

Quick Start Guide

Clocking In Using the EVV Mobile App

PCAs will use the EVV Mobile App on their smart device to start and end each visit.

1

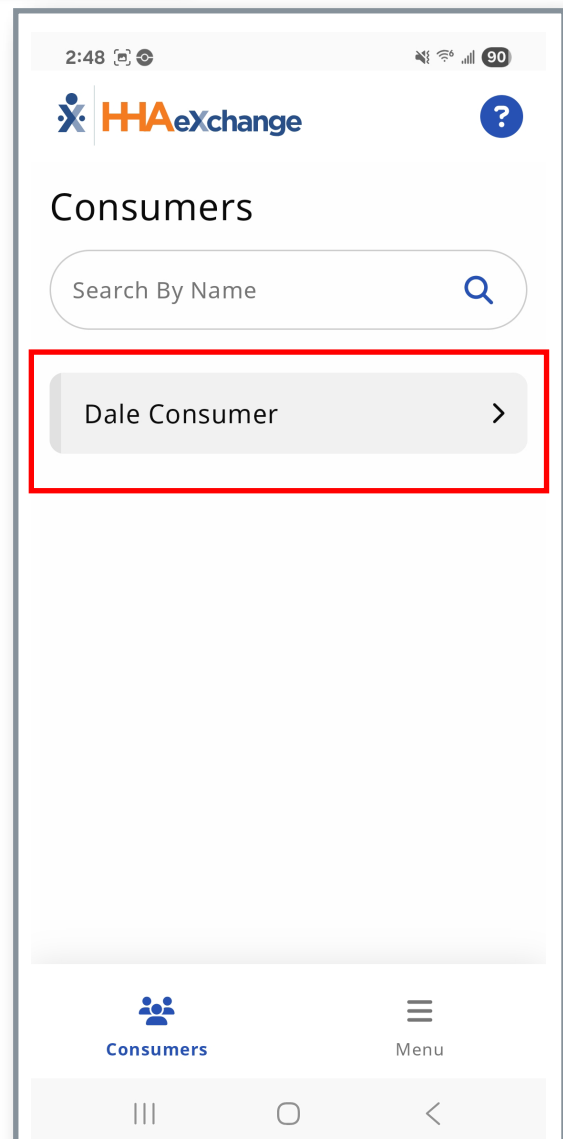
Step 1 - Login

At the start of your visit, tap the icon to open the EVV Mobile App.



Then, log into the EVV Mobile App.

Tap on the **name of the Consumer** who you are working with.

