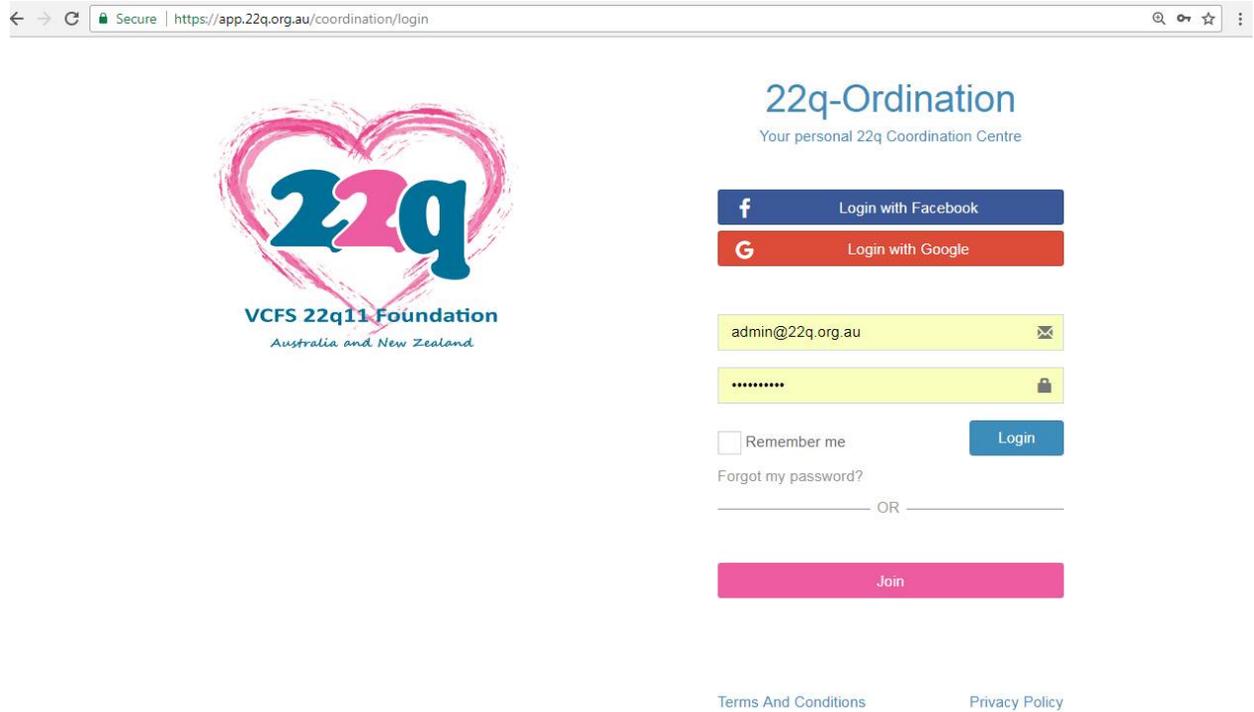


How to use the 22q-Ordination web portal!

Please note the APP is not yet available and is expected early 2018

Initial Set Up

1. It is recommended that you use Google Chrome to operate the portal
2. Once you open the portal web address <https://app.22q.org.au/coordination/login> you will be taken to the join up or login screen



22q-Ordination
Your personal 22q Coordination Centre

VCFS 22q11 Foundation
Australia and New Zealand

Login with Facebook

Login with Google

admin@22q.org.au

.....

Remember me

Forgot my password?

OR

Join

Terms And Conditions

Privacy Policy

3. Please remember when joining or logging in you accept the **terms and conditions and Privacy Policy of the portal, website and APP**. <https://www.22q.org.au/terms-and-conditions>, <https://www.22q.org.au/privacy-policy-portal>
4. You can login using Facebook, Google or join with your email

5. Once you create an account you will be directed to the portal home page

21q Menu My Info test test

test test Online + ⚙️

Appointments

Community Directory

Events

Facebook

Twitter

Settings

Help

Logout

test test

Age
DOB
Gender

[Email Medical Profile as PDF](#)

Expand All

- Personal Information
- Emergency Contacts +
- Assessment Checklist ? +
- Medications +
- Preferred Care Centres +
- Physicians +
- Immunisation Records +
- Symptoms and Allergies +
- Others +
- Uploaded Files

6. If you are the care giver it is suggested that you set up your profile first. Click on your name. The first step is to add your personal information

