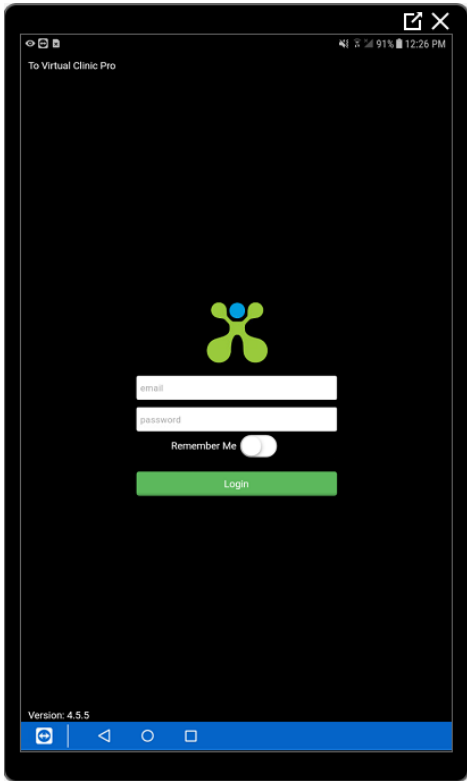ABA Solutions is currently undergoing an upgrade to our tablets. New property sheets will need to be signed and we will swap out your existing tablet. If yours has cellular service, we will need to work with you for coordination. Once yours has been upgraded, it will look like this.

Please disregard this bar. It is not on the actual tablets.

1

This is the top-most screen when you first start the Portia Pro App.

You will need to enter your Portia credentials in order to proceed.

Note: If you click the "Remember Me" button, your email (username) will be stored and will not need to be entered every time. You will still need to enter your password.

Please disregard this bar. It is not on the actual tablets.

2

Your name here.

Schedule a new session here
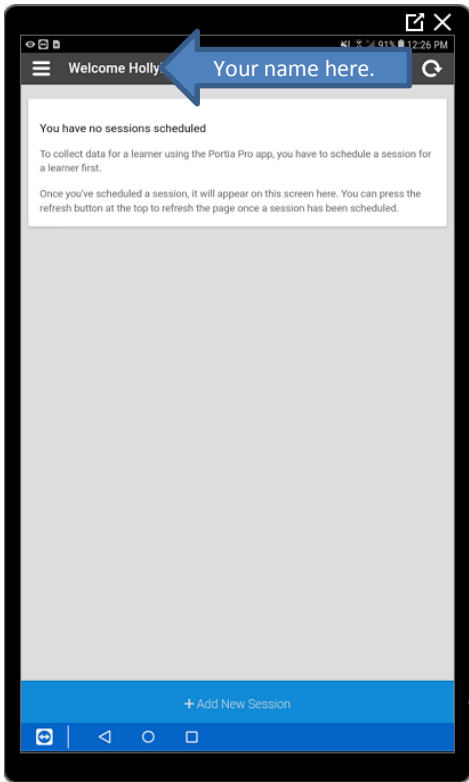
If you have been proactive and have pre-scheduled sessions, they will show up listed here. All you would have to do is select the one you are about to start and move forward.
We recommend proactively setting up sessions to eliminate any difficulties with scheduling the session during what should be the start time, and it allows you to set recurring sessions
This can be done via the web interface at:
https://app.portiapro.com (Not from the tablet)

