Login to Sage

*✱*sage

A manager *must* create your Sage profile, including your cell number, before attempting to login for the first time.

- Enter your personal cell phone number when prompted at the
- Sage login screenEnter the 6-digit verification code sent to your personal cell phone number
- Verify where your are working + the name of the phone you will be using for your shift

⚠ Monitoring Resident Alerts

- From the 'Today' tab you will be able to view incoming resident alerts
- The name of the resident or the location of the alert will be displayed
- Unclaimed alerts will highlight how long since the alert was created
- Tap on the alert to learn more and claim when you are ready to respond
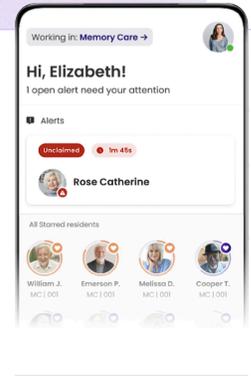
⏱ Claiming Alerts

- When responding to alerts, you must first 'Claim' the alert to let your team members know you are taking responsibility to assist the resident
- Tap 'Claim' in the selected alert, note that the residents unit and code status are listed on the alert screen
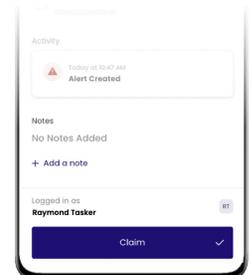
▦ Resolving Alerts

- Once you have completed providing care to the resident, return to the active alert in Sage and tap 'Resolve'
- You will be prompted to **press the resident pendant or unit button used to create the alert to confirm in person care**
- Once in person care is confirmed, tap to select the care that was provided from the list (select all that apply)
- Add notes (optional) and tap 'Submit' to clear the alert
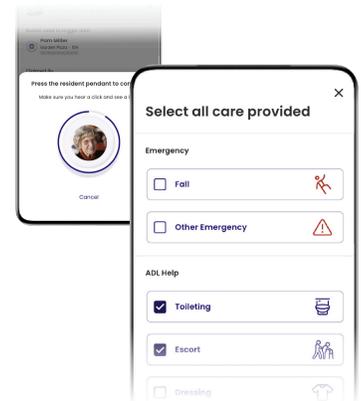
All alerts must be resolved to reset the pendant or unity button to allow it to be used to create additional future alerts.