



SUPPLY | INSTALLATION | TRAINING | SUPPORT



BASIC USER GUIDE

VERSION 1 - JUNE 2013

CONTENTS

SECTION 1	Logging on to Envisage Coda, Password Reset	03
	Basic Functionality – Content Library	04
	Content Library Icons	05
SECTION 2	Adding Media Files to the Content Library	06
SECTION 3	Uploading Content to an Existing Playlist	08
SECTION 4	Uploading Content to a New Playlist	09
SECTION 5	Uploading Content – Bookmarking a URL - (Displaying Web Content On a Display Screen)	10
SECTION 6	Uploading Content - Applications	12
SECTION 7	Configuring Wondershare for the correct output – Initial setup	14
	Adding Media Files To The Content Library – Converting PowerPoint files	17
SECTION 8	Deleting Media from the Content Library	20
SECTION 9	Editing Media Content Durations, Scaling and Valid From/Until	21
SECTION 10	Adding a New Playlist	22
SECTION 11	Adding Existing Media Files to a Playlist	23
SECTION 12	Editing a Playlist – Renaming a Playlist and Randomizing Content	24
SECTION 13	Display Screen Status Icons	25
	Assigning a Media File or Playlist to a Display Screen	26
SECTION 14	Creating a New Schedule	27
	Schedule Editor – Basic Functionality	29
SECTION 15	Adding Media to a Schedule	30
SECTION 16	Assigning a Schedule to a Display Screen	31
SECTION 17	Creating a New Layout Template	32
SECTION 18	Adding Media to a Layout Template	34
SECTION 19	Editing a Layout – Layout Name & Media Content	35
SECTION 20	Powering On/Shutting Down the Envisage CodaPod	36
SECTION 21	Forgotten Your Envisage Coda Password – Password Reset	37
	Useful Information	38

SECTION 1 Logging on to Envisage Coda, Password Reset

1.1

Enter website address into the long white address bar on your internet browser.
<https://console.envisage-system.co.uk>

1.2

Enter your user name and password into the white boxes below and then click the blue **login** button.

English (UK)

Copyright © 2012 Numed Holdings Ltd. All rights reserved.

Handy Hint:
If you forget your password, see page 37, section 21.

Handy Hint:
Access rights may not permit users to do everything in this user guide.

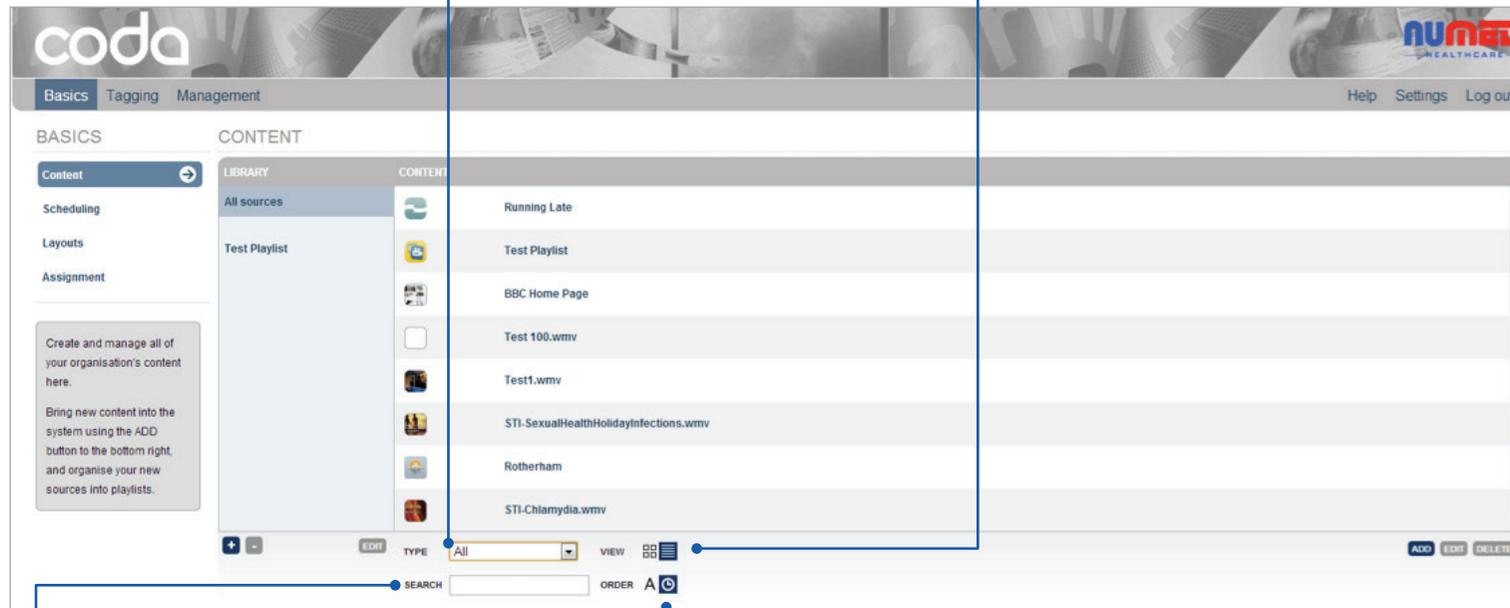
SECTION 1 Basic Functionality – Content Library

Content Type

To filter the content by media type, click the drop-down menu and select the required media type.

View Options

To view the content as a list click the  icon. To view the content as a thumbnail grid, click the .



Scroll Function

To scroll up and down use the scroll bar.

Search Function

To search for media content, type in the file name and the system will automatically search for it and display the results.

Content Order

To order the content in chronological order by date/time uploaded click the  icon. To order the content in alphabetical order click the **A** icon.

SECTION 1 Content Library Icons



Playlist



Smart Playlist



PDF Document



RSS Feed



HTML Content



Flash Content



Schedule



Tickertape



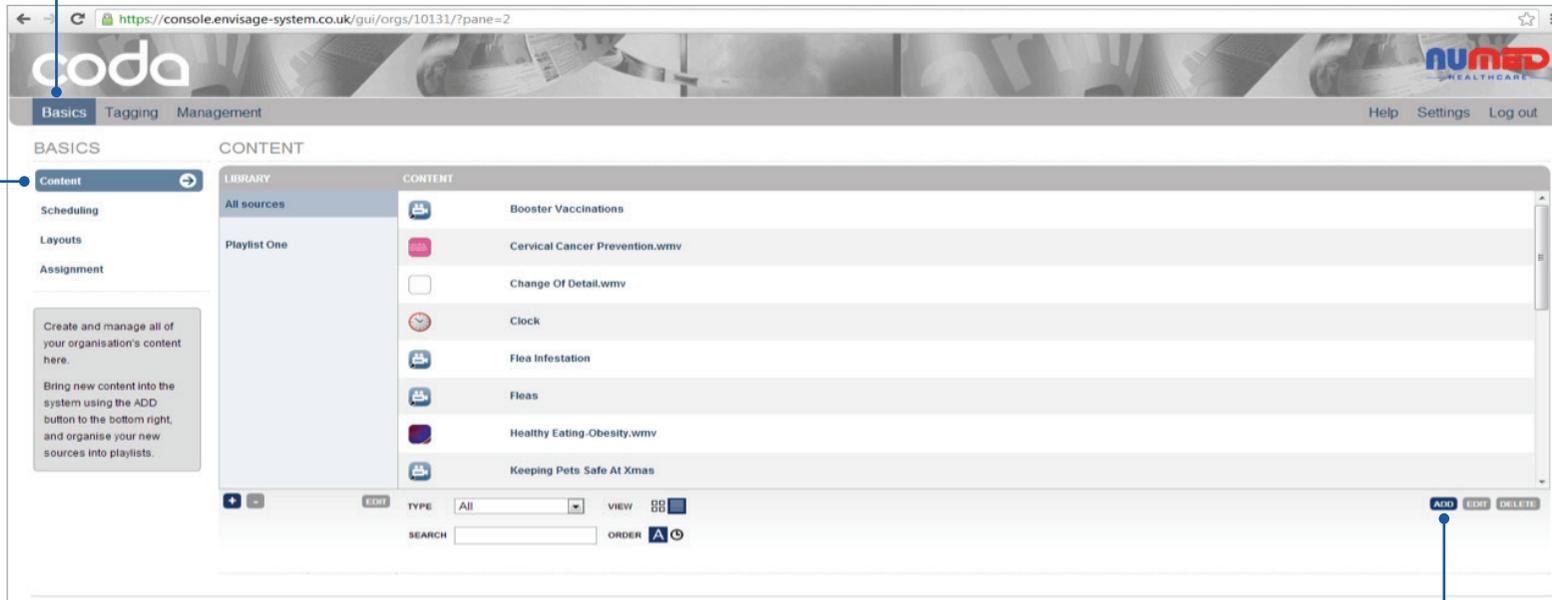
Split Screen (Layout)

SECTION 2 Adding Media Files to the Content Library (Media Website Content, Videos, Images, PDF Files & Flash Animations)

2.1

Ensure that the **Basics** tab is highlighted.

Note: This is the default selection upon logging on to Envisage Coda.



