MGNA 2.0 Update Guide for Practitioners

1 Introduction

The 2.0 update to the MGNA website contains many changes, both visually and under-the-hood. This guide is intended to aid Practitioners who are familiar with the 1.x site as they familiarize themselves with the new layout and functionality.

In addition to the visual overhaul, Client data and inputs have been reorganized so that everything related to an individual Client is available in one place and without other distractions. Further, there are new ways to provide Client with information they need, as well as improvements to the Health Survey that will streamline the experience for both Clients and Practitioners.
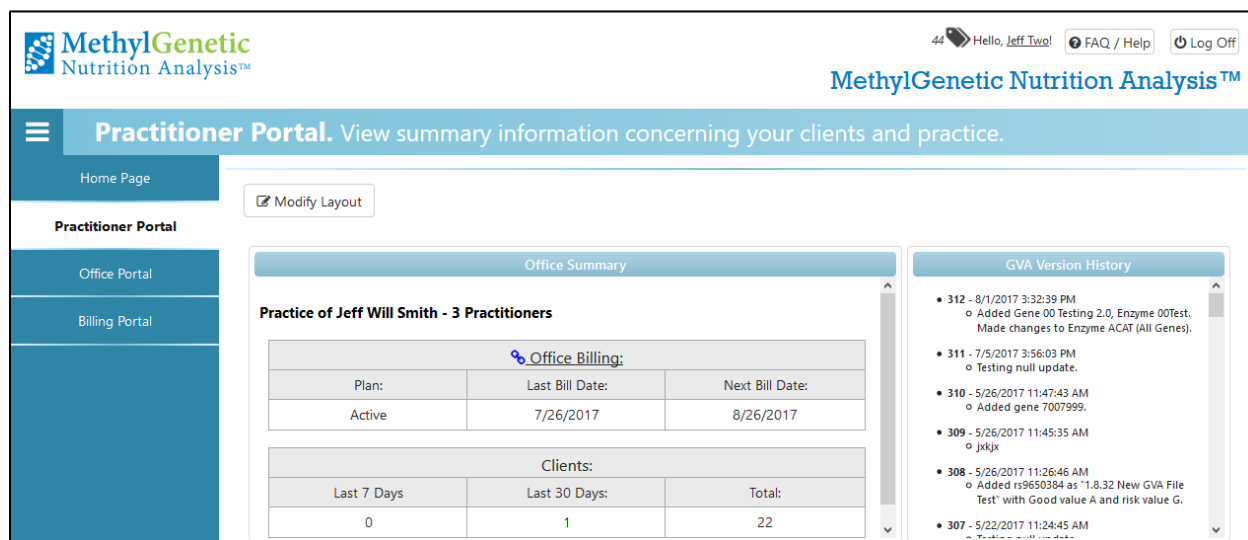
2 General Site Layout

The navigation layout has been moved from being primarily along the top of each webpage to being mostly on the left side. We have arranged each set of features into a "Portal" that contains similarly-themed functions:

- The "Practitioner Portal" for all things related to interfacing with Clients and accessing or entering data related to them.
- The "Office Portal" for managing your Office, its members, and common data that needs to be disseminated to Clients.
- The "Billing Portal" for all operations related to your billing account and plans.

The portal menu can be accessed by clicking the "hamburger" menu icon ☰ at the far left of the blue bar near the top of every page on the site:

This will bring up the portal menu in place of the left-hand navigation items:

Figure 1 - Portal Menu

Each Portal also has its own landing page, designated the "Dashboard." These pages offer an at-a-glance overview related to each Portal's contents, similar to the original "Dashboard" tab in the original site's "User Portal." Just like the original version, each Dashboard is customizable, and the nodes can be resized, rearranged, and hidden as desired.

3 Practitioner Portal

The Practitioner Portal, which is the website's default landing page upon login, also contains the most important features—Clients and client data.

Figure 2 - Practitioner Portal – Office Client List

The "Office Client List" contains and displays Client data in a manner similar to the 1.x site. However, the options in the Actions list has been curtailed, with certain functions such as uploading a Gene File and managing privately-assigned documents having been moved into the Client Overview (described below). Further, due to significant changes to the Health Survey (described below), there is no longer a need to send Clients a link.

