

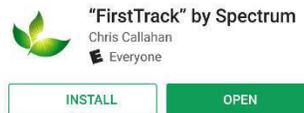


# FirstLight Home Care Clocking In/Out Instructions

For ANDROID users:



Once you download the app, the login will look like this:



username

password

LOGIN

Your username is the email you used for your application

Your password is the 4-digit number assigned to you during orientation.

**ARRIVAL/DEPARTURE**

I want to clock in for an:

Once you login, You will get the option to clock in (Arrival) or clock out (departure).

**ARRIVAL**

**DEPARTURE**

**Clock in/Arrival:** When you select arrival, it will show the clients name for which you are scheduled for if you are within GPS distance of clocking in. After you select the client, it will show a confirmation that you have clocked in and the clients name and address.

< SELECT ARRIVAL
ARRIVAL FINALIZED

TEST CLIENT

Your arrival clock in is successful!

Wednesday, Jun 20,  
09:30AM

---

TEST CLIENT  
2441 W SR 426 Suite 1011  
Oviedo FL 32765

**Clock out/Departure:** Once you have finished your shift, you will login to the app again and select departure. Then it will give you the same screen as arrivals (you must still be at the house or walking out of the door for the GPS to locate you) where it shows you the clients name. Select the client and it will give you a confirmation clock out time.

< SELECT ARRIVAL
DEPARTURE FINALIZED

TEST CLIENT

Your departure clock out is successful!

Wednesday, Jun 20,  
09:31AM

---

TEST CLIENT  
2441 W SR 426 Suite 1011  
Oviedo FL 32765



After the clock out confirmation, the screen will prompt you to enter the activities you performed for the client. Please scroll through and select the boxes that correlate with your shift. Remember: If you didn't document it, you didn't do it. Documentation is essential!

Select Continue to move onto Mileage and comments.

Enter the mileage if you drove the client anywhere in your vehicle. In the box below that, enter where you went that explains the mileage you entered. You can enter anything you would want to mention about the client or how the shift went as well.

**< ACTIVITIES**

Please check off all activities completed for **TEST**:

- Companionship**
- Skin/Nail Care**
- Light Housekeeping**
- Meal Preparation**
- Transportation**
- Assisted with Oral Hygiene**

**CONTINUE**

**< MILEAGE & NOTES**

Please fill in your mileage for this job:

**Miles**

---

**Would you like to add additional notes?**

*Enter comments how shift went. If you reported mileage, please enter where you drove.*

**FINALIZE**



# FirstLight Home Care Clocking In/Out Instructions

For APPLE users:

Once you download the app, the login will look like this:

Your username is the email you used for your application

Your password is the 4-digit number assigned to you during orientation.

Once you login, You will get the option to clock in (Arrival) or clock out (departure).

**Clock in/Arrival:** When you select arrival, it will show the clients name for which you are scheduled for if you are within GPS distance of clocking in. After you select the client, it will show a confirmation that you have clocked in and the clients name and address.

**Clock out/Departure:** Once you have finished your shift, you will login to the app again and select departure. Then it will give you the same screen as arrivals (you must still be at the house or walking out of the door for the GPS to locate you) where it shows you the clients name. Select the client and it will give you a confirmation clock out time.



username

password

LOGIN

SELECT ARRIVAL

I want to clock in for an:

ARRIVAL

DEPARTURE

ARRIVAL / DEPARTURE

We have found multiple matches.  
Please select one.

TEST CLIENT

ARRIVAL FINALIZED

Your arrival clock in is successful!

Wednesday, Jun 20, 09:30AM

TEST CLIENT  
2441 W SR 426 Suite 1011  
Oviedo, FL 32765

ARRIVAL / DEPARTURE

We have found multiple matches.  
Please select one.

TEST CLIENT

DEPARTURE FINALIZED

Your departure clock out is successful!

Wednesday, Jun 20, 09:31AM

TEST CLIENT  
2441 W SR 426 Suite 1011  
Oviedo, FL 32765



After the clock out confirmation, the screen will prompt you to enter the activities you performed for the client. Please scroll through and select the boxes that correlate with your shift. Remember: If you didn't document it, you didn't do it. Documentation is essential!

Select Continue to move onto Mileage and comments.

Enter the mileage if you drove the client anywhere in your vehicle. In the box below that, enter where you went that explains the mileage you entered. You can enter anything you would want to mention about the client or how the shift went as well.

**< ACTIVITIES**

Please check off all activities completed for **TEST CLIENT:**

Companionship

Skin/Nail Care

Light Housekeeping

Meal Preparation

**CONTINUE**

**< MILEAGE & NOTES**

Please fill in your mileage for this job:

Miles

Would you like to add additional notes?

Enter comments how shift went. If you reported mileage please enter where you drove.

**CONTINUE**