

# Noticeboard

User guide



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# Introduction

## Overview

The Noticeboard is a large wall mounted monitor that displays information to visitors and residents. The screen is split into multiple areas, in some of these areas it is possible to edit the contents. These areas are the calendar and information sections. The calendar shows events that are up to seven days in advance. The information area allows any graphical information to be displayed.

The information is easily updated using an internet connected PC.

## Noticeboard Overview

All updates to the noticeboard are performed using an internet browser on a computer that has internet access. The username and password will be supplied to you when the noticeboard is fitted. Record the Username and Password in the area below.

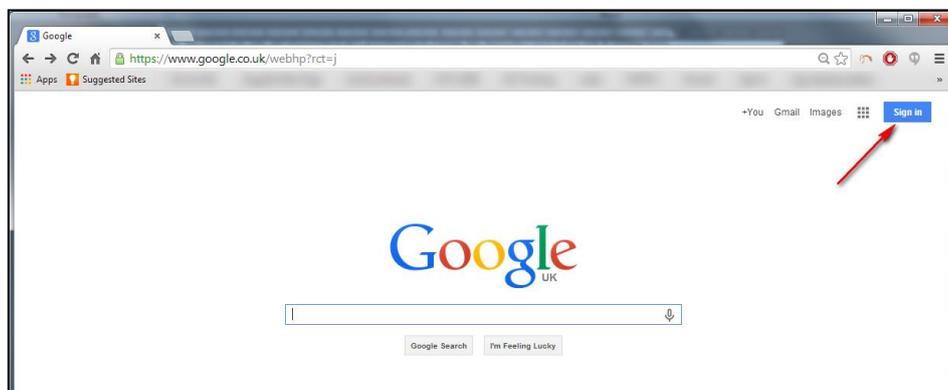
**NOTE** *It is important not to change the password on the account.*

Username:.....

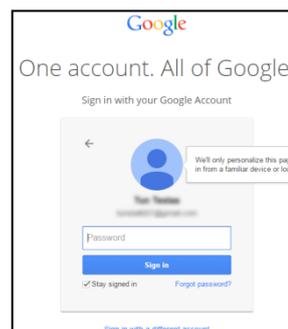
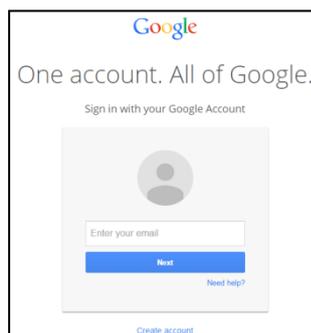
Password:.....

## Updating the calendar

Open a browser (The example images shown below were taken using the Chrome browser. If using another browser the images may vary) on the computer and navigate to [www.google.co.uk](https://www.google.co.uk) and click the sign in button as highlighted below. Depending on your browser the layout may vary.

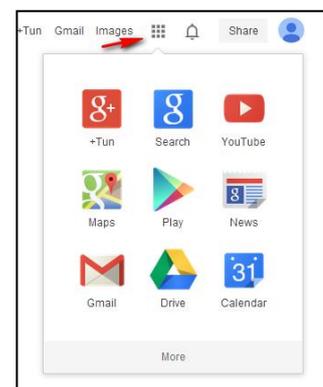


Enter the username and click 'Next' and then enter the password on the next screen as shown below.



Once logged in, click the icon highlighted opposite.

Then choose calendar from the new menu. If the menu does not appear the navigate to [www.google.com/calendar](https://www.google.com/calendar)



The calendar will now be presented, this is where events are created that will appear in the noticeboard.

The screenshot shows a calendar application interface. At the top, it displays 'Calendar' and navigation controls for 'Today', previous/next days, and the date range '10 - 16 Mar 2014'. There are view options for 'Day', 'Week', 'Month', '4 Days', 'Agenda', and 'More'. A 'CREATE' button is visible in the top left. On the left side, there is a calendar for 'March 2014' and a list of 'My calendars' including 'Tunstall Test' and 'Tasks'. Below that, 'Other calendars' are listed: 'Contacts' birthdays a...', 'Holidays in United Ki...', and an option to 'Add a friend's calendar'. The main calendar grid shows events for the week of March 10-16, 2014. Events are represented by colored blocks: 'Bingo' (green) on Tue 11/3 from 09:00 to 10:00, 'Hair Stylist' (light green) on Wed 12/3 from 10:00 to 11:00, 'Daves Visit' (green) on Thu 13/3 from 13:00 to 14:00, and 'High Tea' (green) on Fri 14/3 from 15:00 to 16:00. The time slots range from 05:00 to 16:00 GMT+00.

