



MHLC
MY HOME LIVING CARE

TRAINING MATERIAL
SUPPORT WORKER role
AUGUST 2018



System Requirements

- **DAYSPRING WEB APP**
 - Optimised for Google Chrome web-browser v66 or above
 - Resolution: 1600x900 or above
- **MOBILE APP**
 - iPhone iOS 11.x
 - Android 6 or above

Contents

- Login & Logout
- Dashboard
- Roster
- Mobile

LOGIN & LOGOUT

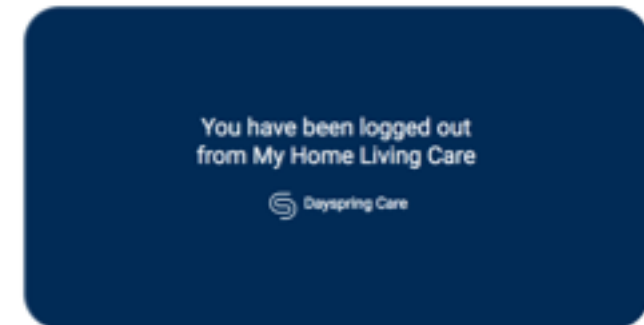
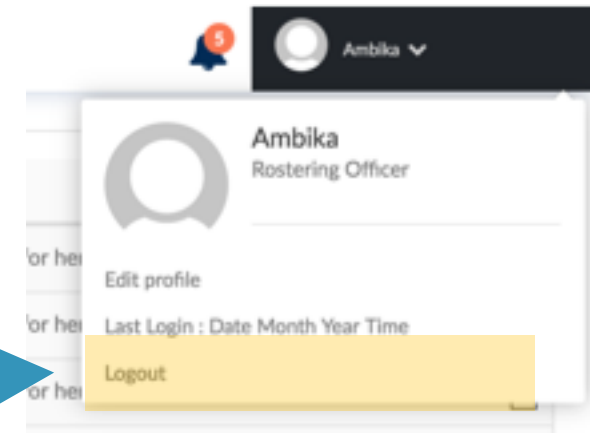
Login

- MHLC
<https://mhlc.dayspringcare.com.au>
- Terms of Use & Privacy Policy agreement
- Forgot your password?

A screenshot of a login form titled 'Welcome to My Home Living Care'. The form is set against a dark blue background. It contains two yellow input fields: the first for an email address (containing 'testing@dayspringcare.com.au') and the second for a password (containing '*****'). Below the password field is a link that says 'Forgot your password?'. A white 'LOGIN' button is centered below the inputs. At the bottom, there is a checkbox labeled 'I agree to the Terms of Use and Privacy Policy' and the Dayspring Care logo. A blue arrow points from the bottom-left of the slide to the checkbox. At the very bottom of the form area, there is a small link: 'Trouble logging in? Contact MHLC System Administrator'.

Logout

- Automatically logout after 10 minutes of idle session
- Logout – top right corner
- Logout screen



