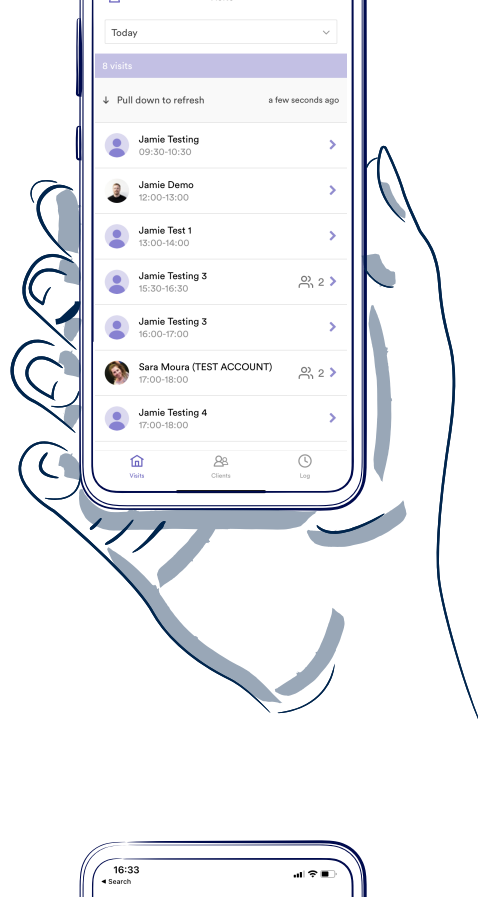


## Guide to completing a visit

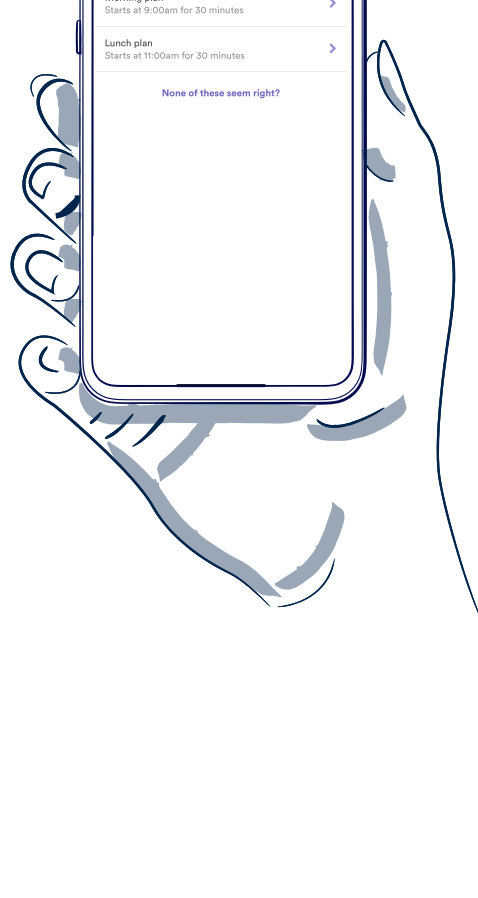
### 1 Select a visit

When you're ready to start your visit, select the relevant one on the "Visits" screen.



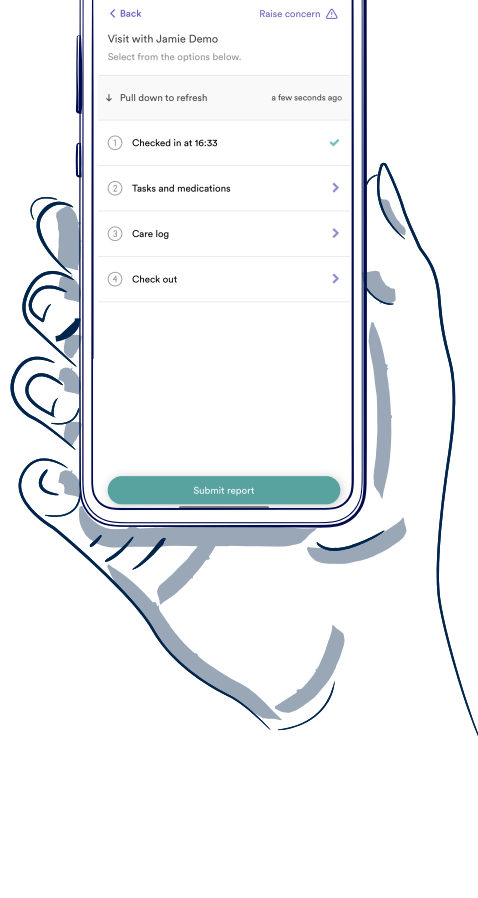
### 2 Select a visit plan

Click on the visit plan that matches the time of the visit you're about to start.



