



User Guide

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CHAPTER 1.

Introduction

This document provides a detailed guide to use the Ariadne web application.
The document consists of the following chapters:

- Introduction
- Using Ariadne
- Trouble Shooting

The **Introduction** overviews the Ariadne web application main functionalities.
In this chapter:

- Definitions, Acronyms and Abbreviations
- Ariadne functionality overview

The **Using Ariadne** chapter elaborates the Ariadne functionalities and how to use them.

Definitions, Acronyms and Abbreviations

Term	Definition
IUI	Intuitive User Interface
Event	<p>Event is an overall term for a real life incident which should be displayed at Signs and thus are to be created in the Ariadne system.</p> <p>An Event can for example be a conference at a hotel, a guest visiting a company, an announcement or a media advertisement. The common denominator for an Event is that there is a start and end time and position for the placement at the Sign(s).</p>
External booking event	External booking event is event which is book by another Facility management system or Event management system and imported by Ariadne External booking service.
Event Types	Events are of different types which are Event, Guest, Information, Message, Background and Special.
Sign	<p>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.</p> <p>There are two sign types which are PNG signs and multimedia signs. PNG signs or e-sign-NG can only display image while Multimedia signs or m-sign can display other media files such as flash, video, animation, RSS or playlist.</p>
Sign Groups	Signs are grouped in different groups depending on event type. For example grouping of signs for regular events can be different than grouping of signs for displaying messages.
StyleSet	A StyleSets includes a collection of elements and is divided into 5 layers. It defines the size and position of each element in every layer.
Layers	Layers are use to define different level of object displaying signs. For more information about layers, refer to the Layer section.
Stylesheet	A stylesheet is an area of a display sign with a specific intended use. Each field has a type and a size. Also fields are positioned in 3 dimensions. For more information about styleset, layers and stylesheet, refer to the Layer and the Stylesheet type sections.
Rooms	This is rooms in the customers building etc. Door sign(s) outside the room is directly related with the room. Also wayfinding signs can be associated with door signs and thus indirectly with the room.
Media	Media are images, flash, playlist, RSS or video files.
Customer	A customer who use Ariadne UI to book event. For example a hotel with a sign system installed.
User	A user is a human person using the Ariadne user interface. Users are in roles which determine their permissions and visibility of screen elements.

External Booking system	A SW application used by the customer to manages meeting and events. This applications is typically FMS (Facility management system) or EMS (Event management system)
External Booking service	A service in the Ariadne which are able to read specific XML event data and store the data in the Ariadne DB. Using this service locks the possibility to create Events in the Event view and the Room view

Table 1. Definitions, Acronyms and Abbreviations

Layer

Layers are used to define different level of objects being displayed on screens. There are 5 static layers divided in three groups. The layers are at top of each other so content in a higher layer will cover content in lower layers.

The layers concept regards the display at the Signs similar to windows on a computer desktop. If a window is opened it covers the background or a part of the background. If another window is at top the back, window will be fully or partially hidden.

- *Background Layer Group*

The background can be in two layers. The back layer can be an image or a color, this layer contain Background image. On top there can be a layer with Background object which can display media files such as image, flash or video.

- *Main Layer Group*

The main layer group consists of one layer. This layer displays the most information. Objects in this layer might be room template, way finding template, visitor welcome template, event object, information object, guest object and message.

- *Special Layer Group*


The special layer group consists of two layers. This group is intended for displaying high priority information. This information goes in front of other content as the layer is higher in the structure. The layer 4 includes special objects or messages while the layer 5 contains only one special full screen object which will display a media covering the full screen.

The objective of the layers concept is that there is always something at the display. If no Events have been created or some human or technical fault has occurred the display “falls back” at the lower layer.

Stylesheet type

A stylesheet is an area of a display sign with a specific intended use. Each stylesheet has a type and a size defined by the styleset assign for a sign. Styleset also positions a stylesheet in 3 dimensions to be located in which layer and where in that layer.

All types of stylesheet are listed in the table below:

Stylesheet Name	Icon
Room template	







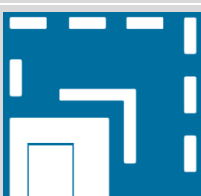

Way finding template	
Visitor welcome template	
Information object	
Message	
Background image	
Background object	
Special object	
Special full screen object	

Table 2. Stylesheet types

Ariadne Functionality Overview

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 displays 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 are prioritized according to the general Layer specification.

CHAPTER 2.

Using Ariadne

Getting Started

To start Ariadne in your Web browser, you should enter the Web application address. If you do not know the address, contact your IT administrator.

By default, you can start Ariadne by entering the following URLs: <http://<your server>/login.aspx>

Logging In

To start, enter the Ariadne User Interface you have to log in first:

1. Open your Web browser and enter a path to the Ariadne User Interface, depending on where you installed Ariadne
2. The first page you will see is the login page on which you must enter the user's ID and password.

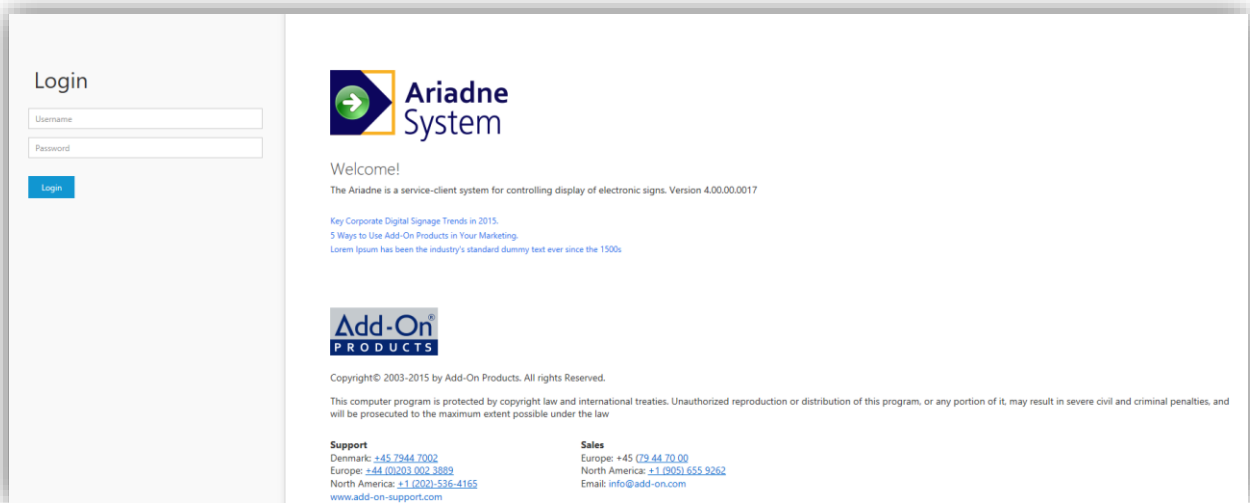


Figure 1. Login page

3. Having entered user ID and password, click Login to open the Ariadne to proceed working with the application.

If you login as a normal user, the web application will browse directly to the Ariadne User Interface.

In case you login as a super admin or a local admin, the web application will browse to the Ariadne Admin page. You have to navigate back to the Ariadne UI from there.

User Interface Items

The screen for the user interface is horizontally divided into two main panes, namely the View Pane and the Details Pane.

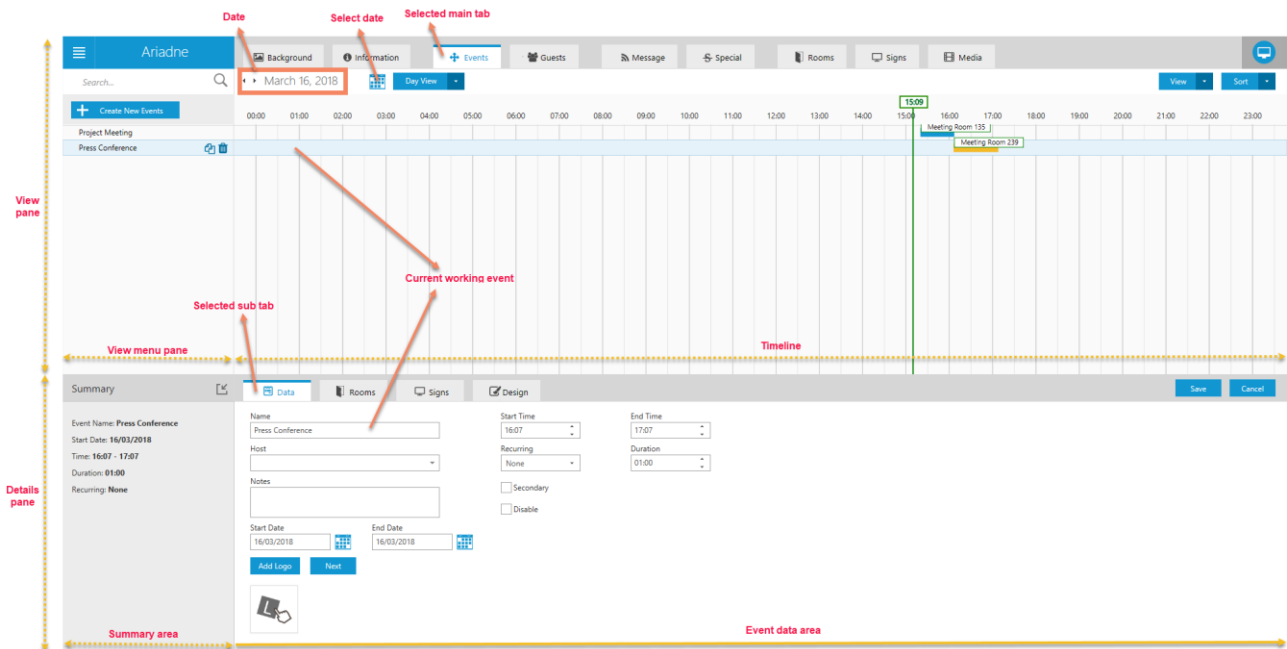


Figure 2. Ariadne main window

View Pane

The upper pane in the Ariadne User Interface is called the **View Pane**. This pane contains a menu called **View Menu Pane** at the left side and a horizontal **Timeline** on the right side.

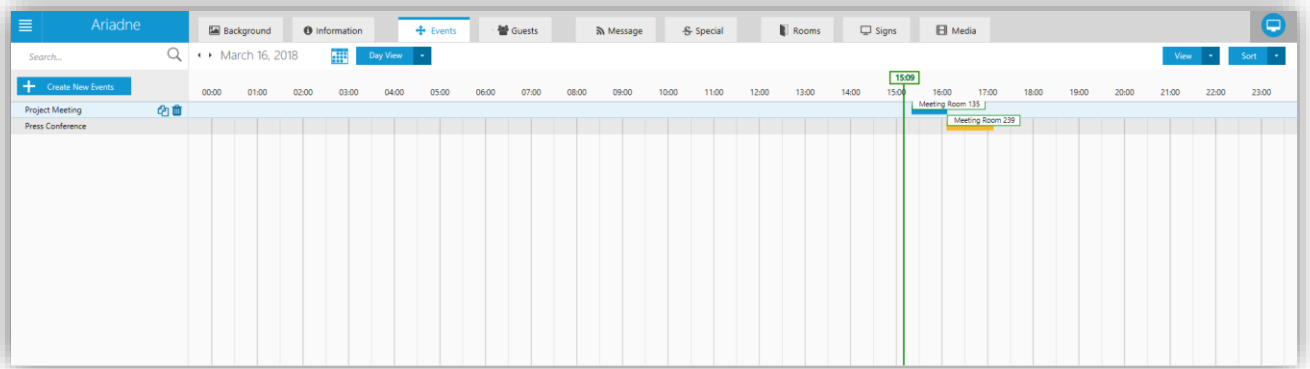


Figure 3. View Pane in normal view

The View Pane features a horizontal tab strip which is the top level navigation. Selected tab determines which items are being displayed as bars in the timeline overview and subtabs in Details Pane. For example, if the Events tab is selected, the Details Pane consist of Summary, Data, Rooms, Sign and Design subtabs. The selected tab is colored with blue bar on top while the others are gray.

The View Pane could be fully expanded to fill out the height in the browser window when you click [Collapse] button:

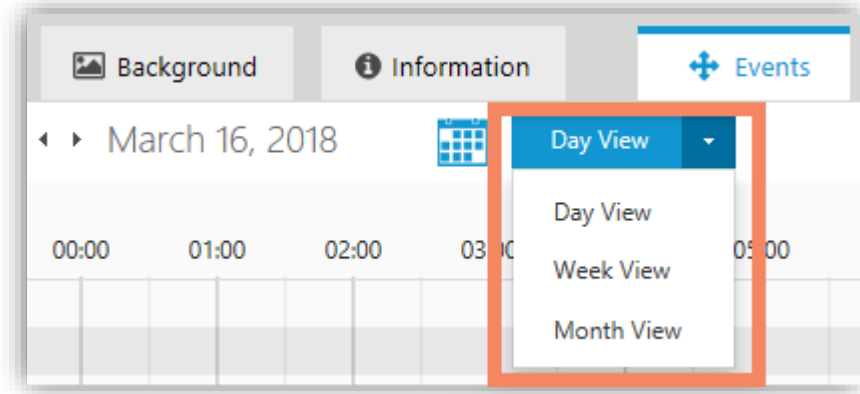


Figure 4. View Pane expanded

Timeline

The timeline demonstrates all items at the selected date. The type of the items displayed depends on which main tab you are in. The current time is marked with a green vertical line.

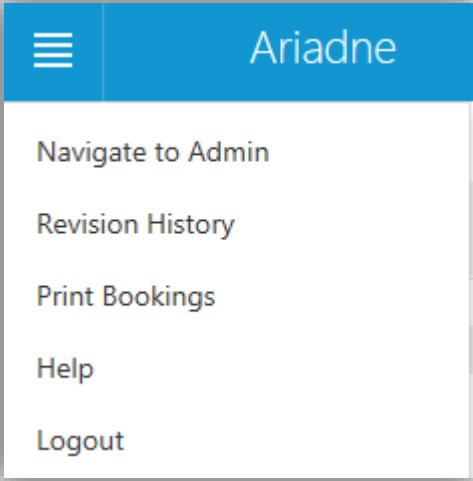
It is possible for you to select the span of the view and make the timeline narrow or wide by clicking the Month, Week, Day button under the Events tab.

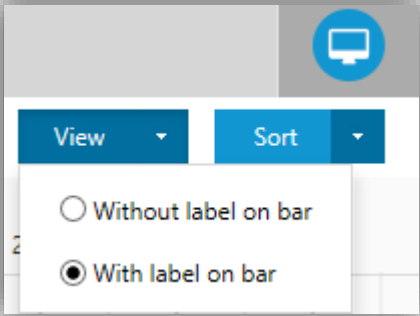
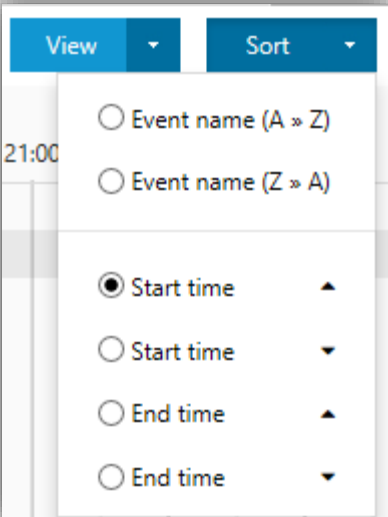


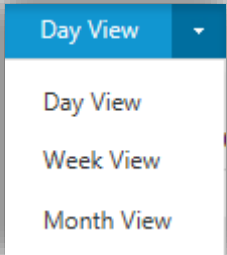


The completely created and applied items are displayed in the timeline as a blue bar. The items which are not created completely or not saved will be shown as yellow bars.

In the timeline of Event or Room tab, there might be green line indicating the external booking event which is booked by another Facility management system or Event management system.

Buttons in View Pane

Button	Action
	<p>Click the Ariadne icon to activate a menu:</p> <ul style="list-style-type: none"> • Navigate to Admin: Select this to navigate to the Admin page of Ariadne • Revision History: provides a short summary about features of Ariadne production versions on Add-On-Product website • Print Bookings: this function is only available in the Event and Room main tab. • Help: link to PDF document. • Logout: logging out of the system.

	<p>Click the [View] button and select a view type to define the view of indexes in the View Menu Pane.</p> <ul style="list-style-type: none"> • Without label on bar • With label on bar <p>The label on bar contains assigned room of the event. If the “Without label on bar” is selected the label will be shown when you mouse over the bar.</p>
	<p>Sorting types could be changed by clicking [Sort] button and select a type in the list.</p> <p>The available options are</p> <p>Event name (A>>Z); Event name (Z>>A); Start time (ascending and descending) and End time (ascending and descending).</p> <p>By default, the indexes are sorted alphabetically from A to Z.</p>
	<p>There is a Search function to look for specific items by names.</p>
	<p>Click [Create New Events] to start creating a new event. This button changes to New Special or New message depending on which main tab you are in.</p>
	<p>Click one of the three buttons to define the time range that the timeline will display. For example, if Month is selected (marked with blue) then all the events occur in the chosen month will be displayed in the View Pane.</p>

Details Pane

The lower pane is called **Details Pane**. This page gets updated when you have clicked or selected an element in the View Pane. In the Details Pane you can see details and work with the event’s elements (create or update fields).

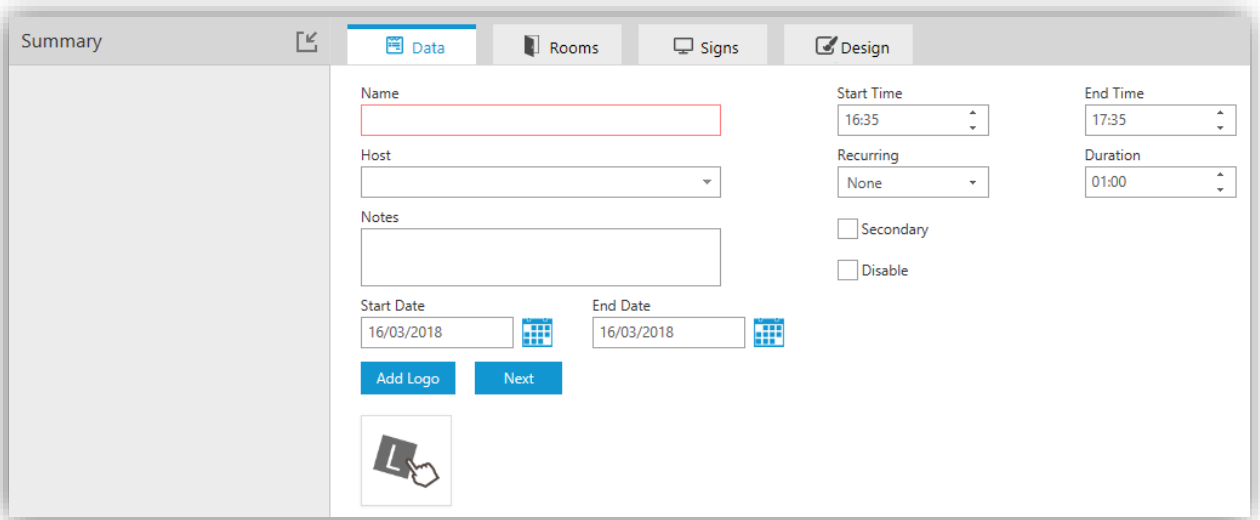





Figure 5. Details Pane

The tab strip in the details view is secondary navigation. Clicking a tab in the Details Pane makes another aspect of the current selected item visible and does not change what item is being worked with.

For example: User has selected the Events tab in the View Pane and has clicked a bar. The details for the selected Event are displayed in the Details Pane. The different aspects of this Event are; core data, booked rooms, signs to be displayed at and media.

