Tropimed
User Guide

INTRODUCTION

Designed for use by health professionals, Tropimed is a complete travel medicine database that is updated daily based on official recommendations and epidemiological changes.

This guide is intended for users who are new to the Tropimed program. Chapters 1 and 2 of this guide address general aspects for accessing information, whereas chapters 3 and thereafter describe the actions and interfaces to know for best use of the program.

OBTAINING TROPIMED DOCUMENTATION :

User Guide
http://www.tropimed.com/en/user-guide.pdf

- By request via e-mail to custserv@tropimed.com
  Or by letter sent to:

    Astral SA
    Rue Pedro-Meylan 7
    P.O. Box 142
    CH-1211 Geneva 17
    Switzerland

1   USING TROPIMED

Visit the website www.tropimed.com and click on secure access to Tropimed Online where you enter the URL **https://www.tropimed.com/tropimed/** in your browser.

In the login window [Fig. 1] :
- Enter your e-mail address and your password,
- Click on the login button and, if necessary, select one of the available customer accounts[1].

Fig. 1

Legend

[1] Choice of available national recommendations Change the Tropimed version	[4] Reset your password: This function is used to define a new password. See «Changing your password», page 39.
[2] E-mail: Enter your Tropimed e-mail address. Unless otherwise specified, this is the e-mail address you provided at the time you subscribed to Tropimed.	[5] Frequently Asked Questions (FAQ): This link is used to see answers to frequently asked questions on the website tropimed.com.
[3] Password: Enter your personal password.	Customer: The Customer box will only be displayed if your e-mail is attached to several accounts. If this is the case, you have to select an account.

Resetting your password

If you lose your password, Tropimed has a procedure that allows you to define a new password. You have to click on **Reset your password** and follow the instructions displayed on the screen.

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[1] The Customer box is only displayed if your e-mail address is used for several accounts.

2 BASIC ACTIONS

2.1 FINDING YOUR WAY AROUND

Tropimed provides current information combined in chapters. These chapters are accessible using menus and sub-menus present on each page [Fig. 2]. The selected menu and/or submenu is highlighted.

Menu
Submenu

| Homepage | Destinations | Library | News & Alerts | Addresses | Travel Report | My Documents | Setup |

| Recommendations | Diseases | Products | Maps |

Fig. 2

In addition, in some pages the information is divided into tabs.

The access paths mentioned in this document are indicated as follows:
Chapter > Subchapter > Tab
E.g.: Library > Maps > Geographic maps

> **IMPORTANT NOTE:** It is not recommended to use the "Back" button of your browser.

2.2 USING HELP

You may click on the ⊙ icon at any time to display the help page corresponding to the screen in use.

2.3 PRINTING IN PDF FORMAT

Tropimed uses PDF format printing. This means that a document is first converted and displayed in PDF format. Then you can print it on paper using your printer.
You just have to click on the **Print PDF** icon and wait for the document to be displayed.

The PDF (Portable Document Format) format is a universal file format used to preserve fonts, images and formatting of source documents, regardless of the original application and platform. A document in PDF format has several advantages:

- You can save the document where you want,
- You can send the document using your personal e-mail client (e.g. MS Outlook, Mail, etc.),
- You can print with constant result.

Predefined settings for printing PDF files

To avoid truncated images and tables, page breaks are inserted after each detail of a travel report. However, you can eliminate page breaks between each document, by clicking on the Print icon and pressing down the Shift key ⇧ at the same time.
See also : «Settings», page 40.

2.4   SENDING A DOCUMENT, A TRAVEL REPORT OR A NEWS ITEM VIA E-MAIL

You can send a document, a travel report or a news item by e-mail to a person of your choice (e.g. to share with a colleague or patient). [Fig. 3]

- Open the document/news item that you wish to send,
- Click on the **Send** icon,
- Enter the e-mail address of your recipient in the window that opens and if you wish, change the objet and/or add a comment,
- Click on **Send** to send the message,
- A confirmation message "E-mail sent" will be displayed on the screen.

> **NOTE:** If your recipient does not receive your e-mail sent from Tropimed, please ask him to check the messages in his spam folder. In fact, it happens that some automatically sent messages are filtered and do not end up in the inbox.

Fig. 3

Legend

[1]   Your e-mail: Enter your e-mail address. The recipient will see your e-mail address as the sender of the message.

[2]   Recipient(s): Enter the e-mail address of your recipient.

[3]   Subject: Change the title of the message.

[4]   Comment: Add a personal comment for recipient.

[5]   Attachment: You control which document will be attached to your e-mail. Any document can be sent via e-mail.

[6]   Send: For sending News items. The popup window will close.

[7]   Cancel: To cancel sending of News items. The popup window will close.

2.5 GENERAL SEARCH AND CONTEXT SEARCH

Tropimed includes a new system for searching and indexing documents that allows textual search on titles and key words. The search box is available at all times on each page [Fig. 4].

Results are displayed in a new page. The current search is displayed on a panel. The results are sorted according to their category (News, Library and Maps).


Fig. 4

Legend

[1]   Search box: Enter the title or the keyword of your search.

[2]   Limit the search: Select one or more themes in which you wish to conduct your search.

[3]   Results: The results of your search, sorted by theme.

[4]   Efficiency bar: Indicates the percentage of correspondence of the document and the search word.

Icons : The icon indicates whether it is a:

Map
Zoomable map
Document

2.6 UPDATING TROPIMED

The on-line version of Tropimed is continuously updated.

3   USER INTERFACE AND SCREENS

Home screen

Click on the Tropimed icon or on **Homepage** in the main menu bar to return to this home page at any time [Fig. 5].

National recommendations available

View three different national recommendations:

- Swiss recommendations (in French and German)
- American recommendations (in English)
- German recommendations (in German)

> **NOTE:** The national recommendations viewed are displayed in the drop-down menu above the logo [1]. You can change or move from one version of national recommendations to another at any time.

Fig. 5

Legend

[1] National recommendations: Choose from recommendations proposed for three countries

[2] General search: General search in the website

[3] Advanced search: The icon is used to refine a general search by specifying the search scope within the site

[4] My profile: Displays user information

[5] Help: Displays help for the page being viewed

[6] Logout: Quit the application.

[7] Destinations:
Choose a country by
a) Selecting the country in the map in Flash format,
b) Entering the name of a country in the search box to directly display its information,
c) Selecting a continent then a country in the list of countries in the continent
(see « Destinations », page 10).

[8] News: Displays the most recent epidemiological news items

[9] Links: List of useful links for travel medicine

[10] Disease maps: Direct access to the maps page

[11] Travel reports: Direct access to creation of travel reports

[12] Authors: Information on the Tropimed authors

[13] Page footer:
Release : Current version of the application
User : Information on the user connected to the site
Status on : Date of information.

4   DESTINATIONS

Tropimed contains specific information on 231 destinations.

Selecting a destination

There are three ways to search for and select a destination :

1. By clicking directly on the country in the world map (in Flash format requiring the Adobe Flash Player plug-in),
2. By entering the name of the country in the search box and selecting it among those shown in the list of destinations,
3. By selecting a continent and a country in the list shown.

> **NOTE** : You may select several countries consecutively. The information on each country is stacked. The next chapter provides more information on this subject.
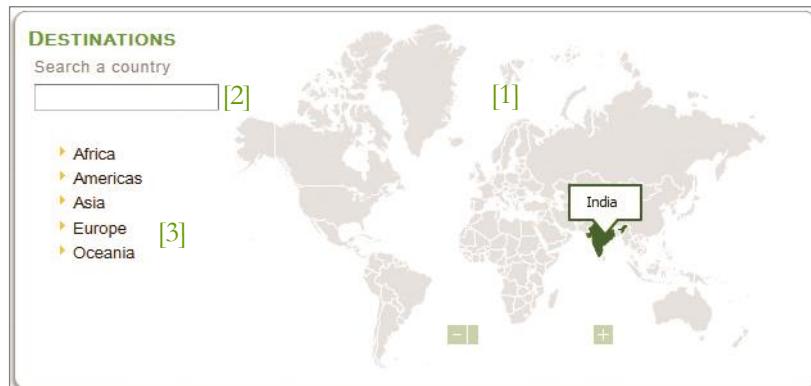
Fig. 6 : Destination selection screen

Legend

[1]   World map: Map in Flash format used for selecting the desired destination.

[2]   Search box: For direct search with the destination's name.

[3]   Continents: List of continents to obtain the list of their respective countries.

Viewing the information on the destination

After selecting a destination, you access the following information:

Information for professionals

The tab **"Professional"** is shown by default [Fig. 7]. It combines all information and documents intended mainly for health professionals.


Fig. 7

Legend

[1]   Professional tab: All information for health professionals.

[2]   Country info: Summary of medical recommendations.

[3]   Documents: Selection of professional-type documents and information.

[4]   News: Current news on the country viewed.

[5]   Traveler tab: Recommendations and documents for patients [Fig. 9].

Country info : summary of medical recommendations for a consultation [Fig. 8].

