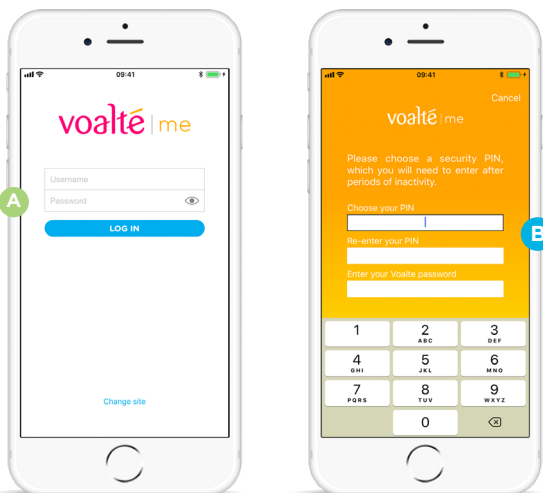


Getting started guide.



After installing Voalte Me™ on your personal smartphone, use this guide to take advantage of its powerful communication and collaboration features.

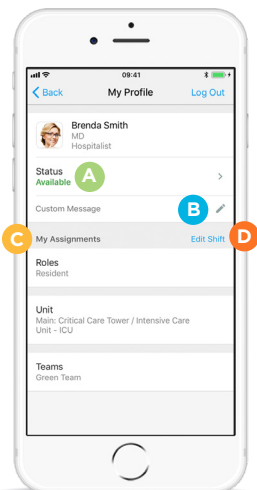
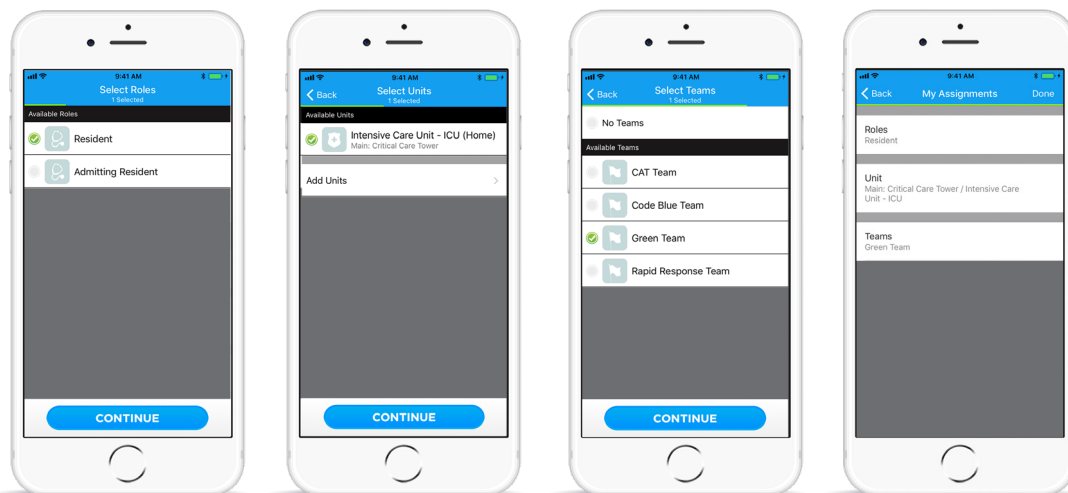
1. Log in.



- Tap the Voalte Me icon.
- Enter your Voalte username and password. **A**
- If asked, enter a four-digit security PIN and your password. **B**
- Set up your fingerprint ID, if applicable.
- Tap Log In.

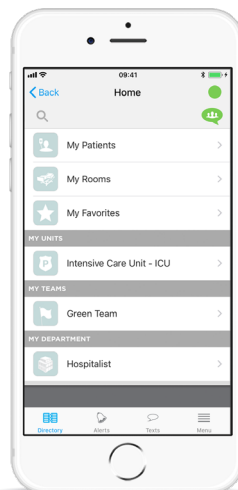
2. Make and review your shift selections.

- Select the role(s) you are filling.
- Select the unit(s) where you are working.
- Select the room(s) you are covering.
- Select any team(s) you are assigned to.
- Review your selections and tap Done when finished.



3. View your profile.

- Indicate whether you are available, unavailable or busy. **A**
- Add a custom message to let others know what you are doing. **B**
- Review your shift assignments. **C**
- Tap Edit Shift to edit your shift information. **D**



4. View the Home screen.

- See the patients, rooms, favorites, units, teams and departments you are assigned to.
- Tap to switch between these Directory listings.

Getting started guide.

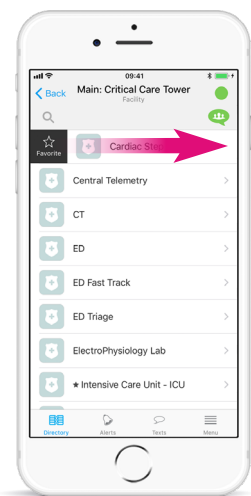
5. View the Directory.

See user lists segmented by names, roles or rooms:

- Names: View by name.
- Roles: See everyone in a particular role.
- Rooms: See everyone assigned to a given room.

See user status at a glance:

- Available.
- Available but idle.
- Busy but idle.
- Busy.
- Offline.



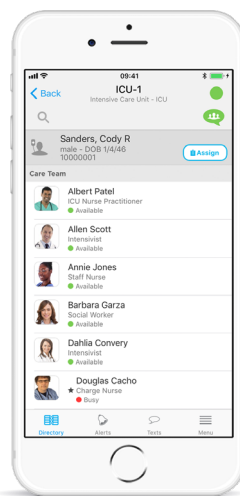
6. Create favorites.

Favorite a unit or team:

- Swipe left or right on the unit or team.
- Tap the Favorite button.

Favorite a user:

- Tap the star in the top right of the user's profile.
- Or, swipe left or right on the user in the Directory and tap the Favorite button.



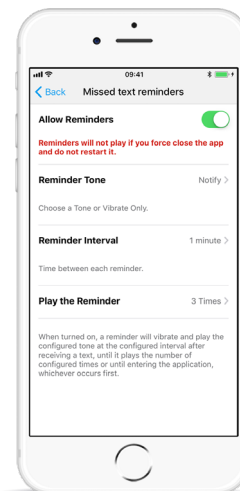
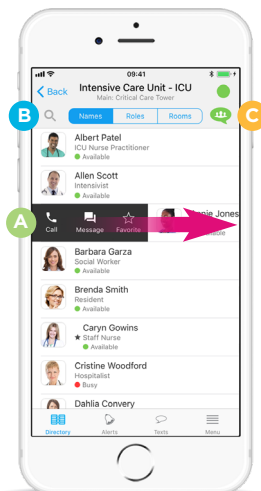
7. View and assign yourself to patients.*

- Search for the patient by name or view by room.
- View a patient's care team and everyone assigned to the room.
- Tap the Assign button next to a patient to manually assign yourself to the patient.
- Tap OK. Once assigned, the patient appears in My Patients.

*Not available for all users.

8. Communicate quickly.

- For iPhone, swipe left or right to make a call or send a text message. **A**
- For Android, swipe left to make a call or swipe right send a text message.
- Search the Directory. **B**
- Send a group message. **C**



9. Receive reminders.

To get reminders about unanswered texts:

- From the Menu, tap Settings, Reminders.
- Turn on the Allow Reminders switch. **A**
- Customize your settings for:
 - Tone **B**
 - Time between reminders **C**
 - Number of repetitions **D**

Note: If you force close the Voalte Me app, you will not receive reminders.