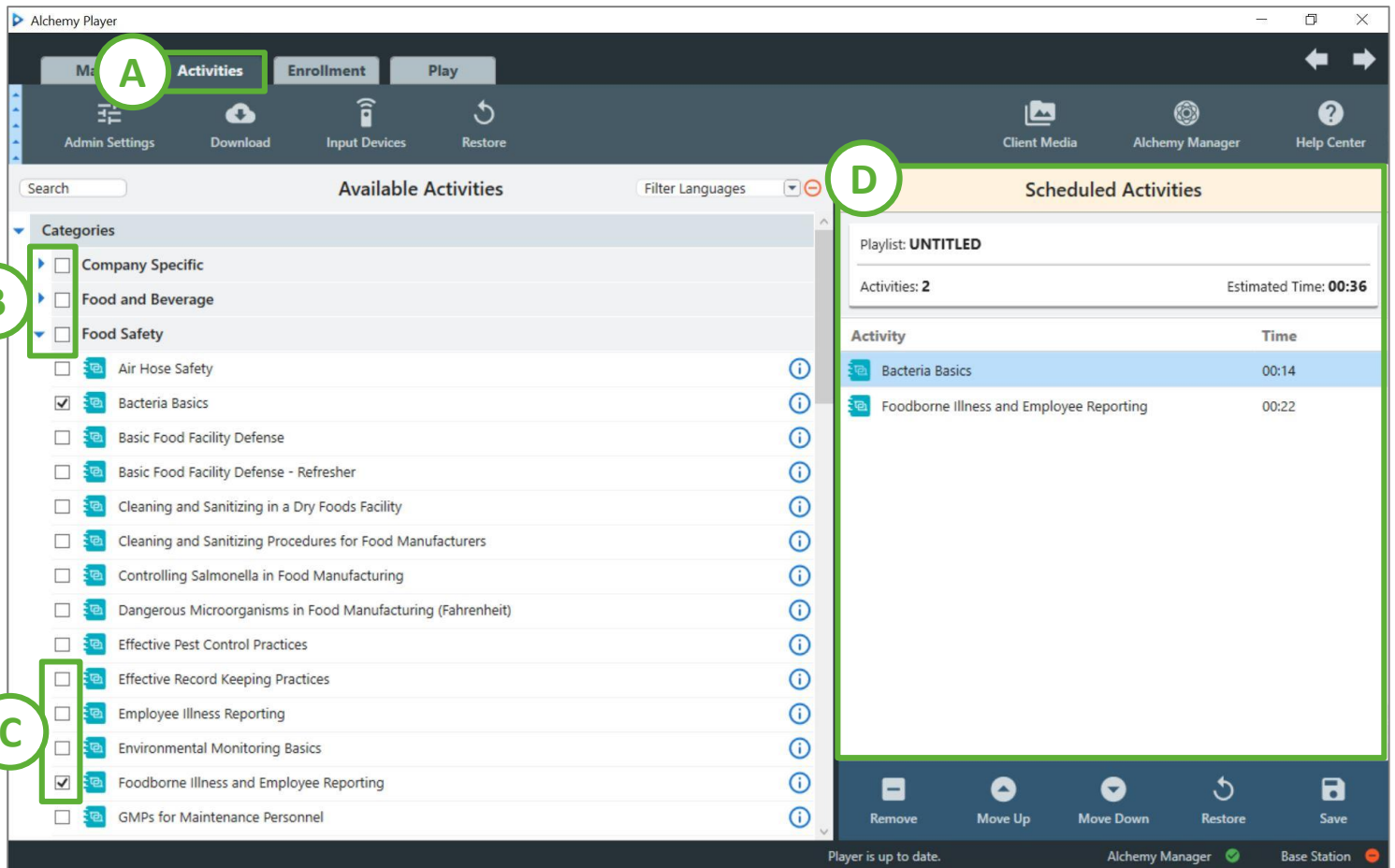


A playlist of activities (including courses, tests and evaluations) may be created to allow users to view multiple activities in a series. All steps are shown once Player is launched.

