



**BlueSky**<sup>®</sup>

Medical Staffing Software

# Mobile App For Caregivers

BlueSky Software's Mobile App Update Documentation

Rev. July 2020

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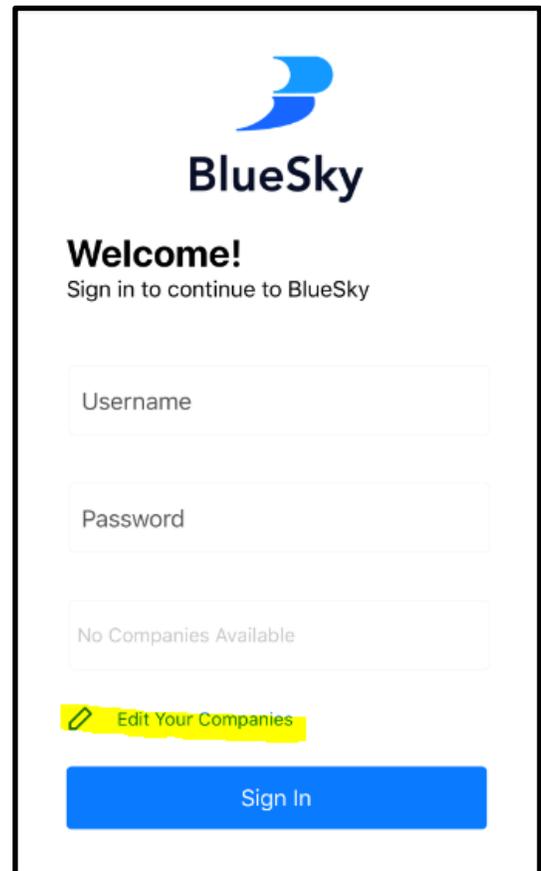
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## How will my caregivers find and login to the mobile app?

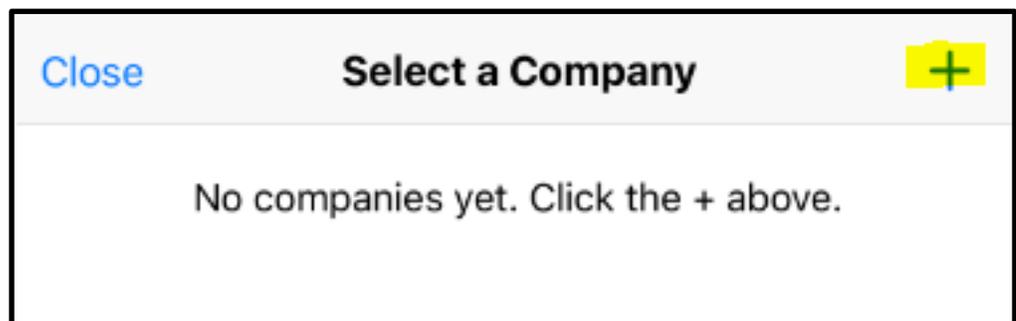
Caregivers will need to download the BlueSkyMSS app. They can download the mobile app from the App Store (for Apple phones) or the Google Play Store (for Android phones). Your caregivers will need 3 pieces of information to login to the BlueSky mobile app.

The first time your caregivers login to the app, there is a one-time company setup for them to complete.

The first view when opening the app shows a login page. Caregivers will need to tap the words Edit Your Companies and prompt the Select a Company screen. From there, they will tap the Plus Sign and complete the following information.



The screenshot shows the BlueSky mobile app login screen. At the top is the BlueSky logo, consisting of a blue stylized 'S' shape above the text 'BlueSky'. Below the logo is the text 'Welcome!' followed by 'Sign in to continue to BlueSky'. There are three input fields: 'Username', 'Password', and 'No Companies Available'. Below the 'No Companies Available' field is a yellow button with a pencil icon and the text 'Edit Your Companies'. At the bottom is a blue button with the text 'Sign In'.



The screenshot shows the 'Select a Company' screen in the BlueSky mobile app. At the top left is a blue 'Close' button. In the center is the text 'Select a Company'. At the top right is a yellow button with a plus sign icon. Below the header is the text 'No companies yet. Click the + above.'

