# GEOH'S
# SUCESS GUIDE
## FOR CAREGIVERS

# GEOH

# Welcome to GEOH's success guide for caregivers.

*Below is how you can contact our customer support. We understand learning a new app can be a hard task and we are here for you.*
***Please do not hesitate to reach out if you need help***
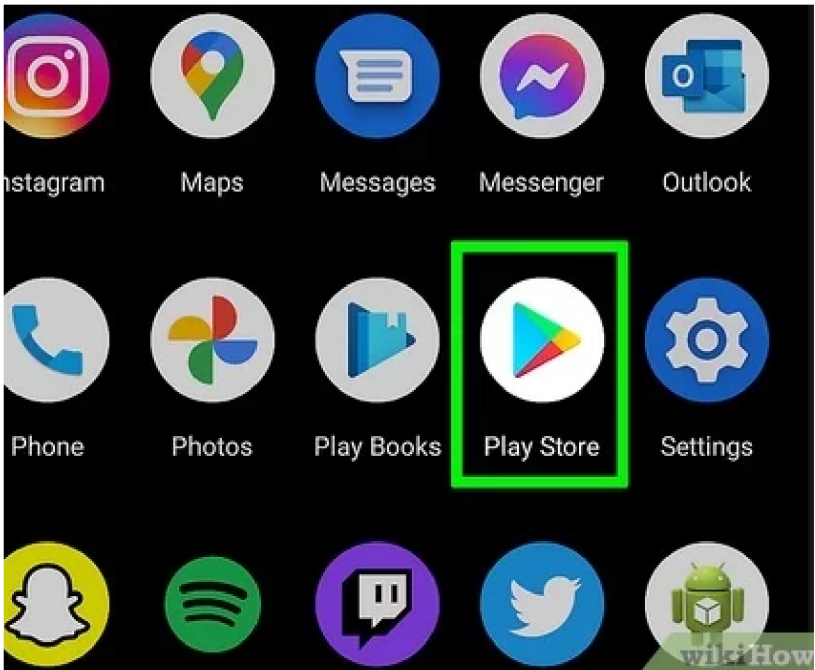
**470-693-8294**

**https://geoh.app/support**
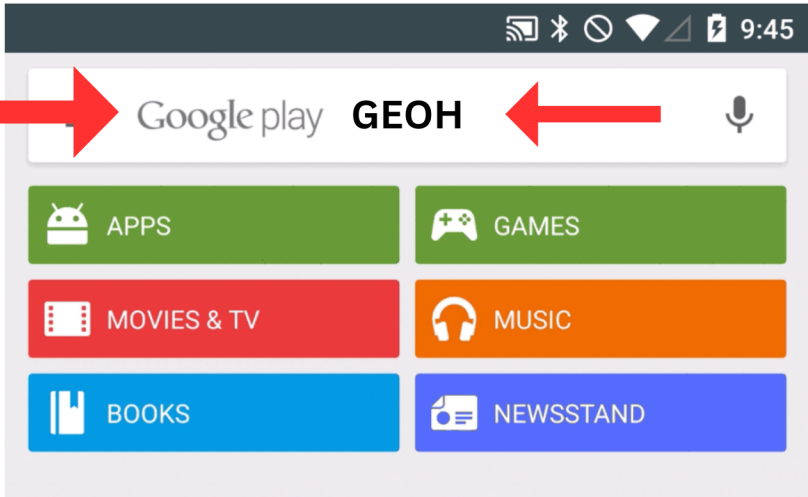
# GEOH

# Table of Contents

# How to

## *DOWNLOAD AN APP FOR ANDROID*

**1.** **Go to your android phone and find the google play store. It should look like this:**
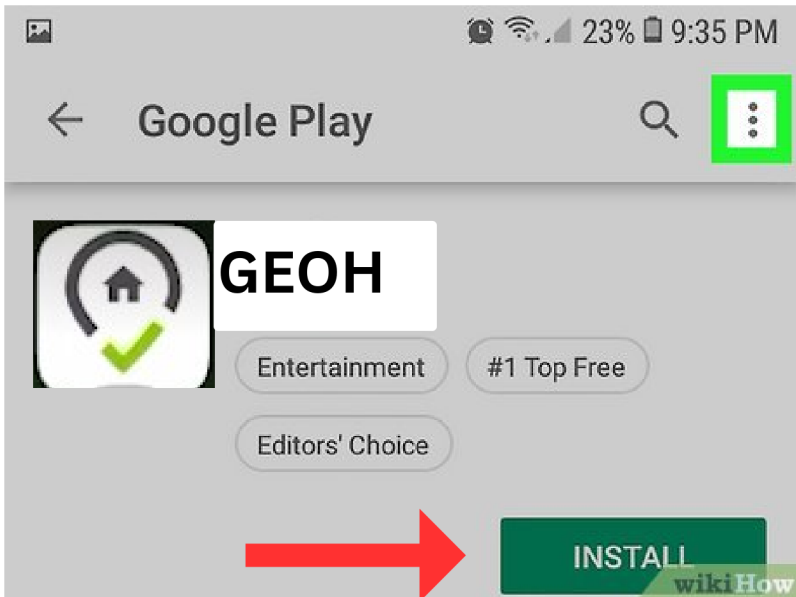


(Photo from wikiihow.com)