User can see the different aspects by clicking the tabs in the Details Pane.

Buttons in Details Pane

Button	Action
	When user is creating or editing an event which has not been sent to any sign, if user clicks the [Cancel] button, every detail of the event in the system will be deleted and the Details pane will show a blank data tab for user to create a entirely new event.
	Click this button to send the event to display on screen.
	Click this button to hide the Details pane and expand the View Pane to fill out the height in the browser window.

Events tab

An Event, in this context, means a real life incident such as a conference, a seminar, or conduct of a course etc. The purpose of the Event tab is for user to create and manage events.

Select the Event tab, the indexes and bar in the View Pane will display all the events created in the specified time. By default, when you navigate from another tab to Event tab, the Data subtab will appear as blank in the Details Pane for user to create new event immediately. Select any event in the View Pane will result in the Details Pane displaying the information of that event:

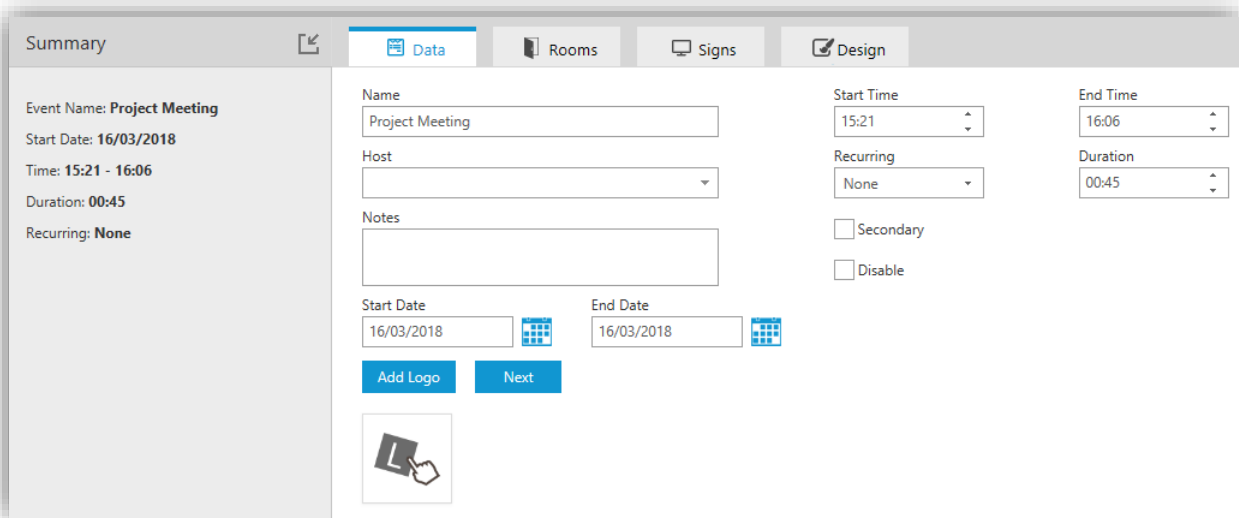


Figure 6. Details Pane of Event tab

The view area shows a list of all events in the specified time.

The timeline displays when there are scheduled events, shown with a blue bar (for completely created and applied events) or yellow bar (for not created completely or not applied events):

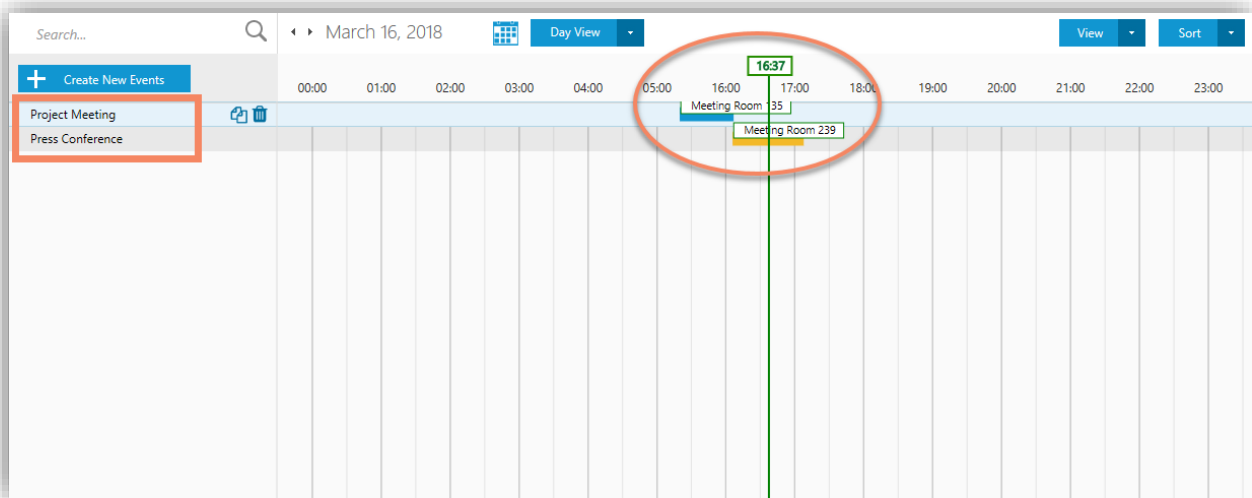


Figure 7. View area

Print Booking function

The booking print function is intended to allow users to print a list of all meetings in the booking system within a particular time/date range. This function is only accessible in the Event and Room main tab.

1. Click the icon next to Ariadne text to activate the main menu and select Print Booking function.

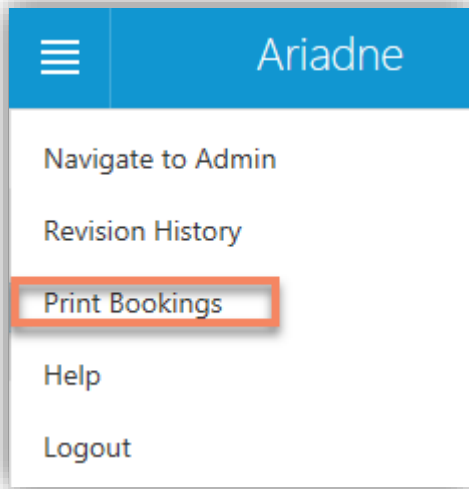


Figure 8. Select Print Bookings

2. The **Print Bookings** dialog would appear for specifying print options:

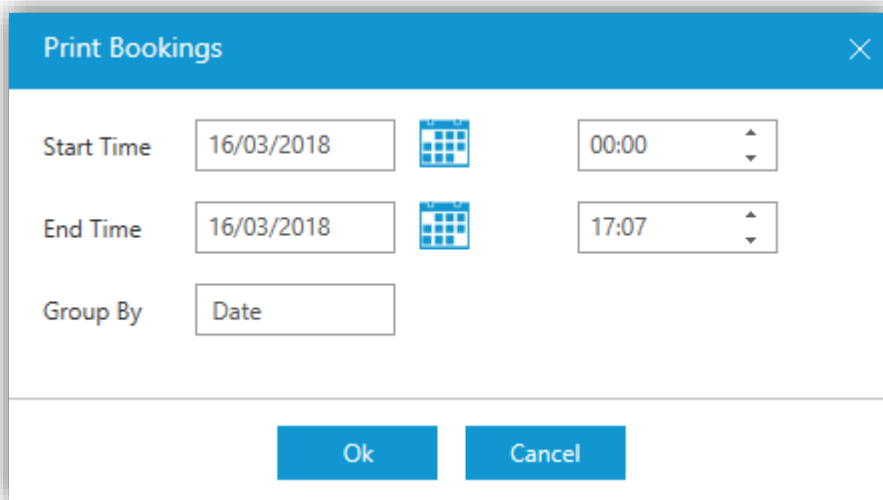


Figure 9. Print Booking

- a. Specify the time and date range of the print.
 - b. In the **Group By** dropdown list, select the value by which events would be grouped by.
3. Click [**OK**] to preview and print the booking list. In the first example of preview below, the grouping order is Date, and the sorting is Start Time and then End Time.

about:blank

Bookings For Friday, 16-03-2018.

Friday, 16-03-2018

Start Time	End Time	Name	Room	Host	Notes
15:21	16:06	Project Meeting	Meeting Room 135		
16:07	17:07	Press Conference	Meeting Room 239		

Figure 10. Print bookings preview

The second example shows the grouping order is Room, and the sorting is Start Time and then End Time.

about:blank

Bookings For Friday, 16-03-2018.

Meeting Room 135

Start Time	End Time	Name	Host	Notes
2018-03-16 15:21	2018-03-16 16:06	Project Meeting		

Meeting Room 239

Start Time	End Time	Name	Host	Notes
2018-03-16 16:07	2018-03-16 17:07	Press Conference		

Figure 11. Print bookings preview with filter

Details Pane

When the Event tab is selected, the Details Pane contains five subtabs including Summary, Data, Rooms, Signs and Design. This section describes these subtabs in detail.

Data

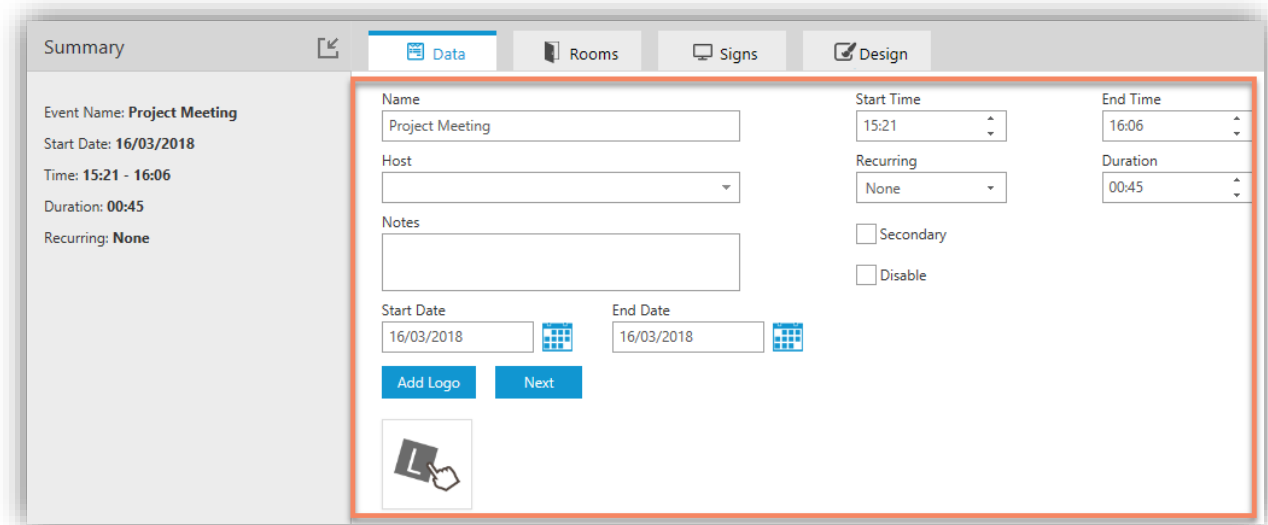



Figure 12. Data subtab of Event tab

The Data tab shows a Summary area with grey background. This area contains Data and Resources for the selected event.

The Main Event section has several properties.

- **Name:** Event name
- **Host:** Host of the event.

User can enter data manually in these two fields or click on the dropdown list to select a previous value. The Administrator can determine whether Name or Host is the primary field. The primary field is the required one and its content would represent the event on the View Pane.

- **Notes:** This is to add internal comment or information and will not be displayed on the screens.
- **Start Date** and **End Date:** Specify the start date and end date of the event by clicking the  button to open a calendar and select a date.
- **Start time, End time** and **Duration:** Specify the start time then specify either an end time or select a duration by which the end time is calculated correspondingly.
- **Secondary:** This field is to categorize the event as secondary event for displaying on Way finding signs.
- **Disable:** Select this check box to prevent sending the event to signs.

To book an event lasting multiple days, the end date selected must be different from the start date. It is possible to make the event recurring every specific time. For more information about recurring, refer to the [Recurring](#) section in this guide.

Click **Add logo** button to select a logo for the event and then click **Next** button and navigate to other subtab to specify other aspect of the event.

Add Logo

Click the **Add Logo** button to associate a logo with the event, an Add Logo area will be shown at the right side of the Event area. Select a logo in the list and drag it to the Logo area to assign the logo for the event. Click the **[Next]** button to save.

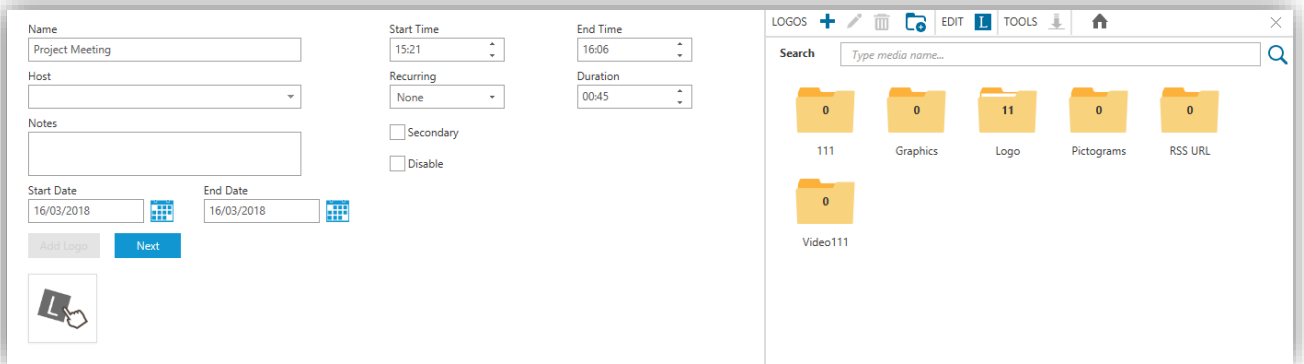









Figure 13. Add logo – Data subtab of Event tab

Button	Action
	You can add more logo into the list by clicking the New Media button. The Upload Media window will come into view.
	You can edit logo by clicking the Edit Media button. The Edit Image window will come into view.
	Select a logo and click this button to delete it.
	Click this button to create a new folder for managing logos.
	Click this button to open Ariadne Logo Association. See Logo Association section for more details.
	Users are able to save a logo into local computer by selecting a logo and click the Download Logo button.
	Go to root folder containing logos.

Rooms

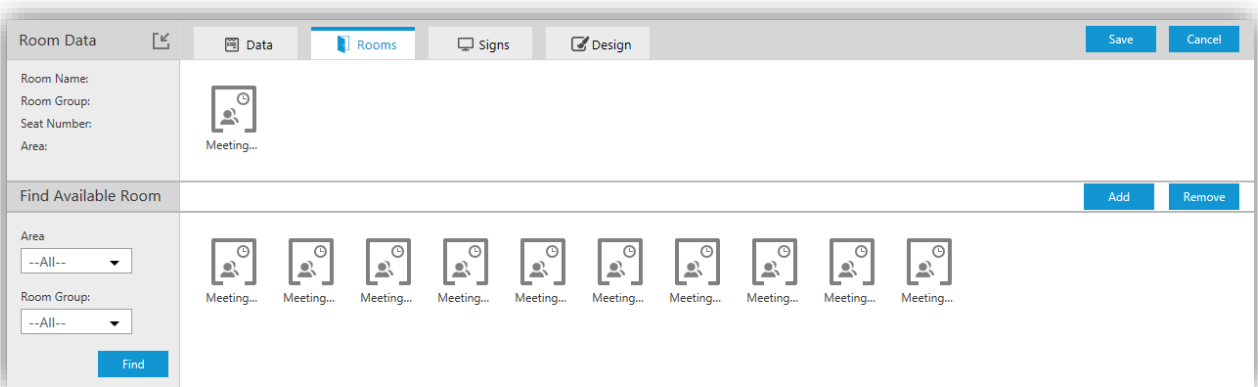


Figure 14. Rooms subtab of Event tab

The purpose of the **Rooms** tab is to assign a venue to an event. All the available rooms at the event's time will be displayed in the Available Rooms area.

The **Room Data** area (on the left) displays information of the selected room.

To assign room, select a room and click [**Add**] button or drag it to the **Assigned Room** area.

Ariadne does not allow user to select more than one room for a given event. If more than one room is booked the user must create sub-events. If you have already selected a room and choose another afterward, the previous room will be replaced by the new one.

Find Available room

The Find Available room functions allow user to quickly look for a room that meets specific criteria:

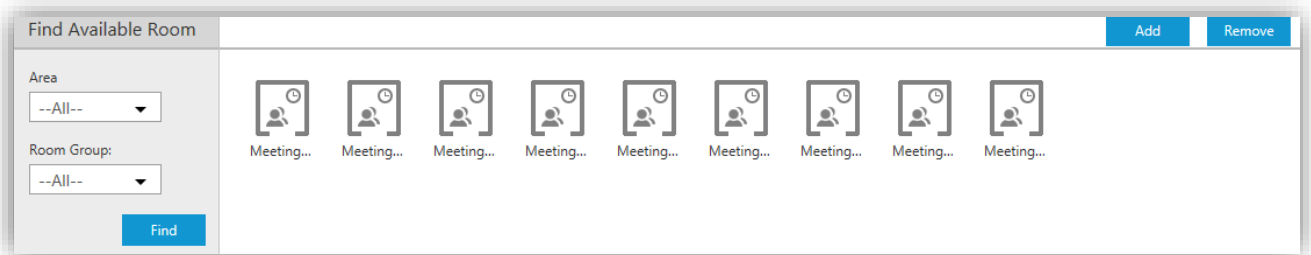


Figure 15. Find Available Room area

A list of available room is displayed in this area. If you select a room and click [**Add**], it will be moved up to the Room Data area, meaning the room has been selected for the event.

If you want to change the room, click on the selected room and click [**Remove**]. After that you can select another room.

Signs

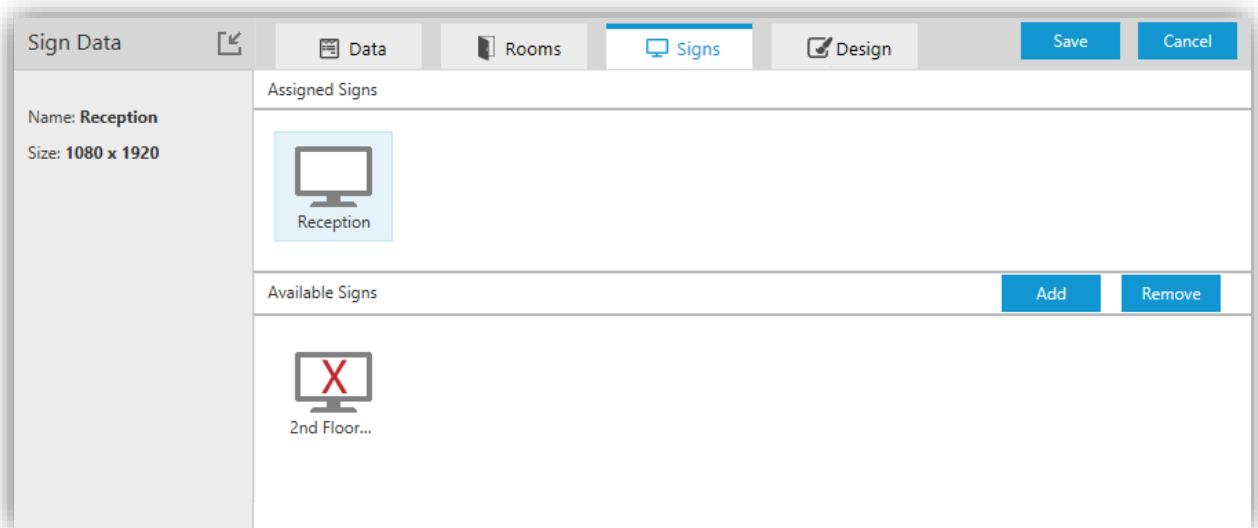


Figure 16. Signs subtab of Event tab

By default all signs which have the templates related to the selected rooms are selected. If you want to display the event at the default signs then you do not have to do anything in the signs subtab.

