

# SmileTiger eMeeting Server™ 2008 Administration Guide

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SmileTiger Software

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## 1 Overview

SmileTiger eMeeting Server is a software system that provides web-based online conference functions. It features meeting scheduling, multiparty audio conferencing, multiparty video conferencing, remote PowerPoint presentation, white board, web tour, application/desktop sharing, application/desktop remote control, local file pushing, polling, question and answer, record and streaming, document management center, and instant messaging.

It is specially designed for the complex Internet/Intranet environment. All communication passes firewalls and proxies without any network configuration change. It works perfectly with both broadband connection and dialup connection.

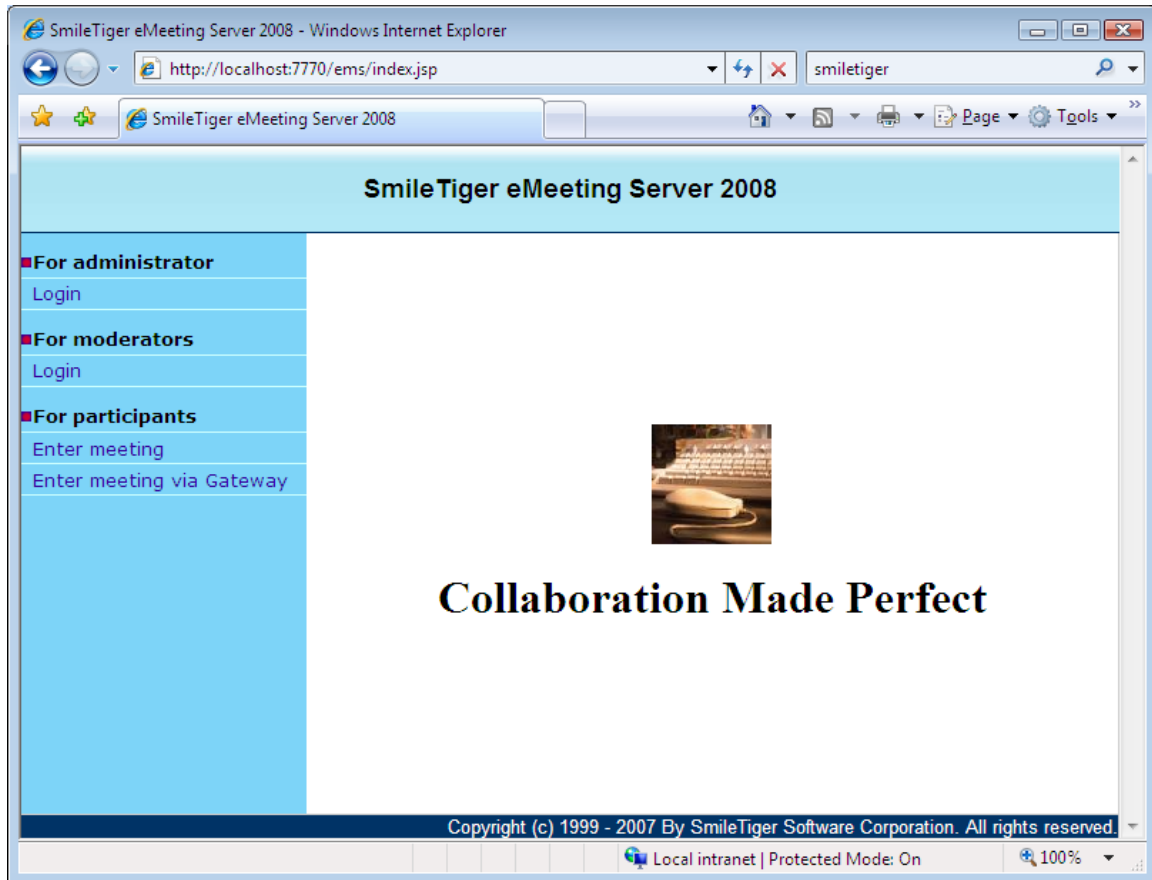
SmileTiger eMeeting Server has a client/server architecture. The server runs cross platform and can be installed on Windows NT/2000/XP/2003/Vista, Linux, UNIX, or Mac. The client runs on Windows 2000/XP/2003/Vista and Mac OSX. End users are prompted to install the client software when they try to enter a meeting. After that, they can enter any meeting from the login webpage or email.

### **1.1 Web-based Server Administration Page**

A web-based administration tool comes with the server. This tool provides an easy-to-use interface to manage the server and meetings. To open the administration page:

1. Start Internet Explorer.
2. Enter address `http://<your server's domain name or IP address>:<port number>/`. Server admin page displays. See *Figure 1*.

The default <port number> is 7770. You can change the port number to another one after installing the software.

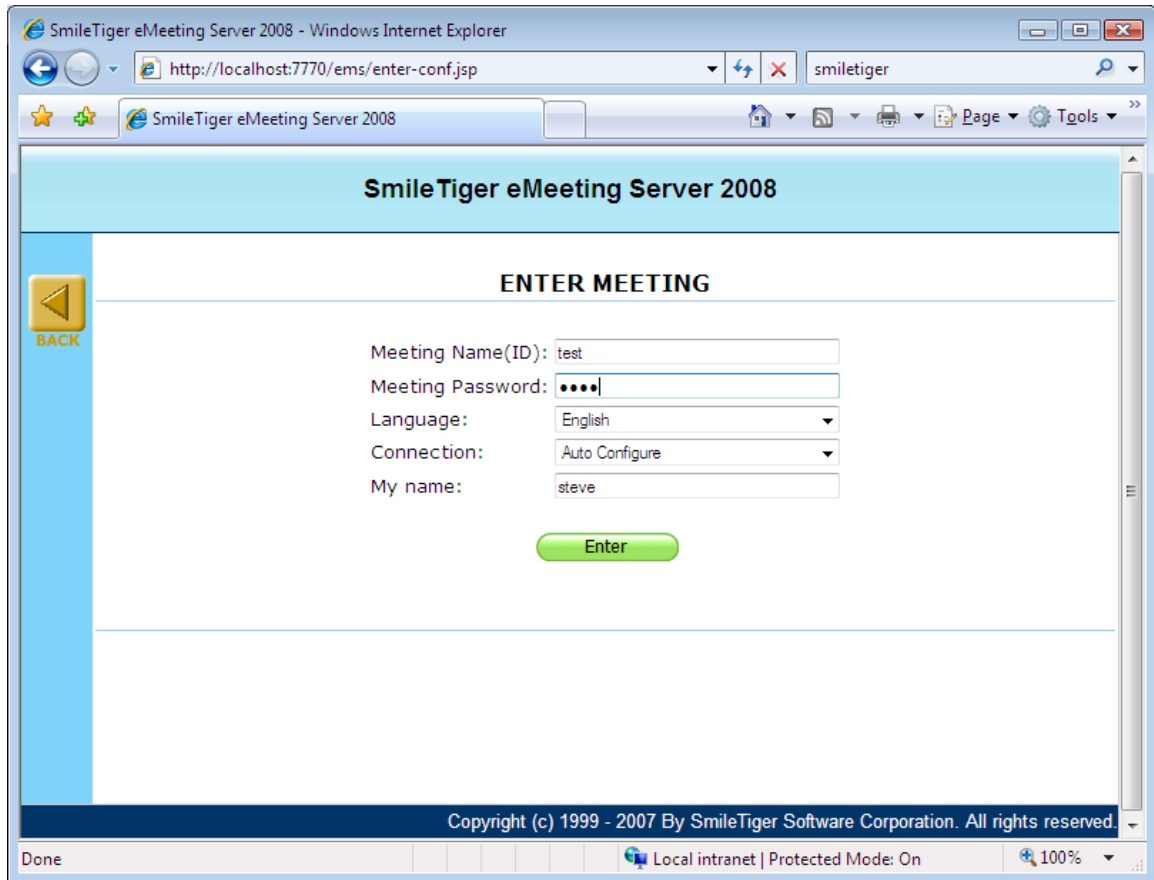


**Figure 1 Server Admin Main Page**

## ***1.2 How to Entre a Meeting***

You can enter a meeting from the admin page, or from an invitation email. To enter a meeting from the Admin page

1. Click on one of the **Enter Meeting** link under **For participants** on the Server Admin page. A page displays. See *Figure 2*.