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If nothing has been scheduled, you will need to first schedule a session so that you can then start it. The next few pages will walk you through that process.
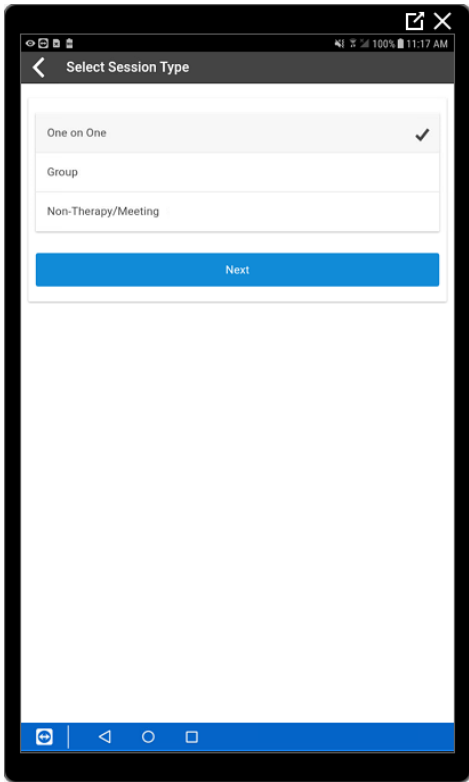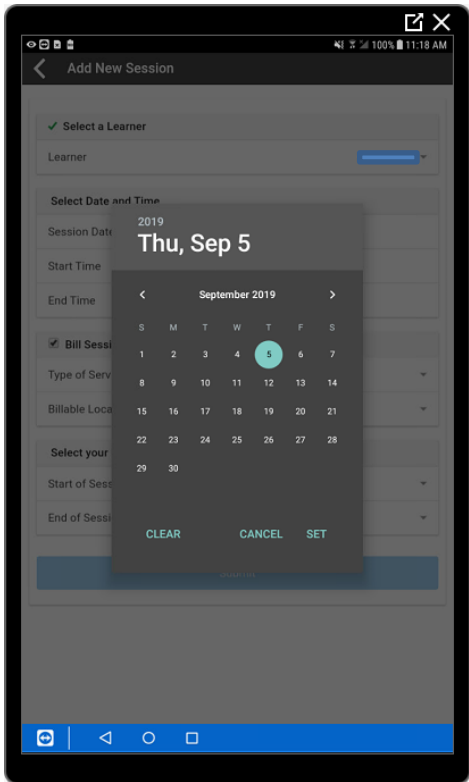
Select "One on One" and press next

Step 1- You will need to select the learner you will be working with.

Your Learner may be different depending which contract you are on. If you do not see the contract you are working on, please email tech4abasolutions@gmail.com to get this corrected ASAP.
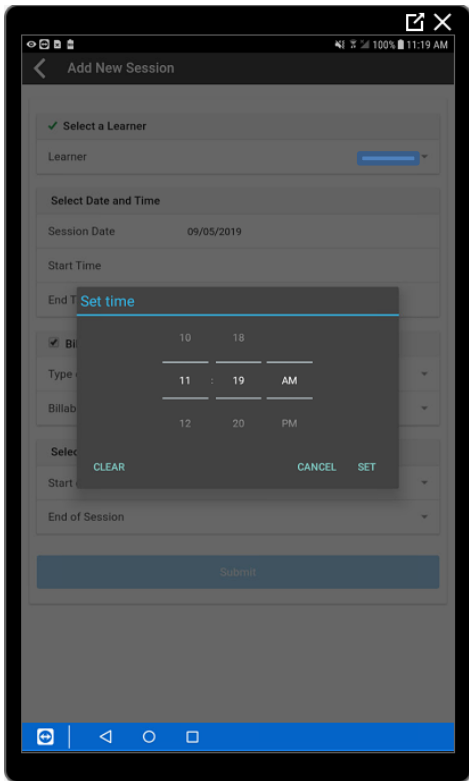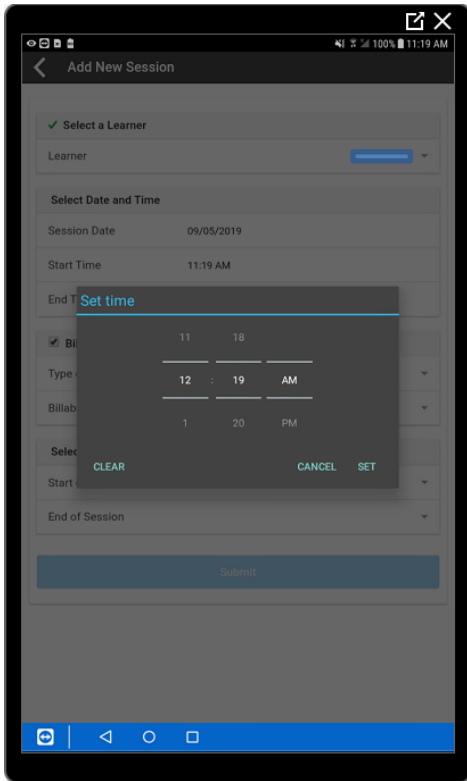
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Step 2- Select the session date

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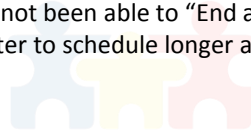Step 3- Select the start time

Step 4- Select the end time. We recommend adding a minimum of 30 minutes extra time in order to add the additional required data at the end. The session will "force close" at the end of the scheduled session. The process for ending a session does not take this long, however if for any reason, you have not been able to "End and Sync", it creates an issue. It is better to schedule longer and just end appropriately.

