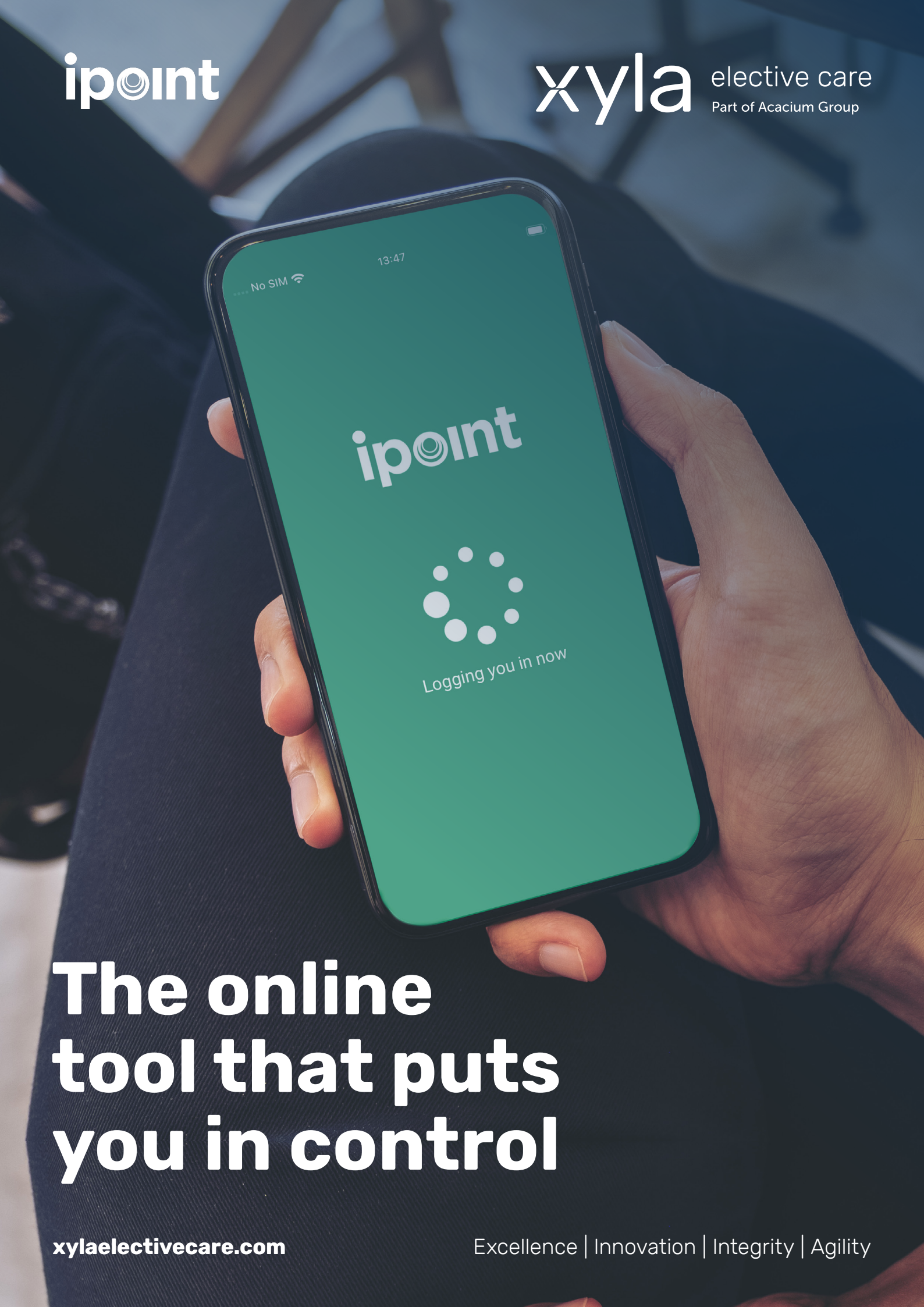
ipoint

xyla elective care
Part of Acacium Group



The online tool that puts you in control

xylaelectivecare.com

Excellence | Innovation | Integrity | Agility

ipoint

xyla elective care
Part of Acacium Group

Welcome to the ipoint user guide

As a hard-working healthcare professional, we understand how difficult it can be to juggle a busy schedule, particularly when on the move. That's why we created our ipoint app, to help you manage your time more effectively in a way that's convenient for you.

How do I access the ipoint app?

You will receive an auto-enrolment email from us as soon as you are cleared to work. Then simply download the ipoint app and follow the instructions on the enrolment email.

GET IT ON Google Play

Download on the App Store

ipoint

xyla elective care
Part of Acacium Group

Contents

Use the buttons below to take you to the part of the guide that you'd like more information on.

