



Using the Online Radio Client Area

The OnBrand online Radio Client Area is a feature designed to facilitate the process of getting your desired content out there playing in your centre. It also allows you to manage your centre's music, trading hours and account details.

Logging In

- 1) Go to www.onbrand.co.uk and click Client Login > Radio Login
- 2) If you have/know your details, login with your email address and password.
 - Otherwise, click on either Forgotten Password or Activate New Account.
 - Password will be emailed to you (check your junk inbox.) Click ACTIVATE to reveal.
 - Once signed in, password can be changed under My Account heading.
 - Or feel free to get in contact and we can reset your details or set you up with an account.



Radio Control Panel

Login to Secure Client Area

To login you need to be registered on our systems.
Please contact your account manager if you wish to register.

Email Address	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Login"/>	
Forgotten Password / Activate New Account	

FOR SUPPORT PLEASE CONTACT 03333 220022 OR EMAIL

voice@onbrand.co.uk FOR MESSAGES

music@onbrand.co.uk FOR MUSIC

tech@onbrand.co.uk FOR ANYTHING TECHNICAL

After successfully logging in, you see client area home page (below). Here you will have a number of options and functions to choose from.

Secure Client Area

Logout

Offers FREE TRIAL increase shopper engagement

Style FREE SAMPLE a stream of fashion and trends

PDF Reports

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PDF Reports

In this section you can review any radio activity and content currently in effect in your centre. It includes breakdowns of:

- Your trading hours.
- Current music schedule.
- Playlists track listing.
- Schedule of messaging campaigns.
- Individual message scripts.

Scripts/Messages

Submit a message script

Here you can request messages to play in your centre. Once you've entered the script, you can change when and how the message plays. A regular message will play on rotation with any other messages. They can also play at fixed times or relative to the centres opening and closing times.

Request message removal

You can also choose to delete certain messages from your schedule. A future date can be set for the deletion to take effect.

Suggested scripts

This feature provides suggested scripts which may coincide with specific times throughout the year. This might include generic seasonal messages for Christmas, Easter and Valentine's day as well as events and occurrences such as world news messages or silences etc.

Trading Hours

Change Trading Hours

In this section you can see your centre's current trading hours. You can make amendments to your regular opening hours as well as add hours for one off specific dates. This is useful for bank holidays or centre events. Bear in mind if your centre has relative messages, they will change in coincidence with the set trading hours.

Change Music Playlist

Here you can make requests to change the music playlists playing in your centre. Please be aware that our system **does** allow for a number of multiple playlists to play throughout the day. However, the online client area is limited and doesn't currently allow the automated request of set playlists at set times. For a more specific music schedule, please contact the production team on 03333 220022 and provide details.

Radio Control Panel

Submit a Script

Centre / Client Information

Client Contact

If you have a role in multiple clients then please select the correct one at the top right of this page.

Scheduling Details

Weekdays M T W T F S S

Message Type Regular Relative Fixed

Regular messages play at regular intervals whilst the centre is open. They play between music tracks if you have our music service.

Frequency

Message Script Details

Please note that commencement of your message in less than 7 working days will incur a charge of £150.

Commence Playing Play Until - OR - Further Notice

Message Title Message Script

Other Details

If you have any comments for our team then please enter them here.

News/Help

Newsletter Archive

Looking for some news or inspiration? Here you can view all of our monthly newsletters, detailing the latest news on current events, holidays, offers and goings on in the OnBrand offices.



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Email Technical Support

We're more than happy to answer any questions or help out in whatever way we can. If you have a query or something to say, feel free to contact our production team and we'll get back to you right away.

My Account

Manage My Organisation

Here you can view the details of your account, centre and staff present on our system as well as your Music and Messaging Player's current connection status.

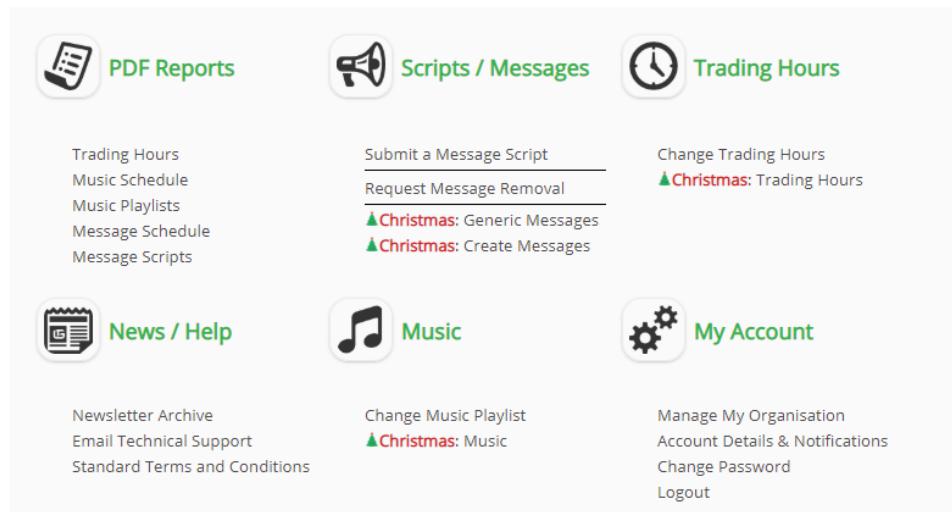
Account Details and Notifications

In this section you can edit your user account details and subscribe to our monthly newsletters as well as weekly and/or monthly system reports.

Change Password

You can change your password here. If you have any issues changing your password or logging in, please feel free to get in contact.

Christmas



The screenshot shows a navigation menu with the following items:

- PDF Reports** (Icon: Document with lines):
 - Trading Hours
 - Music Schedule
 - Music Playlists
 - Message Schedule
 - Message Scripts
- Scripts / Messages** (Icon: Megaphone):
 - Submit a Message Script
 - Request Message Removal
 - ▲Christmas: Generic Messages
 - ▲Christmas: Create Messages
- Trading Hours** (Icon: Clock):
 - Change Trading Hours
 - ▲Christmas: Trading Hours
- News / Help** (Icon: Calendar):
 - Newsletter Archive
 - Email Technical Support
 - Standard Terms and Conditions
- Music** (Icon: Music note):
 - Change Music Playlist
 - ▲Christmas: Music
- My Account** (Icon: Gear):
 - Manage My Organisation
 - Account Details & Notifications
 - Change Password
 - Logout

Christmas Trading Hours

This allows you to set your extended trading hours over Christmas. A period of 10 weeks is provided between the beginning of November to the 1st of January, where you can set hours for individual days. Any days not set specifically will default to standard hours.

Christmas Music

Here you can set dates of when you'd like Christmas music to commence. It works in 25%, 50% and 100% intervals and mixes with your current music so you can ease the transition of Christmas music. You can also select up to 3 specific dates to play 100% all day, for events such as your light switch on or grottos etc.

Christmas Generic Messages

Up to 5 pre-recorded and produced mixed-production seasonal messages with music/effects can be selected to play for chosen dates. These are generic and cannot be edited. Any amendments must be requested through the regular script request section.

Christmas Create Messages

Here you can browse our seasonal script suggestions. You can then select messages and edit as you see fit before requesting through the script request area.