

ICS Technology

PADS Manager Manual

PADS Manager

Welcome to PADS Manager

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Welcome to PADS (Public Area Display System), one of the most advanced and complete professional display software packages that are available today.

This PADS Manager manual describes the possibilities of PADS Manager, the end-user application to schedule PADS presentations.

PADS Manager

Starting PADS Manager

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A number of aspects play a role with starting the PADS Manager application, like connecting to a PADS Server and logging on to get permissions for the application. The system has several built-in functions that have to deal with this process.

In this section

[Starting the application](#)

Describes how to start the PADS Manager application in Microsoft Windows.

[Configuration wizard](#)

Explains the working of the wizard that is started when a problem is noticed with starting the application.

[Logging on/off](#)

Shows the possibilities to log on to a PADS Server.

[Logging on as a different user](#)

Explains how to switch to another user for the application.

[Connection properties](#)

Describes the properties that reflect the status of the connection to the PADS Server.

[Locking the application](#)

Shows how you can temporarily lock the application.

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PADS Manager

Starting the application

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PADS Manager is the end-user application for scheduling PADS presentations.

To start the PADS Manager application

1. Click the **Start** button on the Windows taskbar.
2. Select **(All) Programs** and then **PADS 3.1 Professional**.
3. Select **Manager**.

or

1. In Windows, go to the folder containing the PADS Manager program files.
2. Double click the PADSManager.exe item.

After this the application will be started.

Remarks

- If all configuration settings of the application are correct then the system will automatically connect to the PADS Server software. If you start the application for the very first time or when one or more of the configuration settings are incorrect (the system is not able to connect to the PADS Server software) then the [PADS Configuration Wizard](#) will automatically be started. This wizard will assist you with specifying the correct configuration settings in order to connect to the PADS Server software and thus start the application.
- After the application has started and successfully connected to the PADS Server software, you will automatically be asked for a user name and password to [log on](#) to the connected PADS system.

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Configuration wizard

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When the PADS Manager application is started for the very first time or when the application is unable to connect to the PADS Server software then the system automatically starts the PADS Configuration Wizard to correct the problem.

The PADS Manager application can be unable to connect to the PADS Server software, because the PADS Server services has not been started, because the PADS Server software has been moved to another location, because one or more security settings on the Server PC are set incorrect or various other reasons. In all these situations the configuration wizard is started.

To (re)configure the PADS Manager application

1. Click **Next** on the Introduction page.
2. Enter the **Server Name** of the PADS Server PC.

Here you must enter the network address (computer name or TCP/IP address) of the PC that runs the PADS Server software. If the PADS Server software has been installed on the same PC as the PADS Manager software then you can enter the local computer name or 'localhost' as server name.

3. Enter the **Port number** to communicate with the PADS Server PC.

The PADS Manager software communicates with the PADS Server service over TCP/IP using a jointly used port number. The default port number for this is 5659. Valid port numbers are in the range 5000 - 64000.

4. Click **Next** to continue.
5. Read the instructions and click **Next**.
6. Click **Finish** to make the configuration settings effective, leave the configuration wizard and start the PADS Manager application with the new settings.

Remarks

- In order for PADS Manager to make connection with the PADS Server service it is required that the PADS Server service has been installed on the specified server PC and is up and running. To check if the service is running, go to the Services folder in Windows and look if the service with the name 'PADS Server' has been started.
- Please be aware that when you change the port number for PADS Manager to communicate with PADS Server that you also have to change this port number to EXACTLY THE SAME VALUE for all other PADS Manager applications as well as the PADS Server. The port number of the PADS Server service can be changed by starting the PADS Server Configuration Wizard (see Installation manual).
- PADS Manager can only communicate with the PADS Server service using the specified port number if there is no firewall on the PADS Server PC that blocks the port number. If a firewall is active on the PADS Server PC then you should configure it so that communication with the used port number is allowed.
- If you want to change the **Server name** and/or **Port number** at a later moment e.g. to switch over to another PADS Server, then you have to call **Options** from the **Tools** menu of the PADS Manager application and change the connection settings on the **General** tab.

Tips

- If you want to you can force the PADS Manager application to show the configuration wizard at startup. For this you must manually blank out the 'ServerName' setting in the PADSManager.xml file, which is located in the same folder as where the program files are located.
- If the PADS Server service has been installed on the same PC as the PADS Manager software then it is always recommended to enter 'localhost' as **Server name** instead of your computer name. The reason for this is that 'localhost' will still work when you computer name will change in the future. Also using the computer name will result in a poorer performance, because the system will search your network environment for your own local computer.

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Logging on/off

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After the PADS Manager application has successfully connected to the PADS Server software you need to log on to get access to the connected PADS system. After you are finished with your tasks you can log off to prevent others from accessing the connected PADS system or to be able log on as a different user.

To log on to a PADS Server

1. On the **File** menu click **Log On**.
2. Enter a valid **User name** and **Password** in the Log on dialog box.
3. Optionally switch on **Log on automatically as this user** if you want the system to log on automatically next time.
4. Click **OK** to log on.

To log off from a PADS Server

1. On the **File** menu click **Log Off**.

Remarks

- After the application has started and successfully connected to the PADS Server software, the system will automatically perform the log on function and ask you for a **User name** and **Password** to log on to the connected PADS system. If the auto logon function has been switched on then you will not be prompted for a user name and password, unless the specified user name and password for the auto logon are no longer valid.
- If on the PADS Server the option to connect to Active Directory has been enabled and the proper settings have been applied to both Active Directory and PADS Server, you can log on with your Windows logon username and password. For setting up Active Directory for PADS, please see the PADS Installation Manual.
- Please note that both the **User name** and **Password** are case sensitive.
- The user name / password combination you enter determine the permissions that will be granted for the system. If you log on with a user name and password of a system administrator you get access to a number of additional functions that are not available to regular users.
- The user name and password that can be used by default after installation of the system are handed over to you together with the product key to activate the system.
- If you switch on **Log on automatically as this user** then next time the system will automatically log on with the same user name and password. To turn this off again you must select **Options** from the **Tools** menu. On the **Connection** tab you can find the settings to turn on/off auto log on.

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Logging on as a different user

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If you are logged on to a PADS Server you have the possibility to switch to another user. This may sometimes be required because different users have different permissions.

To log on as a different user

1. On the **File** menu click **Log Off**.

2. On the **File** menu click **Log On**.
3. Enter a valid **User name** and **Password** in the Log on dialog box.
4. Click **OK** to log on.

Remarks

- For more information about the log on process, see [Logging on/off](#).
- The above procedure will not work if the auto logon function has been enabled. In this case you first have to switch off this function. For this Select **Options** from the **Tools** menu and switch off **Automatically logon as the following user** on the **Connection** tab.

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Connection properties

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The connection properties show information about the status of the connection to the PADS Server.

To view the current connection properties

1. On the **File** menu click **Properties**.

Properties

Server name

The network address (computer name or TCP/IP address) of the PC that runs the PADS Server software. If 'localhost' is displayed this means that the local PC is used as PADS Server PC.

Connection status

The current status of the connection of PADS Manager with the PADS Server service. Possible statuses are 'Not connected' and 'Connected'.

Workstation

Name of your current computer.

Application

Name of your current application ('PADS Manager').

User name

User name that you have used to log on to the PADS Server. This identifies the current user. This property is only applicable when you are logged on.

User type

User type of the user as which you are logged on to the PADS Server. Possible user types are 'PADS Administrator' and 'PADS User'. Different user types have different permissions. This property is only applicable when you are logged on.

Log on status

The current status about the log on to a PADS Server. Possible statuses are 'Not logged on' and 'Logged on'.

Server state

Current state of the PADS Server software. You can only use the system when the server state is 'started'. This property is only available when you are logged on.

Server load

Current CPU load of the PADS Server PC as a percentage.

Server date/time

Current date and time of the system clock on the PADS Server PC.

Connections allowed

The number of concurrent PADS Managers, PADS Viewers and PADS Agents that are allowed with the current product key that has been installed on the PADS Server PC.

Connections in use

The number of concurrent PADS Managers, PADS Viewers and PADS Agents that are currently in use.

License valid until

If the product key includes a time limitation then you can read here when the license of the system will expire.

Connected

Shows a list of all users that are currently connected to the PADS Server. Each user is listed with his or her user name and the application that he or she uses.

Tips

- If you have questions about your current connection to PADS Server, current log on session or other connected sessions then it is always recommended to consult the connection properties dialog box as described above.

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Locking the application

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If you have to leave your workplace for a short break then you can temporarily lock the application to prevent other users from accessing it.

To lock the application

1. On the **File** menu click Lock **Application**.

To unlock the application again

1. Enter the **Password** that corresponds with the current **User name**.
2. Click **Unlock**.

Remarks

- You can only lock the application when you are logged on.
- If the application has been locked and you have forgotten the password then you can click **Exit** to leave the application. Before the application is closed you are asked for a confirmation.

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PADS Manager

Main window

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Main window

The main window of the PADS Manager application gives access to all functions of the application. By selecting a date and Viewer (group) you can get an overview of the scheduled presentations.

In this section

[Construction main window](#)

Describes the elements of the main window.

[Selecting a Viewer \(group\)](#)

Shows how to select a Viewer (group) to get an overview of the scheduled presentations.

[Selecting a date](#)

Shows how to select a date to get an overview of the scheduled presentations.

[Scheduled presentations](#)

Representation of the scheduled presentations in a graphical or text view.

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PADS Manager

Construction main window

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Construction main window

After you have started the application, have been connected to the PADS Server and have logged on you are situated in the main window of PADS Manager, also called the overview window. Depending on the program settings this window consists of a menu bar, a toolbar, an overview pane and a status bar.

Menu bar

Via the menu all functions of the application can be called. Which menu options are visible and enabled depends on the situation: is the application connected to PADS Server, are you logged on, has there been a scheduled presentation selected?

Toolbar

The toolbar contains a number of buttons to quickly access certain functions. All functions that you find in the toolbar can also be accessed via the menu.

To add or remove the toolbar

1. On the **View** menu click **Toolbar**.

Overview pane

The overview pane shows the information of the connected PADS Server. The overview pane consists of a left pane for selecting a destination (Viewer or Viewer group) and a right pane for the representation of the scheduled presentations.

After you have selected a destination in the left pane the scheduled presentations for this destination will be displayed in the right pane. Optionally you can select a different date to view more scheduled presentations.

