# Administrator Guide

**Version 2.16**

# Foreword

The Ariadne is a server-client system for controlling display of electronic signs. There is a server part with a web-based user interface for managing the content. The signs are clients of the system. The signs poll the server for instructions about what to display and display the content on its monitor. The signs have different capabilities; some support only text and images and others might support rich media such as flash or video.

Sincerely,
The Ariadne Team

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# Ariadne Overview

Ariadne is a server-client system for controlling display of electronic signs. There is a server part with a web-based user interface for managing the content. The signs are clients of the system, polling the server for instructions about what to display and display the content at its monitor. The signs have different capabilities; some supports only text and images and other also rich media such as flash or video.

The primary applications of sign systems are a combination of visual information: Directory to Events (way finding), Visitor information, Room Event information, Specific and general Information, Message.

Each type of visual information can be displayed in separate windows on a sign and prioritized according to the general Layer specification.

There are two main parts of the new Ariadne system namely the Ariadne Database and the Ariadne Application.

**Ariadne Database** is a database used to store Ariadne application's data.

**Ariadne application** is a Web application for user to view and edit items.

**Scheduler Service** is a Windows service and must be installed on the server. The purpose of Scheduler Service is to generate schedule files for signs to read and display information.

## Definitions, Acronyms and Abbreviations

| Terms | Definition |
|---|---|
| **Internet Information Services (IIS)** | A Web server with integrated, reliable, scalable, secure, and manageable capabilities available over an intranet, the Internet, or an extranet, and is a tool for creating a strong communications platform of dynamic network applications. |
| **Microsoft SQL Server** | A database management system that supports Structured Query Language (SQL). |
| **Microsoft .NET Framework** | A set of Microsoft software technologies for connecting information, people, systems, and devices. It enables a high level of software integration through the use of Web services – small, discrete, building-block applications that connect to each other as well as to other, larger applications over the internet. |
| **IUI** | Intuitive User Interface |
| **Sign** | A physical stand with a built in monitor and client system to interpret the instructions from the server part of the system and visually display the output for the Viewers. |
| **Customer** | A company who has bought one or more signs and a license to use the Adriane system |
| **SuperAdmin** | A person who has access to all customers hosted on the Ariadne Hosting web server/s. |

CHAPTER 1.
# Ariadne Administration

The Administration of Ariadne features the utilities to set the Ariadne system configuration and Customer configurations.

## Logging In

To start Admin pages you first have to log in as an administrator. To start the login procedure:

1.  Open your Web browser and enter a path to the Admin page, depending on where you installed Ariadne.

2.  The first page you will see is the login page on which you must enter the administrator's ID and password.
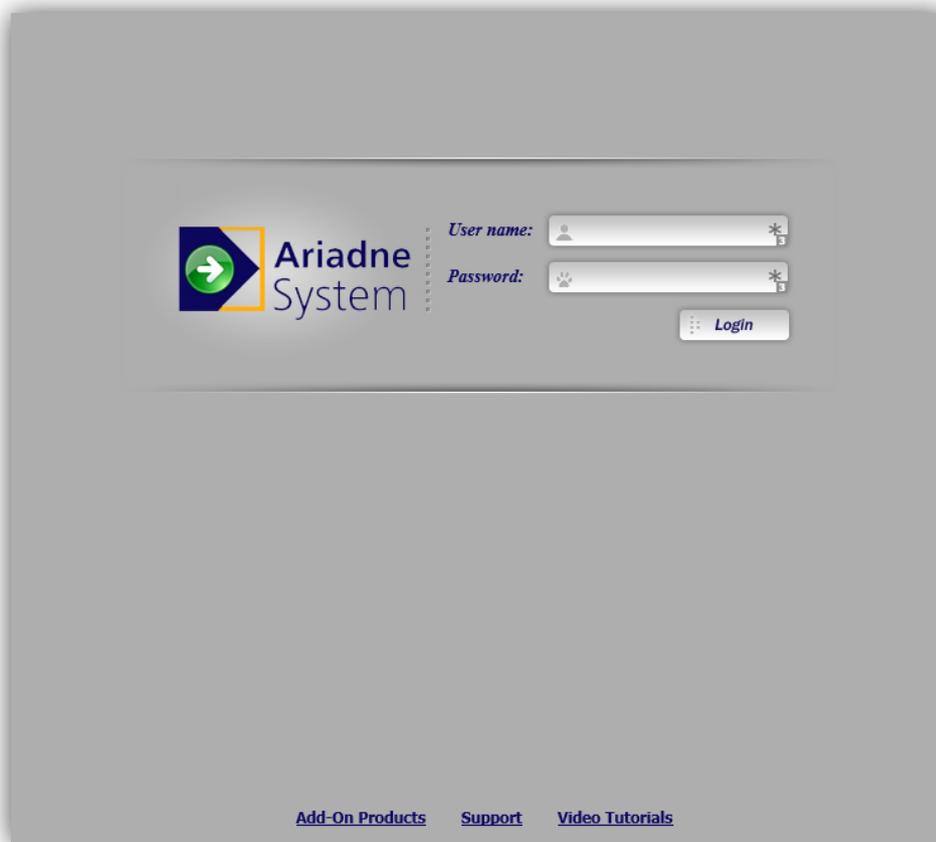


**Figure 1.    Ariadne Login Page**

3.  After entering user ID and password, click Login to open the administrator's options to proceed working as an administrator.

If you enter the admin page as a local admin, the web application will browse directly to the customer of which you are set as a user.

In case you enter the admin page as a super admin, to select a customer to manage and set up options:

1.  Click [**Customer Search**] button to select a customer.
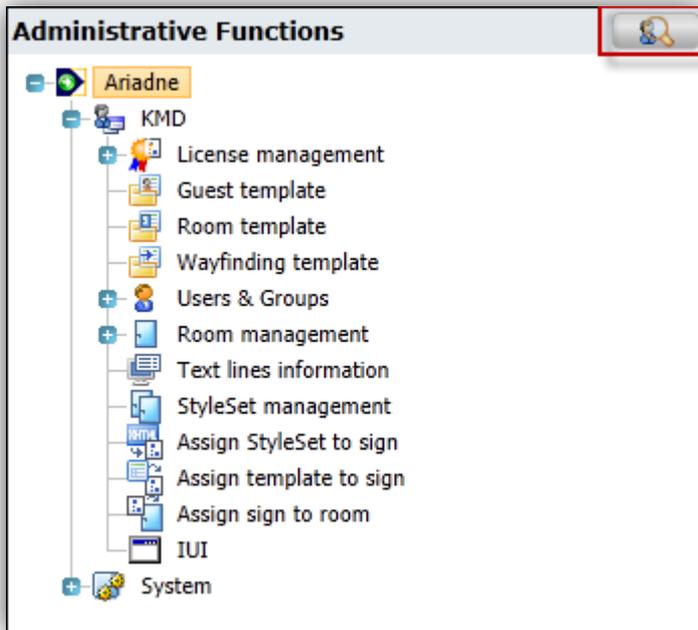
**Figure 2.    Customer Search function**

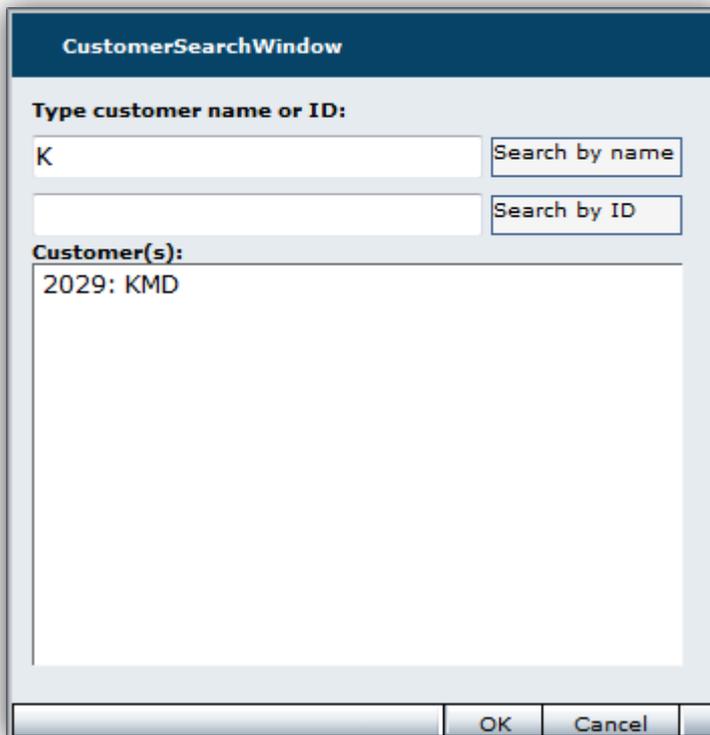2.   Enter some value into the two blank fields to search for customers by their names or IDs.



   **Figure 3.    Search Customer**

Select the customer and click [**OK**].

# Super Admin and Local Admin

A Super Admin is the Administrator of the entire Ariadne system. The super admin has permission to access all administrative functions of Ariadne as depicted below:
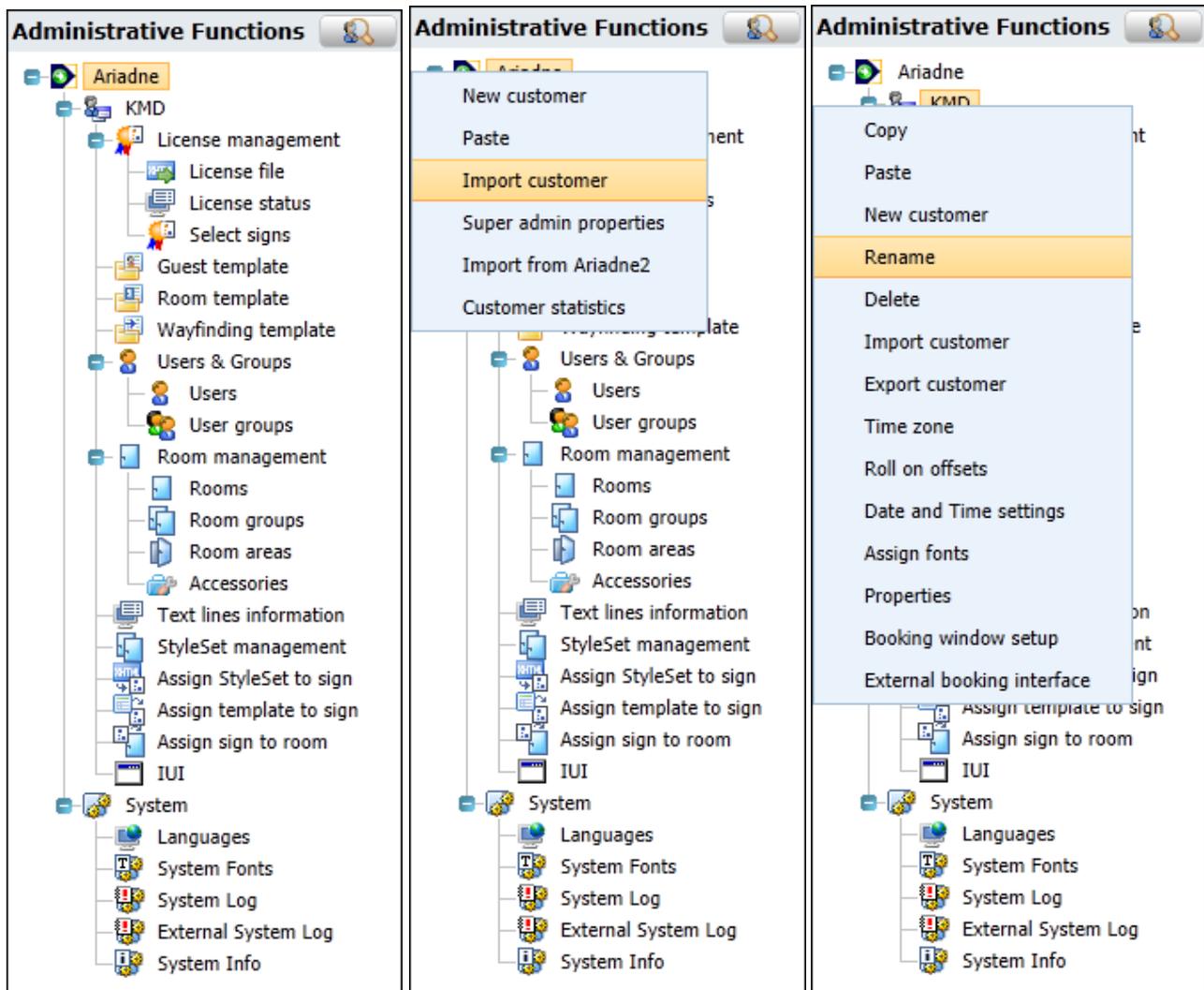


**Figure 4.    Super Admin**

A Local Admin is the Administrator of an Ariadne customer. The local admin has permission to access customer-related administrative functions of Ariadne:

- Customer functions:
  - Time zone
  - Date and Time settings
  - Roll on offsets
  - External booking interface
- License management
- Guest template
- Room template
- Wayfinding template
- Users & Groups
- Room management
- Text lines information

- StyleSet management
- Assign StyleSet to sign
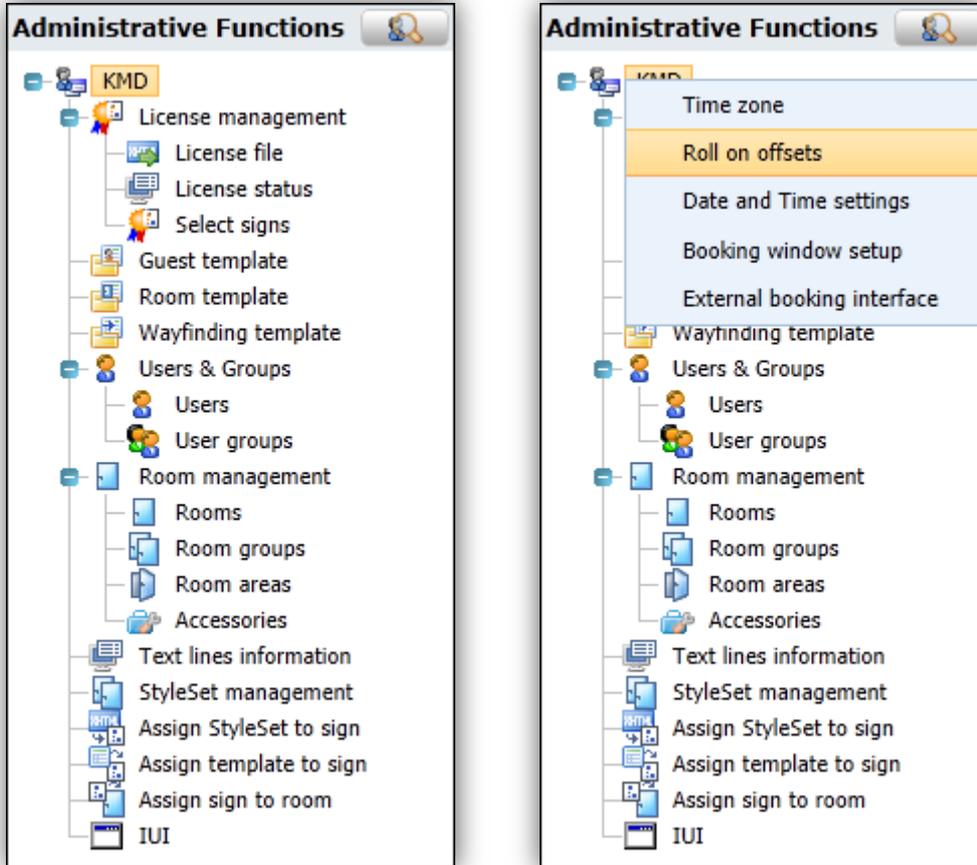- Assign template to sign
- Assign sign to room

**Figure 5.     Local Admin**

# Customer Functions

A customer is a company who has bought one or more signs and a license to use the Adriane system. This section describes all features to create and edit customers.

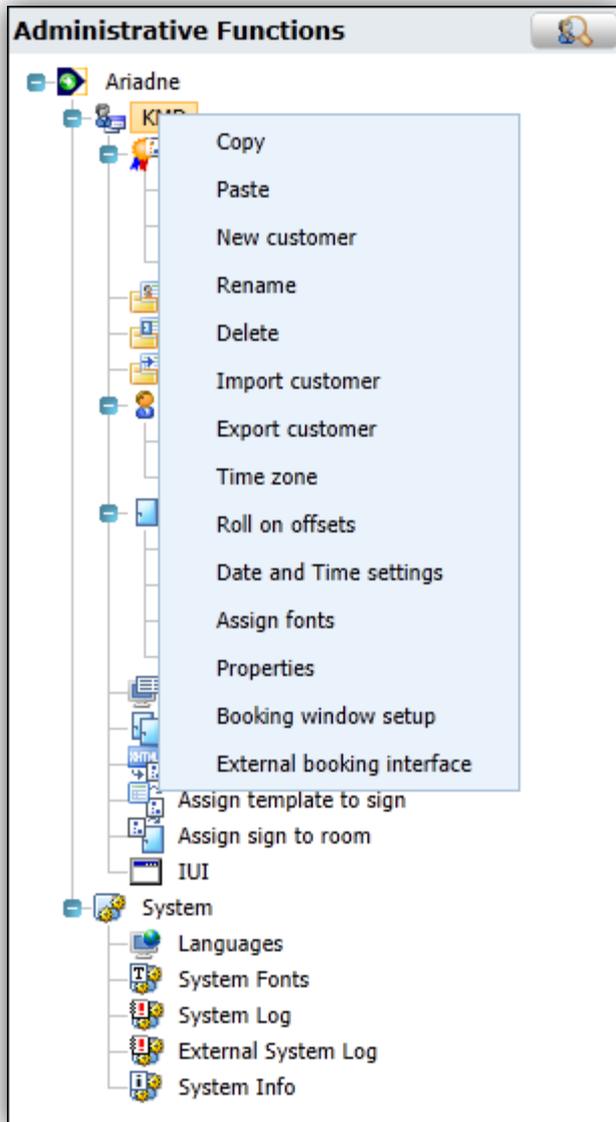**NOTE:** A local admin can only edit Time zone, Edit Roll On Offset and Date and Time settings.



**Figure 6.     Customer functions**

# Create new customer

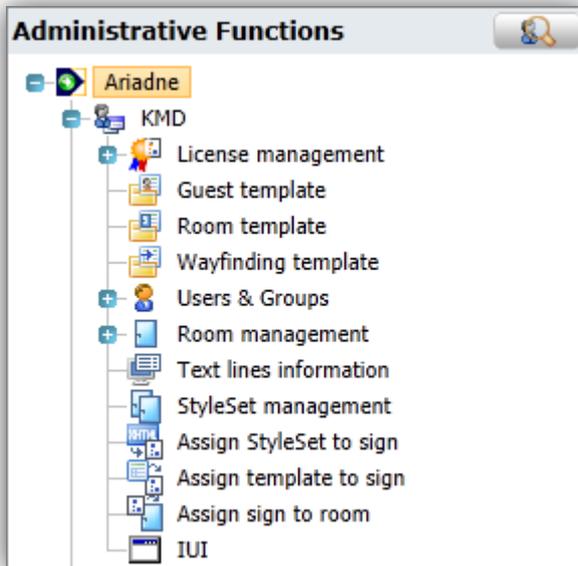1. Right click at **Ariadne** in the main menu and select [**New Customer**]:



**Figure 7.    Choose New Customer Menu**

2. Fill in the name and click [**Create**].
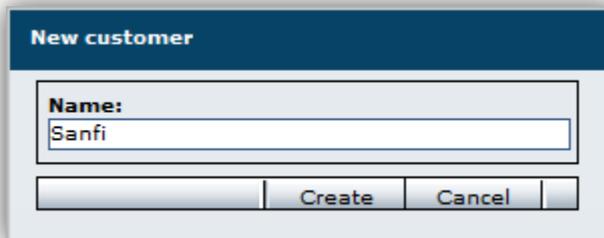


**Figure 8.    Fill in Customer Name**

**NOTE:** If you cannot create new customer, check to see if the Network Service user has the full rights.

# Import from Ariadne 2

Ariadne version 3 allows the admin to import a customer exported by the version 2 of Ariadne. The imported customerID would be changed to be suitable with Ariadne3. To import, follow the steps below:

1. Right click at **Ariadne** in the main menu and select Import from Ariadne2.

**Figure 9.    Choose Import From Ariadne2 Menu**

2.  Click browse to select the zipped customer folder to be imported



**Figure 10.    Imported Folder**

3.  Click [**OK**] to finish.

The imported customer in this case would have reset language to default (English).

# Import Customer

The purpose of this function is to import a customer exported by the Ariadne version 3.

