



PHONE IN TIME-CARD & SHIFT NOTES

CLOCK IN

1. Arrive at Client's location
2. From Client's Home Phone, Dial **855-976-1031**
3. Press 1 to CLOCK IN
4. Follow Prompts: Enter Client ID & Your Caregiver ID
5. Wait to Receive Confirmation

CLOCK OUT

1. From Client's Home Phone, Dial **855-976-1031**
2. Press 2 to CLOCK OUT
3. Follow Prompts & Enter Your Caregiver ID
4. Wait to Receive Confirmation
5. Now Enter Your Activity Codes
 - ◆ Enter Code, Then Press #
 - ◆ Repeat as Needed
 - ◆ After Last Code, Press 0#
6. Enter Your Mileage & Expenses
7. Wait to Receive Confirmation



Mobile GPS TIME-CARD & SHIFT NOTES

CLOCK IN

1. Arrive at Client's location
2. From Your Smart Phone Browser, go to: **www.timereporter.adlware.com**
3. Click the Clock In Button
4. If Asked to Allow Current Location, Click *YES, OK, or Allow*
5. Fill in the Following Data to CLOCK IN:
 - ◆ Enter Client ID
 - ◆ Enter Your Caregiver ID
6. Click Save & Await Confirmation

CLOCK OUT

1. From Client's location
2. From Your Smart Phone Browser, go to: **www.timereporter.adlware.com**
3. Click the Clock Out Button
4. If Asked to Allow Current Location, Click *YES, OK, or Allow*
5. Fill in the Following Data to CLOCK OUT:
 - ◆ Enter Client ID
 - ◆ Enter Your Caregiver ID
 - ◆ Enter Off Pay
 - ◆ Enter Your Mileage & Expenses
6. Click Save & Await Confirmation

ENTER SHIFT NOTES

1. Once Shift is Clocked Out
2. Enter Your Activity Codes
 - ◆ Click Each Task Performed
3. Click Save at Bottom of Screen
4. Enter Your Mileage & Expenses