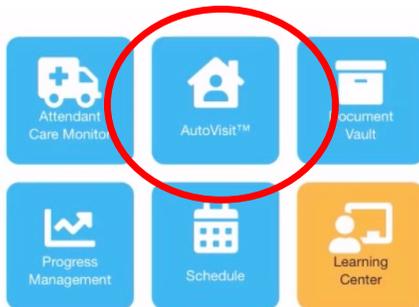
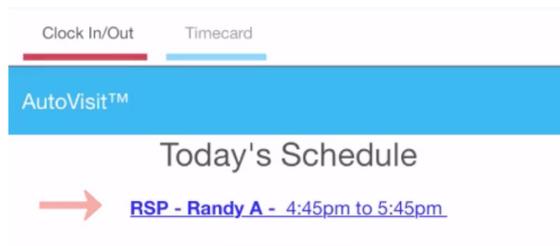


### Clocking in

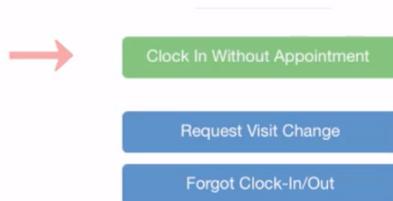
1. After logging in, select AutoVisit



2. If you have a schedule entered, select the visit scheduled under “Today’s Schedule”



3. If you do not have a schedule entered, select “Clock in without Appointment”



4. If you have not turned on your Location Services, the following pop-up message will appear. Please select “OK” to allow.



## 5. Select your Member

The screenshot shows the 'AutoVisit™' interface. At the top, there are two tabs: 'Clock In/Out' (highlighted in red) and 'Timecard' (highlighted in blue). Below the tabs is a blue header with the 'AutoVisit™' logo and a help icon. Underneath, there is a section titled 'Client to clock-in to' with a dropdown menu. The dropdown menu is open, showing a list of names: Randy A, Junior M, Forest G, Graham S, and Admin. Randy A is currently selected and highlighted.

## 6. Select the service type with the appropriate location designation

The screenshot shows the 'Service' dropdown menu. The dropdown is open, displaying three options: 'HAH - Home', 'HAH - Home', and 'HAH - Other'. The first 'HAH - Home' option is currently selected. To the right of the dropdown is a blue button labeled 'Balances'.

## 7. Select the "Clock In" icon



## Clocking Out

### 1. Select the "Clock Out" icon



### 2. When selecting Clock Out, select a pop-up will appear confirming that the Visit is Complete. If you do not click "Yes", you are **not** clocked out. Your shift will continue.

The screenshot shows a confirmation pop-up dialog box. The dialog box has a title bar that says 'Are you sure?'. Below the title bar, there is a question: 'Is this visit complete?'. At the bottom of the dialog box, there are two buttons: 'Yes' and 'No'. The 'Yes' button is circled in red. In the background, a faded 'Clock Out' icon is visible.