APPLICATION USER MANUAL

MedClock®

For patient

MedOClock®

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GLOSSARY

Agenda: This section is used to organize and manage the various events and appointments scheduled in the coming days, weeks and months.

Allergies and intolerances: This section is used to record all your allergies and intolerances.

Card holder: This section allows you to record all of your valid health or hospital cards.

Caregivers list: This section lists all the caregivers who have access to the information in MedOClock®. They can be contacted directly from this section.

Contacts: This section is used to identify all people in your daily life, such as family members, friends, professionals, emergency contacts, and medical contacts.

Discussion (chat): Ce module vous permet d’envoyer des messages à une ou plusieurs personnes de votre réseau de votre réseau MedOClock®.

Emergency: This section is used by the patient to quickly alert caregivers in the event of a problem or difficulty (e.g., discomfort, pain, difficulty breathing).

Journal: This section is used to record different information, track vital signs (weight, sleep quality and condition/state of wounds), and track the various actions performed using the application through the logs function.

Logout: This section is used to log out of the application.

Nutrition: This section is used to record the dietary guidelines given by health professionals.

Pillbox: This section allows you to keep track of the medications in one place. You can add or delete a medication, confirm a dose was taken, and access a list of all the medications.

Profile: This section is used to record your personal and medical information such as full name, date of birth, telephone number, blood type and measurements.

Reset password: This section is used to change your password.

Report content: This section is used to report any inappropriate or malicious comments or information to the app developers.

Settings: In this section, you can change the language of the application, choose to log in using a PIN or biometrics (facial recognition or fingerprint), delete your account and view the list of blocked users.

Tech support: This section allows you to request support from the MedOClock® team or report an issue you encountered with the application.

Terms of Use: This section informs the user about the application's content, scope of services, and terms of use.

User manual: This section helps you understand how to use the MedOClock® application and answers any questions you may have about it.

PRIOR TO USING THE APPLICATION

How do I download the MedOClock® application?

- Go to the Apple App Store or Google Play Store.
- Click on the search bar and type in “MedOClock®”.
- Find the MedOClock® application by looking for the following icon and click on it.

- Download the application.

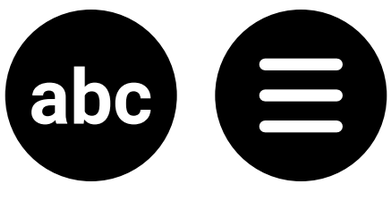
How do I create an account in the MedOClock® application?

- First, enter your last name and first name (in that order).
- Then enter your date of birth.
- You can enter your phone number if you wish, then click on “**Next**”.
- Enter your email address and create a password.
- Remember to save your password in a secure place to have a record of it.
- After clicking on “**Next**”, select the account type that applies to you:

  Caregiver = You are providing care

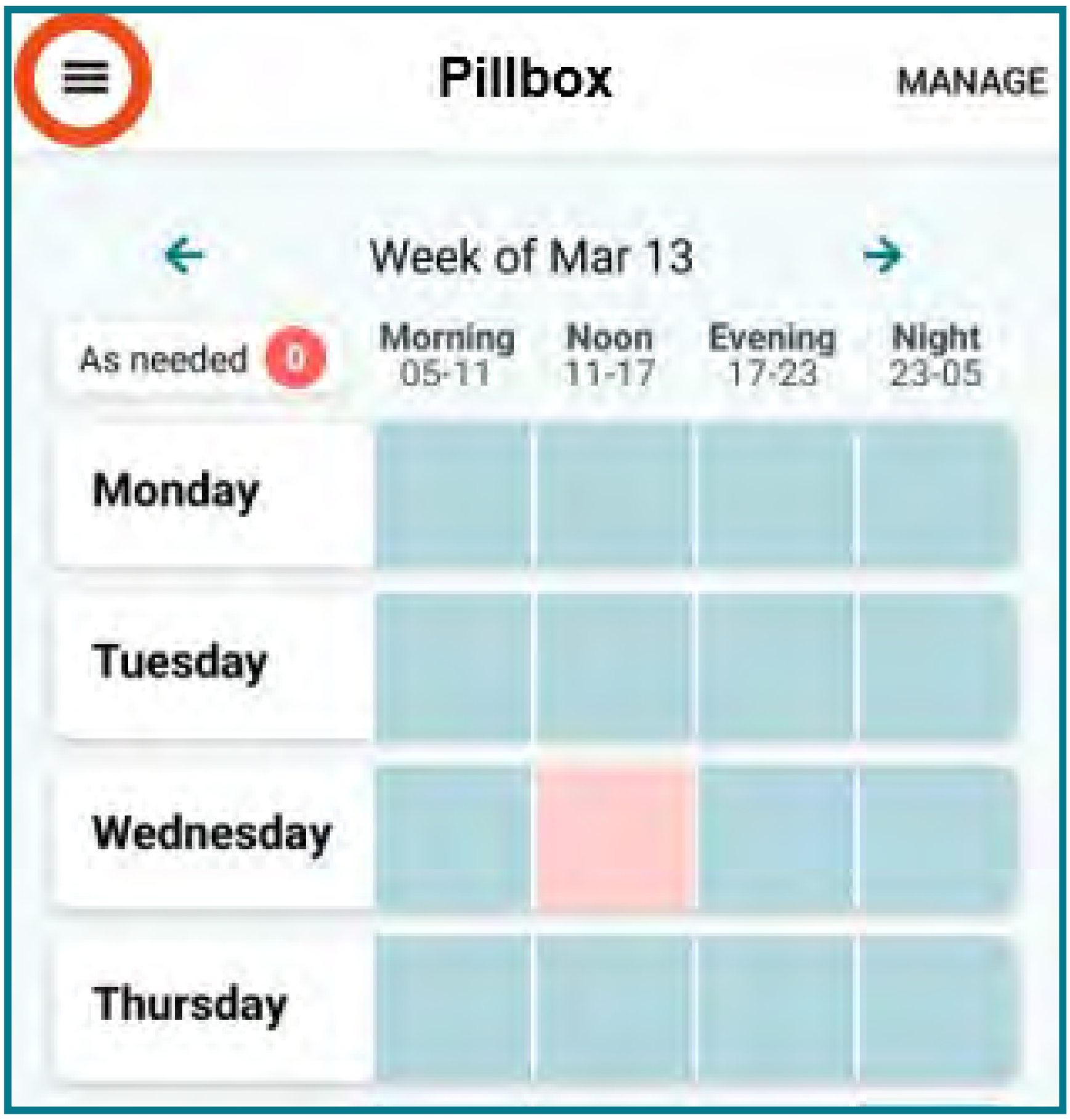
  Patient = You are receiving care

- Once your account has been created, read the Terms of Use, validate your email address and click on “**Accept**” to continue in the application.



1. THREE-LINE MENU

Where is the three-line menu?



PROFILE

How do I create/edit my profile?

- When you are in the application, expand the menu in the top left corner of the screen.
- Click on “Profile” in the menu.

How do I choose a profile picture?

- Click on the black camera icon at the top of your screen and either:

  a. Take a picture with your camera

  b. Select an image from your photo gallery

- When you are finished, click on "**Save**" at the bottom of your screen. Please note that any entered information will be protected.
- To create or edit your profile, you must complete the following information where necessary:

PERSONAL (This section contains your personal information)

a. Enter your first and last name.
b. Enter your date of birth.
c. Enter your phone number.

MEDICAL (This section contains your medical information)

a. Choose your blood type from the drop-down menu.
b. Enter your measurements as follows:

Click on the first "**Measurement unit**" and choose Kg or Lbs.
Click on "**Weight**" and enter the number. Click on the second "**Measurement unit**" (below) and choose Cm or Ft (centimetre or feet). Click on "**Height**" and enter your height (tallness).

- When you are finished, click on "**Save**" at the bottom of your screen.

CAREGIVERS LIST

How do I consult my caregivers list?

When you are in the application, expand the menu in the top left corner of the screen.

- In the menu, click on “**Caregivers list**” and you will see the list of all your caregivers.

How do I add a new caregiver in the application?

- When you are in the application, expand the menu in the top left corner of the screen.
- Click on “**Caregivers list**” from the menu.
- Click on “**Invite a new caregiver**”.
- Enter the caregiver’s email and click on “**Send**”.
- A pop-up window will appear confirming that the invitation has been sent. Click on “**OK**” to close this window.

How do I respond to a request to add a caregiver?

