



SUPPLY | INSTALLATION | TRAINING | SUPPORT



NAVIGATING THE ENVISAGE MEDIA WEBSITE - USER GUIDE

VERSION 1.0 - JULY 2013

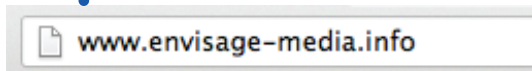
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SECTION 1 Logging on to the Envisage Media Website

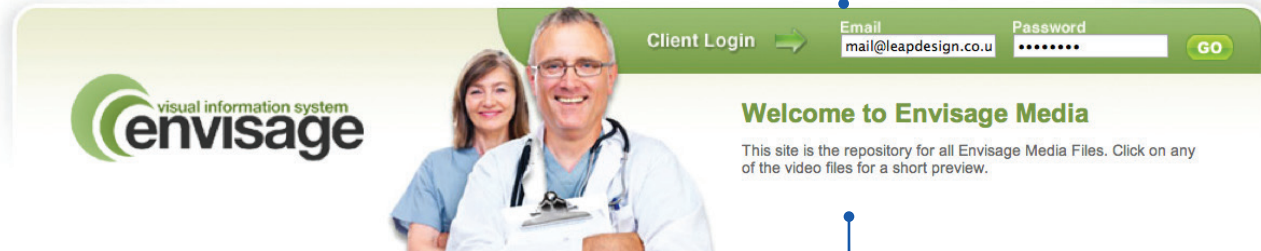
1.1

Enter website address into the long white address bar on your internet browser.



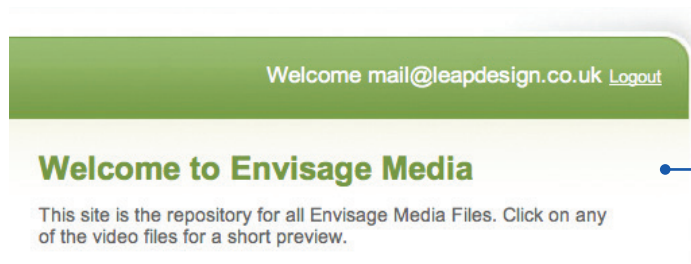
1.2

Enter your account email address and password into the white boxes below and then click the green **Go** button.



Handy Hint:

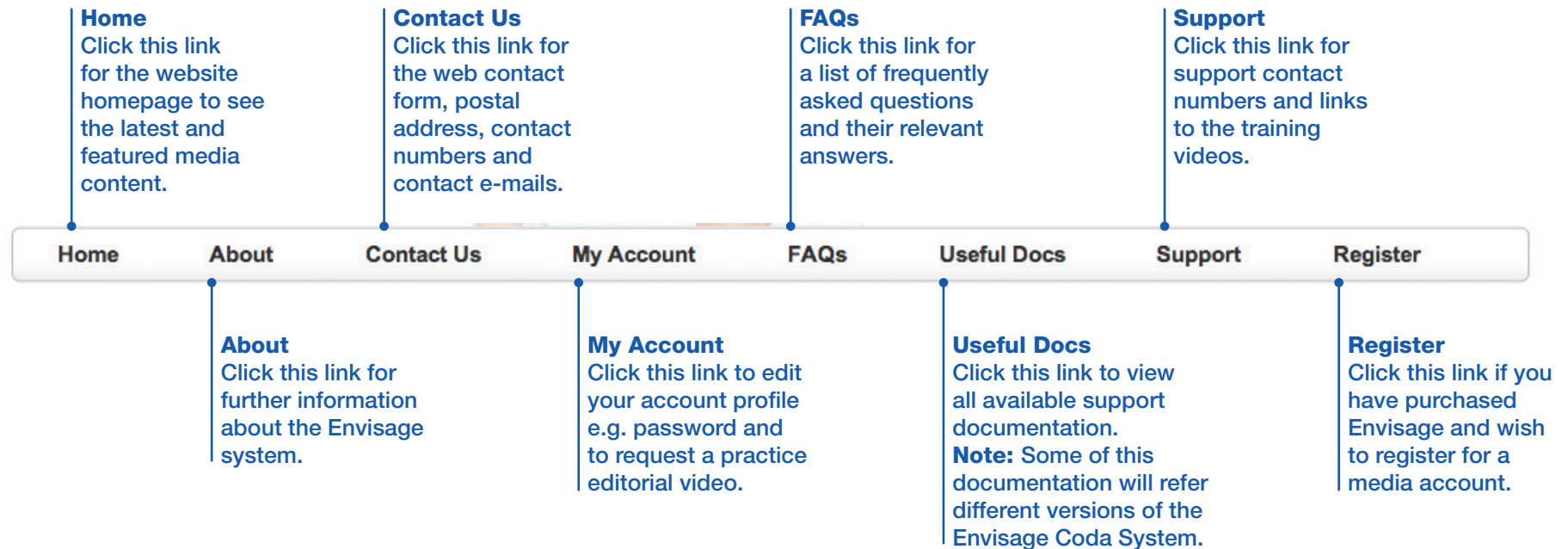
If you forget your password, see page 10.



