



User manual

SignMeeting GRR Calendar

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Introduction

This document provides installation and deployment information for administrators planning to deploy the Signmeeting GRR Calendar application with Innes digital signage.

Signmeeting GRR Calendar is the Signmeeting application version for GRR “Gestion et Réservation de Ressource”). The application need to interface with implemented GRR server.

Note: Signmeeting GRR Calendar has been qualified with GRR version 1.9

System Requirements

The following versions must be used:

- Gekkota V3.12.10 (or latest)
- Screen composer G3 V3.11.11 (or latest)
- GRR Calendar V1.9

SignMeeting Configuration

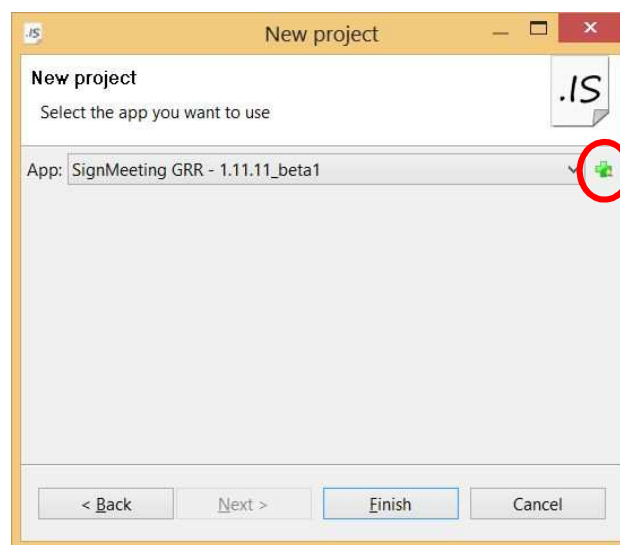
1. Installation/Upgrade

1.1 Installation with Screen Composer V3.11.11+

Create a new project with players type "SM".

App: in the scrolling list, choose "SignMeeting GRR – 1.XX.XX".

If SignMeeting GRR (or version of SignMeeting GRR) is not present in the list , install the file .appi first, selecting the following button "+":



1.2 Upgrade

To install a new version of .appi, select 'import models':



Then, you must re-configure your old app, click on 'Finish' to re-generate the app with the newer version. After that, you can use the new version of the app.

2 Configuration

First collect GRR system parameter to be able to connect to GRR system. These parameter need to be entered in signMeeting GRR datasource configuration

- Database name
- Domain
- Prefix
- User
- IP Address of GRR server
- Port (3306 is generally used)
- Identifier
- Password
- Resource identification of database of GRR system ("id_area")

In Screen Composer, click on ["Configurer «signMeeting GRR»"](#)

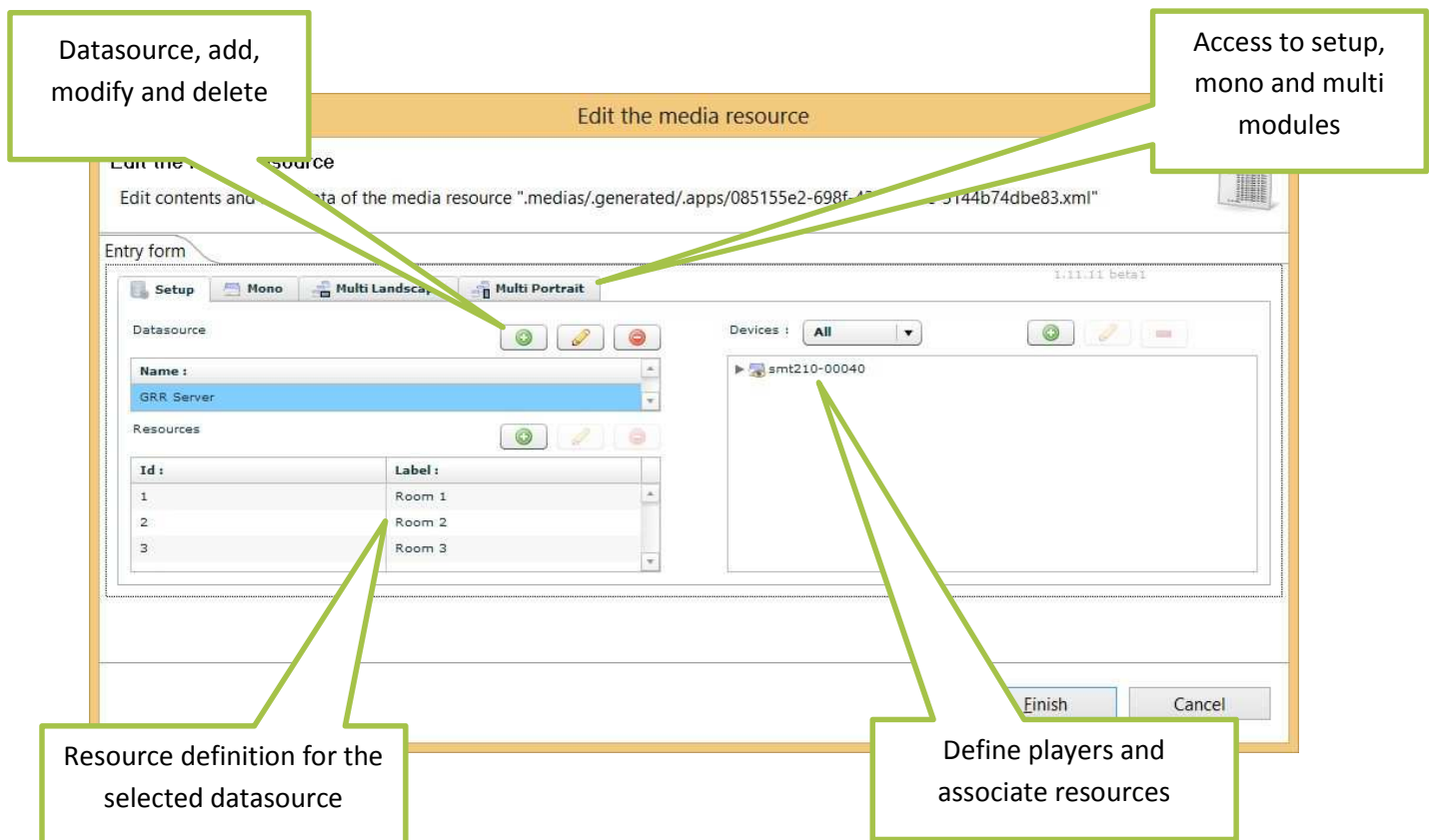


The following tab are permitting to configure the app:

- **"Setup"**
 - **"Datasource"**
 - **"Resource"**
 - **"Device"**
- **"Mono"**
- **"Multi Landscape"**
- **"Multi Portrait"**
 - The default settings for mono and multi tabs can be left as default.