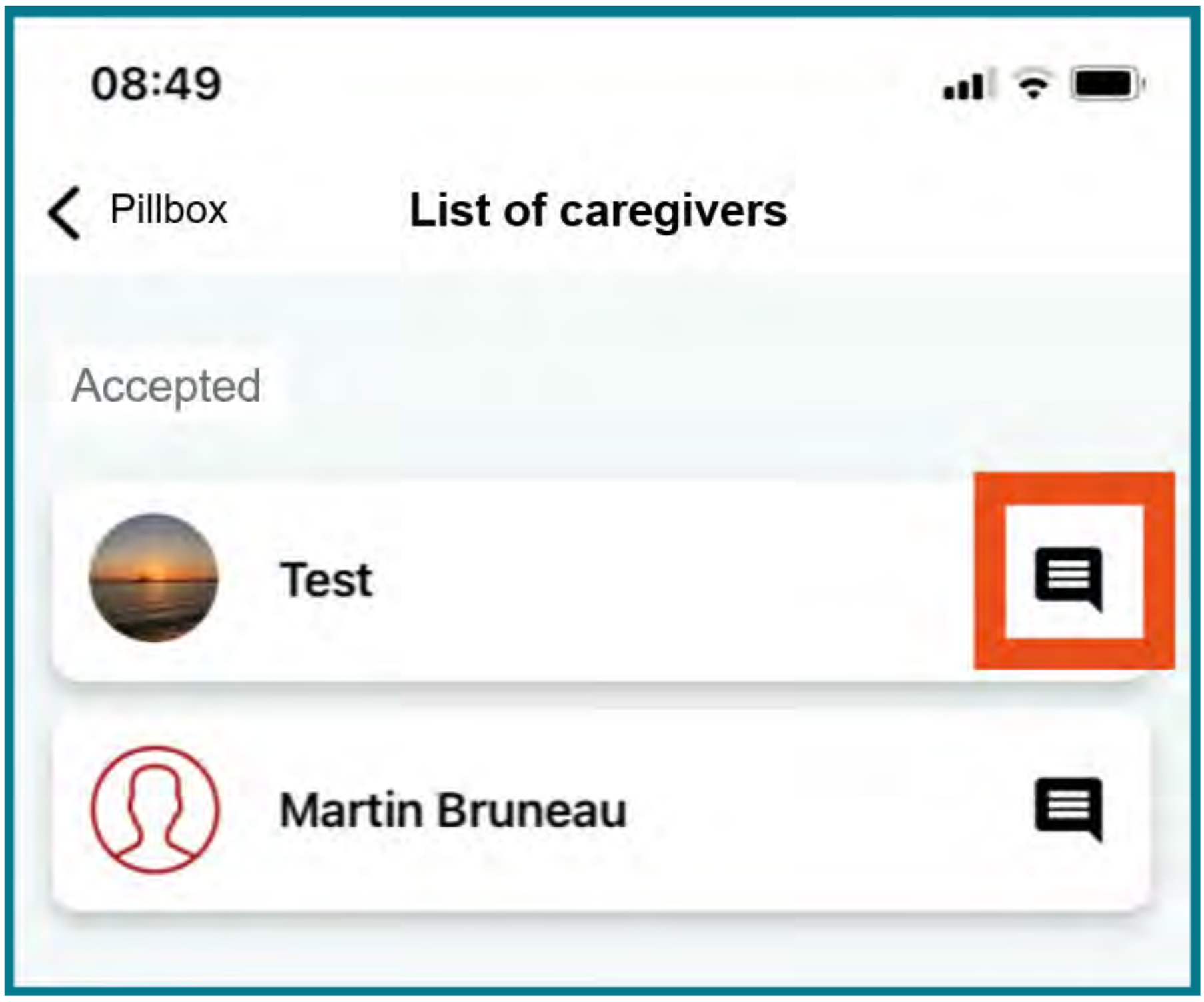
- When you are in the application, expand the menu in the top left corner of the screen.
- Click on “**Caregivers list**” from the menu.
- Then click on the bar named “**1 new request**” in the top of the screen.
- A window called “**Pending requests**” will appear. Click on “**Accept**” to add the caregiver.

How do I write to my caregiver?

- There are three ways you can send a message to a caregiver:

1. USING THE CAREGIVERS LIST (version A)

- When you are in the application, expand the menu in the top left corner of the screen.
- Click on “**Caregivers list**” from the menu.
- Then click on the chat icon to the right of the caregiver’s name you want to contact.



2. USING THE CAREGIVERS LIST (version B)

- When you are in the application, expand the menu in the top left corner of the screen.
- Click on “**Caregivers list**” from the menu.
- Then click on the caregiver’s name you want to contact.
- Click on the “**Message**” box.

3. USING THE CONVERSATIONS TOOL

How do I call my caregiver?

PLEASE NOTE: If your caregiver did not add their phone number to their profile, you will not be able to contact them by phone.

- When you are in the application, expand the menu in the top left corner of the screen.
- Click on "**Caregivers list**" from the menu.
- Then click on the caregiver you want to call.
- Then click on the "**Call**" box.

How do I email my caregiver?

- When you are in the application, expand the menu in the top left corner of the screen.
- Click on "**Caregivers list**" from the menu.
- Then click on the caregiver you want to contact.
- Then click on the "**Email**" box. You will be redirected to your default email application.

How do I remove a caregiver from my network?

- When you are in the application, expand the menu in the top left corner of the screen.
- Click on "**Caregivers list**" from the menu.
- Then click on the caregiver you want to remove.
- Finally, click on "**Remove from my network**".
- at the bottom of the screen.
- A pop-up window will appear asking you to confirm your decision. Click on "**Confirm**" to remove the caregiver.

ALLERGIES AND INTOLERANCES

How do I add a new allergy or intolerance to my file?

When you are in the application, expand the menu in the top left corner of the screen.

- Click on “**Allergies and Intolerances**” from the menu.
- Then click on “**Add an allergy**” at the bottom of the screen, and enter the following information:

ALLERGY TYPE: Choose your allergy type (drugs, pollen, mold, insect, pet, latex, food, other).
NAME OF THE ALLERGY: Add the name of the allergy.
ALLERGY SEVERITY: Extreme, high, medium, or low.
TREATMENT: If necessary, add the treatment required for this allergy.

When you are finished, click on “**Save**” at the bottom of your screen.

How do I edit the information about an allergy?

When you are in the application, expand the menu in the top left corner of the screen.

- Click on “**Allergies and Intolerances**” from the menu.
- Select the allergy you want to edit and make the necessary changes.
- When you are finished, click on “**Save**” at the bottom of your screen.

How do I remove an allergy or intolerance?

- When you are in the application, expand the menu in the top left corner of the screen.
- Click on “**Allergies and Intolerances**” from the menu.
- Then select the allergy to be removed.
- Click on “**Remove**” at the bottom of your screen.
- A pop-up window will appear asking you to confirm your decision. Click on “**Remove**” to confirm the allergy’s removal.

How do I search for an allergy by category?

- When you are in the application, expand the menu in the top left corner of the screen.
- Click on “**Allergies and Intolerances**” from the menu.
- Then click on the white “**Category**” bar.

- Select the category of allergy to search for and click on “**OK**”. You will see all your allergies under that category.

NUTRITION

How do I add a new dietary guideline?

When you are in the application, expand the menu in the top left corner of the screen.

- Click on “**Nutrition**” from the menu.
- Then click on “**Add a new dietary guideline**” at the bottom of the screen.
- Complete the following information to add the new dietary guideline:

DIETARY RECOMMENDATIONS: Indicate the type of food or the specific food you wish to add to the diet (e.g., carrots, meat, nuts).
CATEGORY: Specify the food category the food belongs to (mandatory, recommended, prohibited or supplement)
START DATE: Indicate when the diet starts.
END DATE: Indicate when the diet ends.
NOTES: You can add additional information about the guideline (for example, how to cut the meat or how to heat the dish) in the Notes field.

When you are finished, click on “**Save**” at the bottom of your screen.

How do I edit a dietary guideline?

When you are in the application, expand the menu in the top left corner of the screen.

- Click on “**Nutrition**” from the menu.
- Then click on the guideline to be edited.
- When you are finished, click on “**Save**” at the bottom of your screen.

PLEASE NOTE: If you want to stop, simply put today’s date as the end date.

How can I consult the food that are part of my dietary guidelines?