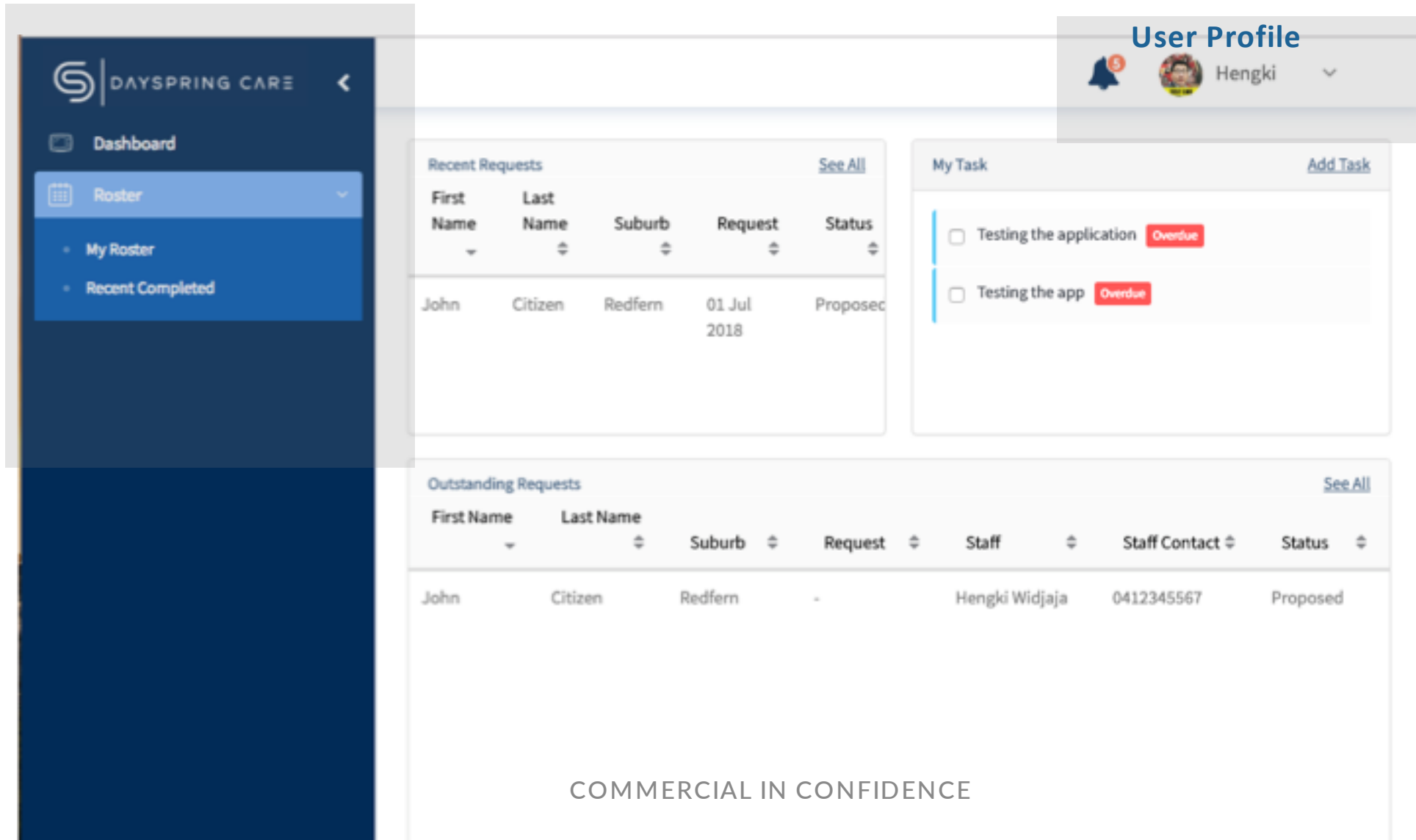
Click [HERE](#) to login back again !

