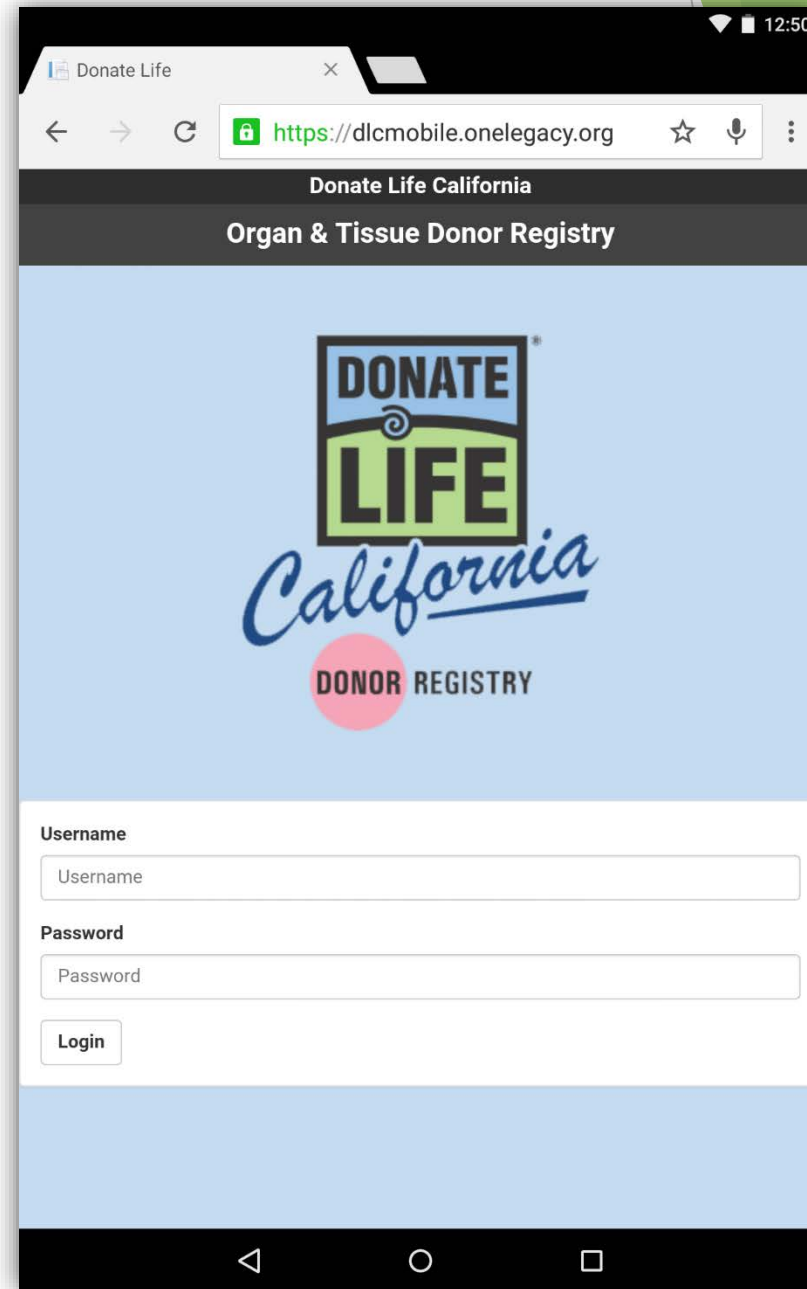




Mobile Registration App Training Guide for User Managers

Contents

- I. Program Overview
 - A. User Requirements
 - B. Approved Devices
 - C. Confidentiality Agreement & Acceptable Use Policy
- II. Using Mobile Registration App
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- III. Managing Users
- IV. Appendix
 - A. Privacy Policy



I. Program Overview

California law authorizes DLC and the four OPOs to register an individual using an internet-connected device in two manners:

- ▶ By collecting information from an individual.
- ▶ By collecting information from a driver license or DMV-issued ID card.

A. User Requirements

Each user must:

- ▶ Be an active Donate Life Ambassador/Volunteer or OPO Staff member.
- ▶ Pass a criminal background check.
- ▶ Complete Mobile App training.
- ▶ Read and electronically sign:
 - ▶ Confidentiality Agreement
 - ▶ Acceptable Use Policy



B. Approved Devices

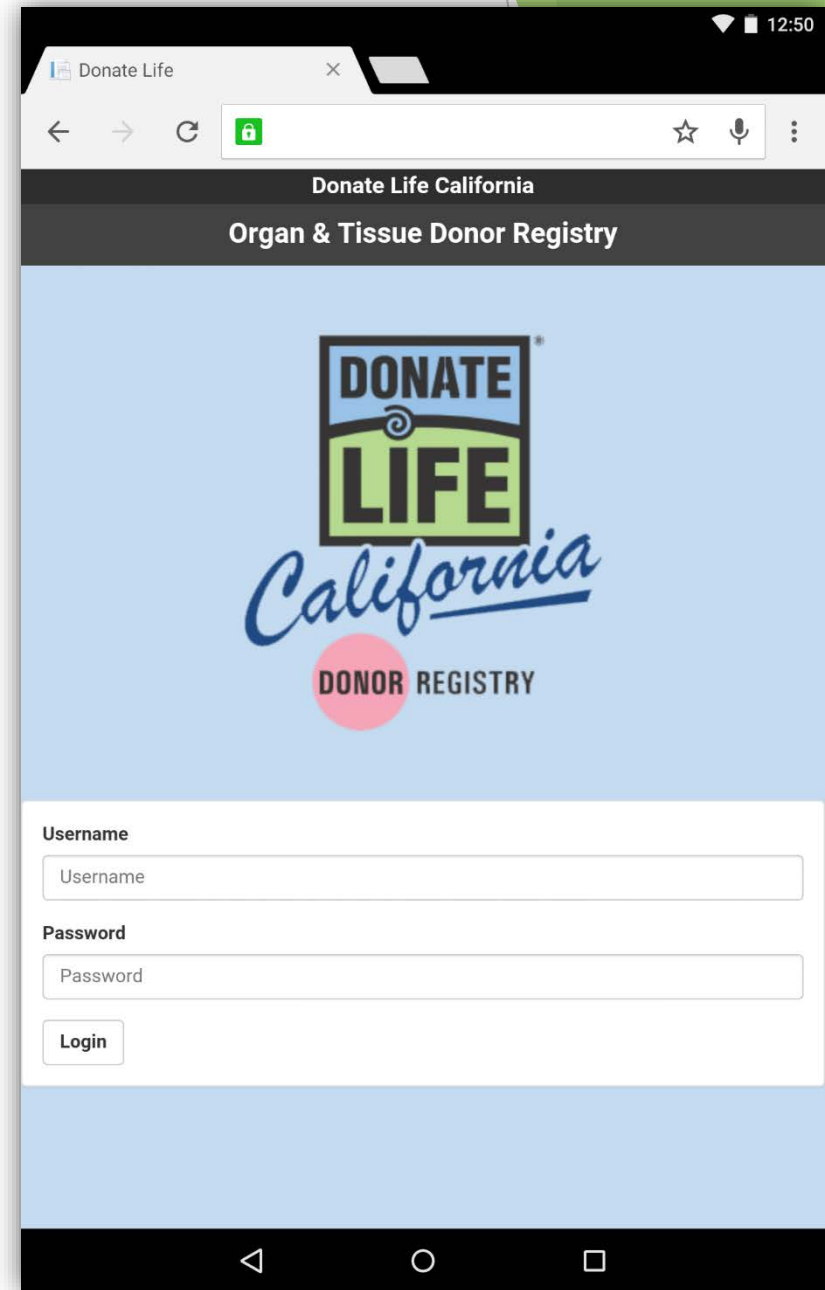
The Donate Life California eRegistration web application (Mobile App) can be accessed using an internet connected web browser and is permitted to be used on a personal device.

