

Cartula Health User Manual

Version 1.8

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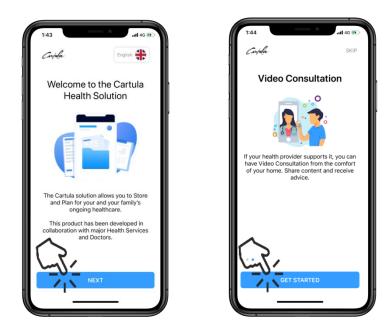
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Cartula

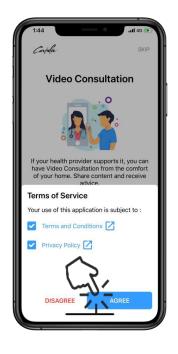
Set up a Profile with Cartula Health

Cartula Health will open to a welcome screen and introductory slides explaining the functions available within the App

Tap Next then Get Started to complete



- Read the Terms and Conditions and Privacy Policy
- Tick the check boxes and tap Agree



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Complete Personal Information

• Enter following details:

Full name Date of birth Gender (Optional) Mobile phone number



Tap Done to begin **PIN** Setup

Carpula

Create a **PIN** for the account Tap **Next**

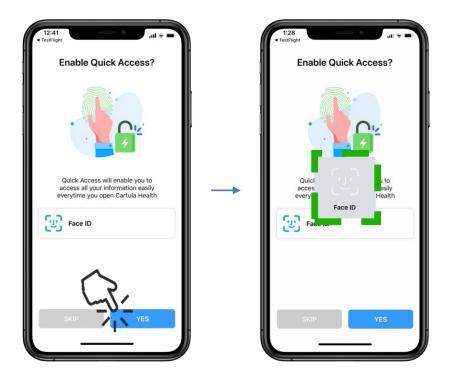


Re-enter **PIN** to confirm



Tap Next to continue to set up

Carpula



The Face ID icon will display on the iPhone and detect user's face

The profile will automatically finalise once Face ID is complete

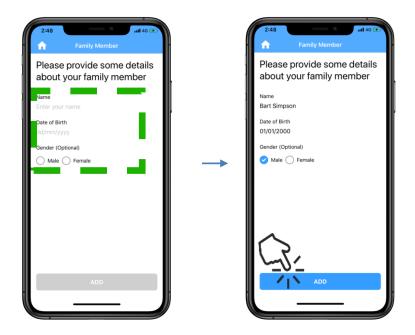
Carpula

Set up a Family Member's Profile

To create a profile for a family member, tap the + Family Member icon



Enter the Family Member details Full name Date of birth Gender (optional)



Tap **Add** when complete

Carpula

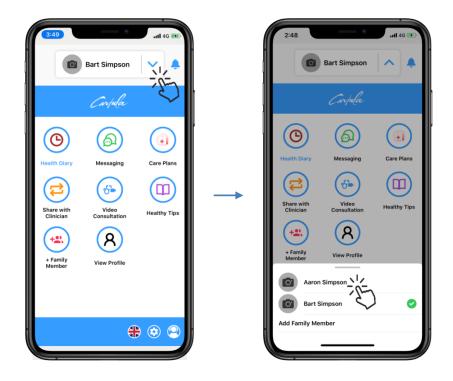
The Cartula Health app will now display the new Family Member profile



Carpula

Switching Between Profiles

To switch between profiles, tap **arrow** next to profile name and select required profile from the drop down menu



The requested profile will now be displayed

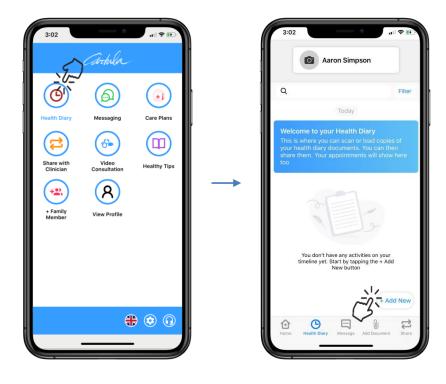


Carpela

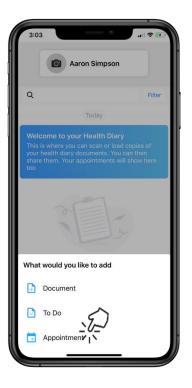
Add and/or Edit Appointments

Create an Appointment

Tap on Health Diary, then + Add New



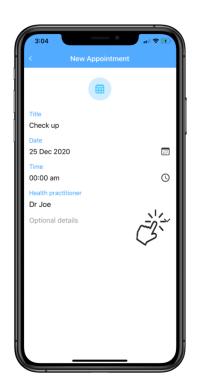
Tap Appointment to continue



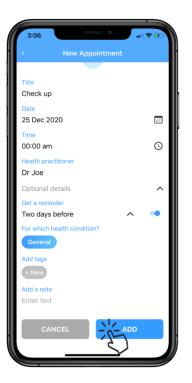
Carpula

Enter Appointment details: Title Date Time Health Practitioner

Tap Optional details to enter: Reminders Health conditions Tags Notes



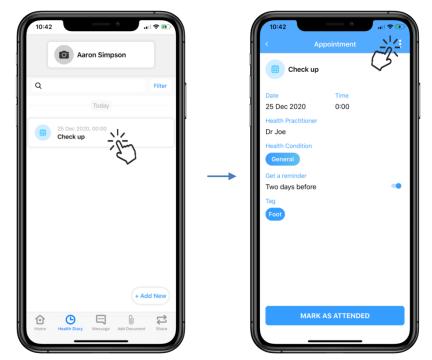
Tap Add and the Appointment will now appear in the Health Diary



