



montage®
INTERACTIVE

v 3.2



Users Guide v3.2

- Digital Case Presentation •
- Client Education & Entertainment •
- Social Media Marketing •

POWERED BY
ANDI
APPLICATION NETWORK & DATA INTERFACE



PRODUCT SPECIFICATION OVERVIEW

Visit our website www.montageinteractivedisplays.com for more detailed information.

MONTAGE IS COMPRISED OF 3 COMPONENTS

- 1) Touch-Sensitive Hardware
- 2) User Interface
- 3) ANDI (Application Network and Data Interface)
Back-end Content Manager

SOLUTIONS BY DESIGN OFFERS MONTAGE 2.0, 3.2 AND CUSTOM INTERFACE

- Montage 2.2 is designed for use on a wall mount horizontal display.
- Montage 3.2 is intended for a vertically oriented wall mount and or our Jumbo Smartphone hardware solution.
- A custom interface can be designed horizontally or vertically.

Most, but not all widgets are designed for both the 2.2 and 3.2 interface. The Whiteboard Widget, for example, is NOT applicable to 3.2 vertical displays, mainly because it is designed for Clinical Case Presentation for the exam room and not in the lobby of your office.

Note: You can display the 3.0 interface on a horizontal display but it defeats the purpose of the "icon look" simulation of a Smartphone. You can, however, mount the monitor on the wall vertically if preferred.

TERMINOLOGY

DASHBOARD: The landing page that you access when you launch ANDI.

DISPLAY: A physical Montage board/device, usually named by location (i.e. "Reception", "Treatment Room", etc.).

WIDGET: Represented by icons. Examples of Widgets can be Reviewer Widget, Trivia Game Widgets, Social Platform Widgets, and Forms Widget.

ANDI[®]: Backend content management system, where you manage and edit data such as photos, bios, etc.

RECORD: A photo, a brochure, a staff biography or even a written review.

TAGS: Each record is assigned a Tag. This is how an individual Widget knows what records to pull and display in that Widget.

SLIDESHOW: Looping imagery at the top of your Montage board. Slideshows can be photos or ads.

TICKER: Scrolling message that appears at the bottom of the Montage board.

LAYOUTS: The arrangement of Widgets and content on a display. Layouts contain a list of Widgets, content and other settings. They are usually named according to purpose (i.e. "reception", "exam", etc.).

TEMPLATES: Defines the type of content available to a layout.

ARTICLES: A collection of photos, descriptions, titles and other text. Articles may contain info for staff bios, office tours and many other types of content that are displayed in a widget.

DOCUMENTS: PDF files. Typically brochures, Care and Use forms, and Office Policy forms.

PHOTOS: Can be generated from the camera on the Montage board or uploaded from your computer.

REVIEWER: Allows you to have clients or patients write a Review about your practice/business.

VIDEOS: You can import your own videos, or use our library of educational videos.

WEATHER: Graphic presentation of the local weather.

CAMERA: Mounted on the top of your Montage board.

CAMERA APP: AKA "Staff Snap Camera App". A Web application (no need to download from the App Store). It allows you and any of your team to take photos on a cell phone and post them to multiple places on your Montage board instantly from anywhere.

Getting Started

Go to www.andisolutions.com to login.



Your login credentials will be emailed to you automatically upon set-up of your Montage Account. If you have misplaced or forgotten you're your credentials, click forgot password on the ANDI login screen and a new credentials will be emailed to you.



ANDI is your control center for Montage. After you login, access the Montage settings by clicking on the Montage 3.2 icon on the left side of the page.

(Do NOT click on the Montage 2.0 icon. This document pertains to 3.2 only)

WHEN WILL YOU NEED TO USE ANDI?

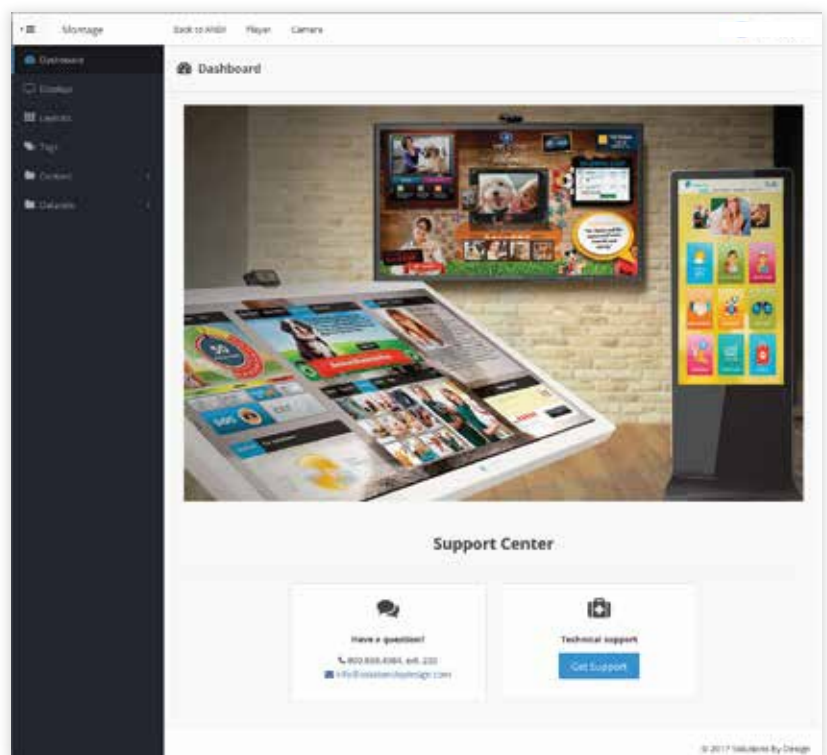
- To setup and maintain your display board.
- To manage your settings.
- To manage, add and push content such as photos to multiple places including various widgets within Montage.
- Process Reviews.
- To turn on or turn off individual Widgets.
- To add or edit the scroll Ticker Message that displays at the bottom of the Montage board.

3.2 User Instructions

SETTING UP YOUR MONTAGE BOARD

Make sure you have completed the "Montage worksheets" that Solutions by Design has submitted to you. These worksheets will let us know the content and Widgets that you have selected for display on your Montage board. If you have not completed your worksheets and elect to build out/setup your own system, this guide will help you achieve that as well.

Montage is "User Definable" so you can activate as many of the Widgets as you like.



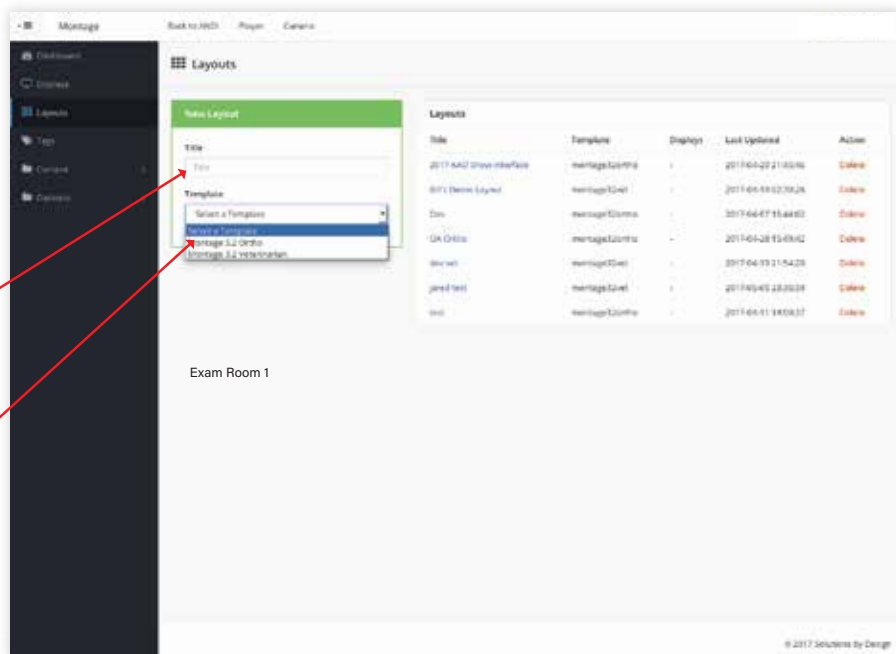
Layouts

A layout defines which content is displayed in your board and what it looks like. You can manage multiple layouts from a single ANDI account.

Create a New Layout

Title a new layout and enter a description "Exam Room 1" for example. You can create and save multiple layouts.

