Procura Portal Quick Reference 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)

Login though 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

Schedules Tab shows your schedule for 2 weeks of client visit schedules. Clicking on a client's name will give you access to more detailed information. (Visit Information, Client Information, Contacts, Care Plan, Hazards etc.)

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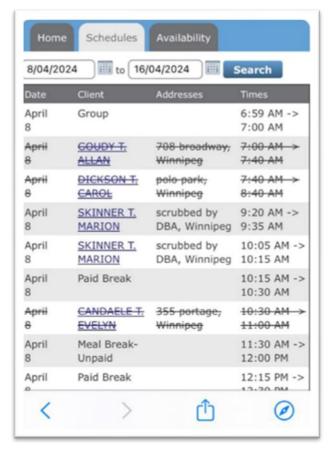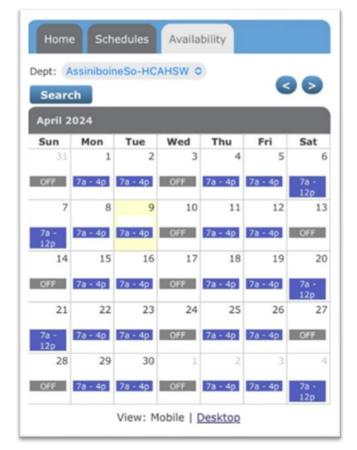

Figure 2 Schedule Tab

Figure 3 Availability Tab