



USER INTERFACE

flwpx interface



Please use this guide to familiarize yourself with the flwpx user interface.

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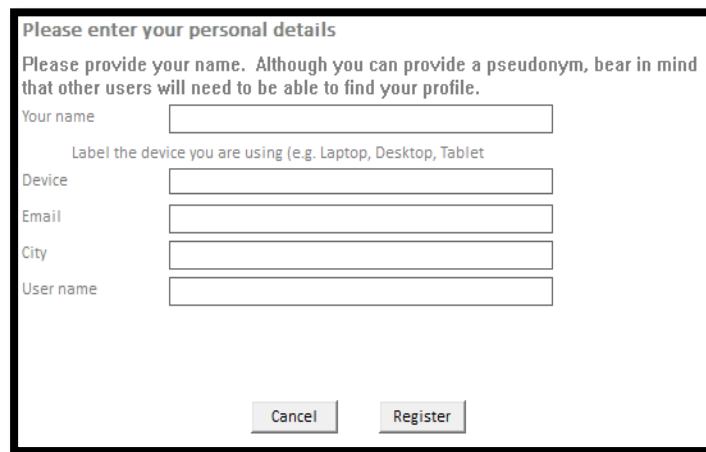
This information is provided “as is” without warranties or representations of any kind, including any representation of intellectual property non-infringement, fitness for business, merchantability, or other purposes. No warranty of accuracy or reliability is given and no responsibility for this communication, including arising from any error, is accepted by regpx, its officers, or employees. The recipient of this information shall evaluate it carefully and make its own due diligence when sharing it and using it at its own risk. regpx disclaims any liability or responsibility from any use or interpretation of, or reliance upon, such information and makes no representation about its accuracy, timeliness or completeness.

Download flwpx

To download flwpx, please visit <https://www.flwpx.com/introduction>.

At the bottom of the page, there is a *Download flwpx lektur* button. Please click on this button and the download will start automatically. Please feel free to watch the video while waiting. To see this video please click on the *Video of flwpx lektur* button. Once downloaded, please run the .exe file. Please allow flwpx to make changes to your computer and accept the license agreement.

On startup, this registration window will automatically appear.



The image shows a registration window titled "Please enter your personal details". The window contains the following text and fields:

Please provide your name. Although you can provide a pseudonym, bear in mind that other users will need to be able to find your profile.

Your name

Label the device you are using (e.g. Laptop, Desktop, Tablet)

Device

Email

City

User name

At the bottom of the window, there are two buttons: "Cancel" and "Register".

For the fields above:

User name: Your given name (and surname)

Device: Something recognizable like *Laptop*, *Desktop*, or *Work PC* - to distinguish it from other possible registrations in your name.

Email: Your email address. Optional, but this allows other users to recognize your registration name as belonging to you. Not used for any purpose other than human recognition.

City: Again, for human recognition

Registry code: Best suggestion is to use your username. This creates your flwpx address, which would then be username&flwpx (for example). Avoid using spaces.

When complete, click on "Register".

Registration should only take a few seconds and then your flwpx will be live and ready to use.

Overview of flwpx interface.



The flwpx interface has three panels, as seen in the image above. The left panel has been designated as **A**, the middle panel as **B** and the right panel as **C**.

A: is the utility panel, this will show the user's library list, conversation list, friend list, and when the user is in a publication, it will show the map created for that publication, the table of contents or any images the user clicks on in the publication.

B: is the menu panel which will go into more detail further on in this document. It also displays any notifications the user might receive at the bottom of the panel.

C: is the media panel where the user's publication will be displayed.

Menu Panel Description

The menu panel will display different icons based on the user's current navigation. Below shows a basic summary:



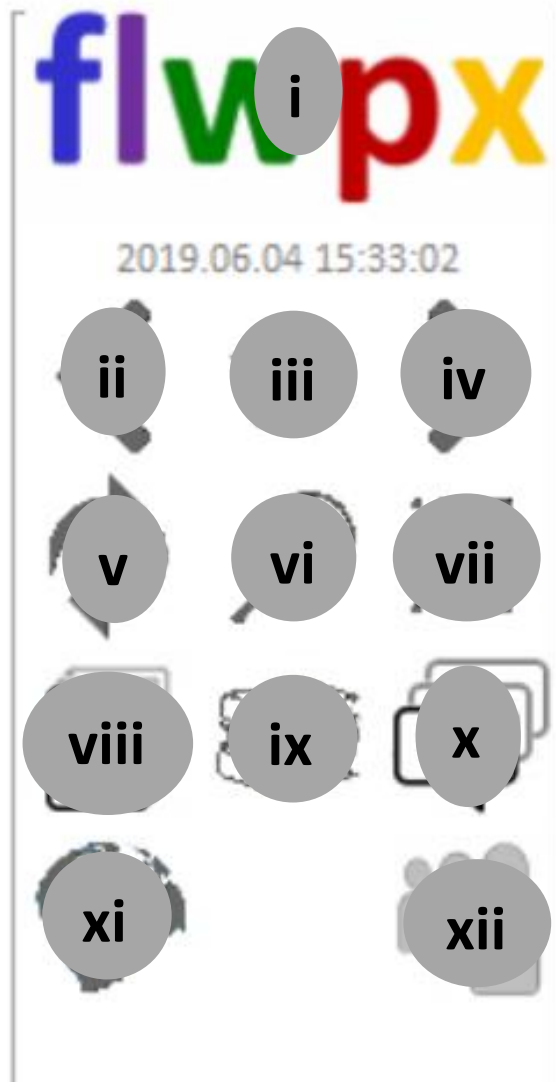
1: Is the standard menu

2: Is the menu when panel **A** has changed within a publication

3: Is the menu for a conversation

The icons that stay constant throughout the menu options, will always have the same functionality. This includes the flwpx logo.

Menu 1:



i: Is the button to click if you want to print or upload a publication. Clicking on this button will change panel **A** to show the following buttons:

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The printer button is for printing, the book button is for creating a new publication, and the last button is the skins button, which means the look of the buttons can be changed if a skins set is installed. **Please note:** to use the *Print* button, the user will need to have *PDF creator* installed. It is opensource and can

be freely downloaded here: [PDF Creator](#) or <https://www.pdfforge.org/pdfcreator/download> (See [Appendix A](#) for more information)

ii: Is the back button. It moves panel **C** to the last seen page.

iii: is the return button. This button will return panel **C** to the last page seen.

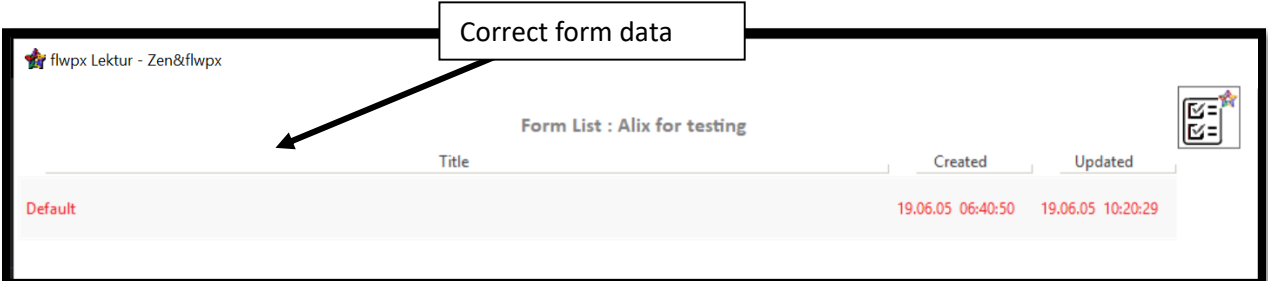
iv: is the forward button. This button allows the user to move down a page in panel **C**, currently scrolling is not a function in this interface.

v: is the refresh button. This button will refresh the current display in panel **C**. This refresh will reset the page to the top, will do any calculations that are in place from the Excel spreadsheet, and will pick up changes done during a workgroup.


vi: is the search button. This is the button for the search engine, which will appear in panel **A**, this will allow the user to search the entire publication for the searched keyword. **Note:** the search engine will pick up common mistakes, such as replacing a “c” with a “k” and still yield current search results, but if the keyword is spelt incorrectly the search will yield no results.

vii: this button will display the table of contents (in panel **A**) for the current open publication.

viii: this button accesses the form data list, this form data is used in a workgroup situation, and the default form data should always be used. Form data can be saved and exported, thus allowing for one template publication to be used for multiple workgroups (See [Appendix A](#) on how to export form data).



Correct form data

| Form List : Alix for testing | | | |
|------------------------------|-------------------|-------------------|---|
| Title | Created | Updated | |
| Default | 19.06.05 06:40:50 | 19.06.05 10:20:29 |  |

ix: this is the library button, clicking this button will show a list of current publications in panel **A**.

x: this button opens up the conversation list in panel **A**.

xi: this button is the global map button. Clicking on this button will change panel **A** to show the start map.

xii: this button will show the user's friend list in panel **A**, and will allow the user to search for people and put them on the user's friend list. To send a publication to someone, that person must be on your friend list already.



Menu 2



xiii: appears if more than one map has been seen or an image from panel **C** has been clicked on to be viewed full size in panel **A**. This button changes the view of panel **A** to the pervious map or image seen.

