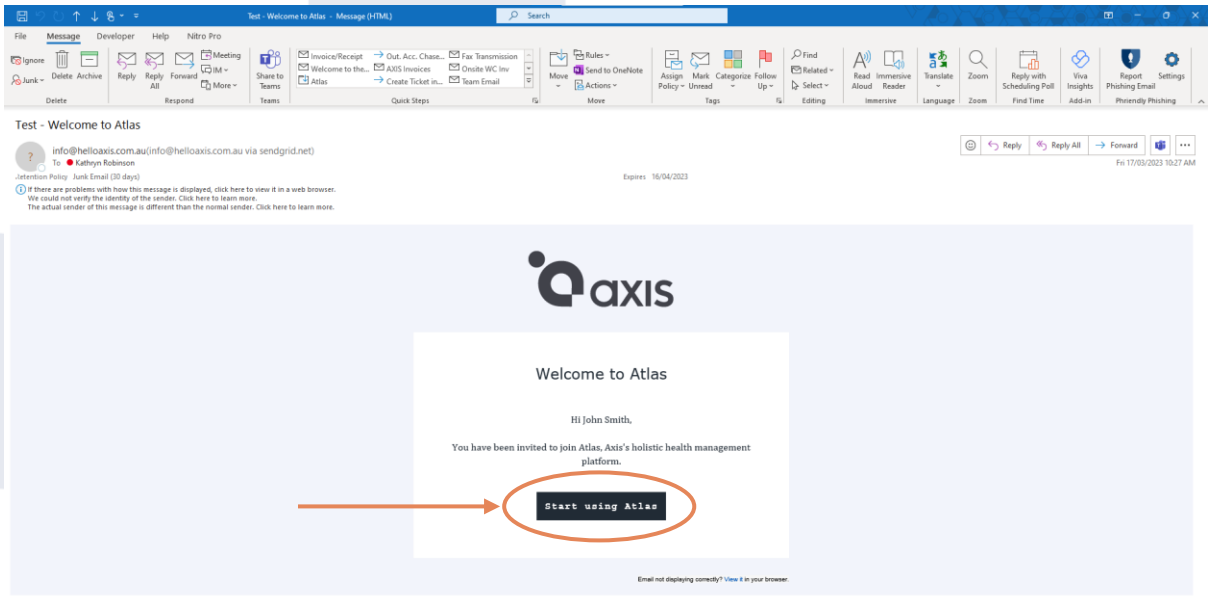
Logging into Atlas – the Axis Health Management platform.

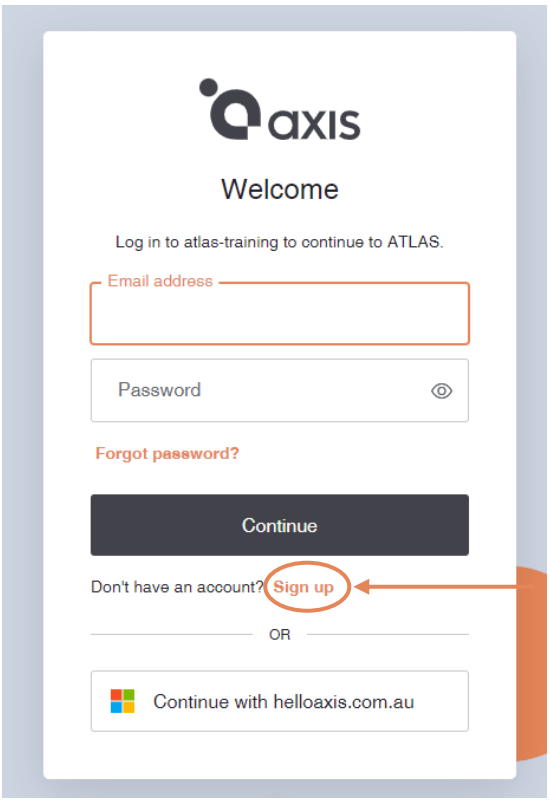
Please contact your onsite representative to arrange access to the system. Once your account has been setup, you will receive an invitation from info@helloaxis.com.au

