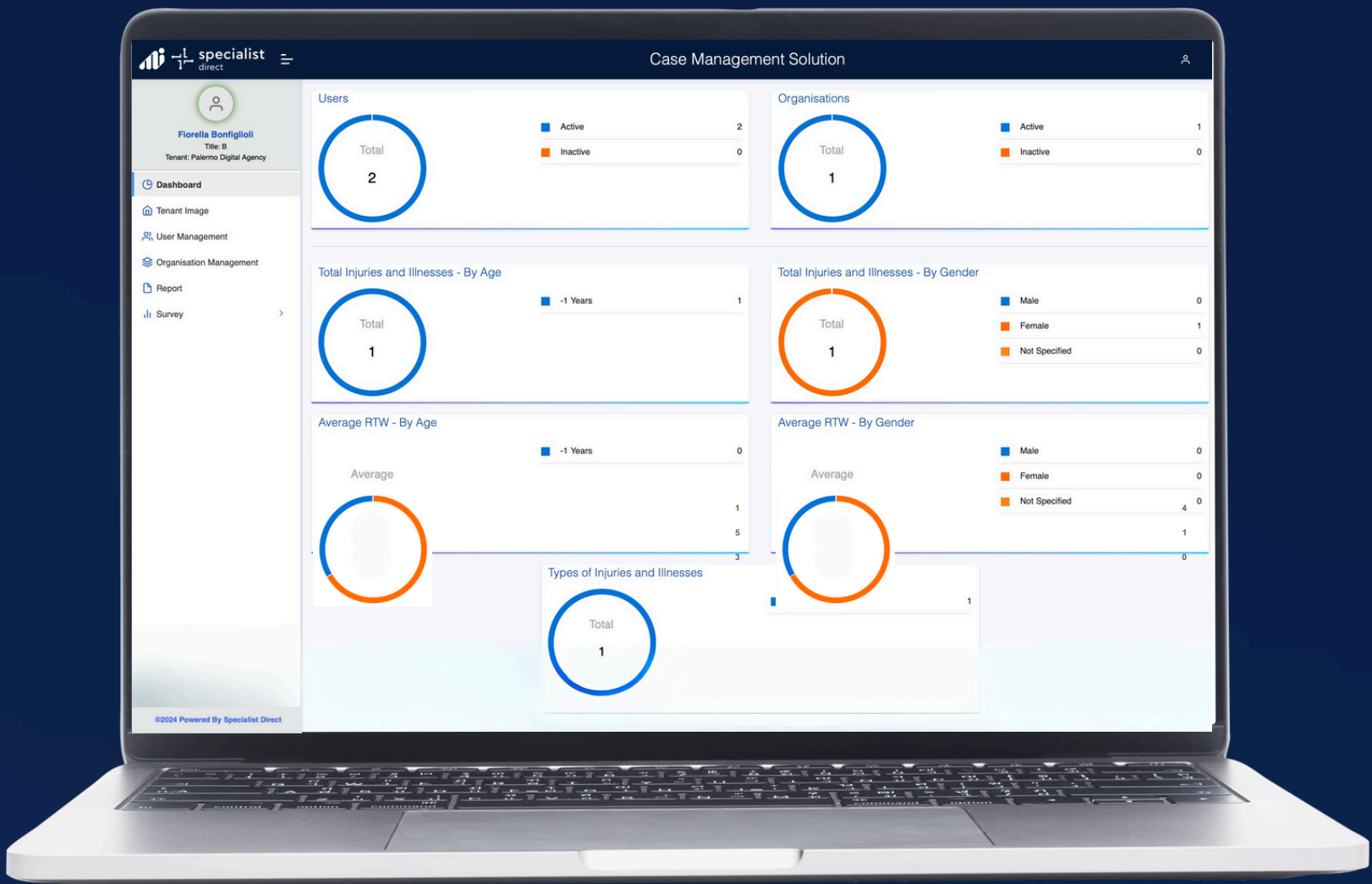
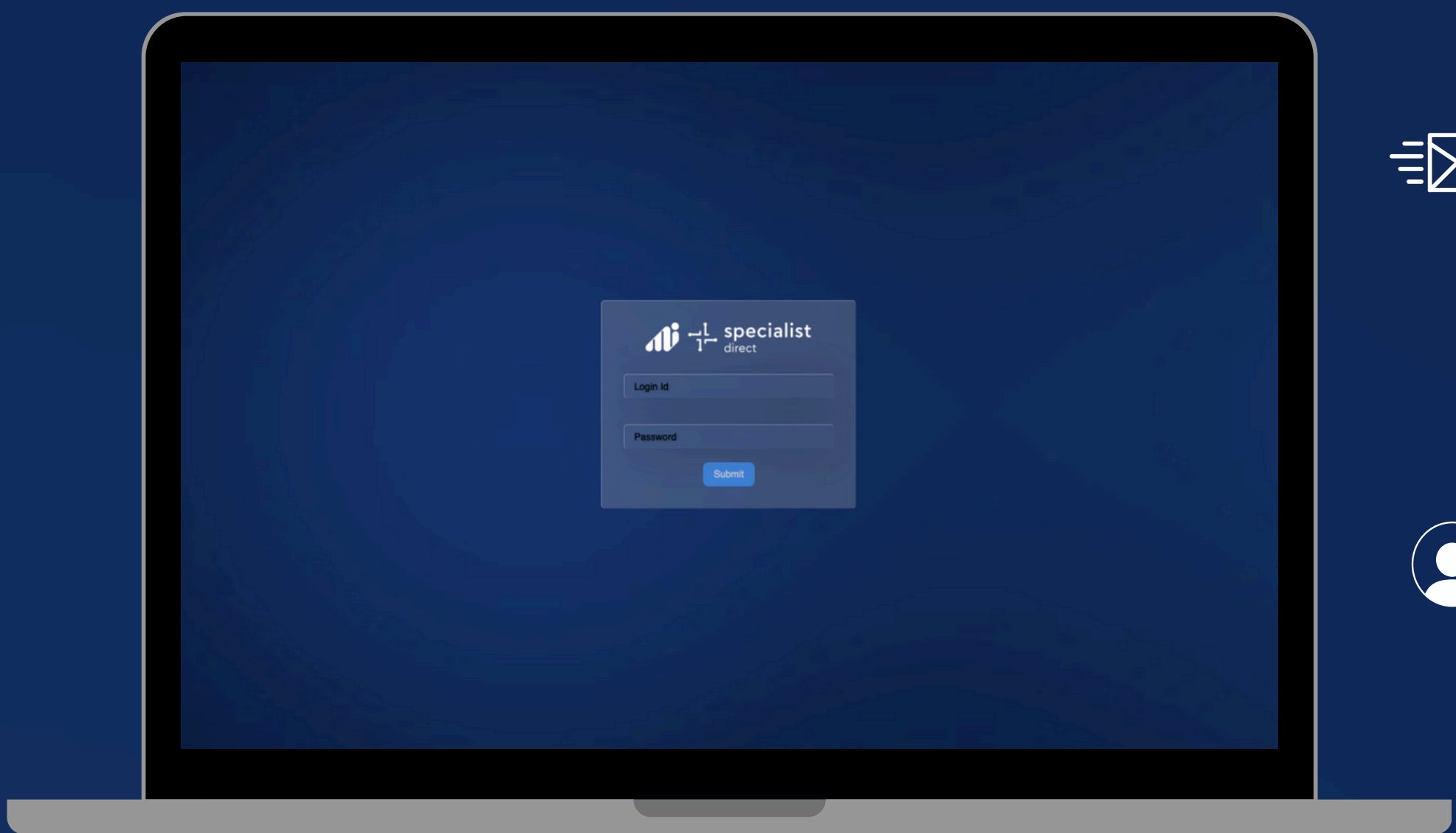


