Media Scheduler
User Manual

visual information system
envisage

Introduction

The Media Scheduler allows you to define what media is shown at what times throughout the day. Where Multi-Zone systems are in use, different media can be scheduled for each zone.

Media can be static images, animated video presentations, or compatible user generated media.

The Media files can be **Grouped** in to user-defined folders for ease of reference.
Sequences of media files are then composed.
The sequences are then **Scheduled** in to an 'appointment-style' window for specific days and times.

With a little understanding of how Groups, Sequences and Schedules interact, the Media Scheduler can be used to quickly and easily produce an effective, user-defined media presentation, tailored to your practice's individual requirements.

Although a basic media presentation will be installed when the Envisage system is commissioned, the following instructions take you through the process of configuration from scratch.

Getting Started

The Media Scheduler is started from the Envisage Administrator Module. On first opening the Media Scheduler, click the **Configuration** button – the following screen will be shown:

Some basic settings should now be confirmed.
Under the **'Schedules'** section of this screen, ensure you have all the days ticked that your practice is open.
If your practice is open earlier than the Start time or later than the Finish time shown, adjust these times now.
Unless you specifically need the media presentation time slots to be 30 minute intervals, leave the Interval setting at 60 minutes.
Ignore the **Display Screens** section for the time being – we will return to this later.
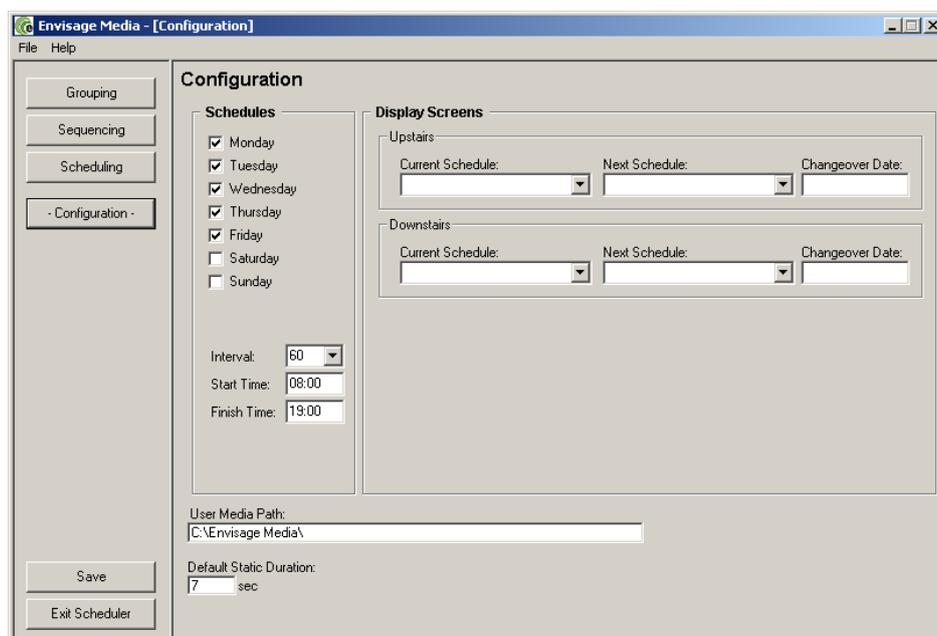
Grouping

