



Administrator Guide

Version 4.0

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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.

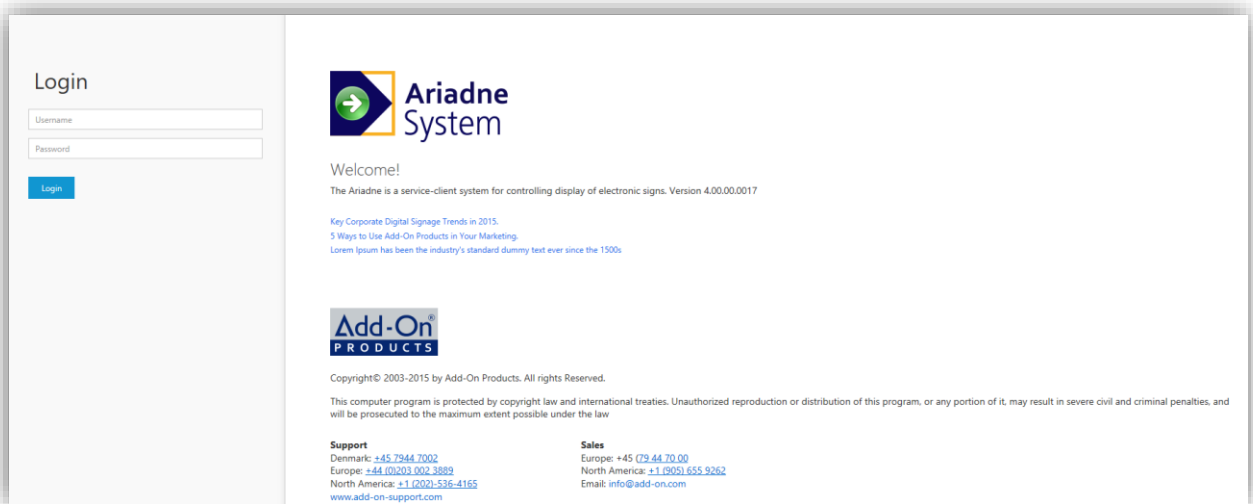


Figure 1. Ariadne Login Page

3. After entering user ID and password, click Login to open the administrator's options to proceed working as an administrator.
4. After logging in, you are prompted with the 'Search Customer' pop-up window:

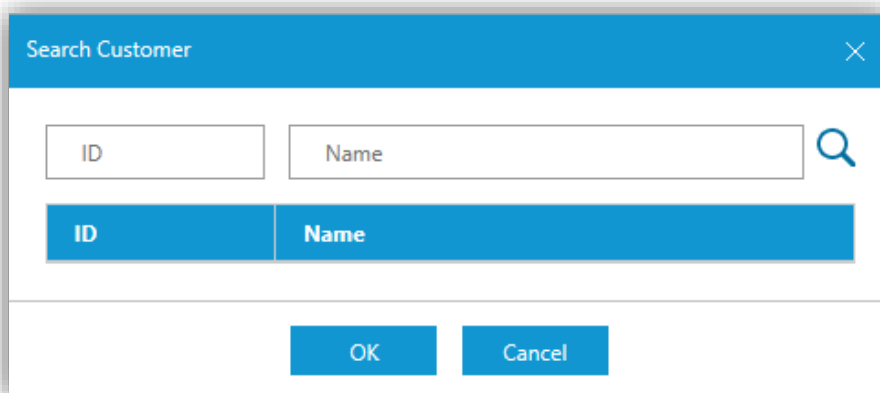


Figure 2. Search Customer dialog

5. Enter some value into the two blank fields to search for customers by their names or IDs. Click [OK] and the result is presented underneath:

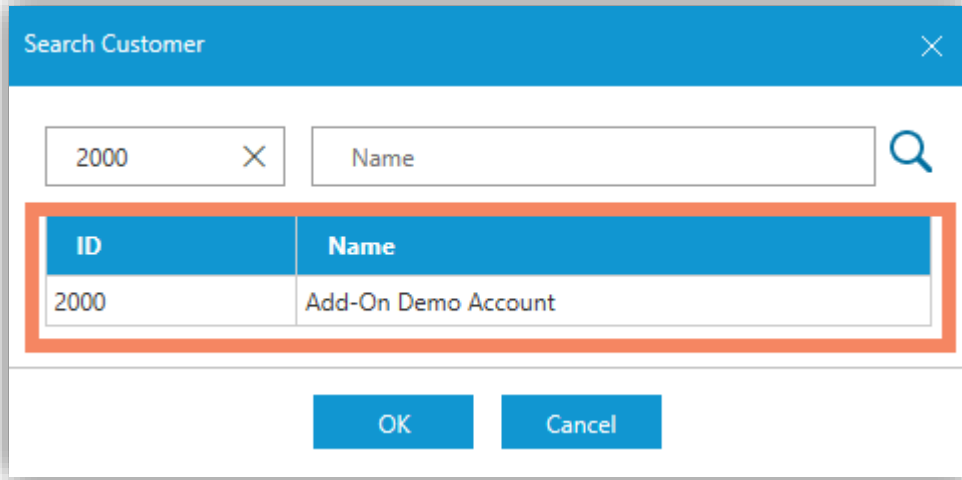


Figure 3. Search Customer

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

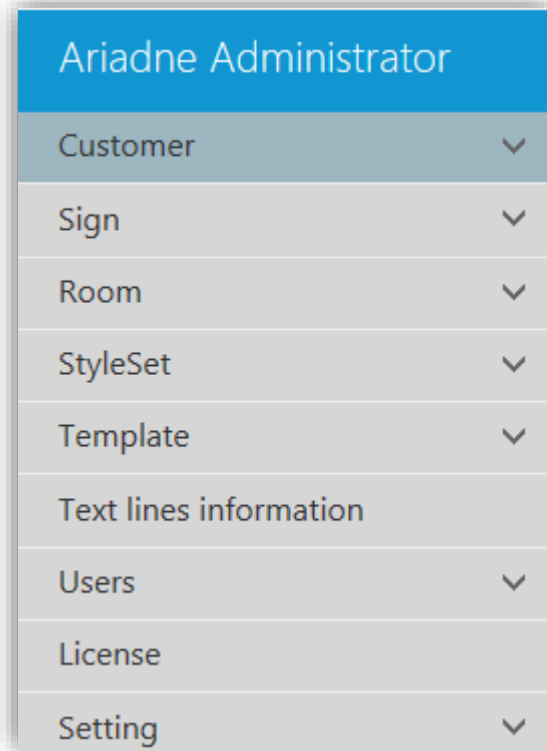


Figure 4. Super Admin

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

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.

Create new customer

1. Click **Customer** node in the main menu and select [**New customer**]:

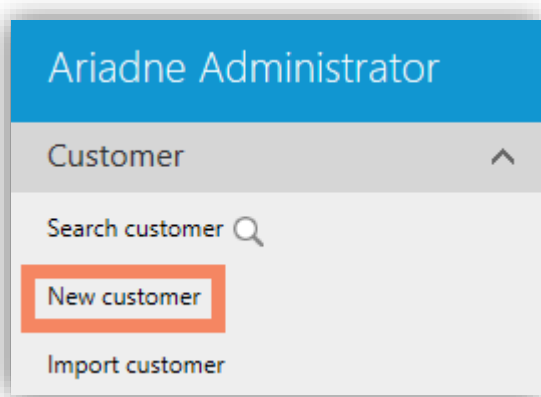


Figure 5. Choose New Customer

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

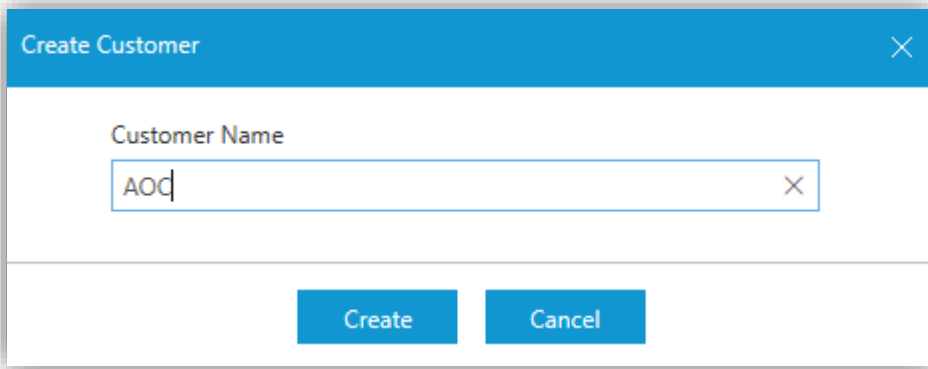


Figure 6. Fill in Customer Name

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

Import customer

Ariadne version 4 allows the admin to import a customer exported by the previous version of Ariadne. The imported customerID will be changed to be suitable with Ariadne 4.

To import, follow the steps below:

1. Click **Customer** node in the main menu and select [**Import customer**].

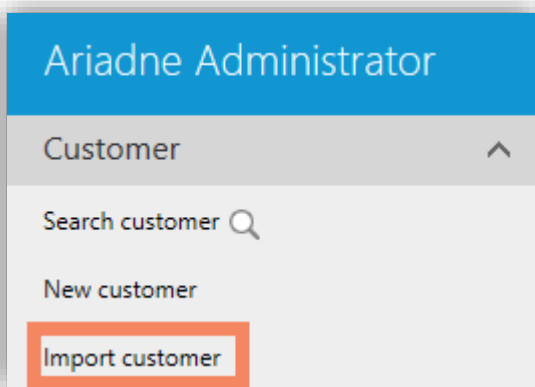


Figure 7. Import customer

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

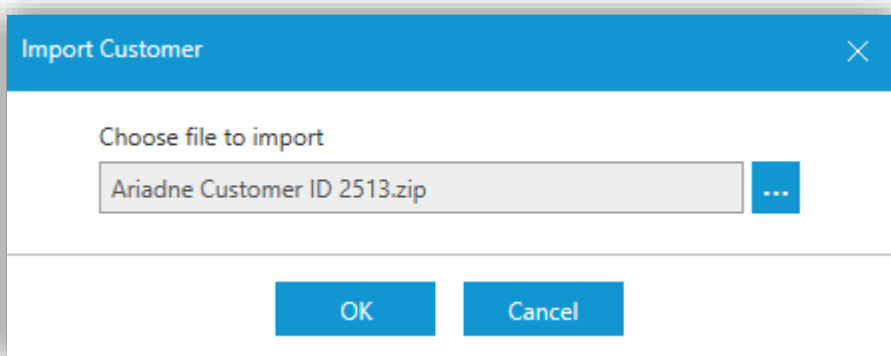


Figure 8. Imported Folder

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

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

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

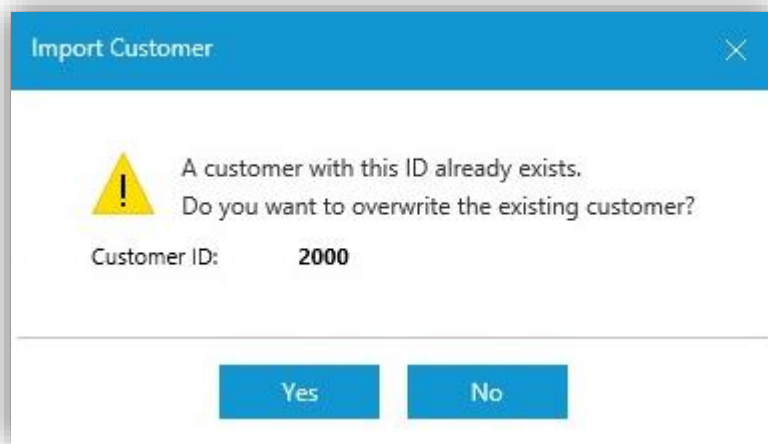


Figure 9. Confirmation Message

Export Customer

To export a customer, click on the customer name in the tool bar and select **[Export Customer]**

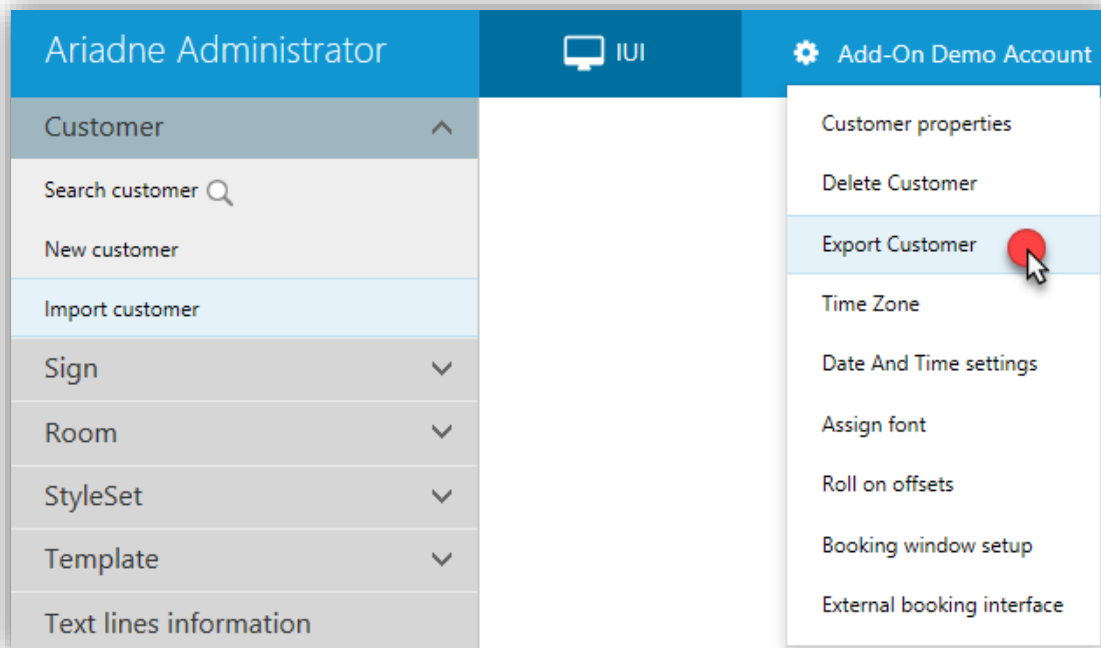


Figure 10. Choose Export Customer Menu

Then save the zipped folder in the desired location (the customer data is exported to a file namely **exportCustomer_<customerid>.zip**).

Super Admin Properties

To edit the super admin, click 'SuperAdmin' at the right upper corner of the screen and select [**SuperAdmin Properties**]:

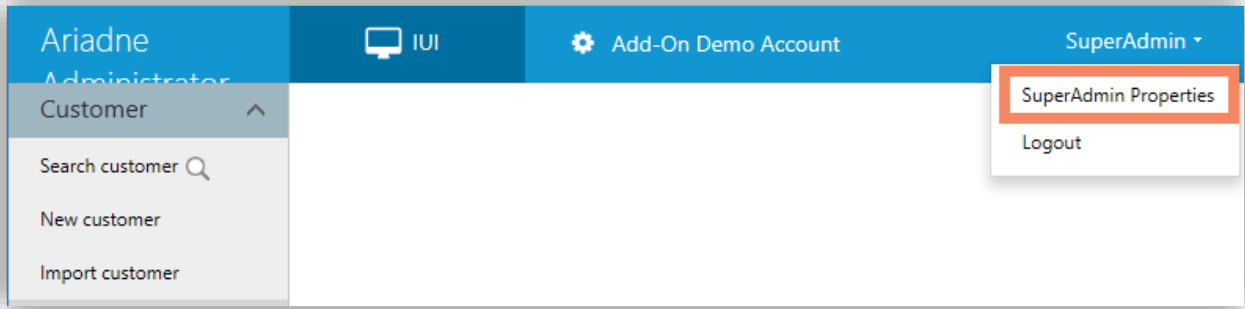


Figure 11. Choose Super Admin Properties Menu

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

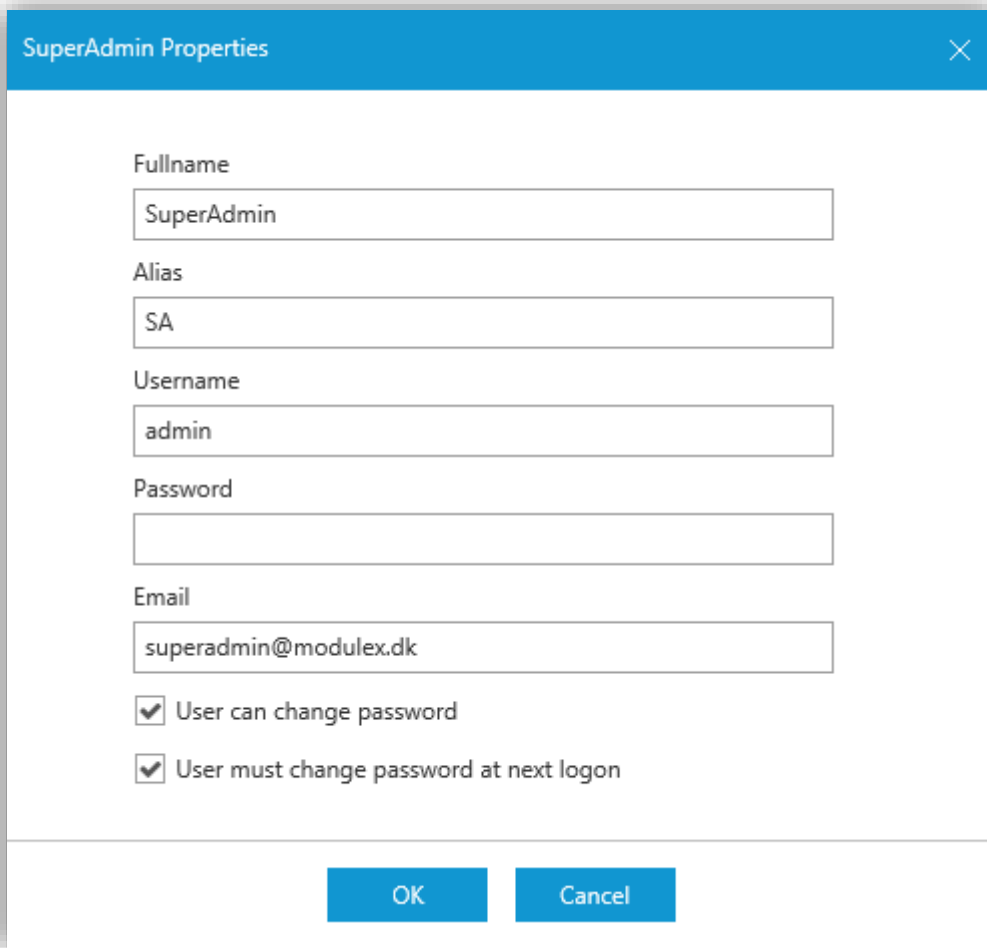


Figure 12. Edit Super Admin

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.

