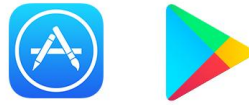


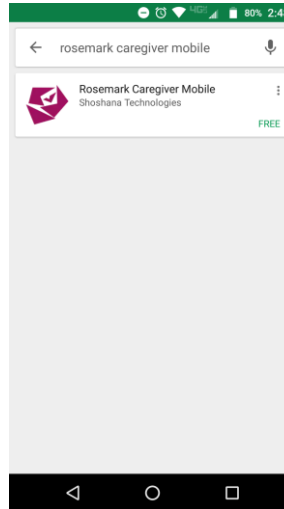
## ROSEMARK CAREGIVER MOBILE APP INSTRUCTIONS

### Installation

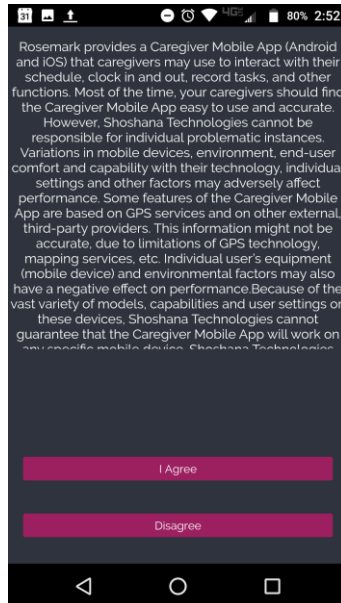
1. For Android phones, go to the Google Play store. For Apple phones go to the Apple App store.



2. Search for 'Rosemark Caregiver Mobile'

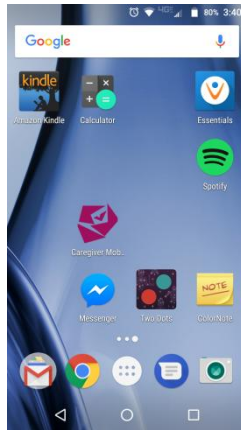


3. Click on the app title and then the 'Install' button. The installation process should take a few minutes.
4. When the installation is complete click the 'Open' button. You will then have the option to agree or disagree to the terms of service. To use the app you must agree to the terms of service.

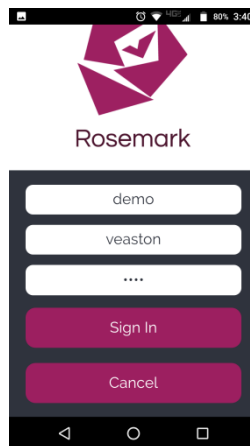


## Using the App

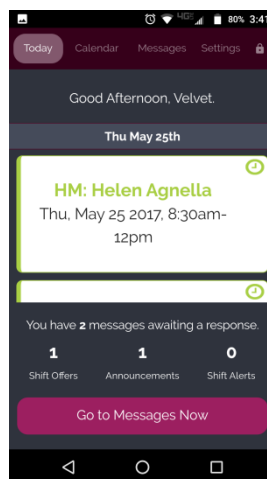
1. Go to your apps. Click on the rose icon to open the app



2. Enter your agency number, which should be 4 digits, your username and password.

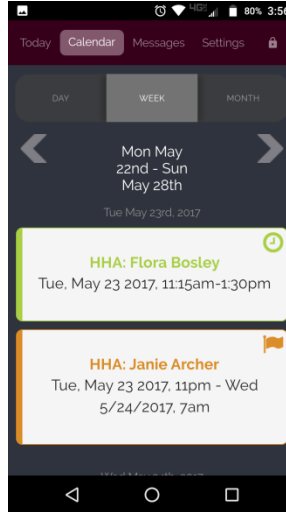


3. Once you sign in, it will take you to the main screen. Here you will see your upcoming shifts for the day. You can click on each shift card to get more information for the client, clock in and out and complete tasks.



