

YCD Certificate Portal – User Manual

Congratulations! You now have access to YCD’s Certificate Portal.

This portal will allow you activate and sign certificates for all of YCD’s Cnario Suite products.

In this document we will explain how to [sign a certificate](#), [change your password](#), [generate a report](#), [create an API key](#) and [use the Cnario Auto Certificate application](#). If you have any questions, please [contact us](#).

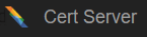

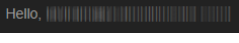

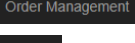

Access Information

Portal URL: <https://certs.ycdmultimedia.com/>

Your user name is your e-mail address, and a password should have been sent to you via e-mail. If you did not receive an email with a password, please check your spam folder. The subject should contain “[CertPortal]”, if you cannot find it, please [contact us](#).

Navigation bar

The buttons in this bar will allow you to quickly get to different sections of the certificate portal. This bar will be available at the top of each page.

-  - will bring you to the main page
-  - will bring you to the “Contact us” page
-  - will bring you to the account management (change password) page
-  - will bring you to the signing certificates page
-  - will bring you to the Order Management page
-  - will log you off the system

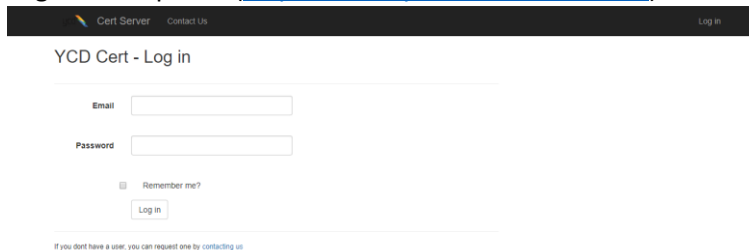
How to sign a certificate



There are three (3) types of certificates you will be able to sign using the portal:

- Regular Certificates – These certificates are used for production systems and are tied to a specific order or shipping document provided by YCD.
- Demo Certificate – These certificates are intended for demonstration purposes only and are valid for up to 90 days (3 months). These should never be used in a production environment. Please note that not all users will have the ability to sign this type of certificate.
- Hardware Replacements – When hardware fails in the field, it is sometimes necessary to reinstall and recertify your Cnario products. These certificates are not limited by time and are not tied to a specific order. Please note that not all users will have the ability to sign this type of certificate.

Steps for signing a certificate:

1. Login to the portal (<https://certs.ycdmultimedia.com/>)



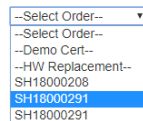
2. Navigate to the “Sign Certs” page by either clicking on the  link at the top right section or by clicking the  button on the main page
3. Choose the type of certificate you’d like to sign:

- a. For a “Regular Certificate”

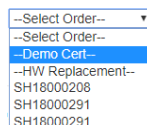
- i. Choose how you’d like to filter the list of available orders (by shipping document / by ERP order # / by customer order # / by details)

Choose order to sign by: Shipping Document # ERP Order # Customer Order # Details

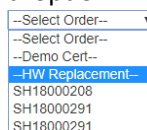
- ii. Select the matching order from the drop-down list



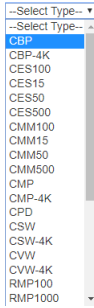
- b. For a “Demo Certificate”, choose the “—Demo Cert—” option from the dropdown list



- c. For a “Hardware Replacement”, choose the “—HW Replacement—” option from the dropdown list



4. Once selected, a new dropdown menu will appear. Next, choose the Cnario product you are looking to sign a certificate for (Messenger / Player / Panel Designer / etc). Note that the options listed here will change based on your selection in the previous step.



