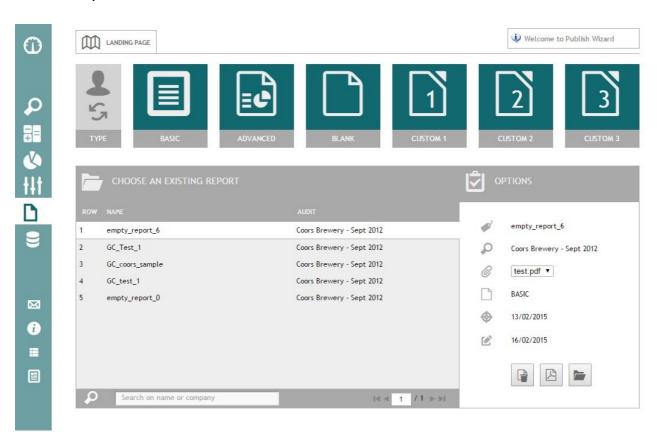# INFORMATION BULLETIN
AIRINSITE — PUBLISH WIZARD

This information bulletin aims to clarify the features of Publish Wizard, one of a collection of feature Wizards within the AIR-INSITE.COM cloud computing software product.

USERs or ADMIN USER's can reach 'Publish Wizard' by choosing it from the left hand Wizard selection (shown in picture below).

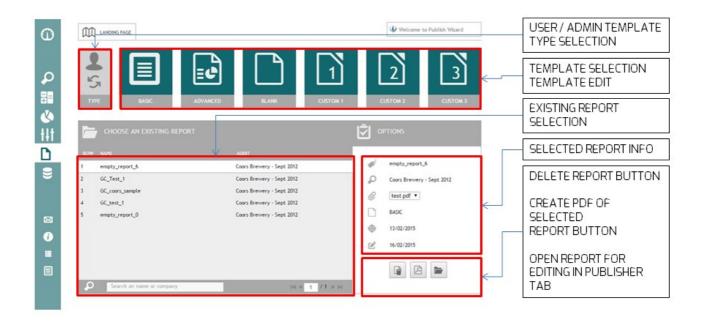Below is a typical 'ADMIN' USER Publish Wizard landing page layout, USER Publish Wizard view is very similar…

Some USER's can experience a page load delay. This is normal!

WHY? Depending on internet connection speed! The faster the internet connection speed, the faster our CLOUD server can respond!

A BASIC, ADVANCED, BLANK as well as 3 CUSTOM template tiles is displayed.

It is intended that ADMIN users distribute BASIC & ADVANCD 'default' templates to ALL USER's. The BLANK template is obviously BLANK! It is intended that CUSTOM templates are used by USER's to create personalised templates.

To take best advantage of Publish Wizard and its templates, it's recommended that USER's retain BASIC & ADVANCED templates 'AS IS' and use CUSTOM templates to create personalised content. In this way, USER's will always have access to the latest 'DEFAULT' template distributed to ALL by ADMIN USER's.

NOTE: Only ADMIN USER's will see the TYPE SELECTION tile!

TYPE SELECTION TILE (ADMIN USER's ONLY!)
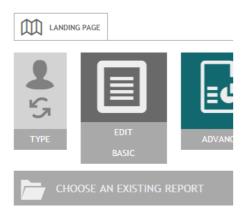
USER TYPE	ADMIN TYPE

Use TYPE SELECTION to move between your own 'USER' account template editor environment & the ADMIN account template editor environment. In ADMIN account template editor environment YOU are editing the default templates provided to ALL USER's of the SITE / SITE specific DATABASE!

TYPE SELECTION is indicated by the tile icon 'SINGLE / MULTIPLE' person and the colour of tiles in the respective environment. The ADMIN environment is always GREY!

The following explanation of features uses the BASIC template, but it applies equally to all available templates
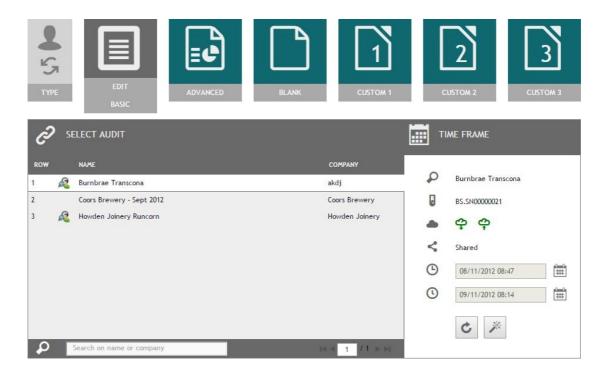
SELECTING / EDITING A REPORT or TEMPLATE:

Hover over a template to select it or to edit it.