For a further explanation about selecting a destination and date, see [Selecting a Viewer \(group\)](#) and [Selecting a date](#).

Status bar

The status bar gives information about the status during the execution of a function. When logged on the name of the current user is displayed in the right part of the status bar.

To add or remove the status bar

1. On the **View** menu click **Status bar**.

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PADS Manager

Selecting a Viewer (group)

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[Main window](#) > Selecting a Viewer (group)

Before you can get an overview of the scheduled presentations you must first select a destination. A destination can be a Viewer or Viewer group. Each Viewer represents a public display device that is controlled by the PADS system.

To select a Viewer or Viewer group

1. In the **Destinations** tree view (left pane of the main window) click the item representing the Viewer or Viewer group.

Possibly you first have to click one or more [+] signs to expand a tree view item.

Remarks

- When you select a Viewer in the **Destinations** tree view it makes no difference whether you click the Viewer itself or within one of the groups it is a member of. In both situations the same information is displayed in the right pane.
- Normally the **Destinations** tree view is automatically populated with the Viewers that have been defined in the PADS system. For more information on how to manually add, edit or remove Viewer or Viewer groups see [Managing destinations](#).

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PADS Manager

Selecting a date

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[Main window](#) > Selecting a date

After you have selected a destination (Viewer or Viewer group) the right pane of the main window shows the scheduled presentations for this destination. If you are in [Text view](#) mode then all schedules are displayed. If you are in [Graphical view](#) mode only the schedules for a certain period of time are displayed. In this case if you want to see what's scheduled more for the same destination you have to select a different date.

There are several ways to select a different date.

To view the scheduled presentations of the previous date

1. On the **View** menu click **Go To**.
2. Click **Previous Date**.

To view the scheduled presentations of the next date

1. On the **View** menu click **Go To**.
2. Click **Next Date**.

To view the scheduled presentations of today

1. On the **View** menu click **Go To**.
2. Click **Today**.

To view the scheduled presentations of another date

1. On the **View** menu click **Go To**.
2. Click **Date...**
3. Select the date you want to view.
4. Click **OK**.

Remarks

- As said the functions to view the schedules of a different date are only applicable when you are in the Graphical View mode. In the Text View mode all schedules for all dates will be displayed.

Tips

- If you are running in the Graphical View mode and you want to see scheduled presentations for other dates but you are not sure which dates have schedules, then you can best switch over to the Text View mode. Here you can see all scheduled presentations. Next you can return to the Graphical View mode and switch to the correct date.

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Scheduled presentations

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After a Viewer or Viewer group has been selected an overview of the scheduled presentations for the selected Viewer (group) is displayed in the right pane of the main window. With this you have the choice between a graphical and a text view. Optionally recurrent schedule information can be made visible.

In this section

[Text view](#)

Representation of scheduled presentations in text view.

[Graphical view](#)

Representation of scheduled presentation in graphical view.

[Priorities](#)

Explains how the priority determines which scheduled presentation will be displayed when multiple presentations have been scheduled.

[Zoom](#)

Describes the zoom functions that are available in the graphical view.

[Recurrence](#)

Representation of recurrent scheduled presentations.

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PADS Manager

Printing

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The PADS Manager application offers printing options for schedule information that's displayed in a table. This means printing is available for Ad-hoc schedule information in Text View and for Recurrence schedules.

To print directly

1. Make sure the table you want to print is active (last clicked area).
2. On the **File** menu click **Print**.
3. If desired, adjust some settings in the shown **Page Setup** window and press **OK** to print.

To see a preview before printing

1. Make sure the table you want to print is active (last clicked area).
2. On the **File** menu click **Print Preview**.
3. Use the buttons on the toolbar to look over the page or make adjustments before printing. See [Print preview](#) for detailed information.

Remarks

- Once you've opened the Print preview window and adjusted its size and/or location, these settings will be stored for as long as the Manager application is running.

Tips

- To quickly print you can use the shortcut key combinations Ctrl+P.

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Print preview

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The Print preview shows you the page(s) to be printed, so that you can adjust font and page settings.

Toolbar buttons

Next page

Displays the next page to be printed.

Previous page

Displays the previous page to be printed.

Zoom

Switches between a full-page view of a page and a magnified view. The Zoom feature does not affect printing size.

Multiple pages

Enables you to view more than one page, if any, at the time.

Font family

Enables you to change the font family (Arial, Times New Roman, Verdana, etc.) of the page(s) to be printed.

Font size

Enables you to change the font size of the page(s) to be printed.

Page setup...

Enables you to change the page settings like margins, paper size, orientation as well as printer settings.

Print

Sends the document to the printer.

Close

Closes the Print preview window.

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PADS Manager

Priorities

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Whether a scheduled presentation will be displayed depends on if there have been other presentations scheduled for the same period of time. In this case the priority and sub priority of the scheduled presentation determine whether it will be displayed or not.

Priority

When there is an overlap in time for multiple scheduled presentations with different priorities then always the scheduled presentation with the highest priority will be displayed.

The priority is required to be specified when you schedule a presentation. It can be modified at any time.

Sub priority

When there is an overlap in time for multiple scheduled presentations with the same priority then the sub priority will determine which scheduled presentation will be displayed.

The sub priority is an internal value that is invisible for the user. It is the time stamp of the moment that the scheduled presentation has been created.

This makes that if two scheduled presentations with the same priority have an overlap in time, the presentation that has been scheduled last will have a higher sub priority and thus be displayed.

Sub priorities are not adjusted when the design or schedule of a scheduled presentation is adjusted.

You can however adjust the sub priority by increasing/decreasing the importance of a schedule. See [adjusting the importance of a schedule](#).

Remarks

- You can define yourself which priority levels must be used by the PADS system. See [Priorities options](#) on how to define the priority levels.
- In the Text view you can sort the items that are listed by clicking the header field of a column. If you sort on the Priority field then the system will not only sort by the priority, but will also automatically make sure that within the same priority level the items are sorted by the sub priority.
- In the Graphical view the items are always automatically sorted by priority and sub priority.

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Adjusting the importance of a schedule

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It's possible to adjust the sub priority of a schedule within the boundaries of its own priority level.

To increase the schedule's importance

1. On the **Edit** menu click **Importance**, followed by **Increase Importance**.

To decrease the schedule's importance

1. On the **Edit** menu click **Importance**, followed by **Decrease Importance**.

Remarks

- You can't increase or decrease the sub priority of a schedule any further when it's already highest or lowest in its priority level.

Tips

- To quickly increase or decrease the importance of a selected schedule press F7 (increase) or F8 (decrease).

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Text view

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In the Text view all scheduled presentations for the selected Viewer or Viewer group are displayed as text in a table.

To switch over to text view

1. On the **View** menu click **Text**.

Remarks

- In the Text view of a Viewer you will see all presentations that have been scheduled directly for this Viewer, but also all presentations that have been scheduled for one of the Viewer groups that the Viewer is part of. The presentations that have been scheduled for a group are recognisable by the light gray color of the text instead of a black color. For these presentations the schedule or design can not be edited. To edit these presentations you must switch to the Text View of the specific Viewer group itself.
- For recurrently scheduled presentations only the separate occurrences of the recurrently scheduled presentations are displayed. To view the recurrent definitions as a whole you must use the [recurrence view](#).
- The Text view can be adjusted so that you can view the schedule data the way you want it. See [customizing text view](#) for details.
- The information in the text view is automatically refreshed, so changes made by other users automatically become visible. Optionally you can manually refresh the displayed information by clicking **Refresh** on the **View** menu.

Tips

- The Text view has the advantage with respect to the graphical view that all scheduled presentations are listed. In this way you are ensured to have a complete overview.
- Another big advantage of the text view is that you can sort the items that are listed. By default the list of scheduled presentations is sorted by Priority. You can sort however on any column by clicking the header field of that column. By clicking again you can change the sort order and clicking a third time will remove the sorting again. By Holding the [Shift]-key pressed and clicking multiple columns you can sort on multiple columns.

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Customizing Text view

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The Text view can be adjusted so that you can view the schedule data the way you want it.

In this section

[Sorting schedule data](#)

Explains how to sort the schedule information.

[Grouping schedule data](#)

Explains how to group the schedule information by columns.

[Filtering schedule data](#)

Explains how to filter schedule information by determining specific criteria.

[Miscellaneous customizing options](#)

Miscellaneous options for viewing the schedule data.

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PADS Manager

Sorting schedule data

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The schedule information requested can be sorted in a number of ways. Sorting will take only place in **Text View**.

To sort by clicking a field

1. Click on one of the columns of the table for ad-hoc or recurrence schedules. All schedule data will be sorted in ascending order.
2. Repeatedly clicking on one column will toggle between sorting in ascending and descending order.

To sort by using the context menu

1. Right-click on one of the columns of the table for ad-hoc or recurrence schedules to access the context menu.
2. Select **Sort Ascending**, **Sort Descending** or **Don't Sort** from the menu.

To sort by using the customize view window

1. On the **View** menu click **Customize Text View**, followed by **Customize View...**
2. Click **Sort ...** to open the Sort window.
3. Indicate what columns to sort by and in what order.
4. Click **OK** twice to let the sorting take effect.

Remarks

- When opening the **Customize View** window, the text will reveal any sorting criteria, regardless of how they were created.
- Changing the destination won't reset the sorting arguments. They are retained for as long as they're not changed explicitly.

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Grouping schedule data

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The schedule information requested can be grouped in a number of ways. Grouping will take only place in Text View.

To group by using the Group By Box

1. On the **View** menu click **Customize Text View**, followed by **Show Group By Box**.
The **Group By Box** for the active table will be visible.
2. Drag one or more columns from the table to the **Group By Box**.
The schedule data will be grouped accordingly.
3. Toggle the sorting order by clicking one or more columns in the **Group By Box**.

To group by using the context menu

1. Right-click on one of the columns of the table for ad-hoc or recurrence schedules to access the context menu.
2. Select **Group By This Field** (or **Don't Group By This Field** when already grouped) from the menu.

To group by using the customize view window

1. On the **View** menu click **Customize Text View**, followed by **Customize View...**
2. Click **Group by ...** to open the **Group By** window.
3. Indicate what columns to group by and in what order.
4. Indicate whether the groups are all collapsed or expanded.
5. Click **OK** twice to let the grouping take effect.

