

TIBCO Nimbus Control® Storyboard Player Desktop Edition

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Introduction


Storyboards are end-to-end processes that provide easy-to-follow steps informing you how to perform a certain task within your organization. Storyboards are different from process diagrams as a storyboard may include steps that traverse across diagrams or even across process maps. Storyboards may also be used to assist in training, or to highlight changes in processes. The Nimbus Control Storyboard Player allows you to download storyboards from your Nimbus Control server in order to view them offline.

Configuration

Setup Wizard

When you run the Nimbus Control Storyboard Player Desktop Edition for the first time you will be required to configure your player through the Setup Wizard.

Note that you can change any settings by running the Setup Wizard again at any

time. To run the Setup Wizard click  and choose **Settings**, then click **Setup Wizard**.


To configure your storyboard player:



1. On the Welcome screen click **Next**.
2. Enter the Nimbus Control server that you want to download storyboards from.

For example, <https://www.nimbuspartners.com/control>. If you do not know the server URL then please contact your administrator.

3. Click **Next** to continue.
4. Choose which languages you want to download storyboards in.

Languages

Storyboards may be published in different languages and some storyboards will only be available in certain languages. To add a language, select the language from the list of Available Languages and click . You can add multiple languages by holding **Ctrl** when selecting languages.

If you are selecting two or more languages it is important to order your selected languages by preference. This will determine your language preference when downloading a storyboard if the storyboard has been published in multiple languages. For example, if a storyboard has been published in Turkish and French and French is above Turkish in your list of languages, the French version will be downloaded in preference to the Turkish version. To change the order of languages, select a language and click either  or .

You can add and remove languages and change the order at any time by running the Setup Wizard again from your Settings. Note that if you

modify your language settings you must perform a synchronization to update your storyboards.


5. Click **Next** to continue.
6. Complete the setup by clicking **Finish**.

Note: If you don't want to synchronize with the Nimbus Control server straight away then deselect **Synchronize with the Nimbus Control server now**.

Settings

There are a number of settings for the Storyboard Player that configure how it works.

To access and configure the settings:

1. Click  and choose **Settings**.
2. Modify any of the following settings, then click **Save Settings**.

Server Details

Remember passwords will remember your Nimbus Control password so that you don't have to provide it every time you synchronize your Storyboard Player (note that this option does not apply to single-sign on environments).

Setup Wizard allows you to change the server that your Storyboard Player connects and also add and remove language variants. See [Setup Wizard](#) for more information on running the Setup Wizard.

Synchronization Options

Enable automatic synchronization will automatically synchronize your Storyboard Player with the server when you run the Storyboard Player. If you select this option then you can set how often to synchronize your Storyboard Player (the default is 2 days).

Automatically update storyboards on manual synchronization will automatically update any expired or modified storyboards when you run a manual synchronization. If this option is disabled then you will need to manually update any storyboards that require updating after running a manual synchronization. See [Updating Storyboards](#) for more information.

Automatically update storyboards on automatic synchronization will automatically update storyboards whenever your Storyboard Player automatically synchronizes with the server. If this option is disabled then you will need to manually update any storyboards that require updating after your Storyboard Player has automatically synchronized with the server. See [Updating Storyboards](#) for more information.

Preferences

Reset Preferences to Defaults will reset all system options to their default values.




Delete All Downloaded Content will remove all storyboards that you have downloaded to your Storyboard Player.

Library

Your Library allows you to access your downloaded storyboards and also download storyboards from the server.

Storyboards

Downloaded lists all of the storyboards that you have downloaded to your Storyboard Player for offline viewing.

-  Indicates that a storyboard has expired
-  Indicates that a storyboard requires your acknowledgement
-  Indicates that you have acknowledged a storyboard but have not yet synchronized with the Nimbus Control Server

Available lists all of the storyboards that are available for download. Note that you must be connected to the server to view available storyboards and download them.

Updates Available lists all of the storyboards that require updating. Note that this filter is only available if you have chosen not to automatically update your storyboards on manual and/or automatic synchronization.

Due to Expire lists all storyboards that you have downloaded that are due to expire. If you have set your Storyboard Player to automatically update storyboards then running a synchronization will update any storyboards that are due to expire (if applicable) and the expiry date will be reset. If you have not set your Storyboard Player to automatically update then you will have to manually update expired storyboards from the **Updates Available** filter in your Library (see [Updating Storyboards](#) for more information).

Expired lists any downloaded storyboards that have expired. If you have set your Storyboard Player to automatically update storyboards then expired storyboards will be updated when a synchronization is run and the expiry date will be reset. If you have not set your Storyboard Player to automatically update then you will have to manually update expired storyboards from the **Updates Available** filter in your Library (see [Updating Storyboards](#) for more information).

