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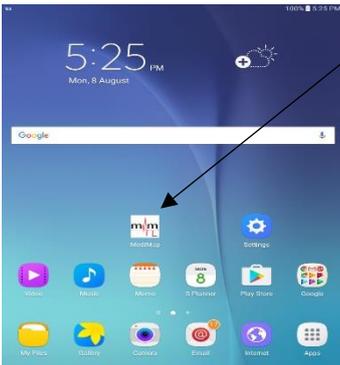
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MEDI-MAP LINX USER GUIDE

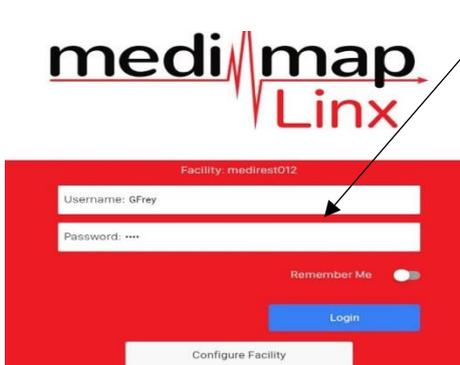
Important Note: SOMEONE MUST HAVE LOGGED INTO MEDI-MAP LINX PREVIOUSLY FOR THE SYNCING TO HAVE STARTED. IF NOT, YOU WILL NOT BE ABLE TO USE THE SYSTEM

The Facility MUST have been configured previously or else the system won't work

There will be a LINX shortcut on your device home page. Tap on the shortcut

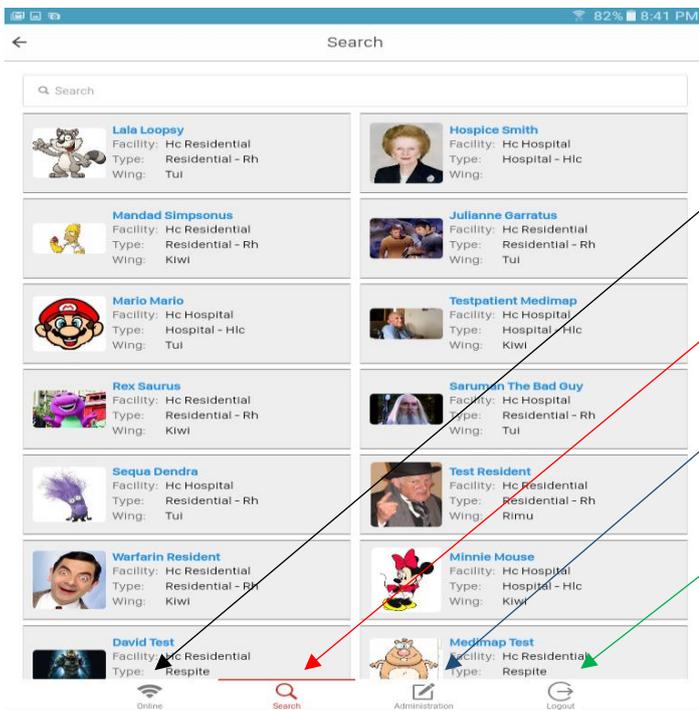


Enter your **staff** username and password and then click on **Login**



You may need to turn off the WiFi on the device if you wish to force the system to work offline.

Drag your finger down from the top of the screen and tap the WiFi symbol on the left to turn it off



Search for a resident, tap on blue name to open chart.

Wifi symbol – online

Search screen

Administration Module

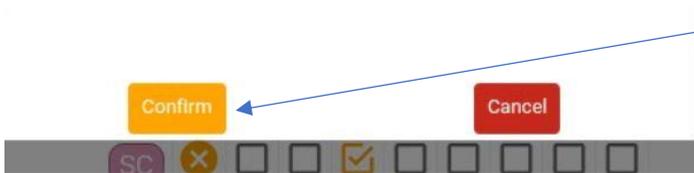
Logout

If there is no internet connection, you will see this:



LINX will work both online and offline to record medication administration. It will send data back to the live servers as you work when online or it will store information on the device when offline and send and receive information once you are back in wifi coverage and turn wifi back on. **NEVER POWER OFF**

When finished - Tap the offline logo, if there is a connection, it will give the option confirm online. Then tap on the log out symbol, and tap Logout button.

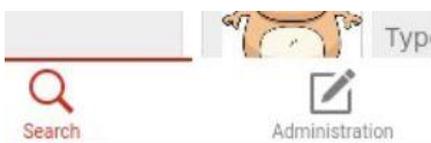


To check if internet connection is available tap the OFFLINE symbol. If a connection is there you will see this

When you tap on the offline symbol and nothing happens this means your WFI or internet is still down. When you tap on the log out symbol it will ask Sync and logout. If you tap this it will try to connect and send the data back to the live site. If there is no connection available it will store your data till you reconnect.

HOW TO ADMINISTER AND RECORD OUTCOMES OF ADMINISTRATION.

This will load the administration Grid. Use the filters at the top to select the wing/area you are working in and the dose time you are doing.



