

# Set up

Setting up an application is the process of installing, configuring, and customizing software or systems to ensure they work as intended. It involves tailoring the application to specific needs, setting user permissions, and preparing it for use, ensuring a smooth and effective operation.

Note: All Fields marked with \* are mandatory and must be filled out, otherwise the system will generate an error indicating that the required information is missing.

## User Login

The User Login on the top right corner of the software contains the following features:

- My Profiles
- Roles and Permissions
- Organization Settings
- Billing
- Log Out

Clock-In-Out00:00:00?🔔

Visitor AttendanceDAY CAREMASTER

0Patient - Schedule

0Total Present

0Total Absent

3Total Schedule

0Inprogress

Missed Schedule

0Complete

0Over Time

0Patient - New

3Active Patient

3Not Scheduled

1Unread Messages

5Pending Time Sheet

1Prior Auth. Expiring

1Prior Auth. Expired

CLOCK IN / CLOCK OUTTOTAL SCHEDULE - 3INPROGRESS - 0MISSED - 2COMPLETE - 0

EmployeeEmployee

ServiceService

LocationLocation

Time Slot(s)Time Slot(s)

StatusStatus

Start Date11/07/2023

End Date11/07/2023

Search

Reset

View Map

Broadcast

🖨

<input type="checkbox"/>	Employee	Patient	Service	Employee Phone	Schedule Start Time	Schedule End Time	Clock In	Clock Out	Action
<input type="checkbox"/>	waris, irtaza	Donald, David	Service Facilitation	8978766565	11/07/2023 11:38 pm	11/07/2023 11:59 pm	✗	✗	<a href="#">Change Schedule</a>
<input type="checkbox"/>	waris, irtaza	Clark, Samuel	RN supervisory	8978766565	11/07/2023 12:11 am	11/07/2023 11:59 pm	✓	✓	<a href="#">Change Schedule</a>
<input type="checkbox"/>	waris, irtaza	Hernandez, Brown	RN supervisory	8978766565	11/07/2023 11:40 pm	11/07/2023 11:59 pm	✗	✗	<a href="#">Change Schedule</a>

### My Profiles

The user can update the Profile information under My Profiles option. Update the required fields, upload the Profile image and click Save option.

EDIT PROFILE

Cancel Save

My Profile

Upload Profile Image

Note\*: Preferable image ratio: 1:4 (80 X 320) and maximum allowed file size: 2MB.

First Name\* Master

Middle Name Middle Name

Last Name\* Admin

Email\* support@myezcare.com

Work Phone\* (000) 000-0000

Mobile Phone\* (000) 000-0000

Username\* me-admin

Password Password

Confirm Password Confirm Password

Security Question\* What is your favorite color?

Security Answer\* Red

Save Cancel

## Roles & Permissions

The user can give permissions to the respective Role of the Employee. Select and Role and choose the permission to be given for the Role.

- **Mobile App Permissions**
- **Web Permissions**
- **Report Permissions**

ROLE PERMISSION Search And Set Role Permission Details

SYSTEM - PERMISSIONS

Role Name + Add Role

PCA/CNA

Note\*: You can enable/disable any permission from permission tree. Please make sure to Admin or SuperAdmin. Ex. Role Permission Page's Access

Selected Role: PCA/CNA

Permissions

Select Role

Select Role

Mobile App Permissions

Web Permissions

Report Permissions

Reserved for "Special Admin Rights" which will be applicable only

## Organization Settings

The user can update the Organization information under Organization Settings. It has features like Logo Settings, Invoice Settings, Billing Settings etc.

## Organization Name \*

Organization Name \*

Myezcare2

**Support Email \***  
support@myezcare.com

Address

City

State

Zip Code

XXXXXX

**Time Zone \***  
(UTC-05:00) Eastern Time (US & Canada) ▼

## Page Size \*

Page Size \*

**Patient Resignature Needed**

Yes

## Google Drive Integration

[Link Google Drive](#)

## Appendix

## Appendix

Description

Revision

Login Screen Logo\*

Login Screen Logo\*

Upload Image

**Note\*:** Preferable resolution: 300px x 40px (7.5:1)



Sidebar Logo\*

[Upload Image](#)