2.2

Ensure that the word **Content** is highlighted.

Note: This is normally the default selection upon logging on to Envisage Coda.

2.3

Click the blue **Add** button and select **Upload Content** from the pop-up menu. **Note:** To add applications (go to 6.1) or to bookmark a URL (go to 5.1).

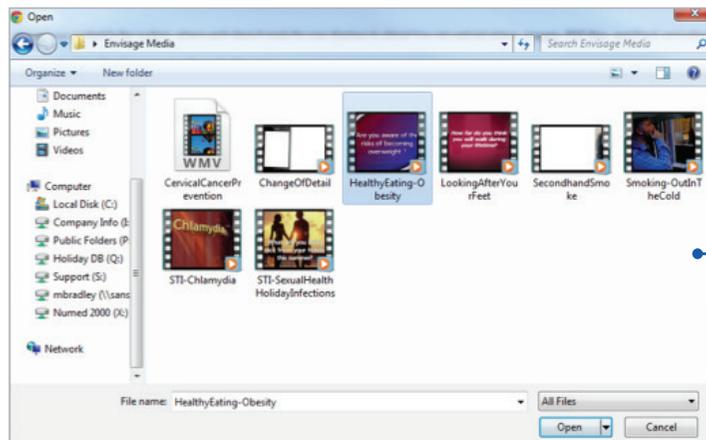
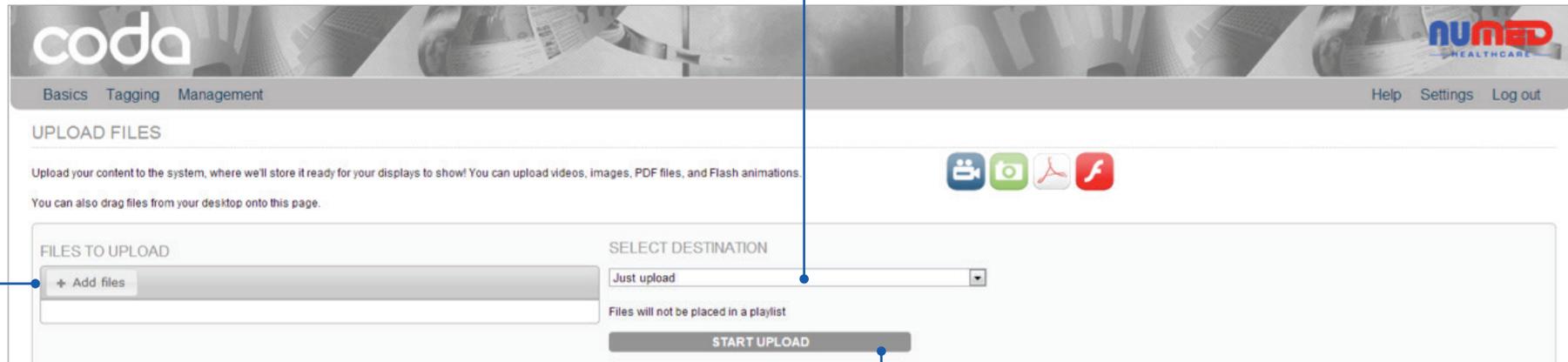
SECTION 2 Adding Media Files to the Content Library (Media Website Content, Videos, Images, PDF Files & Flash Animations)

2.4

Click the **Add Files** button. This will open up a pop-up window (shown bottom left).

2.6

From the drop down menu select the upload destination. Selecting **Just Upload** will place the file into your content library. **Note:** To add a media file directly to an existing playlist (go to 3.1) or to a new playlist (go to 4.1).



2.7

Click the **Start Upload** button. The media file(s) will then be uploaded and the screen will return to the content library where the new files will be available for use.

2.5

Select the content to be uploaded. **Note:** To select more than one file press and hold **CTRL** while selecting the files with the mouse. Click the **Open** button, the file will then appear in the **Files to Upload** section, where it can be re-named.

SECTION 3 Uploading Content to an Existing Playlist

3.1

Please follow steps 2.1 up to and including 2.6. Then move on to step 3.2.

3.2

Select **Append to an Existing Playlist** from the select destination drop down menu.

FILES TO UPLOAD

+ Add files

Thumbnail	File Name	File Size	Uploaded Name
	Smoking-OutInTheCold.wmv	21.52 MB	Test1.wmv <input type="button" value="REMOVE"/>

SELECT DESTINATION

Append to an existing playlist

Files will be appended to an existing playlist.

CHOOSE PLAYLIST:

Playlist One

START UPLOAD

Uploading video? For optimum playback, we recommend:

- Video codec should be one of H.264, VC1, WMV3.
- Bit rate less than 8 Mb/s.
- Vertical resolution between 320 and 720 lines.

If you're not sure, you can still upload your video. We'll warn you if it looks as if it could cause problems.

Uploads are currently limited to 500 MB. If this form doesn't work please try our classic uploader.

3.3

Click the **Choose Playlist** dropdown box and select the playlist into which the media content should be added. Then click the blue **Start Upload** button. **Note:** Once the media content is uploaded, the screen will return to the content library. The new media content will be added to the chosen playlist as well as being available in All Sources.

Handy Hint:

To ensure optimum playback for video files please read the above information. If the **active** uploader does not work in your browser click the link for the **classic** uploader.

SECTION 4 Uploading Content to a New Playlist (Media Website Content, Videos, Images, PDF Files & Flash Animations)

4.1

Please follow steps 2.1 up to and including 2.6. Then move on to step 4.2.

4.2

Select **Create A New Playlist** from the select destination drop down menu.

FILES TO UPLOAD

+ Add files

Thumbnail	File Name	File Size	Uploaded Name
	ChangeOfDetail.wmv	2.01 MB	Test 100.wmv <input type="button" value="REMOVE"/>

SELECT DESTINATION

Create a new playlist

Files will be added to this newly created playlist:

ENTER PLAYLIST NAME:

Test Playlist

Available

START UPLOAD

Handy Hint:

If the required playlist name has not been taken it will display the word **Available** in green text. If the playlist name has already been taken it will display **sorry, name already in use** in red text.

Handy Hint:

Don't forget to assign the playlist to a display screen for the content to be shown. See **section 13, page 26**.

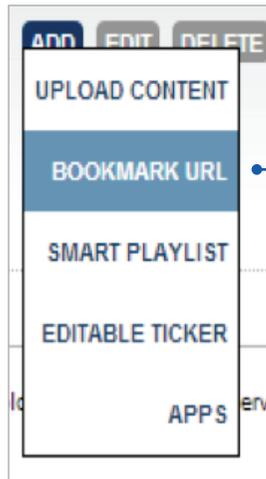
4.3

Enter the new playlist name into which the media content should be added. Then click the blue **Start Upload** button. **Note:** Once the media content is uploaded, the screen will return to the content library. The new media content will be added to the new playlist as well as being available in All Sources.

SECTION 5 Uploading Content – Bookmarking a URL - (Displaying Web Content On a Display Screen)

5.1
Follow steps 2.1 and 2.2 then click the blue **Add** button and select **Bookmark URL** from the pop-up menu. **Note:** To add applications (go to 6.1) or to add Media Content e.g. pictures and videos (go to 2.1).

5.2
Enter the address of the web content to be bookmarked e.g. www.bbc.co.uk. Then click the blue **plus symbol**.

A screenshot of the 'BOOKMARK WEB CONTENT' interface. At the top, the 'coda' logo is visible, followed by navigation tabs for 'Basics', 'Tagging', and 'Management'. The main heading is 'BOOKMARK WEB CONTENT'. Below this is a descriptive paragraph: 'Bookmark existing web content here, ready for your displays to show! You can link to web pages, videos, images, PDF files, Flash animations, photocasts, iCal format calendars, and RSS feeds (which can be viewed on their own, or as tickers). For more details, see the help page.' There is a section titled 'ENTER BOOKMARKS' containing a text input field with 'www.bbc.co.uk' entered, a blue plus symbol button to its right, and a 'SUBMIT' button at the bottom right. A blue line points from the plus symbol to the main screenshot, and another blue line points from the 'SUBMIT' button to the main screenshot.

5.3
Click the blue **Submit** button.

SECTION 5 Uploading Content – Bookmarking a URL - (Displaying Web Content On a Display Screen)

5.4

Enter a name for the URL.
Note: This is the name that will appear in the Content Library

5.5

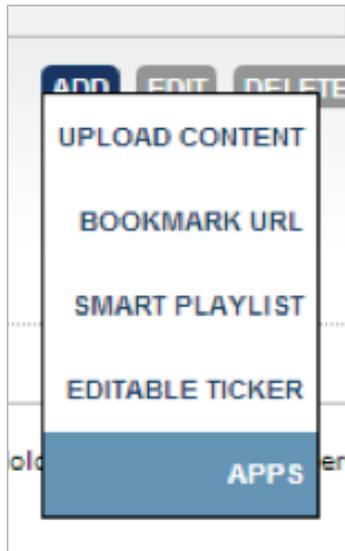
Select the content type from the drop down menu. **Note:** The software will normally automatically default to the correct option but always check and adjust if necessary.

