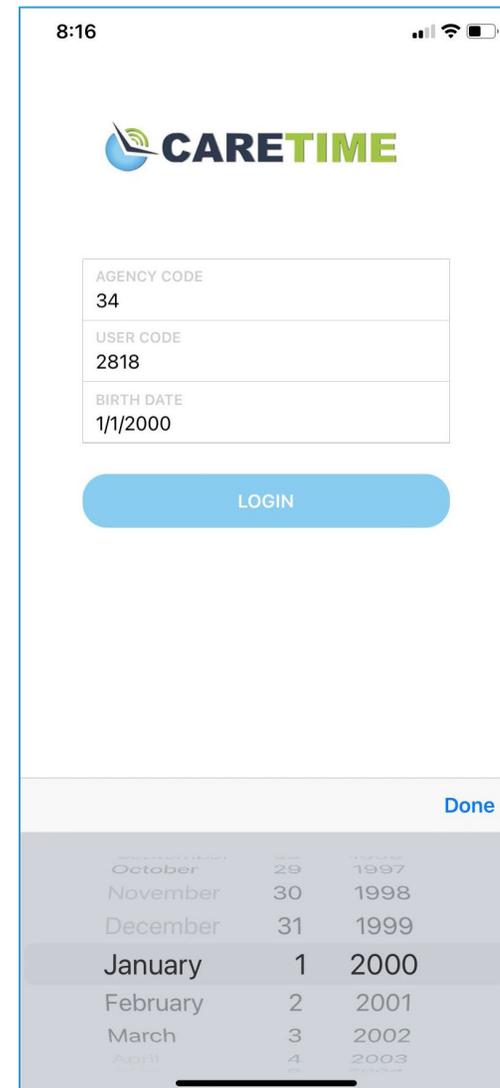


LOGIN

To log in, each caregiver must enter the following information:

1. **Agency Code:** This code is specific to your agency
2. **User Code:** Your agency will be able to provide this code to you.
Every caregiver has a unique code
3. **Date of Birth**
 - **iPhone users:** You will have to scroll to the correct month, day, and year.
 - **Android users:** You will need to use the calendar picker to select the correct date
See next page for detailed instructions.



