

Welcome to Tyze

Quick Start Guide for New Users

WELCOME! This guide is designed to help Tyze network users get up and running quickly. You'll learn to:

- Create your network
- Invite supporters to join your network
- Use the calendar to schedule events
- Create requests for care assistance
- Post updates, photos and videos to your CareWall
- Send messages to one or many supporters in your network
- Upload files you want to store electronically or share with supporters



Step 1 Create Your Network

Welcome to Tyze! You've received an email invitation to create a Tyze network. The process is very simple. Click on the link in your invitation email and follow the 3-step wizard to create your personal profile, your network profile and create the first posting in your newly created network.

My Profile Tab

Create a Network
Create a secure online space for you and your invited supporters to safely share information and coordinate support.

My Profile Network Profile Create a Post

My Profile

Add your profile photo

jswizard2016@yahoo.com

First name *

Last name (optional)

Password *

Next >



My Profile Network Profile Create a Post

My Profile

Add your profile photo

jswizard2016@yahoo.com

John

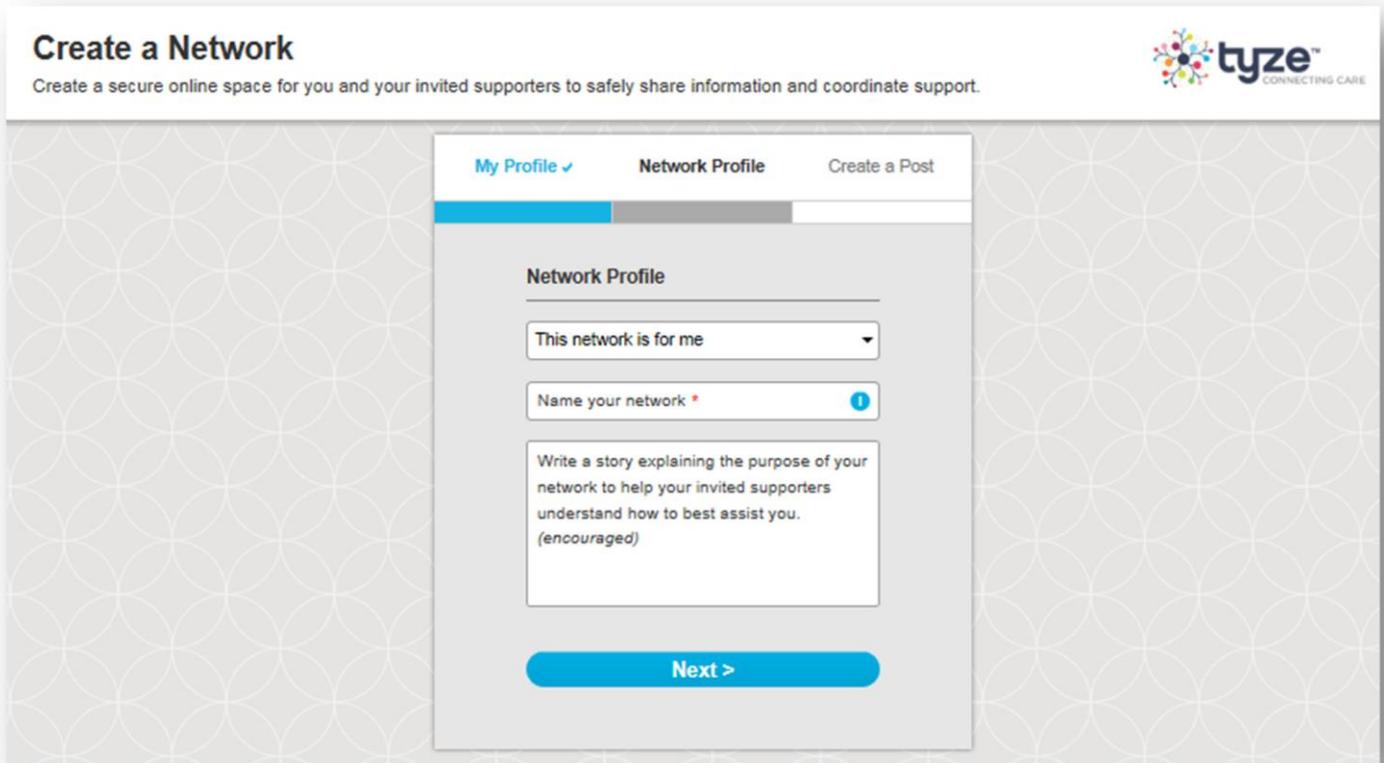
Smith

.....

