montage
v 2.0

Users Guide
VETERINARIAN VERSION

Interactive Display
Content Management and Delivery System

solutions
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POWERED BY

ANDI
APPLICATION NETWORK & DATA INTERFACE

PRODUCT SPECIFICATION OVERVIEW

Visit our webiste www.solutionsbydesign.com for more detailed information.

v 2.5

Montage is a versatile, client managed in-office display system. You will have the ability to control virtually all of the content that is displayed, and how it is displayed on each of your Montage devices. Montage is comprised of a series of custom widgets designed and developed specifically for your industry. You can chose to activate or deactivate as many of the provided widgets as desired. Some widgets were designed in the smaller cells and some in the larger cells and some fit both. You will see which widgets are available and which fit either of these sizes as they will appear in the dropdowns in the "Layout" section of ANDI.

TOUCH DISPLAY

The board is touch-sensitive so customers can interact and navigate through your display as desired.

BUILT-IN PC

Your Montage board has a built in PC that allows for a much lower profile product and much more convenient installation and maintenance.

Your CPU will be preprogrammed to run Montage. We will have preset the Montage settings and created a Montage icon on the desktop.

INTERNET CONNECTION

Montage requires a network connection, either cabled or wireless to display content. See our product specifications for minimum bandwidth requirements.

BROWSER

We recommend Google Chrome as your browser. This is very important as your system has been set to launch and utilize chrome as its browser resource. As the battle rages between browser developers, Google Chrome offers the best platform for Montage. See Chrome Kiosk Extension for more information.

Your Montage system is all inclusive of the following parts:

1) Touch Sensitive Display with built-in CPU
2) Wall Mount Bracket
3) Camera, built-in or external
6) All necessary cabling
7) Data converter for cable TV feed, if applicable

MONTAGE CAN BE UTILIZED IN 2 WAYS

1) Montage Pro: As an interactive display system typically in the reception area of your office with provided touch-sensitive hardware.

2) Montage Basic: As a streaming video feed to an existing monitor in your office without patient interaction. (ie excludes touch-sensitive hardware). This is typically for looping streaming video content.

TERMINOLOGY

CONFIGURATION PROFILE

A "Configuration Profile" refers to standardized settings. You may want to create unique settings for multiple Montage devices within your office or in your satellite offices. You may want the content on your Montage devices in your reception areas to be the same from office to office, while the Montage devices in the exam rooms may want to have a different configuration (different content displayed). The configuration profile allows you to duplicate your settings from one device to another.

WIDGETS

Widgets are specifically developed software utilities that are activated on your Montage board. Each fits into a cell and are interactive or not depending upon the utility...for example the Stock Ticker and the Cable TV Feed is not touch interactive but the Reviewer and Camera Widgets of course are interactive.

DEVICE

A "Device" is a single monitor, either a touch display that comes with Montage Pro or as a user owned monitor such as a large Plasma, LCD or LED display already in your office.

ANDI®

ANDI is a Solutions by Design, web-based content management portal. As a Solutions by Design client, you have access to ANDI in order to set and manage the content within Montage.

CELLS

Cells are the boxes or areas within the Montage Display that contain the Widgets. Cells can be one of 3 sizes as they fit into a nice presentation on the board. You will see the cells in the Layout Section of ANDI.

POWERED BY

ANDI®
APPLICATION NETWORK & DATA INTERFACE

Getting Started

- The total number of Montage licenses has been preset based upon your order.
- You can confirm this information when logged into ANDI in the Montage Module under Settings>Devices.
- Each display/devise utilizing Montage requires its own license.

Note: You can split the signal to feed multiple devices within a single office utilizing Montage Basic with just one license. You cannot have different settings on multiple devices when you split a signal. You cannot split the signal from Montage Pro. (See PAGE 1 for description of Montage Basic vs. Montage PRO)

Once your software is installed on your Montage board, go to **www.andisolutions.com**. **ANDI (Application Network and Data Interface)** is a web-based portal that you can access from any computer, smart phones and computer tablets. You will be issued a user name and password for your ANDI account. Once logged in, you will notice a series of icons present on the left-hand margin such as ScreenPlay, bLink, Montage, etc. These represent each of the Solutions by Design applications of which you are a licensed user.
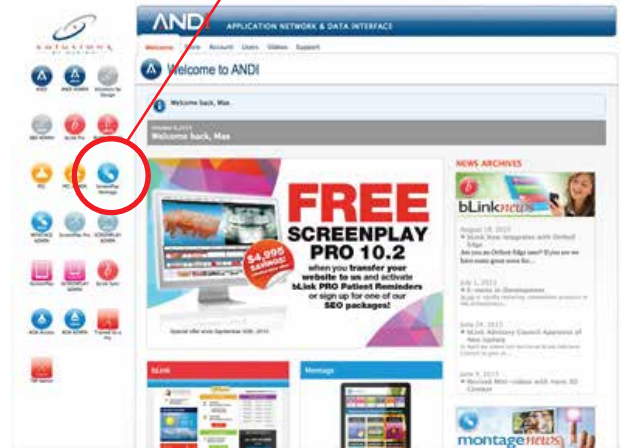
1 Go to www.andisolutions.com to login*

ANDI is your central control center for Montage.

* Your user name and password will be emailed to you when you place your order for Montage, along with a user guide.

2 After login you will see icons to the left of the ANDI welcome page 👆 **Click on the Montage icon.**

This is the ANDI dashboard which contains current information on SBD and our products.