Note: For more information regarding license types and parameters please click the “Certificate type (click for legend)” link or [contact us](#)

5. Different certificates types require different parameters. Please make sure you enter the all required fields:

Valid until:

Number of Canvas Screens:



Comment

No file chosen

When uploading multiple certificates all are signed with the same parameters

- a. For “Demo Certificates”, please enter a date in the “Valid until” field. You may choose a date up to 90 days in the future. The certificate will be valid until this date.
 - b. For “Regular Certificates”, Player license types (CBP, CMP, CVW, CSW, etc.) require a “Number of Canvas Screens” value. This number is calculated by counting the total number of screens that this Player will control. For example, if the Player you are signing a certificate for is connected to six screens, then enter the number “6” in the “Number of Canvas Screens” section.
 - c. Rental licenses (start with “R”) are naturally limited by date. This cannot be changed.
 - d. For both “Demo” and “Hardware Replacement” certificates, a comment will be required
 - i. For “Demo Certificates”, please provide the relevant information about the opportunity you are working on
 - ii. For “—HW Replacement—” please provide:
 1. Original order # or shipping # for this project
 2. The old computer name (computer that is being replaced)
 3. The new computer name (computer that is being activated)
 - e. Some users may see a “Use custom resolution” checkbox, which will allow you to set a custom resolution (and not just HD or 4K). Note that the **each** “canvas screen” will have that resolution allowed, and, the total used canvas screens from the order will be calculated based on the total combined resolution. For example, if you order a 4x CVW-4K licenses, and you sign a single license with a custom resolution of 15,360 x 8,640, all of your 4x CVW-4K licenses will be used.
6. Click the button, then navigate to where the certificate request(s) you’d like to sign are located

Note: When uploading multiple certificate requests, all requests will be signed with the same parameters. If you'd like to sign with different parameters, return to step 3.

7. Click the  button to sign your certificate request(s)
8. Should all go well, a  button will appear. Click on this to download your signed certificate(s)
9. An e-mail notification to you and to YCD's support team will be sent containing all the information entered in steps 3-5.

How to change a password

1. Login to the portal (<https://certs.ycdmultimedia.com/>)
2. Click on the “Hello, <yourEmailAddress>” link at the navigation
3. Click on the [\[Change\]](#) link near the **Password:** field

4. Enter your current password

5. Enter your new password

Note: Passwords must be at least 6 characters and have at least one non-letter and at least one digit ('0'-'9') and at least one uppercase ('A'-'Z').

6. Enter your new password again for confirmation

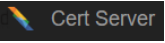

7. Click the button

How to generate a report

Reports can be generated by one of three ways:

1. For a specific order – this report will include all certificate activations by all users for a specific order number
2. All temporary certificates – this report will include all demo license activations by all users of the company
3. All HW replacements certificates – this report will include all HW replacement license activations done by all users of the company

Instructions:



1. Navigate to the reports page
 - a. Click on the  link in the navigation bar to get to the main page
 - b. Click on the  button in the main page
2. Choose the type of report you'd like to generate
 - For a specific order - Activation report for a specific order
 - All temporary certificates - Report for a all temp activations by company for a date range
 - All HW replacements certificates - Report for a all HW replacement activations by company for a date range
3. If a specific order type was chosen, you will need to also select the order you'd like to generate the report for

Choose order by: Shipping Document # ERP Order # Customer Order # Details

Choose Shipping Document

SH18000208
SH18000291
SH18000291

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4. Click the  button to generate the report
5. Should all go well, a  button will appear. Click on this to download your report as a CSV file (*.csv)

