



# Administrative Web Portal

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**Software User Guide:** Version #: 2.01

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## General

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Wayfinding Pro is an interactive wayfinding content manager that enables you to design, build and develop your own wayfinding / indoor navigational project. The system consists of the following components:

- **Plotter** – This downloadable software package installs on any PC, and is used to build the coordinate systems and identify the locations and the accompanying text in the wayfinding system. This package is designed for ease of use by a non-programmer / developer.
- **Administrative Web Portal** – This portal allows the owner (the person paying for the project) to manage the project and associated maps. From this portal, the project owner may authorize users, limit the number of authorized maps and activate or inactivate maps. Again, no programming experience is required.
- **Web Application / Web Widget** – The web application or web widget is a code configurator that allows you to build a web application in minutes. It may require some minor programming expertise to create the web page for your web site and to link it into your home page.
- **Kiosk Application** – The kiosk application is a downloadable software package that installs on any PC. It can be customized with your own branding and sized to fit the screen. This package is designed for ease of use by a non-programmer to implement a kiosk wayfinding user interface in minutes.
- **API's** – The Application Program Interfaces (API's) allow you to build your own custom wayfinding applications whether for a web, kiosk or mobile application. Use of the API's does require programming expertise.

**This user manual provides detailed instructions on the use of the Web Application / Web Widget.**

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## Getting Started

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How to Sign Up:

1. Click the Free Trial button on the main page of the website.
2. Fill out all the pertinent information on the screen.
3. Follow the steps in the Activation Email sent to the email account you provided.
4. Login to Wayfinding Pro.

The screenshot displays the Wayfinding Pro web portal interface. At the top, there is a navigation bar with buttons for 'Projects', 'Invites', 'Transfers', 'Account Settings', and 'Support'. Below the navigation bar, there is a 'New Project' button and a search bar. The main content area features a 'Getting Started' section with a list of 8 numbered steps. A 'Download Desktop Plotter' button is visible in the bottom left corner. An orange arrow points to the 'New Project' button, and a red circle highlights the 'Projects' button in the navigation bar.

**Getting Started**

1. Click the "New Project" button and enter a name for the project, then click "OK" to create the project.
2. Now that you have created a project, you need to download and install the Map Manager / Plotter if you have not already done so. If you have already done this, please skip to step #5.
3. Click [HERE](#) to download the manager/plotter installer.
4. Run the installer you just downloaded and follow the on-screen instructions.
5. Open the manager/plotter and login using the same credentials that you used to log into this site.
6. Once logged in, you will be shown a window which lists all of your projects. Click on the project that you created in step #1.
7. You will now be prompted to create a new floor. This is where you will "upload" your floor map image. Simply fill out the three fields in the popup form and click "OK".
8. You have now created your first floor.

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### Breadcrumbs

At the top of each page you will find the "Bread Crumbs" showing you the screen on which you are located. To revert back to a previous screen simply click on the link.

## Folders

### **Active Folder**

The Active folder, on the left side of the page, contains only your active projects. This can only be viewed from the project screen (click on Projects on the breadcrumbs).

### **Inactive Folder**

The Inactive folder, on the left side of the page, contains only your inactive projects. This can only be viewed from the project screen (click on Projects on the breadcrumbs).

### **Trash Folder**

The Trash folder, on the left side of the page, contains only your inactive projects. Projects are only retained in the Trash Folder for a total of 7 days. This can only be viewed from the project screen (click on Projects on the breadcrumbs).

### **All Folder**

The All Projects folder, on the left side of the page, contains all your projects and indicates the status. This can only be viewed from the project screen (click on Projects on the breadcrumbs).

### **Active Maps Folder**

The Active Project folder contains only your active projects. This can only be viewed from the Building Detail screen. You must select a project, then a map to reach this screen.

### **Inactive Maps Folder**

The Inactive Maps folder contains only your inactive maps. This can only be viewed from the Building Detail screen. You must select a project, then a map to reach this screen.

### **Trash Maps Folder**

The Trash Maps folder contains only your deleted maps. This can only be viewed from the Building Detail screen. You must select a project, then a map to reach this screen.

### **All Maps Folder**

The All Maps folder contains all of your maps and indicates the status of each. This can only be viewed from the Building Detail screen. You must select a project, then a map to reach this screen.

