ESViewerOnly Administrator Guide

Dear colleague,

Due to many requests, the **education spaces viewer** (**ESViewer.com)** is made available as separate module. The module serves as stepping-stone towards the comprehensive **TUDesc**[1] application and consists of three parts:

- Public website with general overview of your education spaces
- Public detail pages for every education space with pictures and specifics
- Secured Admin pages to manage the overview and detail pages

This document shows the administrator part when having a ESViewerOnly license. It describes the onboarding process and how ESViewer may be appropriated to be your very own online catalogue for education spaces.

We wish you the best of luck,

The TUDesc team

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[1] ***TUDesc*** *is the interactive cloud tool for AV-IT Staff and Asset Managers to design, configure, check, control, and manage education and meeting spaces specifically on readability, sightlines, presentation equipment, education computers, furniture, and carbon footprint. It does ergonomic related simulation instantly and holds several roles to manage and support life cycle assessment, forward planning, and dashboard reporting.*

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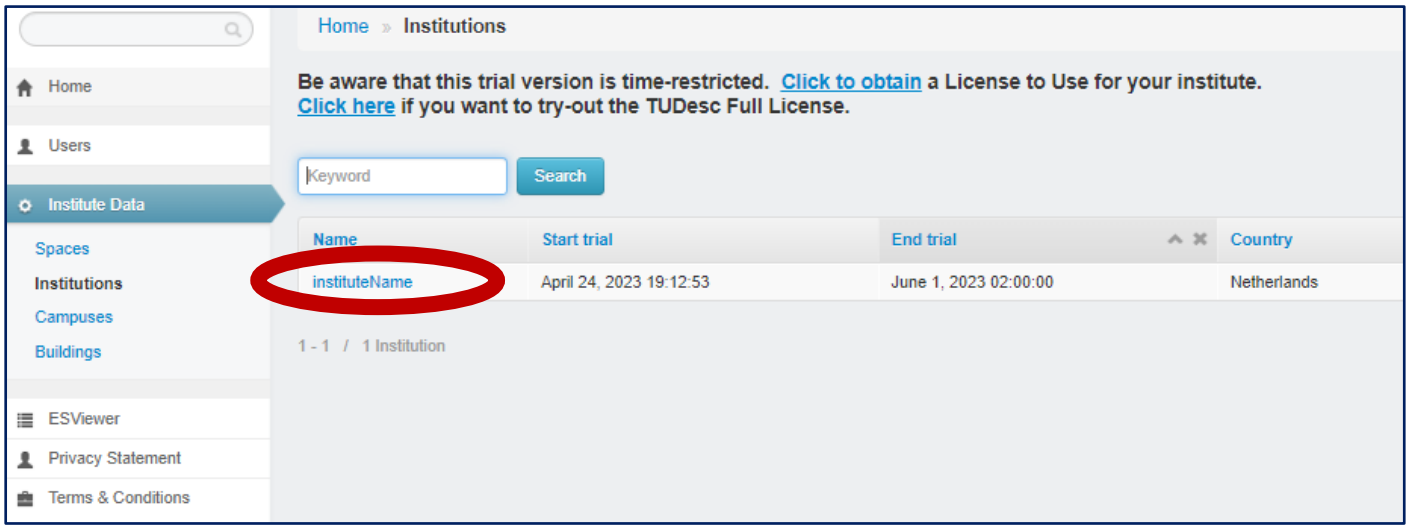
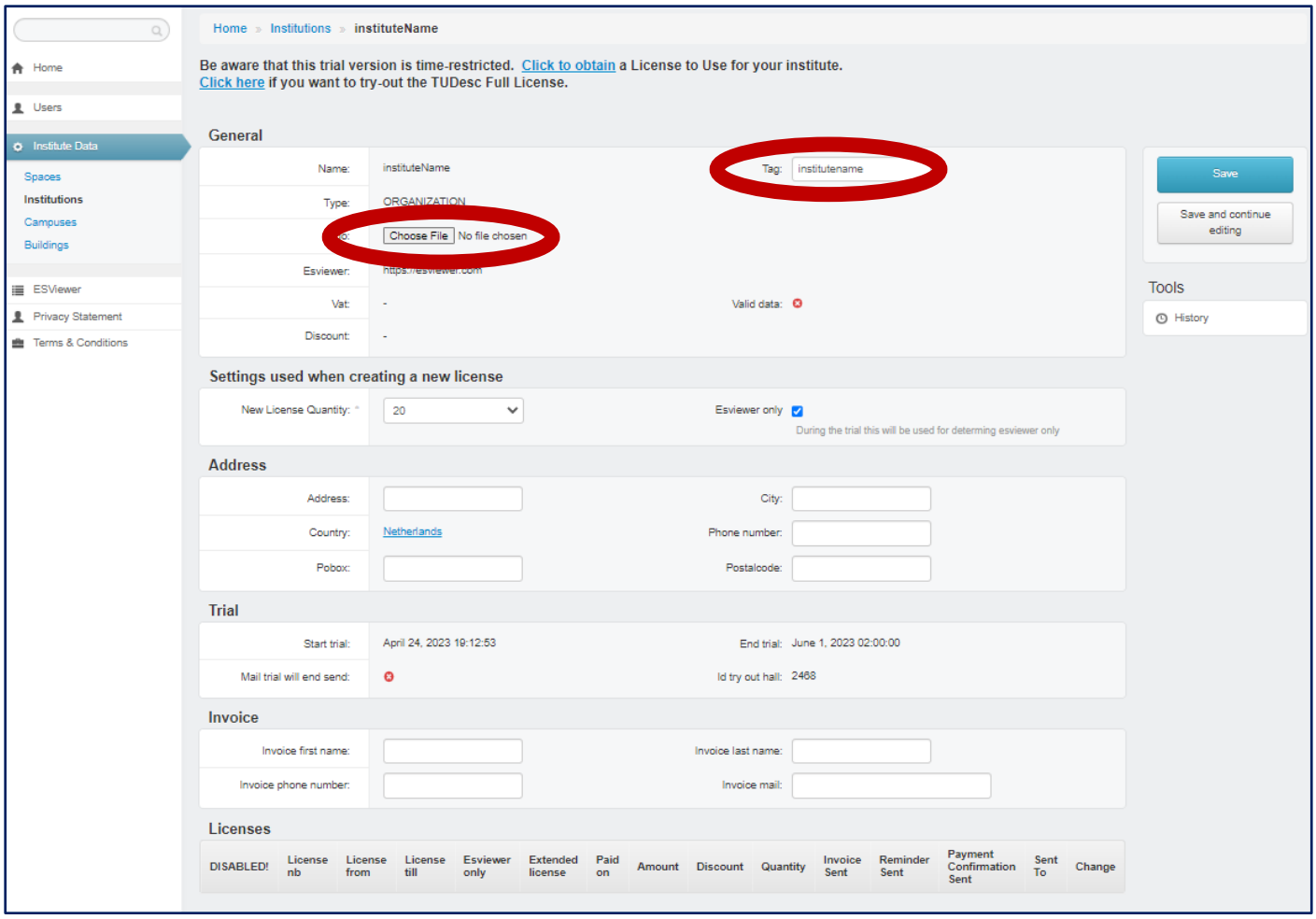
Set institute's logo, campus, and building

Please, start with completing your campuses and buildings to appropriate ESViewer to your environment.

Go to **Institute Data > Institutions** in the left menu and select your institute.