1. **Click on "Start using Atlas"**

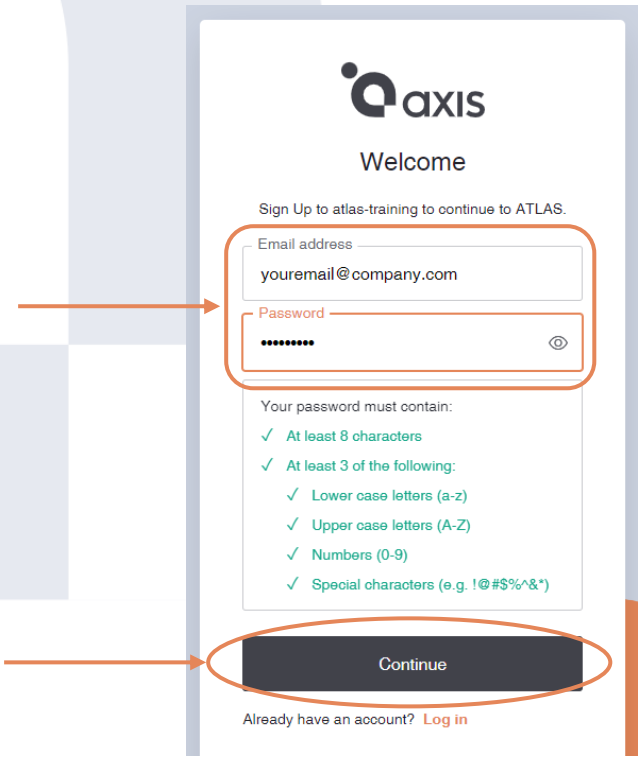


NB: If your account has been setup by Axis but you did not receive an email, you can navigate to https://app.atlas.helloaxis.com.au in your internet browser, then continue to step 2.

2. **On the Atlas login screen, select "Sign Up"**



3. **Fill in your email address** (this must be the same email that the invite was sent to) **and select a password** (note the password must meet the minimum criteria)



4. **Select "Continue" to activate your account and log in.**
   NB: If you are directed to an "Access Denied" page, your account may not have been setup by Axis. Please contact your onsite representative or info@helloaxis.com.au

