Self-Hosted ViewletCentral™

User Manual

Store   Manage   Collect   Report   Measure

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Contents
(Page 1)

Contents
(Page 2)

Introduction – A Note About This Guide

Welcome to the *ViewletCentral Self-Hosted* user guide.

Qarbon's products and services are very flexible. So, as you work in your authoring app (ViewletBuilder or ViewletQuiz) or within the ViewletCentral Self-Hosted web-based interface, you will find there are usually a few different ways to access the same features and tools. Why is this important to you?

Qarbon designs its products and services to provide multiple workflow options to meet many different authoring styles. So, for example, if you are a newbie, you might feel more comfortable working with menus and toolbars. As you gain experience, you may realize using keyboard shortcuts, right click menus or even double click actions for instant dialog access helps you 'speed things up' – use what's right for you!

That said, we need to point out that this guide provides detailed instructions for working within your Qarbon authoring app in combination with your ViewletCentral Self-Hosted account. But, the examples shown throughout this guide are NOT all inclusive, however, they should provide you with a solid foundation as you create, share, design, edit, save, publish and deploy your eLearning Viewlet assets.

Getting Started

This *Getting Started* chapter provides an overview of ViewletCentral Self-Hosted along with important information to help you familiarize yourself with this service.

WHAT IS VIEWLET CENTRAL SELF-HOSTED

ViewletCentral Self-Hosted is a highly secure, server-based system where you can perform account and project management activities easily and efficiently from one single location. It allows Viewlet project sharing and publishing directly to your Self-Hosted server.

The ViewletCentral Self-Hosted solution offers via:

ViewletBuilder and ViewletQuiz

- Viewlet project creation and editing
- Project storage with valuable check-in and check-out tools (project sharing)
- Publishing directly to the ViewletCentral Self-Hosted server

Online Web Interface
- A convenient landing page for quick access to published Viewlets (*My Viewlets*)
- Student assignment and tracking (*My Assignments)*
- Utilization and statistical data (*My Dashboard*)
- Certificate template design (*My Certificates*)
- Project (source file) audit trails for information and history *(My Projects)*
- User profiles and subscription management (*My Account*)

Each Viewlet published to ViewletCentral Self-Hosted has its own unique URL so viewers can access your Viewlet content online from an LMS, web links, chat windows, emails, social networks, etc. Every time you republish your Viewlet to ViewletCentral Self-Hosted, the newly published Viewlet will automatically be available to viewers without sacrificing the integrity of the original link. A publishing history provides an audit trail for each Viewlet for revision history review.

TECHNICAL REQUIREMENTS

In order to run ViewletCentral Self-Hosted, it is necessary to purchase the applicable software to run on the users' server. ViewletCentral Self-Hosted is normally installed on a distinct server within the organization's network and provides a secure centralized storage area for Viewlets project files.

Server Software Requirements

Currently, Microsoft Windows and Linux operating systems are supported (see versions below). On both, Java SE (version 6) Runtime Environment (JRE) is required to run ViewletCentral Self-Hosted. An existing SMTP mail server and PostgreSQL database server (version 8.3 or newer) are also required (either on the same server or on the network).

Microsoft Windows
- Windows Server 2008 (Standard or Enterprise)
- Windows Server 2003 (Standard or Enterprise)
- Windows 2000 Server (Standard or Enterprise)

Linux
- Mandrake version 8 and up
- Red Hat version 8 and up
- SuSE version 8 and up
- Debian version 2.2 and up
- Gentoo version 1.2 and up

Hardware Requirements

- Server Processor Type:
  - Intel Pentium 4 or Xeon
  - AMD Athlon or Opteron

- Server Processor Speed: 2GHz or more*

- Server Memory: 1GB or more

- Server Storage: 100GB or more**

Dual Processors recommended
**External backup and internal RAID recommended

Client Requirements

- Administration: The ViewletCentral Management Client is web browser-based and supports any client platform that can run Microsoft Internet Explorer 5.x (and up), Netscape 6.x (and up) or Firefox 1.x (and up) browsers.

- Authoring apps: ViewletBuilder8, ViewletBuilder7, ViewletBuilder6, ViewletBuilder5 (any version), ViewletBuilder4 Pro (version 4.4.9 or later), ViewletQuiz5, ViewletQuiz4, ViewletQuiz3, ViewletQuiz2

ViewletCentral Self-Hosted is sold on a per-server license model and includes the ViewletCentral Server Application, Management Client and installation instructions. Each additional server running ViewletCentral Self-Hosted requires the purchase f a license of the ViewletCentral Server Application.

Visit us online for the most recent information regarding ViewletCentral Self-Hosted features, limits and supported applications as well as client-side technical requirements.

Contact us at 1-855-VIEWLET or through our Contact Form for current pricing and related ViewletCentral Self-Hosted information.

Admin Account Access

This *Admin Account Access* chapter provides information on accessing ViewletCentral Self-Hosted from the web-based interface.

INITIAL ADMINISTRATOR (WEB-BASED) ACCESS

When the ViewletCentral Self-Hosted server is first installed, only a single user account for the administrator is provided. The default login information is:

Email: **change@me.com**
Password: **admin**

To prevent unauthorized access, we suggest you change the administrator email and password as soon as possible. To do this:

1. Make sure you are connected to the Internet (or your internal ViewletCentral Self-Hosted server, whichever is applicable).

2. Use a web browser to access the login page for your ViewletCentral Self-Hosted account. This URL can be provided to you by the person responsible for installing your ViewletCentral client.

3. Enter in the default login information (email: change@me.com; password: admin) and click the **Login** button.

4. On the *My Account > Users* page that displays, click the **Edit Account** (pencil) icon inline with the account administrator's name.

5. On the page that displays, modify the administrator's information as needed.

6. Click the **Update User** button.

7. When the information page displays, click the **Back** button to return to the list of users.

Further information about users, groups and profiles management is discussed later in this guide in the *My Account* section.

LOGGING OUT OF VIEWLETCENTRAL SELF-HOSTED

Once you are finished working in your ViewletCentral Self-Hosted account, it's recommended (as a best practice) that you log out BEFORE closing your browser. Click the **Logout** link in the navigation menu.
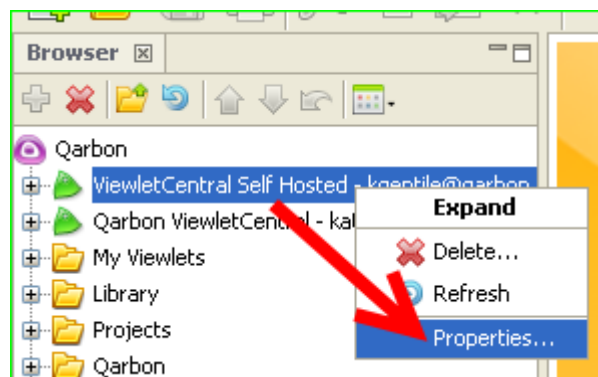
Accessing ViewletCentral Self-Hosted

ViewletCentral Self-Hosted allows you to:

- Check Viewlet project source files in and out from your authoring app
- Publish Viewlets directly to your account from your authoring app
- Manage users within your account
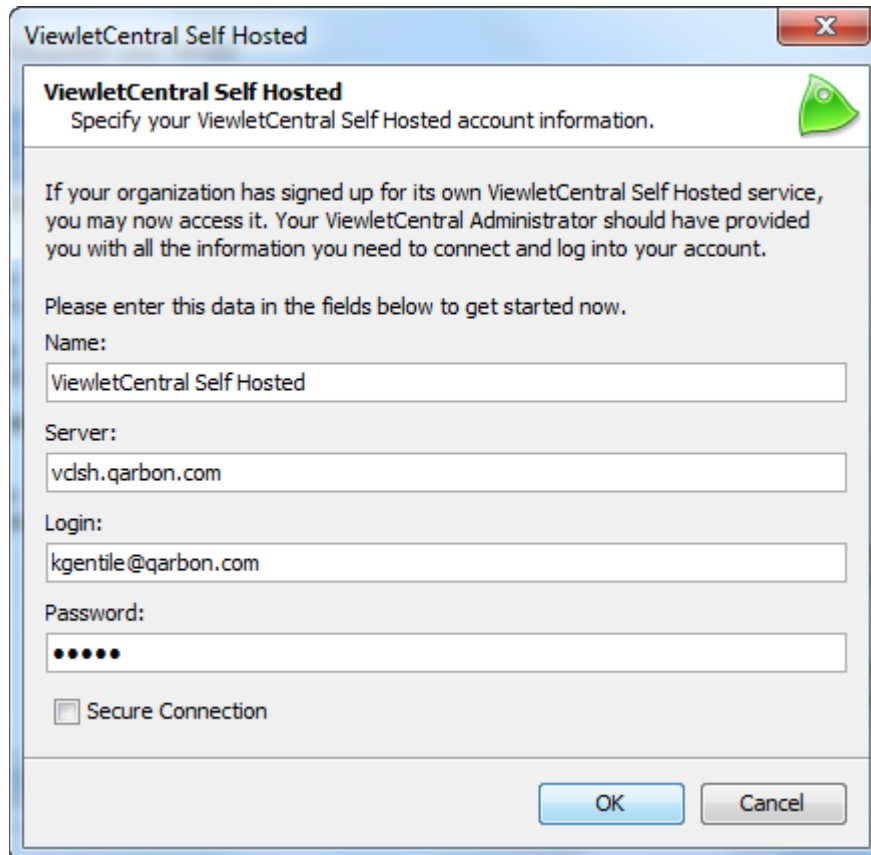- Perform other various user management and Viewlet hosting tasks

BROWSER TAB (VIEWLETBUILDER OR VIEWLETQUIZ) ACCESS

In order to check projects in and out of ViewletCentral Self-Hosted, you will need to establish an online connection to your account via the *Browser* tab. You can also perform other tasks from this view such as publishing your Viewlets to your server.

1. Make sure you are connected to the Internet (or your internal ViewletCentral Self-Hosted server, whichever is applicable).

2. Launch your Qarbon authoring app (ViewletBuilder or ViewletQuiz).

3. Open your *Browser* tab. If it is not displayed, select **View** > **Tabs** > **Browser** from the menu.

4. Right click on the ViewletCentral Self-Hosted icon and select **Properties** from the shortcut menu.

5. In the window that displays, enter your information in the requested fields (Name, Server, Login, Password).

6. Optional: Select the **Secure Connection** check box, if applicable.

ViewletCentral Self Hosted

ViewletCentral Self Hosted
Specify your ViewletCentral Self Hosted account information.

If your organization has signed up for its own ViewletCentral Self Hosted service, you may now access it. Your ViewletCentral Administrator should have provided you with all the information you need to connect and log into your account.

Please enter this data in the fields below to get started now.

Name:

ViewletCentral Self Hosted

Server:

vclsh.qarbon.com

Login:

kgentile@qarbon.com

Password:

•••••

☐ Secure Connection

OK   Cancel

7. Click **OK**. Once authenticated, your access information will be saved and you will be returned to your previous view.

Note: Adding ViewletCentral Self-Hosted to the Browser tab will make it accessible in the Publishing Dialog and visa versa.

**PUBLISHING DIALOG (VIEWLETBUILDER OR VIEWLETQUIZ) ACCESS**

To publish your Viewlets to your ViewletCentral Self-Hosted account from within your authoring app, you will need to configure it as a publishing target from inside the Publishing Dialog.

1. Make sure you are connected to the Internet (or your internal ViewletCentral Self-Hosted server, whichever is applicable).

2. Launch your Viewlet authoring app (ViewletBuilder or ViewletQuiz).

3. Open a project. You will need to do this step in order to have access to the Publishing Dialog whether or not you are publishing the project.

4. Select **Project** > **Publish Viewlet** from the menu.

5. In the *Publish Viewlet* window that displays, click the **Add** (green plus sign) button open the list of publishing targets.

6. Select **ViewletCentral Self-Hosted** (previously referred to as 'Corporate ViewletCentral') from the list.

7. In the window that displays, enter your information in the requested fields (Name, Server, Login, Password).

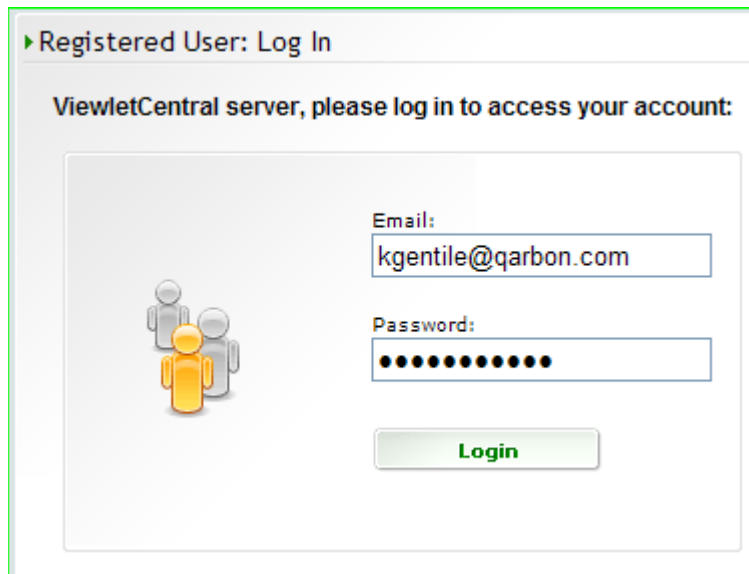8. Optional: Select the **Secure Connection** check box, if applicable.

