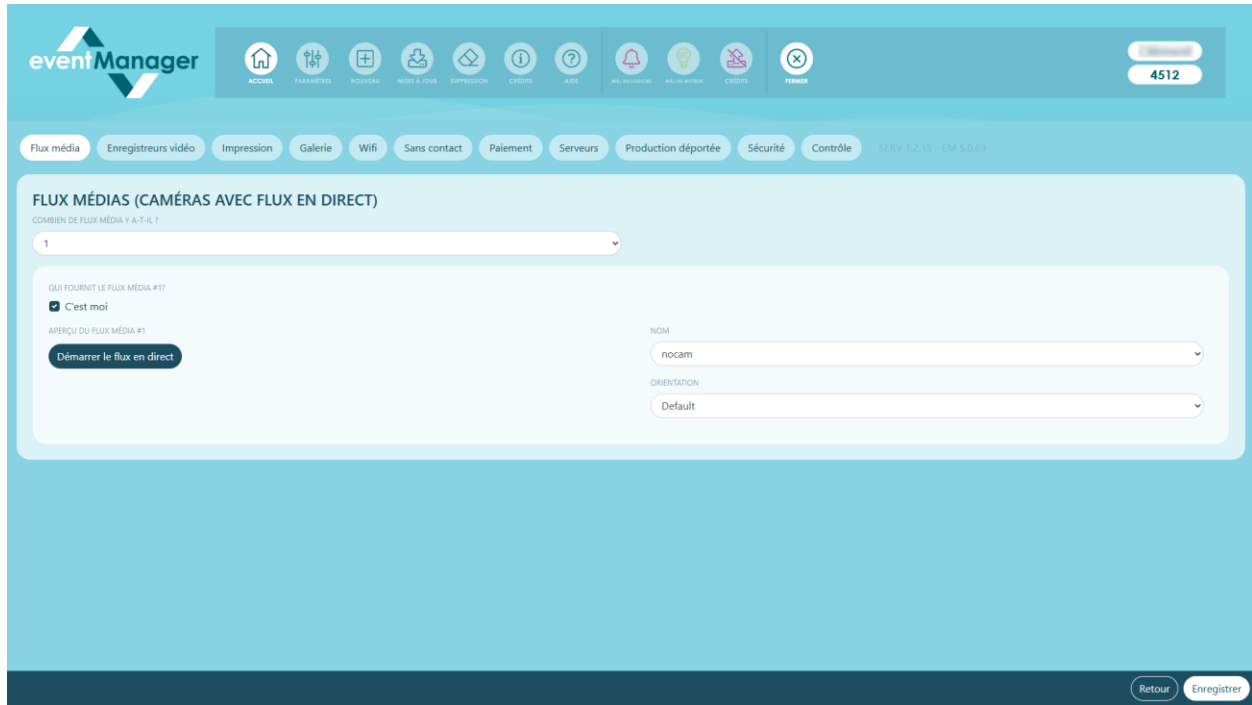
## 2.2 Services

This is the main menu for all settings for the software, your photo equipment and printing. Once you have configured your settings, simply save them by clicking the “Save” button at the bottom right.

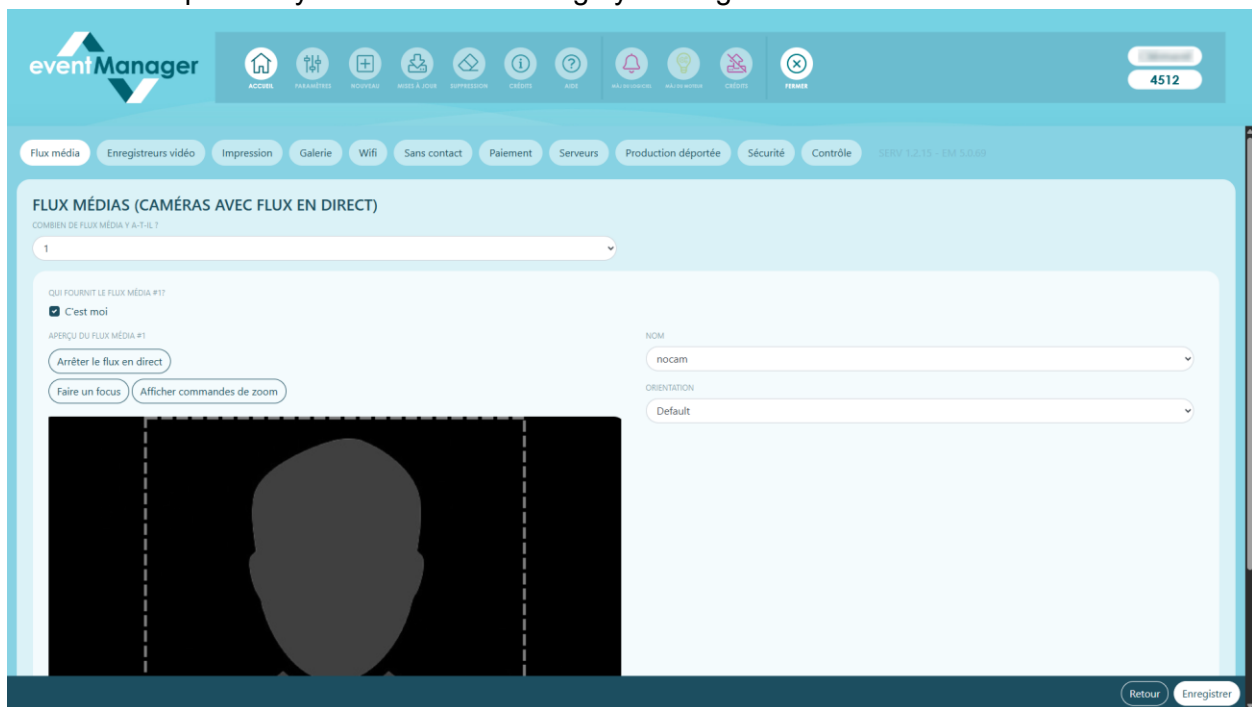


### 2.2.1 Media Streams Tab

The Media Streams tab is the main interface for managing your camera for your photo events. Here you can select your camera connected to your photo terminal and adjust its settings.



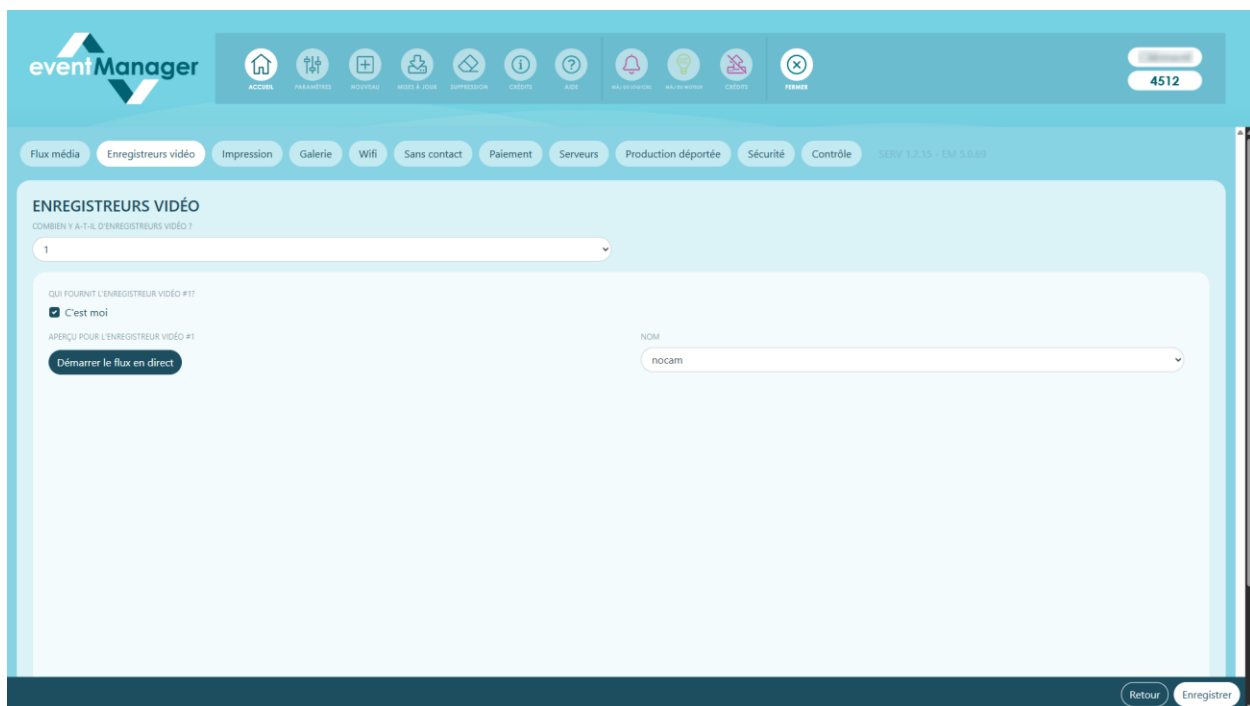
You can also preview your camera rendering by clicking the “Start Live Stream” button



### 2.2.2 Video Recorders Tab

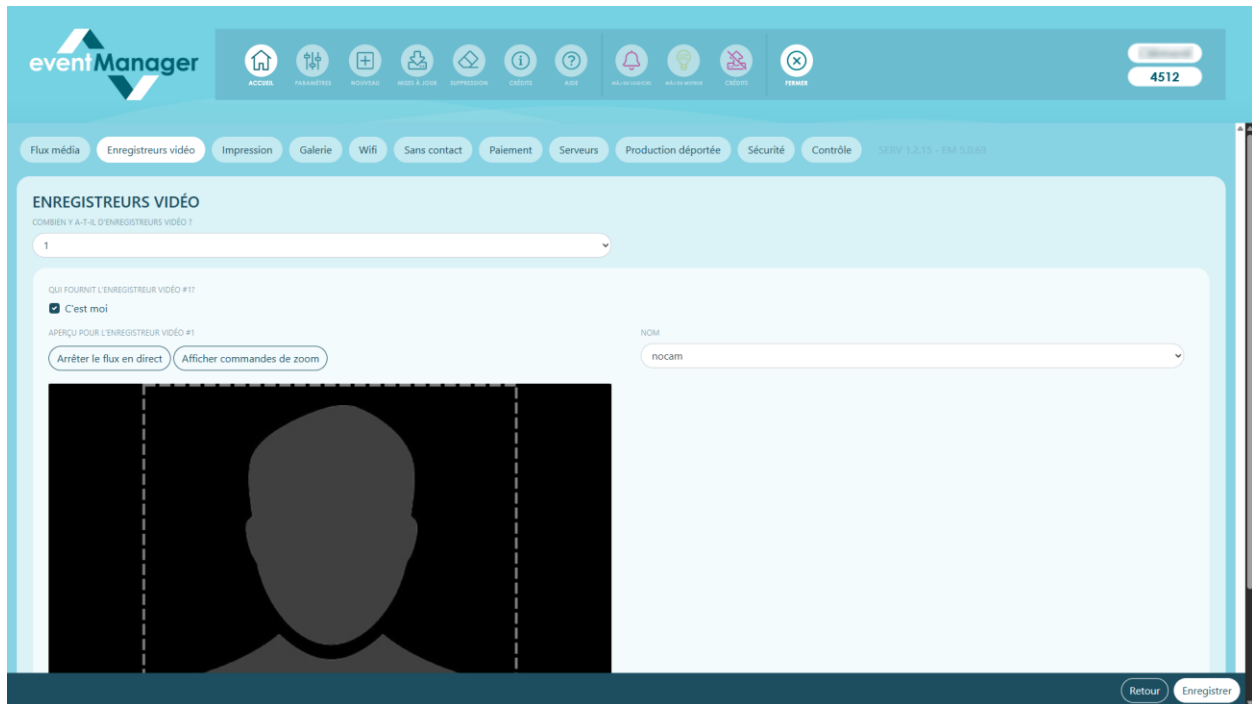
In this tab, you will be able to specify and configure the camera that will be used for your video events.

**Note: You can specify the same camera as both a Media Stream and a Video Recorder. Be sure to select the correct physical setting on your camera based on your event type (photo vs. video).**



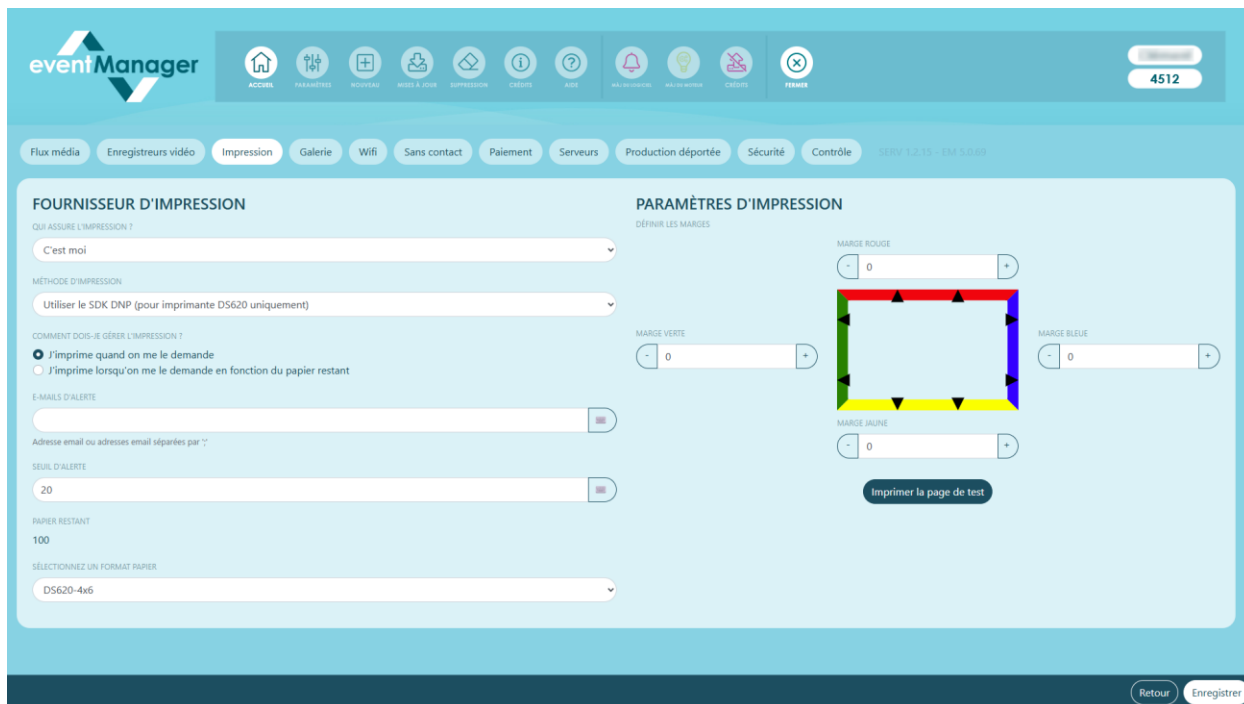
The screenshot displays the 'ENREGISTREURS VIDÉO' (Video Recorders) configuration page in the Event Manager application. The interface features a teal header with the 'eventManager' logo and a navigation bar with icons for ACCUEIL, PARAMÈTRES, NOUVEAU, MISE À JOUR, SUPPRESSION, CREDITS, AIDE, ALERTE, MAILING, CREDITS, and FERMER. A user ID '4512' is visible in the top right. Below the header, a secondary navigation bar includes tabs for Flux média, Enregistreurs vidéo (selected), Impression, Galerie, Wifi, Sans contact, Paiement, Serveurs, Production déportée, Sécurité, and Contrôle. The main content area is titled 'ENREGISTREURS VIDÉO' and contains a dropdown menu for 'COMBIEN Y A-T-IL D'ENREGISTREURS VIDÉO ?' set to '1'. Underneath, there is a section for 'QUI FOURNIT L'ENREGISTREUR VIDÉO #1?' with a checked radio button for 'C'est moi'. Below this, there is a section for 'APERÇU POUR L'ENREGISTREUR VIDÉO #1' with a 'NOM' dropdown menu set to 'nocam' and a 'Démarrer le flux en direct' button. At the bottom right, there are 'Retour' and 'Enregistrer' buttons.

As with the “Media Stream” tab, you have the option to preview your camera’s output by clicking the “Start Live Stream” button.



### 2.2.3 Print Tab

Here you have the option to select management, printing method and, when using a DNP DS620, you can also get email alerts, manage your printing based on your remaining paper and also manage your printing margins.



### Print management

Menu option	Explanations
"It's me"	This means that your photo kiosk handles printing
"Someone else"	You can dedicate your printing to another machine. You will then need to enter the IP address of your machine.
"Person"	This allows you to disable printing completely.

### Printing method

Menu option	Explanations
"Windows Printing from the Context Menu"	Your photo kiosk will use the classic print window provided by Windows.  <b>Note: You must print at least one image from Windows, using the context menu, to</b>

	<b>properly configure the printing options.</b>
“Using the DNP SDK (for DS620 printer only)”	<p>Your photo terminal will use the DNP DS620 driver which is automatically integrated into the software.</p> <p>Thanks to this option you will be able to mix different formats for your event and be able to print them all (except for A4 and DIGITAL types)</p> <p>On the right, you can change the printer margins and print a test with instructions for changing them if necessary.</p>
“Personalized”	<p>Used in specific settings.</p> <p><b>Note: Do not use this option unless instructed to do so by our support team.</b></p>
“Simulate printing”	<p>This will open the print file on your photo kiosk through the Windows Photos tool.</p>
“Windows Default Printing”	<p>Your photo booth will use the default printer selected in Windows. You'll need to exit the software and access your printers to select the default printer.</p>

### Alert email

If you select the “Use DNP SDK (for DS620 printer only)” printing method, you will be able to enter an email address to receive a notification when the remaining number of prints has been reached.

### Alert threshold

If you select the “Use DNP SDK (for DS620 printer only)” printing method, you can enter a value for the number of prints remaining to receive the email alert.

### Remaining paper

In case of selecting the printing method “Use DNP SDK (for DS620 printer only)”, the eventManager is able to tell you the remaining number of prints from your DNP DS620 printer.

**Select a paper size**

Here you will need to configure according to your choice of format type configured in your event as well as the paper type of your printer so that when you launch your event, the eventManager is able to display and offer the correct photo frames.