Adding Activities to a Playlist

- A. Navigate to the **Activities** tab
- B. To add individual activities, select the **Arrow** icon next to a Category to expand the Category
- C. **Check the box(es)** of activities to be added
 - To add individual activities, select the box to the right of that activity
 - To add entire category, select the box to the right of the category
- D. Selected activities will appear in the **Scheduled Activities** listing



The screenshot shows the Alchemy Player interface with the following components:

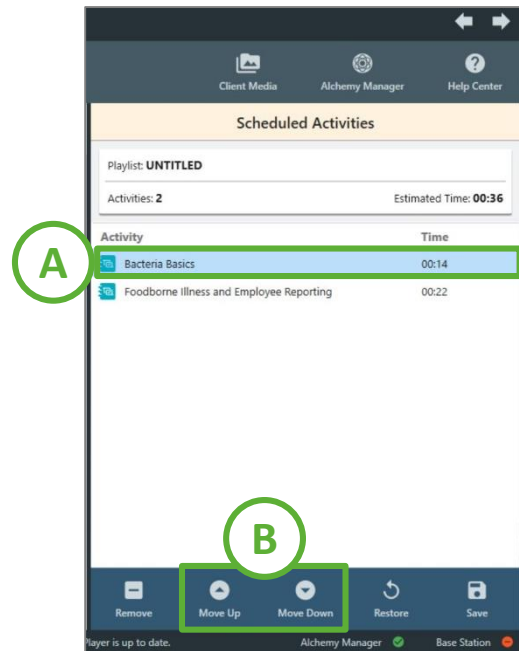
- Navigation Bar:** Includes tabs for 'Me', 'Activities' (highlighted with A), 'Enrollment', and 'Play'. Below are icons for 'Admin Settings', 'Download', 'Input Devices', and 'Restore'. On the right, there are icons for 'Client Media', 'Alchemy Manager', and 'Help Center'.
- Available Activities:** A list of categories and activities.
 - Category 'Food Safety' is expanded (highlighted with B).
 - Activity 'Foodborne Illness and Employee Reporting' is checked (highlighted with C).
- Scheduled Activities:** A panel on the right showing the playlist details.
 - Playlist: **UNTITLED**
 - Activities: **2**
 - Estimated Time: **00:36**
 - Table of activities:

Activity	Time
Bacteria Basics	00:14
Foodborne Illness and Employee Reporting	00:22
- Bottom Bar:** Includes buttons for 'Remove', 'Move Up', 'Move Down', 'Restore', and 'Save'. Status indicators at the bottom show 'Player is up to date.', 'Alchemy Manager' (with a green checkmark), and 'Base Station' (with a red warning icon).

A playlist of activities may be created to allow users to view multiple training activities in a series. All steps are shown once Player is launched.

