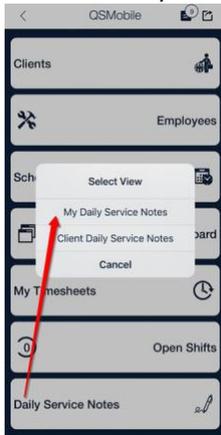
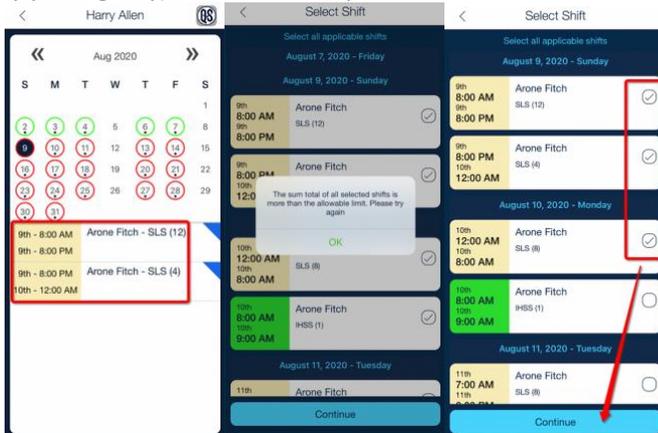


How Employees Use Daily Service Notes (DSN) in QSMobile

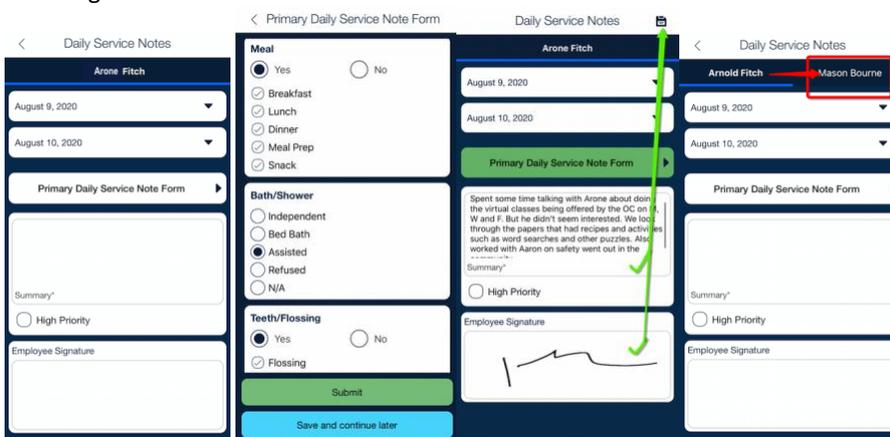
- To create a Daily Service Note (DSN), select “My Daily Service Notes”. To view another employee’s completed Daily Service Note select “Client Daily Service Notes” and choose the applicable client and the day/shift desired.



- From “My Daily Service Notes”, tap the day you’d like to create a DSN and then choose one shift in the day that should be included in the DSN. From the Select Shift screen, select all shifts that should make up the DSN being created. If selecting more than one shift, they must be consecutive and with the same client and not exceed a collective total of X hours (as defined by your agency). Once selected, press Continue.



- Next, select and complete the Daily Service Form. Every question on the form must have a response. Once finished, select Submit. The final steps are to add a Summary and Signature(s) and then press Save. Within the Summary area is a “High Priority” option which, if selected, will send out a notification with the Summary details upon saving. Shifts with linked clients must have a separate DSN completed for each client and all Forms that make up these DSNs must be completed before continuing.



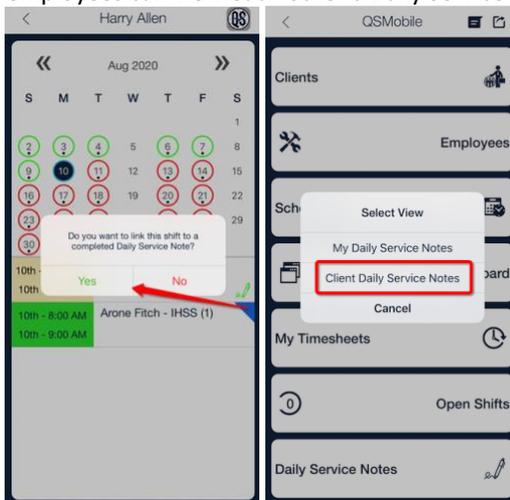
- The Daily Service Note schedules have DSN status indicators which are colored circles around each day. **Green circle:** All shifts in the day have a completed DSN. **Red circle:** No DSNs have been started for any shift in the day. **Blue circle:** Shifts in the day contain a combination of completed, not started and incomplete DSNs. Every shift has a DSN status indicator as

well. **Green pen icon**: Contains a completed DSN. **Orange pen icon**: Contains an incomplete DSN. This occurs when the "Save and continue late" option is chosen when filling out the form. **No pen icon**: No DSN has been started.



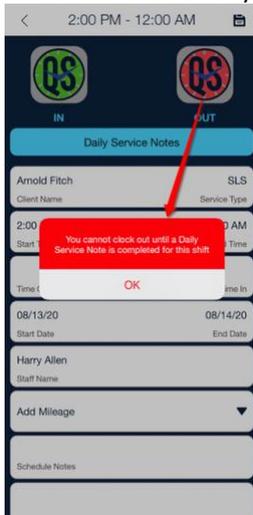
a.

5. A blue flag in the corner of a shift without a DSN attached provides the option to link that shift to an already completed DSN if consecutive and with the same client. This link option also exists in the Client Daily Service Notes view as well, which is where employees can view each other's Daily Service Notes.



a.

6. Clocking out is restricted on any shift that does not have a completed Daily Service Note.



a.