To import, follow the steps below:

1.  Right click at **Ariadne** in the main menu and select [**Import Customer**].
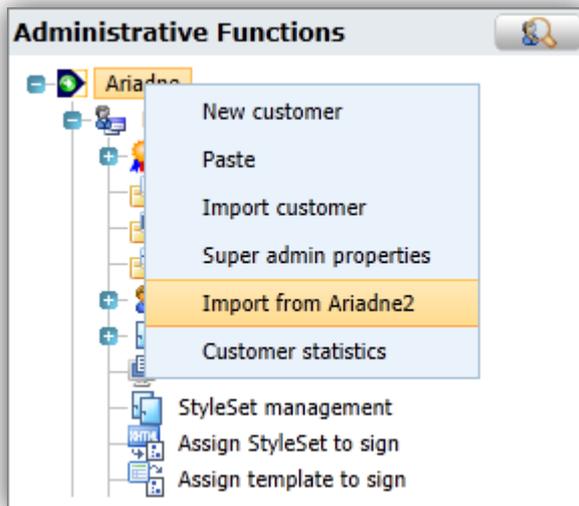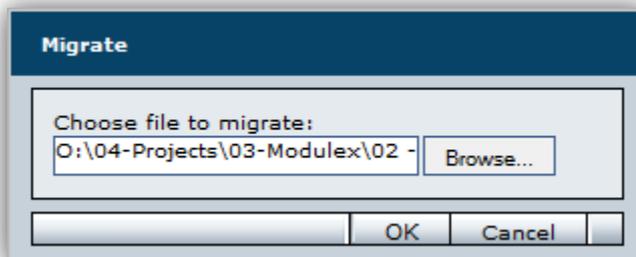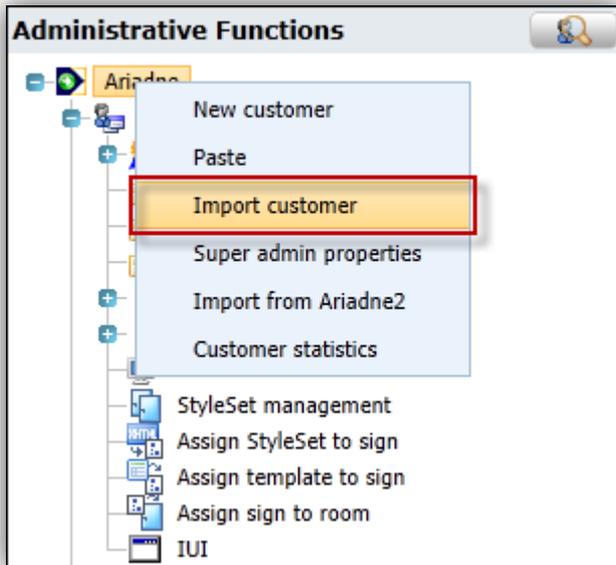
**Figure 11.   Choose Import Customer Menu**

2.   Click browse to select the zipped customer folder to be imported
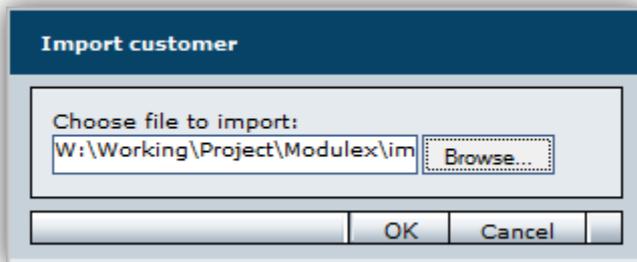


**Figure 12.   Imported Folder**

3.   Click [**OK**] to finish.

The imported customerID is kept. However, in case there is a customer having the same customerID, Ariadne would delete the customer in the system and replace it with the imported one. A message would be shown to you to confirm this replacing action:
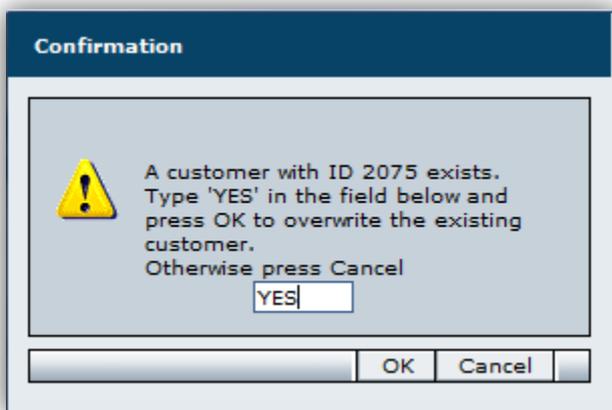


**Figure 13.   Confirmation Message**

# Export Customer

To export a customer, right click at the customer name in the main menu and select [**Export Customer**] and then save the zipped folder in the desired location (the customer data is export to a file namely **exportCustomer_<*customerid*>.zip**).
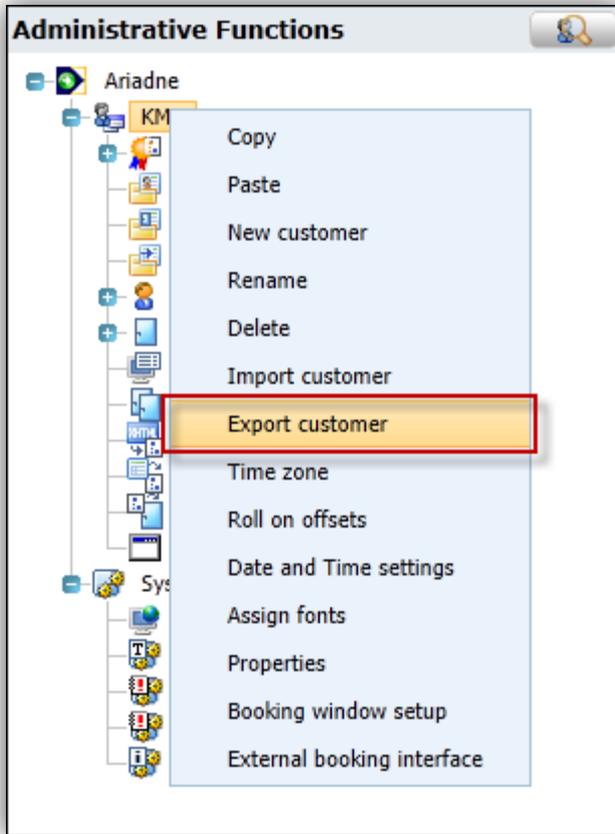


**Figure 14.    Choose Export Customer Menu**

# Super Admin Properties

To edit the super admin, right click at the **Ariadne** and select [**Super Admin Properties**]
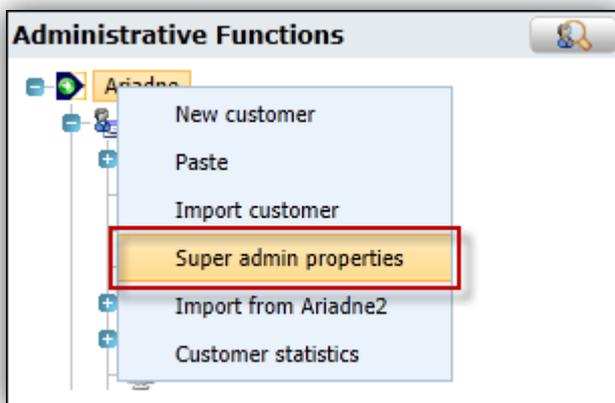


**Figure 15.    Choose Supper Admin Properties Menu**

In the "Edit SuperAdmin" window, you can change the Full name, User name, Password and email address of the super admin.
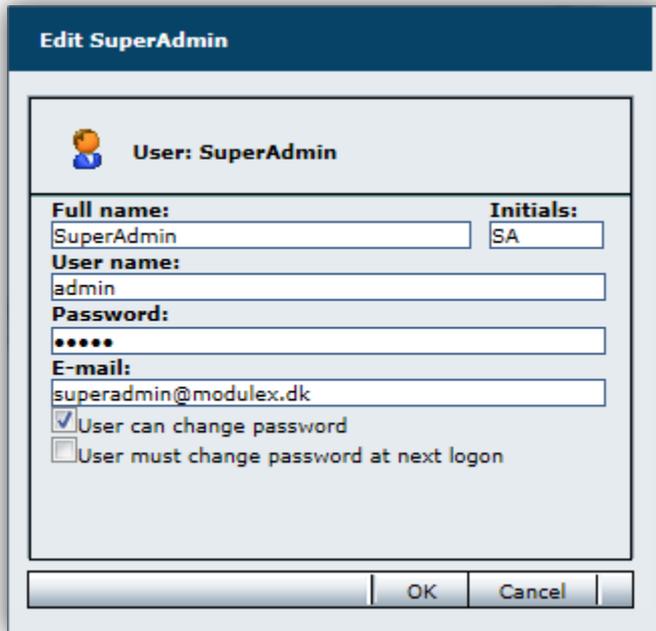


**Figure 16.    Edit Super Admin**

## Time Zone

The time zone should be set for your location based on Coordinated Universal Time (UTC).  Follow the steps below to set the time zone.

In the left panel of Ariadne Admin page, right click at the Customer's name and select [**Time zone**].
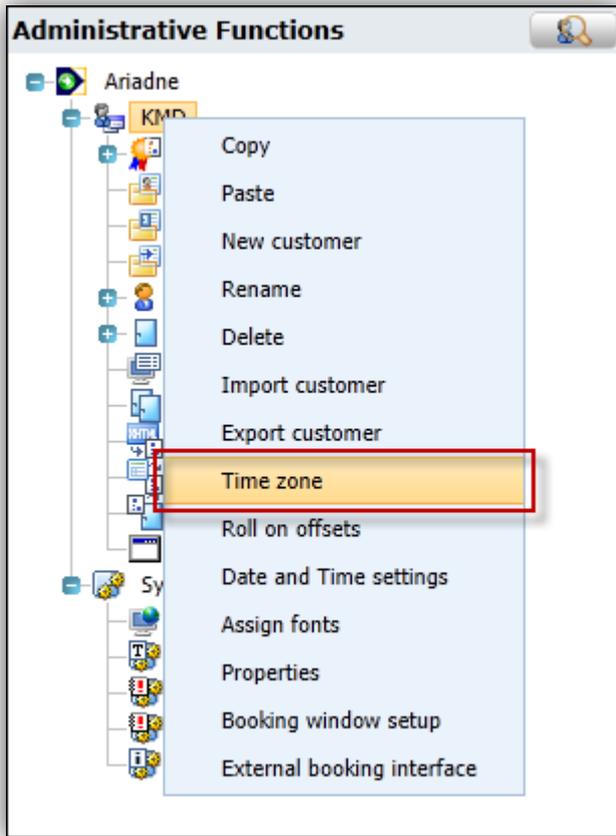
**Figure 17.    Choose Time Zone Menu**

Select your time zone in relation to GMT and click [**OK**] to save.
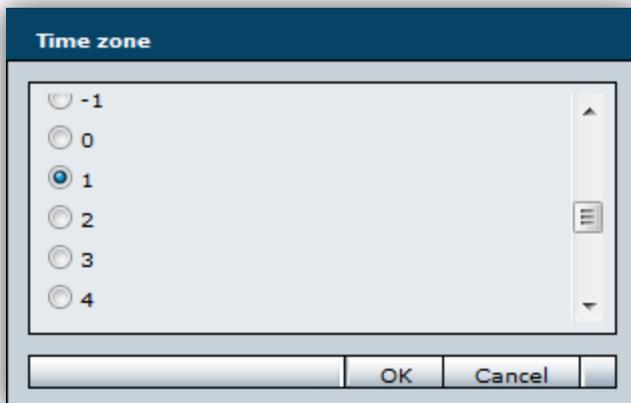


**Figure 18.    Time Zone**

# Edit Roll On Offset

In the left panel of Ariadne Admin page, right click at the Customer's name and select [**Roll on offsets**].
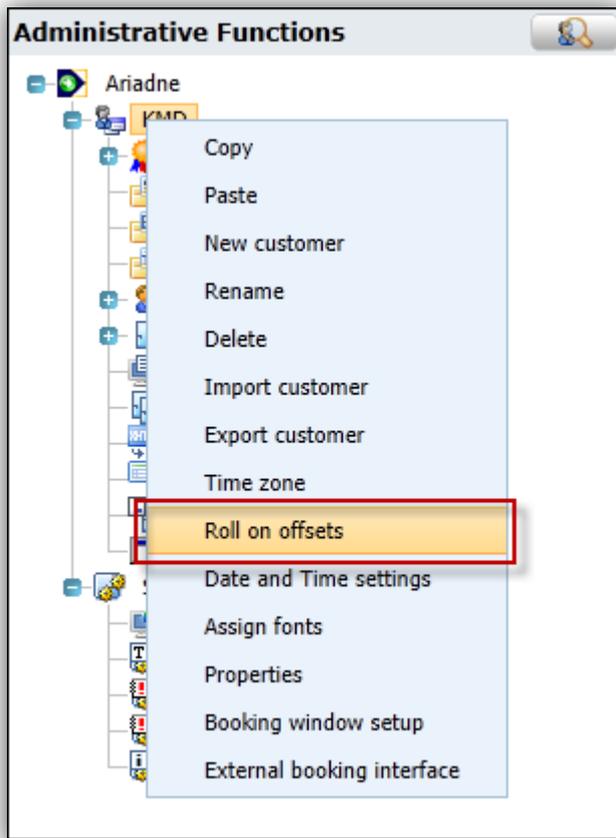
**Figure 19.**    **Choose Edit Roll On Offset Menu**

In the "Displaying rules" box, specify the Offset and Overlap value for Door Signs to display event.
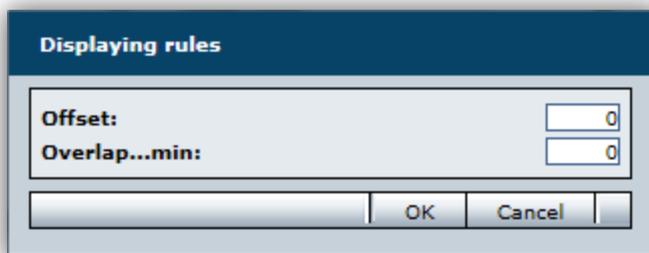


**Figure 20.**    **Specify the Offset and Overlap value**

- **Offset** value: This value is to define the duration that an event should be displayed on screen before the actual event takes place.
- **Overlap** value: when the display time of an event conflicts with another event taking place after it, Ariadne system allows the latter to be displayed on sign *<Overlap>* minutes prior to the end time of the former event.

    **For instance**: Offset value = 30; Overlap value = 5

| | Duration | Display time (conflict) | Actual Display time |
|---|---|---|---|
| **Event 1** | 10:00-11:00 | 09:30-11:00 | 09:30-10:55 |
| **Event 2** | 11:15-12:00 | 10:45-12:00 | 10:55-12:00 |

# Date & Time setting

Right click at the company name in the top of the menu-tree and select [**Date and Time settings**].
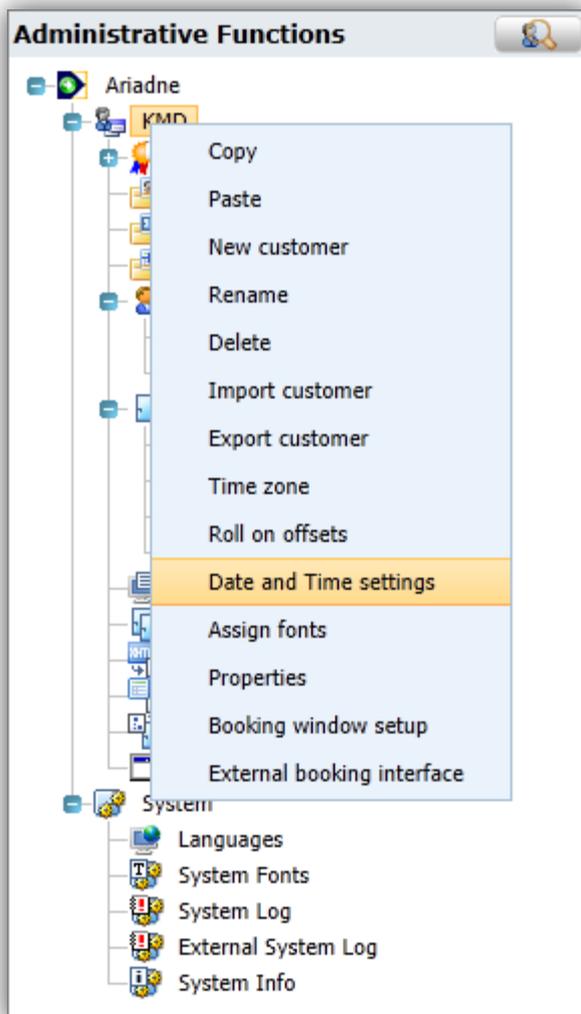


**Figure 21.   Choose Date and Time Settings Menu**

From the details displayed on the right pane, click the [New] icon ( ) to create your own date and time formats.
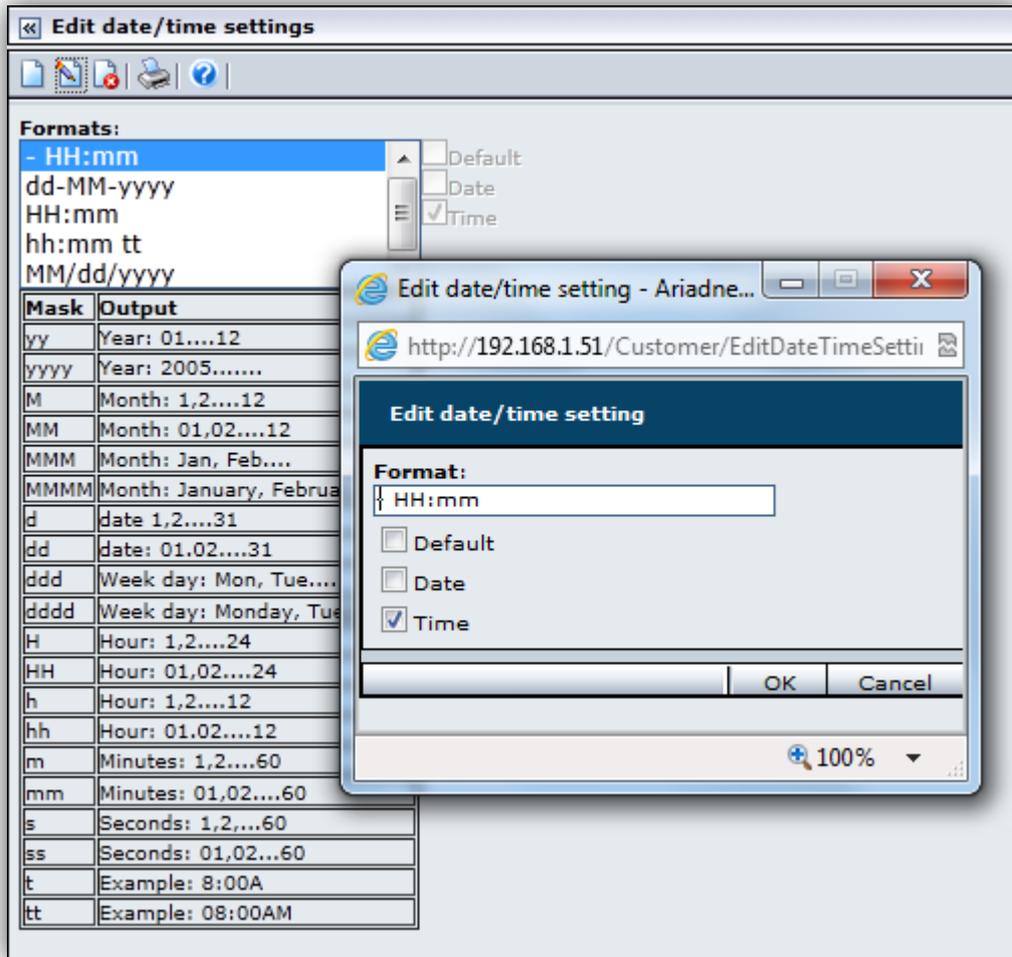
**Figure 22.** Create your own Date and Time Formats

The format must be indicated as a mask. For example, if you want to use the following format: Monday 25.October 2007, you must write the following in the Format field: dddd d.MMMM yyyy

Select the appropriate date or time box to identify the type of format. If you select new format as the default date/time stamp, it will be the default option in all new date and time objects in templates, and of course can be selected on all existing date/time objects.

# Properties

Right click at the company name in the top of the menu-tree and select Properties to set up other properties for the customer:

- **Primary field**: select Name or Host as the primary field. The primary field is the required one and its content would represent the event on the View Pane.
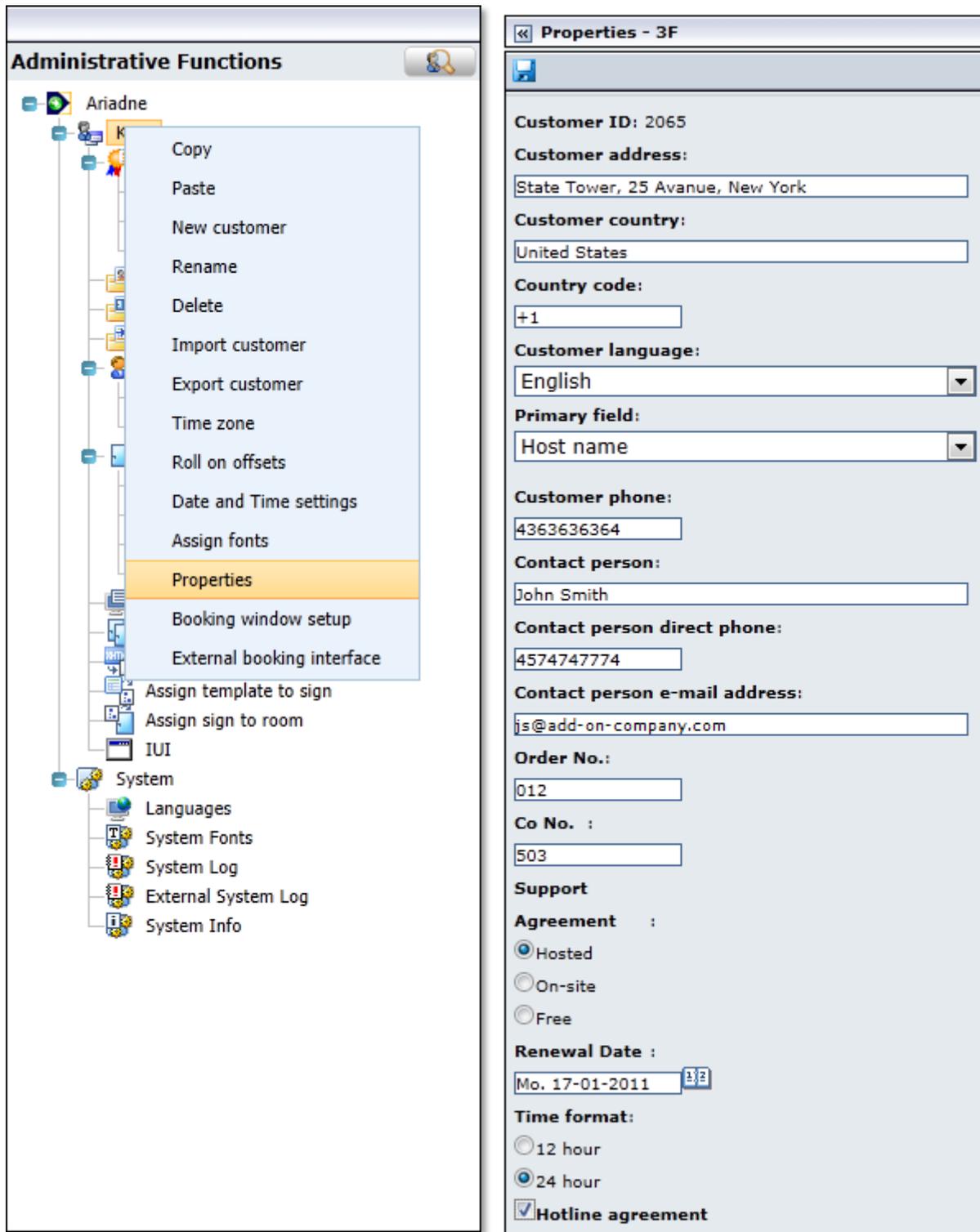
**Figure 23.    Properties screen view**

# Booking window setup

This feature allows admin to select default duration for an event and the minimum duration of an event:

- Default booking interval: Default duration for new event
- Minimum booking interval: The minimum duration of an event
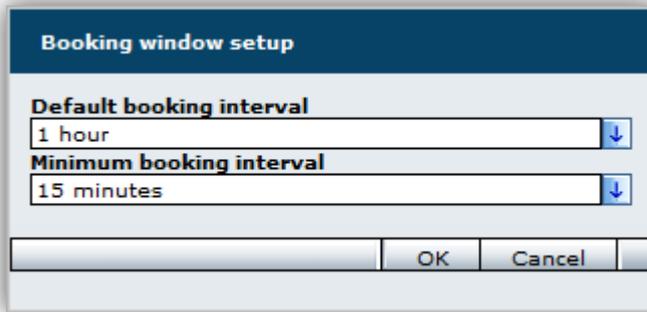
**Figure 24.    Booking Window Setup**

# Setting up External Booking

The Ariadne External booking service allows users to import booking data from external event/booking systems.

Each customer provides an xml file containing all bookings, and delivers it to a FTP folder on the Ariadne server. . The XML file format used in this import is described in the document "***Information - External booking v1.7.pdf***".

The folder and FTP account for each customer is created and Ariadne Administrator can manually copy the xml file into the data folder, e.g.: C:\Ariadne\FTP\id (Where *id* = customer ID in the Ariadne system). The customer's ID can be found by right clicking on the company name at the top of the menu-tree and select Properties.
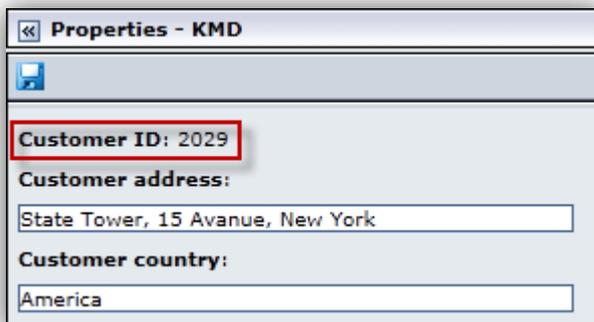


**Figure 25.    Customer ID**

The FTP account is created with read/write rights for the folder: \\Ariadne\FTP\CUST*id*.

User name and password for the FTP account might be the same as the customer's login for the Ariadne Web administration, but this is not a demand.