3 You will be directed to the Settings page where you can manually set your Montage preferences and build your system.


This is the layout screen under "Settings". Here for example, you choose which version of Montage you want to activate.

Overview Of Tabs in ANDI

The tabs located horizontally across the top of the screen are where you set your preferences for each section of each device. You manage each of your devices from one ANDI account that can be accessed on any computer.
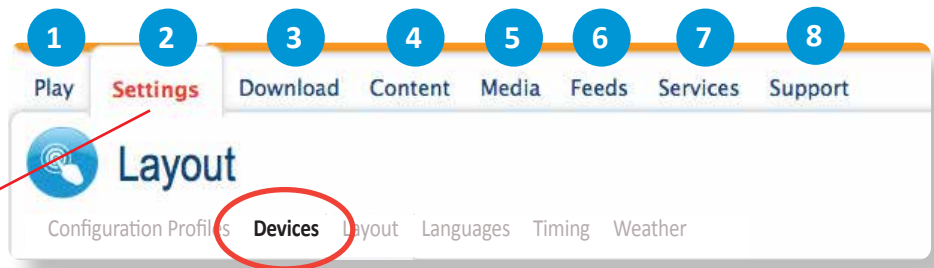
IMPORTANT: You MUST register each device by going the Devices tab.
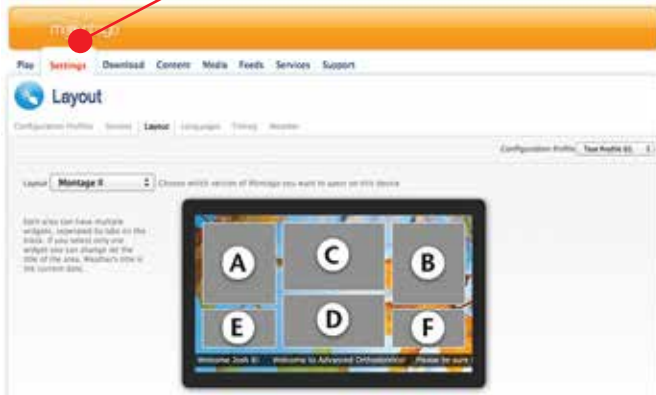
1 Play - Activates Montage for display
Click PLAY after you have set your Device Settings and Preferences.

2 Settings
- **Configuration Profile:** Create and store individual configurations for one or more devices.
- **Devices:** List of active devices, renew or register a new device.
- **Layout:** Choose between Montage I, II and III layout. Define which cell is to contain and what widgets to activate.
- **Languages:** Choose which primary language to display.
- **Timing:** Allows the user to set the definition of "Idle Time", "Gallery Loop", and "Staff Loop", etc.
- **Weather:** Select the City and State for the weather data.

3 Download
- Download FAQ's and User Guides.

4 Content
- **Camera:** All photos taken from the board are stored here and await distribution.
- **Background:** Set and schedule the background image themes.
- **Gallery:** Manage all the images and settings for displaying your favorite photos.
- **Doctor/Staff:** Allows you to create, store and loop Doctor and staff bios and information.
- **Widgets:** Add custom features to your display.

5 Media
- **Upload:** Add personalized videos to your board.
- **Videos:** Select which SBD videos to be displayed.
- **Playlists:** Create Playlists for Video Looping.

6 Feeds
- **Blogs:** Link your blog.
- **Stocks:** Select which stocks you want to appear in the Stock widget.
- **Ticker:** Set your custom scrolling message.
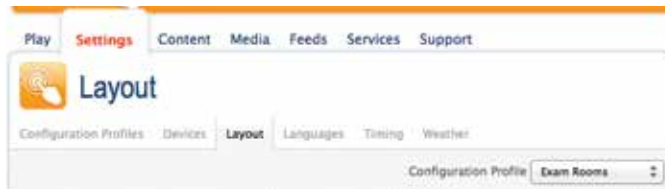- **Website:** Link your practice website.

7 Services
- **Reviewer:** Set up all Reviewer settings. Manage Reviews.
- **Facebook:** Links your Facebook account to Montage.

8 Support
- Open Support Tickets. Send a report ticket to submit a problem, request, suggestions, etc.
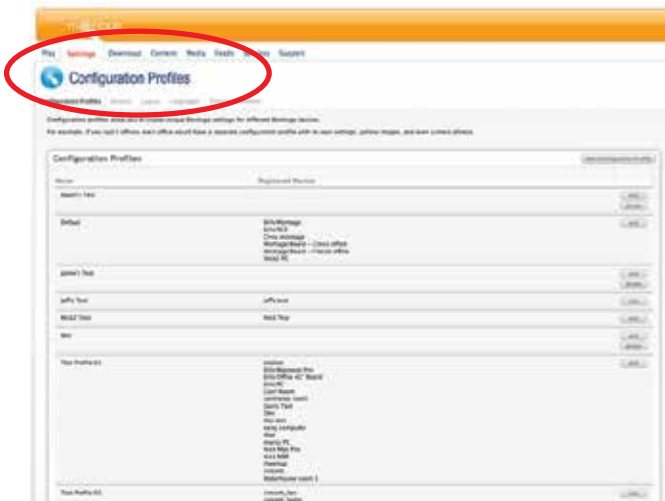
Setting up Montage Preferences

Configuration Profiles Tab

(SKIP THIS AREA IF YOU ARE NOT RUNNING MULTIPLE DEVICES. GO TO DEVICES p. 5) This section is for Montage users with multiple devices in one or more offices.