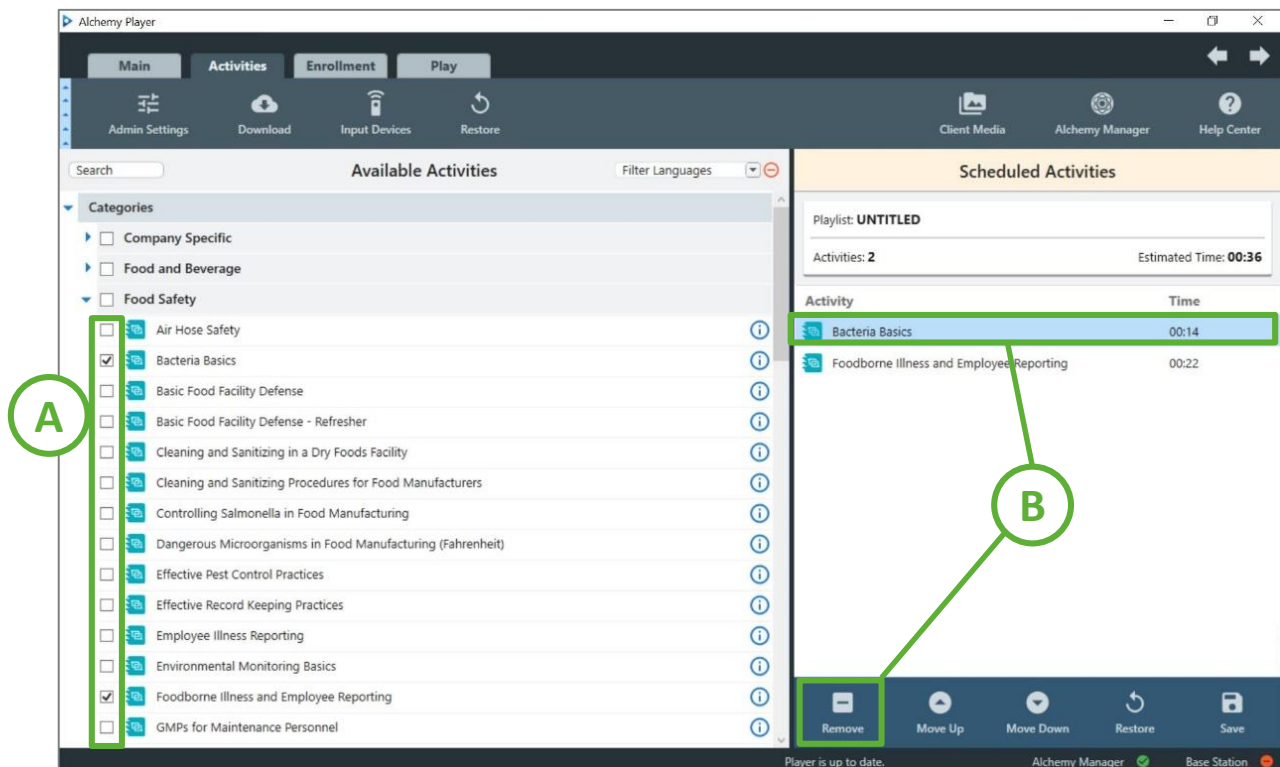
Change Activities Order

- A. Select an Activity under **Scheduled Activities**
- B. Once selected, use the **Move Up** or **Move Down** buttons to change order



Remove Activity from Playlist (two options)