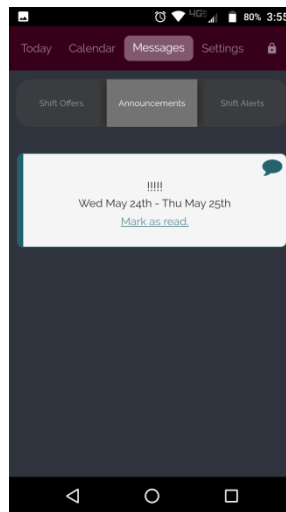
At the very top are tabs for the calendar, messages and settings. You can scroll down for more shifts .From this main screen you can also see any shift offer notifications, announcements or general shift alerts – like tardiness.

4. To see the week or month’s upcoming shifts go to the Calendar tab at the top.

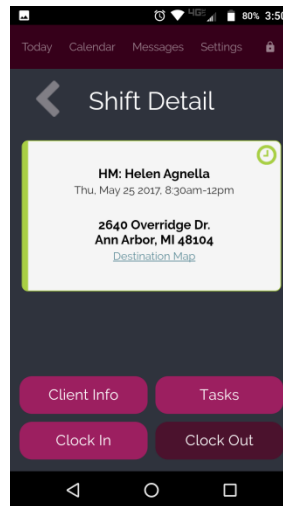


The orange shift is a shift offer. Click on the shift card to see client info, tasks and decide if you want to accept or reject the shift offer. If you accept the offer you will automatically be assigned to the shift and it will appear in green on your calendar.

5. The next tab over is messages, but where you can see shift offers, important announcements and any alerts about your upcoming shifts.

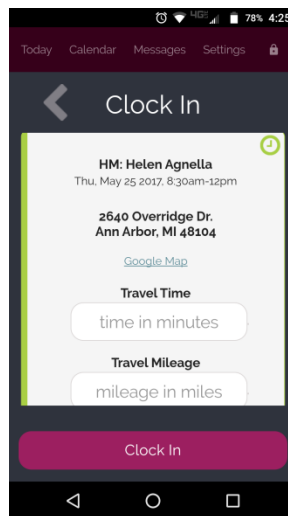


- To go back to the shift for today, click on the Today tab at the top. Then, tap on the shift card.



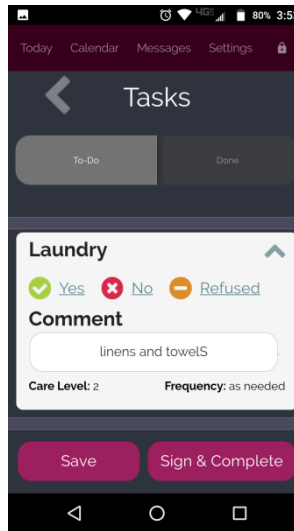
Choose the Client Info button to review the client's needs, medications and allergies.

- To clock in for the shift tap the Clock In button. If appropriate enter commute travel time and/or mileage.

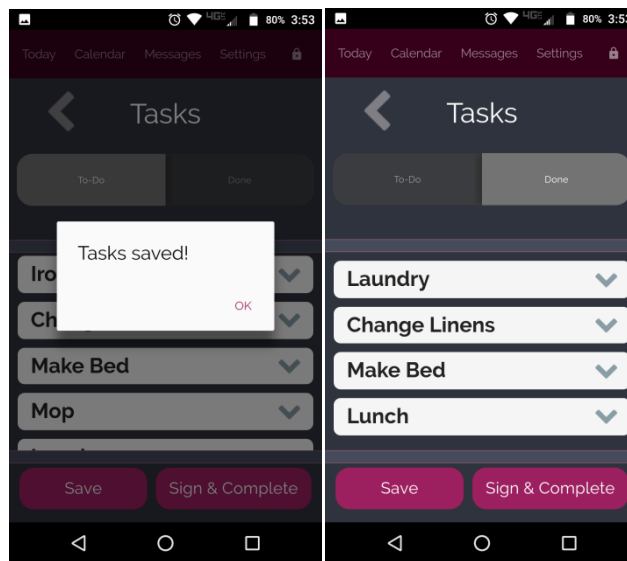


- After you clock in, you can start recording tasks. Just click on the task name to open the task details, identify if the task was completed, not completed or refused by the client, and enter notes about that task.



