Join
Application Operation Manual

Android

Allm SHAPING HEALTHCARE

Contents

Installation & Registration Process

① Install Join from Google Play
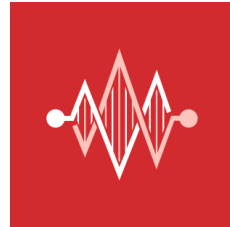
Google Play

*For those who cannot read this QR code please search for "Join allm"on Google Play and install the app that has the icon you can see on the left.

*Only compatible with Android OS 4.5, or above. If the OS on your device is lower than these please update it.

② Start the app

③ Tap
"Create Account"

Login

Email

Password

Region
North America

LOGIN

Forgot password?

CREATE ACCOUNT

Create Account

Personal Information

④Enter your name, email address, and password

*Symbols can not be used
Except: "&", "-", "_", "."

Name

Email

Password	👁

* 8-20, one number and one letter required.

Repeat Password	👁

⑤Enter the tenant code and tenant password

*If your tenant code or password is unclear, please contact a manager of your tenant.

Tenant Information

Tenant Code

Tenant Password	👁

⑥Agree to the Terms of Use and tap the checkbox

Region
North America ▼ ◉

☐ I accept the Terms of Use

⑦Tap
"Create Account"

CREATE ACCOUNT

Allm SHAPING HEALTHCARE

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⑧Enter the code that you received via Email and tap "Verify"

*If you don't receive the verification code, please tap "Resend the Code" to send again.
If you haven't received even after re-sending, please return to the previous screen and confirm the email address you entered is correct.

Email Verification

A verification code has been sent to Join_manual@allm.net

Please enter the verification code to finish creating your account.

Verification Code

VERIFY

RESEND THE CODE

⑨Set a 4-digit passcode to unlock the app. And tap "Save"

Setting completed.
You will be logged in to Join.

Passcode Setting

Passcode 👁

* 4 digit number.

Repeat Passcode 👁

Your passcode is required to unlock the application after it has not been used for a certain length of time. Please store it safely.

Should you forget your passcode, you will have to reinstall the application, and all of your data will be lost.

Allm Inc. and its affiliates shall not be eld responsible or liable in any way should this occur.
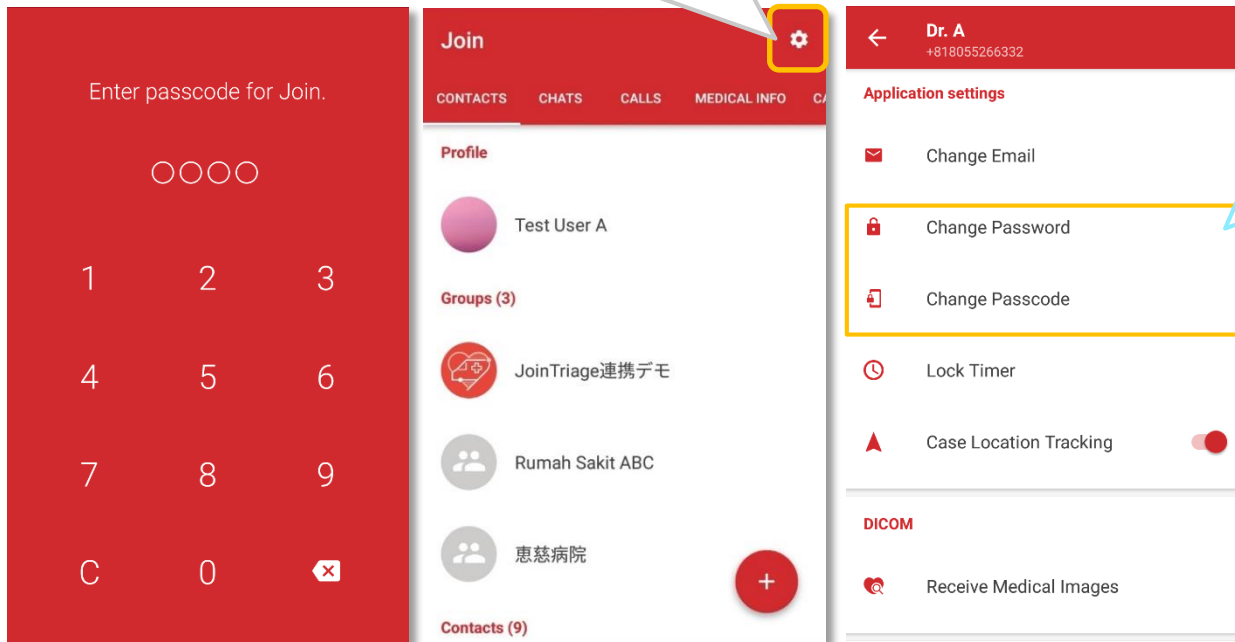
SAVE

Cautions for Using

▼ Setting Passcode

For security purposes, if Join hasn't been used for a specified amount of time, it will be locked.
A passcode is necessary to unlock it.

①Tap the setting icon

■ Change Passcode

Change PassCode

Please set the passcode by 4 number digits.

Current PassCode

New PassCode

New PassCode(Retry)

CANCEL UPDATE

■ Lock Timer
(Change time until passcode lock)

Lock Timer

15 minutes

CANCEL UPDATE

*If you forget the passcode you will have to reinstall Join.
*Please log in using email address and password that you registered at [Email Login Setup] when you reinstalled the app.

▼ Contact: If you have any questions or concerns please feel free to get in contact with us.
Allm Inc. Join Support Center   support@join-me.biz

Change registered information

▼Change Email
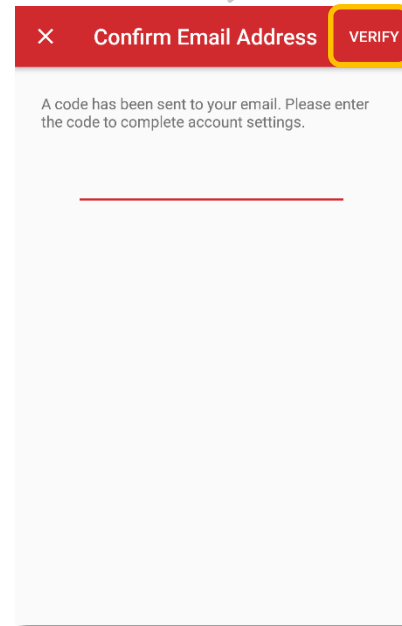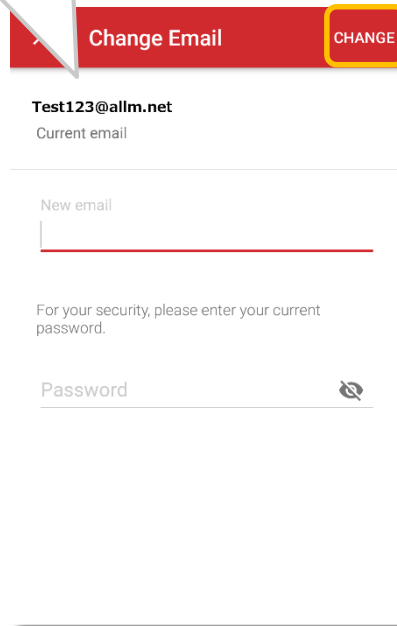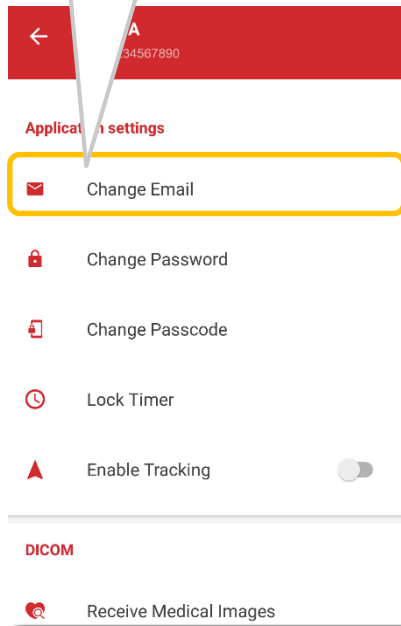
You can change Email address you've registered.

①Tap "Change Email"

②Enter current password and new email address

③Tap "Change"

④Enter the code you received

⑤Tap "Verify"

Email address will be changed.
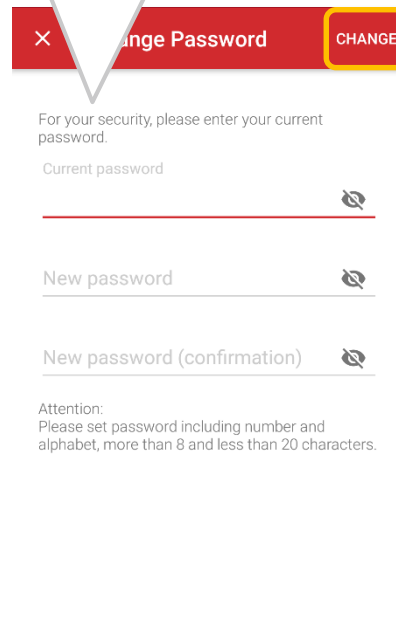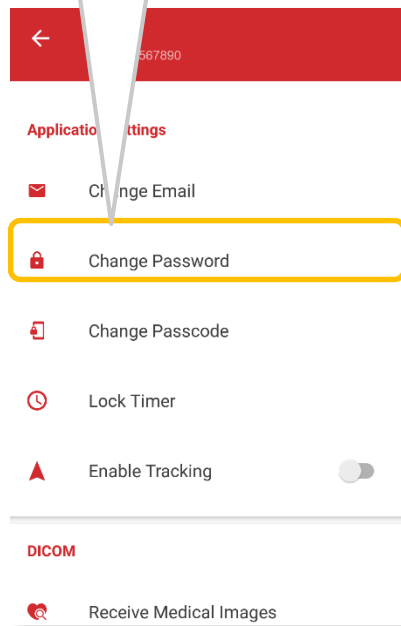
*The verification code is valid for 10 mins.

▼Change Password

You can change login password.

①Tap "Change Password"

②Enter current password and new password

③Tap "CHANGE"

Password will be changed.

※Password needs to be more than 8 and less than 20 alphanumeric characters.

Join Reinstallation

▼ Email Login

Please do not register with phone number authentication when you reinstalled Join.
Please log in by using email address and password that you registered at "Account Setting".

①Enter email address & password that you have registered

②Make sure your region is correct

③Tap "Login"

*If region setting is incorrect, please set it to the right one by yourself.

Email

Password

Region
North America

*If you register again, new account will be created and you can't restore your group settings and talk logs.

*When you login using email, your contact settings and group talks will be stored.

*One-to-one direct chats cannot be restored.

LOGIN

Forgot password?

CREATE ACCOUNT

When you forgot password

▼Reset password

If you forgot password, you can reset new one.

①Tap "Forgot password?"

②Enter Email address and tap "SEND"

③Access to the URL in the email you receive

④Enter new password and tap "Apply" to set

Login

Email

Password 👁

Region
North Ameri ▼ ◉

LOGIN

Forgot password?

CREATE ACCOUNT

Reset Password

To reset your password, please submit your email address below.

Email

Region
North America ▼

SEND

Reset Password

An email has been sent to your address. Please follow the instructions in the email and proceed with resetting your password.

OK

Join ≡

Password reset

Please set the password again.