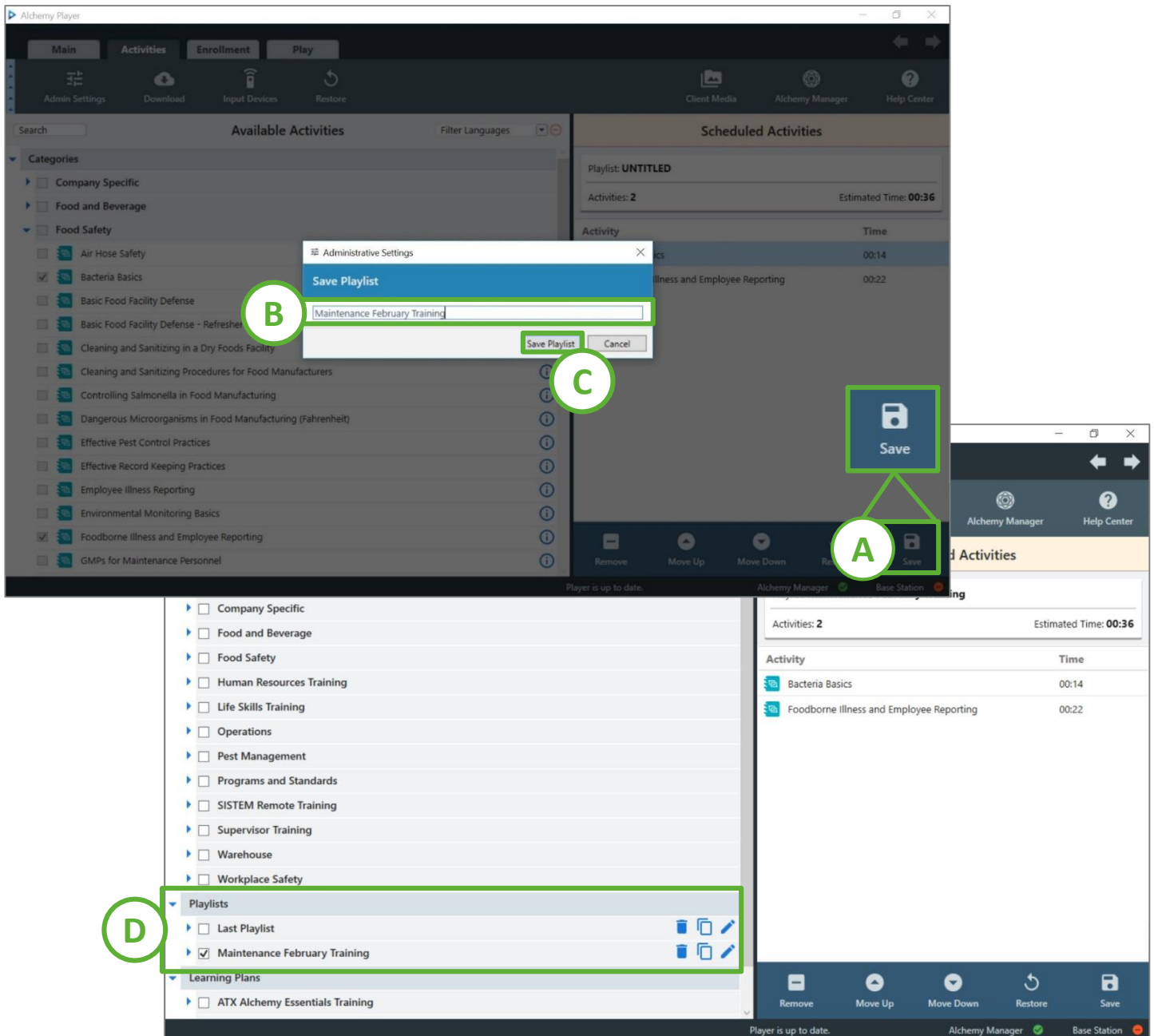
- A. From Available Activities, uncheck the box next to the activity you wish to remove, or
- B. From Scheduled Activities, select the activity you wish to remove, and select **Remove**



