

*Cartula*

**Cartula Health  
User Manual**

**Version 1.9**

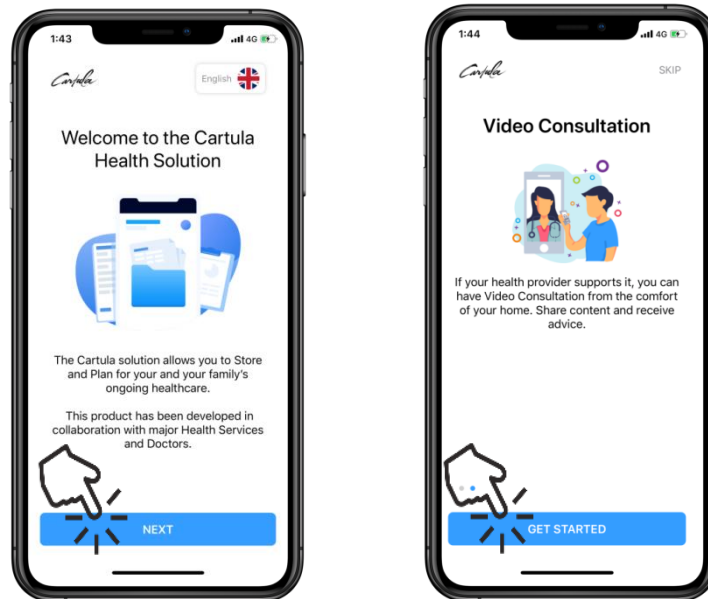
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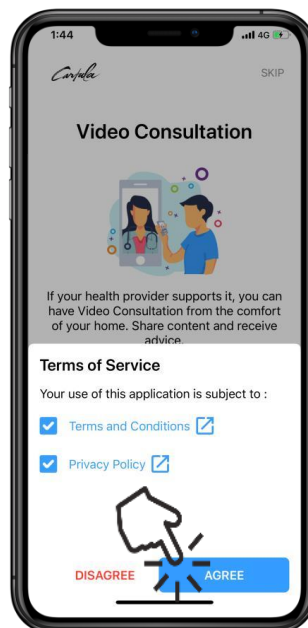
## Set up a Profile with Cartula Health

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**



## Complete Personal Information

- Enter following details:
  - Full name**
  - Date of birth**
  - Gender (Optional)**
  - Mobile phone number**



Tap Done to begin **PIN** Setup

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

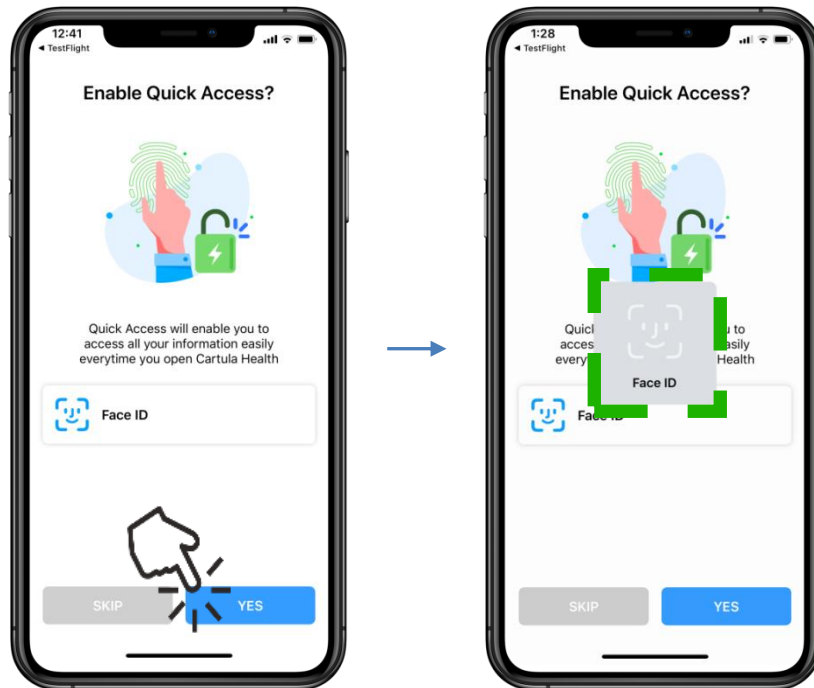


Re-enter **PIN** to confirm



Tap **Next** to continue to set up

To enable **Quick Access**, tap **Yes**

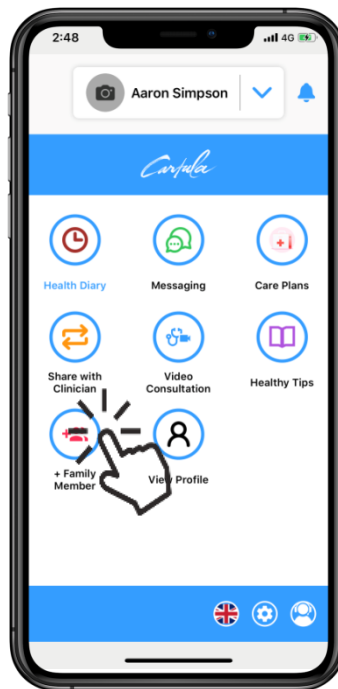


The **Face ID** icon will display on the iPhone and detect user's face

The profile will automatically finalise once **Face ID** is complete

## Set up a Family Member's Profile

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

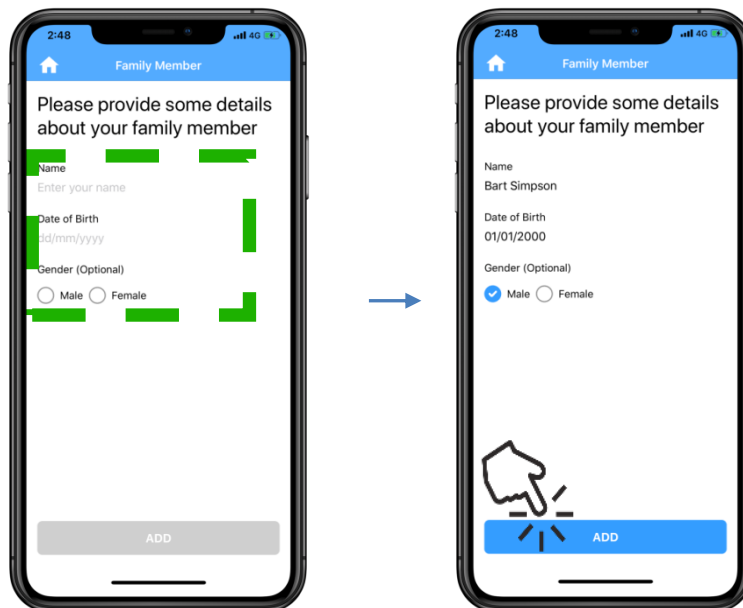


Enter the **Family Member** details

**Full name**

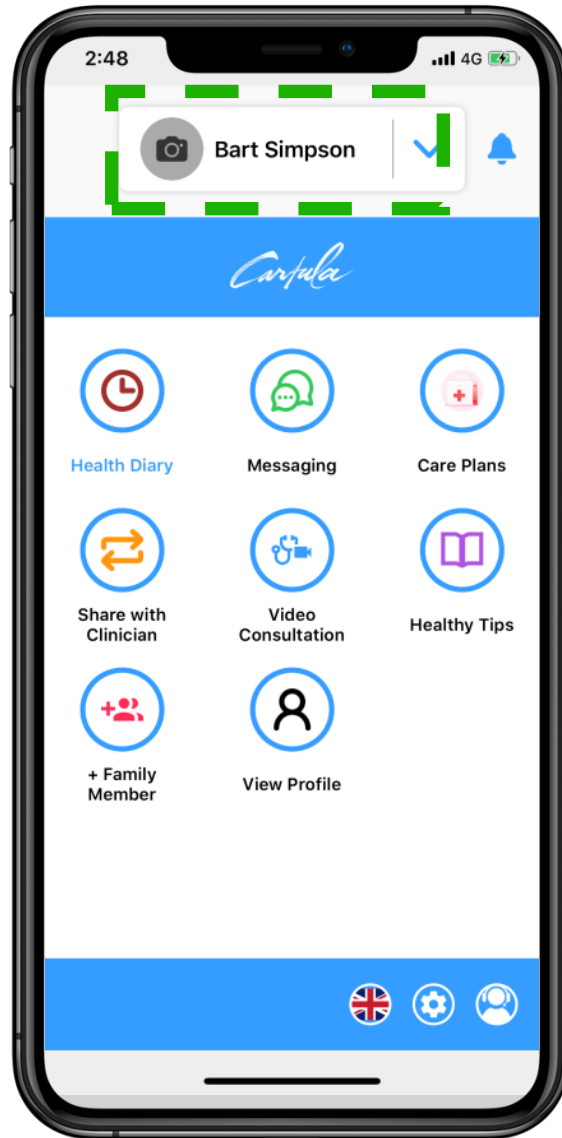
**Date of birth**

**Gender (optional)**



Tap **Add** when complete

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



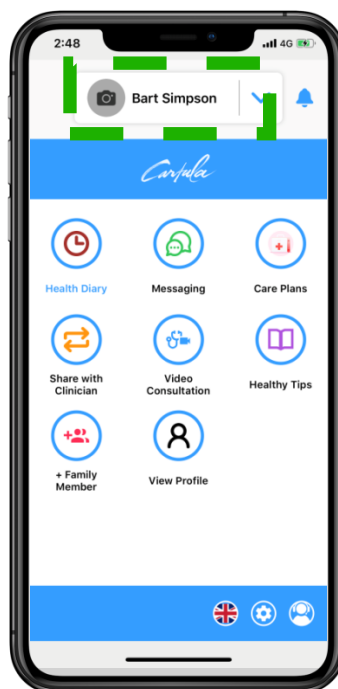


## Switching Between Profiles

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



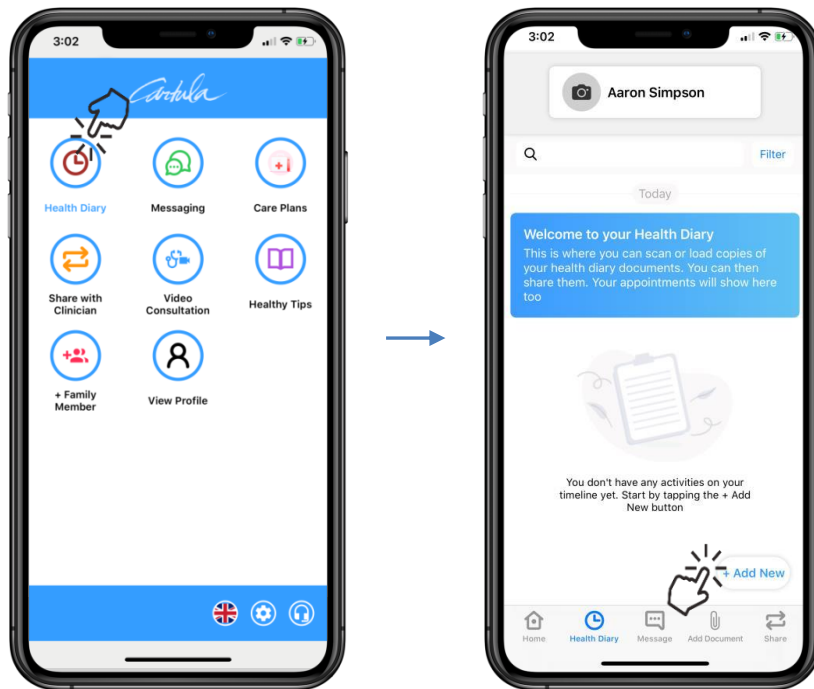
The requested profile will now be displayed



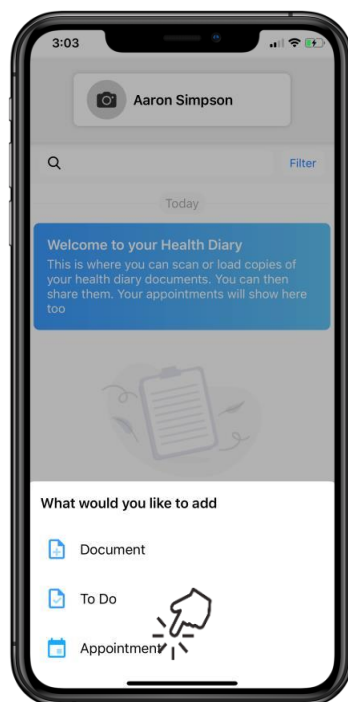
# Add and/or Edit Appointments

## Create an Appointment

Tap on **Health Diary**, then **+ Add New**



Tap **Appointment** to continue



Enter **Appointment** details:

**Title**

**Date**

**Time**

**Health Practitioner**

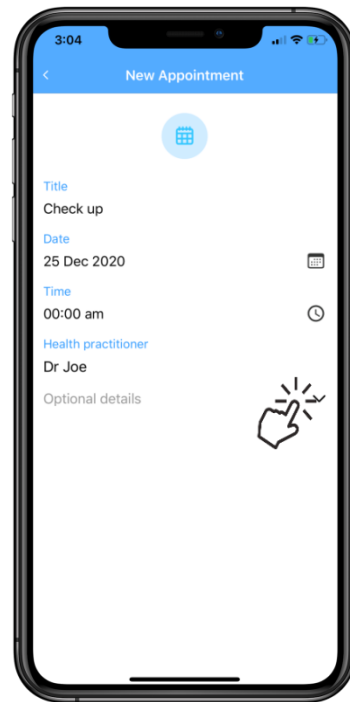
Tap **Optional details** to enter:

