



## Mobile App Guide

## Mobile App

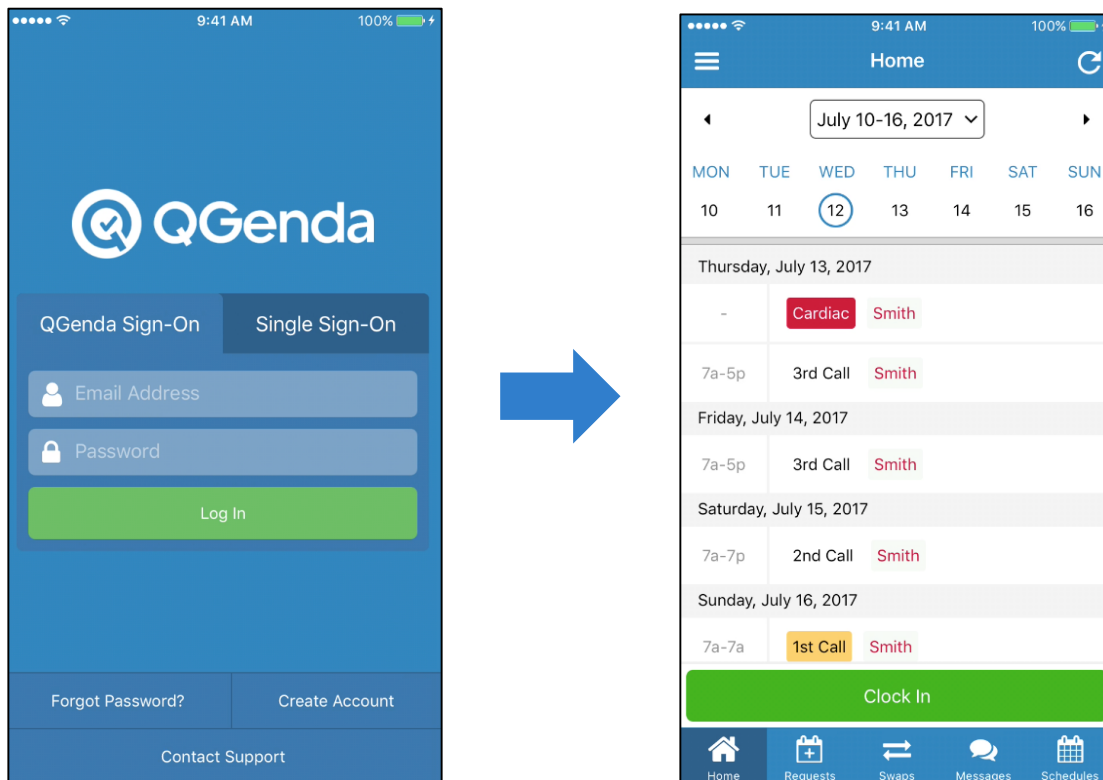
The mobile app is a great tool for viewing real time schedule, submitting requests, swapping, clocking in and out, and messaging colleagues. The QGenda mobile app is available on both iOS and Android devices, which may be downloaded from either the 'Apple App Store' or the 'Android Google Play Store'.

### Downloading the App

Using your mobile device, navigate to the 'Apple App Store' or the 'Android Play Store' and search 'QGenda'. Download the free app by selecting 'Install'.

### Logging In

After downloading the app to your device, simply open the app and log on with your QGenda credentials. If you have yet to create an account, click on 'Create Account' in the bottom right.



After logging into the app you will be directed to your Home Dashboard. If you belong to more than one company in QGenda, then you will be directed to the Select a Company page with a list of the companies you belong to. Upon selecting a company, you will be taken to the Home Dashboard. If you are a non-scheduled user such as an admin, you will be taken to the Schedules tab upon sign on.