Figure 3 - New Actions Menu Options

3.1 Clients and Client Data

The Client Overview now houses Client Information, Assigned Documents, Checklists (a new feature), and access to upload the Gene File.

Figure 4 - Client Overview

3.1.1 Gene Files

The "Upload Gene File" functionality has now been moved to its own tab within the Client Overview. Other than this navigational change, the page works exactly as it did prior to the MGNA 2.0 update.

Figure 5 - "Gene File" tab

3.2 Reports and the MGNA Pyramid

Figure 6 - Reports Navigation and "Gene Analysis"

Most of the reports in the refreshed website will appear the same as they did prior to this update. The contents of the Gene Analysis, Enzyme Analysis, SNPs, Supplement, and Labrix Reports have not changed significantly, and the Report History feature works exactly as it did prior to the update.

Of note, the MGA report is no longer available. In its stead is the new "MGNA Pyramid" that is accessible in the left-hand navigation directly below "Reports."

The MGNA Pyramid takes the place of the MGA Report from the previous versions of the MGNA website. It features similar information as the MGA Report, but it includes much more and is designed to be a better guide to improving Clients' well-being and lifestyle.
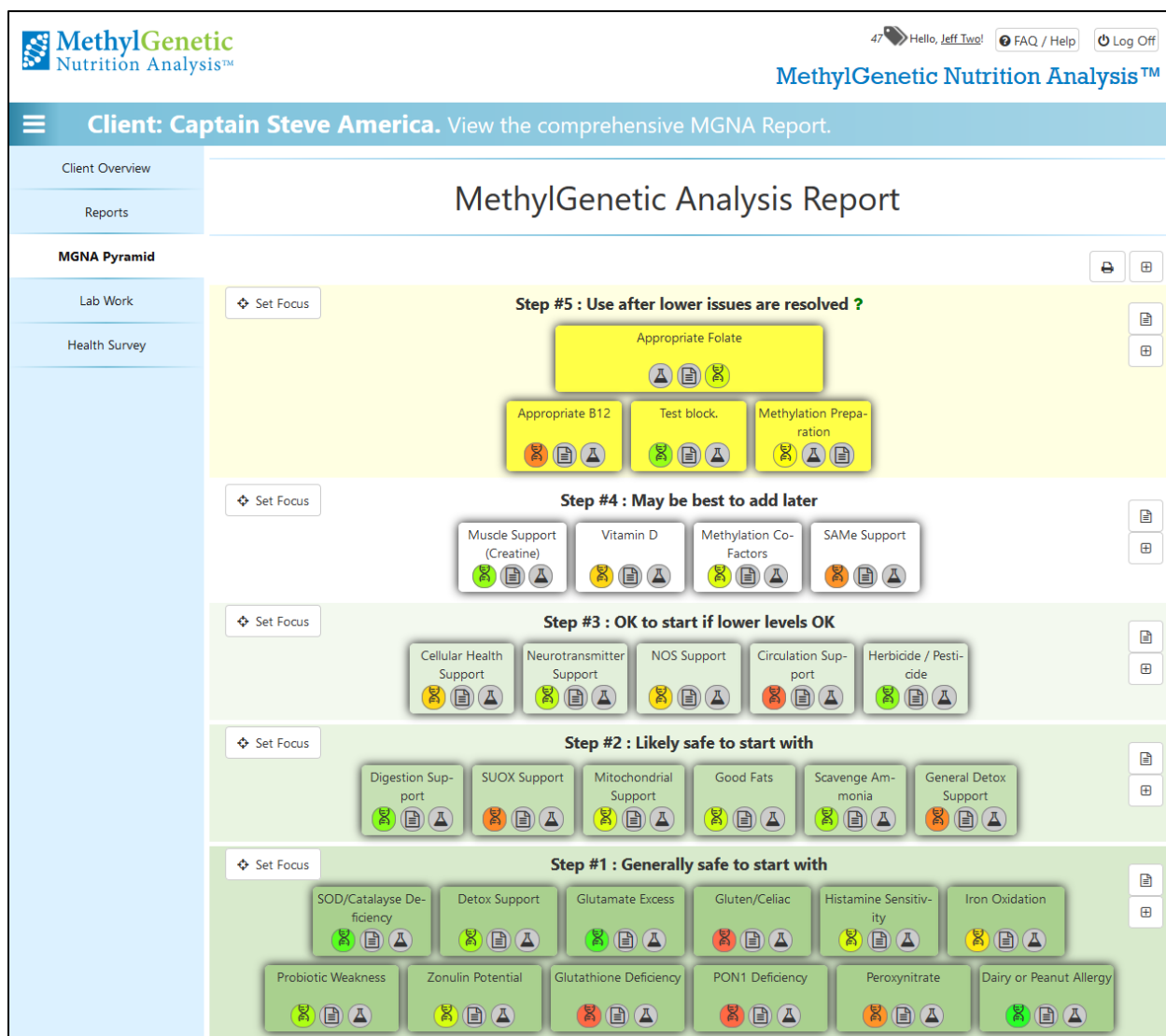
Figure 7 - MGNA Pyramid - First View

