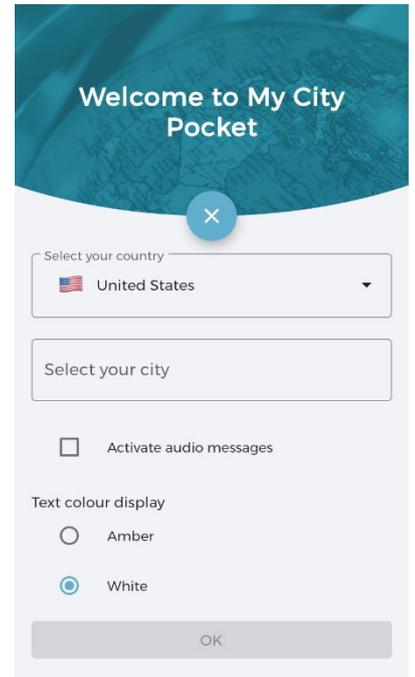




# My City Pocket

## User Guide



**ELAN CITY**  
**10-34 44th Drive**  
**Long Island City, NY 11101**

# User Guide

## My City Pocket



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## 1 PRESENTATION

Thank you for choosing Elan City. My City Pocket allows you to communicate directly with the general public via their smartphones.

The My City Pocket editor enables you to compose and configure the messages you wish to transmit.

You configure your messages via our website, and there is no need to install software onto any device. You can thus communicate with the general public with **any** PC or laptop; all you need is an internet connection.

## 2 USING THE INTERFACE

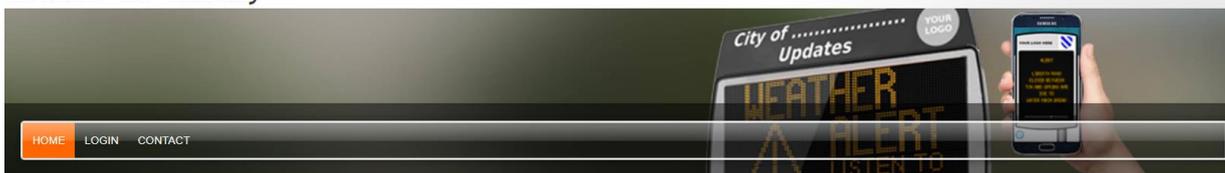
All you need to do is connect to the Elan City interface via the internet.

### 2.1 CONNECT TO THE ELAN CITY INTERFACE

Type the following URL in your navigation bar:

<https://mycitypocket.app>

*EVOCITY - US - Elan City*



Welcome to the message interface for your Evocity display screen &/or your MyCityPocket application.

After logging on, you will be able to:

- Prepare one or more messages for transmission (via the MESSAGE tab) to your Evocity device and/or your MyCityPocket application,
- Review the way in which your message(s) will be displayed, as well as the time/date, via the VERIFICATION tab,
- Send your messages to the appropriate device(s) via the TRANSMISSION tab.

You can also define the way your messages are displayed on the MyCityPocket app.

For technical support/back-up please use the [Contact](#) tab

Efficient diffusion of information. Get the word out!



On this page, you can connect to the My City Pocket interface to manage your messages.

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### 2.2 FIRST STEPS

First, click PROFILE on the menu bar to complete your user profile with your name and username. To save, click UPDATE at the bottom. You can also modify your email address and password.

Username	mycitypocket@elancity.net
Email	mycitypocket@elancity.net
First name	Not set
Last name	Not set
Language	English

Next, personalize your application by adding the name and logo of your city via the SETUP MY CITY POCKET tab on the menu bar.

Personalise your My CityPocket header

Text line 1: CITY OF

Text line 2: NEW YORK

Permanent logo:



Don't forget to save your changes by clicking the "Save and Submit Changes" button at the bottom.

