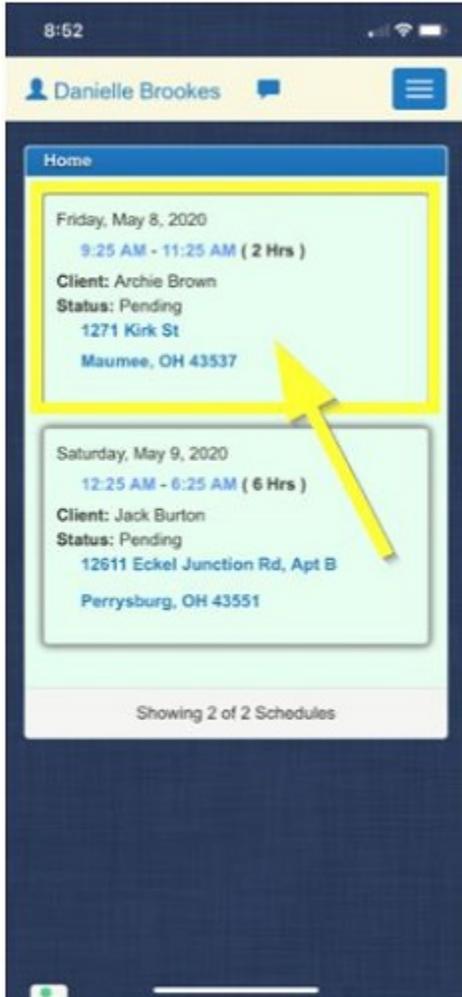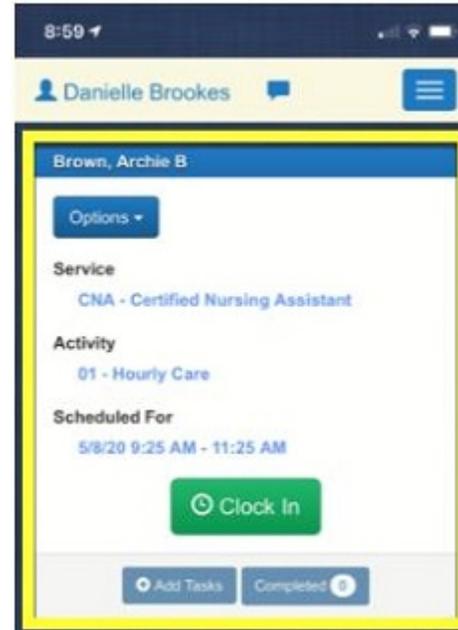# MEDsys Mobile Visit Verification Training
## Clocking In for a Client's Schedule

1. Click the Client Schedule



2. Client Schedule Opens



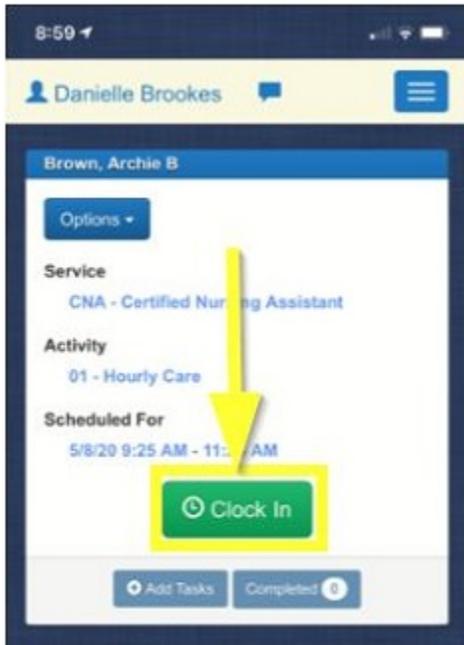The **Client Schedule** opens.

