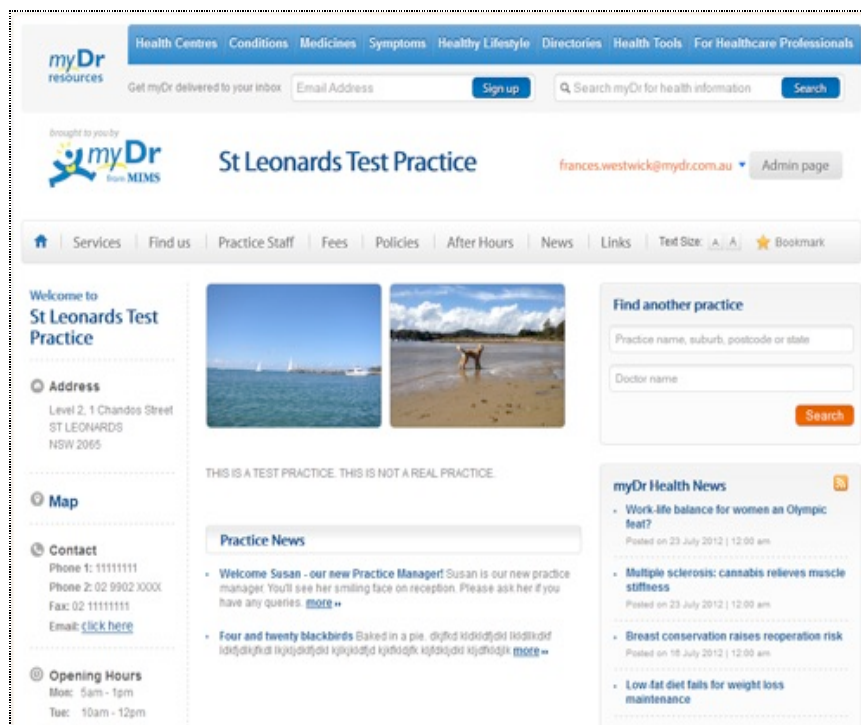


## QUICKSTART GUIDE

Review your website or build a new one and ensure you are taking advantage of the full range of features to help your patients find out all about your practice.

It is recommended you work through each section in the maintenance tool, starting with "Key Practice Information" to make sure all your website details are up to date and that all relevant fields are filled out.



### Support

If you are having problems with the Admin tool or your website, please email: [admin@mydr.com.au](mailto:admin@mydr.com.au)

### Feedback

If you have any feedback about the practice websites and their features, please email: [admin@mydr.com.au](mailto:admin@mydr.com.au)

myDr.com.au, Level 2, 105 - 115 Dover St, Cremorne, 3121 VIC, Australia

QUICKSTART GUIDE.....	1
URL .....	3
Maintenance Tool Login.....	3
User Name and Password .....	4
Changing the Administrator details.....	4
Changing the Password for the Website Maintenance.....	4
Practice Website Maintenance Menu.....	5
Key Practice Information.....	6
Website Appearance.....	7
Staff Information .....	10
About the Practice.....	17
Other Practice Information .....	21
Practice News.....	23

## URL

The URL of your practice website will be:

[www.mydr.com.au/practice/your-practice-name](http://www.mydr.com.au/practice/your-practice-name)

Whatever you have put as the Practice Name will be used in the URL.

Where 2 practices have the same name, the suburb will be added to the URL to make them unique, e.g.

[www.mydr.com.au/practice/family-practice-st-leonards](http://www.mydr.com.au/practice/family-practice-st-leonards)

[www.mydr.com.au/family-practice-crows-nest](http://www.mydr.com.au/family-practice-crows-nest)

## Maintenance Tool Login

You can make all changes to your practice website by logging in to the **secure administration area**, accessible from the top right of your website and also from the URL:

<http://www.mydr.com.au/prof-login>

Click **Practice login** to access the Admin tool

The screenshot shows the myDr website interface for 'St Leonards Test Practice'. At the top, there is a navigation bar with links like 'Health Centres', 'Conditions', 'Medicines', etc. Below this, there is a search bar and a 'Sign up' button. The main header area includes the myDr logo and the practice name 'St Leonards Test Practice'. On the right side of the header, there is a 'Practice Login' button. Below the header, there is a 'Welcome to St Leonards Test Practice' section with an address and a map. To the right of this, there is a 'Find another practice' section with input fields for practice name, suburb, postcode or state, and doctor name, and a 'Search' button. At the bottom right, there is a 'myDr Health News' section with a link to 'Work life balance for women an Olympic feat?'.

Sign in when the login box drops down

This screenshot is similar to the previous one, but the 'Practice Login' button has been clicked, and a dropdown menu is now visible. The dropdown menu contains the following fields and buttons: 'User name:' with an input field, 'Password:' with an input field, a 'Forgot password?' link, and a 'Login' button. Below these fields, there are also input fields for 'Practice name, suburb, postcode or state' and 'Doctor name', with a 'Search' button at the bottom right of the dropdown.

