

RN/LPN- LOGIN & DOCUMENTATION INSTRUCTIONS

Go to aloraplus.com

- Enter username and password

ALORAPlus

Sign In

Username 
The User name field is required.

Password 
The Password field is required.

Show Text

Login

[Forgot your Password?](#)

Refer an Agency
...and get up to \$2,500!

(Landing page- dashboard)

- Locate the current visit date- click blue **Add Doc** button

The screenshot shows the ALORAPlus dashboard interface. On the left is a navigation menu with options like Home, Dashboard, Patient, COVID-19 Screening, Scheduling, Clinical, AloraMail, QA Center, Setup, CareConnect/EVV, Tools, and Help. The main content area has a top bar with 'Announcements' and 'Live Training' buttons. Below this is a yellow notification banner: 'Your COVID-19 Employee screening has not been completed today. Most Recent Screening : Not r'. The 'Visits' section is active, displaying a table of visits for the date 7/2/2021. The table has columns for Patient, PAN, Date, Time, and Home Phone. The third row shows a visit for COLE MANNIKEN at 8:00 AM - 4:00 PM, with a blue 'Add Doc' button next to it. A yellow arrow points to this button. The table also shows two previous visits for the same patient at 1:30 PM - 2:15 PM and 12:45 PM - 12:45 PM. The interface includes search filters, a search box, and pagination controls at the bottom of the table.

Patient	PAN	Date	Time	Home Phone
COLE MANNIKEN	1	07/02/2021	1:30 PM - 2:15 PM	(727) 286-8916
COLE MANNIKEN	1	07/02/2021	12:45 PM - 12:45 PM	(727) 286-8916
COLE MANNIKEN	1	07/02/2021	8:00 AM - 4:00 PM	(727) 286-8916

- Click **“Start CareConnect”**- from dropdown

The screenshot shows the ALORAPlus interface. On the left is a navigation menu with options like Collapse, Home, Dashboard, Patient, COVID-19 Screening, Scheduling, Clinical, AloraMail, QA Center, Setup, CareConnect/EVV, Tools, and Help. The main content area has tabs for Announcements and Live Training. A yellow banner at the top right contains a warning: "Your COVID-19 Employee screening has not been completed today. Click here to complete screening. Most Recent Screening : Not recorded". Below this is the "Visits" section, which includes a search bar, date range filters (From: 7/2/2021, To: 7/2/2021), and a table of visits. The table has columns for Patient, PAN, Date, Time, and Home Phone. Three visits are listed for COLE MANNIKEN on 07/02/2021. A dropdown menu is open over the third visit, showing options: "COVID-19 Screening", "Skilled Nursing Visit Note", and "Start CareConnect". A yellow arrow points to the "Start CareConnect" option. Below the table is an "Open Admission" button and pagination controls showing "Showing 1 to 3 of 3 entries".

- Click green **Start Visit** button

(This clocks you in and tracks your login
GPS coordinates for Medicaid- REQUIRED)

CareConnect

MANNIKEN, COLE

PAN 1

Admit Date 04/29/2021

COVID-19 Patient Screening has not been completed today.
Most Recent Screening : None - Risk Level : N/A

Go to Screening

Start Visit

Patient Signature

Add Signature Sign

Caregiver Signature

Add Signature Sign

- Once the Start Visit is clicked- it will change to blue and say **Visit Started**

CareConnect

MANNIKEN, COLE

PAN 1

Admit Date 04/29/2021

COVID-19 Patient Screening has not been completed today.
Most Recent Screening : None - Risk Level : N/A

[Go to Screening](#)

Visit Started

See 'Start' GPS Coordinates

Patient Signature

[Add Signature](#) Signed Date

Caregiver Signature

- Scroll down then click **SN Visit Note** to start your documentation

Most Recent Screening : None - Risk Level : N/A

Vis

See 'Start' GPS Coordinates

Patient Signature

Add Signature

Caregiver Signature

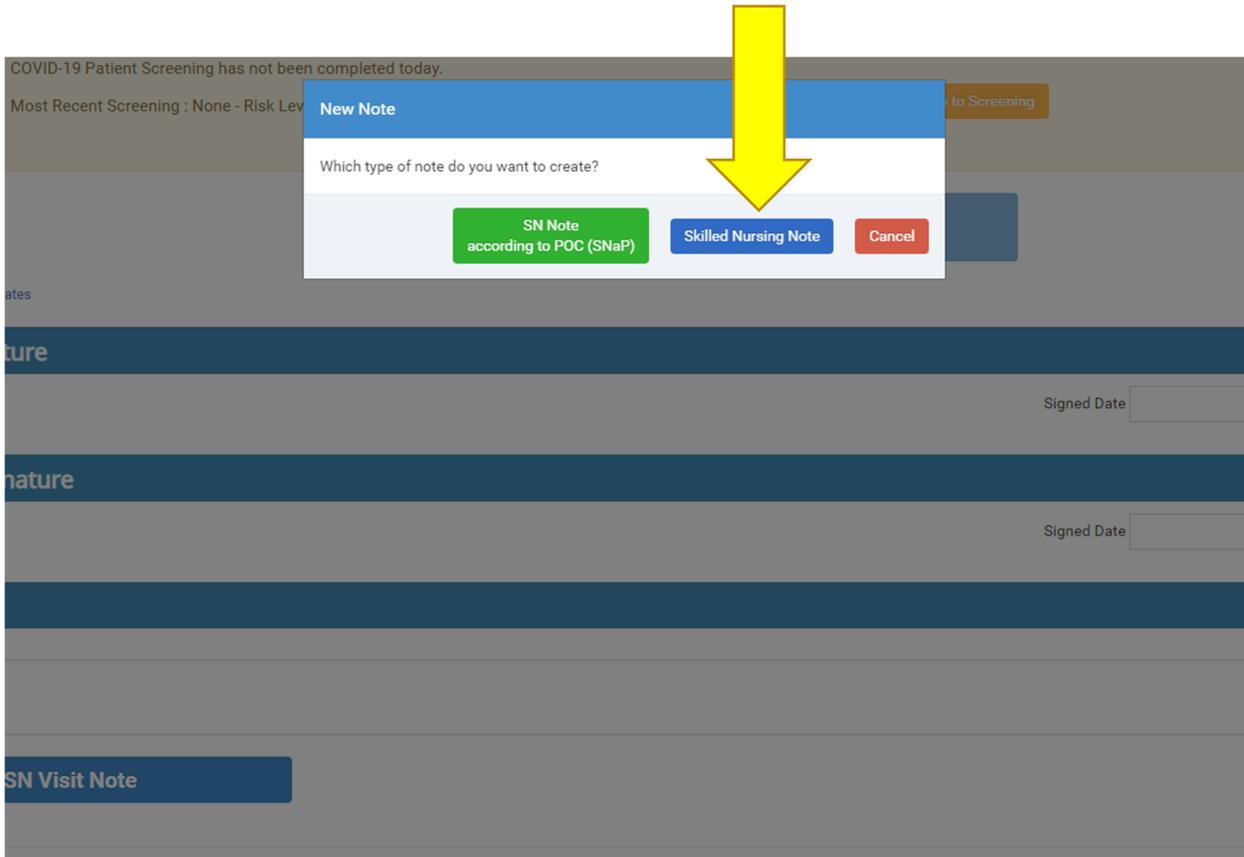
Add Signature

Comments

SN Visit Note

E

- Type of note- click blue **Skilled Nurse Note** button



- Type of visit- check box next to “Skilled Nursing”

Skilled Nursing Visit Note » Vital Signs

Vital Signs	Cardio & Pulm.	Neuro & Gastro	Genito & Endo.	Skin & Wound	Medication	Interv & Inst.	Plan	QA	Signature
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MANNIKEN, COLE

PAN	1
Admit Date	04/29/2021
Date of Birth	01/01/1995

Visit Information

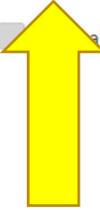
Nurse

Start Time

Type of Visit

Skilled Nursing SN and Supervisory Supervisory Discharge Other

Health Visit



- Shift note- check box next to “Has Intake/Output Orders” (I & O is required to be recorded/documentated for each shift)

Type of Visit

Skilled Nursing SN and Supervisory Supervisory Discharge Other

Telehealth Visit

Shift Note

Has Additional Vital Checks Has Intake/Output Orders Has Additional Treatment Orders

