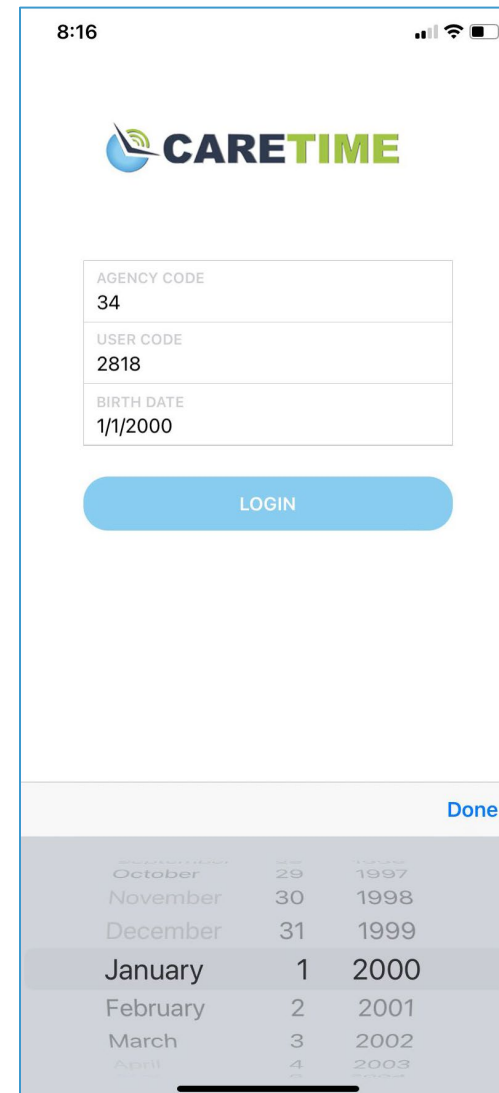



LOGIN

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

