

User Guide

for myINTERACT iOS





myinteract

myINTERACT is a platform that enhances the connection between healthcare professionals and their individual work related communities to improve patient outcomes.

Accessed via a single login, myINTERACT provides a consolidated digital view of content and resources from industry, medical interest groups, hospital departments and medical events that is easy to search, access when needed and users are notified when updated.

How myINTERACT can be used?

1) Hospital Departments: myINTERACT brings together rosters, presentation libraries, staff directory, tools and calculators, and events into one secure platform to help the department run more effectively.

2) Interest Groups: myINTERACT provides searchable content libraries for sharing of presentations and documents, event module to help coordinate meetings, contact lists and in-app notifications to better communicate important news.

3) Events: Improve logistics, increase participation, publish reference material for all meetings from ad boards to large congresses

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Initial set up

Devices Supported

All iPhone, iPad devices that support iOS 12 & 13 including iPad Pro.

To get started please:

- 1) Go to the App store
- 2) Search for 'myINTERACT'
- 3) Download onto your compatible device

myINTERACT is also available on Android devices and Desktop via your web browsers at <https://my.interact.technology>

myINTERACT Overview

Favourites

Create and access favourites by tapping the heart icon

Refresh

Hard refresh the app to sync any new content

Search

Search across title and description

Notification Centre

A 30 day history of all your notifications

Home

An overview of the latest news, updates, suggestions and upcoming events across all connections

Me

Update user profile and change password

Connections

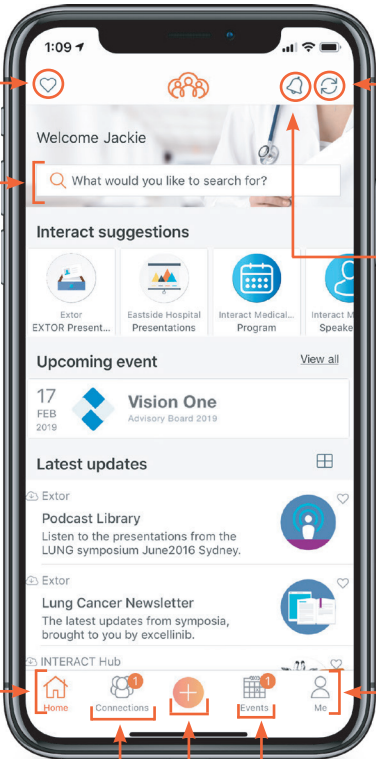
Companies or communities that you have connected to

Events

View upcoming and past events in date order

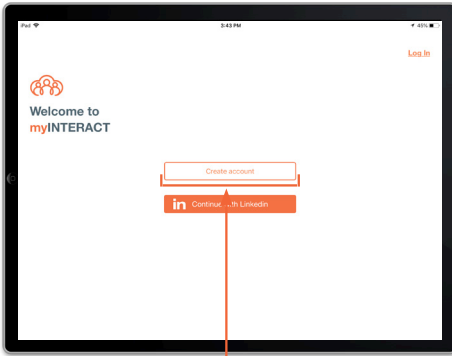
Plus

Establish a new connection using myINTERACT's QR code or Access Code features

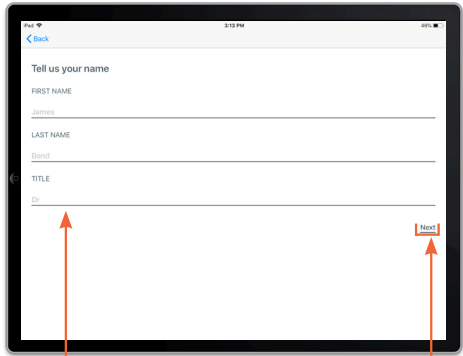


Create Account

If you don't have an account tap on the 'Create Account'. If you have LinkedIn or Facebook apps installed on your device you can populate the information required.

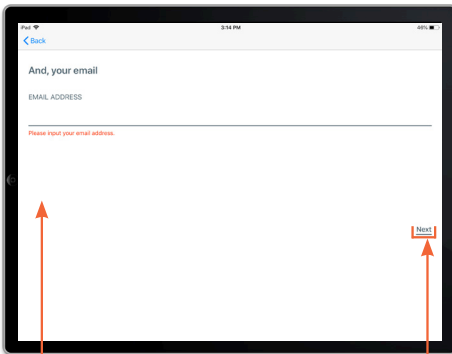


1. Tap 'Create Account'



2. Populate the above fields.

3. Tap 'Next'



4. Populate your email.

5. Tap 'Next'



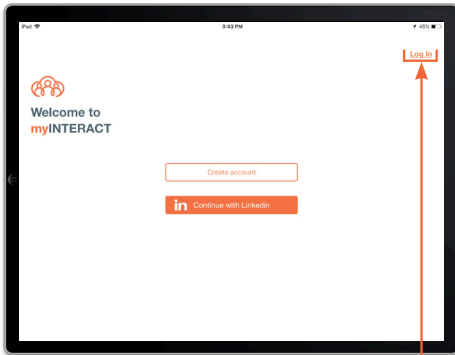
6. Populate a password

7. Tap 'Register'

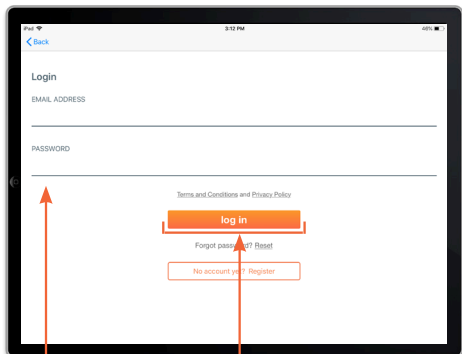
NOTE: No information is shared between Facebook or LinkedIn.