Homebound Reason

Requires assistance for most ADL

Unsafe to leave home unassisted

Medical restrictions

Taxing effort to leave home

Dependent upon supportive device(s)

SOB on exertion



- Complete Homebound Reason section
- Complete Vital Signs section (if a vital sign is not taken ie: blood pressure- document the reason Why it was not taken in the NOTES section)

Homebound Reason

Requires assistance for most to all ADL
 Medical restrictions
 Dependent upon supportive device(s)

Unsafe to leave home unassisted
 Taxing effort to leave home
 SOB on exertion

Patient is Bedridden
 Other

Comments

Vital Signs

Temperature <input style="width: 100%;" type="text"/> <input type="checkbox"/> Oral <input type="checkbox"/> Axillary <input type="checkbox"/> Rectal <input type="checkbox"/> Tympanic	Blood Pressure <small>RIGHT</small> <input style="width: 100%;" type="text"/> <small>LEFT</small> <input style="width: 100%;" type="text"/> <input type="checkbox"/> Lying <input type="checkbox"/> Standing <input type="checkbox"/> Sitti
Pulse <input style="width: 100%;" type="text"/> <input type="checkbox"/> Radial <input type="checkbox"/> Apical <input type="checkbox"/> Brachial <input type="checkbox"/> Regular <input type="checkbox"/> Irregular	Weight <input style="width: 100%;" type="text"/> <input type="checkbox"/> Patient Denies Pain
Respirations <input style="width: 100%;" type="text"/> <input type="checkbox"/> Regular <input type="checkbox"/> Irregular	Pain Location <input style="width: 100%;" type="text"/>
Notes <input style="width: 100%;" type="text"/>	Pain Intensity <input style="width: 100%;" type="text"/> (0 to 10)
<small>Phrase</small> <input style="width: 100%;" type="text"/> <small>Add to Phrase List</small>	Pain Duration <input style="width: 100%;" type="text"/>

- Click on the different body system tabs along the top of the screen and fill out what is applicable to the patient

The screenshot displays the ALORAPlus interface for a Skilled Nursing Visit Note. At the top, the ALORAPlus logo is visible. Below it, the page title is "Skilled Nursing Visit Note" with a breadcrumb link "> Vital Signs". A horizontal navigation bar contains several tabs: "Vital Signs", "Intake/Output Orders", "Cardio & Pulm.", "Neuro & Gastro", "Genito & Endo.", "Skin & Wound", "Medication", "Interv & Inst.", "Plan", "QA", and "Signature". The "Vital Signs" tab is currently selected. Below the tabs, the patient's name "MANNIKER, COLE" is displayed. Underneath the name, there is a table with patient information:

PAN	
Admit Date	29/2021
Date of Birth	01/1995

Seven yellow arrows point upwards from the bottom of the screen to the "Vital Signs", "Cardio & Pulm.", "Neuro & Gastro", "Genito & Endo.", "Skin & Wound", "Medication", and "Interv & Inst." tabs, indicating that these tabs should be clicked to fill out applicable information for the patient.

- To document q2 hour narrative- click on the “Plan” tab- scroll to the bottom- document in the general notes tab

ALORAPlus

Skilled Nursing Visit Note » Vital Signs

Vital Signs Intake/Output Orders Cardio & Pulm. Neuro & Gastro Genito & Endo. Skin & Wound Medication Interv & Inst. **Plan** QA Signature

MANNIKEN, COLE

PAN	1
Admit Date	04/29/2021
Date of Birth	01/01/1995

Tasks Observed Next Supervis

General Notes

Phrase Lookup

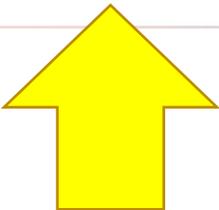




- PLEASE NOTE- The system will auto save once you click on another tab to document or click save and close at the bottom of page.
- The system will automatically log you out after 30 minutes of inactivity- please be sure to save (click purple **Next Tab >** button) after each entry or after narrative/boxes are complete

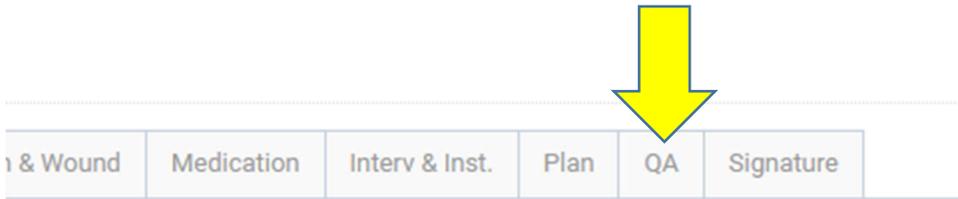
Supervisory Visit Date

[< Previous Tab](#) [Next Tab >](#) [Save & P](#)



At the end of the shift, you must obtain the parent signature

- First- Click on QA tab



- Under QA Status:
 - ✓ check “In Use” if you still need to complete the documentation
 - ✓ Check “Completed” if the documentation is completed

Admit Date	04/29/2021
Date of Birth	01/01/1995

QA Status

In Use Completed

Reviewed By:

Add QA Note

- Click on purple **Next Tab >** button at bottom of the page to advance to the Signature section

QA Status

In Use Completed Return for Correction Approved

Reviewed By: _____ Reviewed Date: _____

Add QA Note

QA Notes

[< Previous Tab](#) [Next Tab >](#) [Save &](#)



- Click green **CareConnect** button

Skilled Nursing Visit Note » Signature

Vital Signs	Cardio & Pulm.	Neuro & Gastro	Genito & Endo.	Skin & Wound	Medication	Interv & Inst.	Plan	QA	Signature
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MANNIKEN, COLE

PAN	1
Admit Date	04/29/2021
Date of Birth	01/01/1995

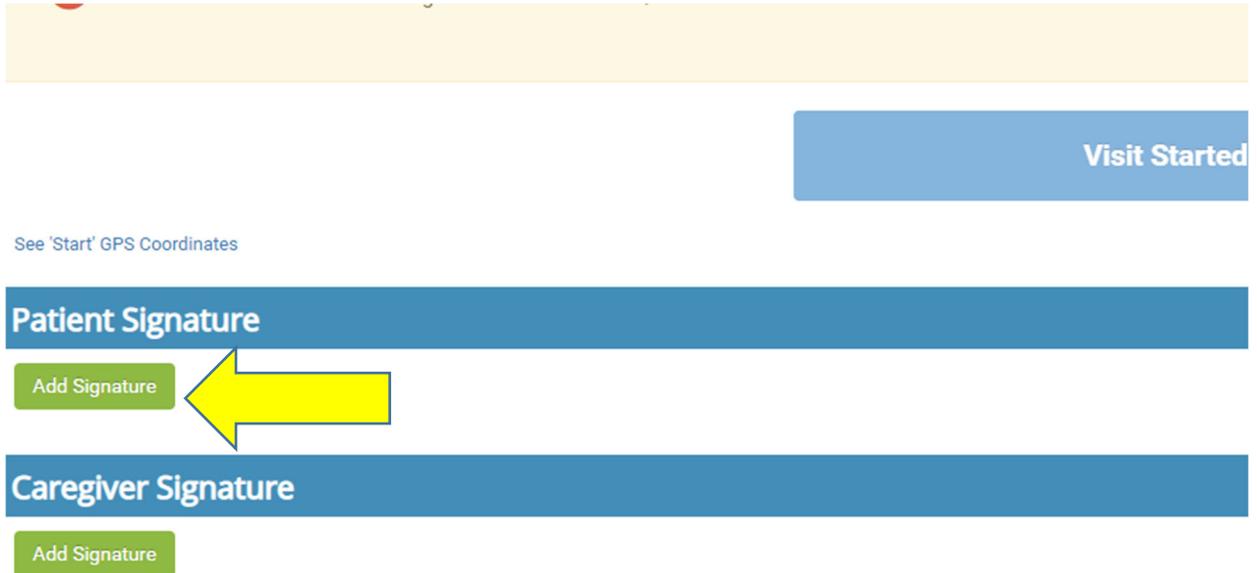
Signatures

Signatures must be captured using CareConnect and will be applied to this Clinical Note.
Go to CareConnect to view or apply a signature.

