

**Carestaff Nursing Services** is pleased to provide you with access to our easy to use Mobile Application –*Carestaff Nursing Services MyShifts*. The App allows you to check your placement details, update your Availability and lodge your completed shifts with us in real time.


*Carestaff Nursing Services MyShifts* is dynamically linked to our in-house rostering system so is always current and available from your compatible smart phone<sup>1</sup>.

In *Carestaff Nursing Services MyShifts*, you can:

- Receive and respond to shift notifications and updates
- Receive shift reminders
- See what placements you have and any specific activities that need to be performed for individual shifts
- Record your Start and Finish time for each shift
- Provide feedback on individual shifts
- Upload a photo of your completed Timesheet
- Update your Availability

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Download and install *Carestaff Nursing Services MyShifts* on your smart phone from the App Stores – Search “Carestaff” by *iNet Allocations Pty Ltd* in the App Stores or click on the direct link here:

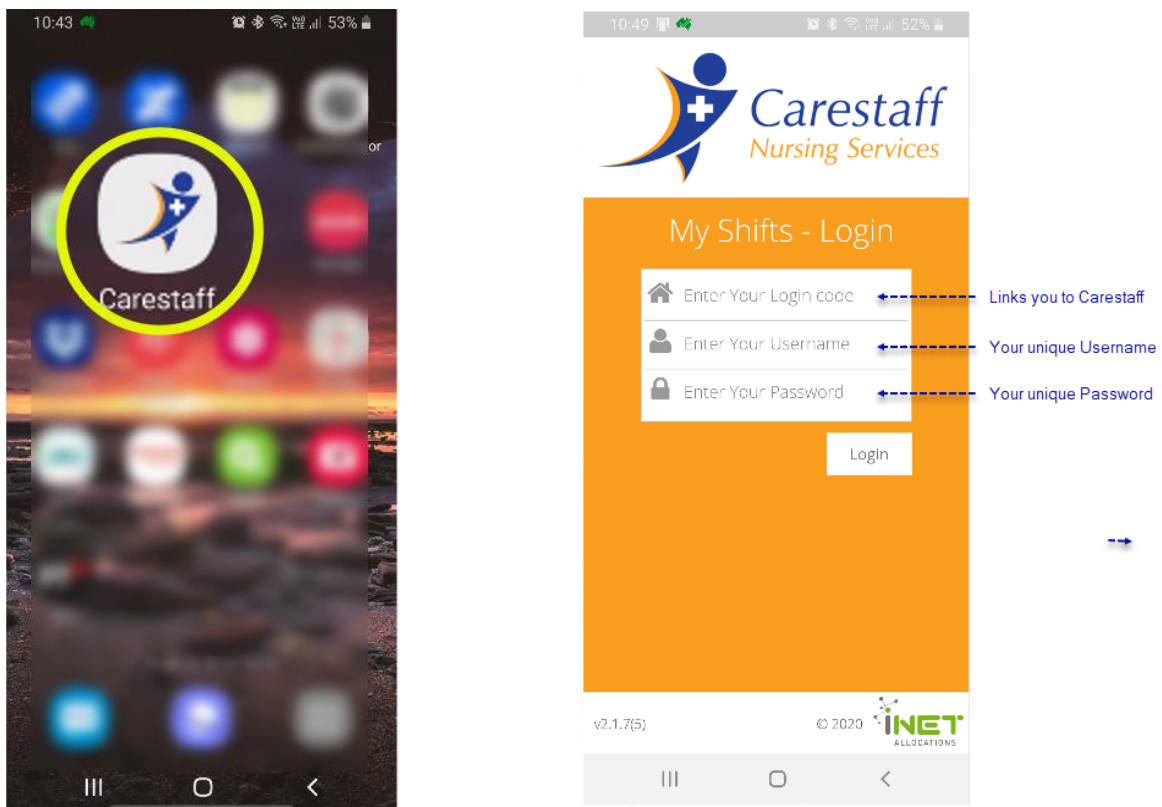
- *Android*® – 
- *iPhone IOS*® – 

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<sup>1</sup> Smart Phones running minimum *Android*® 4.4 or *IOS*® 10 are supported.

## Logging in to Carestaff Nursing Services MyShifts mobile application

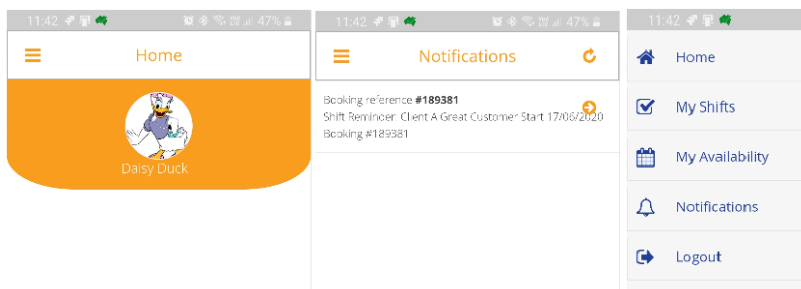
Once installed, tap the icon and enter your Login code, Username and Password (provided by **Carestaff Nursing Services**) and click on the Login button.