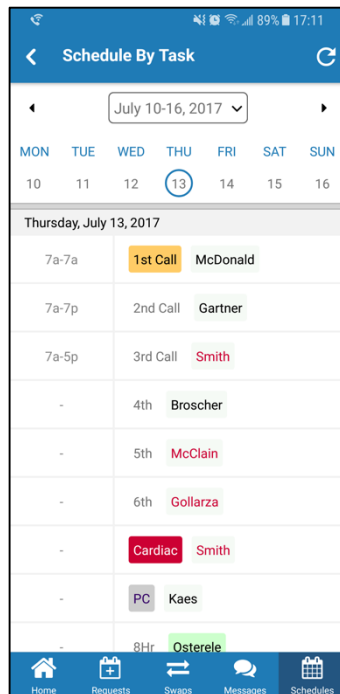
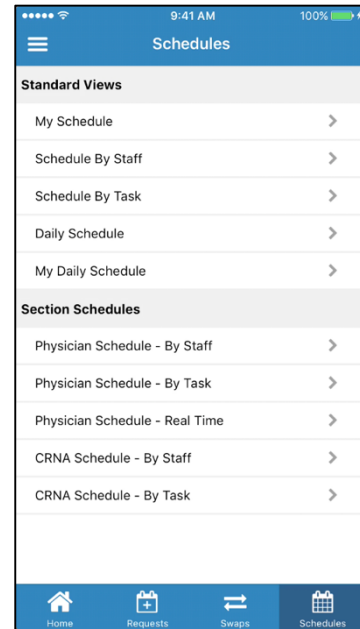
## Viewing Schedule

After logging in, you will be directed to your Home Dashboard which displays only your schedule. Tapping on an assignment will bring up more details about the shift. Tapping on the 'Schedules' button in the lower right will list different views of your group's schedule. See below for an explanation of the views.

## Standard Views

### My Schedule

'My Schedule' will display your schedule a week at a time, starting with the current day. You may view previous or future weeks by scrolling or tapping on the arrows. Tapping the date range at the top allows you to view past or future months. Selecting an assignment will show you more information about the task, depending on your group's setting you may be able to request to remove the shift while in the 'Assignment Detail' screen. If you have view access over any cases, the Daily Case Assignments and Case Details are displayed on Home/My Schedule.



### Schedule by Staff/Task

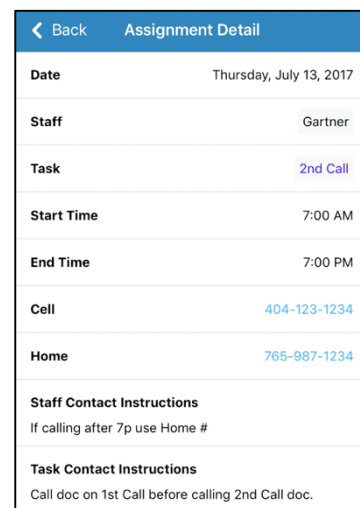
This will display everyone's schedule that you have view access over. Tapping on a specific entry will open an 'Assignment Detail' screen, which will show more details about the assignment. If phone numbers are set for the assigned staff, they will be displayed here and tapping on one will call that number. Staff and Task contact instructions as well as regular notes will be shown if applicable.

### Daily Schedule

If your group uses Daily Case scheduling, you may see your cases using these views.

### Other Views

If your group has any other views those will be listed here. These are the Dashboard views found when you log into the desktop website.



## Requesting

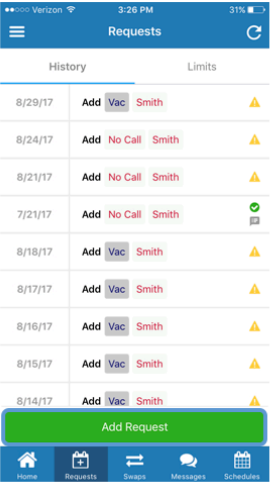
To request the addition of a task on the schedule tap on the 'Requests' button along the bottom of the app to see the Requests Dashboard.

