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E-Paper Content Management System

Getting Started

Generated: November 21, 2026

Online version (latest): https://chlcd.green-ideas.com.tw/en/cms-start/

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Getting started

Using the E-Paper Content Management System for the first time? Follow the 7 steps below; in about 15 minutes one display will change images automatically on a schedule.

This guide is for Platform Administrators and System Operators. A Content Manager can use only "My Gallery"; see My Gallery.

Step	What you will do
1. Sign in	Open the console
2. Check that the display is online	The display is "Online" and controlled by "CMS"
3. Send one image as a test	Confirm the console can reach the display
4. Upload images to the gallery	Put the images to play into "My Gallery"
5. Create a playlist	Decide which images play, in what order, and how often they change
6. Set up a schedule	Decide when playback starts
7. Day-to-day checks and common problems	Know where to look when a display has a problem, and avoid common pitfalls

Before you start

What you need	Description
Account and address	Ask your organization's Platform Administrator to create an account for you and give you the E-Paper Content Management System address
A display connected to the CMS	The display must first be connected to the E-Paper Content Management System on site; see CMS connection and control

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What you need	Description
Images	Prepare images with the same aspect ratio as the panel. Images with a different ratio are stretched or squashed when sent to the display

Want more detail?

This guide covers only the most common tasks. Each page ends with "Learn more" links to the CMS full feature guide.

Start: 1. Sign in

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1. Sign in

1. Open the E-Paper Content Management System address in a browser.
2. On the "Log In" page, enter "Username" and "Password" and click "Login".
3. After signing in you see "Device List". To switch the interface language, use the language menu at the top right of the header.

Save before you leave your desk

After 10 minutes without any activity you are logged out automatically, and anything not yet saved is lost.

Next: 2. Check that the display is online

Learn more: Signing in and your account, Console tour and role permissions

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2. Check that the display is online

Find your display in "Device List" and look at these two columns:

Column	You should see	If not
"Connectivity"	"Online"	The display is not connected; see A device shows as unreachable
"Control"	"CMS"	If it shows "Local", click "…" → "Takeover" for that display, confirm, and wait until "Control" changes to "CMS"

Images cannot be sent under local control

When "Control" is "Local", sending an image shows "Device is under local control. Take over first.", and schedules skip this display.

Next: 3. Send one image as a test

Learn more: Device List, Control

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3. Send one image as a test

1. In "Device List", click "Create Task" in the "Actions" column for the display.
2. Drag an image onto the "Image File" area, or click the area to choose a file.
3. Click "Confirm".
4. In the sidebar, go to "Content Management" → "Task List" and look at the task's "Status". When it goes from "Pending" and "Updating" to "Succeeded", the display shows the image.

"Succeeded" means the console can reach the display. For the other states, see Task states.

Next: 4. Upload images to the gallery

Learn more: Task List, Device List

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4. Upload images to the gallery

1. In the sidebar, go to "Content Management" → "My Gallery".
2. Click "Upload Image" at the top right and choose image files; you can choose several at once.
3. "Image uploaded" appears as each image finishes uploading.

The gallery is shared

Every account sees the same images, and you can download or delete images that others uploaded.

Next: 5. Create a playlist

Learn more: My Gallery

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5. Create a playlist

1. In the sidebar, go to "Content Management" → "Playlists" and click "Add Playlist" at the top right.
2. Fill in the fields below; you can leave the other fields empty for now.
3. Under "Sources", click "Add Source", set "Type" to "Content Library", and choose an image under "Image". Repeat this to add more images; drag the handle icon on the left of a card to change the order.
4. Click "Save".

Field	Suggestion
"Name"	Required. Use a name that is easy to understand, for example "Lobby daily rotation"
"Loop"	Keep it on, so after the last image it goes back to the first
"Default Interval"	How long each image shows, in the format "hh:mm:ss". For example, 00:05:00 is 5 minutes

Remember to set "Default Interval"

If "Default Interval" is empty and the sources have no "Interval (seconds)" either, the display stays on the first image until the schedule triggers again.

Next: 6. Set up a schedule

Learn more: Playlists

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6. Set up a schedule

Create the schedule from "Device List" so you can choose when playback starts.

1. In "Device List", click "..." → "Task Management" → "New Schedule" for the display; the "New Schedule" window opens on the right.
2. "Content" step: fill in "Name", set "Action" to "Start Playlist", choose the playlist from the previous step under "Playlist", and click "Next".
3. "Time" step: choose "Simple", and in the "Weekly schedule grid" click the days and hours when playback should start, for example Monday to Friday at 08:00.
4. Click "Create schedule".

At the set time, the playlist starts from the first image and moves on one image at a time by "Default Interval".

The grid selection must be a complete rectangle

Every day you select must have the same hours selected. When you need different hours on different days, create several schedules. See Simple mode.

Test it right away

If you do not want to wait for the scheduled time, click "..." → "Task Management" → "Trigger Schedule" for the display in "Device List" and click the schedule you just created to run it once right away. New tasks then appear in "Task List".

Next: 7. Day-to-day checks and common problems

Learn more: Schedule Settings

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7. Day-to-day checks and common problems

Day-to-day checks

Where	What to look at
The bell in the header	The number is how many notifications are not yet acknowledged; click it to open the "Notifications" page. See Notifications
"Connectivity" in "Device List"	Whether each display is "Online"
"…" → "Connectivity Diagnostics"	When a display has connection problems, look at "Incident History". See Connectivity Diagnostics

Common pitfalls

Situation	How to avoid it
An image cannot be sent and "Device is under local control. Take over first." appears	Click "Takeover" first; see 2. Check that the display is online
A schedule created with "Add Schedule Settings" on the "Schedule Settings" page does not let you choose the time	Its trigger time is fixed at 1 minute after you save, repeating every day. To choose the time yourself, create it from "Device List"
After editing a schedule, its trigger time is reset	Saving an edit changes it to 1 minute after you save, repeating every day. To keep the original time, delete the schedule and create it again
Two schedules trigger on the same display at the same time, and which one ends up shown is not fixed	Give schedules for the same display different times
"reboot" was chosen in Advanced mode and the schedule triggers every minute	Do not choose "reboot"

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Situation	How to avoid it
An image is stretched or squashed on the display	Prepare images with the same aspect ratio as the panel

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You have finished Getting started! For full descriptions of each feature, see the CMS full feature guide.

Learn more: Notifications, Troubleshooting

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