

# RA App- FAQ Help Sheet

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## Overview

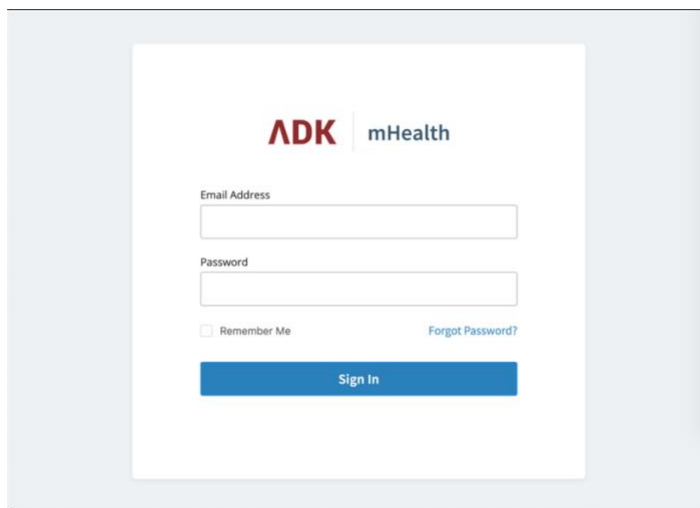
1. Clinical Dashboard
2. Adding Study Team
3. Adding Patients
4. Viewing Data
5. Other FAQs

## The Clinician Dashboard

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### Accessing the Dashboard

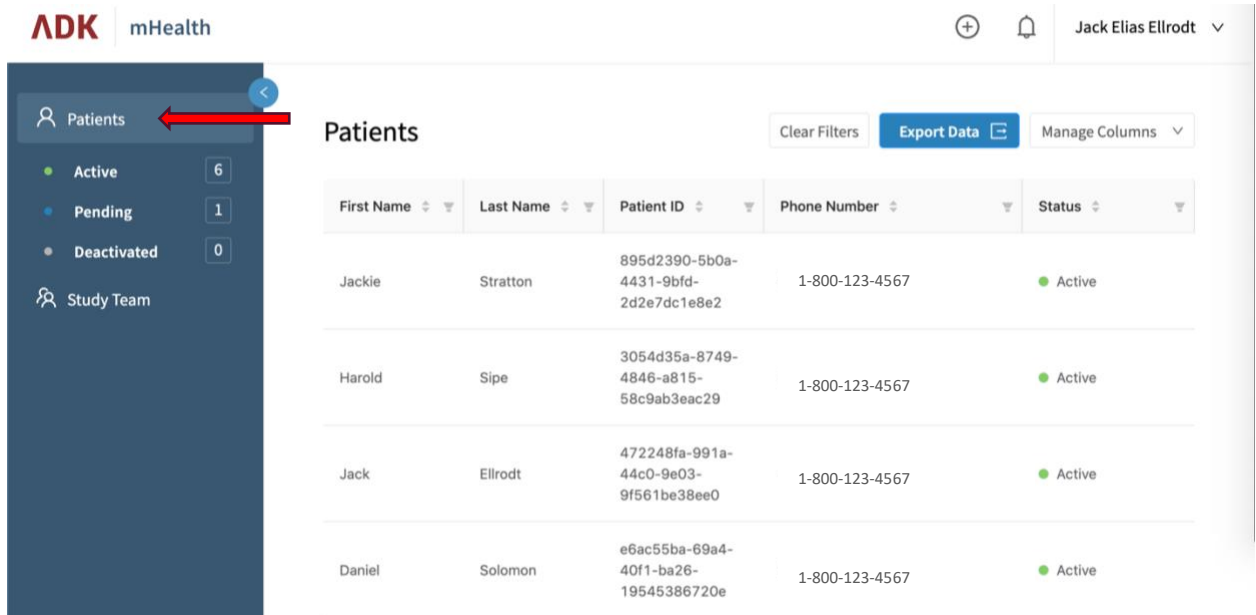
1. Go to Dashboard Website (<https://ra-flare-staging.adkalpha.com/auth/login>)
2. Sign up for an account with a secure username and password, bookmark page for easy access
3. “Sign In” will bring you to main clinician dashboard



