AwrelCONNECT TUTORIAL

1. About AwrelCONNECT

2. Sign In to AwrelCONNECT

3. Manage Contacts

4. Create a New Message

5. Add files to a Message

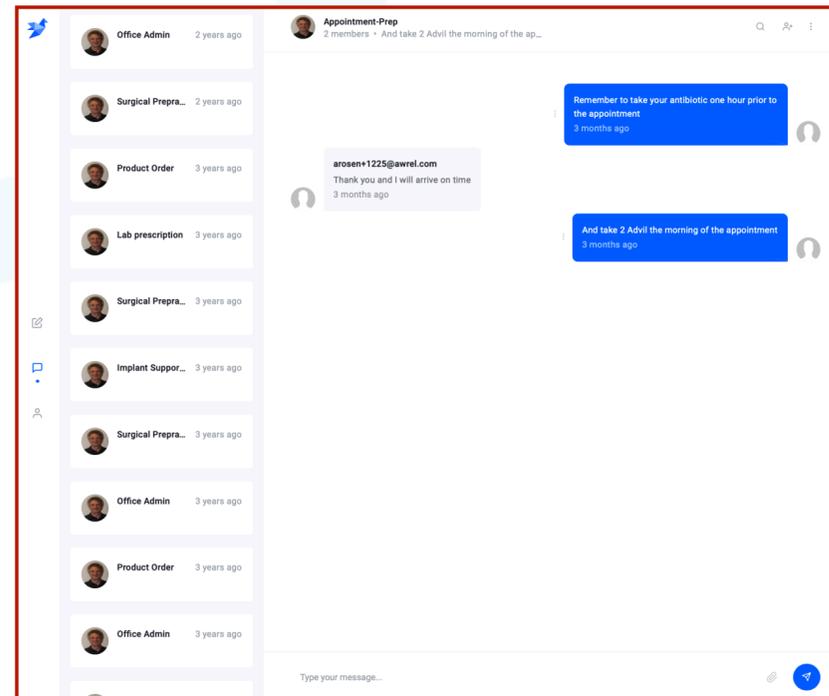6. Add a form to a Message

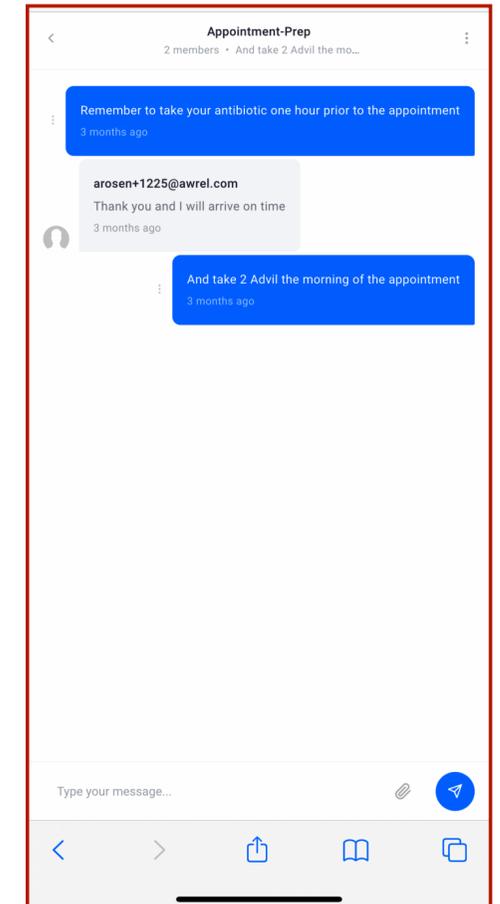7. Manage Profile

1. About AwrelCONNECT

Desktop

Mobile

AwrelCONNECT.com/signup

HIPAA-compliant cloud-based

messaging application accessed

through your desktop or mobile

device browser.