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## My City Pocket

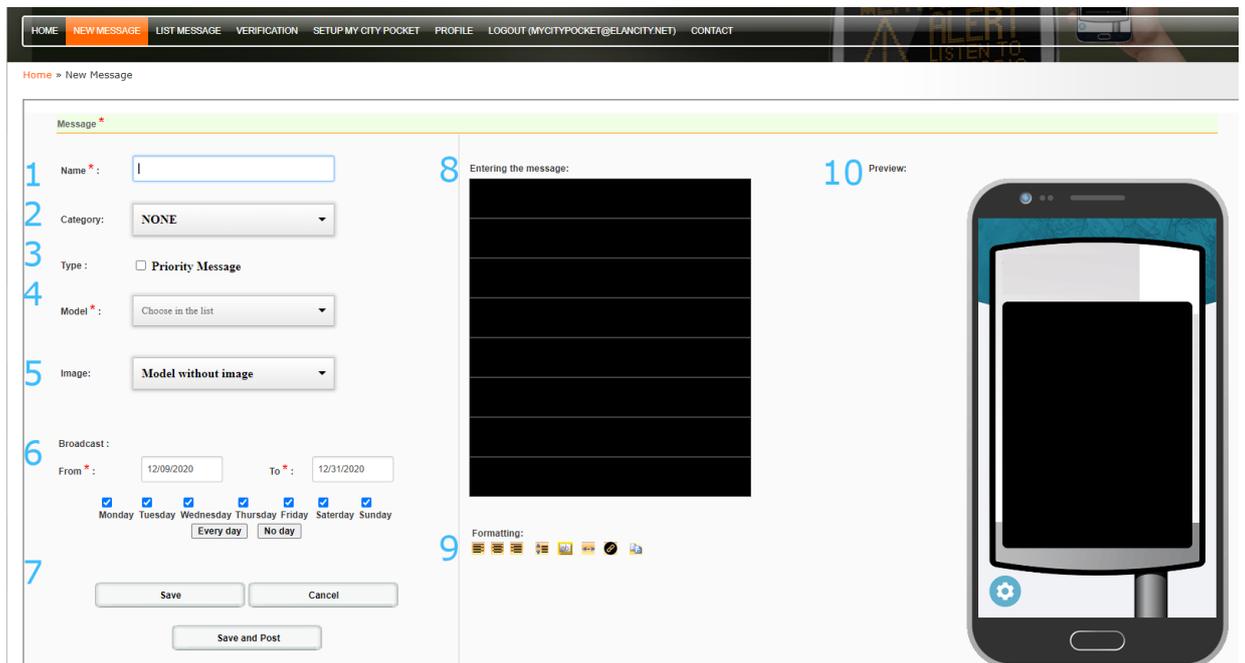


Finally, create a default message to make sure that your application is never without content. From the MY CITY POCKET SETTINGS tab on the menu bar, click on DEFAULT MESSAGE.



City hall hours, address and phone number could make a good default message.

## 2.3 CREATE A NEW MESSAGE



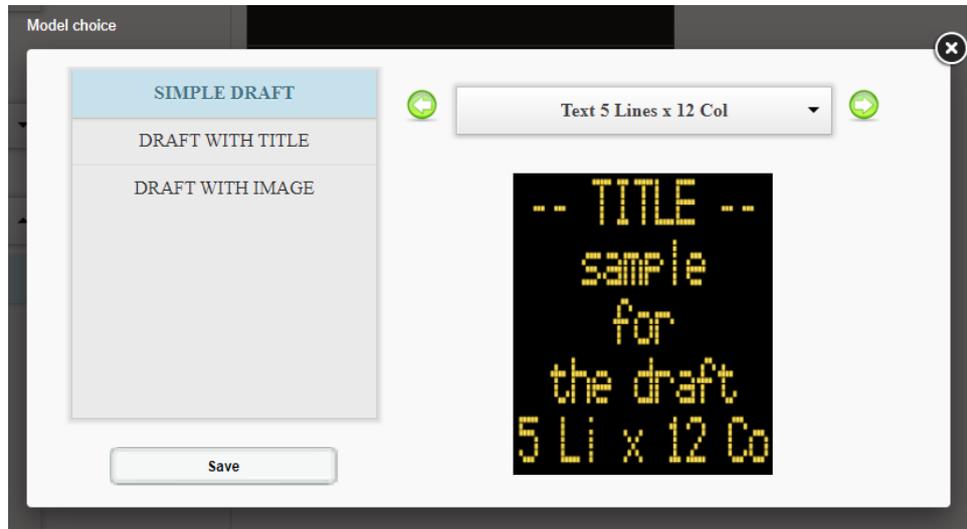
To create a new message:

- Choose a title (1 in the above image). This will help you to find your message later.
- Choose a message format from the 26 available options. (4)

From the dropdown menu under FORMAT, choose the desired format (Simple Format, Title Format, Image Format).