Carpula

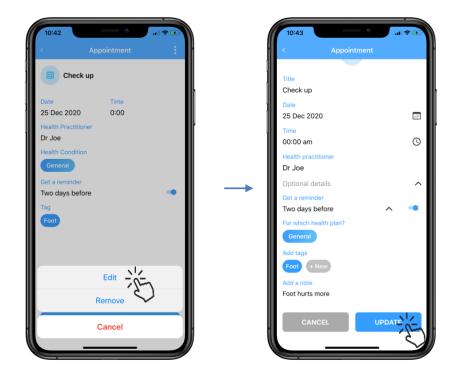
To Edit an Appointment

Tap the Appointment in Health Diary, then tap the three white dots in the top right corner



Edit and Remove options will display

To make changes to the **Appointment**, tap **Edit** and update as required



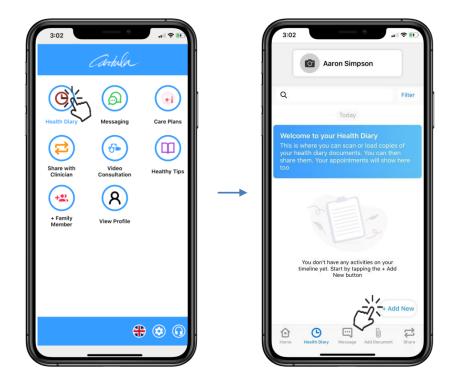
To complete, tap **Update**

Carpula

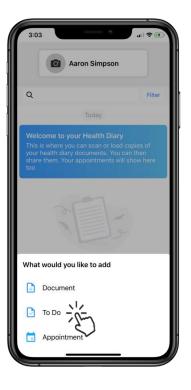
Add and/or Edit To Do

Create a To Do

Tap the Health Diary icon, then Add New



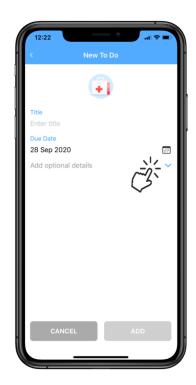
Tap To Do to continue



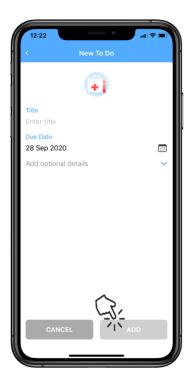
Carpula

Enter **To Do** details: **Title Date**

Tap Optional details to enter: Health conditions Health practitioners Tags Notes



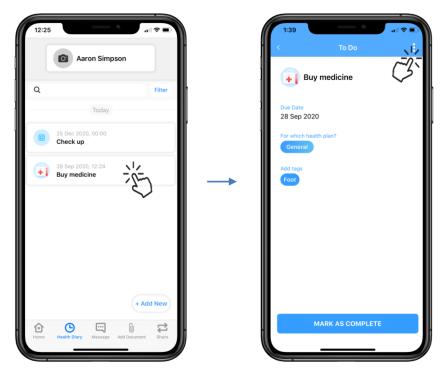
Tap Add and the To Do will now appear in the Health Diary



Carpula

<u>Edit a To Do</u>

Tap the To Do in Health Diary, then tap the three white dots in the top right corner



Edit and Remove options will display

To make changes to the Appointment, tap Edit and update as required

1:39		1:40 < To Do	° †
Buy medicine			
Due Date		Title	
28 Sep 2020		Buy medicine	0
For which health plan?		Due Date	
General		28 Sep 2020	
		Optional details	^
Add tags		For which condition?	
Foot	\rightarrow	General	
		Health practitioner	
		Dr Joe	0
		Add tags	0
		(Foot) + New	
		Add a note	
Edit		Gout cream - Strong	
~~2·			\sim
Remove			L.P.
			UPDATE
Cancel		CANCEL	UPDATE
			_

