

The tutorial and the checklist

A guided walk through every page you use, and a checklist of what to learn and set up. Practice on a made-up patient that nothing ever reaches.

Feature manual · For Everyone · aminova.health/university/tutorial-and-checklist

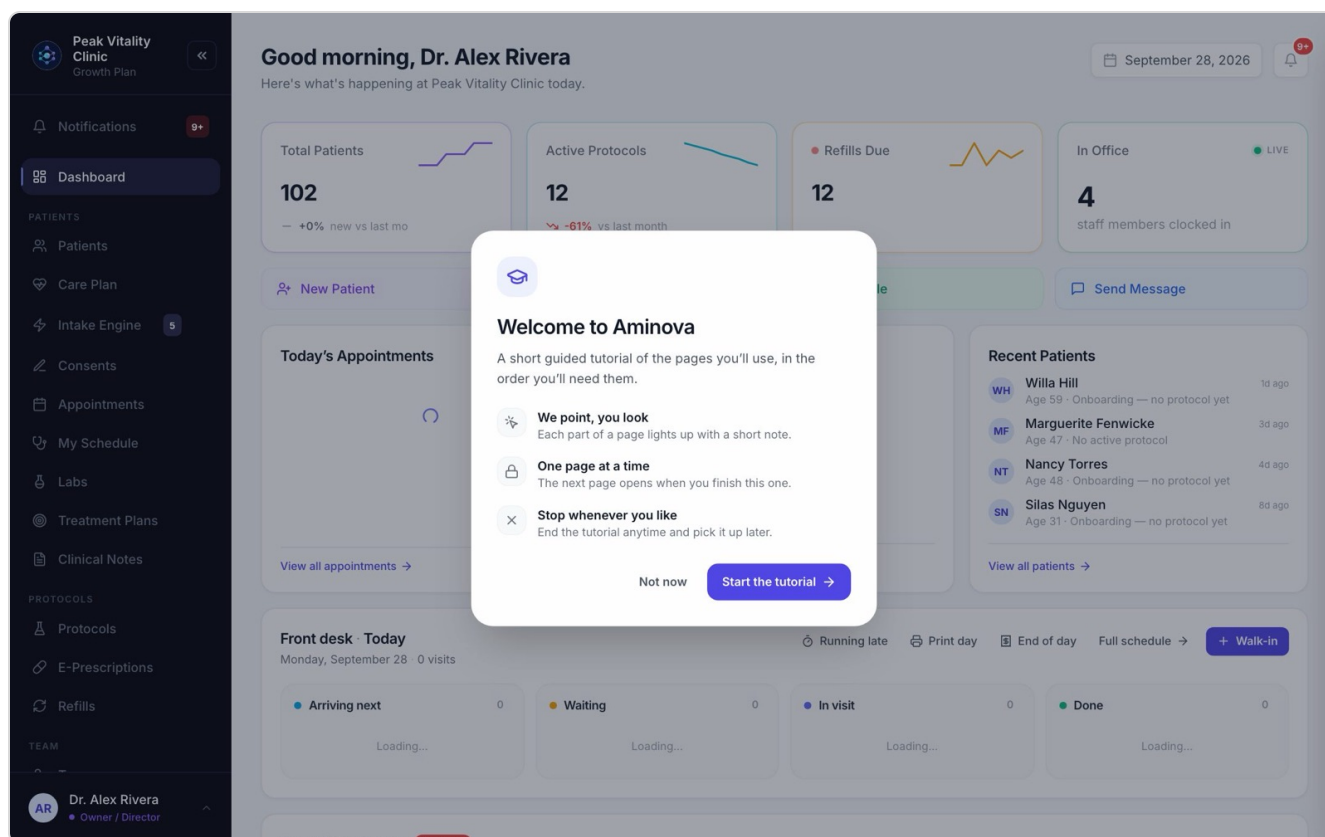
1. WHAT THEY ARE

The **tutorial** walks you through every page you use, one at a time, in the order you'll need them. It only shows the pages and buttons your role can use.

