



# somnio

## Instructions for use

### Index

<b>The product somnio .....</b>	<b>1</b>
<i>Who is somnio suitable for? .....</i>	<i>1</i>
<i>Use criteria.....</i>	<i>2</i>
<i>Type and duration of application .....</i>	<i>2</i>
<i>Side effects and important notices .....</i>	<i>2</i>
<i>Sign up for the training.....</i>	<i>2</i>
<i>Log into the program.....</i>	<i>3</i>
<i>Menu.....</i>	<i>3</i>
My sleep training.....	3
Licence.....	3
Profile .....	3
Notifications .....	4
Logout.....	4
Support.....	4
<i>Participate in training modules .....</i>	<i>4</i>
<i>Complete the sleep journal.....</i>	<i>4</i>
<i>Share data with medical personnel.....</i>	<i>5</i>
<b>Instructions for medical personnel/therapists....</b>	<b>6</b>
<i>Use criteria.....</i>	<i>6</i>
<i>Type and duration of application .....</i>	<i>6</i>
<i>Access to patient data .....</i>	<i>6</i>
<b>Support .....</b>	<b>6</b>
<b>Creators .....</b>	<b>6</b>

## The product somnio

*somnio* is a software application (mobile or browser app) for the treatment of insomnia.

With the help from the virtual sleep coach "Albert", users define their individual sleep goals. These are monitored and evaluated over the course of the program. In order to achieve these goals, users complete training modules consisting of theoretical knowledge and practical application through exercises, questionnaires and techniques based on cognitive-behavioural therapy are used in various modules. The content is illustrated by audiovisual elements, e.g. by graphic animations.

The digital sleep diary is an essential tool of the training to record and evaluate sleep data, such as information on sleeping and waking times and general well-being. Based on this sleep data and the individual situation of the patient, the therapy is adjusted and personalised continuously

## Who is somnio suitable for?

*somnio* is designed for patients aged 18-65 who experience insomnia symptoms.

Essential for a successful sleep training with *somnio* is the willingness and motivation of users to work through the program content and to practically apply the new knowledge and suggestions for behavioral changes in their everyday lives.



## Use criteria

You need a **personal e-mail address** and a **device with Internet access (computer, laptop, smartphone or tablet)**.

For an overview of supported **web browsers** and devices, please visit [somin.io/devices](https://somin.io/devices).

Apart from basic computer and Internet skills, there are no specific requirements.

## Type and duration of application

*somnio* is accessible by registration on the website [app.mementor.de](https://app.mementor.de) or through the mobile application.

We recommend to fill in the sleep diary **every morning and evening** and to work on the 11 **training modules 2-3 times a week**.

After completing a certain number of modules (e.g. after modules 1-3), the next module will be activated after you have completed 3 sleep journal entries. However, you should allow yourself enough time to work on the new content and to integrate the practical exercises into your daily life. We recommend a minimum training period of 8 weeks.

## Side effects and important notices

The bedtime restriction, a clinically proven non-drug therapy method, is a central element of *somnio* sleep training. It reduces the time that users spend in bed each night, so that the increased sleep pressure helps optimise sleep efficiency and quality. Afterwards, the bedtime is gradually extended again.

This method can temporarily lead to drowsiness, and reduced performance or ability to focus. If this is the case for you, please refrain from activities during which the

restrictions could become dangerous (e.g. driving), for the duration of the training.

*Somnio* sleep training is a non-drug therapy. You should not make any changes to your medication and/or other treatments without consulting a qualified doctor.

**Please contact your doctor/therapist if your symptoms do not decrease over a longer period of time or if they worsen acutely.**

## Sign up for the training

1. Open the website ([app.mementor.de](https://app.mementor.de))
2. Click on "Register".
3. Enter your e-mail address and the **licence code**.
4. Read our [Terms and Conditions](#) and [Privacy Policy](#).
5. Check the box "I accept the **Terms and Conditions and Privacy Policy**".
6. Check the box "I want to receive the newsletter" (optional).
7. Click on "Register"
8. You will receive a **registration confirmation** by e-mail.
9. Click on the registration link in the e-mail.
10. Choose a password.
11. Read the [exclusion criteria](#).
12. Check the box ("I have read the exclusion criteria")
13. Read "[Processing of personal and health data](#)".
14. Check the box ("I give consent to the processing of my health data").
15. Click on "Activate account".



## Log into the application

1. Open the website ([app.mementor.de](http://app.mementor.de)).
2. Click on "Login".

### First login on a new device

#### 2-factor authentication

Enter your user name and password. You will receive a login code to your e-mail address. Enter this code when logging in.

### Second and following logins on the same device

Enter your user name and password.

## Menu

### My sleep training

Select the training modules. Starting with the introduction, work through them one by one (see **Complete training modules**).

The following menu items are visible during the course of the training after completion of the corresponding modules:

#### 1. Sleep diary

Available upon completion of the corresponding module. Enter your daily sleep and waking times and receive overviews and analyses of your sleep efficiency and quality. (see also **Fill in the sleep diary**)

#### 2. Cycle of insomnia

Available upon completion of the corresponding module. Overview of your personal cycle of insomnia, as discussed in the module.

#### 3. Sleep window

Available upon completion of the corresponding module. Here you can view and edit the time window you spend in bed, as

determined by the virtual sleep coach.

Change sleep window:

- Move sleep window back (15 minutes per click)
- ⏪ Move sleep window forward (15 minutes per click)
- + 15 minutes: Extend sleep window by 15 minutes
- ✔ Save sleep window.

