



Working Alone Or in Isolation

JourneyMate – Basic Challenge Tasks

Self-challenge Tasks

Intro: JourneyMate is a web-based app built and supported by the Technology Solutions Unit (TSU), for DELWP employees to record and track work activities (*start; check-in(s); check-out*) that involve working alone or in isolation.

Policy: The JourneyMate app has been developed to support DELWP's Working Alone Or in Isolation policy. A dedicated website for accessing information on the policy and the app can be found here: <https://workinginisolation.help ffm.vic.gov.au/policy/>

Audience: DELWP employees who perform – or supervise people who perform – activities that involve working alone or in isolation.

Aim: Get confident / competent with using JourneyMate by practicing basic skills.

Assumes: You've attended a JourneyMate introductory session and read the [JourneyMate User Guide](#).

Important! Ensure you practice in the [User Acceptance Testing environment](#) (not the [production](#) environment).

No.	Challenge	Refer to User Guide page ...									
1.	Action: Click this link to start JourneyMateUAT .	7									
2.	<p>Action: Create a Profile for yourself.</p> <ul style="list-style-type: none">Under Escalations & Notifications > Notification Preferences, choose that you <table><tr><td>When I</td><td>Email</td><td>SMS</td></tr><tr><td>Want a reminder 15 min before</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr><tr><td>Check-In</td><td></td><td></td></tr></table> <ul style="list-style-type: none">Save it.	When I	Email	SMS	Want a reminder 15 min before	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Check-In			10
When I	Email	SMS									
Want a reminder 15 min before	<input type="checkbox"/>	<input checked="" type="checkbox"/>									
Check-In											
3.	<p>Action: Create a  activity for yourself:</p> <ul style="list-style-type: none">the Staff in isolation email address should be yours ... <i>where did this data come from?</i>answer the Risk Rating questions so the Calculated Risk Rating is Highaccept the Escalations Schedule timings	18									

No.	Challenge	Refer to <u>User Guide</u> page ...
	<ul style="list-style-type: none"> complete the Activity Details. <i>Make up the details; try to emulate a real activity you've performed in the past.</i> set the Check-in Schedule to be every 15 minutes Save it (leaving it at Status:  Planned). 	
4.	Explain: why this Activity appears on the My Activities pane in the <i>list</i> (bottom half), but <i>not</i> as a <i>card in the carousel</i> (top half).	25
5.	<p> Question: Can you create a  activity for someone else? Y / N</p>	20
6.	Question: Can you save the data about <i>someone else</i> back to their Profile ? Y / N	20
7.	<p> Action: Create a  activity for <i>someone else</i>:</p> <ul style="list-style-type: none"> enter their email address as the Staff in isolation record you as that person's First Responsible Person – include your mobile number complete all the required fields set the Check-in Schedule to be at the specific times of 9:00 AM and 5:00 PM save that data to that person's Profile <p> Save and Start now</p> <ul style="list-style-type: none"> click 	20
8.	Action: move the activity you created for yourself, from  Planned to  Active .	26
9.	Action: for <i>your</i> activity, from the My Activities pane and the card in the carousel, perform a check-in and add some Comments .	29
10.	Action: for the activity you created for <i>someone else</i> , from the My Activities pane and the card in the list, perform a check-in – and add some comments.	29
11.	Question: can one person have multiple activities  Active at the same time?	26
12.	Action: edit the activity you created for yourself – add an extra check-in time of 12:30 PM .	30-31

No.	Challenge	Refer to <u>User Guide</u> page ...
13.	<p>Action: edit the activity you created for <i>someone else</i> – add a Note . (Make up the details).</p>	31
14.	<p>Action: check your mobile phone – respond to any SMS reminding you to check-in by clicking the hyperlink.</p>	37
15.	<p> Action: Switch to the Dashboard view.</p>	38
16.	<p> Action: use the filters to show only  Active activities.</p>	39
17.	<p>Action: show how to view the entire history of actions for any one activity.</p>	40
18.	<p>Question: who can record a check-in for an activity?</p>	40
19.	<p>Action: confirm that the person you recorded as First Responsible Person for your activity got a reminder message re. you having missed a check-in.</p>	
20.	<p> Action: Via the Dashboard  , for each activity you created today, click Check-out.</p>	39
21.	<p>Question: What Status does Check-out set the activity to?</p>	33