

AxisCare

Scheduling Guide

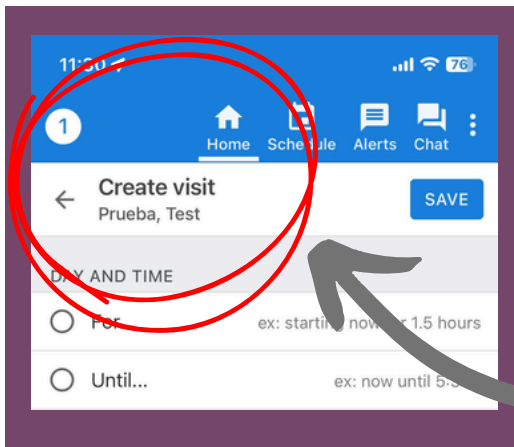


How shifts are scheduled depends on your client. For some clients, the schedule is always the same, so your manager sets up a **recurring schedule**. These shifts will show up pre-scheduled on your home screen for you to click on and clock in.

Other times, the schedule may vary, so you can **self-schedule** your own shifts; You schedule the shift yourself before you clock into it. Shifts should always be planned and coordinated with your client to confirm the schedule meets their needs.

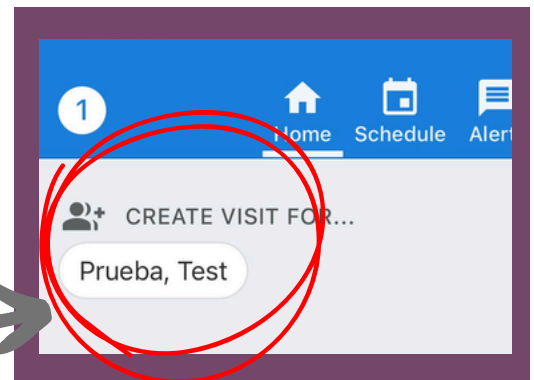
1

On your home screen, click on "Create visit for... [Client Name]."



2

This opens the Create visit screen where you can select the date and time.



AxisCare

Scheduling Guide



3

There are three options to select the shift time.

- “For...” starts a shift **starting right now** for X amount of time (such as 3 hours).
- “Until...” starts a shift **starting right now** until a specified time of day.
- “From / To” lets you select a custom start and end date and time.

The first screenshot shows the 'For' option selected, with a dropdown menu showing '1 hour' and 'starting now'. Below it are shortcuts for 15m, 30m, 1hr, 1.5hr, 2hr, 3hr, and 6hr.

The second screenshot shows the 'Until' option selected, with a time picker set to 12:30 AM and 'starting now'. Below it are shortcuts for 12:00 PM, 12:30 PM, 1:00 PM, and 1:30 PM.

The third screenshot shows the 'From / To' option selected, with a time picker set to 11:30 AM to 12:30 AM. Below it is a calendar for October with the 8th selected.

The screenshot shows the 'Create visit' screen in the AxisCare mobile app. The 'SAVE' button is circled in red. The screen displays the 'DAY AND TIME' section with three options: 'For...', 'Until...', and 'From / To'. The 'From / To' option is selected, showing a time range from 11:30 AM to 12:30 PM.

4

Click Save in the top right.



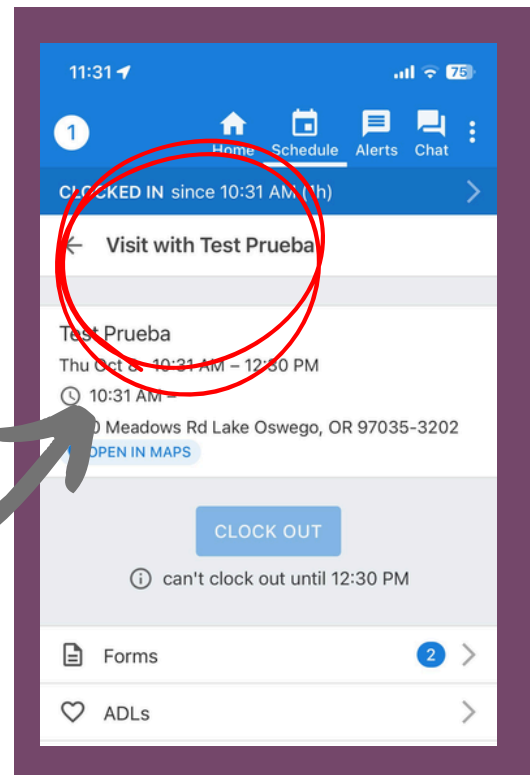
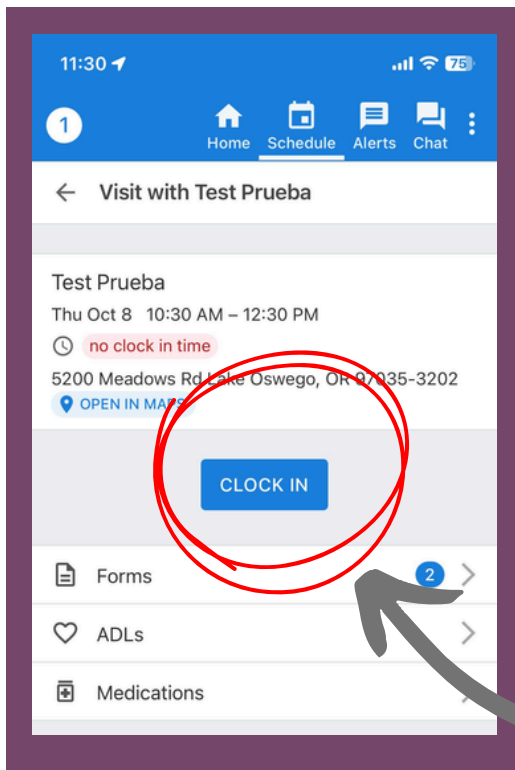
AxisCare

Scheduling Guide



5

If you selected a shift starting right now (using the “For...” or “Until...” option) it will automatically open the shift and clock you in.



6

If you scheduled a future shift using the “From / To” option, it will not auto clock you in. It will open the shift and you can click “Clock In” when you’re ready.

Scheduling Examples



- I arrive at my shift location. Using the "For.." or "Until..." options I schedule and save my shift. I am now automatically clocked in for my shift and can immediately start working with my client.
- I don't see my client's name to create a visit for, so I immediately message the Timesheets chat for support.
- I work the same shift every week with my client, so I ask my Support Manager to set up an automatic recurring schedule for me.



- My scheduled shift time is not quite right, but I clock in anyway because that's how it's scheduled.
- I schedule an extra shift for Friday without checking with my client first.
- I try to schedule an overnight Relief Care shift myself. (Self-scheduling is only available for Attendant Care - **message Timesheets ahead of time to schedule Relief Care.**)