



Winnipeg Regional
Health Authority

Office régional de la
santé de Winnipeg

Procura Mobile & Employee Portal Direct Service Staff (DSS)

May 2024

Working Differently

Implementing Mobile Procura is requiring us all to work differently,
remember



Don't Be Shy



If you have questions during the presentation Raise your hand!

We'll call on you at our first opportunity to answer
(Someone else probably has the same question too)

Learning Objectives

- ✓ Working Differently
- ✓ New Mobile Devices
- ✓ Introduce the Procura Mobile App & Employee Portal
- ✓ Review what else is changing
- ✓ Review highlights from the Home Care Direct Service Staff Quick Reference Guide
- ✓ Practice using Procura Mobile features through hands-on exercises
- ✓ Shared Health Professionals Page
- ✓ Log into Live Production – Mobile Procura



Working Differently

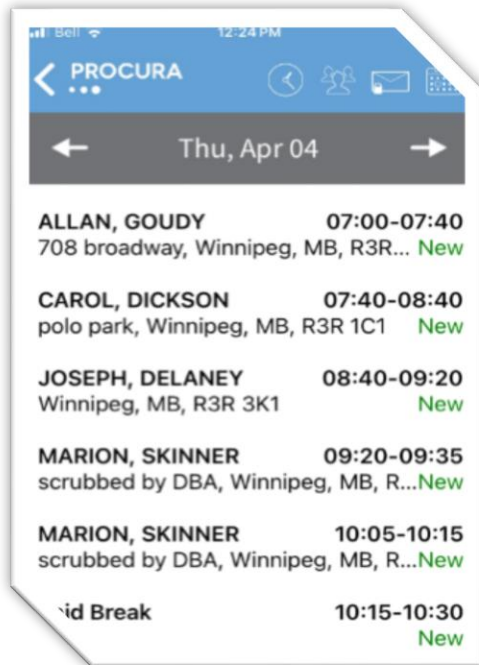
- You have been issued new mobile devices – iPhone SE.
- The Procura Mobile app (Procura), Employee Portal (company portal), Outlook, and Microsoft Teams and a multifactor authentication app have all been downloaded on the device.

Procura Mobile App & Employee Portal

- Having the Procura Mobile App on your Mobile Device will provide you access to certain Procura features.
- It is directly connected to the Procura desktop application also known the Electronic Home Care Record (EHCR) used by all back office staff including Case Coordinator, Resource Coordinators and Scheduling Clerks.
- You will use the Procura Mobile app & Employee Portal to:
 - Check your schedule
 - Start and Stop client visits
 - Complete the Two Client Identifiers
 - See all the details about the Client and the visit(s)
 - Document tasks completed
 - See your availability as scheduled within EHCR

Five Main Screens

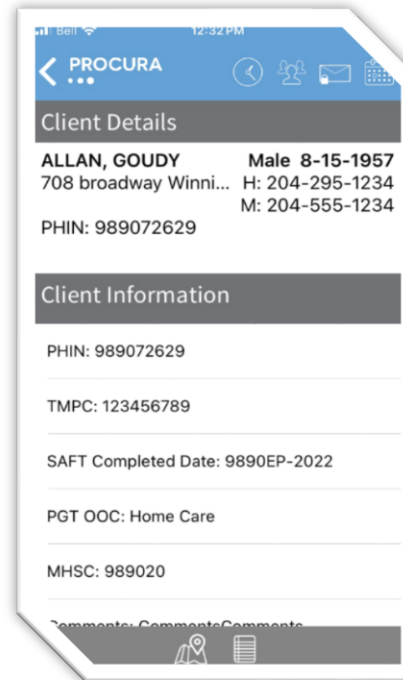
Schedule View



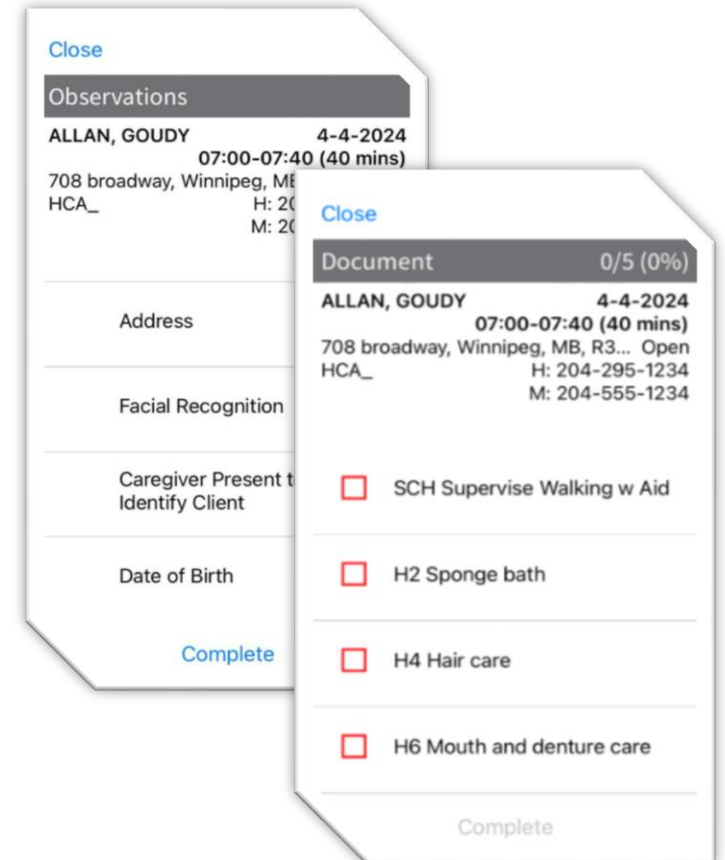
Appointment Details



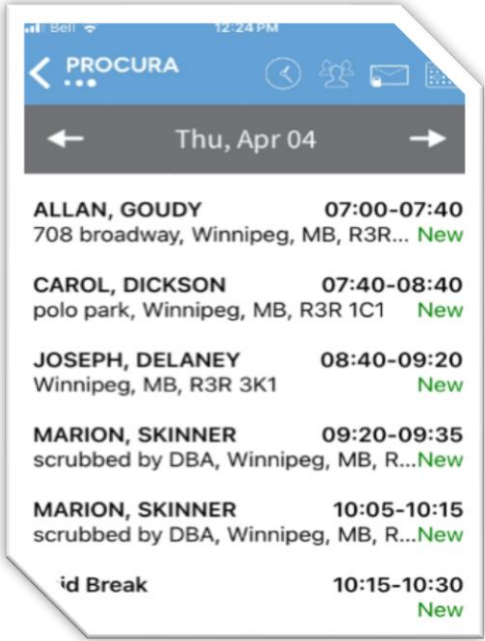
Client Details



Client Identification and Tasks



Schedule View



Viewing Your Schedule



← The **Main Tool Bar** appears at the top of the screen – this Tool Bar will remain visible as you navigate to other pages within the app.

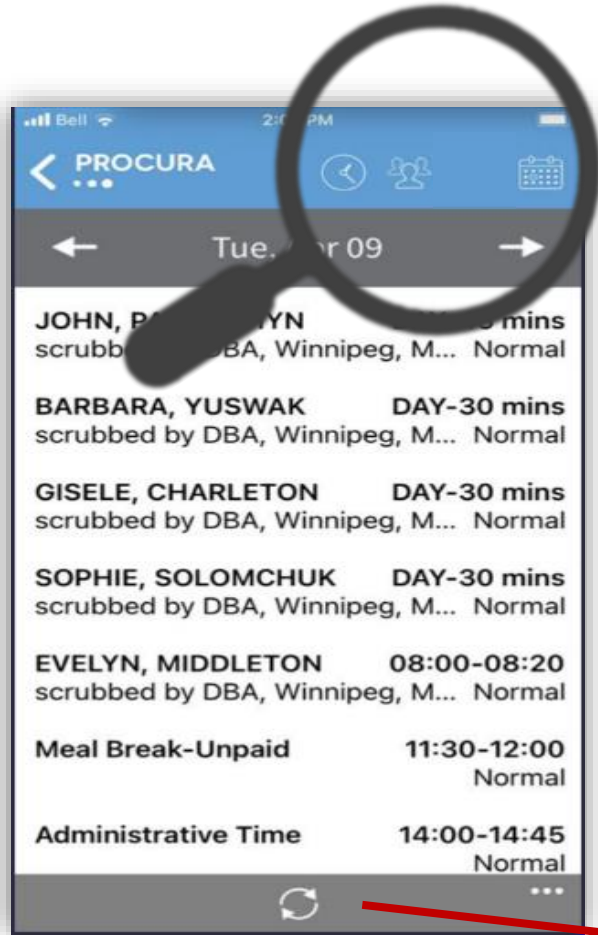
← You can toggle back and forth between the four days of your using the arrows that appear on either side of the date; if you do not have anything scheduled either yesterday or tomorrow, the arrow will not appear.