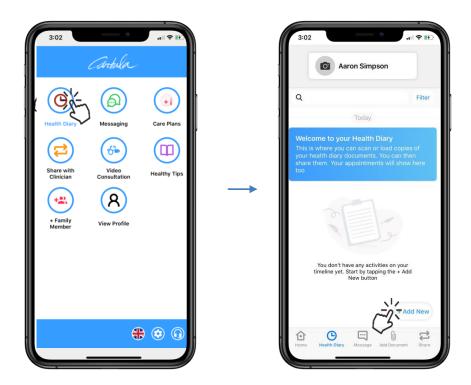
To complete, tap **Update**

Carpula

Add and/or Edit Documents

Create a Document

Tap Health Diary, then Add New



Tap **Document** to continue



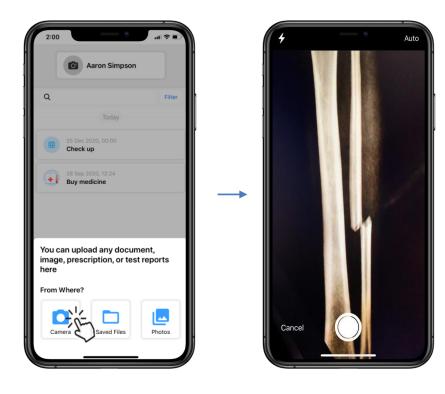
Carpula

Camera, Saved Files, and Photos options will display

2:00	e	🗢 🗉		
	Aaron Simpson			
Q		Filter		
_	Today	_		
	Dec 2020, 00:00 heck up			
	Sep 2020, 12:24 Jy medicine			
You can upload any document, image, prescription, or test reports here				
From Whe	ere?			
Camera	Saved Files	Photos		
	_			

Add a document via Camera

Tap Camera option and take a picture of the Document



Carpula

Crop the picture if necessary, and tap Next



Rotate and recolour the photo if required, and tap Done



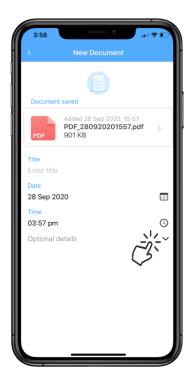
Carpula

If needed, Add more pictures to the Document, then tap Save



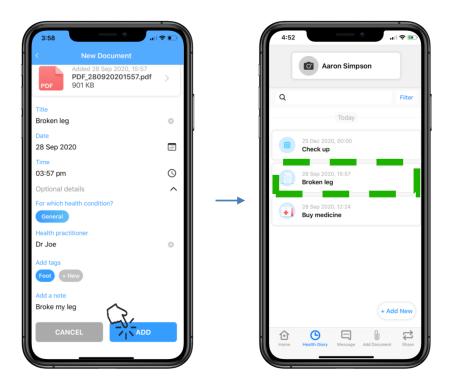
Enter **Document** details: Title Date Time

Tap Optional details to enter: Health conditions Health practitioners Tags Notes



Carpula

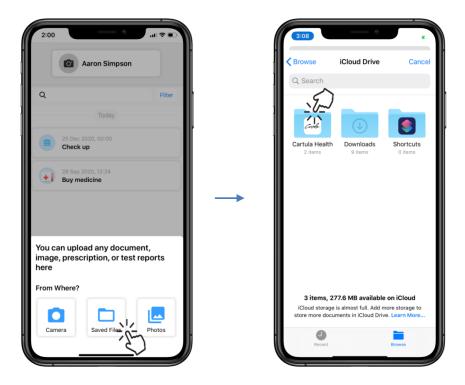
Tap Add and the Document will now appear in the Health Diary



Carpula

Add a document via Saved Files from iCloud Drive

Tap Saved Files and locate the file



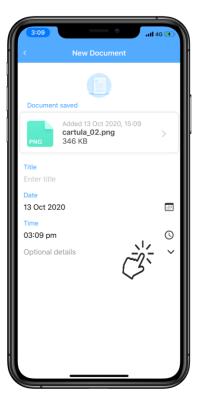
Tap the **selected** file



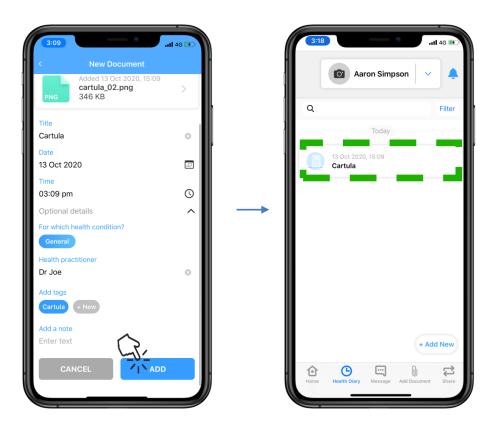
Carpula

Enter Document details: Title Date Time

Tap Optional details to enter: Health conditions Health practitioners Tags Notes



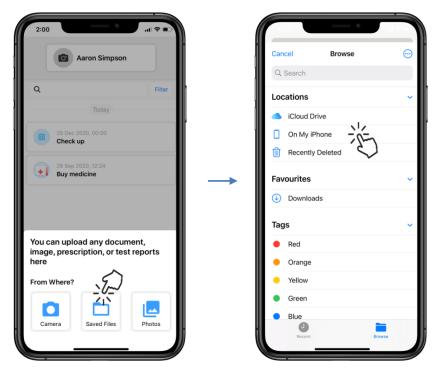
Tap Add and the Document will now appear in the Health Diary



