Manage – Images

Image management is a feature to upload plans and maps for Wayfinding along with Staff or Service images to display on Touch Screens for branding logo's, advertising, or alongside Self-service messages on Check-in. Click on the link to open the 1st level page. The following details the features available. Click the **_Save_** button at the bottom of any the page to save any changes, Click the "back to" link to go to a previous section where available or click the round _Enlighten_ button at the top to move away from any page.

Enlighten E4 Friday 18 October 2013 E4 ⑦ Logout

Manage Images

➕ Add New Image

Image Name ▲	Description ⇕	Preview	Actions
Floor Map	Floor Map		✎ Edit ✖ Delete
Jayex Logo	Logo	JAYEX ||||	✎ Edit ✖ Delete
NHS Logo	Logo	NHS	✎ Edit ✖ Delete
Reception	Default Reception Image		✎ Edit ✖ Delete
Sorry	Default Sorry Image		✎ Edit ✖ Delete
Visually	VI	Visual	✎ Edit ✖ Delete
Wait-Room	Waitroom		✎ Edit ✖ Delete

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- o From the 1st page "*Manage Images*" click on the "*Add New Image*" link.

Enlighten E4 Friday 18 October 2013 E4 ⑦ Logout

Add Image

Image Name: _____

Description: _____

Image Path: _____ Browse...

Use For

☐ Way finding   ☐ Consultors   ☐ Surveys

💾 Save

⬅ Back to Manage Images

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- o *Image Name* – enter a name for the new image in the way you want to see it in any lists.

- o *Description* – enter an optional description for the new image if you wish.

o *Image Path* – Use the *Browse* button to navigate to the physical file location where the original image is located.

o *Use for Wayfinding* – tick the checkbox to nominate this image to be displayed at the Touch Screen for way-finding when users self check-in.

o *Use for Clinicians (variable name in System Parameters)* - tick the checkbox to nominate this image to be displayed at the Touch Screen for Appointment confirmation when Users Self Check-in.

o *Use for Surveys* – tick the check box to nominate this image to be displayed in the Touch Screen for Surveys

Note: When uploaded a preview will show and you can download the image to a local resource if required. Take note of the image file types and sizes detailed at the end of this section. When complete click the "Back to Manage Images" link to return the view to the previous page. From here you can view and sort the images.

o Download Image – download the image from the Enlighten system to your local PC (e.g. in case you have lost the original since uploading).

When complete you can View, Sort, Edit, Delete and Save as required.

 The following images can be used in the Touch Screen (TS App) once loaded from *Manage>Images* they are accessed from *Manage>Touch Screens>Settings.*

o Branding (First optional screen)
o Logo (upper right corner of the header)
o Receptionist (used on Finish/Assistance screens)
o Background
o We're closed
o Way finding
o Visual awareness image
o Surveys

The TS App is able to accommodate most Windows supported image types no matter the resolution or height to width ratio. The best image size can't be determined generically because it depends on the screen size. Below are some guidance and the recommendations for images used in TS App:

Branding

Resolution	1352x768
File type	PNG, Jpeg, or Gif, both with transparent background

Logo

Resolution	400x80
File type	PNG with transparent background

Receptionist

Resolution	600x400
File type	PNG, jpeg

Background

Resolution	1280 x 1040
File type	PNG, jpeg

Closed

Resolution	600x600
File type	PNG, jpeg with transparent background

Appointment staff

Resolution	210x250
File type	PNG, JPG, no transparency

Wayfinding

Resolution	1433x768
File type	PNG, JPG, no transparency

Visually impaired

Resolution	400 x 100
File type	PNG, JPG with transparent background

Surveys Images

N.B. The application will resize image no matter its size to fit the given area on the screen. So higher resolution images will be scaled down and low resolution images will be scaled up. In general, higher resolution images should be used as they provide better quality. PNG formats are better because the format has lossless compression and thus quality of image may be better for scaling up or down.