

# ChronicAlly

## Getting Started Guide

### Installation

Simply download the ChronicAlly file and open with FileMaker Pro (desktop) or FileMaker Go (iOS mobile devices).

### User Name and Password

By default the user name and password are both Patient (case sensitive). You can change your password in FileMaker Pro (desktop) in File → Change Password. (You cannot change the password on the mobile version at this time. When exiting the application on a mobile device, use the Log Out button from the menu to keep your data safe.)

Note: When you open ChronicAlly, you will see the Dashboard. It will look empty until you've entered data.

### Data Entry

1. Many details screens will require you add a new record. Do so using the Add Record button (top of the screen on desktop and bottom right on mobile).
2. Start by entering your name in Set Up in Settings using the  icon. In the mobile version, simply select Set Up from the menu.
3. Enter practitioners in the Practitioners Detail screen. You can add Specialties or Locations to the available list using the  icons. Add Care Coordinators (assistants) in the bottom area of the screen if this applies to your practitioners.
4. Enter diagnostic test records in the Diagnostics Detail screen. You can drag and drop images or documents into the Info box to keep track of reports, images, etc. from your diagnostic tests. For example, on a record about an MRI, add the doctors report to the info box.

Note: Practitioners will only be available if they have been added to the Practitioners Detail screen.

5. Add treatments and medications to the Treatments Detail screen. Add a new treatment using the  icon. A treatment will be automatically marked current if no end date is entered. Mark the Do NOT Take box if you were allergic to a medication or if you experienced an adverse reaction to it. It will show up on the Do NOT Take List.
6. Track your symptoms on the Symptoms Detail screen. You can add locations, categories, symptom types, triggers and care values using the  icons. Add a picture, audio, video or other file by dragging and dropping it into the Info box. For example, if you get a rash from being in the sun, take a picture and add it to the Info box. You can mark an entry using the Mark This Entry box to easily find it later. (See Searching Records below.)

### Navigation

Use the menu buttons to move between details screens. The List views are lists of the records for an area of ChronicAlly such as a list of all Practitioners or a list of Current Treatments. If there are no details records, you may see a not matching records notice when moving to list views. Simply click Continue.

### Searching Records

Enter Find Mode (Command + F on Mac, Control + F on Windows) to search through records in any details screen. Enter a value into a field and hit return.

As a FileMaker application, many of the native features of FileMaker are available to you. There are great resources online and many books written to help you learn FileMaker. FileMaker Pro requires a license and as a 30 day trial is available. Fine more information online at <http://www.filemaker.com/products/filemaker-pro/>.

### Need Help?

Contact Tonya Makowski at [tonya\\_m@beezwax.net](mailto:tonya_m@beezwax.net). Limited support is available.