Remarks

- When opening the **Customize View** window, the text will reveal any grouping criteria, regardless of how they were created.
- Changing the destination won't reset the grouping arguments. They are retained for as long as they're not changed explicitly.

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Filtering schedule data

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The schedule information requested can be filtered in a number of ways. Filtering will take only place in **Text View**.

To filter by using the Filter Box

1. On the **View** menu click **Customize Text View**, followed by **Show Filter Box**.
The **Filter Box** for the active table will be visible.
2. Select one of the available values from the drop down list in the **Filter Box**.
This can be done for one or more columns in the table.

To filter by using the customize view window

1. On the **View** menu click **Customize Text View**, followed by **Customize View...**
2. Click **Filter ...** to open the **Filter** window.
3. Create a filter condition by setting the **And/Or**, **Field**, **Condition** and **Value** properties.

4. Add the newly created filter condition by clicking the **Add to List** button.
5. Remove any existing filter conditions if necessary by selecting the condition and clicking the **Remove** button.
6. Click **OK** twice to let the filter settings take effect.

Remarks

- When opening the **Customize View** window, the text will show whether a filter has already been applied or not.
- Changing the destination won't reset the filter settings. They are retained for as long as they're not changed explicitly.

Tips

- When using the **Filter Box**, clicking the **X** next to a filter value will clear the filter condition for that field.

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Miscellaneous customizing options

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There are other options for customizing the Text view besides sorting, grouping and filtering the schedule data.

Freezing a field

1. Right-click a field in the Text view (ad-hoc or recurrence) and a the context menu will be shown.
2. Select the **Freeze Until This Field** menu item.

Remarks

- Freezing until a field enables you to anchor a field, so that all fields up to the selected one are set. When scrolled horizontally through the table records, these fields will remain visible.
- To remove the freezing of a field, select the last field and freeze that one.

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Graphical view

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In the Graphical view all scheduled presentations for the selected Viewer or Viewer group that have their schedule period inside the displayed time frame are displayed as horizontal bars.

To switch over to graphical view

1. On the **View** menu click **Graphical**.

Remarks

- The horizontal position and size of the bar represent the time and duration that the scheduled presentation is displayed.
- The vertical position is determined by the priority of the scheduled presentation. From top to bottom the presentations are listed by descending priority. This means that the presentation at the top has the highest priority

and will always be displayed. For more information about how priorities determine which presentations will be displayed, see [Priorities](#).

- In the Graphical view of a Viewer you will see all presentations that are scheduled directly for this Viewer, but also all presentations that are scheduled for one of the Viewer groups that the Viewer is part of. There is no visible difference between both type of scheduled presentations, but presentations that are scheduled for a Viewer group the schedule or design can not be edited. To edit these presentations you must switch to the Graphical View of the specified Viewer group itself.
- For recurrent scheduled presentations only the separate occurrences of the recurrently scheduled presentations will be displayed. To view the recurrent definitions as a whole you must use the [recurrence view](#).
- The information in the graphical view is automatically refreshed, so changes made by other users automatically become visible. Optionally you can manually refresh the displayed information by clicking **Refresh** on the **View** menu.

Tips

- The graphical view has the advantage with respect to the text view that you can see at a glance how the priorities of the scheduled presentations are related to each other. Moreover you can quickly make changes in the graphical view by simple drag and drop operations with the mouse.

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PADS Manager

Zoom

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[Main window](#) > [Scheduled presentations](#) > Zoom

In the Graphical View you have several zoom functions to get a better overview of the scheduled presentations.

To zoom in on the graphical view

1. On the **View** menu click **Zoom**.
2. Click **Zoom In**.

To zoom out on the graphical view

1. On the **View** menu click **Zoom**.
2. Click **Zoom Out**.

To switch directly to a certain zoom level

1. On the **View** menu click **Zoom**.
2. Click on the listed zoom level.

Remarks

- At the right side of the title bar of the Graphical view you can see the current zoom level that is used by the Graphical view.

Tips

- To quickly Zoom in/out you can use the shortcut key combinations F11 (to Zoom in) and F12 (to Zoom out).

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PADS Manager

Recurrence

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[Main window](#) > [Scheduled presentations](#) > Recurrence

Besides scheduling a presentation that is displayed only once it is also possible to schedule with recurrence. A presentation that is scheduled with recurrence will be displayed multiple times on a yearly, monthly, weekly or daily basis. Even recurrence within one day is possible.

In the Text view and Graphical view only the separate, generated occurrences of the recurrent scheduled presentations will be displayed. To view the recurrent definitions as a whole you must use the recurrence view.

To switch on/off recurrence view

1. On the **View** menu click **Recurrence**.

Remarks

- Each row in the recurrence view represents a definition of a recurrent scheduled presentation. In most situations such a row will have multiple corresponding items in the text or graphical view, being the generated instances for the defined recurrence.
- The number of instances that will be generated in advance for recurrent presentations is determined by the recurrence settings in the options dialog box. This also determines when recurrence instances are removed again. For more information about this, see [Recurrence options](#).

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PADS Manager

Preview pane

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[Main window](#) > [Scheduled presentations](#) > Preview pane

In the preview pane you can see a preview of the scheduled presentation you have selected. The preview shows thumbnails of each page in the presentation. This gives you a much better impression of the presentation you deal with than just the name or description of the presentation.

Remarks

- The preview pane is always visible and cannot be hidden.
- You can define the location of the preview pane. See [General options](#) on how to define the location of the preview pane.
- The height of the preview pane is fixed as is the height of the thumbnails. All the pages that are contained in the selected presentation are scaled down to this size. The emphasis is put on the schedule data, not on the presentation data.
- When there are more thumbnails than the preview pane can display, a horizontal scroll bar is shown automatically.

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PADS Manager

Scheduling presentations

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PADS Manager offers many functions for scheduling presentations. Presentations can be designed and scheduled from scratch or you can schedule a predefined presentation. Presentations can be scheduled to be displayed only once or with recurrence. At any time the design, schedule or priority of the scheduled presentation can be adjusted. Scheduled presentations that are no longer required can be removed.

In this section

[Scheduling a presentation](#)

Describes how to design and schedule a new presentation or schedule an existing presentation.

[Changing a scheduled presentation](#)

Shows how to change the design, schedule or priority of a scheduled presentation.

[Cutting, copying and pasting](#)

Explains how to add or change scheduled presentations by cutting, copying and pasting.

[Removing scheduled presentations](#)

Describes how to remove one or more scheduled presentations.

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PADS Manager

Scheduling a presentation

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[Scheduling presentations](#) > Scheduling a presentation

With scheduling a presentation you have the choice between designing and scheduling a complete new presentation or scheduling an existing presentation.

In this section

[Designing and scheduling a new presentation](#)

Explains how to use the PADS Designer application to design and schedule a complete new presentation.

[Scheduling an existing presentation](#)

Explains how to select and schedule a pre-designed presentation.

[Schedule Presentation Wizard](#)

Explains the working of the wizard that is used for scheduling a presentation.

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PADS Manager

Designing and scheduling a new presentation

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In PADS Manager you have the possibility to design and schedule a complete new presentation.

To design and schedule a new presentation

1. On the **File** menu click **Design new Presentation**.

After this the PADS Designer application is started.

2. Use the PADS Designer application to design your presentation.

For more information about designing presentations, please see the PADS Designer documentation.

3. On the **File** menu of the PADS Designer application click **Schedule...**

4. Follow the instructions of the **Schedule Presentation Wizard**.

For more information about the working of this wizard, see [Schedule Presentation Wizard](#).

5. On the **File** menu click **Return to PADS Manager**.

6. Before you are returned to PADS Manager you are asked if you want to save the changes you made to the presentation. If you want to keep the design for future use, you should click **Yes**, otherwise **No**.

Remarks

- It is important to understand that the question you get to save the changes of your presentation has nothing to do with your scheduled presentation. If you have run the Schedule Presentation Wizard then the system has made a copy of your presentation. This copy is used for scheduling purposes. The only reason to save your presentation would be that you want to store the designed presentation so that you can use the same design later for other schedule activities.
- After you have followed the above steps and are returned at the PADS Manager application, you can see in the Textual or Graphical view that a new scheduled presentation has been added. This new scheduled presentation will always be added to the top of the list when it has the highest priority.
- Besides scheduling a presentation with the **Schedule...** menu option as described above you also have the possibility to just save the presentation and return to PADS Manager. From PADS Manager this stored presentation can then be scheduled as described in [Scheduling an existing presentation](#).

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PADS Manager

Scheduling an existing presentation

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Besides scheduling a complete new presentation you can also schedule a presentation that has been designed earlier with PADS Designer and has been stored into a presentation file.

To schedule an existing presentation

1. On the **Insert** menu click **Schedule...**
2. Follow the instructions of the **Schedule Presentation Wizard**.

For more information about the working of this wizard, see [Schedule Presentation Wizard](#).

Remarks

- After you have followed the above steps, you can see in the textual or graphical view that a new scheduled presentation has been added. This new scheduled presentation will always be added to the top of the list when it has the highest priority.

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PADS Manager

Schedule Presentation Wizard

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[Scheduling presentations](#) > [Scheduling a presentation](#) > Schedule Presentation Wizard

The Schedule Presentation Wizard is used to schedule presentations or to change the schedule of an existing scheduled presentation. It is used to schedule presentations for one time only (ad hoc) or to be displayed multiple times (with recurrence).

To schedule a presentation with the wizard

1. Start the Schedule Presentation Wizard as described in [Designing and scheduling a new presentation](#) or [Scheduling an existing presentation](#).

2. Click **Next** on the Introduction page.

3. Select **Ad-hoc schedule** if your presentation only needs to be displayed once or **Recurrent schedule** if it needs to be displayed multiple times.

4. Click **Next** to continue.

5. Enter the **Presentation File Name**.

Here you must enter the file name including the full path of the file that contains the PADS presentation you want to schedule. Optionally you can use the **Browse...** button to locate the file.

6. Enter a **Description** for the presentation.

This description will be used in the text view and graphical view to identify the presentation. By default the **Name** of the presentation as it has been specified in the **Presentation Properties** dialog box in the PADS Designer application will be used as description.

7. Select the **Destination** for which you want to schedule the presentation.

Here you can choose from all Viewers and Viewer groups that have been defined for the PADS system.