## 4. Relaxation

Available upon completion of the corresponding module. Here you can listen to and/or download the relaxation exercises.

### Licence

Information about the current licence you have purchased or received from your health insurance company.

*Voucher:* Redeem a voucher code and click on "Redeem Voucher". Your licence will be unlocked.

### Profile

*User account:* Name, e-mail address, language, receive newsletter and e-mail reminders

You can change the program language here. After making changes, click on "Save profile".

*Coach:* Adjust speaking rate, show/hide subtitles. Click "Save" after making changes.

*Sleep Tracker:* Connect your sleep tracker here, which will automatically fill in your sleep journal. Click on "Connect to Fitbit" and follow the instructions. To disconnect from the sleep tracker, click "Disconnect".

*Access code:* Create an access code to grant temporary access for medical personnel to your sleep data (more on page 5).



*Create a new password:* Enter your old password and the desired new password (including repetition) and click "Save".

*Export:* You can download all your stored data in an interoperable format (JSON).

*Privacy:* View and withdraw your agreement for the processing of personal data, and delete your account.

Notifications

Information on software updates

Logout

Log out of *somnio*.

Support

If you have questions or problems concerning the use of the program, visit the [mementor support page](#) and contact us via the e-mail address [support@mementor.de](mailto:support@mementor.de).

*Privacy policy:* Please read our [privacy policy](#).

## Participate in training modules

To start working on the training modules, please proceed as follows:

1. Open the website and login. ([app.mementor.de](http://app.mementor.de)).
2. In the menu on the left, click on "**My sleep training**" and select a sleep training module.
3. A welcome screen with a short module description will be displayed.
4. Click on the **arrow** to launch the session. If you have previously worked on this module, the module will continue at this stage. If you would like to start over, click on "Restart".
5. Listen to the steps introduced and follow the instructions from the digital sleep coach.
6. Reply to the questions by clicking on the corresponding tabs.

7. Navigation within the module:

- ◀ **rewind**
- ⏸ **pause**
- ▶ **forward**
- < **return to module selection**
- ☰ **show/hide menu**

8. Upon completion of a module, you will be able to access the next module. In some cases, a number of sleep journal entries has to be completed beforehand.

## Complete the sleep journal

In order to create a sleep journal entry, please proceed as follows:

1. Log into the training.
2. Open the sleep journal from the left menu.
3. You will receive an overview of your journal entries to date.  
On the upper left, you can view your data with regards to sleep, well-being and consumption.
4. Fill in **sleep journal**:  
Click "**+ New Entry**" on the right.


**After getting up:** Select "**Sleep phase**"


- Fill in the questionnaire:  
"**When did you go to bed?**" (Select time)  
"**When did you get up?**" (Select date and time). Click "Continue".
- If appropriate, click the tab "**I didn't fall asleep**".
- Otherwise, please answer the questions:  
"**For how long were you still active?**"  
**Time until falling asleep** (in minutes)  
"**How often did you wake up at night?**"  
"**For how long were you awake at night?**" (in minutes)  
"**How was your sleep quality?**"
- Your **sleep efficiency** in % is displayed in the graph. Find out more by clicking on the symbols.



**At the end of the day:** Select “Waking phase”

- **Well-being:** Rate your **mood, performance** and **energy level** during the day. Click “Continue”.
- **Consumption:** Select the amount of **alcohol** and **caffeine** consumed: „none”, „little”, „medium” or „high”. Click “Save”.
- If you would like to **modify an entry**, please click on the respective boxes and enter the information.
- If you would like to **delete an entry**, please click “Delete”.
- An evaluation graph showing your levels of well-being and your alcohol and caffeine consumption of today is displayed.

 shows sleep efficiency

 shows time until falling asleep

## Share data with medical personnel

1. Run the program and log in.
2. Click on „**Profile**”  
→ „**Access code**”  
→ „**Generate access code**”

in order to create a code for medical personnel. This code is valid for 30 minutes.

3. Medical personnel open the website [app.mementor.de/doc](http://app.mementor.de/doc) and enter the code.
4. You will be notified that your practitioner would like to view your sleep data. Click “Yes” to consent.
5. Medical personnel are able to view the patient data once for up to 30 minutes. After 30 minutes, an automatic logout occurs.

## Instructions for medical personnel/therapists

### Use criteria

You need a **device with Internet access (computer, laptop, smartphone or tablet)**.

For an overview of supported **web browsers** and devices, please visit [somin.io/devices](http://somin.io/devices)

Apart from basic computer and Internet skills, no training is required in order to be able to use the program.

### Type and duration of application

Evaluation of the sleep protocol documenting the development of sleep-related information and other relevant patient data. Access to sleep data 2 to 4 times per patient for 5-10 minutes each.

### Access to patient data

1. Open the website [app.mementor.de/doc](http://app.mementor.de/doc)
2. Enter your name or the name of your institution so that the patient will be able to recognise you, and type in the access code provided to you by the patient.
3. The patient will be asked for consent. If access is granted, you will be able to view:
  - **Sleep efficiency, time spent in bed and sleep times** over the course of the training.
  - **Median of sleep efficiency, time spent in bed and sleep time** over the past 7 days.
  - Current progress in the training modules
4. You will be signed out automatically after 30 minutes, or when you close the browser. The access code generated by the patient is valid once for 30 minutes.



## Support

If you have questions or problems concerning the use of the program at the [mementor support page](#) and the e-mail address [support@mementor.de](mailto:support@mementor.de).

## Created by

mementor DE GmbH  
Jahnallee 14  
04109 Leipzig

[www.mementor.de](http://www.mementor.de)

### **Latest update**

27 October 2020