[CareConnect](#)



- Click green **Add Signature** under Patient Signature section



- Have parent or relieving nurse (if PCG unavailable) sign the document- click green **Save Changes** button

The screenshot displays a 'Sign Document' window. At the top, there is a blue header with the text 'Sign Document'. Below this, the section 'Signature Type' is visible, with a radio button selected for 'Actual Signature (with touchscreen or mouse)'. Underneath, the 'Actual Signature' section contains a large, empty rectangular box for signing. A yellow arrow points from the left edge of the screen into this box. Below the box, there is a 'Clear' button. At the bottom right of the window, there are two buttons: a green 'Save Changes' button and a red 'Cancel' button. A second yellow arrow points down towards the 'Save Changes' button. The background of the window is light gray, and the overall interface has a clean, professional look.

(Signature will appear under the Patient Signature Section)

- Click the green **End Visit** button to clock out of shift

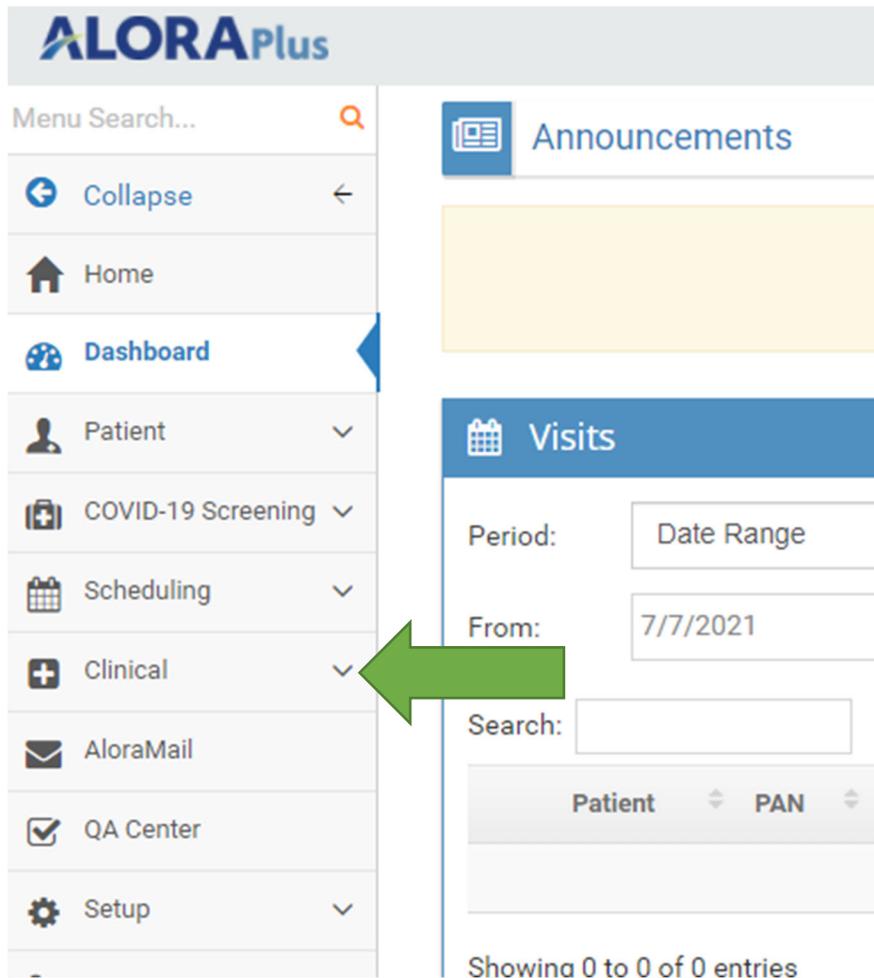
The screenshot shows the 'Patient Signature' section of a medical software interface. It features a blue header bar with the text 'Patient Signature'. Below the header, there is a green 'Add Signature' button on the left and a 'Signed Date' field on the right containing the text '07/07/2021 01:51 PM'. A handwritten signature is visible in the center, with a yellow arrow pointing to it from the right. Below the signature section is the 'Caregiver Signature' section, which has a blue header bar and a green 'Add Signature' button on the left, and a 'Signed Date' field on the right. Below the caregiver signature section is the 'Comments' section, which has a blue header bar and a large yellow arrow pointing downwards towards the 'End Visit' button. The 'End Visit' button is a green rectangular button located at the bottom of the page. To the left of the 'End Visit' button is a blue button labeled 'SN Visit Note'.

- You may get a pop up for caregiver signature: “Caregiver signature is missing. Would you like to go back and sign the document?”- Click the orange **Save** button

The screenshot shows a pop-up dialog box titled 'Caregiver signature'. The dialog box has a blue header bar with the text 'Caregiver signature'. Below the header, there is a text area containing the message 'Caregiver signature is missing. Would you like to go back and sign the document?'. At the bottom right of the dialog box, there are two buttons: a blue 'Go back' button and an orange 'Save' button. A large yellow arrow points down towards the 'Save' button.

To Complete Documentation for Skilled Visit Note

- Click “Clinical” tab (on left side of screen)



The screenshot displays the ALORAPlus web application interface. On the left is a vertical sidebar menu with the following items: 'Collapse', 'Home', 'Dashboard', 'Patient', 'COVID-19 Screening', 'Scheduling', 'Clinical', 'AloraMail', 'QA Center', and 'Setup'. The 'Clinical' item is highlighted with a blue arrow pointing to it from the right. The main content area on the right is titled 'Announcements' and 'Visits'. The 'Visits' section includes a 'Period:' field with a 'Date Range' dropdown, a 'From:' field with the date '7/7/2021', a 'Search:' input field, and two dropdown menus labeled 'Patient' and 'PAN'. Below these fields, it states 'Showing 0 to 0 of 0 entries'.

- Click “Skilled Nursing Visit Notes”

The image shows a software interface with a navigation menu on the left and a 'Visits' panel on the right. The navigation menu includes the following items:

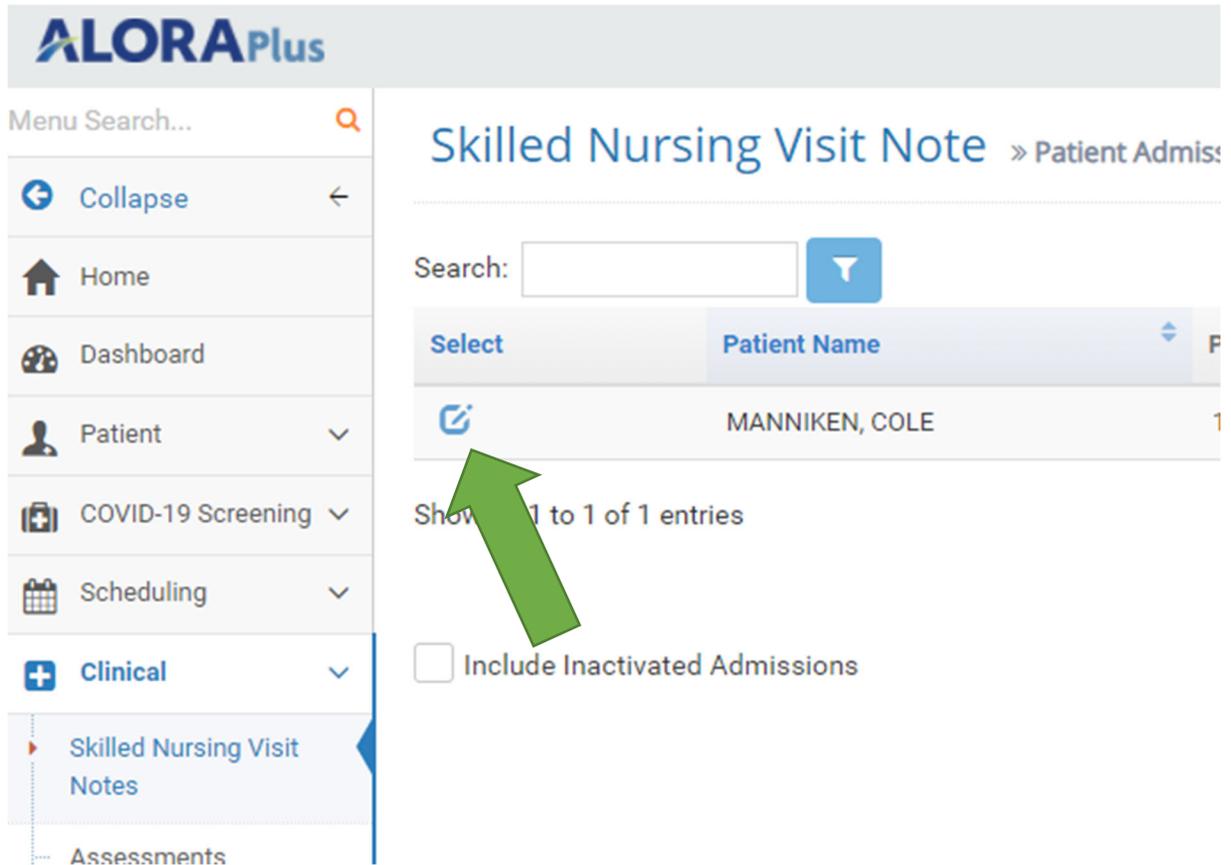
- Patient
- COVID-19 Screening
- Scheduling
- Clinical
- Skilled Nursing Visit Notes
- Assessments (OASIS/NON-OASIS)
- 485 - Certification and Plan of Care

