

Tiaki – Preferences overview

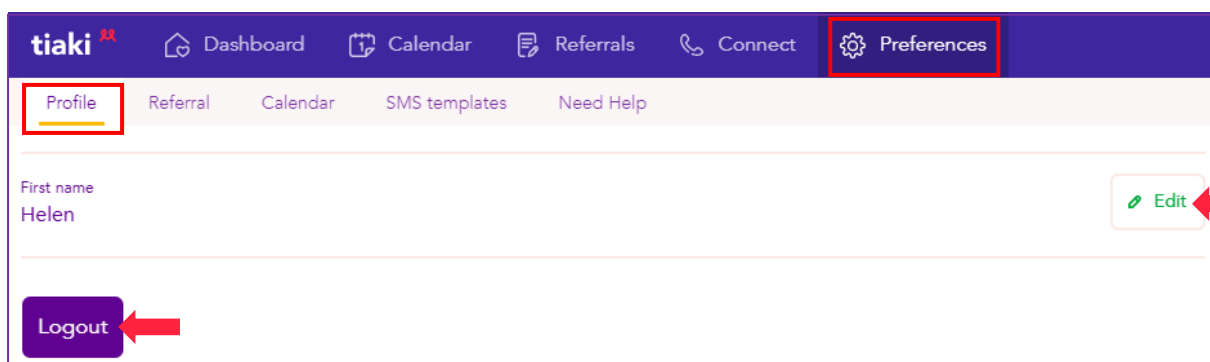
Purpose

The purpose of this document is to give an overview of the different preference options including how you can edit your profile, referrals, contacts, SMS templates and get help.

Profile

When you click on Preferences Tiaki will bring you through to the Profile page. In here you will find a lot of your details will already be filled in from when you signed up to Tiaki. You can edit or add your name, password, contact details, address, profile picture or logo and change your main care location if you are a part of multiple by clicking the green 'Edit' button.

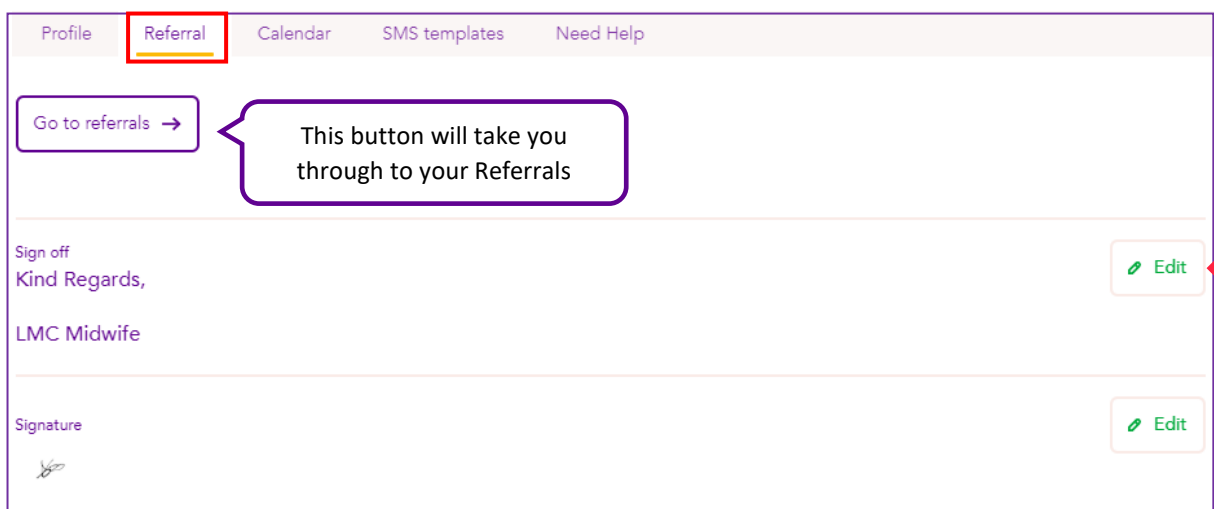
At the bottom of this page you will find the 'Logout' button.



NOTE: Be sure to change your password as soon as you are signed up to Tiaki as you are set up with a generic password and we need to make sure your Tiaki is secure.

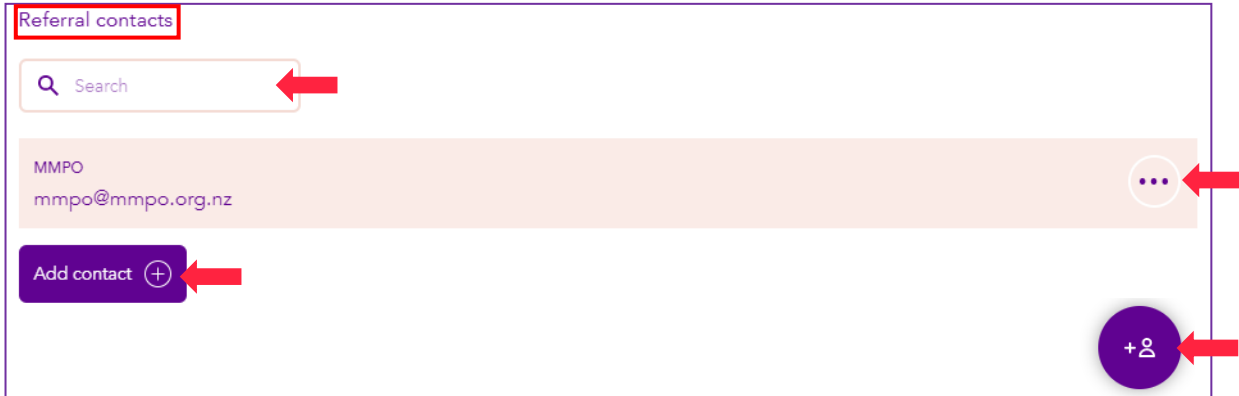
Referral

The Referral tab is the same as the Referral Preferences tab under Referrals. You can change or edit your Sign off and Signature by clicking the green 'Edit' button.