Selecting and removing signs are similar to how it is done in Rooms tab.

NOTE: Signs with X symbol are offline signs, signs without X symbol are online signs.

Design

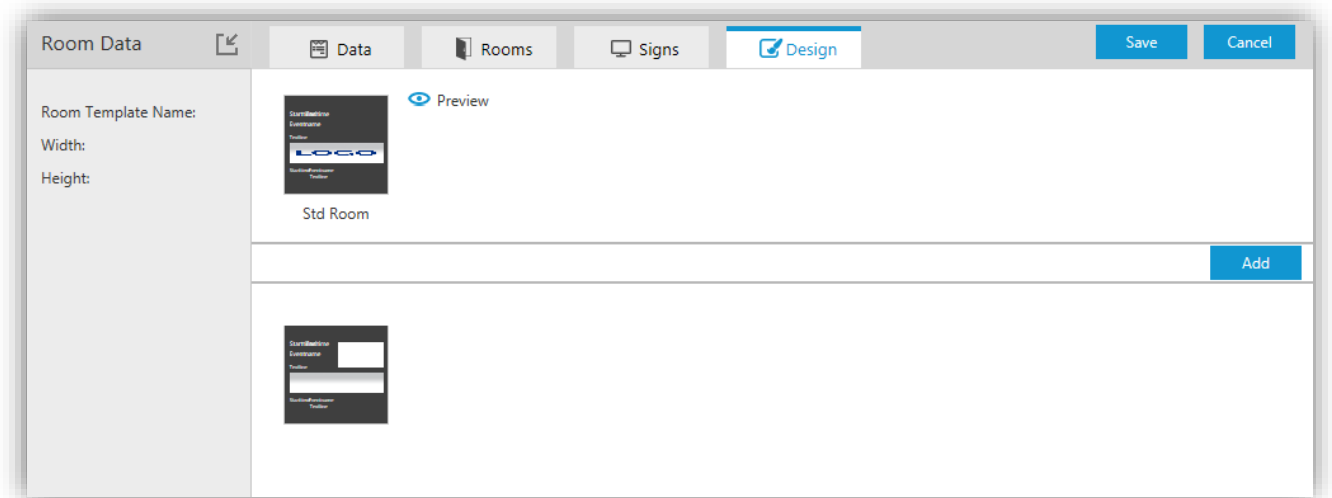



Figure 17. Design subtab of Event tab

Each room template object has a default room template specifying how the information will be shown.

A room template is a set of fields which have defined fonts and colors.

The purpose of Design subtab is to allow user to select another room template applying to door object different from the default one.

To assign a new room template, select it in the **Available room template** area and click **[Add]** button.

You might preview how the event would be displayed on sign by clicking the  (preview) button. The preview window would appear as the sample below:

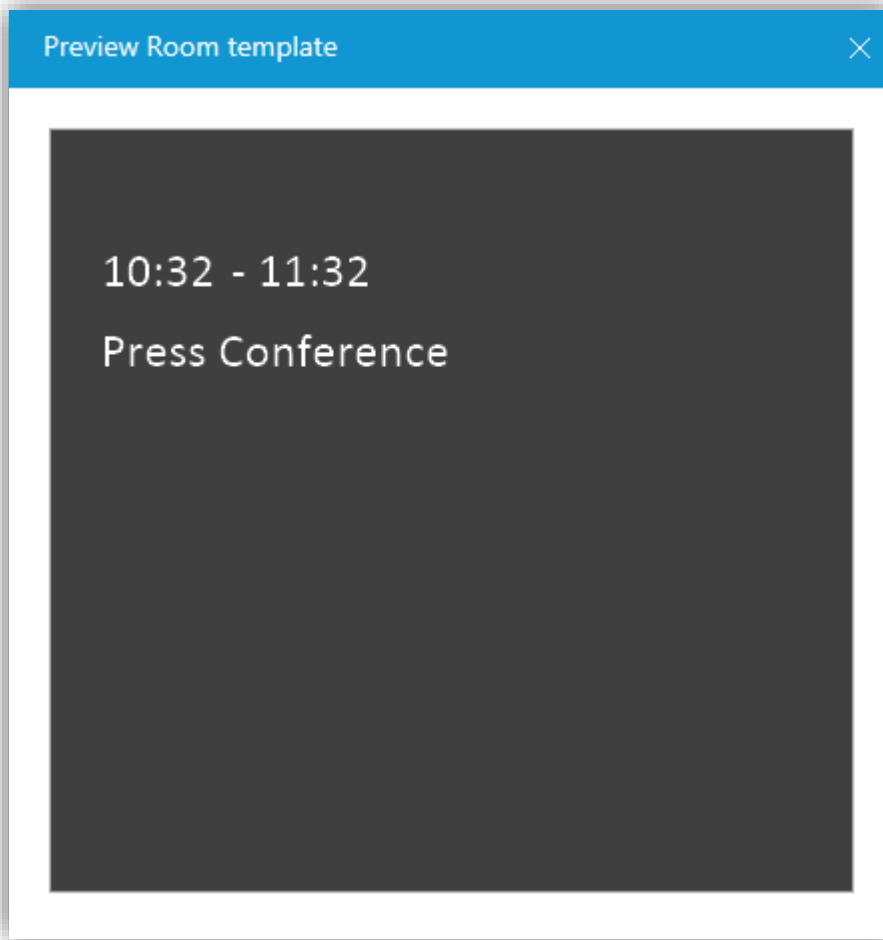


Figure 18. Event preview

Working with Event

How to Create an Event

To create an event, follow this procedure:

1. Click [**Create New Events**], the Details Pane will show **Data** subtab with a blank main event data area. Fill in the required data and click the [**Next**] button to save the event in the database (the status bar is still yellow).
2. From the **Data** tab, navigate to the **Rooms** tab to assigned room for the current event.
3. Once you have done booking for a room, click **Signs** in the tab strip to navigate to the **Signs** subtab and assign signs to the event you have created.
4. In the **Design** subtab, select a room template for the door object.
5. Click [**Save**] to send the event to display on screen (the status bar turns to blue).

NOTE

- An event can only go to sign once it has a room assigned.
- After selecting room in step 3, the signs (Signs subtab) and room template (Design subtab) will be assigned by default.
- There is a time interval that event can be created in comparison with actual time. This value is 60 days by default and can be configured in the Ariadne server web config file.

How to Edit an Event

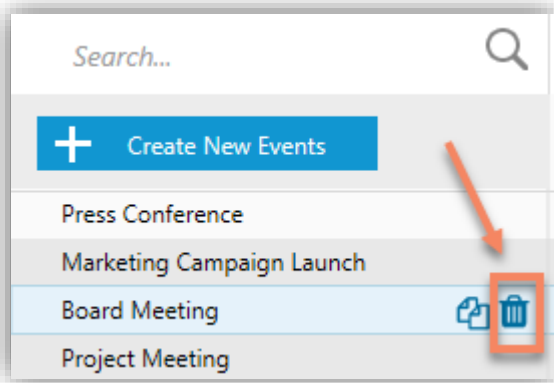
Select an event in the View pane to view and edit its information in the Details Pane.

NOTE

- When an event is saved for going to signs, if it is changed any details, the status bar will change to yellow. You have to click the [**Save**] button again to send the new edited event to signs.
- If the time of event is altered causing resource conflict, the resource would be reset.
- If the assigned room is changed, all the information specified in Signs and Design tabs will be reset.
- It is not possible to edit an external booking event.

How to Delete an Event

Select an event in the View pane, then click [**DELETE**] button:



Refer to [this section](#) to know more about deleting a recurring event.

External Booking

User is possible to book rooms by other booking systems, then import into Ariadne and send the event to digital signs. The bookings are imported by the External Booking Service (External event) and displayed as green lines on the Timeline. The green line is solid line if the booking is displayed on screen or dash line if it is not displayed on screen.

In case of an external event and internal event (booked by Ariadne UI) having resource conflict, the internal booking will have higher priority and be displayed on signs. The external booking is still kept in the system and will be displayed on screen in case the internal booking is edited or deleted to solve the recourse conflict.

The small tabs in the Details Pane are only used for viewing the details of external booking, user cannot edit any information of external event.

Guests tab

A Guest event occurs when a guest visits a company. Main guest event will be displayed in every sign which contain visitor welcome template.

For example: Investors are visiting the company, their names will be displayed on welcome signs. The visitors then take part in meeting with the management board. This meeting will be booked as a guest event which is the same as a typical event.

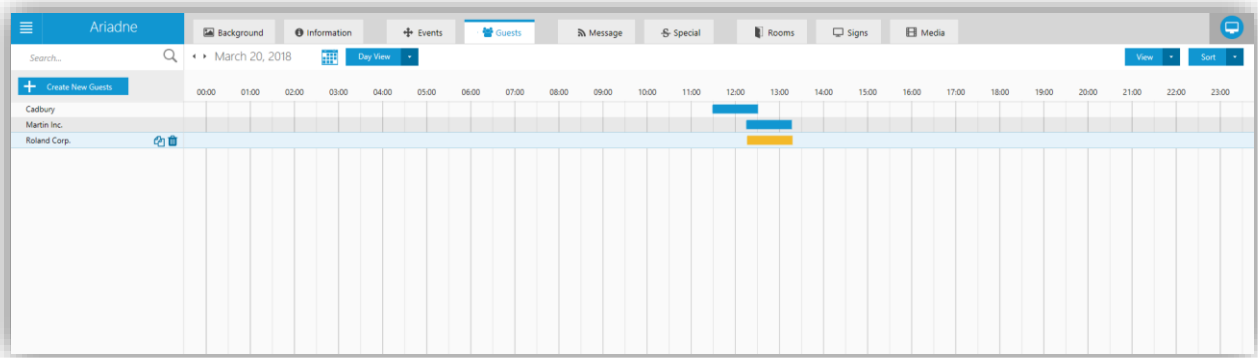


Figure 19. View Pane of Guests tab

The view area shows a list of all guest events in the specified time.

The timeline displays when scheduled guest events take place, shown with a blue bar (for completely created and applied events) or yellow bar (for not created completely or not applied events).

If an event has one or more sub events it is marked with “+” symbol for details on sub events. Activating the “+” symbol will open sub events.

Details Pane of Guests tab

When the Guests tab is selected and if you are working with guest events, the Details Pane will contain two areas including Summary and Data. This section describes these areas in detail.

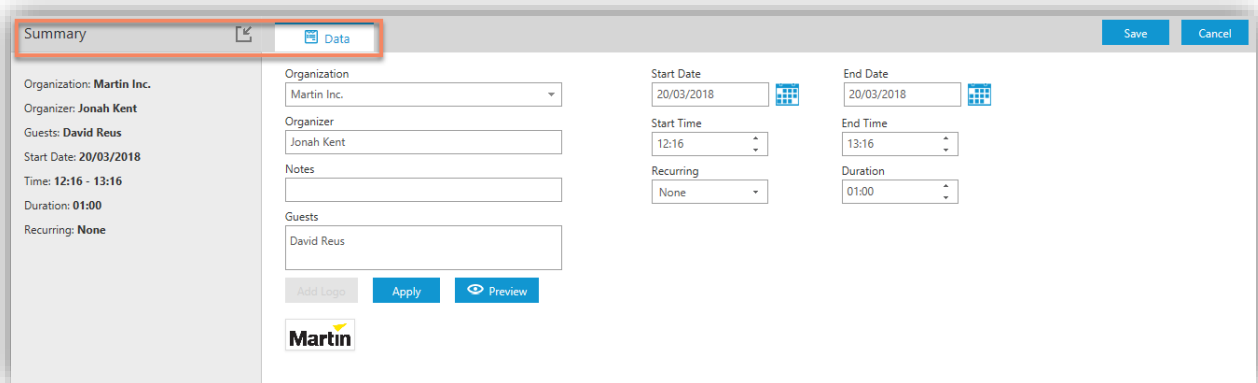



Figure 20. Tabs in Details Pane of a sub guest event

Data

The data tab shows a Summary Data area with grey background. This area contains Data and Resources for the selected event.

The main Guests Event has several properties.


- **Organization:** the event name
- **Organizer** and **Guests** fields are to enter the name of the host and guests.
- **Notes:** this is to add internal comment or information and will not be displayed on the screens.
- **Start Date** and **End Date:** specify the start date and end date of the event by clicking the  button to open a calendar and select a date.
- **Start time, End time** and **Duration:** specify the start time then specify either an end time or select a duration by which the end time is calculated correspondingly.

To book an event lasting multiple days, select the end date differently from the start date. It is possible to make the event recur every specific time. For more information about recurring, refer to the [Recurring](#) section in this guide.

Click **Add logo** button to select a logo for the event and then click **[s]** button to save the event temporarily.

NOTE: A main guest event will only go to signs which contain visitor welcome template. Along with the guest event, the media subtab is also available for you to send media file to display on screen.

Preview

You might be able to preview the guest event on guest template by clicking the preview  button. In the preview window that appear on the screen, select a guest template in the dropdown list to preview how the event would appear on a screen with the selected template.

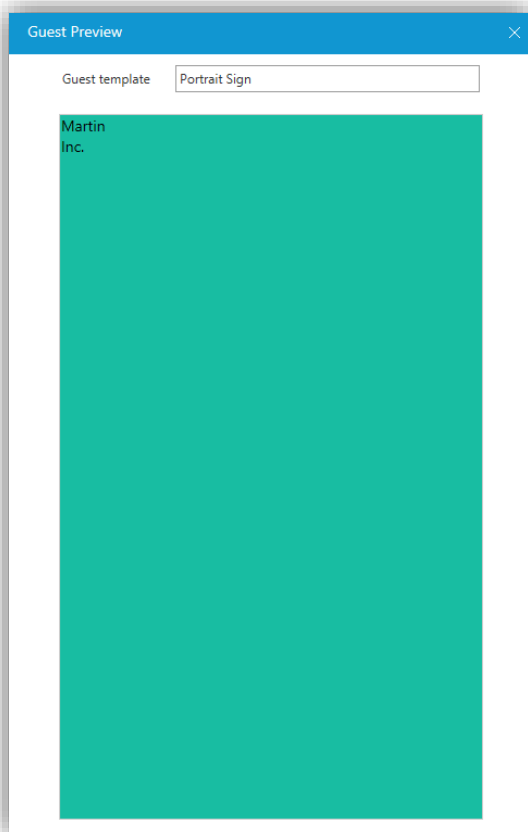


Figure 21. Guest event preview

Working with Guest Event

How to Create a Guest Event

To create a main guest event, click **New Guest**, the Details Pane will show Data subtab with a blank main event data area. Fill in the required data and click [**Apply**] button to save the event in the database.

If you want to book for a media to display along with the guest event, navigate to the Media tab to book for guest object.

After creating a main guest event, to create a sub guest event, follow this procedure:

1. Fill in the required data in the Sub event data area and click the [**Apply**] button to save the event in the database.
2. From the **Data** tab, navigate to the **Rooms** tab to assigned room for the current event.
3. Once you have done booking for a room, click **Signs** in the tab strip to navigate to the **Signs** tab and assign signs to the event.
4. In the next tab, the **Design** tab, select a room template for the door object.
5. Click **Save** to send the event to display on screen.

NOTE

- After selecting room in step 3, the signs (Signs subtab) and room template (Design subtab) will be assigned by default.
- User can only create event in the main tabs which he has permission to create event in.

How to Edit a Guest Event

Select an event in the View pane to view and edit its information in the Details Pane.

NOTE

- When an event is saved for going to signs, if it is changed any details, the status bar will change to yellow. You have to click the [**Save**] button again to send the new edited event to signs.
- If the time of event is altered causing resource conflict, the resource would be reset.

How to Delete a Guest Event

Deletion of a guest event is implemented similarly to [deletion of an event](#).

Information tab

The purpose of this tab is to book media objects on signs to display information (pictures, flash or video etc.)

Select the Information tab, the indexes and bar in the View Pane will display all the Information events created in the specified time. By default, when you navigate from another tab to Background tab, the Data subtab will appear as blank in the Details Pane for user to create new Information immediately. Select any Information event in the View Pane will result in the Details Pane displaying the information of that event.

View Pane

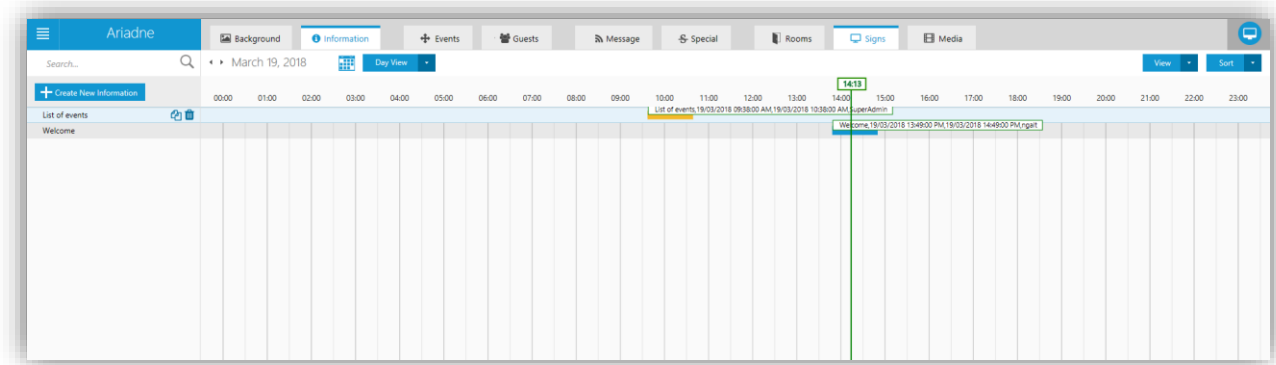


Figure 22. View Pane of Information tab

The view area shows a list of all information events in the specified time.

The timeline display when there are scheduled information events, shown with a blue bar (for completely created and applied events) or yellow bar (for not created completely or not applied events).

Details Pane

When the Information tab is selected, the Details Pane will contain four subtabs including Summary, Data, Signs and Media. This section describes these subtabs in detail.

Data

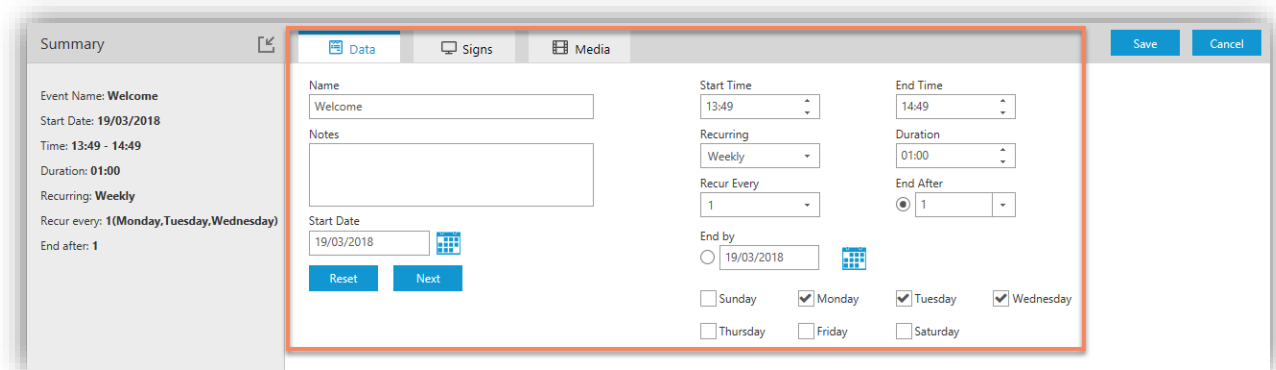


Figure 23. Data subtab of Information tab

The data tab shows a Summary area with grey background. This area contains Data and Resources for the selected event.