8:16



AGENCY CODE
34

USER CODE
2818

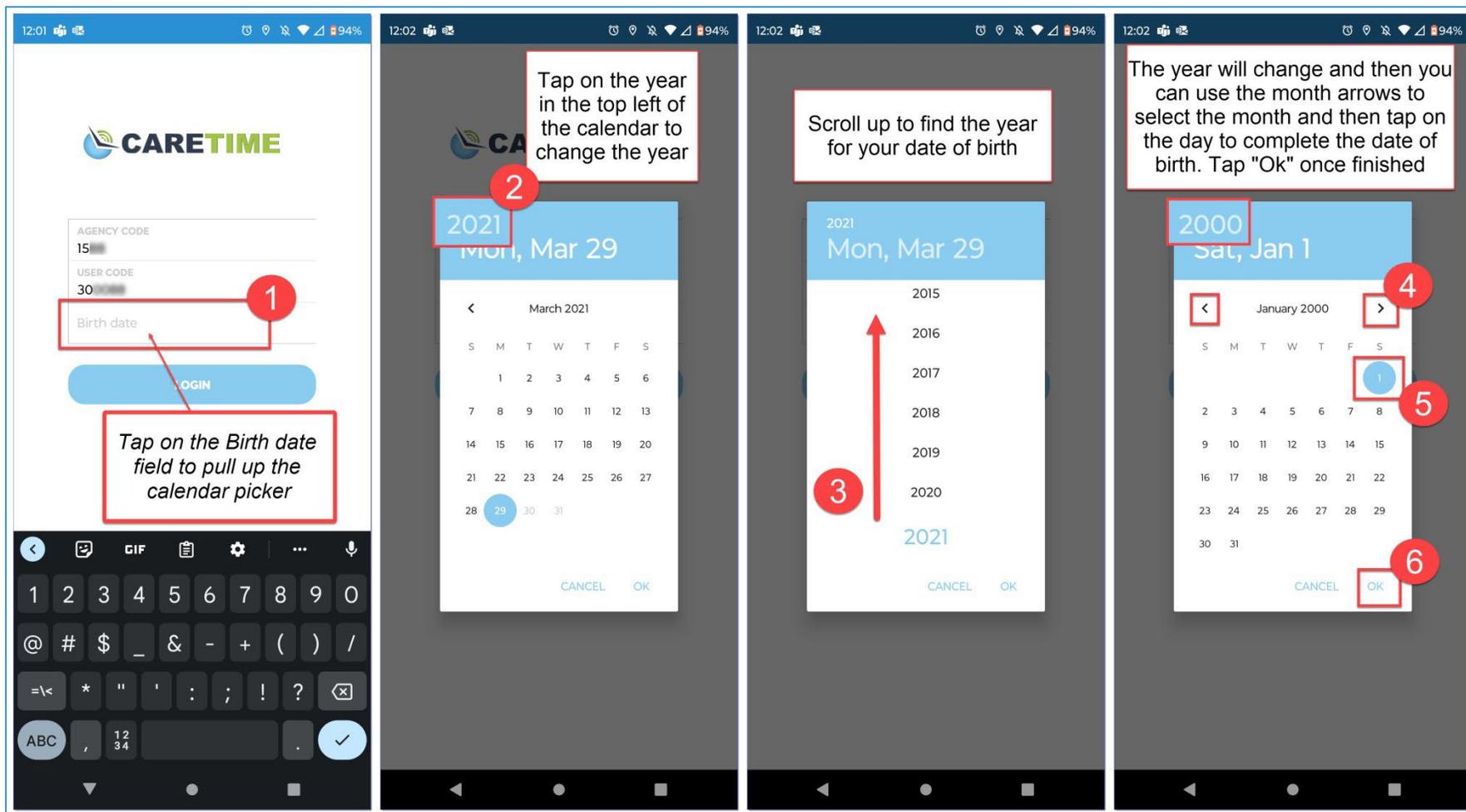
BIRTH DATE
1/1/2000

LOGIN

Done