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

# MEDsys Mobile Visit Verification Training
## Clocking In for a Client's Schedule
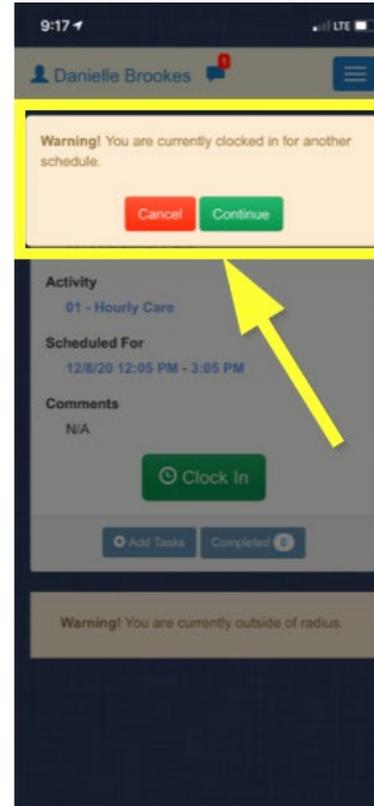
3. Click Clock In

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**.

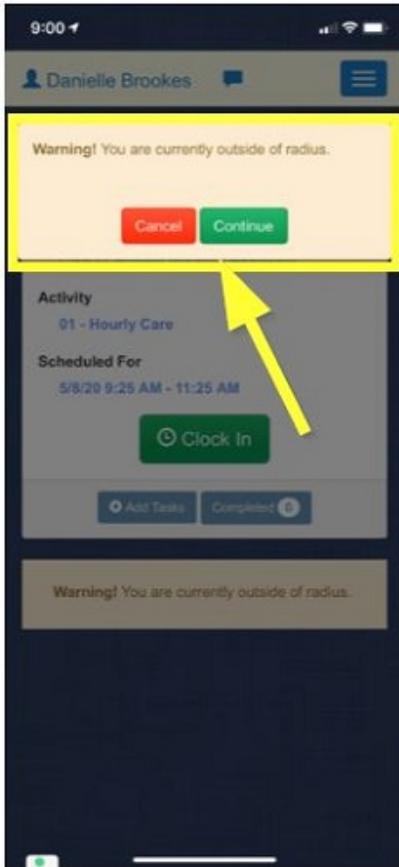The **Warning** Pop-up states the following:

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

# MEDsys 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**.
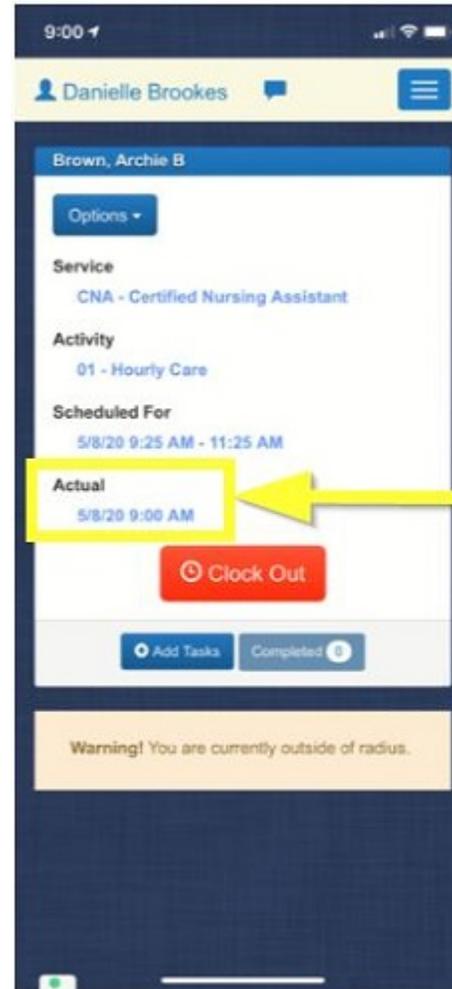
**MEDsys** Mobile Visit Verification Training
Clocking In for a Client's Schedule

7. Save Changes



Click on the **Blue Save Changes Icon** in the **Reason Outside Radius Box**.
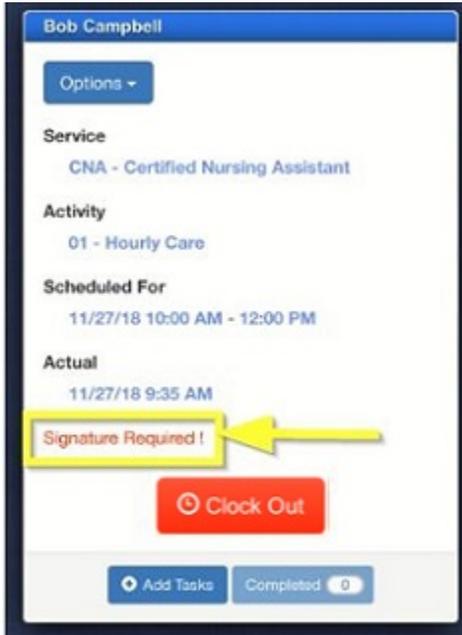
8. Actual Clock In Date & Time Displays