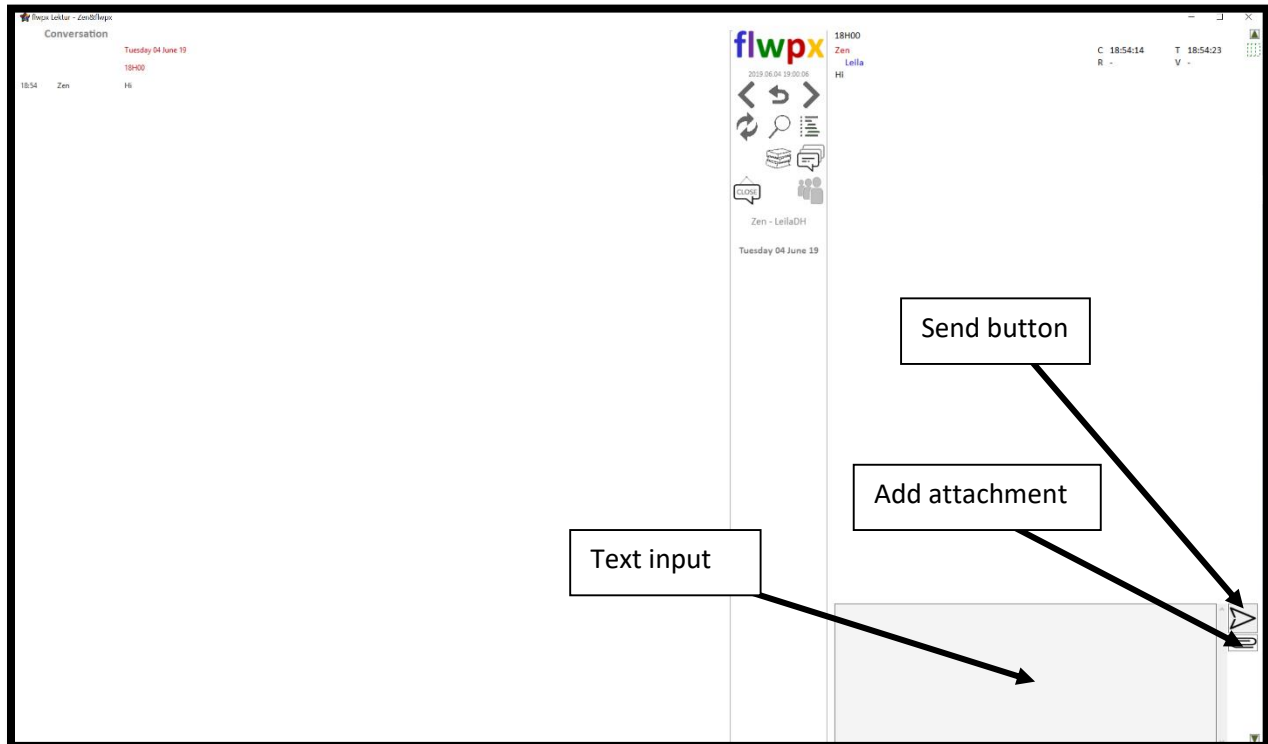
Menu 3

When the conversation button is clicked and a conversation is opened, or a new conversation is started, the menu panel will change from 1 or 2 to menu 3.

To start a new conversation the user must click on the friend button (xii) and then click on the start conversation icon.



xv: this button appears if the user is in a conversation., Use the *Close* button to end the conversation. This button will change the conversation to a publication while maintaining all time stamps on the conversation.



Panel **A** will display a record of the conversation, with a time stamp of who sent a message and what time they sent it. Panel **B**'s menu will alter as already seen. Panel **C** will show the current section of the conversation, as well as in input field for messages and an attachment button, allowing for attachments to be sent during a conversation. **Please note:** *Enter* does not automatically send the message, *Enter* is used to go to the next line. To send a message the user must click the *Send* button.

Appendix A

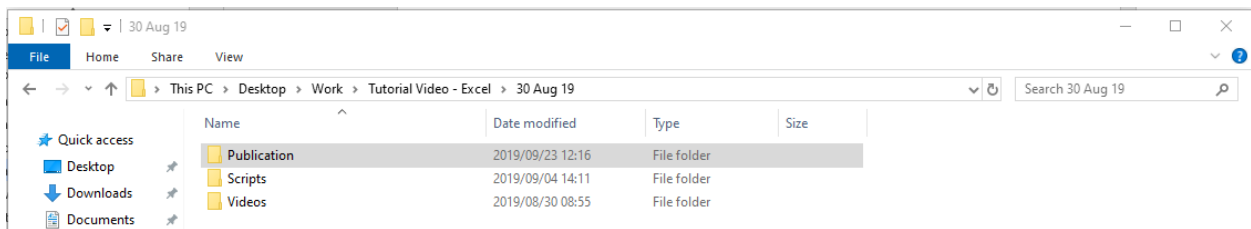
What is required and how to publish.

Each publication requires three basic things.

