**RYMAN
RESIDENT
APP**

Introductory Guide for iPads and Tablets

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RYMAN
HEALTHCARE

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01. Home Screen

When you tap to open the app, you are presented with the Home Screen. From this screen you can navigate to your schedule, the village calendar and village updates.
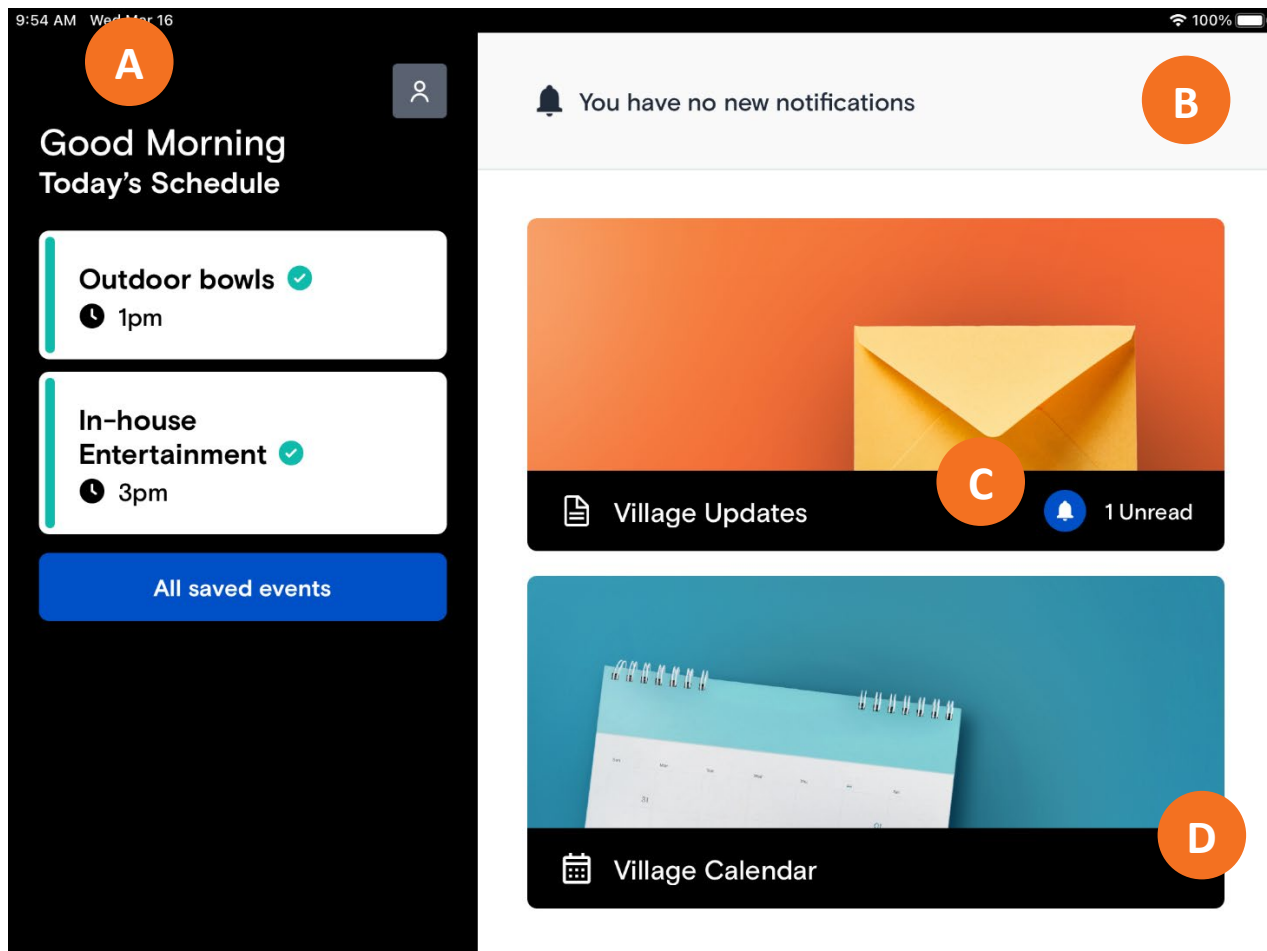

A   **My Schedule** – See what you have coming up next. To view your full schedule, tap all saved events.