General

- Reset password
- Dashboard
- Navigation menu
- Settings
- My profile
- My skills
- My documents
- Availability Calendar
- Compliance

Managing your shifts

- Finding a shift
- No shifts found
- Viewing a shift
- Booking shifts
- My shifts
- Submitting a timesheet
- Travel time
- What's new

Can't find what you're looking for?

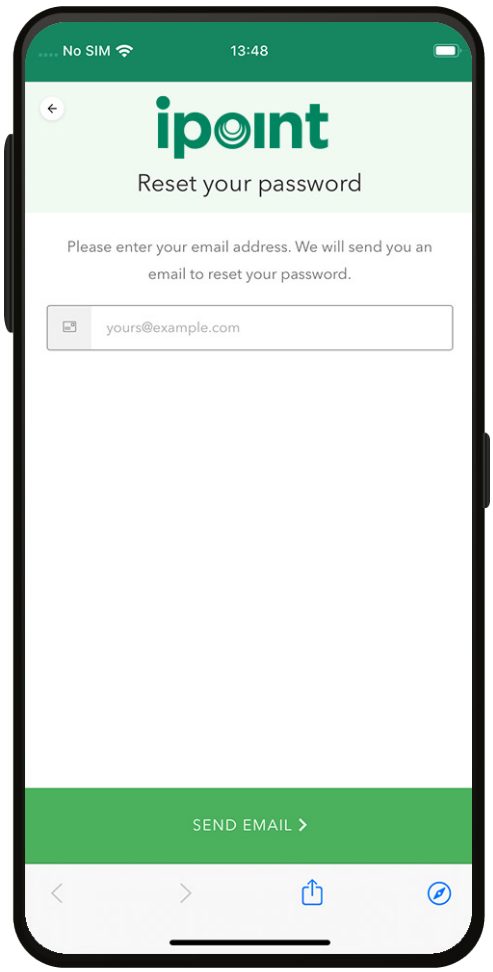
Get in touch with our dedicated team here.

Reset password

Click **'Forgotten Password?'** on the home page and follow the steps to get a new password.

If you are unsure of your username, email ipoint.servicedesk@acaciumgroup.com

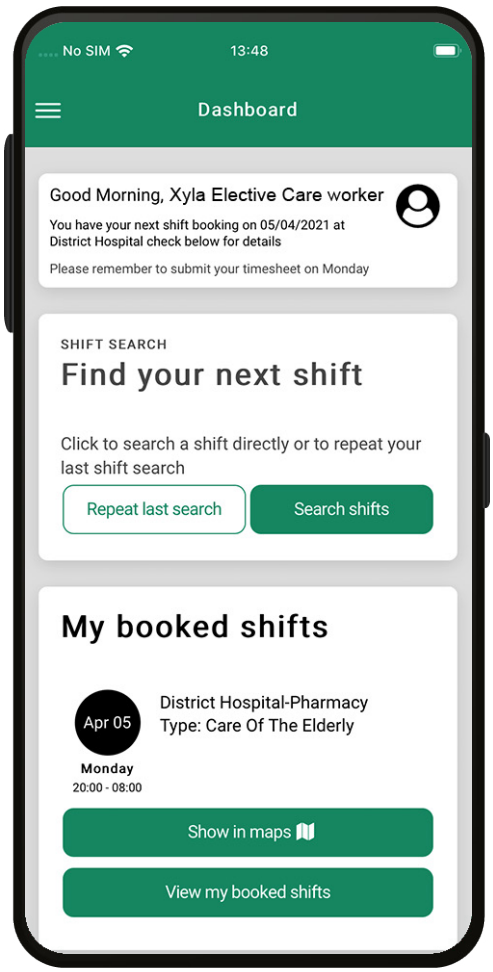
back to contents



Dashboard

Use the dashboard to navigate to the key areas of the app and also be provided instant information on your upcoming booking. For all features, use the menu in the app top right of the screen.

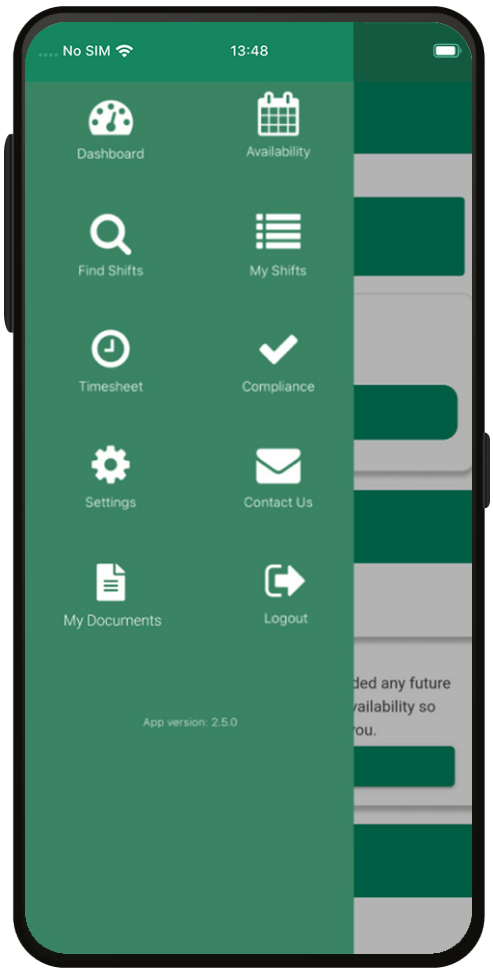
back to contents



Navigation menu

The menu on the **left-hand side** will allow you to navigate all parts of ipoint. From here you can find shifts, update your availability and view your upcoming booked shifts.

back to contents



Settings

When you log in, the first screen you see will be **'My Settings'**.