Carpula

Add a document via Saved Files from On My iPhone

Tap Saved Files and locate the file

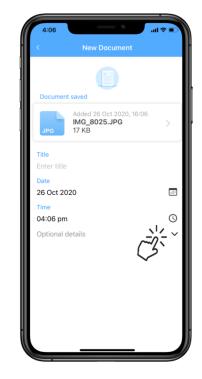


Tap the **selected** file



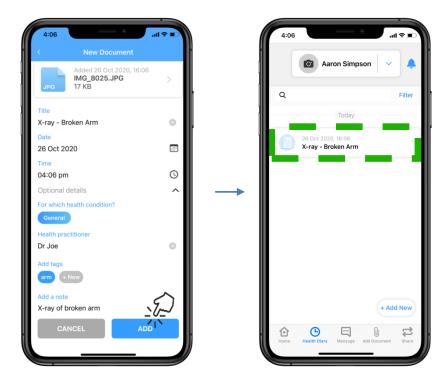
Carpela

Enter Document details: Title Date Time



Tap Optional details to enter: Health conditions Health practitioners Tags Notes

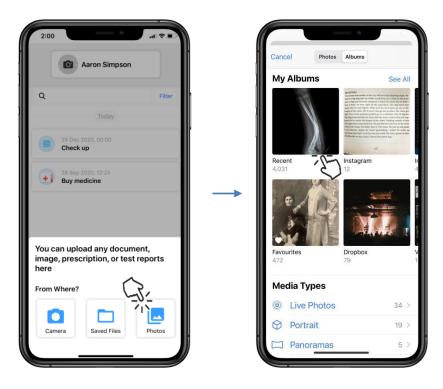
Tap Add and the Document will now appear in the Health Diary



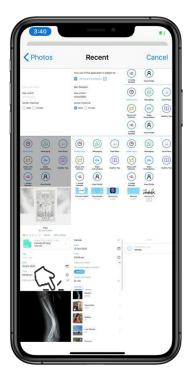
Carpula

Add a document via Photos

Tap Photos option and locate the photo



Tap the required photo



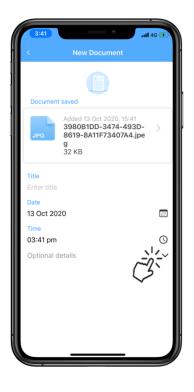
Carpula

Ensure the key details are highlighted within the square and tap Choose



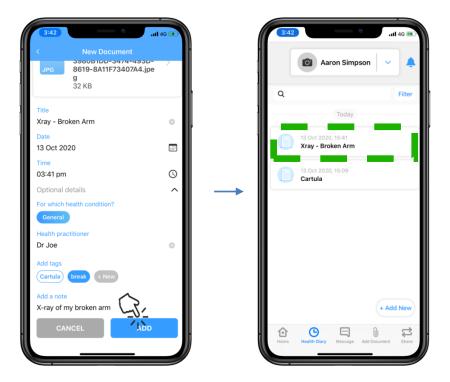
Enter Document details: Title Date Time

Tap Optional details to enter: Health conditions Health practitioners Tags Notes



Carpula

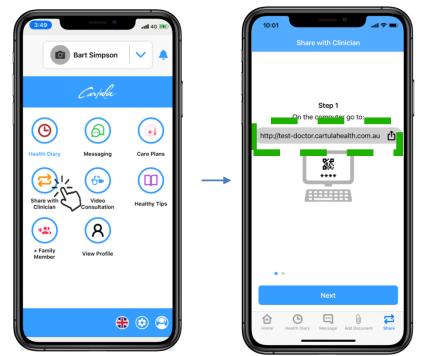
Tap Add and the Document will now appear in the Health Diary



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Share with a Clinician

Tap **Share with Clinician** A **Cartula Web App** link will display



Type or copy the link into the address bar of a computer's web browser

Internet Explorer, Edge, Google Chrome, and Safari are all supported.



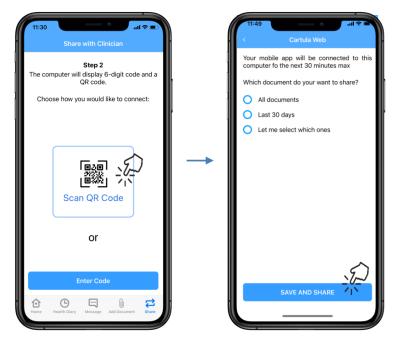
The computer Cartula Web App will display a OR code and 6 Digit Code

Carpula

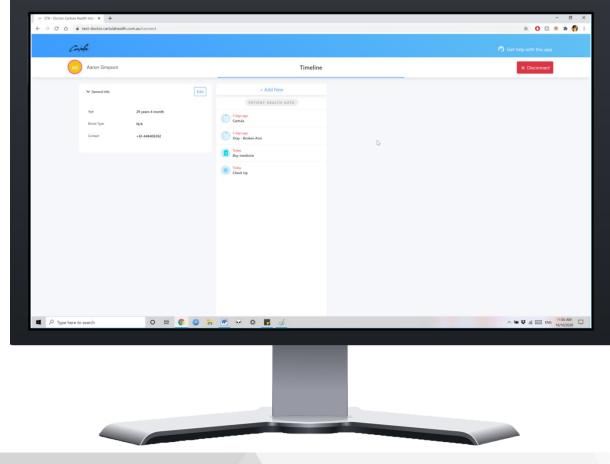
Connect via QR Code

Tap **Scan QR Code** and point the phone camera at the **QR code** on the computer's screen

