



## Entering Visit Information

Click on visits to clock in and out, complete ADLs and notes, and enter breaks, mileage, expenses, and travel time.

- **Clocking In/Out:**
  - Click on the clock in/out button when you are ready to clock in/out for your shift.
  - Your agency may set call windows that will restrict you to clocking in/out within a certain time frame of the visit time (i.e. 15 minutes before and after visit time). You will not be able to clock in/out of your shift if you are outside of that window.
  - Your agency may also set up a geo-fence that will only allow you to clock in/out once you are in a specific vicinity of the client's home. If you are outside of the geo-fence you will not be able to clock in/out.
  - Clock in/out button can only be clicked on once. Clock in/out time cannot be changed once recorded.
- **ADLs:** Check all activities that have been completed for your shift and save.
- **Notes:** Enter notes regarding the shift chosen and save.
- **Breaks:** Choose the type of break you took/are taking, then either start/stop the break timer at the beginning/end of your break OR enter the time you spent on your break manually.
- **Mileage:** Enter number of miles travelled during your shift.
- **Expenses:** Enter total expenses for the chosen visit.
- **Travel Time:** Enter hours and minutes spent travelling between visits.

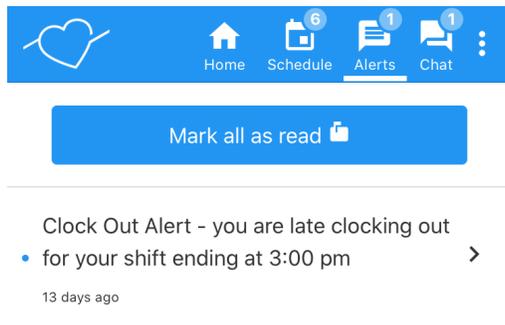
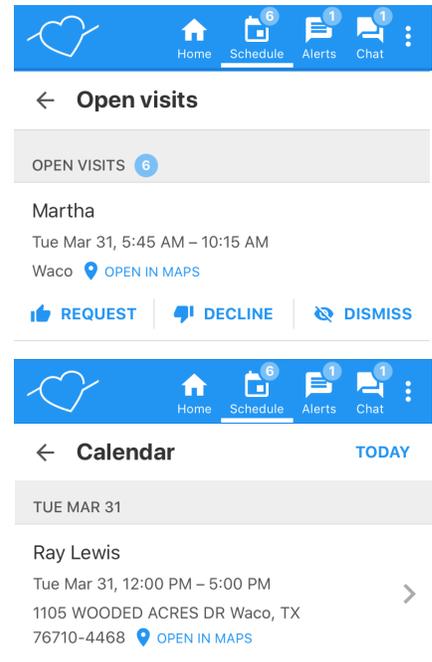
## Schedule Tab

**Open Visits:** Click here to see all open shifts available for you to accept or decline.

- Accept, decline, or dismiss each open visit.
- Once 'Request' has been chosen, you may be automatically assigned to the shift OR your agency may need to finalize your acceptance depending on their preferences (contact your agency for more information).
- Click on 'See More' to view more available visits.

**Calendar:** The calendar will show you the visits you are assigned to for the next week.

- Click on the visit to see visit details and to record ADLs, notes, breaks, mileage, expenses, and travel time.



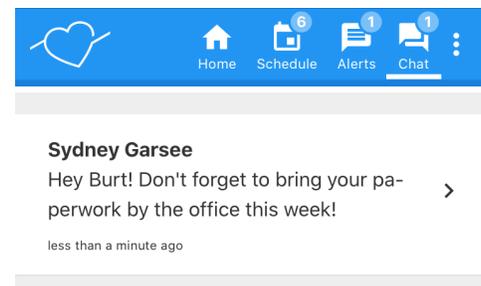
## Alerts Tab

The Alerts Tab will show alerts such as:

- **Clock In/Out Alerts** - Alerting you when you are late to clock in/out
- **Certification/Evaluation Alerts** - Alerting you that you have a certification or evaluation that is expiring and needs to be renewed

## Chat Tab

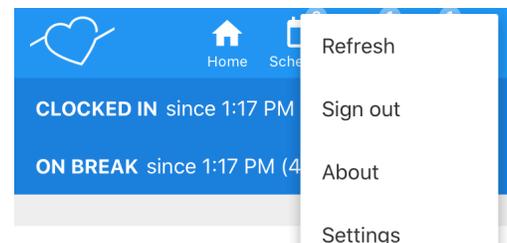
The Chat tab is where you will receive and respond to direct messages from the office. In addition to receiving a push notification, a notification with a number will show above the Chat widget when you have unread messages.



## Options Menu

Click on the three vertical dots at the top right of your screen to see additional AxisCare mobile app options:

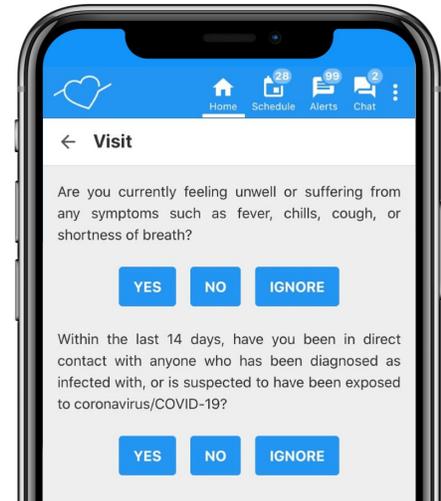
- **Refresh:** Click here to refresh your screen to see the most recent changes.
- **Sign Out:** Click here to log out of your account.
- **About:** For Office Use



## Fit for Duty COVID-19 Symptom Screener

After clicking on "Clock In" at the start of a visit, you may be prompted to answer two questions related to the COVID-19 outbreak (depending on your agency's settings):

1. Are you currently feeling unwell or suffering from any symptoms such as fever, chills, cough, or shortness of breath?
2. Within the last 14 days, have you been in direct contact with anyone who has been diagnosed as infected with, or is suspected to have been exposed to coronavirus/COVID-19?



## FAQ

### Why can't I clock in/out?

Here are a few reasons why you may be having trouble clocking in/out:

- You are trying to clock in/out too early or late
  - Your agency may have a clock in/out window set which will not let you clock in/out unless you are so many minutes away from your shift's start/end time. Check with your agency to see what your clock in/out window is set to.
- You are trying to clock in/out too far from the home
  - Make sure you are inside the home when you attempt to clock in/out.
- You do not have a visit scheduled.
  - If you think there may be a scheduling mistake, please contact your agency to ensure that you are in fact scheduled for a shift
- You have not completed your Activities of Daily Living
  - Your agency may require you to check your ADLs off + enter visit notes before clocking out. If this is the case, be sure to mark all activities as either complete or incomplete before attempting to clock out.