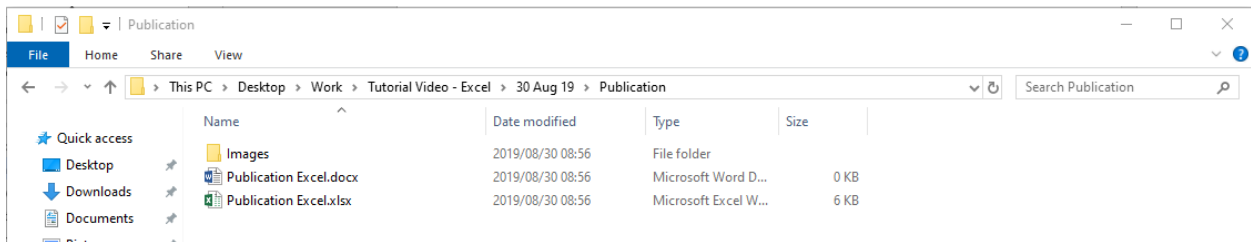
1. Word document
2. Excel Spreadsheet
3. Images sub-folder

These items are held in a main folder. See example below:

Main folder: *Publication*




Inside main folder:




Now when you publish this specific publication, the publish page will look as follows:

Publication

Title

Cover Image 

Word Document 


Excel Spreadsheet 



Image folder 

Chart folder 

Font size

Media width

Thumbnail width

Map label

Chapter style

Chapter level

The *Charts* folder can be a second sub-folder or just use the *Images* sub-folder. **Do not leave blank.**

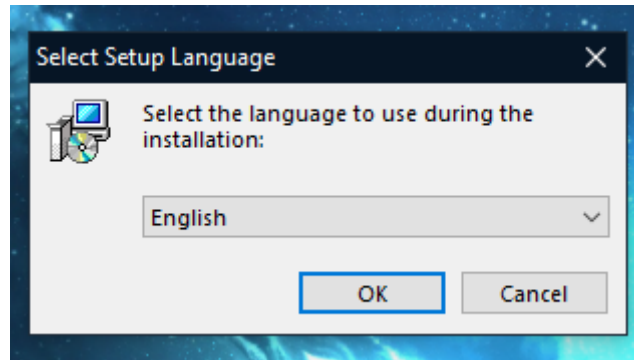
The map label can be left blank until you have a publication that has a full navigational map, and then it will be the first map's name.

How to install PDF Creator:

Go to the website : <https://www.pdfforge.org/pdfcreator/download>

Select the free version to download.

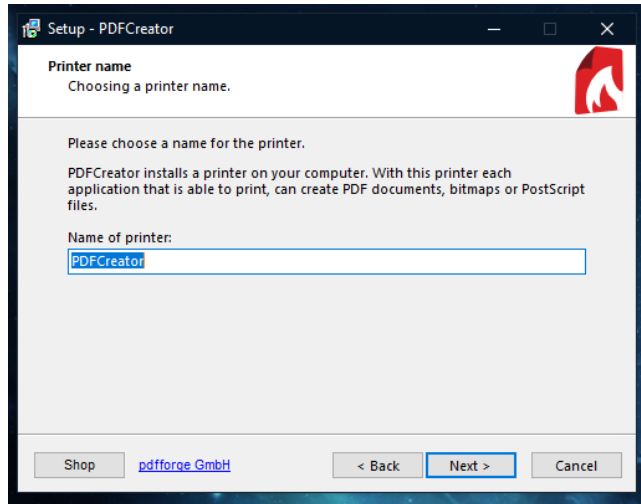
Once downloaded run the application.



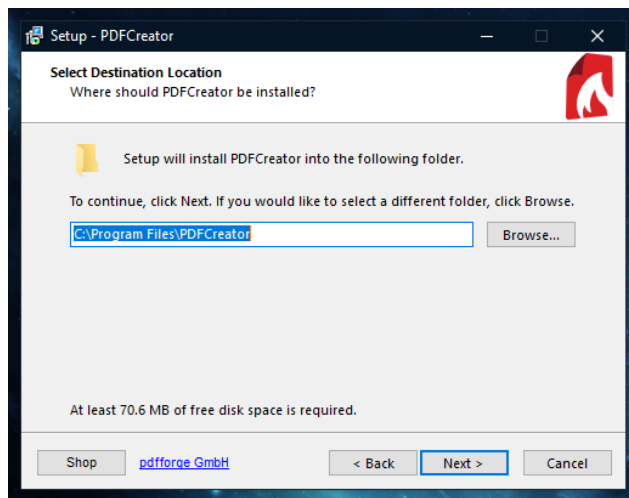
Select your preferred language.



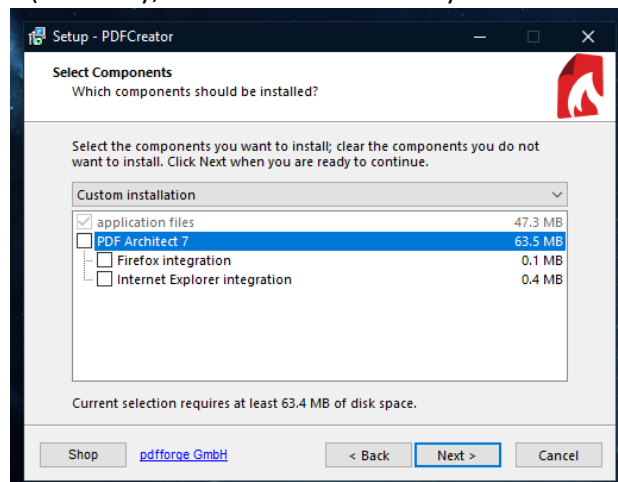
Make sure the *Expert settings* box is ticked.