Password
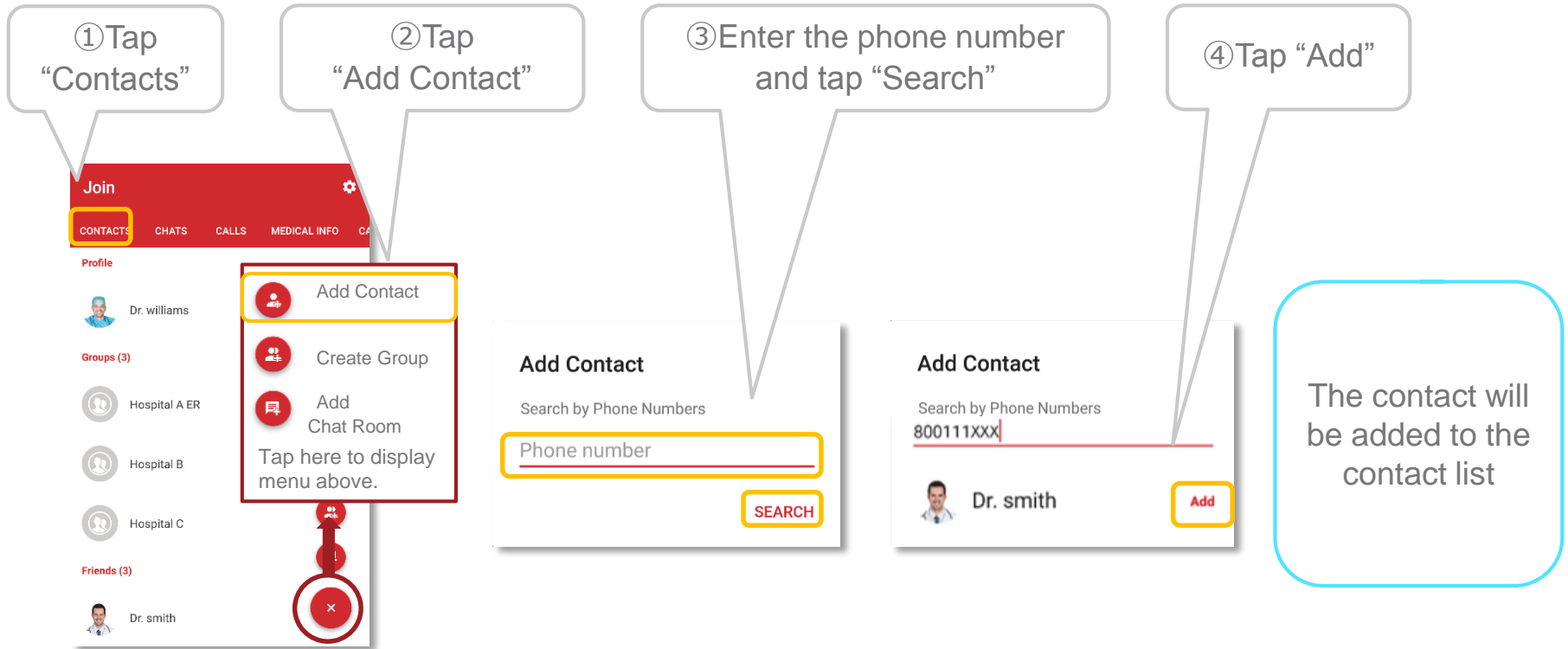Please input between 8 and 20 characters

Re-enter password
Please input the password again

Apply

*After setting new password, please go back to the app and proceed with login.

Contacts and Groups

▼ Add Contacts

①Tap "Contacts"

②Tap "Add Contact"

③Enter the phone number and tap "Search"

④Tap "Add"

Join

CONTACTS   CHATS   CALLS   MEDICAL INFO   CA

Profile

Dr. williams

Groups (3)

Hospital A ER

Hospital B

Hospital C

Friends (3)

Dr. smith

Add Contact

Create Group

Add Chat Room

Tap here to display menu above.

Add Contact

Search by Phone Numbers

Phone number

SEARCH

Add Contact

Search by Phone Numbers

800111XXX

Dr. smith   Add

The contact will be added to the contact list

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Contacts and Groups

▼ Create Groups

①Tap "CONTACTS"

②Tap "Create Group"

③ Input group name and tap "Create"
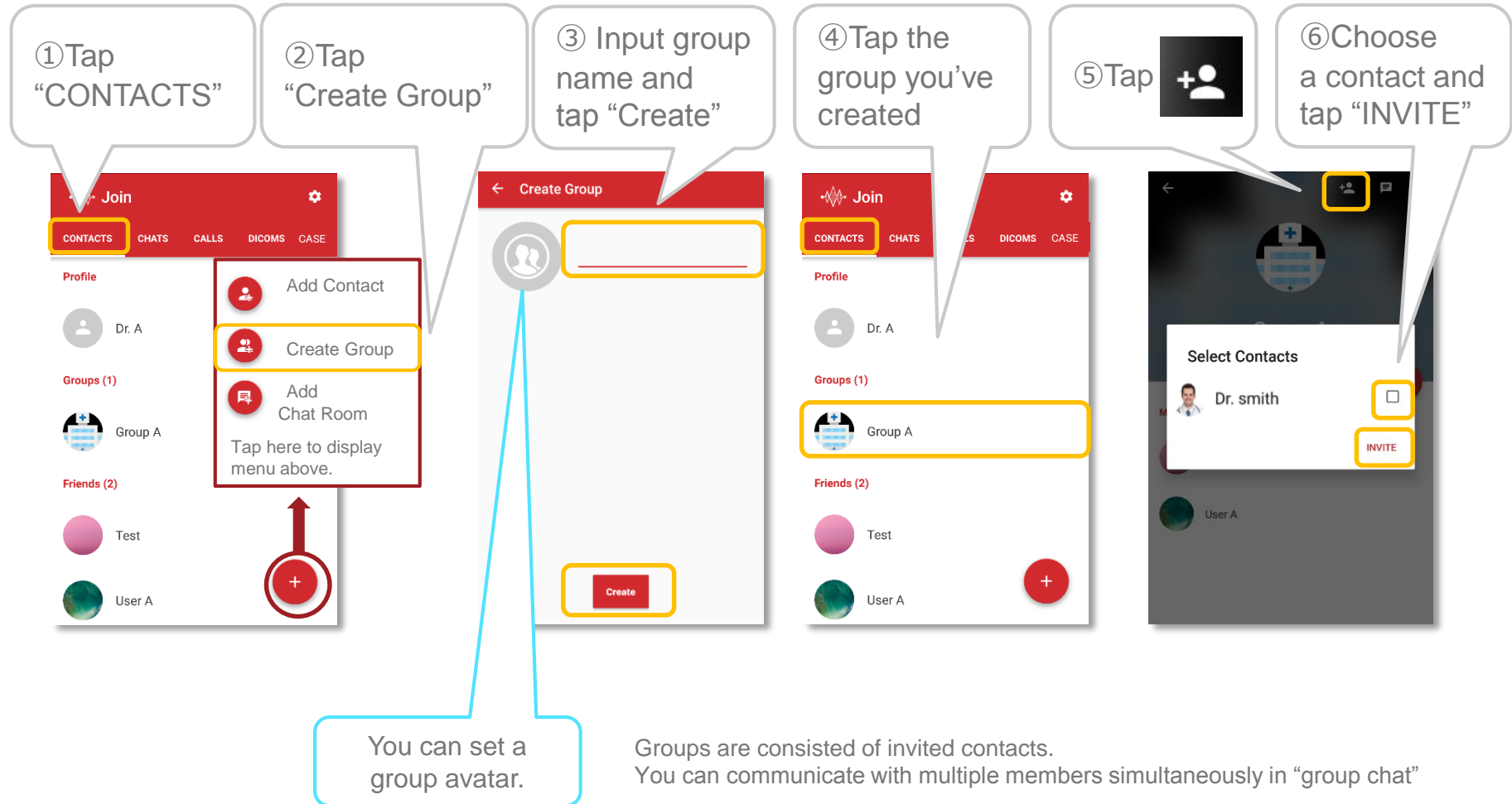
④Tap the group you've created

⑤Tap

⑥Choose a contact and tap "INVITE"

You can set a group avatar.

Groups are consisted of invited contacts.
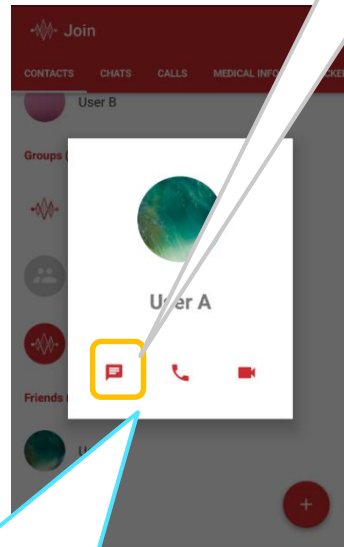You can communicate with multiple members simultaneously in "group chat"

Direct Chat

▼Start a direct chat

①Tap "CONTACTS"
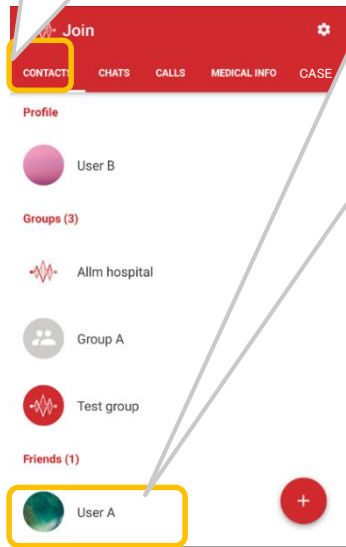
②Tap a contact you want to send a message

③Tap 🗨

④Input a message and tap "Send" to post

🗨 : Start one-on-one direct chat

📞 : Start voice call
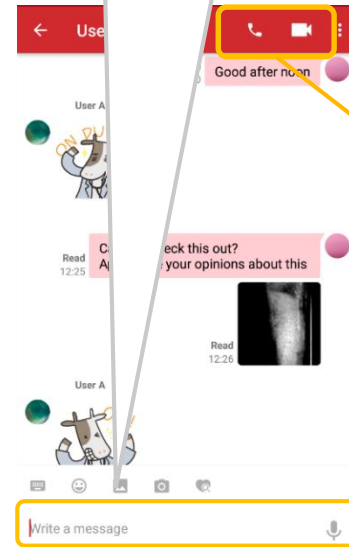
📹 : Start video call

Left: Voice Talk
Right: Video Talk

*You can start voice/video call by tapping the call button in direct chat rooms.