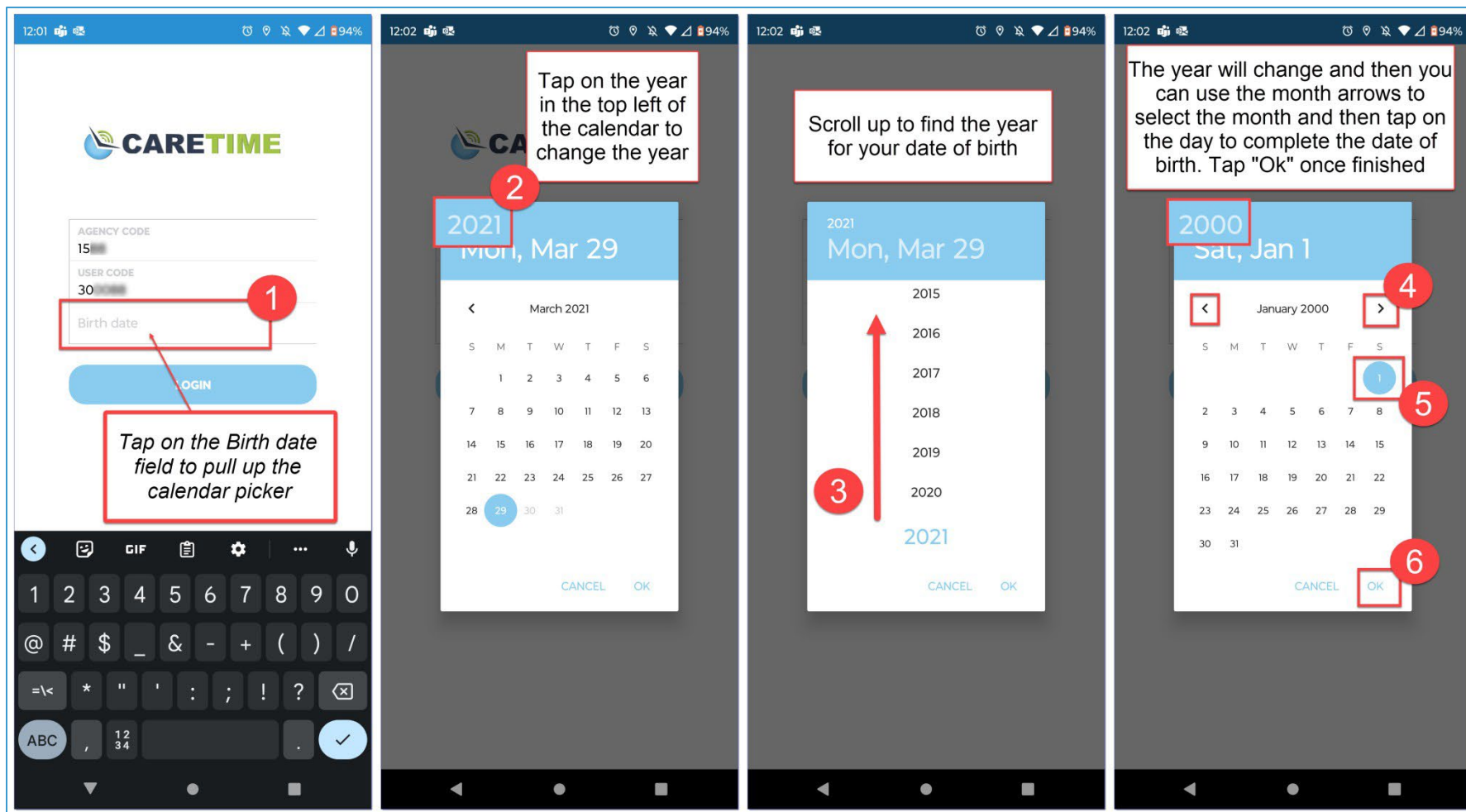
BIRTH DATE
1/1/2000

LOGIN

Done

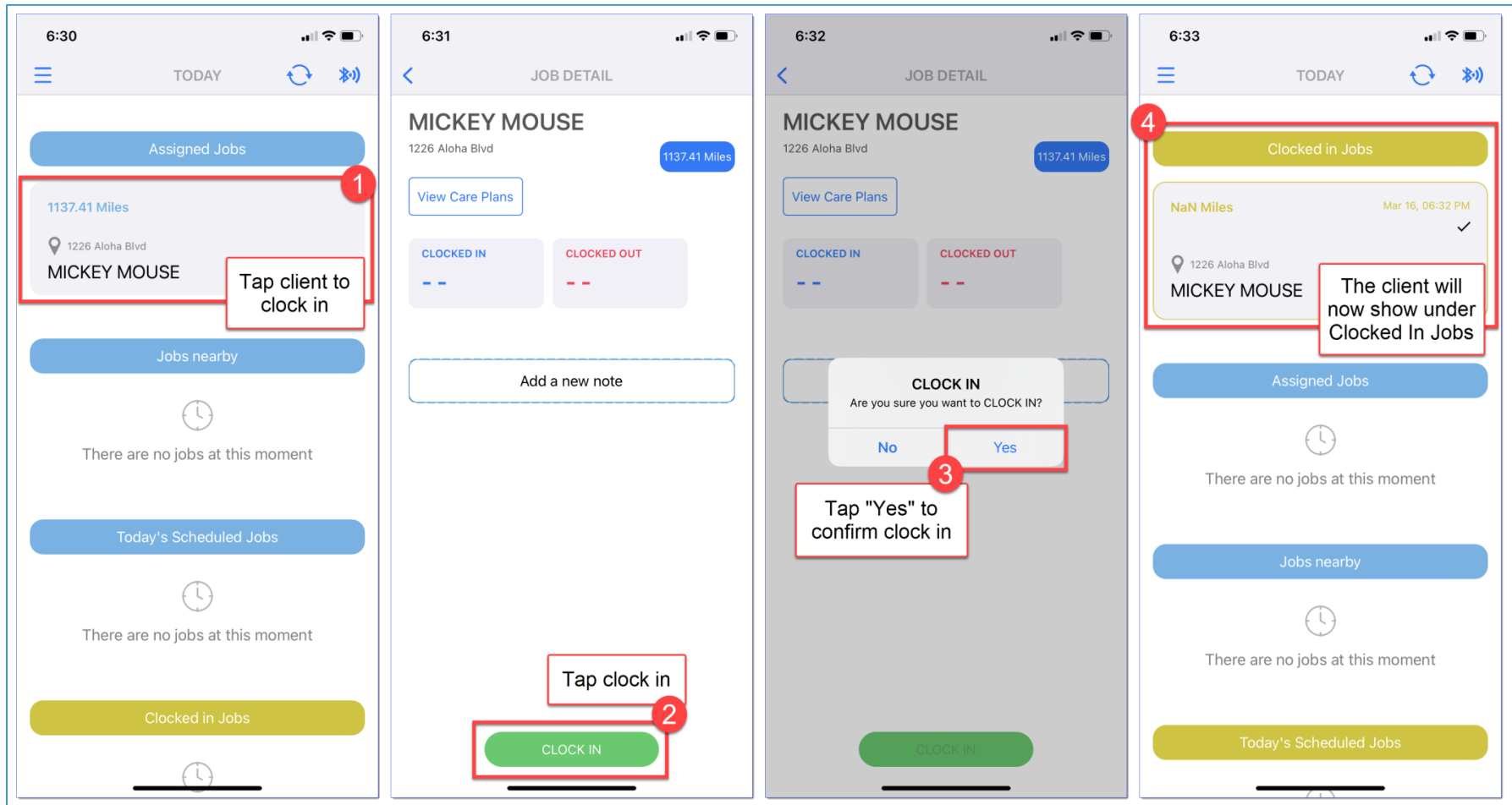
October	29	1997
November	30	1998
December	31	1999
January	1	2000
February	2	2001
March	3	2002
April	4	2003