Log In

To access content you must have an account and be logged in.



1. Tap 'Log In'

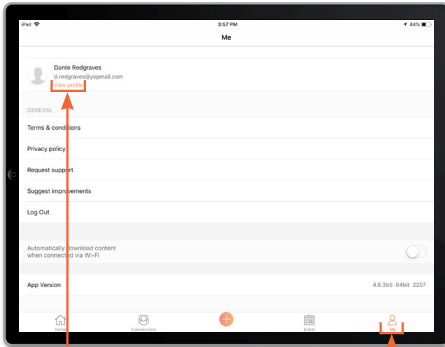


2. Enter your username and password.

3. Tap 'Log In'

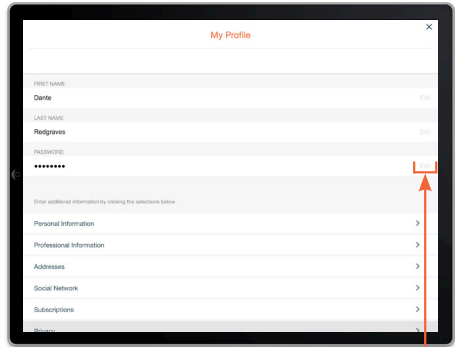
Change Password

myINTERACT password can be changed at any time.

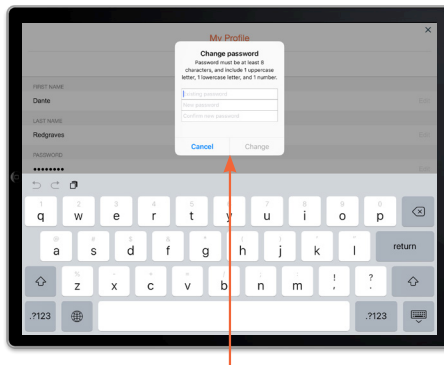


2. Tap 'View profile'

1. Tap 'Me'



3. Tap 'Edit' for Password

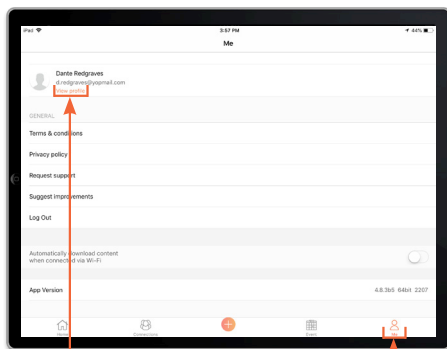


4. Change your password as per the above and tap 'Change'.

NOTE: Once you have changed your password, please update it on all your devices.

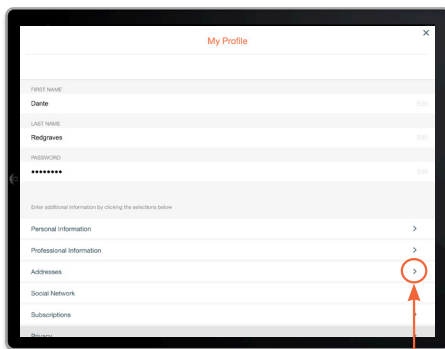
User Profile

myINTERACT allows you to add and update personal and professional details for a more personalised experience.

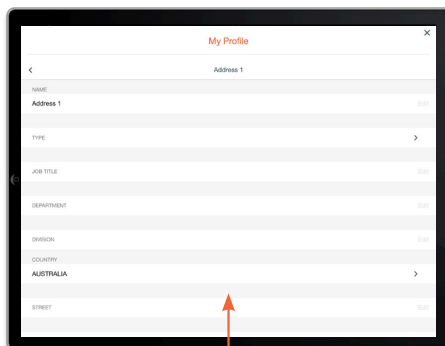


2. Tap 'View profile'

1. Tap 'Me'



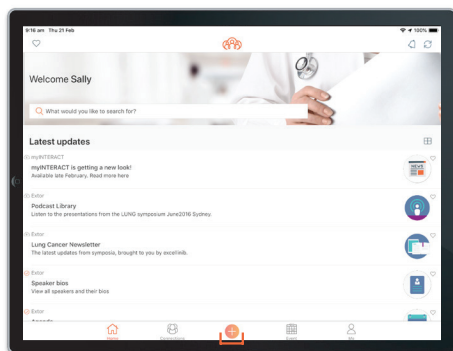
3. Tap '>' to update details



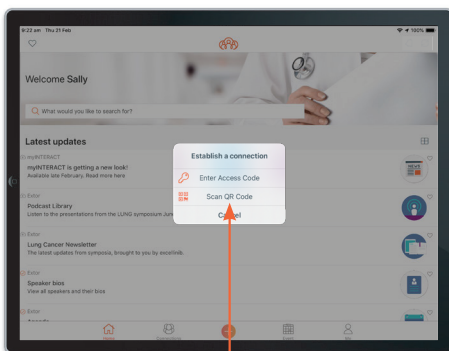
3. Change your details as needed

Scan QR Code

Using myINTERACT's inbuilt QR code scanner, you can access invitations to connections, events and additional content.



