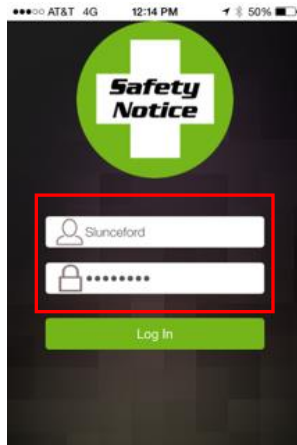


Safety Notice Mobile App

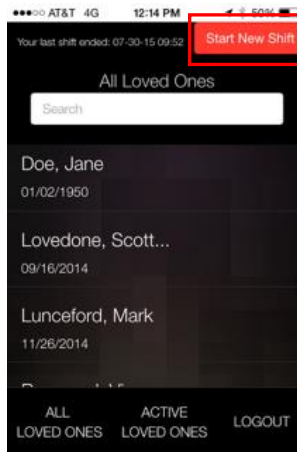
Quick Start User Guide - Employee

Step 1



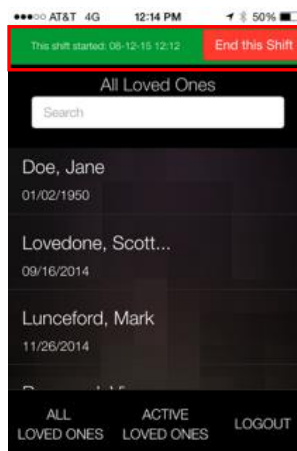
From the home screen, enter your username in the top white field and your password in the lower white field. Next, touch the green Log In button.

Step 2



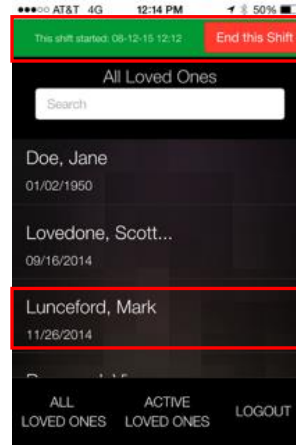
You are now at the All Loved Ones screen. Start your day's shift by touching the red button labeled Start New Shift on the top right of the screen.

Step 2 continued



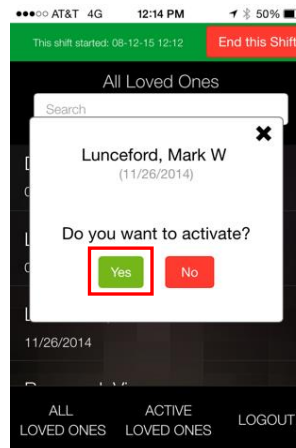
The header at the top of the screen will turn green. The green header will contain the date and time the shift started.

Step 3



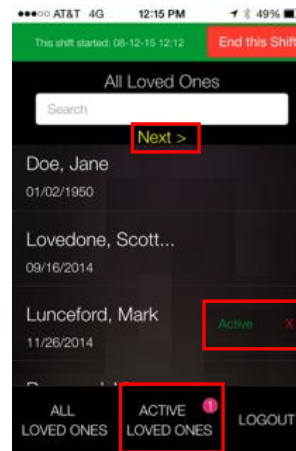
To begin your appointment, touch the name of the loved one that is subject of the interaction. If the loved one's name is not visible on the screen, either scroll to the name or use the Search function found under the All Loved Ones label.

Step 4



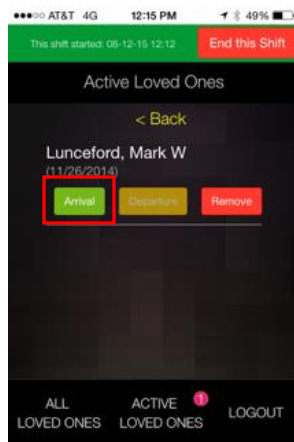
A message box will appear asking if you want to activate the loved one. Touch "Yes."

Step 4 continued



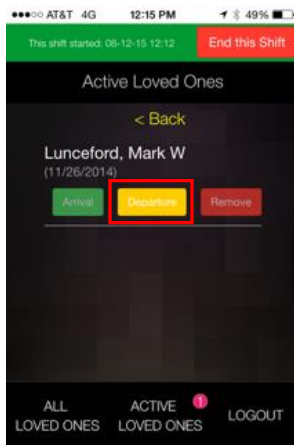
Three items will appear on the screen 1) the yellow "Next" label below the Search box, 2) the label "Active" to the right of the loved one's name and 3) a number in red to the right of the ACTIVE LOVED ONES label at the bottom center of the screen. Touch any one of these to move to the next screen.

Step 5



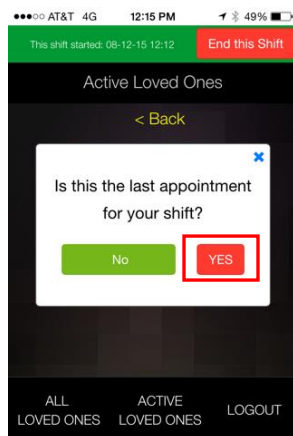
You are now at the Active Loved Ones screen. To signify the beginning of your encounter with the loved one, touch the green Arrival button. This will send the arrival notification to the loved one's family.

Step 6



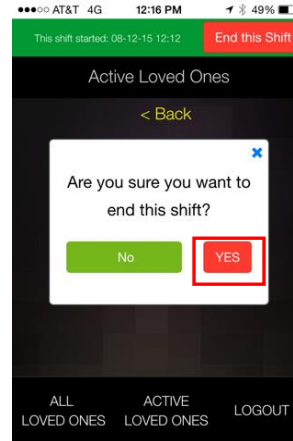
When you have completed your encounter with the loved one, touch the yellow Departure button. This will send the family a notice informing them the encounter was completed successfully.

Step 7



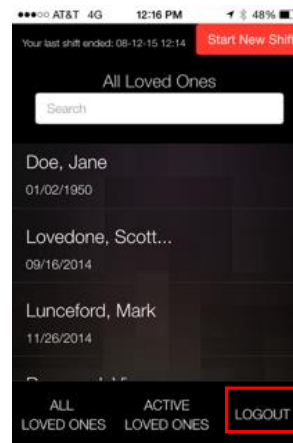
A message box now appears asking you if this was your last appointment for the day. If you have additional loved one appointments, click No. If this was the last appointment for your shift, click Yes.

Step 7 continued



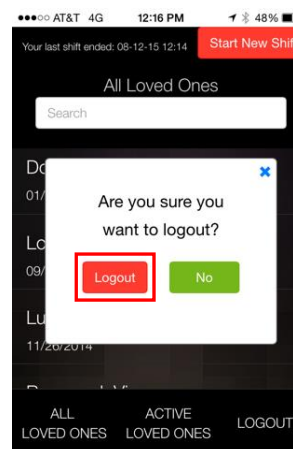
Another message box will appear confirming you want to end your shift. To confirm the end of your shift, touch Yes.

Step 8



You are now back at the All Loved Ones screen. To logout out of the app, touch the LOGOUT label at the bottom right of the screen.

Step 8 continued



A message box will appear asking you to confirm you want to logout. Choose the red Logout button to end your use of the app. The app has now been shut down.