The 'Visits' panel on the right contains the following elements:

- Header: Visits
- Period: Date Range
- From: 7/7/2021
- Search: [input field]
- Patient: [dropdown menu]
- Showing 0 to 0 of 0 entries

A green arrow points from the 'Skilled Nursing Visit Notes' option in the navigation menu to the 'Visits' panel.

- Click blue  icon next to patient's name



The screenshot shows the ALORAPlus interface. On the left is a navigation menu with options like 'Collapse', 'Home', 'Dashboard', 'Patient', 'COVID-19 Screening', 'Scheduling', 'Clinical', 'Skilled Nursing Visit Notes', and 'Assessments'. The main content area is titled 'Skilled Nursing Visit Note' and includes a search bar and a table. The table has columns for 'Select' and 'Patient Name'. A single entry is visible for 'MANNIKEN, COLE' with a blue edit icon to its left. A green arrow points to this icon. Below the table, there is a checkbox labeled 'Include Inactivated Admissions'.

Select	Patient Name
	MANNIKEN, COLE

- Click the green  icon next to the visit date you want to complete

Skilled Nursing Visit Note » Summary

MANNIKEN, COLE

Search:

Action	Visit Date	Caregiver	Status
      	07/02/2021	EMPLOYEE, MOCK	Completed
      	07/02/2021	EMPLOYEE, MOCK	In Use

Show 2 of 2 entries



- The note will open and allow you to complete the documentation

ALORAPlus

Menu Search...

Skilled Nursing Visit Note » Vital Signs

MANNIKEN, COLE

PAN 1
Admit Date 04/29/2021
Date of Birth 01/01/1995

Visit Information

Nurse Scheduled Visit

Start Time End Time

Type of Visit

Skilled Nursing SN and Supervisory Supervisory Discharge Other



- Once the documentation is completed- Click the QA tab

Skilled Nursing Visit Note » Vital Signs

Vital Signs	Cardio & Pulm.	Neuro & Gastro	Genito & Endo.	Skin & Wound	Medication	Interv & Inst.	Plan	QA	Signature
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MANNIKEN, COLE

PAN	1
Admit Date	04/29/2021
Date of Birth	01/01/1995



- Change QA Stats from “In Use” to “Completed”

Skilled Nursing Visit Note » QA

Vital Signs	Cardio & Pulm.	Neuro & Gastro	Genito & Endo.	Skin & Wound	Medication	Interv & Inst.	Plan	QA	Signature
-------------	----------------	----------------	----------------	--------------	------------	----------------	------	----	-----------

MANNIKEN, COLE

PAN	1
Admit Date	04/29/2021
Date of Birth	01/01/1995

QA Status

In Use Completed Ret



- Click blue **Save & Close** Button

QA Status

In Use Completed

Return for Correction Approved

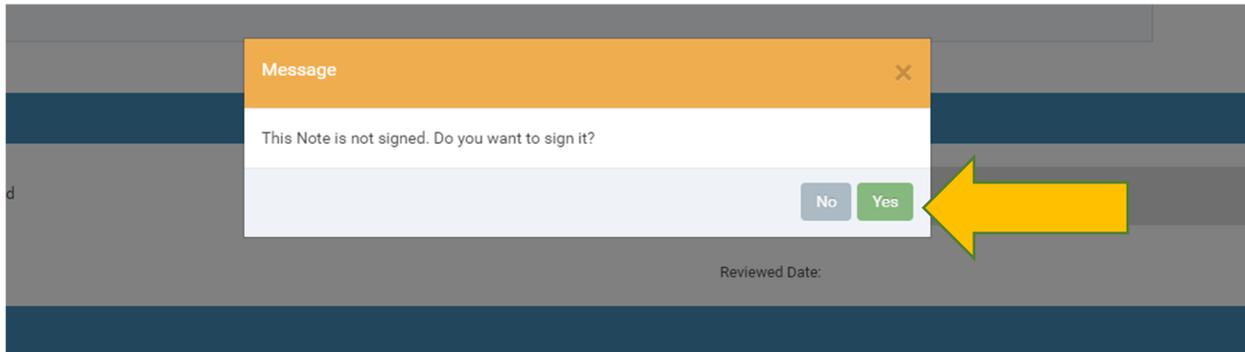
Reviewed By: _____ Reviewed Date: _____

Add QA Note

QA Notes



- If you have not signed the note a message will appear: This Note is not signed. Do you want to sign it? Click the green **Yes** Button



- Under Nurse Signature- click the green **Add Signature** button

Skilled Nursing Visit Note > Signature

Vital Signs	Cardio & Pulm.	Neuro & Gastro	Genito & Endo.	Skin & Wound	Medication	Interv & Inst.	Plan	QA	Signature
-------------	----------------	----------------	----------------	--------------	------------	----------------	------	----	------------------

MANNIKEN, COLE

PAN	1
Admit Date	04/29/2021
Date of Birth	01/01/1995

Patient Signature

Signed Date
[See GPS Coordinates](#)



Nurse Signature

Signed Date



- You may choose either **Digital Signature** or **Actual Signature** (Note: if you use Actual Signature be sure to add your title- LPN or RN after your name)
- Click green **Save Changes** button

Sign Document

Signature Type

Digital Signature Actual Signature (with touchscreen or mouse)

By checking this box I, MOCK EMPLOYEE, LPN, digitally sign this document. I also affirm this document was prepared by me and the information is true and correct to the best of my knowledge.

Save Changes Cancel

Sign Document

Signature Type

Digital Signature Actual Signature (with touchscreen or mouse)

Sign above

Clear

Save Changes Cancel

- Click blue **Save & Close** Button

MANNIKEN, COLE

PAN	1
Admit Date	04/29/2021
Date of Birth	01/01/1995

Patient Signature

Add Signature Signed Date: 07/07/2021 12:18 PM
See GPS Coordinates

Manniken

Nurse Signature

Add Signature Signed Date: 07/07/2021 12:39 PM

I, MOCK EMPLOYEE, LPN, digitally sign this document.

