ViewletCentral User Manual

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What is ViewletCentral?

Are you looking for a solution that allows you to host your Viewlet Flash files on the web? Qarbon's ViewletCentral is the answer for you. ViewletCentral is a server-based application that provides centralized reporting, management and deployment of your valuable Viewlets and other Flash-content files. To learn more about this innovative technology, visit our web site at:

http://www.viewletcentral.com/vc/portal.html

Note: ViewletCentral is compatible with ViewletBuilder4.4 (or later) and ViewletACE 2006.

ViewletCentral Plans

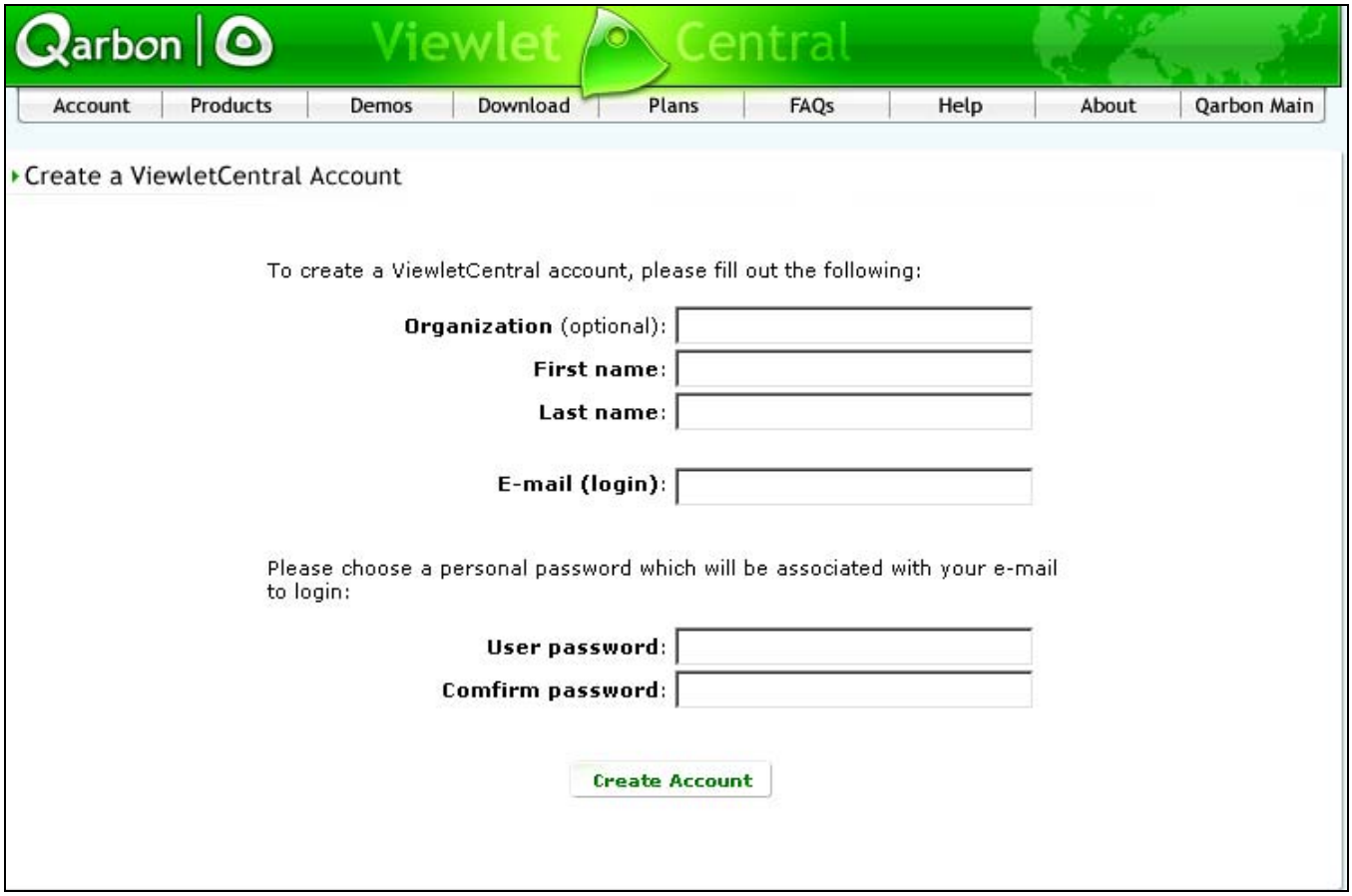
You can start discovering all the features of ViewletCentral by opening a FREE Discovery Plan Account. This Free Discovery Plan will give you 3 MB of disk space to store your Viewlets and 1,000 Viewlets views per month. And, if you need more space to host your Viewlets, no problem. Qarbon offers various "Pay as You Go" plans to fit your needs.

To create a FREE ViewletCentral account, go to:

http://www.viewletcentral.com/vc/portal.html

Note: You may also get to this web page through Qarbon's desktop products by going to 'ViewletCentral Homepage' from the file menu then selecting 'Qarbon ViewletCentral'.

- Click on the “Create a ViewletCentral Account” button.
- On the Create a ViewletCentral Account web page, fill in the form as required and click the “Create Account” button.



Once you have created a ViewletCentral account, you will see a ViewletCentral plans page. On this page, you can review your current plan type with options to upgrade on a “Pay as You Go” plan basis, depending upon your needs.

Logging into ViewletCentral

To access ViewletCentral while online, point your browser to this URL:

http://www.viewletcentral.com/vc/portal.html

Note: You can also access this page by launching ViewletACE 2006 and selecting the "ViewletCentral" icon on the bottom tool bar. Or, while in Thumbnail View, select the "ViewletCentral Home Page" button icon along the Context Sensitive Toolbar.

To log in to your ViewletCentral account from the web page:

- Select "Account" then "Log-in" from the navigation menu options.

- On the "Registered User: Log In" page, type your email address and password in the fields provided. Then, click the "Login" button. If you have lost your password, type your email address in the field provided and click the "Validate" button. Your account information will be emailed to you and then you can use it to log into your ViewletCentral Account.

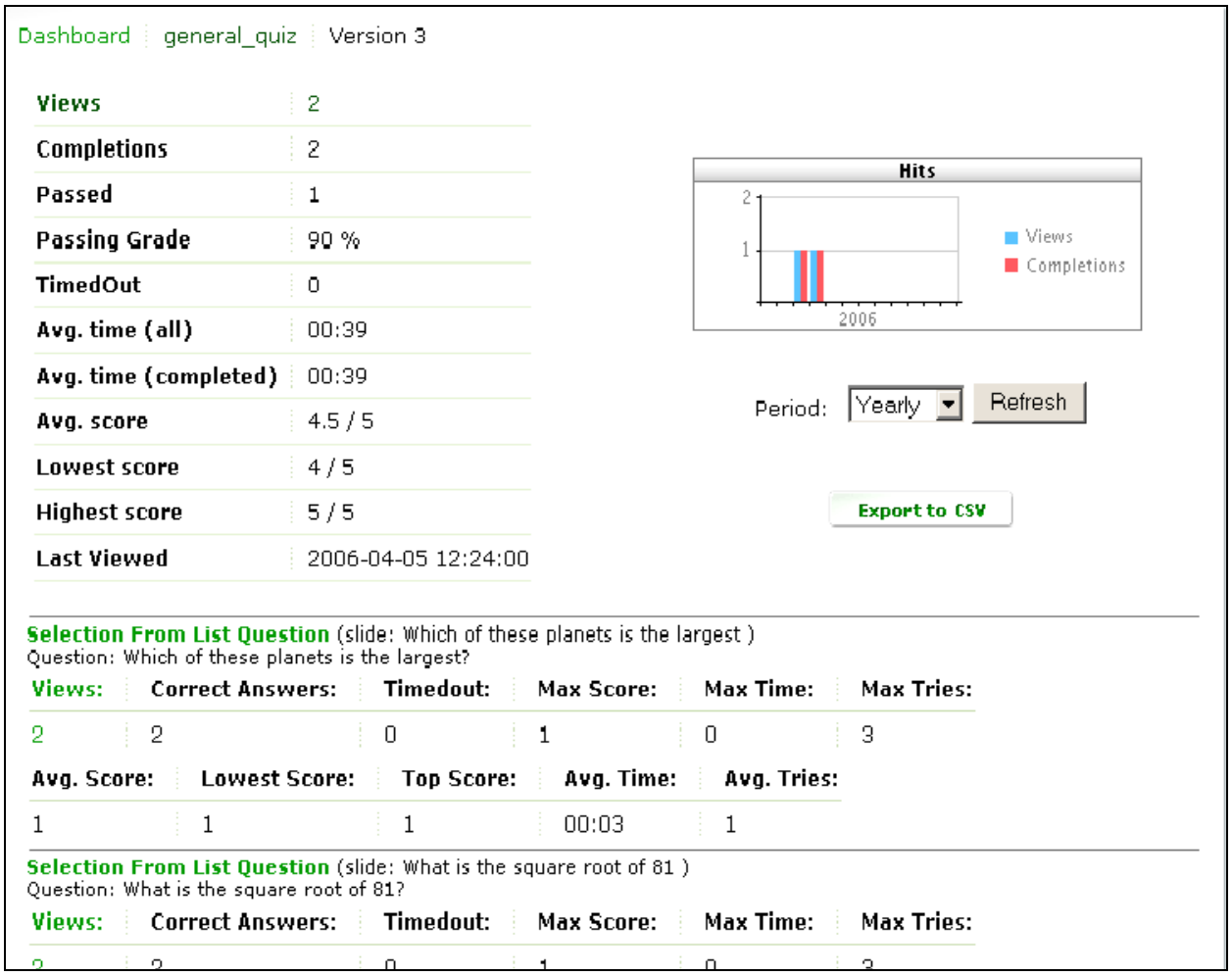
Once you are logged into your ViewletCentral account, you can view all your Viewlets and access all the features available to you for managing your content and users in your account.