## 2. Type in" GEOH" in the search bar.



## 3. Tap install below the app.
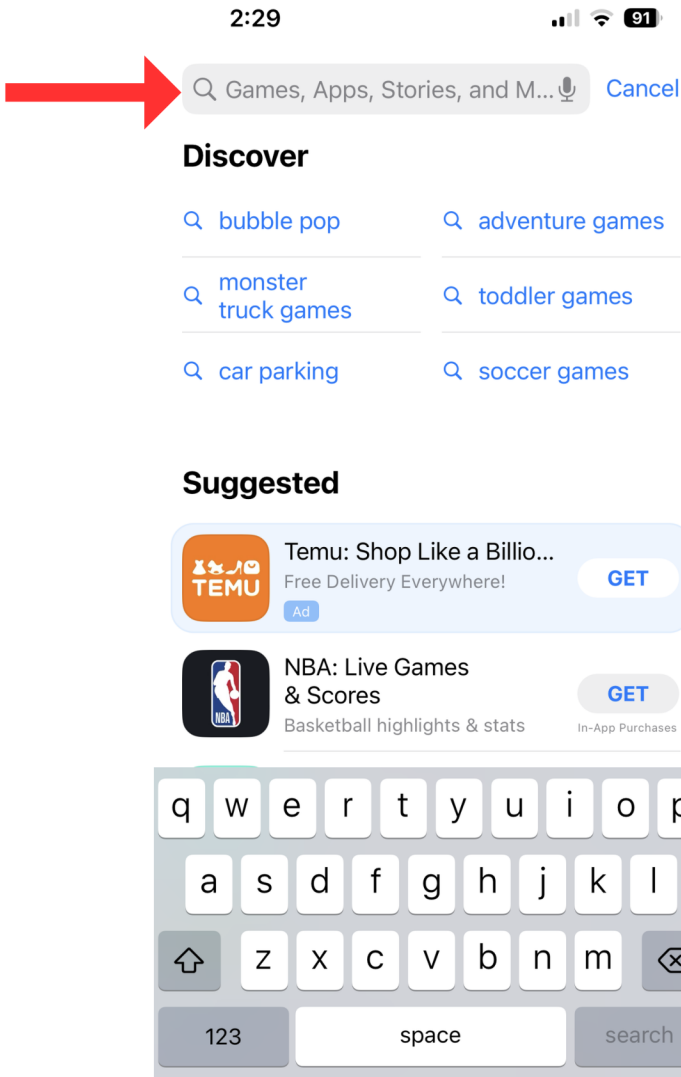


(Photo from wikiihow.com)
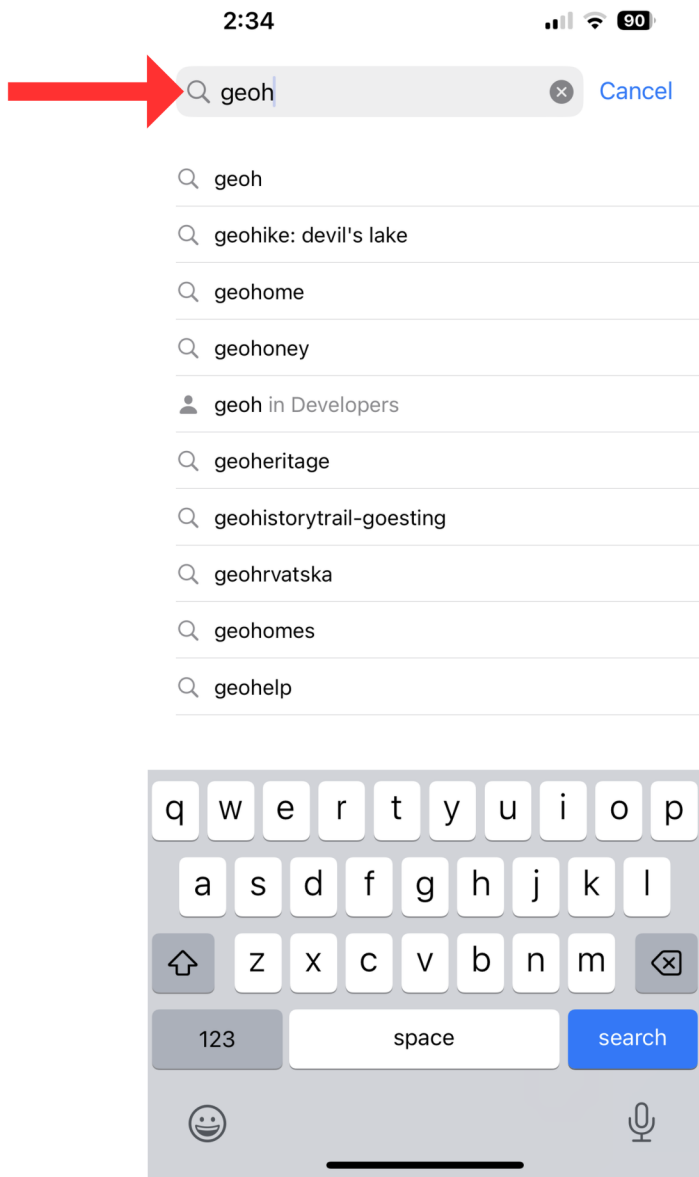
# How to

## *DOWNLOAD AN APP FOR AN IPHONE*

**1.** **After you open your phone, tap on the app store icon. You may have to look for it.**

# 2. Type in GEOH in the search bar.

2:29

Q Games, Apps, Stories, and M... 🎤    Cancel

## Discover

Q bubble pop                    Q adventure games

Q monster                      Q toddler games
  truck games

Q car parking                  Q soccer games

## Suggested

Temu: Shop Like a Billio...
Free Delivery Everywhere!          GET
Ad

NBA: Live Games
& Scores                           GET
Basketball highlights & stats      In-App Purchases

q w e r t y u i o p
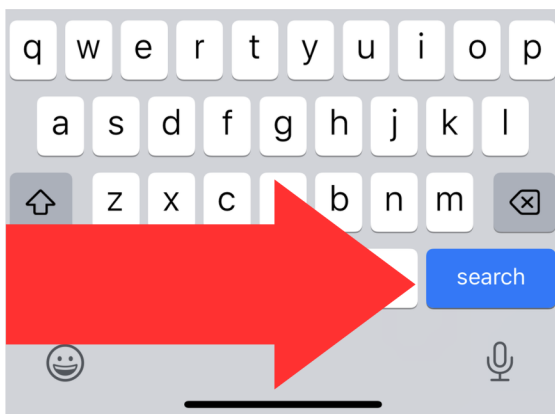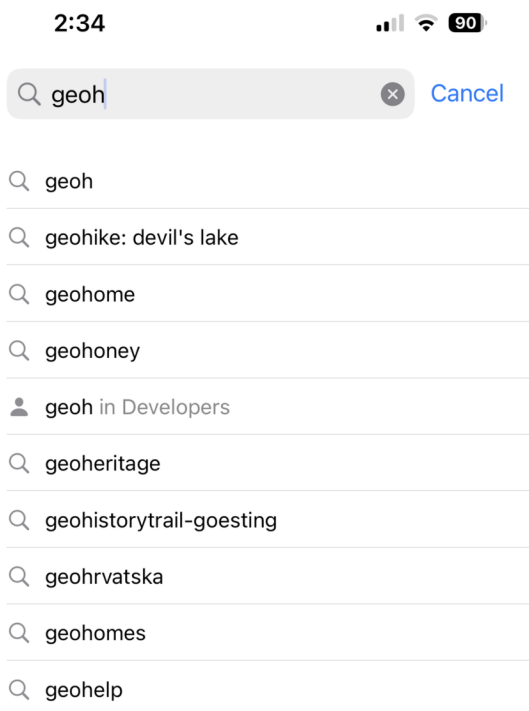a s d f g h j k l
⇧ z x c v b n m ⌫
123    space    search

# 3. The screen will look like this while you type.

# 4. Tap the "Search" button.



2:34

geoh

Cancel

geoh

geohike: devil's lake

geohome

geohoney

geoh in Developers

geoheritage

geohistorytrail-goesting

geohrvatska

geohomes

geohelp
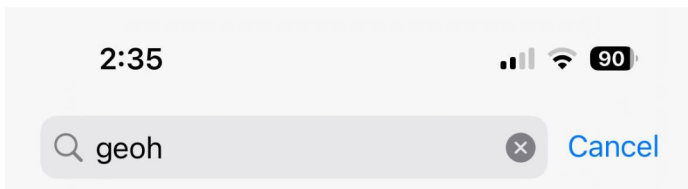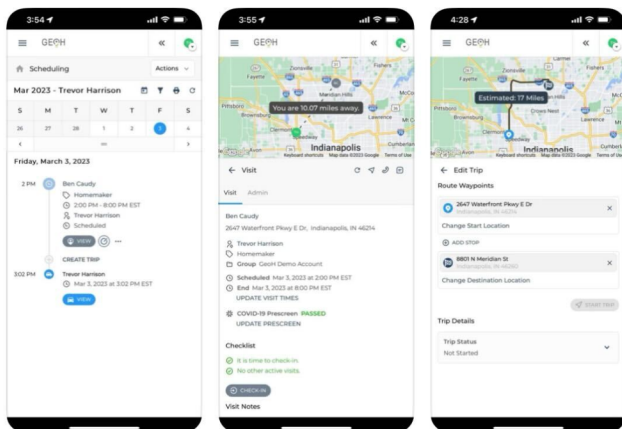
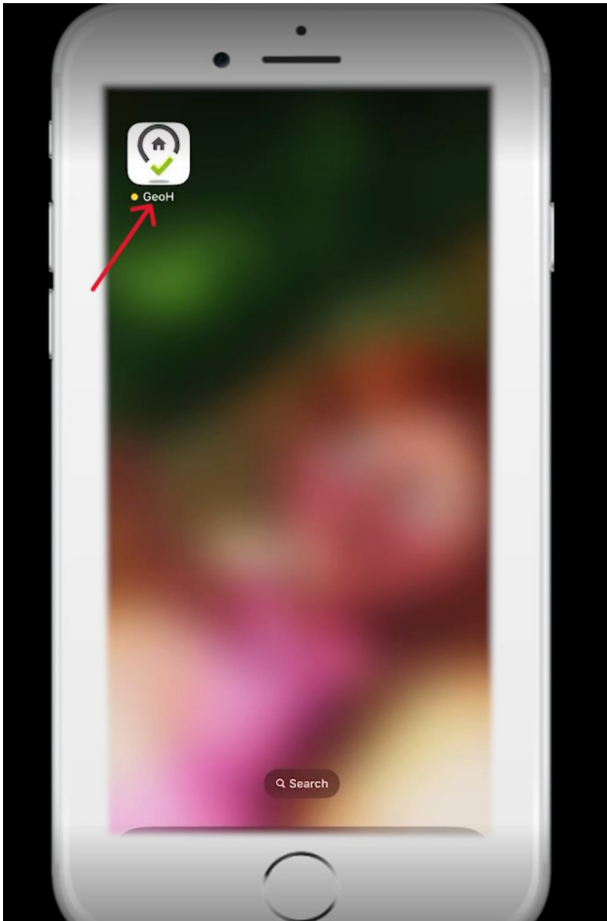(Photo from wikiihow.com)

