Tutorial

Command Center Enterprise, version 1.0

From <u>Solar Technology, Inc</u>

This is a tutorial to help you get started with Command Center. If you need more detailed information, refer to the <u>Full Manual for Command Center</u>.

Topics covered here

- **<u>Installing Command Center</u>**
- **<u>Connecting to signs and other assets</u>**
- **<u>Finding assets on the map</u>**
- **<u>Changing messages on CMS units</u>**
- **<u>Authorizing other users</u>**
- **<u>Notifications when something changes</u>**
- **<u>Advanced Control for a single unit</u>**
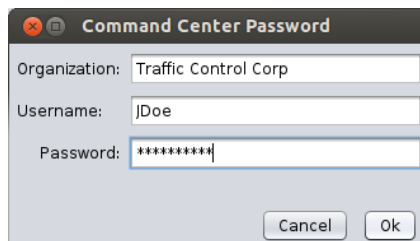

Let's get started!

Installing Command Center

1. Make sure you have Java installed, version 7.0 or later. (If you're not sure, go to **<u>java.com</u>**).

2. Download Command Center for Windows from **<u>solartechnology.com</u>**. (If you need to run Command Center on an Apple or Linux computer, contact customer service.)

3. Open the installer and follow the prompts.

> **Tip:** Supported assets include SolarTech arrow boards, traffic cameras, and message boards that run TRAFIX 2.7.3 or later.

Running Command Center for the first time

Start Command Center, and log in with the credentials you were given. This will include an organization, username, and password:
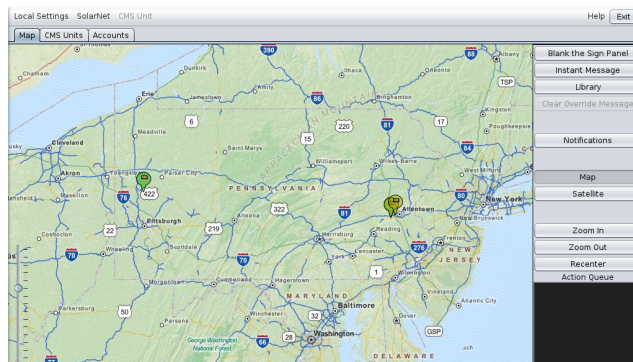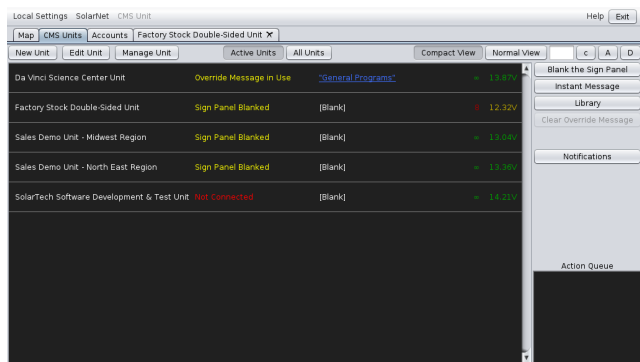
Logging in

Check the box to remember this login for next time, if desired.

Getting around

Command Center opens in **Map** view. Click the tabs near the top to change to an Asset view such as **CMS Units** view, or to manage accounts.

Map *view*

CMS Units *view, one type of Asset view*

Connecting to signs and other assets

Adding New Assets

Your Command Center account needs to know about your assets (CMS units, arrow boards, etc) to be able to manage them. All SolarTech assets purchased after January 1, 2014 will be added automatically. If you have other assets that do not appear when you start the Command Center software, follow these directions to add the new assets to your account.

Adding a CMS Unit

In the CMS Units view, click **Manage Units** and then **New**.

Adding a new unit

1. In the **ID** field, enter a name for the unit.

2. In the **Connection Type** field, select the appropriate connection type. **TCP/IP Network Secure** is recommended for most units. (If needed, refer to the **Connection Types table** in the full manual.)

3. In the **Connection Address** field, enter the unit's IP address. (If needed, refer to **How do I find a CMS unit's IP address?** in the full manual.)

4. If your unit requires a password for access, enter that password in the **Password** field. (If your unit does not use a password, leave this field blank.)

5. In the **Description** field, describe the unit for easy identification. This field is searchable, so choose a description that will help you as you are managing units, such as its location or purpose.

6. Units' location is tracked by GPS, but if your unit is at a known location and you won't be using GPS to keep track of it, check **Permanent Location** and enter its coordinates.

