



### Procura Mobile Quick Reference Guide

#### Purpose

The purpose of this document is to navigate the Procura Mobile Application.

#### Groups Applicable to

Direct Service Staff (DSS)

Select a client appointment to see Appointment Details (address, directions, Care Plan tasks)



Figure 1 Appointment Details

Select the client details icon to see Client Details (hazards, allergies, etc.) This gives you client specific information.



Figure 2 Client Details Icon

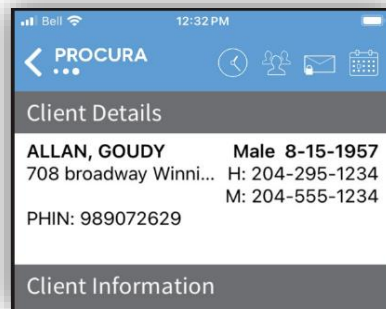


Figure 3 Client Information

Select the Map icon in Appointment Details or in Client Details. Opens Apple maps. Used to find the location to a client's home.



Figure 4 Map Icon

Select the Procura back arrow to exit maps.

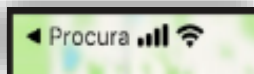


Figure 5 Procura Back Arrow Icon

To call a client select the ellipses from the Appointment Details or Client Details Screen

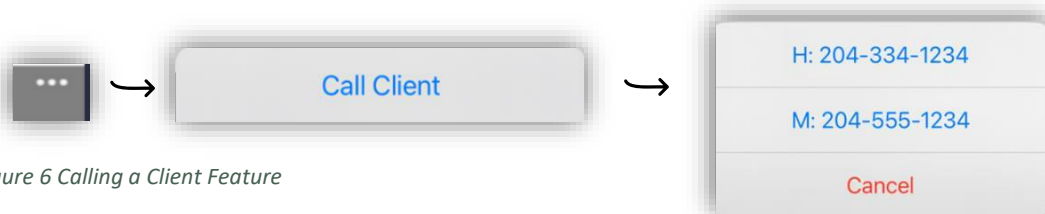


Figure 6 Calling a Client Feature

To call a clients informal contact from the Client Details Screen, select on the contacts name, phone number and proceed to call.

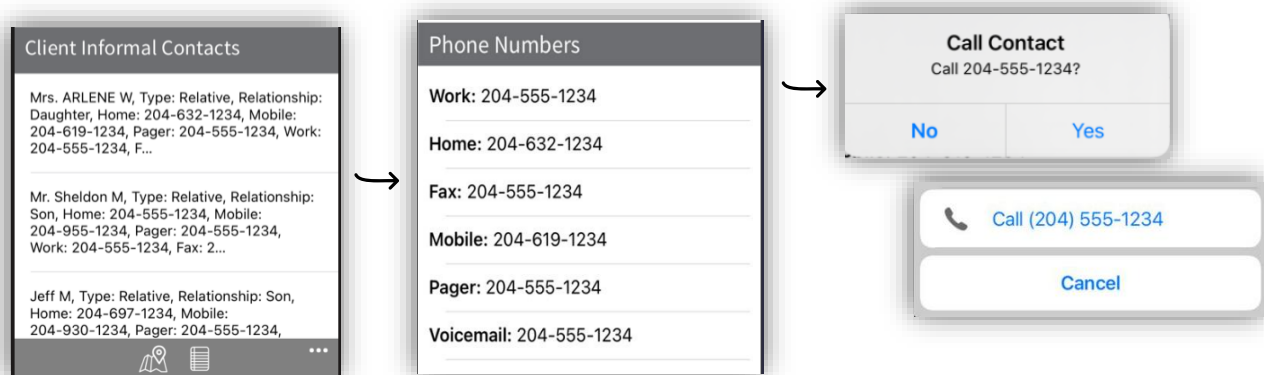


Figure 7 Calling a Formal/Informal Contact

Select the triangle icon from the Appointment Details page when you are ready to begin services and tap Start. Use this to start a visit with the client. Breaks/Admin Time are required to be stated and stopped at their scheduled time



Figure 8 Start Icon

Complete Client Identifiers

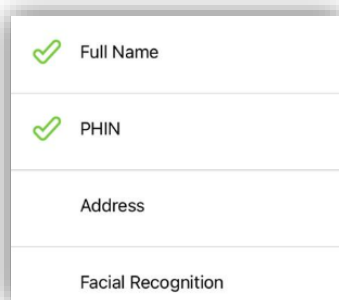


Figure 9 Client Identifiers

Select each Care plan task to mark it Complete or Not Complete (with a reason). Select List to display what has or has not been completed and then select Complete. Tap Complete again to complete and/or check out of your visit.