Choose the type of document to share and tap Save and Share to connect

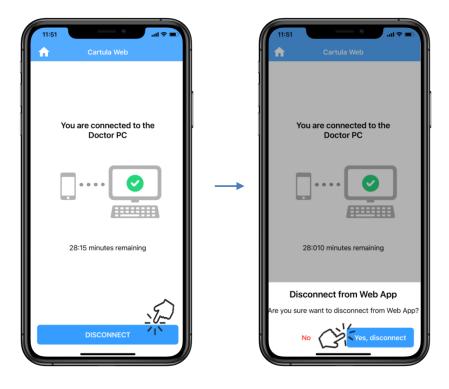


Documents will load on the computer to be added to, saved, or modified



Carpula

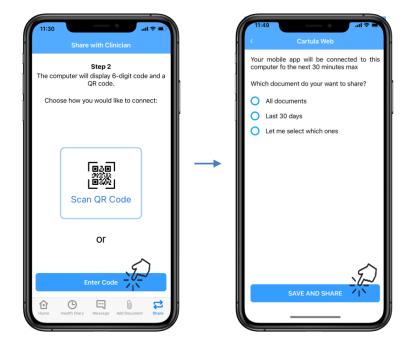
Tap **Disconnect** when document upload and modifications are complete Tap **Yes, disconnect** to confirm



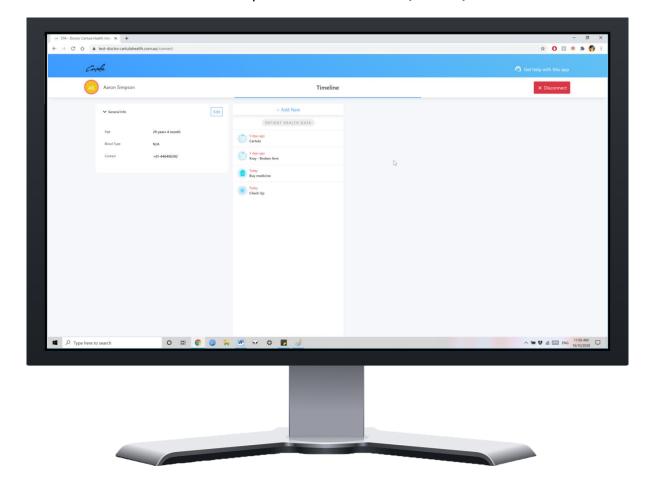
Carpula

Connect via Enter Code

Tap Enter Code and enter the 6 digit code displaying in the WebApp Choose the type of document to share and tap Save and Share to connect

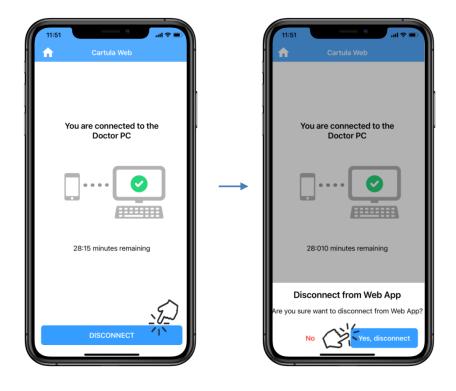


Documents will load on the computer to be added to, saved, or modified



Carpula

Tap **Disconnect** when document upload and modifications are complete Tap **Yes, disconnect** to confirm

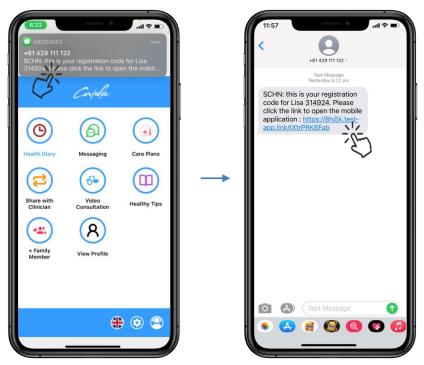


Carpula

Connect to a Health Service

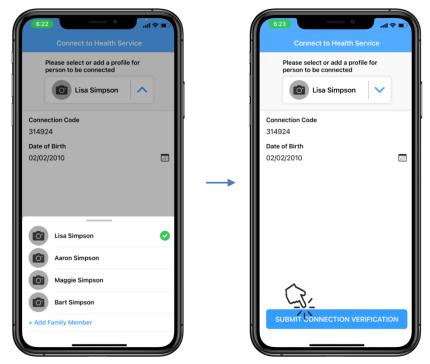
A **text message** will be sent from the Health Service to the **mobile number** provided

Open the text and **tap** the link



Family Member selection will display

Select the correct **profile** and tap **Submit Connection Verification** *To create a new profile, go to page 6*



Once verified a Success! message will appear

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Тар **ОК**



A My Health Services icon will display in the Cartula Health App menu



Carpula

Message a Clinician

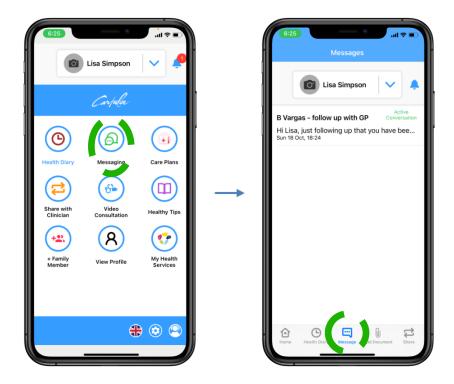
When a **clinician** sends a **message** to the **Cartula Health** app, a **notification** will appear