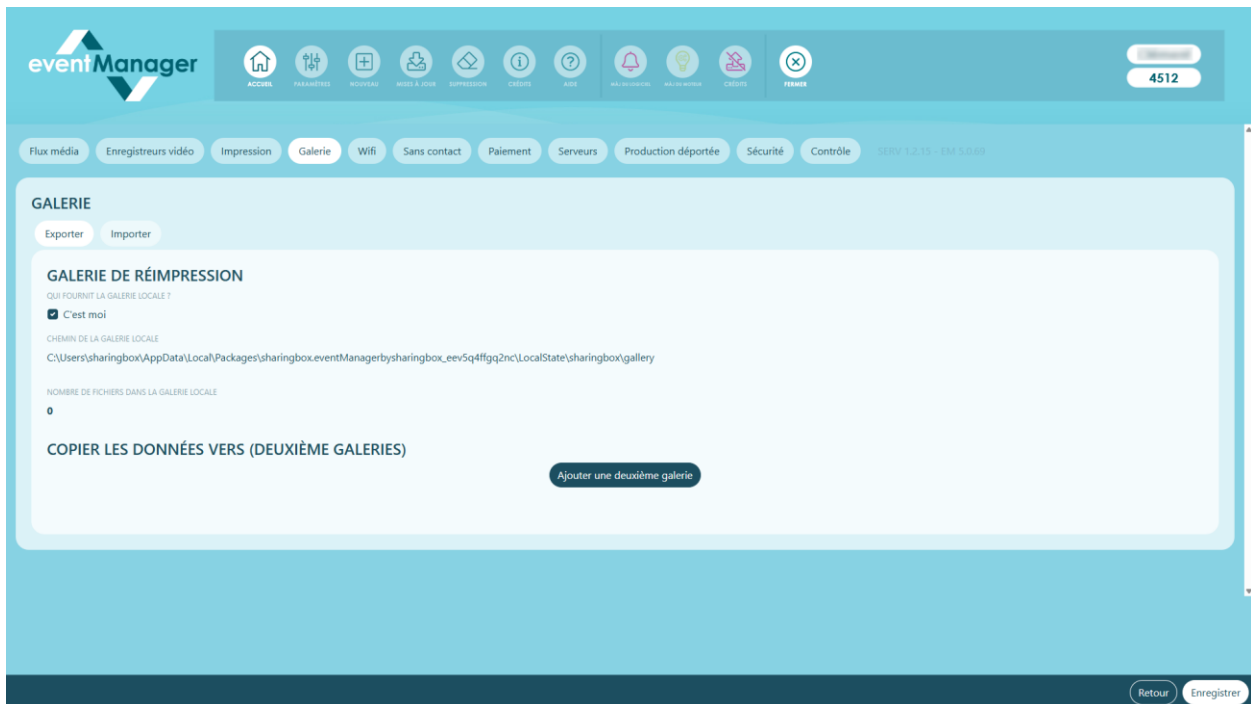
Menu option	Matching the format type from the event-editor
DS620-6x8	<p>Corresponds to the selection of one of the formats corresponding to the type “4x6” or “6x6” or “DIGITAL” or “6x8”.</p> <p>This is the most complete paper format that will allow you to mix several types of formats in the same event.</p>
DS620-4x6	Corresponds to the selection of one of the formats corresponding to the “4x6” or “DIGITAL” type.
QW410-4x6	Corresponds to the selection of one of the formats corresponding to the “4x6” or “DIGITAL” type.
DS620-4x6-perforated-(4x4+2x4)-coupon	<p>Corresponds to the selection of specific formats corresponding to the following list:</p> <ul style="list-style-type: none"> <li>● PS1-01</li> <li>● PS4-01</li> <li>● LS1-01</li> <li>● LS4-01</li> </ul> <p>This selection should only be chosen when configuring your event using the Enterprise template (see event-editor manual)</p>
DS620-4x6-perforated-media-2x(4x3)	Corresponds to the selection of one of the formats corresponding to the “4x3” or “DIGITAL” type.
DS620-6x8-super-matte	Corresponds to the selection of one of the formats corresponding to the type “4x6” or “6x6” or “DIGITAL” or “6x8” with matte option.

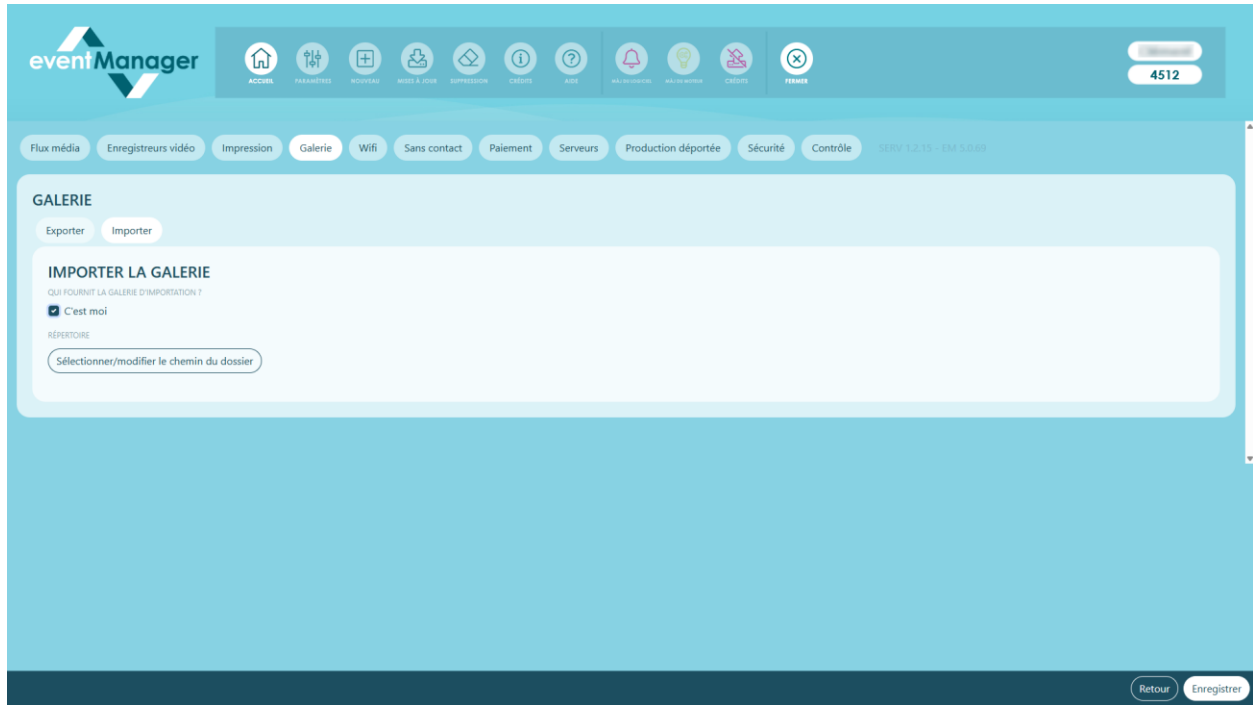
	<p><b>Note: The matte option in event configuration is only available internally at the moment.</b></p>
<p>DIN-A4</p>	<p>Corresponds to the selection of one of the formats corresponding to the “A4” type</p>

### 2.2.4 Gallery Tab

You will be able to export your photos to a folder during the event and specify the folder where you want the eventManager to look for photos for the Import Gallery mode available in the “Enterprise” event template.

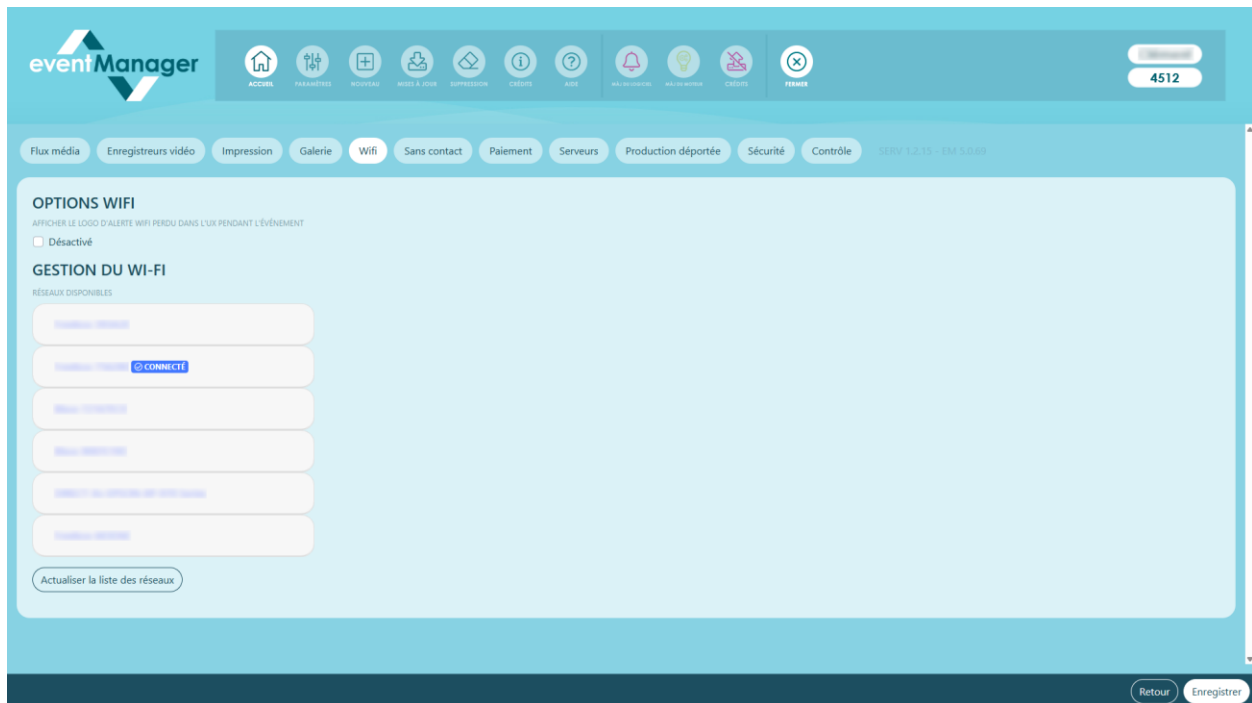
**Note: We recommend removing all paths specified in these tabs once your event is over.**



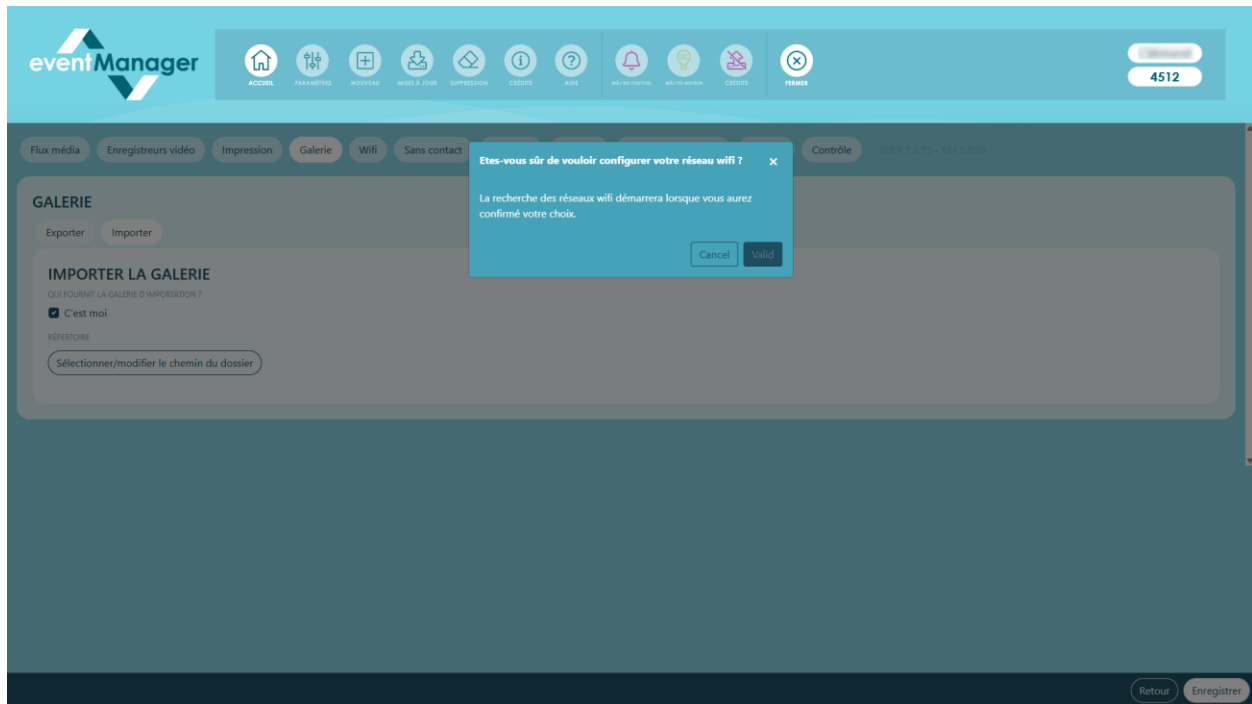


### 2.2.5 Wifi tab

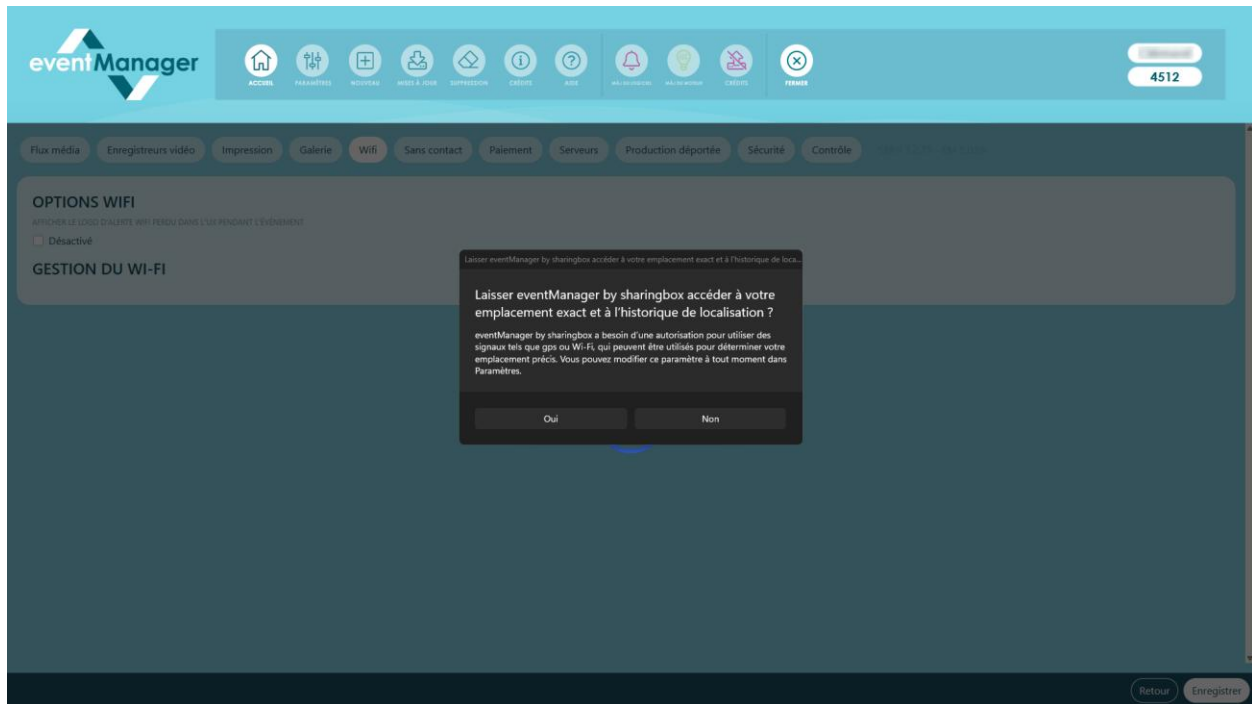
Through this tab, you will be able to directly connect your photo terminal to the internet.



When you click on this tab, a confirmation window automatically appears to start the network search.