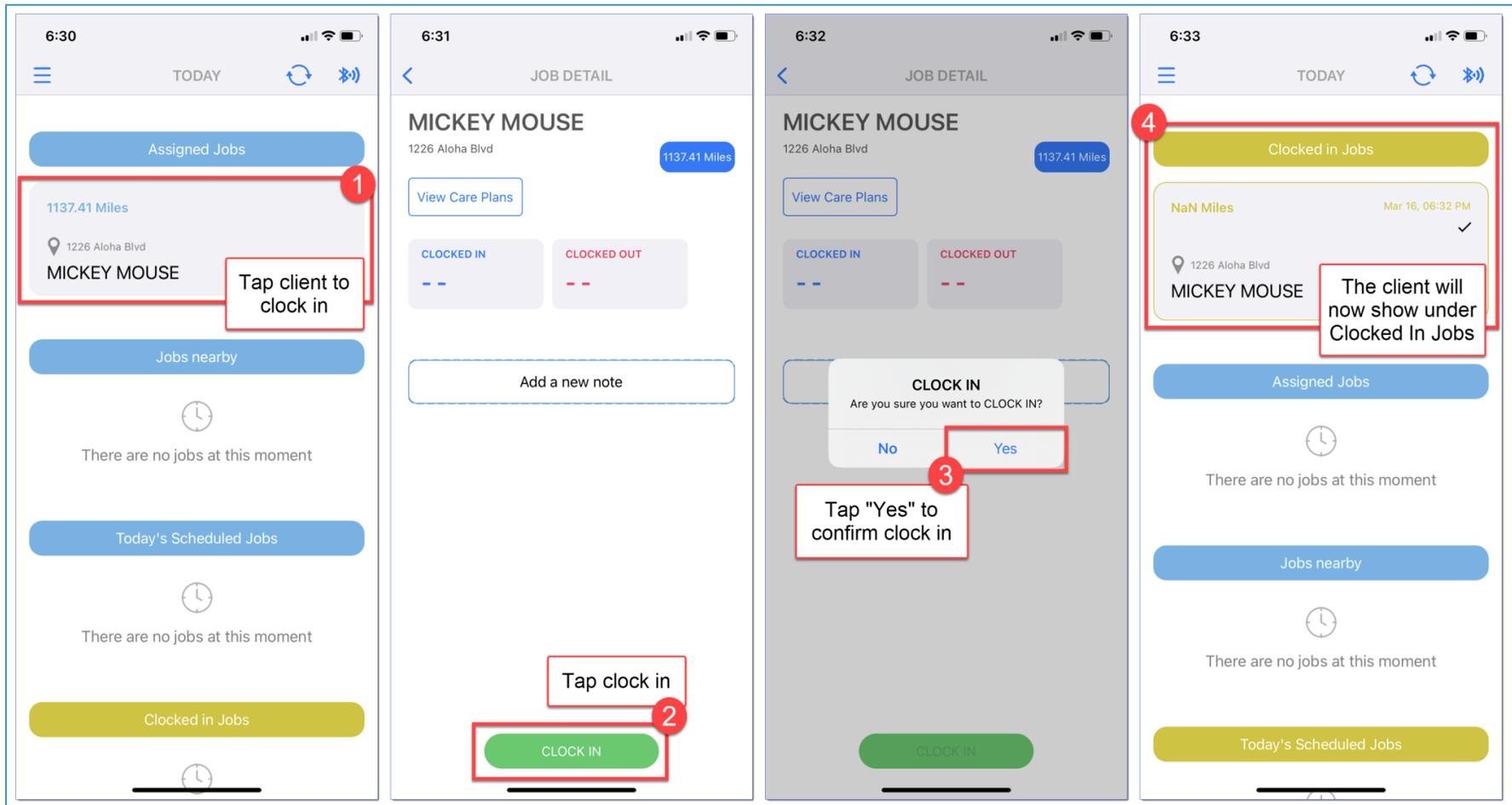
October	29	1997
November	30	1998
December	31	1999
January	1	2000
February	2	2001
March	3	2002
April	4	2003

