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How to start a shift

Step 1. Log in

- After you have downloaded the mobile application and registered (see Downloading and Registering User Guide) you are ready to clock in for your first shift.
- Tap the CellTrak icon on your screen to open.
- Once the CellTrak application is open the login screen appears.
- Employee enters their password.
- Click “Login”.

Note: If the password is forgotten, click “Forgot Password” - the challenge questions the Employee set up during the registration process will pop up to begin password reset.
Step 2. Clock In

- Tap “Clock In” to start the clock-in process.

Step 3. Select Participant

- Select Participant you are serving.
- Tap blue arrow to advance.

**Note:** If the Employee only serves one Participant, only that Participant will appear on the list.

Step 4. Start visit

- Tap blue Start button at bottom of screen to advance to the next page/screen.
Step 5. Select service being provided

- Select service type being provided from list.
- Tap blue arrow to advance.

Step 6. Review screen to confirm the duration has started

- Take note of the “Started” time and date.
- Confirm the duration is running.

Once you’ve confirmed the clock is running you can close out of the application and begin your shift tasks.
How to finish a shift

**STEPS**

STEP 1. LOGIN
STEP 2. SELECT TASKS PROVIDED
STEP 3. REVIEW SHIFT
STEP 4. AUTHORIZATION SIGNATURES
STEP 5. FINISH VISIT CONFIRMATION
STEP 6. OPTIONAL: HOME SCREEN
STEP 7. OPTIONAL: ACTIVITY SUMMARY REPORT

**Step 1. Log in**

- Tap the CellTrak icon on your screen to open.
- Once the CellTrak application is open, the login screen appears.
- Employee enters their password.
- Click “Login”.

*Note: If the password is forgotten, click “Forgot Password” - the challenge questions the Employee set up during the registration process will pop up to begin password reset.*
Step 2. Select Tasks Provided

- Go to the Tasks drop down menu.
- Select task(s) performed during shift.
- All task times will be reported from the time the form has been opened to when it is completed, unless manually adjusted.
Step 3. Tap “End Shift” and review shift details

- Tap the “End Shift” button.
- Review the shift details.
- When ready, tap the finish checkmark at the bottom of the screen.
- If needed, the time/dates can be changed. Tap “Yes” to adjust.
- Please note: too many or unusual use of time changes/edits may result in additional training, guidance and oversight as required by WYHCBS.
- Time edits outside of current pay period will not be accept.
- Adjust times/dates as needed and provide reason for adjustment(s).
Step 4. Authorization signatures

- Next, select who is available to provide an authorizing signature.
- **Employee** provides their signature.
- If **Employer** is available to sign off on shift, select ‘Yes’, if not select ‘No’ and select reason signature was not captured.
- **Note:** If the **Employer** is not available to sign off on shift now, they will need to do so within the ACESS Online Portal.
- Tap ‘checkmark’ when selections are made.

Step 5. Finish visit confirmation

- You will be prompted to confirm you want to finish the activity. Select “OK”.
Step 6. OPTIONAL Home Screen

- Once finished, the “Home” screen appears.
- If you would like to review your activity summary, tap “Run Activity Summary Report”.
- Otherwise, log out until your next shift clock in.

Step 7. OPTIONAL Activity Summary report

- If you would like to review a summary of your shifts tap “Run Activity Summary Report”.
  - Please note, a more comprehensive summary is available in ACES$ Online.
- Select the date range you want the report to show and tap “Show Report”.
- The report will show all activity for the date range selected.
- If there is an error, the Employee may go into ACES$ Online portal, modify the entry and submit to their Employer for approval.