Step 7- Select "Start of Session" form as "None".
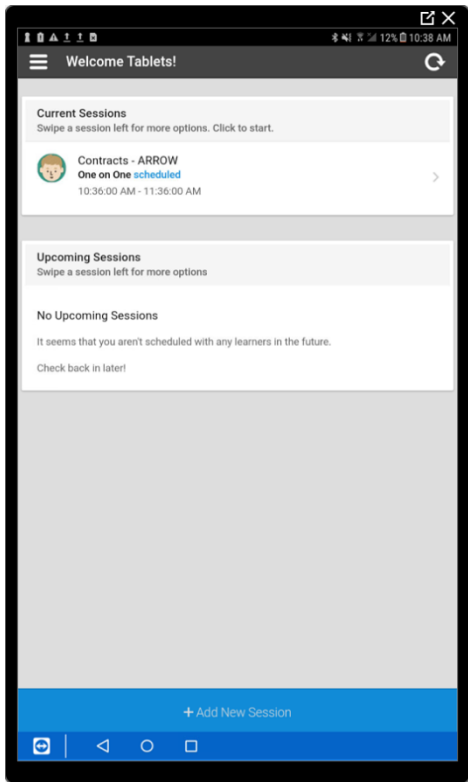
Step 8- Select "End of Session" form as "Contracts".
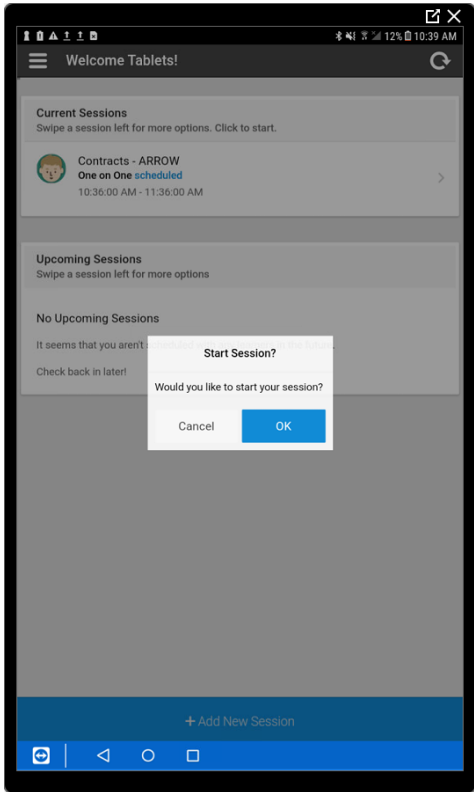
This is an example with the required data entered.
Step 9- Click "Submit"

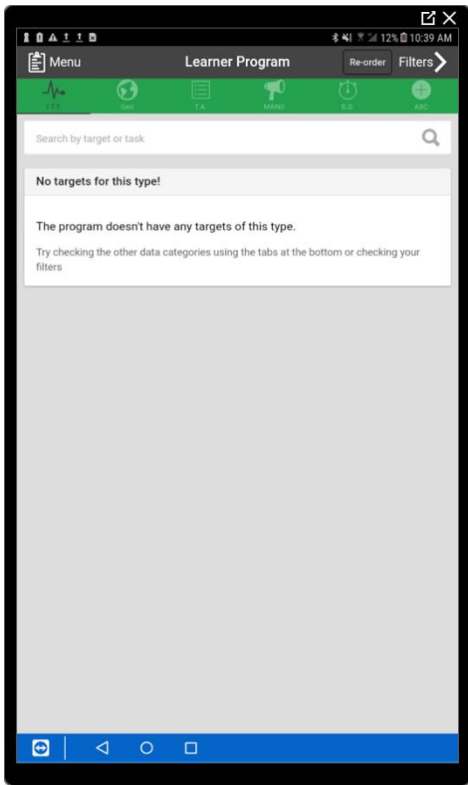ABA Solutions, LLC

Here is a scheduled session for us to begin.