2. Sign in to AwrelCONNECT.com/login

1. Enter your mobile number or email to request a secure link to sign in

   Or

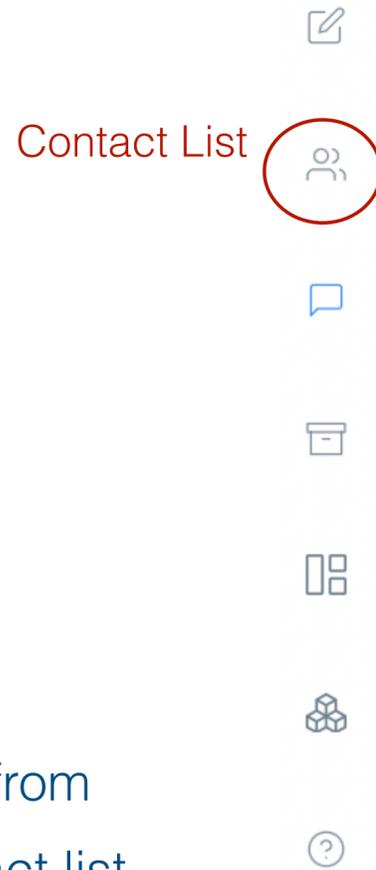2. Sign in with your username (email address) and password

Please Read this:

Your AwrelCONNECT contact list is the heart of your networking capabilities allowing you to easily connect with anyone you wish to bring into your network, regardless of their registration status.
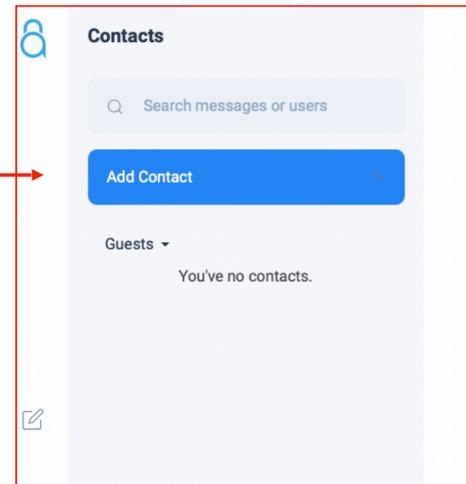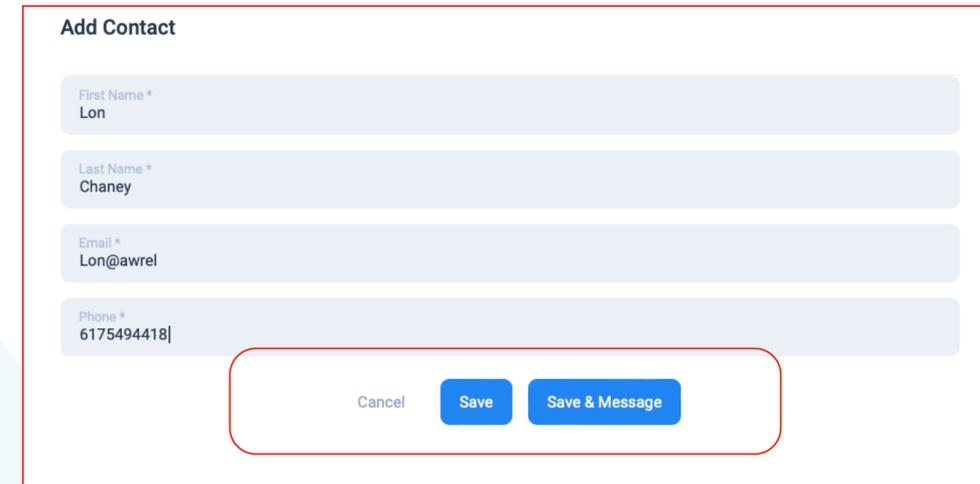
3. Add a Contact: Member or Guest

1. Click ICON

2. Click add contact

3. Enter contact information and click save or save and message

Contact List

Contacts

Search messages or users

Add Contact

Guests ▾

You've no contacts.

Add Contact

First Name *
Lon

Last Name *
Chaney

Email *
Lon@awrel

Phone *
6175494418

Cancel   **Save**   **Save & Message**

Note:

AwrelCONNECT will separate members from guests in your contact list

4. Create a New Message

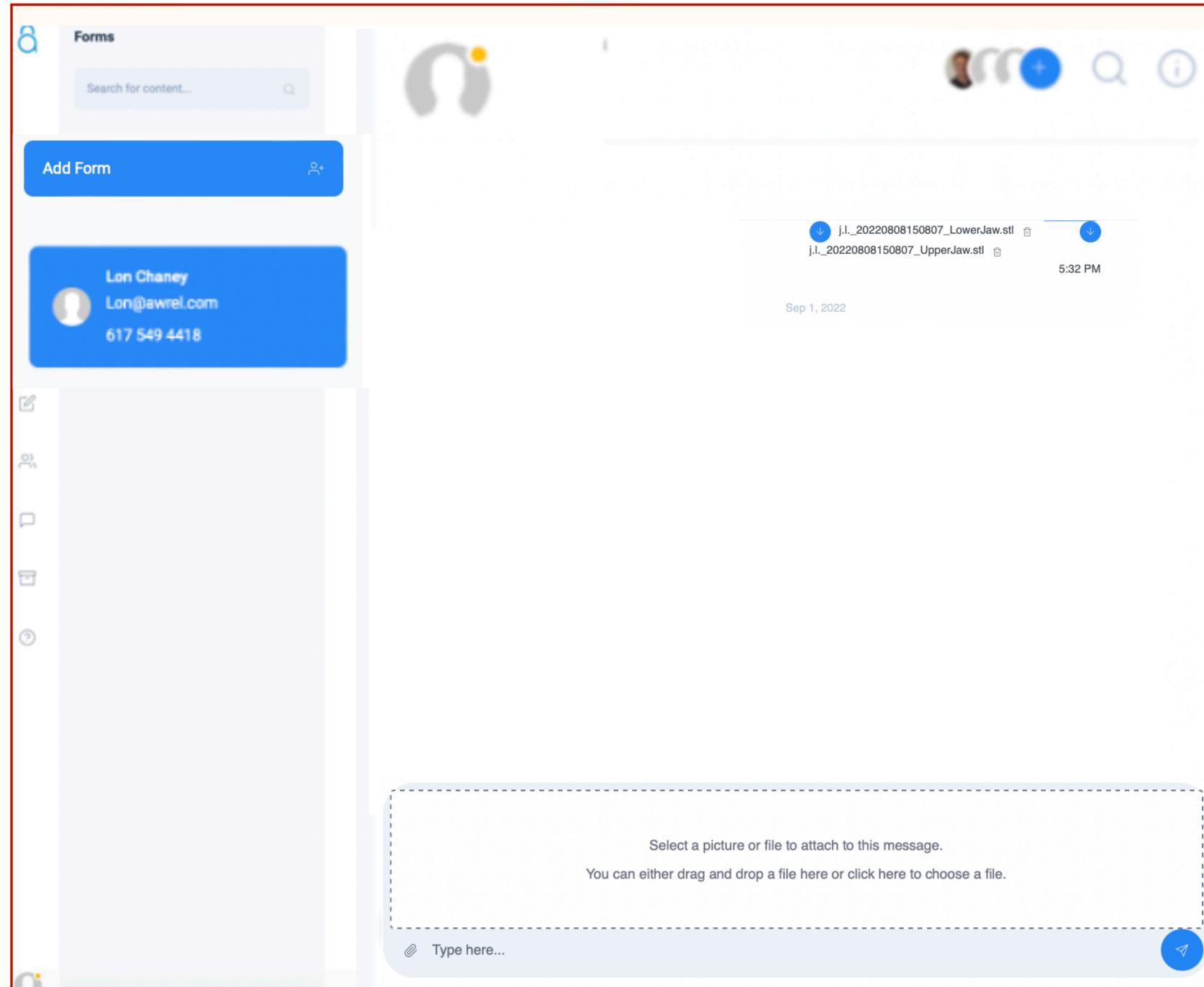1. Click the recipient in your contact list   2. Click Message