**Reminders**

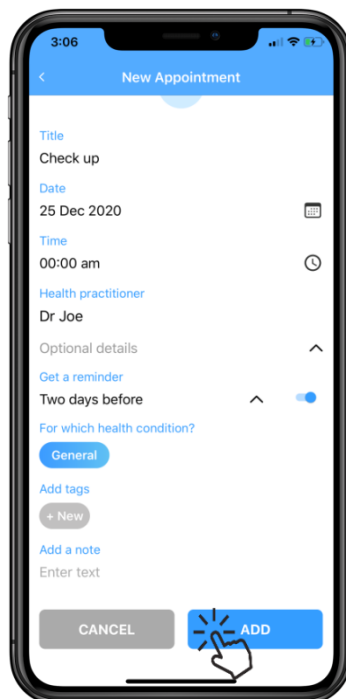
**Health conditions**

**Tags**

**Notes**

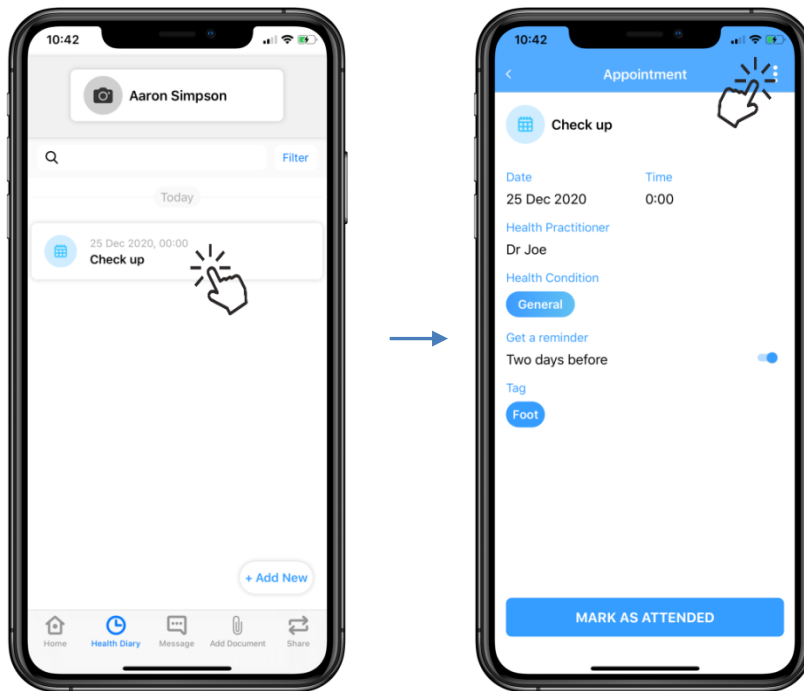


Tap **Add** and the **Appointment** will now appear in the **Health Diary**



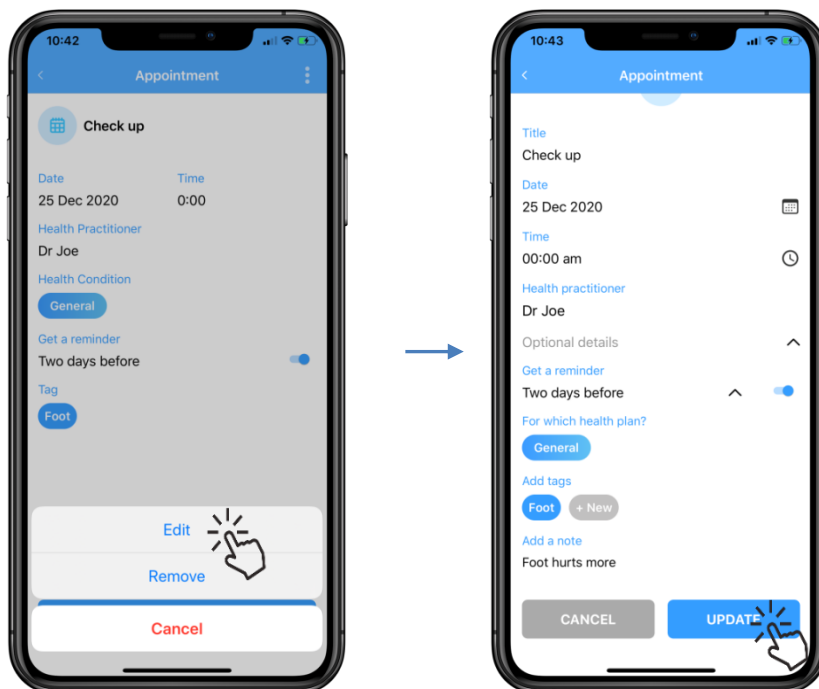
## To Edit an Appointment

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

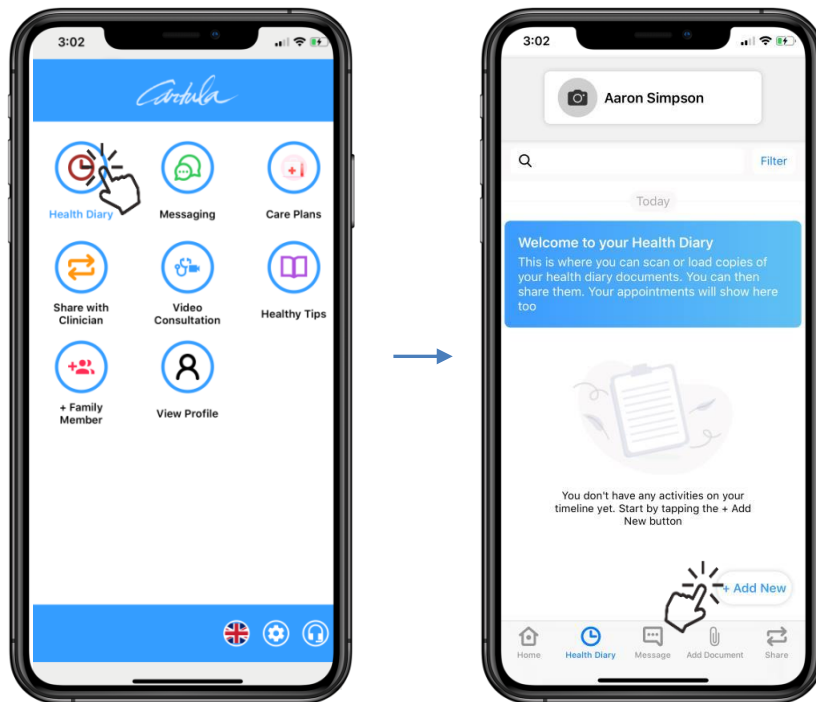


To complete, tap **Update**

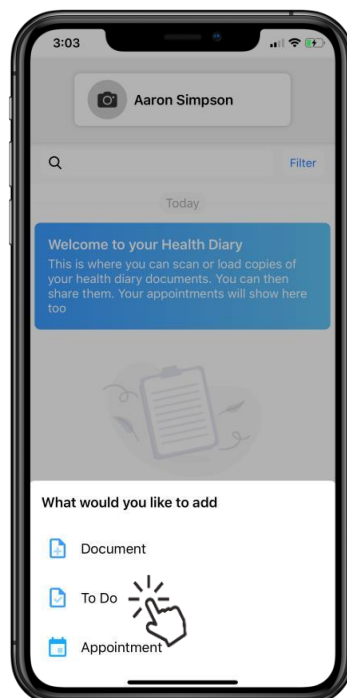
# Add and/or Edit To Do

## Create a To Do

Tap the **Health Diary** icon, then **Add New**



Tap **To Do** to continue



Enter **To Do** details:

**Title**

**Date**

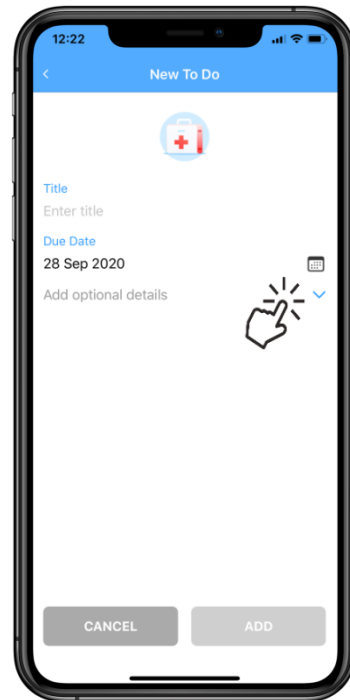
Tap **Optional details** to enter:

**Health conditions**

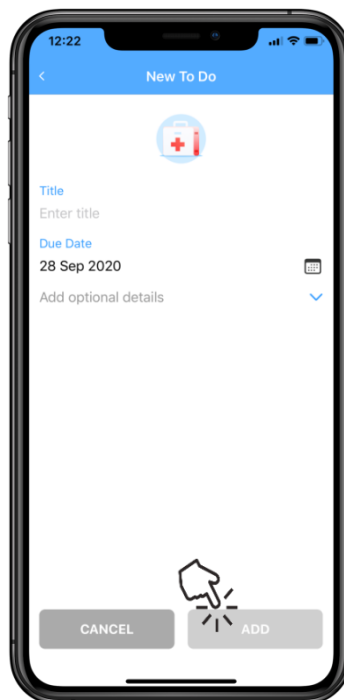
**Health practitioners**

**Tags**

**Notes**

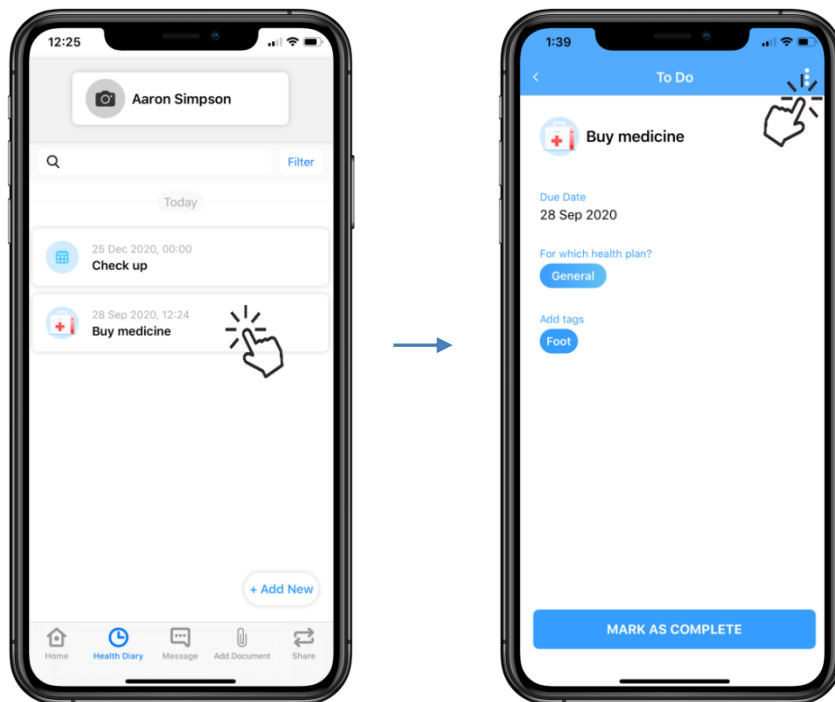


Tap **Add** and the **To Do** will now appear in the **Health Diary**

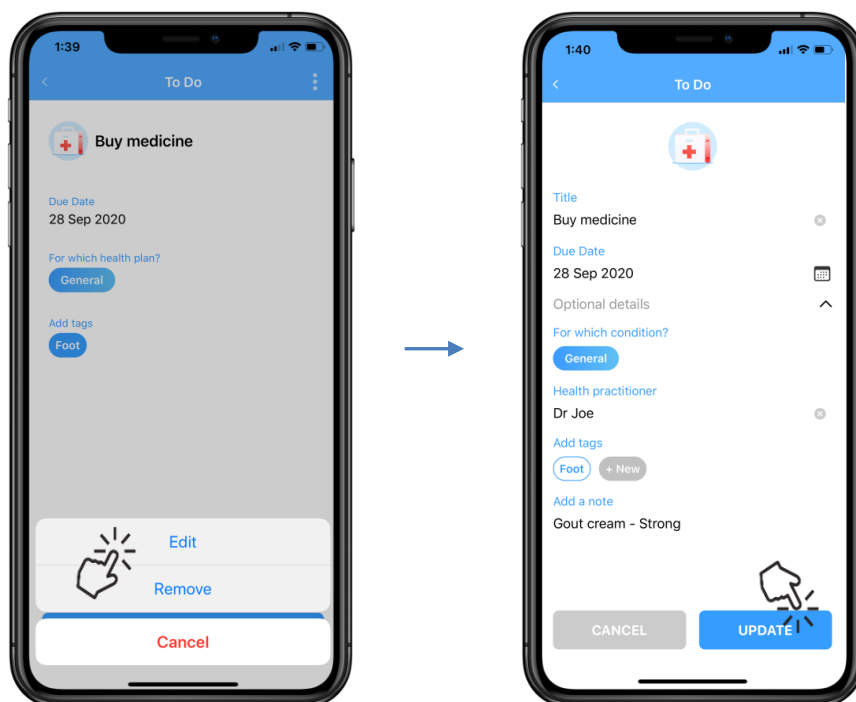


## Edit a To Do

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

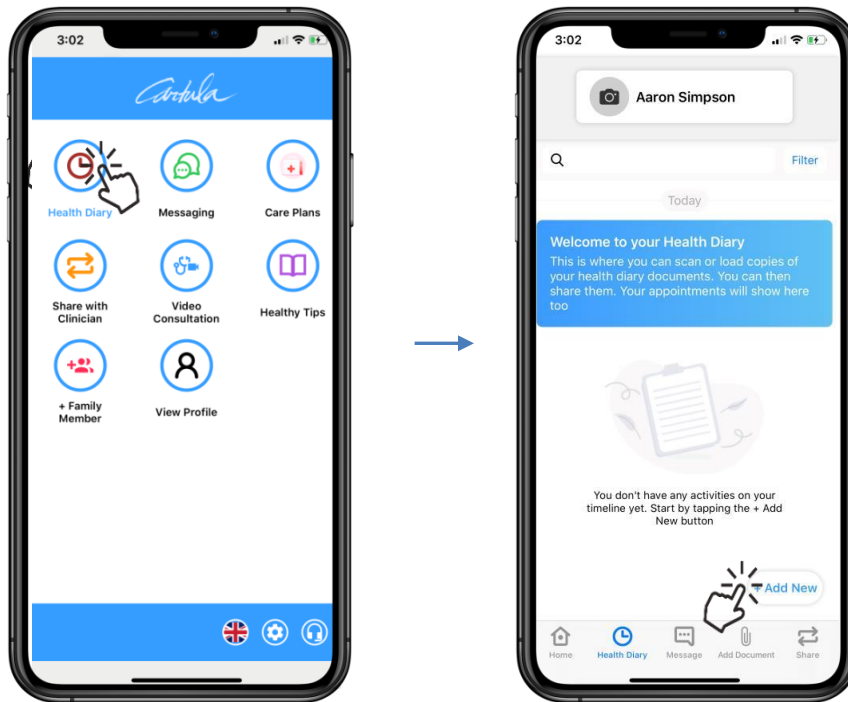


To complete, tap **Update**

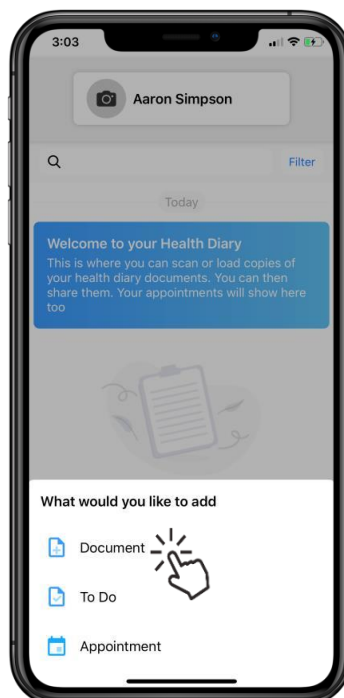
# Add and/or Edit Documents

## Create a Document

Tap **Health Diary**, then **Add New**

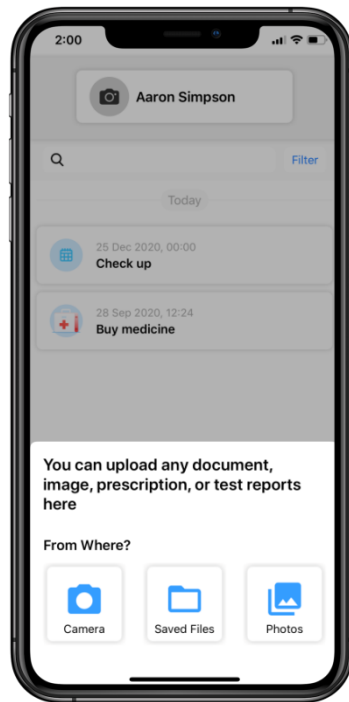


Tap **Document** to continue



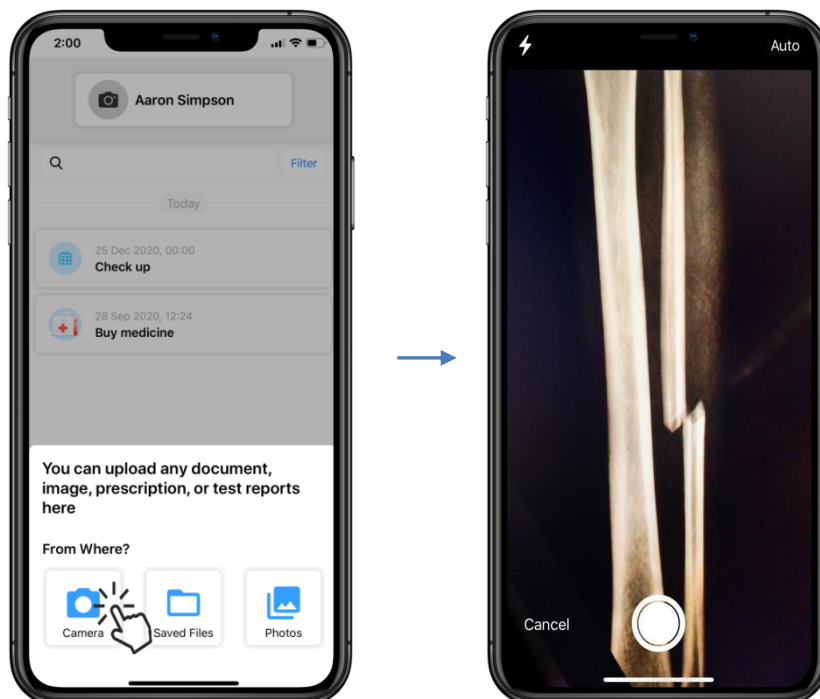


Camera, Saved Files, and Photos options will display

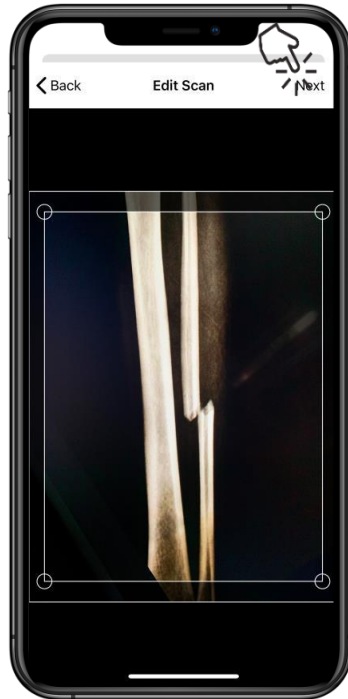


## Add a document via Camera

Tap **Camera** option and take a picture of the **Document**



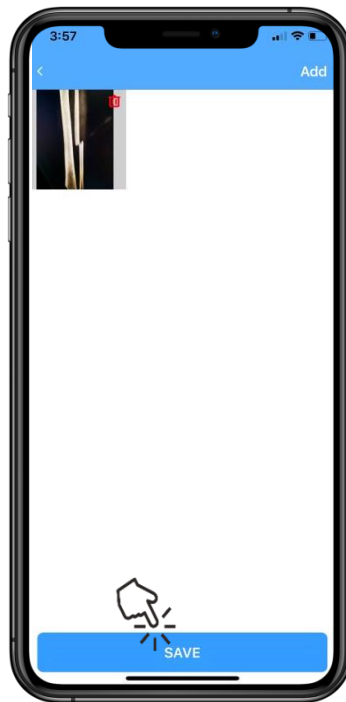
**Crop** the picture if necessary, and tap **Next**



**Rotate** and **recolour** the photo if required, and tap **Done**



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



Enter **Document** details:

**Title**

**Date**

**Time**

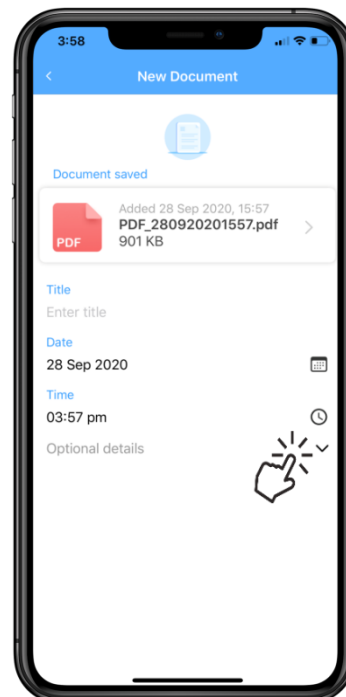
Tap **Optional details** to enter:

**Health conditions**

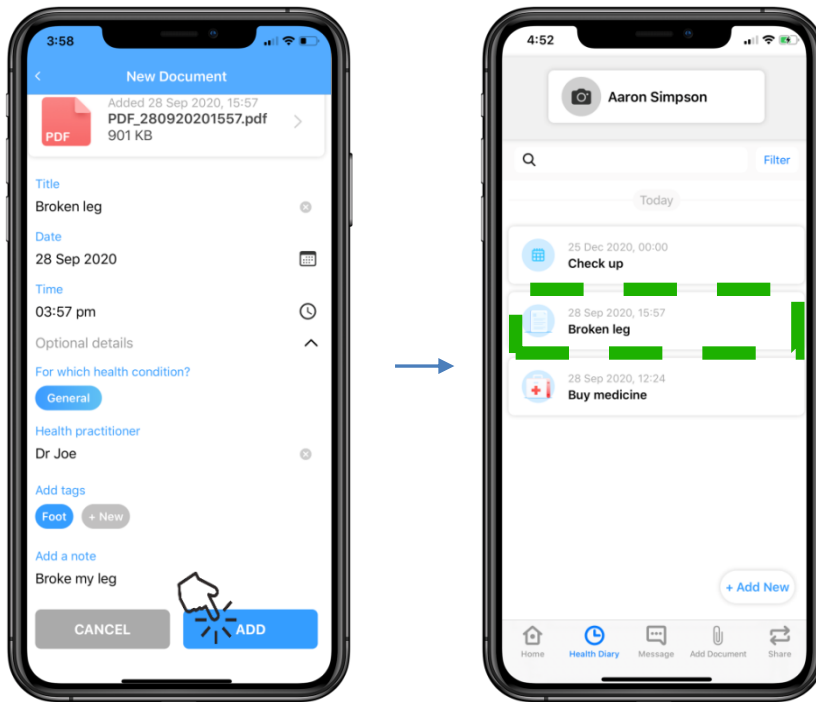
**Health practitioners**

**Tags**

**Notes**

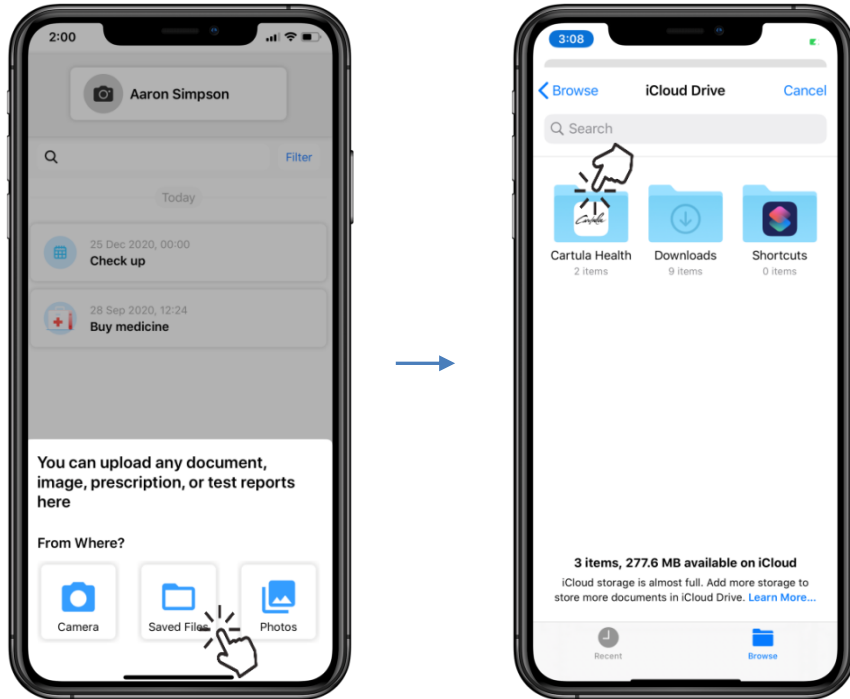


Tap **Add** and the **Document** will now appear in the **Health Diary**



# Add a document via Saved Files from iCloud Drive

Tap **Saved Files** and locate the file



Tap the **selected** file



Enter **Document** details:

**Title**

**Date**

**Time**

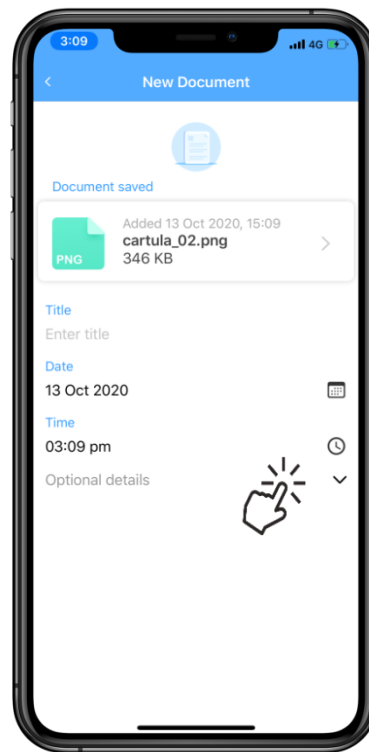
Tap **Optional details** to enter:

**Health conditions**

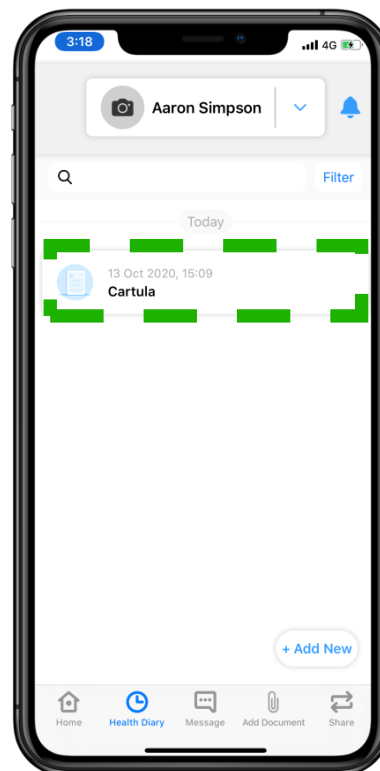
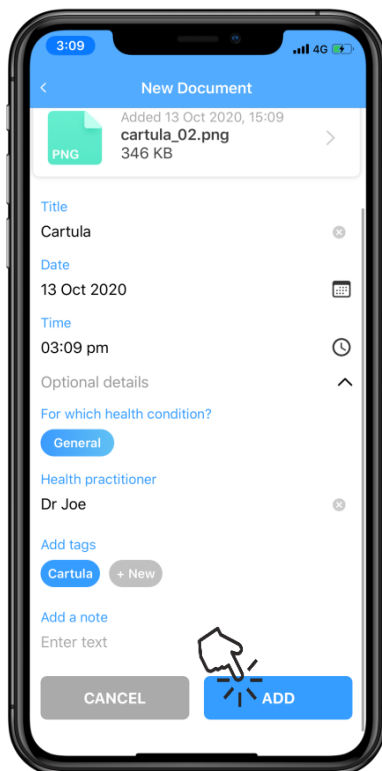
**Health practitioners**

**Tags**

**Notes**

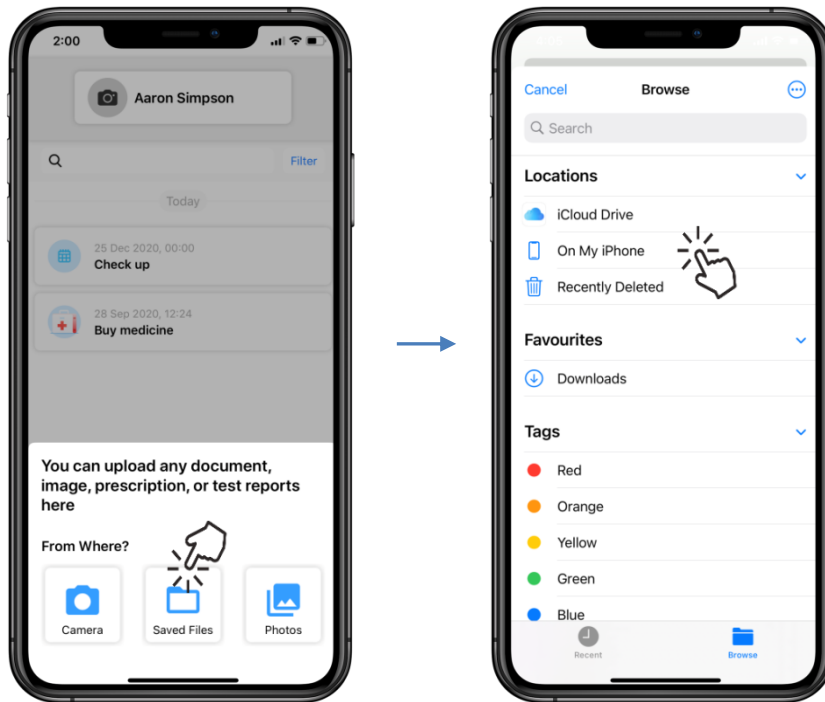


Tap **Add** and the **Document** will now appear in the **Health Diary**

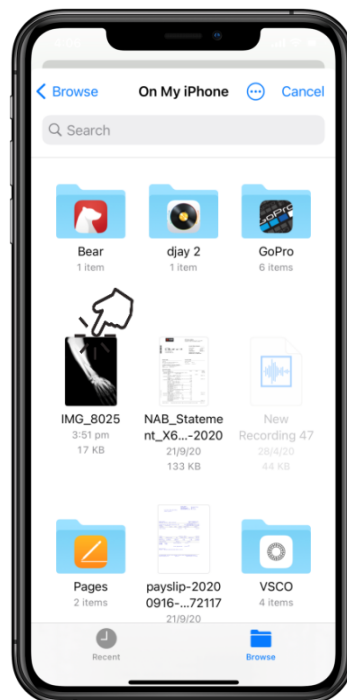


# Add a document via Saved Files from On My iPhone

Tap **Saved Files** and locate the file



Tap the **selected** file



Enter **Document** details:

**Title**

**Date**

**Time**

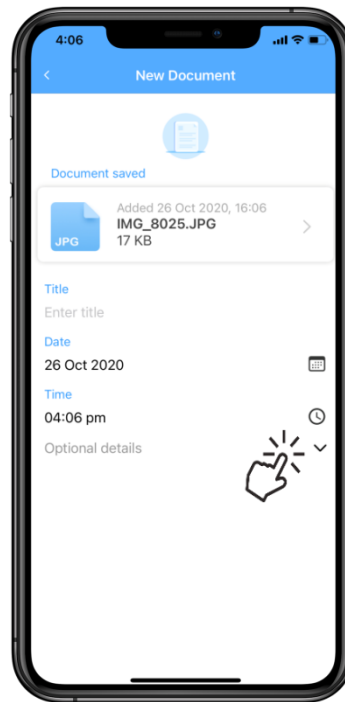
Tap **Optional details** to enter:

**Health conditions**

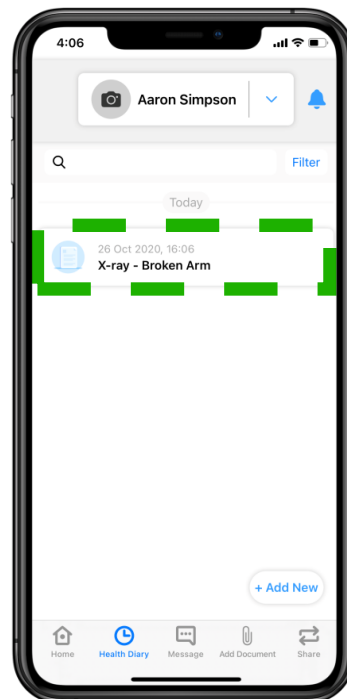
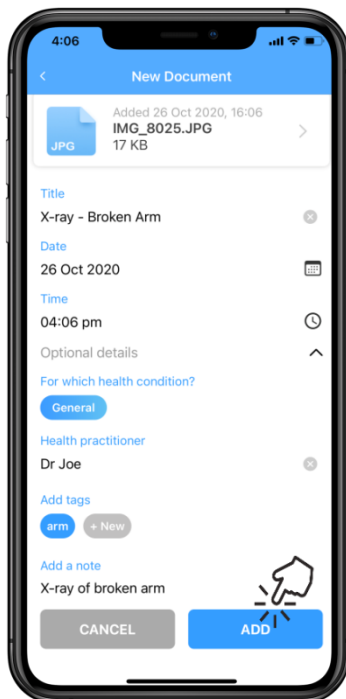
**Health practitioners**