On the tool bar of Ariadne Admin page, click on the Customer's name and select **[Time Zone]**.

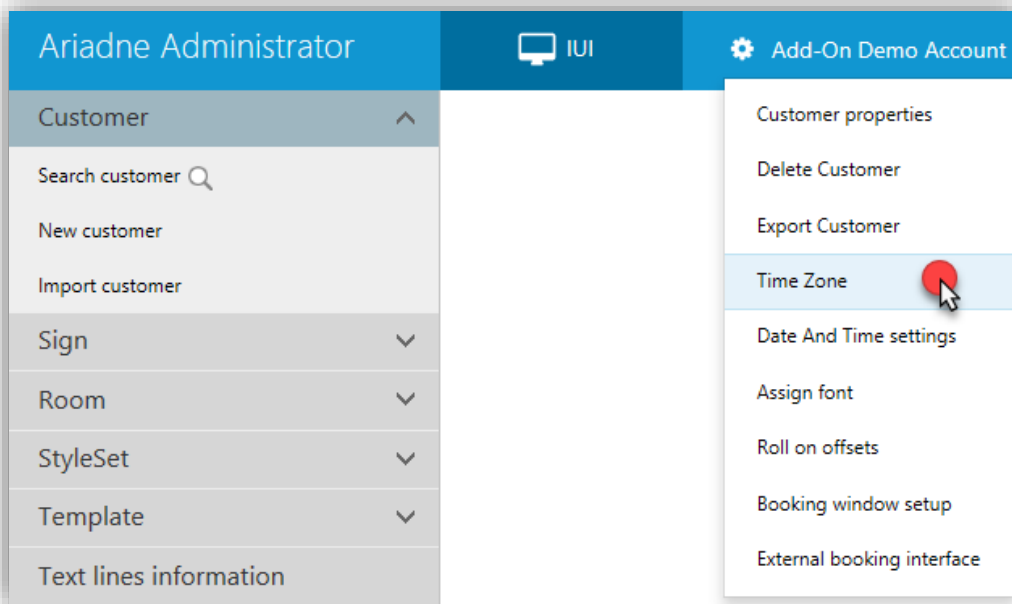


Figure 13. Choose Time Zone Menu

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

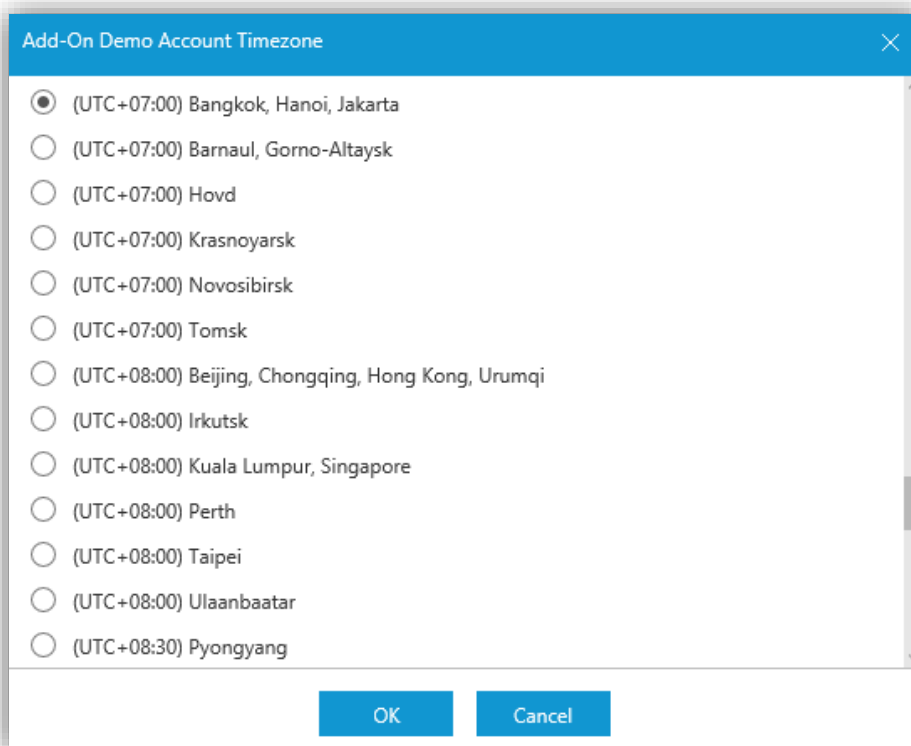


Figure 14. Time Zone

Edit Roll On Offsets

On the tool bar of Ariadne Admin page, click on the Customer's name and select **[Roll on offsets]**.

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

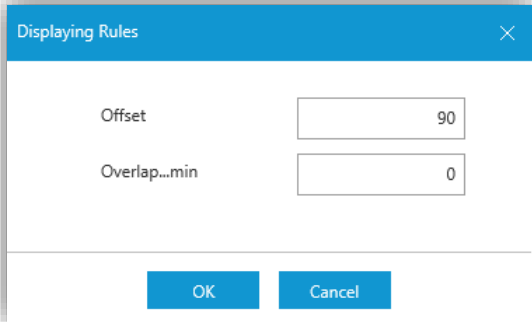


Figure 15. Specify the Offset and Overlap value

- **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 settings

On the tool bar of Ariadne Admin page, click on the Customer's name and select **[Date and Time settings]**.

From the details displayed on the right pane, click **[New]** button to create your own date and time formats:

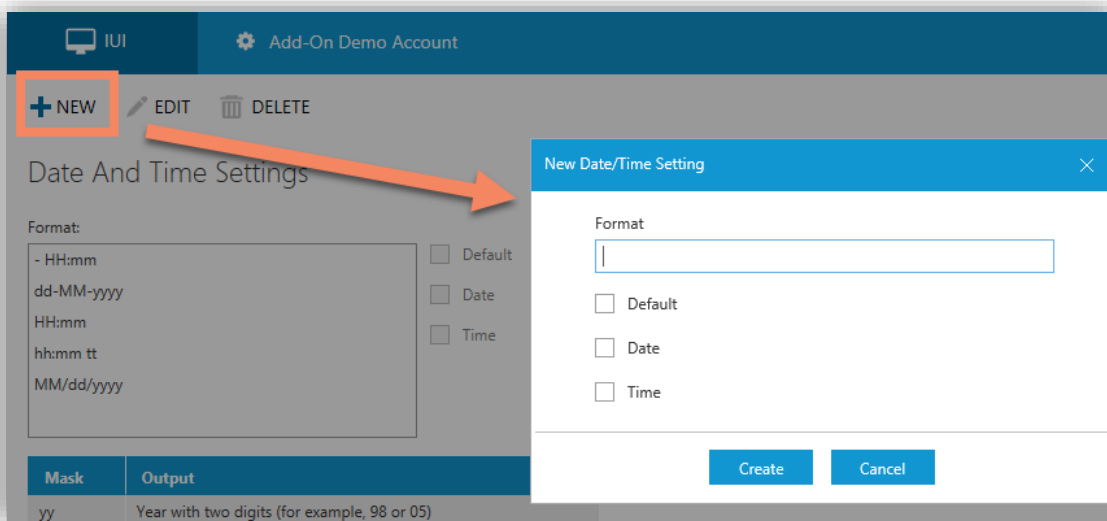


Figure 16. Create your own Date and Time Formats

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.

Customer Properties

Click on the company name on the tool bar and select [**Customer Properties**] to set up other properties for the customer:

- **Primary field:** select Event Name or Host Name as the primary field. The primary field is the required one and its content will represent the event on the View Pane.

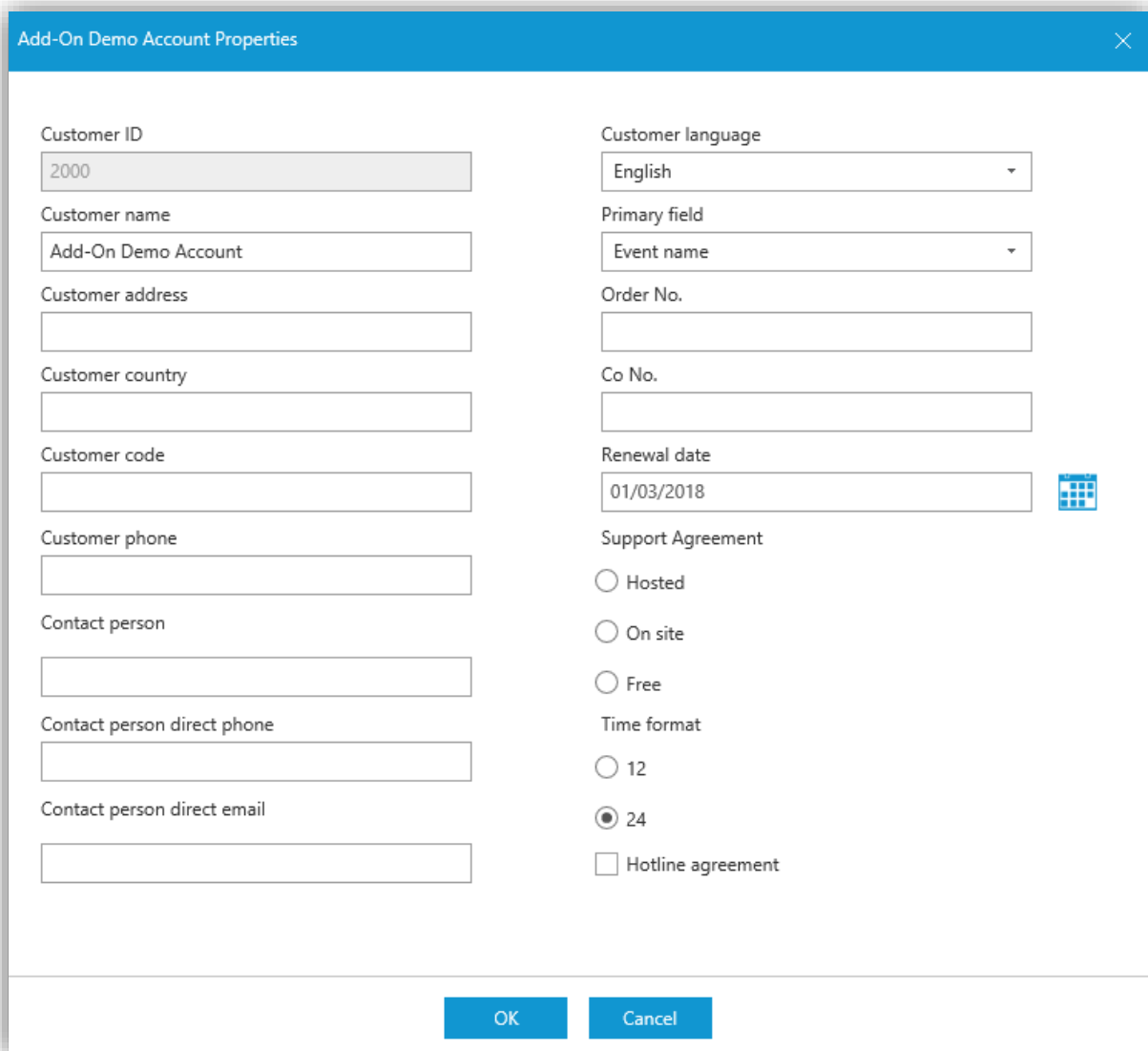


Figure 17. Properties screen view

Booking window setup

Click on the company name on the tool bar and select [**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

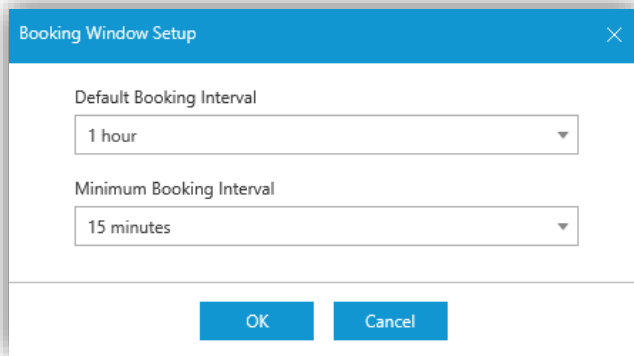


Figure 18. Booking Window Setup

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 clicking on the company name on the tool bar and select [**Customer Properties**].

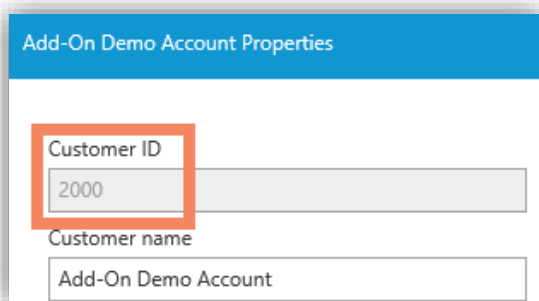


Figure 19. Customer ID

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 company name on the tool bar and select [**External booking interface**].
- 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.

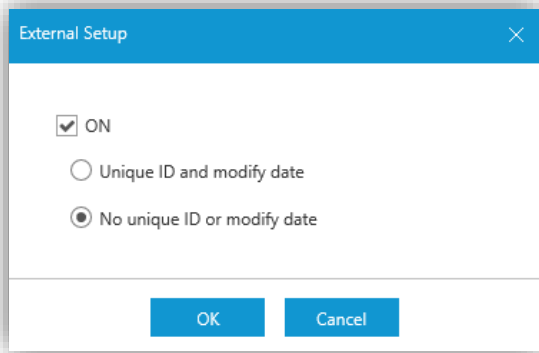


Figure 20. External Setup dialog box

Then select the importing data method of External Booking service:

- Unique ID and modify date: All events are updated on import
- 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.

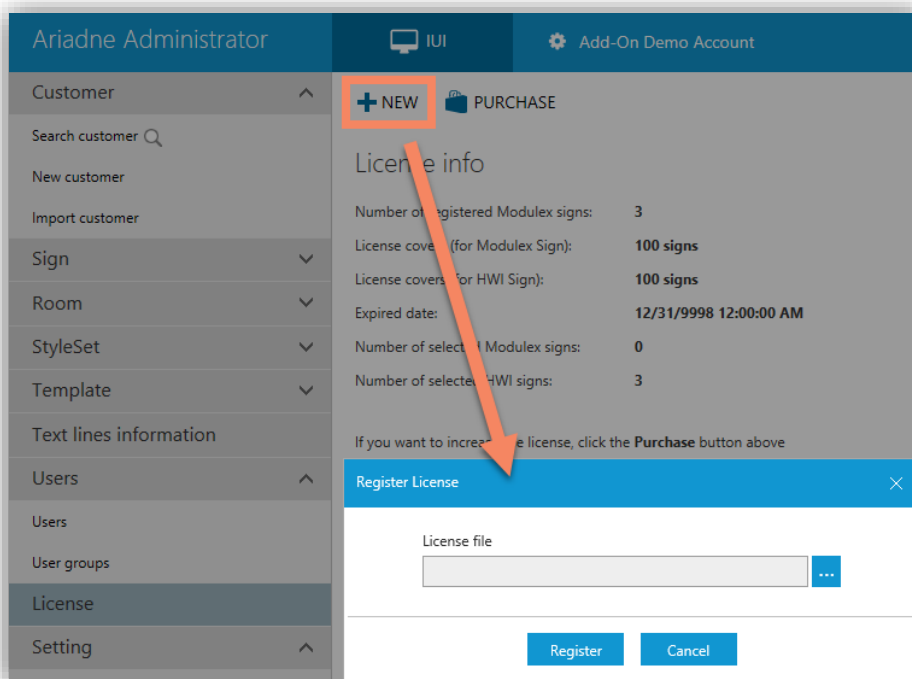
License Management

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.

