

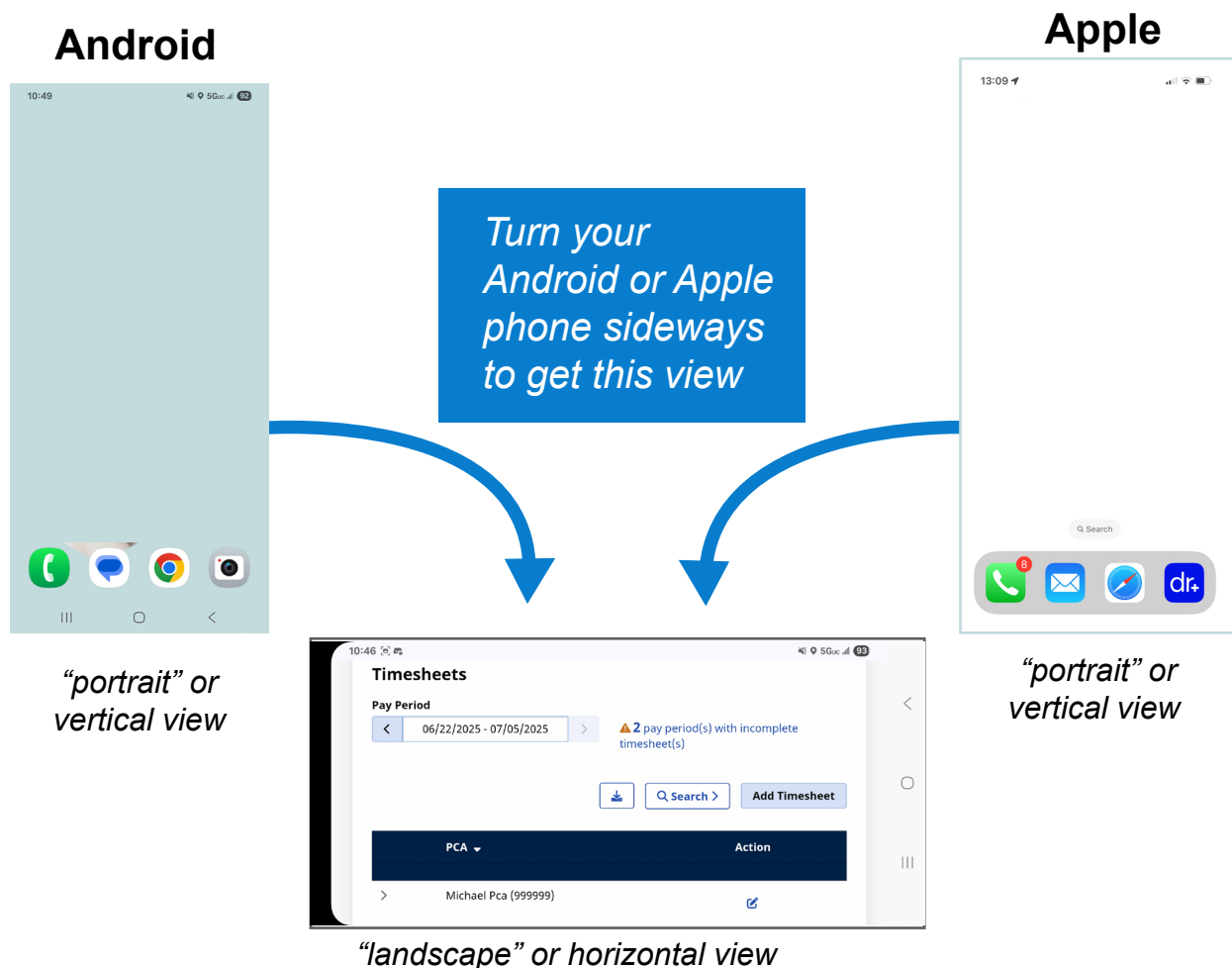
Quick Start Guide

How to Rotate a Smart Phone to see Larger View

This guide will show you how to view a larger screen of the portal on Android or Apple smart phone or tablet.