Next >

Network Profile Tab

When you create a network, you have options to create the network for yourself or for someone else. The screens below show the process for both.



Create a Network
Create a secure online space for you and your invited supporters to safely share information and coordinate support.

tyze™
CONNECTING CARE

My Profile ✓ Network Profile Create a Post

Network Profile

This network is for me ▾

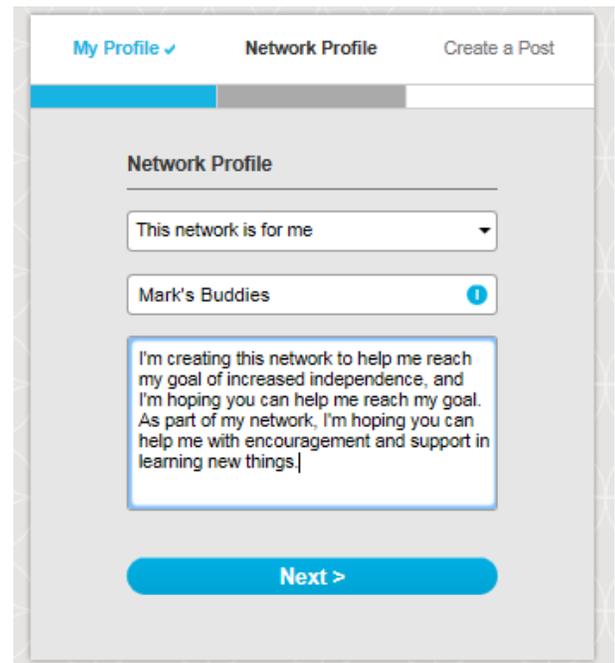
Name your network * ⓘ

Write a story explaining the purpose of your network to help your invited supporters understand how to best assist you.
(encouraged)

Next >

Example of Creating a Network for Yourself

- Select drop down option for 'This network is for me'
- Name your network
- Enter a description of why you are creating the network
- Click Next



My Profile ✓ Network Profile Create a Post

Network Profile

This network is for me ▾

Mark's Buddies ⓘ

I'm creating this network to help me reach my goal of increased independence, and I'm hoping you can help me reach my goal. As part of my network, I'm hoping you can help me with encouragement and support in learning new things.]

Next >

Example of Creating a Network for Someone Else

- Select drop down option for 'This network is for someone else'
- Upload a picture of the person you are creating the network for
- Name the network
- Enter a description of why you are creating the network
- Click Next

My Profile ✓ Network Profile Create a Post

Network Profile

This network is for somebody else

Add a Network Photo

Add a photo of the person you are supporting or an image that relates to the purpose of your network.

Add photo

PaPa's Team

This network is for the coordination of care and support of Papa (Jim Dent). Papa has some health issues and gets lonely at times. This Tyze network will help us keep Papa's needs taken care of and keep him engaged with all his family that live elsewhere.

Next >

My Profile ✓ Network Profile ✓ Create a Post

Create a Post

Welcome people to your network by being the first to create a post. This post will be visible when your supporters first sign in and is a great way to start the sharing of information.

Thanks for joining my network! I appreciate your support.

Post a file

Add a caption to your file

By creating a network, you agree to our End User License Agreement.

Create Network

Create a Post Tab

Whether you are creating a network for yourself or someone else, the final part of the process is to create the first posting in the network.

- Create a welcome message that will appear on the CareWall
- Attach a photo or file to include with your posting.
- Check the box to accept the End User License Agreement
- Click Create Network.

Your network has now been created, and you are ready to invite supporters to join your network.

SUGGESTION: Before you proceed, we suggest you add the link to your Tyze network to your browser's bookmarks bar.

Step 2 Invite Supporters to Join Your Network

Tyze is an online tool that brings people together around someone receiving care. To get going, you have to invite supporters to your network to build your circle of care. This could be family, friends, neighbors or even health care providers. The invitation process is simple.