LOGIN FOR ANDROID USERS



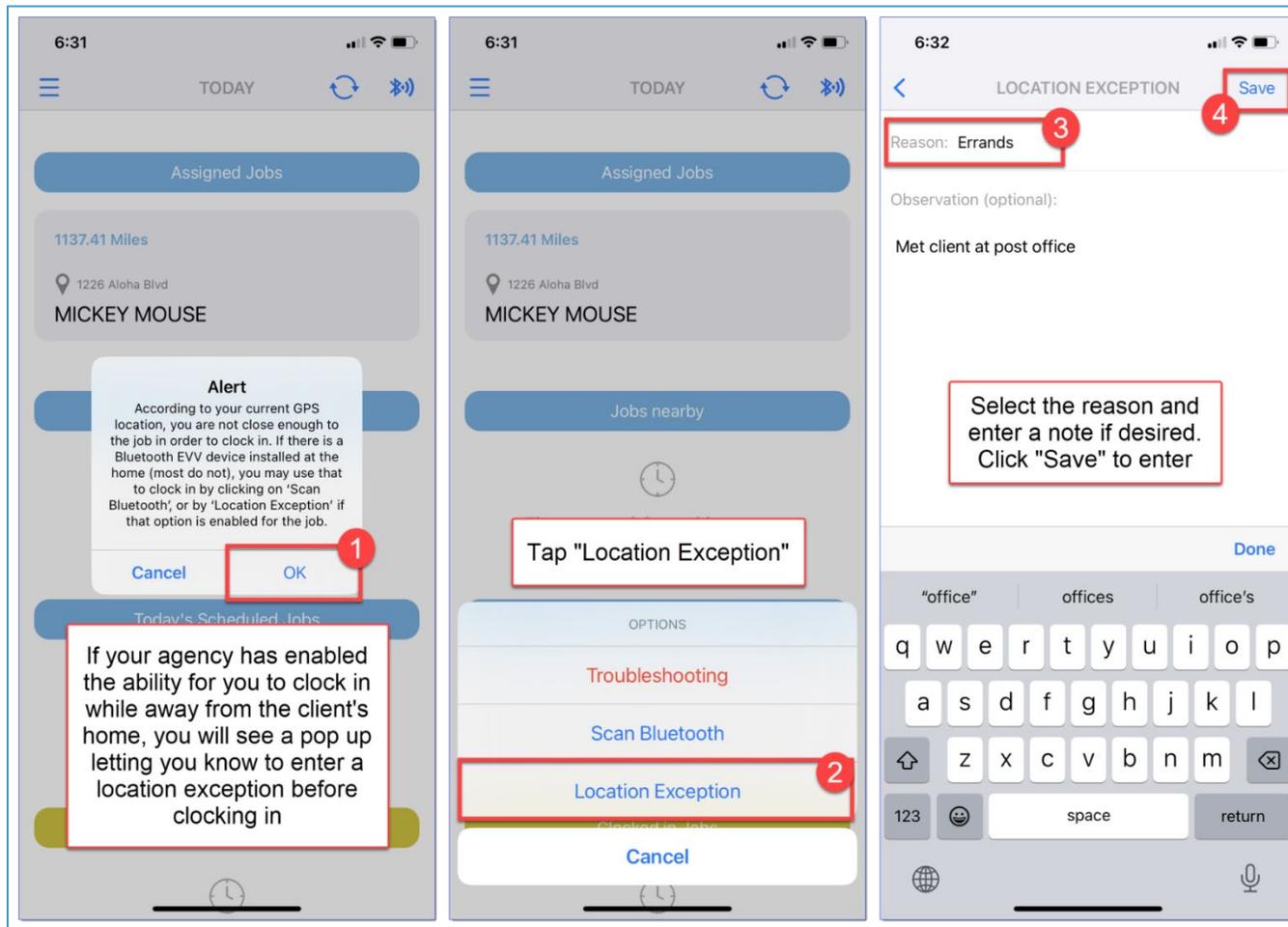
CLOCK IN

To clock in, tap on the applicable client under Assigned Jobs, Jobs Nearby, or Today's Scheduled Jobs.