Having completed the initial Configuration settings, click the **Grouping** button. A screen similar to the one below will open. The Grouping section allows you to group media files in to folders of your choice containing similar types of media content. For example, all smoking related media files could be grouped in to a folder called Smoking.
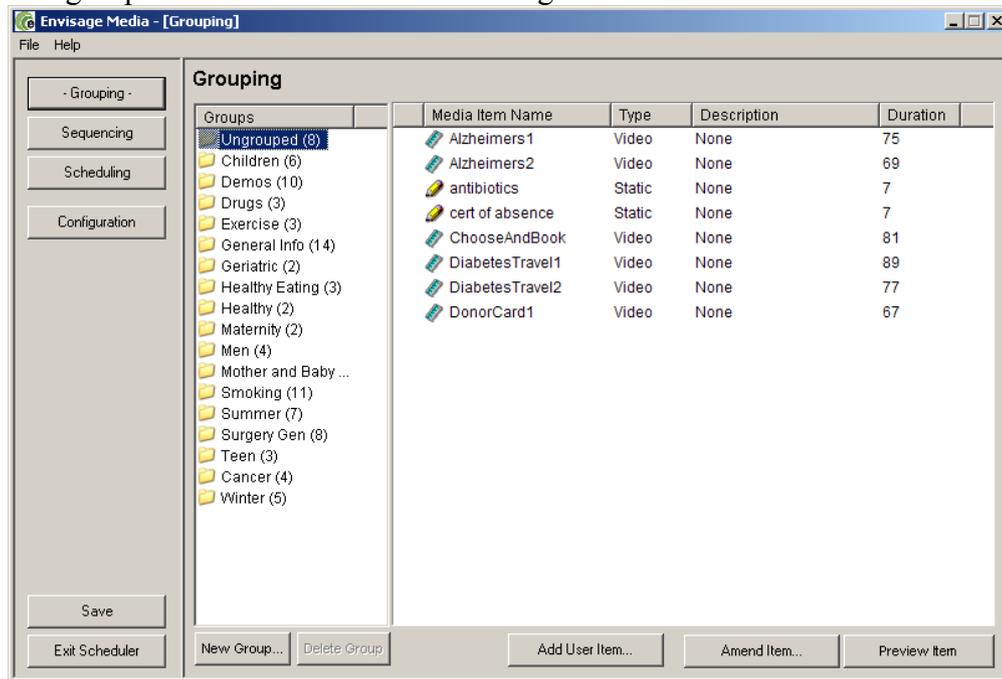
You will see one or more yellow folders in the left column and some media files in the right column. As well as the name of the media item, other information is displayed. The red flag next to an item of media indicates this is a new piece of media that has not yet been included in any media sequence. The type of media is shown (static, poster style or animated, video style). The duration of the media item is shown. A user-defined description can also be added.

In the left column, you will always see a folder called **Ungrouped**. This folder contains any media files that have not been transferred to another folder, or group. Think of the Ungrouped folder like an email Inbox. Any new media that is automatically loaded on to the Envisage server will be placed in to the Ungrouped folder. The number next to a Group folder indicates the number of media items it contains. **Important Note: Media files cannot be added to a sequence from the Ungrouped folder – they must first be moved to another existing or newly defined group.**

Creating a new Group
There are two ways to create a new Group. Either click on the 'New Group' button and enter the name of the new Group, or right click on an item of media and select 'Move Item to New Group' from the menu that appears.

Moving items of Media in to another Group
To move an item of media from one group to another, right click on the item and select 'Move Items to…' from the menu that appears. A list of available groups will then appear. Select the group to move the media item to by left clicking on the Group name. Multiple items of media can be selected by holding the keyboard Shift key (for blocks of items) or CTRL key (for individual items).

As the destination group is selected, an information box about the item of media about to be moved will appear. An example is shown below:

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At this point, the name of the media item can be altered, a friendly description can be added, the red flag status can be altered (although items will automatically be unflagged when added to a schedule) and the duration of the media item adjusted if required.

If multiple items of media were selected for moving, an info box for each item will appear in turn. Click OK to confirm the details and move the item.

Once all required items of media have been moved from the Ungrouped folder to other folders, you are ready to proceed to the **Sequencing** section.