- Click Invite
- Add the email addresses for people you'd like to invite to your network
- Customize your invitation email message if you prefer
- Select the role you want the invited user to have in your network – Concierge, Supporter +, Supporter or Limited (Messages only)
- Click Send

Email	Last sent	Invited via...	Status	Action
mary.trentadue@tyze.com	18/03/2014 2:02 pm	N/A	Accepted	
natasha@tyze.com	13/01/2014 1:47 pm	N/A	Accepted	
marylouackerman@saintelizabeth.com	04/02/2014 8:02 am	N/A	Expired	Resend
moretash@gmail.com	26/02/2014 7:14 am	N/A	Accepted	
moretash@gmail.com	25/02/2014 7:41 am	N/A	Accepted	
mary.trentadue@tyze.com	10/03/2014 3:06 pm	Message	Accepted	
cindysmac@gmail.com	10/03/2014 3:06 pm	N/A	Accepted	
cindy@tyze.com	10/03/2014 3:06 pm	N/A	Accepted	
vickie@tyze.com	10/03/2014 3:06 pm	N/A	Withdrawn	Resend
adrianagarcia@saintelizabeth.com	13/03/2014 3:42 pm	N/A	Accepted	
marylouackerman@saintelizabeth.com	10/03/2014 3:06 pm	N/A	Expired	Resend

Each person you invite will receive an email inviting them to join your Tyze network. You'll be able to easily see the status of all invitations sent and will be able to resend or withdraw invitations as well.

Step 3 Add Items to Your Calendar

Calendar

Keep everyone up-to-date with appointments, social events and special occasions

Calendar list > Create

Event Title

Description

Start date & Start time

End date & End time

Repeat this event: One-time event, End date

RSVP required for this event

Who else can see this?
 Everyone on this network Only Me

Invite new members via this event
Email

Add another person

Post Cancel

Start sharing important dates with the members of your network. Use the calendar function to keep your circle of care informed about important upcoming events or appointments, set goals, celebrate milestones, etc.

Calendar items can be for you only or you can share with certain network members or all your network members. You can even set up RSVPs for your calendar items.

If, while creating a calendar item, you realize you haven't invited someone to be part of your network yet, you can invite them right from the calendar screen.

Tyze is a private community centered around one person. Individuals, families, friends, neighbors and care professionals use Tyze to work together.

Step 4

Reach Out for Help Using Requests

Now that you have supporters in your network, it's time to reach out for assistance. It's not always easy to ask for help, but Tyze eases that process for you. Often there are people who really want to help but just don't know how to effectively reach out. Let Tyze help you easily and privately communicate with your trusted circle of care and give your supporters a way to share in the caregiving tasks.

Click the Requests tab to create a request for help. Just provide the requested information and post your request. The supporters you choose to receive the request will receive an email and can login to accept your request.

Requests

Ask for support and lend a hand, requests makes it easy

Request List > Create

Subject
Transportation Need - Cardiology appointment

Details (Optional)
Mom needs a ride to her follow up appointment, and I have to be out of town that day. It should only take about 30 minutes in the doctor's office. She's the first appointment of the day, so they shouldn't be running behind.)

Mark request as urgent Multiple supporters can help

Due date & Time (Optional)
11/04/2014 & [Time]

Send this request to:
 Everyone on this network Only these people...

Post Cancel

Requests

Ask for support and lend a hand, requests makes it easy

Create a request

Incoming Requests

Details	To	Due Date	Status	Action
You don't have any incoming requests.				

Sent Requests

Details	To	Due Date	Status	Action
Mary (me) sent about 2 hours ago Transportation Need - Cardiologist Appointment Mom needs a ride to her follow up appointment, and I have to be out of town that day. It should only take about 30 minutes in the doctor's office. She's the first appointment of the day, so they shouldn't be running behind.)	Everyone	Nov 4, 2014 10:00AM	No one has signed up	Cancel View Details

Need Help? Privacy Policy Terms of Service

Made with by Tyze in Vancouver BC © 2013 Tyze Inc. 866-1-8322

Requests

Ask for support and lend a hand, requests makes it easy

Create a request

Incoming Requests

Details	To	Due Date	Status	Action
You don't have any incoming requests.				