1 Rotate Smart Device to See Larger View

Rotate your **Android** or **Apple** smart device sideways (horizontally). The screen should automatically rotate and you will be able to see the full width of the EVV portal screen. **This is called landscape mode.**

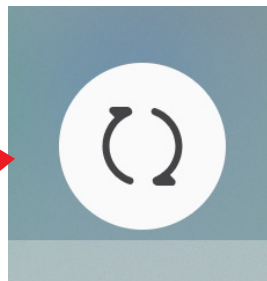
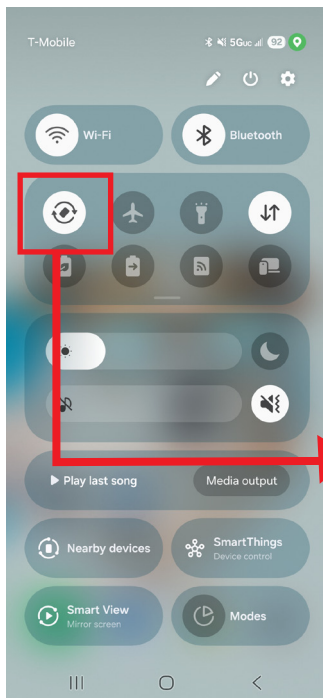
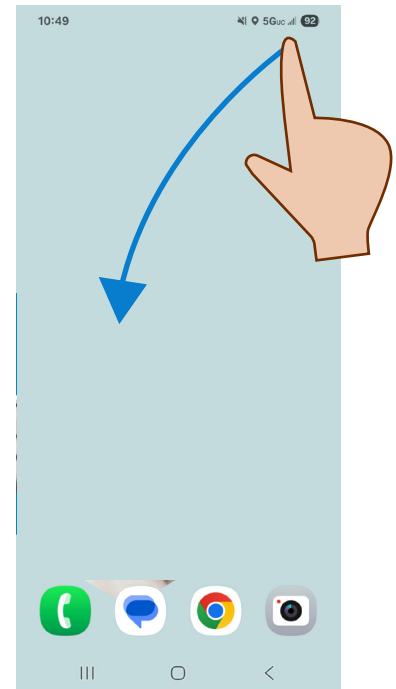


If your screen does not rotate when you turn the device the **Lock Screen** might be locked. Follow instructions for your device in the following pages. The first part focuses on Android devices, and the second on Apple devices.

2a Android Devices

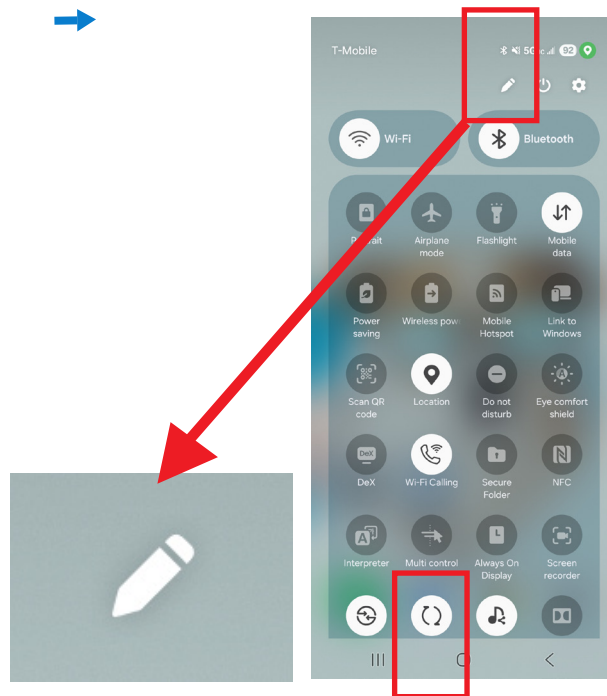
Option 1: Enable Auto-rotate in Quick Settings

1. To unlock the screen and enable your device to rotate automatically when the device is turned horizontally, swipe down from the top of the screen to open the **Quick Settings** menu.