The MGNA Pyramid consists of a number of blocks that "build up" to better well-being. For instructions detailing how to use the MGNA Pyramid to interpret a Client's needs, please see the Pyramid-related webinars available on the "Webinar Archive" accessible from the Practitioner Portal. This guide will only describe how to manipulate the Pyramid on a functional level.

3.2.1 Pyramid Summary Rows

Each block in the MGNA Pyramid contains up to three icons in a "Summary Row."
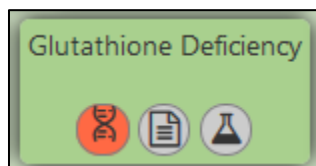

Figure 8 - Example of a Summary Row

The icons in the summary row are not always in the same order; instead they reflect the order of the corresponding sections within each block (SNP, Lab Work, and Symptoms). The icons will, however, always represent the same factors. In the above figure, the first icon (a DNA helix) represents a population-weighted assessment of the Client's SNP and Enzyme factors. Note that this is a total of all SNPs and Enzymes associated with the block, so it is necessary to read the full text for a complete understanding of the Client's needs. Green indicates generally healthy function, while red indicates there may be problems to resolve or mitigate, if associated Health Survey and Labwork feedback indicates an issue.

The second icon in the above example represents the Client's responses on the main Health Survey. These are heavily weighted to highlight a Client's Health Survey responses. A yellow or red icon indicates the presence of one or more problem indicators.

The third icon in the above example represents the results of any Labwork that has been associated with that block. A yellow or red icon indicates the presence of one or more Labwork results that are considered out-of-range.

In all cases, the presence of a gray icon indicates that no responses or results have been entered for the topics covered by that Pyramid block. If a Client has an orange or red SNP/Enzyme indicator, it may be advisable to have them answer the associated Health Survey questions if they have not already done so.

3.2.2   Pyramid Blocks

To expand a block and view its contents, simply click on a block. It will expand and display the relevant information for your Client.

It is possible to open and view multiple blocks at once; please note that the blocks will expand beneath each other in the order of their header (that is, if both "Histamine Sensitivity" and "Iron Oxidation" are opened in the example below, they will share the header space, but "Iron Oxidation" will be displayed beneath the end of the "Histamine Sensitivity" block).