# 5. Tap the "Get" button.

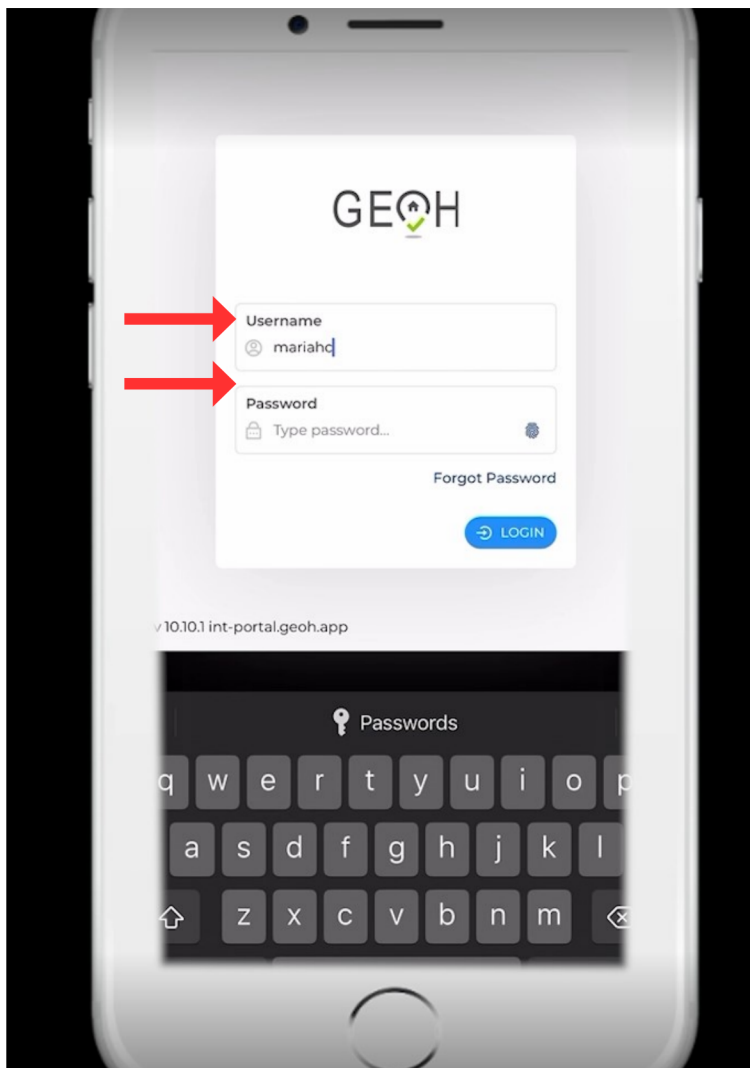**6.** **Go back to your home page and find the GEOH app, the icon will look like this. Tap on it.**
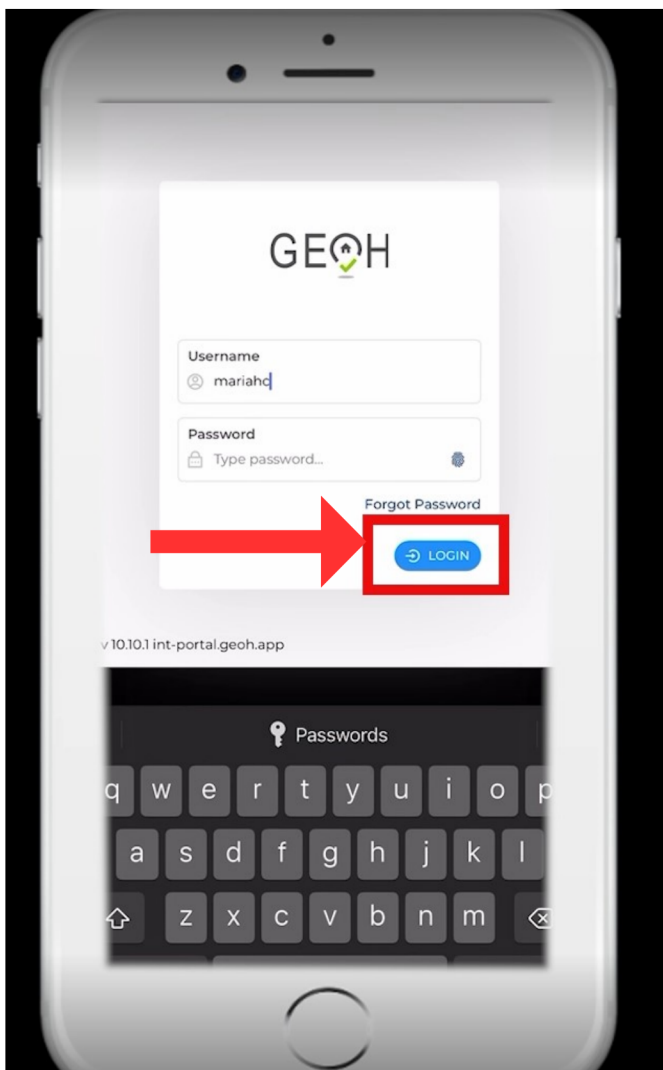
# How to

## *CHECK IN*

**1.** **Go to your GEOH APP and tap on it.**
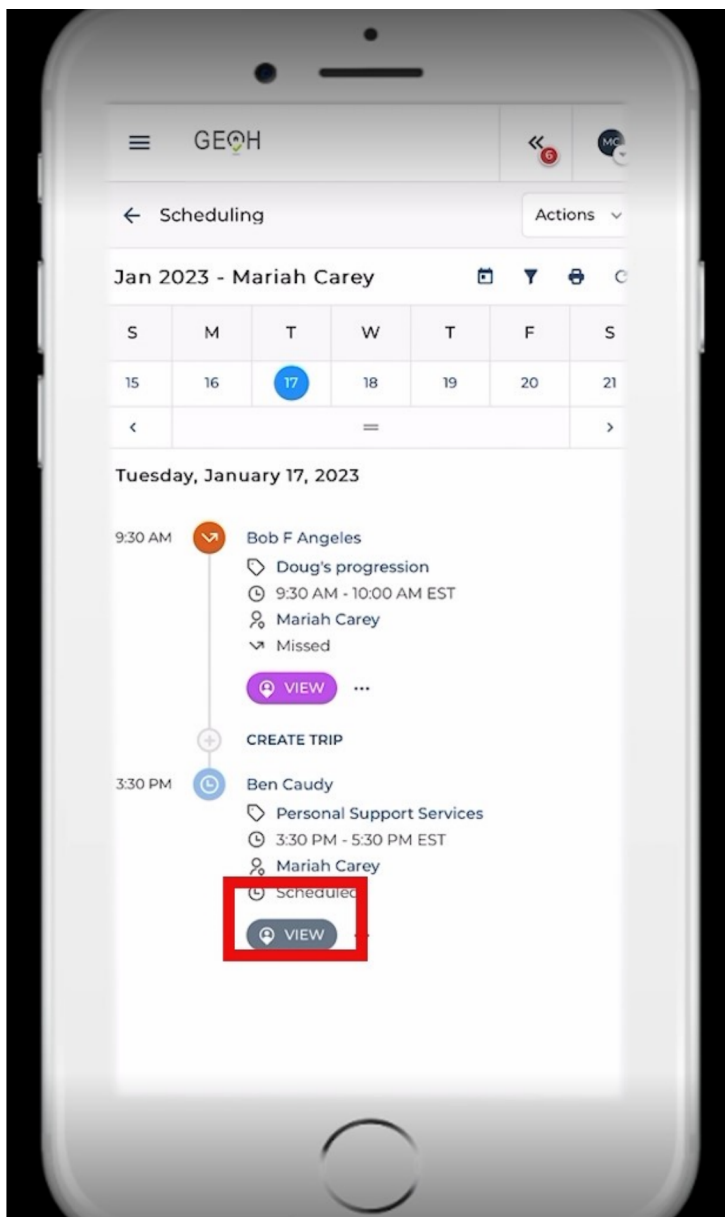
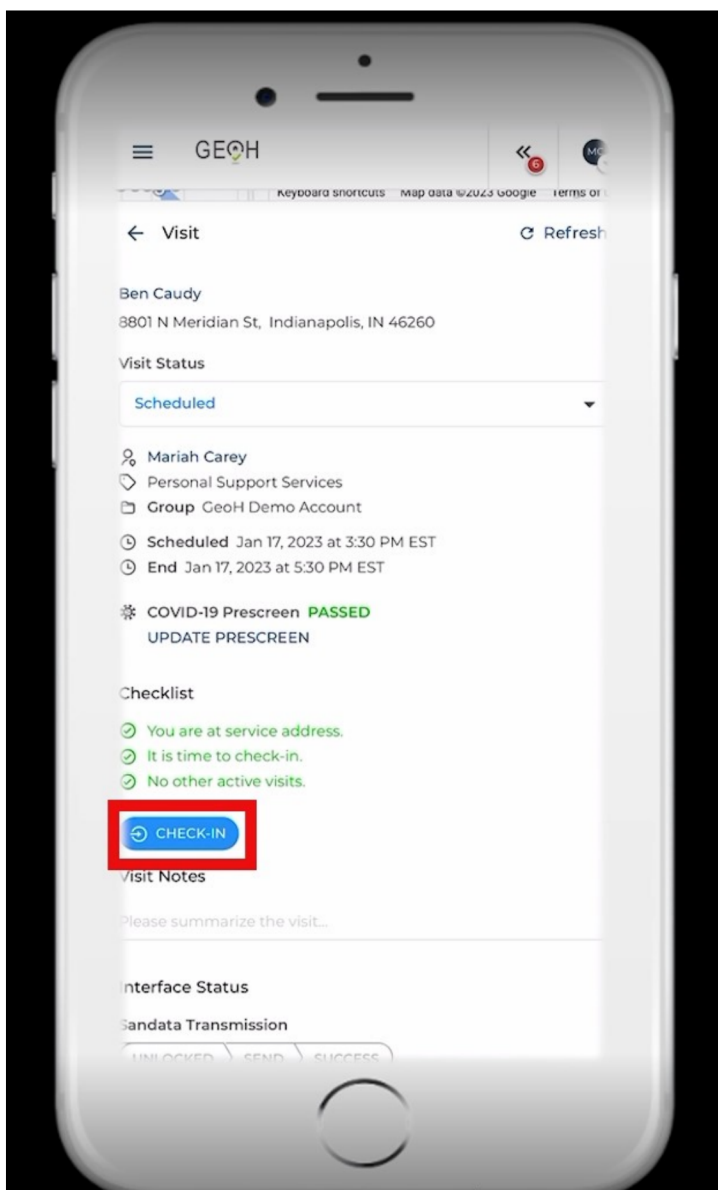## 2. Type in your username and password.

