
Glance for EMS Configuration Guide

Version 1.0.0

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Introduction

Glance for EMS is an optional web based application that turns your tablet (e.g. iPad, iPad mini, etc.) into a digital room sign. Mounted outside of a meeting room or workspace in landscape orientation, the application indicates whether a space is available or in use. The application also provides functionality to support check-in, end, extend and book new meetings. This document outlines the procedures to install and configure EMS Glance.

IMPORTANT: Please note that your EMS Glance purchase only includes the software application itself; not the device, mounting accessories (enclosures, power supplies, etc.) or physical installation.

Customer Support

Unlimited toll-free customer support is available to EMS users who have a current Annual Service Agreement (ASA). If you are unable to resolve a problem or answer a question by reading the EMS documentation, contact us at:

Email: support@dea.com
Web: www.dea.com
Phone: (800) 288-4565
Fax: (303) 796-7429

Important: Please note that support for EMS Glance extends only to the EMS components outlined below. Please contact your device manufacturer or re-seller for issues or questions related to your device and/or accessories.

System Requirements

- ✓ Tablet device (e.g. iPad, iPad mini, etc.) that supports one of the following browsers:
 - Safari
 - Chrome
 - Firefox
 - Internet Explorer 10.0

IMPORTANT: When selecting your tablet, you should consider the following:

- ***Does your device OS/browser support full-screen mode?*** Browsers that do not support full-screen web applications will display the address bar.
- ***Can your device's auto-lock/inactivity/time-out setting be disabled?*** If not, your device will automatically go into sleep/stand-by mode after a period of inactivity.
- ***Can multi-tasking gestures, notifications, etc. be disabled on your device?*** If not, users will be able to launch other applications and/or exit out of EMS Glance.
- ***What enclosure and power delivery options are available for your device?***
- ***Can your device be mounted in a landscape orientation outside of your meeting room?***

A list of known device configurations are outlined in the [Known Device Configurations](#) section. If your device OS doesn't currently support recommended options, 3rd party Apps may be available.

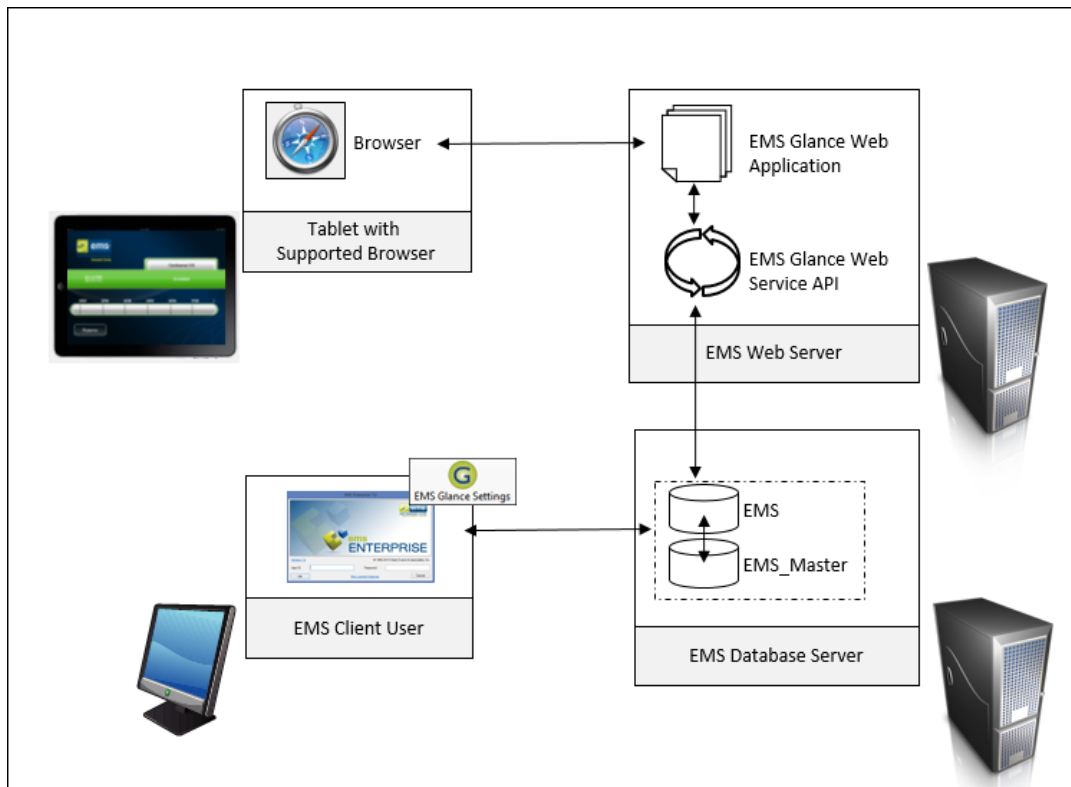
- ✓ One of the following versions of EMS must be installed:

- EMS Workplace 6.0 or higher
 - EMS Campus 3.0 or higher
 - EMS Enterprise 6.0 or higher
 - EMS Legal 6.0 or higher
 - EMS District 6.0 or higher
 - EMS Professional 12.0 or higher
- ✓ Valid EMS Glance License. You must be licensed for EMS Glance in order to configure and use the application. If you are unsure whether or not your organization is licensed for EMS Glance, or if you would like to learn more about it, please contact your Account Executive.
- ✓ Web Server. The EMS Glance web components (web application and web service) can be installed on the same web server that hosts your Virtual EMS web site. Virtual EMS system requirements are listed on our [website](#). The only exception is that EMS Glance requires **.NET Framework 4.5**.

EMS Glance Overview

The EMS Glance solution is comprised of four main components:

1. **EMS Glance Device:** Device with a supported browser installed that will be accessing the EMS Glance web application. A particular device is tied to one specific room in EMS.
2. **EMS Glance Web Application:** EMS Glance web application
3. **EMS Glance Web Service API:** Web service API that manages all communication between the EMS Glance web application and your EMS database.
4. **EMS Glance Settings DLL:** Component installed with your EMS desktop application (.exe) that allows your EMS Administrators to configure EMS Glance.



Obtaining the EMS Glance Components

The latest EMS Glance components can be downloaded from the online Support Center.

1. Go to www.dea.com and enter your Email Address and Password in the Support Center area.
2. Click the [Software downloads](#) link.
3. Download the following components:
 - **EMSGlance.sql**: SQL script that needs to be executed against your EMS database. This will create EMS Glance specific objects (tables and stored procedures) in your EMS database.
 - **EMSGlance.msi**: EMS Glance web application installed on your web server.
 - **EMSGlanceAPI.msi**: Installation file for the EMS Glance API web service installed on your web server.
 - **EMS.Glance.dll**: File that will expose the EMS Glance Settings area within EMS.
 - **EMS Glance License Key**: EMS Glance is an optional component that requires the appropriate license to activate.

Installing EMS Glance

Installing/Upgrading the Database Component

1. Obtain the **EMSGlance.sql** file.
2. Open *Microsoft SQL Server Management Studio*.
3. Within *Microsoft SQL Server Management Studio*, select **File > Open > File...** and locate **EMSGlance.sql**.
4. Select your EMS database and execute the query (**Query > Execute**). When query execution has completed, a 'Command(s) completed successfully' message will display in the Results section.

Installing/Upgrading the EMS Glance DLL

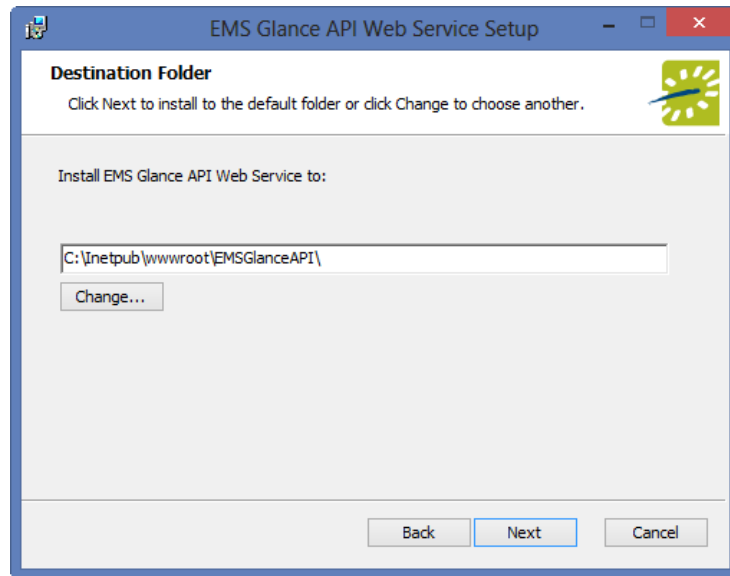
1. On each client machine that needs access to the EMS Glance Settings area, paste a copy of the **EMS.Glance.dll** file into the folder that contains your EMS application files (typically C:\Program Files\EMS).
2. Once the **EMS.Glance.dll** is placed in the correct folder on the client machine (assuming your organization is appropriately licensed for EMS Glance), the EMS user will see the **EMS Glance Settings** button on the tool bar within the EMS application.



Note: To update your registration, go to *System Administration > Settings > Registration* in EMS.

