Using the Patient Profile Task Menu

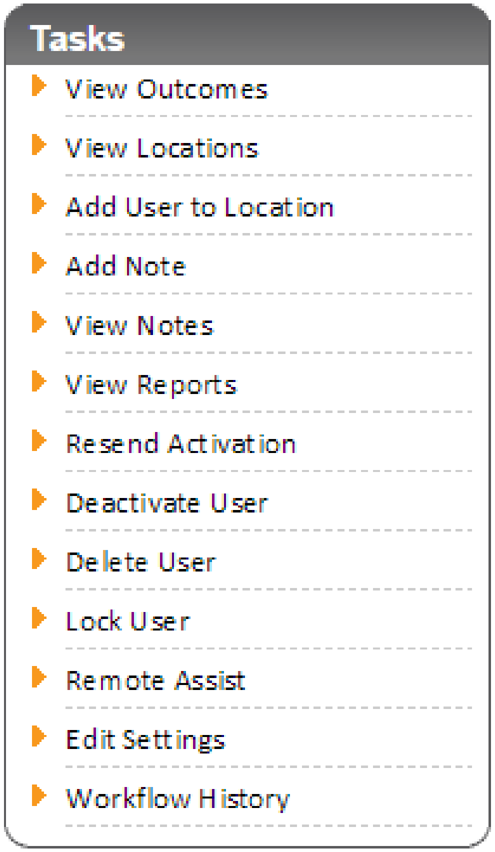
Quick Reference Guide

Find a patient

1 Sign in to U-Sleep™.
2 Click the **People** tab.
3 Search for the patient that you want to manage.
4 In the results, click the patient's name to open their profile.

Use the Tasks menu

- On the right of the patient profile page, you will see the **Tasks** menu. This menu has many options that can be useful in managing a patient's therapy.
- To select an option, click one of the tasks within the menu.



U-Sleep Support
support@u-sleep.com | 1-800-424-0737

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View Outcomes	Open the patient’s calendar view where you can see daily metrics and automated notification details.
View Locations	See the locations the user has been added to.
Add User to Location	Add the patient to another location within your organization. **Note:** This task is primarily used for adding staff users to multiple locations.
Add Note	Add notes within U-Sleep. These notes do not carry over to other applications.
View Notes	See notes previously attached to the patient’s file within U-Sleep.
View Reports	Create a report, including the AirView™ Compliance & Therapy Report.
Resend Activation	Resend the user’s account activation email.
Deactivate User	Stop U-Sleep from processing data for the patient’s account. The patient can only be reactivated by an administrator.
Delete User	Completely remove the patient and their information from U-Sleep.
Lock User	Block the patient from accessing their account. U-Sleep continues to process data for this account. Compliance data is only available to permissioned staff users.
Remote Assist/ Edit Settings	Go to the AirView site to use the remote assist or edit settings features.
Workflow History	See the groups the patient has been added to and the date of the occurrence. Also see the dates they were reviewed from or restored to the groups, and name of the staff user who performed the action.