- Vaccine-preventable diseases with degrees of risk, vaccine recommendations and comments,
- Malaria with the degree of risk and steps to take (chemoprophylaxis, emergency treatment, protection against mosquitoes), months of transmission, main species and resistance,
- Other risks of non-vaccine-preventable disease with modes of transmission, degree of risk and comments as well as risks linked to venomous animals,
- Many internal links in the database (hypertexts) for:
    - disease documents and disease distribution maps
    - information on malaria
    - documents on venomous animals
- Internet links for official sources of information.

Documents: selection of professional-type documents and information sheets based on the general and specific recommendations for the chosen country.

- Maps of malaria-endemic areas (available for all malaria-endemic countries),
- Distribution maps for many other diseases by place, continent or worldwide,
- Geographical maps with zoom function,
- Vaccination documents, i.e. documents on required and recommended vaccinations in the chosen country, routine vaccinations, effectiveness and vaccine contraindications, allergies to vaccine constituents and the list of vaccines available,
- Disease description sheets, etc.

News: current news items concerning the country viewed, are presented in a specific tab.

Fig. 8

Legend

[1]   Professional: Tab for health professionals

[2]   Country info: Summary of medical recommendations for the chosen destination

[3]   Documents: Access to maps showing endemic areas, distribution and geographical maps, as well as vaccination documents and disease information sheets

[4]   News: Current news concerning the country viewed

[5]   Disease: Vaccine-preventable diseases

[6]   Risk: Degree of risk

[7]   Vaccination : Recommended vaccinations

[8]   Comments: Comments on vaccinations

[9]   Print: For printing the page in PDF format

[10]   Add to travel report: Add the file to the country information sheet to the travel report

Map: Displays the distribution map for the disease

Use of icons :

to show/hide country information

to remove the country from the stack

to add/remove a destination from the itinerary in a travel report

to print the current page in PDF format

Traveler information

The **"Traveler"** tab [Fig. 9] contains all recommendations and documents for patients.

Professional Traveler

Checklist Climate Addresses Documents News

Fig. 9

Checklist: summary of patient recommendations. The checklist is a traveler's quick reference guide. It is specific to a destination country and contains medical recommendations to follow before, during and after travel:

- Required and recommended vaccinations as well as comments,
- Malaria: chemoprophylaxis and emergency treatment, risk areas and months of transmission,
- AIDS,
- To take along,
- Protection against mosquitoes,
- Food, sun exposure, sex, etc.

Climate: low and high temperatures, humidity and rainy days in the largest cities in the country.

Addresses: national embassies and consulates in the destination country.

Documents: all traveler documents and information sheets based on general and specific recommendations for the country.

News: when there is a News item concerning the country.

5   LIBRARY

The library contains all Tropimed documents.

Fig. 10

6   RECOMMANDATIONS

Menu path: *Library > Recommendations*

Under **Recommandations** are all recommendations organized by subject (travel in general, vaccination, etc.). Click on ⊙ on the files title to open and display their contents [Fig. 11].


Fig. 11

Legend

⊙   Details on recommendations, each document is displayed when you click on it.

🔗   Link a document is used to attach one of your documents saved under *My documents* to a recommendation.

Once a document is displayed, you may always send it by e-mail as an HTML attachment.
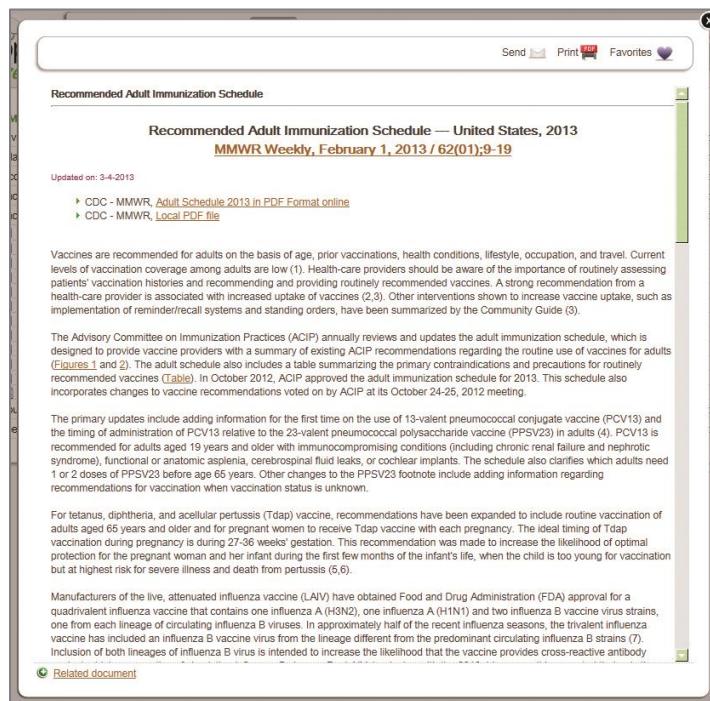
Fig. 12

Legend

✉ **Send via e-mail:** Click on the icon and fill in the required information.

⬇ **Export:** The *Export* function is reserved for users with special rights: export in HTML format.

📄 **PDF:** Create PDF format files that can then be printed and/or saved.

💜 **Add to favorites:** Add a document to favorites to find them under the option *My documents > Favorites*.

Update: Indicates the date of the last update of the file viewed.

6.1 DISEASES

Menu path: *Library > Diseases*

This page displays the list of diseases covered in Tropimed.
The **search box** is used to perform a search by entering a part of the name of the disease then selecting it from the list of suggestions [Fig. 13].
Each folder bears the name of a disease and contains the documents describing the disease. Other documents, if any, are presented: vaccination documents, distribution maps, travel reports.
Three filters are also available:

1. Diseases: displays all diseases,
2. Diseases related to a country: displays the diseases for which it is possible to detail the risk at the level of each destination,
3. Diseases with maps: displays the diseases for which there is at least one continental or world distribution map.
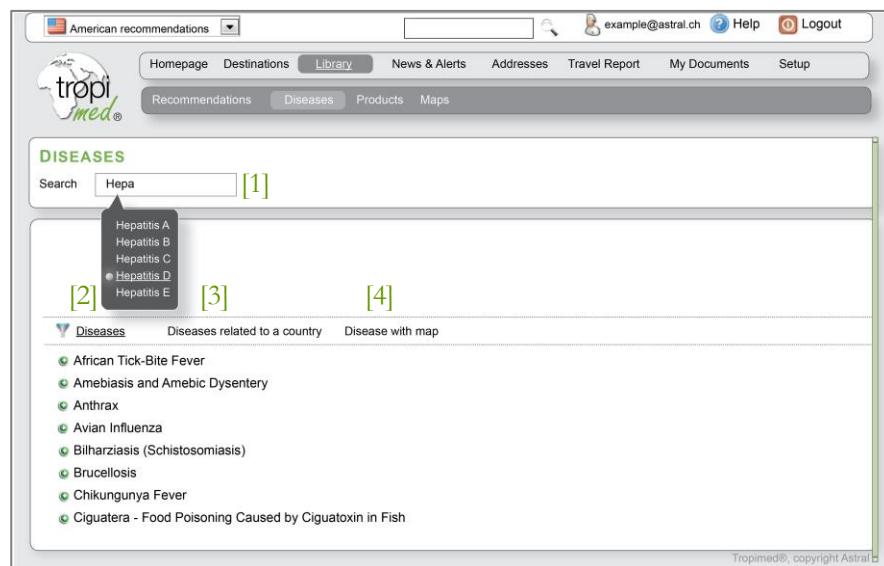

Fig. 13

Legend

[1] Search: Search for a disease by entering all or part of its name or a synonym.

[2] Diseases: Displays all diseases in an alphabetical list.

[3] Diseases related to a country: Displays the diseases for which it is possible to detail risk for each destination.

[4] Diseases with maps: Displays the diseases for which there is at least one continental or world distribution map.

Viewing information by country

Menu path: *Library > Diseases > Name of Disease* (e.g. Hepatitis A)

The **Display information by country** button is displayed for diseases for which there are details on the risk for a destination [Fig. 14].

Fig. 14

- For vaccine-preventable diseases shown on the country information sheet: a list by country with degree of risk, vaccination recommendation and comments,
- For non-vaccine-preventable diseases shown on the country information sheet: a list of each country with degree of risk and comments.

6.2 PRODUCTS

Menu path: *Library > Products*

Throughout its documents, Tropimed mentions products that may be recommended or prescribed for travel. By clicking on the folder, you may display the Tropimed document(s) in which the product is mentioned.

