

# **NACI Care™ :**

**A Patient Navigation Data Entry, Tracking  
and Evaluation Program**



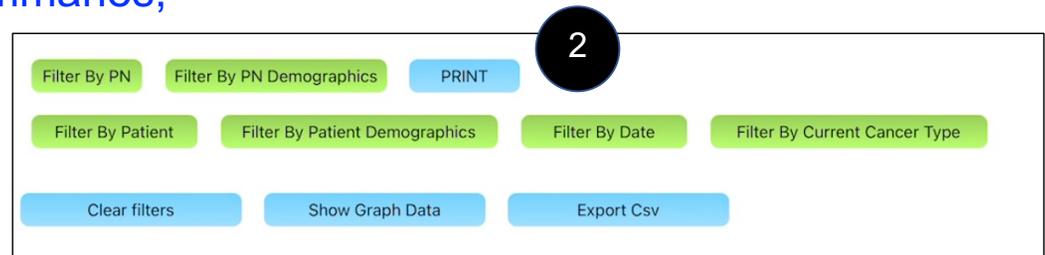
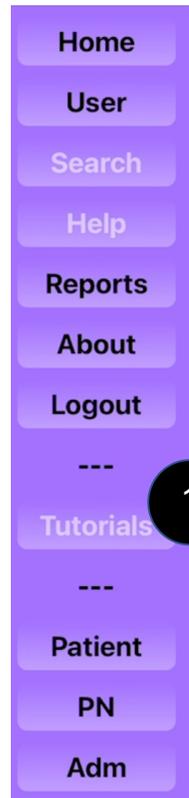
**Tutorial: Getting Started**

August 12, 2022



# Getting Started

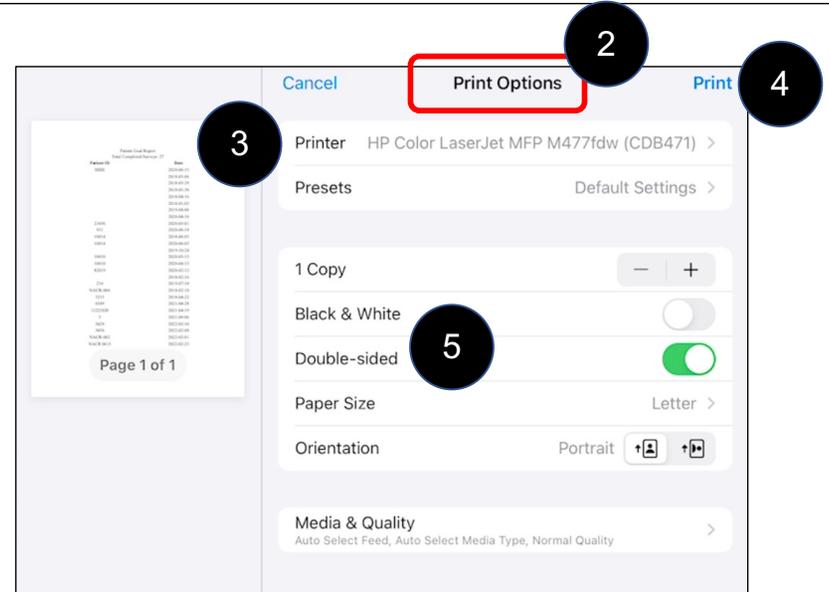
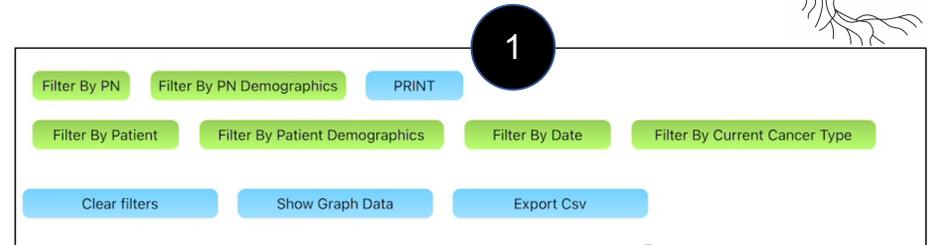
1. The best way to learn how to use the program and where to find what is needed, is to:
  - a. Review the Tutorials (NOTE: Tutorials can be printed directly from the iPad sidebar)
  - b. Practice using the program by uploading the practice scenarios (available for download within NACI Care™ Tutorial button on the Sidebar).
2. Set up your printer to print tutorials and other materials within NACI Care™ (see next slides)
  - a. Multiple pages within NACI Care™ can be printed including Reports, Summaries, Tutorials, Medications, etc. (look for the blue print button)



# Setting up the printer

1. Select any screen that has the blue print button
2. The “Print Options” screen appears. Select “printer” for NACI Care™ to find the printer. NOTE: the printer needs to be turned on.
3. Select “Printer” and identify the available printer
4. Select “Print” to print your page(s)
5. Multiple print options are available

- Home
- User
- Search
- Help
- Reports
- About
- Logout
- 
- Tutorials
- 
- Patient
- PN
- Adm

