



Quick Start Guide

Caregiver Deluxe — Windows Desktop App

Windows Desktop App • Version 1.7.13

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Caregiver Deluxe for Windows is a native desktop app for logging daily care, recording medications, and producing clear reports for a care recipient. It signs in to your existing Caregiver Deluxe account and keeps everything on your secure online Care Group, so the web app and desktop app always show the same information.

1. Before you begin

- A Caregiver Deluxe account (your **Care Group**) with a caregiver or admin sign-in.
- Windows 10 or Windows 11.
- An internet connection — the app reads and saves your data on your online Care Group.

2. Install and open

- Run the installer and follow the prompts, then launch **Caregiver Deluxe — Desktop** from the Start menu or desktop shortcut.
- The app remembers its window size and position between sessions.

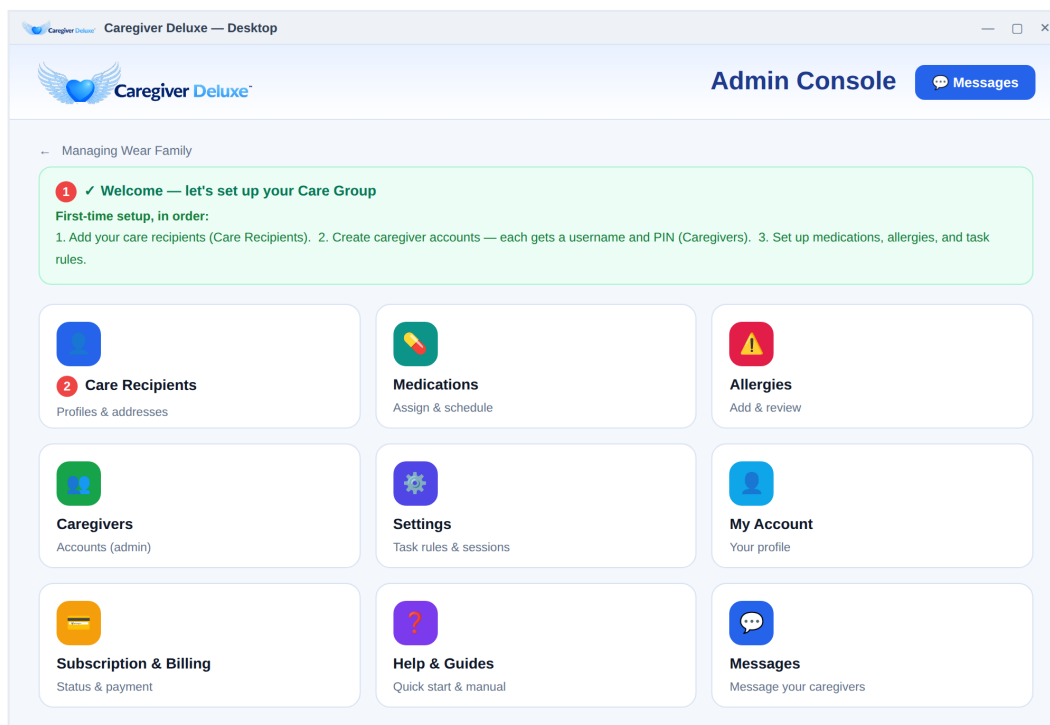
3. Sign in

- Enter your **Care Group** (family slug), **username**, and **PIN**, then choose **Sign in**.
- Administrators choose **Sign in as an administrator** to reach the Admin Console.
- Recent sign-ins are remembered for convenience — your PIN or password is never stored on the device.

The desktop sign-in screen.

4. First-time setup (administrators)

A brand-new Care Group has no caregivers yet, so sign in as the administrator first. The Admin Console opens to colored tiles with a **Getting started** checklist: add care recipients, create caregiver accounts (each with a username and PIN), then assign medications.



The Admin Console with the Getting started checklist.

5. Choose a care recipient

After signing in you'll see your **Care Recipients**. Select one to open its **Daily Care** menu, where you can record care or run a report.

