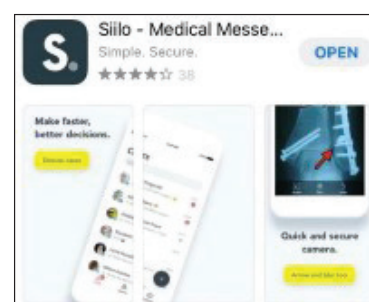


What is Siilo? Siilo is a secure medical messenger platform designed for healthcare professionals to improve communication of patient care. It is designed to be used alongside the Cromwell Hospitals regular 'in-house' MDTs. Clinicians can discuss cases at anytime using the chat thread; meaning decisions on patient's treatment and management plan can move forward without needing to wait for the next MDT.

Please note, this does not remove the need to attend the regular MDT sessions

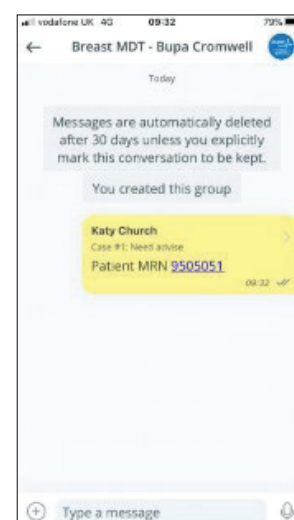
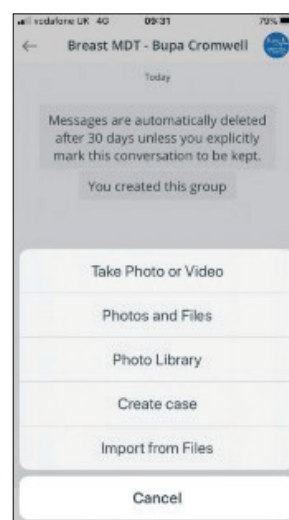
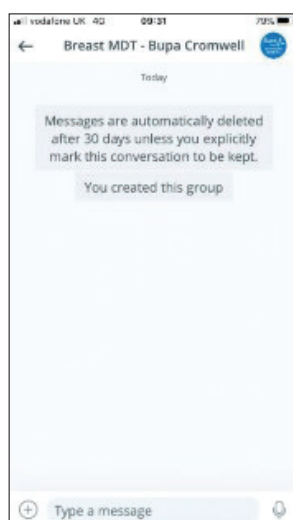
Downloading and signing up

- Using your mobile device, go to the App Store (Apple) / Google Play Store (Android) and search for Siilo.
- Download the app and open to register.
- To register you need to add your name, profession, mobile number and work email address.
- Siilo will text a code to your mobile, and send an email link to verify your account details
- The app will ask you for permission to push notifications, please select "Secure".
- You can set a 5-digit access code, or log into the app using Touch/Face ID.
- Please remember your self-assigned 5-digit access code that you create, this will need to be entered each time you open Siilo in order to access your account. See Backup & Restore code on next page – this is a security feature which helps you to recover your account should you need to reset your 5-digit access code. It's important that you obtain this code now.
- Please contact your MDT coordinator for the link/QR code to your relevant MDT group.



Adding a case

- Select your MDT group (ie. Breast MDT – Cromwell Hospital)
- Click on the + symbol on bottom left hand side of the screen
- Select Create case (creating new cases keeps the conversation organised).
- In the case, please type Patient MRN and initial in the title. Never use patient names in Siilo.
- Click done once title and case description have been added.
- The case will now appear in the Breast MDT – Bupa Cromwell chat
- By selecting the case, you can view and add comments. You can also add photos by selecting the + symbol within the case. Photos taken in the app are not saved to your phone.



If you are reinstalling Siilo, or have forgotten your PIN code, you'll be able to retrieve your pre-existing data using your Backup & Restore code.

It's important that you obtain this code now, as you won't be able to retrieve it once data has been lost.

Backup & Restore code is a unique password for you; please follow these steps:

1. Go to Siilo Web from your PC or tablet - **<https://web.siilo.com/signin>**
2. To sign into the webpage, please use Siilo app on your phone to scan the QR code displayed on your PC/tablet. To find the QR scanner -log into the app on your phone and select '+' in bottom right hand side, then select 'Scan QR code' and hold your phone camera up to the QR code on the webpage).
3. Once you've logged into the webpage, select 'Settings' in the menu on left hand side of the screen.
4. Select 'Backup & Restore' and download the PDF file.
5. Save the PDF file to your PC/tablet.

If you need to restore data on Siilo, please refer to this PDF file saved to your PC/tablet and scan the QR code using your phone to restore your chat history.

N.B: If you download a new PDF from the webpage, this will invalidate the previous one.