

USER GUIDE

SIATEL AUTO MEDIA

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INTRODUCTION

An Auto Media is a media where content from one or several Gargantua databases has been burnt using SIATEL Media Tool.

When burnt on an Auto Media, the content can be accessed from any computer. SIATEL Auto Media features Gargantua Web Client basic functions. As in Gargantua Web Client, you will find:

- The classification scheme of the Gargantua databases;
- The folder icons according to their form;
- The forms and the data they contain;
- The folder and document notes;
- The pins;
- The documents versions.

Therefore, you can easily hand over a copy of the content of your databases and:

- Search objects using attributes (form data, name, modification date...);
- Browse through the navigation tree to access content;
- View, download to the hard drive, print documents...

When inserting the Auto media in the drive, SIATEL Auto Media automatically starts and displays the **Welcome** tab:

- Click the **Explore** tab or button to access the [explorer](#).
- Click the **General search** tab or button to access the [search features](#).

EXPLORER

SIATEL Auto Media explorer is based on the Windows explorer: the explorer displays with, on the left, the navigation tree and, on the right, the contents of the folder currently selected in the navigation tree.

DISPLAY/HIDE THE DIFFERENT EXPLORER PANES

By default, the left pane shows the navigation tree and the right pane shows the documents list. You can modify the display of the explorer panes as follows:

- In the toolbar of the navigation tree, click the **Toggle documents**  button to hide the documents list.

The navigation tree expands all over the screen.

Click again the **Toggle documents**  button to display the documents list.

- In the toolbar of the documents list, click the **Display folders**  button to hide the folders tree structure.

The documents list expands all over the screen.

Click again the **Display folders**  button to display the tree structure.

NAVIGATION TREE

The Auto Media content is classified by Gargantua database and, in each one, the classification is the same as in the original Gargantua database.

The drop-down list above the navigation tree allows you to display the content of one or all Gargantua databases.

NAVIGATION TREE TOOLBAR

The navigation tree toolbar includes the following buttons:

Expand all

Select a node of the navigation tree (database root or folder), and click this button to expand all its tree structure.

Collapse

Select a node of the navigation tree (database root or folder), and click this button to collapse all its tree structure.



Attributes

Select an object (database root or folder), and click this button to display its attributes.



Toggle documents

Click this button to hide the documents list. Click it again to display the documents list.

BROWSING THE NAVIGATION TREE

To browse the navigation tree, proceed as follows:

- To expand one level of a branch, click the button located on its left. To expand all the levels of the branch, select it and click the **Expand all** button of the toolbar.
- To collapse a branch, click the button located on its left, or select it and click the **Collapse** button of the toolbar.

DOCUMENTS LIST

The documents list (right pane of the explorer) displays the contents of the folder selected in the navigation tree.

DOCUMENTS LIST TOOLBAR

The documents list toolbar includes the following buttons:



View

Select one document, and click this button to view it.



Attributes

Select one object (document or pin), and click this button to view its attributes.



Toggle folders

Click this button to hide the navigation tree. Click it again to display the navigation tree.



Open(Ctrl+O)

Select one or more documents, and click this button to open them with the application set by default to open this type of file on your computer (for example, Microsoft Word for the .doc files, or Adobe Reader for the .pdf files).



Save(Ctrl+S)

Select one or more documents, and click this button to save them on your hard disk.



Print(Ctrl+P)

Select one or more documents, and click this button to print them.

Print attributes

Select one or more documents, and click this button to print their attributes.

DOCUMENTS STATUS ICONS

Here is a description of the status icons that can display in the  column of the documents list. These icons provide specific information about each document. They are reproduced such as they existed on the Gargantua 7 server, even if the property or feature to which they refer are not active in SIATEL Auto Media.

 – This icon means that the document uses a custom form (not the default one), and that at least one of its attributes has been filled in.

 – This icon means that the document is full-text, and that it is therefore possible to perform a keyword search within the text of the associated file.



Full-text indexing is not available on SIATEL Auto Media. You cannot search a file using a keyword it contains, even if it has this icon.

 – This icon means that the document has at least one note attached to it.

 – This icon means that the document is actually a link to an object stored elsewhere in the GARGANTUA database. This link has been made in Gargantua Web Client using the **Paste as link**  tool.



If the document to which the link points has not been burnt on the Auto Media, the link will be broken.

FILE VIEWER

The file viewer includes a different toolbar according to the type of document.

TOOLBAR FOR ALL DOCUMENTS

The toolbar for all documents includes the following buttons:

       **Previous result, First, Previous, Previous (including pins), Next (including pins), Next, Last, Next result**

Click these buttons to view the documents in the order in which they display in the list.

Print

Click this button to print the document you are viewing.

 Toggle notes

Click this button to display the notes of the document you are viewing, if any.

 Fullscreen

Click this button to display in fullscreen the document you are viewing and to hide the left pane. Click this button again to display the left pane.

TOOLBAR FOR TEXT DOCUMENTS

The toolbar for text documents includes the following buttons:

 Draft

Click this button to display the document in draft mode, with all its components, such as the grids of hidden tables, the hidden text (comments...), etc.

