

NACI Care™ :

**A Patient Navigation Data Entry, Tracking
and Evaluation Program**



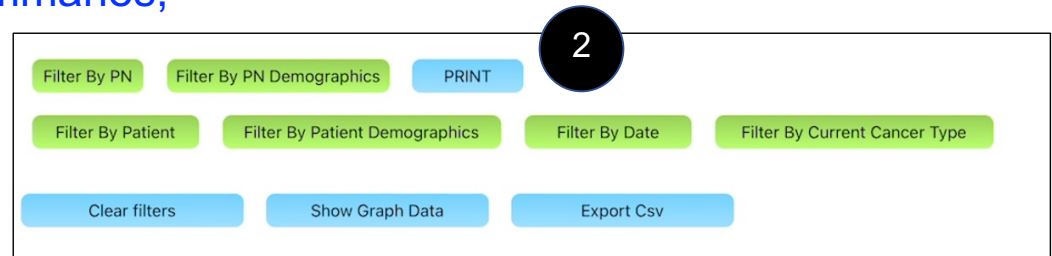
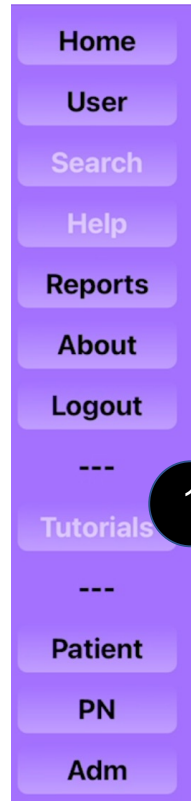
Tutorial: Getting Started

August 12, 2022



Getting Started

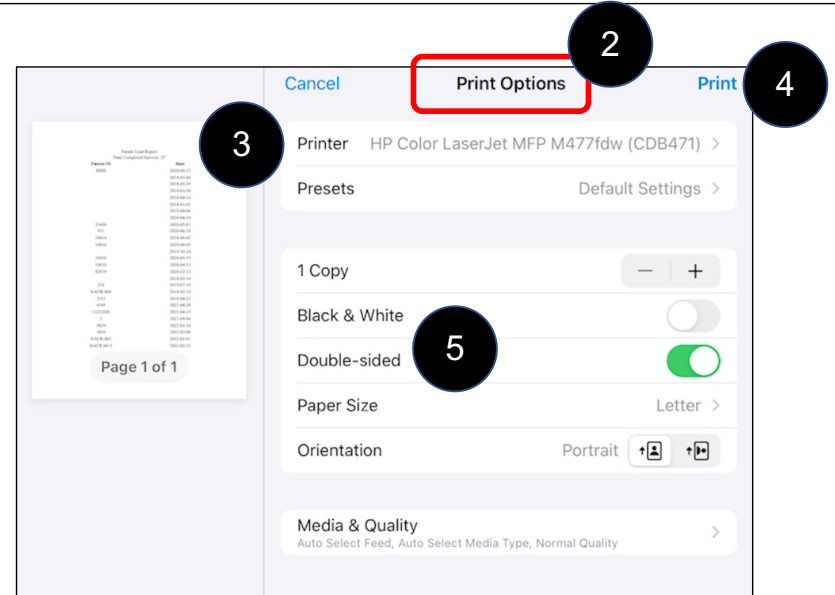
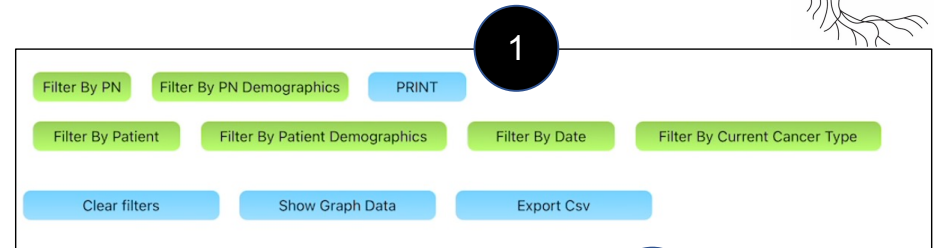
1. The best way to learn how to use the program and where to find what is needed, is to:
 - a. Review the Tutorials (NOTE: Tutorials can be printed directly from the iPad sidebar)
 - b. Practice using the program by uploading the practice scenarios (available for download within NACI Care™ Tutorial button on the Sidebar).
2. Set up your printer to print tutorials and other materials within NACI Care™ (see next slides)
 - a. Multiple pages within NACI Care™ can be printed including Reports, Summaries, Tutorials, Medications, etc. (look for the blue print button)



Setting up the printer

1. Select any screen that has the blue print button
2. The “Print Options” screen appears. Select “printer” for NACI Care™ to find the printer. NOTE: the printer needs to be turned on.
3. Select “Printer” and identify the available printer
4. Select “Print” to print your page(s)
5. Multiple print options are available

- Home
- User
- Search
- Help
- Reports
- About
- Logout
-
- Tutorials
-
- Patient
- PN
- Adm