## Creating a Calendar Event

Clicking the 'Create' button which is in the top left corner of the screen will allow a new event to be created.

The screenshot shows the 'Test Event' creation form. At the top, there are navigation arrows, a 'SAVE' button, and a 'Discard' button. The form title is 'Test Event'. Below the title, there are input fields for the date '13/3/2014', time '10:00 to 11:00', and another date '13/3/2014' with a 'Time zone' dropdown. There are checkboxes for 'All day' and 'Repeat...'. Below that, there are tabs for 'Event details' and 'Find a time'. The 'Where' field contains 'Test Village'. There is a 'Video call' section with an 'Add video call' button. The 'Calendar' dropdown is set to 'Tunstall Test'. The 'Description' field contains 'Test entry'. On the right side, there is an 'Add guests' section with an input field for 'Enter email addresses' and an 'Add' button. Below that, there is a 'Guests can' section with checkboxes for 'modify event', 'invite others', and 'see guest list'. At the bottom, there is an 'Event colour' section with a color picker, a 'Reminders' section with 'No reminders set' and an 'Add a reminder' button, and a 'Show me as' section with radio buttons for 'Available' and 'Busy'. There is also a 'Privacy' section with radio buttons for 'Default', 'Public', and 'Private'. A note at the bottom states: 'By default, this event will follow the sharing settings of this calendar: event details will be visible to anyone who can see details of other events in this calendar. Learn more'. A link at the bottom says 'Want to add attachments? Learn how to enable the lab!'.

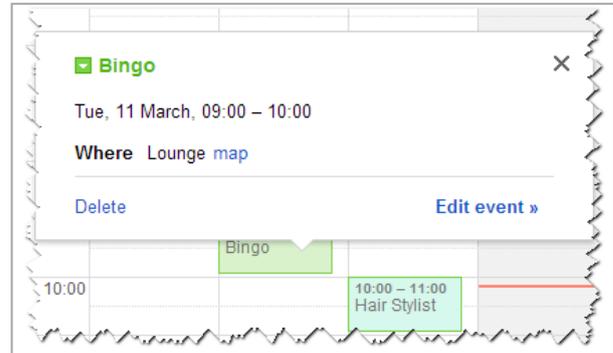
Enter a main title for the event E.G. Bingo, the 'Where' entry is not compulsory. The 'Description' field allows extra details of the event to be entered, but is not compulsory. The other fields that are displayed should not be changed.

Now click the 'Save' button.

The changes to the calendar will appear on the Noticeboard within 15 minutes as long as the event is within the next 7 days.

### Deleting or Editing a Calendar Event

To delete or edit a calendar event click on the event in the main calendar view, then choose 'Delete' or 'Edit' event from the popup menu.



## Updating the information slides.

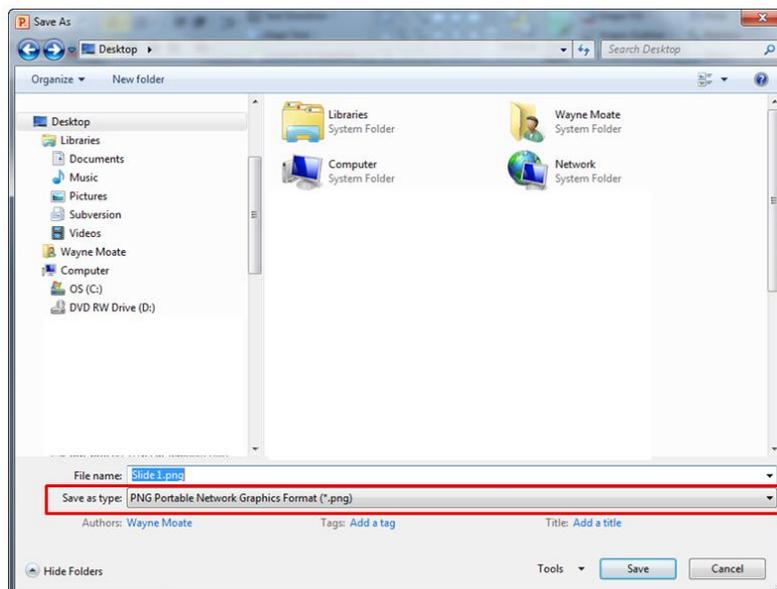
The Noticeboard shows 5 information slides that are displayed sequentially and change approximately every 10 seconds. These information slides are images in the PNG format (960x720).

