hello
my name is…
RITA

Reminiscence Interactive
Therapy Activities

Quick Start Guide

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🌐 help.myimprovementnetwork.com

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The Basics

Accessing RITA

Once your device is switched on you can access RITA by pressing the "RITA" icon.
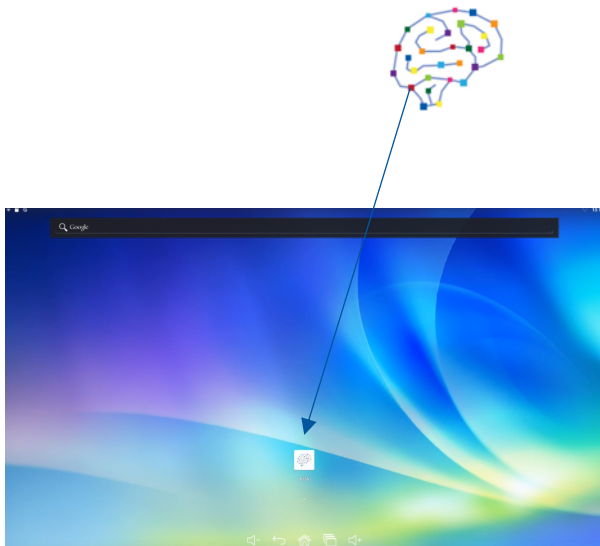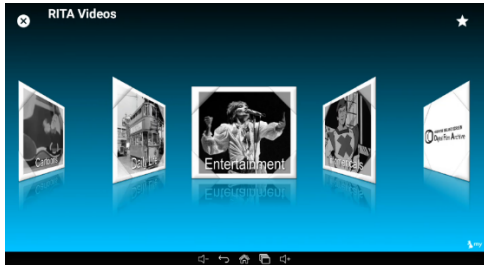

Navigating RITA

Along the top of RITA you will find the categories Tap on a category button to display the apps for that category. Swipe left or right to scroll through and select an app with a single tap on their preview tile.

The app will then open.

Some apps e.g. RITA Videos will show more options for you to scroll through – select the option you want by swiping left or right then tap once on the preview tile.

Volume Control

The system volume control can vary depending on the model of system you have below you will find information for each.

ViewSonic Large RITA Screen

There are two methods to adjust the volume on a ViewSonic device.

To adjust the physical speaker volume follow the steps below:

1. Press the OSD button at the bottom of the screen.

2. Use the arrow keys to highlight "Audio Adjust"

3. Press the Select button to enter the Audio adjust menu then use the arrow keys to highlight the volume slider.

4. Press the Select button while highlighting the audio slider then use the arrow buttons to increase or decrease the volume.

5. After you have adjusted the volume press the OSD button a few times to close the menu.

To adjust the software volume follow the steps below:

1. Make sure some media is playing either music or video content.
2. Drag up from the bottom of the screen and a bar with icons on should popup
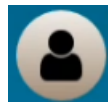3. Use the audio icons to adjust the software volume.

Tablets

All Tablets have physical volume buttons located on the side or top.

User Accounts

User Login

Initially or when logged out, the default 'Guest' account will be in use.

To Log-in tap the user button at the bottom of the screen.

You will be given the option to Cancel Login, Create a New Account or Login as an Existing User.

What Would You Like To Do?

Do you want to login to an existing user or start a new account?

| New Account | Cancel | Existing User |

1. To login tap Existing User

2. A list will appear of all the users registered on the device.

3. Tap the Name of the user.

4. A new box will appear asking for the Users Password enter the password and tap Continue.
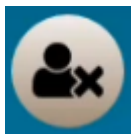
You are now logged in and all work performed that saved data will be saved to your account.

Your name will appear at the very bottom of the screen and will show 'Logged In As:'

User Logout
To logout Tap the user button at the bottom of the screen again.

You will be given the option to 'Cancel' logout or 'Confirm Log Out' of your Session.

1. To Logout tap 'Confirm Log Out'

2. If your system has been configured to collect Session Notes a pop up will appear.

3. Enter your Notes if applicable and tap 'Save Note'

4. If you do not want to enter a note tap 'No Notes'

5. If your system is configured to record Mood & Wellbeing a popup will appear asking how you are feeling now, tap one of the options and the panel will disappear.

You are now logged out and all databases and work files will be closed.

At the very bottom of the screen the name will now show 'Logged In As: Guest' this is displayed directly above the 'Current Carer'

New User
Tap the Log-in button at the bottom of the screen.

You will be given the option to Cancel Login, Create a 'New Account' or Login as an 'Existing User'.

