InfoScreen
A ScreenSaver that Informs

InfoScreen Information System
User Manual

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1   Introduction

With InfoScreen Information System you can use your local PC network to distribute information instead of installing an information TV system. InfoScreen uses the PCs screen saver function to show information in the form of html-documents or bitmap pictures using Microsoft® Internet Explorer. Which information slides there are, which groups of slides and which computers that will show which slides are stored in a central database. To administrate this database you use the InfoEdit program. If you want to show the information without waiting until the screensaver starts you use the InfoView program.
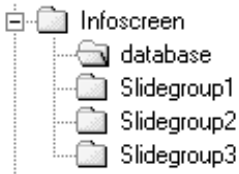
2   System requirements

- PC with Pentium processor or better
- MS Windows 95/98/NT 4.0
- MS Internet Explorer 4.0 or higher.
- About 2-3 MB free harddrive space

3   Installation

3.1   Copy the database file

Before you run the installation program you have to decide where to place the database file (infoscreen.mdb) and then copy it there from the database folder on the installation CD. The database file must be located in a folder where all computers will reach it and so must later on the slide files. A tip is to create a folder on your server called InfoScreen, which to all computers on the network have read/write access. In this folder you create another folder called "database" in which you put the database file. Later you can also use the infoscreen folder to store the slidefiles.

3.2   Run the installation program

To install the InfoScreen programs run the setup.exe file from the installation CD. The installation program will then guide you through the installation. If you don't have MS Internet Explorer 4.0 or later installed the installation program will suggest that you install it. It's though recommended that you install Internet Explorer before you start the InfoScreen installation.

After you have accepted the license agreement you can select which programs you want to install and where to place them.

- InfoScreen - Is the actual screen saver. Should be installed on every computer that should be able to show slides.
- InfoView - Is a viewer program, used to view slides without starting the screensaver.
- InfoEdit - Used to administrate the system. Should only be installed on computers where you should be able to do this.

In the next step you will be asked for the path to the database file. Either enter the path in the edit field or use the button to browse for the right path. When you have checked the summary text, click the next button and the installation program will copy the files to your harddrive and the programs are ready to use.

4 Getting started

To edit the InfoScreen database you use the InfoEdit program. When InfoEdit is started it asks you for a username and a password. InfoScreen is distributed with one user called "admin" with no password i.e. you shall leave the password field blank.

InfoEdit has three main tabs:

- Slides - is used to define which slides there are, where the slide document is located and for how long time each slide should be shown.

- Groups - is used to define in which groups the slides are divided. Here you also define which computers that will show which group.
- Users - in this tab you can add different users that are allowed to use the InfoEdit program and give them different privileges.

The first thing you should do when started InfoEdit the first time is to change the admin password. Click the Change Password Button in the User tab to do this. Then you fill in the new password.

4.1 Add new Slidegroups

Next you should decide in which groups you want to divide the slides. For example a department or a project can be one group. Then decide which computers that should view which groups. One computer can be added to view one or several groups of slides. To create the different slide groups and add computers to it you use the group tab in the InfoEdit program. To add a
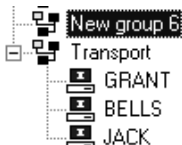

new Slidegroup, right click in the Slidegroups list and select "New Slidegroup". A new Slidegroup called "New group 1" appears. To change the name of the Slidegroup click on it once and the name will become editable. Click somewhere outside the name when the name is right. To define which computers that will show the slides in this group, select the computers in the computer list and drag them to the slide group you want to show using the drag and drop technique.

4.2 Add slides to the new Slidegroups

The slides that InfoScreen show are either html-documents or bitmap images (gif, jpg). Images are stretched to fill the whole screen. In InfoEdit you define which documents you will show, the path to where they are located, for how long each slide will be shown and in which order they will be shown.

