

Quick Start Guide

The screenshot shows the JAVS Publisher software interface. At the top, there is a toolbar with icons for Publish, Review, Print, Properties, Remove, Clear, and Training Room Main... Below this is the Job Data Queue section, which displays a list of sessions. The Data Size section shows the approximate size of the queue as 1.11 MB. The Logged by Date List section shows a calendar view for June and July 2023, with a table of logged sessions.

Job Data Queue

2023-06-20 08.39
6/20/2023 8:39:41 AM

Data Size

Approximate size of Queue: 1.11 MB

Logged by Date List

Start Date	Name	Location	Department	Parties	Order	Duration
08:39:41 AM	2023-06-20 08.39	Training Room Main System				00:00:07

Logged by Date Tool: Allows you to search for Sessions by selecting a date on the calendar. You can see 5 months at a time while in fullscreen mode.

1. Select the Location to search or choose All Locations (JAVS Server only).
2. Select any bold date in the Logged By Date calendar.
3. All Sessions for that Location and date will show in the Results list.

Add to the Job Data Tool: When Sessions are located, they can be added to the Job Data Tool for viewing, printing, and publishing. Select the Session(s) and click the Add icon on the Search Results Toolbar, or drag and drop to the Job Data Tool. The selected Sessions will appear in the Job Data List.

Data Size Tool: Approximates the size of all items in the Job Data Tool before publishing to a local disk or server. It is found at the bottom of the Job Data Tool.

Publish: Add a Session to the Job Data Tool, then select the Publish icon to open the JAVS Publish Wizard.

Review Session: View and listen to recordings via video window. To Review a session, select the desired session and press the Review icon.

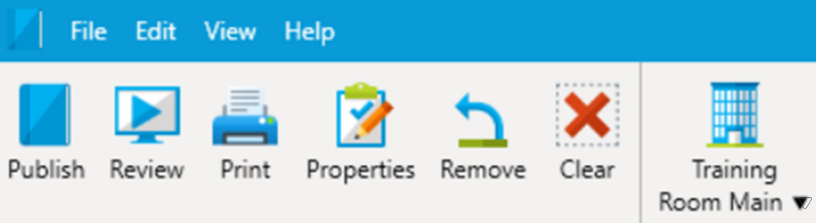
Print Log Reports: You can print any logged session and curtail it to meet your needs. Select your session(s) in the Logged By Date Tool or Search Tool and press the Print icon. This will open the JAVS Report Wizard, which will walk you through the printing process.

Edit Properties: Select the session from the Job Data Tool queue then press the Session Properties icon. You can edit session Name, Title, Type, Department, and Charges. You can also add and edit Exhibits. Press Save when complete.

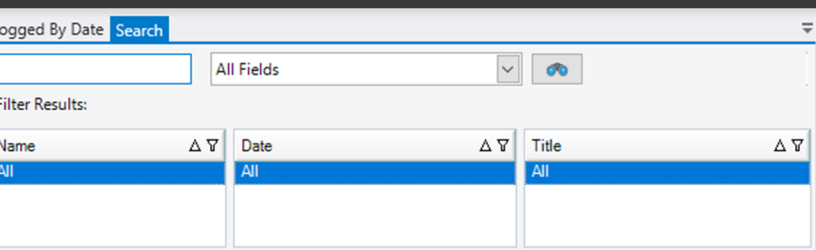
COMMON FUNCTIONS

- Print** from the Job Data Tool and the Search Results.
- Publish** from the Job Data Tool to a CD or a file location.
- Remove** selected Sessions from the Queue.
- Clear** the Job Data Tool
- Properties** edits details of a selected Session.
- Refresh** updates the Logged By Date List.
- Review** plays back the selected Session.
- Add** the selected Sessions from the Search Results List to the Job Data Tool.
- Select All** selects all Sessions available.
- Show/Hide Columns** allows for customization of the current tool.
- Search** allows the user to search for Sessions.

