



AxisCare Mobile: Caregiver Guide

Use AxisCare Mobile to clock in and out, check your schedule, enter visit details, find directions to your client's home and much more!

* Please be aware that, depending on your agency's settings, your view may vary from the screenshots provided.

Downloading the App

- 1) Open the App Store (iPhone) or Play Store (Android).
- 2) Search for 'AxisCare'. The logo looks like the image to the right.
- 3) Download the app (no charge).



Logging In

- 1) Activate your account (if you haven't already) in order to log in. Here are step-by-step instructions on how to activate your account:
 - Go to your agency's log in screen using your browser (____.axiscare.com).
 - Click on the 'Active Account' link just below the Sign In button.
 - Enter the email address associated with your AxisCare profile (Contact your agency if you are unsure of this information).
 - You will be sent an email to the email address entered. Either follow the link in the email or enter the activation code into AxisCare (you may also be asked for your date of birth and zip code).
 - Set your password.
- 2) Once you have activated your account you will need to open the AxisCare app and enter the following information:
 - **Server:** Enter your agency's 3 or 4-digit site number (reach out to your agency for this information if you are unsure).
 - **Username:** firstnamelastname (i.e. johndoe)
 - **Password:** Enter the password you created when activating your account

WELCOME TO AXISCARE

Email / Username

Password

Sign In

Activate Account | Forgot Password

AxisCare

SERVER

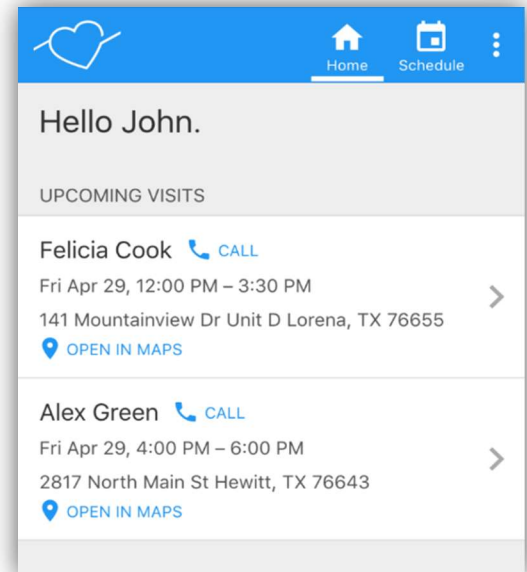
USERNAME

PASSWORD

SIGN IN

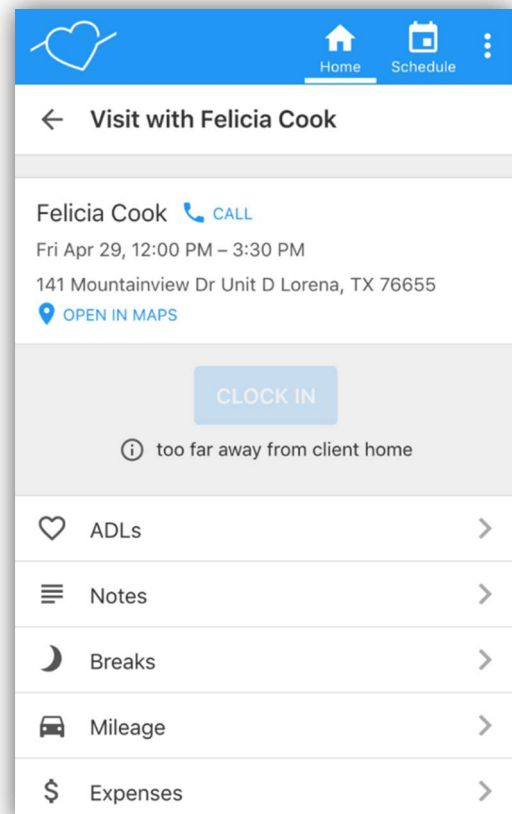
Home Screen

- 1) The Home Screen shows current visits that are in session as well as upcoming visits.
- 2) Each visit shown includes the following details:
 - Date and Time of Visit
 - Clock In/Out Time
 - Client's address and 'Open In Maps' link to open address in Google Maps
 - A 'Start Travel Time for This Visit' option may also be shown. Start this timer when you leave for your next visit to calculate inter-visit travel time.
 - A 'Call' option may also be shown beside the client's name which you may use to reach out to the client.



Entering Visit Information

- 1) Click on visits to clock in and out, complete ADLs and notes, and enter breaks, mileage, expenses, and travel time.
 - Clocking In/Out: Click on the clock in/out button when you are ready to clock in/out for your shift.
 - Your agency may set call windows that will restrict you to clocking in/out within a certain time frame of the visit time (i.e. 15 minutes before and after visit time). You will not be able to clock in/out of your shift if you are outside of that window.
 - Your agency may also set up a geo-fence that will only allow you to clock in/out once you are in a specific vicinity of the client's home. If you are outside of the geo-fence you will not be able to clock in/out.
 - Clock in/out button can only be clicked on once. Clock in/out time cannot be changed once recorded.
 - ADLs: Check all activities that have been completed for your shift and save.
 - Notes: Enter notes regarding the shift chosen and save.
 - Breaks: Choose the type of break you took/are taking, then either start/stop the break timer at the beginning/end of your break OR enter the time you spent on your break manually.
 - Mileage: Enter number of miles travelled during your shift.