Tap the **notification bell** and tap the message to view it is possible to communicate with the clinician



Carpula

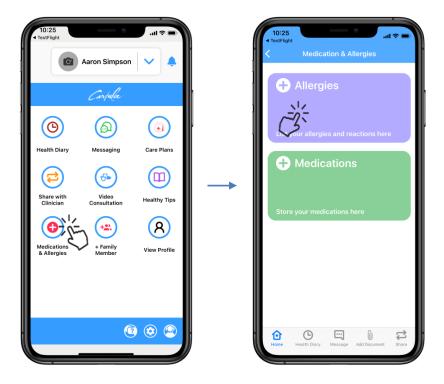
Messages can be viewed through the **Messaging** button in the **Cartula Health** menu, or via the **Message** tab



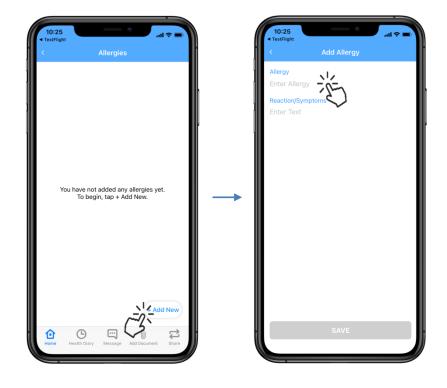
Carpela

Adding an Allergy

Tap on Medications & Allergies and select Allergies

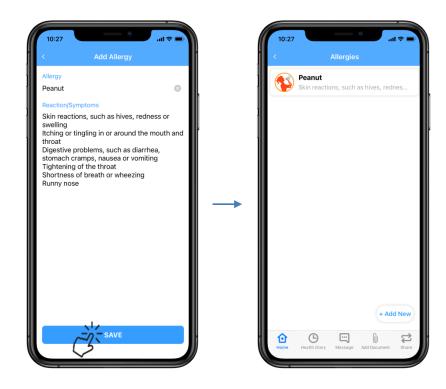


Tap + Add New and enter information



Carpula

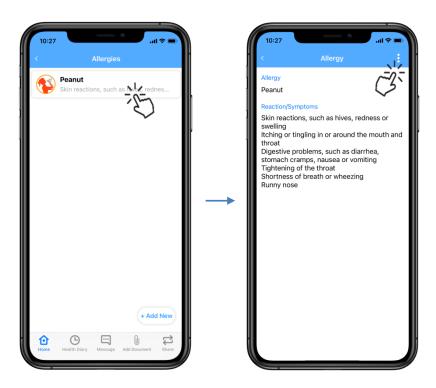
Tap Save to add the Allergy



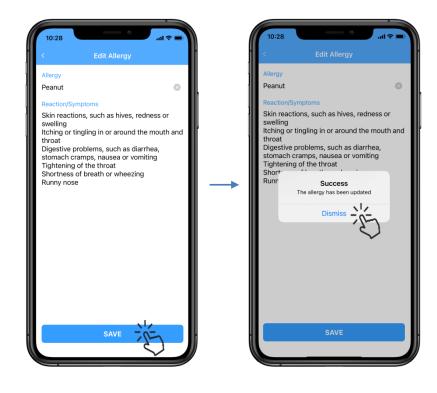
Carpula

Editing an Allergy

Select the Allergy and tap the three white dots, then tap Edit



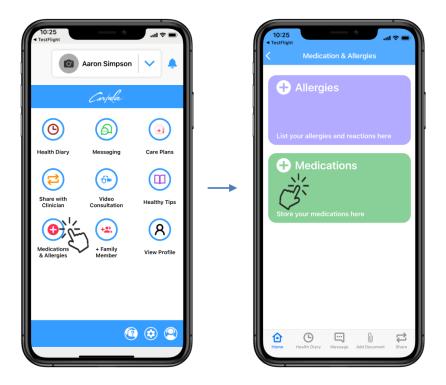
Edit information and tap **Save** There will be a success message, tap **Dismiss**



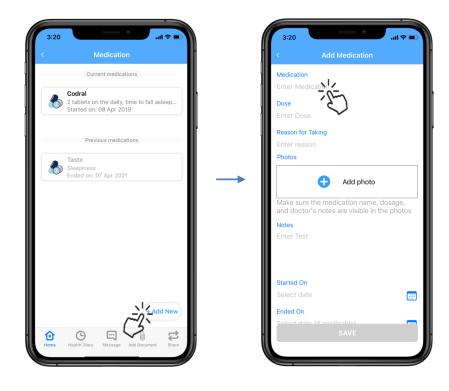
Carpula

Adding a Medication

Tap on Medications & Allergies and select Medications

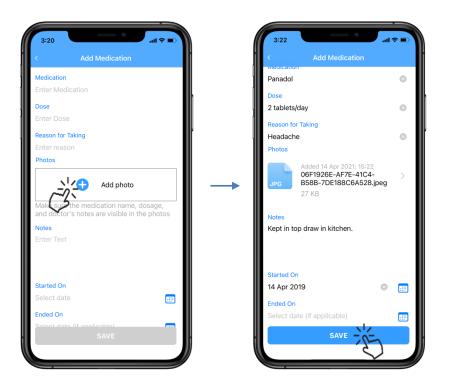


Tap + Add New and enter Medication, Dose, and Reason for Taking



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Tap + Add photo and select a picture of the Medication Enter Notes, Started On date, Ended On date (if applicable), and tap Save