The setup configuration is completed in 3 steps:

1. Add and configure **"Datasource"** (1 or several)
2. For each datasource, add and configure **"Resources"**
3. For each datasource, add resource to **"Devices"** (players)

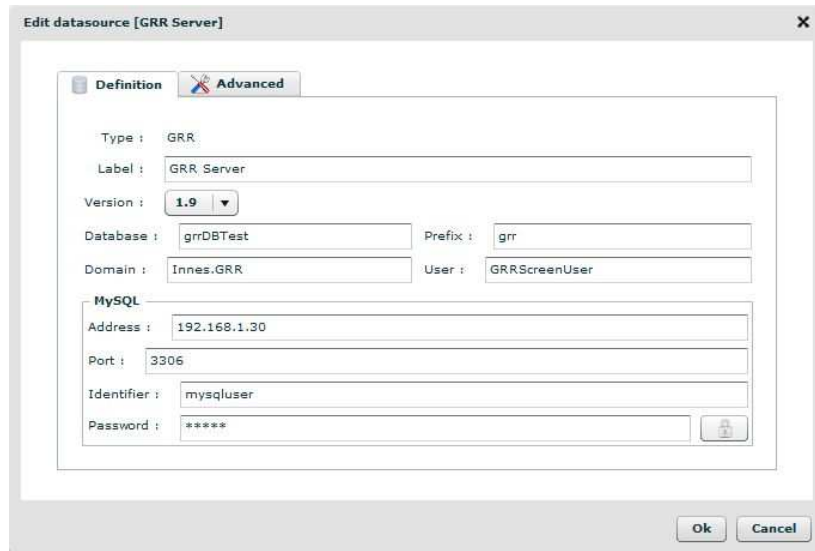


2.1 Setup tab

2.1.1 Datasource Setup

Click on "+" button of "Datasource" to add a new datasource

2.1.1.1 Definition



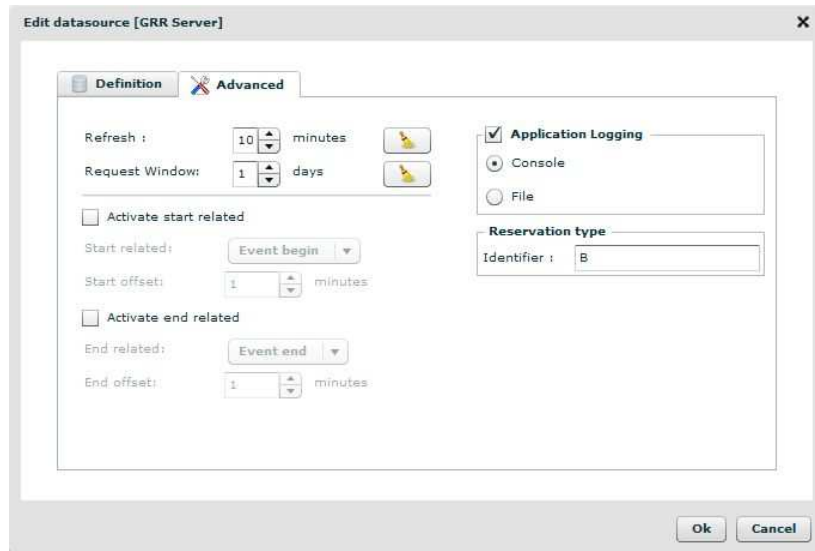
The **Label** field is free text.

For other parameters fully fill all the fields by referring to the parameters collected above

- **Database** : the name of database defined during GRR installation.
- **Prefix** : the table prefix defined for the GRR database during GRR installation.
- **Domain** : the GRR domain that contains the resources to be displayed.
- **User** : the GRR user that will be used to delegate actions on the GRR database. The user must have the status of GRR administrator.
- The MySQL parameters as a follows
- **Address** : the IP address of the MySQL server.
- **Port** : the port to be used to access the MySQL server, the default port is 3306.
- **Identifier** : The MySQL user identifier used to access the database. This user must have sufficient privileges to read, write and delete data within the GRR database.
- **Password** : The corresponding password for the MySQL user.

2.1.1.2 Advanced

This defines the advanced options to configure the management of the alarms.



“Refresh” :

- Defines how often Signmeeting will update the alarm information.
- Request Window defines how many days are retrieved from the datasource.

“Start/end related”:

- Defines the time slot when the Alarms will be activated/deactivated.
- The following options are possible

Event begin	Activates the alarm a number of minutes before the start of the event.
Day begin	Activate the alarm at the start of the day.
Event end	Deactivate the alarm a number of minutes after the event finishes
Day End	Deactivate the alarm at the end of day.

In case no option is defined then the default option is activated

- “Activate the Alarm at the start of the event” +
- “Deactivate the alarm at the end of the event”

Reservation type, is the type of meeting that will be created from SignMeeting GRR. This must correspond the username/identifier for a reservation type that is defined with the GRR system. The list of possible values can be found in the GRR administration module under **“Type of reservations”**.

General

- General configuration
- Types of reservations**
- Calendar except reservation

Areas and resources

- Areas and resources
- Additional fields management.

Types of reservations

By default, during the creation of a new type of reservations, this one is common for all the areas. You can then specify, for each area, the valid types or not.

| Add a type of reservation |

Username	Name of type	Color	Display order	Disponible pour	Delete
A	Cours		1	All	Delete
B	Réunion		2	All	Delete
C	Stage		3	All	Delete
D	Devoir		4	All	Delete
E	Autre		5	All	Delete

2.1.2 Resources setup

To edit resources for a given datasource,

- Select the datasource then
- Add, Delete and Modify the resources.

Datasource

Name :

GRR Server

Resources

Id :	Label :
1	Room 1
2	Room 2
3	Room 3

The resource ID **must correspond exactly** to the resource ID defined in the GRR system.

For each resource, an optional **label** can be defined

Note: if the check box label activated, label becomes mandatory.

Edit resource [2] in datasource [GRR Server]

Resource :

2

Label :

☒ Room 2

Ok

Cancel

App Signmeeting displays

- the **label** if the label s defined or
- the **resource Id** if the label is not defined.

2.1.3 Association of resource to device (player)

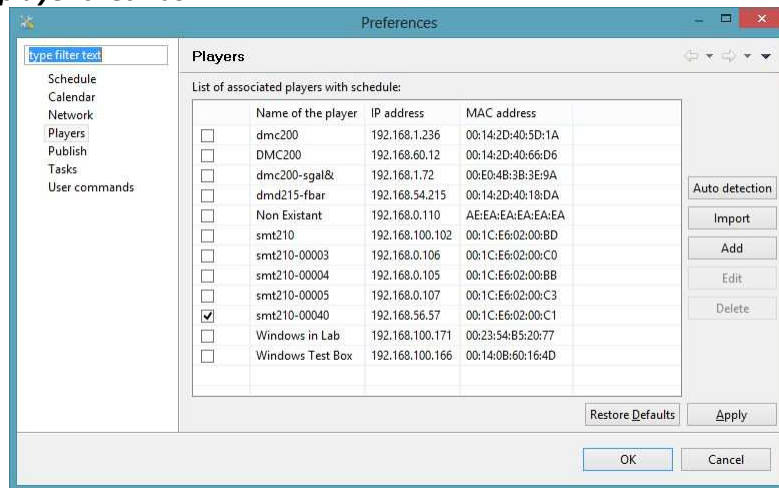
Players are added using the add player button.