When you are in the application, expand the menu in the top left corner of the screen.

- Click on “**Nutrition**” from the menu.

You will see the food listed according to the following categories: mandatory, recommended, prohibited or supplement.

COMMUNICATION

How do I start a conversation?

When you are in the application, expand the menu in the top left corner of the screen.

- Click on “**Conversations**” in the menu.
- Then click on “**New message**”.
- Select the person you want to send a message to.
- Click on “**Create conversation**”.
- Write your message in the text field at the bottom of the screen and click on the small white paper airplane icon in the blue circle to send your message.

How do I start a conversation with a group?

- When you are in the application, expand the menu in the top left corner of the screen.
- Click on “**Conversations**” in the menu.
- Then click on “**New message**”.
- Select the people you want to send a message to.
- Click on “**Create conversation**”.
- Write your message in the text field at the bottom of the screen and click on the small white paper airplane icon in the blue circle to send your message.

08:53
Back
Add participants
Test
Caregiver
Martin Bruneau
Caregiver
Create the conversation

How do I continue an existing conversation?

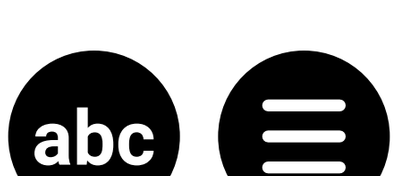
- When you are in the application, expand the menu in the top left corner of the screen.
- Click on “**Conversations**” in the menu.
- Then click on the conversation you wish to continue.
- Write your message in the text field at the bottom of the screen and click on the small white paper airplane icon in the blue circle to send your message.

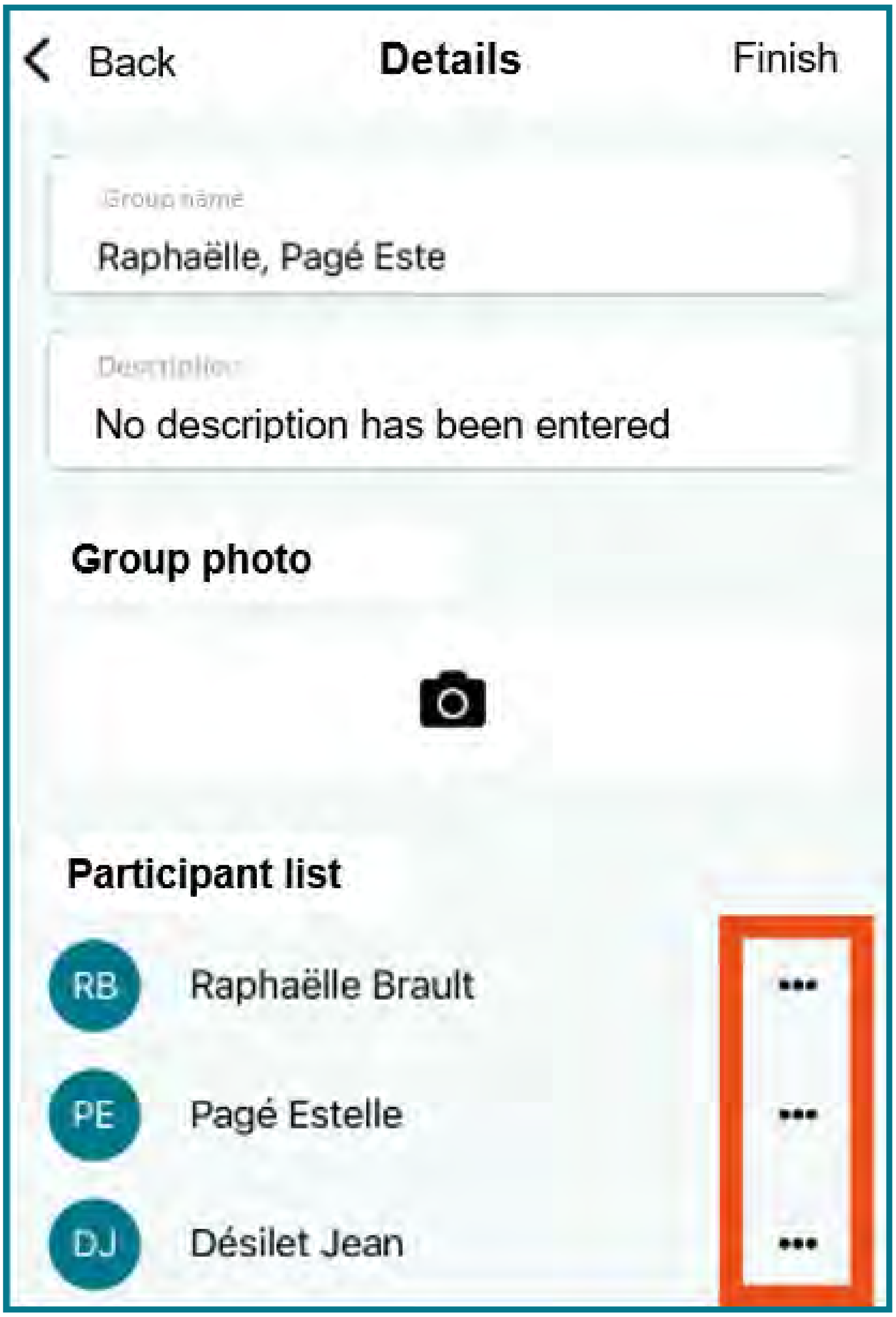
How do I edit the details of a group conversation?

When you are in the application, expand the menu in the top left corner of the screen.

- Click on “**Conversations**” in the menu.
- Then select the conversation whose details you want to edit.
- Click on “**Info**” at the top of the screen and complete the following information:

GROUP NAME: What name would you like to have this conversation?
DESCRIPTION: Describe this group conversation to remind you why it was created.
GROUP PICTURE: Add an image if desired.





How do I remove someone from a group conversation?

When you are in the application, expand the menu in the top left corner of the screen.

- Click on “**Conversations**” in the menu.
- Select the conversation with the appropriate person(s).
- Then click on “**Info**” at the top of your screen.

- Scroll down to “**List of participant**”.
- Click on the “**...**” to the right of the name of the person to be removed.
- Finally, click on “**Quit**” to delete the person.

How do I search for an existing conversation?

- When you are in the application, expand the menu in the top left corner of the screen.
- Click on “**Conversations**” in the menu.
- Click on the magnifying glass at the top of the screen.
- Enter a keyword or the name of the conversation you are looking for.

How do I block a contact in the application?

When you are in the application, expand the menu in the top left corner of the screen.

- Click on “**Conversations**” in the menu.
- Select the conversation with the person you want to block.
- Then click on “**Info**”.
- Click on “**Block**”.
- A pop-up window will appear asking you to confirm your decision. Click on “**OK**” to block the person.

How do I report someone's content in the conversation?

- When you are in the application, expand the menu in the top left corner of the screen.
- Click on "**Conversations**" in the menu.
- Select the conversation with the person you want to report.
- Then click on "**Info**".
- Click on "**Report**".
- A pop-up window will appear in which you can make your report:

TITLE OF THE REPORT: In a few words, describe the reason for reporting the person's content.
USER TO REPORT: Indicate the person you are reporting.
DESCRIPTION OF THE REPORT: In a few sentences, describe the reason for your report.