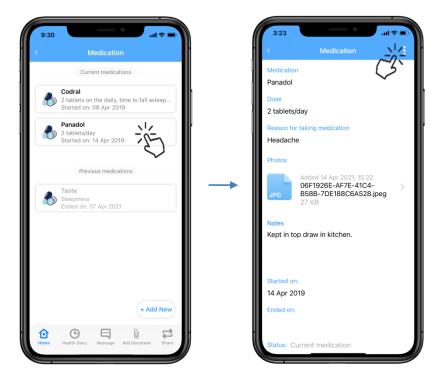
The Medication will now display in the Medications list

9:30	(ا ج الد
<	Medication
	Current medications
٨	Codral 2 tablets on the daily, time to fall asleep Started on: 08 Apr 2019
	Panadol 2 tablets/day Started on: 14 Apr 2019
	Previous medications
6	Taste Sleepiness Ended on: 07 Apr 2021
	+ Add New
D Home	Health Diary Message Add Document Share

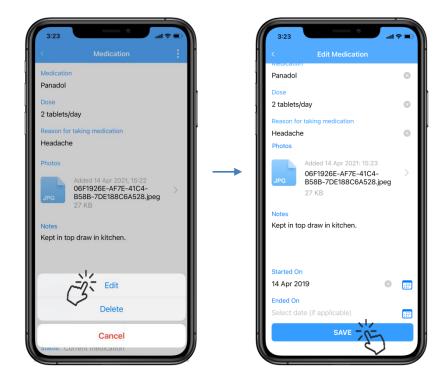
Carpula

Editing a Medication

Select the Medication and tap the three white dots



Select Edit and modify information, then tap Save



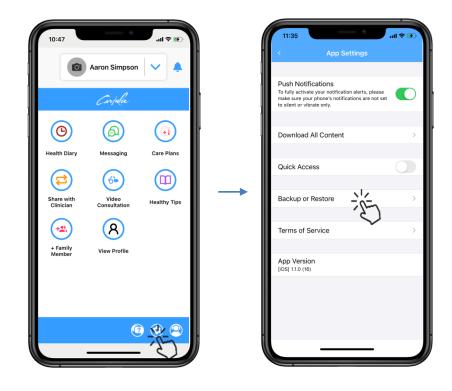
Carpula

There will be a success message, tap Dismiss



Carpula

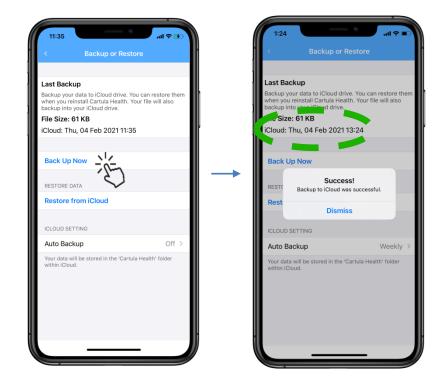
Creating a Backup



Tap on App Settings and select Backup or Restore

Tap **Back Up Now**

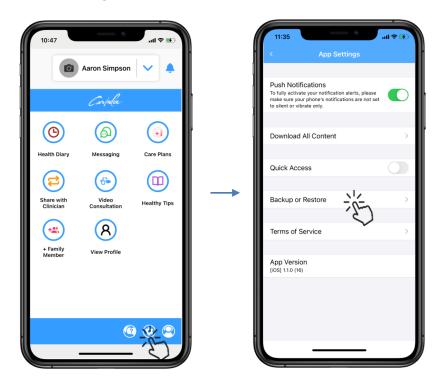
There will be a success message and the **iCloud** date and time will change



Carpula

Restoring from Backup

Tap on App Settings and select Backup or Restore



Tap Restore from iCloud, then tap Restore

< Backup or Restore			Backup or Res	tore
Last Backup		Las	t Backup	
Backup your data to iCloud drive. You can when you reinstall Cartula Health. Your fil backup into your iCloud drive.		whe	kup your data to iCloud drive. Y n you reinstall Cartula Health. kup into your iCloud drive.	You can restore Your file will also
File Size: 61 KB		File	Size: 61 KB	
iCloud: Thu, 04 Feb 2021 11:35	ľ	iClo	oud: Thu, 04 Feb 2021 11:3	35
Back Up Now		Ba	ick Up Now	
RESTORE DATA		RE	Do you want to rest	
Restore from iCloud			All of your current data wi	ll be erased.
			~?	Restore
Auto Backup	Off >		INTERS INTERS	Week
Your data will be stored in the 'Cartula Hea within iCloud.	alth' folder	You	ur data will be stored in the 'Cart	

Carpula

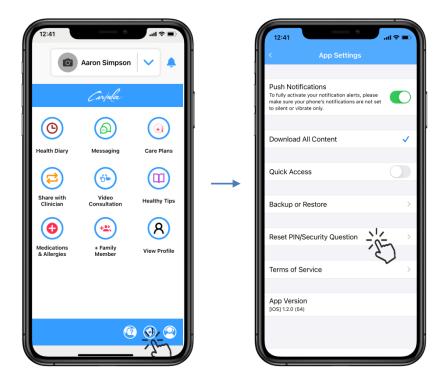
Once the **profile** has been restored a **success** message will display, tap **Dismiss**