One method of creating information slides for the noticeboard is to generate them in PowerPoint. Other methods include Paint or any application that can create images in the PNG format can be used, but for the example below the process is described using Power Point 2010.

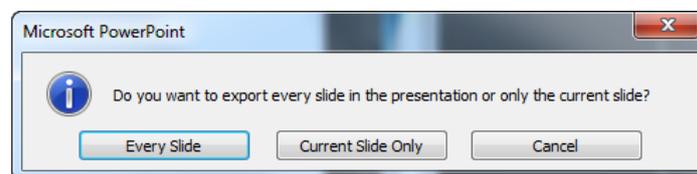
Using Power Point you can create slides with any content that is required. Use Power Point to create the slides as required. For help with Power Point please refer to Microsoft documentation.

Once you have created your 5 slides, they need to be saved in PNG format.

To save them in the correct format repeat the following steps, click 'File' then 'Save As' then set the file type as PNG, Now set the File Name to Slide1. See the image below as an example.



A popup window will ask if every slide should be converted. Click the 'Every Slide' button.



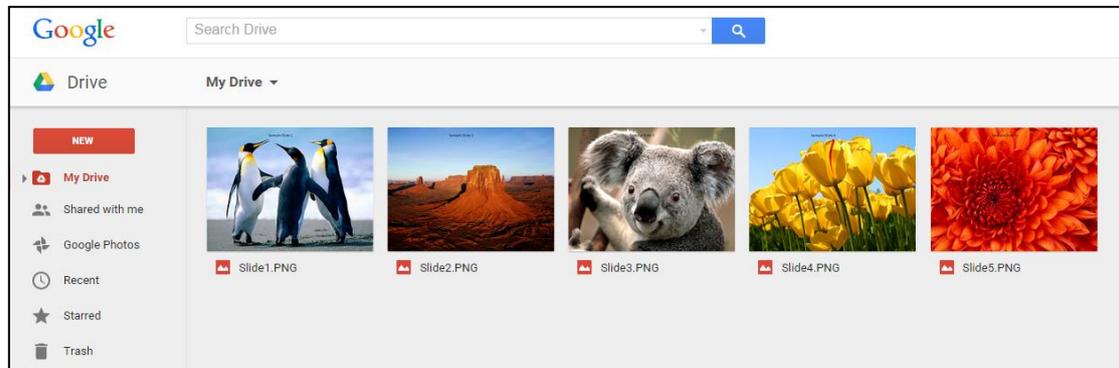
This will create a folder with each of the slides as a separate PNG file.

## Uploading the slides to the Noticeboard

In a web browser navigate to [www.drive.google.com](http://www.drive.google.com) you will be prompted to login.

Use the Username and Password that were supplied when the Noticeboard was installed.

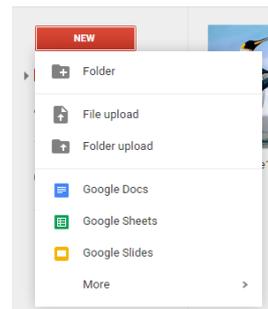
When logged in for the first time you will see 5 slides with the same file names as shown in image below.



Before the new images are uploaded, first delete the old images. To do this, highlight each image and then click trash icon. Repeat this for the images that need to be deleted.

To upload the new images, Click the 'New' button and select 'File Upload' from the pop up menu. This will now open a new window that will allow you to browse your local PC for the images to be uploaded that were created earlier.

It is important that the files are named Slide1.PNG, Slide2.PNG through to Slide5.PNG, the file name is also case sensitive.



Once images have been uploaded it takes up to ten minutes for the changes to be seen on the Noticeboard.

## Frequently Asked Questions

### **Who do I contact if I forget my Username/Password?**

Contact the Tunstall Helpdesk on 0844 855 1564

### **How many Information slides can be displayed?**

Five

### **How often do the images rotate?**

Every 10 seconds

### **I have updated the slides but the Noticeboard has slides missing.**

Check the slides have the correct name and the correct case.

### **I need help with PowerPoint.**

Speak with your IT dept. regards training.

### **Why is my display blank?**

Check that the display/monitor is switched on.

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TBD

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