**Figure 2 Enter Meeting Page**

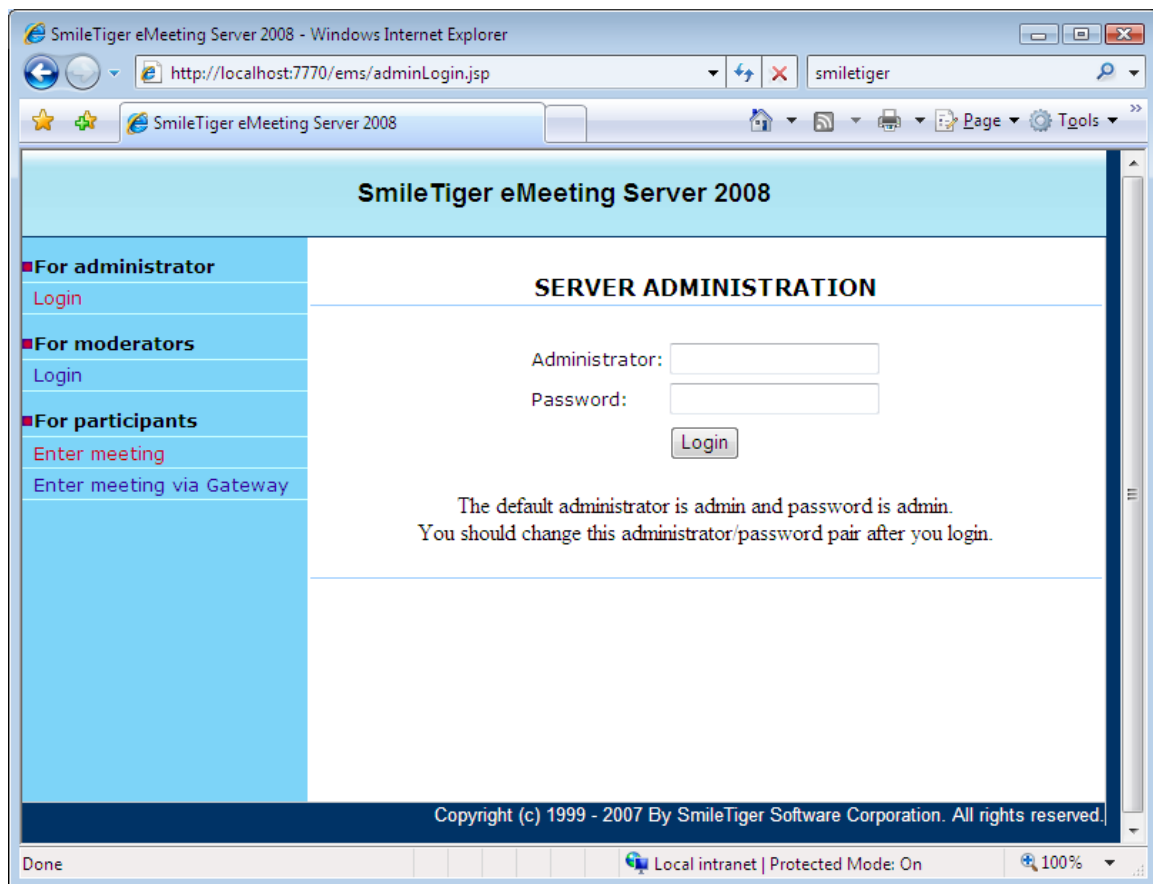
2. Type in meeting name (ID), meeting password, user name, and then click on **Enter** button.

## 2 Server Administration (For Administrator)

The server is administrated by a server administrator. An administrator can add, delete and edit moderators.

### 2.1 Login to Server Administration Page

1. Click the "Login" link under **For administrators**. The authentication page displays. See *Figure 3*.

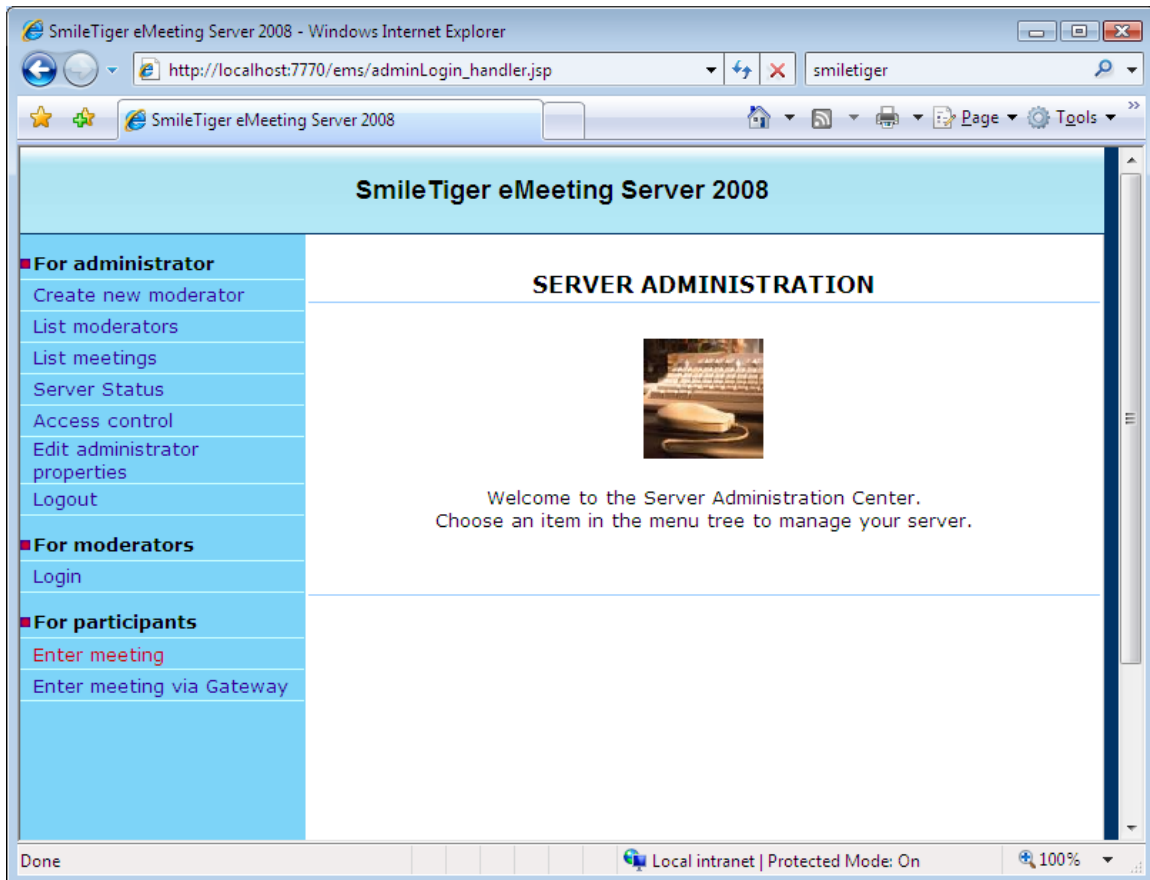


**Figure 3 Server Administration Authentication Page**

2. Enter the administrator name and password, and click on **Login** button. The server administration page displays. See *Figure 4*.

If this is your first time to use, enter **admin** in both the administrator field and the password field.

Click on the links under “For administrators” to manage the server.