Getting Around Mira

Let us take you through our platform



Getting Set Up



1.- Check your email to find a Welcome email from Mira by SD to see your login details. Head to the landing page by clicking [HERE](#)

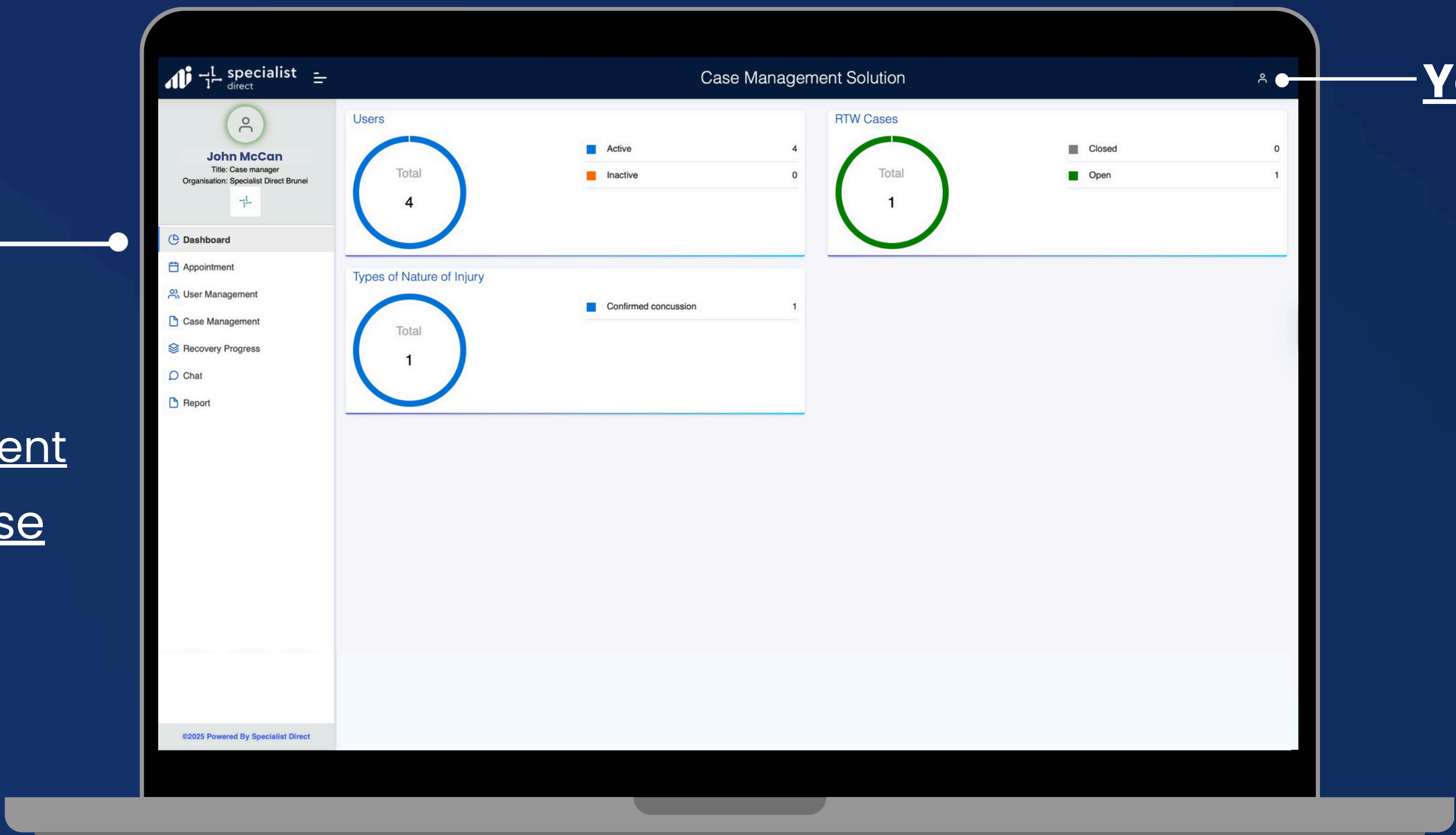


2.- Login using the username and password provided. Copy and paste the details from the email (mind spaces and characters)

