**Share User Documentation**

*Updated December 2016*

**INSTALLATION**

The Share app can be installed on both Android and iOS devices. Follow the instructions below for the device you wish to install the application on.

*iOS*

*Android*

1. Using the Android device you wish to install the application on, download the Android .apk file from the following link:
2. Once downloaded, find and tap on the newly downloaded .apk file.
3. Press ‘Yes’ when prompted. The application should automatically install on your device. From here you can start using the Share application.

**USING THE APPLICATION**

Share was built with two primary end-users in mind: Hospice nurse coordinators, and caregivers for a hospice patient. The app will work differently depending on what kind of user you are. Below are usage instructions for each kind of user.

**CAREGIVER**

**Registering as a Caregiver**

1. Open the Share app on your phone.
2. Tap the *Sign Up* button on the welcome screen.
3. In the *Name*, *Email*, *Password*, *Who are you taking care of*, and *# to reach you* fields, fill in your name, email, password you wish to use, the patient ID you receive from your nurse, and your phone number respectively.
4. Once you have verified all the information is correct, tap the *Submit* button.
5. You will be taken back to the welcome screen. You are now registered to use the Share app.

**Logging In as a Caregiver**

1. Open the Share app on your phone.
2. Tap the *Log In* button on the welcome screen.
3. In the *Email Address* and *Password* fields, fill each field in with the email address and password you registered with respectively.
4. Tap the *Log In* button in the bottom right of the screen.
5. After logging in, you will be on the Home screen.

**Completing** **Assessments**

1. On the Home screen, tap the *Complete Assessment* button.
2. You will prompted that you are taking an assessment for the current day. Tap the *Take Assessment* button to continue.
3. You will now be taken to the assessment. Please read each question carefully and answer appropriately. You may drag the slider between 0 and 10, and can tap the buttons below it to indicate if you increased medication for a particular symptom.
4. Once you are satisfied with the answers you have put in, press the *Next* button on the lower right corner of the screen to be taken to the next question.
5. When you have reached the end of the assessment, tap *Submit Answers*.
6. You will be asked if you are certain you want to submit your answers. Tap *Cancel* if you want to make any changes, or tap *Submit* if you would like to submit.
7. Once submitted, you will be taken back to the Home screen.

**Viewing Assessment History**

1. On the Home screen, tap the *View History* button.
2. You will see a list of all the assessments you have submitted. Each list entry shows the assessment’s score, date, and any comments.
3. To see a more detailed view of each assessment, simply tap the list entry you want to see.
4. To go back to the home screen, tap the back button in the top left of the screen.

**Changing Personal or Patient Information**

1. On the Home screen, tap the *Settings* button.
2. If you would like you change personal information, such as your name, phone number, or relation to the patient, tap the *Profile Information* button.
3. If you need to change the patient ID number, tap the *Patient Info* button.
4. Tap the back button to return to the Home screen.

**Logging out**

1. On the Home screen, tap the *Settings* button.
2. Tap the red *Logout* button.
3. You will now be logged out of the Share application.

**NURSE**

**Registering as a Nurse**

1. Open the Share app on your phone.
2. Tap the *Sign Up* button on the welcome screen.
3. Tap the *Are you a nurse?* button at the bottom of the screen.
4. In the *Name*, *Hospital/Hospice Program*, *# to reach you*, *email*, and *password* fields, fill in your name, hospital name, phone number, email you wish to use to log in, and a password respectively.
5. Once you have verified all the information is correct, tap the *Submit* button.
6. You will be taken back to the welcome screen. You are now registered to use the Share app.

**Logging In as a Nurse**

1. Open the Share app on your phone.
2. Tap the *Log In* button on the welcome screen.
3. In the *Email Address* and *Password* fields, fill each field in with the email address and password you registered with respectively.
4. Tap the *Log In* button in the bottom right of the screen.
5. After logging in, you will be on the Home screen.

**Understanding the Overview Screen**

* In this screen, you will up to three separate lists: *Critical Patients*, *Status Updates*, and *Distressed Caregivers*. If one of these lists is not appearing, it means that no one is currently in that category.
* The *Critical Patients* list indicates all patients who have recently gone into critical condition, based on the assessments their caregiver has submitted. The overview screen will show up to five patients in the list, but there may be more. To see all critical patients, tap *All Critical*.
* The *Status Updates* list indicates all patients who have recently had a significant change in their condition. These patients may not yet be in critical condition. The overview screen will show up to five patients in the list, but there may be more. To see all critical patients, tap *All Updates.*
* The *Distressed Caregivers* list shows all patients whose caregivers have indicated in their last submitted assessment that they are feeling stressed out. The overview screen will show up to five patients in the list, but there may be more. To see all critical patients, tap *All Distressed.*
* You may call any of the caregivers for a particular patient by tapping the phone icon in their list entry.
* You may view more detailed information about a patient by tapping their list entry.

**Detailed Patient Info Usage**

1. On the Overview screen, tap the patient’s list entry to see more detailed information about them.
2. The top of the screen shows the *Current Status* of their patient, along with a color indicator.
3. The bottom half of the screen can be swiped left and right to display other information: Graphs showing the changes in a patient’s different symptoms over time, a list of their past assessment submissions, and a comments page only visible to other nurses.
4. To see other symptoms, on the symptoms sub-page, tap the spinner on the bottom right. Then tap the symptom you wish to see more information on.
5. To see detailed patient history, swipe to the sub-page showing a list of a patient’s past submissions. Then tap on the assessment you wish to see more information on.
6. To read comments, simply swipe to the comments section. To leave a comment, tap the *Comment* button in the bottom right. Type your comment and tap the *Post* button.

**Managing Patients**

1. To add another patient, tap the *Settings* button on the bottom right of the screen.
2. Tap the *Manage Patients* button.
3. To add a patient, tap the + icon in the top right of the screen.
4. Enter the patient’s name.
5. Press the *Submit* button.

**Logging Out**

1. Tap the *Settings* button on the bottom right of the screen.
2. Tap the red *Logout* button.