The **checklist** is the **Getting started** box in the bottom right corner. It lists the everyday things to try once, and, for owners and managers, what to set up before you open.

2. START THE TUTORIAL

1. The first time you sign in on a computer, a welcome appears on its own. Press **Start the tutorial**, or **Not now**.
2. To start it any time, click your name at the bottom of the sidebar, then **Start the tutorial**.
3. The welcome only appears on its own on a computer-sized screen, where the sidebar is in view.



The welcome, with Start the tutorial and Not now.

3. HOW IT WORKS

1. One part of the page lights up with a colored outline, and a short note beside it says what it is.
2. Press **Next** to move on, or **Back** to go back. The arrow keys work too.
3. Sometimes the tutorial opens a tab or panel for you, so you can see what's inside.
4. A bar at the bottom of the screen says which page you're on, like "page 3 of 20".

4. ONE PAGE AT A TIME

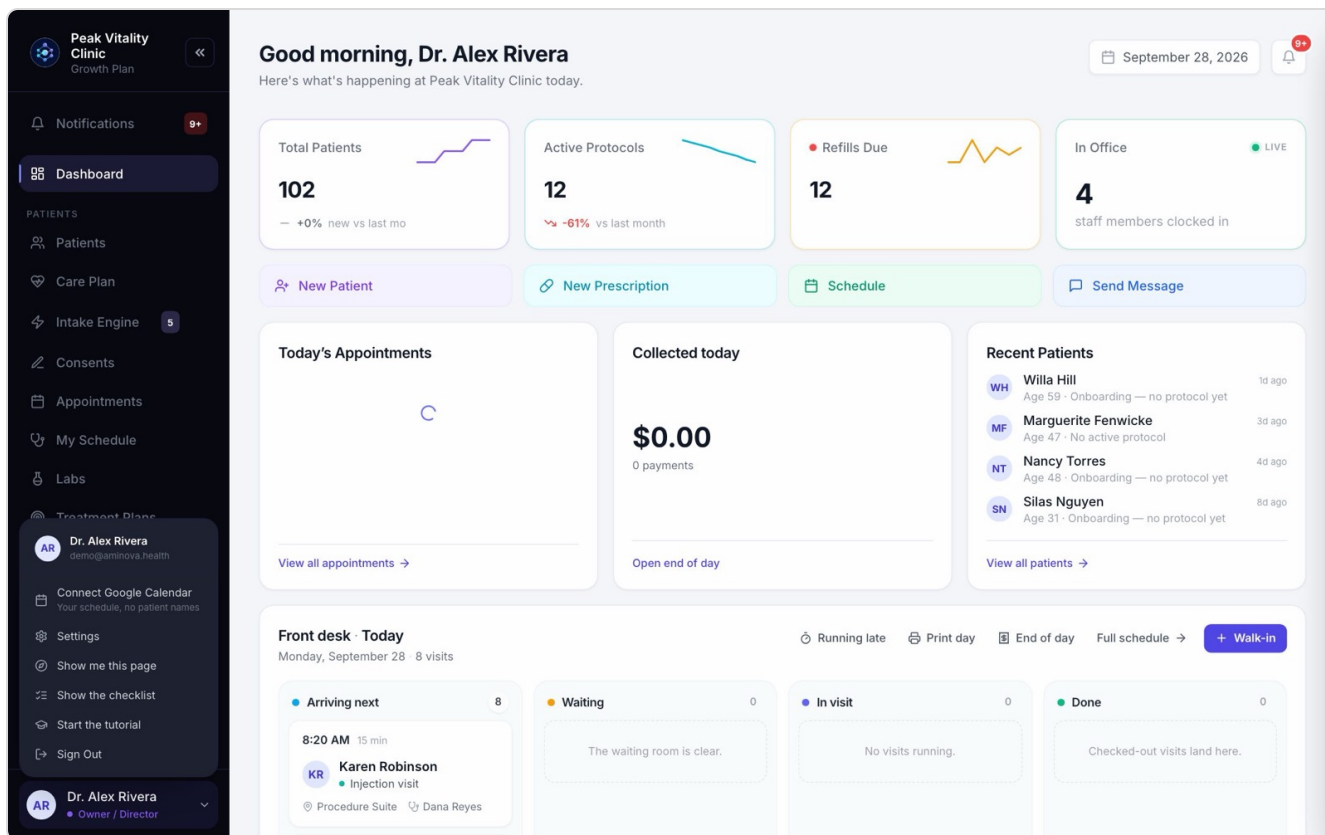
1. Pages you haven't reached yet are grayed out in the sidebar, with a small lock. They open as you go.
2. On the last note of a page, the button names the next page, like **Next: Appointments**. Press it and you're taken there.
3. If you click away to another page, press **Back to the tutorial** on the bar at the bottom.
4. At the end you'll see **That's the tutorial**. Every page is open again.