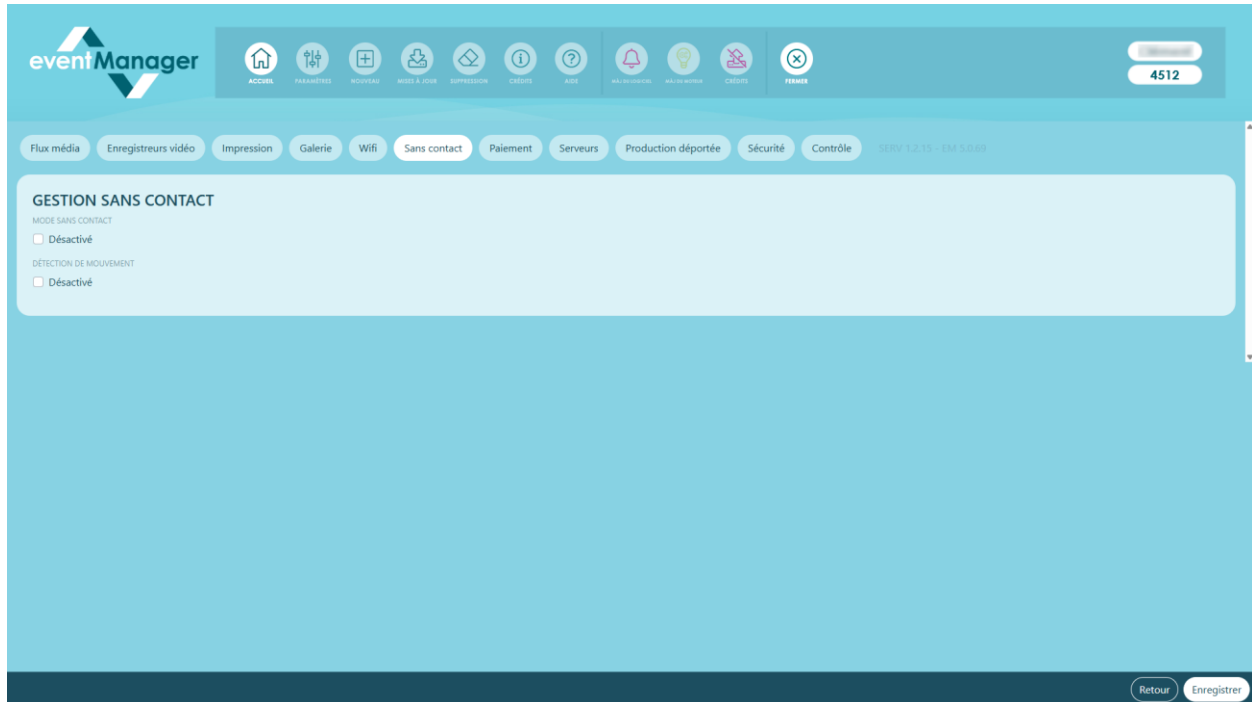


**Note: When you first use the tab, you will be prompted to allow the software to access your exact location and location history. Please accept this window to allow EventManager to access the list of available Wi-Fi.**



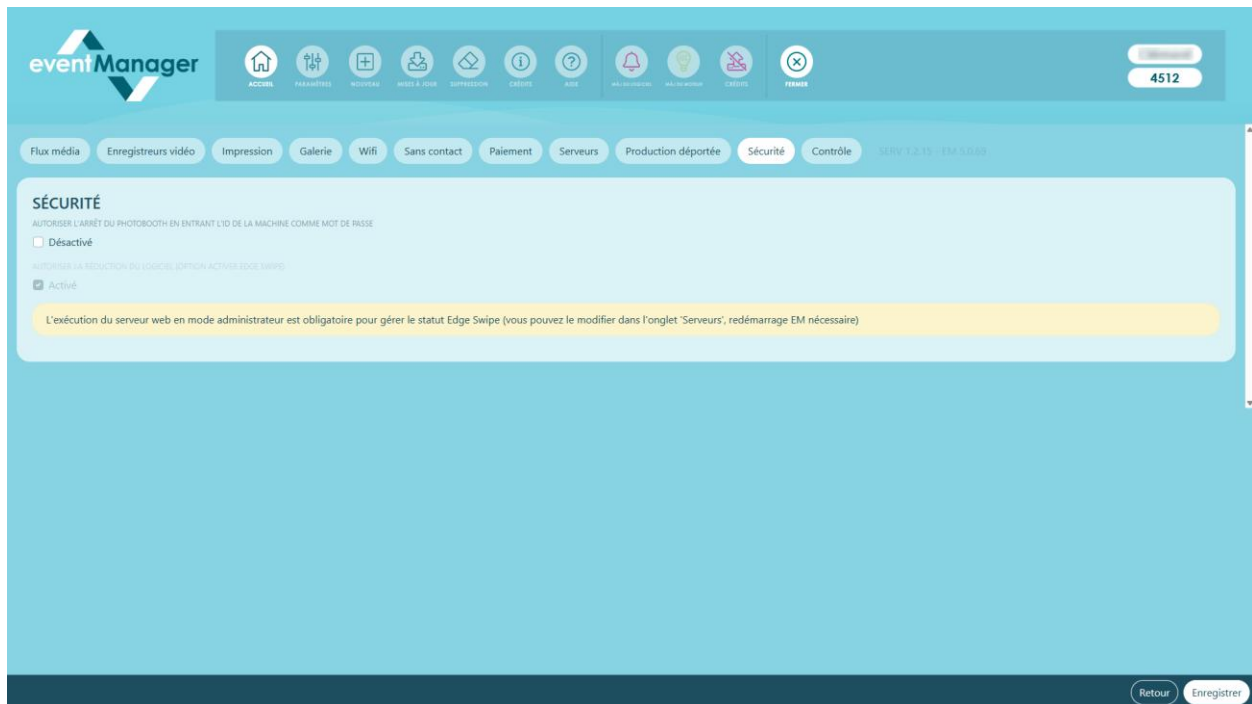
### 2.2.6 Contactless Tab

This tab allows you to enable contactless mode for your event so that users can interact without directly using the screen



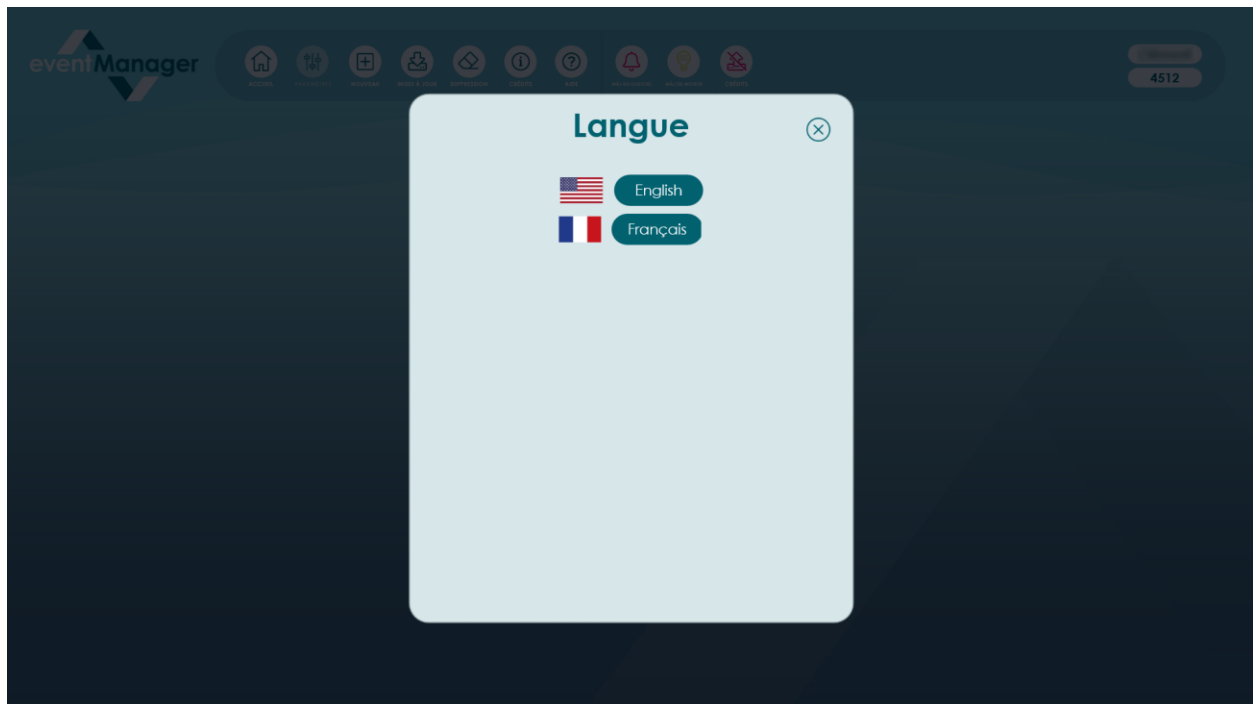
### 2.2.7 Security Tab

The Security tab will allow you to enable options such as allowing your photo booth computer to be turned off when your photo booth software ID is entered as the access code on the home screen.



## 2.3 Language

Here you can directly change the language of the EventManager.



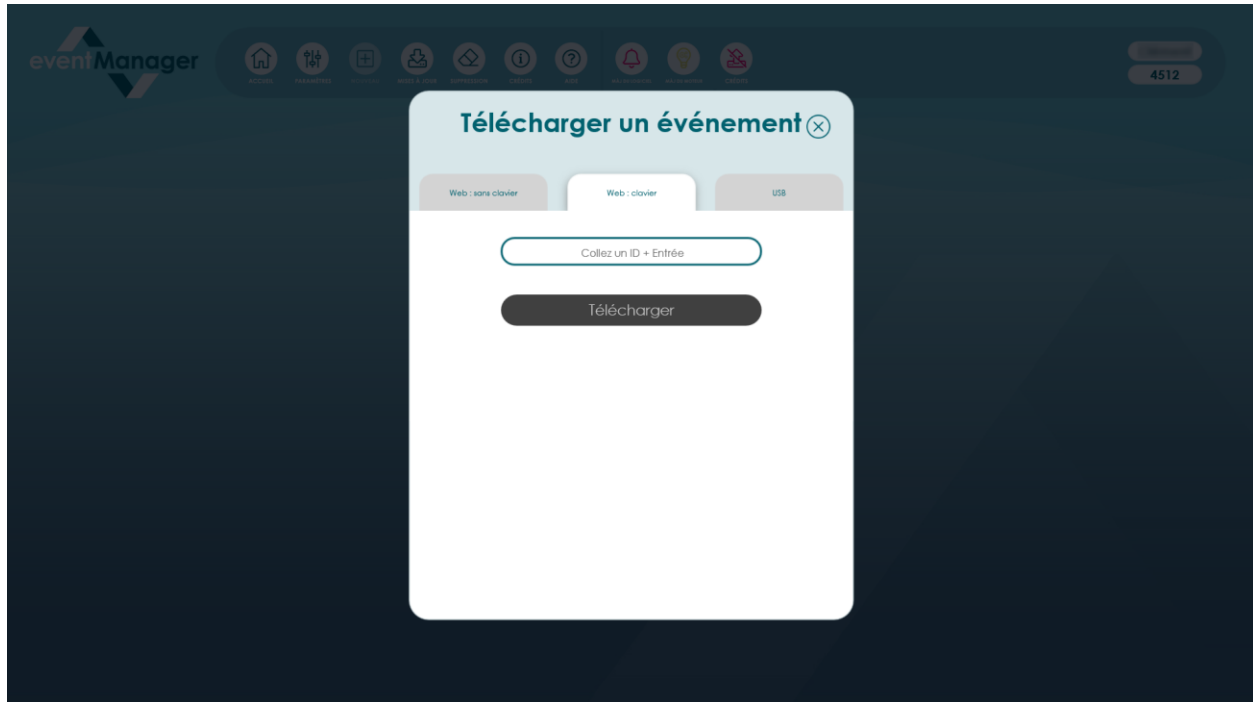
## 3. New

This is where you will upload your configured events from the event-editor.

### 3.1. Keyboardless Web

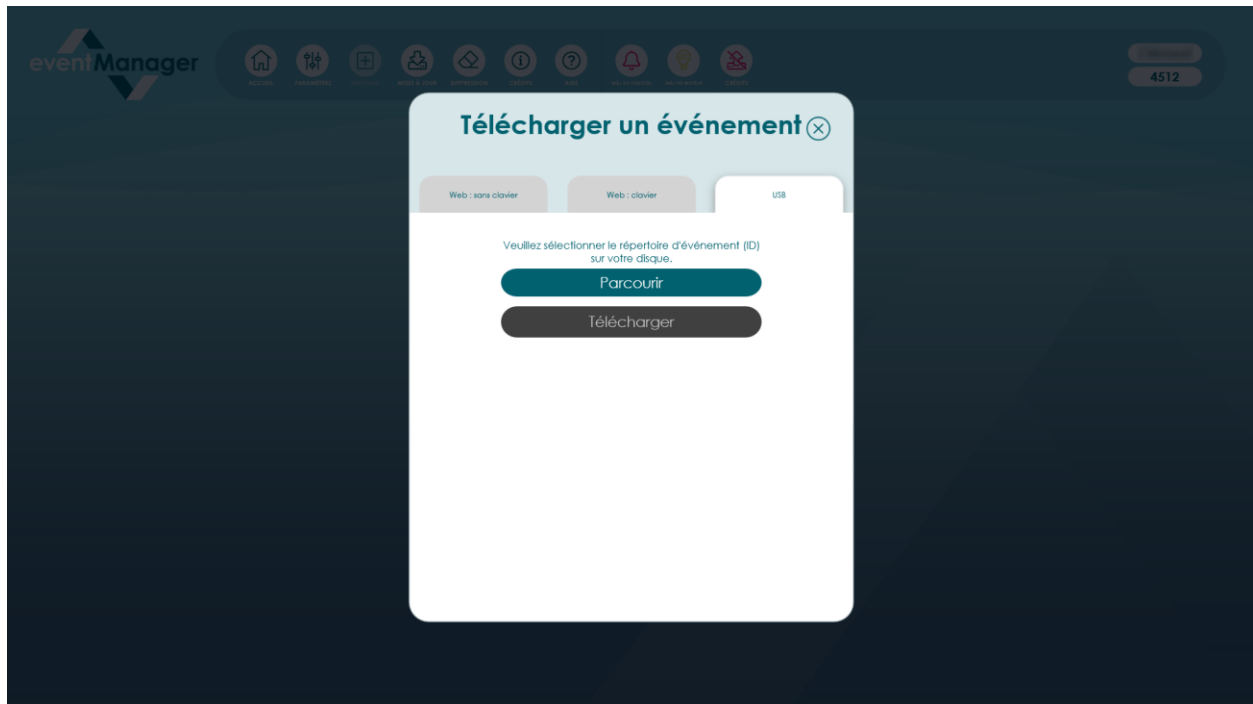
Using this tab, you can tap in the different areas to set the event ID to upload to the eventManager.





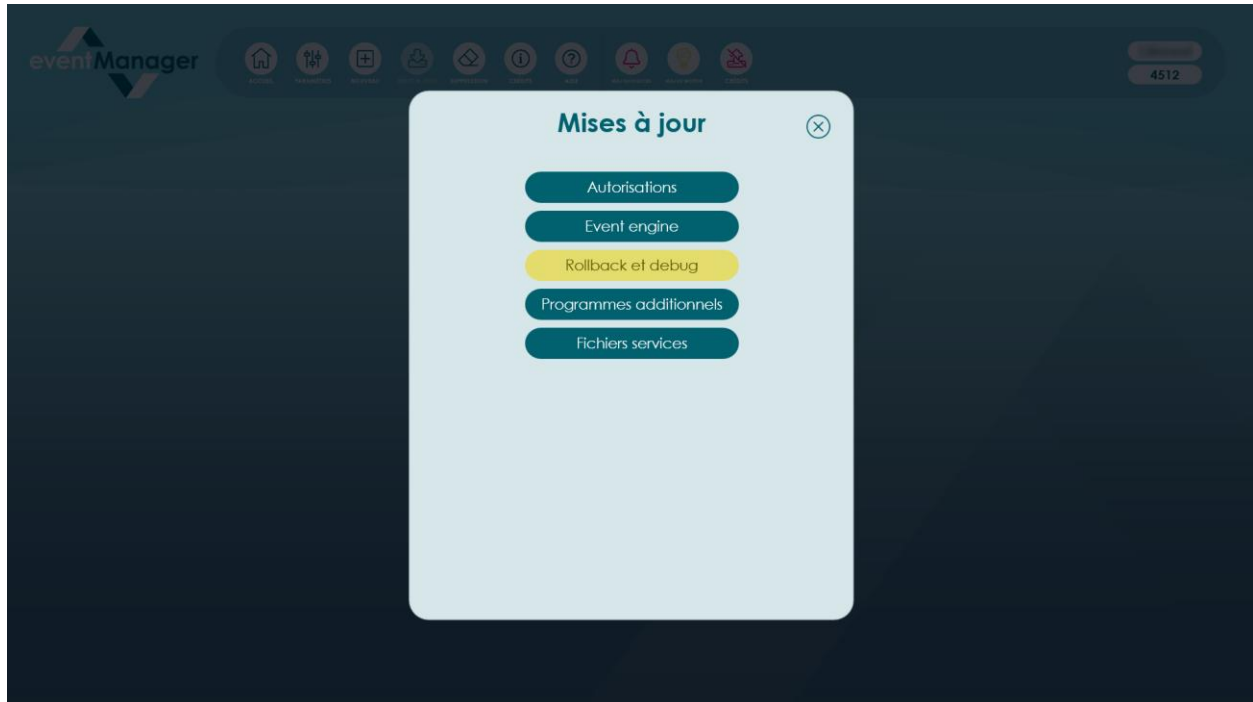
### 3.3. USB

When you don't have an internet connection, you can import your event into EventManager from this section at any time. To do this, you'll first need to select your event folder using the "Browse" button and then click the "Upload" button.