C. Confidentiality Agreement & Acceptable Use Policy

- ▶ All users are required to agree to and sign the confidentiality agreement the first time they log in to the Mobile App.
- ▶ Signature will be required every year on the anniversary of the first login.
- ▶ The information is kept confidential and secure by Donate Life California.
- ▶ Do not share login information.
 - ▶ Each user must have a unique username and password.

II. Using Web Application

- ▶ Ensure the Wi-Fi or cell signal on the device is activated.
- ▶ Using your web browser, enter in the URL: <https://mobile.donatelifeca.org>.
- ▶ Enter in your assigned username and password.



Agreements

- ▶ During your first list you will need to:
 - ▶ Read and sign the Confidentiality Agreement.
 - ▶ Read and sign the Acceptable Use Policy.

- ▶ Check the box and then tap "Accept."

Organ & Tissue Donor Registry PRIVACY

test

Confidentiality Agreement

THIS AGREEMENT is made this day **07/15/2015**, by and between Donate Life California ("DLC"), a California nonprofit corporation, with its principal office at 3465 Camino Del Rio South, Suite 410, San Diego, CA, 92108, and **test** (hereinafter referred to as I, me, or my in this Agreement), who is currently under the direct supervision of an designated Organ Procurement Organization, hereinafter referred to as OPO, that conducts business with DLC.

WHEREAS, I acknowledge that I may gain access to, or knowledge of, confidential information regarding DLC during the course of my Upon termination of service/employment or association with the organization for any cause whatsoever, I will surrender to DLC any document, records or device used to obtain any Confidential Information kept by me or in my possession.

It is expressly agreed that money damages would not be a sufficient remedy for any breach of this Agreement and that in addition to all other remedies, DLC shall be entitled to specific performance and injunctive or other equitable relief as a remedy for any such breach. I recognize that I may also be subject to civil or criminal actions brought by DLC for any violation of the Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed as of the date first above written.

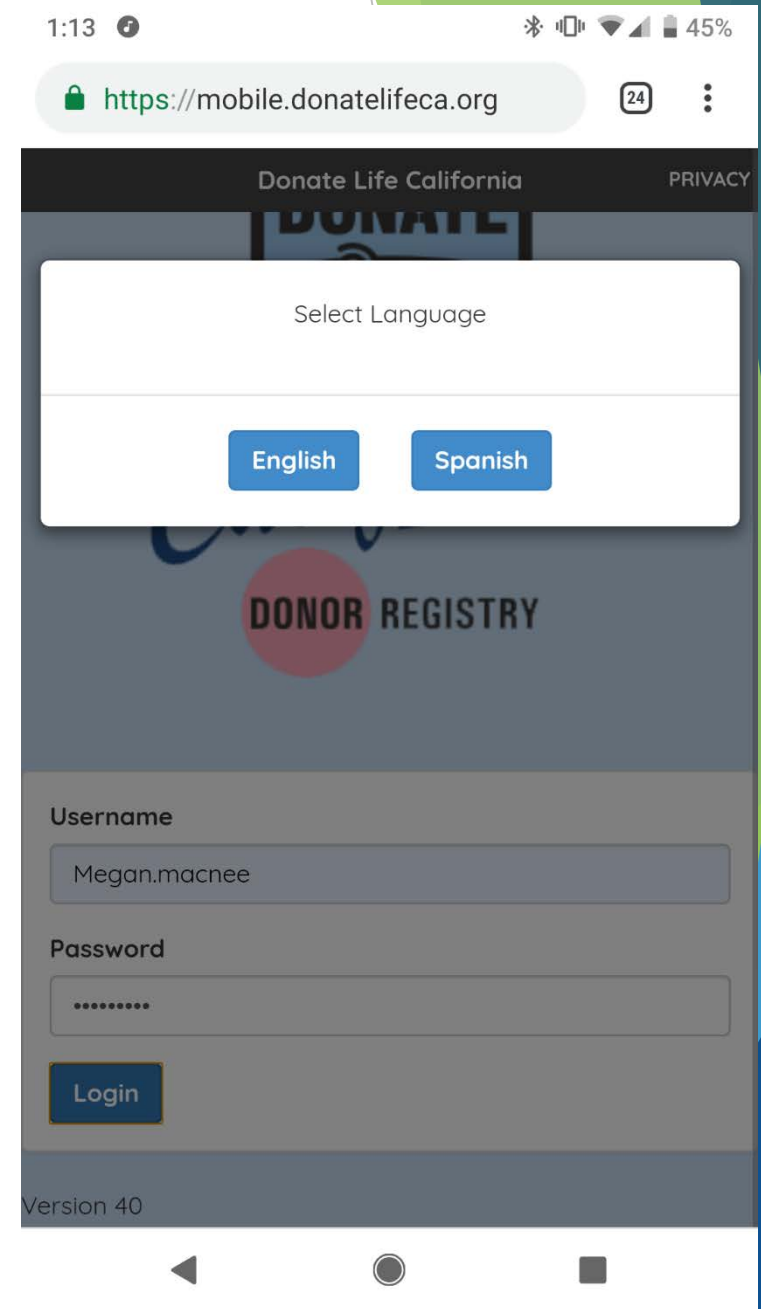
By submitting this agreement, I affirm that I have read and understand the Confidentiality Agreement of Donate Life California.