A playlist of activities may be created to allow users to view multiple training activities in a series. All steps are shown once Player is launched.

Saving a Playlist

- A. Once all activities have been added, select **Save**
- B. Enter the Name of the Playlist
- C. Click **Save Playlist**
- D. The new playlist will now appear in the **Playlists** category



The screenshot shows the Alchemy Player interface with the following elements:

- Step A:** A green box highlights the **Save** button in the bottom right corner of the interface.
- Step B:** A dialog box titled "Save Playlist" is open, with a green box around the text input field containing "Maintenance February Training".
- Step C:** A green box highlights the **Save Playlist** button in the dialog box.
- Step D:** A green box highlights the **Playlists** category in the left sidebar, which now includes "Maintenance February Training".

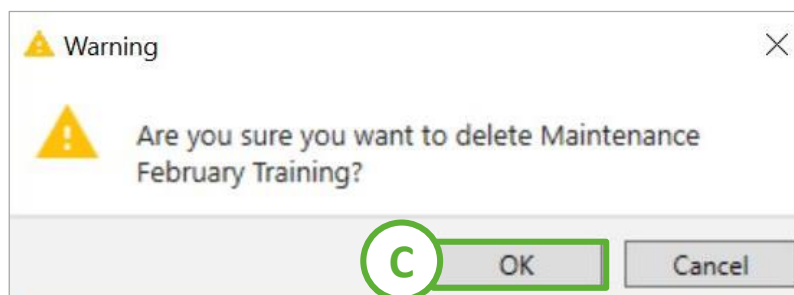
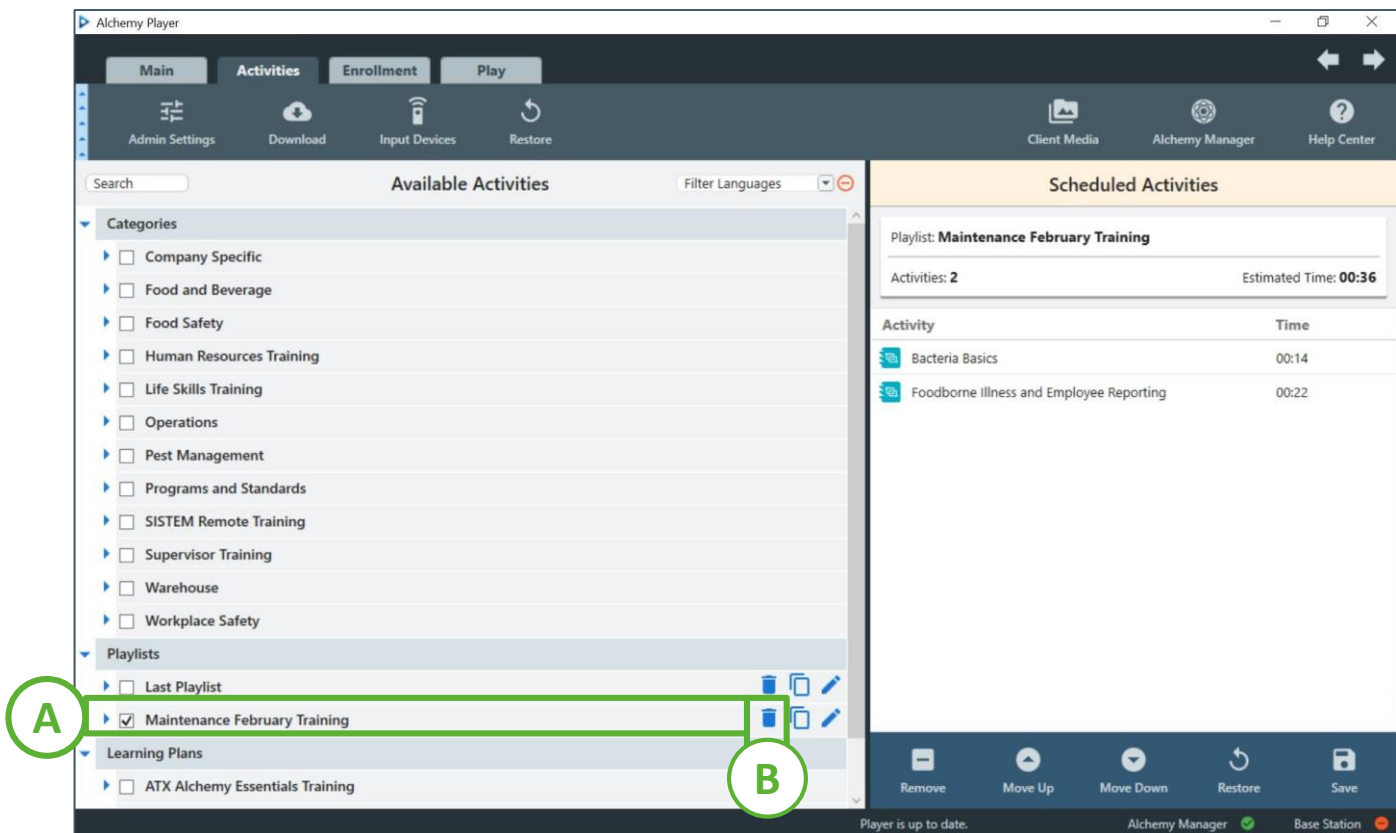
The interface also shows a list of available activities on the left and a "Scheduled Activities" table on the right. The table contains the following data:

Activity	Time
Bacteria Basics	00:14
Foodborne Illness and Employee Reporting	00:22

A playlist of activities may be created to allow users to view multiple activities in a series. All steps are shown once Player is launched.