Direct Chat Functions ①

▼ Top Menu
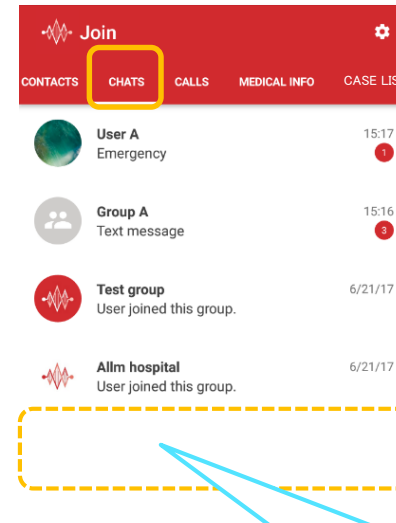

User B

Voice call button

Video call button

Leave Chat

Notification ☑

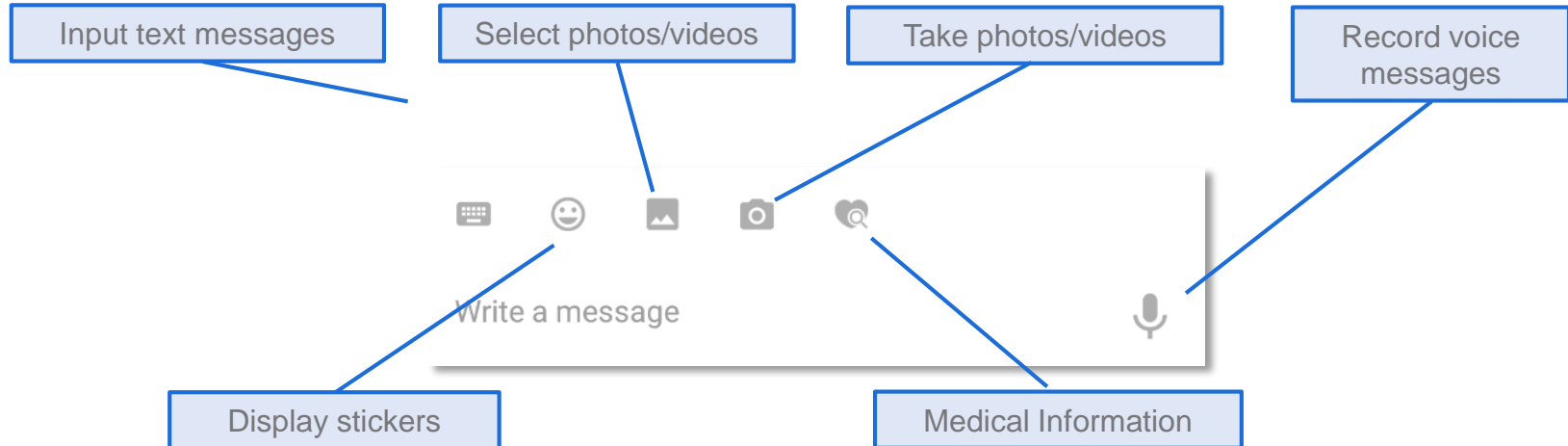You can leave the chat group

You can turn off Notification

Join ⚙

CONTACTS CHATS CALLS MEDICAL INFO CASE LIST

User A   15:17
Emergency   1

Group A   15:16
Text message   3

Test group   6/21/17
User joined this group.

Allm hospital   6/21/17
User joined this group.

When you leave the chat will be disappeared from the chat list.

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Direct Chat Functions ②

▼ Bottom Menu

You can use various functions from the bottom menu.

Input text messages

Select photos/videos

Take photos/videos

Record voice messages

Write a message

Display stickers

Medical Information
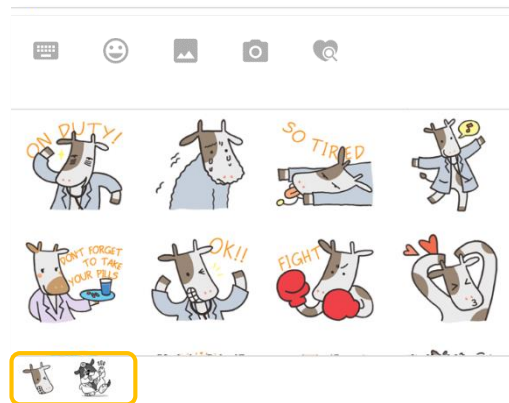
If you tap stickers in the lowest column, you can see different kind of stickers.

Select DICOM Image

Tenant:
Free trial

Exam. Date:
Select Examine Date

Pt. ID:
Input Patient ID

Pt. Name:
Input Patient name

Type:
None

Rcpt. No:
Input Reception Number

Reset   Search

You can select a DICOM image and post it to the current chat room. (Explained in the next page)

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Direct Chat Functions ③

▼View & send DICOM images

①Tap "Search"

②Choose an examination and tap it

③Tap "Send"

④Tap the thumbnail to view

Preview Screen

The image will be sent on the chat room

*Users who belong to the same tenant can share and view images in a chat room.

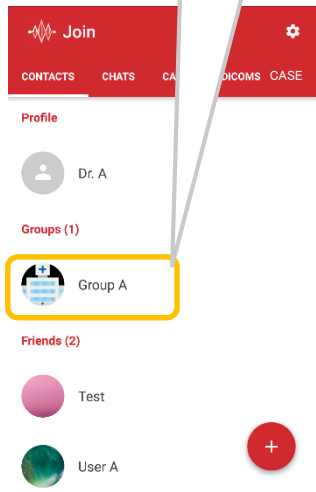*You won't be able to see images of different tenants unless managers set permission.

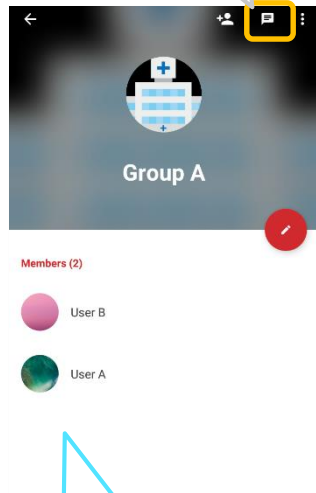*An error message will be displayed if you don't have relevant permission.
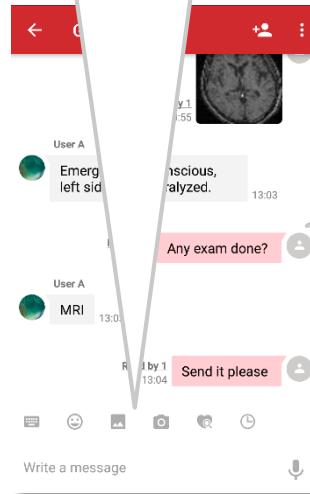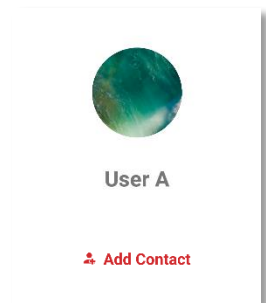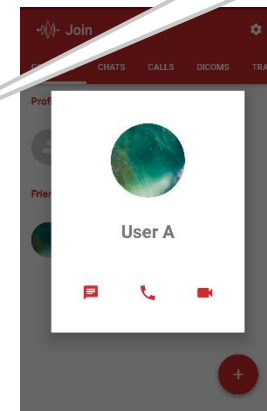
Group Chat

▼ Start a group chat

①Tap a group name

②Tap 📧

③Input a text message and tap "Send" to post

If you tap the aviator...

Join

CONTACTS CHATS CA... ...ICOMS CASE

Profile
Dr. A

Groups (1)
Group A

Friends (2)
Test
User A

Group A

Members (2)
User B
User A

User A
Emerg... ...nscious, left sid... ...alyzed. 13:03

Any exam done?

User A
MRI 13:0...

Send it please

Write a message

User A
📧 📞 📹

User A
👤 Add Contact

List of users who belong to the group is displayed.

If the user is on your contact list, user detail screen will be shown.

If not, you can add him/her by tapping "Add Contact".

Group Chat Functions ①

▼ Top Menu

← Stream Group

Group Edit

Leaving

Notification ✓
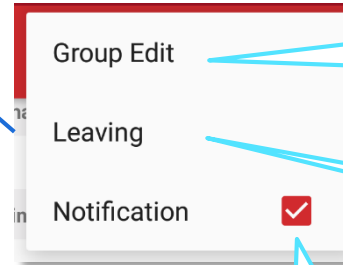
You can change group name and avatar, invite and delete members, etc.

Leave the group

It will be displayed only if a group site is set by management function.
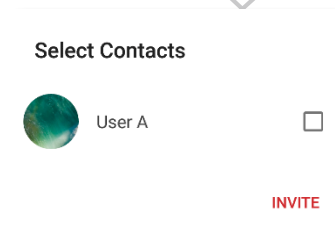
Tap to play

ICU

ECG monitor

Operoom

Web page will be displayed on a browser if a link to the page is set.

You can invite your contacts to a group.

Tick a contact and tap "Select"

Select Contacts

User A ☐

INVITE

You can turn on/off notification of each group.

Groups you turned off notification can be checked on chats list.

NTACTS CHATS CALLS DICOMS CASE LIST

Group A
Test message

Group Chat Functions ②

▼ Bottom Menu

You can use various functions from the bottom menu.

| Input text messages | Select photos/videos | Take photos/videos | Stroke Protocol |

Write a message

| Display stickers | Medical Information | Record voice messages |

Protocol

ER Type
Stroke

Patient

Protocol

DateTime
Jun 22, 2017 6:23 PM

Select DICOM Image

Tenant:
Free trial

Exam. Date:
Select Examine Date

Pt. ID:
Input Patient ID

Pt. Name:
Input Patient name

Type:
None

Rcpt. No:
Input Reception Number

Reset   Search

You can quickly post an case event.
(Explained later)

If you tap "DICOM", you can select a DICOM image and post it to the current chat room.
(Explained in the next page)

Group Chat Functions ③

▼ View & send DICOM images

①Tap "Search"

②Choose an examination and tap it

③Tap "Send"

④Tap the thumbnail to view

Preview Screen

The image will be sent on the chat room

*Users who belong to the same tenant can share and view images in a chat room.

*You won't be able to see images of different tenants unless managers set permission.

*An error message will be displayed if you don't have relevant permission.

Allm SHAPING HEALTHCARE
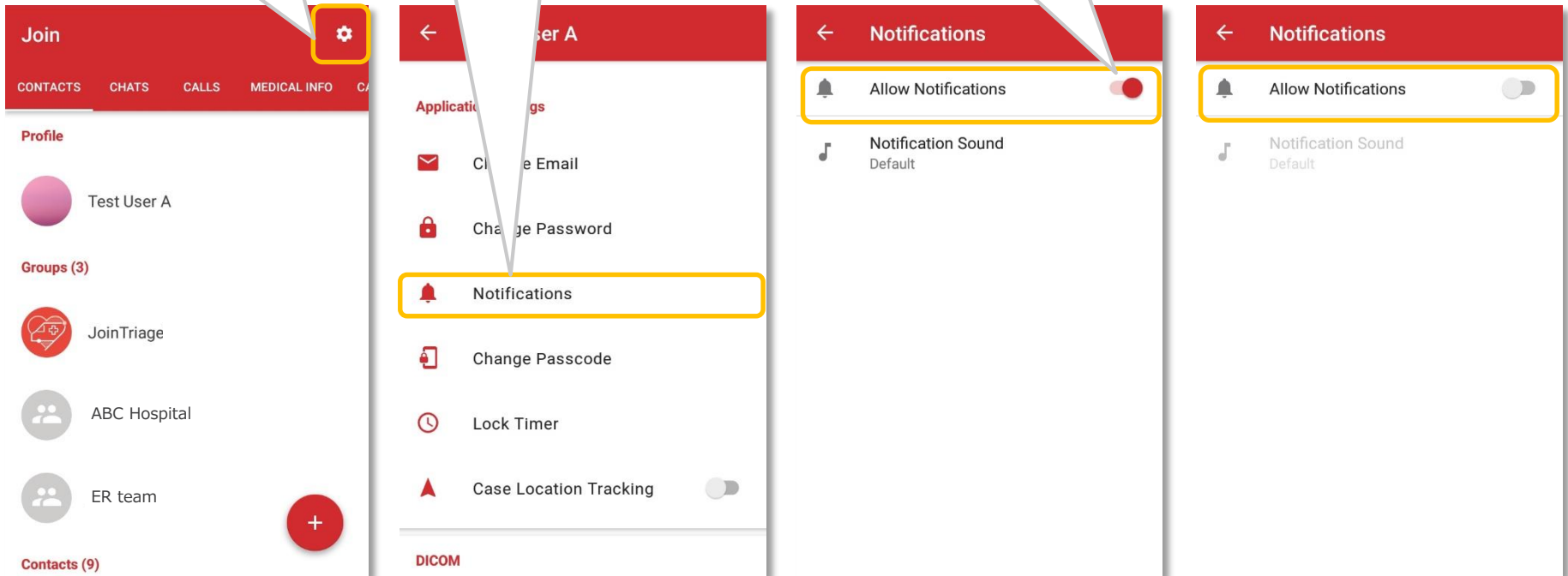
Notifications①

▼ Turn off notifications

You can turn off notifications not to receive any notifications from Join.