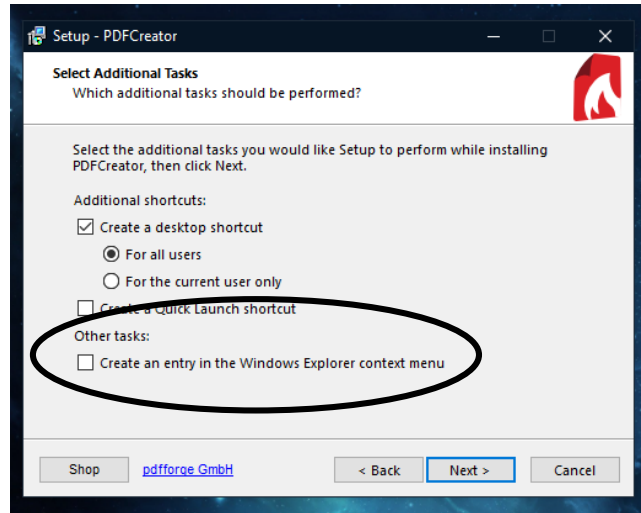
Give your “printer” a name so you can easily find it later or leave it as the default name.



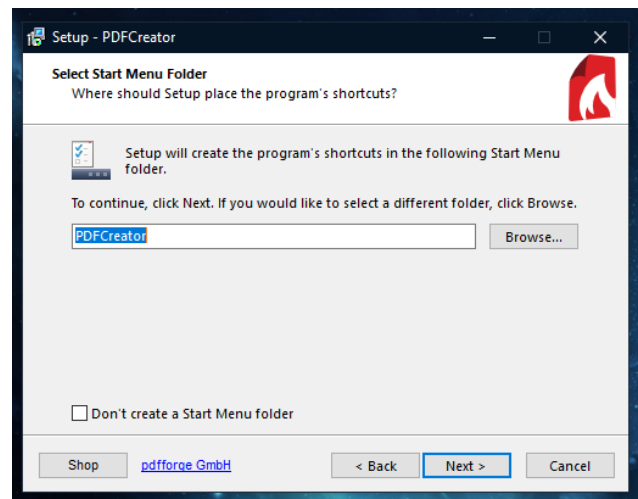
Select your destination. (Generally, do not alter this unless you know what you are doing)



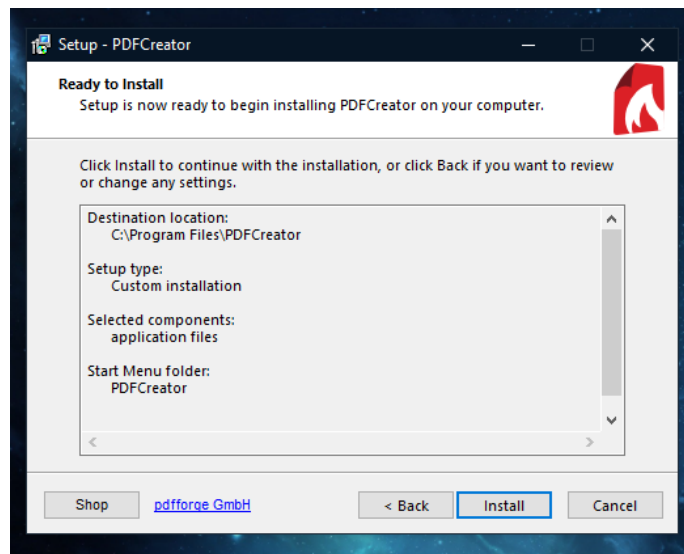
Remove the PDF Architect 7 tick. This will ensure that the creator does not integrate with anything.



You don't need to change anything here.



Untick the check box under other tasks. And if you do not wish for a desktop shortcut, untick that check box as well.



Now you can click install and the following window will pop up.