Sequencing

Sequencing allows you to put a 'play list' of media items together in a sequence. Media items can be added in to a sequence from any Group EXCEPT the Ungrouped folder.
Click the **Sequencing** button on the Media Scheduler. The following screen will appear:
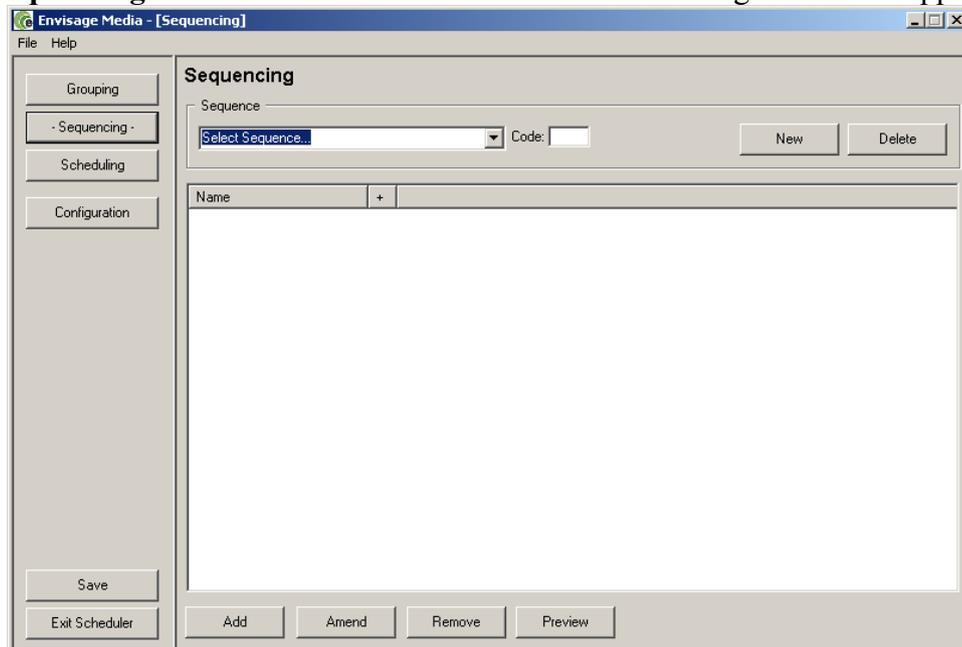

To create a new Schedule, click the 'New' button. Enter a name for the new Schedule as shown below. Notice the 'Code' box, which shows an identifying letter for this sequence. This will

always be the first letter of the Sequence name, unless already in use (when the next available letter alphabetically will be used). This code letter will be used to identify the Sequence when added to a Schedule (see next section).
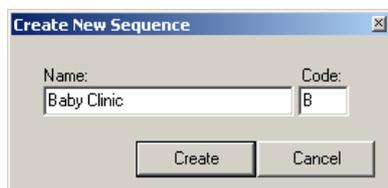
Having created a Sequence name (or selected and existing one from the drop down list), you can begin to add or edit existing media items in the Sequence.

Click the 'Add' button. The following window will appear:

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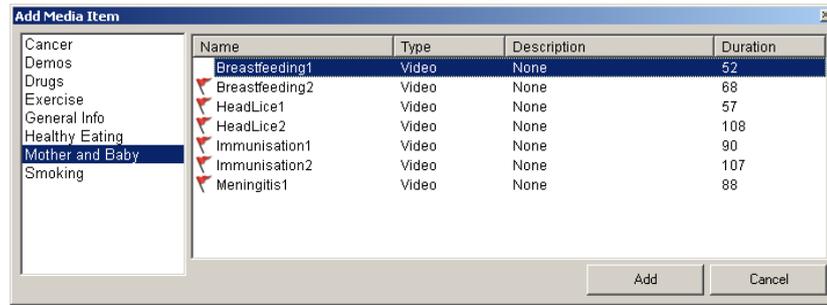
The left column shows the Group names. By clicking on one of the Groups, the items of media contained in that Group are displayed in the right column. Select the item or items of media you wish to add to the Schedule and click the 'Add' button. A Schedule can contain media items from one or more groups of media. As media is added, the schedule will build up as shown below:
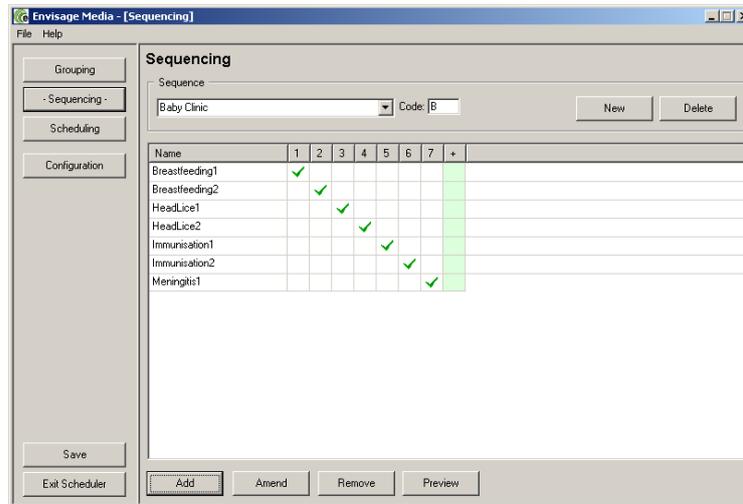
The ticks in the numbered columns indicate the play sequence of the media items. The sequence of play can be altered by clicking on the boxes next to the media items. You can therefore specify which items of media appear in which order. You can also repeat items by ticking them in more than one position. The window below shows exactly the same media files as the one above, but in a completely different play sequence.
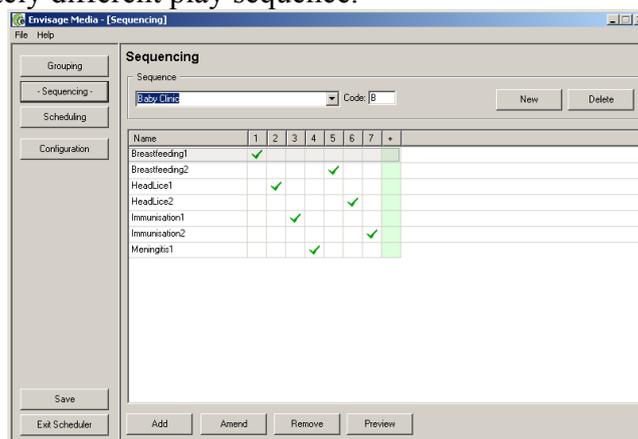

