impedimed[®]

MYSOZO ADMIN Quick Start Guide

Ensure you have fully read and understood the complete MySOZO instructions for use available at www.impedimed.com.



Sign In

1. Using Chrome or Firefox or Edge Chromium sign into mysozo.com

The administrator password is created during the initial set up of MySOZO.

<u>Please note:</u> MySOZO will not be accessible after 5 incorrect login attempts for 30 minutes.



User List

After the administrator logs in for the first time, the MySOZO should show an empty database (no users listed).

<u>Please note:</u> The administrator will not be able to access patient data through MySOZO. Only clinicians can access patient data.



SOZO[®] Digital Health Platform

Sign In



Create User

- 1. Select "Add New"
- 2. Enter user details and select user role
- 3. Select "Create" to save entry

<u>Please note:</u> The user list will fill out as each new user is created.



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User Profile

- 1. From the 3 dots menu select "User Profile"
- 2. User profile entries can be modified and re-saved
- 3. To reset user email select "Change"





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Delete User

- 1. From the 3 dots menu select "Delete User"
- 2. Confirmation pop-up will appear. Confirm deletion by selecting "Delete"
- 3. Success notification appears confirming deletion



Export Audit Logs

- 1. Select "Export Audit Logs"
- 2. Select date range or select "All"
- 3. Select "Export"

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Groups

- **1.** Select "Groups" on the sidebar
- 2. Select "Add New"
- 3. New group pop-over appears. Type in group name and select "Add"
- 4. New group will be added to the group list





Tags

- 1. Select "Tags" on the sidebar
- 2. Select "Add New"
- 3. New tag pop-over appears. Type in group name and select "Add"
- 4. New tag will be added to the tag list



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General Menu Items

- 1. Help
- 2. Info
- 3. Settings
- 4. My Account

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