Products

List of products mentioned in Tropimed, filtered according to various criteria:

- All: displays all products mentioned,
- Drugs: displays only the products registered with their commercial names,
- Vaccines: displays the list of names of vaccines cited,
- Generic names: displays the list of names of generic names,
- Other: displays the list of names of other parapharmaceutical products.
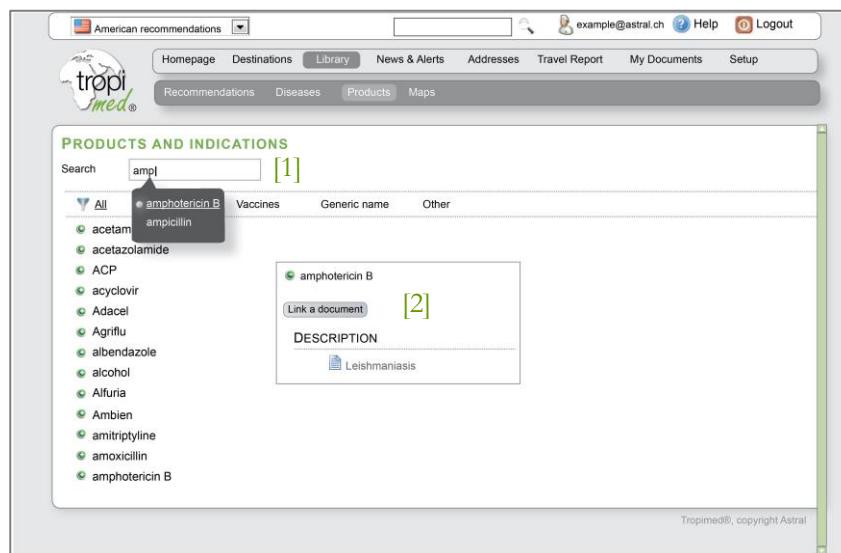
Fig. 15

Legend

[1]   Search box: Used to perform a search by entering part of the product's name (drug, vaccine, generic name or other) then select it in the list presented [Fig. 15].

[2]   [Link a document]: is used to attach one of your documents saved under *My documents* to a product.

6.3 MAPS

Menu path: *Library > Maps*

Epidemiological maps

All malaria distribution maps and maps of many other diseases contained in Tropimed, listed according to various criteria:

- o   All: all epidemiological maps
- o   Malaria: maps concerning malaria
- o   Other diseases: epidemiological maps concerning the other diseases
- o   High quality print: maps in PDF format for printing

- • Click on a map title: it will be displayed as a thumbnail,
- • Click on a thumbnail: the map will be displayed in a new window.

Geographical maps

Geographical maps of 231 destinations with the most important elevations, lakes, rivers, cities, national parks and airports. Each map may also be viewed using the zoom function, i.e. in Adobe Flash format.
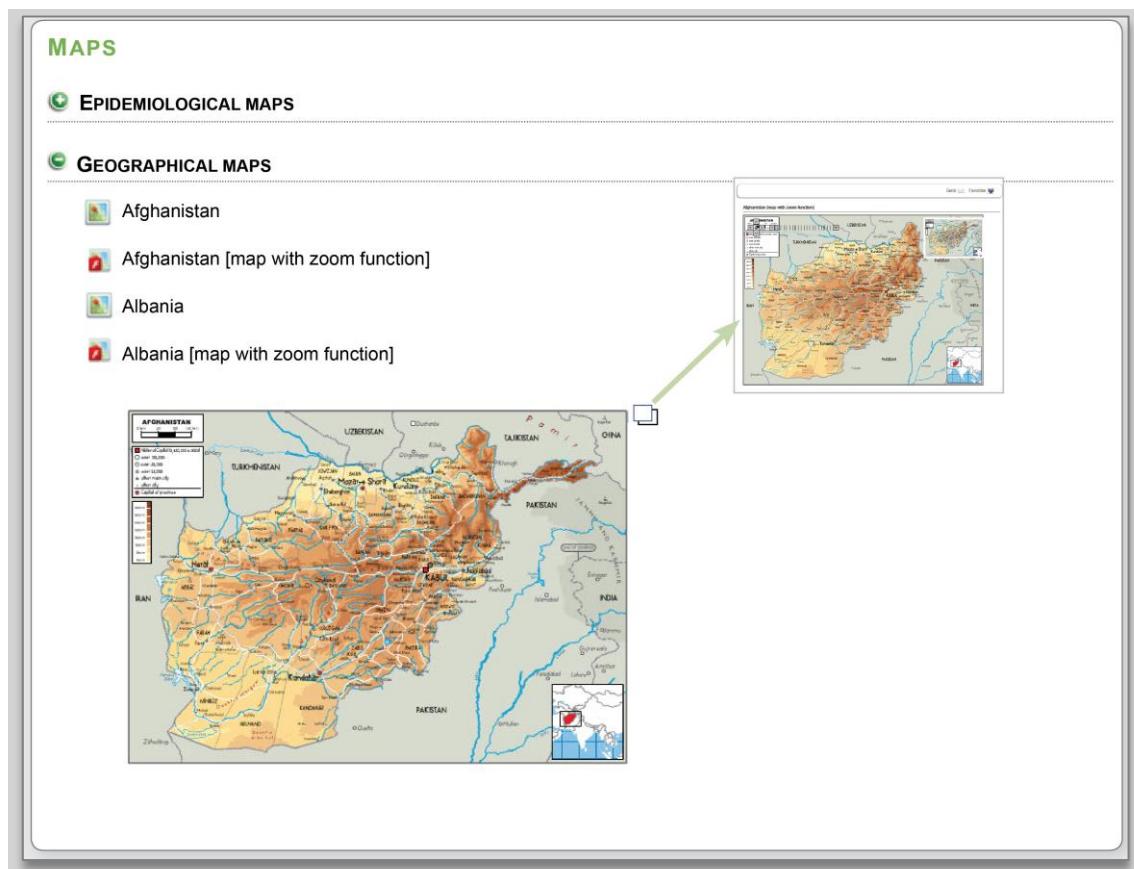

Fig. 16

7   NEWS & ALERTS

Tropimed News

Menu path: *News & Alerts > Display News*

All Tropimed News items or Alerts are listed by category (Epidemiological news, General/scientific news, New Requirements/Recommendations).
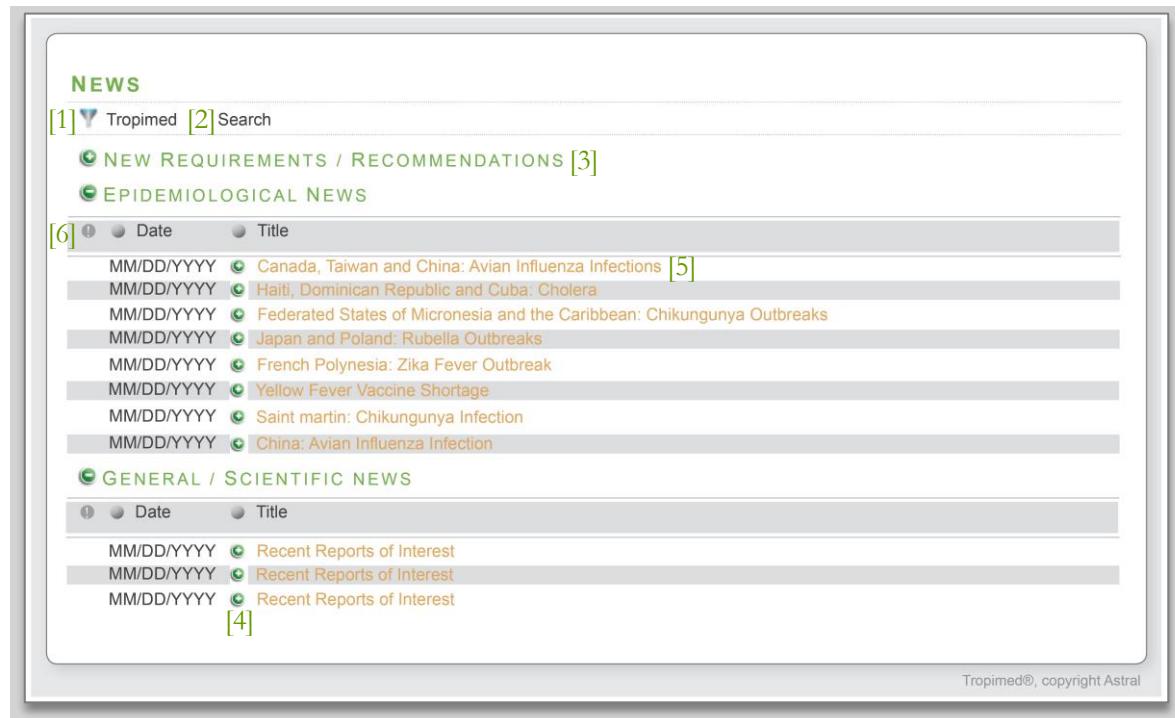

Fig. 17

Legend

[1]   Tropimed: Displays the Tropimed news screen

[2]   Search: Displays the news search screen [Fig. 18]

[3]   Category: News category

[4]   ☺/☺ : Used to show or hide the category or preview a news item

[5]   Double clicking on the title shows the news item in a second window [Fig. 19]

[6]   Sorting of news items according to the following criteria: order of importance, date of publication or title

Search Tropimed news

The **Search** function is used to search in News, including archived news, by filtering items according to different criteria [Fig. 18].

Fig. 18

Legend

[1]   Filter on news category.

[2]   Select the time interval.

[3]   Enter free text for your search.