Search Results lists any storyboards that you searched for (see [Searching Storyboards](#) for more information).

Recently Played lists the last storyboards that you viewed.

Most Played lists the storyboards that you view the most.

Favorites

The Favorites section lists the storyboards that you have added to your favorites. Click a storyboard to play it. See [Favorite Storyboards](#) for more information on adding and remove favorite storyboards.

Storyboards

Downloading Storyboards


To view storyboards in your Storyboard Player you must first download them. In the Library section on the left-hand side, all storyboards that are available for download will be listed under the **Available** filter. When you download a storyboard it will be added to your **Downloaded** filter in your Library.

To download a storyboard:

1. Click the **Available** filter in your LIBRARY. This will list all of the storyboards that are available for you to download.
Hint: You can search for storyboards if the list is long. See [Searching Storyboards](#) for more information.
2. Click the storyboard that you want to download and when prompted click **Download**.

To remove a storyboard:

Removing a storyboard will remove it from your Storyboard Player. You can download it again at any time from the **Available** filter.

1. Click the **Downloaded** filter in your LIBRARY.
2. Click  for the storyboard that you want to remove and choose **Remove**.

Favorite Storyboards

If there are certain storyboards that you regularly use then you can add them to your favorites. Favorite storyboards will be added to your **Favorites** section in your Library and are denoted by a gold star.

To add a storyboard to your favorites:

1. In your list of **Downloaded** storyboards click  for the storyboard that you want to add and choose **Favorite**.

To remove a storyboard from your favorites:

1. In your list of **Downloaded** storyboards click  for the storyboard that you want to remove and choose **Unfavorite**.

Playing Storyboards

To play a storyboard:

1. In the **Downloaded** filter in your Library, click a storyboard to play it.
The storyboard will open on step 1.

Navigation

You can navigate through a storyboard using the following methods:

Navigation Buttons

The navigation buttons allow you to step backwards and forwards within the storyboard.



Step Selection

You can click a step in the NOW PLAYING panel (on the left) to display that particular step.

Cursor Keys

Use the Down or Right cursor keys to step forwards and the Up or Left cursor keys to step backwards.

Viewing Modes

Switch between viewing the storyboard in graphics mode and text mode.



Graphics Mode displays the process diagram with the current step in view and step-related information in the right-hand panel.



Text Mode displays only the step-related information.



Mini View displays a minimized text view of the player (see below for more information).



Zoom to fit will zoom out to display the entire process diagram (only available in Graphics Mode).



Zoom to actual size will zoom to the actual size of the diagram.



Enter full screen mode will maximize your Storyboard Player to full screen.

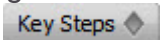


Exit full screen mode will exit full screen mode.

Attachments

Some steps may have attachments. If attachments are present they will be listed under the Attachments heading. Click an attachment to launch it.

Key Steps

Key steps, indicated by ♦ in the Now Playing panel (on the left), highlight the important steps within a storyboard. To view only the key steps click .

Mini View Mode

The Mini View mode provides a smaller text version of the storyboard and will always stay on top, thereby allowing you to work with other systems and applications at the same time. This mode displays the current action for each step

and any additional commentary notes and attachments can be launched by clicking them. The Mini View can also be snapped to a corner of your screen.

To add the storyboard to your favorites click the star in the bottom-left corner. A gold star indicates the storyboard has been added to your favorites.

To exit Mini View Mode click .




Updating Storyboards

Occasionally processes and storyboards are modified, or storyboards may expire after a set time. To ensure you have the most up-to-date storyboards in your Storyboard Player it must be synchronized with the Nimbus Control server. Synchronizing your storyboard player also submits any acknowledgement sign-offs that you have made through your Storyboard Player when offline.

Your Storyboard Player will automatically synchronize with the server every two days by default. If you have chosen to manually update storyboards in your settings then any storyboards that need updating will appear in the **Updates Available** filter in your Library.

Note: You can configure how your Storyboard Player synchronizes and updates storyboards in the [Settings](#) options.


To manually synchronize your storyboard player:

1. Click  and choose **Synchronize**.

To manually update storyboards:

If you have not set your Storyboard Player to automatically update storyboards

then you will need to manually update them. Storyboards that require updating will appear in the **Updates Available** filter in your Library after a manual or automatic synchronization has occurred.

1. Click the **Updates Available** filter in your Library to view any storyboards that need updating.
2. Click  for the storyboard that you want to update and choose **Update**.


Searching Storyboards

You can search for storyboards based on storyboard titles.

