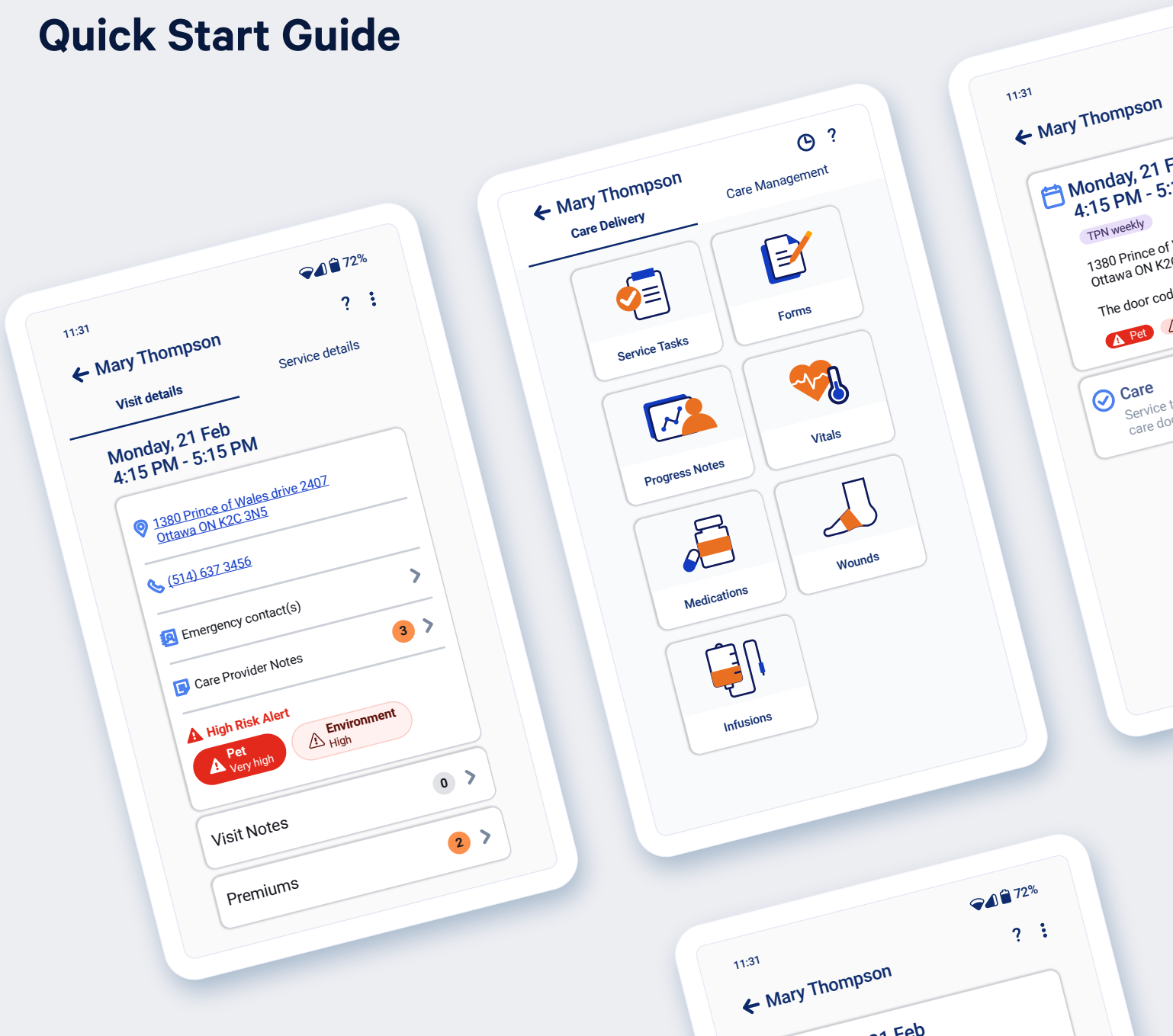# AlayaCare Care Worker App

Quick Start Guide

AlayaCare Care Worker App

Getting Started

Open the AlayaCare app

a. If you do not have the app, and are downloading it from the app store for the first time, please ensure you have allowed location services.
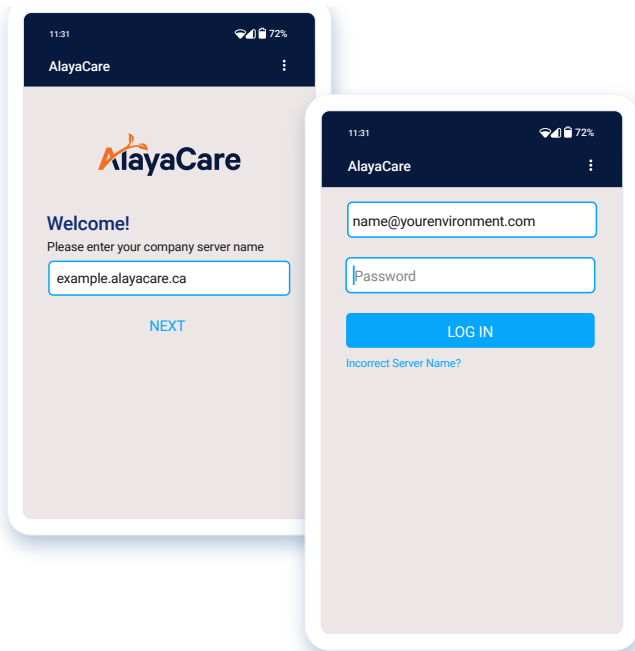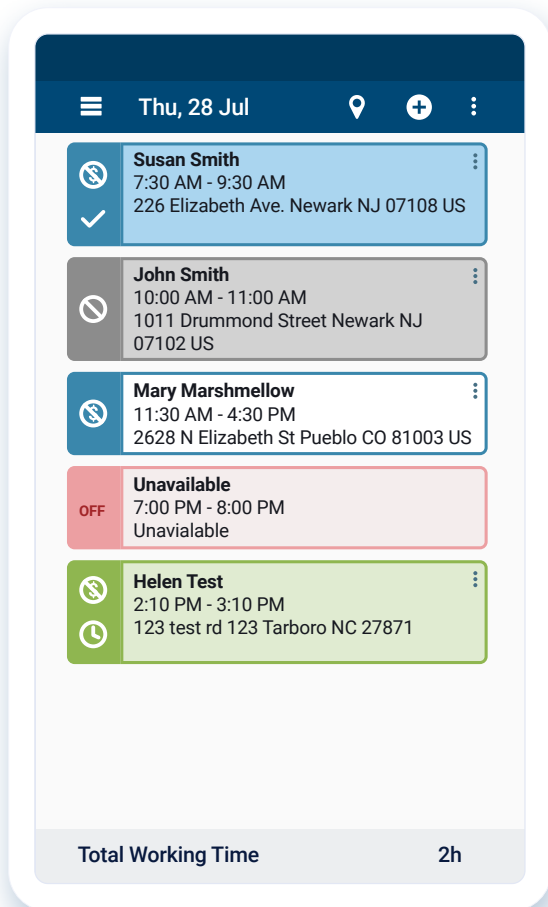
Login

When logging in for the first time, please enter the **server name** that is specific to your company **Ie example.alayacare.com**

For testing, please enter the **server name** directed to the UAT environment **ie example.uat.alayacare.com**

Your email/username and password has been set up in AlayaCare. Please use this to login.
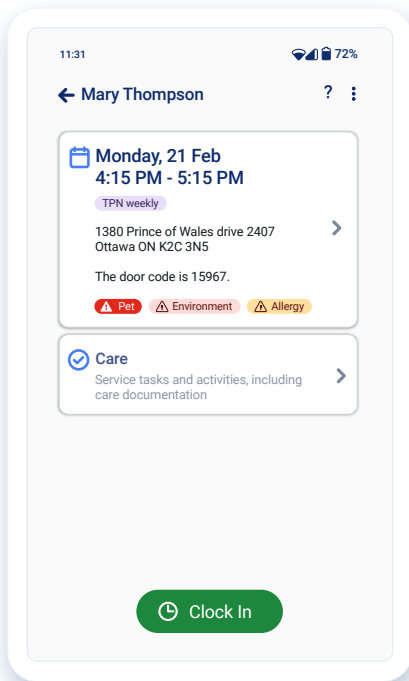
Default password can be changed once logged in.