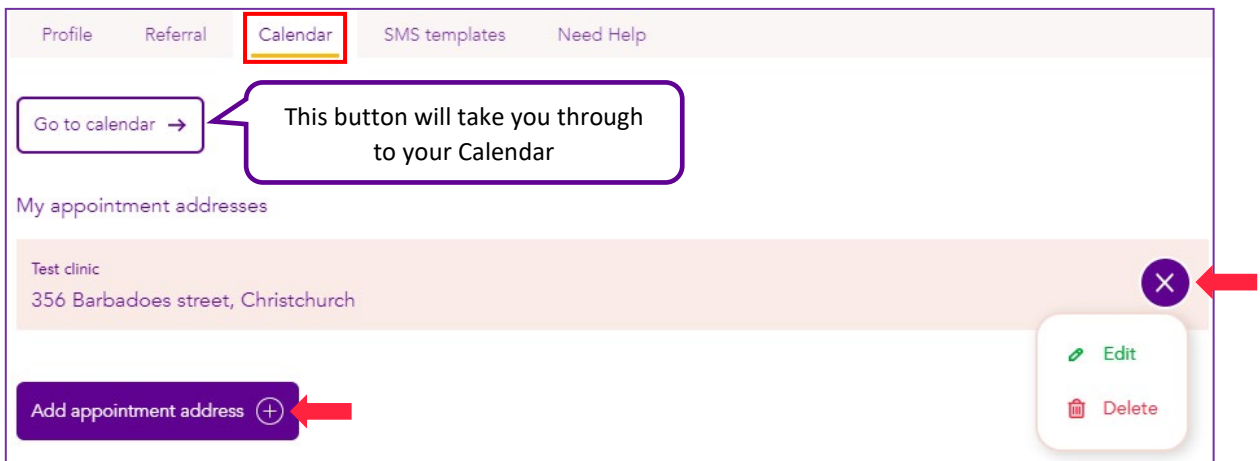
You can add a new Referral contact by clicking the 'Add contact' button or the purple circle on the bottom right hand corner. A small pop up box will display where you can fill in the referral contacts name, fax and/or email, then click 'Save'.

You can edit or delete your contacts by clicking the three dots to the right of the pink banner and you can search your Referral contacts by using the search function.



Calendar

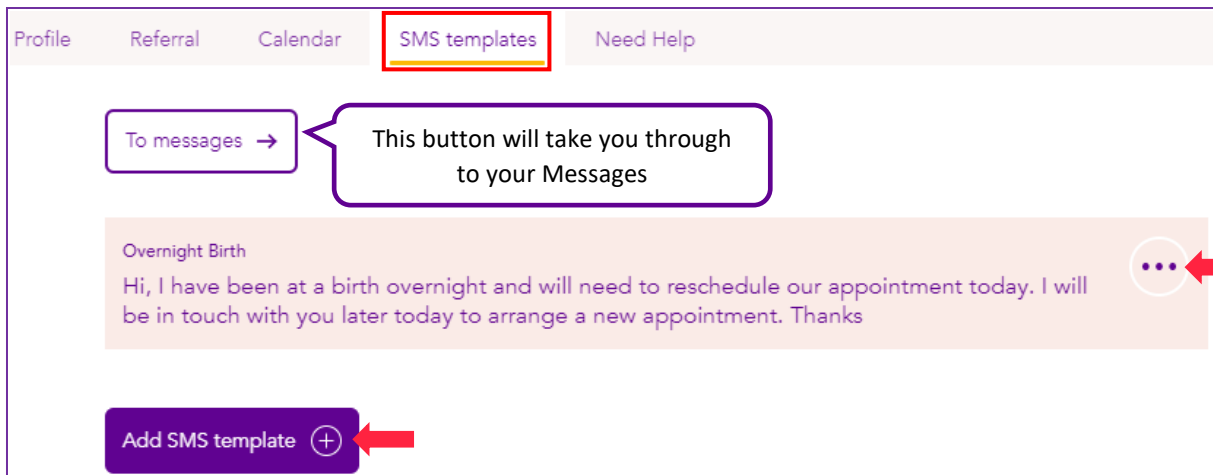
Under the calendar tab you will notice it is the same as the Calendar settings under the Calendar tab in the top purple banner. From here you can 'Add appointment address' by clicking this button and you can edit or delete these by clicking on the three dots to the right of the pink banner.



SMS Templates

In this tab you can create your SMS Templates to select from the drop-down box when creating a new Bulk Message, please see the 'Creating a Bulk Message' document for more information on messaging.

To create a new template, click the 'Add SMS Template' button, a small box will appear where you can add your message and give it a Template name then click 'Save'. You can now edit or delete your Templates by clicking the three dots on the banner.



Need Help

If you need any help with Tiaki click on the 'Need Help' tab where you will find the MMPO helpline and email address. You will also see a link to our Tiaki training videos. There is video on how to use every aspect of Tiaki, it might be easier if you have the training video alongside Tiaki as you follow along with the video.