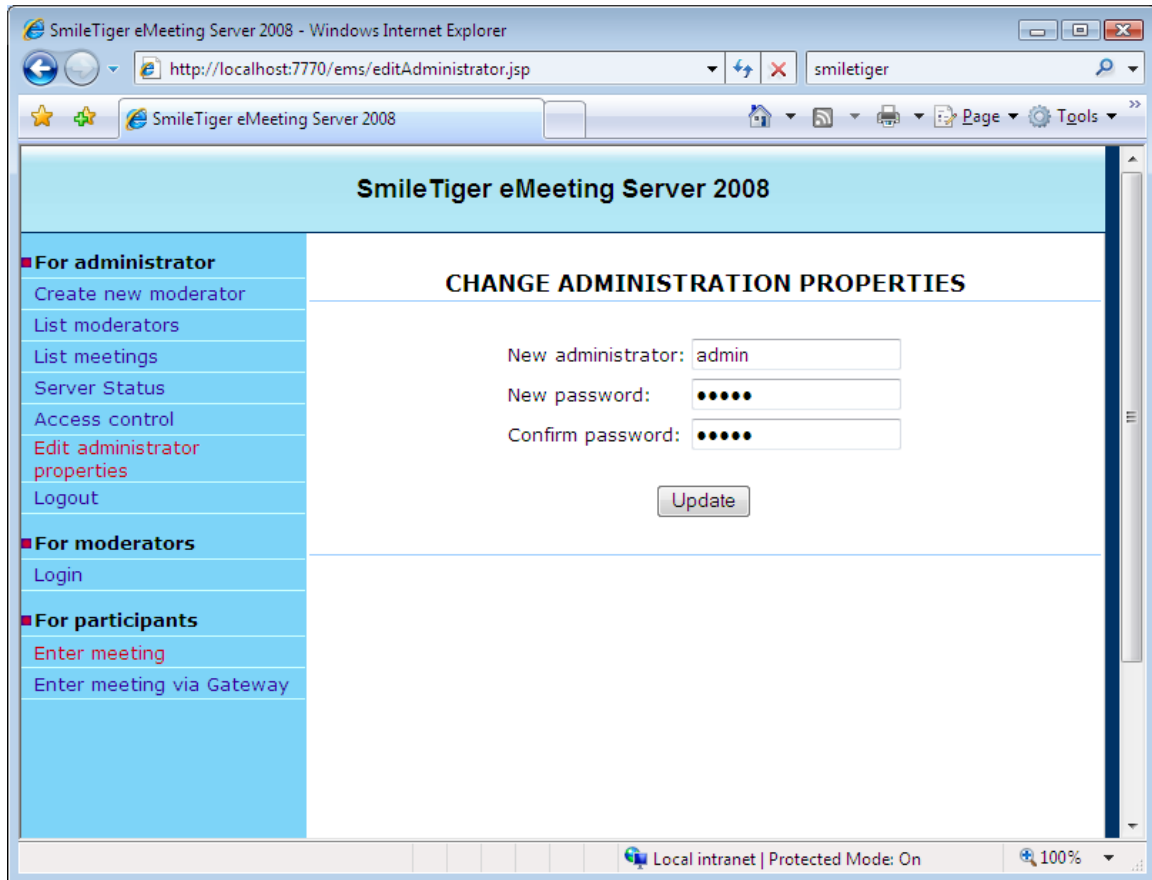


**Figure 4 Server Admin Page**

## **2.2 Edit Administrator Properties**

There is one administrator name/password pair for each Server. This name/password pair is required to login to Server Management Tool.

1. Click “Edit administrator properties” under **For administrators**. A new page appears. See *Figure 5*.



**Figure 5 Change Administration Properties Page**

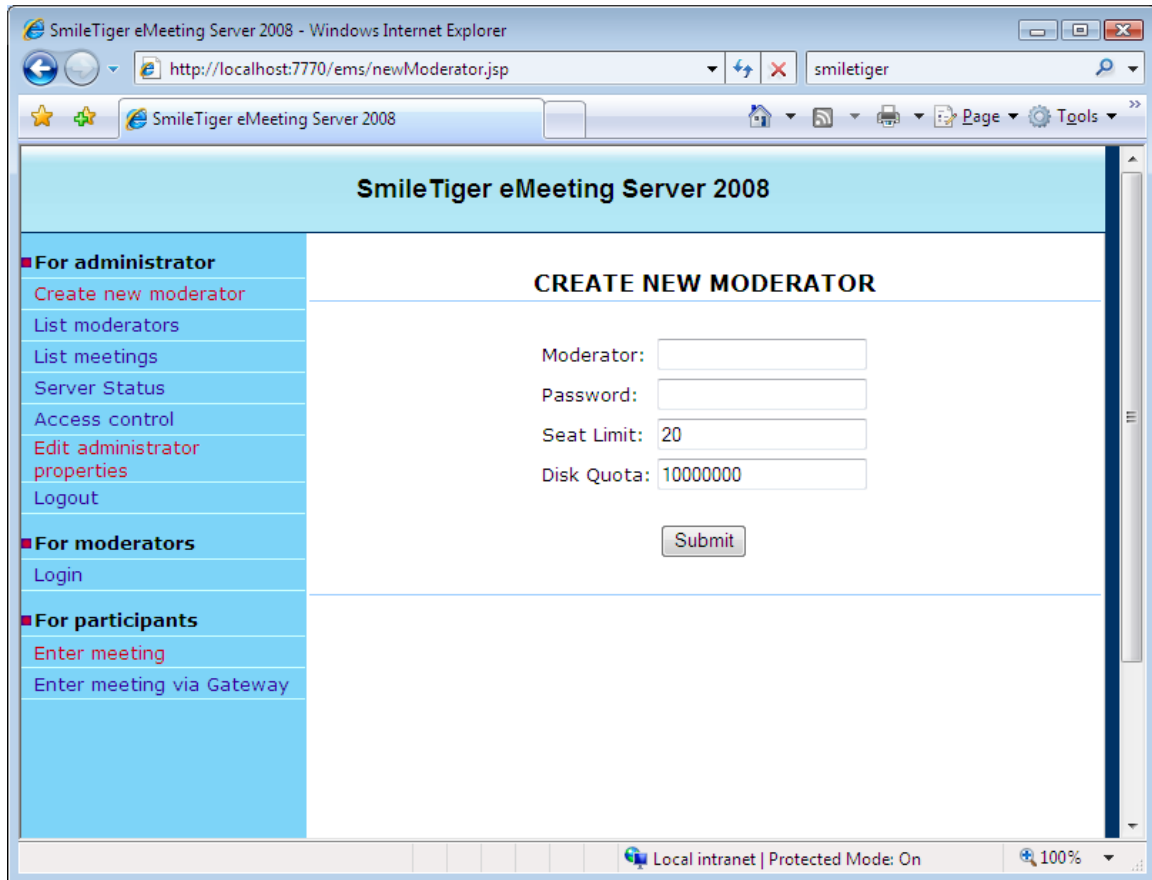
2. Type the new administrator name and password, and then click **Update** button.

## **2.3 Manage Moderators**

You can add multiple moderators to the Server. The moderators are responsible for managing meetings.