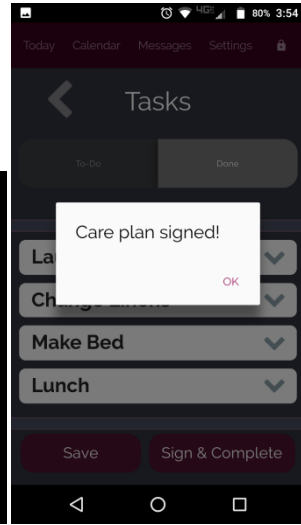
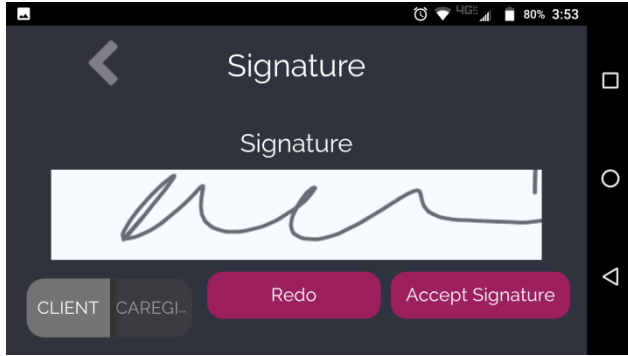


Be sure to save tasks as you complete them, so you can see what has been done and what remains to be done. You can switch between the To-Do and Done tabs at the top.



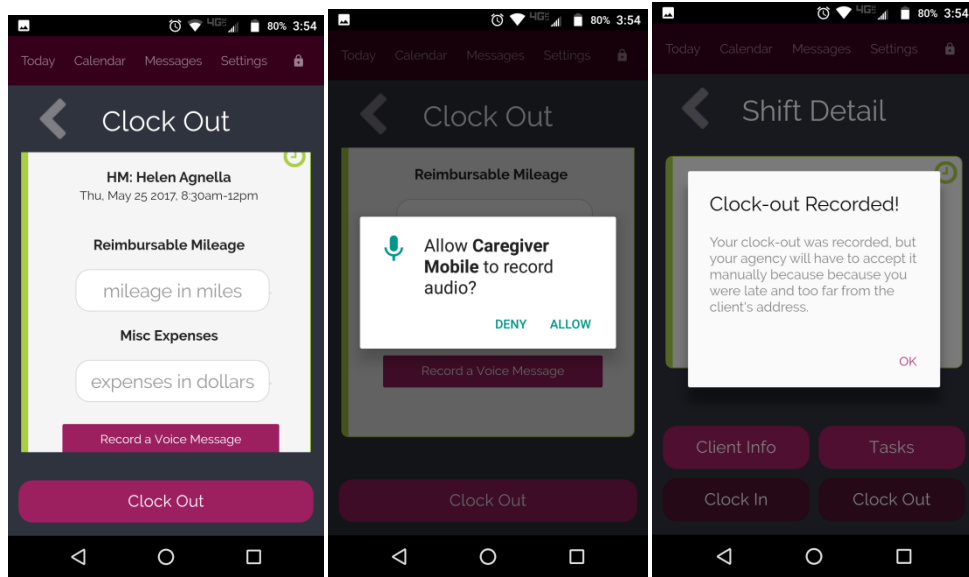
9. When all tasks have been completed, click sign and complete to record caregiver and client signatures. Be sure you are signing in the correct caregiver box.





10. To clock out of the shift go back to the shift card. Here you can:

- a. Enter mileage and misc. expenses
- b. Record a voice message. You may be asked to allow access to your phone's microphone.



11. When you're done with all of your shifts, be sure to log out of the app, using the lock icon in the upper right corner.