1. Tap 'Plus'



2. Tap 'Scan QR Code'

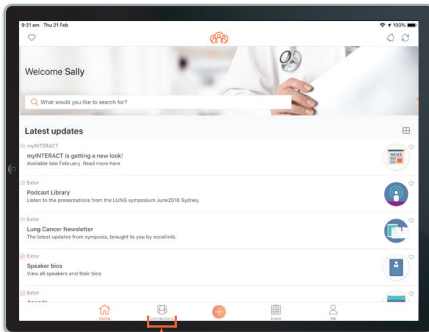


3. Scan the QR Code

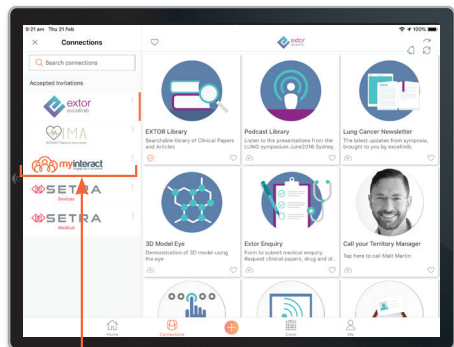
NOTE: Connection invitations appear in Connections and event invites appear in Events under their relevant tabs.

Connections

To navigate to the content of your connections, tap on the Connection tab, then the relevant logo.



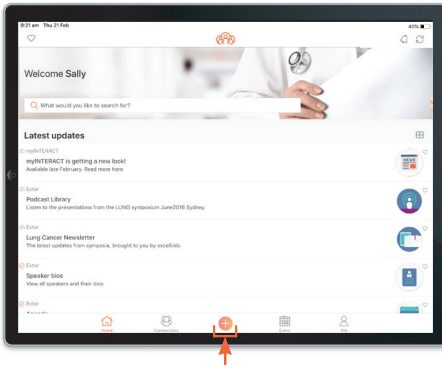
1. Tap
'Connections'



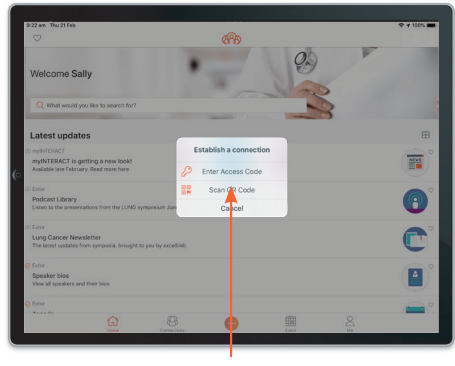
2. Tap on a connection to view the
content

Connection and Event Access Code

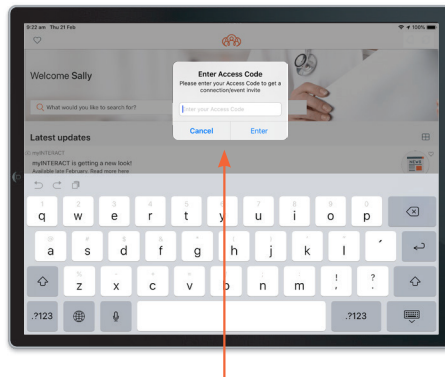
It is easy to access a connection or event using a myINTERACT Access Code.



1. Tap 'Plus'



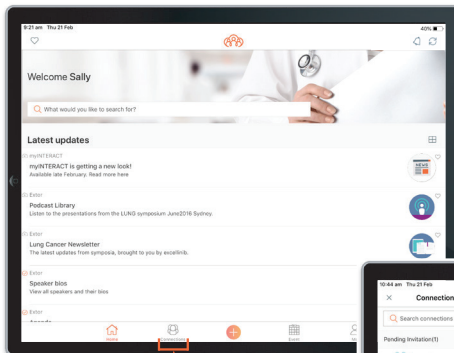
2. Tap 'Enter Access Code'



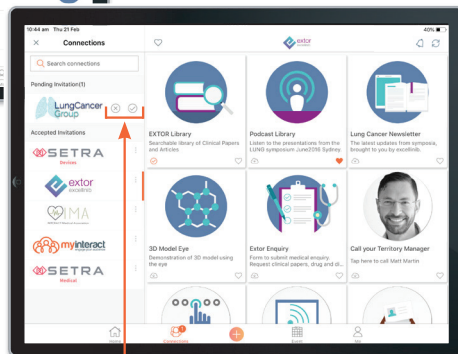
3. Type the access code then tap 'Enter'

Connection Invitation

Connection invitations provide you with access to a company's content. When you receive an invitation you have the option to 'Accept' or 'Decline'.



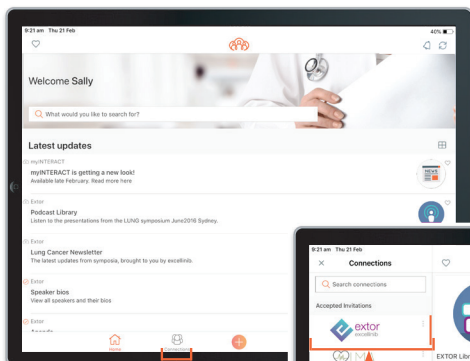
1. Tap
'Connections'



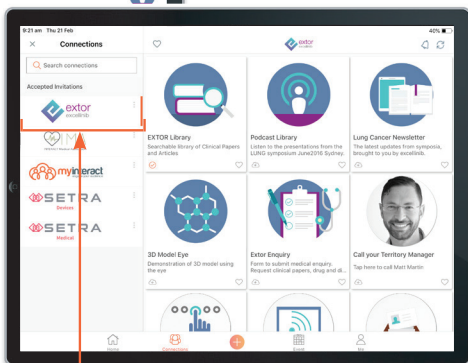
2. Tap 'tick' to accept or 'x' to decline the invitation

Reorder Connections

By default connections will appear in alphabetical order. To reorder, tap on the Connections tab then press and hold the specific connection and move it up or down.



