

Aetonix Dashboard Guide for Managers

How to use your Aetonix Dashboards to manage patients

Introduction

This guide shows how to accomplish different tasks you may need to do as a Manager of a patient.

To access the Dashboards, use **Google Chrome** and go to <u>http://dashboards.aetonix.com/</u>. Please log in with the same credentials that you registered with in the app.

If you are using a TEST organization, you must log in with the credentials of the TEST organization.

The Dashboards will look similar to this image:

ae Dashboards	≡
Group Management CARE PLAN CHANGES STAFF FORMS CHANGES LIVECHAT CREATION CALL GROUPS WORKFLOW AUTO STA PATIENT GROUPS CUSTOM OPTIONS GROUP	RT
User Management PATIENTS CREATION/TOKEN MANAGERS USER RESOURCES USER THRESHOLDS URGENCY CONTACTS BRACELETS	
Live Monitoring AVAILABILITY BRACELET OVERVIEW HEALTH OVERVIEW FALLING URGENCY CALLS REMINDERS WANDER	lING
History USER FALLS GROUP CALLS REMINDERS WANDERING URGENCY CALLS FORMS SUBMISSIONS	
Health ACTIVITY BLOOD SUGAR WEIGHT BLOOD PRESSURE & HEART RATE PULSE OXIMETRY & HEART RATE BODY TEMPERATURE	



Depending upon implementation of your account, you will use one of two ways to add, remove, and edit users. You will use one of these pages:

- Creation / Token
- Patients

Creation / Token

Adding a Patient

On the Dashboards under **User Management**, click *Creation / Token*. To add a patient, click *Add* at the bottom of the **Creation / Token** page.

Creation/Token							≡
Search Patient Name, Patient Number c	Show All - Show All -						
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Area 1557 0011346	Patient Group 1	٢	ľ	Ť	٠	8	≜ ×
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	ADD						

Enter the user's information on the *Create New User* tab. Click *Create* when you are finished.

a	Creation/	Token			=
Sea	Create				
F		CREATE NEW USER			INVITE BY EMAIL
e	Personal Info				Search Existing User 📝
6	First Name	First Name		Last Name	Last Name
6	Gender	Select Gender	•	Date Of Birth	mm/dd/yyyy
	Preferred	Salaat Labauaga	_	Hear Type	
				ADD	



Assigning a User Type

As you are creating a new user select the user type from the dropdown menu in the **Personal Info** section. Choose aTouchAway / Simplified for a patient using the kit.

Create			_	
	CREATE NEW USER			INVITE BY EMAIL
Personal Info	•			Search Existing User 🧭
First Name	First Name		Last Name	Last Name
Gender	Select Gender	•	Date Of Birth	mm/dd/yyyy
Preferred Language	Select Language	•	User Type	aTouchAway / Simplified Mobile / Bring Your Own Device
Address Info				Basic Remote Patient Monitoring

Adding User to a Patient Group

If you are creating a new user, you can add the user to one or more Patient Groups in the **Health Info** section of the **Create** window.

Health Info			
Health Card Number	Health Card Number	Patient Number	Patient Number
Patient Group	Group 1 Group 2 (no permissions) Patient Group 1 Patient Group 2		

Click *Create* to add the patient.

The patient will be added, and the manager will be notified of their new patient.



Accessing the User Token (Account Key)

The patient will now be listed on the **Creation / Token** page. To obtain the patient's Token (Account Key), click on the *token* icon as seen below.

Creation/Token							≡
Search Patient Name, Patient Number c	Show All 👻 Show All 👻						
SELECT	Design 1	۲	ľ	ж.	٠	8	₽ ×
	tring-1	۲	ß	Ŵ	٠	8	₽ ×
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LINEY TOT Along	Imp/2 (copermittee)	۲	Ø	Ĵ ŧ	٠	8	₽ ×

A pop-up window will display an alphanumeric code.

	User Token Their token is:	CLOSE
On the login account key	page on the kit's tablet, click Enter an	Welcome to aTouchAway account? Sign in to aTouchAway Are you new to aTouchAway? Create yourself an account
		If you've been given an account key Enter an account key V14.8.0 - #5864 prod Canada - Change region



Enter the alphanumeric code from the **Creation** / **Token** page on the **Dashboards**. Then click **Sign** *into aTouchAway*. The tablet will be assigned to this patient. welcome to a**Touch**Away

Sign in as a managed user

Enter your account key
Your 16 character key here
✓ Sign into aTouchAway
Already have an aTouchAway account?
Sign in with an account
Sign in with an account
v14.9.0 - #3a48 prod Canada

Patients can also be added through the aTouchAway mobile/desktop app.