☑ Secure Connection
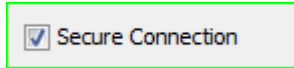
9. Click **OK**. Once authenticated, this dialog will close and your ViewletCentral Self-Hosted server will be added to your list of publishing targets.
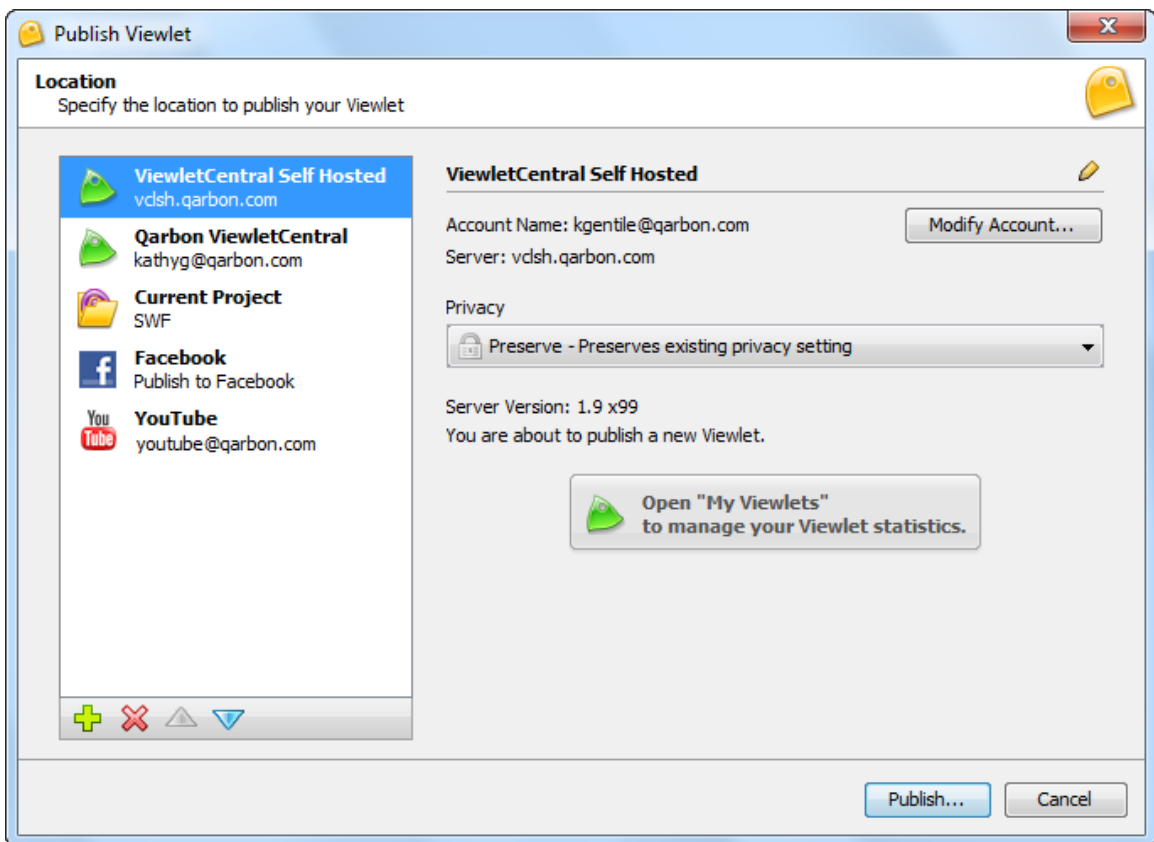
WEB-BASED ACCESS

You will need to access your ViewletCentral Self-Hosted account from the applicable web page login interface. The URL for this page will be provided to you by the person responsible for installing your ViewletCentral client. The web interface is used to manage your users, groups and profiles as well as other Viewlet management tasks (not performed directly from your Viewlet authoring app).

1. Make sure you are connected to the Internet (or your internal ViewletCentral Self-Hosted server, whichever is applicable).

2. Open your browser and enter the URL to your ViewletCentral Self-Hosted server's login page. (You will need to get this information from the person responsible for installing your ViewletCentral client.)

3. Enter your login information (email and password).

> ▸ Registered User: Log In
>
> ViewletCentral server, please log in to access your account:
>
> Email:
> kgentile@qarbon.com
>
> Password:
> ●●●●●●●●●●●
>
> **Login**

4. Click the **Login** button to access your ViewletCentral Self-Hosted account.

Content (Project) Management

When working in your Viewlet authoring app while connected to your ViewletCentral Self-Hosted account, you have access to content management tools for your own projects as well as those within your group (depending on access permissions). Content management may include:

- Creating and Editing Projects
- Project Check-In and Check-Out
- Sharing Projects with Your Group
- Publishing Projects

Let's take a look at each of these separately.

CREATING AND EDITING PROJECTS

All Viewlet project creation and editing occurs within your Qarbon authoring app. Please refer to your ViewletBuilder or ViewletQuiz user guide for more information creating Viewlets. Once you create and edit your new project, save it to your local computer. Then you will add the new project to your ViewletCentral Self-Hosted account (instructions to do this covered next).

PROJECT CHECK-IN AND CHECK-OUT

At the core of ViewletCentral Self-Hosted content management is its document management features. These include adding new projects, document check-in/check-out controls and time-stamped audit history for each project.

Tree Menu & Toolbar Options (Browser View)

Access to your ViewletCentral Self-Hosted project files is accomplished through your Qarbon authoring app via the *Browser* view. The project files and folders are displayed in a tree menu with icons along a toolbar (located at the top of the *Browser* tab) for working with selected items.

Tree Menu – Folders & Files
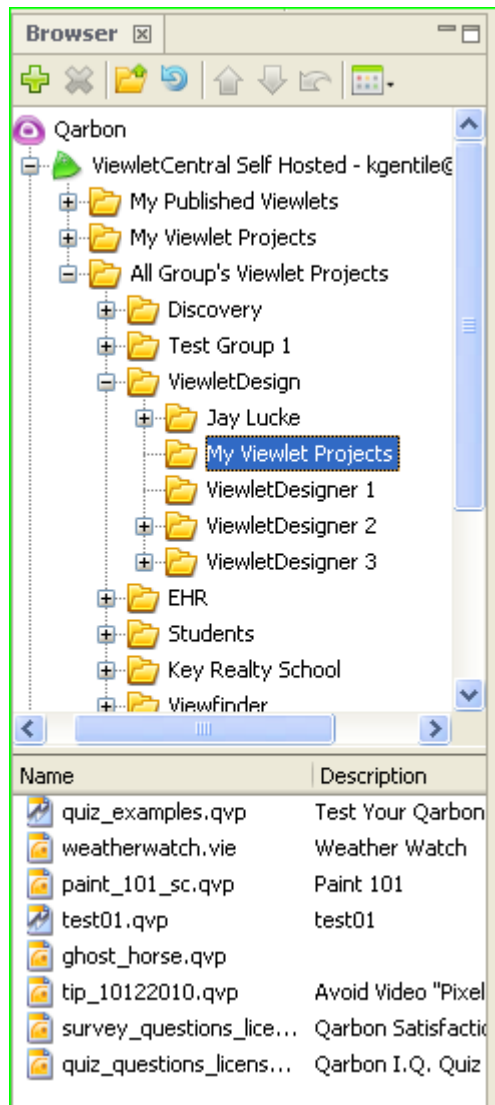
The image above shows an example of a ViewletCentral Self-Hosted account's Tree Menu as displayed in a Browser tab. The number of panes (two are shown above) and how the folders and files are displayed depend on the options selected in the 'Views' menu.

To display the Tree Menu:

1. While connected to the Internet, open the *Browser* tab within your Qarbon authoring app (ViewletBuilder or ViewletQuiz).

2. Click on the **ViewletCentral Self-Hosted** icon. This will expand the files and folders available to you on the server.

3. Select a folder (from the top pane). Child folders and/or project files contained within the selected folder will display both in the top pane as well as the bottom pane.

Toolbar Options

When you have the **ViewletCentral Self-Hosted** icon selected, you will find various buttons along the top of the *Browser* tab available for working with folder and files in the Tree Menu. These buttons include:

 Add...
Adds new file to the server.

 Delete
Deletes selected file from the server.

 Up One Level
Moves up one folder level from the selected folder.

 Refresh Current Folder
Refreshes the selected folder.

 Check the Selected Files into ViewletCentral
Uploads/checks the selected files into the server.

 Check the Selected Files Out of ViewletCentral
Downloads/check the selected files out of the server.

 Undo the Check Out of the Selected Files
Undoes the action of checking out the selected files from the server.

▦ Views

Provides options for how the ViewletCentral Self-Hosted folders and files are displayed in the *Browser* tab in the Qarbon authoring app (ViewletBuilder or ViewletQuiz).

```
    Icon View
  ● Details View
    Thumbnail View

    Sort by Name
  ▼ Sort by Last Modified
    Sort by Size

    Show All Files
  ● Show Common Files
    Show Project Files Only

  ● Show Folders
```
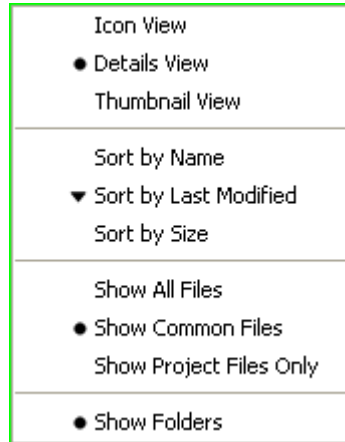
Options available on the 'Views' menu.

Adding a New Project

Viewlet projects are created in your Qarbon authoring app (ViewletBuilder or ViewletQuiz) and initially saved locally. Once saved, you can add the source file to your ViewletCentral Self-Hosted account.

1. Make sure you are connected to the Internet (or your internal ViewletCentral Self-Hosted server, whichever is applicable).

2. Open your Qarbon authoring app (ViewletBuilder or ViewletQuiz).

3. Display the *Browser* tab. If it is not displayed, select **View** > **Tabs** > **Browser** from the menu bar.

4. Click the '+' icon next to ViewletCentral Self-Hosted to expand the tree menu of folders available in your account.

5. Select the folder where you want to add your Viewlet project's source file.

6. Click the **Add** (green plus) icon on the toolbar.

7. In the *Add a file to the ViewletCentral* dialog that displays:

   a. Click the folder icon to locate and select your file.

   b. Enter a title for your project.

   c. Enter a description.

   d. Enter in text for keywords (words/phrases separated by commas).

   e. Click **OK**.

Add a file to the ViewletCentral   X

File

·8 Enterprise\Projects\designing forms\designing forms.qvpx

Title

Designing Forms for the Web

Description

basic instructions for online forms

Keywords

qarbon,viewlet,viewletbuilder, online forms, design, basics

OK   Cancel
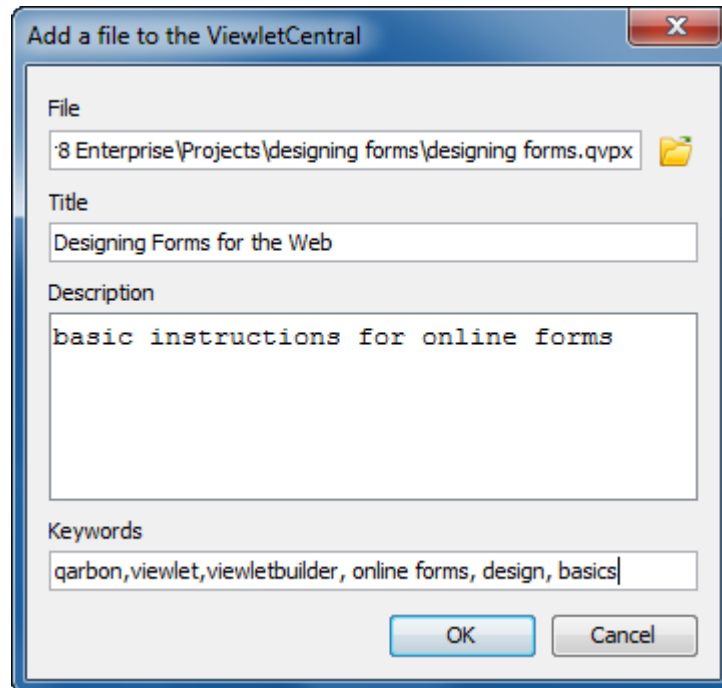
8. Verify the project is added to the list of files in your account projects folder.

SHARING PROJECTS WITH YOUR GROUP

A collaborative aspect of ViewletCentral Self-Hosted is project sharing with those in your group. What this means is that you can not only check out your own project files, but those you have access to from other team members within your group. Once a document is checked out, access to it is locked by other authors until the project is checked back in.

1. Make sure you are connected to the Internet (or your internal ViewletCentral Self-Hosted server, whichever is applicable).

2. Open your Qarbon authoring app (ViewletBuilder or ViewletQuiz).

3. Display the *Browser* tab. If it is not displayed, select **View** > **Tabs** > **Browser** from the menu bar.

4. Click the '+' icon next to ViewletCentral Self-Hosted to expand the tree menu of folders available in your account.

File Check Out

Note: The instructions explain how to check out a single file from the server, but you can select multiple files to check out at the same time.

1. Select the file you want to check out.

2. Click the **Check the Selected Files Out of ViewletCentral** (blue down arrow) icon on the toolbar.

3. In the *Check Out* dialog, select a location where you want to check the file out to on your local machine. If needed, click the **Browse** button to select a different folder location.
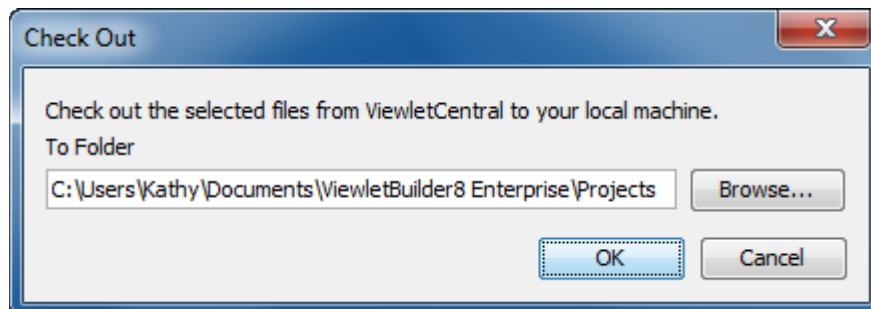
4. Click **OK**.

5. The file is downloaded to the selected location.

6. Once the download is complete, a 'padlock' displays on the project's icon (in the list) in the Qarbon app indicating the file is 'checked out' from the server and unavailable until it is checked back in.

File Check In

Note: The instructions explain how to check a single file back into the server, but you can select multiple files to check into the server at the same time.

1. Select the file you want to check in..

2. Click the **Check the Selected Files into ViewletCentral** (blue up arrow) icon on the toolbar.

3. Enter the changes made to the project in the *Check In* dialog that displays.

Check In   ✕

Check in the selected files from your local machine to ViewletCentral.