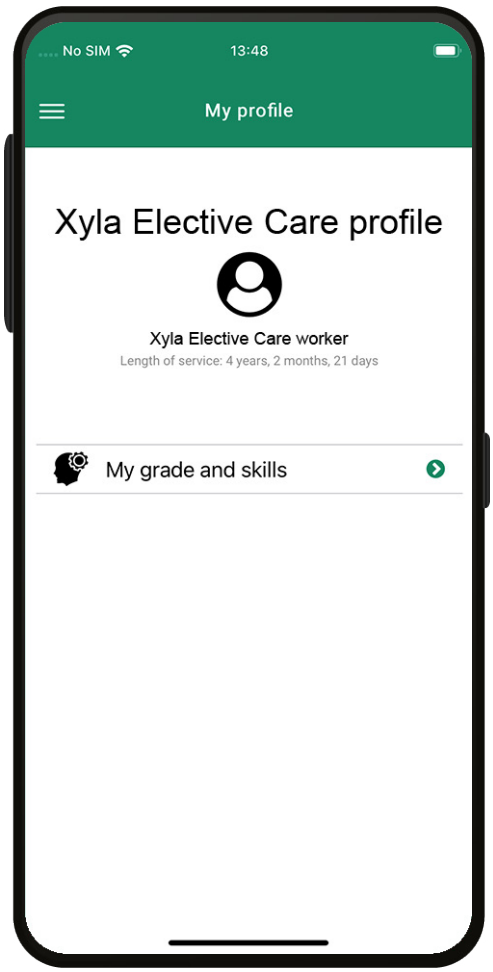
From here, you can choose the ipoint profile that you want to look at. Please note, if you work for more than one business within the Acacium Group, you will have to select the relevant business to view shifts.

back to contents

My profile

This is where you can switch profiles if you are registered with another Acacium group brand and you can also access your skills and grade information.

back to contents

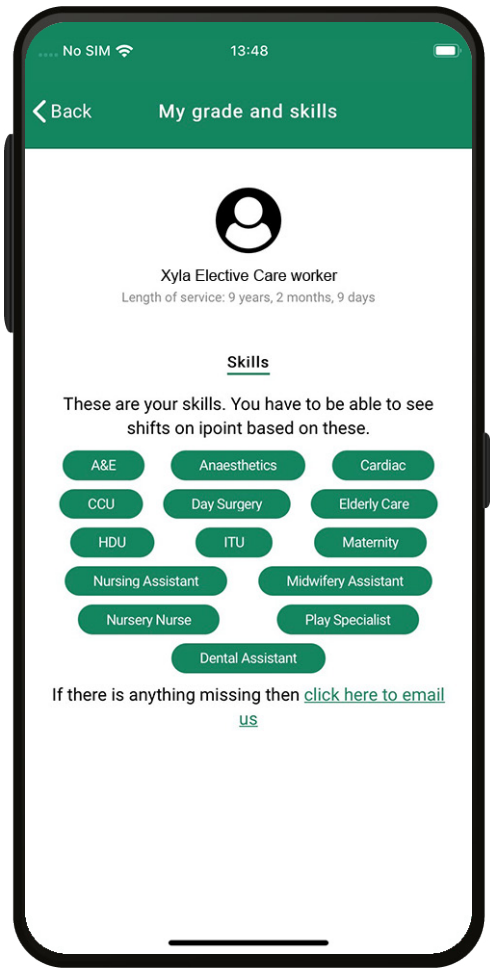


My skills

Know exactly what skills and band you are cleared as so you can be assured you are seeing the right shifts for you.

If you wish to update this, please contact our recruitment team at recruitment@xylaelectivecare.com.