My Viewlets (View)

After logging into your ViewletCentral account, the first view that you will see is the “My Viewlets” view. This view contains a table list of all of the Viewlets published in your ViewletCentral account. Here, you will see:

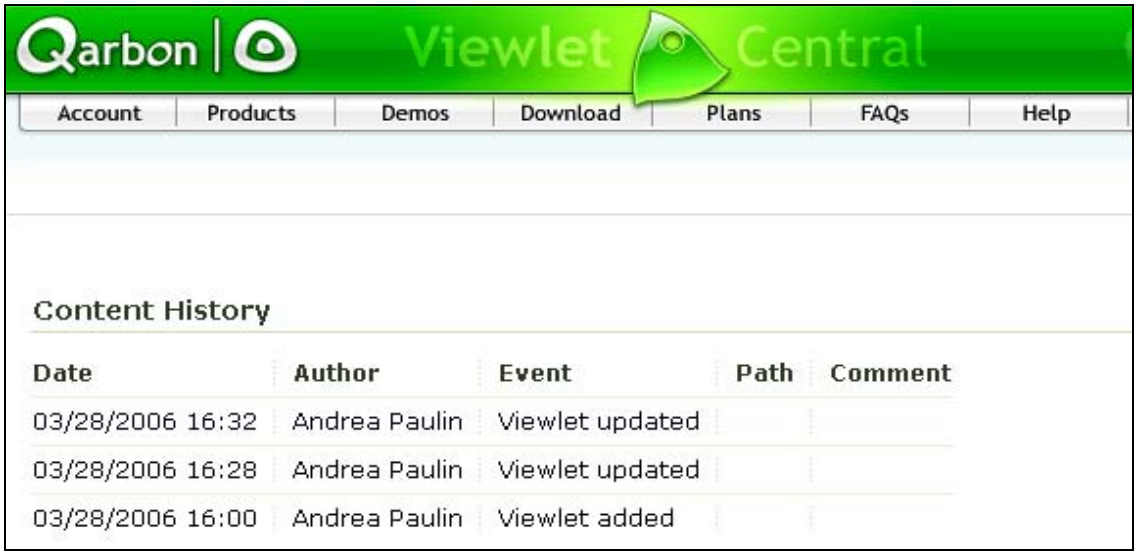
Viewlet Title

- This is the title of the Viewlet’s source file. By clicking on the title, you will see more details about the Viewlet including viewer responses to each question.



Viewlet Information

- Click on “Viewlet Information” (the magnifying glass icon) to display information about the author, title, size, keywords,content ID (for ViewletCentral), filename, number of slides and dimensions. In this view, there is also a convenient link to where the Viewlet is stored in ViewletCentral, which can be copied or, for immediate viewing, clicked.
- While in this view, you can remove the Viewlet from your ViewletCentral account by pressing the “Delete” button.
- To drill down further from this view to display more details about this Viewlet, press the “History” button to display its history.

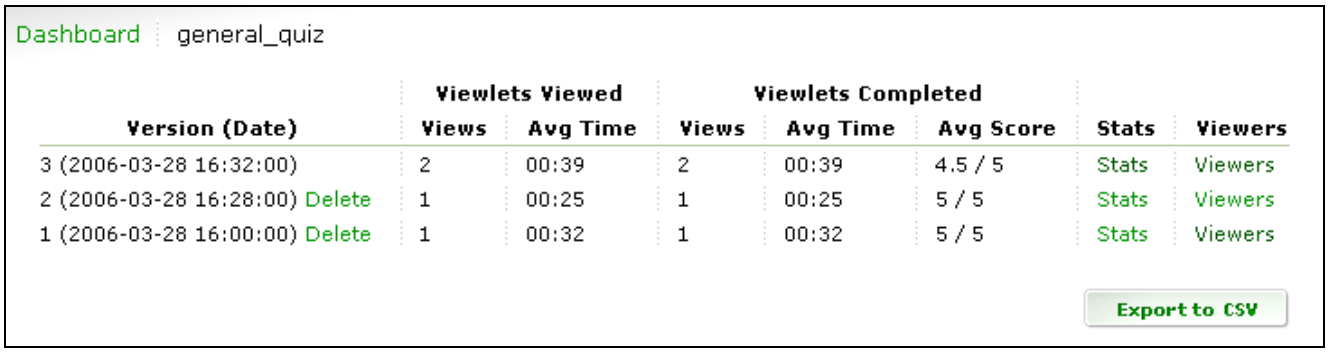


- To return to the previous view, press the browser’s “Back” button. Or to return to the main “My Viewlets” view, select “My Viewlets” from the navigation menu.

Viewlet Stats

- Click on the “Viewlet Stats” (chart icon) to drill down in ViewletCentral to view high-level statistics (in the Dashboard view) on a particular Viewlet.

My Viewlets (View)

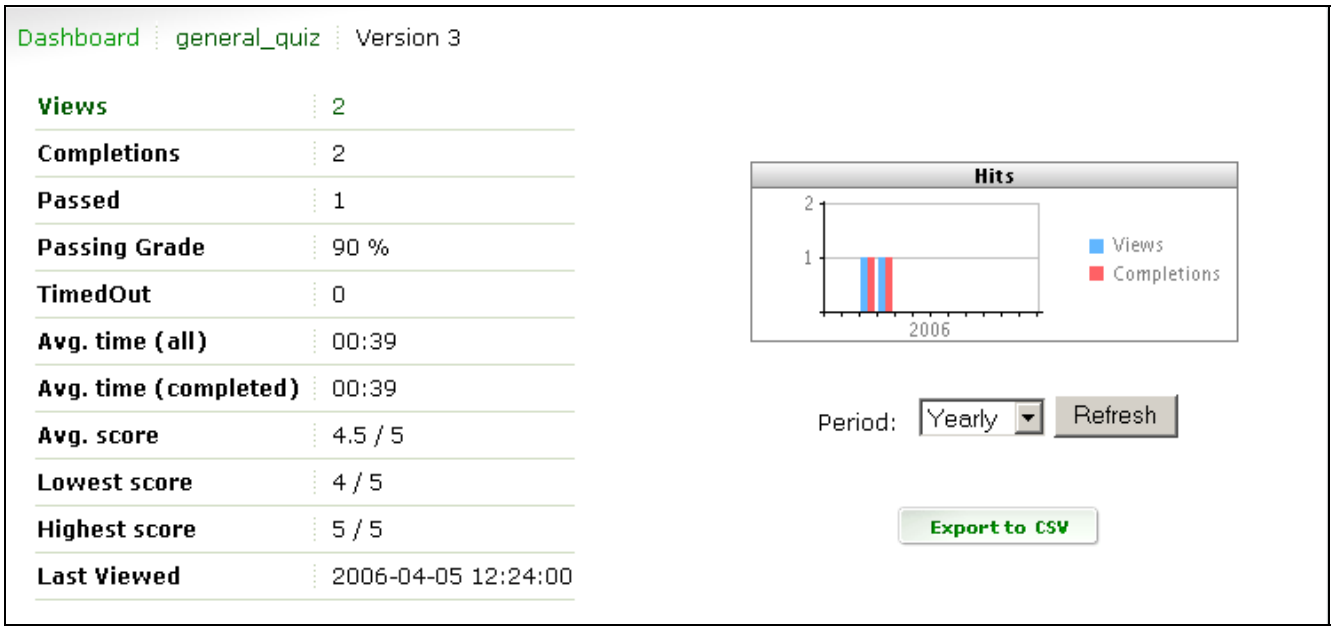


Dashboard | general_quiz

Version (Date)	Viewlets Viewed		Viewlets Completed			Stats	Viewers
	Views	Avg Time	Views	Avg Time	Avg Score		
3 (2006-03-28 16:32:00)	2	00:39	2	00:39	4.5 / 5	Stats	Viewers
2 (2006-03-28 16:28:00) Delete	1	00:25	1	00:25	5 / 5	Stats	Viewers
1 (2006-03-28 16:00:00) Delete	1	00:32	1	00:32	5 / 5	Stats	Viewers

Export to CSV

- In this view, you will see information for each time you modified and republished the Viewlet. If you wish to delete the statistics for the earlier versions, you can do this by clicking the appropriate “Delete” link.
- You can drill down further to display additional statistics by clicking the “Stats” link from this view. Detailed viewer response data for each question will also be displayed.