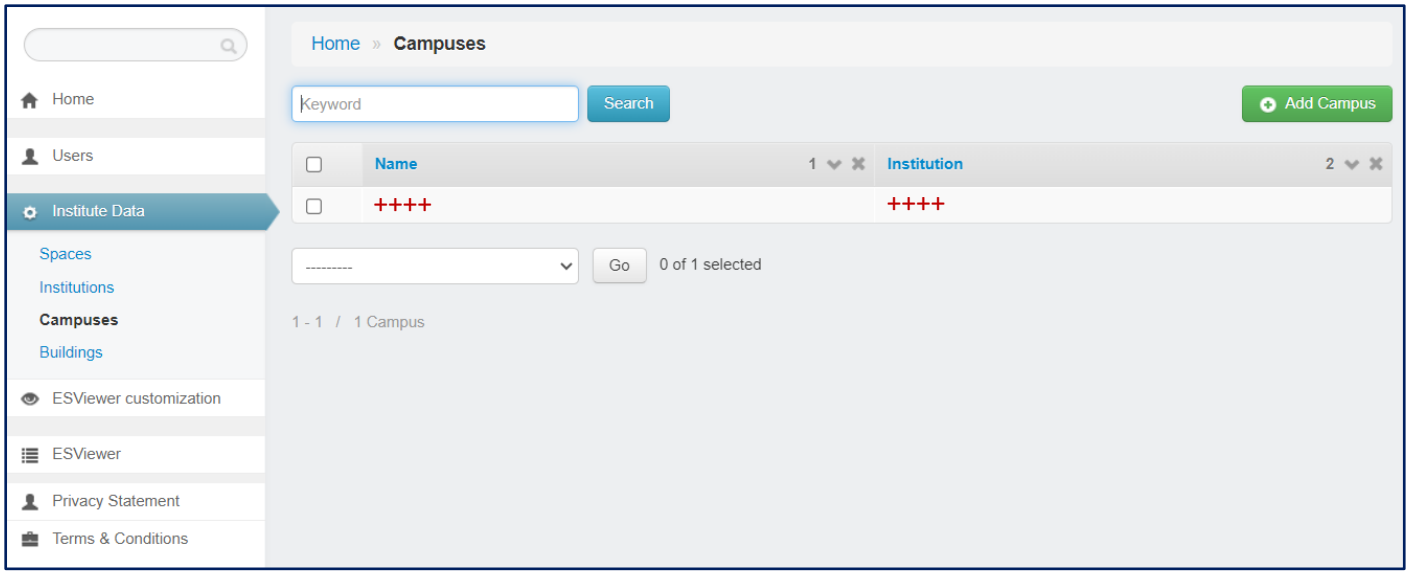


Upload your institute's logo if you have not done that during the try-out and check your public URL "**institutename.esviewer.com**".



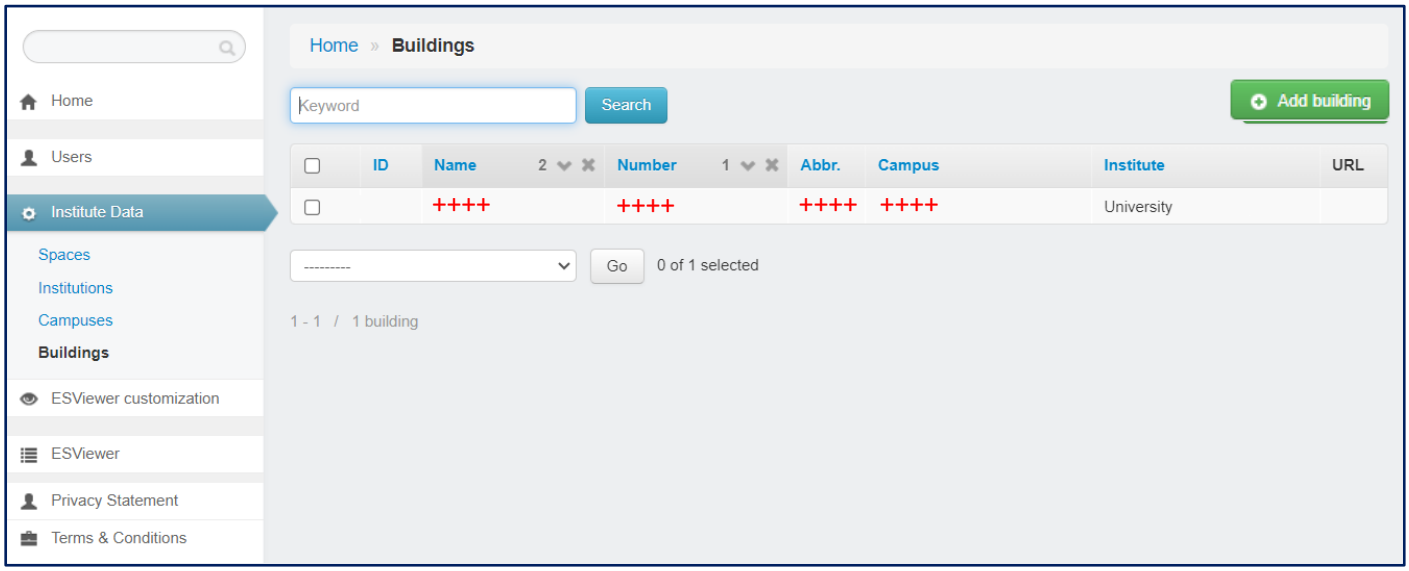
Be aware that Education Spaces can be added or imported only after campuses and buildings are defined.

Go to **Campuses** in the left menu and correct the predefined campus.



Click **Add Campus** when more campuses are available at your institute.

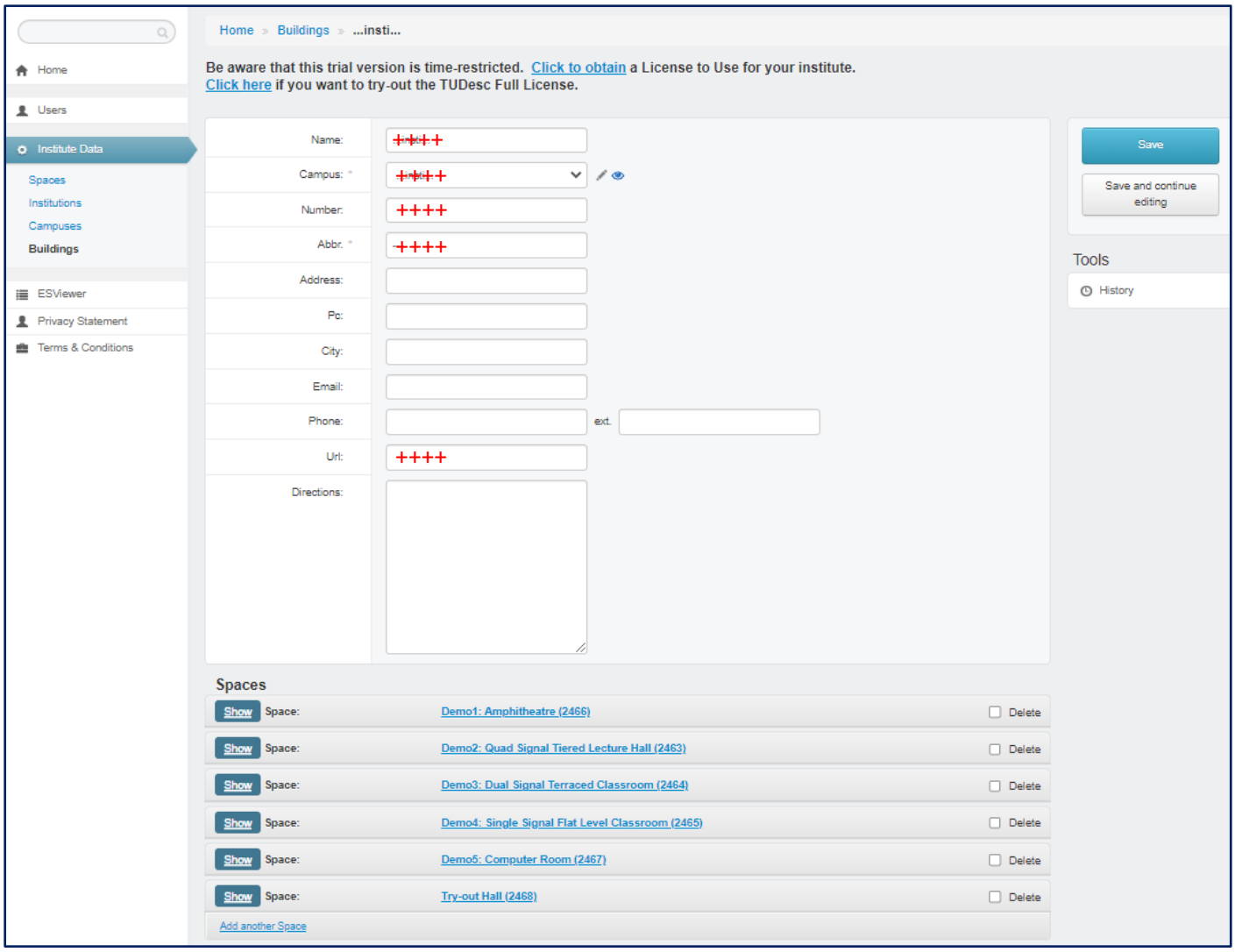
Go to **Buildings** in the left menu, select ID and correct the predefined building.