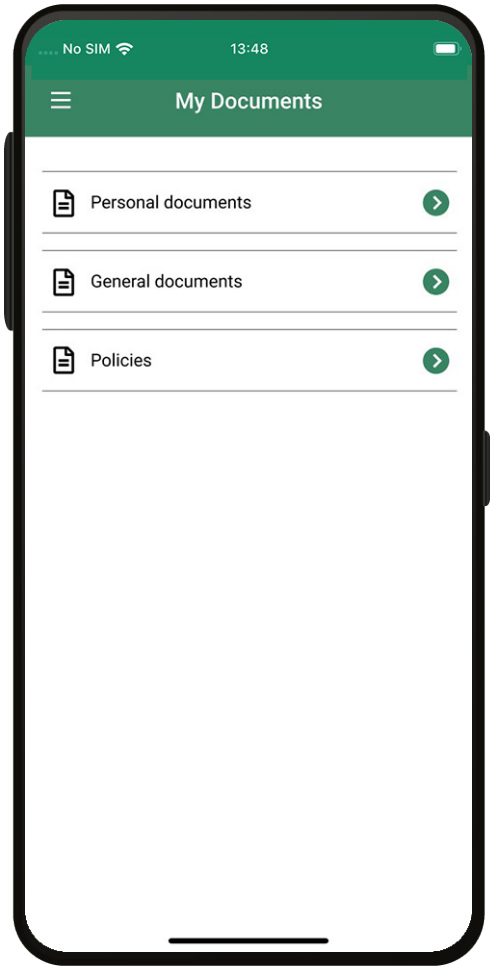
back to contents



My documents

Always have all the documents you need to hand either in the personalised documents section, which contains documents just for you, or the general documents area, which contains universal documents that are always handy to have instantly.

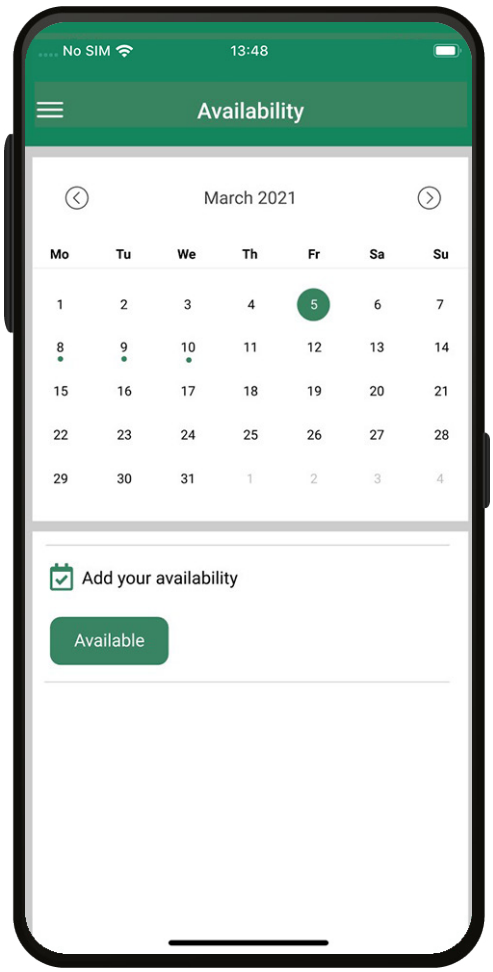
back to contents



Availability Calendar

Update, edit or delete your availability directly on ipoint and let your coordinators know exactly when you are free to work.

back to contents

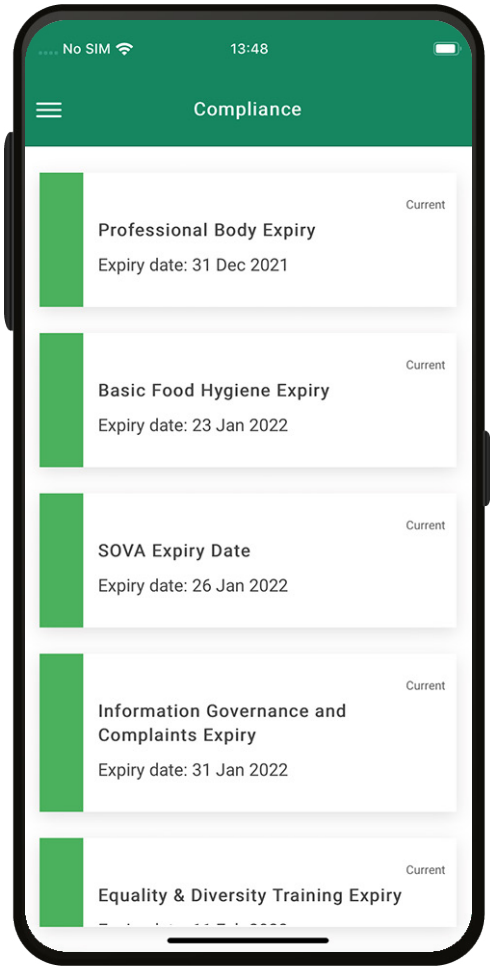


Compliance

Use this section to view the status of your compliance documents to see what is due to expire.

Ensure you keep your compliance up to date to ensure you can continue booking live shifts with Xyla Elective Care.

back to contents



Finding a shift

There are a range of filters to help narrow down your search when finding a shift.