5. STOP, AND PICK IT UP LATER

1. Press **End tutorial** on the bar at any time. The whole sidebar opens again.
2. Your place is saved to your account, so you can pick it up on any computer.
3. To carry on, click your name at the bottom of the sidebar, then **Resume the tutorial**, then **Pick up where I left off**.

6. YOUR NAME MENU

Click your name at the bottom of the sidebar. Along with the tutorial, you'll find **Show me this page**, and **Show the checklist** if you've hidden it.



Your name menu, at the bottom of the sidebar.

7. SHOW ME THIS PAGE

On any page, click your name, then **Show me this page**. You get the tutorial for just that page, and your place in the full tutorial is kept.

Press **Done** on the last note, or **Close** on the bar.

Peak Vitality Clinic
Growth Plan

Patients
103 total

2 need details - show

Search by name, email, or chart number...

Filters Select

PATIENTS
Patients
Every patient in the clinic. Find them, add them and open their chart.
Show me around →

	NEXT VISIT	LAST VISIT	PROTOCOL / PLAN	STATUS	BALANCE DUE
sample	None booked	Jul 28 Walk-in	—	Onboarding	—
ferwick	None booked	—	—	Active	—
Nancy Torres Age 48 · nancy.torres@demo.peakvitality.example	None booked	Jul 18 Walk-in	—	Onboarding	—
Silas Nguyen Age 31 · silas.nguyen@demo.peakvitality.example	None booked	Jul 23 Walk-in	—	Onboarding	—
Victor Scott Age 65 · victor.scott@demo.peakvitality.example	None booked	Jul 16 Walk-in	—	Onboarding	—
Rhett Flores Age 42 · rhett.flores@demo.peakvitality.example	None booked	Aug 13	—	Onboarding	—
Michael Anderson Age 62 · michael.anderson@demo.peakvitality.example	Oct 1 Injection-visit	Sep 18	TRT Optimization - Week 11	Inactive	—
Jolene Harris Age 52 · jolene.harris@demo.peakvitality.example	Oct 1 wrinkle-relaxer-tox	Sep 24	Semaglutide Weight Management - Week 11 Optimize — Monthly	Inactive	—
Sabine Ramirez Age 46	Injection-visit	Sep 22	Tirzepatide Weight Loss - Week	Active	—

Tutorial Patients Close

Show me this page: the tutorial for the page you're on.

8. THE CHECKLIST BOX

1. Closed, it's a small **Getting started** button in the bottom right, with how many are done. Click it to open it.
2. Open, it has two lists: **Learn Aminova** and, for owners and managers, **Set up your clinic**.
3. It steps out of the way while the tutorial is running.
4. It shows on computer-sized screens.

9. LEARN AMINOVA

Everyday things to do once, for real, on a practice patient, so the first time isn't in front of a real one: **Take the tutorial, Add a practice patient, Book a visit, Check a patient in, Write a visit note, Message a patient and Take a payment.** Owners and managers also get **Send an intake form**.

You only see the ones your role can do. Each person has their own list, and only your own work ticks yours.