NB: ID is automatically generated by the TUDesc database and cannot be altered but is your link to the building.

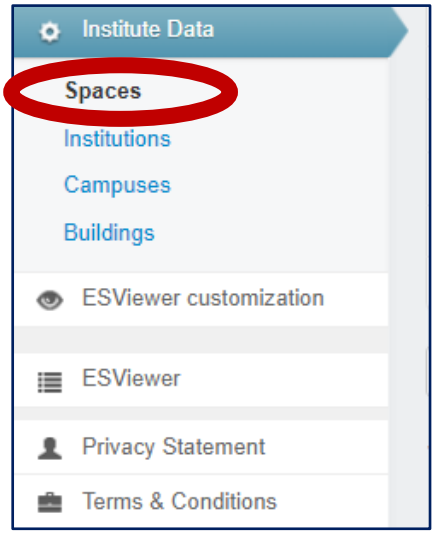
Click **Add building** when campuses have more buildings.

The building's spaces are listed beneath it. Initially, these are the Demo Spaces and Try-out Hall.

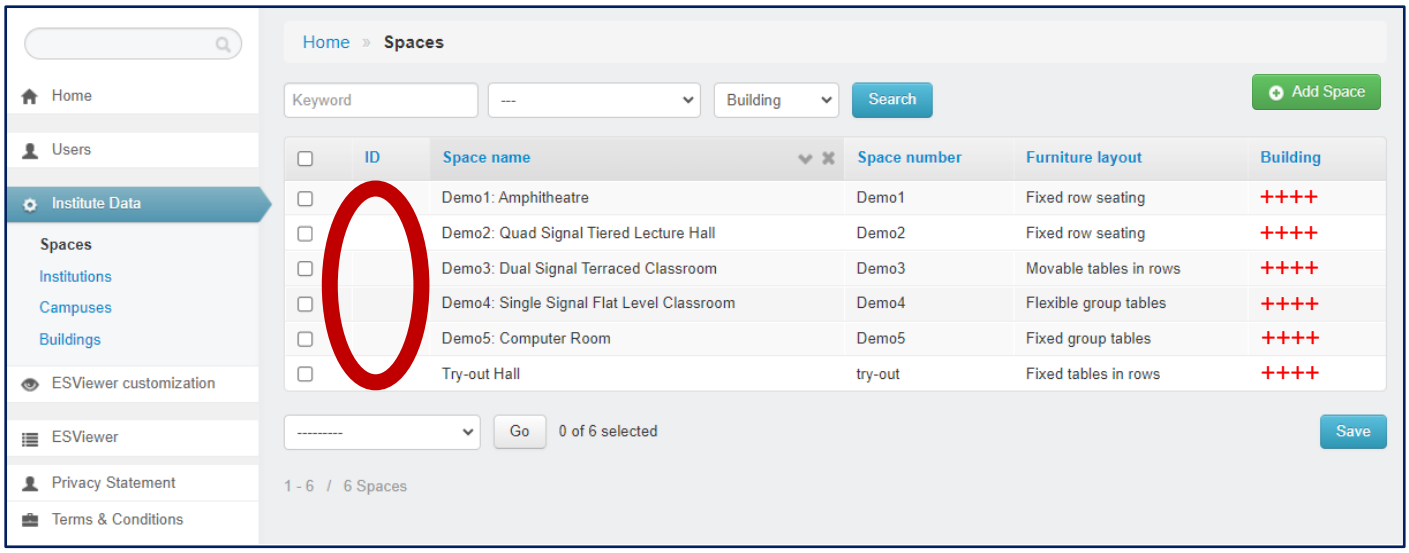


Complete the building's Name, select to which campus it belongs, put in its number and abbreviation, and a possible real estate URL. Other fields are optional, these will not be listed in the building's overview.

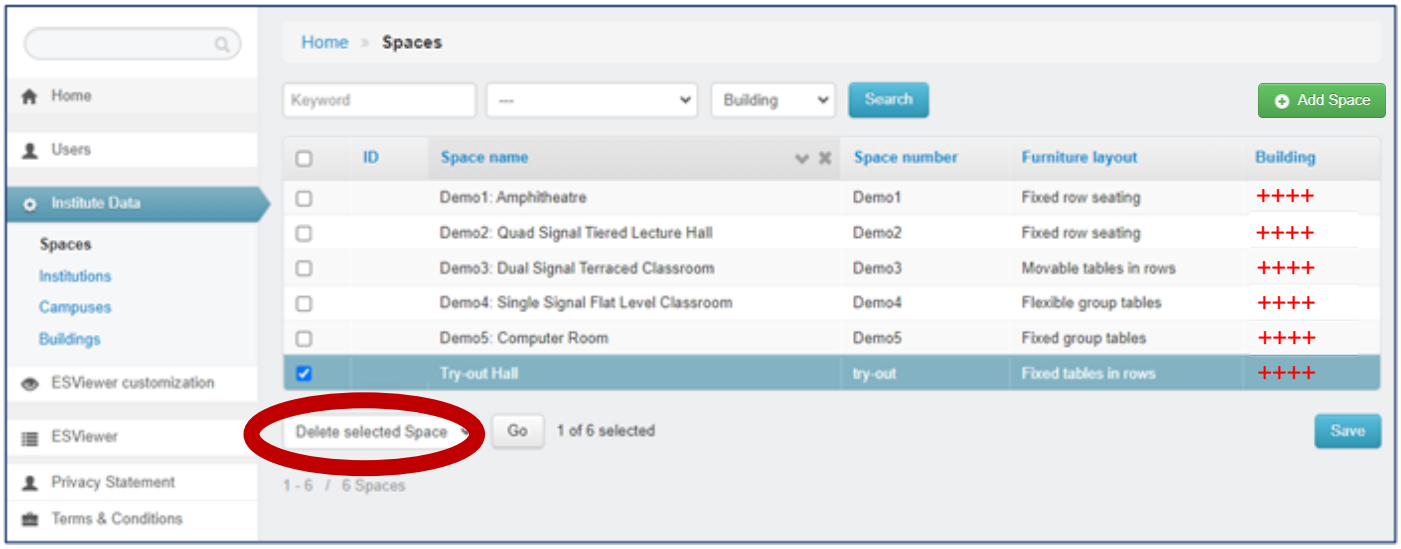
The **Show** / **Hide** buttons respectively expands and collapses the configurable fields for a specific space. However, **it is recommended to go directly to the list of all your education rooms by selecting Spaces in the left menu**.



The education spaces are presented in an overview list. These can be selected via their **ID**.



Removing one or more spaces is done in the very same overview by selecting the space **ID**s, successively choose "Delete selected Space" in the dropdown menu, and press **Save**.



You may add a new space by selecting **Add Space** but first start with exploring and changing the current ones.