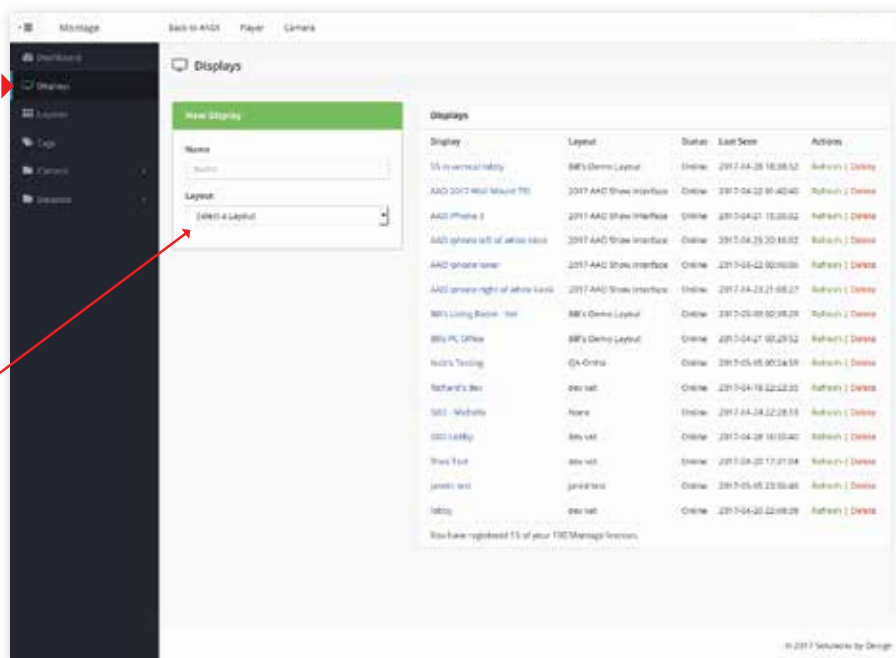
Select the appropriate template.



Displays

You will have been issued a specific number of Montage licenses. Each Montage board requires a unique license.

Solutions by Design has activated each display for you, however, you can also activate your preferred display on this section. Go to the "New Display" box and name a display then select a layout to assign to that display.



Jumbo SmartPhone

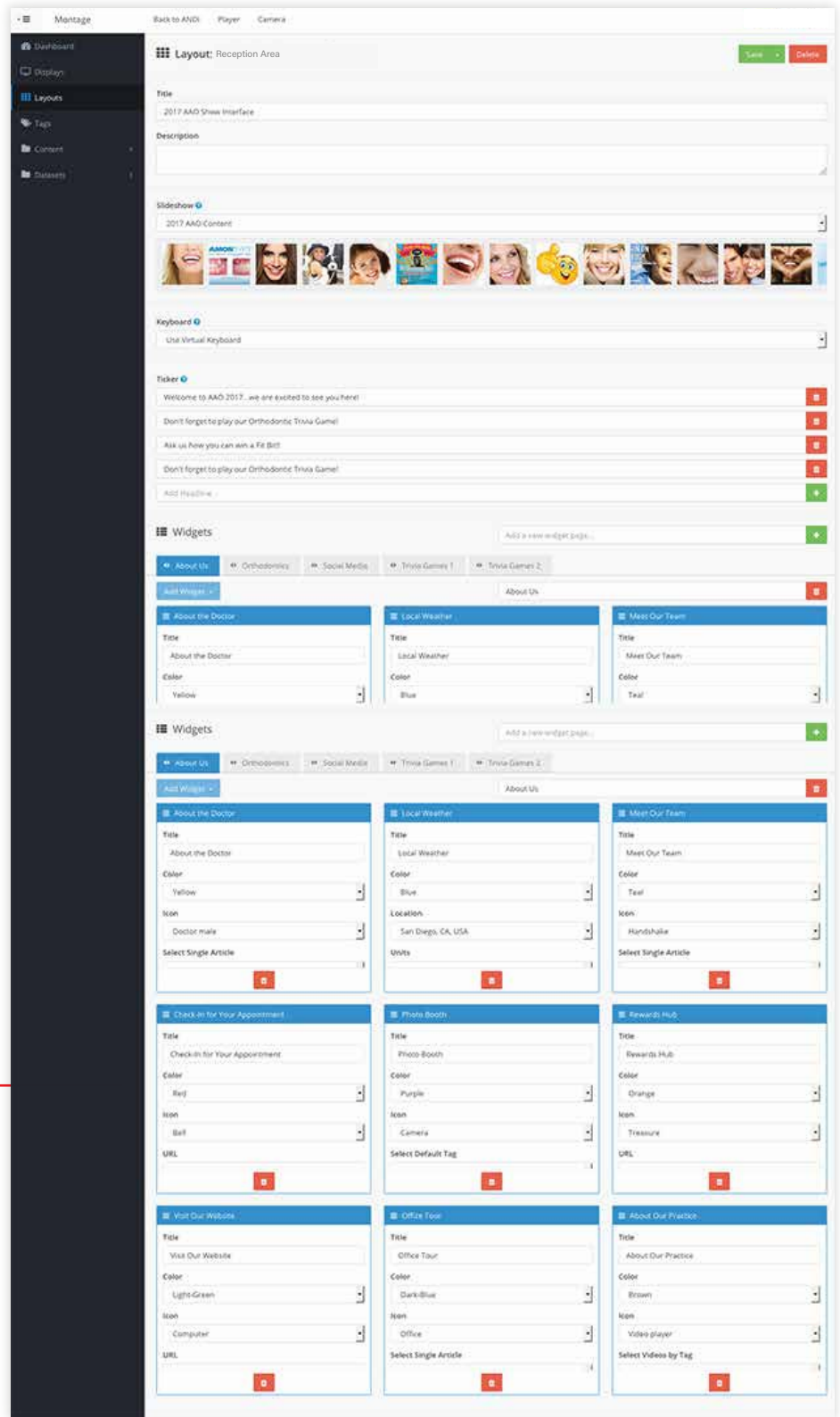
A Display uses a Layout A Layout uses a Template

Layouts are where you define what each page displayed on your Montage board will look like and what content is available for your clients. Which Widgets, what Photos, Ticker message etc.

Layouts Explained

If you have 8 Montage display boards: 1 in each of your 7 exam rooms, and 1 in the reception area. Once you have created your "Exam" layout, you can assign it to each of the 7 displays in the exam rooms, so they will all display the same content. You can then create a second "Reception" layout (with a different configuration of Widgets, content and settings) and assign it to the display in the reception area.

You can have up to 9 Widgets per page.



Widget Activation

- There are a maximum of 9 WIDGETS per page, plus the Header Slideshow and Ticker.
- There are a maximum of 7 PAGES available.
- You can select the location of a particular WIDGET on a page as you prefer.

Widget Colors, Titles and icons can be managed by you.



