

The MIA Portal



A “How To” guide for healthcare users using the MIA App

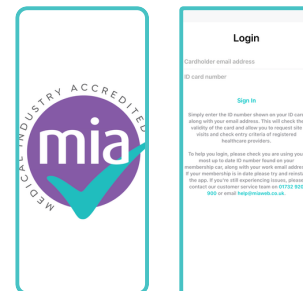
1. Download and open the MIA App



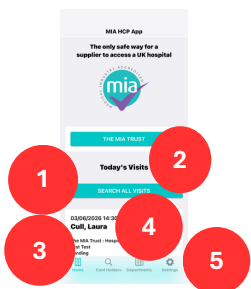
If not already downloaded you can download the App using this QR code.

Sign in with your email address and password.

If you have forgotten your password or are unsure of your login details or need an account, contact hcp@miaweb.co.uk



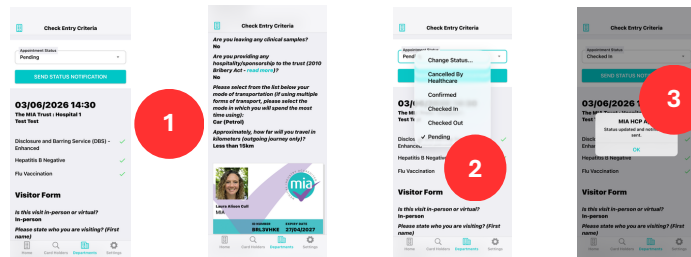
2. The Home page



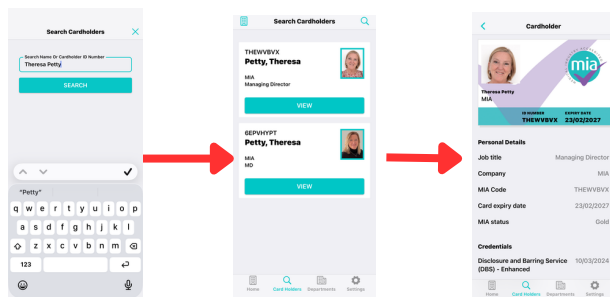
1. Today's Visits – View today's visits.
2. Search All Visits – Search all recorded visits.
3. Cardholders – Search for MIA cardholders.
4. Departments – View departments and registered visits.
5. Settings – Contact MIA support and access account information.

3. View Visits

1. Select site visit on the homepage to open and view the registered site visit form.
2. To check-in, confirm attendance or cancel a visit, select the status from the drop down.
3. To send an email confirmation - simply click “send status notification” and then “OK”.



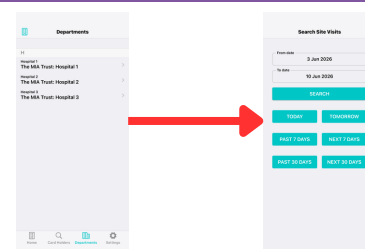
4. Search Cardholders



To search for a cardholder, enter the name of the person and click “search”. All search results will display on the screen, simply click the person’s card to open their profile and view their credentials and training record.

5. Departments*

To view site visits recorded at specific sites/areas, simply click Department and then through the subsequent listed areas. If no visits are shown, you can amend the date search by clicking “Search” and amending the time scale.



*Please note this is only available if you hold a super user account

6. Settings/Help and Support

If you would like any help or support with the system, including any promotional materials or training sessions - please contact us at help@miaweb.co.uk and we will be very happy to help.