The screenshot displays a user interface for a patient's profile. At the top, there is a navigation bar with a 'Menu' icon, a hamburger menu icon, the title 'My Info', and a user profile icon labeled 'test test'. Below the navigation bar, a red arrow points to the user's profile icon in the left-hand navigation menu. The main content area shows the user's name 'test test' and a status 'Online'. A button labeled 'Email Medical Profile as PDF' is visible in the top right corner. Below the header, there is a list of expandable sections, each with a plus sign icon on the right:

- Expand All
- Personal Information
- Emergency Contacts
- Assessment Checklist
- Medications
- Preferred Care Centres
- Physicians
- Immunisation Records
- Symptoms and Allergies
- Others
- Uploaded Files

- To set up your details click on personal information for the drop down form. Enter the information. Once completed click personal information for the form to minimize

The screenshot shows a medical profile form for a user named 'test test'. At the top left is a pink circular profile icon. To its right, the name 'test test' is displayed. Further right is a blue button with a mail icon and the text 'Email Medical Profile as PDF'. Below the name, the following details are listed: Age 48, DOB 11/11/1969, and Gender Female. A white bar with a blue chevron and the text 'Expand All' is located below the details. Underneath is a section titled 'Personal Information' with a person icon. This section contains several input fields: a name field with 'test', a gender dropdown menu set to 'Female', a date of birth field with '11/11/1969' and a calendar icon, a street address field with '1 test way', a city field with 'test city', a state dropdown menu set to 'Australian Capital Territory', a country dropdown menu set to 'Australia', a zip code field with '1234', a phone number field with '12345678', and an email field with 'president@22q.org.au'. At the bottom of the form is a section titled 'Key Information'.

8. Now select settings and set up your privacy and personal web settings

22q Menu My Info test test

test test Online

Appointments
Community Directory
Events
Facebook
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Settings
Help
Logout

test test Email Medical Profile as PDF

Age 48
DOB 11/11/1969
Gender Female

Expand All

- Personal Information
- Emergency Contacts
- Assessment Checklist
- Medications
- Preferred Care Centres
- Physicians
- Immunisation Records
- Symptoms and Allergies
- Others
- Uploaded Files

9. Once you open the setting you will see your set up account details. The first thing to do is change calendar setting.

Settings test test

Login Account

Email president@22q.org.au

Password ***** Change Password

Calendar Settings ? Change Calendar Settings

Calendar Provider

Email

Calendar Name

Appointment Alert

10. By selecting **change calendar settings** a pop up box will appear. The calendar provider is Google. For your calendar name you can select your personal calendar or none. You can also select appoint alert reminder. Be sure to press save.

Calendar Settings ×

How it works ?

Calendar Provider

Calendar Name

Appointment Alerts

If Calendar Provider or Calendar Name is changed, new appointments / assessments will be added to new calendar.

11. Next step set up your time zone or your reminders will not work correctly

Timezone Settings ^

Timezone

12. Now set up your community directory settings. If you do not wish to be contacted or connect with others you do not need to do anything. If you choose to participate in the community directory or registry ensure you choose the settings that suit you.

Community Directory Settings ?

Would you like to be listed on Community Directory?



Your image to be listed?



