MatchMD app for Apple iPhone & iPad – installation instructions and operational notes (Version 2.0)

Preliminary requirements (must be done prior to installing the MatchMD app)
1. Be sure you know your personal MatchMD user ID and password as you will need them to activate the application.
2. Your iPhone or iPad should be updated and running the latest operating system.
3. Update your MatchMD profile
    - Log on to MatchMD using your group's administrator ID and password.
    - Click on "Group Profile," locate the appropriate physician and choose "Modify Profile."
    - Set "Primary Paging Device" to "iPhone" and enter the associated phone number.
    - For alternate notification in case of primary service interruption, also do the following:
      i. Set "Verification or Back Up Pager TIMER" to the desired time interval (rec: 10 min).
      ii. Set "Backup Paging Device" to "iTXT Phone" and list the same phone number.
      iii. Initial pages will be recorded in the MMD log. If the MMD log is not opened and a backup page is sent, the back-up page will appear in the standard text message log.

Installing the MatchMD application on your iPhone or iPad
1. If you have a previous version of the MatchMD app already on your iPhone or iPad, you must delete it prior to installing Version 2.0
2. Use your iPhone/iPad to access the Apple App Store and search for "MatchMD."
3. Download the MatchMD application.
4. Enter your MatchMD user ID and password (note: when you log in for the first time, it may take 1-2 minutes to initially register with the network).
5. Go to iPhone/iPad "Settings" and do the following:
    - In "Notifications," select "MatchMD" and do the following:
      i. Notification Center: **ON**
      ii. Show: **5 Recent Items**
      iii. Alert Style: Select either "**Banners**" or "**Alerts**" depending on personal preference.
      iv. Badge App Icon: **ON**
      v. Sounds: ON
      vi. View in Lock Screen: **ON**
    - In "MatchMD," you can select an alternate notification sound (to take effect, you must log out of MatchMD and then log back in).
      i. Open MatchMD on your iPhone/iPad and press the "i" in the upper right corner.
      ii. Logout and then log back in using your username and password.

Security items (optional)
1. Setting (or changing) your "PIN" (for electronic signature authentication).
    - Setting a new PIN:
      i. Log on to MatchMD using your group's administrator ID and password.
      ii. Click on "Group Profile," locate the appropriate physician and choose "Modify Profile."
      iii. Enter the desired 4 digit PIN and then reenter it on the next line. **SAVE** before exiting.
    - Registering your new PIN on the MatchMD app:
      i. Open MatchMD on your iPhone/iPad and press the "i" in the upper right corner.
      ii. Logout and then log back in using your username and password.
      iii. Your new pin should now be registered. Adding this 4 digit number to the end of a message will add an electronic signature authentication.

2. Password protecting MatchMD (<u>only</u> if you prefer the opening of MatchMD to require a password).
   - Activating password protection:
     i. Follow the instructions listed in #1 as this PIN will be required to open the MatchMD app.
     ii. On the physician profile page where the PIN was entered, select "Support Locking of iPhone Application."
     iii. Exit this page by clicking the SAVE icon.
   - Applying password protection to the MatchMD app:
     i. Open MatchMD on your iPhone/iPad and press the "i" in the upper right corner.
     ii. Logout and then log back in using your username and password.
     iii. Exit and restart the MatchMD:
         a. "Double click" the Home button to show the active apps at the bottom of the screen.
         b. Scroll to find the MatchMD icon and press on it until it "jiggles."
         c. Press the ⊖ in the upper left corner to close the MatchMD app.
         d. Press the Home button twice (once to stop the "jiggles" and again to return to the desktop).
         e. Press the MatchMD icon and enter your PIN to open the app. You will now have to enter your PIN each time you open the app.

Other notes
1. Reboot your phone at least weekly (a general recommendation regardless of the apps you use).
2. If you do not open MatchMD in response to a message, MatchMD will send a repeat notification every 3 minutes for a total of 3 additional notifications.
3. Notification sound volume (including vibrate) can be adjusted in the usual fashion. The maximum volume is set by Apple and cannot be increased by any app developer.