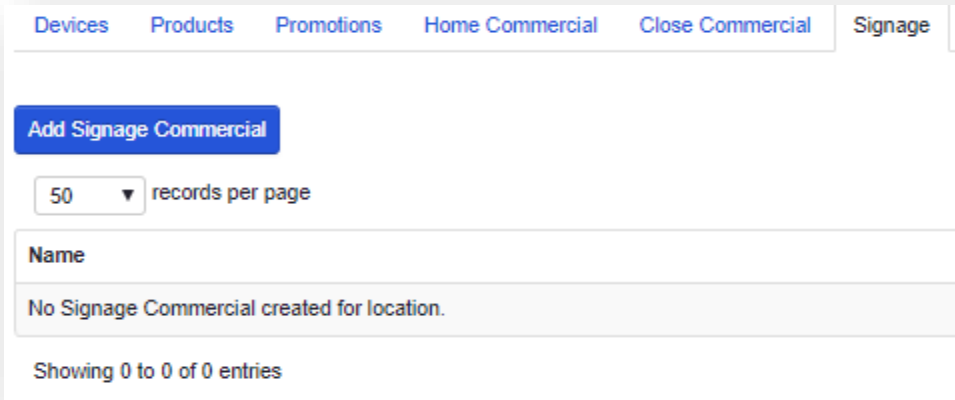




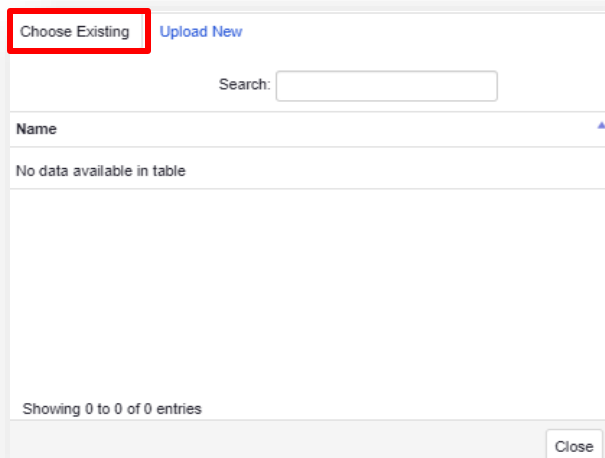
## ADM Signage Tab

The **Signage** tab is located next to the **Close Commercial** tab at the bottom of the **Locations** tab. For the **Signage** tab to be visible, the **Has Signage** field in the **Location Summary** screen must be set to **“Yes”**. You will need assistance from 365 to change the option in the **Has Signage** field. In this document, assume that you can see the tab.

1. Click the **Locations** tab in the menu bar at the top of the screen.
2. Select a location. The **Locations Summary** screen will display.
3. Scroll down to the tabs near the bottom of the screen.
4. Click the **Signage** tab.



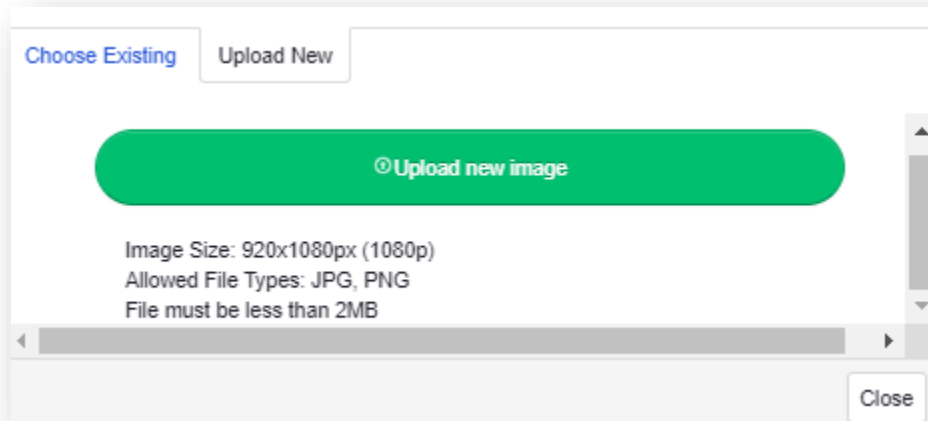
5. Select **Add Signage Commercial**. The following pop up window will display with the **Chose Existing** tab selected.



# Zbox V5 / ADM Signage tab – Operator



6. To upload an existing image, choose from the images displayed or search for an existing image.
7. To upload a new image, click the **Upload New** tab and the following pop up window will display.



If you are uploading a new image, be sure it meets the criteria shown in the **Upload New** tab.

8. Give the image a name.
9. Click **Add**. The **Location Summary** screen will display again.
10. Click the **Signage** tab to see your signage listed in the grid.
11. Click on the **name of your signage** to see how it will display to your consumers.