### 3 Check in

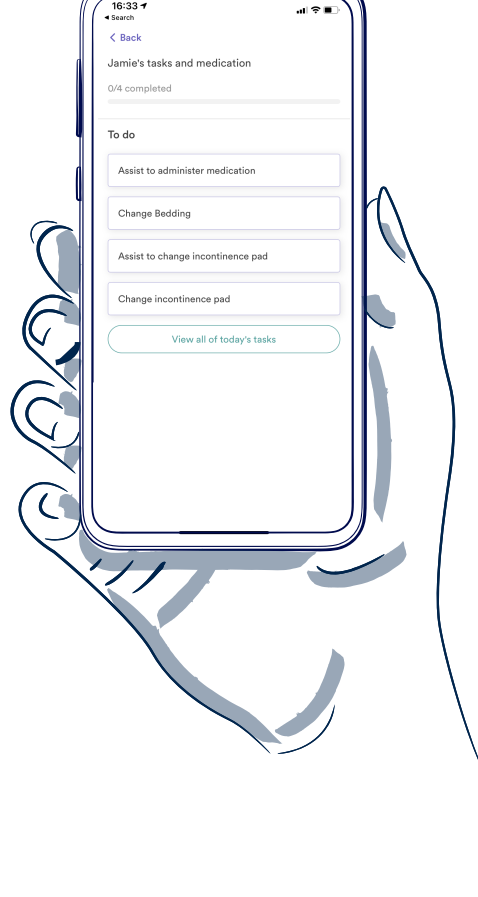
Next, check-in to the visit.



### 4 View tasks and medication

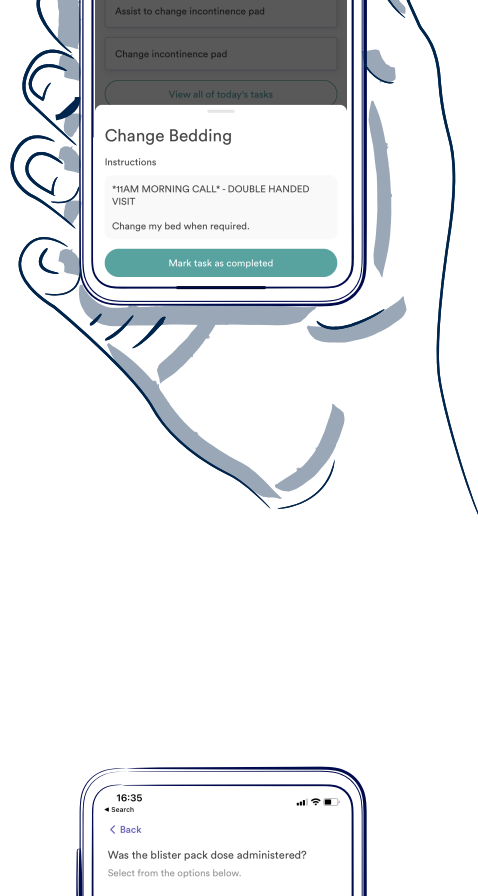
Click on the tasks and medications - here is a single list of activities you need to complete in order during your visit.

To view and record PRNs - there is a button in the top right of the screen.



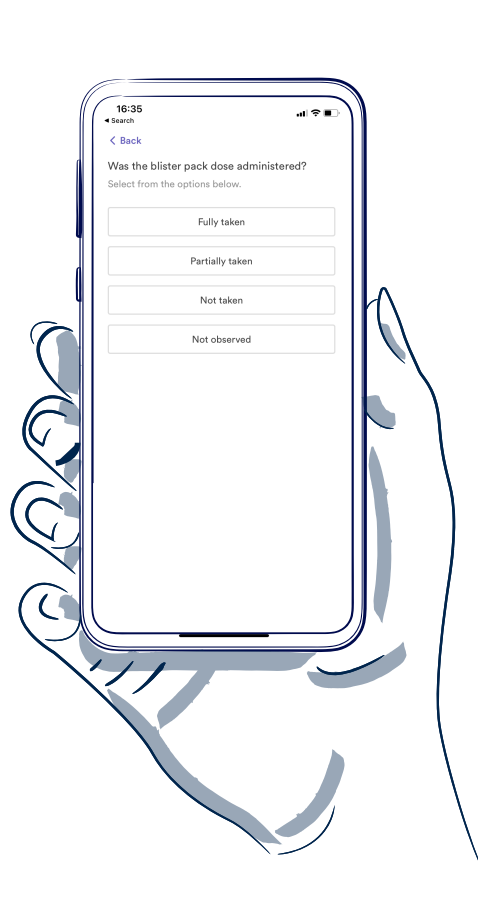
### 3 Complete tasks

Select a task to view the instructions, then mark it as completed once done.