Navigating the Web Panel

Menu Items

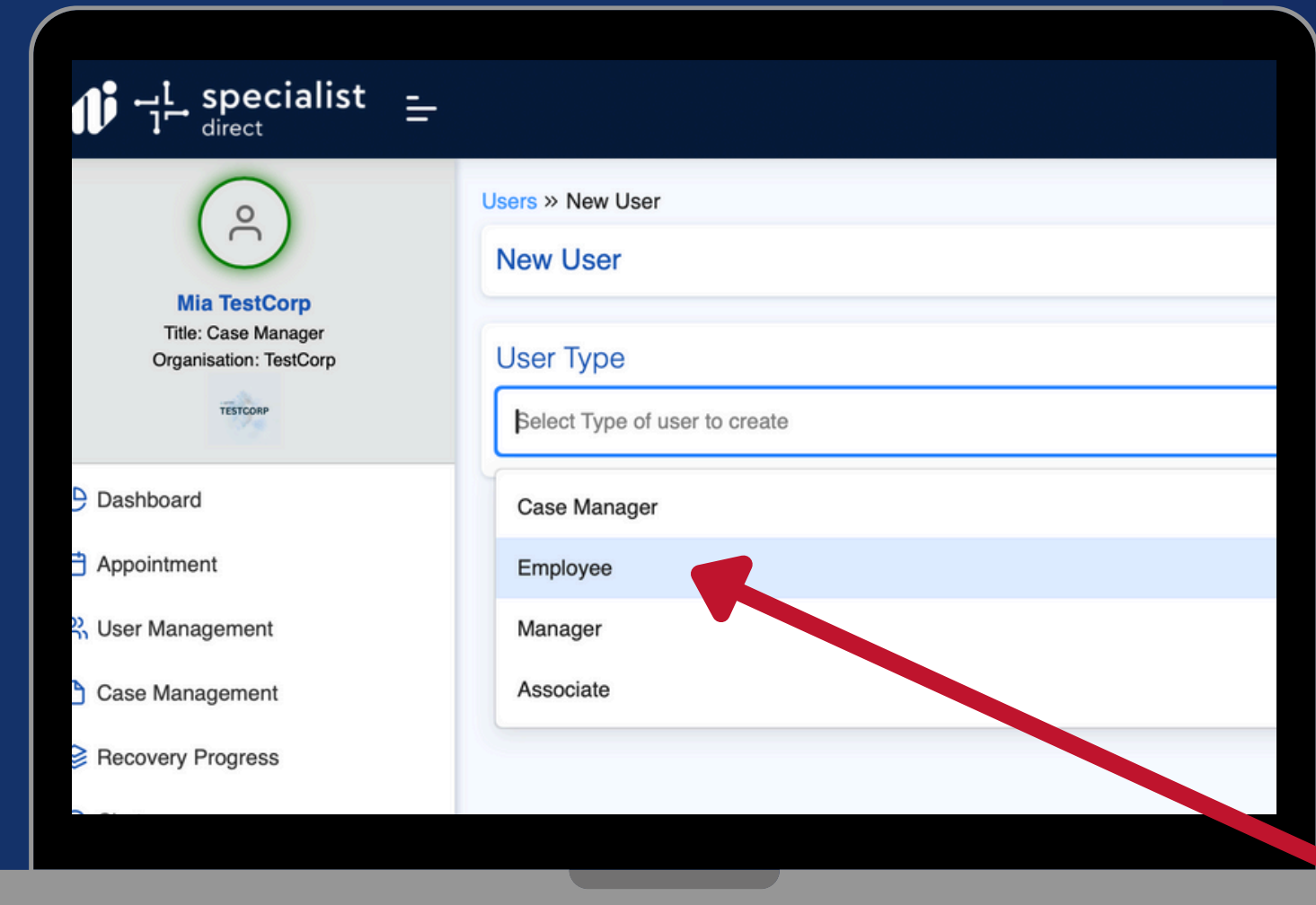
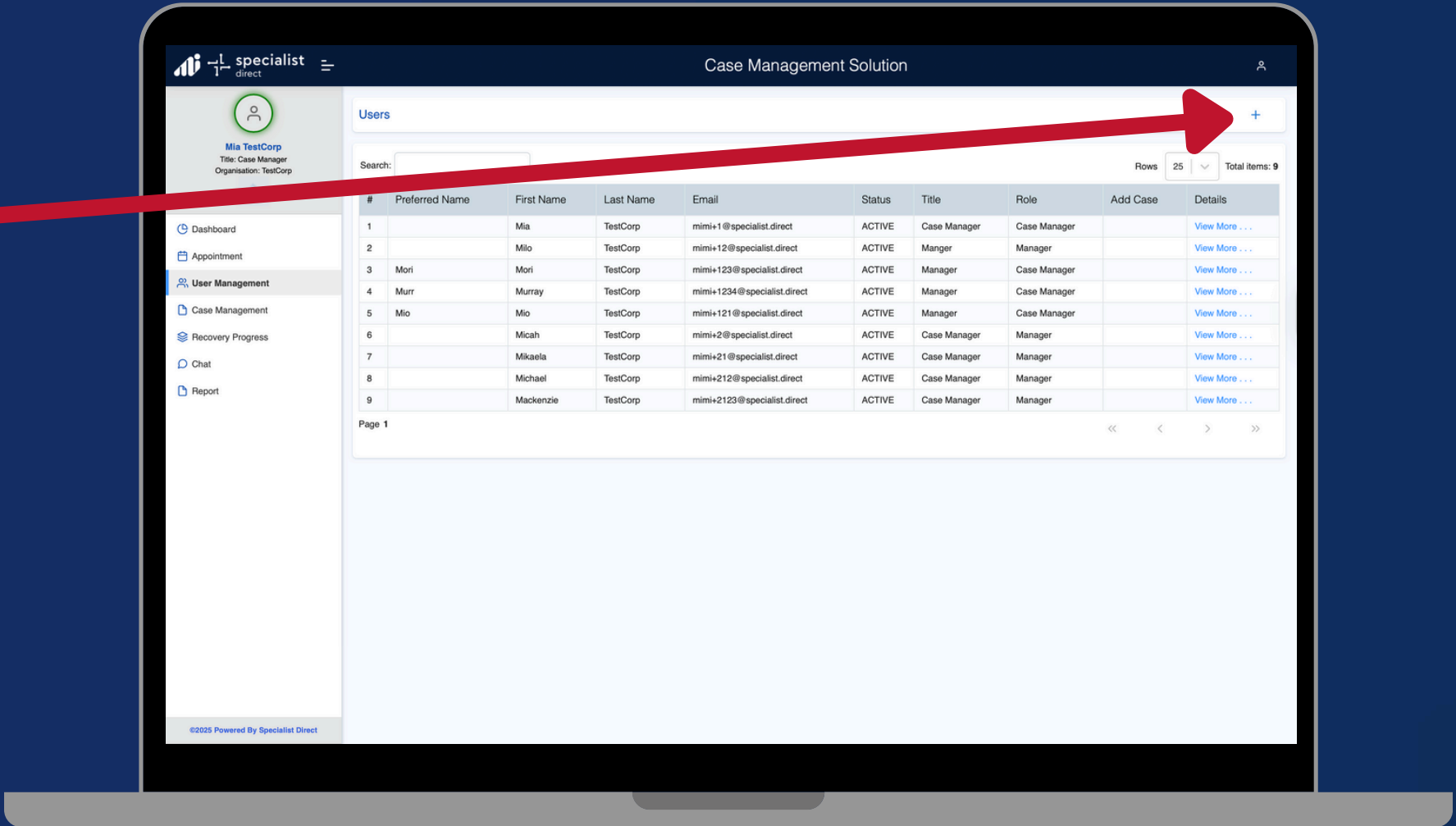
- [Dashboard](#)
- [Appointments](#)
- [User Management](#)
- [Creating a Case](#)
- [Chat](#)



[Your Profile](#)

Creating an Employee

1. Under the User Management tab, press the plus sign in the top right hand side.



2. Select 'Employee' as your desired user type by using the drop down menu.

3. Fill out the employee's details

- Fill out personal details, assign a Manager and fill out employer's information
- Fields marked with an asterisk are mandatory
- Ensure 'Read' and 'Write' are both selected - this allows employees to make edits.
- Click submit

Users » New User

New User

User Type

Employee

* Denotes a required field

Title Professional Title First Name

Middle Name Last Name

Preferred Name Email

Gender Date of Birth

Residential Address City

State Country

Mobile Number Contact Number

Roles ☒ Employee (Read) ☒ (Write)

