



Table of Contents – Sign Pilot User Manual 2016

Introduction to SignPilot.....	2
What is SignPilot?.....	2
SignPilot Basics.....	2
Navigating SignPilot.....	2
SignPilot DASHBOARD.....	3
Viewing Sign Players and Sign Calendars.....	3
(Image #1)	
MANAGING YOUR ACTIVITY CALENDAR.....	4
(Image #2)	
Hide The Side Bar = More Desktop Space.....	4
Add activities and clipart.....	4
TASK & OPTIONS MENUS.....	5
The Task Menu.....	5
(Image #3)	
Import Last Calendar.....	5
Clear Calendar.....	5
VIDEO TUTORIALS.....	6
Video Tutorial - How To Enter Activity Data Into Your Calendar.....	6
(Image #4)	
Video Tutorial - How To Add and Maintain Staff Data.....	6
(Image #5)	
CONTACT INFORMATION.....	7

INTRODUCTION TO SIGNPILOT

This user manual is intended for the use of Facility Directors, Activity Directors and Dietary Directors of facilities which use the SignPilot Information System. It will be updated from time to time as new features and improvements are implemented.

What is SignPilot?

The SignPilot system is a SAAS (software as a service) tool which has been installed or is being installed at your facility. This system has been specifically designed to help give facility staff a helping hand in the management of the large volumes of information required to manage a modern senior care facility. For many years the manual management of information such as activity calendars, menus, menu calendars, staff, staff contact information and activity participation reports has been a daunting task just to keep it all current, accurate and properly distributed.

This is where SignPilot steps in to help automate the information work flow. Within 10 minutes of information being entered into the SignPilot Database, that same information is automatically updated and distributed not only to facility residents via the in-house television channel and the new large screen wall TV calendars, but also to sponsors and others throughout the world via your facility website. All of this is done electronically and within seconds. If you still need a paper hard copy for printable calendars or calendar updates, this can be done directly from the SignPilot interface for hard copy distribution to rooms or other places where it's needed.

SignPilot Basics.

The control interface for your SignPilot system is available from any internet connected computer. All you need to do is sign into your facility account at:
<https://app.signpilot.com>

