

# Link The Docs

## User Guide



[www.linkthedocs.com](http://www.linkthedocs.com)

After installing the application, you will need to enter your user information, email address and activation code to access the program.

The image shows a mobile application login screen for 'LINK THE DOGS'. At the top left is a green speech bubble containing a white cross. To its right, the text 'LINK THE DOGS' is displayed in white and green. Below this are two buttons with green borders: 'I'M NEW! SHOW ME AROUND' and 'FORGOT ACTIVATION CODE'. Underneath these buttons is the text 'SIGN IN'. Below 'SIGN IN' are two white input fields with rounded ends, labeled 'Email \*' and 'Activation Code \*'. At the bottom of the screen is a black button with the word 'SUBMIT' in white.

If you do not have an activation code, click on the **“I'M NEW! SHOW ME AROUND”** button. Click **“YES”** for Medical Physician confirmation followed by the personal information form to enter your account info.

Note that the items listed in red are required and must be filled in.

LINK THE DOCS  
(Items in red are required)

Email Address \*

First Name \*

Middle Initial

Last Name \*

Cell Phone \*

City \*

State \*

CANCEL SUBMIT

Your activation code will be emailed to you shortly after submitting your information.

The program is protected with user defined swipe code. Create your swipe pattern that will be required each time you access the program.

Should you forget the swipe you've created, you can always click the **“RESET SWIPE”** to regain access to the program.



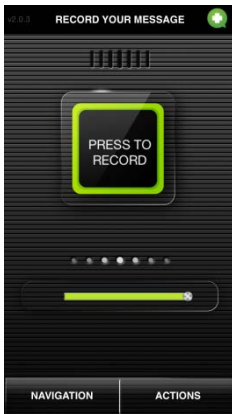
The **“NAVIGATION”** button on the bottom left will be used to access the different parts of the program.



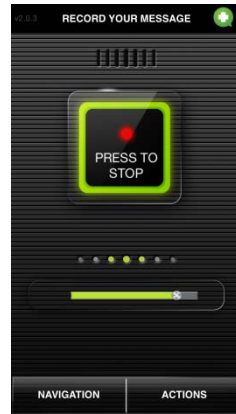
The **“ACTION”** button on the bottom right list task options for the program option you have accessed.

To exit the **“ACTION”** options and not perform a task, click the **“NAVIGATION”** button.

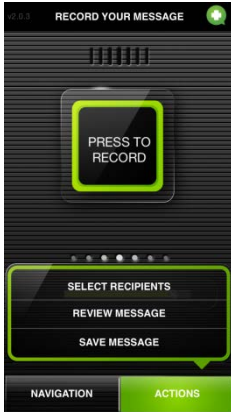
Click **“NAVIGATION”**, **“RECORD”** button to access message recording.



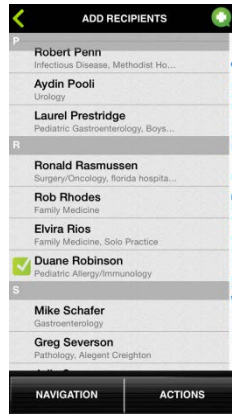
Click on the large **“PRESS TO RECORD”** button to record your message.



Click the **“PRESS TO STOP”** when finish recording.

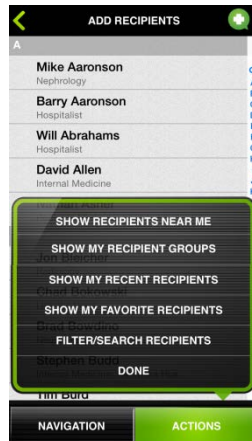


Click the **“ACTION”**,  
**“SELECT RECIPIENTS”**  
 and select the name of the  
 individual or individuals you  
 want to receive your  
 recorded message.



## Other Send Options

While viewing the **Add Recipient**, Click on the **“ACTION”** button to list the send options

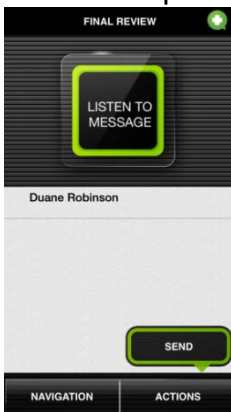


Show recipients:

- **“GROUPS”** – these are customized groups you can create
- **“FAVORITES”** – people that you’ve added to your favorite list
- **“FILTER/SEARCH”** – filter or search for Name, Specialty, Affiliation or Location



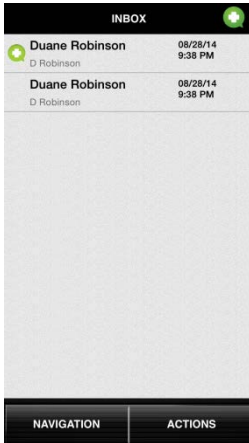
Press **“DONE”** when you’ve selected all you recipients and are ready to send



Click on the **“SEND”** button and the message will be sent.



## Receiving New Messages

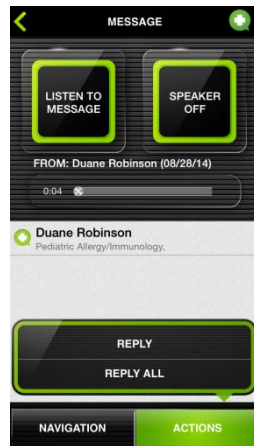


When you receive a new message, open the app and navigate to the **“INBOX”** click on your new message.