## 4. Updates

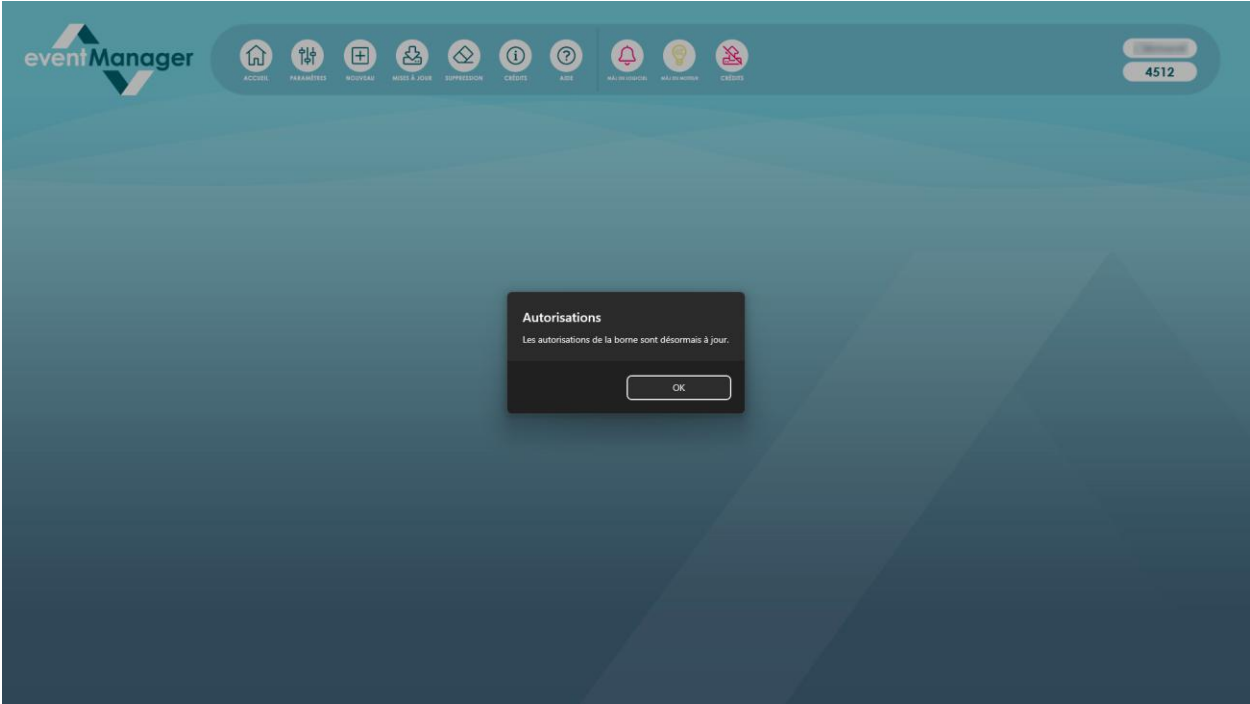
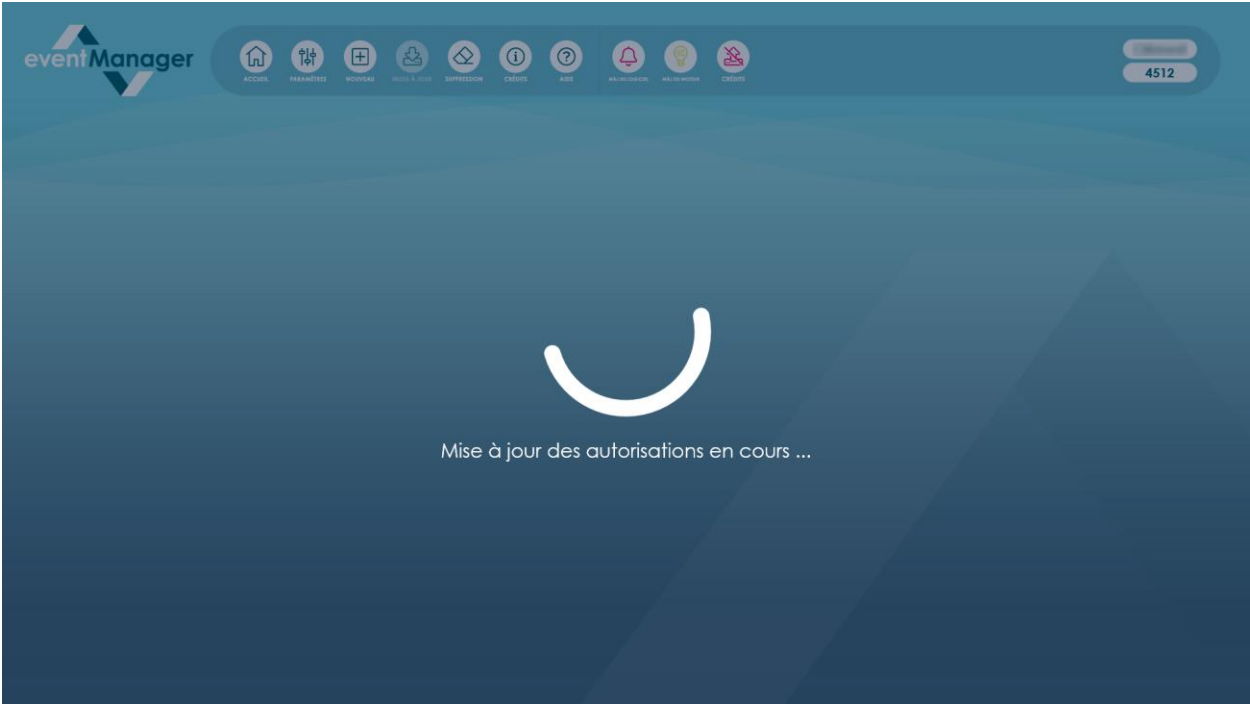
This button will allow you to access and update the various components of the eventManager.



**Note: All updates require an internet connection.**

#### 4.1. Authorizations

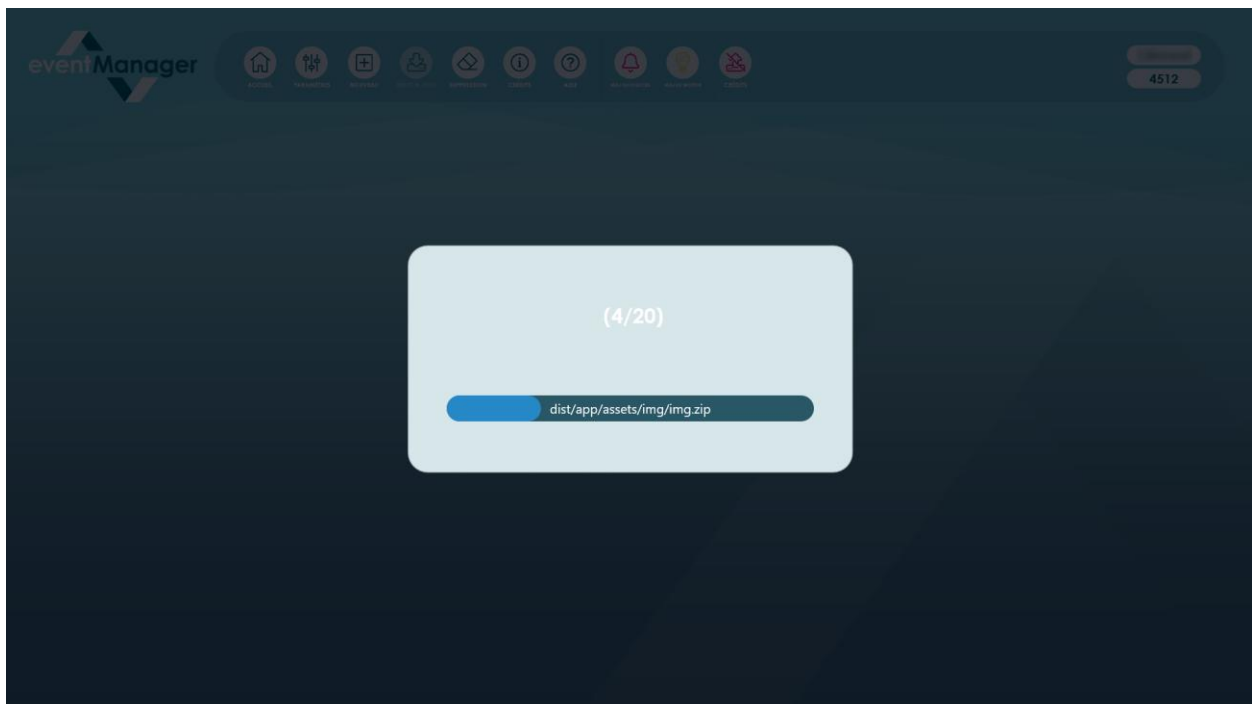
The “Permissions” button allows you to update the list of access codes for your machine. When the button is pressed, it will automatically start updating the permissions and an information window will appear once the update is complete.

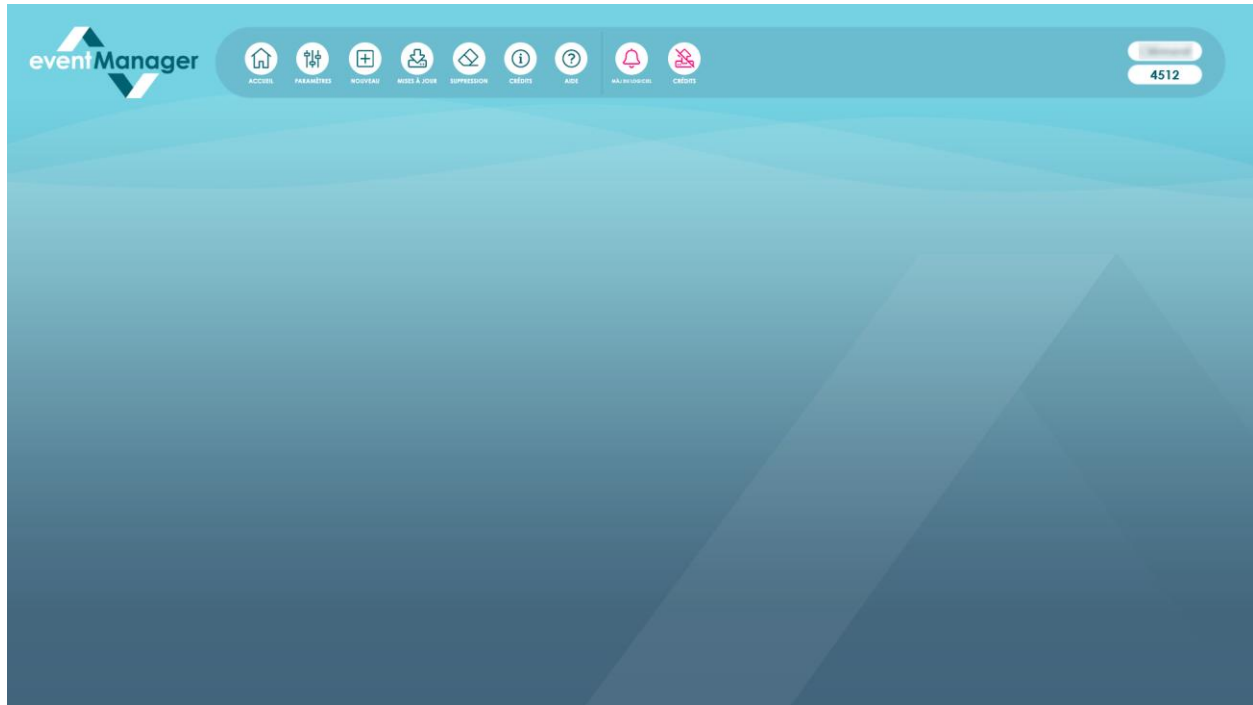


## 4.2. Event-engine

The event engine is one of the main components of the event manager. It is this engine that allows for the various displays of your launched event as well as the user interactions.

Clicking this button will automatically launch the event engine update. A progress window will appear while the component is being downloaded and installed, and you will automatically return to the administration screen once the installation is complete.





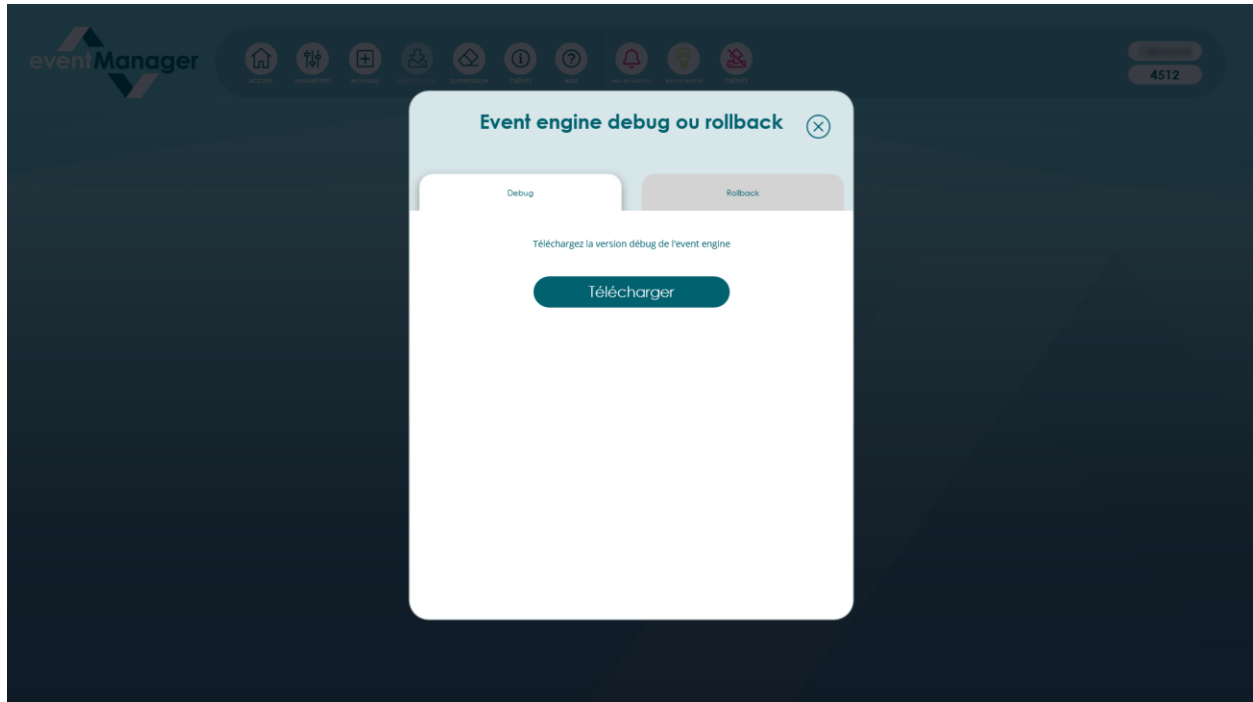
### 4.3. Rollback and debugging

The Restore and Debug button allows you to download a previous version of the event-engine or the latest unofficial version available.

#### 4.3.1. Debug

To download the debug version, simply click download. As with an event-engine update, you'll see a window informing you of the progress of the debug version download and installation, and you'll be redirected to the admin screen.

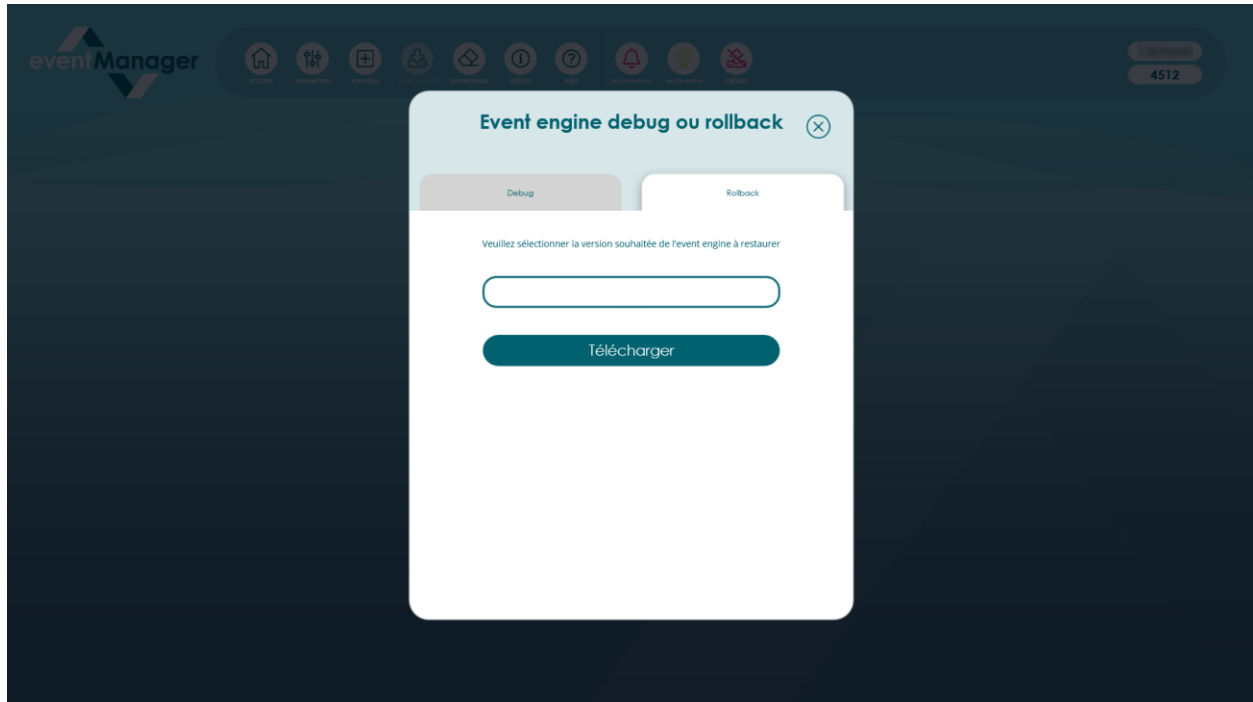
**Note: Please download the debug version only with prior approval from our support team.**



### 4.3.2. Rollback

The Rollback tab allows you to select one of the previous released versions of the event engine. By tapping on the available area, a drop-down menu will appear to select the desired version. Once selected and when you press the “Download” button, as for an event-engine update, you will have a window informing you of the progress of the download and installation and you will be redirected to the administration screen.

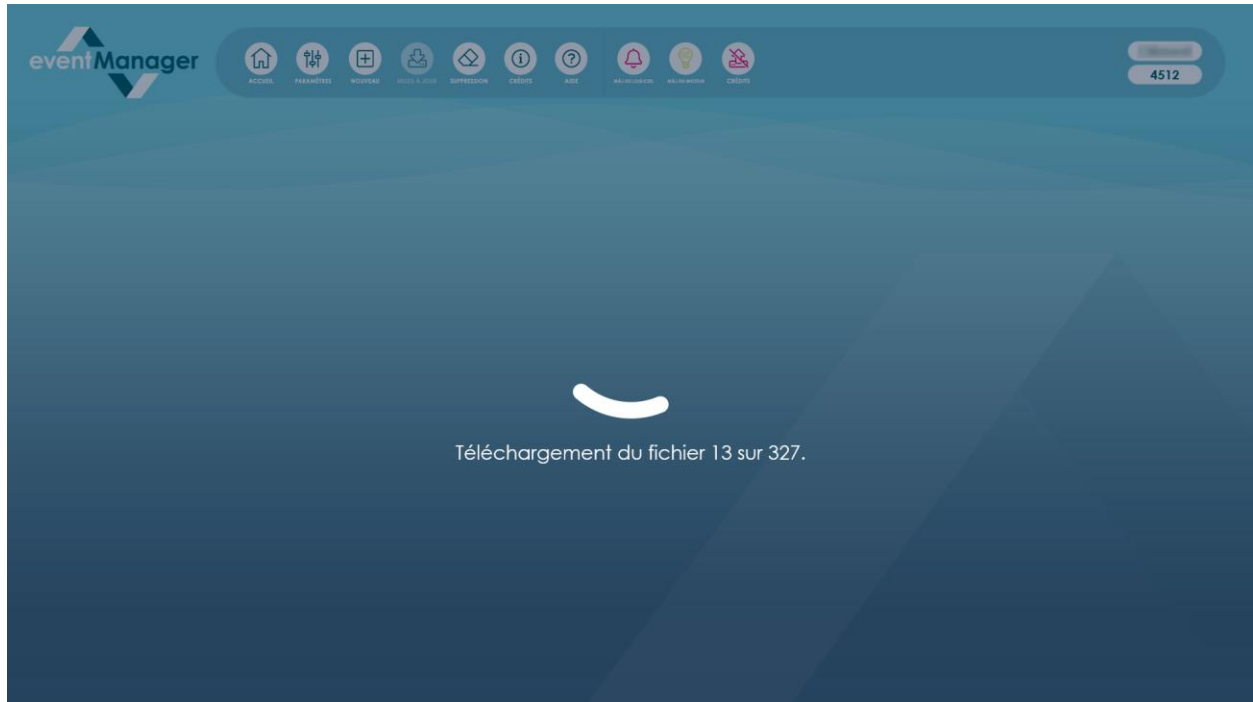
**Note: We recommend using this button when you encounter difficulties or issues with your launched event. Our support team will inform you which version to download if necessary.**



#### 4.4. Additional programs

All additional programs that allow the eventManager to function optimally are automatically updated at each start-up when your photo terminal is connected to the internet if necessary.