**Tags**

**Notes**



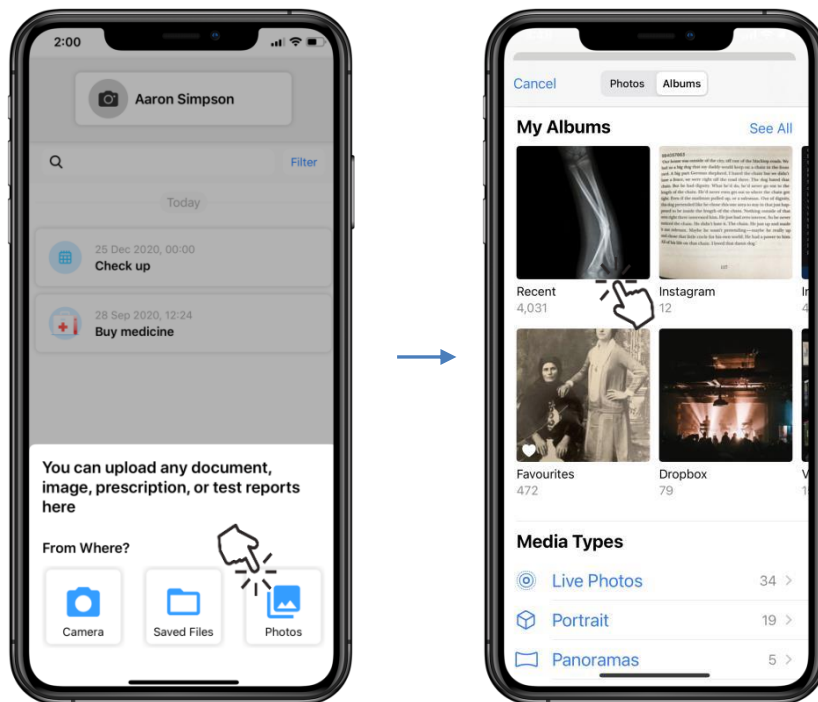
Tap **Add** and the **Document** will now appear in the **Health Diary**



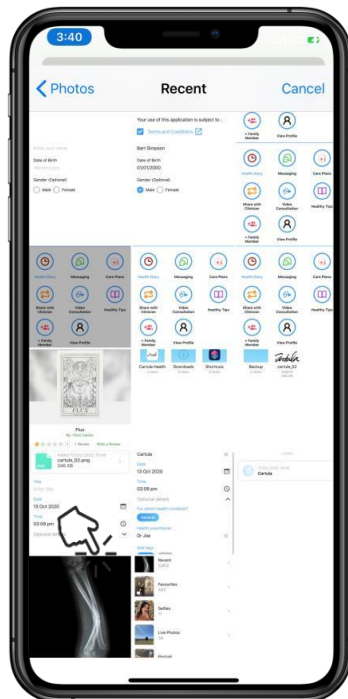


## Add a document via Photos

Tap Photos option and locate the photo



Tap the required photo



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



Enter **Document** details:

**Title**

**Date**

**Time**

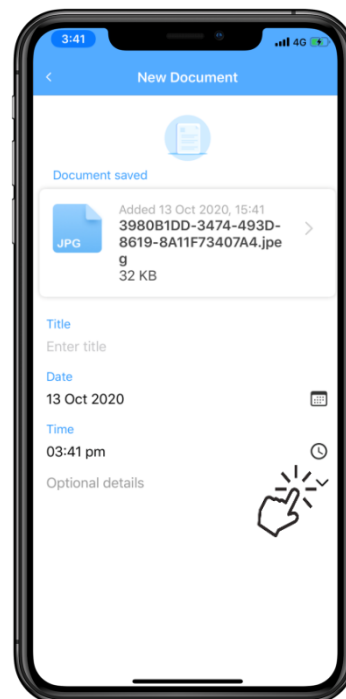
Tap **Optional details** to enter:

**Health conditions**

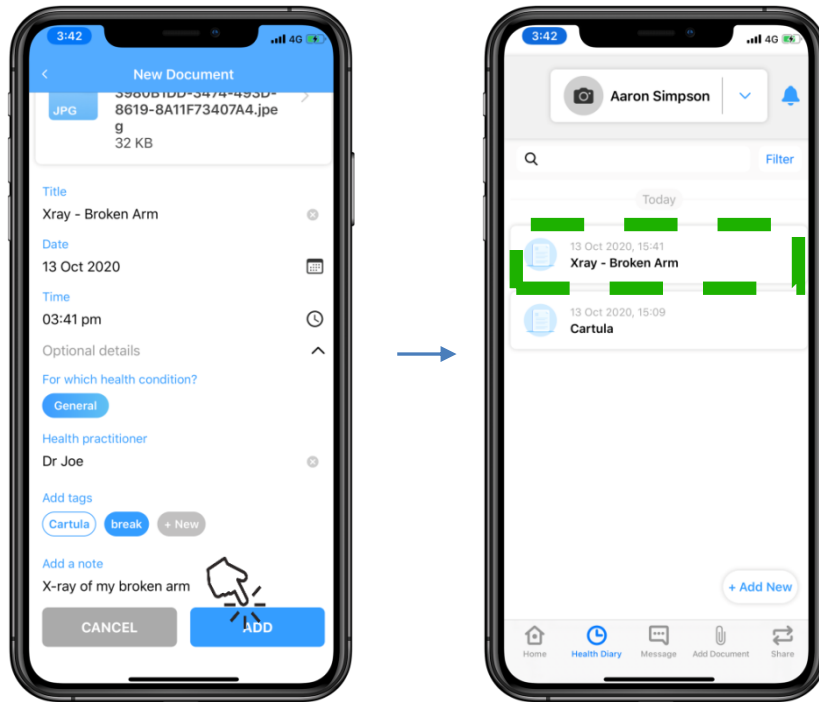
**Health practitioners**

**Tags**

**Notes**

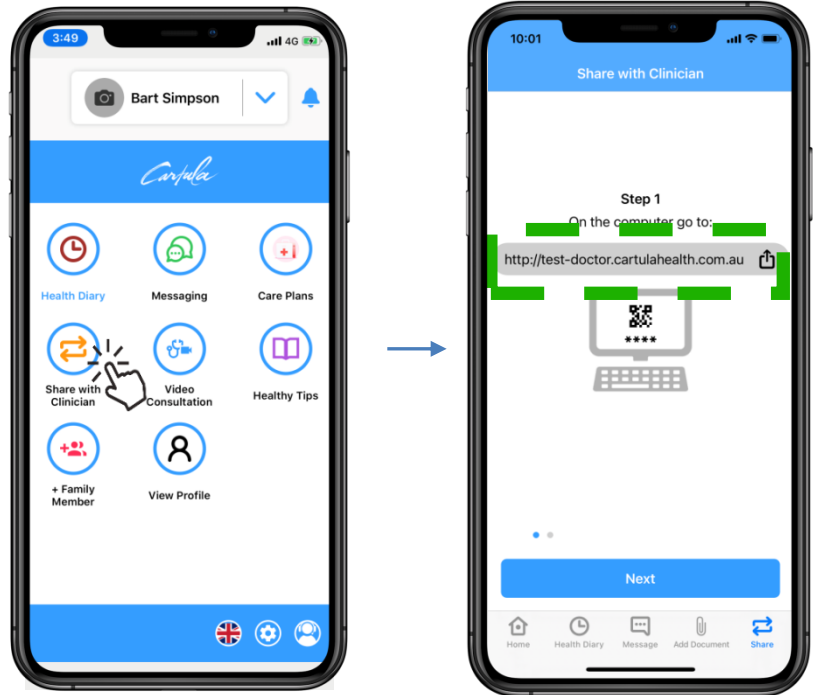


Tap **Add** and the **Document** will now appear in the **Health Diary**



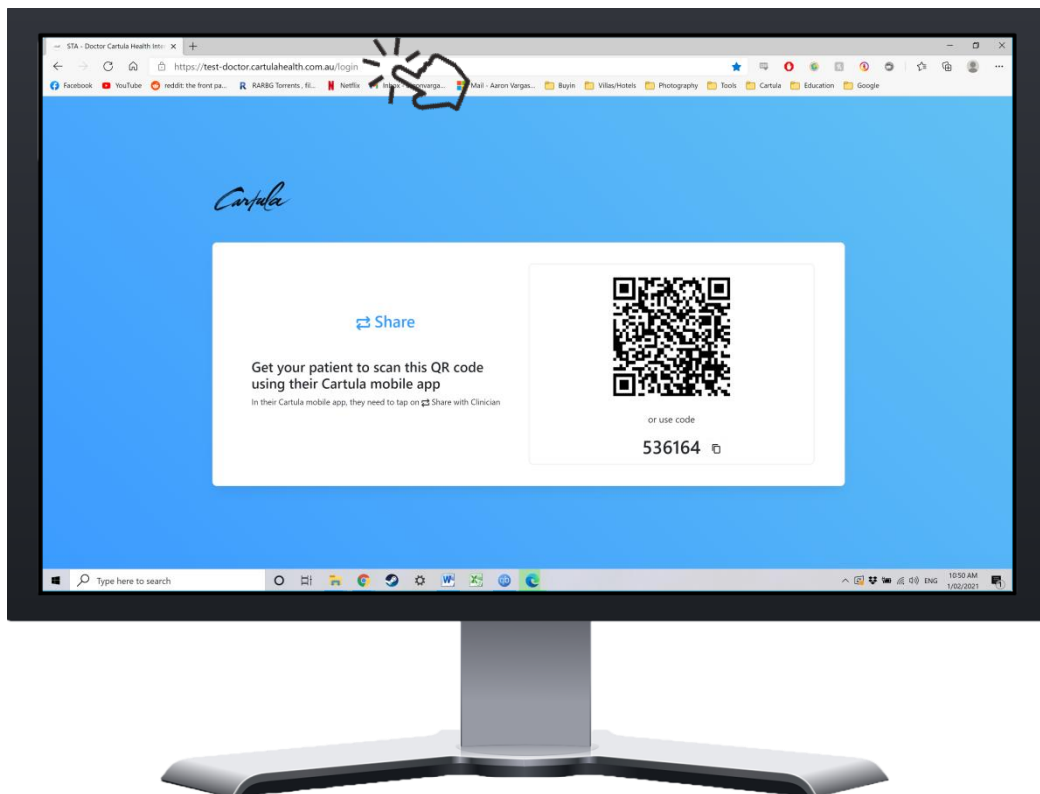
## Share with a Clinician

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.*

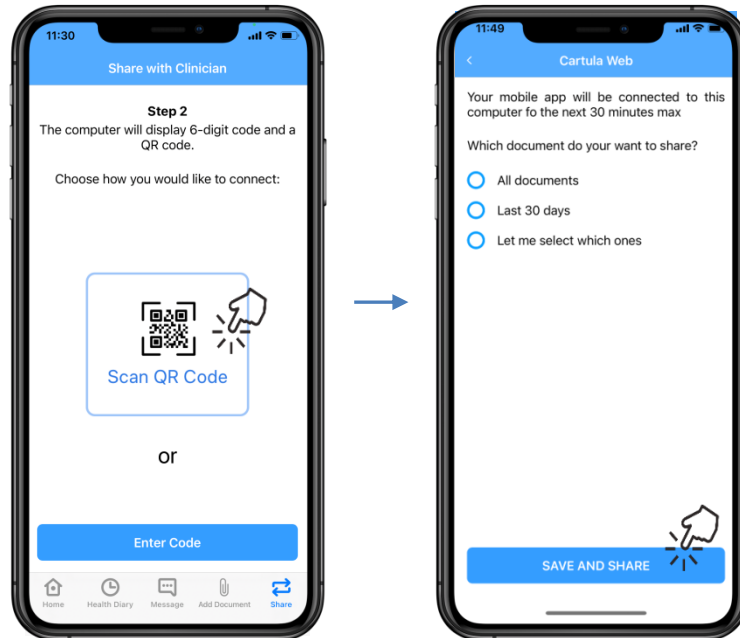


The computer **Cartula Web App** will display a **QR code** and **6 Digit Code**

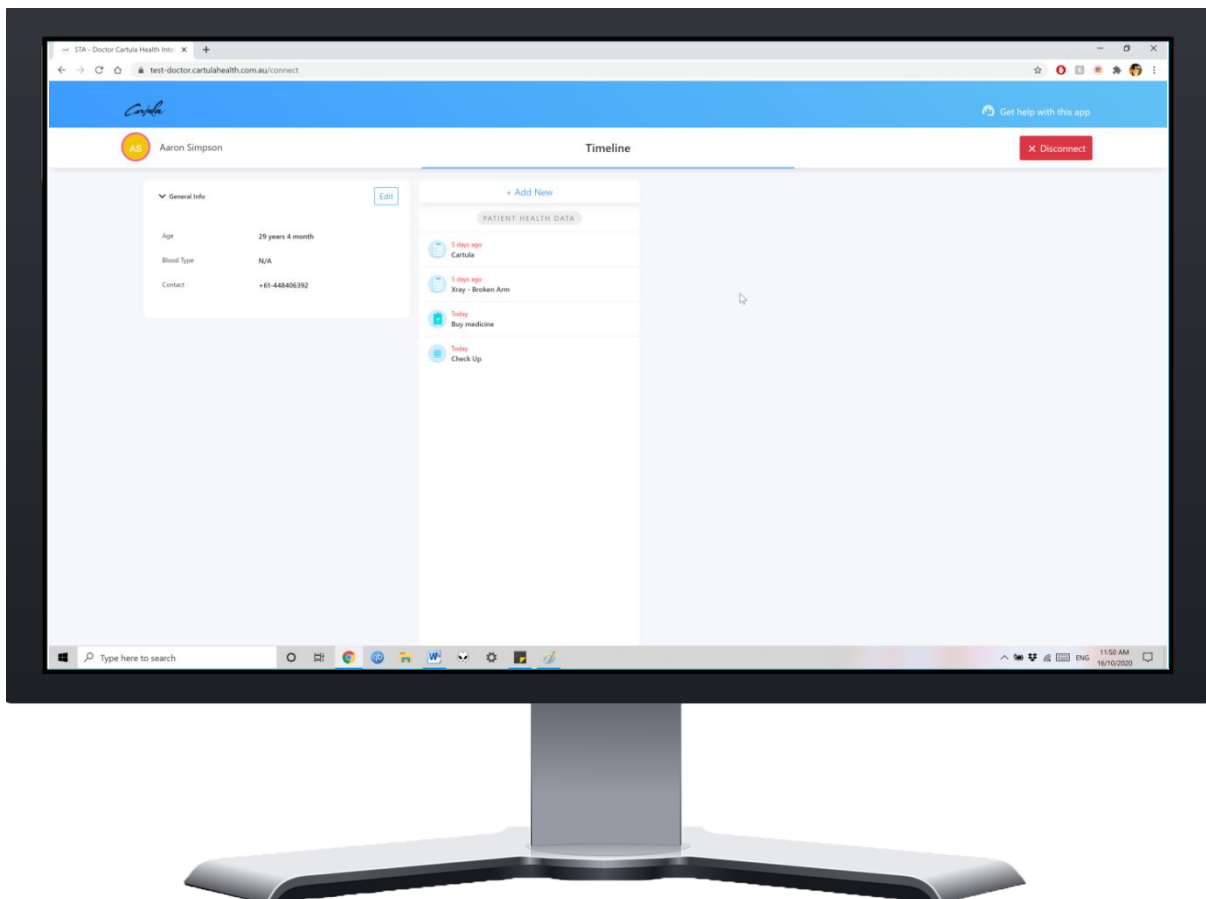
## Connect via QR Code

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

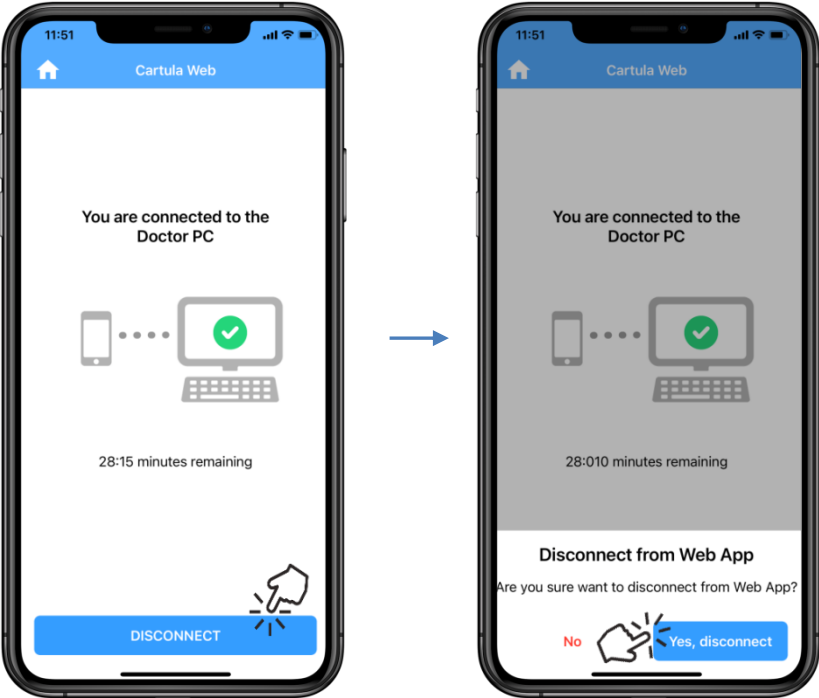


Documents will load on the computer to be added to, saved, or modified



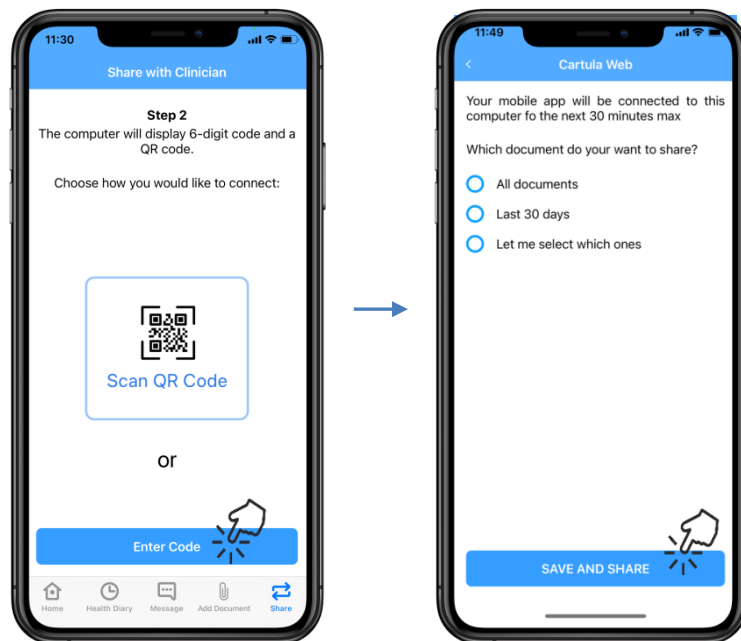
Tap **Disconnect** when document upload and modifications are complete

Tap **Yes, disconnect** to confirm

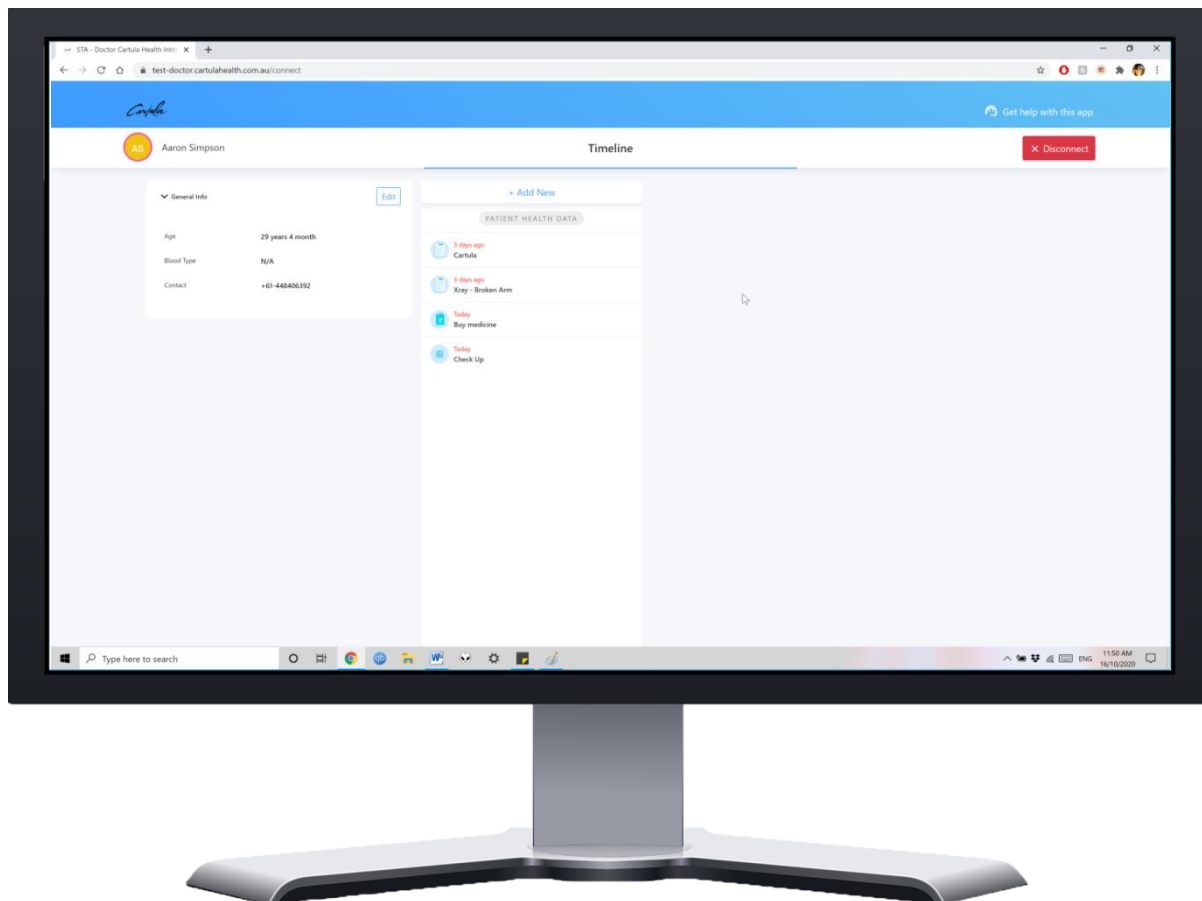


## Connect via Enter Code

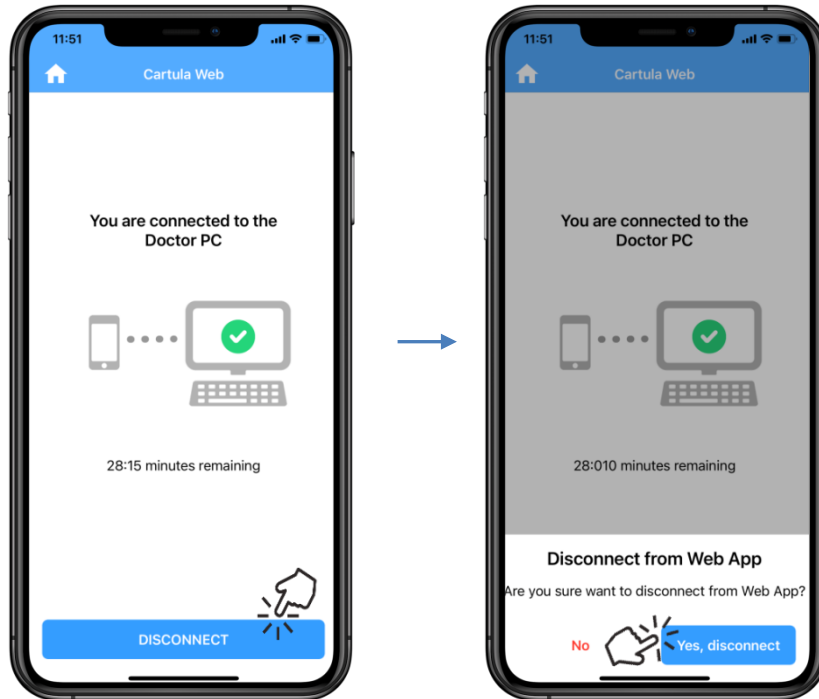
Tap **Enter Code** and enter the **6 digit code** displaying in the WebApp  
Choose the **type of document** to share and tap **Save and Share** to connect



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



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

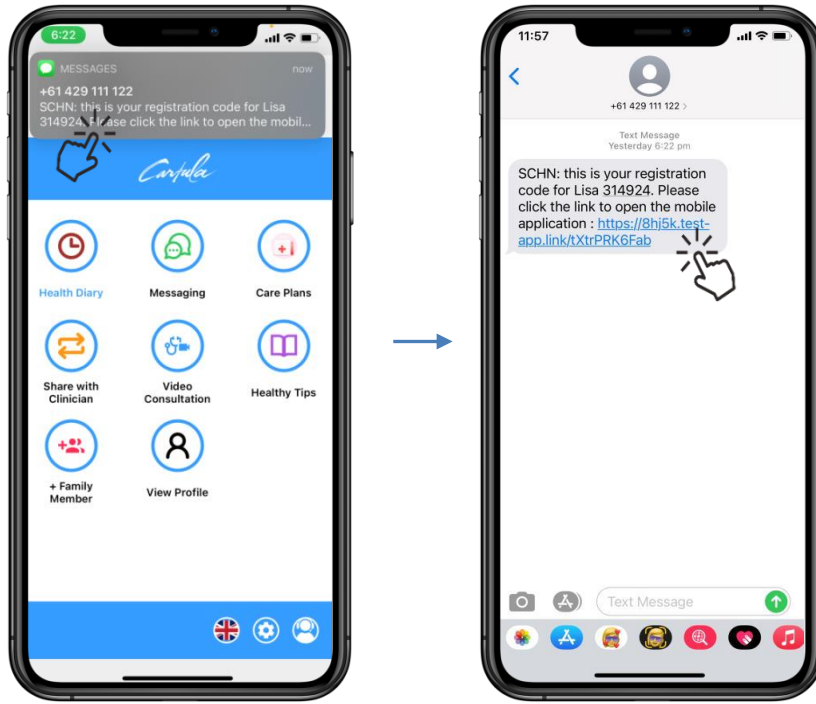




## Connect to a Health Service

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

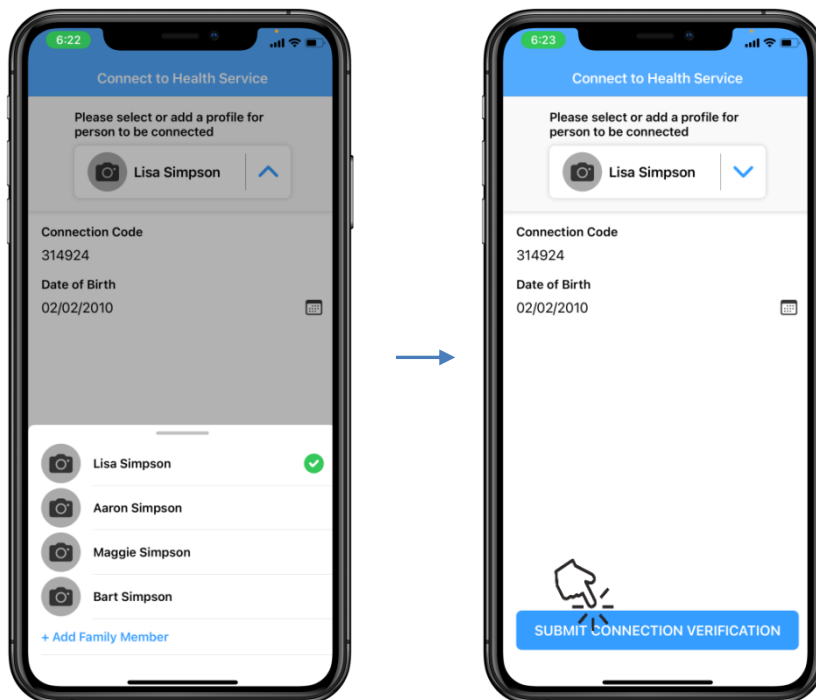
Open the text and tap the link



Family Member selection will display

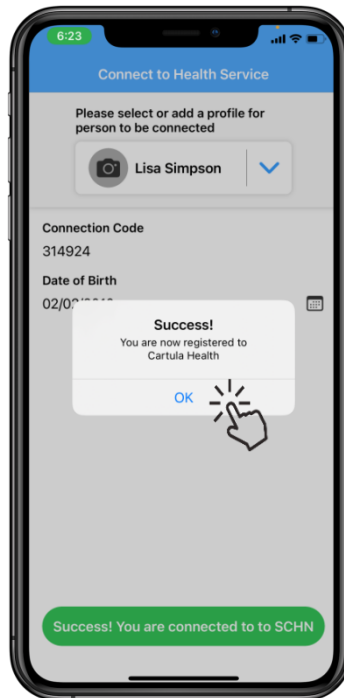
Select the correct profile and tap **Submit Connection Verification**