10. SET UP YOUR CLINIC

For owners and managers: **Your clinic's details, Your visit types, Forms on your visits, Your consent forms, Invite your team, Who works when, Take card payments, Set up e-prescribing (if your plan has it), Turn on your booking link and Bring in your patients.**

This list is shared by the whole clinic.

11. IT TICKS ITSELF

You can't tick an item by hand. It ticks when the thing really exists: a note saved, a visit type made, a card processor connected.

Done items turn gray. Their button changes to **Again**, if you want another go.

12. SHOW ME

- 1. Press **Show me** on any item. You're taken to the right page, and the first thing to click lights up.
- 2. It waits for you. The note says **Click it to go on**, or **Ticks off when it's saved**.
- 3. Press **Skip** to move on without doing it, or **End** on the bar at the bottom to stop.

13. PRACTICE PATIENTS

- 1. Start with **Add a practice patient**. While it runs, **Add Patient** makes a practice patient. It says **Practice patient — nothing is sent, no card is charged**.
- 2. Make one up. No email is needed. Fill in the other starred fields with anything.
- 3. They show in your patient list with a green **Practice patient** badge. Use them for the rest of your list.
- 4. A practice patient never gets emails, texts or bills. To practice a payment, record it as cash.

Peak Vitality Clinic
Growth Plan

Notifications 9+

Dashboard

PATIENTS

Patients

Care Plan

Intake Engine 5

Consents

Appointments

My Schedule

Labs

Treatment Plans

Clinical Notes

PROTOCOLS

Protocols

E-Prescriptions

Refills

TEAM

Dr. Alex Rivera
Owner / Director

MF	Marguerite Fenwick Age 47 · marguerite.fenwick@example.invalid	Practice patient AMB-431187	None booked	—	—	Active	—
NT	Nancy Torres Age 48 · nancy.torres@demo.peakvitality.example	PVC-A3F390	None booked	Jul 18 Walk-in	—	Onboarding	—
SN	Silas Nguyen Age 31 · silas.nguyen@demo.peakvitality.example	PVC-283802	None booked	Jul 23 Walk-in	—	Onboarding	—
VS	Victor Scott Age 65 · victor.scott@demo.peakvitality.example	PVC-3EF815	None booked	Jul 16 Walk-in	—	Onboarding	—
RF	Rhett Flores Age 42 · rhett.flores@demo.peakvitality.example	PVC-70EFD9	None booked	Aug 13	—	Onboarding	—
MA	Michael Anderson Age 62 · michael.anderson@demo.peakvitality.example	PVC-977805	Oct 1 injection-visit	Sep 18	TRT Optimization · Week 11	Inactive	—
JH	Jolene Harris Age 52 · jolene.harris@demo.peakvitality.example	PVC-32BB90	Oct 1 wrinkle-relaxer-tox	Sep 24	Semaglutide Weight Management · Week 11 Optimize — Monthly	Inactive	—
SR	Sabine Ramirez Age 46 · sabine.ramirez@demo.peakvitality.example	PVC-3C59DC	Sep 29 injection-visit	Sep 22	Tirzepatide Weight Loss · Week 4	Active	—
OW	Otis Walker Age 30 · otis.walker@demo.peakvitality.example	PVC-C0C7C7	Oct 8 follow-up	Sep 18	Sermorelin GH Therapy · Week 10 Optimize — Monthly · past due	Active	—
MW	Matthew Walker Age 35 · matthew.walker@demo.peakvitality.example	PVC-D3D944	Oct 6 follow-up	Sep 16	BPC-157 Recovery · Week 8	Active	—
AN	Anthony Nguyen Age 36 · anthony.nguyen@demo.peakvitality.example	PVC-6512BD	Oct 9 iv-hydration-drip	Sep 23	BPC-157 Recovery · Week 8 Optimize — Monthly	Active	—

A practice patient, marked in green on the Patients list.

14. HIDE THE CHECKLIST

- 1. Open the box and press **Hide checklist** at the bottom.

2. To bring it back, click your name at the bottom of the sidebar, then **Show the checklist**.
3. When everything is done, the box says **You're all set**.