Emailing Results from the SmartLog App to your Health Care Professional

Sharing the Logbook Report for Importing into SmartLog2 Desktop

For SmartLog app users:

Emailing the logbook report (CSV file) to Health Care Professionals

- Open the SmartLog app.
- Go to **Reports** (third icon on the bottom of the screen).
- Select **Logbook**.
- Choose Overall/All and click on the export icon next to it 
- An email with the attached report will be generated.
- Fill in the recipient's email and send.

For Health Care Professionals:

Importing the logbook report into SmartLog2 desktop

- From the email, save the logbook report (CSV file) at an appropriate location on your computer, e.g. desktop, documents, shared file etc.

  IMPORTANT: The file must be saved without opening or changing it. You can either right-click on it to 'Save' or drag and drop to save it in a desired folder on your computer.

- Open SmartLog2 on your desktop.
- Find the user profile (patient) whose results you will be importing by expanding the drop-down arrow or by using the search function.



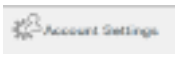
- Ensure the correct patient's details are displayed in the information bar. As shown above, Jane Citizen is the patient whose results will be imported.

  CAUTION: It is very important to check and ensure that the correct name of the patient is displayed in the information bar before you import the CSV file.

  *If the patient details don't exist in SmartLog2, follow the steps listed under **Creating a new user (patient) profile** below to create a user profile for the patient.*

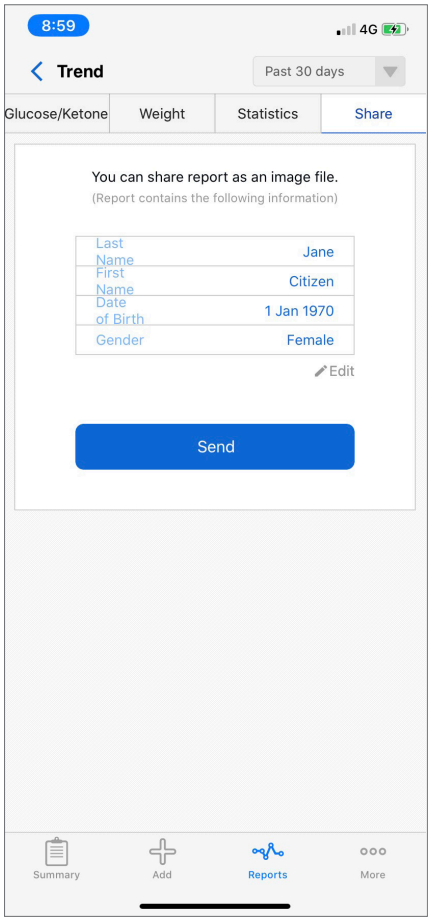
- Click **Download Data**  and then click **Import Data** 
- Click on **Browse** to find the patient's CSV file saved on your computer. Double click to select the file.
- Click on the import data icon to complete the data import process.
- Click on the tick  icon to save results.
- Go to Report  to analyse the results.

Creating a new user (patient) profile

- Click on the **User** icon 
- Find the **Account Settings** icon 
- Click on the **Add User** icon 
- Fill in the patient's details (Name is an essential field) and click on the  icon to save the details.

Sharing the Trend Report

- Open the SmartLog app.
- Go to **Reports** (third icon on the bottom of the screen).
- Select **Trend**.
- Select the time period you want to share from the drop down box at the top of the screen.
- Select **Share**.
- Enter your details/check the are correct (press  to modify).



- Press **Send**.
- An email with the attached report will be generated.
- Fill in the recipient's email and send.