

“For every minute spent organizing, an hour is earned.”

When building "Smart Procedures" the first decision you need to make is how to organize the content. Similar to when you are creating a document and you need to organize it by using different headings.

AmbiFi allows you to build different structural outlines for simple to complex content.

Let's see how each of the different outlines would be organized in the editor.

The screenshot displays the AmbiFi Training editor interface. On the left is a toolbar with various editing tools. The main workspace is currently empty. On the right, a configuration panel titled "AmbiFi Training" is visible, containing several sections:

- Presentation Mode:** Features two buttons: "Procedure Mode" (with a checkmark icon) and "Show Mode" (with a picture icon).
- Activity Information:** Includes a "Title" field with the value "AmbiFi Training", a "Don't Speak Title" checkbox, a "Genre" dropdown menu set to "Miscellaneous", and a "Description" field with the placeholder text "(Optional: activity description)".
- Drive Root Path:** Includes a text field with the value "/private/activities/ ambifi-training".
- Title Image:** Includes an "Image" button with a camera icon and a dropdown arrow.

For very simple procedures that are flat and are following a simple linear sequence of steps it is often times sufficient to just add items.

A different training deck will go into detail about the different item types available

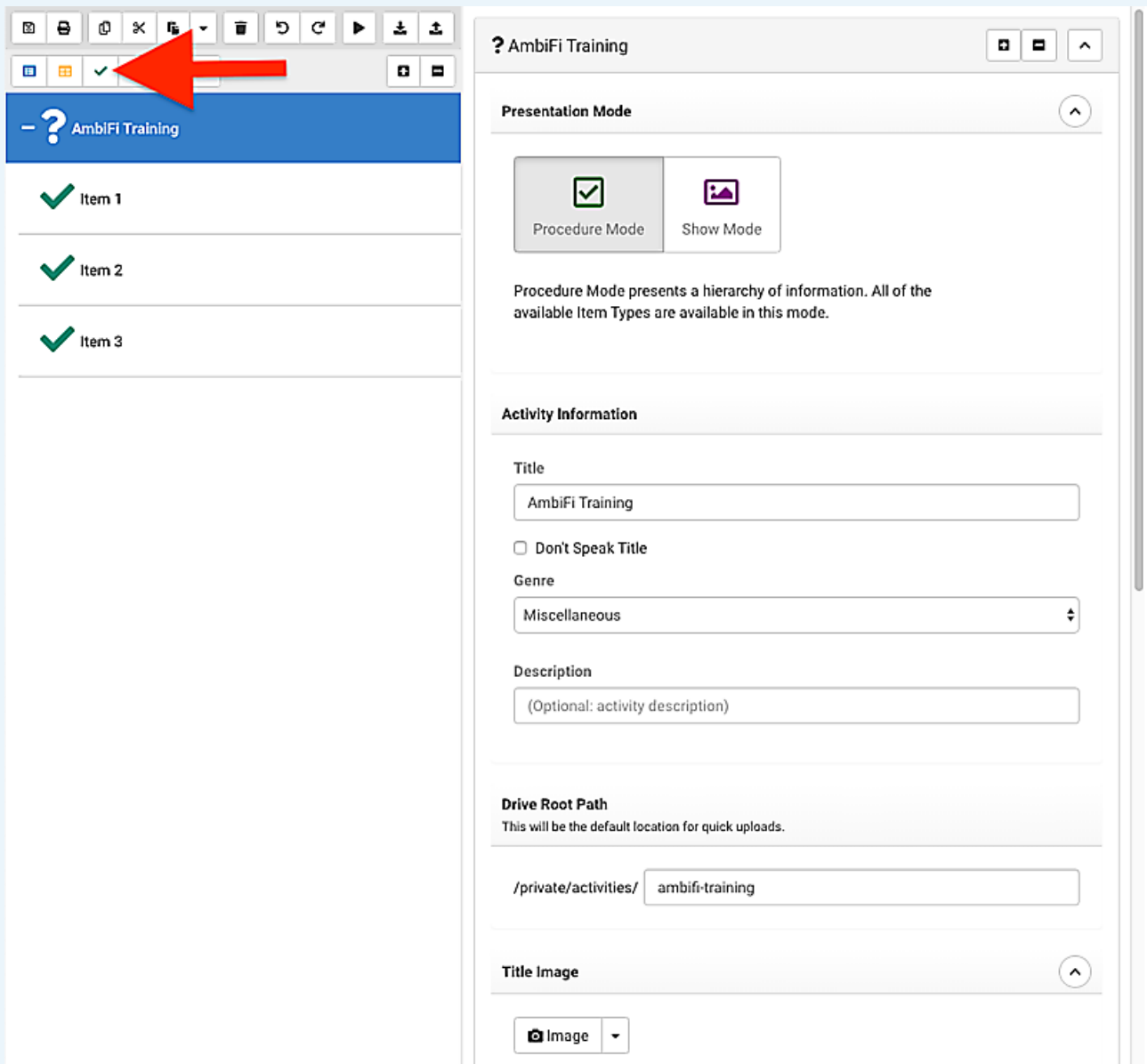
The screenshot displays the AmbiFi Training interface, which is divided into two main sections. On the left is a list of items, and on the right is a configuration panel.

