CarelinkGo

Quick Guide for Support Workers

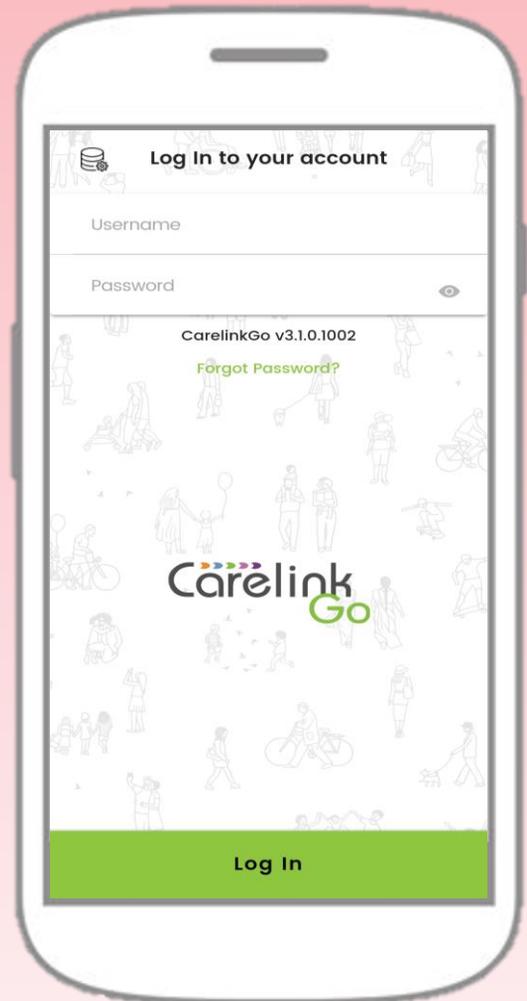# CarelinkGo – Installing the App

1 Open the app on your phone

2 Scan the QR code below

3 Connect to the Endeavour Foundation environment

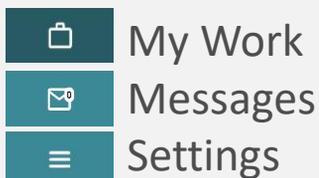**4** Log in using your Endeavour Foundation credentials

Log In to your account

Username

Password

CarelinkGo v3.1.0.1002

Forgot Password?

Carelink Go

Log In

CarelinkGo – Settings Options

Settings

Sync my data
Last sync 1 second(s) ago
[○ SYNC]