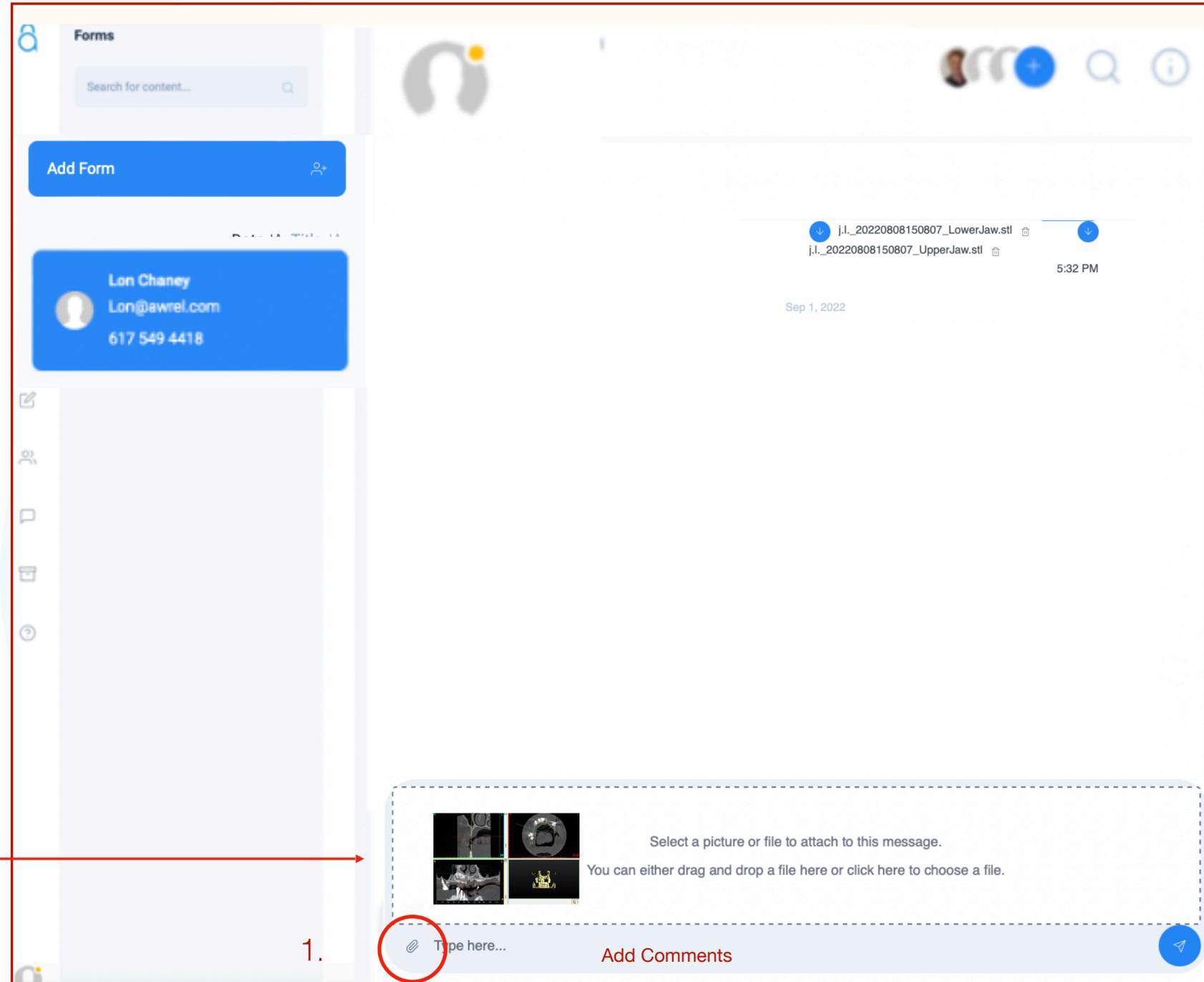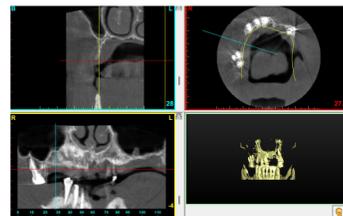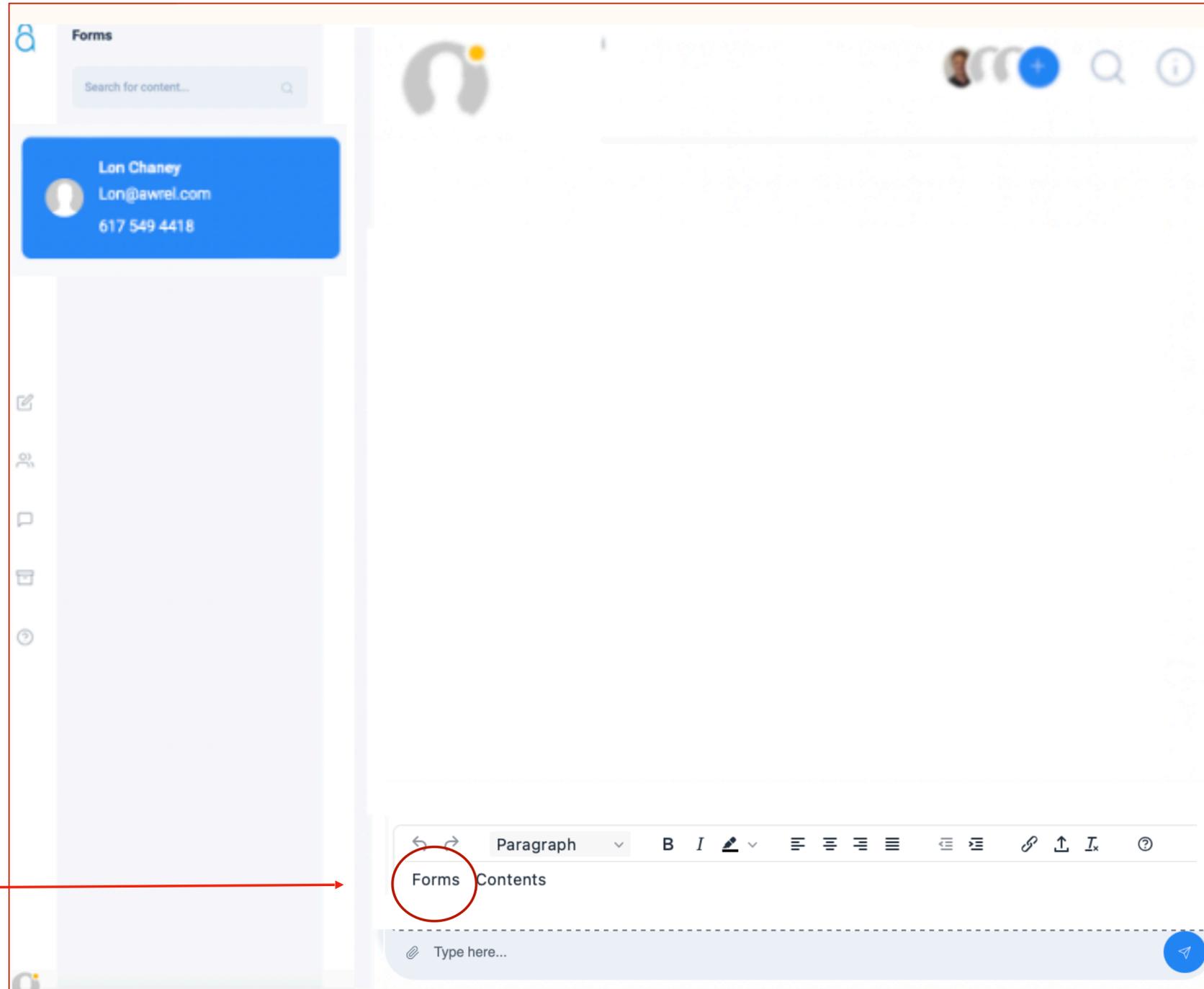
Your message thread has been created