Employer Name Default Manager

Employer Address Employer Company Name

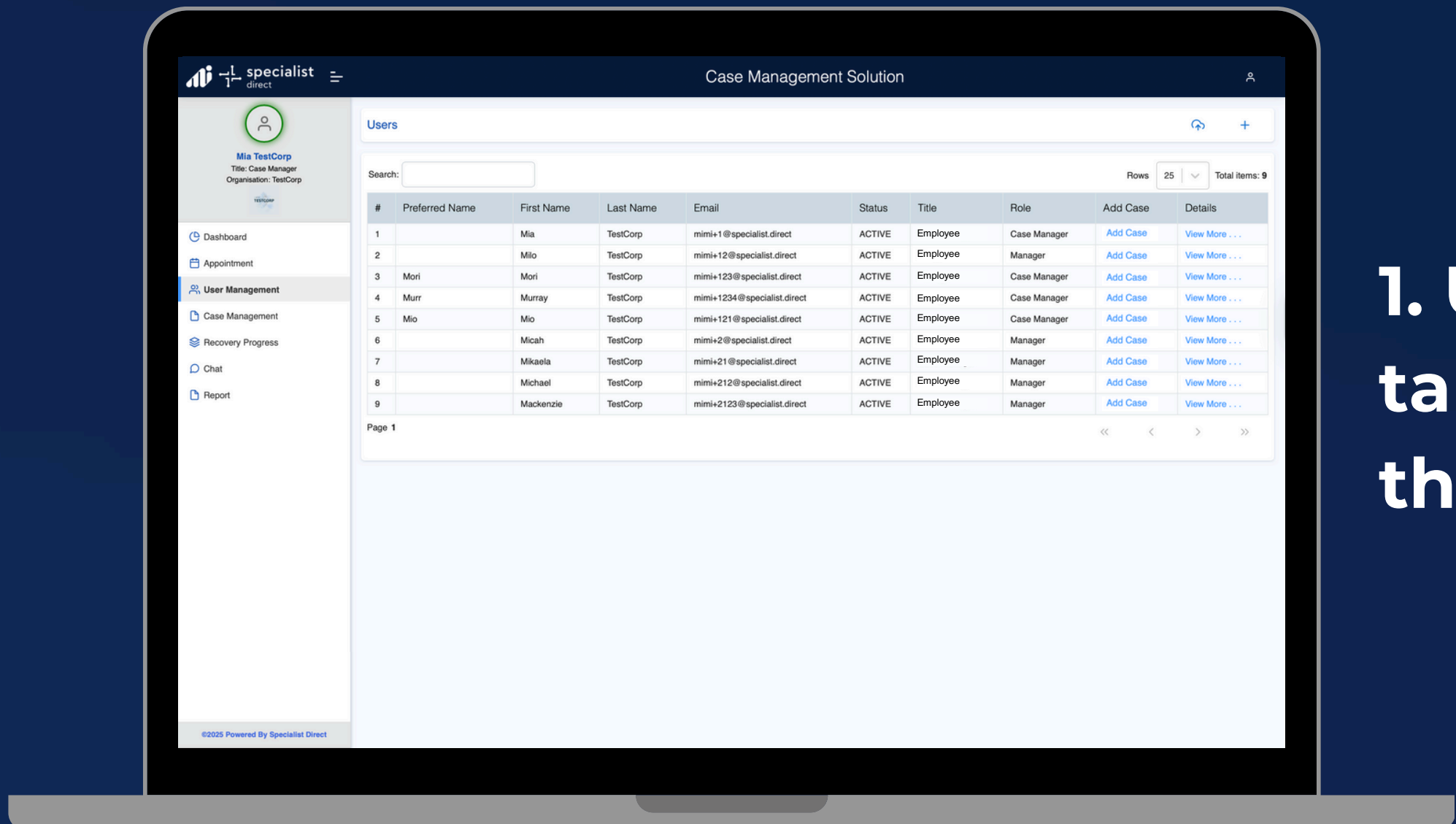
Employer State Employer City

Employer Contact Number Employer Country

Submit