Notice a **"Configuration Profile"** button on each page within the ScreenPlay Montage module. All of your first settings are set as a "Default" configuration.

You can have several different Montage devices per office location, and you can have Montage PRO and/or BASIC. PRO includes the touch interactive display. BASIC is a streaming feed that plays to a display such as a plasma, LCD or LED monitor that may already be suspended on a wall or from your ceiling.

A configuration can be set up and named for a "type" of room within your offices. For example; you may want two devices in the reception area. One placed low enough for patient interaction and one mounted higher for general viewing. That would mean that the lower device is PRO, and the higher device is BASIC. You can have unique settings for each device. Each can be ran with different configurations.

Example 1
One office location with two Montage devices:
One located in a reception area is configured for Montage PRO (touch-sensitive). You can set your settings to include interactive widgets such as Staff Images and Multimedia Videos, Whiteboards, Brochures and Shopping Cart. For a second Montage device suspended from the ceiling, you can set your settings to loop specific videos, because there is no patient touch display activity, only non-interactive widgets such as Weather, Staff, etc.

You can keep the way that you set up your first device for the reception room as the "Default" configuration. You can rename it to "Interactive" configuration if you want. Then create a new configuration profile with the preferred settings for the ceiling mounted device and name that "Ceiling" or "Non-Interactive" configuration. We will discuss how to create a second configuration later in this document. Modify either settings by calling up one of the two configurations, make and save the changes.

Example 2
Two offices with 2 Montage devices in each office:
This allows you to create a configuration one time for the desired content in the "Reception Area" device and a different configuration one time for the "Ceiling" device. The Montage device in the reception area will run the "Reception Area" configuration and the ceiling device will run the "Ceiling" device configuration. You will not have to create the content from scratch for each device for each office. From office to office, you can simply choose the saved configuration you initially created.
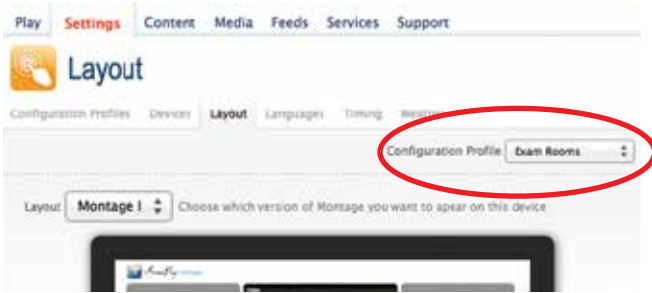
Within the Configuration Profile you can:
- Create the content that you want to be displayed for each device.
- Assign each Montage device a configuration profile.

How to Create, Save and Apply Configurations to each Device:
The first time you set up Montage you will notice a small Configuration Profile menu with a dropdown. This is set to "Default". Once you have applied all of your preferences or settings in the "Default" configuration, you can create a second "Configuration Profile" These settings can be applied to other devices in the above example. You can rename "Default" to "Interactive" for the Reception room, then "Non-Interactive" for the ceiling display.

Example: Exam Room

To do this

1) Click on the Add Configuration Profile button.

2) Enter a name for your new configuration.

3) Each tab will have a dropdown menu located in the upper right hand corner for your Configuration Profile.

Note: Make sure you have selected the Configuration Profile that you want to make changes to prior to making selections on the page.

JUMP TO HERE IF YOU UTILIZE ONLY ONE DEVICE

Devices Tab
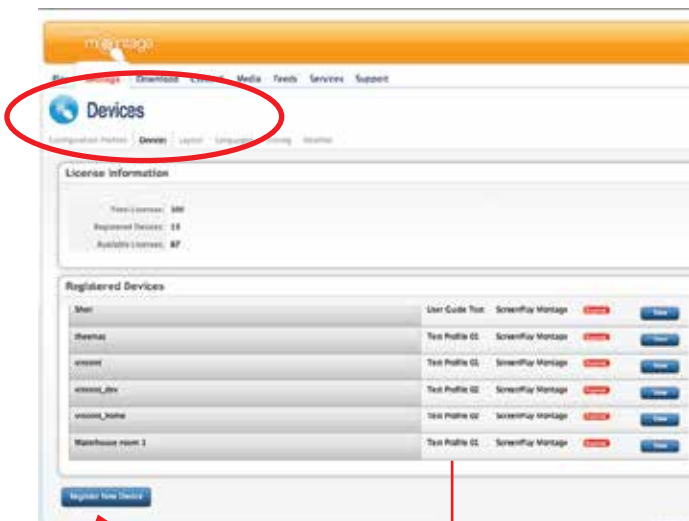
Note: To activate your device for the first time, click on the "Register New Device" button. This must be done directly on each individual device.

Lists the configuration profile for each device.

First, enter a name for the device. Then click the "Register" button. Your device will be registered and activated.

◄ **This is set to the default**

◄ **Name the device**

◄ **Change to preferred profile**
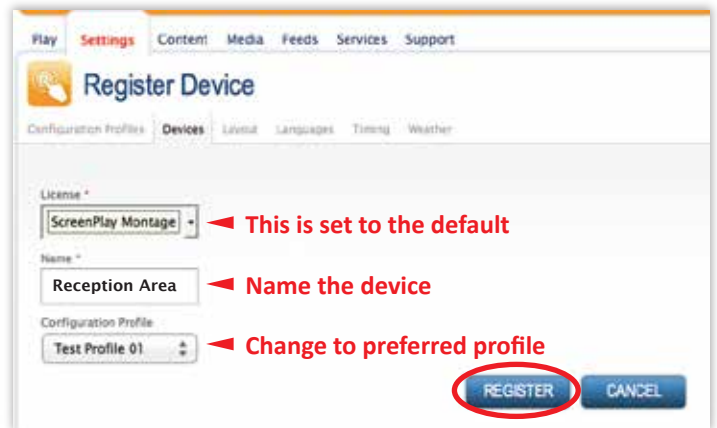
Layout Tab

The layout tab allows you to specify where and what widget you want displayed within the display panel. You will have multiple widgets for each section.

