

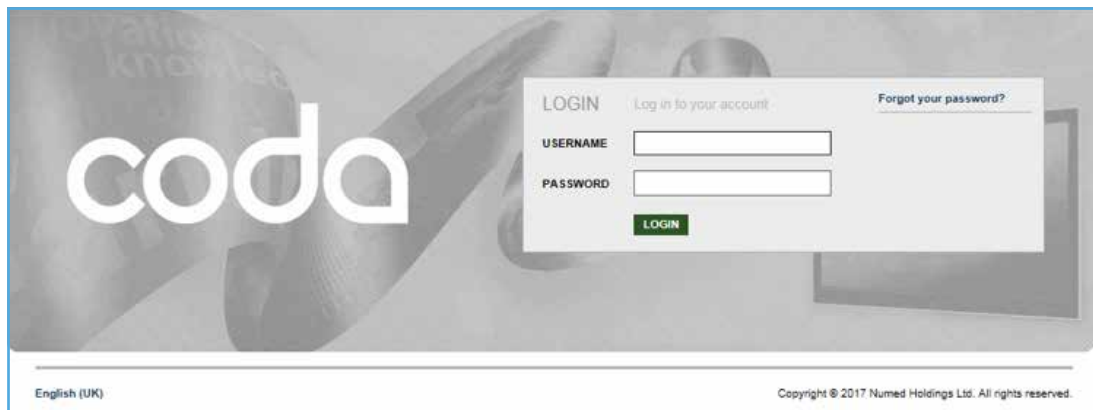
envisage  
by numed

getting started

# LOGGING ON TO THE ENVISAGE SYSTEM

1

Enter the following website address **<https://console.envisage-system.co.uk>** into the address bar of your web browser. Enter your username and password and then **click the 'Login' button**.



2

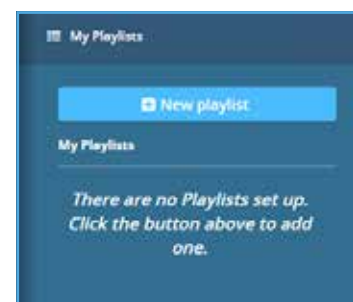
Once you have successfully logged in you are now ready to manage your **Envisage system**. To update and manage your playlists, **select the Envisage Media App**.



## CREATING A NEW PLAYLIST

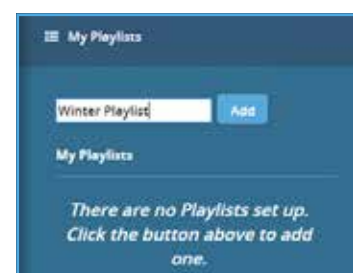
3

To create a new playlist, select the **'My Playlists'** option located in the top right hand corner of the screen, then **select the 'New Playlist' button**.



4

Enter the name of your new playlist and **click 'Add'**.



## SEARCHING FOR MEDIA CONTENT

5

You can search for media articles via two methods. The first option is via a free text search box which is located at the top of the webpage. To search for a specific media article, **enter a keyword into the search box and select the magnifying glass to find the related articles.**



6

Alternatively, you can browse the **'Video Categories'** which can be found in the navigation bar located at the top of the screen.