## New Users

When you initially sign onto the portal, the Getting Started screen is displayed. This screen will disappear once you have created your initial project. For new users:

1. Click the "New Project" button and enter a name for the project, then click "OK" to create the project.
2. Now that you have created a project, you need to download and install the Map Plotter if you have not already done so. If you have already done this, please skip to step #5.
3. Click [HERE](#) to download the Plotter installer. You may also click the download button on the bottom left of the website.



4. Run the installer you just downloaded and follow the on-screen instructions.

5. Open the Plotter and login using the same credentials that you used to log into this site.
6. Once logged in, you will be shown a window which lists all of your projects. Click on the project that you created in step #1.
7. You will now be prompted to create a new floor. This is where you will "upload" your floor map image. Simply fill out the three fields in the popup form and click "OK".
8. You have now created your first floor.

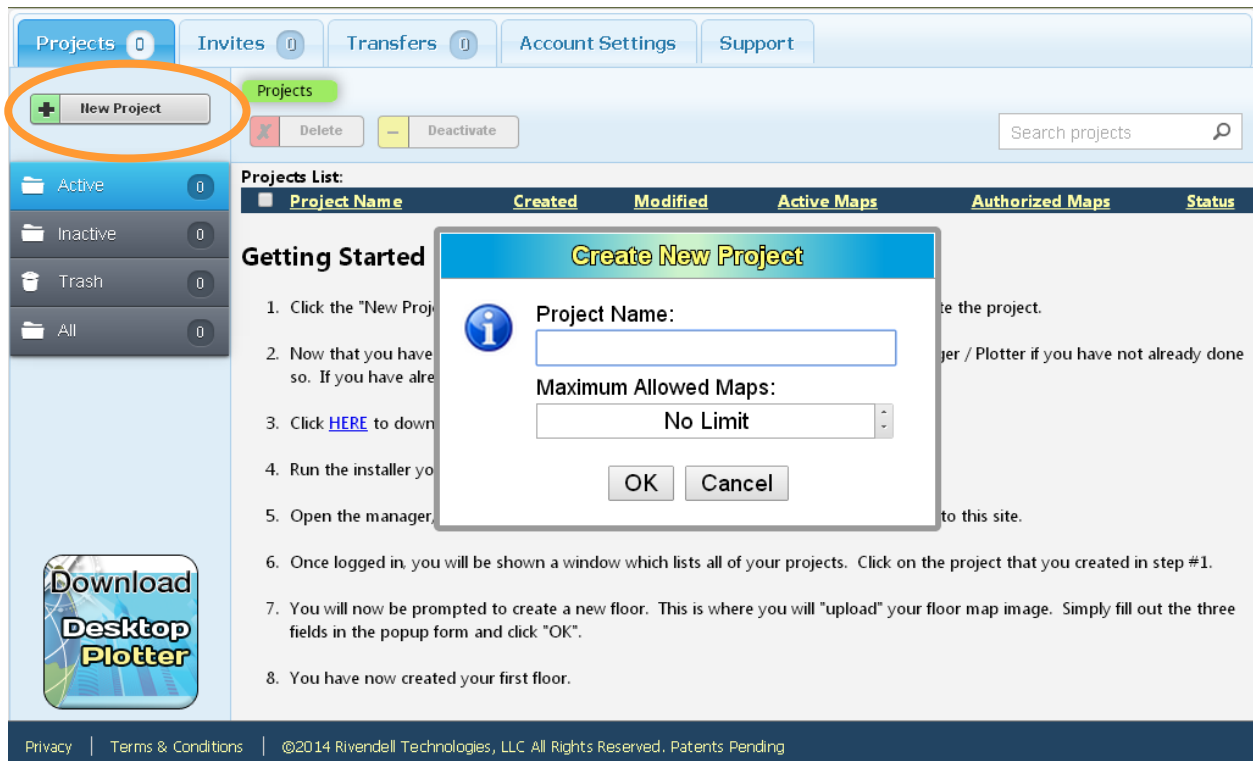


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## Creating a New Project

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To create a new project, click on the New Project button shown below:



When the Create New Project Screen appears, enter your project name and the maximum number of maps allowed:

