



Procura Portal User Guide

Purpose

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

Groups Applicable to

Direct Service Staff (DSS), Direct Service Nurse (DNS)

1. Log into Procura Portal

Step 1. Login through the **Procura Application** or using the URL <https://ehcr-employeeportal-wrha.sharedhealthmb.ca>. If you are using the URL you must have Multi Factor Authentication (MFA) set up on your device.



Figure 1 Portal Icon

Step 2. If this is your very first time logging in to Procura Portal, enter your Username the Procura specific default password (that was provided to you). Select Login.

Figure 2 First Login User Name and Password Screen

Step 3. Upon successful login, you will be prompted to change your password. Enter your Current password (i.e. the one provided to you). 6. Enter a new Procura Portal password that you will remember for future logins in the New password and Confirm new password boxes. Select Change Password.

Figure 3 Password Change

Step 4. Once your password is successfully changed you will see a confirmation message. The next time you login to Procura Portal, enter your Username and the Password you just created.

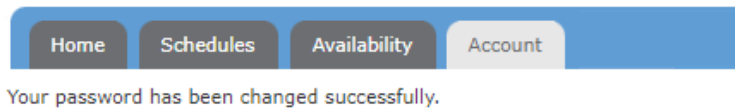


Figure 4 Successful Password Change Notification

2. Schedule View

Step 1. The Schedules Tab shows your schedule for 2 weeks of client visit schedules. Use the date selector fields or calendars to increase or decrease the date range of the list. Note: this tab is to view information only, you cannot enter information here.

Figure 5 Schedule View

Step 2. Select a client name to see: Visit Information, Client Information, Client Reference Numbers, Contacts, Care Plan, Hazards etc.

Visit Information		Client Information	
Date	9/04/2024	Name	Mr. DELANEY T. JOSEPH
Times	8:40 AM -> 9:20 AM	Home Phone	204-837-1234
Minutes	40	Address	Winnipeg, MB, R3R 3K1
Pattern	Every 1 Days	Directions	
Type	HCA_	Birth Date	3/12/1923 (100)
CVID	5578	Gender	Male
Activities		Marital Status	Widowed
Status	Active	Area	5M?A4
		ResidenceType	
		Referral Source	05-20 Priority Home
		Referral Date	8/03/2022

Figure 6 Example of Available Client Information

3. Availability

Step 1. The Availability Tab will show your availability for each area you work for. This tab is to view information only, you cannot enter information here.

Step 2. Select the Availability Tab and the department. Use the arrows to scroll through different months. Use the arrows to scroll through different months.

The screenshot shows the 'Availability' tab selected in a navigation bar. Below it, the department is set to 'AssiniboineSo-HCAHSW'. A search bar is present. The main content is a calendar for April 2024. The calendar shows days of the week and dates. Availability slots are indicated by colored boxes: blue for '7a - 4p', dark blue for '7a - 12p', and grey for 'OFF'. The current date, April 9th, is highlighted in yellow. At the bottom, there is a 'View: Mobile | Desktop' toggle.

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

Figure 7 Availability Screen