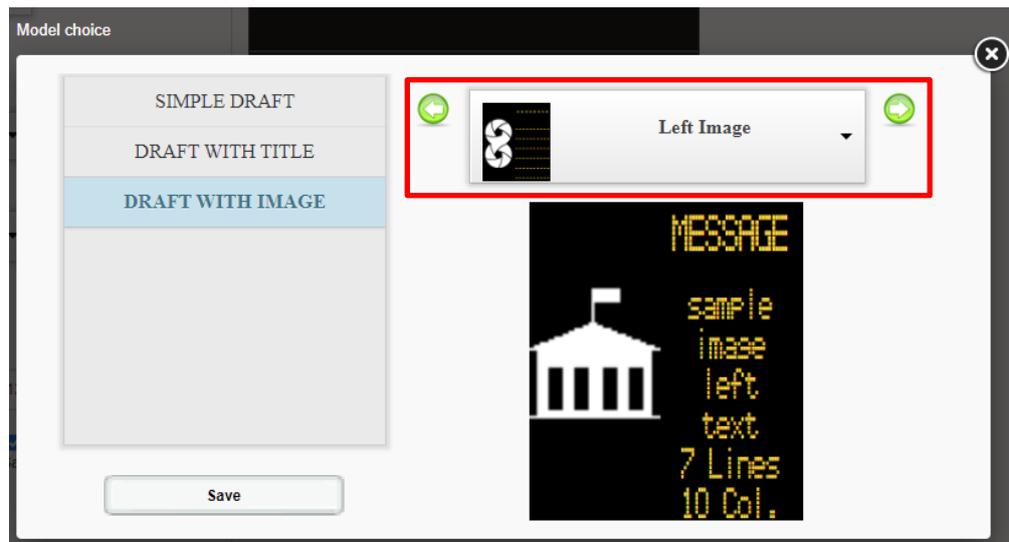
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You can choose the number of lines and columns in your message for each format option.

With Image Format, you can choose the position of the image by using the dropdown menu :



- Choose the start and end dates for your message as well as the days of the week (6).
- Type your message (8).
- Format the text (9).

You can format the text of your message line by line by clicking on the buttons below the text area :



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From left to right, your options are:

- Align left
- Align center
- Align right
- Center text horizontally and vertically
- Make the text blink
- Stretch the line of text to scroll the message
- Add a link
- Paste text in the text box



Only 1 text effect (blinking or scrolling) is possible per message.

You're done!

You can now preview your message in the application format (10).

You must click on Save & Send (7) at the bottom of your screen for the message to appear on your users' screens.

To go further:

- You can categorize your messages by theme (2). To do so, you must first create the themes. See page 12.
- You can also mark a message as priority (3). This message will appear first in the application.
- If you chose a message format with an image, you can choose your own image (5). See page 10 to learn how to create your own library of images.

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## My City Pocket



## 2.4 MESSAGE LIST

HOME NEW MESSAGE LIST MESSAGE VERIFICATION TRANSMISSION SETUP MY CITY POCKET PROFILE LOGOUT (SAV@ELANCITE.FR) CONTACT

One or more messages have been modified. To update these messages you should PUBLISH them

Home > List Message

My Images Category Management Settings

Message search criteria

1 Searching Text (Erase) Select Date (Erase Date criteria)

Category Display Device Type Status

ALL MyCityPocket Elancite2 (44) ALL ALL

Show remaining message slots available

Search

2

Num.	Category	Name	Start Date	End date	Type	Status	OK	Display device	View
1	NONE	Test ordre message : prioritaire	11/26/2021	12/31/2021		Active	✓		51
2	NONE	Test Ordre Message n°1	12/01/2021	12/31/2021		Active	✓		
3	NONE	Message test 1	07/13/2021	12/31/2021		Active	✓		21
4	NONE	Message test 2	07/13/2021	12/31/2021		Active	✓		12
5	NONE	Message test 3	07/13/2021	12/31/2021		Active	✓		13

5 << 1 2 3 4 5 6 7 >>

3 Modify Erase Stop

Copy Paste Exchange

Duplicate Change Broadcast

4 Update

Here you can:

- Consult a list of your messages (2) with the dates of the beginning and end of display. In the last column, you will see how many times each message has been viewed.
- Search for a message (1) using different search criteria:
  - o By topic
  - o By media (if you have several accounts)
  - o By message type
  - o By state

Once you have selected your search criteria, click SEARCH. The list will reduce according to your search results.

