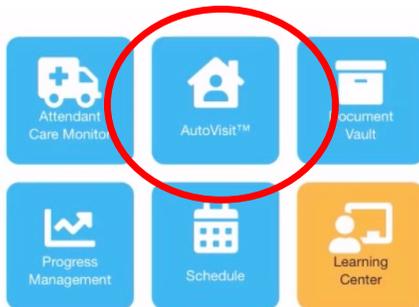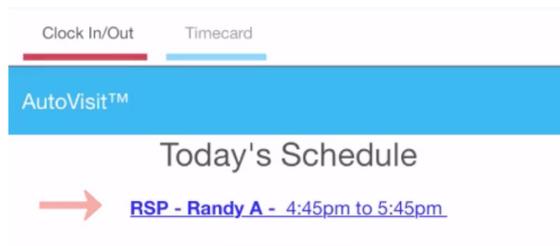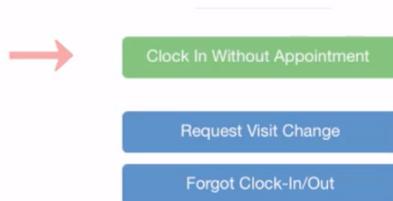CARING MINDS
HEALTH SERVICES LLC

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

6. Select the service type with the appropriate location designation

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.