

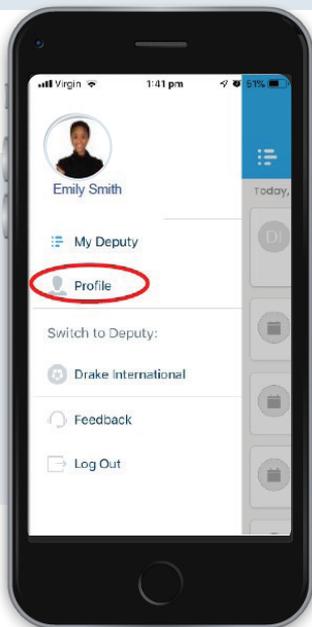
## View your shifts and timesheets via your Smart Phone!

### Activate your account

Follow link in your email invitation, to log in, accept your invitation and create a password.

### Download the Deputy App

To get access your all your rosters and timesheets, download the mobile app on your iPhone or Android device:



### Create your profile

Help us get to know you better! Update and manage your own personal details through the Global Profile.

#### Phone View

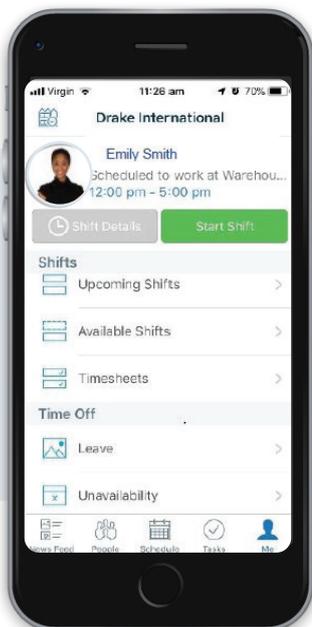
To edit your profile, click 'My Deputy' at the top-left, then profile. Your profile will open up. Select done, when complete.

From here, you can edit your profile details, including contact information, profile photo, skills and positions.

#### Web View

To edit your profile, click 'Hello, [your name]' in the top-right. In the dropdown box, click 'My Profile'. Your profile will open up. Hit 'Edit My Global Profile'

From here, you can edit email notifications and connect with socials.



### Navigating MyDeputy, Choose your business

Select "Drake International" to view and have access to all your rosters information.

#### Today's Shift

Start your shift by selecting **Start Shift** or learn more about the shift by selecting

**Shift Details** to end shift select

**End Shift**

Log out or back in from breaks

**Start Break**

or **End Break**

#### View Upcoming Shifts

Select to all upcoming rostered shifts. Week beginning Mondays.

#### Available Shifts

Select to view and claim any unfilled available shifts.

#### Timesheets

View all completed and approved shifts.

#### Time Off

View and Log requests for Annual Leave and indicate unavailability.

*\*Please note request for leave and unavailability can only be logged for uncompleted roster weeks.*

# Accessing Care Plans on Deputy

Your client's care plan is available through Deputy.  
You can access it by clicking:

***Schedule - Click on your upcoming shift - Location - Location Attachments***