Sync button

Default My Work to Calendar View

Notifications >

Location Services >

Service Host >

Notification Settings

Show Coachmarks

Auto Clear Cache

Update Password >

Send Logs >

Log Out
Georgina Magill Alternate
Environment name : Endeavour DEV
CarelinkGo v3.1.0.1002
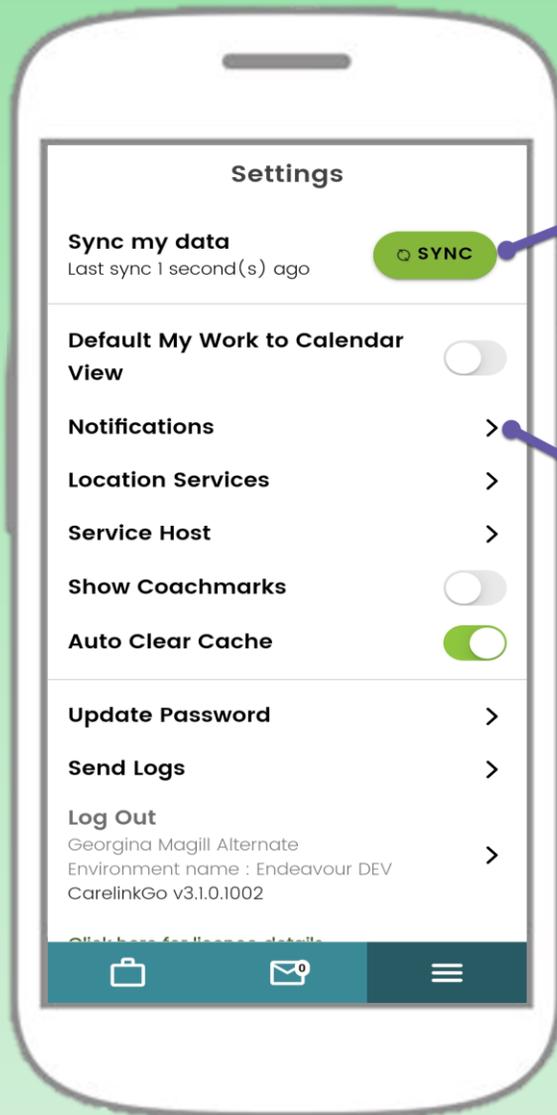
The sync button refreshes information between CarelinkGo and CarelinkPlus.
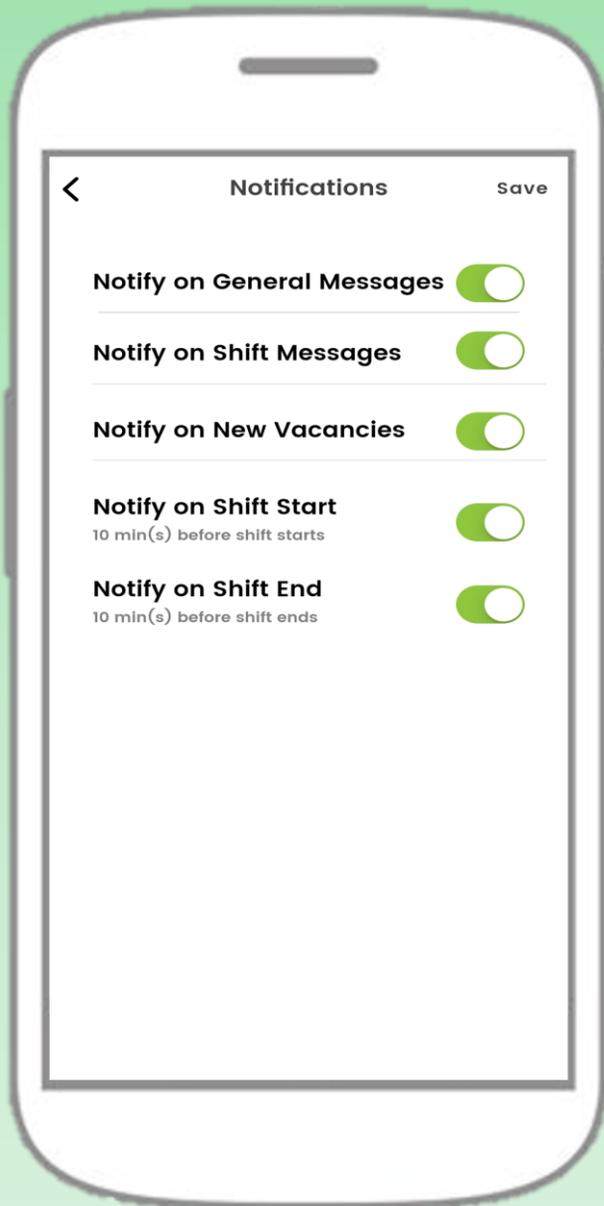
Menu Icons

My Work

Messages

Settings

Press the sync button every time you log on and off to make sure you have the most up to date info.

CarelinkGo – Settings
Notifications

NDVR Endeavour Foundation

Notifications screen

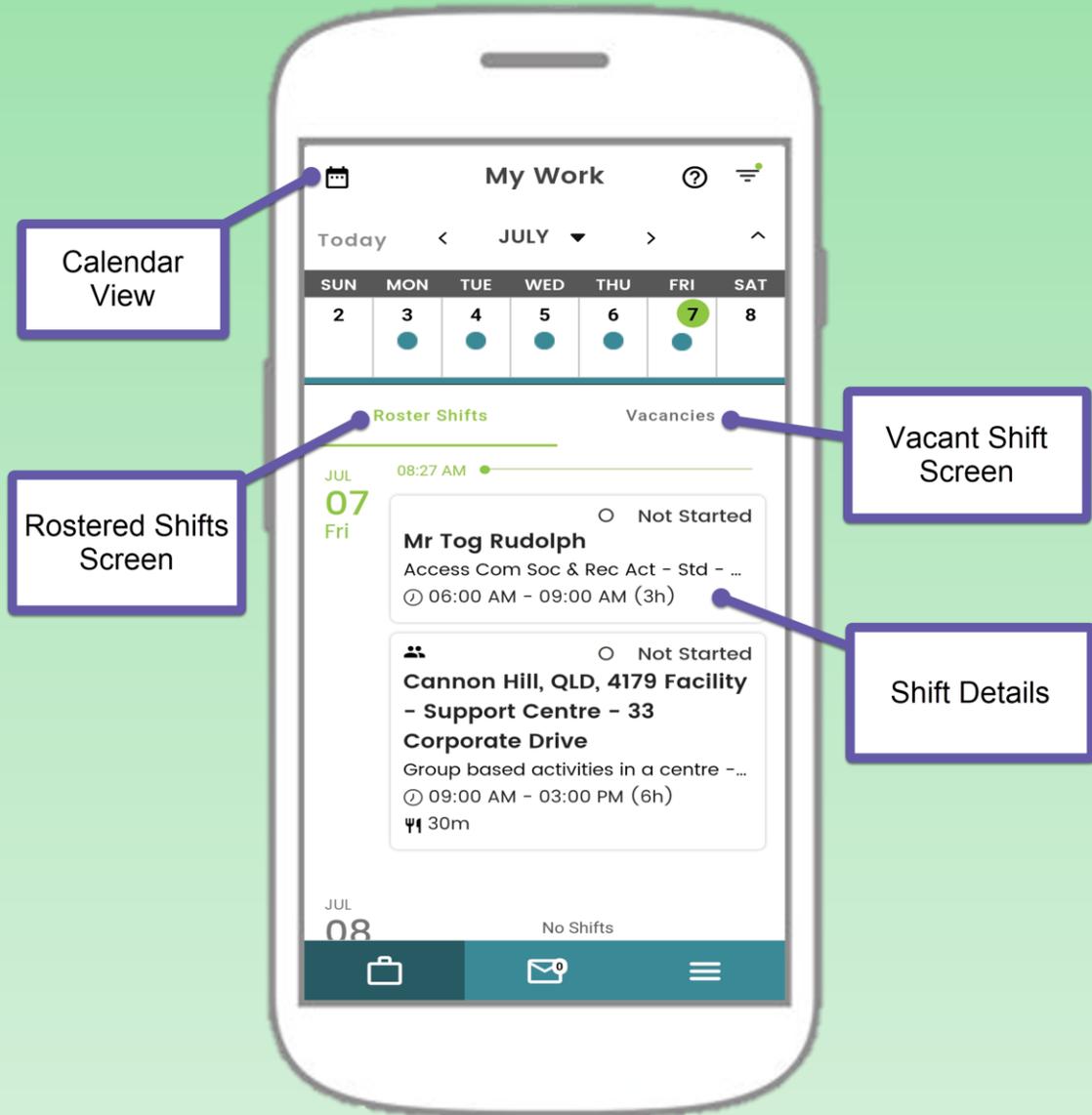|	
Notifications	Save
Notify on General Messages	⬤
Notify on Shift Messages	⬤
Notify on New Vacancies	⬤
Notify on Shift Start	⬤
10 min(s) before shift starts	
Notify on Shift End	⬤
10 min(s) before shift ends	

