

AST Digital Display User Guide



This guide will take you through the process of updating the Digital Display Noticeboards on the various estates where they have been installed.

Please take care to ensure the information you update is correct and relevant. Keep notices concise and to the point to keep readers attention.

Any notices that are temporary, please ensure you enter an expiry date when you upload the notice so that only Current and relevant information is displayed. Please ensure all information uploaded on to the Digital Display Noticeboards conform to your Companies communication policies.

You will require a unique Identifier (user name) and password to be able to update information. To obtain log on credentials, please email

digital.displays@astlondon.co.uk



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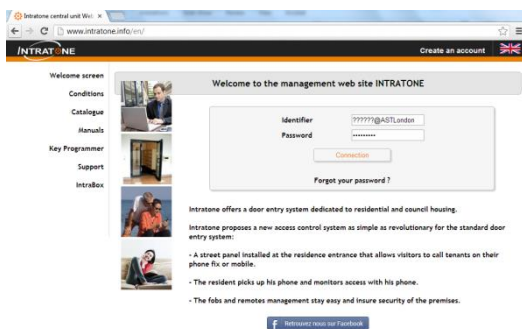
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How to Log On

Enter the following address into your Internet browser address bar:

www.intratone.info/en Then enter the Identifier (user name) and password that have been issued to you.

Should you require a Identifier or have lost your password please email digital.display@astlondon.co.uk

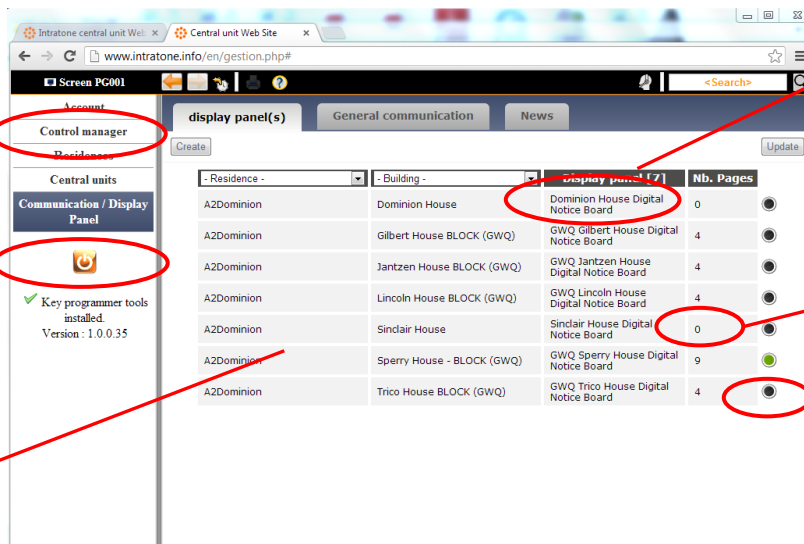


Once you have logged on a new screen will appear with your control panel. Whilst navigating through the system you will notice the Screen number will change with each screen you access. This guide will refer to the Screen number so you can be sure you are on the correct page.

Screen Number

Start by clicking here to manage the Display Panels

List of Display Panels that you can access



Click Here to see what notices are currently on the various panels

This lets you know how many pages are currently being displayed on the Display Panel

These inform you the status of the Display:
Green = Updated
Orange = Update in progress
Red = Update required
Black = Error please try update again.