1. Tap
'Connections'



2. Tap and hold the connection. Move up or down to re-order the connection.

Connection Wall

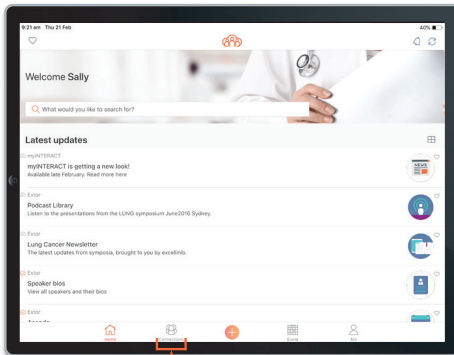
A connection is a wall that consists of series of tiles that contains content such as product information, patient resources or contact information.



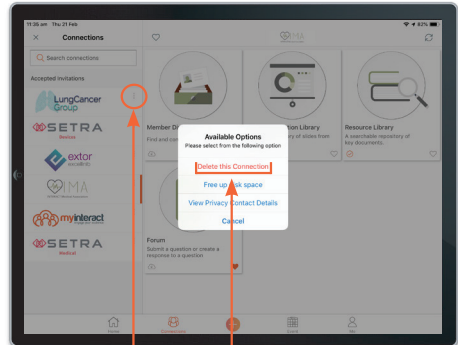
NOTE: Tapping on 'angled arrows' (next to Favourites button) will open the connection wall in full screen. Tapping '<' will restore the list of connections.

Delete Connections

A connection can be deleted at any time via the Connections tab. This will permanently remove all of the content and events associated with the connection.

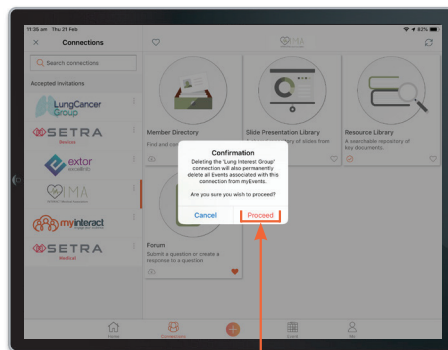


1. Tap
'Connections'



2. Tap 'Overflow'
button

3. Tap 'Delete this
Connection'

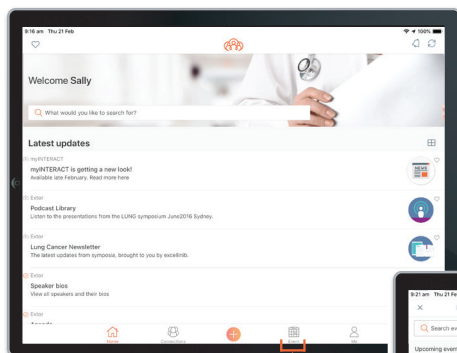


4. Tap 'Proceed' to confirm

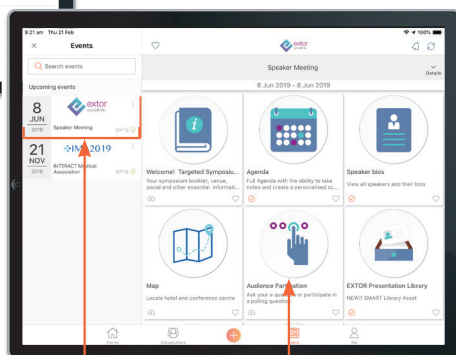
NOTE: If a connection was deleted in error, please contact the relevant company or person to gain access to this content again.

Events

To navigate to events, tap on the Events tab. Events are displayed in date order.



1. Tap 'Events'



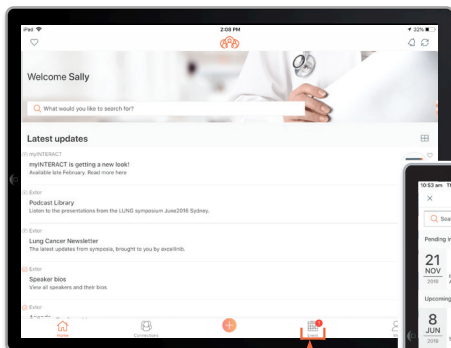
2. Tap on an event

3. Content of the selected event

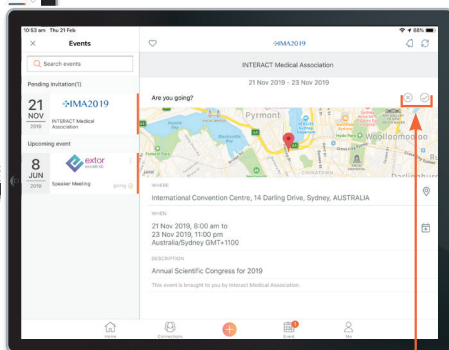
NOTE: Tapping on 'X' in an event invitation will remove this event from the myINTERACT app.

Event Invitations

To view event invitations tap the Events tab. This will display events that you have actioned, as well as new event invitations, which will be listed in date descending order.



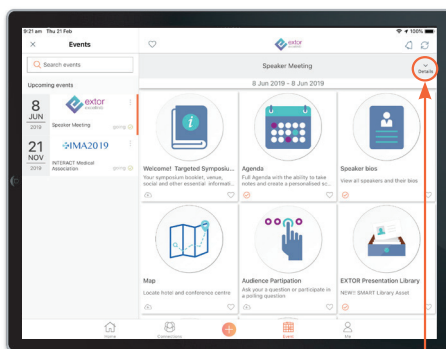
1. Tap 'Events'



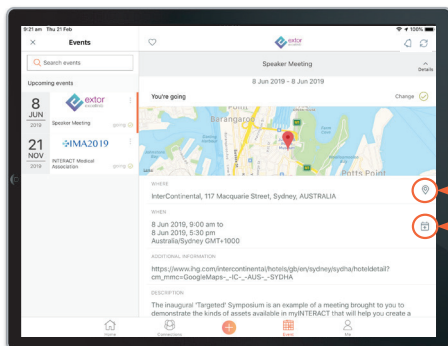
2. Tap 'tick' to accept or 'x' to decline the invitation

Event Wall

The event wall displays all content relevant to attendees of the event, e.g. agenda, speaker bios, etc. The details for the event, such as start date/time and end date/time, can be viewed along with an event description. Additionally, there are options to view the location through Apple Maps and add the event to your calendar.