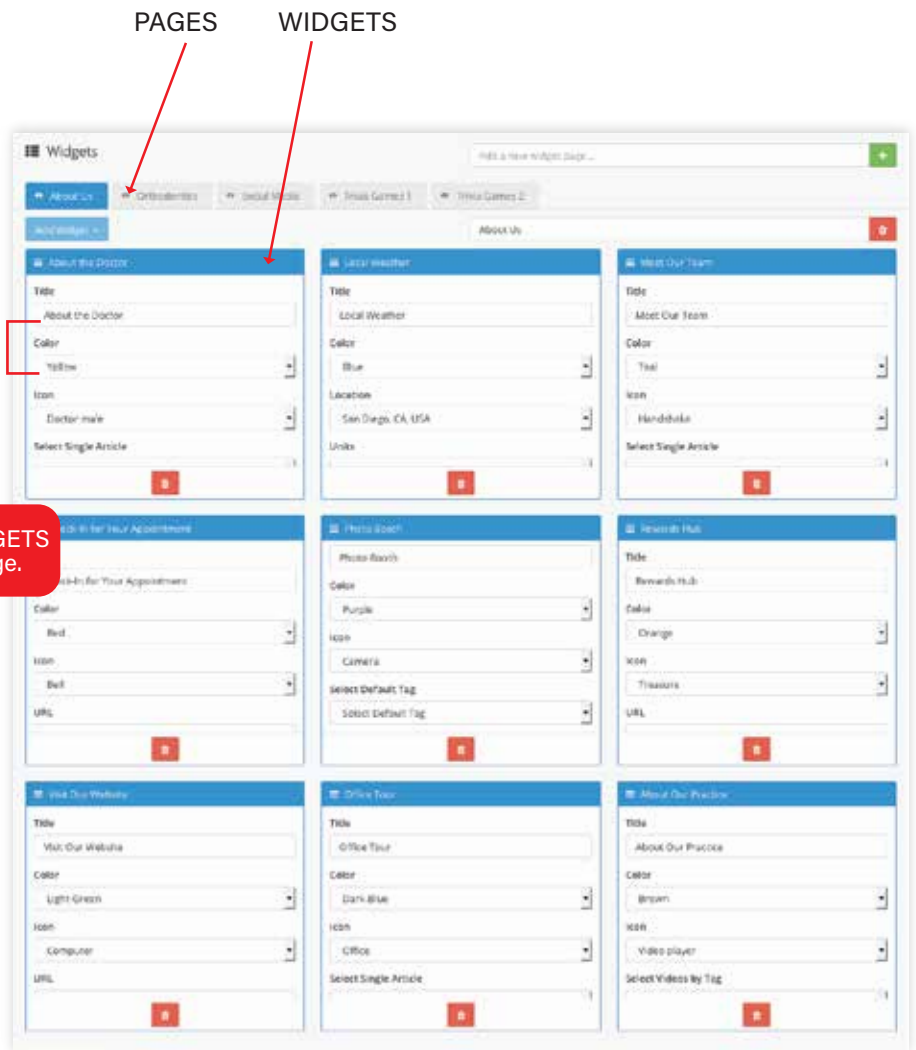
TICKER

Trivia Widgets: There are many Trivia Widgets available ranging from Science to Sports to TV Shows. You select and activate which Trivia Widgets you want to make available on your board. Individual Trivia questions within a Trivia Widget can only be deactivated by an SBD administrator.

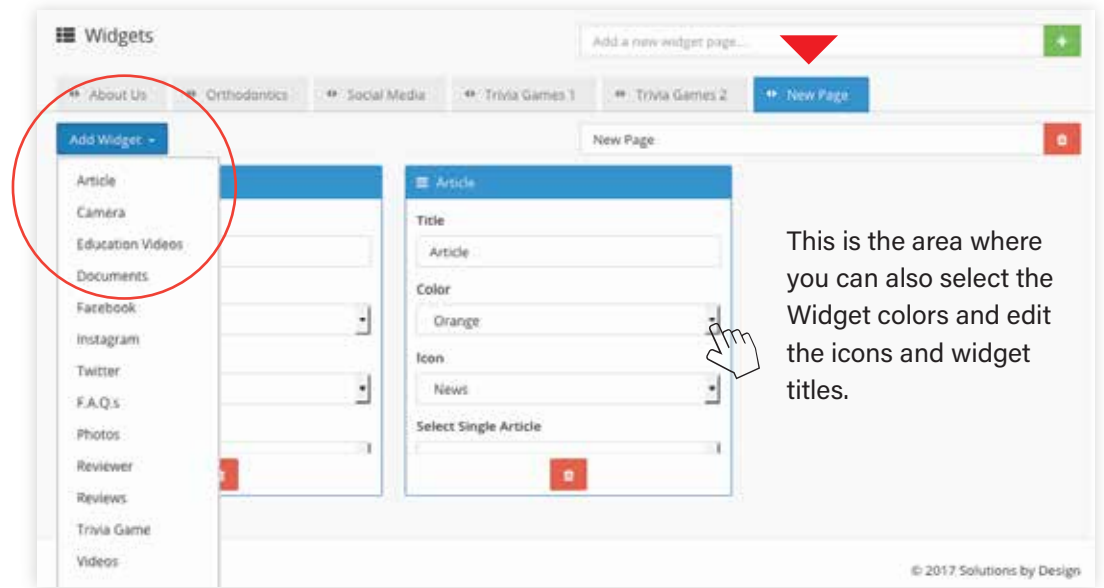


Adding a New Widget Page

To add a new page, go to "Add a new widget page..."; enter a "Title"; then hit the "+" sign. Once you have named and created a new page, a tab will appear on upper part of the Widget section. You can add up to a maximum of 7 pages.

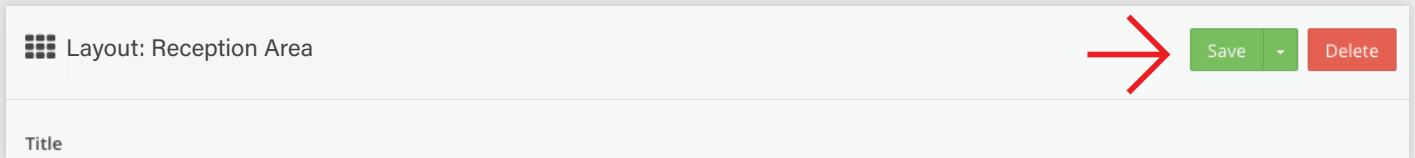


Select the "New Page" you just created. You can begin activating Widgets from the "Add Widget" dropdown menu.



This is the area where you can also select the Widget colors and edit the icons and widget titles.

After adding a Widget, make sure to **click on Save** to ensure your addition is implemented.

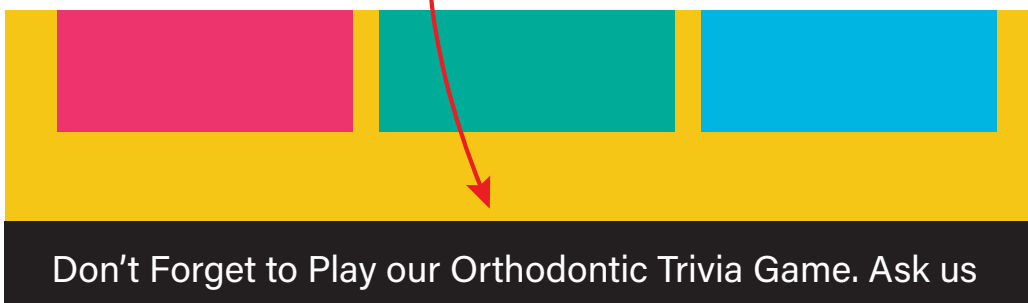


Adding a Ticker

The ticker appears as a scrolling message at the bottom of the Montage board. These are actually referred to as "Headlines". You can stack as many headlines as you like and they will appear in that sequence.

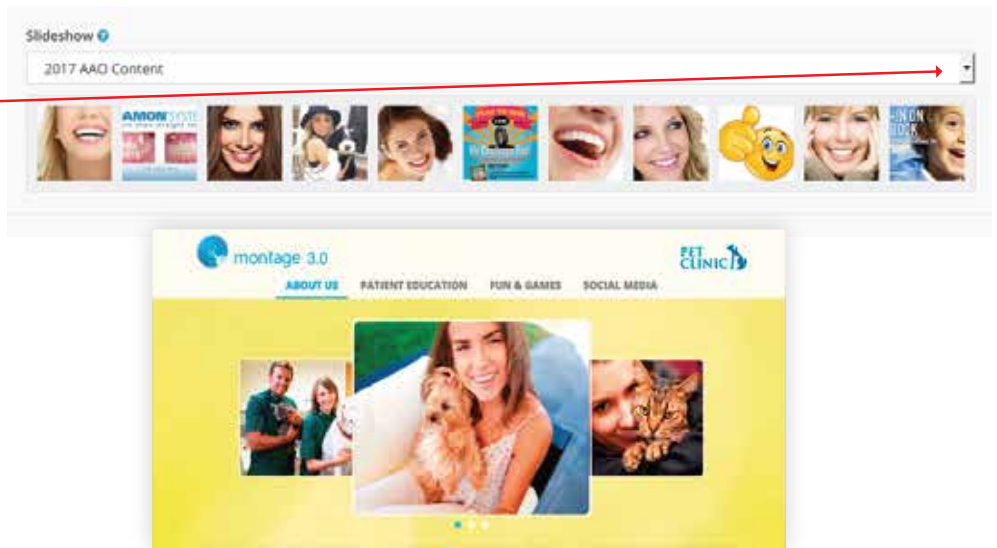


NOTE: Click on the "+" sign to activate each Ticker message!



Slideshow

Photos that have been assigned a Tag can appear in the Slideshow. You can organize your photos on the "Content -> Photos" page (accessible from the left menu) by assigning Tags to each one. Choose a Tag from the dropdown menu to control which photos will appear in the Slideshow. You can import your own photos, or you can also assign photos taken from your Montage board to play in the Slideshow.