Handy Hint:

When the user is successfully logged on, in the top right hand of the screen the system will display Welcome plus the account email address. In addition the Logout link will also appear.

SECTION 2 Navigating The Envisage Media Menu Bar



SECTION 3 Requesting A Practice Editorial – Practice Video

3.1

Click the **My Account** link from the Envisage Media menu bar. **Note:** This will open the My Account section.

My Account

3.2

Click the green **Editorial Screens** button. **Note:** This will open the Editorial Template in a new window.

Editorial Screens

Envisage Doctors Editorial Template

Please complete this template with the practice information you require to appear on your programme. For assistance with completing this form please telephone 0844 893 2010.

Contact Information

Name:

Position:

Telephone:

Email:

PCT:

Practice Address

Practice Name:

Address 1:

Address 2:

Town:

Postcode:

3.3

Enter all the details required to be in the practices editorial.

3.4

Click the **Submit Template** button.

Submit Template

SECTION 4 Searching For Media Content

4.1

Enter a search term for the media content required in to the white **Search** box e.g. **measles**.

4.2

Click the green Go button.
Note: The page will then refresh and the search results will be displayed.



- » Alcohol
- » Baby and Child Health
- » Cancer Awareness and Prevention
- » Current National Campaigns
- » Elderly People
- » Example Practice Videos
- » General Health

Handy Hint:

Another way to locate content is to click the required content category from the Video Categories menu. The content will be displayed and can be selected as shown in step 4.3.

4.3

To see more information about the media content either click the thumbnail image or click the green **More** button.

Handy Hint:

If the media content required is not available please click the **get in touch** link and fill in the contact form that appears.

Handy Hint:

For some categories there may be more than one page of results. To navigate the pages click the page numbers at the bottom of the page.
Note: The current active page is in bold green.

1 2

SECTION 5 Previewing & Downloading Media Content

5.1

To play the media content, click the play button in the middle of the screenshot. **Note:** This will play the full length of the content, to pause the content at any point simply click the screenshot again.

Handy Hint:

Flash player will need to be installed on the computer to preview the videos this can be downloaded from www.adobe.com

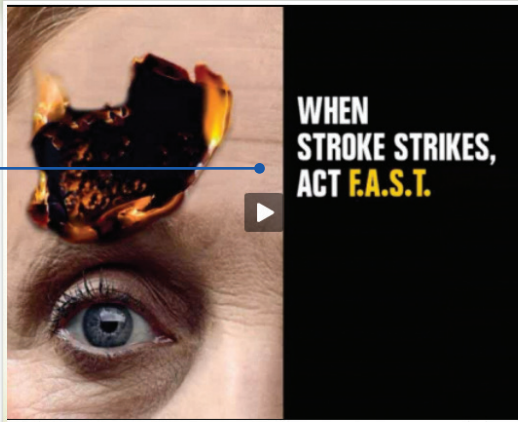
Handy Hint:

The content can also be played using the Play button and stopped/paused using the Stop button.