The image shows a login page for ADK mHealth. At the top, the logo "ADK | mHealth" is displayed. Below the logo, there are two input fields: "Email Address" and "Password". Under the "Email Address" field, there is a checkbox labeled "Remember Me" and a link labeled "Forgot Password?". At the bottom of the form, there is a blue button labeled "Sign In".

## Navigating the Dashboard

1. After sign in you will reach the dashboard home page. This will act as the hub for viewing managing the study team, adding new patients, and viewing patient data. Simply click in the left toolbar to toggle between patient and study team view.



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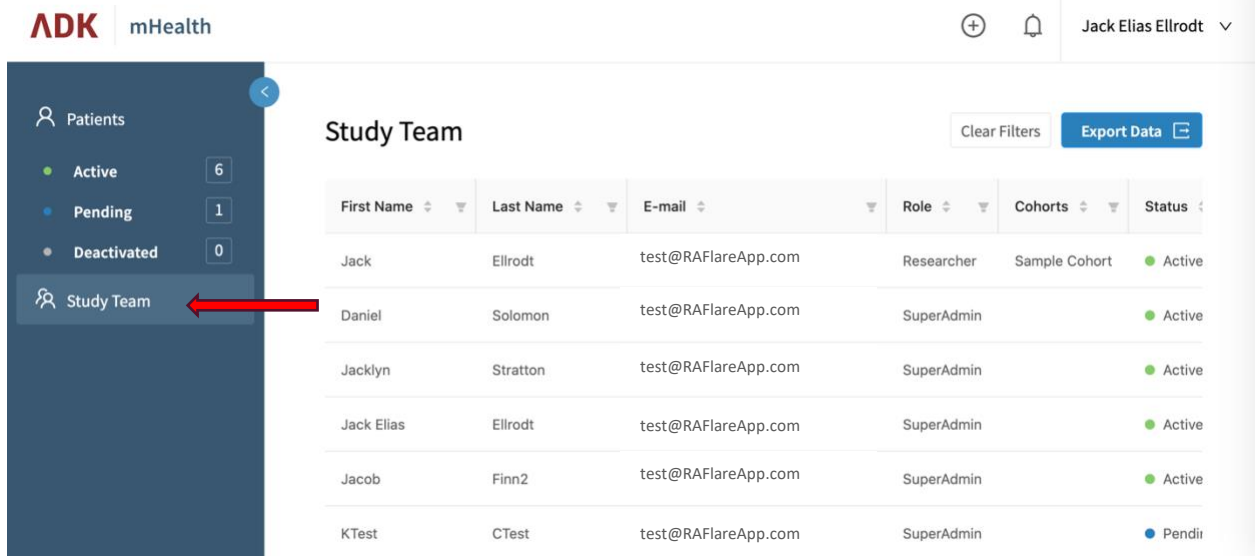
Patients

Active 6  
Pending 1  
Deactivated 0  
Study Team

Patients

Clear Filters Export Data Manage Columns

First Name	Last Name	Patient ID	Phone Number	Status
Jackie	Stratton	895d2390-5b0a-4431-9bfd-2d2e7dc1e8e2	1-800-123-4567	Active
Harold	Sipe	3054d35a-8749-4846-a815-58c9ab3eac29	1-800-123-4567	Active
Jack	Ellrodt	472248fa-991a-44c0-9e03-9f561be38ee0	1-800-123-4567	Active
Daniel	Solomon	e6ac55ba-69a4-40f1-ba26-19545386720e	1-800-123-4567	Active



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Patients  
Active 6  
Pending 1  
Deactivated 0  
Study Team