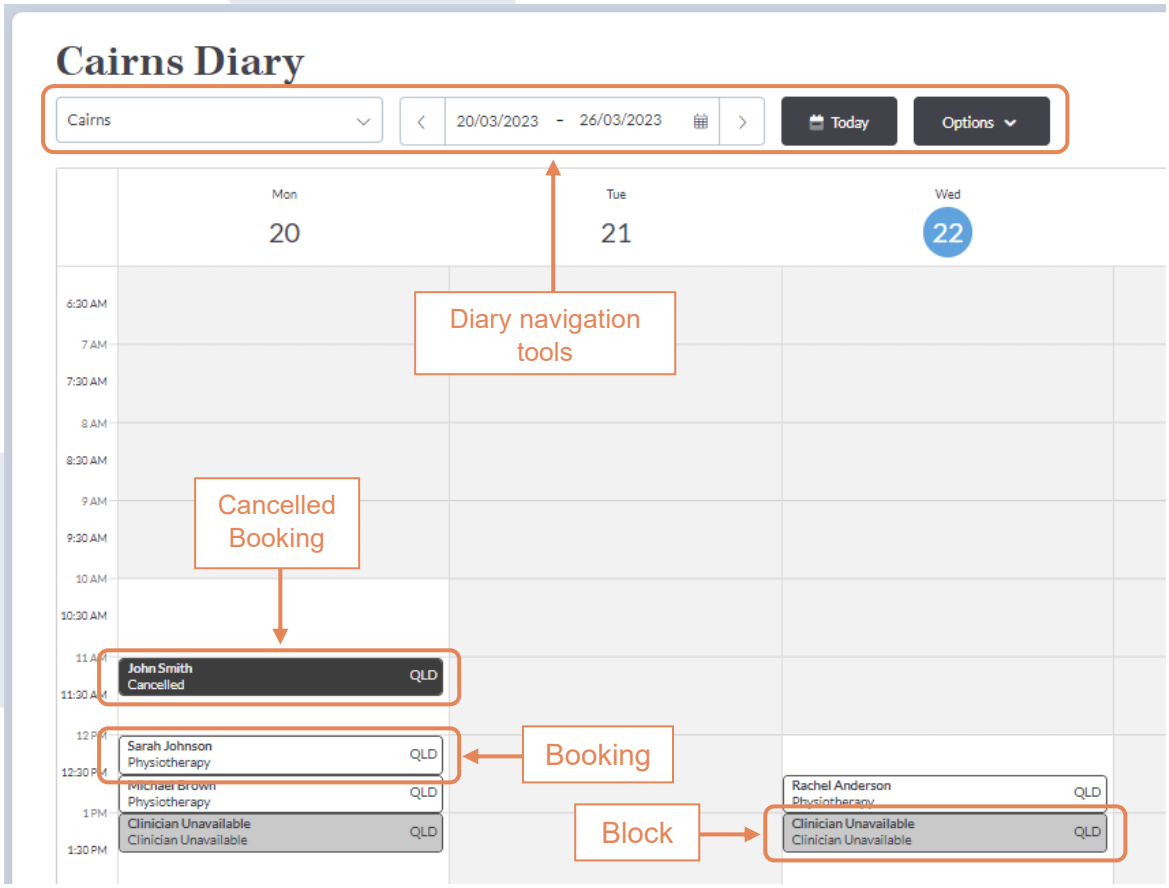
Managing Bookings in Atlas

Create a New Booking:

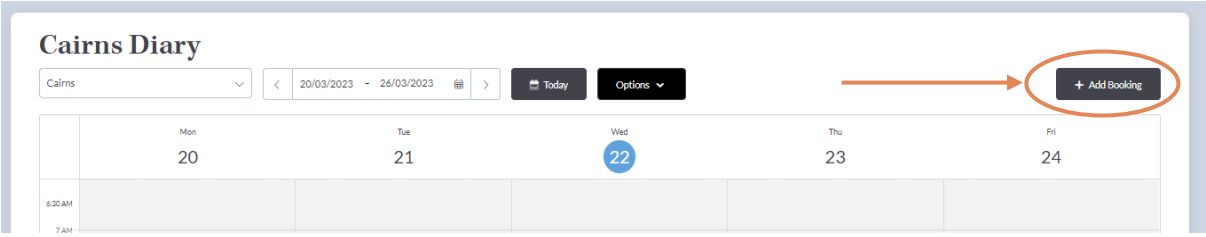
1. **Click on "Diary" in the top right hand corner to open the diary view**

NB: If the "Diary" tab is not available, please speak with your onsite representative to amend your account access.

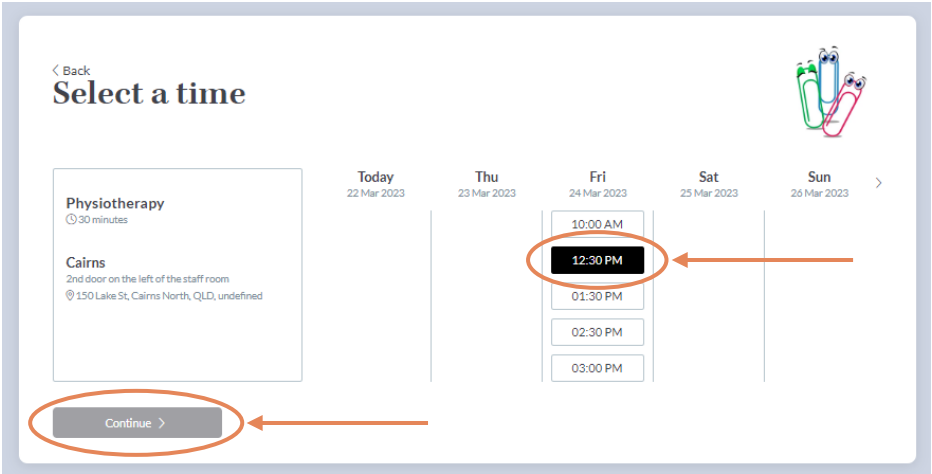
2. **The diary view will show Bookings and blocks. The navigation buttons at the top can be used to change the date range that is shown.**
   - Bookings are appointments for an individual with the onsite clinician and show the client name on the booking. Cancelled bookings will show in dark grey.
   - Blocks appear as light grey and are used to reserve time for clinical activities (e.g. meeting with the onsite Injury Management team).