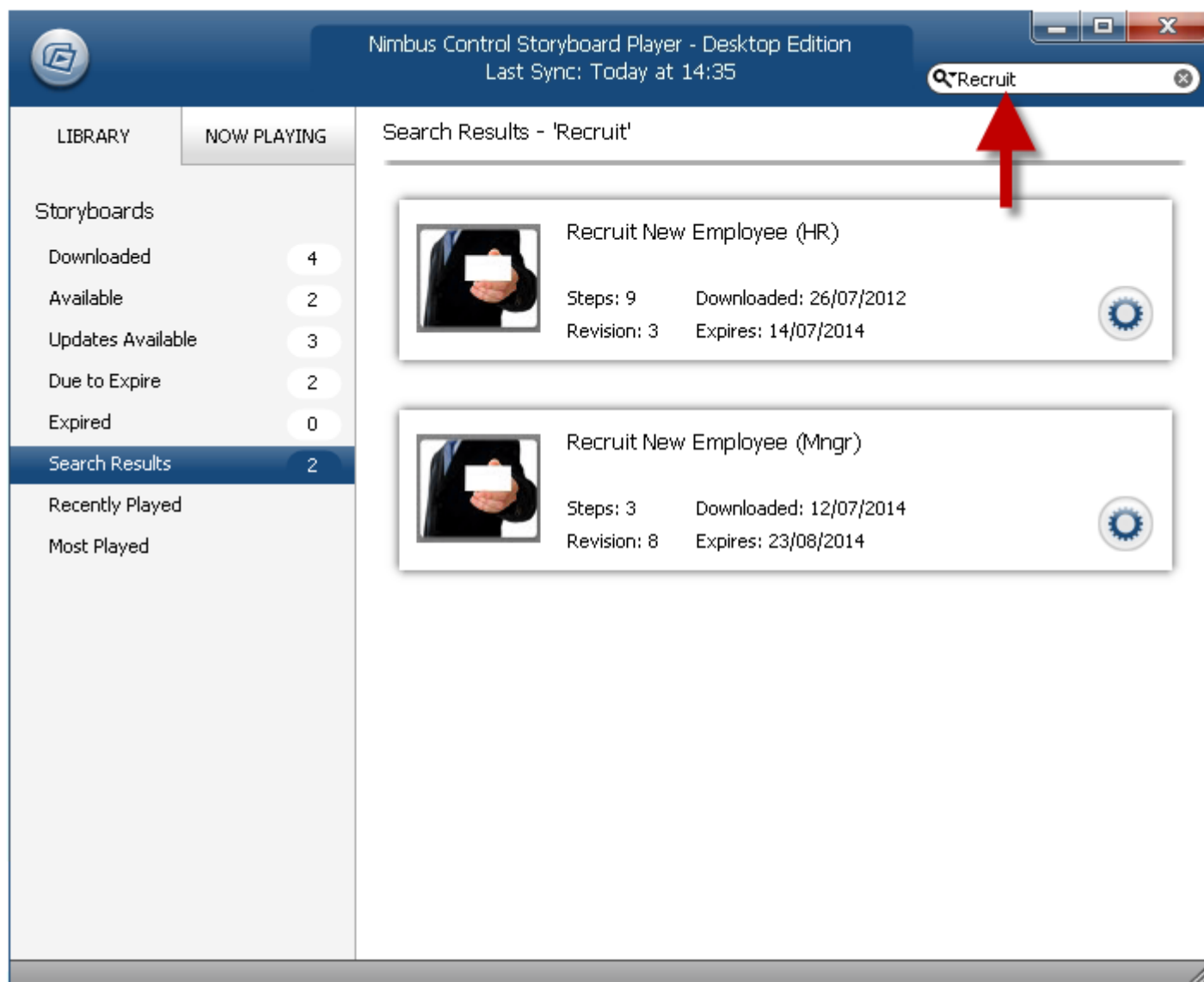
To search for a storyboard:

1. Click in the Search Panel and start typing your search criteria.

Matched results will be displayed as you type, therefore it may not be necessary to type the full text. When you conduct a search, the results displayed can include storyboards that you have downloaded and also storyboards that are available to download.

Note: Storyboards that are available to download are indicated by . Clicking these storyboards will download them to your Storyboard Player.


When you see a storyboard that you are interested in, click the storyboard to either view it or download it to you Storyboard Player.