However, you can still make sure you are up to date by clicking the button to start the download and installation process for additional programs.

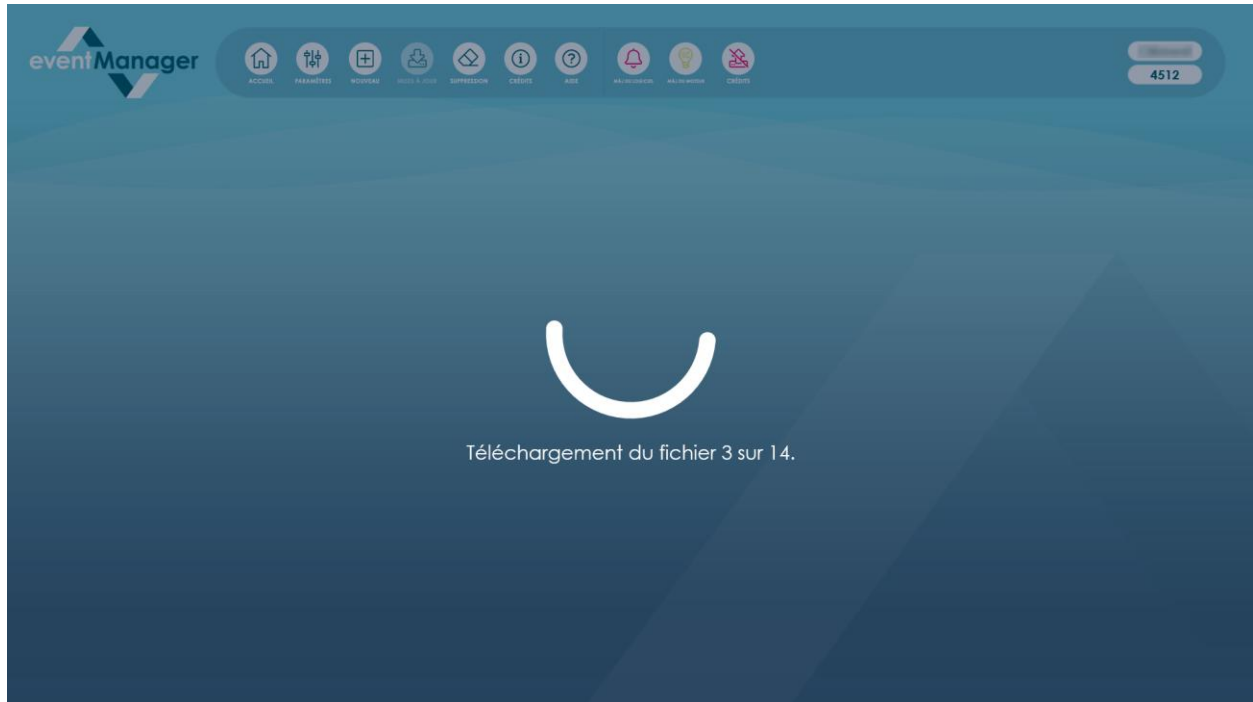


You will be redirected to the admin screen once the download and installation is complete.

## 4.5. Service files

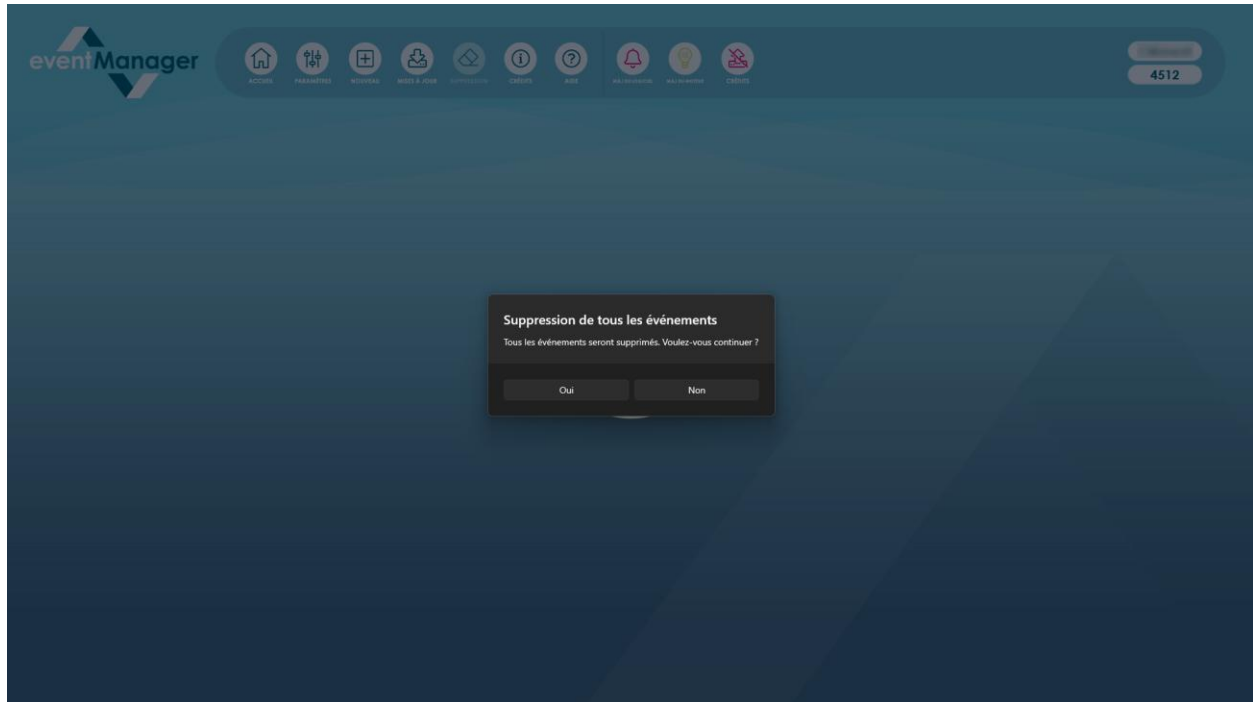
Service files are additional components that allow optimal communication between the eventManager and various additional hardware such as the camera or printer. These files are updated automatically at each startup when your photo terminal is connected to the internet if necessary.

However, you can still make sure you are up to date by clicking the button to start the download and installation process for these files.



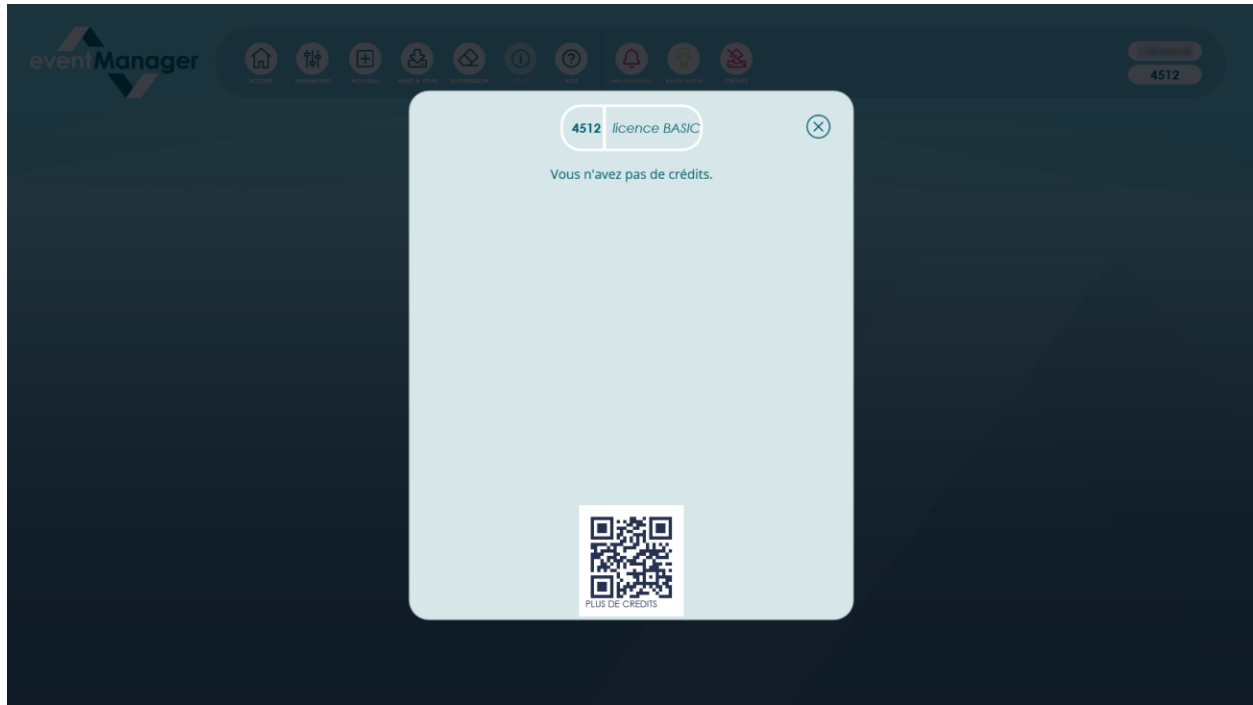
## 5. Deletion

This button will allow you to delete all events uploaded to the EventManager at once. A confirmation window will appear to begin the deletion process.



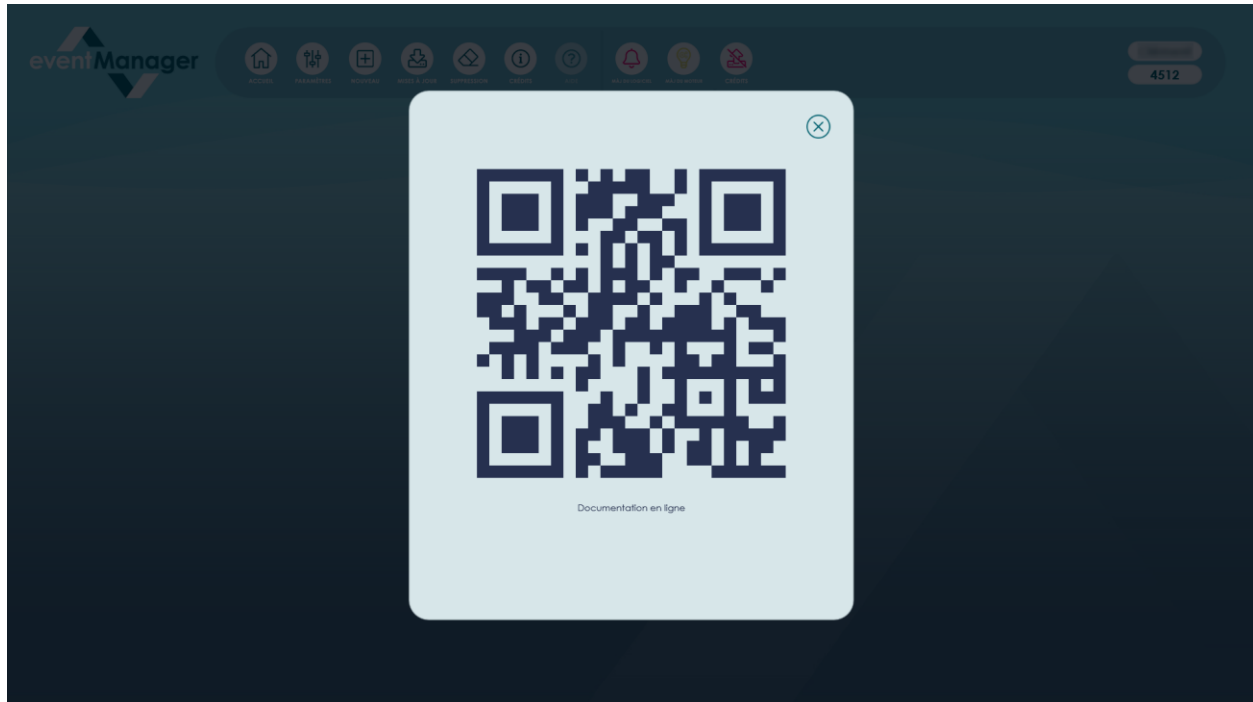
## 6. Credits

You can view all the credits assigned to your photo booth through this button and scan the QR code to be redirected to the back office.



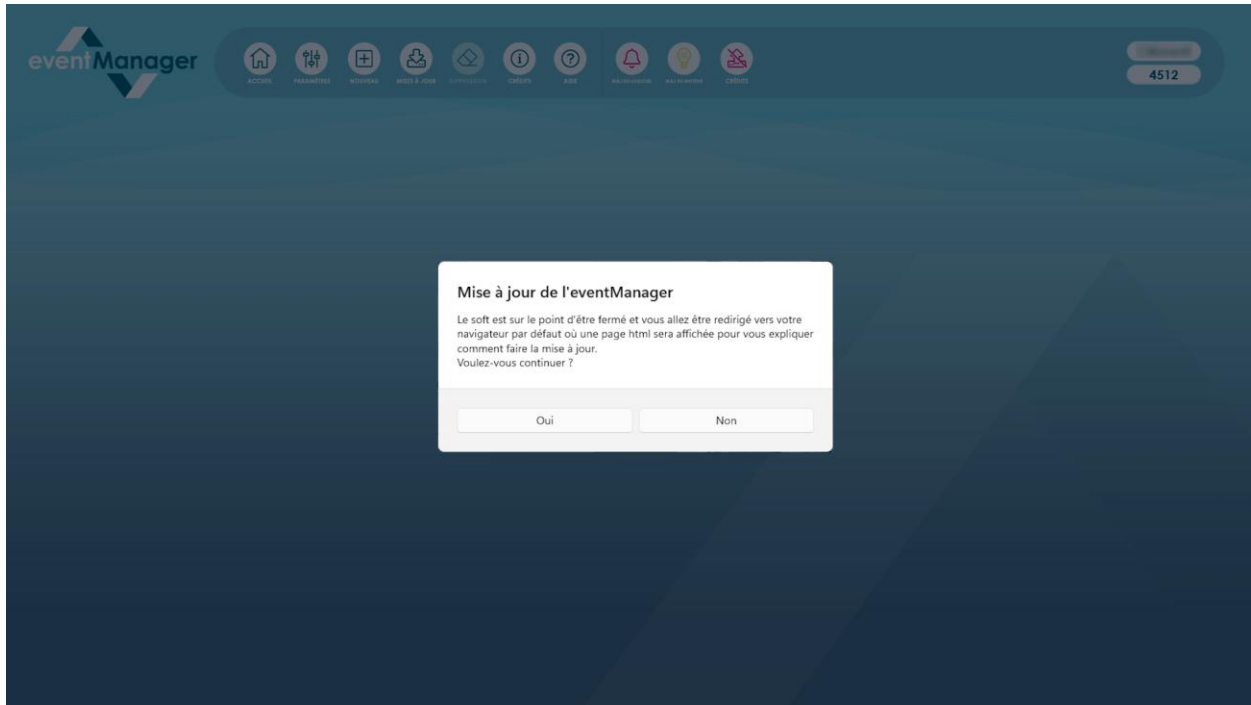
## 7. Help

This button displays a QR code to redirect you to our online documentation.