8. Select the **Priority Level** you want to assign to the presentation to be scheduled.

The priority level will also determine if the scheduled presentation will become visible or not. For an explanation about the usage of priorities, see [Priorities](#).

9. Click **Next** to continue.

10. (Ad-hoc only) Select the period during which the scheduled presentation must be displayed, by specifying the **From** and **Until** date/time.

The presentation will be scheduled uninterruptedly from the From date/time until the Until date/time.

11. (Recurrent only) Specify the **Recurrence period**.

The recurrence period is the period for which occurrences of the defined recurrence will be generated. You can choose this to be forever, to end by a certain date or to end after a fixed number of occurrences.

12. (Recurrent only) Specify the **Recurrence type**.

Here you specify more specific how often you want the occurrences to take place. You can choose between **Daily**, **Weekly**, **Monthly** and **Yearly** recurrence. Depending on what you choose a number of other settings become available that you can use to further to specify the recurrence type.

13. (Recurrent only) Click **Next** to continue.

14. (Recurrent only) Specify the **Recurrence period within one day**.

These settings determine how recurrence is handled within one day. The **From** and **Until** time determine the period of the day during which the scheduled presentation will be displayed.

15. (Recurrent only) Specify the **Recurrence type within one day**.

Here you can specify in more detail how the presentation must be displayed during the day. You can choose between **Uninterrupted** or recurrence on a hourly or minutely basis.

16. (Recurrent only) Click **Next** to continue.

17. Click **Finish** to make the specified schedule settings effective and leave the wizard.

Remarks

- Before you start using the Schedule Presentation Wizard it's important that you first create the Viewers and Viewer groups of your system and define the priority levels you want to use. Otherwise you are unable to complete all steps of the wizard.
- The way the PADS system interprets the specified start date, start time, stop date and stop time has been changed compared to previous versions. In previous versions a scheduled presentation was displayed from the start date until the stop date, every day from the start time until the stop time. In the new situation a scheduled presentation is displayed uninterruptedly from the start date/time until the stop date/time.

To achieve the same result as with previous PADS versions it is required to use daily-based recurrence.

- It's important to understand the difference between the Recurrence period settings in the Schedule Presentation Wizard and the Recurrence options that can be set under **Options** in the **Tools** menu.

With the Recurrence period settings of the wizard you determine the entire period for which you like occurrences of the defined recurrence to be created. This does not mean that all those occurrences are immediately created after finishing the wizard, because in some cases the number of occurrences is unlimited.

Therefore the system uses the Recurrence options in the **Options** dialog box. Here you can specify what the operational period is for which the system must automatically generate the occurrences of the defined recurrence.

Tips

- If you want to schedule a presentation for a certain Viewer or Viewer group then it's recommended first to select this Viewer or group in the **Destinations** tree view (left pane of the main window) before starting the Wizard. In this way the name of the Viewer or Viewer group will automatically be filled in as **Destination** in the Schedule presentation Wizard.

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PADS Manager

Changing a scheduled presentation

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[Scheduling presentations](#) > Changing a scheduled presentation

After you have scheduled a presentation with PADS Manager you still have full control over this presentation. For each scheduled presentation it is always possible to change the content of the presentation or the schedule.

In this section

[Editing design](#)

Explains how to modify the content of a scheduled presentation.

[Editing schedule](#)

Explains how to change the scheduled destination, period or priority of a scheduled presentation.

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PADS Manager

Editing design

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[Scheduling presentations](#) > [Changing a scheduled presentation](#) > Editing design

For each scheduled presentation you can edit the design at any time. After an update the system will automatically make sure that the changes become effective immediately.

To edit the design of a scheduled presentation

1. On the **View** menu click **Text** or **Graphical**.
2. Optionally, on the **View** menu click **Recurrence**.
3. In the **Destinations** tree view (left pane of the main window) click the item representing the Viewer or Viewer group for which the presentation has been scheduled.
4. In the **Text view**, **Graphical view** or **Recurrence view** select the scheduled presentation for which you want to edit the design.
5. On the **Edit** menu click **Design**.

After this the PADS Designer application is started.

6. Use the PADS Designer application to make adjustments to the design of your presentation.

For more information about designing presentations, please see the PADS Designer documentation.

7. On the **File** menu click **Return to PADS Manager**.
8. Before you are returned to PADS Manager you are asked if you want to update the scheduled presentation. To make the changes you have made to the design effective click **Yes**, otherwise **No**.

Remarks

- If you have made no adjustments to the design of the scheduled presentation in the PADS Designer application and click **Return to PADS Manager** on the **File** menu, then you will automatically be returned to the PADS Manager application and you will not be prompted to update the scheduled presentation.
- The question you get to update the scheduled presentation has nothing to do with any file you might have on your hard disk with the original design. If you have run the Schedule Presentation Wizard then the system has made a copy of your presentation. This copy is used for scheduling purposes and it's the design of this copy that will be updated. If you really want store the edited presentation so that you can use the original design of the presentation later for other schedule activities then you should click **Save As...** on the **File** menu of the PADS Designer application.
- It's important to understand that if a presentation has been scheduled for a Viewer group the design can only be edited from the **Text view**, **Graphical view** or **Recurrence view** of this group. Although the presentation will also be displayed at the individual Viewers of the group you will notice that here the **Edit Design** option will be disabled.
- If you adjust the design of a scheduled presentation in the **Recurrence view** then the design will be adjusted for ALL generated occurrences of the recurrent definition. This is also applicable to the generated occurrences for which the schedule manually has been adjusted.

Tips

- If you have started the PADS Designer application as described above and made some changes to the design you can also make the changes effective without returning to the PADS Manager application. For this you must click **Update** on the **File** menu.

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PADS Manager

Editing schedule

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[Scheduling presentations](#) > [Changing a scheduled presentation](#) > Editing schedule

Beside the content of a presentation you can also at any time change the schedule of a presentation. This means you can alter where and when the presentation is displayed or the priority of the presentation. This can be done in several ways.

To edit the schedule of a presentation using the graphical view

1. On the **View** menu click **Graphical**.
2. In the **Destinations** tree view (left pane of the main window) click the item representing the Viewer or Viewer group for which the presentation has been scheduled.
3. In the **Graphical view** select the scheduled presentation for which you want to edit the schedule.
4. Drag one of the selection handles of the scheduled presentation to the left or the right to change the start or stop time of the scheduled presentation or drag the bar itself to shift the schedule period in time.

To edit the schedule of a presentation using the menu

1. On the **View** menu click **Text** or **Graphical**.
2. Optionally, on the **View** menu click **Recurrence**.
3. In the **Destinations** tree view (left pane of the main window) click the item representing the Viewer or Viewer group for which the presentation has been scheduled.
4. In the **Text view**, **Graphical view** or **Recurrence view** select the scheduled presentation for which you want to edit the schedule.
5. On the **Edit** menu click **Schedule**.
6. In the Schedule presentation wizard change the **Destination**, **Priority** or one of the schedule period settings.
7. At the end of the wizard click **Finish** to apply the new settings and leave the wizard.

Remarks

- The procedure for editing schedules using the graphical view can also be applied on multiple scheduled presentations. For this select multiple presentations by clicking the presentations while holding down the [Shift] key on your keyboard. After this drag the selection handle of one of the bars or the bar itself to adjust the schedule of all selected items.
- The destination and/or priority of a scheduled presentation can only be edited using the menu. For the priority it's only possible to change the priority level. It's not possible to change the sub priority level as described at [Priorities](#).
- It's important to understand that if a presentation has been scheduled for a Viewer group the schedule can only be edited from the **Text view**, **Graphical view** or **Recurrence view** of this group. Although the presentation will also be displayed at the individual Viewers of the group you will notice that here the **Edit Schedule** option will be disabled.
- If you adjust the schedule of a scheduled presentation in the **Text view** or **Graphical view** that is an occurrence of a recurrent schedule definition, then you must be aware that changing the schedule will mark the scheduled presentation as 'touched' and as a result will disconnect it from the recurrent schedule definition (see also next remark).
- If you adjust the schedule of a scheduled presentation in the **Recurrence view** then the schedule will be adjusted for all generated occurrences of the recurrent schedule definition. This is NOT applicable to generated occurrences for which the schedule manually has been adjusted and thus are considered as being 'touched'.

Tips

- The quickest way to change the schedule of a presentation is by moving or resizing the bar representing this presentation in the graphical view. However this method is quite inaccurate. For more precise adjustments to the schedule you can best use the **Edit Schedule** menu option.

A quick way to schedule presentations is often by using the cut, copy and paste functions. With the combination of copying and pasting you can insert new scheduled presentations. With the combination of cutting and pasting you can move scheduled presentations from one destination to another.

In this section

[Cutting and pasting scheduled presentations](#)

Explains how adjust the destination of presentations by cutting and pasting.

[Coping and pasting scheduled presentations](#)

Explains how to schedule a presentations by making a copy of existing scheduled presentations.

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PADS Manager

Cutting and pasting a scheduled presentation

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By using the clipboard functions cut and paste you can move a scheduled presentation from one Viewer(group) to another.

To cut and paste scheduled presentations

1. On the **View** menu click **Text** or **Graphical**.
2. In the **Destinations** tree view (left pane of the main window) click the item representing the Viewer or Viewer group for which the presentation has been scheduled.
3. In the **Text view** or **Graphical view** select the scheduled presentation(s) for which you want to change the destination.
4. On the **Edit** menu click **Cut**.
5. In the **Destinations** tree view (left pane of the main window) click the item representing the new Viewer or Viewer group.
6. On the **Edit** menu click **Paste**.

Remarks

- Cutting and pasting can only be used to change the destination of scheduled presentations. This means that if you want the pasted scheduled presentations to have a different priority or schedule period you must use the **Edit Schedule** function.
- If you cut and paste scheduled presentations in the **Text view** or **Graphical view** that are occurrences of a recurrent schedule definition, then you must be aware that this operation will mark the scheduled presentations as 'touched' and as a result will disconnect them from the recurrent schedule definition. This means that the scheduled presentations will no longer automatically be adjusted when the recurrent schedule definition is adjusted.

Tips

- Cut and paste can also be abused to reschedule a presentation with the highest sub priority level. When cutting a scheduled presentation and pasting it at the same destination you will see that it will be added above other items with the same priority level. This shows that it has the highest sub priority level within the group of scheduled presentations with the same priority level.