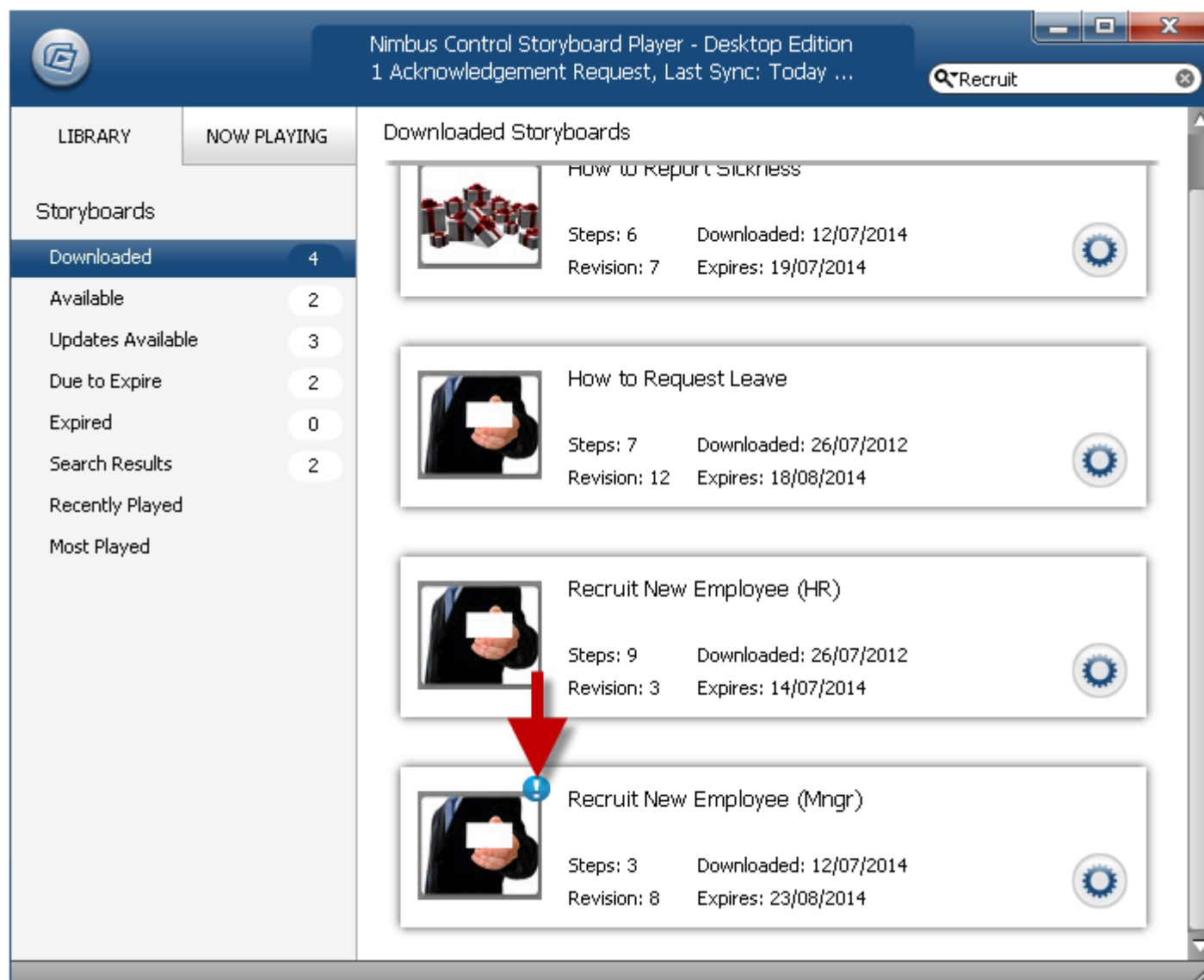


Note: To run a previous search click  and choose a search term.

Acknowledging Storyboards


From time to time you may be requested to acknowledge storyboards, such as new storyboards or updated storyboards. If you have any pending acknowledgement requests the number will be indicated in the title bar at the top.

Storyboards that require acknowledging will be indicated by  in the **Downloaded** filter in your Library.



To acknowledge a storyboard:


1. In your list of **Downloaded** storyboards click the storyboard to play it.
2. Step through the storyboard until the final Acknowledgement step.
3. Click in the **Password** text box and enter your Nimbus Control password.
Note: If single-sign on is enabled then you will not be required to enter your password.
4. Click **Acknowledge**.

If you are connected to your network when acknowledging a storyboard then it will be automatically sent to the Nimbus Control server. If you acknowledge a storyboard offline then the acknowledgement request will be sent to the server on the next synchronization (these storyboards will appear with  until your Storyboard Player has been synchronized).

Storyboard Details

You can view the details of a storyboard, such as version, owner, expiry date, associated keywords, etc.

To view the details of a storyboard:

1. In your list of **Downloaded** storyboards click  for the storyboard that you want to view the details for and choose **Information**.

1.5 Attributions

Attributions

Special thanks go to the following:

Delphi GDI+ Library 2009

This software is based in part on the Delphi GDI+ library by Erik van Bilsen.

FastMM4 4.74

This product includes FastMM4. The source code for FastMM4 is subject to the terms of the Mozilla Public License 1.1, and is available upon request to TIBCO.