1. To create a new user tap 'New Account'.

2. An *important* disclaimer will appear. A permission request that must be agreed to before the account can be created. Read the

disclaimer or read the disclaimer to the user and if agreed, tap 'I Give Consent' *(If you do not give consent the account cannot be created!)*

3. A new box will appear asking for the new Users, User Name. This must be a unique name or nickname Like BobB132 or DSmith or DSmith133 (No special characters or spaces). Tap 'Continue'

4. The system will check to ensure the 'User Name' is not already in use.

5. The next box will request the users 'First Name'. Enter the name or initial and tap 'Continue'.

6. The next box will request the users 'Surname'. Enter the name and tap 'Continue'.

7. The next box will request the users 'Password'. Enter the password and tap 'Continue'.

8. Finally, the last box will request an Email address for recovery purposes. Enter the address and tap 'Finish'.

9. A new box will appear informing you it will take a few moments to create the new account files.
NB* depending on device model and performance this can take up to 2 minutes*

10. You will be informed when the process has completed.

You are now immediately logged in and all work performed that saves data, will be saved to your account.

Your name will appear at the very bottom of the screen and will show 'Logged In As:'

Connecting to WiFi

Although RITA does not require WiFi Internet access to work, you can connect to your building's WiFi Internet to use other apps such as the BBC iPlayer, ITV Player, Zoom etc. Connecting to WiFi also means it is possible to view basic usage data e.g. how often and for how long a particular application has been used.
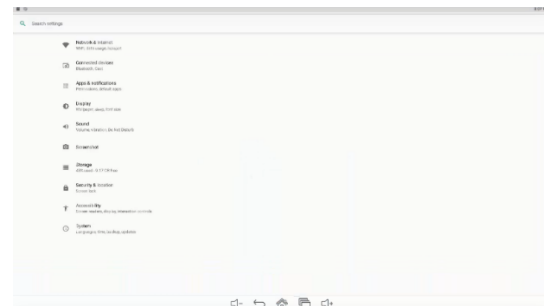
Large RITA Screens (ViewSonic)

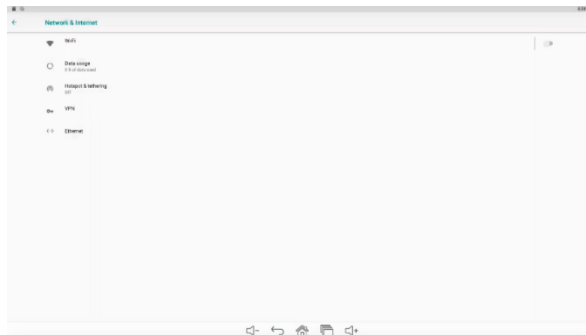1. From the Home Screen swipe up to display all the apps
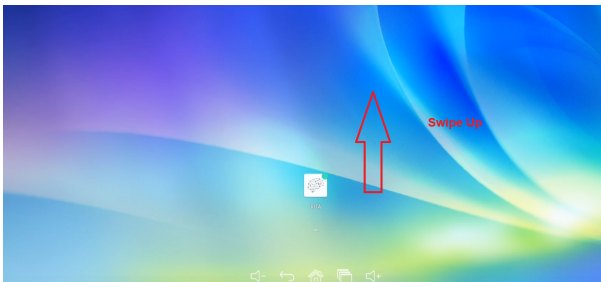
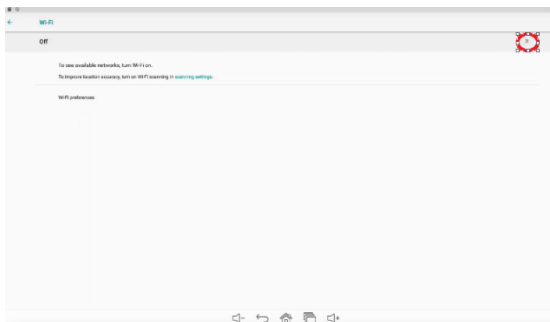2. Drag up the screen until you can see the Settings icon and tap on it once
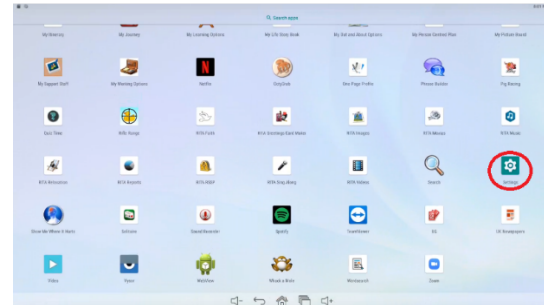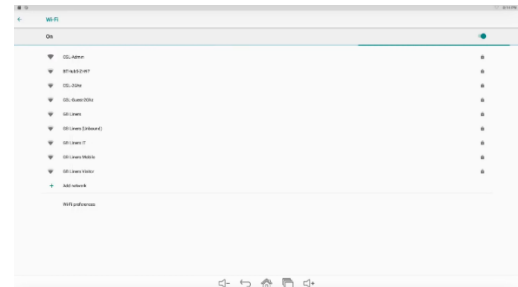