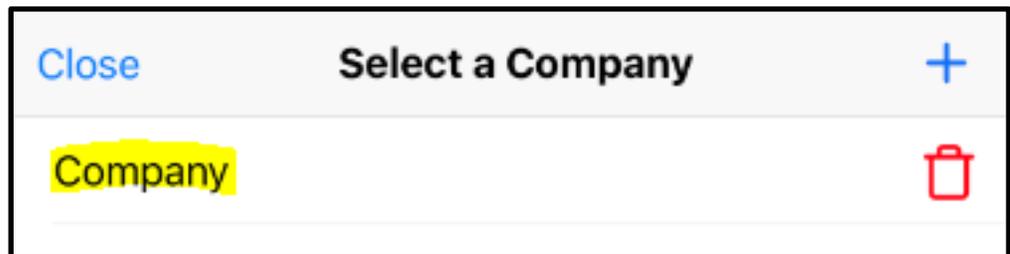
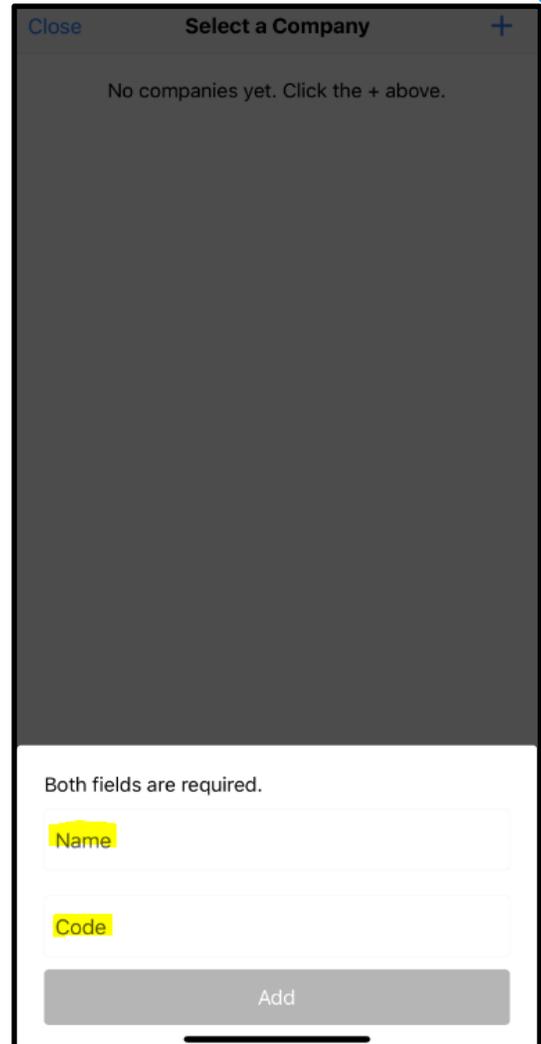
In the Name field, your caregivers will enter the name of your company. It can be the proper name; i.e. Angel Staffing, Inc., or an abbreviation; i.e. ASI or Angel Staffing.

In the Code field, your caregivers will enter your company alias in your BlueSky URL.

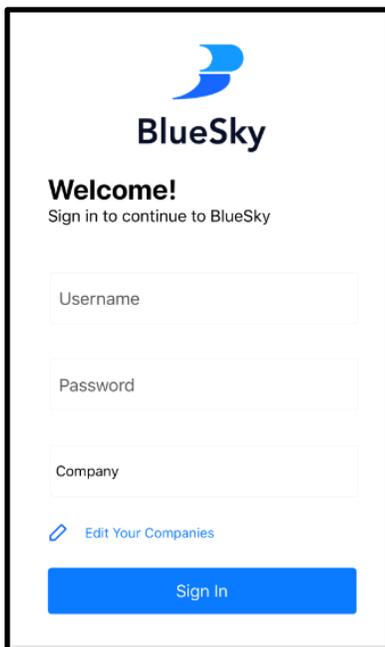
If your BlueSky URL is <https://blueskymss.com/angelstaffinginc> or <https://angelstaffinginc.blueskymss.com>, [angelstaffinginc](https://angelstaffinginc.blueskymss.com) is your company alias.

\*Make sure all of your caregivers have your company alias prior to downloading and using the app.

Your company name will be in the highlighted field in the screen. Your caregivers will click on your company name and see the next screen to login.