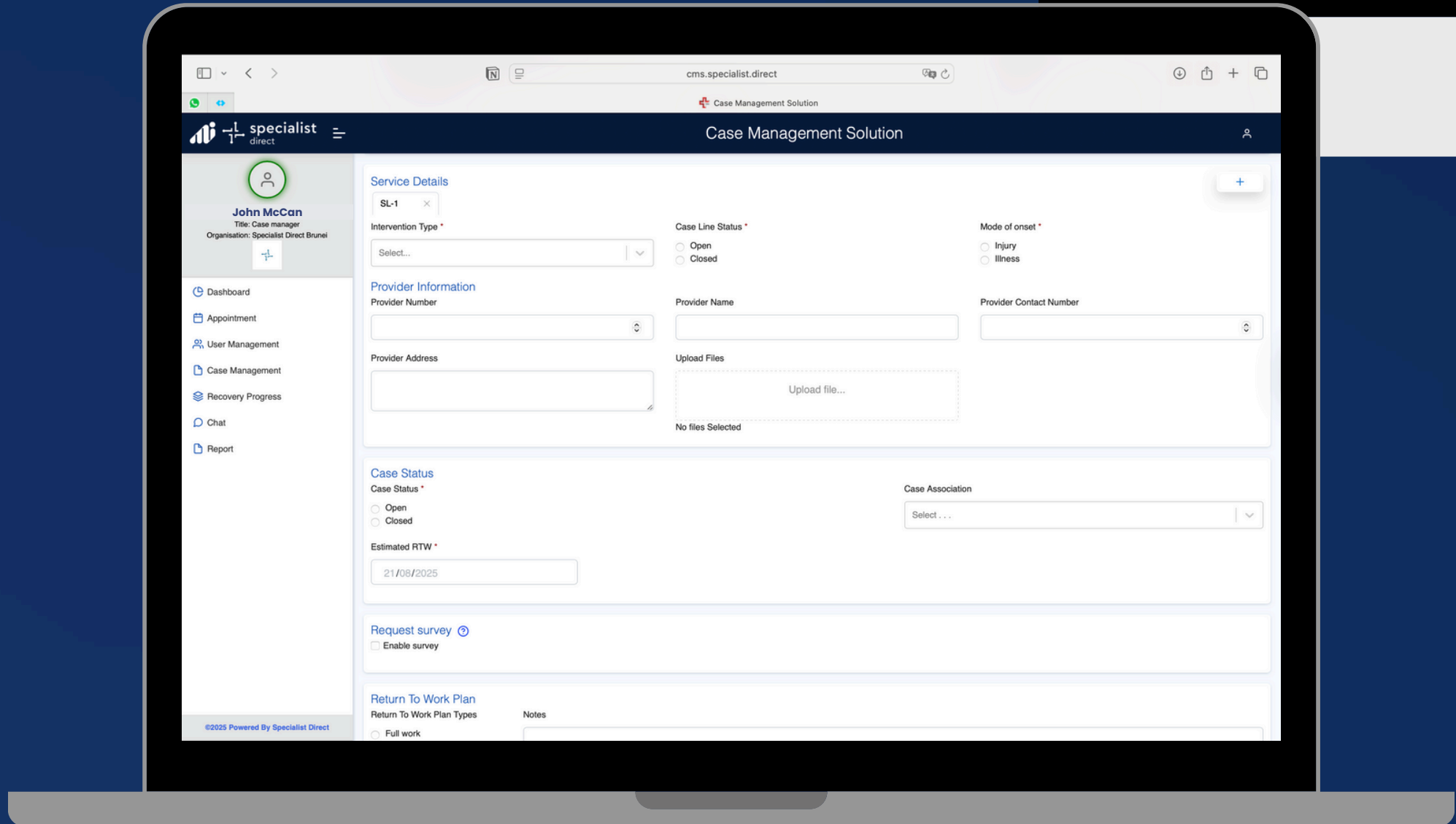
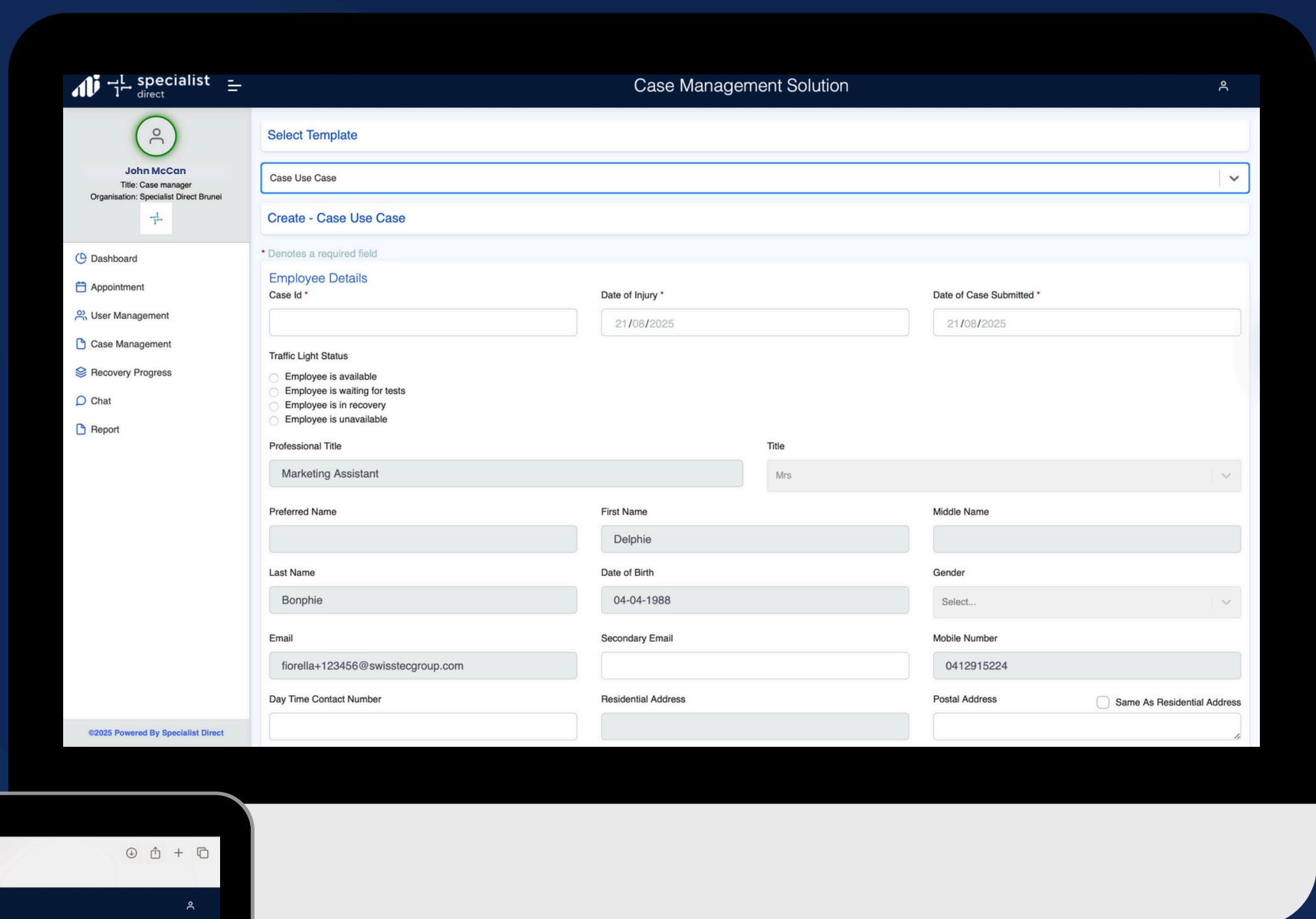
After creating a employee, their details will be visible along with all other users under the User Management tab.