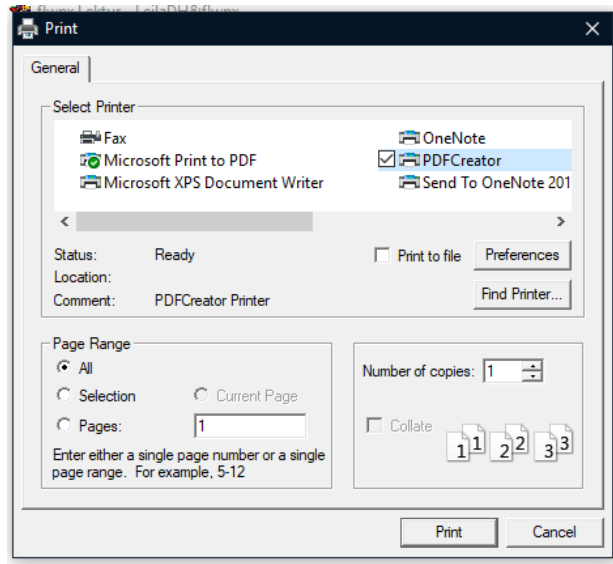
Click the *No Thanks* button. **Do not** click the *Install* button. The install of PDFCreator will begin automatically. Once the installation is complete, the following window will appear.



Decline this offer. Then you should see the Installation Finished window. You can uncheck the help box if you do not wish to see the help manual. Once you have clicked or unclicked the help box, click the *Finish* button and PDFCreator will be installed.

Printing in flwpx

When you are ready to print a document from flwpx, select the logo -> print button. The following window will pop up.



Find and select your PDFCreator and click *Print*. It will take a minute or longer depending on the size of your publication. But once it has been compiled this window will appear.



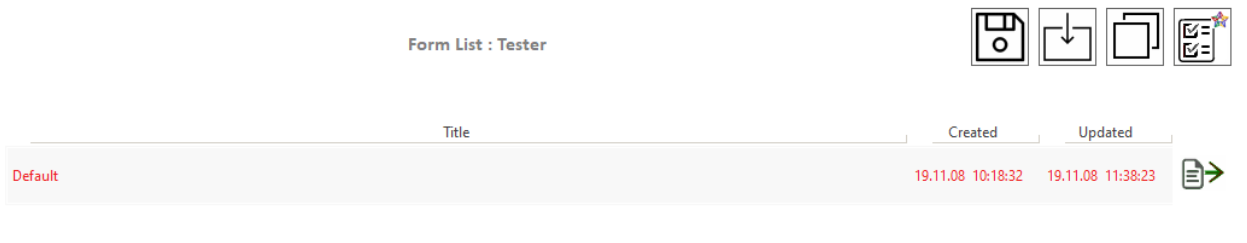
Fill in all the relevant details and then *Save* the pdf.

Note: By creating a saving a pdf the document is no longer secure and can be sent to anyone. You will need a PDF viewer like Adobe Acrobat Reader to view and print the pdf.

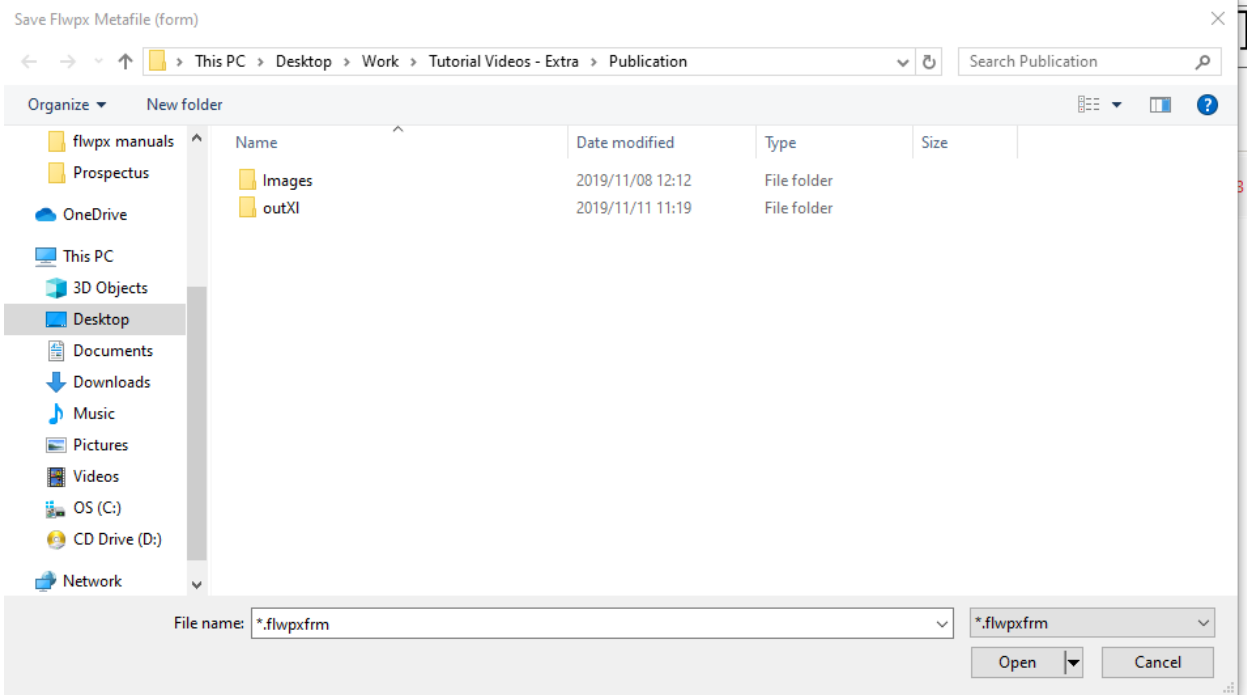
Export form data

To export form data, the user will need to click on the *Form Data* button (viii).

