

MYSOZO & SOZOAPP ADMIN Quick Start Guide

Ensure you have fully read and understood the complete MySOZO instructions for use available at www.impedimed.com.

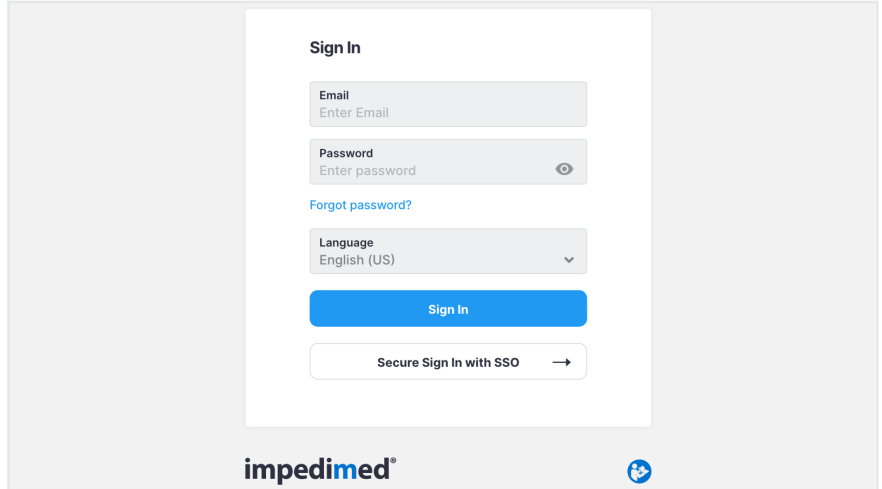
1

Sign In

1. From a PC using Chrome, Firefox or Edge Chromium sign into mysozo.com
2. From the tablet sign into the SOZOapp

The administrator password is created during the initial set up of MySOZO.

Please note: MySOZO will not be accessible after 5 incorrect login attempts for 30 minutes.



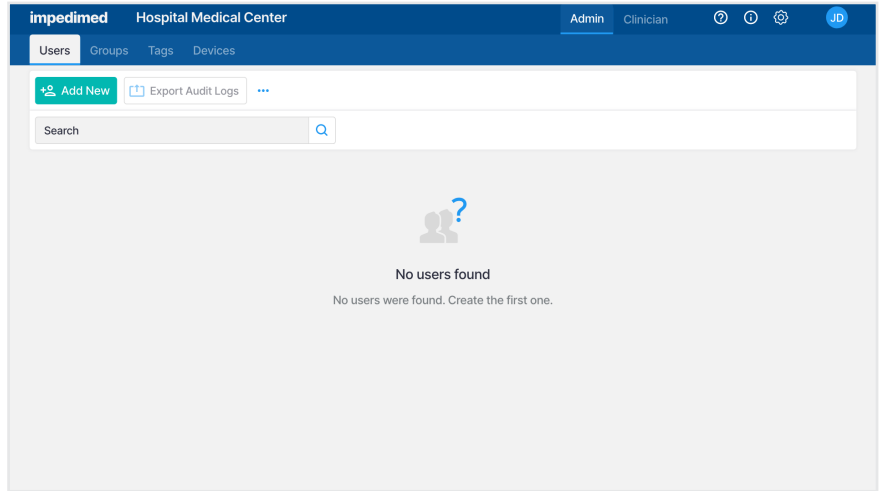
The image shows a 'Sign In' form with the following fields: 'Email' (placeholder: Enter Email), 'Password' (placeholder: Enter password, with an eye icon for visibility), 'Forgot password?' (a link), 'Language' (dropdown menu, currently set to English (US)), a blue 'Sign In' button, and a 'Secure Sign In with SSO' button with a right-pointing arrow. The ImpediMed logo is at the bottom.

2

User List

After the administrator logs in for the first time, the MySOZO should show an empty database (no users listed).

Please note: The administrator will not be able to access patient data through MySOZO. Only clinicians can access patient data.