**Username:** Either your caregivers created a username when they submitted an online application through your BlueSky system (on your BlueSky home page, there are two buttons; Full Apply and/or Short Apply. Applicants can click on these and submit an application.) or you created a username for them.



The image shows a desktop login form for BlueSky. At the top is the BlueSky logo. Below it, the text reads "Welcome! Sign in to continue to BlueSky". There are three input fields: "Username", "Password", and "Company". Below the "Company" field is a link that says "Edit Your Companies" with a blue icon. At the bottom is a large blue button labeled "Sign In".

**Password:** Either your caregivers created a password when they submitted an online application through your BlueSky system (see information above) or you created a password for them.

**Company:** The Company Name you entered will be auto populated in this field.

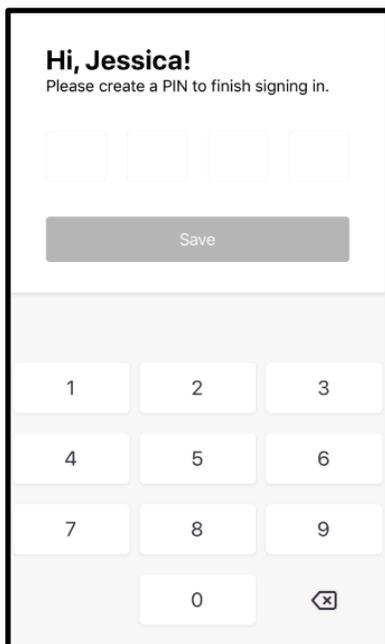
After entering their username and password, your caregivers will click Sign In.

The mobile app will then prompt your caregivers to create a PIN for quick access.

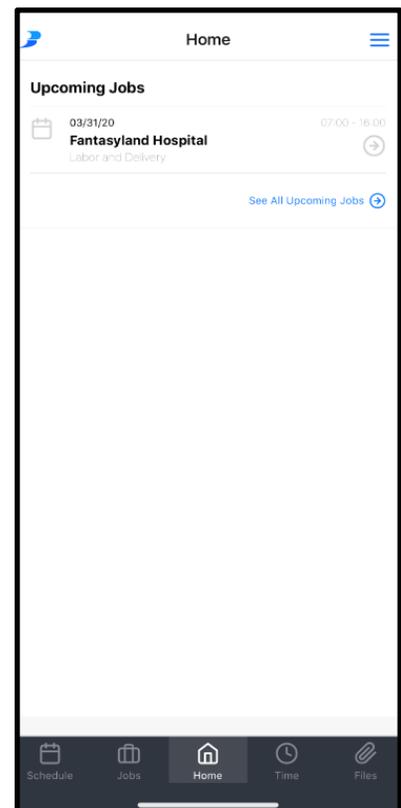
Each time your caregivers leave and return to the app, they'll be prompted to enter their PIN.

The only exception to this is if they click Log Out in the app. When they return, your caregivers will be prompted to enter their Username and Password again.

After your caregivers create a PIN and click Save, they'll see the mobile app home page.



The image shows a mobile app screen for creating a PIN. It says "Hi, Jessica! Please create a PIN to finish signing in." There are four empty boxes for the PIN digits. Below them is a grey button labeled "Save". At the bottom is a numeric keypad with digits 1-9, 0, and a backspace icon.



The image shows the mobile app home page. At the top is the BlueSky logo and the word "Home". Below is a section titled "Upcoming Jobs" with a calendar icon, the date "03/31/20", the location "Fantasyland Hospital", and the time "07:00 - 16:00". There is a "See All Upcoming Jobs" link with a blue arrow. At the bottom is a navigation bar with icons for "Schedule", "Jobs", "Home", "Time", and "Files".

**Remember:**

- Your caregivers will only have to complete the company setup ONCE.
- Your caregivers must enter your exact company alias in the Code field.
- If you created usernames and passwords for your caregivers in their BlueSky profiles, CONFIRM that Login Allowed is also checked before they download and try to setup the company in the app.

What happens next?

If your caregivers are scheduled for upcoming shifts, they'll see Upcoming Jobs on the home screen. If not, you will see a similar page with the notice "You have no upcoming jobs."

What can your caregivers do in the mobile app?

They can apply for open shifts and/or travel needs,  
they can clock in and out of shifts they're scheduled to work,  
they can submit receipts for reimbursement, and  
they can email you/your company through the app.

