Click if you COMPLETED the task

Graphical user interface, application

Description automatically generated

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

Graphical user interface, application, email

Description automatically generated

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

Graphical user interface, text, application, email

Description automatically generated

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

Graphical user interface, text, application, email

Description automatically generated

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.