Note : If the required players are not present, then return to Screen Composer interface:

- **Settings,**
 - **preferences,**
 - **players.**

The required player can be found on the local network using auto-detection of added manually by entering its IP adress (+ MAC address, login,password, label name)

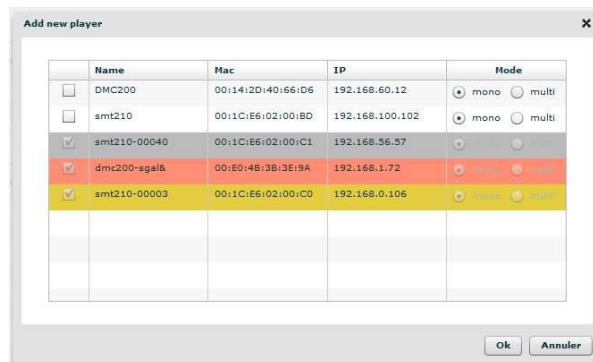
Once player can be seen by Screen Composer, select it by checking the player check box.



2.1.3.1 Status

Available players are displayed in the above table with for each their status .

The check box are already ticked.



For these players these are the condition for the background color:

- **Gray** : player is configured normally.
- **Yellow** : player is configured in Signmeeting but has been de-selected in Screen composer.
- **Red** : player is configured in Signmeeting but is not present in Screen composer.

2.1.3.2 Resource affectation

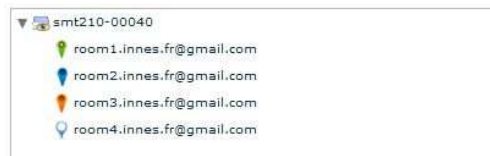
After a player is selected, drag and drop the resources to affect resource to each player (drop the resources over the appropriate player).

Note: it is possible to select more than one resource at a time.



A given resource can be added only once to a target player.

For a given player, user can add resources from an only one datasources.



2.1.3.3 Visible/bookable attribute

The properties of the resource under the player can be edited.

- **“Visible”** means the alarms will be show for the resource.
- **“Bookable”** means can add, delete and modify events for the resource.



The status of the resource is indicated using different colors.

- **Green** : Visible and bookable

- **Blue** : Visible
- **Orange** : bookable
- **White** : not visible or bookable.

2.1.3.4 Mono mode versus multi-mode

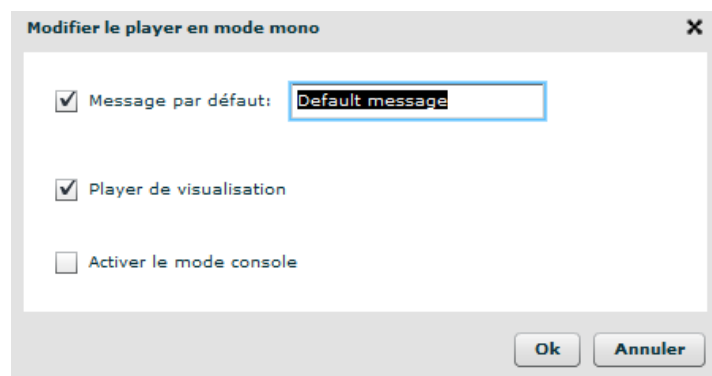
The add player screen shows the available and currently used players. The players can operate in

- **Mono-mode**
 - Display one meeting at a time,
- **Multi-mode**
 - Display several meetings at a time.

To select a new player check the box and select the operational mode (mono/multi)

2.1.3.4.1 Mono-mode

For each player in mono mode, you can edit extra parameters:



The “**player de visualization**” is for Gekkota-desktop to indicate which player to show.

2.1.3.4.2 Multi-mode

For each player in multi-mode, you can edit extra parameters:

Modifier le player en mode multi [X]

☒ Message par défaut: Default msge

Resources 

Ressource	Sign1	Sign2
Room n#1		
Room n#2		

☒ Player de visualisation

☐ Activer le mode console

Ok Annuler

2.2 Mono tab

Mono-mode displays:

- the current for the active resource on the screen and
- the next event for the active resource on the screen.

2.2.1 Event tab

The “event” tab defines:

- what will be displayed for each event,
- how to manage events (if there is more than one)

It is also possible to add labels for the organizer and attendees.

Setup Mono Multi Landscape Multi Portrait 1.11.11 beta1

Event Style Navigation

Simultaneous events behaviour:

☒ Always display the newest ☐ Always display the oldest

☐ Display all alternatively with an interval of 10 second(s)

☒ Return to the background if there are no meetings

☐ Display location

☒ Display time range

☒ Display organizer

Label :

☐ Display description

☐ Display attendees

Label :

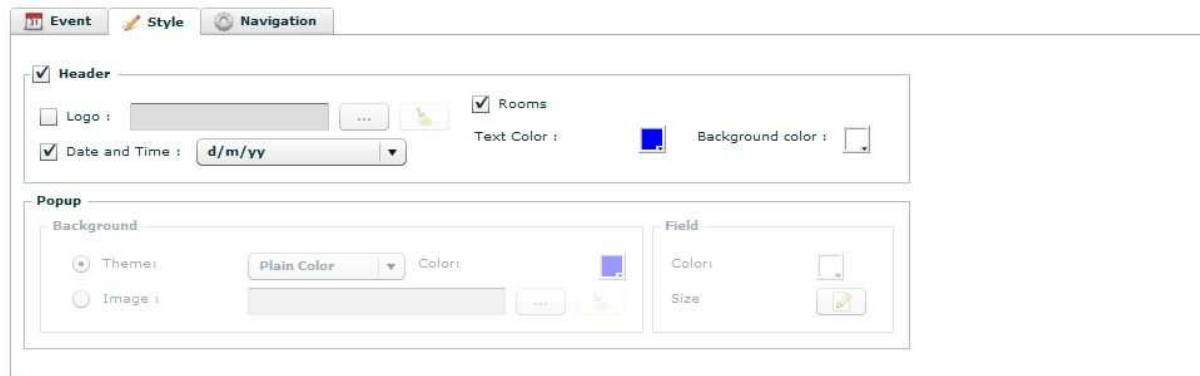
The option **“Return to the background if there are no meeting”** means that the meeting status screen will only be displayed if there are meetings for the current resource.

2.2.2 Style tab

The **“style”** tab defines

- whether a header is present or not and also
- what will be displayed in the header.

The style for the popup is a fixed format for the mono display.