To create a new profile, go to page 6

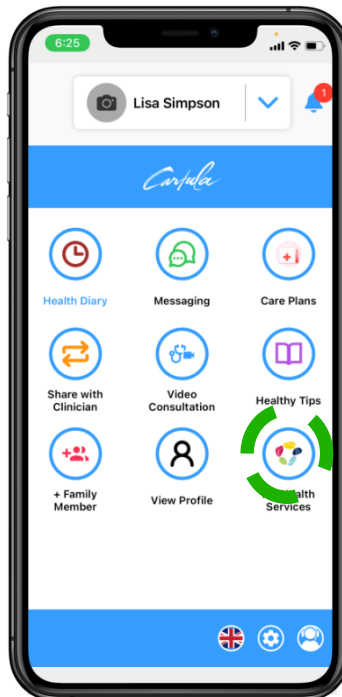


Once verified a **Success!** message will appear

Tap OK



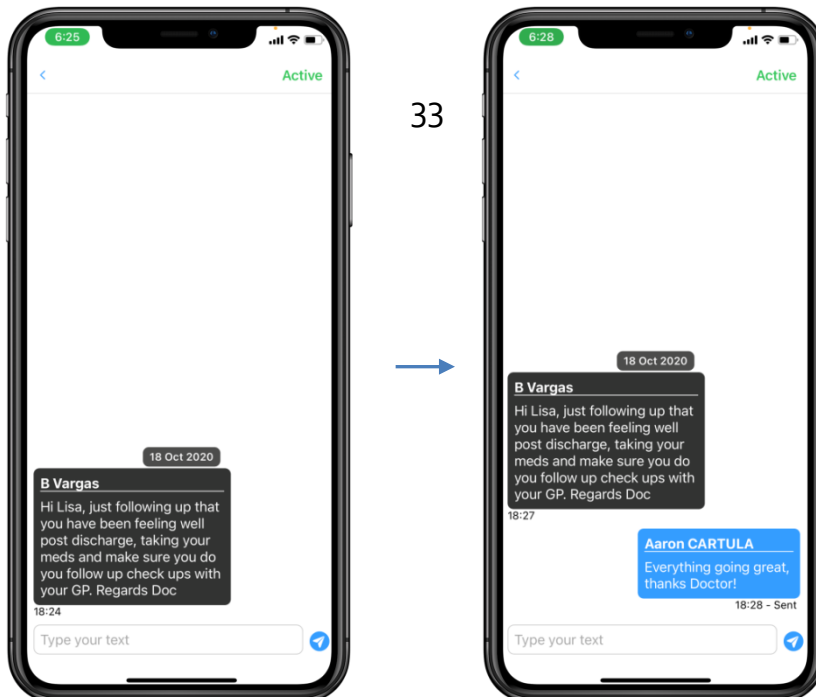
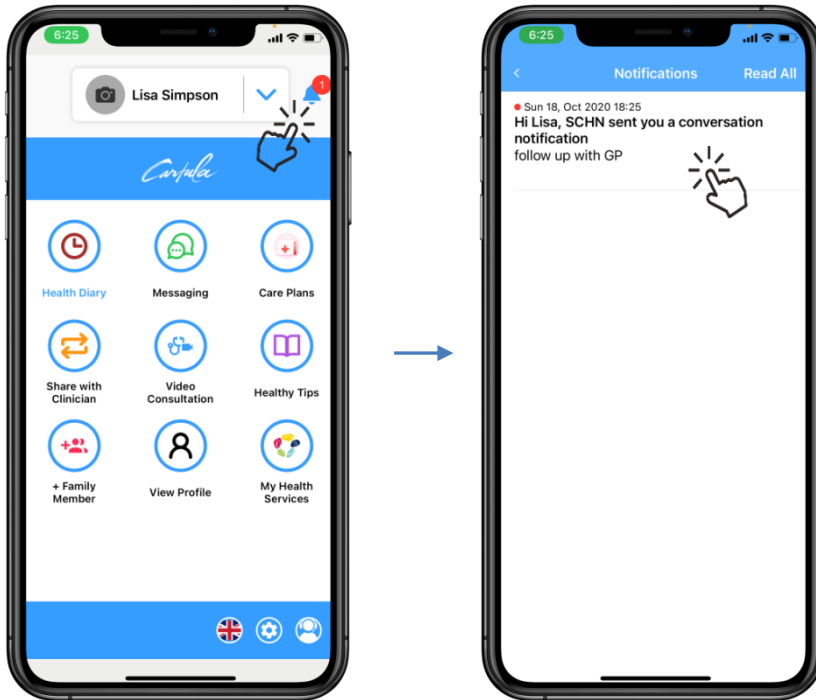
A **My Health Services** icon will display in the Cartula Health App menu



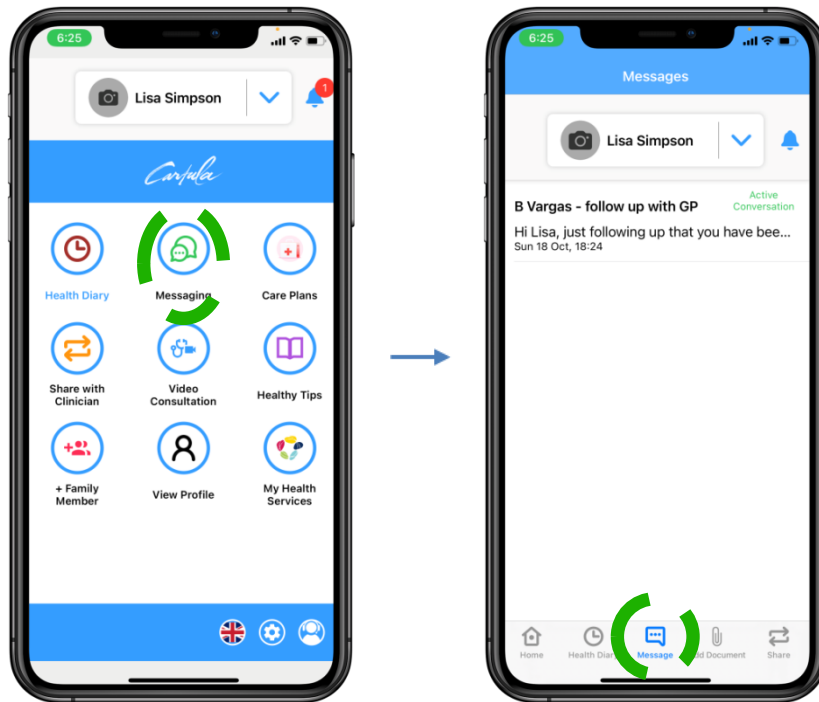
## Message a Clinician

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

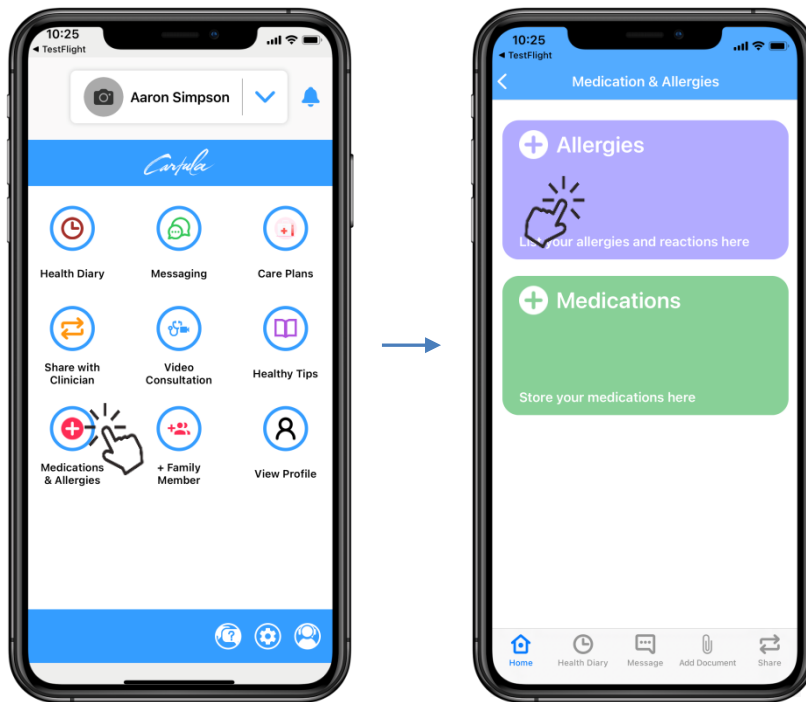


Messages can be viewed through the **Messaging** button in the **Cartula Health** menu, or via the **Message** tab

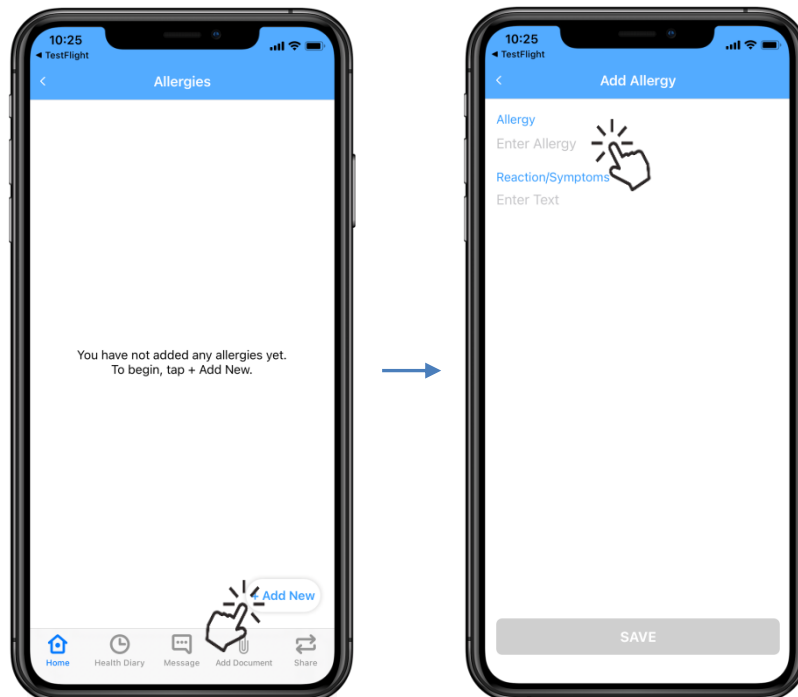


# Adding an Allergy

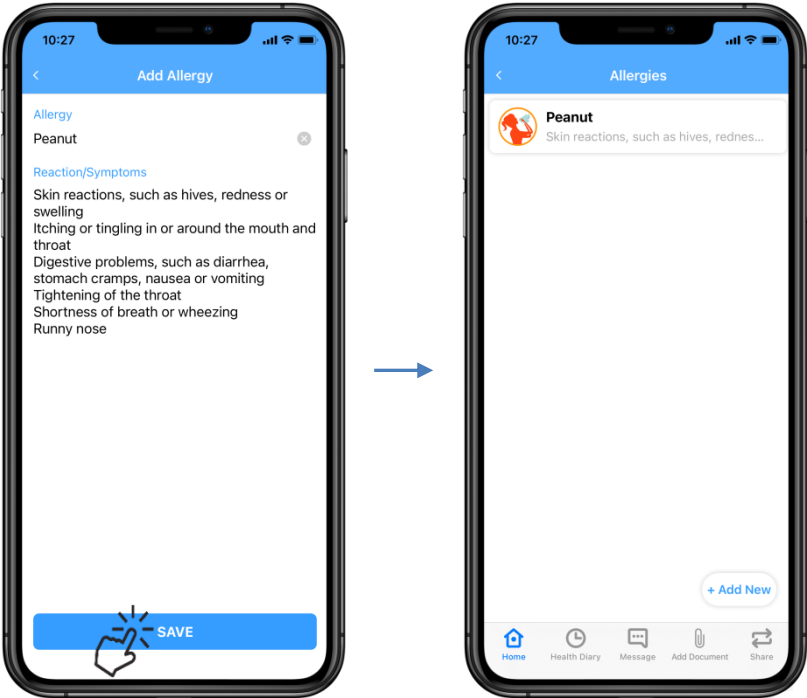
Tap on **Medications & Allergies** and select **Allergies**



Tap **+ Add New** and enter information

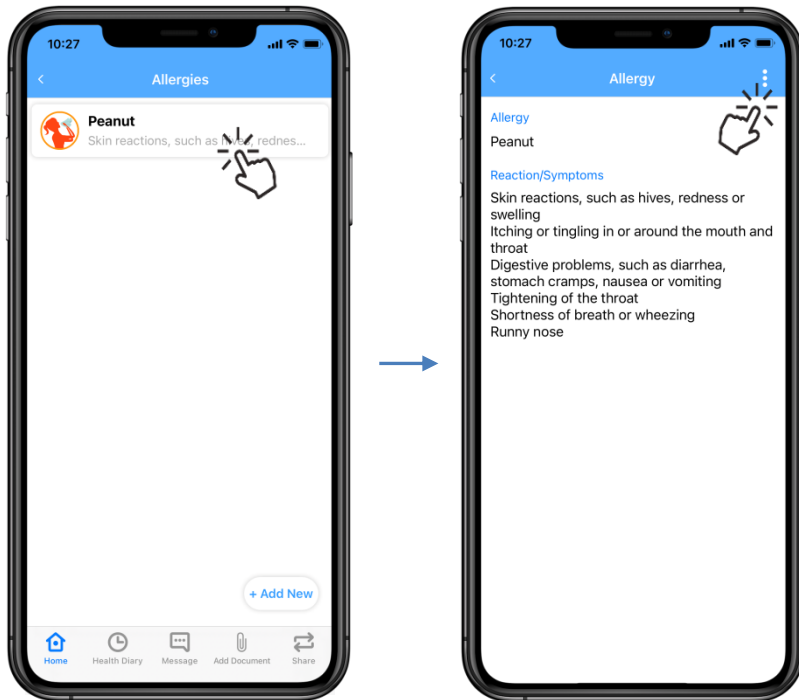


# Tap **Save** to add the **Allergy**

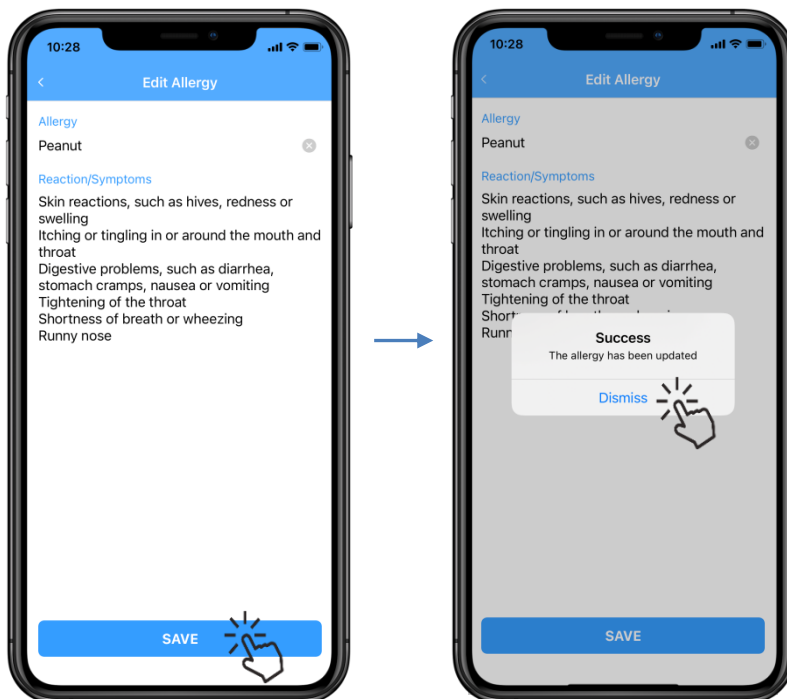


## Editing an Allergy

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

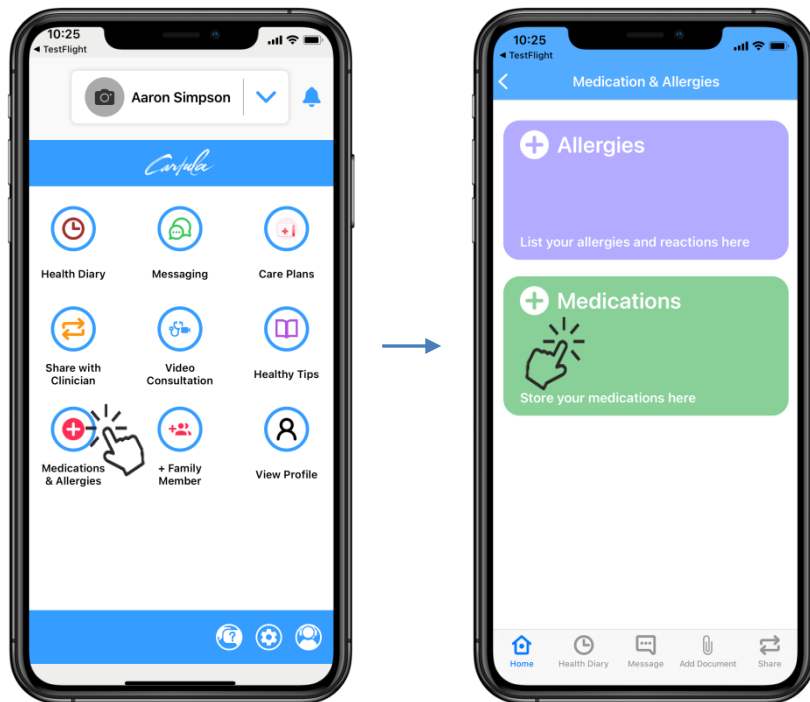


Edit information and tap **Save**  
There will be a success message, tap **Dismiss**