URL	NAME	TYPE
http://www.bbc.co.uk	BBC Home Page	HTML_page

5.6

Click the blue **Submit** button. The screen will then return to the content library where the URL will be ready for use.

SECTION 6 Uploading Content - Applications

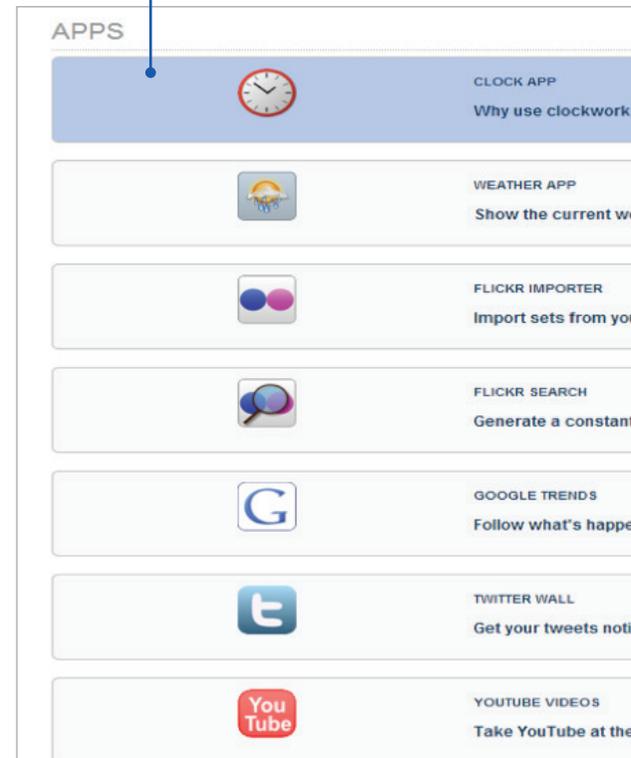


6.1

Follow steps 2.1 and 2.2 then click the blue **Add** button and select **Apps** from the pop-up menu.
Note: To Bookmark a URL (go to 5.1) or to add Media Content e.g. pictures and videos (go to 2.1).

6.2

Click the application to be added to the content library. **Note:** All bar the clock and Google trends application will require you to enter additional data (see page 13), before clicking the blue **Submit** button.



SECTION 6 Uploading Content - Applications



Weather Application: When this application is selected, it requires the location that the weather is required for and the required unit of measurement for the temperature.



Flickr Importer Application: When this application is selected it requires the user to log into their Flickr account to enable Envisage Coda to access their photos. The application shows photos directly from the users Flickr account without the need to upload them to the Envisage Coda account.



Flickr Search Application: Enter a search term e.g. Summer, License type and a duration per item e.g. 5 seconds then click the blue Submit button. The application will show publically available photos on the Flickr repository that match the search criteria.



Google Trends Application: When this application is selected it will immediately move the application to the content library. When in use the application will display the top three search terms from Google.com.



Twitter Wall Application: When this application is selected, it requires a user to either log in to their Twitter account to show their Twitter wall or a search term to be entered e.g. measles which will display any tweets from various users regarding measles.



YouTube Videos Application: When this application is selected, enter a search term for the YouTube video to be added e.g. Summer then click Search. The page will then refresh and the results will be displayed, to add a video to the content library press the blue plus symbol to the right of the required video. **Note:** YouTube videos are streamed live from the Internet this can slow down your Internet connection. Do not use YouTube videos unless you have a very good Internet download speed!

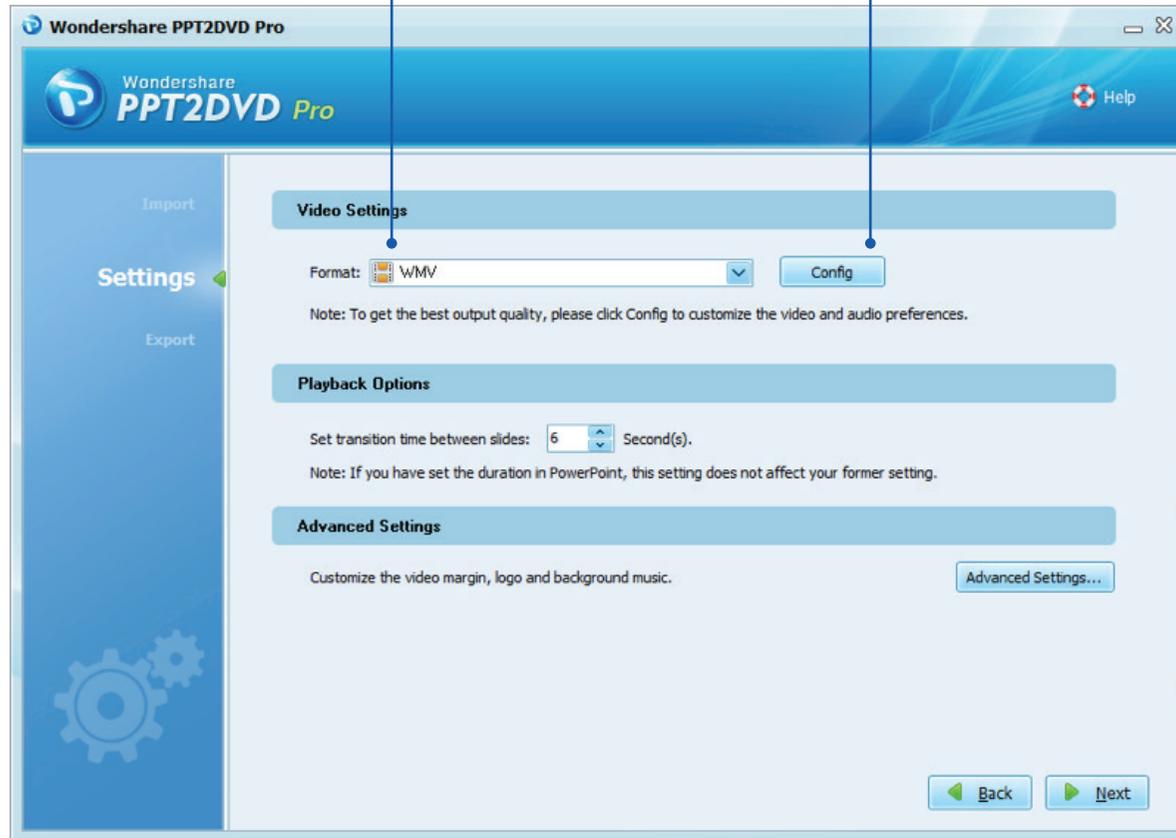
SECTION 7 Configuring Wondershare for the correct output – Initial setup

7.1

From the Settings window, select the WMV format from the dropdown box, under Common Video.

7.2

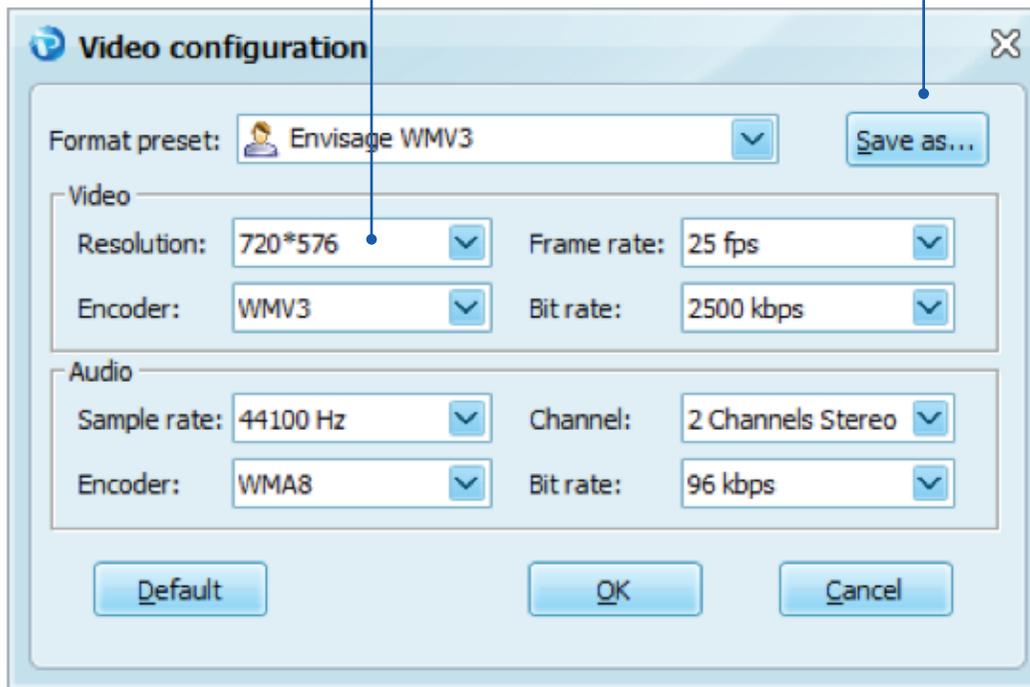
Click the **Config** button. The Video Configuration window will open.