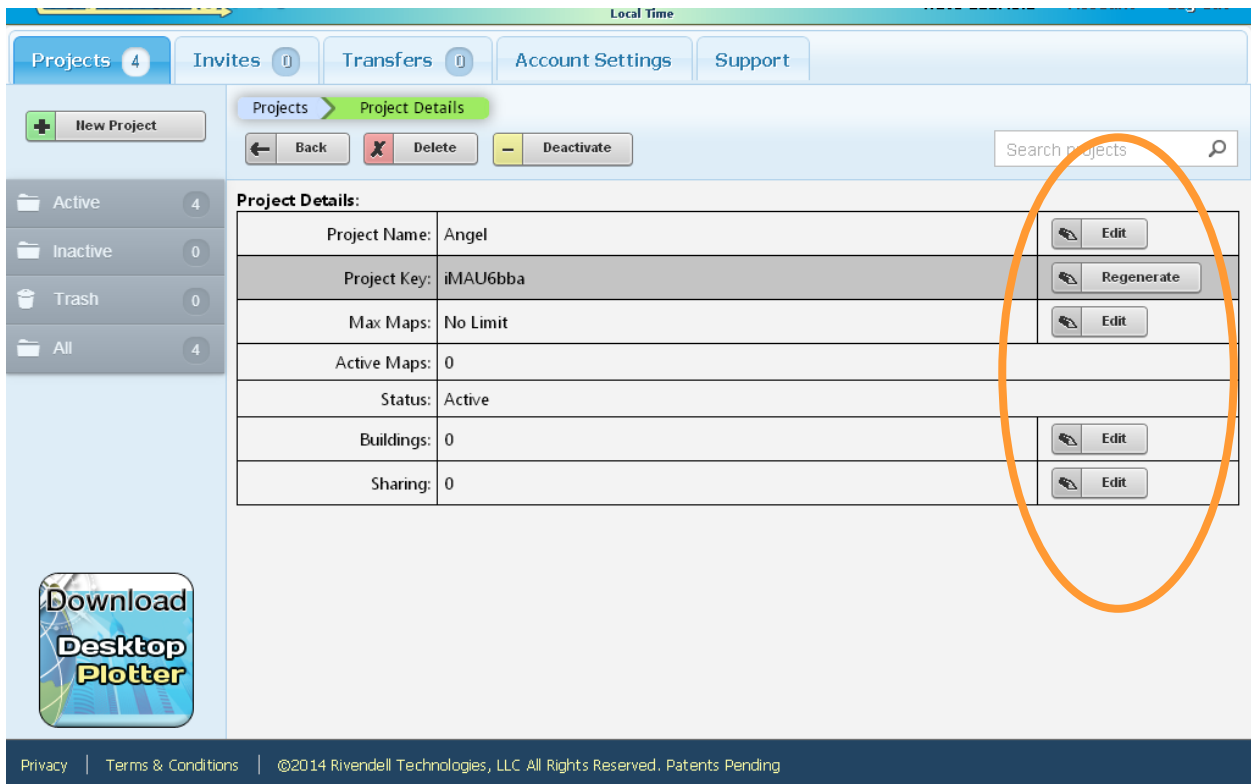
***Maximum Maps Allowed:*** When defining a project, you have the ability to limit the number of maps that are being created for any individual project. This is beneficial when sharing projects which will be explained in later steps. The default is No Limit. Both the name and maximum number of maps may be edited if you decide to change them.

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## Editing a New Project

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To edit a project, simply click on the desired project in the list. The screen below will appear.



### *Edit a Project Name:*

You may assign a new name to any created project.

### *Project Key:*

The Project Key is a critical data element and is assigned by the system. This key is used by the application API to identify your project to the database. To

regenerate this key, click the refresh button. **(PLEASE NOTE: refreshing the Project Key will update all applications in use as well.)**

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## **Adding, Deleting and Renaming a Project**

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### **Buildings**

Maps are organized by Building and then Floor. Buildings and Floor Maps are created in the Map Manager / Plotter and may also be deleted from this application. They may also be deleted, deactivated, reactivated or restored if accidentally deleted from the Administrative Web Portal. This can be done by clicking on the specific building in the trash folder.

### **Deactivate or Delete a Building**

To inactivate or delete a building and all its maps, click “edit” on the building of the project details page and select the appropriate action.