# 3. Tap on log in.



# If you forgot your username or password contact support at:
## 470-693-8294

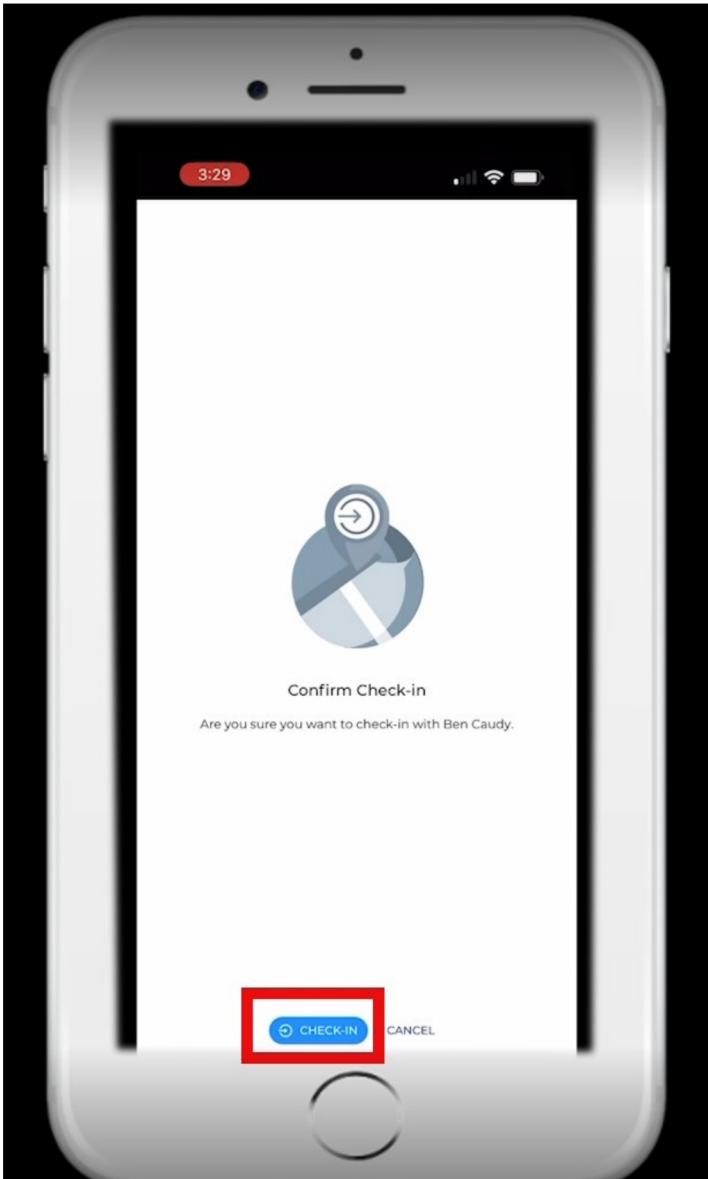# 4. Tap the view button on the schedule, for the appointment you want to check into.

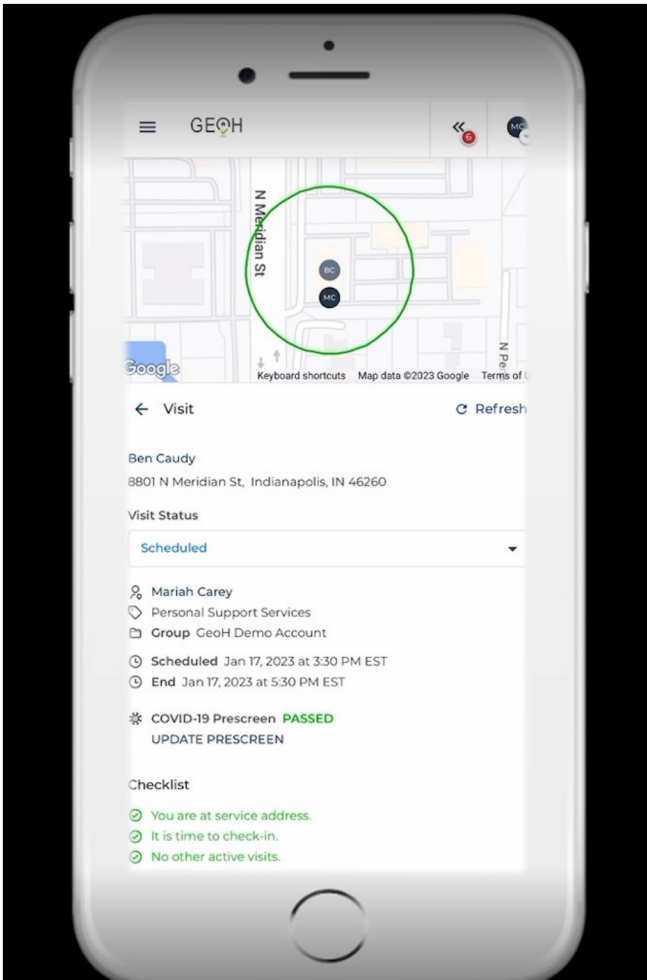**5.** **Scroll down to the bottom of the page and tap the** **check-in** **button.**

**6.** Tap the check-in button again.



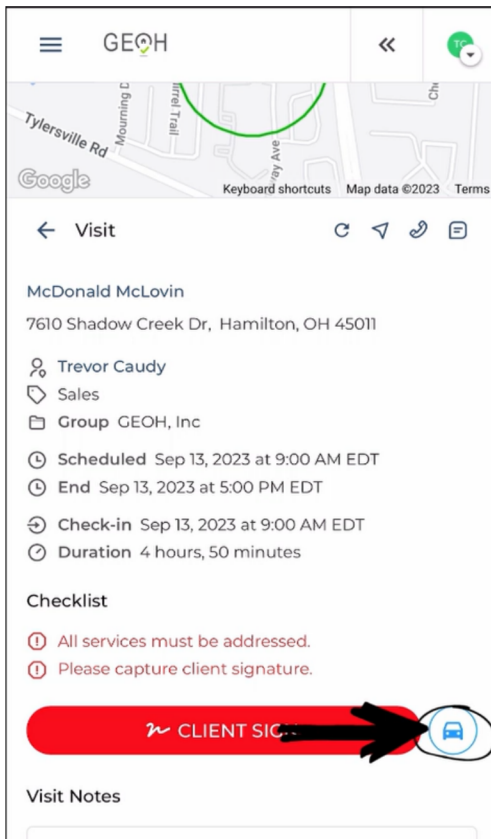# Great job on checking in!