Installing/Upgrading the EMS Glance API

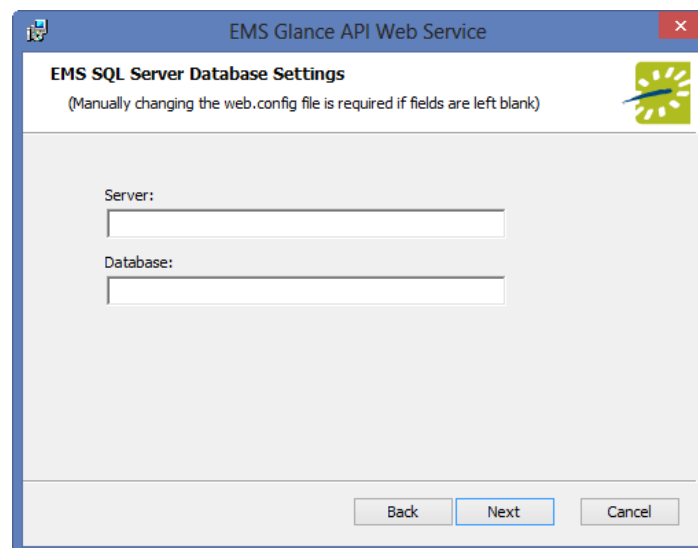
1. Manually **uninstall** any previous versions of the EMS Glance API on your web server.
2. Download the **EMSGlanceAPI.msi** file onto the web server that will be running the EMS Glance API.
3. Run **EMSGlanceAPI.msi**.
4. The first screen welcomes you to the EMS Glance API Web Service Setup Wizard. Click **Next** to begin the installation process. The *Destination Folder* screen will appear.



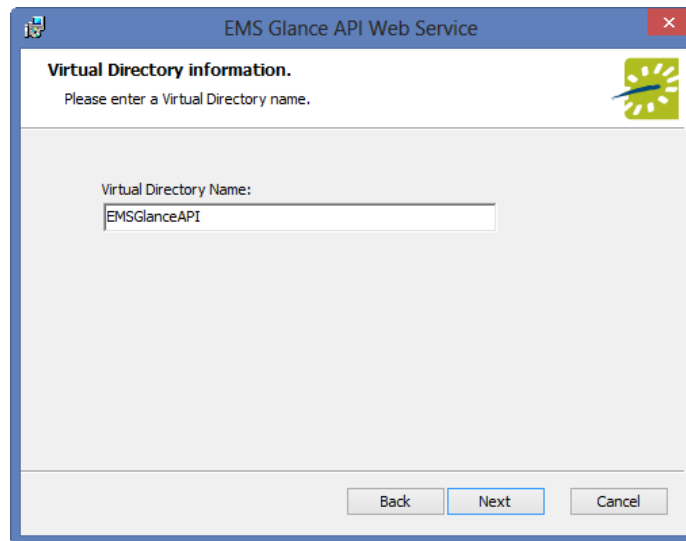
5. Select the destination folder. The installation process will create a new physical directory on your web server based on the destination folder path entered ("EMSGlanceAPI" in the example above.) Click **Next**.

Note: The EMS Glance API should not be installed in the same physical directory as other EMS web-based products OR under a site running another version of the EMS Glance API.

6. The *EMS SQL Server Database Settings* information screen will appear.

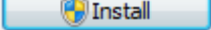


7. Enter your EMS SQL **Server** name.
8. Enter your EMS **Database** name:
- EMS Professional customers – typically named "EMSDData"
 - EMS Workplace, EMS Campus, EMS Enterprise, EMS District and EMS Legal customers - typically named "EMS"
9. Click **Next**.
10. The *Virtual Directory* information screen will appear.



11. The Virtual Directory Name will default to the destination folder specified in Step 5. It is recommended that you keep the default setting. The installation process will create a virtual directory on your web server based on the virtual directory entered ("EMSGlanceAPI" in the example above.) Click **Next**.

Note: The EMS Glance API should not be installed in the same virtual directory as other EMS web-based products OR under a site running another version of the EMS Glance API.

12. The *Ready to install EMS Glance API Web Service* screen will appear. Click  to install the EMS Glance API.
13. The *Completed the EMS Glance API Web Service Setup Wizard* screen will appear. Click **Finish**.

Verifying the EMS Glance API Installation

After following the steps above, verify your EMS Glance API installation by opening a browser and entering the EMS Glance API URL:

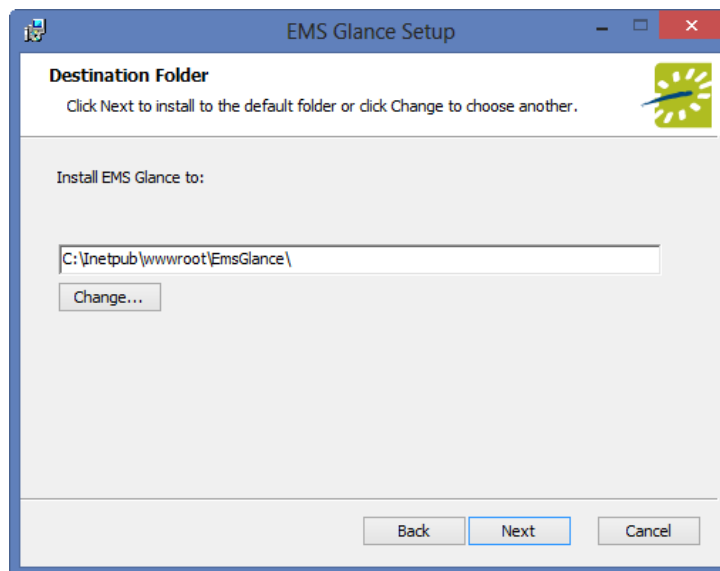
Example - [http://\[ServerName\]/EMSGlanceAPI/service.asmx](http://[ServerName]/EMSGlanceAPI/service.asmx) (replace [ServerName] with the name of your web server)

Note: This URL will be required for the EMS Glance Web Application installation.

Installing/Upgrading the EMS Glance Web Application

Important: Before beginning the installation process, please verify the following:

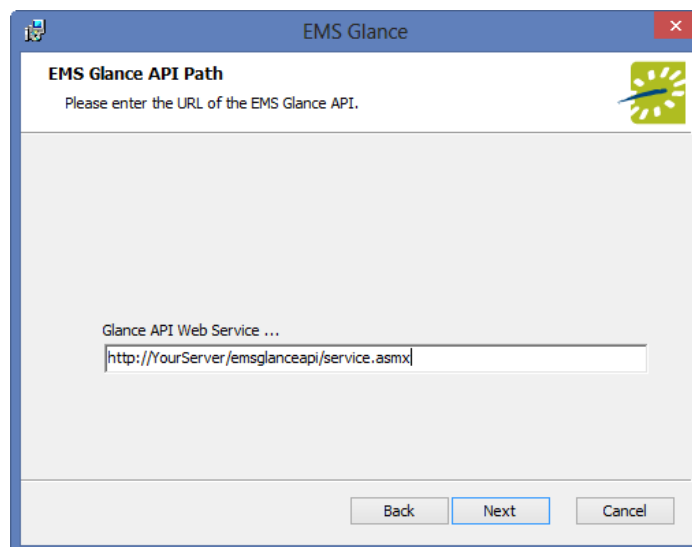
- All previous versions of the EMS Glance web application have been **uninstalled**.
 - The EMS Glance API has been installed. The EMS Glance API URL is required for the EMS Glance web application installation.
1. Download the **EMSGlance.msi** file onto the web server that will be running the EMS Glance web application.
 2. Run **EMSGlance.msi**.
 3. The first screen welcomes you to the EMS Glance Setup Wizard. Click **Next** to begin the installation process. The *Destination Folder* screen will appear.



4. Select the destination folder. The installation process will create a new physical directory on your web server based on the destination folder path entered (“EMSGlance” in the example above.) Click **Next**.

Note: EMS Glance should not be installed in the same physical directory as other EMS web-based products OR under a site running another version of EMS Glance.

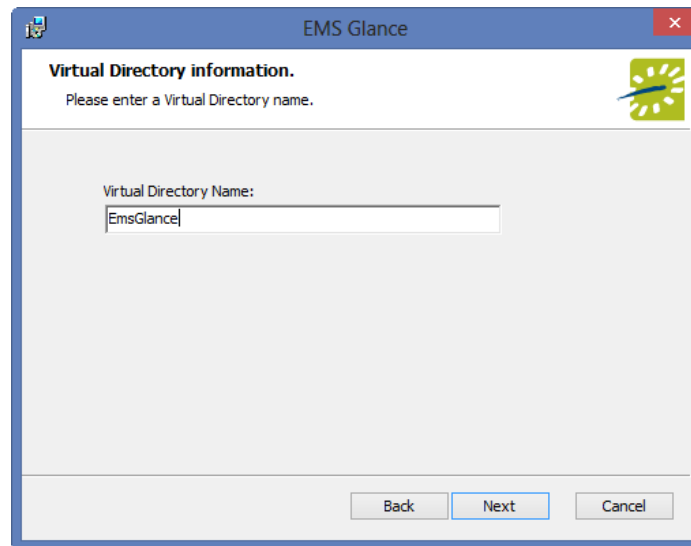
5. The *EMS Glance API Path* screen will appear.



6. Enter the URL of your Glance API Web Service.

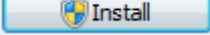
Example - http://[ServerName]/EMSGlanceAPI/service.asmx (replace [ServerName] with the name of your web server)

7. Click **Next**.
8. The *Virtual Directory information* screen will appear.



9. The Virtual Directory Name will default to the destination folder specified in Step 4. It is recommended that you keep the default setting. The installation process will create a virtual directory on your web server based on the virtual directory entered ("EMSGlance" in the example above.) Click **Next**.

Note: EMS Glance should not be installed in the same virtual directory as other EMS web-based products OR under a site running another version of EMS Glance.

10. The *Ready to install EMS Glance* screen will appear. Click  to install EMS Glance.
11. The *Completed the EMS Glance Setup Wizard* screen will appear. Click **Finish**.