B   **Notifications –** Anything we need to notify you about will appear here at the top. You can tap on these items to read more.

C   **Village Updates** – Stay up to date with village announcements and updates. Tap here to view all updates.

D   **Village Calendar** – Browse all upcoming village events and activities. Tap here to explore the calendar.
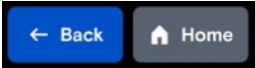
02. Village Updates

When you tap on Village Updates from the Home Screen you are taken to this screen, where you can read all the village updates and announcements.

Any especially important updates will be highlighted red and pinned to the top of the screen for a short period of time.
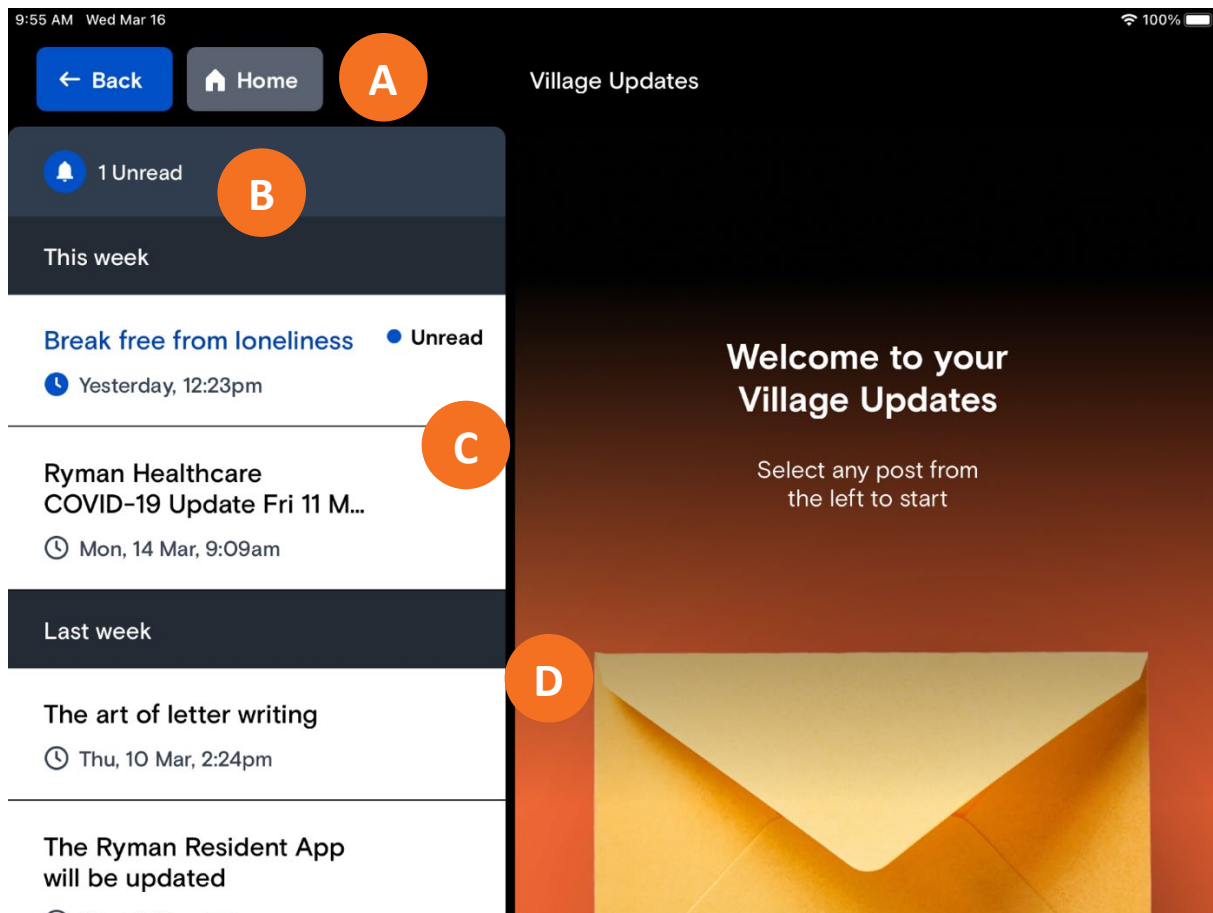
A These buttons display on all the screens. Tap **Back** to return to the previous screen, or **Home** to return to your Home Screen.