Use the 'upper' image area of the tile to select a template

Use the 'lower' text (EDIT BASIC) area of the tile to edit the USER template

SELECTING A TEMPLATE:

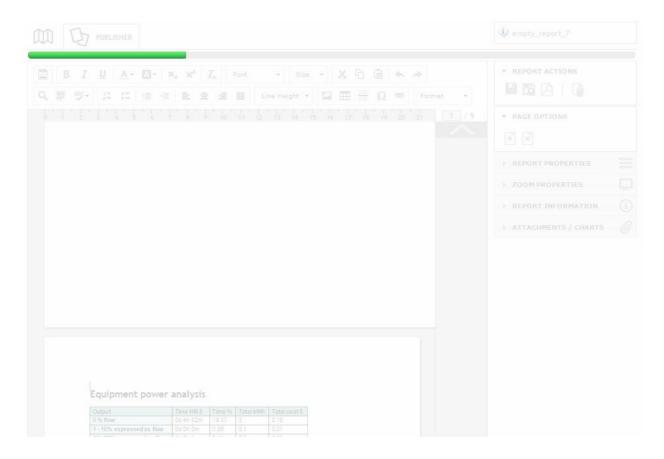Once you select a template the USER environment will look as follows…

Having selected a template, proceed to choose the AUDIT that you would like to associate with the template. Starting with the whole audit time by default, optionally use the 'set audit start & end time' features to align your report time with a specified start and end time (i.e. your audit may have spanned 9 days but you want your report to span 7 days etc). Use the reset button to reset the time settings to default.

Once ready, use the Wizard WAND to run your report!

Be patient whilst the report is created! Consider that a number of AIRINSITE CHARTS, GRAPHS as well as database (PLACEHOLDER) content needs to be created or imported and populated to the report template before completion.

During this time, a semi-transparent curtain will be placed over the report being created and a progress bar will be displayed above to indicate progress towards completion.
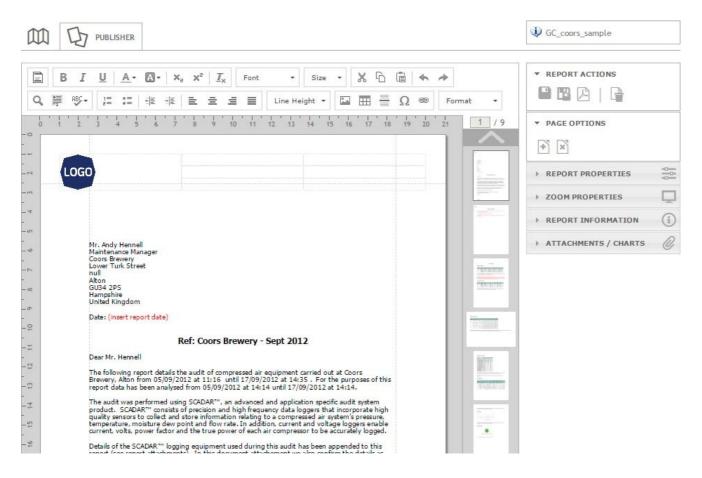
IF YOU USE YOUR BROWSER TO NAVIGATE AWAY FROM THIS PAGE BEFORE THE REPORT CREATION HAS COMPLETED THE REPORT WILL BE LOST!

If the progress bar turns amber during the creation process this means that either an 'HTML' CHART or a GRAPH 'image' of the report has failed to load. This should happen infrequently and can be for a number of reasons including internet connection speed, server load etc.

If this does occur, a USER has two options…

1) Simply repeat the report creation step. Or

2) After report completion, any element of the report that failed to load will be indicated by a 'X' in the location of the respective element. Simply remove the failed element using the Publisher toolbar (discussed later) and continue to use the report. The aforementioned statement assumes the missing element has not compromised your report, if it has then choose option 1!

EDITING A REPORT:

Having created your report, your browser will look something like the above!

You can now edit your report using the Publisher toolbar above or simply proceed to save your report before creating a PDF of it.