The screenshot shows the 'Style' tab with the following settings:

- Header:**
 - ☒ Header
 - ☐ Logo : [text field] [button]
 - ☒ Date and Time : d/m/yy [dropdown]
 - ☒ Rooms
 - Text Color : [color picker]
 - Background color : [color picker]
- Popup:**
 - Background:**
 - Theme: Plain Color [dropdown] Color: [color picker]
 - Image: [text field] [button]
 - Field:**
 - Color: [color picker]
 - Size: [text field] [button]

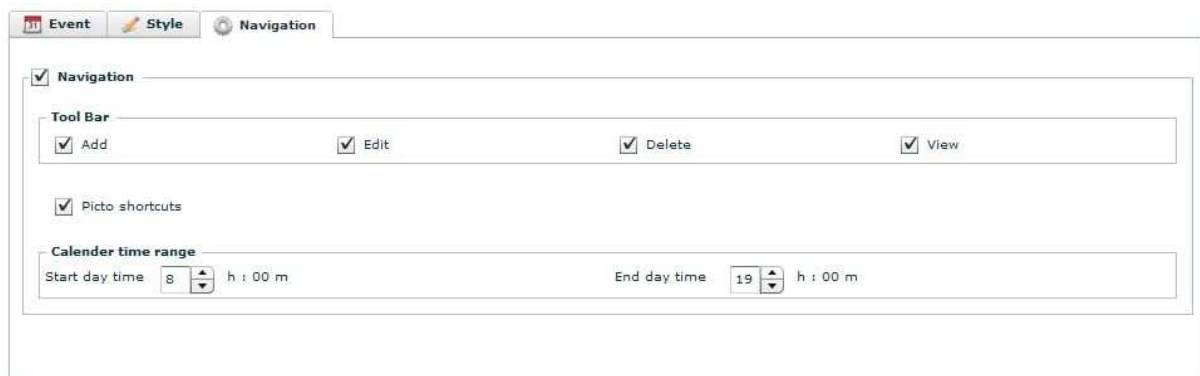
2.2.3 Navigation tab

2.2.3.1 Tool bar

The **“tool bar”** options defines what actions are active to edit/show events.

2.2.3.2 Calendar time range

The **“calendar time range”** defines the range of hours in a day that are displayed.



The screenshot shows the 'Navigation' tab with the following settings:

- ☒ Navigation
- Tool Bar:**
 - ☒ Add
 - ☒ Edit
 - ☒ Delete
 - ☒ View
- ☒ Picto shortcuts
- Calendar time range:**
 - Start day time: 8 h : 00 m
 - End day time: 19 h : 00 m

10:04

Room 3

10:00 - 11:15 "Meeting 5"
Room is empty

Current meeting
administrateur

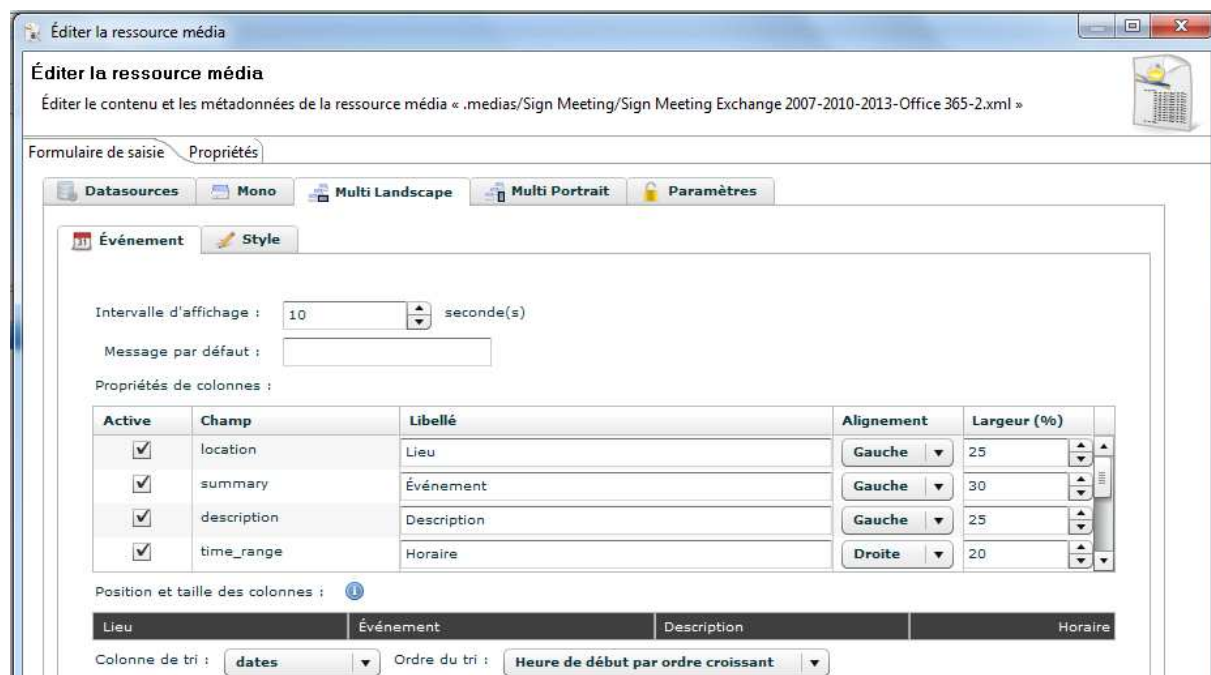
14:00 - 15:00 "Meeting 60"
Next meeting administrateur



2.3 Multi landscape tab

The “Multi landscape” tab defines

- what will be displayed for each meeting,
- how it will be displayed and
- how to manage events (if there is more than one).



Éditer la ressource média

Éditer le contenu et les métadonnées de la ressource média « .medias/Sign Meeting/Sign Meeting Exchange 2007-2010-2013-Office 365-2.xml »

Formulaire de saisie Propriétés

Datasources Mono Multi Landscape Multi Portrait Paramètres

Événement Style

Intervalle d'affichage : 10 seconde(s)

Message par défaut :

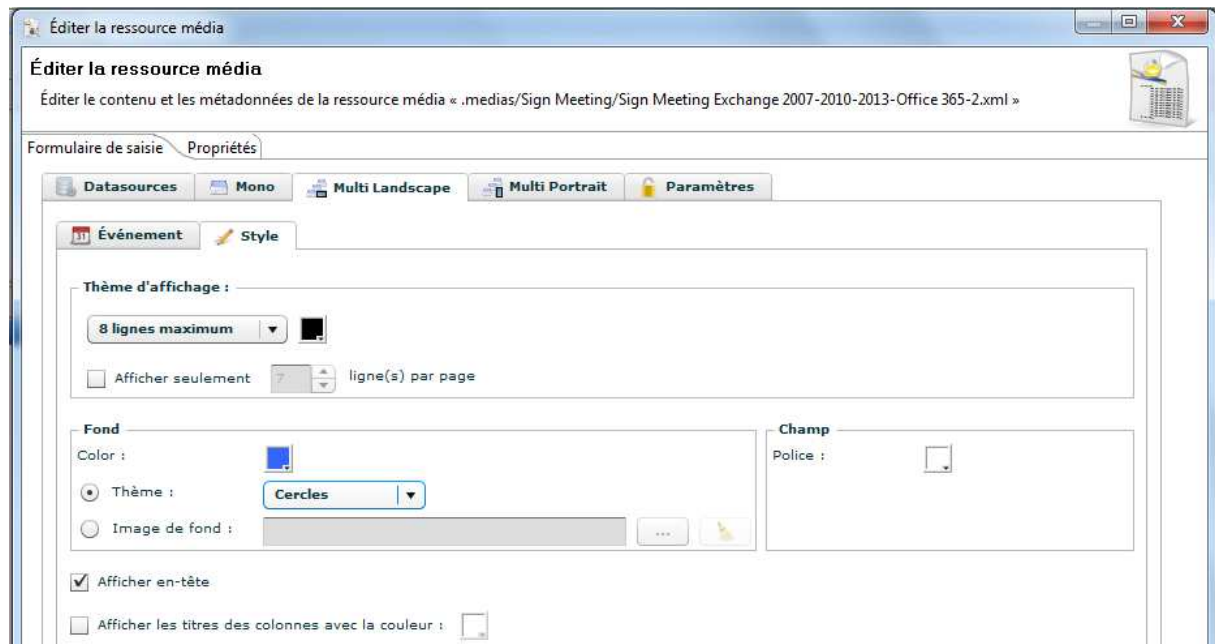
Propriétés de colonnes :