Availability

The ‘match my availability’ filter shows you any shifts which align with the dates and times you have inputted when you are free to work in the calendar.

All shifts

You can view all shifts available. When using this filter, you will be prompted with an additional filter, ‘shift type’, to help narrow down your search.

*If your postcode needs updating, please inform your mobilisation coordinator.

Date range

To search for shifts within a specific date range, use the Dates filter.

Distance

Distance is shown in miles from your home address.

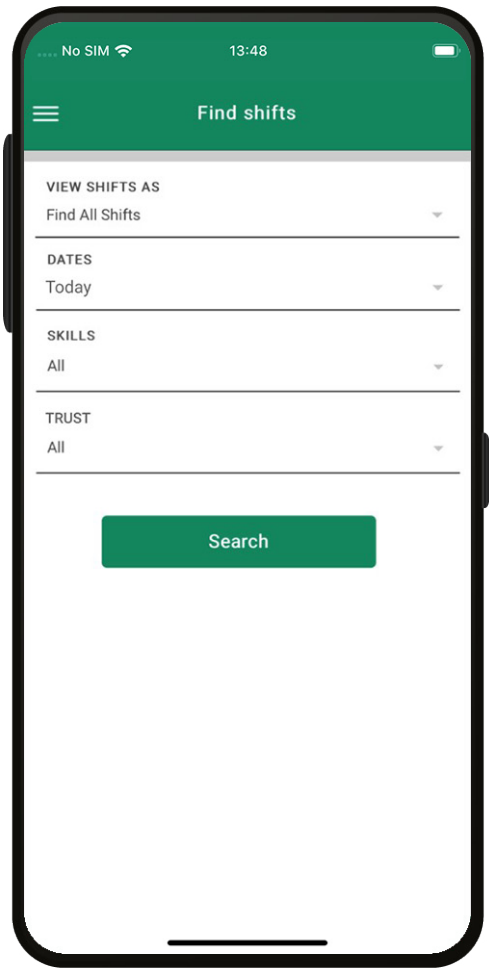
*If your postcode needs updating, please inform your mobilisation coordinator.

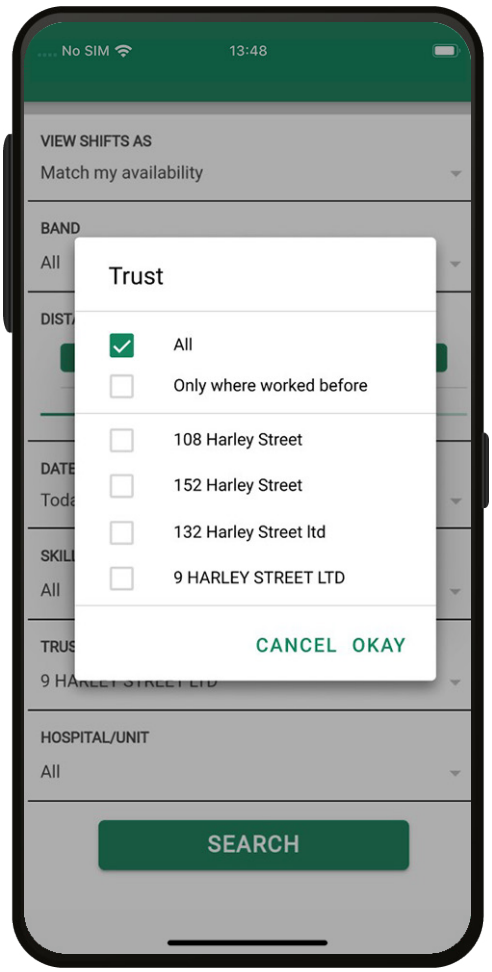
back to contents

Finding a shift

Search for and book shifts at the touch of a button 24/7. The shifts are tailored to match your skills so you can be sure to have a personalised experience. Once booked your shift is reserved for you and you will receive confirmation as soon as fully booked.

back to contents



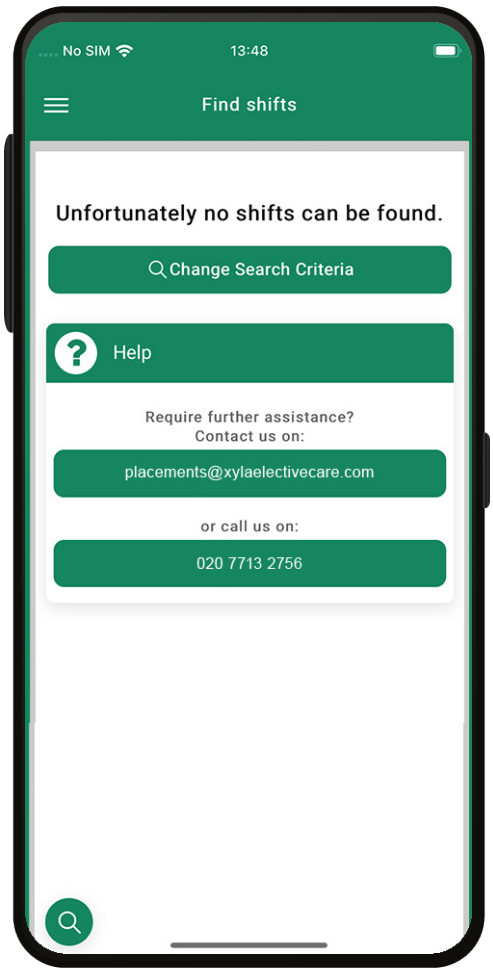


No shifts found

If no shifts are found, try widening your search. Updating your availability will increase the number of shifts shown.