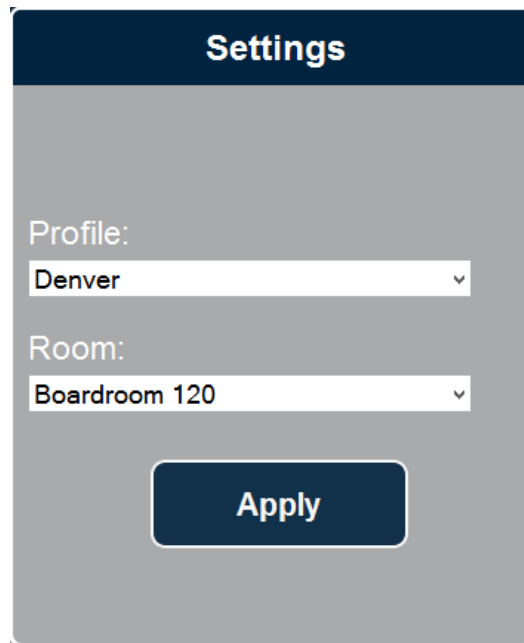
Launching EMS Glance on your Device

Glance is ready to use once all of the Glance components have been properly installed and at least one Profile has been configured for use (see [Configuration](#)). To access Glance on your device, do the following:

1. On your device, open a browser and enter the URL to your EMS Glance web application:

Example - [http://\[ServerName\]/EMSGlance](http://[ServerName]/EMSGlance) (replace [ServerName] with the name of your web server)

2. The first time you access Glance on your device, the Settings screen will appear.



3. Select the Profile in the **Profile** dropdown.
4. Select the Room in the **Room** dropdown.
5. Click **Apply**.

Note: Once the EMS Glance application is running, to re-access the *Settings* screen for any reason, simply double-tap the EMS Glance logo in the upper-left hand corner of the screen.

Configuration

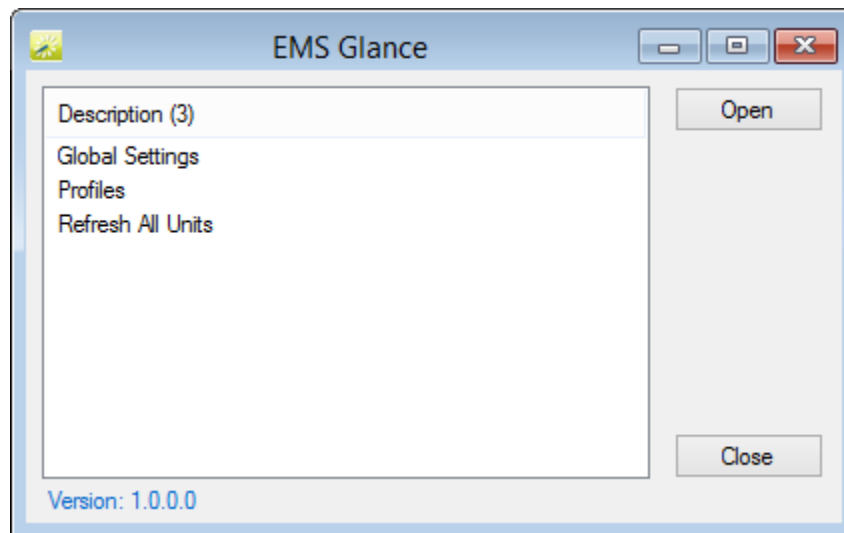
Accessing the EMS Glance Settings area

On the EMS toolbar, click EMS Glance Settings to access the EMS Glance Settings area.



The EMS Glance main window opens. The window displays three configuration options - Global Settings, Profiles and Refresh All Units.

Figure 1: EMS Glance main window

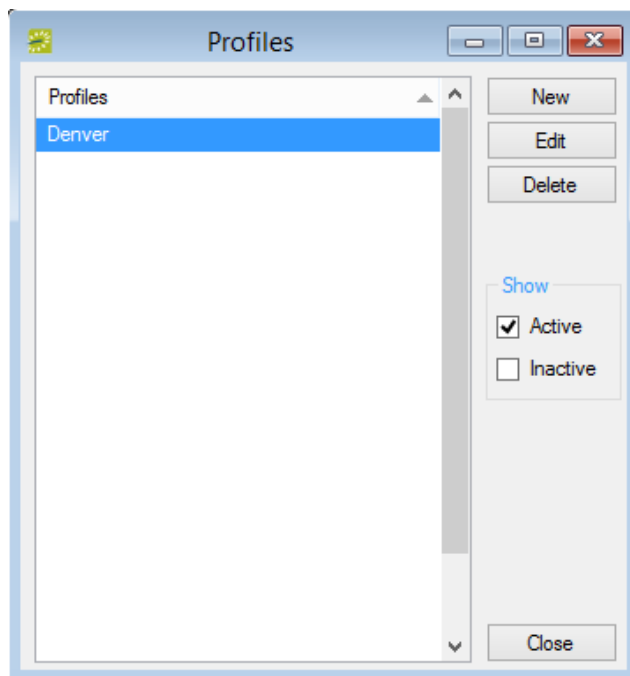


- Global Settings – Exposes all of the EMS Glance global settings, which determine the behavior for a particular EMS Glance unit or group of EMS Glance units. Profile settings can overwrite global settings. See [Global Settings](#).
- Profiles – Controls the functionality of your EMS Glance units. Depending on how you would like to manage your EMS Glance devices, a single profile can be configured to manage a single meeting room or multiple meeting rooms. See [Profiles](#).
Note: A particular device is tied to one specific room in EMS. Profiles just provide you with flexibility in how you choose to manage the configuration of your devices.
- Refresh All Units - Forces all units to refresh their settings. Use this setting after modifying a specific Profile or Global Settings to force all of your units to pick-up the setting change(s).

Profiles

On the EMS Glance Settings window, select Profiles, and then click Open to open the Profiles window. This window lists all the defined profiles by name.

Figure 2: Profiles window

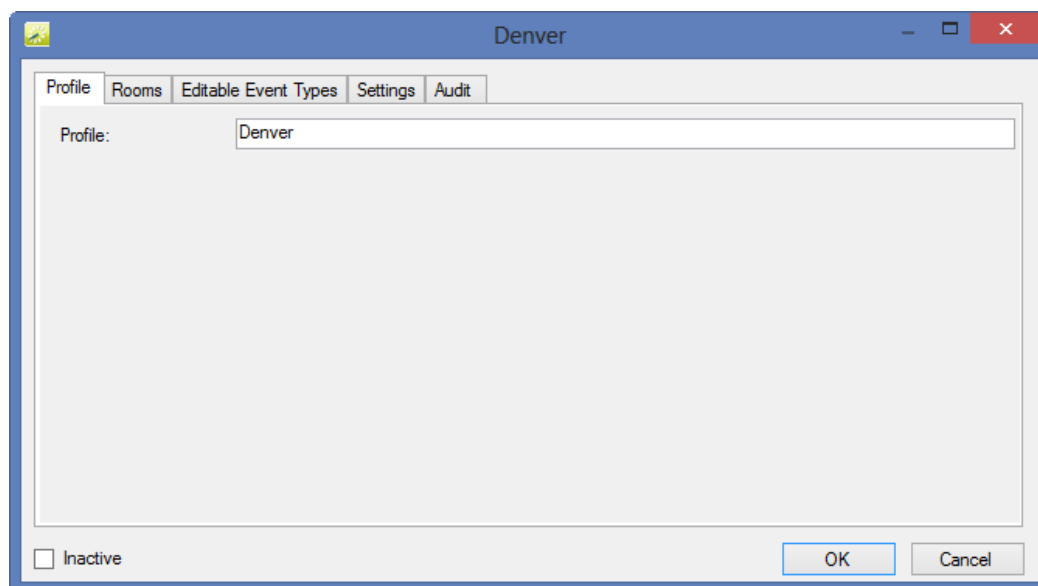


Click New to create a new Profile. The Profiles window opens displaying four different configuration tabs - [Profile](#) (the tab that opens by default), [Rooms](#), [Editable Event Types](#) and [Settings](#) – and one Audit tab.

Profile Tab

The Profile tab allows you to name your Profile.

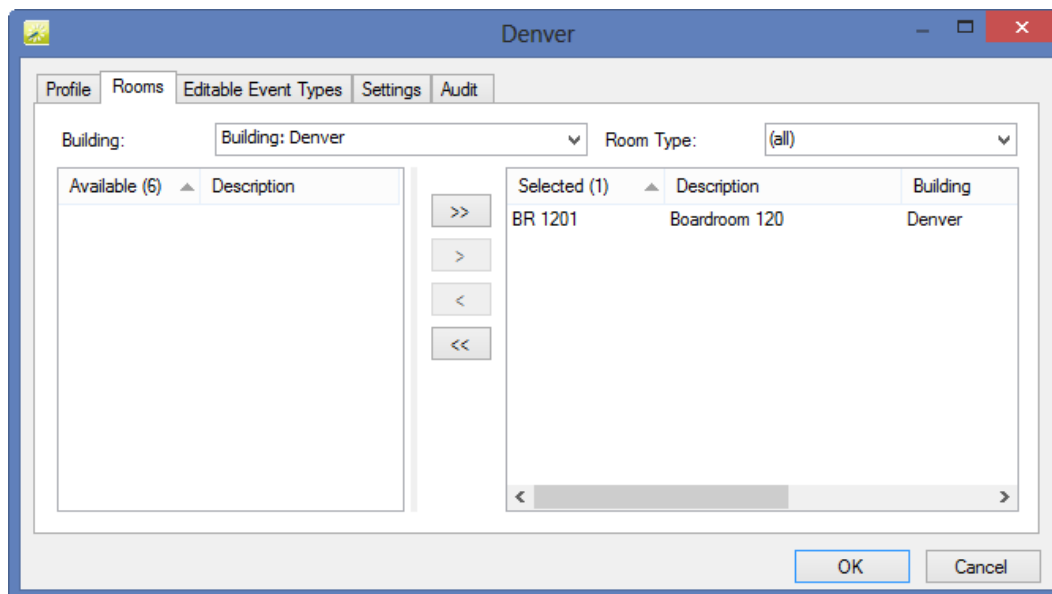
Figure 3: Profile dialog box, Profile tab



Rooms Tab

The Rooms tab displays all the rooms that can be added to the profile (the Available list) as well as all the rooms that are currently selected for the profile. You can add and delete rooms for a profile on this tab.