Slideshows can be Photos or Banner Ads

Note: You should use high quality photos and we recommend that each is properly sized so they display at their ideal state. Here are Slideshow image tips.



SLIDESHOW PHOTOS: Ideal size is 420px x 420px

Minimum of 420 vertical. The horizontal dimension does not matter.

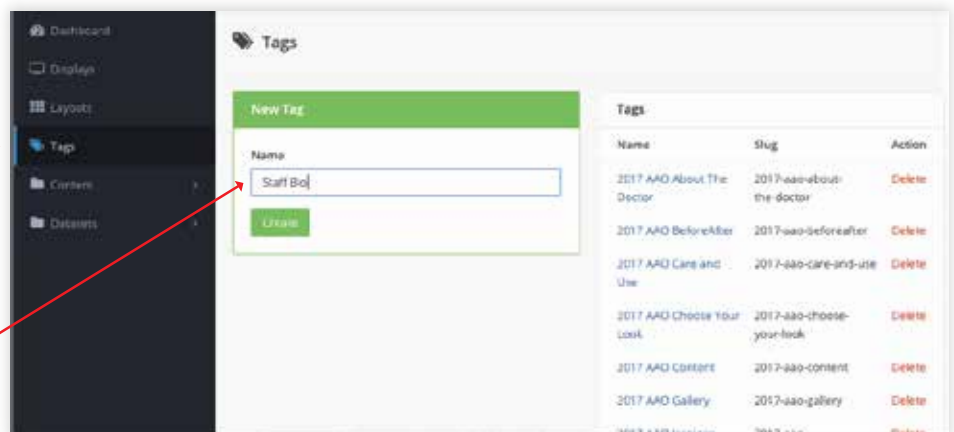


BANNER ADS: Ideal size is 1080px x 420px

Tags

Tags are used to organize content. Photos, videos, documents and other content can be assigned one or more Tags in order to group related items together. Widgets use Tags to determine what content will be displayed on a board.

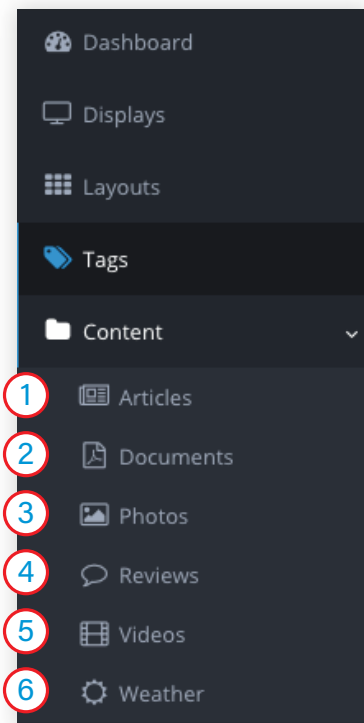
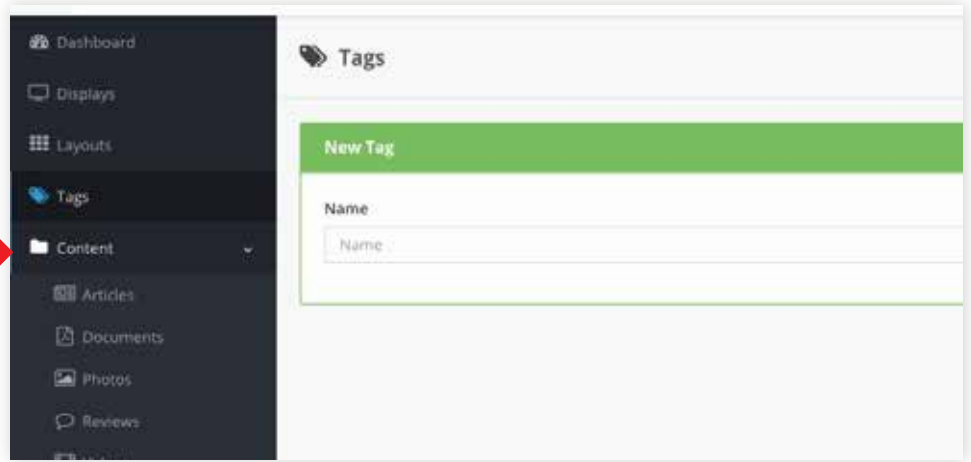
For example, you can create staff bios and assigning them the "Staff Bio" Tag.



NOTE: Any individual or group of images, documents, etc. can have multiple tags so they can be used in multiple settings.

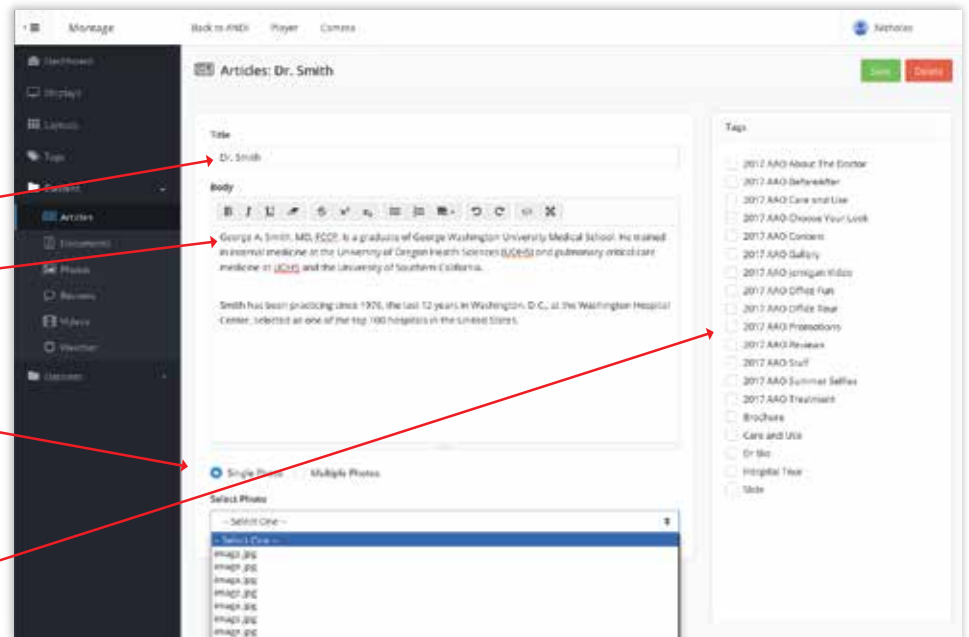
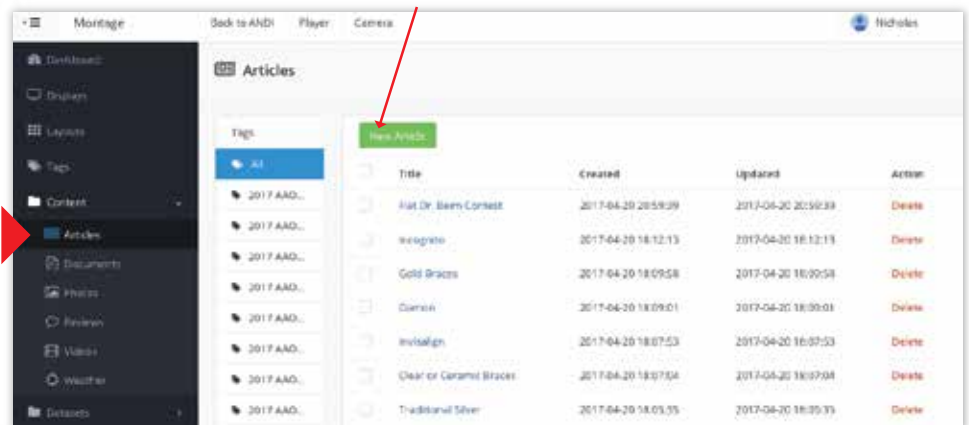
Content

- Each photo, video, brochure, staff bio, etc. is referred to as a "Record". We define sets of Records as "Libraries".
- Libraries are defined by "Tags". Each individual Record, like a staff description for example, can be assigned a Tag - "Staff Bio". When you assign what content is to appear in the "About the Staff Widget," all the staff descriptions that you wrote and tagged with the "Staff Bio" Tag will appear there.



- 1 **Articles:** Articles are specific types of records that combine a text file and a single photo or series of photos. Articles are ideal section for "About the Practice", "Choose your Look", or can even be a temporary Widget for special events like a "Skate Party."