Description of Changes

Checked answers, scores and fixed typos.

                                              OK   Cancel
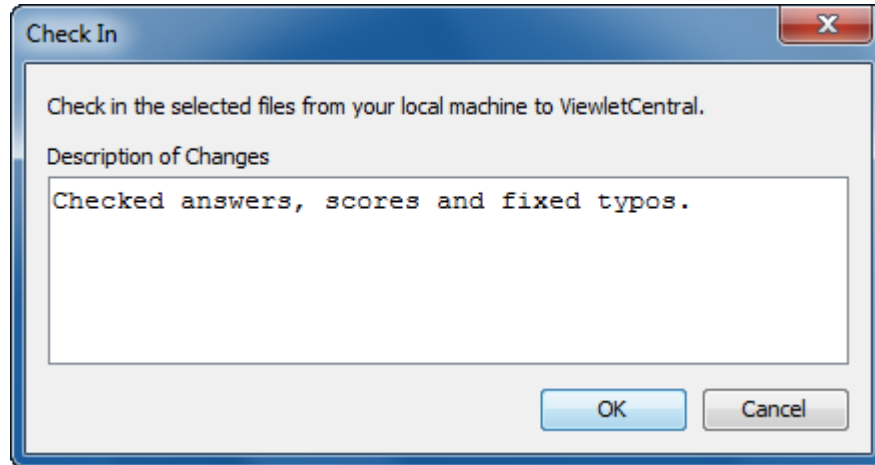
4. Click **OK**. The file is checked back into the server, the padlock is removed from the file name icon and the description of changes is added to project's history.

PROJECT HISTORY & PROPERTIES

ViewletCentral Self-Hosted provides you with a vital audit trail of projects as they are added to the server and checked in and out. In addition, you can view the properties associated with folders and files on the server.

Project History

In the *History* dialog, you can view a versioning audit trail of your project, including version number, date/time stamp, author and comments (if applicable).

History   ✕

#	Date	Author	Comment	
1	8/15/13 8:24 AM	kgentile@qar...	Test Your Qarbon I.Q. Quiz	
2	8/20/13 12:27 PM	kgentile@qar...	Reviewed project for content,...	
3	8/21/13 8:07 AM	kgentile@qar...		
4	4/22/14 8:56 AM	kgentile@qar...	Checked answers, scores and ...	

                                                            Close
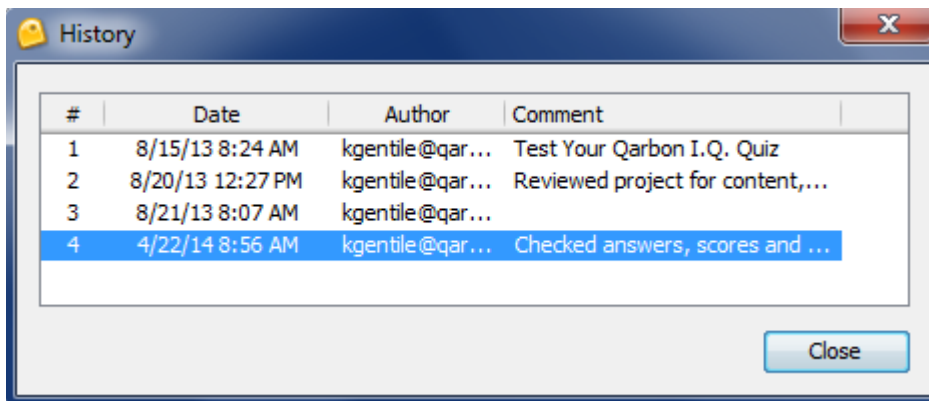
To view a project's history:

1. In the *Browser* tab, select the **ViewletCentral Self-Hosted** icon to display all the folders and files you have access to on the server.

2. Locate the desired file and right click on it to display its shortcut menu.

3. Select **ViewletCentral File History**... from the menu.
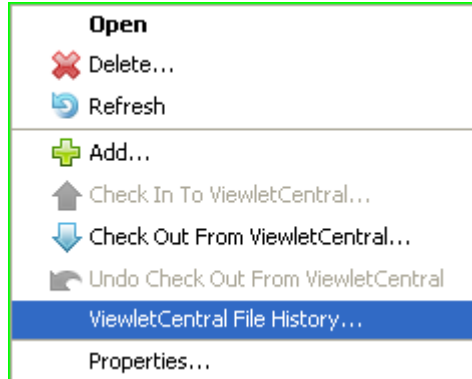
4. The *History* dialog displays. When you are finished reviewing the information, **Close** the dialog.

Properties

The *Properties* dialog displays the 'attributes' of the selected folder or file.

Folder Properties

A folder's *Properties* dialog includes an image of a folder and General Attributes (folder name, description and dimensions).
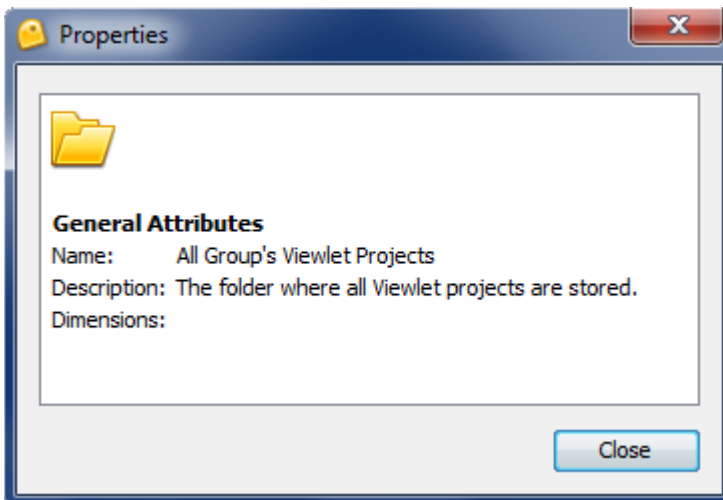
To view a folder's properties:

1. In the *Browser* tab, select the **ViewletCentral Self-Hosted** icon to display all the folders and files you have access to on the server.

2. Right click on the desired folder to display its shortcut menu.
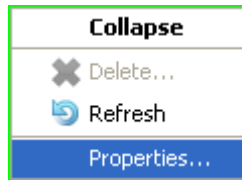
3. Select **Properties...** from the menu.

Collapse

✖ Delete...

🔄 Refresh

Properties...

4. The *Properties* dialog displays. When you are finished reviewing the information, **Close** the dialog.

Project Properties

A project's *Properties* dialog includes a thumbnail of the project's first slide, General Attributes (file name, description, date/time stamp the last time the project was modified, size, and slide dimensions), Project Attributes (description, original creation date and number of slides in the project), and Managed File Attributes (version number and check out status).

Properties   ✖

General Attributes
Name: quiz_examples.qvp
Description: Test Your Qarbon I.Q. Quiz
Modified: 4/22/14 8:56 AM
Size: 174,000 bytes
Dimensions: 800 x 600

Project Attributes
Description:
Created: 1/13/10 7:47 AM
Slides: 12

Managed File Attributes
Version: 4
Status: Available

Close
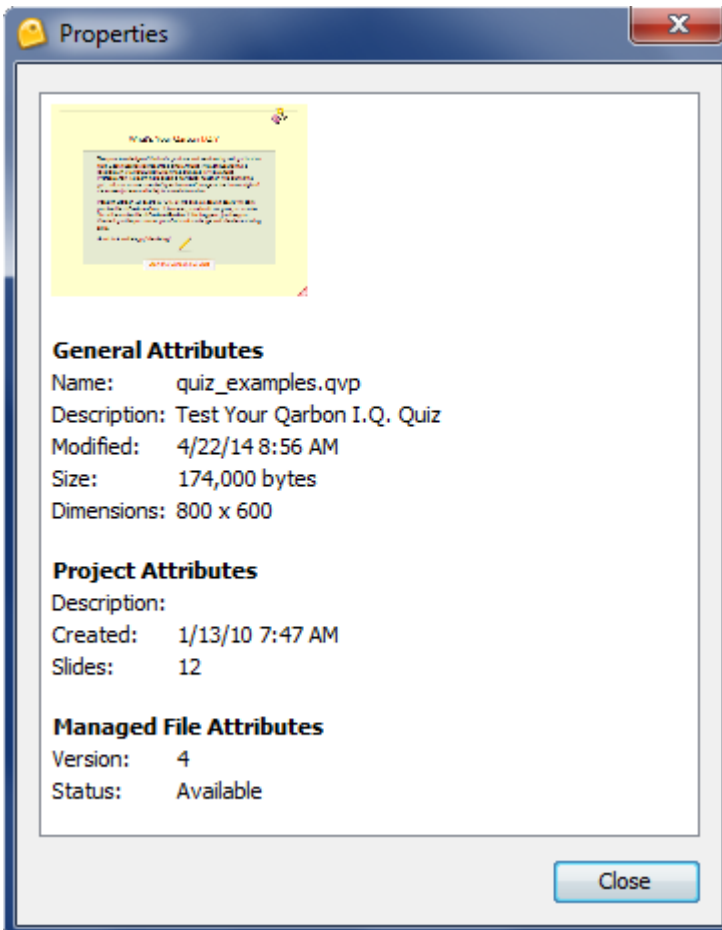
To view a project's properties:

1. In the *Browser* tab, select the **ViewletCentral Self-Hosted** icon to display all the folders and files you have access to on the server.

2. Right click on the desired file to display its shortcut menu.
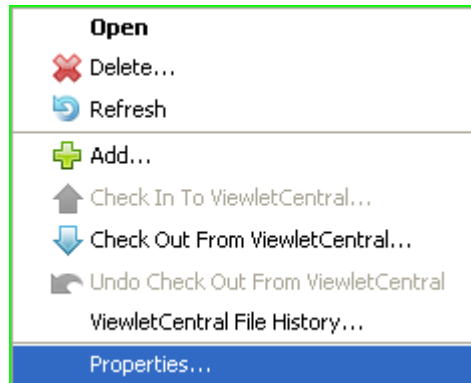
3. Select **Properties...** from the menu.

4. The *Properties* dialog displays. When you are finished reviewing the information, **Close** the dialog.

PUBLISHING PROJECTS

Projects can be published directly to your ViewletCentral Self-Hosted server from your Qarbon authoring app (ViewletBuilder or ViewletQuiz). Keep in mind, any time you make any changes to your project source file, you MUST publish it again to updated the published files.

To publish a project to ViewletCentral Self-Hosted:

1. Make sure you are connected to the Internet (or your internal ViewletCentral Self-Hosted server, whichever is applicable).

2. Launch your Viewlet authoring app (ViewletBuilder or ViewletQuiz).

3. In the *Browser* tab, select the **ViewletCentral Self-Hosted** icon to display all the folders and files you have access to on the server.

4. Check out the desired project to your local machine. If prompted, save the file.

5. Open the project (from your local machine) inside your Qarbon authoring app (ViewletBuilder or ViewletQuiz).

6. Make modifications to the project as needed and save it.

7. Select **Project** > **Publish Viewlet** from the menu.

8. In the *Publish Viewlet* window that displays, select the **ViewletCentral Self-Hosted** publishing target.

   Note: If you do not have 'ViewletCentral Self-Hosted' as a publishing target, you will need to add it to your list. For more information, review the steps outlined in the 'Publishing Dialog (ViewletBuilder or ViewletQuiz) Access' section found earlier in this guide.

9. Click the **Publish** button

10. Once published, a URL displays to path to where your project is published on the server. Click **View** to play the Viewlet back from the server location, or copy the URL to share with others (LMS, emails, web site, social networks, chats, etc.).

11. **Close** the dialog to return to your Qarbon authoring app (ViewletBuilder or ViewletQuiz).

12. **Close** your project so that you can view your list of projects in the *Browser* tab.

13. Select the file and click the **Check the Selected Files into ViewletCentral** (blue up arrow) button.

14. In the *Check In* dialog, enter in the changes made to the file in the field provided.

15. Click **OK**. The padlock is removed from the icon over the file name (in the list) indicating the project is uploaded/checked back into the server.

ViewletCentral Self-Hosted Views

ViewletCentral Self-Hosted is organized into different areas:

- My Viewlets
- My Assignments
- My Dashboard
- My Certificates
- My Projects
- My Account

Each of these areas is referred to as a *view* and features its own unique set of Viewlet management tools.

NAVIGATION TIPS

Most of the time when you are working in ViewletCentral Self-Hosted, navigation menus and buttons are straightforward. There may be times, though, when you get to a page within ViewletCentral Self-Hosted and it may not be obvious where you are in your account or how to return to a previous page, one a few levels up, etc. In these cases, here are some additional (and often less obvious) navigational elements you can use.

Breadcrumbs
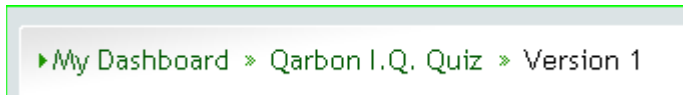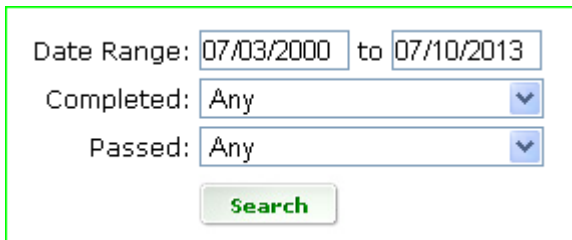
As you navigate through your ViewletCentral Self-Hosted account, you will notice that there is a path (also known as breadcrumbs) right below the menu links. These breadcrumbs show you where you currently are within your account. Mouse over the different pages in the navigational (breadcrumbs) path and, if the cursor changes to a hand shape, you can click that page to revisit it.

Back Button
Another option, when you want to quickly revisit the previous page, is via a browser button. Simply click your browser's **Back** button to reload the last page you visited in your ViewletCentral Self-Hosted account.

THE SEARCH TOOL

While in some of the different views, you will see a *search* tool that will allow you to narrow down the list of what you are looking for.

Date Range:	07/03/2000	to	07/10/2013
Completed:	Any ▾		
Passed:	Any ▾		
	Search		

The image above shows an example of a Search tool available in a 'drill down' view within My Dashboard. Depending on your location within ViewletCentral Self-Hosted, search options will vary.