Keep notifications on for messages and vacancies to keep up to date with your roster information

You can set notifications for before your shift starts and before your shift ends allowing you to plan your day
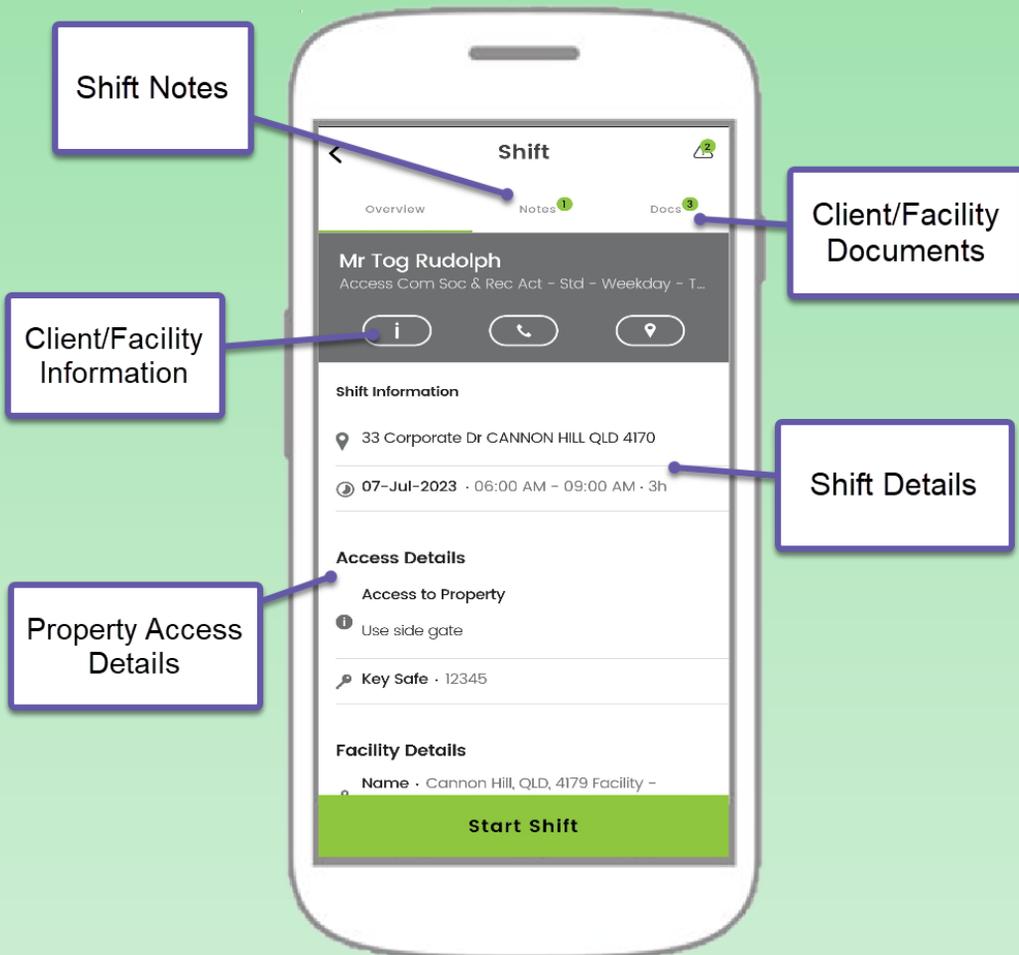
CarelinkGo
Your roster, anytime, anywhere

