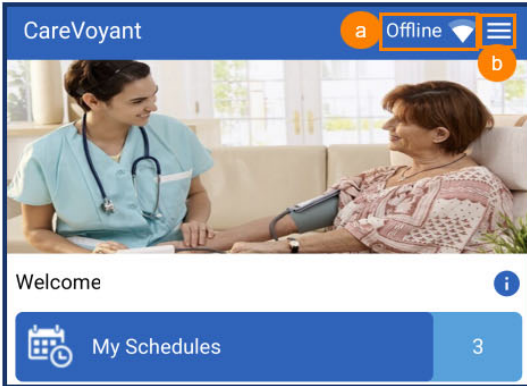


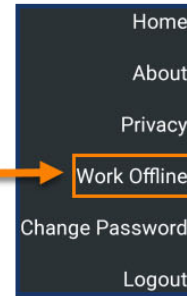
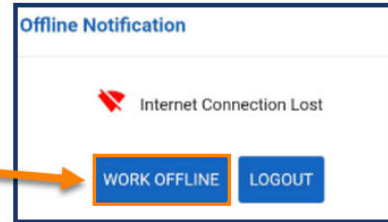
1 Home Screen - Offline



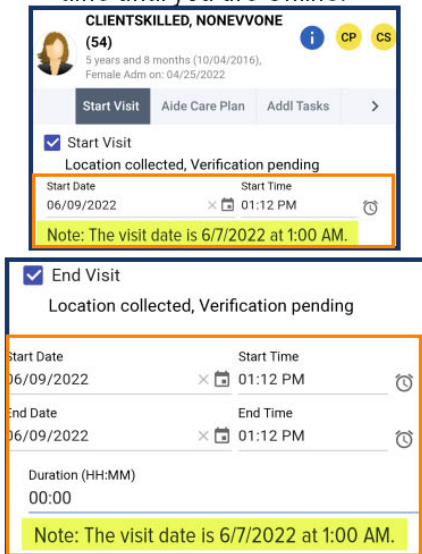
This document highlights the differences when you are working Offline. *

a CareVoyant will notify you of lost connectivity. If you are working Online and lose connection, press the **WORK OFFLINE** button to save and upload visit information when it next has Online access.

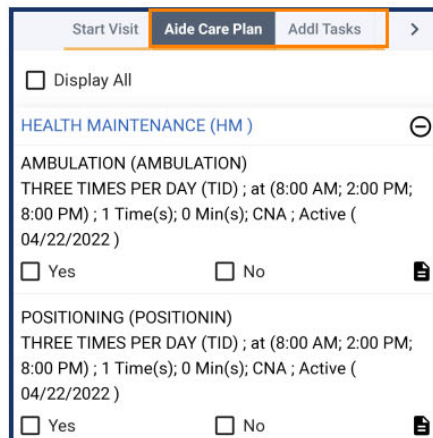
b When Online, the menu shows "Work Offline". Select this if you have an unstable Internet connection to work offline, or enter your visit when you have connectivity.



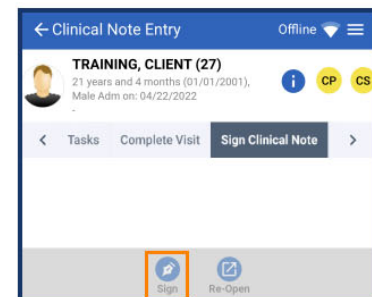
2 It will enter the current date and time. You will NOT be able to update to the actual date and time until you are Online.



3 Document all scheduled tasks in both tabs, if applicable. *See the Document Tasks document directions.

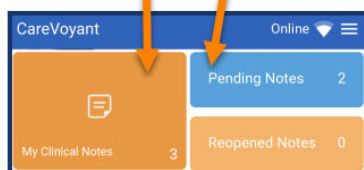


4 You will not be able to Sign the Clinical Note until it is Online.



Need help? Contact PASCO Support: support@pascohh.com

5 When you are Online, access the Offline visit in Pending Notes or My Clinical Notes.



6 Update the visit date and time on both the Start Visit and Complete Visit tabs. *

*See the Start a Visit, Document Tasks, and End a Visit documents for the Online clock in and out directions.

7 Sign the Clinical Note will be available to complete the visit.