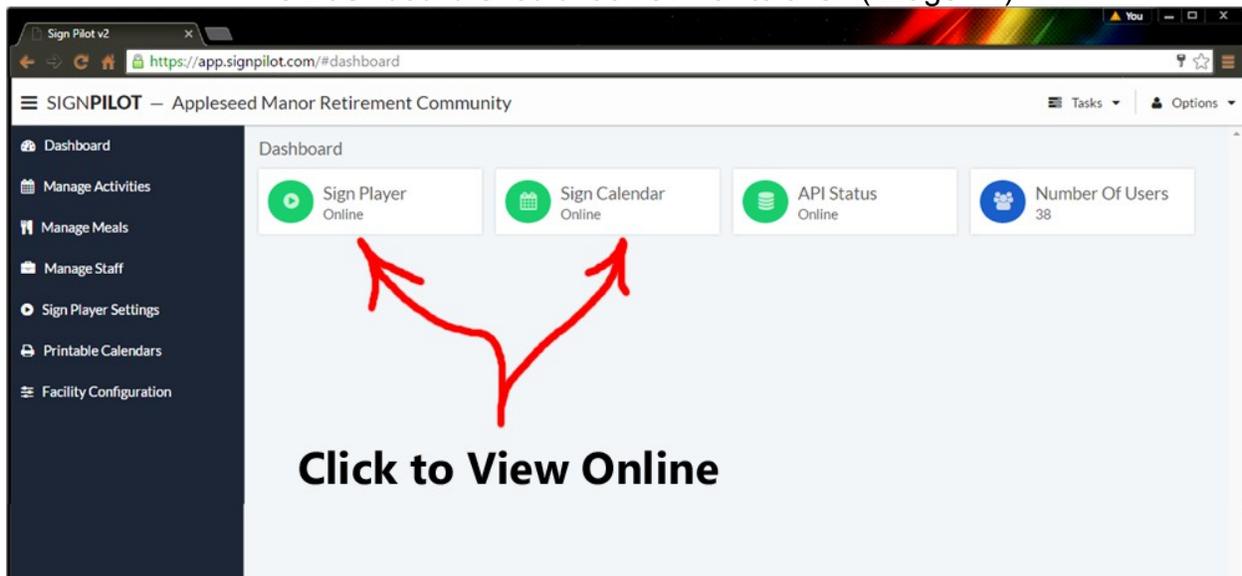
Navigating SignPilot

When you sign into your account you will be taken directly to the main screen. On the left sidebar you will see Management choices while the larger center area is your **Dashboard** or main working area. The Side Bar contains the features you will use to Manage your Information* (based upon the assigned management access level for your account), while the main work area is the place where your data entry will occur.

THE SIGNPILOT DASHBOARD:

From the SignPilot Dashboard, you are in control. You can enter and edit information. You can copy the current month activities into the next month's activity calendar. You can post photos and contact information for your facility staff. You can print calendars for in-room distribution. You can access thousands of clipart images to enhance your calendar look. Additionally, you can view the programming being seen on your public information screens.

The Dashboard should look similar to this: (Image #1)



Viewing Sign Player & Sign Calendar.

From the **Dashboard** you will be able to view the actual playback of your public information screens for both the Sign Player & the Sign Calendar. Your public information screens are available for viewing on your facility TV system, your facility wall TV calendars, and your facility web site.

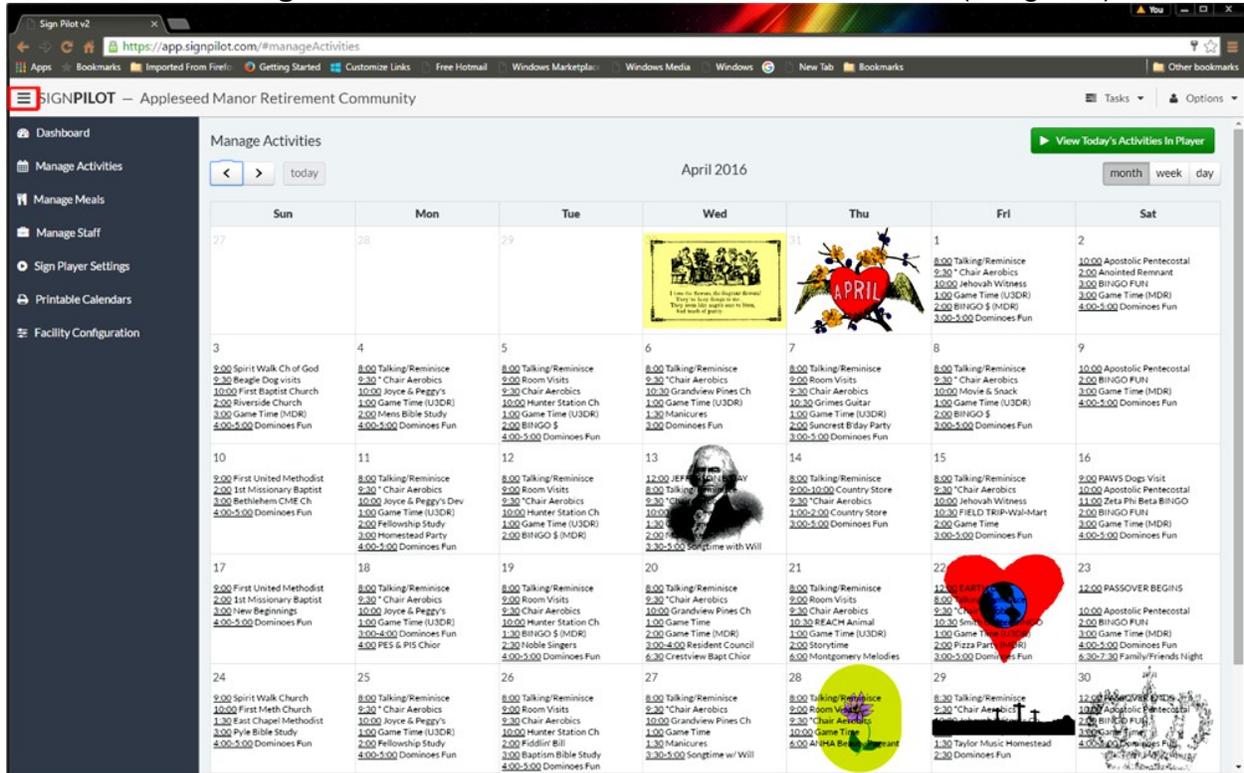
Important Reminder! - The information you save into the SignPilot database can be seen on all public information screens within 10 minutes of being saved.