Your Online Catalogue: alter the available spaces

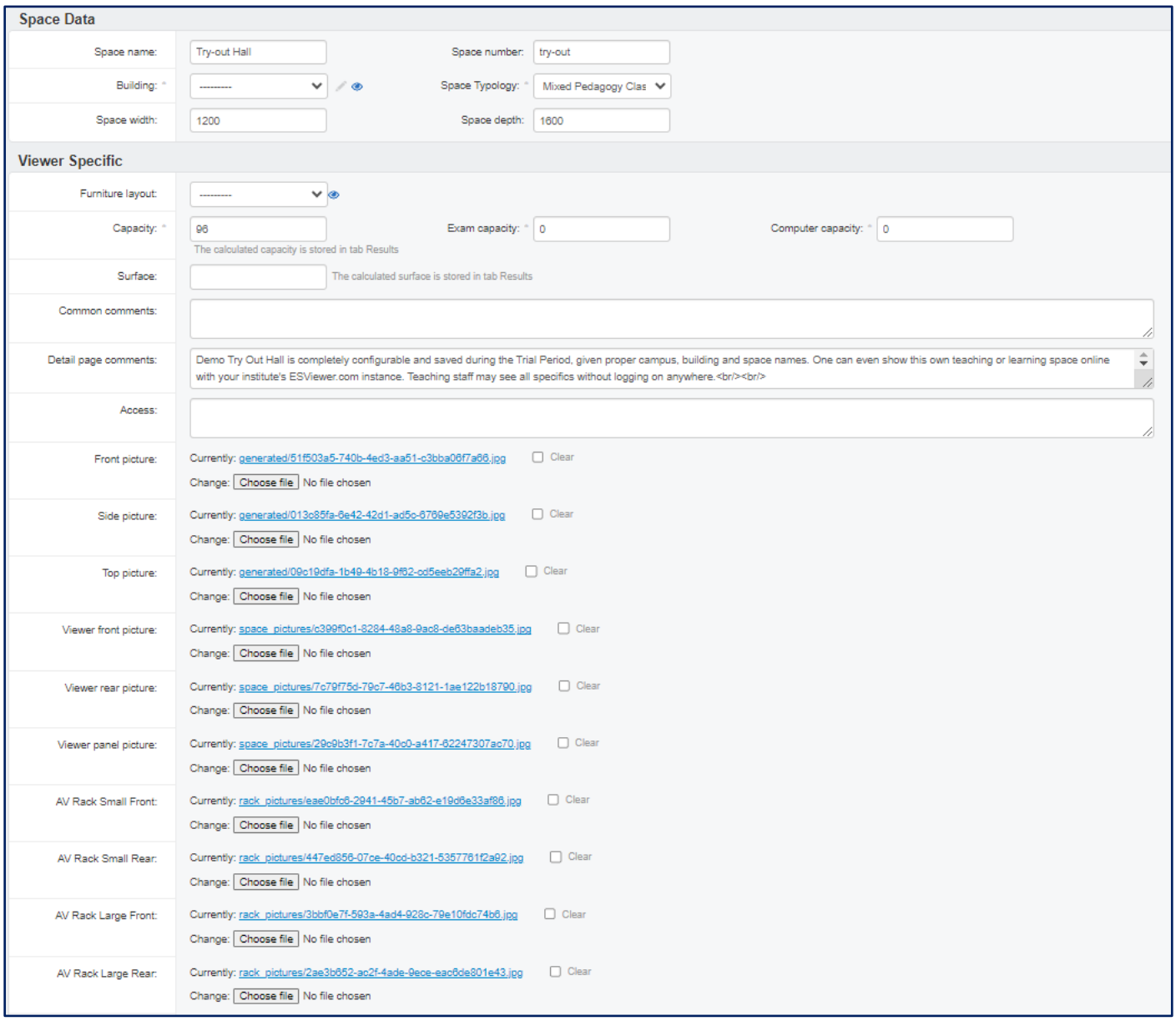
If you have not done it already, it is time to collect three pictures per space and its specifications. Please, collect the following photographs:

- Presentation wall taken from the back row,
- Room overview taken from the instructor's viewpoint,
- Operation panel on lectern or instructor's desk.

Select ESViewer in the left menu, which opens in an extra browser window. Successively click on **Spaces** and select for instance the Try-out Hall by clicking on its ID number to open the **Space Data** and **Viewer Specific** fields.

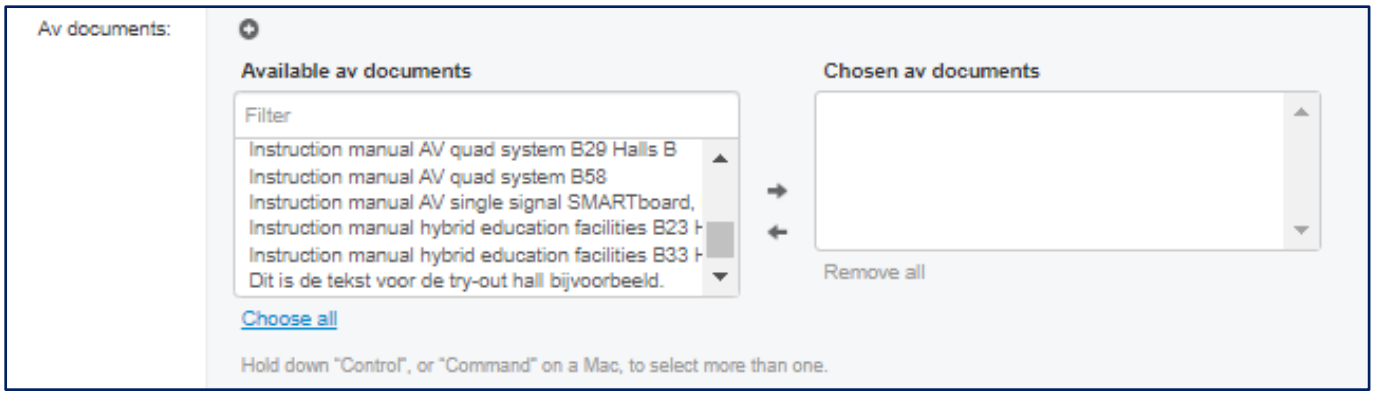
All fields may be edited and the results directly seen in your https://yourInstitute.esviewer.com in the other browser window. Do not forget to refresh.

NB: It may occur that the changes take a few moments before these appear due to caching of the online pages.



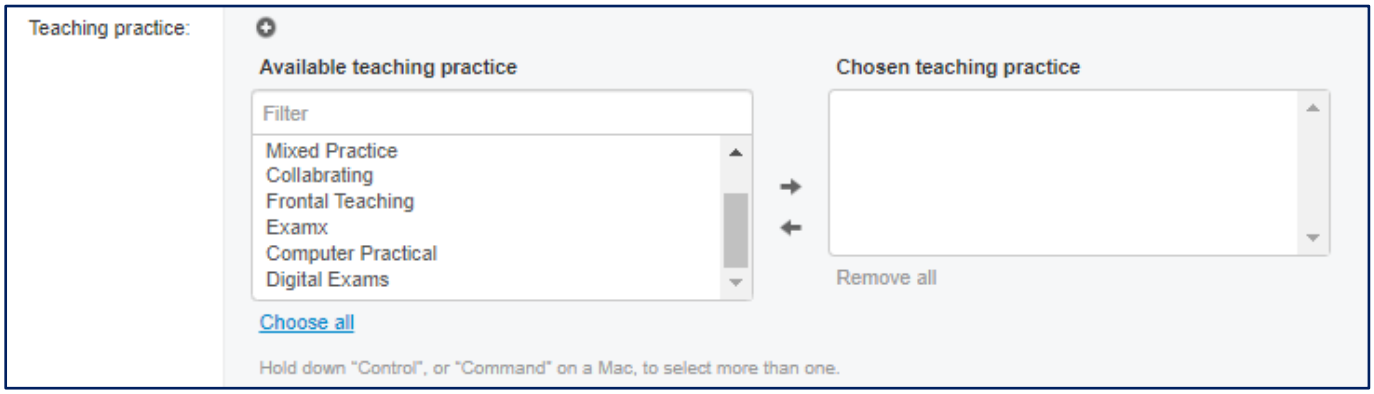
Explore where texts in the Common and Detail Page Comments and Access text field will appear, change pictures, and …

… continue with selecting the proper manual(s) … *)



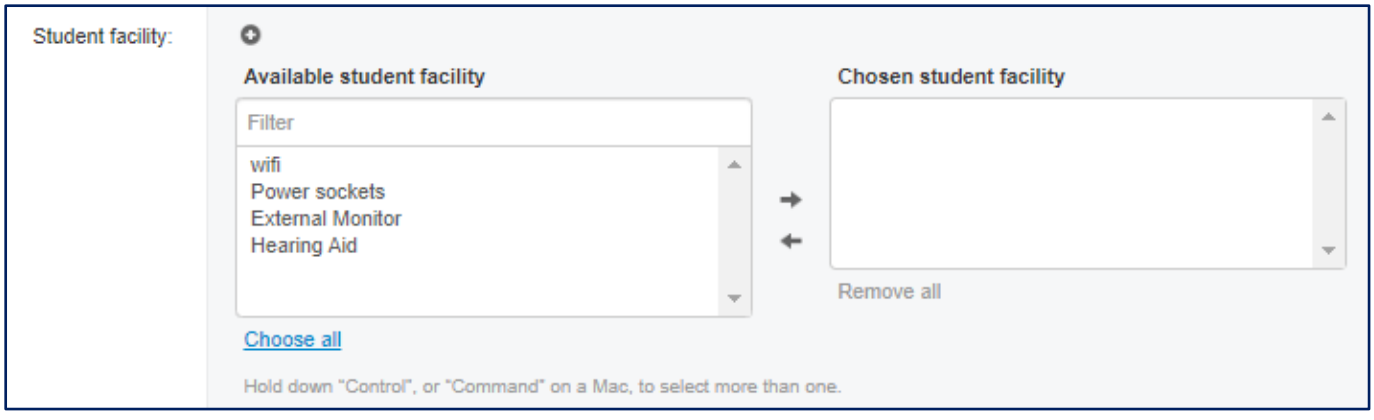
*) see chapter about adding manuals and documents for further details.

