

Getting Started

Download the AFHCANmobile iOS app from the App Store. Once the app is installed, tap the icon to open it.

Note: Users will also need an AFHCANweb Account.

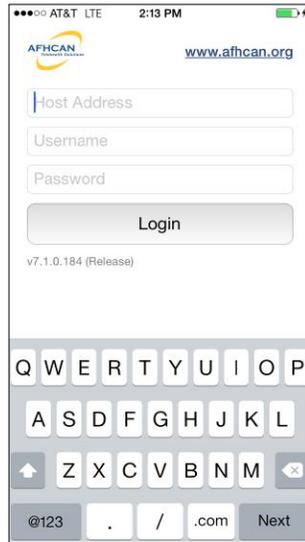
Login Screen

The first time you login, you will be required to:

⇒ enter your network address

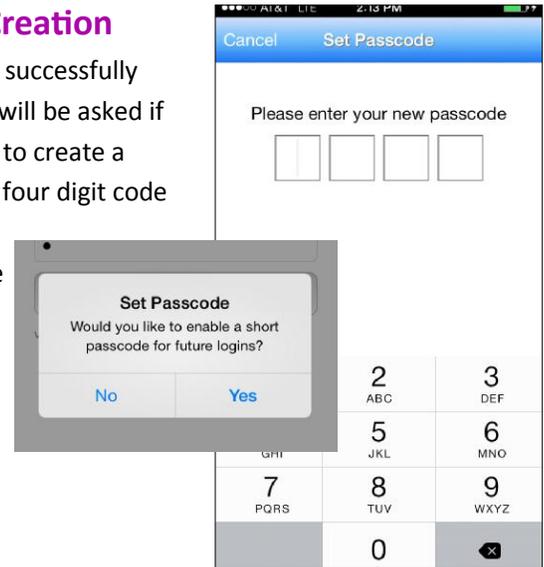
Note: Contact your IT department for the address.

⇒ enter your username and password *Note: Your username and password is the same as the AFHCANweb software.*



Passcode Creation

After you have successfully logged in, you will be asked if you would like to create a passcode. This four digit code can be used to login for future sessions on this device.



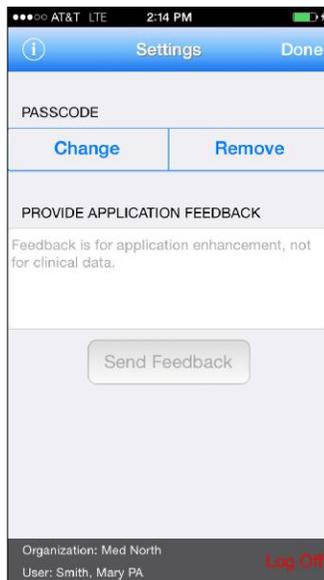
Settings

Select the gear icon to access the Settings Menu and these options:

- ⇒ Change your passcode
- ⇒ Remove your passcode
- ⇒ Provide application feedback to AFHCAN
- ⇒ LOG OFF

Note: Logging off, will clear the application of login data, and will require a login with your full username and password the next time you activate AFHCANmobile.

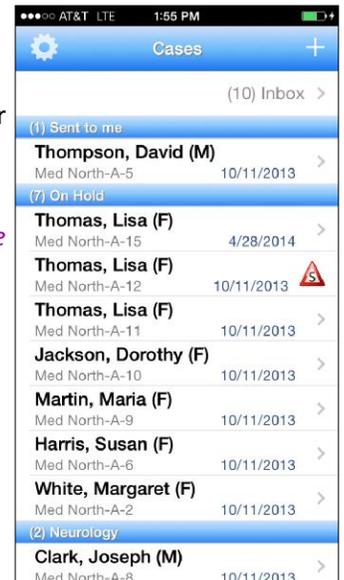
Select the 'i' icon for information on the APP and the help menu.