### 4 Complete medication

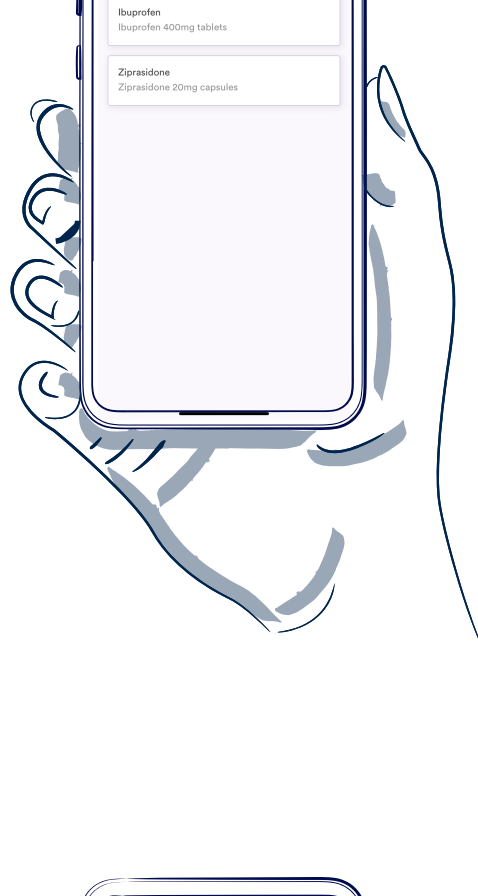
Click on the medication to view the instructions. Then record the outcome.



### 5 Check PRNs

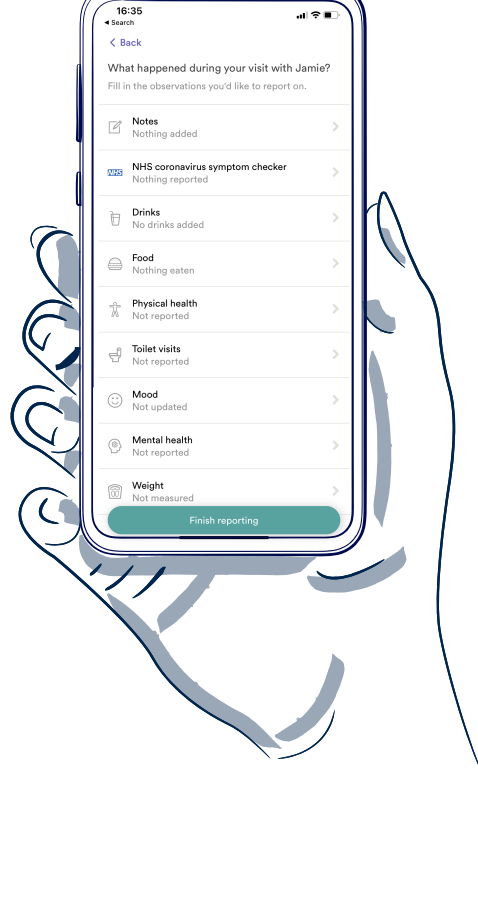
To view PRNs click on the "PRN >" button in the top right hand corner of the tasks and medication screen.

All medications scheduled for the current day can also be accessed here, along with the MAR chart.



### 6 Complete care log

To add observations and notes, click on the care log and complete the relevant section.



### 7 Checking out

If you do not record an outcome for a medication that's assigned to the visit, you will not be able to check out.

You haven't administered all the medication scheduled for this visit. Please record an outcome for each medication before checking out.

Cancel View medication

### Double up visits

#### At check-in

A pop-up will remind you only one carer needs to record medications and tasks.

Only one carer is required to record medications and tasks. Confirm with your double-up partner which one of you is responsible.

Ok, I understand

#### At check-out

A pop-up will remind you only one carer needs to record medications and tasks.