## User Name and Password

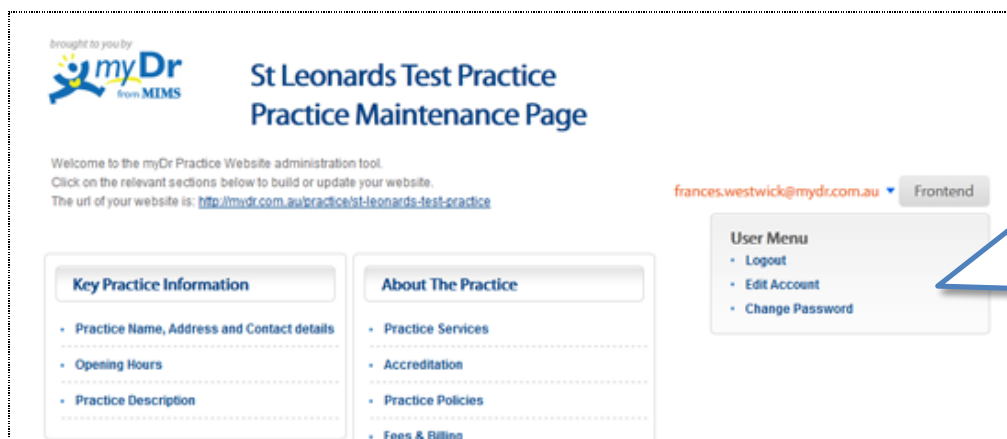
You can use your **Account ID** or your **email address\*** as the login and you will also need your **password**.

If you have forgotten the login details, there is a "**Forgot password?**" link under the login. We can issue you with a temporary password.

\*If your email address is registered in the Practice Administrator details.

## Changing the Administrator details

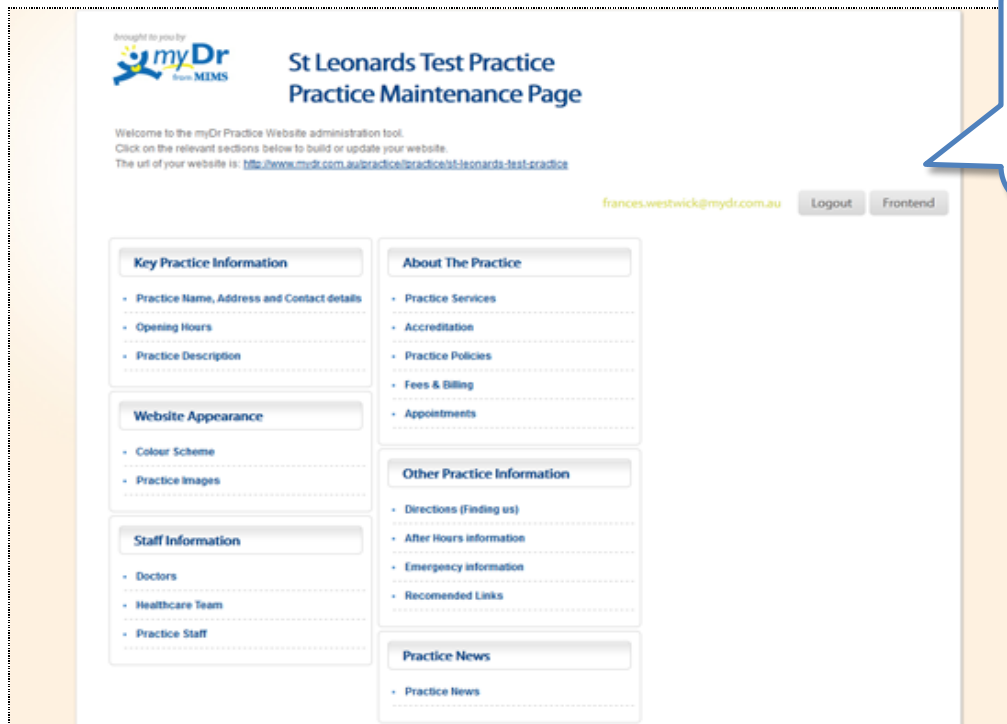
1. Login to the Maintenance Tool
2. Click on the top RHS and select "**Edit Account**"
3. Input the new administrator details
4. Save



## Changing the Password for the Website Maintenance

1. Login to the Maintenance Tool
2. Click on the top RHS and select "**Change Password**"
3. Input the new details
4. Save

## Practice Website Maintenance Menu



Click "Frontend"  
at any time to  
view your live  
website

From this menu page you can navigate to the relevant section to add, delete or update information in your website.

## Key Practice Information

The screenshot shows the 'myDr Practice Maintenance Page' for 'St Leonards Test Practice'. The page is titled 'brought to you by myDr from MIMS'. It includes a welcome message and a link to the website: <http://www.mydr.com.au/practice/practice/st-leonards-test-practice>. The user is logged in as 'frances.westwick@mydr.com.au' with 'Logout' and 'Frontend' buttons. The page is divided into several sections: 'Key Practice Information' (circled in red), 'About The Practice', 'Website Appearance', 'Staff Information', 'Other Practice Information', and 'Practice News'. The 'Key Practice Information' section contains links to 'Practice Name, Address and Contact details', 'Opening Hours', and 'Practice Description'. The 'About The Practice' section contains links to 'Practice Services', 'Accreditation', 'Practice Policies', 'Fees & Billing', and 'Appointments'. The 'Website Appearance' section contains links to 'Colour Scheme' and 'Practice Images'. The 'Staff Information' section contains links to 'Doctors', 'Healthcare Team', and 'Practice Staff'. The 'Other Practice Information' section contains links to 'Directions (Finding us)', 'After Hours Information', 'Emergency Information', and 'Recommended Links'. The 'Practice News' section contains a link to 'Practice News'.