Note: If you have multiple Montage devices/licenses, you can choose from the Configuration Profile settings to clone another devices settings to this device.

• Use the dropdowns for each of the six areas.
• You can change the title of each section.
• The titles appear on the header of each section.
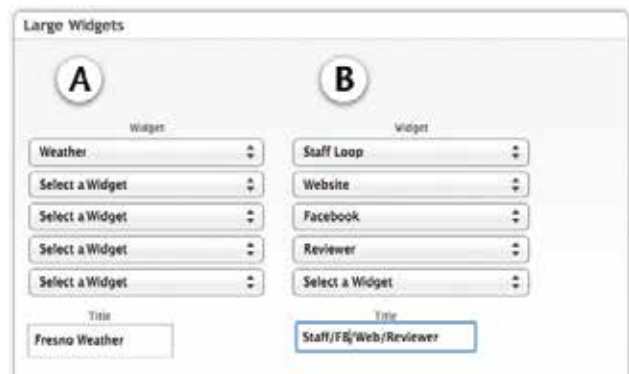
Content Tab

CAMERA GALLERY

The CAMERA GALLERY contains captured images from the Montage Camera. You can post or delete photos in this section of ANDI and post to the Gallery or to Facebook.

On the Montage Board While in Active Mode and Not in ANDI

To activate the camera booth, press the "Camera" tab located at the bottom or top of the center screen. To capture images, press the button located directly under the lens. You will see a countdown from 5 to 1 before the photos is taken. Save and or delete as desired.

Camera Trigger

Post your Photo Booth photos to Facebook or your Montage Gallery

Once you or your clients have taken photos directly from the Montage Board Camera, you can post those images to your Gallery or to Facebook. To do this log into ANDI and go to Content/ Camera (the first tab in Content).

There, you will see all of the photos taken that have not yet been distributed.

a) To delete any undesired images, **click on the red "X".**

b) To post these images to your Montage Gallery, Click the "To Gallery" button. Those images are now part of your Gallery on your Montage Board.

c) You can also click on the image to enlarge that image as well. Save and or delete as desired.

BACKGROUND IMAGERY (Wallpaper)

Setting up your Background Playlist

Go to Backgrounds and select "View All Playlists".
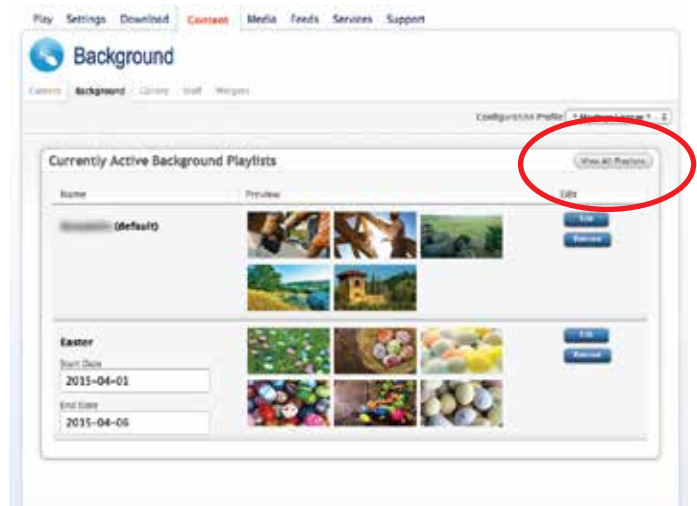
Setting Holiday and Seasonal Timers

You can create multiple background playlists and preschedule them to rotate by date as desired. For example, you could create a default playlist of miscellaneous background images. Then you could create a playlist for the 4th of July, Thanksgiving and Christmas. After setting the start and stop date for each, the backgrounds will automatically change at the those times of the year.

Your saved playlist will appear in the playlist section.

Setting the Timer

In your list of saved Playlists, you can set the start and end date for each to activate.

Edit a List

Select the background playlist. This will bring you back to the library of background images. You can add as many from any category as desired.

"Create A Playlist" is located in Content > Background > View All Playlists > Create A Playlist

Importing Images to create your own Playlist

You get to the "Imported Images" section by clicking on the "Edit" button of a playlist.
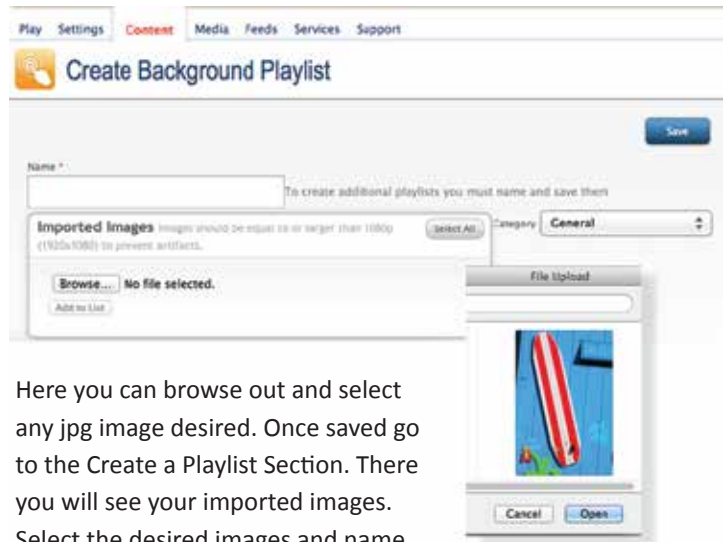
Here you can browse out and select any jpg image desired. Once saved go to the Create a Playlist Section. There you will see your imported images. Select the desired images and name this playlist. Make this the "Active" or "Default" playlist and you are set.