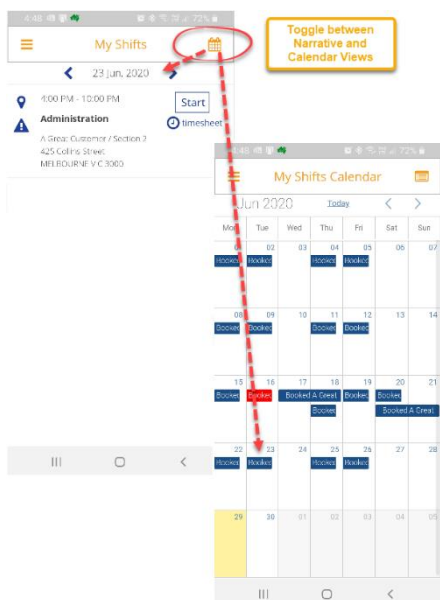
Once you have logged in successfully the first time and accepted the Software Legal Statement, the application will remain open in the background for easy access (unless you log-out).

## Navigation

Once logged in, *Carestaff Nursing Services MyShifts* will open to either the "Home" screen or, if active push notifications are present, the "Notifications" screen.




On the Top Left corner of the screen, the Stack button  provides access to each section of the application.

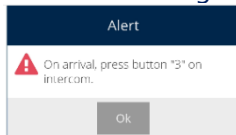


### My Shifts Screen

The **My Shifts** page can be toggled between a Text and Calendar view.

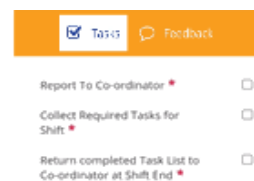
In the Text view, you can move through each day using the navigation arrows. All shifts that you have been assigned to on the displayed day are listed with the Start and Finish time, the Classification booked and the details of the Client. Tap the Locator button  to access a Google Map showing the Client's location.

Tap the Alerts button  to display any alerts that have been recorded against the Client.



In the Calendar view, all shifts assigned are displayed in a monthly calendar. Double Tap any booked record to display the details in the above Text view.

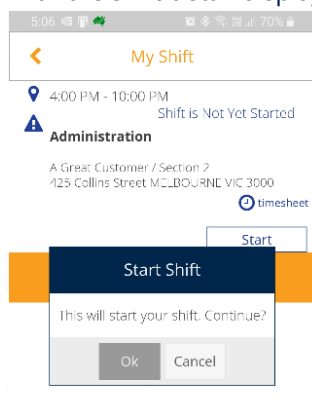
Tap the Shift information to display further details of any special activities that are required for the shift.

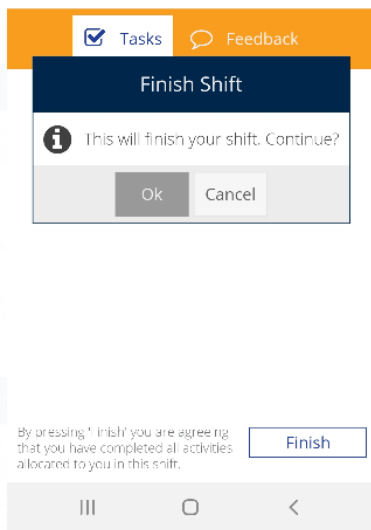


### Starting and Completing Shifts

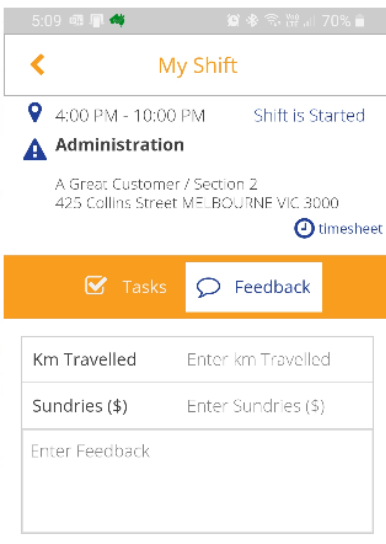
With the shift detail displayed -

- Tap the **Start** button to record the actual start time of your shift.

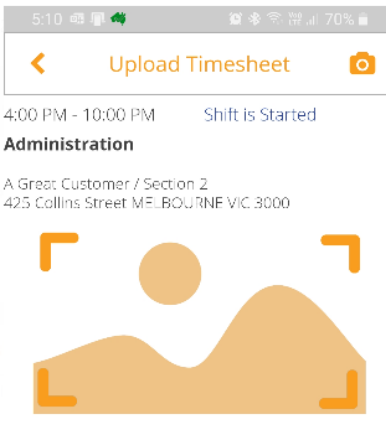




At the end of the shift, tap the **Finish** button.