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PADS Manager

Copying and pasting a scheduled presentation

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By using the clipboard functions copy and paste you can insert a new scheduled presentation.

To copy and paste a scheduled presentation

1. On the **View** menu click **Text** or **Graphical**.
2. In the **Destinations** tree view (left pane of the main window) click the item representing the Viewer or Viewer group for which the presentation has been scheduled.
3. In the **Text view** or **Graphical view** select the scheduled presentation that you like to copy.
4. On the **Edit** menu click **Copy**.
5. Optionally, in the **Destinations** tree view (left pane of the main window) click the item representing the new Viewer or Viewer group.
6. On the **Edit** menu click **Paste**.

Remarks

- Copying and pasting can be used to create a copy of a scheduled presentation with exactly the same schedule period settings and priority and optionally with another destination. This means that if you want the pasted scheduled presentation to have a different priority or schedule period you must use the **Edit Schedule** function.
- If you copy and paste a scheduled presentation in the **Text view** or **Graphical view** that is an occurrence of a recurrent schedule definition, then you must be aware that this operation will mark the scheduled presentation as 'touched' and as a result will disconnect it from the recurrent schedule definition. This means that the scheduled presentation will no longer automatically be adjusted when the recurrent schedule definition is adjusted.

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PADS Manager

Removing scheduled presentations

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Removing scheduled presentations

If a scheduled presentation is no longer required you can manually remove it from the system.

In this section

[Removing an ad-hoc scheduled presentation](#)

Describes how to remove one more scheduled presentations that have been scheduled on an ad-hoc basis.

[Removing a recurrent scheduled presentation](#)

Describes how to remove one or more occurrences or the entire recurrent definition of presentations that have been scheduled with recurrence.

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Removing an ad-hoc scheduled presentation

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An ad-hoc scheduled presentation can be removed manually from the text view as well as the graphical view.

To remove an ad-hoc scheduled presentation in the text view

1. On the **View** menu click **Text**.
2. In the **Destinations** tree view (left pane of the main window) click the item representing the Viewer or Viewer group for which the presentation has been scheduled.
3. In the **Text view** select the scheduled presentation you want to remove.
4. On the **Edit** menu click **Delete**.
5. Click **Yes** to confirm that you want to remove the selected scheduled presentation.

To remove a ad-hoc scheduled presentation in the graphical view

1. On the **View** menu click **Graphical**.
2. In the **Destinations** tree view (left pane of the main window) click the item representing the Viewer or Viewer group for which the presentation has been scheduled.
3. In the **Graphical view** select the scheduled presentation you want to remove.
4. On the **Edit** menu click **Delete**.
5. Click **Yes** to confirm that you want to remove the selected scheduled presentation.

Remarks

- It's important to understand that if a presentation has been scheduled for a Viewer group it can only be removed again in the **Text view** or **Graphical view** of this group. Although the presentation will also be displayed at the individual Viewers of the group you will notice that here the **Delete** option will be disabled.
- If you don't manually remove scheduled presentations then after a while the system will automatically remove the old scheduled presentations from the database of the system. The settings for when this will be done can be set in the PADS Server configuration wizard as part of the PADS Server software.

Tips

- The above procedure describes how to remove one scheduled presentation. This procedure can however also be used to remove multiple scheduled presentations. For this you simply select multiple presentations in the **Text view** or **Graphical view**. One way to do this is by holding down the [Shift] or [Ctrl] key and clicking the presentations to select.
- When removing a scheduled presentation then not only the schedule will be removed but also the design of the scheduled presentation. So if you want to keep the design for later use then you must make sure to save the design first before removing the presentation. To save the design you must open it with the **Edit Design** function and in the PADS Designer application that is started next click **Save As..** on the **File** menu.

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Removing a recurrent scheduled presentation

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For a recurrent scheduled presentations you have two options: either you remove one of the occurrences that have been generated by the system or you remove the entire recurrent definition.

To remove an occurrence of a recurrent scheduled presentation in the text view

1. On the **View** menu click **Text**.
2. In the **Destinations** tree view (left pane of the main window) click the item representing the Viewer or Viewer

group for which the presentation has been scheduled.

3. In the **Text view** select the scheduled presentation you want to remove.
4. On the **Edit** menu click **Delete**.
5. Click **Yes** to confirm that you want to remove the selected scheduled presentation.

To remove an occurrence of a recurrent scheduled presentation in the graphical view

1. On the **View** menu click **Graphical**.
2. In the **Destinations** tree view (left pane of the main window) click the item representing the Viewer or Viewer group for which the presentation has been scheduled.
3. In the **Graphical view** select the scheduled presentation you want to remove.
4. On the **Edit** menu click **Delete**.
5. Click **Yes** to confirm that you want to remove the selected scheduled presentation.

To remove an entire recurrent definition

1. On the **View** menu click **Recurrence**.
2. In the **Destinations** tree view (left pane of the main window) click the item representing the Viewer or Viewer group for which the presentation has been scheduled.
3. In the **Recurrence view** select the recurrence definition you want to remove.
4. On the **Edit** menu click **Delete**.
5. Click **Yes** to confirm that you want to remove the selected recurrence definition.

Remarks

- If you remove a recurrence definition then the system will also remove all occurrences that have been generated from this definition. Please note that this will be limited to the operational period as it has been defined under **Options** in the **Tools** menu.
- If you remove a recurrent scheduled presentation in the **Text view** or **Graphical view** (so an occurrence generated on basis of a recurrence definition) and this scheduled presentation is inside the defined operational period, then the scheduled presentation will automatically be regenerated by the Scheduler process of the PADS Server software. This usually takes place at night.
- It's important to understand that if a presentation has been scheduled for a Viewer group it can only be removed again in the **Text view**, **Graphical view** or **Recurrence view** of this group. Although the presentation will also be displayed at the individual Viewers of the group you will notice that here the **Delete** option will be disabled.
- If you don't manually remove the scheduled presentations then after a while the system will automatically remove the old scheduled presentations from the database of the system. This is also valid for recurrence definitions. The settings for when this will be done can be set in the PADS Server configuration wizard as part of the PADS Server software.

Tips

- The above procedure describes how to remove one scheduled presentation or recurrence definition. This procedure can however also be used to remove multiple scheduled presentations or definitions. For this you simply select multiple presentations in the **Text view**, **Graphical view** or **Recurrence view**. One way to do this is by holding down the [Shift] or [Ctrl] key and clicking the presentations or definitions to select.
- When removing a scheduled presentation then not only the schedule will be removed but also the design of the scheduled presentation. So if you want to keep the design for later use then you must make sure to save the design first before removing the presentation. To save the design you must open it with the **Edit Design** function and in the PADS Designer application that is started next click **Save As..** on the File menu.

PADS Manager

Tools

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The PADS Manager application has some built-in tools that are used across or affect the entire application. This also includes functionality for maintaining the core data of the system like destinations and users.

In this section

[Managing destinations](#)

Describes the functions for managing the definitions of Viewers and Viewer groups.

[Managing users](#)

Describes the functions for managing the defined users for the PADS system.

[Setting options](#)

There are a number of program settings that can be set for the PADS Manager application.

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PADS Manager

Managing destinations

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To be able to schedule presentations with the PADS system you must have defined one or more destinations. A destination can be a Viewer or Viewer group. Each Viewer represents a PADS Viewer application that is connected to the system and that is used to display presentations on one (or more) connected public displays. A Viewer group is a logical grouping of a number of Viewers or Viewer groups. Viewer groups are intended to make the scheduling of a presentation for multiple Viewers easier.

In this section

[Adding a destination](#)

Describes how to define a new Viewer or Viewer group for the PADS system.

[Editing a destination](#)

Explains how edit the settings of a Viewer or Viewer group like the name or group members.

[Removing a destination](#)

Shows how to remove an existing Viewer or Viewer group from the PADS system.

[Managing clusters](#)

Describes how to handle clusters as being a special type of destination.

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PADS Manager

Adding a destination

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[Tools](#) > [Managing destinations](#) > Adding a destination

Before you can start scheduling presentations with the PADS system you must first make sure that you have added each Viewer application that is connected to the system as a Viewer with a logical name that uniquely identifies it.

In addition you can create multiple Viewer groups to simplify your scheduling tasks.

To add a new Viewer

1. On the **Tools** menu click **Destinations**.
2. Click **New Viewer...**
3. Enter a **Name** that uniquely identifies the Viewer within the PADS system and select the **Viewer type**.
4. Click **OK** to add the Viewer.

To add a new Viewer group

1. On the **Tools** menu click **Destinations**.
2. Click **New Group...**
3. Enter a **Name** that uniquely identifies the Viewer group within the PADS system and select the **Viewer type** for this group.
4. Click **OK** to add the Viewer group

Remarks

- The **Name** that you enter to uniquely identify the Viewer within the PADS system must EXACTLY correspond with the **Viewer name** setting for this Viewer as it has been specified in the Settings window of the PADS Viewer application.
- It is also possible to have a Viewer of the PADS system automatically added itself to the system. For this you must simply start the PADS Viewer application of this Viewer. With this the application will look if the Viewer already exists in the system. If this is not the case then it will automatically add itself to the system with the specified **Viewer name**. Next you will see in the **Destinations** tree view of the PADS Manager application that the Viewer has been added. This method has the advantage that no typing errors can be made when entering the **Name**.
- The **Viewer types** that you can choose from are determined by the Viewer types settings that you have made in the **Options** dialog box of the **Tools** menu.
- The above procedure for adding a Viewer group only adds an empty group. Afterwards you still have to add one or more Viewer or Viewer groups to this group to make it useful. For this see [Editing a destination](#).

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PADS Manager

Editing a destination

[Send Feedback](#)

[Tools](#) > [Managing destinations](#) > Editing a destination

The settings of a destination (Viewer or Viewer group) can be adjusted at any time. You can change the name or viewer type of the destination, but it is also possible to adjust the grouping of Viewers and Viewer groups.

To edit the name or viewer type of an existing Viewer or Viewer group

1. In the **Destinations** tree view select the Viewer or Viewer group you want to edit.
2. On the **Tools** menu click **Destinations**.
3. Click **Properties**.
4. Change the **Name** or **Viewer type** of the Viewer or Viewer group.
5. Click **OK** to update the Viewer or Viewer group.

To change the members of an existing Viewer group

1. In the **Destinations** tree view select the Viewer group for which you want to add or remove members.
2. On the **Tools** menu click **Destinations**.