### **2.3.1 Add A New Moderator**

1. Click link "Create new moderator" under **For administrators**. A new page appears. See *Figure 6*.



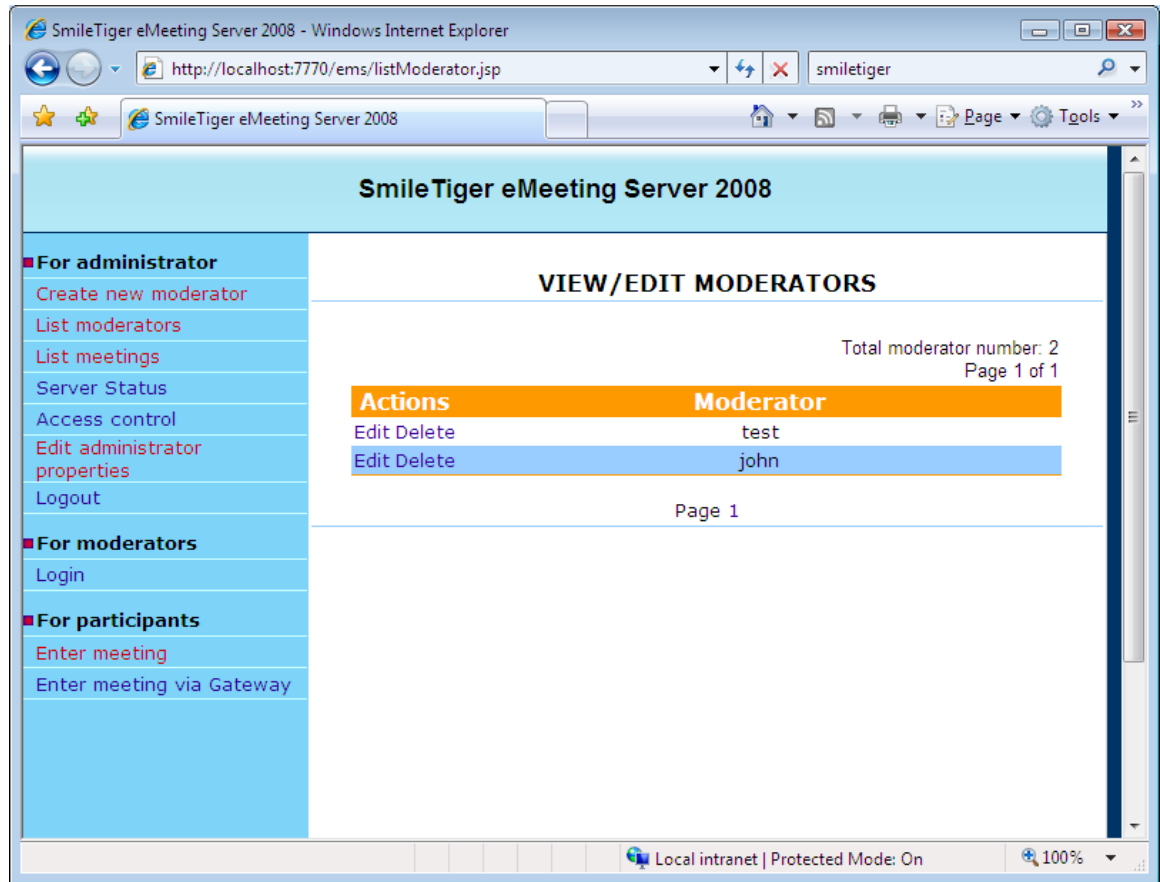
**Figure 6 Add New Moderator Page**

2. Type in new moderator name and password, then click **Submit** button.

### 2.3.2 Edit Existed Moderators

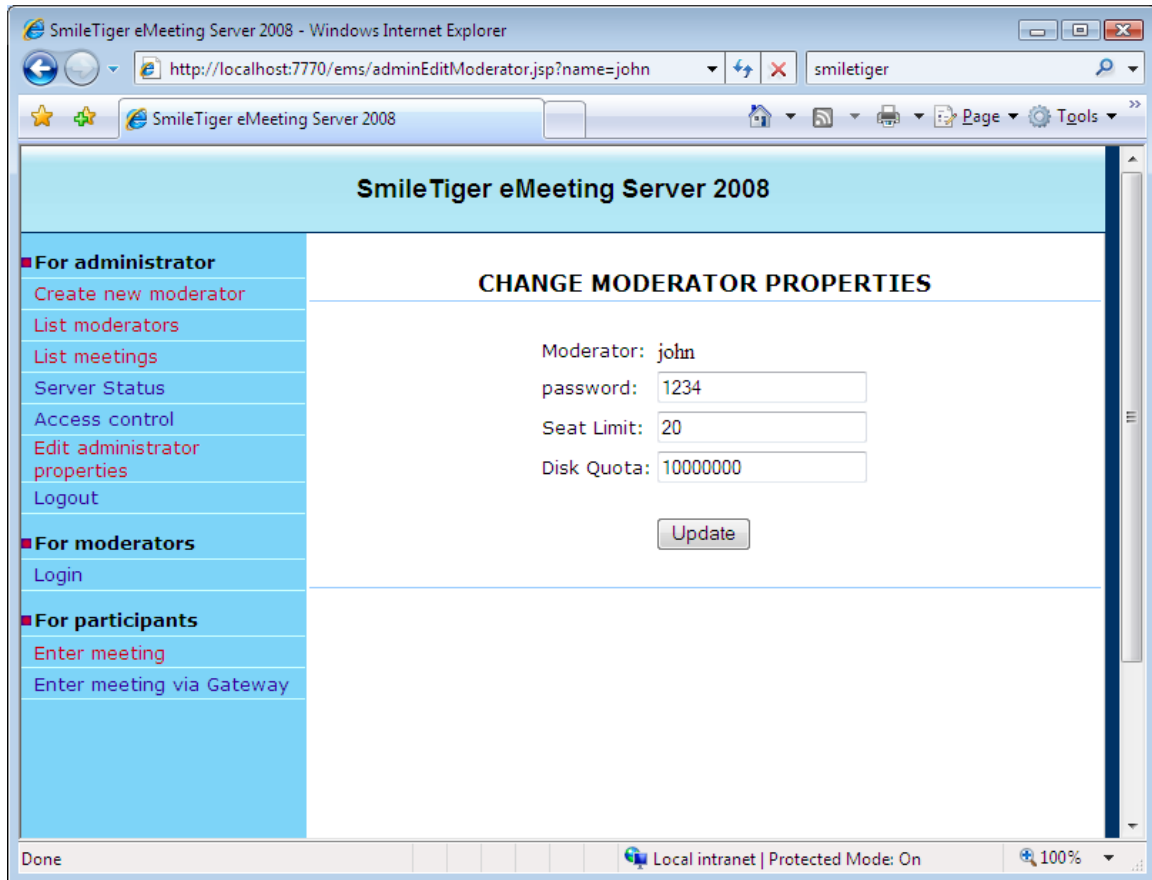
1. Click link "Edit existed moderators" under **For administrators**. A new page appears. See *Figure 7*.

It displays all existing moderators with **Edit** and **Delete** links in front of each moderator's name.



**Figure 7 Edit/Delete Moderator Page**

2. Click **Edit** link at your chosen moderator row. A new page appears. See *Figure 8*.



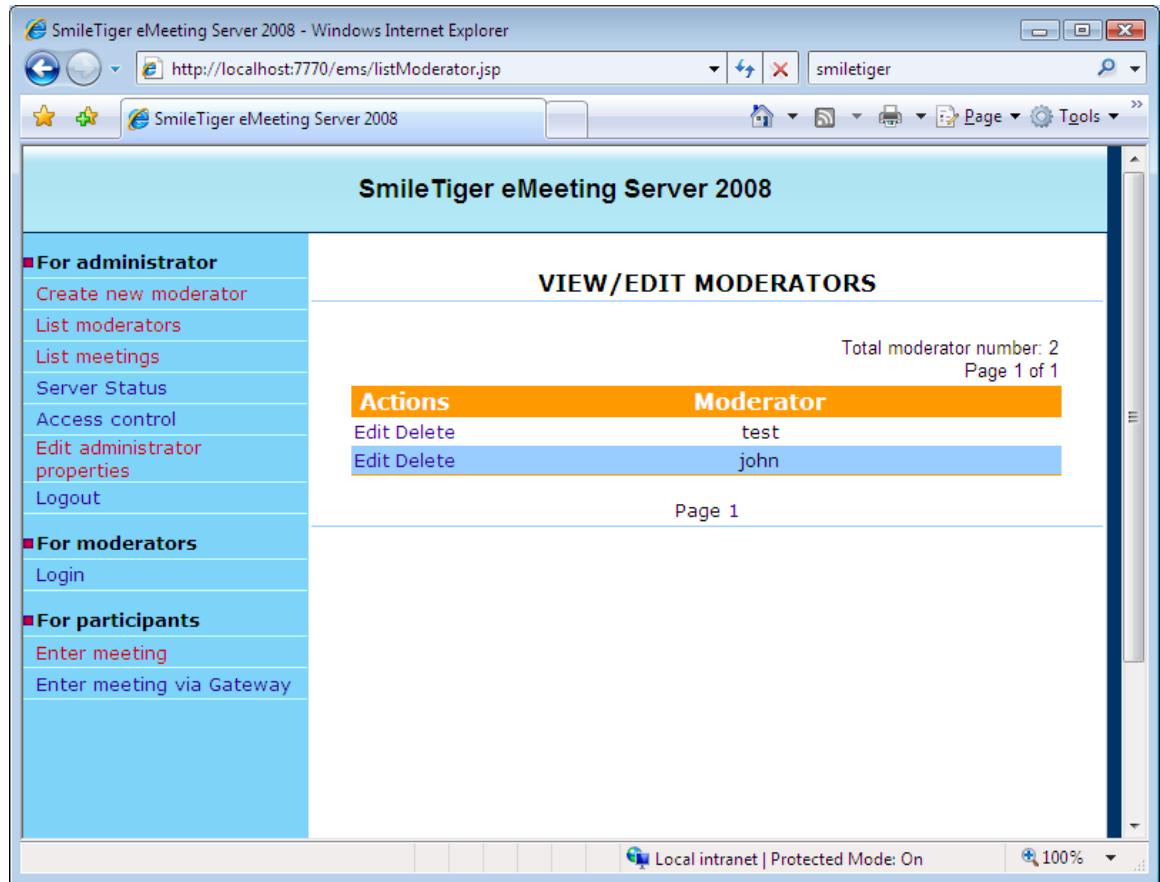
**Figure 8 Edit moderator Properties Page**