LOGIN FOR ANDROID USERS



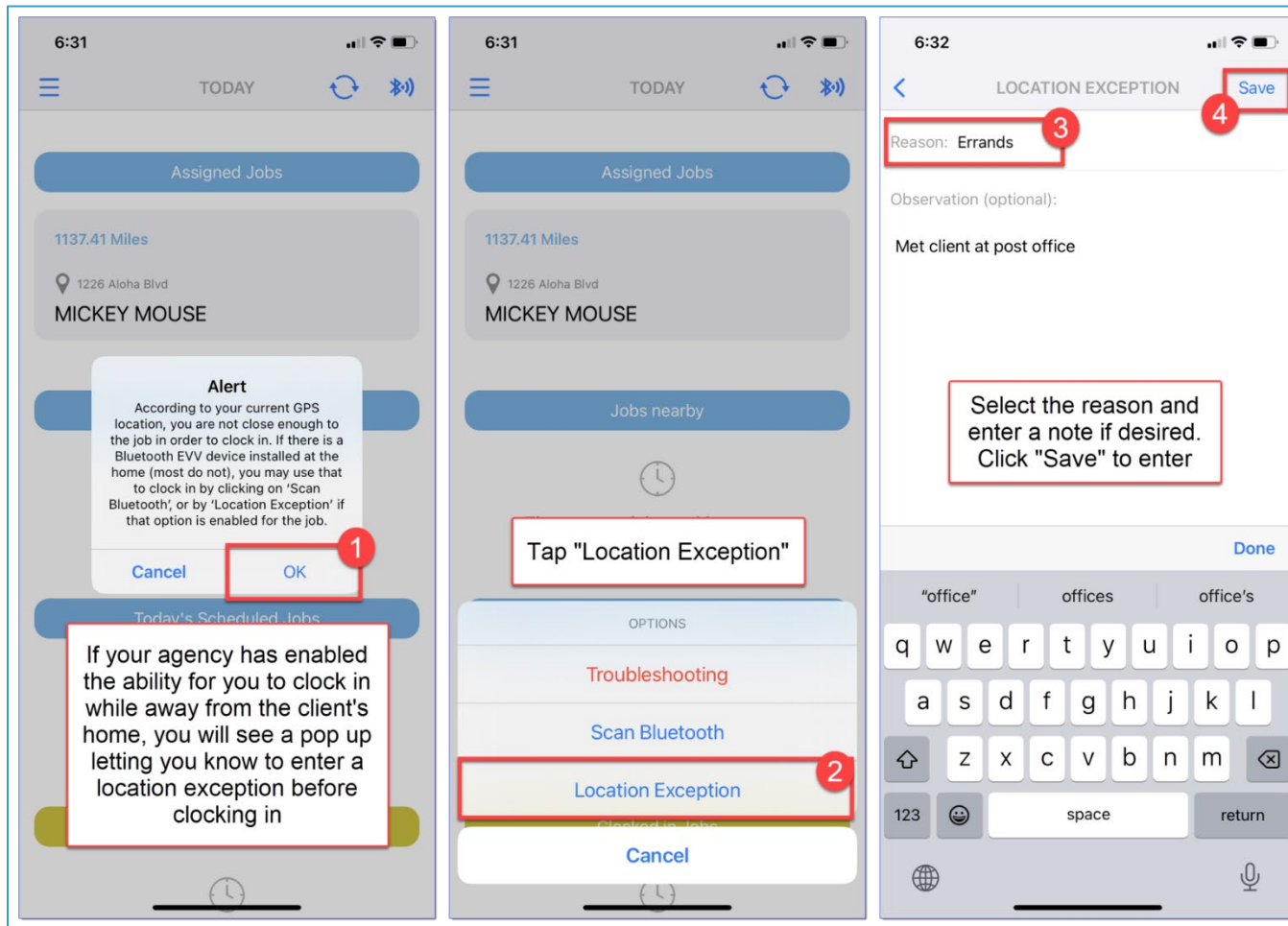
CLOCK IN

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



