App User Guide

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The Log In Procedure

The app opens to the home screen (Figure 1). A user name and password are required for access.   The employer supplies the user name and password.   The user name goes in the top field and the password goes in the field directly below it.   The next step is to click the green bar labeled "Log In."
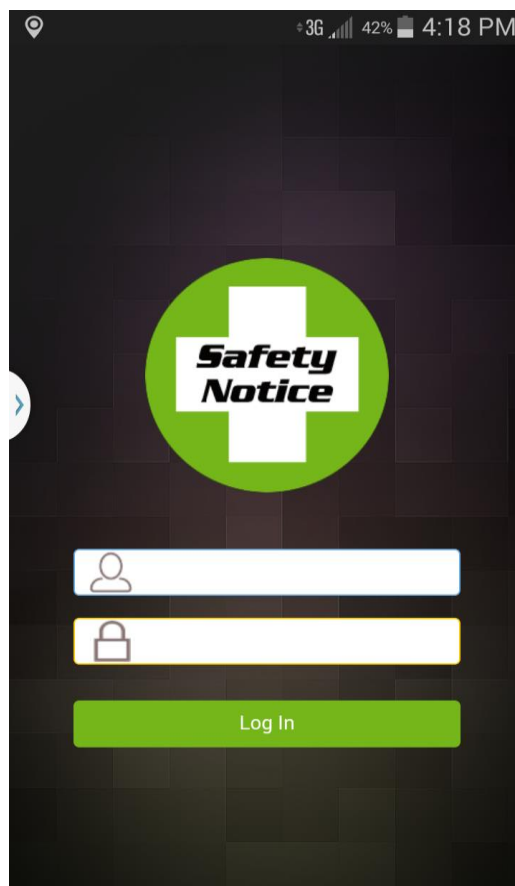

Figure 1

If an incorrect user name or password is entered, the following message appears: "Your user name or password is wrong. Please try again" (Figure 2).
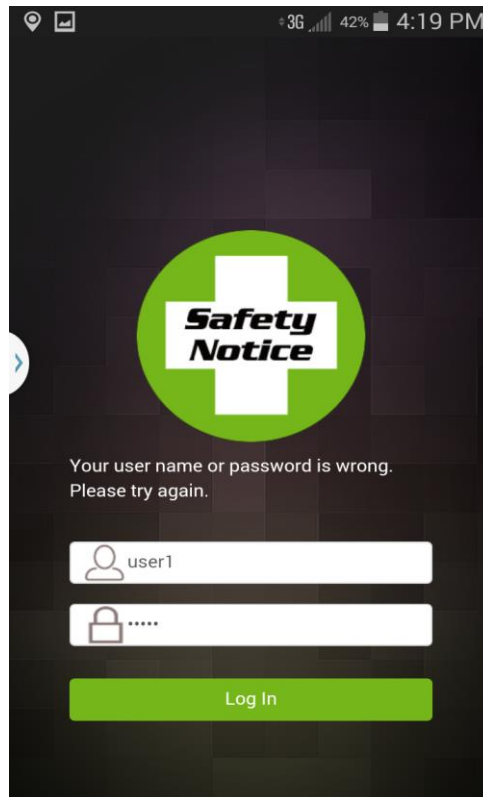

Figure 2

Starting the Shift

Once the correct information is entered, the system opens the "All Loved Ones" screen. This is where a list of the company's loved ones is visible (Figure 3).

Before any activity can occur with a loved one, a shift must be started. This is accomplished by clicking the red, "Start New Shift" button on the top right of the screen (Figure 3).
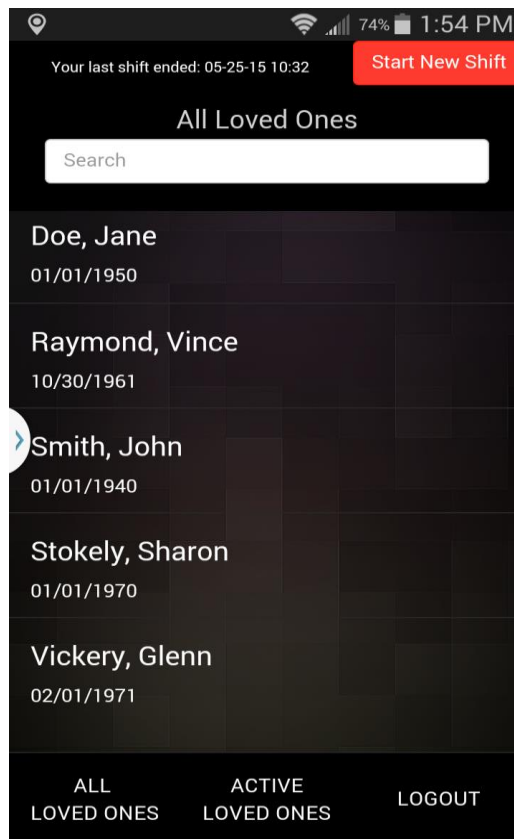