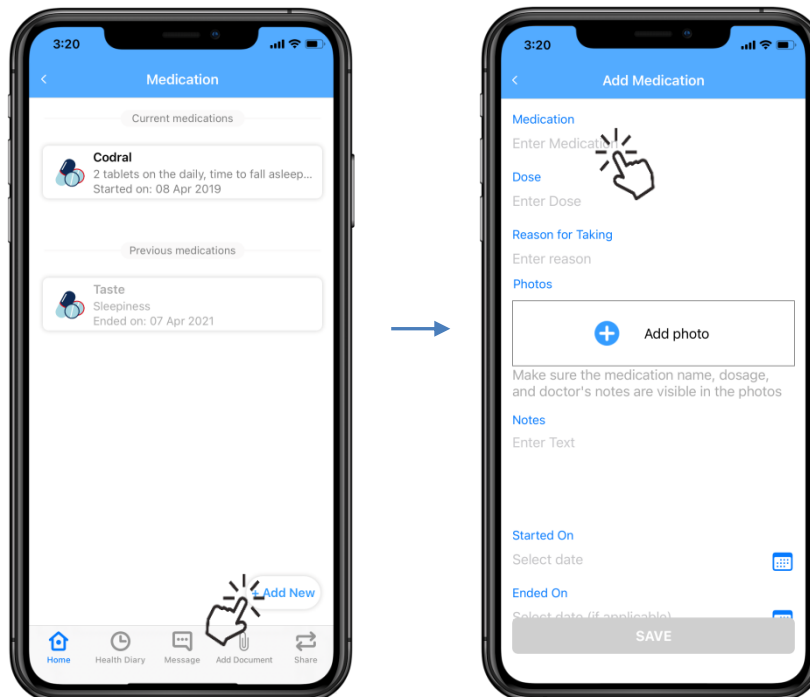


# Adding a Medication

Tap on **Medications & Allergies** and select **Medications**

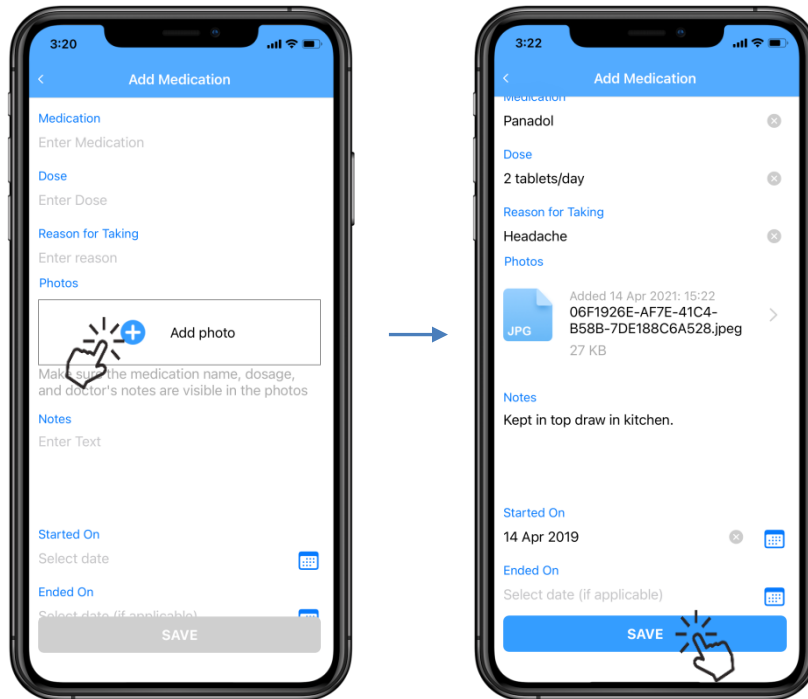


Tap **+ Add New** and enter **Medication, Dose, and Reason for Taking**

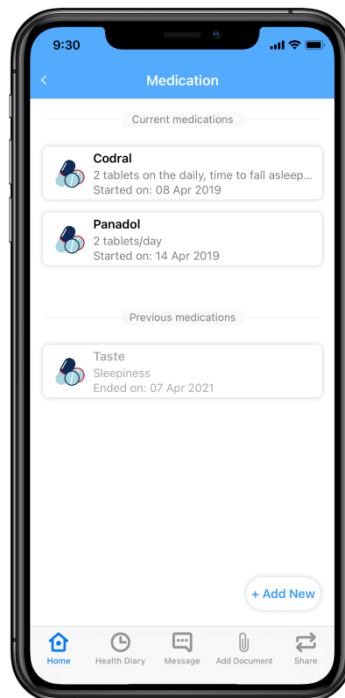




Tap + **Add photo** and select a picture of the Medication  
Enter **Notes**, **Started On** date, **Ended On** date (if applicable), and tap **Save**

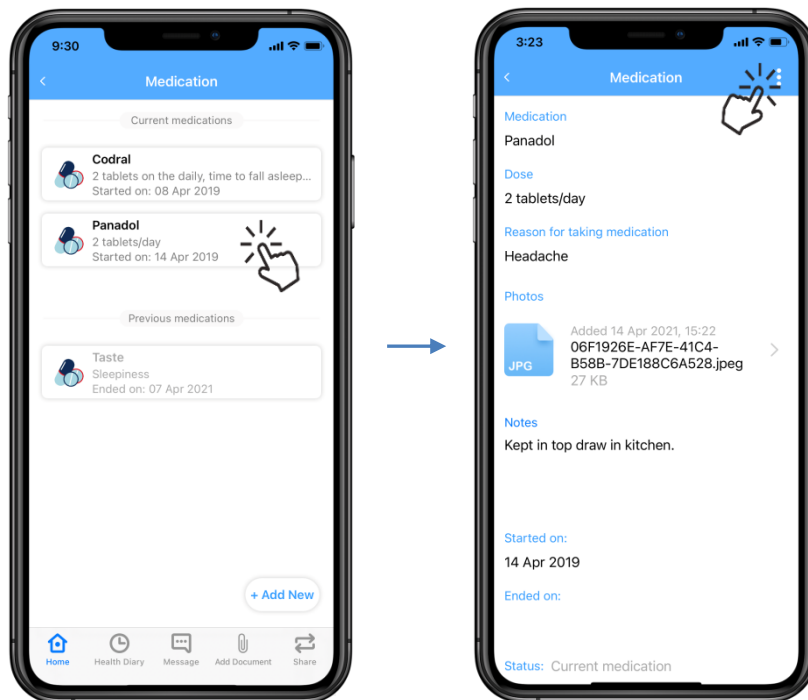


The **Medication** will now display in the **Medications** list

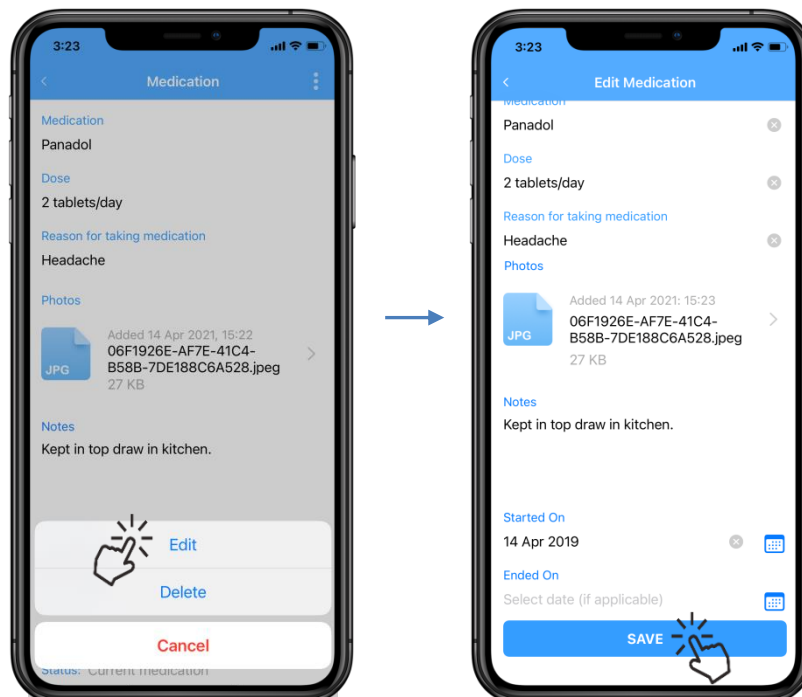


## Editing a Medication

Select the **Medication** and tap the **three white dots**



Select **Edit** and modify information, then tap **Save**

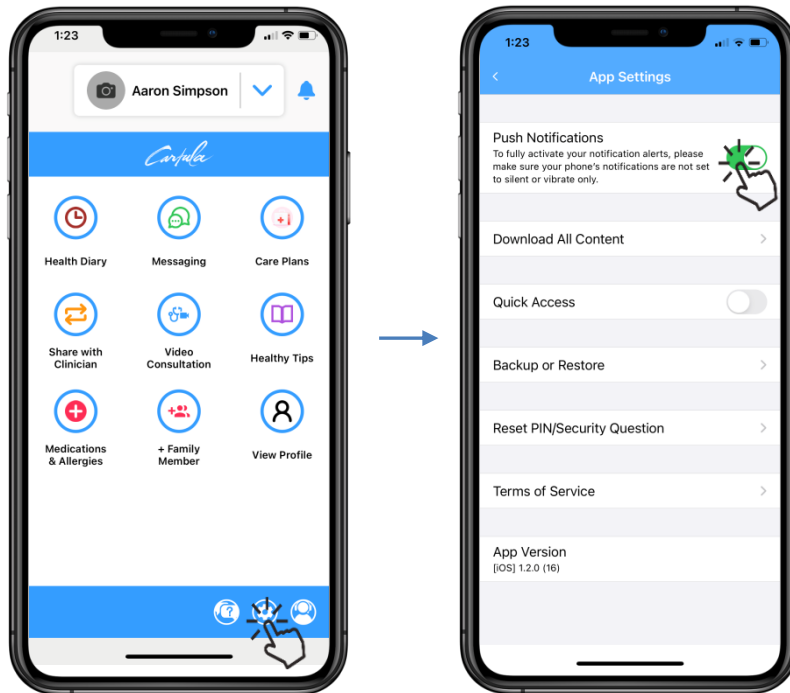


There will be a success message, tap **Dismiss**



# Turning Notifications On and Off

Tap on **App Settings** and tap **Push Notifications**

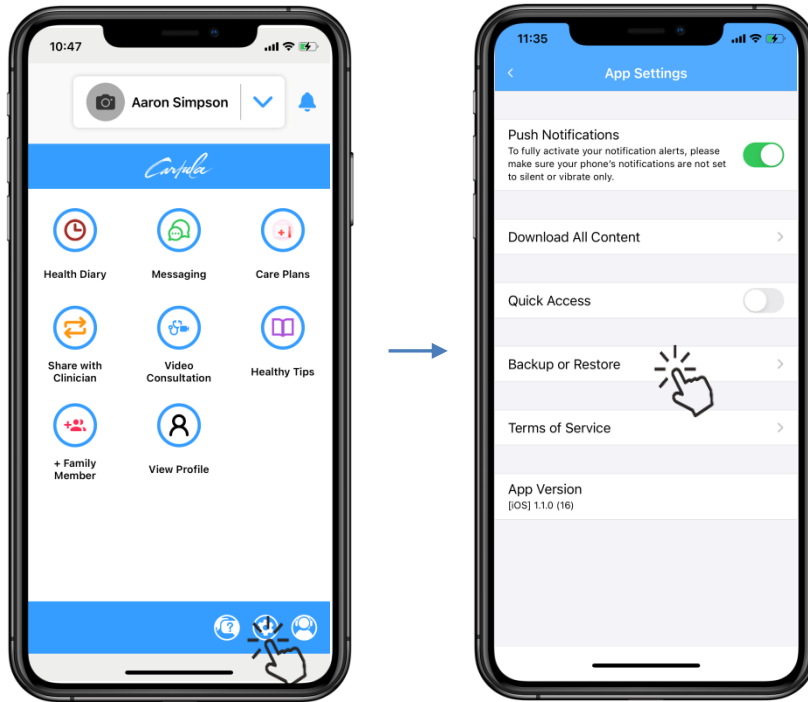


**Notification Settings\*** will open on the mobile.

\* Notification Settings vary from device to device. To ensure notifications are working correctly, confirm all notification options are active both for the mobile and the Cartula Health app.