Active	Champ	Libellé	Alignement	Largeur (%)
<input checked="" type="checkbox"/>	location	Lieu	Gauche	25
<input checked="" type="checkbox"/>	summary	Événement	Gauche	30
<input checked="" type="checkbox"/>	description	Description	Gauche	25
<input checked="" type="checkbox"/>	time_range	Horaire	Droite	20

Position et taille des colonnes :

Lieu	Événement	Description	Horaire

Colonne de tri : dates Ordre du tri : Heure de début par ordre croissant



2.4 Multi portrait tab

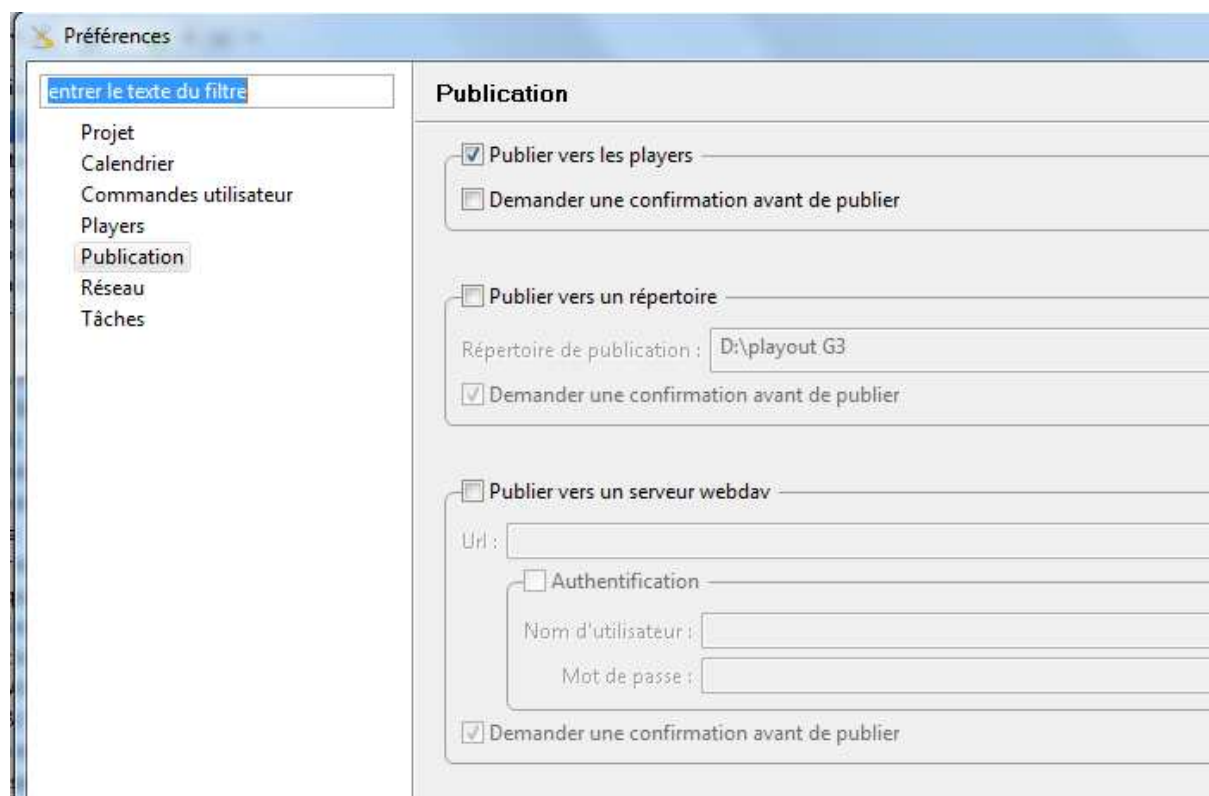
Same as Landscape, but for a portrait view.

3 Publication

3.1 Screen composer: publication menu

Screen Composer:

Double check that you have selected “**publier vers les players**” into the publication menu

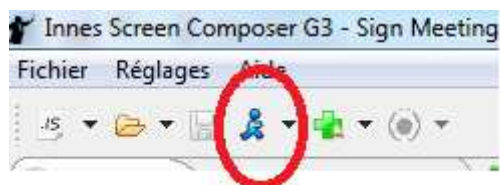


3.2 Screen composer: player (select one or several SMT210 player)

In the 'Players' section, select the players you want to publish on.

3.3 Screen composer: publish

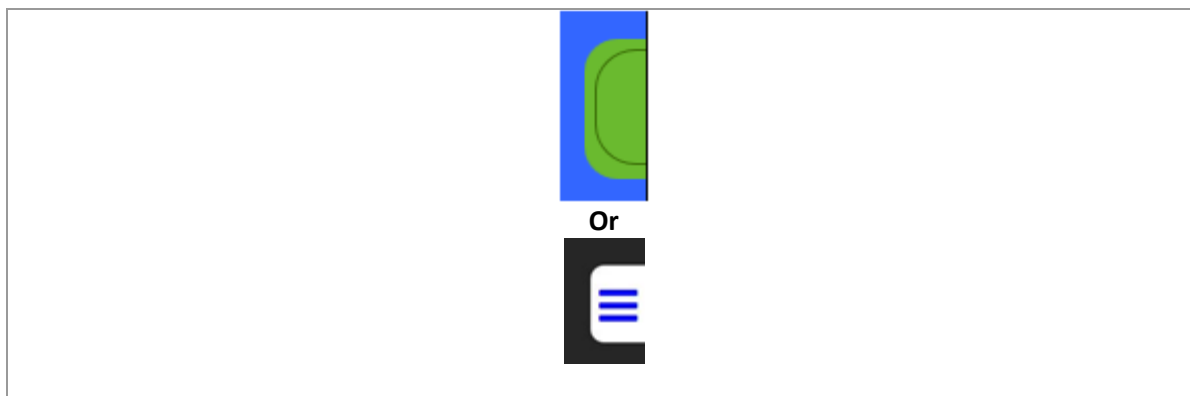
Click on the publish button to publish :




4 Using SignMeeting

In the sign meeting application the meetings are displayed in the main window.

To get access to the menu press the button on the right hand side.