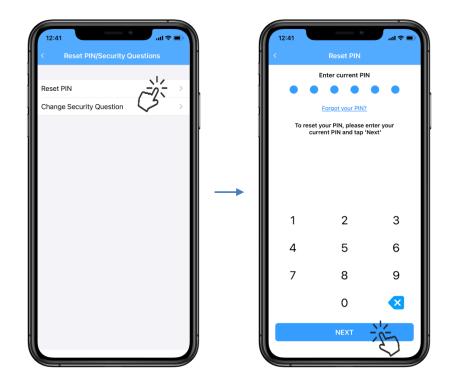
Carpela

Reset a PIN

Tap on App Settings and select Reset PIN/Security Question

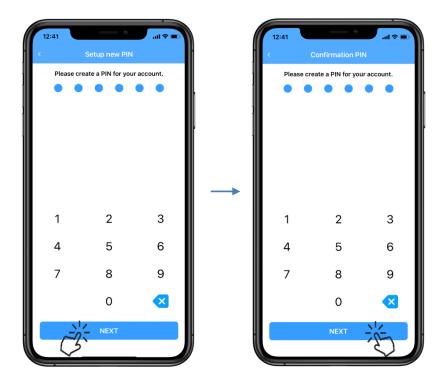


Tap Reset PIN and enter the current PIN, then tap Next



Carpula

Enter a **new PIN** and tap **Next** Confirm the **new PIN** and tap **Next** again



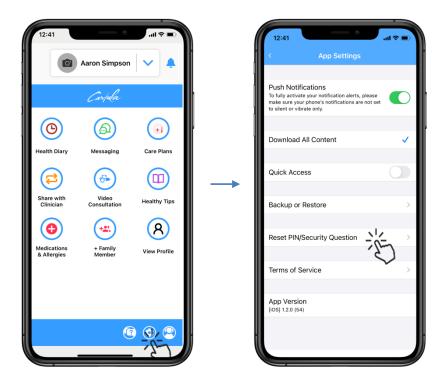
There will be a success message, tap **Dismiss**



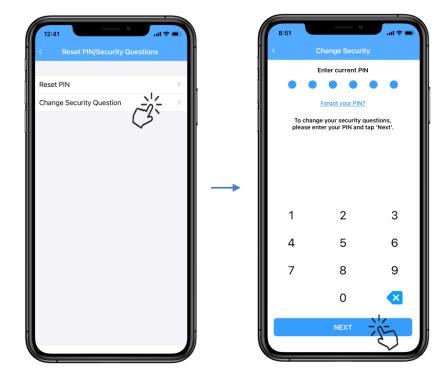
Carpula

Setup Security Questions

Tap on App Settings and select Reset PIN/Security Question



Tap Change Security Question and enter the current PIN, then tap Next



Carpula

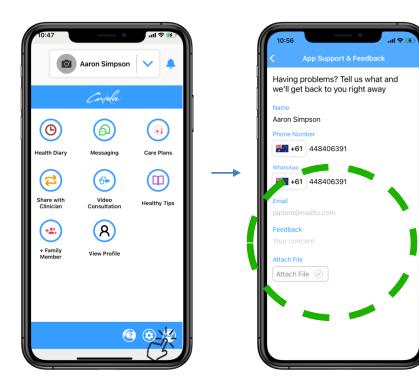
Select and answer the **Security Questions**, then tap **Done** There will be a success message, tap **Continue**

C App Security Skip Please select two questions from the lists below and provide your answers. These questions will be asked of you in the event of a forgotten PIN. Question 1 What is the name of your first pet? V Answer 1 Fluffy Question 2 In what city were you born? Answer 2 Sydney
below and provide your answers. These questions will be asked of you in the event of a forgotten PIN. Question 1 What is the name of your first pet? Answer 1 Fluffy Question 2 In what city were you born? Answer 2
What is the name of your first pet? V Answer 1 Fluffy Guestion 2 In what city were you born? V Answer 2
Answer 1 Fluffy Question 2 In what city were you born?
Fluffy Question 2 In what city were you born?
In what city were you born?
Answer 2
Sydney

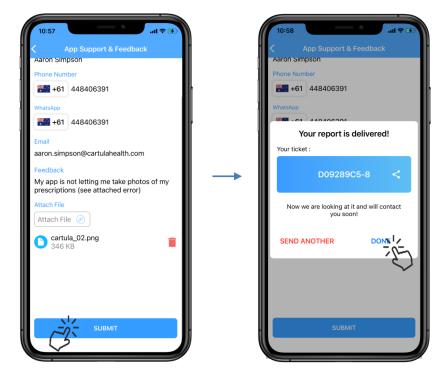
Carpula

Logging a Support Ticket

Tap on Support and enter Email, give Feedback and Attach File



Scroll down and tap **Submit** Support will display a **ticket number**.



Record this number for reference and tap **Done**. The support team will make contact soon.

Carpula

Intentionally Blank

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www.cartulahealth.com

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