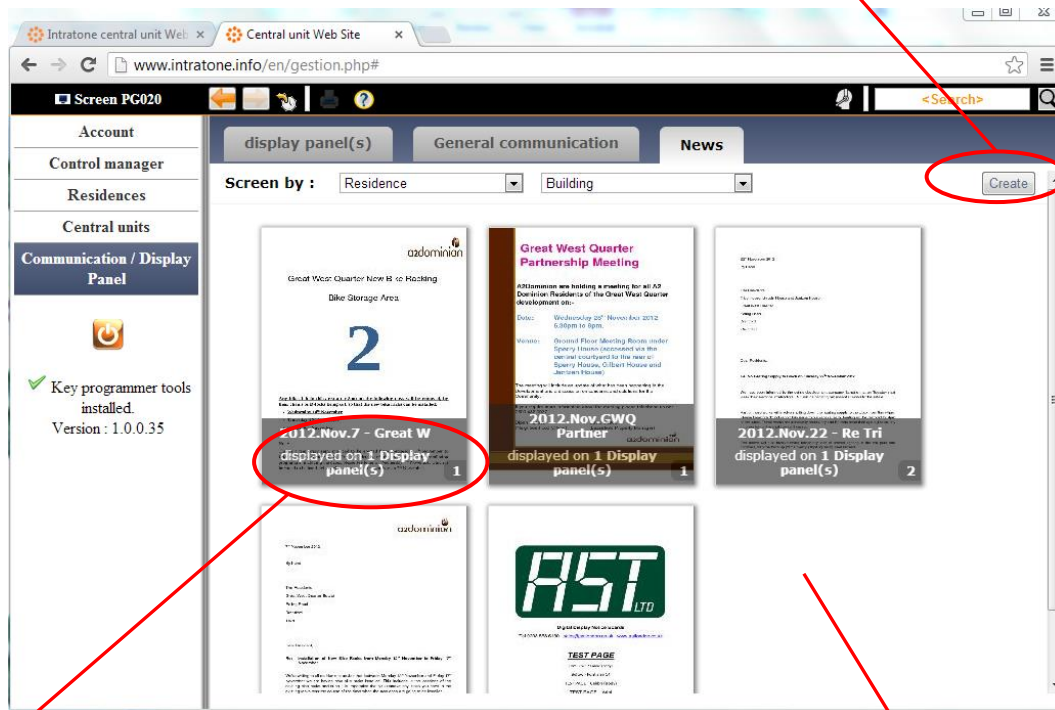


Added Security Technology (London) Ltd
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Manage Notices

Click the Create button to add new Documents to the management site for upload to the relevant Digital Notice boards



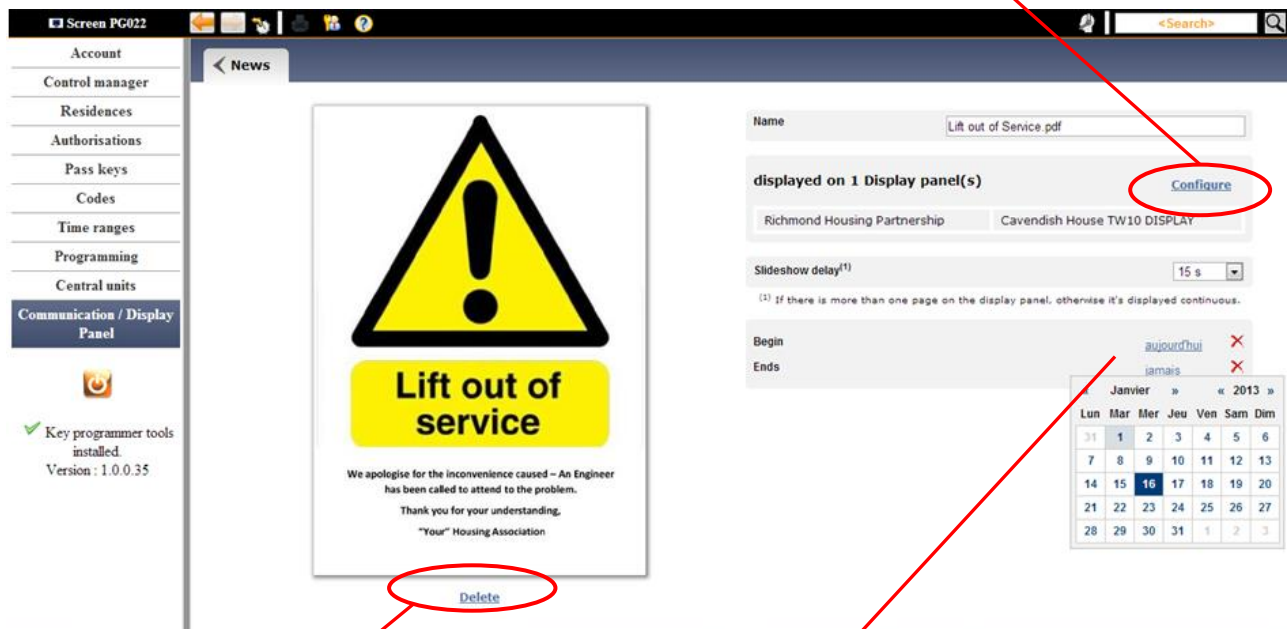
Click this section of a document to open a screen which will let you administer which Digital notice boards the Document is shown on. The number in the bottom right hand corner shows how many pages long the document is.

This page shows all current documents on the Management site and which Panels they are loaded on to.

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Manage Notices

Click 'Configure' to select or deselect which panels / sites the Notice will be displayed on.



Click delete to permanently remove a document from ALL Panels and the Management website

Here is where you can adjust when you want the notice to start being displayed and when it will be automatically be removed from the panels. DEFAULT is Begin : today (aujourd'hui) and Ends: Never (jamais) By clicking on the names you will bring up a calendar to select the corresponding begin or end date.