Note: The API Status – Sign Player Settings - Facility Configurations and User Access buttons are Reserved for NHS management and SignPilot development.

MANAGING YOUR ACTIVITY CALENDAR

In order to enter or change your facility **Activity Calendar** go to the left hand side of the screen and click **Manage Activities**. Your main work area will change from **Dashboard** to **Manage Activities** and contain the current month **Activity Calendar**. (See the image below for an example of this.)

The **Manage Activities** screen should look similar to this: (Image #2)



Hide The Side Bar To Have More Working Space

Please notice the small area at the top left hand side of the screen that we have highlighted with a **red square**. If you want to have more room for your work area, click the three horizontal bars that we have highlighted and the **sidebar** will disappear. To make the **sidebar** re-appear, click the same area again.

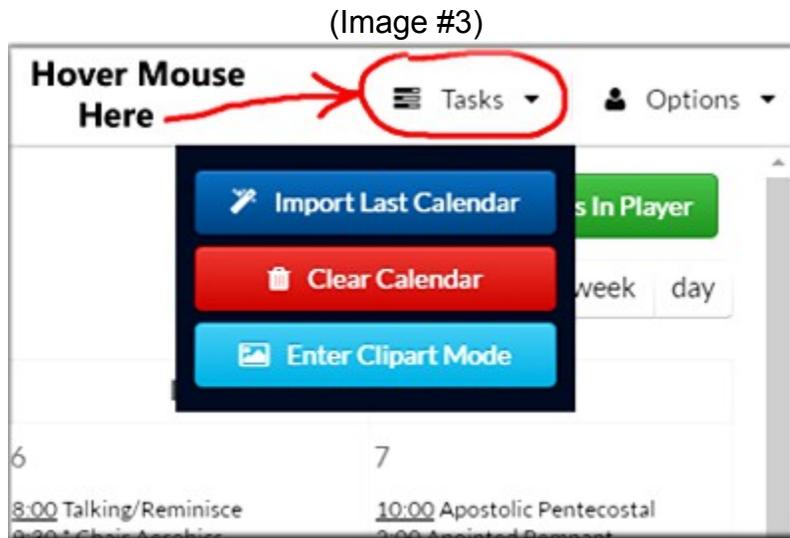
How to add Activities and Clip Art

When you first enter the **Manage Activities** work space, the calendar will be in **Data Entry** mode. Simply click any day to begin entering activity data. If you want to insert clip art into any given day, you must first **Enter Clip Art Mode**. To **Enter Clip Art Mode** simply hover your mouse over the **Tasks** section in the upper right hand corner of the window, then press the **Enter Clip Art Mode** button. When you're done adding clipart, press the Exit Clip Art Mode button at the upper right-hand section of the calendar to return to **Data Entry** mode.

TASK & OPTIONS MENUS

The Task Menu:

When you hover over the **Tasks** menu you will see a drop down menu window like the one shown in this close up of the top right hand corner of the calendar window:



Just click the **Enter Clipart Mode** button. When you wish to return to entering Activities just exit the Clipart mode to return to entering activities.