2. Look at the **Auto-rotate** icon. If you see portrait or Auto-rotate off, tap it to enable rotation.

3. If you don't see it, swipe down again to expand the full **Quick Settings** menu or tap the edit (pencil) icon to customize and find it.



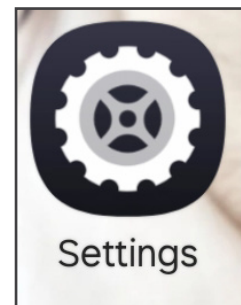
2b

Android Devices

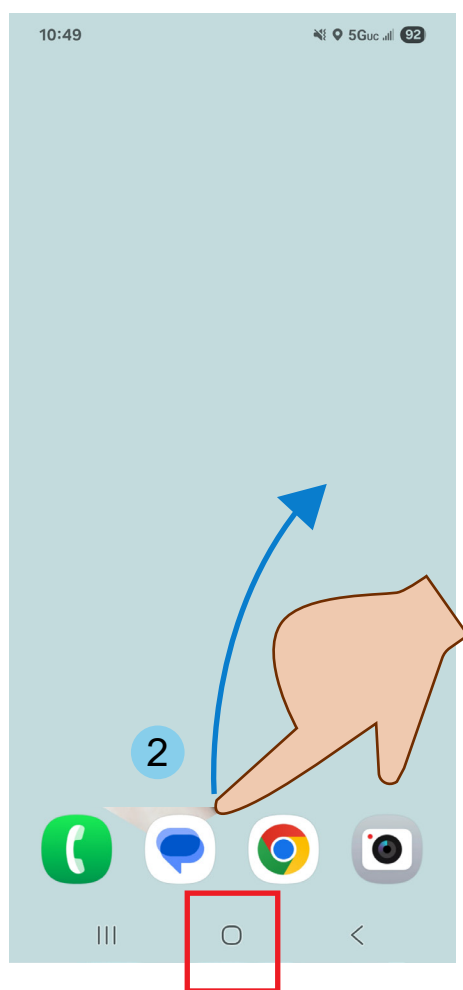
Option 2 - Enable Auto-rotate in Settings

If **Quick Setting** is missing, open Settings:

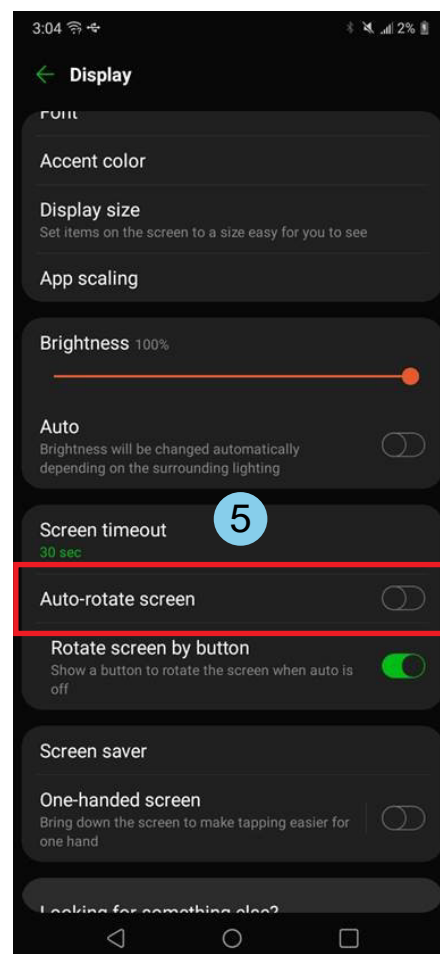
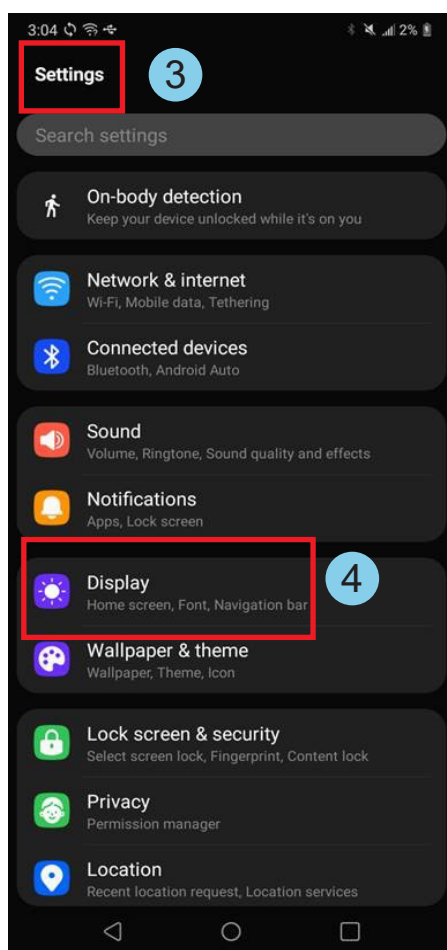
1. Click the **Home Screen** button
2. Swipe the lower part of the screen upwards
3. Open **Settings**
4. Tap **Display**
5. Look for **Auto-rotate Screen** and toggle it **on**