Here you can edit:

- Practice Name
- Practice Address
- Contact Details
- Opening Hours
- Practice Description

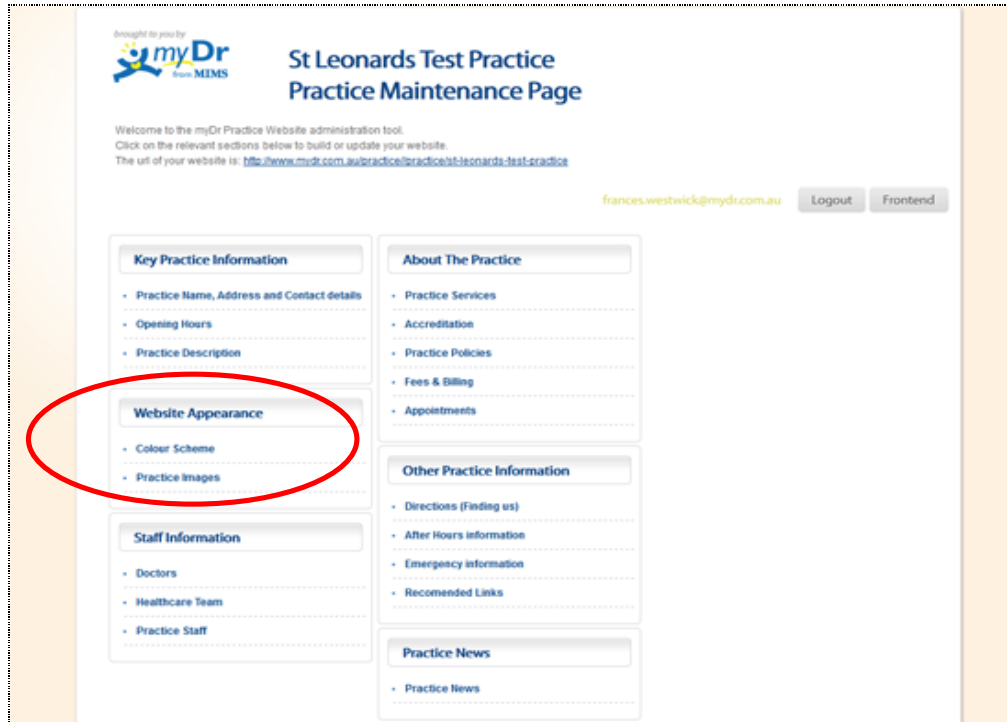
Click on the relevant item, input your new information and press the “Submit” button.

### TIPS

- The Practice name will be used to formulate your URL, e.g. [www.mydr.com.au/practice/st-leonards-test-practice](http://www.mydr.com.au/practice/st-leonards-test-practice)
- If the street address is not formatted correctly, Google Maps will not be able to locate the practice and the map pin will be displayed at the centre of the suburb, not at the correct location of the practice.

## Website Appearance

The colour scheme and the practice images are the only ways to alter the website appearance.



### Colour Scheme

- There are 4 colour schemes: Blue, Green, Purple, and Orange.
- Simply select a new colour scheme and click "Submit".

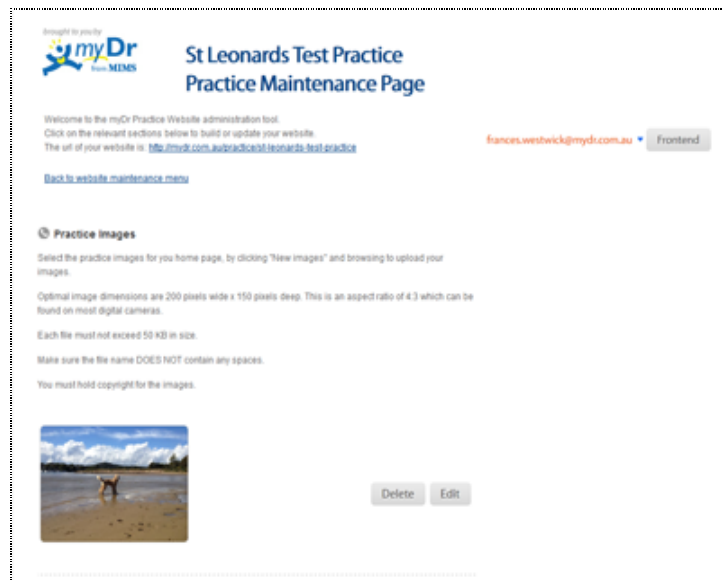
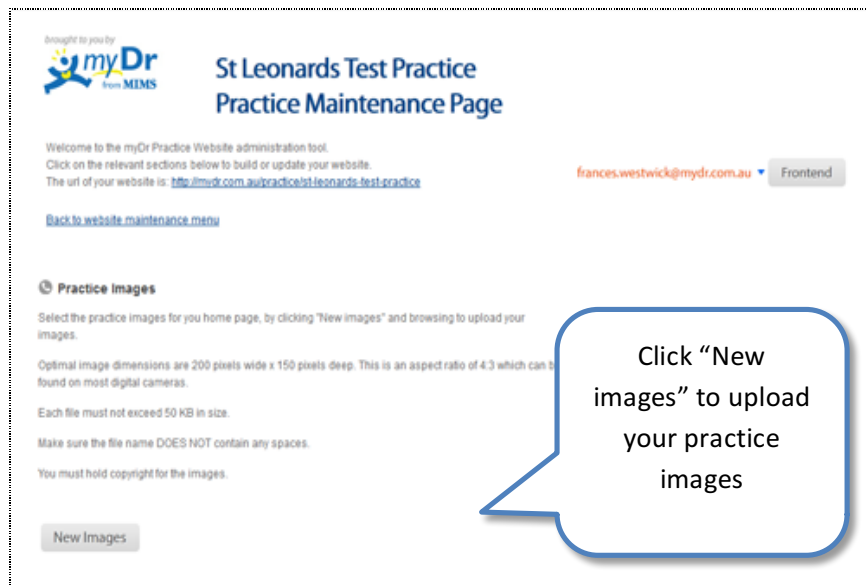
### Practice images