3. Type new moderator name and/or password to edit.
4. Click **Update** button. The change takes effect immediately.

### 2.3.3 Delete A Moderator

1. Click link "Edit existed moderators" under **For administrators**. A new page appears. See *Figure 9*.

It displays all existing moderators with **Edit** and **Delete** link in front of each moderator's name.



**Figure 9 Edit/Delete Moderator Page**

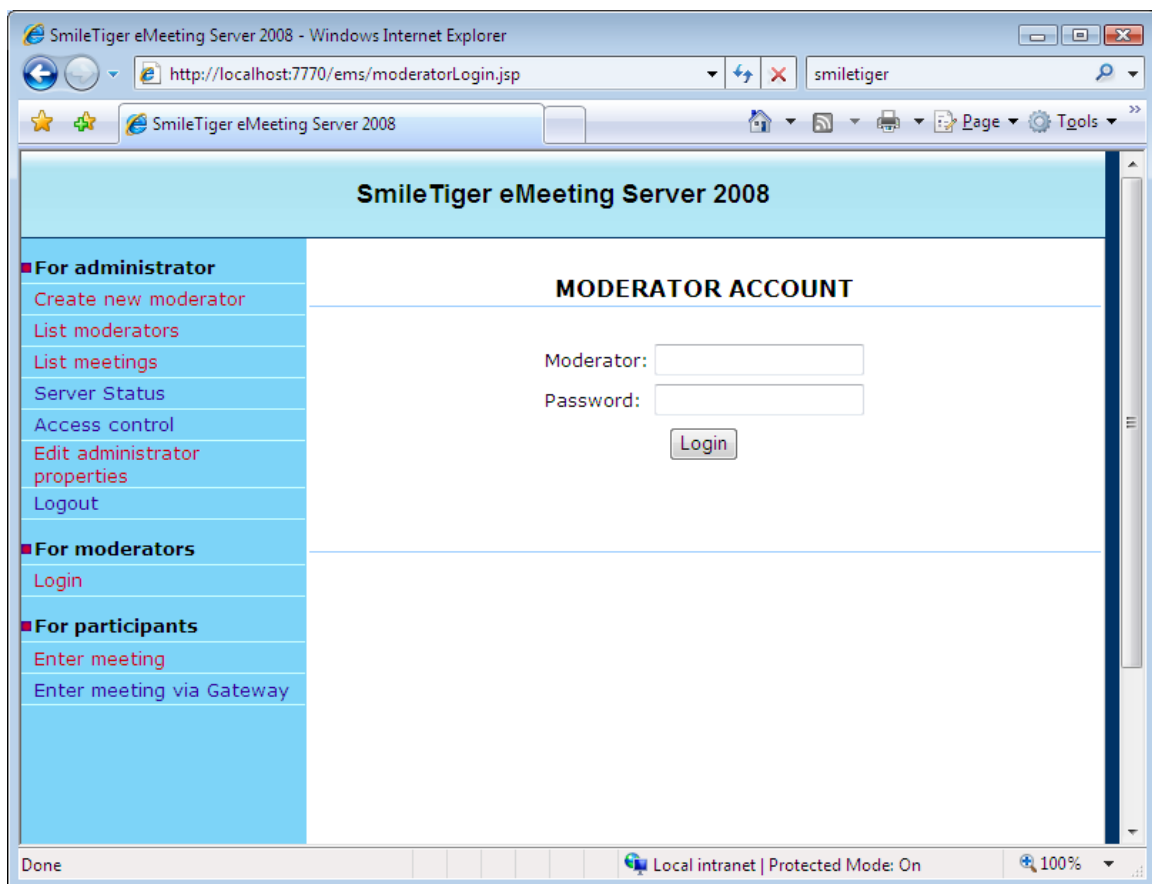
2. Click **Delete** link at your chosen moderator row. This moderator is deleted.

### 3 Meeting Management (For Moderators)

Moderators in the SmileTiger eMeeting Server are responsible for managing meetings.

#### 3.1 Login To Moderator Account Management Page

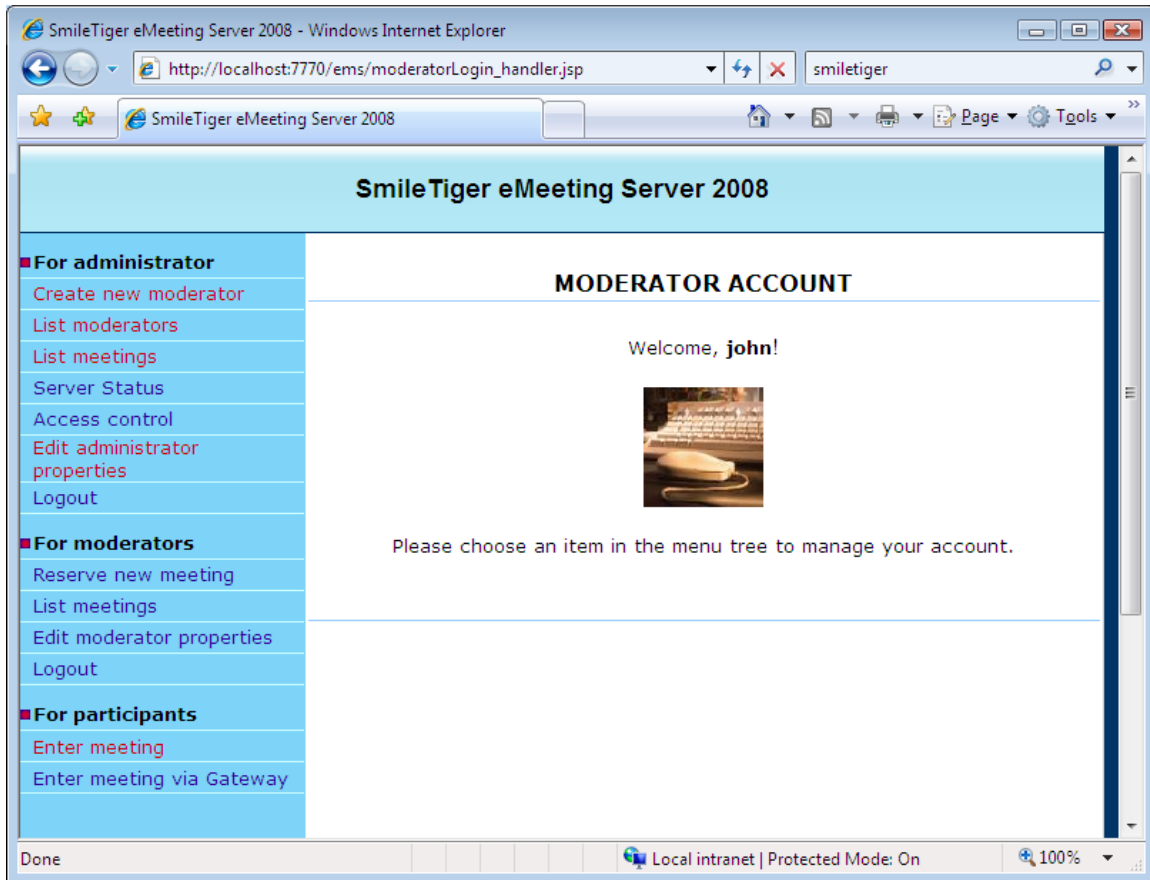
3. Click the "Login" link under **For moderators**. The authentication page displays.