Settings Button



1 Home Screen Button



Troubleshooting Tip: If the **Auto-rotate Screen** still does not work, restart your device

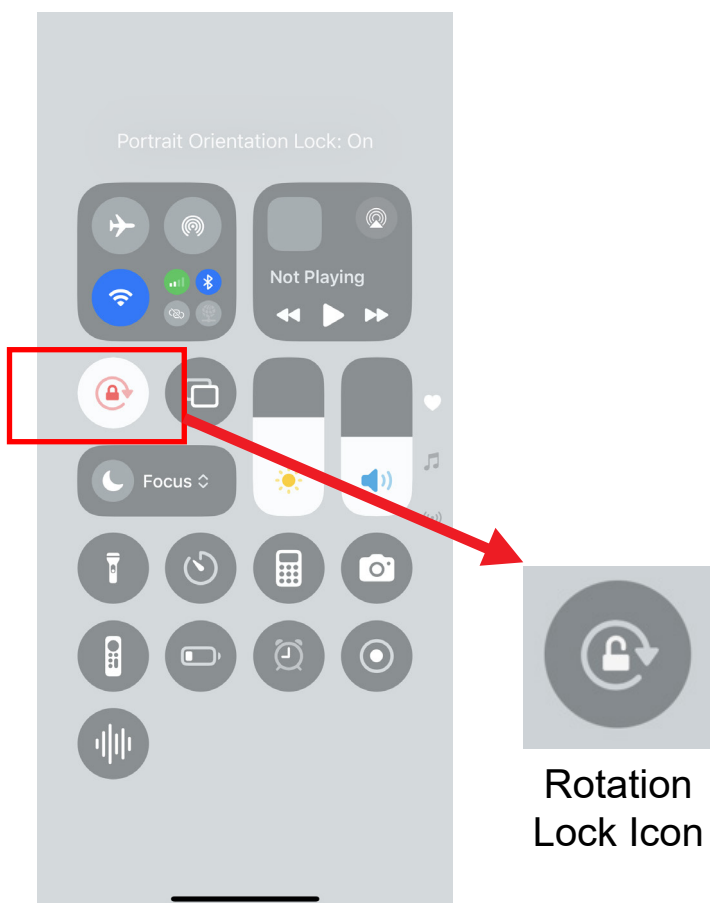
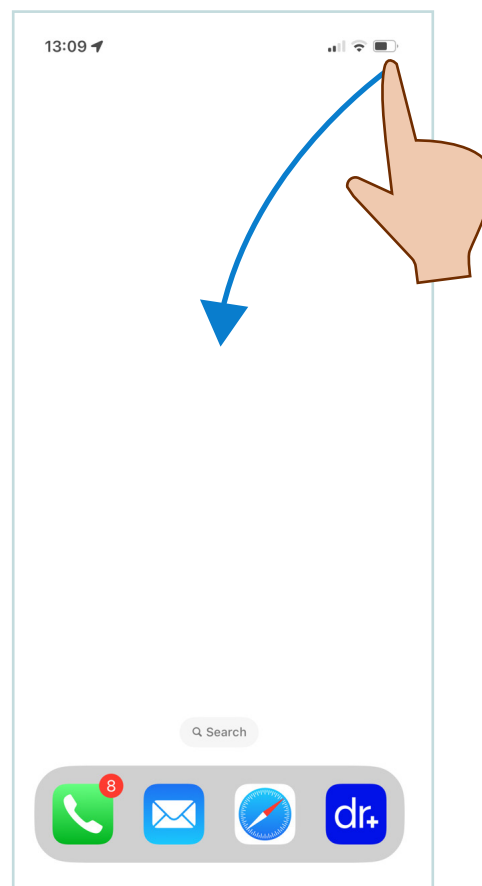
3

