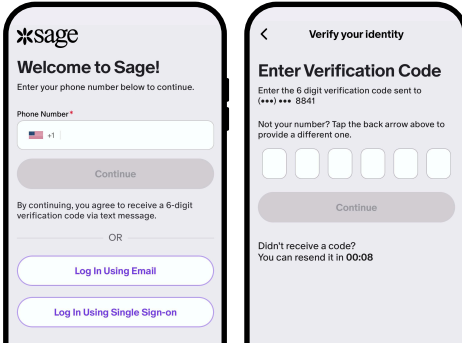


Sage Basics



A manager must create your Sage profile



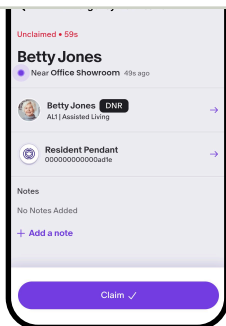
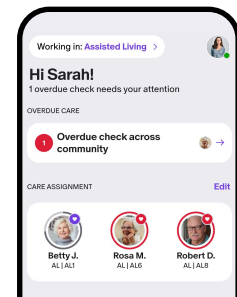
Log In

- Enter your personal cell phone number when prompted at the Sage login screen
- Enter the 6-digit verification code sent to your personal cell phone number
- Verify where you 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

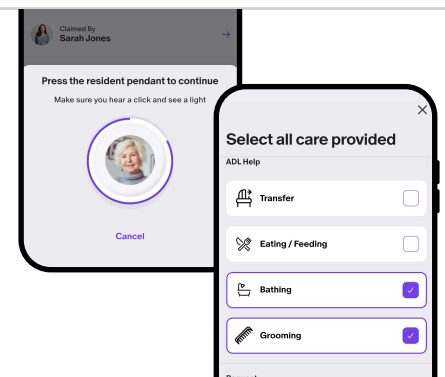
- When responding to alerts, you must first **Claim** the alert to let your team members know you are taking responsibility to assist the resident
- Tap **Claim** within the alert.

Note: The resident's room number and code status are displayed on the alert screen.



Resolving Alerts

- Once care has been provided, return to the active alert in Sage and tap **Resolve**.
- You will be prompted to press the resident's pendant or room button that created the alert to confirm in-person care.
- Once in-person care has been confirmed, select the care 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 room button to allow it to create additional alerts.