View Your Schedule

This is the first screen you will see when you log in. Scroll right to see your past schedule, or scroll left to see your future schedule.

Status indicates:

- **Green** – clocked into a visit
- **Blue** – completed visit
- **Grey** – cancelled or visit on hold
- **Red** – unavailable
- **Outline Blue** – to be completed

Visit Hub

Once tapping on a visit from the schedule, you will land on the **new visit hub.**

- **First card** shows a summary of the information for the upcoming visit
- **Second card** is called "Care" and takes you to all sections within the app
- **Large clock in button** at the bottom of the screen is how you record that you have started your visit
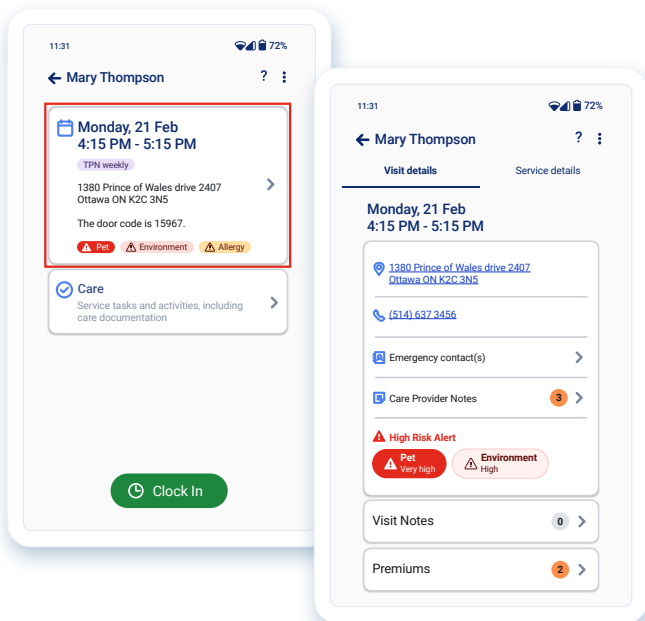
When tapping on the first visit summary card, you will see:

- **Visit Details, which** gives you directions, the ability to call the client, and access to the care provider and visit notes
- **Service Details, which** gives you information on the service name and activity codes

Navigation

Within the **Care card, there are two sections - Care Delivery** and **Care Management**