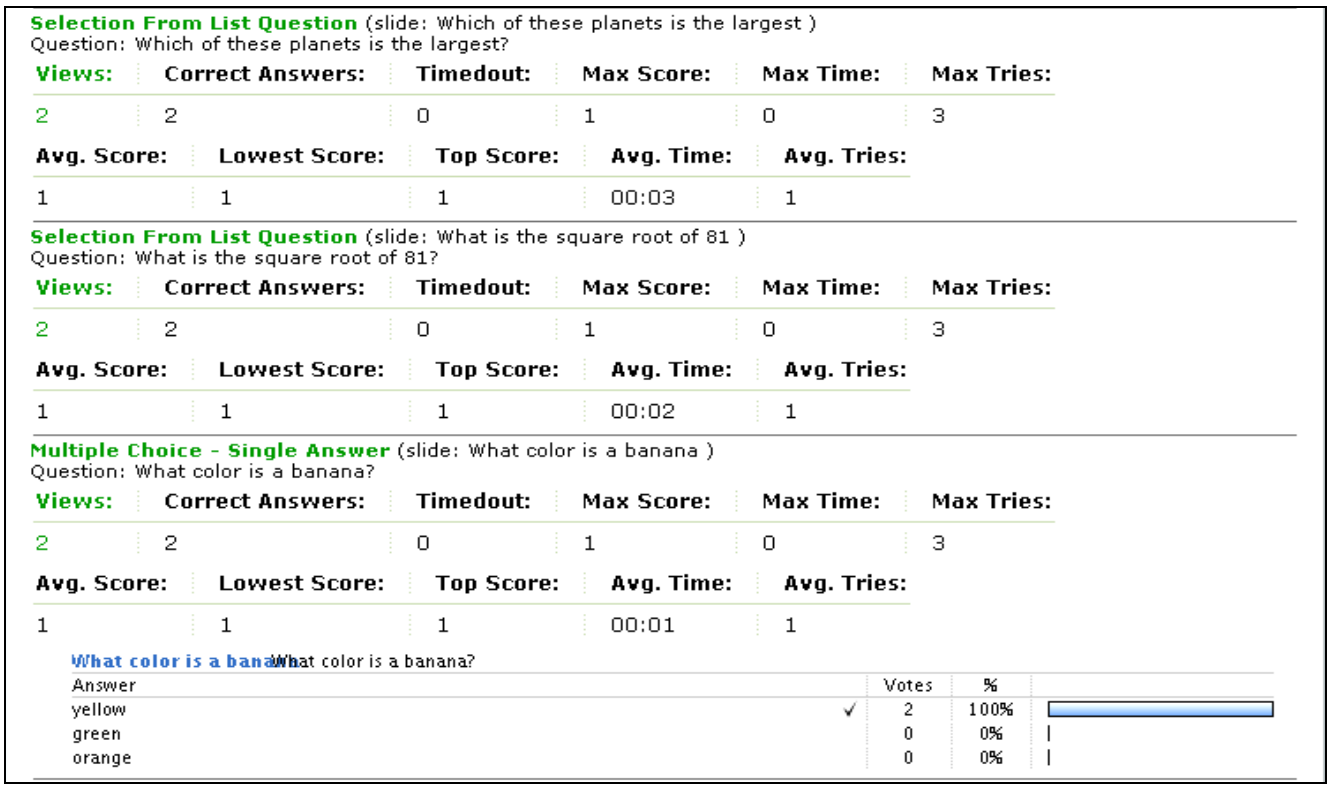


Dashboard | general_quiz | Version 3

Views	2
Completions	2
Passed	1
Passing Grade	90 %
TimedOut	0
Avg. time (all)	00:39
Avg. time (completed)	00:39
Avg. score	4.5 / 5
Lowest score	4 / 5
Highest score	5 / 5
Last Viewed	2006-04-05 12:24:00

Period: Yearly Refresh

Export to CSV



- To display graphical data by year or month, select the "Period" from the drop-down menu and click the "Refresh" button.
- To view information about users who have viewed your Viewlet, click the "Viewers" link.
- To display more details about a particular viewer, click the "Details" link.
- To return to the main "My Viewlets" view at any time, click "My Viewlets" from the navigation menu.

Note: Additional information about viewing stats in ViewletCentral is discussed in the "My Dashboard" chapter of this user guide.

Preview

- To watch a Viewlet from the main "My Viewlets" view, click the "Preview" link next to the Viewlet you want to play. This will launch that Viewlet in a new browser window for immediate viewing.

Size

The size of the most recently published Viewlet Flash file in displayed in the main table.

Last Modified

If you modify an existing Viewlet and republish it to ViewletCentral, the date of the last time the same Viewlet was modified is displayed. To view additional information on previous versions of the same file, click on the "Stats" link.

Author

You can add multiple users to the same ViewletCentral account (this is discussed later in this User Guide). The owner of each Viewlet is listed according to the email addressed used to log into the ViewletCentral account.

Search

To find a particular file (or group of files) in your ViewletCentral account, you can use the "Search" feature.

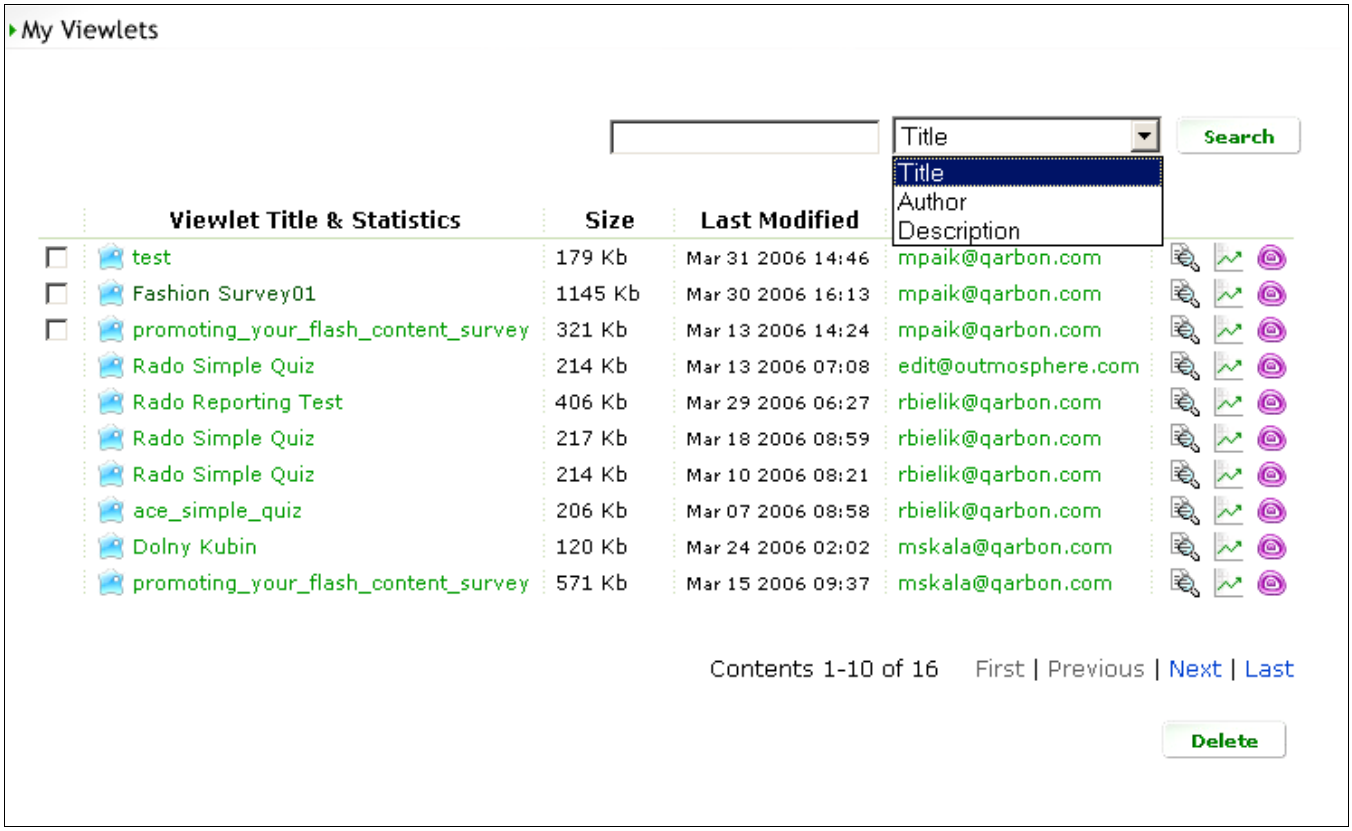
- Choose the type of search you want to perform by choosing a selection from the drop-down menu. Your choices include:

  Title: This will search through the titles of the source files in your ViewletCentral account.

  Author: This will search the owners of the Viewlets that is recorded based on the log in used to enter the ViewletCentral account.