License file

To import license file:

1. Click **License** on the main menu. Then click **[New]**:



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

License status

After importing the license file, the License information is displayed in the **License info** 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 21. License Status

Select signs

| <input checked="" type="checkbox"/> | Sign Name | Type |
|-------------------------------------|--------------------|------|
| <input checked="" type="checkbox"/> | 2nd Floor Overview | |
| <input checked="" type="checkbox"/> | Reception | |
| <input checked="" type="checkbox"/> | Meeting Room 239 | |

Figure 22. 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 10 signs but only buy a license for 3 signs) then the Ariadne system only allows user to select 3 signs to display event in the total 10 signs that they have.

In case the customer selects more signs than the allowed number, a warning message will appear to inform customer about this. When customer browses the Ariadne UI application, the Signs tab will only display the selected signs. In this example, there are only 3 signs displayed as available on the Sign tab.

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 will appear.

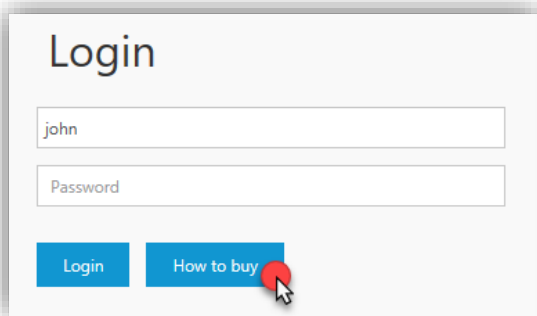


Figure 23. Login screen

Click the [**How to buy**] button to open a registration form:

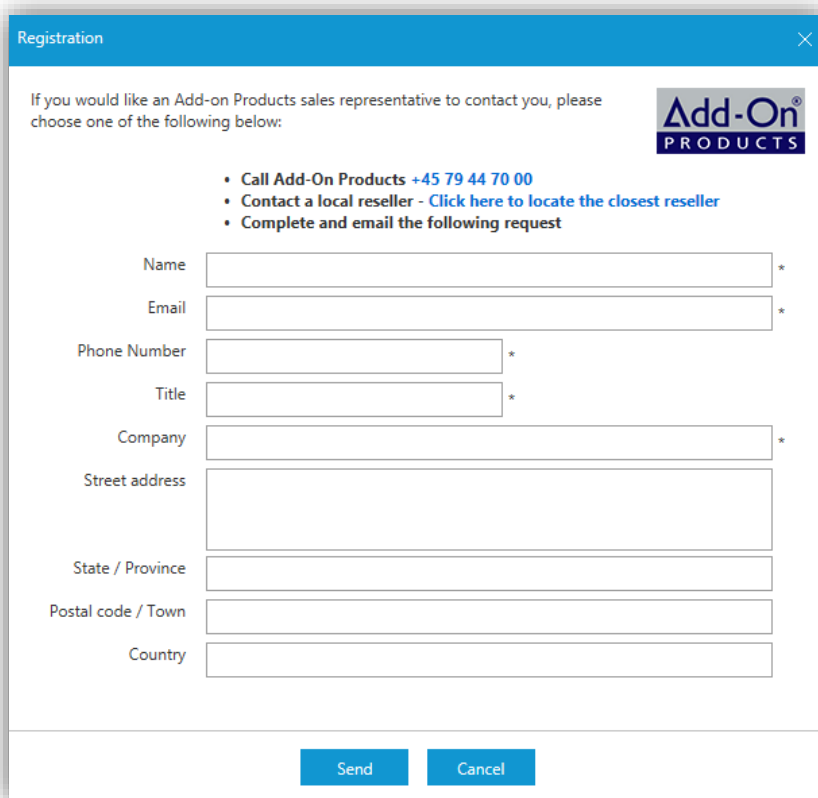


Figure 24. Registration form

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.

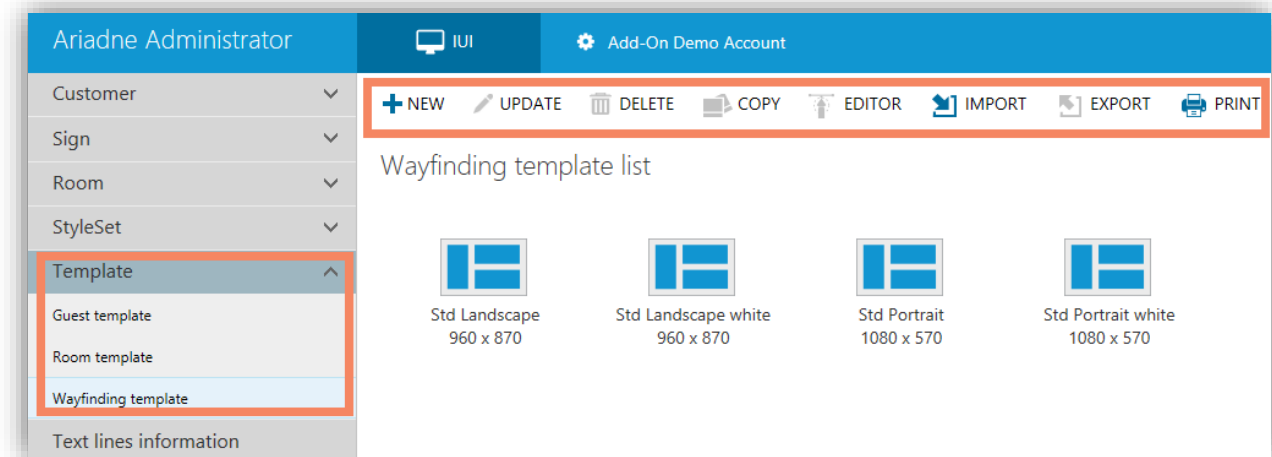


Figure 25. Templates in Administrative Function Menu

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

| Toolbar | Description |
|---------|---|
| NEW | Create a new blank template. |
| UPDATE | Re-name the selected template. The size cannot be changed. |
| DELETE | Delete the selected template (or use the delete key). |
| COPY | Duplicate the selected template. |
| EDITOR | Edit the selected template tin the template editor. |
| IMPORT | Import a template. Import templates from .XML files. |
| EXPORT | Export a template. This function exports the selected template to an .XML file that can be saved on the local computer. |
| PRINT | Print the list of templates. |

Guest Template

Click **[Guest template]** 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 consists of the following sections:

Setup

The basic setup of Guest template occurs in the setup menu. The individual fields are described below.

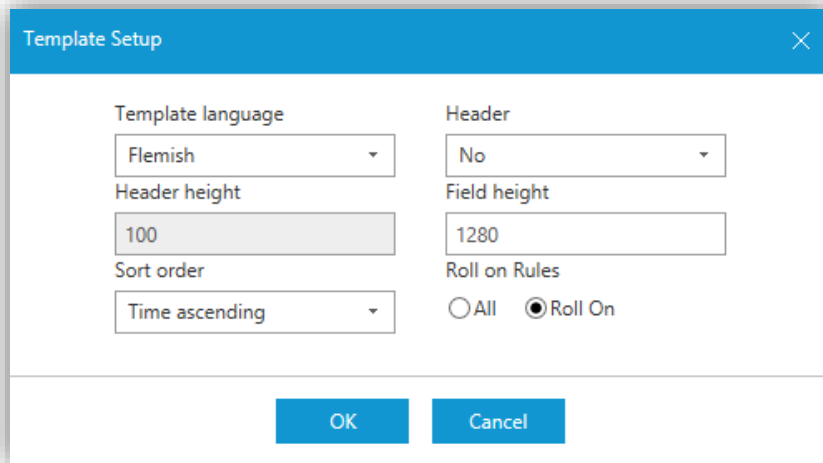


Figure 26. Setup section – Guest Template

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 or No
 - 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.
5. 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).

Insert

There are four types of objects that can be inserted into a guest template:

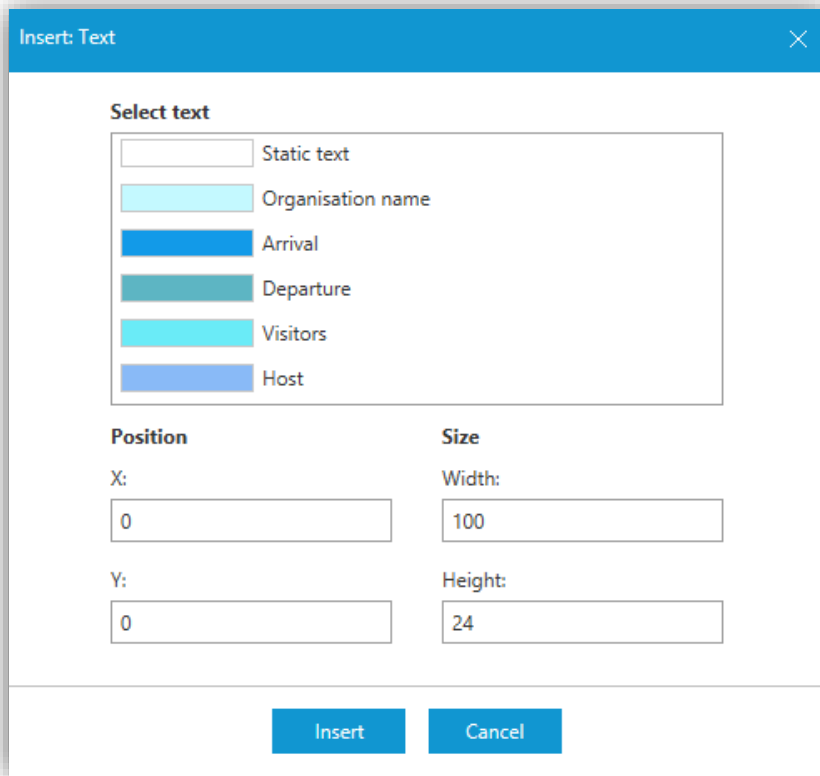
- **Image:** add a graphic to an event
- **Text:** add text to an event
- **Line:** add a line to an event
- **Logo:** add a logo to an event

Click corresponding icon to add an object to the template then edit the object as you wish.

Insert / Text



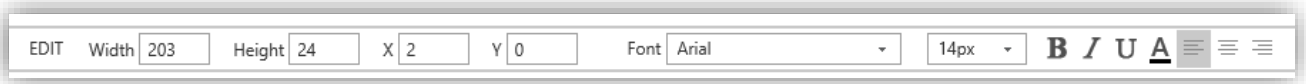
Select [**Text**] icon from the **Insert** toolbar, the following window shows up:



You can choose between the options listed below, where the text will be updated when new visitors are added to the system.

- Static text
- Organisation name
- Visitors
- Host
- Arrival
- Departure

Select a text type, it will be inserted into the template. Click on it and use the following toolbar to edit:



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

Insert / Image



Select [**Image**] icon from the **Insert** toolbar, the following window shows up:

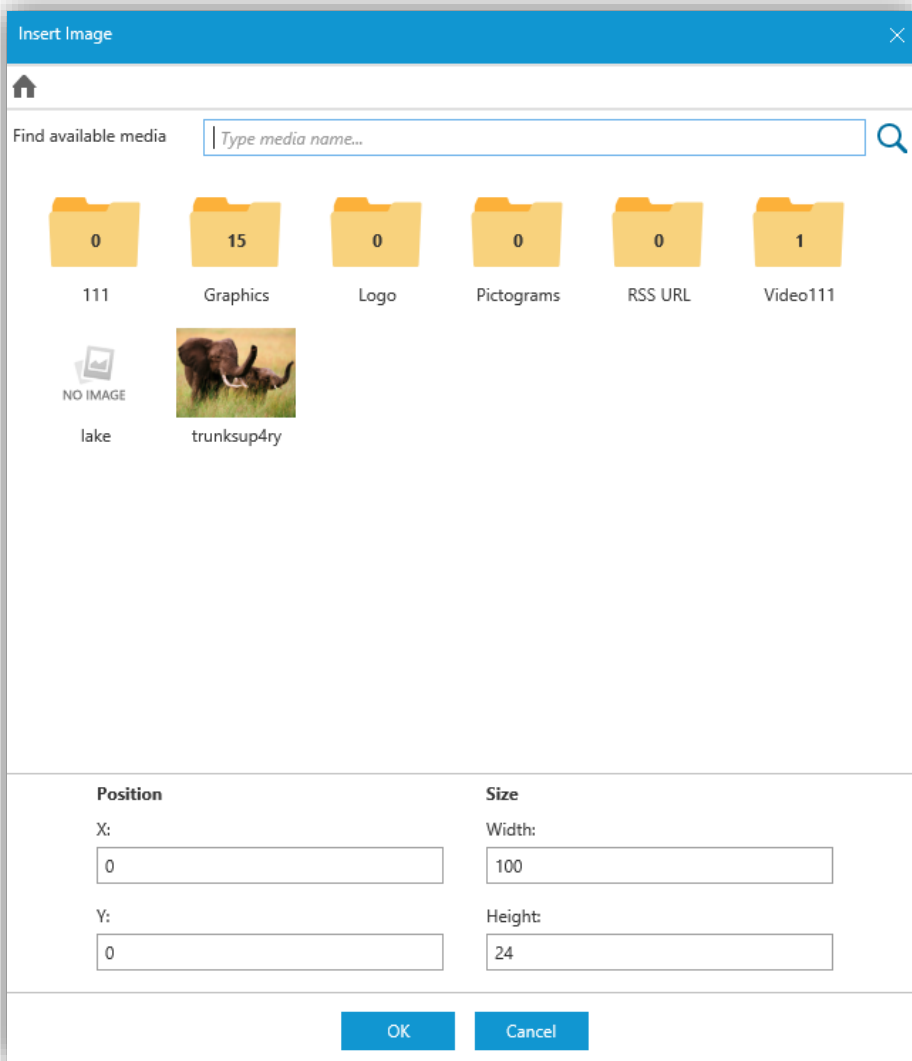
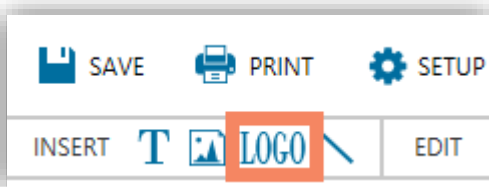


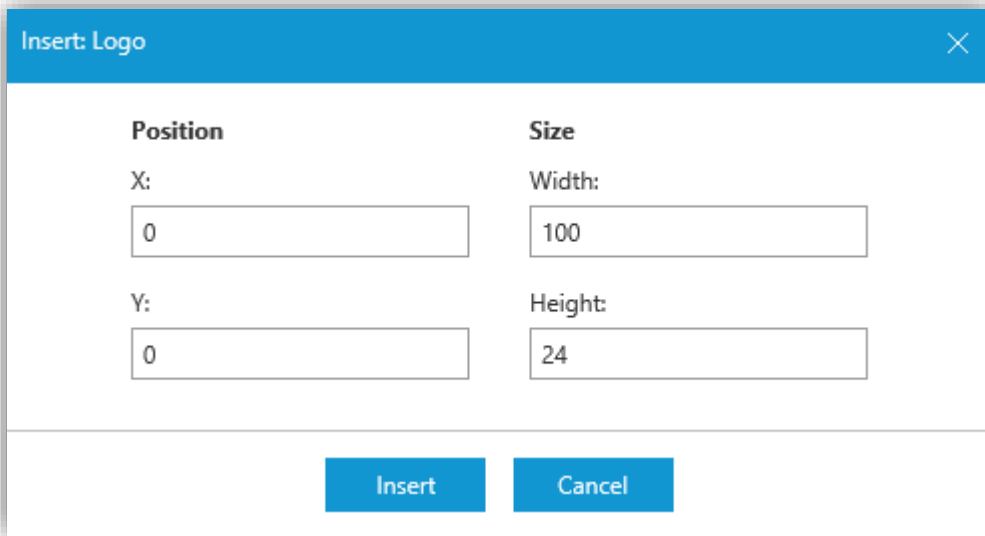
Figure 27. Insert Image

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.

Insert / Logo



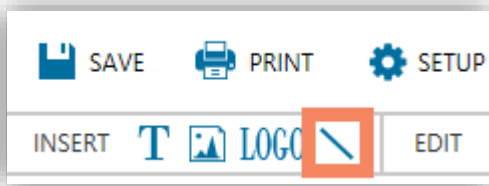
Select [**LOGO**] from the **Insert** toolbar, the following window shows up:



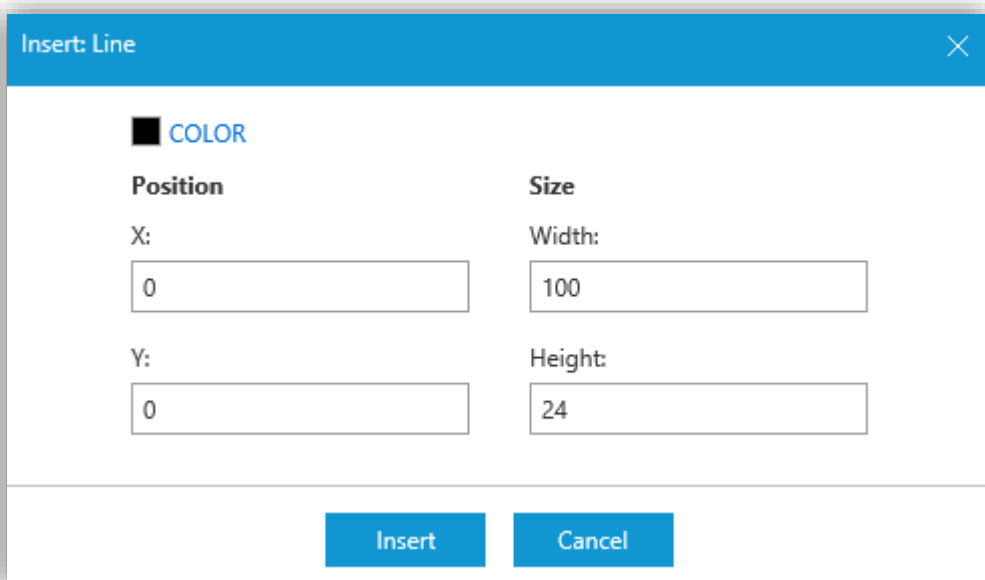
The logo can be resized by either dragging the object handles, or by entering the exact dimensions in pixels for height and width.

