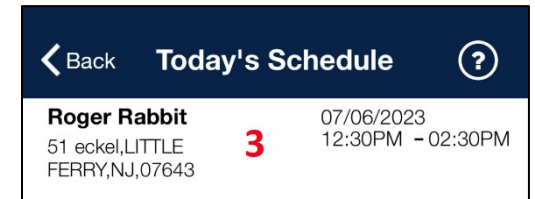
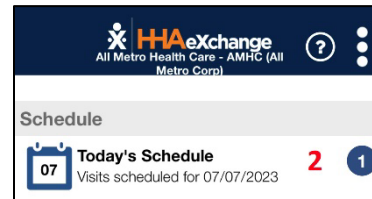


# HHaExchange Mobile App – How to Clock IN/OUT

1 Open and log in to HHAExchange Mobile App with your credentials (email and password)

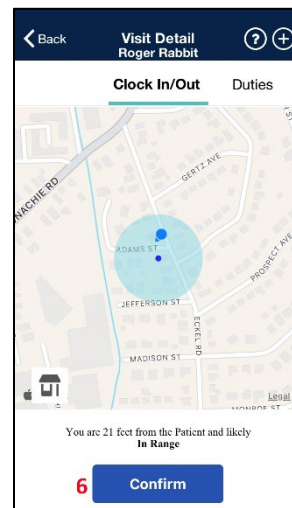
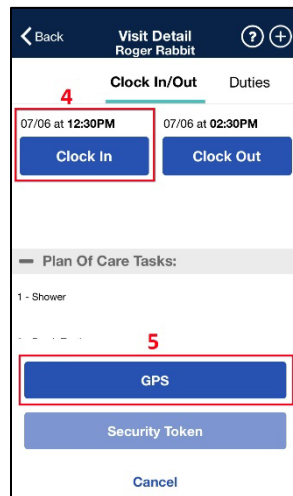
2 Go to Today's Schedule from the main menu.

3 Select the appropriate patient and visit.



## Clock In

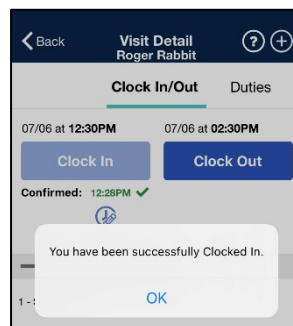
4 When the *Clock-In/Out* tab of the Visit Details page opens, tap **Clock In**.



5 Tap **GPS**. The App will determine your GPS location and present it on a map along with the client's coordinates.

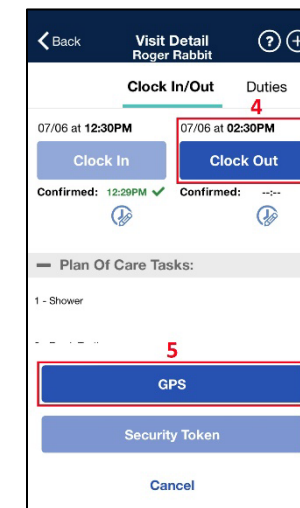
6 Tap **Confirm**.

7 Once confirmed, you will be successfully clocked in and the Clock In button will appear greyed out.



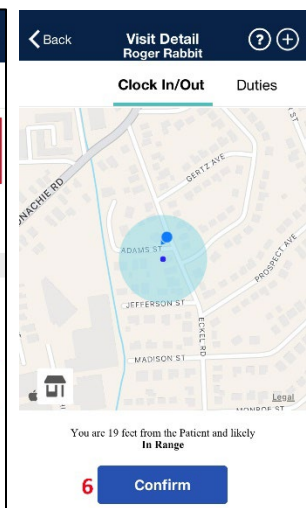
## Clock Out

4 To **Clock Out** follow steps 1 through 3. Then tap the **Clock out** button.



5 Tap **GPS**. The App will determine your GPS location and present it on a map along with the client's coordinates.

6 Tap **Confirm**.



7 Next, you will enter the performed POC tasks, as well as Stop and Watch questions (if applicable). Once **Saved**, you will be successfully clocked out.

The "Clock Out" button will now appear grey out.