[Previous Tab](#) [Save & Print](#) [Save & Close](#) [Cancel](#)



- The status will change from 'In Use' to 'Completed'

Skilled Nursing Visit Note > Summary

MANNIKEN, COLE

Search:

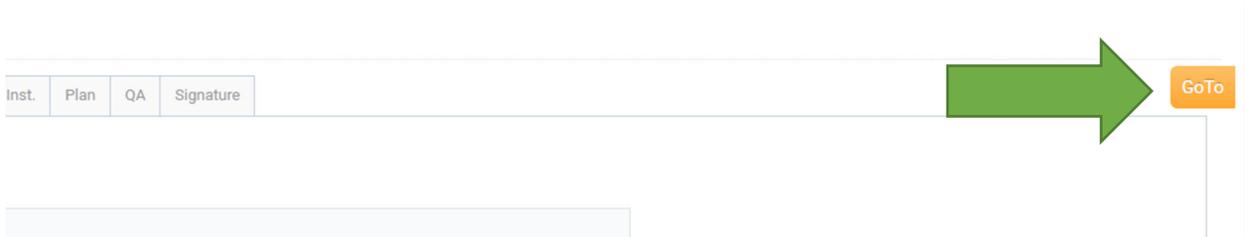
Action	Visit Date	Caregiver	Status	Nurse Signed
     	07/02/2021	EMPLOYEE, MOCK	Completed	Yes
     	07/02/2021	EMPLOYEE, MOCK	Completed	Yes

Showing 1 to 2 of 2 entries

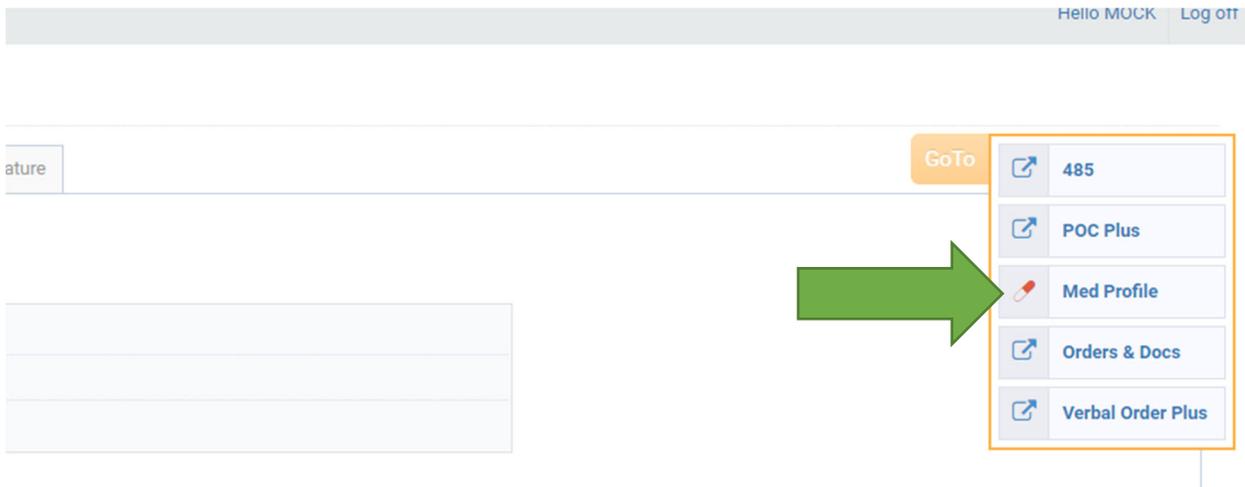


To Access the MAR/ Med Profile:

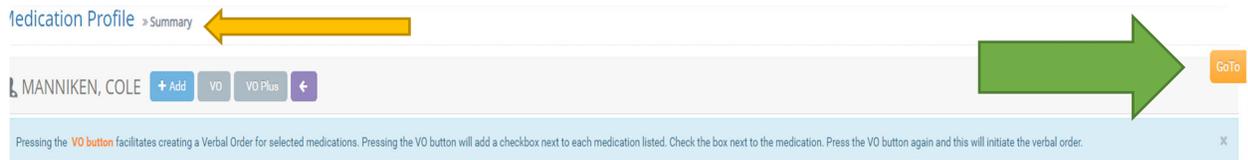
- Click the orange **GoTo** button on right side of screen



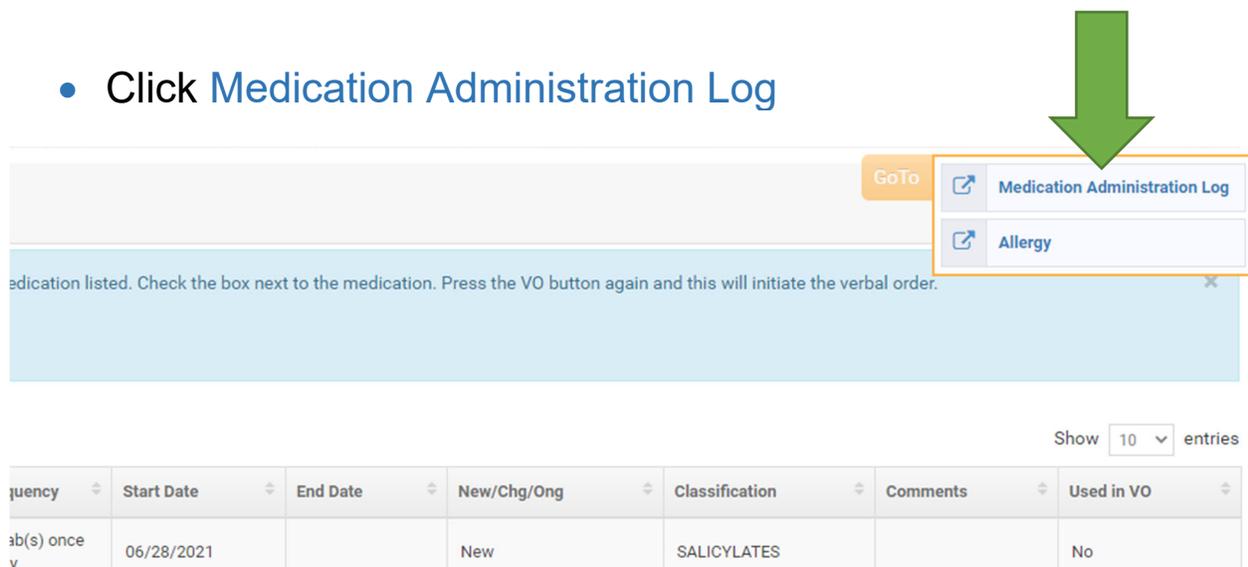
- Click **Med Profile**



- A new page will open ([Medication Profile](#))
- Again, Click the orange **GoTo** button on right side of screen



- Click [Medication Administration Log](#)



- To document for the administered med- click the **blue med bottle** icon next to the medication name

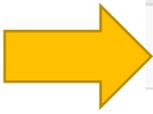
MANNIKEN, COLE + Add Unscheduled Administer Multiple Show Interactions Print M

Allergies: Ciprofloxacin, Vancomycin, strawberries

Select Date

Search: Y

Select	Schedule	Medication/Dose/Route	Time Ad
 	07/02/2021 10:00 AM	NexIUM 24HR Oral Tablet Delayed Release 20 MG / 1 Tab(s)1 daily / Gtube	
 	07/02/2021 10:00 AM	Aspirin 81 Oral Tablet Chewable 81 MG / 1 Tab(s) once daily / GT	
 	PRN	Claritin Oral Capsule 10 MG / 1 Cap(s) PRN- once daily / GT	



- A new box will appear- confirm the date and time administered (change time if needed) and click the green **Administer Medication** button

Administer Medications

The following Medications will be administered.

- NexlUM 24HR Oral Tablet Delayed Release 20 MG / 1 Tab(s)1 daily / Gtube

Date: 07/02/2021

Time Administered: 3:12 PM

Not Administered

Notes

Administer Medication Close

- If the medication is not administered follow the same steps and check the “Not Administered” box- in the NOTES section- document WHY the med was NOT administered-
- IE: Not available; Held per PCG request; Held per MD parameters, etc.
- Click green **Administer Medication** button

- Depending whether the medication was administered or not the box will turn green or orange and your credentials will appear

Schedule	Medication/Dose/Route	Time Administered	Administered By	Notes
07/02/2021 10:00 AM	NexIUM 24HR Oral Tablet Delayed Release 20 MG / 1 Tab(s)1 daily / Gtube	3:14 PM	EMPLOYEE MOCK	
07/02/2021 10:00 AM	Aspirin 81 Oral Tablet Chewable 81 MG / 1 Tab(s) once daily / GT	Not Administered	EMPLOYEE MOCK	medication not available
PRN	Claritin Oral Capsule 10 MG / 1 Cap(s) PRN- once daily / GT			Administer once daily, prn, for allerg

To Document PRN Medication Effectiveness

- 30-60 minutes after a PRN medication has been administered- you MUST document the medication effectiveness
- Click the  icon of the PRN medication that was administered

Medication Administration » Summary

MANNIKEN, COLE [+ Add Unscheduled](#) [Administer Multiple](#) [Show Interactions](#) [Print MAR Log](#)

Allergies: Ciprofloxacin, Vancomycin, strawberries

Select Date:

Search:

Select	Schedule	Medication/Dose/Route	Time Administered	Administered By
  	PRN	Claritin Oral Capsule 10 MG / 1 Cap(s) PRN- once daily / GT	12:00 PM	EMPLOYEE MOCK
 	07/16/2021 10:00 AM	NexIUM 24HR Oral Tablet Delayed Release 20 MG / 1 Tab(s)1 daily / Gtube		
 	PRN	Claritin Oral Capsule 10 MG / 1 Cap(s) PRN- once daily / GT		
 	PRN	Tylenol Childrens Plus Cld/Cgh Oral Suspension 5-2.5-160 MG/5ML / 5 ml prn- 1X DAILY / GTUBE		



- In the NOTE section- Document the time and effectiveness of the medication

The screenshot shows a window titled "Administer Medications" with a blue header and a close button (X) in the top right corner. The main content area contains the text "The following Medications will be administered." followed by a bulleted list: "• Claritin Oral Capsule 10 MG / 1 Cap(s) PRN- once daily / GT". Below this, there are two input fields: "Date" with the value "07/16/2021" and "Time Administered" with the value "12:00 PM". To the right of these fields is a checkbox labeled "Not Administered" which is currently unchecked. Below the input fields is a large text area labeled "Notes" with a light green border. A yellow arrow points from the left side of the screen into the "Notes" field. At the bottom right of the form, there are two buttons: a green "Edit Administered" button and a red "Close" button.