The views included are:

My Viewlets and My Dashboard Views

In *My Viewlets* and *My Dashboard*, you can narrow down the list of Viewlets by performing searches by title, author or description.

1. Type in a key word(s) in the search field.
2. Select the search type you want to perform from the drop-down list (**Title**, **Author**, **Description**).
3. Click the **Search** button to display results.
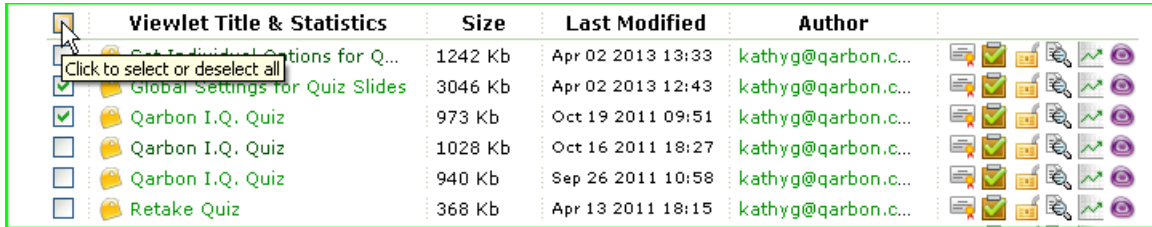
My Account View

In *My Account*, you can narrow down the list of users by performing searches by first name, last name, or email.

1. Type in a key word(s) in the search field.
2. Select the search type you want to perform from the drop-down list (**First Name**, **Last Name**, **E-mail**).
3. Click the **Search** button to display results.

Note: Additional Search tools may be available (in addition to those mentioned above) the further you drill down into pages within your ViewletCentral Self-Hosted account.

THE SELECT TOOL (TABLE LISTS)

	Viewlet Title & Statistics	Size	Last Modified	Author	
☐	Set Individual Options for Q...	1242 Kb	Apr 02 2013 13:33	kathyg@qarbon.c...	
	Click to select or deselect all				
☑	Global Settings for Quiz Slides	3046 Kb	Apr 02 2013 12:43	kathyg@qarbon.c...	
☑	Qarbon I.Q. Quiz	973 Kb	Oct 19 2011 09:51	kathyg@qarbon.c...	
☐	Qarbon I.Q. Quiz	1028 Kb	Oct 16 2011 18:27	kathyg@qarbon.c...	
☐	Qarbon I.Q. Quiz	940 Kb	Sep 26 2011 10:58	kathyg@qarbon.c...	
☐	Retake Quiz	368 Kb	Apr 13 2011 18:15	kathyg@qarbon.c...	

If you are working with table lists, you will see a selection tool (when available). This option gives you the ability to select one or more items in a list. Or, you can even select all or deselect all listed items too. Here's how it works:

1. To **select one** item in the list, click the check box next to the desired item.

2. To **select multiple** items in the list, click the check box next to each of the desired items.

3. To **select all** items in the list, click the top box (above the divider that's inline with the column headers).

4. To **deselect all** items in the list, click the top box (above the divider that's inline with the column headers). *Note: This will only work if ALL the items in the list are already selected.*

EXPORT DATA

ViewletCentral Self-Hosted offers you the option of exporting utilization data and related details throughout the different views. If needed, you can use this tool to export this information out of ViewletCentral Self-Hosted and backend it to your own database application.

Export Details to CSV	Export to CSV

Export to CSV

In *My Viewlets* and *My Dashboard* you will see **Export to CSV** (or similar) buttons that will allow you to export the data on the current page out to a CSV (comma separated values) file. To use this feature:

1. While in your ViewletCentral Self-Hosted account, if you need to export data on any of the pages while in either *My Viewlets* or *My Dashboard*, look for an export button.

2. Click the **Export to CSV** (or similar export) button.

3. A *File Download* dialog window displays. Click the **Save** button.

4. In the *Save As* dialog window that displays, browse to the location where you want to save the file and click the **Save** button.

5. Import the CSV file into your own database application for editing and data manipulation.

MY VIEWLETS

The *My Viewlets* view contains a list (in table format) of all the Viewlets published in your account.

Viewlet Title & Statistics

- **Title**: This data is extracted from the information entered in your source file's Viewlet Profile (**Project** > **Project Properties** > **Viewlet Profile** > *Viewlet area* > *Title field*). If the *Title field* is left blank in the source file, the project's file name will be used as its title in ViewletCentral Self-Hosted.

- **Statistics**: Click the [*Viewlet's title*] to drill down into the *Dashboard* to view detailed statistics for this Viewlet.

Size

This is the size of your published file.

Last Modified

This is the date and time the Viewlet was published. If the Viewlet was published multiple times, the last publication date and time displays.

Author

The email address of the registered author who published the Viewlet to this account is listed here.

Assign Certificate

You can assign custom certificates to any of the Viewlet published in your ViewletCentral Self-Hosted account. Certificates are created in *My Certificates*. Also, you will need to create a slide (or slides) with some custom 'text input' fields in order to generate a certificate.

Add Fields to Viewlet Source File to Generate a Basic Certificate:

Note: The following instructions provide a basic example for inserting fields into your Viewlet project to generate a certificate; however, you can customize the design based on your needs.

1. Open a project in your Viewlet authoring app (ViewletBuilder or ViewletQuiz).

2. The next few steps will differ depending on the version of your Viewlet authoring app, but must be completed prior to publishing the Viewlet to ViewletCentral Self-Hosted. With your project open in:

   ViewletBuilder Enterprise or ViewletQuiz
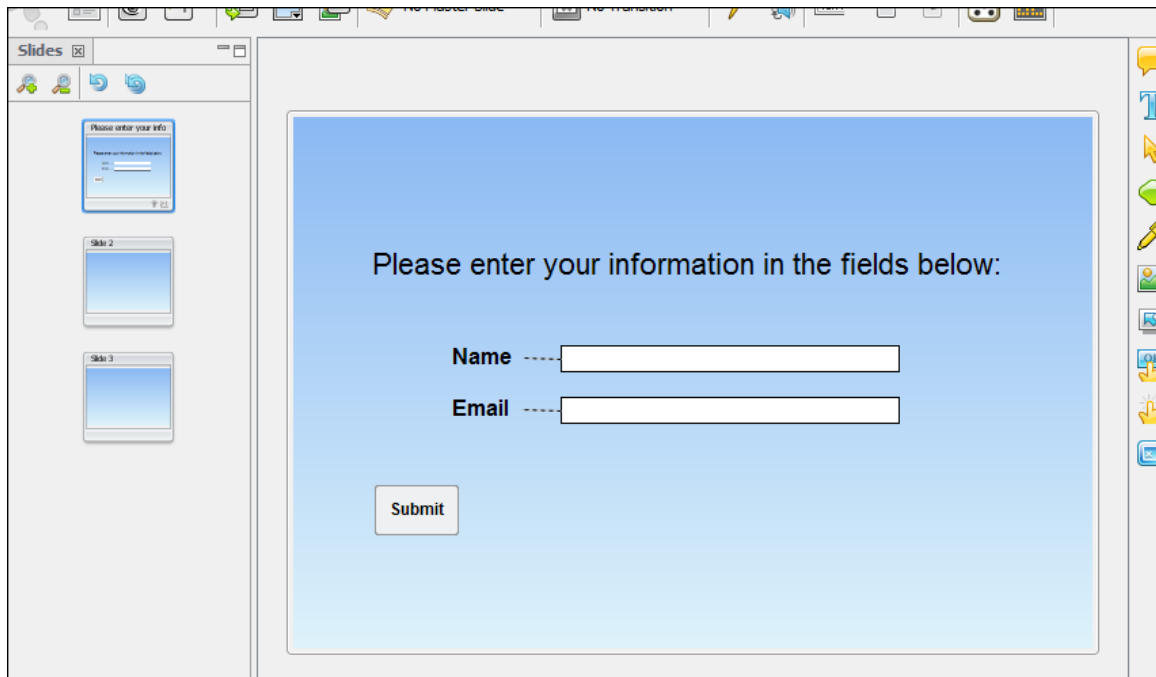
Sample Slide Setup (ViewletBuilder Enterprise / ViewletQuiz) for Capturing Viewer Information for a ViewletCentral Self-Hosted Certificate

   a. Insert a *Question Slide* (Insert > Slides > Question Slides...).

   b. In the *Add Question* window, click the **Add** button.

   c. In the *Question* window:

      i. Select the **Multiple Choice – Fill in the Blanks** question type.

      ii. Type: **Please provide the following information:** in the *Question* field. [Optional: Replace the text in this step with your own if desired.]

iii. Set the *Scoring Mode* to **Survey: Not scored – Does not require a correct answer.**

iv. Click **OK** to accept these settings.

v. Click **OK** to close the *Question* window and generate the slide.

d. Delete the last answer (text box and its associated text input field).

e. Replace the text for 'Choice 1' to: **Name:**

f. Replace the text for 'Choice 2' to: **Email:**

g. Make any other slide design edits as desired.

h. Rename the slide to: **NAME** (using all uppercase letters).

ViewletBuilder Professional

Please type your **name** in the field below and
press the ENTER key.
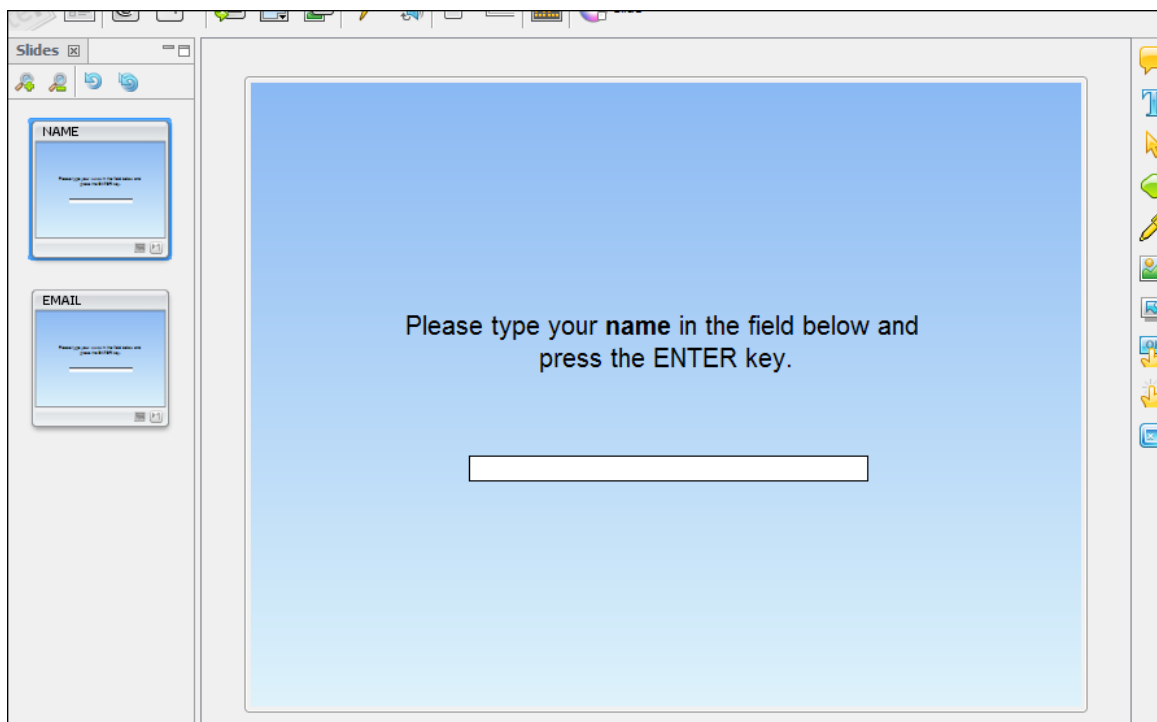
Sample Slides Setup (ViewletBuilder Professional) for Capturing Viewer Information for a ViewletCentral Self-Hosted Certificate

a. Create two (2) blank slides.

b. On the first slide:

i. Rename this slide to: **NAME** (using all uppercase letters).

ii. Insert a Text Zone.

iii. Add a slide text box with the following text: **Please type your Name in the field below and press the Enter key.** Place this text box above the text input field. [Optional: Replace the text in this step with your own if desired.]

      iv.   Delete the three (3) feedback message objects.

      v.   Click the **Scoring** button on the Context Sensitive toolbar.

      vi.   In the *Score* window:

           1.   Select the **Override Settings in Project Properties** option.

           2.   In the *Points* area, set the point value to zero (0).

           3.   In the *Attempts* area, set the value to one (1).

           4.   Deselect the check boxes in the *Reanswer* and *Time* areas.

           5.   Click **OK** to save these settings.

   c.   On the second slide:

      i.   Rename this slide to: **EMAIL** (using all uppercase letters).

      ii.   Insert a Text Zone.

      iii.   Add a slide text box with the following text: **Please type your email in the field below and press the Enter key.** Place this text box above the text input field. [Optional: Replace the text in this step with your own if desired.]

      iv.   Delete the three (3) feedback message objects.

      v.   Click the **Scoring** button on the Context Sensitive toolbar.

      vi.   In the *Score* window:

           1.   Select the **Override Settings in Project Properties** option.

           2.   In the *Points* area, set the point value to zero (0).

           3.   In the *Attempts* area, set the value to one (1).

           4.   Deselect the check boxes in the *Reanswer* and *Time* areas.

           5.   Click **OK** to save these settings.

3.   Save your project and publish it to ViewletCentral Self-Hosted.

Assign Certificate to a Published Viewlet in ViewletCentral Self-Hosted

	Viewlet Title & Statistics	Size	Last Modified	Author	
☐	Support Protocols	699 Kb	Jun 24 2013 09:31	kathyg@qarbon.com	
☐	Enhancing Slide Text with Sh…	1038 Kb	Jun 21 2013 07:41	kathyg@qarbon.com	Assign Certificate
☐	Pro certificate test	834 Kb	Jun 20 2013 09:56	kathyg@qarbon.com	

Note: The following provides instructions for assigning fields from a published Viewlet to create a basic certificate. The Viewlet must contain all the fields necessary to complete this process.