  Description: In the "Project Properties" screen inside ViewletACE 2006, in the Author section, there is a "Description" field where you can input information before publishing. This embedded information will be used for the search criteria when choosing this option to locate Viewlets.

My Viewlets (View)



- Once you have chosen your search criteria from the drop-down menu, type in a few words in the field provided.
- Press the “Search” button. If any Viewlets are found, based on your searching data, just those Viewlets found will be listed in a new table view.
- To return to your full list of Viewlets, delete the search string and click on “search” once again.

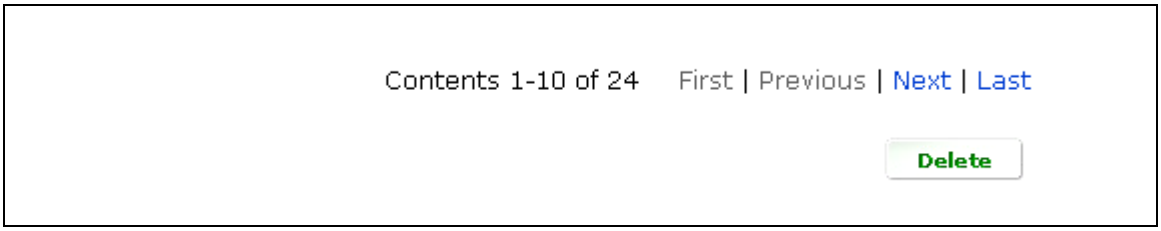
Navigating Through Contents in My Viewlets View

In many of the views in ViewletCentral, you will see some navigation options at the bottom of the page.

- In the main “My Viewlets” view, you will see:

  Contents: This shows the current page you are on and also the number of pages that contain a list of the Viewlets in your ViewletCentral account (if viewing all content). If you see a list of Viewlets that are returned after using the search feature, the number of “Contents” pages may vary since it is not listing all the Viewlets available at this point in your ViewletCentral account.

  Navigation Links: At the bottom of the list of Viewlets, you will also see navigation links to navigate through your Viewlets. The option includes links for viewing First, Previous, Next and Last content pages.



Deleting a Viewlet

While in the main “My Viewlets” view, you can delete files published in your ViewletCentral account by:

- Placing a checkmark in the box next to the file you want to select.
- Pressing the “Delete” button.
- Once you press the “Delete” button, another screen will appear asking you to confirm the deletion. Read the information carefully and then press the “Continue” button. Or to cancel the operation, press the “Back” button in your browser.
- You will be returned to the main “My Viewlets” view.

My Dashboard (View)

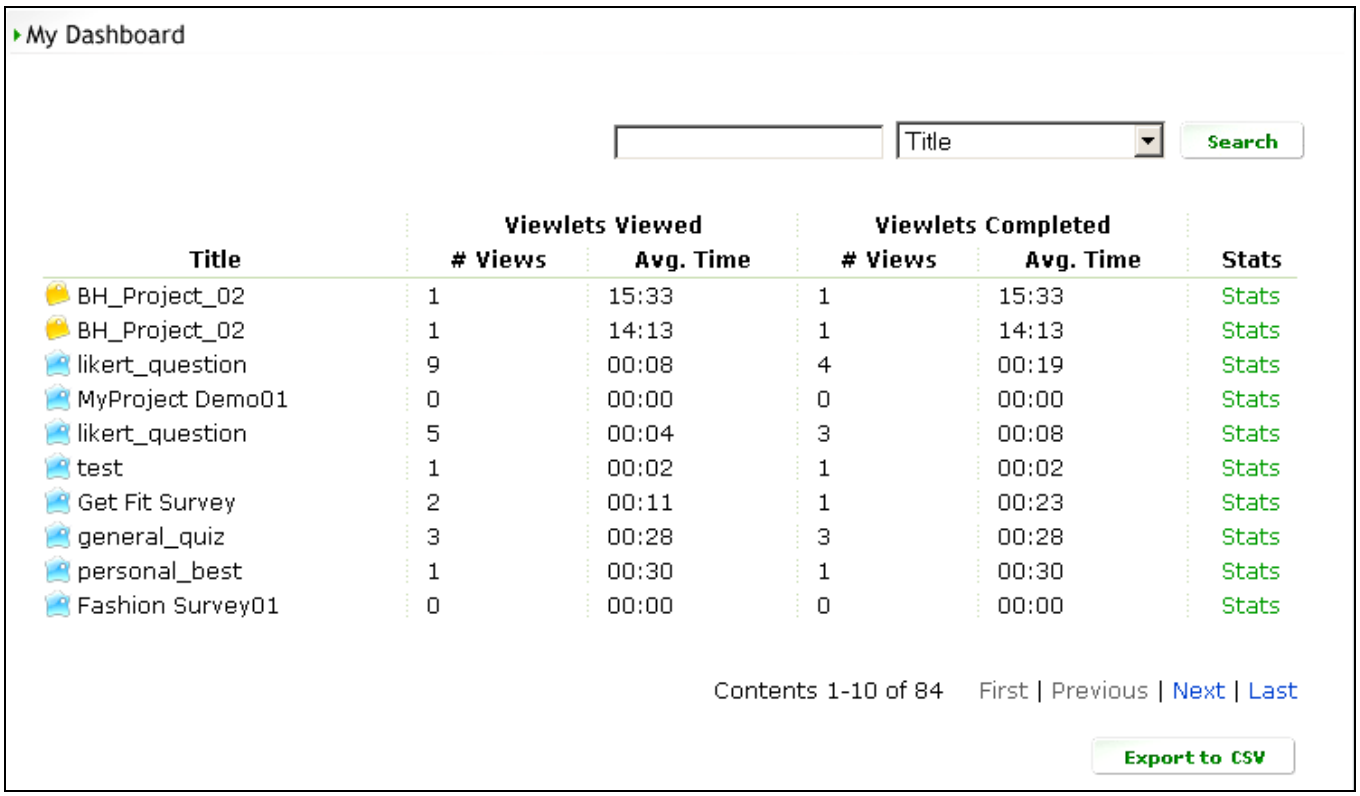
The “My Dashboard” view of ViewletCentral is where you will access all of the statistical information about all of the Viewlets published in your ViewletCentral account.

Switching to the My Dashboard View

- While logged into your ViewletCentral account, select “Account” then “My Dashboard” from the navigation menu bar.

My Dashboard View

In the main “My Dashboard” view, you will see a list of the Viewlets published in your ViewletCentral account.



Title

- The title of your Viewlet's source file is listed in the table.

Viewlets Viewed

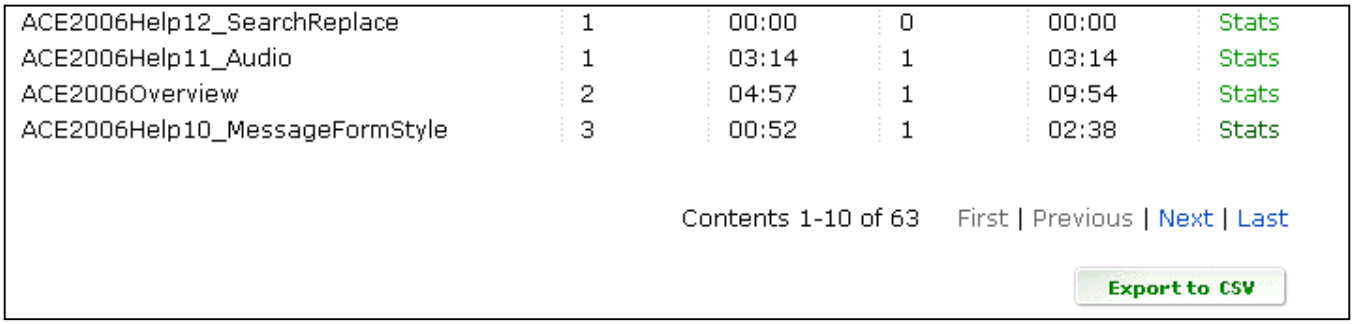
- High-level statistical information of the number of times your Viewlet was viewed (both partway through and completely) is displayed in two columns. This includes data about the number of views (# Views) and the average viewing time (Avg. Time) for all viewers.

Navigating Through Contents in My Dashboard View

- In many of the views in ViewletCentral, you will see some navigation options at the bottom of the page. In the main "My Dashboard" view, you will see:

  Contents: This shows the current page you are on and also the number of pages that contain a list of the Viewlets in your ViewletCentral account (if viewing all content). If you see a list of Viewlets that are returned after using the search feature, the number of "Contents" pages may vary since it is not listing all the Viewlets available at this point in your ViewletCentral account.

- **Navigation Links:** At the bottom of the list of Viewlets, you will also see navigation links used to navigate through your Viewlets. The option includes links for viewing First, Previous, Next and Last content pages.