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

**MEDsys** Mobile Visit Verification Training
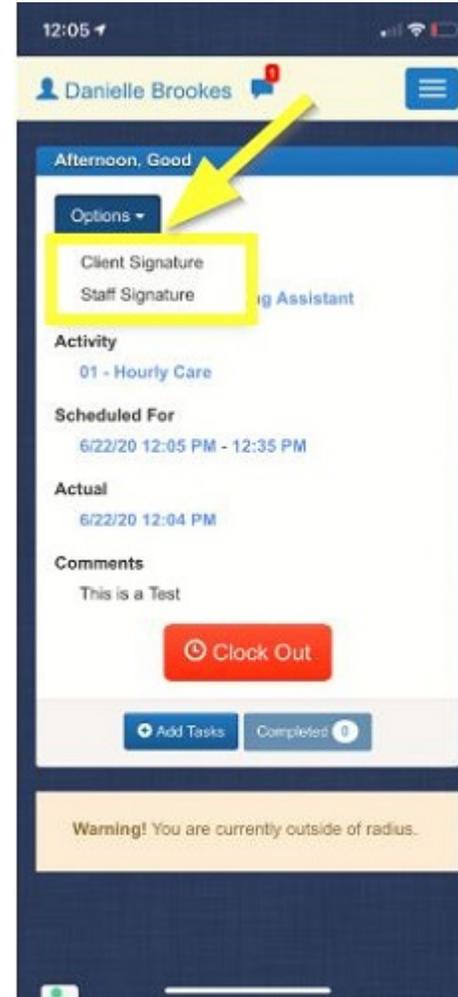Clocking In for a Client's Schedule

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.
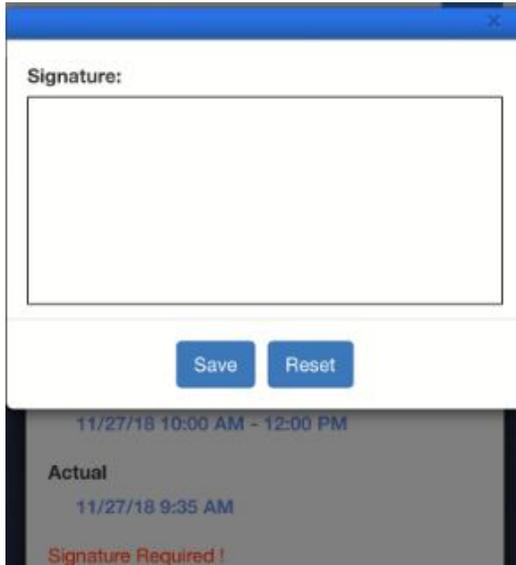
10. Click Options Dropdown



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 **Signature Box** opens.

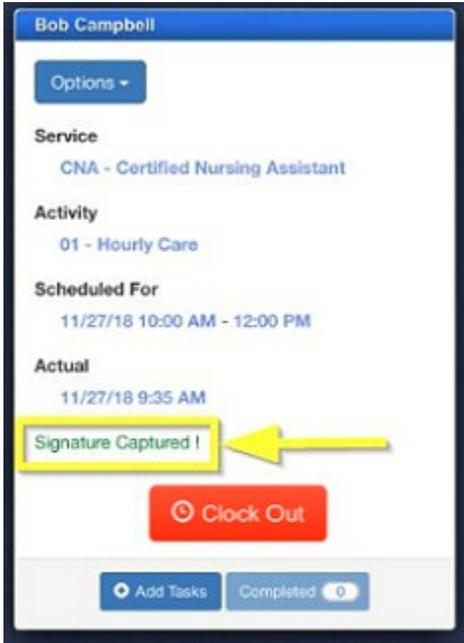12. Enter Signature & Click Save



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

# MEDsys Mobile Visit Verification Training
## Clocking In for a Client's Schedule

13. Client Signature Captured



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