1. Log into your ViewletCentral Self-Hosted account.

2. Click the **Assign Certificate** icon that is inline with the Viewlet you want to assign a certificate.

3. Verify the **Title** and **Description** information is correct.

4. Select a **Certificate** from the drop-down list. Custom certificates can be created in *My Certificates*.

5. Click **Next**.

6. Verify the **Compatibility** status, which should be *PASSED*. If not, you will see details for fixing the compatibility issues next to the status. You will need to resolve these issues before continuing, if applicable.

7. Select a field to be used to collect the viewer's name for the certificate from the **Name Field** drop-down list.

8. Select a field to be used to collect the viewer's email for the certificate to be mailed to from the **Email Field** drop-down list.

9. Optional: Select the check box next to **Copy Author** if you want a copy of the certificate emailed to the Viewlet's author.

10. Click the **Update** button to save (and update) all of the selections for assigning a certificate to this Viewlet.

Preview Assigned Certificate

Once you update the certificate information, you will be returned to *My Viewlets*. You can easily preview any assigned certificates while in ViewletCentral Self-Hosted. This feature also allows you to manually recreate a certificate (without the student having to retake the assessment).

1. In *My Viewlets*, click on the title of the desired Viewlet.

2. On the My Dashboard page the displays, click the **Views** link (top of the page).

3. Optional: You may need to enter in the date range and statuses (completed/passed) information to perform a search to locate information on your particular Viewlet if you do not see any listed.

4. Look at the table at the bottom of the page and click the appropriate **Create Certificate** icon that's inline with the desired viewer whose certificate you want to view.

*Note: You must have at least one (1) view of this Viewlet in order to view a viewer's certificate. Also, the Viewlet may have multiple viewers, so you need to make sure you click the applicable **Create Certificate** icon.)*

Manage Assignments

☐	Viewlet Title & Statistics	Size	Last Modified	Author	
☐	🔶 Support Protocols	699 Kb	Jun 24 2013 09:31	kathyg@qarbon.com	📧 📗 🗒 🔍 📈 👁
☐	🔶 Enhancing Slide Text with Sh...	1038 Kb	Jun 21 2013 07:41	kathyg@qarbon.com	📧 Manage Assignments 👁
☐	🔶 Pro certificate test	834 Kb	Jun 20 2013 09:56	kathyg@qarbon.com	📧 ✅ 🗒 🔍 📈 👁

This feature allows you to manage assignments for a selected Viewlet.

1. Click the **Manage Assignments** icon inline with the desired Viewlet you want to manage. The *Viewlet Assignments* page displays where you create and remove assignments for the selected Viewlet. You will see all of your account users either assigned to this Viewlet (top list) or available to be assigned to it (bottom list).

▸Viewlet Assignments

ⓘ **Manage Assignments for Support Protocols**
This page allows you to create and remove assignments for the selected Viewlet. The top table shows users with an active assignment, and the 2 tables below list the remaining users with no assignment for this specific Viewlet, as well as user groups. The tables allow you to select multiple rows.

☐	Username		Attempted	Completed	Passed
☐	Student C		✘	✘	✘

Remove Selected

☐	Create Assignments for Individual Users	Profile
☐	Kathy Gentile	Central Admin
☐	Kathy Gentile	Central Author
☐	Kathy Gentile	Central Author
☐	Student XYZ	Student

Assign Selected

2. In the **Username** area:

   a. Review the students assigned to this Viewlet and their utilization statuses.

   b. To remove an assignment:

      i. Select the check box(es) next to the desired student(s).

      ii. Click the **Remove Selected** button.

3. In the **Create Assignments for Individual Users** area:

    a. To make an assignment:

        i. Select the check box(es) next to the desired student(s).

        ii. Click the **Assign Selected** button.

Viewlet Privacy

	Viewlet Title & Statistics	Size	Last Modified	Author	
☐	🐝 Support Protocols	699 Kb	Jun 24 2013 09:31	kathyg@qarbon.com	
☐	🐝 Enhancing Slide Text with Sh...	1038 Kb	Jun 21 2013 07:41	kathyg@qarbon.com	Toggle Privacy
☐	🐝 Pro certificate test	834 Kb	Jun 20 2013 09:56	kathyg@qarbon.com	

Toggle between *Unlisted* and *Private* access modes for the selected Viewlet.

- Unlisted mode: Any viewer with the URL can view this Viewlet.

- Private mode: Used in combination with Assignments, blocks general access to viewers who are 'not assigned' to this Viewlet.

To change access mode (permission) to a Viewlet:

1. To determine the current access mode for a Viewlet, take a look at the padlock icon inline with it, and the padlock is:

    ▪ Open (unlocked), this indicates the Viewlet is *Unlisted*

    ▪ Closed (locked), this indicates the Viewlet is *Private*

2. To change the access mode (or toggle between modes), click the **Toggle Privacy** icon inline with the desired Viewlet.

Viewlet Information

	Viewlet Title & Statistics	Size	Last Modified	Author	
☐	🐝 Support Protocols	699 Kb	Jun 24 2013 09:31	kathyg@qarbon.com	
☐	🐝 Enhancing Slide Text with Sh...	1038 Kb	Jun 21 2013 07:41	kathyg@qarbon.com	Viewlet Information
☐	🐝 Pro certificate test	834 Kb	Jun 20 2013 09:56	kathyg@qarbon.com	

ViewletCentral Self-Hosted stores important information specific to each of your Viewlets. To drill down into this data:

1. Click the **Viewlet Information** icon inline with the desired Viewlet.

2. The *Viewlet Information* page displays with:

Viewlet Information	
Author	
Title	Support Protocols
Size	699 Kb
Description	
Content ID	22407
Filename	support_protocols
Number of slides	2
Dimensions	848 X 713
Privacy	Unlisted - anyone with access to the URL can watch it
Viewlet URL	http://www.viewletcentral.com/vc/viewlet/665522407/

[History] [Delete]

          a. Author
          b. Title
          c. Size
          d. Description
          e. Content ID
          f. Filename
          g. Number of slides
          h. Dimensions
          i. Privacy
          j. Viewlet URL

3. After reviewing the Viewlet information, you may opt to:

          a. Click the **History** button to drill further down into the Viewlet information

          OR

          b. Click the **Delete** button to remove the Viewlet from your account while in this view.

Viewlet Stats

☐	Viewlet Title & Statistics	Size	Last Modified	Author	
☐	🐝 Support Protocols	699 Kb	Jun 24 2013 09:31	kathyg@qarbon.com	
☐	🟠 Enhancing Slide Text with Sh…	1038 Kb	Jun 21 2013 07:41	kathyg@qarbon.com	Viewlet Stats
☐	🐝 Pro certificate test	834 Kb	Jun 20 2013 09:56	kathyg@qarbon.com	

You can view 'high-level' statistics on a particular Viewlet. To do this:

1. Click the **Viewlet Stats** icon inline with the desired Viewlet.

2. Review the information in *My Dashboard >> [Viewlet]* view for the selected Viewlet:

a. Version (Date)

b. Viewlets Viewed
   i. Views
   ii. Avg Time

c. Viewlets Completed
   i. Views
   ii. Avg time
   iii. Avg Score

d. Stats

e. Viewers

3. **Version Date**: This detailed list provides information of each time you modified and republished the Viewlet. To remove the audit trail data for earlier versions, click the applicable **Delete** link.

4. **Stats**: You can view additional statistics on the selected Viewlet. To do this:

a. Click the **Stats** link.

b. Review the detailed Viewlet statistics:

Views	11
Completions	4
Passed	4
Passing Grade	0 %
TimedOut	0
Avg. time (all)	01:20
Avg. time (completed)	03:42
Avg. score	67.5 / 100
Lowest score	30 / 100
Highest score	90 / 100
Last Viewed	2013-07-03 08:52:00

Hits

Views
Completions

2013

Period: Yearly ▾   Refresh

Export to CSV

Show/Hide non-interactive slides ⩫

Pause Zone (slide: What's Your Qarbon I.Q. ?)
Question: What's Your Qarbon I.Q. ?

Views	Timeouts	Time Limit	Avg. Time
10	0	0	00:46

Fill in the Blank Question (slide: What Qarbon software suite combines all the features of ViewletBuilder Professional and ViewletQuiz)
Question: What Qarbon software suite combines all the features of ViewletBuilder Professional and ViewletQuiz Professional?

Views	Correct Answers	Timeouts	Max Score	Time Limit	Max Attempts	Avg.	Score Lowest	Highest	Avg. Time	Avg. Attempts
7	4	0	10	0	1	5.71	0	10	00:18	1

Selection From List Question (slide: What do you call a SWF file published by ViewletBuilder or ViewletQuiz)
Question: What do you call a Flash (SWF or FLV) file published by ViewletBuilder or ViewletQuiz?

Views	Correct Answers	Timeouts	Max Score	Time Limit	Max Attempts	Avg.	Score Lowest	Highest	Avg. Time	Avg. Attempts
7	6	0	10	0	1	8.57	0	10	00:09	1

i. Views: This is the number of times the Viewlet was viewed. To see how many times the Viewlet was viewed during a specific time frame (along with additional details):

1. Click the **Views** link.

2. Use the search tool to narrow results (optional).

3. Review the list details that display (Viewer, User, Date, Score, Time and Passed/Completed statuses).

4. **Viewer** details: You can drill further down into a particular viewer's details. To do this:

   a. Click the viewer name or IP address (in the Viewer column) or click the magnifying glass icon at the end of the row. On the page that displays:

IP Address	67.60.41.3
User	Student XYZ
Date	07/03/2013 08:52
Score	90 / 100
Passed	✔
Completed	✔

Pause Zone (slide: What's Your Qarbon I.Q. ?)
Question: What's Your Qarbon I.Q. ?

Time	Timeout
00:01	✔

Fill in the Blank Question (slide: What Qarbon software suite combines all the features of ViewletBuilder Professional and ViewletQuiz)
Question: What Qarbon software suite combines all the features of ViewletBuilder Professional and ViewletQuiz Professional?

Correct Answer: ViewletBuilder Enterprise
Attempt 1: ViewletBuilder Enterprise

Correct	Score	Attempts	Time	Timeout
✔	10 / 10	1 / 1	00:08	✔

   i. If the viewer is an assigned user in your ViewletCentral Self-Hosted account, you can click the **User** link to display a page to:

      1. Narrow results by a date range search.

      2. Review assignments related to the user.

      3. Drill down further into statistics by clicking the **Viewlet** title link (in the table).

      4. View high-level summaries of the slides and viewer interactions by clicking the 'number/number' link in the **Completed** column (in the table).

   ii. Review the additional details for the selected viewer including the high-level stats from the previous page along with expanded results/details for how the viewer interacted with the Viewlet.

5. **User** details: If the viewer is an assigned user in your ViewletCentral Self-Hosted account, you can:

   a. Click the **User** link to display a page to:

       i. Narrow results by a date range search.

     ii. Review assignments related to the user.

   iii. Drill down further into statistics by clicking the **Viewlet** title link (in the table).

   iv. View high-level summaries of the slides and viewer interactions by clicking the 'number/number' link in the **Completed** column (in the table).

6. **Completed** details: You can find out more information about the slides the viewer completed.

> ▸My Dashboard » Qarbon I.Q. Quiz » Viewers » (07/03/2013 08:52)

IP Address	67.60.41.3
User	Student XYZ
Date	07/03/2013 08:52
Score	90 / 100
Passed	✔
Completed	✔

Note: Slides/questions below are displayed in the order they were viewed.

Slide	Type	Correct	Time
1. Slide 1 (What's Your Qarbon I.Q. ?)	Pause Zone		00:01
2. Slide 2 (What Qarbon software suite combines all the features of ViewletBuilder Professional and ViewletQuiz)	Fill in the Blank Question	✔	00:08
3. Slide 3 (What do you call a SWF file published by ViewletBuilder or ViewletQuiz)	Selection From List Question	✔	00:05
4. Slide 4 (What Qarbon product allows you to create and distribute online polls in less then 3 minutes)	Multiple Choice - Single Answer	✔	00:06
5. Slide 5 (What two Qarbon software products make up the ViewletBuilder Enterprise authoring suite)	Multiple Choice - Multiple Answers	✔	00:07
6. Slide 6 (Multiple Choice Fill in the Blanks)	Fill in the Blank Question	✖	00:16
7. Slide 7 (Select the new project types NOT available in each of these Qarbon Viewlet authoring software products)	Selection From List Question	✔	00:17
8. Slide 8 (Multiple Choice True False)	Multiple Choice - Single Answer	✔	00:02
9. Slide 9 (Drag and Drop)	Drag and Drop	✔	00:06
10. Slide 10 (Click Map)	Click Map	✔	00:02
11. Slide 11 (What Qarbon software suite combines all the features of ViewletBuilder Professional and ViewletQuiz)	Slide (duration: 00:00)		00:00

Export to CSV

To do this:

a. Click the 'number/number' link in the **Completed** column.

b. On the page that displays, review the Slide, Type, Correct (status) and Time details for the slides/questions in the order in which the viewer interacted with them.

Preview

	Viewlet Title & Statistics	Size	Last Modified	Author	
☐	🔸 Support Protocols	699 Kb	Jun 24 2013 09:31	kathyg@qarbon.com	
☐	🔸 Enhancing Slide Text with Sh…	1038 Kb	Jun 21 2013 07:41	kathyg@qarbon.com	
☐	🔸 Pro certificate test	834 Kb	Jun 20 2013 09:56	kathyg@qarbon.com	

This feature allows you to launch the published Viewlet in its own browser window for previewing purposes. To do this:

1. Click the **Preview** icon inline with the Viewlet you want to view.

2. The selected Viewlet will display in a new browser window on top of your current ViewletCentral Self-Hosted page. In this window:

   a. Preview the Viewlet as desired.

b. Copy the URL of the Viewlet, if needed, to use on your web site, in your emails, chats, etc.