Display Tropimed News

By clicking on a title of a news item, the news will be displayed in a new window.
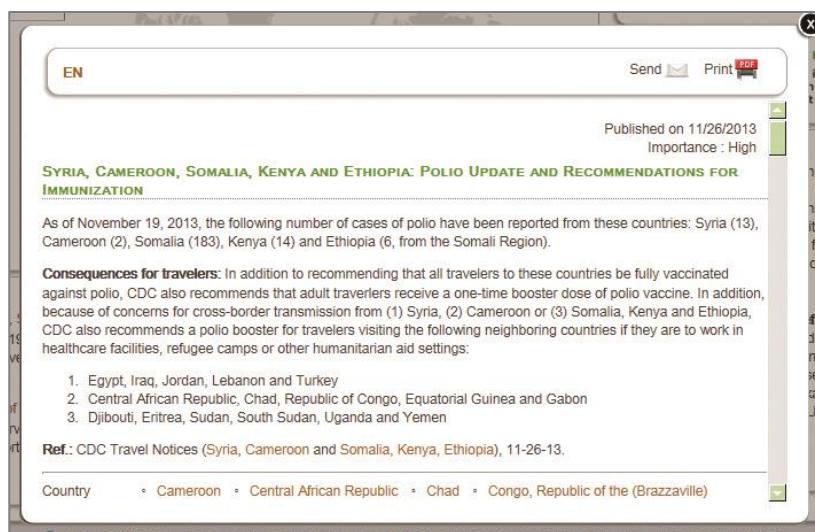
Fig. 19

Legend

Send via e-mail: Click on the icon and fill in the required box.

PDF: Create PDF format files that can be printed and/or saved.

Sending a Tropimed news item

Tropimed allows you to send news items by e-mail to people of your choice.

RSS feeds

Menu path: *News* & *Alerts* > *RSS Feeds*

Selecting the most relevant feeds on health and traveler information, grouped by publisher.

- Check the feeds in the list of available RSS Feeds.
- News items will be listed by name of publisher.

Fig. 20

8   **ADDRESSES**

Addresses of embassies and consulates

Selection and access to information on American and Australian embassies and consulates in the destination countries.

The **Search** function is used to perform a search by:
- Full or partial entry of the name of a country or city in the search box,
- Selection of the country and/or type of representation in the displayed list.

The result displays the American or Australian embassies and consulates meeting the search criteria (according to the settings under Setup > Settings). It is then possible to send an e-mail to the address of the contact or vaccination place.

Fig. 21

Legend

[1]   Name: Search box for the embassy's or consulate's name.

[2]   Country: Country of search.

[3]   Type: Type of representation.

       Detail: For details of search results.

9   TRAVEL REPORT

Travel reports provide summaries of recommendations based on a chosen destination or itinerary and travelers' handouts. With a few mouse clicks, you can make a report that can be printed and/or sent by e-mail to your patient.

There are two ways to start a travel report:

- Choosing **Travel Report** in the main menu bar [Fig. 22]

Fig. 22

- or by selecting **Add to travel report** in the country sheet from Destinations [Fig. 23]

Fig. 23

You must proceed step by step as guided by the system.

Fig. 24

> **NOTE:** You may move from one step to the next only when the current step has been completed. To return to a preceding step, you must click on its title in the submenu [Fig. 24]. The use of the Back button of your web browser is not recommended.

First step - Choice of options

Tropimed proposes a series of report templates. Each template is composed of a selection of proposed documents to which you can add or remove documents to create your own report (see also "My documents" page 32).
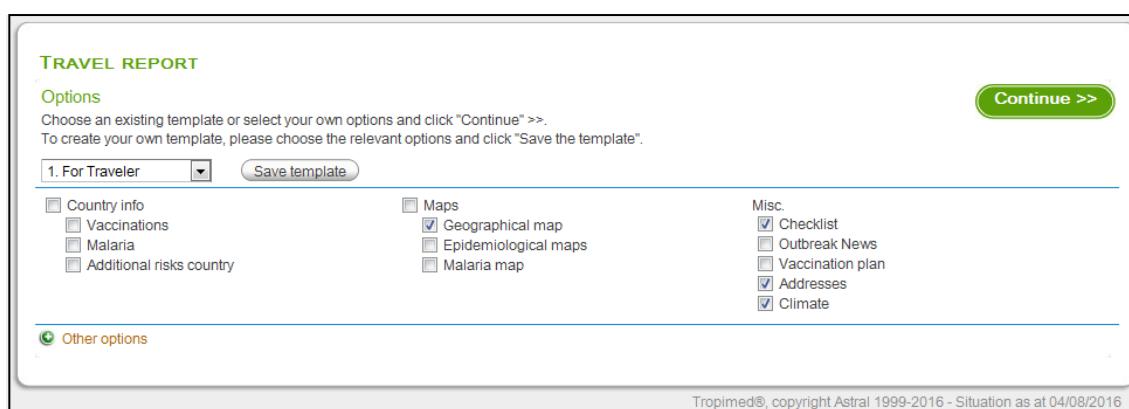

Fig. 25

In this step you can:

1. Choose a template among the existing ones and click on **Continue**,
2. From an existing template, edit the proposed options and click on **Continue**,
3. Create your own template by selecting the desired options and click on **Save template** then **Continue**.

To create your travel report template, do the following:
- Check the documents contained in the report,
- Click on **Save template**,
- A popup window appears: enter the name of the template and click **OK** to save it,
- The new template will be added to the list of standard templates.

To edit one of your own templates:
- Select the template in the list,
- Check the documents to add, uncheck those to remove from the template,
- Click on **Save template**,
- A popup window appears: click on **OK** to save the changes.

To delete one of your own templates:
- Select the template in the list,
- Click on **Delete template**,
- A popup window appears: click on **OK** to confirm deletion.

"**Other options**" allows you to see a list of the most commonly used documents in travel reports.

Step 1: Itinerary - Selection of patient's name, date and itinerary

- Enter the name of the patient and the departure date (optional data),
- Define the destination or, for an itinerary, select the countries in the order of your roadmap,
- Click on "**Continue**".

REMINDER: You may select a country using one of three methods:

- Clicking directly on the country in the Flash format map (with or without prior zoom) or, if you do not have a Flash player, in the list of countries,
- Entering the name in the search box and selecting it from among the destinations shown in the proposed list,
- Clicking on a continent and then in the list of its countries.

Fig. 26

Legend

[1]   Name of traveler: Enter the name of the patient for whom you are preparing a travel report.

[2]   Departure date: Enter the expected departure date.

[3]   Selection of itinerary: Select your itinerary according to three possible methods.

[4]   Destinations selected: The country or countries selected.

[5]   Continue: Confirm the selection of itinerary before going to the next step.

[6]   New: Reset the report in order to create a new one.

Step 2: Vaccines - Prophylaxis

> **NOTE :** the step **Vaccines - Prophylaxis** as well as the following **Vaccination plan** are proposed only if the V**accination Plan** was already checked in **Options** [Fig. 25]. In the opposite case, you move directly to Step 4 : Creating the report.

Two information sections may be displayed: **Malaria** and **Vaccinations**.

Malaria - This information is displayed if there are malaria-endemic countries among the destinations selected in the report [Fig. 27]. Proceed as follows:

    a.   Uncheck the risk zones that do not apply based on the patient's roadmap,
    b.   Choose the treatment product (optional).

Fig. 27

Legend

[1]   Itinerary: Return to the preceding step for the selection of an itinerary.

[2]   Risk zones: Choice of zones concerned during the trip.

[3]   Treatment: Proposal of adequate treatment depending on zone concerned.

[4]   Product: Choice of treatment product.

Vaccinations – This information displays the risk for the traveler as well as the recommendations for vaccinations for selected itinerary [Fig. 28].

> **NOTE:** the highest degree of risk and recommended vaccination are indicated when it is an itinerary. This means that if the itinerary includes two destinations with the same vaccination recommended for one but not for the other, the table will display **recommended**.
> All selections must be completed and compatible with each other to go from one step to the next step. The ⊖ icon indicates that the selection is not consistent or requires a subsequent action. The ✓ icon indicates that the selection is correct.

To continue, proceed as follows :

a. Check/uncheck the diseases for which you must be vaccinated according to the patient's vaccination booklet and on any comments displayed with using the **comments** button..

b. For each disease selected, choose a **type of vaccine**. The ⇄ icon and the word **Select** indicate the diseases for which you must choose a type of vaccine. If you choose a type of combined vaccine for a disease, this same type must also be chosen for the other diseases concerned.

c. Choose a **product** (optional). When both choices are confirmed using the ✓ icon, the **Continue** button will turn green and it is then possible to go to the next step..

Fig. 28

Etape 3 : Vaccination plan

Tropimed proposes a vaccination plan with dates calculated to optimize the number of visits needed.

- Click on **Continue** to accept the default vaccination plan proposed or if desired, change the dates of administration by clicking on the icons ◀ or ▶ before **Continue**.