The main Information Event details in this tab has several properties.

- **Name:** Event name
- **Notes:** This is to add internal comment or information and will not be displayed on the screens.
- **Start Date:** Specify the start date of the event by clicking the 📅 button to open a calendar and select a date.
- **End by:** Specify the end date of the event by clicking the 📅 button to open a calendar and select a date.
- **Start time, End time and Duration:** specify the start time then specify either an end time or select a duration by which the end time is calculated correspondingly.

To book an event lasting multiple days, select the end date differently from the start date. It is possible to make the event recur every specific time. For more information about recurring, refer to the [Recurring](#) section in this guide.

Click the **[Next]** button to save temporarily and navigate to other subtabs to specify other aspects of the event.

Signs

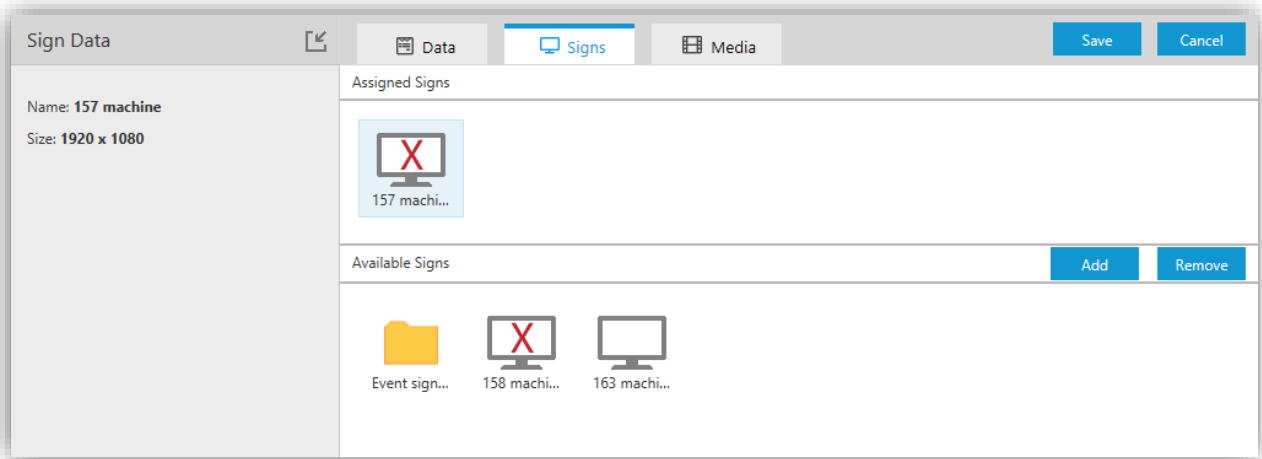


Figure 24. Signs subtab of Information tab

There are no default rules for selecting Signs for an Information Event. All Signs which have not been booked should be selectable for Information Events.

NOTE: Signs with X symbol are offline signs, signs without X symbol are online signs.

To assign sign, select a sign and click **[Add]** button or drag it to the **Assigned Signs** area.

The Sign Data area of the Signs subtab displays information of the selected sign.

Media

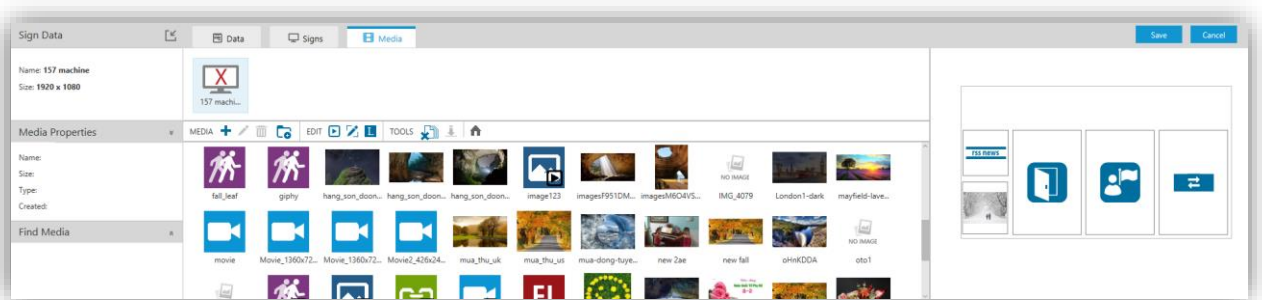


Figure 25. Media subtab of Information tab

The upper area (Assigned Signs) presents a list of all assigned signs.

Select a signs, the layer 3 of the sign's styleset will be shown at the "Select and Preview" area. However, only the objects which can be booked by this main tab will be shown. In this tab, user can only book for information and public objects.

Select an object in the preview area, all the available media will be listed in the media field. Select a media and drag it into the preview area.

The Media subtab also features Playlist Editor, Editor and Logo Association. For more information about these two features, refer to the **Media tab** section in this guide.

NOTE: E-sign-NG type can only support images, so when you select an object in the styleset of this sign, only images will be shown.

Working with Information Event

How to Create an Information Event

To create an event, follow this procedure:

1. Click [**Create New Information**], the Details Pane will show Data subtab with a blank main event data area. Fill in the required data and click [**Next**] button to save the event in the database.
2. From the data tab, navigate to the **Signs** subtab and assigned **signs** for the event.
3. Go to the **Media** tab afterward to book for a media to display it along with the event.
4. Click [**Save**] to send the event to display on screens.

NOTE: There is a time interval that event can be created in comparison with actual time. This value is 60 days by default and can be configured in the Ariadne server web config file.

How to Edit an Information Event

Select an event in the View pane to view and edit its information in the Details Pane.

NOTE

- When an event is saved for going to signs, if it is changed any details, the status bar will change to yellow. You have to click the [**Save**] button again to send the new edited event to signs.
- If the time of event is altered and cause resource conflict, the resource would be reset.
- If the assigned signs are changed, all the information specified in **Media** tab will be reset.

How to Delete an Information Event

Deletion of an information event is implemented similarly to [deletion of an event](#).

Message tab

Messages are textual information which is sent as RSS to the signs. It is displayed as scroll text at the bottom of the screen.

Select the **Message** tab, the indexes and bar in the View Pane will display all the message events created in the specified time. By default, when you navigate from another tab to Message tab, the Data subtab will appear as blank in the Details Pane for user to create new message immediately.

Select any message event in the View Pane will result in the Details Pane displaying the information of that event. The Message event type does not have sub events.

View Pane

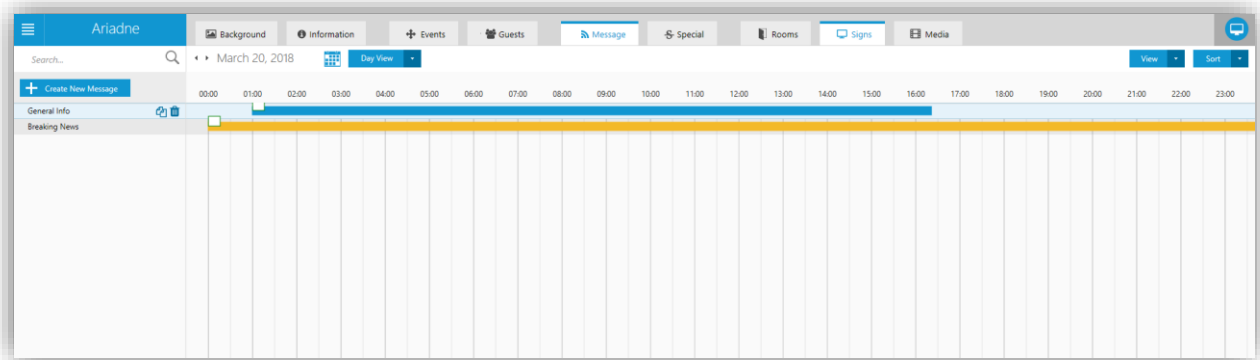


Figure 26. View Pane of Message tab

The view area shows a list of all message events in the specified time.

The timeline displays when there are scheduled message events, shown with a blue bar (for completely created and applied events) or yellow bar (for not created completely or not applied events).

Details Pane

This section describes subtabs in the Details Pane when Message tab is selected.

Data

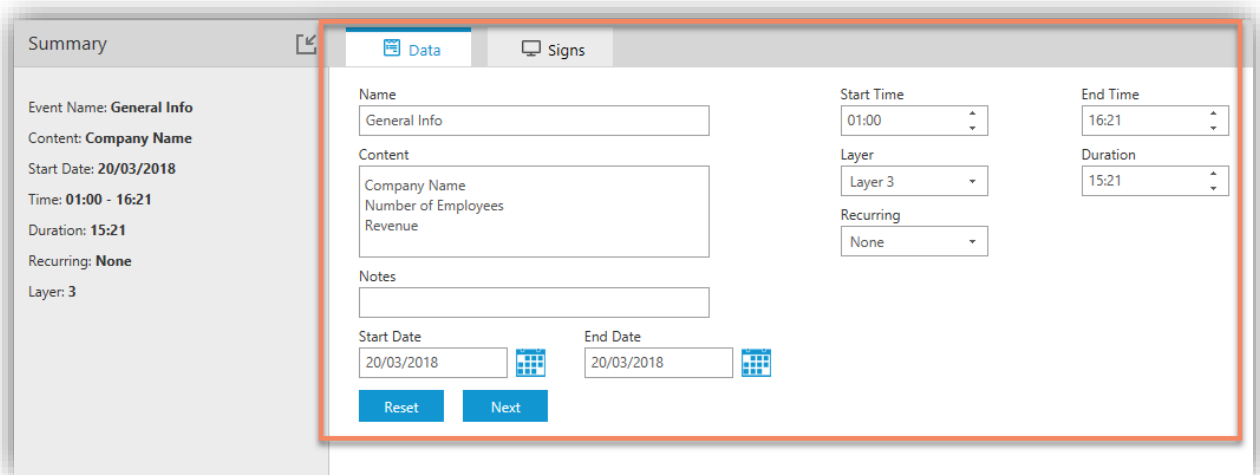




Figure 27. Data subtab of Message tab

The data tab shows a Summary area with grey background. This area contains Data and Resources for the selected event.

The area next to the Summary is the Message event which contains several properties.

- **Name:** message name
- **Content:** the message content which is going to be displayed on signs.
- **Notes:** this is to add internal comment or information and will not be displayed on the screens.
- **Start Date:** specify the start date of the event by clicking the  button to open a calendar and select a date.
- **End Date:** specify the end date of the event by clicking the  button to open a calendar and select a date.

- **Start time, End time and Duration:** specify the start time then specify either an end time or select a duration by which the end time is calculated correspondingly.
- **Layer:** select the layer you want to display the message.
 - Layer 3: the middle layer which displays normal event.
 - Layer 4: the layer used to display special event.

To book an event lasting multiple days, select the end date differently from the start date. It is possible to make the event recurring every specific time. For more information about recurring, refer to the [Recurring](#) section in this guide.

After entering the above values, click the **[Next]** button to temporarily save the event in the database, a yellow bar indicating the created event will be put on view on the timeline. Also after clicking **[Next]** button, user can be able to navigate to **Signs** subtab to specify which signs the message will be displayed.

Signs

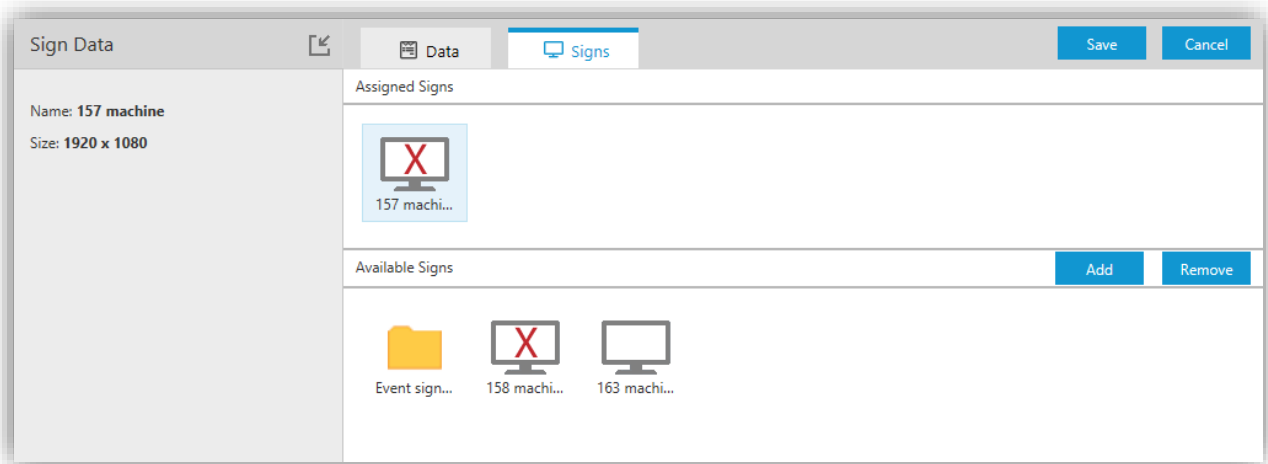


Figure 28. Signs subtab of Message tab

There are no default rules for selecting Signs to a Message Event. Those Signs which have not been booked should be selectable for Message Events.

NOTE: Signs with X symbol are offline signs, signs without X symbol are online signs.

To assign sign, select a sign and click **[Add]** button or drag it to the Assigned Signs area.

The leftmost area of the Signs subtab displays information of the selected sign.

Working with Message

How to Create a Message

To create a new message, follow this procedure:

1. Click **[Create New Message]** button, the Details Pane will show Data subtab with a blank Message event data area. Fill in the required data and click the **[Next]** button to save the event in database.
2. Click **Signs** in the tab strip to navigate to the **Signs** subtab and select which signs the message will be displayed on.
3. Click **[Save]** to send the event to display on screens.

NOTE: There is a time interval that event can be created in comparison with actual time. This value is 60 days by default and can be configured in the Ariadne server web config file.

How to Edit a Message

Select an event in the View pane to view and edit its information in the Details Pane.

NOTE

- When an event is saved for going to signs, if any of its details is changed, the status bar will change to yellow bar. User has to click the **[Save]** button again to send the new edited event to signs.
- If the time of event is altered and causes resource conflict, the resource would be reset.
- If the assigned sign is changed, all the information specified in **Signs** tab will be reset.

How to Delete a Message

Deletion of a message is implemented similarly to [deletion of an event](#).

Rooms tab

The **Rooms** tab is NOT for another Event type. The objective of Rooms tab is to view all Events relevant for Rooms booking, seen from the Rooms perspective.

Select the Room tab, the indexes and bar in the View Pane will display all the rooms and the event created in those rooms.

Select a room, the **[Create New Events]** button will now be able to be pressed to create a new event.

View Pane

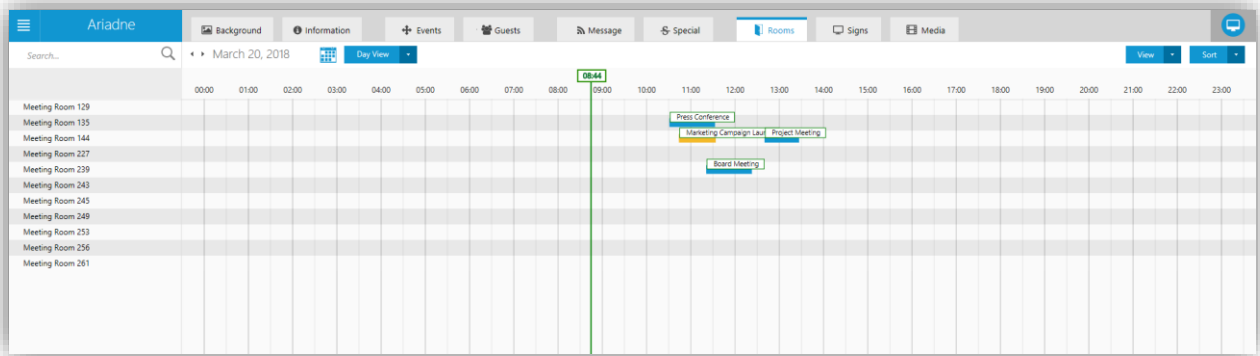


Figure 29. View Pane of Rooms tab

The view area shows a list of all rooms in the system.

The timeline display when there are scheduled events in the rooms, shown with a blue bar (for completely created and applied events) or yellow bar (for not created completely or not applied events).

Print Booking function

The booking print function is intended to allow the users to print a list of all meetings in the booking system within a particular time/date range. This function is only accessible in the Events and Rooms main tab. For a detailed instruction to use this feature, please click [here](#).

Details Pane

When the Rooms tab is selected, the Details Pane will contain four subtabs including Summary, Data, Signs and Design. This section describes these subtabs in detail.

Data

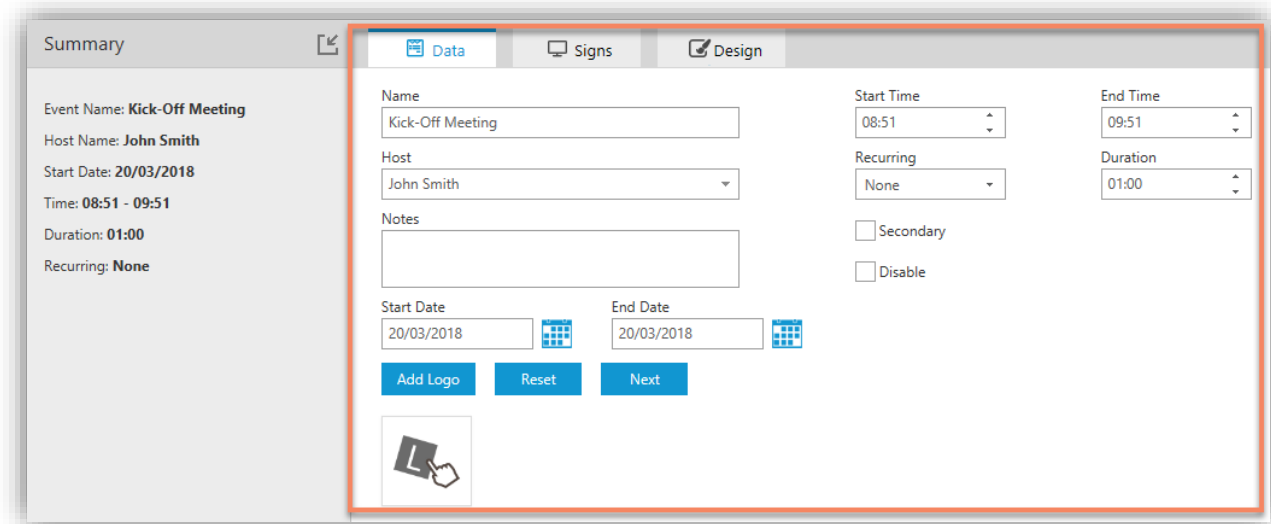


Figure 30. Data subtab of Rooms tab

The data tab shows a Summary area with grey background. This area contains Data and Resources for the selected event.

The area next to the Summary is the main event.

Event data area

Refer to [this section](#) for more details.

Add Logo

Refer to [this section](#) for more details.

Signs

Refer to [this section](#) for more details.

Design

Refer to [this section](#) for more details

Special tab

The objective of the Special Event is to book and display important event on signs regardless that any other kinds of events have been created.

Select the Special tab, the indexes and bar in the View Pane will display all the background events created in the specified time. By default, when you navigate from another tab to Background tab, the Data subtab will appear as blank in the Details Pane for user to create new background immediately. Select any event in the View Pane will result in the Details Pane displaying the information of that event.

