USER INTERFACE

flwpx interface

regp	
Private and confidential	
Please use this guide to familiarize yourself with the flwpx use	er interface.

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Download flwpx

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

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.

	le your name. Although you can provide a pseudonym, bear in mind rrs will need to be able to find your profile.
Your name	
Label the	e device you are using (e.g. Laptop, Desktop, Tablet
Device	
Email	
City	
User name	
	Cancel 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

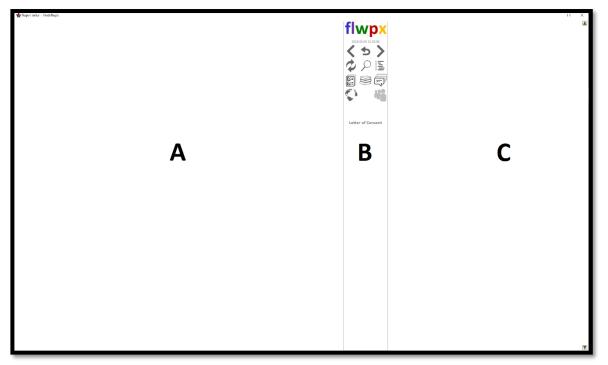
Registry code: Best suggestion is to use your username. This creates your flwpx address, which would then be username&flwpx (for example). Avoid using spaces.

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 he 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.

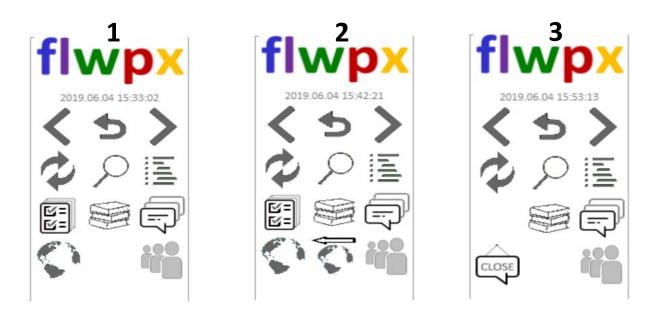
B: is the menu panel which will go into more detail further on in this document. It also displays any notifications the user might receive at the bottom of the panel.

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:

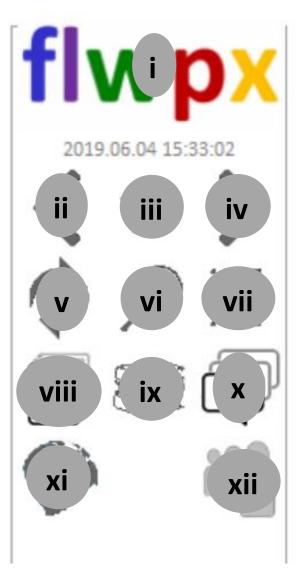


- 1: Is the standard menu
- 2: Is the menu when panel A has changed within a publication
- 3: Is the menu for a conversation

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: <u>PDF Creator</u> or <u>https://www.pdfforge.org/pdfcreator/download</u> (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 <u>Appendix A</u> on how to export form data).

🇌 🙀 flwpx Lektur - Zen&flwpx	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.



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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.

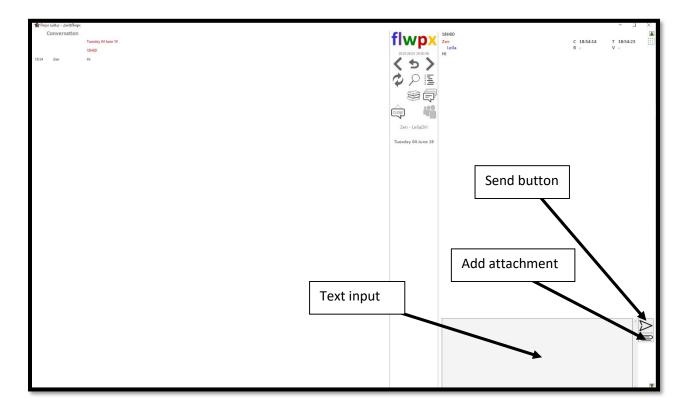
To start a new conversation the user must click on the friend button (**xii**) and then click on the start conversation icon.

🍿 flwpx Lek	tur - Zen&flwpx						
\mathcal{Q}						-	£]
	user	device	email	city	flwpx addres	ss or me	flwpx
Clive		Phaedrus	clive@flwpx.com	Pretoria	Phaedrus&flwpx	· 🖓 🔹	2019.06.04 17:30:51
							くつく
				Start con	versation		
							001
							A. A. III





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

📕 🛃 🚽 30 A	Aug 19						_	
File Home	Share	View						~ (
$\leftarrow \rightarrow \cdot \cdot \uparrow$	> Thi	is PC → Desktop → Work → T	utorial Video - Excel > 30 Aug 19			v ت S	earch 30 Aug 19	Q
		Name	Date modified	Туре	Size			
📌 Quick access	*		2019/09/23 12:16	File folder				
		Scripts	2019/09/04 14:11	File folder				
Downloads Documents	A A	Videos	2019/08/30 08:55	File folder				