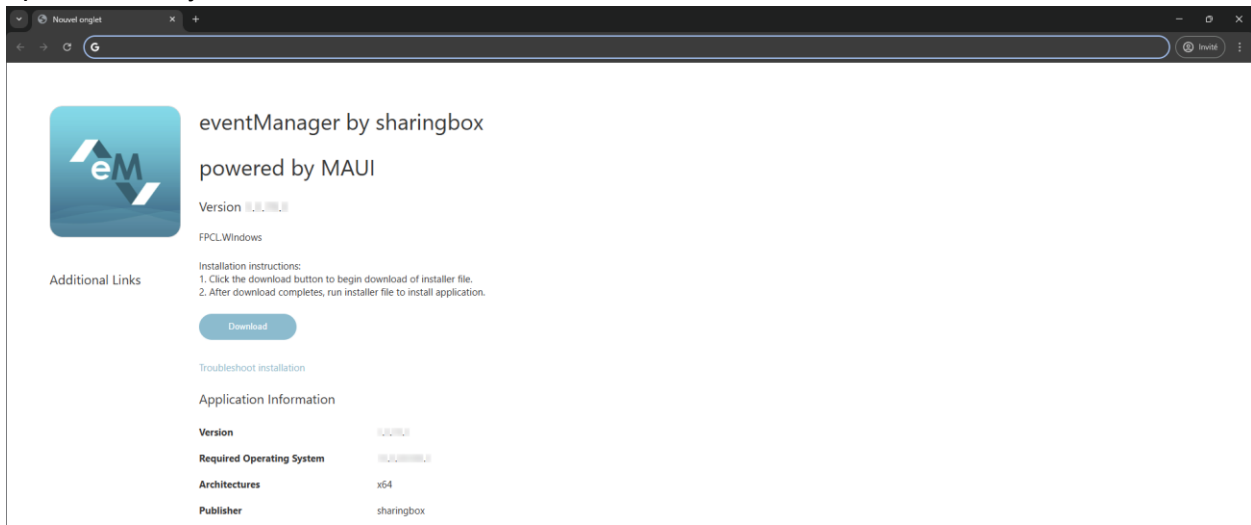


## 8. Software Update

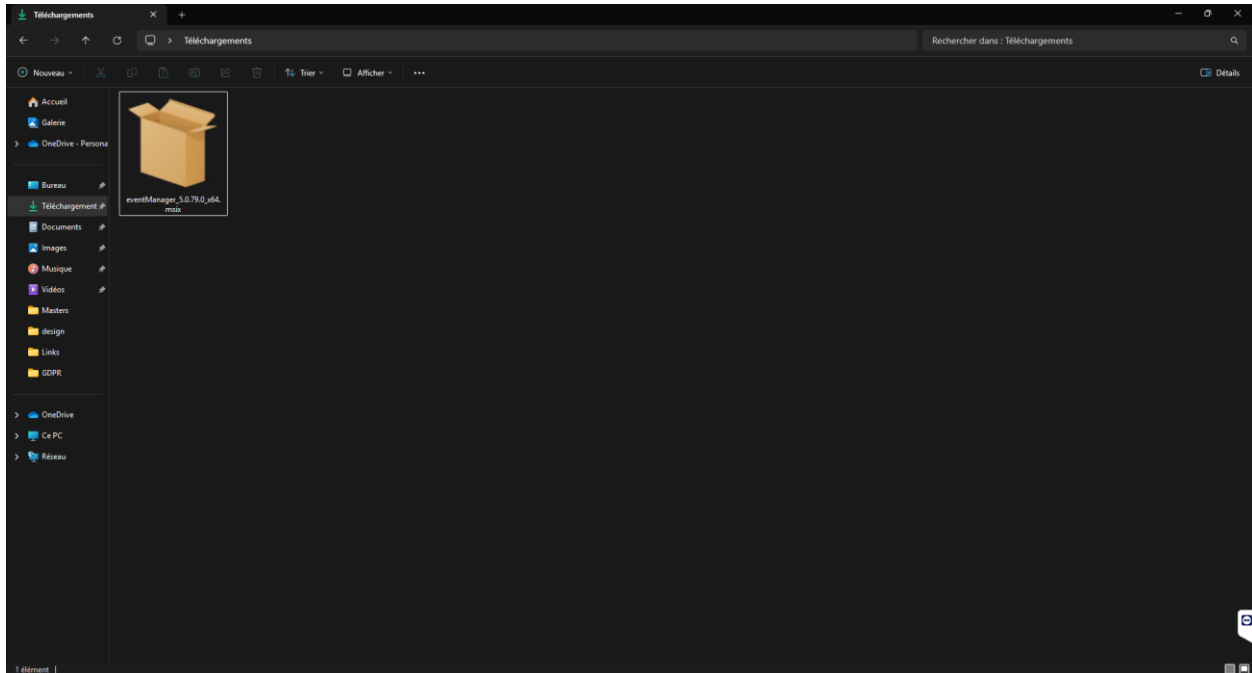
This button allows you to download the latest available version of EventManager. This button is only displayed when a new version is available. Once the update is downloaded and installed, this button will disappear.

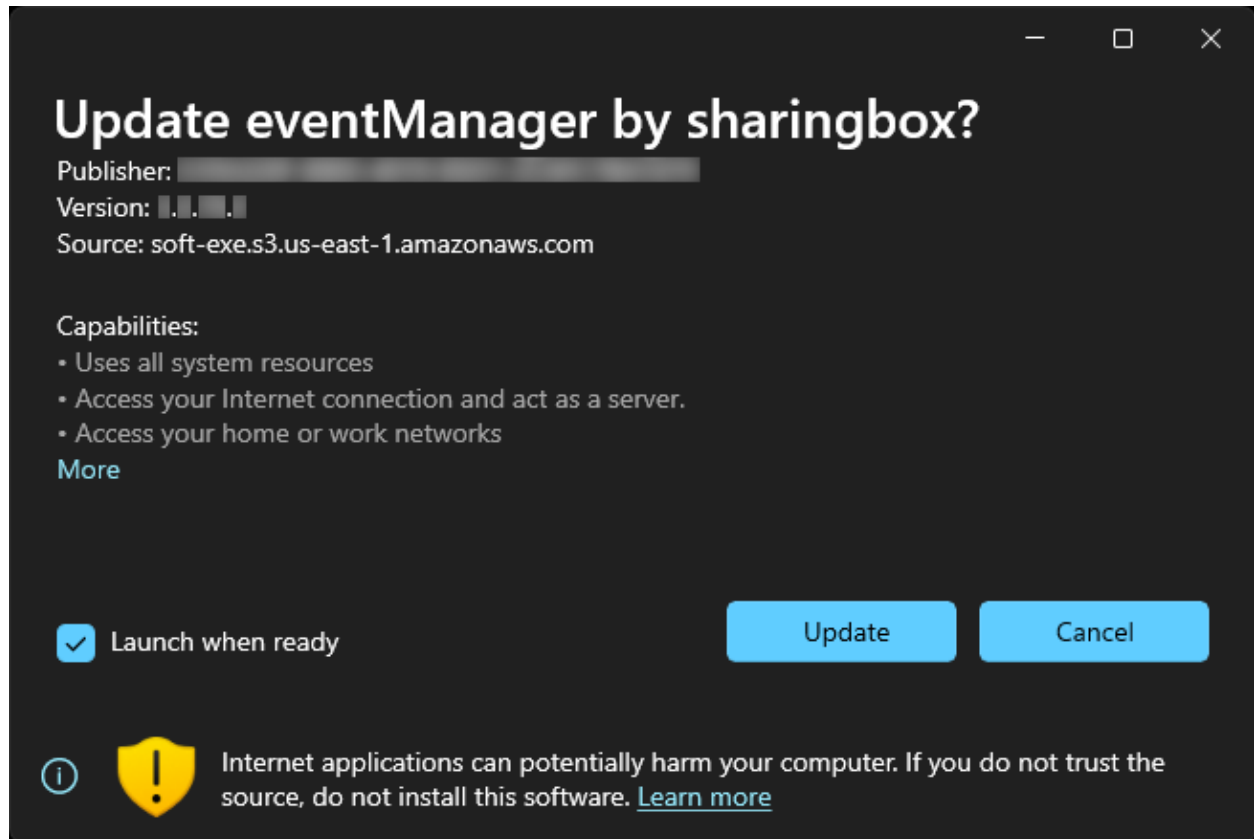


Once the pop-up window is validated, the EventManager will be closed and a web page will open to allow you to download the new available version.



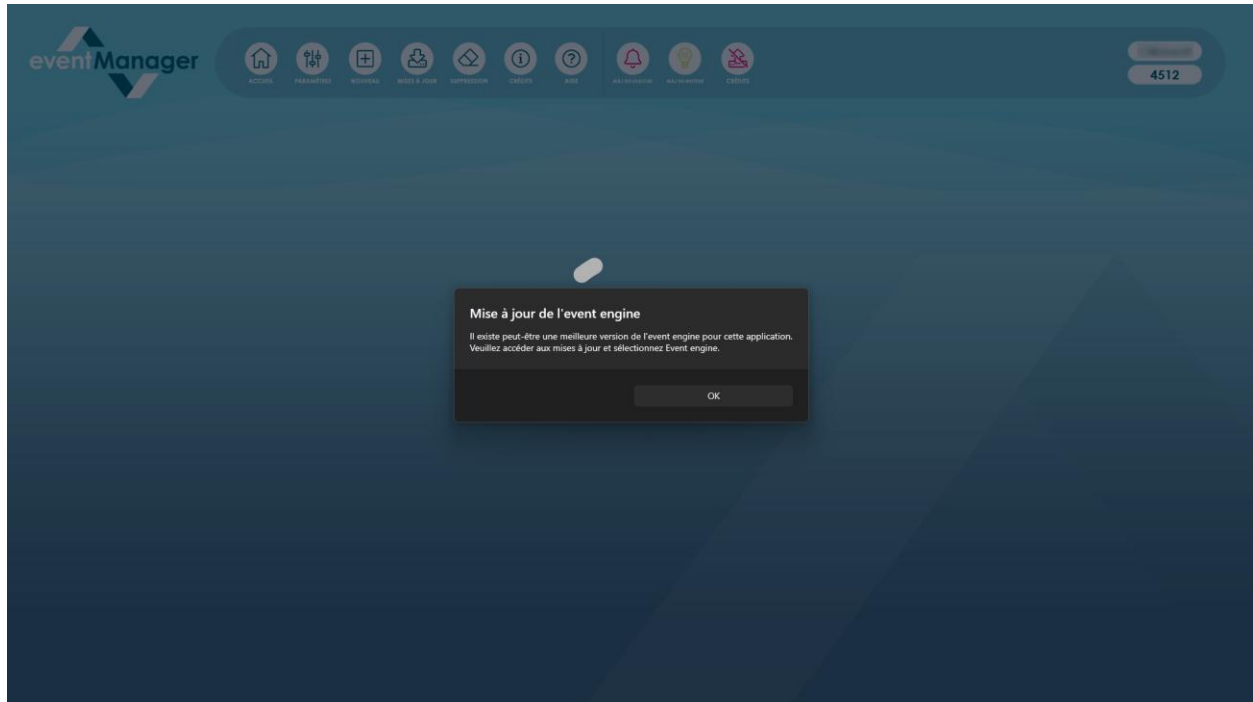
Once the file is downloaded and launched, you will be able to install the new version through the pop-up window.





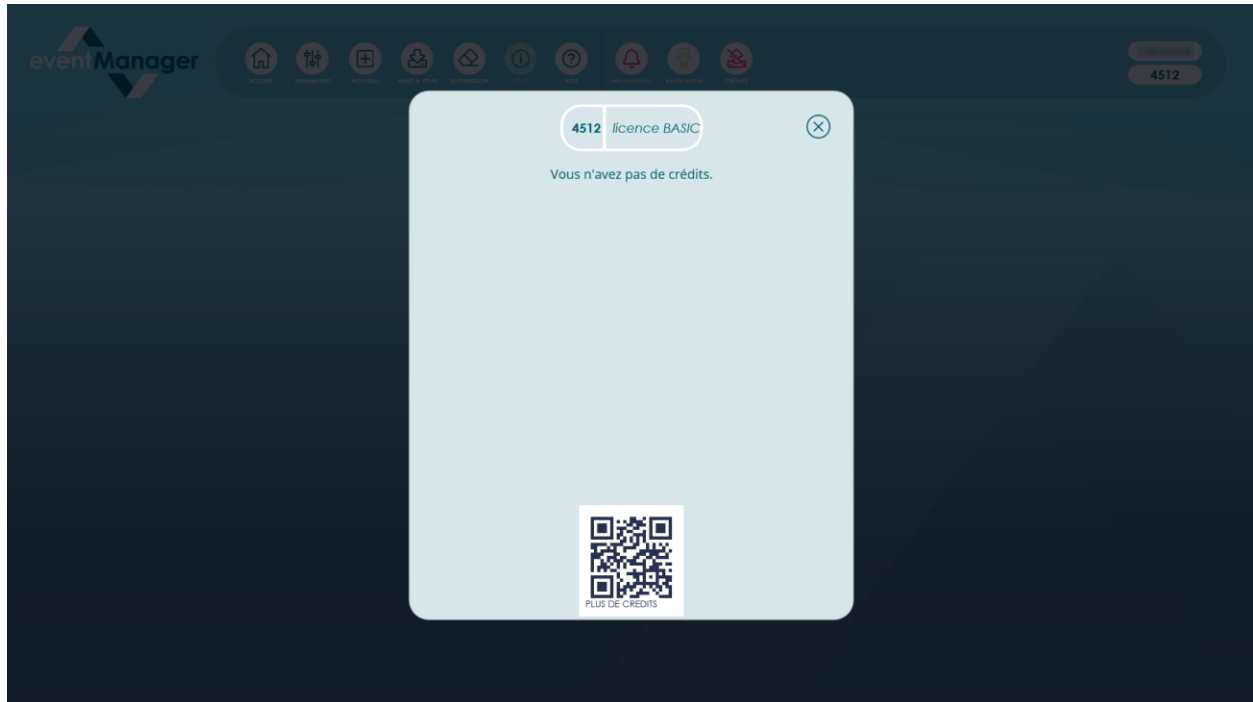
## 9. Engine update

This informational button is only available when a new version of the event engine is available. To update your event-engine, you will need to go to the “Updates” button and click on the “event-engine” button to start the update procedure. ([see 4.2. Event-engine](#))



## 10. Credits

This version of the “credits” button is only present when you do not have any or no more credits assigned to your photo booth.



# EVENT

For each uploaded event, a dedicated area is assigned to it in the administration screen



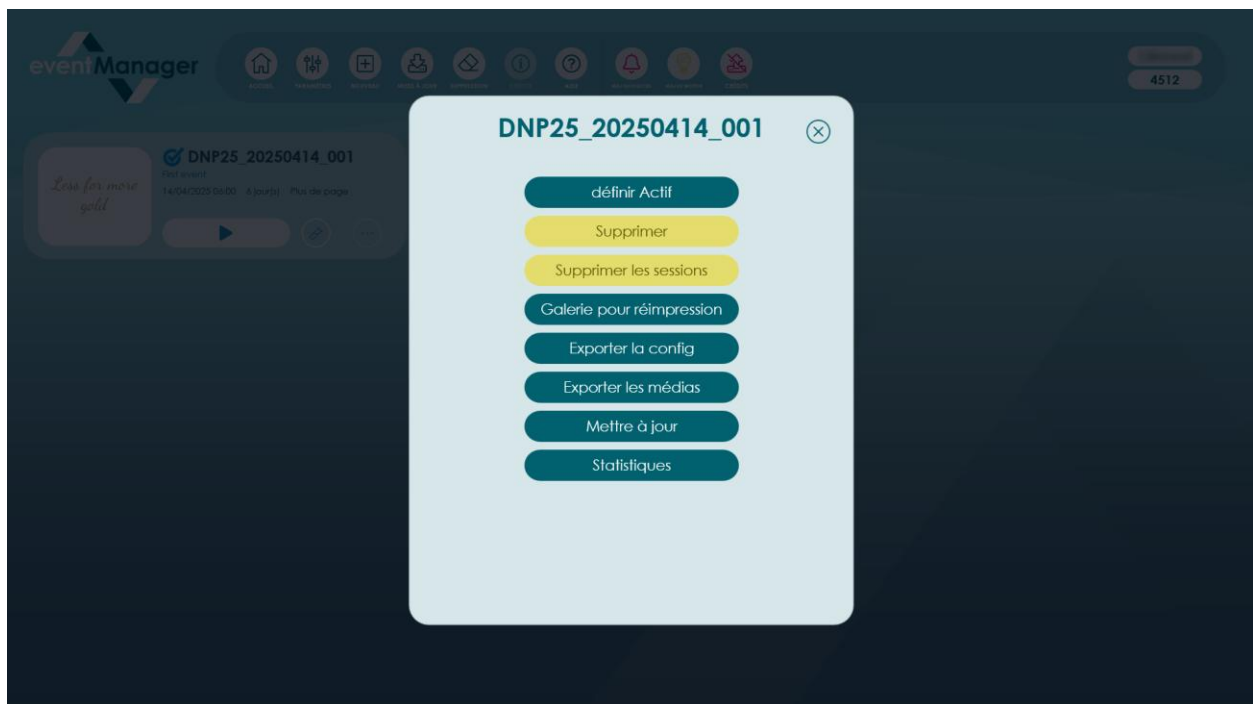
## 1. Play Event Button

This is the main button to launch your event.

## 2. Launch the event in test mode

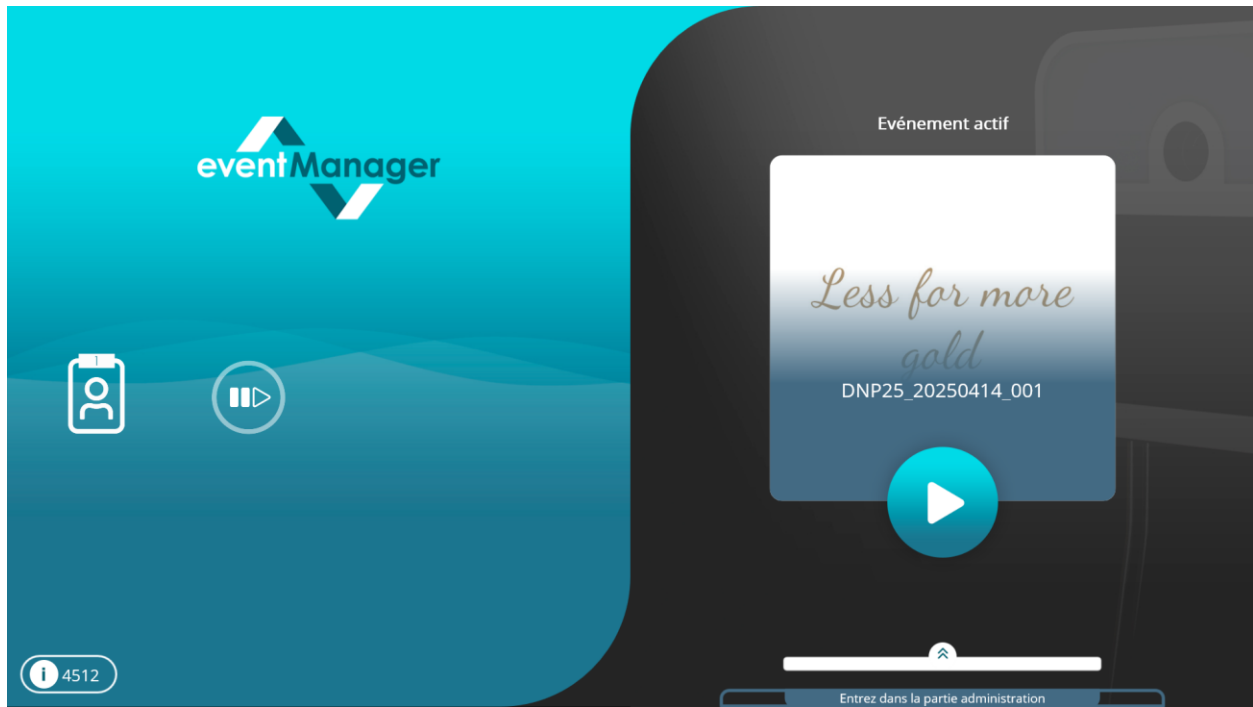
Test mode allows you to play the event with a watermark on the photos and these will not be counted in your statistics and reports.

