

NFC Location Tags

The NFC Location Tags feature requires an NFC Tag to be scanned before a carer is able to start work on the Care App. The Location Tags help increase the Care App's security, by ensuring that if a device were to be taken outside of the Home, care records on the App cannot be accessed and altered.

The **NFC Location Tag** feature is optional and will need to be enabled to use it. Before enabling the feature, NFC Location tags will need to be written to the selected location.

For more information on NFC, please see **Appendix 1** at the bottom of this document.

To write the Location tags, the user registering the tags will need to ensure they are a **Manager** at the location the tags are being written against.

To check this, go to the **Admin** menu, click **Organisation details**, select the main community for that Location (highlighted in blue) and click **Add person** against the **Manager** section.

All locations	All communities																																																																
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Community settings:

Community name

Allow staff ☐

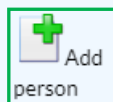
Allow service users ☐

Care plan review period in days

New Care planning is done in the third person by default ☐

Replace MAR chart with these words

Clinical Manager


Add person

Managers for this unit (can be several, to include deputies)

Note: In order view the **Organisation details** page, you must have the **change communities and organisation customisation** Access rights enabled on your Worker file.

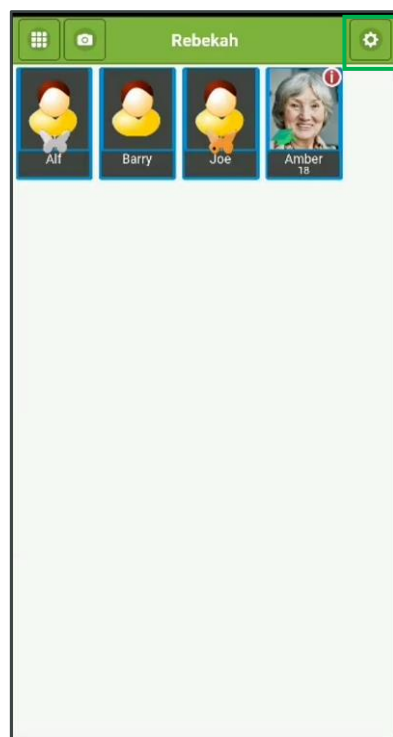
Access rights for this user _____

- ☒ View limited information about service users
- ☒ View service users information including reports, charts and processes
- ☒ Change care delivery information and manage service users
- ☒ Change assessments and care plans and manage service users
- ☒ Change activity delivery information and manage service users
- ☒ Manage staff and run staff reports
- ☒ Run timesheets and enter payroll information
- ☒ Allowed to Enrol Devices for carers to use
- ☒ Change communities/sites and organisation customisation

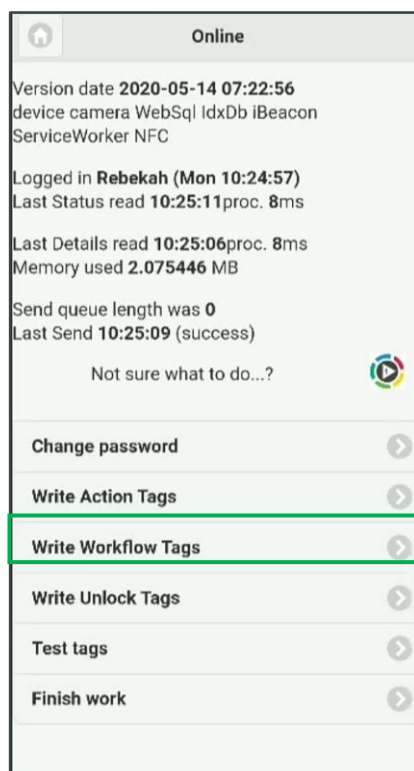
All users can access from any location (Location access control is disabled)

- ☒ Override Location access control (if it is enabled)
- ☒ PCS System Admin for impersonation and device building

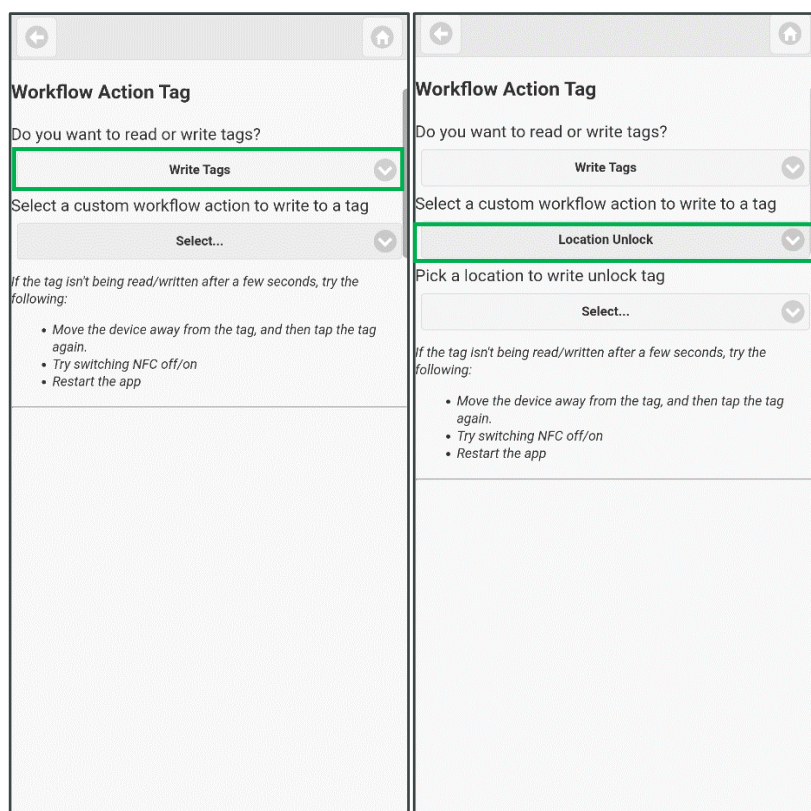
Once the user is set as a **Manager**, login into the Care app and click on the settings icon at the top right-hand side of the screen.