Figure 3

A green header will appear showing the shift has started. The date and time the shift started is displayed in the green header (Figure 4).
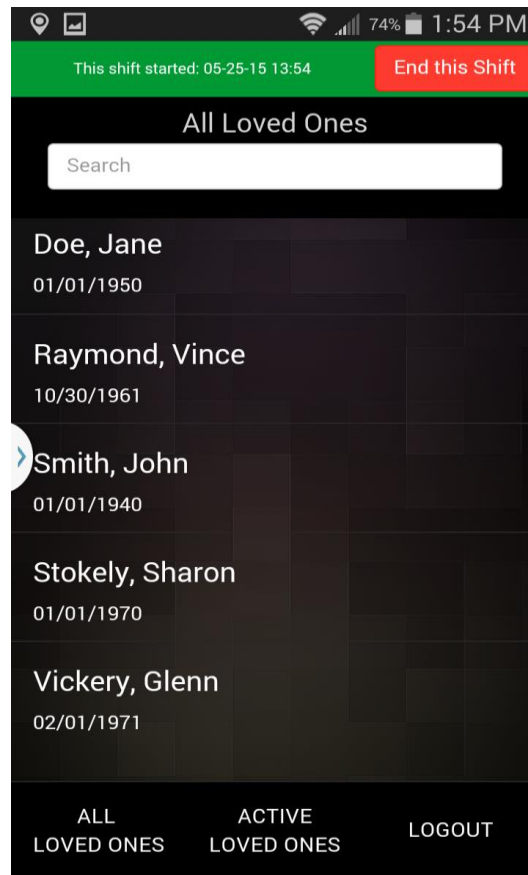

Figure 4

Also displayed in Figure 4 is the Search function. It is under the green shift header with a white data entry field. This is used to promptly locate a loved one from the list.   Loved ones can be searched by either their first or last name.

Making a Loved One "Active"

Jane Doe is the loved one that is used in this example. Because loved ones are listed alphabetically by last name, she is currently at the top of the list.

The first step is to make Jane active is to touch her name. A box will appear confirming the activation request (Figure 5). Choose Yes to confirm the request.
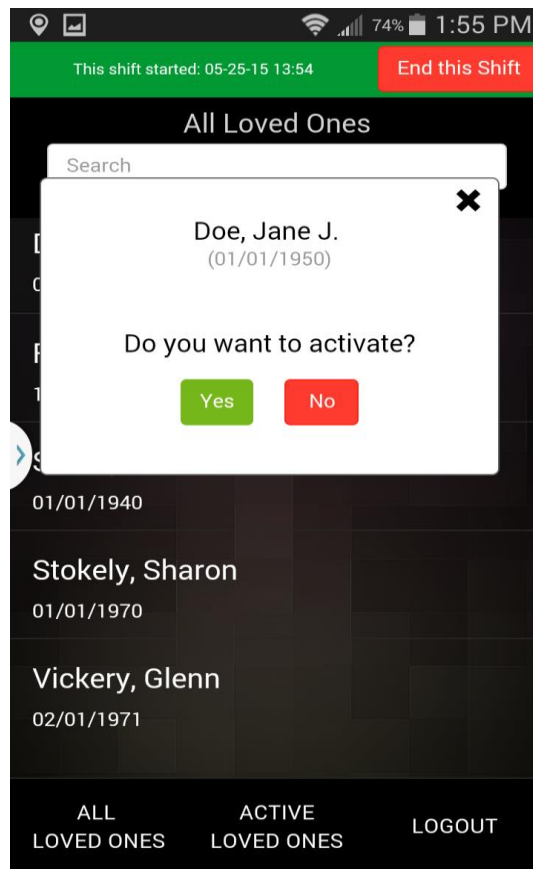
Figure 5

Once the confirmation is to activate Jane is made, the selection box disappears and the system returns to the All Loved Ones screen (Figure 6).