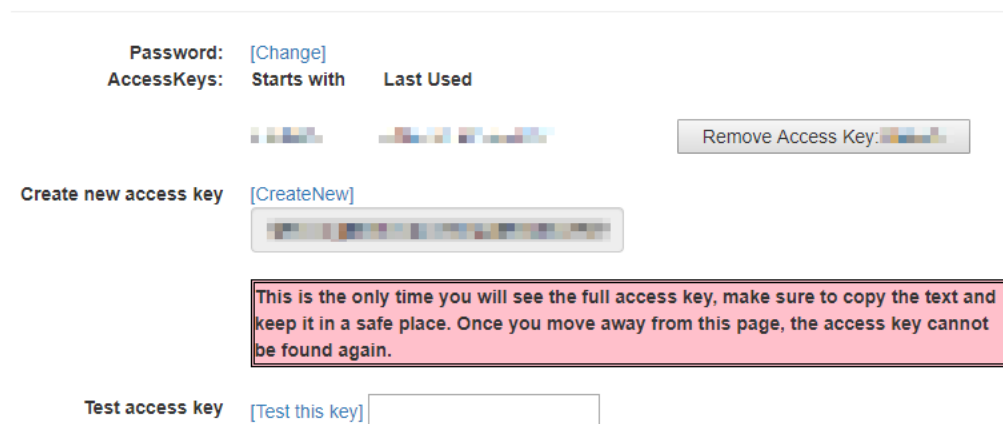
How to create an API access key

The Cert Portal offers API access for cert activations using the “*Cnario Auto Certificate*” application or using the “*Cert Manager*” Plugin for Messenger.

Instructions:

1. Login to the portal (<https://certs.ycdmultimedia.com/>)
2. Click on the “Hello, <yourEmailAddress>” link at the navigation
3. Click on the “[CreateNew]” link
 - a. A new key will be created, in the box below the link, make sure to copy it and safely store it. **This is the one and only time the portal will provide the access key in full** (the characters before the ‘.’ are the ‘identifier’ of the key)

Change your account settings



The screenshot shows the 'Change your account settings' page. At the top, there is a 'Password:' field with a '[Change]' link. Below it is an 'AccessKeys:' section with a table. The table has two columns: 'Starts with' and 'Last Used'. There are two rows of access keys, each with a 'Remove Access Key:' button. Below the table is a 'Create new access key' section with a '[CreateNew]' link and a text box containing a new access key. A red-bordered box contains the warning: 'This is the only time you will see the full access key, make sure to copy the text and keep it in a safe place. Once you move away from this page, the access key cannot be found again.' At the bottom, there is a 'Test access key' section with a '[Test this key]' link and an input field.

4. You can now use your access key as needed

Important notes:

- *This unique Access Key is tied to your user in the portal, all actions done with this access key are assumed to be done by you*
- *You can have up to 5 active access keys*
- *If you remove an Access Key, all ‘clients’ using this key will not be able to use it anymore immediately*

How to use Cnario Auto Certificate application

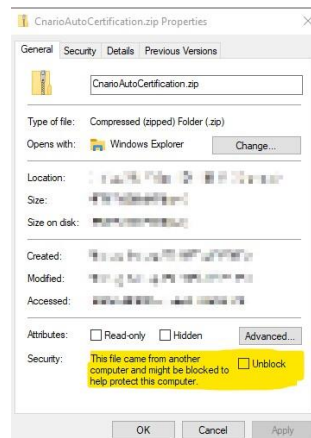
The Cnario Auto Certificate application allows for direct activation without the need to generate a request or use the portal through a web browser at all.

There are a few workflows when using this application:

- Using Demo Activation key/s, for information on that process please go to this manual: <https://certs.ycdmultimedia.com/CertPortal/Files/YCD%20Certificate%20Portal%20-%20Demo%20License%20with%20Activation%20Key.pdf>
- [Logging into the Cert Portal and choosing an order](#)
- [Using the application to create a full deployment package including installation of Cnario Universal Player, Certification, creation of Display Device/s and creation of Chainmail tree](#)

Below you can find detailed workflows and explanations on how to use this application, but first, you need to confirm you have the CnarioAutoCertificate application.

- For Cnario Suite 3.8.5 and up, the application should be in the same installation folder of the Cnario application (Player / Messenger).
- If you'd like to use the automated package deployment feature or if you have Cnario Suite 3.8.1 and lower you should follow these steps to obtain a copy of the application:
 - Download the CnarioAutoCertificate package using this link: <https://certs.ycdmultimedia.com/CertPortal/Files/CnarioAutoCertification.zip>
 - Some computers will “block” the file from being used as it was downloaded from the internet, to overcome this you should:
 - Right click on the file and choose properties
 - In the opened window click on the “Unblock” button or check the “Unblock” checkbox at the bottom right of the screen