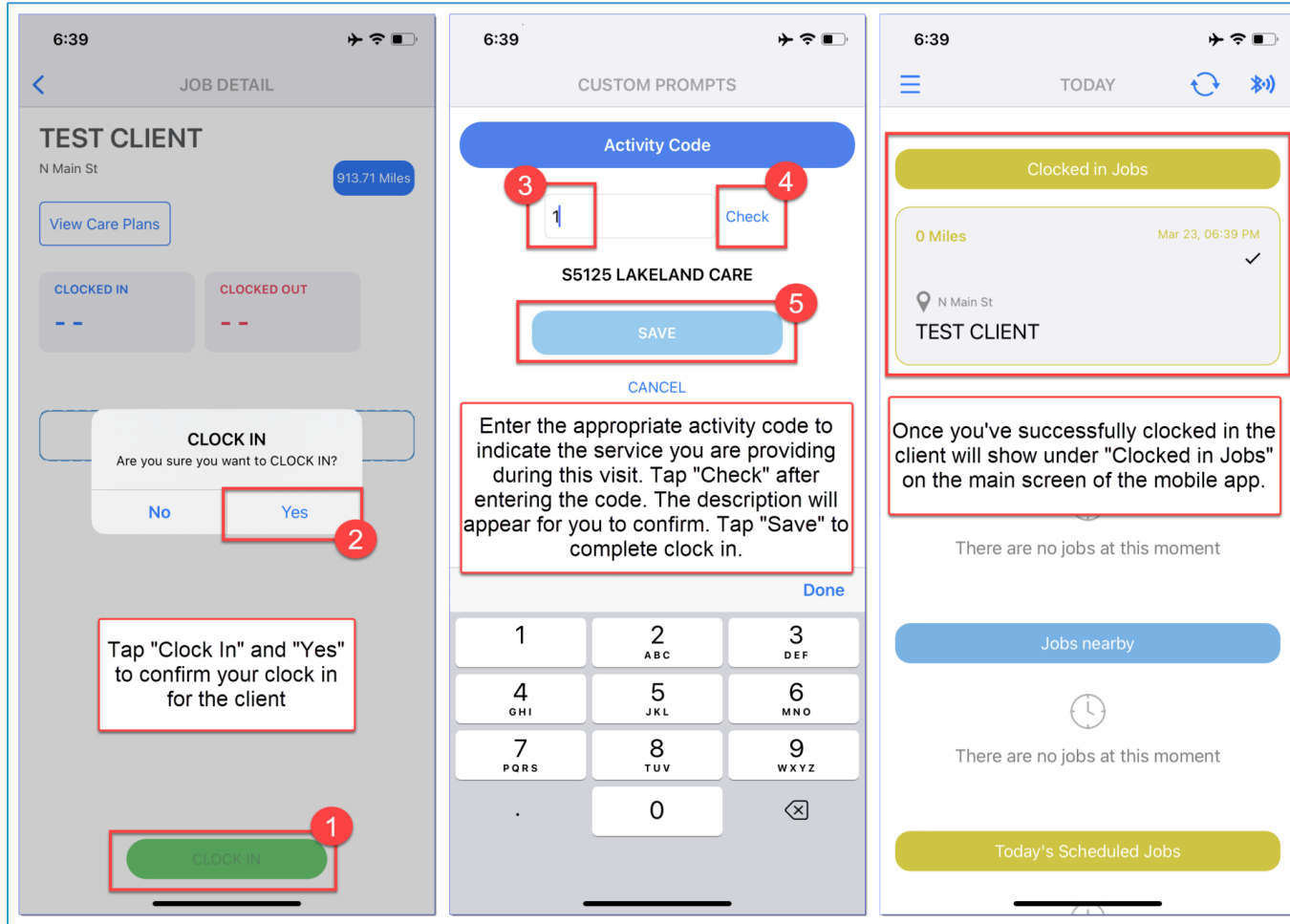
LOCATION EXCEPTION

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.