1. Tap 'Details'

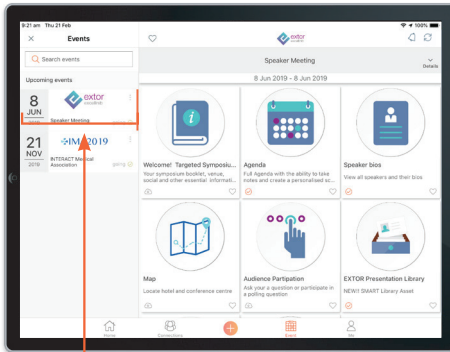


2. Tap for Apple Maps view
3. Tap to add to calendar

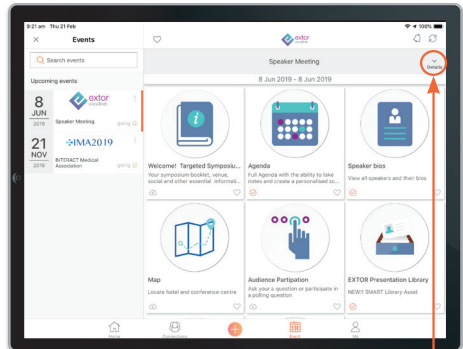
NOTE: Tapping on 'angled arrows' (next to Favourites button) will open the event wall in full screen. Tapping '<' will restore the list of events.

Change Attendance Status

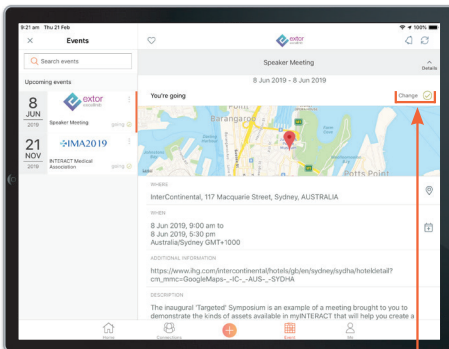
If enabled by the administrator , it is possible to change your attendance status from within the app.



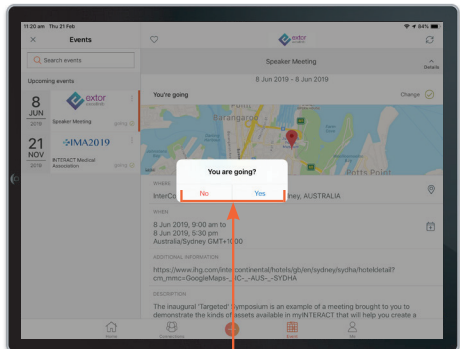
1. Select an event



2. Tap 'Details'



3. Tap 'Change'

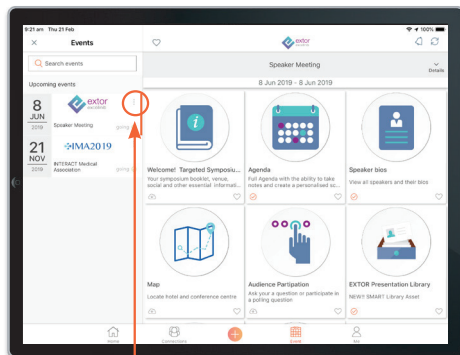


4. Select your option

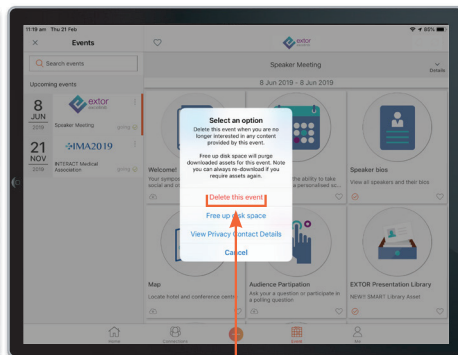
NOTE: Once an event has concluded, it is not possible to change the attendance status.

Delete an Event

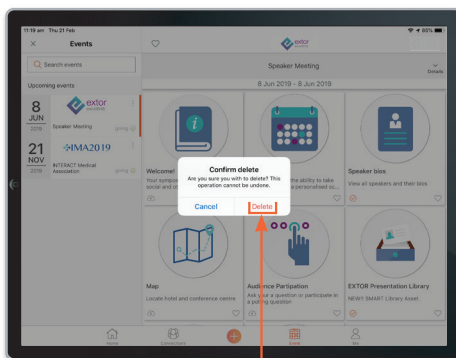
An event can be deleted at any time to remove it from the Events tab.