← The schedule shows Client name, address, start/end time and visit status.



Scroll on any page throughout the application by touching the screen and dragging your finger up or down

Main Tool Bar



The **Main Tool Bar** has three main icons

- Schedule
- Clients
- Availability



Schedule
View your
schedule



Clients
Patients you've
visited



Availability
View your current
availability

The bottom of the screen has two main icons



Logout



Refresh

Schedule View Visit Status

Tue, Apr 09	
JOHN, PAWLYCHYN scrubbed by DBA, Winnipeg,...	DAY-45 mins Complete
BARBARA, YUSWAK scrubbed by DBA, Winnipeg,...	DAY-30 mins Complete
GISELE, CHARLETON scrubbed by DBA, Winnipeg,...	DAY-30 mins Cancelled
SOPHIE, SOLOMCHUK scrubbed by DBA, Winnipeg, M...	DAY-30 mins Open
EVELYN, MIDDLETON scrubbed by DBA, Winnipeg,	08:00-08:20 Updated
Meal Break-Unpaid	11:30-12:00 Normal
Administrative Time	14:00-14:45 Normal

New - This visit hasn't been on your schedule for long and this might be the first time you're noticing it

Normal - This visit has been on your schedule since the last time you logged in and you've probably already seen it (new visits change to normal once you've downloaded them when the app is refreshed).

Updated - Something has changed about this visit since it was first assigned to you

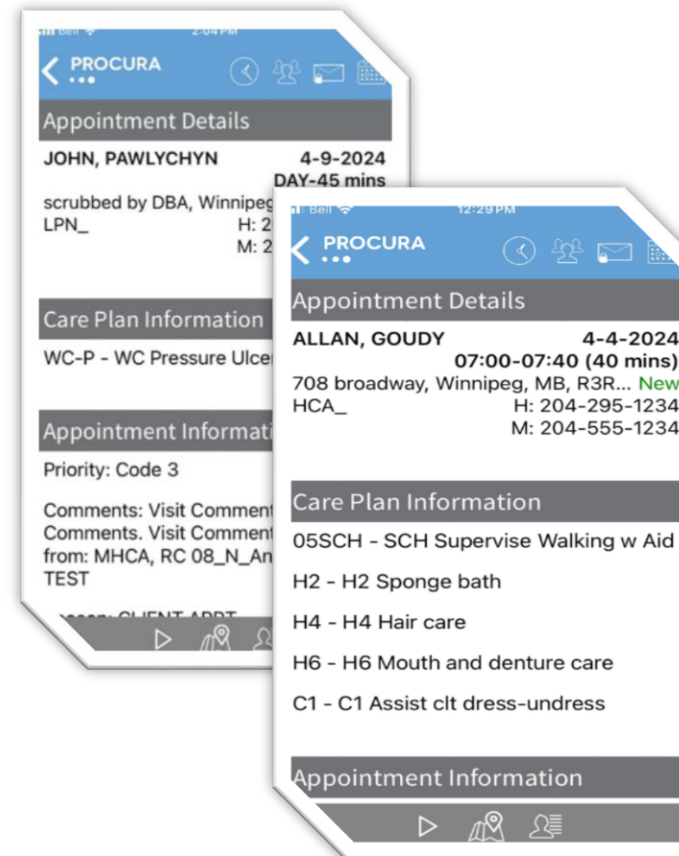
Cancelled - This visit is cancelled – don't go!

Open - You've started this visit and it's in progress

Completed - You've completed this visit

Closed/Verified – These visits are being processed for payroll

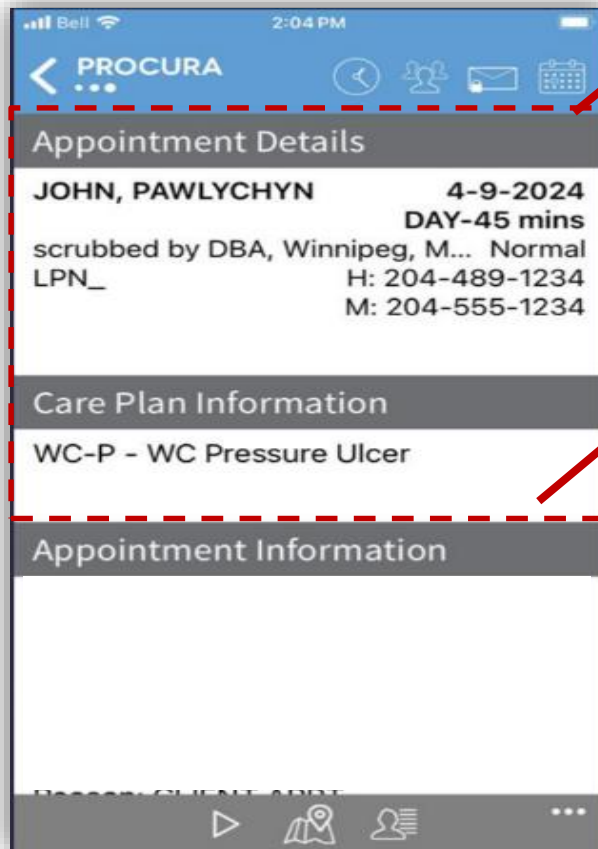
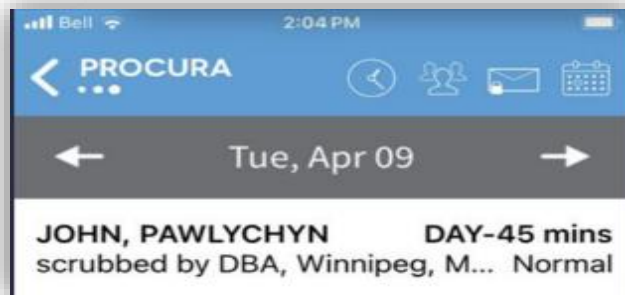
Appointment Details



Appointment Details

The Appointment Details are where you will find visit specific information; Client name, visit date, duration and care plan tasks.

To open **Appointment Details**, tap the visit on your schedule



The **Appointment Details** ribbon displays the visit date, time (day), duration, address, phone number and status.

The **Care Plan Information** ribbon serves 2 different purposes:

1. Displays the care plan tasks required for the visit
2. Warns if there are **Risks** on file
 - ▲ Check the **Hazards** section on the **Client Details** page

Touch the screen and drag up or down to scroll



Appointment Details

Appointment Information

Priority: Code 2

Comments: Visit Comments. Visit Comments. Visit Comments. Rebooked from: MHCA, RC 08_N_Anos, Melcho TEST

Reason: CLIENT APPT.

Shift: DAY

Pattern: Every 1 Weeks

The **Appointment Information** and **Order Information** ribbons are used by the back office staff to set up client schedules

The **Appointment Information** ribbon displays the Shift code (used by nursing only) which is used to identify the type of visit for scheduling purposes, and the Pattern (onetime or regular)

Order Information

Funder: (NURSING) Nursing Coordinated

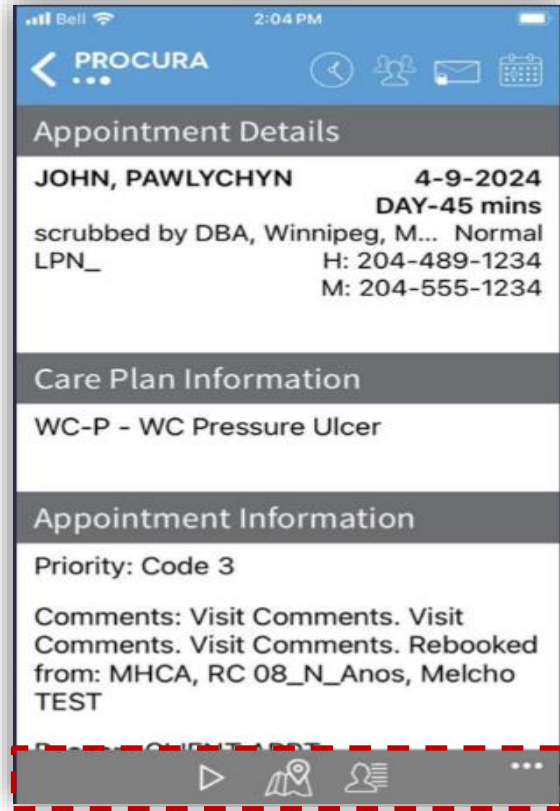
Start Date: 10/16/2023

The **Order Information** ribbon displays the Funder and the date the funding authorization began. The Funder DSS will see is **Community**