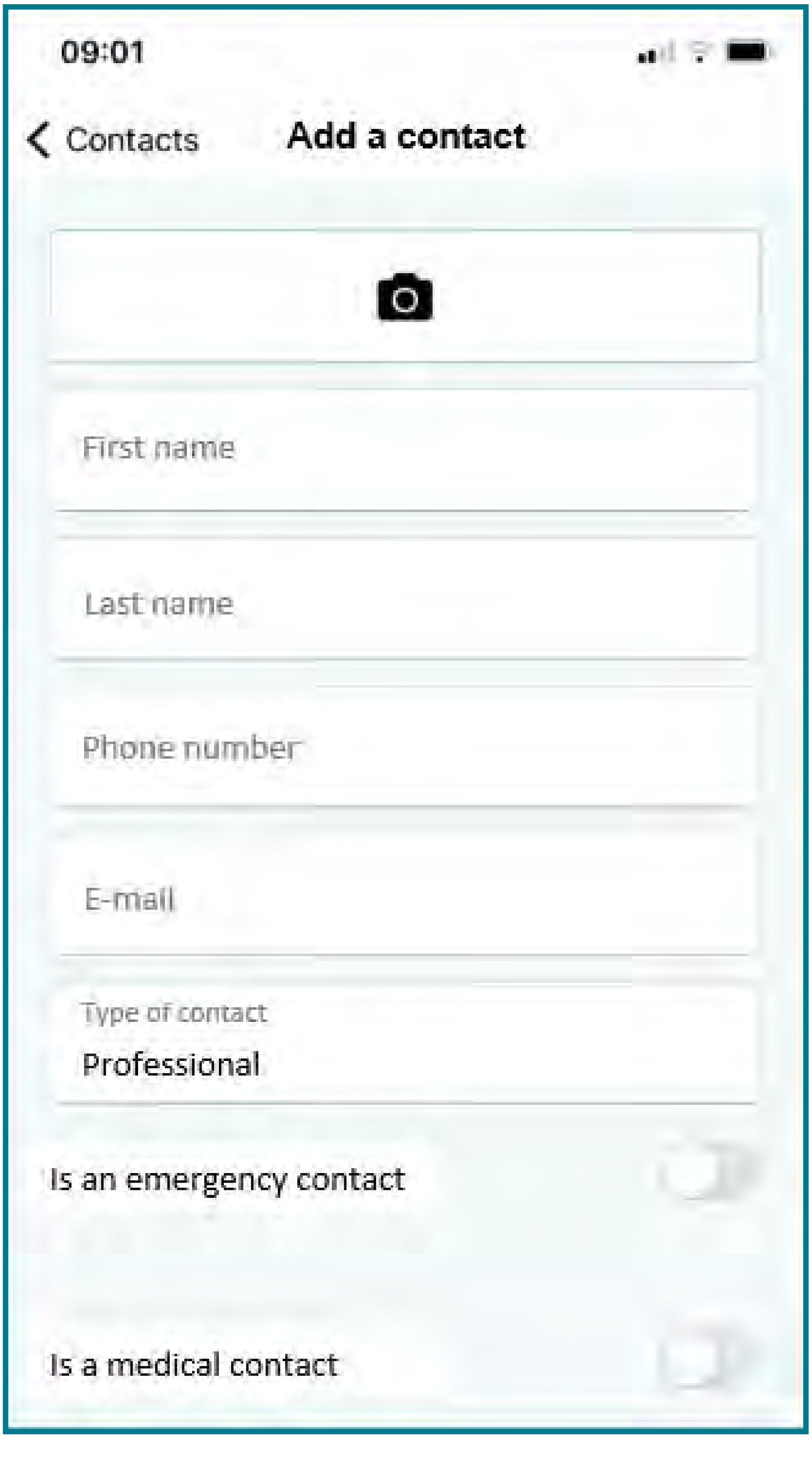
CONTACTS

How do I add a contact in the application?

When you are in the application, expand the menu in the top left corner of the screen.

- Click on “**Contacts**” in the menu.
- Click on “**Add a contact**” and enter the following information:

IMAGE: Download an image from your gallery or take a picture with your phone.
LAST NAME: Enter your contact’s last name.
FIRST NAME: Enter your contact’s first name.
PHONE: Enter their phone number (optional).
EMAIL: Enter their email address (optional).
CONTACT TYPE: Select the type of contact (Professional, Medical, Emergency, Family or Friend).
IS AN EMERGENCY CONTACT: Check this box if this person must be called in case of an emergency.
IS A MEDICAL CONTACT: Check this box if this person is a medical contact.



When you are finished, click on “**Save**” at the bottom of your screen.

How do I change a contact's information in the application?

When you are in the application, expand the menu in the top left corner of the screen.

- Click on "**Contacts**" in the menu.
- Select the contact you want to edit and make the necessary changes.
- When you are finished, click on "**Save**" at the bottom of your screen.

How do I remove a contact from the application?

When you are in the application, expand the menu in the top left corner of the screen.

- Click on "**Contacts**" in the menu.
- Select the contact you want to remove.
- Click on "**Remove**" at the bottom of your screen.

CARD HOLDER

How do I add a card in the application?

When you are in the application, expand the menu in the top left corner of the screen.

- Click on "**Card Holder**" in the menu.
- Then click on "**Add a card**" at the bottom of the screen and complete the following information:

TYPE OF CARD: Régie de l'assurance maladie du Québec, private insurance or hospital.
DESCRIPTION: If necessary, provide a brief description of your card.
CARD NUMBER: Enter your card number.
NAME ON THE CARD: Write the name of the card owner (usually on the card).
EXPIRY DATE: Enter the card expiry date.

When you are finished, click on "**Save**" at the bottom of your screen.

How do I change one my card's information?

When you are in the application, expand the menu in the top left corner of the screen.

- Click on "**Card holder**".
- Select the card you want to edit and make the necessary changes.
- When you are finished, click on "**Save**" at the bottom of your screen.

How do I delete a card from my card holder?

- When you are in the application, expand the menu in the top left corner of the screen.
- Click on “**Card holder**”.
- Click on the card to be removed and then click on “**Remove**” at the bottom of your screen.
- A pop-up window will appear asking you to confirm your decision. Click on “**Remove**” to delete the card.

SETTINGS

How do I change the language of my application?

When you are in the application, expand the menu in the top left corner of the screen.

- Click on “**Settings**”.
- Then click on “**Language**”.
- Swipe the toggle to the right of the desired language (English or French).

How can I use fingerprint or facial recognition for my PIN?

- When you are in the application, expand the menu in the top left corner of the screen.
- Click on “**Settings**”.
- Then click on “**Security**”.
- Swipe the toggle to the right to set up biometrics (fingerprint or facial recognition).

How do I remove my account?

When you are in the application, expand the menu in the top left corner of the screen.

- Click on “**Settings**”.
- Then click on “**Remove account**”.
- A pop-up window will appear asking you to confirm your decision. Click on “**Confirm**” to remove your account.

How do I see which users have been blocked?

When you are in the application, expand the menu in the top left corner of the screen.

- Click on “**Settings**”.
- Click on “**Blocked users**”.

RESET PASSWORD

How do I reset my password?

REMINDER: Your password is the code you use to access the MedOClock® application.

When you are in the application, expand the menu in the top left corner of the screen.

- Click on “**Reset password**”.
- First, enter your current password.
- Then enter your new password.
- Re-enter your new password.
- Click on “**Reset**” when you are finished.

MedClock®

USER MANUAL

How do I access the User Manual?

When you are in the application, expand the menu in the top left corner of the screen.

- Click on “**User manual**”.

TERMS OF USE

How do I access the Terms of Use?

When you are in the application, expand the menu in the top left corner of the screen.

