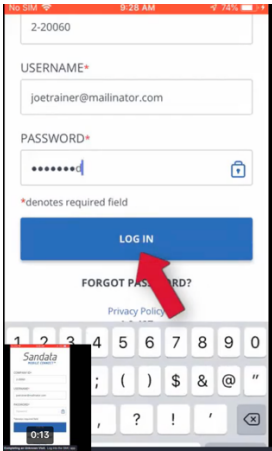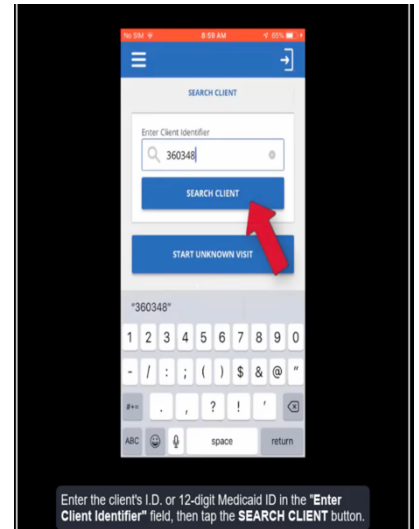# HOW TO START A VISIT (WITHOUT SCHEDULE)
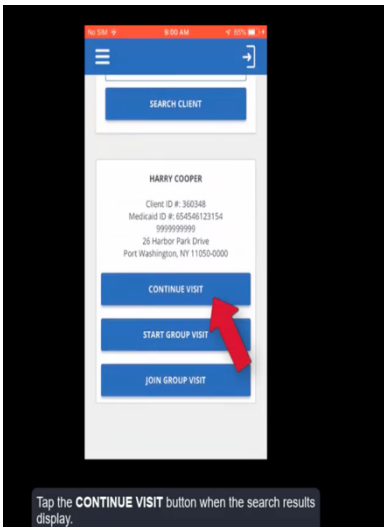

1. *Log into app with*
   a. Company ID: **2-120498**
   b. **Personal Email**
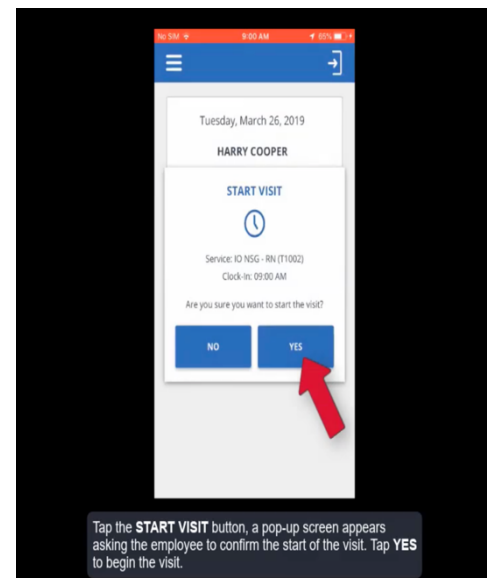   c. **Password**

2. *Click the Icon in the top left Corner.*
3. *Enter the Client's ID*
4. *Search for the Client*

5. *Tap to continue visit when your Search results appear.*
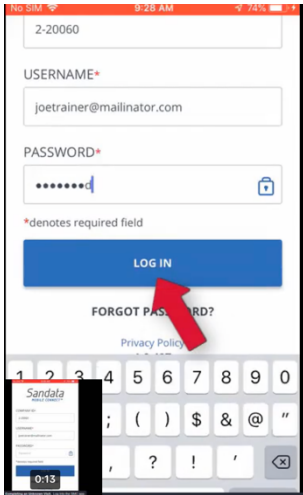
6. *Tap "Start"*
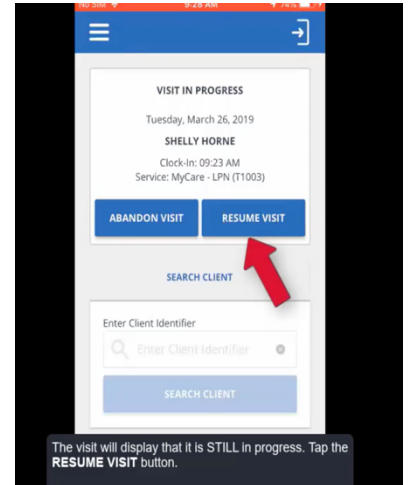**7.** *Tap "Yes" to confirm and begin the visit*

*AFTER YOU COMPLETE THESE STEPS YOU HAVE SUCCESSFULLY LOGGED-IN. YOU CAN NOW CLOSE THE APP.
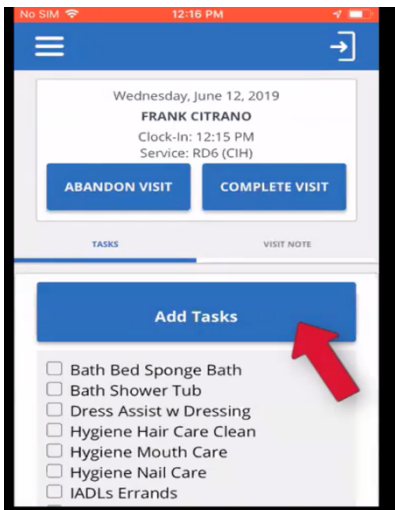
COMPLETING A VISIT
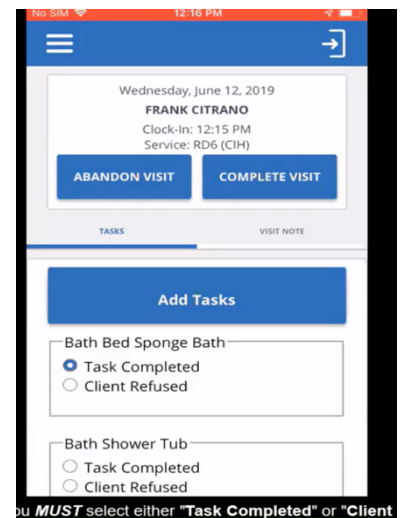

1. *LOG BACK INTO APP*

2. *Tap "Resume Visit"*

3. *Add the tasks that you completed for the day.*
4. *(Refer to client's POC for approved tasks)*

5. *Select "Task Completed".*

6. *Tap "Confirm" to complete visit .*
(You have successfully completed a visit)