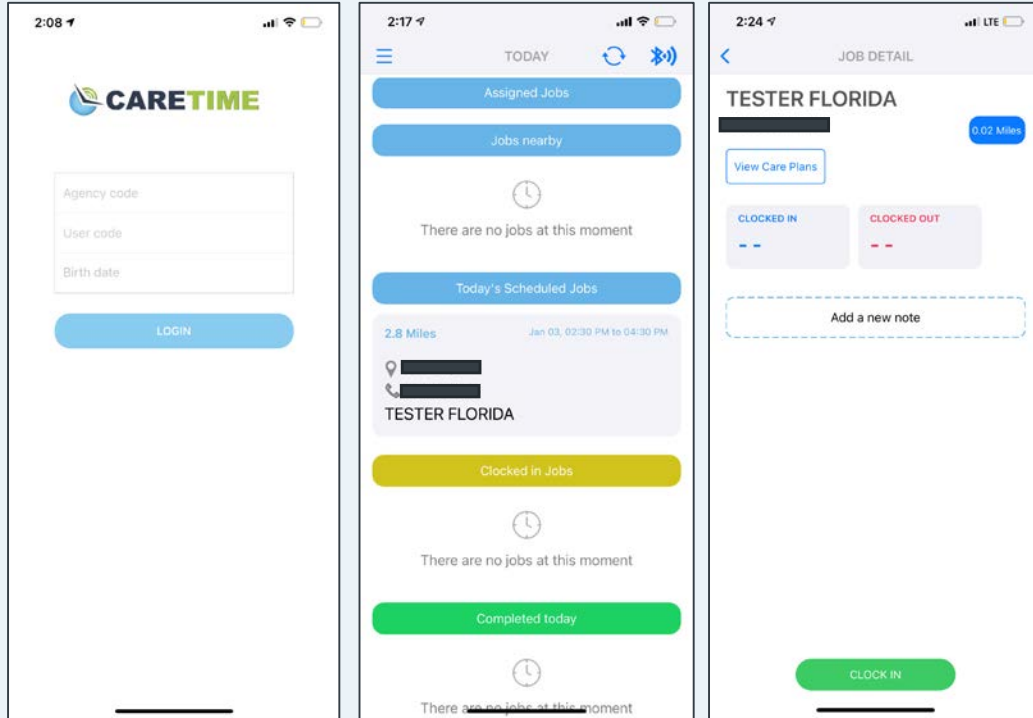
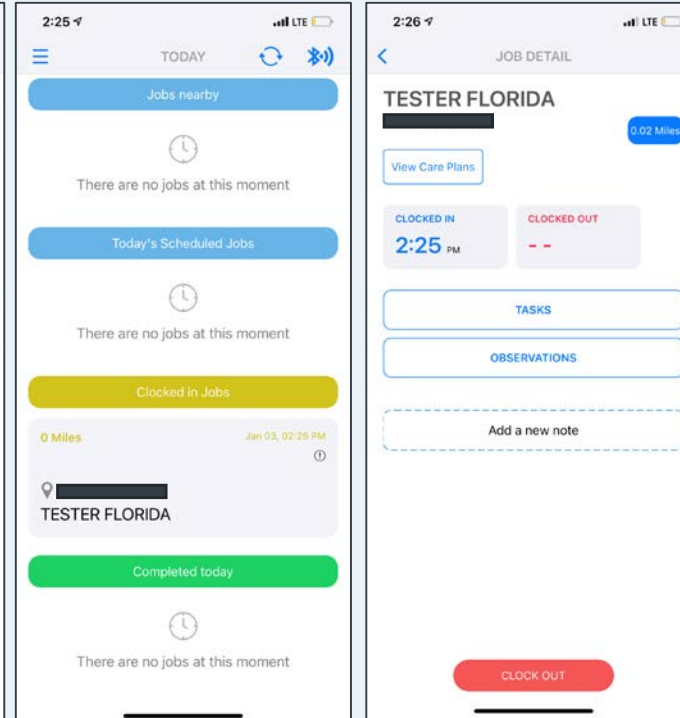


CLOCKING IN



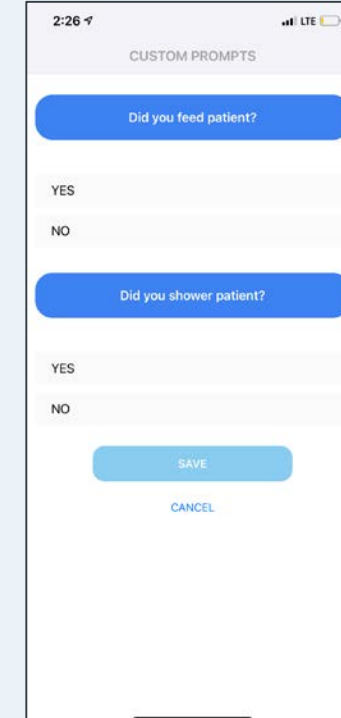
1. Login
 1. Agency Code 1588
 2. Employee Code _____
 3. Your DOB
2. Select Your Job
3. Select "Clock In"

CLOCKING OUT



1. Select your current job
2. Select "Clock out"

Record Activities



1. Fill out ADLs and Note PC or AC
2. Obtain client signatures and Select "Save"
3. Employee signatures and Select "Save"

Signatures

