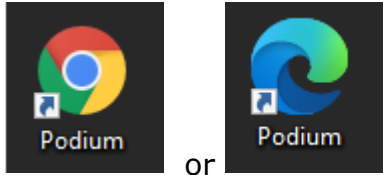




PODIUM PATIENT STATUS UPDATES

Please review the following steps to update a patient's guest on the status of their procedure/surgery.

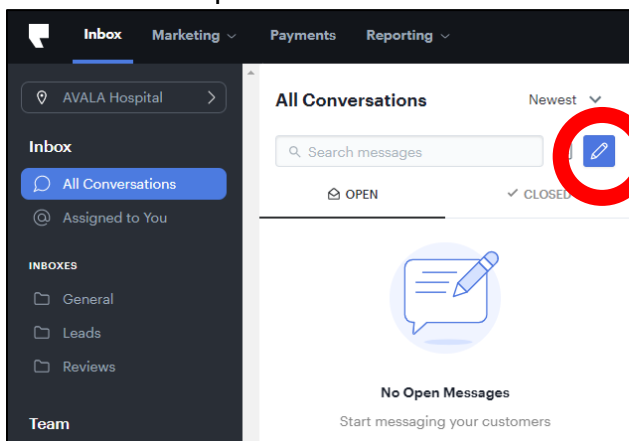
1. Click the Podium icon on your desktop computer.
Ensure you are utilizing Google Chrome or Microsoft Edge as your web browser.



2. Login with your AVALA email address and the password you created for your account.
(If you need your password reset, please email Brooke at brussell@avala.com.)

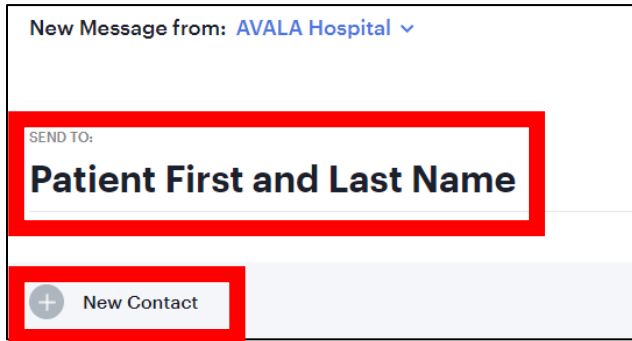
A screenshot of the Podium login page. At the top is the Podium logo. Below it is a form with two input fields: "Email or mobile number" containing "brussell@avala.com" and "Password" containing "*****". A "Show" button is next to the password field. Below the fields is a blue "Sign in" button and a link for "Forgot password?".

3. Send patient review invitation text.
Click the blue pencil icon.

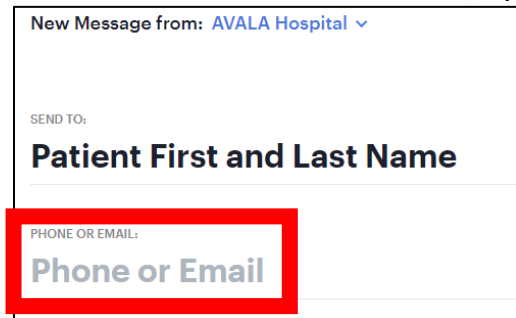




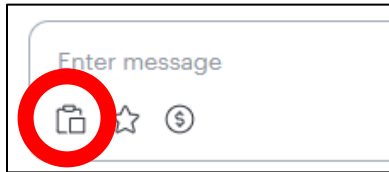
4. In the "SEND TO" field, type in the **PATIENT'S** first and last name (not the guests name).



5. In the "PHONE OR EMAIL" field, type in the **PATIENT'S** mobile/cell phone number.

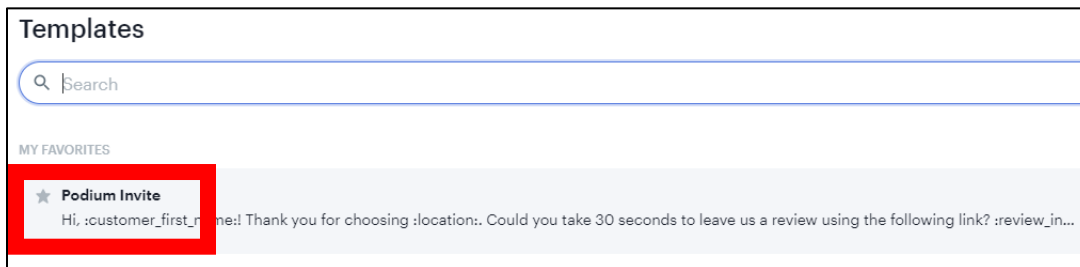


6. At the bottom of your screen, select the templates icon.



7. Then, select the template labeled "Podium Invite".

Note: You can click the star on the right side of the template so it is saved in your "favorites" to make it easier to select in the future.



8. Then, click the white "Send and close" button.

