

SwyftCG App Working A Shift

Instructions how a caregiver uses the app to successfully complete a shift



Working A Shift

- 🕒 **Shift** - From the “My Schedules” screen, click the shift that needs to be worked.
- 📍 **For directions** – click the pinpoint icon in the Address area, to bring up Google Maps.
- 🕒 **Clock In** – click the yellow arrow in the upper right corner or the blue clock in bar at the top.
- 📄 **If applicable** – a survey may appear to complete at log in, at clock in, or at clock out, for example: COVID-19 Screening survey.
 - Answer all questions, if applicable - click “Tap to Sign”.
 - Electronically sign the document (if applicable), click the check mark.
 - Click “Submit” in the upper right-hand corner.
- 💊 **Medications** – if applicable, click the Medications field on the general info screen.
 - Click the medication to administer, record the time given, and outcome.
 - Click “Submit” to save the medication administration record.
- 📋 **Tasks** – click on “Tasks” at the bottom of the screen to access the care plan.
 - Select the “Grouped” or “Timeline” view to display the care plan tasks.
 - Each task needs a result designation of Completed, Declined, or N/A.
 - Notes - Click the blue clipboard/cross icon to leave notes on any of the specific tasks.
 - Narrative – write the shift narrative in the text area.
 - Shared Notes – write any notes regarding the shift/client needing to carry forward to the next shift. These notes will remain until manually removed/deleted by a user.
- 📊 **Vitals** – click the Vitals tab, record vitals taken during the shift (not a mandatory field).
- 📍 **Mileage** – click the Mileage tab, enter any mileage driven **during** the shift.
- 🍴 **Intake** – click the Intake tab, click the toggle switch to record any food intake.
- 🕒 **Clock Out** – click the yellow box at the upper right corner or the blue clock out bar.
 - Review the shift details, click “Sign and Submit” – get the e-signatures.
- 🚨 **Incident Reporting** – “Were there any incident during your shift?” Answer Yes or No.
 - If No the shift is over, if Yes select who it involved “Me” or the “Client”
 - Type the description, click “Submit” when done.

855-55-Swyft (855-557-9938)

Support@SwyftOps.com

© 2019 SwyftOps & Aegle Technologies