Customers who want to use an external booking system for Ariadne must follow the guidelines below:

- Right clicking on the customer's name at the top of the menu-tree and select [**External booking interface**].
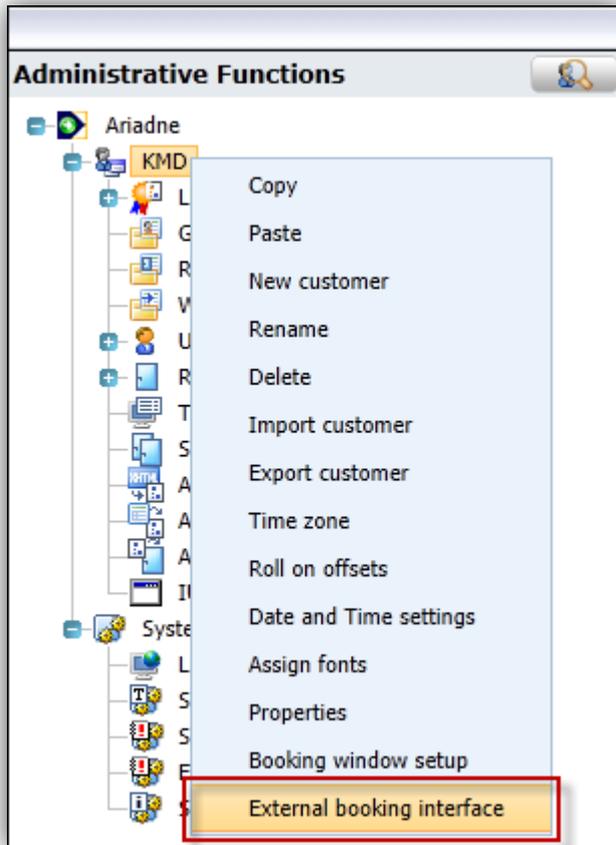
**Figure 26.   Choose External Booking Interface Menu**

- In External setup window, select the check box "**ON**" in order that the External Booking service processes data of the corresponding customer. Or else, the service will not process the data of this customer.
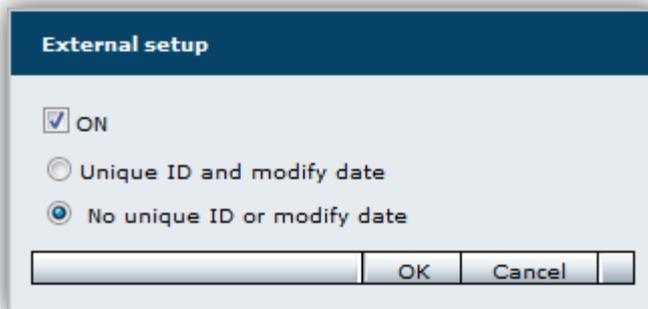


**Figure 27.   External Setup dialog box**

Then select the importing data method of External Booking service:
  - o   Unique ID and modify date: All events are updated on import
  - o   No unique ID or modify date: Update only changed events on import
- The XML file must be named *id*.xml (Where id = customer ID in the Ariadne system).
- The template used for bookings of the individual rooms must be assigned as a default template in the room setup before it can be used for external bookings.

# License Management

The license of Ariadne contains information of the number of signs which will be used and the duration to use the product. With the Ariadne system, customer can only access signs for which they have license.
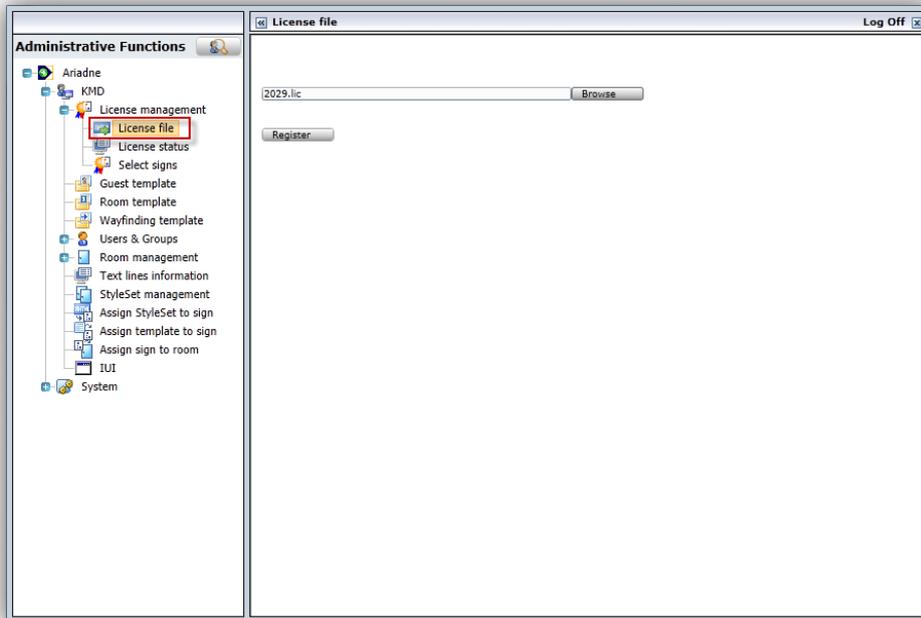


**Figure 28.    Import License File**

# License file

To import license file:

1. Click **License file** on the main menu.
2. Click [**Browse**] button, select the license file (*.lic) in the Browse window.
3. Click [**Register**] button to finish the process.

# License status

After import the license file, the License information is displayed in the **License status** section. The information includes:

- Number of signs registered to the customer.
- License covers: the sign amount allowed.
- Expired date.
- Number of selected signs used with license.
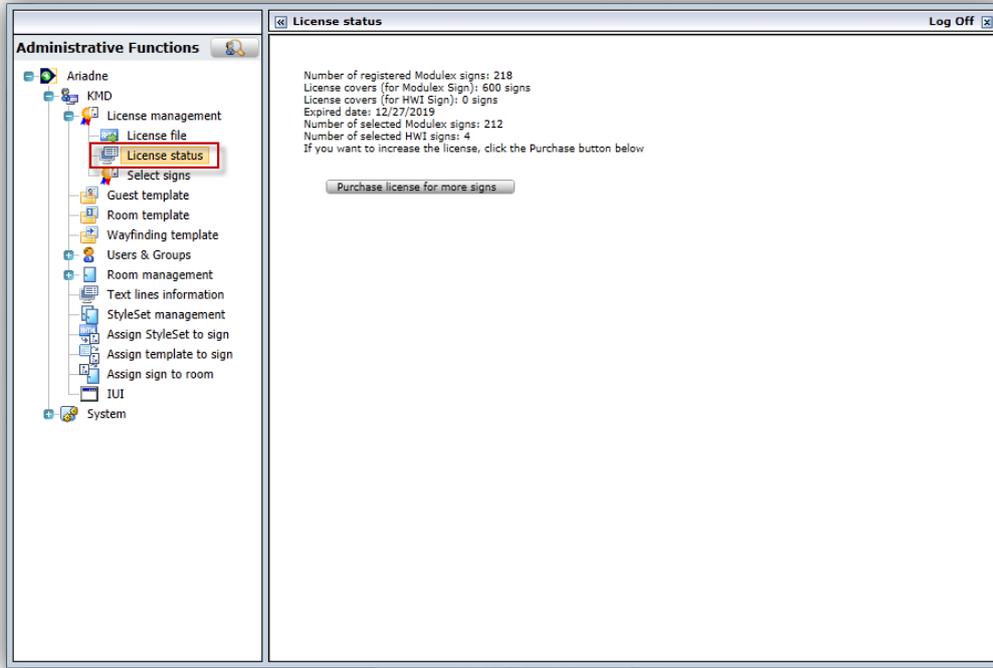


**Figure 29.    License Status**

# Select signs
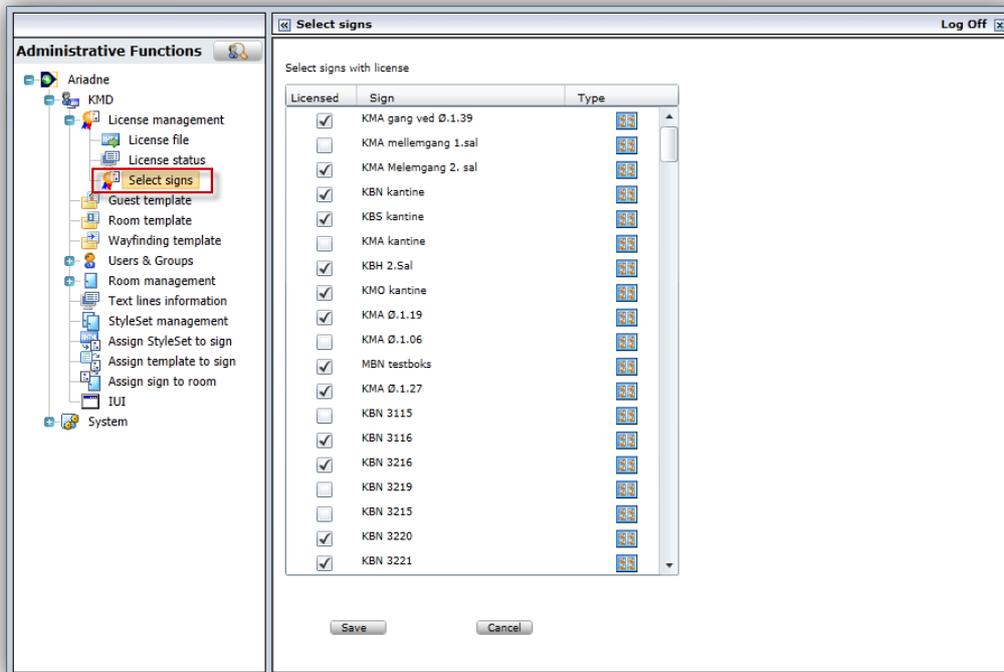


**Figure 30.    Select signs**

After importing a license file, select the signs to display event in the total signs that they have according to the signs amount of the license. If a customer buys a license for an amount of sign less than the amount that they actually have (e.g.: they have 50 signs but only buy a license for 10 signs) then the Ariadne system only allows user to select 10 signs to display event in the total 50 signs that they have.

In case the customer selects more signs than the allowed number, a warning message would appear to inform customer about this. When customer browses the Ariadne IUI application, the Signs tab would only display the selected signs. In this example, there are only 10 signs displayed as available on the Sign tabs.

In the Select signs section, click the check box next to sign name to select the sign to display event then click [**Save**] button to save the information.

## How to buy

In the login window, if you login as a user of a customer which does not have a license, the **How to buy** button would appear.



**Figure 31.    Login screen**

Click the [**How to buy**] button to open a registration form:
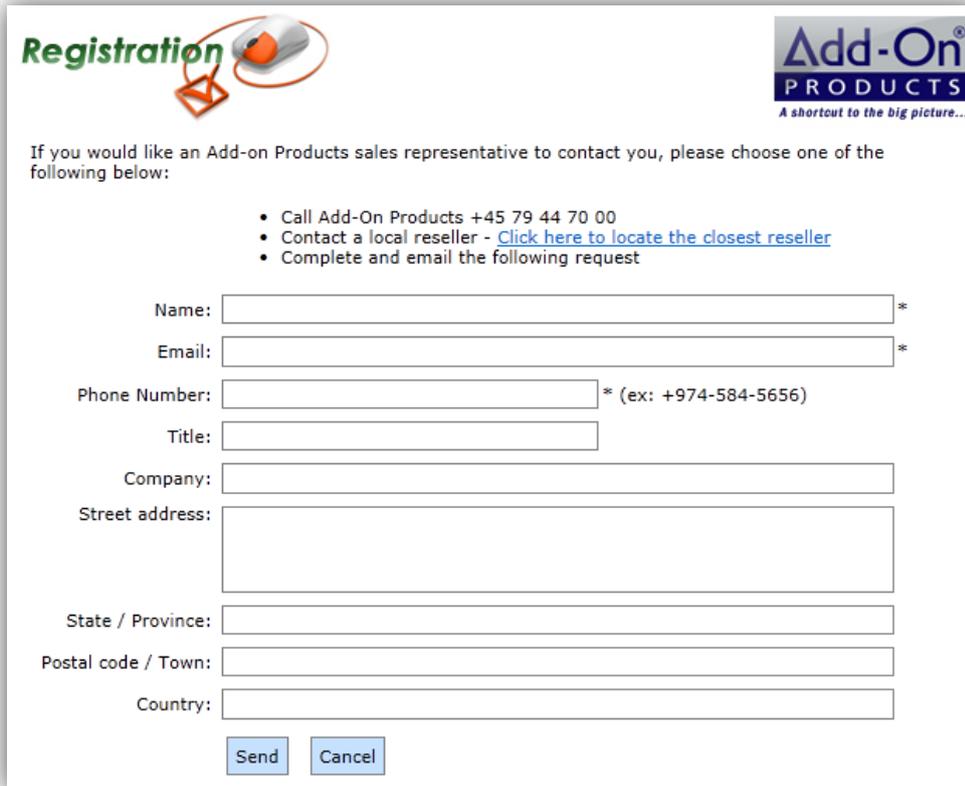
**Figure 32.    Registration form**

In this form the user has the possibility to easily send Add-On Products an email with his contact information, when the user enters all the information and clicks [**Send**], an Outlook email will be formatted and ready to be sent, the receiver of the email will be info@add-on.com.

# Templates

The Ariadne system is using three types of template namely the Guest template, Room template and Wayfinding template. Each type is created, edited and managed in the corresponding section in Ariadne Admin page.
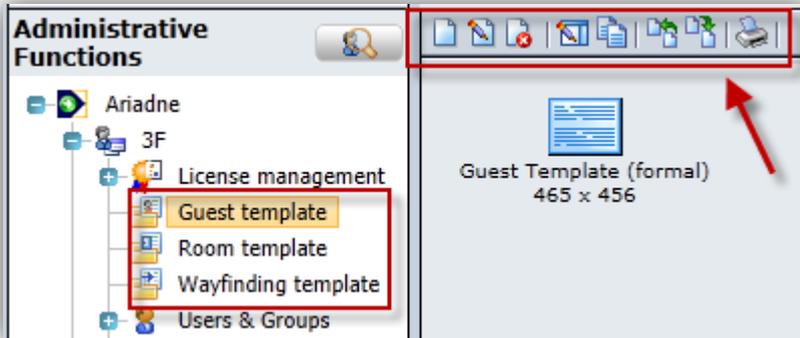


**Figure 33.    Templates in Administrative Function Menu**

In the three sections, the Top Menu has the following options:

| Toolbar | Description |
|---------|-------------|
| | Create a new blank template. |
| | Re-name the selected template. The size cannot be changed. |
| | Delete the selected template or use the delete key. |
| | Edit the selected template tin the template editor. |
| | Import a template. Import templates from .XML files. |
| | Export a template. This function exports the selected template to an .XML file that can be saved on the local computer. |
| | Print the selected template. |

# Guest Template

Click [**Guest Templates**] in the main menu to bring up the templates. Select a template and click [**Editor**] icon.

## Configuration menu

The configuration menu on the right of screen is divided into three sections:

1. Setup
2. Objects
3. Background

### Setup

The basic setup of Guest template occurs in the setup menu. The individual fields are described below. Please note that, only portions of the menu is being shown.
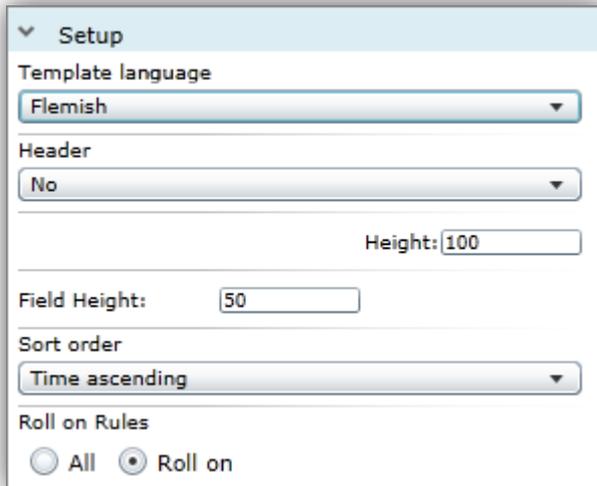
**Figure 34.    Setup section**

1. The **Template language** determines the language used for the particular template.
2. To place a top **header** on the directory, select one of following options from **Header** field:
   - Yes
   - All templates - All templates in a group will have headers.
   - Only the first template - Only the first template of a group will have a header. The height of the header is set in the header height field.
3. Specify the field height for each event listed on the sign.
4. Select the parameter for sorting the events on the sign.

Specify when an event must appear on the sign. It can be either from the beginning of the day (All) or a certain amount of minutes before the event start (Roll on).Objects
There are four types of objects that can be used in a guest template:

- **Image**: add a graphic to an event
- **Text**: add text to an event
- **Line**: add a line to an event
- **Logo**: add a logo to an event

Click [**Insert**] button to add an object to the template then edit the object as you wish.

Choose a colour for text and line objects from the menu, or specify the colour as HEX.



**Figure 35.    HEX color code**
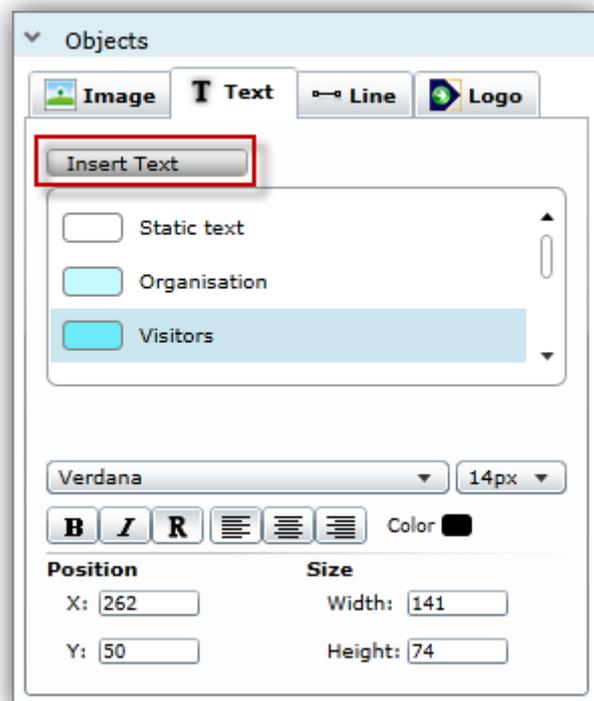


**Figure 36.    Objects – Text tab**

## Objects / Image

In the Image tab, click [**Insert Image**] button to add an image object to the template, then click [**Choose Image**] button to select an image in the Library to add to the template. You can re-size the created image object by either dragging the object handles, or by entering the exact dimensions in pixels for height and width.

Re-positioning the image object can be done by drag and drop, by entering the correct position in the X and Y parameter or by clicking the square bullet at the middle of the object and moving it.
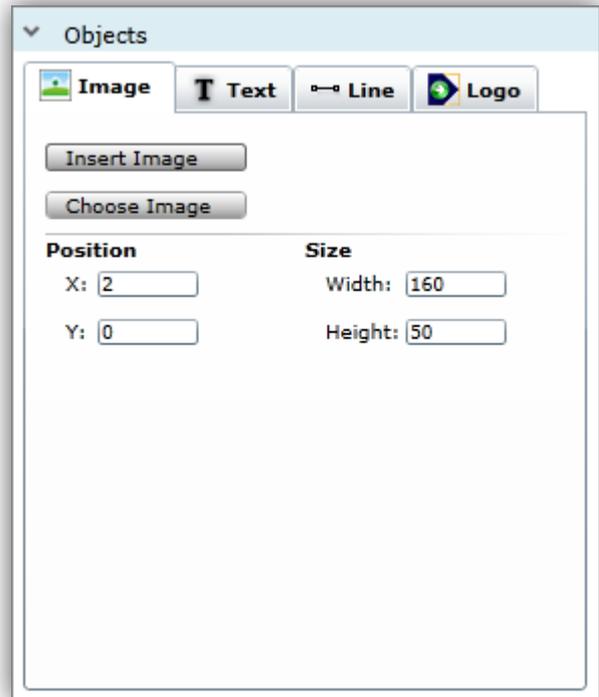
**Figure 37.    Objects – Image tab**

## Objects / Text

Click the Text tab to insert a text.

- For the header you can choose between the Static text and Today options.
- For the other lines, you can choose between the options listed below, where the text will be updated when new visitor are added to the system.
  - Static text
  - Organisation
  - Visitors
  - Host
  - Arrival
  - Departure
  - Today

When a text object is selected, you can change the font from the drop list, color and size in the configuration menu.
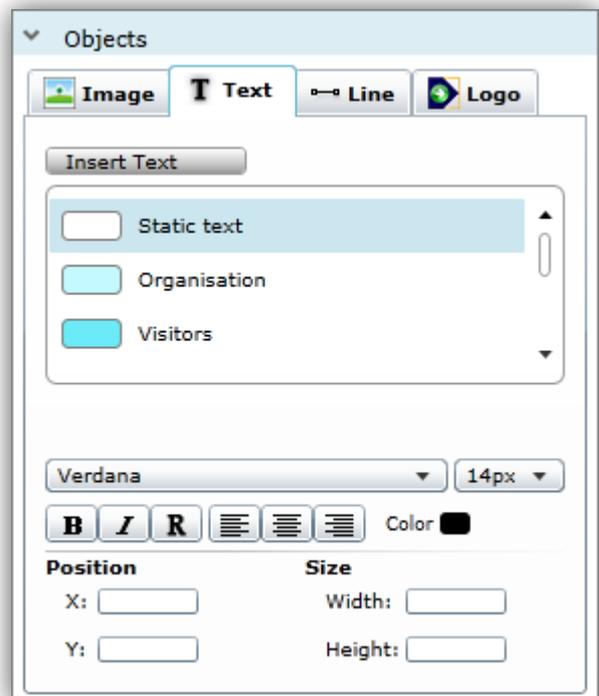
**Figure 38.    Objects – Text tab**

The created text can be resized by either dragging the object handles, or by entering the exact dimensions in pixels for height and width.

Re-positioning a text object can be done by drag and drop, by entering the correct position in the X and Y parameter or by clicking the square bullet at the middle of the object and moving it.Objects / Line

In the Line tab click [**Insert**] button to create a horizontal or vertical line. You can re-size the created line by either dragging the object handles, or by entering the exact dimensions in pixels for height and width.

Re-positioning an object can be done by drag and drop, by entering the correct position in the X and Y parameter or by clicking the square bullet at the middle of the object and moving it.
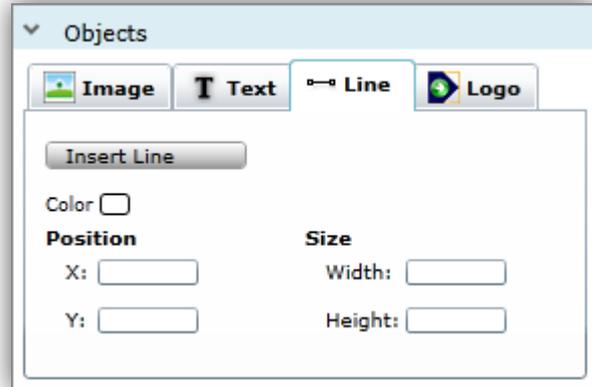
**Figure 39.    Objects – Line tab**

## Objects / Logo

Click the Logo tab to insert a logo. The logo will be updated automatically to match the selection when visitor are being added to the system.

The created text can be resized by either dragging the object handles, or by entering the exact dimensions in pixels for height and width.

Re-positioning an object can be done by drag and drop, by entering the correct position in the X and Y parameter or by clicking the square bullet at the middle of the object and moving it.
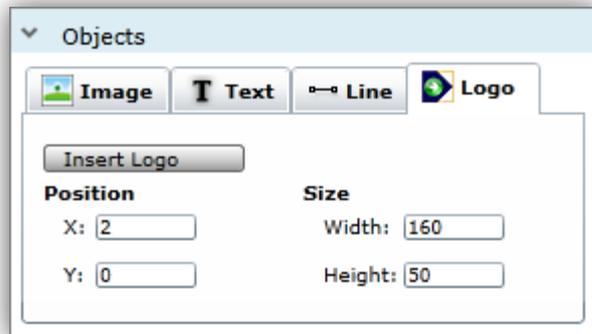
**Figure 40.    Objects – Logo tab**

## Background

1. You can select an image as background for the template by selecting the **Use Background Image** checkbox and then click the **Choose Image** button to select one.
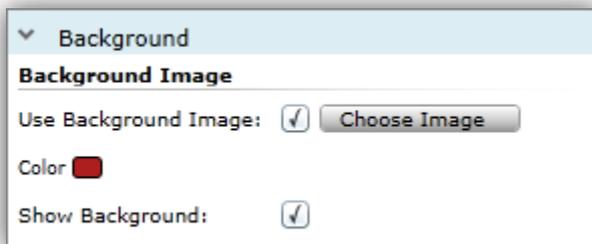
**Figure 41.    Background section**

> **NOTE:** The image must exist in the Media Library and must match the size of the template

2. If you are using an image as background, it must be cropped to match the actual part of your template.
3. To use a background color instead of a background image, choose the background color from the menu, or specify the color as HEX.
4. Select the "show background", as the background otherwise will be black on the sign.