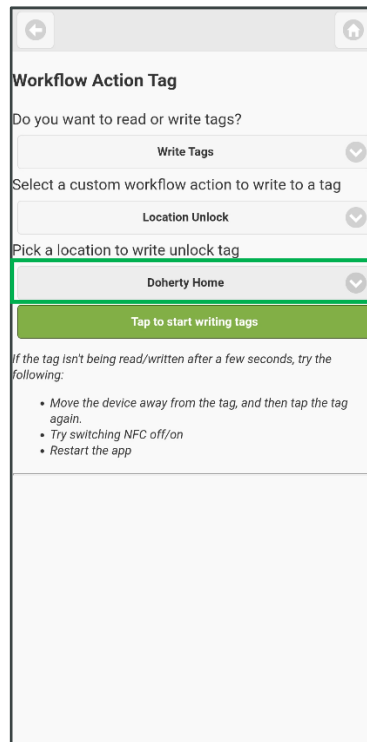
Within the Care app settings, click on **Write Workflow Tags**, which will enable you to write the new Location tags.



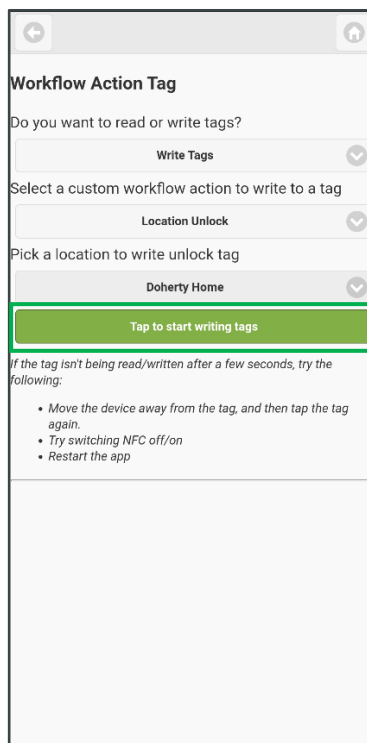
To write a Location tag, ensure the **Do you want to read or write tags?** drop-down is set to **Write Tags**. Then on the **Select a custom workflow action to write a tag** drop-down, there are three available options, select the **Location Unlock** option to write a Location tag.



When the **Location Unlock** option has been selected, an additional drop-down will be visible called **Pick a location to write unlock tag**; select the location you wish to write the tags to.

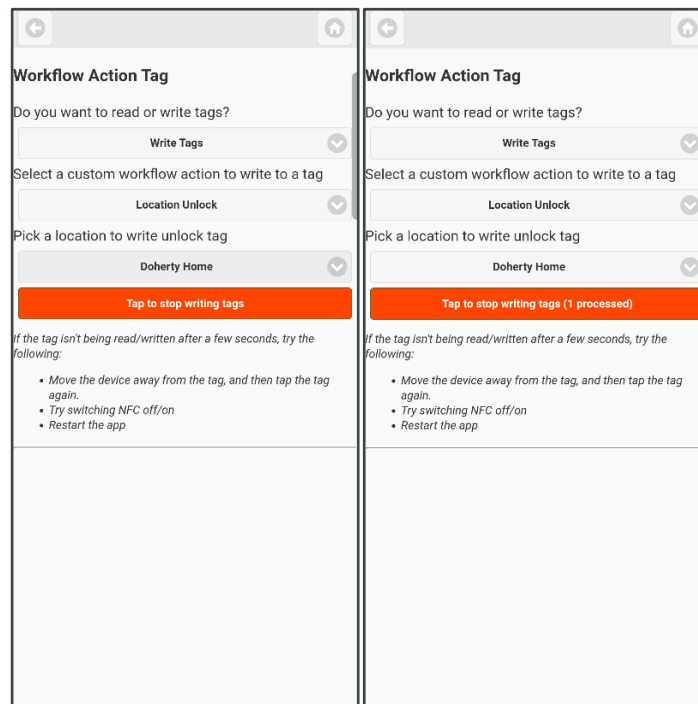


Once the location is selected, the option to start writing tags will be visible.



