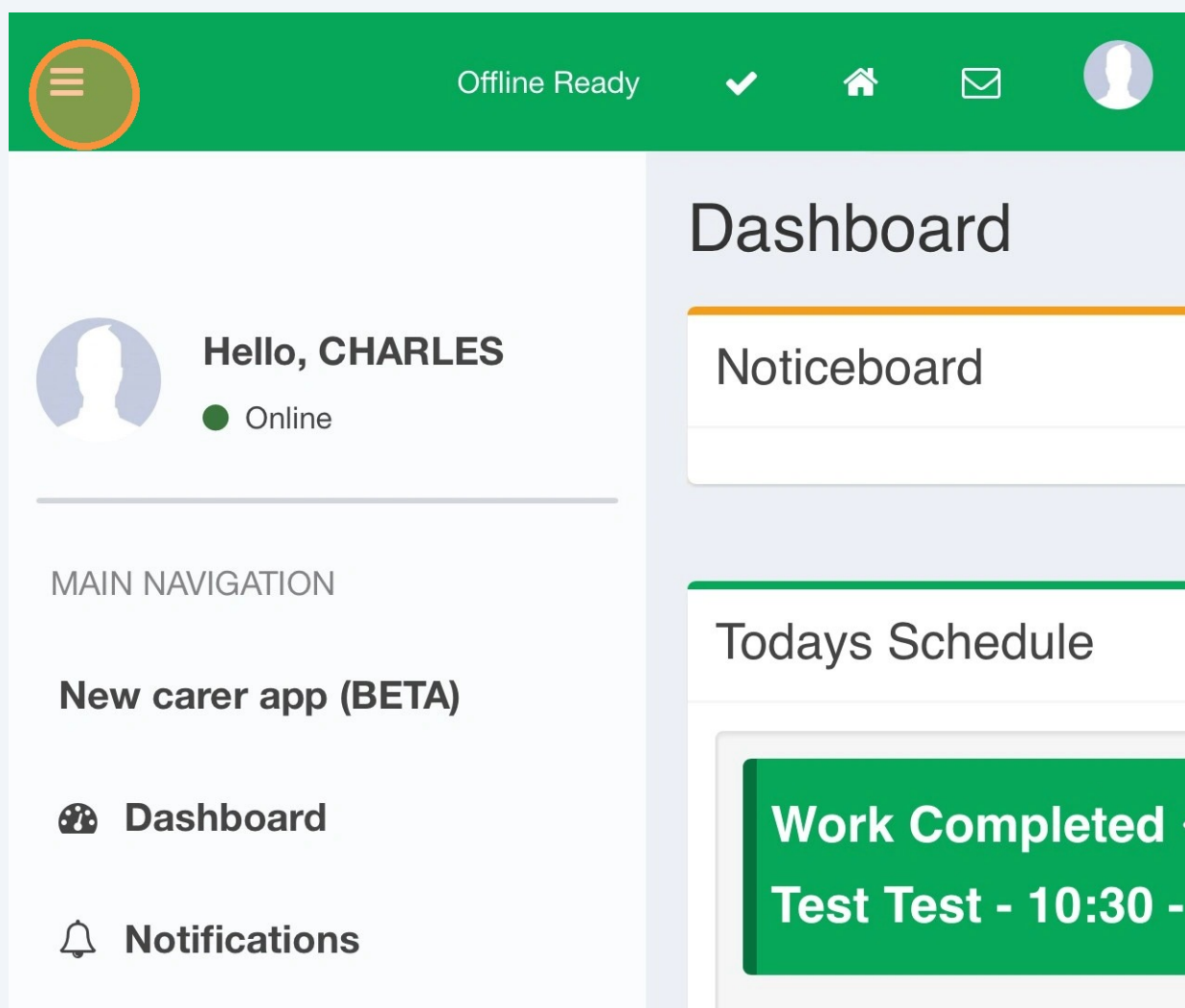


This guide quickly demonstrates the switch to the new OneTouch carer app. It explains how to switch, setting a secure 6-digit PIN, and confirms the transition to the updated dashboard.

It also demonstrates core daily tasks such as clocking in, viewing booked shifts via the calendar, and where to find updated guides for care notes, policies, care plans, and medication.

How To Change To The New App

- 1 When logged into the OneTouch app, click here to view the left hand menu:



2

Click "New Carer App (BETA)" from the left hand menu:



Hello, CHARLES

● Online

MAIN NAVIGATION

New carer app (BETA)

 **Dashboard**

 **Notifications**

 **General Message**

 **My Schedule**

Noticeboard

Today's Schedule

Work Completed

Test Test - 10:30 -

3 Create and enter a 6-digit PIN number:

Create Pin

Please create a 6-digit PIN to secure your account.

