



Customer User Guide (v1.0)

Table of Contents

User - Activating Your Account	2
<i>Step One</i>	2
<i>Step Two</i>	2
<i>Step Three</i>	2
<i>Step Four</i>	3
<i>Step Five</i>	3
User – Add/Register a New Device	4
<i>Requirements</i>	4
<i>Step One</i>	4
<i>Step Two</i>	4
<i>Step Three</i>	5
<i>Step Four</i>	5
User – Add New Site Data and Sections	6
<i>Requirements</i>	6
<i>Step One</i>	6
<i>Step Two</i>	6
<i>Step Three</i>	7
User – Editing a Section	8
<i>Requirements</i>	8
<i>Step One</i>	8
<i>Step Two</i>	8

Activating Your Account

Step One

A Virtual Information Zone (VIZ) employee will generate a new Account for you based on the email address provided to them. This will occur after you have purchased a package with a VIZ Unit and are ready to set up your website.

Step Two

You will receive an “New User Creation” email:

Information Zone - New User Creation  Inbox x



Information Zone <info@informationzone.com.au>

to keyhole150+support ▾

Welcome to the Information Zone application, Kyle Support Test.

You are almost ready to go! [Click here](#) to set a password for your new account.

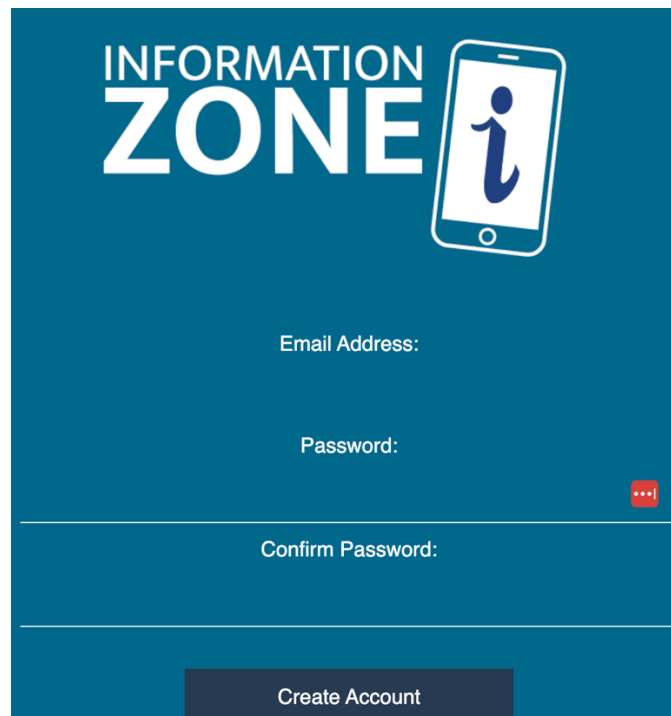
Note: Copy and paste the link below into your browser search bar if the link above doesn't work:

<https://app.informationzone.com.au/v1/user/password?uniqueLink=1ffb15be-b3ab-4029-94f4-67983540d641>

[Unsubscribe](#) - [Unsubscribe Preferences](#)

Step Three

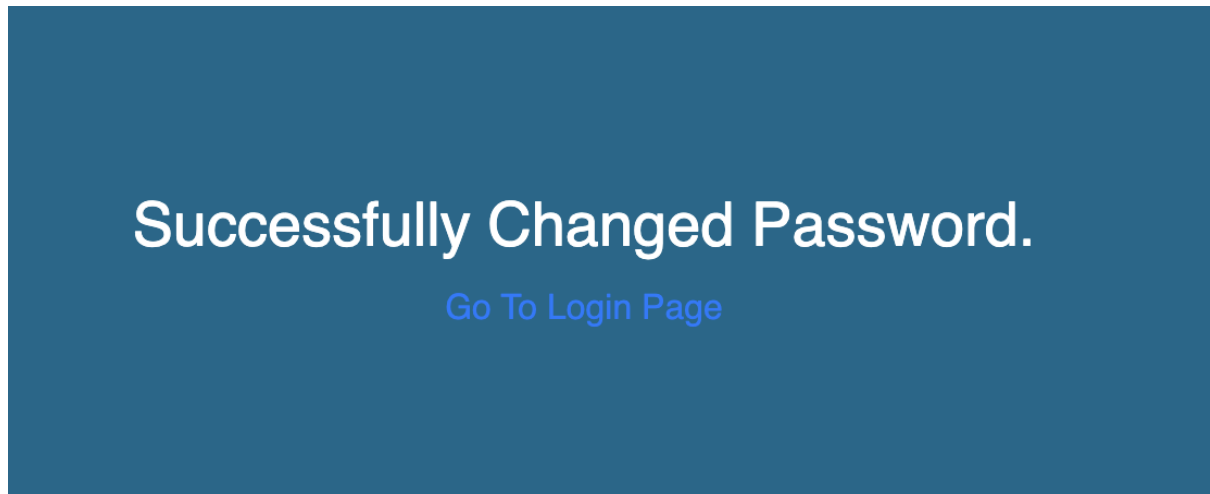
After clicking the link, you will be taken to a new page to set a password for the profile. Your email address will be display where the white box is.