Re-positioning a logo 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.

Insert / Line



Select [**Line**] from the **Insert** toolbar, the following window shows up:



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 a line 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 line and moving it.

Background

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

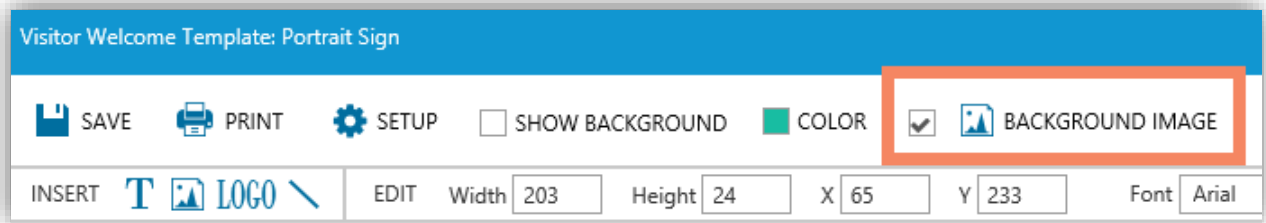
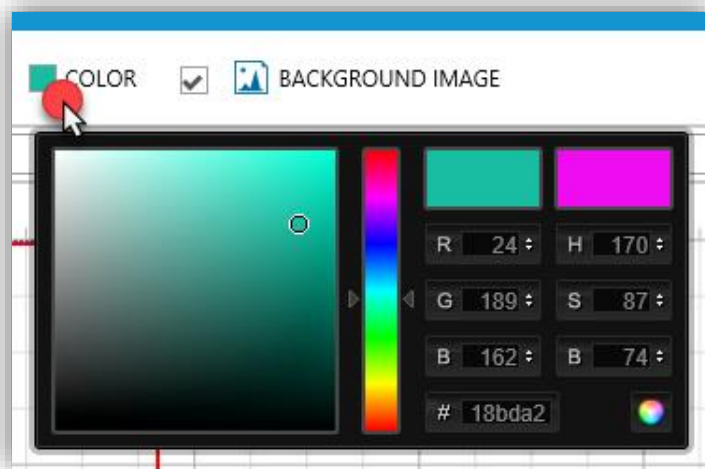


Figure 28. Background section

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**] option, as the background otherwise will be black on the sign.

Create a new Guest template

1. Click [**NEW**] button 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 is created, the size cannot be changed.
3. Click [**OK**] to save the template
4. Select the created template and click [**Editor**] button
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. When everything seems finished, click [**SAVE**].

Edit an existing Guest template

To edit a Guest template, select the template and click **[Editor]** button, then follow the steps as instructed in **“Create a new guest template”** section above.

Delete a Guest template

To delete a Guest template, click on an existing one in the main window and then click **[DELETE]** on the Top Menu. A confirming message will appear to ask for confirmation, click **[Yes]** to finish the deletion.

Room Template

Refer to [Guest Template](#) section for detailed information because they share a lot of similarities.

The difference can be seen in the following section:

Setup

The basic setup of Room template occurs in the setup menu. The individual fields are described below.

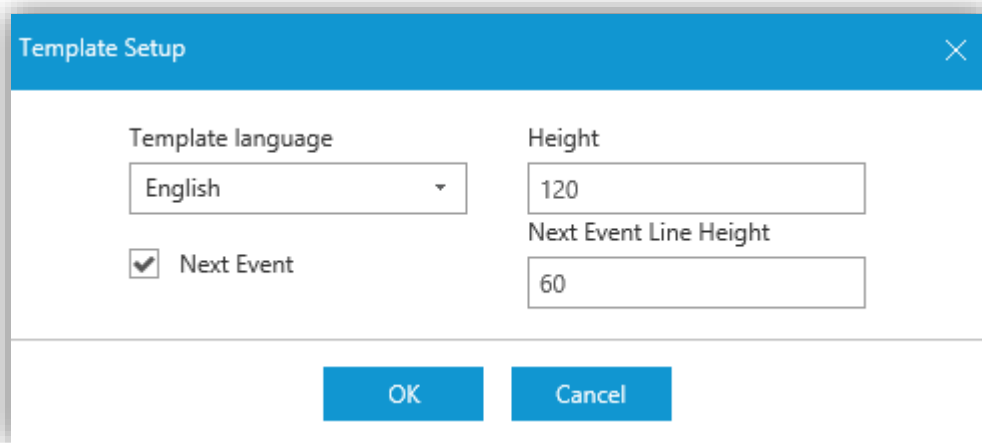


Figure 29. Setup section – Room Template

1. The **Template language** determines the language used for the particular template.
2. 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.
3. 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).

Way Finding Template

Refer to [Guest Template](#) section for detailed information because they share a lot of similarities.

The difference can be seen in the following sections:

Setup

The basic setup of Wayfinding template occurs in the setup menu. The individual fields are described below.

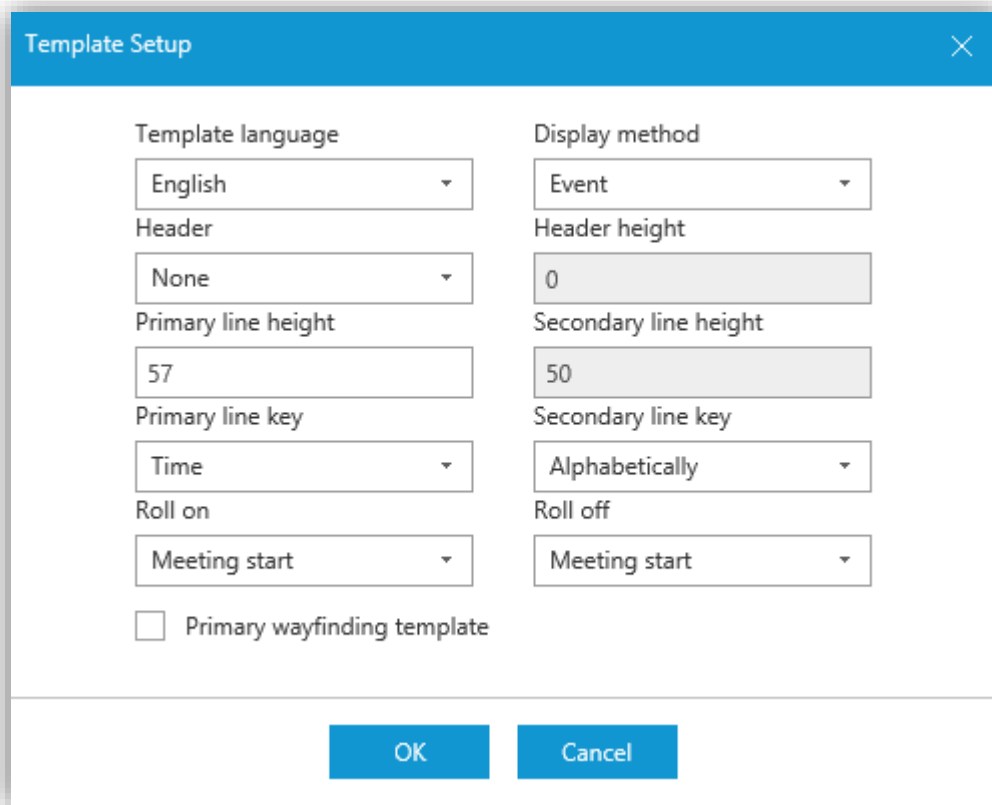


Figure 30. Setup section – Wayfinding Template

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 or No
 - 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 and disappear on the sign in **Roll on/Roll off**.
7. **Primary wayfinding template:** 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

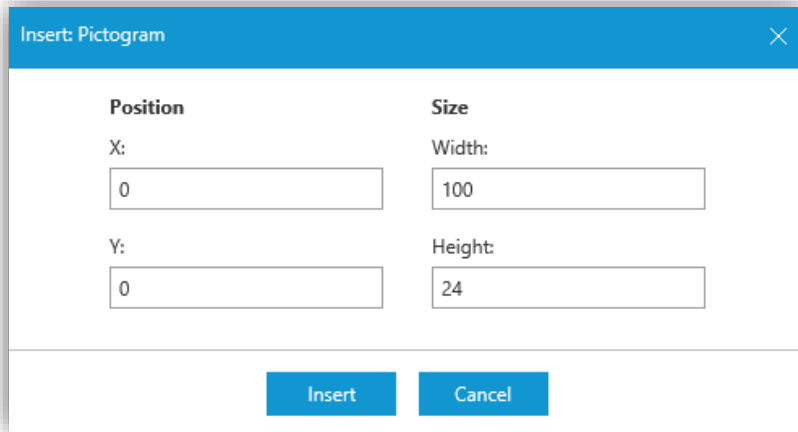
There are five types of objects that can be used in a wayfinding template:

- **Image:** add a graphic to an event (refer to this [section](#))
- **Text:** add text to an event (refer to this [section](#))
- **Line:** add a line to an event (refer to this [section](#))
- **Logo:** add a logo to an event (refer to this [section](#))
- **Pictogram:** arrows to show the way to the room where the displayed event takes place.

Insert / Pictogram



Select [**Wayfinding**] icon from the **Insert** toolbar, the following window shows up:



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.

Assign rooms

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

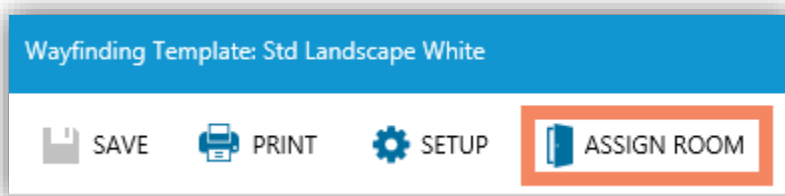


Figure 31. Wayfinding Template – Assign Rooms section

2. Select the check box to the right of each room to assign the rooms to be displayed on this template.

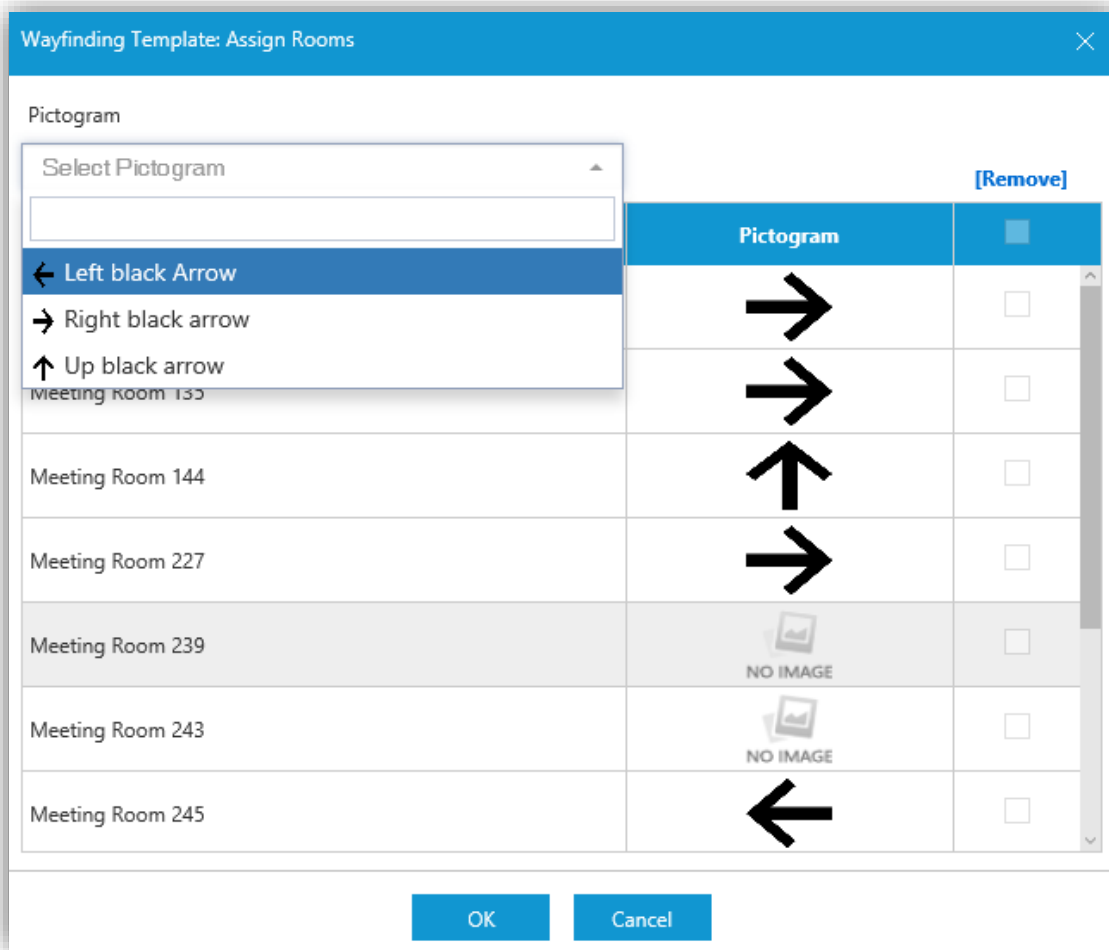


Figure 32. Assigning Rooms window

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.

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.

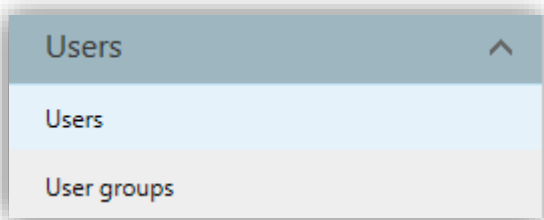


Figure 33. User & Groups

The top menu has the following options:

| Toolbar | Description |
|---------|------------------------------------|
| NEW | Create new user or group. |
| EDIT | Edit the selected user or group. |
| DELETE | Delete the selected user or group. |

Users

To create a new user, click **[NEW]** on the top menu, the following window shows up:

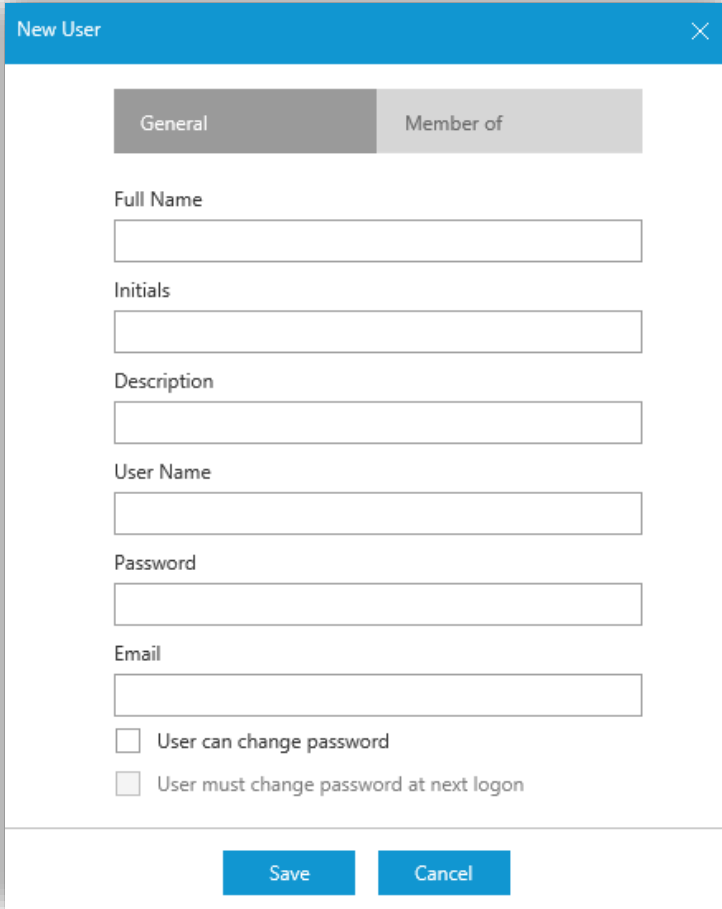
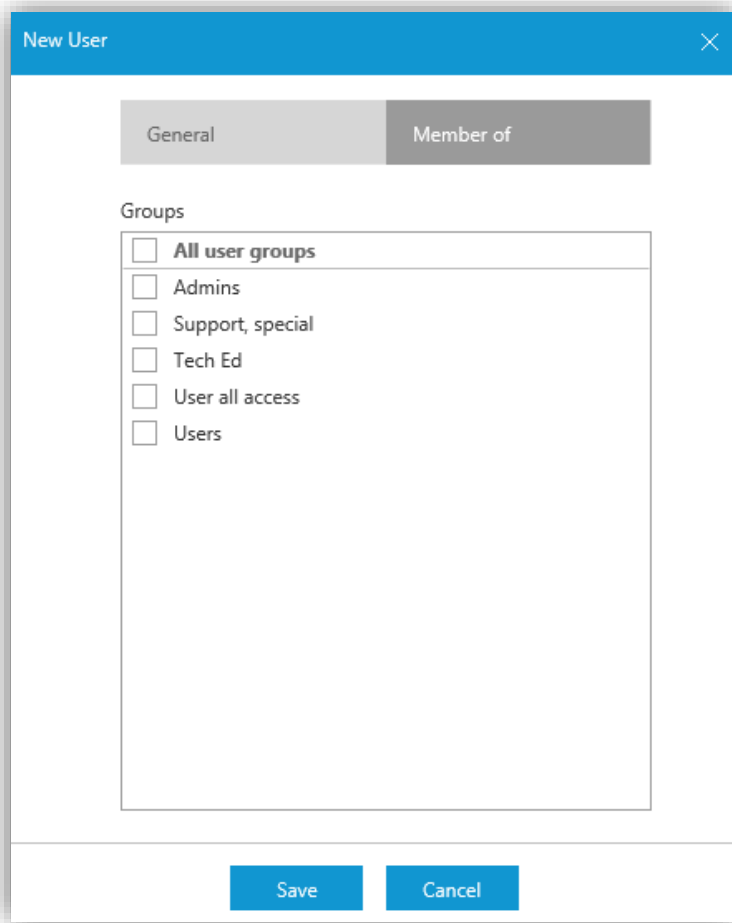


Figure 34. Create a new user – General

Fill in the necessary information on **'General'** tab.