## 3. Event Menu



### 3.1 Define Active

The “Set Active” button allows you to set your event as the default event to start. It will be available on the main screen for launch.



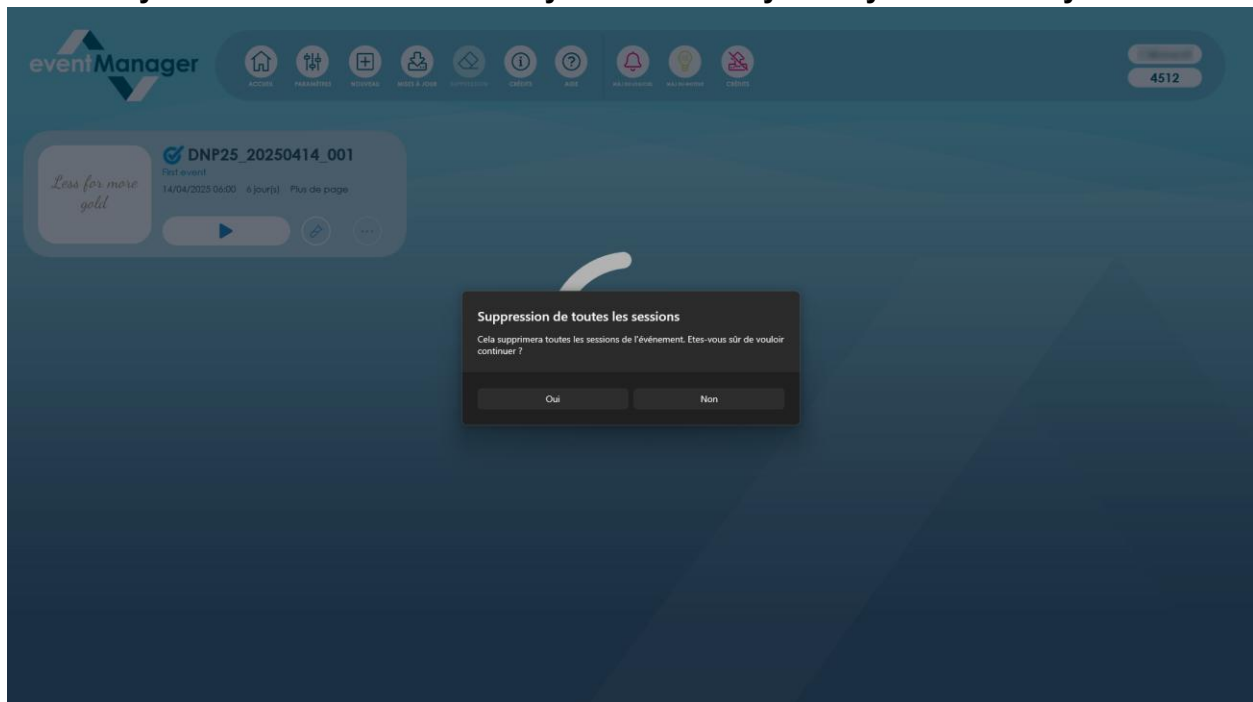
### 3.2 Delete

This button allows you to delete the event in question only. It will be deleted once your sessions are exported and/or published.

### 3.3 Delete sessions

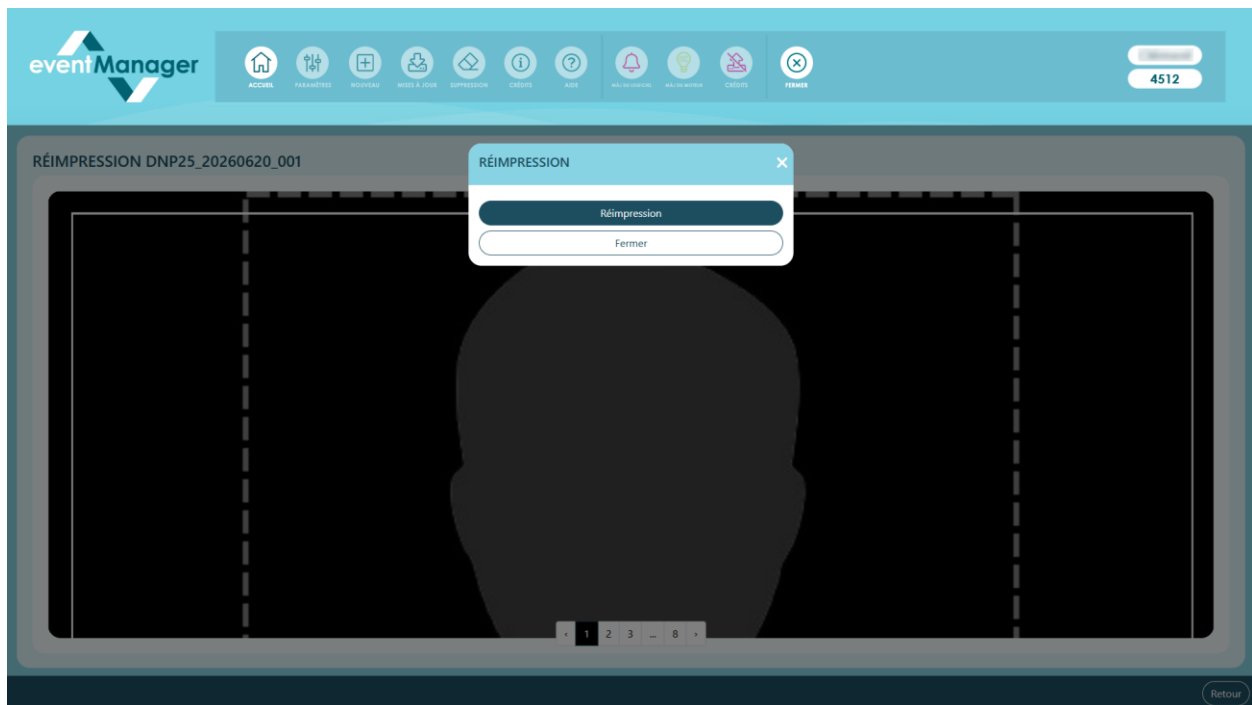
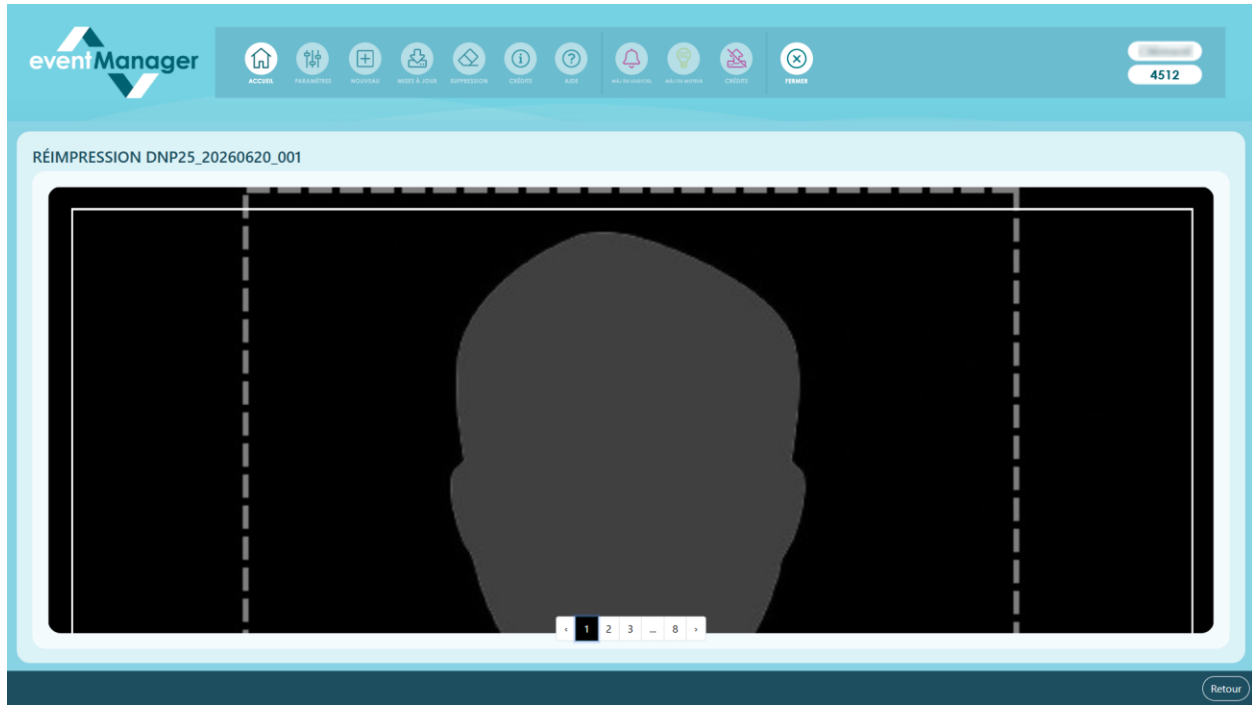
The Delete Sessions button will allow you to clean up all sessions taken at your event by deleting all collected media and data.

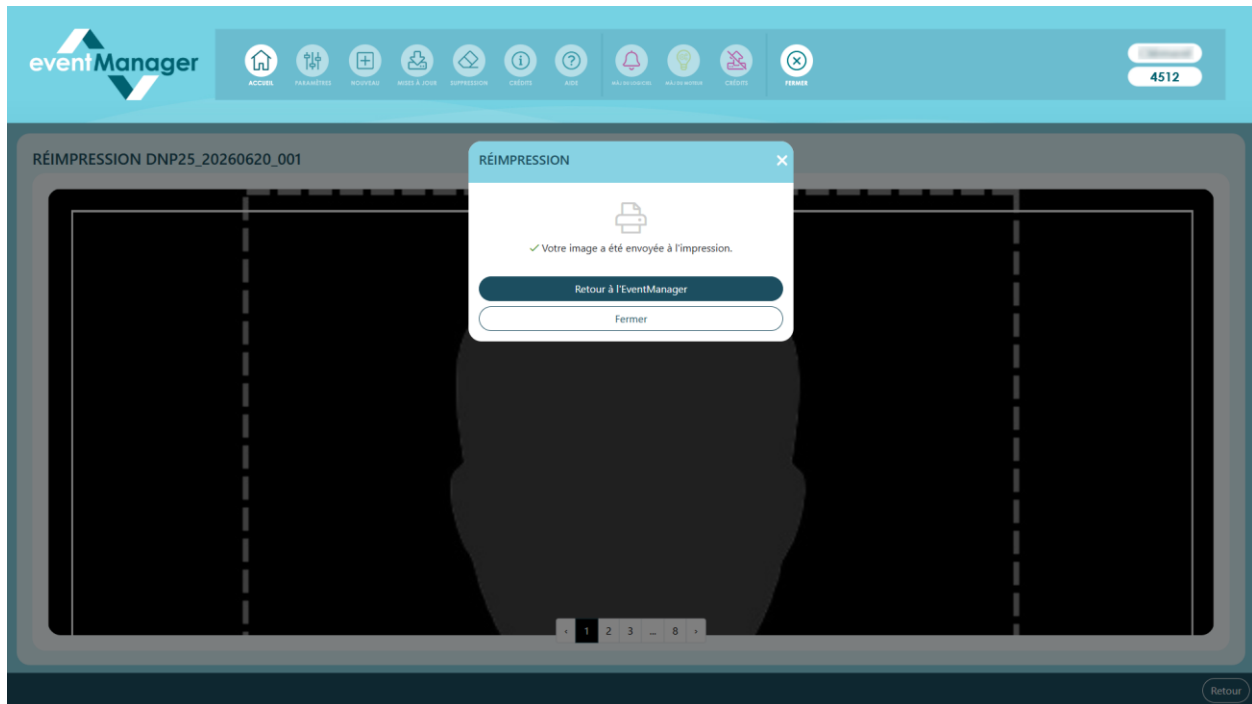
**Note: Only use this button to delete any test sessions you may have before your event.**



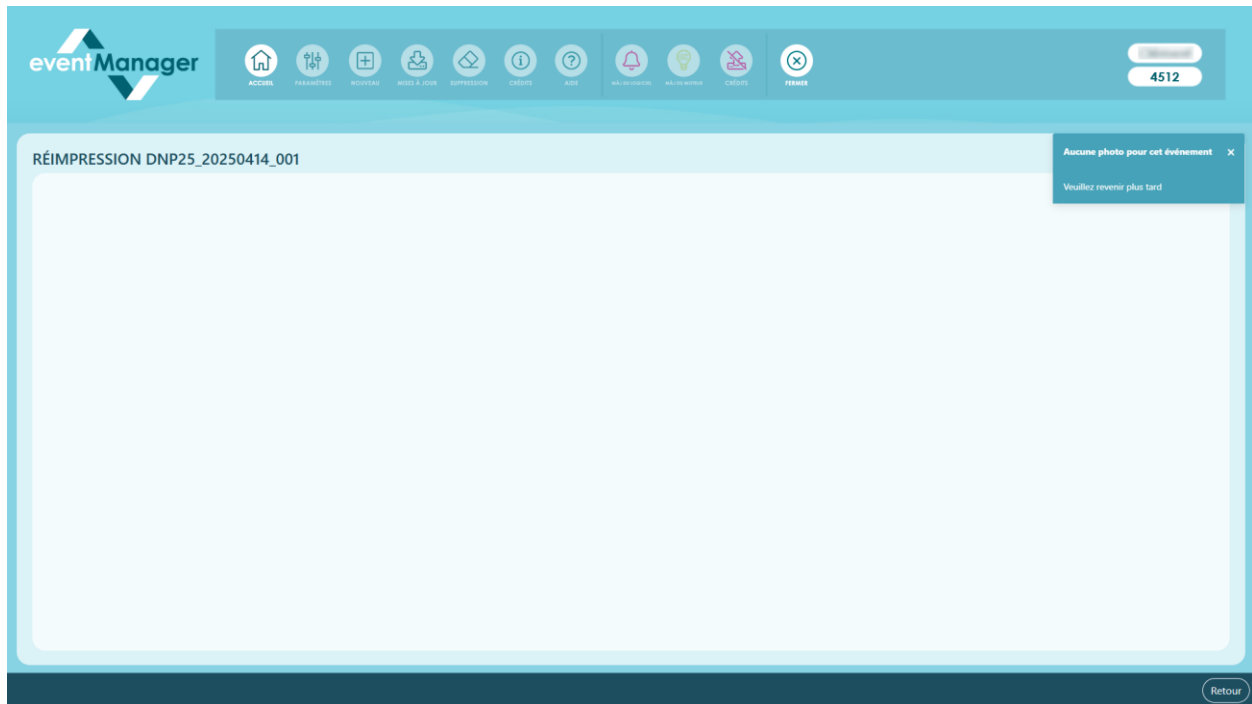
### 3.4 Gallery for reprint

The reprint gallery will allow you during your event to select one of the photos taken in the last 2 hours in order to reprint it.



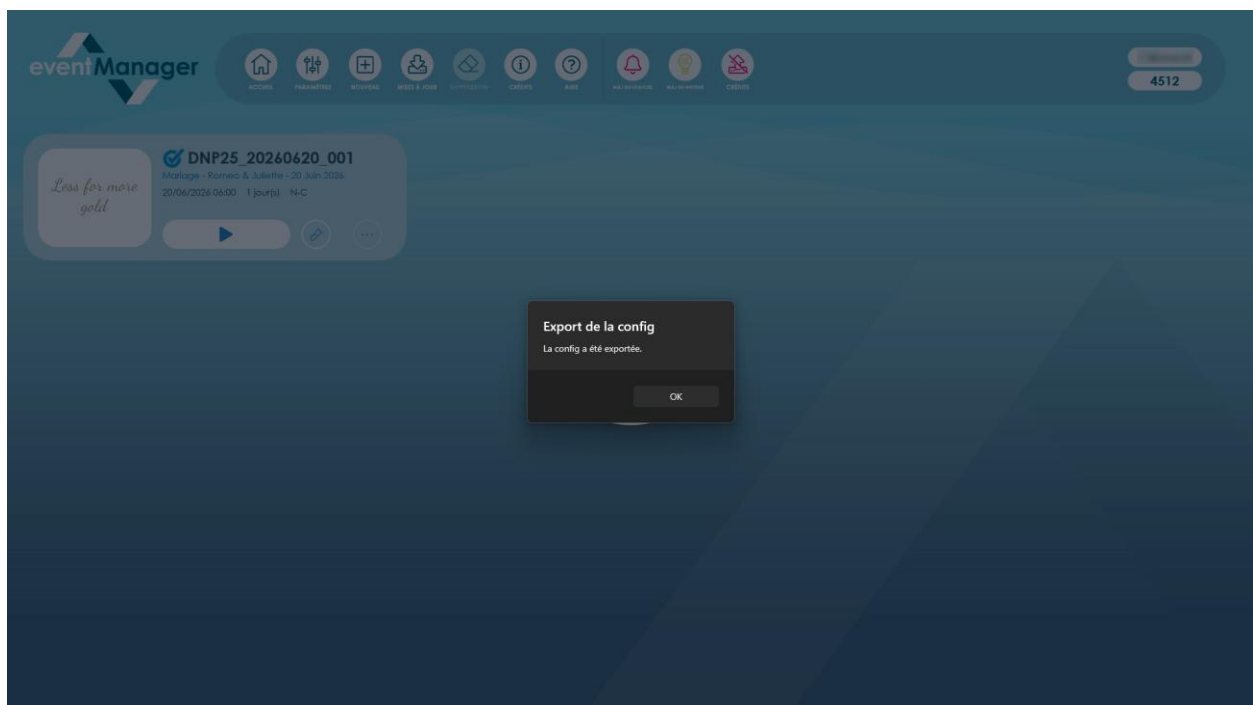
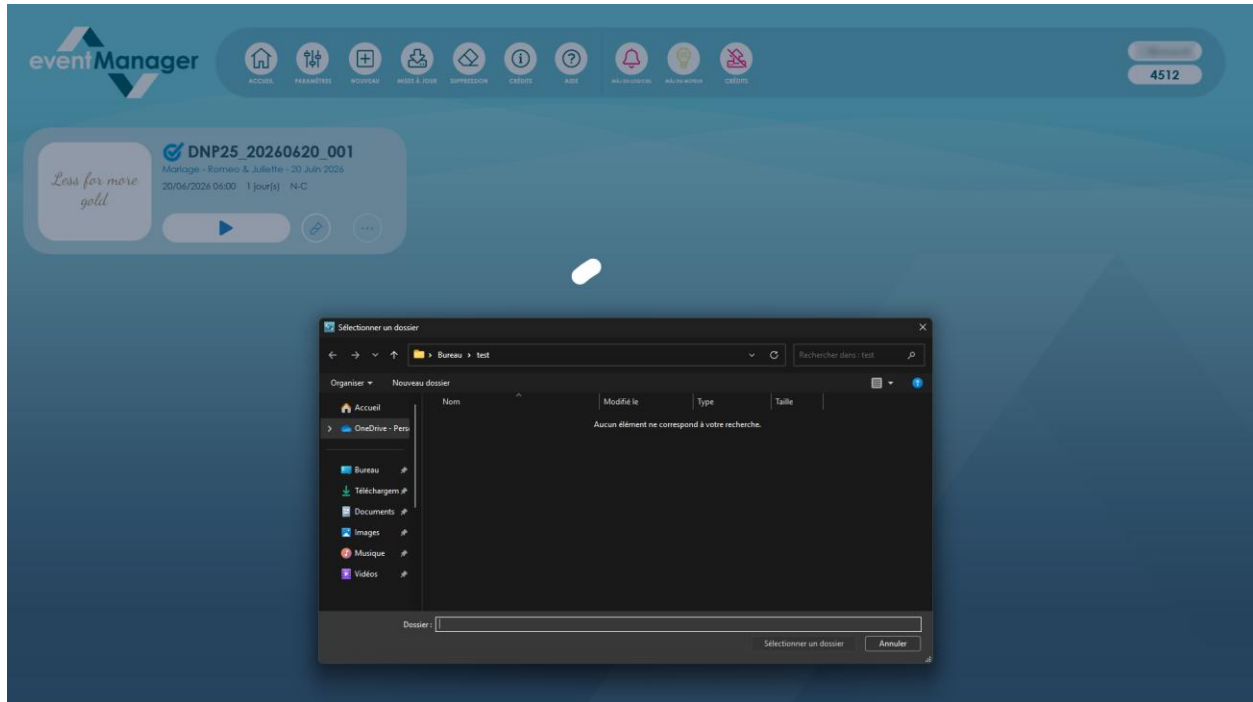