**Note\*:** Preferable resolution: 128px x 14px (7:1)



Fav Icon\*

[+ Upload Image](#)

**Note\*:** Preferable resolution: 32px x 32px (1:1)



Template Logo\*

⊕ Upload Image

**Note\*:** Preferable resolution: 600px x 200px (3:1)



### Invoice Generation Frequency

Visit Wise 

Invoice Tax Rate

Invoice Due Days

### Invoice Notes

☐ Bill to Pavor☐ Include Patient Address☐ Include Patient DOB☐ Include Addressline☐ Include Addressline 2☐ Include AddressZip


INVOICE LIST

Refresh

Invoice Number	Invoice Date	Due Date	Invoice Amount	Paid Amount	Invoice Status	Action
No records found.						

## Log Out

By clicking the "Log Out " button, the user can prevent unauthorized access to the account, reducing the data breeches and maintaining online privacy.



### Login into account

Use your credentials to access your account.

☐ Remember

[Forgot Password?](#)

LOGIN

GET IT ON  
Google Play

Download on the  
App Store

## Announcement

### What's new in Ver. 2.1.36

Posted On: 6/24/2023

**Bugs:**

- Some UI Issues fixed on referral timeslot issues like days dropdown and +1 day etc.


**Features:**


- On Adult Daycare –Added option for skipping patient task list, and it's based on permission. When we click on the clock-out button then asking Do we want to Skip the Attendance Patient Task if select yes then skip the task list and redirect to the clock-out page if select no then it renders to the task list page.
- Change Schedule hyperlink added in the ClockIn Out list on Dashboard. Here user can change the scheduled employee and time.
- Patient schedule days name information added on a patient schedule list, And also here we can get schedule-related complete information and we can assign the schedule to another employee.

Your feedback is very valuable to us to improve the features and enhancement. Please provide your feedback by emailing us at [helpdesk@myezcare.com](mailto:helpdesk@myezcare.com)

## Hide Features

The four line in the Dashboard is used to hide the Feature names in the Dashboard screen.





Clock-In-Out 00:00:00 ?

Visitor Attendance

DAY CARE

MASTER

DASHBOARD

FEATURES

EMPLOYEE

PROSPECTS beta

CLIENT

SCHEDULING

TIME SHEET

BILLING

MESSAGES

REPORTS

ATTENDANCE beta

SETTINGS

0

Patient - Schedule

0

Total Present

0

Total Absent

3

Total Schedule

0

Inprogress

2

Missed Schedule

0

Complete

0

Over Time

0

Patient - New

3

Active Patient

3

Not Scheduled

1

Unread Messages

5

Pending Time Sheet

1

Prior Auth. Expiring

1

Prior Auth. Expired

CLOCK IN / CLOCK OUT

TOTAL SCHEDULE - 3

INPROGRESS - 0

MISSED - 2

COMPLETE - 0

Employee

Service

Location

Time Slot(s)