B This indicates the number of unread updates you have.

C New updates which you haven't read yet are highlighted and marked as 'Unread'. Tap on the title of the update to read it.

D Updates are displayed in chronological order, apart from important ones which are pinned to the top. You can scroll through the page to explore all the updates.

03. Village Calendar

When you tap on the Village Calendar from the Home Screen you are taken to this screen, where you can browse all upcoming village events and activities.
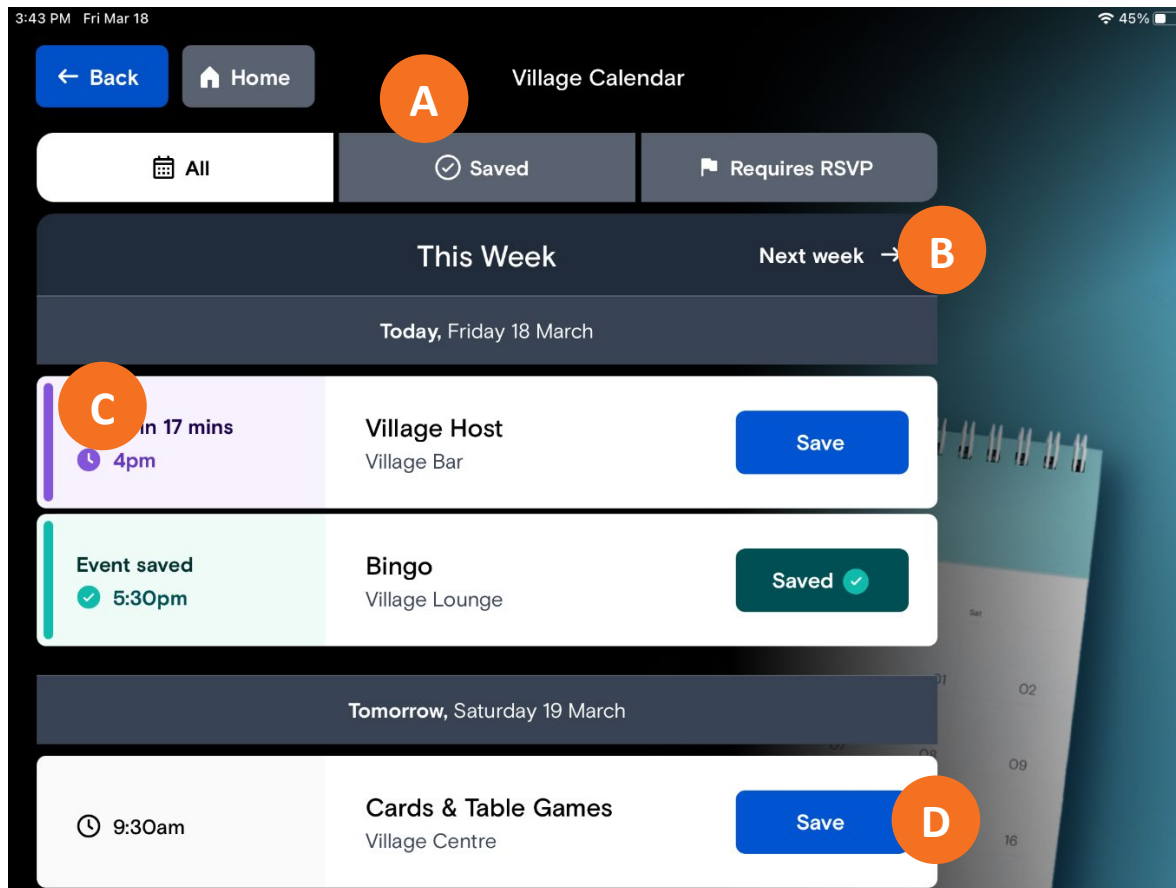
A   **All –** Here you can browse all upcoming village events and activities.
If you only want to see **events you have 'Saved'** or **events which require you to 'RSVP'**, you can tap the filter buttons to do so.