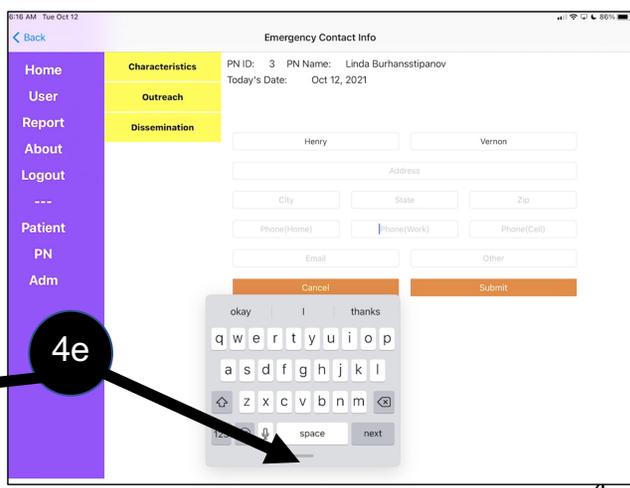
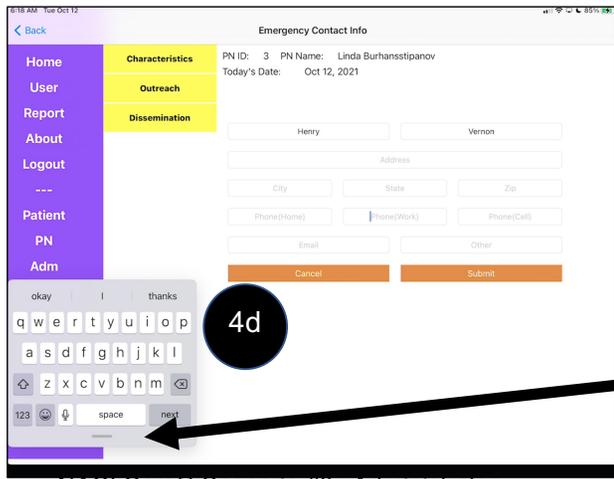
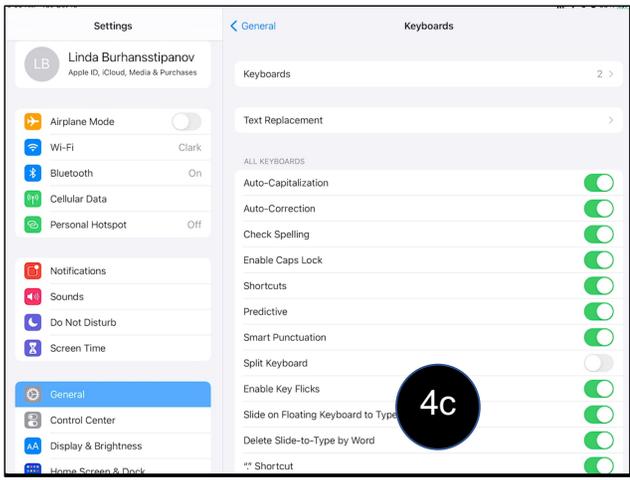
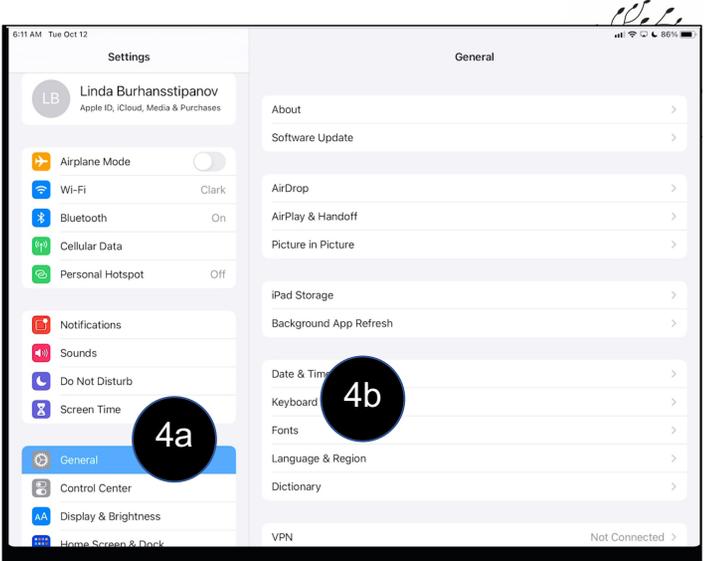


# Using the Keyboard (cont.)

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- 4. To make the keyboard “float”, go to the settings icon
  - a. Select General
  - b. Select Keyboard
  - c. Select “Slide on Floating keyboard to type”
  - d. Pinch fingers on the screen to make the keyboard smaller and float
  - e. Move the floating keyboard where desired by holding and moving the “line” under the space bar





## Common issues and resolution(s)

1. Working in an area without sufficient Internet coverage
  - a. Need to have access to WIFI to function
    - 1) NOTE: when data are loaded and there is no access to WIFI or the Internet, the data are saved until the user opens NACI Care™ in an area that does have WIFI or Internet access. Once connected, the data are sent to the secure cloud storage.
  - b. Confirm the tablet is NOT in airplane mode
2. Cannot find screens that are needed to upload data
  - a. Search function (Sidebar) can help find fields of interest / relevance
  - b. Administrator may have inactivated desired screens. Confirm that screens of relevance have been activated
    - 1) Only the Administrator is allowed to activate (show) or deactivate (hide) screen options
3. We hope you find NACI Care™ useful and easy-to-use. If you are having difficulty, please contact our support team at: [help.naci@gmail.com](mailto:help.naci@gmail.com).