The contents of each block should be recognizable if you have used the Practitioner SNPs and/or the MGA Report on previous versions of the MGNA website:
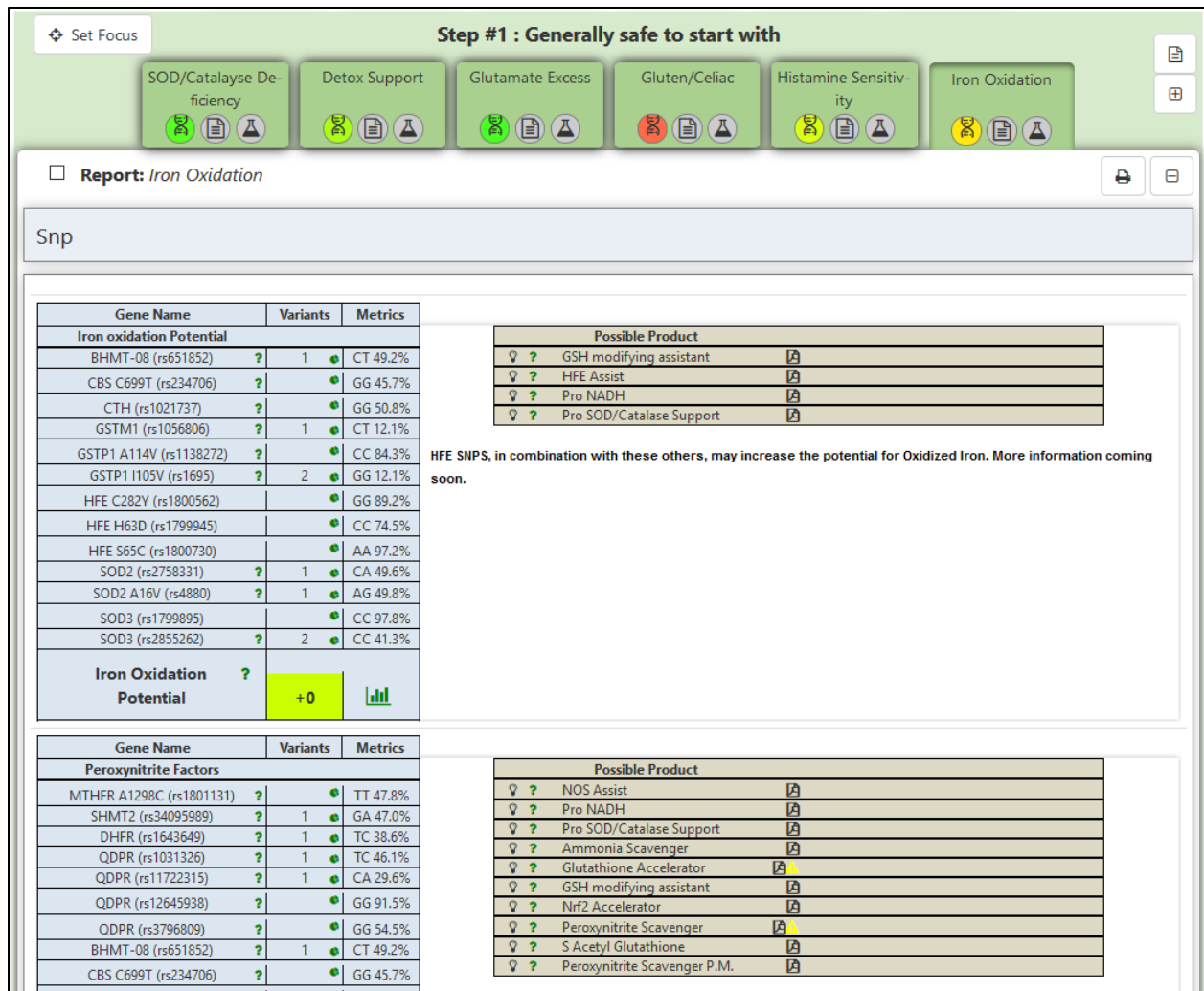
Figure 9 - Expanded MGNA Pyramid Block