①Tap the setting icon
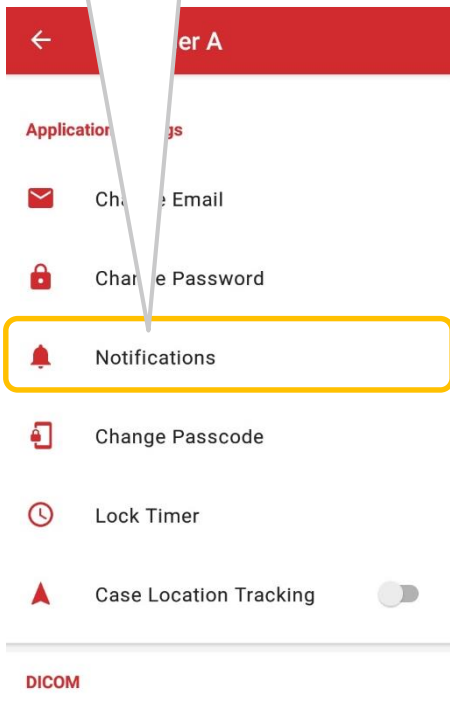
② Tap "Notifications"
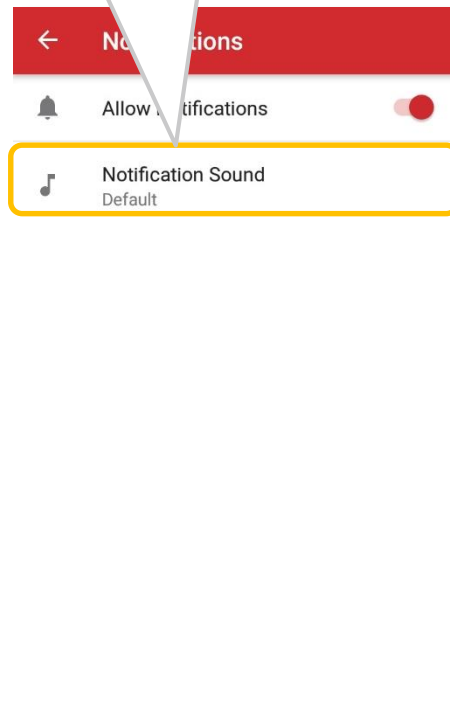
③Tap "Allow Notifications"

OFF

Notifications②

▼ Change notification sound
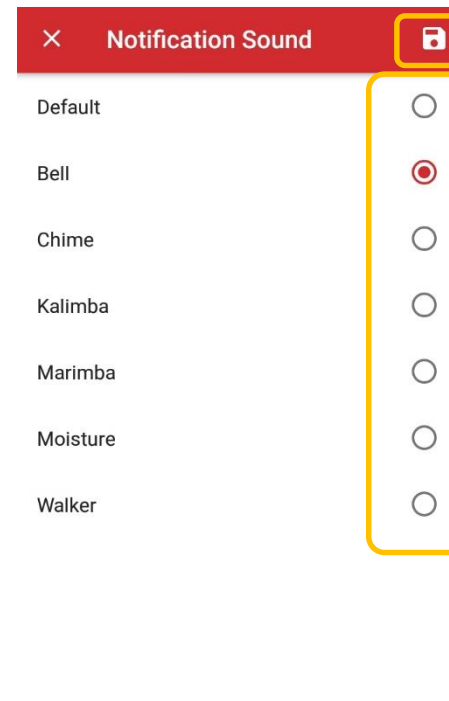You can select and set a notification sound you like from the list.

①Tap "Notifications"

②Tap "Notification Sound"

③Select a sound and tap the icon

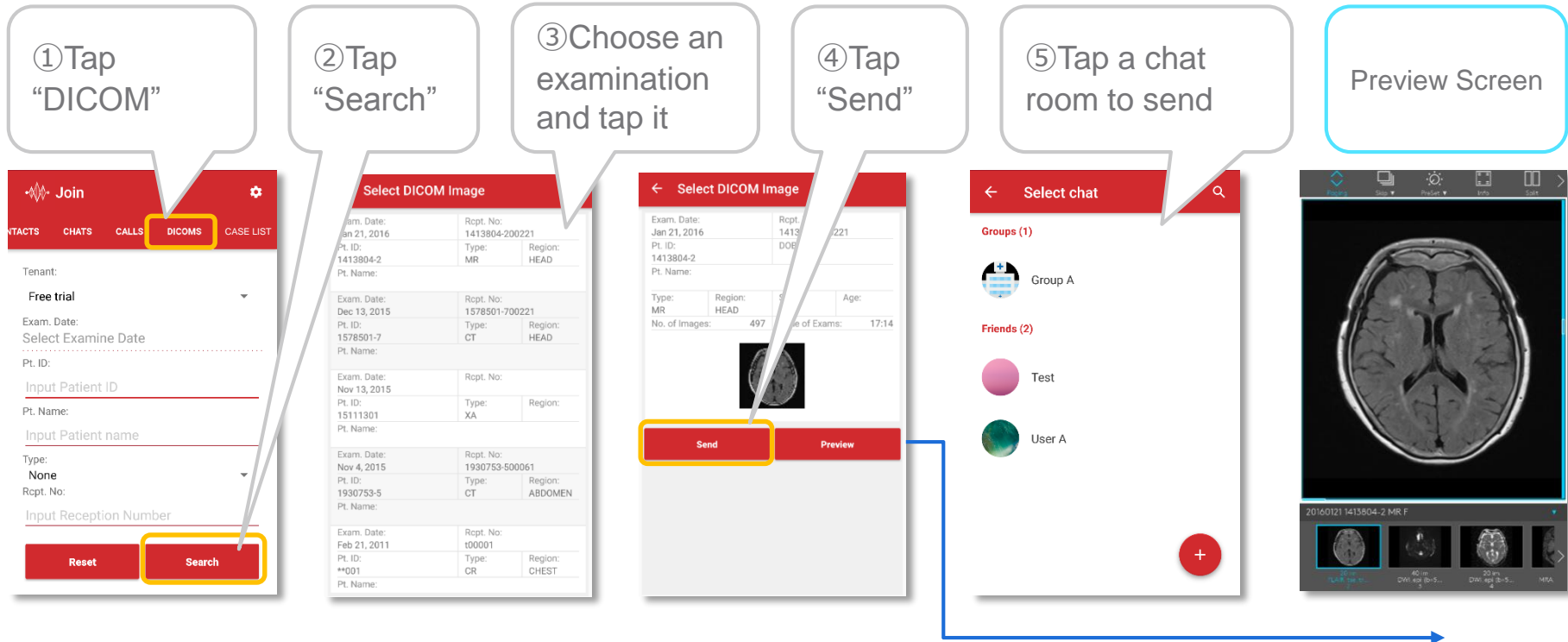The selected sound will be set

*The selected notification sound will be applied to any notification sent from Join.
*The sound can not be set per group.

DICOM Image Acquisition

▼DICOM viewer

①Tap "DICOM"

②Tap "Search"

③Choose an examination and tap it

④Tap "Send"

⑤Tap a chat room to send

Preview Screen

*Users who belong to the same tenant can share and view images in a chat room.

*You won't be able to see images of different tenants unless managers set permission.

*An error message will be displayed if you don't have relevant permission.

Belonging to Multiple Tenants

▼Register multiple tenants

①Tap Settings or your display name

②Tap "Add Tenant"

③Enter tenant code and tap "Send Application"

Tenant request will be sent to the administrator

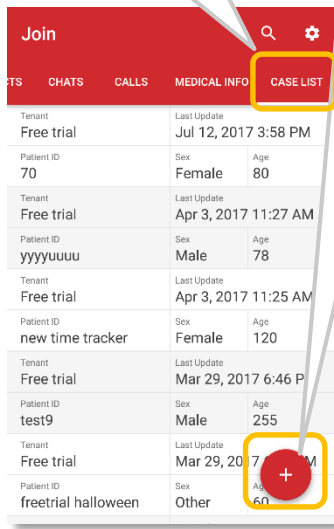After the administrator approved, you can join the tenant

*It may take a while to be reflected after sending a request.
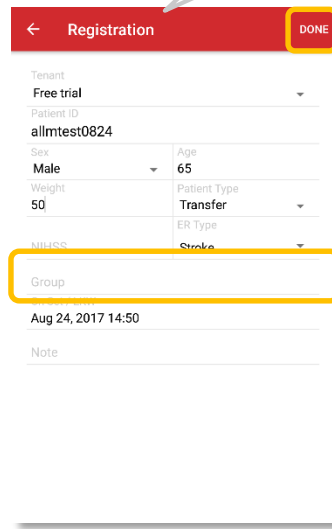You need to reboot the app to update display of your tenants in Settings.

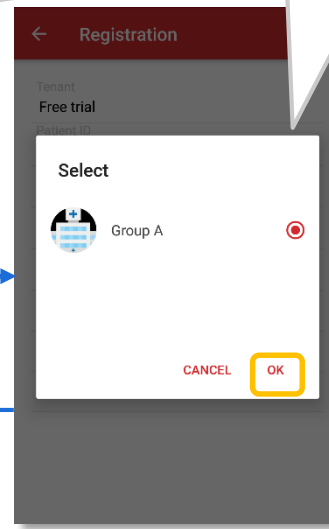# Case Registration Functions ①

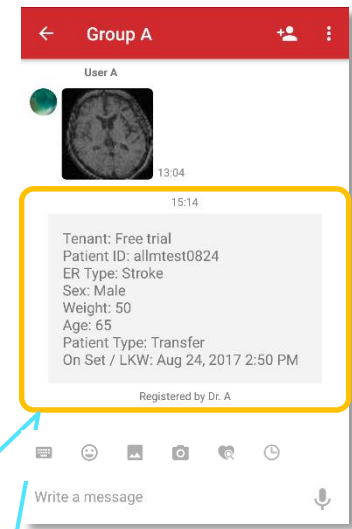▼ Register an case event

①Tap "CASE LIST"