Handy Hint:

Any related videos to the one that is being previewed will be shown here. To select one to preview and/or download simply click the screenshot.

Stroke - FAST Campaign (Female)




Code: HA31-81-ef
Release Date: 20/03/2009
Running Time: 15 secs

How to spot Stroke Symptoms.
When a Stroke strikes act F.A.S.T.
Face, Arms, Speech, Time to call 999

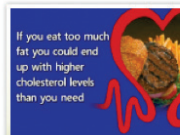
Download Now

This video is featured in the following categories: Current National Campaigns , General Health

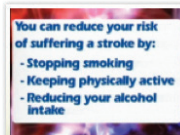
Related Videos



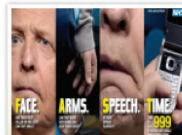
Catch It - Bin It - Kill It
33 secs [More](#)



Coronary Heart Disease In Women
3 mins 40 secs [More](#)



Stroke
1 mins 44 secs [More](#)



Stroke - FAST Campaign (Male)
15 secs [More](#)

5.2

Click the green **Download Now** button.

Handy Hint:

Whilst watching the content with audio the volume can be lowered or muted using the speaker controls.

SECTION 5 Previewing & Downloading Media Content (Continued)

5.3

Please read the Terms & Conditions of Download.

Terms & Conditions of Download

THIS AGREEMENT SETS OUT THE TERMS AND CONDITIONS FOR DOWNLOADING OR USING MEDIA AND ASSOCIATED MATERIAL AND DOCUMENTATION INCLUDING ANY MODIFIED VERSIONS OR UPDATES.

READ THE TERMS OF THIS AGREEMENT CAREFULLY BEFORE COMMENCING THE DOWNLOAD. BY DOWNLOADING THE MEDIA, YOU AGREE TO THE TERMS OF THIS AGREEMENT AND THAT IT IS ENFORCEABLE LIKE ANY WRITTEN NEGOTIATED AGREEMENT SIGNED BY YOU. INDICATE YOUR ACCEPTANCE OF THESE TERMS BY TICKING THE "I AGREE" BOX BELOW. IF YOU DO NOT AGREE TO ALL OF THESE TERMS, THE DOWNLOAD WILL NOT CONTINUE.

Restrictions

All downloads are subject to the following terms:

As long as you continue to pay the annually renewable licence and comply with the terms of this Agreement, you are granted a non-exclusive license to install and use the media as part of the ENVISAGE Patient Information System. Except as expressly permitted in this Agreement, you may not use, copy, decompile, reverse engineer, disassemble, modify, rent, lease, loan, sublicense, distribute or create derivative works based upon the Media in whole or part.

☐ I agree to the terms and conditions above

Download Now

Handy Hint:

Use the scroll bar to move up and down the Terms & Conditions.

5.4

Click to place a tick in the box. **Note:** This means that the user **agrees** to the terms and conditions stated.

Handy Hint:

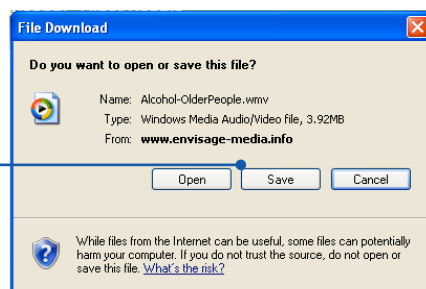
To cancel the download, click the grey **Cancel** button. **Note:** This will close the Terms & Conditions box and return the user to the previous screen.

5.5

Click the green **Download Now** button. **Note:** The file download box shown below will open.