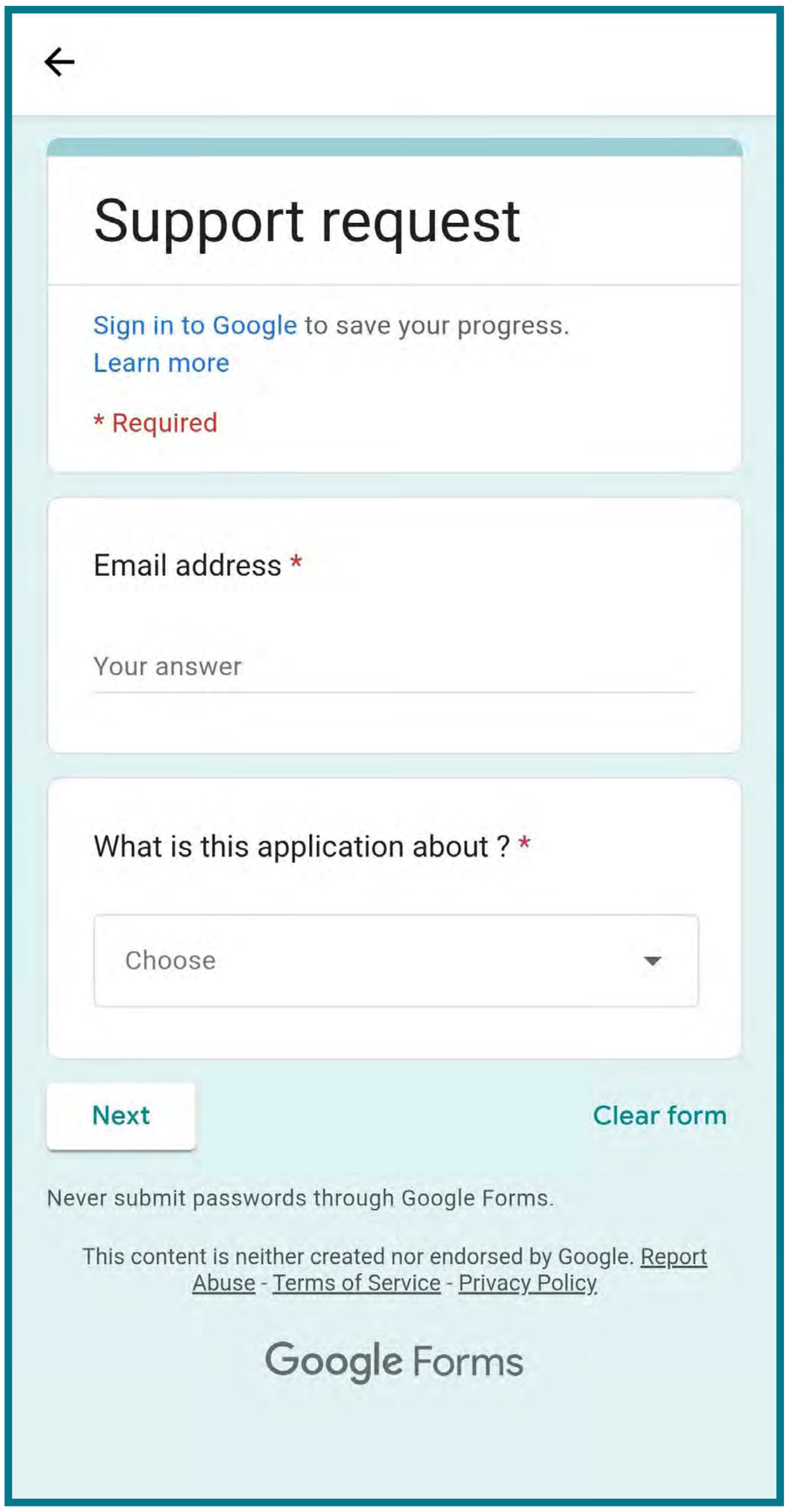
- Click on “**Terms of Use**”.

TECH SUPPORT

How can I get support if there is a problem with the application?

When you are in the application, expand the menu in the top left corner of the screen.

- Click on “**Tech support**”.
- Complete the “**Support request**” form.



REPORT CONTENT

How do I report application content?

When you are in the application, expand the menu in the top left corner of the screen.

- Click on “**Report content**” and complete the following information:

TITLE OF THE REPORT: In a few words, describe the reason for reporting the person’s content.
USER TO REPORT: Indicate the person you are reporting.
DESCRIPTION OF THE REPORT: In a few sentences, describe the reason for your report.

When you are finished, click on “**Save**” at the bottom of your screen.

LOGOUT

How do I log out of the application?

When you are in the application, expand the menu in the top left corner of the screen.

- Click on “**Logout**” at the bottom of the menu.
- A pop-up window will appear asking you to confirm your decision. Click on “**Yes**” to log out.

2. HOME

PILLBOX

How do I add a new medication to my pillbox?

When you open your application, click on the "**Pillbox**" icon at the bottom of your screen.

- Then click on "**Add medication**" at the bottom of the screen.
- Complete the description of the medication with the following information:

MEDICATION NAME = Enter the name of the new medication.
MEDICATION TYPE = Is the medication in liquid, tablet or capsule form?
DOSAGE = How much medication and which unit of measure (PPM, U, mL, %, g, mg) are used?
START DATE = Enter when the medication is to be taken or started.
TREATMENT DURATION = Check off this box if the medication is to be taken for a specific period of time.
IT IS PRESCRIBED = Check off this box if the medication was prescribed by a health care professional, then add the prescription information (prescription number and referring physician's name).
NOTES = Add additional information about this medication if necessary.

When you are finished, click on "**Next**".

On the next page, you must specify the medication schedule by clicking on the “**Recurrence**” box and choosing the appropriate option from the following:

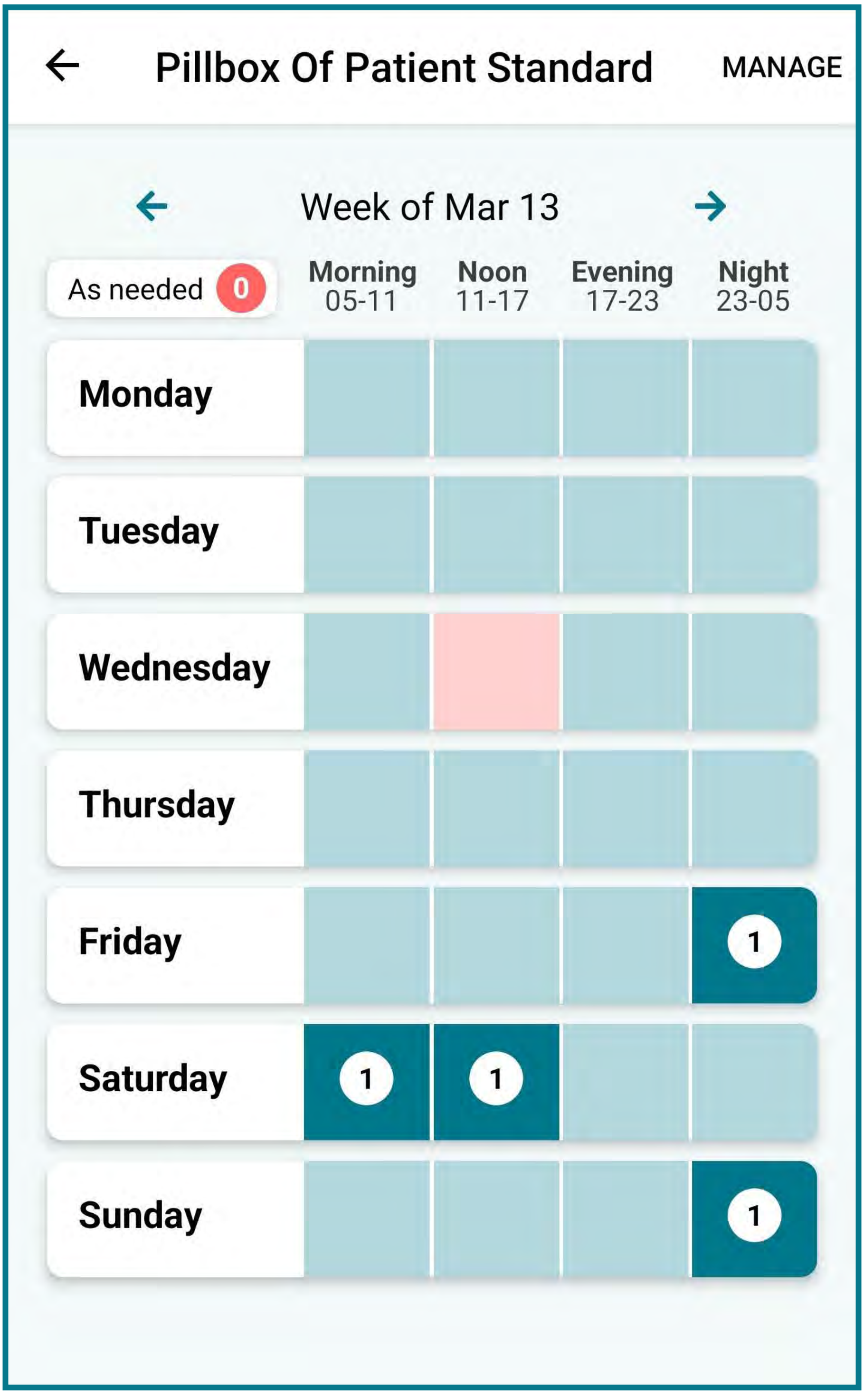
PILLBOX = Enter the days of the week and times of day the medication should be taken, and the quantity.
DAY INTERVAL = Enter when this medication should start and stop being taken, the number of times per day, the time and the quantity.
EVERYDAY = Enter the number of times per day and the quantity.
WEEKDAYS = Enter the days of the week, the time, and the quantity to be taken.
AS NEEDED = Enter the maximum quantity that can be taken per day.

When you are finished, click on “**Completed**” at the bottom of the screen.

How do I remove a medication from the application?

When you open your application, click on the “**Pillbox**” icon at the bottom of your screen.

