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)
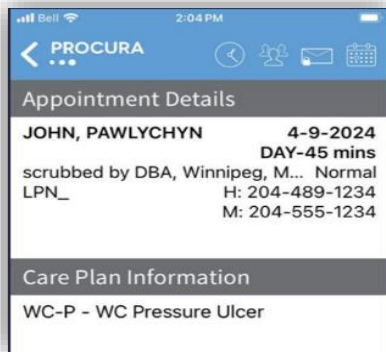

Figure 1 Appointment Details

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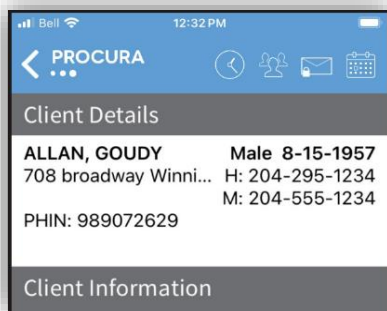

Figure 2 Client Details Icon

Figure 3 Client Information

Selct 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

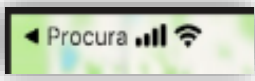Select the Procura back arrow tp exit maps.

Figure 5 Procura Back Arrow Icon

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

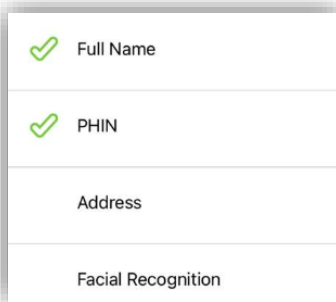*Figure 6 Start Icon*

Complete Client Identifiers

Figure 7 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.
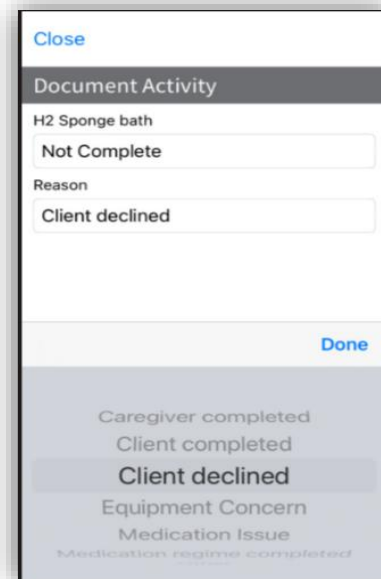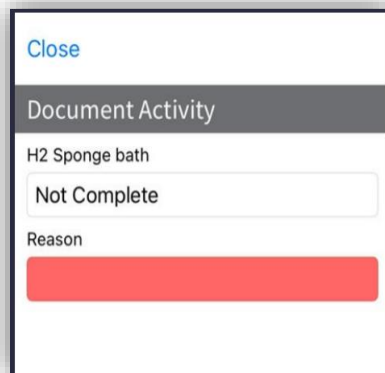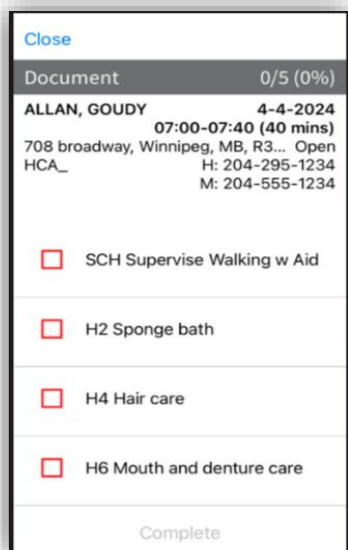

Figure 8 Care Plan Task Icon / Complete or Not Complete Icon List / Not Complete Reason List

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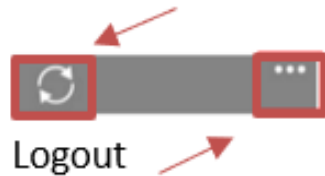

Figure 9 Refresh and Logout Icons

Grey Bar and Procura Tool Bar Icons

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

Figure 10 Ellipses Icon

Schedule – Takes you back to today's appointment view

Figure 11 Schedule Icon

Client List – Displays a list of clients with appointments

Figure 12 Client list Icon

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

Figure 13 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 14 Complete Documentation Icon