Touch the screen and drag up or down to scroll

Appointment Details Bottom Tool Bar



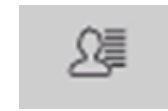
A menu of action buttons will display in grey along the bottom of the page



Start Visit



Apple Maps



Client Details

Remember All visits must be started and stopped



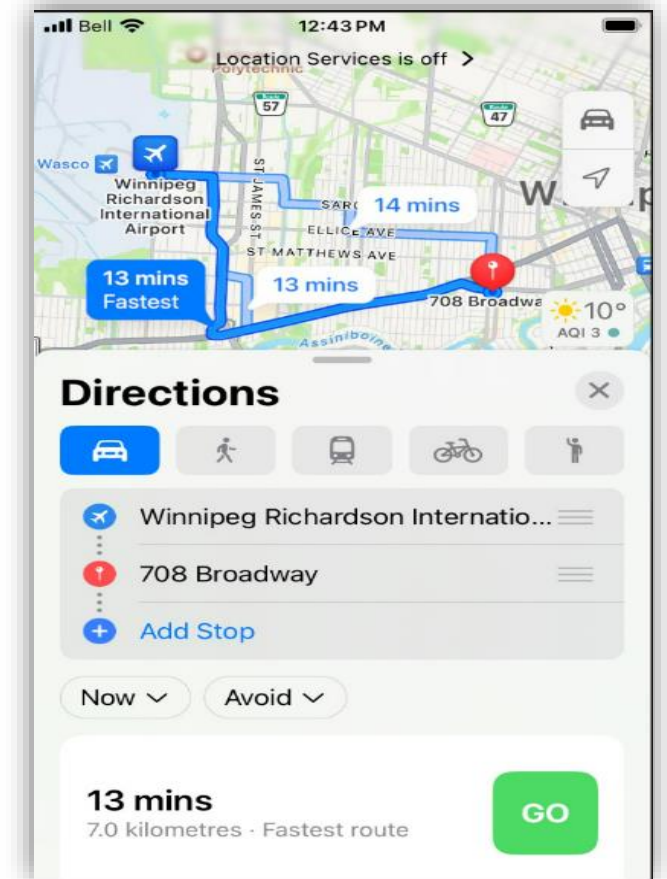
Tap to select a menu option

Apple Maps – Client Address Location



If you need directions to the client's address, tap the  icon from the Appointment Details Tool Bar to map the address using Apple Maps

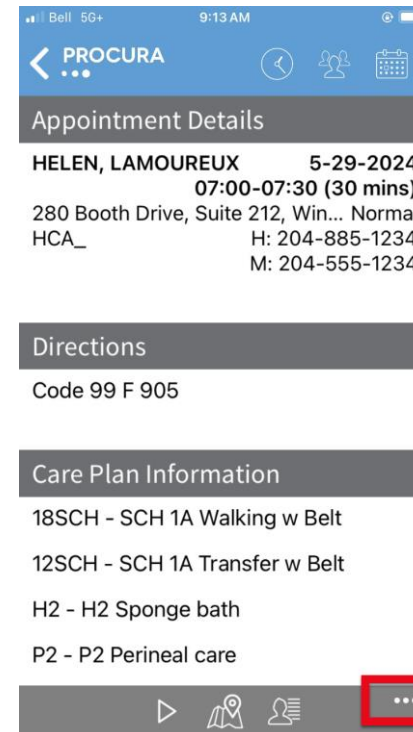
To exit Apple Maps, select Procura on the top left-hand corner to proceed back to Procura



Tap to select a menu option

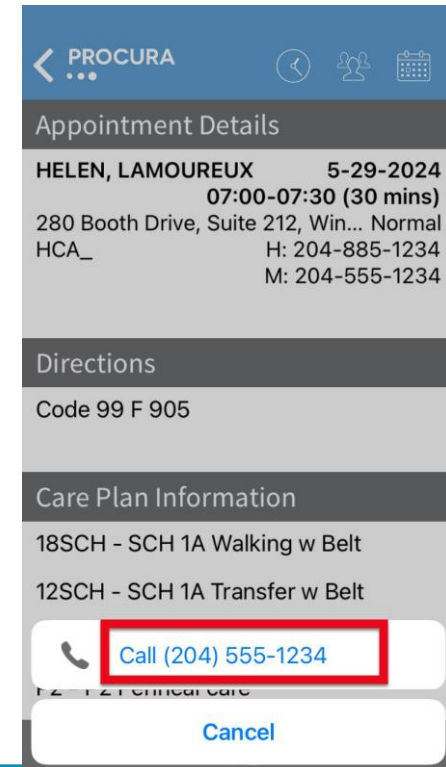
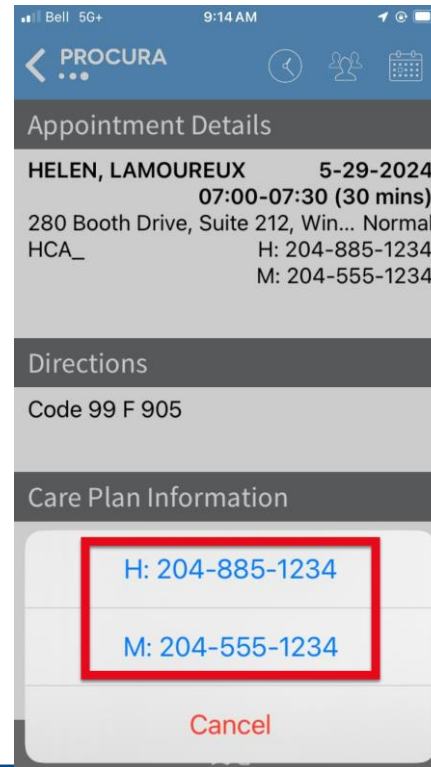
Appointment Details

- If you need to call the client, you can access the phone number from the Appointment Details page



Appointment Details

- Determine the phone number you need to call, then select the phone number to place the call



Client Details

The screenshot shows a mobile application interface for 'PROCURA'. The top status bar displays 'Bell' and '12:32 PM'. The app header includes a back arrow, the title 'PROCURA', and icons for a clock, a person, an envelope, and a calendar. Below the header, there are two main sections: 'Client Details' and 'Client Information'. The 'Client Details' section lists the name 'ALLAN, GOUDY', gender 'Male', birth date '8-15-1957', address '708 broadway Winni...', home phone 'H: 204-295-1234', mobile phone 'M: 204-555-1234', and PHIN '989072629'. The 'Client Information' section lists PHIN '989072629', TMPC '123456789', SAFT Completed Date '9890EP-2022', PGT OOC 'Home Care', and MHSC '989020'. At the bottom, there is a 'Comments' section with a header 'Comments' and a list icon. The bottom navigation bar contains a location pin icon and a list icon.