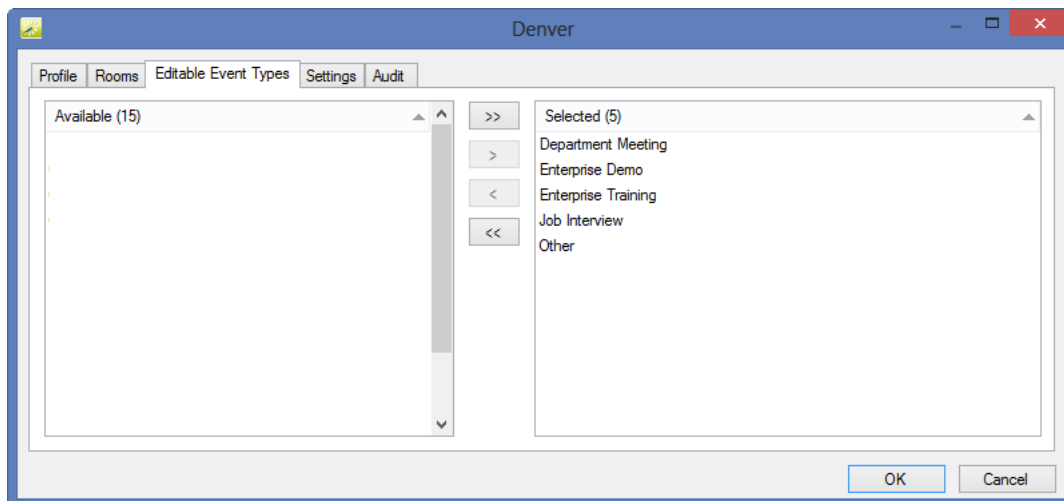
Figure 4: Profile dialog box, Rooms tab



Editable Event Types Tab

The Editable Event Types tab displays all the event types that can be added to the profile (the Available list) as well as all the event types that are currently selected for the profile. This tab controls which bookings (via event types) are editable in EMS Glance.

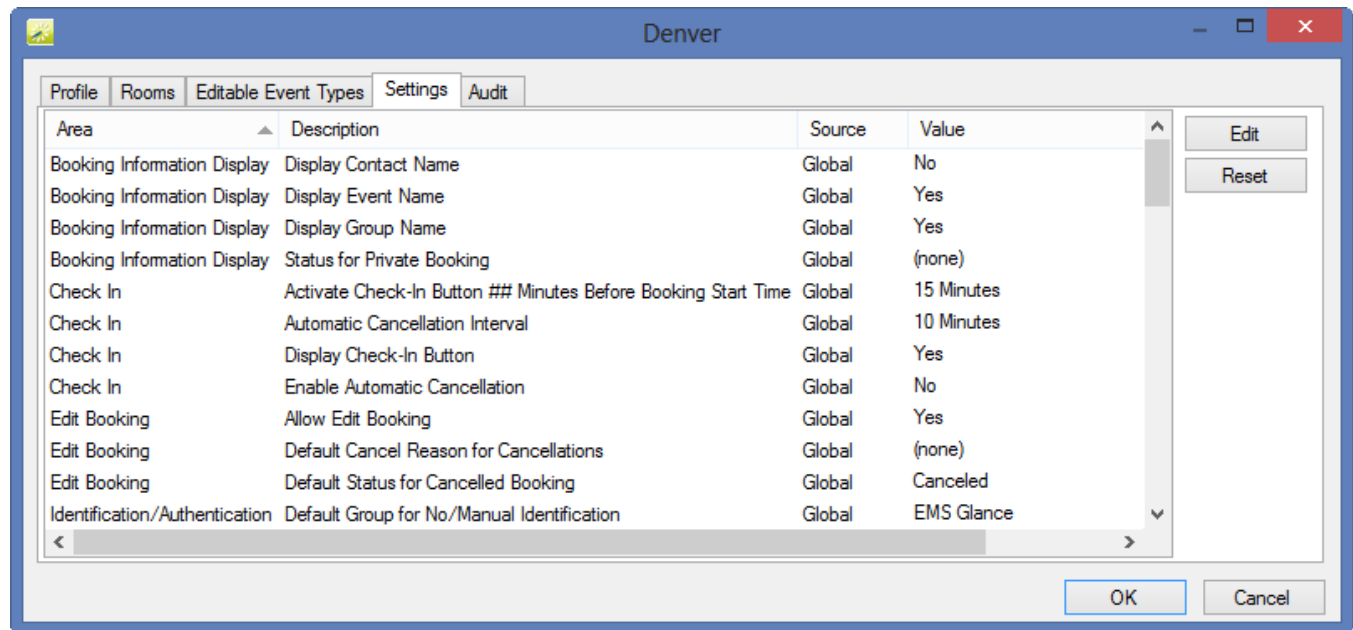
Figure 5: Profile dialog box, Editable Event Types tab



Settings Tab

The Settings tab displays the configuration setting for the profile. By default, all settings for the profile are initially defined by the global settings; however, you can override these settings for a profile. You can also reset all the settings to their default values.

Figure 6: Profile dialog box, Settings tab

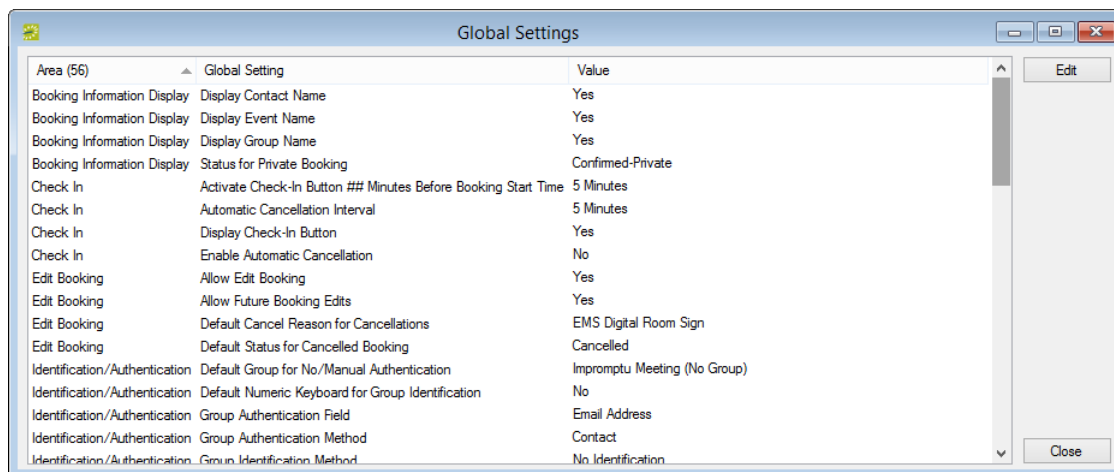


Global Settings

Global settings affect the booking detail information that is displayed for all the profiles in your EMS Glance instance.

Note: You can override these settings on a per profile basis on the Settings tab of the Profile dialog box.

Figure 7: Global Settings dialog box



Primary EMS Glance Screens

EMS Glance consists of two primary screens - the Available screen and the In Progress screen. Both global settings and profile settings determine the booking information that is displayed on the various screens.

Figure 8: Available screen (Example of a future meeting with setup and teardown)

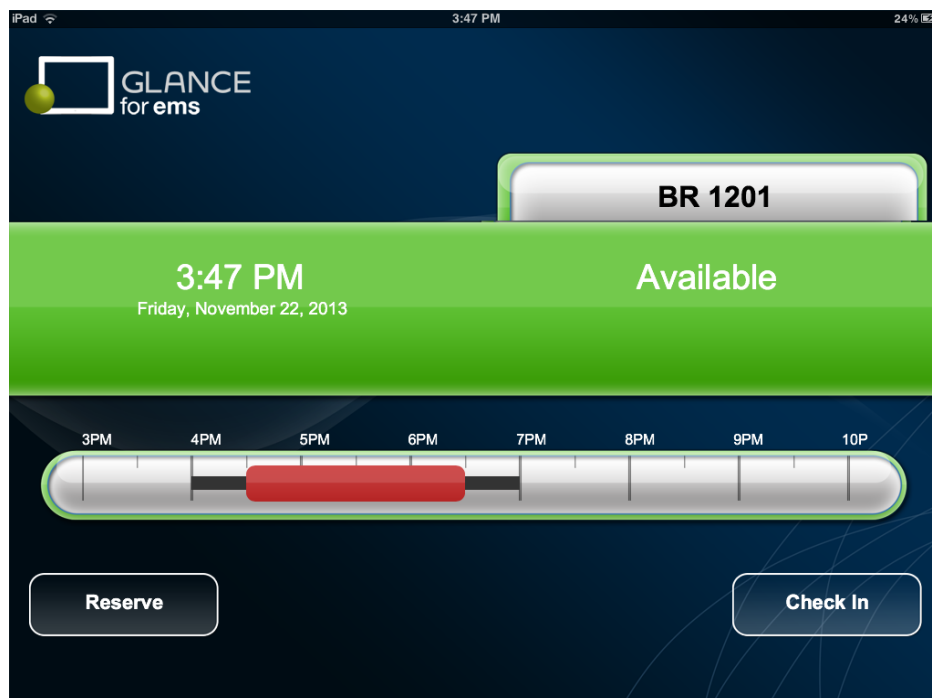
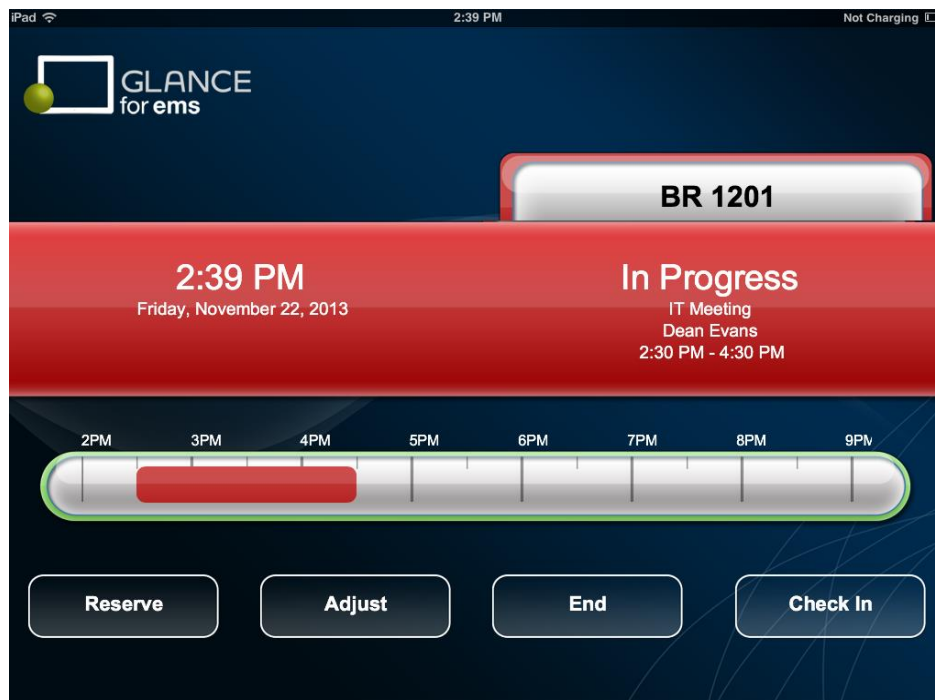