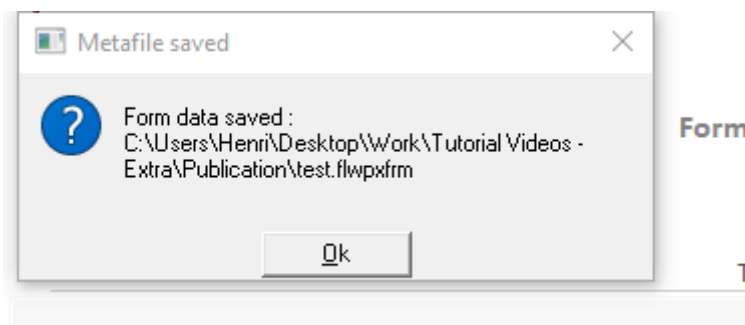
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Then select the form data you wish to export, and click on the Save icon in the top right hand corner.



Label the file. i.e – change the “*” to a name and click open. A window should appear in the top left hand corner.





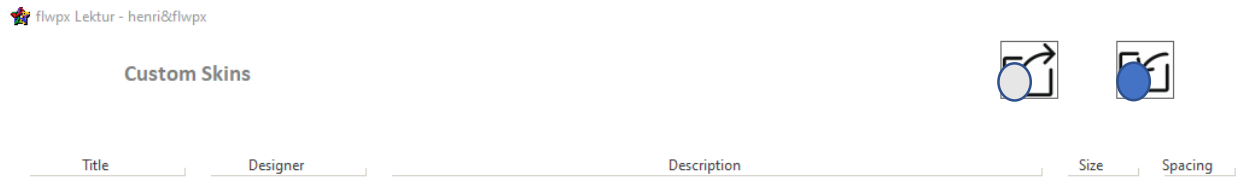
Private and confidential

Property of regpx

Click Ok. The form data is now save, and can be imported again at any time using the second button.

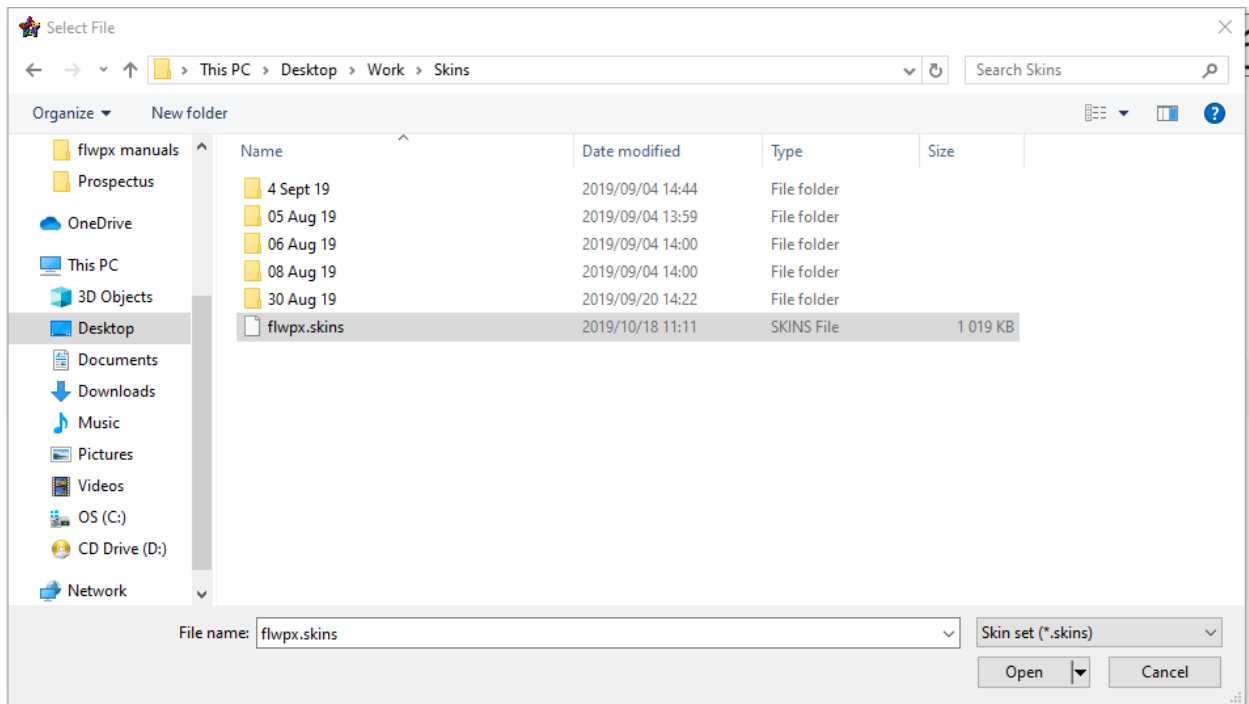
Import and Export Skins

Click on the skins icon and the following will appear



- Export skin set
- Import skin set.