To add a new slide select the slides tab in InfoEdit and select which Slidegroup you want to add it to in the Groups drop-down-list. Then right-click in the Slidelist and select "Add slide" from the menu. Fill in the path to the slide document file in the "Address field". The slide documents must be located in a path where all the computers that will show them can reach them. If you have created a folder on your server where you store the database file a tip is to create a folder for each Slidegroup at the same location to store your slide documents. It's also possible to add an URL or ftp address if you want to use a document on the Internet or your Intranet. To browse for the right path to your slide document, click the button next to the address field.
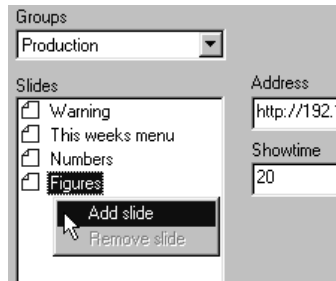
Enter the time (in seconds) for which the slide will be shown in the "Showtime" field.

4.3 Add new users

If there are several users that will administrate the system you can add different users that are allowed to administrate different groups. This is done in the Users tab in the InfoEdit program. Here you can create new users and select which groups they are allowed to administrate. You can also create group administrators, who are allowed to create new slide groups and to add new users to administrate their Slidegroups.

To add a new user, click the "Add User" button, fill in a username and a password for the new user. New users are by default a normal user and have only privileges to add and change slides in the Slidegroups that they are administrators for. The groups that a selected user is allowed to administrate are listed in the "Users groups" list and the groups that the current user is able to add are listed in the "Available groups " list.

Select which groups the new user should administrate by select the new user from the "User" drop-down-list. Then move the groups to "Users groups" by selecting it in "Available groups" and click the right arrow button.

5   InfoScreen

InfoScreen is the screensaver that will view the slides defined in the InfoEdit program.

When InfoScreen is started for the fist time on a computer the computer will be registered in the InfoScreen database. It will get the same name as it has in the network configuration.

In the screensaver settings dialog the name of the computer and which slide groups it's added to is shown. Check the "Read DB continuously" -check button to make InfoScreen read the database every time the slidshow starts over. This to check if there's been anything added. If the checkbutton is not checked InfoScreen will read the database once when it's started. Reading the database continuously will put a bit harder load on the network.

InfoScreen use Microsoft® Internet Explorer to show the slides. This means that it can view every format of slides that is supported in Internet Explorer such as html, gif, and jpg. It also means that the slides are cached on the local computer, which lightens the load of the network.

6   InfoEdit

The InfoEdit program is used to administrate the database. To be able to run the program you must have a user name and a password. When InfoEdit is started for the first time there is one user named "admin" with no password. New users can be registered by users with administrator privileges. InfoEdit is divided into three main tabs in which you administrate the different parts of the database.

6.1   Slides Tab

This tab page is used to organize the slides that should be shown for each single group. The different groups that can be accessed are shown in a drop-down-list at the top of the dialog and the slides in that group are listed under it. Each slide is defined as an address to the document or image and for what time it will be shown.
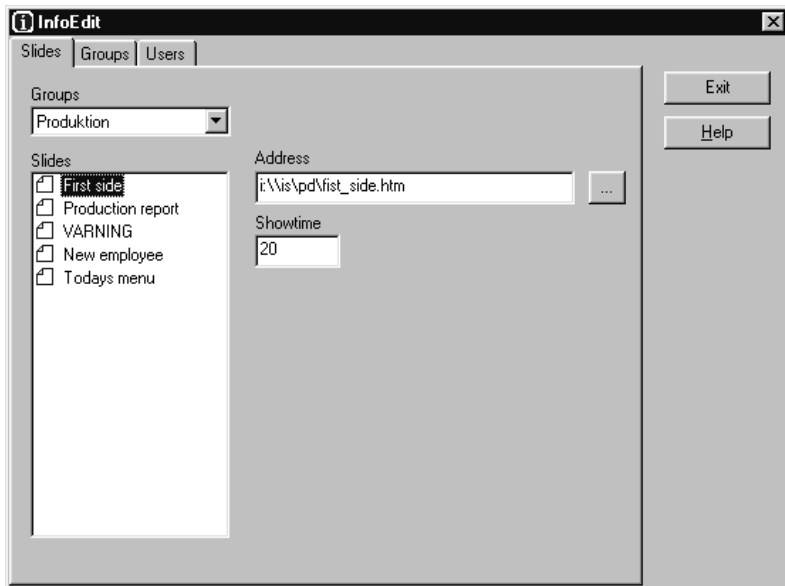
6.1.1 Add a new slide to a group