Apple Devices

Enable Auto-Rotate

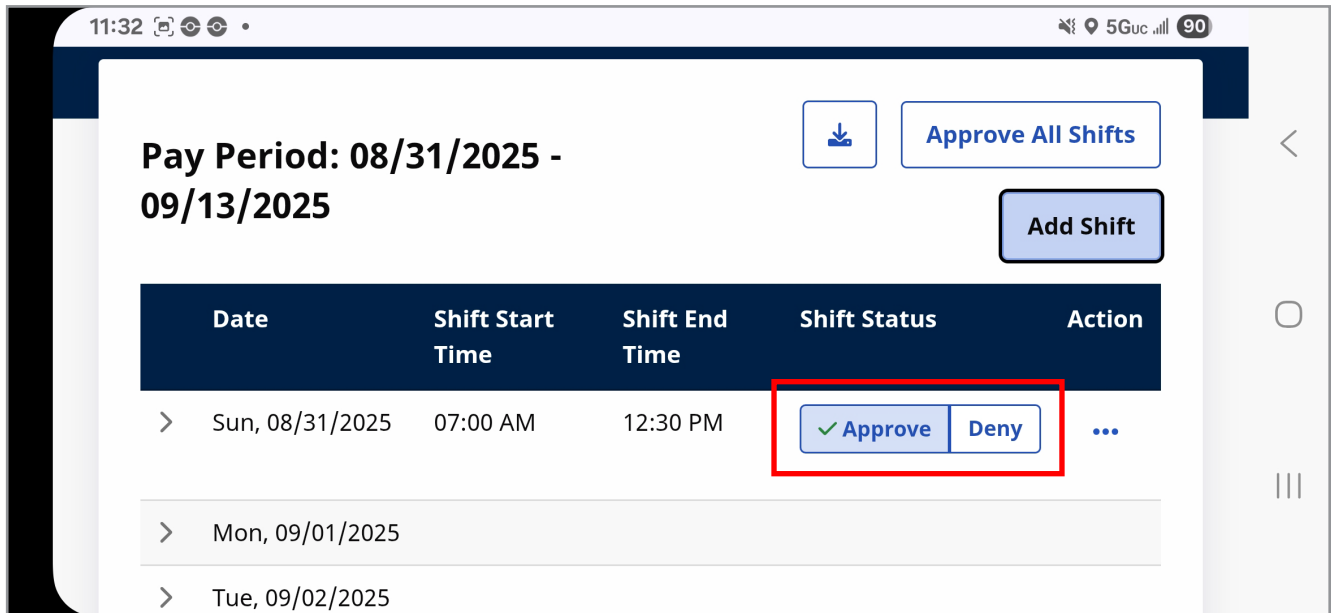
1. Swipe down from the top-right corner of your screen (on iPhone X and newer, or iPads with iOS 12 and up).

On iPhone 8 and earlier, swipe up from the bottom edge of the screen.



2. Look for the **Rotation Lock icon**. It looks like a lock with a circular arrow around it. If it's highlighted (red or white background), tap it to turn it off. Once off, auto-rotate is enabled.

To view and access **Approve/Deny** buttons in the portal simply turn your phone horizontally to access the portal in landscape mode.



In portrait mode, click on the arrow to the left of the date to expand the info to see the **Approve/Deny** buttons.