Each block can also have a "Focus" set; this is just a visual indicator that can be used to mark which blocks you want to focus on for improving your Client's well-being, as shown below:
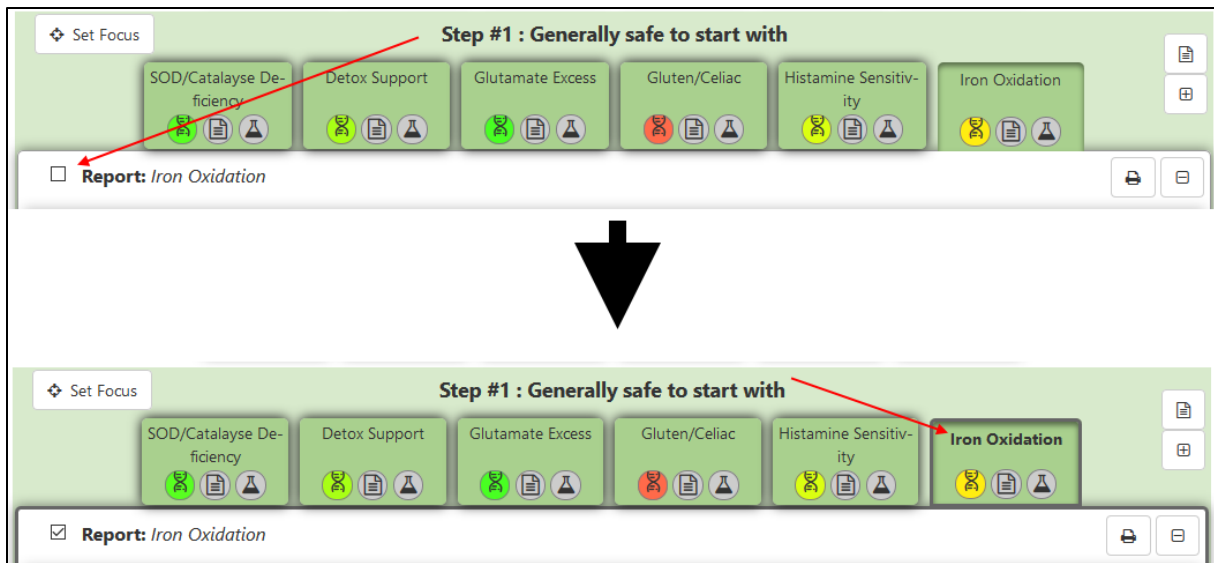
Figure 10 - Setting Block Focus

It is possible to focus on more than one block at a time, and all such blocks will display with dark borders and bold text in their titles.

Whole steps can also be focused; however these are one at a time only. Use the "Set Focus" button to specify a step to focus, and it will gain a shadowed border:
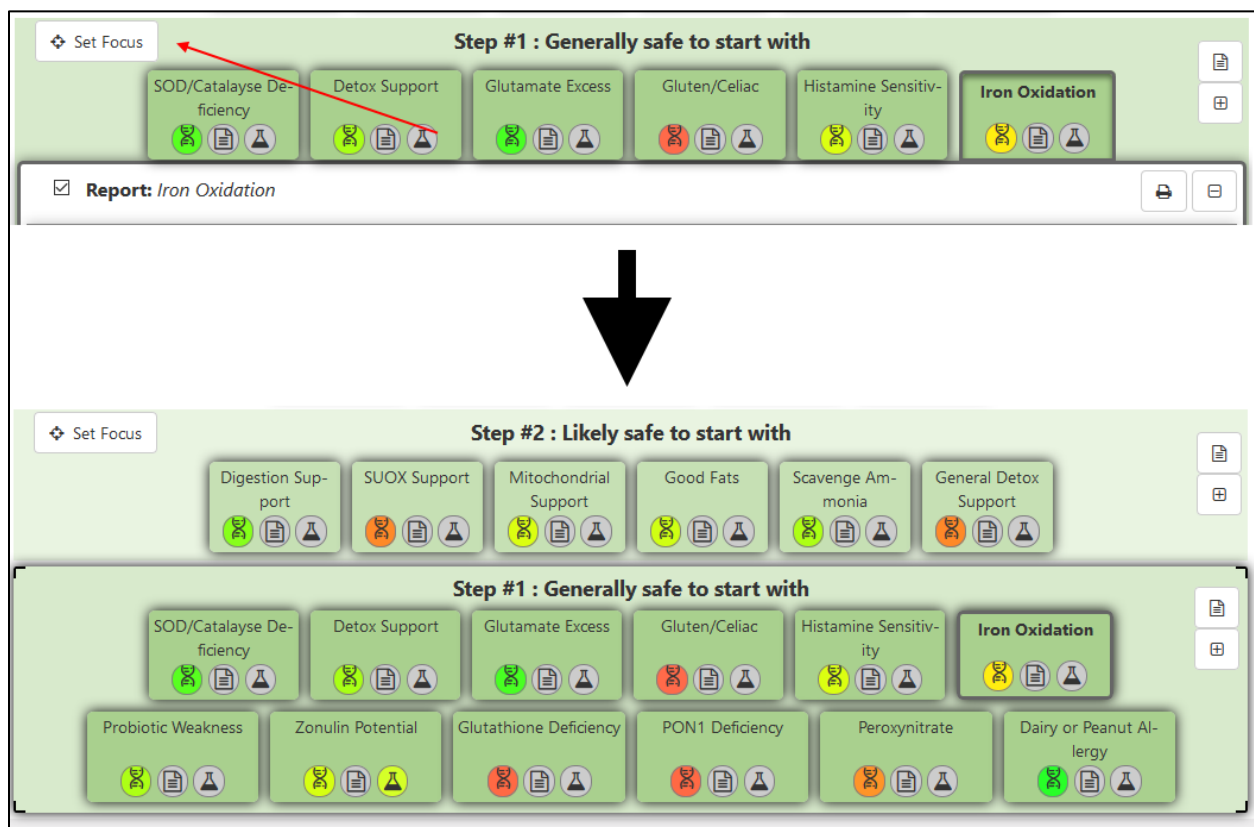
Figure 11 - Setting Step Focus

