This feature allows your PMP schedule to be accessed remotely. This feature will be introduced in phases. At this point you can view the next two weeks of your appointment scheduler in your web browser or on your smartphone, view the appointment specifics, and send an email to booked patients.

**Setup mobilePMP**

This feature should be setup and used by the treating practitioner ONLY. Safeguarding patient privacy and security must be considered when viewing patient information online.

There are 3 required steps for the setup:

1. Register for mobilePMP
2. Create your username and password
3. Turn on ePMP (if applicable), the program that uploads your data.

**1. Register for mobilePMP**

Go to the Setup menu, Doctor Defaults. Pick yourself from the list of practitioners and select Edit this Doctors Defaults. Select the mobilePMP tab on the left.

Read the screen.

Click Manage mobilePMP.

Read the Terms of Use. By clicking ACCEPT you signify your acceptance of the terms.

Once you select ACCEPT you will be offered the Register for mobilePMP tab which requires your email address. This is used by the support team for mobilePMP communication only. Type your email address and click Register! Your request is sent to mobilePMP and your registration is now ‘pending’.

You will receive an email confirming your registration once you have been registered.
2. Create your Username & Password

Your next step is to setup a username and password. Return to the Setup menu, Doctor Defaults. Pick yourself from the list of practitioners and select Edit this Doctors Defaults. Select the mobilePMP tab on the left. You will now be positioned on the username and password tab. Type in the required fields. Usernames and passwords are NOT case sensitive. Passwords must include a combination of letters and numbers.

Click Set Username and Password.

3. Turn On ePMP

If you are utilizing PMPs email features you have already completed this step.

Your computer must be configured start the email / mobilePMP module named ePMP. This is a one-time setup procedure.

Go to the Setup menu, Computer Defaults. In the bottom left checkmark This machine only, sends emails and/or mobilePMP, then click Accept.

Networked offices: Do this procedure on one computer only.

On the Are you sure screen click Yes. Read the PMP Message screen and click OK.
If you receive a *User Account Control (UAC)* screen remove the checkmark from *Protect my computer and data from unauthorized program activity*. Click **OK**.

![User Account Control (UAC) screen](image1)

A black screen will appear then the *ePMP Server* screen will appear briefly - be patient, it will minimize itself. Click **OK** on the *Startemailserver* screen.

![Startemailserver screen](image2)

ePMP will now run minimized in your system tray and upload your schedule every 15 minutes.

**Accessing & Viewing mobilePMP**

*mobilePMP* can be accessed from any device with an internet connections and browser. On your device access your browser and type [www.mobilePMP.com](http://www.mobilePMP.com) or [www.mobilePMP.ca](http://www.mobilePMP.ca) into the address bar.
You will be presented with a Login screen. Type in your private information and click Login.

Your schedule will now be visible.

Use your pinch/zoom features on your mobile device to enlarge or shrink the screen.

1. Days of the week starting from today
2. Arrow button to move the schedule to the following week
3. Named columns
4. Appointments scheduled
5. Breaks and custom colours are visible
6. Appointment details. Click on an appointment to view the details. This includes name, patient number, email address, priority phone number, and appointment details.

Keep in mind:
- Due to security guidelines mobilePMP will become inaccessible after 5 minutes of inactivity and you will be prompted to login again
- You can access the next two weeks of your schedule only
- mobilePMP will display 15 minute intervals only. Practitioners utilizing 5, 10 or 20 minute intervals will have appointments appear in the closest, earlier timeslot in the 15 minute increment.