- **Care Delivery** lists the items to be completed during a visit
- **Care Management** is where you can find read only/supporting documentation
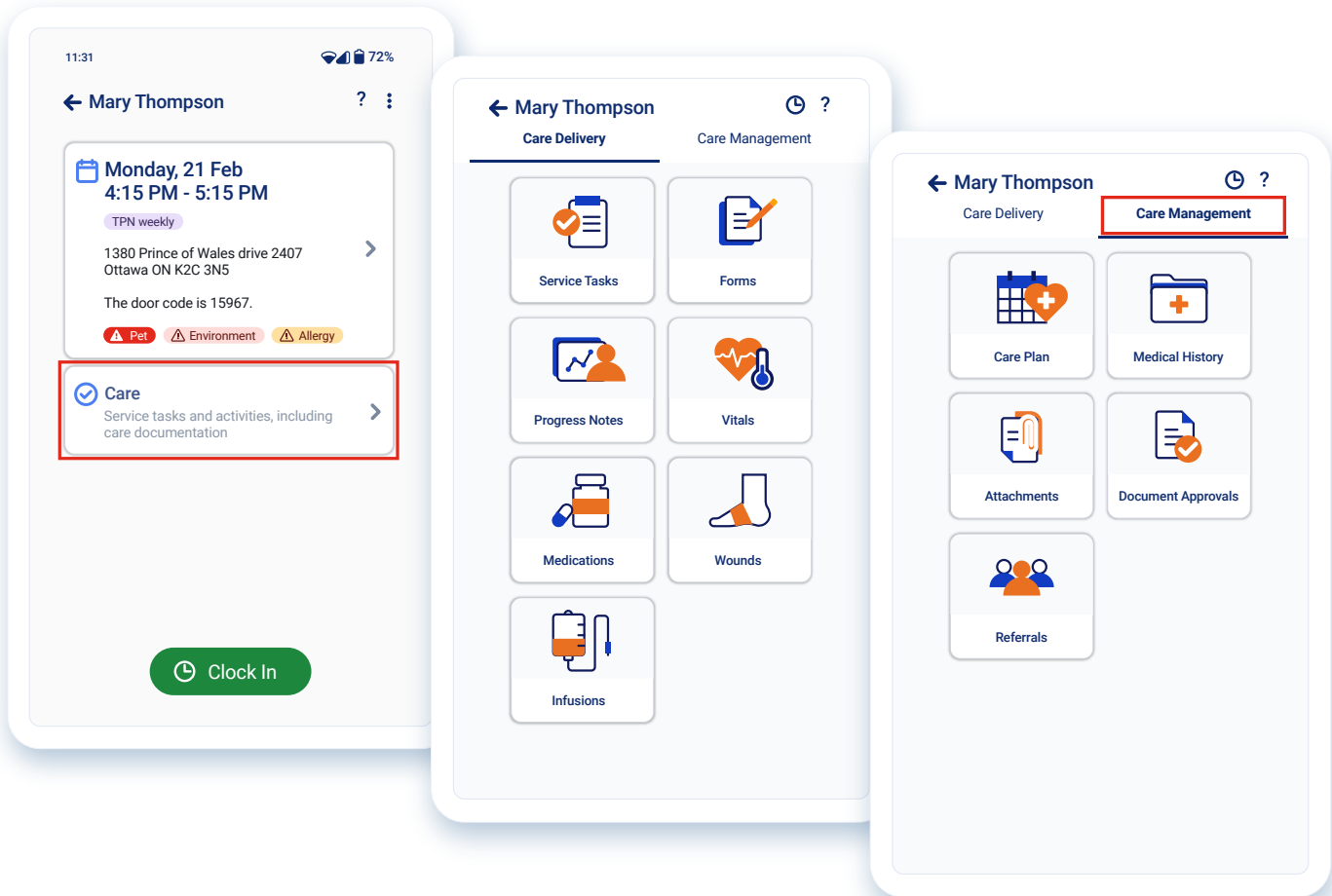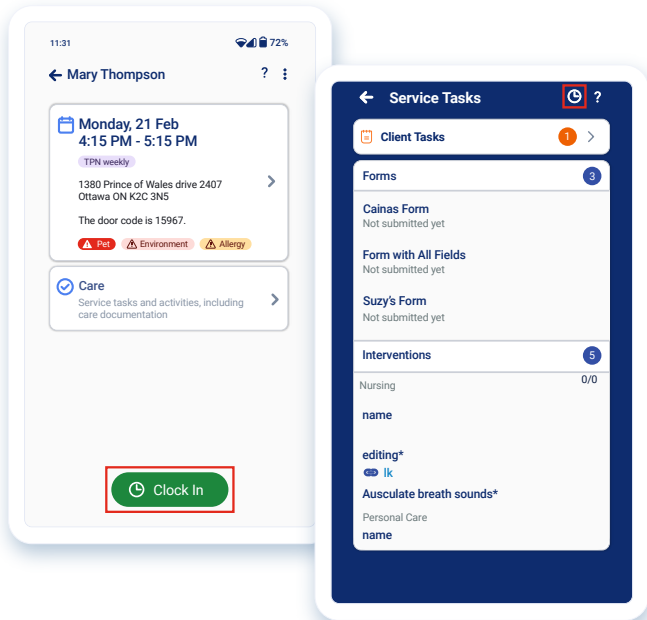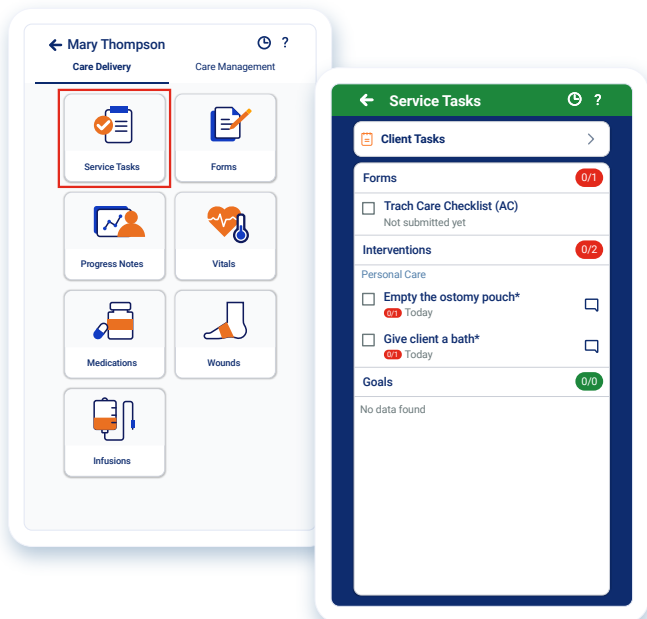
Clock In

Once you are in a visit you will have the option to clock in.