Making a patient inactive on the Dashboards (Discharging a patient)

This feature is used when a patient has come to the end of their remote monitoring/care program with the clinicians. By making a patient inactive all care pathway interactions between the patient and care team are terminated. Hence, they are discharged from the program.

In Dashboards under User Management, click Creation/Token.





Locate the patient to deactivate and click the *Edit* button.

Creation/Token						≡
Search Patient Name, Patient Number c	Show All 👻 Show All 👻					
SELECT	trop t (in Jamason)	۲	Å	*	a	≜ ×
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Semuel 1051 000-05496 Times	Group 1	۲	Ť	٠	ä	≜ ×
Lifery THE Loting	George 2 (inc. particularity)	۲	Ř	٠	8	≜ ×

Click the box under **User active state.** Select **User is not active** from the dropdown list. Click **Save**.

Edit User Info		
First Name		
Angua TEST		
Last Name		
von Uberwald		
Patient EMR Number		
User Type		
aTouchAway / Simplified	•	
User Active State		
User is active	-	
Patient Group		
Group 2 (no permissions)	•	
Search Privacy		
Hidden from search	~	



In the **Inactive Warning** pop-up window, check the boxes next to *Remove Managers*, *Remove Contacts* (recommended), and *Stop Workflows*. Clicking Remove Managers automatically checks Stop Workflows. Click *Deactivate*.

a	Creation/Token			=
Sea	Edit User Info			
S	First Name Angua TEST			
6				×
6	Inactive Warning			
	Patients could be re-activated at any time. Setting a patient inactive will pause reminders.			×
G	Remove Managers			
	Remove Contacts			×
	Stop Workflows			×
		DEACTIVATE	CANCEL	
		DEACTIVATE	CANCEL	
	Hidden from search			
		CANCEL	SAVE	

If you would like to maintain the data in the patient's account for historical/reporting purposes, do not remove managers. The account will still be inactive, but the manager(s) will be able to access the patient's data from the aTouchAway app. If you remove the managers, staff members who have the ability to log in to Dashboards will be able to re-activate the user and re-assign themselves as a manager to view the file at any time.



The names of inactive patients will be red on the **Creation / Token** page and will only have the icons applicable to inactive users to the right of their names.

Creation/Token							≡
Search Patient Name, Patient Number c	Show All - Show All -						
SELECT	Resp 1	۲	ľ	Ť	*	8	≜ ×
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August 1921 Nation		۲		Й	٠	8	₽ ×
Stanuar Barr Der 1946 Tittel	Integral, Classical I, Street I	٢	ľ	Ť	٠	å	2×
Triav Text Adding	Group 2 (to particularia)			۲	ľ	a	≜ ×

Deleting a patient account

Click on the Delete icon to the right of their name.

ae Creation/Token							≡
Search Patient Name, Patient Number c	Show All - Show All -						
SELECT							
Argue Tight we observed	Wing-T	٢	Ø	Ň	٠	ä	₽ ×
And THET Lake	Design 1	۲	Ø	Ŵ		a	₽ ×
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A confirmation window will open. If you are certain that you want to delete the user permanently, click **OK**. Otherwise, click **Cancel**.

Remove User Are you sure you wish to delete addite The backing?		
	ОК	CANCEL

Please note that after clicking OK, the data will be deleted permanently.



Patients

Adding a New User

Add a new user by clicking on the **+** *Add Patient* button in the top right corner of the page.

ae Patients				≡
Q Search Patient Nam	ie, Patient Numb	per or Health Card Nu	mber	+ Add Patient
State <u>All</u> •	Group All	✓ Kit <u>A</u> //	← Health Status <u>A</u> //	*
Patient	Patient Number	Patient State	Health Status Kit State	
 Anticipy Alterny man 		Consent		:
Calps.7wd		New	Normal	:
C Softwaren	0000-0400	Active Care	High Risk	:

Enter the user's information in the *Create New User* window. Click **Create New User** at the bottom of the form.