B   To explore the calendar simply scroll down the page. You can use the 'Next week' button to jump forward a week

C   Tap anywhere on the event to view more details, such as description, location, time and if there is a cost involved. We refer to this as the Event details screen.

D   If you are interested in an event, tap save. This will add it to your saved events and your schedule. You will receive a notification an hour before the event begins.

04. Event Details

You can tap on any event in the app to view more information, such as the date, time, meeting location, whether you need to book the event and if there is a cost involved.
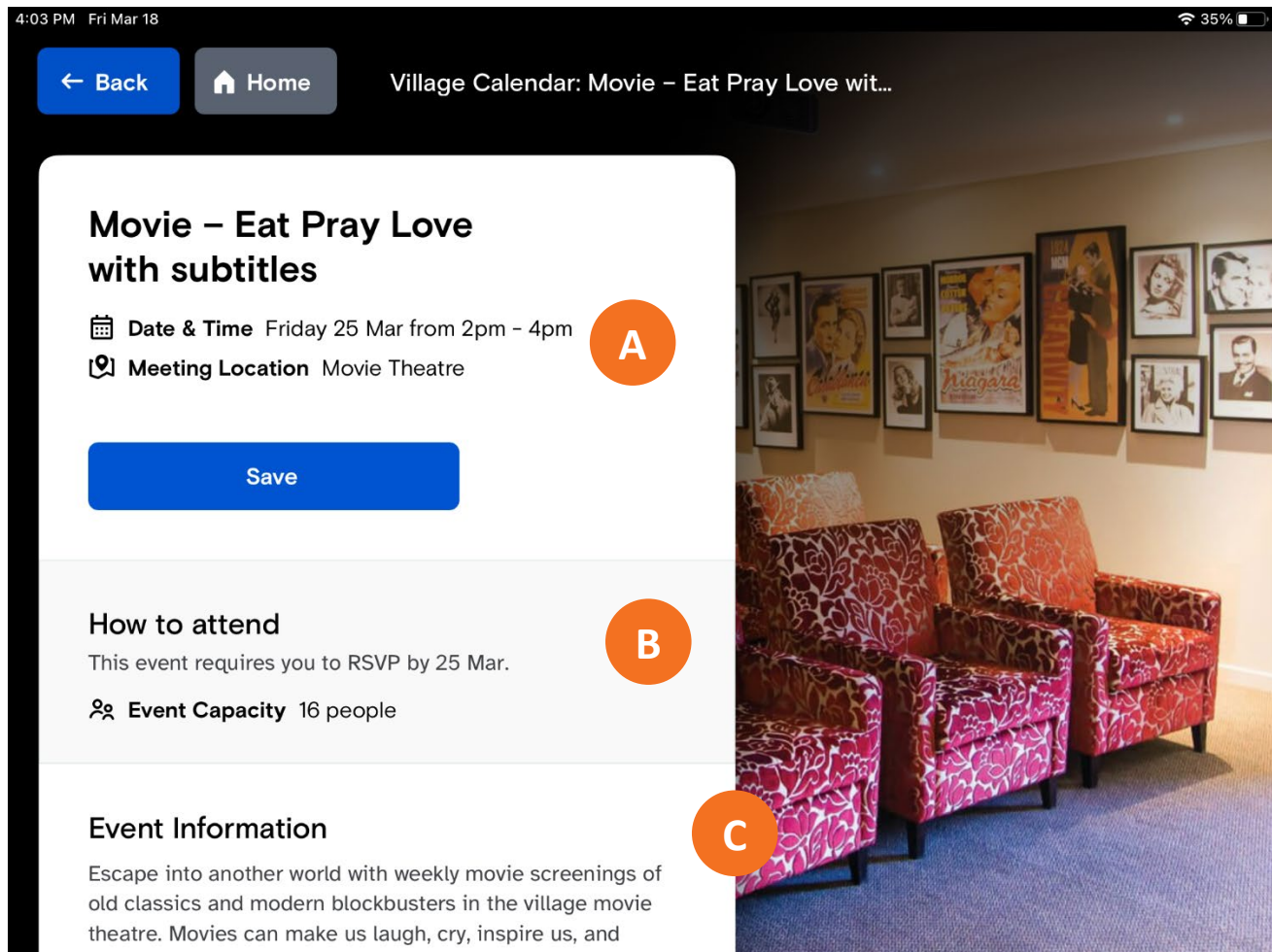
A   Here you will see some key information about each event**.** You can also save events from this screen.
The 'Save' button will turn green when you have saved the event. Tap on it again to un-save it and remove it from your schedule.