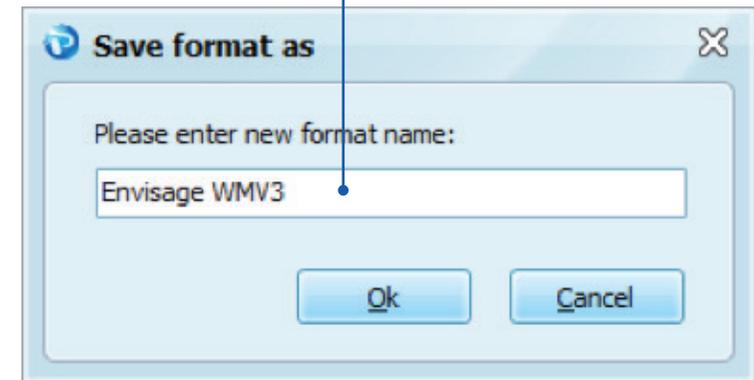
SECTION 7 Configuring Wondershare for the correct output – Initial setup

7.3
Change the Settings in the Video and Audio sections to match those shown below.

7.4
Click **Save as...**



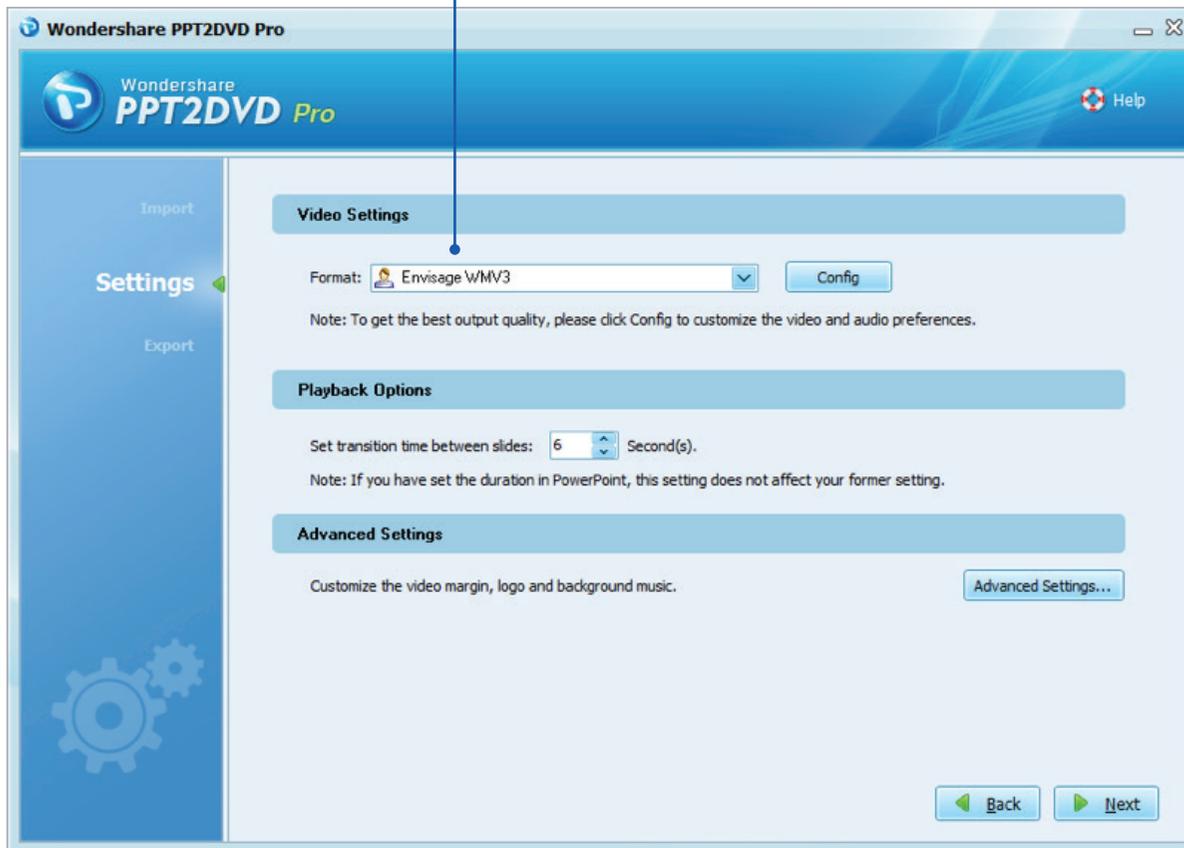
7.5
Enter a name of **Envisage WMV3** and click **OK**.



SECTION 7 Configuring Wondershare for the correct output – Initial setup

7.6

Ensure the **Envisage WMV3** format is selected every time you convert a PowerPoint to WMV. This will ensure the converted video is in the correct format.



SECTION 7 Adding Media Files To The Content Library – Converting PowerPoint files

7.7

Double click the **Wondershare PPT2DVD Pro** icon on the desktop. **Note:** Unless more than one license has been purchased this will only be on one PC.



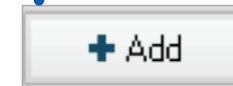
7.8

When the software starts, click the **Create Video Files from Powerpoint** button.



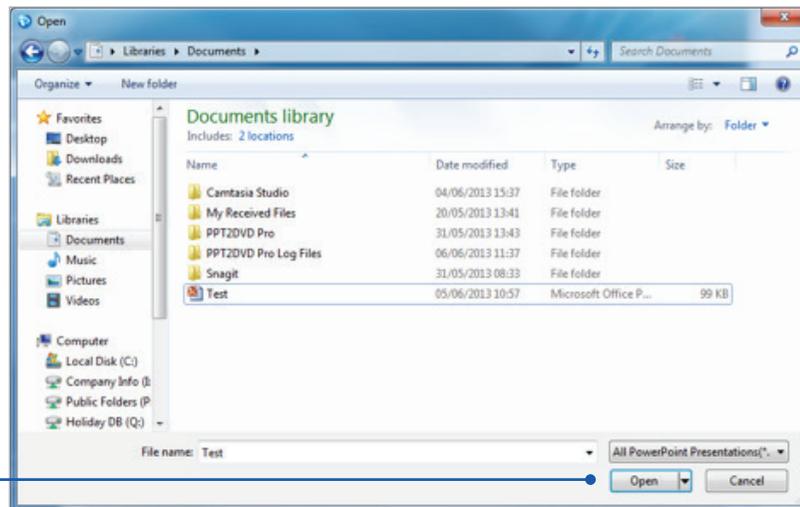
7.9

Click the **Add** button. **Note:** This will open the browse window (shown bottom right).



7.10

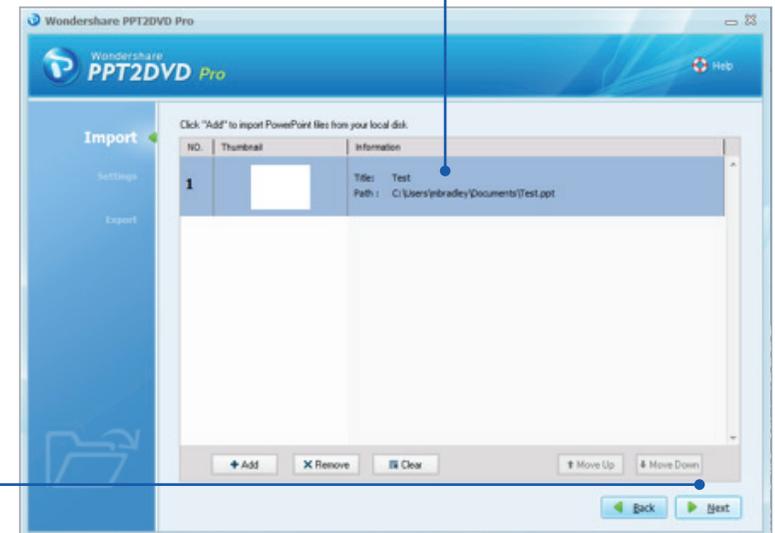
Select the PowerPoint to be converted. Click the **Open** button, the file will then appear in the import window (shown right).