… select the proper teaching practice(s) …

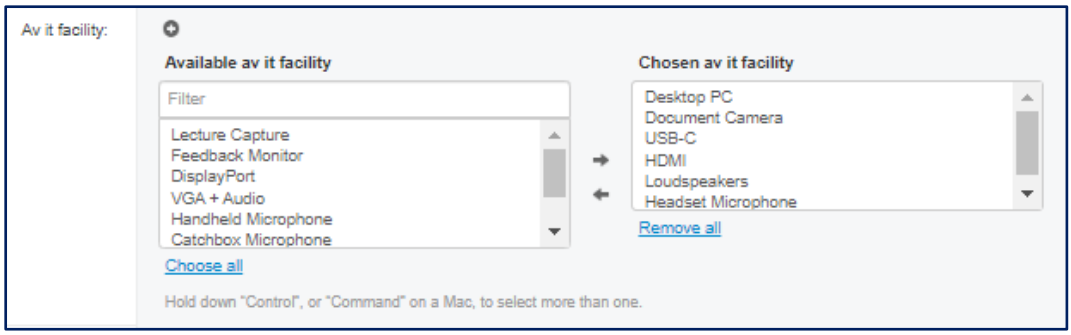


… special(s) …

… student facilities …

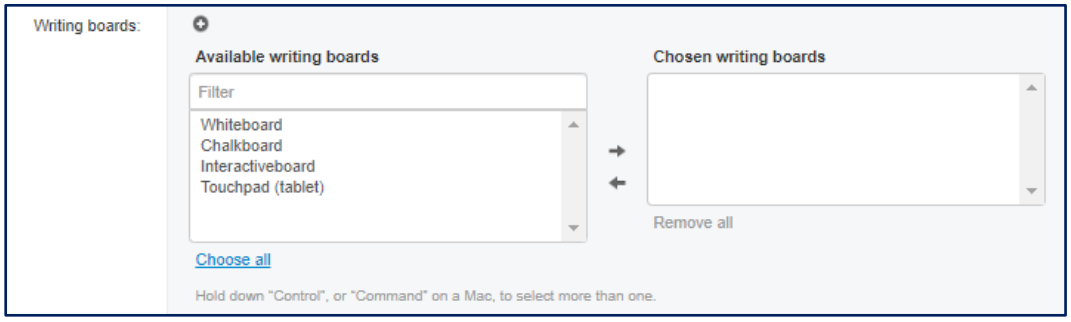


… AV-IT facilities …

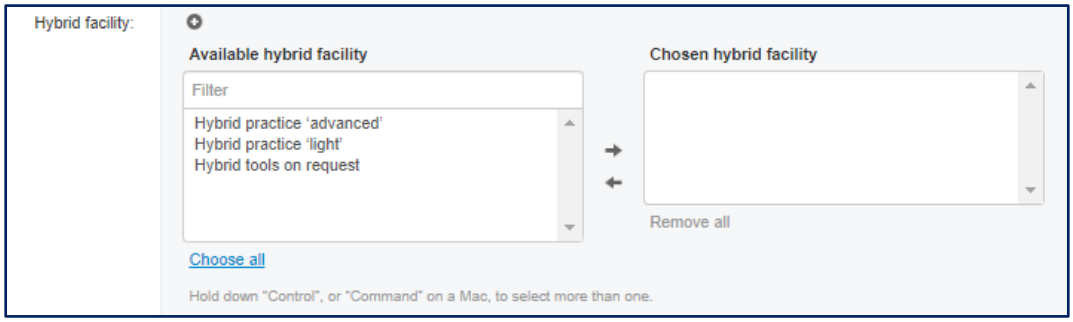


… space facilities …

… writing board(s) …



… hybrid facilities …



and presenter facilities.

Check your changes in the other browser window.

Be aware that the second row of pictures were generated by TUDesc for demonstration purposes only. You may delete or exchange these with your own pictures.

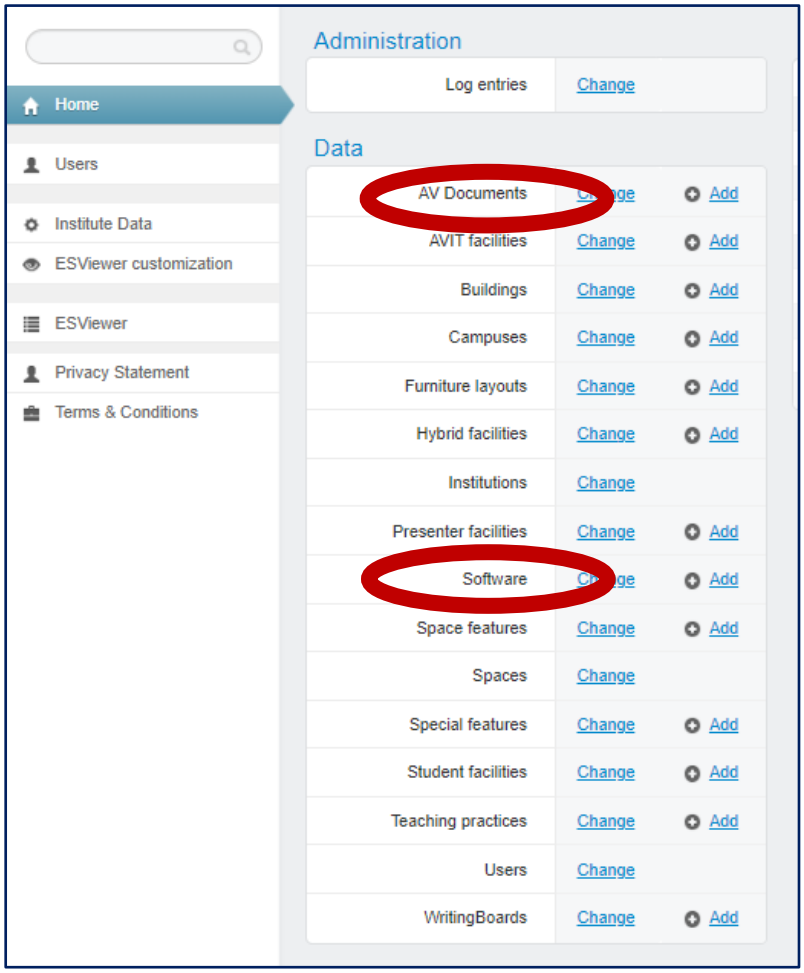
Now having gained enough insight to add your own spaces, select **Add Space** and proceed.

NB1: You may add only one space at a time. This is done to prevent errors and typos in the database.