Sent Requests

Details	To	Due Date	Status	Action
Mary (me) sent about 2 hours ago Transportation Need - Cardiologist Appointment Mom needs a ride to her follow up appointment, and I have to be out of town that day. It should only take about 30 minutes in the doctor's office. She's the first appointment of the day, so they shouldn't be running behind.)	Everyone	Nov 4, 2014 10:00AM	Patrick	Cancel View Details

POWERED BY tyze

Calendar

Keep everyone up-to-date with appointments, social events and special occasions

Create an event

NOVEMBER 2014

02 SUN 03 MON 4 TUE 05 WED 06 THU 07 FRI 08 SAT

10:00 am
Request: Transportation Need - Cardi

You've now got an easy way to keep track of which requests have been filled and which ones have not yet been claimed. In the screenshots above, we see a request for help from Mary which later got claimed by Patrick, one of her network supporters. It shows on the calendar too as a care need that has been claimed. It's one less thing to worry about. That's a successful outreach between you and your circle of care!





If your sponsoring organization has enabled the new feature for sending messages to the organization admin, your Create a Message screen will display as follows:

- When enabled, it allows you to send secure messages directly to your organization administrator for Tyze.
- If a user clicks to send a message to the Organization Admin, network member selection is automatically disabled for that message. A message can either be sent to network members OR your sponsoring organization's administrator.

A screenshot of the 'Create a Message' interface. It features a 'Send to:' section with a 'Select all members' checkbox and a list of members: Mary, steslenko, and Dmitriy. There is also an 'Organization Admin' checkbox. Below this is an 'Invite new members via this message' section with an 'Email Address' input field and a link to 'Add another person'. The main 'Message' section includes a rich text editor with bold, italic, underline, and strikethrough buttons, as well as text color and background color options. Below the editor is an 'Add a photo' section with a 'Choose a photo' button and an 'Add a caption (optional)' input field. At the bottom, there are 'Send Message' and 'Cancel' buttons.

Step 7

Securely Upload, Store and Share Files

A screenshot of the 'Files' tab interface. It shows a 'Files list > Create' header. Below this is a form with fields for 'File name', 'Choose a file' (with a 'Browse...' button), 'Who else can see this?' (with radio buttons for 'Everyone on this network' and 'Only Me'), and 'Invite new members via this file' (with an 'Email' input field). At the bottom, there are 'Upload' and 'Cancel' buttons.

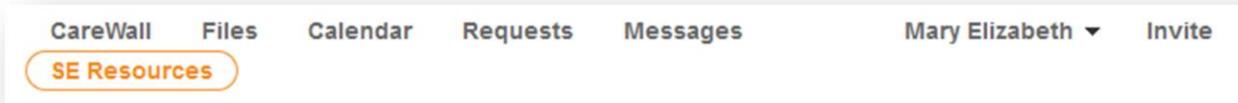
The Files tab allows you to upload, store and share files securely. Maybe you want to share a copy of test results with certain members of your network. Maybe you don't want to share certain files but just want a safe place to electronically store important legal or financial records.

Use the Files tab to upload your files and then designate who should have access to the uploaded files. You control the access rights to each and every file you uploaded. Share some, store some. The choice is yours.