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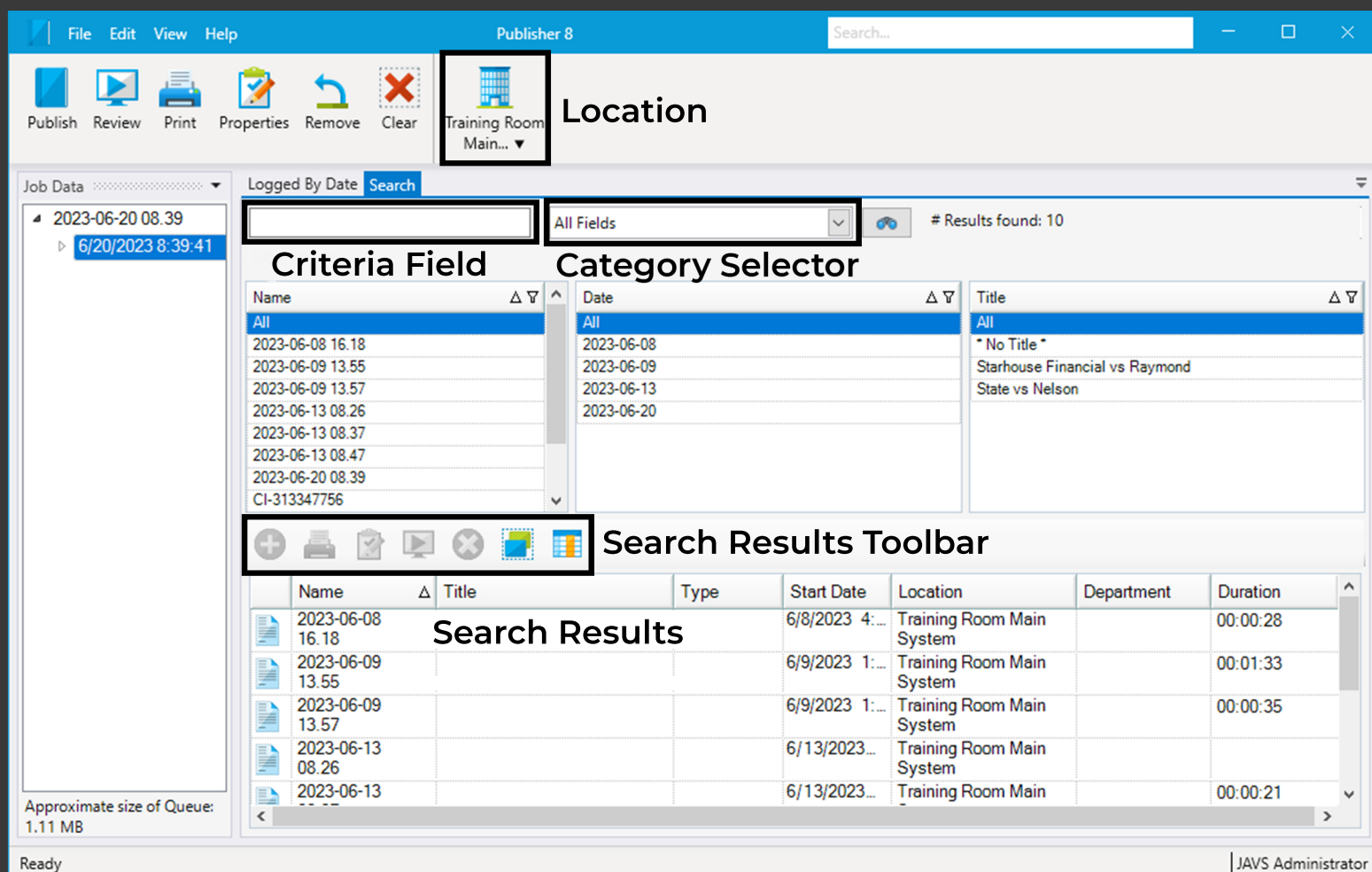
The Main Toolbar: The function buttons include printing, publishing and reviewing of Sessions, as well as remove and clear Sessions from the Job Data Tool. The Toolbar also contains the Location button, which shows you which rooms you may access.



Search Tool: Allows you to search for Sessions using Session data. Filters are provided to narrow your search.

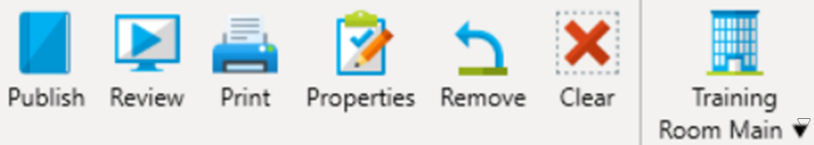
1. Select the category to search from the Category Selector.
2. Type your search data in the Criteria field.
3. Click the Search button.
4. Filter your results using the Filter Results function.

[Resetting the Windows Sections: AutoLog uses dock-able windows to allow users to manipulate the screen to fit their needs. **CTRL + Shift + L** will reset to default settings.]



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File Edit View Help



The Main Toolbar: The function buttons include printing, publishing and reviewing of Sessions, as well as remove and clear Sessions from the Job Data Tool. The Toolbar also contains the Location button, which shows you which rooms you may access.

Search Tool: Allows you to search for Sessions using Session data. Filters are provided to narrow your search.

1. Select the category to search from the Category Selector.
2. Type your search data in the Criteria field.
3. Click the Search button.
4. Filter your results using the Filter Results function.

Resetting the Windows Sections: AutoLog uses dock-able windows to allow users to manipulate the screen to fit their needs. **CTRL + Shift + L** will reset to default settings.

Location

Criteria Field

Category Selector

Search Results Toolbar

Search Results

Name	Title	Type	Start Date	Location	Department	Duration
2023-06-08 16.18			6/8/2023 4:...	Training Room Main System		00:00:28
2023-06-09 13.55			6/9/2023 1:...	Training Room Main System		00:01:33
2023-06-09 13.57			6/9/2023 1:...	Training Room Main System		00:00:35
2023-06-13 08.26			6/13/2023...	Training Room Main System		
2023-06-13			6/13/2023...	Training Room Main		00:00:21