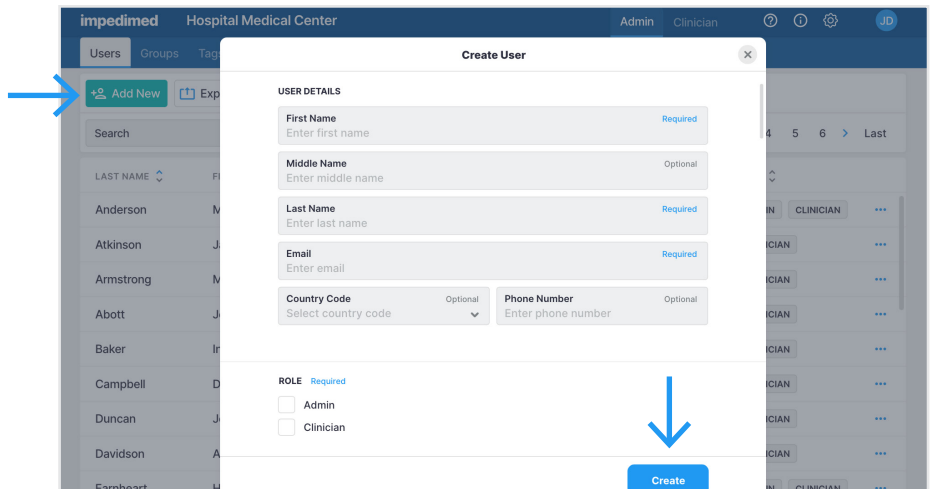
The image shows the 'Users' management screen in the MySOZO admin interface. The header includes 'impedimed Hospital Medical Center' and user roles 'Admin' and 'Clinician'. Below the header are tabs for 'Users', 'Groups', 'Tags', and 'Devices'. There are buttons for 'Add New' and 'Export Audit Logs'. A search bar is present. The main content area displays 'No users found' with a question mark icon and the text 'No users were found. Create the first one.'

3

Create User

1. Select "Add New"
2. Enter user details and select user role
3. Select "Create" to save entry

Please note: The user list will fill out as each new user is created.



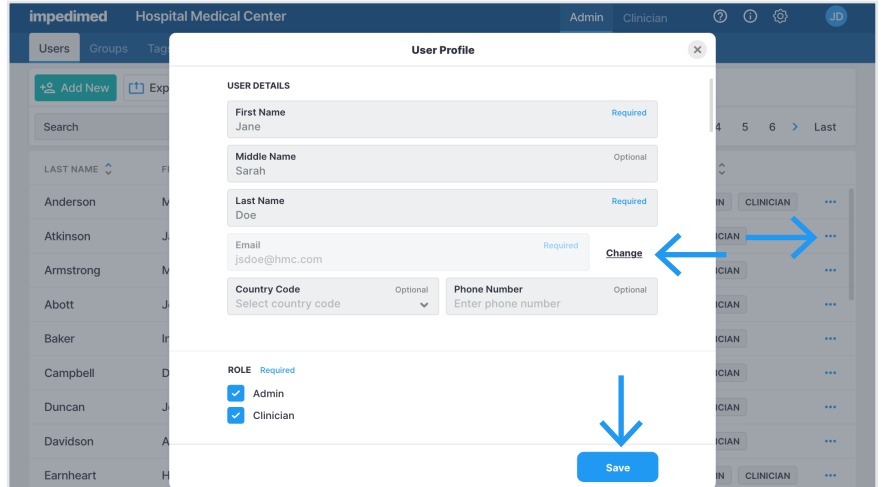
The image shows the 'Create User' form overlaid on the 'Users' list. The form has a blue arrow pointing to the 'Add New' button on the left. The form fields include: 'First Name' (Required), 'Middle Name' (Optional), 'Last Name' (Required), 'Email' (Required), 'Country Code' (Optional, dropdown), and 'Phone Number' (Optional). At the bottom, there is a 'ROLE' section with radio buttons for 'Admin' and 'Clinician'. A blue arrow points down to a blue 'Create' button.

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User Profile

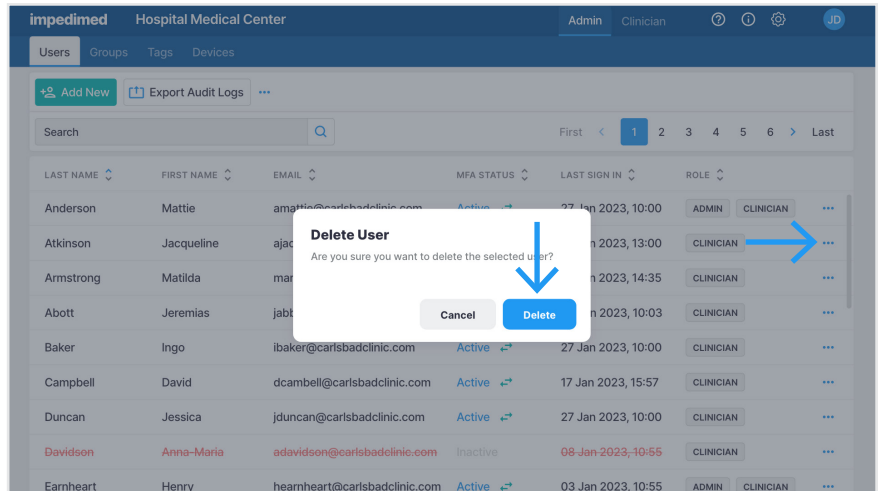
1. From the 3 dots menu select “User Profile” or select a user from the list
2. User profile entries can be modified and re-saved
3. To reset user email select “Change”