3. Click **Members....**
4. Select or unselect the Viewers or Viewer groups that you want to be a member of the Viewer group.
5. Click **OK** to update the Viewer group.

To change the Viewer groups an existing Viewer or Viewer group is a member of

1. In the **Destinations** tree view select the Viewer or Viewer group for which you want to change the member of information.
2. On the **Tools** menu click **Destinations**.
3. Click **Member of...**
4. Select or unselect the Viewer groups that you want the Viewer or Viewer group to be a member of.
5. Click **OK** to update the Viewer or Viewer group.

Remarks

- The **Name** that you enter to uniquely identify the Viewer within the PADS system must EXACTLY correspond with the **Viewer name** setting for this Viewer as it has been specified in the Settings window of the PADS Viewer application.
- The **Viewer types** that you can choose from are determined by the Viewer types settings that you have made in the **Options** dialog box of **Tools** menu.
- There are NO limitations on the grouping of destinations: A Viewer can be a member of many Viewer groups, a Viewer group can (of course) consist of many Viewers and Viewer groups can be unlimited grouped into other Viewer groups.

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PADS Manager

Removing a destination

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[Tools](#) > [Managing destinations](#) > Removing a destination

If a Viewer or Viewer group is no longer required it can be removed from the system.

To remove an existing Viewer or Viewer group

1. In the **Destinations** tree view select the Viewer or Viewer group you want to remove.
2. On the **Tools** menu click **Destinations**.
3. Click **Remove**.
4. Click **Yes** to confirm that you want to remove the selected Viewer or Viewer group.

Remarks

- **IMPORTANT:** If you remove a Viewer then you will also automatically remove all scheduled presentations for this Viewer. This is an irreversible action.

If you remove a Viewer group then all scheduled presentations that have been scheduled directly for this group will be removed, but the presentations that have been scheduled for the individual Viewers of this group will keep exist.

- If you remove a Viewer group you will only remove the logical grouping of the Viewers that are a member of this group. Afterwards the Viewers themselves will still exist as a member of other groups or as separate items in the **Destinations** tree view.
- You should only remove a Viewer when the PADS Viewer application that is identified by this Viewer is no longer in use. Otherwise removing the Viewer will make this PADS Viewer inaccessible and doesn't make sense anyway, because it will automatically be added to the system again by the PADS Viewer application itself.

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PADS Manager

Managing clusters

[Send Feedback](#)[Tools](#) > [Managing destinations](#) > Managing clusters

A cluster is a special type of destination. A cluster is a logical group of Viewers that can only be addressed as one single unit. It's not possible to schedule a presentation for the individual Viewers of a cluster.

When a presentation (usually one page for displaying real-time information) is scheduled for a cluster, then the cluster will automatically distribute the layout and data across all Viewers that are part of the cluster.

A good example of an environment where clusters are applied is an airport. Here a cluster can be used to display departure information across multiple overview displays in a cluster.

To add a new Cluster

1. In the **Destinations** tree view select the root item or one of the Viewer groups.
2. On the **Tools** menu click **Destinations**.
3. Click **New Cluster...**
4. Enter the **Cluster name**. This must be the computer name of the computer in the network on which the PADS Cluster server software runs.
5. Enter the **Cluster public name**. This is the descriptive name that is used in the PADS Manager application to identify the cluster.
6. Click **Add...** to add a Viewer to the cluster.
7. Enter the **Viewer name**. This is the descriptive name that is used in the PADS Manager application to identify the Viewer within the cluster.
8. Enter the **Computer name** or **IP address**. This is the computer name of the Viewer in the cluster.
9. Optionally enter a **Port number**. This is the port that is used for the communication between the PADS Cluster server and the Cluster Viewer.
10. Click **OK** to add the Viewer.
11. Optionally repeat step 6 to 10 to add more Viewers.
12. Optionally use **Move Up** and/or **Move Down** to change the order of the Viewers within the cluster.
13. Click **OK** to add the cluster.

Remarks

- The functionality as described above is only available when you have clicked **Options** on the **Tools** menu and on the **Viewer types** tab of the Options dialog box have enabled the **Cluster** viewer type.
- Editing an removing a cluster works in exactly the same way as editing or removing a Viewer.
- Beside the automatic distribution of real-time data across multiple Viewers a cluster also has other features that are especially intended for cluster situations. For instance when one of the PCs of the cluster will fail then the cluster will automatically spread the real-time data across the other Viewers in the cluster so that no important information is lost for the people watching the displays. Another feature is the automatic synchronisation of screen effects like blinking and alternating over all Viewers that are part of the cluster. These are just a few examples of the many cluster features.

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PADS Manager

Managing users

[Send Feedback](#)[Tools](#) > Managing users

The PADS system knows several types of users: Manager users that are allowed to run the PADS Manager application, Staff users that are allowed to use the PADS Staff Viewer application and Agent users that are allowed to use the PADS Agent application. You can manage yourself all types of users.

In this section

[Managing manager user and groups](#)

Describes how to add, edit and remove users and user groups for the PADS Manager application.

[Managing staff users and groups](#)

Describes how to add, edit and remove users and user groups for the PADS Staff Viewer application.

[Managing agent users](#)

Describes how to add, edit and remove users for the PADS Agent application.

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PADS Manager

Managing manager users

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[Tools](#) > [Managing users](#) > Managing manager users

The PADS system has a number of predefined manager users each with a certain set of permissions. You can add, edit and remove manager users yourself to define which users are allowed to use the PADS Manager application with which set of permissions.

Permissions for standard manager users are determined in the user groups they are assigned to.

In this section

[Adding a manager user](#)

Describes how to define a new user for the PADS Manager application.

[Editing a manager user](#)

Explains how to edit the preferences for an existing user for the PADS Manager application.

[Removing a manager user](#)

Shows how to remove an existing manager user definition from the PADS system.

[Adding a manager user group](#)

Describes how to define a new user group for the PADS Manager application.

[Editing a manager user group](#)

Explains how to edit the preferences for an existing user group for the PADS Manager application.

[Removing a manager user group](#)

Shows how to remove an existing manager user group definition from the PADS system.

[Viewing permissions](#)

Shows what users or user groups have access to a specified destination.

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PADS Manager

Adding a manager user

[Send Feedback](#)

[Tools](#) > [Managing users](#) > [Managing manager users](#) > Adding a manager user

You can use this functionality to add a new PADS Manager user.

To add a new user

1. On the **Tools** menu click **User Management**.
2. From the **Type user** list select **PADS Manager** or its immediate sub item **Users**.
3. Click **Add...**
4. Enter a name and password in the **General** tab, select the groups this user is member of in the **User groups** tab, and view what destinations the user has access to in the **Permissions** tab.
5. Click **OK** to add the user.

Remarks

- The functionality as described above is only available when you have been logged on to the PADS Manager application with a user that has Administrator privileges.
- Please note that there must always be at least one user that is a member of the Administrator group.
- User groups determine what destinations the user has access to.
- Administrators have full access (to users, destinations, etc.), so they don't belong to any user group.
- Access to specific destinations is determined at the user group settings first. Users are then assigned to user groups.
- User group settings can be accessed through the **Add user** window in the **User groups** tab.

Tips

- Changing the user groups the user can become member of, will immediately show the destinations the user will have access to in the **Permissions** tab. It still needs confirmation before it is applied, though.

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PADS Manager

Editing a manager user

[Send Feedback](#)

[Tools](#) > [Managing users](#) > [Managing manager users](#) > Editing a manager user

You can use this functionality to change the password or group membership of any existing PADS Manager user.

To edit an existing user

1. On the **Tools** menu click **User Management**.
2. From the **Type user** list select **PADS Manager** or its immediate sub item **Users**.
3. Select the **User** you want to edit.
4. Click **Edit...**
5. Enter a new password in the **General** tab, change the groups this user is member of in the **User groups** tab, or view what destinations the user has access to in the **Permissions** tab.
6. Click **OK** to update the user.

Remarks

- The functionality as described above is only available when you have been logged on to the PADS Manager application with a user that has Administrator privileges.
- Please note that there must always be at least one user that is a member of the Administrator group.
- User groups determine what destinations the user has access to.
- Users derived from Active Directory are not to be edited by PADS Manager. You can only view their properties through the Edit button.

- Administrators have full access (to users, destinations, etc.), so they don't belong to any user group.
- Access to specific destinations is determined at the user group settings first. Users are then assigned to user groups.
- User group settings can be accessed through the **Edit user** window in the **User groups** tab.

Tips

- Changing the user groups the user can become member of, will immediately show the destinations the user will have access to in the **Permissions** tab. It still needs confirmation before it is applied, though.

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PADS Manager

Removing a manager user

[Send Feedback](#)

[Tools](#) > [Managing users](#) > [Managing manager users](#) > Removing a manager user

You can use this functionality to remove an existing PADS Manager user.

To remove an existing user

1. On the **Tools** menu click **User Management**.
2. From the **Type user** list select **PADS Manager user** or its immediate sub item **Users**.
3. From the **PADS Manager user** list select the **User** you want to remove.
4. Click **Remove**.
5. Click **Yes** to confirm that you want to remove the selected user.

Remarks

- The functionality as described above is only available when you have been logged on to the PADS Manager application with a user that has Administrator privileges.
- Users derived from Active Directory are not to be removed by PADS Manager. The Remove button therefore is disabled for these entries.
- Please note that it's not possible to remove yourself as a user.

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PADS Manager

Adding a manager user group

[Send Feedback](#)

[Tools](#) > [Managing users](#) > [Managing manager users](#) > Adding a manager user group

You can use this functionality to a new PADS Manager user group. A user group determines what destinations will be visible for users that are member of this user group.

To add a new user group

1. On the **Tools** menu click **User Management**.
2. From the **Type user** list select **PADS Manager**, followed by its sub item **User groups**.
3. Click **Add...**
4. Enter a name and description in the **General** tab, select the users that are member of this user group in the **Users** tab, and select the destinations the user group has access to in the **Permissions** tab.

5. Click **OK** to add the user group.

Remarks

- The functionality as described above is only available when you have been logged on to the PADS Manager application with a user that has Administrator privileges.
- Please note that there must always be at least one user that is a member of the Administrator group.
- User groups determine what destinations the user has access to.
- Administrators have full access (to users, destinations, etc.), so they don't belong to any user group.
- Access to specific destinations is determined at the user group settings first. Users are then assigned to user groups.
- User settings can be accessed through the **Add user group** window in the **Users** tab.