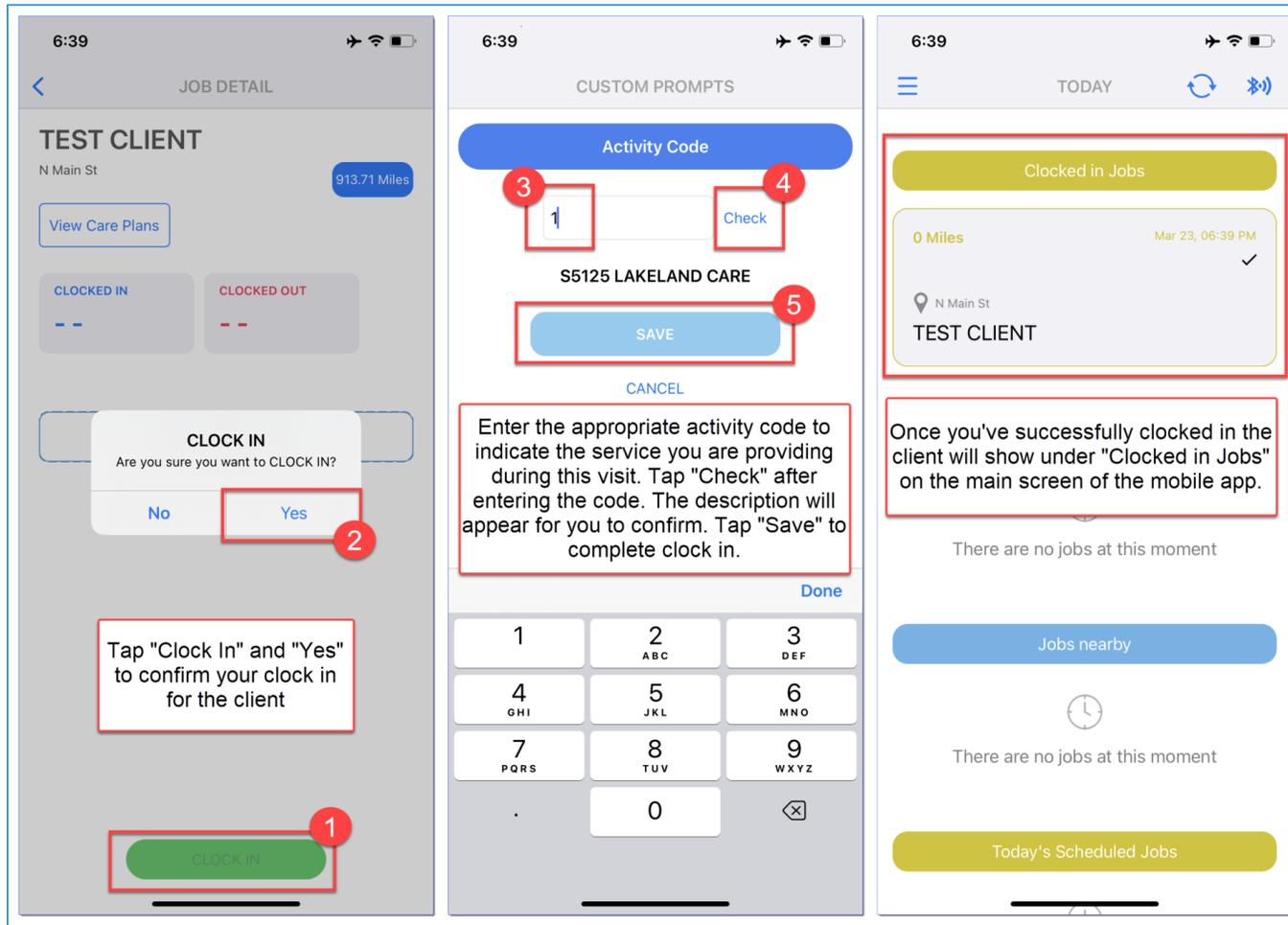
LOCATION EXCEPTION

If you are not at the client's address you may see a pop up to enter a location exception (if enabled).



ENTERING ACTIVITY CODES

Note: this will only pop-up if required for the specific client.



The image consists of three sequential screenshots from a mobile application, illustrating the steps to enter an activity code and clock in for a client. Red boxes and numbers 1 through 5 highlight specific UI elements.

Screenshot 1 (Left): Shows the 'JOB DETAIL' screen for a 'TEST CLIENT' at 'N Main St' (913.71 Miles). A 'CLOCK IN' dialog box is displayed with 'Are you sure you want to CLOCK IN?' and 'No' and 'Yes' buttons. A red box labeled '1' highlights the 'CLOCK IN' button at the bottom. A red box labeled '2' highlights the 'Yes' button in the dialog.

Screenshot 2 (Middle): Shows the 'CUSTOM PROMPTS' screen. A red box labeled '3' highlights the 'Activity Code' input field where the number '1' is entered. A red box labeled '4' highlights the 'Check' button. A red box labeled '5' highlights the 'SAVE' button. Below the input field, the text 'S5125 LAKELAND CARE' is visible. A 'CANCEL' button is also present.