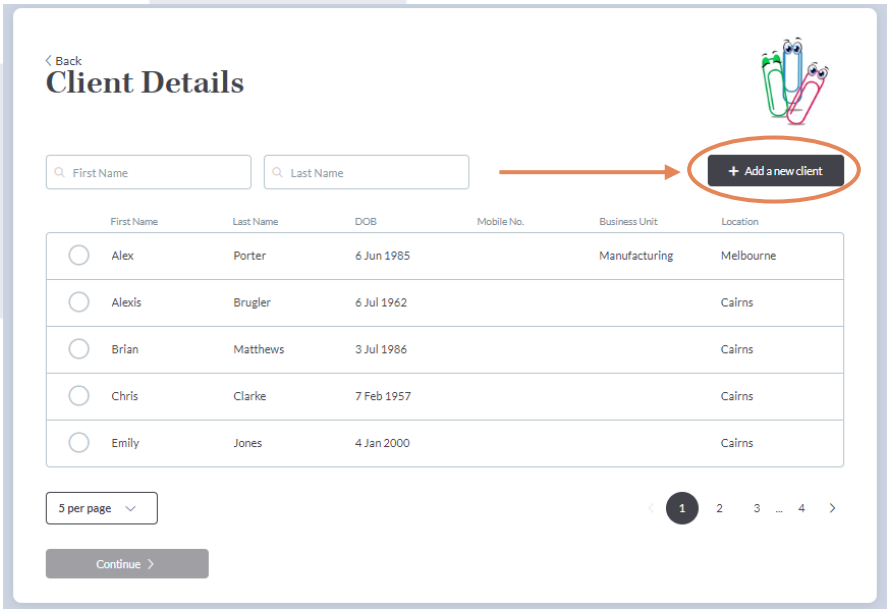
3. **Create a new Booking by selecting "Add Booking" in the top right hand corner**