Item List: A blue header bar at the top of the list contains a question mark icon and the text "AmbiFi Training". Below this, there are three items, each with a green checkmark icon and the text "Item 1", "Item 2", and "Item 3" respectively. Three large red arrows point from the right side of each item towards the left, indicating that items are being added or highlighted.

Configuration Panel: The right-hand panel is titled "AmbiFi Training" and contains several sections:

- Presentation Mode:** This section has a scroll-up arrow. It features two buttons: "Procedure Mode" (with a green checkmark icon) and "Show Mode" (with a purple image icon). Below the buttons, a text box states: "Procedure Mode presents a hierarchy of information. All of the available Item Types are available in this mode."
- Activity Information:** This section contains several input fields:
 - Title:** A text box containing "AmbiFi Training".
 - Don't Speak Title:** A checkbox that is currently unchecked.
 - Genre:** A dropdown menu with "Miscellaneous" selected.
 - Description:** A text box with the placeholder text "(Optional: activity description)".
- Drive Root Path:** This section has a sub-header "Drive Root Path" and a note: "This will be the default location for quick uploads." Below this is a text box containing the path "/private/activities/ ambifi-training".
- Title Image:** This section has a scroll-up arrow and a button labeled "Image" with a camera icon and a dropdown arrow.

Items can be added by clicking on the green icon in the toolbar



The screenshot displays the Ambifi Training application interface. At the top, a toolbar contains various icons for navigation and editing. A red arrow points to a green plus icon in the toolbar, indicating the function to add new items. Below the toolbar, a blue header bar displays the application name "Ambifi Training". The main content area is divided into two sections. On the left, a list of items is shown, each with a green checkmark icon and the text "Item 1", "Item 2", and "Item 3". On the right, a configuration panel for "Ambifi Training" is visible. This panel includes a "Presentation Mode" section with two buttons: "Procedure Mode" (which is selected) and "Show Mode". Below this, a text box explains that Procedure Mode presents a hierarchy of information. The "Activity Information" section contains fields for "Title" (set to "Ambifi Training"), "Genre" (set to "Miscellaneous"), and "Description" (with a placeholder "(Optional: activity description)"). The "Drive Root Path" section includes a text box containing "/private/activities/" and "ambifi-training". Finally, the "Title Image" section has a button labeled "Image" with a dropdown arrow.

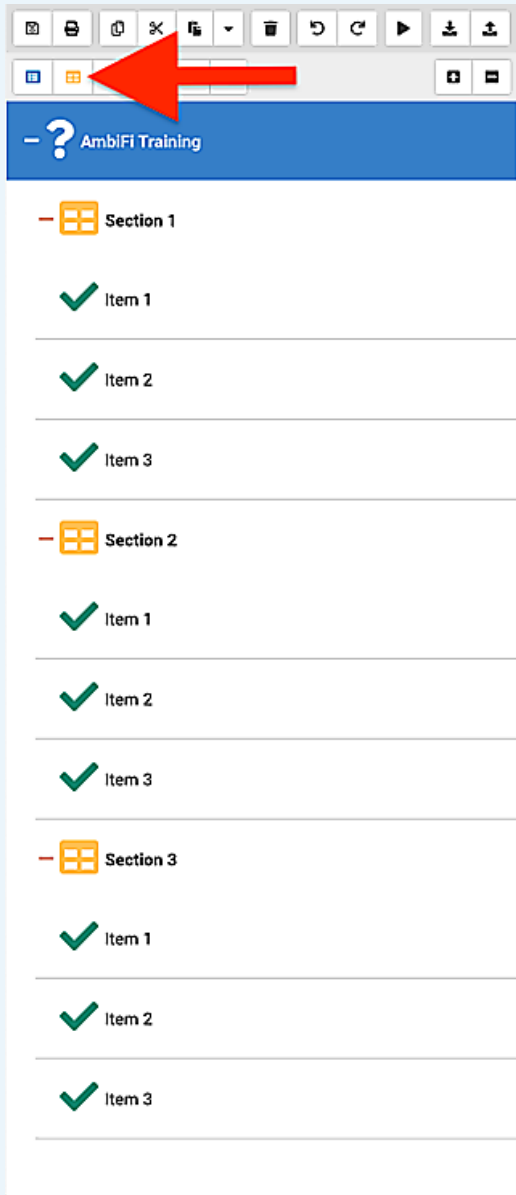
For a procedure where a linear set of items is not enough, you can group items into a number of sections.