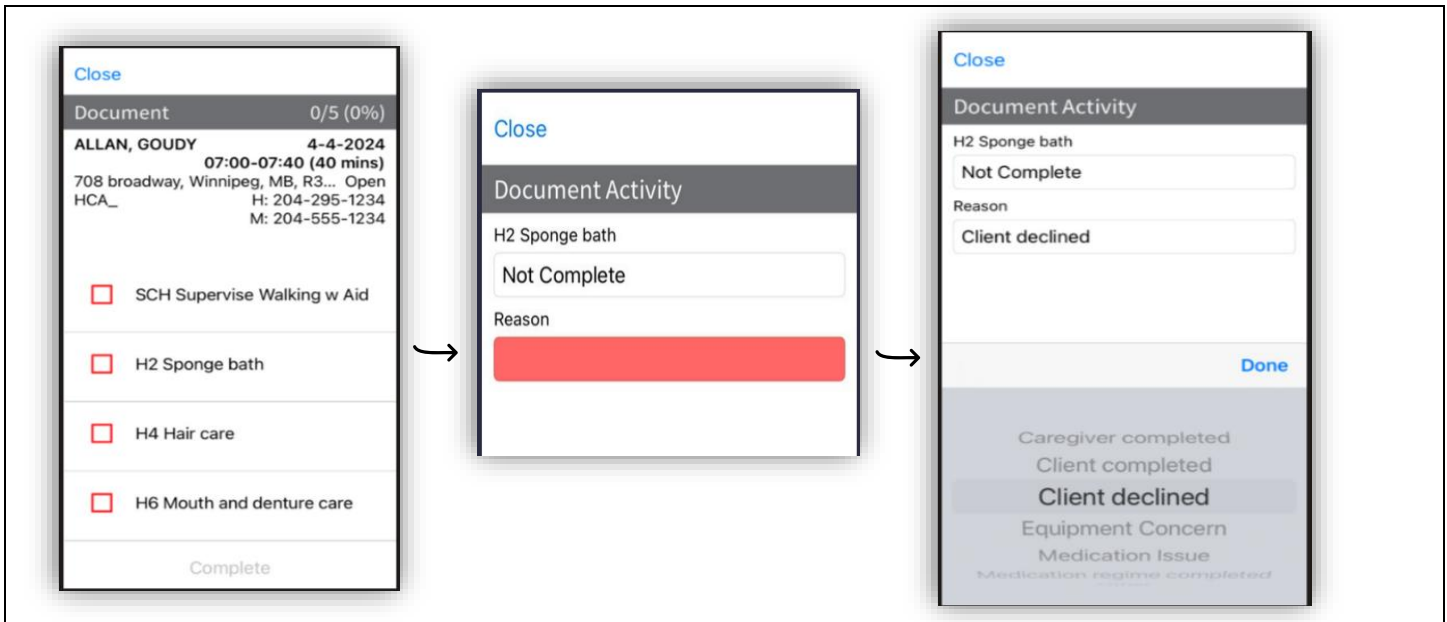


Figure 10 Care Plan Task Icon / Complete or Not Complete Icon List / Not Complete Reason List

Use the Refresh Icon at the bottom of the Appointment Details to refresh your Schedule after each visit. Use the Ellipse to log out

Always Refresh Your Schedule  
After Each Client Visit

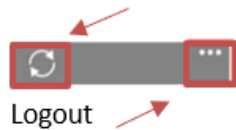


Figure 11 Refresh and Logout Icons

### Grey Bar and Procura Tool Bar Icons

Ellipses Menu - Displays additional actions depending on the location within the application including logging out.



Figure 12 Ellipses Icon

**Schedule** – Takes you back to today’s appointment view



Figure 13 Schedule Icon

**Client List** – Displays a list of clients with appointments



Figure 14 Client list Icon

**Procura Portal** – Use the portal to view extended client schedules and availability calendar



Figure 15 Procura Portal Icon

**Complete Documentation (for DSN only)** – Use to complete Client Identifiers and assigned tasks

**Location:** Appears in appointment details after you started a client visit



Figure 16 Complete Documentation Icon