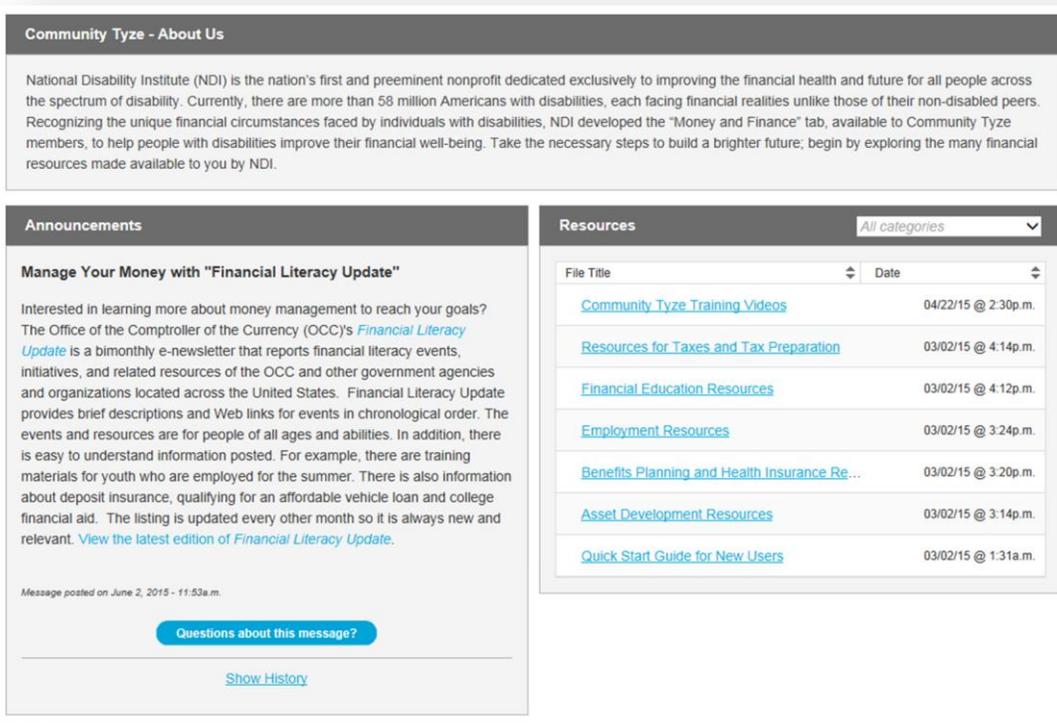
Step 8

Check for Information from Your Sponsor Organization

Your sponsoring organization may share important information with you through your Tyze network. Be sure to click your organization's tab to see if they have distributed any helpful documents or videos to your network. The name of the tab will vary by organization. They may choose to use their organization name or may use something like Updates. You will find the organization's tab listed after the Messages tab as shown below. In this example, it is shown as the SE Resources tab.



Check the **Announcements** section for blog entries from your organization announcing important information.



Community Tyze - About Us

National Disability Institute (NDI) is the nation's first and preeminent nonprofit dedicated exclusively to improving the financial health and future for all people across the spectrum of disability. Currently, there are more than 58 million Americans with disabilities, each facing financial realities unlike those of their non-disabled peers. Recognizing the unique financial circumstances faced by individuals with disabilities, NDI developed the "Money and Finance" tab, available to Community Tyze members, to help people with disabilities improve their financial well-being. Take the necessary steps to build a brighter future; begin by exploring the many financial resources made available to you by NDI.

Announcements

Manage Your Money with "Financial Literacy Update"

Interested in learning more about money management to reach your goals? The Office of the Comptroller of the Currency (OCC)'s [Financial Literacy Update](#) is a bimonthly e-newsletter that reports financial literacy events, initiatives, and related resources of the OCC and other government agencies and organizations located across the United States. Financial Literacy Update provides brief descriptions and Web links for events in chronological order. The events and resources are for people of all ages and abilities. In addition, there is easy to understand information posted. For example, there are training materials for youth who are employed for the summer. There is also information about deposit insurance, qualifying for an affordable vehicle loan and college financial aid. The listing is updated every other month so it is always new and relevant. [View the latest edition of Financial Literacy Update.](#)

Message posted on June 2, 2015 - 11:53a.m.

[Questions about this message?](#)

[Show History](#)

Resources All categories

File Title	Date
Community Tyze Training Videos	04/22/15 @ 2:30p.m.
Resources for Taxes and Tax Preparation	03/02/15 @ 4:14p.m.
Financial Education Resources	03/02/15 @ 4:12p.m.
Employment Resources	03/02/15 @ 3:24p.m.
Benefits Planning and Health Insurance Re...	03/02/15 @ 3:20p.m.
Asset Development Resources	03/02/15 @ 3:14p.m.
Quick Start Guide for New Users	03/02/15 @ 1:31a.m.



**If your sponsoring organization has enabled the new feature for replying with questions about the posted content, you can even send a message to your organization administrator asking a question about the posted announcement.*

Click the blue button for "Questions about this message?" This is new functionality so not all organizations have turned this on yet.

Check the **Resources** section for helpful documents, categorized for easy access. Click the link to view details about the shared resource and download it. The default setting is to show all files for all categories, but if you want to filter by category, click the drop-down arrow in the category search box.

Step 9

Managing Your Account Profile

You can self-manage your profile in Tyze in terms of resetting your password and choosing how frequently you want to be notified of activity in your network.

You can choose to be notified of activity in each section of Tyze according to the following frequency:

- Immediately
- Daily
- Weekly
- Never

The default setting for each section is Immediate, but you can choose the setting that best suits your needs.

Change Account Password

Existing Password

New Password

Confirm New Password

Update Password

Notification Settings

Carewall:

Immediate



Files:

Immediate



Calendar:

Immediate



Requests:

Immediate



Messages:

Immediate



Update Notifications