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Delete User

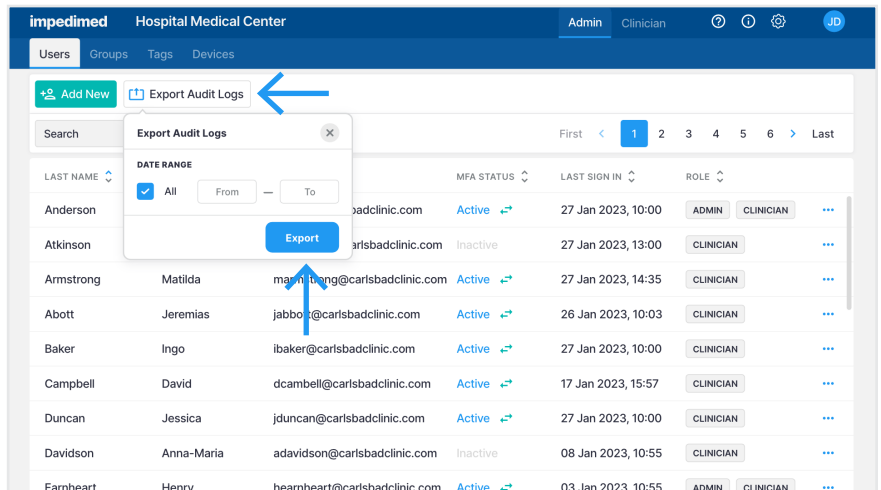
1. From the 3 dots menu select “Delete User”
2. Confirmation pop-up will appear. Confirm deletion by selecting “Delete”
3. Success notification appears confirming deletion



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Export Audit Logs

1. Select “Export Audit Logs”
2. Select date range or select “All”
3. Select “Export”

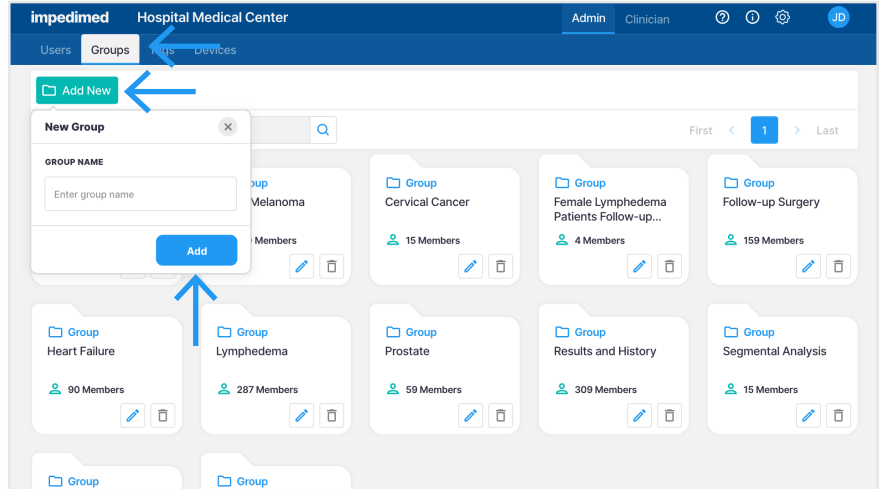


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Groups

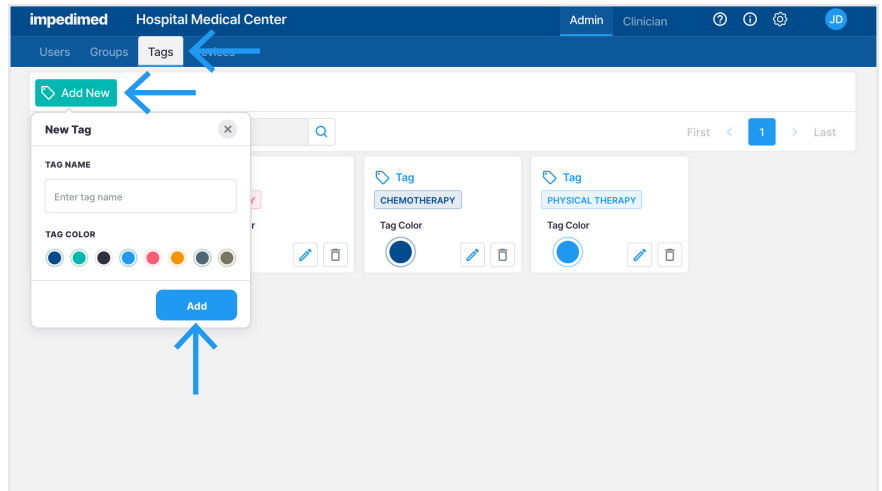
1. Select "Groups" on the tab menu
2. Select "Add New"
3. New group pop-over appears. Type in group name and select "Add"
4. New group will be added to the group list



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Tags

1. Select "Tags" on the tab menu
2. Select "Add New"
3. New tag pop-over appears. Type in group name and select "Add"
4. New tag will be added to the tag list



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General Menu Items

1. Help
2. Info
3. Settings
4. My Account