5. Add a File to a Message

1. Click paperclip ICON

2. Browse folders or drag and drop file

6. Add a Form to a Message

Click Forms

6. Add a Form to a Message

Forms

Search for content...

Lon Chaney
Lon@awrel.com
617 549 4418

Select Form ✕

Search

Name ↓↑	Description	Date
Awrel Lab Prescription	Lab Rx	6/3/23, 12:37 PM
Dempster Credit Card Authorization Form	Credit Card Authorization	6/3/23, 11:29 AM
Dempster LLC	New Patient Registration	6/3/23, 11:53 AM
Dental Lab Rx	Dental Lab Prescription	6/17/23, 11:49 AM
Farber Center Referral	Farber Center Referral Form	6/19/23, 7:08 PM
Sample	This is a sample	5/26/23, 2:40 PM
Survey: The Importance of HIPAA Compliance	HIPAA Compliance Survey	5/31/23, 8:28 AM

Close   Insert

1. Select a form

2. Click insert

Paragraph

Forms Contents

Type here...

Click and Fill Out the Form (Then You are Done)

Forms can be completed on your desktop or mobile device

Completed forms can be downloaded as a PDF file

7. Manage Profile

Enable Email and SMS notification

Notes:

- You can view files on your mobile device

- All forms and files can be downloaded

- Non-members are limited to a direct connection with you

- DICOM files should be compressed as ZIP files before uploading

- The program will time out for security purposes: refresh browser

For additional information, questions, or support:

Phone: 855-52-AWREL (855-522-9735)

Email: Info@Awrel.com