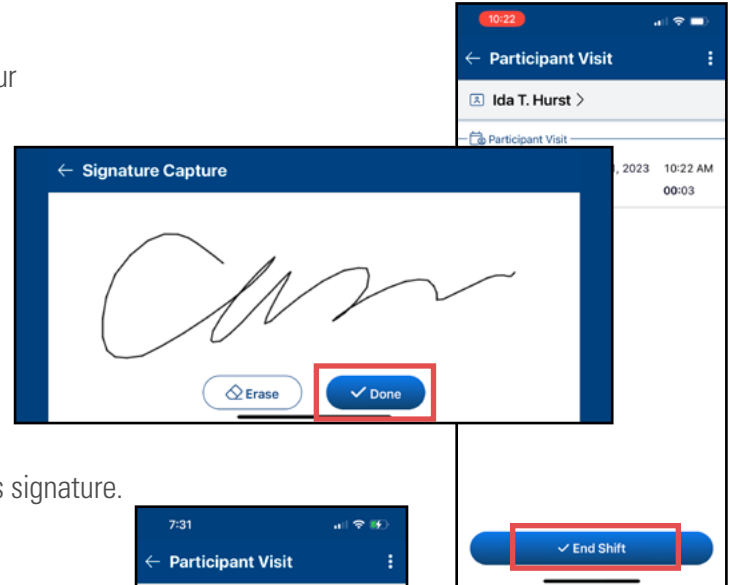




HOW TO Complete a Shift in CellTrak

To Complete Your Shift

1. Open the **CellTrak application** on your mobile device and type your password to log in.
2. Tap **End Shift** to finish your shift. (Fig. 01)
3. If the shift requires any adjustments, select **yes** and specify the information required. If no adjustments are needed, select **no**.
4. To obtain the Attendant's signature, tap the signature box and turn the device sideways to sign using your finger. Tap **Done** when finished. (Fig. 02)
 - If unable to sign, enter a reason why a signature was not captured.
5. Once signed, type the Attendant's name.
 - **DO NOT** tap Finish without obtaining the EOR/Designated Rep's signature.



Have EOR Approve Your Shift

6. To obtain the EOR/Designated Rep signature, tap the signature box and turn the device sideways to sign using your finger. Tap **Done** when finished.
 - If unable to sign, enter a reason why a signature was not captured.

NOTE any shift changes must be approved in the DirectMyCare Web Portal.
7. Once signed, choose from the **dropdown menu** the Employer of Record or Designated Rep. and type the name of the person who signed. (Fig. 03)
8. Tap **Finish** and confirm you want to finish this shift. (Fig. 04)