Note: Background image optimal resolution is 1920 x 1080. Larger resolutions will be less efficient (slower to load) without adding any additional quality. Lower resolutions may appear pixelated or grainy. Image resolutions not at a 16:9 ratio may be stretched or cropped.

Activate/Delete a List

You may see several existing "Playlists" already created for you, such as for several Holidays. You can use/activate/deactivate or delete them as desired.

To Add More Background Playlists to Montage

Click on "Create a Playlist". You will see a dropdown menu which currently list: General Theme, Seasonal Theme, Holiday Theme. There are several strings of images per category. Be sure to click SAVE.

Note: We use the following button names in ANDI: "Remove" = remove from a list, but doesn't delete from the database; "Delete" = delete from database

GALLERY

"Gallery" is located at **Content > Gallery**

The Gallery section is where you can display and loop your favorite photos.

Within the Gallery Section you can

• Import your favorite portrait images or any other desired images

• See image imported from the camera feature.

• Select which photos you want displayed and looped.

Setting up the Gallery: Click on the Gallery Tab. You are now in the Photo Gallery Section. At first use you will see our placeholder images. You can import your own images to this section.

Importing and Saving Images

To import images, click on the "Import New Image" button. You will browse out to your hard drive or network to select and import those images.

Once imported, select the individual images that you want to display and loop on your device. Changes are saved as soon as you click the "Unselect" or "Select" button. Images are deleted when you click on the red "x" in the upper right corner of each image and confirm the pop-up dialogue. This will bring you back to the Photo Gallery Page. All of the images that appear in the Photo Gallery are the images that will play on your Montage device.

Note: You can have as many photos in this section as you like. You can have them all active or just a few. Montage stores your image files remotely on our server so you never have to be concerned about breaking a link by moving a file or deleting a file. You must Import and Name each photo individually.

You can also add additional images to your Gallery by taking and posting photos form the Camera Feature in Montage (See Camera Gallery).
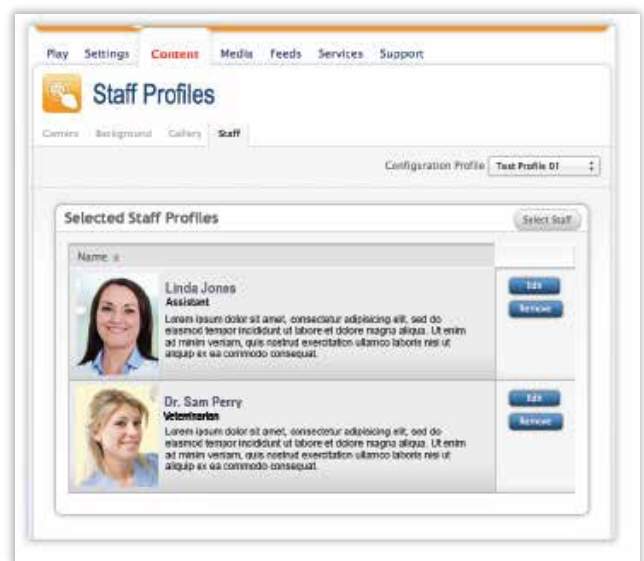

Gallery images will be displayed in random order.

STAFF

"Staff" is located at **Content => Staff**

The Staff Section of Montage is where you can display and loop each of your staff member's photos, as well as doctor photos, along with individual titles and bios.


Within the Staff Section you can

• Import staff and/or doctor photos from your computer or server.

• Create individual titles and bios to accompany each photo. (200 characters maximum)

• Select which photos and accompanying titles and bios are to be displayed and looped.
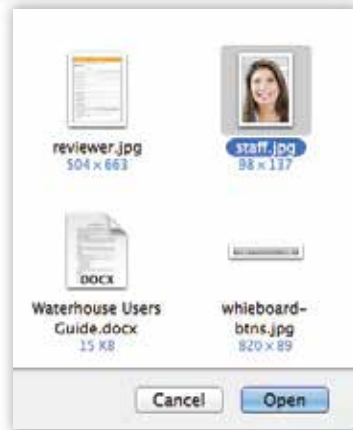
To Add Staff Images and Bios

Step 1: Click "Select Staff"

Step 2: Click "Add"

