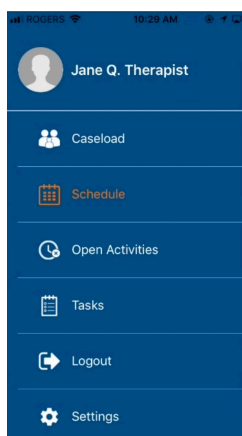


AlayaCare Quick Start

Therapista!

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Two important tips:

1. Remember you should only use the Schedule section of the app. To avoid confusion, be sure not to accidentally go into another section. If you get lost, just close the app and open it again.
2. If the app does not work as expected, log out and log back in again to get a fresh start.

Step 1: Record the visit

1. Tap on the AlayaCare app icon to launch it.
2. Log in using the ID and password Angela provided to you.
 - a. If you aren't asked to log in, it means you forgot to log out last time. If this is the case, tap the menu icon and tap "Log out". Then log in again as normal.
3. Tap the plus sign in the top right corner to add the visit.
4. Choose the child name in the "Client Name" section.
5. Choose the service you provided in the "Client Service" section.
6. Unless you're recording a cancellation, ignore the third section.
7. Specify the time the visit started.
8. Click "Save" at the top. The visit will now appear on the day's schedule.

Step 2: Attach photo of note to the visit

1. Tap on the visit you just created.
2. Tap on "Upload note photo" towards the top right.
3. Tap on the button that says either "Create" or "Update". On iOS this button is towards the top. On Android it is at the bottom.
4. On Android, tap "Open the camera". On iOS, tap on "Capture photo".
5. Take the photo.
6. Tap "Submit" at the top right, and wait for the "Upload complete" message to appear at the bottom.
7. Then click the back arrow, hit the menu icon, and log out.