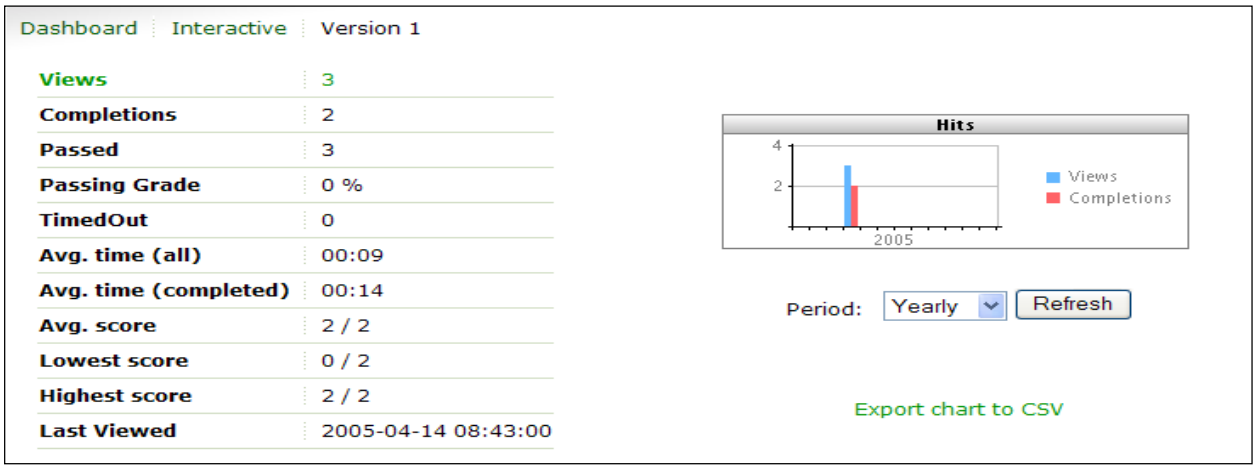


Viewlets Completed

- High-level statistical information is displayed for all the Viewlets in your ViewletCentral account that were completely viewed all the way through. The two columns containing this information include the number of completed views (# Views) and the average time it took for all viewers to completely watch the entire Viewlet (Avg. Time).

Stats

- A “stats” link to drill down further to view more detailed information about a particular Viewlet is available.
- In the case of an interactive quizzing Viewlet for example, further clicking on “Stats” will reveal information on the average, lowest and highest scores attained by the viewers as well as viewer response data to each quiz question.



Exporting to CSV

Statistical information on your Viewlets can be saved in CSV file format for use in a variety of data analysis applications such as Microsoft Excel. This is done simply by clicking on "Export current view to CSV" or in the case of graphical data, "Export chart to CSV" in the previous illustrations.

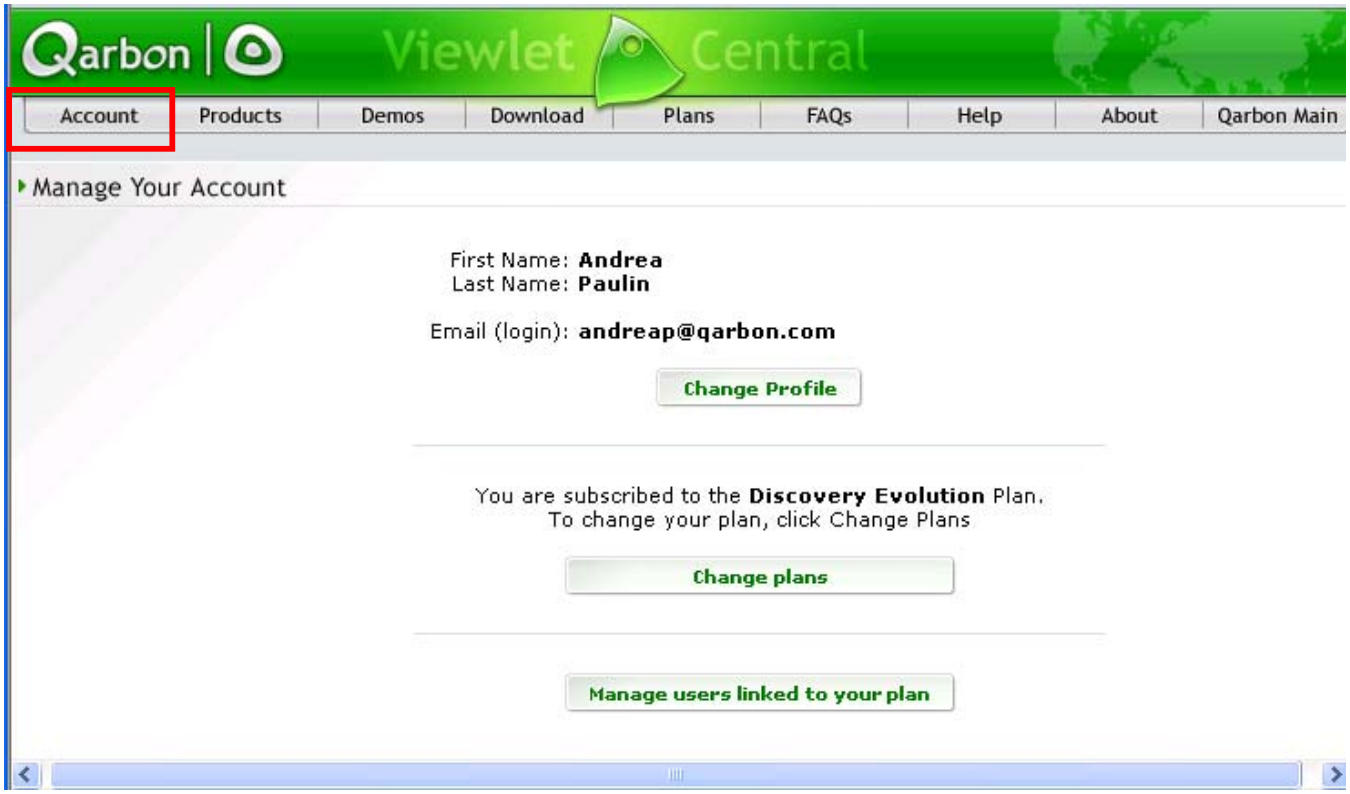
Search

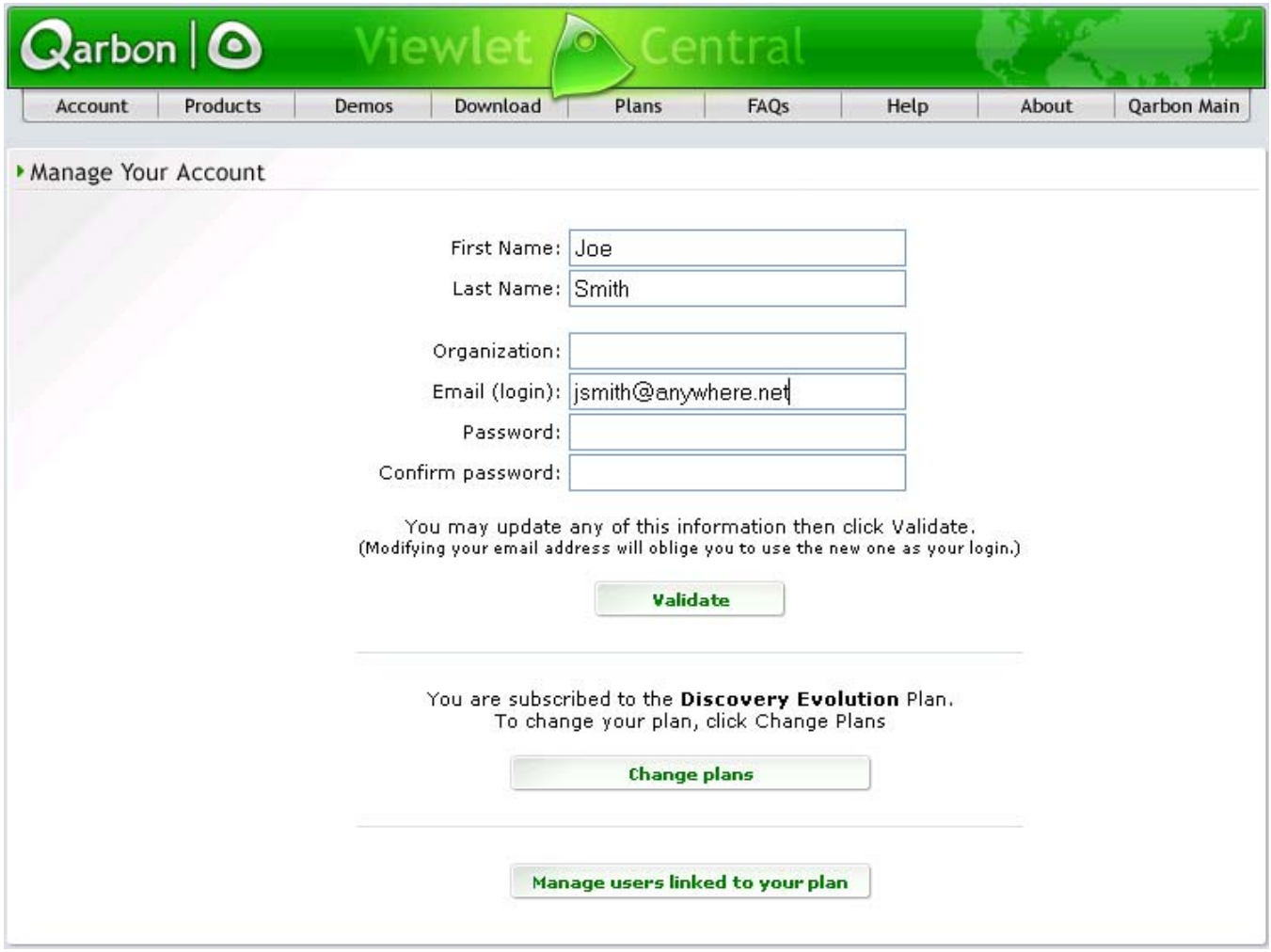
To find a particular file (or group of files) in your ViewletCentral account, you can use the "Search" feature.

