

DOWNLOADING ALAYACARE APP



Apple IOS

Android

1

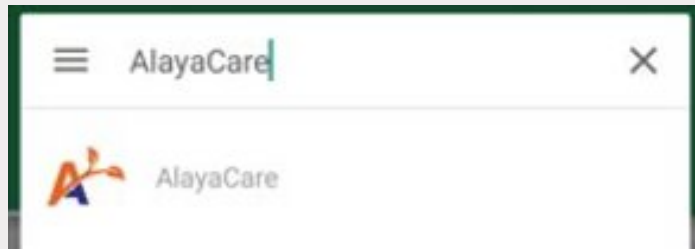
OPEN APP
STORE



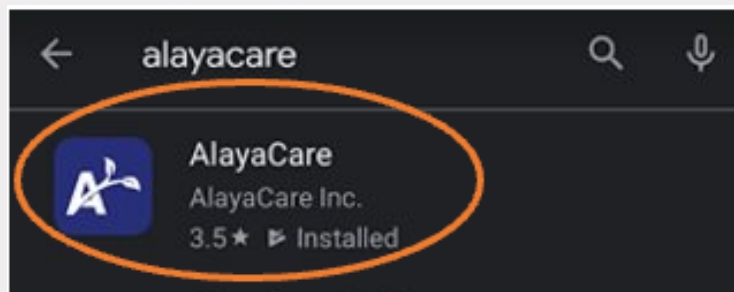
2

SELECT THE
ALAYACARE
APP

Apple IOS



Android



MOBILE APP CHEAT SHEET



1 OPEN APP, LOG IN AND VIEW SCHEDULE

TAP THE APP



The first time you log in, enter your company server name:

manos.alayacare.com

LOG IN



Log in using your email and password that was set up by your administrator

VIEW YOUR SCHEDULE



Your schedule is the default screen when you log in. Scroll left to see previous days; scroll right to see future days.

2 KEY ICONS



Menu



Menu with a Notification



Notification



Clock In at start of visit



Clock Out at end of visit

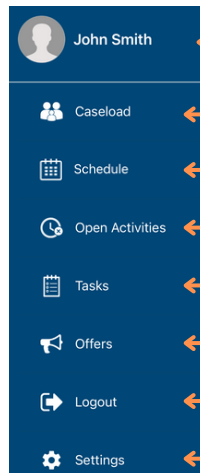


Call Client



Directions to Client Address

3 NAVIGATING APP FEATURES



← Your Profile and name

← List of assigned clients

← View your schedule

← See if you have forgotten to clock out of a visit

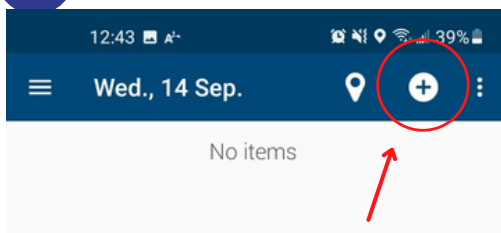
← Not Applicable

← Not Applicable

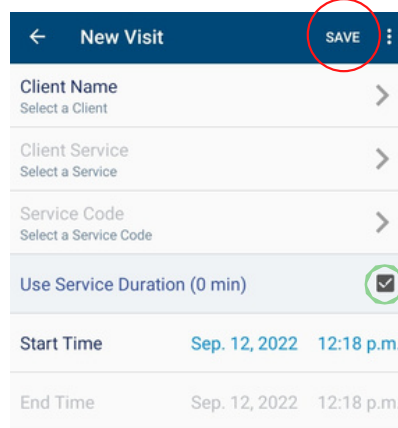
← Log Out of AlayaCare Mobile App

← Change your password and customize your settings

4 SELF SCHEDULING



To add a **new visit**, navigate to your schedule and select the **Plus** sign in the top right



Uncheck the Use Service Duration Box highlighted above



You will be brought to a **New Visit** screen. Enter the details (Client Name, Service (**Do NOT** select a Service Code this will automatically populate) and select the date and time.) Hit **Save** in the top right.

To edit an **existing visit**, click on the 3 dots in the top right-hand corner of the visit. Click on **Edit** at the bottom. Change any needed information and click **Save** in the top right.

5 NAVIGATING VISITS After scheduling a visit click into the visit to see the clock in screen.

11:47

Test Entry

Mar 21, 2024
11:37 AM - 12:37 PM

310-Respite - 310-Respite

4173 MacArthur Blvd, Oakland CA
94619 US

Care
Service tasks and activities,
including care documentation

Prior to clocking in
Visit Details and
Care information
can be viewed. To
start the visit tap
"Clock In"

Clock In

11:53

Test Entry

Visit details Service details

Mar 21, 2024
11:37 AM - 12:37 PM

Mar 1, 2010
(14 years old)

4173 MacArthur Blvd, Oakland CA
94619 US

555555555

Care Provider Notes 0

High Risk Alert

Visit Details Screen

11:56

Test Entry

Care Delivery Care Management

Service Tasks Forms

Clock In
Work shift
At End of shift Click on the "Care"
card
Click Service Tasks to complete
Client Signature

11:58

Service Tasks

Forms 0/0

Visit Signature 0/1

Required*

Client Signature

Fill Form: Client Signature

Click "Client Signature"

11:57

Client Signature Submit

Visit Signature

Is the client able to sign? *

Error: This field is required

Select if the client is able to sign.
If no select the appropriate reason.

Client's signature *

If the client is able to sign select yes.

- Click on the "Client's signature" box
- Client signs
- Click Done
- Click Submit
- Using the < button navigate back to visit home screen

11:57

Client Signature Submit

Visit Signature

Is the client able to sign? *

Yes

Client's signature *

11:57

Test Entry

Mar 21, 2024
11:37 AM - 12:37 PM

310-Respite - 310-Respite

4173 MacArthur Blvd, Oakland CA
94619 US

Care
Service tasks and activities,
including care documentation

When you complete a visit,
always remember to
Clock Out!

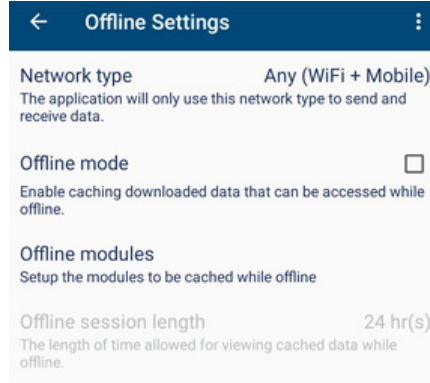
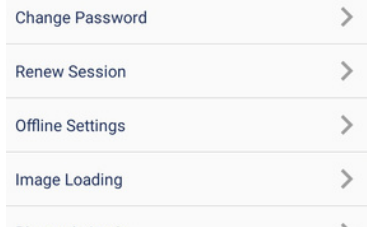
Clock Out

6

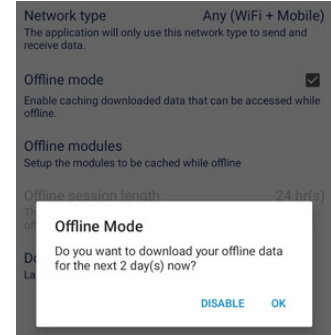
OFFLINE MODE



To Enter offline mode navigate to settings, then select Offline Settings.



Check off the box called "Offline Mode"



You will be given a prompt to enter offline mode. After you select "Ok" your phone will download all data, will then be able to access visit information without connection