CarelinkGo - My Work
Roster Shifts

Calendar View

Rostered Shifts Screen

Vacant Shift Screen

Shift Details

My Work

Today   < JULY ⌄ >

SUN	MON	TUE	WED	THU	FRI	SAT
2	3	4	5	6	7	8

Roster Shifts   Vacancies

JUL
07
Fri

08:27 AM

○ Not Started
Mr Tog Rudolph
Access Com Soc & Rec Act - Std - ...
⏱ 06:00 AM - 09:00 AM (3h)

○ Not Started
Cannon Hill, QLD, 4179 Facility – Support Centre – 33 Corporate Drive
Group based activities in a centre - ...
⏱ 09:00 AM - 03:00 PM (6h)
🍴 30m

JUL
08   No Shifts

You can view your shifts:

28 days in the future
14 days in the past

✉ **CarelinkGo@endeavour.com.au**

CarelinkGo
Your roster, anytime, anywhere

CarelinkGo - My Work
Shift Details

NDVR Endeavour Foundation

Shift Notes

Client/Facility Documents

Client/Facility Information

Shift Details

Property Access Details

Phone screen content:

Shift

Overview · Notes 1 · Docs 3

Mr Tog Rudolph
Access Com Soc & Rec Act - Std - Weekday - T...

(i) (phone) (location)

Shift Information

📍 33 Corporate Dr CANNON HILL QLD 4170

🕐 07-Jul-2023 · 06:00 AM – 09:00 AM · 3h

Access Details

Access to Property
ℹ️ Use side gate

🔑 Key Safe · 12345

Facility Details

Name · Cannon Hill, QLD, 4179 Facility –

Start Shift

The Access Details includes the Key Safe information and any additional access information for the property

Shift notes include any roster information about the shift you'll be working.

CarelinkGo - My Work
Client Information

NDVR
Endeavour Foundation

Client/Facility Documents

Client/Facility Details

Client/Facility Progress Notes

Client

Info   Notes **2**   Docs **3**

Client
Mr Tog Rudolph

Preferred Name
Tog

Contact
07 3000 0000

Client Age
23

Department
Arundel - 8 Torquay Place – RESID –
40611P
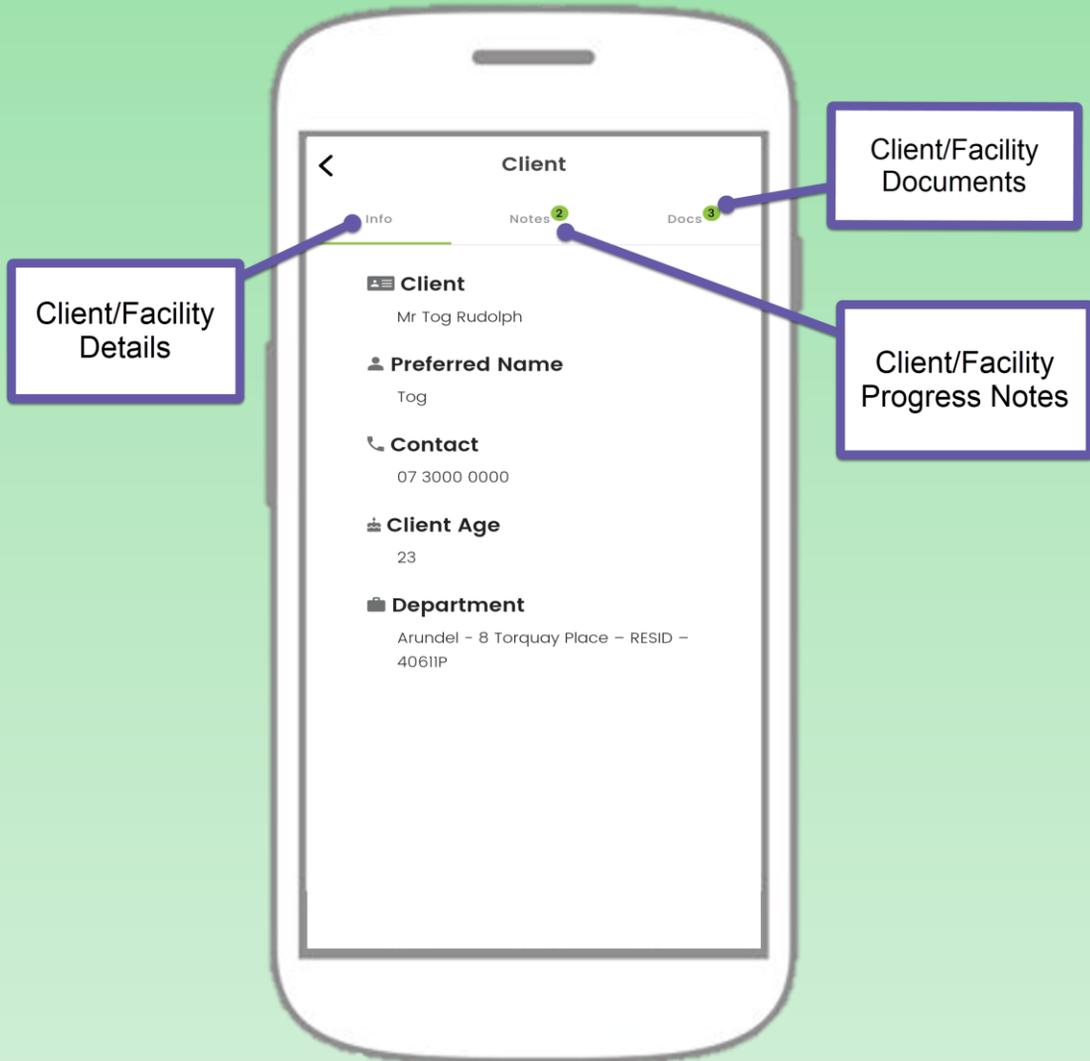
The Department list includes what other supports the person you support receives.