## Create a new Guest template

1. Click the icon to create a new Guest template.
2. Fill in the name and the size of the template.
   The name can be changed later if required.
   NOTE: Once the template has been created the size cannot be changed.
3. Click to save the template
4. Select the template and click the icon "**Editor**"
5. Specify the options for header and line height, as well as the background, before you click the first line of the template
6. Insert static image, text, line or logo to the template
7. Click the icon to preview the template
8. When everything seems finished, click to save the template

Example of Guest template:
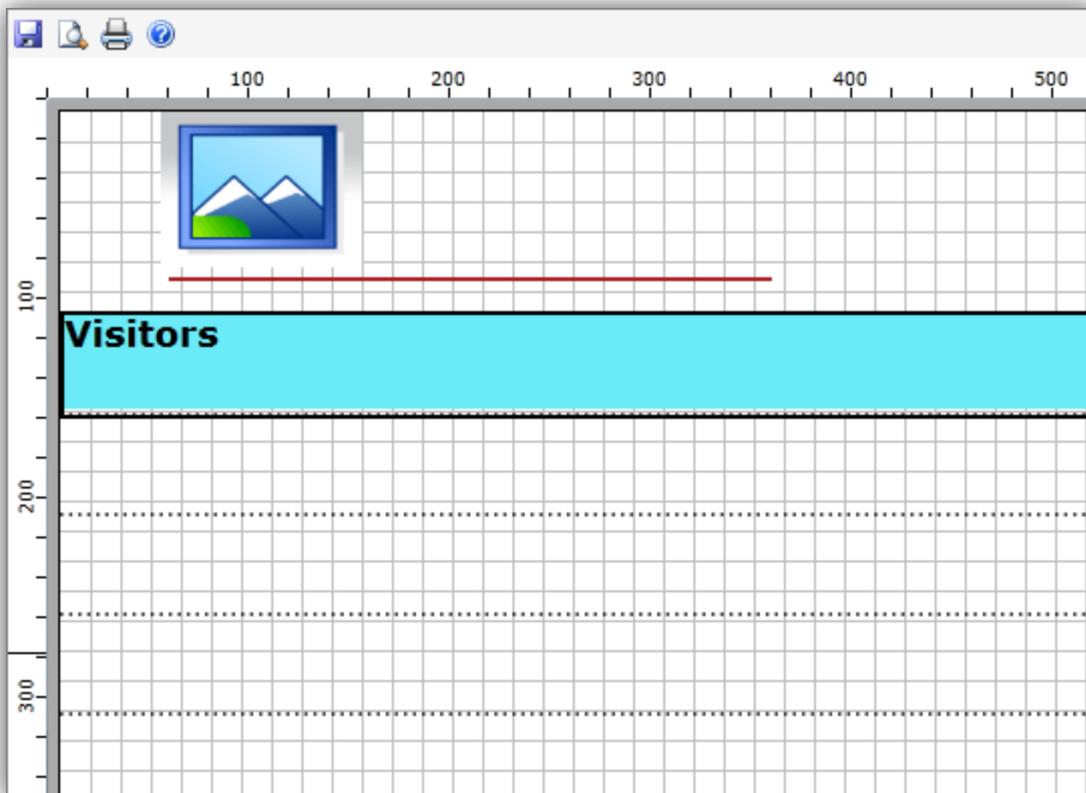


**Figure 42.    Guest Template sample**

## Edit an existing Guest template

To edit a Guest template, mark the template and click the icon "**Editor**" then follow the steps as instructed in "**Create a new guest template**" section above.

## Delete a Guest template

To edit a Guest template, Click on an existing group in the main window and then click in the Top Menu. A confirming message would appear to ask for confirmation, click OK to finish the deletion.

# Room Template

On the main menu click [**Room Templates**], the main window will now display Room Templates (Booking Templates).

## Create a new room template

1. Click the icon ☐ to create a new Room template.
2. Fill in the name and the size of the template.
   The name can be changed later if needed.

> **NOTE:** The dimensions cannot be changed afterward, so it is recommended to carefully calculate the numbers beforehand.

3. Click 💾 to save the template
4. Select the template and click the icon "**Editor**" 🖼
5. Start by defining the language of your template if you are to have the next event shown on the sign. If you enable the Next Event option, the sign would display the events taking place after the current displayed event.
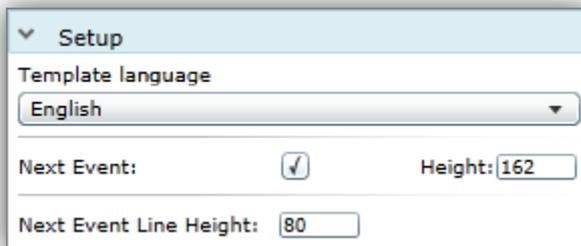


**Figure 43.    Room Template – Setup section**

The **Height** value indicates the field where **all** the next events are displayed while the **Next Event Line Height** denotes the height for **each** event to be displayed on this field. If you check "**Next event**" box, make sure that the value in **Next Event Line Height** is smaller than that in **Height** (e.g.: Value of **Height** is **300** and value of **Next Event Line Height** is 80, so you can display 3 coming meetings).

6. Select background for the template then insert static image, text, line or logo to the template. For detailed instruction on performing these actions, refer to the Guest template\Object & Background sections above.
7. Click the icon 🔍 to preview the template
8. When everything seems finished, click 💾 to save the template

Example of Room template:
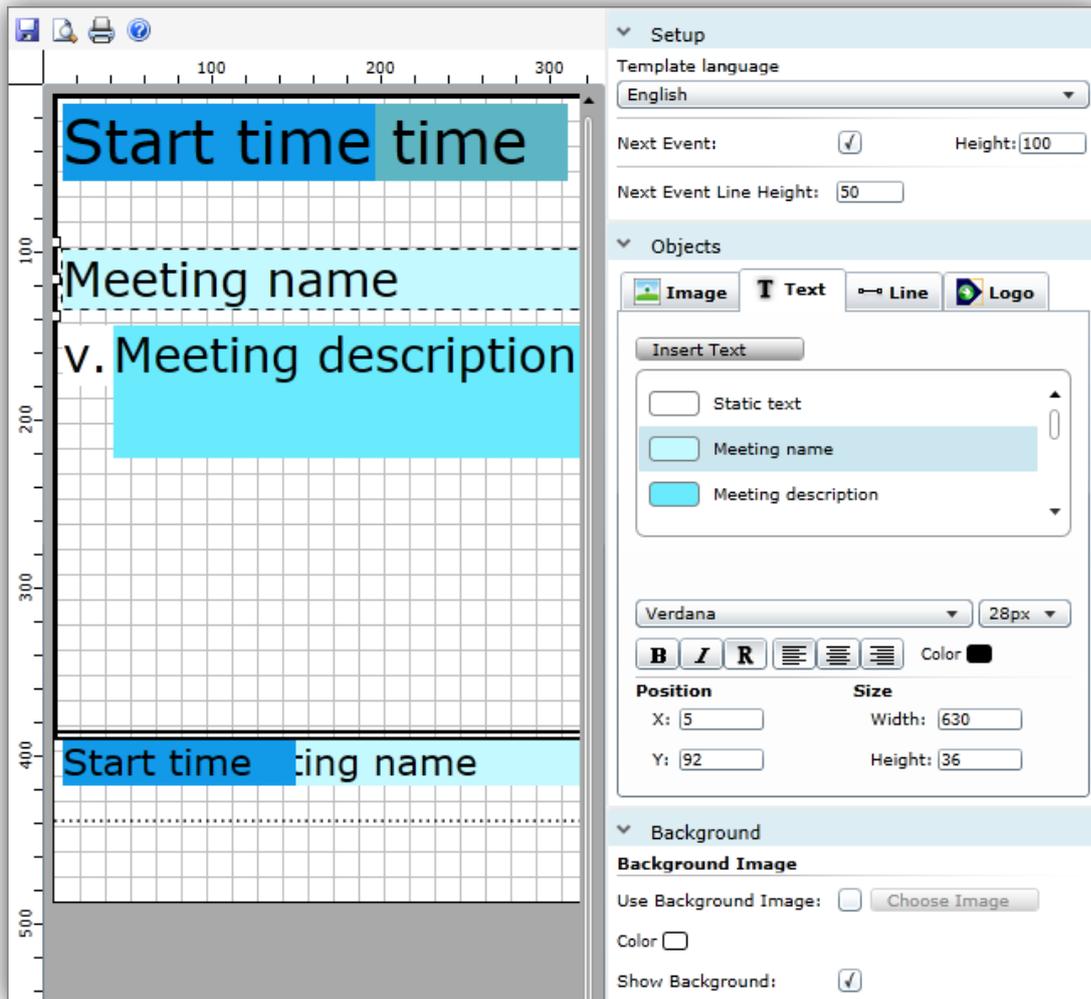


**Figure 44.    Room Template sample**

## Edit an existing Room template

To edit a Room template, select the template and click the icon "Editor" then follow the steps as instructed in "Create a new room template" section above.

## Delete a Room template

To edit a Room template, Click at an existing group in the main window and then click in the Top Menu. A confirming message would appear to ask for confirmation, click OK to finish the deletion.

# Way Finding Template

Click the **Wayfinding templates** in the main menu to bring up the templates.

## Configuration menu

The configuration menu on the right of the screen view is divided in to four sections:

1. Setup
2. Objects
3. Background
4. Assign Rooms

## Setup

The basic setup of Wayfinding template occurs in the setup menu. The individual fields are described below. Please note that, only portions of the menu is being shown.



**Figure 45.    Wayfinding Template – Setup section**

1. The **Template language** determines the language used for the particular template.
2. The **Display method** can be filtered into the following patterns:
    - Event
    - Organisation
    - Organisation - Event ( all events are listed under organization name)
    - Room
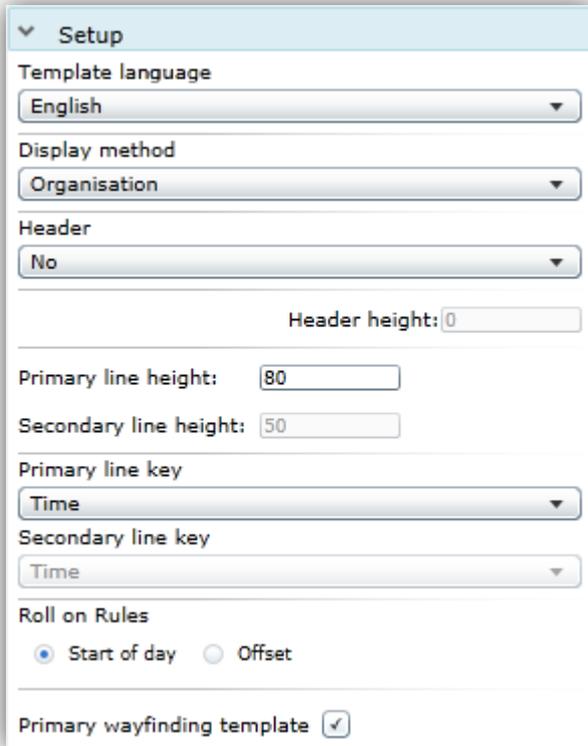    - Room - Event ( all events are listed under room name)
3. To place a top header on the directory, select one of following from [**Header**] dropdown list:
    - Yes
    - All templates - All templates in a group will have headers.
    - Only the first template - Only the first template of a group will have a header. The height of the header is set in the header height field.
4. **Height**:
    - If the selected display method is **Event**, **Organization**, or **Room,** the template uses only primary line. **Primary line height** value controls the height of all events listed on the sign.
    - When the selected display method is **Organization - event** or **Room - event**, it is indicated that primary is **Organization** or **Room** while secondary is **event**. For example, using **Organization – event** display method, the name of the organization will be on the primary line and all the events listed under this organization will be on the secondary line.
5. Select the parameter (time or alphabetically) to sort events in the Primary line key and Secondary line key dropdown lists.
6. Specify when an event must appear on the sign. It can be either from the beginning of the day (Start of day) or a certain amount of minutes before the event starts (Roll on Offset).

7. Determine if this template is the primary one for wayfinding. If selected, bookings marked as "secondary event" will not be shown on the sign.

## Objects

There are five types of objects that can be used in a wayfinding template:

- **Image**: add a graphic to an event
- **Text**: add text to an event
- **Line**: add a line to an event
- **Logo**: add a logo to an event
- **Pictogram:** arrows to show the way to the room where the displayed event takes place.
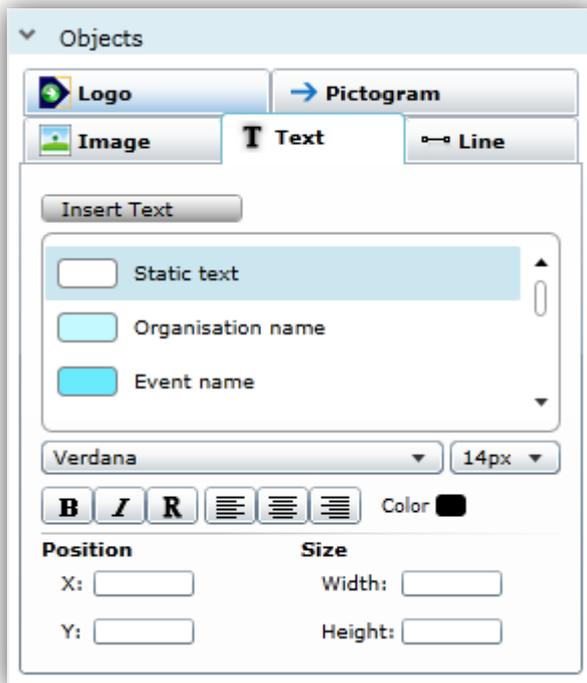


**Figure 46.    Wayfinding Template – Objects section**

Click [**Insert**] button to add an object to the template then edit the object as you want.

All objects can be re-sized by either dragging the object handles, or by entering the exact dimensions in pixels for height and width.

Re-positioning an object can be done by drag and drop, by entering the correct position in the X and Y parameter or by clicking the object and moving it by clicking the arrows on the keyboard.

Select a colour for text and line objects from the menu, or specify the colour as HEX.

## Objects / Image

In the Image tab click [**Insert Image**] button to add an image object to the template, then click [**Choose Image**] button select an image in the Library to add a picture to the template. You can re-size the created image object by either dragging the object handles, or by entering the exact dimensions in pixels for height and width.

Re-positioning an image object can be done by drag and drop, by entering the correct position in the X and Y parameter or by clicking the square bullet at the middle of the object and moving it.

**Figure 47.   Objects – Image tab**

## Objects / Text

Click the Text tab to insert a text.

- For the header you can choose between the Static text and Today options.
- For the other lines, you can choose between the options listed below, where the text will be updated when new event are added to the system.
    - Static text
    - Organisation name
    - Event name
    - Room name
    - Start time
    - End time
    - Start date
    - End date
    - Text line

When a text object is selected, you can change the font from the drop list, color and size in the configuration menu.

**Figure 48.   Objects – Image tab**

The created text can be resized by either dragging the object handles, or by entering the exact dimensions in pixels for height and width.

Re-positioning an object can be done by drag and drop, by entering the correct position in the X and Y parameter or by clicking the square bullet at the middle of the object and moving it.
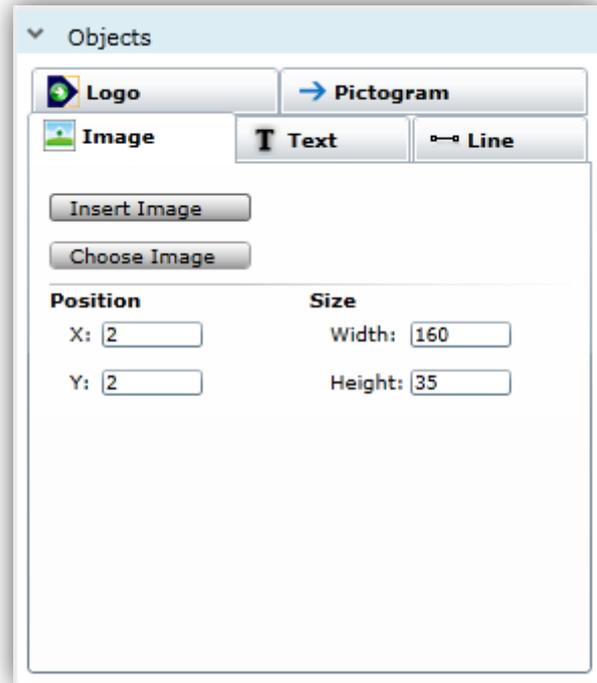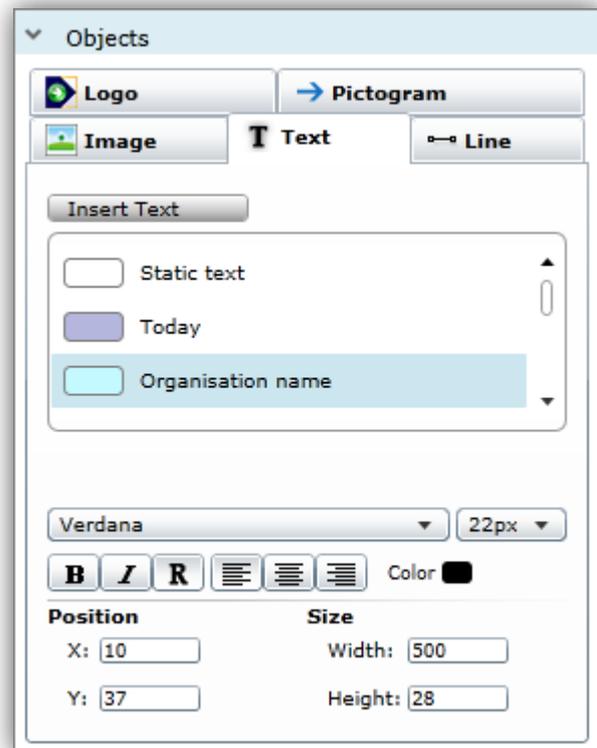
## Objects / Line

In the **Line** tab and click [**Insert**] button to create a horizontal or vertical line. You can re-size the created line by either dragging the object handles, or by entering the exact dimensions in pixels for height and width.

Re-positioning an object can be done by drag and drop, by entering the correct position in the X and Y parameter or by clicking the square bullet at the middle of the object and moving it.
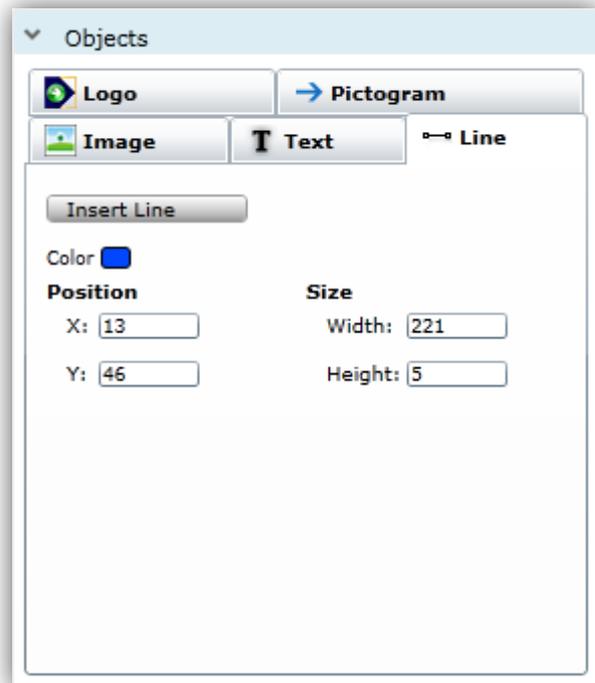


**Figure 49.    Objects – Line tab**

## Objects / Logo

Click the **Logo** tab to insert a logo. The logo will be updated automatically to match the selection when event are being added to the system.

The created logo can be resized by either dragging the object handles, or by entering the exact dimensions in pixels for height and width.

You can re-position the logo by drag and drop, by entering the correct position in the X and Y parameter or by clicking the square bullet at the middle of the object and moving it.



**Figure 50.    Objects – Logo tab**

### Objects / Pictogram

Click the **Pictogram** tab to insert a pictogram to the template. The pictogram will be updated automatically to match the selection when event are displayed.

The created pictogram can be resized by either dragging the object handles, or by entering the exact dimensions in pixels for height and width. It can also be re-positioned by drag and drop, by entering the correct position in the X and Y parameter or by clicking the square bullet at the middle of the object and moving it.
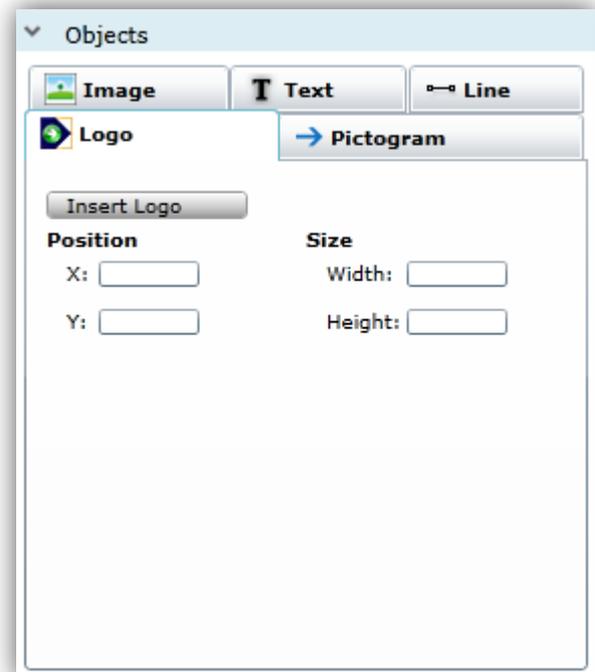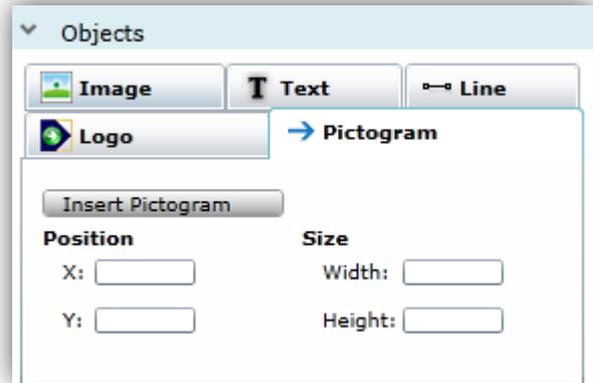


**Figure 51.    Objects – Pictogram tab**

## Background

1.  You can select an image as background for the template by select the **Use Background Image** checkbox and then click the [**Choose Image**] button to select one.
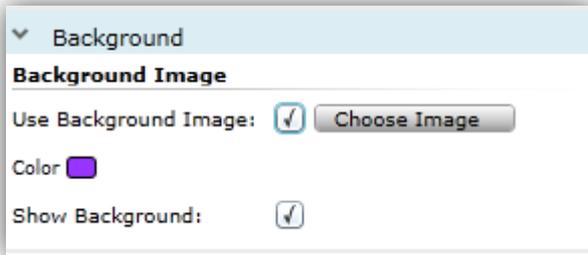


**Figure 52.    Wayfinding Template –  Background section**

> **NOTE:** The image must exist in the Media Library and must match the size of the template

2.  If you are using an image as background, it must be cut so it matches the actual part of your Wayfinding template.
3.  To use a background color instead of a background image choose the background color from the menu, or specify the color as HEX
4.  Check on [**Show Background**], otherwise the background will be black on the sign.