1. Tap the 'Overflow'



2. Tap 'Delete this event'

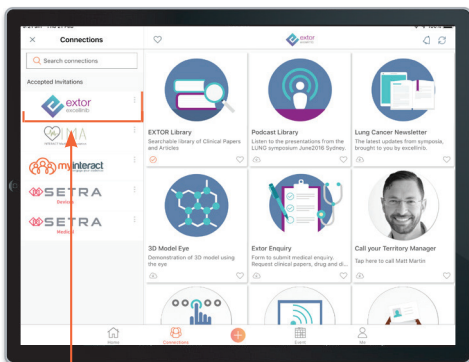


3. Tap 'Delete' to confirm

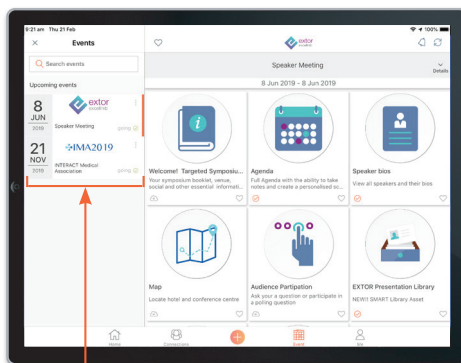
NOTE: Removing an event that has not yet ended will indicate to the event holder that you are not attending.

Navigate between Connections and Events

To navigate between connections and events utilise the relevant Connections and Events list to access the different content.



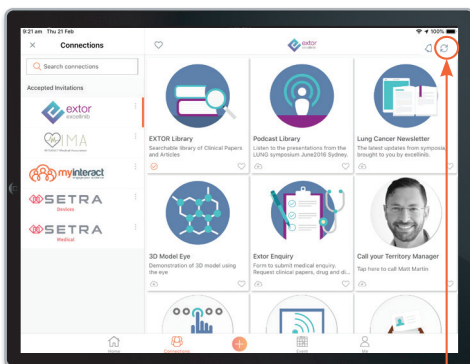
1. Tap a connection to access the different content



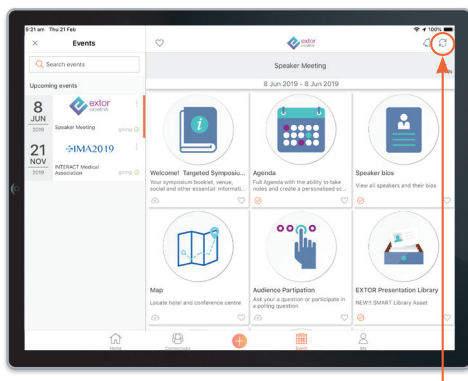
1. Tap an event to access the different content

Refresh a Wall

myINTERACT will occur automatically refresh every 4 hours. Tapping the 'Refresh' button will trigger a manual refresh. This applies to both Connection and Event walls.



Tap to trigger refresh



Tap to trigger refresh

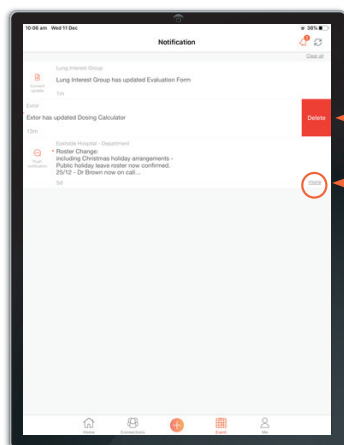
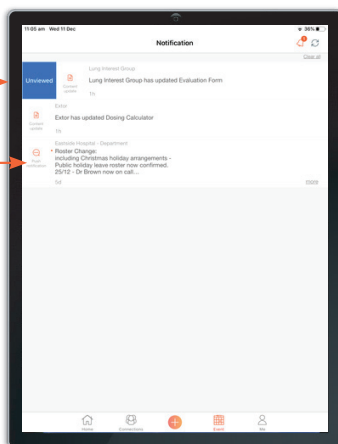
Notifications

The notification centre shows a history of myINTERACT notifications including connection and event invites and content updates allowing you to scroll back and see what you have missed. It is accessible on all main views and automatically archived after 30 days.

Tap on the individual message to link directly to the connection, event or content where applicable

Swipe right to mark as 'Viewed/Unviewed'

Icon on the left indicates the type of notification eg content, connection

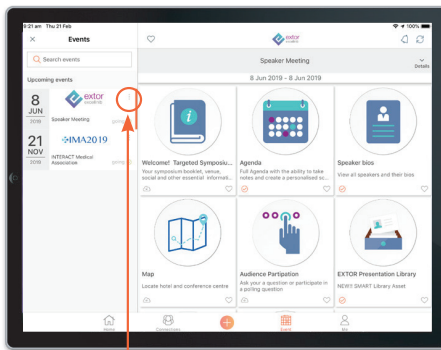


Swipe left to 'Delete'

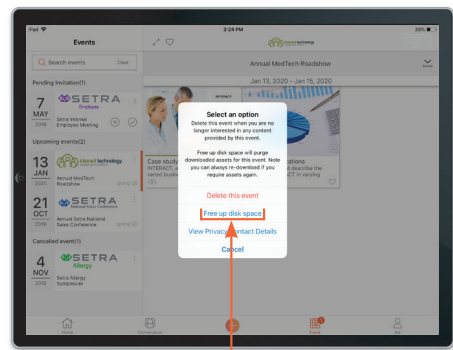
Tap 'more' to view the full notification text

Free up Disk Space

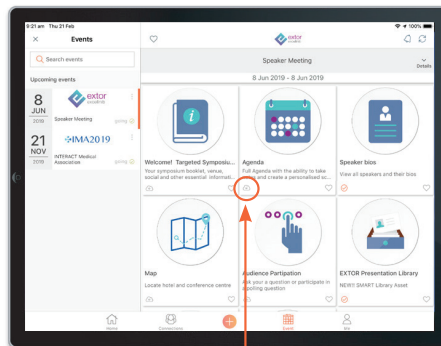
Disk space can be limited on certain devices. To free up disk space, content for events and connections can be unloaded at any time.