Status

Start Date 11/07/2023

End Date 11/07/2023

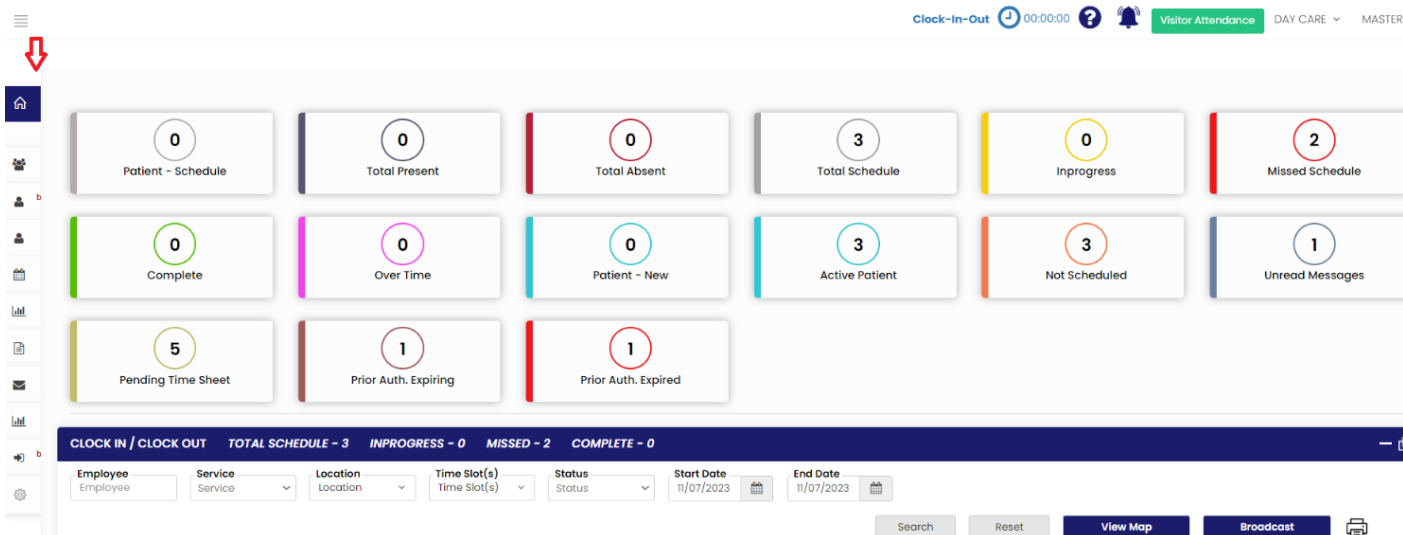
Search

Reset

View Map

Broadcast

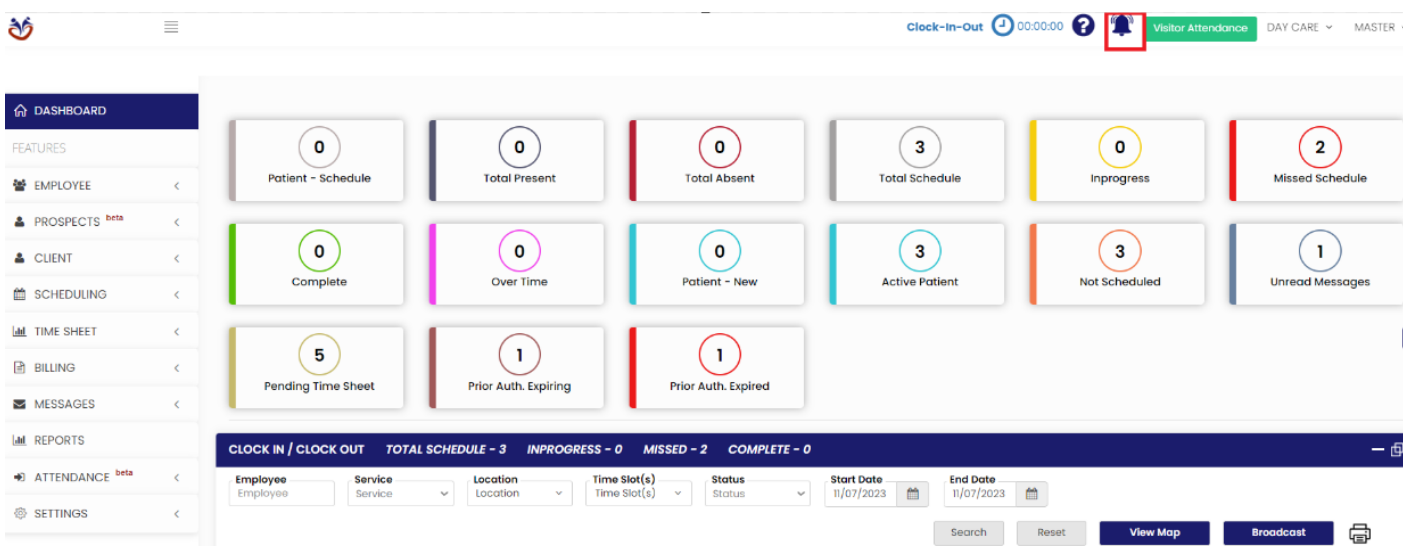
Now, the Features name is not visible in the Dashboard screen and we can work in the large screen.