Figure 9: In Progress screen



For detailed information about configuring the information and options that are displayed for the primary screens, see:

- [Configuring the Booking Information Display.](#)
- [Configuring New Booking Functionality.](#)
- [Configuring Edit Booking Functionality.](#)
- [Configuring Check-In Functionality.](#)
- [Customizing Lables, Messages and Images](#)

Configuring the Booking Information Display

Option	Description
Display Group Name	Indicates if the Group name is to be displayed on the In Progress and Booking Details screens (pop-up displayed when clicking a future booking). See Figure 10: Booking Details screen .
Display Contact Name	Indicates if the meeting Contact name is to be displayed on the In Progress and Booking Details screens. If set to Yes, then the Contact name is displayed along with the Group name. See Figure 11: In Progress screen (Example of displaying group name and contact name) .
Display Event Name	Indicates if the Event Name is to be displayed on the In Progress and Booking Details screens.
Status for Private Booking	Group name, Contact name, and Event Name are not displayed on the In Progress and Booking Details screens for any meeting that is booked in this status. See Figure 12: In Progress screen (example of private booking) .

Figure 10: Booking Details screen (Example of displaying group name and contact name)

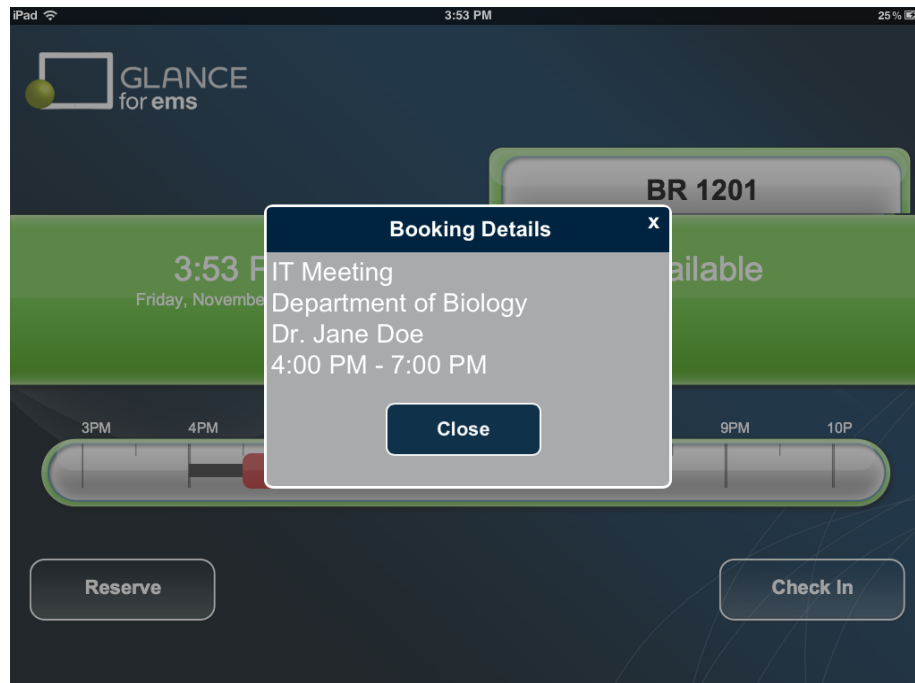


Figure 11: In Progress screen (Example of displaying group name and contact name)

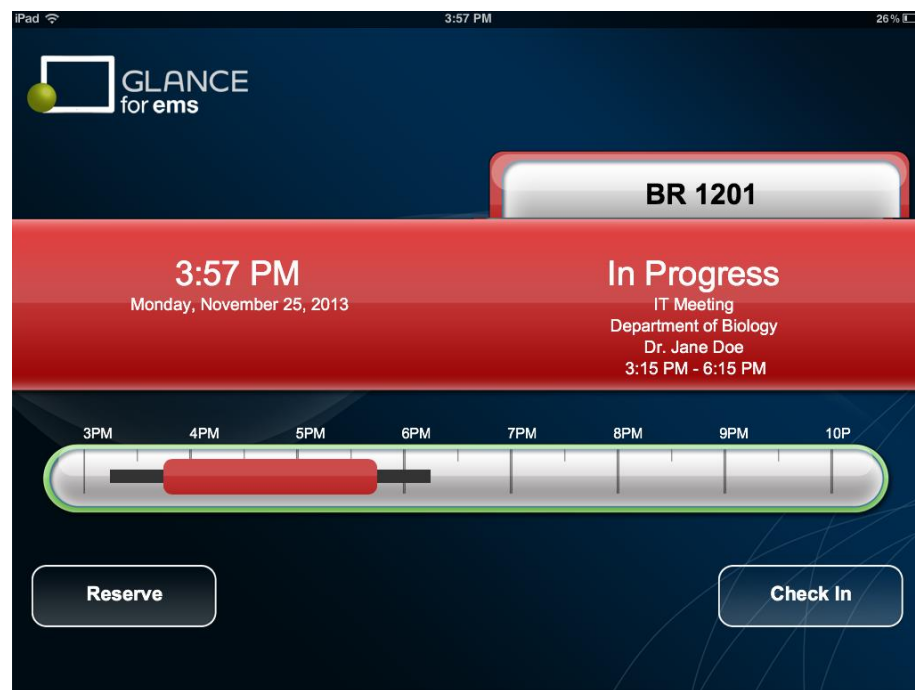
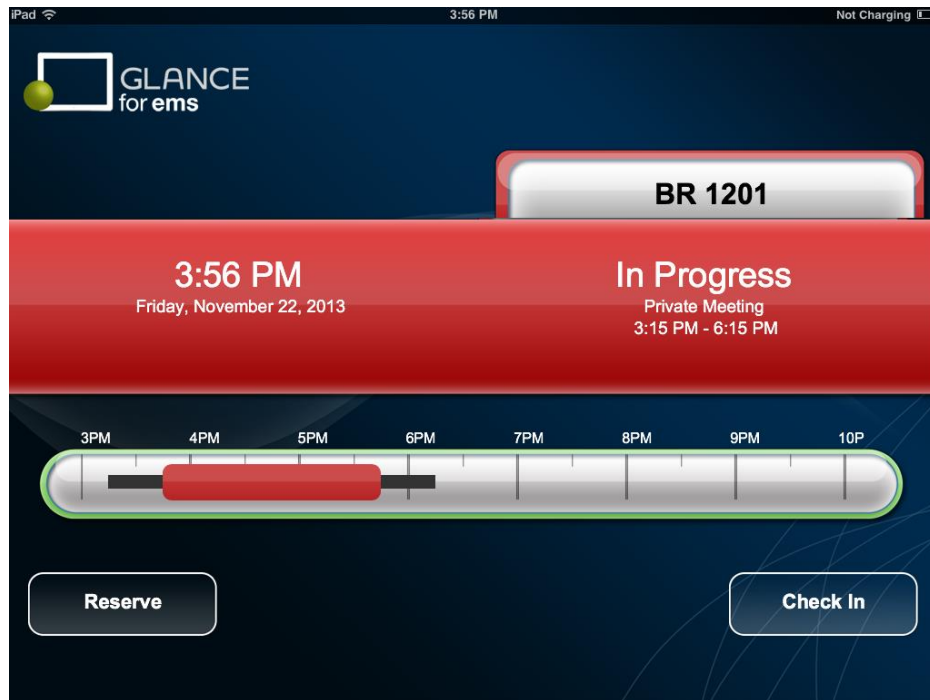


Figure 12: In Progress screen (Example of private booking)



Configuring New Booking Functionality

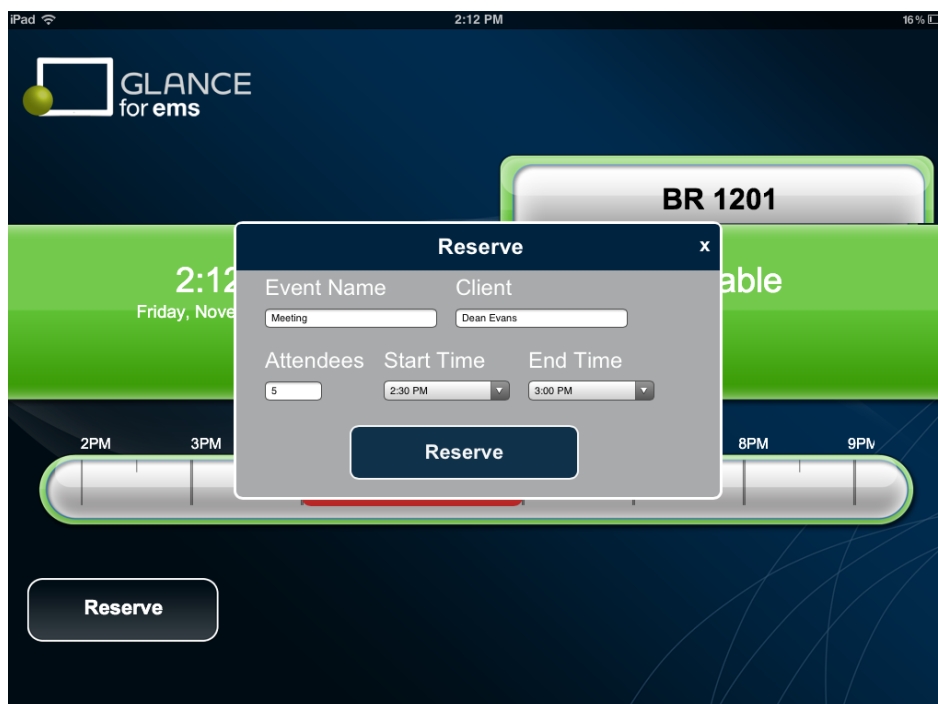
New booking functionality has two components - [New Booking Settings](#) and [Group Identification/Authentication Settings](#).