**Note: We are only able to display photos taken within the last 2 hours for reprinting. If you wish to reprint an older photo, you will need to do this manually. If all photos were taken more than 2 hours after viewing the reprint gallery, it will no longer display any photos.**

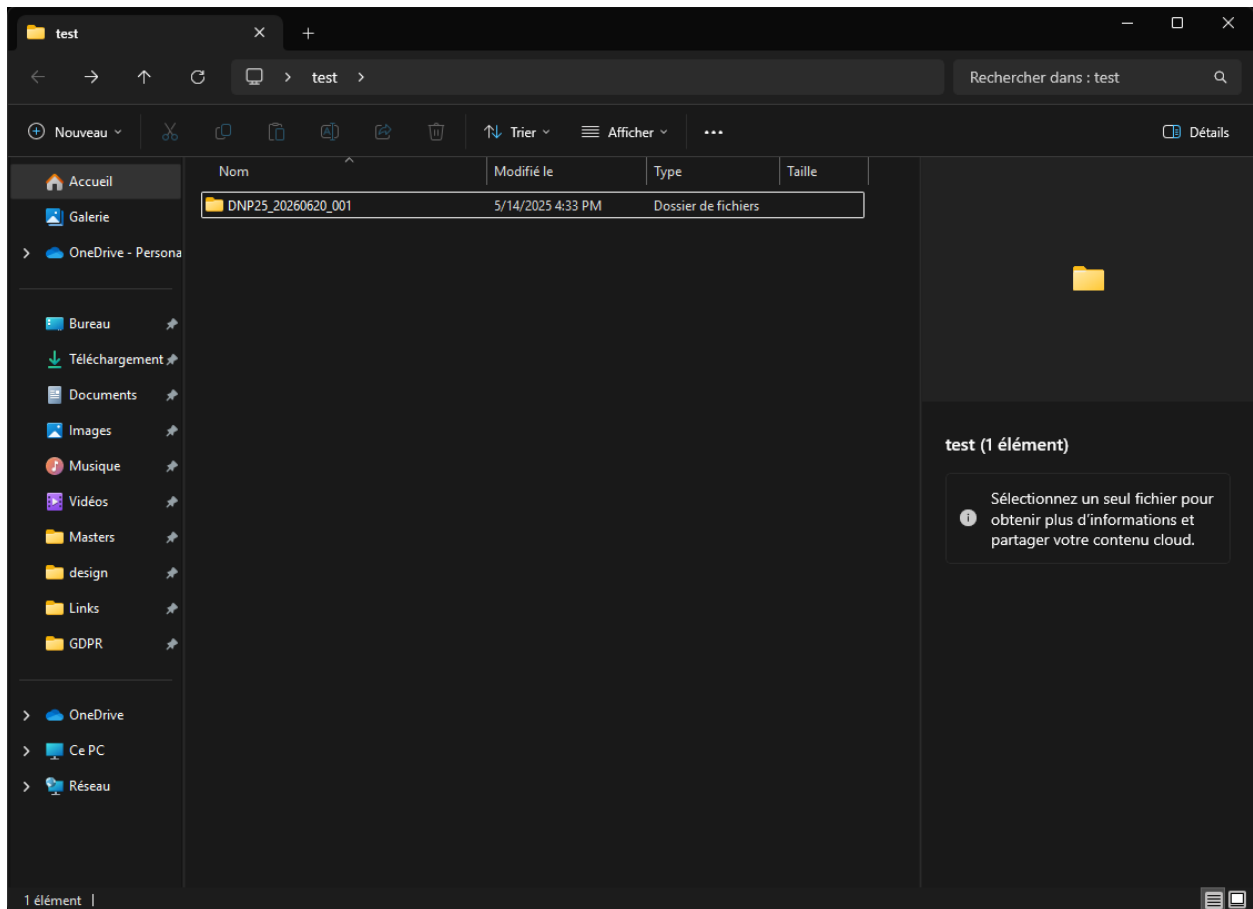


### 3.5 Export the config

The “Export config” button will allow you to drop your event configuration into a pre-selected folder.

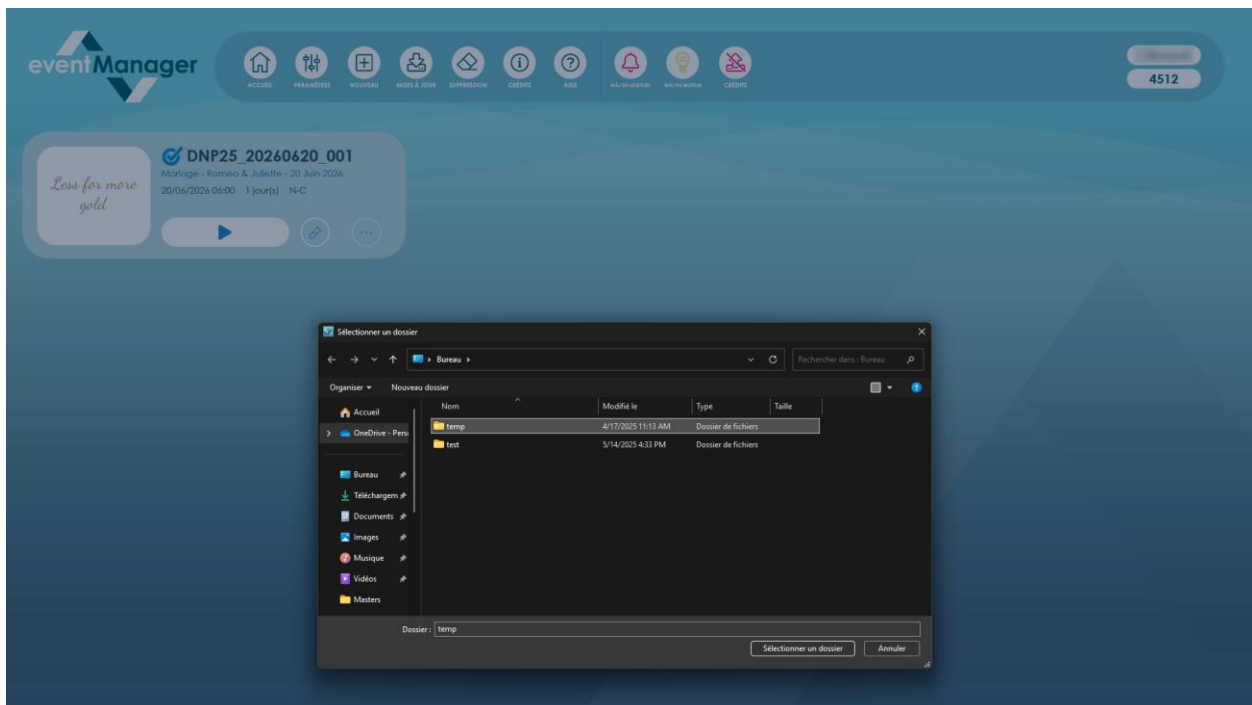
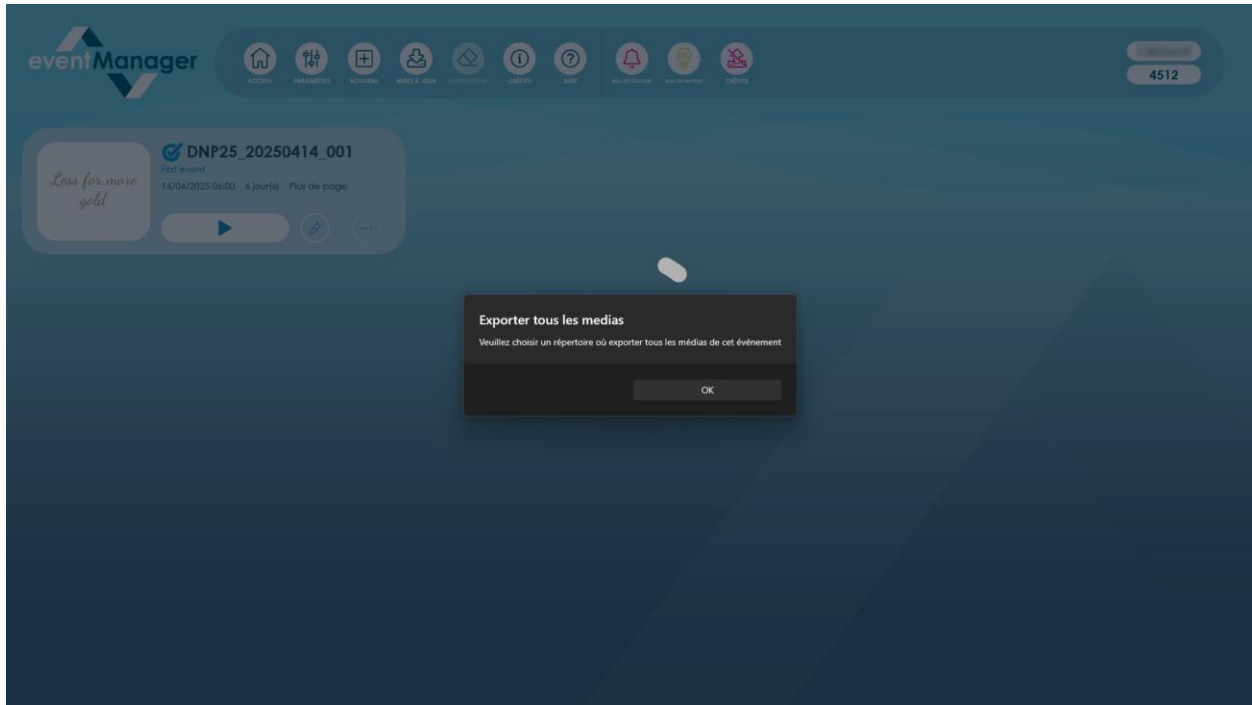


This can, for example, be retrieved on a USB key and thus imported into another photo terminal using the eventManager.



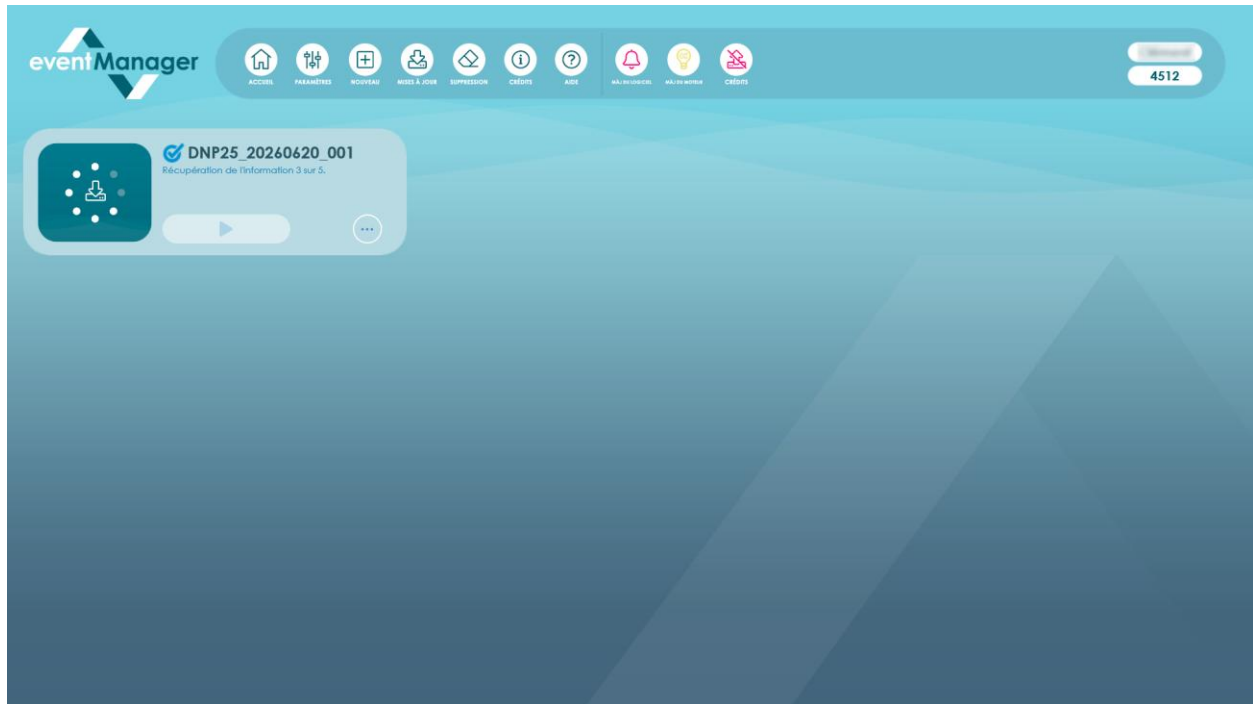
### 3.6 Export Media

This button will allow you to drop all captured media into a folder of your choice.



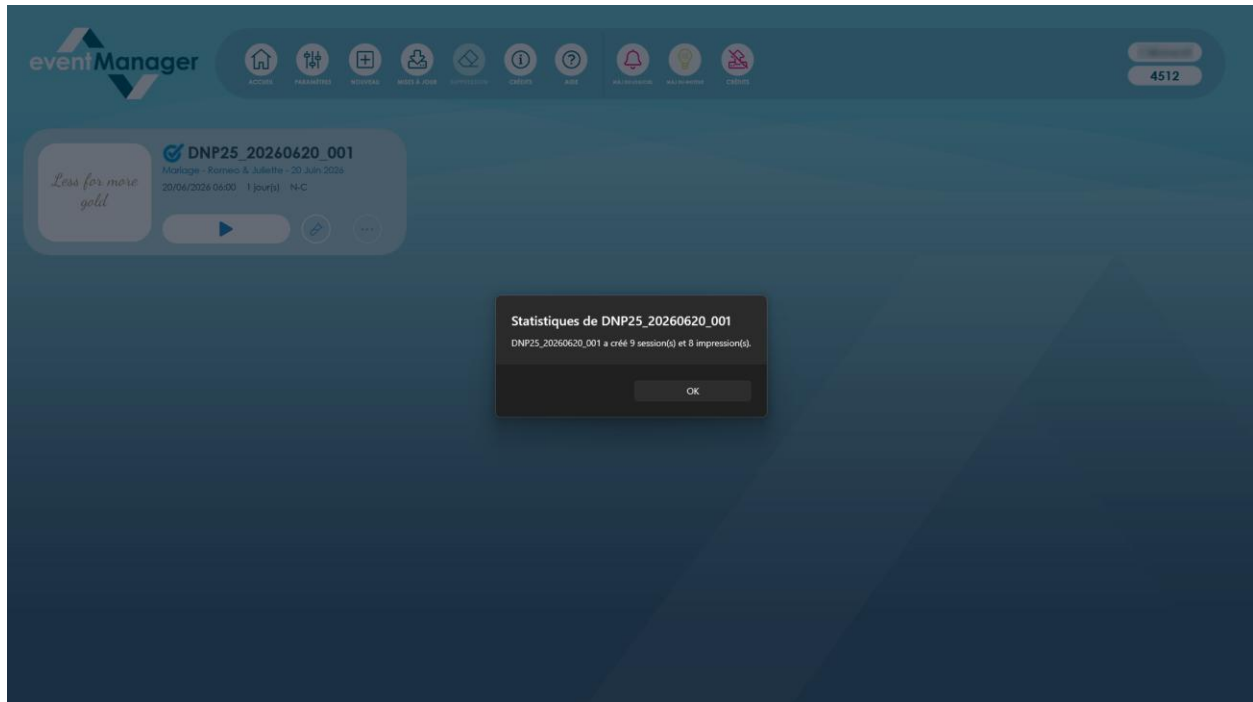
### 3.7 Update

It is through the use of this button that you will be able to update your event if it has already been downloaded and you have made a modification from the event-editor.



### 3.8 Statistics

You can view all sessions and impressions made by clicking on the “Statistics” button.



**Note:** For more statistics, simply purchase our Pro Data Pack, which will automatically allow you to export all sessions taken during your event to the event space and thus access all available statistics.