Yes, I accept the Terms and Conditions

Accept

Select Language

- ▶ The app can be used in both English and Spanish.
- ▶ After you sign in, you will be prompted to select a language.
- ▶ This will be the language for the entire session.
- ▶ To change languages, you must log out and log back in.



Event/Campaign Name

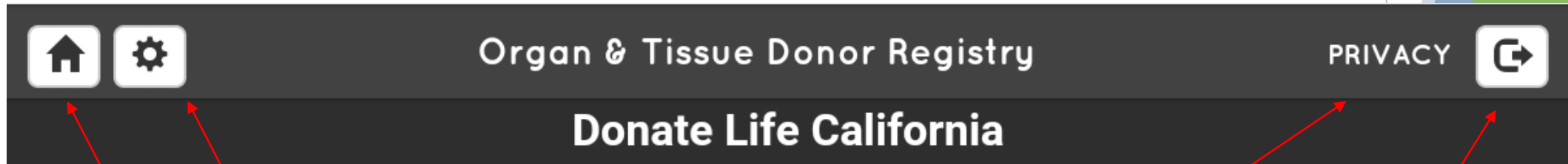
- ▶ Enter in the name of the event, as well as the date.
- ▶ This will allow staff to track the number of individuals registered.

Specify an event name. This event will be tied to all subsequent registrations during this login session.

Donate Life Run Walk Norcal 9-5-2015|

Navigation Bar

- ▶ On the top of the screen you will see the navigation bar to help you get around the app.
- ▶ The four navigation buttons will take you to the HOME screen, SETTINGS to change languages, PRIVACY, for the privacy policy and EXIT, to quit the web application.



Home

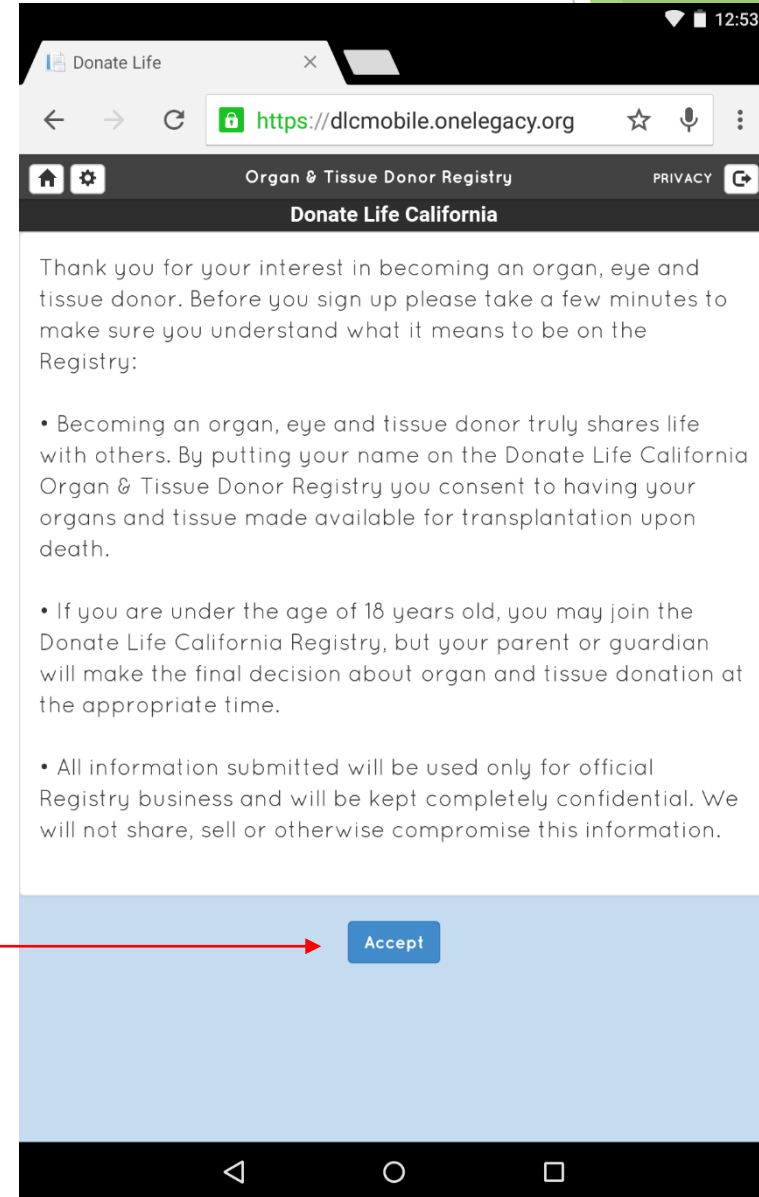
Settings

Privacy

Exit

Home Screen

- ▶ This screen provides information on what it means to register as a donor.
- ▶ Read or have the individual registering as a donor read the information on the screen. If the individual agrees, tap “Accept.”
- ▶ After acknowledgment, tap “Accept.”



Information Screen

- ▶ After an individual has accepted, you will be taken to the information screen.
- ▶ From here, you need to collect the individual's information.
- ▶ You can do this by:
 1. **Scanning** the back of a driver license or ID card with the device's camera
 2. **Entering** the personal information into the data fields