The Departments also include the Location and Business Unit info that can be used for your timesheet.

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CarelinkGo - My Work
Shift Handling
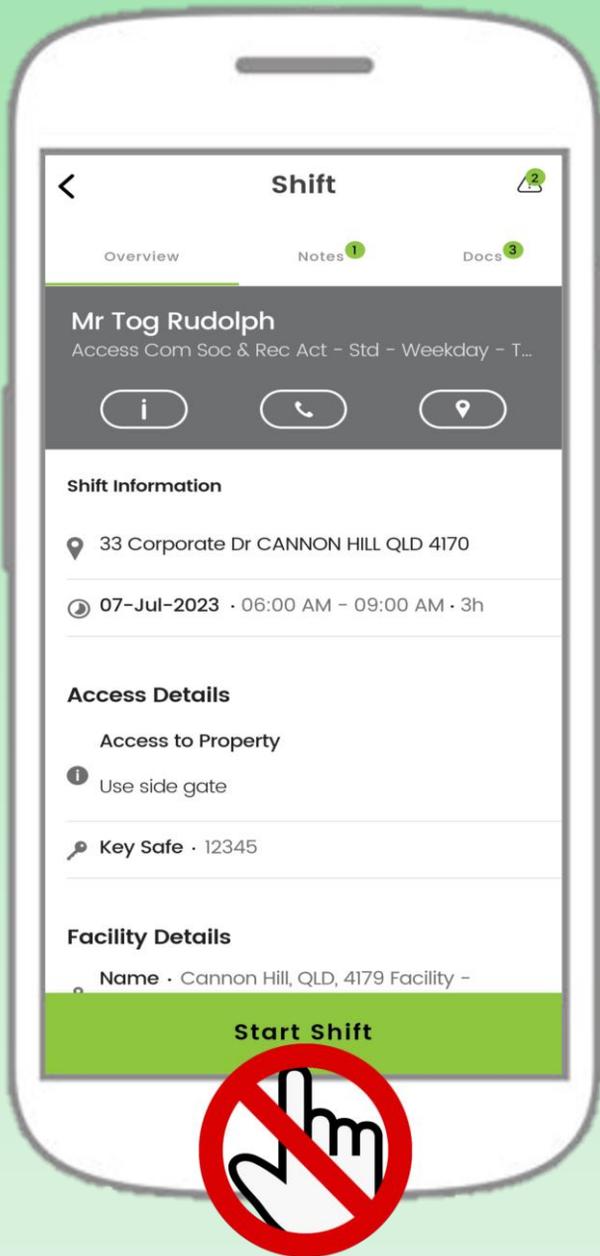
Do not press the '**Start Shift**' button as this feature is not required for Endeavour Foundation.

If you accidentally press the 'Start Shift' button it will ask you to confirm the start of your shift, press cancel.