Handy Hint:
 You can also drag and drop the PowerPoint file into this window

7.11

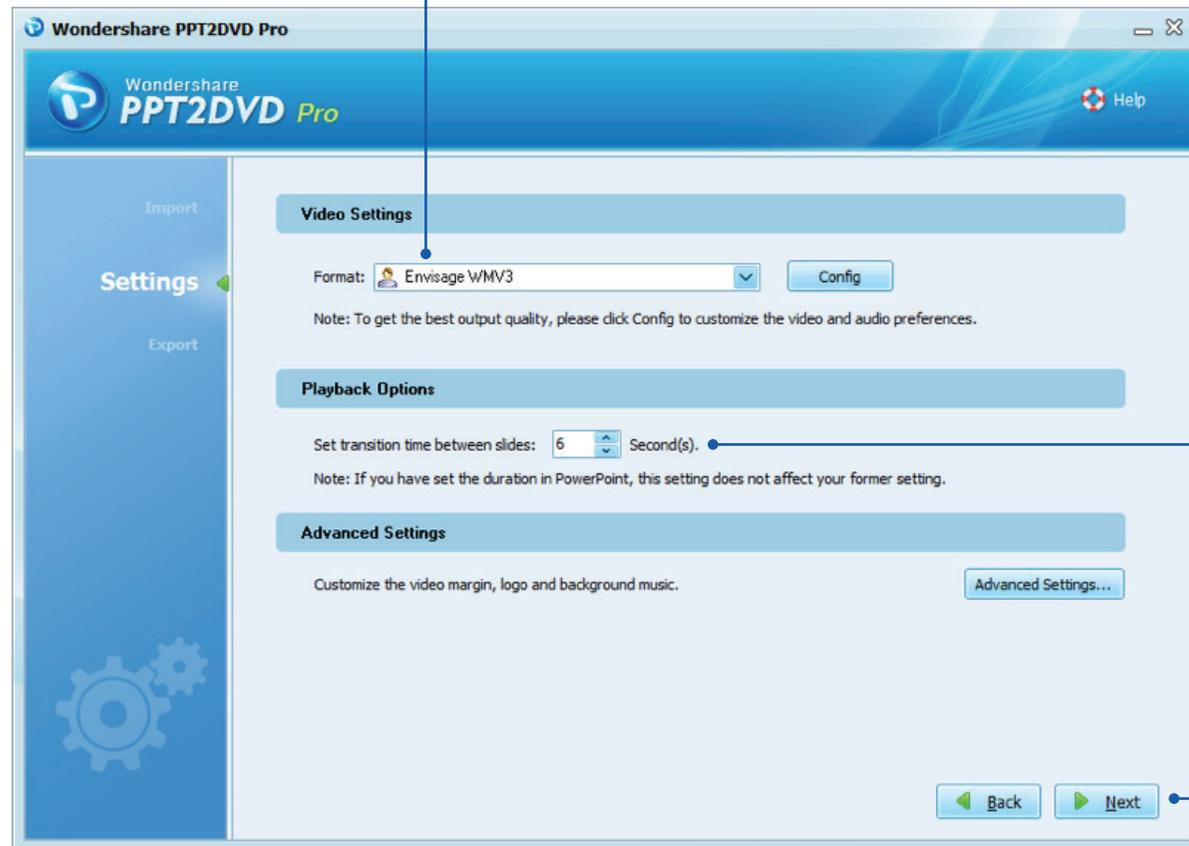
Click the **Next** button. **Note:** This will open the Settings window (shown on next page).



SECTION 7 Adding Media Files To The Content Library – Converting PowerPoint files

7.12

Select **Envisage WMV3** from the **Format** drop-down menu under **User Defined**. If this option is not available, click the **Config** button and refer to **Configuring Wondershare for the correct Output – Initial setup** instructions earlier in this section.



Handy Hint:
If no transition time between slides has been set in PowerPoint, this can be adjusted if required using the **up** and **down** arrows.

7.13
Click the **Next** button.

SECTION 7 Adding Media Files To The Content Library – Converting PowerPoint files

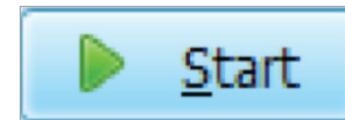
7.14

Select the folder where the converted PowerPoint file should be sent to. Either type the file path into the white box or click the folder icon to browse your documents.



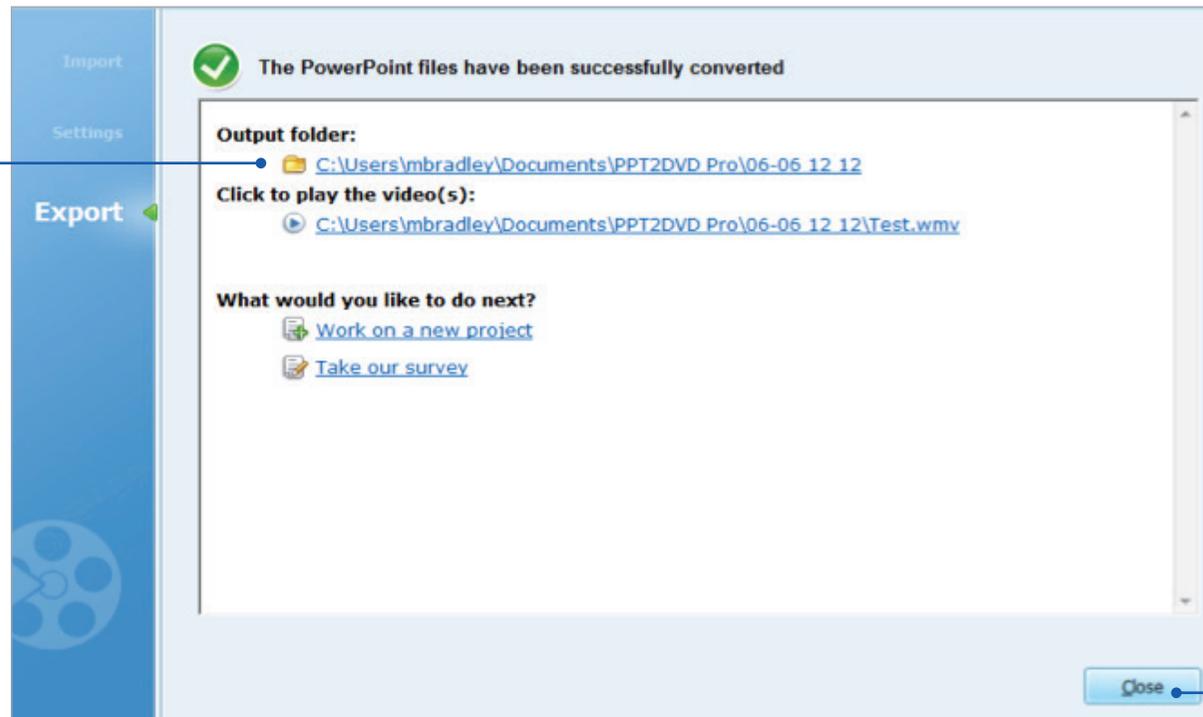
7.15

Click the **Start** button. **Note:** This will open the Export window (Shown Below).



Handy Hint:

The converted PowerPoint can be viewed in the output folder or previewed by clicking the relevant link.



7.16

Click the **Close** button to close the software. **Note:** The converted PowerPoint can now be uploaded to Envisage Coda (See steps 2.1 – 2.7).

SECTION 8 Deleting Media from the Content Library

8.1

Click the media content that is to be deleted. This will highlight the selection.

The screenshot shows the Coda web interface. The top navigation bar includes 'Basic', 'Tagging', and 'Management'. The left sidebar has 'Content' selected. The main area is titled 'CONTENT' and shows a list of media items under 'All sources'. The items are: Rotherham, Secondhand Smoke.wmv, Shampooing Your Pet, smoke.wmv (highlighted), Smoking-Out In The Cold.wmv, STI-Chlamydia.wmv, STI-SexualHealthHolidayInfections.wmv, and Test 100.wmv. At the bottom right, there are buttons for 'ADD', 'EDIT', and 'DELETE'. A blue line from the text '8.1' points to the 'smoke.wmv' row, and another blue line from the text '8.2' points to the 'DELETE' button.

Handy Hint:

If media content is deleted from **All Sources** it will be permanently deleted and removed from any playlists. However, deleting files from a Playlist will only remove it from the Playlist it will still be available in All Sources.

8.2

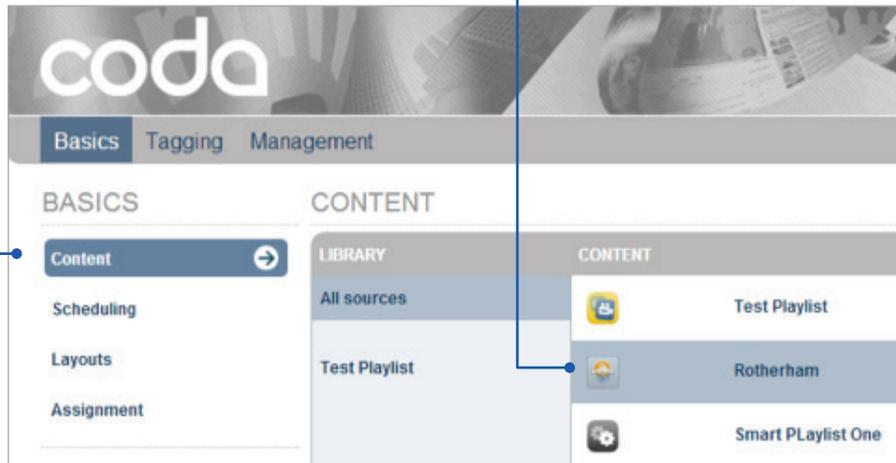
Click the blue **Delete** button, the screen will then refresh and the media will have been deleted from the content library.