### **Rename a Building**

To rename the building, click on the building line and click edit beside the building name, then click box next to “Building”. Click edit on the new screen and rename.

### **Deactivate or Delete a Floor**

To deactivate or delete individual floor maps, click on the project and check the box beside the map and select the appropriate action.

## **Rename a Floor**

Click on the individual building. Click on the floor line and click edit beside the floor name. Change the name.

## **Deleting or Deactivating a Project**

To permanently remove a project or make it permanently inactive, check the box beside the project and click the appropriate action button.

## **Restoring a Deleted Project**

Deleted projects may be restored within 7 days after they were deleted. After that period, you must contact Wayfinding Pro to restore the project. Extra charges will incur. Billing is retroactive to the last day of the free trial once the project is retrieved from Trash.

To restore a project, you must be on the project screen (click on breadcrumbs to return to Projects). Then click on the Trash Folder on the left. Check the box beside the project or map and click restore.

## **Reactivating a Project**

To reactivate an inactive project, click on the Inactive Folder on the left. Check the box beside the project or map and click activate. This can only be performed from the project screen (click on Projects on the breadcrumbs).

## **Restoring a Deleted Map**

Deleted maps may be restored within 7 days after they were deleted. After that period, you must contact Mapmaker Pro to restore the map. Extra charges will incur. The Trash folder (on left) contains only your inactive projects.

To restore a map, you must be on the map screen (click on breadcrumbs to return to Projects). Then click on the Trash Folder on the left. Check the box beside the project or map and click restore.

## **Reactivating a Map**

To reactivate an inactive map, click on the Inactive Folder on the left. Check the box beside the map and click activate. This can only be performed from the Building Detail screen. You must select a project, then a map to reach this screen.

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## **Adding and Deleting Multiple Users**

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### *Invites*

The Invites tab shows invitations that you have received from other users inviting you to share their projects. To invite other users to work on your projects, see the section on Sharing under Edit Projects. If you are invited to share another user's project, you will receive an email.

## **Accepting Invitations**

To accept an invitation from another user, click on the pending invitation folder. Check the box beside the project and click the Accept button.

## **Declining Invitations**

To decline an invitation from another user, click on the pending invitation folder. Check the box beside the project and click the Decline button.

To decline a previously accepted presentation, go to the accepted invitation folder. Check the box beside the project and click the Decline button.

## **Pending Invitations Folder**

The Pending Invitation folder contains all invitations that have not yet been accepted or declined.

## **Accepted Invitations Folder**

The Accepted Invitation folder contains all invitations that have been accepted.

## **All Invitations Folder**

The All Invitation Folder contains all invitations, both pending and accepted.

## **Sharing**

Sharing enables you to invite other Wayfinding Pro users to build or edit your projects. To share a project, you must invite that user and that user must accept that invitation within 48 hours. To send an invitation:

1. Click on Project.

2. Click “edit” on the sharing line.
3. Click on add user in the upper left corner.
4. Enter the email address of the person you wish to invite and hit “ok”.

This user will be added to your sharing list. The status indicator shows whether the user has accepted or if it is still in invite status.

### *Removing a Shared User*

To remove a user from sharing your project, check the box beside the user and click on the delete button.

### *Transfers*

The transfer tab provides the tools needed to both transfer your projects to another user as well as accept a transfer of another user’s project. Projects can only be transferred to full users.

#### **Transferring a Project to Another User**

To transfer a project, your account must be a full user (with a credit card) and so must the user to whom you are transferring the project.

To transfer a project:

1. Select the “Transfers” tab at the top of the page.
2. Select the “My Projects” folder on the left side of the page and click the project you wish to transfer.
3. Click the “send” button listed above the projects list and hit “OK”.  
Enter the receiving user’s email address and hit “OK” to transfer.

### **Accepting a Project from Another User**

To accept a project from another user, click on the Received folder. Check the project you wish to accept and click the Accept button.

### **Declining a Project from Another User**

To decline a project from another user, click on the Received folder. Check the project you wish to decline and click the Decline button.

### **Sent Folder**

The Sent folder contains all of the projects that have been sent to another user, but not yet accepted. Once it is accepted, it will disappear from this folder. Projects must be accepted within 48 hours or the invitation will expire.

### **Received Folder**

The Received folder contains the project that have been sent to you by another user, but not yet accepted. Once it is accepted, it will disappear from this folder.

