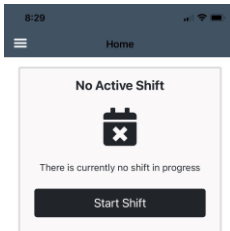


Accra Mobile

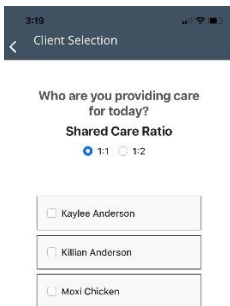
Shared Care/Shared Services

For Live Time Entry ('Clocking In')

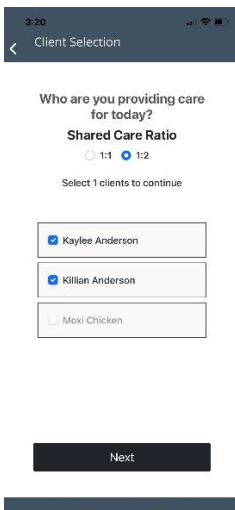
Select 'Start Shift'



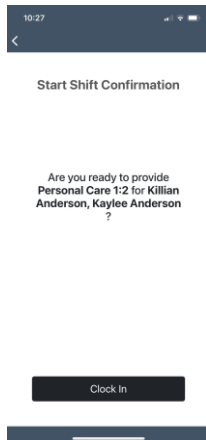
To provide Shared Care Services, select the Shared Care Ratio; for example, 1:2



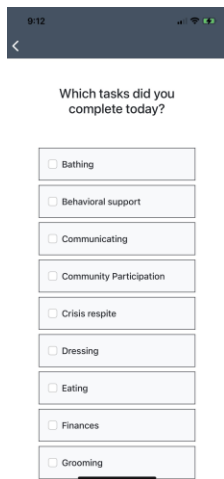
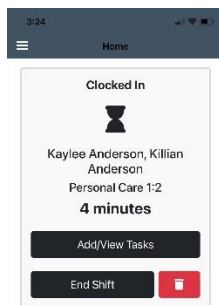
To start a shift, the matching number of clients to the shared care ratio must be selected



Proceed by clocking in



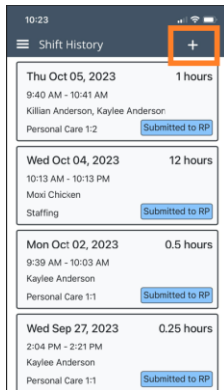
Before clocking out, enter tasks (if required)



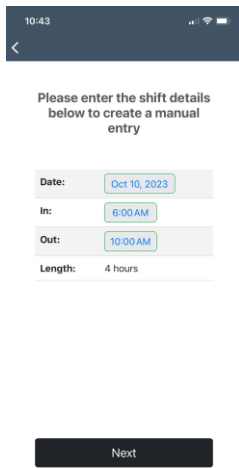
Approve as you would for a 1:1 shift

For Manual Time Entry:

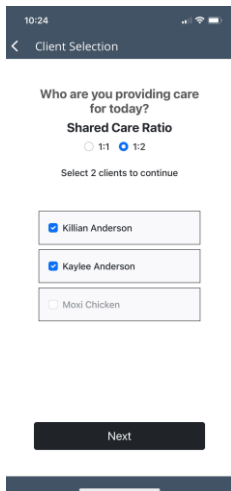
Navigate to Shift History & Select the '+' to add a Manual Shift



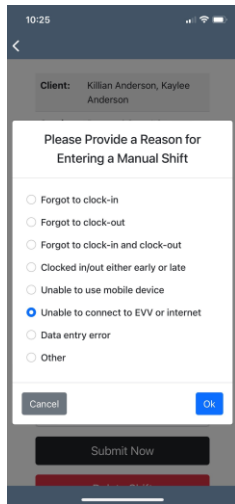
Add the Date of the shift then the start and end time of the shift, then click 'Next'



Select the Shared Care Ratio and Client(s), then click 'Next'



Review the Shift Summary, then click 'Next'; enter the reason for completing a Manual Shift:



The screenshot shows a mobile application interface. At the top, the time is 10:25. Below the time, there is a back arrow and a client name: "Client: Killian Anderson, Kaylee Anderson". The main content area is a white box with the title "Please Provide a Reason for Entering a Manual Shift". Below the title, there is a list of radio button options: "Forgot to clock-in", "Forgot to clock-out", "Forgot to clock-in and clock-out", "Clocked in/out either early or late", "Unable to use mobile device", "Unable to connect to EVV or internet" (which is selected with a blue dot), "Data entry error", and "Other". At the bottom of the white box, there are two buttons: "Cancel" and "OK". Below the white box, there is a dark grey button labeled "Submit Now".

Select 'Submit Now' and your shift is submitted to the Responsible Party for approval.