## How will my caregivers apply for open shift and/or travel needs in the app?

Your caregivers will see open orders when they

Login to the mobile app.

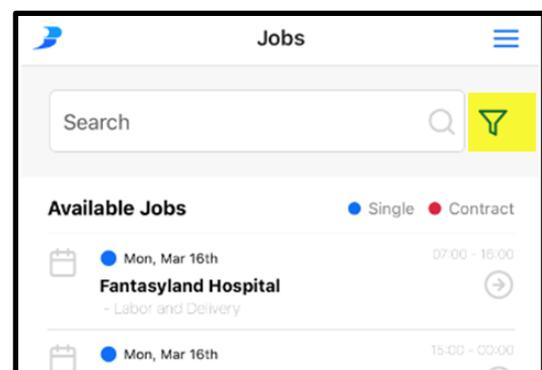
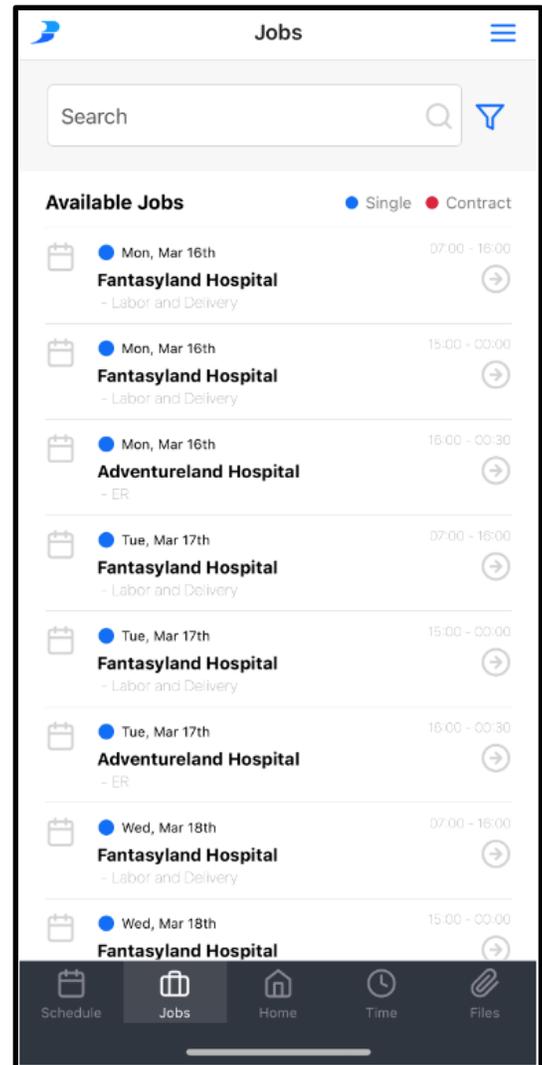
Click on the Jobs icon in the bottom menu:

Your caregivers will see a list of Available Jobs.

They can filter this list by clicking the filter in the upper right corner:

Filter options include by day, facility, unit, job type, and/or start and end time:

If they choose to filter, they'll set their parameters and then click Save. The Available Jobs screen will list any open shifts and/or needs in your system that match the chosen parameters.