Location tags are not worker specific and therefore several Location Tags can be written at Once, to do this tap on the green button which displays **Tap to start writing tags**, which will then change to a red **Tap to stop writing tags** button. From here, hold the NFC tag against the mobile device until **Tap to stop writing tags (1 processed)** is displayed. You can remain in

Write mode and continue to write additional tags if required (the processed number will increment each time the process is successful).



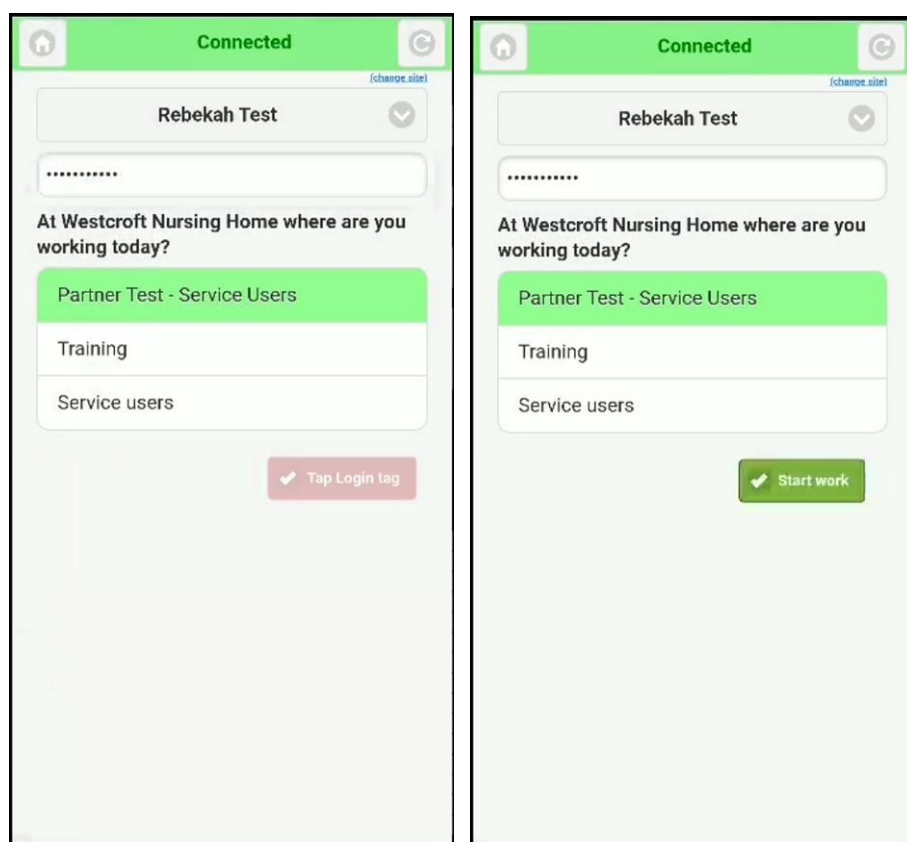
Once the Location tag has been written tap the **Tap to stop writing tags** button again to come out of Write mode; log out of the Care app and go back to the login screen.

To use the location tags when logging in to the Care app, you must then enable the Location tag setting, by going to the **Admin** menu, click **Organisation details**, select the location you have registered the tags against and check **Require NFC Location tag scan, before care device can log in**.

Security setting for the Carer App, these should be blank and 0 minutes, unless adequate backup internet access and static IP addresses have been provisioned	
Secure Care App if not on these IP Addresses (; separator)	
Secure Care App if no contact (minutes)	0
Require NFC Location tag scan, before care device can log in <input checked="" type="checkbox"/>	

With the new Location tag configured and the setting enabled the login workflow to the Care app will appear slightly different. Before being able to login, you will need to tap the Location tag against the device, after selecting your name and entering your password.

If the Location tag has been successfully recognised, the red **tap login tag** button will change to **Start work** and you will be able to login as normal.



You will not need to repeat the login process unless you tap on **Finish work** during the shift.

Appendix 1

What is NFC?

NFC stands for “Near Field Communication” and is the same technology that contactless payments use on your bank card or phone.

MCM uses NFC technology to read and write tags that are programmed for use with the NFC Location Tags feature.

What you’ll need?

- Android devices that support the use of NFC
- Choose the type of NFC tags that meet your needs
- Programme the tags as “Location Unlock tags”
- Each person working on shift using a device will need a tag to carry with them

What types of tags are there?



There are a range of tags available from amazon or other retailers online, and much will depend on what use cases you plan to implement as to the form of tag you decide to use. For instance, some come as stickers, some tags can be painted over, some CANT be used on metal services, some come with tamper proof measures that destroy the tag if removed, key-fobs, cards and even wearable ones.

IMPORTANT: The main requirement of the tags for use with MCM devices is that they are to **NTAG216** specification.