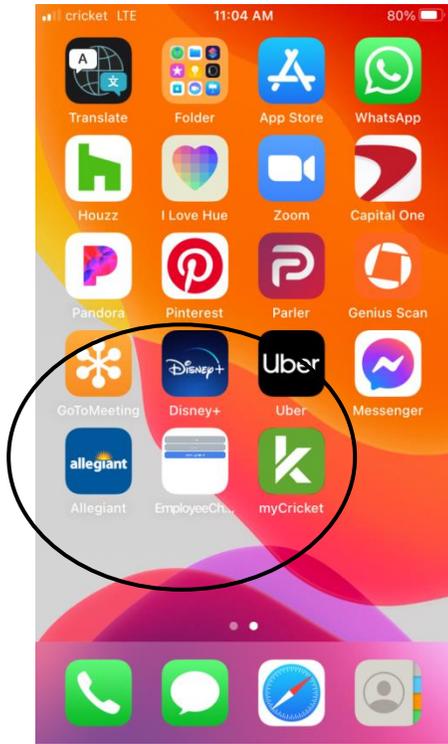


EVVryware

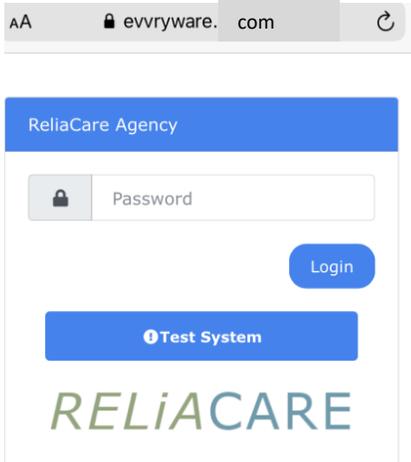
Employee Instruction Tutorial

The office may have added the **EVVryware** link to your phone's home screen:

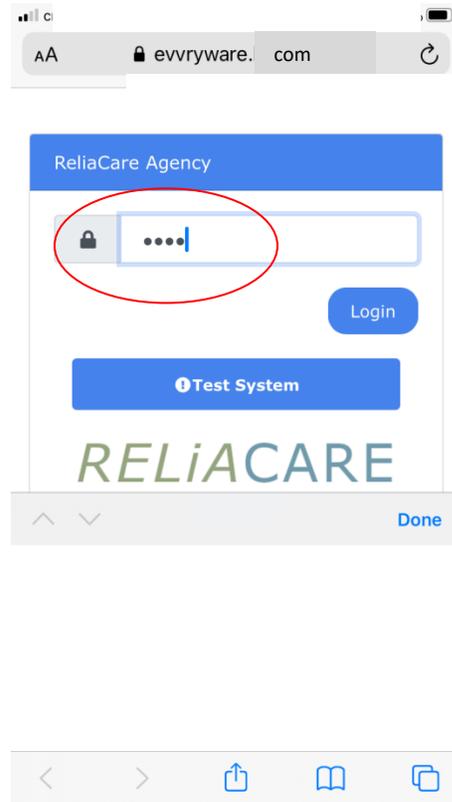


1. This is your beginning screen:

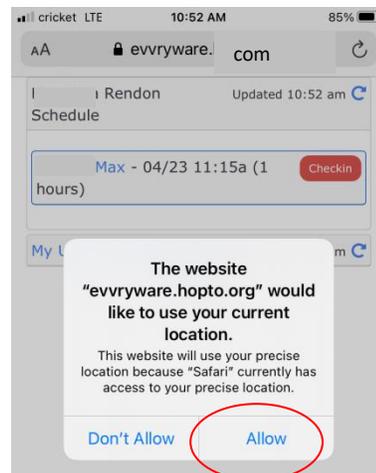
(The site address is **Evvryware.com**)



2. Enter your pin (already setup with the office).



3. If you receive this message, select "Allow"

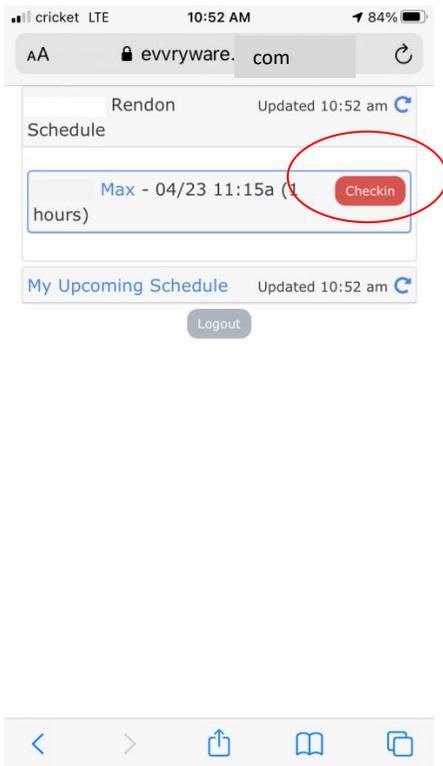


You are now in the system and ready to use it!