CarelinkGo – Progress Notes
Progress notes
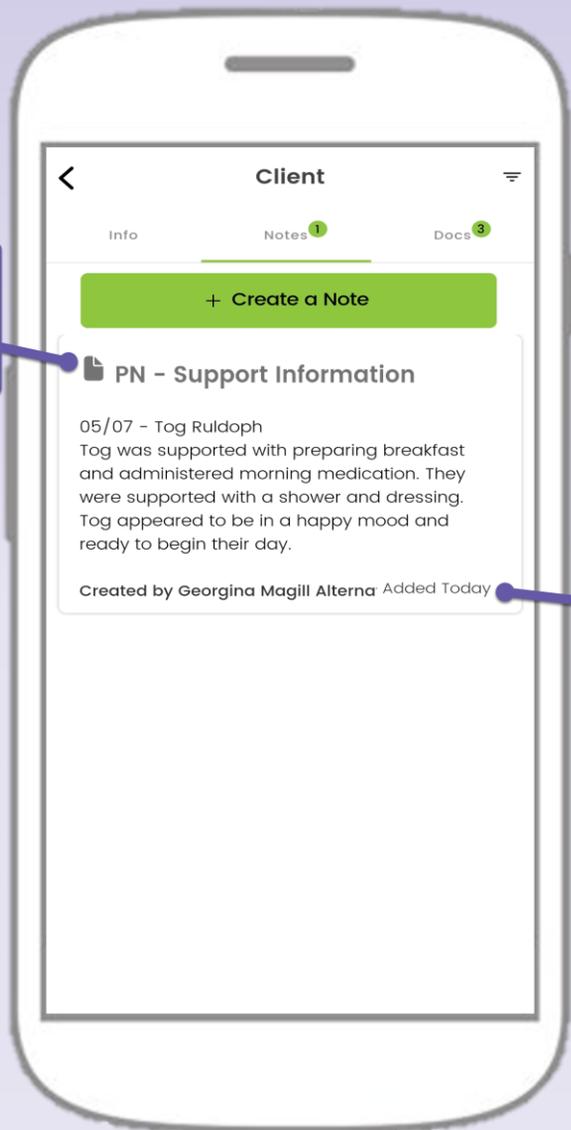
Existing progress notes

Client

Info   Notes ①   Docs ③

+ Create a Note

📄 PN – Support Information

05/07 - Tog Ruldoph
Tog was supported with preparing breakfast and administered morning medication. They were supported with a shower and dressing. Tog appeared to be in a happy mood and ready to begin their day.

Created by Georgina Magill Alterna Added Today

Who added the note and when it was created

You can view progress notes for all shifts you can see in CarelinkGo. This means you can read notes for future shifts.
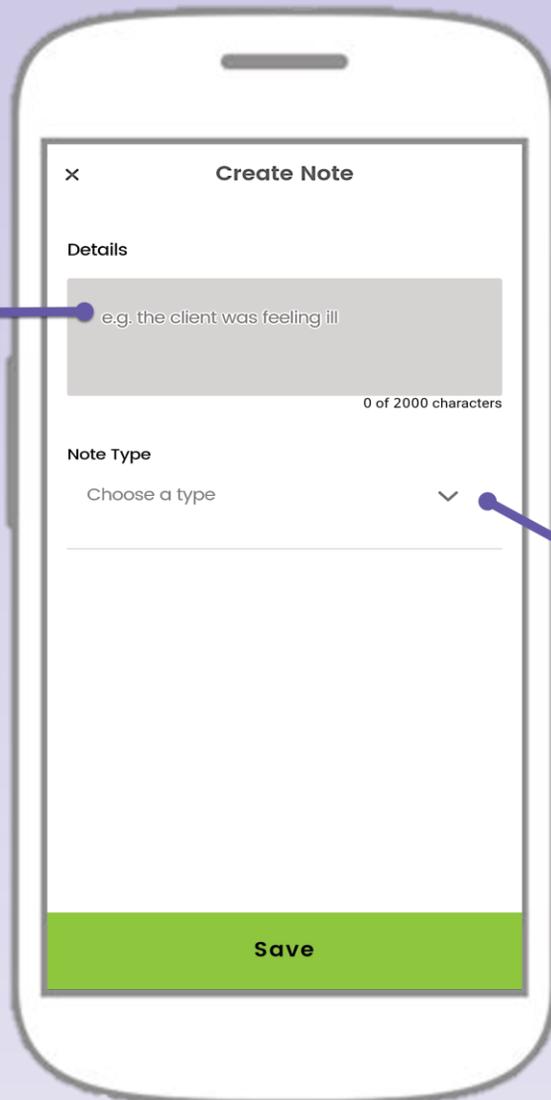
CarelinkGo – Progress Notes
Create a new progress note

NDVR
Endeavour Foundation

Create Note

Details

Type or use dictation to enter the progress note

e.g. the client was feeling ill

0 of 2000 characters

Note Type

Choose a type

There is a note type for each progress note type
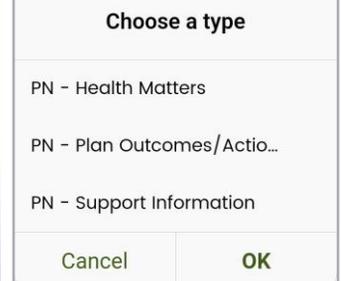
Choose a type

PN – Health Matters

PN – Plan Outcomes/Actio...

PN – Support Information

Cancel   OK

Save

Press Sync in your settings after creating a progress note. This links the progress note to CarelinkPlus and other CarelinkGo sessions.

Enter the date and the client's name in the first line of every progress note. This allows other people to know who the note is for.

