

This guide shows how to properly clock out when there are outstanding medication tasks by using exclusion reasons and notes to document uncompleted events.

It explains selecting a reason (e.g., refused, not available, left for next carer), adding optional details in "More Info" and a clock-out note.

- 1 From the dashboard, click "Clock Out":

Today's Schedule



Test Test

10:35 - 20:00

Clocked in at 16-Jun 10:33
(02:13:05)

To-Do List (1)

Clock Out

More Actions ▼

- 2 If medication events remain, the To-Do List will show any to be completed.

Click "Clock Out":

record if necessary in medication tracker.

☐ 10:30 M Missed i
Paracetamol for adults

Digital Tasks ▼
0 tasks to be completed.

Clock Out

- 3 Click this dropdown and choose an exclusion Reason:

Mandatory events not filled out.
Test Test ×

Medication:
10:30 Paracetamol for adults Missed

Reason:
Please select. ▼

More Info

4

Click to select one of the following:

- Refused
- Nausea or Vomiting
- Dose not available
- Task already completed
- Not Required
- Other
- Left for next Carer

Reason:

Please select. ^

^

Please select.

Refused

Nausea or Vomiting

Dose not available

Task already completed

Not Required

Other

Left for Next Carer

5

Click the 'More Info' field to add a note:

Medication:

10:30

Paracetamol for adults

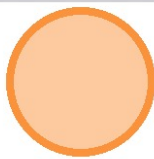
Missed

Reason:

Left for Next Carer



More Info



6

Click "Clock Out":

Clock Out

7

Add a clock out note and click "Clock Out" again:

Clock Out

Test Test

Notes

N/A

☐ Mark as important

Clock Out

8

Click to confirm Clock Out:



Mark as important



**Are you sure you want
to clock out?**

Cancel

Clock Out



The following message will confirm Clock Out is successful:



Success

Clock Out successful

Close