3. Close the browser window in which the Viewlet is playing to return to the ViewletCentral Self-Hosted page.

MY DASHBOARD

The *My Dashboard* is where you will access all of your published Viewlets statistical information. To access this view:

1. Log into your ViewletCentral Self-Hosted account.

2. Click the **My Dashboard** link from the navigation menu (near the top of the page).

Title	Viewlets Viewed		Viewlets Completed		Stats
	# Views	Avg. Time	# Views	Avg. Time	
Support Protocols	2	00:36	2	00:36	Stats
Enhancing Slide Text with Shadow ...	4	00:33	1	02:14	Stats
Pro certificate test	2	00:07	1	00:14	Stats
Green Beans	1	00:00	1	00:00	Stats
Importing Slides	6	01:09	2	03:28	Stats
Qarbon ViewletCentral Publishing T...	10	00:00	0	00:00	Stats
PDF Assets	58	01:17	19	03:57	Stats
Paint Basics	2	00:12	1	00:25	Stats
Setting Java Virtual Memory Minimu...	6	00:35	2	01:46	Stats
How to Open a File in Paint	8	00:18	4	00:36	Stats

Contents 1-10 of 561   First | Previous | Next | Last

Export to CSV

This view contains a list (in table format) of all the Viewlets published in your account:

Title

This data is extracted from the information entered in your source file's Viewlet Profile (**Project** > **Project Properties** > **Viewlet Profile**) > *Viewlet area* > *Title field*). If the *Title* field is left blank in the source file, the project's file name will be used as its title in ViewletCentral Self-Hosted.

Viewlets Viewed

Organized in two columns, this data provides high-level stats on the number of times the Viewlet was viewed (partially or completely). Information includes:

- # Views: Number of times the Viewlet was either partially or completely viewed

- Avg. Time: The average viewing time for 'all' viewers

Viewlets Completed

Organized in two columns, this data provides high-level stats for all the Viewlets in your ViewletCentral Self-Hosted account that were completely viewed. Information includes:

- # Views: Number of times the Viewlet was completely viewed by 'all' viewers

- Avg. Time: The average viewing time for 'all' viewers to view the entire Viewlet

Stats

View additional utilization information about the specific Viewlet.

	Viewlets Viewed		Viewlets Completed				
Version (Date)	**Views**	**Avg Time**	**Views**	**Avg Time**	**Avg Score**	**Stats**	**Viewers**
1 (2011-10-16 18:27:00)	11	01:20	4	03:42	67.5 / 100	Stats	Viewers

▸My Dashboard » Qarbon I.Q. Quiz

Export to CSV
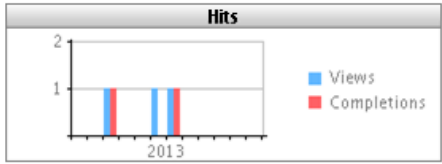
To do this:

1. Click the **Stats** link inline with the desired Viewlet.

2. Review the information in the *My Dashboard >> [Viewlet]* view for the selected Viewlet.

   a. Version (Date): This detailed list provides information of each time you modified and republished the Viewlet. To remove the audit trail data for earlier versions, click the applicable **Delete** link.

   b. Viewlets Viewed: Organized into two (2) columns, this data provides information on the number of times the Viewlet was viewed (partially or completely). Stats include:

      i. Views: Number of times the Viewlet was either partially or completely viewed

      ii. Avg. Time: The average viewing time for 'all' viewers

   c. Viewlets Completed: Organize into three (3) columns, this data provides information on the number of times the Viewlet was completely viewed. Stats include:

      i. Views: Number of times the Viewlet was completed viewed by 'all' viewers

    ii. Avg. Time: The average viewing time for 'all' viewers to view the entire Viewlet

    iii. Avg. Score: If the Viewlet contained quiz (scored) slides, the average score / passing score is displayed for 'all' viewers completing the Viewlet

d. Stats: You can view detailed information on how the viewers interacted with the Viewlet and responded to specific assessment questions. To do this:

    i. Click the **Stats** link.

    ii. Review the detailed Viewlet statistics:

▸My Dashboard » Qarbon I.Q. Quiz » Version 1

Views	11
Completions	4
Passed	4
Passing Grade	0 %
TimedOut	0
Avg. time (all)	01:20
Avg. time (completed)	03:42
Avg. score	67.5 / 100
Lowest score	30 / 100
Highest score	90 / 100
Last Viewed	2013-07-03 08:52:00

Hits

■ Views
■ Completions

2013

Period: Yearly ▾   Refresh

Export to CSV

Show/Hide non-interactive slides ≽

Pause Zone (slide: What's Your Qarbon I.Q. ?)
Question: What's Your Qarbon I.Q. ?

Views	Timeouts	Time Limit	Avg. Time
10	0	0	00:46

Fill in the Blank Question (slide: What Qarbon software suite combines all the features of ViewletBuilder Professional and ViewletQuiz)
Question: What Qarbon software suite combines all the features of ViewletBuilder Professional and ViewletQuiz Professional?

Views	Correct Answers	Timeouts	Max Score	Time Limit	Max Attempts	Avg.	Score Lowest	Highest	Avg. Time	Avg. Attempts
7	4	0	10	0	1	5.71	0	10	00:18	1

1. Views: This is the number of times the Viewlet was viewed. To see how many times the Viewlet was viewed during a specific time frame (along with additional details):

    a. Click the **Views** link.

    b. The *Viewers* details displays.

Date Range: 07/03/2000 to 07/10/2013
Completed: Any
Passed: Any

Search

Note: Viewers' information displayed is the IP address if no Log-In was required in the Viewlet

Viewer	User	Date	Score	Time	Passed	Completed	
67.60.41.3	Student XYZ	07/03/2013 08:52	90 / 100	01:49	✔	✔ (11/11)	🔍
212.100.20.78		06/14/2013 05:36	0 / 100	00:00	✔	✖ (1/11)	🔍
209.216.243.222		03/04/2013 14:24	70 / 100	03:00	✔	✔ (11/11)	🔍
67.201.57.5		10/25/2012 11:04	30 / 100	06:50	✔	✔ (11/11)	🔍
187.49.239.2		08/24/2012 04:44	0 / 100	00:00	✔	✖ (1/11)	🔍
217.115.65.15		08/07/2012 07:22	80 / 100	03:09	✔	✔ (11/11)	🔍
96.18.220.207		10/17/2011 11:35	0 / 100	00:00	✔	✖ (5/11)	🔍
95.9.91.7		10/17/2011 08:03	0 / 100	00:00	✔	✖ (5/11)	🔍
96.18.220.207		10/16/2011 20:06	0 / 100	00:00	✔	✖ (3/11)	🔍
96.18.220.207		10/16/2011 18:44	0 / 100	00:00	✔	✖ (0/11)	🔍
96.18.220.207		10/16/2011 18:27	0 / 100	00:00	✔	✖ (1/11)	🔍

Export Details to CSV   **Export to CSV**

c. Use the search tool to narrow results (optional).

d. Review the list details that display (Viewer, User, Date, Score, Time and Passed/Completed statuses).

e. **Viewer** details: You can drill down further into a particular viewer's details. To do this:

   i. Click the viewer name or IP address (in the Viewer column) or click the magnifying glass icon at the end of the row. On the page that displays:

      1. If the viewer is an assigned user in your ViewletCentral Self-Hosted account, you can click the **User** link to display a page to:

a. Narrow results by a date range search.

b. Review assignments related to the user.

c. Drill down further into statistics by click the **Viewlet** title link (in the table).

d. View high-level summaries of the slides and viewer interactions by click the 'number/number' link in the **Completed** column (in the table).

2. Review the additional details for the selected viewer including the high-level stats from the previous page along with expanded results/details for how the viewer interacted with the Viewlet.

f. **User** details: If the viewer is an assigned user in your ViewletCentral Self-Hosted account, you can:

i. Click the **User** link to display a page to:

1. Narrow results by a date range search.

2. Review assignments related to the user.

3. Drill down further into statistics by clicking the **Viewlet** title link (in the table).

4. View high-level summaries of the slides and viewer interactions by clicking the 'number/number' link in the **Completed** column (in the table).

    g. **Completed** details: You can find out more information about the slides the viewer completed. To do this:

        i. Click the 'number/number' link in the **Completed** column.

        ii. On the page that displays, review the Slide, Type, Correct (status) and Time details for the slides/questions in the order in which the viewer interacted with them.

MY CERTIFICATES

The *My Certificates* view provides you with a basic (default) certificate that you can assign to Viewlets. For advanced users, there are additional features for creating custom certificates.

Note: You must create a slide (or slides) with some custom 'text input' fields within the Viewlet you want to assign a certificate to in order for this feature to work. Instructions for meeting these requirements are provided earlier in this guide under 'Assign Certificate'.

To access *My Certificates*:

1. Log into your ViewletCentral Self-Hosted account.

2. Click the **My Certificates** link from the navigation menu (near the top of the page).

This view contains a list (in table format) of all your available certificate templates:

- Template Title: This column provides a list (by title) of all available certificate templates.

- Last Modified: Displays the last date and time the certificate template was modified.

- Author: This is the email address of the account user (author) who created the certificate template.

- Magnifying Glass Icon: Launches a preview of the certificate template in a new browser window.

Create a New Certificate Template

ViewletCentral Self-Hosted allows you to create new custom certificates that you can apply to your Viewlets based on user interactions. To create a new certificate template:

1. Log into your ViewletCentral Self-Hosted account and click on *My Certificates* to switch to this view.

2. Below the list certificate templates currently available, click the **New** button.

3. The page refreshes with options for creating a new certificate template. To do this:

a. **Title**: Enter a new title in this field for the certificate template.

b. **Frame**: Select a frame style from the drop-down list.

c. **Certificate Text**: Modify the HTML coding (if needed). The default coding works just fine for most certificates and may not require any edits.

d. **Email Subject**: Enter in text for the email's subject line.

e. **Email Body**: Modify the text and variables (if needed). The default content works just fine for most emails and may not require any edits.

f. Optional steps:

    i. **Select a Viewlet**: Assign the new certificate to a Viewlet by select the Viewlet from the drop-down list.

    ii. **Select a field**: When modifying content within the *Certificate Text* or the *Email Body* field:

        1. Place your cursor at the point you want to insert a variable in the desired field.

        2. Select a variable from the drop-down list.

        3. Click the **Insert** button.

    4. Repeat steps 1-3 as needed for each new variable you want to insert in either of these fields.

4. Click **Update** to create the new certificate template.

5. An information page displays information if the certificate was successfully created (updated). Click the **Back** button to return to the certificate templates list page.

Edit a Certificate Template

To modify or update an existing certificate template:

1. In *My Certificates*, click on the title of the certificate template you want to edit.

2. Make all of your edits as needed on the page that displays.

3. Click the **Update** button to apply / save the changes. An information page displays.

4. Click the **Back** button to return to the certificate templates list.

Delete a Certificate Template

To permanently remove a certificate template from the list:

1. In *My Certificates*, select the check box next to the certificate template(s) you want to remove from the list.

2. Click the **Delete** button.

3. When the page refreshes, click **Continue** to confirm the deletion.

4. The page refresh with deletion confirmation. Click the **Back** button to return to the certificate templates list.

MY PROJECTS

The *My Projects* view displays a list (in table format) of all the projects (source files) you have access to within your group. The list includes:

- Project Title
- Size
- Last Modified
- Author

To access *My Projects*:

1. Log into your ViewletCentral Self-Hosted account.

2. Click the **My Projects** link from the navigation menu (near the top of the page) to access *My Projects*.

Project Title

This is the title of your source file pulled from the information you entered in the **Title** field for your project in the *Project Properties > Viewlet Profile* dialog of your Qarbon authoring app (ViewletBuilder or ViewletQuiz). If this **Title** field is left blank, the source file name will be listed instead.

Project Information & History

ViewletCentral Self-Hosted provides a detailed list of your project's information as well as an audit trail of revisions and related information for your review. To access this data:

1. Click on the **Project Title**.

2. When the page refreshes, the project's information displays.

Project Information	
Author	
Title	Test Your Qarbon I.Q. Quiz
Size	173 Kb
Description	
Content ID	73
Filename	quiz_examples
Number of slides	11
Dimensions	800 X 600

History

a. Author
b. Title
c. Size
d. Description
e. Content ID
f. Filename
g. Number of slides
h. Dimensions

3. Click the **History** button to drill down into the revision (and related information) history of this project's source file.

4. When the page refreshes, the project's history is listed.

Project Information - History

Date	Author	Event	Path	Comment
08/21/2013 07:07	Kathy Gentile	Project updated		
08/20/2013 11:27	Kathy Gentile	Project updated		Reviewed project for content, correct responses, etc. and fixed typos.
08/15/2013 07:24	Kathy Gentile	Project added		Test Your Qarbon I.Q. Quiz

Each time the project is modified, another line item is added to the list, making this feature a handy audit trail for reviewing revision histories. This history list includes:

  a. Date (revision date)

  b. Author (author adding file to server/author making revisions)

  c. Event (project actions)

  d. Path (path to file on server, if available)

  e. Comment (project notes added by author working on file)

5. Click on the *My Projects* link to return to list of projects.

Size

This is the size of the project's source file.

Last Modified

This column lists the date and time stamp of the last time the project was modified. For more information on the date and time other revisions were modified (and related information), you will need to drill down into the project's history information (as previously described in the *Project Information & History* section).

Author

This is the email address of the user (author) who originally added the project to the ViewletCentral Self-Hosted server. You can click the email link to launch your default email software (if available) with the author's email address auto-filled in the TO: field.

MY ACCOUNT

The *My Account* provides you with user management tools. To access this view:

1. Log into your ViewletCentral Self-Hosted account.

2. By default, your landing page will be *My Account > Users* tab. If you are in a different location while working in your account, click the **My Account** link from the navigation menu (near the top of the page) to access *My Account*.

My Account is organized into three sections: *Users, Groups* and *Profiles*.

