Harbor Home Healthcare LLC
Mobile GPS: **exptime.adlware.com**

Mobile GPS Level 3 Instructions

How-To Clock In:
1. Arrive at Client's location.
    2. From your smartphone browser go to: **exptime.adlware.com**
3. Click the "Clock In" button.
4. If asked to "Allow Current Location" tap *YES*, *OK* or *ALLOW*.
5. Fill in the following data to clock in:
    a. Enter Client ID.
    b. Enter Caregiver ID.
6. Click "Save" and await confirmation.

How-To Clock Out:
    1. From Client's location, on your smartphone browser go to: **exptime.adlware.com**
2. Click the "Clock Out" button.
3. If asked to "Allow Current Location" click *YES*, *OK* or *ALLOW*.
4. Fill in the following data to clock in:
    a. Enter Client ID.
    b. Enter Caregiver ID.
5. Click "Save" to continue to task codes.
6. Enter the Activity Codes:
    a. Select each task performed during the shift.
7. Click "Save" at the bottom of the screen to continue.
8. Mileage and Expenses:
    a. Enter mileage and errand mileage.
    b. Enter expenses and expense description.
9. Click "Save" and await confirmation

Note: Please ensure all location settings are turned on on your smartphone. You may need to clear your smartphone's web browser cache as well if you're experiencing any issues.