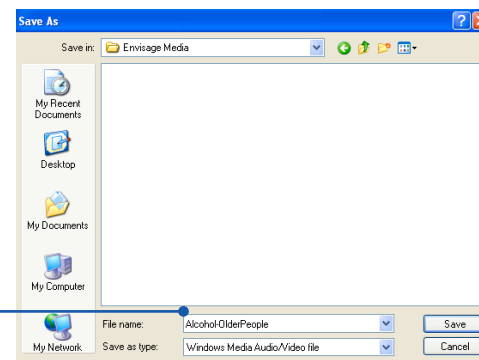
5.6

Click the grey **Save** button and the **Save As** box will open (shown right).



5.7

The file name can be changed if required by altering the text in the white **File Name** box.

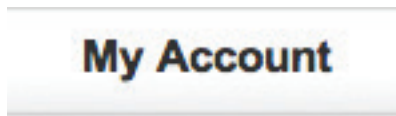


5.8

Click the **Save** button to save the media to the chosen destination folder, where it will be available for upload into Envisage Coda. See **Envisage Coda Basic User Guide** for instructions on how to upload.

SECTION 6 Forgotten Your Envisage Media Website Password – Recovering A Password

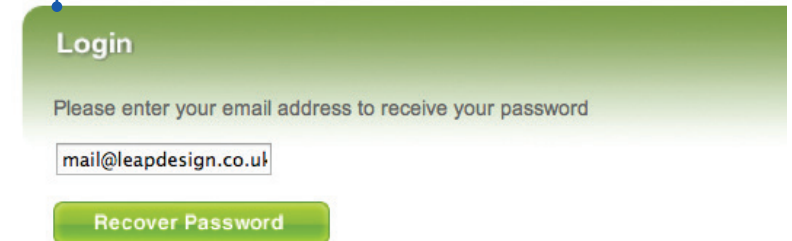
6.1
Click the **My Account** link from the Envisage Media menu bar. **Note:** This will open the My Account section.



6.2
Click the green **Forgotten Password** link.



6.3
Enter your e-mail address into the white box. **Note:** This needs to match an account email address.

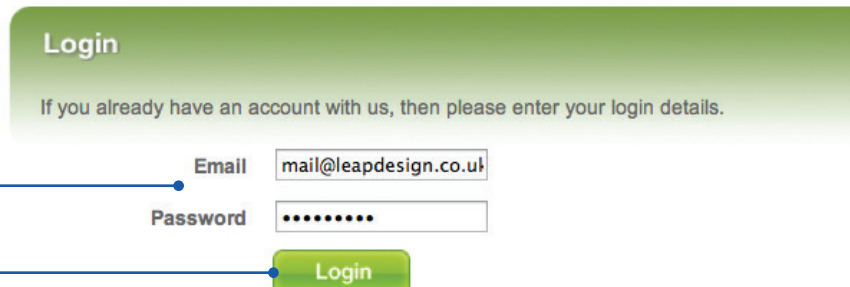
A green gradient box containing a "Login" header, a text prompt "Please enter your email address to receive your password", an input field with "mail@leapdesign.co.uk", and a green "Recover Password" button.

Login

Please enter your email address to receive your password

Recover Password

6.5
Enter the account e-mail and password into the relevant white boxes.

A green gradient box containing a "Login" header, a text prompt "If you already have an account with us, then please enter your login details.", and two input fields for "Email" (mail@leapdesign.co.uk) and "Password" (masked with dots). A green "Login" button is at the bottom.

Login

If you already have an account with us, then please enter your login details.

Email

Password

Login

6.4
Click the green **Recover Password** button. This will send an e-mail to the account e-mail inbox, open the e-mail which will contain the account password.

6.6
Click the green **Login** button.



USEFUL INFORMATION

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



Technical Support Contact: **0114 243 3896** or **0114 399 0010**

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

Training Contact: **0114 243 3896**

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

Other User Guides Available

- Envisage Coda – Basic User Guide
- Envisage CodaCall Agent User Manual
- Envisage Coda – Advanced