# Still Can't Check in?

Note: **You must be in the circle to check in**. If you are at your location and still cannot check-in, contact your PD at their number or GEOH support at:
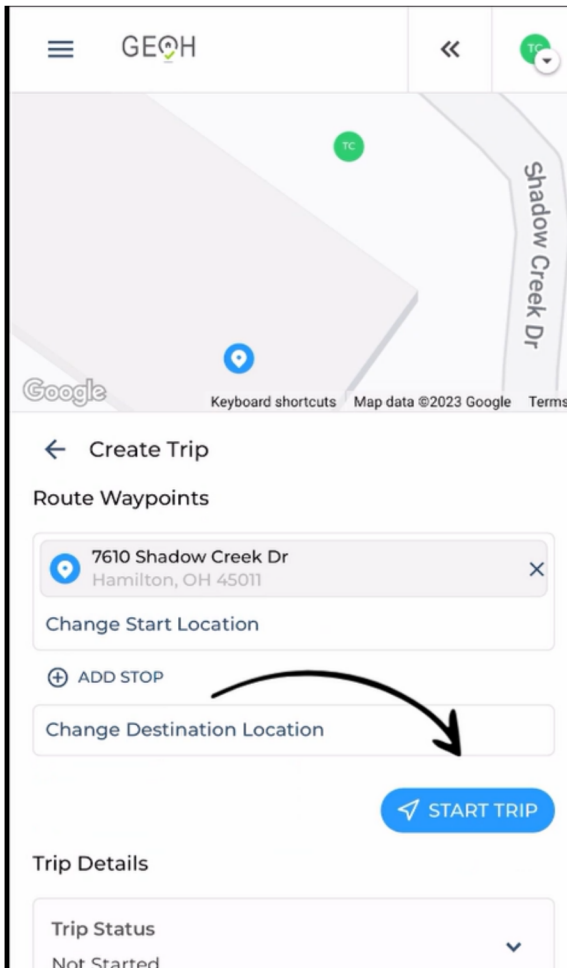
**470-693-8294**
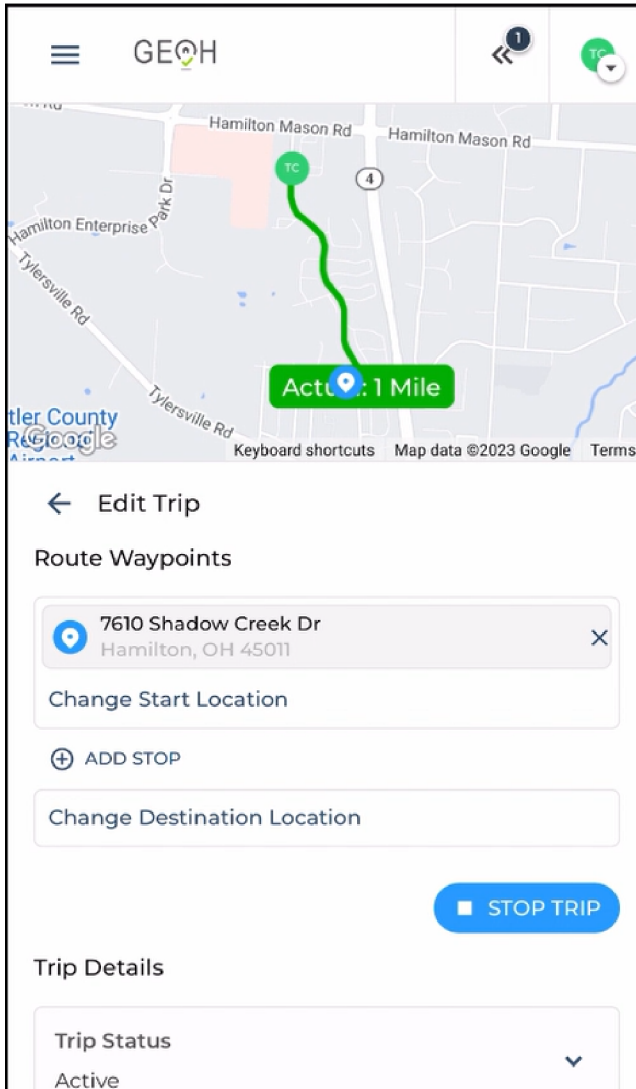
# How to

## *LOG A TRIP (TRACK MILEAGE)*

**1.** **From your active visit, tap on the (car) icon located next to the "Client Sign" button.**
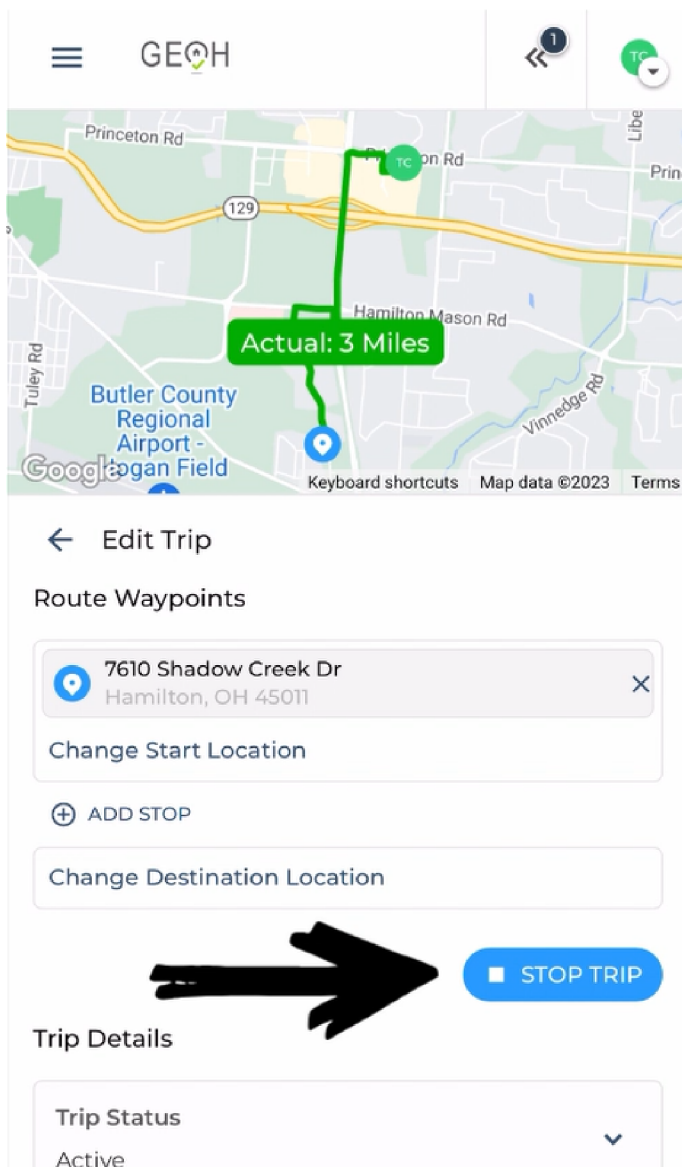
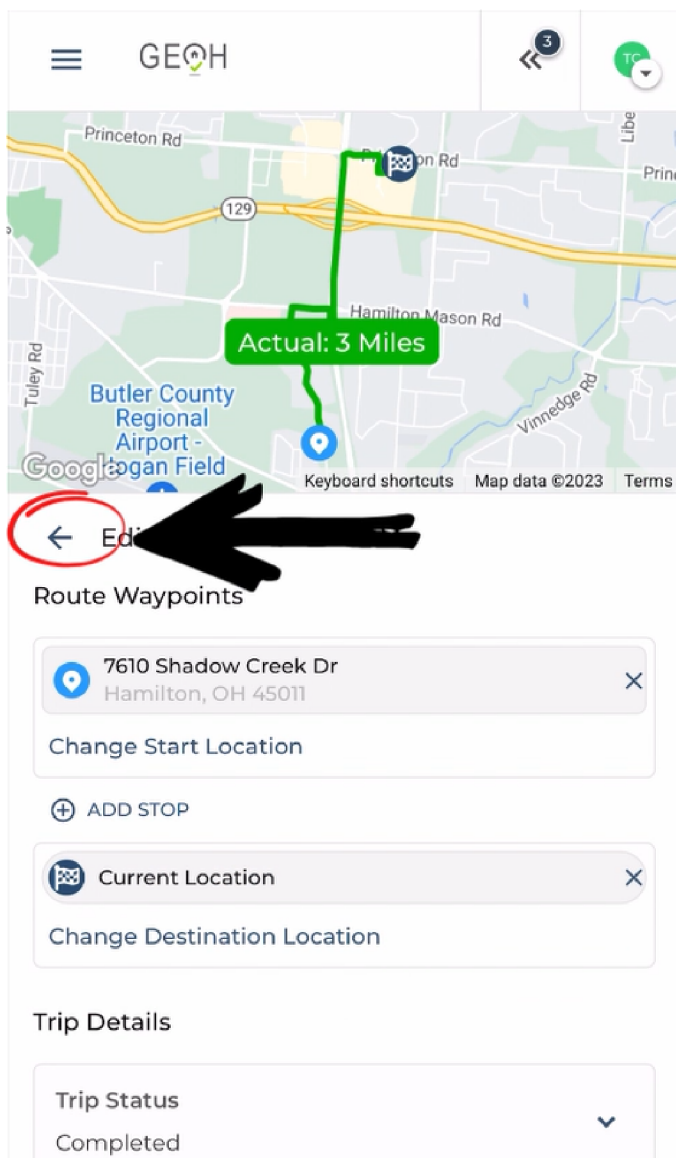**2.** **Next, make sure that the "Start Location" is where you are currently at, then tap "Start Trip"**