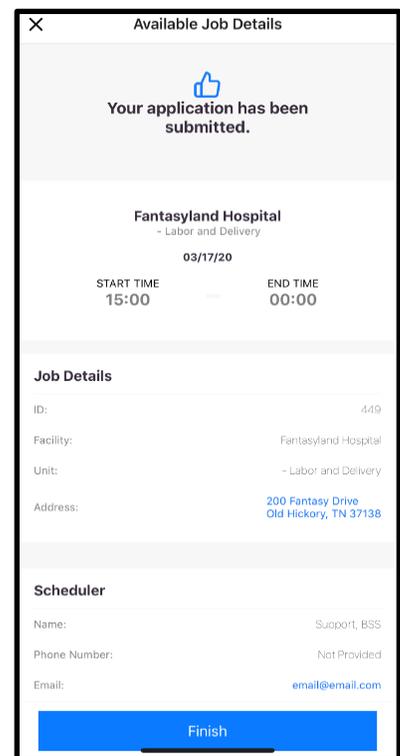
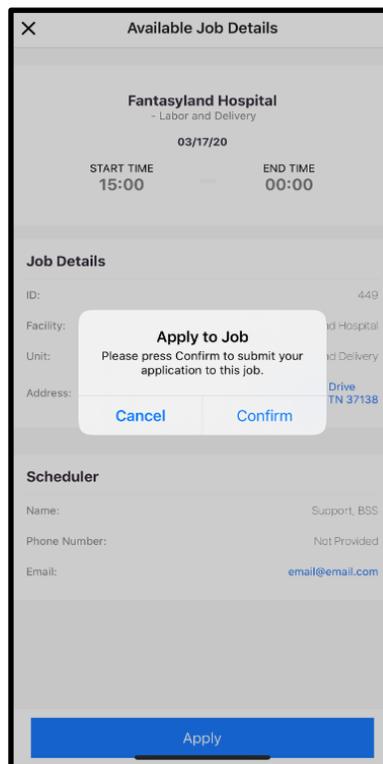
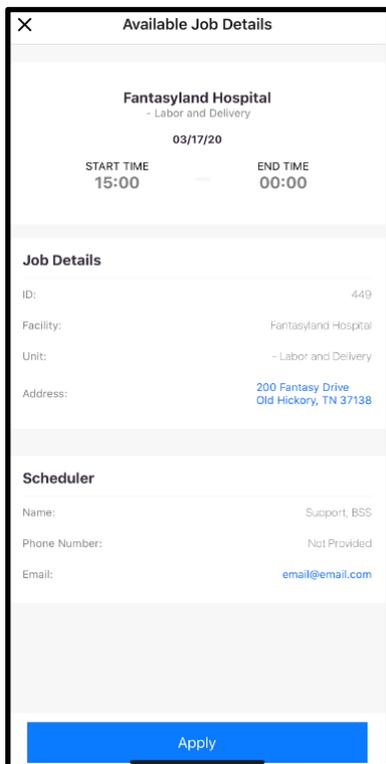
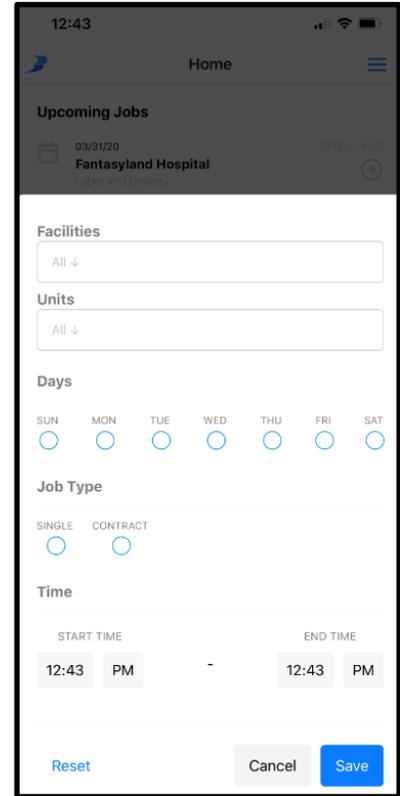


*Filters view.*

Your caregivers will then click on any open job they want to apply for.

They'll click Apply at the bottom of the screen and be prompted to confirm. When a Job is correctly applied for, a confirmation notice appears.

They'll click Finish to return to the list of Available Jobs. If your caregiver clicks Cancel, they return to the list of Available Jobs.



# How will my caregivers clock in/out of a scheduled shift?

Your caregivers will login to the app and will see their Upcoming Jobs on the home screen OR they can click the Schedule icon in the bottom of the screen.