## Assigning rooms

1.  Click the Assign Rooms button in the Configuration menu.



**Figure 53.    Wayfinding Template –  Assign Rooms section**

2.  Selecting the check box to the left of each room to assign the rooms to be displayed on this template.
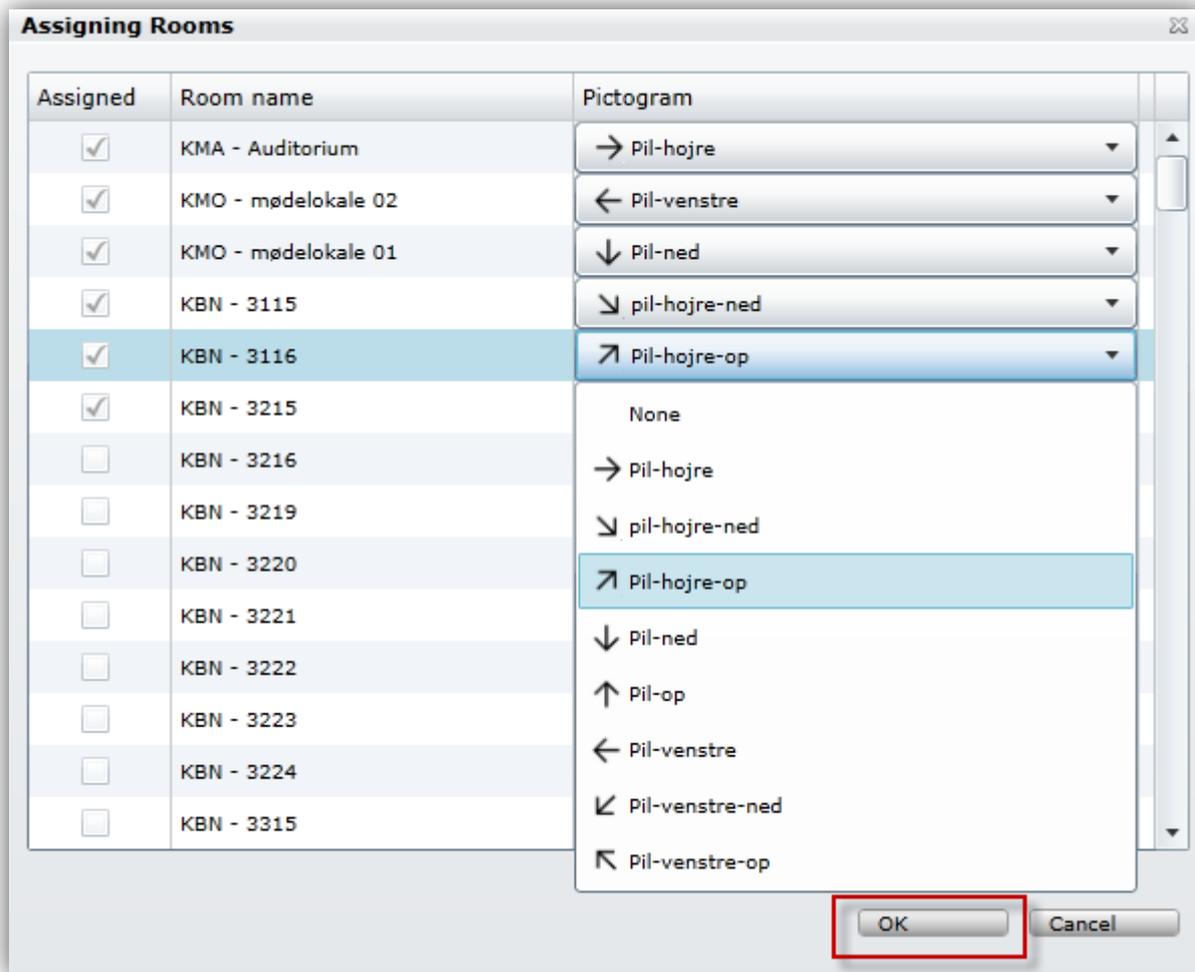
**Figure 54.     Assigning Rooms window**

3.  Afterwards select a pictogram in the dropdown list for each selected room. Click [OK] to finish.
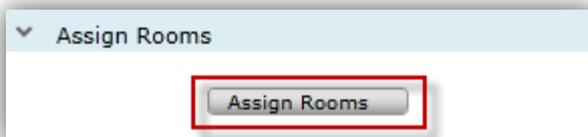
> **NOTE:** The pictograms must exist in the Media Library.

## Create a new Wayfinding template

1.  Click the icon ⬜ to create a new Wayfinding template.
2.  Fill in the name and the size of the template.
    The name can be changed later if required (once the template has been created the size cannot be changed).
3.  Click 💾 to save the template
4.  Mark the template and click the icon "**Editor**" 📰
5.  Specify the setting for the template, as well as the background, before you click the first line of the template
6.  Insert static image, text, line, pictogram or logo to the template
7.  Assign rooms to the template.
8.  Click the icon 🔍 to preview the template
9.  When finished, click 💾 to save the template

Example of Wayfinding template:

**Figure 55.    Wayfinding Template sample**

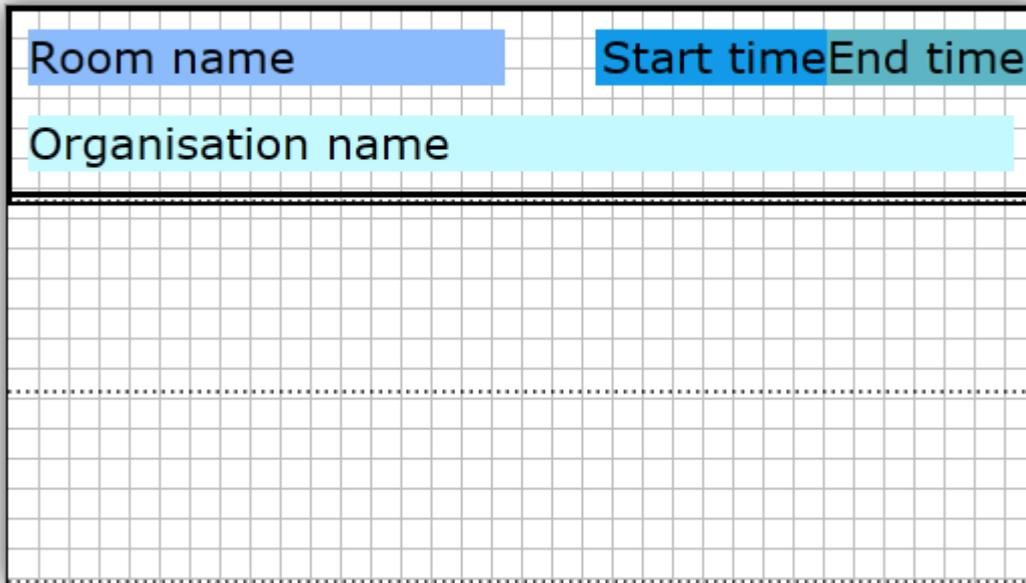## Edit an existing Wayfinding template

To edit a Wayfinding template, mark the template and click the icon "**Editor**" [icon] then follow the steps as instructed in create wayfinding template section above.

## Delete a Wayfinding template

To delete a Wayfinding template, Click at an existing group in the main window and then click [icon] in the Top Menu. A confirming message would appear to ask for confirmation, click OK to finish the deletion.

# Users & Groups

All user rights in Ariadne are controlled in **Users** and **User Groups** sections of the Ariadne System Administration page. First of all, set the rights for a group then add users to the created group.

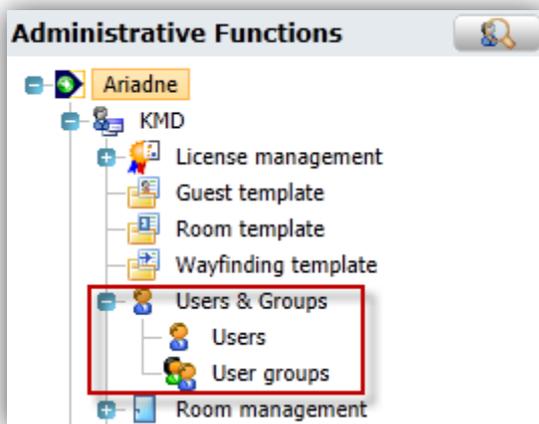Click at the **Users** or **User Groups** in the main menu.



**Figure 56.    User & Groups**

The top menu has the following options:

| Toolbar | Description |
|---|---|
| | Create new user or group. |
| | Edit the selected user or group. |
| | Delete the selected user or group. |
| | Print a list of user or group. |
| | Open the on-line help. |

1. User groupsClick at *User groups* in the main menu.

2. Click the icon ▢ to create a new group, or click at an existing group in the main window and then click ▢ in the Top Menu to edit an existing group.

3. In the **New Group** or **Edit Group** window you have the following options:
   - **Group Name:** Enter the group(s) name. This is the only required filed.
   - **Description**: Enter the description of the user in this field. This field can be house location, function and/or other relevant information. Not a required field.
   - **Application rights**: The Application rights include two different roles: Application Administrator and Application User. Users with the former role have the right to use Admin part and all tabs on IUI interface, all rooms and all signs. Users with the latter role will be granted with necessary tabs, signs and rooms.

4. Under **Tab rights**, you can grant rights to use IUI tabs to a group with Application User role by checking the relevant check boxes.
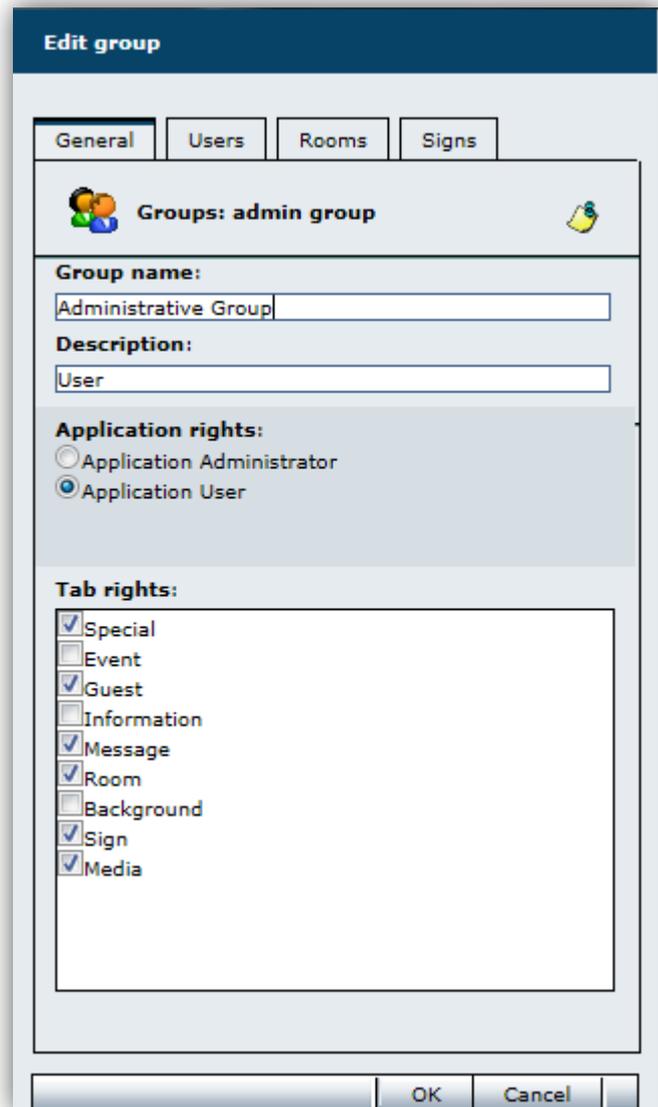
**Figure 57.   Edit group window**

5. Under **Users** tab, users are assigned to a specific group. If a user is a member of several groups, the highest priority will be applied.

**Figure 58.** Edit group – Users tab

6. Under **Rooms** tab, you select the rooms that can be used by the group in the list of granted rooms. The buttons **Add**, **Revoke** move the checked items between two room lists. The button **Search**, two text boxes and the available room list is a utility to filter rooms. It is nice if the number of rooms is too large. Remember the final result is the list of granted rooms. Also note that the check boxes beside each room in the two lists are only for moving rooms between the lists.
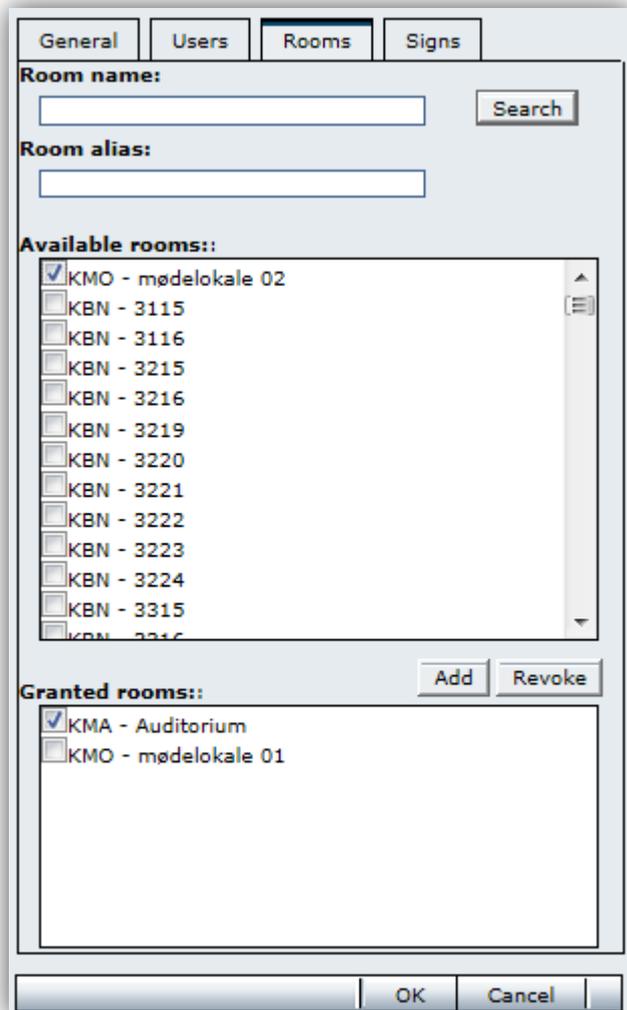
**Figure 59.** Edit group – Rooms tab

7. Under **Signs** tab, you select the signs used by users of the group. This interface acts similarly to **Rooms** tab. The significant difference is the filtering condition: the signs are searched with only their sign names.
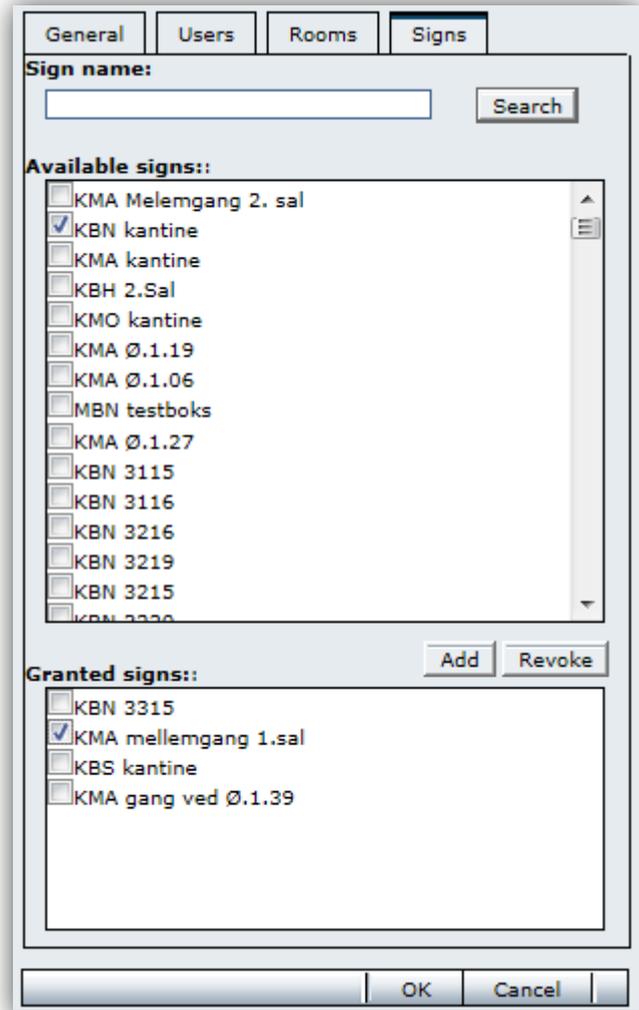


**Figure 60.    Edit group – Signs tab**

8. Click [**OK**] to save your editing.

## Delete a user group

To delete a user group, please follow the steps below:

1. Click at *User groups* in the main menu.
2. Click at an existing group in the main window and then click 🗑 in the toolbar.
3. A confirming message would appear to ask for confirmation, click OK to finish the deletion.

# Users

## Create or edit a user

Once a user group has been created the user can be added to the system.

1. Click *Users* in the main menu and click ▯
   or click at the existing user and click ▯
2. In the "**General**" tab of New User or Edit User window you have the following options:
   - **Full name**: Enter the user full name. This is required field.
   - **Initials**: Enter the user initials. This is required field.
   - **Description**: Enter the description of the user or the person in this field. This field can be location, function or other relevant information as and not required field.
   - **User name**: Enter the user login name. The user name must not contain any special characters such as @#$%^&*{} and is case sensitive. This is a required field.
   - **Password**: Enter the password to be used at login. The password should not contain any special characters such as .!@#$$%^&* and is case sensitive. Not a required field.
   - **Email**: Enter the email address of the user. This is a required field.
   - **User can change password**: This check box can be checked before and after the user has been created.
   - **User must change password at next logon**: After the user is created you can force user to change their password at the next login.

3. Under the "**Member of**" tab select the group the user is a member of. If a user is a member of several groups the highest priority group will always apply.
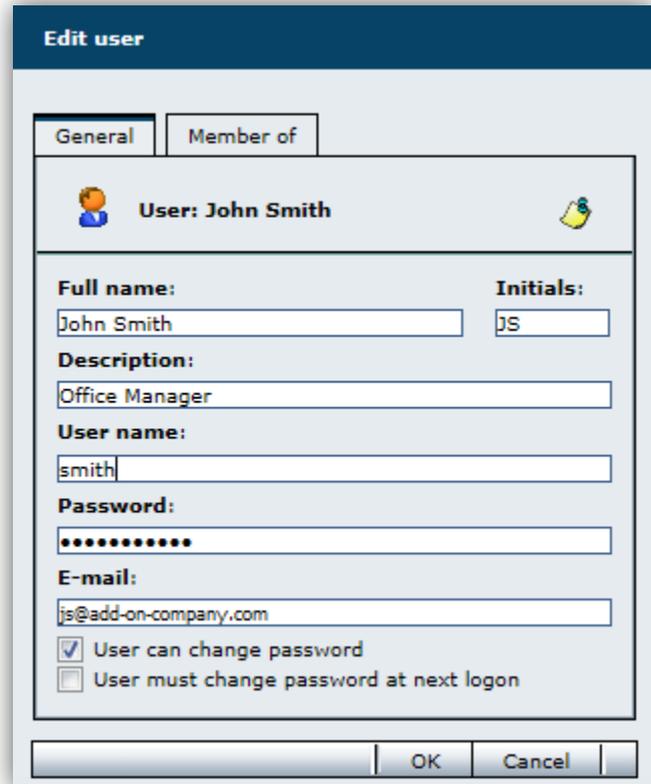4. Click [**OK**] to finish.

**Edit user**

General | Member of

User: John Smith

**Full name:** | **Initials:**
John Smith | JS
**Description:**
Office Manager
**User name:**
smith
**Password:**
••••••••••
**E-mail:**
js@add-on-company.com
☑ User can change password
☐ User must change password at next logon

OK | Cancel

**Figure 61.    Edit user window – General**

**Edit user**

General | Member of

**User:  John Smith**

**Groups:**
☑ admin group
☐ non admin
☑ user

**Figure 62.    Edit user window – Member of**

## Delete a user

To delete a user, please follow the steps below:

1. Click *Users* in the main menu.
2. Click at an existing user in the main window and then click ▯ in the Top Menu.
3. A confirming message would appear to ask for confirmation, click [**OK**] to finish the deletion.

Room ManagementAll the room and features relating to room are controlled in the **Room Management** section. On the main menu, double click at Room Management to expand the functions in this section:

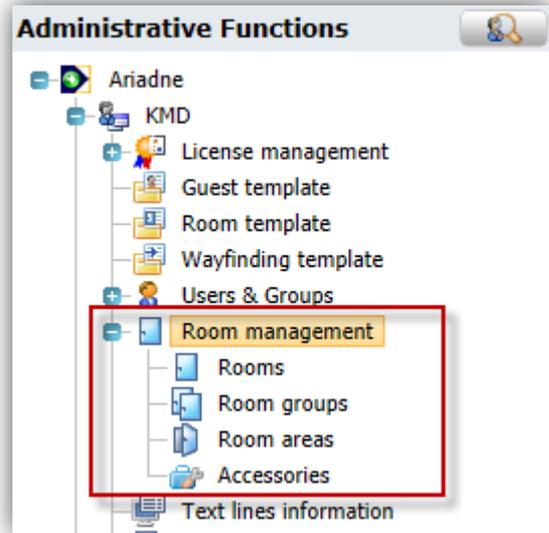- Rooms
- Room groups
- Room areas
- Accessories



**Figure 63.    Room management in functions menu**

# Rooms

On the main menu click the plus next to *Room management* and click at *Rooms* to see all rooms in the main window.

The top menu has the following options:

| Toolbar | Description |
|---------|-------------|
|  | Create new room. |
|  | Edit an existing room. |
|  | Delete the selected room or use the delete key. |
|  | Open the on-line help. |

## Create a New Room

To create new room, follow the steps below:

1. Click the icon  to create a new room. "**New room**" window appears.
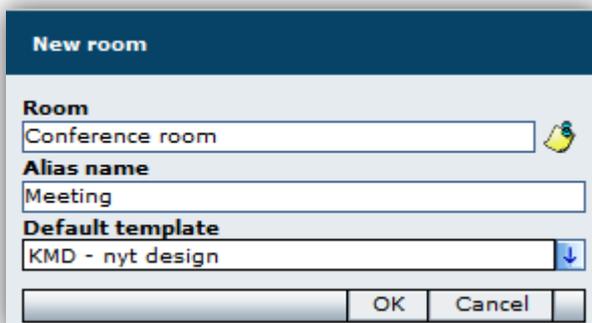2. Fill in the name of the room. If the room has a secondary or also "know as name" the Alias name field can be used



**Figure 64.    Create a New Room**

> **NOTE:** If your in-house booking system is interfacing with Ariadne you will need to make sure the Alias name field is identical to the room name in your booking system.

3. Click 🐢 to open a note book pop up window to further describe the room.
4. Select the default template to be used from the dropdown list in the Default Template field.
5. Click [**OK**] to save the new room.

## Edit an Existing Room

1. Click a room in the main window and click the icon 📝
2. Key in your changes to the various fields

> **NOTE:** If your in-house booking system is interfacing with Ariadne you will need to make sure the Alias name field is identical to the room name in your booking system.

3. Click OK to save the new room

## Delete a room

1. Click at an existing room in the main window and then click 📕 on the toolbar.
2. A confirming message would appear to ask for confirmation, click [**OK**] to finish the deletion.

# Room Groups

Room groups allow several rooms to be grouped to form one room temporarily. Room groups are used when you want to book several rooms and combine them into one room. By booking the room group users avoid having to make individual booking for all the rooms.

Click the plus next to **Room management** and click at **Room groups** to show the Room groups section in the main window.