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PADS Manager

Editing a manager user group

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[Tools](#) > [Managing users](#) > [Managing manager users](#) > Editing a manager user group

You can use this functionality to update an existing PADS Manager user group. A user group determines what destinations will be visible for users that are member of this user group.

To edit an existing user group

1. On the **Tools** menu click **User Management**.
2. From the **Type user** list select **PADS Manager**, followed by its sub item **User groups**.
3. Select the **User group** you want to edit.
4. Click **Edit...**
5. Change the description in the **General** tab, change the users that are member of this user group in the **Users** tab, and select the destinations the user group has access to in the **Permissions** tab.
6. Click **OK** to update the user group.

Remarks

- The functionality as described above is only available when you have been logged on to the PADS Manager application with a user that has Administrator privileges.
- User groups determine what destinations users have access to.
- User groups derived from Active Directory can only be edited by PADS Manager for their permissions concerning destination access. Other properties cannot be set.
- Administrators have full access (to users, destinations, etc.), so they don't belong to any user group.
- Access to specific destinations is determined at the user group settings first. Users are then assigned to user groups.
- User settings can be accessed through the **Edit user group** window in the **Users** tab.

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PADS Manager

Removing a manager user group

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[Tools](#) > [Managing users](#) > [Managing manager users](#) > Removing a manager user group

You can use this functionality to remove an existing PADS Manager user group.

To remove an existing user group

1. On the **Tools** menu click **User Management**.
2. From the **Type user** list select **PADS Manager** user, followed by its sub item **User groups**.
3. From the **PADS Manager user group** list select the **User group** you want to remove.
4. Click **Remove**.
5. Click **Yes** to confirm that you want to remove the selected user group.

Remarks

- The functionality as described above is only available when you have been logged on to the PADS Manager application with a user that has Administrator privileges.
- User groups derived from Active Directory are not to be removed by PADS Manager. The Remove button therefore is disabled for these entries.

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PADS Manager

Viewing permissions

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[Tools](#) > [Managing users](#) > [Managing manager users](#) > Viewing permissions

You can use this functionality to view what users or user groups have access to a specified destination.

To view permissions

1. On the **Tools** menu click **User Management**.
2. From the **Type user** list select **PADS Manager** user, followed by its sub item **Permissions**.
3. Select a **Viewer** or **Group**.
4. Select whether you want to see the **Users** or **User groups** that have access to this destination.
5. The appropriate **Users** or **User groups** will appear in the list at the bottom.

Remarks

- The functionality as described above is only available when you have been logged on to the PADS Manager application with a user that has Administrator privileges.
- Changing either the destination or the option Users/User groups will automatically refresh the list at the bottom.

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PADS Manager

Managing staff users and groups

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[Tools](#) > [Managing users](#) > Managing staff users and groups

The staff users and user groups determine which users are allowed to run the PADS Staff Viewer application. The Staff Viewer application is an interactive PADS Viewer application that allows users to view and browse ALL PADS presentations that have been scheduled for a specific PADS Viewer. A typical application of Staff Viewers is an airport

where staff personnel can use this application to view and browse flight information like arrivals or departures.

To grant staff users permissions for a Staff Viewer users must be member of a PADS Staff user group which in its turn is bound to a PADS Staff Viewer or Viewer group.

You add, edit and remove staff users and groups yourself to define which users will have access to the PADS Staff Viewers.

In this section

[Adding a staff user group](#)

Describes how to define a new staff user group.

[Editing a staff user group](#)

Explains how to edit the settings of an existing staff user group.

[Removing a staff user group](#)

Shows how to remove an existing staff user group.

[Adding a staff user](#)

Describes how to define a new staff user.

[Editing a staff user](#)

Explains how to edit the preferences for an existing staff user.

[Removing a staff user](#)

Shows how to remove an existing staff user.

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PADS Manager

Adding a staff user group

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[Tools](#) > [Managing users](#) > [Managing staff users and groups](#) > Adding a staff user group

To start granting permissions for the Staff Viewer application you must first start with creating a staff user group and bind it to a PADS Viewer.

To add a new staff user group

1. On the **Tools** menu click **Users**.
2. From the **Type user** list select **Staff user** or its immediate sub item **Users**.
3. In the PADS Staff user groups section click **Add...**
4. Enter a **Group name** and **Description** for the staff user group.
5. Select the **Viewer/Group** to which you want to bind the staff user group.
6. Click **OK** to add the staff user group.

Remarks

- The functionality as described above is only available when you have been logged on to the PADS Manager application with a user that has Administrator privileges.
- The **Viewer/Group** dropdown listbox only contains Viewers or Viewer groups for which the Viewer type has been set to '**Staff Viewer**'. It is only possible to create a new Viewer of this type when you have clicked **Options** on the **Tools** menu and on the Viewer types tab of the Options dialog box have switched on the **System Viewer type** for staff viewers.
- Each PADS Viewer can only be bound to one single Staff user group.

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PADS Manager

Editing a staff user group

[Send Feedback](#)

[Tools](#) > [Managing users](#) > [Managing staff users and groups](#) > Editing a staff user group

You can use this functionality to change the identification settings of a staff user group or the Viewer that has been bound to the staff user group.

To edit an existing staff user group

1. On the **Tools** menu click **Users**.
2. From the **Type user** list select **Staff user** or its immediate sub item **Users**.
3. In the PADS Staff user groups section select the **Staff user group** you want to edit.
4. Click **Edit...**
5. Change the **Group name** or **Description** of the staff user group or the **Viewer/Group** to which the staff user group is bound.
6. Click **OK** to update the staff user group.

Remarks

- The functionality as described above is only available when you have been logged on to the PADS Manager application with a user that has Administrator privileges.
- The **Viewer/Group** dropdown listbox only contains Viewers or Viewer groups for which the Viewer type has been set to '**Staff Viewer**'. It is only possible to create a new Viewer of this type when you have clicked **Options** on the **Tools** menu and on the Viewer types tab of the Options dialog box have switched on the **System Viewer type** for staff viewers.
- Each PADS Viewer can only be bound to one single Staff user group.

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PADS Manager

Removing a staff user group

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[Tools](#) > [Managing users](#) > [Managing staff users and groups](#) > Removing a staff user group

You can use this functionality to remove an existing Staff user group.

To remove an existing staff user group

1. On the **Tools** menu click **Users**.
2. From the **Type user** list select **Staff user** or its immediate sub item **Users**.
3. In the PADS Staff user groups section select the **Staff user group** you want to remove.
4. Click **Remove**.
5. Click **Yes** to confirm that you want to remove the selected staff user group.

Remarks

- The functionality as described above is only available when you have been logged on to the PADS Manager application with a user that has Administrator privileges.
- If you remove a staff user group the system will also remove all staff users that are a member of this staff user group.

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PADS Manager

Adding a staff user

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[Tools](#) > [Managing users](#) > [Managing staff users and groups](#) > Adding a staff user

After you have added a Staff user group you can create one or more staff users for this group. These users will be able to start the PADS Staff Viewer application and after logging on be linked to the PADS Viewer or group that has been bound to the Staff user group.

To add a new staff user

1. On the **Tools** menu click **User Management**.
2. From the **Type user** list select **Staff user** or its immediate sub item **Users**.
3. In the PADS Staff user section click **Add...**
4. Enter a **User name**, **Description** and **Password** for the staff user and select the Staff user group you want the staff user to be a member of.
5. Click **OK** to add the staff user.

Remarks

- The functionality as described above is only available when you have been logged on to the PADS Manager application with a user that has Administrator privileges.
- The user name of staff users must be unique within the entire system. This means it's not allowed that the same user name exists as a PADS Manager user.

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PADS Manager

Editing a staff user

[Send Feedback](#)

[Tools](#) > [Managing users](#) > [Managing staff users and groups](#) > Editing a staff user

You can use this functionality to change the identification settings of a staff user or the staff user group it is a member of.

To edit an existing staff user

1. On the **Tools** menu click **Users**.
2. From the **Type user** list select **Staff user** or its immediate sub item Users.
3. In the PADS Staff users section select the **Staff user** you want to edit.
4. Click **Edit...**
5. Change the **Description** of the staff user or select another Staff user group to switch the staff user to this group.
6. Click **OK** to update the staff user.

Remarks

- The functionality as described above is only available when you have been logged on to the PADS Manager application with a user that has Administrator privileges.

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PADS Manager

Removing a staff user

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[Tools](#) > [Managing users](#) > [Managing staff users and groups](#) > Removing a staff user

You can use this functionality to remove an existing Staff user.

To remove an existing staff user

1. On the **Tools** menu click **Users**.
2. From the **Type user** list select **Staff user** or its immediate sub item **Users**.
3. In the PADS Staff users section select the **Staff user** you want to remove.
4. Click **Remove**.
5. Click **Yes** to confirm that you want to remove the selected staff user.

Remarks

- The functionality as described above is only available when you have been logged on to the PADS Manager application with a user that has Administrator privileges.

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PADS Manager

Managing agent users

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[Tools](#) > [Managing users](#) > Managing agent users

The agent users determine which users are allowed to run the PADS Agent application. You can add, edit and remove agent users yourself to define which users are allowed to use the PADS Agent application.

In this section

[Adding a agent user](#)

Describes how to define a new user for the PADS Agent application.

[Editing a agent user](#)

Explains how to edit the preferences for an existing user for the PADS Agent application.

[Removing a agent user](#)

Shows how to remove an existing agent user definition from the PADS system.

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PADS Manager

Adding an agent user

[Send Feedback](#)

[Tools](#) > [Managing users](#) > [Managing agent users](#) > Adding an agent user

You can use this functionality to a new PADS Agent user.

To add a new agent user

1. On the **Tools** menu click **User Management**.

2. From the **Type user** list select **PADS Agent** or its sub item **Users**.
3. Click **Add...**
4. Enter a name and password in the **General** tab.
5. Click **OK** to add the agent user.

Remarks

- The functionality as described above is only available when you have been logged on to the PADS Manager application with a user that has Administrator privileges.
- Please note that there must always be at least one user that is a member of the Administrator group.

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PADS Manager

Editing an agent user

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[Tools](#) > [Managing users](#) > [Managing agent users](#) > Editing an agent user

You can use this functionality to change the password of any existing PADS Agent user.