If you have been set a skin set, save it in a easily accessible place and click on the Import skin set button:



Find your .skins file and click *Open*. You will be required to close and reopen flwpx for the skins to update.

When reopened, return to the skins page and you should see something like this:

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Custom Skins

| Title | Designer | Description | Size | Spacing |
|-----------------------------|--------------|---|-----------|----------|
| Default (German) | Clive | Standard buttons (German) | 48 | 4 |
| Thin Black and Blue (Ger... | Leila | Thin black and blue line buttons (German) | 48 | 4 |
| Thin Black and Red | Leila | Thin black and red line buttons | 48 | 4 |
| Grey Blocks | Karl | Grey buttons | 48 | 4 |
| Colour | Karl | Colour buttons | 48 | 4 |
| Thin Black and Blue | Leila | Thin black and blue line buttons | 48 | 4 |
| Default | Clive | Standard buttons | 48 | 4 |

If you click on one of the other entries, your menu buttons will change. As seen below:

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Custom Skins

| Title | Designer | Description | Size | Spacing |
|-----------------------------|-------------|---|-----------|----------|
| Default (German) | Clive | Standard buttons (German) | 48 | 4 |
| Thin Black and Blue (Ger... | Leila | Thin black and blue line buttons (German) | 48 | 4 |
| Thin Black and Red | Leila | Thin black and red line buttons | 48 | 4 |
| Grey Blocks | Karl | Grey buttons | 48 | 4 |
| Colour | Karl | Colour buttons | 48 | 4 |
| Thin Black and Blue | Leila | Thin black and blue line buttons | 48 | 4 |
| Default | Clive | Standard buttons | 48 | 4 |

flwpX

2019.11.11 11:16:11

Add a contact and send a publication.

Click on the **xii** button, which will take you to your contact list.



Then click on the little magnifying glass in the top left hand corner and search for your friend.

| user | device | email | city | flwpx address | common | online |
|-------|--------------|------------------------|----------|---------------|--------|--------|
| Leila | Laptop | leila@lavadesign.co.za | Pretoria | LeilaLT&flwpx | | |
| Leila | Desktop_work | leila@lavadesign.co.za | Pretoria | LeilaDW&flwpx | | |
| Leila | Desktop_Home | leila@lavadesign.co.za | Pretoria | LeilaDH&flwpx | | |

Once you find the correct person, click on the icon to the right. (Two people with a plus sign) This will add the person to your contact list.



When you are ready to send a publication, click on the **ix** button, this will take you to your list of publications

The screenshot shows a list of publications. The table has columns: "Title", "Revision", and "Author". The first row is highlighted in grey.

| Title | Revision | Author |
|---------------------|------------|--------|
| Evaluation | 2019/11/13 | henri |
| Publication - Extra | 2019/11/13 | henri |

Click on the icon to the right of the publication you wish to send. (Page with an arrow going to the right).

Select recipient for publication

Publication - Extra

| user | device | email | city | flwpX address | online |
|-------|--------------|------------------------|----------|---------------|--------|
| Leila | Desktop_Home | leila@lavadesign.co.za | Pretoria | LeilaDH&flwpX | |

Select the recipient using the target icon to the right of their contact.

Publication : Publication - Extra

Target user : Leila

License : Publication - Extra -> Leila

Max Printed Pages Visible Pages (no licence)

Full prints (Draft) Full prints (Final)

Days # Hours

Relative Expiry
 Absolute Expiry

Erase on expiry
 Allow Forwarding
 Transfer Ownership

| 2019/11/15 | | | | | | |
|------------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

Year Month

Sheet View All
 Sheet 1
 Sheet 2
 Sheet 3
 Sheet 4
 Sheet 5
 Sheet 6
 Sheet 7
 Sheet 8
 Sheet 9
 Sheet 10
 Sheet 11
 Sheet 12

Sheet Edit All
 Sheet 1
 Sheet 2
 Sheet 3
 Sheet 4
 Sheet 5
 Sheet 6
 Sheet 7
 Sheet 8
 Sheet 9
 Sheet 10
 Sheet 11
 Sheet 12

Give them editing and viewing rights to the publication, and an Expiry date.

Relative Expiry: You decided on how many days and/or hours they should get the publication for.

Absolute Expiry: You select the exacted date the license will expire.

Click on the Transmit button, and the publication will be sent to the recipient.



Glossary

Publication: A document that has been uploaded, and can be edited or sent through the interface

Global Map: A map to navigate the publication

Form Data: A copy of the document will all the current values and text.