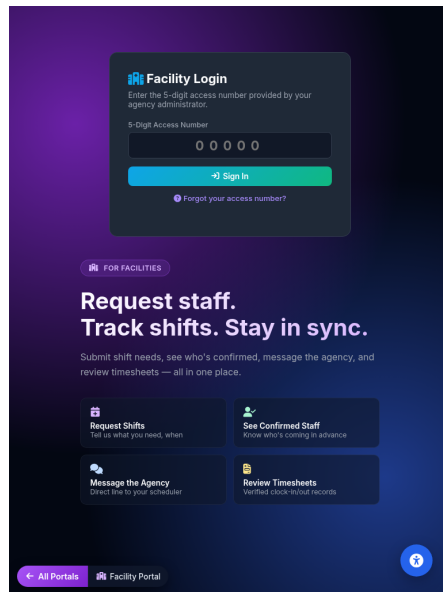


PHH CareSchedules

Facility Guide

For facility coordinators



Install & Usage Guide

Install the App

PHH CareSchedules is a web app — no app store needed. Install it on your phone or computer's home screen for quick access.

iPhone / iPad (Safari)

1. Open **Safari** and go to **phh-careschedules.umunthu.io**.
2. Tap the **Share** button (square with arrow up).
3. Scroll and tap **Add to Home Screen**.
4. Tap **Add**. The PHH icon appears on your home screen.

Android (Chrome)

1. Open **Chrome** and go to **phh-careschedules.umunthu.io**.
2. Tap the **three-dot menu** in the top right.
3. Tap **Install app** or **Add to Home screen**.
4. Tap **Install**.

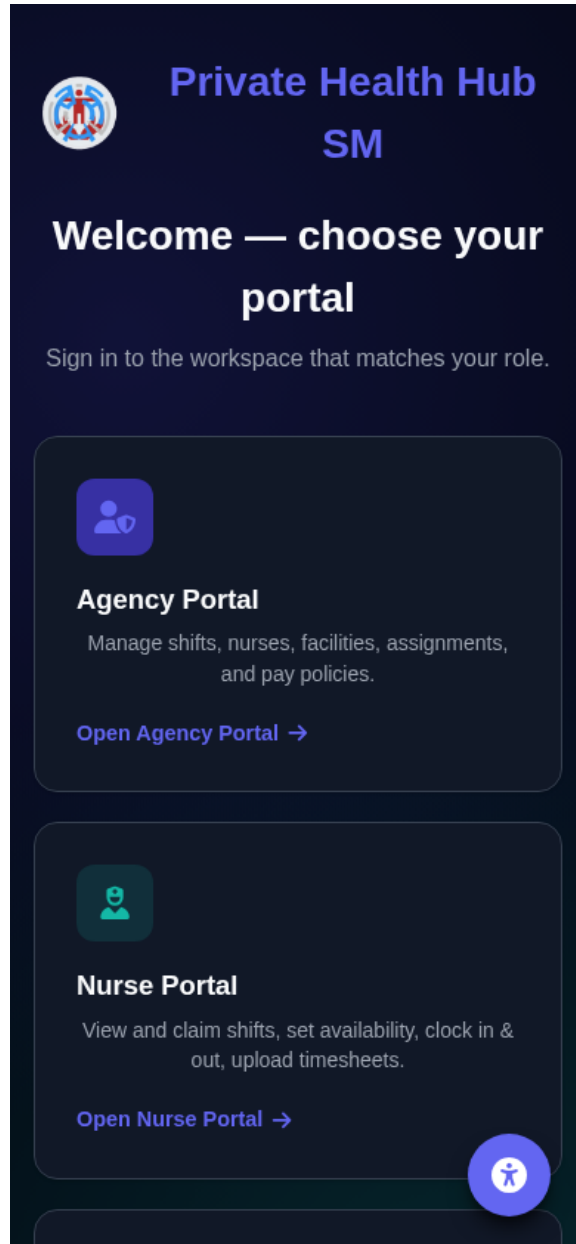
PC / Mac (Chrome or Edge)

1. Open the browser and go to **phh-careschedules.umunthu.io**.
2. Click the **install** icon in the address bar (monitor with arrow).
3. Click **Install**. A desktop shortcut is created.

Tip: Once installed, the app opens in its own window without browser tabs.

Choose Your Portal

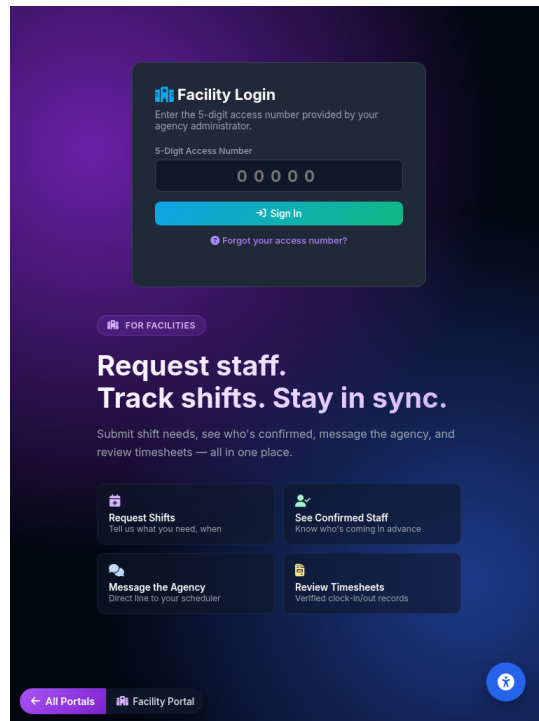
When you open the app, you'll see the portal selector. Pick the portal that matches your role.



Welcome screen — portal selector

Tap **Open Facility Portal**.

Sign In



Facility sign-in screen

Use the credentials provided by PHH. Contact your PHH scheduler if you need a reset.

Using the Facility Portal

Schedule View

See all shifts at your facility — past, present, and upcoming — with the assigned nurse for each.

Request Coverage

Submit a request when you need a nurse for a specific date and time. PHH receives it instantly and works to fill it.

Verify Timesheets

Review and confirm the timesheet photos uploaded by nurses at the end of their shifts. Approve to finalize the record.

Check each photo is legible and the hours match what was worked before approving.

Notifications

Shift confirmations, nurse changes, and coverage updates appear here.

Light & Dark Mode

Every portal has a sun/moon toggle in the header. Your choice is saved on your device.

Need Help?

Contact your scheduler or PHH administrator. They can reset passwords, fix shift errors, and answer policy questions.