



HOMETRAK MOBILE

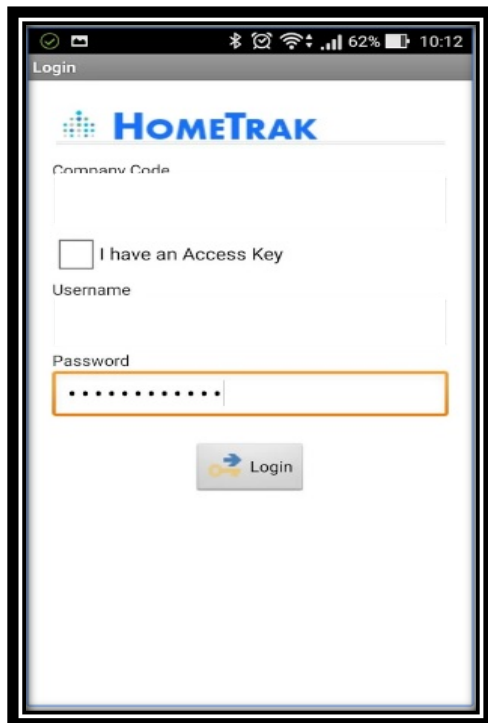
This document will assist you with finding and downloading the HomeTrak Mobile application for use on your smart phone.

ANDROID:



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

Once installed, click OPEN



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

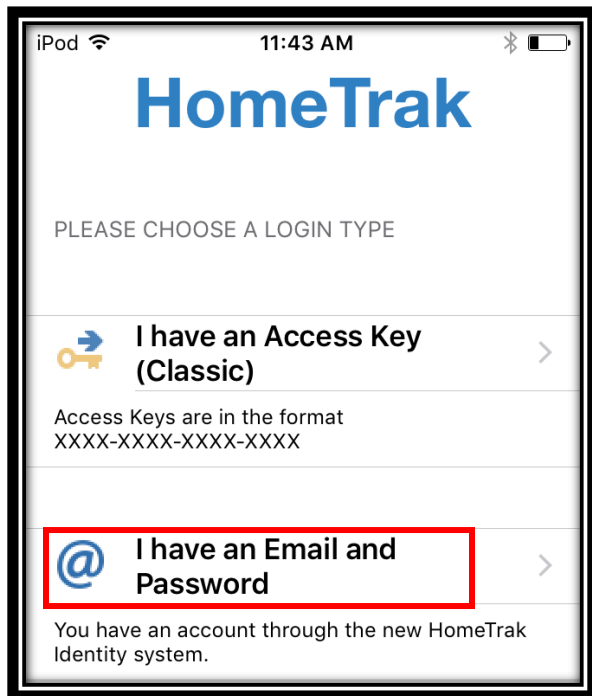
DO NOT CLICK 'I HAVE AN ACCESS KEY'

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).

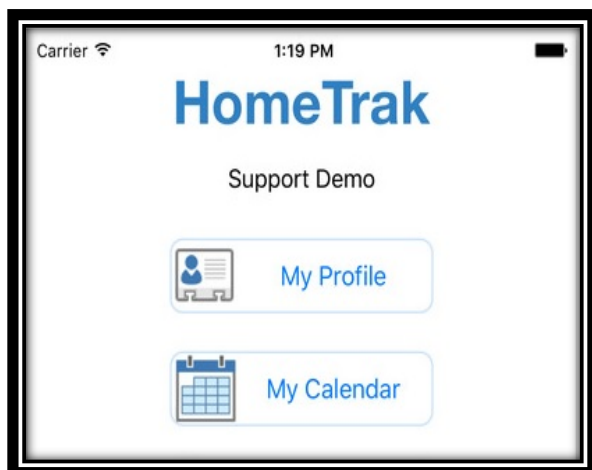
Click "*I have an Email & Password*"

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



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.

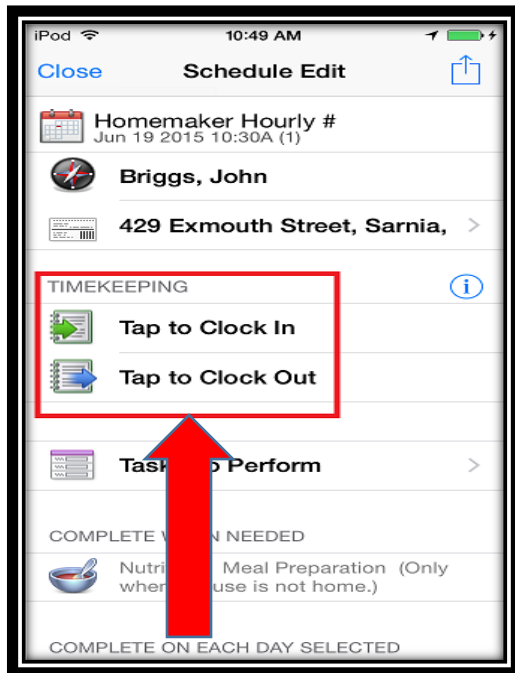
The Caregiver clicks on today's date to see all their schedules for that day.

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



ANDROID