You can assign this user to a group by navigating to **'Member of'** tab:



The screenshot shows a 'New User' dialog box with a blue header and a close button. It has two tabs: 'General' and 'Member of'. The 'Member of' tab is active. Below the tabs is a section titled 'Groups' containing a list of groups with checkboxes to their left:

- All user groups
- Admins
- Support, special
- Tech Ed
- User all access
- Users

At the bottom of the dialog are two buttons: 'Save' and 'Cancel'.

Figure 35. Create a new user – Member of

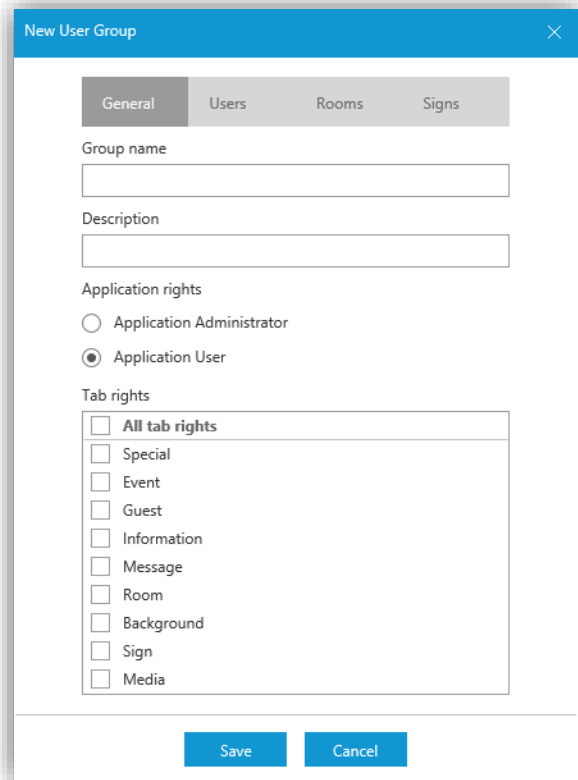
Select the group(s) using the checkboxes on the left of the group names. Then click [**Save**] to finish.

User groups

To create a new user group, click [**NEW**] on the top menu, window shows up. Its details are described below:

General

- **Group Name:** Enter the group(s) name. This is the only required field.
- **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.



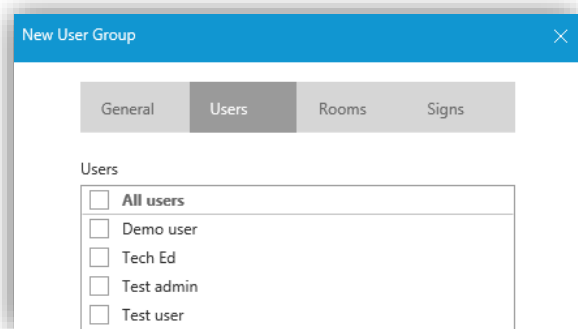
The screenshot shows the 'New User Group' dialog box with the 'General' tab selected. The dialog has a blue header with a close button. Below the header are four tabs: 'General', 'Users', 'Rooms', and 'Signs'. The 'General' tab is active. The form contains the following fields and options:

- Group name:** A text input field.
- Description:** A text input field.
- Application rights:** Two radio button options: 'Application Administrator' (unselected) and 'Application User' (selected).
- Tab rights:** A list of checkboxes for various tabs: 'All tab rights', 'Special', 'Event', 'Guest', 'Information', 'Message', 'Room', 'Background', 'Sign', and 'Media'. All are currently unchecked.

At the bottom of the dialog are two buttons: 'Save' and 'Cancel'.

Users

- 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.

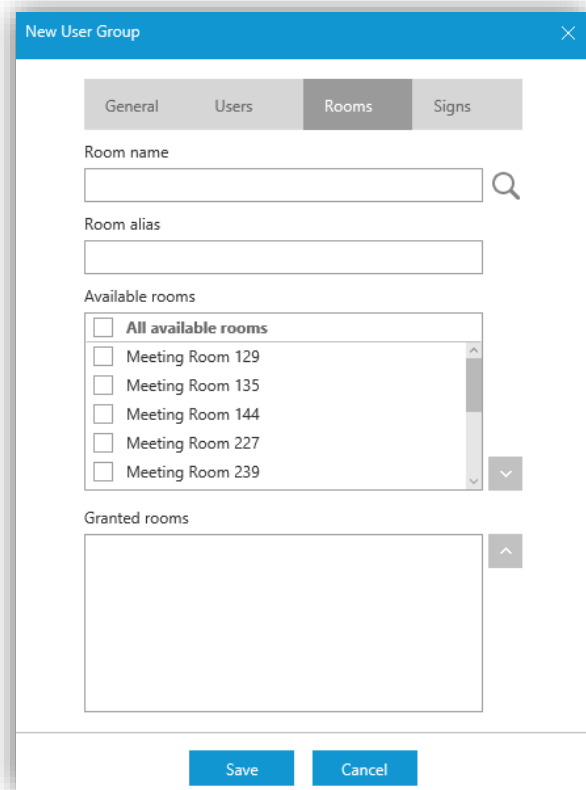


The screenshot shows the 'New User Group' dialog box with the 'Users' tab selected. The 'Users' tab is active. The form contains the following fields and options:

- Users:** A list of checkboxes for various users: 'All users', 'Demo user', 'Tech Ed', 'Test admin', and 'Test user'. All are currently unchecked.

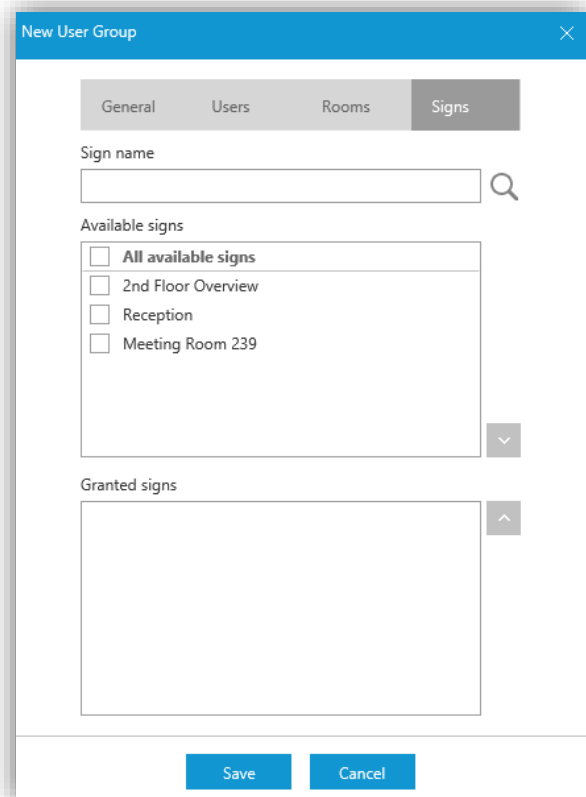
Rooms

- Under **Rooms** tab, you select the rooms that can be used by the group in the list of granted rooms.
- The Up/Down arrows 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.



Signs

- 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.



Room Management

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

- Rooms
- Room groups
- Room areas

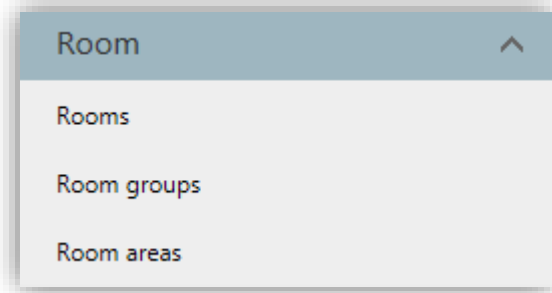
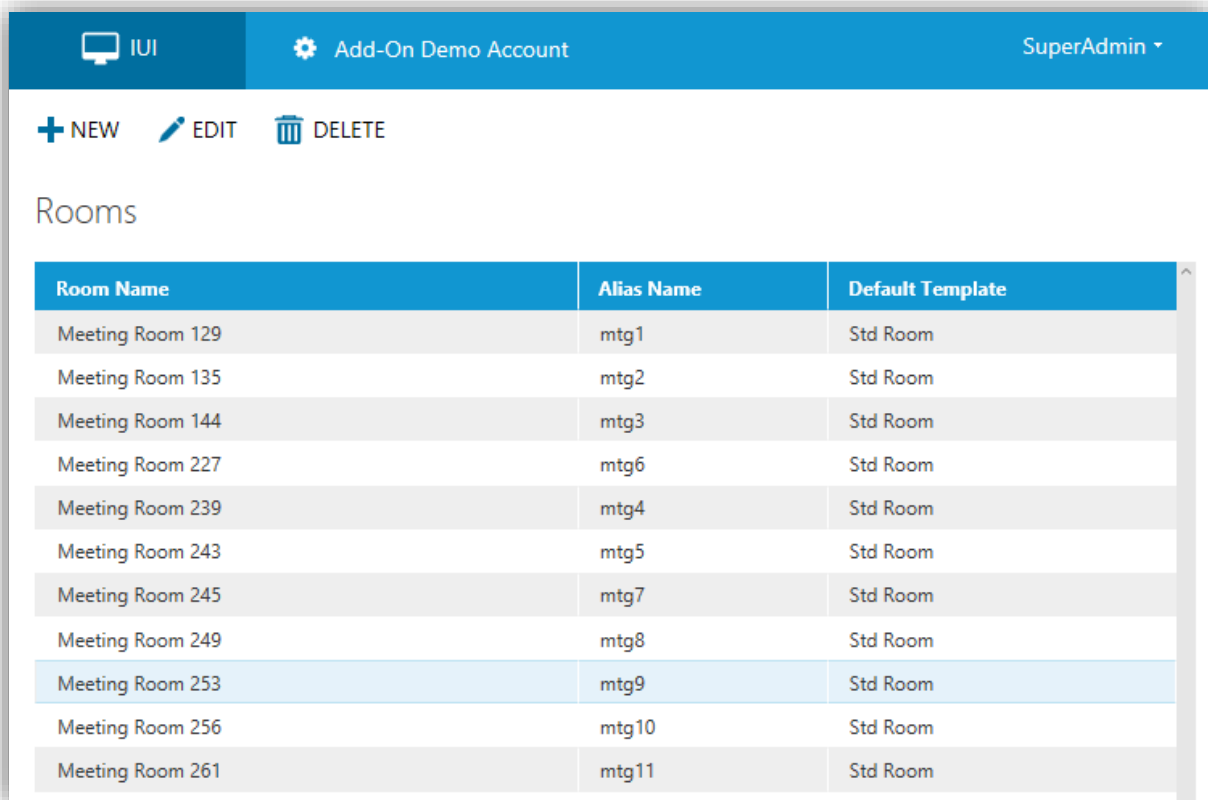


Figure 36. Room management

Rooms

Click **Rooms** to see all rooms in the main window.



The top menu has the following options:

| Toolbar | Description |
|---------|--------------------------|
| NEW | Create new room. |
| EDIT | Edit an existing room. |
| DELETE | Delete the selected room |

Create a New Room

To create new room, follow the steps below:

1. Click [**NEW**] button on the top menu. “**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

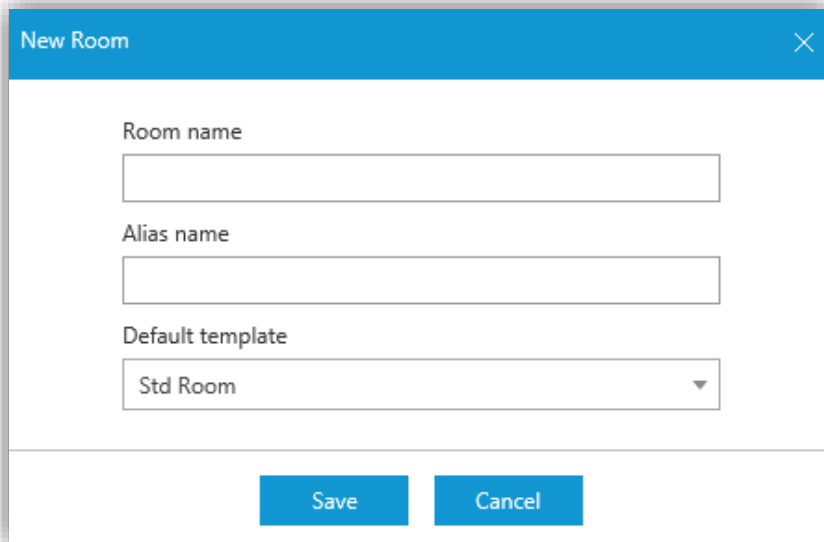


Figure 37. Create a New Room

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. Select the default template to be used from the dropdown list in the **Default template** field.
4. Click [**OK**] to save the new room.

Edit an Existing Room

1. Click a room in the main window and click [**EDIT**] button.
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 changes.

Delete a room

1. Click at an existing room in the main window and then click [**DELETE**] on the toolbar.
2. A confirming message will appear to ask for confirmation, click [**Yes**] 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 |
|---------|---------------------------------|
| NEW | Create new room group. |
| EDIT | Edit an existing room group. |
| DELETE | Delete the selected room group. |

Create a Room Group

1. Click [**NEW**] button on the top menu.
2. Fill in the group name, and select the rooms for this group

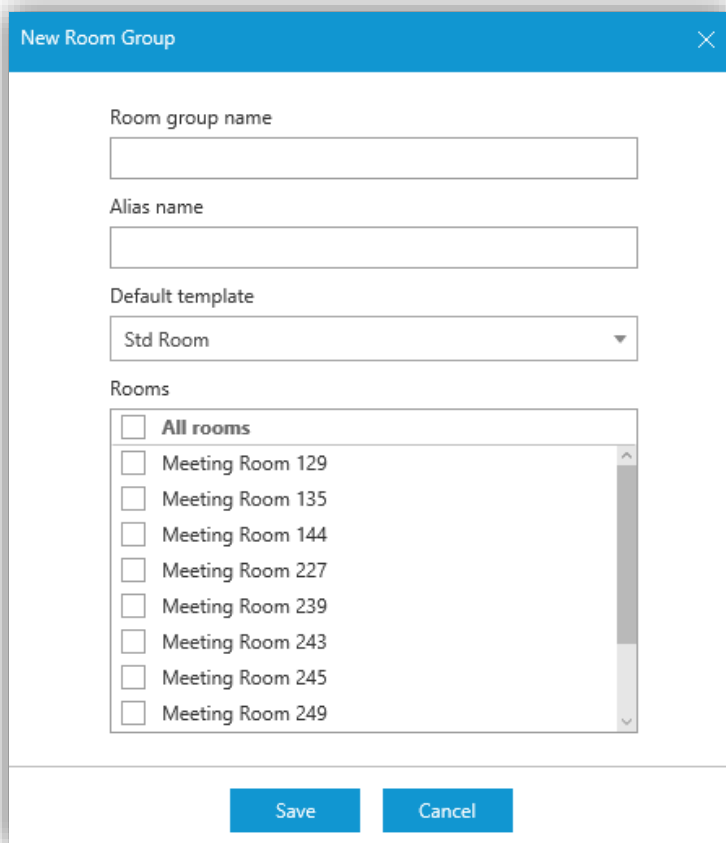


Figure 38. New Room group window

3. 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

4. Select the default template to be used from the dropdown list in the **Default Template** field.
5. Click [Save] to save the new room group.

Edit/Delete an existing Room Group

Similar to editing/deleting an existing room.