**Figure 10 Moderator Account Authentication Page**

4. Enter the moderator name and password, and click on **Login** button. The moderator account main page displays.

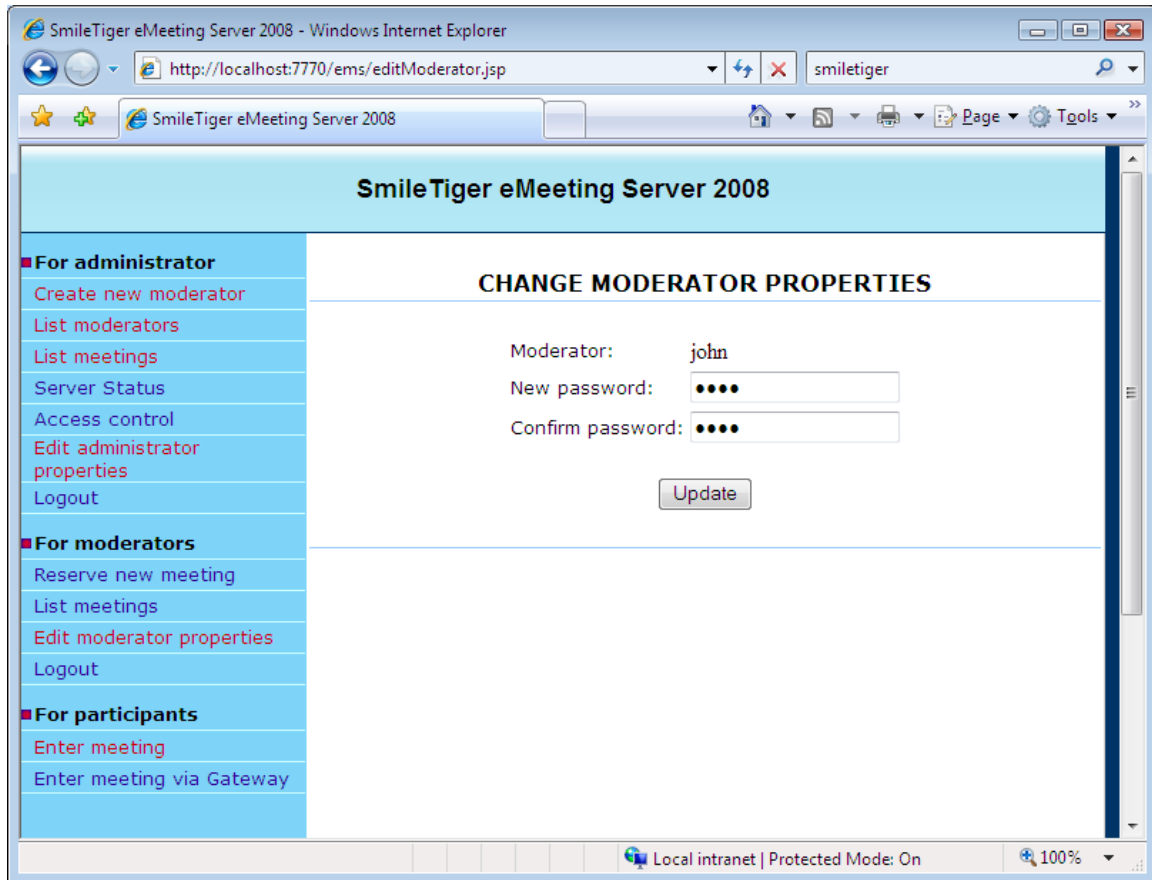
Click on the links under "For moderators" to manage the server.



**Figure 11 Moderator Account Main Page**

### **3.2 Edit Moderator Properties**

1. Click "Edit moderator properties" under **For moderators**. A new page appears.



**Figure 12 Change Moderator Properties Page**

2. Type the new moderator password, and then click **Update** button.

### **3.3 Manage Meetings**

#### **3.3.1 Add A New Meeting**

1. Click link "Reserve new meeting" under **For moderators**. A new page appears.

SmileTiger eMeeting Server 2008 - Windows Internet Explorer

http://localhost:7770/ems/newConference.jsp smiletiger

SmileTiger eMeeting Server 2008

### SmileTiger eMeeting Server 2008

#### CREATE NEW MEETING

Required fields are marked with \*

**For administrator**

- Create new moderator
- List moderators
- List meetings
- Server Status
- Access control
- Edit administrator properties
- Logout

**For moderators**

- Reserve new meeting
- List meetings
- Edit moderator properties
- Logout

**For participants**

- Enter meeting
- Enter meeting via Gateway

ID: \*

Topic: \*

Description: (max 128 chars)

Date: August 17 2007

Time: 11 : 35 AM GMT

Duration: 30 minutes (This is only a time estimate, not a limit)