3.Tap on "Network & Internet" at the top of the list

5. Tap on "WiFi"

6. Tap on the slider control on the right to turn WiFi on.

7.After a few seconds, a list of available WiFi networks will be displayed (your list will be different to the one shown below).
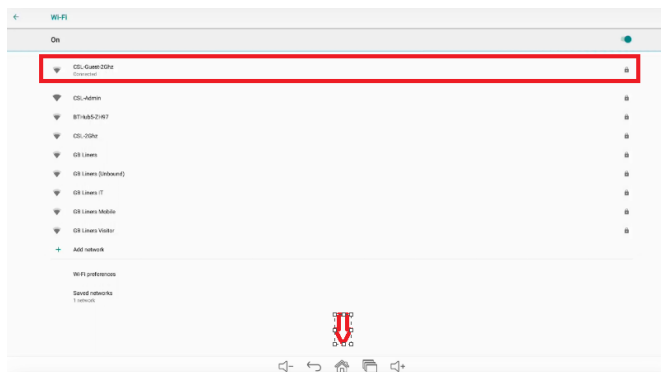

8. Tap on **your** WiFi network name from the list, input your password in the pop-up box and click on Connect. **(NOTE: your IT dept may have to provide you with the correct network name and password).**

9. After a few seconds you should be connected to your WiFi network. Tap on the Home icon on the bottom of the screen to return to the Home Screen.
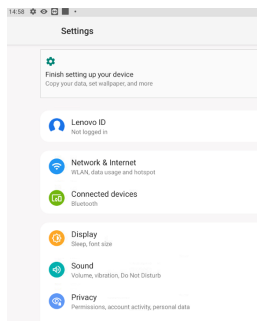

Tablet – Lenovo

We are using a Lenovo tablet – if you have a different tablet some of the screenshots may look different but the process is very similar on other tablets.
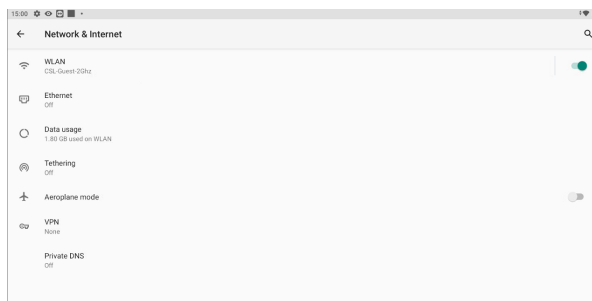
1. From the tablet home screen, swipe down from the top to display the settings widgets – tap on the gear icon (settings icon) at the top right
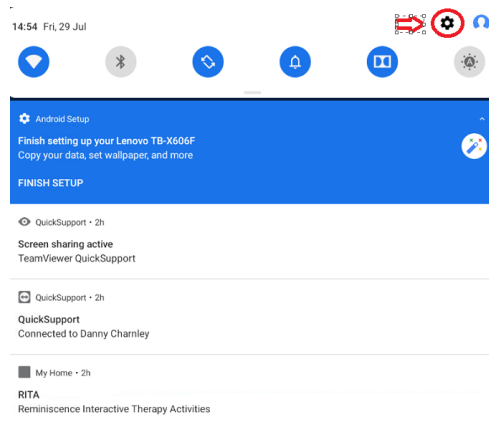
2. Tap on the "Network & Internet" menu option

3. Tap on the WLAN option
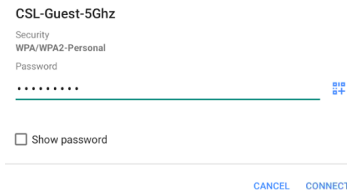

4. A list of WIFi Networks available in your building will be displayed, select the required network

5. When you select your network, a Security pop-up will be displayed, input your password

And click on "Connect"

6. You should now see that you are connected to your selected WiFi network. Tap on the home icon (for the Lenovo tablet this is the circle) at the bottom to return to the Home screen
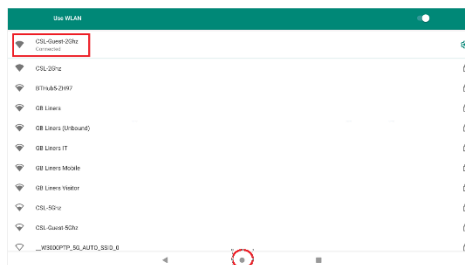
RITA Content

More detailed documentation can be found at:

https://help.myimprovementnetwork.com

or by pressing the following button within RITA

Help, Information & User Guides

Support Contact Information

Email: help@rita.systems

Phone: 0161 941 6610

My Improvement Network