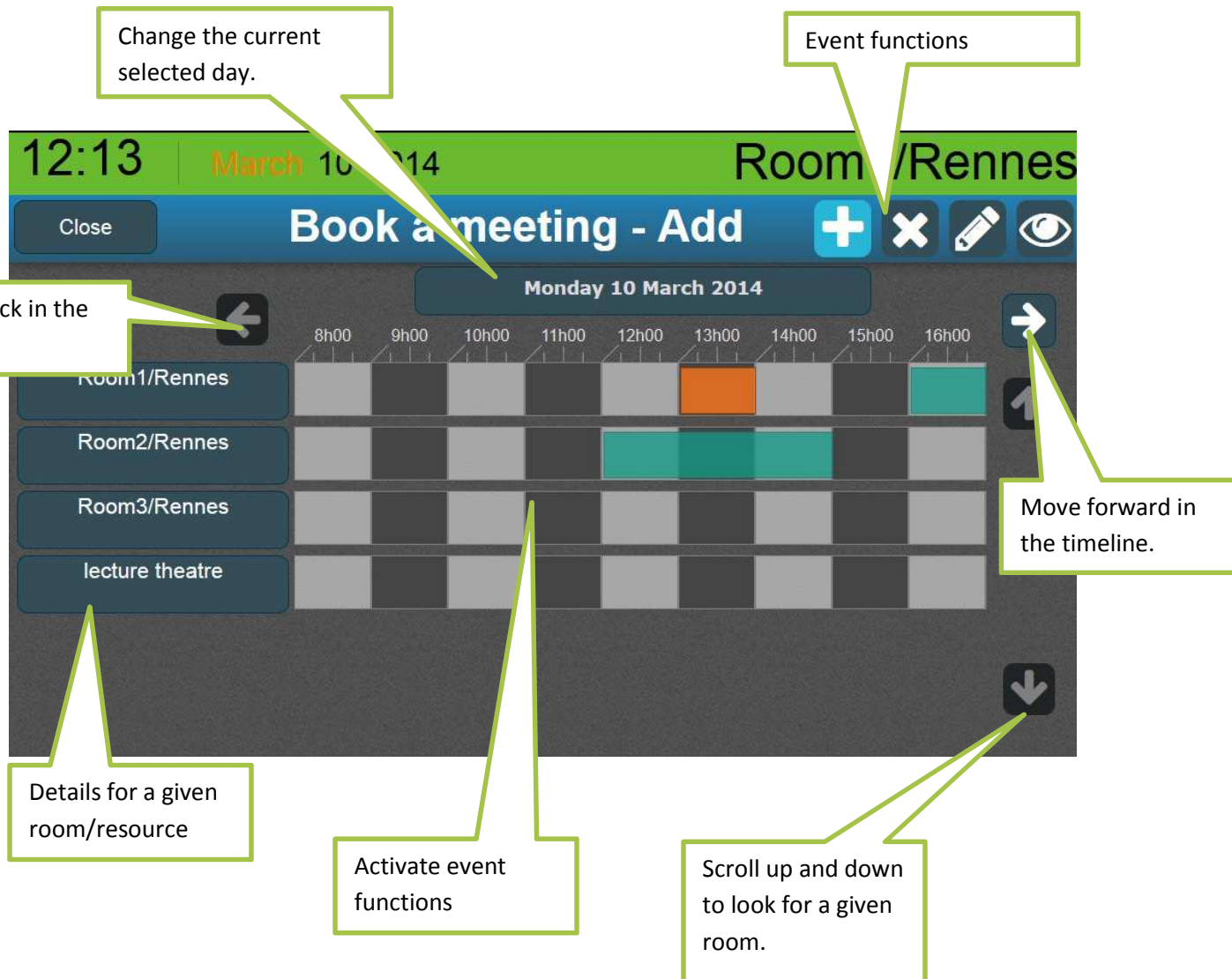


This will show the menu.

	<p>Select “Menu”: show the current version of Signmeeting.</p> <p>Select “Book a meeting” : open the main window to display all events for all the <u>Bookable resources</u>.</p> <p>Select “Close Menu”: close the menu.</p>
---	---

4.1 Book a Meeting

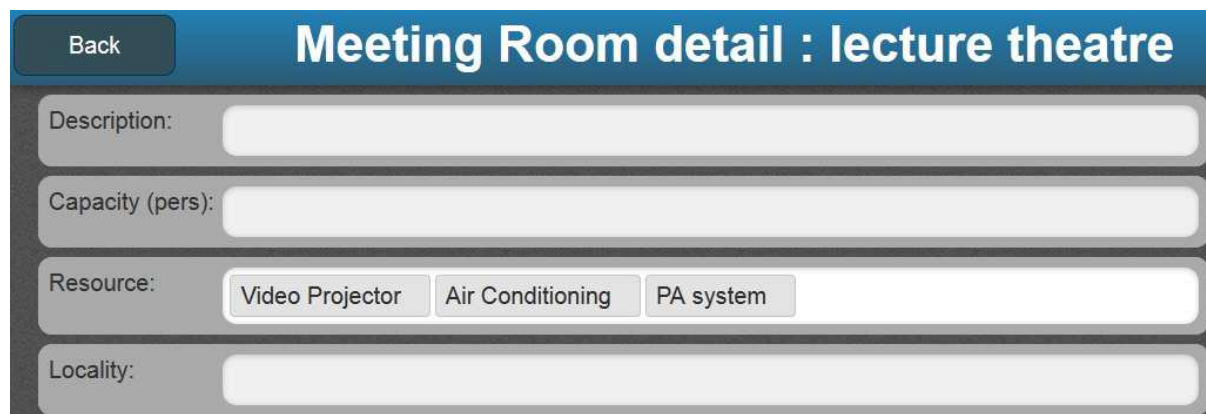
“Book a meeting” button permits to show all the current meetings for the selected day.



The screenshot shows the 'Book a meeting - Add' interface. The top bar displays the time '12:13', the date 'March 10 2014', and the room 'Room / Rennes'. Below the bar is a 'Close' button and a title 'Book a meeting - Add'. The main area shows a calendar grid for 'Monday 10 March 2014' with time slots from 8h00 to 16h00. The grid lists four rooms: Room1/Rennes, Room2/Rennes, Room3/Rennes, and lecture theatre. Room1/Rennes has an orange block at 13h00 and a teal block at 16h00. Room2/Rennes has a teal block from 12h00 to 14h00. Room3/Rennes and lecture theatre are empty. Callouts explain the following features:

- Change the current selected day.**: Points to the date 'March 10 2014'.
- Event functions**: Points to the '+', 'x', pencil, and eye icons.
- Move back in the timeline.**: Points to the left arrow icon.
- Move forward in the timeline.**: Points to the right arrow icon.
- Details for a given room/resource**: Points to the 'lecture theatre' row.
- Activate event functions**: Points to the orange block in Room1/Rennes.
- Scroll up and down to look for a given room.**: Points to the down arrow icon.

