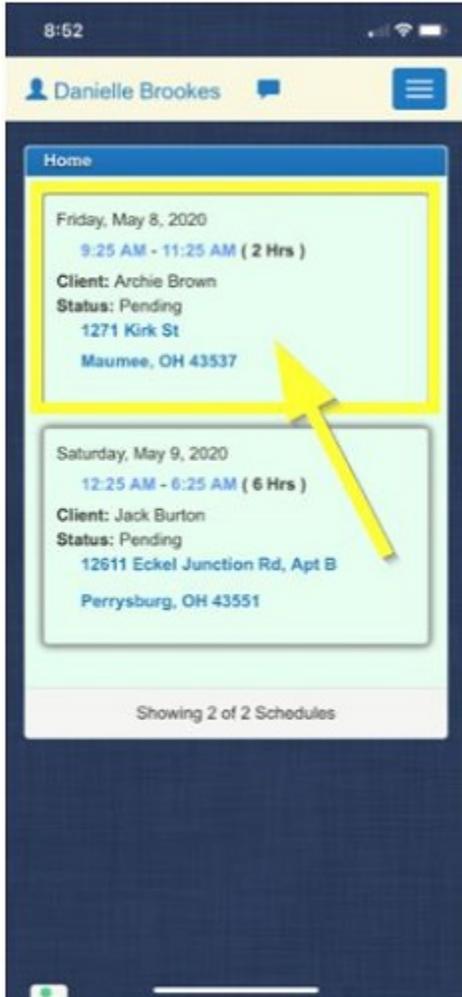




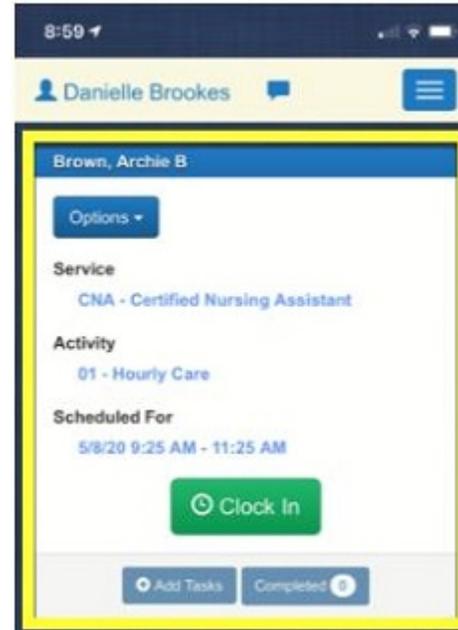
# Mobile Visit Verification Training

## Clocking In for a Client's Schedule

1. Click the Client Schedule



2. Client Schedule Opens



The **Client Schedule** opens.

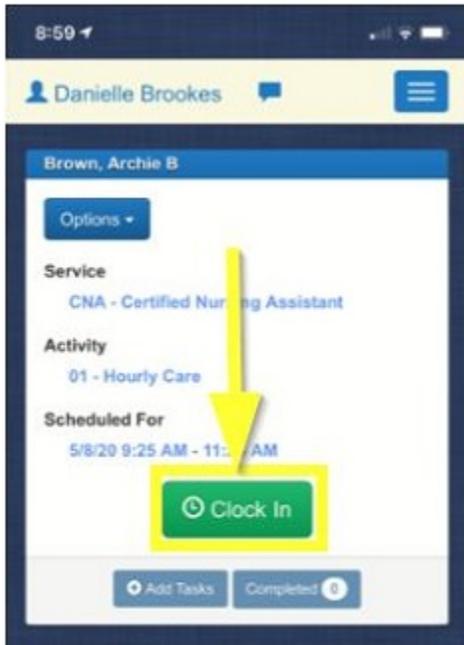
From the **Home Screen**, click the **Client Schedule**.



# Mobile Visit Verification Training

## Clocking In for a Client's Schedule

### 3. Click Clock In

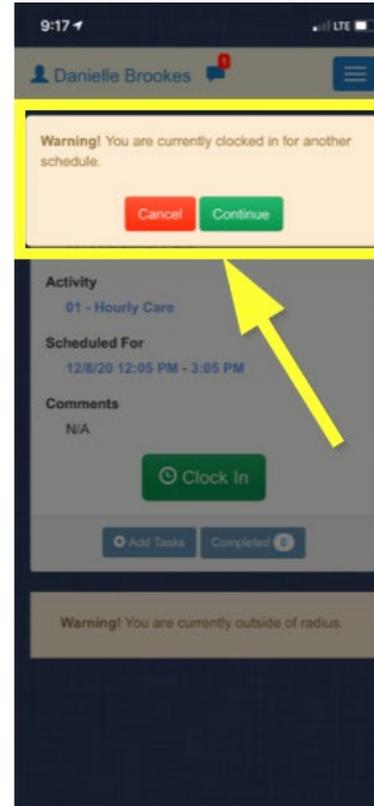


Click the **Green Clock In Icon** to clock in.

**\*\*Please Note:**

- If the user clocks out **Outside** the **Scheduled Time** the **Clock -In /Out Exception Box** shows and the user **Must** enter a **Reason** why the **Clock-Out** is different from the **Scheduled Time**.