# 3. You may now drive to your destination.

# 4. When you arrive at the destination, make sure to tap on "Stop Trip"

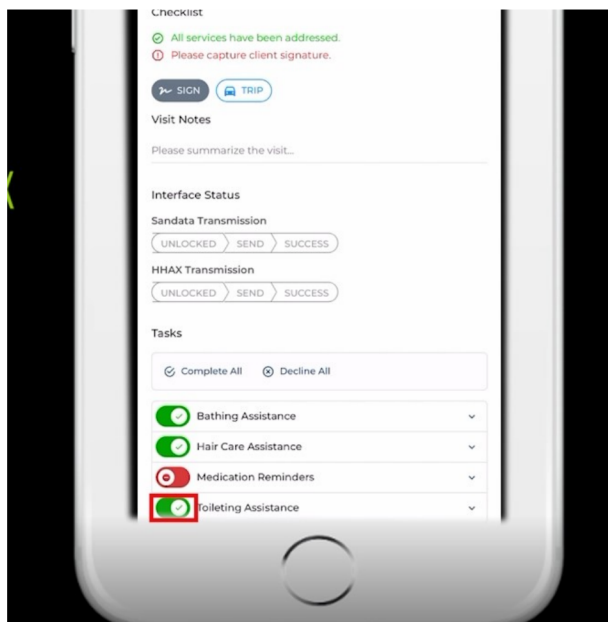**5.** You have successfully logged your trip, and you may tap on the back arrow to leave the trip page.
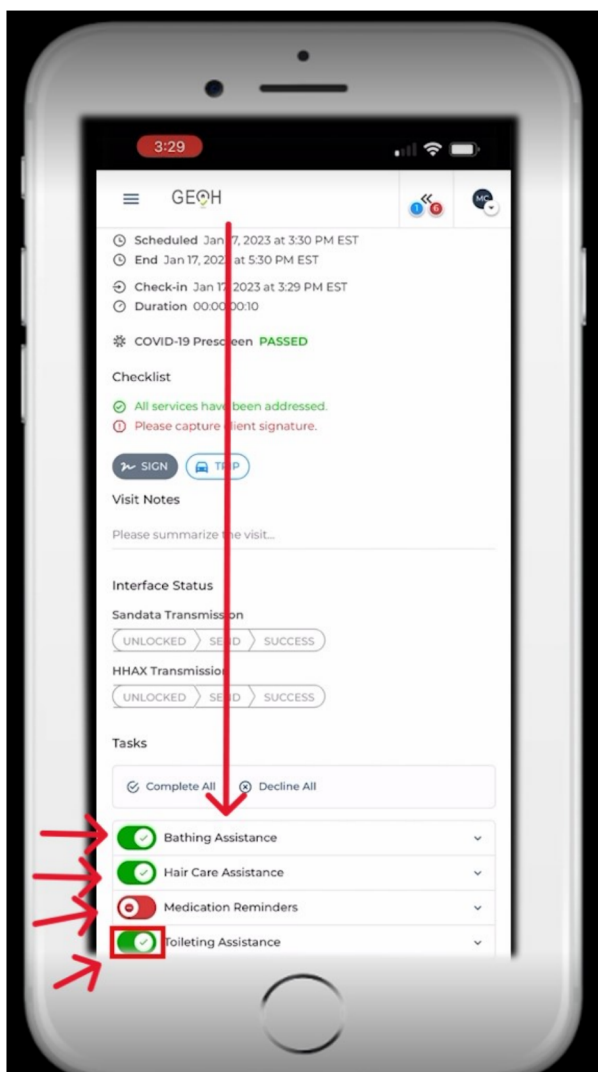
# How to

## *COMPLETE YOUR TASKS*

**Note: Before you complete your tasks you must be clocked in, please go to page 4 to learn how to clock in.**

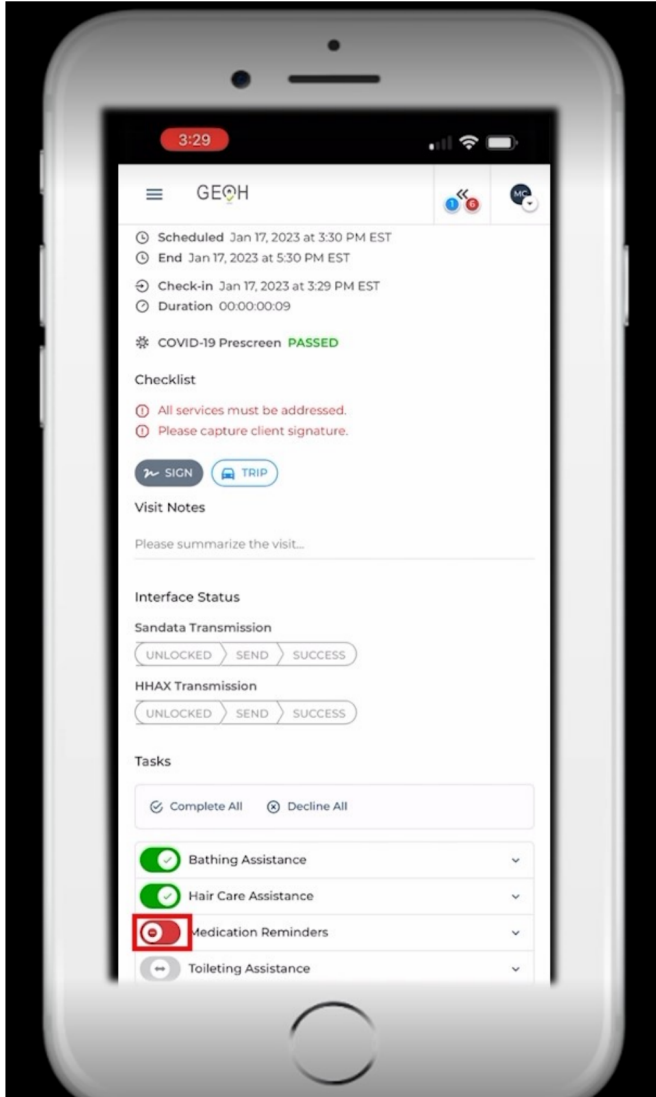**1. Scroll down to where the task list is; the task list looks like this.**

# 2. Next you will want to start completing your tasks. After you complete a task, tap the button next to it to mark it green and done.