To add a new slide to a group first select the group to which the slide should be added from the "Groups" drop-down-list. Thereafter right click the mouse on the list of slides and choose "New Slide" from the menu. There will be a new slide added to the end of the list with the name "New slide #" where # is an index number.

6.1.2 Change the name of a slide

To change the name of one slide first select the slide whose name you wish to change. Thereafter single click it and the name will become editable. When the name is right, click somewhere in the slide list to save the change.

6.1.3 Edit slide address

To edit the address to a specific slide, choose the slide from the slide-list and add, or change, the contents of the address edit-field. It's also possible to browse for the right address using the button to the right of the address edit -field.

6.1.4 Change the Showtime for a slide

To edit the Showtime of a specific slide, choose the slide from the slide-list and add or change the contents of the Showtime edit-field.

6.1.5 Remove a slide

Select the slide you want to remove and right click on it. Choose" Remove" slide from the menu.

6.1.6 Change slides order

To change the order of which the slides will be shown, select the slide you want to move, press the left mouse button without releasing it and drag the slide to the position you want it in and then release the button.

6.2   Groups Tab

In this tab you administrate the different groups in which you can organize your slides. The right list contains all the computers that are registered in the InfoScreen database. The computers are separated according to the different workgroups on the net to help you locate them in the list. The left list contains the Slidegroups that you are allowed to administrate and the computers that will monitor these groups. At the bottom of the tab any information on the selected object (Computer or Slidegroup) can be edited.
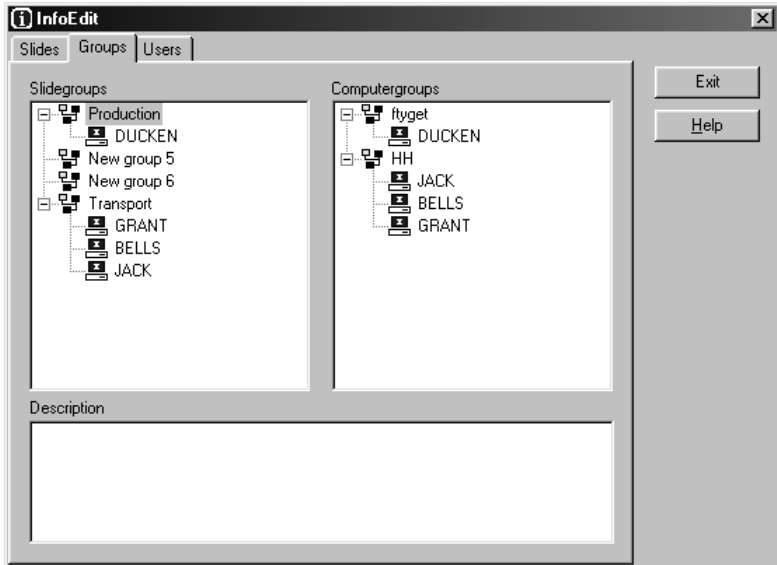
6.2.1 Add new Slidegroup

To add a new slide group right click in the "Slidegroup" list and choose "New Slidegroup" in the menu. There will be a new slide added to the end of the list with the name "New group #" where # is an index number.

6.2.2 Change the name of a Slidegroup

To change the name of one group first select the group whose name you want to change. Thereafter single click it and the name will become editable. When the name is right, click somewhere in the list to save the change.