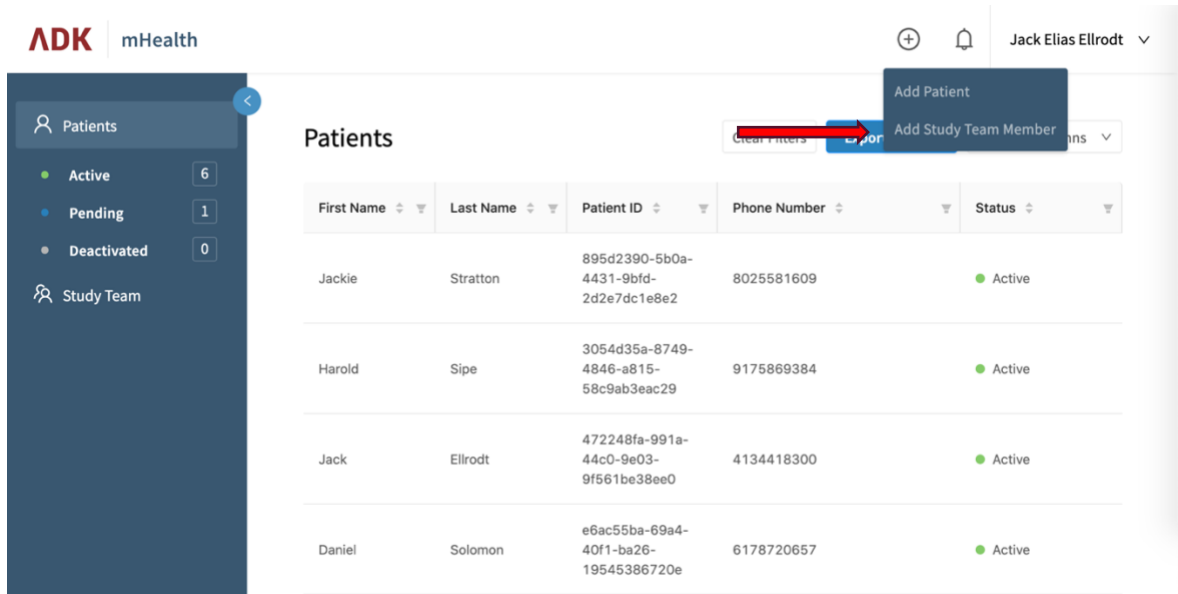
Study Team

Clear Filters Export Data

First Name	Last Name	E-mail	Role	Cohorts	Status
Jack	Ellrodt	test@RAFlareApp.com	Researcher	Sample Cohort	Active
Daniel	Solomon	test@RAFlareApp.com	SuperAdmin		Active
Jacklyn	Stratton	test@RAFlareApp.com	SuperAdmin		Active
Jack Elias	Ellrodt	test@RAFlareApp.com	SuperAdmin		Active
Jacob	Finn2	test@RAFlareApp.com	SuperAdmin		Active
KTest	CTest	test@RAFlareApp.com	SuperAdmin		Pending