Room details:

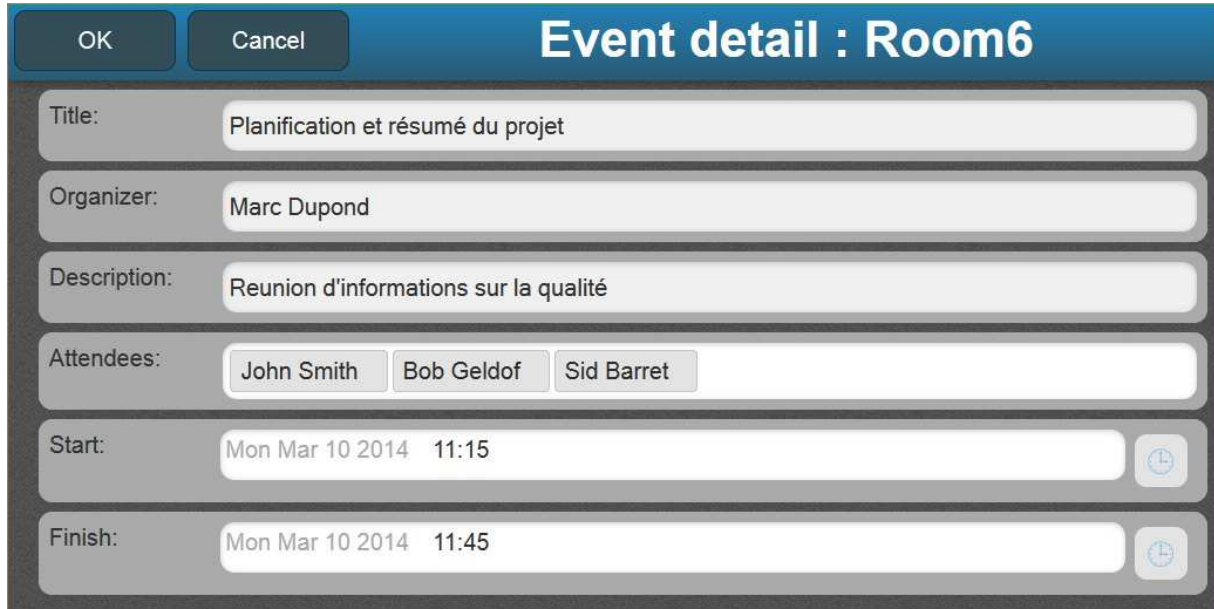


The screenshot shows the 'Meeting Room detail : lecture theatre' form. It has a 'Back' button and the title 'Meeting Room detail : lecture theatre'. The form contains the following fields:

- Description:** A text input field.
- Capacity (pers):** A text input field.
- Resource:** A list of resources: Video Projector, Air Conditioning, PA system.
- Locality:** A text input field.

4.2 Event functions

- **“Add”**: permits to add a new event in the nearest available free space.
- **“Modify”**: permits to modify an event.
- **“Delete”**: permit to delete a event.
- **“View”**: permits to get more detail on the meeting.



The form titled "Event detail : Room6" contains the following fields:

- Title:** Planification et résumé du projet
- Organizer:** Marc Dupond
- Description:** Reunion d'informations sur la qualité
- Attendees:** John Smith, Bob Geldof, Sid Barret
- Start:** Mon Mar 10 2014 11:15
- Finish:** Mon Mar 10 2014 11:45

Buttons for "OK" and "Cancel" are located at the top left.

In **“Add”** and **“Modify”** functions, it is possible to press on the “clock” button to change

- the **“Start”** time and
- the **“finish”** time



A time selection grid with the following times:

↑	08:00	08:15	08:30	08:45
	09:00	09:15	09:30	09:45
	10:00	10:15	10:30	10:45
	11:00	11:15	11:30	11:45
	12:00	12:15	12:30	12:45
↓	13:00	13:15	13:30	13:45

The 12:00 time slot is highlighted in orange.

Click on the required time to select or click outside the box to cancel.

4.3 Player not available or resource not affected to player

Default configuration of SignMeeting to connect to player to player by

- First : MAC address then
- Secondly: IP address

Banner in red: “Ressource Error code -5”

1. If neither IP address nor MAC address can not be found, SignMeeting is displaying the header **banner in red** meaning that the application is not active and a corrective action is required.
2. The same **banner in red** is displayed when no resource is affected to the player.

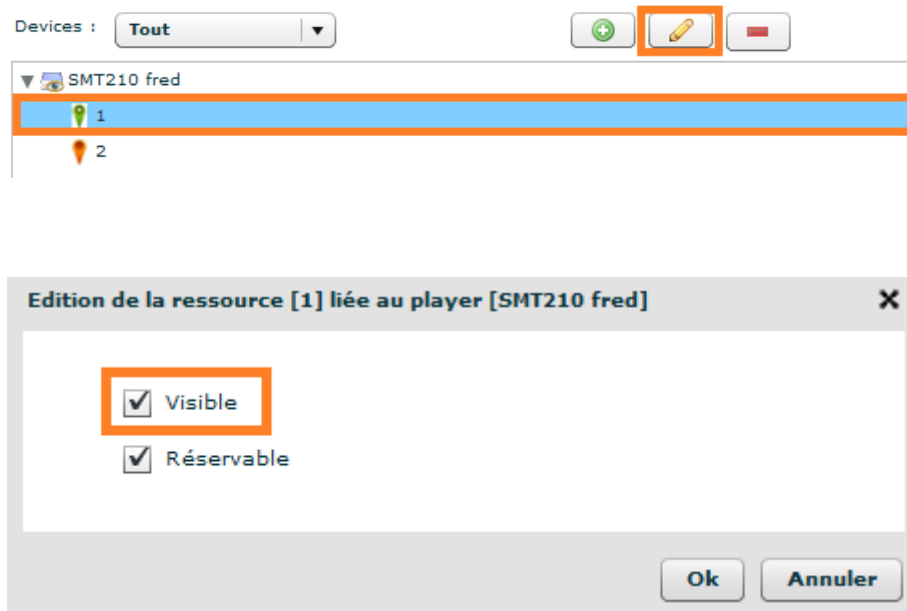
4.4 Meeting Status Screen

4.4.1 Attributes

4.4.1.1 Visible

If the resource is configured as “**visible**”, App is display the status of the meeting.

Only one ressource can be visible at a time. To make a resource visible, return to App configuration. In device screen, select a resource and click on “**configure**” (pen)