Also visible in Figure 6 is the word "Active," which appears in green to the right of Jane's name. This confirms Jane has been made what is called an Active Loved One.

The bottom of the screen references the number of one active loved ones. Since Jane is the only active loved one, the display shows a "1" in the red circle.
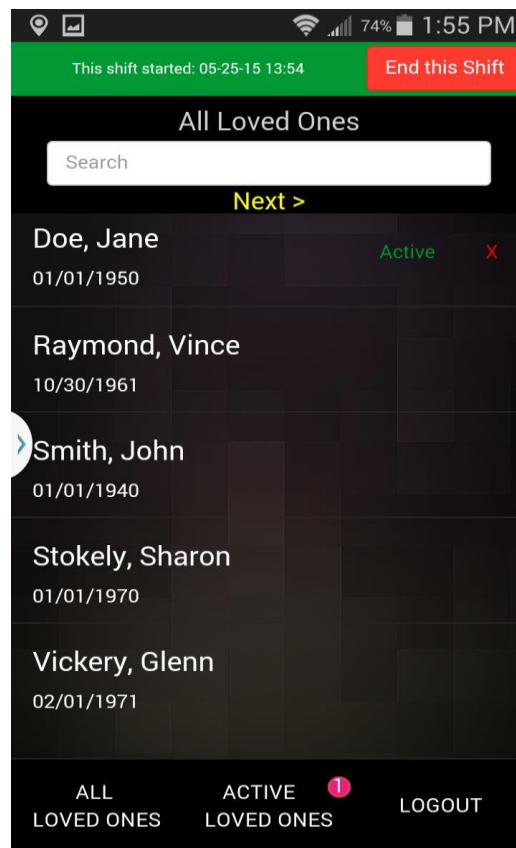

Figure 6

Conducting an Encounter with a Loved One

The next step is to start the encounter with Jane. To do that, the next screen must be reached. This can be accomplished in one of three ways. Using Figure 6 as a reference, the first way is to click the yellow "Next" label at the top center of the screen. The second way is to click the green word "Active" to the right of Jane's name. The third method is to touch the "Active Loved Ones" label at the bottom of the screen. All of these bring up the Active Loved Ones screen (Figure 7).
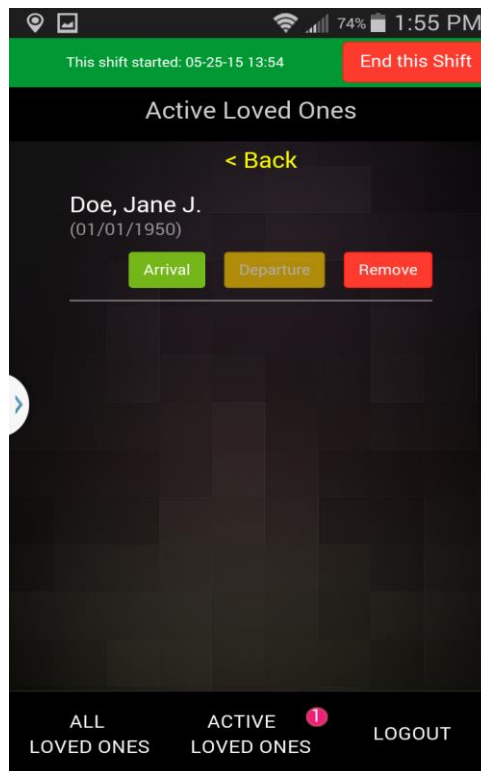

Figure 7

Since Jane was the only one selected, she is the only Active Loved One appearing on the screen.

Also displayed in Figure 7 are the three buttons below Jane's name. They are Arrival, Departure and Remove.   This is the terminology if the company is in the home health industry. If the company is in the transportation industry, these buttons will say, Pick Up, Drop Off and Remove.

At this point in the user flow, the Departure button is grayed out.   This is to prevent a keystroke error. The Arrival button must be depressed at a loved one's before a user is required to use the Departure button.