DASHBOARD

COMMERCIAL IN CONFIDENCE

Main Screen

Menu

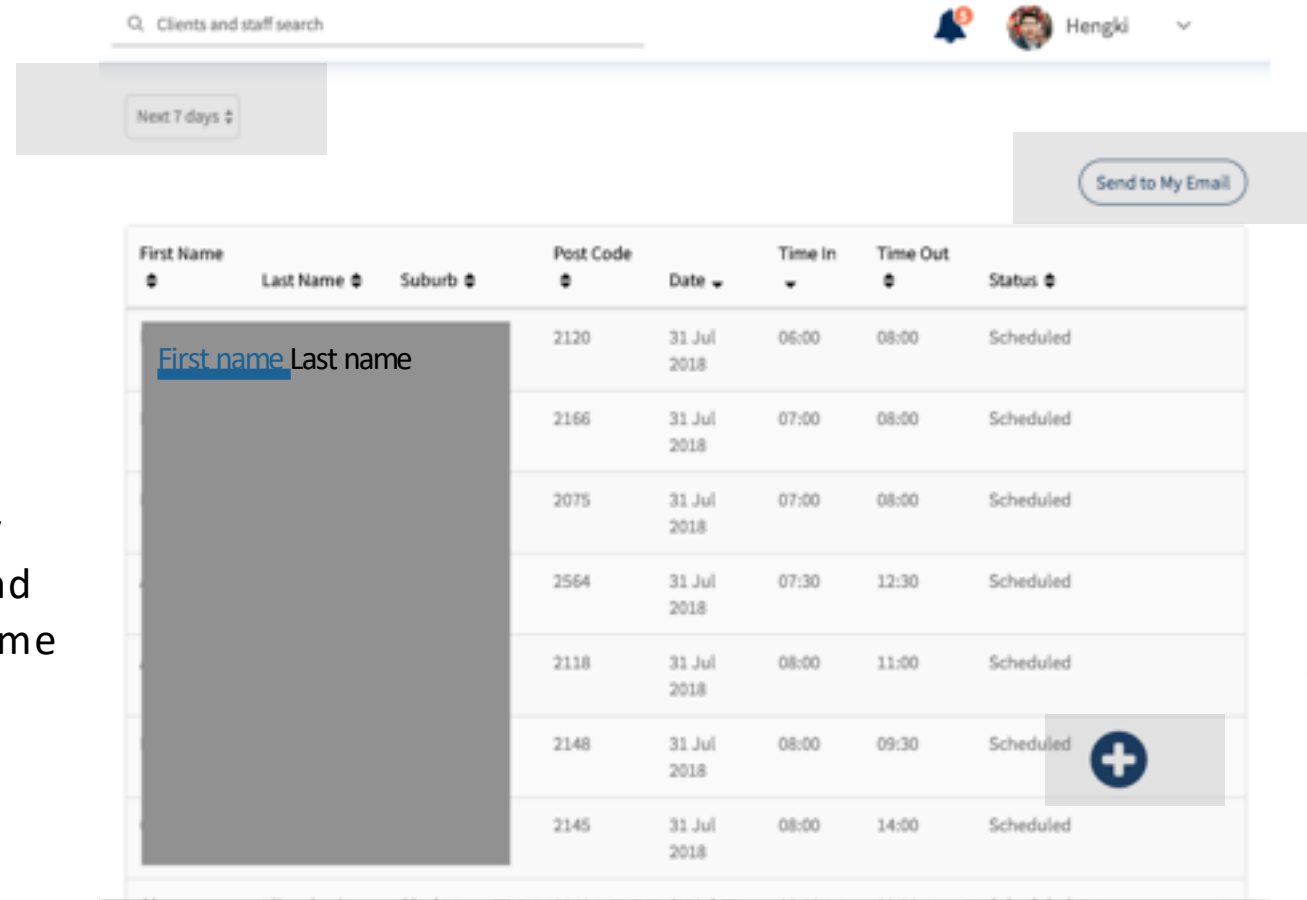


The screenshot displays the main interface of the Dayspring Care system. On the left is a dark blue sidebar menu with the following items: Dashboard, Roster (highlighted), My Roster, and Recent Completed. The top right corner features a user profile for 'Hengki' with a notification bell icon showing 5 alerts. The main content area is divided into several sections:

- Recent Requests:** A table with columns for First Name, Last Name, Suburb, Request, and Status. It shows one entry for John Citizen in Redfern with a request on 01 Jul 2018 in a Proposed status.
- My Task:** A list of tasks with checkboxes and 'Overdue' labels. The tasks are 'Testing the application' and 'Testing the app', both marked as overdue.
- Outstanding Requests:** A table with columns for First Name, Last Name, Suburb, Request, Staff, Staff Contact, and Status. It shows one entry for John Citizen in Redfern with no request, assigned to staff Hengki Widjaja with contact 0412345567, in a Proposed status.

ROSTER

My Roster



Q Clients and staff search

Next 7 days

Send to My Email

First Name	Last Name	Suburb	Post Code	Date	Time In	Time Out	Status
First name	Last name		2120	31 Jul 2018	06:00	08:00	Scheduled
			2166	31 Jul 2018	07:00	08:00	Scheduled
			2075	31 Jul 2018	07:00	08:00	Scheduled
			2564	31 Jul 2018	07:30	12:30	Scheduled
			2118	31 Jul 2018	08:00	11:00	Scheduled
			2148	31 Jul 2018	08:00	09:30	Scheduled
			2145	31 Jul 2018	08:00	14:00	Scheduled

Date Period Filter

Last 7 Days

Next 7 Days (Default)