Users

A list (in table format) displays all of the users in your ViewletCentral Self-Hosted account and includes:

| Users | Groups | Profiles |

| | First Name ▼ | Search |

☐	**First Name**	**Last Name**	**Email**	
☐	Andrew	Branch	awbranch@qarbon.com	🖊 🔍
☐	Connie	Beckler	beckler.cr@pg.com	🖊 🔍
☐	Dave	Mosby	dmosby@qarbon.com	🖊 🔍
☐	Jay	Lucke	jlucke@qarbon.com	🖊 🔍
☐	Jay	Lucke 2	webmaster@qarbon.com	🖊 🔍
☐	Jay 7	Lucke	jay7@luckecom.com	🖊 🔍
☐	Jo	Taylor	jtaylor@qarbon.com	🖊 🔍
	Kathy	Gentile	kgentile@qarbon.com	🖊 🔍
☐	Michal	Skála	mskala@qarbon.com	🖊 🔍
☐	Parag	Sane	parag@qarbon.co.in	🖊 🔍
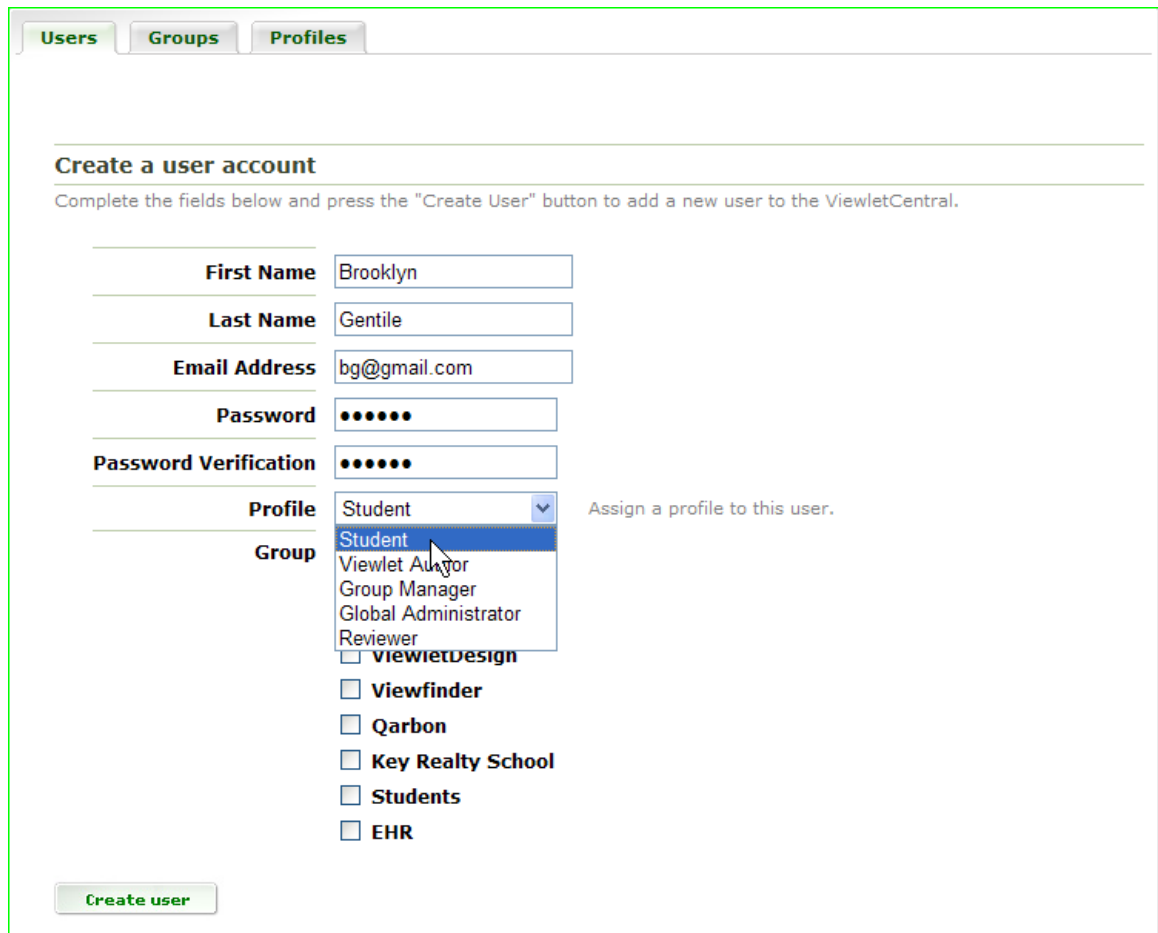
Users 1-10 of 21   First | Previous | Next | Last

| New | Delete |

Using **14** of **100** author accounts allowed by your ViewletCentral license.

Click here to view your license information.

- First Name
- Last Name
- Email
- Pencil icon (used to edit user account information)
- Magnifying Glass icon (used to access user details and assignments)

Create a New User

To create a new user in your ViewletCentral Self-Hosted account:

1. In *My Account > Users* click the **New** button.

2. On the page that displays, complete the following fields for the new user:

   a. First Name

   b. Last Name

   c. Email

   d. Password

   e. Password Verification

   f. Profile: Assign the user a profile from the drop-down list. This profile will determine what areas and features they will have access permissions to within ViewletCentral Self-Hosted.

   g. Group: Assign the user to a group. This will determine what projects this user will have access to within ViewletCentral Self-Hosted.

3. Click the **Create User** button.

4. An information page displays. Click the **Back** button to return to the list of users.

Import Multiple Users

Multiple user accounts can be created by importing a CSV file containing user details such as first name, last name and email information.

1. Create a CSV file containing the following user information:

   a. First Name

   b. Last Name

   c. Email

2. In *My Account > Users* click the **Import** button.
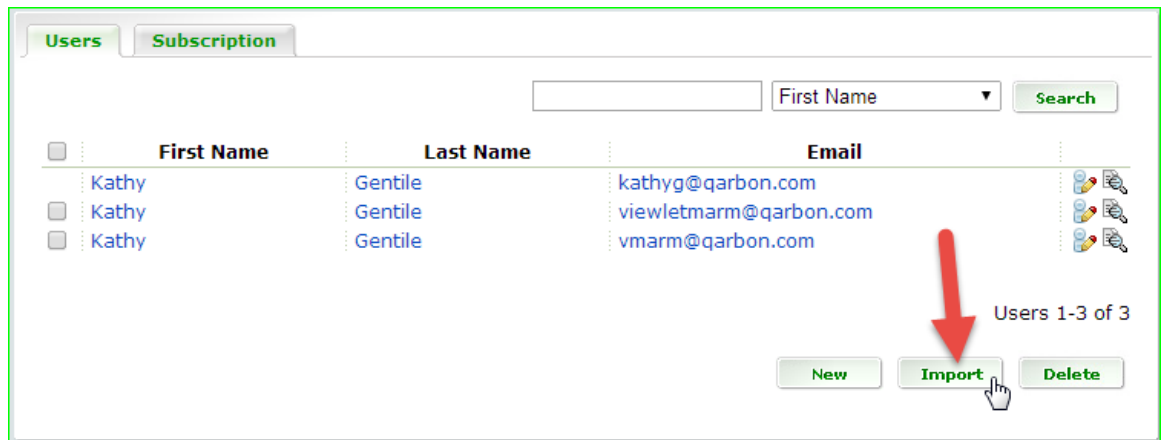
3. When the page refreshes, click the **Choose File** button.
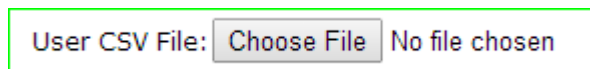
   In the dialog that displays:

   a. Browse to locate and select the CSV file.

   b. Click the **Open** button to load the file.

   c. The file name displays on the web page. Verify the file is the correct one before continuing.
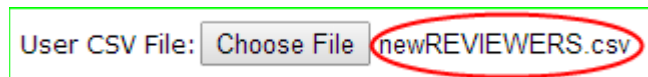
4. If the CSV file contains a header row, select the check box next to **The CSV file has a header row** option. DO NOT check this box if the CSV file does NOT have a header row.
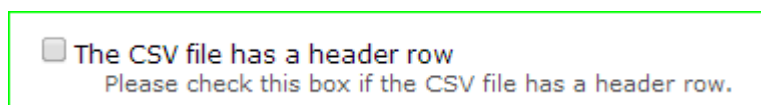
5. Next, you will need to choose a 'column' option so ViewletCentral knows how to read the file to import the information contained within it properly. Follow the instructions using one of the desired column formats:

　　a. **Fixed Column Order**

⊙ Fixed Column Order
　　Please specify the column order below.

First Name	1
Last Name	2
Email Address	3

　　　　i. Select the radio button next to **Fixed Column Order**.

　　　　ii. Specify the column order in the fields provided next to **First Name**, **Last Name** and **Email Address**.

　　OR

　　b. **Named Columns**

○ Named Columns
　　Please specify the column names below.
　　The imported file must have a header row.

First Name	first
Last Name	last
Email Address	email

　　　　i. Select the radio button next to **Named Columns**. *If you use this option, the CSV file MUST have a header row.*

　　　　ii. Specify the column names in the fields provided next to **First Name**, **Last Name** and **Email Address**.

6. The page refreshes with instructions for verifying the CSV file was read correctly. Read through this (and any other) information provided to you by ViewletCentral, including reviewing the information located in the **Preview** area before continuing. *If any warnings are displayed, review the details and address them before continuing.*

Import user accounts: 5 records detected

Please verify that your CSV file was read correctly. The "Preview" field should display the **first 10 records** in this form: "Email Address (First Name Last Name)".

If something in the preview does not look right, please return to the previous step and adjust the CSV settings (column order or header labels) before proceeding.

Clicking "Confirm" will create the user accounts. Please select the "Profile" for the new accounts carefully. Duplicate email addresses will be skipped. A random-generated password will be emailed to the new users.

Preview
```
jsmith@qarbon.com (Jay Smith)
vjones@qarbon.com (Veronica Jones)
kmarm@qarbon.com (Kathy Marm)
mmontgomery@qarbon.com (Michal Montgomery)
rkemp@qarbon.com (Randolph Kemp)
```

7. Select a **Profile** from the drop-down list. This is the profile that will be assigned to all of the imported users, but it can be changed when editing user information.
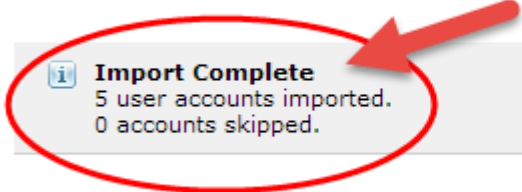
8. Click the **Confirm** button.

9. After the page refreshes, review the information to verify the CSV file was successfully imported. Click the **Back** button to return to the list of all your ViewletCentral account users.

Edit a User Account

To modify a user's account information:

☐	**First Name**	**Last Name**	**Email**	
	Kathy	Gentile	kathyg@qarbon.com	
☐	Kathy	Gentile	viewletmarm@qarbon.com	
☐	Kathy	Gentile	vmarm@qarbon.com	
☐	Student	C	studentC@qarbon.com	
☐	Student	XYZ	xyz@qarbon.com	Edit Account

1. In *My Account > Users*, click the **Edit Account** (pencil) icon inline with the user you want to edit. (You can also click on either the user's first or last name to access account information.)

2. On the page that displays, update the information as needed.

3. Click the **Update User** button.

4. An information page displays. Click the **Back** button to return to the list of users.

Email an Account User

To email an account user in the list:

1. In *My Account > Users* click the email address of the desired user you want to email.

2. Your computer's default email application will launch with the user's email address pre-filled in the 'TO' line, ready for you to create/send the email.

Delete a User

To permanently remove one or more users from your ViewletCentral Self-Hosted account:

1. In *My Account > Users*, select the check box next to the user you want to remove from your ViewletCentral Self-Hosted account.

2. Optional: To delete multiple users, select the check box next to each.

3. Click the **Delete** button.

4. When the page refreshes, click **Continue** to confirm the deletion.

5. The page refresh with deletion confirmation. Click the **Back** button to return to the users' list.

Access User Details and Assignments

You can access a user's details and assignments from the *Users* tab. To do this:

- In *My Account > Users*, click the **User Details & Assignments** (magnifying glass) icon inline with the desired user.

☐	First Name	Last Name	Email	
	Kathy	Gentile	kathyg@qarbon.com	🔧 🔍
☐	Kathy	Gentile	viewletmarm@qarbon.com	🔧 🔍
☐	Kathy	Gentile	vmarm@qarbon.com	🔧 🔍
☐	Student	C	studentC@qarbon.com	🔧 🔍
☐	Student	XYZ	xyz@qarbon.com	🔧 🔍

User Details & Assignments

On the page that displays, you will see at least one list (in table format) of the user's assignments. Use the search tool to narrow each list's results (optional).

▸ Users » Student XYZ (xyz@qarbon.com)

Current Assignments	Attempted	Completed	Passed
📁 Qarbon I.Q. Quiz	✔	✔	✔
📁 Setting Java Virtual Memory Minimum and Maximum Allocations	✘	✘	✘
📁 How to Open a File in Paint	✔	✔	✔
📁 Paint Basics	✔	✔	✔
📁 Importing Slides	✘	✘	✘
📁 PDF Assets	✘	✘	✘

Date Range: 07/03/2000 to 07/10/2013

Completed: Any ⌄

Passed: Any ⌄

Search

Viewlet	Date	Duration	Score	Completed	Passed
📁 Qarbon I.Q. Quiz	07/03/2013 08:52	01:49	90 / 100	✔ (11/11)	✔
📁 Paint Basics	06/10/2013 08:04	00:25	0 / 0	✔ (6/6)	✔
📁 How to Open a File in Paint	05/21/2013 08:15	00:54	100 / 100	✔ (10/10)	✔

Export to CSV

Top (First) List:

A main list containing all of the user's assignments displays above the search tool. Use this table to review the following information:

- Current Assignments: This is a list of current Viewlets assigned to the user.
- Attempted: Shows status of user accessing the Viewlet.
- Completed: Shows 'completion' status of the Viewlet.
- Passed: Shows 'passed' status of the Viewlet.

Bottom (Second) List:
A second list, containing all of the Viewlets with any type of question slides that the viewer attempted, displays at the bottom of the page. Use this table to review the following information:

- Viewlet: This is the title of the Viewlet assigned to the user. You can click on a [*Viewlet title*] link to view detailed information on how the user interacted with the Viewlet.

- Date: Displays the date and time the user attempted the Viewlet.

- Duration: The amount of time the user interacted with the Viewlet.

- Score: The final score the user obtained after exiting the Viewlet.

- Completed: Displays the number of slides the user completed/number of question slides in the Viewlet. You can click on the [*number/number*] link to display additional details associated with this status.

Groups
ViewletCentral Self-Hosted administrators can create different groups within the account based on an organization's structure and needs. Users assigned to the same group can share both their Viewlet project (source) files and their published Viewlet files. Users can be assigned to one or multiple groups. Additionally, a Group Manager can be assigned to each group and be responsible for managing the group's user accounts.