②Tap "+" to register

③Enter information
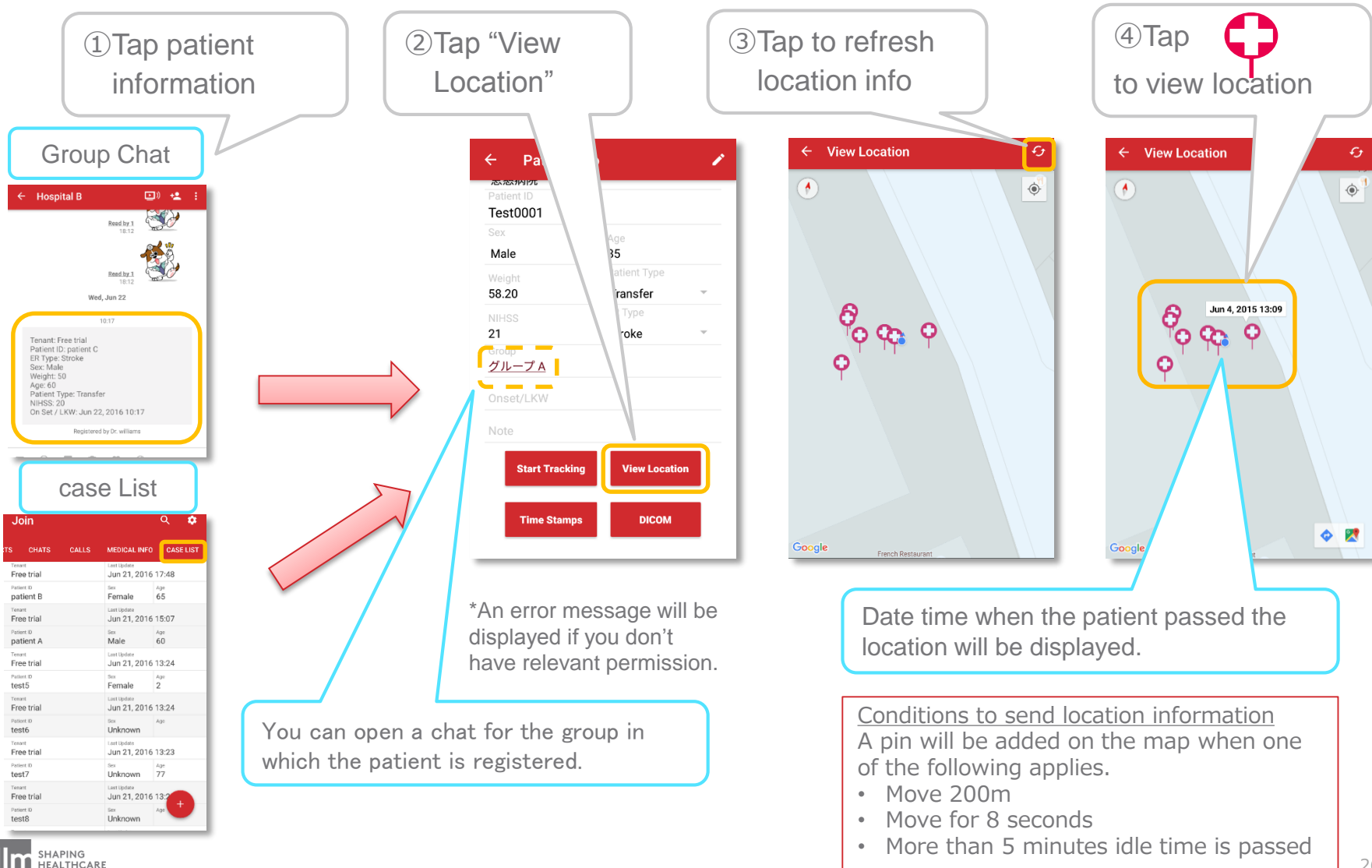
④Select a group and tap "OK"

⑤Tap "DONE" to save

*If you don't have permission to add cases "+" button will not be displayed.

Registered information will be posted to the group chat when you save it.
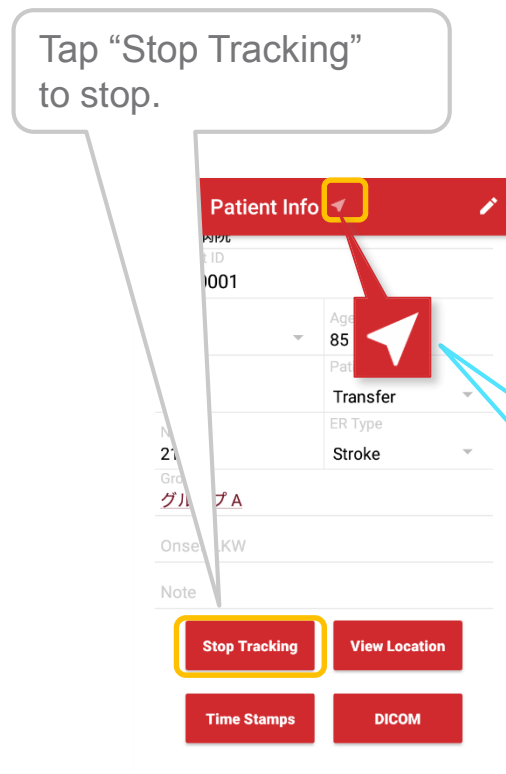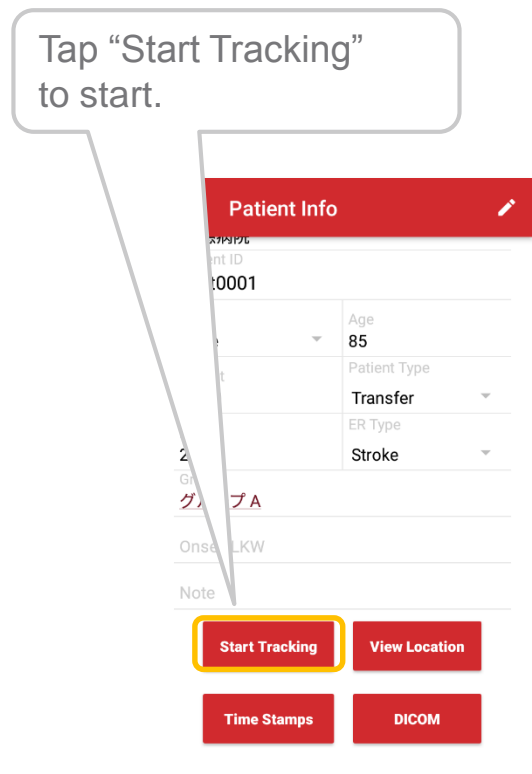
Case Registration Functions ②

▼ View patient information

①Tap patient information

②Tap "View Location"

③Tap to refresh location info

④Tap to view location

Group Chat

case List

*An error message will be displayed if you don't have relevant permission.

You can open a chat for the group in which the patient is registered.

Date time when the patient passed the location will be displayed.

Conditions to send location information
A pin will be added on the map when one of the following applies.
• Move 200m
• Move for 8 seconds
• More than 5 minutes idle time is passed

Case Registration Functions ③

▼ Start and stop tracking

Tap "Start Tracking" to start.

Tap "Stop Tracking" to stop.

A blinking arrow is displayed on top of screens while it's tracking location.

*Tracking is set to off by default.
You need to enable tracking on the Settings.

Case Registration Functions ④

▼ Edit patient information

①Tap "Edit"

②Edit patient information

③Tap "DONE"

Edited items are automatically posted to the group chat when you save it.
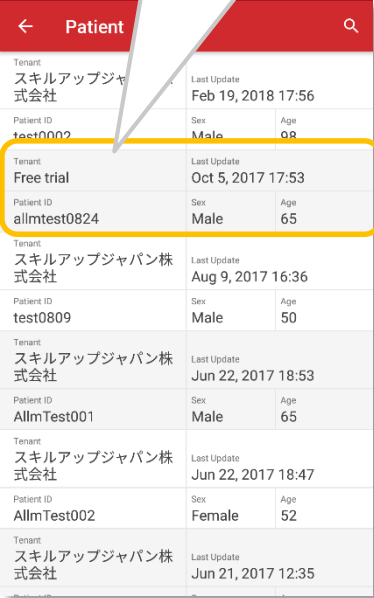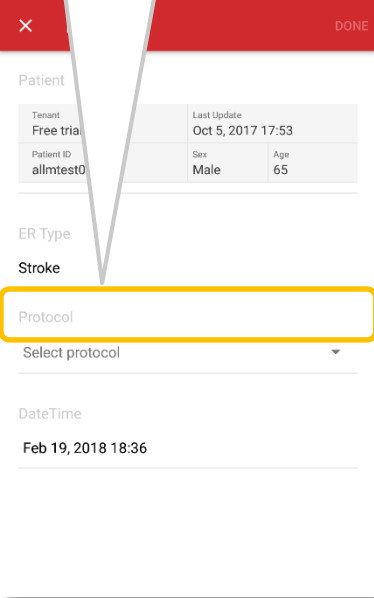
Protocol

▼Post an case event

①Tap 🕐

②Tap "Patient" and choose a patient

③Tap "Protocol"
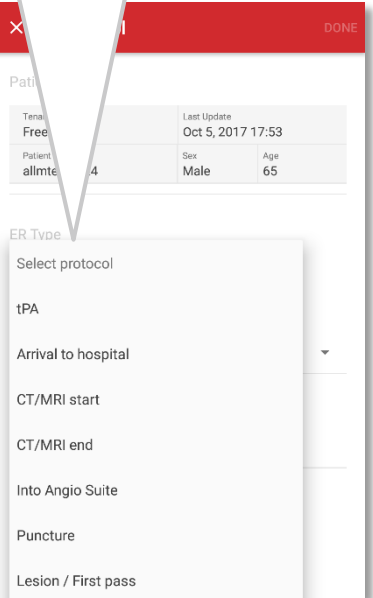
④ Tap a corresponded protocol

*Protocol is available only in group chats.
*Protocol button won't be displayed in direct chats.
*You can select a corresponding protocol to the case
*Only cases registered to the group or transferred from another group can be selected.

⑤Tap date time

⑥ Set event occurrence time and tap "OK"

6:41 AM PM

Drag the red circle to select time

Tap to revise

Flick the screen to change the month

6:41 AM PM

DateTime
Jun 22, 2017 18:23

Thu, Jun 22

June 2017						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

CANCEL   OK

⑦Tap "DONE"

Notification on iOS	Notification on Android
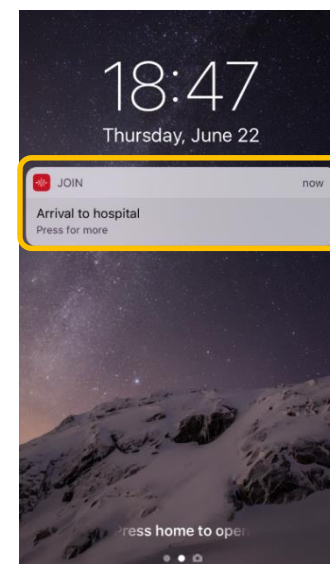
Event, Patient ID, and date time are posted to the chat

When a Protocol is posted, all members of the same group will receive a pop-up notification

▼View protocols

①Tap patient information
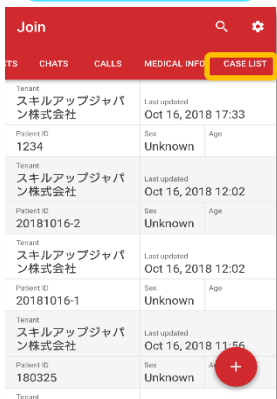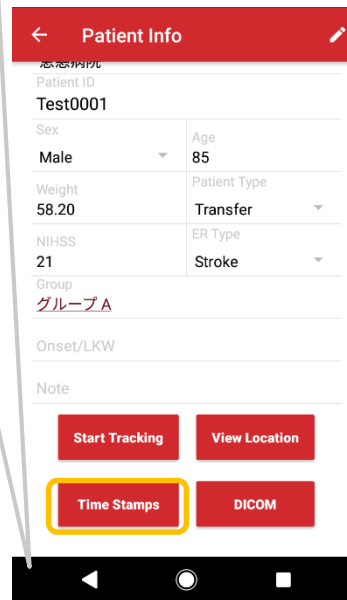
You can add Time Stamps by tapping 「+」 here

②Tap "Time Stamps"

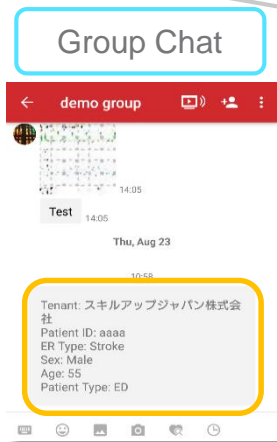Group Chat

Case List
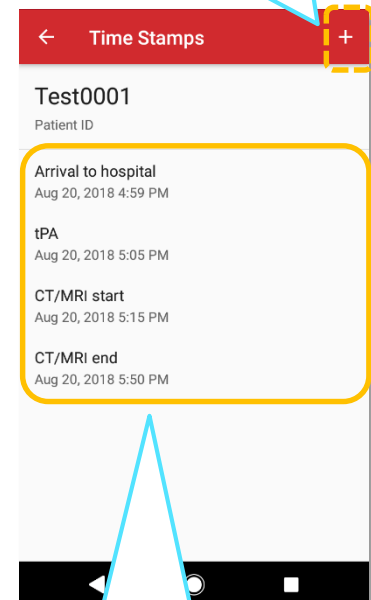
Time Stamps posted on the group chats are listed for each patient.