This month

View Request

View request by selecting row and click the first name column

Send to My Email

Send current roster to the user's email address

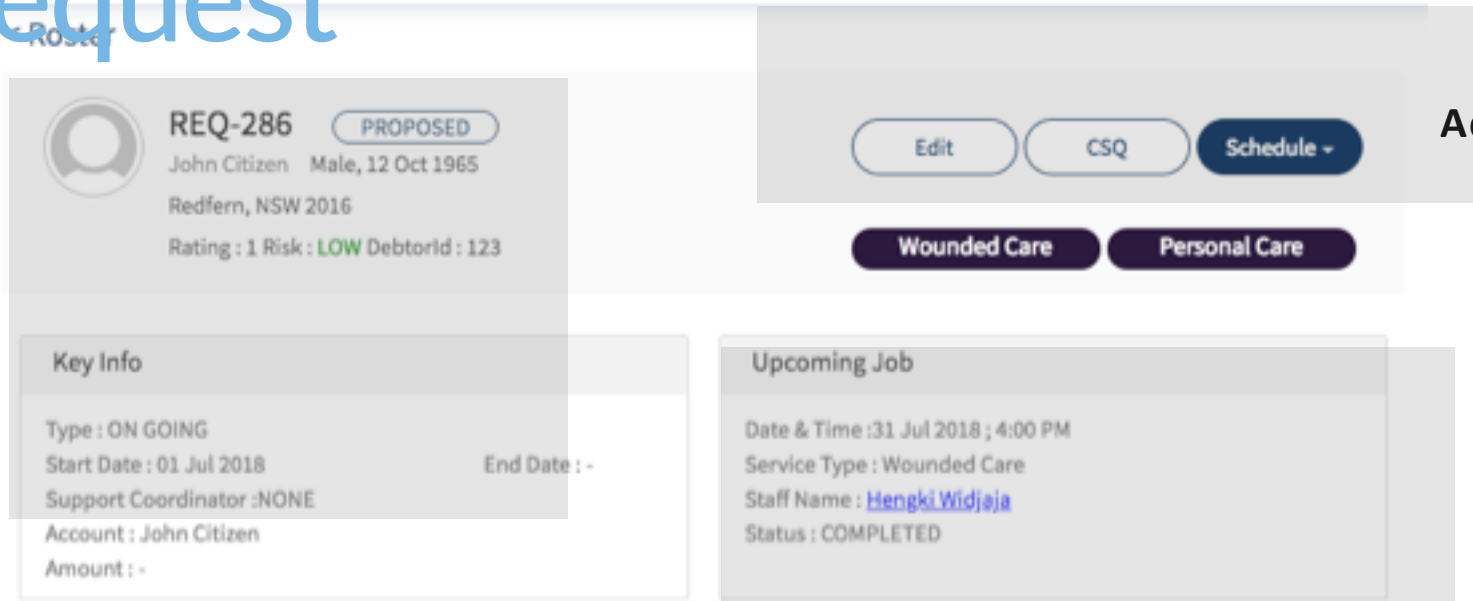
Create New Request

Create New Service Request

View Request

Key Info

Brief client info
 Request Status
 Start, end date
 Request Type –
 Ongoing, One Off



REQ-286 PROPOSED

John Citizen Male, 12 Oct 1965
 Redfern, NSW 2016
 Rating : 1 Risk : **LOW** DebtorId : 123