Sep 3: Enter the Name, Title and Bio for each additional staff member.
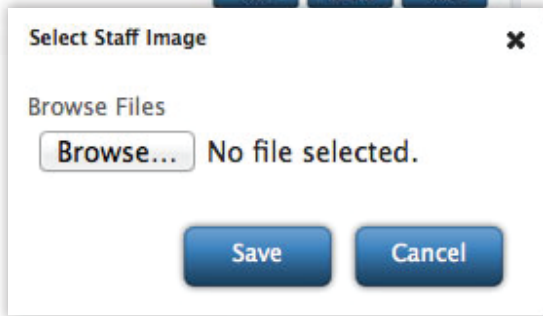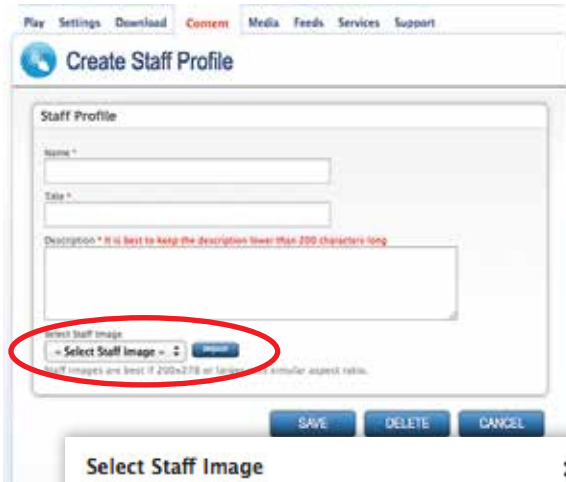
Step 4: Import the desired image.

200 px

278 px

Note: For images to display correctly on Staff Widget on Montage, the photo should be vertical oriented. Ideally, the photos should be cropped to:

200px x 278px

Media Tab

VIDEOS

Solutions by Design will load all of your videos.

*Note: In the future, you will be able to manage your own videos.*

Feeds Tab

BLOG

If you have an active blog, it can displayed on your Montage board. The blog will scroll when selected. Simply add your blog address and save. (Contact an SBD tech if you need help.)

Note: Be sure that you have activated the Blog Widget in the Layout section.

TICKER

Customize your ticker greeting in the message box and click SAVE. Enable scrolling by checking the "Enable Scrolling..." box.
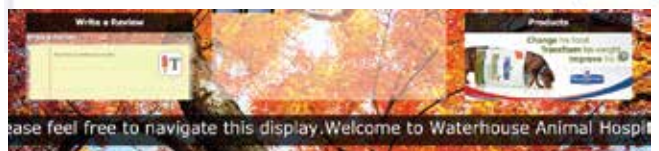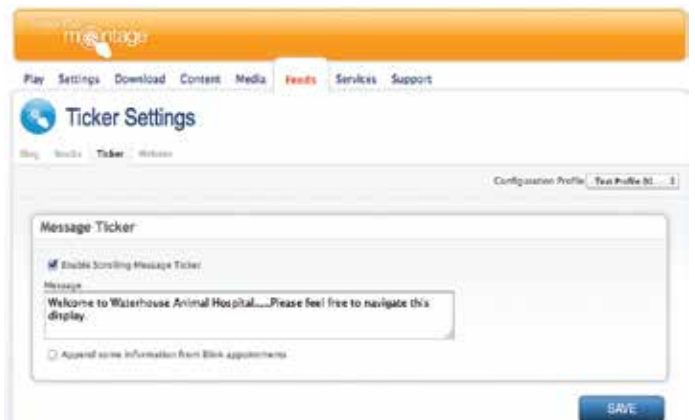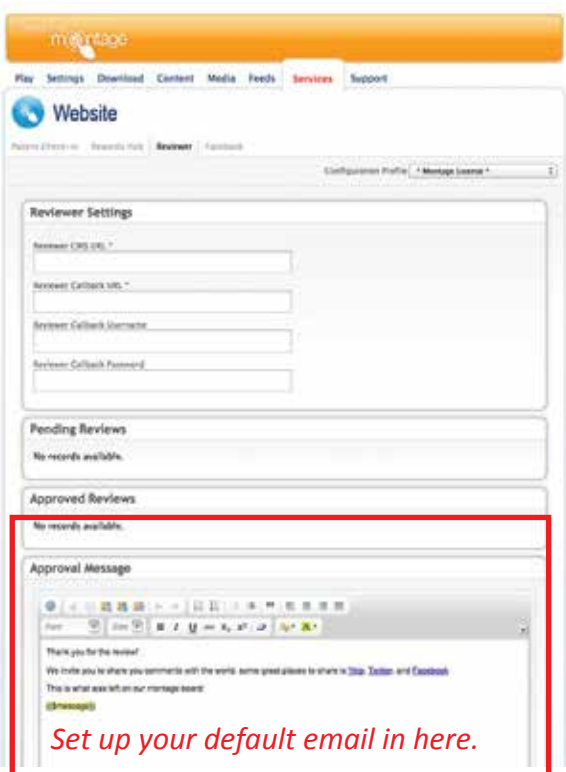
REVIEWER

Your clients can post reviews about your practice directly on the Montage Board. You can filter which messages that you want to actually appear on the review sites.

Here is the flow of communications

1) The patient creates a review on the Montage Board.
2) The review is posted to ANDI in Reviewer under Services > Reviewer.
3) You can log into ANDI and see each review as New or Processed." - *Note: Terms used in ANDI are "Pending" or "Approved", "Remove" or "Approve"*

Pending Reviews are those that have been submitted by the client but have not yet been accepted by you, and have not yet been returned to the patient so they can submit their reviews to Yelp, Google Reviews, etc.

Set up your default email in here.

Under the pending Reviews Section, you can click **Remove or Accept.** Once you accept, that review will appear in the Approved Reviews Section. An email will be sent to the patient requesting they post on the desired review sites.

Deleting a review permanently deletes the review. Remove sent reviews whenever you like.

You will notice that the standard message has 3 links on the bottom of the page. These are links to Yelp, Google Reviews and Yahoo Reviews. This is where the patient can click to enter his or her review to these review sites.