Client Details

ALLAN, GOUDY Male 8-15-1957
708 broadway Winni... H: 204-295-1234
M: 204-555-1234
PHIN: 989072629

Client Information

PHIN: 989072629

TMPC: 123456789

SAFT Completed Date: 9890EP-2022

PGT OOC: Home Care

MHSC: 989020

Comments

Client Details

Client Details are accessible from the **Appointments Details** page



The Client Details screen shows client information; Informal Contacts, Addresses, Allergies, Equipment and Hazards



The first few sections contain basic information repeated from the Appointment Details page, with the addition of Gender & Date of Birth



Touch the screen and drag up or down to scroll

Client Details

Client Informal Contacts
staff G, Type: Responsible person, Home: 204-555-1234, Mobile: 204-295-1234, Pager: 204-555-1234, Work: 204-555-1234, Fax: 204-555-1234, Vo...
Client addresses
Place of Residence - 708 Broadway Winnipeg MB

→ **Informal Contacts and Client Address**

Client Equipment
Required: B - Bath seat
Required: B - Grab bar(s) - indicate location, type, Comments: by toilet and in bath tub
BC - Electric bed, Comments: 328207 ordered Nov. 2022 use to have 313034

→ **Equipment**
Any equipment in the home

Hazards, you may see:

- Client unable to be left alone
- Emergency Preparedness Plan
- Falls Risk, high or medium
- Health Care Directive in place
- Option A Client Absent for Scheduled Visit Response Plan
- Option B Client Absent for Scheduled Visit Response Plan
- Option C Client Absent for Scheduled Visit Response Plan
- Oxygen in use
- Safe Visit Plan exists

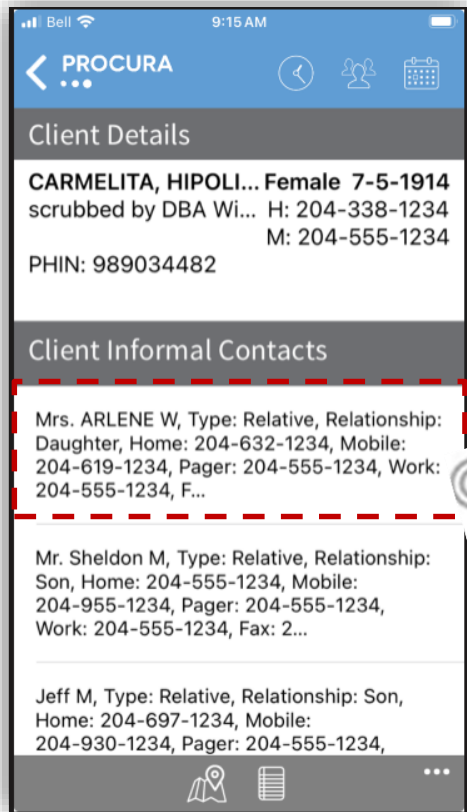
Client Hazards
Safe Visit Plan exists, Location: Hazard Location Text, Harm Client: True, Harm Employee: True, Comments: Go and open the back door and lea...



Calling an Informal Contact

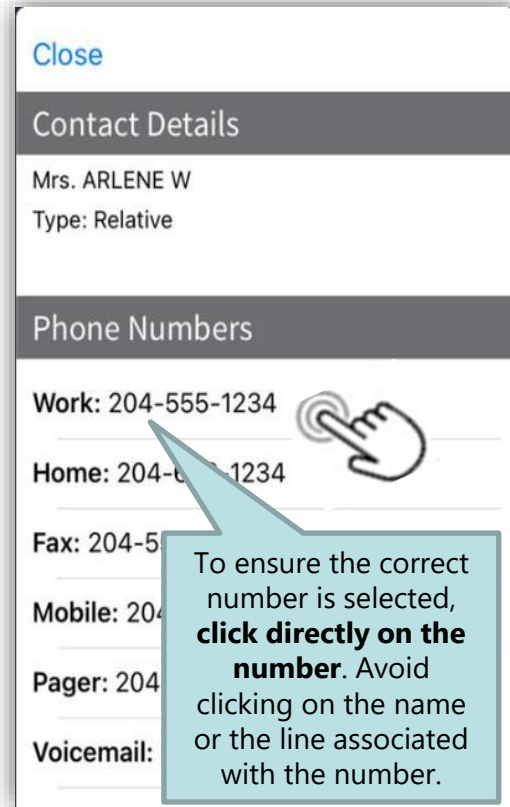
1

Select the Formal/Informal Contacts you would like to call



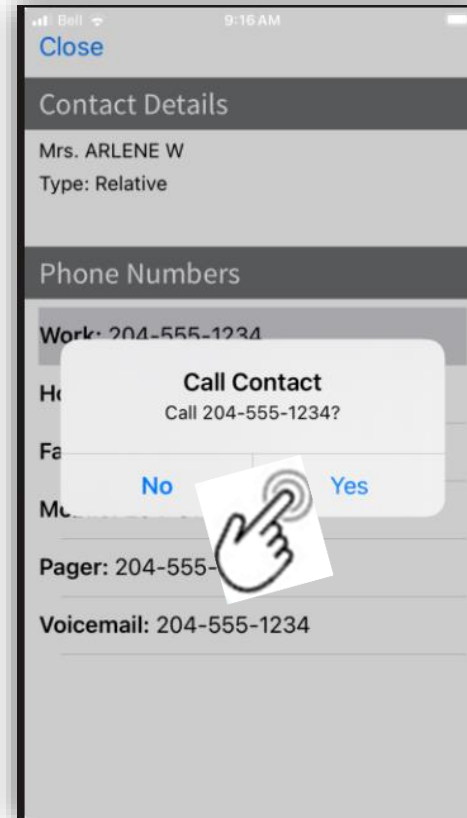
2

Select the phone number



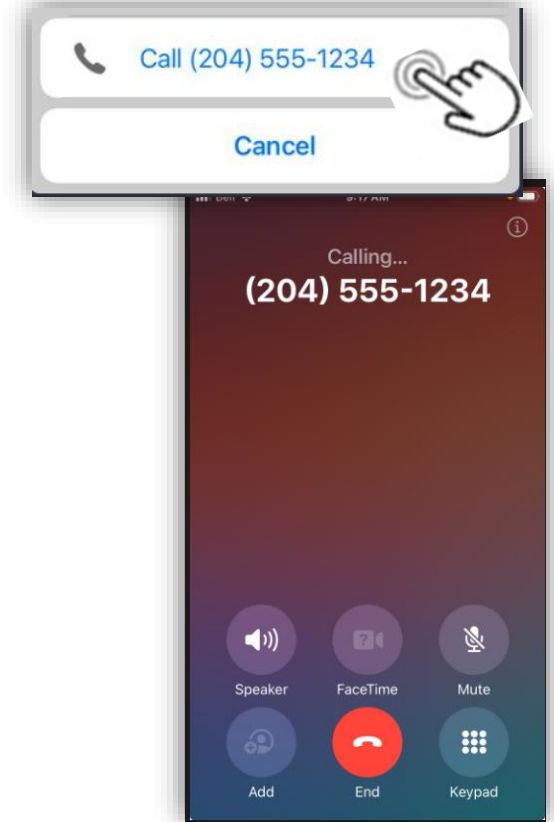
3

Confirm the number by selecting Yes



4

Select the number to initiate the phone call



Going on your Break & Attendance Types

The screenshot shows a mobile application interface for a schedule on Thursday, April 4th. The top bar includes the name 'PROCURA' and navigation icons. The schedule lists the following visits:

Name	Time	Address	Status
ALLAN, GOUDY	07:00-07:40	708 Broadway, Winnipeg, MB, R3R...	New
CAROL, DICKSON	07:40-08:40	polo park, Winnipeg, MB, R3R 1C1	New
JOSEPH, DELANEY	08:40-09:20	Winnipeg, MB, R3R 3K1	New
MARION, SKINNER	09:20-09:35	scrubbed by DBA, Winnipeg, MB, R...	New
MARION, SKINNER	10:05-10:15	scrubbed by DBA, Winnipeg, MB, R...	New
Paid Break	10:15-10:30		New

All Attendance Type visits you see on your DVS now i.e. Paid Break, Meal Break-Unpaid, Administrative Time etc. will also appear as visits your schedule.

You will be required to start and stop these attendance type visits along with the client visits.

When going on a break, open the visit at the start, then close the visit when your break is complete.

Two Client Identifiers and Tasks

Observations

ALLAN, GOUDY 4-4-2024
07:00-07:40 (40 mins)
708 broadway, Winnipeg, MB
HCA_ H: 204-295-1234
M: 204-555-1234

Address

Facial Recognition

Caregiver Present to Identify Client

Date of Birth

Complete

Document 0/5 (0%)

ALLAN, GOUDY 4-4-2024
07:00-07:40 (40 mins)
708 broadway, Winnipeg, MB, R3... Open
HCA_ H: 204-295-1234
M: 204-555-1234

- SCH Supervise Walking w Aid
- H2 Sponge bath
- H4 Hair care
- H6 Mouth and denture care

Complete

Two Client Identifiers

- You will complete and record the Two Client Identifiers at the start of each visit in the Procura Mobile app.