2:06 41%

<https://mobile.donatelifeca.org/app/>

Organ & Tissue Donor Registry PRIVACY

Megan.MacNee

Scan

Name and ID

First Name *

First Name

Middle Name

Middle Name

Last Name *

Last Name

DL/ID#

DL/ID#

Contact Info

Street *

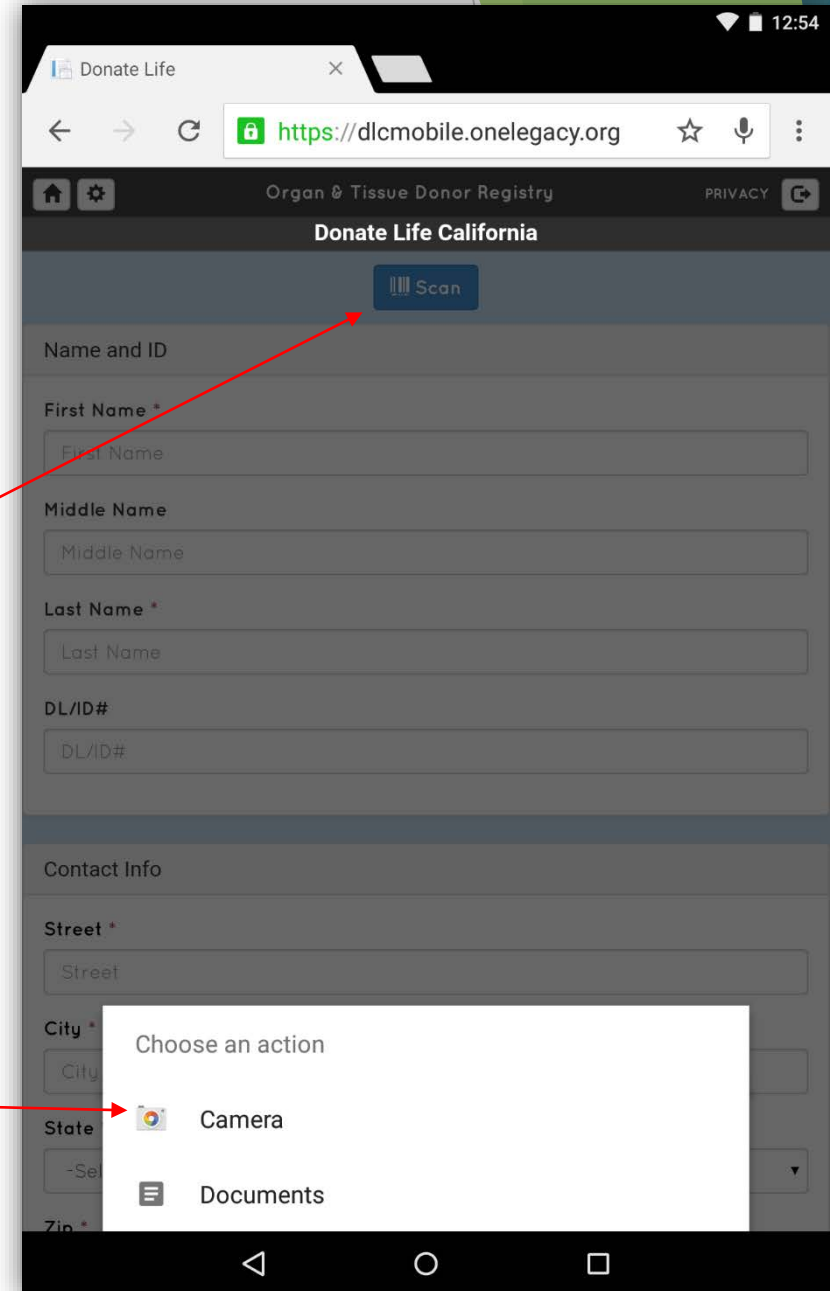
Street

How To Scan

- ▶ Tap the blue “Scan” button. You will be asked to take an action.

Tap the “Scan” button.

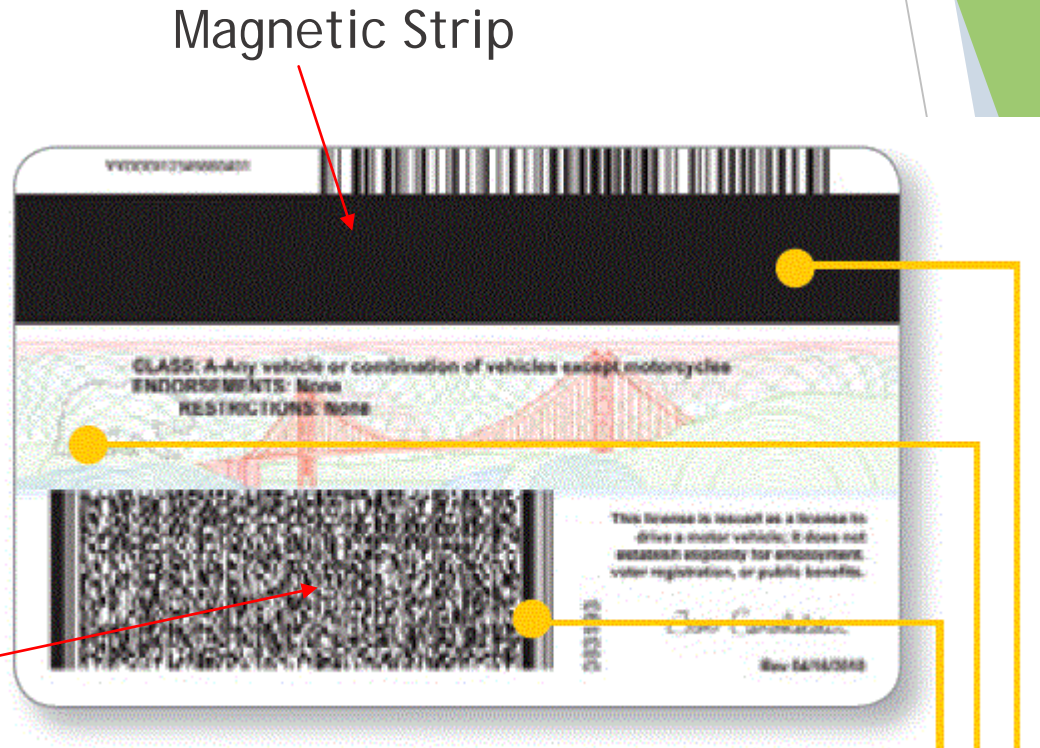
Then select the “Camera” or “Take Photo” option.



How To Scan

- ▶ Point the camera of the device to the 2D barcode on the back of the driver license or ID card.

2D barcode



How To Scan

- ▶ If it does not have a 2D barcode on the back of the driver license or ID card, you will need to manually enter the data.

