

What is Storage?

As a cloud-based platform, Rise Vision requires that all of your presentations' media content – such as your photos, background images and video files – be stored (hosted) somewhere on the web, so they can be retrieved and shown in your presentation.

You have three choices for storing your content: you can host it on your own public server (if you have one), on a third-party server (a commercial cloud storage service), or on the Rise Vision server. **Storage** is the premium feature that lets you host your digital signage content directly on the Rise Vision server. Think of it as our built-in media library for more convenient uploading, downloading and hosting of all of your signs' visual assets.

The Storage window

To access the Storage area, click on the Storage link at the top of the Rise Vision page, which opens a new modal window called "Storage". The first time you open it, you will be prompted to allow it to access your Google Account, which is necessary to verify your subscription status. Please note that 3rd party cookies must be enabled in your browser.

Explanation of the Storage window areas:

Subscription status

As a premium feature, the use of Storage requires a subscription. An initial free trial period begins as soon as you begin using Storage, but after the trial period expires, you must subscribe to continue using Storage.

At top of the Storage window, your Subscription Status will indicate how many days of free trial usage remain in your account, or, if you have already subscribed, the status of your subscription.

To purchase a subscription to Storage, click on the Subscription Status icon (the "i" within a circle). This will open a new window showing the product details in the Rise Vision Store. Click the Add to Cart button to purchase.

Search function

You can search within the current folder for any file or folder by typing its name in the search box located under the Subscription Status line. Search results appear in the file list below, as you type.

File list

Beneath the search box, the file list shows all of your uploaded files and created folders, listed with columns for File Name, Type, File Size and Date Modified. You can sort your files by any of these categories by simply clicking on the category heading. Click on the heading a second time to reverse the order of the sort.

Upload an item to Storage

To make a media file available for use in a presentation, begin by uploading it to Storage. To upload a file:

1. In the Storage window, click the Upload link (the cloud icon with the up arrow).
2. Navigate to the location of the file on your computer.
3. Click to select the desired file (or control-click to select multiple files) and click Open.

The selected item(s) will upload to Storage. If a file is large, you'll see a progress bar during the uploading process. Once completed, your file(s) will appear in the Storage window's list of files.

Create a Folder

To keep your files organized, you can create folders in Storage. To do so:

1. In the Storage window, click the New Folder link (the file folder icon).
2. In the pop-up window that appears, enter a name for the new folder.
3. Click Create.

The new folder will now appear in the Storage window's file list. A folder is identified with a "/" (forward slash) at the end of its name. To open that folder, simply click on its name. To navigate back from within that folder to the root directory, click the "/Previous folder" link.

Storage also permits the creation of nested folders, i.e., folders within folders. To create a nested folder, open the parent folder and then follow the steps above to create a new folder, which will be added within the parent folder. Within any nested folder, click the "/Previous folder" link to navigate back to the parent folder.

Download an item from Storage

You can download a copy of any file from Storage to your computer. To download a file:

1. In the Storage window, click the checkmark box beside the name of the desired file, and then click the Download link (the cloud icon with the down arrow).
2. Navigate to the location on your computer where you want to save the file.
3. Verify or change the file name, and click Save.

Downloading a file puts a copy of that file on your computer, but does not remove it from Storage.

Delete an item from Storage

To permanently remove a file or folder from Storage:

1. In the Storage window, click the checkmark box beside the name of the desired file or folder (you can select multiple items for simultaneous deletion), and then click the Delete link (the trash can icon).
2. A pop-up window will appear asking you to "Please confirm PERMANENT deletion of: (file or folder name)"
3. Click the Delete button to confirm deletion (or the Cancel button if you change your mind and don't want to delete it).

Deleting a file removes it completely from Storage, and also removes it from any presentations into which it had previously been placed.

Add an item to your presentation from Storage

Once you've uploaded items to Storage, they are available for use in your presentations. Items from Storage are added to a presentation from within the Presentations area of Rise Vision (not from the Storage area).

To add an item from Storage to a presentation:

1. Click on the Presentations link at the top of the Rise Vision page.
2. Create or open a presentation.
3. Open the properties window of a placeholder.
4. Add an image or a video to the playlist. In the image or video Settings area that appears below the playlist item, click the "Storage" link to the right of the URL field. This opens the Storage window.
5. Navigate to the desired file and click its name. This closes the Storage window and places the full web address of the selected image or video into the URL field. Click Save to close the placeholder properties window.