The screenshot shows a dark blue background with the 'INFORMATION ZONE' logo in white. To the right of the logo is a white smartphone icon displaying a blue lowercase 'i'. Below the logo, there are three input fields: 'Email Address:', 'Password:', and 'Confirm Password:'. The 'Password:' field has a red eye icon on the right side. At the bottom, there is a dark blue button labeled 'Create Account'.

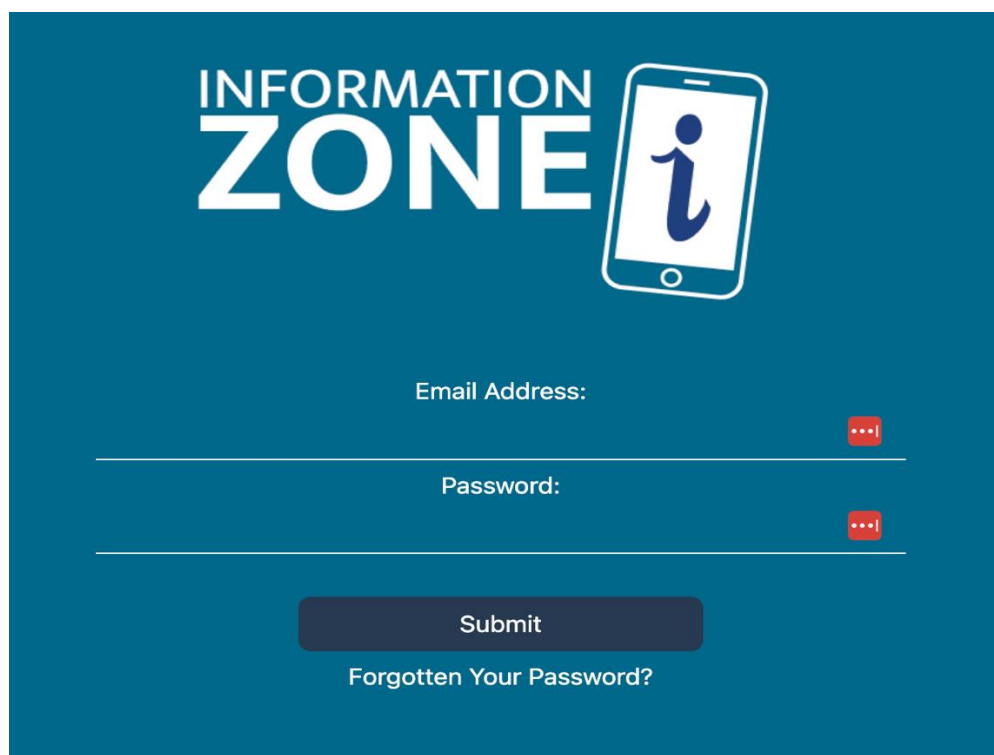
Step Four

Enter your password twice in order to confirm your account and to automatically create a User in the system. You will be shown a success page:



Step Five

Use the link provided to go back to the login page and log into the application by using the email address from earlier and the password just created.

A login form on a dark blue background. At the top left, the text "INFORMATION ZONE" is displayed in white, with "ZONE" in a larger font. To the right is a white smartphone icon with a blue lowercase 'i' on its screen. Below the logo, there are two input fields. The first is labeled "Email Address:" and the second is labeled "Password:". Each field has a red eye icon to its right, indicating a password toggle. Below the fields is a dark blue "Submit" button. At the bottom, there is a link that says "Forgotten Your Password?".