Note: Additional options under the **Task** Drop Down menu are very useful time saving tools.

Import Last Calendar

When planning your next month calendar you can use the **Import Last Calendar** button to copy all the data from this month to next month. Just move your calendar forward to the next month - then hover over the Task Tab and click **Import Last Calendar**. Your last month calendar will be automatically copied into your next months calendar saving you a great amount of work re-typing all the data.

Clear Calendar

This button does exactly what it says. When you press Clear Calendar, it clears all the activities for the current selected month.

Note: You should use caution when you use this tool, as it will clear all the data from the calendar currently being displayed in the work window. **You can not recover the data after it has been cleared.** You will need to re-enter the data if you remove it unintentionally.

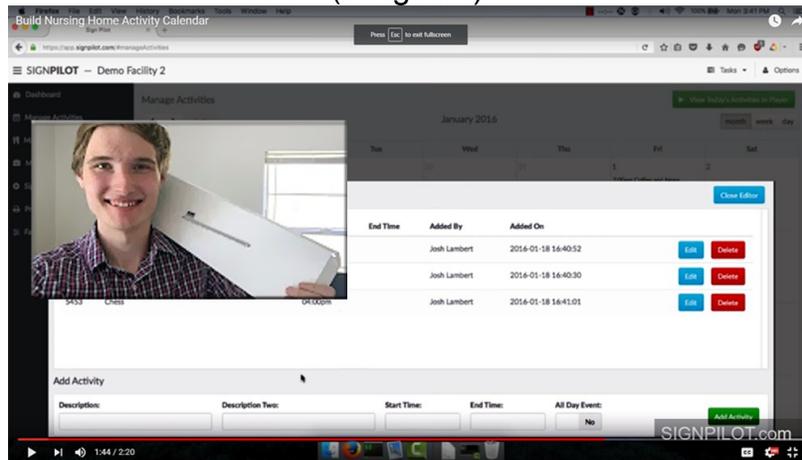
VIDEO TUTORIALS

Josh Lambert, the creator of SignPilot, has prepared some helpful videos to help show the steps needed to make full use of the SignPilot Database.

Video Tutorial - How To Enter Activity Data Into Your Calendar.

Watch on Youtube here: https://www.youtube.com/watch?v=xJ_ERPZANKs

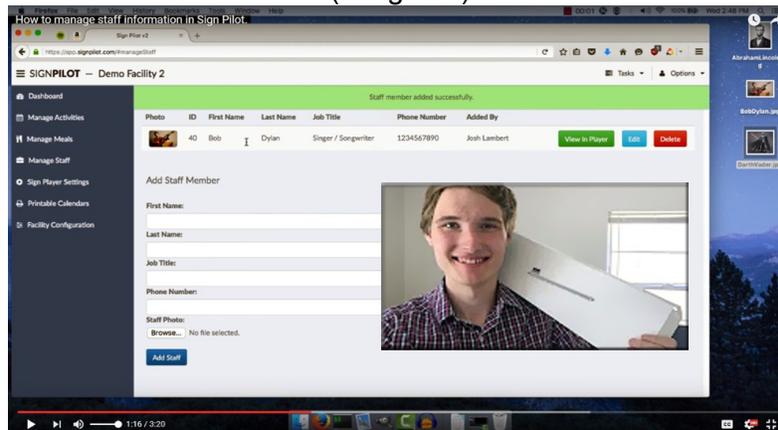
(Image #4)



Video - How to Add and Maintain Staff Data

Watch on Youtube here: <https://www.youtube.com/watch?v=JAqXwv6nBBw>

(Image #5)



CONTACT INFORMATION

This concludes this introduction to the SignPilot SAAS system.

Should you or any staff at your facility need additional information or have any questions about SignPilot and it's use, feel free to give us a call! :)

- Josh Lambert – **(205) 928-9830**
- David Daniel – **(205) 316-9331**

You can also contact us by sending an email to: [**info@signpilot.com**](mailto:info@signpilot.com)

