Click if you COMPLETED the task



IF Task NOT COMPLETED, do not check the box. Click this icon instead



A box will pop up depending on if there are frequencies setup. If this box appears:

**Select an option from the dropdown (required to clock out)**

Put a note in for why not complete



If frequency not indicated, this box will appear after clicking the box with the pencil icon as indicated above. Put in a note for why the task was not done



Your screen will have a checkmark on those that were completed and an “x” for those not completed. Click on client signature box and have your client sign.