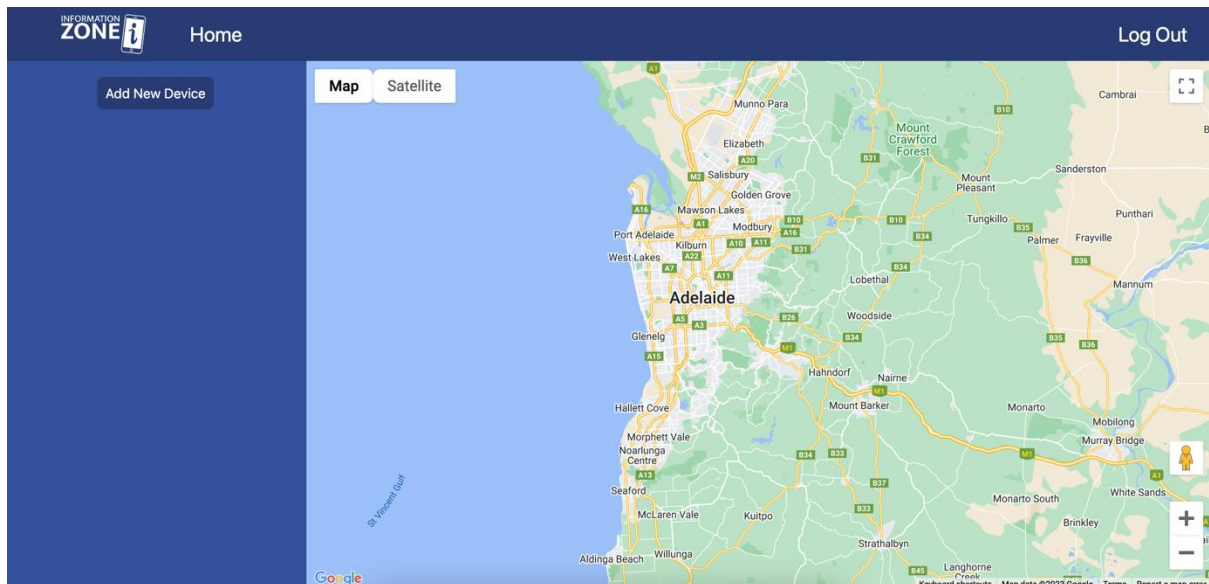
Add/Register a New Device

Requirements

- Already logged in as a User on the Visitor Information Zone web application

Step One

You will be presented with a Google Maps screen and an option to “Add New Device” on the Left-Hand Side menu. Click this button to start the process.



Step Two

Fill the details in the first form. Each field is further described below:

- Device Name – The name of the Device as it will appear in the Web Application. Useful for identifying a Device
- Device ID – The ID of the Device which can be used in external systems. This is useful when you track inventory through an external system.
- Date Installed – The date in which the Device was installed.

Once the form has been filled out, click the “Next” button.

Create New Information Zone

Step 1/2

Device Name:

Fake New Device

Device ID:

fake-device-id

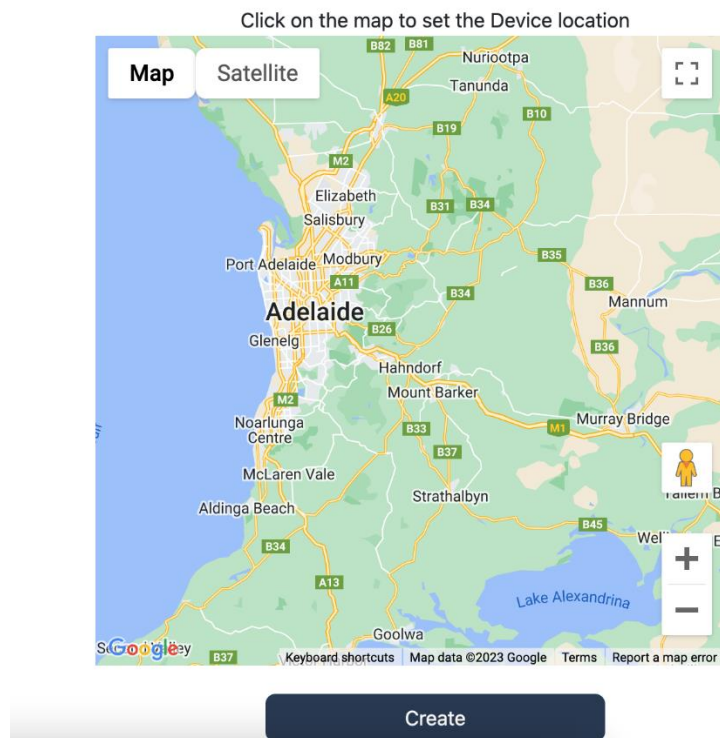
Date Installed (DD/MM/YYYY):