To create an Article, click "New Article"



Add a "Title":

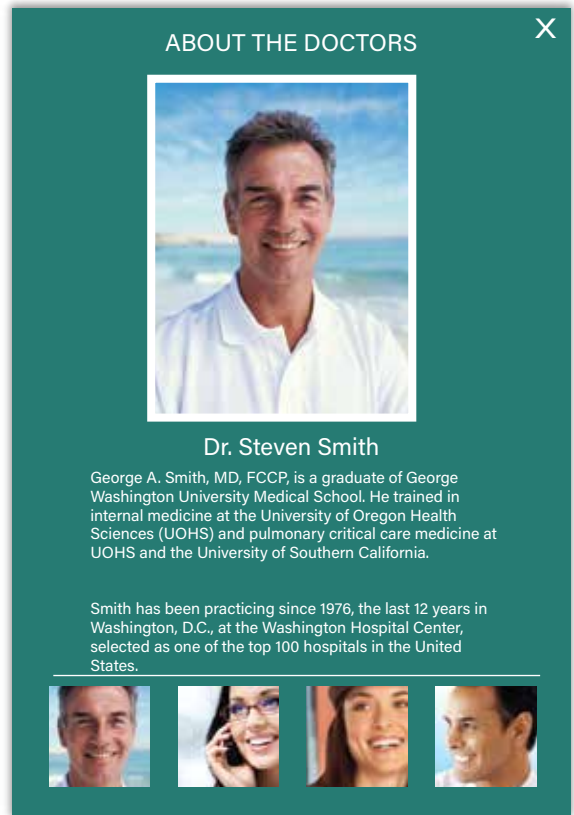
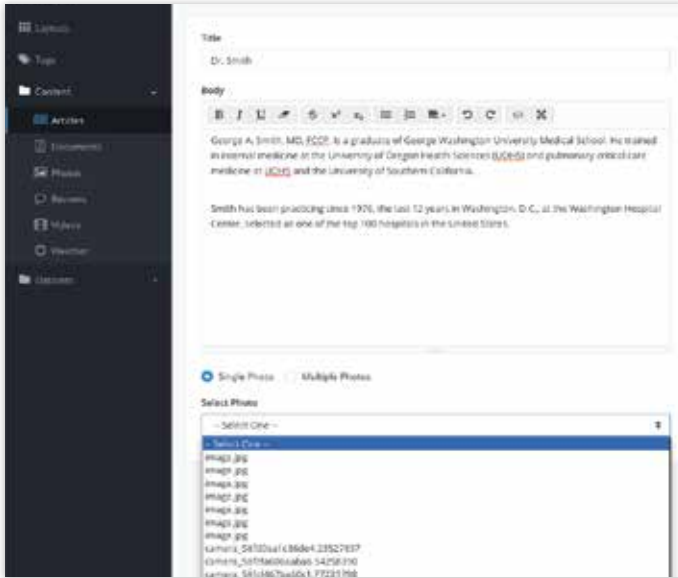
Key in your text or copy/paste your text file.

Select "Single" or "Multiple" images.

Assign a Tag.

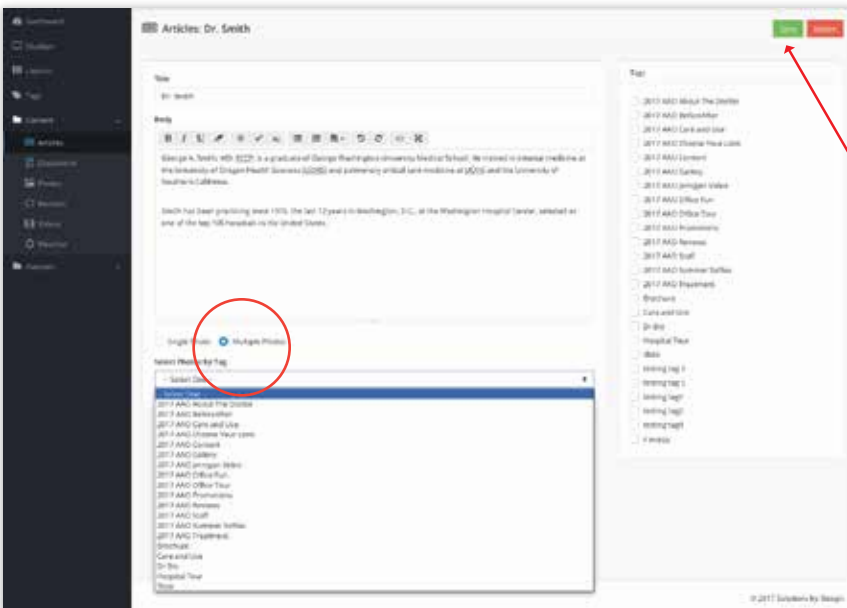
Single Photo

Single photo is associated with a single corresponding photo. Ideal for "About the Doctors" page.



Multiple Photos

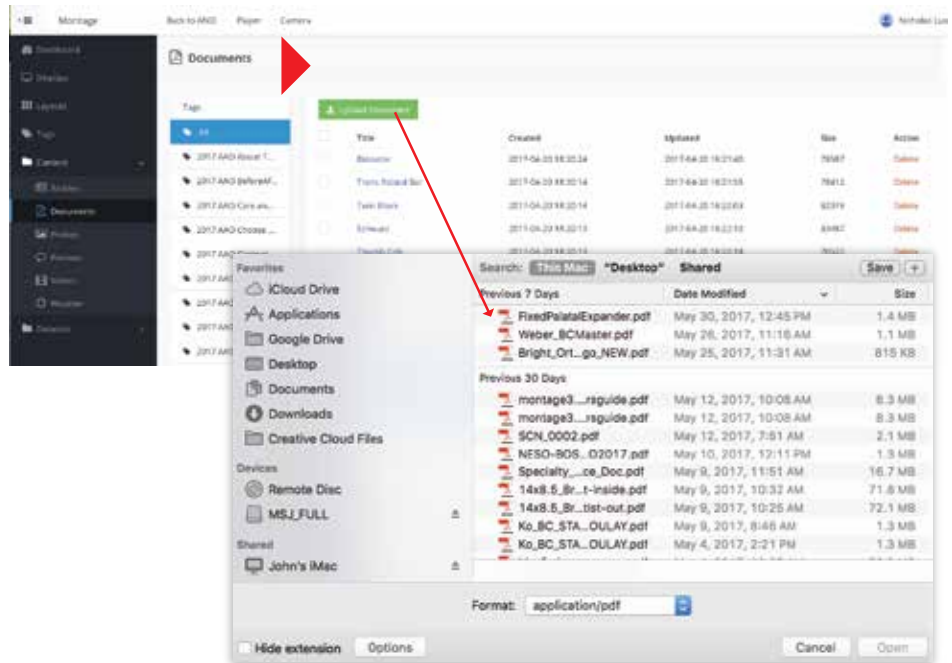
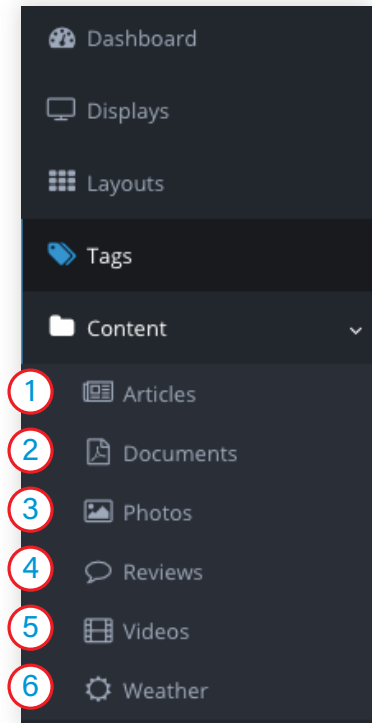
Multiple means that you can select a group of Tagged photos. Select "Multiple" if you want the Article to appear with a Slideshow and one common text file. Ideal for "Office Tour":



DON'T FORGET TO SAVE!

② **Documents:** Documents are PDF forms. Once created, they appear in a display with options to select and display the individual form. You can create a PDF form/document and then upload it for display in a specific Widget.