# 3. If you did not complete the task, swipe the button left to mark it red and declined.

**VERY IMPORTANT:** You will not be able to check out unless every task is marked either green or red like the photo below. Do not leave any task blank or "Grey."
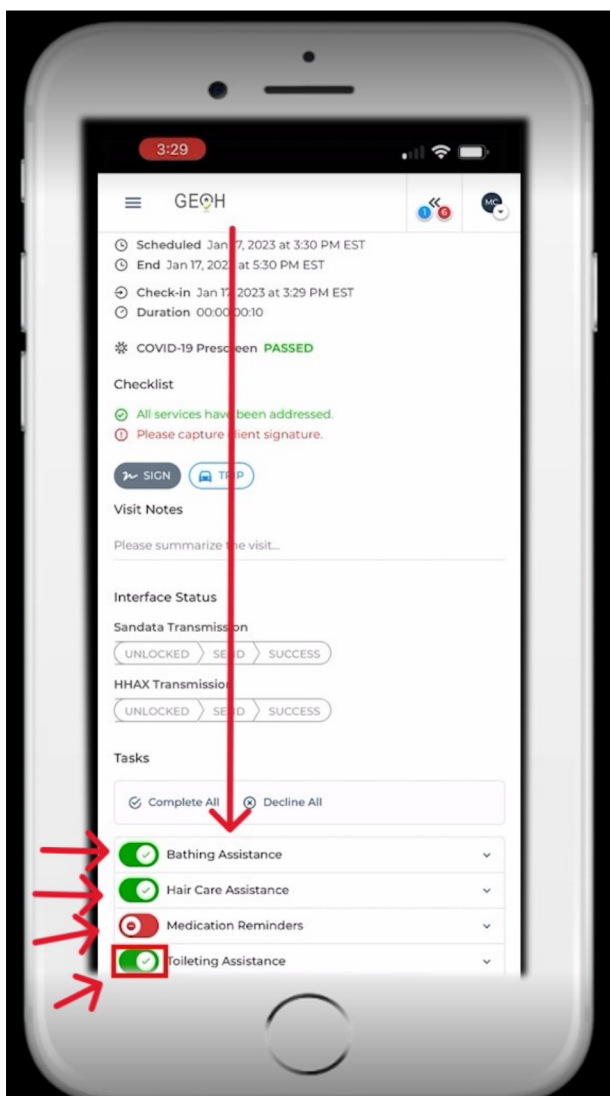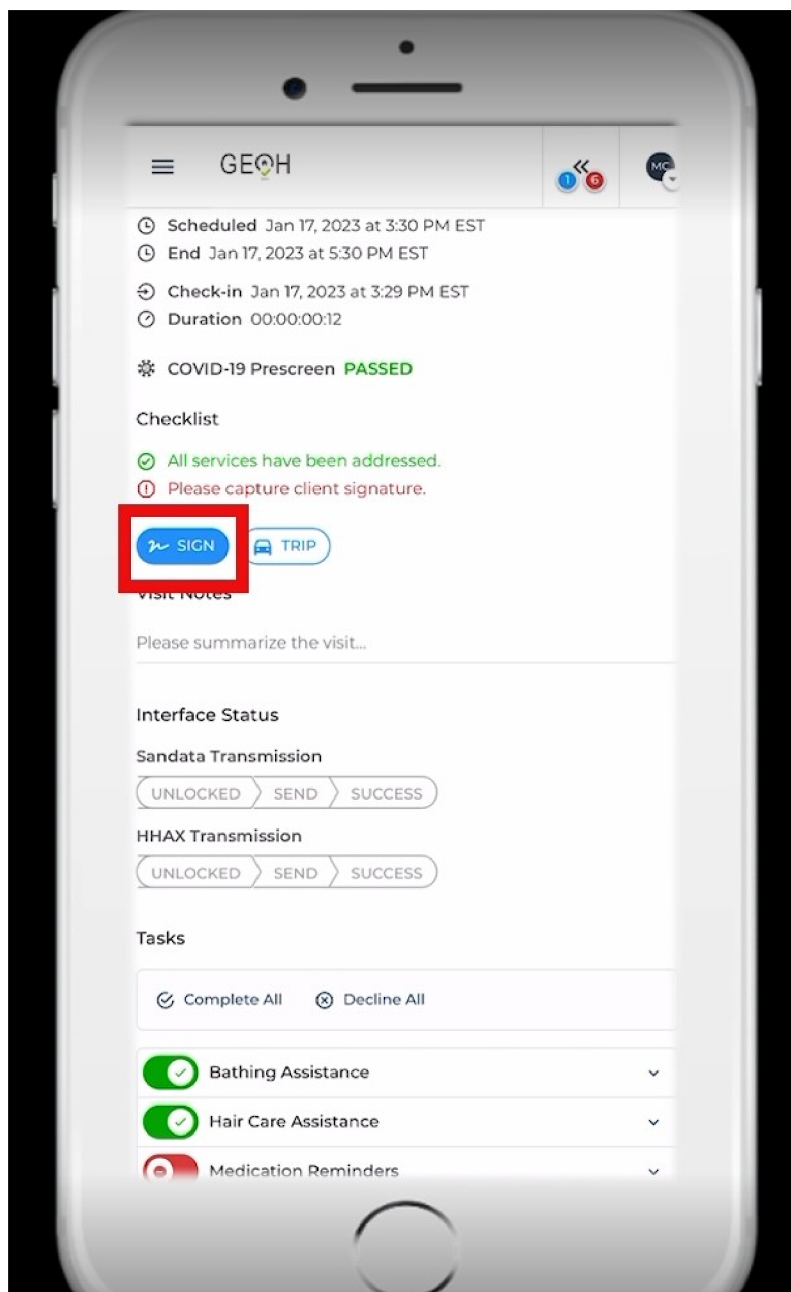
**After every task is marked either red or green you are done with your task list.**
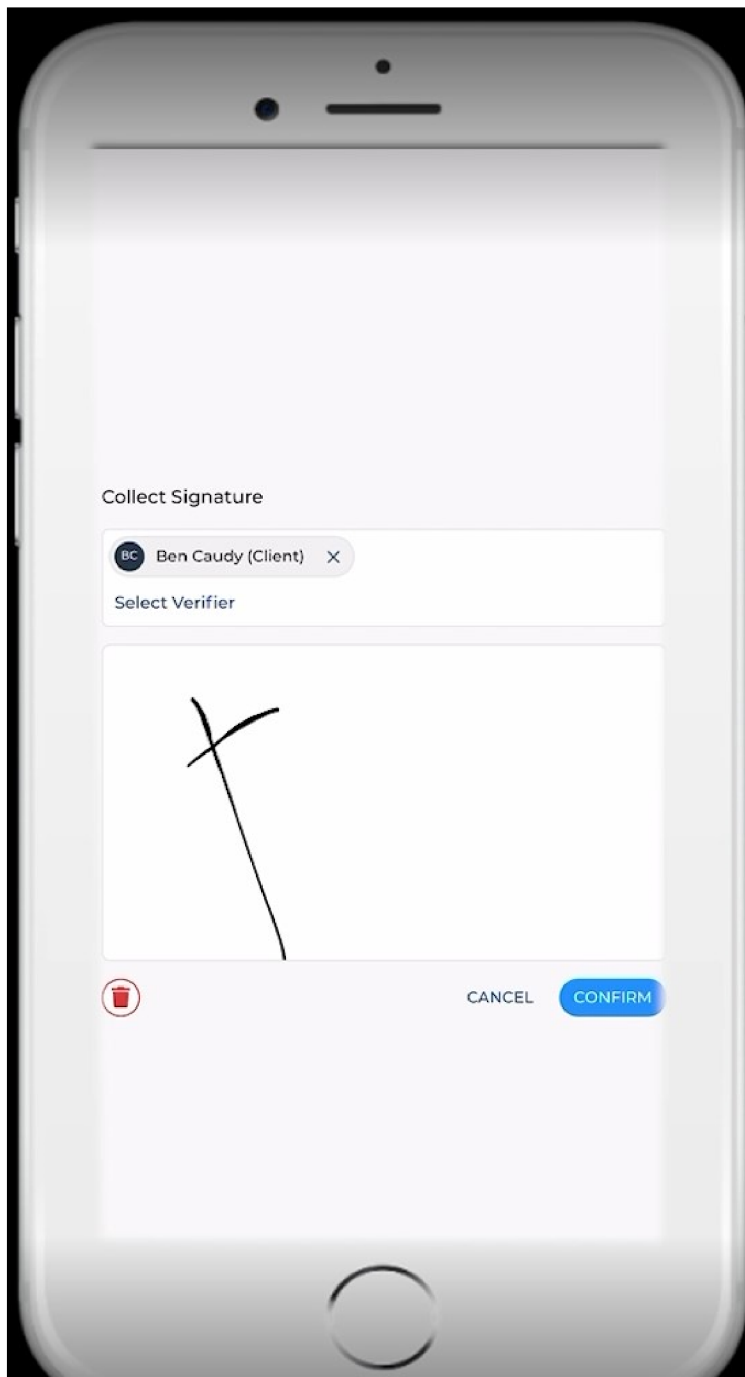
# How to