Close

Observations

ALLAN, GOUDY 4-4-2024
07:00-07:40 (40 mins)
708 Broadway, Winnipeg, MB, R3... Open
HCA_ H: 204-295-1234
M: 204-555-1234

Address

Facial Recognition

Caregiver Present to Identify Client

Date of Birth

Complete



Touch the screen and drag up or down to scroll

Close

Client Identifiers

Address

Done

Yes

No



Prev List Next



Use tool bar to navigate to the Prev. or Next Client Identifier or to go back to the main list

Close

Observations

ALLAN, GOUDY 4-4-2024
07:00-07:40 (40 mins)
708 Broadway, Winnipeg, MB, R3... Open
HCA_ H: 204-295-1234
M: 204-555-1234

✓ Full Name

✓ PHIN

✓ Address

✓ Facial Recognition

Complete

Close

Observations

JOHN, PAWLYCHYN 4-15-2024
DAY-45 mins
scrubbed by DBA, Winnipeg, MB,... Open
.PN_ H: 204-489-1234
M: 204-555-1234

✓ Full Name

✓ PHIN

Address

Facial Recognition

Complete

Documentation of Complete and Incomplete Tasks

Close

Document **0/5 (0%)**

ALLAN, GOUDY 4-4-2024
07:00-07:40 (40 mins)
708 Broadway, Winnipeg, MB, R3... Open
HCA_ H: 204-295-1234
M: 204-555-1234

SCH Supervise Walking w Aid

H2 Sponge bath

H4 Hair care

H6 Mouth and denture care

Complete



- Number of tasks to be completed and the percentage complete
- Tasks to be documented as completed/not completed

Completed Task

Document Activity

WC Pressure Ulcer

Complete

Done

Complete

Not Complete

Not Completed Task with Reason

Close

Document Activity

H2 Sponge bath

Not Complete

Reason

Client declined

Done

Caregiver completed

Client completed

Client declined

Equipment Concern

Medication Issue

Redirections program completed

Final View

Close

Document **5/5 (100%)**

ALLAN, GOUDY 4-4-2024
07:00-07:40 (40 mins)
708 Broadway, Winnipeg, MB, R3... Open
HCA_ H: 204-295-1234
M: 204-555-1234

SCH Supervise Walking w Aid

H2 Sponge bath

H4 Hair care

H6 Mouth and denture care

Complete

Touch the screen and drag up or down to scroll

Documentation of Complete and Incomplete Tasks

The screenshot shows a mobile application interface for documenting task activity. At the top left is a 'Close' button. Below it is a 'Document Activity' header. The main content area shows 'H2 Sponge bath' with a dropdown menu set to 'Not Complete'. Below that is a 'Reason' field with 'Client declined' entered. At the bottom right is a 'Done' button. A list of reasons is shown at the bottom of the screen, with 'Client declined' highlighted in a darker shade. The list includes: Caregiver completed, Client completed, Client declined, Equipment Concern, Medication Issue, Safety & Health, and Medication regime completed.

Not Complete Task Reasons

- Caregiver Completed
- Client Completed
- Client Declined
- Equipment Concern

- Medication Issue

- Safety & Health

- Other

When to use each Reason

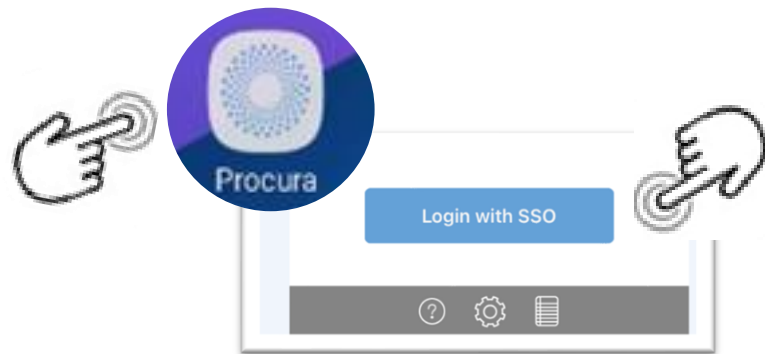
- The clients caregiver completed the task
- The client themselves completed the task
- The client declined
- There was an Equipment concern which prevented you from completing the task
- There was a Medication Issue that prevented you from completing the task
- There was a Safety & Health Issue that prevented you from completing the task
- There was a different reason for not being able to complete the task that was not listed

Procura Employee Portal

- The Procura Portal will provide DSS to view the next two weeks (14 calendar days) of your schedule.
- The Procura Portal also allows DSS to see their availability as entered within EHCR.
- Client Information and Visit details can be viewed in the Employee Portal
- DSS will also see attendance types in Employee Portal that are not viewable in the Procura Mobile app i.e.) Vacation, Personal Sick etc.

Logging In – Employee Portal

1. Access to the Procura Portal is available from the Procura App or from a computer using the URL below



OR

<https://ehcr-employeeportal-wrha.sharedhealthmb.ca/>

2. Enter the same Username and Password you use to access Procura Mobile and select Login

A screenshot of the Procura Employee Portal login page. At the top, there is a blue header with a 'Home' button. Below the header is a dark grey section titled 'Log On'. This section contains three input fields: 'User Name', 'Password', and 'Remember me?' with an unchecked checkbox. A blue 'Login' button is positioned at the bottom right of the 'Log On' section.

Two Main Screens

Schedules

The Schedules screen displays a list of appointments for the date 8/04/2024. The interface includes navigation tabs for Home, Schedules, and Availability, and a search bar. The appointment list is as follows:

Date	Client	Addresses	Times
April 8	Group		6:59 AM -> 7:00 AM
April 8	GOUDY T. ALLAN	708-broadway, Winnipeg	7:00 AM -> 7:40 AM
April 8	DICKSON T. CAROL	polo-park, Winnipeg	7:40 AM -> 8:40 AM
April 8	SKINNER T. MARION	scrubbed by DBA, Winnipeg	9:20 AM -> 9:35 AM
April 8	SKINNER T. MARION	scrubbed by DBA, Winnipeg	10:05 AM -> 10:15 AM
April 8	Paid Break		10:15 AM -> 10:30 AM
April 8	CANDALE T. EVELYN	355-portage, Winnipeg	10:30 AM -> 11:00 AM
April 8	Meal Break- Unpaid		11:30 AM -> 12:00 PM
April 8	Paid Break		12:15 PM -> 12:30 PM

Availability

The Availability screen displays a calendar for April 2024. The interface includes navigation tabs for Home, Schedules, and Availability, and a search bar. The calendar shows the following availability for the month:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
OFF	7a - 4p	7a - 4p	OFF	7a - 4p	7a - 4p	7a - 12p
7	8	9	10	11	12	13
7a - 12p	7a - 4p	7a - 4p	OFF	7a - 4p	7a - 4p	OFF
14	15	16	17	18	19	20
OFF	7a - 4p	7a - 4p	OFF	7a - 4p	7a - 4p	7a - 12p
21	22	23	24	25	26	27
7a - 12p	7a - 4p	7a - 4p	OFF	7a - 4p	7a - 4p	OFF
28	29	30	1	2	3	4
OFF	7a - 4p	7a - 4p	OFF	7a - 4p	7a - 4p	7a - 12p

Schedules

The **Schedules Tab** shows your schedule for 2 weeks (14 days) of scheduled visits.

Select a **client name** to see: Visit Information, Client Information, Client Reference Numbers, Contacts, Care Plan, Hazards etc.