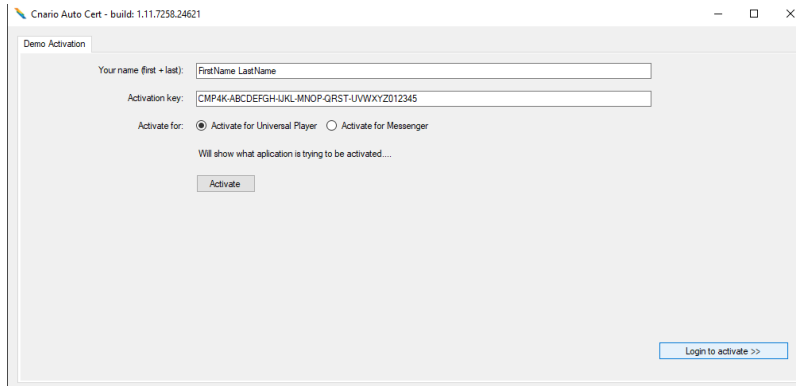


- Unzip the zip file you just downloaded

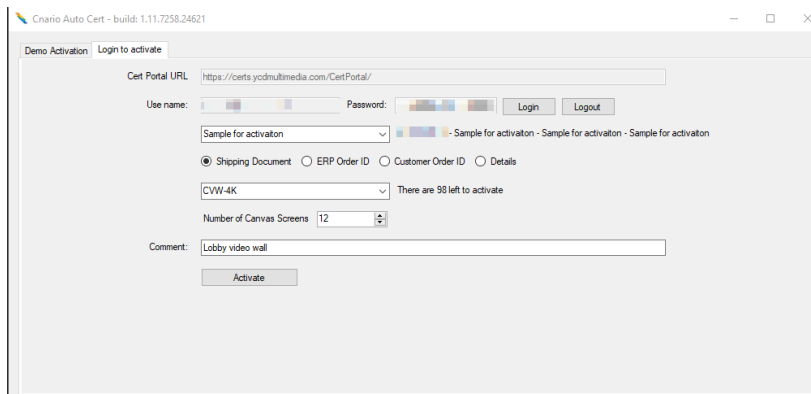
Logging into Cert Portal

Assuming you have the Cnario Auto Certificate application open:

1. Click on “Login to Activate >>” at the bottom right



2. Enter your Username and Password in the appropriate fields
3. Click “Login”
4. If login was successful, the first Combox (drop down list) will populate with all open orders your user has, continue to step 5. If login failed, an error will appear and you should correct that before continuing
5. Choose an order from the list
 - a. You can also arrange the list by different order parameters
6. Once an order is selected the next Combox will populate with all available line items and certificate types from the selected order
7. Choose a certificate type
 - a. The details of the Certificate Type you choose will appear to the right of the Combobox
8. Some certificate types will require an input of “Number of Canvas Screens”, this is a setting that defines how many license will be activated for this computer
 - a. If you are not sure what to choose, please [contact YCD support](#)
9. Fill in the comment section
10. Click Activate



11. A message will appear stating if the activation was successful or not

Mass deployment with an activation key and line item ID

The Cnario Auto Certificate application provides a powerful method of certifying a player without any human action, create a 'default' Chainmail Tree and multiple display devices, all is done via command-line script (*.bat).

There are two methods for mass deployment:

- Using the portal directly - the certification process requires you to have an [access key](#) and know the [LineItemID](#) you are activating for.
- Using an FTP server – the certification process can either be part manual or fully automated using the cert portal as well
 - For a fully automated process, you should also [configure folder monitoring](#) on your FTP server

The entire process is explained in full and the application contains an automated package and script generator.

It is suggested that before you move into a production environment with your deployment you should reach out to [YCD's support](#) and confirm your process, settings file and general deployment plan.