### 4. Clock In Warning – Already Clocked into a Schedule



When the user clocks into a Schedule and is currently in a Schedule a **Warning** pop-up box shows, the user will have the option to click on the **Red Cancel Icon** or the **Green Continue Icon**.

The **Warning** Pop-up states the following:

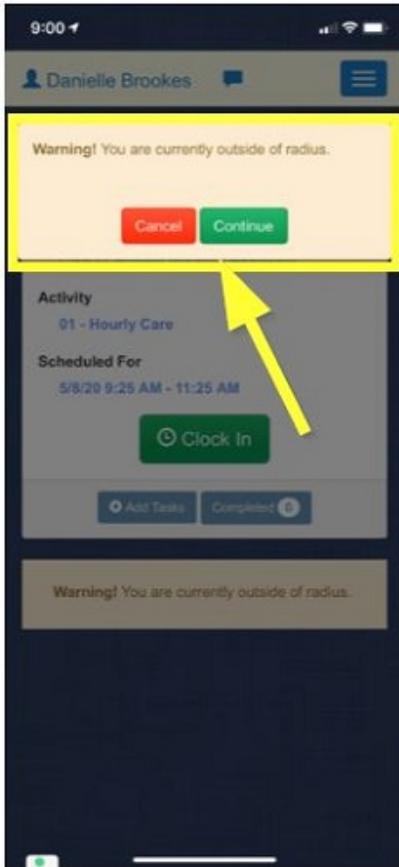
- **Warning!** You are currently Clocked in for another Schedule.



# Mobile Visit Verification Training

## Clocking In for a Client's Schedule

### 5. Clock In Warning – Outside Radius



When the user clocks in **Outside** of the **Scheduled Time** a **Warning** pop-up box shows, the user will have the option to click on the **Red Cancel Icon** or the **Green Continue Icon**.

The **Warning** Pop-up states the following:

- **Warning!** You are currently **Outside** of the **Radius**.
- **Warning!** You are clocking In/Out **Outside** your **Schedule Time**.

### 6. Reason Outside Radius



After clicking the **Green Continue Icon**, the **Reason Outside Radius Box** opens.

\*\*Please Note:

- The user **Must** enter a **Reason** in all areas, or the user will not be able to **Save Changes**.



# Mobile Visit Verification Training

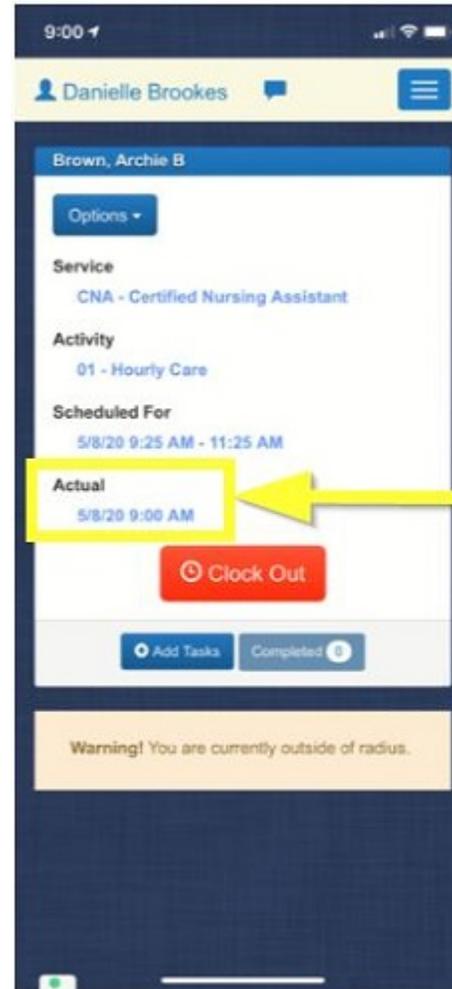
## Clocking In for a Client's Schedule

### 7. Save Changes



Click on the **Blue Save Changes Icon** in the **Reason Outside Radius Box**.

### 8. Actual Clock In Date & Time Displays

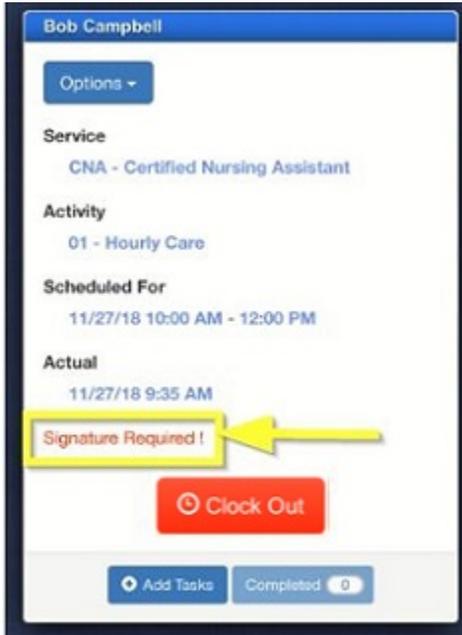


The **Actual** updates on the **Schedule** and displays the **Clock In** date and time.