The screenshot displays the Ambifi Training interface. On the left, a sidebar shows a tree view of content. The root is 'AmbiFi Training', which contains three sections: 'Section 1', 'Section 2', and 'Section 3'. Each section contains three items, labeled 'Item 1', 'Item 2', and 'Item 3'. Red arrows point to each of the three sections. The right-hand panel is titled 'AmbiFi Training' and contains several configuration sections:

- Presentation Mode:** Features two buttons: 'Procedure Mode' (checked) and 'Show Mode'.
- Activity Information:** Includes a 'Title' field with the value 'AmbiFi Training', a 'Don't Speak Title' checkbox (unchecked), a 'Genre' dropdown menu set to 'Miscellaneous', and a 'Description' field with the placeholder '(Optional: activity description)'. There is also a 'Drive Root Path' section with a note 'This will be the default location for quick uploads.' and a path field containing '/private/activities/' followed by a sub-field with 'ambifi-training'.
- Title Image:** Includes an 'Image' button with a dropdown arrow.

Sections can be added by clicking on the yellow icon in the toolbar

Important: If you start from a flat activity (only items) and add a section then all existing items will be put into that section. To add another section make sure to select the activity and click the yellow icon.



The screenshot shows the Ambifi Training interface. At the top, a toolbar contains various icons for editing and navigation. A red arrow points to a yellow icon in the toolbar, which is used to add sections. Below the toolbar is a blue header bar with the text "Ambifi Training". The main content area is divided into a sidebar on the left and a main panel on the right. The sidebar contains three sections, each with a yellow icon and a minus sign. Section 1 contains three items, Section 2 contains three items, and Section 3 contains three items. The main panel displays the configuration for the "Ambifi Training" activity. It includes a "Presentation Mode" section with "Procedure Mode" (checked) and "Show Mode" (unchecked). Below this is "Activity Information" with fields for "Title" (Ambifi Training), "Genre" (Miscellaneous), and "Description" (Optional: activity description). The "Drive Root Path" section shows the path "/private/activities/ambifi-training". The "Title Image" section has an "Image" button.

If you are building a complex procedure with a lot of content, similar to a book with multiple chapters, then you can build an outline with three levels. This allows you to group sections into a number of lists.

Think of a list similar to what a chapter would be in a book.

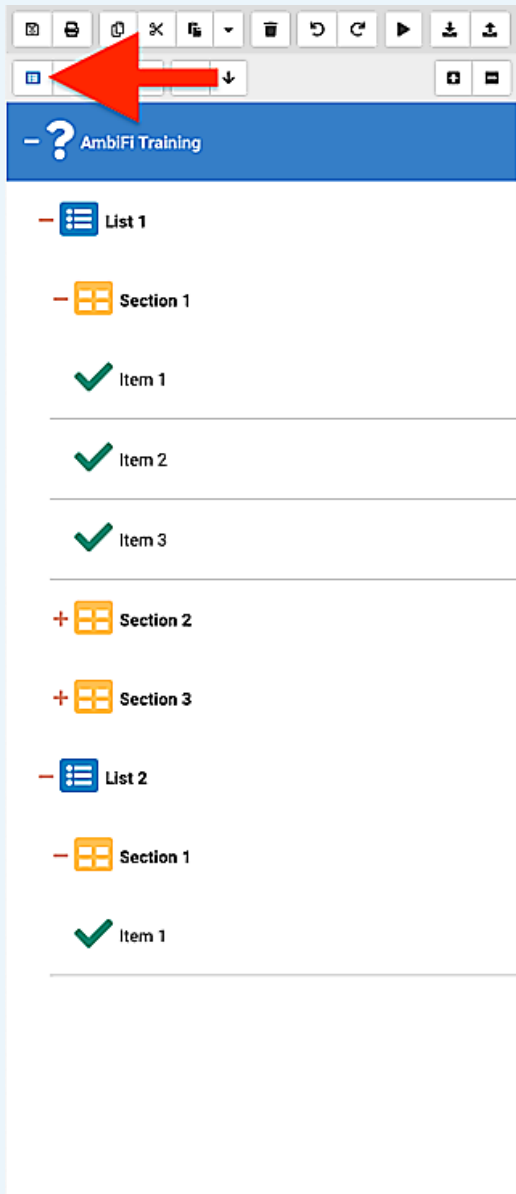
The screenshot displays the Ambifi Training interface. On the left is a hierarchical outline with the following structure:

- AmbiFi Training
 - List 1 (indicated by a red arrow)
 - Section 1
 - Item 1
 - Item 2
 - Item 3
 - Section 2
 - Section 3
 - List 2 (indicated by a red arrow)
 - Section 1
 - Item 1

On the right is the configuration panel for the activity:

- Presentation Mode:** Includes 'Procedure Mode' (checked) and 'Show Mode'.
- Activity Information:** Includes fields for 'Title' (AmbiFi Training), 'Genre' (Miscellaneous), and 'Description' (Optional: activity description).
- Drive Root Path:** This will be the default location for quick uploads. The path is /private/activities/ ambifi-training.
- Title Image:** Includes an 'Image' button.

Lists can be added by clicking the blue icon in the toolbar.



The screenshot shows the Ambifi Training interface. At the top, a toolbar contains various icons for editing and navigation. A red arrow points to a blue icon representing a list, which is highlighted. Below the toolbar, the main content area is divided into two sections. The left section is a sidebar with a blue header containing a question mark and the text "Ambifi Training". Below the header, the sidebar contains a list of items: "List 1" (with a blue list icon), "Section 1" (with an orange grid icon), "Item 1" (with a green checkmark), "Item 2" (with a green checkmark), "Item 3" (with a green checkmark), "Section 2" (with an orange grid icon and a plus sign), "Section 3" (with an orange grid icon and a plus sign), "List 2" (with a blue list icon), "Section 1" (with an orange grid icon), and "Item 1" (with a green checkmark). The right section is a form for editing the activity. It has a title bar with a question mark and the text "Ambifi Training". Below the title bar, there are two buttons: "Procedure Mode" (with a green checkmark icon) and "Show Mode" (with a purple image icon). Below the buttons, there is a paragraph of text: "Procedure Mode presents a hierarchy of information. All of the available Item Types are available in this mode." Below the text, there is a section titled "Activity Information" with a light gray background. It contains a "Title" field with the text "Ambifi Training", a "Don't Speak Title" checkbox, a "Genre" dropdown menu with "Miscellaneous" selected, and a "Description" field with the text "(Optional: activity description)". Below the "Activity Information" section, there is a section titled "Drive Root Path" with a light gray background. It contains a text field with the path "/private/activities/ ambifi-training". Below the "Drive Root Path" section, there is a section titled "Title Image" with a light gray background. It contains a button with a camera icon and the text "Image".

If the three levels aren't sufficient or you want to group similar items within a section in a less structured and more flexible way you can also define item groups.

Item groups are created by tagging the start of the group with a #group-start group name and the end of the group with a #group-end group name.

The screenshot displays the Ambifi Training interface. On the left, a sidebar shows a hierarchical list of content: 'List 1' (expanded), 'Section 1' (expanded), 'Item 1', 'Item 2' (with 'Groups: #group-start' and a red arrow), 'Item 3', 'Item 4' (with 'Groups: #group-end' and a red arrow), 'Item 5', 'Section 2' (collapsed), 'Section 3' (collapsed), 'List 2' (expanded), 'Section 1' (expanded), and 'Item 1'. The main area on the right is the configuration panel for the activity 'ambifi-training'. It includes sections for 'Title Image' (with an 'Image' button), 'Media' (with buttons for 'Background', 'Image', 'Video', 'Audio', and 'PDF'), 'General' (with a 'Tags' input field and 'Creator: Admin User'), and a bottom section with expandable options: 'Basic Options', 'Styling', 'Print Options', and 'Advanced Options' (highlighted in green).

You can find the group name selector under "Advanced Options"

The screenshot displays the AmbiFi Training interface. On the left is a navigation pane with a tree structure: AmbiFi Training (root), List 1, Section 1, Item 1, Item 2 (highlighted in blue, with 'Groups: #group-start' below it), Item 3, Item 4 (with 'Groups: #group-end' below it), Item 5, Section 2, Section 3, List 2, Section 1, and Item 1. The right pane shows settings for the selected item. The 'Advanced Options' section is highlighted in green and has a red arrow pointing to it. Within this section, the 'Group Names' field is highlighted with another red arrow. The 'Group Names' field contains the text '#group-start' followed by a dropdown arrow and the placeholder 'Enter a group name'. Below this are several checkboxes for print and tracking options, and two 'Start Named Timers' and 'Stop Named Timers' dropdown menus.

This covers the different structures that AmbiFi supports.

We will be utilizing these structural elements as part of our training exercise.