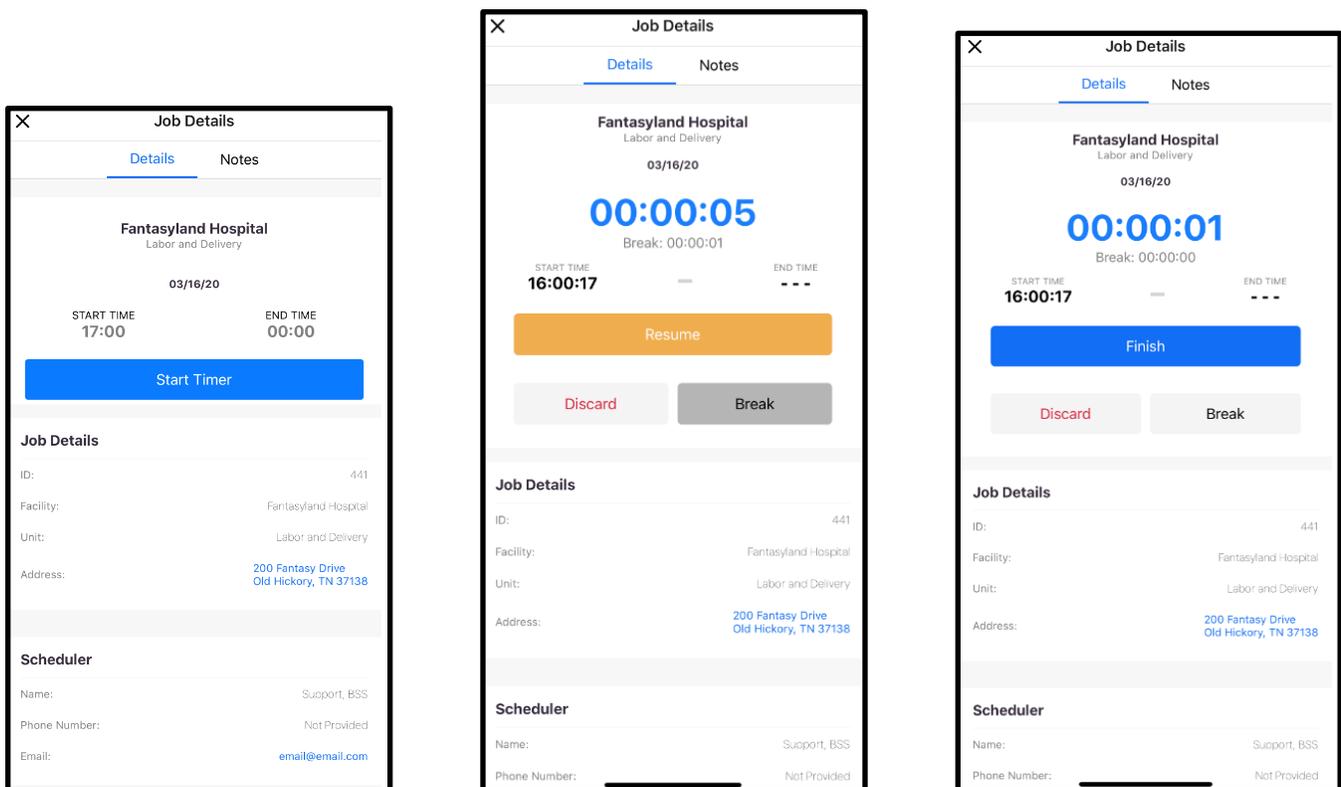
They'll click on the scheduled shift and then click Start Timer:

The timer will start, and continue to run in the background.

If there is a scheduled break, your caregiver will return to the app and click Break:

To finish their break, your caregivers will return to the app and click Resume.

To clock out, your caregivers will return to the app and click Finish:



The app will prompt them to confirm the shift is finished.

If they click Yes, the app will stop the timer and your caregivers will see this screen below.

If the Time Tracking is correct, your caregivers will click Submit. If it isn't, they will click Edit Time and see the next screen below. After making their changes, they'll click Save.