7. Click **OK** to finish. Repeat these steps to add additional units.

Finding assets on the map

When you start Command Center, all your units will be visible on the map. Some tips for navigation:

- **Drag** the map to view different areas. **Double click** to zoom in (or use the **Zoom In** and **Zoom Out** buttons).
- **Click** a unit to view details; **click again** to select it (it will turn blue).
- **Shift-drag** to select units next to each other (a blue box will appear).
- Click **Recenter** to return to the original map with all units visible.

Selected units are indicated in blue.

When you select a unit on the map, it will remain selected when you switch to an asset view, and vice-versa. Use this feature to find units depending on their location (in map view) and their description (in asset view).

Using Asset View to find units

Go to the appropriate asset view (CMS Units, Arrow Boards, etc).

- Type in the **Search Units...** box to search unit descriptions (units that don't match the search will disappear from the screen).
- Use the **Display:** drop-down to change which units show up in this view. (It defaults to Active Units, but you can use this to view deactivated units if needed.)
- **Click** an asset to select it. **Click again** to deselect it.

When you switch back to Map View, you'll see your newly selected assets appearing in blue.

# Changing messages on CMS units

Using an existing message

1. Select the unit(s) you want to display the new message.

2. Click the **Library** button.

3. In the Library pane, select the message you'd like to display.

4. Click **Activate**.
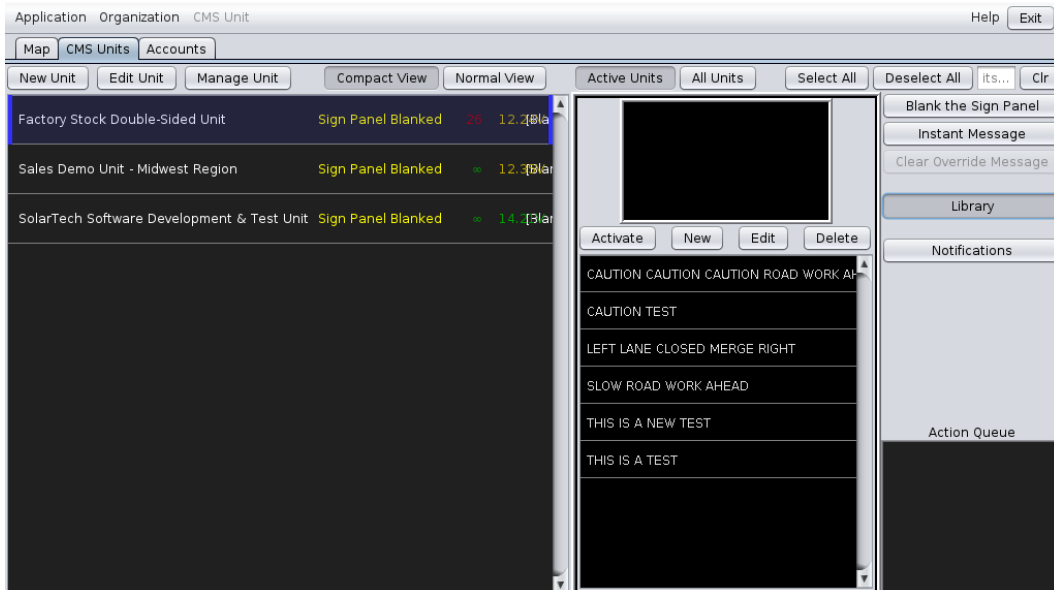
*Clicking the **Library** button shows available messages for selected units, which you can preview and activate.*

Creating a new message in a hurry (text only)

1. Select the unit(s) you want to display the new message.

2. Click the **Instant Message** button.

3. Type to create the new message. When you're done, click the green smiley face.

4. Decide if you want to set this as the **Override** message (it will display no matter what) or as a **Default** message (to be displayed only when, for example, previously scheduled messages aren't in effect.)
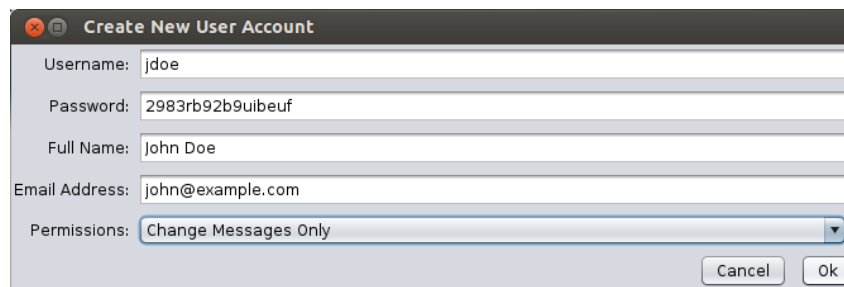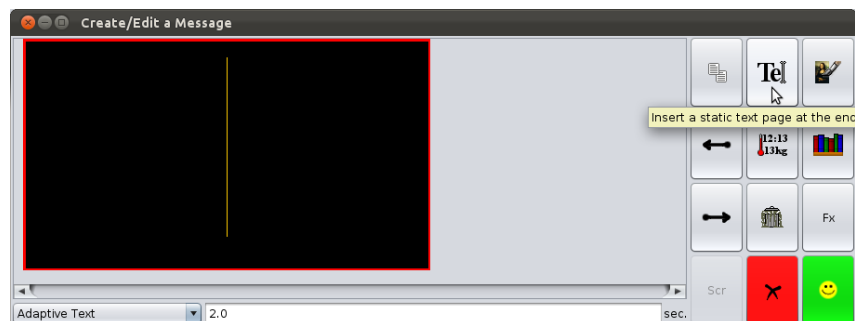