Actions Panel

Edit CSQ **Schedule -**

Wounded Care **Personal Care**

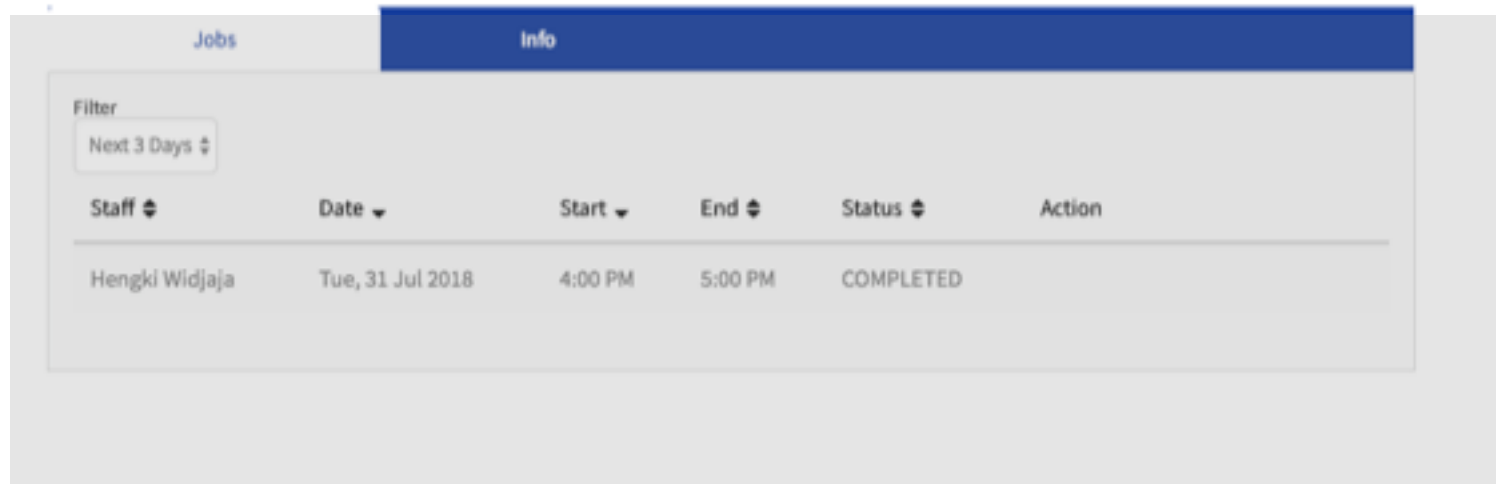
Key Info

Type : ON GOING
 Start Date : 01 Jul 2018 End Date : -
 Support Coordinator : NONE
 Account : John Citizen
 Amount : -

Upcoming Job

Date & Time : 31 Jul 2018 ; 4:00 PM
 Service Type : Wounded Care
 Staff Name : [Hengki Widjaja](#)
 Status : COMPLETED

Upcoming Job
 Next job details



Jobs List

List of jobs
 Date filter- Next 3 days, This Month, advanced filter (start, end and status)

Staff	Date	Start	End	Status	Action
Hengki Widjaja	Tue, 31 Jul 2018	4:00 PM	5:00 PM	COMPLETED	

View Request – Timeslot Info Tab

Jobs		Info				
MON	TUE	WED	THU	FRI	SAT	SUN
16:00-17:00 Personal Care W	16:00-17:00 Wounded Care W	16:00-17:00 Personal Care W	16:00-17:00 Personal Care W	16:00-17:00 Personal Care W	15:00-17:00 Personal Care W	

Info Tab

Only displayed for ONGOING Service Request


Start and Finish times

Primary Service Type

Occurrence – W for Weekly, F for Fortnightly

View Your Profile

< Staff




Hengki Widjaja
Male
Wollongong, NSW 2500

Active

Support Worker, Permanent

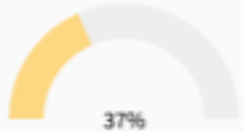
Edit
Schedule -

Last Week




0%
(0/38)

This Week



37%
(14/38)

Next Week



24%
(9/38)

About Hengki

Address : 12 Smith Street
 Email : hengki@dayspringcare.com.au
 Phone : +02 42535410
 Mobile Phone : 0412345567
 Language : English, Indonesian

Availability

Mon	Tue	Wed	Thu	Fri	Sat	Sun
10:15						
10:15						

Personal Care

Jobs

Activity

Filter

Next 3 Days

Activity	Date	Start	End	Type	Status
REQUEST REQ- 286 (Personal Care) Client: JohnCitizen, Redfern, NSW 2016	Mon, 30 Jul 2018	4:00 PM	5:00 PM	Job	COMPLETED
REQUEST REQ- 282 (Personal Care) Client: JohnCitizen, Redfern, NSW 2016	Mon, 30 Jul 2018	4:00 PM	5:00 PM	Job	COMPLETED
REQUEST REQ- 286 (Wounded Care) Client: JohnCitizen, Redfern, NSW 2016	Tue, 31 Jul 2018	4:00 PM	5:00 PM	Job	COMPLETED

Edit Your Profile

Profile

Rating*

Languages

Skills

Services

Position

Availability

Employment Type

Total Hours

MOBILE APPS



Download the apps

- For Apple smartphones - <http://bit.ly/dscappleios>
- For Google Android smartphones or tablets - <http://bit.ly/dscandroid>

Tutorials

- Login & Logout - <http://bit.ly/mhlcapplogin>
- See Roster - <http://bit.ly/mhlcapproster>
- View My Record - <http://bit.ly/mhlcappmyrecord>
- Contact Support - <http://bit.ly/mhlcappsupport>
- Web App Support Worker – <http://bit.ly/mhlcwebsupportworker>
 - View My Roster (Email my roster)
 - Mileage Claim
 - Edit Profile
 - Progress Report