- Use buttons to modify your messages (3) :
  - o Change your messages
  - o Erase a message
  - o Stop showing a message
  - o Change the message order with the EXCHANGE button
  - o Duplicate a message
- An 'Update' button will appear when you modify, erase or cancel the transmission of a message (4). By clicking on this button, your changes will be activated.



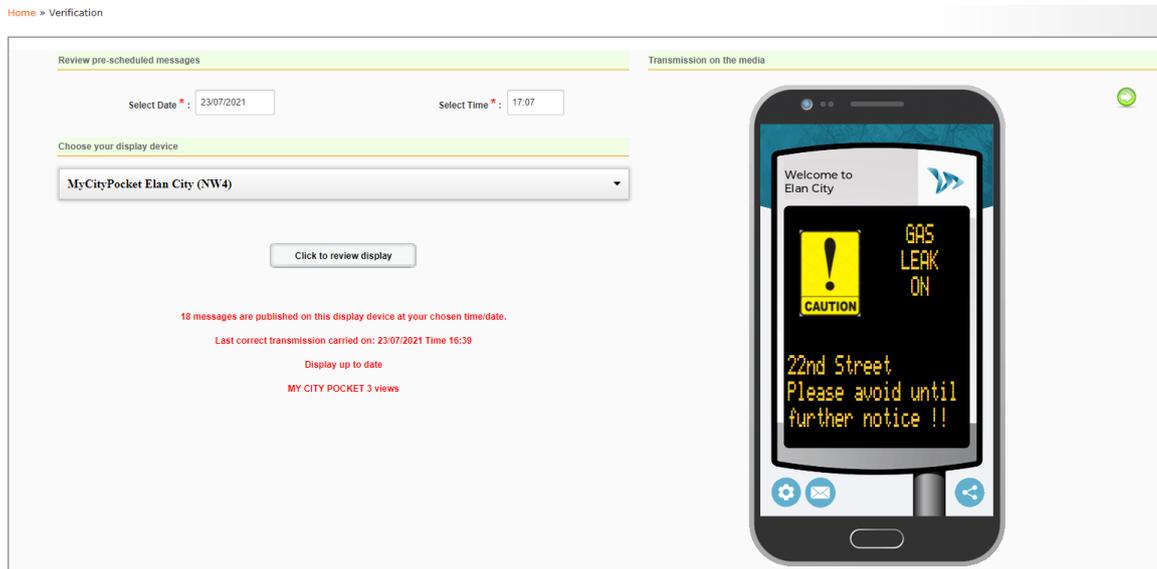
For customers who operate an Evocity device as well as the My City Pocket application; in order to visualise the 'Update' button you need to select the My City Pocket from the 'Transmission' tab.

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### 2.5 PREVIEW MENU



With this menu, you can preview the appearance of your message on the application. If you haven't entered any dates in, you will see the current messages. You can narrow down your preview to a future date to simulate what the application interface will look like at a future date depending on the dates chosen for your saved messages. If you run several My City Pocket accounts, you can choose the account to preview .



Don't forget to click the PREVIEW button to validate your choice.

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## My City Pocket



### 2.6 MY CITY POCKET SETTINGS MENU

Personalise your My CityPocket header

1

Text line 1 : Bienvenue à

Text line 2 : Elan Cité

Permanent logo :

Load an image

Delete

User feedback

2 Allow users to send emails :

Email address for receiving messages :

Order of message display

3 Messages will be displayed as defined within the 'Message tab'

Save and Post

Extra Features

4 Default Message

5 My Images

6 Category Management

Statistics

7 MY CITY POCKET Installed 22 Views 1795

History

Under this menu, you can further personalize your interface and messages:

- Personalize the My City Pocket nameplate and add a logo (1).
- Activate & configure the end user email facility (2). This function allows you to enable your end users to submit information back to you, to an email address that you specify.
- Message display order (3). Here, you can select the order in which your messages are displayed.
  - o Chronological Order Display : Messages are displayed with the most recent taking priority.
  - o Message List Display : Messages are displayed in the same order as presented on the website.
- Create a default message that will appear on the application when there are no other published messages (4).
- Create your image library with the My Images button (5).
- Create and manage your message categories (6).
- Check your application statistics (7).

#### My Images (5)

Under “My Images,” you can also create different categories for your images and upload images to create your own personal library.