Creating a new message.
Each black rectangle is one page of the message.

Authorizing other users

You can authorize other people to manage some or all of your organization's assets. You'll do this from the **Accounts** tab.

Creating a New User

Click the **Create New** button. Here's the information you'll need to provide:

Creating a new user

- **Username** and **Password**: The user will use these to log in, along with your organization name.
- **Full Name**: So you remember who this is.
- **Email address**: Where they will receive notifications.
- **Permissions**: What they are allowed to do:
    - **Manage Units & Accounts**: All permissions (including deleting accounts such as your own!) This is obviously for trusted users only.
    - **Manage Units**: Users with this permission can do all unit management tasks (including everything in Advanced Control).
    - **Create Messages**: Users with this permission can change and create messages, but won't be able to change settings or other advanced tasks.
    - **Change Messages Only**: This is the lowest level of permissions; these users can change a sign's message to another message in the library, but can't create their own messages.

Changing users' permissions or information

> **Tip:** You can only change others' permissions if your own account is authorized for **Manage Units & Accounts**

In the Accounts tab, you can change users' information (name, email, etc) just by clicking on the field you want to change. The **Permissions** field will become a dropdown when you click on it. If a user has limited permissions (Manage Units, Create Messages, or Change Messages Only) then the last field will have a link. Click on it to restrict them to certain units. (Users who have permission to Manage Units & Accounts cannot be restricted.) Make sure to click the **Save Changes** button after making changes.

Users' other information, such as their name, can also be changed from this screen. Don't forget to click **Save Changes**.

Notifications when something changes

Notifications can be sent whenever some aspect of a unit's status changes: for example, when the unit is moved, or when an error is detected. Notifications are sent by email.

To set up notifications, select one or more units, and then click the **Notifications** button (on the

right-hand side of any Asset or Map view.) You'll see this window:
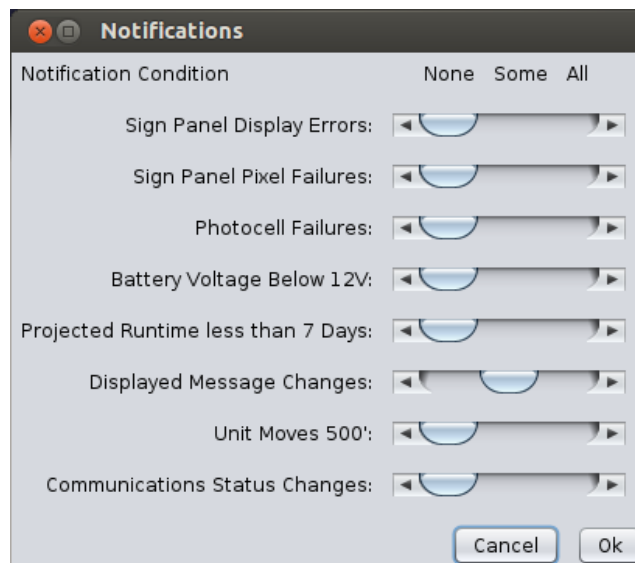
Sliders show notification settings at a glance.

Use the sliders to turn on notifications for anything you'd like, by switching to **All**. (You can't set it to **Some** units, because Command Center can't read your mind about which units you are thinking of. Select the units you want and set notifications to **All**.)

Most options are for error conditions, but here are some other useful ones.

- To keep tabs on a unit's location, choose **Unit Moves 500'**. You'll be notified if the unit moves 500 feet away from its current location.
- To keep track of whether the unit is always displaying the right message (useful when many people are authorized to change messages) choose **Displayed Message Changes**.

> **Tip:** Notifications are sent to your email address, which you can change via the **Accounts** tab.

Advanced Control for a single unit

A complete explanation of Advanced Control is beyond the scope of this tutorial, but here's a quick overview. You'll find all the details in the <u>Advanced Control</u> section of the full manual.