Once you choose a current session, you will be asked if you would like to start. Click OK.
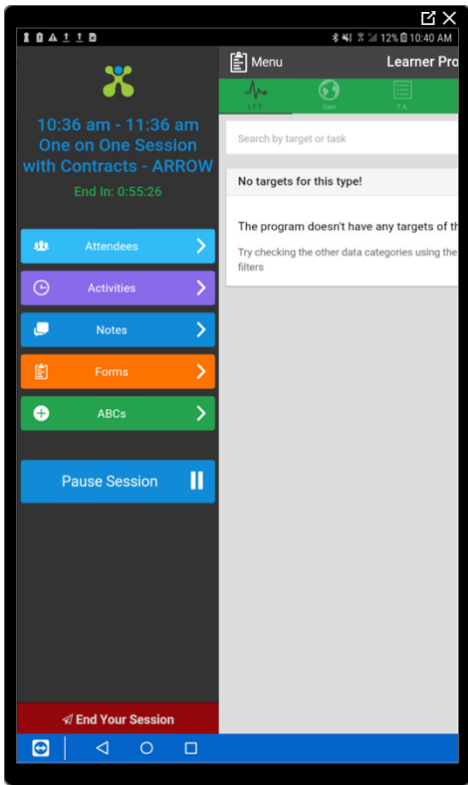
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Once you have started, you will find a Menu button in the top left corner. When pressed, a toolbar is presented for easy access to key features. These will be covered in the following slides.
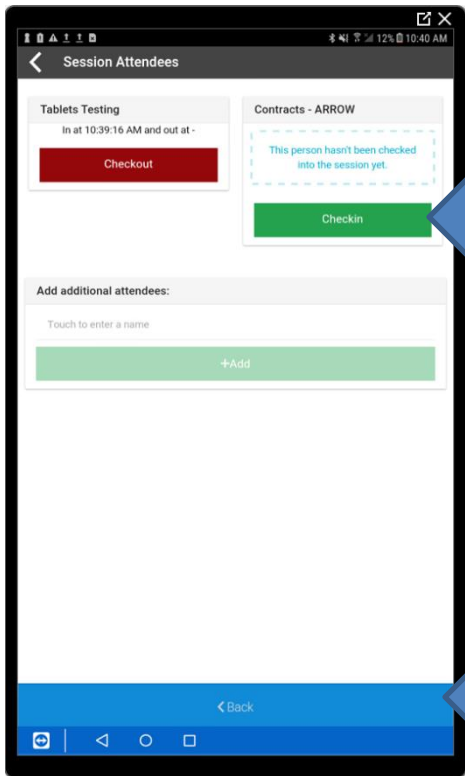
The first of these features is "Attendees". You will need to check in the learner "Contracts – XXXXX"

***Attendees need to be checked in for billing purposes

The following screen will demonstrate this.
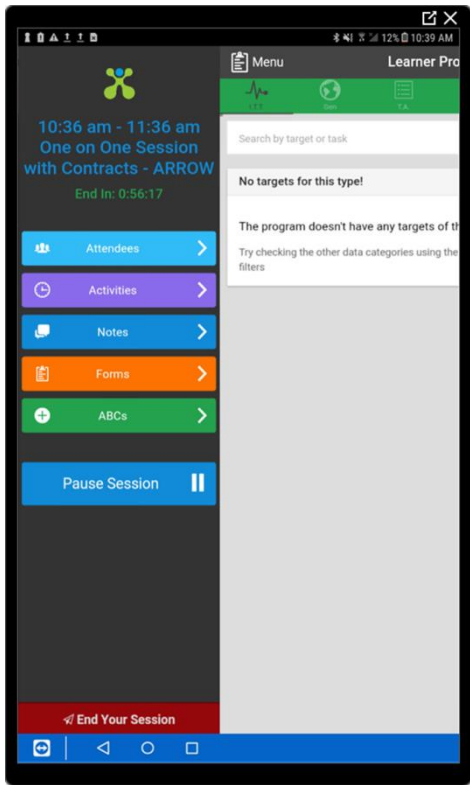
***Attendees need to be checked in for billing purposes

Session Attendees

Tablets Testing
In at 10:39:16 AM and out at -

Checkout

Contracts - ARROW
This person hasn't been checked into the session yet.