The top menu has the following options:

| Toolbar | Description |
|---|---|
| 📄 | Create new room group. |
| 📝 | Edit an existing room group. |
| 📕 | Delete the marked room group or you can use the delete key. |
| ❓ | Open the on-line help. |

## Create a Room Group

1. Click the icon 📄 to create a new room group
2. Fill in the group name, and select the rooms for this group
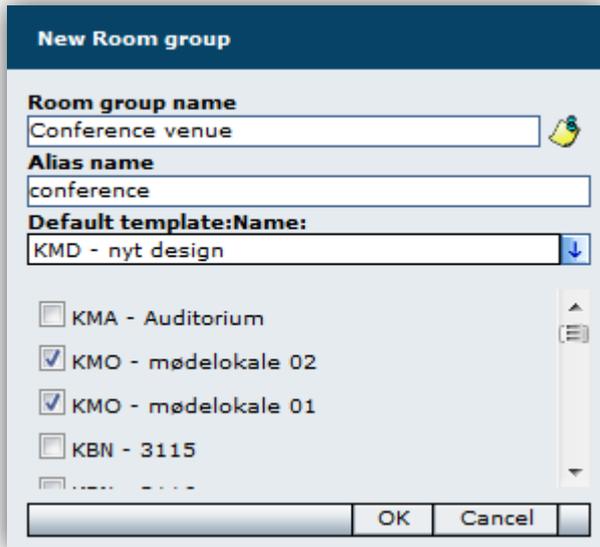
**Figure 65.    New Room group window**

3.  Click  to open a note book pop up window to further describe the room.
4.  An Alias name can be typed into the field to refer to the room by any other name

> **NOTE:** If your in-house booking system is interfacing with Ariadne you will need to make sure the Alias name field is identical to the room name in your booking system

5.  Select the default template to be used from the dropdown list in the Default Template:Name: field.
6.  Click OK to save the new room

## Edit an existing Room Group

1.  Click an existing room group in the main window and click the icon 
2.  Add/remove rooms to the group and click OK to save the changes.

## Delete a room group

1.  Click at an existing room group in the main window and then click  in the toolbar.
2.  A confirming message would appear to ask for confirmation, click [**OK**] to finish the deletion.

## Room Areas

On the main menu click the plus next to *Room management* and click at *Room Areas* to see all room areas.

The top menu has the following options:

| Toolbar | Description |
| --- | --- |
|  | Create new area. |
|  | Edit an existing area. |
|  | Delete the selected area or use the delete key. |
|  | Open the on-line help. |

## Create an Area

To create new room area, follow the steps below:

1. Click the icon  to create a new area
2. Fill in the name of the area, and select rooms for this area
3. Click  to open a note book pop up window to further describe the area.
4. Click [**OK**] to save the new area
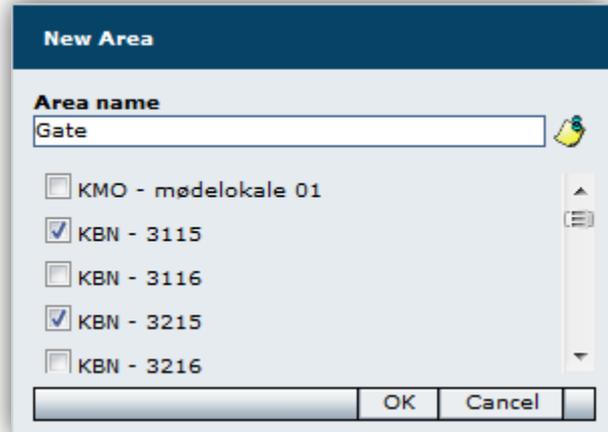
**NOTE:** You must create at least one area.



Figure 66.    New area window

## Edit an Existing Area

1. Click an existing area in the main window and click the icon 
2. Add/remove rooms to the area and click OK to save the changes.

## Delete a room area

1. Click at an existing room area in the main window and then click  in the toolbar.
2. A confirming message would appear to ask for confirmation, click [**OK**] to finish the deletion.

## Accessories

It is possible to attach accessories to a room i.e. the number of chairs or AV equipment.

Click the plus next to *Room management* and click at *Accessories* to open the section.

Select the room under **Select rooms** and the various accessories will appear under Room accessories.

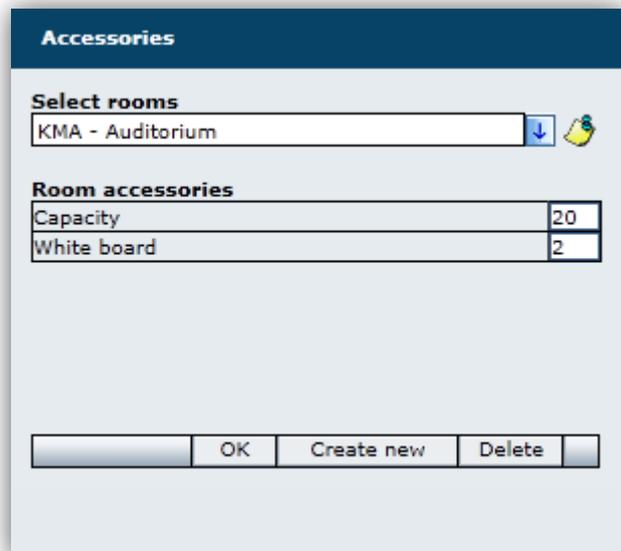Click  to the right of the room field to see a further description of the selected room.



Figure 67.    Accessories screen view

## Create a new accessory

1. To create new accessories for the selected room, click the [**Create new**] button.
2. Enter a description of the accessory and click to save.
3. Click [**OK**] to accept the changes. Afterwards all rooms can utilize the new accessory.
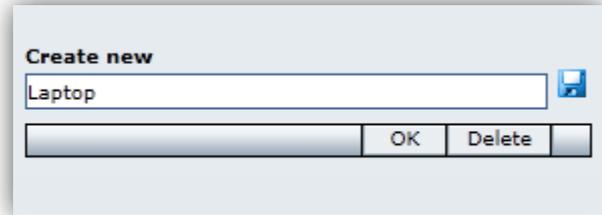


Figure 68.    Create a new accessory

# Text Lines Information

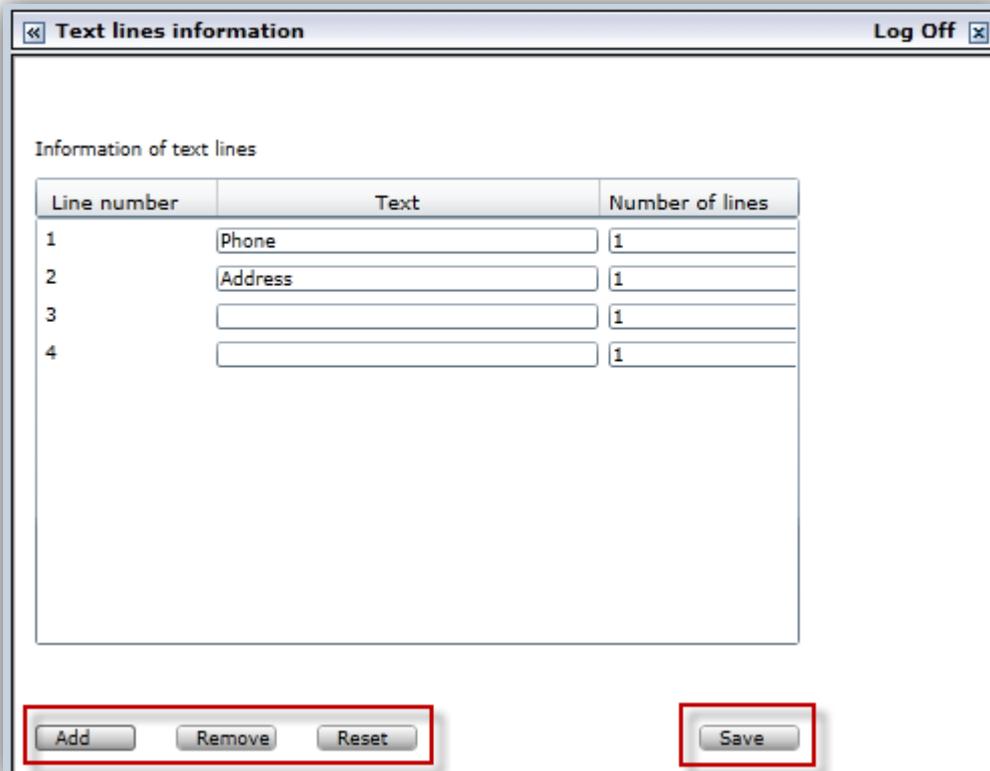The Text Lines Information section is for Administrator to configure the extra information user can insert in an event.



Figure 69.    Text lines information screen view

To add an extra information area:

1. Click [**Add**] button to append another item in the table.
2. Enter a label for the new item and the number of lines in the information area.
3. Click [**Save**] to store information of text lines you have created.

# StyleSet management

A StyleSet includes a collection of elements called StyleSheets, and is classified into 5 layers. It defines the sizes and position of each element in each layer.

A StyleSet is created in XML file format by an expert user of the system. StyleSet then will be imported into the Ariadne system, so it can be used for a particular sign type.

StyleSets can also be created with the function **StyleSet Editor** of the system as described below.

On the main menu, click *StyleSet management* to see all StyleSets.
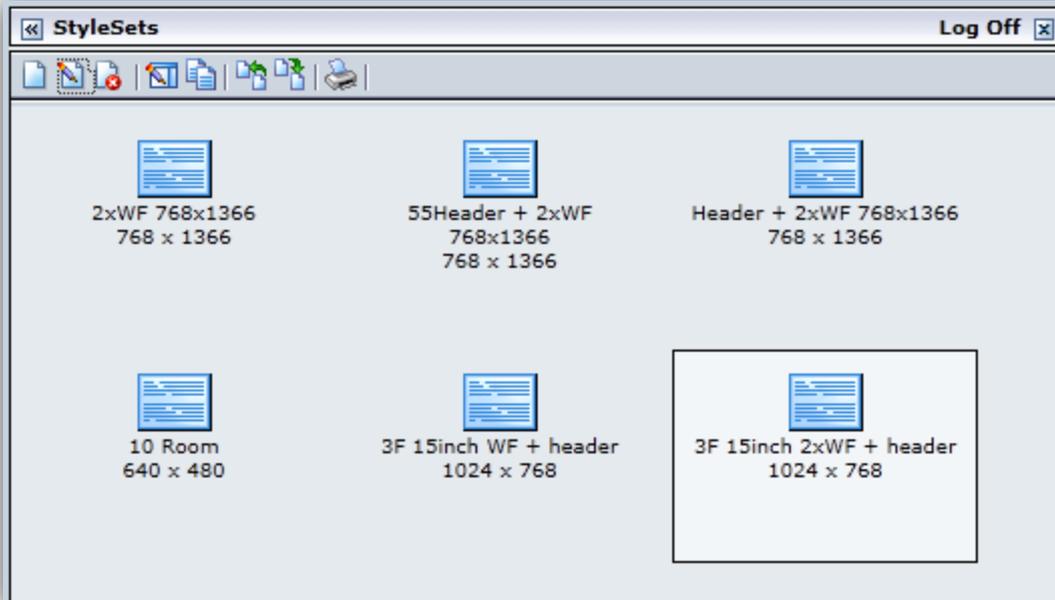


**Figure 70.    StyleSets screen view**

On the toolbar are the following options:

| Toolbar | Description |
|---------|-------------|
|  | Create a new StyleSet. |
|  | Edit an existing StyleSet. |
|  | Delete a StyleSet. |
|  | Edit the graphical aspect of a StyleSet |
|  | Copy a StyleSet |
|  | Import a StyleSet from an XML file |
|  | Export a StyleSet to an XML file |
|  | Print the selected StyleSet |

# Generally manage StyleSets

## Create a new StyleSet

To create new StyleSet, follow the steps below:

1. Click the icon 🗋 in the toolbar.
2. Fill in the name of the StyleSet.
3. Select the sign configuration for the StyleSet. The StyleSet will have the same sizes and Sign Type attributes with the selected sign configuration. The sign configurations in the list are calculated from only the licenced signs of the current customer
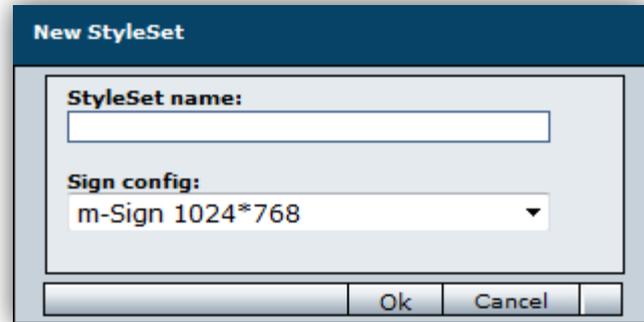


**Figure 71.    New StyleSet window**

4. Click **OK** to save the new StyleSet. The system then moves to the StyleSet editor. You use this editor to design the structure of the StyleSet. See [StyleSet Editor](#)  for the editor guide.

## Edit a StyleSet

To edit a StyleSet, follow the steps below:

1. Click an existing StyleSet in the main window and click the icon 🖹.
2. Change the StyleSet name. You can only change the StyleSet name. Other attributes, sizes and sign type are there to describe the StyleSet.



**Figure 72.    Edit StyleSet window**

3. Click [**OK**] button to save.
   NOTE: If the selected StyleSet is already used (e.g. it is already assigned to a sign), you cannot edit it and the message below will be displayed:
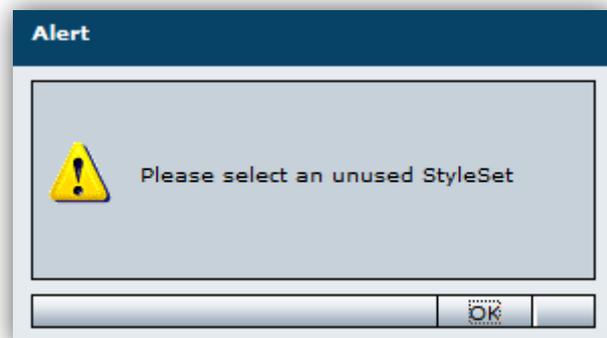


**Figure 73.    Alert**

## Delete a StyleSet

1. Click at a StyleSet in the main window and then click 🗑 in the toolbar. You can only delete unused StyleSets. If the selected StyleSet is used, a message notices you that and the deleting process stops.

2. Otherwise, a confirming message would appear to ask for confirmation, click **OK** to finish the deletion.

## Copy a StyleSet

The steps to copy a StyleSet:

1. Select a StyleSet in the main window.
2. Click [icon] in the toolbar. The **Copy StyleSet** window appears.
3. Change the name of the StyleSet. This value must be changed to save successfully because there are not two StyleSets with the same name.
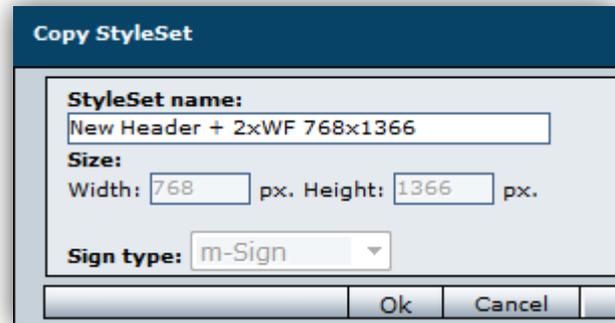4. Click **OK** button to finish copying.



**Figure 74.    Copy StyleSet window**

## Import a StyleSet

To import a StyleSet from an XML file, follow these steps:

1. Click [icon] in the toolbar. The import window would show.
2. Click **Browse** button to indicate the XML file
3. Click **OK** button to import the file.

**NOTE:** The XML file must be a valid XML StyleSet file so that the importation is successful. If the file is invalid, a list of errors would show in a message.
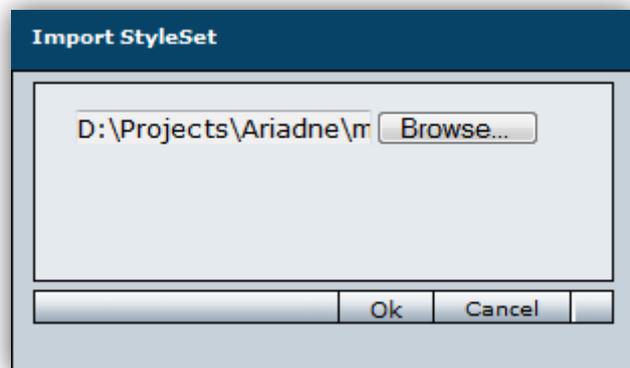


**Figure 75.    Import StyleSet window**

## Export a StyleSet

The steps to export a StyleSet:

1. Click [icon] on the toolbar. The File Download dialog box shows up.
2. Click [**Save**]. The Save As window shows up.
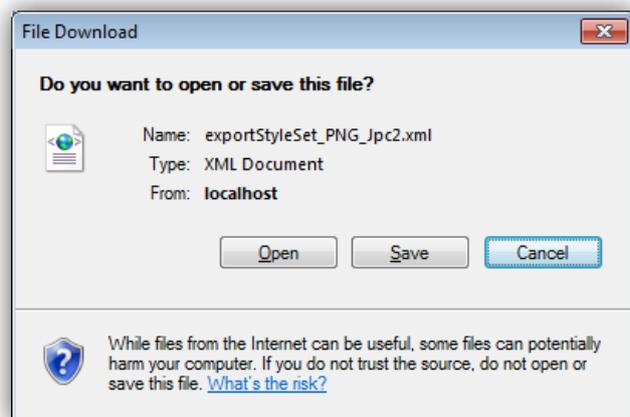3. Choose the folder where you want to place the file and click [**Save**] button on the dialog box.



**Figure 76.    File Download dialog box**

## StyleSet editor

A StyleSheet is a rectangular region for displaying such data as images, messages, event information… when combined with signs. StyleSheets are classified and each type of StyleSheets is used for a certain type of data displayed.

A StyleSet is a structure of layered StyleSheets. StyleSets on the same layer cannot overlap each other. There are five layers, from layer 1 to layer 5, on a StyleSet. A layer can be considered as an imaginary rectangle with the same size as the StyleSet.

The StyleSet editor is used to design StyleSets. Designing here means drawing StyleSheets in each layer and sizing, positioning and indicating the type of each StyleSheet.

To get to this editor, there are two ways:

- After a StyleSet is created, the system switches to the StyleSet Editor to edit the new StyleSet
- The user selects an unused StyleSet in the StyleSet list and click [image] on the toolbar.

Here is the interface of the editor:
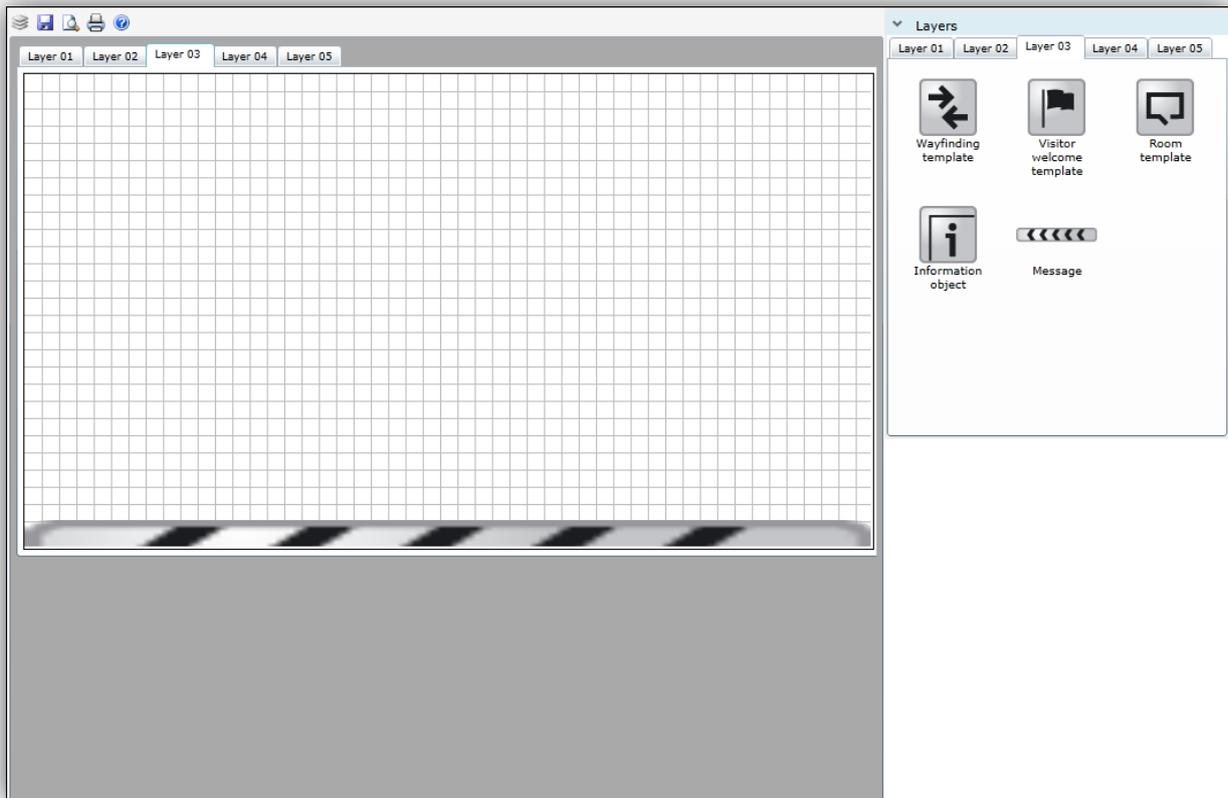


**Figure 77.    StyleSet editor interface**

To design the StyleSet, you design each of its layers.

Under the toolbar is the layer view, the main part of the editor. It displays the graphical aspects of the StyleSet. To see the structure of StyleSheets on a layer, select the corresponding tab.

On the right side is the object tray. It shows the types of StyleSheets you can place into a layer.

Logically, there is synchronization between the layer selected on the object tray and that on the layer view. For example, when layer 3 on the layer view is selected, layer 3 on the object tray is immediately automatically selected.

## The toolbar



**Figure 78.    Toolbar**

There are five buttons (from the left to the right): MetaLayer, Save, Preview, Print and Help.

[**MetaLayer**] button is used to open the MetaLayer editor. See <u>MetaLayer editor</u> to understand the concept of meta layer.

[**Save**] button is used to save the editing result.

## MetaLayer editor

There is a rule applied to StyleSet structure:

-   On each layer, there are several certain rectangular regions organized like StyleSheets (inside the layer and not inter-overlapped). The StyleSheets can be only placed into those regions. Each StyleSheet has the same size as the region that contains it. The arrangement of those regions in a layer is called the MetaLayer of that layer. The MetaLayers of five layers of a StyleSet is the MetaLayer of that StyleSet.
-   The MetaLayer of layer 1 or layer 5 includes only one rectangle with the same size as the StyleSet.
-   MetaLayers of layer 2, layer 3, layer 4 are the same.

Before a StyleSet is edited with the editor, its MetaLayer must be known. Due to the rule above, MetaLayers of layer 1 and layer 5 are already determined when the StyleSet is created (with its size). The responsibility of the MetaLayer editor is to make a MetaLayer applied to layers 2, 3 and 4.