10/01/2020

Next

Step Three

A map is presented to the User, with normal controls for scrolling and zooming in and out. Clicking a location on the map will set the Device's co-ordinates to that location. Click the "Create" button below the map when finished.



Step Four

You will be taken back to the main Map screen, with your newly created Device showing up by name on the left-hand side menu. You can now click this entry to start making changes to it.

Add New Site Data and Sections

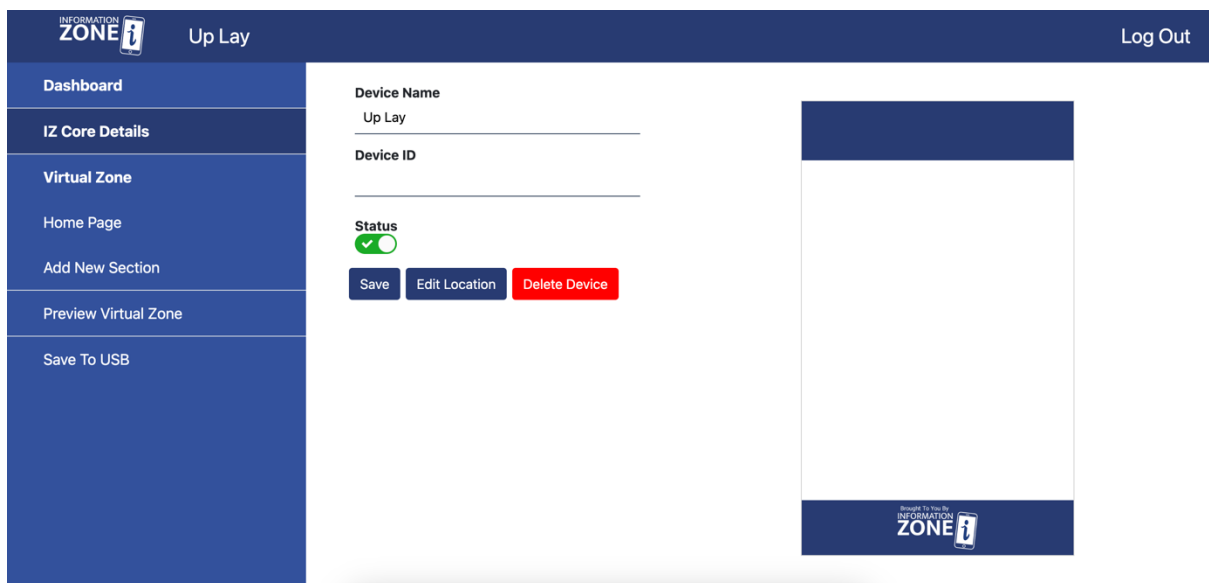
Requirements

- Already logged in as a User on the Visitor Information Zone web application
- Already have a Device created on the Visitor Information Zone web application

Step One

From the main Map screen, select the Device to be edited from the left-hand side menu by clicking on the menu option. This will take you to the Device Edit screen as seen below.

IZ Core Details allows you to edit the Device itself, including the name and ID. The status lets you know at a quick glance whether the Device is actively in service or not. You are also able to edit the Device Location or delete the Device entirely if it no longer exists.