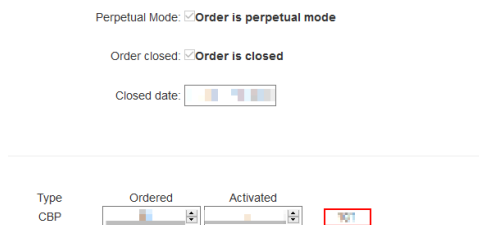
Notes:

- *The application can only run **after** the installation of the Cnario application finished*
- *Logs for the application are saved within the same folder stated above, log file name: "Auto Certificate.log"*

How to find the line item ID

There are two methods to achieve that:

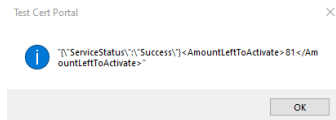
1. Email – when the order was entered into the system, the associated user should have received an email notification which lists all the Line Item ID's in that order
2. Through the portal interface:
 - a. Browse to <https://certs.ycdmultimedia.com/CertPortal/>
 - b. Login
 - c. Click on the "Order Management" shortcut at the top right area of the page
 - d. Find your order from the down-down list
 - e. Each line within the order will list a number next to it, that is the line item ID



How to create the Cert Portal configuration file

1. Close the opened Cnario Auto Certificate window (if you have one open)
2. Run the "RunConfig.bat" file located in the same folder as the CnarioAutoCertificate.exe file
3. The interface should open with additional tabs, move to the "Cert Portal" tab

4. Configure a folder path for the application to save the signed certificate in
5. Enter the “Number of Canvas Screens” the certificate should be valid for
6. Enter the “[Line Item ID](#)” the activation should use
7. Enter your “Username”
8. Enter your “[Access Key](#)”
9. Click “Test Cert Portal”
 - a. If the test is successful, a message will appear stating it was successful and list the amount of license left to activate with this Line Item ID



- b. If the test fails, you should check the settings and try again
10. Click “Save Cert Portal settings” and choose where to save the settings for the Cert Portal license activation file (you will need it later in the [package generation stage](#))

How to create the FTP configuration file

The FTP activation process allows the use of application without internet access to the YCD Certificate Portal. Instead of uploading requests and downloading signed certificates from the portal directly, the application will utilize an FTP server (with two folders, one for requests and one for signed) to upload and download signed certificates.

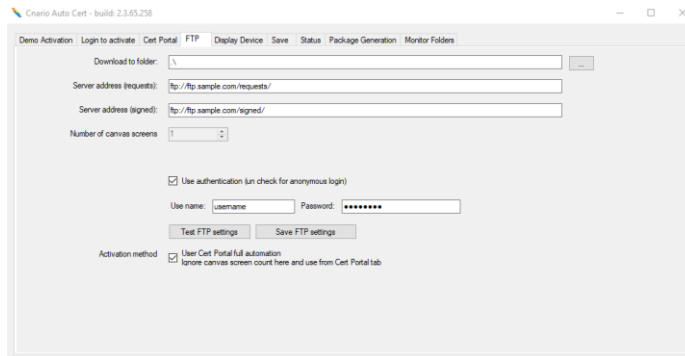
There are two methods that can be used:

- Part manual – the Cnario Auto Certificate application will generate a regular certificate request, upload it to the “requests” path on the FTP and will check the “signed” path for a signed copy of the certificate every 5 minutes
- Fully automated – the Cnario Auto Certificate application will generate a custom “request” file, which includes the certificate request and all required Portal Access information (username / access key and the like), this file will be uploaded to the “requests” path of the FTP and the application will check for a custom “response” file in the “signed” FTP folder path every 5 minutes
 - This process requires the use of the Cnario Auto Certificate application on the FTP server itself, and requires that the FTP server will have access to the YCD Certificate Portal. For more instructions look at “[How to configure folder monitoring on FTP](#)”

Instructions:

1. Assuming the application is still open (if not, run the RunConfig.bat file)
2. Move to the “FTP” tab

3. Configure all parameters:

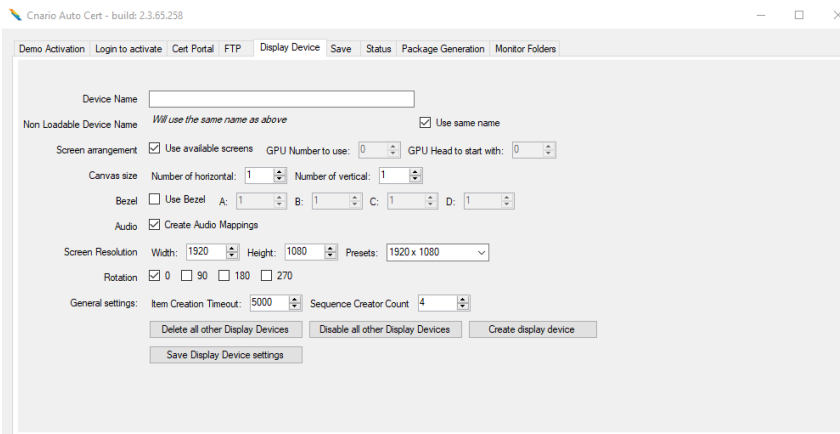


- a. “Download to folder” is where signed copies will be stored
 - b. “Server address (requests)” is the path to upload certificate requests
 - c. “Server address (signed)” is the path to download signed certificates
 - d. “Number of Canvas Screens” is the number of requested Canvas Screens (licenses)
 - e. “Username” and “password” are the credentials that should be used to login to the FTP server
 - f. “Activation method” states if the “Part manual” or “Fully automated” process are used
 - i. Checked – fully automated
 - ii. Unchecked – part manual
4. Test your settings and see a “success” message
5. For “Fully Automated” process ONLY:
- a. Move to the Cert Portal tab and configure all required settings there
 - i. For more detailed instructions click [here](#)
 - b. Test your Cert Portal settings
 - c. Once you have tested and confirmed that the Cert Portal settings are valid, move back to the FTP tab and continue with saving your FTP settings
6. Click “Save FTP Settings” button and choose where to save the settings, you will need it during the [package generation stage](#)
- a. Note: the settings for “Part manual” will look different than the settings for “Full automated”

How to create a Display Device configuration file

1. Assuming the application is still open (if not, run the RunConfig.bat file)
2. Move to the “Display Device” tab of the application
3. Configure and set all your settings for the display device you’d like to create

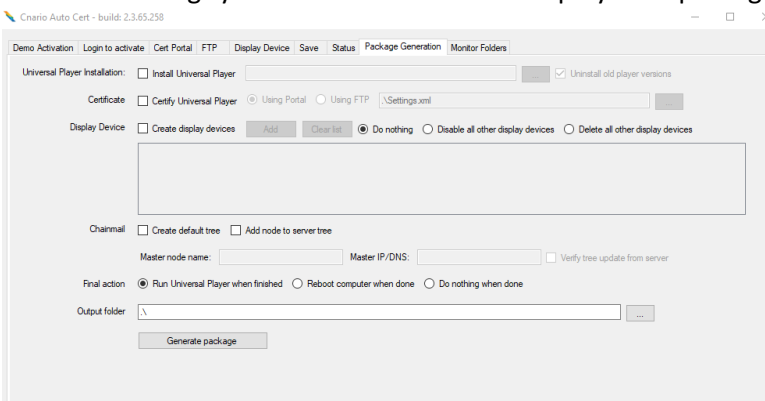
4. A few notes:



- a. "Device name" – if left empty, will use a default name ("Canvas Controller <ID>")
 - b. "Use available screens" checkbox will get all available local screens and will assign to the screen arrangement within the display device
 - i. If not checked, you can configure what GPU ID to start with (first GPU is 0) and what output of that GPU to start with (first output ID is 0)
 - c. "Create audio mappings" – will create the default Cnario audio mappings
 - d. Buttons at the bottom allow you to take action on your local machine using the above settings
5. Click "Save Display Device settings" and choose where to save this display device settings (you will need it later in the [package generation stage](#))
 6. You can create multiple Display Device settings file, as some player may require more than one display device