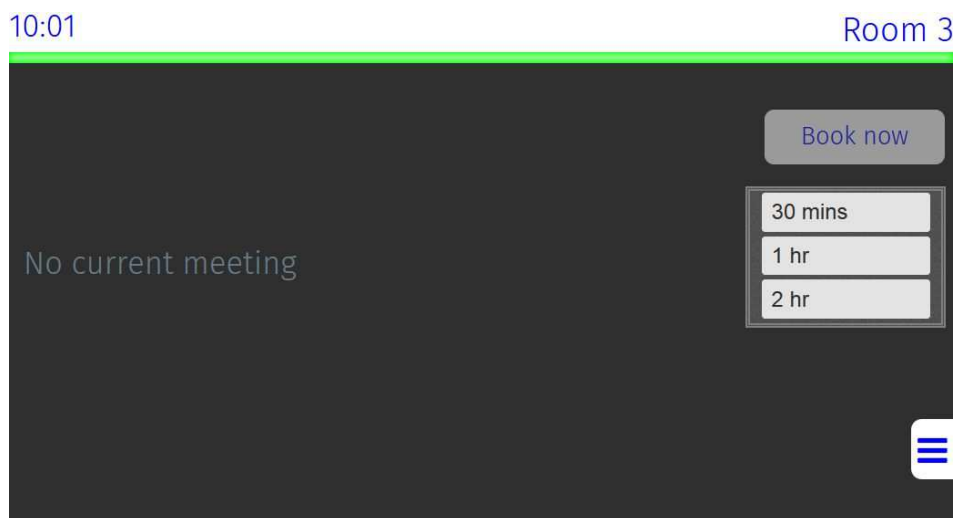
4.4.1.2 Bookable

“**Bookable**” means that the resource appears in the bookable ressource

4.4.2 Book now

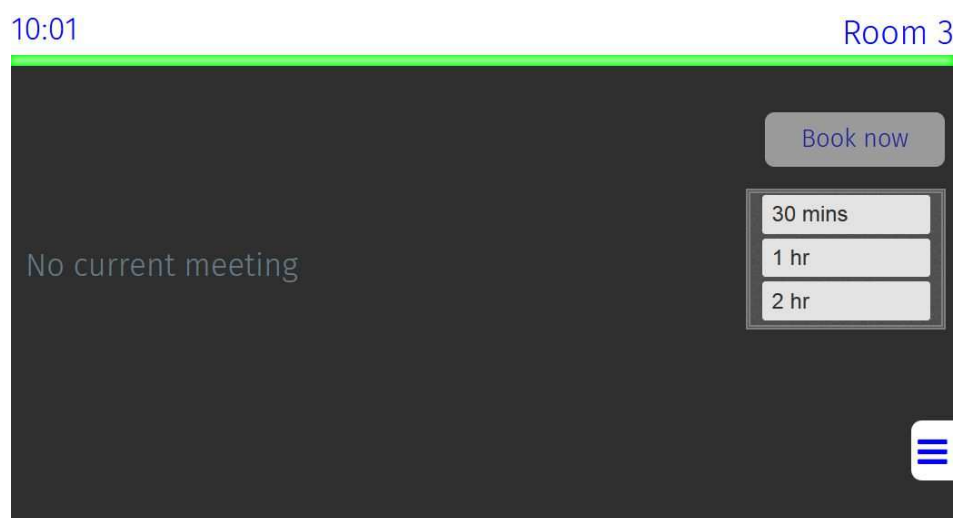
A meeting can be booked by selecting the “**Book now**” button. If the resource is available, that allows to book the room for

- 30mins,
- 1 hour or
- 2 hours.

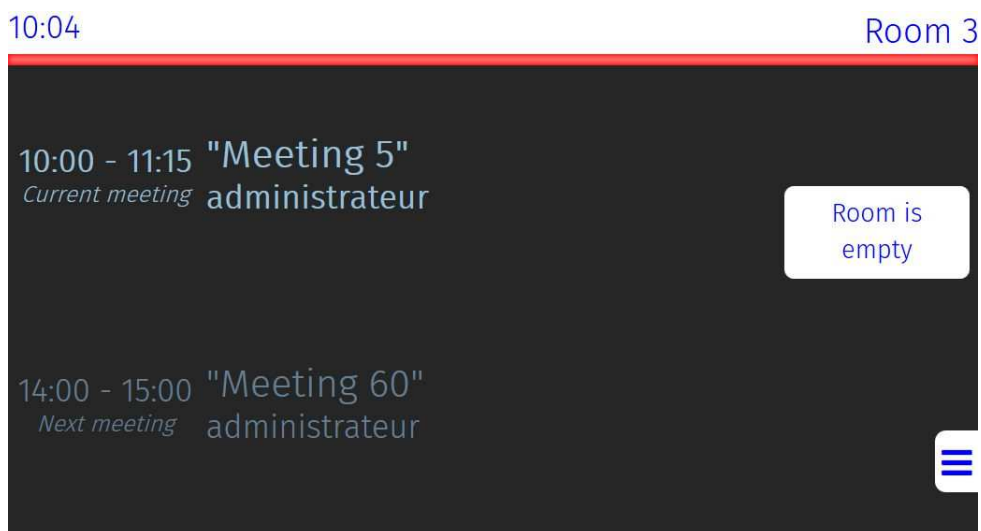


4.4.3 Color bar

The bar in the header is **green** when the room is not in use.



The bar is **red** when the room is occupied.



4.4.4 Room is empty

When the room is booked (event1) but there is no one in the room, it is possible to shorten the current meeting (event1) by using “Room is Empty” button and make free the current slot to book immediately another meeting event 2 (if slot is permitting it).

- In case shortening, the duration of the meeting is rounded to a **multiple of 15 minutes**

- Ex: meeting event1 is 2h duration (15h – 17h) and room is freed at 16h18.
 - Another user arrive at 16h25, and checking there is no one in the room, uses “Room is empty”
 - The event1 is shorten and kept in GRR calendar with the slot:
 - 15h-16h15
 - If wanted the user can book an new event2 in the slot 16h30-17h00

*Note: **the minimum slot duration for a meeting is 30 minutes**. In case the shortened meeting is less than 30 minutes, the meeting is completely deleted from GRR calendar.*

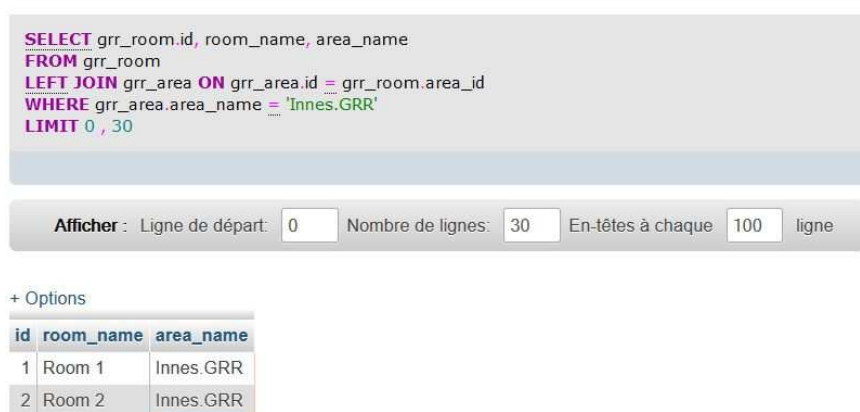
5 Appendix

5.1 Get the ID in database with SQL Query

To get the ID, it is possible to run a SQL Query on the MySQL database. For example to get the resources defined for domain “mydomain” use the following SQL.

```
SELECT grr_room.id,room_name,area_name FROM grr_room LEFT JOIN grr_area ON grr_area.id = grr_room.area_id WHERE grr_area.area_name = 'mydomain;
```

The results will show the ID and room_name these can then be defined in SignMeeting GRR in the datasource that is defined for the domain.



The screenshot shows a SQL query interface. At the top, a text area contains the following SQL query:

```
SELECT grr_room.id, room_name, area_name
FROM grr_room
LEFT JOIN grr_area ON grr_area.id = grr_room.area_id
WHERE grr_area.area_name = 'Innes.GRR'
LIMIT 0, 30
```

Below the query area, there is a control bar with the following settings:

Afficher : Ligne de départ: Nombre de lignes: En-têtes à chaque ligne

Below the control bar, there is a link labeled "+ Options".

At the bottom, a table displays the results of the query:

id	room_name	area_name
1	Room 1	Innes.GRR
2	Room 2	Innes.GRR

5.2 Debug log with engineering

The application logs can be activated in order to debug some troubleshoot at distance. That option is not available in production environment.