1

2

3

4

5

6

7

8

9

0

Logout

4 Re-confirm the new 6-digit PIN:

Confirm Pin

Re-enter your 6-digit PIN to confirm.

1

2

3

4

5

6

7

8

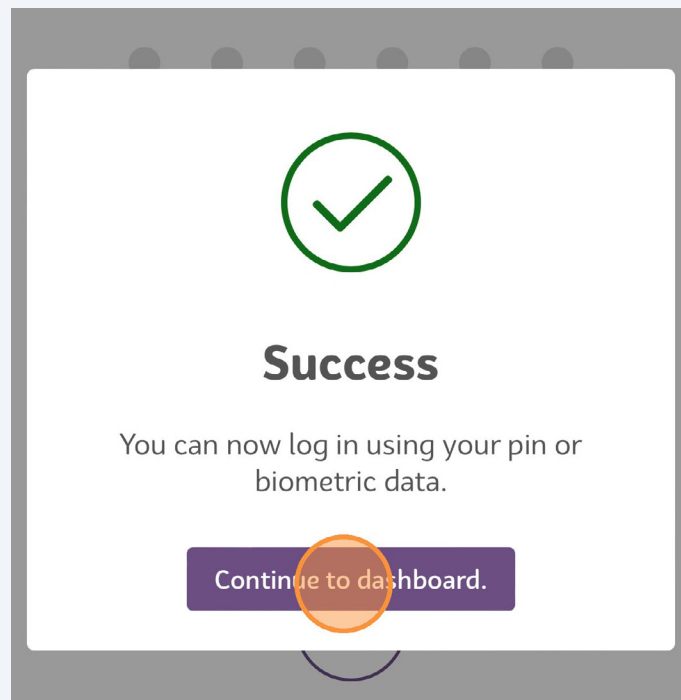
9

0

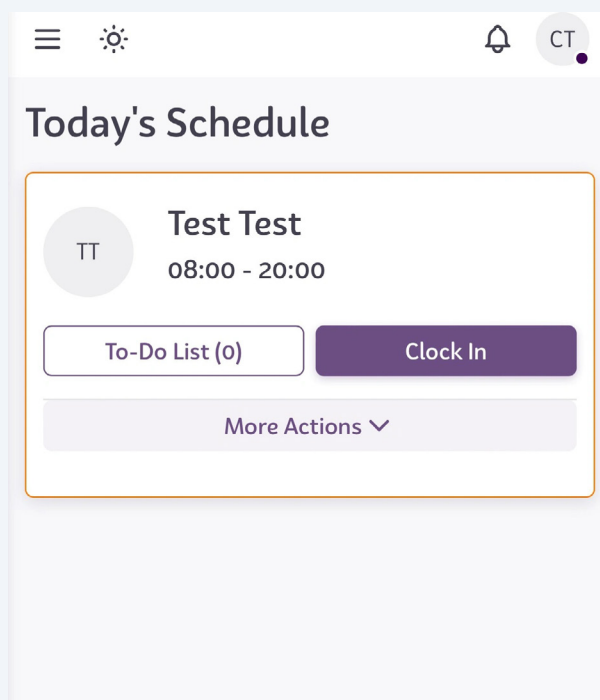
Logout

- 5 This message will confirm the PIN has been successfully set.

Click the button to continue to the new dashboard:

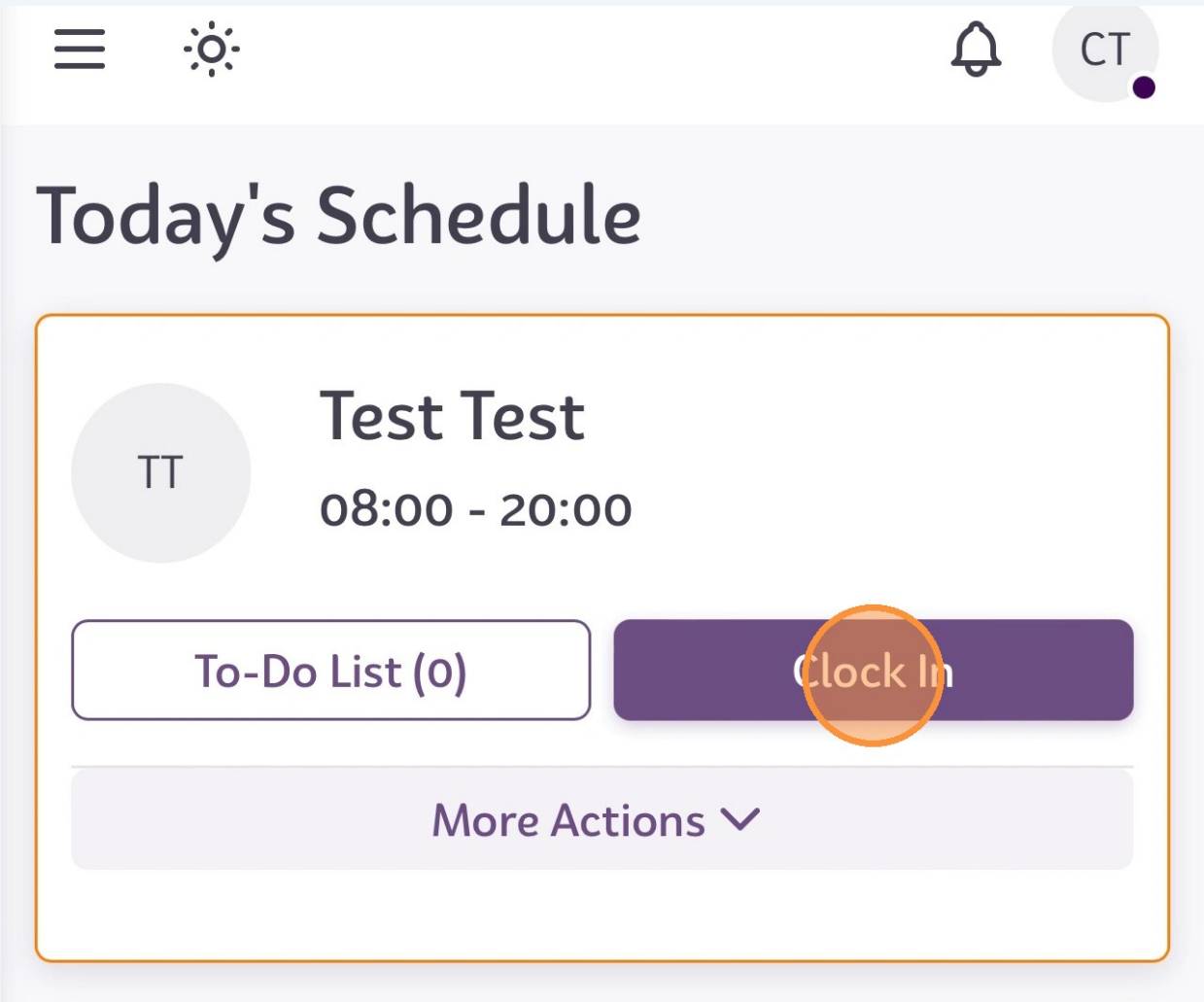


- 6 From the dashboard, the same app functions are available in equivalent locations.