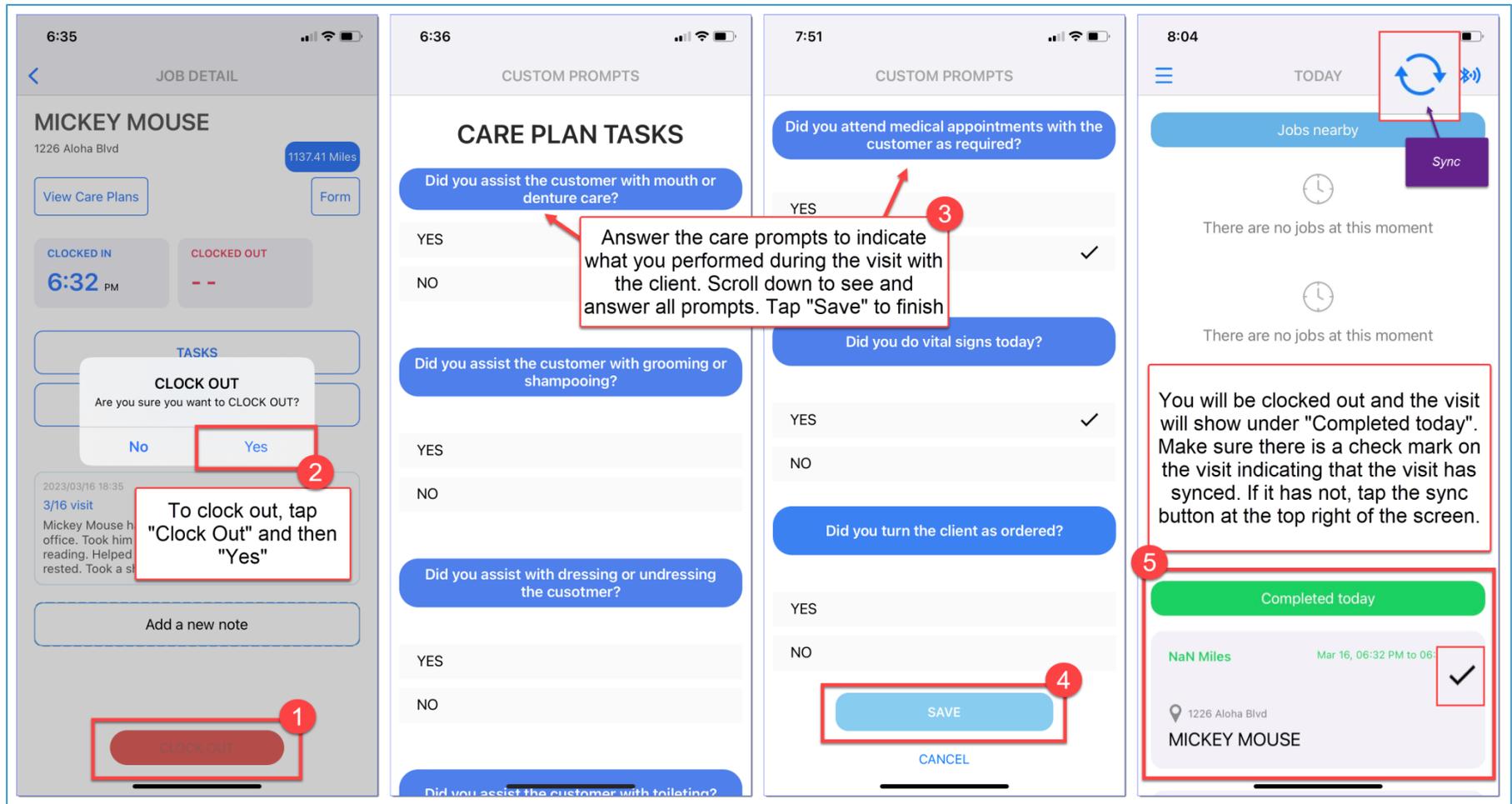
Screenshot 3 (Right): Shows the 'TODAY' screen. A red box highlights the 'Clocked in Jobs' section, which displays '0 Miles' and 'Mar 23, 06:39 PM' for the 'TEST CLIENT' at 'N Main St'. A text box below this section reads: 'Once you've successfully clocked in the client will show under "Clocked in Jobs" on the main screen of the mobile app.' Below this, there are 'Jobs nearby' and 'Today's Scheduled Jobs' sections, both showing 'There are no jobs at this moment'.

Instructional Text: Enter the appropriate activity code to indicate the service you are providing during this visit. Tap "Check" after entering the code. The description will appear for you to confirm. Tap "Save" to complete clock in.

Additional Instruction: Tap "Clock In" and "Yes" to confirm your clock in for the client

CLOCK OUT

To clock out, tap the client under “Clocked In Jobs”. Then tap clock out. If applicable, you may be prompted to answer questions about what you did during the visit.



1 To clock out, tap "Clock Out" and then "Yes"

2 Answer the care prompts to indicate what you performed during the visit with the client. Scroll down to see and answer all prompts. Tap "Save" to finish

3 You will be clocked out and the visit will show under "Completed today". Make sure there is a check mark on the visit indicating that the visit has synced. If it has not, tap the sync button at the top right of the screen.

4 SAVE

5 Sync

CLOCK OUT

You will also be prompted to have your client provide their signature, as well as your own before you can complete clocking out.