These are images of the practice building or surroundings or the reception area etc. Not images of the doctors and practice staff, which go on the practice page. The quality of the practice images can make a difference to the look of your site.

Images should be

- Dimensions: 200 pixels wide x 150 pixels deep
- Format: JPEG, GIF.
- File size: do not exceed **50 KB** per image

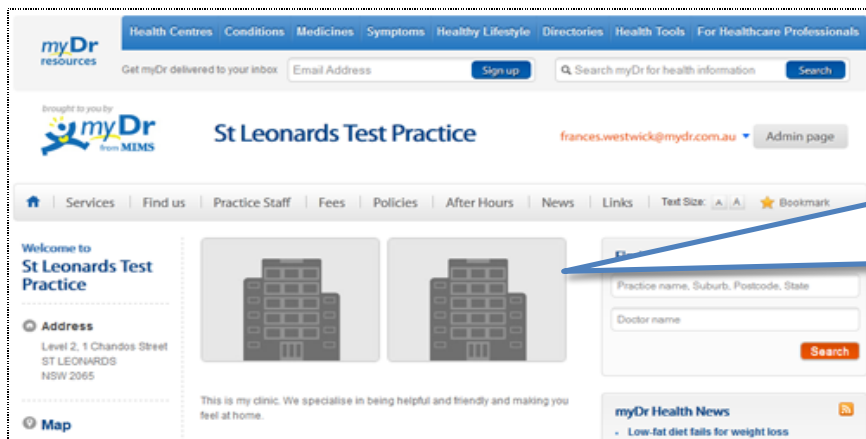
Upload your image and click "Submit".



### TIPS

- The website will automatically display the images with rounded corners.
- If you do not upload practice images, a placeholder image will be displayed as below.
- The images have an aspect ratio of 4:3 which is a common format of most digital cameras.
- DO NOT have spaces in the filename of the image

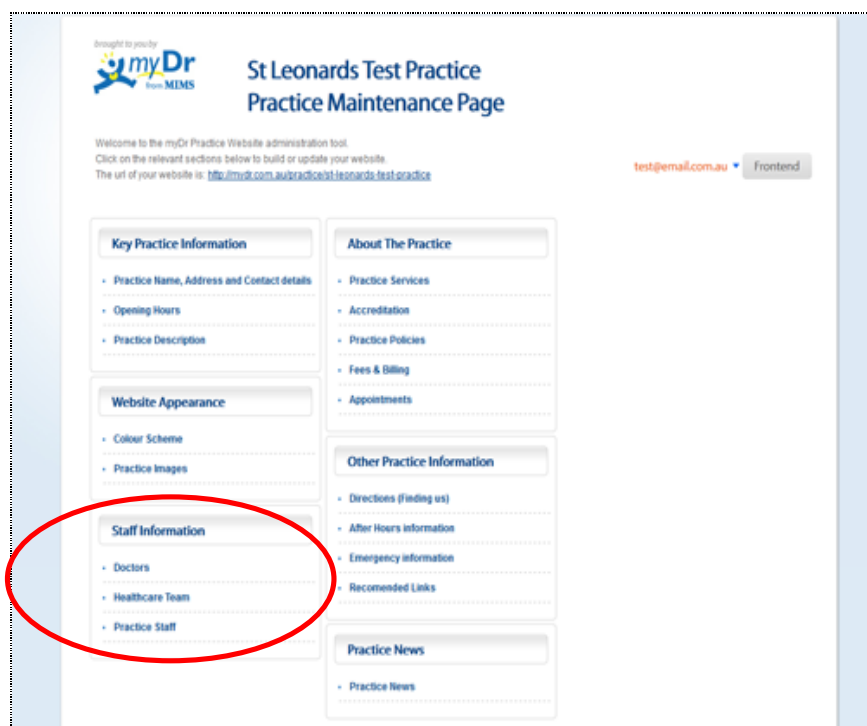




Placeholder  
images

## Staff Information

- Here you can see information about all doctors and staff assigned to a practice.
- Staff are categorised as “Doctors”, “Healthcare team” or “Practice staff”.
- **Add or Delete or Update** details of all staff.



### TIPS

- Make sure you always have the permission of the staff member before adding their details
- Adding staff photos will make your website look more professional.
- Make sure to add the hours of each doctor.
- Add any Languages spoken for a doctor – this will be searchable on myDr.com.au website.
- A placeholder image will be shown if you do not load an image (see below).

## Doctors

Here you can add all the details for individual doctors.

To add a new doctor, just click the “New Doctor” button and input all their details.