*Messages that you have not been listened to yet will have the icon next to them*

Click on the **“LISTEN TO MESSAGE”** button to hear the message.

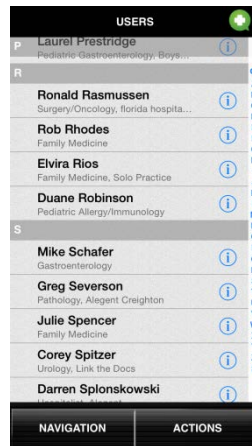
The **“SPEAKER OFF”** shows the status of external speaker. To listen through the external speaker, press the **“SPEAKER OFF”** button. The button will display **“SPEAKER ON”**.



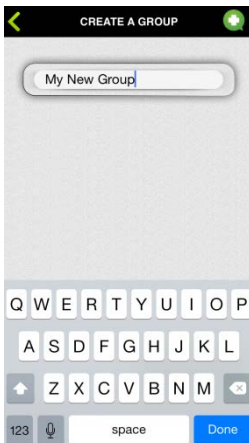
You may respond to the message by selecting **“Action”** and **“REPLY”** or **“REPLY ALL”**

## Managing user

- Click **“NAVIGATION”**, **“USER”** to assess the users list
- You can click on the icon on the right of each name for detail contact information
- Click **“ACTION”** and **“DONE”** to return to user list



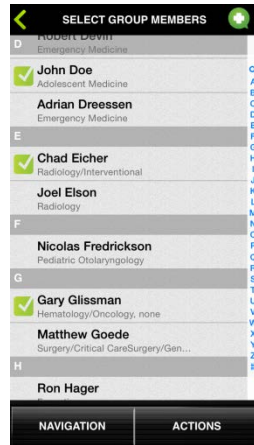
## Create Groups –



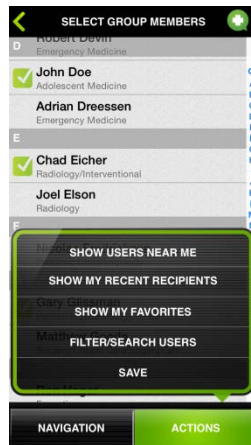
- Click **“NAVIGATION”**, click **“USERS”**, click the **“ACTIONS”** button, click **“MANAGE GROUP”**
  - Select **“ACTIONS”**, select **“CREATE GROUP”**
  - Type the name of the new group then select **“NEXT”**



- Select the individuals you would like to add to this new group (the group members will have a green check next to their name(s)).



- click the "NEXT" button. Your new group with Members will be listed for review.
- select "ACTION" and "SAVE" to complete the process.
- Select "ACTION" and "DONE" to return to the MY GOUPS list.



## Create Favorites List

- Click “**NAVIGATION**”, click “**USERS**”, click the “**ACTIONS**” button, click “**SELECT MY FAVORITES**”
- Select the individuals you want to add to your list. You can also remove individuals from list by unchecking their names.
- Click “**ACTION**” and “**SAVE**” to complete the process

## Using the FILTER/SEARCH feature

### Filter/Search

- Name – type the name or even a partial then click find to display a list of your search criteria
- Specialty – click the arrow for “**SPECIALITY**” and scroll through the list for the individuals listed under the selected specialty
- Affiliation – click the arrow for “**AFFILIATION**” and scroll through the list of affiliation as they have been entered by the individuals.

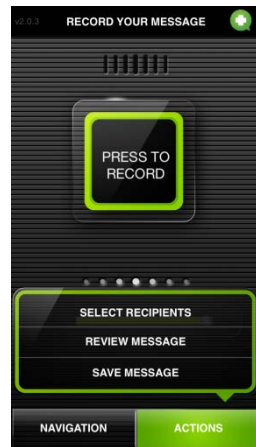


The image shows a mobile application interface for filtering and searching. At the top, the word "FILTER" is displayed. Below it are four input fields: "Name" (a text box), "Specialty" (a dropdown menu), "Affiliation" (a dropdown menu), and "Location" (a dropdown menu). Below these fields are two buttons: "RESET" and "FIND". At the bottom of the screen, there are two tabs: "NAVIGATION" and "ACTIONS".

## Other Features

You may record a message and save the messages for distribution or review at a later time.

- Click **“NAVIGATION”**, click **“SAVED”**, click on the message you would like to distribute or review.
- click the **“ACTIONS”** button to **“SELECT RECIPIENTS”**, **“REVIEW MESSAGE”** or **“SAVE MESSAGE”**



- **“SELECT RECIPIENTS”** will give you the same send options are covered earlier
- **“REVIEW MESSAGE”** to hear your messages again. To stop the message at any time click the **“REVIEW MESSAGE”** button again.
- **“SAVE MESSAGE”** note that this option will save another copy of your message.

- **“PRESS TO RECORD”** To record a new message.

To access messages that has been sent out:

Click **“NAVIGATION”**, click **“SENT”** for the list of messages.

Contact us at (402) 697-2239