

All log ins are a drop tab, 01 – 10 agency. Passwords are 123456 or Altaira1

Once you log in you will see the main screen. Above the line you will see the residents we've made for training.

Seeing upcoming tasks in your area

- **Swipe from right to left** from the main screen– this will show tasks for the whole area that are upcoming, in this hour, within the next hour, due in the next 4 hours and after 4 hours.
- **Press home icon top left to return main screen**

Handover information

- **Swipe left to right** from the main screen, if you want to read what's happened the past 24hrs.
- **Press home icon top left to return main screen**

Entering Breakfast/meal

- **Click on specific resident icon**
- **Click on the meal icon you wish to enter** (example, "Breakfast")
- **Follow images below and enter correct details**, location, size of meal and what they had to eat e.g cereal
- For fluids, **click on the image of the glass with the green circle icon**. A range of cup sizes will appear. Select the correct glass/size you offered, using the slide bar slide across to approx. how many milliliters the client drank.
- **Press complete** - this will take you back to the main screen.

Entering resident cares and entering declined care

- **Click on resident icon from home screen**
- **Click on ADL task**, e.g. "shower".
- Three icons will appear, "shower", "mouth care" and "toileting".
- **Click on Mouth Care Icon**.
- The mouth care icon should be the bigger out of the three. On the **right-hand side select the icon "Change"**
- **We are going to say the resident declined this task**. Three options will appear on the left-hand side. Green = completed, yellow = declined, blue =not present and red = refused. **Press yellow for decline, followed by save text**. The mouth care icon should now be yellow representing declined task.
- ***Never put anything as refused. If they refuse put decline and tell EN***

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- **Entering toileting.** On the same page you should see images of “poo”. **Select the correct type, size and colour. This must be selected,** otherwise when looking at the chart it appears bowels not opened.
- **Press Complete** to save entry, this will take you to main screen.

Accessing care plans

- **Select the resident whose care plan you want to see**
- This will load the page with the resident care. **Click the resident image 2 times and then** select the title care plan. This will take a few seconds to load.
- If you click the resident image **3 times** you will see a page with some more cares listed, under “**How Best to Support Me**”.

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