The Publisher toolbar used to edit the report is intentionally not discussed. It is assumed that USER's are familiar with 'typical' desktop editor software such as Microsoft Word. Using this assumption, USER's are advised to use the Publisher toolbar to edit the document as necessary.

Some very useful tips…

- When editing a report, take advantage of the 'Zoom properties' toolbox. Use it to toggle 'in' and 'out' of 'full screen' mode. In full screen mode your peripheral browser page environment will be removed from screen to provide you with a greater amount of desktop editor space.

Use the page scaling (e.g. page width) buttons.

For an optimal report editing experience, we recommend USER's select 'full screen' mode and then use the 'page width' button to display report content using the greatest visible desktop area.

- Use the attachment options toolbox feature to incorporate additional USER created and saved HTML charts in the body of your report. It's important to understand that charts created and saved by USER's in Chart Wizard are not 'images', instead they are HTML (code). Consequently they cannot currently be added to a report in the same way as an image is added using the Publisher toolbar. To add a USER saved chart to a Report, place your cursor 'inline' where you want the chart to be placed and use the attach feature to select the appropriate chart. In the near future we intend to consolidate the chart attachment feature into the add image feature thereby enhancing the user experience further.

- Similarly use the attachment options toolbox to add PDF attachments to the end of a REPORT. These can be AUDIT WIZARD – PDF, SIMULATION as well as other PDF documents. They will be attached to the end of a REPORT in sequential order from top to bottom and following the list order of PDF files in the attachment toolbox. With each PDF attachment a further single attachment 'divider' page is created and added at the beginning of each PDF file. The 'divider' page is a generic format that identifies that an 'attachment' follows, the PDF file name as well as the file creation date, all justified in the centre of the page are shown. The intended purpose of the divider page is to give clear / separation between report and attachment file PDF's as well as between PDF attachments themselves

- Use the Report properties toolbox to format page style to suit either the whole report or just a part of a report. For example in the default BASIC template we've chosen to orientate Page 4 in landscape mode, this to better display the contents of the chart located on that page.

- As was mentioned earlier. Charts are created in HTML format rather than as images. The benefit of this is that charts can themselves be edited after placement into a report.   Use your mouse to select a chart area and right click…

Equipment power analysis

Output	Time HRS	Time %	Total kWh	Total cost £
0 % flow	0d 10h 59m	3.81	19.2	5.75
1 - 10	4d 8h 26m	36.26	4027.1	1208.14
11 - 2	2d 21h 49m	24.24	4923.9	1477.16
21 - 3	2d 12h 38m	21.06	7133.2	2139.96
31 - 4	1d 16h 2m	13.9	6033.8	1810.13
41 - 5	0d 1h 57m	0.68	386.8	116.04
51 - 6	0d 0h 5m	0.03	25.8	7.73
61 - 6	0d 0h 0m	0	1.1	0.33
66 - 7	0d 0h 0m	0	2.4	0.71
71 - 7	0d 0h 0m	0	0	0.00
76 - 8	0d 0h 0m	0	0	0.00
81 - 8	0d 0h 0m	0	0	0.00
86 - 90% expressed as flow	0d 0h 0m	0	0	0.00
91 - 95% expressed as flow	0d 0h 0m	0	0	0.00
96% expressed as flow	0d 0h 0m	0	0	0.00
97% expressed as flow	0d 0h 0m	0	0	0.00
98% expressed as flow	0d 0h 0m	0	0	0.00
99% expressed as flow	0d 0h 0m	0	0	0.00
100% expressed as flow	0d 0h 0m	0	0	0.00

Context menu options shown: Cut, Copy, Paste, Cell, Row, Column, Delete Table, Table Properties

Using output flow as a reference point the above chart clarifies from 0% through 1
in hours and as a percentage of the whole, that equipment consumed kWh. The cl
to convert kWh into cost of energy consumed.

The cost of Energy consumed is referenced to the audit location energy profile whi
to this report (see report atatchments).

Then use the options displayed to edit cells, rows, columns and table properties as necessary.

PAY ATTENTION!