If you're still not seeing anything, please contact the ipoint team on placements@xylaelectivecare.com.

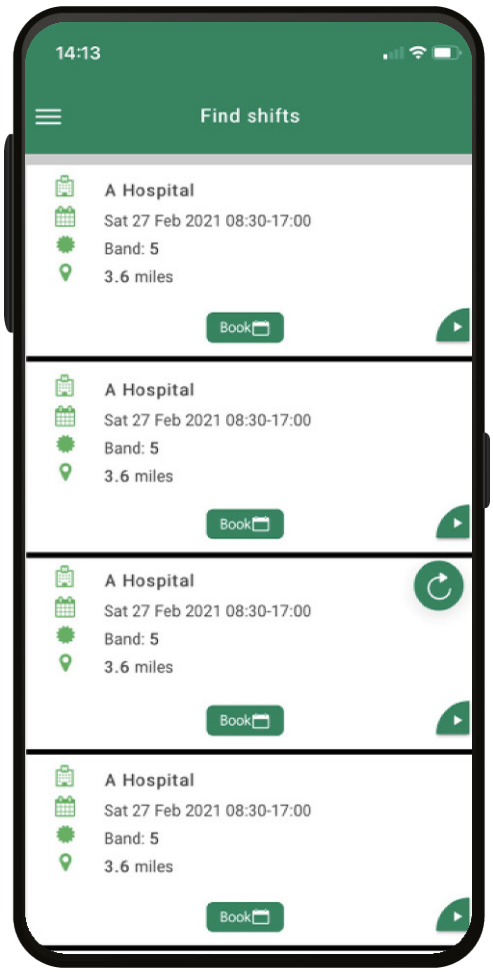
back to contents



Viewing a shift

The results from your search will be shown in a list view all on one page. Click on the tile to find out more information.

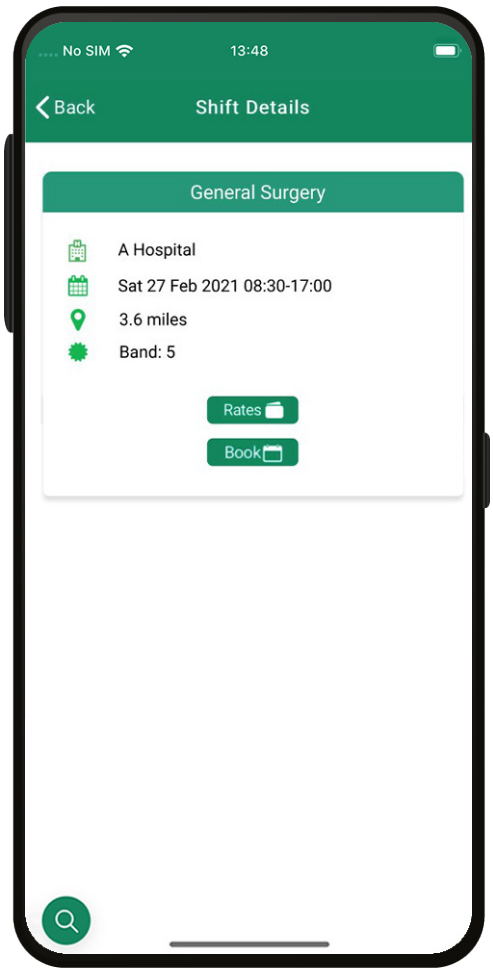
back to contents



Booking a shift

To book yourself on to an available shift, simply click the book button and you will be provisionally booked. A member of our mobilisation team will then confirm this with you.