## Adding Study Team Members

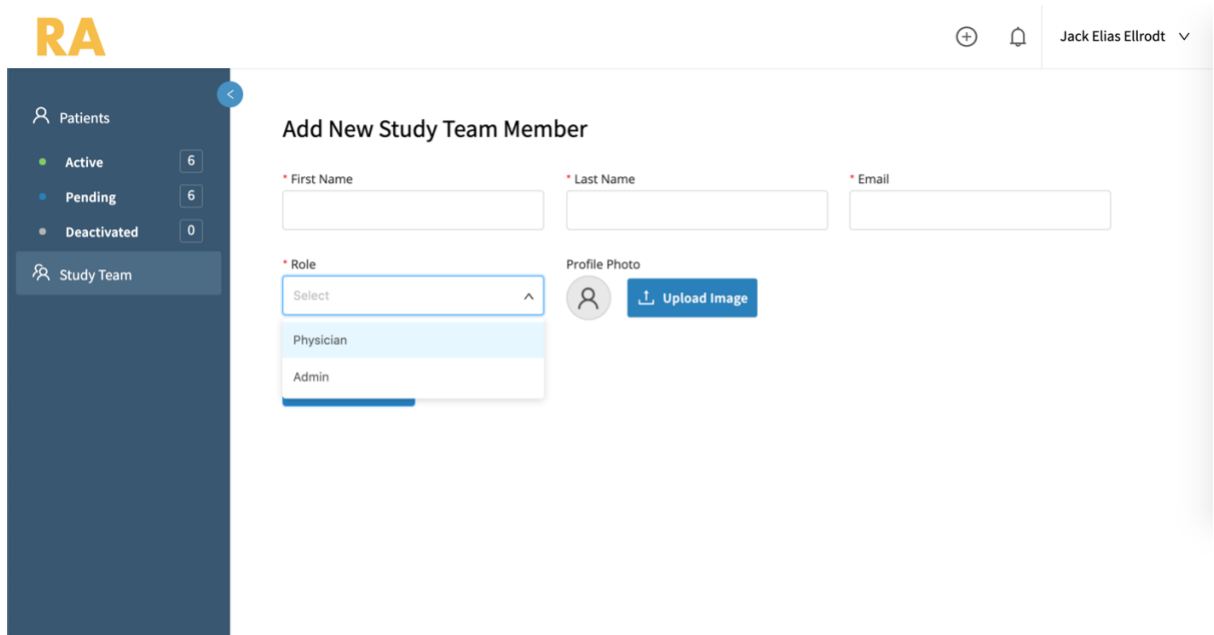
1. To add a study team member, return to the main dashboard and find the toggle menu in the top right of the screen.



The screenshot shows the ADK mHealth dashboard. On the left is a dark blue sidebar with a 'Patients' toggle menu. The main content area is titled 'Patients' and contains a table with columns for First Name, Last Name, Patient ID, Phone Number, and Status. A red arrow points to the 'Add Study Team Member' button in the top right corner of the main content area.

First Name	Last Name	Patient ID	Phone Number	Status
Jackie	Stratton	895d2390-5b0a-4431-9bfd-2d2e7dc1e8e2	8025581609	Active
Harold	Sipe	3054d35a-8749-4846-a815-58c9ab3eac29	9175869384	Active
Jack	Ellrodt	472248fa-991a-44c0-9e03-9f561be38ee0	4134418300	Active
Daniel	Solomon	e6ac55ba-69a4-40f1-ba26-19545386720e	6178720657	Active

2. Here you will create profiles for any of your team working with the app. After they are added to the team, each new user will get an email to create a login for the website which will allow them to access the RA flare page.



The screenshot shows the RA dashboard. On the left is a dark blue sidebar with a 'Study Team' toggle menu. The main content area is titled 'Add New Study Team Member' and contains a form with fields for First Name, Last Name, Email, Role, and Profile Photo. The Role dropdown menu is open, showing 'Physician' and 'Admin' options.

**RA**

**Add New Study Team Member**

\* First Name

\* Last Name

\* Email

\* Role

Physician

Admin

Profile Photo

- Adding a study team member looks similar to adding a new patient, but you will add them via email so they can access the dashboard and join the care team. We recommend designating one individual as the administrator to manage the page and add patients and study staff as needed.

**RA** + 🔔 Jack Elias Ellrodt ▾

**Patients**

- Active 6
- Pending 6
- Deactivated 0

**Study Team**

### Add New Patient

\* First Name

\* Last Name

\* Phone Number

\* Sex

\* Date of Birth

Profile Photo

\* ID  Please input an ID!

\* Cohort

\* Physician  Please select a physician!