	Group	Description	Users
☐	Discovery		3
	Test Group 1		3
	ViewletDesign	ViewletCreation Staff - Viewlet Authors in this group create & colla...	5
	EHR	Create videos and assessments for Electronic Health Records trai...	2
	Students	This is a testing group for student accounts.	7
	Key Realty School	Test group to duplicate a possible solution for Rebecca	1
	Viewfinder		1
	Qarbon	Internal group for Qarbon testing - Qarbon authors should be me...	4

Users | Groups | Profiles

New

The *Groups* tab includes a list of all the available groups within your ViewletCentral Self-Hosted account along with some high level summary information:

- Group (title)
- Description (abstract)
- Users (number of users)

Create a New Group

1. In *My Account > Groups*, click the **New** button.

2. Enter in the information (when the page refreshes) for the new group:

Users	Groups	Profiles

New Group

Name (unique)	Viewlet Gurus
Description	Viewlet Master Crafters from the ViewletDesign team.

Create group

    a. Name (unique)
    b. Description

3. Click the **Create Group** button.

4. An information page displays. Click the **Back** button to return to the list of groups where you will see the new group added to the list.

Update Group Information

1. In *My Account > Groups*, click the title of the group you want to update.

2. When the page refreshes, modify the Name (unique) and Descriptions fields.

Users	Groups	Profiles

Edit Group

Name (unique)	Viewlet Gurus
Description	Viewlet Master Crafters from the ViewletDesign team.

Update

3. Click the **Update** button.

4. An information page displays. Click the **Back** button to return to the list of groups.

Delete a Group

1. In *My Account > Groups*, select the check box next to the title of the group you want to remove from the list.

2. Optional: To delete multiple groups, select the check box next to each.

3. Click the **Delete** button.

4. When the page refreshes, click the **Continue** button to confirm the deletion.

Users	Groups	Profiles

The following group(s) will be deleted:

- Viewlet Gurus

Continue	Cancel
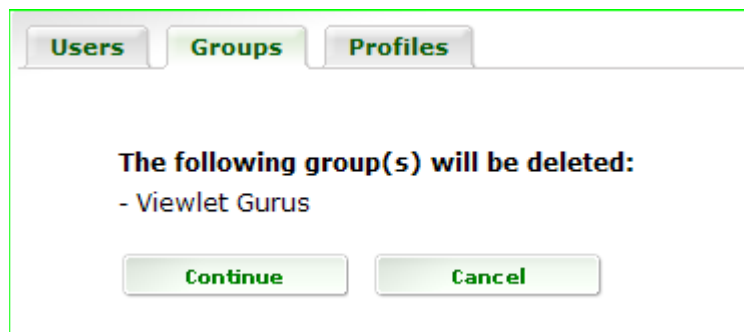
5. An information page displays. Click the **Back** button to return to the list of groups. The selected group is no longer listed.
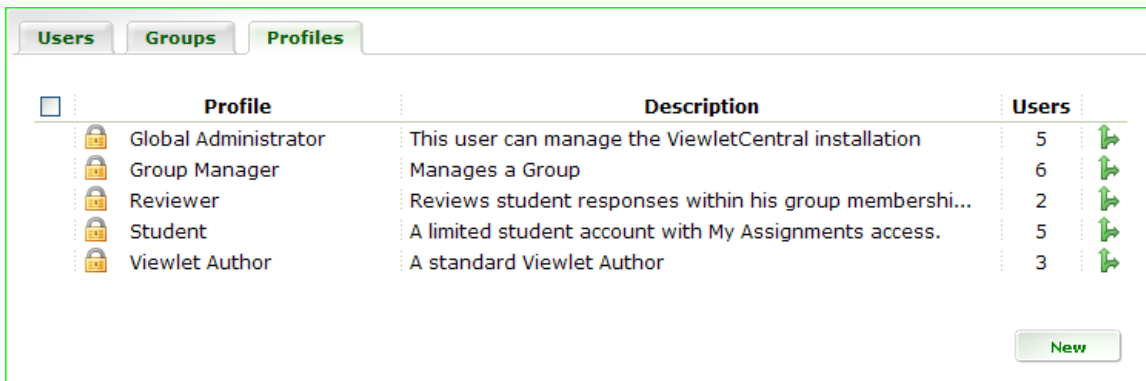
Profiles

The *Profiles* tab includes a list of all the current profiles within your ViewletCentral Self-Hosted account along with some high level summary information:

- Profile (title)
- Description (abstract)
- Users (number of users)

A **Duplicate this Profile** button is located to the right of the list, which provides you the opportunity to duplicate any of the available profiles.

ViewletCentral Self-Hosted provides several different pre-installed 'permission' profiles. These built-in profiles cannot be editor nor deleted, however you can duplicate any of these profiles and permission options as needed.

Use the following pre-installed profiles as a guideline when creating/modifying your own profiles:

- **Global Administrator**: This profile provides permissions to manage the installation of the ViewletCentral Self-Hosted client. We recommend since this profile grants FULL permission (access) to the ViewletCentral Self-Hosted server, there should only be one administrator account assigned to this profile.

- **Group Manager**: This profile provides permissions to manage other users by creating, modifying and deleting user accounts within the group. Since permissions are limited to the group level to which the assignee belongs, it includes the ability to delete Viewlets, assign profiles for newly created accounts (other than Global Administrator) and share Viewlet projects. Sharing projects includes adding new projects to the server, checking projects in and out and deleting projects and published Viewlets.

- **Reviewer**: This profile is considered a 'non-authoring' account type with a limited set of permissions. Users assigned this profile can access reporting data, but cannot publish or delete Viewlets.

- **Student**: This profile is considered a 'non-authoring' account type with a limited set of permissions. Users assigned this profile will only have access to their *My Assignments* page. This profile is mainly used (as indicated by its title) for those users in your account who are strictly considered learners or 'students'.

- **Viewlet Author**: This profile provides permissions to add new projects to the server, check projects in and out and delete projects and Viewlets. It also allows the assignee to publish Viewlets to the server, view utilization statistics and access projects and published Viewlets by other authors within the group.

Profile Permissions

When you create a new profile or duplicate/modify an existing one, you will see a list of **Permissions** that determine access to the various areas and features within ViewletCentral Self-Hosted.

The available list of permissions includes:

Profile Permissions

Add Projects

Add projects	Yes ∨
	No
	Yes

Add Viewlets

Add Viewlets	Yes ∨
	No
	Yes

Change Project Ownership

Change project ownership	All ∨
	No
	His/Her
	In his/her group
	All

Change Viewlet Ownership

Change Viewlet ownership	All ∨
	No
	His/Her
	In his/her group
	All

Create New Profiles

Create new profiles	Yes ∨
	No
	Yes

Profile Permissions

Create New Users

Create new users: | All ▼ |

No
In his/her group
All

Delete Profiles

Delete profiles: | All ▼ |

No
His/Her
In his/her group
All

Delete Projects

Delete projects: | All ▼ |

No
His/Her
In his/her group
All

Delete Users

Delete users: | All ▼ |

No
In his/her group
All

Delete Viewlets

Delete Viewlets: | All ▼ |

No
His/Her
In his/her group
All

Profile Permissions

Edit Profiles

Edit profiles | All
- No
- His/Her
- In his/her group
- **All**

Edit User Information

Edit user information | All
- No
- His/Her
- In his/her group
- **All**

Manage Groups

Manage groups | Yes
- No
- **Yes**

Search Projects

Search projects | All
- No
- His/Her
- In his/her group
- **All**

Search Users

Search users | All
- No
- In his/her group
- **All**

Profile Permissions

Search Viewlets

Search Viewlets | All
- No
- His/Her
- In his/her group
- **All**

Server Setup

Server Setup | Yes
- No
- **Yes**

Update Projects

Update projects | All
- No
- His/Her
- In his/her group
- **All**

Update Viewlets

Update Viewlets | All
- No
- His/Her
- In his/her group
- **All**

View Assignments

View Assignments | Yes
- No
- **Yes**

Profile Permissions

View Project Information

View project information	All ▼
	No
	His/Her
	In his/her group
	All

View Statistics

View Statistics	All ▼
	No
	His/Her
	In his/her group
	All

View User Information

View user information	All ▼
	No
	His/Her
	In his/her group
	All

View Viewlet Information

View Viewlet information	All ▼
	No
	His/Her
	In his/her group
	All

Create a New Profile

1. In *My Account > Profiles*, click the **New** button.

2. When the page refreshes, enter in the new profile information:

     a. **Name (unique)**: This is the tile of the profile.

     b. **Description**: This is a summary of the profile.

    c. **Landing page**: This is the page the user assigned to this profile will first see when logging into the web-based interface of ViewletCentral Self-Hosted.

    Here are some suggestions for assigning landing pages to profiles:

        i. **user_show.html** – Global Administrators
(*My Account > Users*)

        ii. **content_show.html** – Group Mgrs/Reviewers/Viewlet Authors
(*My Viewlets*)

        iii. **assignment_show.html** - Student
(*My Assignments*)

    d. **Permissions**: Set the access options you want to associate with this profile. The permission settings chosen determine what pages and features the user assigned to this profile will have in ViewletCentral Self-Hosted.

3. Click the **Create Profile** button.

4. An information page displays. Click the **Back** button to return to the profiles' list.

Duplicate a Profile

1. In *My Account > Profiles*, click the **Duplicate this Profile** button inline with the desired profile.

2. The duplicated profile displays in the list followed by a number in parenthesis. So, for example, if you duplicate the built-in (default) 'Student' profile three times, it will list the three duplicate profiles (one right after the other) in the list, numbering them (1), (2), (3) respectively.

The image above shows what the Profile list might look light directly after duplicating the built-in (default) 'Student' profile three times in a row.

3. Click the duplicated profile's title to edit the profile.

Update a Profile

1. In *My Account > Profiles*, click the title of the profile you want to update.

2. When the page refreshes, update the profile information as needed.

3. Click the **Update** button.

4. An information page displays. Click the **Back** button to return to the profiles' list.

Delete a Profile

1. In *My Account > Profiles*, select the check box next to the profile you want to remove from the list.

2. Optional: To remove multiple profiles at the same time, select the check box next to each profile.

3. Click the **Delete** button.

4. When the page refreshes, click the **Continue** button to confirm the deletion.
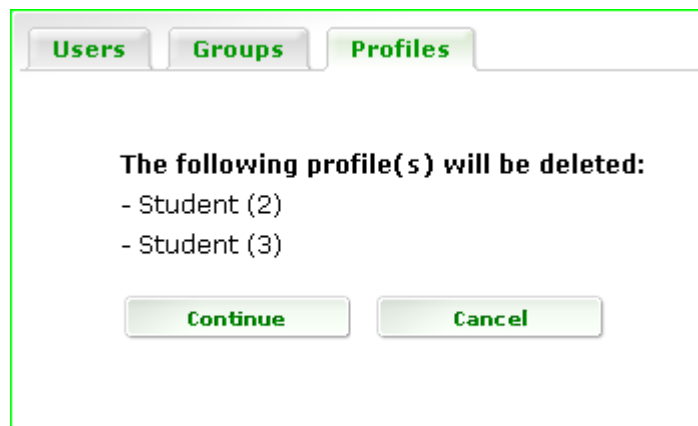
5. An information page displays. Click the **Back** button to return to the profiles' list. The selected profile is removed.

About

To learn more about ViewletCentral Self-Hosted, you can click the **About** link in the navigation menu (near the top of the page). The ViewletCentral product information page will launch in a new browser window. It contains the latest product descriptions and details on ViewletCentral for your review.

You can also review current ViewletCentral product information by visiting our site at:

http://www.qarbon.com/presentation-software/viewletcentral/

Self-Help Resources

In addition to this user guide, additional self-help resources are available online. Just click the **Help** link in the navigation menu. The Qarbon *Learning Center* will open in a new browser window. The *Learning Center* contains access to product user guides, FAQs, Viewlet tutorials and the Qarbon User Forum.

You can also access the online *Learning Center* by visiting our site at:

http://www.qarbon.com/help/

Training

Qarbon offers several different types of training opportunities to its clients, depending on your needs. Start with a FREE webinar for an overview on the product of your choice. If this isn't enough, sign up for one of several product-specific workshops. Workshops are offered as two 90-minute sessions and are limited to 10 students each. This is a great way to brush up on the basics and even learn a new trick or two. Qarbon also offers private coaching tailored to meet your needs. Offered on an hourly basis, meet with us for a free consultation and we'll design a training session just for you!
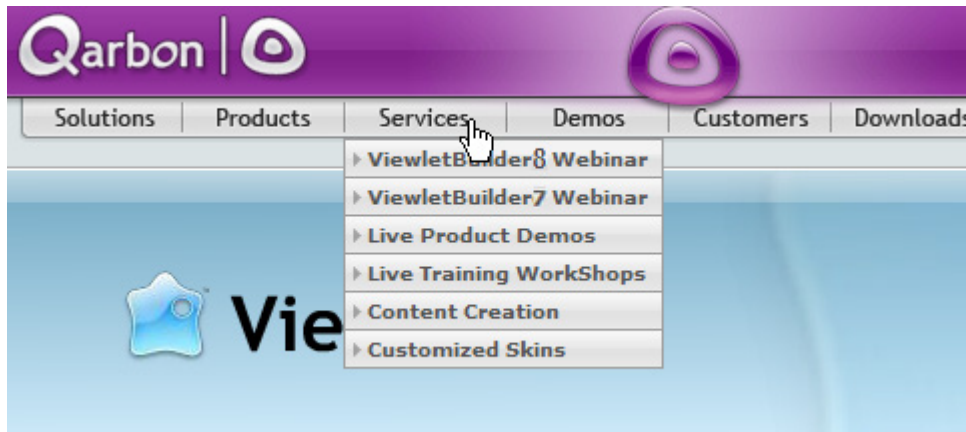
For current training opportunities, email us or visit our site:

http://www.qarbon.com

And, click the 'Services' link in the navigation menu and choose a current training opportunity from the available list.

Sales

If you have any questions on ViewletCentral Self-Hosted (or other Qarbon products and services), please feel free to contact our Sales, Customer Service or Support staff at any time.

For current contact information, visit our site at:

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