Inside main folder:

📕 🛃 🚽 Pul	blicatio	n				_	
File Home	Share	View					~ 🕐
← → • ↑ <mark> </mark>	→ Thi	is PC > Desktop > Work > Tutorial	Video - Excel → 30 Aug 19 → Publ	lication		✓ ♂ Search Publication	Q
		Name	Date modified	Туре	Size		
📌 Quick access		Images	2019/08/30 08:56	File folder			
E Desktop	*	Publication Excel.docx	2019/08/30 08:56	Microsoft Word D	0 KB		
👆 Downloads	*	Publication Excel.xlsx	2019/08/30 08:56	Microsoft Excel W	6 KB		
🗎 Documents	1						

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



Property of **regpx**

		<u>P</u> ublish	Cancel
Publication	Publication - Excel		
Title	Publication - Excel		
Cover Image			
Word Document	C:\Users\Henri\Desktop\Publication\Publication - Exce	.docx	
Excel Spreadsheet	C:\Users\Henri\Desktop\Publication\Publication - Exce	.xlsx	$\equiv L$
Image folder	Images		
Chart folder	Images		
Font size	Medium (12pt)		
Media width	Medium (700px)		
Thumbnail width	Medium (400px)		
Map label			
Chapter style	Heading 1		
Chapter level	1 💌		

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.

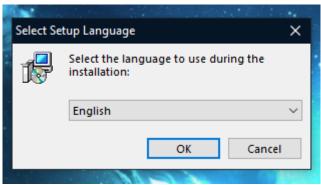


How to install PDF Creator:

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

Select the free version to download.

Once downloaded run the application.



Select your preferred language.



Make sure the *Expert settings* box is ticked.



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😴 Setup - PDFCreator	- 🗆 🗙
Printer name Choosing a printer name.	
Please choose a name for the printer.	
PDFCreator installs a printer on your comput application that is able to print, can create PD files.	
Name of printer:	
PDFCreator	
Shop pdfforge GmbH	< Back Next > Cancel

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

🔞 Setup - PDFCreator			×
Select Destination Location Where should PDFCreator be installed?			
Setup will install PDFCreator into the following folder.			
To continue, click Next. If you would like to select a different fold	der, clic	k Browse	
C:\Program Files\PDFCreator	В	rowse	
At least 70.6 MB of free disk space is required.			-
Shop <u>pdfforge GmbH</u> < Back Next	>	Can	cel

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

🕼 Setup - PDFCreator			×
Select Components Which components should be installed?			~
Select the components you want to install; clear the compone want to install. Click Next when you are ready to continue.	nts you d	o not	
Custom installation		~	
application files		47.3 MB	
PDF Architect 7		63.5 MB	
- Firefox integration		0.1 MB	
I 🔲 Internet Explorer integration		0.4 MB	
Current selection requires at least 63.4 MB of disk space.			
Shop pdfforge GmbH < Back N	ext >	Canc	el

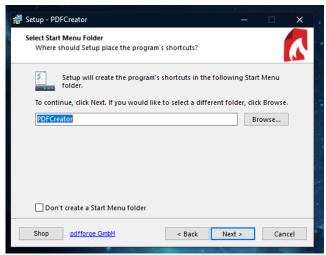
Remove the PDF Architect 7 tick. This will ensure that the creator does not integrate with anything.



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滑 Setup - PDFCreator			×
Select Additional Tasks Which additional tasks should be performed?			5
Select the additional tasks you would like Setup to perform whi PDFCreator, then click Next.	le instal	ling	
Additional shortcuts:			
Create a desktop shortcut			
For all users			
O For the current user only			
Create a Quick Launch shortcut			
Other tasks:			
Create an entry in the Windows Explorer context menu)		
Shop <u>pdfforge GmbH</u> < Back Next	t>	Car	ncel

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.

P Setup - PDFCreator —		×
Ready to Install Setup is now ready to begin installing PDFCreator on your computer.		1
Click Install to continue with the installation, or click Back if you want or change any settings.	to review	
Destination location: C:\Program Files\PDFCreator	^	
Setup type: Custom installation		
Selected components: application files		
Start Menu folder: PDFCreator		
<	>	
Shop pdfforge GmbH < Back Install	Can	-
Shop puriorge smort < back install	Can	



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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.

🚍 OneNote
✓ I PDFCreator
🚍 Send To OneNote 201
>
Print to file Preferences
Find Printer
Number of copies: 1
11 22 33
Print Cancel

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 complied this window will appear.

Profile: <default f<="" th=""><th>Profile></th><th></th><th></th><th>• Edit</th></default>	Profile>			• Edit
PDF	Filename			
	Trial.pdf			
PDF	Directory			
~	C:\Users\	dasil\Documents		
Title:		Trial		
Author:		Leila		
Subject:				
, Keywords:				
Keywords:				

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

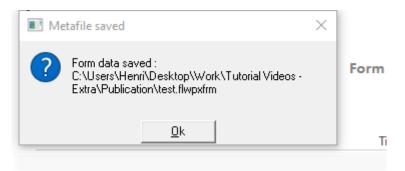
To export form data, the user will need to click on the Form Data button (viii).

