certified training

POWERED BY MYP perform

PocketWatch

rostering simplified + revolutionised

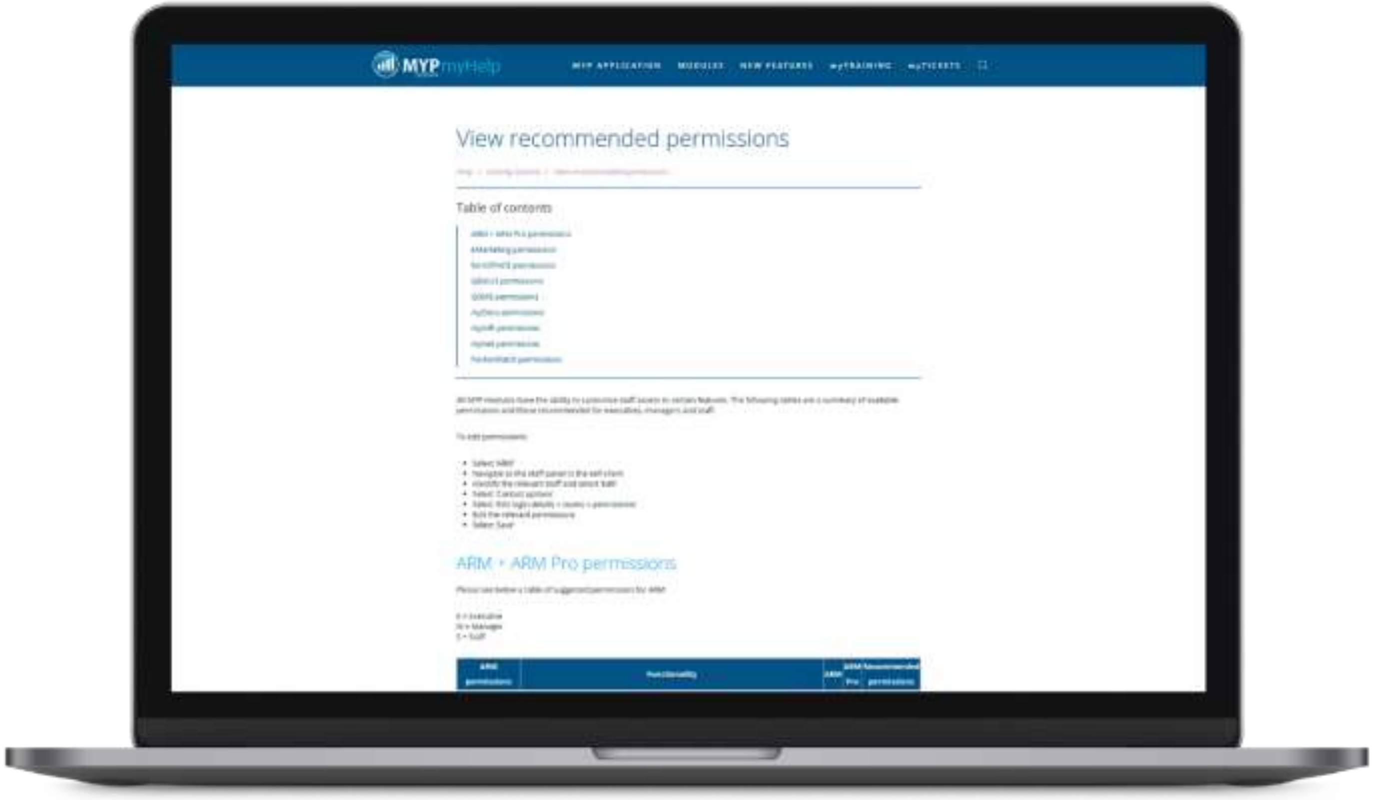
- Graphical shifts + timesheets
- Appointments, assets + resources
- Powerful integrations
- Easy case management
- Unique award rules engine
- Geolocation tracking
- Email + SMS notifications
- Mobile friendly

what you will learn

- Overview of PocketWatch features
- Navigate PocketWatch
- Administer settings
- Determine roster types
- Create + administer roster templates + rosters
- Publish rosters
- Access myShifts for check in + out
- Generate timesheets + invoices
- Manage myShifts
- Manage + update rosters
- Manage staff leave + availability
- Update rosters from templates
- Manage award rules
- Manage asset, room + resource bookings

recommended permissions

It is extremely important that staff permissions are assigned correctly.
https://help.mypcorp.com/art/recommended-permissions/



roster style – 1:1

- Community access
- Personal care

Roster template

- Individual roster per client
- Client attached
- Line items applied
- Standard staff included
- Applied to a program for group publishing
- Able to apply permanent changes without overriding

Roster

- Week by week changes
- Publish week by week, day by day, shift by shift if required
- Provide access to client

roster style – group

- Day programs
- Multiple clients

Roster template

- Individual roster per program
- Multiple clients attached
- Line items applied or recurring invoices
- Standard staff included
- Able to add and delete additional clients readily

Roster

- Week by week changes
- Publish week by week, day by day, shift by shift if required
- Easy check out with notes on multiple clients in one

roster style – house

- SIL

Roster template

- Individual roster per house
- Multiple clients attached
  - Each shift can have all, multiple or single
- Line items applied or recurring invoices
- Standard staff included

Roster

- Week by week changes
- Able to add and delete additional shifts
- Notes on multiple clients in one check out screen

roster style – specialist

- Support coordination
- Allied health
- Counselling
- Behaviour management

QTime

- Individual session per client
    - Client attached
    - Line items applied
- Created by individual
- Easily add additional sessions
- Billable vs non billable
- Recurring sessions
- Notes pushable to projects + invoices

roster style – corporate

- Administration
- Training

Roster template

- One per type
- No clients
- Standard staff included

Roster

- Easily add additional sessions/flexible

workflow

- Roster template
- Apply to roster
  - Add roster managers
  - Choose start date
  - Adjust roster
- Publish
- Check in check out (staff)
- Timesheets approval
- Invoice generation
- Reports/API sync

FAQs

- How do I cancel a shift?
- How do I see all rosters on one page?
- How do I know which staff I can roster?
- How do I know how many hours a staff member has done?
- Why are there red warnings ?
- Where can I see the notes from the check out?
- How do I deal with billing transport?
- Do staff get notified of shift updates?

next steps

- Review PocketWatch settings
- Update staff PocketWatch settings
- Create trial roster templates for your trial clients/staff

NB: Templates should capture at least a full week of standard shifts

- Create rosters + roster templates for your trial clients + teams
- Ensure GENIUS is set up – Engagements are correct, line-items in schedules of support match service agreements + comes through to roster templates
- Organise myTraining for trial staff
- Prepare any questions for tailored training or Q + A sessions

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