- Then click on “**Manage**” at the top of the screen.
- Select the medication you want to remove.
- After you have selected the medication to be deleted, click on “**Remove**” at the bottom of the screen.
- A pop-up window will appear asking you to confirm your decision. Click on “**Remove**” to delete the medication.



How do I report discontinuation of a medication?

- When you open your application, click on the “**Pillbox**” icon at the bottom of your screen.
- Then click on “**Manage**” at the top of the screen.
- Select the medication you want to remove.

- After you have selected the medication, click on “**Stop**” to discontinue the medication as of today.
- A pop-up window will appear asking you to confirm your decision. Click on “**Stop**” to discontinue use of this medication.

How do I search for a medication in my file?

- When you open your application, click on the “**Pillbox**” icon at the bottom of your screen.
- Then click on “**Manage**” at the top of the screen.
- Click on the white search bar next to the magnifying glass at the top of the screen.
- Enter the name of the medication you are looking for in the search bar and select it from the options that appear.

How do I access my prescription list?

When you open your application, click on the “**Pillbox**” icon at the bottom of your screen.

- Then click on “**Manage**” at the top of the screen.
- Click on “**Prescriptions**”, and you will see all the medications you have been prescribed, grouped by prescription number.

How can I check the information of one of my medications?

When you open your application, click on the "**Pillbox**" icon at the bottom of your screen.

- Then click on "**Manage**" at the top of the screen.
- Select the medication and verify the desired information among the following options:

DESCRIPTION = Medication name, medication format, dosage, start/end date, treatment duration and notes.
SCHEDULE = Recurrence, frequency, weekdays, hours and quantities.

How do I confirm taking medication?

When you open your application, click on the "**Pillbox**" icon at the bottom of your screen.

- Then click on the box that corresponds to the time the medication is/was to be taken.
- Confirm the medication has been taken by checking off the medication and then clicking on "**Take**".

How do I access the list of my medications?

- When you open your application, click on the “**Pillbox**” icon at the bottom of your screen.
- Then click on “**Manage**” at the top of the screen. You will see all the medications you are taking

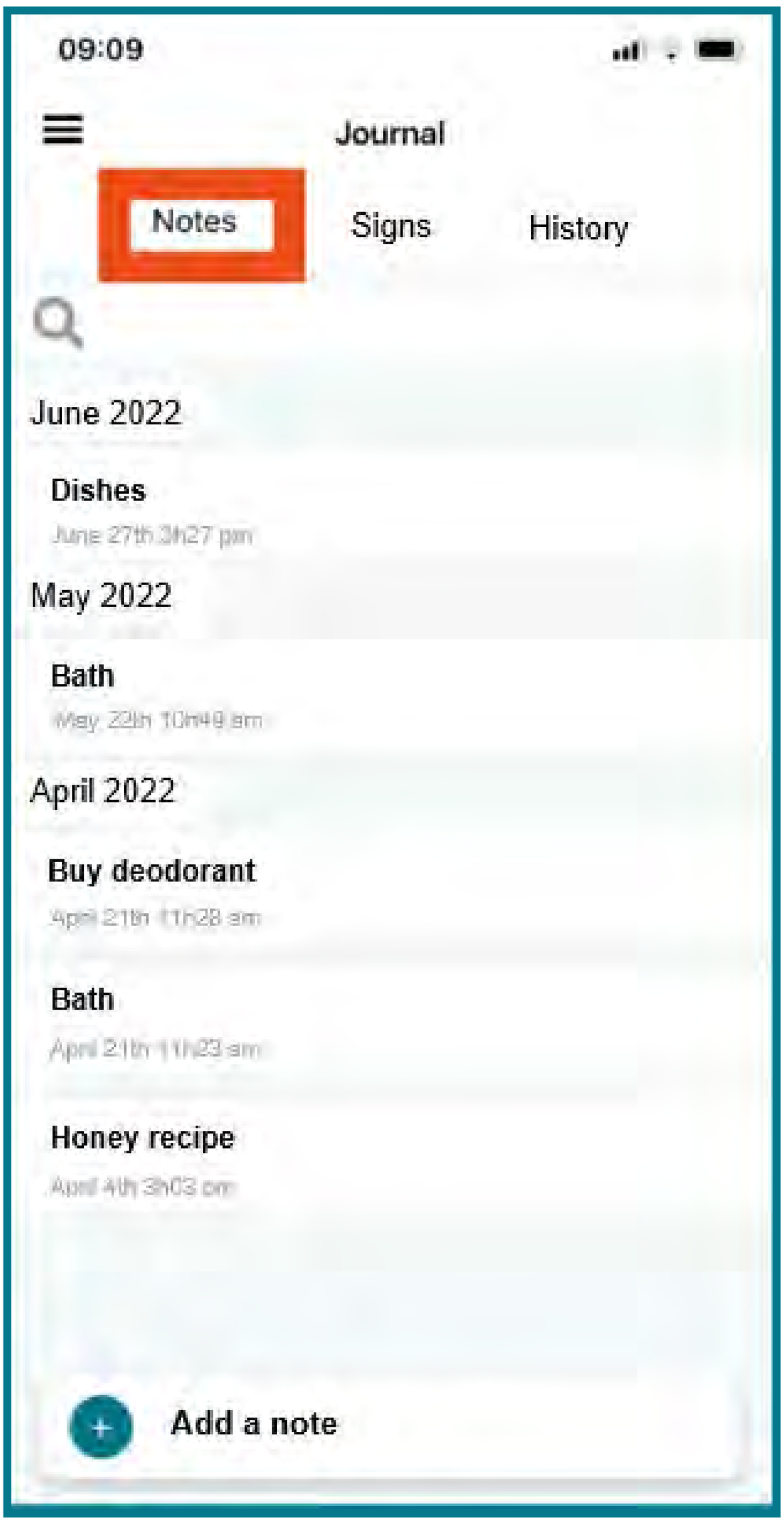
3. JOURNAL

NOTES

How do I add a note in my file?

When you open your application, click on the “**Journal**” icon at the bottom of your screen.

- Then click on “**Notes**”.



- Click on “**Add a note**” at the bottom of the screen.
- Complete the following information to add a new note:

TITLE: Indicate the name of the note.
DETAILS: If necessary, include any important details regarding the note.
IMAGE: If you want to add an image to your note, click on the black camera icon and either:
- Select an image from your photo gallery
- Take a picture with your camera

- When you are finished, click on “**Save**” at the bottom of your screen.

How do I edit a note in my file?

When you open your application, click on the “**Journal**” icon at the bottom of your screen.

- Then click on “**Notes**”.
- Select the note you want to edit.
- Click on “**Edit**” at the bottom of the screen.
- Make the necessary changes and then click on “**Save**” when you are finished.

09:12
Journal
Weight
Filter
Week
Lbs
Add a measure

How do I remove a note from my file?

- When you open your application, click on the “**Journal**” icon at the bottom of your screen.
- Then click on “**Notes**”.
- Select the note you want to delete.
- Click on “**Remove**” at the bottom of your screen.
- A pop-up window will appear asking you to confirm your decision. Click on “**Remove**” to delete the note.

How can I find a specific note in my file?

When you open your application, click on the “**Journal**” icon at the bottom of your screen.

- Then click on “**Notes**”.
- Then click on the white search bar next to the magnifying glass.
- Search for the note using keywords.

SIGNS

How can I view the evolution of my weight?

When you open your application, click on the “**Journal**” icon at the bottom of your screen.

- Then click on “**Signs**”.
- Click on **“Weight**”.
- A **graph** showing the evolution of your weight will appear. The following important information will help you interpret the graph:

The **BLUE LINE** represents the various weight measures that have been taken over time.
The **HORIZONTAL AXIS** represents time.
To change the time filter, click on “Filter” and select the time interval you want to see in the graph (week, month or 6 months).
The **VERTICAL AXIS** represents weight (in pounds or kilograms).
To change the weight measurement filter, click on the measurement unit (Lbs or Kg) shown on the right side of the screen and select the desired unit.

How do I add a weight measure to my file?

When you open your application, click on the “**Journal**” icon at the bottom of your screen.

- Then click on “**Signs**”.
- Click on “**Weight**”.
- Click on “**Add a measure**” at the bottom of the screen.
- Complete the following information to add a new measure:

DATE: Indicate the date the measure was taken.
HOUR: Indicate the time the measure was taken.
MEASURE: Enter your weight.
MEASUREMENT UNIT: Select the desired measurement unit (Lbs or Kg).