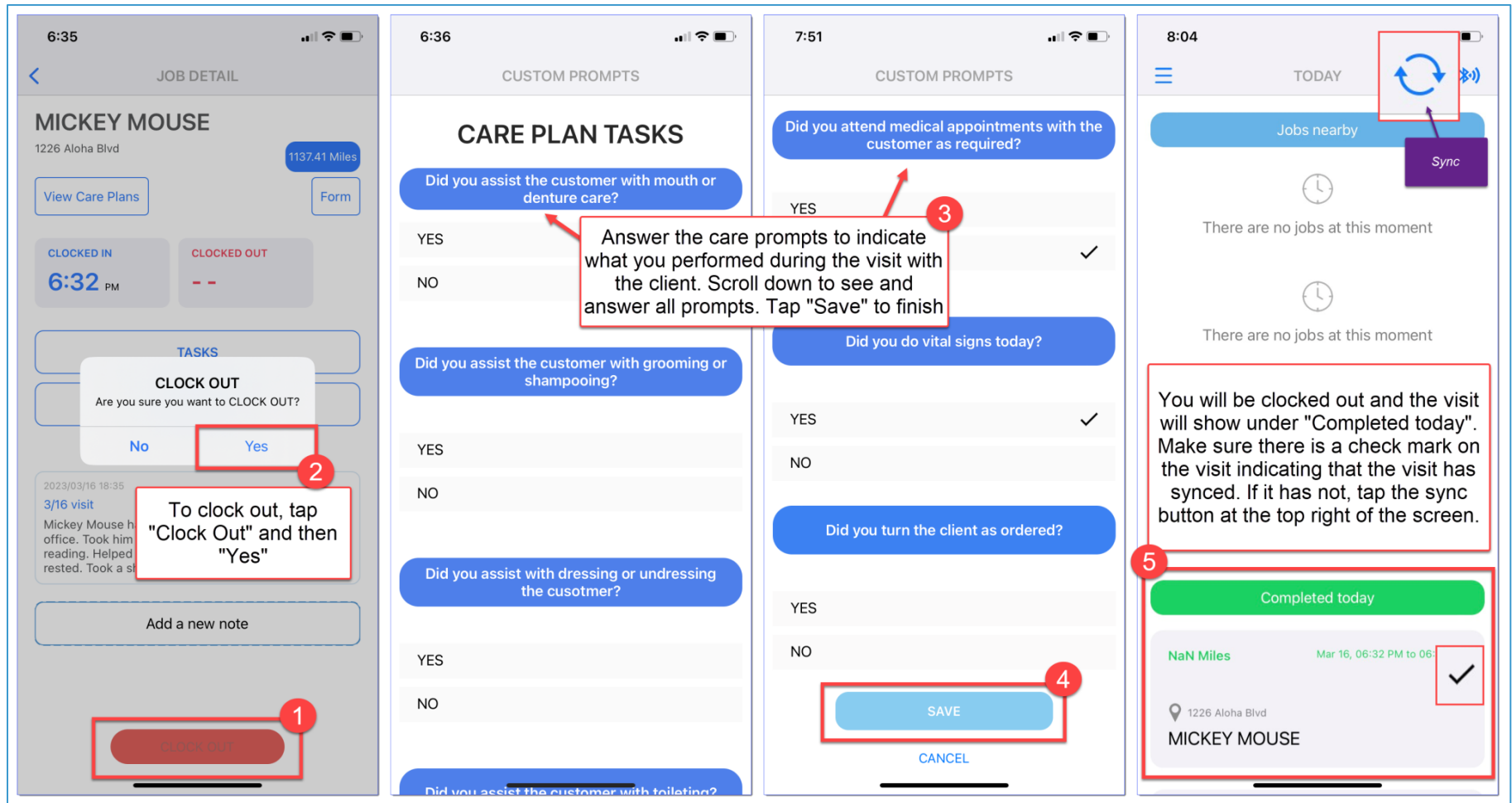
Screenshot 1 (Left): Shows the 'JOB DETAIL' screen for a 'TEST CLIENT' at 'N Main St' (913.71 Miles). A 'CLOCK IN' dialog box is displayed with the question 'Are you sure you want to CLOCK IN?' and 'No' and 'Yes' buttons. A red box highlights the 'Yes' button, labeled with a red '2'. Below the dialog, a text box instructs: 'Tap "Clock In" and "Yes" to confirm your clock in for the client'. At the bottom, a green 'CLOCK IN' button is highlighted with a red box and labeled with a red '1'.

Screenshot 2 (Middle): Shows the 'CUSTOM PROMPTS' screen. A blue 'Activity Code' input field contains the number '1', with a red box around it labeled '3'. To its right is a 'Check' button, also in a red box labeled '4'. Below the input field, the text 'S5125 LAKELAND CARE' is displayed. A blue 'SAVE' button is highlighted with a red box labeled '5'. A 'CANCEL' button is visible below. A text box at the bottom explains: '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.' A numeric keypad is shown at the bottom.

Screenshot 3 (Right): Shows the 'TODAY' screen. A green bar at the top indicates 'Clocked in Jobs'. Below it, a job card for 'TEST CLIENT' at 'N Main St' is shown with '0 Miles' and a checkmark. A text box explains: 'Once you've successfully clocked in the client will show under "Clocked in Jobs" on the main screen of the mobile app.' Below the job card, it says 'There are no jobs at this moment'. At the bottom, a green bar indicates 'Today's Scheduled Jobs'.

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

5 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.

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.

