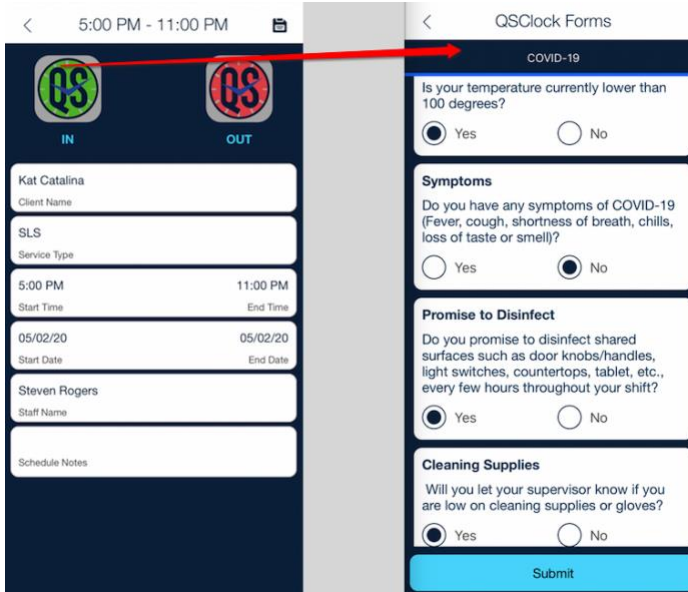


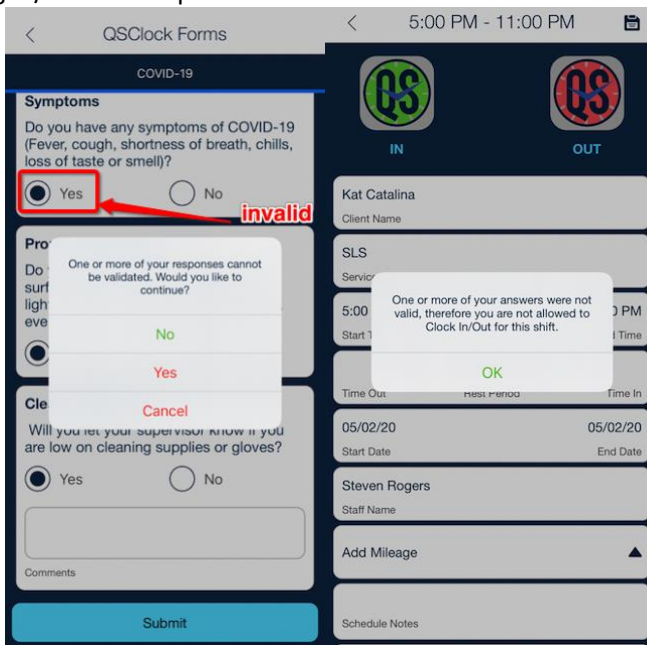
**How Employees Use a QSClock Form at Clock in/out**

1. When a client has been assigned a Form, employees will be required to complete it prior to clocking in/out of their shift. When the Clock button is pressed, the appropriate Form appears. All questions in the Form require a response.



a.

2. Once all responses have been entered the, select the Submit button. Upon submission, all responses will be validated. If all responses are valid, the clock in/out process continues. If one or more responses are invalid, select “No” to change a response, or “Yes” to continue. If a Form is submitted with any invalid responses, clocking in/out will be prevented and a notification will be sent to a supervisor.



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