	Tropimed standard vaccination scheme	vaccination plan adapted by medical professional	Date before current date
	09.12 16.12 23.12 30.12 06.01 13.01 20.01		
Diphtheria and Tetanus recommended Basic immunization, inactivated Tdap/Td vaccine Td vaccine / Adacel / Boosterix	◀	▶	3 injections over 6-12 months, 1 Tdap plus 2 Td vaccinations
Hepatitis A recommended Inactivated vaccine A+B comb. Twinrix	◀	▶	3rd inj. 6 mos after 1st inj.
Japanese Encephalitis if at risk Inactivated vaccine for children > 2 months and adults Ixiaro	◀	▶	duration of protection unknown; children > 2 months to 3 years 0.25 ml per dose; children > 3 years and adults 0.5 ml per dose

Fig. 29

You can still change it if necessary knowing that:

- The horizontal lines represent time intervals available for vaccinations starting six weeks prior to departure.
- The far right side indicates the nearest date of departure so that vaccination is effective on the first day of the trip. If no departure date has been entered, only the number of weeks before departure are shown in the plan.
- The blue marks ❘ represent the valid vaccinations in a plan proposed by Tropimed.
- The orange marks ❘ represent the vaccinations when the default dates were changed by the health professional.
- The vaccination is shown as an empty orange ellipsis 0 if the date of administration of the vaccine has passed. In this case it is always possible to use the ▶ icon to move the vaccination plan beyond the date of the day and find valid administration dates. However if the time is too short, it may still be desirable to receive one or more doses of the vaccines in question.

> **IMPORTANT NOTE:** If two vaccinations have a constraint concerning the administration date, it is not possible to change the date individually (e.g. vaccination for yellow fever and vaccination for measles).

At the bottom of the plan the following is added automatically:
- The list of countries officially considered as countries where yellow fever is endemic,
- Explanations concerning the plan.

Step 4 : Creating the report

In this step you can add or remove documents and change their order in the report before going to the next step. [Fig. 30].

Adding a document to a report

- Click on ⟳ next to a document among those proposed, below the tabs for **Documents related to the itinerary** and **Other**, to add it to the report. The document will then appear under **Set up your report** in the right side of the screen [Fig. 30].

> **NOTE:** To add a personal document or a Corporate document, click on Other > Personal documents and select your document.

Removing a document from a report

- Click on ⊠ next to the document in **Set up your report** to remove it from the report. In this case, the document is again available on the left side of the screen, below one of the tabs for **Documents related to the itinerary** or **Other**.

Organizing the order of presentation in a report.

- Select a document in **Set up your report**,

- Move it using the up and/or down ⬍ icons.
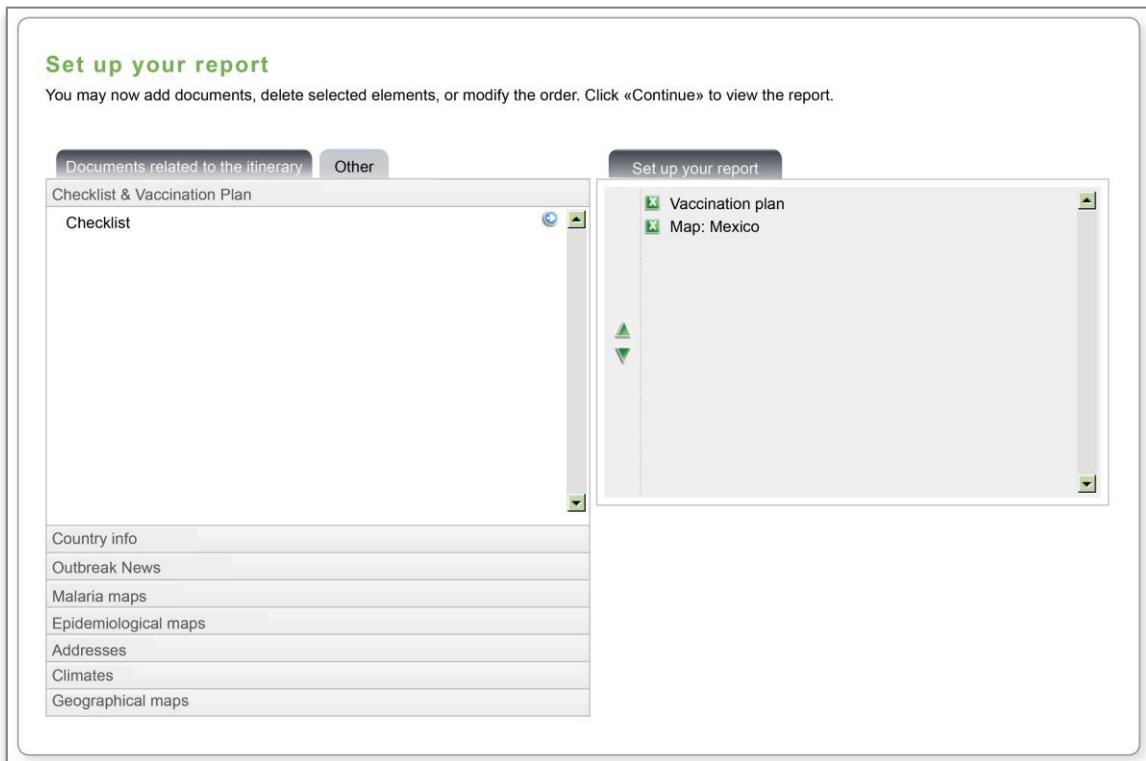
Fig. 30

Step 5: Previewing

Previewing your report allows you to make sure that all the desired information is presented in the order of your choice. You can return to the preceding step to make changes. When you have previewed the report, you can:

Print the report

See also: "Printing in PDF", page 5.

Send the report via e-mail

See also: "Sending a document, a travel report or a news item via e-mail" page 6.

Save the report

Click on "**Save as document**".
Your report is saved with its name including the date and the time:
My documents> Personal documents > Travel reports (Records).
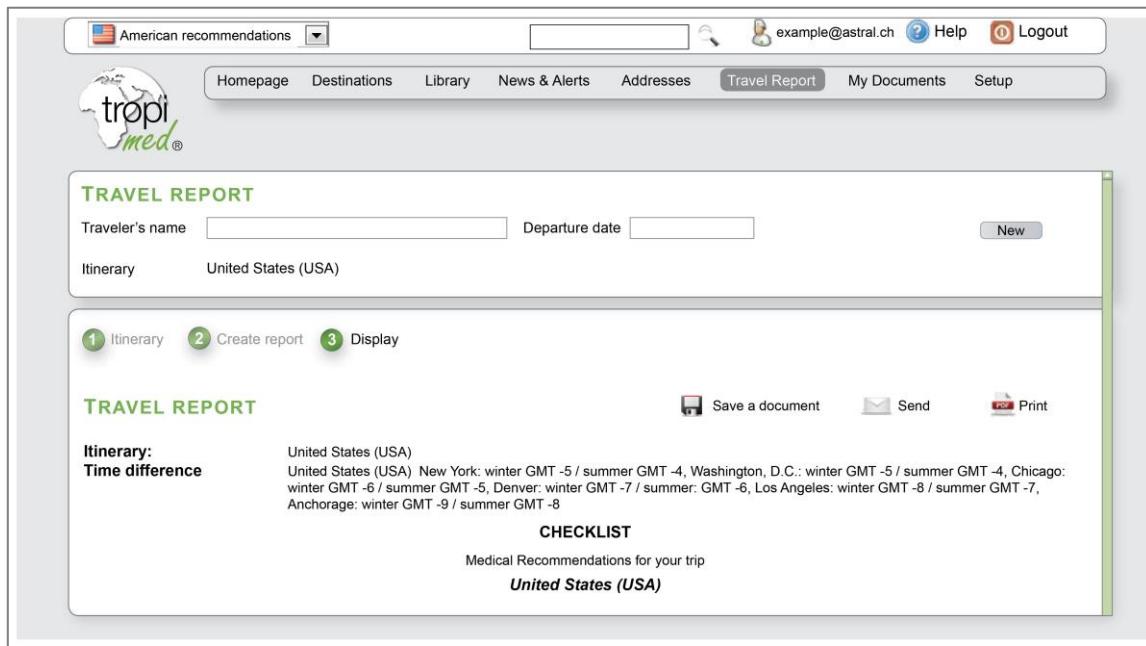
10 MY DOCUMENTS

Creating a personal/ Corporate document²

You may create or add your own personal or corporate documents under the menu item **My documents**.

You have to do the following :

1. Click on **My documents> Personal documents** or **Corporate documents,**
2. Click on **New document**,
3. Choose the type of document to create or import (text, HTML, image, PDF),
4. Insert the title of the document and any keywords,
5. Enter the text or import the document of the type chosen in Step 3,
6. Click on **Save**.

> **NOTE :** for page layout and document formatting (font type and size, links, etc.) you must select document creation in HTML format and use the HTML editor provided [Fig. 32].
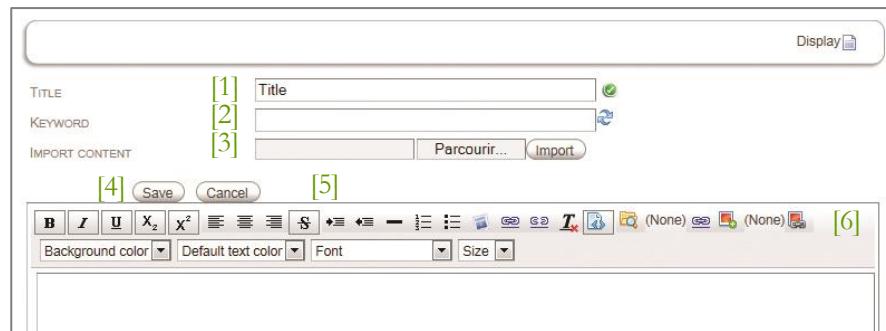
Fig. 32

Legend

[1]   Title: Title under which the document will be saved.