Maximum User Number: \*

S	M	T	W	T	F
			1	2	3
5	6	7	8	9	10
12	13	14	15	16	17
19	20	21	22	23	24
26	27	28	29	30	31

S	M	T	W	T	F
2	3	4	5	6	7
9	10	11	12	13	14
16	17	18	19	20	21
23	24	25	26	27	28

Local intranet | Protected Mode: On 100%

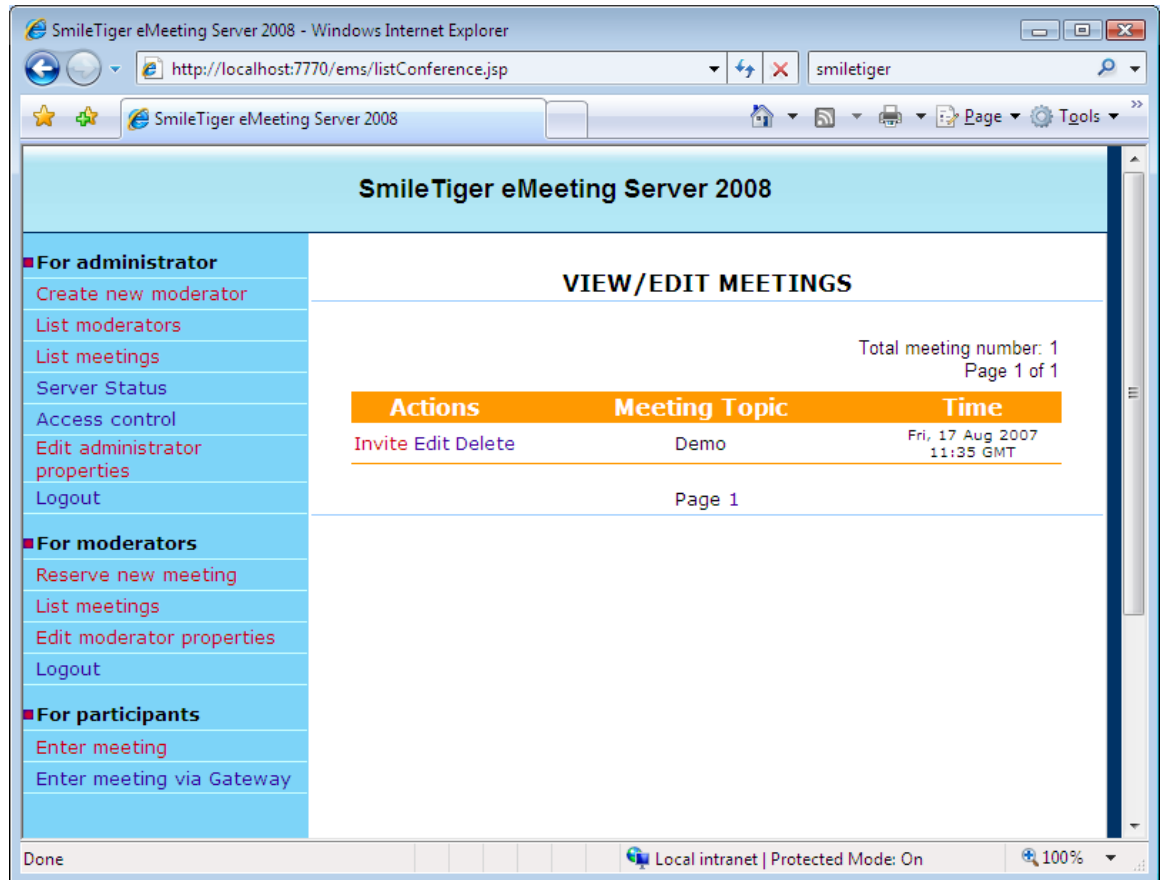
**Figure 13 Add New Conference Page**

2. Type in all required fields in the new page. The click **Create Meeting** button.

### 3.3.2 Edit Meeting Properties

1. Click link "Edit existed meetings" under **For moderators**. A new page appears.

It displays all existed meetings with **Invite**, **Edit** and **Delete** links in front of each meeting topic.



**Figure 14 Invite/Edit/Delete Meeting page**

2. Click **Edit** link at the chosen meeting row. A new page appears.

It displays properties of this meeting. You can change any of them.

SmileTiger eMeeting Server 2008 - Windows Internet Explorer

http://localhost:7770/ems/editConference.jsp?name=demo

SmileTiger eMeeting Server 2008

**SmileTiger eMeeting Server 2008**

**EDIT MEETING**

Required fields are marked with \*

**For administrator**

- Create new moderator
- List moderators
- List meetings
- Server Status
- Access control
- Edit administrator properties
- Logout

**For moderators**

- Reserve new meeting
- List meetings
- Edit moderator properties
- Logout

**For participants**

- Enter meeting
- Enter meeting via Gateway

Meeting ID: demo

Topic: \* Demo

Description: (max 128 chars)

Date: August 17, 2007

Time: 11:35 AM GMT

Duration: 30 minutes (This is only a time estimate, not a limit)

Maximum User Number: \* 6000

**August 2007**

S	M	T	W	T	F
			1	2	3
5	6	7	8	9	10
12	13	14	15	16	17
19	20	21	22	23	24
26	27	28	29	30	31

**September 2007**

S	M	T	W	T	F
2	3	4	5	6	7
9	10	11	12	13	14
16	17	18	19	20	21
23	24	25	26	27	28

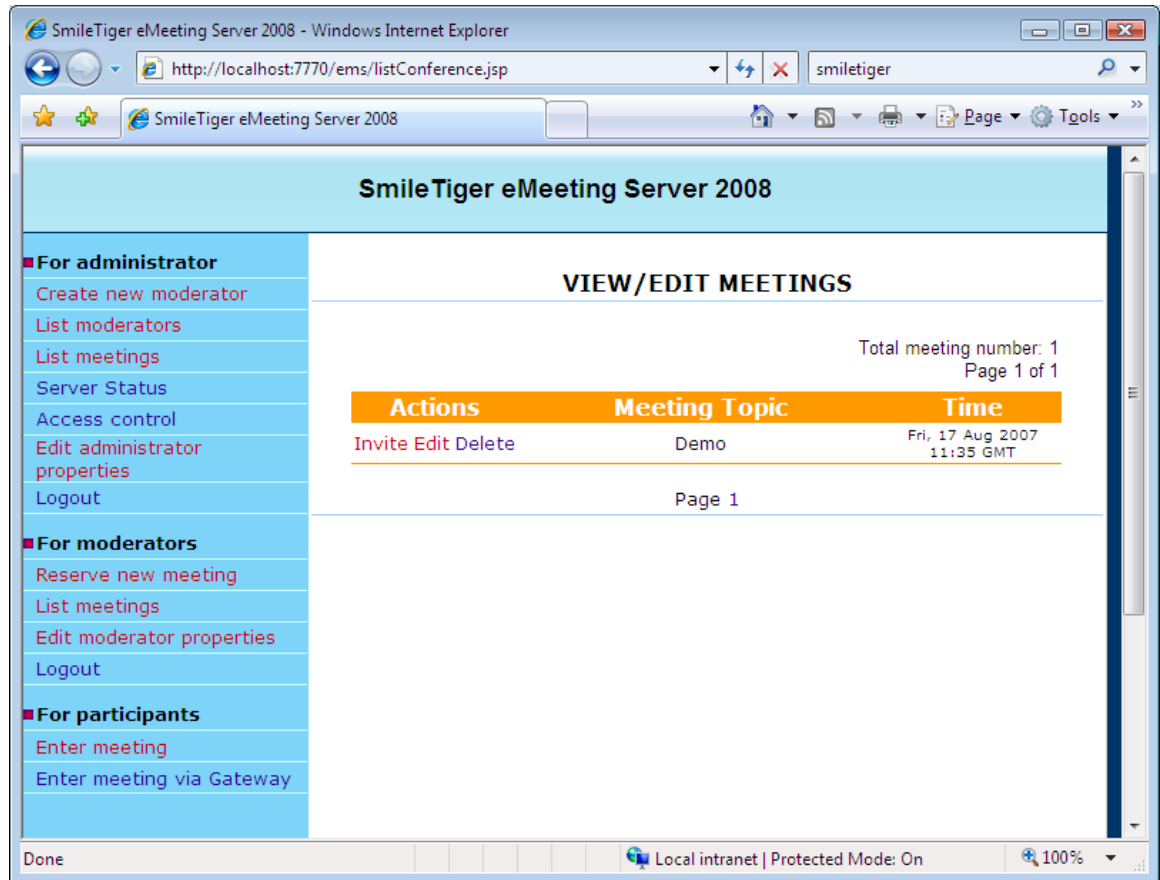
Done Local intranet | Protected Mode: On 100%

**Figure 15 Edit Meeting Properties Page**

### 3.3.3 Delete A Meeting

1. Click link "Edit existed meetings" under **For moderators**. A new page appears.

It displays all existed meetings with **Invite**, **Edit** and **Delete** links in front of each meeting topic.

