

# KRAMES On-Demand™

## Quick Start Guide



## My Login Information

<https://www.kramesondemand.com>

Account Name: ADA1

User Name: last 4 digits of your program number

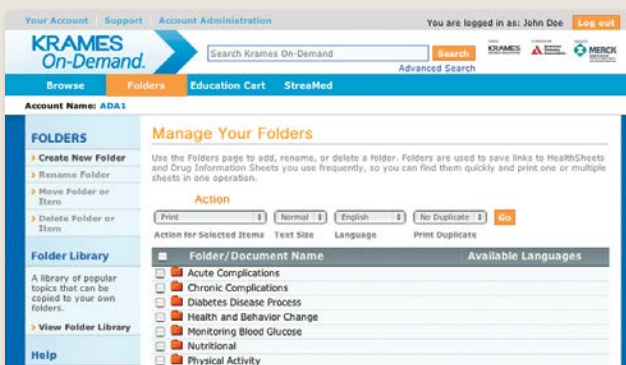
Password: Password

## A step-by-step guide for ADA Recognized Program Staff Interface.

### Folders

This is the easiest way to find HealthSheets.

In Krames On-Demand (KOD), there are two types of folders: **account folders (red)** and **user folders (yellow)**.



### Why You Use Folders.

Folders are storage areas where HealthSheets can be organized by topic or need. When folders are created, they can be nested up to three levels deep.

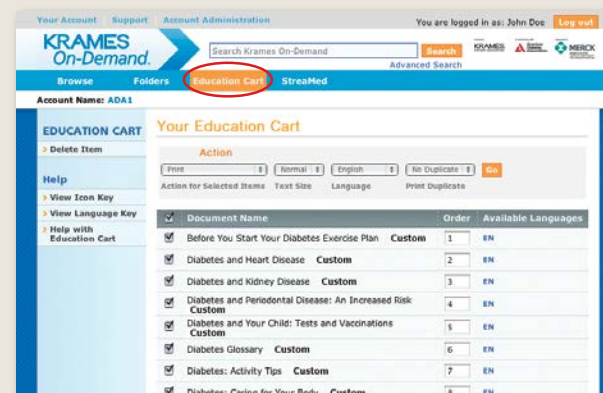
### Folder Functionality.

When you have specific documents that you use often, add them to a folder you have created. This will allow users to go directly to a folder to perform the following actions on some or all of the documents in one operation:

- ▶ Add to the Education Cart
- ▶ Personalize and Print
- ▶ Print

### Education Cart

Documents can be added to the Education Cart from the Folders. The documents in the Education Cart can be arranged to print in sequential order or added to a folder.



**The Education Cart** operates as your online “shopping cart.” It will automatically empty when you log out of the KOD program or close your Internet browser.

### Add content to the Education Cart:

1. Select a document(s) that you want to add to the Education Cart from Folders.
2. Select **Add to Education Cart** from the Action dropdown and click **Go**.
3. Click on the Education Cart tab to view the content in the cart.
4. Choose an Action from the dropdown menu to apply to the documents.

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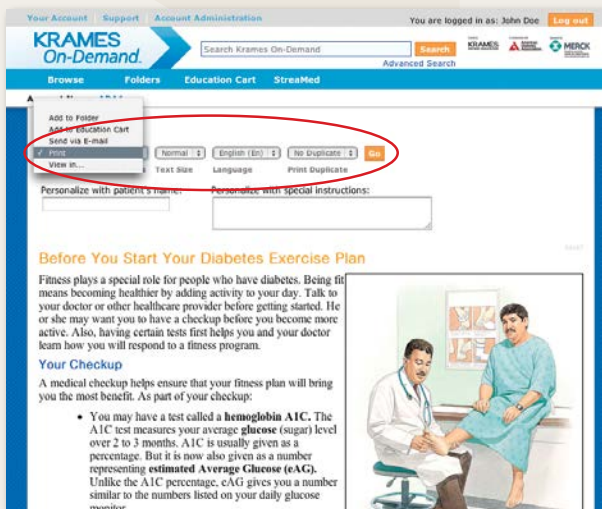
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### Dropdown Menus

When viewing a HealthSheet, you have access to dropdown menus. The menus include options that can be applied to the document — Print, Add to Folder or Add to Education Cart.

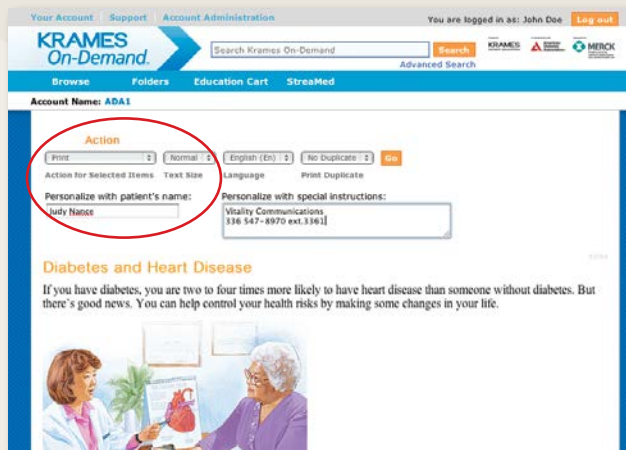


The following actions can be performed from the **Action dropdown** and clicking the **Go** button:

1. **Print** the current HealthSheet.
2. **Add to Folder** adds the current HealthSheet to a new or existing folder.
3. **Add to Education Cart** stores the HealthSheets in the cart, a temporary storage place for aggregating patient education material without permanently storing them in a folder.

### Personalize and Print a Document

A HealthSheet can be printed with a patient's name and instructions on the document. This section also allows you to enter your program information.



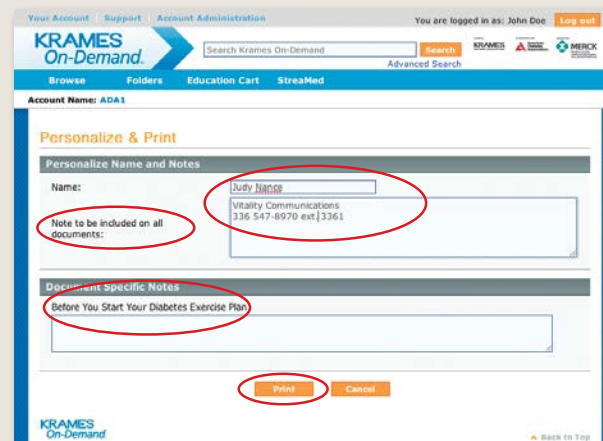
#### To personalize and print a sheet while you are viewing it:

1. Enter the patient's name and instructions in the text boxes provided at the top of the document.
2. Select **Print** from the Action for Selected Items dropdown.
3. (Optional) Select the **Text Size** (the default is Normal, 12 point font).
4. Click the **Go** button to print the HealthSheet. When the print dialog box appears, click Print or OK.

### Personalize and Print Multiple Documents

This **Action** option allows you to personalize HealthSheets for a patient. You can add the patient's name and notes, or your program contact information, to each document that is printed.

**Personalize and Print** is available in the Action dropdown menu 'Action for Selected Items' for documents present in a folder, education cart or search results list.



#### Personalize and Print:

1. Select **Personalize and Print** from the Action dropdown and click **Go**.
2. Enter patient's name.
3. Add notes to be included on all documents.
4. Add specific notes to each document.
5. Click on the **Print** button.

For additional support, visit:  
[www.ada-ksw.com](http://www.ada-ksw.com)

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