SECTION 9 Editing Media Content Durations, Scaling and Valid From/Until

9.1
 Ensure that the word **Content** is highlighted by clicking on it.

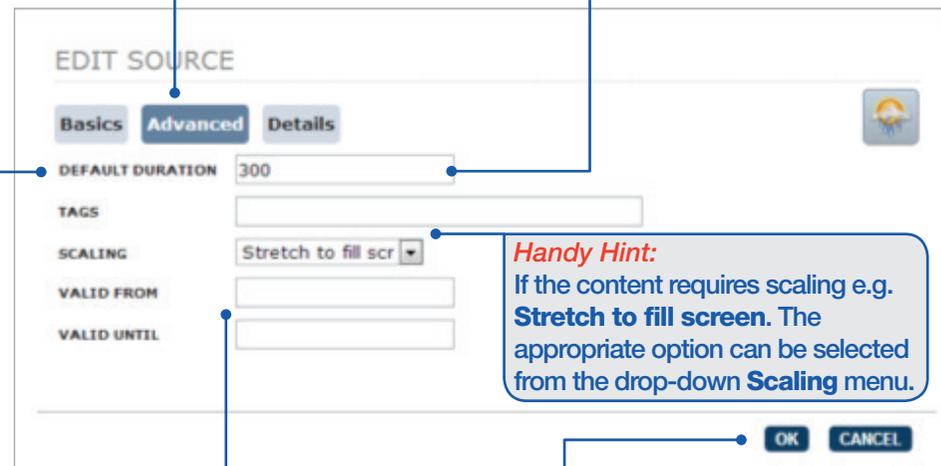
9.2
 Highlight the name of the media content to be edited by clicking on it.

9.3
 Click the blue **Edit** button. The Edit Source pop-up window will open (shown below).



9.4
 Ensure the **Advanced** button is highlighted by clicking on it.

9.5
 Edit the **default duration** in the white box. The unit of measurement is seconds.



Handy Hint:
 If the content is a video and it is required to run its natural length leave the default duration box blank.

Handy Hint:
 If the content already features in a playlist, altering the default duration of the media will not affect that playlist, it will only affect the duration of the media when added to other playlists.

Handy Hint:
 If the content requires scaling e.g. **Stretch to fill screen**. The appropriate option can be selected from the drop-down **Scaling** menu.

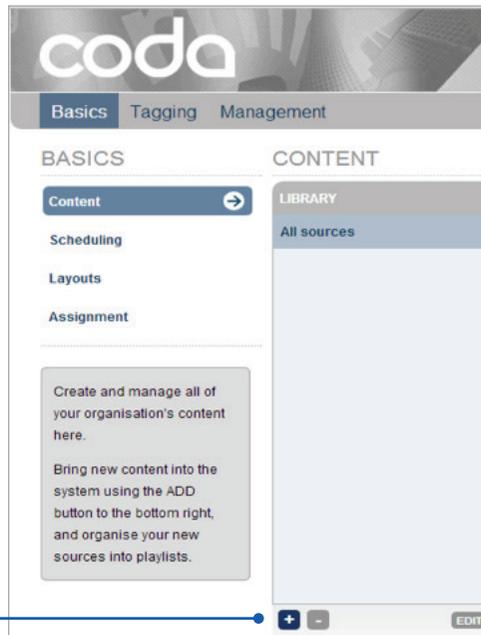
Handy Hint:
 If the content has a set start and end date e.g. for a national campaign, the relevant dates can be entered in the **Valid From** and **Valid Until** boxes. **Note:** The format is **HH:MM DD/MM/YYYY**.

9.6
 Click the blue **Ok** button to save.

SECTION 10 Adding a New Playlist

10.1

Click the blue **Plus Symbol** button.



10.2

Enter the name of the new playlist.

The screenshot shows the 'ADD NEW PLAYLIST' form. The title is 'ADD NEW PLAYLIST'. There is a 'NAME' field with the text 'Test Playlist' entered. Below the field, it says 'This field is required.' At the bottom right of the form, there are two buttons: 'OK' and 'CANCEL'. A blue arrow points to the 'NAME' field.

10.3

Click the blue **OK** button. The screen will return to the content library where the new playlist will be ready to use.



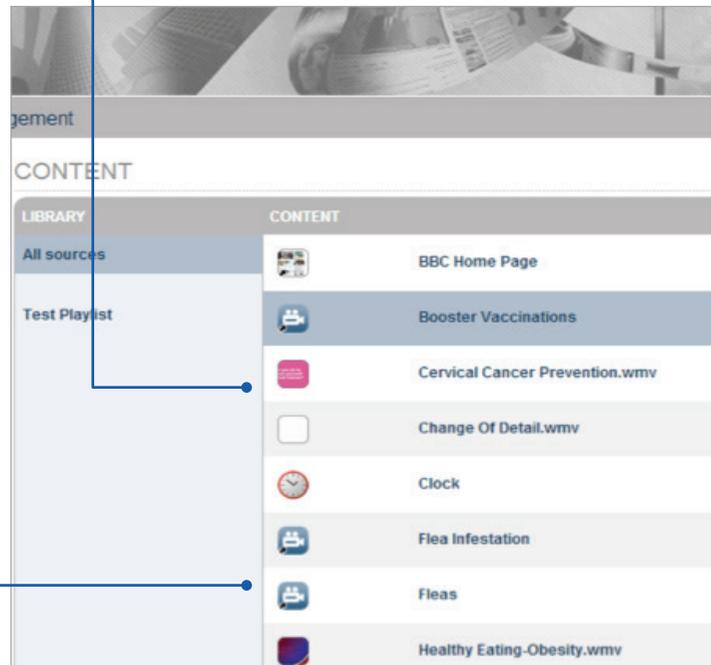
Handy Hint:

The new playlist will be displayed under **All Sources** and becomes a piece of content in its own right.

SECTION 11 Adding Existing Media Files to a Playlist

11.1

Click the media content to be added to the playlist. Once highlighted, drag and drop it on to the playlist name in to which the media content is to be added. **Note:** To drag multiple items at once hold down the **CTRL** key whilst selecting them with the mouse.

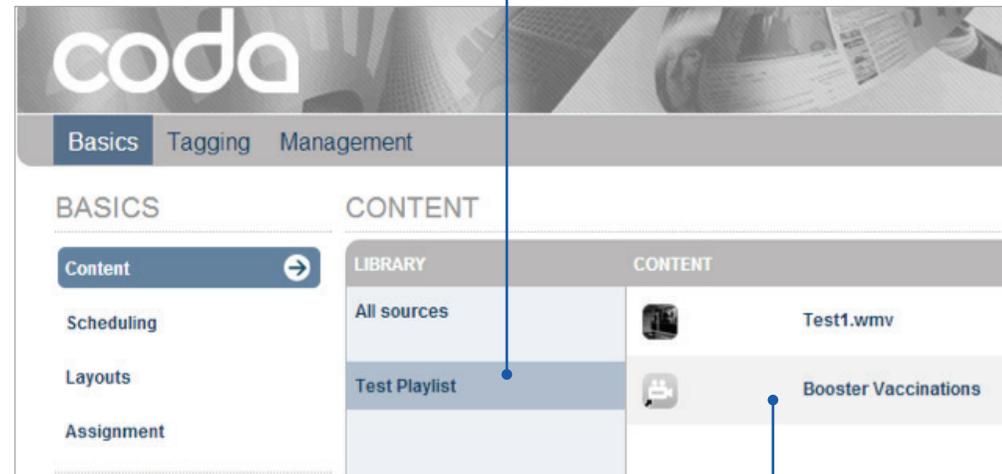


Handy Hint:

The icons of media in the content library (All Sources) will be displayed in colour as these represent the actual media content. Media icons within a playlist will be displayed in monochrome as these are simply references to the actual piece of media content. If media content is deleted from All Sources it will be permanently deleted and removed from any playlists. However, deleting files from a Playlist will only remove it from the Playlist it will still be available in All Sources.

11.2

Click on the playlist name to ensure that the media content has been added.

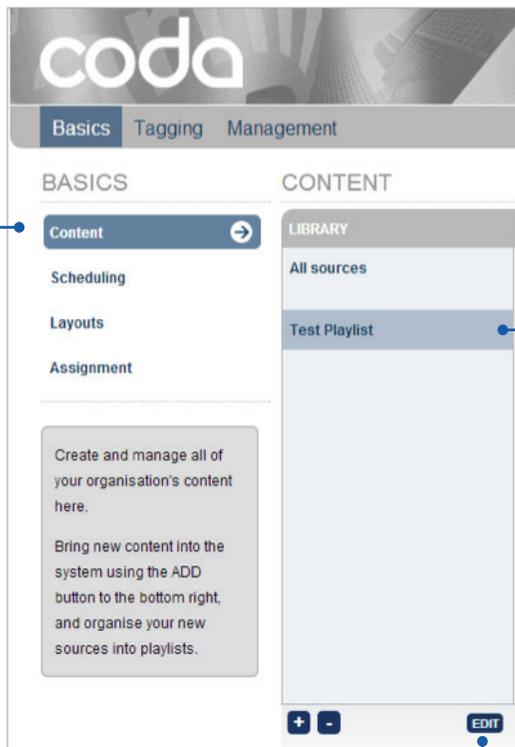


Handy Hint:

If the content in the playlist is required to play in a specific order, simply drag and drop the files above or below each other until the order is correct. **Note:** However, deleting files from a Playlist will only remove it from the Playlist and it will still be available in All Sources.