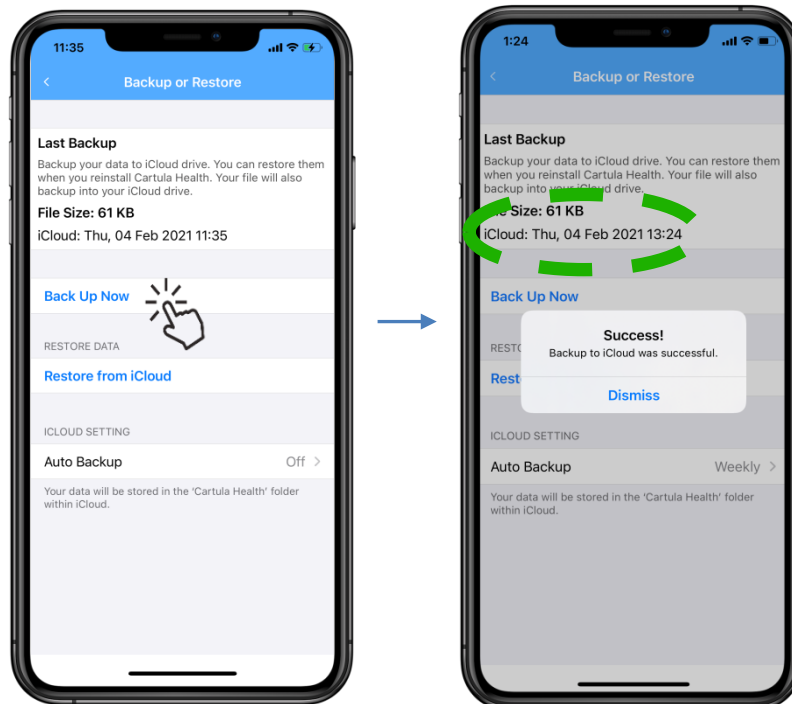
# Creating a Backup

Tap on **App Settings** and select **Backup or Restore**



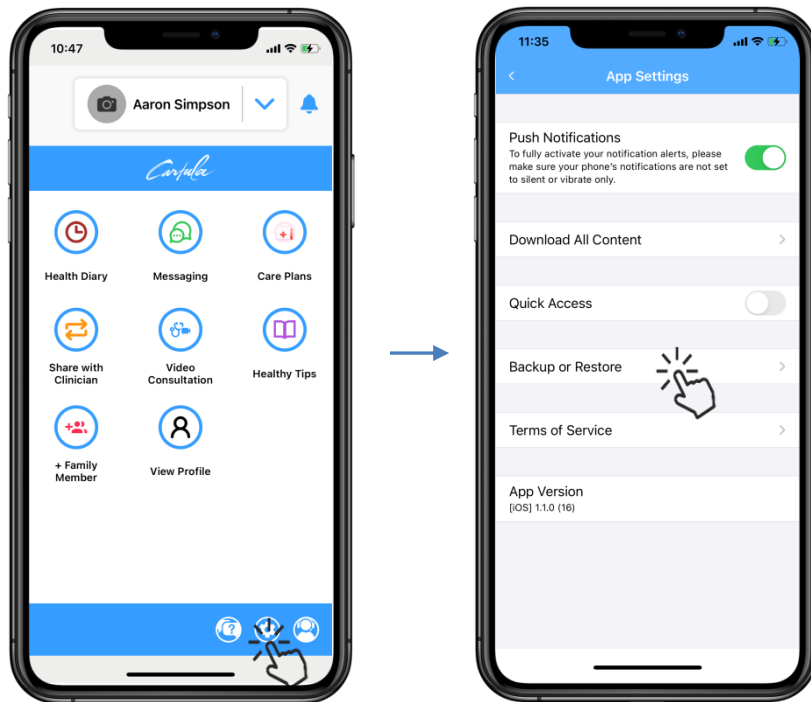
Tap **Back Up Now**

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

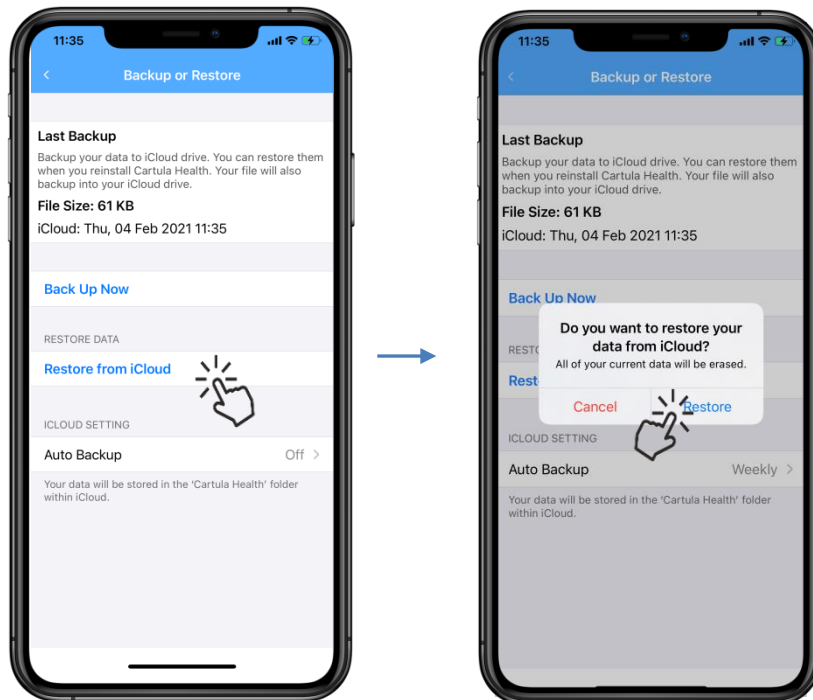


# Restoring from Backup

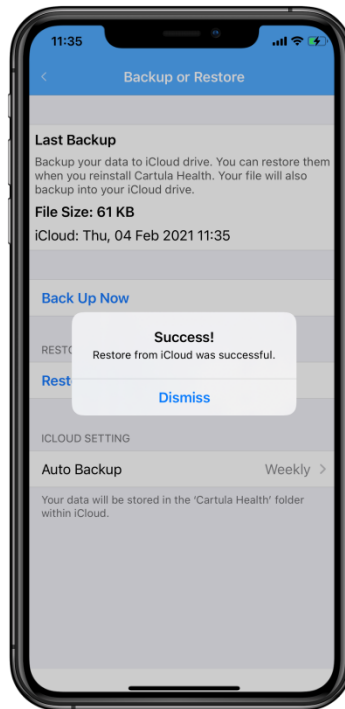
Tap on **App Settings** and select **Backup or Restore**



Tap **Restore from iCloud**, then tap **Restore**



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

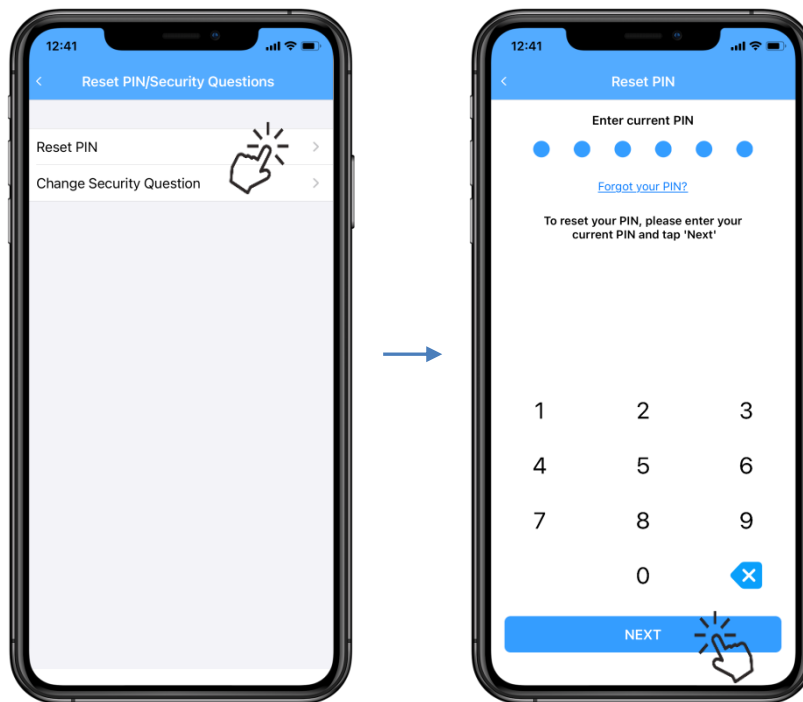


# Reset a PIN

Tap on **App Settings** and select **Reset PIN/Security Question**

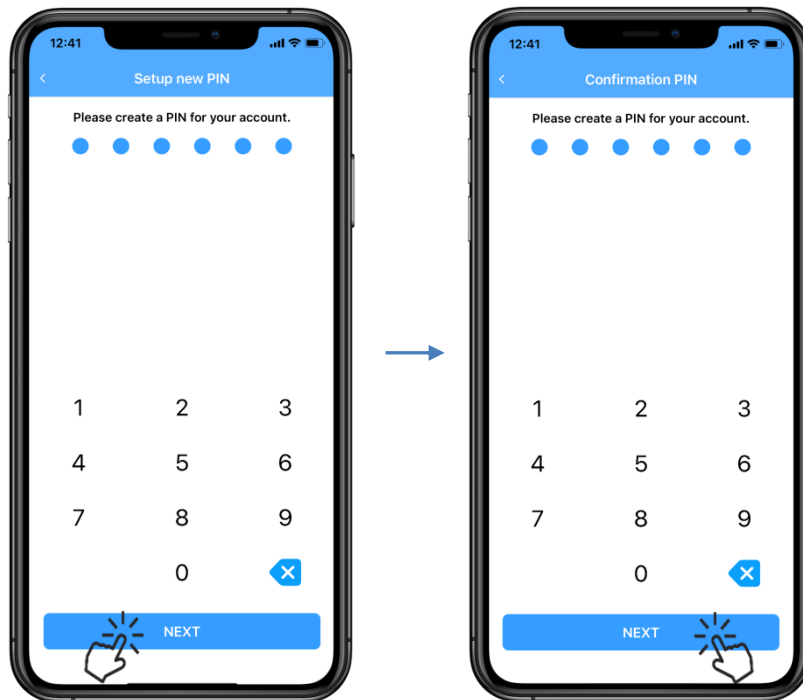


Tap **Reset PIN** and enter the **current PIN**, then tap **Next**

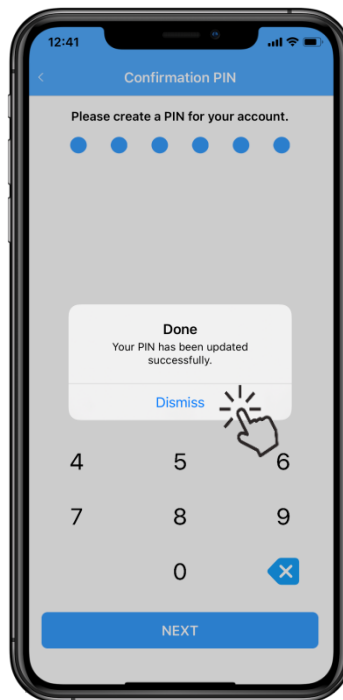




Enter a **new PIN** and tap **Next**  
Confirm the **new PIN** and tap **Next** again



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

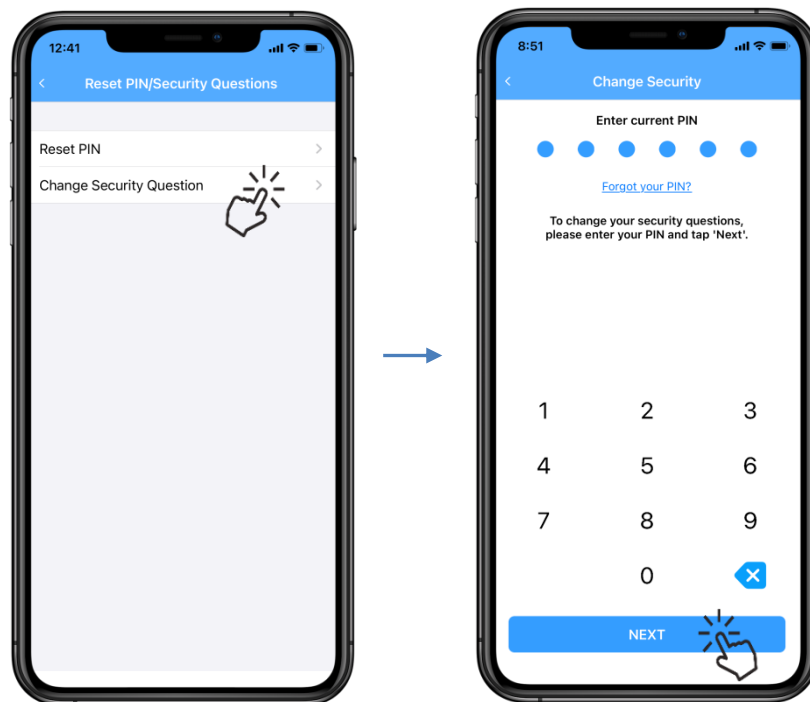


# Setup Security Questions

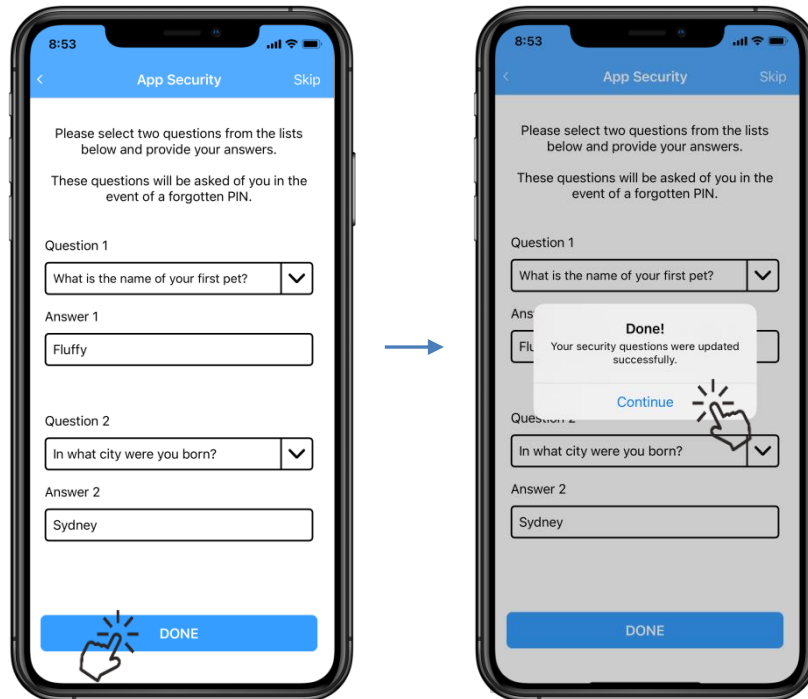
Tap on **App Settings** and select **Reset PIN/Security Question**



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

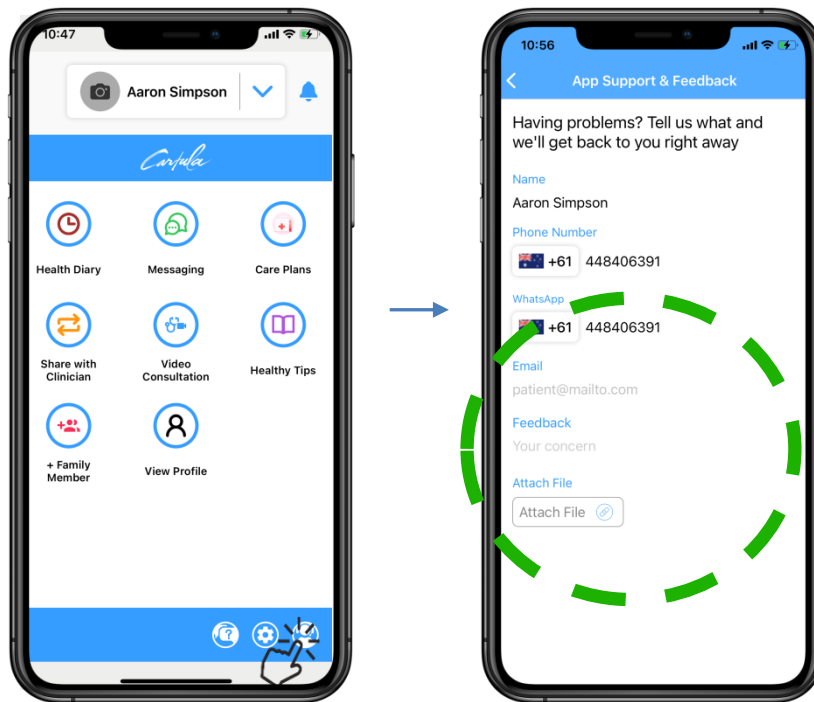


Select and answer the **Security Questions**, then tap **Done**  
There will be a success message, tap **Continue**

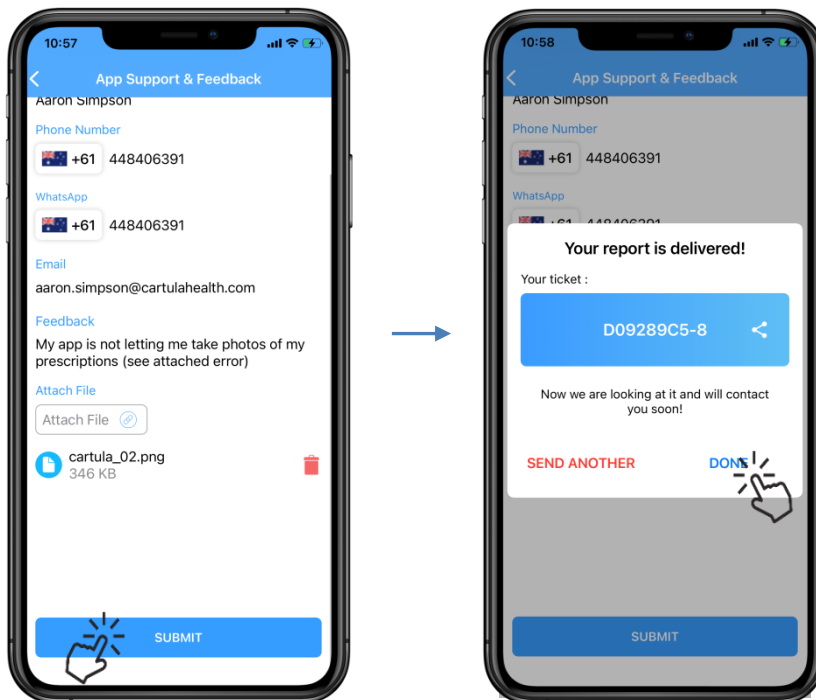


# Logging a Support Ticket

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.

Intentionally Blank

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