The screenshot shows the 'Practice Doctors' section of the 'myDr' website administration tool. The page title is 'St Leonards Test Practice Practice Maintenance Page'. Below the title, there is a welcome message and a link to the website. The main section is titled 'Practice Doctors' and contains a table of doctors. The first doctor listed is 'Dr John Smith' with the qualifications 'MB BS MD FRACGP'. To the left of the doctor's name is a placeholder image. To the right of the name are buttons for 'Delete', 'Edit', 'Add Image', and 'View/Edit Hours'. At the bottom of the table is a 'New Doctor' button. Four callouts provide instructions: 'Replace the placeholder image by uploading your own photo' points to the placeholder image; 'Click "Edit" to check or amend a doctor's details' points to the 'Edit' button; 'Click "Add Image" to upload a doctor's photo' points to the 'Add Image' button; and 'Click "New Doctor" to add a new doctor and their details' points to the 'New Doctor' button.


Replace the placeholder image by uploading your own photo

Click "Edit" to check or amend a doctor's details

Click "Add Image" to upload a doctor's photo

Click "New Doctor" to add a new doctor and their details

Input all the details for the new doctor and click “Submit”

 Add Doctor to St Leonards Test Practice

Title \*

Gender \*

Male ▾

First Name \*

Last Name \*

Email

Phone


Ahpra Number

Qualifications \*

not for publication

Languages

Image



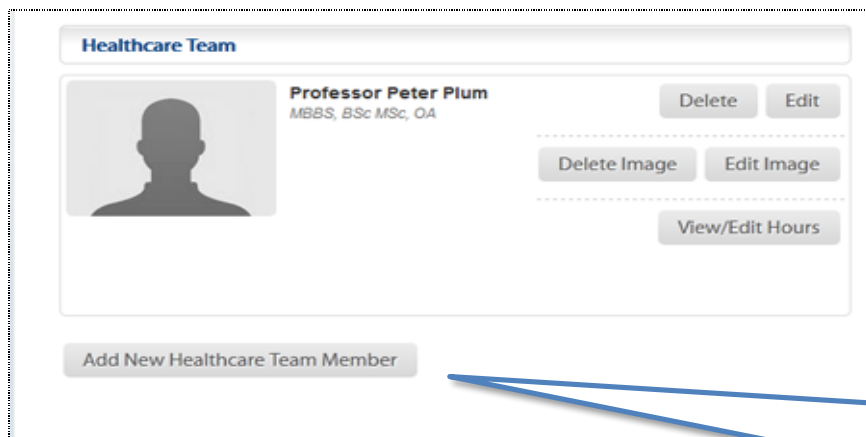
Browse...

Preferred image size is 150 pixels wide x 120 pixels deep.

Biography	<div> </div> <div></div>																																			
Special Interest	<div> </div> <div></div>																																			
Availability	<table> <tbody> <tr> <td>mon</td> <td><input type="text"/></td> <td>To</td> <td><input type="text"/></td> <td><button>Clear</button></td> </tr> <tr> <td>tues</td> <td><input type="text"/></td> <td>To</td> <td><input type="text"/></td> <td><button>Clear</button></td> </tr> <tr> <td>wed</td> <td><input type="text"/></td> <td>To</td> <td><input type="text"/></td> <td><button>Clear</button></td> </tr> <tr> <td>thurs</td> <td><input type="text"/></td> <td>To</td> <td><input type="text"/></td> <td><button>Clear</button></td> </tr> <tr> <td>fri</td> <td><input type="text"/></td> <td>To</td> <td><input type="text"/></td> <td><button>Clear</button></td> </tr> <tr> <td>sat</td> <td><input type="text"/></td> <td>To</td> <td><input type="text"/></td> <td><button>Clear</button></td> </tr> <tr> <td>sun</td> <td><input type="text"/></td> <td>To</td> <td><input type="text"/></td> <td><button>Clear</button></td> </tr> </tbody> </table>	mon	<input type="text"/>	To	<input type="text"/>	<button>Clear</button>	tues	<input type="text"/>	To	<input type="text"/>	<button>Clear</button>	wed	<input type="text"/>	To	<input type="text"/>	<button>Clear</button>	thurs	<input type="text"/>	To	<input type="text"/>	<button>Clear</button>	fri	<input type="text"/>	To	<input type="text"/>	<button>Clear</button>	sat	<input type="text"/>	To	<input type="text"/>	<button>Clear</button>	sun	<input type="text"/>	To	<input type="text"/>	<button>Clear</button>
mon	<input type="text"/>	To	<input type="text"/>	<button>Clear</button>																																
tues	<input type="text"/>	To	<input type="text"/>	<button>Clear</button>																																
wed	<input type="text"/>	To	<input type="text"/>	<button>Clear</button>																																
thurs	<input type="text"/>	To	<input type="text"/>	<button>Clear</button>																																
fri	<input type="text"/>	To	<input type="text"/>	<button>Clear</button>																																
sat	<input type="text"/>	To	<input type="text"/>	<button>Clear</button>																																
sun	<input type="text"/>	To	<input type="text"/>	<button>Clear</button>																																

## Healthcare Team

This section is for members of the healthcare team, such as **nurses, physiotherapists, podiatrists** etc.