SECTION 12 Editing a Playlist – Renaming a Playlist and Randomizing Content

12.1
 Ensure that the word **Content** is highlighted by clicking on it.

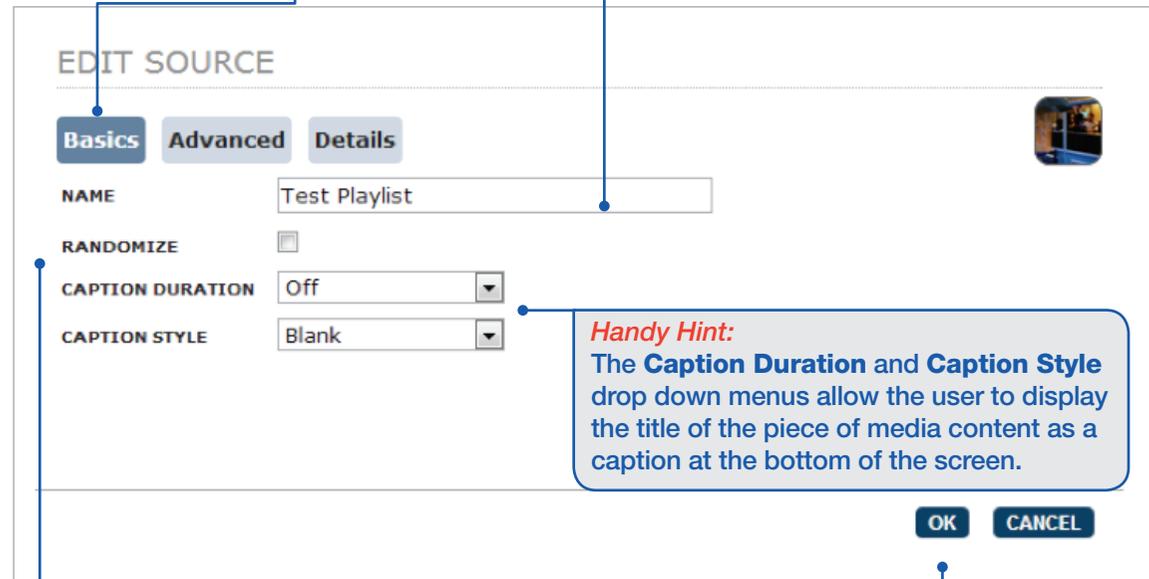


12.3
 Click the blue **Edit** button. **Note:** will then open the **Edit Source** pop-up window shown to the right.

12.2
 Highlight the name of the playlist to be edited by clicking on it.

12.4
 Ensure the **Basics** button is highlighted.

12.5
 To rename the playlist, delete the current name and replace it with the new required name.



12.6
 To randomize the media play order within the playlist, click to tick the **Randomize** tick box.

Handy Hint:
 The **Caption Duration** and **Caption Style** drop down menus allow the user to display the title of the piece of media content as a caption at the bottom of the screen.

12.7
 To save the new settings click the blue **OK** button or to cancel click the blue **Cancel** button.

SECTION 13 Display Screen Status Icons



Online with an Active Subscription



Offline with an Active Subscription



Display is Online but no content is currently assigned. This could be as the result of a programmed Schedule or because the 'Blank' button has been clicked in Assignment



Online and Subscription Expires within 30 days



Offline and Subscription Expires within 30 days



Online with an Expired Subscription



Offline with an Expired Subscription

SECTION 13 Assigning a Media File or Playlist to a Display Screen

13.1

Ensure that the word **Assignment** is highlighted by clicking on it.

13.2

Highlight the required media content by clicking on it.

Handy Hint:

To assign the same content to multiple displays, first select the displays by holding down the **CTRL** key and clicking each display icon in turn. This will highlight the selected display screens. Then drag and drop the content on to one of the highlighted displays and the content will be applied to all highlighted displays.

13.3

Drag and drop the media content on to the required display screen. After a few moments (dependent on the internet connection speed) the screen will display the new media.

Note: The screen must be online with a valid subscription, this is denoted by the green square icon with a green tick in it.

SECTION 14 Creating a New Schedule

14.1

Ensure that the word **Scheduling** is highlighted by clicking on it.

14.2

Click the blue **Add** button and select **Schedule** from the pop-up menu.

The screenshot displays the coda web application interface. At the top, the 'coda' logo is on the left and the 'NUMED HEALTHCARE' logo is on the right. Below the logo is a navigation bar with 'Basics', 'Tagging', and 'Management' tabs, and 'Help', 'Settings', and 'Log out' links. The main content area is divided into two sections: 'BASICS' on the left and 'SCHEDULING' on the right. Under 'BASICS', there are three sub-sections: 'Content', 'Scheduling' (which is highlighted with a blue bar and a right-pointing arrow), 'Layouts', and 'Assignment'. Below these is a text box explaining that users can create schedules to specify content playback over days and months using a calendar-type view, and mashups to mix content into short loops. The 'SCHEDULING' section is titled 'CONTENT SCHEDULES' and contains a single card labeled 'Schedule One'. At the bottom of the interface, there are filters for 'TYPE' (set to 'All'), 'VIEW' (grid and list icons), 'SEARCH' (input field), and 'ORDER' (alphabetical and refresh icons). In the bottom right corner, there is a blue 'ADD' button. A blue arrow points from this button to a pop-up menu that contains two options: 'SCHEDULE' and 'CONTENT MASH UP'.

SECTION 14 Creating a New Schedule

14.3

Enter the name of the new schedule into the white box.

14.4

Click the blue **Add Schedule** button.

14.5

The **Schedule Editor** page will be displayed. This page is used to add media to the schedule.

	Sunday Apr 28, 2013	Monday Apr 29, 2013	Tuesday Apr 30, 2013	Wednesday May 01, 2013	Thursday May 02, 2013	Friday May 03, 2013	Saturday May 04, 2013
08:00							
09:00							
10:00							
11:00							
12:00							
13:00							
14:00							
15:00							
16:00							
17:00							
18:00							
19:00							
20:00							

SECTION 14 Schedule Editor – Basic Functionality

To change the week shown to the previous week or week after click the blue **double arrow** buttons to the left or right respectively. To return to today's date click the blue **Today** button.

To change the date shown, click in the white date box and select the required date from the pop-up calendar.

These buttons can be used to **Add** new content or **Edit** or **Delete** existing content in the schedule editor.

The schedule name is shown in the white box.
Note: This can be edited if required.

The time is shown in the left hand side bar.

Zoom Function:
 To zoom in click the magnifying glass with the plus symbol and to zoom out click the magnifying glass with the minus symbol.

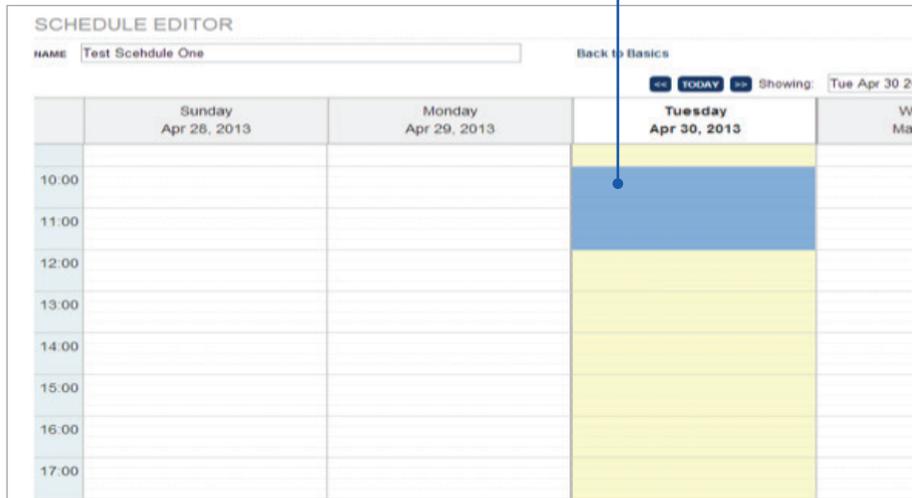
Scroll Function:
 To scroll up and down the calendar use the scroll bar.

Handy Hint:
 Once created a schedule becomes a piece of media in its own right and can be assigned to the screens in the same way as other media. See **section 16**.

SECTION 15 Adding Media to a Schedule

15.1

Click the start time on the required day and drag down to the required end time. Release the mouse button and the pop up window shown below right will appear. An alternative method is to click the blue **Add** button as shown on Page 29.