Once the Arrival button is touched, a notification is sent to Jane's family members letting them know the company is currently interacting with their loved one.   It will also gray out the Arrival and Remove buttons, leaving only the Departure button as a selection (Figure 8).
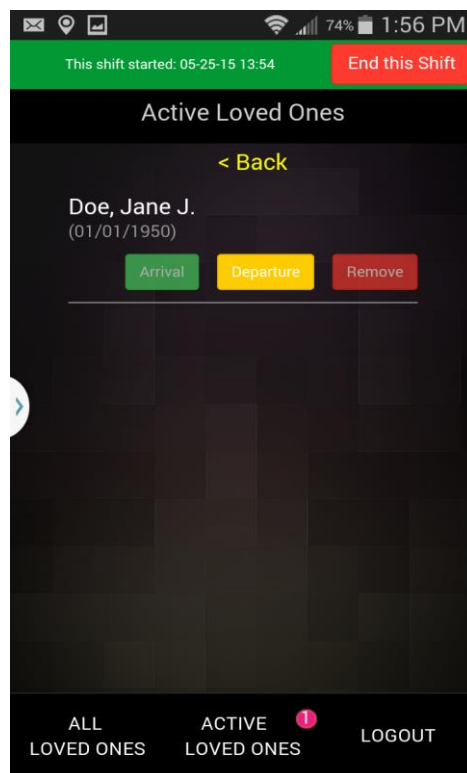

Figure 8

Once the interaction with Jane is complete, the Departure button is pressed. This will send another notification to Jane's family letting them know the encounter has been completed. It will simultaneously trigger the system to ask the user if this was the last appointment for their shift (Figure 9).
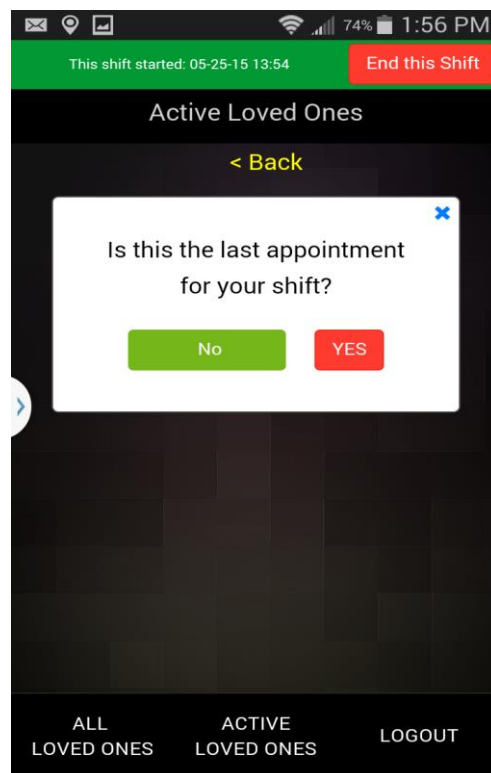

Figure 9

If this was the last appointment for the user's shift, Yes would be selected. If there is an additional appointment in the current shift, choosing No is appropriate. Assuming there are more appointments in the shift and No is selected, the system flow takes the user back to the All Loved Ones screen in preparation for the next interaction (Figure 10).
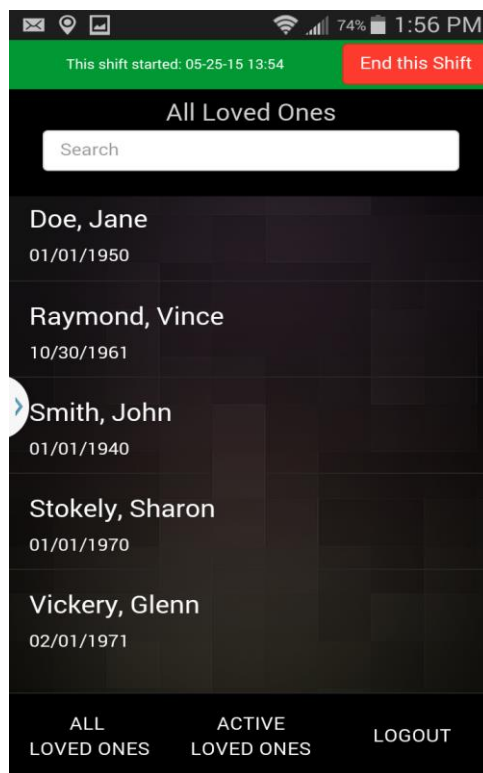