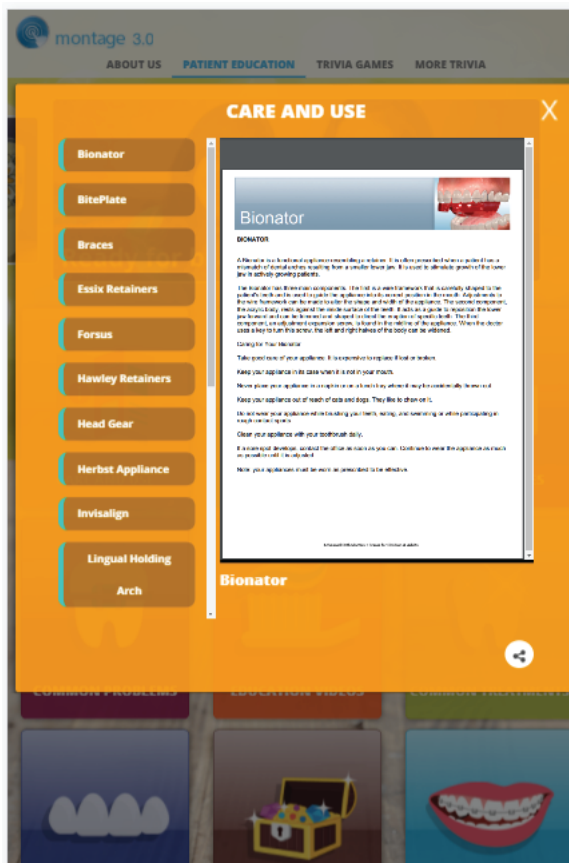
(Montage comes with several forms for various use throughout the application.)



Upload the PDF, name it and then select what Tag you want to use. Tagging the PDF file will tell the system to include that form in a specific Widget. You can have as many forms as you would like.

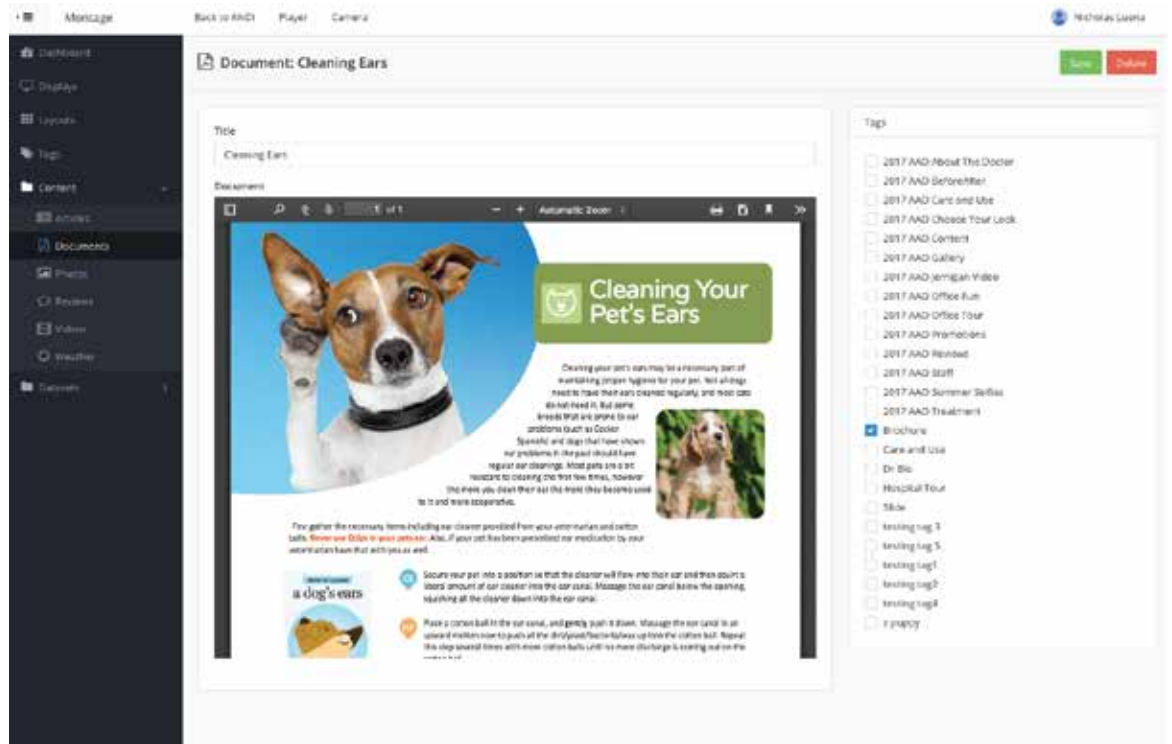
Example of a “Educational Brochures” Widget.

PDF forms displayed in the Documents Widget can be printed to your wireless printer or emailed home to the patient/client.

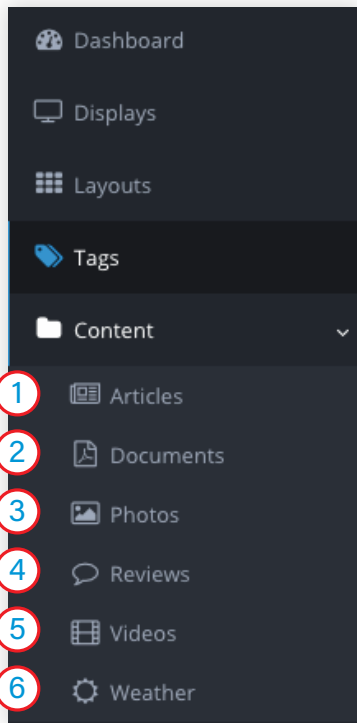


Import > Name > Tag > Save the document

We have provided a library of brochures/forms in your system. You can also upload your own brochures if you like and add them into your Brochure Library.



3 Photos: Slide Show, Photo Gallery, Staff Bios, Office Tour



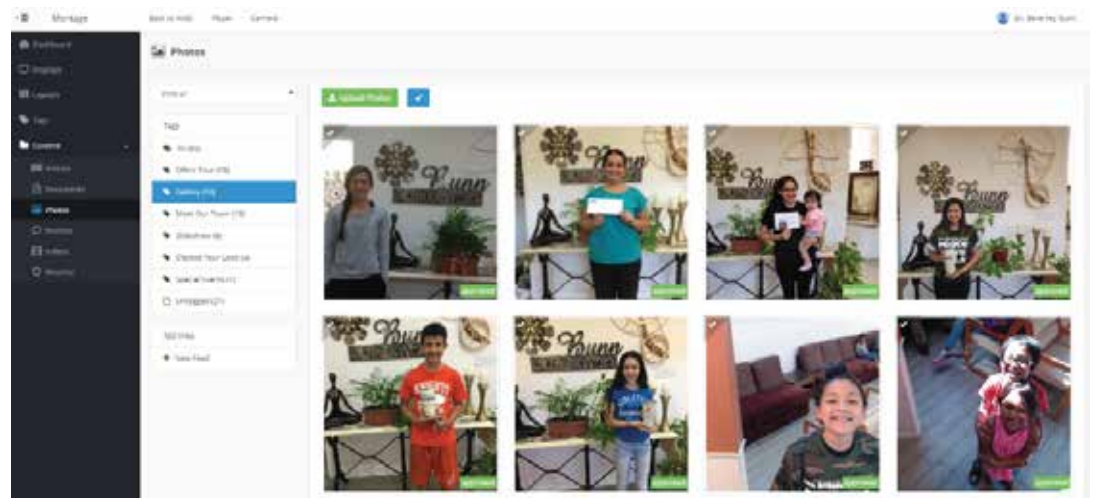
Creating and Managing Photos

- Photos are taken by selecting the Photobooth on the Montage board.
- Photos can also be taken from your mobile phone via the Snap Staff App.
- Photos can also be uploaded from your computer.

Photos taken from the Montage board camera can be saved, emailed, or texted home to the patient. All photos taken from the montage board require patient approval for display prior to being saved in your holding tank.

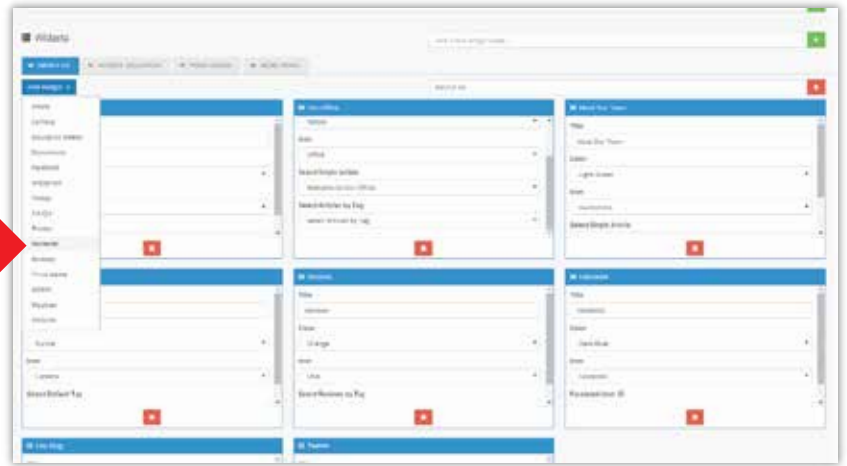
Where can the Photos be distributed to?