[2]   Keywords: Keywords for facilitating a search for the document.

[3]   Import: To import a document from your computer, click on **Browse** then **Import**.

[4]   Save: Save your data.

[5]   Cancel: Cancel the entries.

[6]   Creation tools: Toolbar of formatting tools.

---

² Specific rights are required to manage Corporate documents.

Organizing personal and Corporate documents

You may also organize your personal and Corporate documents by grouping them in a folder or subfolder.

You must do the following :

- Click on **My documents > Personal documents**,
- Click on **New folder**,
- Enter the name of the folder,
- Click on **Save** to create the folder,
  To add a document to this folder, click on **Create new document** or **Link a document** (see also: "a personal/Corporate document," below) at the folder level.
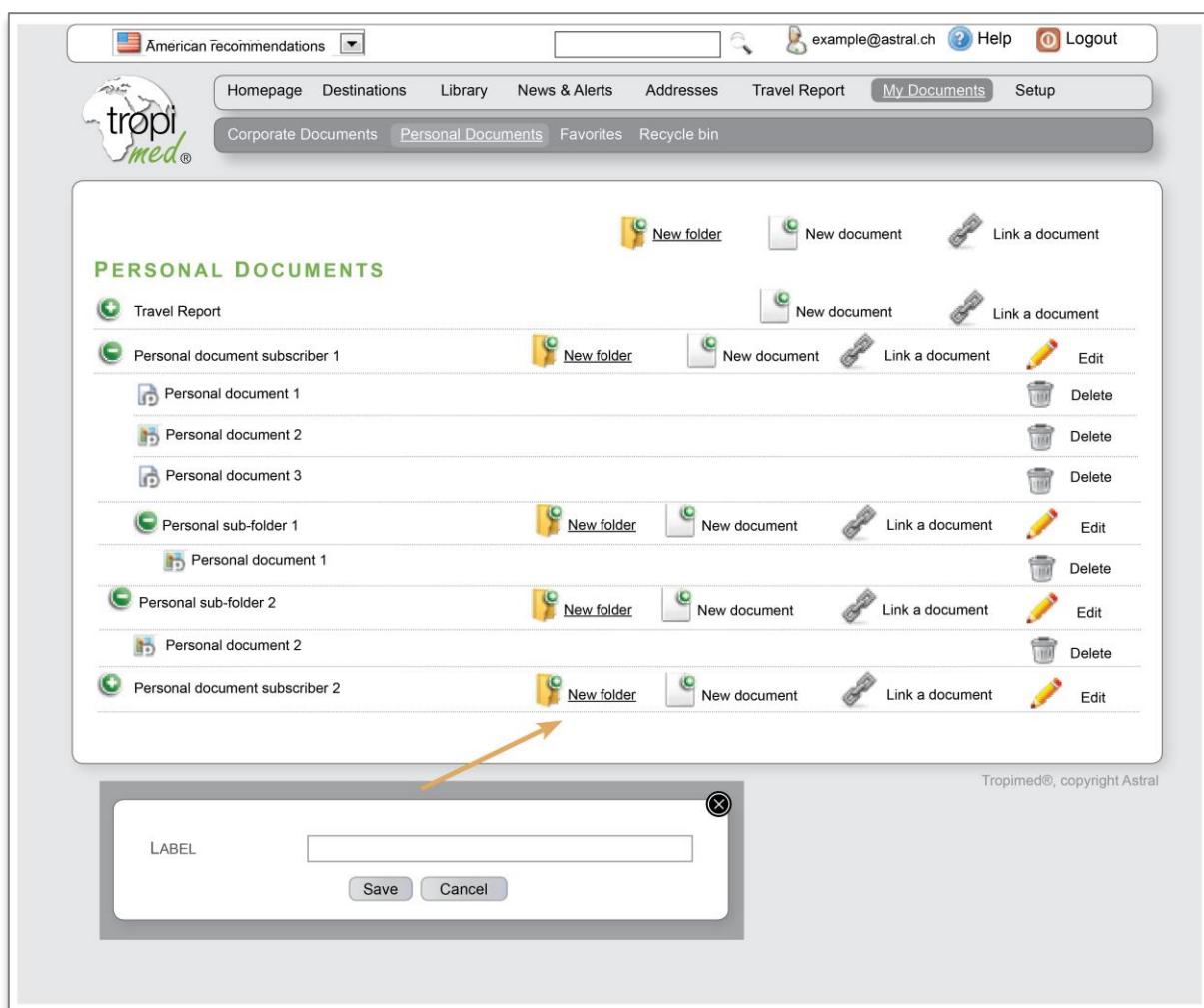
Fig. 33

Linking a personal/Corporate document

You can link your own **personal and corporate documents** in the Tropimed tree structure. This way your documents are easily available and at your fingertips.

This is possible in the following screens:

- Library > Recommendations [Fig. 11]
- Library > Diseases > Name of disease (for example, *Actinomycosis*) [Fig. 14]
- Library > Products > Name of product[Fig. 15]
- Country info > Documents [Fig. 7 and Fig. 8]
- Travel report [see also «Adding a document to a report», page 30]

Linking a personal/corporate document

1. Click on the **Link a document** button
2. Click on the button **Personal documents/Corporate documents**

   Note:
   → **Favorites button**: Displays all documents that you added but only your Personal documents/Corporate documents can be selected

   → **Recycle button**: If you have already deleted a Personal/Corporate document without completely deleting it from the recycle bin, it will be displayed in the recycle bin and it is possible to link it again in your documents.

3. Choose and select your document,
4. Click on **Save**,
5. The document will appear in the tree structure.

Unlinking a personal/Corporate document

1. Click on the **Delete** button located in the right side of the screen,
2. If necessary, choose between **Delete the current link** and **Delete all links**,
3. The document will disappear from the tree structure.

Note: When you select **Delete all links** your document is placed in **My documents** > **Recycle**.

Deleting a personal/Corporate document

1. Click on the **Delete** button located on the right hand side of the document. [Fig. 33]
2. Click on Delete all links,
3. The document will disappear from the tree structure and is placed in the Recycle bin.

   Note: At this stage, you can still recover your document from the Recycle bin by clicking on the **Restore** button. The document will be automatically restored at the root under **My documents** > **Personal documents**

4. Click on **My documents** > **Recycle bin** and delete the document to completely delete it.

Favorites:

All documents selected by the user for easy finding in various Tropimed operations (travel reports, linked documents, etc.).
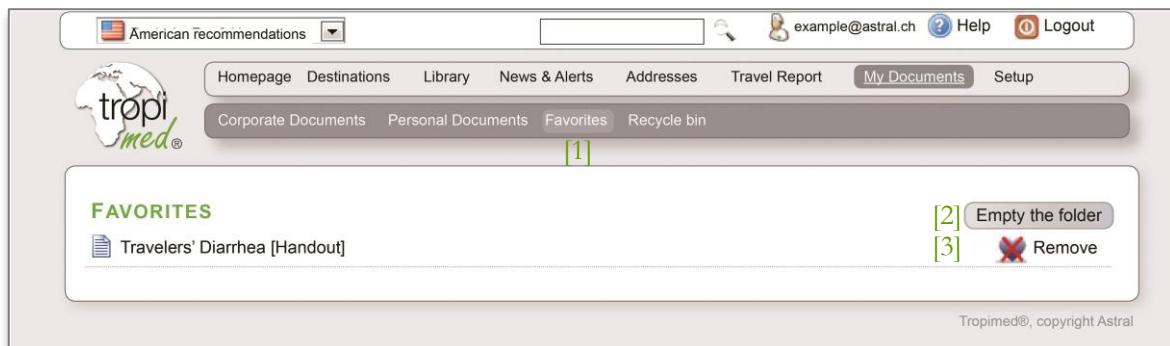
Fig. 34

Legend

[1] Favorites: The list of documents added to favorites.

[2] Empty folder: Remove all documents from the list of favorites.

[3] Remove: Remove a document from the list of favorites.