As you continue to use the MGNA Pyramid with a Client and change the Step Focus, a Calendar icon will be displayed so that you can review your Client's progress. Multiple changes to Step Focus in a 24-hour period are not tracked, so that accidentally selecting the wrong step to focus is not recorded in that Client's history.

3.3   Lab Work

Lab Work has been updated to make it easier to add incremental updates and changes to a Client's Lab Work, as well as to more easily view a Client's historical lab results.

Lab Work can be found in the left-hand navigation panel, and it provides a familiar set of text fields for entering a Client's lab results. Any Clients with previously-entered Lab Work should have had their Lab Work results brought forward into the new format.

Figure 12 - Lab Work

A progress bar at the top of the page shows how many Lab Work results have been entered out of all the Lab Work items that the website currently supports.

It is also now possible to switch between languages on the Lab Work page, if website administrators have translated the Lab Work questions to a particular language. This may make it easier to describe needed tests to Clients who do not speak English or who have a limited grasp of the language.

Each Lab Work item now contains its own history. Previously-answered Lab Work results will display their last-answered date in green. Lab Work results that have had their responses updated in the past will also display a circular arrow symbol. Clicking on this symbol will display a small box containing all previous answers, as well as the dates these answers were entered.

Lastly, and most importantly, is the new "Provider" dropdown associated with each Lab Work item. Because each testing lab may output their results in different formats and using different ranges of numbers, and because Lab Work is now being used in more places in the MGNA site, this dropdown has been added to each Lab Work question.

Selecting the correct Lab Work provider will help provide accurate output on the MGNA Pyramid in the Summary Row Icons and aid in improving a Client's well-being.

3.4   Health Survey

The Health Survey (previously "Symptom Survey") has received similar treatment to the Lab Work, discussed above.

The most important change to the Health Survey is that Clients do not need to complete the whole survey in one sitting, or even within a specified time window. Furthermore, Clients are able to update their answers, and the Answer History button on each question allows tracking of a Client's progress regarding each issue.

Figure 13 - Health Survey

Similar to the Lab Work, Practitioners and Clients can select a language from the dropdown, and the notepad-and-pen icon in the right-most column of the questionnaire allows entering and viewing comments associated with the Client's answers.

4 Office Portal

The Office Portal contains a collection of features that pertain to managing and maintaining your Office, with the exception of Billing (which is in the Billing Portal, discussed later in this document).

The landing page for the Office Portal is a dashboard page that contains notifications, information about your Office, and other data and news.

Figure 14 - Office Portal Dashboard

As was previously available in the Office Portal, you will have access to your Office User List, where you can authorize new Office personnel to access the website, as well as manage or disable their accounts as needed.

The Email Logs, which display emails generated by the MGNA website on behalf of your office, can also be accessed here, as normal.

4.1 Document Library

While this feature was available shortly before the 2.0 release, it was not formally announced due to the Client Portal having been a work in progress.

Figure 15 - Office Document Library

The Document Library is where you can manage common documents that need to be distributed to multiple Clients, such as Terms of Agreement documents, Supplement Information unique to your office, and Check-In or Check-Out forms.