1. To the Slideshow on the top of your display; or to any Widget in your display.
2. Photos can be emailed or texted directly to the patient from the Camera Widget.
3. If you are a full service client, you can distribute photos to loop on your website.



4 Reviewer: Reviewer is a utility that allows your clients to post reviews, then lets you screen and acknowledges each review.

Step 1: ACTIVATE THE REVIEWER WIDGET IN ANDI.



Step 2: CLIENTS SIMPLY CLICK ON THE REVIEW CON ON YOUR MONTAGE BOARD.

Step 3: REVIEWS LEFT THROUGH THE REVIEWER WIDGET WILL BE HELD IN YOUR ANDI ACCOUNT FOR YOU TO REVIEW BEFORE YOU:

- Approve and send an Automatic thank you email to your client for the review with a link to popular review sites such as Yelp, Google Reviews and Facebook.
- Approve and Post the review to your Montage Board. They will appear under the Testimonials Widget so you must activate the Testimonials Widget.
- Post reviews to your website. Your Webmaster must have embedded a RSS feed into your site for the reviews to appear.



Reviews		New Review					
	View all	Name	Approved	Email Address	Created	Updated	Action
<input type="checkbox"/>	All (12)	sergio beody	<input checked="" type="checkbox"/>	lidovin83@hotmail.com	2017-06-23 16:24:11	2017-07-11 21:27:17	Delete
<input type="checkbox"/>	Testimonials (12)	Amanda Neill	<input checked="" type="checkbox"/>	Amanda@gmail.com	2017-05-23 18:46:19	2017-07-11 21:32:01	Delete
<input type="checkbox"/>	RSS links	Mona Argujo	<input checked="" type="checkbox"/>	Mona@gmail.com	2017-05-23 18:45:49	2017-07-11 21:27:38	Delete
<input type="checkbox"/>	Testimonials	Sarah De La Rosa	<input checked="" type="checkbox"/>	Sarah@gmail.com	2017-05-23 18:45:15	2017-07-11 21:27:43	Delete
<input type="checkbox"/>	New Feed	Kimberly Jackson	<input checked="" type="checkbox"/>	Kimberly@gmail.com	2017-05-23 18:44:39	2017-07-11 21:27:48	Delete
<input type="checkbox"/>		Margaret Garcia	<input checked="" type="checkbox"/>	Margaret@gmail.com	2017-05-23 18:44:04	2017-07-11 21:27:58	Delete
<input type="checkbox"/>		Marcela Gonzales	<input checked="" type="checkbox"/>	Marcela@gmail.com	2017-05-23 18:43:34	2017-07-11 21:28:04	Delete
<input type="checkbox"/>		Christine Zamora	<input checked="" type="checkbox"/>	Christine@gmail.com	2017-05-23 18:43:05	2017-07-11 21:28:09	Delete
<input type="checkbox"/>		Josie Ramirez	<input checked="" type="checkbox"/>	Josie@gmail.com	2017-05-23 18:42:24	2017-07-11 21:28:14	Delete
<input type="checkbox"/>		Deyanira Abonce	<input checked="" type="checkbox"/>	Deyanira@gmail.com	2017-05-23 18:41:53	2017-07-11 21:28:19	Delete
<input type="checkbox"/>		Rosalinda Castillo Gonzalez	<input checked="" type="checkbox"/>	Rosalinda@gmail.com	2017-05-23 18:41:24	2017-07-11 21:30:37	Delete
<input type="checkbox"/>		Elsie Carbajal	<input checked="" type="checkbox"/>	Elsie@gmail.com	2017-05-23 18:40:45	2017-07-11 21:28:29	Delete

Assign Tags to reviews and use Reviews widget to display them on your Montage board. Delete or untag reviews to stop them from displaying.

Name	Email Address	Created	Updated	Action
Amanda Neill	Amanda@gmail.com	2017-05-23 18:46:19	2017-05-23 18:46:19	Delete
Christine Zamora	Christine@gmail.com	2017-05-23 18:43:05	2017-05-23 18:43:05	Delete
Deyanira Abencio	Deyanira@gmail.com	2017-05-23 18:41:53	2017-05-23 18:41:53	Delete
Elise Caribardi	Elise@gmail.com	2017-05-23 18:40:45	2017-05-23 18:40:45	Delete
Josie Ramirez	Josie@gmail.com	2017-05-23 18:42:24	2017-05-23 18:42:24	Delete
Kimberly Jackson	Kimberly@gmail.com	2017-05-23 18:44:39	2017-05-23 18:44:39	Delete
Marcela Gonzales	Marcela@gmail.com	2017-05-23 18:43:34	2017-05-23 18:43:34	Delete
Margaret Garcia	Margaret@gmail.com	2017-05-23 18:44:04	2017-05-23 18:44:04	Delete
Mona Argujo	Mona@gmail.com	2017-05-23 18:45:49	2017-05-23 18:45:49	Delete
Rosalinda Cestillo Gonzalez	Rosalinda@gmail.com	2017-05-23 18:41:24	2017-05-23 18:41:24	Delete
Sarah De La Rosa	Sarah@gmail.com	2017-05-23 18:45:15	2017-05-23 18:45:15	Delete

5 Videos: YouTube videos can be added here. Type in a YouTube URL and click "Add". Enter a title, description (optional) and assign any tags, then click "Save". Click "Delete" to delete a video. Tagged videos can be displayed with the "Video" widget.



6 Weather: If you are utilizing the Weather Widget, simply enter the City, State and Zip separated by commas. The list of locations will appear in the table.

Name	Forecast	Language	Lat	Long	Last Updated	Action
Ireene, CA, USA	100% Clear	en	36.75	-118.77	2017-07-27 21:30:49	Delete
San Diego, CA, USA	29% Partly Cloudy	en	32.72	-117.16	2017-07-27 21:30:26	Delete

Top Navigation Buttons

Back to ANDI

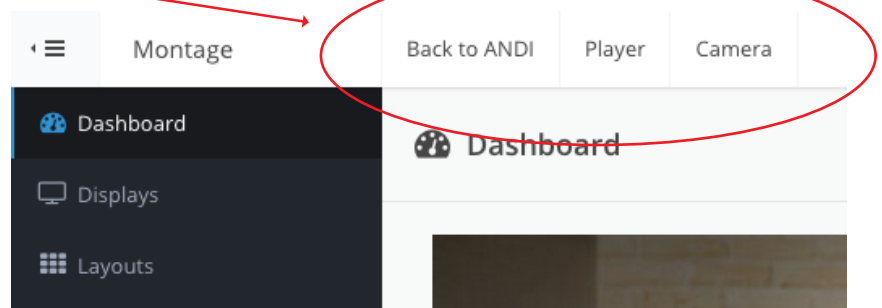
Brings you back to the Welcome Page.

Player

Activates Montage

Camera for Smartphone Use

Starts the "Staff Snap App". Launch this on your mobile device and add a bookmark to your home page in order to install it.