Checkin

Press here

Add additional attendees:
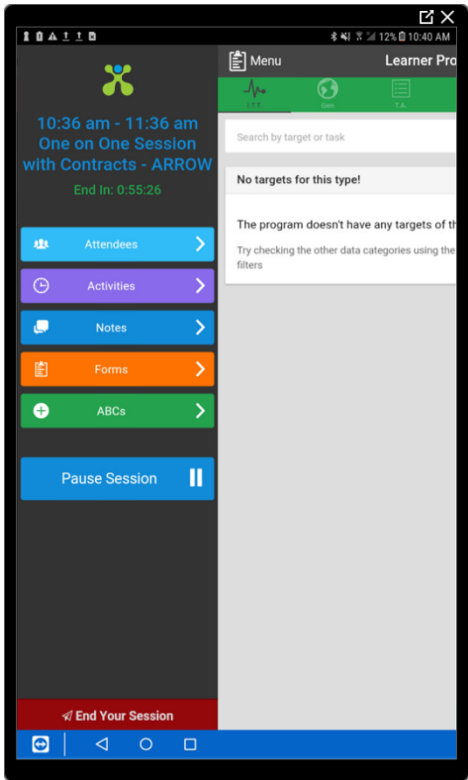
Touch to enter a name

+Add

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< Back

Then here

At this point, you have "clocked in" and are billable.
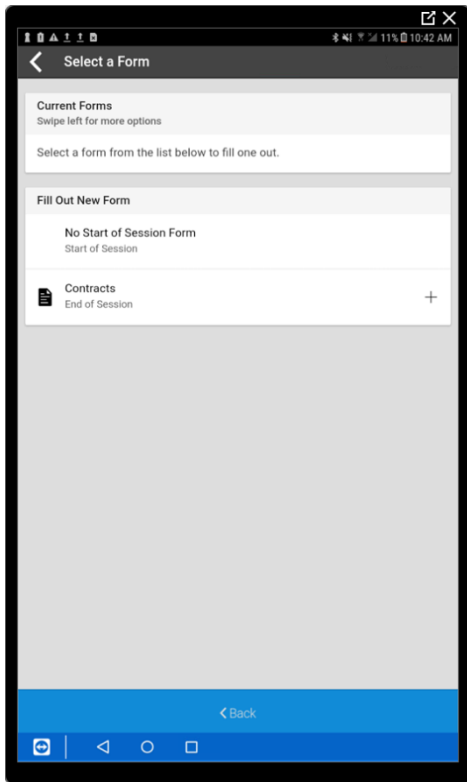
At the end of each and every session, every therapist will go to "Forms" to finalize each and every session. At that time, you will be prompted through the following screens:

You will select the "Contracts" form.

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Enter a summary of pertinent information for that day and sign. Then get an Authorized contract representative to sign. In most cases, this can be a teacher, or someone else who works for the company/school for who we are working.

Then press save.

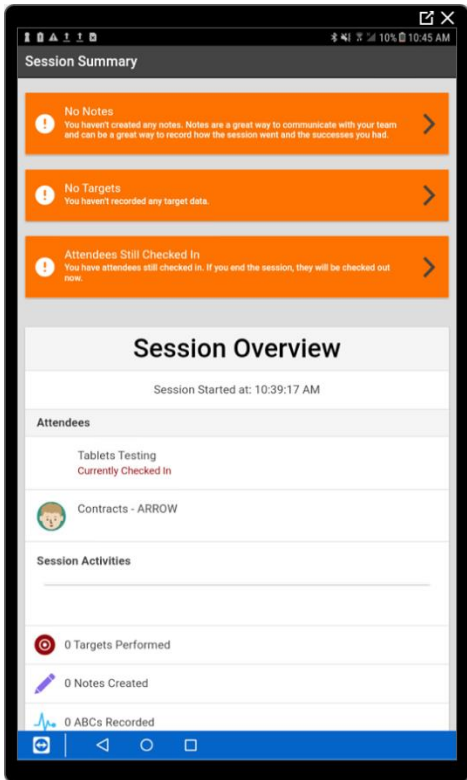You are **not** finished.