The screenshot shows the top navigation bar of the system. In the top right corner, there is a header area containing the text "Clock-In-Out" with a clock icon and "00:00:00". Next to it are a question mark icon and a bell icon. The bell icon is highlighted with a red square, and a red arrow points to it from the left. To the right of the bell icon is a green button labeled "Visitor Attendance". Further right are the labels "DAY CARE" and "MASTER". Below the header is a dashboard grid with 12 cards showing various statistics: Patient - Schedule (0), Total Present (0), Total Absent (0), Total Schedule (3), Inprogress (0), Missed Schedule (2), Complete (0), Over Time (0), Patient - New (0), Active Patient (3), Not Scheduled (3), and Unread Messages (1). Below the grid is a summary bar with "CLOCK IN / CLOCK OUT", "TOTAL SCHEDULE - 3", "INPROGRESS - 0", "MISSED - 2", and "COMPLETE - 0". At the bottom is a search bar with fields for Employee, Service, Location, Time Slot(s), Status, Start Date, and End Date, along with Search, Reset, View Map, and Broadcast buttons.

## Notification

The Notification Bell option represents to Notify messages in the system.



This screenshot shows the same dashboard as the previous one, but with the Notification Bell icon in the top right header highlighted with a red square. The dashboard grid and summary bar are identical to the previous screenshot.

## Visitor Attendance

The Visitor Attendance check-in and check-out Log can be maintained in the system using the function Visitor Attendance.

Select the Facility and enter the Patient name and click search option.

🔍 FULL SCREEN



Select Facility

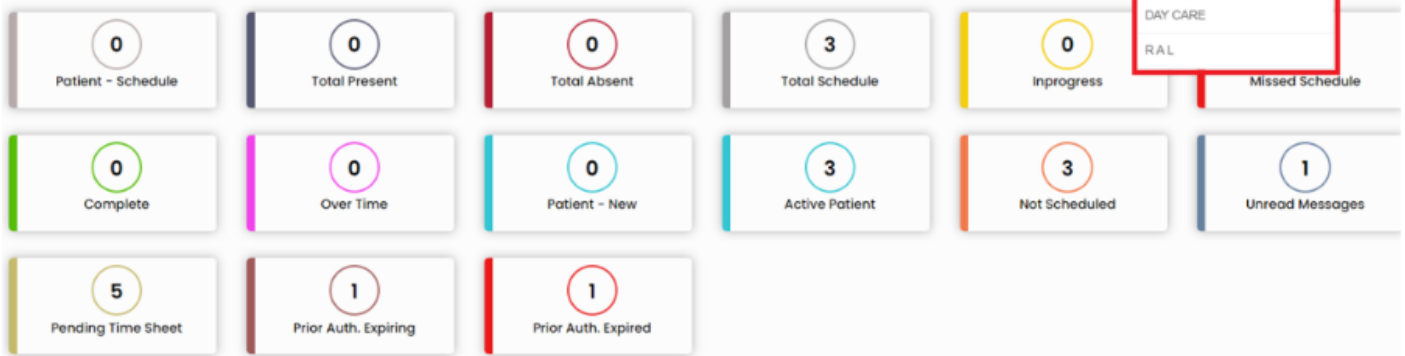
Search Visitor/Patient

Search

## Care Type

The user can choose the type of care by using the dropdown option on the top right corner in the software.

HOME CARE  
CASE MANAGEMENT  
DAY CARE  
R A L



CLOCK IN / CLOCK OUT TOTAL SCHEDULE - 3 INPROGRESS - 0 MISSED - 2 COMPLETE - 0

Employee Employee Service Service Location Location Time Slot(s) Time Slot(s) Status Status Start Date 11/07/2023 End Date 11/07/2023

Search Reset View Map Broadcast 

<input type="checkbox"/>	Employee	Patient	Service	Employee Phone	Schedule Start Time	Schedule End Time	Clock In	Clock Out	Action
<input type="checkbox"/>	waris, intaza	Donald, David	Service Facilitation	8978766565	11/07/2023 11:38 pm	11/07/2023 11:59 pm	✗	✗	<a href="#">Change Schedule</a>
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<input type="checkbox"/>	waris, intaza	Hernandez, Brown	RN supervisory	8978766565	11/07/2023 11:40 pm	11/07/2023 11:59 pm	✗	✗	<a href="#">Change Schedule</a>

Revision #5

Created 7 November 2023 16:58:05 by Thamarai

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