*Keep in mind, requesting must be enabled by your administrator, therefore it may not be an option.*

### How to Request an Assignment

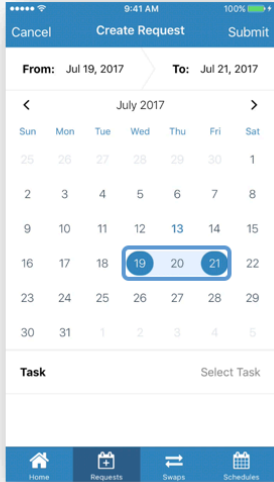
**1**

Select 'Add Request'



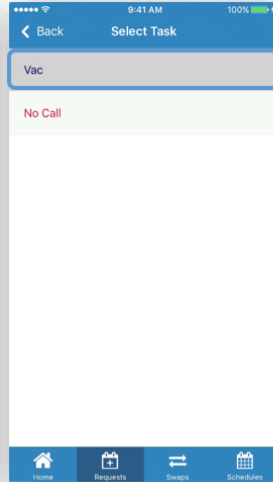
**2**

Select Date or Date Range



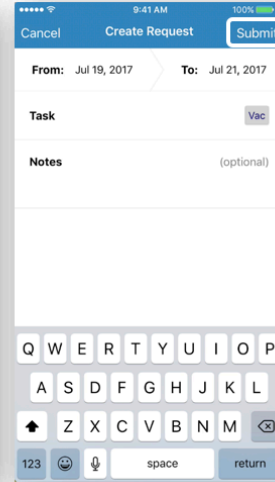
**3**

Select the Task



**4**

Add Notes (Optional) and hit 'Submit'



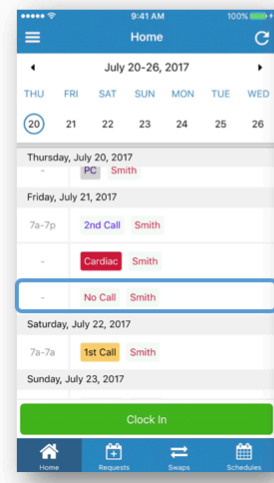
To remove a task, find the task you want to remove on your schedule from any of your schedule views.

*This setting must be enabled by your administrator, therefore it may not be an option.*

### How to Request Removal of an Assignment

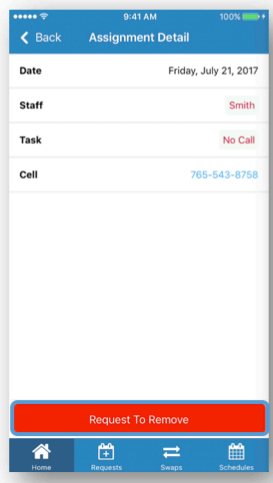
**1**

Tap on the assignment you want to remove



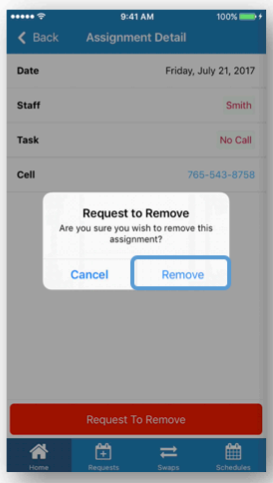
**2**

Select 'Request to Remove'

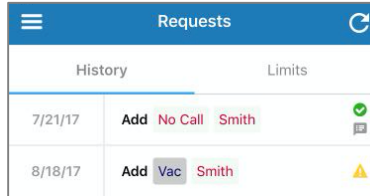


**3**

Select 'Remove'



The History tab while in the Requests Dashboard will display your past requests and what status they are in. Selecting an entry will display more details about the request. Pending requests will have a yellow triangle symbol while approved requests will display a green checkmark.



History		Limits	
7/21/17	Add No Call Smith		✓
8/18/17	Add Vac Smith		⚠

The Limits tab while in the Requests Dashboard will list any limits you may have as well as your current and remaining number of shifts, this information can also be found in the desktop website.