New Booking Settings

Option	Description
Allow New Bookings	Indicates if users can book a room. If set to Yes, then a Reserve button is displayed. When a user presses this button, a Reserve popup opens with options for reserving the room. (See Figure 13: Reserve Popup .) If set to No, then the Reserve button is not displayed.
Allow Future Same Day Bookings	Indicates if a room can be booked for a future time on the <i>current</i> day. If set to No, the Start Down dropdown on the Reserve popup is disabled. Note: Currently, EMS Glance supports only same day bookings.
Default Duration for New Booking	The default duration for booking the room, in minutes, where the start time is the current time. For example, if you enter 60 for this value and the current time is 8:00 am, then the default start/end time on the Reserve popup will be 8:00 to 9:00 am. Note: The Default Duration value must not be larger than the Maximum Number of Minutes for New Booking value.
Maximum Number of Minutes for New Booking	The maximum booking duration, in minutes, allowed when booking a room.
Default Event Name for New Booking	The default name for an event when booking a room. The Event Name field is always displayed on the Reserve popup. (See Figure 13: Reserve Popup .) Note: If Require Event Name for New Booking is set to Yes, then Default Event Name for New Booking should be left blank.

Option	Description
Default Event Type for New Booking	The default Event Type when booking a room. Note: The Event Type field is not displayed on the Reserve popup.
Default Reservation Source for New Booking	The default Reservation Source when booking a room. Note: The Reservation Source field is not displayed on the Reserve popup.
Default Status for New Booking	The default Status when booking a room. Note: The Status field is not displayed on the Reserve popup.
Require Event Name for New Booking	Indicates if the Event Name is required when booking a room.

Figure 13: Reserve popup (Opens after the Reserve button is pushed on the Available screen.)



Group Identification/Authentication Settings

Option	Description
Group Identification Method	Indicates how users are required to identify themselves when booking a room. Options are: <ul style="list-style-type: none"> No Identification - Users are not required to identify themselves. New bookings are booked under the group that is specified in the Default Group for No/Manual Authentication setting. See Figure 14: Reserve Popup. Manual Input - Users are required to manually enter their names. Users are added as a temporary contact under the group that is specified in the Default Group for No/Manual Authentication setting. See Figure 13: Reserve popup, Manual input for group identification method. Group Lookup - Based on the Group Authentication Method setting, users must look up and select their Group/Contact records in EMS. The lookup is a contained

Option	Description
	<p>search (can be found anywhere in the record) and it is not case-sensitive. See Figure 15: Group Lookup, Entering search string and Figure 16: Group Lookup, Matching search results from which to select.</p> <ul style="list-style-type: none"> Authentication Without Password - Users are required to enter their authentication information as defined by the Group Authentication Field setting exactly as it is stored on their Group/Contact records in EMS, based on the Group Authentication Method setting. See Figure 17: Authentication Without Password. <p>Note: The “Authenticate Username” Label/Message should be updated to reflect the correct Group Authentication Field chosen.</p> <ul style="list-style-type: none"> Authentication With Password - Users are required to enter their email addresses and passwords exactly as they are stored for their Web User records in EMS. This identification method requires that the Group Authentication Field setting specify the Web User Email/Password. See Figure 18: Authentication With Password.
Group Authentication Method	<p>Applicable only if Group Identification Method is set to Group Lookup or Authentication Without Password. Options are Group or Contact.</p> <ul style="list-style-type: none"> If your organization stores employees at the Group level in EMS, then select Group. If your organization stores employees at the Contact level in EMS, then select Contact.
Group Authentication Field	<p>Applicable only if Group Identification Method is set to Authentication Without Password. Options are:</p> <ul style="list-style-type: none"> Group/Contact Email (applies to Group and Contact) External Reference (applies to Group and Contact) Network ID (applies to Group only) Personnel Number (applies to Group only) Badge Number (applies to Group only) Other ID (applies to Group only) <p>Applicable only if Group Identification Method is set to Authentication With Password. Options are:</p> <ul style="list-style-type: none"> Web User Email/Password
Default Group for No/Manual Authentication	<p>If the Group Identification Method is set to No Identification or Manual Input, then new events are booked under the Group specified here.</p>
Default Numeric Keyboard for Group Identification	<p>Controls the default keyboard display when users are required to identify/authenticate themselves when booking a room.</p>