To edit an existing agent user

1. On the **Tools** menu click **User Management**.
2. From the **Type user** list select **PADS Agent** or its immediate sub item **Users**.
3. Select the **User** you want to edit.
4. Click **Edit...**
5. Enter a new password in the **General** tab.
6. Click **OK** to update the agent user.

Remarks

- The functionality as described above is only available when you have been logged on to the PADS Manager application with a user that has Administrator privileges.

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PADS Manager

Removing an agent user

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[Tools](#) > [Managing users](#) > [Managing agent users](#) > Removing an agent user

You can use this functionality to remove an existing PADS Agent user.

To remove an existing agent user

1. On the **Tools** menu click **User Management**.
2. From the **Type user** list select **PADS Agent** or its immediate sub item **Users**.
3. From the **PADS Agent** user list select the **User** you want to remove.
4. Click **Remove**.
5. Click **Yes** to confirm that you want to remove the selected user.

Remarks

- The functionality as described above is only available when you have been logged on to the PADS Manager application with a user that has Administrator privileges.

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PADS Manager

Setting options

[Send Feedback](#)

[Tools](#) > Setting options

The PADS Manager application has a number of global settings that determine the overall working of the application.

To adjust one or more of the application settings

1. Click **Options** on the **Tools** menu.
2. Adjust one or more of the settings.
3. Click **OK** or **Apply** to make the changes effective.

Options overview

[General options](#)

Some general settings of the PADS Manager application.

[Connection options](#)

Settings that determine the connection to the PADS Server software and the way the user logs on.

[Graphical view options](#)

Settings that determine the outlook of the graphical view for displaying scheduled presentations.

[Priorities options](#)

Enables you to define your own priority levels for scheduled presentations.

[Viewer types options](#)

Makes it possible to define your own custom type of Viewers in addition to the system defined Viewer types.

[Recurrence options](#)

Enables you to define the period for generating recurrent scheduled presentations.

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PADS Manager

General options

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[Tools](#) > [Setting options](#) > General options

These options represent general settings for the PADS Manager application.

Options

Language

The language in which the user interface of the PADS Manager application will be displayed. Possible languages are English, Dutch and German.

Default file location

The folder name including the full path of the starting folder for retrieving presentations. This location is used by the file open dialog box when browsing for a presentation to schedule.

Preview

The position of the preview pane will be displayed. Possible positions are:

1. Above Ad-hoc pane.
2. Below Ad-hoc pane.
3. Below Recurrence pane.

Remarks

- When the **Language** setting is changed, then the new setting will not take effect immediately, but only after a restart of the application.
- The first time you browse for a presentation, the file open dialog box will automatically choose the **Default file location** as its starting folder.

If you browse to another folder in the file open dialog box and successfully select a presentation from this alternative location, then next time the file open dialog box will use this new folder as its starting folder.

When the application is closed and started again the starting folder of the file open dialog box will be reset to its original value.

- The position of the preview pane is automatically adjusted when the visibility of the Recurrence pane has been changed by means of the **View** menu.

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PADS Manager

Connection options

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[Tools](#) > [Setting options](#) > Connection options

These options determine the connection to the PADS Server software and the way the user logs on.

Options

Server name

Here you must enter the network address (computer name or TCP/IP address) of the PC that runs the PADS Server software. If the PADS Server software has been installed on the same PC as the PADS Manager software then you can enter the local computer name or 'localhost' as server name.

Port number

The PADS Manager software communicates with the PADS Server service over TCP/IP using a jointly used port number. The default port number for this is 5659. Valid port numbers are in the range 5000 - 64000.

Log on automatically as the following user

If this option is switched on then the system will automatically log on with the specified user name and password, the next time the application connects to the server. This means that the log on dialog box to manually enter the User name and Password will not be displayed.

User name

The user name to be used for the automatic log on.

Password

The password to be used for the automatic log on.

Remarks

- In order for PADS Manager to make connection with the PADS Server service it is required that the PADS Server service has been installed on the specified server PC and is up and running. To check if the service is running, go to the Services folder in Windows and look if the service with the name 'PADS Server' has been started.
- Please be aware that when you change the port number for PADS Manager to communicate with PADS Server that

you also have to change this port number to EXACTLY THE SAME VALUE for all other PADS Manager applications as well as the PADS Server. The port number of the PADS Server service can be changed by starting the PADS Server Configuration Wizard (see Installation manual).

- Please note that both the **User name** and **Password** are case sensitive.

Tips

- If the PADS Server service has been installed on the same PC as the PADS Manager software then it is always recommended to enter 'localhost' as **Server name** instead of your computer name. The reason for this is that 'localhost' will still work when your computer name will change in the future. Also using the computer name will result in a poorer performance, because the system will search your network environment for your own local computer.

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PADS Manager

Graphical view options

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[Tools](#) > [Setting options](#) > Graphical view options

These options determine the outlook of the graphical view for displaying scheduled presentations.

To change one of the colors of the graphical view

1. Click the colored button for the item of which you like to change the color.
2. From the color dialog box select one of the predefined colors or define and select a custom color.
3. Click **OK** to close the color dialog box again.

Options

Even row color

Enables you to change the background color of even rows in the graphical view.

Odd row color

Enables you to change the background color of odd rows in the graphical view.

Time header border color

Enables you to change the border color of all header fields in the graphical view.

Time header background color

Enables you to change the background color of all header fields in the graphical view.

Time header foreground color

Enables you to change the font color of all header fields in the graphical view.

Time header new day color

Enables you to change the font color of the header field in the graphical view that indicates the start of a new day.

Current time color

Enables you to change the line color of the vertical line in the graphical view that indicates the current time.

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PADS Manager

Priorities options

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[Tools](#) > [Setting options](#) > Priorities options

These options allow you to define your own priority levels for scheduled presentations.

By using different priority levels you can make certain scheduled presentations less or more important than others. For instance you can define a priority level 'emergency' that is more important than 'real-time data' which in its turn is more important than 'advertising'.

If multiple presentations are scheduled for the same period of time then always the scheduled presentation with the highest priority level will be displayed.

Options

Priorities

The list of defined priority levels. Priority levels are listed with their descriptive name and the color that will be used in the graphical view to indicate the priority level. The order of the list shows the importance of the priority levels. The items are listed from the priority level with the highest priority (topmost) to the priority level with the lowest priority (bottommost).

To add a new priority level click **Add...**, enter a **Description** and select a **Color** and click **OK**. New priority levels are always inserted at the end of the list (lowest priority).

To edit one of the existing priority levels click the item in the list to select it and click **Edit...** After changing the **Description** or **Color** click **OK**.

To remove one of the existing priority levels click the item in the list to select it and then **Remove** to remove it. Before the priority level AND ALL SCHEDULED PRESENTATIONS WITH THIS PRIORITY LEVEL are being removed you will be asked for a confirmation.

To change the importance of a priority level click the item to select it and use **Increase** and **Decrease** to change the position of the priority level in the list and thus the importance of the priority level.

Remarks

- The priority levels use an internal ID value to identify the priority level. This means that the system does not prevent you from creating two priority levels with exactly the same **Description** and **Color**. So you must make sure yourself that you use unique names for your priority levels.
- IMPORTANT: When a priority level is removed then ALL SCHEDULED PRESENTATIONS WITH THIS PRIORITY LEVEL will be removed as well. Therefore you must be very careful with removing existing priority levels.
- The last existing priority can not be removed. Without any existing priority it would no long be possible to schedule a presentation, because it is required to select a priority level for each scheduled presentation.

Tips

- It is recommended to use the colors of the priority levels in such a way that the color already gives the user an idea of the ranking of the priority level. For instance one could use the colors of a traffic light (red, orange/yellow and green) or different gradations of one basic color (from light green to dark green).

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PADS Manager

Viewer types options

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[Tools](#) > [Setting options](#) > Viewer types options

These options make it possible to define your own custom type of Viewers in addition to the system defined Viewer types.

In far most situations the PADS system will be used in combination with VGA compatible displays like CRT monitors, LCD or plasma displays. For this the standard built-in VGA Viewer type is used.

However, there might be situations where the PADS system will be used in combination with other type of displays (like LED boards) and where you like the system to 'know' that a PADS Viewer of a different type and with different functionality will be used. For these situations it has been made possible to define your own custom Viewer types.

Options

System viewer types

The list of Viewer types that are predefined by the PADS system. It is not possible to remove these types or change the **Viewer Type** or **Description** setting for it. For some of the listed system Viewer types you can adjust the **Enabled** setting. Enabling a Viewer type will result in additional functionality becoming available in the PADS Manager application.

Custom viewer types

The list of Viewer types that you are free to define yourself. For each type you can define the **Viewer Type**, **Description** and **Enabled** setting.

Remarks

- The custom viewer types are mainly intended to be used by software developers that use the PADS Software Development Kit (SDK). They can use the custom viewer types to handle their own custom type of public display device.

Tips

- It is recommended not to define more custom viewer types than there will be used. Additional viewer types will only unnecessarily slow down the system.

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PADS Manager

Recurrence options

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[Tools](#) > [Setting options](#) > Recurrence options

These options enable you to define the period for generating occurrences of recurrent scheduled presentations. This is often also called the operational period.

Options

From x day(s) in the past

The begin of the period for which occurrences of the recurrent presentation must be generated.

Until x day(s) in the future

The end of the period for which occurrences of the recurrent presentation must be generated.

Remarks

- After changing the operational period in the Tools Options dialog, the system will automatically regenerate all scheduled presentations for the new operational period. It's no longer required to wait for the PADS Scheduler process to run and regenerate these scheduled presentations.

Tips

- You will have to find yourself the best settings for the period for generating occurrences of recurrent presentations. The larger you make this period the more occurrences you will have, making it easier to get a complete overview about what's scheduled in the future. On the other hand however this will increase the system load and may unnecessarily slow down your system.

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PADS Manager

Closing PADS Manager

When you are finished with scheduling presentations you can close the PADS Manager application.

To close the PADS Manager application

1. On the **File** menu click **Exit**.

Remarks

- When closing the application you will automatically be logged off. So there is no need to first select **Log Off** from the **File** menu before closing the application.
- If you have opened additional windows then you first have to return to the main window of the application, before you can leave the application.
- You can also use the key combination [Alt] + F4 to leave the application. If you have opened additional windows then you must use this key combination several times to quit.