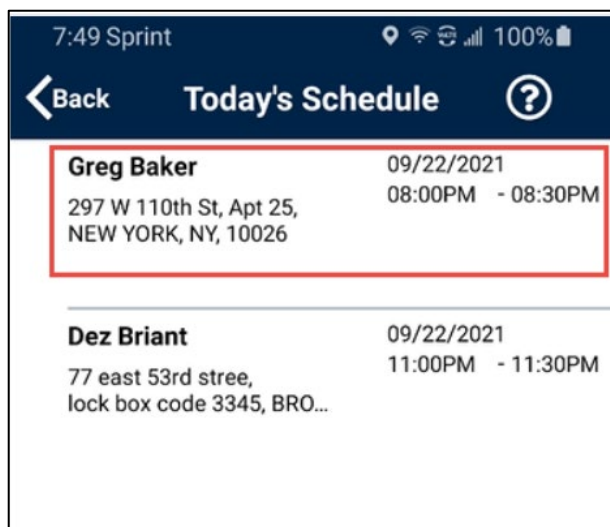# How to Clock in & out
Using the HHAeXchange Mobile App
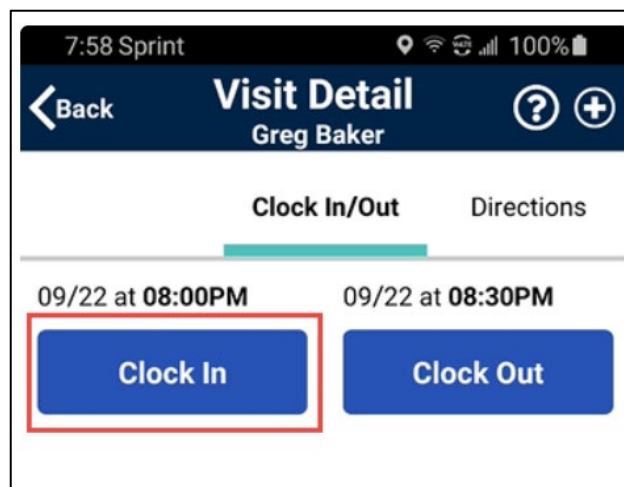
Clocking in

1. Open the app and tap **Today's Schedule**. Pick the visit for today (example: Greg Baker).
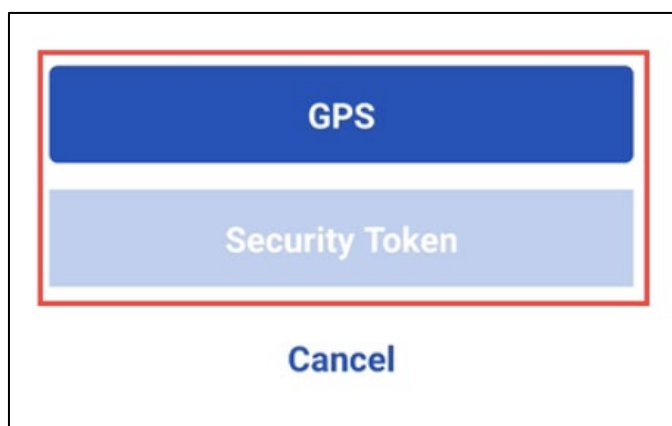
2. Tap the **Clock In** button on the Visit Detail page.
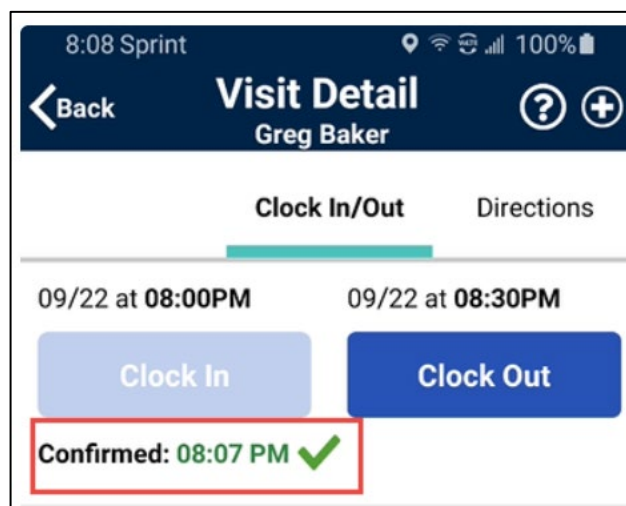
3. Choose how to clock in:
- **GPS** (uses your phone's location), or
- **Security Token** (this means a FOB).

4. If it works, the time will show in **green**. If it didn't work, the time will show in **red**.

There is also other information on the **Visit Detail** page:

| Options (Tab)	Description
Directions tab	Provides directions to the patient's home.
Patient Info tab	patient name, phone numbers, address, and emergency contacts.
Care Plan tab	List of tasks, how often to do them, and additional instructions.
Notes tab	Shows notes made by you or the agency.

Clocking out

1. When the Visit is done, tap **Clock Out** on the Visit Detail page.

If the Visit included tasks:
- Select the **check** if you did them, or the **X** if they were refused.
- Select the **Refused Duty Reason** when a duty is marked refused.
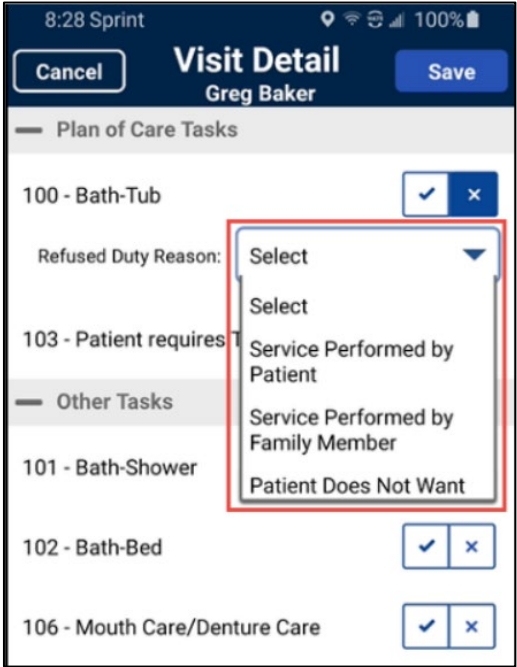
2. Next, have the patient sign the screen. Turn the device sideways and have the patient use finger or stylus to sign. Tap Save to continue clocking out.

If the patient can't sign, tap **Skip** and choose the reason.

NOTE: The patient will need to call Consumer Direct Arizona to confirm your visit.

3. When you're done, you'll see a message pop up. Tap **OK** to return to the Main Screen.