Select a CMS unit, and then click the **Manage Unit** button. From there, select **Advanced Control**. A new tab will appear just for that unit:
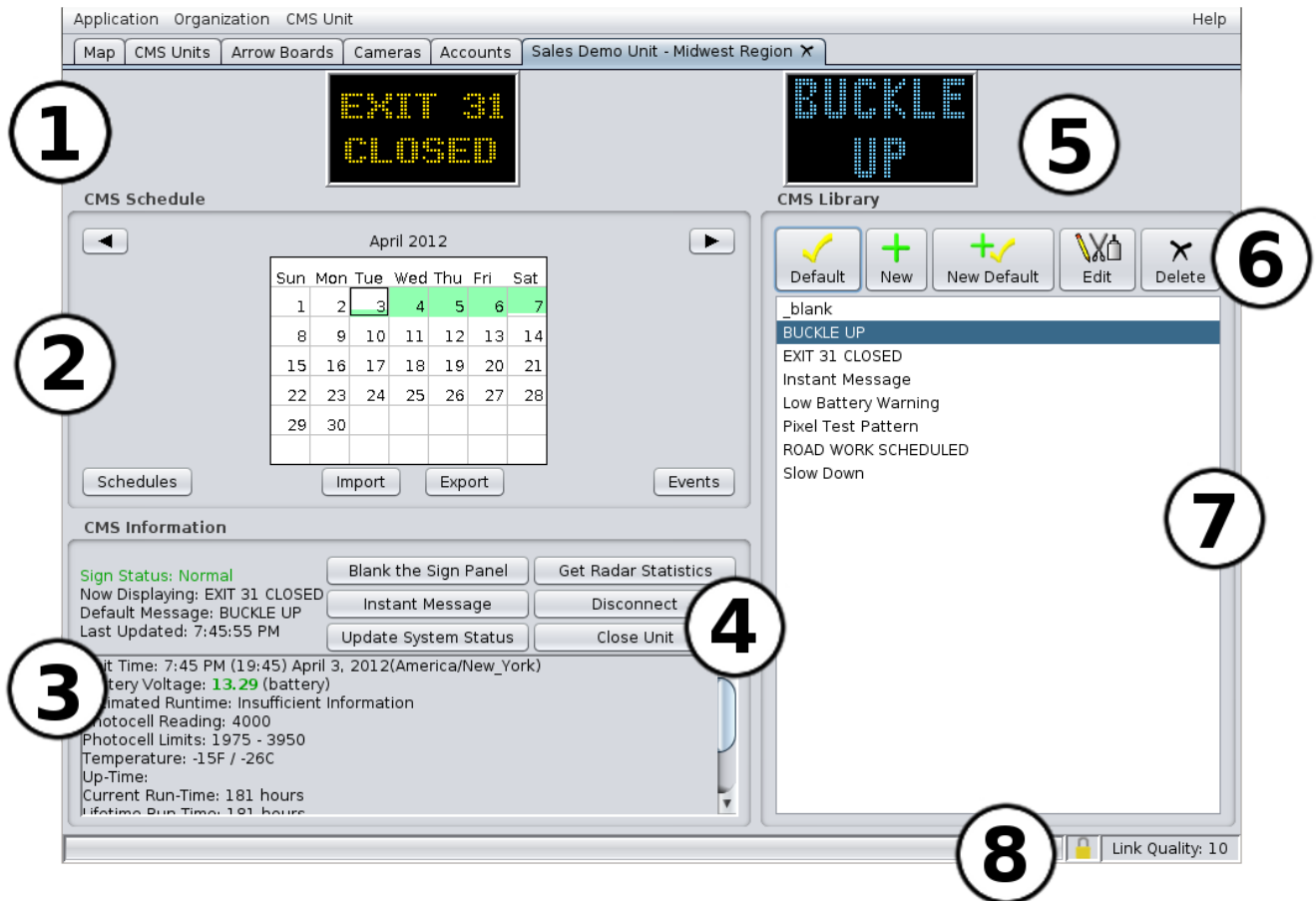
1. **Current message**: what's playing right now.

2. **Schedules and events**: green shading shows when a scheduled message will be in effect.

3. **Status information**. (Energy management data is also available here.)

4. **Quick functions**.

5. **Message preview**: shows messages in the library as you select them. (blue color)

6. **Library tools**: use with the library to create, edit, and delete messages on this unit.

7. **Library**: The messages available on this unit.

8. **Status bar**: shows progress of actions, and the quality of your connection to the sign.

That's it!

If you still have questions after reading this tutorial, you can probably find the answers in the full **Command Center Manual**.