Date	Client	Addresses	Times
April 8	Group		6:59 AM -> 7:00 AM
April 8		708-broadway; Winnipeg	7:00 AM -> 7:40 AM
April 8		polo-park; Winnipeg	7:40 AM -> 8:40 AM
April 8	<u>SKINNER T. MARION</u>	scrubbed by DBA, Winnipeg	9:20 AM -> 9:35 AM
April 8	<u>SKINNER T. MARION</u>	scrubbed by DBA, Winnipeg	10:05 AM -> 10:15 AM
April 8	Paid Break		10:15 AM -> 10:30 AM
April 8	<u>CANDAELE T. EVELYN</u>	355-portage; Winnipeg	10:30 AM -> 11:00 AM
April 8	Meal Break-Unpaid		11:30 AM -> 12:00 PM
April 8	Paid Break		12:15 PM -> 12:30 PM

Visit Information	
Date	9/04/2024
Times	8:40 AM ->
Minutes	40
Pattern	Every 1 Da
Type	HCA_
CVID	5578
Activities	
Status	Active

Client Information	
Name	Mr. DELANEY T. JOSEPH
Home Phone	204-837-1234
Address	Winnipeg, MB, R3R 3K1
Directions	
Birth Date	3/12/1923 (100)
Gender	Male
Marital Status	Widowed
Area	5M?A4
ResidenceType	
Referral Source	05-20 Priority Home
Referral Date	8/03/2022



Touch the screen and drag up or down to scroll

Availability

A screenshot of a web application interface showing the 'Availability' tab. The interface includes a navigation bar with 'Home', 'Schedules', and 'Availability' tabs. Below the navigation bar, there is a dropdown menu for 'Dept: AssiniboineSo-HCAHSW' and a 'Search' button. The main content area displays a calendar for April 2024. The calendar grid shows days of the week (Sun to Sat) and dates (1 to 30). Each day cell contains a color-coded box representing availability: 'OFF' (grey), '7a - 4p' (blue), and '7a - 12p' (dark blue). A red dashed box highlights the left and right arrow navigation buttons above the calendar. A red arrow points from these buttons towards the explanatory text on the right. At the bottom of the calendar, there is a 'View: Mobile | Desktop' link.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
OFF	7a - 4p	7a - 4p	OFF	7a - 4p	7a - 4p	7a - 12p
7	8	9	10	11	12	13
7a - 12p	7a - 4p	7a - 4p	OFF	7a - 4p	7a - 4p	OFF
14	15	16	17	18	19	20
OFF	7a - 4p	7a - 4p	OFF	7a - 4p	7a - 4p	7a - 12p
21	22	23	24	25	26	27
7a - 12p	7a - 4p	7a - 4p	OFF	7a - 4p	7a - 4p	OFF
28	29	30	1	2	3	4
OFF	7a - 4p	7a - 4p	OFF	7a - 4p	7a - 4p	7a - 12p

The **Availability Tab** will show your availability.

This tab is to view information only, you cannot edit information.

Select the arrows to scroll through different months.

What else is Changing?

- DSS will see two new Split Shift attendance types:
 - Split Shift Pay Client
 - Split Shift Pay Home
- Picking Up and submitting the Daily Visit Summary (DVS) will no longer be required.
- AMTR's & Client Identification Record (forms) must continue to be removed from Client Home files and handed into the office bi-weekly
- If printed client/visit information is required, DSS will be provided a Report of Service
 - In the weeks following Go-Live in your community area, gather and return all printed client information to your Resource Coordinator

What else is Changing?

- A new Home Care Timekeeping Expense Claim Form for Direct Service Staff has been created for DSS who are authorized to claim expenses i.e.) bus fare, to use.

Home Care Timekeeping Expense Claim Form for Direct Service Staff		
24-Apr-24		
Name (please print)	Employee Number	Position
Office Address		Program
Banking Information		
NOTE: Expenses are deposited to the same bank account as your payroll deposits. If this bank account has changed since your last submission, you must contact payroll to update your banking information.		
Signature	Date	Work Phone #
Date	Details of Expense Claims (List each expense type separately)	Amount
		TOTAL EXPENSES \$ -
Authorized By Printed Name	Authorized By Signature	Date
Special Instructions		
ATTACH ORIGINAL RECEIPTS		

Home Care DSS Expectations Quick Reference Guide

- The DSS Expectations document has been revised. Some highlights include:
 - DSS must comply with all Winnipeg Regional Health Authority and Shared Health policies and procedures.
 - Work will be assigned primarily within your Community Area; however, you may be required to work in ALL Community Area's throughout the Winnipeg Regional Health Authority.
 - Any unexpected/sudden changes or adjustments to schedules must be communicated to the SC, RC or After Hours (AH) immediately.
 - During breaks in schedules which create downtime DSS may be assigned alternate work.
 - These are not scheduled Paid Breaks or scheduled Unpaid Meal Breaks

Home Care DSS Expectations Quick Reference Guide

- Highlights continued
 - DSS must respond to messages left by SC/RC/AH within 30 mins whenever possible. If unable to respond within 30 mins, an explanation must be provided. DSS are encouraged to make personal appointments on their day off whenever possible.
 - DSS will report workplace health and safety issues, any changes in the client's physical or emotional well-being, living conditions and any other situations that affect the plan of care.
 - DSS will report any loss or damage to client/employee personal property while in the course of their duties.

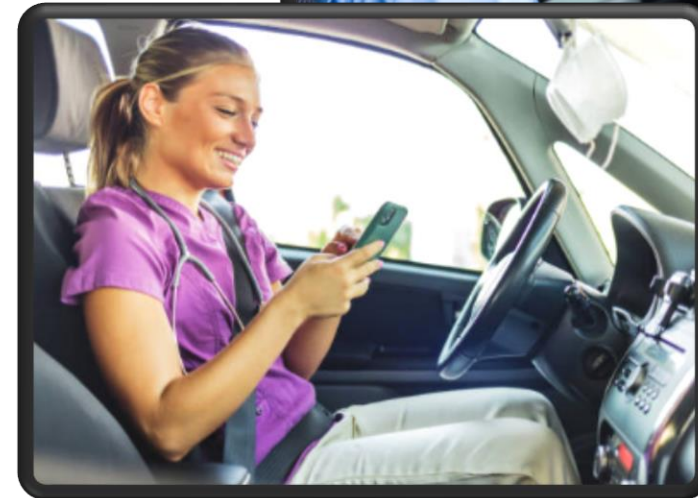
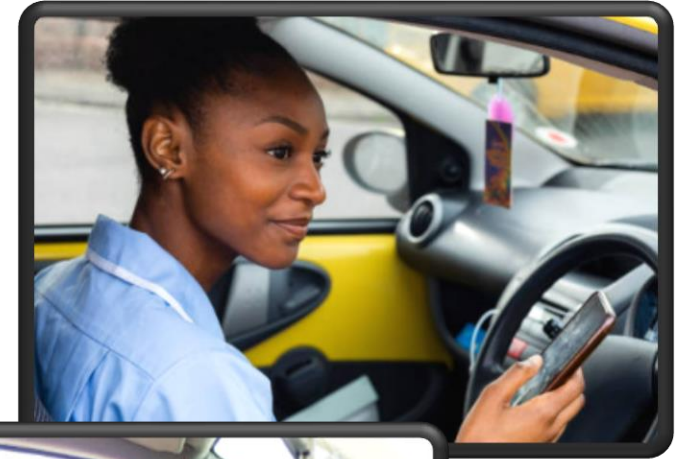




Day in the Life – Training Scenarios

Begin Your Day

- A. Review your Schedule
- B. Look at your first visit and review the appointment details
 - Do you know where the address is or do you need to use the map?
 - What are the tasks to be completed?
- C. Review the client details
 - Review the care plan, hazards, allergies etc.



Travel to the first client





Try Me! – Scenarios

1. You arrive at your first client's door and it is time to start your visit.
 - Complete screening and Two Client Identifiers.
 - Document all activities as if they were completed, and complete and close the visits.
2. You arrive at your second client's door and it is time to start your visit.
 - Complete screening and first two client identifiers.
 - Document all activities, but mark some incomplete.
3. It's time for a Break!
 - Start and end a scheduled break
4. You arrive at your third client's door and it is time to start your visit.
 - Complete screening and first two client identifiers.
 - Document all activities, and continue to try out Procura

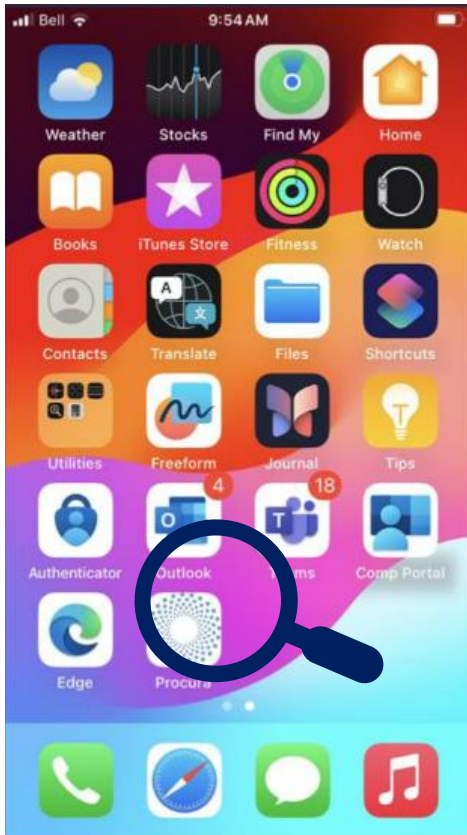


Between visits

- ✓ Refresh  your Schedule
- ✓ Review Appointment and Client details for the next client

Procura Mobile – Logging In

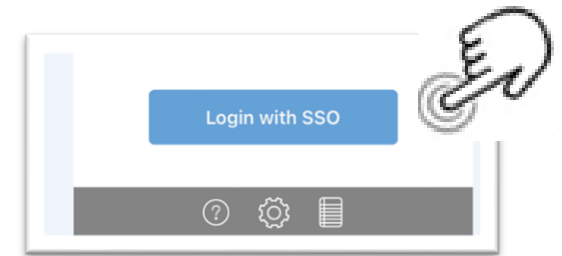
1. Locate the Procura Mobile application on your device



2. Select the icon to open the log in page



3. Select **Login** with Single Sign On (SSO)



Once you have successfully logged in, the main page of the application will open showing your schedule for the current date.

