



# The Client Information Page

Clicking on a client's name will take you here:


- Use your Internet browser to print page. 
- Click on  for Turn by Turn driving directions.
- Use your Back Button/Arrow on your browser to return to your portal.

**Spectrum Scheduling** [Log Out](#)

Caregiver: Johnson, Carol

Client: Goodman, Jim

Street: 1417 Hill Road  
 Apt:  
 City: Geneva  
 State: IL  
 Zip: 60134  
 Phone: 958-999-9999  
 Notes: Jim likes to watch channel 71. Also be certain and feed his dog at each visit.



Dates: 10/22/2012 Through 10/28/2012

Date	Client	Arrivals		Departures		Hours	
		Schedule	Actual	Schedule	Actual	Schedule	Actual
Tue 10/23/2012	<a href="#">Goodman, Jim</a>	1:00:00 PM	--	2:00:00 PM	--	1.00	--
Wed 10/24/2012	<a href="#">Goodman, Jim</a>	1:00:00 PM	--	2:00:00 PM	--	1.00	--
<b>Totals:</b>						<b>2.00</b>	<b>0.00</b>

## Welcome to Your On Line Caregiver Portal

**FirstLight Home Care**



*Access at your fingertips*



### Special Notes about your on-line portal:

- Your schedule is subject to change so please check in often.
- Our goal is to have next week's schedule set by Wednesday at 5pm, each week.
- The importance of clocking in/out is a vital part of our business. This tool will give you access to see what we see. We are expecting you to make sure you have clocked in/out for each visit you're assigned.

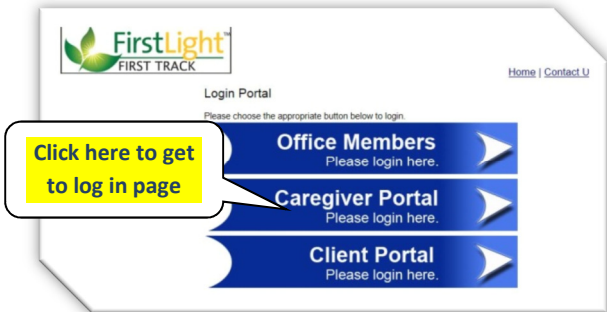
# What Your on-line Portal can do for you!

- Access your weekly schedule
- Requires you to Confirm each visit!
- Print your schedule
- See your actual Arrival & Departure Times
- View your client's information such as: address, phone #and special notes.
- Complete Driving Directions!!
- Track your hours
- 100% Accessible from your smart phones.

## Let's Get Started

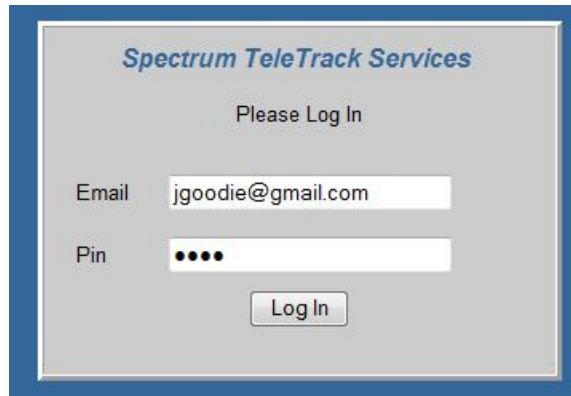
Go To the following web site:

<http://www.spectrumvoice.com/sv/login/>



## Your Log in information:

- Enter your email address/user id
- Enter Pin – (Your 4 digit ID)



## Once logged in you will have access to:

- This week and next week's schedule
- Print button to print schedule
- View schedule by Client or Date
- Clicking on a client's name will take you to their information page.
- On a Clients info page you can access the driving directions



**Adding a Note:** Allows you to enter specific notes on how your visit went.



FirstLight HomeCare

Caregiver: Downing, Jane 1050

Date	Client	Arrivals		Departures		Hours	
		Schedule	Actual	Schedule	Actual	Schedule	Actual
Mon 5/14/2012	Elsey, Martha	10:00:00 AM	--	10:00:00 AM	--	24:00	--
Mon 5/14/2012	Elsey, Martha	10:00:00 AM	--	10:00:00 AM	--	24:00	--
Tue 5/15/2012	Eger, Frank	10:00:00 AM	--	1:00:00 PM	--	3:00	--
Wed 5/16/2012	Eger, Frank	10:00:00 AM	--	1:00:00 PM	--	3:00	--
Wed 5/16/2012	Elsey, Martha	10:00:00 AM	--	10:00:00 AM	--	24:00	--
Thu 5/17/2012	Elsey, Martha	10:00:00 AM	--	10:00:00 AM	--	24:00	--
Fri 5/18/2012	Elsey, Martha	10:00:00 AM	--	10:00:00 AM	--	24:00	--
Sat 5/19/2012	Elsey, Martha	10:00:00 AM	--	10:00:00 AM	--	24:00	--
Sun 5/20/2012	Eger, Frank	10:00:00 AM	--	1:00:00 PM	--	3:00	--
Sun 5/20/2012	Elsey, Martha	10:00:00 AM	--	12:00:00 AM	--	14:00	--
<b>Totals:</b>						<b>129.00</b>	<b>0.00</b>

## A Must DO

### Confirming Your Schedule:

- Click on the  next to each visit to confirm you will be going. It will turn to a .

Caregiver: Rood, Fred 1019


PRINT View by Client

Date	Client	Arrivals		Departures		Hours	
		Schedule	Actual	Schedule	Actual	Schedule	Actual
Mon 11/26/2012	Callahan, Christopher	3:00:00 PM	--	6:00:00 PM	--	3:00	--
Tue 11/27/2012	Callahan, Christopher	3:00:00 PM	--	6:00:00 PM	--	3:00	--
Wed 11/28/2012	Callahan, Christopher	3:00:00 PM	--	6:00:00 PM	--	3:00	--
Thu 11/29/2012	Hanigan, Caroline	11:00:00 AM	--	8:00:00 PM	--	9:00	--
Fri 11/30/2012	Hanigan, Caroline	11:00:00 AM	--	8:00:00 PM	--	9:00	--
<b>Totals:</b>						<b>27.00</b>	<b>0.00</b>

### Viewing your Schedule by Client:

Sorts your visits by each client you care for. Simply click on their name.

### The print view:

- Use your internet browser to print your schedule, info, driving directions
- Usually located on top right side shaped like a printer. 
- Click on Client's name to get to their info page

TeleTrack Demo Site

Caregiver Name: Goodie, Jean 7444

Schedule Dates: 9/26/2011 Through 10/2/2011

PRINT

Date	Client	Arrivals		Departures		Hours	
		Schedule	Actual	Schedule	Actual	Schedule	Actual
Mon 9/26/2011	Bowers, Mike	1:00:00 PM	--	3:00:00 PM	--	2:00	--
Wed 9/28/2011	Bowers, Mike	1:00:00 PM	--	3:00:00 PM	--	2:00	--
Fri 9/30/2011	Goodman, Jim	10:00:00 AM	--	3:00:00 PM	--	5:00	--
Fri 9/30/2011	Bowers, Mike	6:00:00 PM	--	11:00:00 PM	--	5:00	--
<b>Totals:</b>						<b>14.00</b>	<b>0.00</b>