back to contents

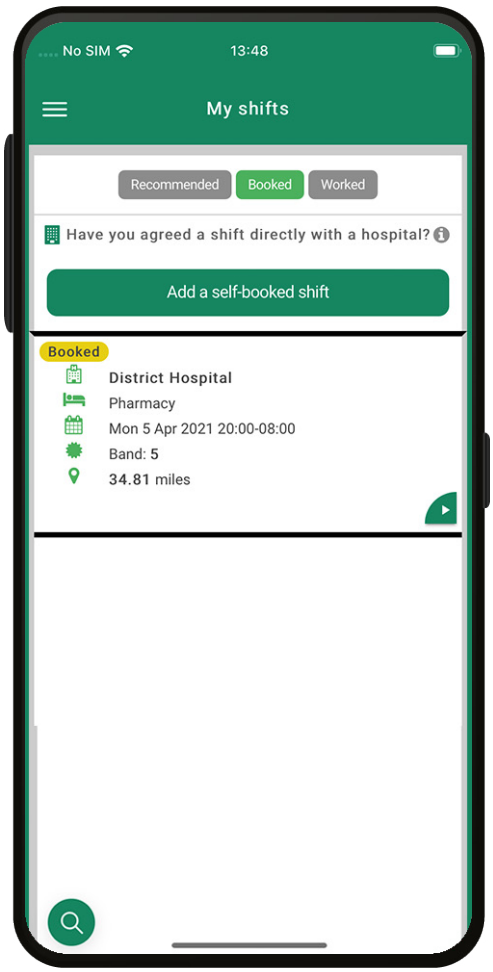


My shifts

In this section you can see all of your **booked** shifts and the shifts you **have worked.**

For worked shifts highlighted in yellow, this indicates that your payment is pending. For worked shifts highlighted in black this indicates you that you have been paid.

back to contents



ipoint

xyla elective care
Part of Acacium Group

Submitting a timesheet

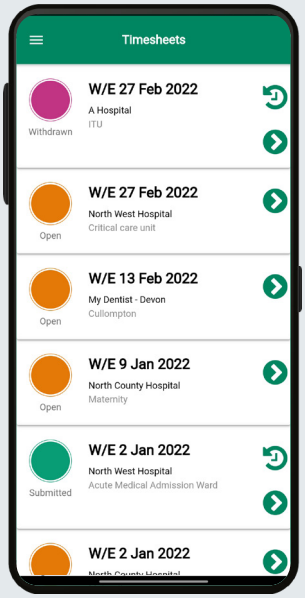
How to submit a timesheet

back to contents

1.
Login to your ipoint app

2.
Access the main menu

3.
Press timesheets



4.
Timesheets should then be on display with one of the following statuses:

Open
Shows outstanding timesheets

Submitted
Shows timesheets awaiting authorisation

Authorised
Shows authorised timesheets

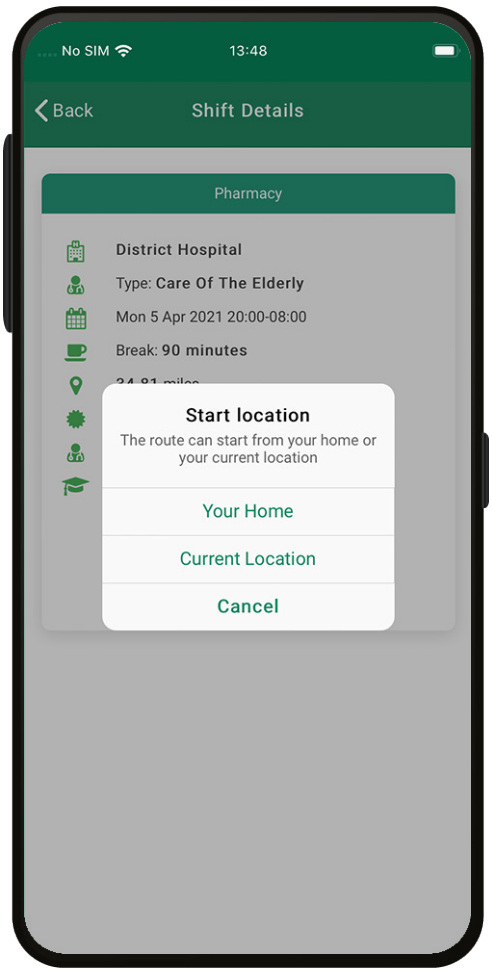
Processed
Shows processed timesheets

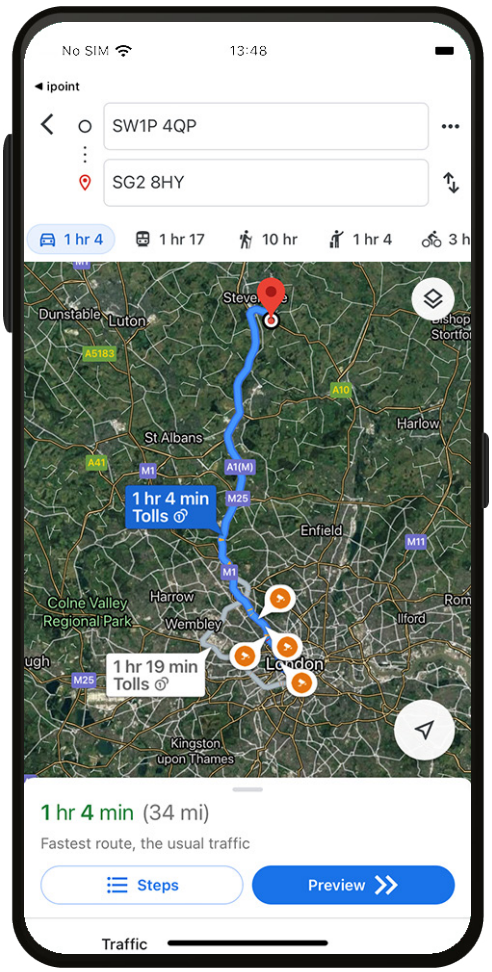
Withdrawn
Shows withdrawn timesheets awaiting amendments

