# Administrator Module
User Manual

The Administrator Module allows you to configure various settings of the Envisage system.

On opening the Administrator module, a list of options as shown opposite is displayed.

The **Waiting Room Displays** can be stopped and started from this screen. The screens will need stopping and starting whenever any changes are made that affect the information to be displayed, for example if Ticker Messages are added or amended.

Call Definition

The **Call Definition** button opens the screen below.
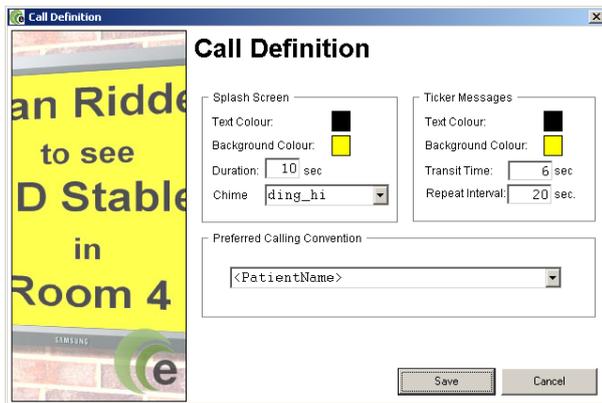
This screen allows you to define the colours and tones used for both the full screen splash calls and the subsequent ticker call. It also allows you specify how the patient names are displayed when a call is made.

Select the preferred colours and display times. (Note: Black text on a yellow background has been shown to be the most distinguishable for the visually impaired).

For the Ticker calls, the transit time is the time taken for one letter to pass across the screen. Six seconds is normally a correct setting.

The Repeat Interval is the length of time between the main call arriving and the ticker message repeat call being displayed. (Note if another main call arrives during, or just before, a previous message's repeat ticker call, the repeat call may not be displayed).

The Preferred Calling Convention selection determines how the patient name is displayed when the call is made. Note the actual name or number displayed will be dependent on the information available from the host clinical system.

If **<PatientName>** is selected, Envisage will display the patient's Name when a call is generated. The exact format of the displayed name will be dependent on the clinical system in use.

If **Patient <PatientNo>** is selected, Envisage will display the patient's clinical system number rather than their name (for example Patient 4531), subject to this being available from the clinical system. This offers anonymous calling. **NOTE:** If this option is selected then the patient **must** be issued with an appointment slip notifying them of their Patient ID number, either automatically from a patient automated check-in system or manually by the receptionist.

Ticker Messages

The **Ticker Messages** button opens the screen below.
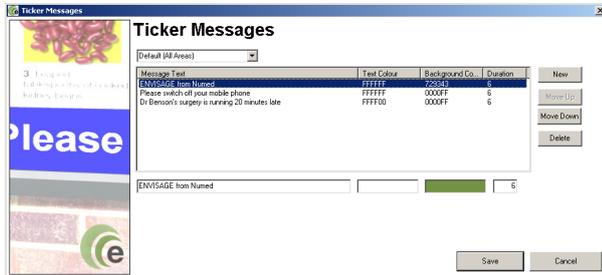
This screen allows you to add, edit and remove ticker messages.

You can also specify the text and background colour of the ticker messages as well as the order the messages will appear.

In the case of systems with multiple display areas, different messages can be displayed in different areas by selecting the appropriate area from the drop down box.

Note: The waiting room displays must be stopped and started for the new ticker messages to be displayed.

The **Media Scheduler** button opens the Media Scheduler – see separate instructions for Media configuration.