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CarelinkGo
Your roster, anytime, anywhere

CarelinkGo - Vacancies
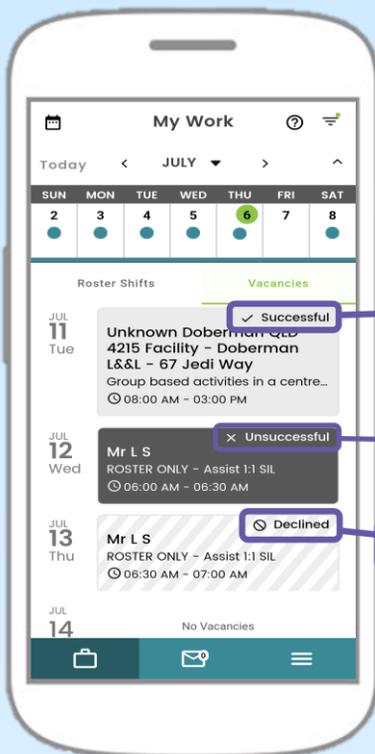## Vacancies
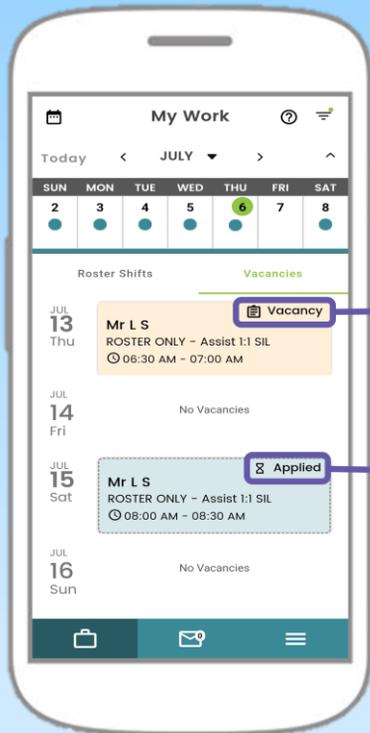
New vacancies are orange

Vacancies you have applied for are blue

Successful vacancy applications are light grey

Unsuccessful vacancy applications are dark grey

Declined vacancies are white with grey stripes

CarelinkGo - Vacancies
Vacant Shift

Shift Details

Extra Shift Information

Mr L S
ROSTER ONLY – Assist 1:1 SIL

📋 **Vacancy**

Shift Date & Time
29-Jul-2023
08:00 AM – 08:30 AM

Location
📍 33 Corporate Drive, CANNON HILL 4170

Message
TO ACCEPT THIS SHIFT ALSO HAVE TO ACCEPT THE 0830 – 1530 PORTION SENT NEXT FULL SHIFT TIME IS 0800 – 1530

APPLY

DECLINE

Shift Location

Accept and Decline buttons
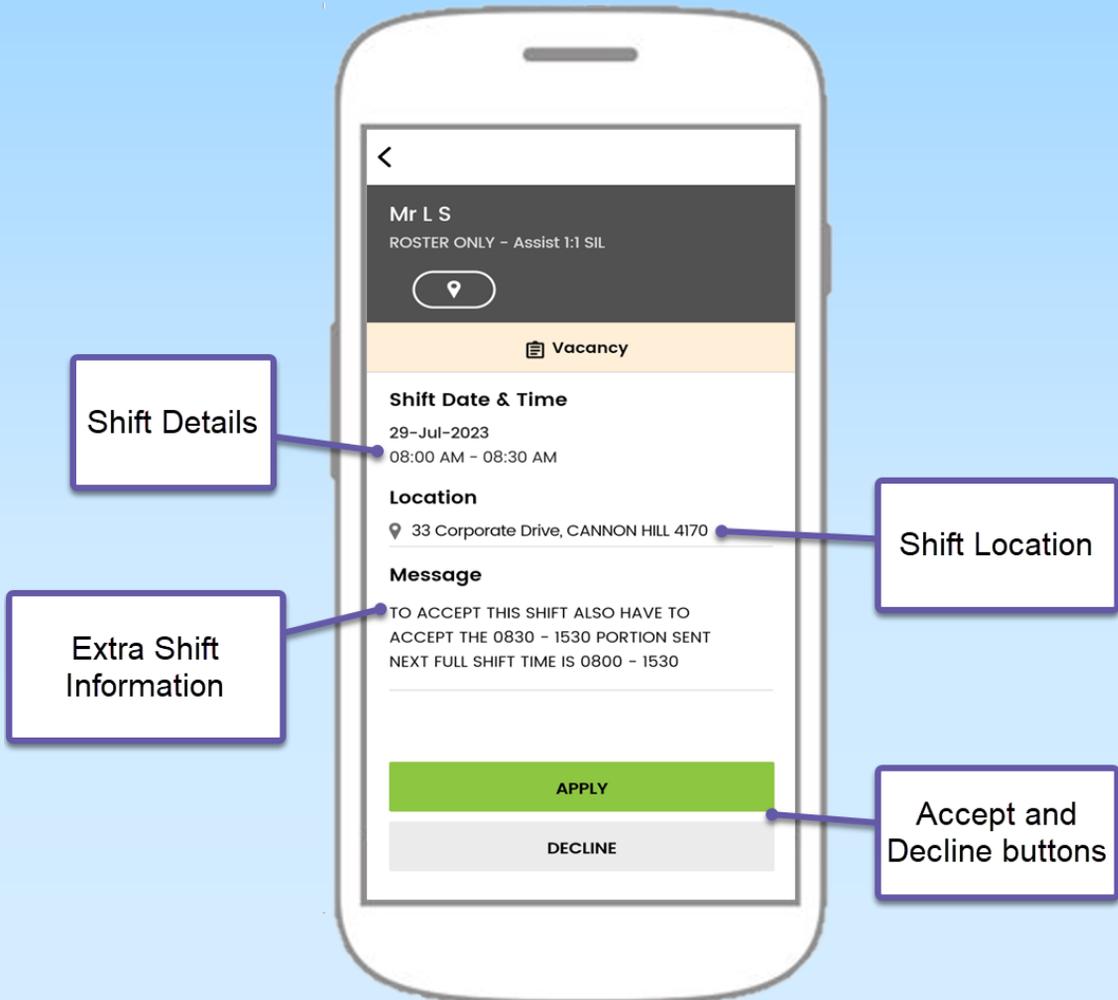
The Extra Information section will have details on whether this shift is part of a group of shifts to accept

