

# HOMETRAK MOBILE

This document will assist you with finding and downloading the HomeTrak Mobile application for use on your smart phone.

# ANDROID:



Once in Google Play, search for 'HOMETRAK MOBILE'; click on INSTALL

Once installed, click OPEN

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Login
Company Code
I have an Access Key
Username
Password
o Z Login

Upon opening, you will be presented with this login screen (see left)

Company Code = HomeTrak ID

User Name = Email Address

Password = the password you created upon account activation

DO NOT CLICK 'I HAVE AN ACCESS KEY'

# IOS / IPHONE:



Once you find 'HOMETRAK MOBILE', click on INSTALL

Once installed, click on **OPEN** 



Upon opening, you will be presented with this login screen (see left). Click "I have an Email & Password" Company Code = HomeTrak ID User Name = Email Address Password = the password you

created upon account activation

# **ONCE LOGGED IN**



When a Caregiver logs in successfully, they will see this screen (see left).

My Profile – Shows the Caregiver their own profile

My Calendar – The click on this to access their upcoming schedules and to Clock In/Out Using GPS

#### **CLOCKING IN/OUT USING GPS ON THE MOBILE APP**

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<ul> <li>March 2016</li> </ul>							
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	•	•	•	•	•		
27	28	29	30	31	1	2	
	•	•	•	•			

### To Access GPS Clock Ins/Outs

Click on *My Calendar*, the Caregiver selects the Monthly View calendar. When they are scheduled for a visit, there will be a black dot on that date on the calendar.

The Caregiver clicks on today's date to see all their schedules for that day.

They click on the schedule to bring up that client's profile. They will then see the options for Clock Ins and Outs (screen shots below)

## THERE MUST BE A SCHEDULE BETWEEN THE CLIENT & CAREGIVER IN ORDER TO USE GPS CLOCK INS/OUTS!!

#### HOW TO CLOCK IN/OUT ON IOS OR ANDROID

### I-PHONE

iPod 🗢	10:49 AM 🛛 🕇 🚞 +							
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	Briggs, John							
	429 Exmouth Street, Sarnia, 🚿							
TIMEK	EEPING							
	Tap to Clock In							
	Tap to Clock Out							
	Task Perform							
СОМР								
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### ANDROID

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Tasks To Perform		
Complete When Needed		<u> </u>
Nutrition- Meal Preparation (Only who home.)	en ise	e is not
Complete On Each Day Selected		
🔲 🞻 Housekeeping- Dishes		
Bath- Rinse	-	
Care Note		