Existing documents can be viewed, modified, and deleted from this list. The "Auto Assign" checkbox indicates whether or not new Client should automatically have the document assigned to them. Please note that, at this time the website does not support the ability to disseminate documents to existing Clients en masse.

Important: Do **not** use this section of the site to upload documents containing PII (Personally Identifying Information) or HIPAA (Health Insurance Portability and Accountability Act of 1996) data belonging to any of your Clients. Private data can be uploaded individually to each Client via the Client Overview page, discussed earlier in this document.

To add a document, click the "Add a Document" button at the top of the page.

Add Document

Title:	
Description:	
Document Data:	Browse... No file selected.
Automatically Assign:	☐

Upload   Cancel

Figure 16 - Add a Document Window

In the window that is displayed, give the document a title. Optionally, a description can be added. Then, use the "Browse..." button to browse your computer for the document to be uploaded. The "Automatically Assign" checkbox indicates whether all future Clients should receive that document— existing Clients will need to have the document assigned to them.
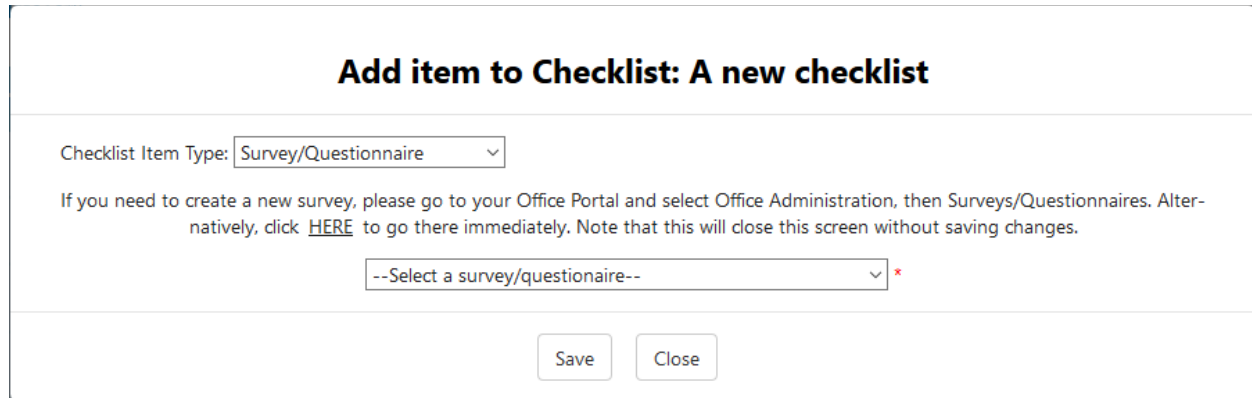
Important: Please note that only certain file types can be uploaded. This list consists of: .doc, .docx, .xls, .xlsx, .ppt, .pptx, .txt, .rtf, .jpg, .jpeg, .bmp, .gif, .tif, .tiff, and .png.

4.2   Checklist Administration

In addition to the checklists created by site administrators, Offices can create and maintain a library of checklists to be used to distribute groups of files, survey requests, and information requests to Clients. Checklists can consist of any number of items that are of one of three types:

- Questionnaires. Surveys created by administrators can be added to Checklists.
- Document Library items.
- Private Document Requests – this requests that the Client upload a file so that you can view it.

Figure 17 - Checklist Administration

Checklists can be added to the list on the Checklist Administration page by clicking "Add a new Checklist." This displays a small window where a Checklist's name, optional description, checklist type, and automatic assignment settings can be entered. These can all be edited later by selecting the Checklist from the "Checklists" dropdown and then clicking "Edit this Checklist."

Figure 18 - Add Checklist

In order to add items to the checklist, select the checklist from the "Checklists" dropdown and click the "Add a Checklist Item" button. The "Add item to Checklist" window will display, where the three Checklist item types can be selected, followed by the specified Questionnaire, Document Library file, or File Upload request.

Figure 19 - Add Item to Checklist

5 Closing

This concludes the introduction to MGNA 2.0 and the new features available to Practitioners. There are more features coming down the road. As they become available, new feature guides will be disseminated to the affected users.