WHITEBOARD

The Montage WhiteBoard is a very accurate annotation utility that will import, allow you to annotate, save and email any imported file.

This has been designed to display in the top or bottom center widget area. When you click the tab you will see a portion of the tools available.
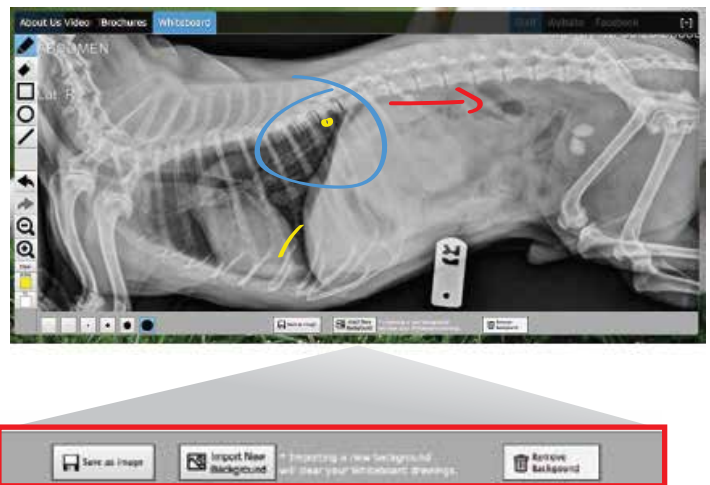
Note: You must enlarge the widget to reveal all of its features.

Once enlarged, you can:
• Import images (JPEGS)
• Annotate on any imported image
• Save the modified image
• Print the modified image
• Email the modified image

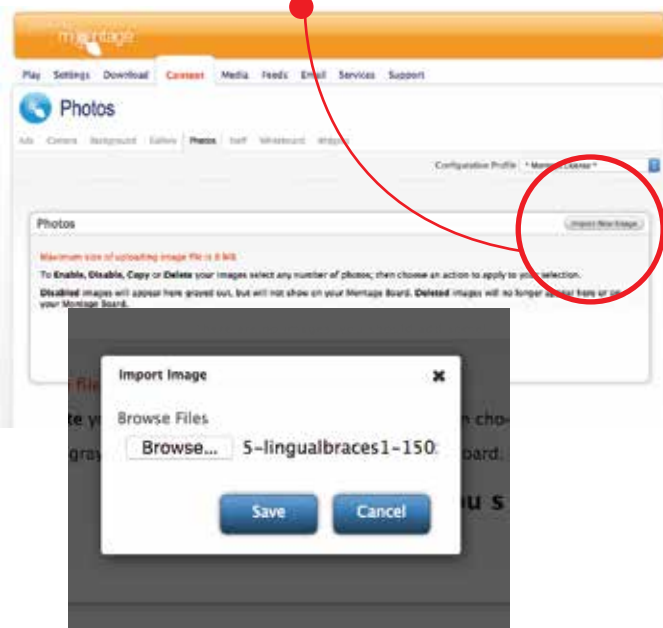## Adding images to your Whiteboard Library

It is recommended that you use your desktop computer to add content to the Montage Library. You can log into ANDI from your personal computer the same way that you log into ANDI from your Montage boards.

Images

Maximum size of uploading image file is 8MB. The ideal size for images is 1750 x 1750 pixels. Images that don't match these dimensions will work, but they won't fill the whiteboard.
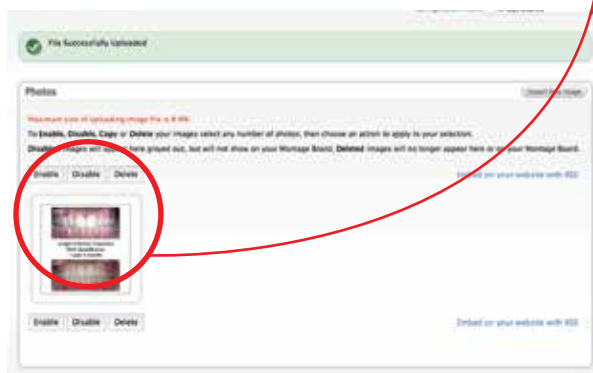
Step 1: Go to Content, then select the "Photos" tab

Select "Import New Image"

Step 2: Browse and select file from your computer, then hit "Save"

Step 3: Click on the imported image, then choose "Enable"

When you go to your Whiteboard Medical Images Library you will see a "Blue Horizontal Line". Your Imported Images will appear below the blue line.
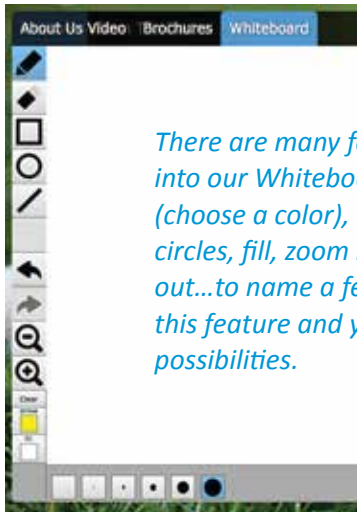

Step 4: Click on the image, the thumbnail will load into the main Whiteboard screen.

To delete uploaded images from your library, go to the "Photos" section in ANDI, select the image then click "Delete".

Accessing images from your database. Contact Solutions by Design for mapping instructions. We will log into each device and create a path to your database.

There are many features built into our Whiteboard! Draw (choose a color), erase, squares, circles, fill, zoom in, zoom out...to name a few. Play with this feature and you will see the possibilities.