Tap on Administration

Administration

Wing: ALL Time: Tea

HC Hospital

Name	Morning	Breakfast	11 AM	Lunch	2 PM	4 PM	Tea	Bed	O/N	Wing	Room
Hospice Smith	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		4
Mario Mario	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tui	3				
Sequa Dendra	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tui	10

HC Residential

Name	Morning	Breakfast	11 AM	Lunch	2 PM	4 PM	Tea	Bed	O/N	Wing	Room
Lala Loopsy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tui	3
Mandad Simpsonus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kiwi	4
Julianne Garratus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tui	1
Test Resident	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rimu	1
David Test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		12				

Online Search Administration Logout

- Tap on the drop-down arrows to select wing and time of round.
- The "i" icon if tapped will display what the ticks and crosses mean in the grid.
- Tap on the box of the resident and dose time you want or tap on the resident's name to see what medication needs to be administered

Lala Loopsy | NHI: ZZZ0000

Hc Residential | Tui | Room 3

Notes: All Meds Give With Ice Cream (Dr)

Intolerances:

Known Allergies:

- NKDA

Regular Medications

AM	B/Fast	11AM	Lunch	2PM	4PM	Tea	Bed	O/N	
Medication									
paracetamol 500 mg tablet				PO		Everyday	2		
Omezol Relief - omeprazole 20 mg capsule: modified release				PO		Everyday	1		
Package									
Flixotide CFC-Free - fluticasone propionate 125 microgram/actuation Inhalation: pressurised					INH	Puffs	Everyday	2	 
Finish									

Online Search Administration Logout

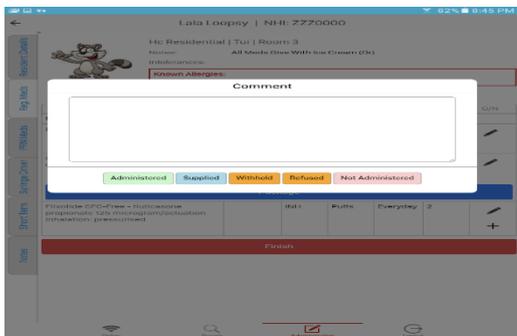
To record the whole package has been administered tap on the package line, then administered button and all items will go green. DONE

Or Tap on the pencil on the right hand side of a med line and record whatever action is best. Leave a reason if anything other than administered.

Non-packed item, tap on the pencil and tap on administered.

The + symbol is where you tap to reorder a repeat from the pharmacy.

Always click finished to go back to the administration grid.



This is what appears when you tap on the pencil icon on the right.

It gives you the ability to record a reason for an action and select the most appropriate action.

To give a PRN medication Tap on the PRN tab which is on the left-hand side of the resident's administration page.



If a PRN has been given in the last 24 hours, it will display the date and time and be highlighted green. Tap on the medicine name to see the administration history

If it has not been administered in the last 24 hours, then it will not be highlighted and there will be no date displayed or time.

To give a PRN tap on the pencil icon, put in the reason for administration and click on administered.

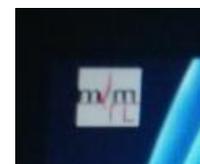
The number of remaining doses in 24 hours is displayed.

Double signed medications will open a pop up box for the double sign.

To go back to the administration grid, click Finished or tap on the administration icon or the reg meds tab and click on finished

Tap here to Log out. Make sure you reconnect to the wifi to send data back to the live server and update your records.

If LINX is background updating, as it should you will see this in the top left hand corner of the device.



If you drag down from the top of the screen, you should see this:



HOW TO RESTART MM LINX BACKGROUND UPDATING

The Background Updating will stop if the device is Powered off or goes flat OR if you close all apps (next to your home button)



Find the application (App) on the desktop. - Tap on it to start the updating

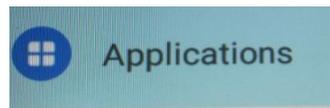
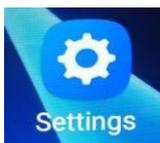
You can log in by entering your staff username and password or just tap on the Home button.

HOW TO RESET MM-LINX IF OFFLINE FOR MORE THAN 7 DAYS AND RESIDENTS AND CHARTS ARE OUT OF DATE.

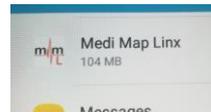
This may occur if a device has not been background updating for more than 7 days. It is highlighted in the live Medi-Map Site Here. Tap on this button on the dashboard to see the last date of updating. If you have more than one device, you will need to check each device to see if it is connected.



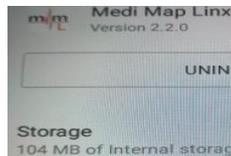
1. Go to Settings, Applications. Then Application Manager on the top Right Side



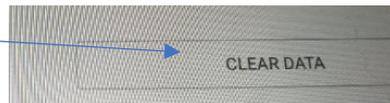
2. Scroll down, click on Medi-Map Linx in the list of Apps



3. Click on **Storage**



4. Click on **Clear Data**



5. Go back to your Home page and tap on the MML icon (Medi-Map Linx) and click CONFIGURE FACILITY and enter your facility ID (this is your facility username).
6. Log in with staff username and password and the data will re-load up to date

Go to PLAY STORE and search Medi-Map. If there is the option to update – do this to get the latest version.

PLEASE ALWAYS ENSURE THE MEDI-MAP LINX ICON IS SHOWING IN THE TOP LEFT CORNER TO SHOW IT IS AUTO UPDATING

Medi-Map will also show background updating when logged out on a device