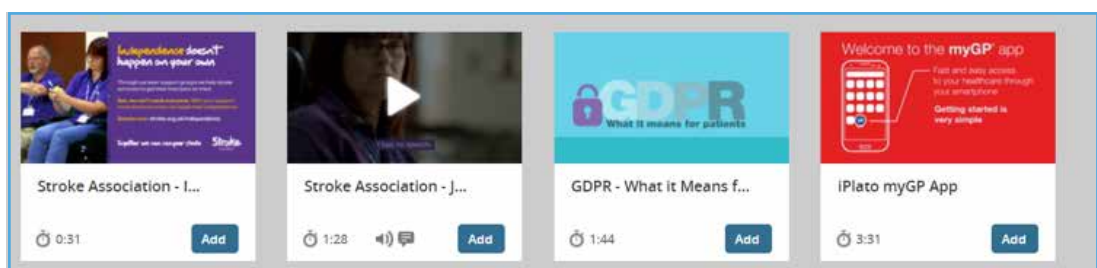


**Select** a category to display the videos that are related to that topic.

## PREVIEWING & ADDING CONTENT

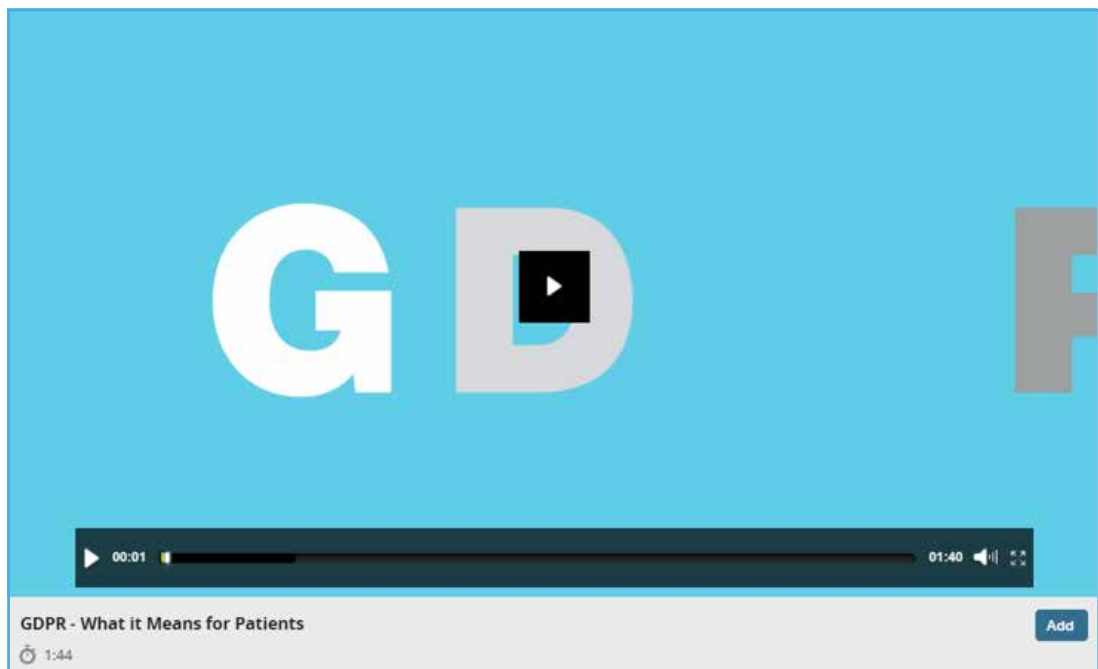
7

To preview and add a video to your playlist, **click the thumbnail picture.**



8

The video will open in a new window and begin to play. If you would like to include the video in your playlist, **click the 'Add' button**.



9

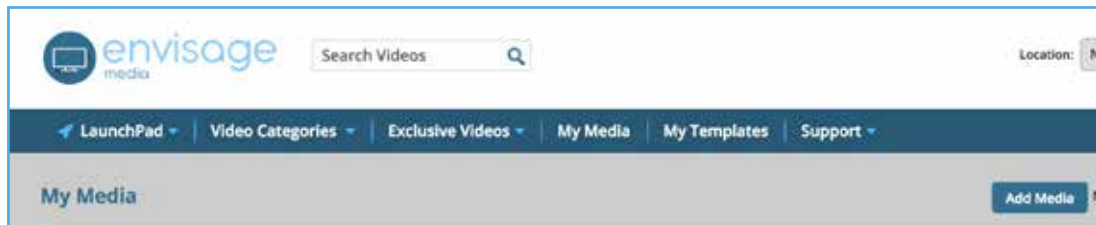
You can also **add content** by dragging and dropping the video into the playlist without previewing it. The order of the videos can be changed by dragging and dropping them to the desired position within the playlist.



## UPLOADING YOUR OWN CONTENT

10

To upload your own content (videos, pictures and PDF files) select **'My Media'** and click the **'Add Media'** button.



11

**Enter** an appropriate name and **select** the type of file you wish to upload.

**Select the 'Choose File' button** and browse your PC for the article you wish to upload. **To confirm, select the 'Add' button.** Your content is now ready to use.

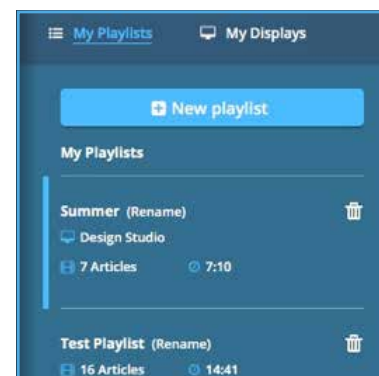
A screenshot of the 'Add Media' form. The form is titled 'Add Media' and contains the following fields: 'Name' with the value 'Practice Flu Vided', 'Type' with a dropdown menu set to 'Video', and 'File' with a 'Choose file' button and the filename 'Flu 2018.mp4'. Below the form, there is a note: 'If you are uploading video files then please use either MP4 (.mp4) or MOV (.mov) video formats, preferably under 100MB. To upload a larger video file, or one in a different file format, please use the Envisage Code upload form.' An 'Add' button is located at the bottom left of the form.

## MANAGING YOUR PLAYLIST

12

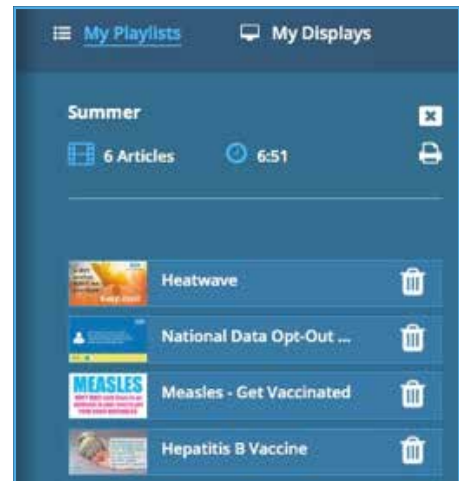
To identify the playlist that is currently playing on your TV **click 'My Playlists'** located in the top right hand corner.

The light blue bar indicates the playlist that is being shown on your waiting room TV.



13

To view, re-order, remove or update the contents of a playlist, **click on the name of the playlist to open it.**



14

To **remove a video** from the playlist, **select the trash can icon and click 'OK'**. A confirmation message will appear. To proceed, **click 'OK'** and the video will be removed.



The order of videos within the playlist can be changed by dragging and dropping.

15

If you wish to delete a playlist, **click 'My Playlists'**.



16

From the playlist menu, locate the one you wish to delete and **click the trash can icon.**

To confirm your selection, you will be presented with a confirmation message. To proceed **click 'OK'**.



## Contact Us

If you need any more assistance with your Envisage system then please contact our technical support team on:



0114 399 0010



[support@numed.co.uk](mailto:support@numed.co.uk)



Monday – Friday: 8:00am – 5:30pm



[www.envisagecoda.co.uk/support](http://www.envisagecoda.co.uk/support)



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