ADVERTISEMENTS FROM VENDORS

(Currently administered and set-up by Solutions by Design.) Displays advertisements from your suppliers and vendors to help offset, or completely cover the cost of your monthly fees. Loop as many ads as you like.
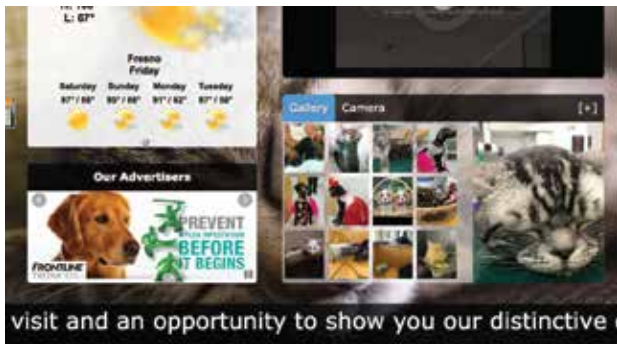
Viewers can pause and advance or reverse ads by touching the pause/ restart button or touching the advance or reverse arrows.


PDF BROCHURES

This section is intended to display PDF files of brochures or product sheets about procedures, care, products and even office forms. Brochures and forms can be printed on-demand by you patient or emailed to any email address.
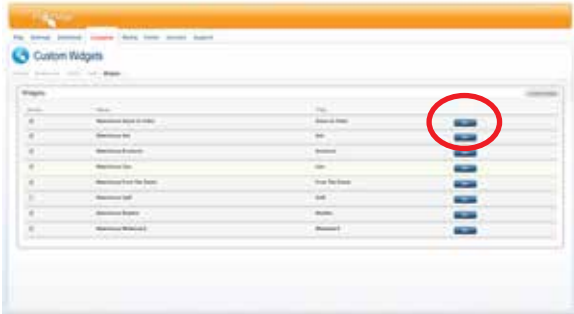

SHOPPING CART

Unlike an on pping cart, the Montage Shopping cart is designed to allow your patients to browse products by category such as Dog Food or Cat Food and scroll products under each category. Each product has a product icon and dropdown description as well as price, total and submit feature.

Once submitted the list of items selected by your patient, it is sent to the designated printer of your office.
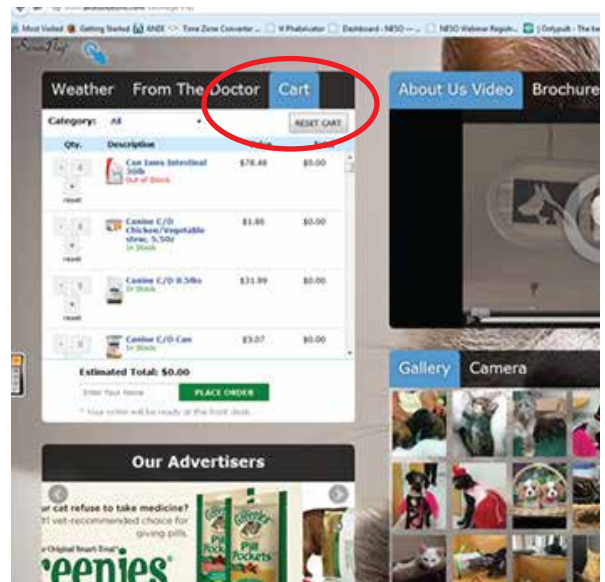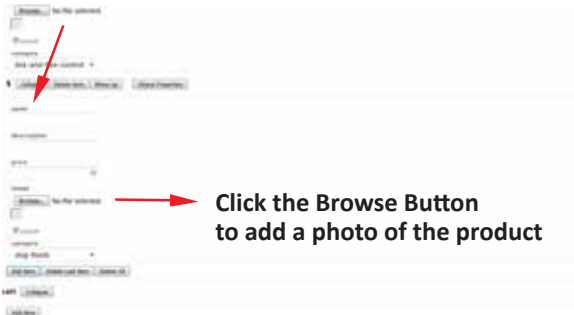
Entering Items into your Shopping Cart in ANDI

CONTENT > WIDGETS - **Select the EDIT button**

Click the Add Item Button

Enter Product Name, Description (if needed) and price

**Click the Browse Button
to add a photo of the product**

ANDI will browse out to your computer so that you can select the appropriate product photo

Once the Photo has been imported into you Montage Shopping cart, **click the Upload button.**

Once all products have been entered into your cart. **Click the SAVE button.**

Your shopping cart also allows for you to indicate which items in/out of stock, simply by checking the instock box.

Note: You will need to REFRESH your display in order to view updates/changes made to your Shopping cart.

KIOSK MODE

A Kiosk Mode is a Chrome Extension that locks down your Montage Board. This feature eliminates the browser tabs on your board and makes internet browsing inaccessible.

Kiosk Mode also restricts the access of Microsoft utilities typically found in the tray. Therefore the Windows 8 keyboard is not utilized while in the Kiosk Mode. SBD has developed their own digital keyboard which is automatically activated when utilizing Montage Widgets requiring data input such as names or for writing Reviews.

Locking the Montage interface also restricts your access as an administrator. If you need to restart the Montage board or you need access to ANDI, you can utilize a wireless keyboard and this will reinstate full access to all functions on the Board. Simply click the "Escape" key on your wireless keyboard. To reinstate Kiosk Mode, click on the Kiosk icon on the tray at the bottom of your screen. Click ALT-F4 to close the Kiosk / Chrome and CTRL-A to access the admin functions for the Kiosk Chrome Extension.