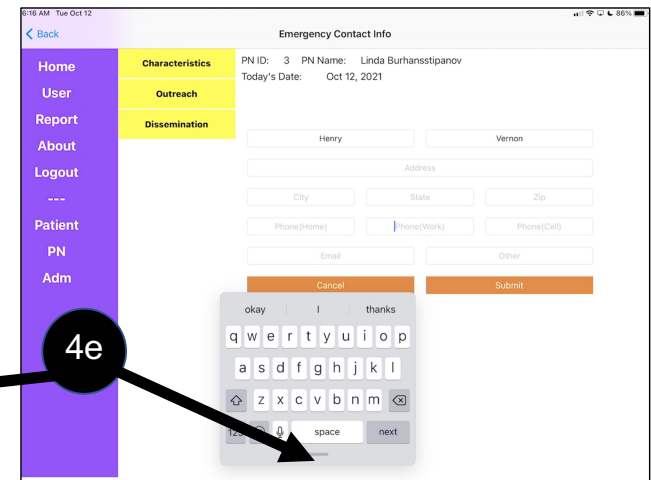
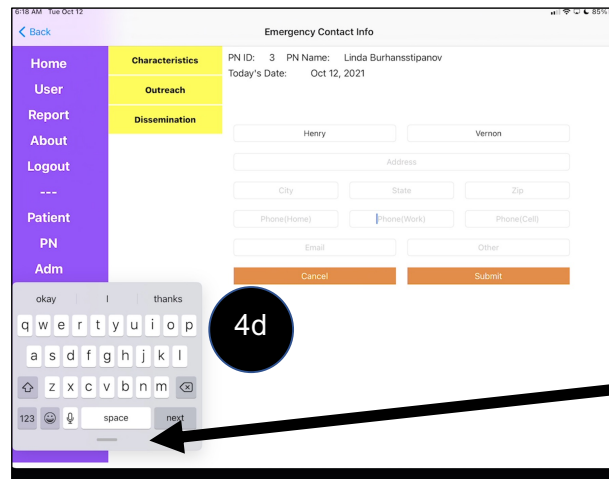
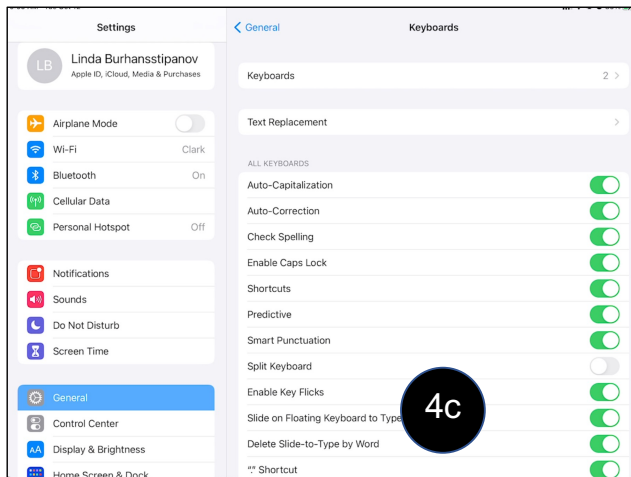
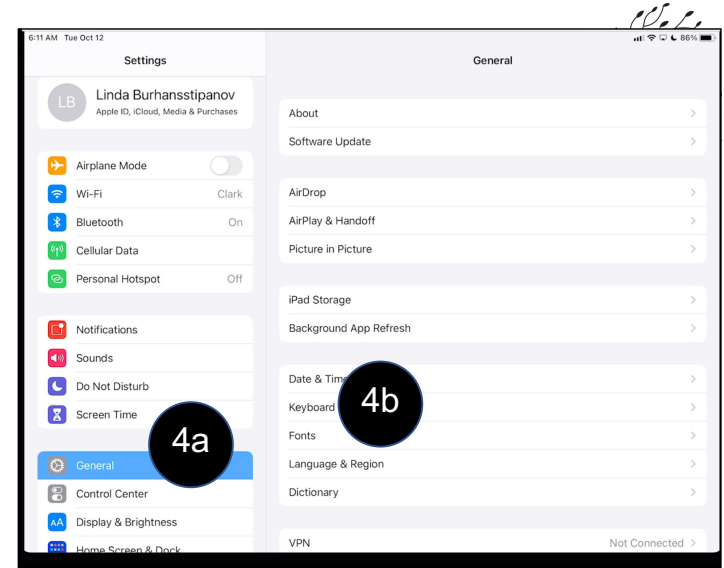


Using the Keyboard (cont.)

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- 4. To make the keyboard “float”, go to the settings icon
 - a. Select General
 - b. Select Keyboard
 - c. Select “Slide on Floating keyboard to type”
 - d. Pinch fingers on the screen to make the keyboard smaller and float
 - e. Move the floating keyboard where desired by holding and moving the “line” under the space bar





Common issues and resolution(s)

1. Working in an area without sufficient Internet coverage
 - a. Need to have access to WIFI to function
 - 1) NOTE: when data are loaded and there is no access to WIFI or the Internet, the data are saved until the user opens NACI Care™ in an area that does have WIFI or Internet access. Once connected, the data are sent to the secure cloud storage.
 - b. Confirm the tablet is NOT in airplane mode
2. Cannot find screens that are needed to upload data
 - a. Search function (Sidebar) can help find fields of interest / relevance
 - b. Administrator may have inactivated desired screens. Confirm that screens of relevance have been activated
 - 1) Only the Administrator is allowed to activate (show) or deactivate (hide) screen options
3. We hope you find NACI Care™ useful and easy-to-use. If you are having difficulty, please contact our support team at: help.naci@gmail.com.