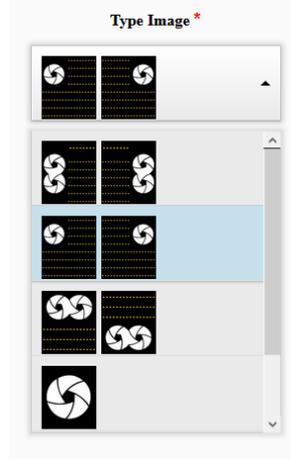
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On the left, click “My Categories” to organize your images by type or theme.

Once your categories are created, you can add images by selecting the type of image:



Next, click “Add” then “Upload an image” to upload an image from your computer.

You can then crop the image as desired.



Repeat the above steps to add many images to your image library.

### Manage Your Categories (6)

By clicking on “Manage my categories,” you can create and manage categories for your messages:

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Code	Name	Order
<input type="checkbox"/> CLB	CLUBS/ASSOCIATIONS	1
<input type="checkbox"/> MUN	MUNICIPAL LIFE	2
<input type="checkbox"/> OTH	OTHERS	3
<input type="checkbox"/> SPO	SPORT	4
<input type="checkbox"/> ROA	TRAFFIC INFORMATION	5
<input type="checkbox"/> URG	URGENT	6
<input type="checkbox"/> VAR	VARIOUS	7

Here you can create, modify and erase categories as well as change the priority in the order of appearance of the message on the application.

## 2.7 CONTACT MENU

Under this menu you can directly contact our technical support or sales teams for any questions you have.

# 3 INSTALLING THE APPLICATION

## 3.1 ANDROID DEVICES



Connect to the Google Play store.



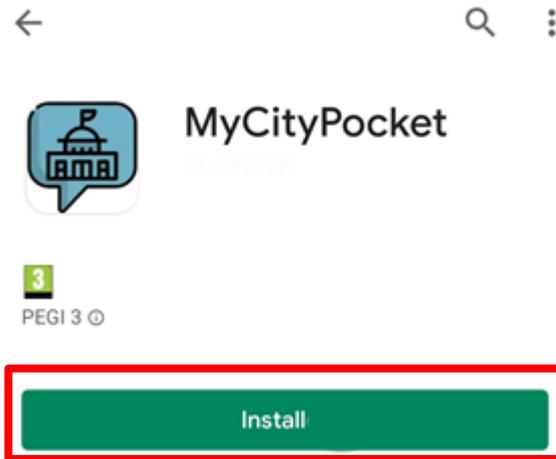
Enter "mycitypocket" in the search bar.



Launch the installation.

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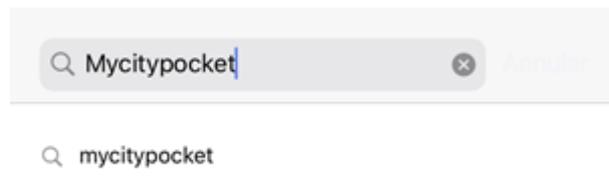
### 3.2 IOS DEVICES



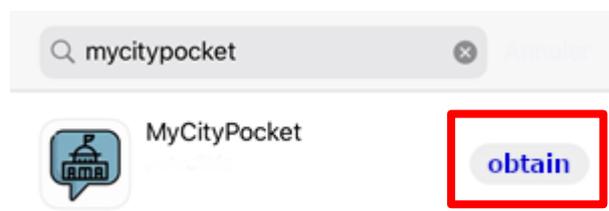
Connect to the AppStore.



Enter "mycitypocket" in the search bar.



Launch the installation.



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## My City Pocket



### 3.3 USING THE APPLICATION

ANDROID	IOS	
		<p>You can see here the application's home page.</p> <p>From here you can:</p> <ul style="list-style-type: none"> <li>- Choose your country/ town.</li> <li>- Activate or deactivate the audio service.</li> <li>- Select between a white and amber display.</li> <li>- Select your preferred notification format.</li> </ul> <p>In the search bar, type the name of your town. Once the application is configured to the correct town, click OK in order to view your messages.</p> <p> You can modify the application's settings by clicking on the Settings menu.</p> <p></p>

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### 4 CUSTOMER SERVICE :



**Elan City Tech Team**  
**10-34 44th Drive**  
**Long Island City, NY 11101**

**E-mail : [tech@elancity.net](mailto:tech@elancity.net)**

#### 4.1 USER GUIDES / SOFTWARE :

All of the user guides and software for our products are available at [elancity.net](http://elancity.net) in the Customer Zone. The password is "radarevolis"