Pukeko Platform User Guide

Version 1: 10 September 2021

Owner: Megan Franklin

## Contents

[**Contents**](#_84j964l3qt58) **2**

[Administration](#_y3q478j5qove) **3**

[Logging in](#_3vggfkypqbvu) 3

[Logging out, updating your profile and changing your password](#_q77gb6vqm3of) 3

[Coaches](#_bpia7lkqx1sb) **4**

[Setting up a new coach](#_xeore7df46sw) 4

[Updating coaches details](#_uovy1ep0vy42) 4

[Patients](#_91sef342f3cp) **5**

[Setting up a new patient](#_rbd0537wehr2) 5

[Updating patient details](#_bkr3b5goep0k) 6

[Prescribing a programme](#_hzfc2u287xcx) 6

[From ‘Dashboard’](#_o69ahmhui90x) 6

[From ‘Patients’](#_v3ovu2jr0cs0) 7

[Chatting to a patient](#_xcw3scvnhbdy) 7

## Administration

| Logging in | |
| --- | --- |
|  | 1. Go to <https://pukeko.web.app/> 2. Enter your User Name 3. Enter your password 4. Click on **‘Sign in’**   *If you cannot remember your password, then click on ‘Forgot password?’ and follow the instructions to reset your password.* |
| Logging out, updating your profile and changing your password | |
|  | **Logging out:**   1. Click on the user icon in the top right hand side of your screen 2. Click on **‘Sign Out’**   **Updating your profile:**   1. Click on the user icon in the top right hand side of your screen 2. Click on **‘Update Profile’** and follow the steps   **Changing your password**   1. Click on the user icon in the top right hand side of your screen 2. Click on **‘Change password’** and follow up steps |

## Coaches

| Setting up a new coach | |
| --- | --- |
|  | 1. Click on **‘Setup new coach’** in top right hand corner of your screen 2. Enter coach’s Name, Email, and mobile number (remove ‘0’ from beginning of number and don’t use spaces) *Role is pre-populated.* 3. Click on **‘Create’**   *An email will be automatically sent to the new coach, asking them to set up their password and will include a link to the Pukeko Platform.* |
| Updating coaches details | |
|  | 1. Click on **‘Coaches’** at the top of your screen 2. Click on or search for the **‘Coach’** you wish to edit 3. Change the Name or Mobile, accordingly 4. Click on **‘Save’**   *Please note that Email and Role are unable to be updated.* |
|  |

## Patients

| Setting up a new patient | |
| --- | --- |
|  | 1. Click on **‘Setup new patient’** in the top right hand corner of your screen 2. Enter patient’s details:    1. Name    2. Email    3. Mobile number (remove ‘0’ from beginning of number and don’t use spaces)    4. DOB    5. Gender    6. Tags - select from drop-down box 3. Click on **‘Create’** |
|  | *A text and/or email will be sent to the patient, instructing them on how to download the Pukeko application.*  *Once they have downloaded the app, their name will appear on the Dashboard, under ‘Completed Onboarding’. You will then be able to prescribe them a programme.* |
| Updating patient details | |
|  | 1. Click on **‘Patients’** at the top of your screen 2. Search for the **‘Patient**’ you wish to edit 3. Click on **‘Manage’** and update their details accordingly   OR   1. Click on **‘Actions’** next to the patient’s name on your Dashboard 2. Click on **‘Manage’** and update their details accordingly   *If you deactivate an account, they will no longer be able to open the application* |
| Prescribing a programme | |
| **From ‘Dashboard’** | |
|  | 1. Find your patient’s name from the Completed Onboarding list or search for your patient using the search box 2. Click on **‘Actions’** alongside your patient’s name 3. Click on **‘Programmes’** 4. Click on **‘Prescribe’**, alongside the programme you wish to prescribe   *The programme is automatically sent to the patient and will appear in their Inbox on the Pukeko App.* |
| **From ‘Patients’** | |
|  | 1. Search for your patient using the search box 2. Click on the Patient 3. Click on **‘Programmes’** 4. Click **‘Prescribe’** alongside the programme you wish to prescribe   *The programme is automatically sent to the patient and will appear in their Inbox on the Pukeko App.* |
| Chatting to a patient |  |
|  | 1. Find or search for your patient (as per above) 2. Click **‘Actions’** alongside the patient or click on your patient, if found through the **‘Patients’** screen 3. Type your message in the **‘type your message’** space on the right-hand side of your screen and click on the arrow button   *The message will appear in your patient’s Inbox and they will be able to reply to it.* |