Dationto reate New User					
Personal Info				Search Existing U	Jser 📝
First Name	First Name		Last Name	Last Name	
Gender	Select Gender	•	Date Of Birth	mm/dd/yyyy	
Preferred Language	English	•	User Type	User Type	•
Address Info					
Address 1	Address 1		Address 2	Address 2	

Assigning User Type

As you are creating a new user, or by editing a current user, select the user type from the dropdown menu in the **Personal Info** section of the **Create New User** window or



in the **Edit User Info** window accessible through the 3-dot menu to the right of the user's name.



Personal Info				Search Existing User 🧭
First Name	First Name		Last Name	Last Name
Gender	Select Gender 🗸		Date Of Birth	mm/dd/yyyy
Preferred Language	English •]	User Type	aTouchAway / Simplified Mobile / Bring Your Own Device
Address Info				Basic Remote Patient Monitoring



Adding User to a Patient Group

If you are creating a new user, or editing a current user, you can add the user to one or more Patient Groups in the **Health Info** section of the **Create New User** window or the **Edit User Info** window accessible through the 3-dot menu to the right of the user's name.





Requesting a Kit for aTouchAway / Simplified Users

For those patients who have been given User Type: aTouchAway / Simplified, a kit that includes a tablet and biometric devices will need to be requested. To request a kit, click on the 3-dot menu to the right of the patient's name. Click on **Request Kit**.



Choose the appropriate kit from the list. Each kit has a description that includes a list of the included devices. The description also includes sizing for the blood pressure cuff, if applicable.

The L, M, S at the end of the kit style number refer to Large, Medium and Small blood pressure cuff sizes.



Complete filling out the form on the **Request Kit** window. Add any additional notes as needed to the bottom of the form. Click **Submit**. You will be able to check the state of the requested kit on the **Patients** page under Kit Status.



Adding members directly to the circle of care

To add a member directly to a patient's circle of care, click *Managers* under User Management.

ae Dashboards		≡
	Group Management	
	DRMS CHANGES LIVECHAT CREATION CALL GROUPS	WORKFLOW AUTO START
PATIENTS CREATION/TOKEN	User Management MANAGERS USER RESOURCES USER THRESHOLDS	URGENCY CONTACTS
	BRACELETS	
	Live Monitoring	
AVAILABILITY BRACELET OVERVIEW	HEALTH OVERVIEW FALLING URGENCY CALLS	REMINDERS WANDERING
	History	
USER FALLS GROUP CALLS	REMINDERS WANDERING URGENCY CALLS I	FORMS SUBMISSIONS
	Health	
ACTIVITY BLOOD SUGAR		IMETRY & HEART RATE
	BODY TEMPERATURE	

Select the patient you want to modify or add members to their circle of care. You can use the search bar to search by name, patient number or health card number. Click *Add*.

æ Managers	□ � ≡
Users	Managers
Search Patient Name, Patient Number or Health Card Number	
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Field TEM CORN	
Analy 1227 Instant	1
Longed Hill Views	
Colory 1011 in Sing	
	ADD



Search for the care team member that you want to add. You can also add preset permissions at this point if you choose. Instructions for creating preset permissions can be found below. Click **Add Chosen Managers**.

Search		
Name		
(Optional) Choose a Permission Preset:		•
	ADD CHOSEN MANAGERS	CLOSE

Once the care team member has been added, you can select the permissions they will have by clicking on the *notepad* icon to edit.





Set the desired permissions. Click **SET ALL PERMISSIONS** to give all permissions for a full section. To set individual permissions, toggle check boxes On / Off or choose from a dropdown menu for each option. Click **Submit**.

Aetonix Permissions	SET DEFAULT PERMISSIONS		
Personal			
Urgency Contacts			
Contacts			
Device Preferences			
aTouchAway Preferences			
Reminders			\checkmark
Notes			\checkmark
Health			
Workflow			\checkmark
Manage		View managers	•
Resources		View only	•
Bluetooth Devices		View only	•
Forms Permissions			
SET ALL PERMISSIONS	SET DEFAULT PERMISSIONS		
COPD Pathway Bi-weekly B	xercise	Read/propose change	•
COPD Pathway Vaccinatio	n Bi-Monthly	Read/propose change	•
		Dood (propose diagonal	

Your member is now added to the circle of care with proper permissions. You can always change the permission at a later time by repeating the above steps.