*COLLECT A SIGNATURE*

**VERY IMPORTANT: You will not be able to check out unless you have collected a signature.**
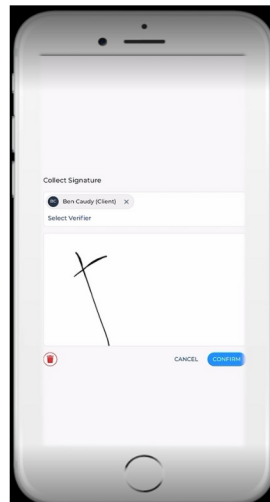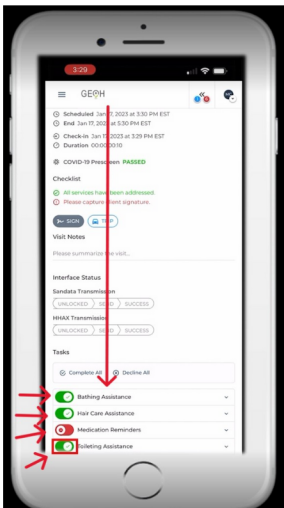
# 1. Tap the sign button.
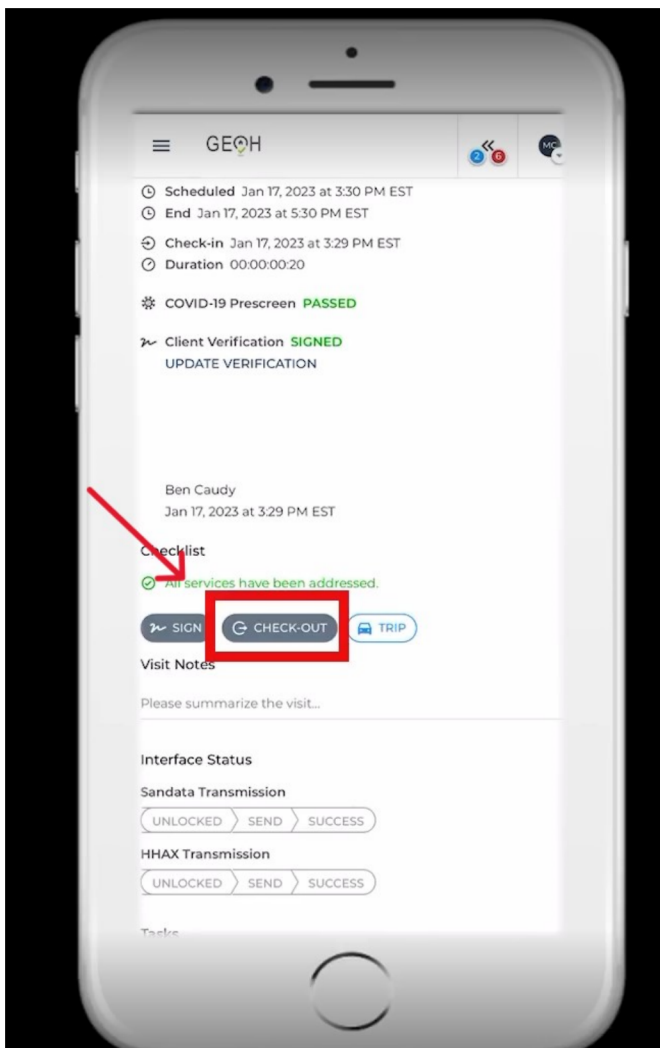
## 2. Have the client use their finger to sign.



Collect Signature

BC Ben Caudy (Client)  ✕

Select Verifier

CANCEL  CONFIRM

# Great job on collecting a signature now you are ready to check out!

# How to
## *CHECK OUT*

**1.** **In order to checkout you will have needed to mark every task red or green and collect a client signature. If you have not done so please do so now.**
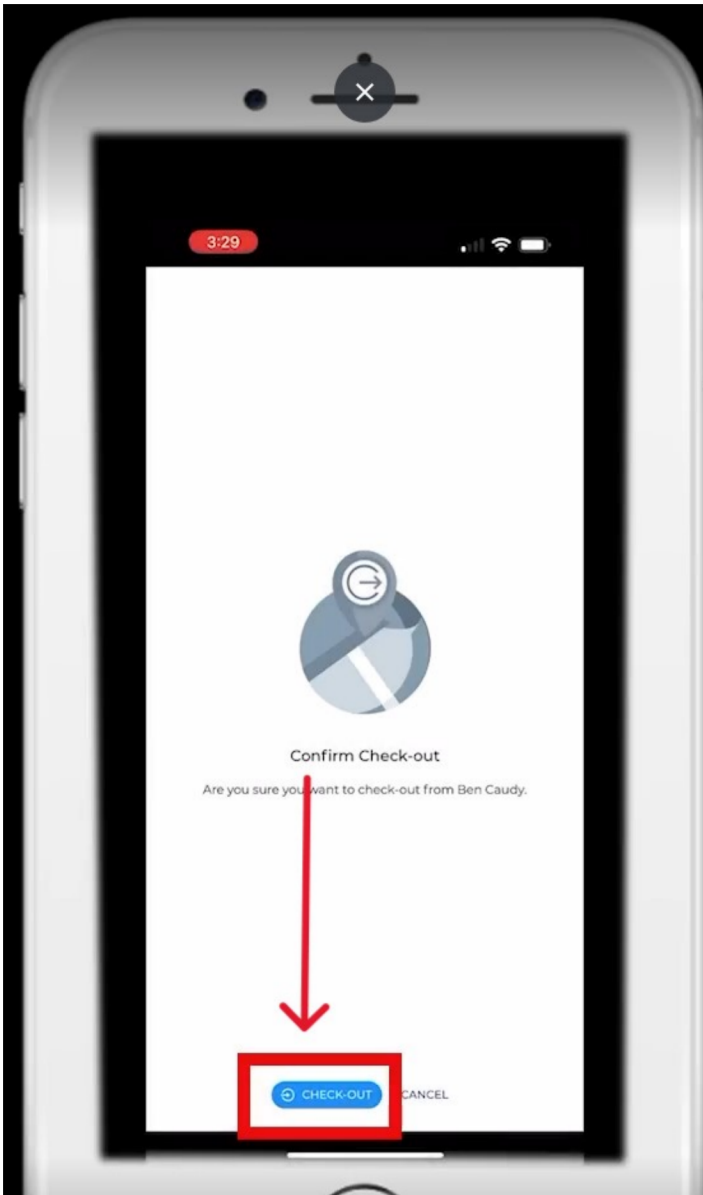
# 2. Press the checkout button.

**3. Press the checkout button, again to confirm the checkout.**



**Great job on checking out!**