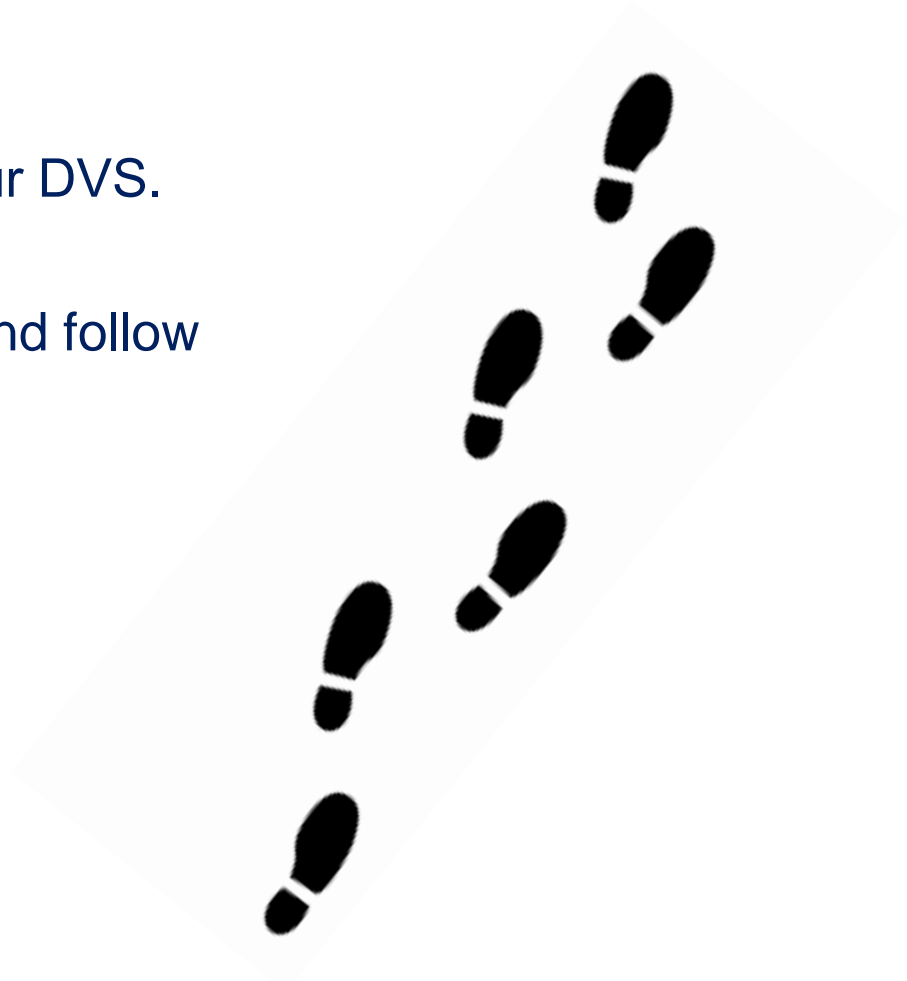
Your Work Day is Done!

- Refresh schedule
- Log out of Procura
- Lock or turn off your phone
- Charge your phone for the next day



Next Steps

- You've been provided your final DVS. Continue to follow your DVS.
- On your **Go-Live** date begin to use the Procura Mobile app and follow your DVS
 - Report any issues or concerns to your RC immediately
- Hand in your DVS as normally scheduled
- Hand in any printed Client Information to your RC
i.e.) Client Profile Reports, Client Data Sheets, Reports of Service



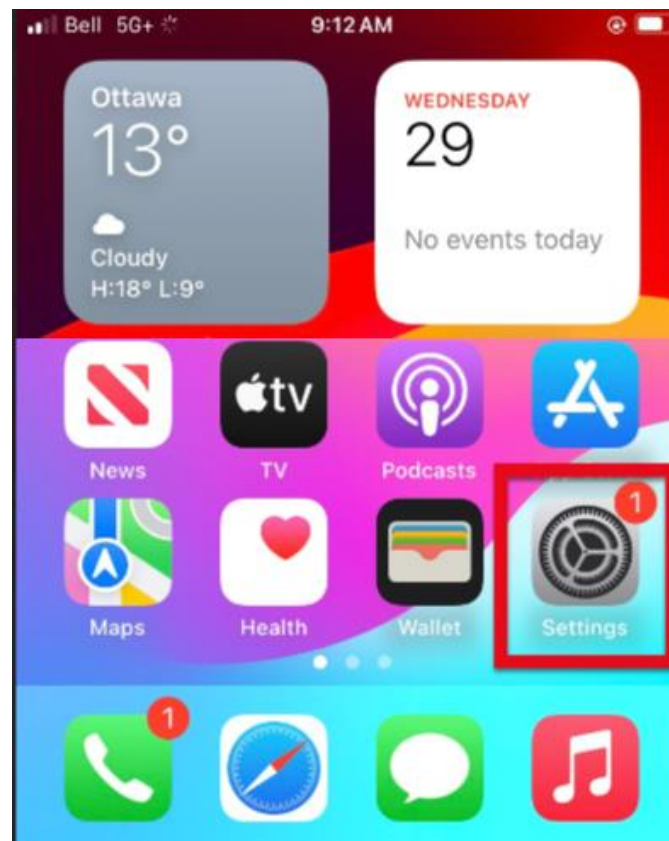


- Prior to leaving today we would like to gather feedback on the training today
- The last slide of today's presentation will show you two options to complete a short questionnaire

Outlook

- To ensure Outlook is working on your mobile device some additional App Store Settings need to be set up

