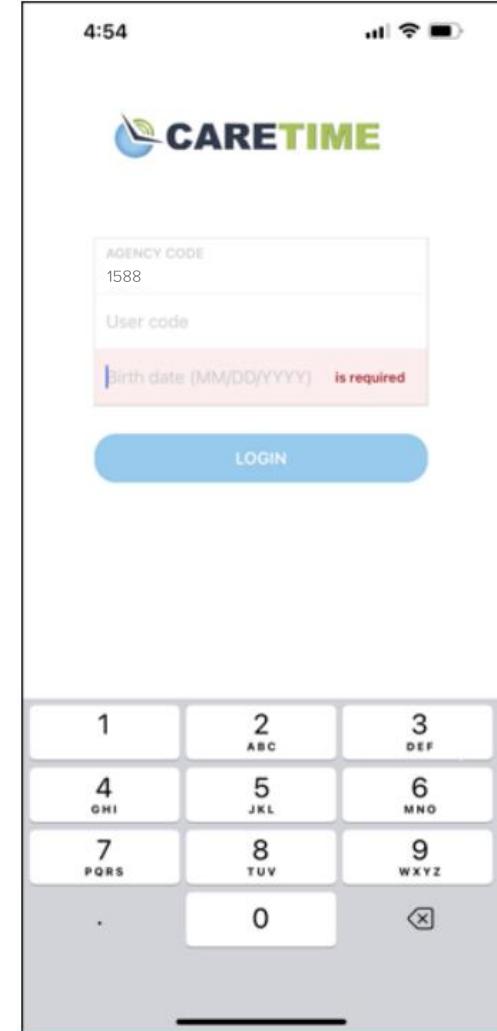


This CareTime user guide will review how to login to the mobile app, and how to properly clock in and out for a shift.

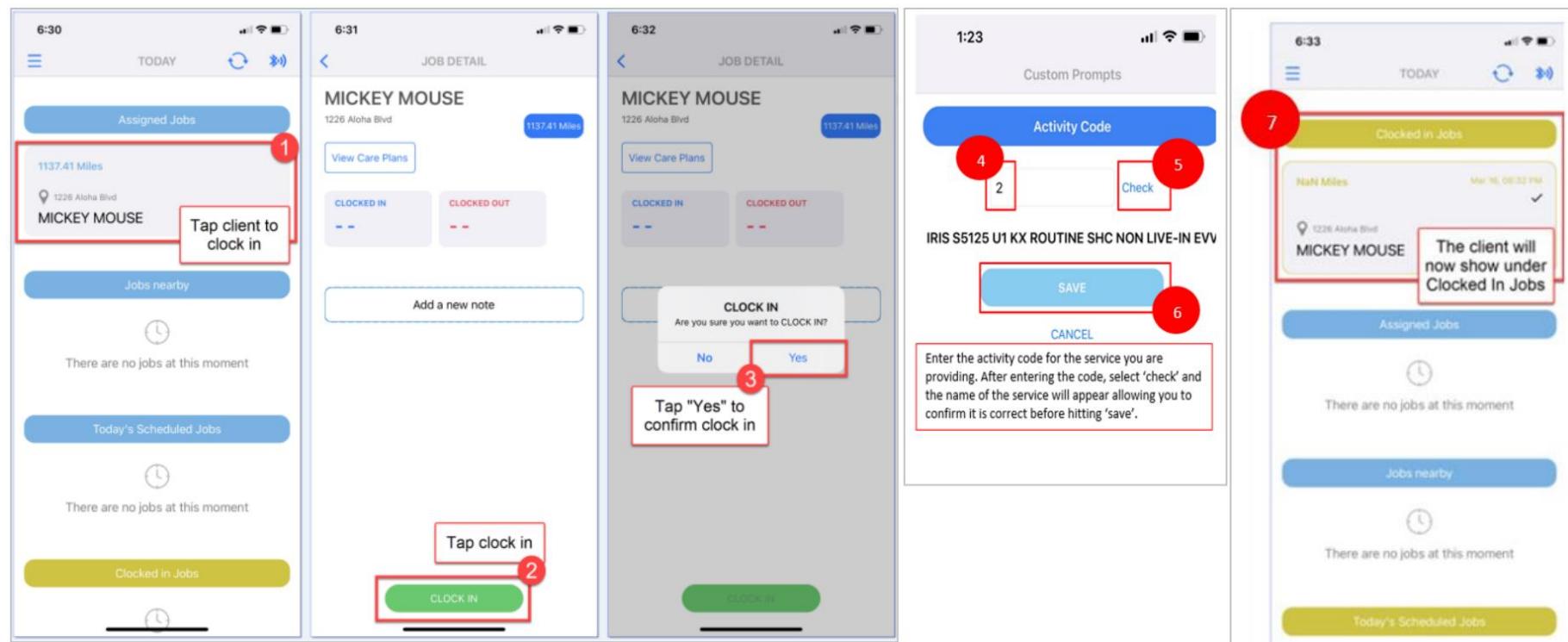
To log in, each Direct Care Worker must enter the following information:

- Agency Code: **1588** (specific to Lori Knapp Choice™)
- User or Employee Code: This code is specific to each Direct Care Worker. Lori Knapp Choice™ can provide this number to you.
- Date of Birth: You will type in your date of birth using MMDDYYYY as the format.