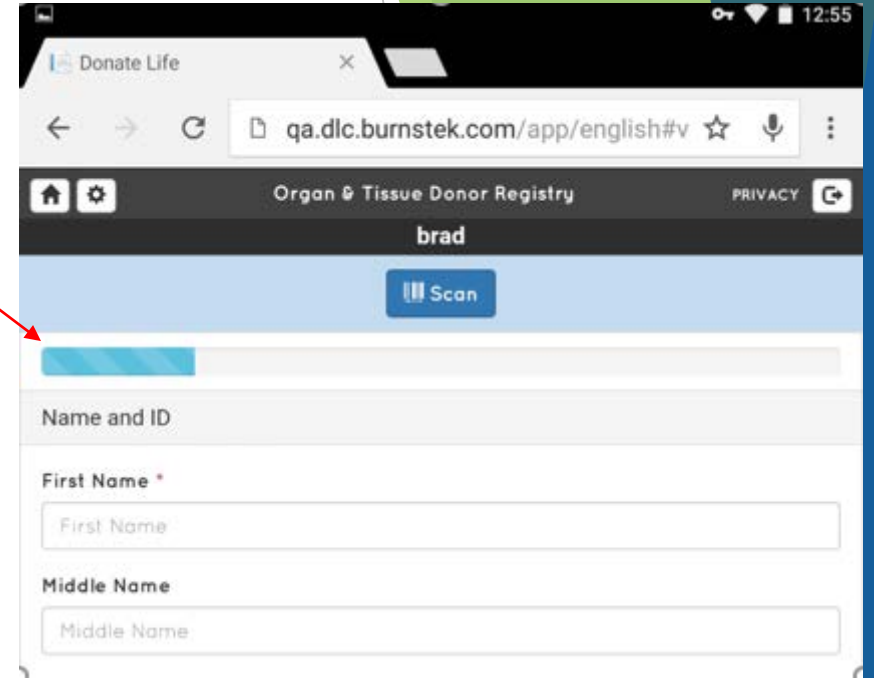
2D barcode



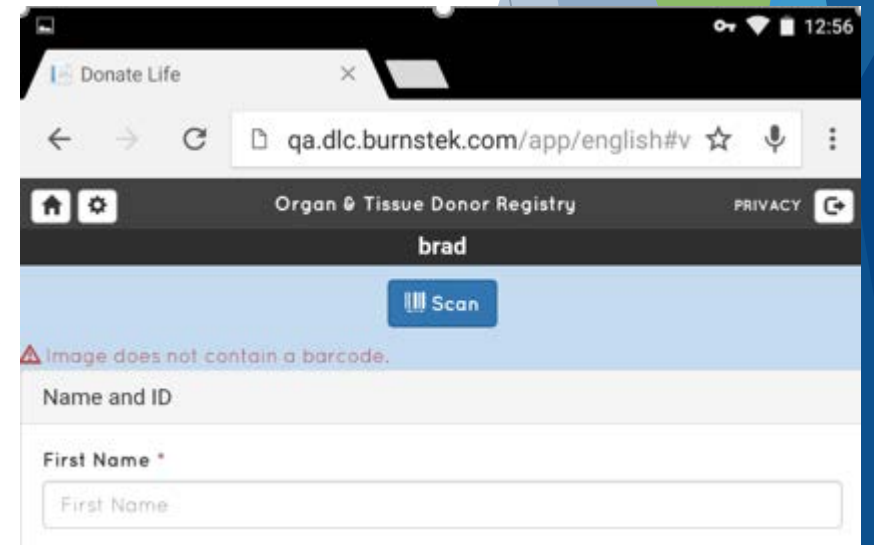
How To Scan

- ▶ Once the picture is taken and uploaded, you will see the progress bar reading the information.
- ▶ Once complete the data fields will be filled in with what is on their license.
 - ▶ Note: This may need manual updating on part of the user.
- ▶ If the scan is unsuccessful, an error message will appear.
 - ▶ To proceed, manually fill in the information.