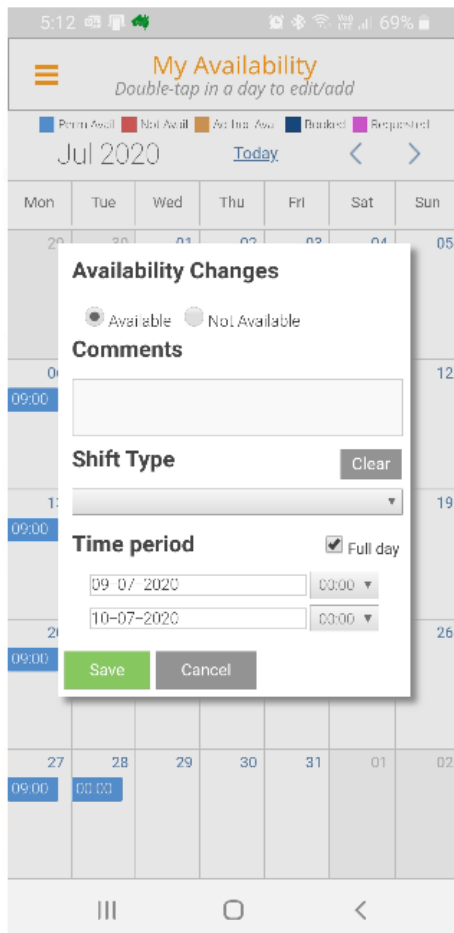
- Tap the **Feedback** button to notify **Carestaff Nursing Services** of any important information related to the particular shift



- Tap the **Timesheet** button and tap the **Photo Frame** icon to open your device's camera and take a photo of your completed and signed docket/timesheet.
- When the photo has been taken, click the **OK** button on the captured image and it will be sent directly to **Carestaff Nursing Services** Payroll Department via the App with the shift details, for processing your Pay.
- A screen message will appear to advise if the image was successfully uploaded.

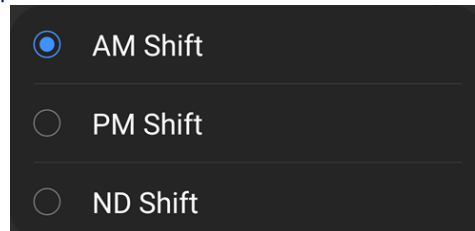
## My Availability Screen

Manage Ad-hoc Availability from your smart phone. Providing up-to-date Availability assists Carestaff Nursing Services in assigning shifts that suit your individual requirements.

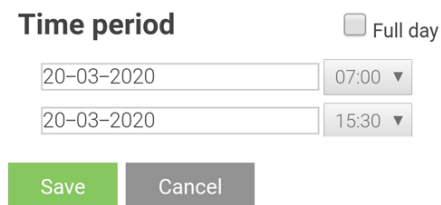


To create a new Availability, Double tap the date on the calendar to open the Availability Edit screen.

- Tap the Type of Availability – *Available* or *Not Available*
- If required, Tap the Comments box to activate your on-screen keyboard and add any relevant Comments.
- Tap on the *Shift Type* button to select the particular Shift Type

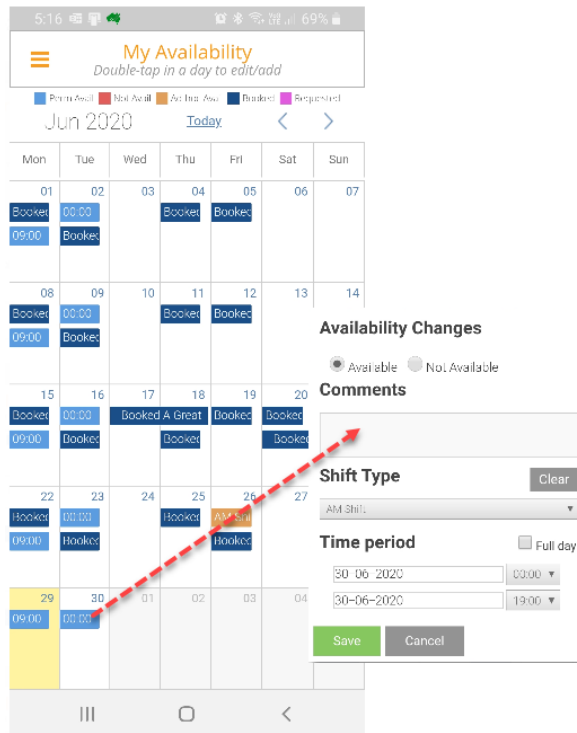


- Select the preferred Shift Type (AM, PM, or ND) then Tap Save



- Repeat for more Availability records


To modify an existing Availability item,  
 Double tap the item to open an edit screen  
 and modify the Shift Type or time period.



## Notifications Screen

The **Notification Screen** shows all notifications that have been sent to your device and not yet responded to. Notifications can be reminders for upcoming shifts, available shifts, shift changes, etc..

It is important that you respond to all Notifications in a timely manner. It helps us with shift planning and reduces the build-up of notifications on your device which will have an impact on the efficiency and performance of the App.

To Respond or acknowledge a Notification, tap on the Response  button and complete any required information.