1. Tap the 'Overflow'



2. Tap 'Free up disk space'

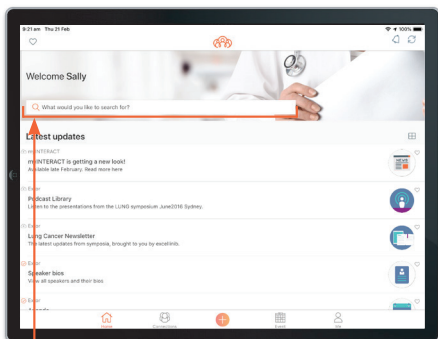


3. Content is set to be re-downloaded

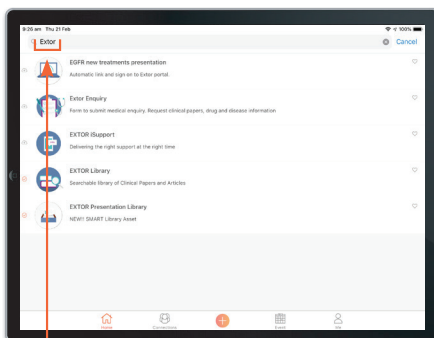
NOTE: This functionality is performed the same way from the Connections tab

Search for Assets

The search functionality enables you to search for content across all connections and events. Once you have located some content, you can view it immediately if it has been downloaded. Alternatively navigate to the relevant connection wall to trigger the download.



1. Tap on Search box

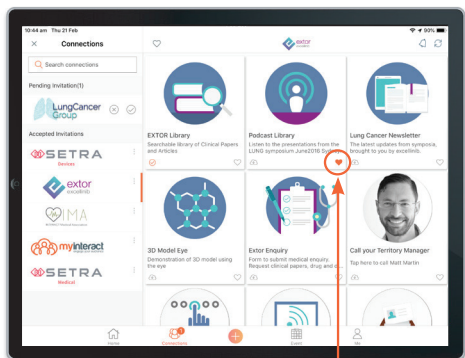


2. Enter your search text

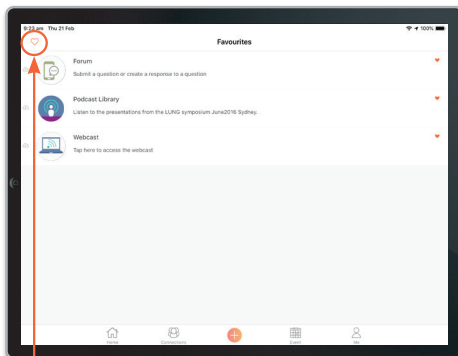
NOTE: This spans across event assets.

Favourites

Mark your favourite assets by tapping on heart icon and quickly access them, via the Favourites icon.



1. Toggle the asset's heart icon to add or remove it from your favourites

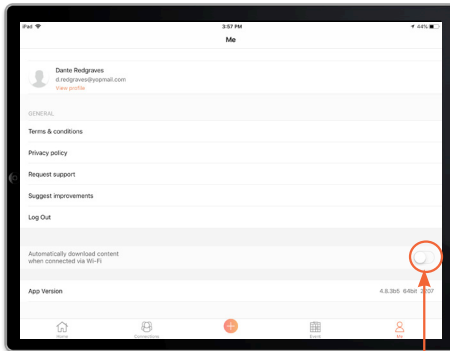


2. Tap the 'Favourites' button to only view your preferred assets

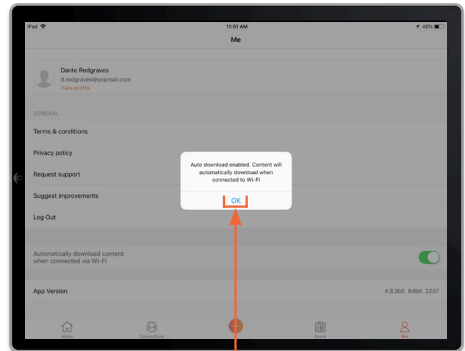
NOTE: Favourites span across all your connections and events.

Activate Auto-Download on Wi-Fi

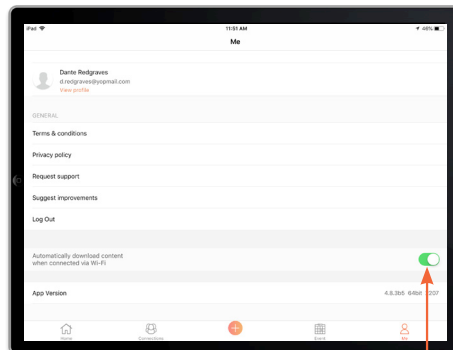
If you have an available Wi-Fi access point you could activate the Auto-Download option in the app to download all content when available.