- Choose the type of search you want to perform by choosing a selection from the drop-down menu. Your choices include:
- **Title:** This will search through the titles of the source files in your ViewletCentral account.
- **Author:** This will search the owners of the Viewlets that is recorded based on the log in used to enter the ViewletCentral account.
- **Description:** In the "Project Properties" screen inside ViewletACE 2006, in the Author section, there is a "Description" field where you can input information before publishing. This embedded information will be used for the search criteria when choosing this option to locate Viewlets.

My Account

- Select Account-My Account from the drop-down menu and the following “Manage Your Account” screen will open.
- To change your name or email address click on the “Change Profile” button to open a screen with fields to fill in to make the changes.

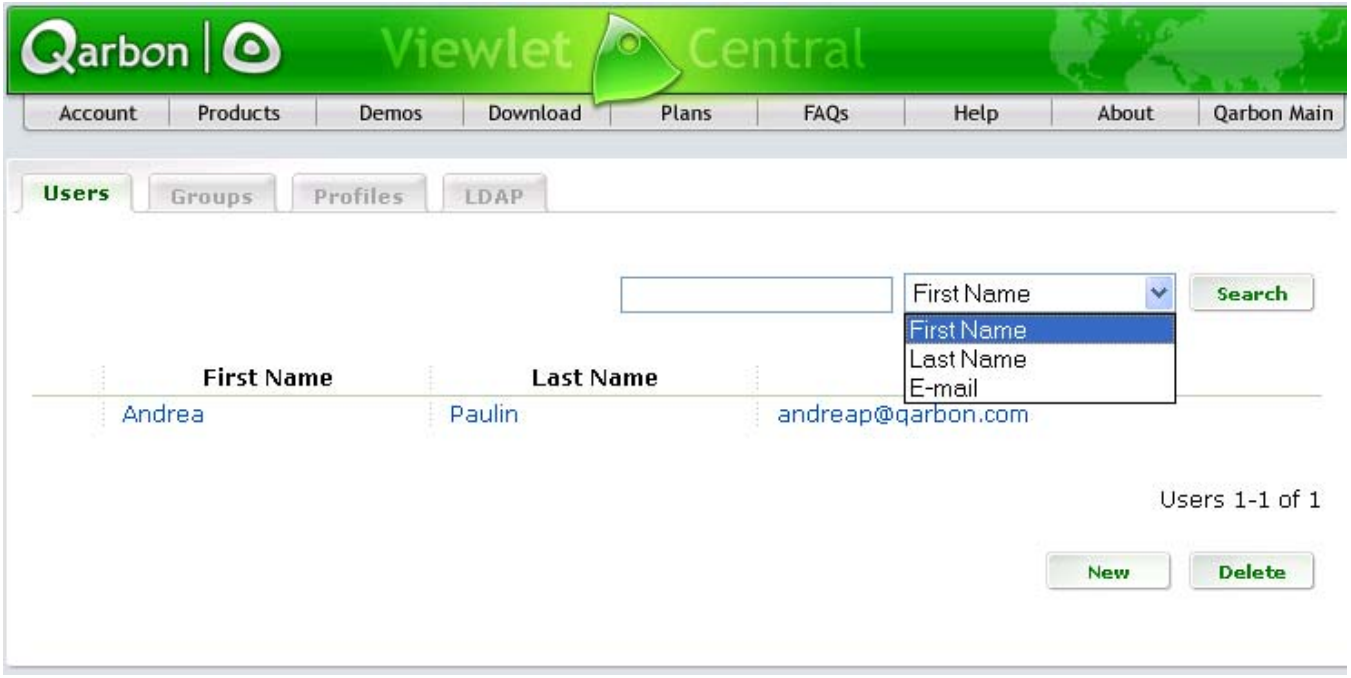




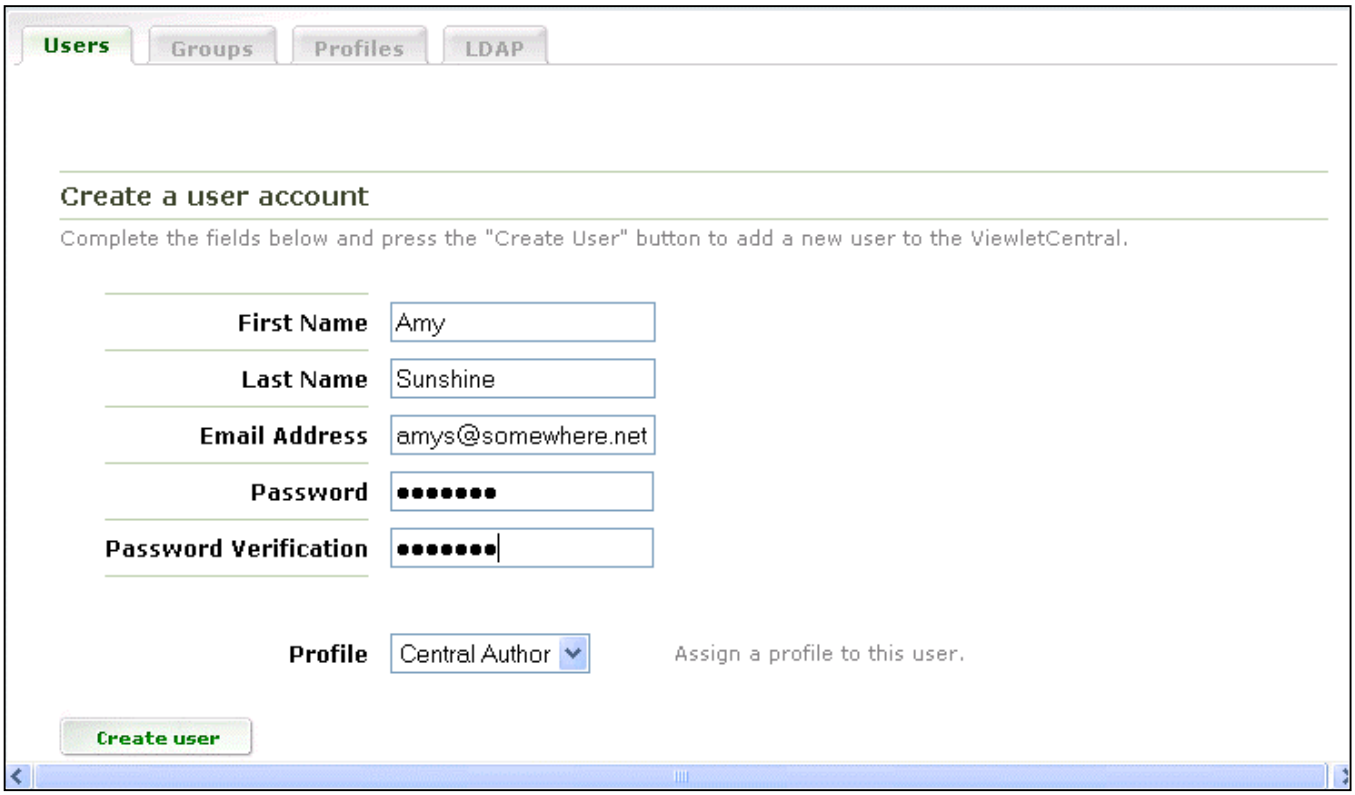
- Enter in the new information and then select “Validate”.
- From this screen you can also “Change plans” and “Manage users linked to your plan” by selecting the designated buttons.

Manage Users

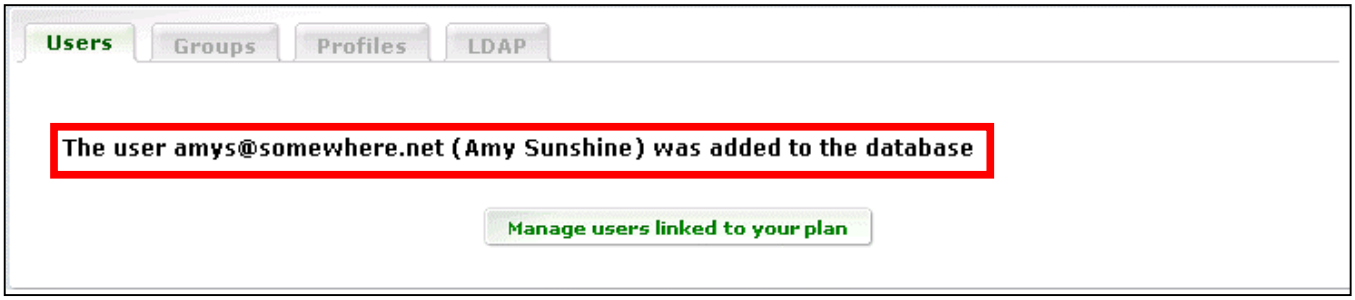
- Select Account-Manage Users from the ViewletCentral drop-down menu
- Enter the appropriate information in the “white box” and from the drop-down menu search by “First Name”, “Last Name”, or “E-mail”.
- To add another user click on “New” to open the “Create User” screen.