Figure 14: Reserve popup, No identification

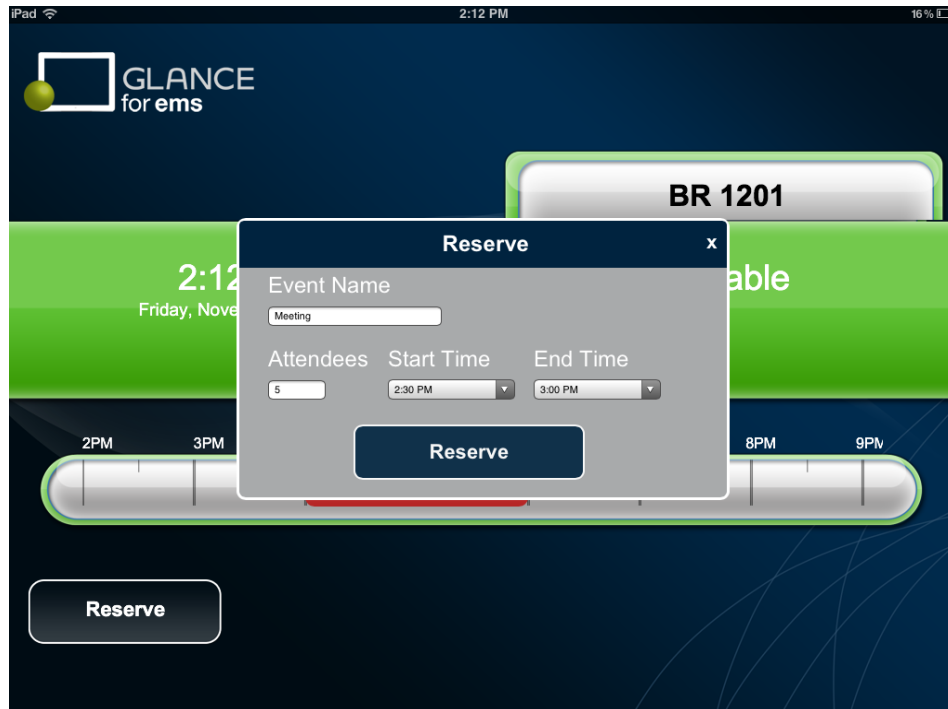


Figure 15: Group Lookup, Entering search string

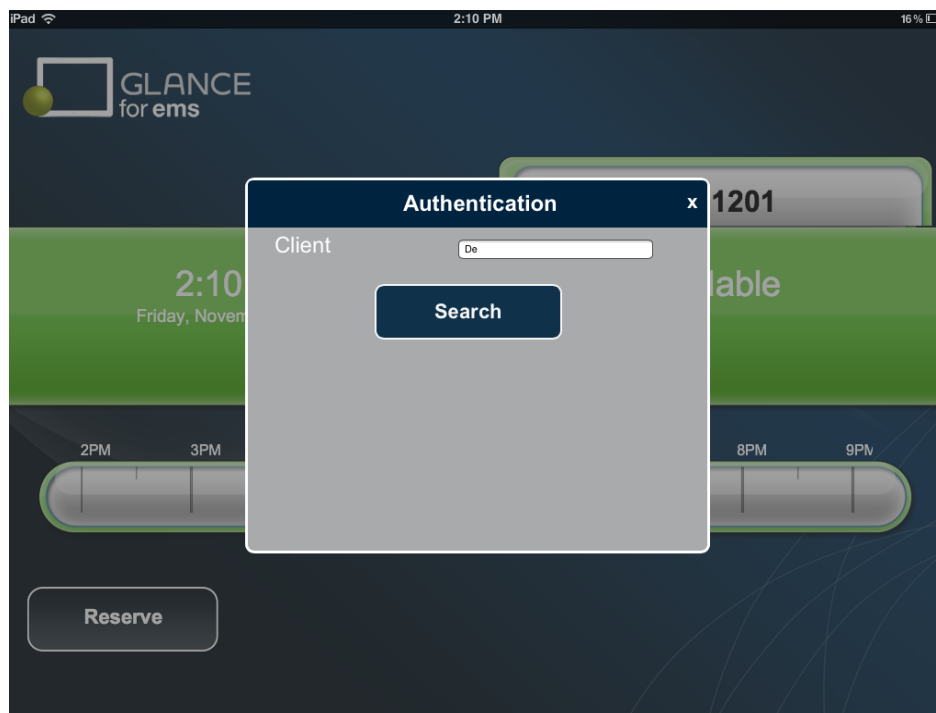


Figure 16: Group Lookup, Matching search results from which to select

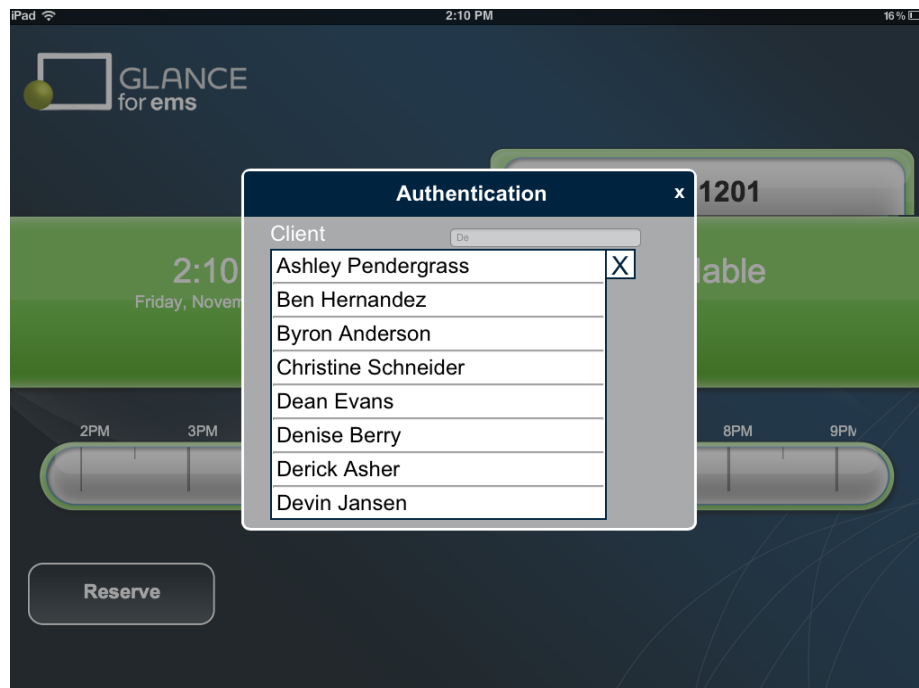


Figure 17: Authentication Without Password

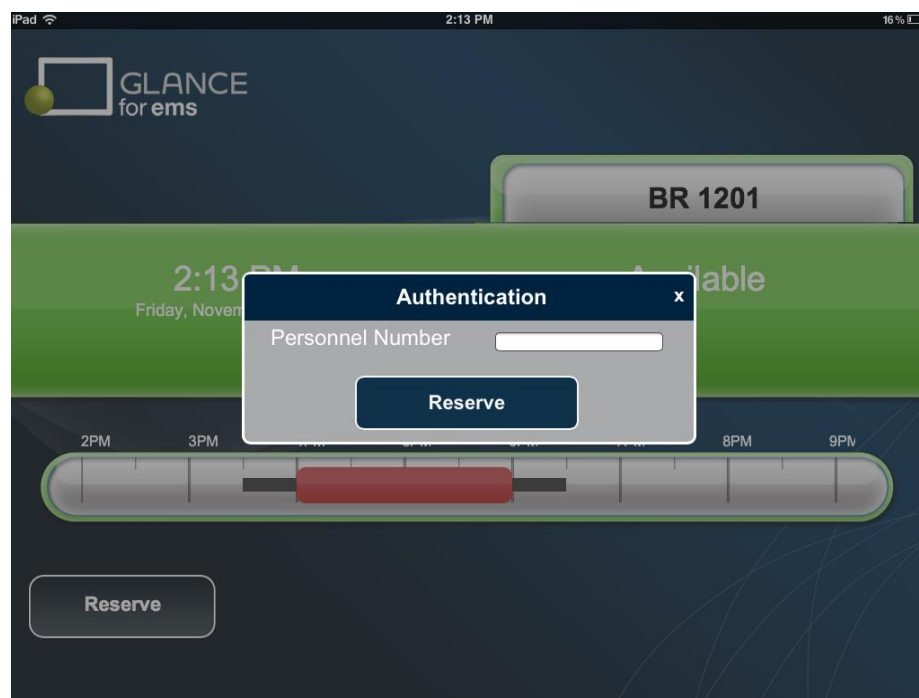
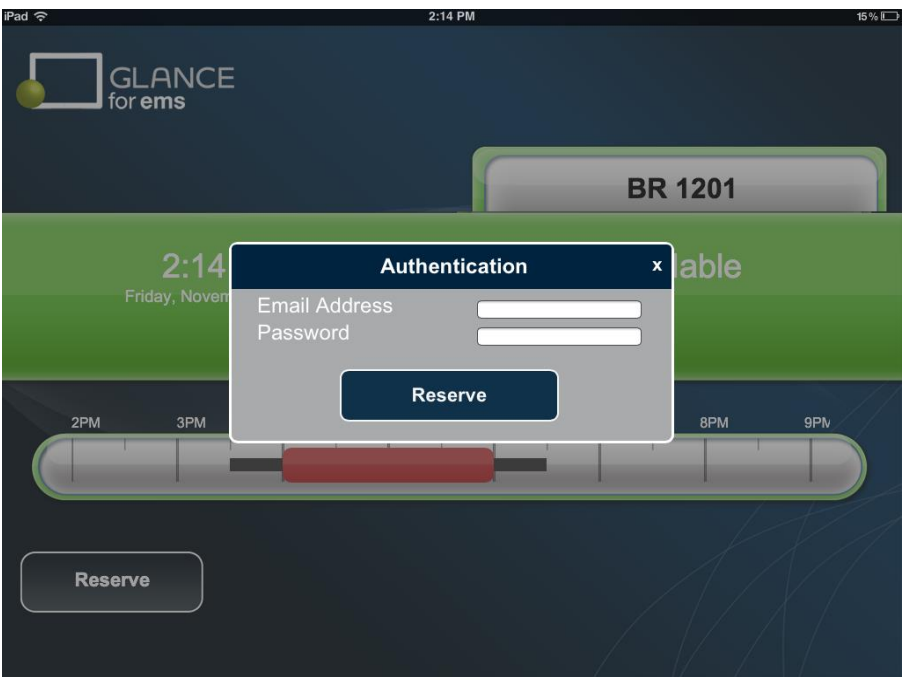


Figure 18: Authentication With Password



Configuring Edit Booking Functionality

The Edit Booking functions determine if meetings that are In Progress can be adjusted or ended in EMS Glance.

Option	Description
Allow Edit Booking	<p>Indicates if a meeting can be adjusted or ended. If set to Yes, then Adjust and End buttons are displayed on the In Progress screen.</p> <ul style="list-style-type: none">Adjust - If you click Adjust, then an Adjust popup opens. You use the options on this popup to adjust the booking end time based on the number of minutes specified (in 15 minute increments.) Positive values extend the booking end time. Negative values shorten the booking end time. See Figure 19: In Progress screen with Adjust and End buttons, and Figure 20: Adjust popup.End - Sets the booking end time to the current time. See Figure 19: In Progress screen with Adjust and End buttons. <p>Note: Currently, EMS Glance supports editing for meetings without setup or teardown time(s) that are in In Progress only.</p>

Figure 19: In Progress screen with Adjust and End buttons

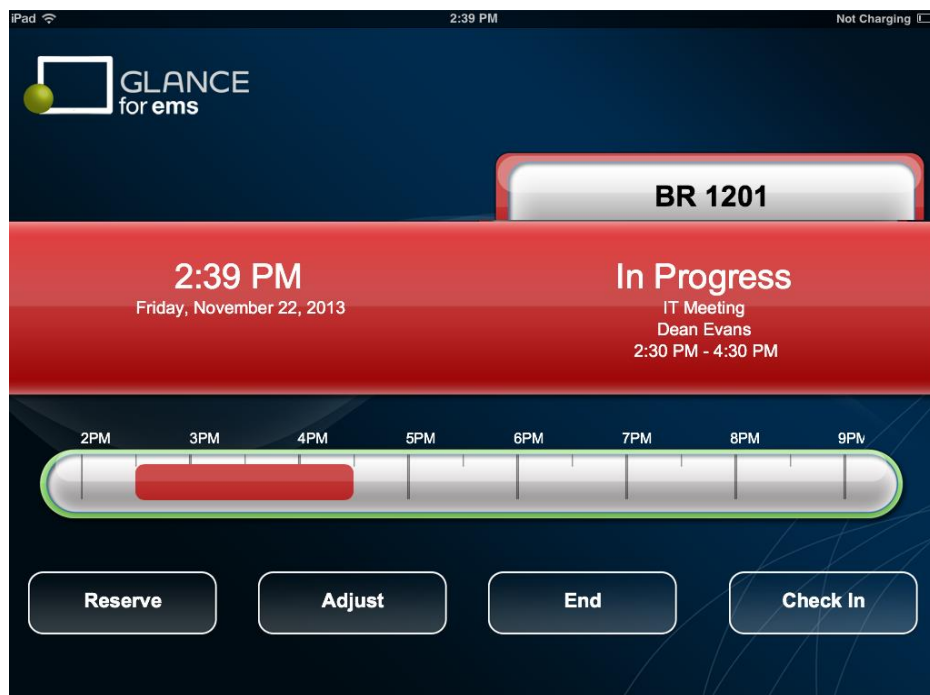
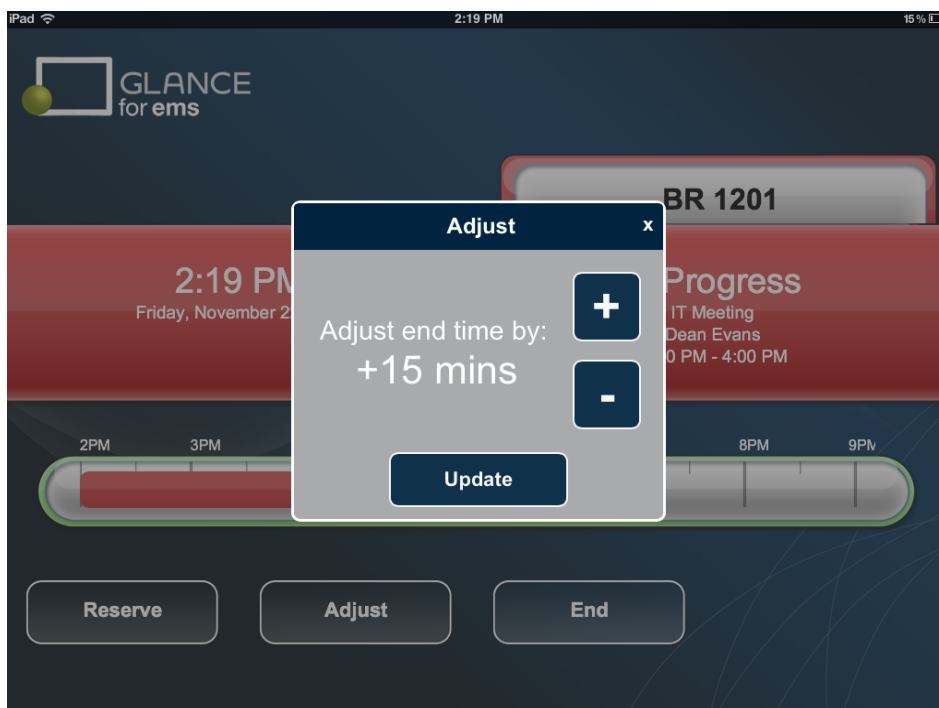