View Pane

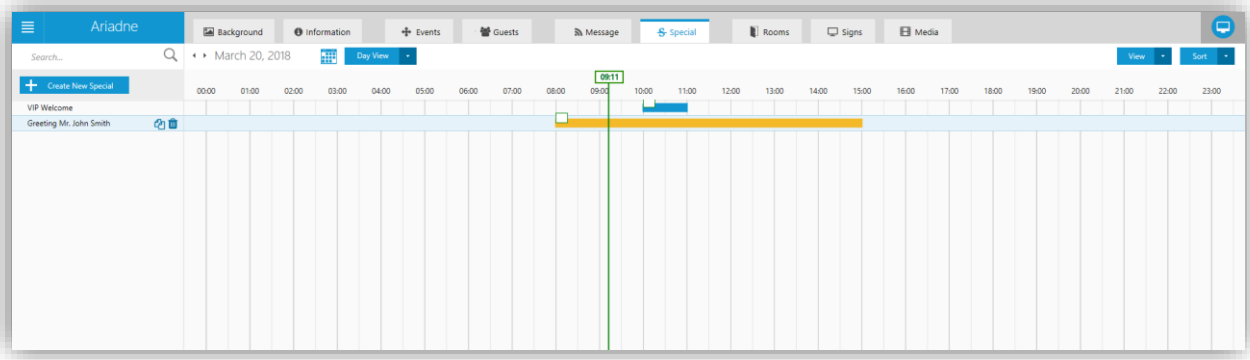


Figure 31. View Pane of Special tab

The view area shows a list of all special events in the specified time.

The timeline display when there are scheduled special events, shown with a blue bar (for completely created and applied events) or yellow bar (for not created completely or not applied events).

Details Pane

This section describes subtabs in the Details Pane when Special tab is selected.

Data

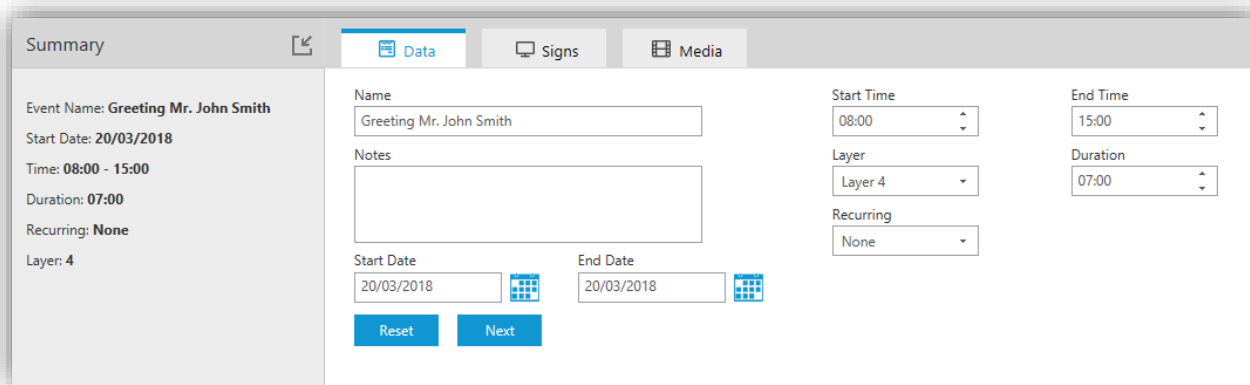



Figure 32. Data subtab of Special tab

The data tab shows a Summary area with grey background. This area contains Data and Resources for the selected event.

The area next to the Summary is the Special event which has several properties.

- **Name:** event name
- **Notes:** this is to add internal comment or information and will not be displayed on the screens.
- **Start Date** and **End Date:** specify the start date and end date of the event by clicking the  button to open a calendar and select a date.
- **Start time, End time** and **Duration:** specify the start time then specify either an end time or select a duration by which the end time is calculated correspondingly.
- **Layer:** select the layer on which you want to display the message.
 - Layer 4: the special layer which displays special event and message.
 - Layer 5: the top layer which only displays special event on full screen.

To book an event lasting multiple days, select the end date differently from the start date. It is possible to make the event recurring every specific time. For more information about recurring, refer to the [Recurring](#) section in this guide.

After entering the above values, click **[Next]** button to temporarily save the event in the database, a yellow bar indicating the created event will be put on view on the timeline. Also after clicking **[Next]** button, user can be able to navigate to **Signs** subtab to specify which signs the message will be displayed.

Signs

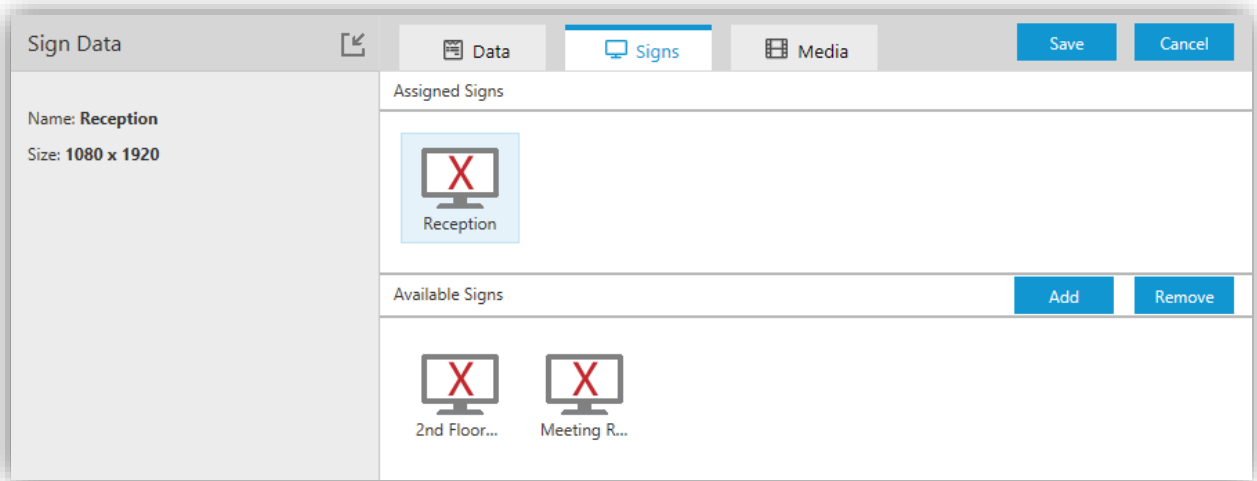


Figure 33. Signs subtab of Special tab

There are no default rules for selecting Signs to a Special Event. All Signs which have not been booked should be selectable for Special Events.

NOTE: Signs with X symbol are offline signs, signs without X symbol are online signs.

To assign sign, select a sign and click **[Add]** button or drag it to the Assigned Signs area.

The leftmost area of the Signs subtab displays information of the selected sign.

Media

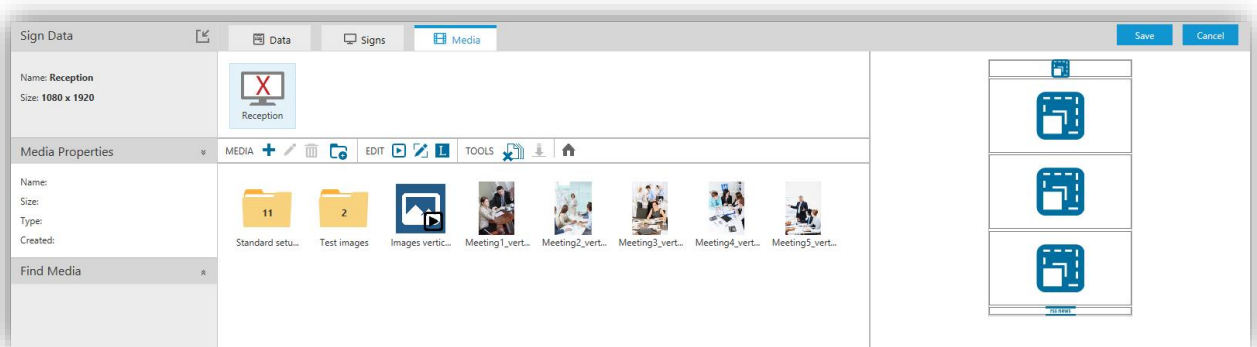


Figure 34. Media subtab of Special tab

The upper area presents a list of all assigned signs.

Selects a sign, the layer 4 or 5 (depend on which layer you have selected in data subtab) of the sign's styleset will be shown at the preview area. However, only the objects which can be book by this main tab will be shown. In this tab, user can only book for special and public object.

Select an object in the preview area, all the available media will be listed in the media field. Select a media and drag it into the preview area.

The Media subtab also features **Playlist Editor**, **Editor** and **Logo Association**. For more information about these two features, refer to the **Media tab** section in this guide.

NOTE: E-sign-NG type can only support images, so when you select an object in the styleset of this sign, only images will be shown.

Working with Special Event

How to Create a Special Event

To create a new special event, follow this procedure:

1. Click [**Create New Special**], the Details Pane will show **Data** subtab with a blank Special event data area. Fill in the required data and click [**Next**] button to save the event in the database.
2. Click **Signs** in the tab strip to navigate to the **Signs** subtab and assign signs for the event.
3. Go to the **Media** tab afterward to book for a media.
4. Click [**Save**] to send the event to display on screens.

NOTE: There is a time interval that event can be created in comparison with actual time. This value is 60 days by default and can be configured in the Ariadne server web config file.

How to Edit a Special Event

Select an event in the View pane to view and edit its information in the Details Pane.

NOTE

- When an event is saved for going to signs, if any of its details is changed, the status bar will change to yellow bar. User has to click the [**Save**] button again to send the new edited event to signs.
- If the time of event is altered and causes resource conflict, the resource would be reset.
- If the assigned signs are changed, all the information specified in **Media** tab will be reset.

How to Delete a Special Event

Deletion of a special event is implemented similarly to [deletion of an event](#).

Background tab

The objective of the Background tab is to define the style and visual appearance of the background of the sign. The background is visible if no Events are scheduled at any given time.

The background tab allows users to change background during the day or by occasions. For example: In the mornings a sunrise picture could be displayed as background and in evenings a midnight blue theme could be displayed. The background event type does not have sub events.

Select the Background tab, the indexes and bar in the View Pane will display all the background events created in the specified time. By default, when you navigate from another tab to Background tab, the Data subtab will appear as blank in the Details Pane for user to create new background immediately.

Select any background event in the View Pane will result in the Details Pane displaying the information of that event.

View Pane

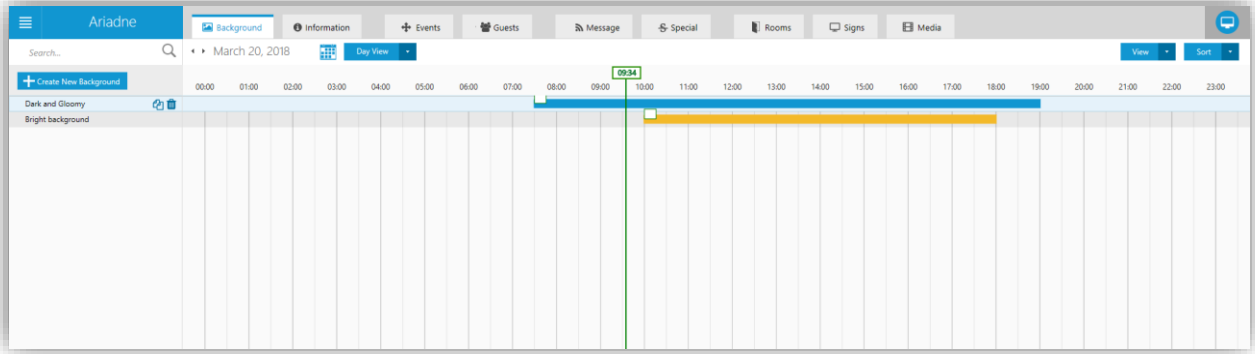


Figure 35. View Pane of Background tab

The view area shows a list of all background events in the specified time.

The timeline displays when there are scheduled background events, shown with a blue bar (for completely created and applied events) or yellow bar (for not created completely or not applied events).

Details Pane

This section describes subtabs in the Details Pane when Background tab is selected.

Data

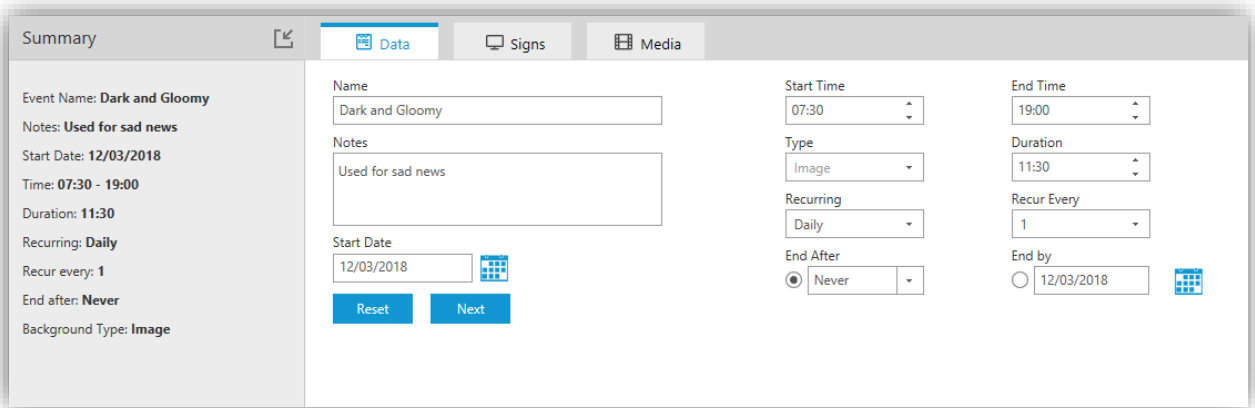



Figure 36. Data subtab of Background tab

The data tab shows a Summary area with grey background. This area contains Data and Resources for the selected event.

The area next to the Summary is the Background event which has several properties.

- **Name:** background event name
- **Notes:** this is to add internal comment or information and will not be displayed on the screens.
- **Start Date and End Date:** specify the start date and end date of the event by clicking the  button to open a calendar and select a date.

- **Start time, End time** and **Duration**: specify the start time then specify either an end time or select a duration by which the end time is calculated correspondingly.
- In the **Type** dropdown list, select a type for the background event:
 - Image type is of layer 1, the lowest layer of a styleset. This type has to be set as full screen.
 - Object type is of layer 2.

Once you click the **[Next]** button, this function will be disabled; you will not be able to change the type of a background event.

To book an event lasting multiple days, select the end date differently from the start date. It is possible to make the event recurring every specific time. For more information about recurring, refer to the [Recurring](#) section in this guide.

After entering the above values, click the **[Next]** button to temporarily save the event in the database, a yellow bar indicating the created event will be put on view on the timeline. Also after clicking **[Next]** button, user is able to navigate to **Signs** subtab to specify which signs the message will be displayed.

Signs

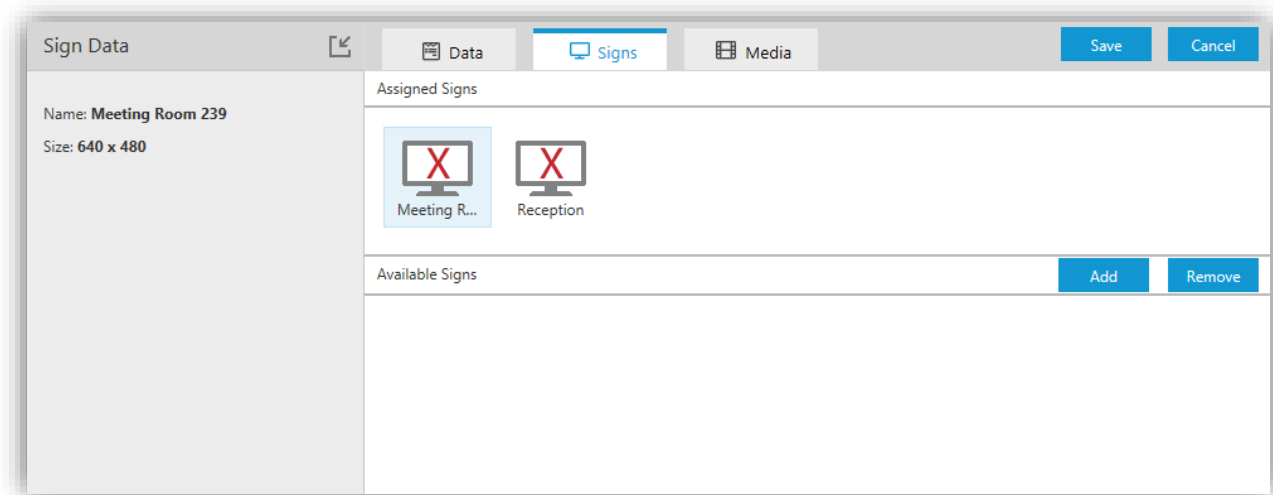


Figure 37. Signs subtab of Background tab

There are no default rules for selecting Signs to a Background Event. All signs which have not been booked should be selectable for Background Events.

NOTE: Signs with X symbol are offline signs, signs without X symbol are online signs.

To assign sign, select a sign and click **[Add]** button or drag it to the **Assigned Signs** area.

The leftmost area of the Signs subtab displays information of the selected sign.

Media

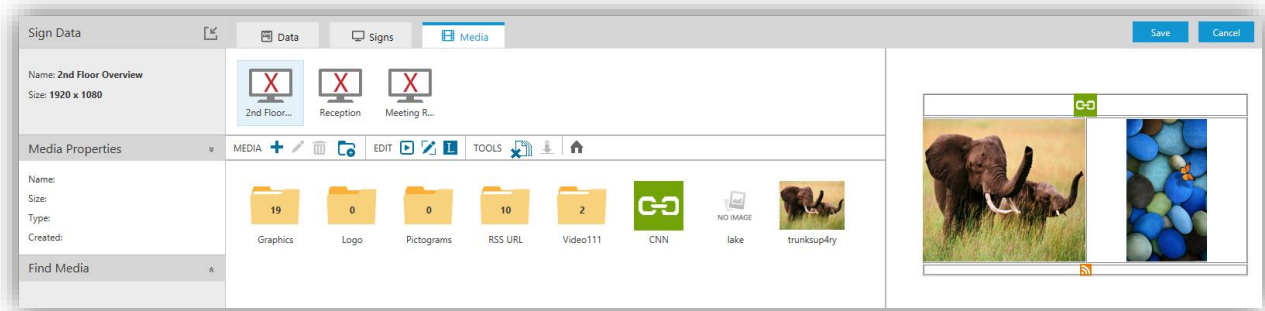


Figure 38. Media subtab of Background tab

The upper area presents a list of all assigned signs.

Select a sign, the layer 3 of the sign's styleset will be shown at the preview area. However, only the objects which can be booked by this main tab will be shown. In this tab, user can only book for event and public object.

Select an object in the preview area, all the available media will be listed in the media field. Select a media and drag it into the preview area.

The Media subtab also features Playlist Editor, Editor and Logo Association. For more information about these two features, refer to the **Media tab** section in this guide.

NOTE: E-sign-NG type can only support images, so when you select an object in the styleset of this sign, only images will be shown.

If the background event has image type, there will be an **[Assign Color]** button available below the preview area. Click on this button to open a dialog which is used to select a background color.



Working with Background Event

How to Create a Background Event

To create a new Background event, follow this procedure:

1. Click **[Create New Background]**, the Details Pane will show **Data** subtab with a blank Special event data area. Fill in the required data and click **[Next]** button to save the event in the database.
2. Click **Signs** in the tab strip to navigate to the **Signs** subtab and assigned signs for the event.
3. Go to the **Media** tab afterward to book for a media.

- Click [**Save**] to send the event to display on screens.

How to Edit a Background Event

Select an event in the View pane to view and edit its information in the Details Pane.