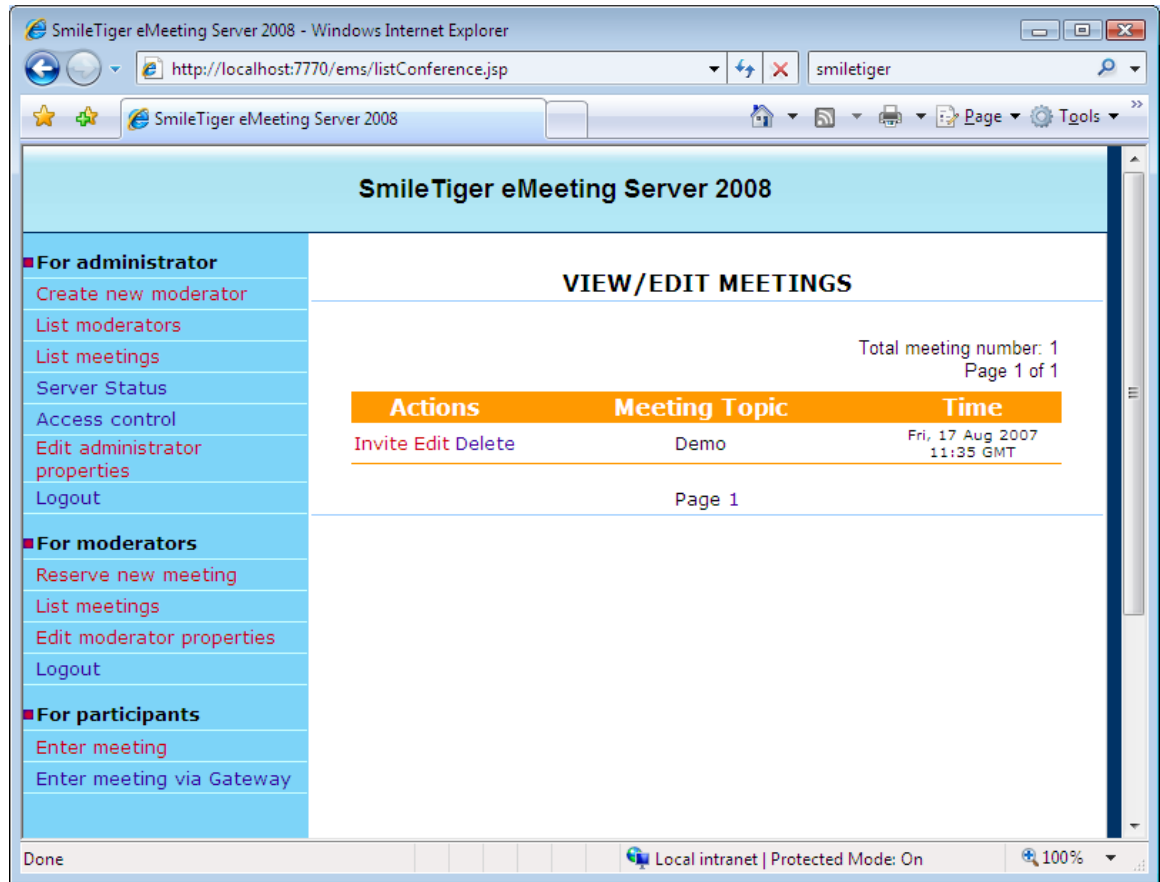


**Figure 16 List Meetings Page**

2. Click **Delete** link at the chosen meeting row. This meeting is deleted.

### **3.4 Invite Users to a Meeting**

1. Click link "Edit existed meetings" under **For moderators**. A new page appears.



The screenshot shows the SmileTiger eMeeting Server 2008 administration interface in a Windows Internet Explorer browser. The browser address bar shows the URL `http://localhost:7770/ems/listConference.jsp`. The page title is "SmileTiger eMeeting Server 2008".

The main content area is titled "VIEW/EDIT MEETINGS". It displays a table of meetings with the following data:

Actions	Meeting Topic	Time
<a href="#">Invite</a> <a href="#">Edit</a> <a href="#">Delete</a>	Demo	Fri, 17 Aug 2007 11:35 GMT

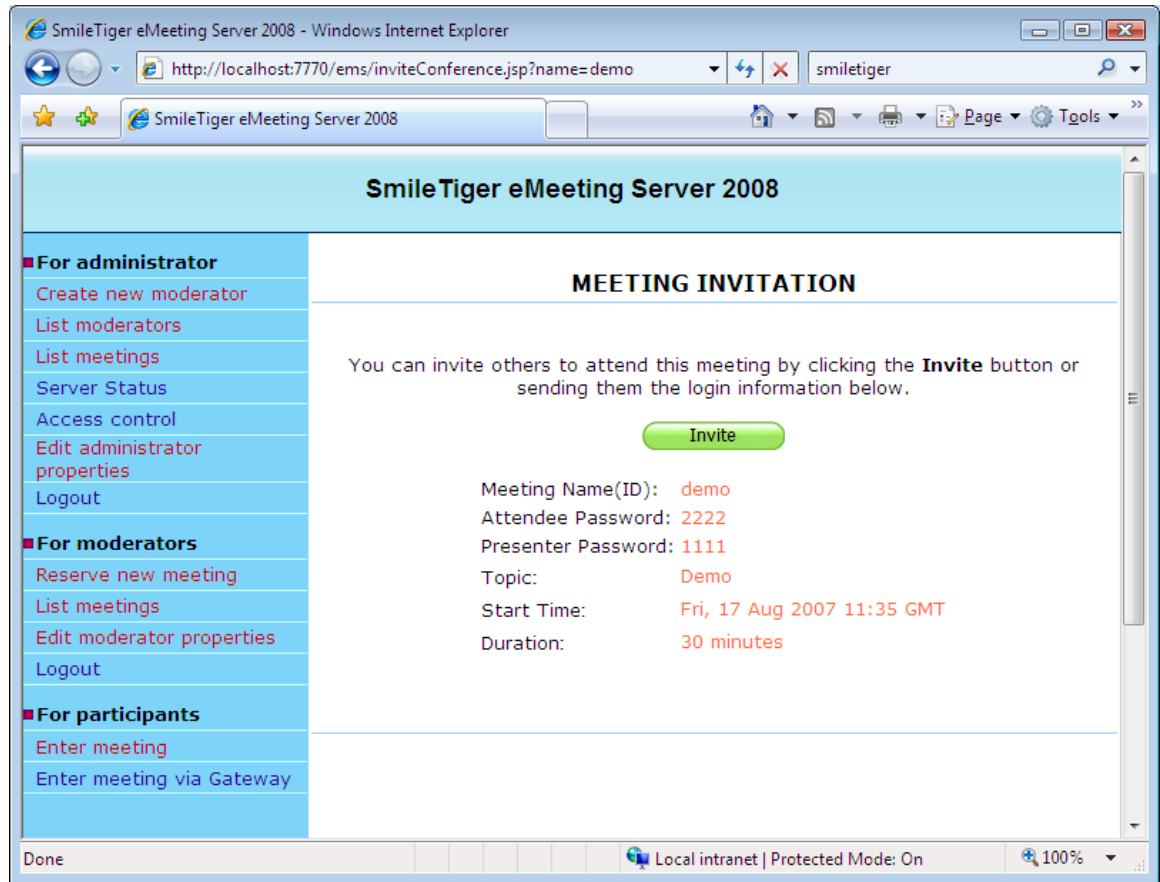
Additional information on the page includes "Total meeting number: 1" and "Page 1 of 1". The navigation menu on the left is organized into three sections:

- For administrator**
  - Create new moderator
  - List moderators
  - List meetings
  - Server Status
  - Access control
  - Edit administrator properties
  - Logout
- For moderators**
  - Reserve new meeting
  - List meetings
  - Edit moderator properties
  - Logout
- For participants**
  - Enter meeting
  - Enter meeting via Gateway

The status bar at the bottom indicates "Local intranet | Protected Mode: On" and "100%" zoom.

**Figure 17 Invite/Edit/Delete Meeting page**

2. Click **Invite** link at the chosen meeting row. A new page appears.



**Figure 18 Meeting Invitation Page**

3. Click **Invite** link to send out invitation email.

## **4 Server Log**

The server and meeting logs are stored in the server machine. You may telnet to the server to audit the log files, or create PHP, JSP, or ASP pages to access the log files online.

### **4.1 Server Access Logs**

- Go to the directory where you installed the Server.
- Go to directory <STEMS HOME>/wvhome/default/.
- Open file wps.log. This is a text file.

### **4.2 Meeting Text Chat Logs**

1. Go to the directory where you installed the Server.
2. Go to directory <STEMS HOME>/wvhome/default/conf-logs.

Each of the meetings registered at this Server has a directory here. The directory name is the meeting name.

3. Open the meeting directory. The conference text chat log is archived daily in separate files. The file name is in year-month-day convention.
4. Audit the log you are interested in.

## **5 Support**

Please visit <http://www.smiletiger.com> or email [support@smiletiger.com](mailto:support@smiletiger.com) .