When you are finished, click on “**Save**” at the bottom of your screen.

How do I edit a weight measure in my file?

- When you open your application, click on the “**Journal**” icon at the bottom of your screen.
- Then click on “**Signs**”.
- Click on “**Weight**”.
- Change the time filter if necessary to be able to select the measure you want to edit.
- Select the measure you want to edit and make the necessary changes.
- When you are finished, click on the small floppy disk icon in the blue circle at the bottom of your screen.

How do I remove a wrong weight measure?

- When you open your application, click on the “**Journal**” icon at the bottom of your screen.
- Then click on “**Signs**”.
- Click on “**Weight**”.
- Select the measure you want to remove and then click on the small white trash icon in the red circle at the bottom of your screen.

How can I view the evolution of my sleep quality?

When you open your application, click on the “**Journal**” icon at the bottom of your screen.

- Then click on “**Signs**”.
- Then click on “**Quality of sleep**”.
- A graph showing the evolution of your sleep quality will appear. The following important information will help you interpret the graph:

The **COLOUR LINE** represents the various sleep quality measures that have been taken over time.
The **HORIZONTAL AXIS** represents time.
TO CHANGE THE TIME FILTER, click on “Filter” and select the time interval you want to see in the graph (week, month or 6 months).
The **VERTICAL AXIS** represents sleep quality (good, tolerable or bad).
THE COLOURS are intended to help you visualize your sleep quality.

How do I add a sleep quality measure?

When you open your application, click on the “**Journal**” icon at the bottom of your screen.

- Then click on “**Signs**”.
- Then click on “**Quality of sleep**”.
- Click on “**Add a measure**” at the bottom of the screen.

- Complete the following information to add a new measure:

DATE: Indicate the date the measure was taken.
HOUR: Indicate the time the measure was taken.
MEASURE: Choose the measure that matches your sleep quality.

- When you are finished, click on “**Save**” at the bottom of your screen.

How do I edit a sleep quality measure in my file?

When you open your application, click on the “**Journal**” icon at the bottom of your screen.

- Then click on “**Signs**”.
- Then click on “**Quality of sleep**”.
- Change the time filter if necessary to be able to select the measure you want to edit.
- Select the measure you want to edit and make the necessary changes.
- When you are finished, click on the small floppy disk icon in the blue circle at the bottom of your screen.

How do I remove a wrong sleep quality measure?

When you open your application, click on the “**Journal**” icon at the bottom of your screen.

- Then click on “**Signs**”.
- Then click on “**Quality of sleep**”.
- Select the measure you want to remove and then click on the small white trash icon in the red circle at the bottom of your screen.

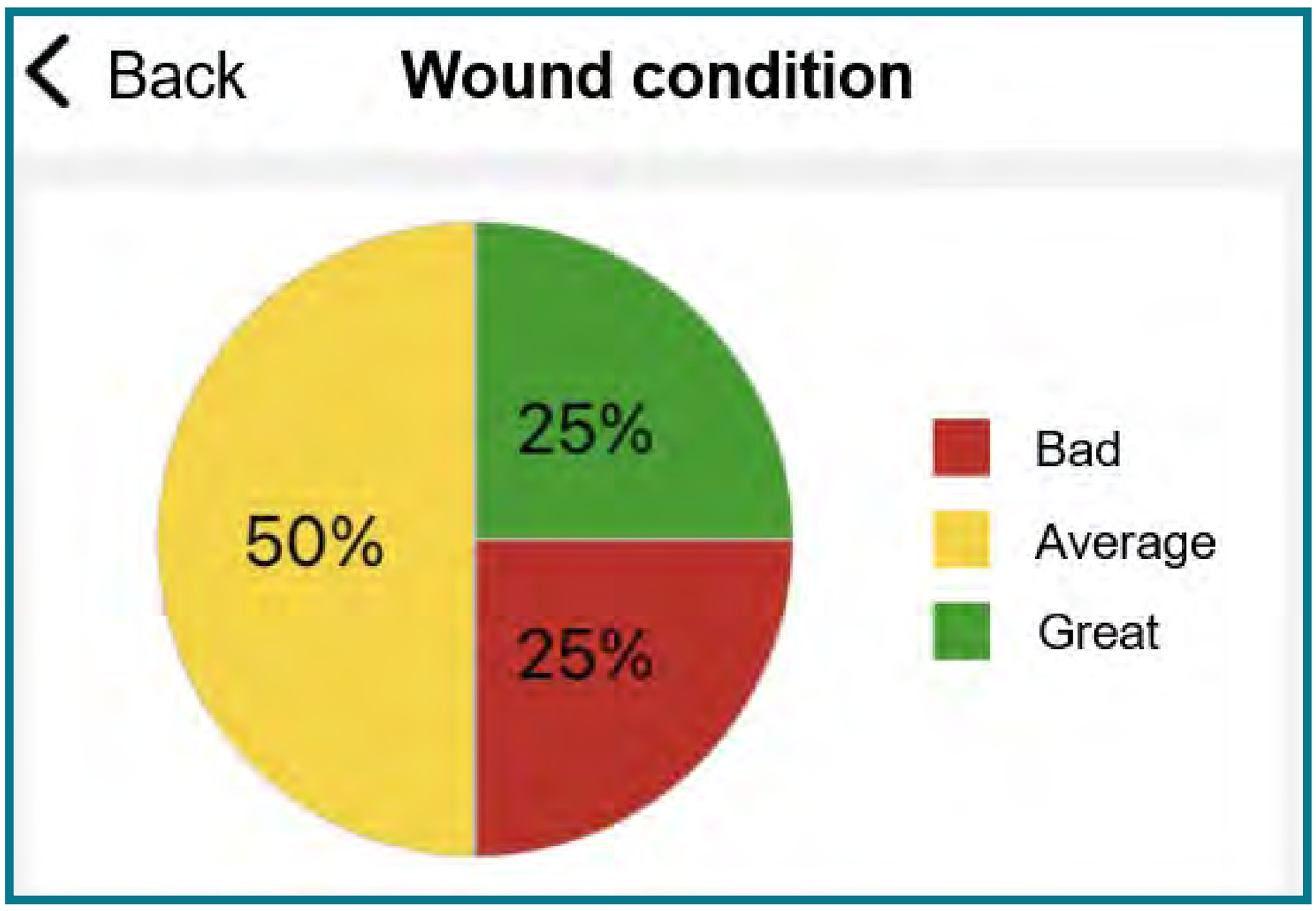
How can I view the evolution of my wounds?

When you open your application, click on the "**Journal**" icon at the bottom of your screen.

- Then click on "**Signs**".
- Click on "**States of wounds**".

PLEASE NOTE: No pie graph will display when you first add a wound in your file. You must enter at least one wound measure for a graph to display.

- A pie graph showing the percentage of your wounds that are in each condition/state will appear. The following important information will help you interpret the graph:



The colours represent the different wound states:
GREEN = Good
YELLOW = Tolerable
RED = Bad
The percentage represents the relative number of wounds that are in each state (good, tolerable or bad).

How can I view the evolution of one of my wounds?

When you open your application, click on the "**Journal**" icon at the bottom of your screen.

- Then click on "**Signs**".
- Click on "**States of wounds**".
- Select the wound whose condition you want to view the evolution of.

PLEASE NOTE: No pie graph will display when you first add a wound in your file. You must enter at least one wound measure for a graph to display.

- A graph showing the evolution of the condition of your wound will appear. The following important information will help you interpret the graph:

The **LINE** represents the various wound condition measures that have been taken over time.
The **HORIZONTAL AXIS** represents time.
To **CHANGE THE TIME FILTER**, click on “Filter” and select the time interval you want to see in the graph (week, month or 6 months).
The **VERTICAL AXIS** represents the wound’s condition (good, tolerable or bad).
The **COLOURS** are intended to help you visualize the evolution of the condition of the your wound.

How do I add a new wound to my file?

When you open your application, click on the “**Journal**” icon at the bottom of your screen.

- Then click on “**Signs**”.
- Click on “**States of wounds**”.
- Click on “**Add a wound**” at the bottom of the screen.
- Complete the following information to add a new wound:

STATE OF WOUNDS: Give your wound a descriptive name so you can identify it later (for example, you could write “abdominal wound”).
DATE: Indicate the date the measure was taken.
HOUR: Indicate the time the measure was taken.
MEASURE: Select the measure that corresponds to the condition of your wound (good, tolerable or bad).