Recycle bin

List of personal/Corporate documents that you have deleted.
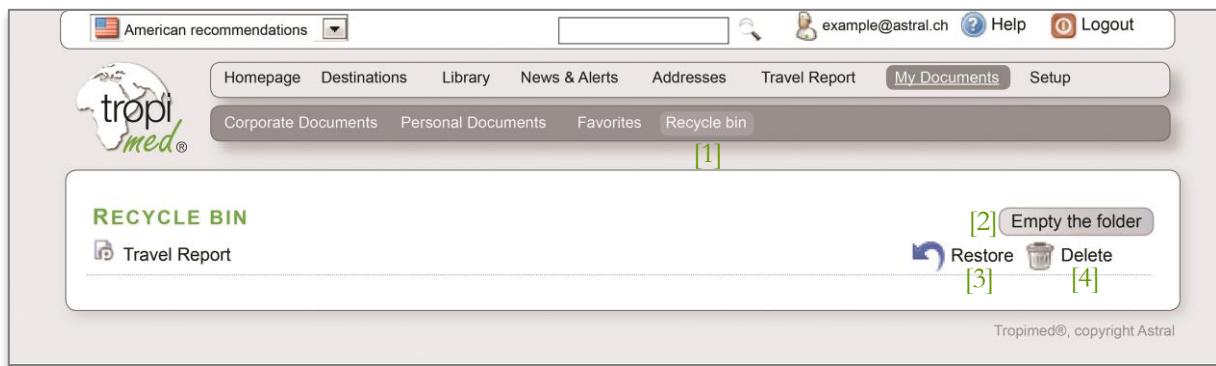
Fig. 35

Legend

[1] Recycle bin: List of documents placed in the recycle bin. Administrators of a Corporate license will also find the Corporate documents.

[2] Empty folder: To completely delete all documents in the recycle bin.

 Restore: To replace the document in the Personal documents folder.

 Delete: To completely delete a document.

11   SETUP

In Setup, you can do the following:
- View or change your license information (Setup > My Account)
- Define your logo, page header and page footer (Setup > Settings)

> **NOTE:** Some options are only available for administrators and holders of special rights.

11.1   MY ACCOUNT

Menu path: *Setup > My Account*
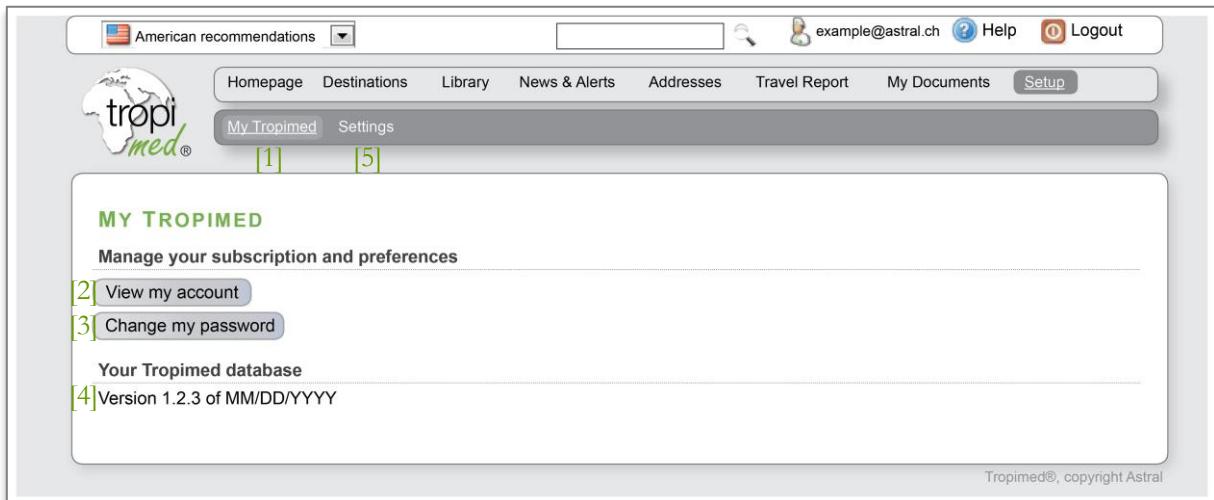
My Account Fig. 36

Legend

[1] My Account: To view the account, the version you are using and change your password.

[2] View: View subscription information. [Fig. 37].

[3] Edit: Change your password [See page 39].

[4] Version: To check the version of Tropimed that you are using, as well as the date of the last update.

[5] Settings: To display and personalize your document settings. [See also page 40].

Viewing subscription information

- Click on the **View my account button**,
- The **License** page appears: it contains information on the subscription.

MON TROPIMED > LICENSE

License information [1]		Subscription holder [7]	
[2] Customer ID	123456	Name	SOCIETE EXEMPLE
[3] User ID	1234567		Evelyne Exemple
		Address	7, Pédro-Meylan
[4] Enterprise Edition	❌	Postal code	1208
[5] Expiration date	MM/DD/YYYY	City	Geneva
[6] Delivery type	internal	Country	Switzerland
		Language	french
		Work phone number	
		Private phone number	
		Cell	
		Fax	
		Email	example@astral.ch

Manage users   Edit

Fig. 37

Legend

[1] License information: Information on your license.

[2] Customer ID: Your Tropimed customer identification number.

[3] User ID: Your personal user number, different for each user covered by the same license.

[4] Corporate edition: License allowing to share Corporate documents with other workers.

[5] Expiration date: Expiration date of your Tropimed license.

[6] Delivery type: Online.

[7] Subscription holder: Your contact information or the one of your company.

Editing subscription information

> **NOTE:** This function is reserved for application administrators (see also: «License administrator», page 39).

- On the **License** page, click on the **Edit** button,
- A popup window will appear: enter the changes to the license information,
- Click on **Send request**: the form is sent by e-mail to the Tropimed customer support and the changes will be made within 48 working hours.

Changing your password
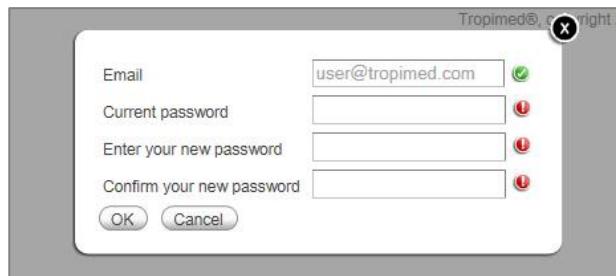
Fig. 38

- Click on the button **Change password**.
- Enter the information requested then click on the **Save** button.

  The new password may now be used.

Managing users

This function is reserved for administrators (see "License administrator" page 39).

- On the License page [Fig. 37], click on the **Manage Users** button
  A new page is displayed [Fig. 39] which allows to manage the license subscribers, i.e. to create, delete or edit a user.

NOTE: A message will confirm that an e-mail has been sent to the customer support and the changes will be done within 48 working hours.

Fig. 39

Legend

[1] New: To create a new user profile.

[2] Max: Indicates the number of users created and the maximum number of users authorized by your license.

[3] Name: Names of users covered by your license.

[4] E-mail: addresses of users covered by your license.

[5] User ID: User numbers.

[6] Administrator: Indicates the user status
     Administrator status
     Standard user status

[7] Change request: To request a change from our services. When a request is in progress, it is indicated on the right side.

[8] Delete: To delete a user.

Creating a new user

- Click on the **New** button
- Entering the information on the new subscriber [Fig. 40]
- Check **Administrator** if you wish to assign administrator rights to the new user (see p.39)
- Click on **Save**

NOTE: The number of users you can create is limited by the total number of users authorised for the license.

MY TROPIMED > LICENSE > USER MANAGEMENT (CUSTOMER ID: 116578)

[5] 4/60 Max.

Please assign a unique identifier for your user.

NAME [1] Jane Doe ✓

EMAIL [2] doe@tropimed.com

☐ Administrator [3]

[6] [7]
Save Cancel

Fig. 40

Legend

[1]   Name: Name of user.

[2]   E-mail: User's e-mail address.

[3]   Admin: Administrator status.

[5]   Max: Indicates the number of users created and the maximum number of users authorized by your license.

[6]   Save: Saves the request for change.

[7]   Cancel: Cancels the request for change.

Changing a user

Click on the button **Request change** next to the user whom you wish to edit [Fig. 39]
- Enter the information [Fig. 40]
- To make the new user an administrator, select the **Administrator** check box
- Click on **Save**

Deleting a user

Click on the button **Delete** next to the user whom you wish to delete [Fig. 39].
Click on **OK** to confirm deletion of the user.

NOTE : An administrator can delete all users except himself.

Changing your password

This function requires special rights.
- Click on the button **Change my password.**
- A popup window appears: enter the requested information.
- Click on **OK** to save your new password.

License administrator

The Administrator is the user in charge of managing the account information and the settings associated with the license (logo, page header and page footer).

> **IMPORTANT NOTE :** for each license, at least one user must be designated as administrator.