History		Limits				
Name/Dates	Request			Total		
	Curr	Max	Rem	Curr	Max	Rem
No Call for 2017 1/1/17 - 12/31/17	1	n/a	n/a	3	12	9

## Swapping

To swap a task or group of tasks tap on the 'Swaps' button along the bottom of the app to see the Swaps Dashboard.

*Swapping must be enabled by your administrator, therefore it may not be an option.*

### How to Propose a Swap

①

Select 'Add Swap'

②

Select the assignment you want to swap

③

Select staff member to receive assignment

④

Select 'Submit' once all desired swaps are added

*Note: In order to propose a conventional two way swap, you will have to make two swaps, much like the two swaps shown in step 4. One swap is to give away your shift and another swap is to take a shift.*

### How to Approve or Reject a Swap

①

In the 'Action Needed' tab, select the proposed swap

②

Select 'Approve Swap' or 'Reject Swap'

③

Result will be listed in the 'History' tab

## Messaging

### Composing a Message

To compose a message tap on the “Messages” button along the bottom of the app to see the Message Dashboard.

- 1) Select ‘Compose Message’
- 2) Select the message recipient(s). You may also compose group messages by selecting more than one recipient in the ‘To:’ field.

**Note:** Depending on your setup, you may see the option to message predefined groups.

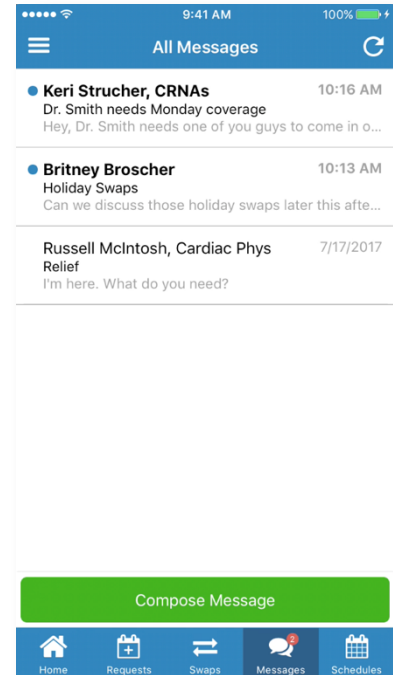
- 3) Once all recipients have been selected, hit ‘Next’.
- 4) Add a subject (optional) and your message and then hit ‘Send’.

### Message Notifications

Depending on your mobile phone’s allowed notification settings for QGenda, you may receive badge, banner or alert messages for unread messages. These notification settings can be managed in the general settings for your mobile phone.

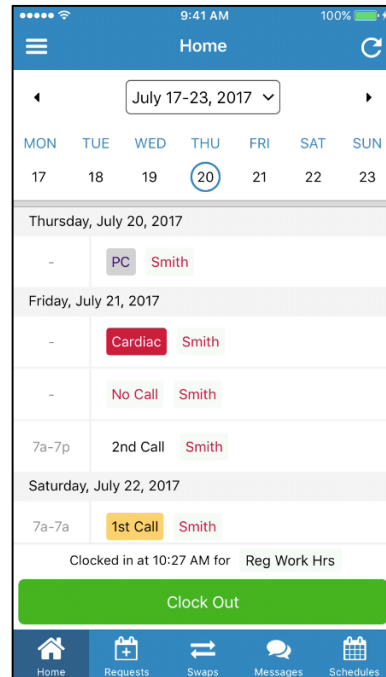
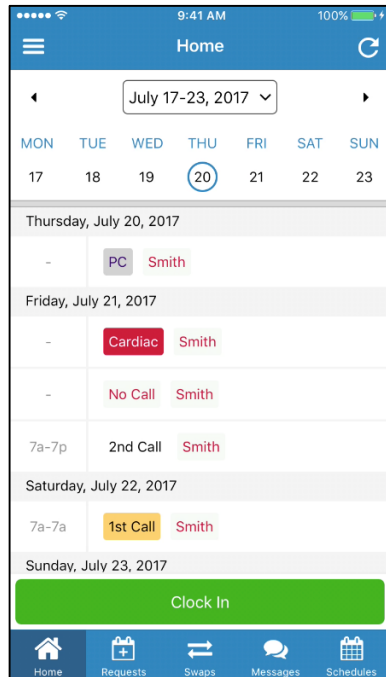
### How to Turn On/Off Notifications (iPhone)

- 1) From the home screen, choose Settings (the gears icon).
- 2) Select ‘Notifications’ -> ‘QGenda’
- 3) Toggle the switch to turn notifications on or off.