Adding a Case



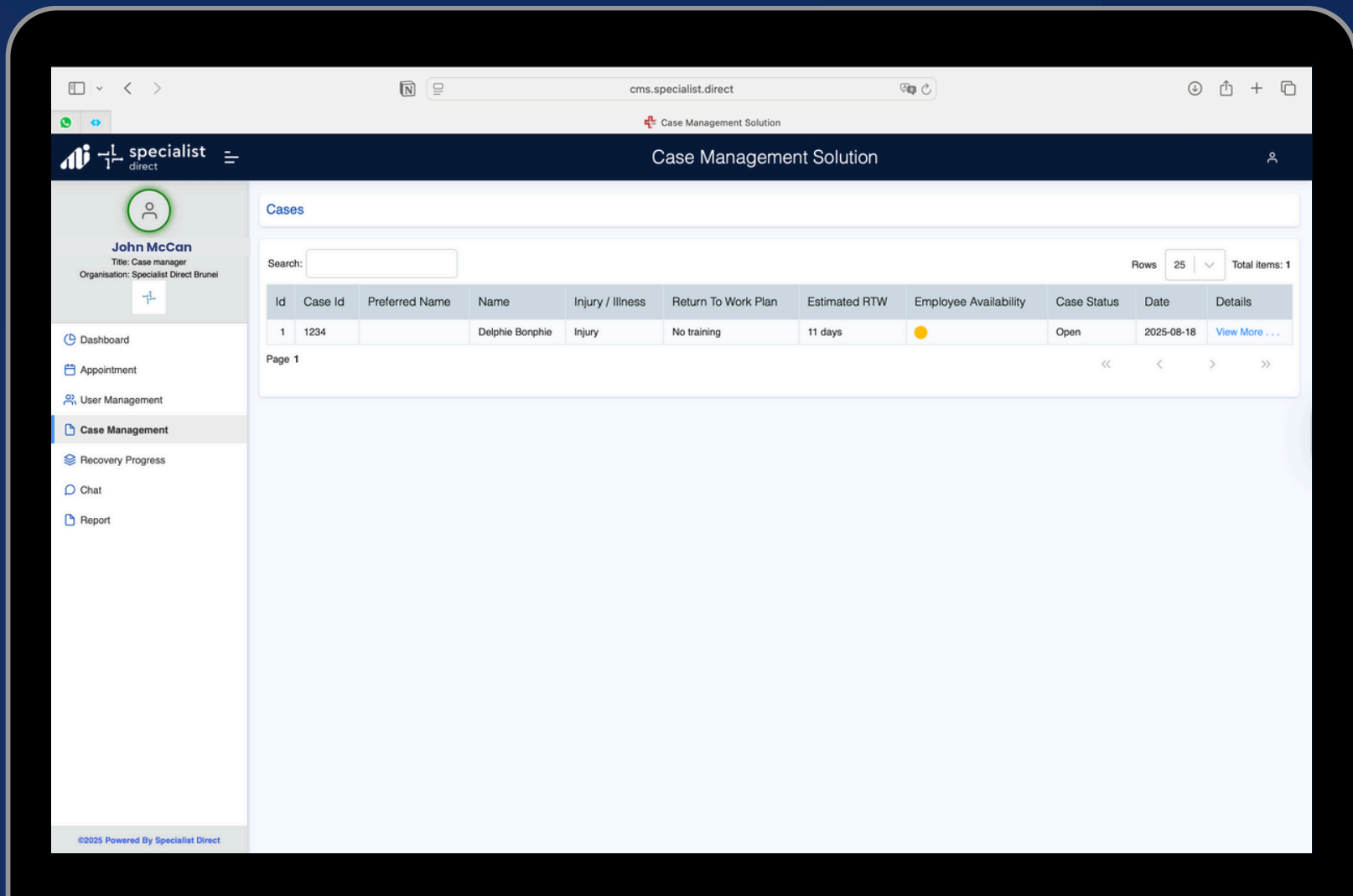
1. Under the User Management tab, click ‘Add Case’ next to the relevant employee.