Room Areas

On the main menu click **Room Areas** to see all room areas.

The top menu has the following options:

| Toolbar | Description |
|---------|--------------------------|
| NEW | Create new area. |
| EDIT | Edit an existing area. |
| DELETE | Delete the selected area |

Create an Area

To create new room area, follow the steps below:

1. Click [NEW] create a new area
2. Fill in the name of the area, and select rooms for this area
3. Click [**Save**] to save the new area.

NOTE: You must create at least one area.

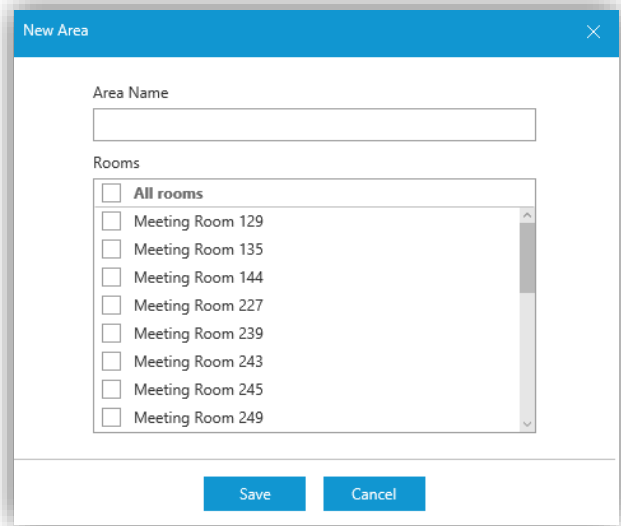


Figure 39. New area window

Edit/Delete an Existing Area

Similar to editing/deleting an existing room.

Text Lines Information

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

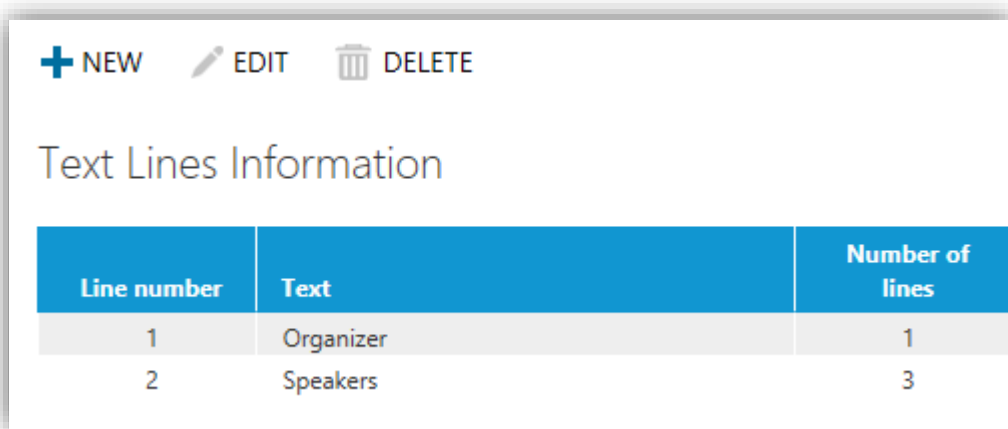
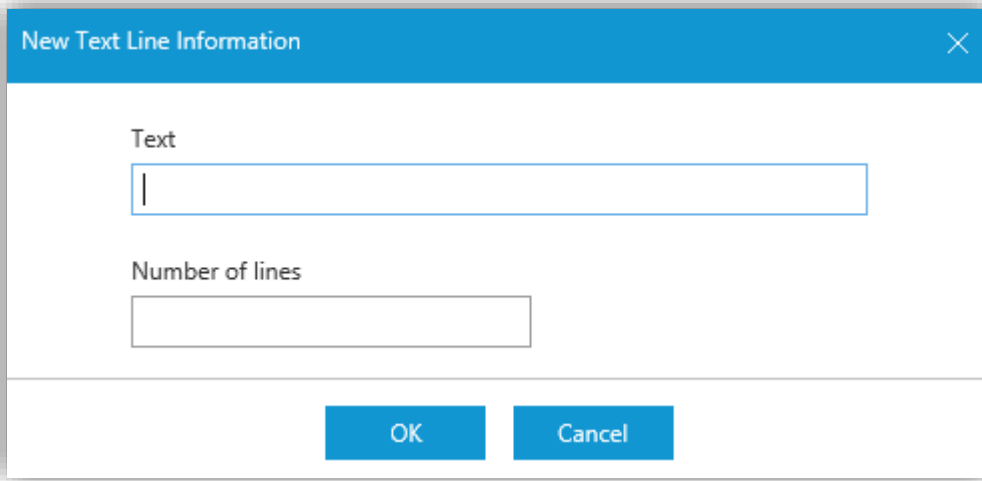


Figure 40. Text lines information screen view

To add an extra information area:

1. Click [**NEW**] button to append another item into the table.
2. Enter a label for the new item and the number of lines in the information area.



New Text Line Information

Text

Number of lines

OK Cancel

3. Click [**Save**] to store information of text lines you have created.

StyleSet

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 list**] and all StyleSets are displayed.

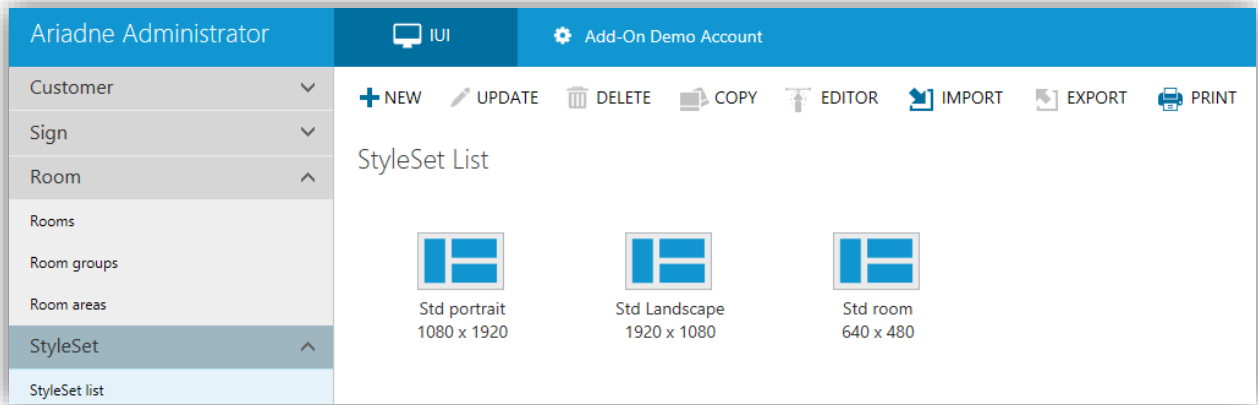


Figure 41. StyleSet screen view

On the toolbar are the following options:

| Toolbar | Description |
|---------|---|
| NEW | Create a new StyleSet. |
| UPDATE | Edit an existing StyleSet. |
| DELETE | Delete a StyleSet. |
| EDITOR | Edit the graphical aspect of a StyleSet |
| COPY | Copy a StyleSet |
| IMPORT | Import a StyleSet from an XML file |
| EXPORT | Export a StyleSet to an XML file |
| PRINT | Print the selected StyleSet |

Generally manage StyleSets

Create a new StyleSet

To create new StyleSet, follow the steps below:

1. Click [NEW] button on 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

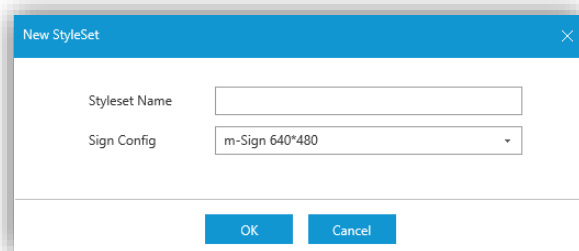


Figure 42. New StyleSet window

calculated from only the licenced signs of the current customer

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 [UPDATE] button.
2. You can only change the StyleSet name. Other attributes, sizes and sign type are there to describe the StyleSet.

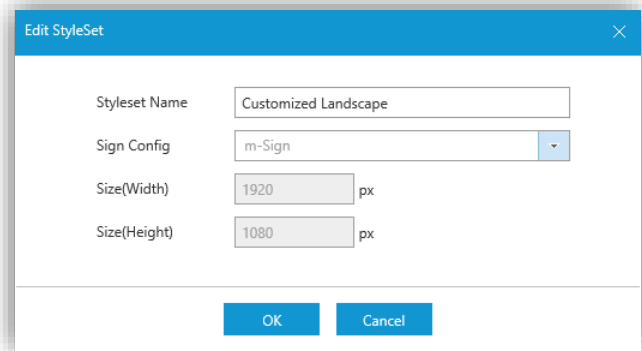


Figure 43. Edit StyleSet window

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:

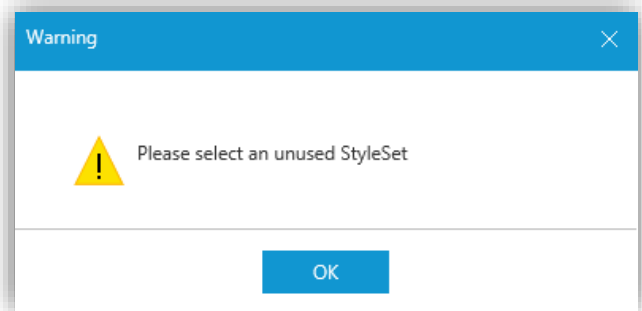


Figure 44. Alert

Delete a StyleSet

1. Click a StyleSet in the main window and then click [DELETE] button on 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 will appear to ask for confirmation, click [**Yes**] to finish the deletion.

Import a StyleSet

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

1. Click **[IMPORT]** button on the toolbar. The import window will 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 will show in a message.

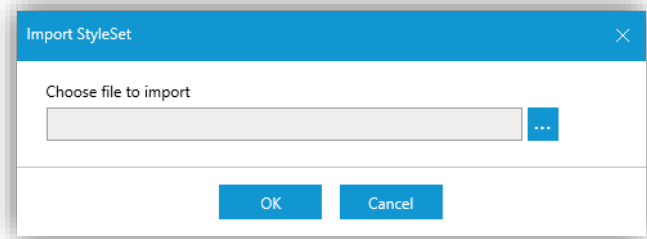
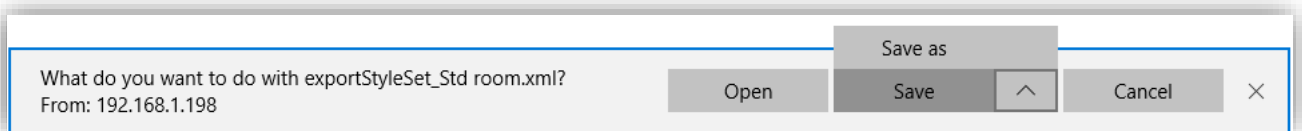


Figure 45. Import StyleSet window

Export a StyleSet

The steps to export a StyleSet:

1. Click **[EXPORT]** button 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

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, select an unused StyleSet in the StyleSet list and click **[EDITOR]** on the toolbar.

Here is the interface of the editor:

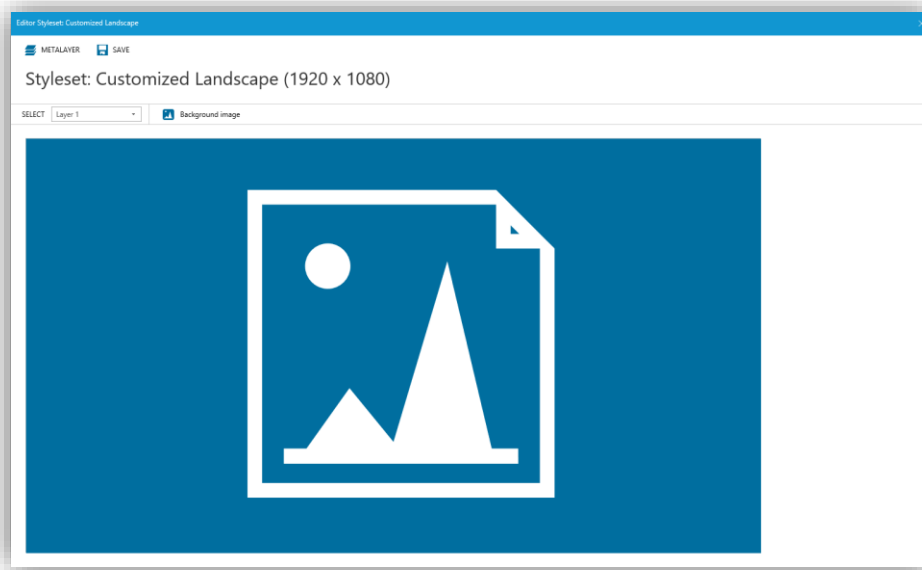


Figure 46. StyleSet editor interface

To design the StyleSet, you need to 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 layer.

Adjacent to the Layer list is the object tray. It shows the types of StyleSheets you can place into a layer.

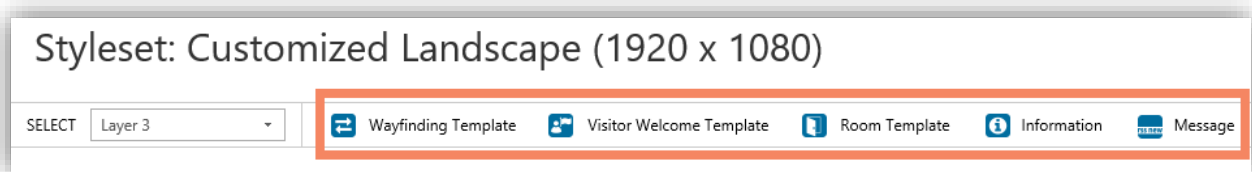


Figure 47. Object tray

| Toolbar | Description |
|-----------|--|
| METALAYER | Open the MetaLayer editor. See MetaLayer editor to understand the concept of meta layer. |
| SAVE | 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:

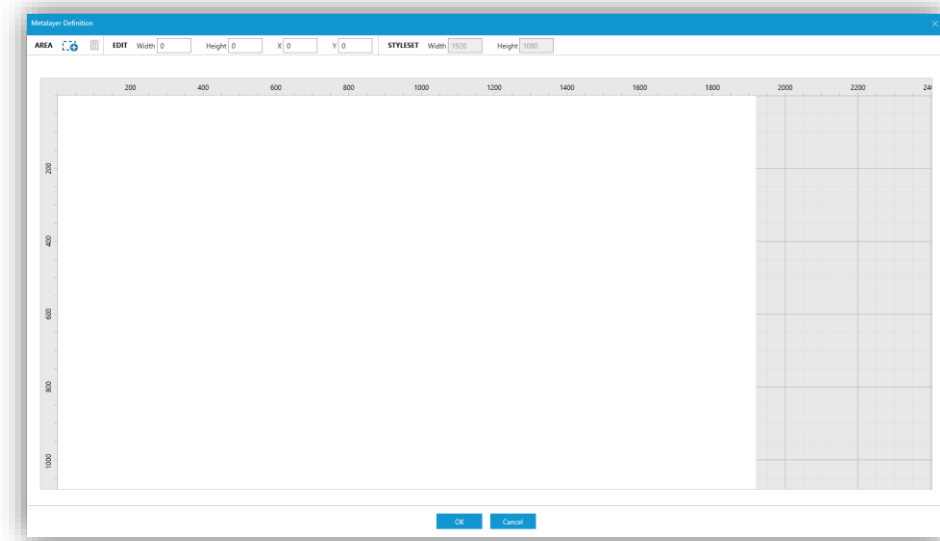


Figure 48. MetaLayer Definition window

| Toolbar | Description |
|--|---|
| <p>Add Area</p>  | <p>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.</p> |
| <p>Position parameters</p> | <p>X, Y, Width, Height can also be used to indicate position and size of a region.</p> |
| <p>OK</p> | <p>Click here to apply the MetaLayer to layers 2, 3 and 4 of the StyleSet.</p> |

Edit layer 1

The layer view:

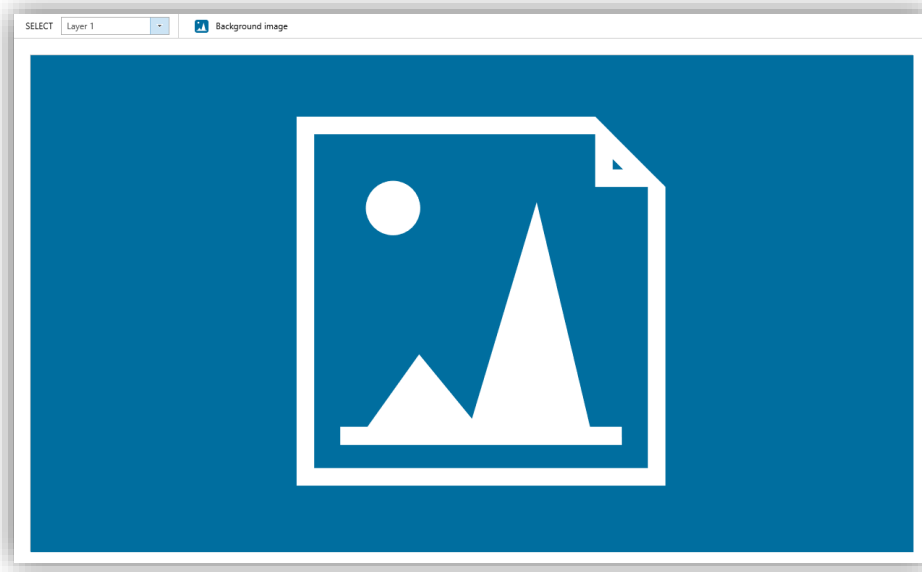


Figure 49. MetaLayer Definition window – Layer 1

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 you click 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:

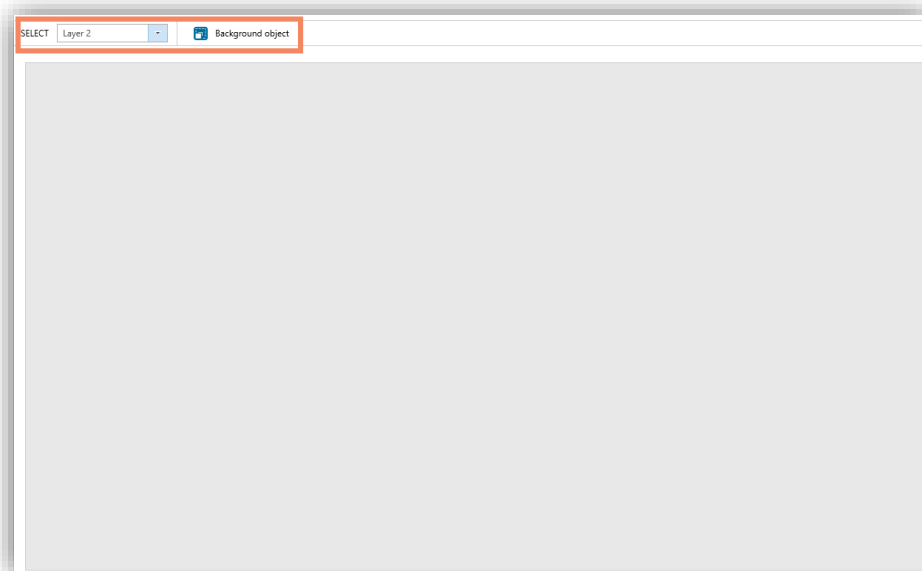


Figure 50. MetaLayer Definition window – Layer 2

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:

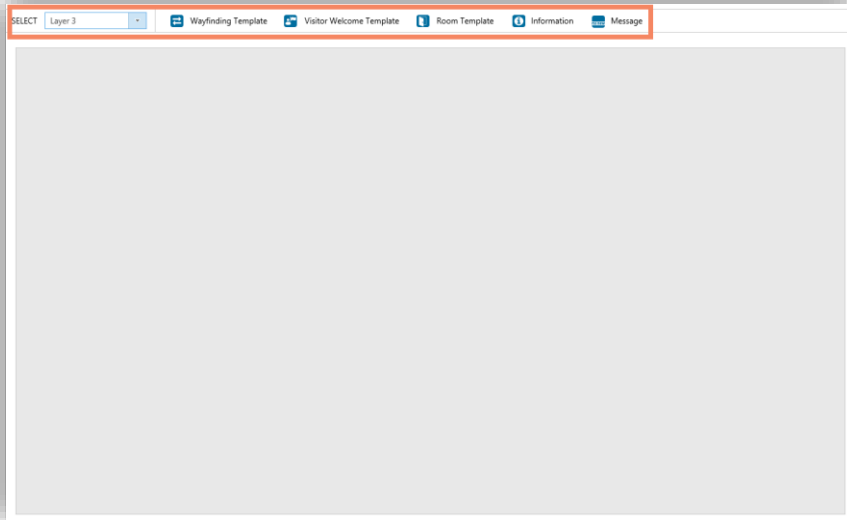


Figure 51. MetaLayer Definition window – Layer 3

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

The object tray contains five items as the above figure.

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:

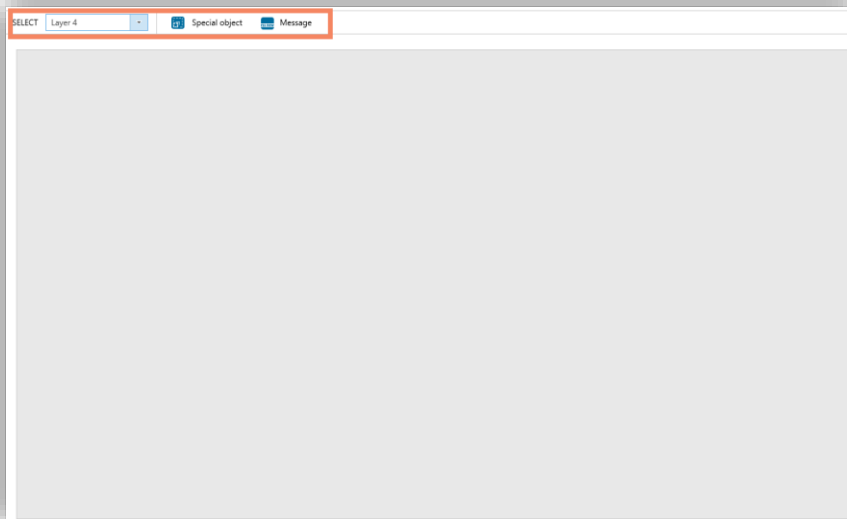


Figure 52. MetaLayer Definition window – Layer 4

This works similarly to editing layer 3.

Edit layer 5

The layer view:

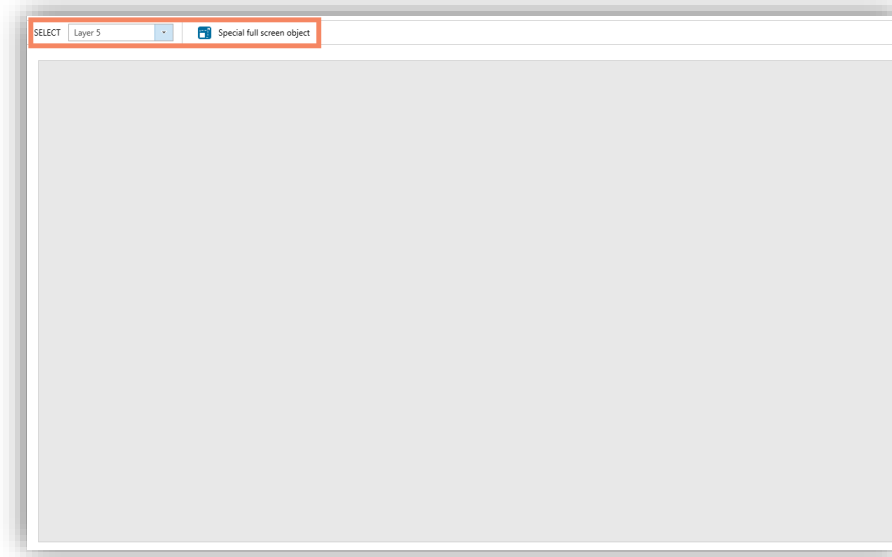


Figure 53. MetaLayer Definition window – Layer 5

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

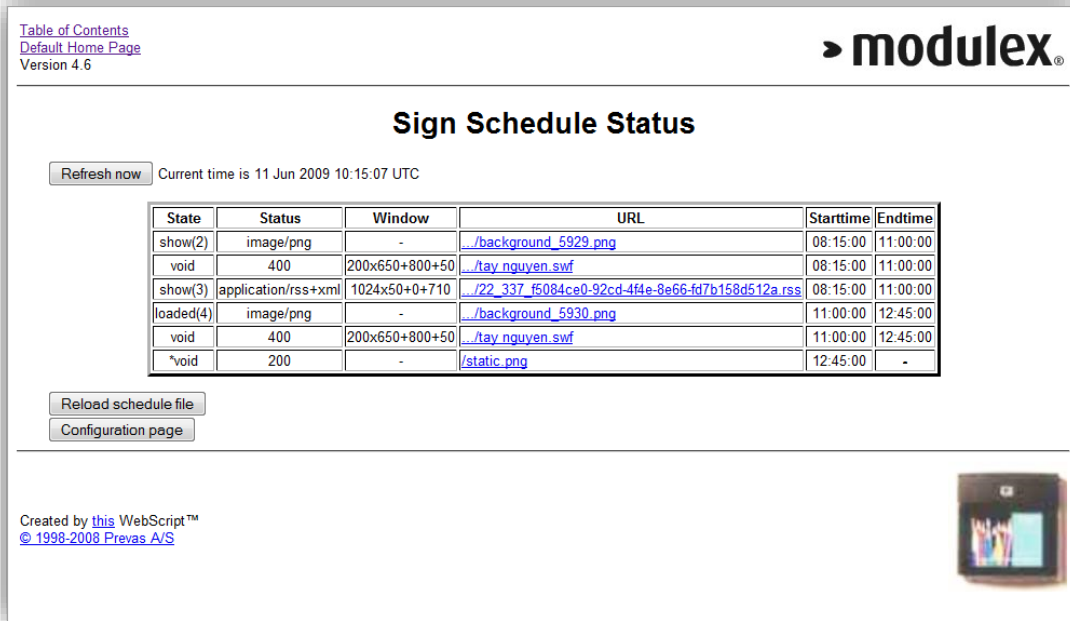


Figure 54. Default homepage of the sign

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



Figure 55. 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 checked.
 - 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.

Select signs

In this section, you can select signs to display events.

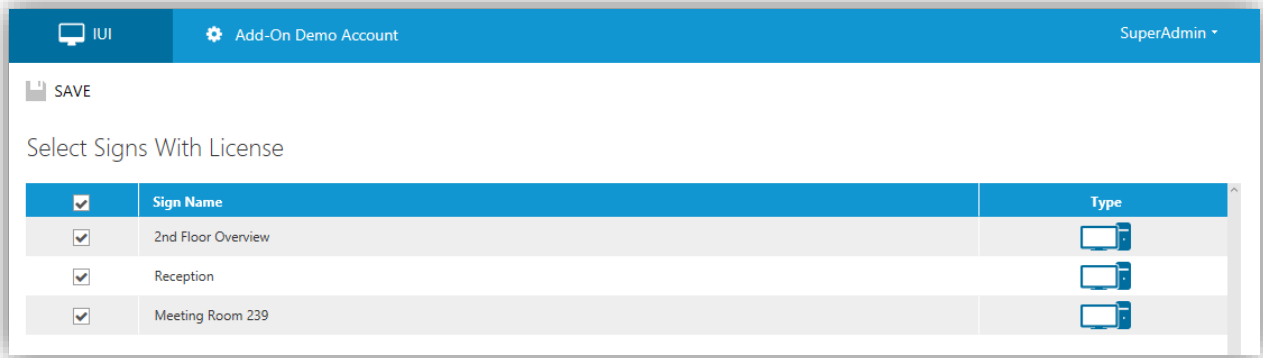


Figure 56. Select signs

Only licensed signs are available on this panel.

Use the checkboxes to select signs for your preferences.

Assign StyleSet to sign

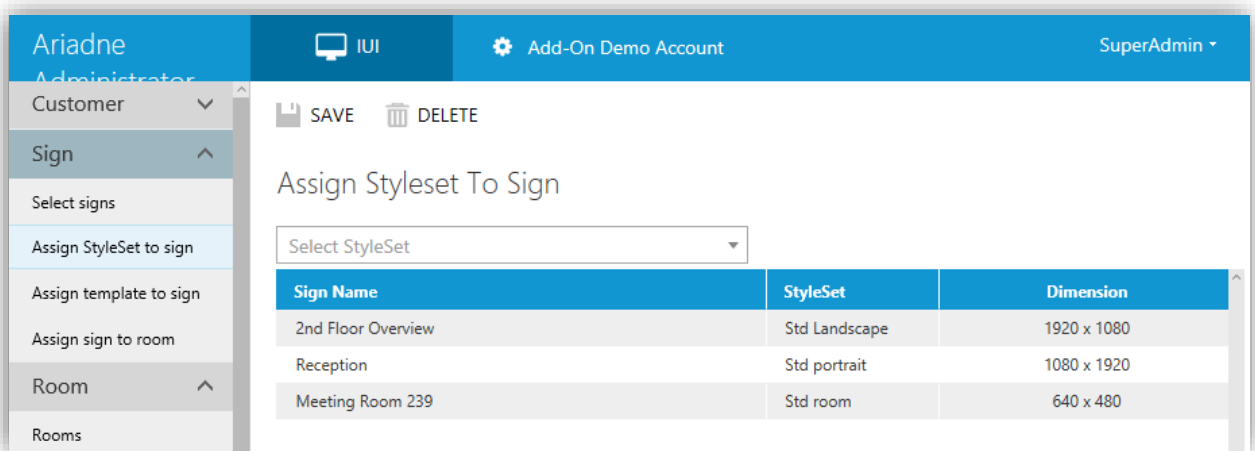


Figure 57. Assign StyleSet to Sign screen view

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 stylesets (which have the same size) will be listed in the **Select StyleSet** dropdown list.
2. Choose a StyleSet in the list and click **[SAVE]** to apply.
3. In case you want to remove a styleset from a sign, select that sign and click **[DELETE]**.

NOTE:

- Assign StyleSet to Sign function is featured in the new Admin page.
- If you assign a new StyleSet to a sign, then all existing bookings for the sign will be deleted.

Assign Template to Sign

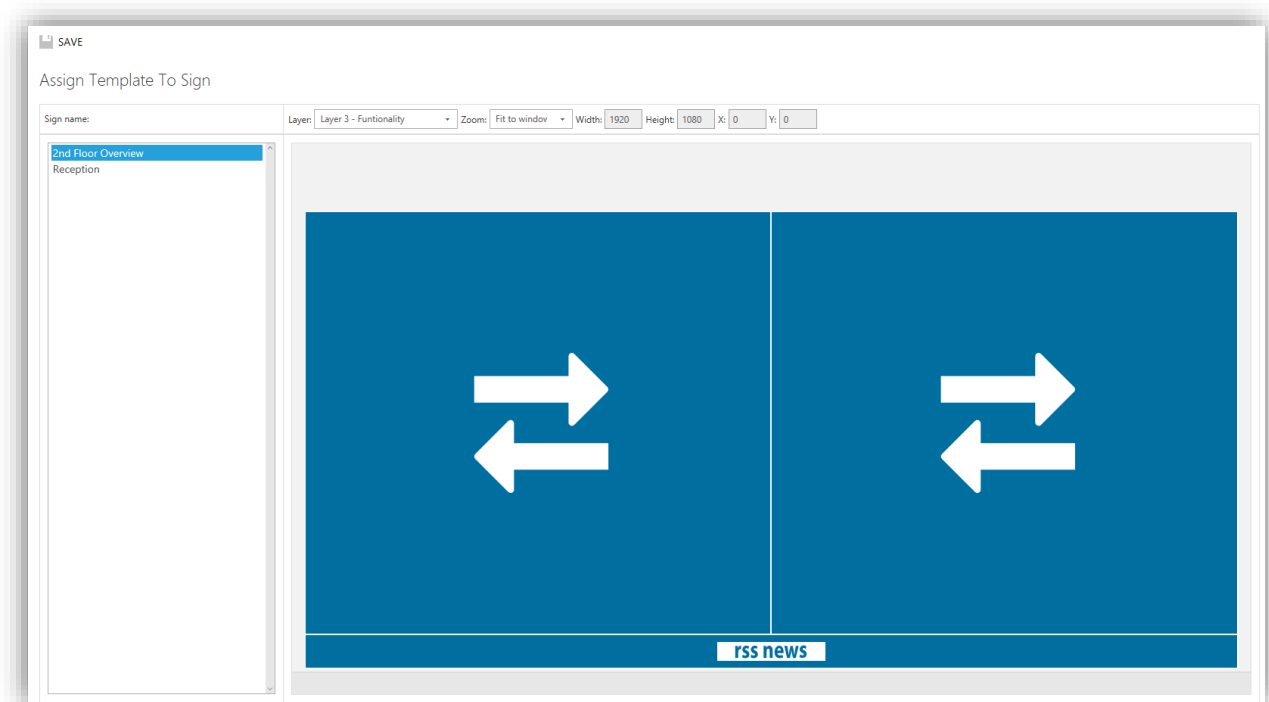
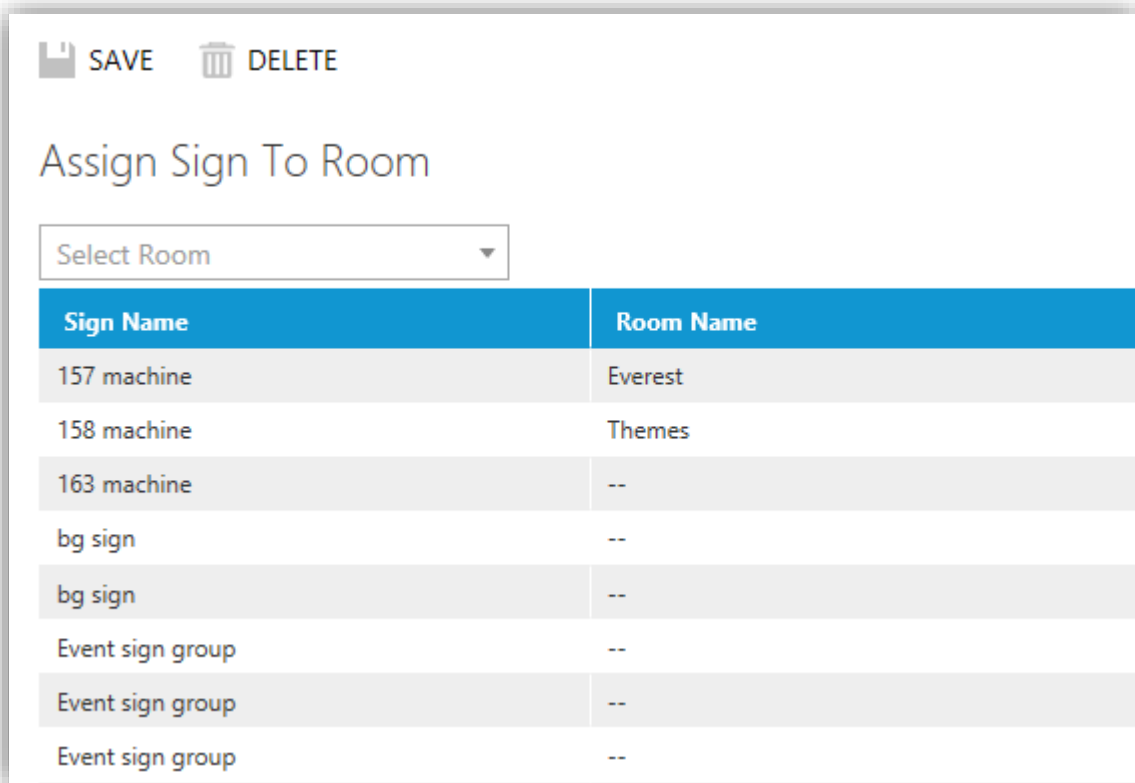


Figure 58. Assign Template to Sign screen view

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. Select **[Assign Template to Sign]** in the main menu.
2. Select a sign in the **Sign** name 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 **[ASSIGN]** dropdown list that appears on the right, listing all the templates in accordance with the object type you have selected.
6. Click **[SAVE]** button to finish assigning template.