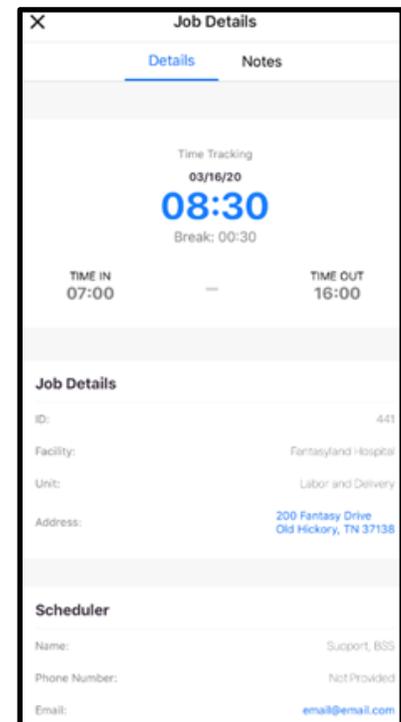
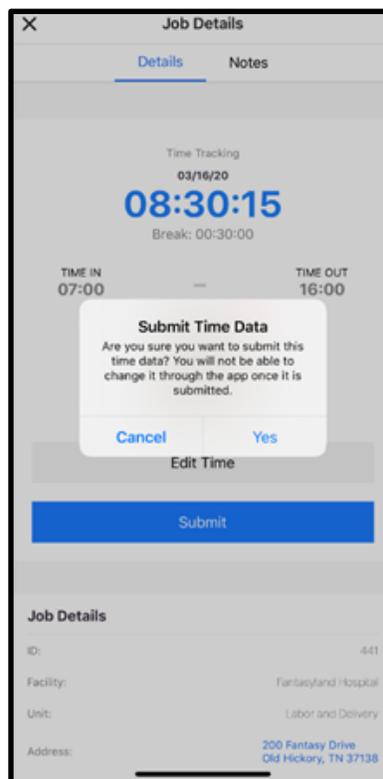
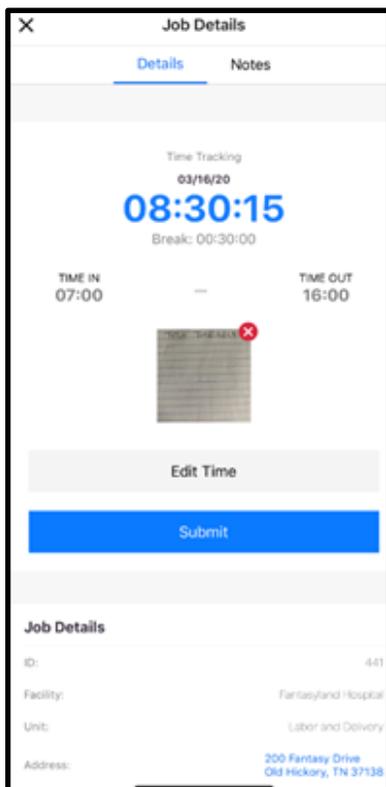
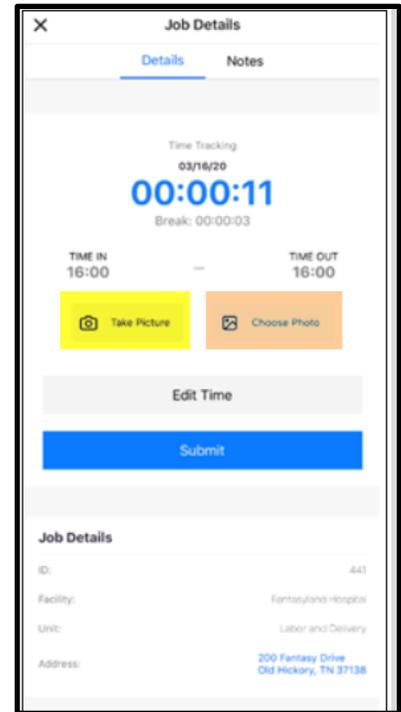
The screenshot shows the 'Job Details' screen with a white background. At the top, there is a close button (X) and two tabs: 'Details' (selected) and 'Notes'. Below the tabs, the 'Time Tracking' section displays the date '03/16/20' and a large blue timer showing '00:00:11'. Below the timer, it says 'Break: 00:00:03'. There are two time slots: 'TIME IN 16:00' and 'TIME OUT 16:00'. Below these are two buttons: 'Take Picture' and 'Choose Photo'. A large blue 'Submit' button is at the bottom of the main section. At the very bottom, there is a 'Job Details' section with the following information: ID: 441, Facility: Fantasyland Hospital, Unit: Labor and Delivery, and Address: 200 Fantasy Drive, Old Hickory, TN 37138.

The screenshot shows the 'Job Details' screen with a dark grey background. It features the same top navigation and time tracking information as the first screenshot. However, the 'Edit Time' button has been pressed, opening a modal. The modal has a white background and is titled 'Edit Time'. It contains two time slots: 'TIME IN 07:00 AM' and 'TIME OUT 04:00 PM'. Below this is a 'Break Duration' field with the value '00:30'. At the bottom of the modal are two buttons: 'Cancel' and 'Save'.

If your caregivers click Submit, they can then click Take Picture to open the camera on their phone and take a picture of their timesheet or they click Choose Picture and select an image of an existing timesheet. The image will appear in the app above the Edit Time button.

Once time has been entered, or time has been entered and an image has been attached, your caregivers will click Submit. They'll see the popup to confirm.