Cases

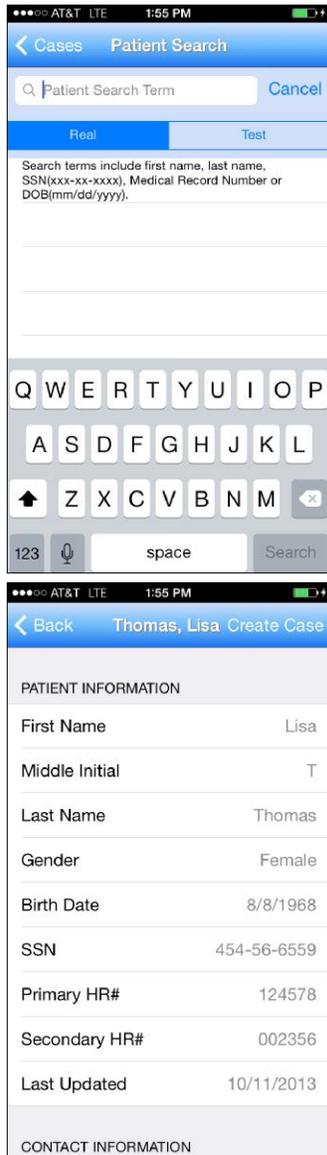
The Cases Screen is separated into folders. The top line indicates the folder you are currently viewing.

1. **Inbox:** Contains a total of **all** cases in your groups or folders. *Note: Use arrow to select/view specific folders.*
2. **Sent to Me:** Lists cases sent directly to you; these are not accessible by other users.
3. **On Hold:** Lists cases that are in progress; these are not accessible by other users.
4. **Groups:** Groups that you belong to will appear as individual folders. *Note: Cases sent to groups must be "taken" before any other action can be completed.*
5. **Refresh:** Pull the screen down to refresh the page.



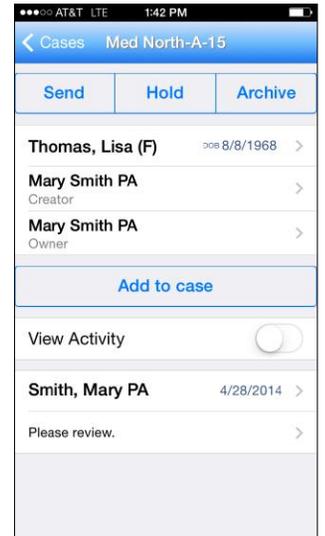
Search

1. When creating a case: Press on **+** the sign.
2. **Real/Test Patient:** Select either
3. **Search:** Will automatically start after three or more characters are entered.
Note: New patients cannot be created from AFHCANmobile.
4. A list of patients matching the search criteria will appear. Select the desired patient.
5. Review Patient Demographics to confirm. *Note: Demographics cannot be edited from AFHCANmobile.*
6. Tap Create Case.



Create a Case

1. **Back Arrow:** Use the back arrow to return to the previous screen.
Note: This option exists on various screens.
2. **Send:** Select the organization, then the user group.
3. **Hold:** Cases on hold can't be modified by other users.
4. **Archive:** Places your case in a reference only format.
5. **Patient Information:** Tap patient name for details.
6. **Case Creator:** Name of case creator. Tap for details.
7. **Case Owner:** Tap for details.
8. **Add to case** will bring up the following options:
 - A. Photo:** To add an image you will be prompted to:
 - ⇒ Take a Picture using the mobile device's camera. *Note: The image will not be saved to the device.*
 - ⇒ Choose an existing image from the saved images on your mobile device. *Note: This image will remain on your mobile device.*
 - B. Add Comment:** Add a free text comment. *Note: You may use the phone's dictation feature for this.*
 - C. Add Form:** Only forms that have been added to your Case Options list in AFHCANweb can be added to a mobile case. Visit www.afhcan.org/support.aspx for more information about Managing Case Options.
10. **View Activity Slider:** Slide ON or OFF to view or hide case activity.



Send

1. To change default, you will select 'Choose recipient' and select the individual or group. You may also use the search field.
2. Tap on the arrow to expand the recipient's information.
3. Tap on the username or group to choose.
4. Tap the send button.



Archive

1. When a case requires no further communications, tap the Archive button.
2. Choose the YES Button to archive, or NO to return to the previous screen.
Note: you may still view archived cases.