🇌 flwpx Lektur - henri&flwpx			
	Form List : Tester		*
	Title	Created Updated	
Default		19.11.08 10:18:32 19.11.08 11:38:23	>

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

⇒ × ↑ <mark> </mark>	This PC > Deskto	op > Work > Tuto	rial Videos - Ext	tra > Publication		~ Ū	Search Pub	lication		م
ganize 🔻 🛛 New f	folder									
📙 flwpx manuals	↑ Name	^		Date modified	Туре	Size	:			
Prospectus	Images			2019/11/08 12:12	File folder					
OneDrive	outXI			2019/11/11 11:19	File folder					
This PC										
🔋 3D Objects										
Desktop										
🔮 Documents										
🖶 Downloads										
👌 Music										
Pictures										
📑 Videos										
🚛 OS (C:)										
🙆 CD Drive (D:)										
Network	~									
Fi	ile name: *.flwpxfrr	m				~	*.flwpxfrm	1		~
							Open	 	Cancel	

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





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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

🇌 flwpx Lektur - henri&flwp	х		
Custom	Skins		
Title	Designer	Description	Size Spacing

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:

→ × ↑ 🗛 ז	This PC > Desktop > Work > Sk	inc		✓ [™] Search Sk	inc	,
	Inis PC > Desktop > Work > Sk	ms		V O Search Sk	105	
rganize 🔻 🛛 New fol	der					r 🛄 (
📙 flwpx manuals 🦯	Name	Date modified	Туре	Size		
Prospectus	4 Sept 19	2019/09/04 14:44	File folder			
OneDrive	05 Aug 19	2019/09/04 13:59	File folder			
	6 Aug 19	2019/09/04 14:00	File folder			
💻 This PC	08 Aug 19	2019/09/04 14:00	File folder			
3D Objects	30 Aug 19	2019/09/20 14:22	File folder			
E Desktop	flwpx.skins	2019/10/18 11:11	SKINS File	1 019 KB		
Documents						
🖶 Downloads						
Music						
Pictures						
🐺 Videos						
🚛 OS (C:)						
📀 CD Drive (D:)						
🔿 Network 🗸						
File	name: flwpx.skins			 ✓ Skin set ((*.skins)	

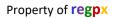
Find your .skins file and click *Open*. You will be required to close and reopen flwpx for the skins to update.

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



🌸 flwpx Lektur - henri&flwpx

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:

🍿 flwpx Lektur - henri&f	lwpx				
Custo	m Skins			4	flwpx
Title	Designer	Description	Size	Spacing	2019.11.11 11:16:11
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	



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Add a contact and send a publication.

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

🇌 flwpx Lektur - henri&fl	wpx					
User	device	email	city	flwpx address	online	flwpx
						2019.11.15 15:25:43

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

user	device	email	city	flwpx address con	nmon online
Leila	Laptop	leila@lavadesign.co.za	Pretoria	LeilaLT&flwpx	• i 0 +
Leila	Desktop_work	leila@lavadesign.co.za	Pretoria	LeilaDW&flwpx	• i
Leila	Desktop_Home	leila@lavadesign.co.za	Pretoria	LeilaDH&flwpx	• ii

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.

😭 flwpx	Lektur - henri&flwpx				<i>a</i>	r	flwpx
	user	device	email	city	flwpx address	online	πνρχ
Leila		Desktop_Home	leila@lavadesign.co.za	Pretoria	LeilaDH&flwpx		2019.11.15 15:30:50
							くりく
							F 3 000

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

🇌 flwpx Lektur - henri&flwpx		
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).

Private and confiden	tial	Ye	gp×		Property of regp x
a hope cecur herineenopy		Select recipient	for publication		
		Publicatio	on - 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.

	Iransmit Cancel	
Publication : Publication - Extra	License : Publication - Extra -> Leila	Sheet View
	Max Printed Pages Visible Pages (no licence)	Sheet 1 Sheet 2 Sheet 3
Target user : Leila	Full prints (Draft) Full prints (Final)	Sheet 4
	# Days # Hours	Sheet 5
	Relative Expiry	Sheet 7
	C Absolute Expiry	Sheet 9
	2019/11/15	Sheet 10
	Erase on expiry Sun Mon Tue Wed Thu Fri Sat	Sheet 12
	Allow Forwarding	Sheet Edit
	3 4 5 6 7 8 9	Sheet 1 All
	Transfer 10 11 12 13 14 15 16	Sheet 3
	17 18 19 20 21 22 23	Sheet 4
	24 25 26 27 28 29 30	Sheet 6 Sheet 7 Sheet 8
		Sheet 9
	_ Year Month	Sheet 10
	2019 ÷ 11 ÷ November ▼	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.