Interest in 22q

I have a child with VCFS 22q11.2DS

Description

i have a child with 22q

Your email to be listed



president@22q.org.au

Your phone number to be listed



12345678

Your physical address to be listed



1 test way

Your data to be shared by 22q registry for research purposes

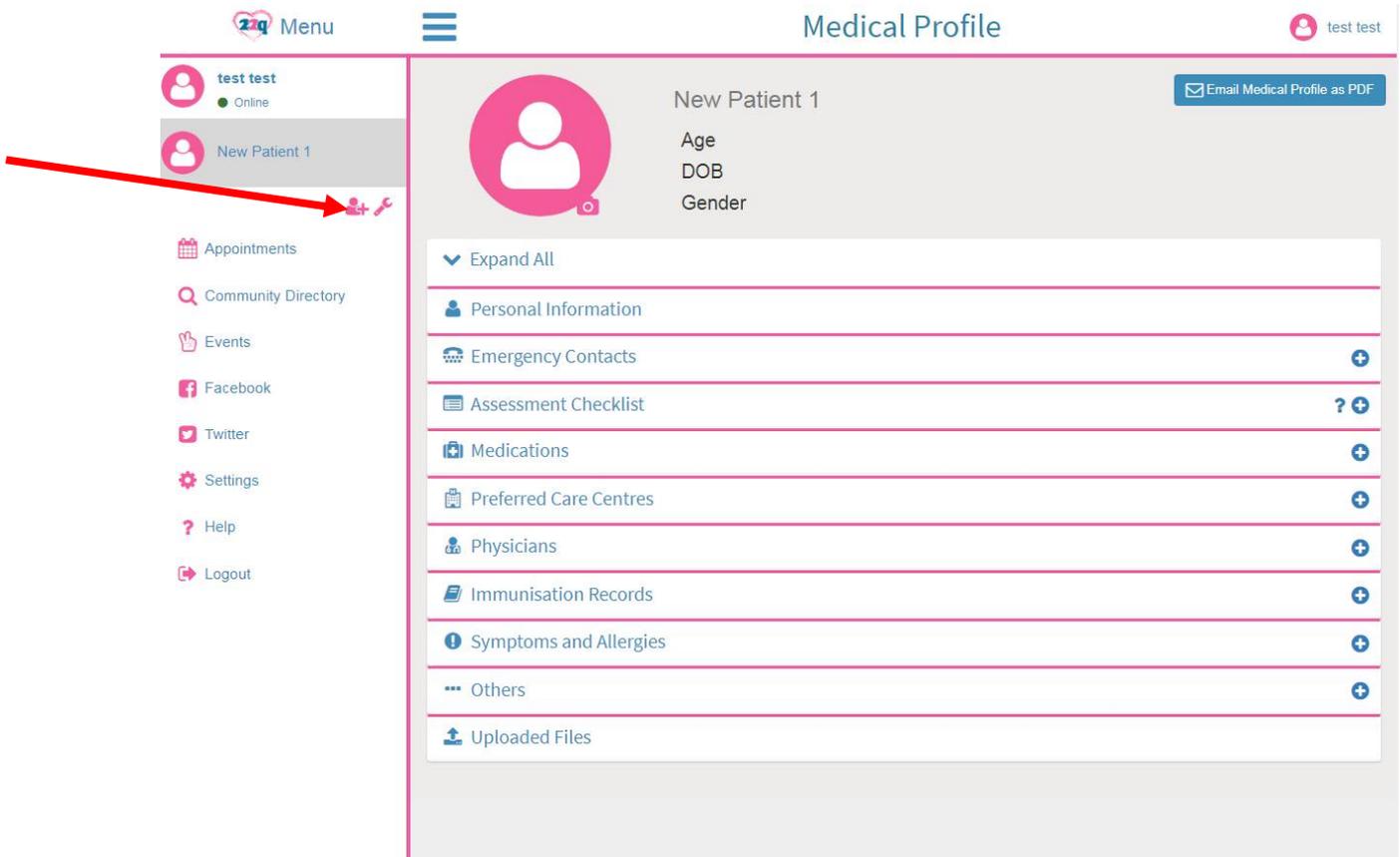


?

YOU HAVE NOW COMPLETED THE INITIAL SET UP.
Scroll down for patient set up

How to set up the person in your care!

1. On the home screen of the portal select add person or the spanner. This will start a new patient as seen below



2. Just like setting yourself up, set up the patient, your child or person in your care. Be sure to set up the DOB or the assessment checklist will not work. You can also add a photo by clicking the camera in the profile.

The screenshot shows a patient profile form for 'New Patient 1t TEST'. At the top left is a pink circular profile icon with a camera overlay. To the right, the patient's name 'New Patient 1t TEST' is displayed, along with a button 'Email Medical Profile as PDF'. Below the name, the patient's details are listed: Age 1, DOB 09/01/2016, and Gender Male. A 'Personal Information' section is expanded, showing a form with the following fields: Name (New Patient 1t), Surname (TEST), Gender (Male), DOB (09/01/2016), Address (test), City (test), State (Australian Capital Territory), Country (Australia), Zip (1234), Phone (12345678), and Email (testemail@testemail). A 'Key Information' section is partially visible at the bottom.

3. Once the patient is set up you will be able to add emergency contacts, use the assessment checklist, add medications, add preferred care centers, physicians, immunization records, symptoms and allergies and use the other tab to add surgery, hospitalizations etc.... in each area you can add files of relevance that will connect to your medical profile which can be emailed to anyone you choose.

There will be more how to sheets coming soon.