Figure 20: Adjust popup



Configuring Check In Functionality

The Check-In functions determine check in requirements for users in EMS Glance.

Option	Description
Display Check In Button	If set to Yes, then a Check In button is displayed on both the Available screen and the

	In Progress screen. See Figure 21: Available screen with Check In button and Figure 22: In Progress screen with Check In button ..
Activate Check In Button ## Minutes Before Booking Start Time	If Display Check In Button is set to Yes, then this value determines how many minutes in advance of an upcoming meeting the Check In button is displayed.
Enable Automatic Cancellation	<p>If set to Yes, users are required to push the Check In button to check into their meetings. If a user does not push the Check In button within the interval set in the Automatic Cancellation Interval setting, EMS Glance automatically cancels the booking in EMS.</p> <ul style="list-style-type: none"> If Enable Automatic Cancellation is set to No, and a user pushes the Check In button before an event starts, then EMS Glance adjusts the booking start time to the current time (assuming another meeting isn't currently in progress). If Enable Automatic Cancellation is set to Yes, and a user pushes the Check In button before an event starts, then EMS Glance adjusts the booking start time to the current time (assuming another meeting isn't currently in progress) and the user is checked into the meeting. If a user does not push the Check In button before the elapsed time that is defined in the Automatic Cancellation Interval setting, then the meeting is automatically cancelled.
Automatic Cancellation Interval	Requires Enable Automatic Cancellation to be set to Yes. If a user does not push the Check In button for a meeting within the set interval, EMS Glance automatically cancels the booking in EMS.
Default Status for Cancelled Booking	The status to which a booking is changed if an event is automatically cancelled. Requires Enable Automatic Cancellation to be set to Yes.
Default Cancel Reason for Cancellations	The Cancel Reason to which a booking is changed if an event is automatically cancelled. Requires Enable Automatic Cancellation to be set to Yes.

Figure 21: Available screen with Check In button

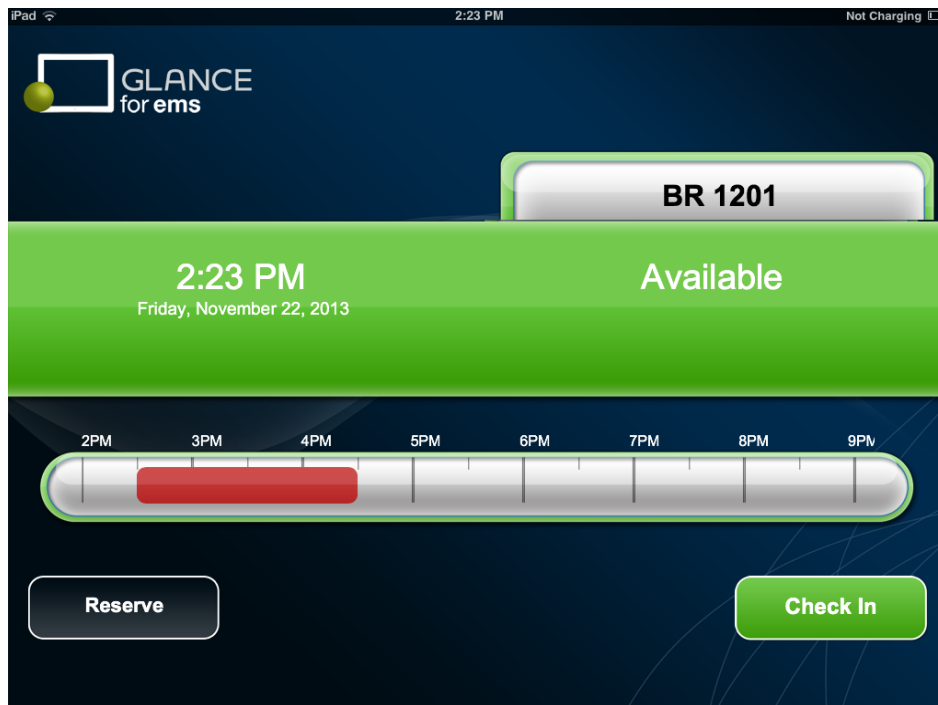
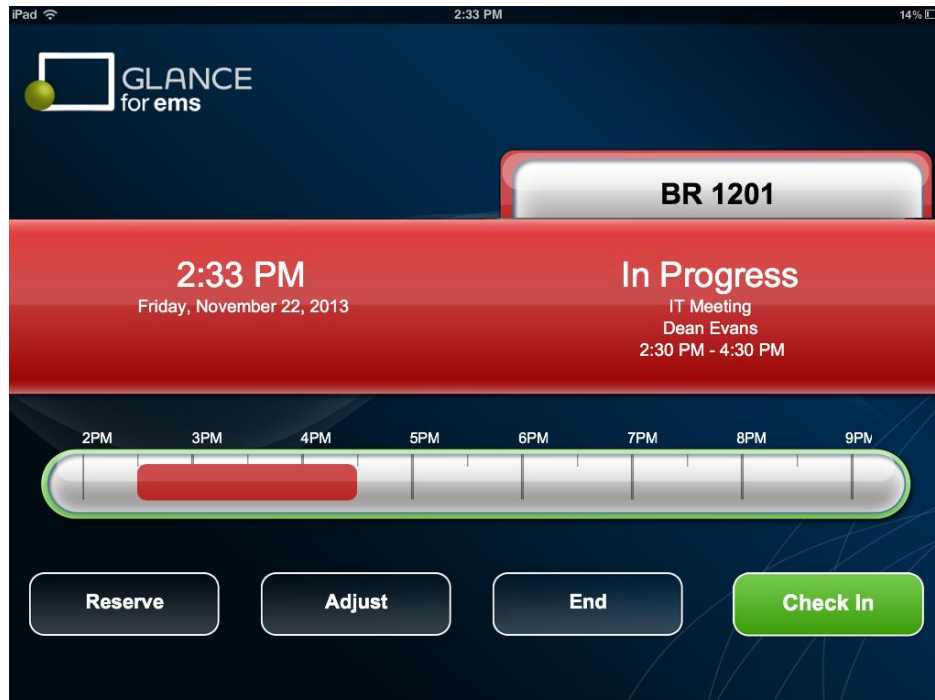


Figure 22: In Progress screen with Check In button



Customizing Labels, Messages and Images

EMS Glance allows you to re-label all buttons, page labels and messages.

Option	Description
Label/Message Settings	To change a label/message, simply edit the desired setting, change the value and click OK. Labels/messages that are too long to display in EMS Glance are truncated and appended with an ellipses.
Misc – Background URL	Leave blank to use the default EMS Glance background image. To change, specify a fully qualified URL to the image location. See Table 1: Supported logo and background image sizes .
Misc – Logo URL	Leave blank to use the default EMS Glance logo. To change, specify a fully qualified URL to the image location. See Table 1: Supported logo and background image sizes .
Misc – Device Polling Interval	Interval in minutes device polls the EMS database for booking information (e.g. new, changed, cancelled) bookings. EMS Glance randomizes calls to the EMS database by +/- 20 seconds to ensure that all of your devices aren't polling for information at identical times.
Misc – Pin to Access Settings Screen	Once Glance is running on your device, double-tapping the EMS Glance logo in the upper-left hand corner of the screen re-accesses the <i>Settings</i> screen. This setting requires the user to enter a PIN.

Table 1: Supported logo and background image sizes

Device	Landscape/Portrait	Logo Size	Background Size
iPad/iPad (Standard and Retina display)	Landscape ONLY	250x140	1024x768
iPad/iPad mini (Standard and Retina display)	Landscape ONLY	250x140	1024x768
Samsung Galaxy 10.1	Landscape ONLY	250x140	1280x800
Samsung Galaxy 7.0	Landscape ONLY	250x140	1024x600

Known Device Configurations

iOS

Table 2: Known configurations for iOS devices

Feature	Configuration
Enable full screen web browser	Add an EMS Glance shortcut to your Home Screen. See http://support.apple.com/kb/TI42 .
Disable Auto-Lock	Go to Settings > General > Auto-Lock. Select "Never"
Disable Notification Center	http://chris.calabrese.org/?p=283
Disable Multitasking Gestures	Go to Settings > General > Multitasking Gestures. Select Off.