Voice/Video Call Functions ①

▼ Start voice/video call

【Contact list】

①Tap an avatar

②Tap each button to start voice/video call

Call button
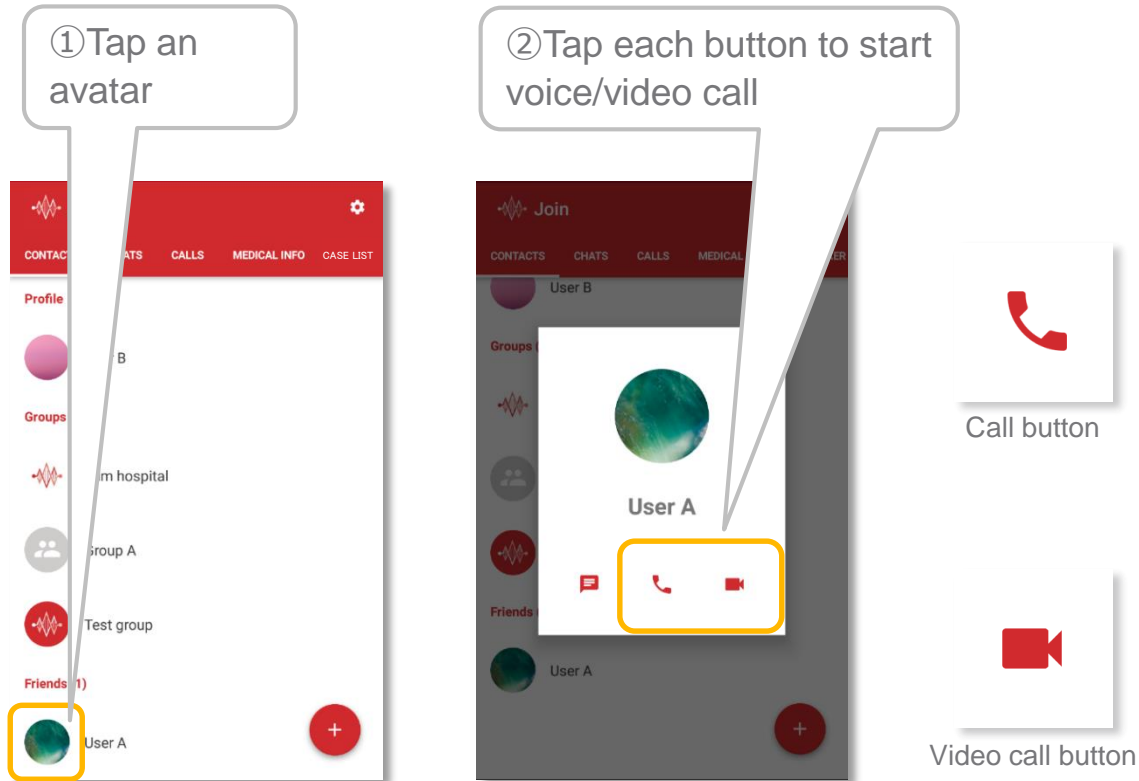
Video call button

Voice/Video Call Functions ②

▼ Start voice/video call

【Direct chat】

Tap the call button to start voice/video call

【Calls tab】

①Tap calls tab to display call history

②Tap the phone button to start call
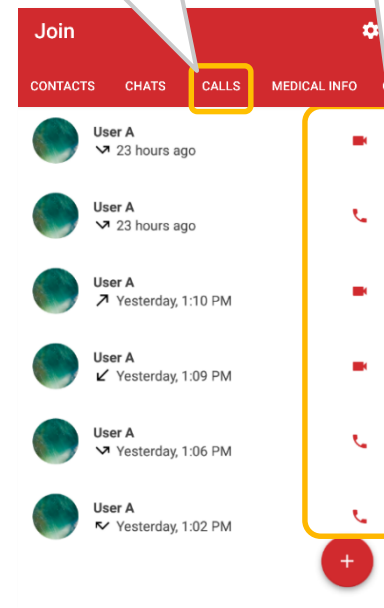
Voice/Video Call Functions ③

▼ In coming call screen

Incoming call /
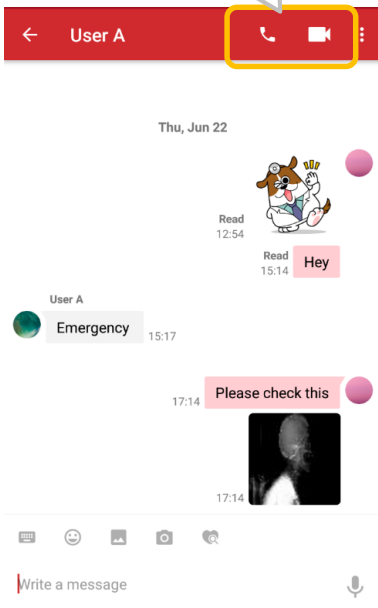voice call screen

In coming voice call...

User A

Avatar, Display name

Call information

*Displayed during video calls only

In coming video call...

Hang up button

Answer button
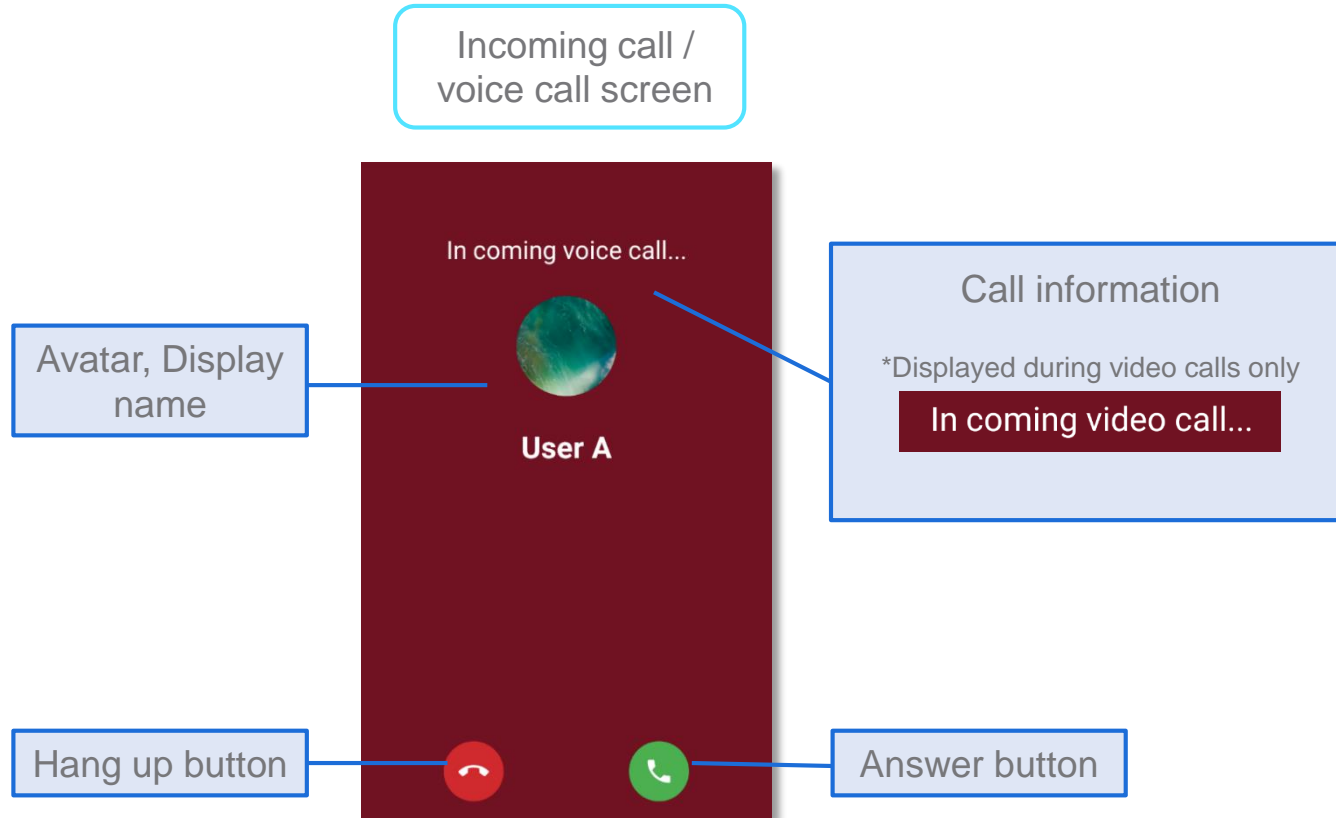
You can reject the call.
A message which says "User is busy at the moment." will be displayed on caller's screen.

Voice/Video Call Functions ④

▼ Voice call screen

Voice call screen

Function buttons

Switch display

You can switch display during a call.

Turn on/off microphone

Turn on/off camera

Turn on/off speaker

In coming voice call...

User A

0:10

Caller's Display name and the call duration

Hang up button

Allm SHAPING HEALTHCARE
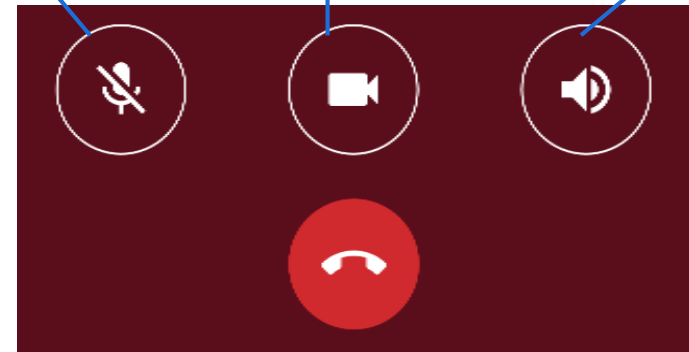
Voice/Video Call Functions ⑤

▼ Video call screen

Video call screen

Function buttons

Switch front/back cameras

Switch display

Turn on/off microphone

Hang up button

Turn on/off camera

Your face on screen

Voice Message Functions ①

▼Record and post a voice message

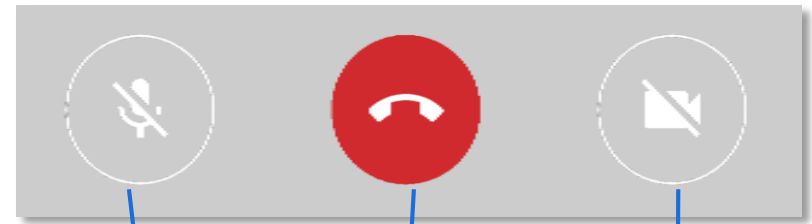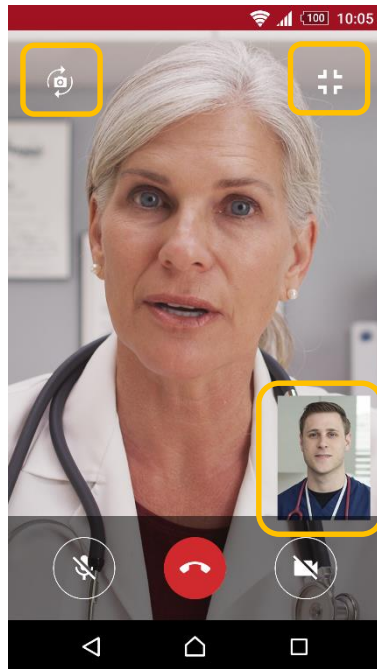Direct / Group Chat

①Tap

②Hold

③Speak while holding the button.

