

User information TelePHON.digital

- visit www.telephon.digital preferentially through the web browser Google chrome, Mozilla Firafox.
- go to *register* or *login* at the upper right corner in the navigation bar.
- in case you do not have a login, got to *register*, create an *account* select a subscription *profile/plan* and proceed to payment
- Login with your email and password

As a Service provider/caregiver you can access to:	As a Client/patient you can:
Overview	Overview
Messages appear on this page	This page gives an overview of the tasks you have to fulfill TODAY. Click on the START button and proceed to your task.
Therapy	Assignments
<p>This page shows an overview of all your current clients. The client's image corresponds to the sex. At the right side of the (fe)male icon, the client's name is displayed and the word <i>details</i>. When clicking on <i>details</i>, the administrative data, main and complementary diagnosis pop up -the latter can be altered when clicking the button <i>adjust</i>. On top of this subpage there is a short cut towards <i>assignments</i> and <i>results</i>. Next to the client's name 3 buttons are displayed:</p> <p>1) assignments -> herewith you can assign tasks to this client. Clicking on this button opens a new page with a button assign task -> see below: <i>how to assign tasks to a client</i>.</p> <p>2) results-> herewith you can consult the performances/achievements of this client -> see below: <i>how to consult client's performances</i></p> <p>3) start videoconversation-> herewith you can initiate a videochat with this client -> see below: <i>videochat procedure</i></p> <p>Below the icon, a progress bar and a percentage indicates how much the client has performed of the dedicated assignments, per task.</p> <p>At the upper right corner of this page there is a button <i>invite client</i>. Clicking this button sends a request to a client, after having entered his/her correct email address.</p>	<p>This page displays:</p> <ul style="list-style-type: none"> - the tasks of TODAY. Clicking on the button <i>start</i>, opens the particular task. - an overview of all your ongoing assignments. Each assignment's frame displays the start date and end date, a progress bar and a percentage of completion. Underneath the various tasks of the assignment are displayed, mentioning the title of the task, the frequency per day and the requested performances in total.
Consult material	Consult material
In this section you can review all available material. It is split into:	This page shows the publicly available documents, displaying the title, the author, the

<p>1) publicly available material: this material is accessible for anyone. A dropdown menu filters between documents, exercises, audiovisual material. Clicking on the window of a particular document or exercise, opens the document/exercise for preview. On top an alphabetical search function is available.</p> <p>2) private material: this contains material created by yourself, and for use between you and your client exclusively. Again, a dropdown menu filters between documents and exercises.</p>	<p>date of compilation and a short description. You can extensively consult a document by clicking on the document window. The name of the author is mentioned at the right, next to the document sheet.</p> <p>On top of the page an alphabetical search function is available</p>
<p>Create material</p>	<p>Results</p>
<p>This page allows you to create your personal documents and assignment templates. The page displays:</p> <ul style="list-style-type: none"> - <i>create material</i>. Buttons allows you to compile: <ul style="list-style-type: none"> 1) Document. Select discipline and subdiscipline, enter a title, a short description and a text. There is also the possibility to upload images and video's into the document. These images and video's come from your personal pc. 2) Template. After selecting <i>compile a task</i> a window pops up. On top is displayed: <i>select a task/document</i>. Clicking this button directs you to an overview of all publicly and privately available documents/tasks. Click onto the document/task of your choice. Enter the requested total number of executions at the left, the requested frequency per day, and the day-rate (how many days on a row, f.i. if you want your client to perform that specific task twice a day, enter 2 and 1. F.i. if you want your patient to perform that specific task once in 2 days, enter 1 and 2). - <i>personal documents</i>: displays an overview of all your documents, the ones you have uploaded to the public library as well as to the private library. The document window displays the title, the author, the compilation date and a short description. The button <i>adjust</i> allows you to make adaptations to your document; the button <i>remove</i> allows you to delete your work; the button <i>publish</i> allows you to make your document accessible for all (out of private mode towards public mode). 	<p>This page allows you to consult your own achievements.</p> <p>Select an assignment. A graphic pops up, indicating your personal rating of the difficulty level of that particular task within the assignment. At the bottom of the graphic (X-axis) you can navigate between the different tasks of the assignment.</p>

- <i>personal templates</i> : overview of all assignments' templates/tasks packages (a task can be reading a document and/or executing an exercise). Also here, you have the possibility to <i>adjust</i> or <i>remove</i> a template.	
Account	Account
On this page you can review and adjust your administrative data, change your password and review your subscription plan/profile	On this page you can review and adjust your administrative data, change your password and review your subscription plan
Helpdesk	Helpdesk
This page allows you to send a message/comments/request for help	This page allows you to send a message/comments/request for help
To end: Log out by clicking the icon of yourself in the upper right corner.	To end: Log out by clicking the icon of yourself in the upper right corner.
How to assign tasks to a client.	
<p>On top of the page "compile an assignment" is indicated: <i>compile</i> or <i>use template</i>. The latter guides you towards your existing templates (private).</p> <p>When clicking <i>compile</i>, and then clicking the button <i>select a task</i>, you can define a task. The button <i>select a task</i> directs you to a separate page where you can navigate through documents and exercises, private or public material. A drop down menu enables filtering on discipline and subdiscipline.</p> <p>Click on the appropriate task (this lights up) and click on <i>add task</i> at the bottom of the page. You are redirected towards the page "compile an assignment" and the task you've selected is displayed at the left side of the button <i>select another task</i> (Clicking this button overrules the previous selection!). Before you can append the selected task to an assignment, indicate the total frequency (how many times you want the client to perform this task), the frequency per day and the day rate. If appropriate you can write additional instructions for your client.</p> <p>Next, click the <i>append to assignment</i> button. The task appears within 'tasks in assignment'. If necessary, you can add a second task by clicking the button <i>select another task</i>.</p> <p>Entitle the assignment, adjust the starting date and click <i>compile assignment</i>. The assignment automatically pops up in the client's file.</p>	
How to consult client's performances	
This page displays the logbook: the executed tasks are listed by the date and marked with the exercise duration (between brackets). The	

<p>sphere corresponds with the client's appreciation of difficulty (green color ~easy, orange~moderate, red~very hard). Clicking in the tasks' title reveals the results in detail and provides a graphic representing the client's progress over time.</p> <p>There is also the possibility of evaluation per assignment.</p>	
<p>videochat procedure</p>	<p>videochat procedure</p>
<p>Clicking <i>start videoconversation</i> opens a screen with a webcam image of yourself and a webcam image of the client at the right half of the screen. An invitation for videochatting is sent to the client (who has to be online!). At the left side of the screen a button <i>start a task</i> appears upon acceptance by the client. Underneath the webcam images a graphic displays the pitch and the loudness of the client's voice (Above the webcam image a rose allows you to tune the sampling rate and the frequency window.)</p> <p>Clicking <i>start a task</i>, directs the service provider to the selection page '<i>compile a task</i>'. After selecting a particular task, the exercise or document becomes visible for both the service provider and the client. Both can scroll through the task, whilst the service providers can adjust or guide the client verbally and visually by the videocommunication.</p> <p>When clicking the red phone, thus ending the videochat, a message seeks for confirmation. The moment the service provider confirms and ends the conversation, the client is automatically directed to his/her <i>overview</i> page.</p>	<p>Please be online. The moment the service provider invites you to a videocommunication, a message pops up: 'accept invitation to videochat?' Click <i>accept</i>.</p> <p>Proceed to the videoconversation and go through a task whenever requested by the service provider/therapist.</p> <p>The moment the service provider ends the conversation, you are automatically directed to your <i>overview</i> page.</p>