In the interests of simplicity and ease of use, try not to have too many items of media in any one Sequence, as it can become tricky to keep track of the playing sequence! You will see in the next section that multiple sequences can be scheduled to play in the same time slot, so it is better to keep the Sequences to a manageable size.

Once you have set up the sequences of media, you are ready to move on to Scheduling.

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Scheduling

Scheduling allows you to tell Envisage what Sequences of media to play when. Think of Scheduling like an appointments diary for media. To begin setting up the Scheduling, click the 'Scheduling' button. The following screen will appear:
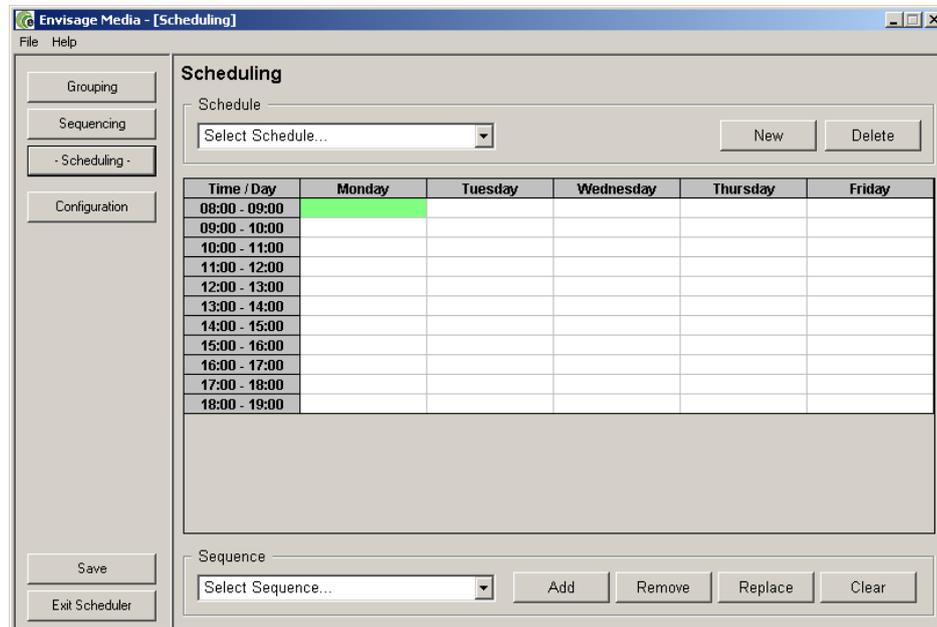

Remember in the very first Configuration section, we specified the Practice Start and Finish times, along with the days of the week the practice was open and the scheduling interval. This is where those settings take effect. You will see displayed the days of the week previously selected, along with time slots from the Start time to the Finish time. Each time slot on each day can be set to play any one or more of the media sequences.