 Normal

Click this button to display the document without borders or separation between pages. This tool is designed for Office or text documents.

 Preview

Click this button to display the document page by page, with borders. This tool is designed for Office or text documents.

 Full size

Click this button to display the document with its actual size. This tool is designed for Office or text documents.

 Fit height

Click this button to adapt the document's page height to that of the viewer.

 Fit width

Click this button to adapt the document's page width to that of the viewer.

TOOLBAR FOR IMAGE DOCUMENTS

The toolbar for image documents includes the following buttons:

 Previous page, Next page

Click these buttons to review the pages of a multipage TIFF file (.tif with several pages) or multipage PDF file (PDF with several pages). You may click the arrow buttons to move to the next page or to go back to the previous page, or you can enter a page number in the field, and press Enter to display it.

 Zoom in

Click this button to display a larger image of the document. Click the button as many times as needed to

zoom in more.

 Zoom out

Click this button to display a smaller image of the document. Click the button as many times as needed to zoom out more.

 Best fit

Click this button to optimize the display size in order to view the whole image.

 Rotation 90°, Rotation 180°, Rotation 270°

Click these buttons to rotate the image 90°, 180° or 270° anti-clockwise.

GENERAL SEARCH

The general search allows to quickly perform a search with simple criteria. The general search allows you to:

- Filter results by object type: folders, documents, pins...;
- Set the attribute types (date, string, monetary...) for which you want to perform the search;
- Select one or more databases as search targets.

STARTING A SEARCH

To perform a general search, proceed as follows:

1. Go to the **General search** tab.
2. Set the appropriate criteria and options. See [Options available for general search](#).
3. When you are done, click the **Search** button on the right side of the **Expression** field.

The search results display in a table at the bottom of the screen.

OPTIONS AVAILABLE FOR GENERAL SEARCH

The options available for general search are the following:

Expression

Enter the keyword or phrase you want to search for in this field.

If you want to search for a date, use the following format: "dd/mm/yyyy".

Find objects

Check the checkboxes corresponding to the object types you want to search for. You must select at least one object type.



If a document has several versions, only the most recent version will display in the search results.

Search into

Check the checkboxes corresponding to the types of attributes where you want to perform the search. You must select at least one attribute type.

Label

Check this checkbox to search for the expression in the object label. Remember that all objects have a label. The label is a default attribute.

String

Check this checkbox to search for the expression in the string attributes of the objects: they can contain letters, numbers or special characters.

Mod./Cre. date

Check this checkbox to search for the expression in the **Create date** and **Modify date** attributes of the objects.

Date

Check this checkbox to search for the expression in the date attributes of the objects.

Number

Check this checkbox to search for the expression in the number attributes of the objects.

Search options

Apply restrictive options to the search expression.

Case sensitive

Check this checkbox if you want lower and upper case letters to be considered different when the search is performed.

Exact match

Check this checkbox if you want to exclude all approximate matches for your search expression.

Example: If you enter "folder" as your search expression and you check this checkbox, potential matches containing "subfolder" will be excluded from your search results.

VIEWING A DOCUMENT

To view a document, proceed as follows:

- In the documents list, double-click the row of the document, or select the document, and click the  button.
- In the search results list, double-click the row of the document, or right-click the document, and select **Display document**.

To close a displayed document, click the  button in the top right corner of the screen.

VIEWING THE ATTRIBUTES OF AN OBJECT

To view the attributes of an object, proceed as follows:

- From the **Explorer** tab:
 1. Select a database or a folder in the navigation tree, or a document or a pin in the documents list.
 2. Click the  or  button.
- From a search result:
 1. Right-click the row corresponding to the document.
 2. Select **Attributes**.

To close the attributes, click the  button in the top right corner of the screen.

PRINTING DOCUMENTS

To print a document you are viewing, click the  icon.

To print several documents, proceed as follows:

- From the **Explorer** tab:
 1. Select the documents in the documents list. To select several documents, use the Ctrl+click keyboard shortcut.
 2. Click the  button or use the Ctrl+P keyboard shortcut.
- From a search result:
 1. Select the documents in the results list. To select several documents, use the Ctrl+click keyboard shortcut.
 2. Hold the Ctrl key down, and right-click the results list.
 3. Select **Print**.

SAVING DOCUMENTS ON THE HARD DISK

To save a copy of some documents from SIATEL Auto Media on the hard disk, proceed as follows:

1. Select the documents in the documents list. To select several documents, use the Ctrl+click keyboard shortcut.
2. Click the  button or use the Ctrl+S keyboard shortcut.

The file explorer opens.

3. Browse to the folder where you want to save the documents, and select it.
4. Click **OK**.

The documents have been saved in the folder specified.

OPENING A DOCUMENT WITH ITS NATIVE APPLICATION

The native application of a document is the application set by default to open this type of file on your computer (for example, Microsoft Word for .docx files, or Adobe Reader for .pdf files).

To open a document with its native application, proceed as follows:

1. Select the documents in the documents list. To select several documents, use the Ctrl+click keyboard shortcut.
2. Click the  button or use the Ctrl+O keyboard shortcut.

The documents open in their native application.