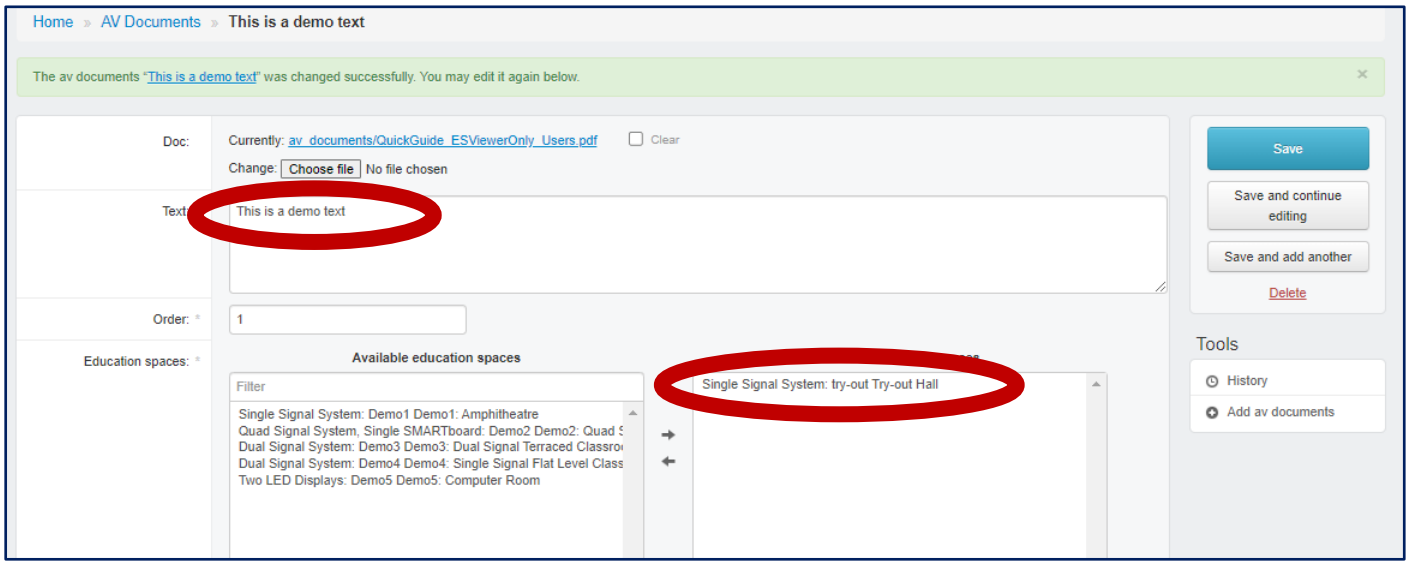
NB2: When you have complete data of your education spaces available to share, please contact us to see if batch import is possible with dedicated scripts to help you bringing online your catalogue a little sooner.

Your Online Catalogue: add manuals and documents

Of course, your institute has its very own documentation for the use of presentation systems in teaching and learning spaces. Go to **Home** in the left menu to show all your ESViewer **Data**:



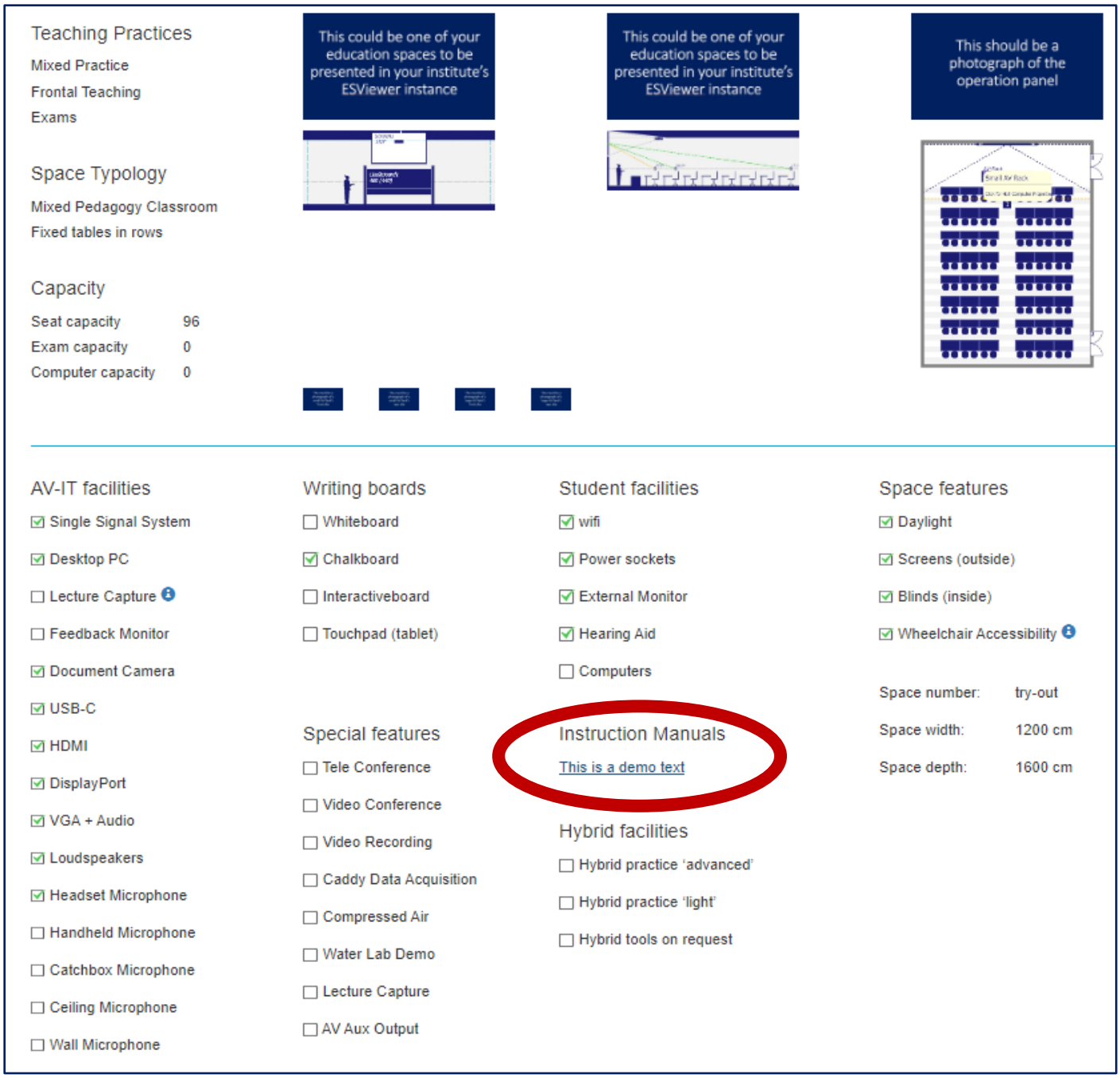
Select **AV Documents** Change and click on **Add av documents** to open the upload dialog. Choose your document, make an optional description, and assign it to the proper space or spaces when appropriate.



NB1: You may add a single manual to multiple spaces simultaneously within the same dialog.

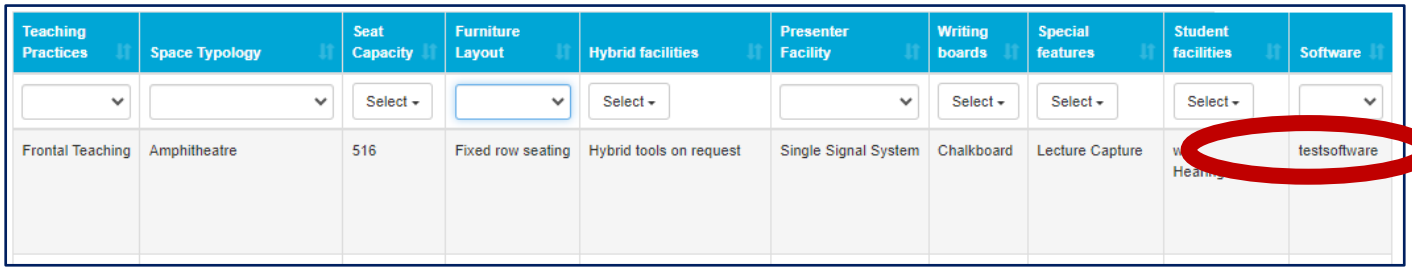
NB2: In space properties via "Home > Spaces" you may select multiple documents simultaneously for that space.

Check your browser to see the result under Instruction Manuals.



Your Online Catalogue: add software

A similar approach as for adding manuals count for adding software titles to a space. Select **Software** Change and click on **Add software** to open the dialog. Declare Name of the software and assign it to the proper space or spaces.