6.2.3 Remove Slidegroup

Select the group you want to remove and right click on it. Choose "Remove Slidegroup" from the menu.

6.2.4 Edit object info

To edit the object info on the bottom of the dialog, just select the edit-field and edit the text. The information will be saved as soon as you leave the edit -field.

6.2.5 Remove computer from Slidegroup

To remove a computer from one group, select the computer and right click on it. Then select "Remove computer" from the menu.

6.2.6 Delete computer from InfoScreen Database

Only users with Administrator privileges can do this. To remove a computer from the "Computergroup" list, select the computer and right click on it. Then select "Delete" from the menu.

6.2.7 Delete Computergroup from InfoScreen Database

Only users with Administrator privileges can do this. To remove a computergroup from the "Computergroup" list, select the computergroup and right click on it. Then select "Delete" from the menu.

6.3   Users Tab

This tab is used to administrate the different users that are allowed to use the information system. There are three types of users:

- Administrator – Are allowed to administrate all the slides and Slidegroups. An administrator can also add new users of any kind.
- Group administrator – Are allowed to administrate which computers that will see his groups and are allowed to add new Normal users to administrate the slides in his groups.
- Normal user – Are only allowed to administrate the slides in his groups. A normal user will only see the Slide tab page.
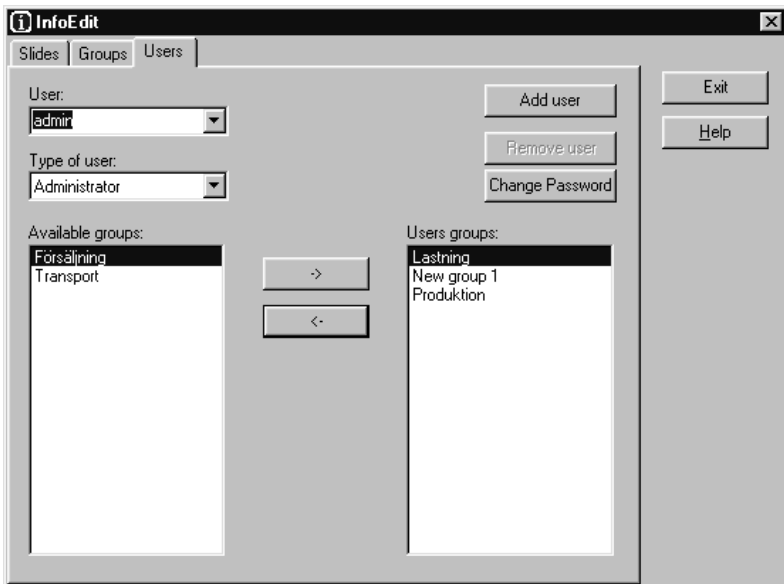
6.3.1 Add user

To add a user, push the "Add" user button and fill in the name and password for the new user.

6.3.2 Remove user

Select which user you want to remove in the "User" drop-down list. Then push the "Remove" button to remove the user.

6.3.2 Change password

Select which user you want to change the password for in the "User" drop-down list. Then push the "Change password" button to change the password.
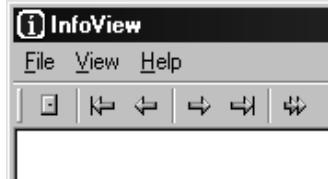
6.3.3 Change the type of user

Only users with Administrator privileges can do this. Select which user you want to change "Type of user" for in the "User" drop-down-list. Then select the new user type in the "Type of user" drop-down-list.

6.3.4 Add or remove Slidegroups rights from users

To add or remove a users right to administrate a Slidegroup, select the group in the "Available groups" or the "Users groups" –list. Then use the arrow buttons to add or remove the selected group.

7   InfoView

InfoView is used to view the info slides without waiting for the screensaver to start. InfoView is viewing the same slides in the same order as the screensaver. In InfoView the toolbar or the keyboard are used to navigate through the slideshow. It's also possible to play the slideshow, which will show the whole slideshow.