Deleting a Playlist

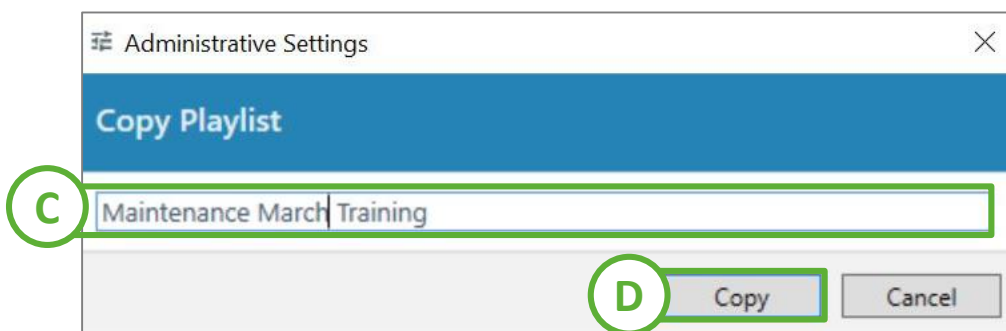
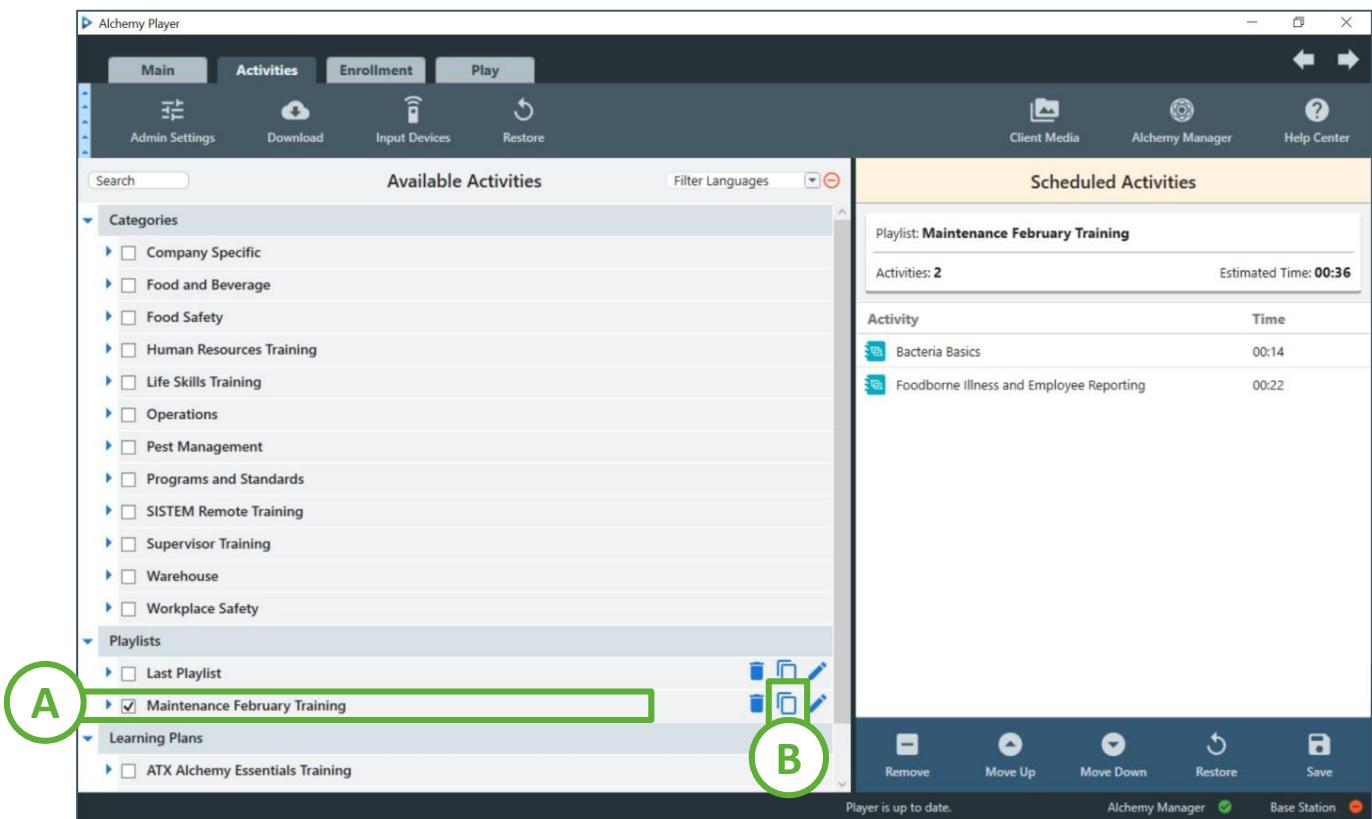
- A. Identify the playlist you want to delete
- B. Click on the **Remote Playlist** icon to the right of the playlist name
- C. A warning box will appear; Select **OK**
- D. The playlist will no longer be available in the Playlists category



A playlist of activities may be created to allow users to view multiple activities in a series. All steps are shown once Player is launched.

Copying a Playlist

- A. Identify the playlist you want to copy
- B. Click on the **Copy Playlist** icon to the right of the playlist name
- C. Enter the name of the copied playlist
- D. Click **Copy**
- E. The Playlist will now appear in **Playlists Category**



A playlist of activities may be created to allow users to view multiple activities in a series. All steps are shown once Player is launched.

Renaming a Playlist

- A. Identify the playlist you want to rename
- B. Click on the **Rename Playlist** icon to the right of the playlist name
- C. Enter the new name of the playlist
- D. Click **Rename**
- E. The Playlist will now appear in **Playlists Category**

