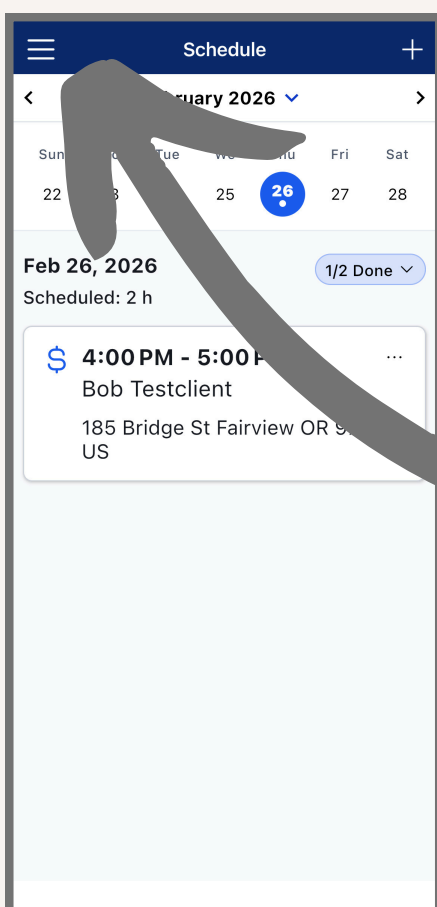
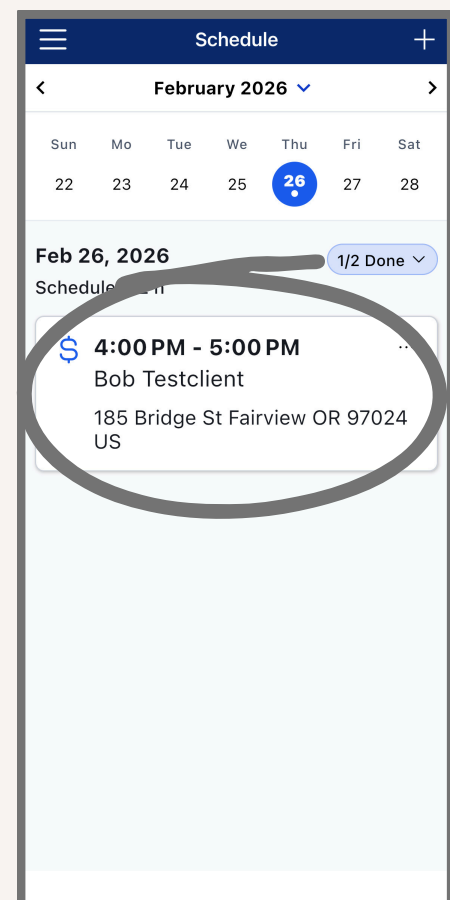


HOW DO I USE OFFLINE MODE IN ALAYACARE?

You can take advantage of AlayaCare's Offline Mode to clock in or out, even without a service or internet connection. Simply download your schedule while you are still online, and once you regain service, upload the details.

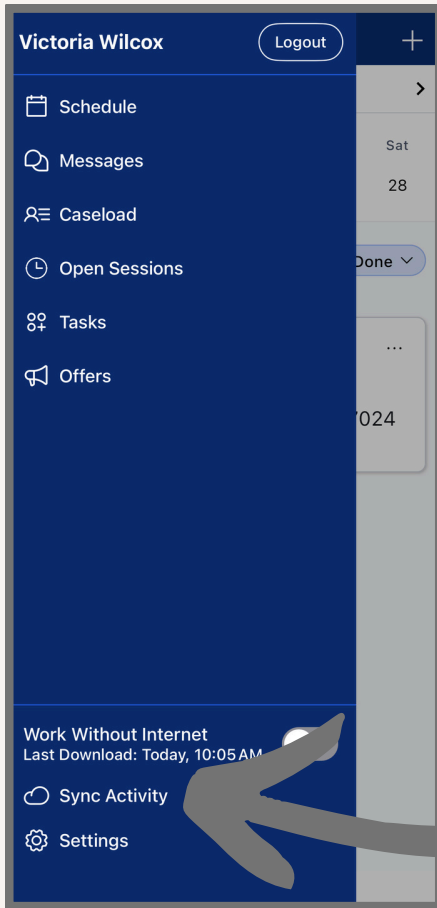
First, make sure to schedule your shift in advance before leaving the area with service or internet connectivity.*

****Note: Please consult "AlayaCare FAQ - Creating and clocking in and out for a shift" for assistance with creating a new shift.***