Progress Bar

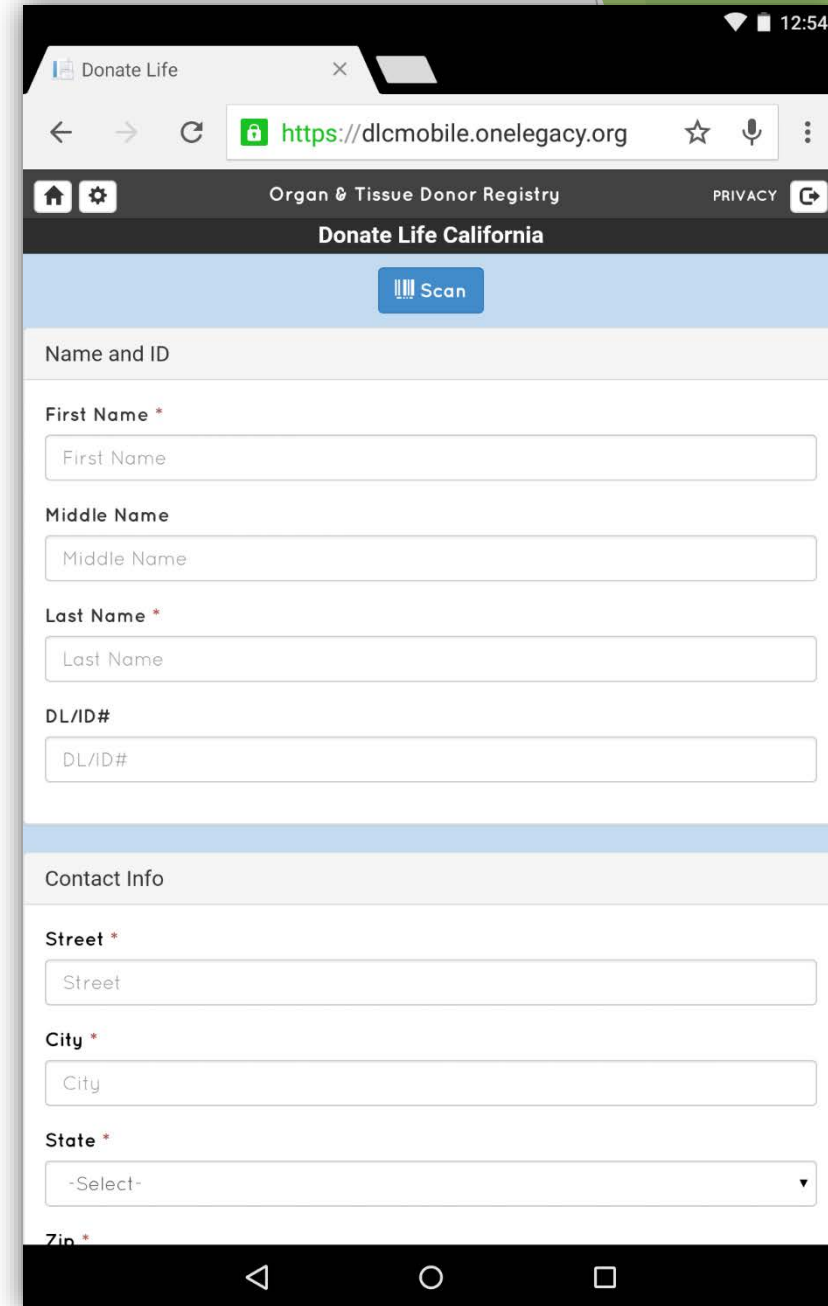


Error Message



How to Manually Enter Information

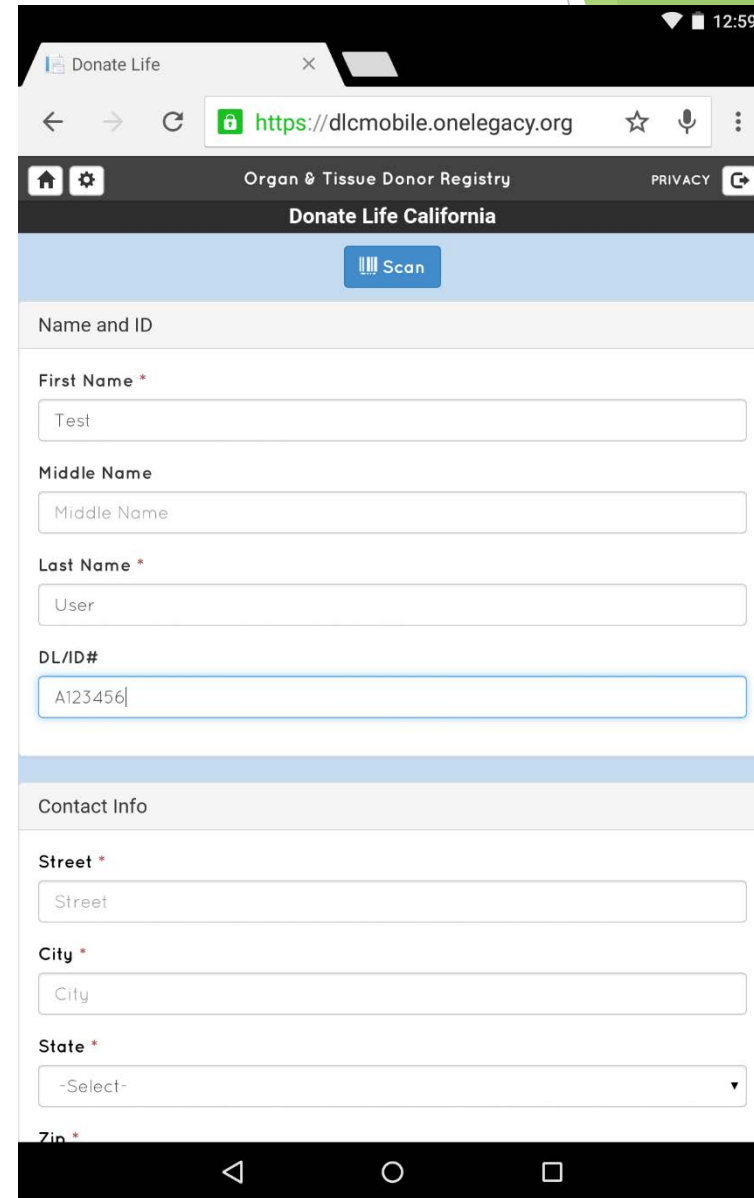
- ▶ To enter in the individual's information, tap on each field and type using the on-screen keyboard.
- ▶ You must fill out all required fields, designated with an asterisk (*).
- ▶ Ask for information to fill out any non-required fields.



The screenshot shows a mobile browser interface for the 'Donate Life California' website. The address bar displays 'https://dlcmobile.onelegacy.org'. The page title is 'Organ & Tissue Donor Registry' with a 'PRIVACY' link. A 'Scan' button is visible at the top. The form is divided into two sections: 'Name and ID' and 'Contact Info'. The 'Name and ID' section includes fields for 'First Name *', 'Middle Name', 'Last Name *', and 'DL/ID#'. The 'Contact Info' section includes fields for 'Street *', 'City *', 'State *' (a dropdown menu currently showing '-Select-'), and 'Zip *'. The bottom of the screen shows the Android navigation bar.

Review The Information

- ▶ Once the information is entered, review the information to make sure all required fields are entered.
- ▶ Have them individual review and confirm their information is correct and up to date.
 - ▶ Especially if their information was scanned. Please have the confirm their address is current.
- ▶ If any information is incorrect, tap on the text area and update the information.



The screenshot shows a mobile application interface for the Organ & Tissue Donor Registry. The browser address bar displays <https://dlcmobile.onelegacy.org>. The app header includes a home icon, a settings icon, the text "Organ & Tissue Donor Registry", a "PRIVACY" link, and a share icon. Below the header is a blue bar with a "Scan" button. The form is divided into two sections: "Name and ID" and "Contact Info".

Name and ID

- First Name * (Text input: Test)
- Middle Name (Text input: Middle Name)
- Last Name * (Text input: User)
- DL/ID# (Text input: A123456)

Contact Info

- Street * (Text input: Street)
- City * (Text input: City)
- State * (Dropdown menu: -Select-)
- Zip * (Text input: [empty])

Reviewing the Information

- ▶ When all the information is correct, have the individual read the consent statement and tap “Accept.”

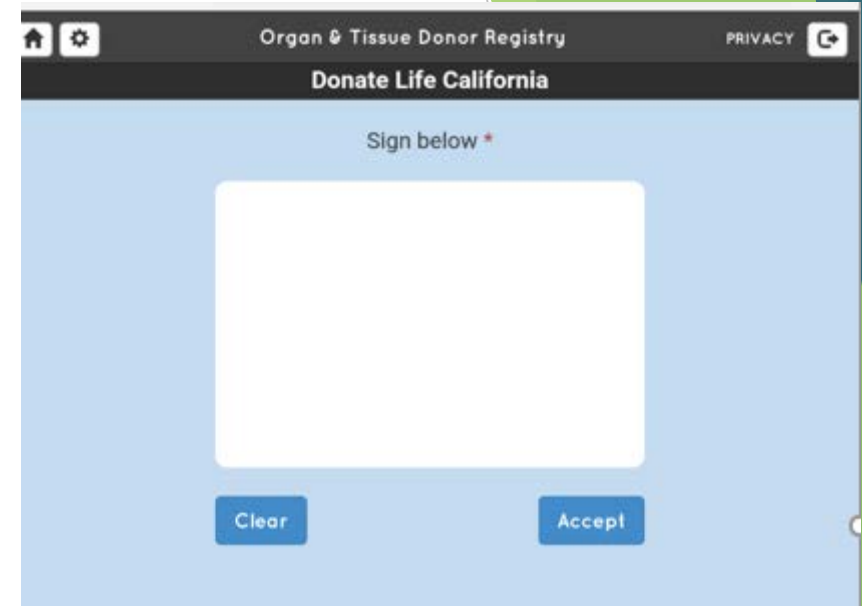
Consent

By clicking 'Accept', this registers your decision to be an organ, eye and tissue donor and will be recorded in the Donate Life California Organ & Tissue Donor Registry.