# MEDsys Mobile Visit Verification Training

## Clocking In for a Client's Schedule

### 9. Client Signature Required

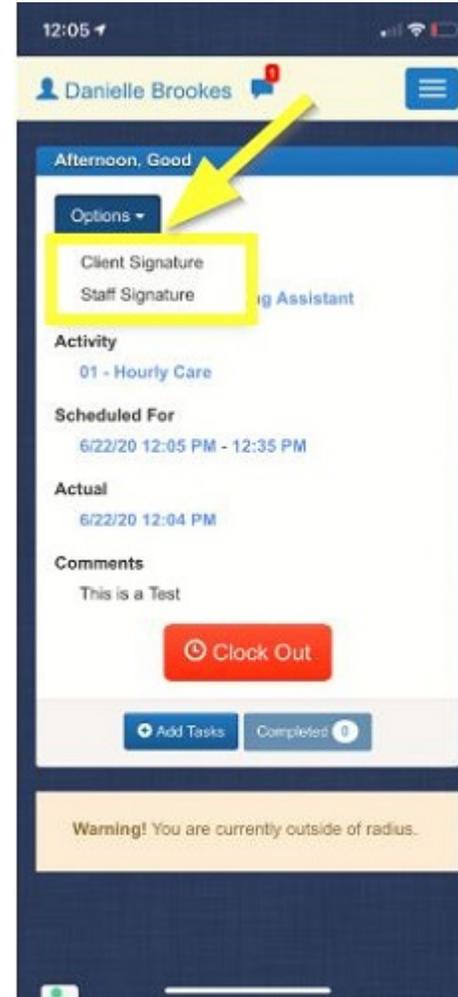


**Signature Required !** displays if the **Client Signature** is **Required** for the **Client's** program.

\*\*Please Note:

- For **Signature Requirement** to populate in MVV, it must be configured on the **Client's** program.

### 10. Click Options Dropdown

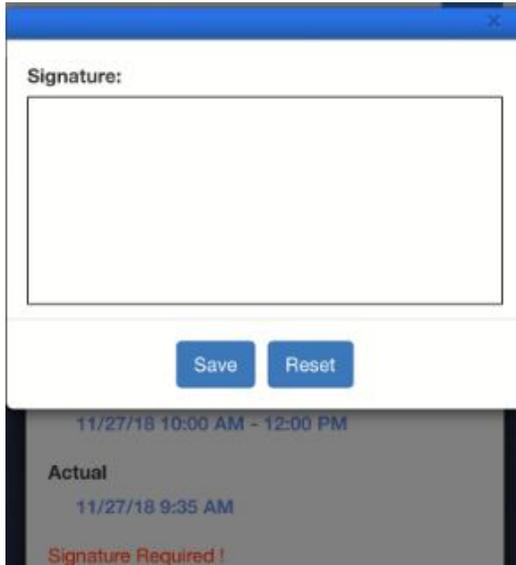


Click the arrow in the **Options Dropdown**, then click on **Signature** to open the **Signature box**.

# MEDsys Mobile Visit Verification Training

## Clocking In for a Client's Schedule

### 11. Signature Box



The screenshot shows a mobile application window titled "Signature:". Inside the window is a large, empty rectangular box for entering a signature. Below the box are two blue buttons labeled "Save" and "Reset". At the bottom of the window, there is a grey bar containing the text "11/27/18 10:00 AM - 12:00 PM", "Actual", "11/27/18 9:35 AM", and "Signature Required!" in red text.

The **Signature Box** opens.

### 12. Enter Signature & Click Save



The screenshot shows the same mobile application window as in step 11, but now with a blue handwritten signature entered in the signature box. The signature box is highlighted with a yellow border. The "Save" button is also highlighted with a yellow border. The rest of the interface, including the date and time information and the "Signature Required!" message, remains the same.

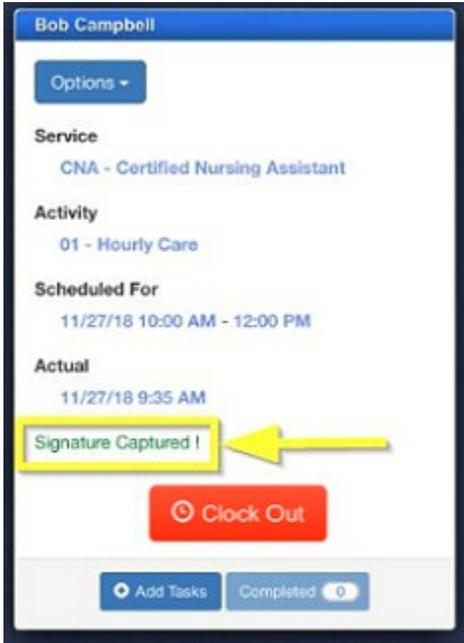
Enter the **Signature** in the **Signature** box, click the **Blue Save Icon** to save the **Signature**.



# Mobile Visit Verification Training

## Clocking In for a Client's Schedule

### 13. Client Signature Captured



After the **Client** saves the **Signature**, **Signature Captured !** shows.