- In the case of a <u>single- or one-station license</u>, the administrator and the user are the same.
- In the case of a <u>multiple-user license</u>, the administrator also manages the other users (see Managing users) within the limit of the number of the license's authorized users. The administrator may also assign/remove administrator rights by checking/unchecking the Administrator box under user information. [Fig. 40]

11.2 SETTINGS

Menu path: *Setup > Settings*

You can personalize documents that you print from the application by adding a page header, a page footer and a logo [Fig. 41]. You can also choose your desired date format and other application settings.
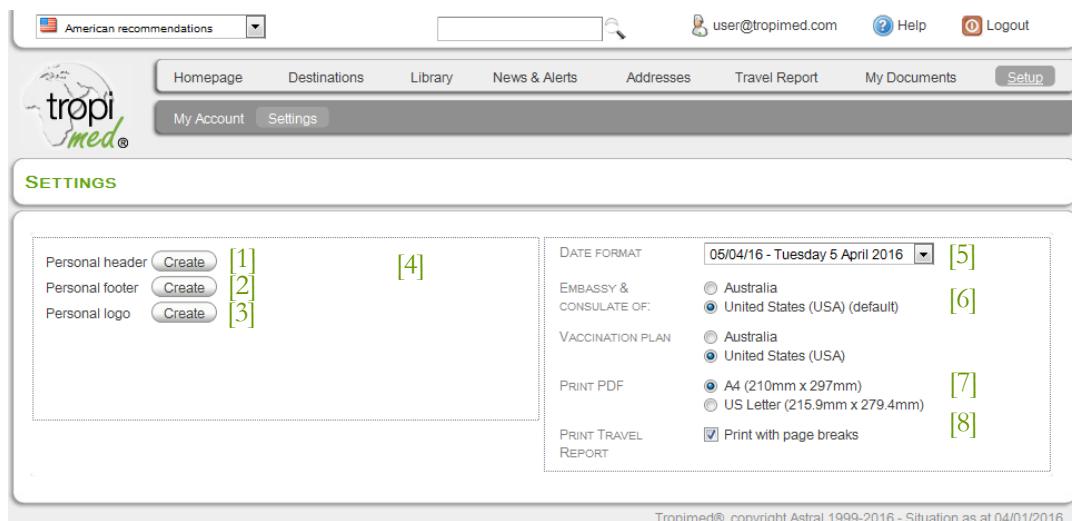
Fig. 41

Legend

[1] Personal header: Text zone defined once and automatically repeated at the top of each page of your documents.

[2] Personal footer: Repeated automatically at the bottom of each page of your documents.

[3] Personal logo: Your logo used in the personal header.

[4] Create/edit: Once you create a header, footer or logo, the **Create** button becomes **Edit**.

[5] Date format: To set the date format for the Travel Report.

[6] Embassy & Consulate: To load the official addresses of the diplomatic missions or consular posts of the choosen country.

[7] Print PDF: Print format.

[8] Print Travel Report: Check the box, if you want to print with page breaks.

Importing a personal logo

- Go to **Setup > Settings**,
- Click on the **Create** button of the **Personal logo** element [Fig. 41]
- The document edit window opens,
- Enter the title of the logo (e.g. "Logo"),
- Click on **Browse** and select the image of the logo,
- Click on **Import** to import the logo,
- Click on **Save**.

TITLE	logo	✓
KEYWORD		↻
IMPORT CONTENT		Browse... Import
	Save Cancel	
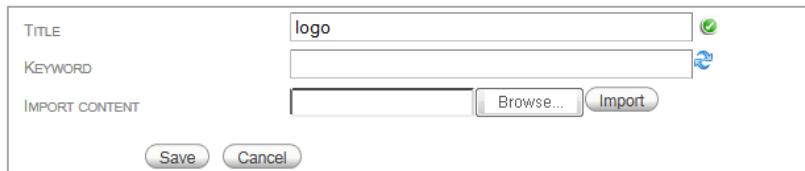
> **NOTE :** if you wish to display your logo on each printed document, you must insert it in the header [Fig. 42].

Creating a page header or a page footer

- Go to **Setup > Settings**,
- Click on the **Create** button for the desired element either a header or footer [Fig. 41]

Create your personal header just like any other personal document

See Creating a personal/ Corporate document

If you have already created your personal logo and you are creating your header for the first time, the logo is automatically inserted and resized in the left side of the header. You must then enter your address in the right side or delete the text [Adress] if you do not want to fill it in [Fig. 42].
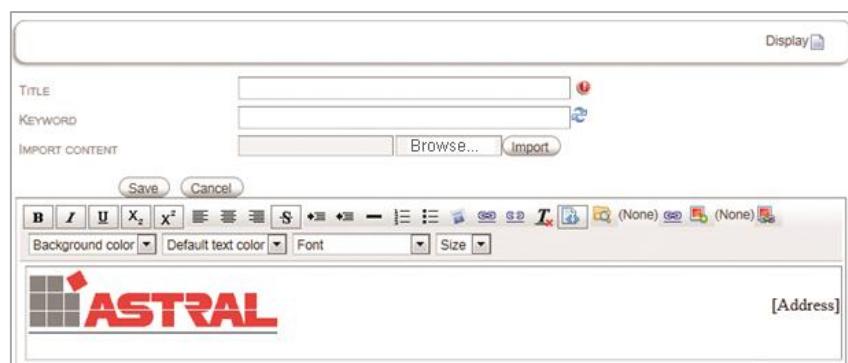

Fig. 42

Alternatively do as follows:

  o Click on the 🔳 icon,
  o Click on **Personal documents** in the window that appears [Fig. 43].


Fig. 43

  o Select your logo (it has the name that you gave it when you imported it),
  o Click on the logo document to select it then click on **Save**,
  o Click on the 🔳 icon to insert the logo in the header, then click on **Save**.
  o When the element has been created, the **Create** button becomes **Edit** [Fig. 41].

> **NOTE:** in the case of a Corporate license the "company logo" also appears in the top right hand side of the first page [Fig. 44].
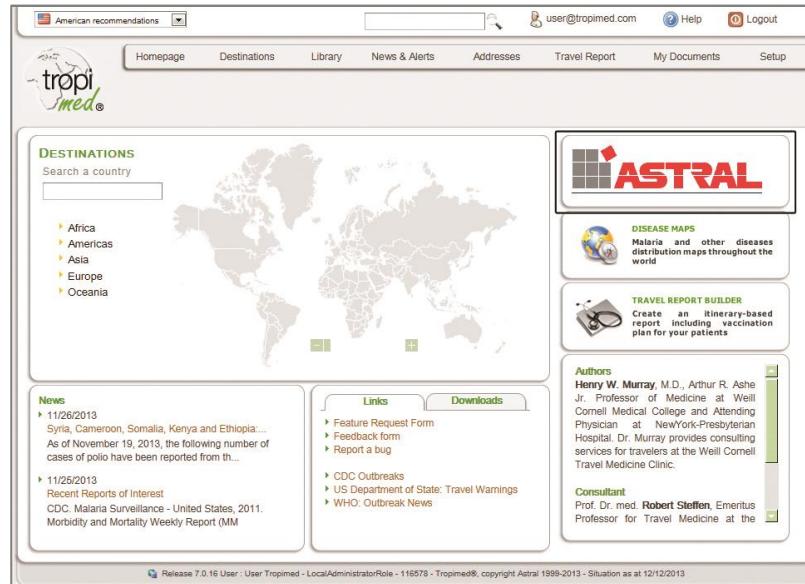
Fig. 44

Editing a header, a footer or a logo

- Go to **Setup > Settings**,
- Click on the **Edit** button of the desired element: header, footer or logo,
- Make your changes and click on **Save** to keep your changes.

For Corporate licenses, the administrator (see also: «License administrator», page 39) is in charge of managing Corporate headers, footers and logos.

Choosing the Tropimed date format

You must select the date format in the dropdown menu under **Setup > Settings**.

12   KNOWN PROBLEMS

Running under Mozilla Firefox 24.0 browser

Firefox version 24.0 presents an abnormality that prevents Tropimed from working correctly. You have to upgrade Firefox to resolve this problem.

Running under Internet Explorer 8 and higher versions

For optimum use and display with Internet Explorer 8 and higher, you should use your browser in its "native mode".

You have to do the following:
- Click on F12,
- Click on "Browser mode" and select the browser version that is located on the next to last line (e.g. Internet Explorer 9) [Fig. 45].
- Click on "Document mode" and select the type of your browser (e.g. Internet 9).
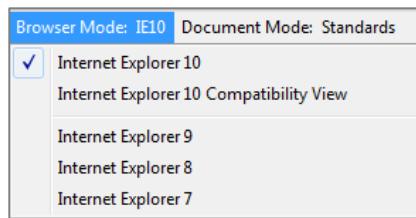

Fig. 45

Execution with Mac OS

| KNOWN PROBLEMS	POSSIBLE SOLUTION
MacOS: Unable to print PDF files. **EXPLANATION:** The installation of additional plug-ins interferes with the native tool (application/PDF).	Proceed as follows: To check the installed modules, open your Safari browser and click on **Help > Installed modules** [Fig. 47]. If necessary remove the other plug-ins under **Macintosh HD > Library > Internet Plug-ins.**
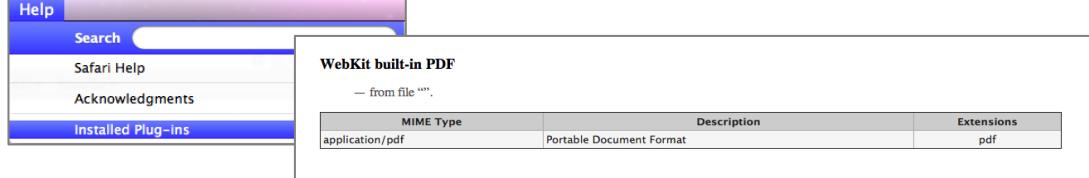
Fig. 46

13   LEGAL NOTICES

The contents of this guide are provided for informational purposes only and may be changed without advance notice. Tropimed assumes no liability for errors or inaccurate information that may occur in this guide.

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