Vacancies are given to the first person who applies for the shift.

CarelinkGo - Messages
Inbox

Shift Messages

Message Filter

FYI Messages

Messages

TODAY

Georgina Magill   08:29 AM
SHIFT: Unknown Cannon Hill, QLD, 4179 Facility - Support Centre - 33 Corporate Drive
Hi G, Your shift at Facility - Support Centre - 33 Corporate Drive Cannon...

Georgina Magill   08:28 AM
This is a broadcast messge sent from CarelinkPlus.

Updated at 08:29 AM
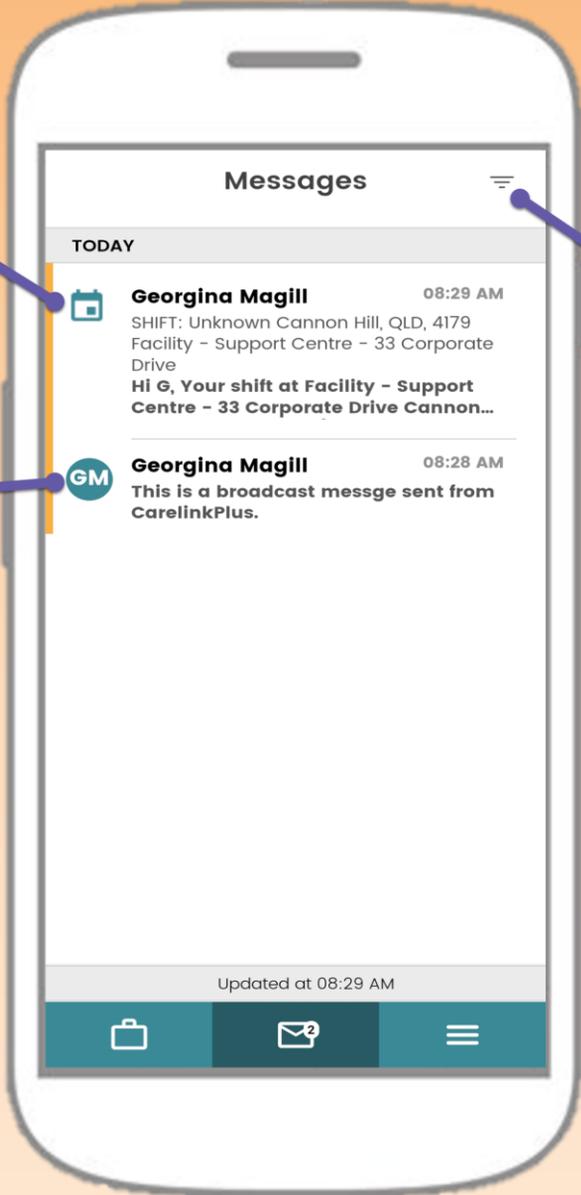
CarelinkGo - Messages
Shift Messages

Client/Facility

Georgina Magill

Unknown Cannon Hill, QLD, 4179
Facility – Support Centre – 33
Corporate Drive

ROSTER ONLY – Assist shared living – std

Tap on this button to open the shift

Hi G, Your shift at Facility – Support Centre –
33 Corporate Drive Cannon Hill, QLD, 4179 on
06/07 has changed to 14:00 to 19:00.
Respond with YES to confirm you've
received this message. Thanks,

05 Jul, 09:15 AM

Message

Reply box

Type your message here...

SEND