## Clock-In

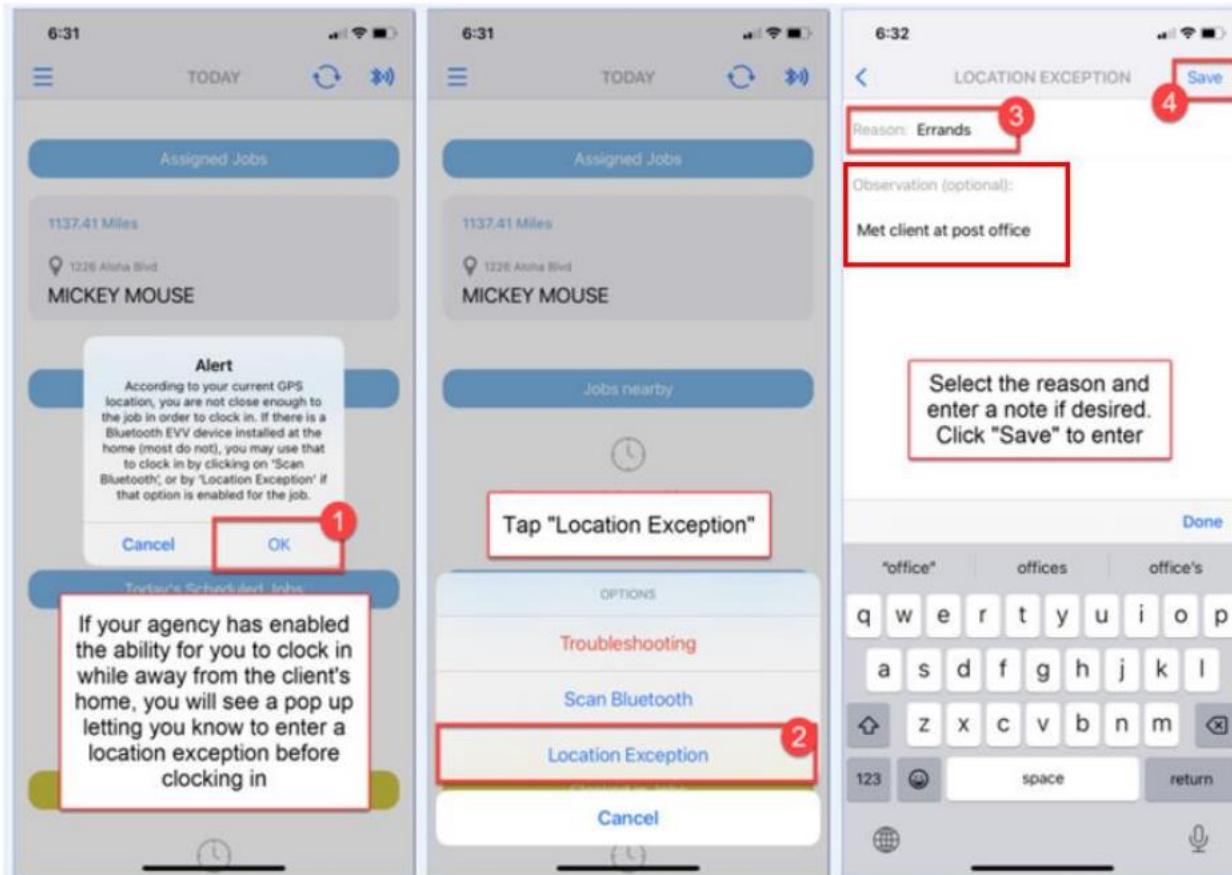
- Once you have logged into the mobile app, you will see assigned jobs. These are the consumers you are set up to provide services to.
- Select the consumer you want to clock in for.
- After confirming you want to clock in, you will be prompted to select the appropriate activity code.
- After entering the appropriate activity code, select 'Check.' This will allow you to confirm you have entered the correct activity code.
- Once confirmed, select 'Save.'
- You will now see the shift under your Clocked in jobs.
- You have successfully clocked in.



## Clock-In: Location Exceptions

If you are not at the consumer's home, you will be prompted to enter a location exception at the time of clock in. This occurs when you provide approved services outside of the home (such as at the doctor's office).

- Enter a note in the observation field, if desired.
- Follow the prompts in the screenshots below.



## Clock-Out:

- When you are ready to clock out, open the mobile app.
- You will see your clocked-in jobs available to select from to clock-out.
- Once selected, follow the prompts in the screenshots shown to finish clocking out.
- You will be prompted to select the services you provided during the shift. Once you have selected them, hit 'Save' to proceed.
- Be sure to obtain your consumer's signature and review your shift together.