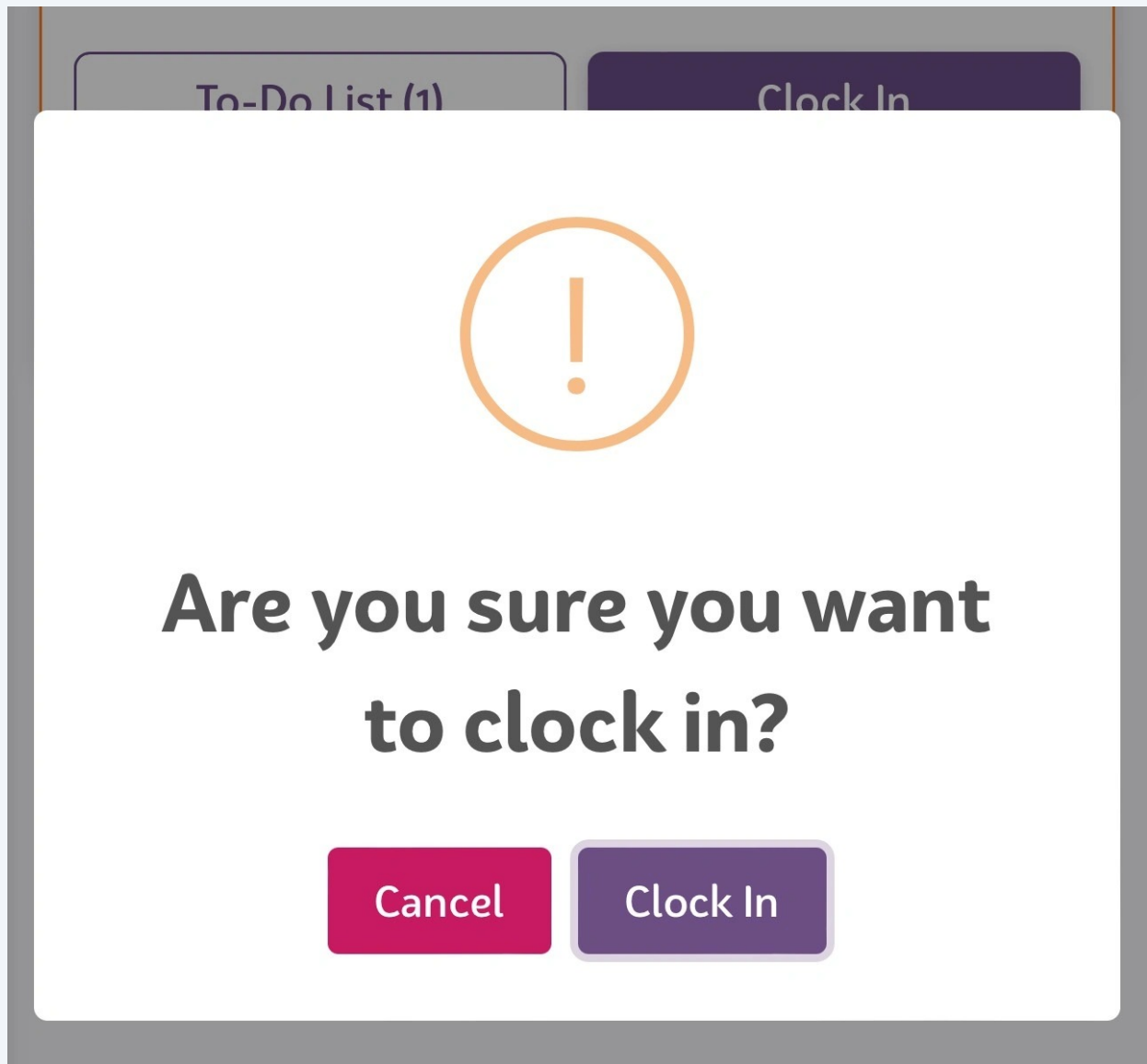
How To Clock In

7 Click the "Clock In" button:



8

Click "Clock In" to confirm:





This message will confirm clock in is successful:

Clocked in at 16-Jun 10:33
(00:00:12)



Success

Clock In successful

Close

How To View Your Booked Shifts

9

Click here to view the left hand menu:



CT



Today's Schedule



Test Test

10:35 - 20:00

Clocked in at 16-Jun 10:33
(00:00:35)

To-Do List (1)

Clock Out

10 Click "My Schedule":



 Legacy App

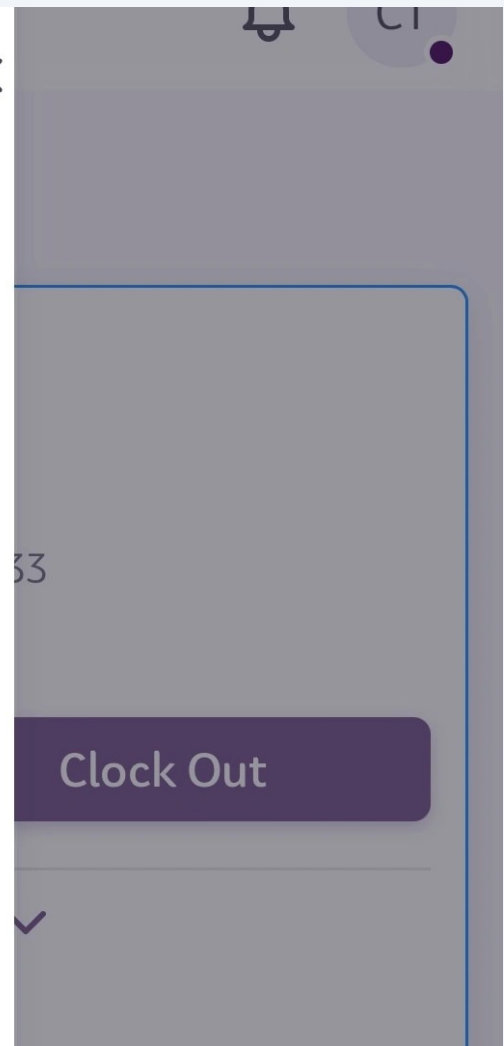
 Dashboard

 My Schedule

 My Messages

 My Noticeboard

 My Letters



11 Upcoming visits can be observed from the calendar view:

June 202 View today < >						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15 ● 11:40 Test T...	16 ● 10:35 Test T...	17 ● 08:00 Test T...	18	19	20	21
22	23	24	25	26	27	28



The other app guides have been updated in the File Cabinet.

These show the new equivalent for the following functions:

- Clock In & Clock Out
- Adding Care Notes
- Viewing previous Care Notes
- Accessing Policies & Procedures
- Accessing Care Plans
- Administering Medication

 My Messages

 My Noticeboard

 My Letters

 My Forms

 File Cabinet

 Training Videos

TEST TEST OPTIONS

 Client Details

Clock Out