Creating a Schedule
In this example, we will create a Schedule called 'Summer Schedule'. The first task is to set up a new Schedule name. Click the 'New' button and enter the new Schedule name. We will now tell Envisage to play a Sequence called 'General Clinic' at all times throughout the week. Click the mouse in the top left cell (Monday 08:00-09:00), then hold the mouse key down and drag the mouse down to the bottom right cell (Friday 18:00-19:00). You will see all the cells turn green, indicating they are selected.
In the Sequence drop down box at the bottom of the screen, select the 'General Clinic'. The letter 'G' will appear in all the cells ('G' being the code letter for the General Clinic). See the screen shots below.

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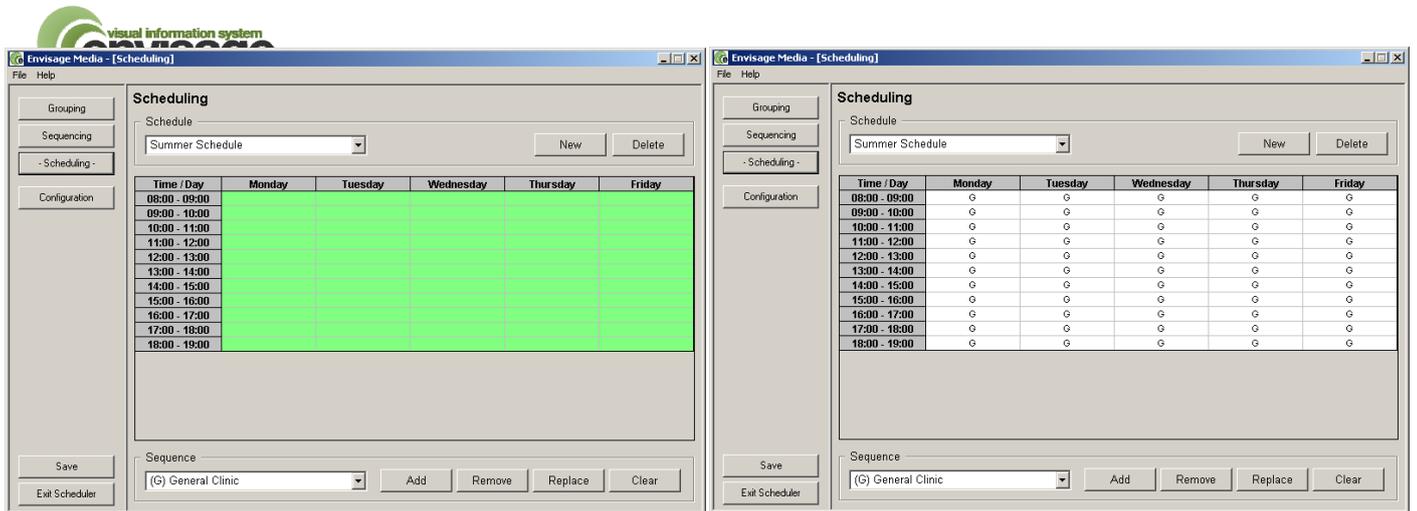
Let's say we now wish to add the 'Baby Clinic' Schedule in on Monday morning, 8:00am to 11:00am. Drag the mouse across these three cells so all three cells are green. Then select the 'Baby Clinic' Sequence from the Sequence drop down list. Click the 'Add' button. The 'B' code is added to the time slots. During these times, media from both the 'General Clinic' Sequence and the 'Baby Clinic' Sequence will be shown.
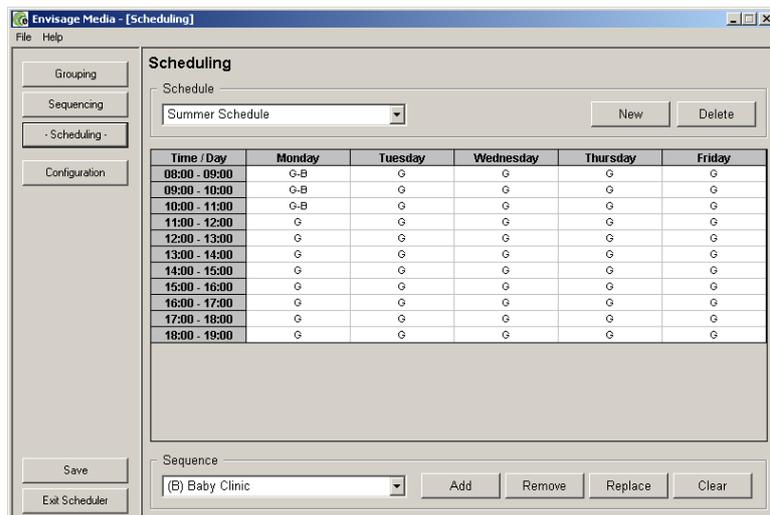