NOTE

- When an event is saved for going to signs, if any of its details is changed, the status bar will be changed to yellow bar. You have to click the [**Save**] button again to send the new edited event to signs.
- If the time of event is altered and causes resource conflict, the resource would be reset.
- If the assigned signs are changed, all the information specified in Media tab will be reset.

How to Delete a Background

Deletion of a background event is implemented similarly to [deletion of an event](#).

Signs tab

The main purpose with the sign tab is maintenance and handling of sign groups.

View Pane

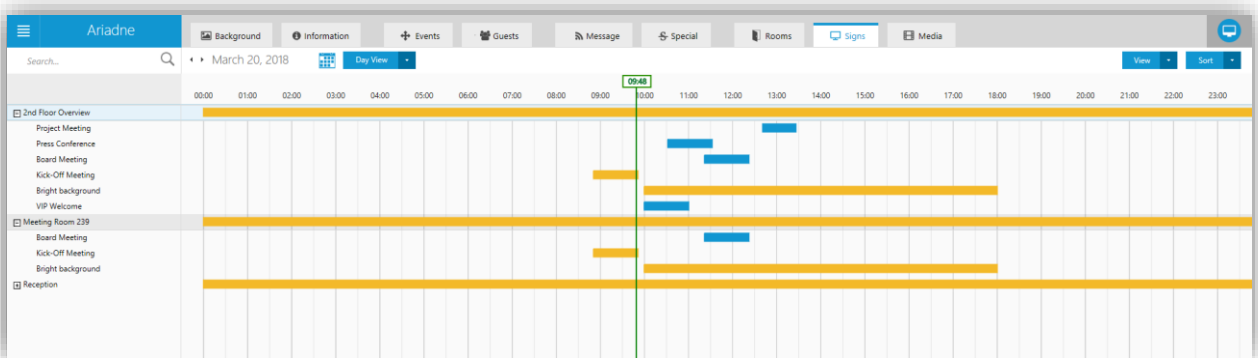


Figure 39. View Pane of Signs tab

The view area shows a list of all signs and signs groups.

The timeline shows when there are scheduled events of any kind on the sign or the signs group, shown with a blue bar.

Sign groups only show events which are scheduled for the whole group.

If a sign or a sign group has one or more events scheduled it is marked with “+” symbol for detail on events. Activating the “+” symbol will create “sub” events for each event scheduled on this sign or sign group. The sub indexes are the name of the specific event.

Details Pane

When the Signs tab is selected, the Details Pane will contain two subtabs including Data and Sign Groups. This section describes these subtabs in detail.

Data

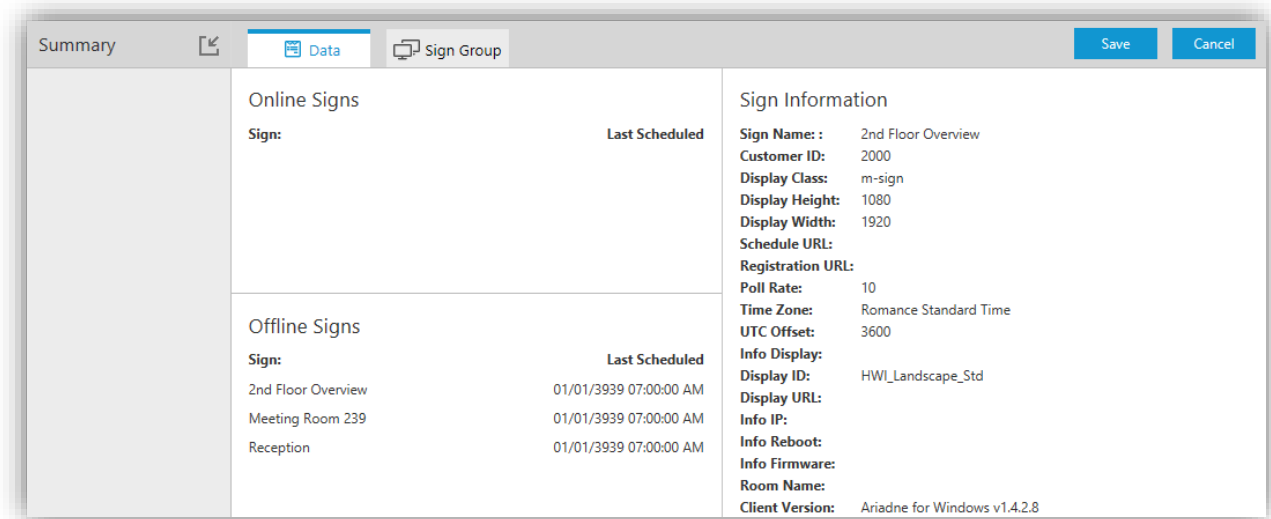


Figure 40. Data subtab of Signs tab

The data tab shows a Summary area with grey background. This area contains Data and Resources of the Ariadne and application summary.

The Sign Status area features the **On-line signs** and **Off-line signs** tables. These two tables list all the online and offline signs in the system.

A sign will access to the schedule file to get information for displaying every specific time interval. When there is access to this file, the access time will be saved into the database. Ariadne will compare this access time with the current time, if it is greater than 30 minutes (this value is configurable), then the sign will be shown in the offline column, which means that its status are offline and vice versa.

On the right of the Sign Status area is the **Sign Information** area which shows detailed information of the selected sign. In this area you have the following information:

- **Sign name:** the name of selected sign.
- **Customer ID:** Ariadne unique customer ID.
- **Display Class:** the type of sign.
- **Display Height:** sign height in pixels.
- **Display Width:** sign width in pixels.
- **Schedule URL:** this URL is a link to the signs schedule file on the server. The file contains information about contents to be displayed on the screen.
- **Registration URL:** this URL is a link to the signs registration on the server. The sign will only be registered when it is being installed or if changes are made to the network settings or the firmware of the sign.
- **Poll rate:** indicates, in seconds, how often the sign must check the server for changes.
- **Time zone:** the time zone of the sign based on GMT.
- **UTC offset:** time changes in relation to UTC. This setting is used in connection with daylight saving time, indicating in seconds.
- **Display ID:** a unique MAC address on the Ethernet card in the sign.
- **Display URL:** a URL link to setup the program for the sign. Click on the link to go to the sign's setup program.

- **Info IP:** The IP address of the sign

If you select a sign group only the signs status is shown.

Sign Group tab

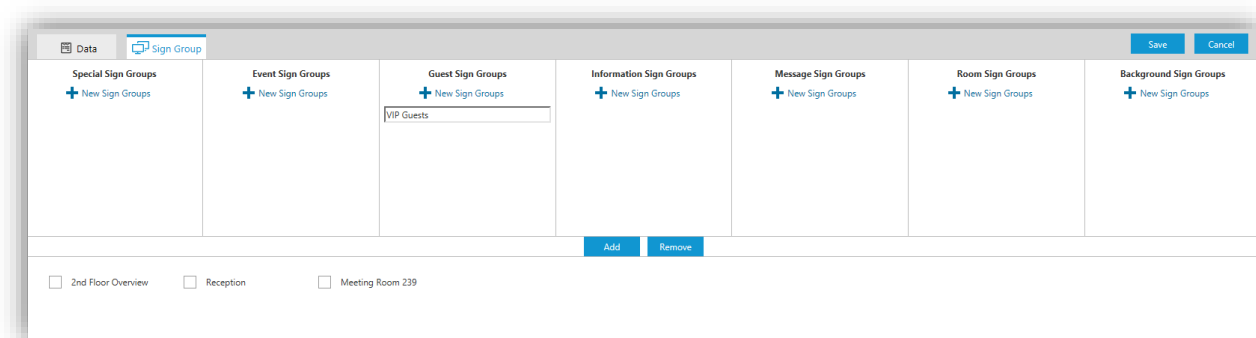


Figure 41. Sign Groups subtab of Signs tab

Sign Group tab contain seven columns displaying all sign groups of the Ariadne system.

It is possible to create sign groups for different type of event:

- **Special:** All signs which have special elements in the styleset
- **Event:** All signs which have room template and event object in the styleset
- **Guest:** All signs which have Visitor Welcome template and guest object in the styleset
- **Information:** All signs which have an Information element in the styleset
- **Message:** All signs which have a message element in the styleset
- **Room:** All signs which have a room element in the styleset
- **Background:** All signs ordered by size.

If you select a group, only signs with the same resolution is shown. When you start to make a new group and you have selected the first signs only signs with same pixel resolution will be shown in the lower area. (Background images have to be PNG and same pixel size as the screen).

The Upper edit area shows the created sign groups and the lower edit area shows all the signs available for the selected sign group.

The signs in the lower area will first be shown when you click in one of the upper signs group areas.

Create/Edit a Sign Group

To create a new sign group in a certain column:

1. Click [**New Sign Groups**].
2. Enter the name for the new group in the newly appearing field and press Enter.
3. The new group will be listed in the column.
4. Select the new group, the lower edit area will display all the signs which have the appropriate element with the sign group type.
5. Select signs by checking the checkbox next to a sign and click [**Add**] to finish.

To edit an existing group, repeat step 4 and 5 above. Or you can rename a group by double click at the group name and then enter a new name for it.

To delete a sign group, select it and click [**Remove**].

Media tab

The objective of Media tab is to see where the media is used, to manage media and associate logos with company names.

View Pane

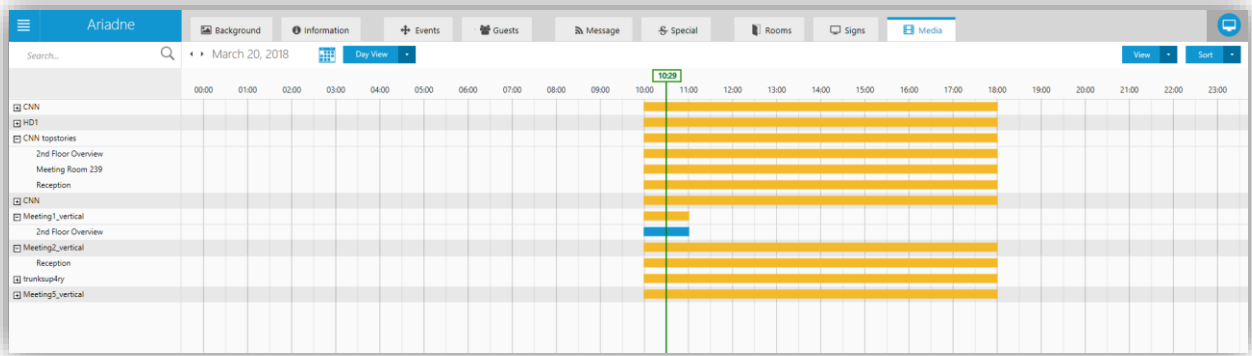


Figure 42. View Pane of Media tab

The view area shows a list of all media which are used in other tabs.

The timeline shows when there are scheduled events using the media, shown with a solid or yellow bar.

If a media is used by one or more events, it is marked with “+” symbol for detail on events. Activating the “+” symbol will expand sub-indexes which are the name of the specific event.

Details Pane

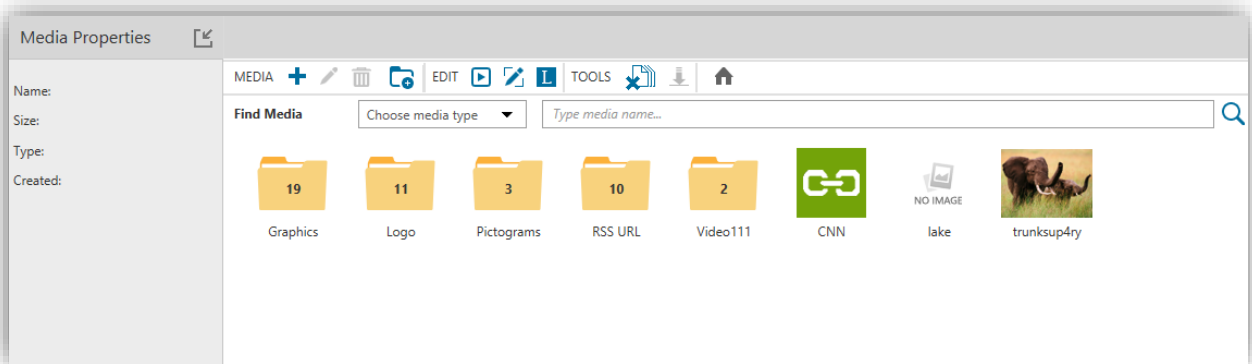


Figure 43. Details Pane of Media tab

The Media Properties area displays information of the selected media while the Find media area features the search function to quickly look for a specific media file in the database.

Details Pane contains two media areas which are used to maintain all media files of a customer by the buttons listed below:

Button	Description
	New Media
	Edit Media
	Delete Media

	New Folder
	Playlist Editor
	Editor
	Logo Association
	Clean up
	Download
	Root

- **New Media** button: Upload media function allows you to upload more than one file at the same time. When you upload, you have to specify which type of media you want to upload.
 - New Image: Images can be stored in all sizes in the following formats: .png, .gif, .jpg, .bmp and used in templates, playlists or assigned to an object on a layer of sign.

Upload Image:

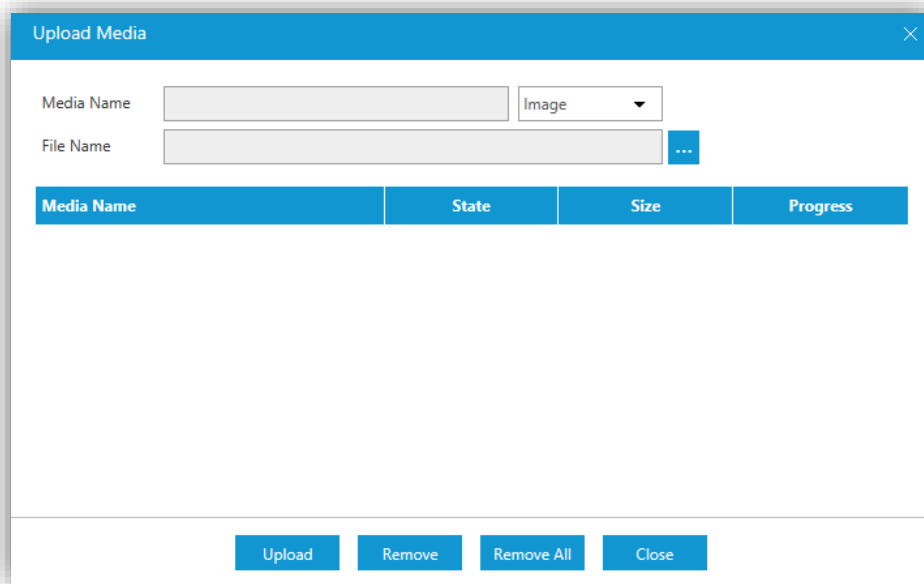


Figure 44. Upload media - Image

1. Click on **New Media** button.
 2. Select **Image** item in the dropdown list at the upper right of the window.
 3. Click [**Browse**] button to select image or enter path linking to the file.
 4. Select image(s) that you want to upload.
 5. Click [**Upload**] button.
- New Flash: Flash in .swf format can be used in playlists or assigned an object on layer 2, 3, 4 of sign.

Upload Flash: Procedure to upload flash is similar to one to upload image.

- New Movie: Videos in formats of .avi, .wmv, .mpg, .mov can be used to assign to an object of a layer 2, 3, 4 on sign.

Upload Movie: Procedure to upload flash is similar to one to upload image

- New Logo: Logo in .gif, .png, .jpg formats can be uploaded.

Upload Logo: Procedure to upload flash is similar to one to upload image

- New Pictogram: animations in .gif, .png, .jpg formats are used in wayfinding.

Upload Pictogram: Procedure to upload flash is similar to one to upload image

- New URL: URL can be linked and used in playlist or assigned to an object on layer 2, 3, 4 of sign. For example: the URL <http://photobucket.com/logo.jpg> can be typed into the appropriate field.

Upload URL:

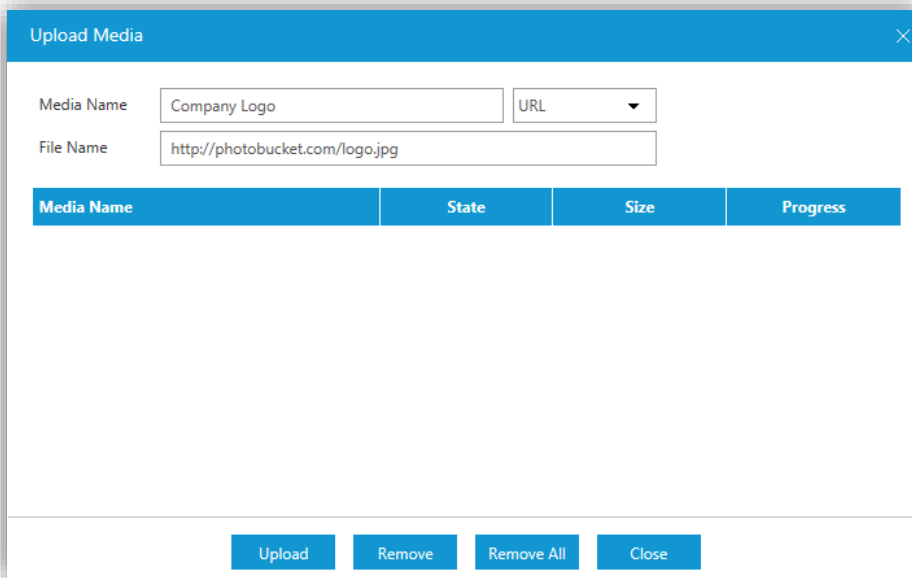


Figure 45. Upload media - URL

1. Click on **[New Media]** button.
2. Enter name for the URL in **Media Name** field
3. Enter URL into **File Name** field
4. Click **[Upload]** button.

- New RSS: RSS feed is indicated in a URL format. For example: <http://rss.asdf.dk/tv2.rss>

NOTE: RSS feeds can be only used in version 2.0.

Upload RSS: Procedure to upload flash is similar to one to upload URL

- **Edit Media** button: Open Edit Image window.

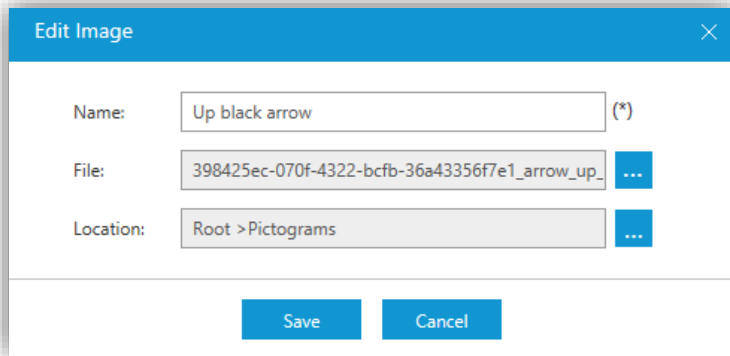


Figure 46. Edit Image window

- **Delete Media** button: Select a logo and click this button to delete it.
- **New Folder** button: Create new media folder for file management purpose.

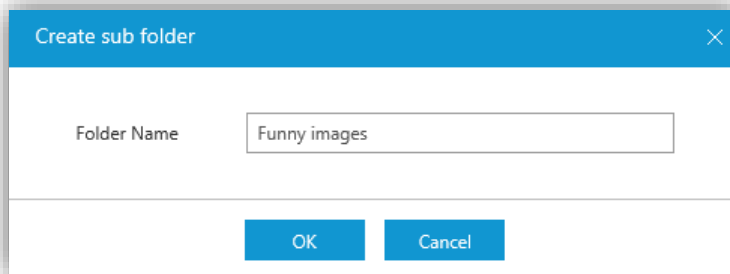


Figure 47. Create sub folder

- **Playlist Editor** button: Open Ariadne Playlist Editor. See [Playlist](#) section for more details.
- **Editor** button: Open Ariadne Editor. See [Editing Pictures](#) section for more details.
- **Logo Association** button: Open Ariadne Logo Association. See [Logo Association](#) section for more details.
- **Cleanup** button: Open Delete unused media window. You can select, preview and delete unused media in this window.