The screenshot shows a web interface for managing the healthcare team. At the top, there is a header "Healthcare Team". Below it, a profile card for "Professor Peter Plum" is displayed. The card includes a placeholder image, the name "Professor Peter Plum", and qualifications "MBBS, BSc MSc, OA". To the right of the profile card are buttons for "Delete" and "Edit". Below the profile card are buttons for "Delete Image" and "Edit Image". At the bottom of the profile card is a button for "View/Edit Hours". Below the profile card is a button labeled "Add New Healthcare Team Member".

Click "New Healthcare Team Member" to add a new member and their details



The screenshot shows a form titled "Add Healthcare professional to St Leonards Test Practice". The form contains the following fields:

- Title
- First Name \*
- Last Name \*
- Role \*
- Gender \* (Male ▼)
- Email
- Phone
- Ahpra Number
- Qualifications \*
- Languages
- Image (with a placeholder image and a "Browse..." button)

Below the "Image" field, there is a note: "Preferred image size is 150 pixels wide x 120 pixels deep."

mon	<input type="text"/>	To	<input type="text"/>	<input type="button" value="Clear"/>
tues	<input type="text"/>	To	<input type="text"/>	<input type="button" value="Clear"/>
wed	<input type="text"/>	To	<input type="text"/>	<input type="button" value="Clear"/>
thurs	<input type="text"/>	To	<input type="text"/>	<input type="button" value="Clear"/>

## Practice Staff

This section is for **reception staff** and the **practice manager**.

You can upload photos of the staff. Otherwise, placeholder images will be displayed.

The screenshot shows a web interface titled "Practice Staff". Below the title is a "Staff" tab. There are two staff members listed:

- Miss Scarlett**, Practice Manager: This entry has a placeholder image, a "Delete" button, an "Edit" button, and a dashed line with "Delete Image" and "Edit Image" buttons below it.
- Mrs Peacock**, Receptionist: This entry has a placeholder image, a "Delete" button, an "Edit" button, and an "Add Image" button below it.

At the bottom left of the interface is a "New Staff" button. Two callout boxes provide instructions:

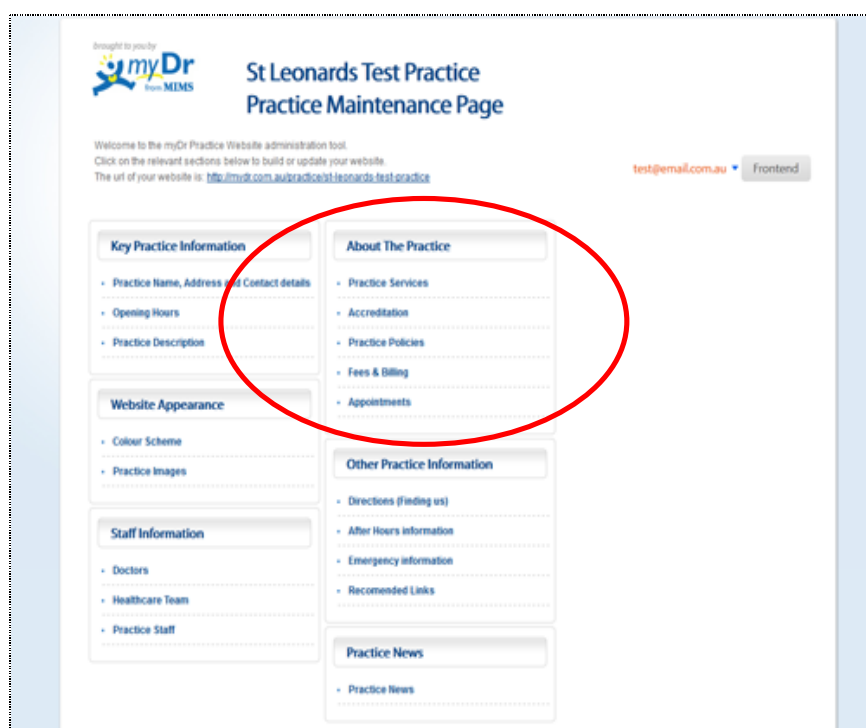
- A callout pointing to the "Edit Image" button for Miss Scarlett says: "Click 'Edit Image' to upload a photo of the staff member".
- A callout pointing to the "New Staff" button says: "Click 'New Staff' to add a new practice staff member and their details".



## About the Practice

From here you can edit:

- Practice Services
- Accreditation
- Practice Policies
- Fees & Billing
- Appointments




## Practice Services

Here you can list the services offered by your practice, e.g. Men's Health clinic, Travel Vaccinations, Yellow Fever vaccination, Diving medicals, aviation medicals, etc.

You can have optional titles if you need headings for different sections.


## Accreditation

If you have AGPAL, GPA or other accreditation, make sure to display the badge simply by uploading it to the admin tool.

 **Accreditation**

You may display relevant accreditation logos, such as AGPAL or GPA, for which you currently qualify.

image:



Edit


Delete

content:

Insert text about the accreditation here.

---

image:



Edit

Delete

content:


This is the third year running we have got GPA accreditation. it is very important. This is the third year running we have got GPA accreditation. it is very important. This is the third year running we have got GPA accreditation. it is very important. This is the third year running we have got GPA accreditation. it is very important.