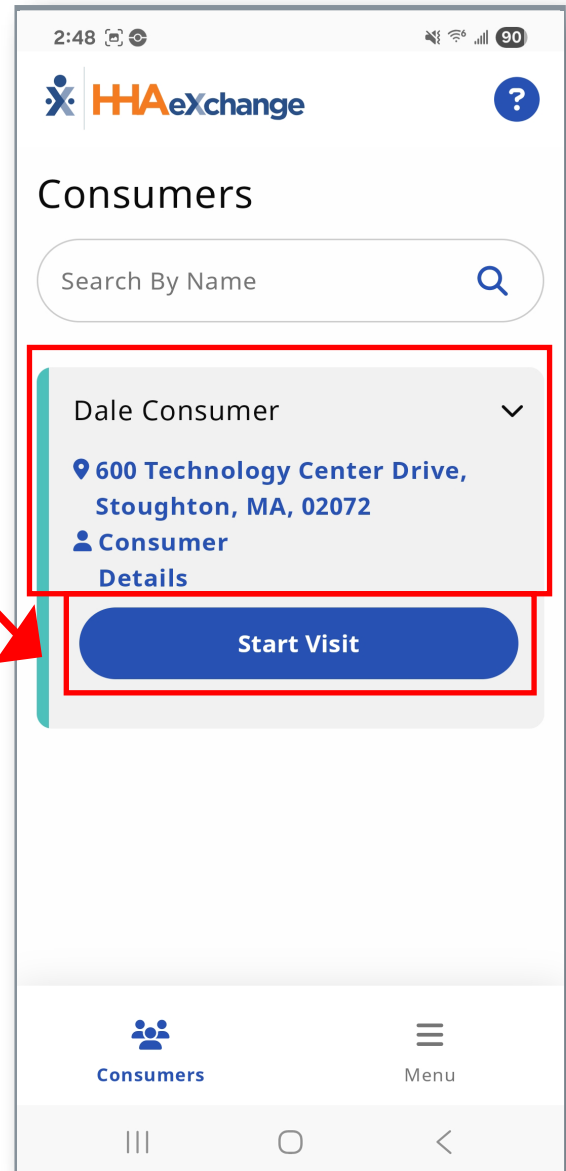


2

Step 2- Start Visit

This action will result in revealing the Consumer's details and the **Start Visit** button.

Tap the **Start Visit** button.



3

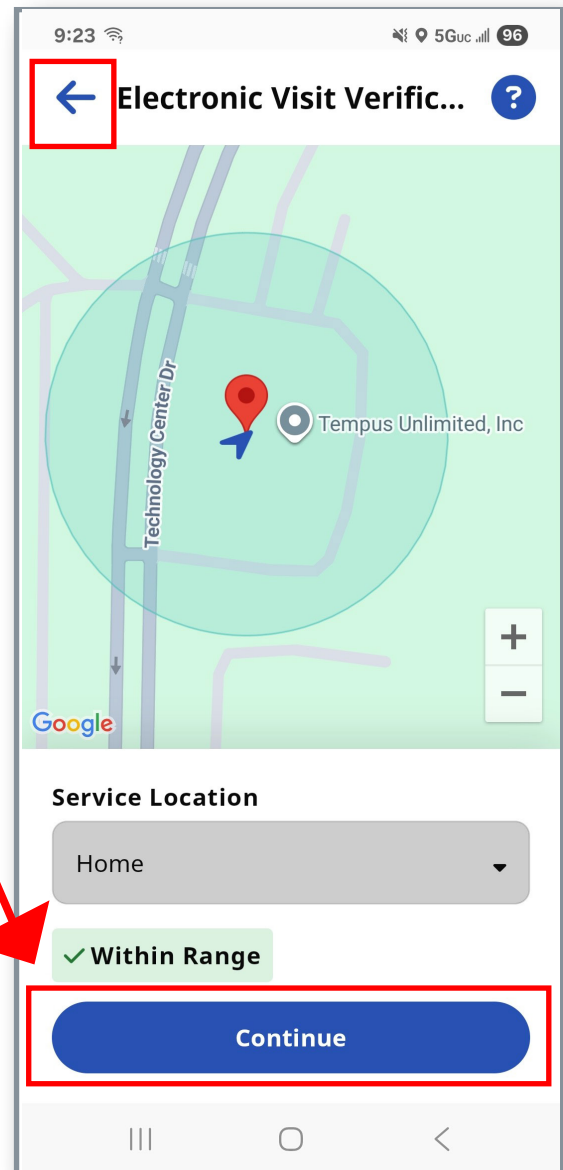
Step 3- Map Screen: Start or Cancel Visit

This will open the **Map** screen.

The map shows your location in relation to your Consumer's registered Home location.

Tap the **Continue** button to start the visit. *(This action confirms start of visit.)*

To cancel start of visit tap the **back arrow** in the top left corner of the screen.



Note:

Consumer's Home location = Red pin

Radius for "Home" = Circle around Consumer's Home

PCA's location = Blue arrow

Service Location designation = "Home" or "Community"

The Visit Details screen will appear, **your shift has now started!**

This screen displays information about the current visit in-progress including:

Shift Start Time

Shift Timer

You can now close or minimize the EVV Mobile App while you are working.

If you turn your phone off for any reason, you can turn it on, and clock-out without losing your shift.

Note: The app will automatically time out after 15 minutes, but the shift will continue running.