## Adding New Patients

- To add new patients, go to the (+) arrow in the top right corner of the dashboard. Select from this drop-down menu.

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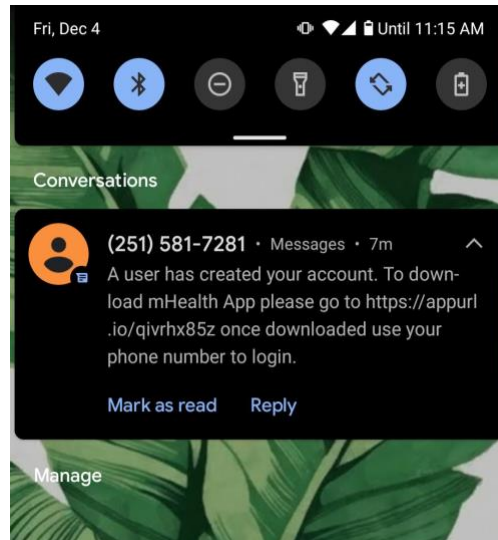
**Patients**

First Name	Last Name	Patient ID	Phone Number	Status
Jackie	Stratton	895d2390-5b0a-4431-9bfd-2d2e7dc1e8e2	8025581609	Active
Harold	Sipe	3054d35a-8749-4846-a815-58c9ab3eac29	9175869384	Active
Jack	Ellrodt	472248fa-991a-44c0-9e03-9f561be38ee0	4134418300	Active
Daniel	Solomon	e6ac55ba-69a4-40f1-ba26-19545386720e	6178720657	Active

2. After clicking the “Add Patient” dropdown, the site will bring you to a new page. Here you can enter information for a new patient. The patient phone number will be the login for each individual patient, and they will be notified that they have been added to the patient group. (MRN is not a required field, and for the most part you will be operating with only one pre-designated cohort).

The screenshot shows the 'Add New Patient' interface. On the left is a sidebar with a 'Patients' section containing a list: Active (6), Pending (6), and Deactivated (0). Below this is a 'Study Team' section. The main form area is titled 'Add New Patient' and contains several input fields: 'First Name', 'Last Name', 'Phone Number' (with the value '017-655-0123'), 'Sex' (a dropdown menu), 'Date of Birth' (a date picker), 'ID' (with the value '1111111' and a red error message 'Please input an ID!'), 'Cohort' (a dropdown menu), and 'Physician' (a dropdown menu with a red error message 'Please select a physician!'). There is also a 'Profile Photo' section with a person icon and an 'Upload Image' button. At the bottom of the form is a blue 'Create Patient' button.

3. One important note: If you are adding patients as an administrator, you must link the patient to a clinician. Clinicians adding patients will have their patient automatically added to their dashboard.
4. After a patient is added to the dashboard they should receive a verification text with a download code which they can use to access the app on their mobile device.



# Frequently Asked Questions

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## Login Questions

1. **What if a patient forgets his or her login?** A patient's login is tied to their phone number and they do not need to remember any other login information.
2. **If you enter a patient's information incorrectly, can you edit it after creating an account?** Patient information can be edited in the patient profile which can be accessed by clicking on an individual patient in the clinician dashboard. You can edit everything but the phone number as that links the patient device to the dashboard. If the phone number is incorrect you will need to create a "new patient" and deactivate the incorrect profile.

## Data Questions

3. **Who can see the app data?** Only your site's care team and no other developers or users of the app. Administrators can see all data for your site, while clinicians can only see their own patient's data.
4. **How can you export data?** You can export individual survey responses by clicking into a single patient in the clinician dashboard. These data will come out in csv format. Unfortunately, there is no way to download the graphs themselves, so you will need to screenshot or copy and paste them to a separate document if you wish to capture them.
5. **Can patients see their own data?** Patients are unable to see their own responses and weekly graphs. If a patient wishes to see their own responses, a clinician or administrator will need to send them screen captures or a spreadsheet of their data.