---

New Accreditation

## Practice Policies

Here you can display information regarding policies about appointments, repeat prescriptions, medical certificates, test results, phone calls to doctors and complaints. In addition you can upload your practice's Privacy Policy here too, or place it as text in the editor.

brought to you by  **St Leonards Test Practice**

[Home](#) | [Services](#) | [Find us](#) | [Practice Staff](#) | [Fees](#) | [Policies](#) | [After Hours](#) | [New](#)

## Policies and Appointments

### Repeat prescriptions

Repeat prescriptions policy blah blah blah.

### Test results


Text about the test results policy, etc, etc.

### Appointments

Appointments can be made by phoning reception. They are in 15 minute slots. If you think you will need more time with the doctor, please tell reception.

Each new policy added appears under a separate heading

Appointments policies are set under "Appointments" on the Admin Tool

 **Policy**

You can use this section for information regarding policies about appointments, repeat prescriptions, medical certificates, test results, phone calls to doctors and complaints.

In addition you can upload your practice's Privacy Policy here too or place it as text into the editor.

title:

Repeat prescriptions

content:

Repeat prescriptions policy blah blah blah.

attached document:

No document uploaded.

Edit

Delete

---

title:

Test results

content:

Text about the test results policy, etc, etc.

attached document:

No document uploaded.

Edit

Delete

New Policy

Click Edit to amend or add more to an existing policy

Click "New Policy" to add a new policy

## **Fees & Billing**

Here you can add information about Medicare, Bulk Billing, Veterans etc.

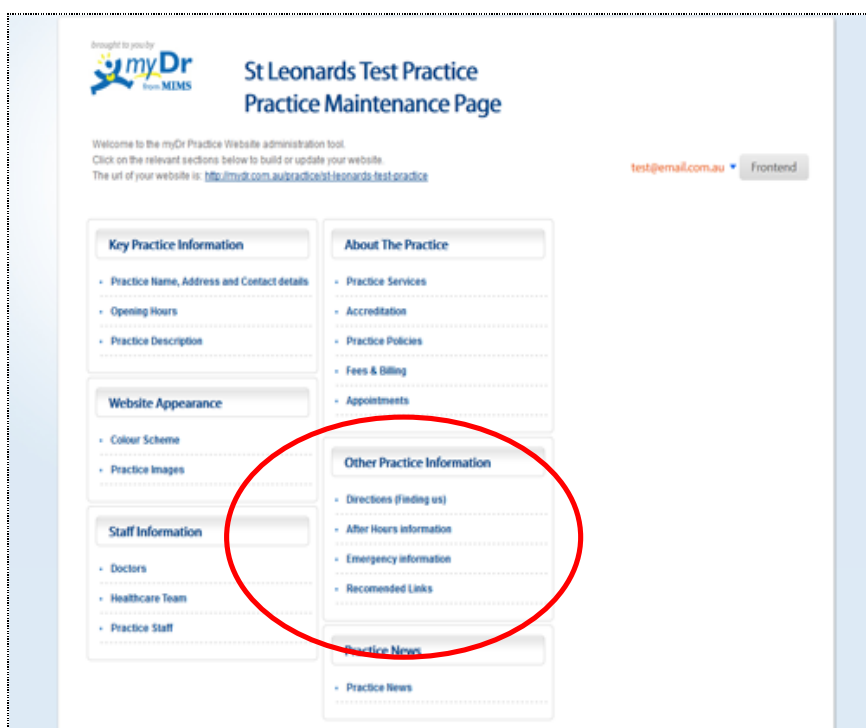
## **Appointments**

This text is displayed on the Policies page under the “Appointments” heading. Here you can give information about length of appointments, how to make an appointment etc., but it is not the place to put practice hours, which are set under “Opening hours” on the “Key Practice Information” section.

## Other Practice Information

Here you can edit information regarding:

- Directions
- After Hours information
- Emergency Information
- Recommended Links



## Directions

Here you can add brief text which will be displayed on the “Finding Us” page to help your patients find the practice. This is the place for information about public transport, disabled access and car parking.

### TIP

- If Google Maps has not been able to locate the practice correctly and the map pin is displayed at the centre of the suburb, not at the correct location, the most likely reason is that the street address is not formatted correctly. Change the street address in the Key Information section.

**Find Us**

Please enter details on how users can locate your practice (eg. parking, disabled access, public transport).

content:

Font Family Font Size Paragraph

Turn left at the stations and cross the road. You can park in all the surrounding side streets on meters.

save

cancel

## After Hours information

Be sure to keep this information up to date.

## Emergency Information

Make sure this information is correct and up to date. It will be displayed on the “After Hours” page.

## Recommended Links

Here you can add links to any websites that you recommend for your patients along with a brief description.

**Links**

title:  
myDr Patient information

url:  
www.mydr.com.au

content:  
Free comprehensive patient information sheets and a large suite of health tools.

Edit

Delete

---

title:  
Medical Observer

url:  
www.medobs.com.au

content:  
Medical Observer is committed to bringing GPs the best news and features every week.