6. Record a daily entry

Choose **Daily care entry** to log a day of care:

- **Visit details** — service type and shift times (for your records).
- **Tasks** — mark what was done; add details, and use the microphone to dictate notes.
- **Medication Log** — mark doses given with times and notes.
- **Daily observations** — quick check-ins for mood, appetite, fluids, sleep, and more.
- Add a **signature**, then choose **Save entry** (nothing is stored until you do).

Caregiver Deluxe — Desktop

Caregiver Deluxe

Caregiver Journal Entry [Messages](#)

Joan Wear

1 Date 06/29/2026

Caregiver Cynthia Head

2 Visit Details

Shift start 09:00 AM

Shift end 05:00 PM

3 Tasks

Meals & snacks [dictate](#)

Ate a full breakfast; good appetite at lunch.

Medications given [dictate](#)

4 Medication Log

Atorvastatin 40 mg — given 9:01 AM ✓ · Apixaban 2.5 mg — given 9:03 AM ✓

5 Save entry Delete entry

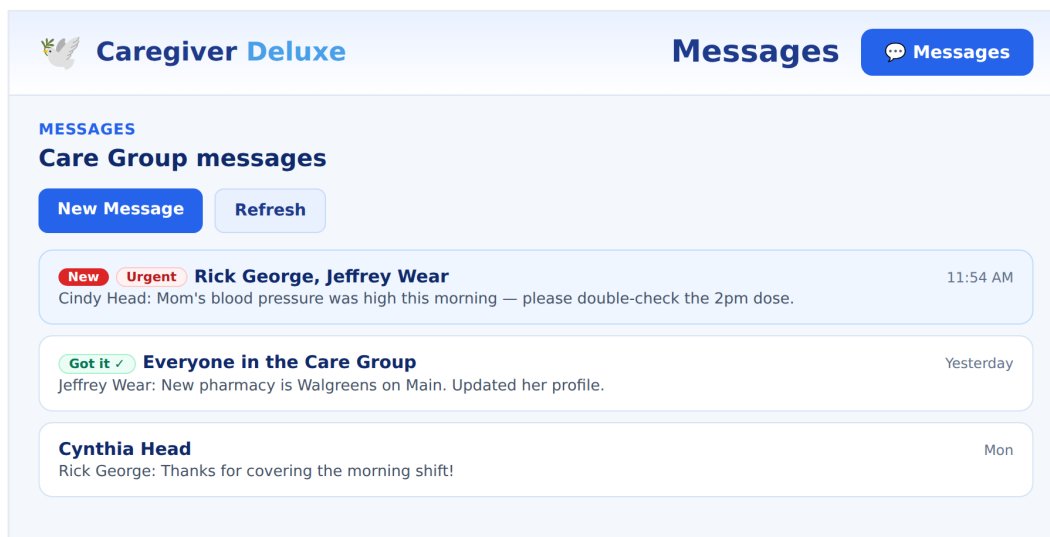
The Daily Care Entry form, with colored section chips.

7. Browse past entries

Choose **Past entries** to see saved days. Open one to review or edit it, or delete it. Whether you can edit entries created by other caregivers depends on your Care Group's editing policy (set by an administrator) — and **Trusted** caregivers can always edit any entry.

8. Messages

Click **Messages** in the header (a red badge shows unread count) to reach your Care Group's private inbox — shared with the web app. Choose **New Message**, pick one person, several, or **Everyone in the Care Group**, optionally **Mark urgent**, and **Send**. Open a thread to **reply** or tap **Got it ✓** to acknowledge.



Care-team messaging: inbox, compose, and acknowledgements.

9. Record History

Every saved entry shows **who created it and who later edited it**, with a summary of what changed — on the entry, on Past Entries cards, and in reports. When a **Trusted** caregiver corrects another caregiver's entry, it is recorded automatically, giving you a clear, accountable trail.

10. Create a report

- **Daily Care Journal** — notes and tasks by day across a date range; includes each entry's Record History.
- **Medications & Allergies** — the current medication list and known allergies.
- Export to **PDF**, **Excel**, or **CSV**, or print.

11. Get help

Choose **Help** in the app to open this Quick Start Guide or the full User Manual. For account or billing questions, an administrator can open **Subscription & Billing** in the Admin Console, or visit the account page on the website.