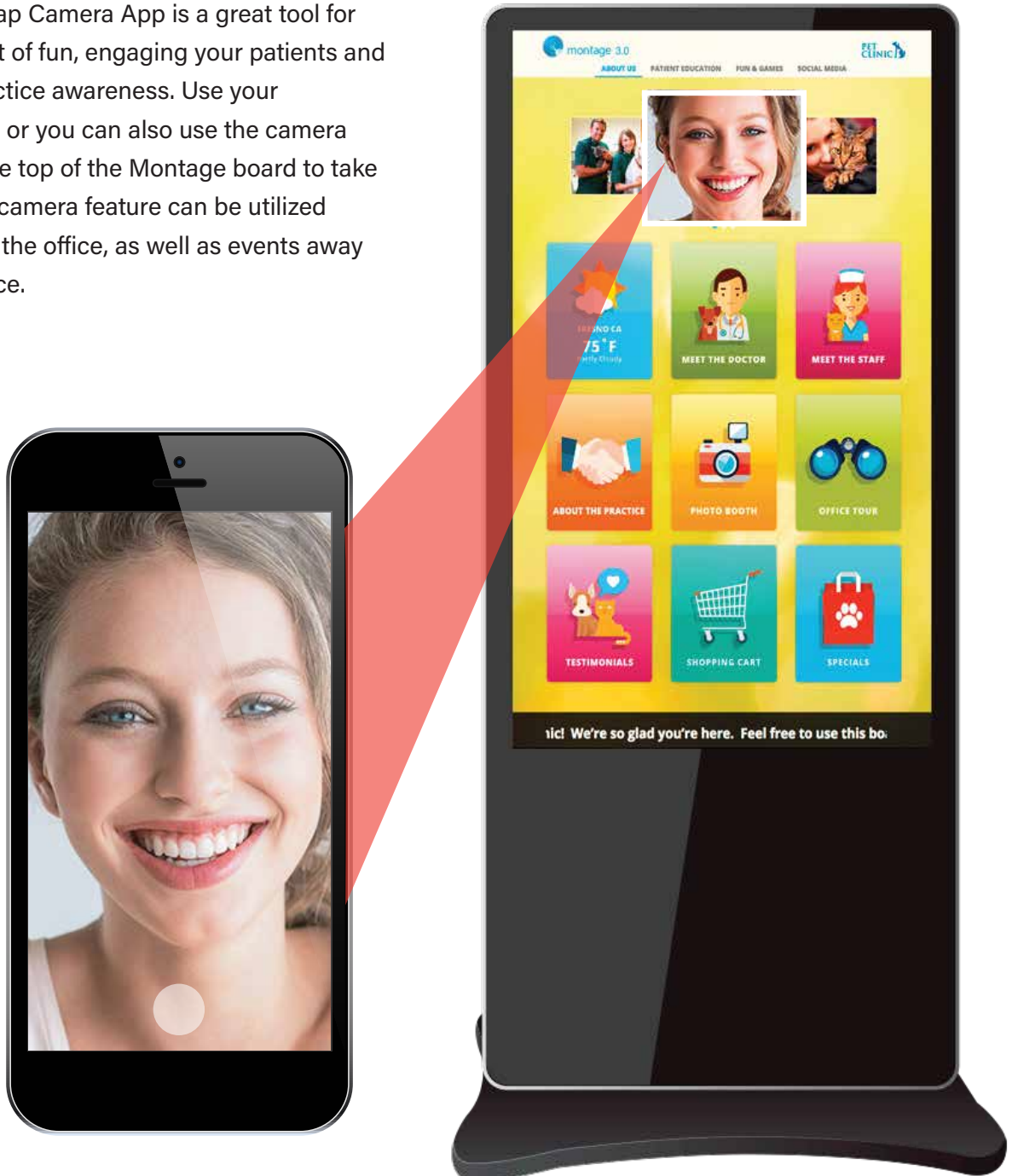


Staff Snap Camera App

The Staff Snap Camera App is designed to work with your Montage Interactive Display board. Photos are taken by any staff member on their individual phones and can be posted to the "Slideshow" or "Photo Gallery" on your display board!

The Staff Snap Camera App is a great tool for creating a lot of fun, engaging your patients and building practice awareness. Use your smartphone, or you can also use the camera located at the top of the Montage board to take photos. The camera feature can be utilized anywhere in the office, as well as events away from the office.

The Staff Snap Camera App is designed so all of your staff members can easily download the App to their own personal SmartPhone or tablet. Encourage your staff to snap at will. The more photos the better. You control the settings and specify if you want all photo to be held in ANDI for future review, approval and posting.



How to Download the Staff Snap Camera App

You do not need to go to the App store to Download this. Follow these instructions to get started:

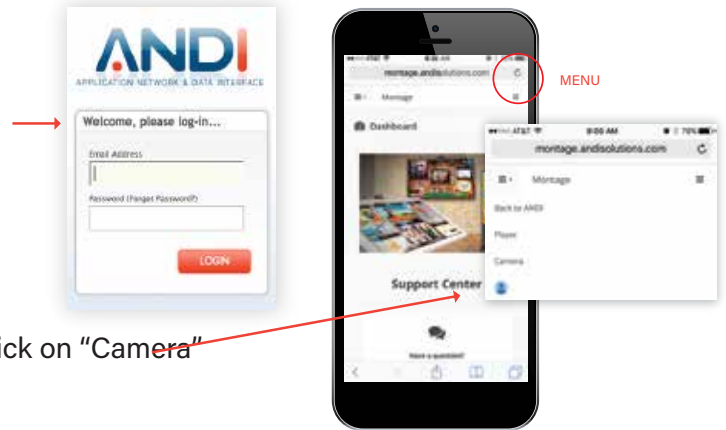
1. In Safari or Chrome for iOS/Android,
goto: www.andisolutions.com

2. Log into your Solution by Design's ANDI account
(Requires the user credentials which were emailed to you.)

3. Click on "Montage 3.2"



4. Go to the drop menu on the upper right corner, then click on "Camera"

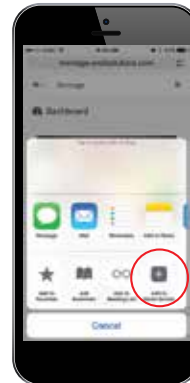


5. iPhone:

▪ Click on "Share Icon"

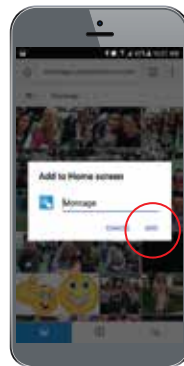


▪ Click on "Add to Home Screen", then click on "Add"



Android:

▪ Click on "Upper Right Menu"
▪ Click on "Add to Home Screen", then click on "Add"



6. Close Safari/browser, the Montage icon should be on your homescreen.



Using the Staff Snap Camera App

1. Click on "Staff Snap Camera App" icon. Select a "Tag" on the upper left menu dropdown before taking a picture. This is the category where the photos you take will post.

2. After selecting a "Tag", go to "Take Photo".

3. The thumbnail of the photo you took will appear on photo library. Click thumbnail to edit. You can choose to "Retake" photo or "Use Photo".

4. When you choose to "Use Photo", wait a few seconds for it to appear on the Slide Show of your Montage.

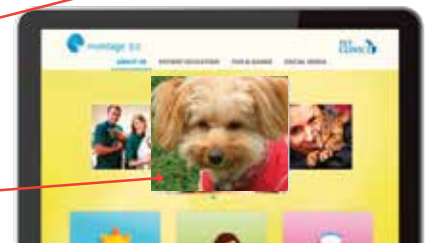


PHOTO BOOTH CHART

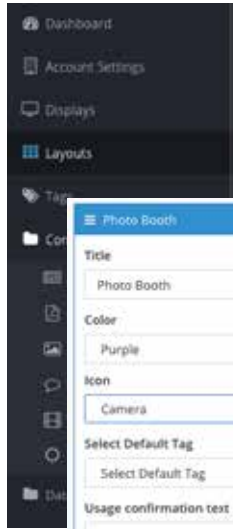


PHOTO TAKEN

← PRE-TAGGED NOT PRE-TAGGED



PATIENT APPROVED PHOTO

PATIENT DIDN'T APPROVE PHOTO

PATIENT APPROVED PHOTO

PATIENT DIDN'T APPROVE PHOTO

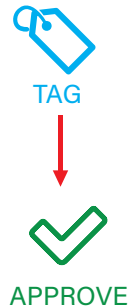
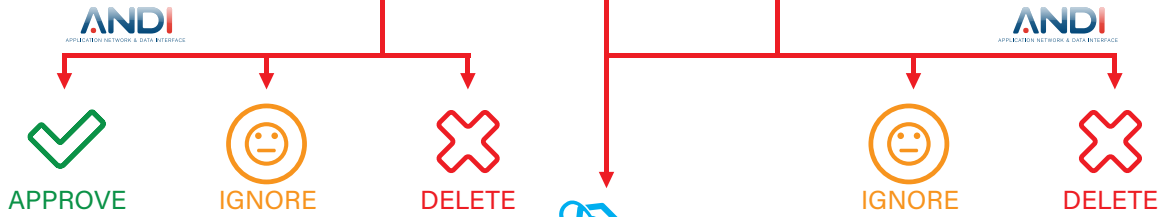


PHOTO ACTIVE