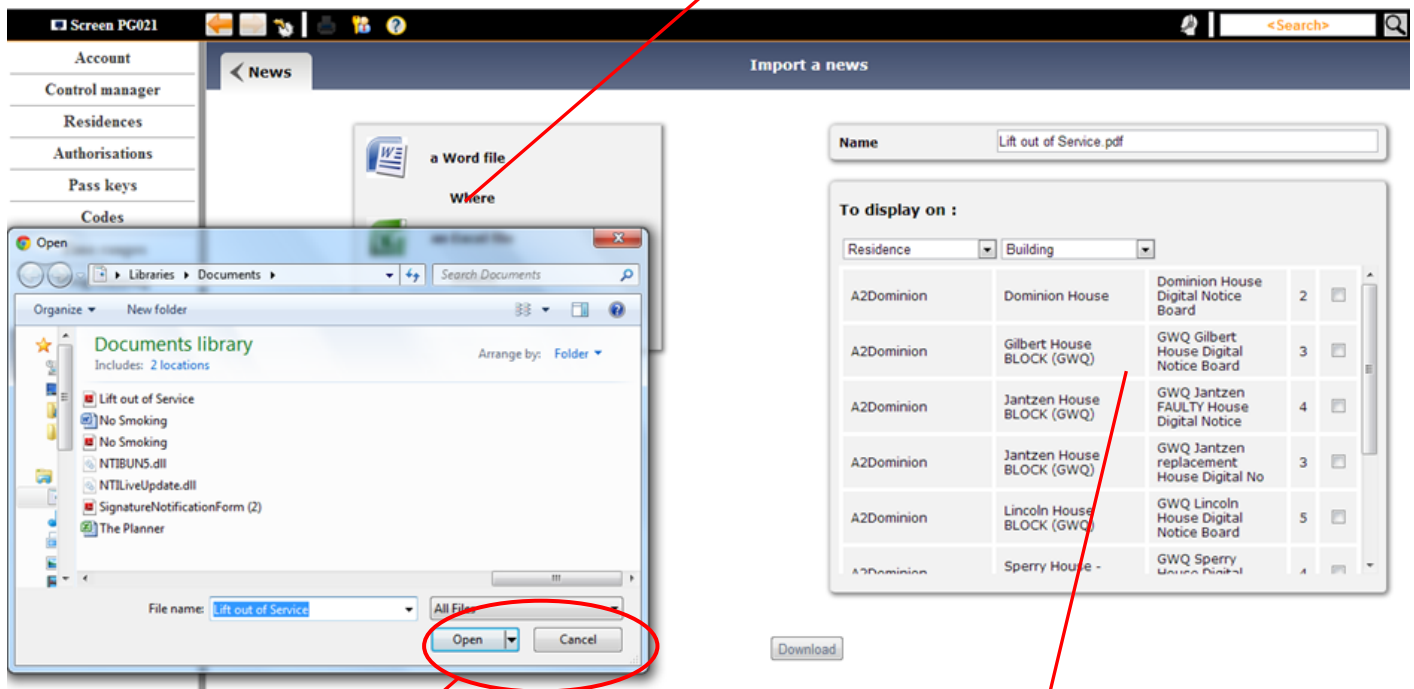


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Create Notices

1. Click which type of document you would like to upload – Word , Excel of PDF. Once clicked it will offer you a box/ window to locate the file on your computer.



2. Once you have located the file click open and it will add the file name to the box in the top right.

3. Now select which sites the notice is to be displayed on by ticking the box on the right of each site name. Then click the Download button at the bottom of the screen. Please note to adjust when a Notice will be displayed you will need to click on the notice once updated. (see previous page)



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Uploading Notices

1.) Click the display panels tab to see list of all Display Panels that you manage.

The screenshot shows the AST Digital Display User Guide interface. The 'display panel(s)' tab is selected in the top navigation bar. The main area displays a table of display panels. The table has columns for 'Residence', 'Building', 'Display panel', and 'Nb. Pages'. The 'Update' button is highlighted in the top right corner of the table.

Residence	Building	Display panel	Nb. Pages
A2Dominion	Dominion House	Dominion House Digital Notice Board	5
A2Dominion	Gilbert House BLOCK (GWQ)	GWQ Gilbert House Digital Notice Board	6
A2Dominion	Jantzen House BLOCK (GWQ)	GWQ Jantzen FAULTY House Digital Notice	7
A2Dominion	Jantzen House BLOCK (GWQ)	GWQ Jantzen replacement House Digital No	6
A2Dominion	Lincoln House BLOCK (GWQ)	GWQ Lincoln House Digital Notice Board	8
A2Dominion	Sperry House - BLOCK (GWQ)	GWQ Sperry House Digital Notice Board	7
A2Dominion	Trico House BLOCK (GWQ)	GWQ Trico House Digital Notice Board	8
AST Exhibition System	Block with AST Visio Panel	Dominion House display panel (ex. AST)	6
Richmond Housing Partnership	Cavendish House	Cavendish House TW10 DISPLAY	6

Click Update button after any changes or new notices have been added.

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