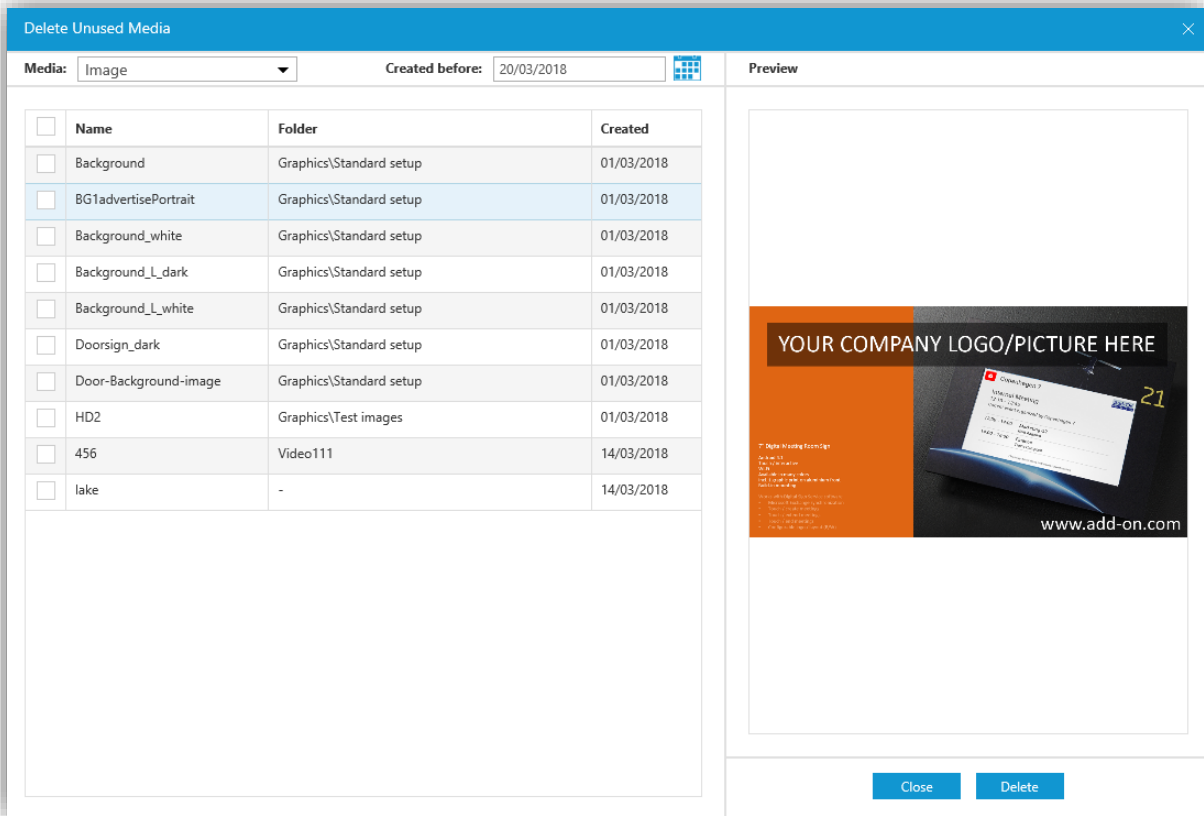


Figure 48. Delete unused media window

- **Download** button: Download media file to the local computer.
- **Root (Home)** button: Go to root folder containing media.

Logo Association

The association feature provides a connection between the organizer (host) and the logo. By selecting a host name and dragging a logo into the logo section, the association between the selected host and the logo will be created.

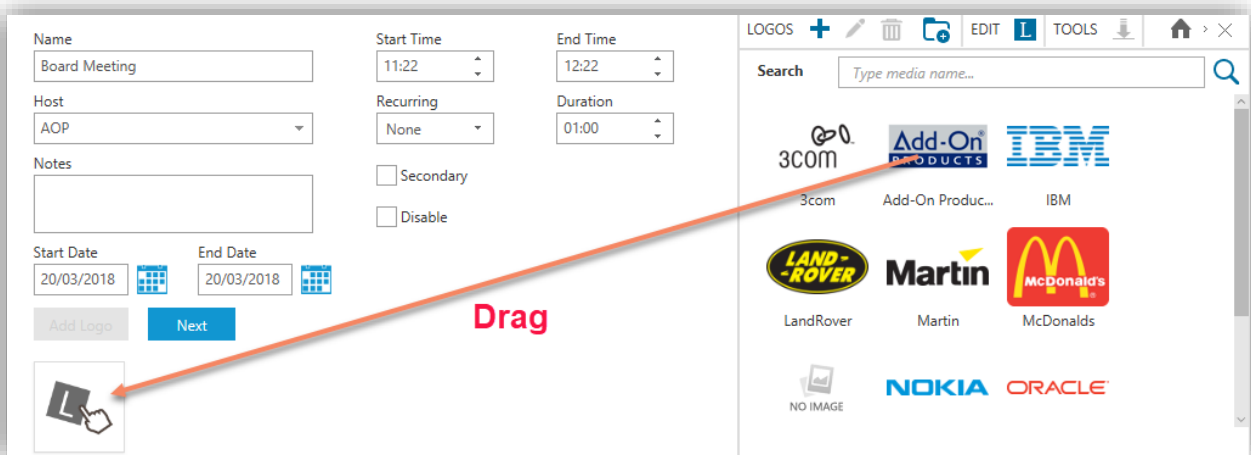


Figure 49. Ariadne Logo Association window

After the connection is created, whenever an event is created with the host, the logo (in the association with the host) will automatically be available. As in the screenshots, the logo “Add-On Products” is associated with the host “AOP”.

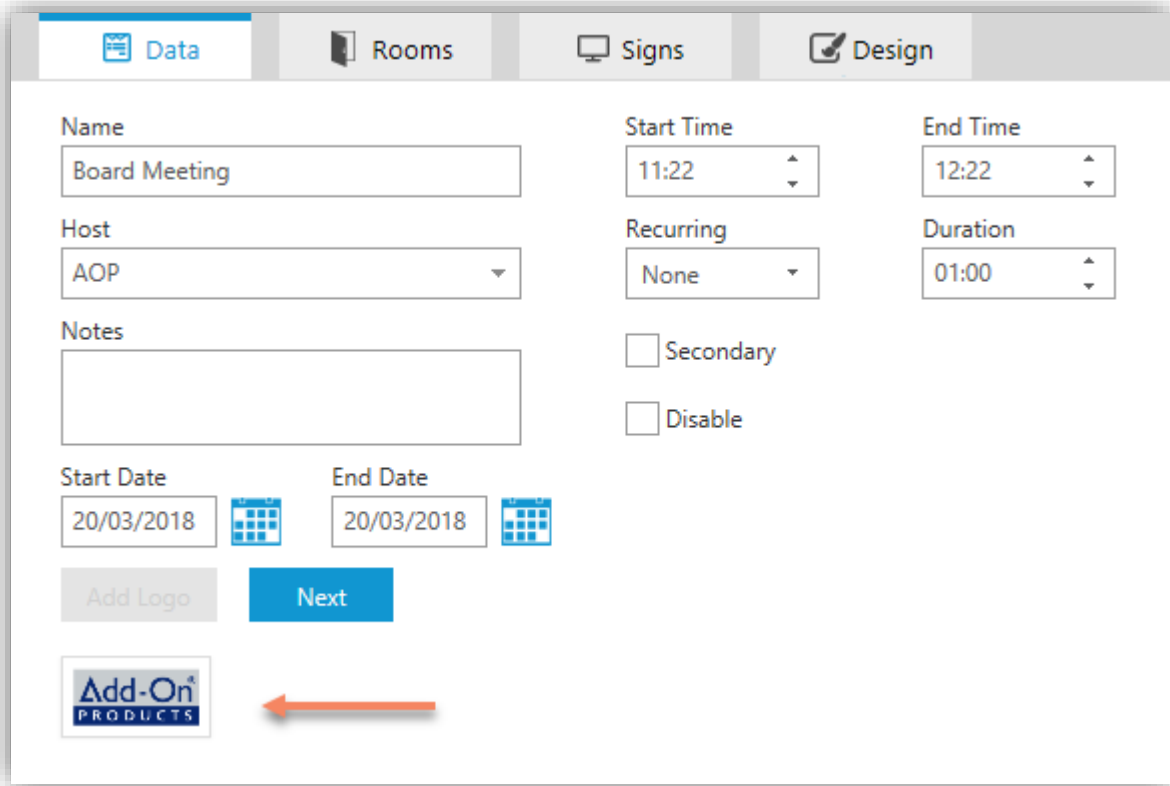


Figure 50. Logo associated with the host

NOTE: The association can only work with logo type. You can look for this type of image in Media folder. See the next section “Find function” for more details.

Find function

The find function provides you the ability to look for specific media files with criteria such as Name or Type of media.

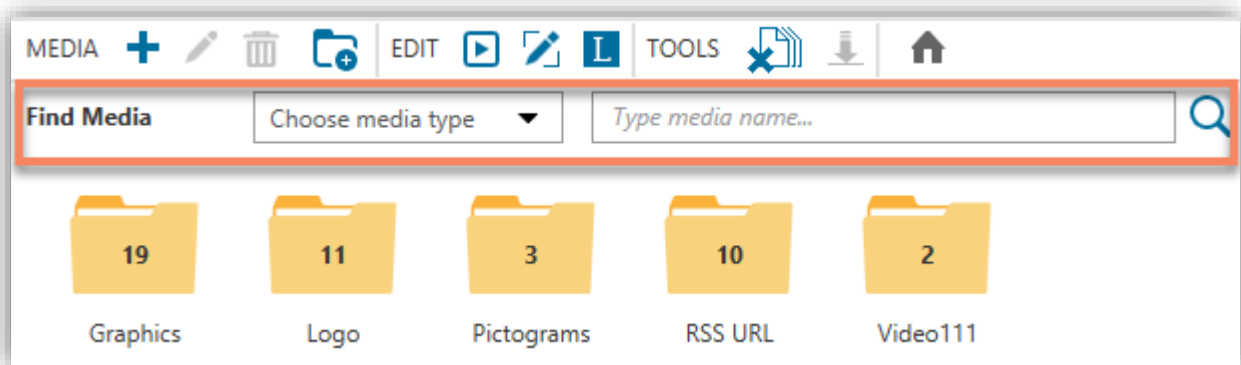


Figure 51. Find function

In the Media subtab of Background tab, Special tab or Information tab, there is one more option namely “Only Compatible”.

- If this option is not selected, all media files are available.
- If this option is selected, only media files compatible for the concerned tab will be available:
 - If the Media type is Image:
 - For Layers 2, 3, 4, 5: only images are available.
 - For Layer 1: only images with the same resolution as the screen are available.
 - If the Media type is not Image: available media files includes Image, Flash, Movie, Animation, Link, RSS and Playlists.

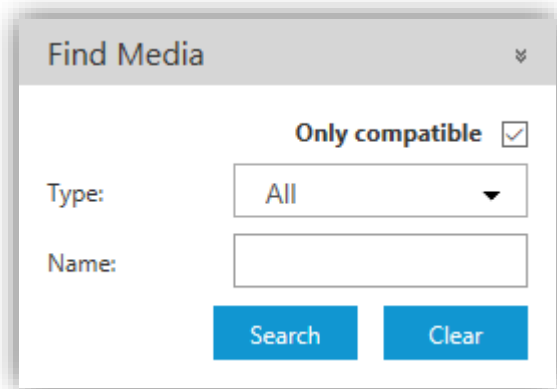


Figure 52. Find Media in Background tab

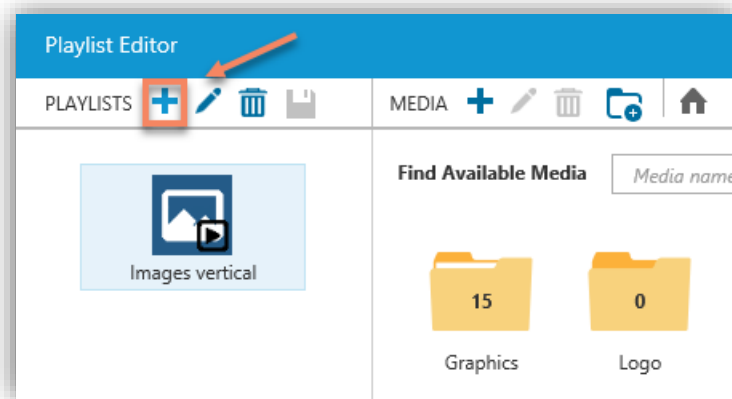
Playlist

A playlist consist of one or more elements containing media files of the same types and displayed in pre-defined time interval.

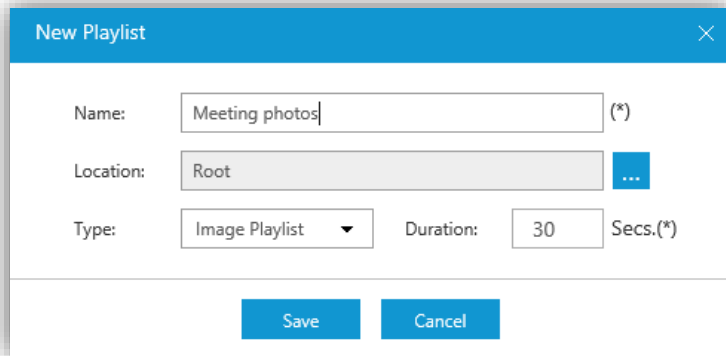
Create new playlist

To create a playlist:

1. In the Ariadne Playlist Editor main window, click **New Playlist** button



2. Enter a name and choose type for the new playlist. Then click **[Next]**



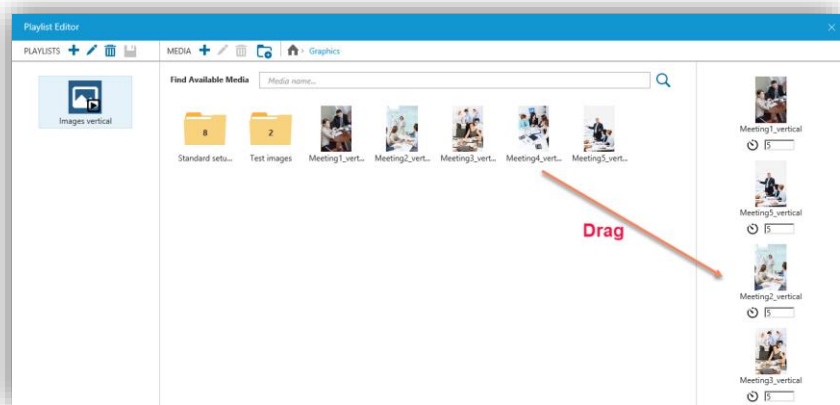
New Playlist

Name: (*)

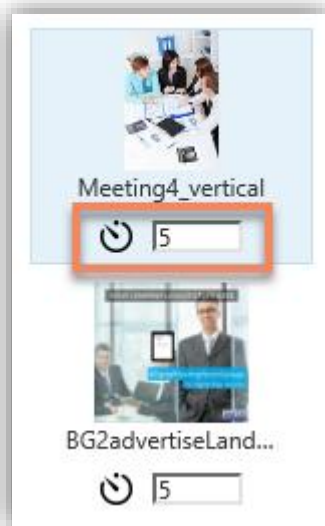
Location: ...

Type: Duration: Secs.(*)

3. Select media files and drag it into the playlist. You can also upload new media by clicking **[+]** icon and then browse to the file.



4. Specify duration for each selected media and click **[Save Playlist]** to finish.



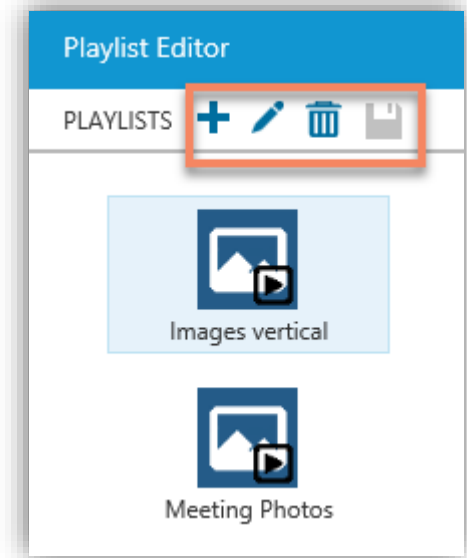
Maintain playlists

In the **Ariadne Playlist Editor** main window, you can see a list of the available playlists.

You can add a new one, edit or delete existing one by clicking the corresponding icons on the menu.





To change the media files or duration in the playlist, you can drag the media files (in the playlist) to the media folder and vice versa.

Click [**Save Playlist**] to save.



Editing pictures

Ariadne Editor provides you with the editing pictures function.

Button	Action
	The arrow button is used to select an element in the editing picture.
	Click this button and then click on the canvas to insert a new vertical and horizontal straight line into the picture.
	Click this button and then click on the canvas to place text on top of the picture.
	Click this button to arrange the vertical position of each element in the picture.

To edit a picture, select an image in the media library and click the [**Editor**] button. The editor is opened with the selected image being background with the width and height of the selected image.

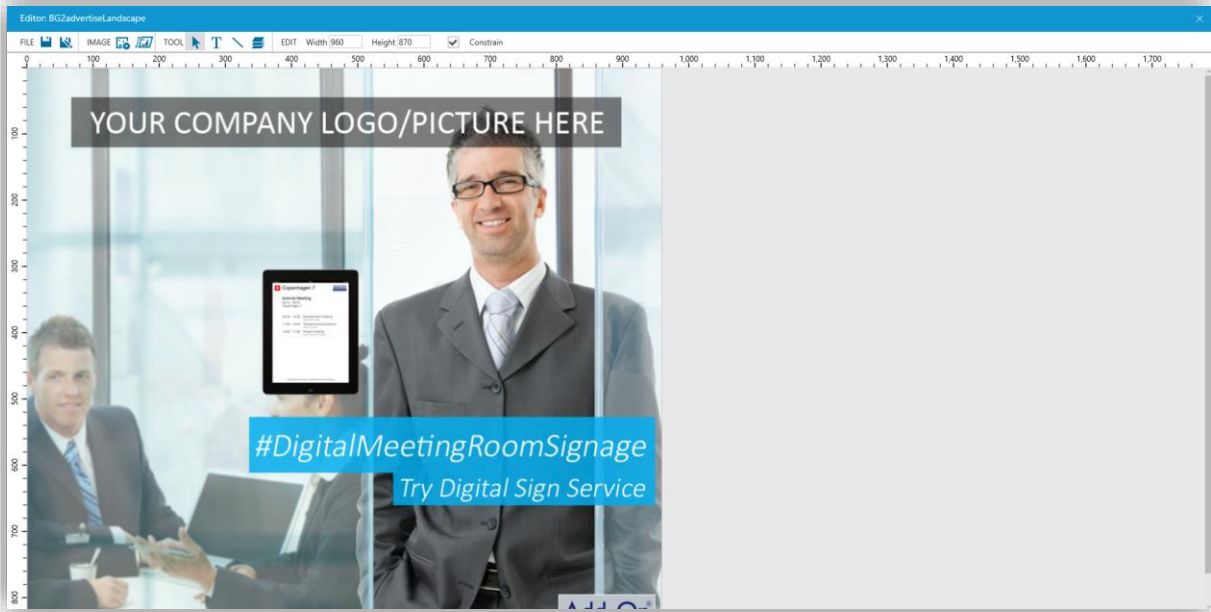


Figure 53. Editor screen with selected image

If you click the **[Editor]** button without selecting an image, a default canvas is display with 400x300 pixels by default.