④Leave your finger from the button.

Good morning!

A voice message is posted on the chat room.

Voice Message Functions ②
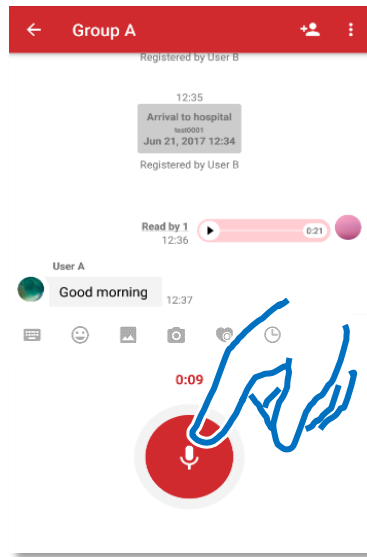
▼Cancel recording

①Keep holding the button and move your finger outside the button.
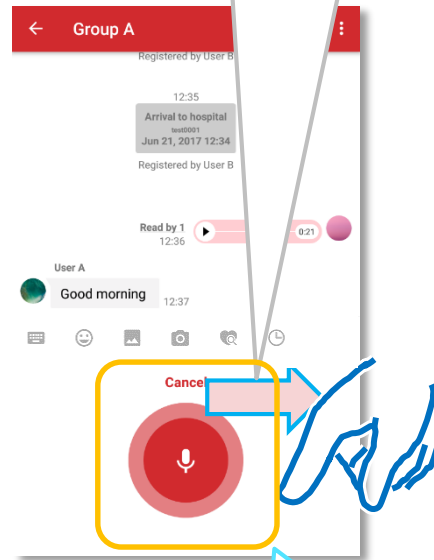
②Make sure the outer line turned red and leave your finger.

Mistaken...

The outer line turns red.
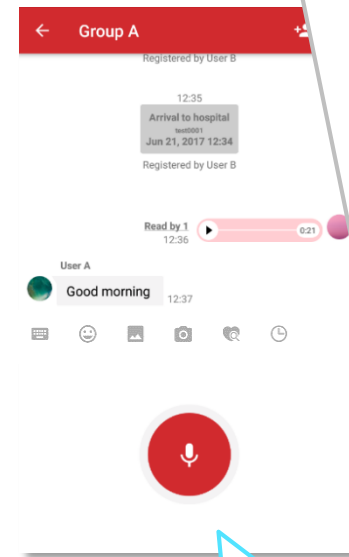
It stops recording and a voice message won't be sent.

Voice Message Functions ③

▼Play a voice message

①Tap

②Tap to pause

A voice message posted on the chat room

A playing voice message

Play Button

Pause

Recording Time

Playback Time

Play Meter

0:15

0:04

Good morning!

Playback time is counted while playing a message.
The dark gray area spreads from left to right to show the approximate reproduction position.

Group A
12:35
Arrival to hospital
test0001
Jun 21, 2017 12:34
Registered by User B

Read by 1
12:36
0:21

User A
Good morning 12:37
0:38 12:39

Group A
12:35
Arrival to hospital
test0001
Jun 21, 2017 12:34
Registered by User B

Read by 1
12:36
0:21

User A
Good morning 12:37
0:14 12:39

Sending Videos ①

▼Record and post a video

Direct / Group Chat

①Tap 📷

②Tap "Record a video"

③Tap the Record button to start recording.

④Check the video and tap "✓"

*Display will be different depends on a device you use.

Confirmation screen will be displayed if you stop recording or 5 minutes have passed.

The video is sent and a thumbnail with a play icon (▶) is displayed.

Sending Videos ②

▼Upload a video file

Direct / Group Chat

①Tap 🖼️

②Tap "Choose a video"

③Tap a video you want to send.

④Check the video and tap "✓"

The video is sent and a thumbnail with a play icon(▶) is displayed.
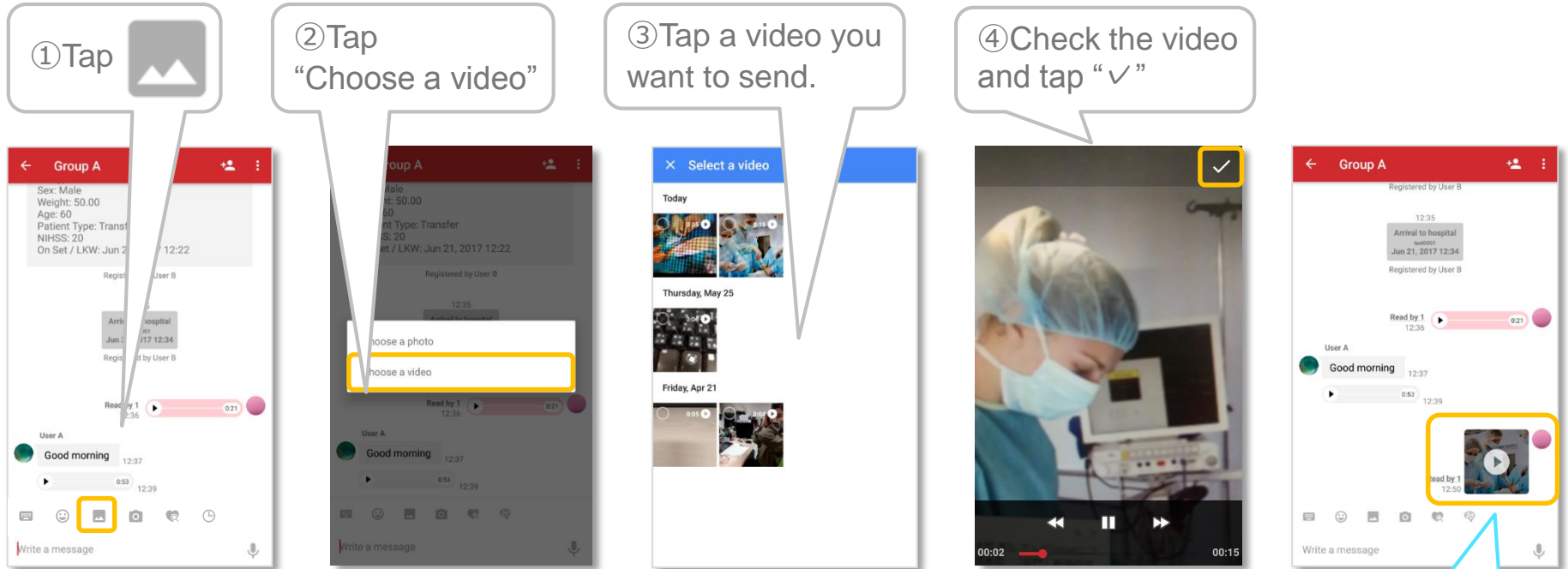
*Videos longer than 5 minutes can not be uploaded.
 Please trim the video with another app to make it shorter than 5 minutes and send it.
*Please read User Manual for your device to see how to edit videos.
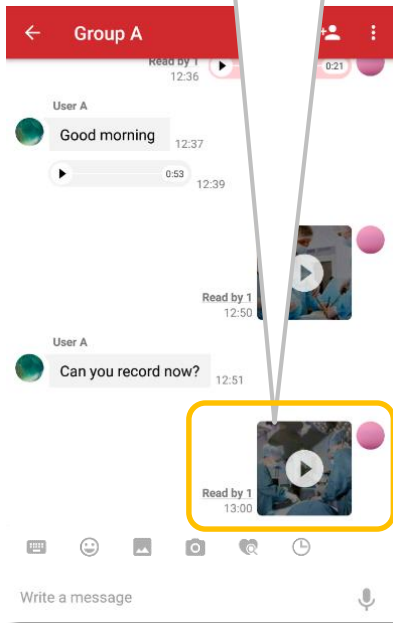*You might need to download an editing app depending on the device.

Sending Videos ③

▼Play a video

Direct / Group Chat

①Tap a thumbnail with ▶

②Tap the screen to change the display of user interface.

③Tap the back key to go back to the chat room.

On

Off
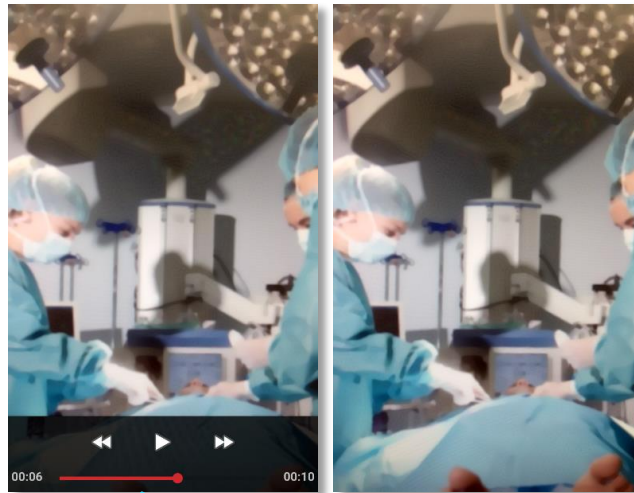
The video is played automatically.