- Fill out all of the fields and then select “Create User”.



- You will receive a confirmation stating the new user has been added.
- You will also receive an email containing the new user’s email (login) address and the first and last name of the user.



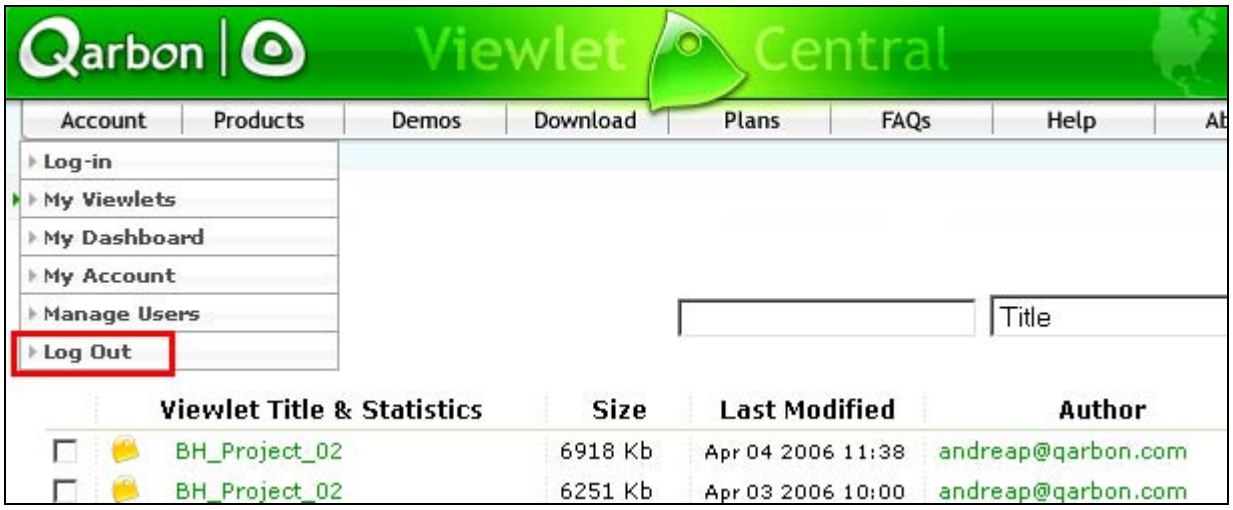
- Click on “Manage users linked to your plan”.

- The new user has been added.
- To delete a User, place a checkmark next to their name and select the “Delete” button.

Log Out

Upon completion of changes made or information gathered from your ViewletCentral account it is always best to “log out” rather than just close out of the program.

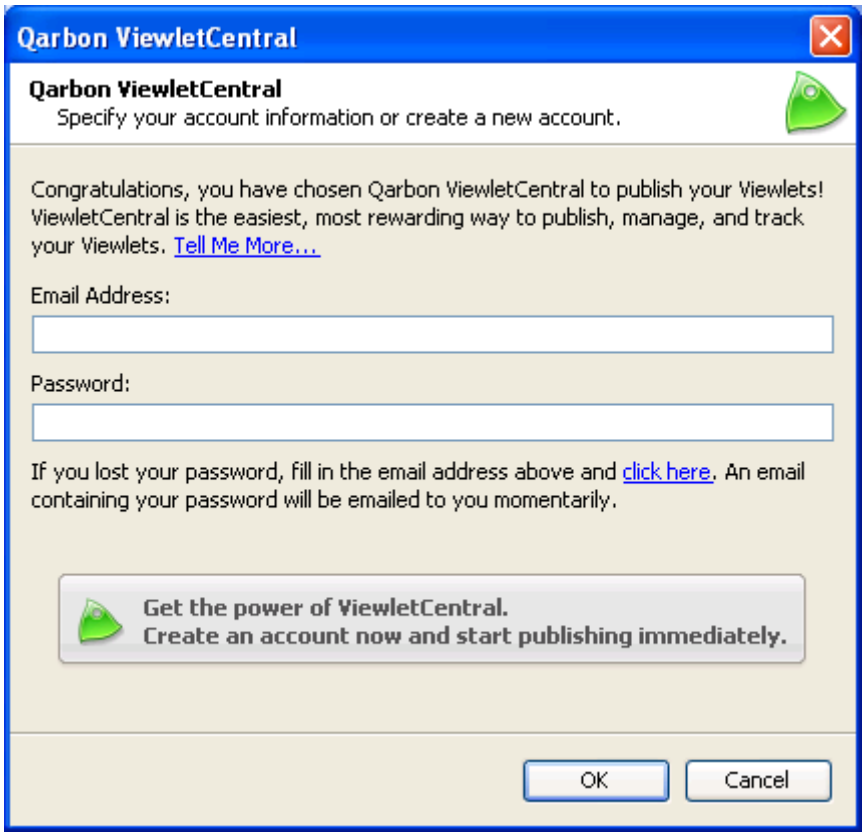
- Select “Log Out” from the drop-down menu in ViewletCentral.
- You will be routed back to the original “Registered User: Log In” screen.



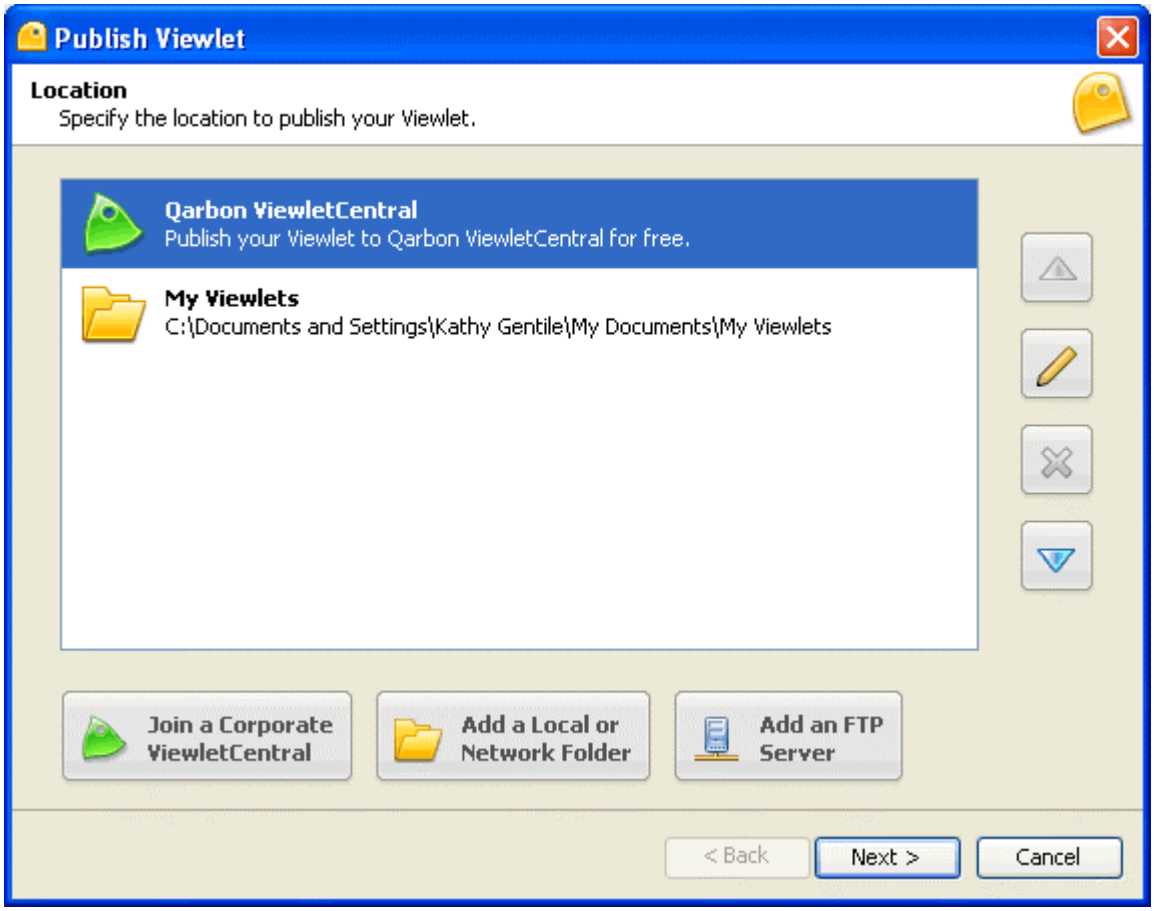
Publishing to Qarbon ViewletCentral

ViewletACE 2006 and ViewletBuilder 4 allows you to publish your Viewlet Flash files directly to Qarbon ViewletCentral quickly and easily. If you do not have an existing ViewletCentral account, you will be prompted to do so.