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20
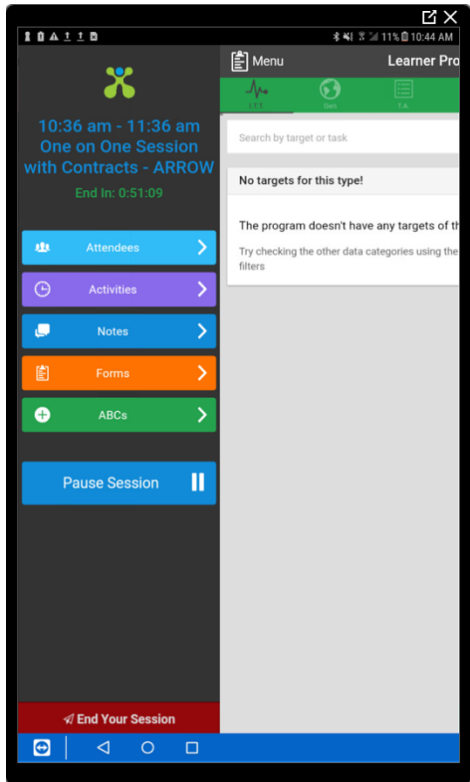
Now click "the red "End your Session" button.
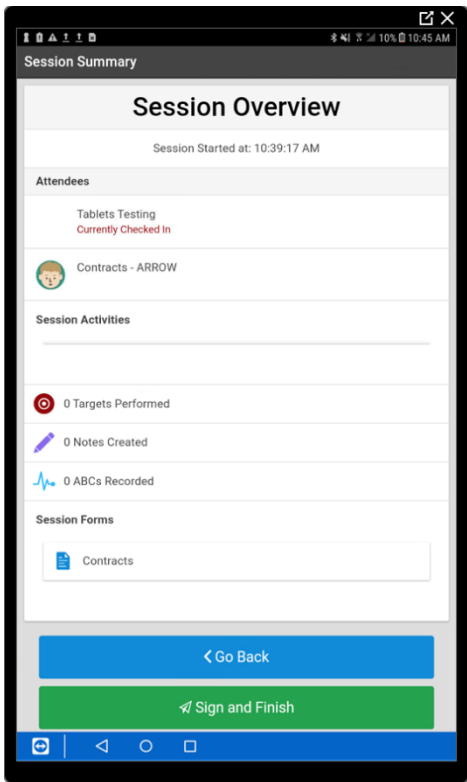
You are **not** finished.

This will bring you to the "Session Overview" screen.

Disregard the "No notes" and "No Targets" warnings.

It will also inform you that there are other attendees checked in and a summary of this sessions progress. These will be "checked out" when you "Sign and Finish" the session, shown on the next slide.

You are **not** finished.

Click "Sign and Finish".
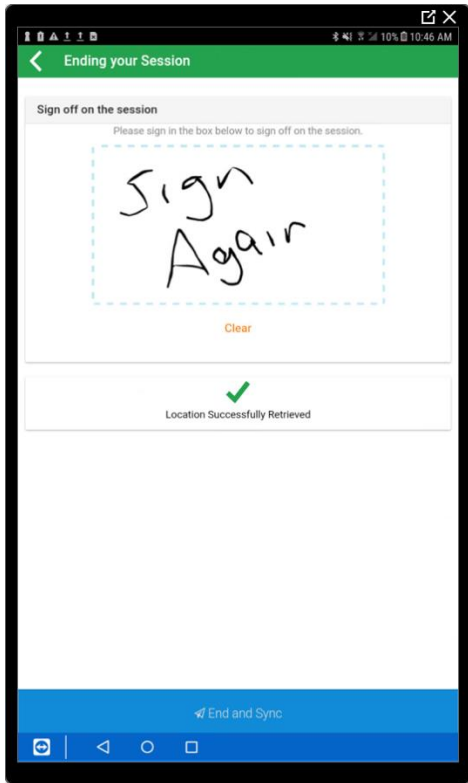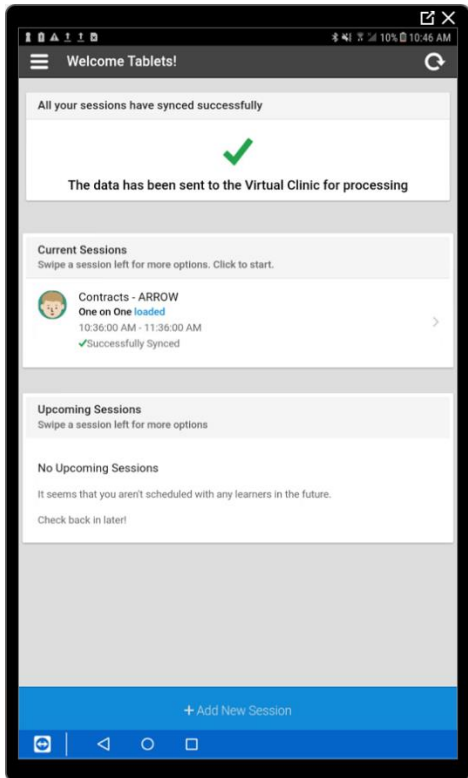
You are **not** finished.

Here you will sign and click "End and Sync".

You are **not** finished.

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Now you have successfully finished a session.

If your tablet is consistently not working, you need to reach out to tablets.abasolutions@gmail.com right away so we can fix the issue.