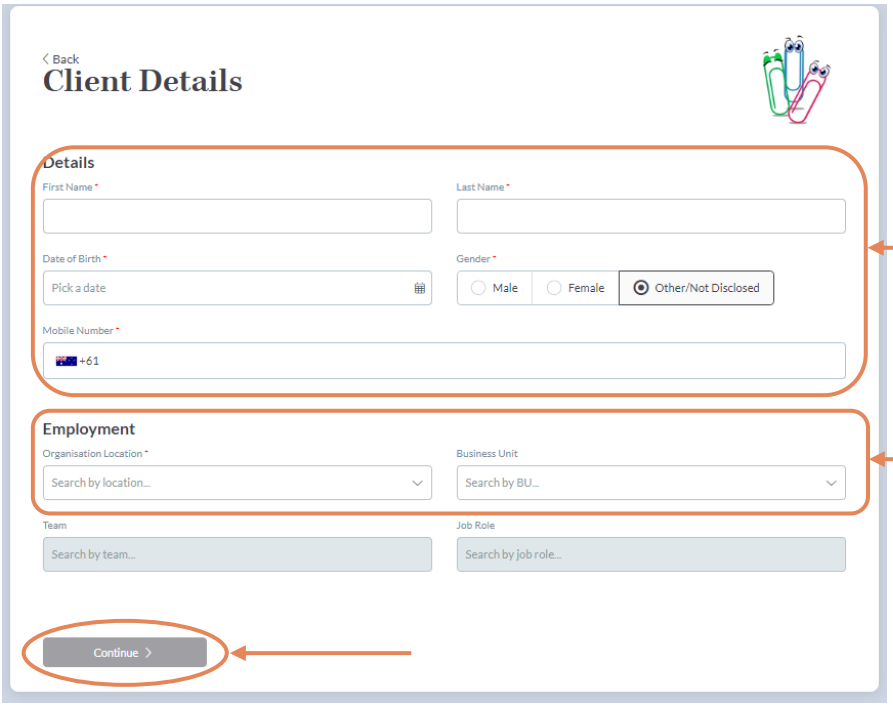


4. **The time selection window will open showing all available appointment times. Click on the preferred timeslot and select "Continue"**



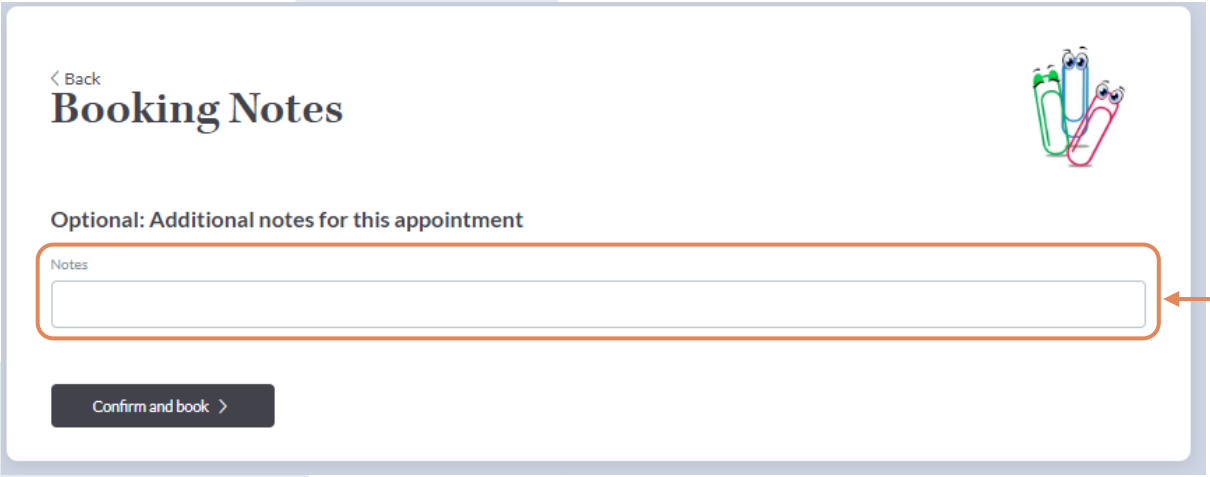
5. **Select the Client**
    - If they have seen Axis before, select their existing profile from the list provided. You can navigate through the list using the page buttons on the bottom right, or using the search fields at the top. Once the profile is selected, click “continue” and move to step 6.
    - If they have not seen Axis before, select “Add a new client” on the top right hand side. Fill in their name, DOB (if known), gender and mobile number. If your Organisation has multiple locations, select their location. Other employment detail fields are optional and based on the Organisation structure. Once details are entered, click “Continue” and move to step 6.