B   If an event requires you to RSVP, it will be indicated here. **Please note:** you still need to book events and activities in person.

C   Scroll down the screen to read more information about the event.

05. Notifications

## About Events

If you have saved an event, you will receive a notification an hour before it begins. You don't have to be in the app or have your device switched on to receive a notification.

Tap the notification to open the app and view your saved event.

About Village Updates

The village team might occasionally send you notifications about important Village Updates. Tap on the notification to open the app and read the Village Update.
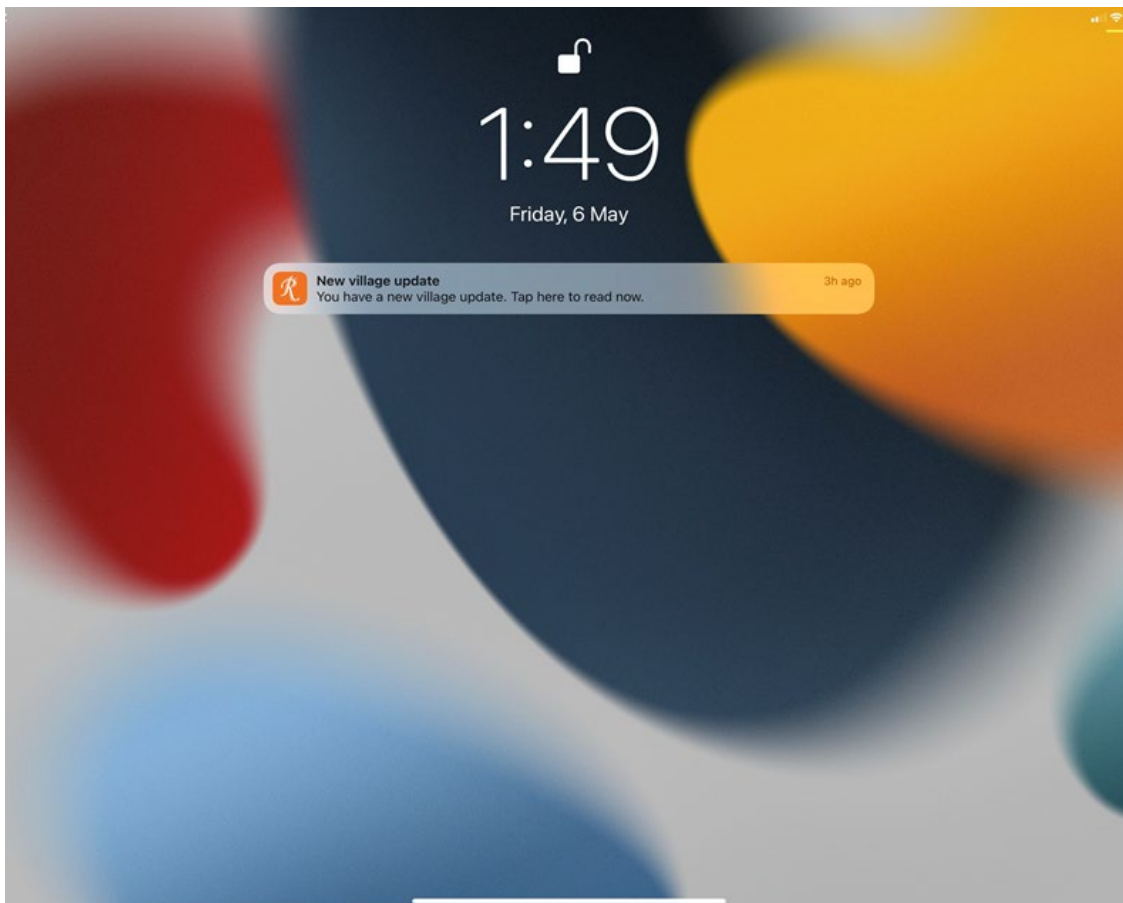
If you aren't receiving notifications, you might need to change your device settings.

Ask your REC if you need help.