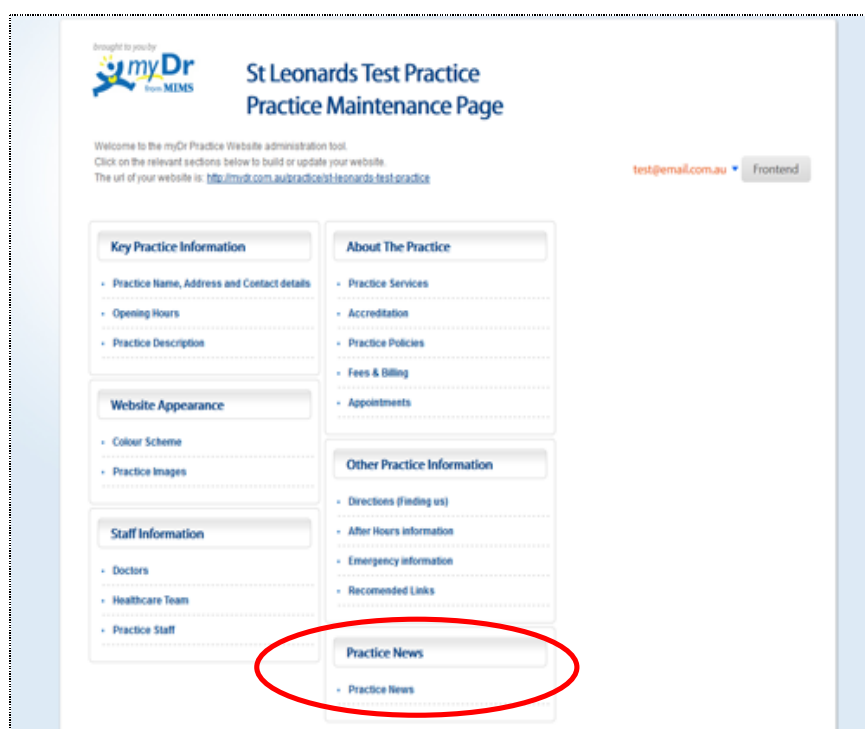
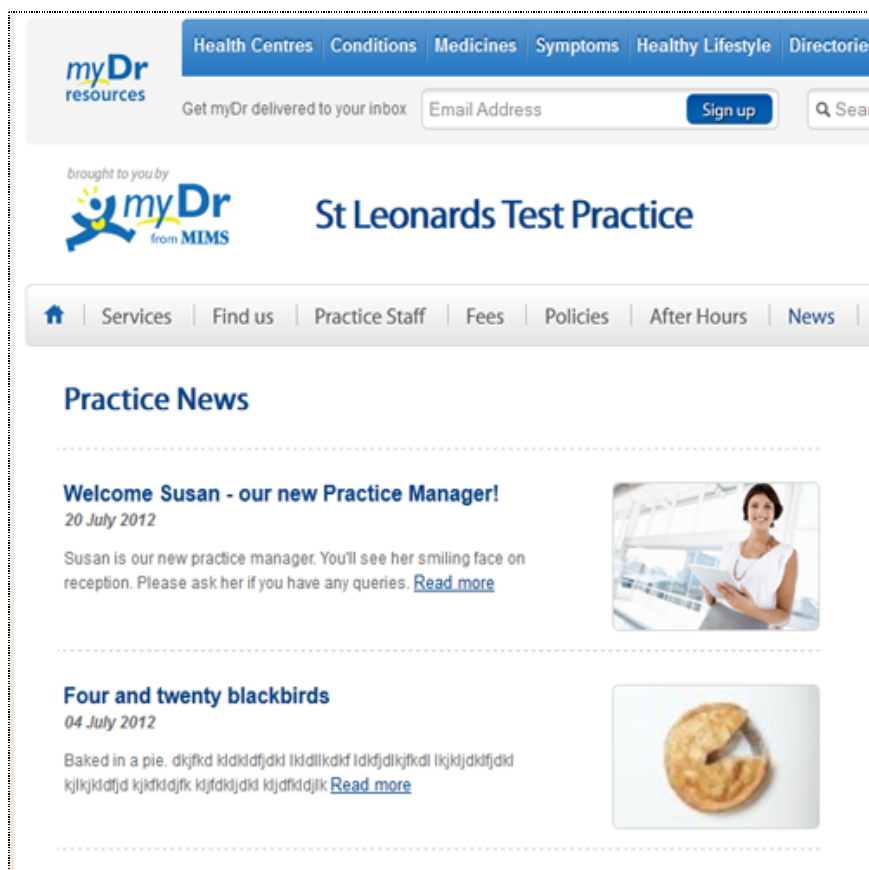
Edit

Delete

New Links

## Practice News

This new section allows you to post the recent news and announcements of your practice, blog-style. They will be displayed on your practice's home page and also on the News section.



**News**

Here you may opt to display news items such as holiday opening hours, new doctors or other practice staff, new clinics etc.

A short version of the first couple of news items will be displayed on your homepage, with the full version and remainder of stories on the "News" tab.

The most recent News items will be displayed first.

title:  
Welcome Susan new practice manager

date:  
2012-07-01 00:00:00

status: (0 for offline, 1 for online)  
1

image:  
/files/practices/671\_frances\_test\_practice/images/news671\_07072012\_51-03-14.gif

content:  
Susan is our new practice manager. You'll see her smiling face on reception. Please ask her if you have any queries.

Edit  
Delete

Simply add a Title, date and the body text and save.

There is an option to add an image to each news story.

### TIPS

- Add an image to your news stories.
- The most recent items will be displayed first.
- You can turn off news items by changing the status to "0"
- Keep news as status "0" until you are ready to publish them.

### FURTHER INFORMATION

We hope this guide helps you get the most out of your myr practice website. If you have any suggestions for instructions you would like provided in this guide, please email us at [admin@mydr.com.au](mailto:admin@mydr.com.au)

Date: July 2012