- Click the green Edit Administered button when done

This screenshot shows the same "Administer Medications" form as above, but with the "Notes" field now containing the text "1230- Medication effective- Patient no longer displaying allergy symptoms." A yellow arrow points from the bottom right of the screen towards the green "Edit Administered" button. The "Date" field still shows "07/16/2021" and the "Time Administered" field shows "12:00 PM". The "Not Administered" checkbox remains unchecked. The "Edit Administered" button is green and the "Close" button is red.

- The MAR will show the effective note as entered.

Medication Administration » Summary

MANNIKEN, COLE [+ Add Unscheduled](#) [✕ Administer Multiple](#) [⚡ Show Interactions](#) [🖨 Print MAR Log](#)

Allergies: Ciprofloxacin, Vancomycin, strawberries

Select Date: 07/16/2021

Search:

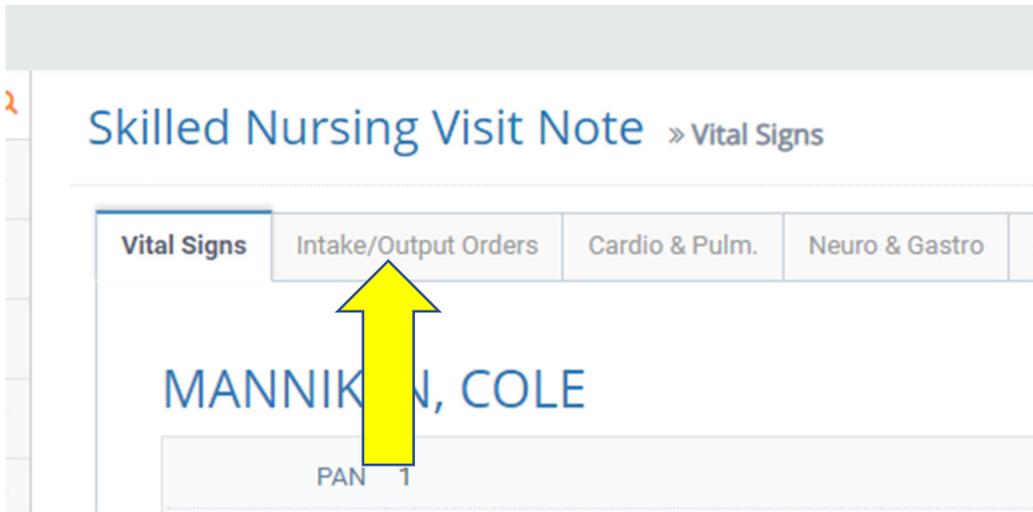
Select	Schedule	Medication/Dose/Route	Time Administered	Administered By	Notes
  	PRN	Claritin Oral Capsule 10 MG / 1 Cap(s) PRN- once daily / GT	12:00 PM	EMPLOYEE MOCK	1230- Medication effective- Patient no longer displaying allergy symptoms.
  	07/16/2021 10:00 AM	NexiUM 24HR Oral Tablet Delayed Release 20 MG / 1 Tablet daily / qd			



ui

How to Complete Intake/Output Orders in Alora SN Visit Note

- Click on 'Intake/Output Orders' tab



- Fill in blanks for either Intake or Output Orders

Date of birth: 01/01/1995

Intake Orders

Date/Time	Oral	Feeding Tube	IV	Other	Comments	
<input type="text"/>	<input type="text"/> ml	<input type="text"/> ml	<input type="text"/> ml	<input type="text"/> ml	<input type="text"/>	<input type="button" value="+"/>
No data available in table						
	0 ml	0 ml	0 ml	0 ml		Intake Total: 0 ml

Output Orders

Date/Time	Emesis	Stool	Urine	Other	Comments	
<input type="text"/>	<input type="text"/> ml	<input type="text"/> ml	<input type="text"/> ml	<input type="text"/> ml	<input type="text"/>	<input type="button" value="+"/>
No data available in table						
	0 ml	0 ml	0 ml	0 ml		Output Total: 0 ml

- Click green  icon

DATE OF BIRTH: 01/01/1995

Intake Orders							
Date/Time	Oral	Feeding Tube	IV	Other	Comments		
07/07/2021 15:08	0 ml	75 ml	0 ml	0 ml			
No data available in table							
	0 ml	0 ml	0 ml	0 ml			Intake Total: 0 ml

- Your documentation will appear under the blanks

Intake Orders							
Date/Time	Oral	Feeding Tube	IV	Other	Comments		
							
07/07/2021 15:08	0 ml	75 ml	0 ml	0 ml			
	0 ml	75 ml	0 ml	0 ml			Intake Total: 75 ml

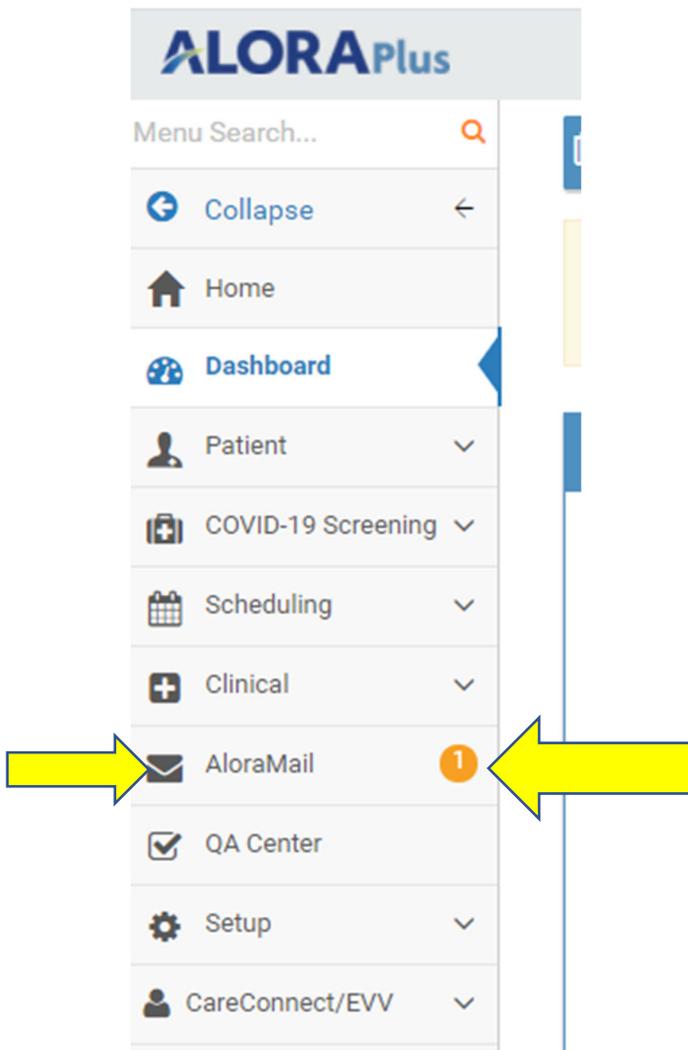
You will continue documenting hourly, as needed, throughout the shift

Note:

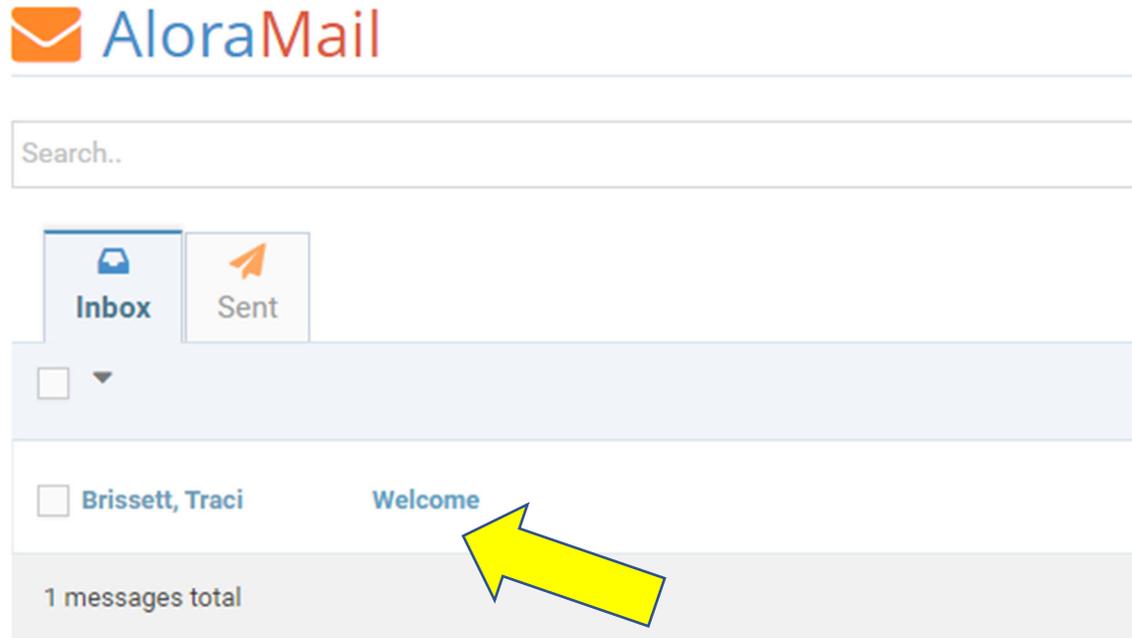
- ✓ To edit an entry click the  icon
- ✓ To delete an entry click the  icon

How to Check/Reply/Create Messages in AloraMail

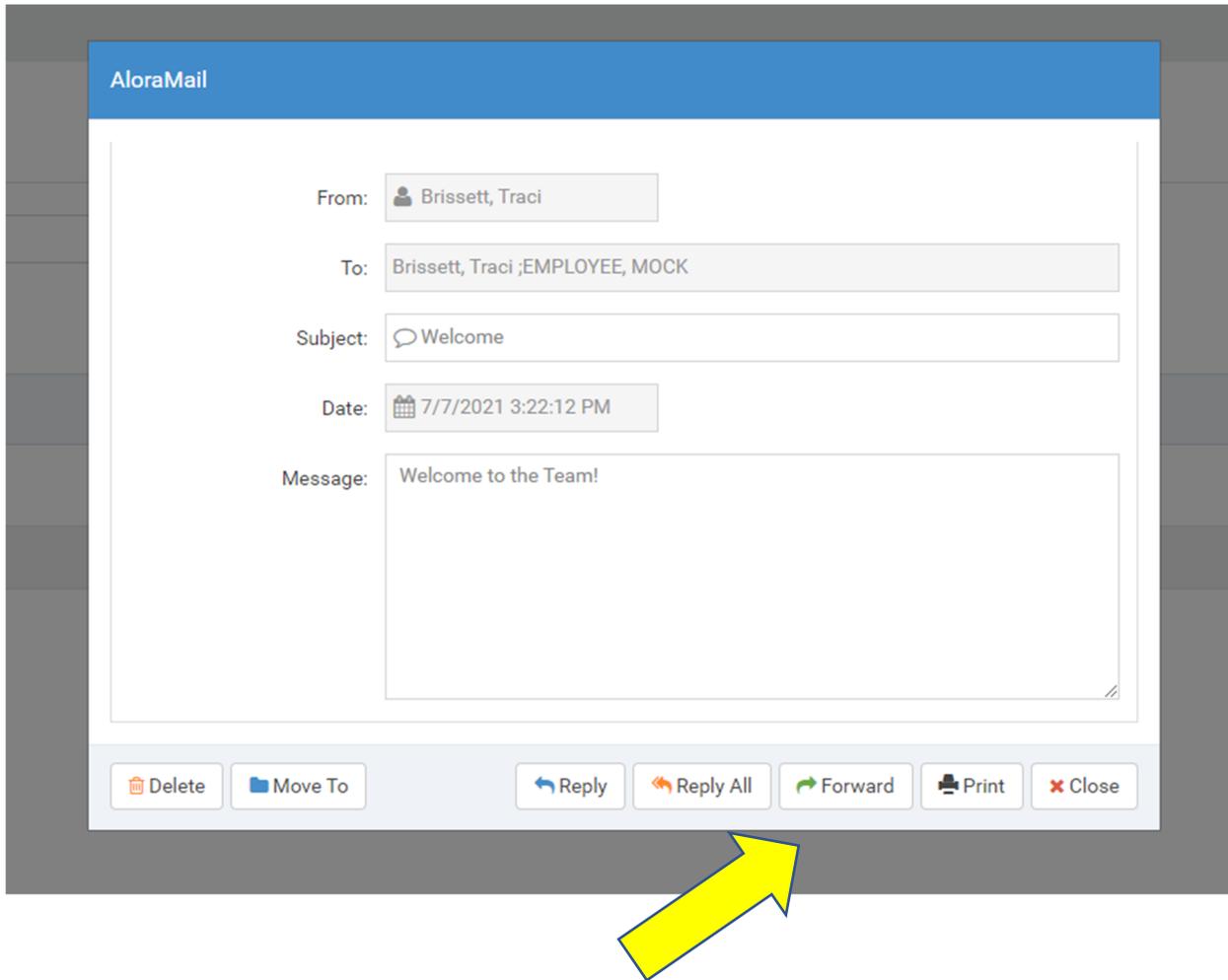
- Once you login to Alora- Click on the left side tab 'AloraMail' (if you have an unread/new message- a number in an orange circle will appear)