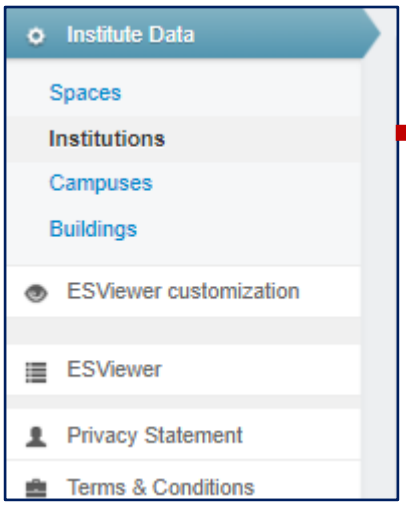


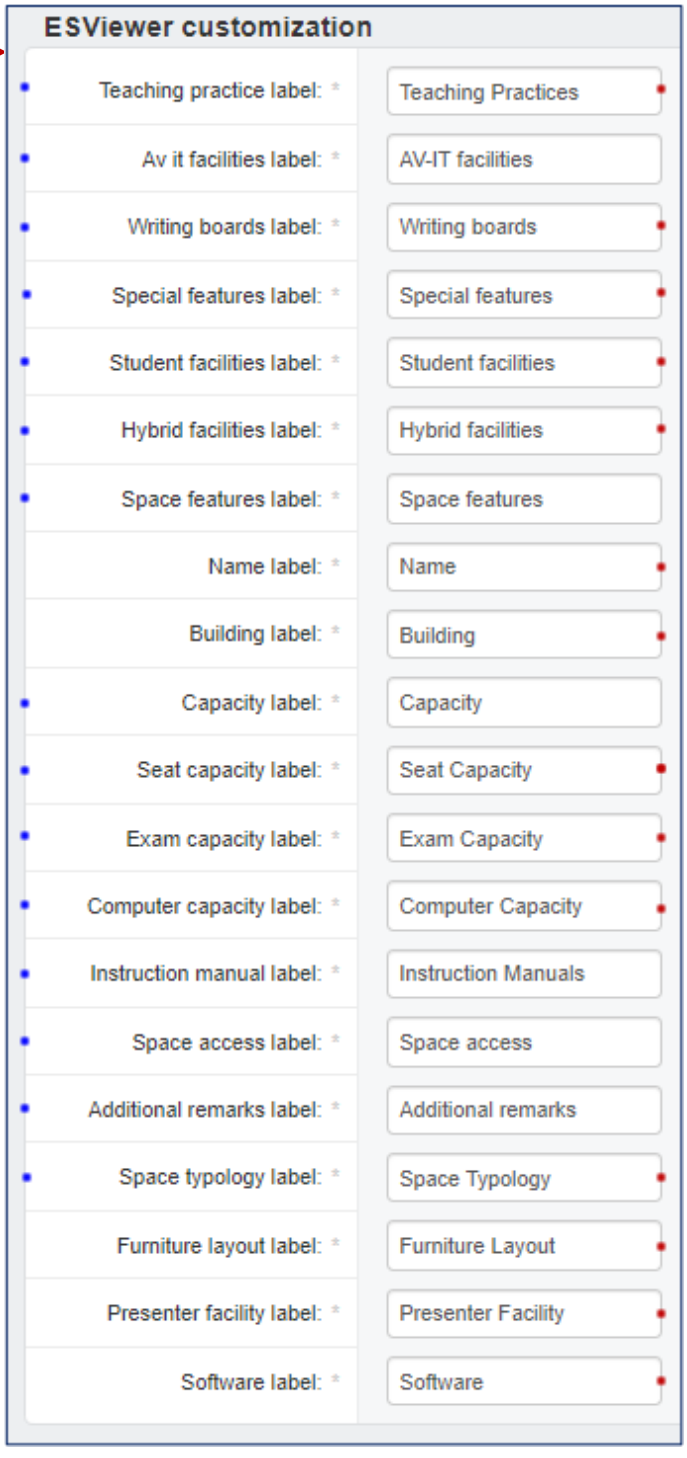
ESViewer Customization: alter the headings

Sometimes you want to put your own definitions or wording on the ESViewer Overview and Detail Pages. You may alter the names of columns on the Overview Page and group labels on the Detail Pages:

Go to **Institute Data > Institutions** in the left menu and select your institute. Scroll down to **ESViewer customization** to alter your headings. Two warnings are at its place:

1. Using diverted definitions can sometimes be confusing.
2. Wait some minutes after the change to see the results for your site is cached, it must wait on a refresh.