## Clocking In/Out

Simply tap the 'Clock In' button and QGenda will geo-verify your location and the button should now say 'Clock Out' and time and task you are clocked in to will display directly above. If this is your first time clocking in, QGenda will ask to access your location. To clock out, tap the 'Clock Out' button.



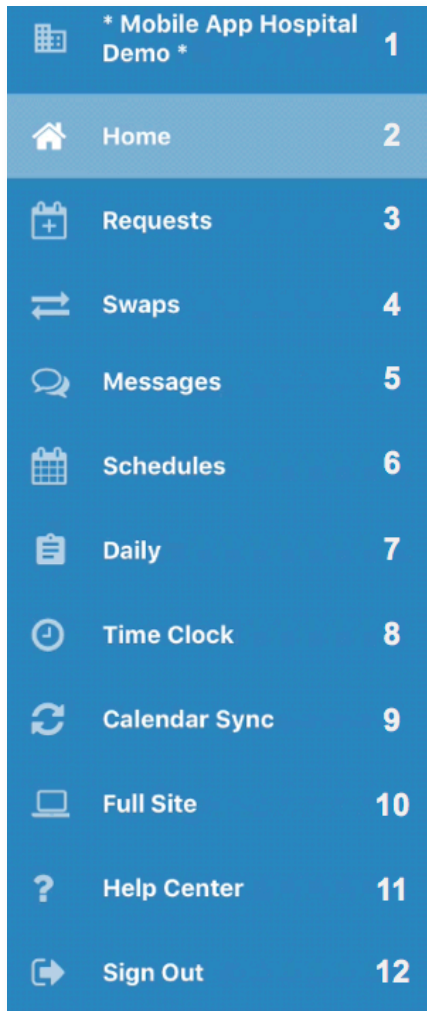
If you have more than one task or assignment that you can clock in for, QGenda will display those options after clicking the 'Clock In' button.













*Keep in mind, time keeping functionality must be enabled by your administrator, therefore it may not be an option.*



## Main Menu

Clicking on the three bar button in the top left, otherwise known as the hamburger button, will open the main menu.



	* Mobile App Hospital Demo *	1
	Home	2
	Requests	3
	Swaps	4
	Messages	5
	Schedules	6
	Daily	7
	Time Clock	8
	Calendar Sync	9
	Full Site	10
	Help Center	11
	Sign Out	12

1. **Company Name:** Tapping this will allow you to switch companies if you are part of more than one.
2. **Home:** Will take you to your 7 day schedule view.
3. **\*Requests:** Will take you to the request dashboard where you can submit, review, or approve requests.
4. **\*Swaps:** Will take you to the swap dashboard where you can submit, review, or approve swaps.
5. **\*Messaging:** Compose and read messages.
6. **Schedules:** Will take you to the list view of all the different types of schedule views available to you.
7. **\*Daily:** Will display the daily tab in QGenda.
8. **\*Time Clock:** If applicable and depending on your access of the Time Clock feature, you will be able to view your past punches, or add/edit time clock punches.
9. **Calendar Sync:** Will give you detailed instructions on how to sync your QGenda assignments with your personal calendar.
10. **Full Site:** Will take you to QGenda.com in your phone's browser.
11. **Help Center:** Will take you to Support.QGenda.com for support resources.
12. **Sign Out:** Tapping on this will sign you out of the app.

*\* This option is dependent on your group's set up, therefore you may not see it in the menu.*