How to create a package for deployment

1. Assuming the application is still running (if not, run the RunConfig.bat file)
2. Assuming you have already created the required configuration files for the Cert Portal and the Display Device creation)
3. Move to the "Package Generation" tab
4. Enter the settings you'd like to have for this deployment package:



- a. "Install Universal Player" will require the installation file for the version of Universal Player and will install the Cnario Universal Player before doing anything else
- b. "Certify Universal Player" allows for two activation methods

- i. Using Portal - requires a settings file be created in “[How to create Cert Portal configuration file](#)”
 - ii. Using FTP – requires a settings file be created in “[How to created FTP configuration file](#)”
 - c. “Create display devices” requires the configuration files created in “[how to create a Display Device configuration file](#)”
 - d. You may also choose if you’d like to delete / disable all other display devices, or not do anything with the other pre-existing display devices
 - e. “Chainmail” allows the user to create a default tree OR add the local node to an existing tree from the server and verify it was updated properly
 - f. “Final action” allows you to configure if you’d like to run the Universal Player / Reboot the computer / Do Nothing after the script finished running
 - g. “Output folder” lists the location in which you’d like the package to be created
5. Click “Generate Package”
 6. A new file named “RunPackage.bat” and a sub folder named “Files” will be created in the “Output folder” of the package generator tab
 7. To run your package on your player/s simply copy the RunPackage.bat file and the entire folder named “Files” to your player (maintaining the structure) and run the “RunPackage.bat” as an Administrator on the player

[How to create your own script for deployment](#)

If you’d like to create your own script for deployment (and not use the [automated package generation](#) of the application) you will need to know what commands are accepted by the application. The folder containing the CnarioAutoCertificate application includes a ReadMe.txt file where you can open and see all available commands for the application.

If you have any questions please [contact YCD support](#).

How to use Folder Monitoring on FTP

The Cnario Auto Certificate application offers a mode in which a “requests” folder is monitored for “fully automated” request files generated by the [FTP Activation Process](#).

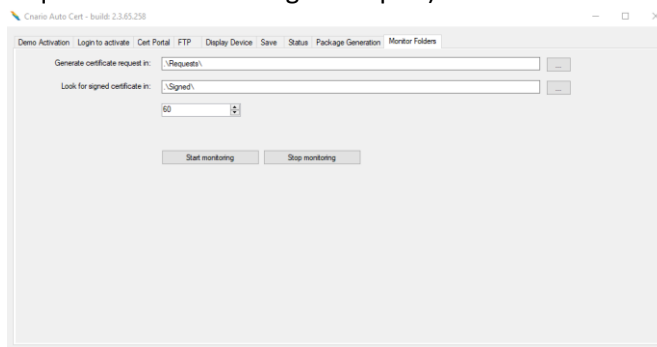
Once a file is identified, the application will utilize the information in that configuration file to activate the request through the Cert Portal (**requires internet access**) and save a response to the “signed” folder.

The response file can be used by the Cnario Auto Certificate application running on the player to load the certificate and start the now certified Cnario application.

Important note: this automated process can only be used if you are using the FTP Fully Automated activation method from the players, meaning, regular cert requests will not be signed.

Instructions:

1. Close the opened Cnario Auto Certificate window (if you have one open)
2. Run the “RunConfig.bat” file located in the same folder as the CnarioAutoCertificate.exe file
3. The interface should open with additional tabs, move to the “Monitor Folders” tab
4. Enter the full path for the requests and signed folder paths (where the players will upload their requests and look for signed copies)



5. Set the check interval
6. Click “Start Monitoring”
 - a. This also saves the settings
7. From now on, when you’d like to activate the monitoring you can choose one of these:
 - a. Manual - Use the “RunConfig.bat” file and manually activate the monitoring
 - b. Automated – run the Cnario Auto Certificate application with the “MonitorFolders” flag, for example (in *.bat / batch / CMD):
 - i. Start /wait CnarioAutoCertificate.exe MonitorFolders



How to contact YCD

The best way to reach us is through our [self-service portal](#)

If you prefer to use phone / email, please see our contact information on our [website](#)