Downloading Documents

Documents are available for download by Core Care Team members. Follow these steps in the Caregiven app.
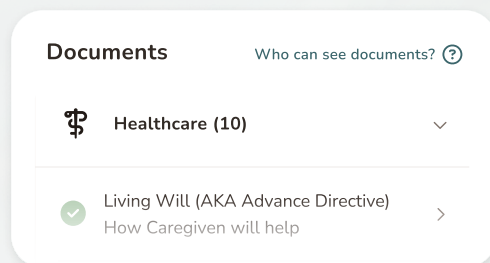
Download to your computer:

1. Tap **Docs** and select the document you wish to download.

2. Tap **Email File** to receive an email with a link to the chosen file.

3. Click the link within the email you receive, then click **Download** to save the document to your device.

Download to your mobile device:

1. Tap **Docs** and select the document you wish to download.

2. Tap **View File**. Once the document opens, you can opt to download the file. Steps to follow will vary based on your mobile device and installed programs.

Downloading Other App Data

Appointment Info

1. Tap **Appointments** and scroll to **Previous Appointments**. Select the appointment you wish to view.

2. Screenshot the details page to save it in your phone's photos. The steps to screenshot will vary depending on your device. You may also copy appointment notes and paste them into a notes app on your mobile device.

Provider Contact Info

1. Tap **Appointments** and select **Manage Providers**.

2. Screenshot the provider details list to save in your phone's photos. Depending on your device, you may be able to save the provider's phone number as a contact when selected.

Accessible to the Core Care Team and Extended Family

Care Circle Emails

1. Tap **More** from the app footer and select **Care Circles**.

2. Choose a Care Circle to view Team Member details.

3. Tap individual members to view or save their full names and email addresses.

Remember to review your Care Feed and screenshot any memories you'd like to save.