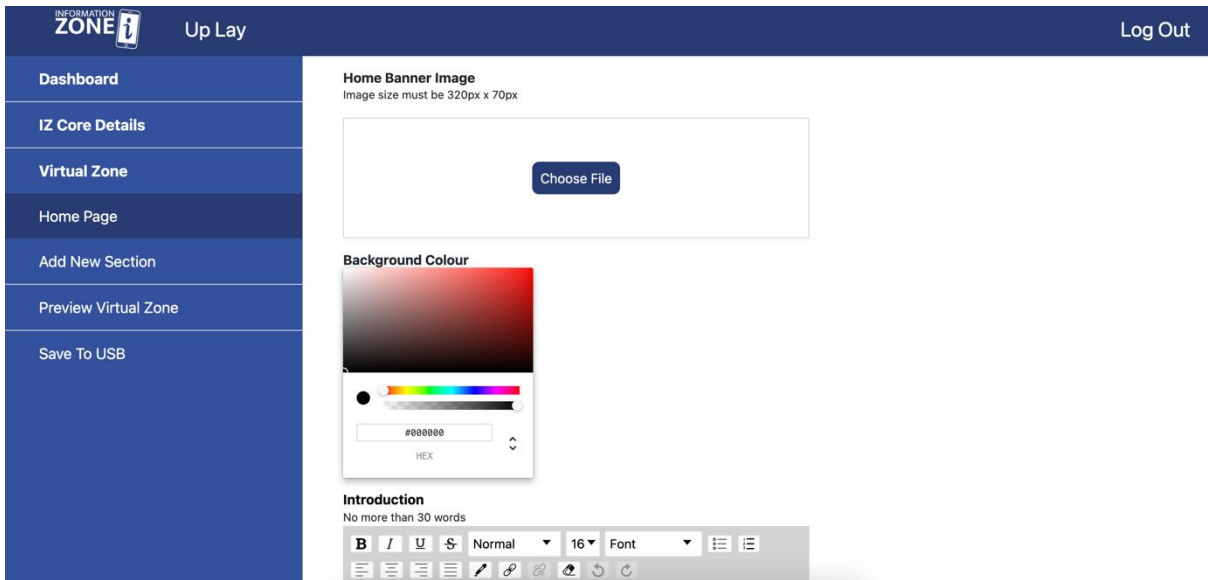
Step Two

Clicking the “Home Page” option on the left-hand side menu allows you to edit content that will be displayed on the first page the User sees when they connect to the Device.

You can add a “Banner Image”, which appears at the top of the Home Screen. You can modify the “Background Colour” of the page, and you can set an “Introduction” which is a short description of the content on the Site.

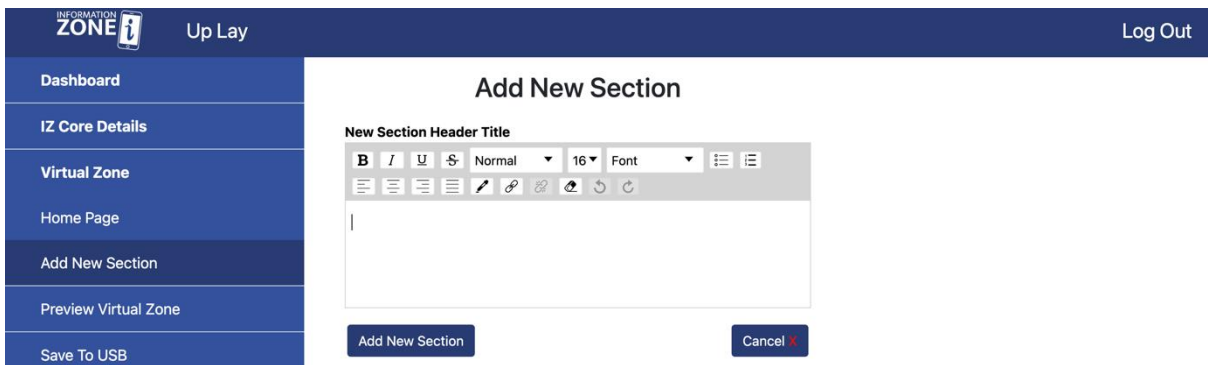
Once you have one or more Sections on the Site, you will be able to edit their titles and a thumbnail image from this screen as well.

Clicking the “Add New Section” button will take you to a new form that allows you to create a new Section for the Device Site. Currently a maximum of six (6) Sections are allowed per Site, with one Site per Device.



Step Three

Name the new Section via the Rich Text Editor box and click the “Add New Section” button when completed. This will add a new entry on the left-hand side menu, as well as rendering a new Section page on the “Preview” screen.