Handy Hint:

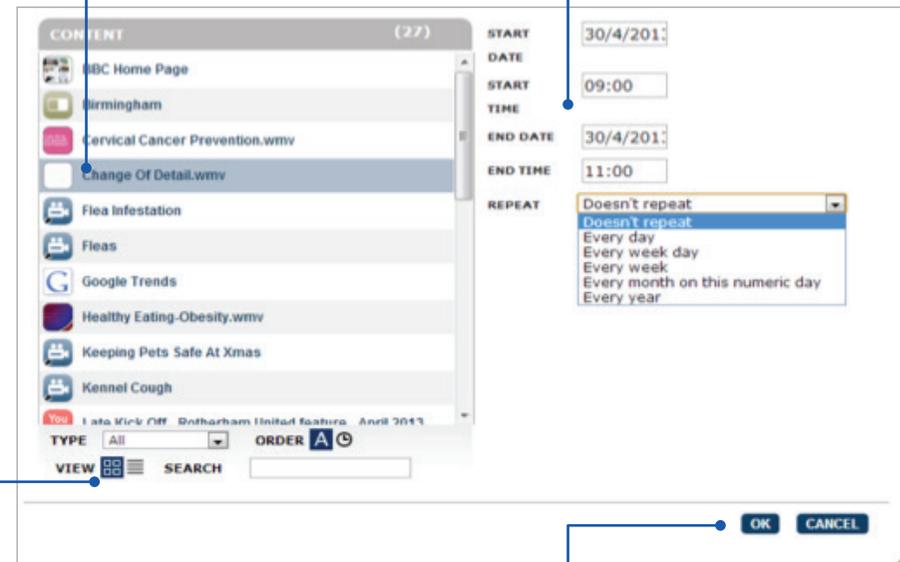
The content can be ordered/filtered using the various content order/filter options. For more information see page 4.

15.2

Select the media content to be added to the schedule by clicking on it. The selection will then be highlighted.

15.3

The start and end dates and start and end times can now be edited if needed. **Note:** If the media content is required to be repeated e.g. every week at the same time, select the appropriate option from the drop-down **repeat** menu.



15.4

Click the blue **OK** button. **Note:** The media content will then be added to the schedule editor calendar on the appropriate days and times.

SECTION 16 Assigning a Schedule to a Display Screen

16.1

Ensure that the word **Assignment** is highlighted by clicking on it.

16.2

Highlight the required schedule by clicking on it.

The screenshot shows the 'Assignment' page in the Coda system. On the left, a sidebar menu has 'Assignment' highlighted. Below it, a text box explains: 'Assign content to a display by dragging the content (in the left column) to the display (in the right column). You can select multiple displays to assign an item to many screens at once.' The main area is split into two columns. The 'CONTENT' column lists items like 'Test 100.wmv', 'Test 2', 'Test Playlist', 'Test Schedule One', 'Test1.wmv', 'Twitter search for Rotherham United', and 'Vet Channel Media'. The 'DISPLAYS' column shows a display named 'Numed I&T Coda Showing Birmingham' with a green checkmark. A blue arrow points from the 'Test Schedule One' item in the content column to the display in the displays column. At the bottom of each column are 'TYPE' and 'SEARCH' dropdowns.

16.3

Drag and drop the schedule on to the required display screen. After a few moments the screen will display the new schedule.

Handy Hint:

Select **Schedule** from the **Type** drop down menu to show just the available schedules in the content box or enter the name of the schedule required in the white **Search** box.

Handy Hint:

At the end of a day in a schedule e.g. 5pm, the screens will automatically switch to a blank display and in to low power mode. Then at the start of the next day in the schedule e.g. 8am the screens will power back up and begin displaying the content.

SECTION 17 Creating a New Layout Template

17.1
Ensure that the word **Layouts** is highlighted by clicking on it.



17.2
Click the blue **Add** button on the right-hand side of the screen and the **Select Template** pop-up window will appear (shown below).



17.3
To use an existing template for the new layout simply select one by clicking on it then move to **section 18**. To create a new template, see step **17.4**.



17.4
To create a new template click the blue **Add New Template** button.

Handy Hint:

Once created a layout becomes a piece of media content in its own right and can be assigned to the screens in the same way as other media.

SECTION 17 Creating a New Layout Template

17.5

Click the blue **Add Region** button. The region can be re-sized using the blue handle buttons on each corner of the region. The region can then be positioned by dragging and dropping when the cursor is shown. To add another region, click the blue **Add Region** button again. **Note:** The size and position of the selected region can also be edited using the **Region Detail** box. See **Region Detail Handy Hint**.

CREATE NEW TEMPLATE

region1

region2

ADD REGION REMOVE SELECTED REGION RESET

Snap to Grid

REGION DETAIL

NAME

	Percentage	Pixels
LEFT	<input type="text" value="0.000"/>	<input type="text" value="0"/>
TOP	<input type="text" value="0.000"/>	<input type="text" value="0"/>
WIDTH	<input type="text" value="100.000"/>	<input type="text" value="1280"/>
HEIGHT	<input type="text" value="60.444"/>	<input type="text" value="435"/>

TARGET RESOLUTION:

ORIENTATION:

WIDTH (PIXELS): 1280

HEIGHT (PIXELS): 720

TEMPLATE NAME:

SAVE CANCEL

17.6

To rename the region, replace the text in the white **Name** box below with the new region name.

Handy Hint:

When this box is ticked, the region created or moved will align itself to an invisible grid which makes the precise alignment of regions easier. When the box is un-ticked regions can be moved in much smaller increments.

Handy Hint:

To remove a region, select the region by clicking it. It will turn pink, and then click the blue **Remove Selected Region** button.

Handy Hint:

Click on a region to select it, alter the values in these boxes to change the size and position of the region within the layout. This is an alternative to using the blue handles as detailed in **step 17.5**.

Handy Hint:

The **Target Resolution** can be changed using the drop down menu. **Note:** 720p is suitable for most applications.

Handy Hint:

The **Orientation** can be changed using drop down menu if the screens are used in portrait mode.

17.8

Click the blue **Save** button. **Note:** The add media to a layout template screen will then be displayed (shown in **section 18**).

17.7

Enter the name that the layout template is required to be saved as in to the white box.

SECTION 18 Adding Media to a Layout Template

18.1

Select the media content to be added to each region in turn by clicking and highlighting it. Then drag and drop the media content on to the required region. The media content name will be displayed in the region.

Handy Hint:

To apply an alternative existing template layout, click the blue **Select Template** button. Then select the required template from the pop-up window by clicking on it.

To edit the layout template click the blue **Edit Template** button and follow steps 17.4 – 17.9 as required.

The screenshot displays the Envisage Coda interface. On the left, a 'CONTENT' panel lists various media items. On the right, a layout editor shows two regions labeled 'Drag content here'. Below the regions, a 'NAME' field contains the text 'Smoking & Running Late Feed'. Above the regions are buttons for 'SELECT TEMPLATE' and 'EDIT TEMPLATE', and a 'SAVE' button is located below the name field.

Handy Hint:

The content can be ordered/filtered using the various content order/filter options. For more information see [page 4](#).

18.2

Enter the name that the layout is required to be saved as in to the white **Name** box.

18.3

Click the blue **Save** button. The screen will then return to the layouts selection screen.

SECTION 19 Editing a Layout – Layout Name & Media Content

19.1
Ensure that the word Layouts is highlighted by clicking on it.

19.2
Highlight the layout which needs to be edited by clicking on it.

Handy Hint:

The content can be ordered/filtered using the various content order/filter options. For more information see [page 4](#).

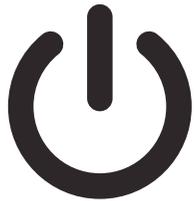
19.3

Click the blue **Edit** button. The system will then display the screen shown in [Section 18](#). Follow steps [18.1](#) – [18.3](#) to edit the layout as required. **Note:** After editing a layout, content must be re-assigned to the regions.

SECTION 20 Powering On/Shutting Down the Envisage CodaPod

Powering On the Envisage CodaPod:

To power on the device press the Power button on the Envisage Coda Pod. **Note:** The power button will have the symbol shown below on it.



Shutting Down the Envisage CodaPod:

To shutdown the device, quickly double press the Power button on the Envisage Coda Pod. **Note:** The power button will have the symbol shown above on it.

Handy Hint:

For single screen systems, the Envisage CodaPod will normally be located behind the display screen. If the practice has more than one display screen the Envisage CodaPod will normally be located in a remote location e.g. the server room.



Handy Hint:

Depending on the model supplied, your Envisage CodaPod will look like one of the above

SECTION 21 Forgiven Your Envisage Coda Password – Password Reset

21.1

Click the **Forgot Your Password** link in the top right of the Envisage Coda Login page.

Forgot your password?

21.2

Enter your e-mail address into the white box. **Note:** This needs to match an account email address.

21.3

Enter the two displayed words in to the white box. **Note:** These words will be different for every reset.

Handy Hint:

If the two words are unreadable, click the  icon to generate two different words.

21.4

Click the blue **Reset My Password** button. This will send an e-mail to your account e-mail inbox, open the e-mail and click the **password reset link**.

21.5

Enter your new password in to both boxes ensuring they match.

21.6

Click the blue **Submit** button. Your password will be reset, then click the link to return to the login screen, where you can login with your username and new password.

USEFUL INFORMATION

If you have any problems with your Envisage Coda system or require any additional support/training please contact:



Technical Support Contact: **0114 399 0010**

E-mail: **support@numed.co.uk**

Training Contact: **0114 243 3896**

E-mail: **training@numed.co.uk**

To Access Envisage Coda Training Videos:

Go to: **<http://www.envisagecoda.co.uk/support/help>**

Other User Guides Available

- Envisage Coda – Advanced
- Envisage CodaCall Agent User Manual
- Navigating the Envisage Media Website – User Guide