Please note that the above can also be accomplished through the aTouchAway mobile/desktop app.



Deleting a patient account

To delete a patient, click on the 3-dot menu to the right of the patient's name. Click on *Remove Patient*.

ae Patients			≡
Q Search Patient Name, Patier	ent Number or Health Card Numb	per	+ Add Patient
State <u>All</u> - Group	→ <u>A//</u> × Kit <u>A//</u>	← Health Status All	*
Patient	tient Patient State	Health Status Kit State	
D Marting, Marry	least		₽ Edit
Distory, Real	_		👹 Test Mode
 time, famual and 	COLUMN Carlos Card		🔒 User Token
			💄 Anonymous ID
			Suser Overview
			🖶 Request Kit
			— Remove Patient

A confirmation window will open. If you are certain that you want to delete the user permanently, click **OK**. Otherwise, click **Cancel**.

Remove User		×
Are you sure you wish to delete and the tang?		
	ок	CANCEL

Please note that after clicking OK, the data will be deleted permanently.

Creating and Using Permission Presets

Permission Presets are a helpful functionality that enables an administrator to add multiple managers to a patient's circle of care without the need to select permissions for each individual.



To create a Permission Presets in the Aetonix Dashboards, click *Managers* under User Management.

aeDashboards≡
Group Management CARE PLAN CHANGES STAFF FORMS CHANGES LIVECHAT CREATION CALL GROUPS WORKFLOW AUTO START PATIENT GROUPS CUSTOM OPTIONS GROUP
User Management PATIENTS CREATION/TOKEN MANAGERS USER RESOURCES USER THRESHOLDS URGENCY CONTACTS BRACELETS
Live Monitoring AVAILABILITY BRACELET OVERVIEW HEALTH OVERVIEW FALLING URGENCY CALLS REMINDERS WANDERING
History USER FALLS GROUP CALLS REMINDERS WANDERING URGENCY CALLS FORMS SUBMISSIONS
Health ACTIVITY BLOOD SUGAR WEIGHT BLOOD PRESSURE & HEART RATE PULSE OXIMETRY & HEART RATE BODY TEMPERATURE

Click the gear icon in the top-right corner.

ae Managers		□ 🗢 =
Users	Managers	
Search Patient Name, Patient Number or Health Card Number		
Angue 1921 voi Markadi		

On the Permissions pop-up window, click the **Preset Permissions** tab.

DEFAULT PERMISSIONS	PRESET PERMISSIONS	×
Aetonix Permissions		
SET ALL PERMISSIONS		
Personal		
Urgency Contacts		
Contacts		
Device Preferences		\checkmark
aTouchAway Preferences	•	\checkmark
Reminders		\checkmark
Notes		\checkmark
Health		\checkmark
Mortflour	SAVE	
Deserves	View only	



Default Permissions are the settings applied to a "default manager" that is selected when the patient is being created.

Previously created presets will be listed in the window. To edit or delete a previously created preset, click *Edit* or *Delete* to the right of the preset name.

To create a new permission preset, click +New Preset.

DEFAUL	DEFAULT PERMISSIONS PRESET PERMISSIONS		×
Patients enrolled March		EDIT DEL	ETE
+ New Preset			
New Preset			

Enter a name for the Preset. It is recommended to use a name that can help the administrator know at first glance what the preset includes. Select the permissions to be saved in the preset. This includes the "Aetonix Permissions" and the "Form Permissions" if available.

l				
	DEFAULT PERMISSIONS	PRESET PERMISSIONS	×	
	Preset Name Aetonix Permissions			*
	SET ALL PERMISSIONS			
	Personal			
	Urgency Contacts			
	Contacts			
	Device Preferences			
	aTouchAway Preferences			
	Reminders			
	CANCEL	SAVE		
	Workflow			-

Click **Save**. The Permissions window will show the new preset with options to Edit or Delete.



Presets can be used in the aTouchAway app when adding managers to the Care Team of a patient. Presets can be selected in the step of inviting new managers, and, once the new managers have accepted, the permissions can be edited individually.

Viewing Health Results

To view your patient's live status with workflow or vital signs, go to *Health Overview* under Live Monitoring. For additional information, go to the <u>Dashboards</u> <u>Guide by clicking here</u>.

You can also download your patient's information in PDF format, please see the **Exporting** section in the <u>Dashboards Guide by clicking here</u>.