2. Select template “Case Use Case”. Employee’s details will be pre-fillers. Fill out the employee’s injury details in the required fields. Upload any necessary medical documents and notes.



3. Click “Submit” and done” The employee will receive a notification that a case has been added for them.

You can view active and inactive cases under the ‘Case Management’ tab. Here you will also be able to edit case details.



Mira Traffic Light System

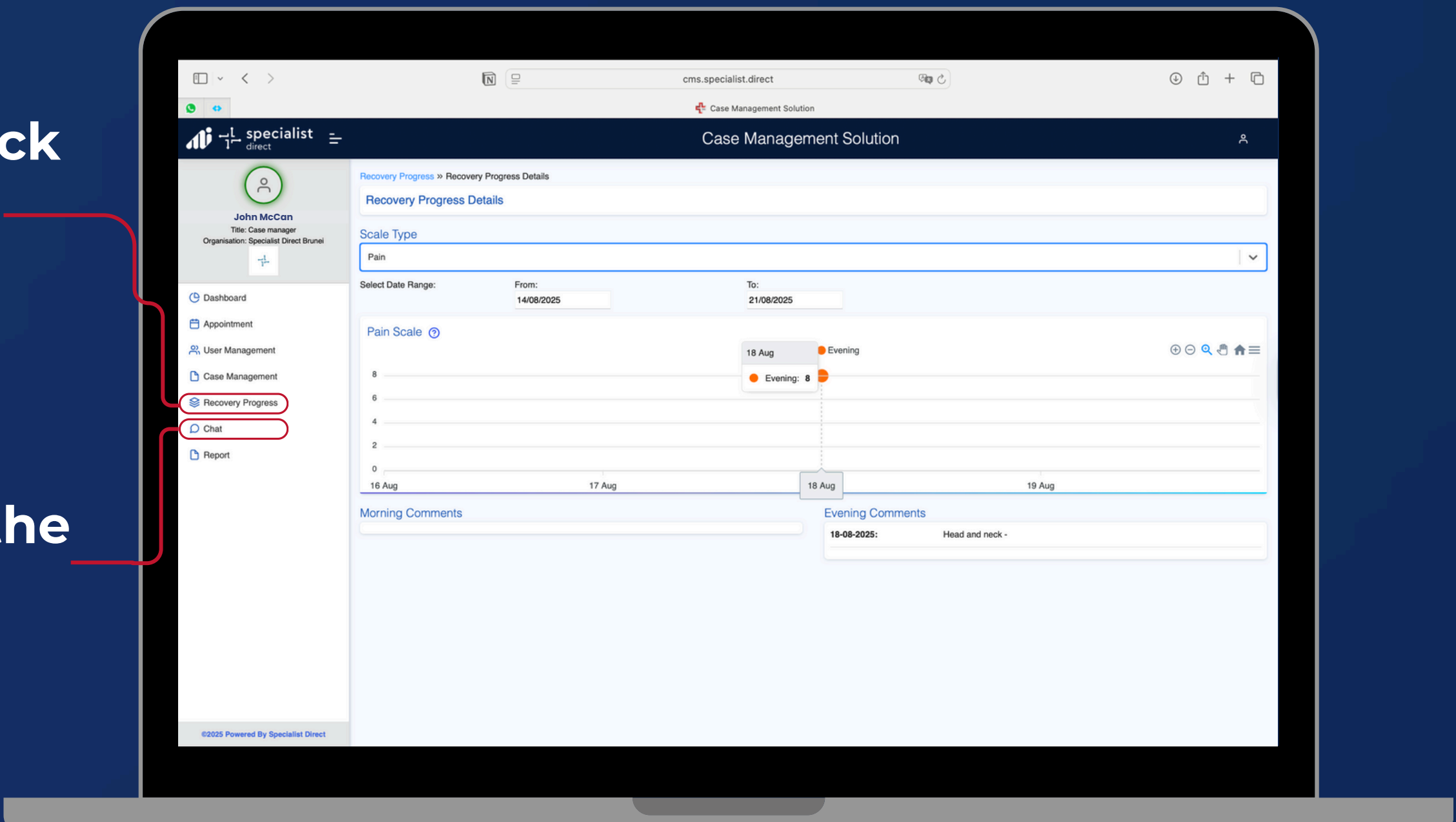
Our traffic light system is a visual representation of how your players RTP progress is tracking.

- Employee is Unavailable
- Employee is in Recovery
- Employee is Waiting for Tests
- Employee is Available

Recovery Progress

Select an injured player and track their pain and mood through their recovery journey.

Check in with players based on the pain and mood reports via the chat function to see how their recovery journey is going.



Need some extra help?

Watch these video for a more in-depth tutorial

Assigning a Case



Create a Case



Recovery Progress



Trouble Logging In?



Send a short email to support@specialist.direct and we will resend your invitation and generate a new password. Click “remember me” so that you don’t need to retype it in the future.

You are all set | Thank you