❖ Select Settings



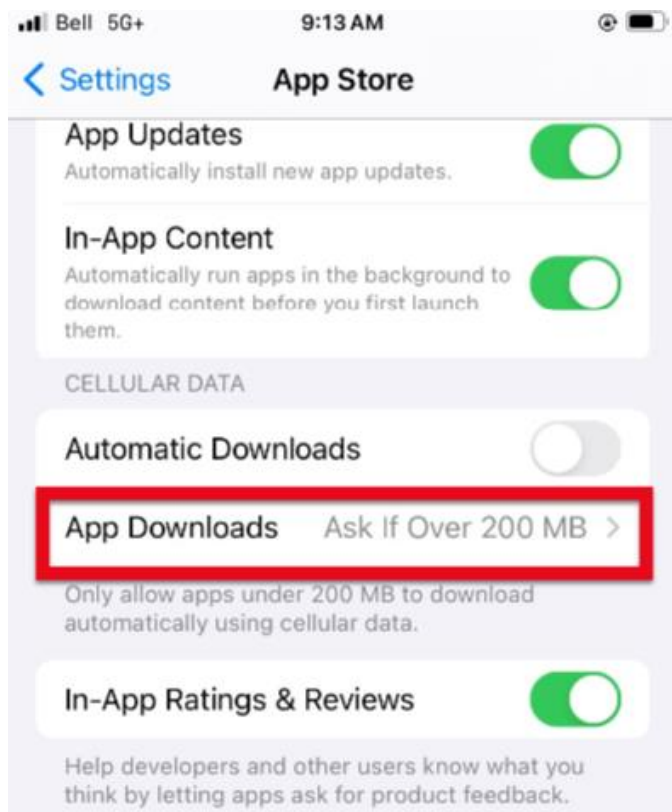
Outlook

❖ Select App Store

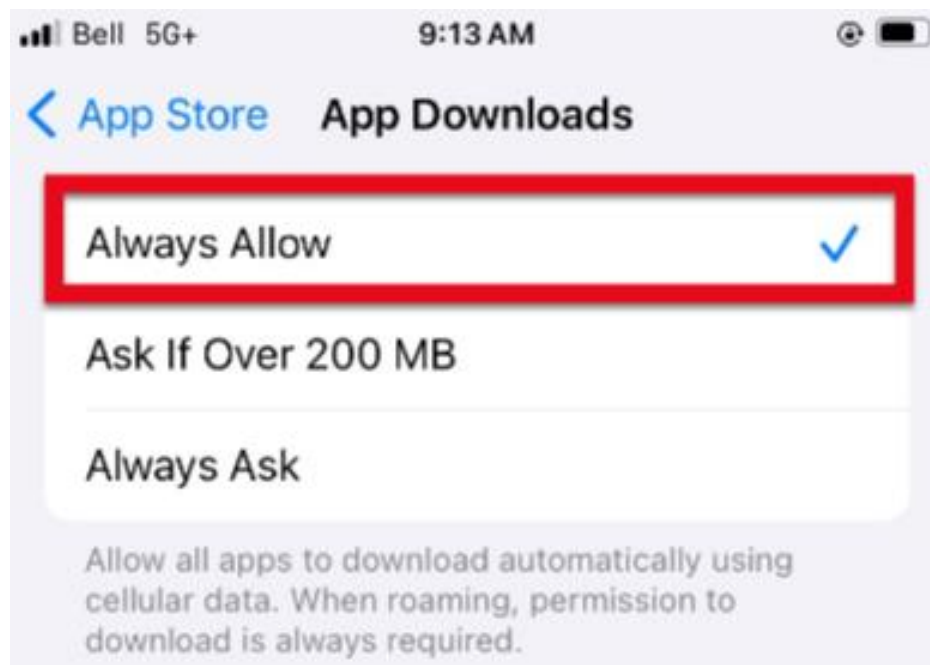


Outlook

❖ Select App Downloads



❖ Select Always Allow



Professional Page – Short Cut

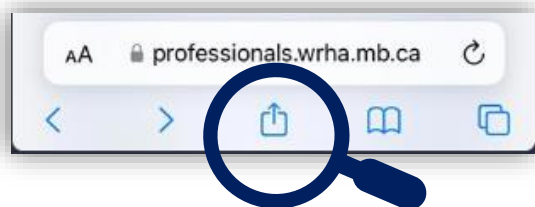
1. Locate Safari (web browser)



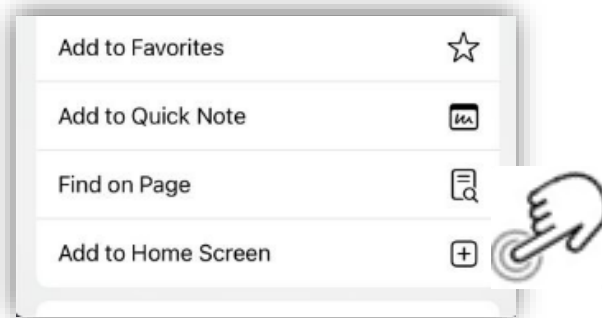
2. Enter the below into the URL

<https://professionals.wrha.mb.ca/>

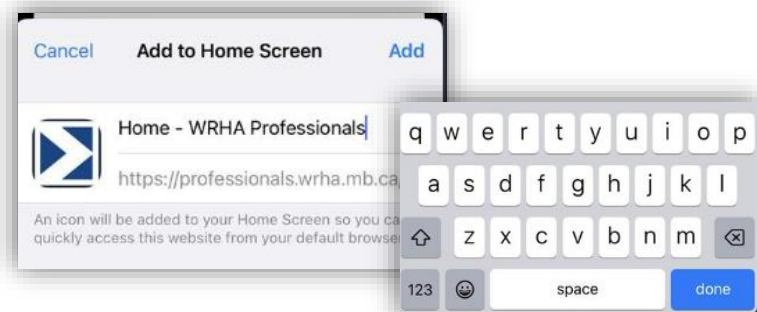
3. Select box with an up arrow on the bottom tool bar



4. Scroll down and select Add to Home Screen



5. The “Add to Home Screen” tab will appear, select Done.



6. The short cut will not be available on your main screen



Procura Mobile Production – Live Environment

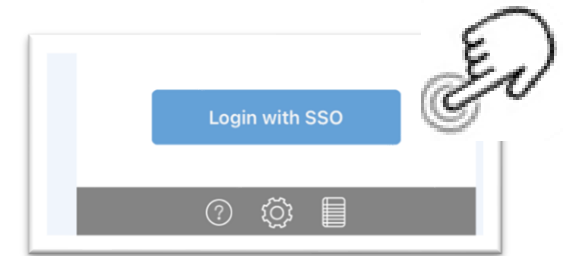
1. Locate the Procura Mobile application on your device



2. Select the icon to open the log in page



3. Select **Login** with Single Sign On (SSO)



You may be prompted to complete MFA

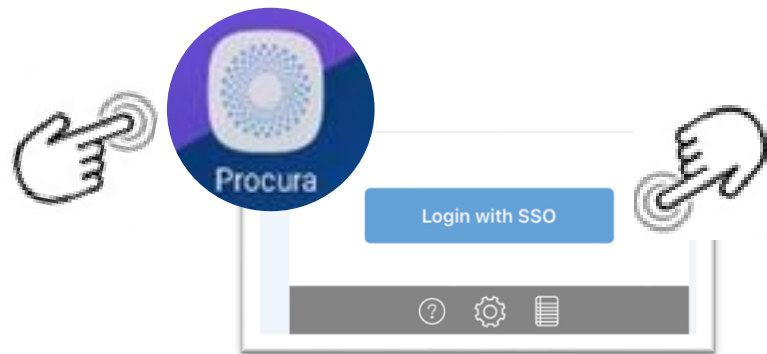


You are now in the live/production environment of EHCR/Procura.

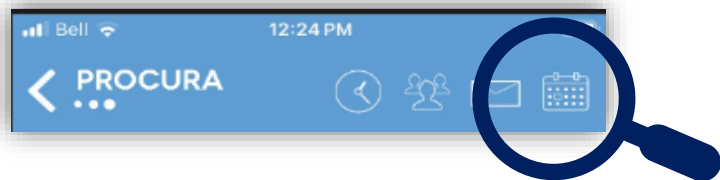
While you will be able to see your schedule, **please do not play in this application**

Procura Portal Production – Live Environment

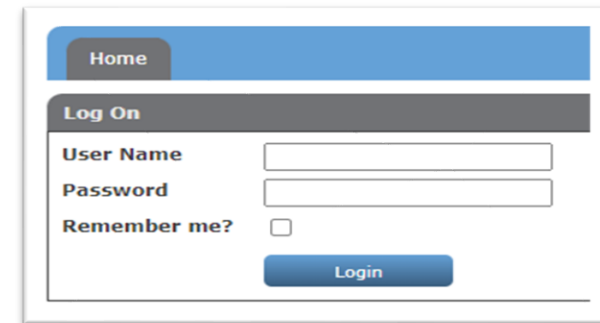
- 1 Access to the Procura Portal is available from the Procura App or from a computer using the URL below



- 2 On the **Main Tool Bar** navigate to the calendar icon at the top of the application



- 3 You will be prompted to change your password
 1. Enter your **user name**
 2. Temporary Password “**ehcrpass**”
- 4 After the password is reset you are now able to login

A screenshot of the Procura portal login form. The form is titled 'Log On' and is located under a 'Home' tab. It contains three input fields: 'User Name', 'Password', and 'Remember me?' (with a checkbox). A blue 'Login' button is at the bottom of the form.

- 5 Employee portal is also available on a computer by going to the below URL.
Note – you will need to use the MFA App on your WRHA mobile device to be able to access this.

<https://ehcr-employeeportal-wrha.sharedhealthmb.ca/>



Prior to leaving please complete the questionnaire.
THANK YOU!!!

Option 1

1. Locate Safari
(web browser)



2. Enter the below
into the URL

[https://forms.office.com/
r/crpERJ39f7](https://forms.office.com/r/crpERJ39f7)

Option 2

1. Locate Camera Application



2. Scan QR Code