Accept

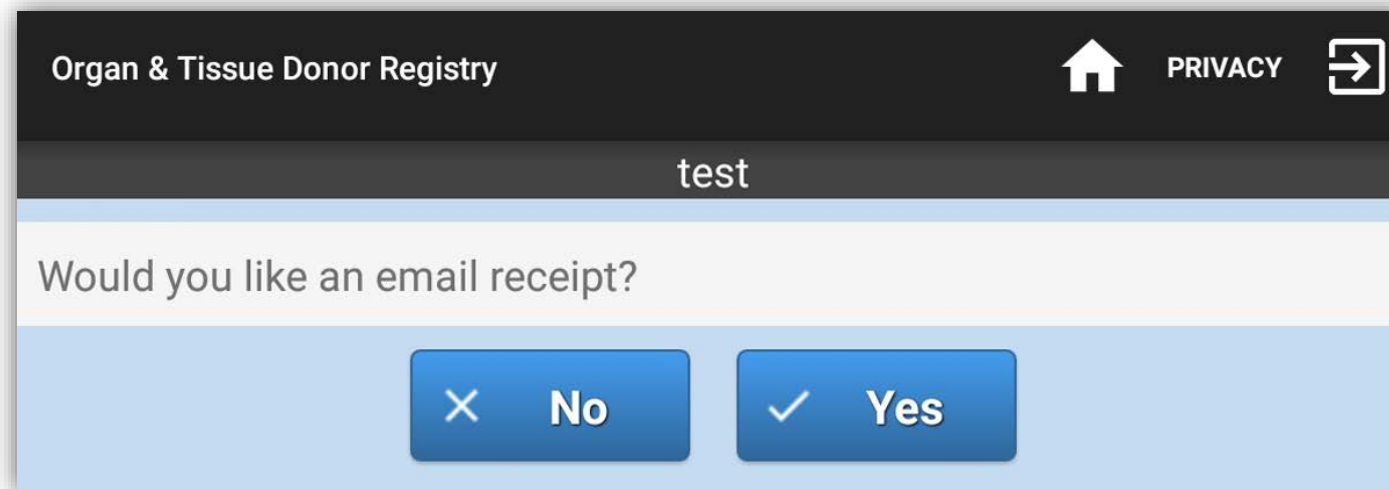
Signature Screen

- ▶ Ask the individual to provide a signature using their finger.
- ▶ If the individual is under the age of 18, it will ask if a parent is available to sign.
- ▶ If yes, it will ask for the first and last name of the parent and for them to sign.
- ▶ If a parent is not available, tap “no.”



Receipt Screen

- ▶ The individual will be asked if they would like an email receipt.
 - ▶ If "Yes", click the "Yes" button and then enter their email.
 - ▶ If "No", click the "No" button.



The screenshot shows a mobile application interface for the Organ & Tissue Donor Registry. At the top, there is a dark header with the text "Organ & Tissue Donor Registry" on the left, a home icon in the center, and the word "PRIVACY" with an external link icon on the right. Below the header, the name "test" is displayed. The main content area contains the question "Would you like an email receipt?". At the bottom, there are two blue buttons: "No" with a white 'X' icon and "Yes" with a white checkmark icon.

Confirmation Screen

- ▶ After a successful registration, a “Registration successful!” message will appear.
- ▶ To return to the homepage and to register another individual, click the home on the navigation bar.
- ▶ If you are finished. Click the exit button to sign out.

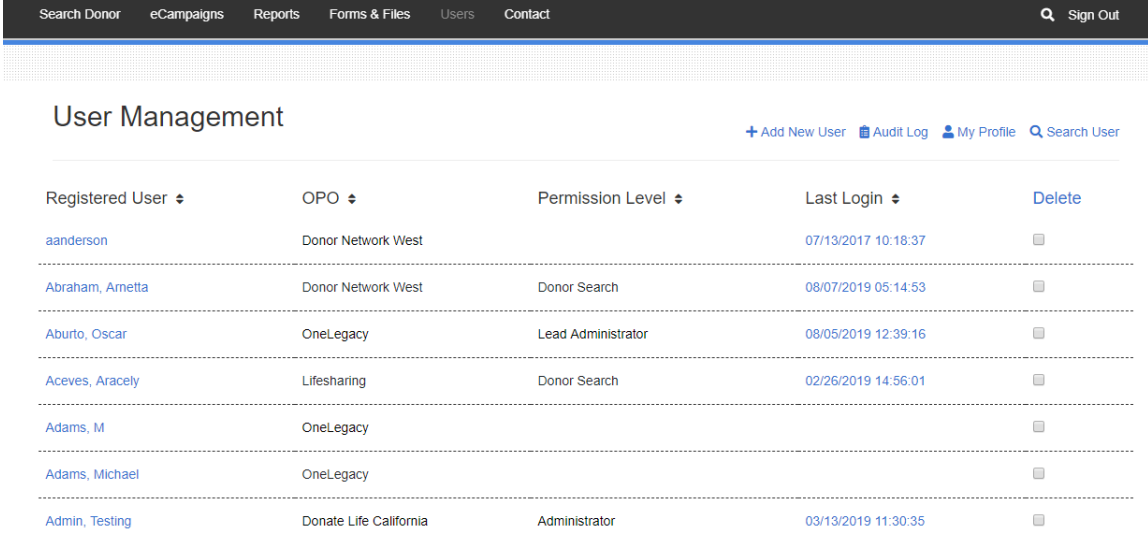
Home

Exit



III. Managing Application Users

- ▶ The management of application users is now handled through the Donate Life California Registry website.
 - ▶ <https://admin.donatelifecalifornia.org/>
- ▶ In order to manage users you must have a registry login with the level of “lead admin” and an “admin” level as a mobile user.
 - ▶ We’ll show you how to see this.



The screenshot shows the 'User Management' page of the admin system. It features a navigation bar at the top with links for Search Donor, eCampaigns, Reports, Forms & Files, Users, and Contact. The main content area is titled 'User Management' and includes a search bar and several action links: '+ Add New User', 'Audit Log', 'My Profile', and 'Search User'. Below this is a table listing registered users with columns for Registered User, OPO, Permission Level, Last Login, and a Delete button.

| Registered User | OPO | Permission Level | Last Login | Delete |
|------------------|------------------------|--------------------|---------------------|--------------------------|
| aanderson | Donor Network West | | 07/13/2017 10:18:37 | <input type="checkbox"/> |
| Abraham, Arnetta | Donor Network West | Donor Search | 08/07/2019 05:14:53 | <input type="checkbox"/> |
| Aburto, Oscar | OneLegacy | Lead Administrator | 08/05/2019 12:39:16 | <input type="checkbox"/> |
| Aceves, Aracely | Lifesharing | Donor Search | 02/26/2019 14:56:01 | <input type="checkbox"/> |
| Adams, M | OneLegacy | | | <input type="checkbox"/> |
| Adams, Michael | OneLegacy | | | <input type="checkbox"/> |
| Admin, Testing | Donate Life California | Administrator | 03/13/2019 11:30:35 | <input type="checkbox"/> |

Do You Have Access to Manage Users?