Figure 10

Ending Use of the App

After completing an encounter and assuming there are no remaining active loved ones, the app may be ended at any time by touching the Logout label at the bottom. The system will immediately generate a dialog box confirming the logout request (Figure 11).
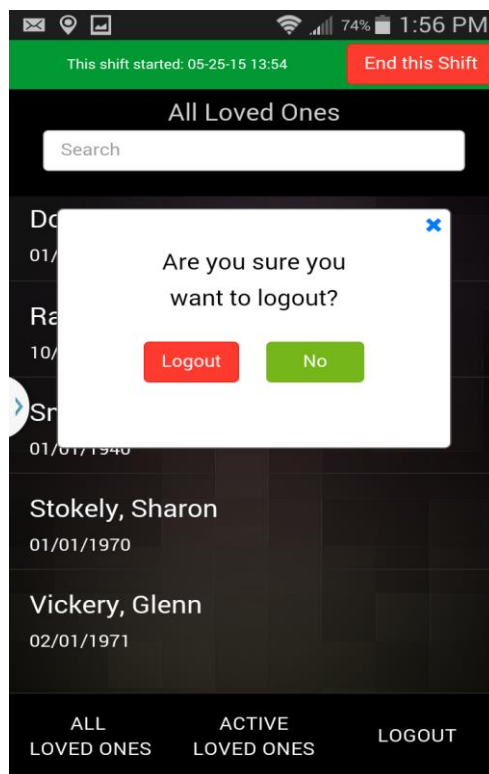

Figure 11

If Logout is selected before ending the current shift, another dialog box will appear. This box seeks to determine if the user wants to logout and end the shift or logout and keep the shift going (Figure 12). The latter can be selected to preserve battery power.
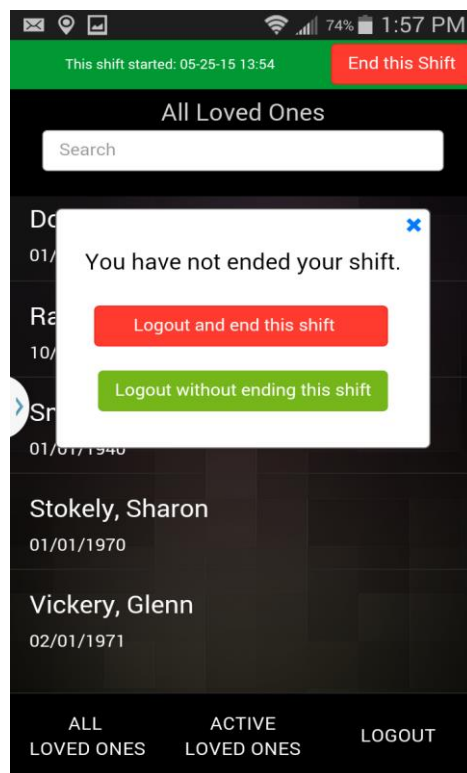

Figure 12

Miscellaneous Features

Local Database

When there is no cellular service, the app saves the user's input to a local database. When the user reenters a service area, the app immediately synchronizes and updates the Safety Notice main server.

Location Function

If a user is in a building with limited or no GPS connectivity, the app is set up to employ the 3G or 4G signal from the phone's service carrier.

Contact

For questions or assistance regarding the app's operation, please contact Safety Notice via phone at 727-448-0000 or via email at contact@safetynotice.com.

Glossary

Active/Activate: A Safety Notice term for when a Loved One is selected and ready for an interaction

All Loved Ones Screen: The screen showing all the available Loved Ones for a specific employee

Arrival: The button selected by a Home Health Agency when the employee arrives at a Loved One's location to begin an interaction

Departure: The button selected by a Home Health Agency when an interaction is finished

Drop Off: The button selected when a Transportation Service delivers a Loved One to an appointment or is finished with a Loved One interaction

Encounter: An interaction with a Loved One by a Home Health Agency

Home Screen: The screen when you first open the Safety Notice app

Local Database: When there is no cellular service, the app saves the user's input to a local database. When the user reenters a service area, the app immediately synchronizes and updates the Safety Notice main server.

Location Function: If a user is in a building with limited or no GPS connectivity, the app is set up to employ the 3G or 4G signal from the phone's service carrier.

Log In: The action an employee must take before any shift can be entered in the system

Log Out: The action an employee must take to leave the app after either completing a shift or when trying to save battery power while a shift is ongoing

Loved One: A Safety Notice term for a senior or special needs family member who is being cared for

Notification: The text/email that is sent to family members following an employee's interaction with a Loved One

Pick Up: The button selected by a Transportation Service when

Remove: The button selected by a Home Health Agency or Transportation Service when the Loved One is no longer a client or no longer works with a specific employee

Search Function: A way for employees to quickly find a Loved One by either first or last name

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