Assign Sign to Room



| Sign Name | Room Name |
|------------------|-----------|
| 157 machine | Everest |
| 158 machine | Themes |
| 163 machine | -- |
| bg sign | -- |
| bg sign | -- |
| Event sign group | -- |
| Event sign group | -- |
| Event sign group | -- |

Figure 59. 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 signs which have door object in the styleset will be listed in the **Sign Name** column. Select the sign you want to assign room in that column, then choose a room in the '**Select Room**' list

Click [**SAVE**] button to bond the sign with the selected room.

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

System settings

Languages

The Language section provides the super admin the function to manage all languages in the system.

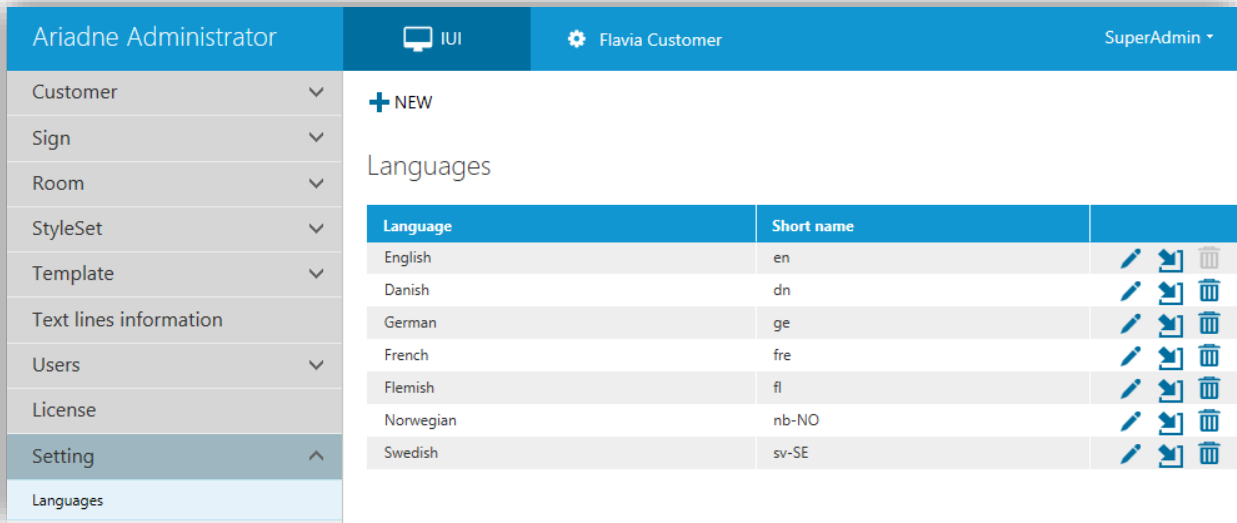


Figure 60. System – Languages

| Button | Description |
|---|------------------------------|
|  | Edit the selected language |
|  | Import the selected language |
|  | Delete the selected language |

To create a new language, follow the steps below:

1. Click [**New**]. The **Languages** details is displayed as in the figure below:

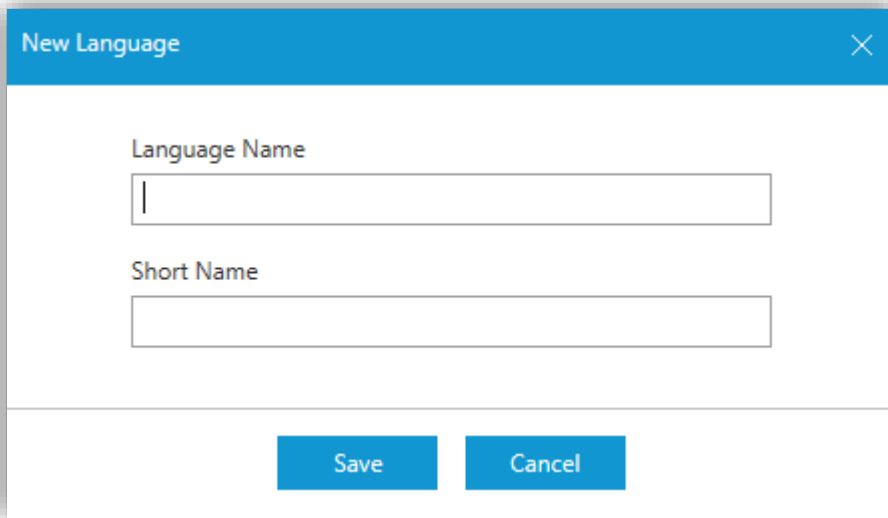


Figure 61. Create a new language

2. Fill in the name and short name for the language and click [**Save**]. You are directed back to the language list with the newly created language.

3. Select the language you created and click **[IMPORT]**. 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.

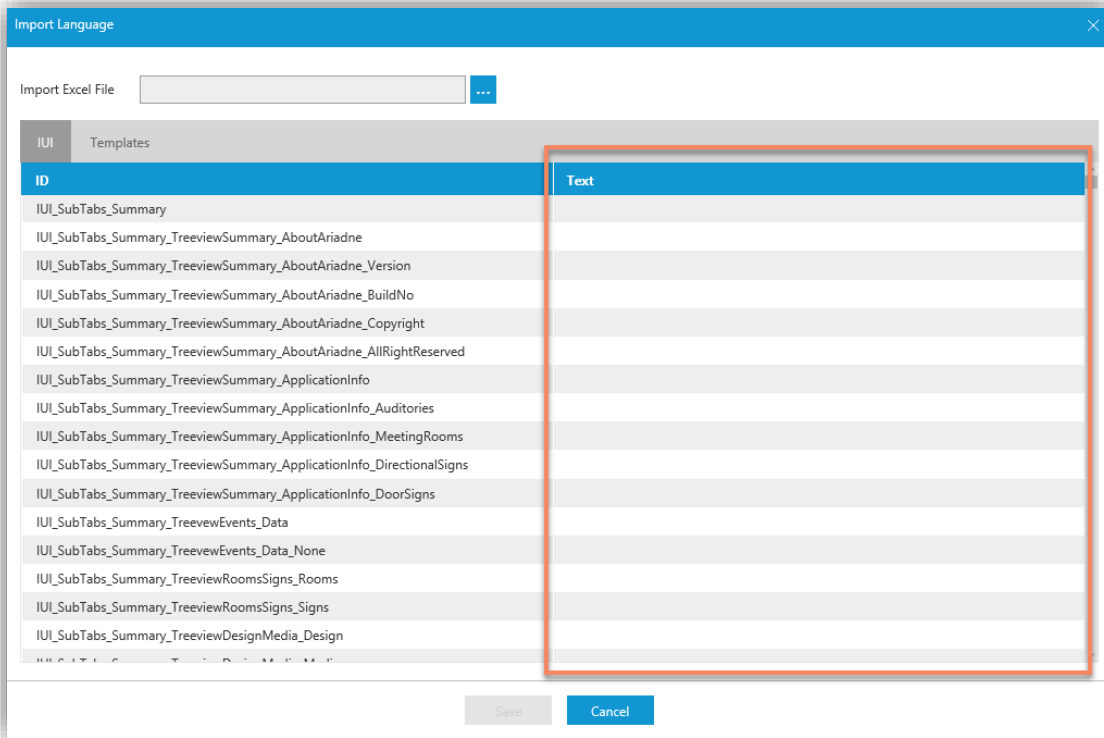


Figure 62. IUI tab

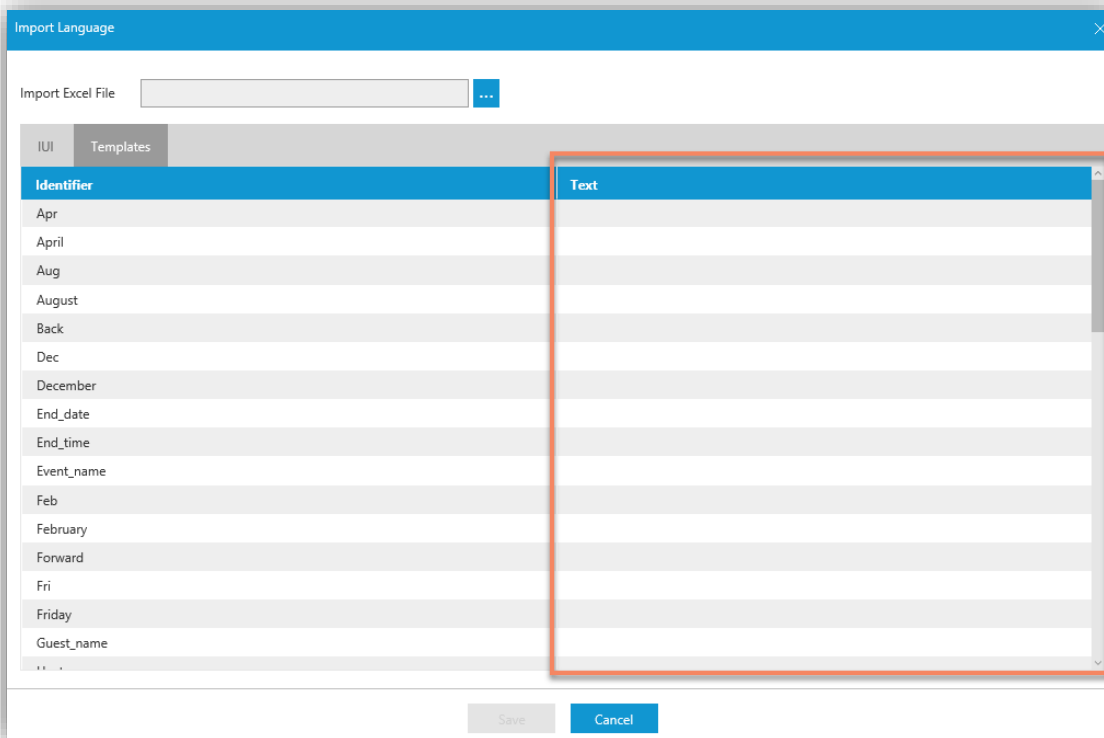


Figure 63. Templates tab

4. User are possible to import the text from an existing excel file by clicking the [...] 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.

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.

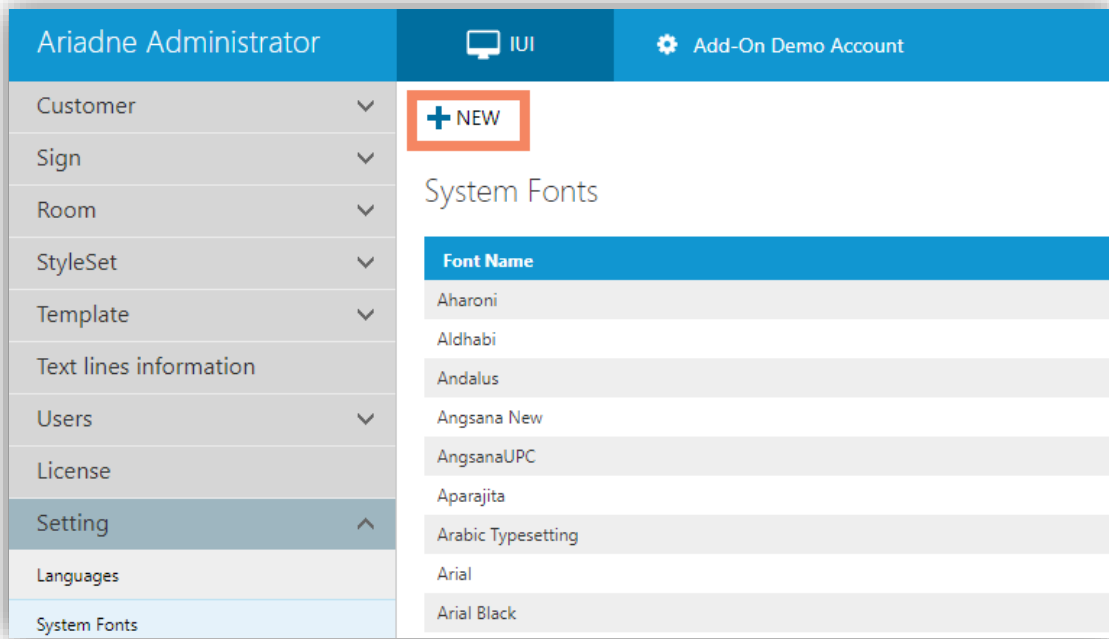


Figure 64. System Fonts screen view

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

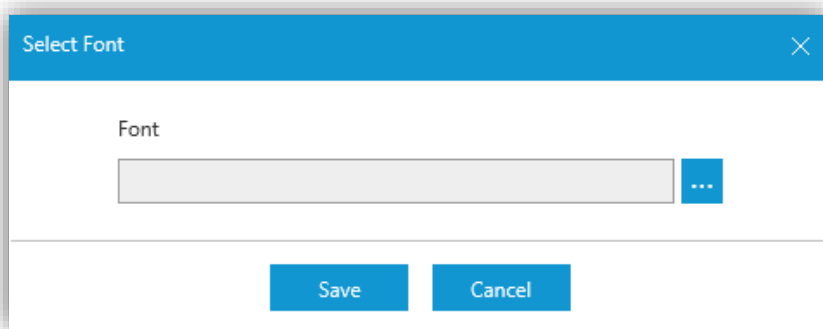


Figure 65. Select font window

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 & IIS version number, and SQL server type.

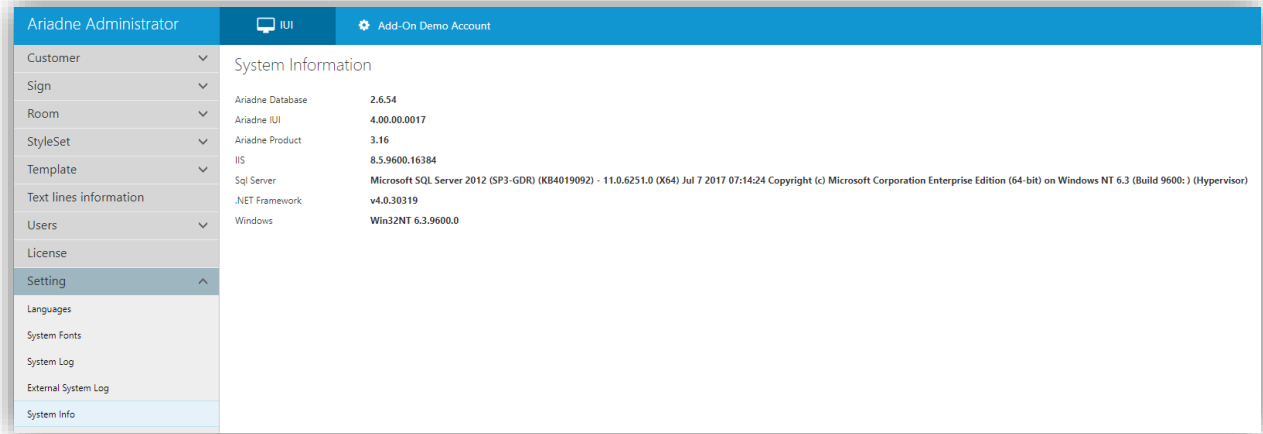


Figure 66. System Info screen view