- Become familiar with the 'Line height' Publisher toolbar feature…

   The line height feature is a major feature to assure that WHAT YOU SEE IS WHAT YOU GET when transitioning from the 'in browser' editor environment into a finished PDF (portable document format) file! The line height feature seeks to balance the size / weight of a line upon which font text has been placed. Consider that fonts vary in size and weight. Consequently, it's important to use / set line height and thereby avoid the overlap of text on consecutive lines where font heights / weights differ.
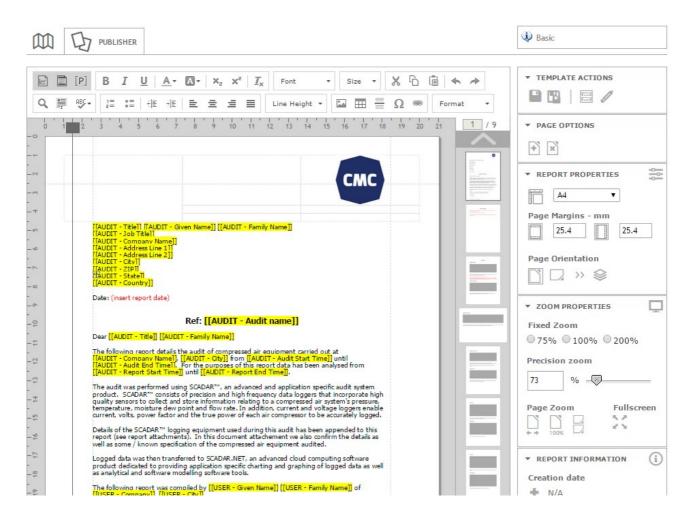
As a general rule, we recommend that line height is set 2 px greater than the size of the font being placed on the line

We recommend that USER's take time to understand this feature by creating a test report with a paragraph of text using a variety of font sizes and weights and converting this report to PDF.

Understanding the relationship between line height and the font size / weight on the line will greatly benefit that Reports converted to PDF are very similar!

EDITING A TEMPLATE:

Once you select a template for editing the USER environment will look similar to the following (the example below is a USER personalised version of the DEFAULT 'BASIC' template)...,

Content in YELLOW denotes a 'PLACEHOLDER' for content that will be replaced during the REPORT creation step with content taken from the associated audit.

What you basically see on screen is…

1) A customisable header and footer which can be accessed using the 'Add header / footer button located in the Publisher toolbar
2) Inline text with font size, weight and colour managed using the respective buttons of the Publisher toolbar (pay attention to the line height feature which should be managed in relation to font size / weight etc (see earlier explanation))
3) Placeholder content which is managed using the 'Add placeholder' button of the Publisher toolbar
4) Graphs & Charts which are managed using the 'Add graph / chart container' button of the Publisher toolbar

Follow the advice provided earlier regarding editor techniques!

Also consider that it's impossible to predict the length of the text that will replace a 'placeholder entry' or the size of a CHART for example in the TEMPLATE. Therefore some reformatting of the page style can occur during report creation. It may therefore be necessary that a USER edits the page formatting for best results after the report has been created!

Once editing of a template is complete, use the SAVE and SAVE AS buttons to SAVE the USER or ADMIN USER template in the appropriate template TYPE location.

ADMIN USER's are reminded to be aware of their ability to manage both their own (USER ACCOUNT) templates as well as their ability to manage ADMIN USER ACCOUNT templates and that the latter is published as the DEFAULT template to the USER community (see earlier explanation).

RESETTING A TEMPLATE…

Resetting a template is not permanent until the template is saved using the 'SAVE' or 'SAVE AS' buttons to the left of the new reset template buttons (also shown above)!

When a USER resets a template to 'default' that USER is resetting the template to the DEFAULT template Published by ADMIN users (i.e. ADMINISTRATORS of the SITE).

Note: An intended consequence of this feature is to permit USER's either to continue to use their own developed templates or to use newly released templates created by ADMINISTRATORS of the site.

For example, let's say as a USER you have already created your own 'BASIC' template. If you'd like to now use the BASIC template created and distributed by ADMINISTRATORS of the site, the USER would need to replace the BASIC template to default using the tools above, thereby replacing the USER created template content.

Note also that once a template (e.g. BASIC) has been reset to default, USER's can proceed to edit and re-save the edited template as the USER's new template!

A number of useful keyboard shortcuts are active within the Publish Wizard 'Publisher' tab environment...

KEYBOARD SHORTCUT	ACTION
CTRL and + KEYS	ZOOM IN
CTRL and - KEYS	ZOOM OUT
CTRL and 'S' KEYS	SAVE (NOT SAVE AS!)
CTRL and 'UP ARROW' KEYS	MOVE TO TOP OF REPORT
CTRL and 'DOWN ARROW' KEY	MOVE TO BOTTOM OF REPORT