Select the hamburger menu in the top left corner of the screen

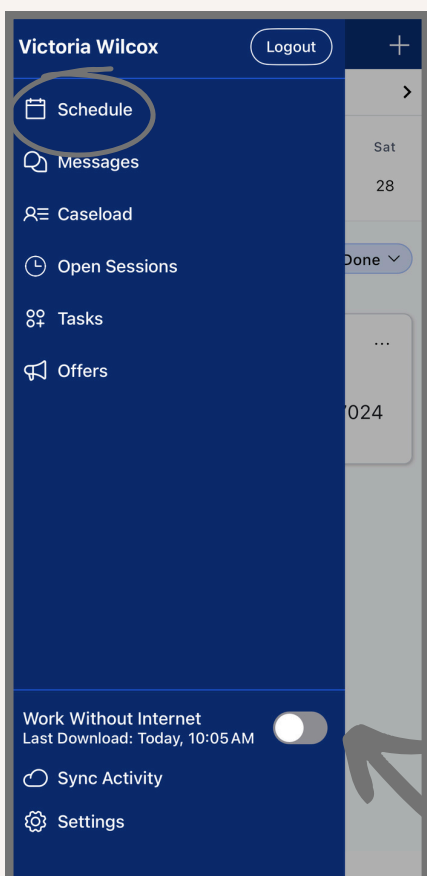
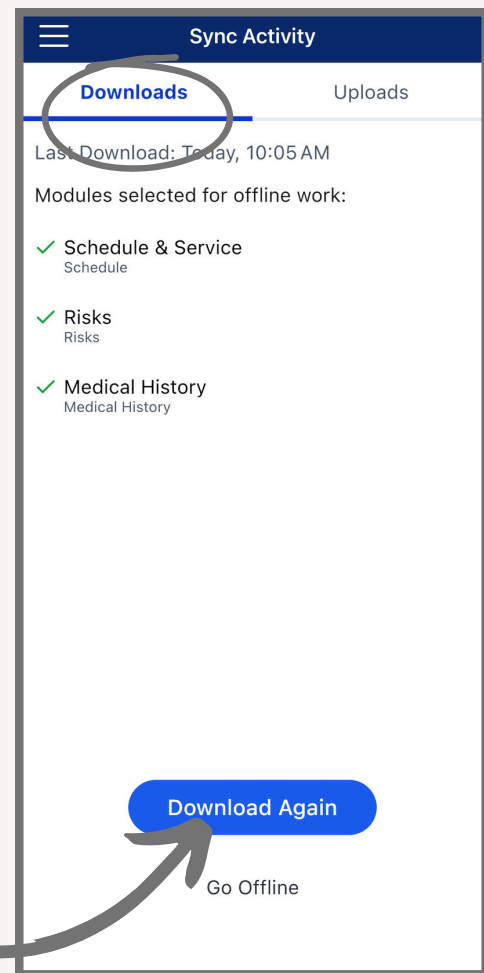




From the Menu, navigate to

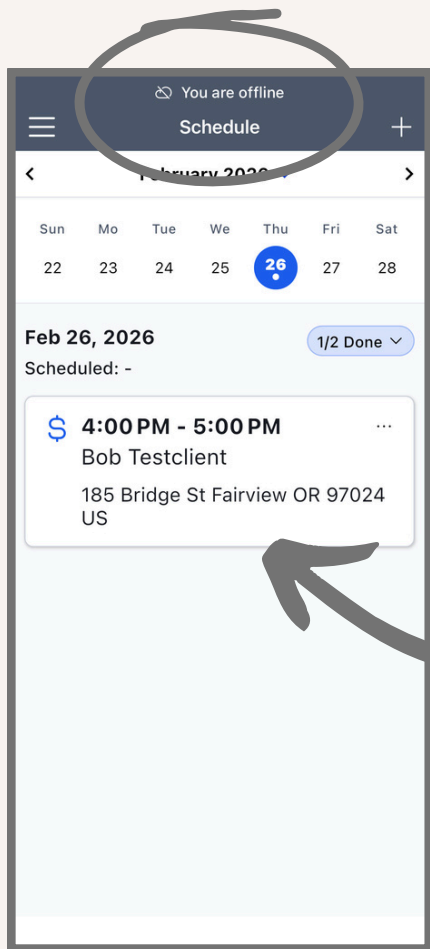
“ Sync Activity ”

On the Sync Activity page, under the “ Downloads ” tab, AlayaCare automatically downloads your schedule and client information. Before going offline, ensure all new information is downloaded by selecting “ Download Again ”



Finally, you are ready to go offline, you can toggle the “Work Without Internet”, and navigate back to your schedule from the menu in the top left.

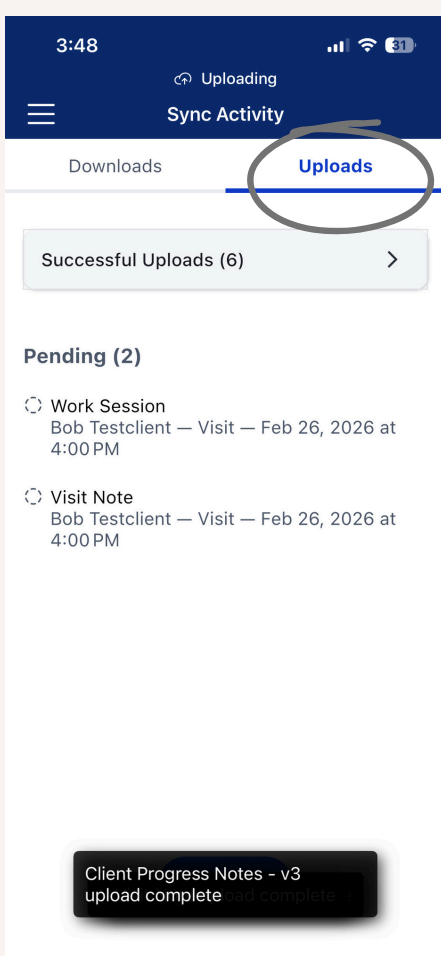
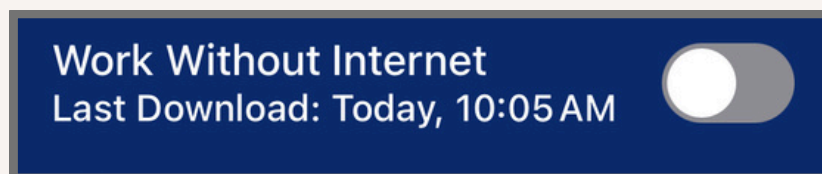
Work Without Internet
Last Download: Today, 10:05 AM





When offline, you can still access all downloaded shifts and clock in as normal



After completing your shifts, and regaining connection, simply toggle off “Work Without Internet” from the menu in the top left corner, and AlayaCare will begin automatically uploading everything that took place offline.



You can view the pending and successfully uploaded data by navigating back into “ Sync Activity” from the menu and switching to the “ Uploads” Tab.