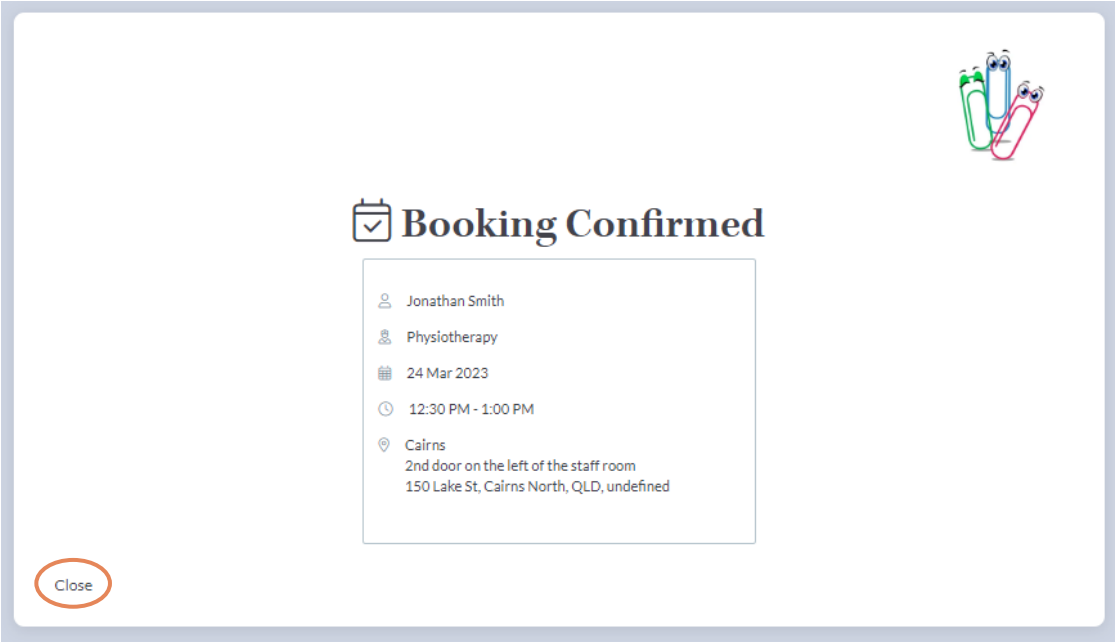


NB: Client details only need to be entered the first time a booking is made for them. For all future bookings, their profile can be selected from the client list.

6. **Add any relevant notes to the booking. Select “Confirm and book” to finalise the booking**



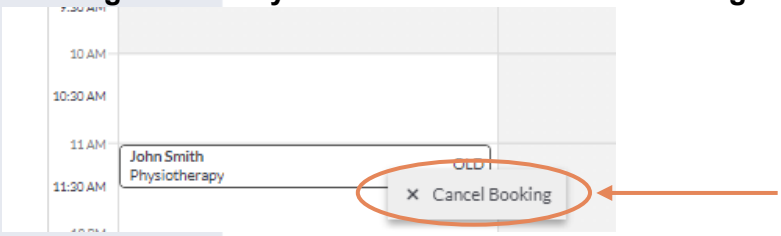
7. **The confirmed booking details will display on screen. Select “close” to return to the diary view**



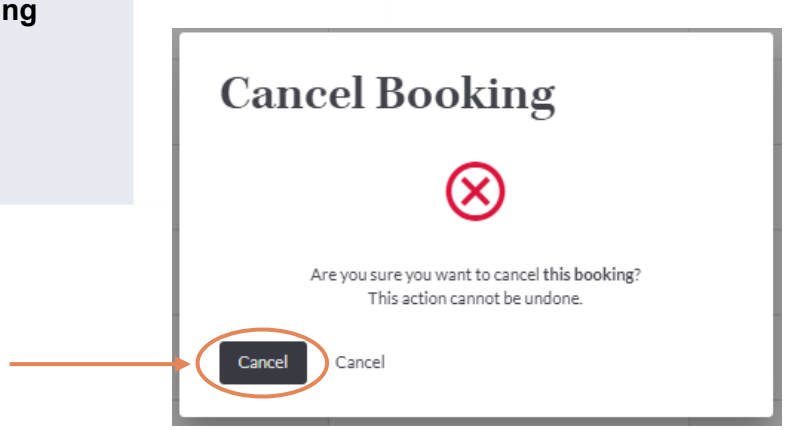
Cancel/Update an existing booking

To change the day or time of an existing booking, cancel the booking using the steps below then create a new booking at the preferred day/time.

1. **Right click on the booking in the diary view and select "cancel booking"**



2. **A confirmation window will pop up. Select "cancel" to continue cancelling the booking**



3. **The booking will turn dark grey and show as "cancelled". This appointment time will now be available for a new booking in the time selection window**

For any support accessing or using Atlas, please contact your onsite representative or our support team – info@helloaxis.com.au