

Creating a Staff Portal short-cut on your Phone

Review

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11/06/202	V1.00_draft	Michaela Regan	Reformatted

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Creating a Portal Shortcut on your Mobile Home Screen

To save time you can create a Staff Portal shortcut on your home screen to quickly check CoolCare. Adding the short cut to your Home screen will quickly direct you to the Staff Portal for CoolCare and display the log in screen for your convenience.

If you have an Android device, use Chrome as your default browser option on this device.

If you are using an iPhone use the Safari as your default browser on this device.

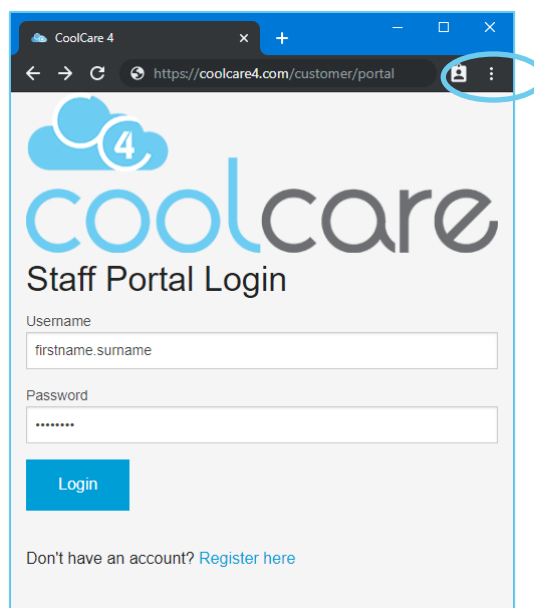
Android Phones

The guide detail below will enable you to setup a shortcut on your home screen where you have an Android device.

- Open Google Chrome on your phone
 - If you do not have it installed on your phone, you may need to download it from the Playstore
- Copy and paste or type into the bar, the web address that was issued by your care home. Here is an example of the address. The xxxx will be the name of your care home group.

coolcare4.com/xxxxx/portal

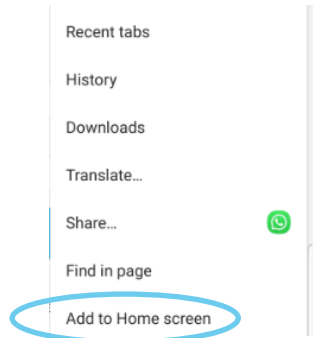
Take care to type the address exactly as shown, it is case sensitive and will not work if mistyped.



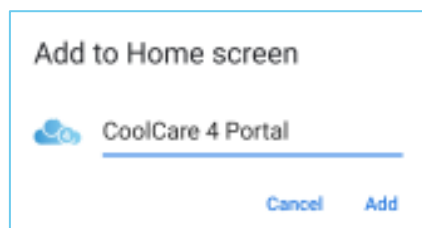
If you are already logged in to the Staff Portal, log out before continuing

- Click the three-dot button 

- Select 'Add to Home Screen' option from the drop-down menu



- Enter a Name for the shortcut, for example 'CoolCare Staff Portal'



- Click 'Add'

The shortcut will now be added to your home screen

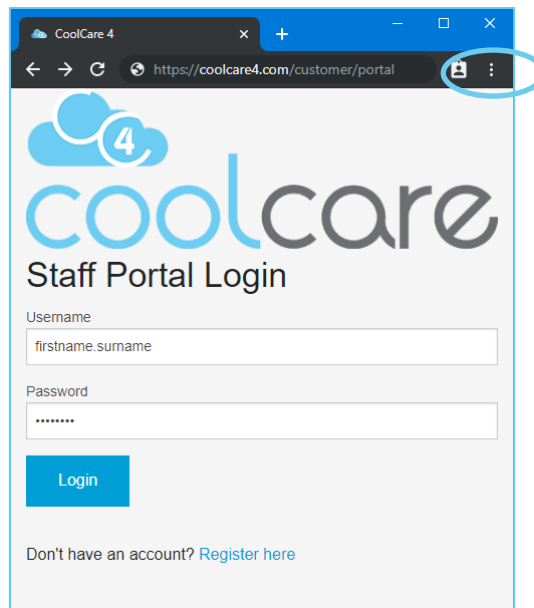
iPhone

The guide detail below will enable you to setup a shortcut on your home screen where you have an iPhone device.

- Open Safari
- Copy and paste or type into the bar, the web address that was issued by your care home. Here is an example of the address. The xxxx will be the name of your care home group.

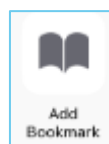
coolcare4.com/xxxxx/portal

Take care to type the address exactly as shown, it is case sensitive and will not work if mistyped.

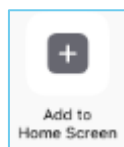


If you are already logged in to the Staff Portal, log out before continuing

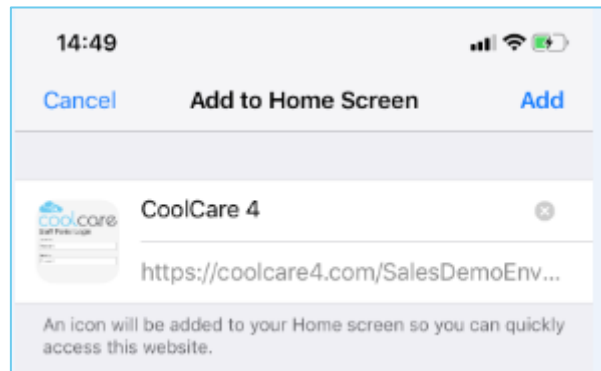
- Select the 'Add Bookmark' option



- Scroll from right to left to find the 'Add to Home Screen' option



- Enter a title for the shortcut, for example 'CoolCare Staff Portal'
- Click Add



- Shortcut will now be added to your home page on your mobile.