Play/Pause

Control Volume

Sending Videos ④

▼Adjust quality of Photos and Videos

①Tap

②Enable "Upload HD Photos/Videos"
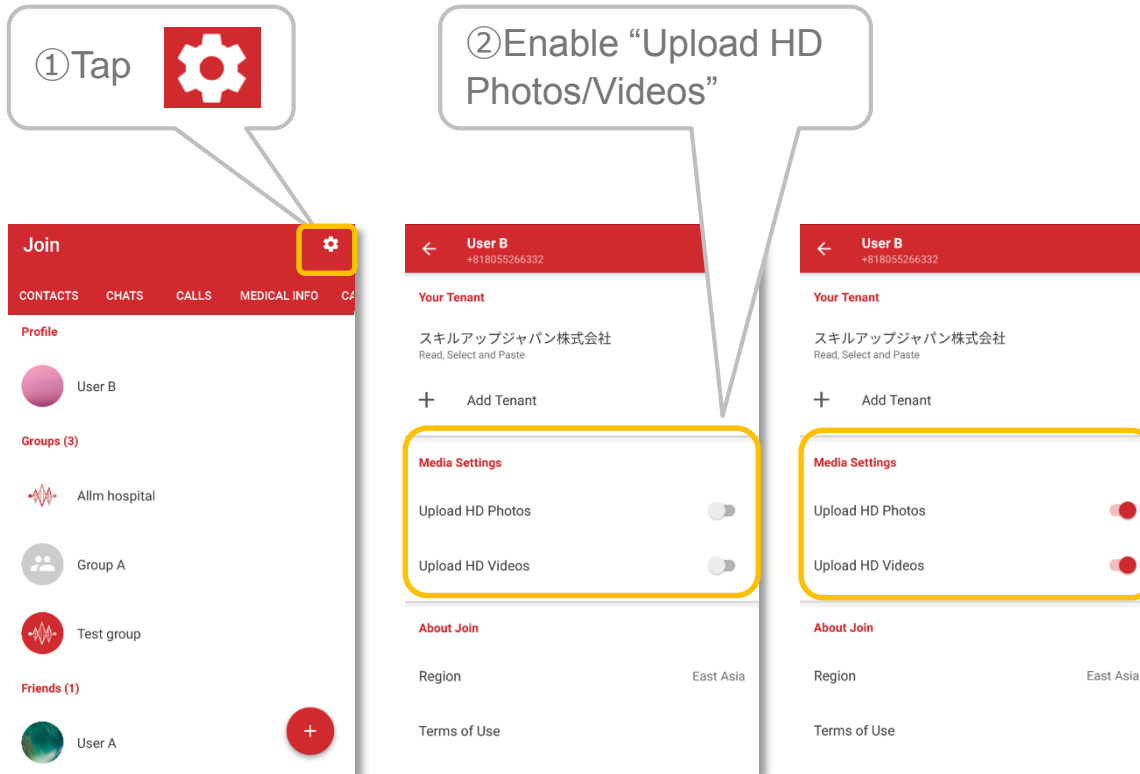
Quality Comparison

HD Valid

HD Invalid
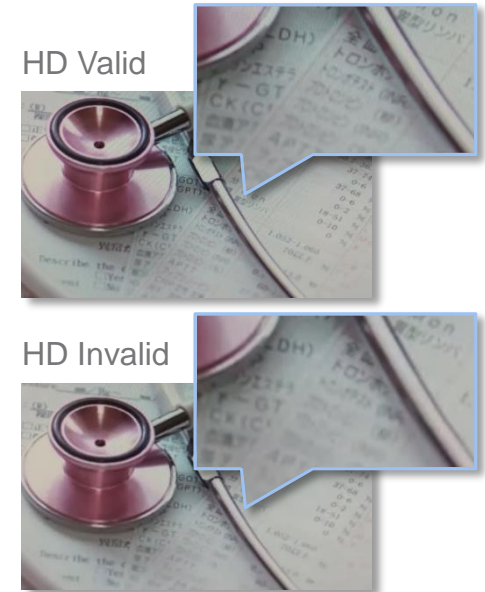
*If you enable HD upload, the quality rises and the data file grows. It takes longer to send/receive videos/photos.
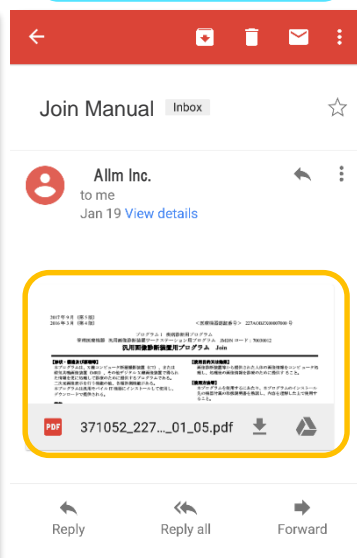
Sharing PDF

▼Share PDF files

You can share PDF file on the Internet or the file you've received through other applications to Join.
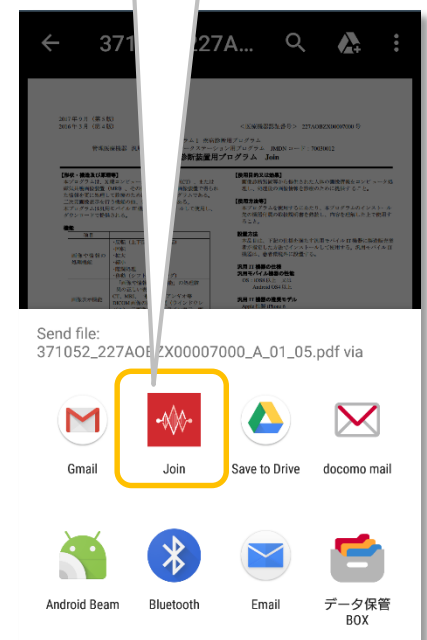
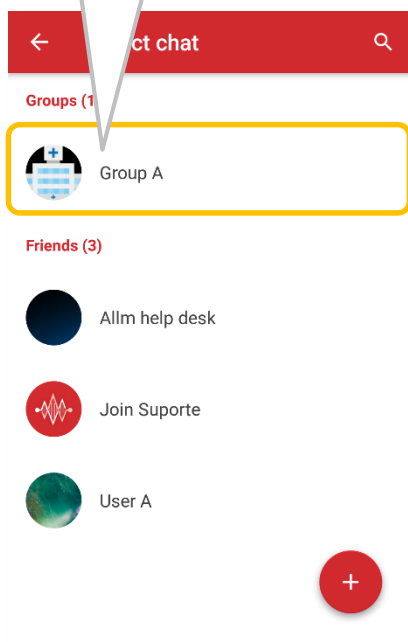①Open the file

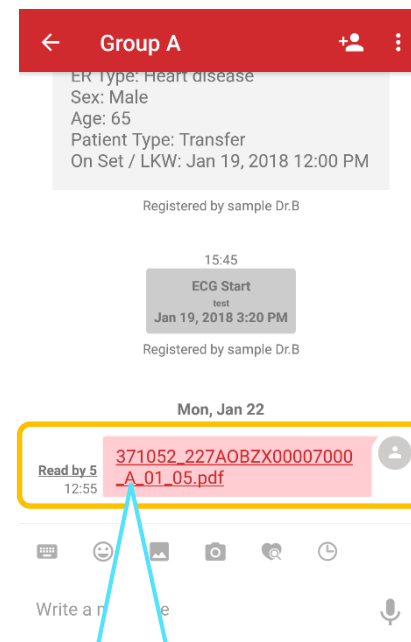Web browser

Other application

②Tap "Send file"

③Tap Join

*Availability of this feature depends on applications you share files from.

④Select a chatroom and tap

⑤Check the file and tap "SEND"

← ct chat **🔍**

Groups (1

Group A

Friends (3)

Allm help desk

Join Suporte

User A

← Join **SEND**

← Group A **+👤** **⋮**

ER Type: Heart disease
Sex: Male
Age: 65
Patient Type: Transfer
On Set / LKW: Jan 19, 2018 12:00 PM

Registered by sample Dr.B

15:45

ECG Start
test
Jan 19, 2018 3:20 PM

Registered by sample Dr.B

Mon, Jan 22

Read by 5
12:55

371052_227AOBZX00007000_A_01_05.pdf

Write a message

The PDF file will be shared in the chatroom.

Sharing images

▼Share images

You can share images from other applications to Join.
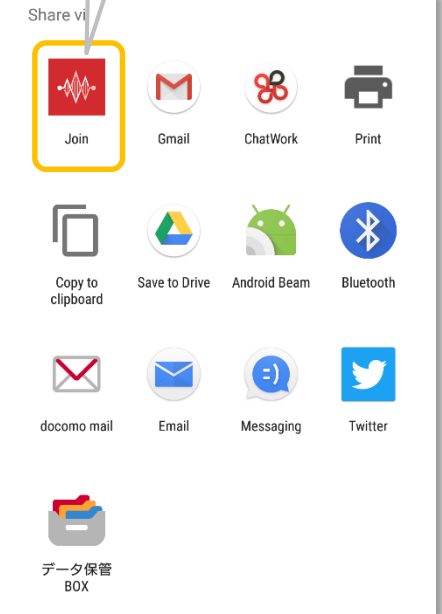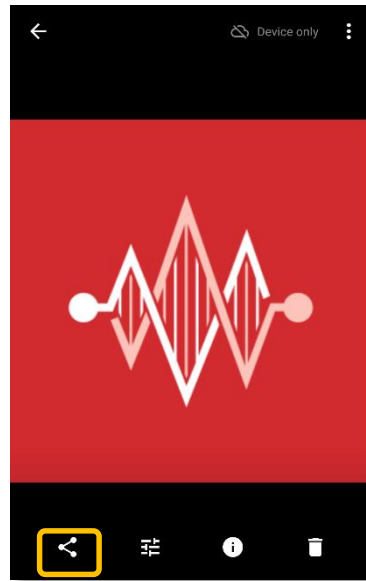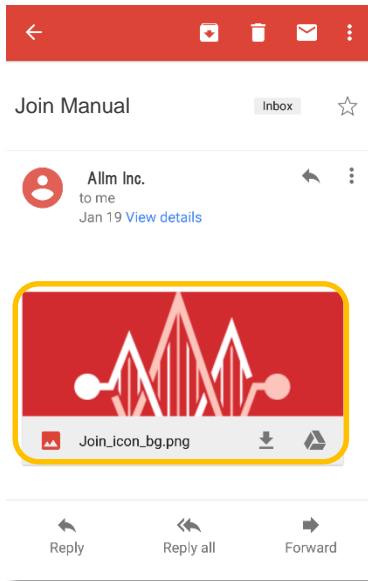
①Open the file

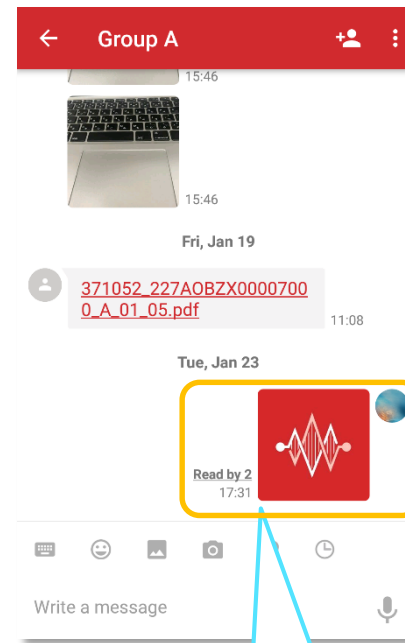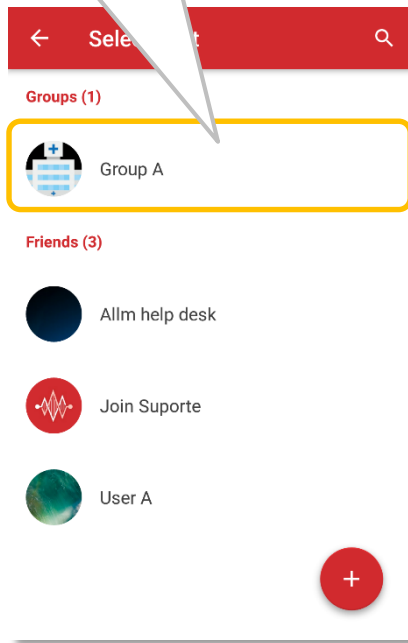②Tap "Share" or　　 in menu

③Tap Join

E.g.

Gmail

Gallery

Web browser

*Any image format will be converted to JPEG and sent to Join.
GIF images will be shared as non-animated images.

*Availability of this feature depends on applications you share files from.

④Select a chatroom and tap

The image will be shared in the chatroom.