

# Ticker Tape Administrator – Quick Reference Guide

Use the 'Free-text' button to send the currently selected pre-defined message to the 'Free-text Message' area to allow its text to be used as a template for a different 'ad-hoc' message

Choose one of the pre-defined messages. These messages and their default settings can be managed via the Administrator Edit/Configuration menu

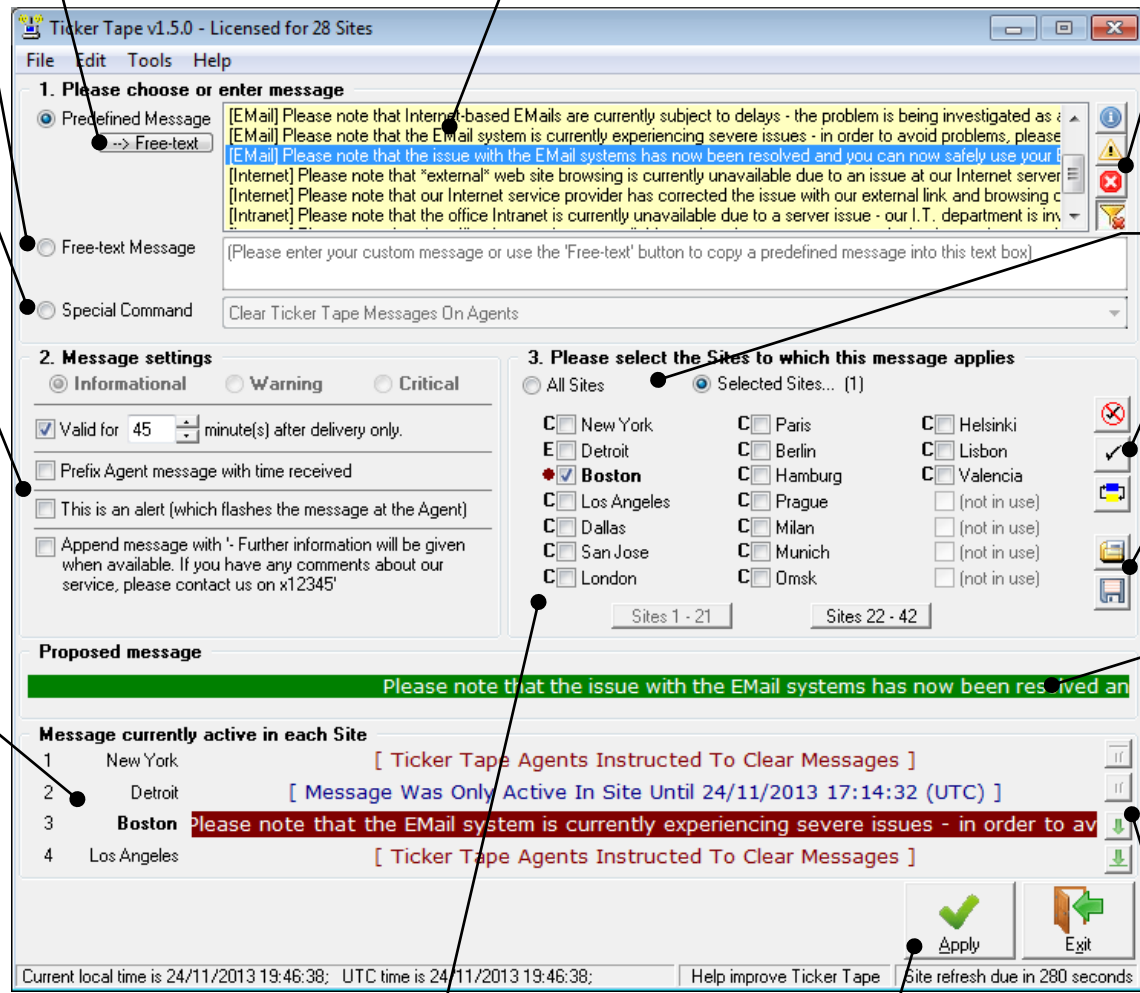
Type an 'ad-hoc' message in from scratch or, alter the one copied into the text box by using the 'Free-text' button

Send a special command to the Agents on the selected Sites. Here you can quickly clear any current message or even instruct the Agents to terminate

The settings for the proposed message – for pre-defined messages, the defaults for each message are defined during its configuration.

For a 'free-text' message you can also specify whether the message should be an 'Informational', 'Warning' or 'Critical' message style

Detailed status of each Site, showing the text of any currently active messages or whether the Agents have been instructed to clear any active messages or terminate



Predefined message filter buttons – show only the Informational, Warning or Critical messages

Select which Sites are to receive the proposed message. Here we've just selected Boston to send an Informational message to

Quickly select all Sites, unselect all Sites or invert the current Site selection

Load a previously saved Site selection or save the current Site selection

A preview of the proposed message as it would be shown at the Agents with the current selection and settings.

Interact with the message as an Agent could by right-clicking it to show a context menu or by dragging it back and forth

Use the buttons to scroll through the Site list to see each Sites current status

Indicator showing current message status of Site;  
**C**=Agents told to **C**lear message  
**E**=Previous message has **E**xpired  
**T**=Agents told to **T**erminate  
 Coloured circle=A message of that type is *currently* active (by default, Red=Critical, Amber=Warning, Green=Informational)

Send the proposed message out to the selected Sites. Only enabled when at least one Site has been selected