

## Envisage – Configuring New Media

### New Media

From time to time, Egton will distribute new media to your Envisage server. Media might include pictures, videos and presentations.

New media is made available in your system using a patching system from EMIS, which will ensure that the information *only* gets to your envisage server.

### Where to find it

Once delivered you only need to access your Envisage Media Scheduler and check the media 'Groups' screen. The new media should show in the 'ungrouped' folder.

You can preview the media by clicking on the item in the Envisage Media Scheduler, then clicking the 'Preview Media' Button.

### How to display the media to your patients

Available on every computer with the Envisage Administrator Module installed is the Envisage Media Scheduler Manual. This gives details on how to add the media to a sequence, and how to have that sequence display on the screen.

The Envisage Media Scheduler Manual can be found on the designated Envisage administration PC in your practice. To find the manual,

- n Open your start menu and click on 'Programs' or 'All Programs' (depending on your version of windows)
- n Click on the 'Envisage' folder
- n Click on the 'Envisage Media Scheduler User Manual'

Egton Recommends looking through the whole manual, as this explains properly the processes involved in grouping, sequencing and scheduling media for use.

### Questions?

If you have any comments or questions, please contact Egton Support on **0845 125 5530**. Alternatively, please feel free to email us at the following address: [support@egton.net](mailto:support@egton.net).

### Associated documentation

None

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