- Expenses: Enter total expenses for the chosen visit.
- Travel Time: Enter hours and minutes spent travelling between visits.
- SEE SCREENSHOTS BELOW

Home Schedule

CLOCKED IN since 11:59 AM (2h)

← ADLs SAVE

CLEANING

☐ Dishwashing

☐ Light Housekeeping

EXERCISE

☒ Range of Motion Exercises

☒ Taking Walks
3 walks per week around the block

Home Schedule

CLOCKED IN since 11:59 AM (2h)

← Notes SAVE

Noticeable range of motion increase since last week

< > Done

CLOCKED IN since 12:28 PM (11m)

← Breaks

RECORD A BREAK

TYPE
Break

00:00

START BREAK TIMER

< > Done

Break

Meal

Sleep

Home Schedule

CLOCKED IN since 12:28 PM (16m)

← Travel time SAVE

HOURS MINUTES

0 0

Home Schedule

CLOCKED IN since 12:28 PM (16m)

← Mileage SAVE

0 miles

Home Schedule

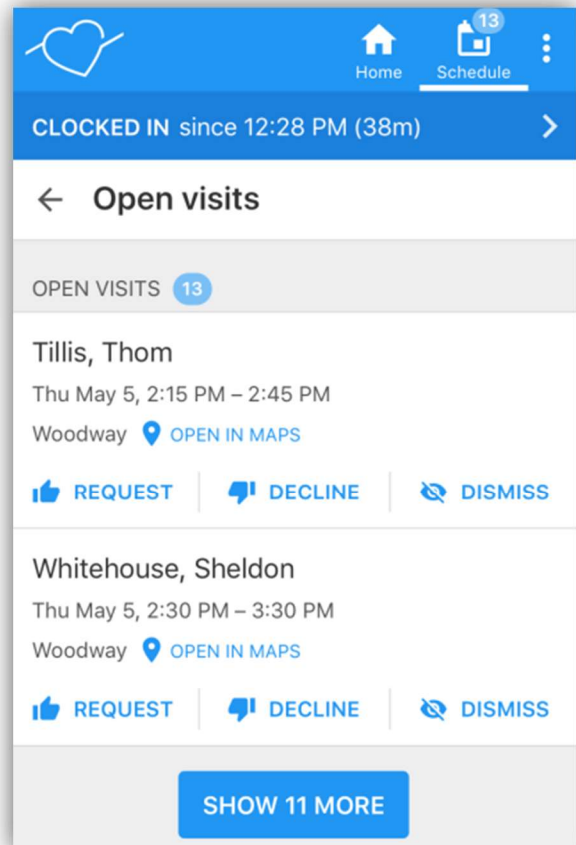
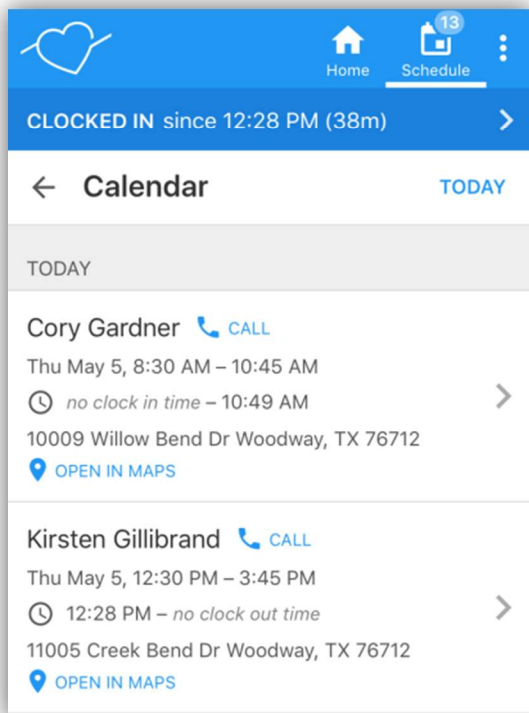
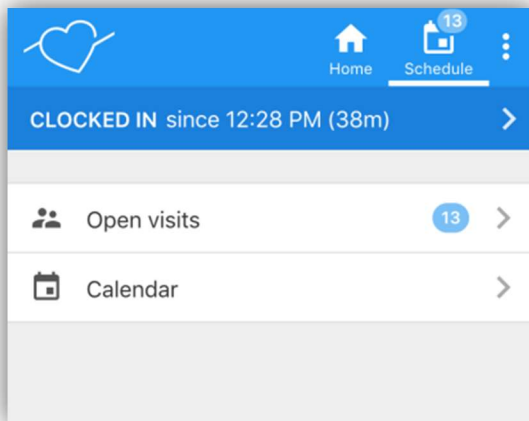
CLOCKED IN since 12:28 PM (16m)

← Expenses SAVE

\$ 0

Schedule Tab

- 1) Open Visits: Click here to see all open shifts available for you to accept or decline.
 - You can either accept, decline, or dismiss each open visit.
 - Once 'Request' has been chosen you may be automatically assigned to the shift OR your agency may need to finalize your acceptance depending on their preferences (contact your agency for more information).
 - Click on 'See More' to view more available visits.
- 2) Calendar: The calendar will show you the visits you are assigned to for the next week.
 - Click on the visit to see visit details and to record ADLs, notes, breaks, mileage, expenses, and travel time.



Menu (Three dots at top right of your screen)

- 1) Refresh: Click here to refresh your screen to see the most recent changes.
- 2) Sign Out: Click here to log out of your account.
- 3) About: For Office Use