Editing a Section

Requirements

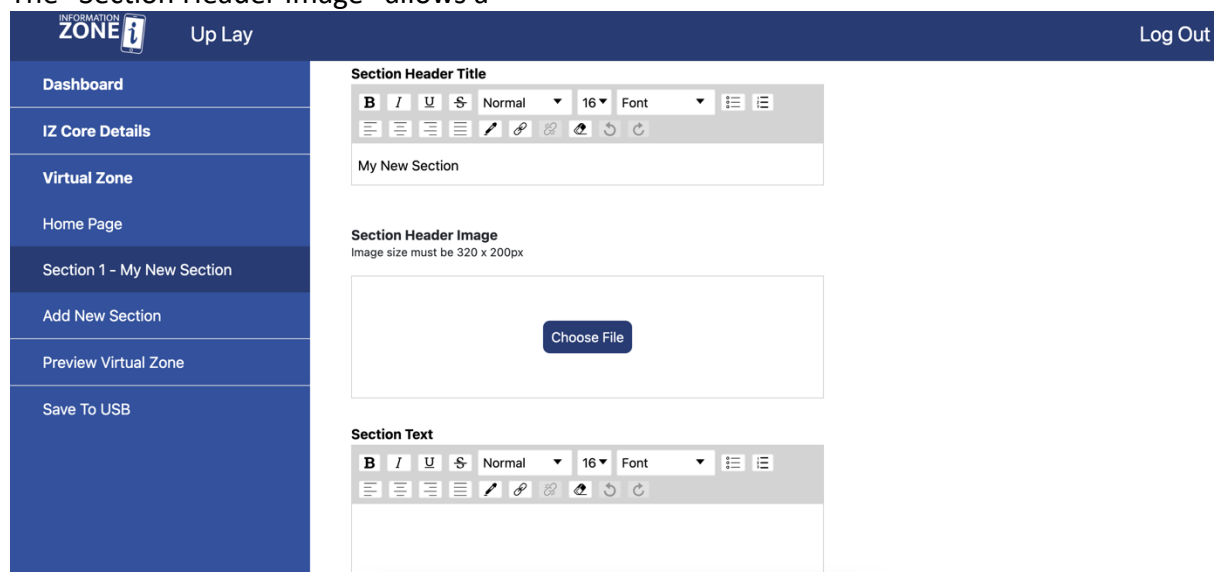
- Already logged in as a User on the Visitor Information Zone web application
- Already have a Device created on the Visitor Information Zone web application
- Already have a Section created for the Site on the Device

Step One

Select the Section you wish to edit from the left-hand side menu. The highlighted menu item corresponds to the currently selected Section.

The “Section Header Title” will display inside the Section page, at the top, but below the “Section Header Image” (if supplied).

The “Section Header Image” allows a

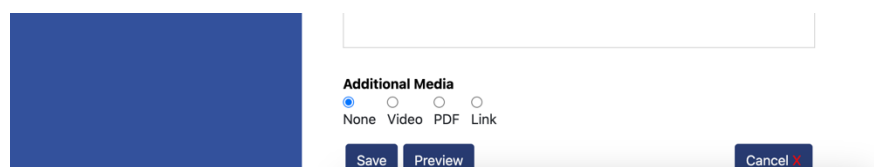


The screenshot shows the application interface. On the left is a dark blue sidebar menu with the following items: Dashboard, IZ Core Details, Virtual Zone, Home Page, Section 1 - My New Section (highlighted), Add New Section, Preview Virtual Zone, and Save To USB. The top header is dark blue with the 'INFORMATION ZONE i' logo, 'Up Lay' text, and a 'Log Out' button. The main content area is divided into three sections: 1. 'Section Header Title' with a rich text editor toolbar (Bold, Italic, Underline, Strikethrough, Normal, Font size 16, Font color, Bulleted list, Numbered list) and a text input field containing 'My New Section'. 2. 'Section Header Image' with a note 'Image size must be 320 x 200px' and a 'Choose File' button. 3. 'Section Text' with another rich text editor toolbar and an empty text input field.

Step Two

There is also the ability to add different forms of media to a particular Section. Currently the application supports adding a playable video, adding downloadable PDF files or adding a Link that can go to an external website.

When you are happy with the updates, you can choose to Save the changes, review these in Preview Mode or to cancel the edits and revert back to original values.



The screenshot shows a dialog box for selecting additional media. It features a dark blue sidebar on the left. The main area has a text input field at the top. Below it, the 'Additional Media' section has four radio button options: 'None' (selected), 'Video', 'PDF', and 'Link'. At the bottom are three buttons: 'Save', 'Preview', and 'Cancel'.