Travel-time

Worry less about getting to work and know exactly how far away your shift is from either your current location or home address. It will even allow you to choose which map app you can integrate with if you have more than one.

back to contents

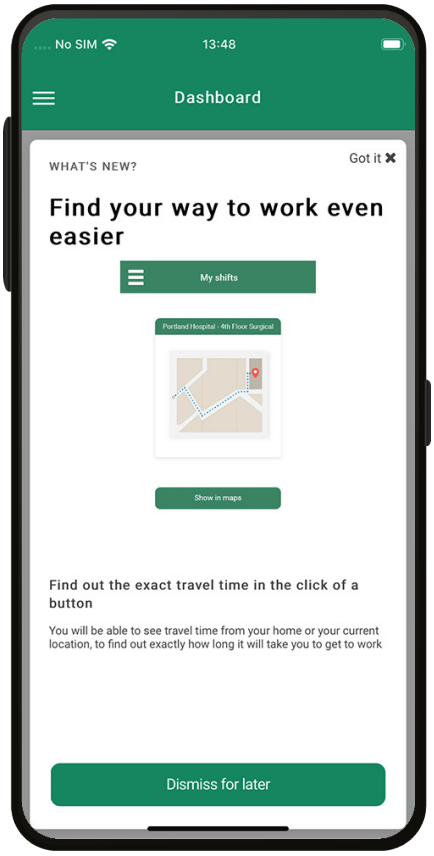


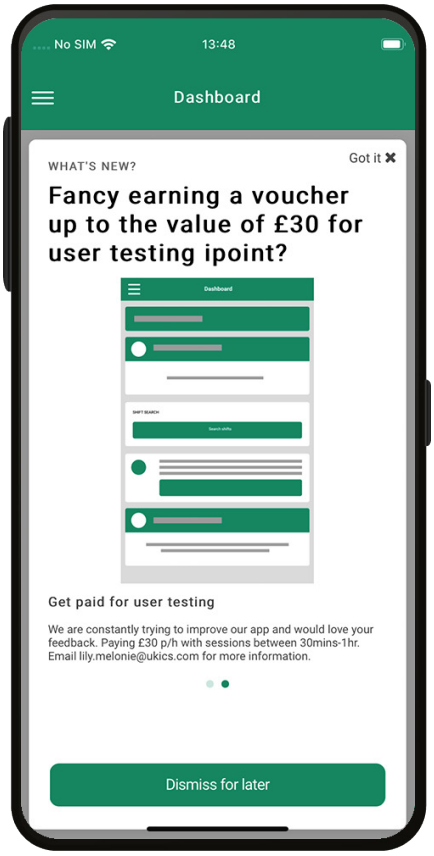


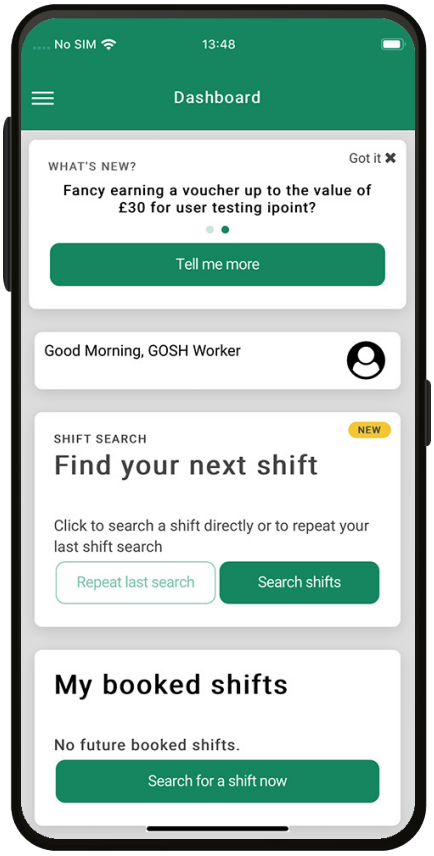
What's new?

Always stay up to date with the latest features on the app.

back to contents







ipoint

xyla elective care
Part of Acacium Group

Need help with ipoint?

Get in touch with our dedicated team.

Send us a message

xylaelectivecare.com

Excellence | Innovation | Integrity | Agility