You can do this from:
- The **large green button** on the Visit Hub at the bottom of the screen
- By clicking on the clock icon in the **header on any screen**

When you have clocked in, the clock icon that appears within the header will turn green.
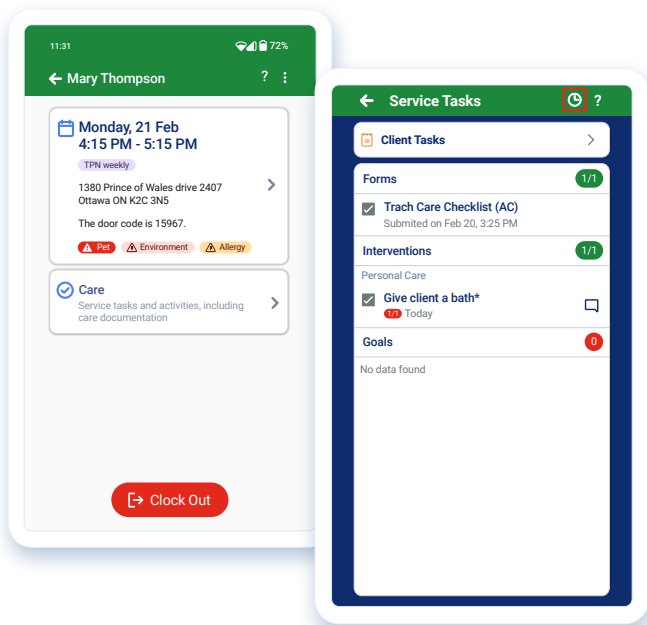
Navigate a Visit

Service Tasks can be found within the Care Delivery tab.

These are the items you need to complete during a visit, and includes items such as forms, interventions, and goals.

Check the box to mark an intervention as complete OR add a comment as to why it is incomplete.
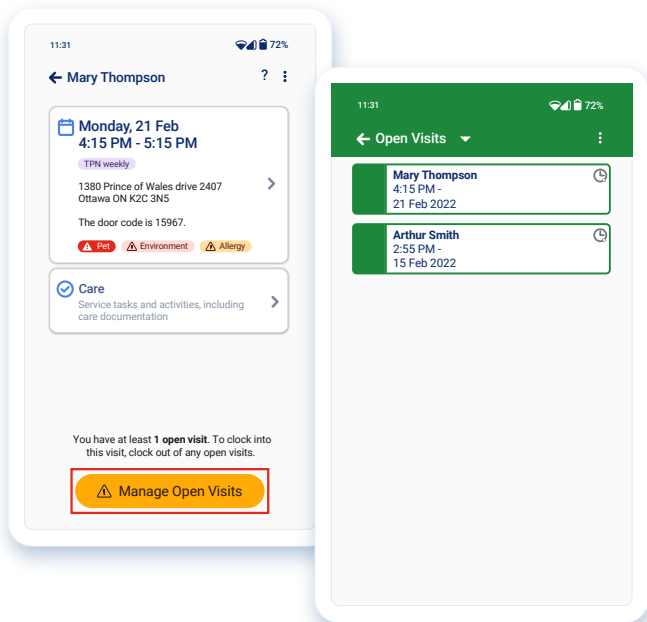
Clock Out

You must clock out of your visit once all tasks are completed. This can be done from:

- The **large red button** on the Visit hub at the bottom of the screen
- By clicking on the clock icon in the **header of any screen**

The header will turn dark blue when you have successfully clocked out.

If you attempt to clock out with incomplete tasks or visits, the clock out button will appear yellow, with the label "**Manage Open Visits**".

Tapping on this button will bring you directly to any **open visits** to complete the tasks.