When you click [**MetaLayer**] button, the following dialog shows:
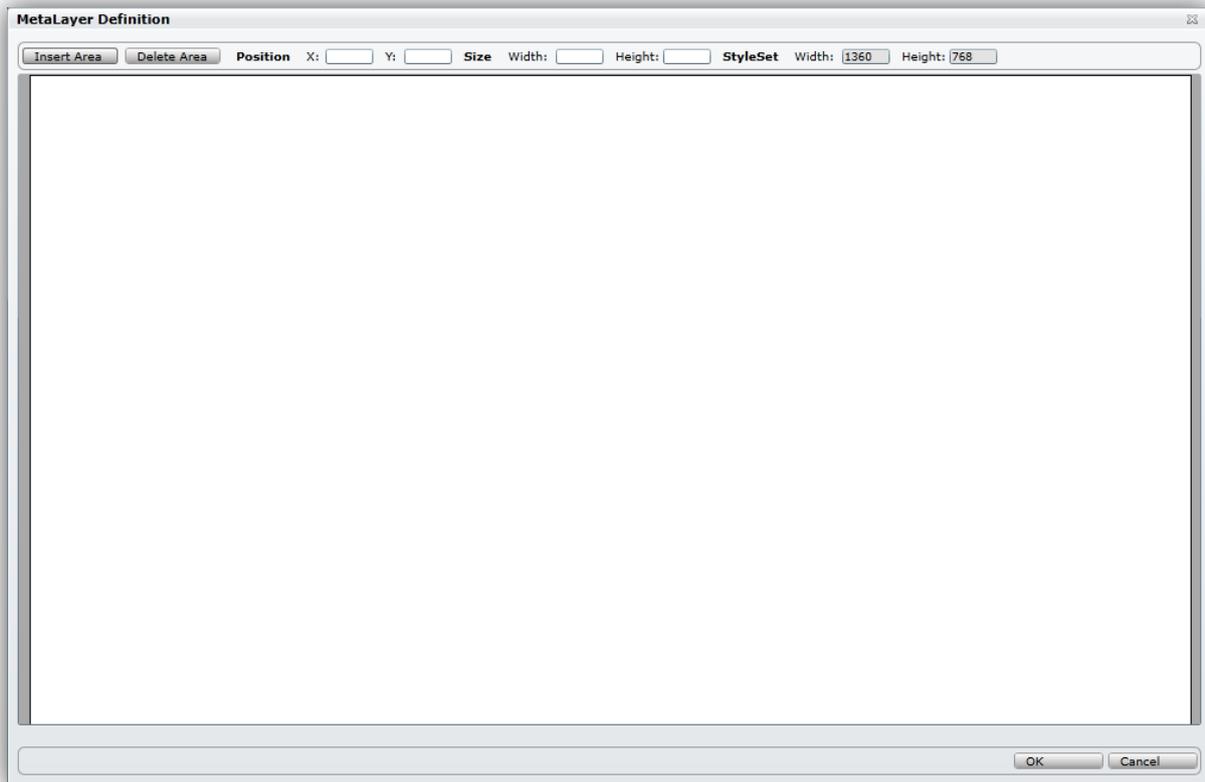


**Figure 79.    MetaLayer Definition window**

[**Insert Area**] button: Click here to create a new region on the MetaLayer. Use the mouse to move and change the size of the region. Note that this editor ensures a region cannot overlap others.

The **Position** parameters: **X**, **Y**, **Width**, **Height** can also be used to indicate position and size of a region.

[**OK**] button: Click here to apply the MetaLayer to layers 2, 3 and 4 of the StyleSet.
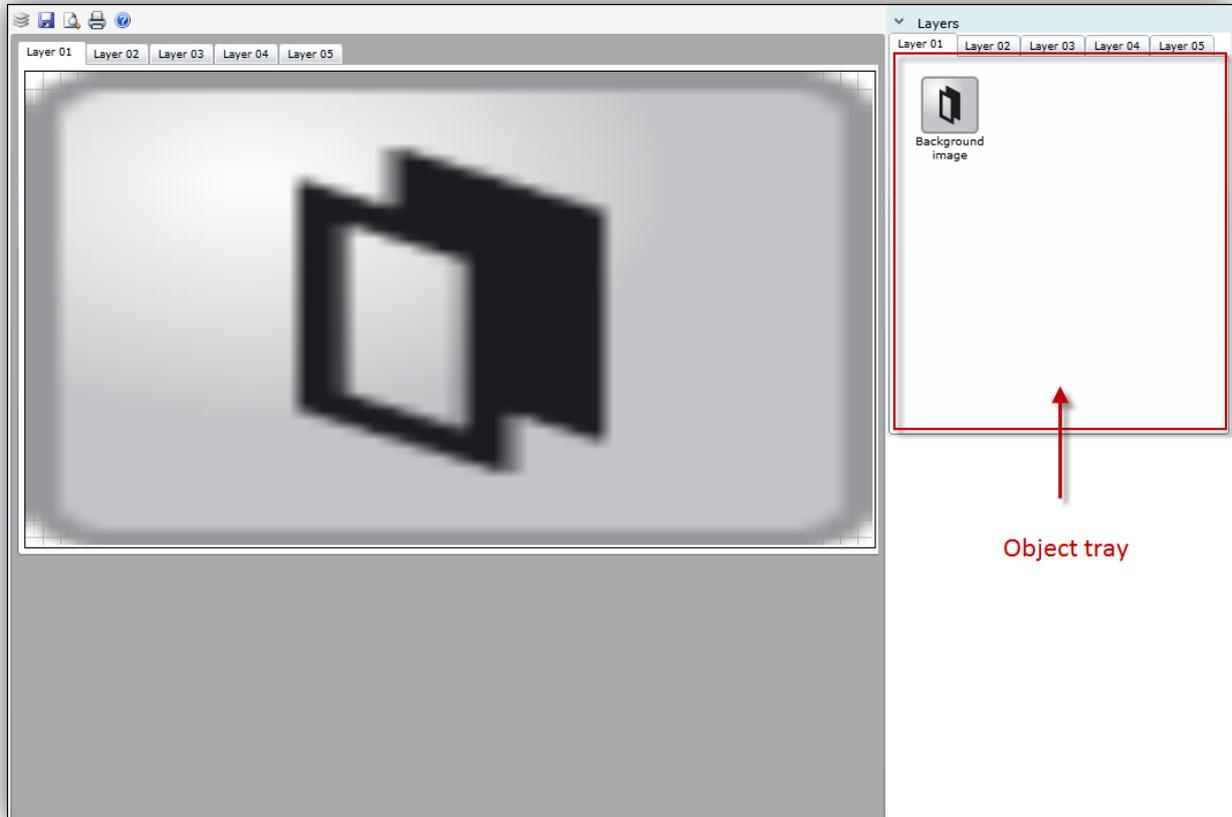
## Edit layer 1

The layer view:



**Figure 80.    MetaLayer Definition window – Layer 1**

The layer view displays a MetaLayer with only one region occupying entire the layer and the object tray contains only one item **Background image**.

**NOTE**: The **Background image** object is available by default.

To make StyleSheet for the region, click the item on the object tray.

If the region is blank when the user clicks the item on the object tray, it will display an extended image of the item to show that there is a StyleSheet created.

# Edit layer 2

The layer view:
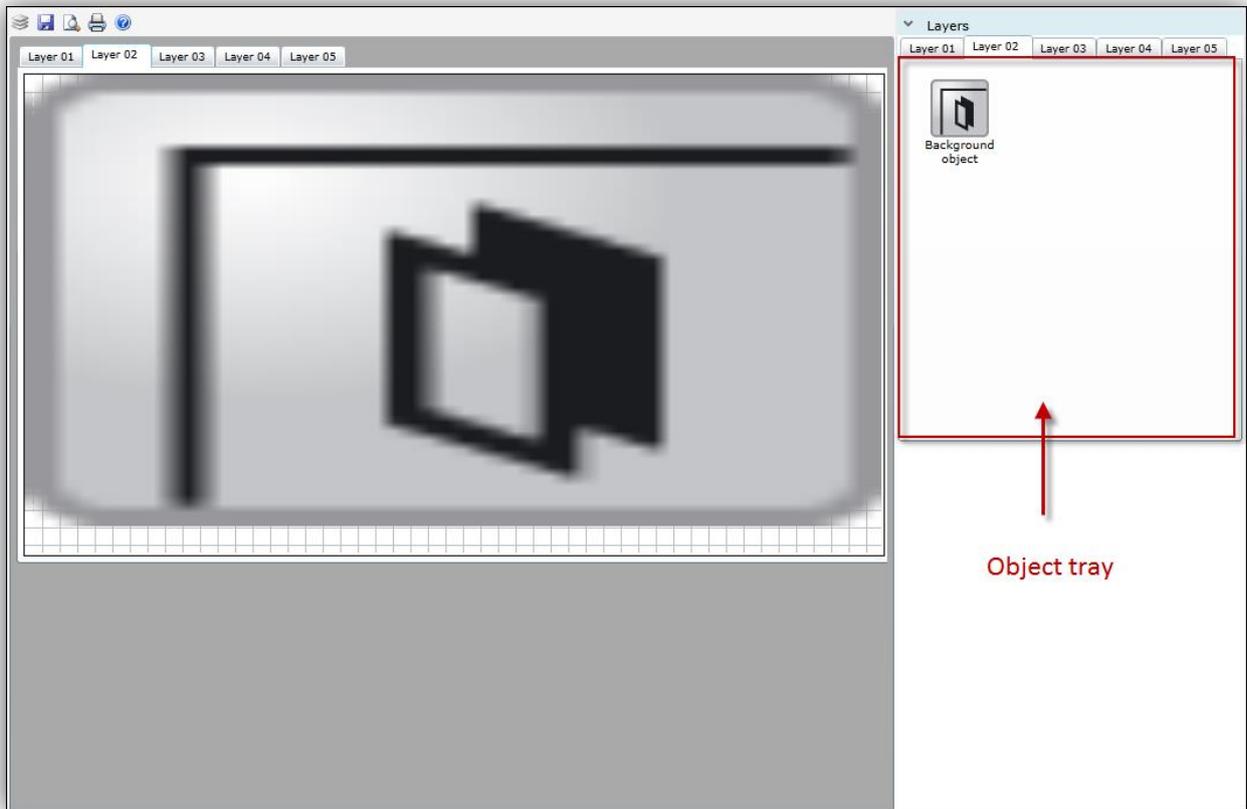


**Figure 81.    MetaLayer Definition window – Layer 2**

The layer view displays the regions of the MetaLayer that is created by using the MetaLayer editor.

The object tray contains one item called **Background object**.

To make StyleSheet for a region on the layer, click that region to select it and click the item on the object tray.

A region with a StyleSheet created will display an image.
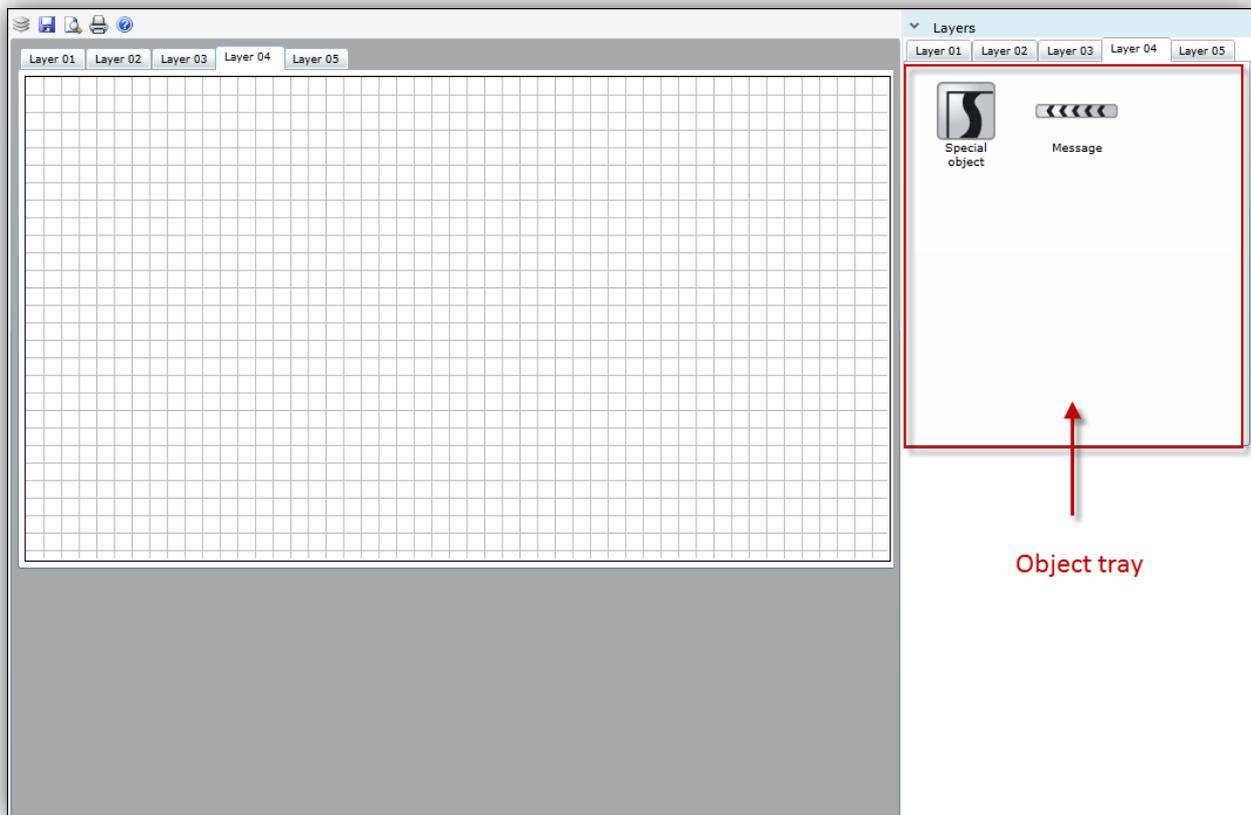
# Edit layer 3

The layer view:
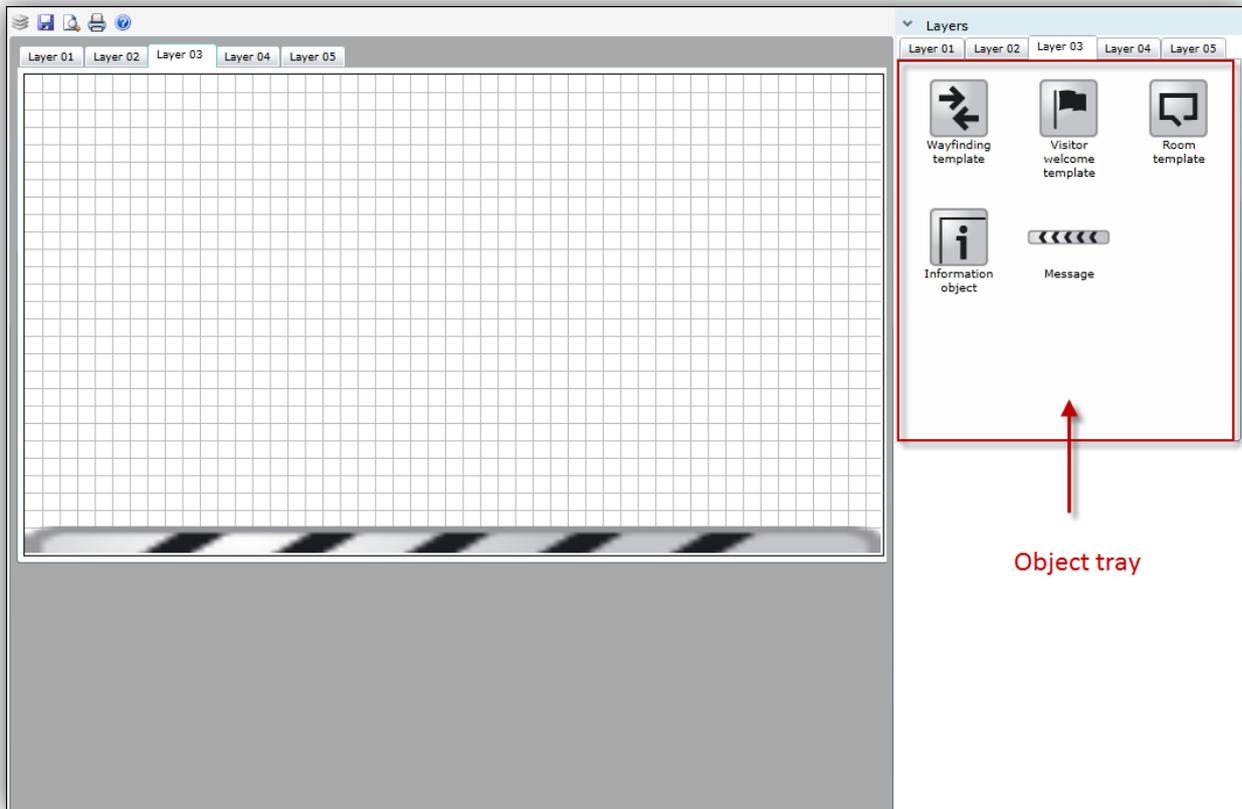


**Figure 82.    MetaLayer Definition window – Layer 3**

The layer view displays the regions of the MetaLayer that is created by using the MetaLayer editor.

The object tray contains five items as above.

To make StyleSheet for a region on the layer, click that region to select it and click the item on the object tray.

A region with a StyleSheet created will display a corresponding image.

# Edit layer 4

The layer view:



**Figure 83.    MetaLayer Definition window – Layer 4**

This works similarly to editing layer 3.

## Edit layer 5

The layer view:
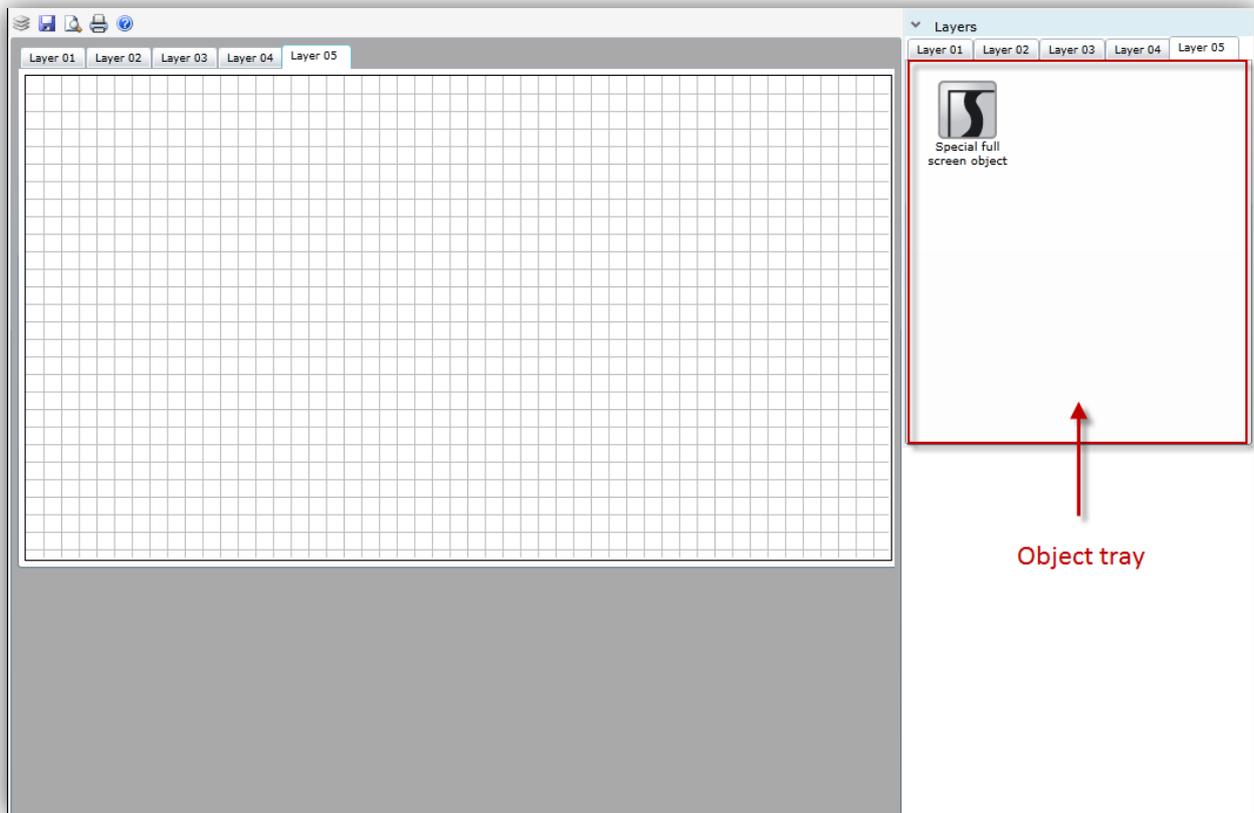


**Figure 84.    MetaLayer Definition window – Layer 5**

This works similarly to editing layer 1.

> **NOTE:**
>
> - A region on a layer is empty if there is no StyleSheet arranged there.
> - To delete a StyleSheet from a region on any layer, select the StyleSheet and press **Delete** key.
> - Saying 'display a MetaLayer' means that 'display a layer with some regions arranged as on that MetaLayer'.
> - Do not tightly depend on the exact concepts.

# Sign management

## Register and Set up a Sign

To set up a sign, follow the steps below:

1. Plug LAN cable, screen, power to the sign and turn the sign on
2. Get the IP address of the Sign that will be displayed on the screen (for example: 192.168.1.118)
3. Open browser and type in the IP address.
4. Enter user name and password to login. (For example: username: admin/ pass: W52N22. This password is provided by the sign provider).

5. Afterward, the default home page of the sign – **Sign Schedule Status** will be opened. Click the **Configuration page** button to open Ariadne Event Sign Configuration
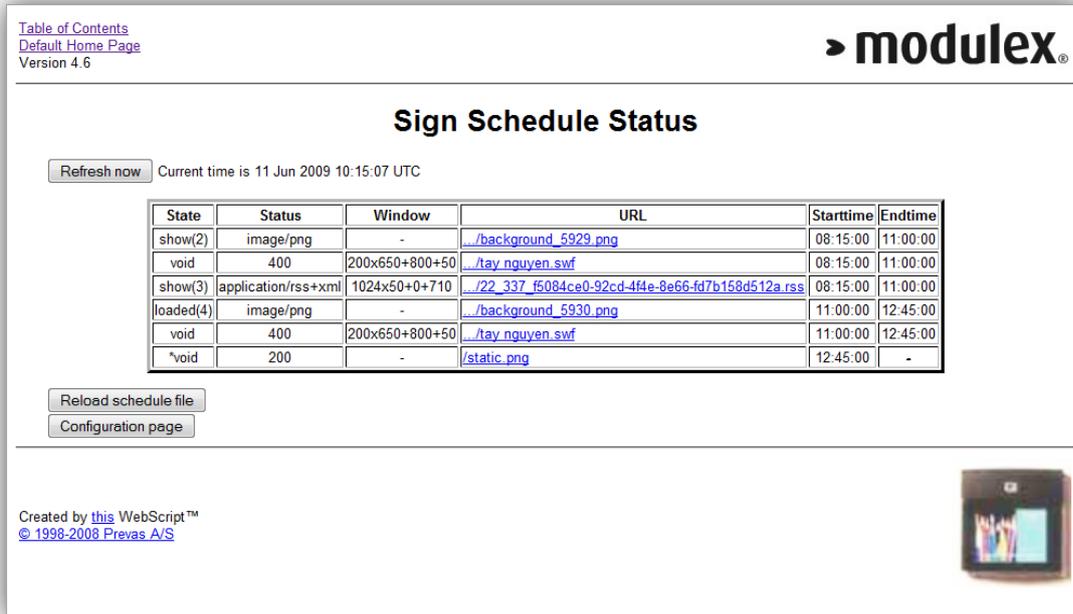


**Figure 85. Default homepage of the sign**

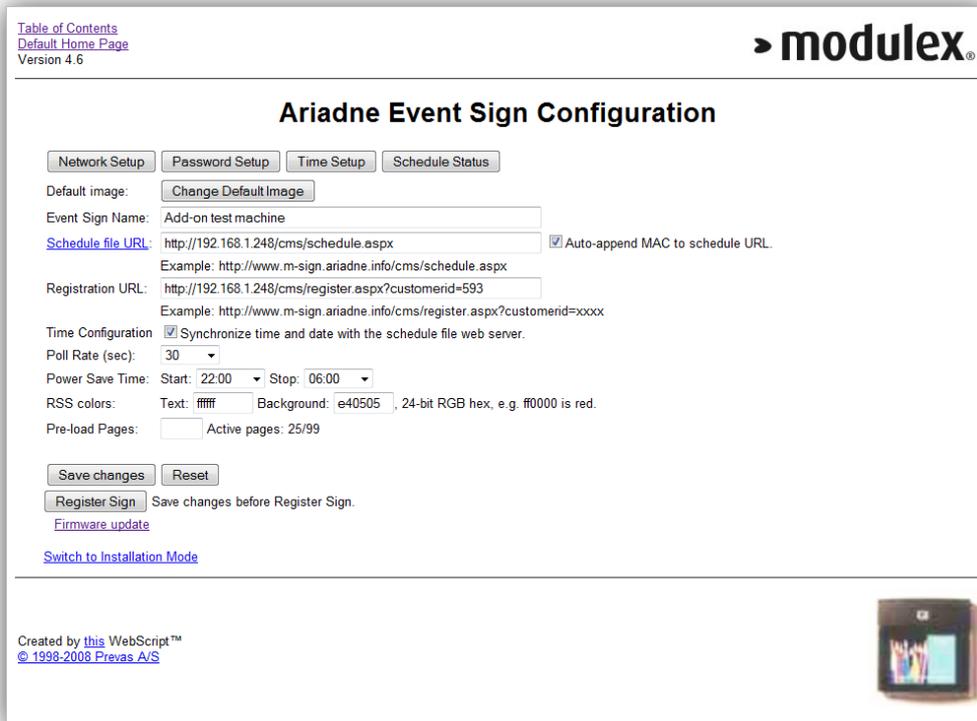6. In the Configuration page, fill out the necessary fields:



**Figure 86. Ariadne Event Sign Configuration screen view**

a. **Schedule file URL** indicates where the sign will obtain its schedule file. In this example it is on the hosted solution. And onsite solution requires the Ariadne server's IP address or DNS name to be used.