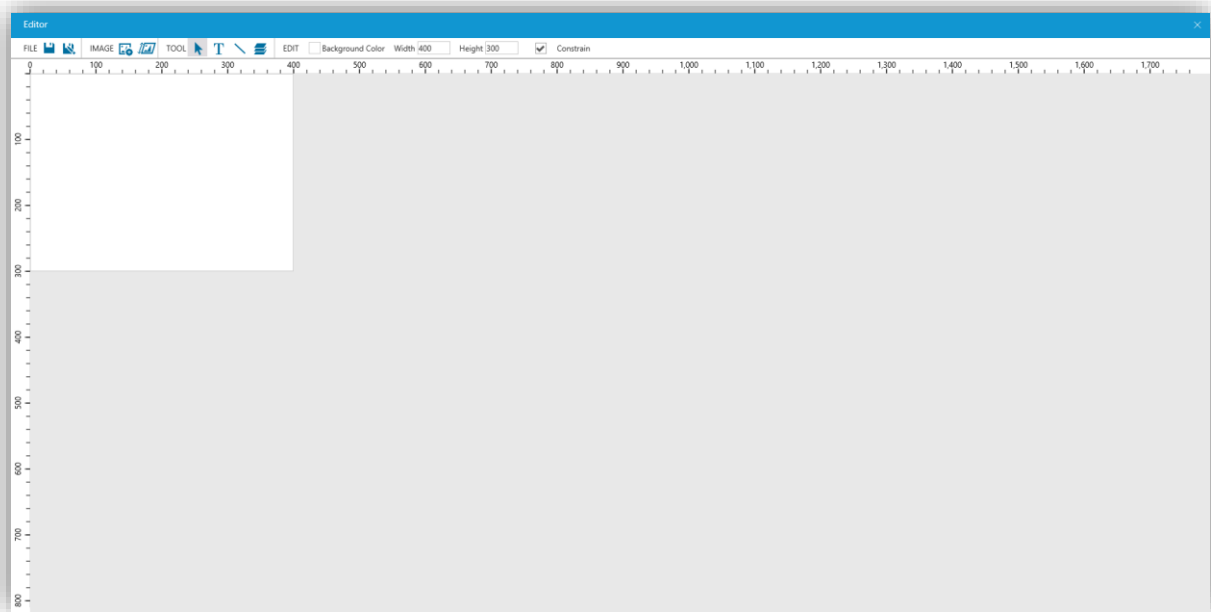
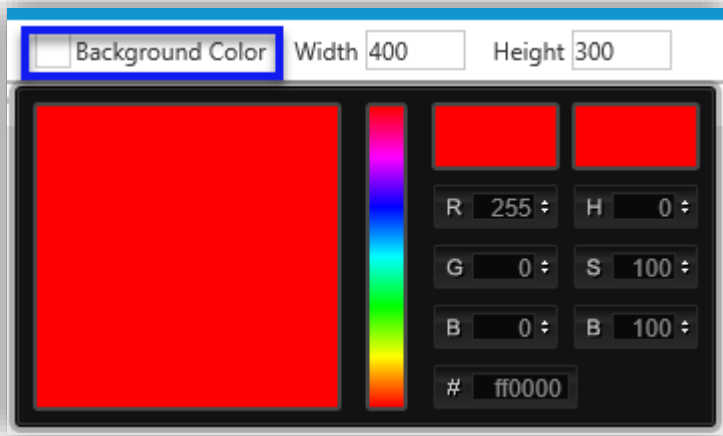


Figure 54. Editor screen without selected image

In this case, you would be able to select a color as a background color by clicking the **[Background Color]** button.



The canvas's size can be edited by entering the Width, Height by pixel or dragging the bullet at the corners of the picture. The **Constrain** check box is used to lock the aspect ratio.

Click **Image menu/Insert Image** to add another image on the image you already added. Then select **Image menu/Scale Image** to scale picture.

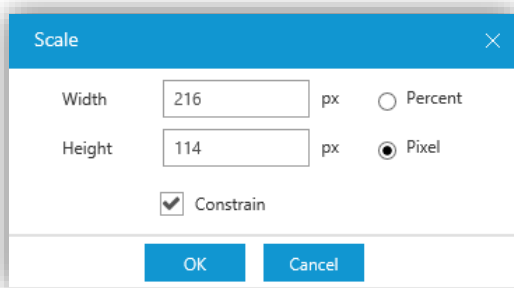


Figure 55. Insert another image to selected image

Editing text

Click the **T** button and then click on the canvas to place a text box on the canvas.

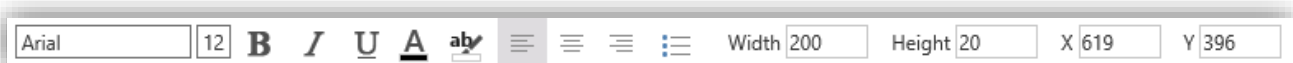


Figure 56. Text editing toolbar

Double click on the text box area to enter the text and then using the toolbar to format the text or edit the width/height/location of the text box.

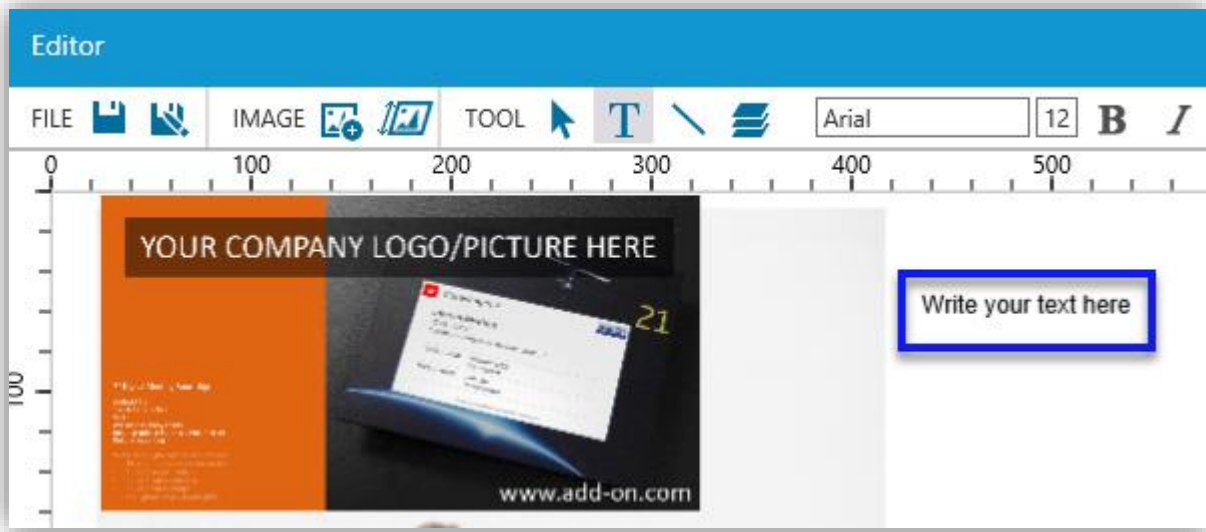



Figure 57. Text box in Editor

Editing lines

Click the [Line Tool] button () and then click on the canvas to insert a new horizontal line into the picture.

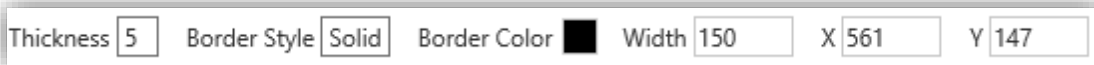


Figure 58. Line editing toolbar

Use tools on the Toolbar to adjust the color and stroke of the lines. You can also change its thickness, length and position:

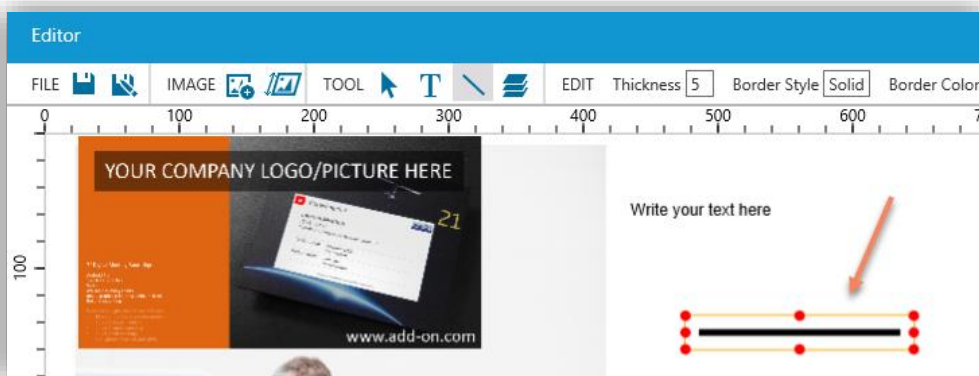


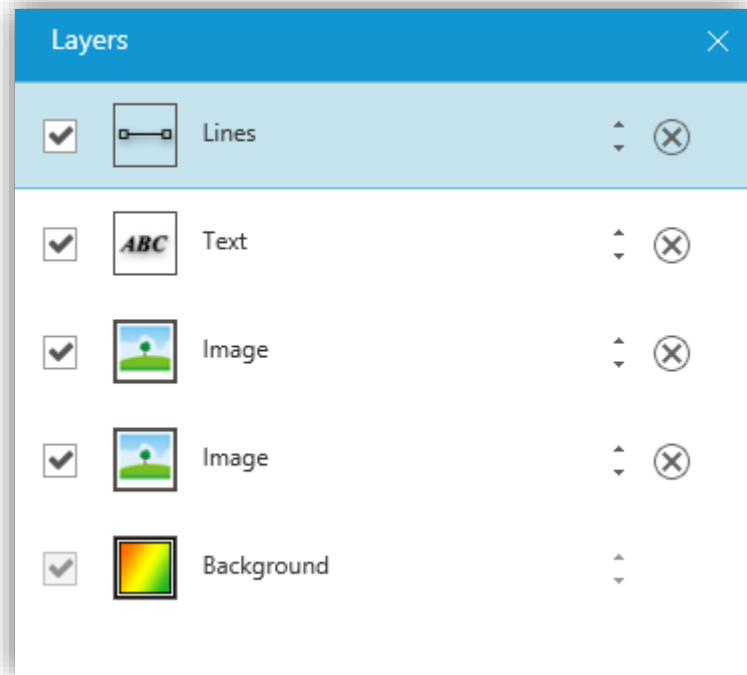


Figure 59. Edit line

Layers

Click the [**Layers**] button  to open the Layers window and use the up/down arrow  to arrange the vertical position of each element in the picture.



Saving image

After finish editing you might save the picture by click **File menu/Save** or you can save it as another item. The Ariadne Editor allows you to save the image in three types:

- BMP file
- PNG file
- JPG file
- EDITOR file: This file type is the special type which save all the items (e.g.: text box) you have added to the image so that user can edit these items later on. Saving the images in .editor files is a wonderful feature of the system. It combines many kinds of Imagery objects in the same canvas.

Preview

As you know, Ariadne users can manage signs from anywhere with network contact to the Ariadne server. To facilitate this, Ariadne provides the Preview feature which can enable users to see what is displayed on a given sign on a specific time. This feature can be launched by the [**Preview**] button on View Pane:

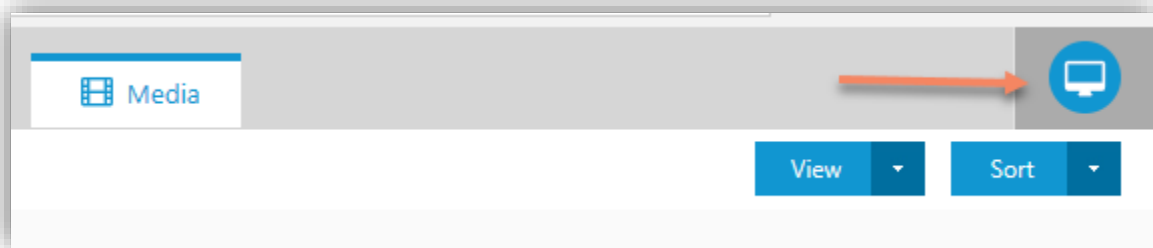


Figure 60. Preview button

The content of **Preview window** is based on the date selected by user in the IUI.



Figure 61. Select date

Preview Window

After selecting date and pressing [Preview] button, the Preview window is displayed:

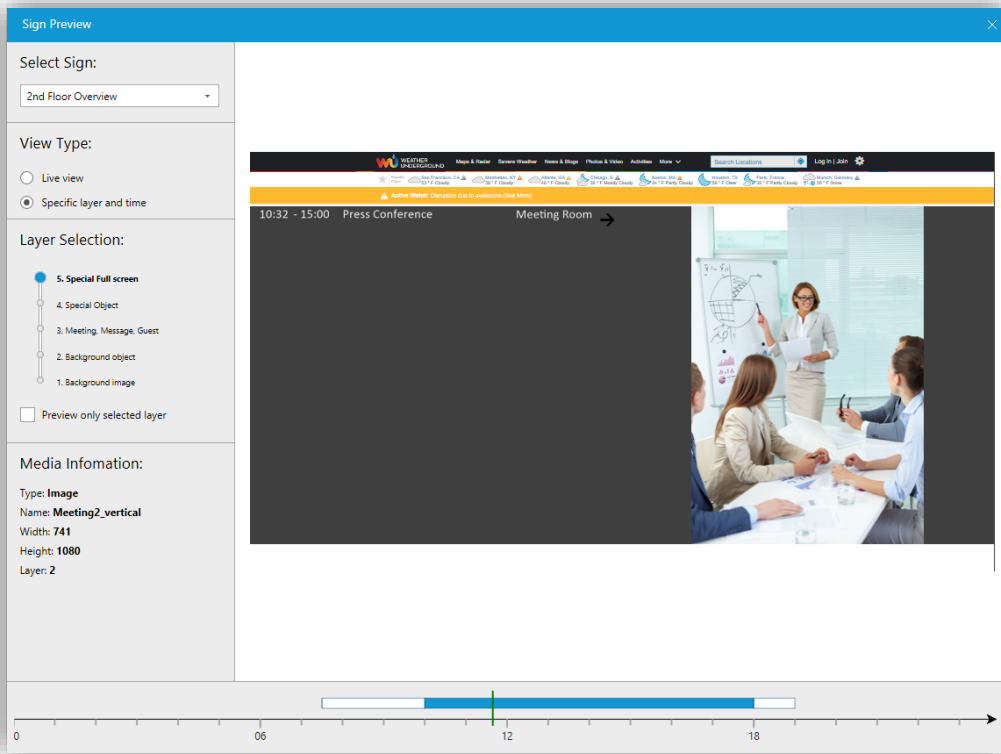
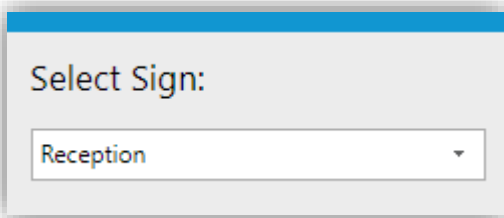


Figure 62. Preview window

The window consists of 2 areas: **Menu area** (on the left) and **Display area** (on the right). When user operates on the Menu area, the content corresponding to his configuration will be shown on Display area.

Select Sign



In this section, user can select a sign from the dropdown list to see what is displayed on that sign at a specific time.

View Type

View Type:

Live view

Specific layer and time

In this section, user can select a view mode for the displayed content.

Live view: This option is only available if selected date is current date. If user selects this option, he can see what is being displayed for the selected sign. When Live view is on, Layer and Time Selection will be disabled.

Specific layer and time: This option being selected means that Layer Selection is enabled. With this option, user can combine with choice he makes in **Layer Selection** and **Time Selection** to preview.

Layer Selection

Layer Selection:

- 5. Special Full screen
- 4. Special Object
- 3. Meeting, Message, Guest
- 2. Background object
- 1. Background image

Preview only selected layer

In this section, user can select layers to be shown on Display area for the selected sign. It is only enabled if **Specific layer and time** View Type is selected.

If **Preview only selected layer** option is checked: Only selected layer is displayed.

If **Preview only selected layer** option is unchecked: The selected layer and all layers with lower level are displayed.

E.g.: If user selects layer 3 (Meeting, Message, Guest) and uncheck **Preview only selected layer** option, then layer 1 (Background Image), layer 2 (Background Object) and layer 3 are displayed.

For more details about this rule, please see [Layer](#) section in Chapter 1 of this document.

Media Information

Media Information:

Type: **Image**

Name: **Meeting2_vertical**

Width: **741**

Height: **1080**

Layer: **2**

In this section, user can view the information of the media when he clicks the object on Display area. If the Media Type is **Image**, the width and height information are physical size of media. Otherwise they are blank.

Time selection

This section is only available if user selects **Specific layer and time** view type.

In this section, there is a timeline which clearly indicates when content changes, and allows the user to directly click a certain timeslot in the timeline to see what the sign looks like at that time:



Recurring (End By, never ending)

Recurring is a function allowing an event to happen repeatedly in a specific time range. This function also manages how many times the event recurs.

When a user creates an event, there are 3 recurring options:

- None
- Daily
- Weekly

If user selects **None** for **Recurring** value, the event only takes place one time in the specified day. And when the event is updated or deleted, it takes effect on single events.

Figure 63. Recurring options

If the **Recurring** value is not **None**, the following fields appear:

- **Recur every:** the period of time between each event in the series (if you select Recurring = Daily, then the number in the drop down list will be days).
- **End After:** number of times the event recurs. (Similar to the End after value in Microsoft Outlook). In the Background and Message tabs, user has option to choose the End After value as **Never** indicating that the created background recurs endlessly.
- **End By:** the end date of a recurring event. This field has very close ties to the start date, the period of time between each event in the series and the number of times the event recurs.

User can choose either the End After or End By to end a recurring event.

- **Optional area:** This area only becomes visible if event recur weekly to specify weekdays that the event will recur.
- The number of event created is the **End after** value.

Delete a recurring event

It's possible to delete a specific event in the series of events or delete all events in the series.

Select an event, click [**DELETE**] button, the following message shows up:

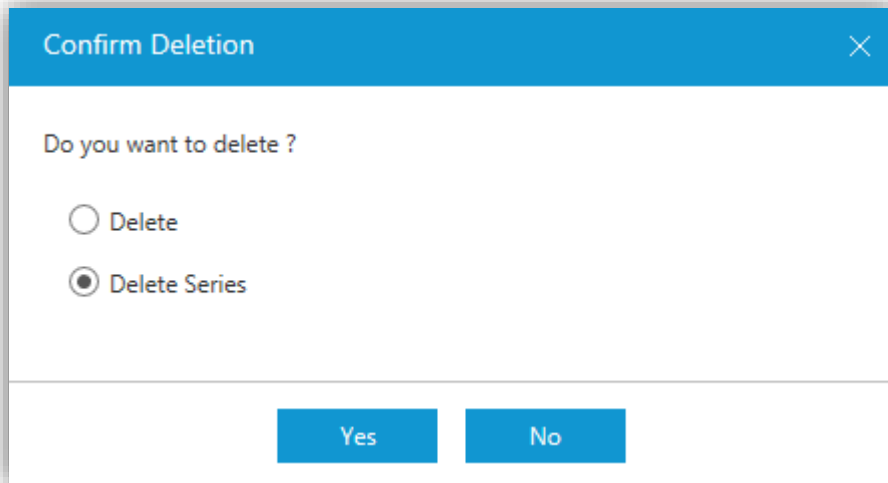


Figure 64. Delete single event in the series

Select the deletion option that you want and click [**Yes**] to finish.

NOTE: If the event series has resource conflict with an existing single event in the system then the event series will have higher priority that means the event series would be display on screen. When the series is deleted or updated removing resource conflict, then the single event will be display on screen.