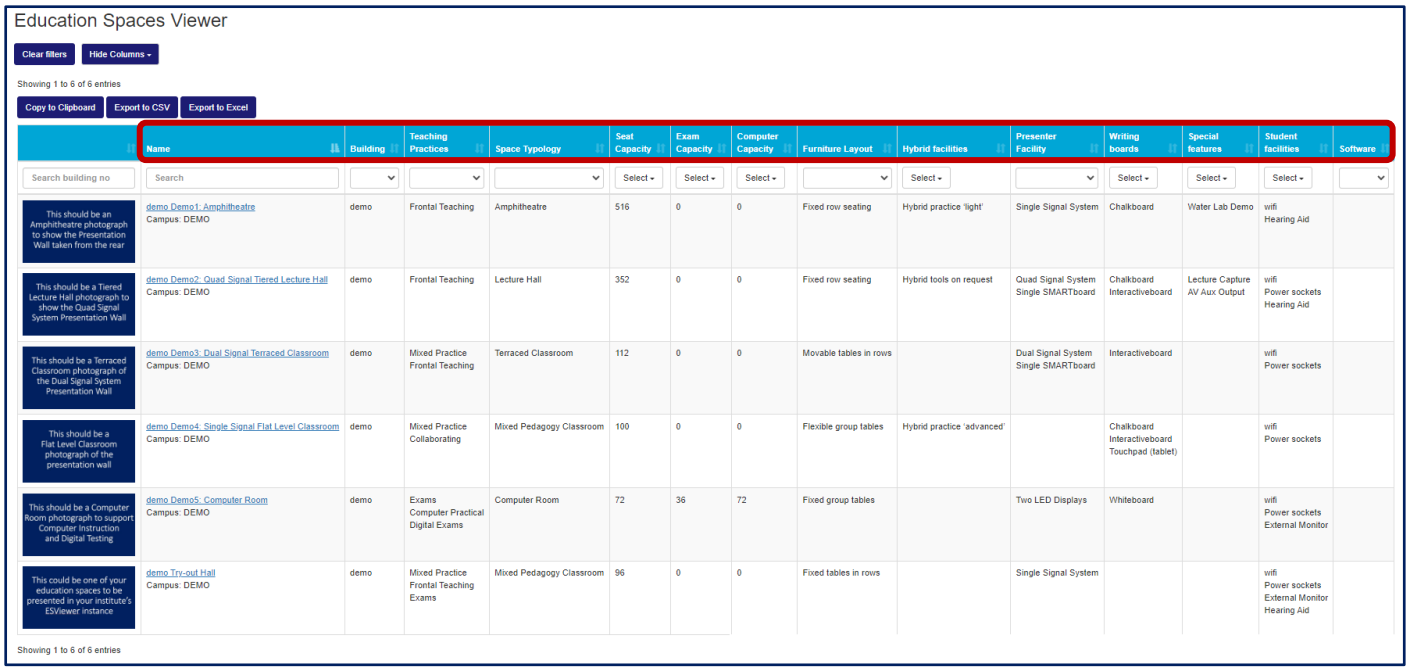


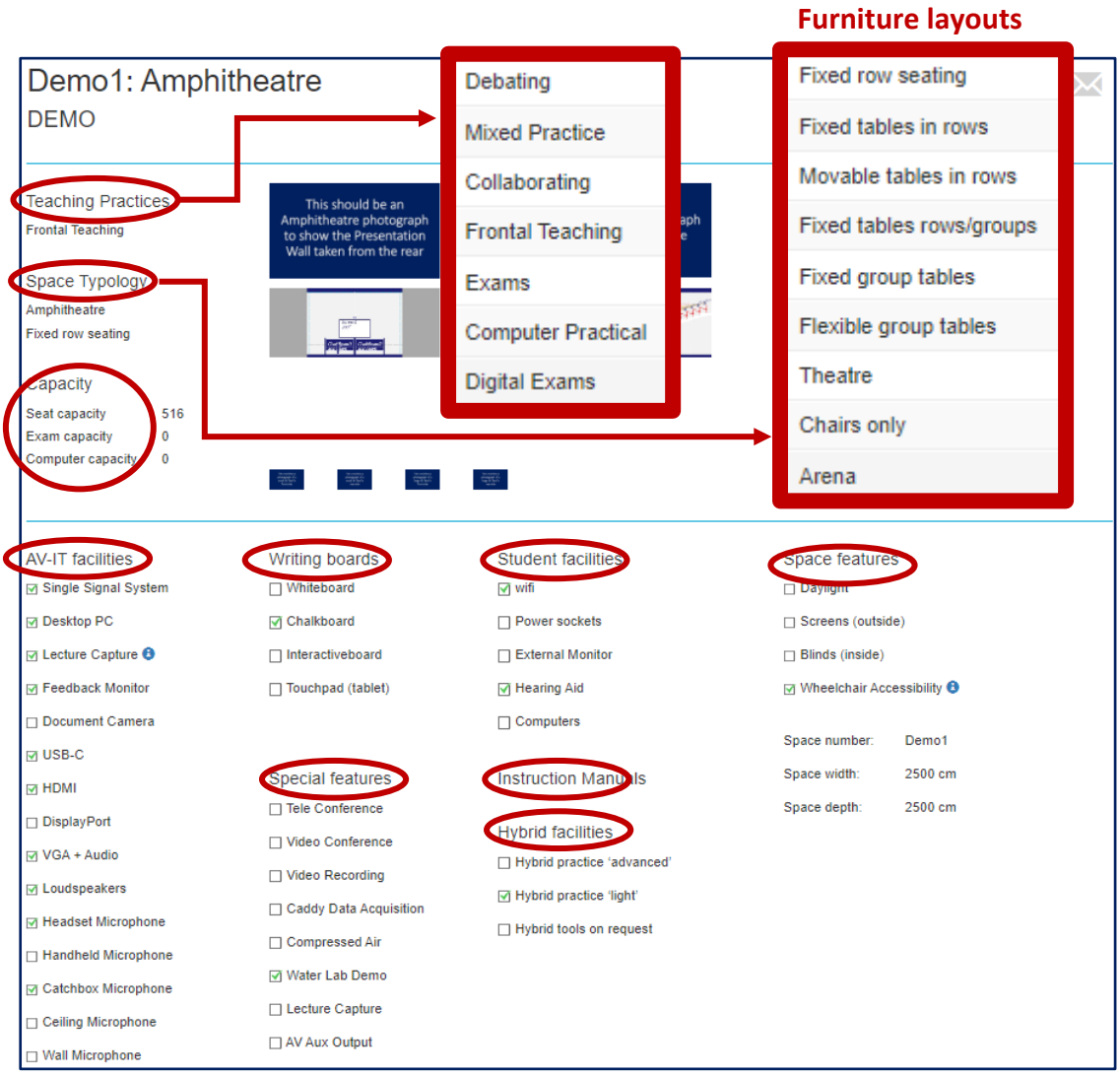


Headings marked with **red dots** correspond to columns in the Overview Page.

Headings with **blue dots** correspond to group labels in the Detail Pages.

All encircled headings may be altered.

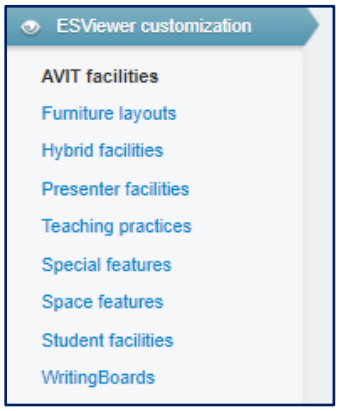




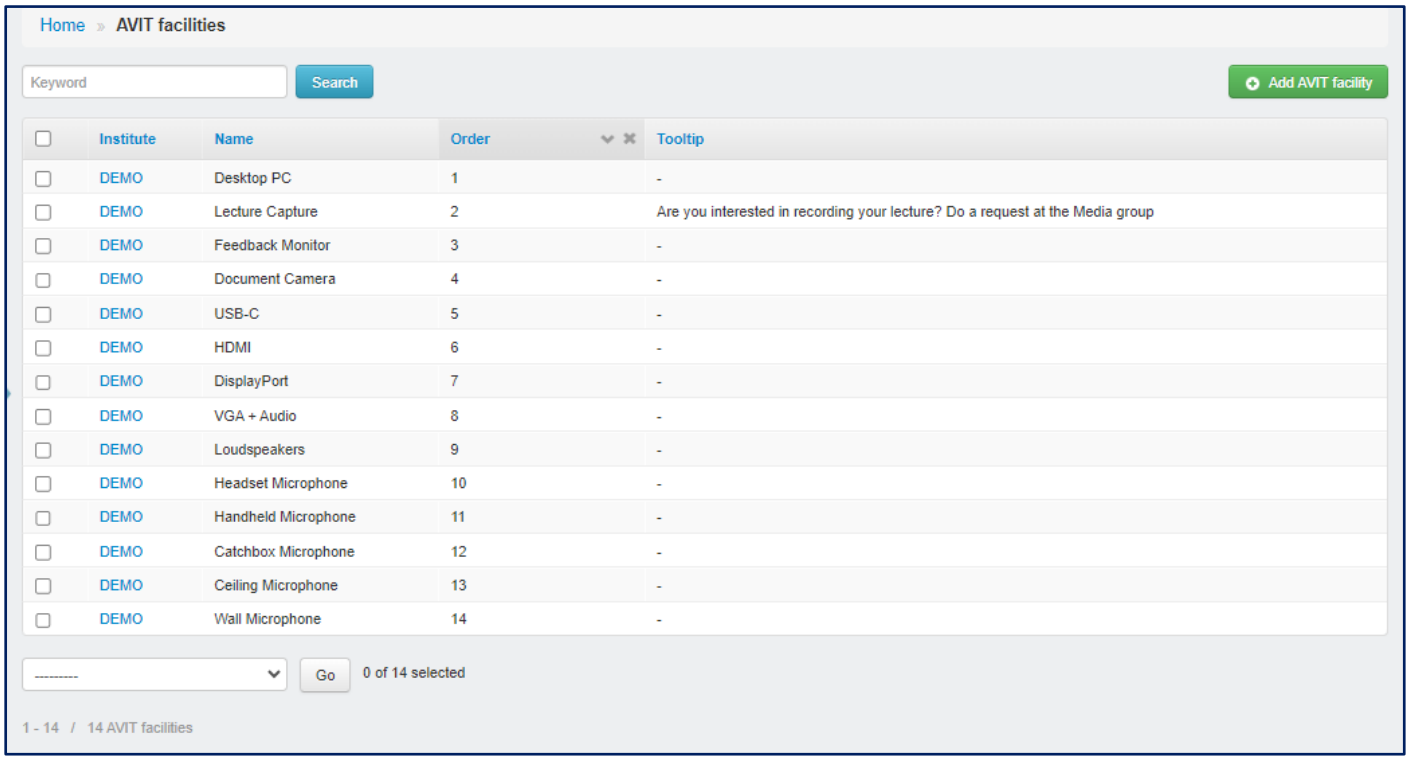
Expanding the sub lists is possible as well, see next chapter.

ESViewer Customization: alter the sub lists

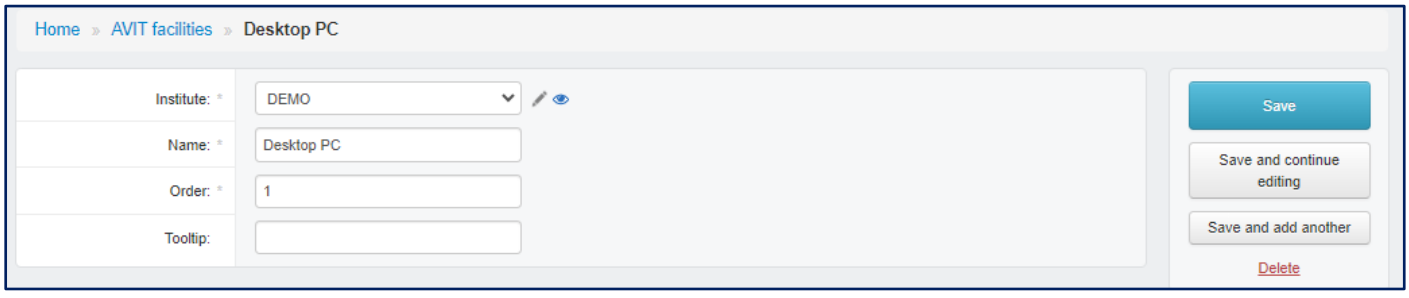
Perhaps the sub lists do not match with your circumstances. It may be that the wording does not correspond to your region, or assets are missing or too much. You may change the sub lists as well. Go to **ESViewer customization** in the left menu to select the proper collection of sub items.



Select the very item by clicking on your institute's link before its name …



… and do your changes to the Name. You may change the order of sub lists in the detail pages and even add tooltips.



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The TUDesc Team wishes you the best of luck!