- ▶ First, do you have a login to the DLC registry?
- ▶ If so, you will need to have permissions to register users. If so, you will see a “User” section in the menu bar.
- ▶ If yes, click on a user. Here you can see if you can check the Mobile Permission Level box.
- ▶ If no to either, then you need to contact your organization’s lead to see if you should have the “Lead Admin” level of permissions, “admin” for mobile, or ask who you should work with on managing users.

The screenshot shows a web application interface. At the top, a dark navigation bar contains several menu items: 'Search Donor', 'eCampaigns', 'Reports', 'Forms & Files', 'Users', and 'Contact'. The 'Users' item is circled in red. Below the navigation bar is a white header area with a dotted pattern. The main content area is titled 'Edit User' and contains a form with the following fields:

- Username***: testing.admin
- First Name***: Testing
- Last Name***: Admin
- OPO***: Donate Life California
- Password**: (empty)
- Address***: 3900 W 59TH PL
- City***: LOS ANGELES
- State***: California
- Zip Code***: 90043
- Email***: Megan@donatelifecalifornia.org
- Phone***: 9166786044
- Mobile Permission Level***: Select (circled in red)
- Web Permission Level***: Administrator

A blue 'Save' button is located at the bottom right of the form. In the top right corner of the form, there are links for 'User Management', 'Audit Log', 'My Profile', and 'Confidentiality Agreement'.

Adding Mobile Access to Existing Registry User

This is for only OPO and DLC staff that uses the registry as a part of their job function.

- ▶ Go to the user section of the registry site.
- ▶ Search for the user you'd like to give permissions to.
- ▶ On their profile at the bottom left corner you will find the "Mobile Permission Levels."
- ▶ Check the box and select a permission level:
 - ▶ Admin - Will be able to manage your organizations users and have access to the Mobile App.
 - ▶ Basic - Have access to use the Mobile App.

Edit User [User Management](#) [Audit Log](#) [My Profile](#) [Confidentiality Agreement](#)

Username* testing.admin **First Name*** Testing **Last Name*** Admin

OPO* Donate Life California **Password** Password is only reset if specified, otherwise leave blank.

Address* 3900 W 59TH PL **City*** LOS ANGELES **State*** California **Zip Code*** 90043

Email* Megan@donatelifecalifornia.org **Phone*** 9166786044

Mobile Permission Level* Select **Web Permission Level*** Administrator

Save

Adding New Mobile Only Users

This is for any volunteers and for any staff that does not need registry access for their job function.

- ▶ Go to the user section of the registry site.
- ▶ Click the “Add New User” button.
- ▶ You now need to fill out the new user form with the user’s information.
- ▶ Then select the user permission level of “basic.”
 - ▶ This gives them access to use the mobile app.
- ▶ DO NOT give mobile app users “Web Permission Levels”. Mobile only users should not have access the registry.

The screenshot displays the 'User Management' interface. At the top right, there are navigation links: '+ Add New User' (circled in red), 'Audit Log', 'My Profile', and 'Search User'. Below this is a table header with columns: 'Registered User', 'OPO', 'Permission Level', 'Last Login', and 'Delete'. The main section is titled 'Add User' and contains a form with the following fields:

- First Name* (text input)
- Last Name* (text input)
- Username* (text input)
- Password* (password input)
- OPO* (dropdown menu)
- Address* (text input)
- City* (text input)
- State* (dropdown menu)
- Zip Code* (text input)
- Email* (text input)
- Phone* (text input)
- Mobile Permission Level* (checkbox and dropdown menu)
- Web Permission Level* (checkbox and dropdown menu)

A 'Submit User' button is located at the bottom right of the form.

To Manage Any Users

- ▶ Go to the user section of the registry site.
- ▶ Search for the user you're looking to manage.
- ▶ On this page, you can delete a user who should no longer have access by clicking the "Delete" check box next to their name.
 - ▶ Note: If they are a registry user and a mobile app user this will delete all access.
- ▶ Here you can update their information, change their password (helpful if they are locked out), or change their permission levels.

User Management

[+ Add New User](#) [Audit Log](#) [My Profile](#) [Search User](#) [View all](#)

| Registered User | OPO | Permission Level | Last Login | Delete |
|---------------------------------------|------------------------|--------------------|---------------------|--------------------------|
| Admin, Testing | Donate Life California | Administrator | 03/13/2019 11:30:35 | <input type="checkbox"/> |
| App, Testing | Donate Life California | Administrator | 08/06/2019 13:24:43 | <input type="checkbox"/> |
| Donor Search, Testing | Donate Life California | Donor Search | 03/14/2019 10:56:29 | <input type="checkbox"/> |
| Lead Admin, Testing | Donate Life California | Lead Administrator | 03/19/2019 14:09:01 | <input type="checkbox"/> |

Edit User

[User Management](#) [Audit Log](#) [My Profile](#) [Confidentiality Agreement](#)

| | | |
|---|---|--|
| Username* <input type="text" value="testing.app"/> | First Name* <input type="text" value="Testing"/> | Last Name* <input type="text" value="App"/> |
| OPO* <input type="text" value="Donate Life California"/> | Password <input type="password"/> <small>Password is only reset if specified, otherwise leave blank.</small> | |
| Address* <input type="text" value="3940 Industrial Blvd."/> | City* <input type="text" value="West Sacramento"/> | State* <input type="text" value="California"/> |
| Email* <input type="text" value="megan@donatelifecalifornia.org"/> | Phone* <input type="text" value="9166786006"/> | Zip Code* <input type="text" value="95691"/> |
| Mobile Permission Level* <input checked="" type="checkbox"/> <input type="text" value="Admin"/> | Web Permission Level* <input checked="" type="checkbox"/> <input type="text" value="Administrator"/> | <input type="button" value="Save"/> |

IV. Privacy Policy

- ▶ Donate Life California has adopted and adheres to stringent security standards designed to protect your personal information from unauthorized access or disclosure.
- ▶ Among the safeguards that we have developed for our site are administrative, physical and technical barriers that together protect the information stored at this site.
- ▶ No information is ever stored in the application, to the device or device memory.

IV. Privacy Policy

- ▶ Donate Life California provides this web application as a public service and the privacy policy provides a general outline of the type of information that may be collected and how such information may be used.
- ▶ More information can be found at:
www.donateLIFCalifornia.org/privacy-policy