When you are finished, click on “**Save**” at the bottom of your screen.

How do I add a wound condition measure to my file?

When you open your application, click on the "**Journal**" icon at the bottom of your screen.

- Then click on "**Signs**".
- Click on "**States of wounds**".
- Click on the name of the wound for which you want to add a wound condition measure.
- Click on "**Add a measure**" at the bottom of the screen.
- Complete the following information to add a new measure:

> **DATE:** Indicate the date the measure was taken.
> **HOUR:** Indicate the time the measure was taken.
> **MEASURE:** Select the measure that corresponds to the condition of your wound (good, tolerable or bad).

- When you are finished, click on "**Save**" at the bottom of your screen.

How do I edit a wound condition measure?

When you open your application, click on the "**Journal**" icon at the bottom of your screen.

- Then click on "**Signs**".
- Click on "**States of wounds**".
- Change the time filter if necessary to be able to select the measure you want to edit.
- Click on the wound whose condition measure you want to edit and then select the measure you want to change.
- Update the information that is incorrect or inaccurate.

- When you are finished, click on the small floppy disk icon in the blue circle at the bottom of your screen.

How do I remove a wound condition measure?

- When you open your application, click on the “**Journal**” icon at the bottom of your screen.
- Then click on “**Signs**”.
- Click on “**States of wounds**”.
- Click on the wound whose condition measure you want to delete and then select the measure you want to remove.
- Click on the small white trash icon in the red circle at the bottom of your screen.

LOGS

PLEASE NOTE: Logs are used to view the tasks that were completed during the day.

How do I access the logs of the actions I took?

When you open your application, click on the “**Journal**” icon at the bottom of your screen.

- Then click on “**Logs**”.

MedClock®

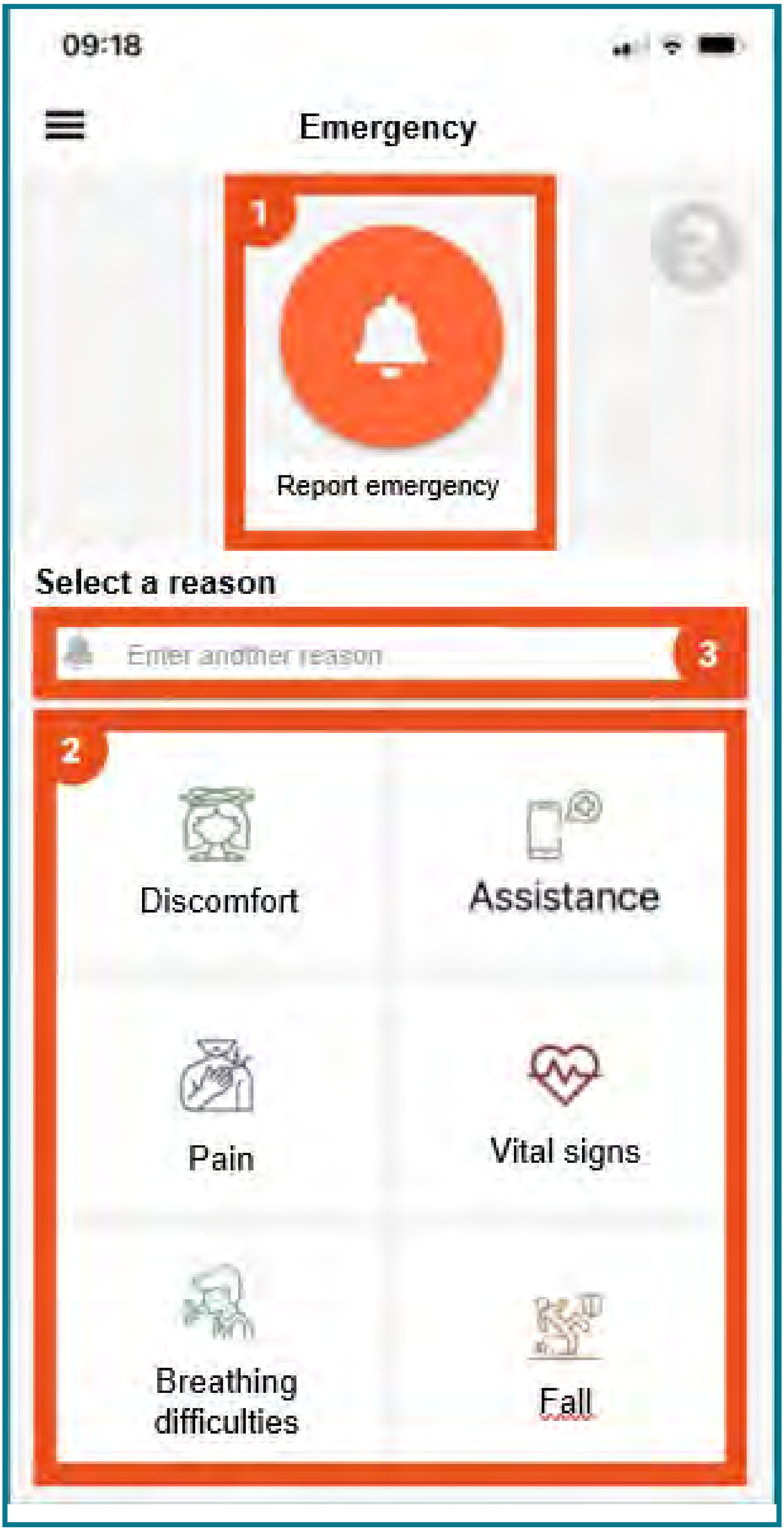
EMERGENCY

How do I report an emergency?

When you are in the application, click on the “**Emergency**” icon at the bottom of your screen.

- There are three ways to report an emergency:

SIMPLE EMERGENCY = Click on the white bell in the orange circle labelled “Report Emergency” to report the emergency.
KNOWN EMERGENCY = Select one of the 6 types of emergencies listed in the application (discomfort, assistance, hurt, vital sign, breathing difficulty, fall) and then click on the orange circle to report the emergency.
UNKNOWN EMERGENCY = If you are experiencing an emergency that is not one of the 6 types listed, click on the white “Enter another reason” bar and describe your emergency. Then click on the orange circle to report your emergency.


09:18
Emergency
1
Report emergency
Select a reason
Enter another reason
3
2
Discomfort
Assistance
Pain
Vital signs
Breathing difficulties
Fall

How do I respond to an emergency?

When you are in the application, click on the "**Emergency**" icon at the bottom of your screen.

- The following information will be displayed:

DURATION SINCE REPORTING: How long ago the emergency was reported.
REPORTING TIME: When the emergency was reported.
PERSONS CONTACTED: The caregivers in the application who were notified.

Click on the small crossed-out bell in the orange circle at the bottom of the screen.

- If necessary, add a note before ending the emergency.
- Click on the small floppy disk icon in the blue circle to confirm the end of the emergency.

AGENDA

PLEASE NOTE: The little dots under the days are events.

How do I add a new event to my calendar?

When you are in the application, click on "**Agenda**" at the bottom of your screen.

- Click on "**Add Appointment**" at the bottom of the screen.
- Complete the following information to add an appointment or event:

TITLE: Enter the name of the event or appointment (e.g. dentist).
DATE: Indicate the date of the event.
LOCATION: Indicate the location of the event.
FULL DAY: If the event (e.g., an activity, a birthday/ an anniversary, a trip) lasts all day, swipe the toggle to the right.
START TIME: Indicate when the event starts.
END TIME: Indicate when the event ends.
MEDICAL APPOINTMENT: If the event is a medical appointment, swipe the toggle to the right. A box will appear so you can add the name of the referring physician.
NOTES: You can add additional information about the event.

When you are finished, click on "**Add an appointment**" at the bottom of your screen.

How do I remove an event from my calendar?

When you are in the application, click on “**Agenda**” at the bottom of your screen.

- Click on the day the event to be edited is scheduled.
- Select the event at the bottom of the screen.
- Click on the small white trash icon in the red circle at the bottom of your screen.
- A pop-up window will appear asking you to confirm your decision. Click on “**Remove**” to delete the event.

How do I edit an event in my calendar?

- When you are in the application, click on “**Agenda**” at the bottom of your screen.
- Click on the day the event to be edited is scheduled.
- Select the event at the bottom of the screen.
- Make the necessary changes and then click on “**Update**” at the bottom of the screen.

Application pour aidants • App for Caregivers

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