1. Tap the 'switch'



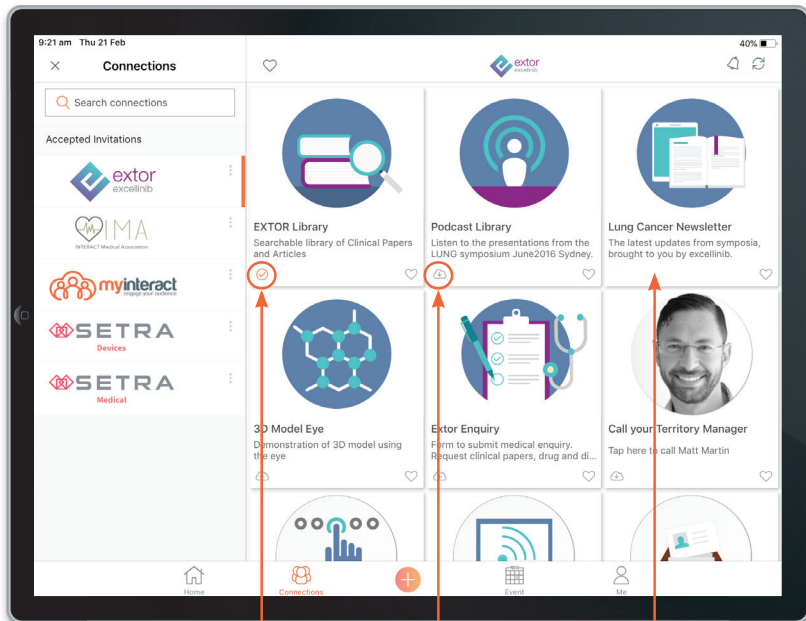
2. Tap 'OK' to confirm



3. Content will now download automatically

View Assets

Before content can be viewed, it needs to be downloaded. This can take up to a few minutes depending on the file size and your internet connection. Downloads will be automatic when connected via Wi-Fi if you have this feature enabled in the Account screen, otherwise you need to tap on the tile's icon to download it.



Completed download

Updated or new asset tile. Tap this icon to initialise the download.

Once an asset has been downloaded, you can view its content by tapping on the image.

Close an Asset

To exit from content, tap on the screen (best done in an area without interactive elements) and the “Done” button appears along the top right of the asset. Some assets will require you to tap on the top edge of the screen to show this menu bar.

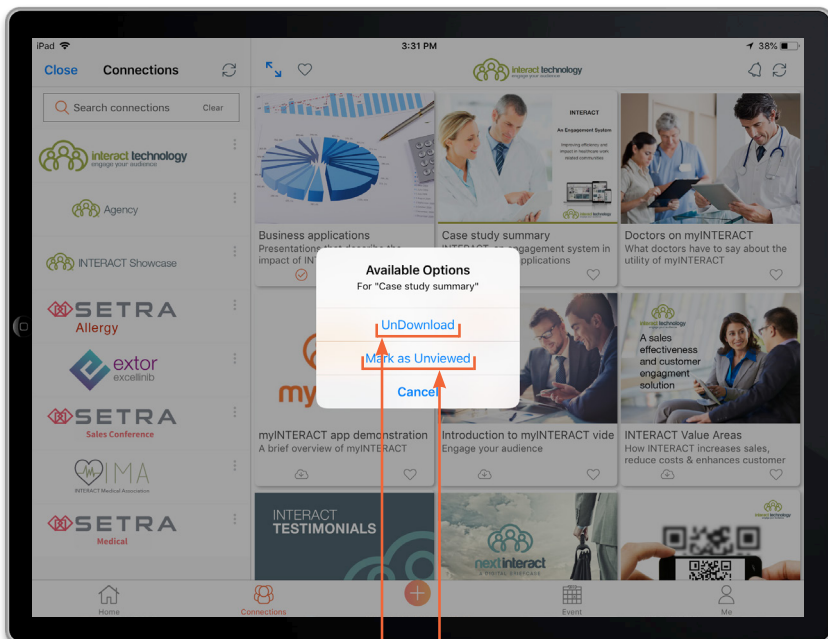



1. Tap on material to bring up top bar


2. Tap 'Done'

Long Tap Asset Options

Long tapping or pressing on content within a Connection or Event wall will trigger options to UnDownload, Download, mark as viewed or mark as unviewed.

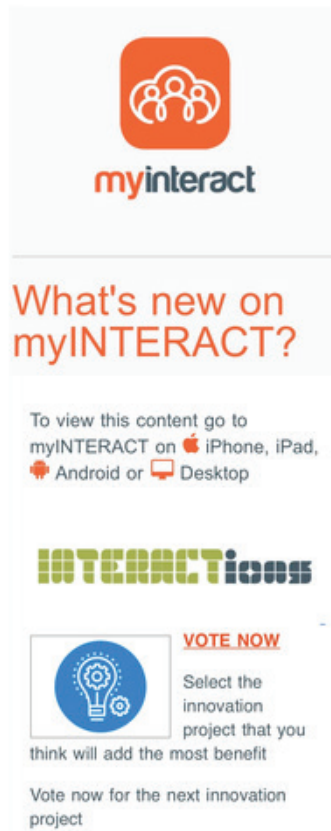


Tapping this option will revert the symbol in the bottom left to .

Tapping this option will revert the tick symbol  in the bottom left to blank.

"What's new on myINTERACT?" emails

If new content is added to any of your walls, you may receive an email notifying you of its existence. To view the updated content, tap on the link to go to the myINTERACT app on your mobile device.



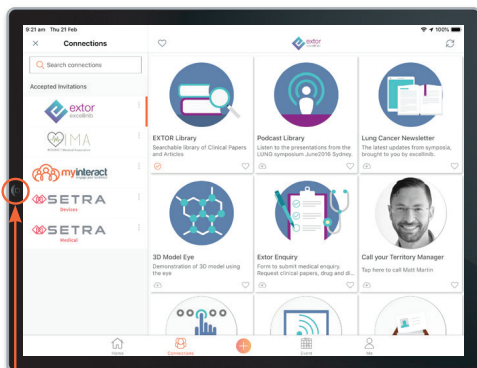
General Tips

Updating myINTERACT app

It is important to regularly update the myINTERACT app to ensure you have access to the latest features.



Select App Store and tap on updates



1. Double-click the iPad's Home button



2. Swipe the app's preview screen upwards to close it.

Need Help?

If you need help at any time, please contact our friendly support team.

E: support@interact.technology

W: <http://support.interact.technology>



support@interact.technology