If they click Yes, they'll see a summary of the time entered. If they click Cancel, they'll return to the previous screen.

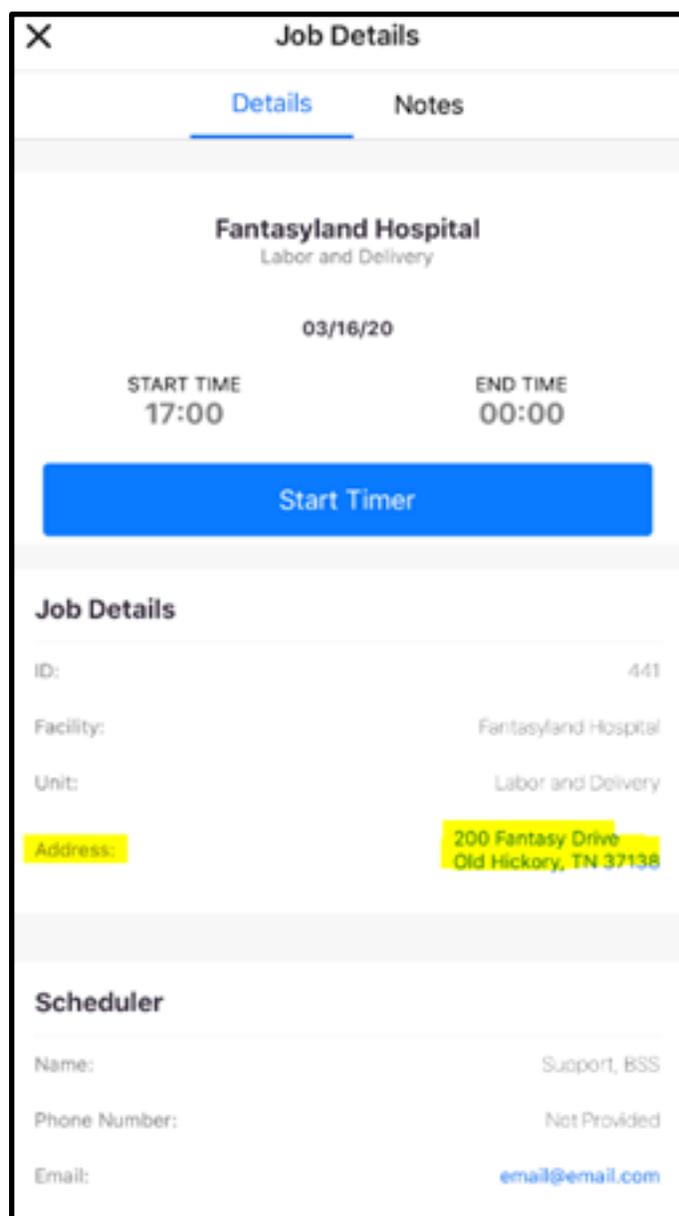


## Will the app send my caregivers directions to their scheduled work facility?

Yes!

Your caregiver will login to the app, click on their scheduled shift in Upcoming Jobs or click the Schedule icon and then click on their shift. They'll see details about the shift, including the facility address.

If they click on the facility address, the app will open their default navigation/maps app on their phone and provide directions.



## Can Caregivers submit expenses from the app?

Caregivers can email receipts for expenses through the mobile app! The email goes to their assigned recruiter (or the default email address entered in the HR field of Region setup in Admin).

Instructions for Caregivers:

1. From the app home screen, click on FILES tab, then click send file.
2. You should see the email address of the company user assigned to this Caregiver or the default HR email. Click on the email address to edit if needed.
3. Click on the Payment Type dropdown and select the type that matches your expense.
4. The Files Notes section is the body of your email. You can take a photo or choose a photo you've already taken. Click Compose.
5. Your phone's email will pull up and you can review the email before clicking Send.

The screenshot displays the 'Files and Expenses' interface. At the top, there's a 'Send File' button. Below it, the 'Add File' section contains the following fields:

- To:** user@example.com
- Payment Type:** Select ↓
- Subject:** Expenses - 03/16/2020

Below the subject field is a 'File Notes' text area. At the bottom of the form are two buttons: 'Take Picture' and 'Choose Photo'. At the very bottom of the screen are 'Cancel' and 'Compose' buttons.