Other Sequences can be added to other time slots as required. If the 'Replace' button is clicked, rather than Add, the selected sequence will replace all other Sequences in the highlighted time slots. To remove a particular Sequence from a time slot, select the time slot(s), select the Sequence and click 'Remove'. Clicking 'Clear' will remove all Sequences from the time slot(s) selected.

Any number of Schedules can be created. For example, you may wish to create just a Summer Schedule and a Winter Schedule, or you may wish to also create Autumn and Spring Schedules.

Once your Schedules are created, the final stage is to choose which Schedule to play.

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Final Configuration

Everything is now created and ready to play. Click the 'Configuration' button to return to the configuration screen.
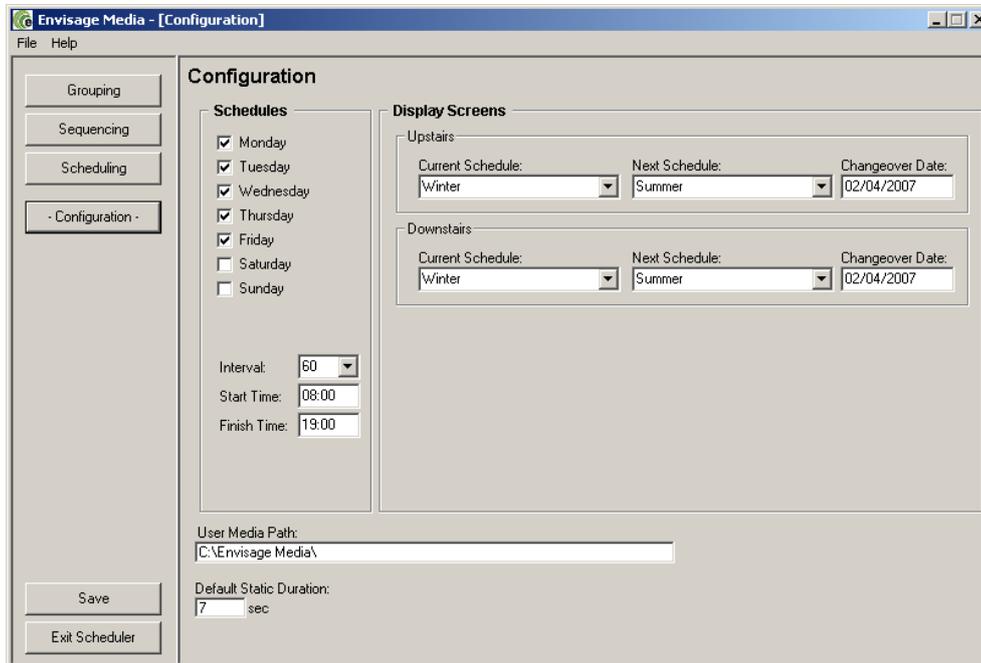
In the 'Display Screens' section, select the schedule you wish to show now in the 'Current Schedule' drop down. You can also select the Schedule you wish to play next and the date you would like the changeover to happen. As you click in the 'Changeover Date' box, a calendar will appear allowing easy date selection.
The screen names (shown here as Upstairs and Downstairs) will show the names of your screens. If you are running a single screen system, only one screen will be shown.

Save your settings and Exit the Scheduler. If the media does not appear on the waiting area screens within 15 seconds, click the 'Start' Waiting Room Displays button in the Admin Module.

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