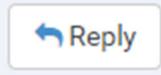


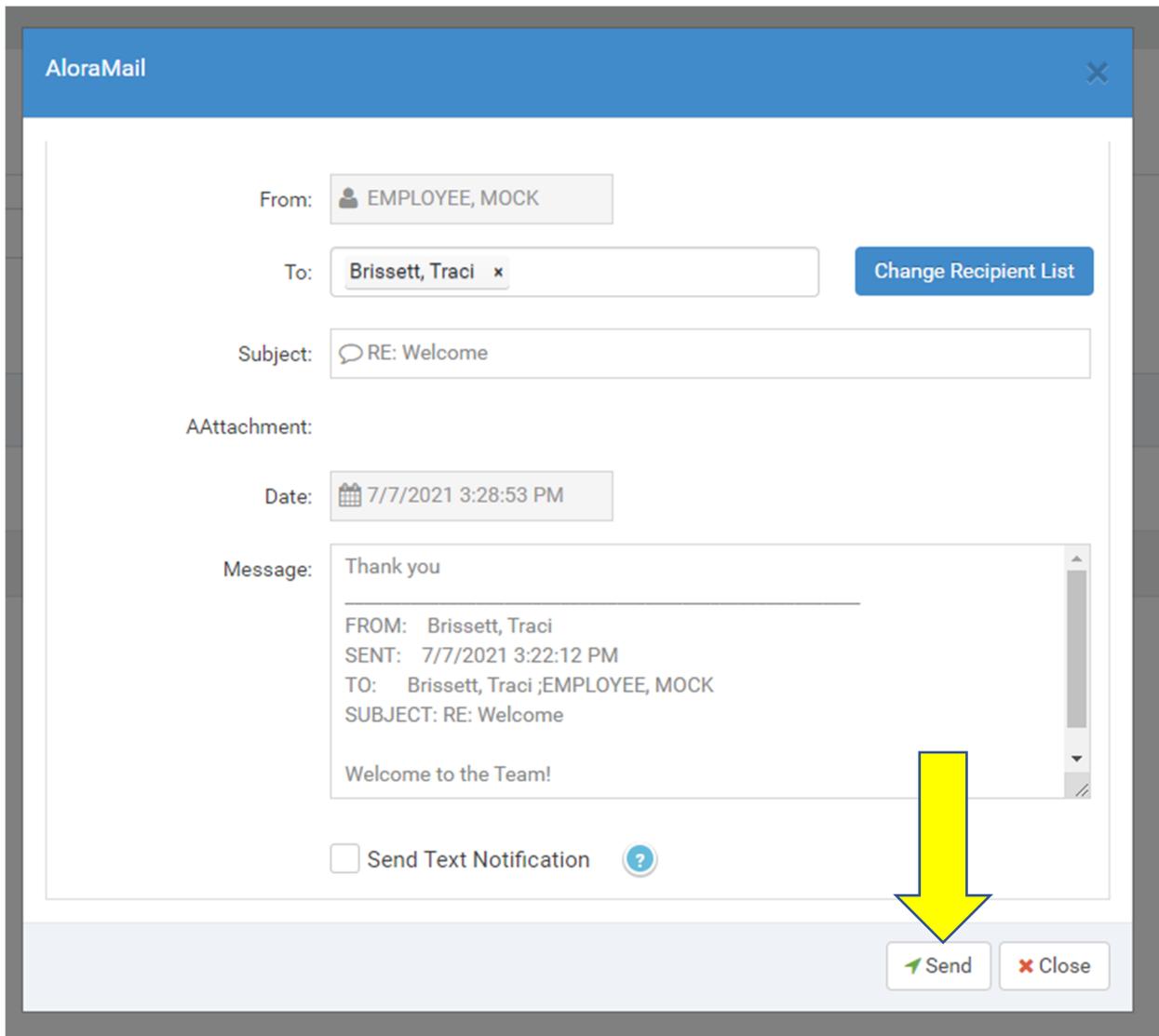
- AloraMail will open and display any new/unread messages in your inbox
- Click on the message line to open



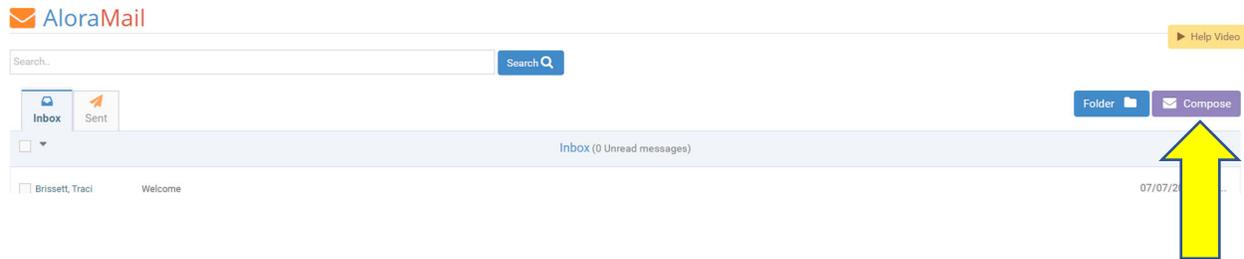
- A pop up window will appear with the message with options to reply, forward, print or delete the message



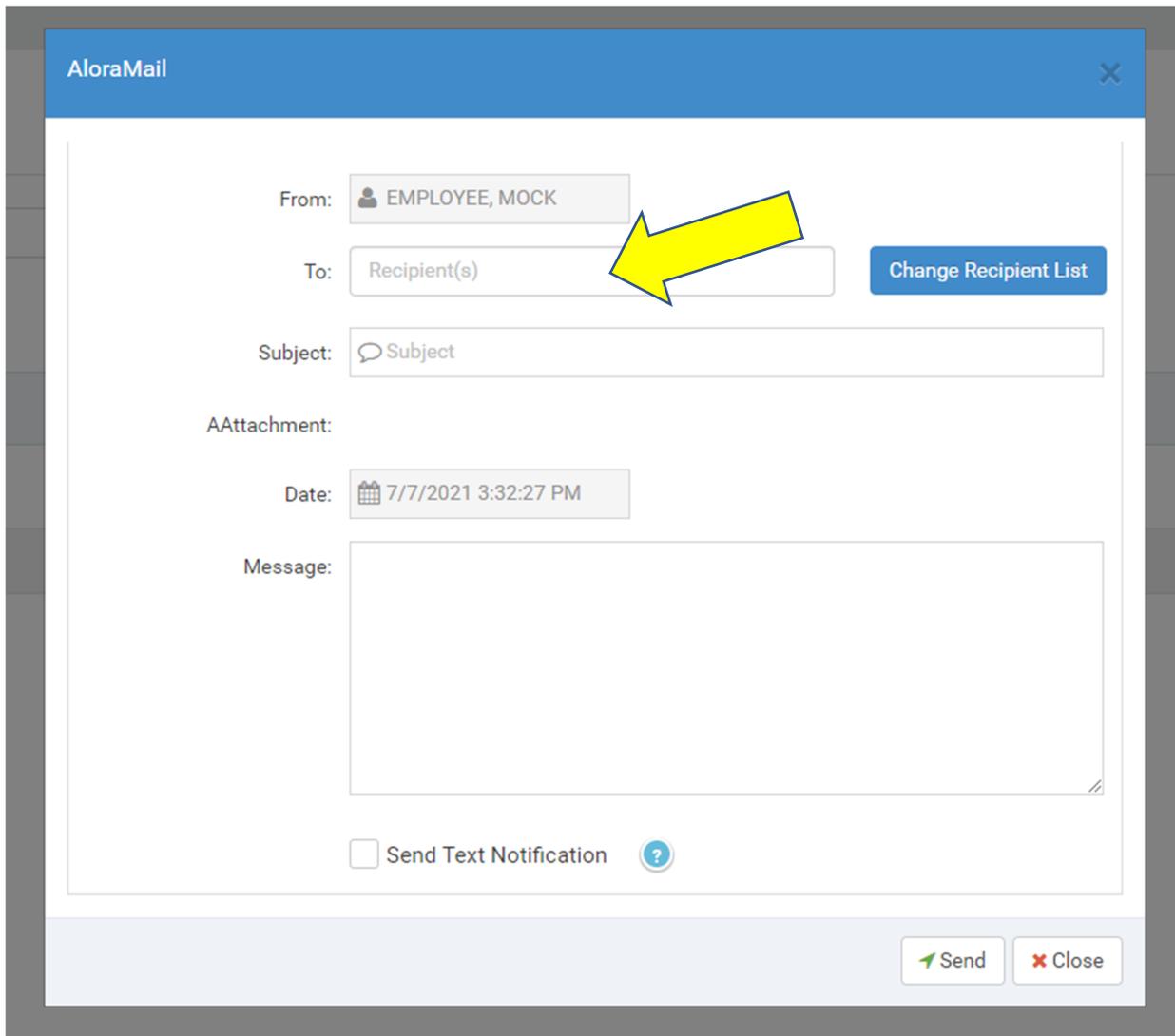
- To reply: click 
- A new window will appear and allow you to type your response- once complete click send (do not click Send Text Notification)



- To create a message click the purple **Compose** button



- A new window will appear- click on the 'To' box to click on the recipient's name





From: EMPLOYEE, MOCK

To: Recipient(s)

Change Recipient List

Subject: ASSISTANT, HR



Attachment: Brissett, Traci

Date: EMPLOYEE, MOCK

Message: FUMAROLA, CATHERINE C

Heard, Sally

HOWELL, DONALD G

KELLER, JENALYN

KIMBALL, NANCY

Send Text Notification

Send

Close

- Type the subject and message- Click send

The screenshot displays the AloraMail interface for composing a message. The window title is "AloraMail" with a close button (X) in the top right corner. The form includes the following fields and controls:

- From:** EMPLOYEE, MOCK
- To:** Brissett, Traci x Change Recipient List
- Subject:** Med Change (indicated by a yellow arrow pointing to the text)
- Attachment:** (empty)
- Date:** 7/7/2021 3:32:27 PM
- Message:** Med change for SE- order faxed (indicated by a yellow arrow pointing to the text)
- Send Text Notification ?
- Buttons:** Send (indicated by a yellow arrow pointing to the button) and Close

- To see sent messages click on Sent



- Sent message will be listed

