

Employee Portal Configuration and Processes

Training Summary:

The CareVoyant Employee Portal is a mobile application for iPhone or Android that allows your employees to see their schedules, send messages, reply to shift offers as well as other features! This class is appropriate for office staff that will be setting up the configuration for the Employee Portal and training your users to use the app.

If your company has not purchased the Employee Portal module, you may still attend the class as it is a great opportunity to do an in-depth evaluation of the Employee Portal for a small investment.

Pre-requisites

- Attendees must be familiar with the CareVoyant solution and with current practices/processes within the application.

Course topics will include but are not limited to the following

- ❖ Employee Portal Options
- ❖ Employee Setup/User Mapping
- ❖ Profiles
- ❖ Service Category/Schedule Option Setup
- ❖ Employee Portal functions
 - My Schedules
 - Shift Offers
 - View shift offers
 - Accepting and declining
 - Available shifts
 - View Available Shifts
 - Apply for Available Shifts
 - View Applied Shifts under Shift Offers
 - Messaging
 - My Information
 - Updates to information
 - Attaching licenses