

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

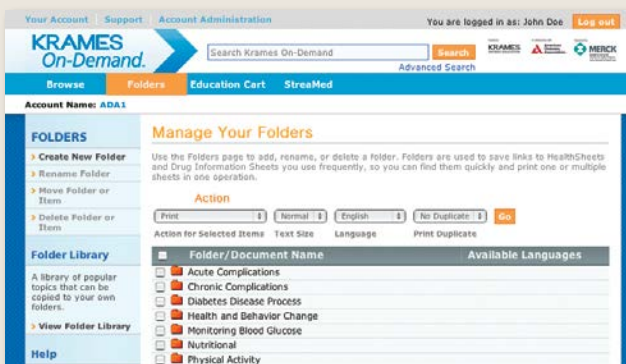
Password: Password

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.

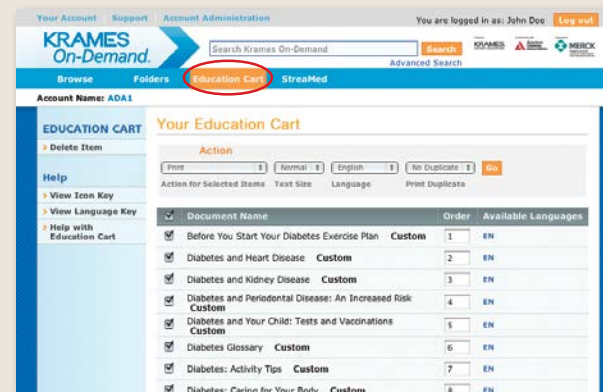
Folder Functionality.

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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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.



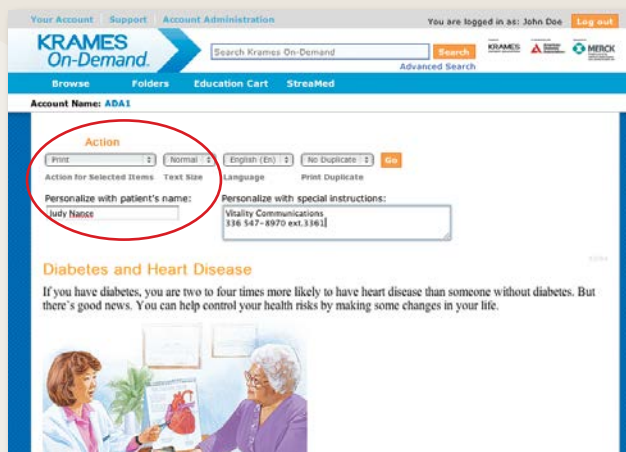
The following actions can be performed from the **Action dropdown** and clicking the **Go** button:

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.

For additional support, visit:
www.ada-ksw.com

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.



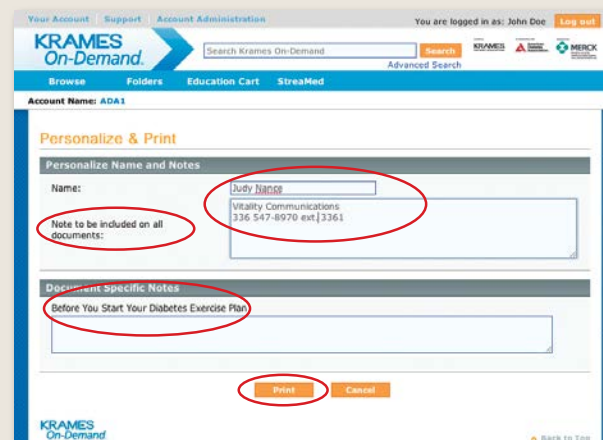
To personalize and print a sheet while you are viewing it:

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.

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