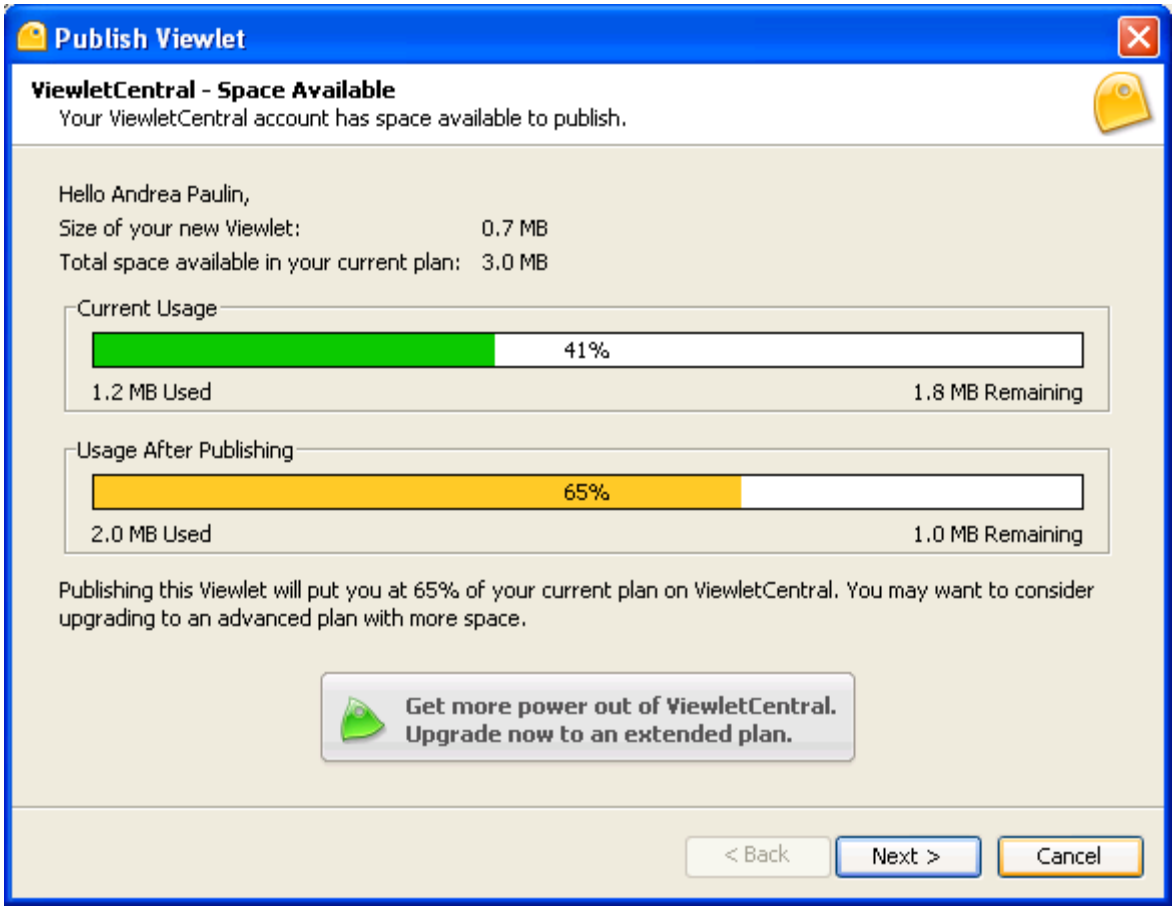
- In ViewletACE 2006, open a project that is ready for publication. Select “Project” then “Publish Viewlet” from the menu options. Or, you can select the “Publish Viewlet” button icon along the Context Sensitive Toolbar**. Note:** You can also access the Publish option while in the Project Properties screen.
- In ViewletBuilder4, open a project that is ready for publication and, while in Thumbnail View, select “Viewlet” then “Publish Viewlet” from the menu options. Or, you can select the “Publish Viewlet” button icon along the Context Sensitive Toolbar**. Note:** You can also access the Publish option while in the Compile Properties screen.
- After selecting the “Publish Viewlet” option, the following screen will appear.



- Fill in the Email and Password fields and then select “OK”.
- A publishing wizard screen will open with instructions for publishing your Viewlet Flash file. For “Location”, select “Qarbon ViewletCentral” and then select “Next”.

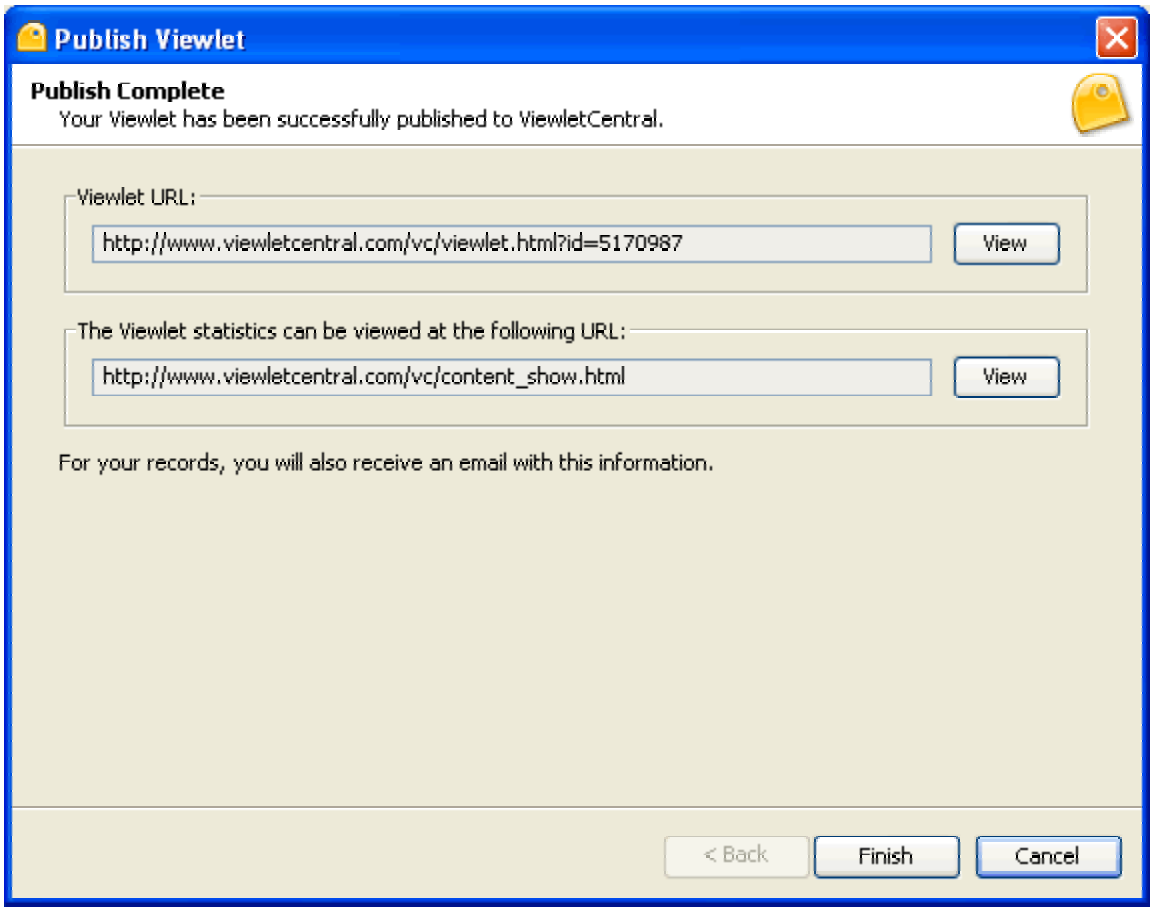


- Your Viewlet will then be compiled and your ViewletCentral Account information will be authenticated prior to publication.
- A screen will display your current ViewletCentral Account plan information along with the amount of space available for pre- and post-publication of the Viewlet you are about to publish. If needed, you will be prompted to upgrade your plan if more space is needed to publish the Viewlet. Once you review and are satisfied with this information, click the “Next” button.



- As your Viewlet is published to ViewletCentral, a status bar will display, showing the progress of the publication.

- Once the Viewlet is published, a final screen will appear with the URL to view your Viewlet directly from ViewletCentral and also a URL to view available statistical information on all of the Viewlets in your ViewletCentral account. You will also receive an email with all of this information each time you publish a Viewlet to ViewletCentral.



- To return back to ViewletACE 2006 or ViewletBuilder4, click the “Finish” button.

Sales

Please feel free to contact our Sales or Support staff at anytime if you have ANY ViewletCentral (or other product related) questions or concerns or for options to discuss additional training needs.

For current contact information, visit our web site at:

http://www.qarbon.com/about_us/contact_us/