NOTE: You must select auto append MAC to schedule URL.

   b. **Registration URL** shows the registration string of the sign with the server name, unique customer ID and the sign type

   c. **Time Configuration** directs the sign to pull the date and time from the server when cheked.

   d. **Backlight** tells the sign the level of brightness to use when illuminating the screen.

   e. **Poll Rate (sec)** determines how often to poll the server for changes to the signs configuration. This is only a pull by the sign and not a push from the server.

   f. **Power Save** determines the sleep and wake times of the sign based on GMT time.

   g. **RSS colours** determines the colors of the text and background for the message band.

   h. **Pre-load Pages** determines the Number of pages to be loaded in the sign memory.

7. Click the **Save changes** button to save the above information.
8. Click the **Register Sign** button to register the sign into Ariadne system.
9. Enter the Ariadne Admin page to assign styleset for the new registered sign.
10. If the assigned styleset has room template object, you have to assign a room for the sign.

**NOTE:** For more information about how to assign styleset and room for sign, refer to the **Error! Not a valid bookmark self-reference.** section in this guide.

# Assign StyleSet to Sign



**Figure 87.  Assign StyleSet to Sign screen view**

A StyleSet will be used by one or more specific signs to display the event(s) following the structure of StyleSet. Each Sign has only one StyleSet at a time.

Assign StyleSet to Sign function provide you the utility to assign a StyleSet to a specific sign.

1. Select a Sign in the table, all the appropriate styleset (which have the same size) will be list in the StyleSet dropdown list.
2. Choose a StyleSet in the list and lick apply to assign new StyleSet.

---

**NOTE:**

- Assign StyleSet to Sign function is featured in the new Admin page.
- Details of the selected Sign and StyleSet are displayed at the right area.
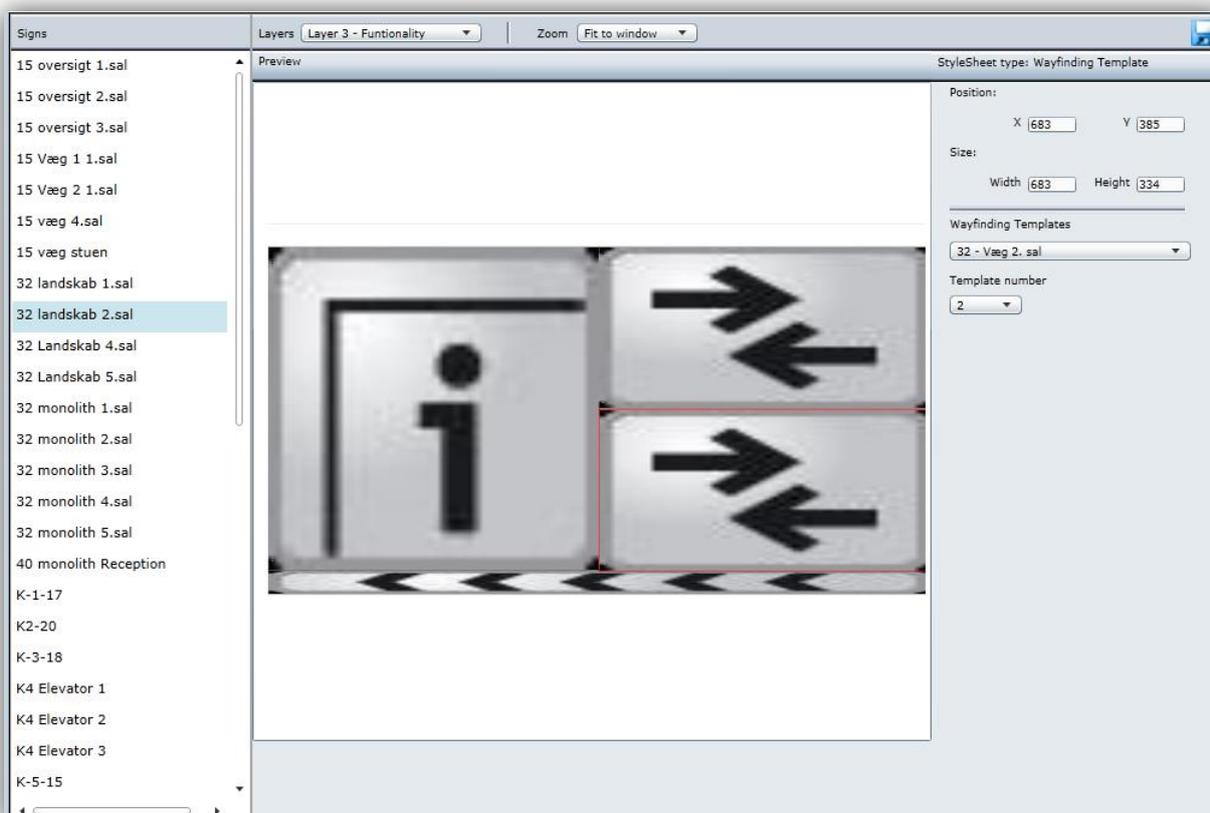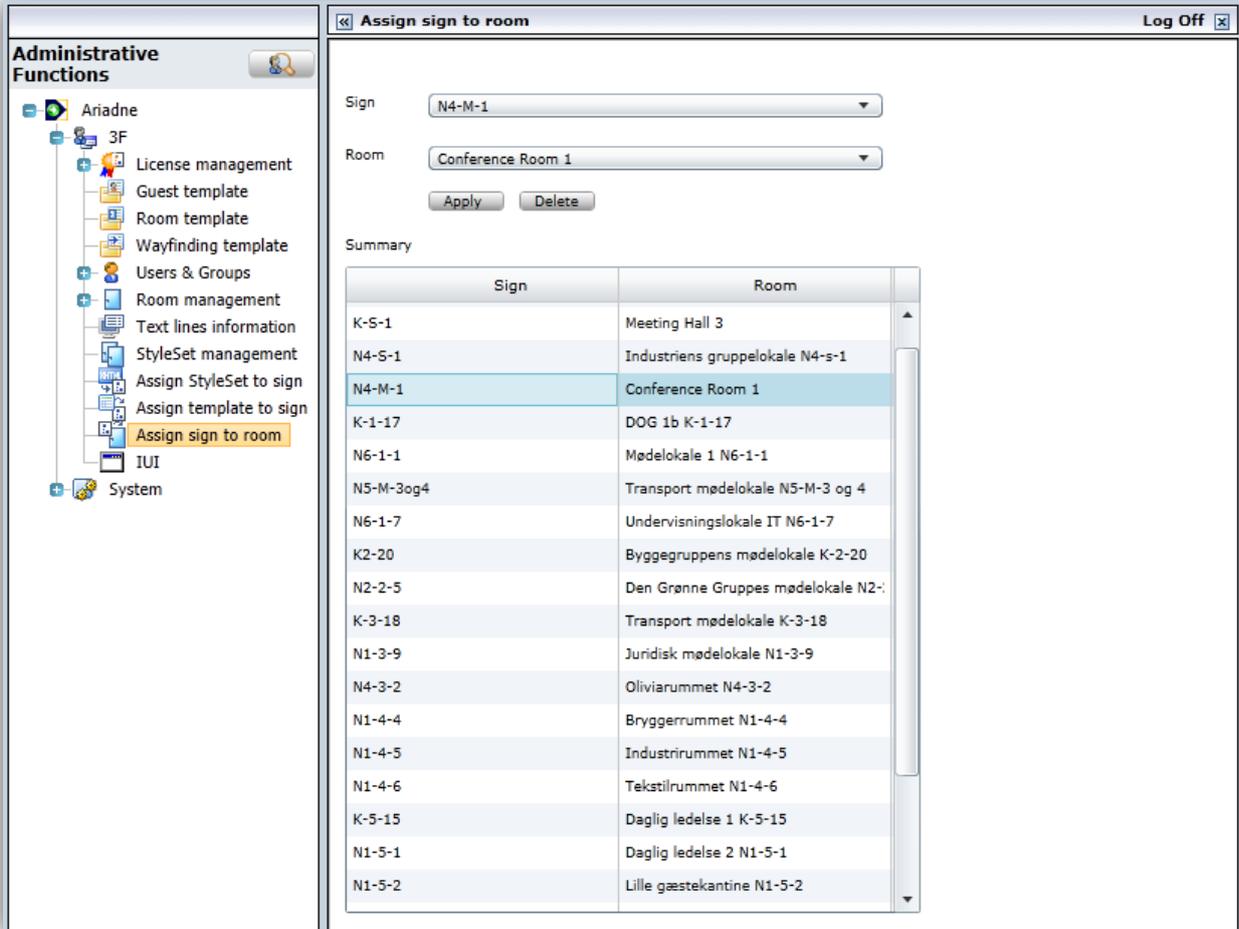- If you assign a new StyleSet to a sign, then all existing bookings for the sign will be deleted.

## Assign Template to Sign



**Figure 88.    Assign Template to Sign screen view**

The purpose of this function is to assign template to Way Finding and Guest object in the layer 3 of a sign.
To assign template to sign, follow the steps below:

1. To assign a template to a sign, select [**Assign Template to Sign**] in the main menu.
2. Select a sign in the **Sign** column on the left of the screen
3. Choose a layer in the **Layers** dropdown list.
4. Select a Room, Way Finding or Guest object in the preview area below the **Layers** dropdown list.
5. Select a template in the dropdown list that appears on the right listing all the templates with type according to the object type you have selected.
6. Click [**Save**] button to finish assigning template.

# Assign Sign to Room



**Figure 89.    Assign sign to room screen view**

A Door sign which contain door object is required to go with a specific room. One Room can have one or more Door signs. Events taken place in a room will be displayed on every Door Sign of the Room.

To assign a sign to a room, enter the Ariadne Admin page and select Assign Sign to Room in the Left panel.

All the sign which has door object in the styleset will be listed in the Sign dropdown list. Select the sign you want to assign room in the Sign list, choose a room in the Room list and then click the **Apply** button to bond the sign with the selected room.

The Summary table will list all the signs and the corresponding rooms which have been linked together.

# System settings

## Language

The Language section provides the super admin the function to manage all the language in the system.
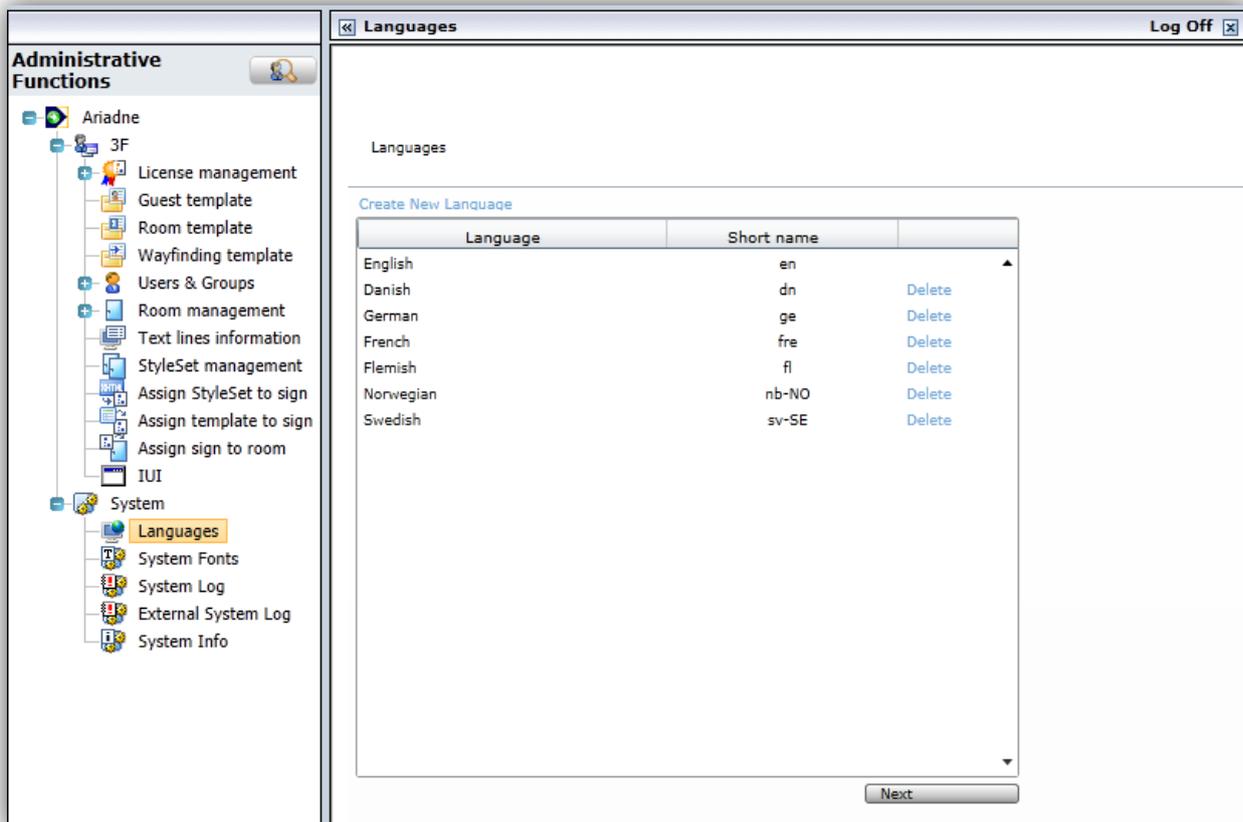
**Figure 90.    System – Languages**

To create a new language, follow the steps below:

1.  Click **Create New Language**. The **Languages** details is displayed as the figure below:



**Figure 91.    Create a new language**

2.  Fill in the name and short name for the language and click [**Save**].
3.  In the next step, you will see two tabs compatible with the language in the IUI (user interface) and the language in the templates. For each tab, enter the corresponding content in the Text column.
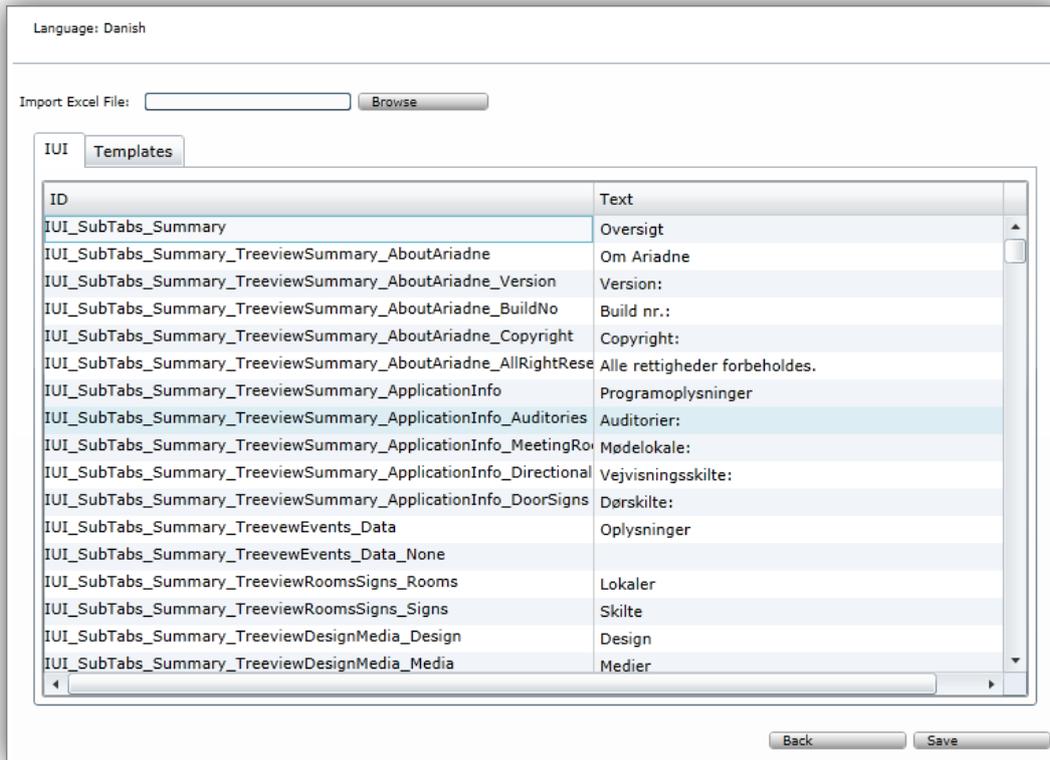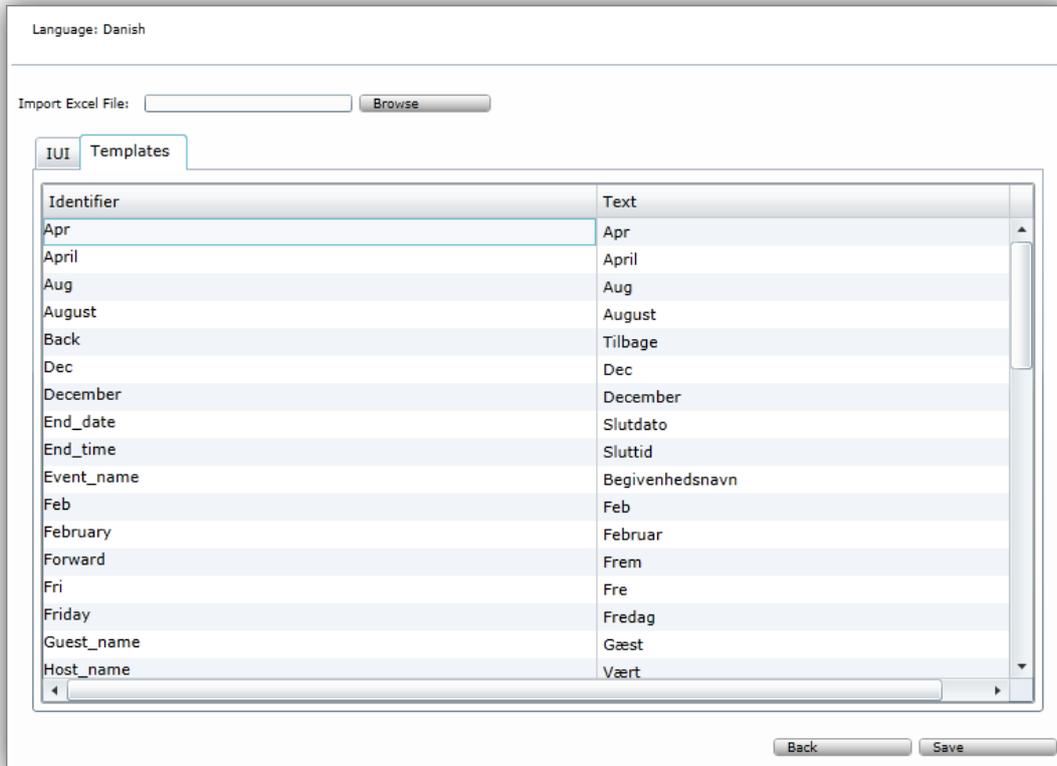
**Figure 92.    IUI tab**



**Figure 93.    Templates tab**

4. User are possible to import the text from an existing excel file by clicking the [**Browse**] button and select the created file. The excel template will include a column with English text and the next column is for the new language. The template could be retrieved from the product provider or supporters.

5. Click [**Save**] to finish creating a new language.

To edit a language, select it name in the **Language** table, click [**Next**] and follow the step 2 to 5 above.

Click the [**Delete**] button beside a language to delete it.

**NOTE:** English is the only language that cannot be deleted from the system.

# System Fonts

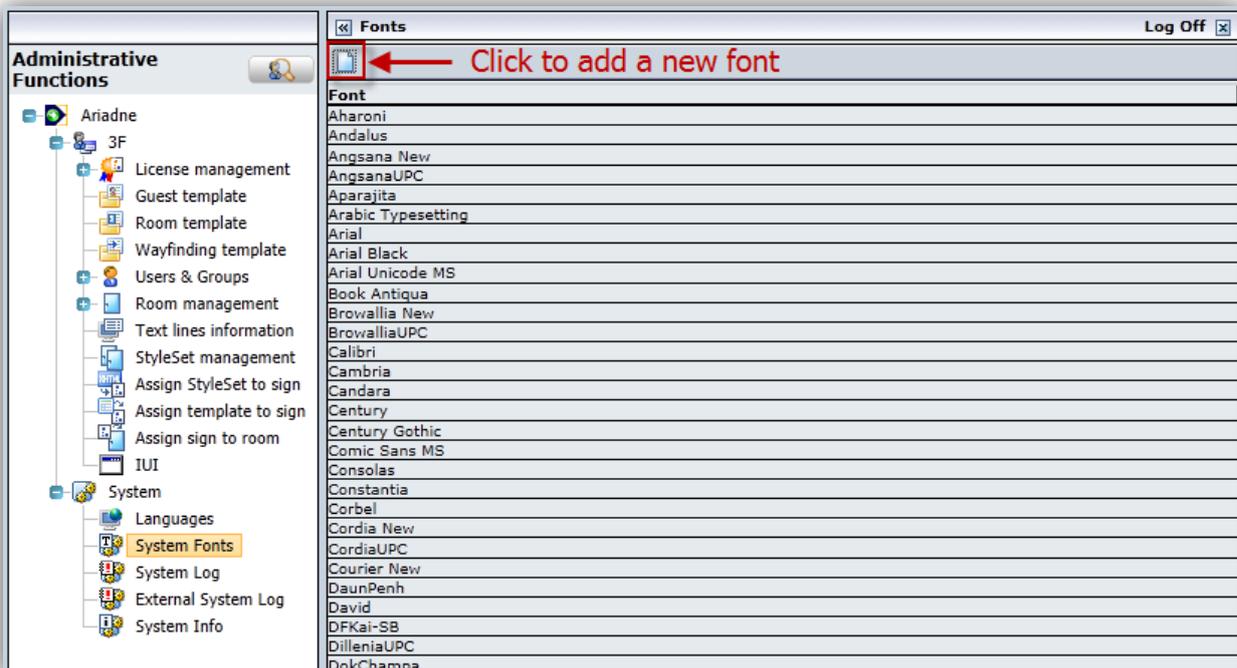The System Fonts section enlists all fonts that can be used in the Ariadne system.



**Figure 94.    System Fonts screen view**

To add a new font to the system, click [**New**] button on the toolbar, the following window appears:
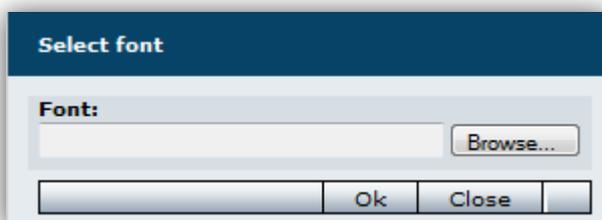


**Figure 95.    Select font window**

Click [**Browse**] to select new font in your computer to add to the system.

After that, click [**OK**] to finish.

# System Log and External System Log

These two sections are self-explanatory.

# System Info

The System Info section demonstrate the version information of the Ariadne system such as Database, web application and IIS version number; SQL server type.



**Figure 96.    System Info screen view**