

USING THE MOBILE APP

For the mobile app, download the app by going to the Play store on an Android phone or the App Store on an iPhone.

You can clock in or out using telephony or the mobile app for any client, and can use different methods for different visits. However, you should not use telephony and the mobile app on the same visit.

You can use ankota.net/employee in a browser if you are having any issue with the downloaded mobile app.

- Arrive at the location of service
- To report arrival, open the caregiver app
 - Enter your User Name and Password
 - Click Scheduled Visits
 - Click Report Arrival and follow the prompts to report arrival
- To report departure, open the caregiver app
 - Enter your User Name and Password
 - Click Scheduled Visits
 - Click Report Departure and follow the prompts to report departure, including reporting care plan items
- Leave the location of service

USING IVR/TELEPHONY

There is no need to download anything for telephony. All you need is your company's phone number, your user ID, and PIN number.

- Arrive at the location of service
- To report arrival, call the telephony line
 - Enter your User ID and PIN
 - Follow the prompts to report arrival
- To report departure, call the telephony line
 - Enter your User ID and PIN
 - Follow the prompts to report departure, including reporting care plan items
- Leave the location of service