### **My Projects Folder**

The My Projects folder contains all of your projects.



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## Account Settings

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The screenshot displays the 'Account Settings' page of the Wayfinding Pro web portal. At the top, there is a navigation bar with tabs for 'Projects' (4), 'Invites' (0), 'Transfers' (0), 'Account Settings' (selected), and 'Support'. On the left side, there is a sidebar menu with a 'Profile' option. The main content area is divided into four sections, each with an 'Edit' button:

- Contact Information:** Fields for Name, Company, Address (3316 fifth avenue suite 100 altoona PA 16602 US), Email, and Phone.
- Billing Address:** Fields for Name, Company, Address, Email, and Phone. Includes a link for 'Executive Member Change Membership'.
- Current Payment Method:** Fields for Card Type, Credit Card Number, and Expiration Date.
- Additional Settings:** Buttons for 'Select Time Zone' and 'Change Password'.

At the bottom of the page, there is a footer with links for 'Privacy' and 'Terms & Conditions', and a copyright notice: '©2014 Rivendell Technologies, LLC All Rights Reserved. Patents Pending'.

Account Settings contains pertinent information such as the contact information provided during sign up. The user has the ability to edit his or her user information, billing and payment information as well as select their current time zone in order to use the plotter effectively and change passwords.

### Trials and Pricing

Free Trials last 10 days and the user has access to the whole Wayfinding Pro system. After the 10 day trial, users are placed on limited access use with no credit card required.

Limited Access includes free use of the entire system with only 1 call to the database every 2 minutes. Limited Access users have the ability to transfer their projects, but only Full Access users with a credit card on file have the ability to receive the transfer.

\*Users not opting out of supplying Wayfinding Pro with their user information will receive a 10% discount per project.

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## Support

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The screenshot shows the 'Support' section of the Wayfinding Pro web portal. At the top, there is a navigation bar with buttons for 'Projects' (4), 'Invites' (0), 'Transfers' (0), 'Account Settings', and 'Support' (highlighted). Below the navigation bar, the page is divided into several sections:

- Download Dektop Plotter:** A button with the Wayfinding Pro logo and a download icon.
- Chat:** A button with a chat icon.
- Log Support Ticket:** A button with a 'Coming Soon' banner and a log icon.
- Online Documentation:** A button with a document icon.
- Web, Kiosk, & Mobile Templates:** A button with a 'Coming Soon' banner and a template icon.
- Contact Us:** A large section containing contact information:
  - Support: [support@wayfindingpro.com](mailto:support@wayfindingpro.com)
  - Billing: [billing@wayfindingpro.com](mailto:billing@wayfindingpro.com) (814) 601-0138
  - Feedback: [feedback@wayfindingpro.com](mailto:feedback@wayfindingpro.com)
  - Mailing Address:  
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- ▶ **Administrative Web Portal** – This portal allows the owner (the person paying for the project) to manage the project and associated maps. From this portal, the project owner may authorize users, limit the number of authorized maps and activate or inactivate maps. For the Administrative Web Portal User Manual please [click here](#)
- ▶ **Application Design** – The application, whether a kiosk, web page or mobile application must be built by a programmer / developer. Mapmaker Pro provides the APIs that enable the developer to build the application and create directories, directional maps and written directions.

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### Download Plotter

Clicking on the Download Map Manager / Plotter button will initial a download from your browser. Click the run option to download and run the program. Once the download is complete, the installer will begin. Follow the on-screen instructions. Once installed, open the Plotter and login using the same credentials that you used to log onto this site. Refer to the documentation for the Plotter on how to use this application.

### Chat

The Chat button will open a chat session with a support person. If the “Leave a Message” button is displayed, leave a message and a Wayfinding Pro representative will contact you.

### Log Support Ticket

This button enables you to log a support ticket regarding a specific issue.

### Online Documentation

This button will open a new window to our online Wiki containing our documentation.

## Web, Kiosk & Mobile templates

This button will take you to documentation providing you with templates for programming your own wayfinding application. You may copy and use this code royalty free and/or modify it for your own application.

## PDF Documentation

Wayfinding Pro provides detailed documentation on each of the three components. You may view or save this documentation in PDF format by clicking the appropriate link at the end of each description on the bottom of the support page.

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