

HippoFM Silverlight Training

1.0 Home Screen

All facilities and work-order summary boxes are viewable from the home screen, which is organized into three key areas:

1. **The Breadcrumbs:** are a method for navigating the maps/views of your facilities. The breadcrumbs will always display the navigation trail that has led you to a particular map or floor plan.
2. **The Map:** provides a visual method of navigation to your facilities. It displays links to specific maps or regions (black dots), and facilities (colored dots)
3. **Facility Summary Listing:** displays a listing of all maps/views and facilities on a particular map. This listing also includes a summary of all work orders.

1.1 Zooming in/out of Map

All maps and floor plans in Hippo can be magnified by using the Zoom Slider.

1. To increase the magnification of a map, move the Zoom slider up, or click the + button on the slider. If your mouse is equipped with a scroll wheel, move the wheel away from you.
2. To reduce the magnification of a map, move the Zoom slider down, or click the - button on the slider. If your mouse is equipped with a scroll wheel, move the wheel towards you.

1.2 Panning a Map

All maps and floor plans in Hippo can be panned. This is especially useful if you zoom into a map. There are two methods for panning a map:

1. Clicking on the **Pan Window** button will display a thumbnail view of the entire map. Move your mouse cursor with this thumbnail to move your map.
2. Clicking and dragging on the map will move the map.

1.3 Navigating a Map

All maps in Hippo can be navigated by clicking on the dots. There are two types of clickable dots on a map:

1. Map Dots are black dots that link you to another map or grouping of facilities.
2. Facility Dots are colored dots (work order status color is displayed) that link you to a particular facility.

1.4 Navigating the Facility Summary Listing

The Facility Summary Listing displays work order summaries for all facility groupings (maps) and facilities that are viewable on a particular map. Clicking on the Facility Grouping or Facility will load that particular view.

1.5 Navigating the Facility Summary Listing

At any time, a user can set their Default View. The Default View is the first map/view that is loaded when a user logs into Hippo or click **Home**. To set your Default View, navigate to a particular map/view and click Set Default View button on the map. The next time you click **Home** or log into Hippo this map/view will be displayed.

2.0 Manage Views (Admin)

All maps/views that are viewable in the Home screen are added here. To view all maps/views added, click **Manage Views** tab in the **Admin** Section.

2.1 Add Map/View

The following steps describe how to add a new map/view to Hippo.

3. Click the **Manage Views** tab in the Admin section.
4. Click the **Views** tab in the right navigation panel.
5. Click the **Add** button, to display the **Add View** window.
6. In the **Add View** window, enter the following information:
 - a. Enter a Name for the view.
 - b. To add a **Map Image File**, click on **Browse**, to display the Browse window. Choose an image file from the browse window, the click **Open** to upload image. This image can be a map of your town, city, country or simply street corner depending on how may facility you manage.
7. Once the image is uploaded, the new View will be displayed in the right navigation pane listed by its name.

2.2 Set Enterprise Map/View

The enterprise map/view is the default view that users see on the home screen when logged into Hippo. The following steps describe how to set or change the enterprise map/view in Hippo.

1. Click the **Manage Views** tab in the Admin section.
2. Click the **Views** tab in the right navigation panel.
3. Select the map/view from the view listing.
4. Click the **Set Enterprise** button. A globe icon will be displayed next to you new enterprise map/view, and users will now see this map/view on the home screen.

2.3 Editing Map/View

The following steps describe how to edit or change a map/view.

1. Click the **Manage Views** tab in the Admin section.
2. Click the **Views** tab in the right navigation panel.
3. Select a map/view from the listing.
4. Click the **Edit** button, to display the **Edit View** window.
5. In the **Edit View** window, edit the following information:
 - a. Edit the Name for the view.
 - b. To change the **Map Image File**, click on **Browse**, to display the Browse window. Choose an image file from the browse window, the click **Open** to upload image.

2.4 Delete Map/View

The following steps describe how to delete a map/view. (Please note that deleting a map/view will remove a map/view and users will no longer be able to access it.)

1. Click the **Manage Views** tab in the Admin section.
2. Click the **Views** tab in the right navigation panel.
3. Select a map/view from the listing.
4. Click the **Delete** button.
5. An alert window will prompt you to confirm your deletion. Click **OK** to delete, or **Cancel**.

2.5 Linking Maps/Views

Hippo allows you to link multiple maps/views together. This will give you the ability to display detailed maps for specific locations and regions. For example; you may link a map/view of your country, to a map/view of your province/state; and link the map of your province/state to a map/view of your city. There are no limits to the number of maps or views that can be linked.

The following steps describe how to link a map/view to another map/view.

1. Click the **Manage Views** tab in the Admin section.
2. Click the **Views** tab in the right navigation panel.
3. Select a map/view from the listing.
4. Decide on which map/view you want to link to from the map/view listing, and click the **+** button next to the map/view.
5. Move your mouse cursor to the desired location on the map and click your mouse button to place the link. Once the link is placed on the map, it will display a black dot.
6. Holding your mouse cursor over the link dot will display a fly out label displaying the name of the map, number of facilities on that map, and a work order summary.

2.6 Moving a Map/View Link

If you do not like the location of the link dot, you can move it at any time by clicking and dragging the dot to a new location on the map.

2.7 Deleting a Map/View Link

To delete a map link, click on the link dot and press the **Delete** key on your keyboard.

2.8 Plotting Facilities on Maps/Views

Hippo allows you to plot multiple facilities on a map/view. This will allow you display the facilities you manage on detailed maps for specific locations and regions.

The following steps describe how to plot a facility on a map/view.

1. Click the **Manage Views** tab in the Admin section.

2. Click the **Views** tab in the right navigation panel.
3. Select a map/view from the listing, the map/view will display.
4. Click the **Unplotted Facilities** tab in the right navigation panel. This will display a list of all facilities that are not plotted on the specific map/view that is selected.
5. Select a facility from the listing.
6. Click **Plot** button at the top of the listing.
7. Move your mouse cursor to the desired location on the map and click your mouse button to place the link. Once the facility is placed on the map, it will display a facility dot (This will be displayed in the appropriate status color for the facility).
8. Holding your mouse cursor over the facility dot will display a fly out label displaying the name of the facility and a work order summary.
9. Note: Once a facility is plotted on a map, it is no longer listed under the **Unplotted Facilities** tab. To view a listing of all facilities plotted on a map, click the **Plotted Facilities** tab.

2.9 Moving a Facility on a Map/View

If you do not like the location of a facility on a map/view, you can move it at any time by clicking and dragging the dot to a new location on the map.

2.10 Unplotting a Facility on a Map/View

The following steps describe how to unplot a facility from a map/view.

1. Click the **Manage Views** tab in the Admin section.
2. Click the **Views** tab in the right navigation panel.
3. Select a map/view from the listing, the map/view will display.
4. Click the **Plotted Facilities** tab in the right navigation panel. This will display a list of all facilities that are plotted on the specific map/view that is selected.
5. Select a facility from the listing.
6. Click **Remove** button at the top of the listing.
7. The facility is now removed from the map and Plotted Facilities listing.
8. Note: Once a facility is unplotted on a map, it is no longer listed under the **Plotted Facilities** tab. To view a listing of all facilities that are not plotted on a map, click the **Unplotted Facilities** tab.