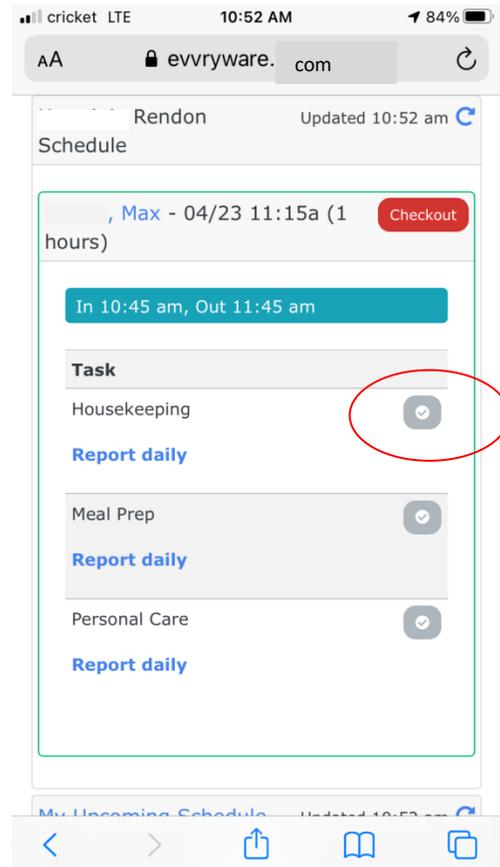
EVVryware

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4. You will receive this screen. Select **Checkin** when you are at the client's home and ready to work.

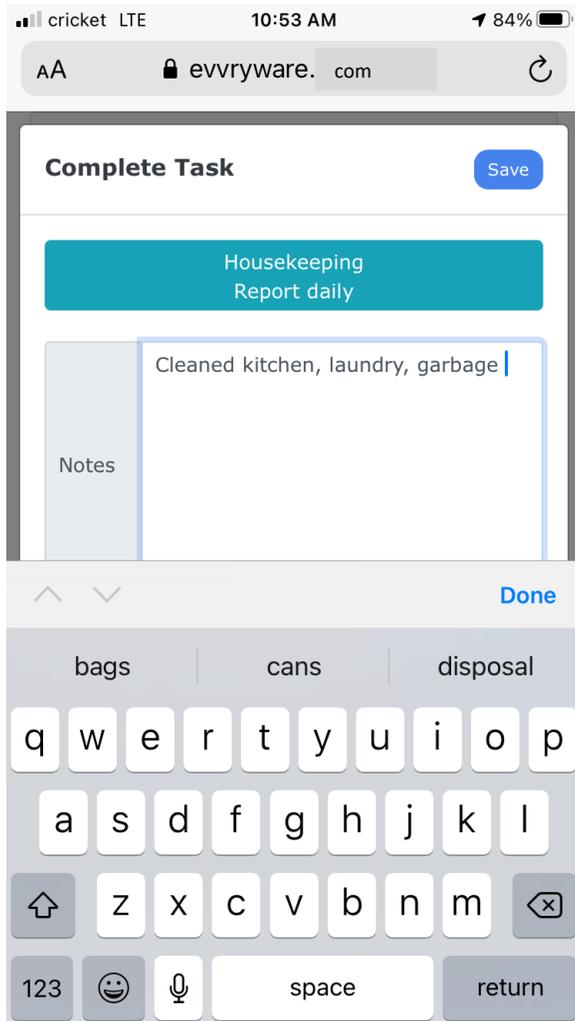


5. Once you have checked in, you will receive this screen. It is for documenting your completed tasks.

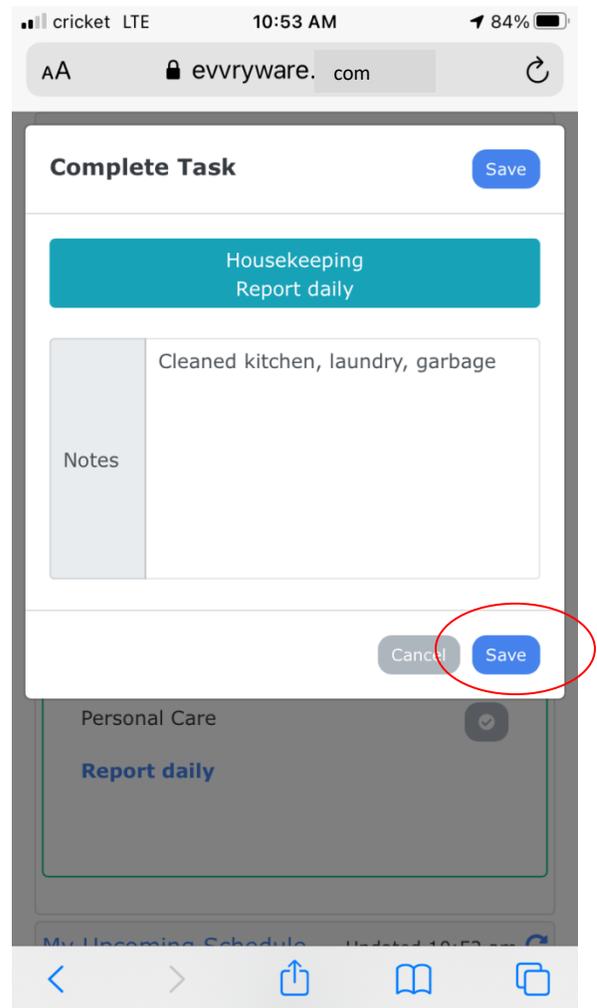


Employee Instruction Tutorial

6. Document the task appropriately. You can only do this one time, and then the system locks the entry. So document when you have completed all your work for that task.

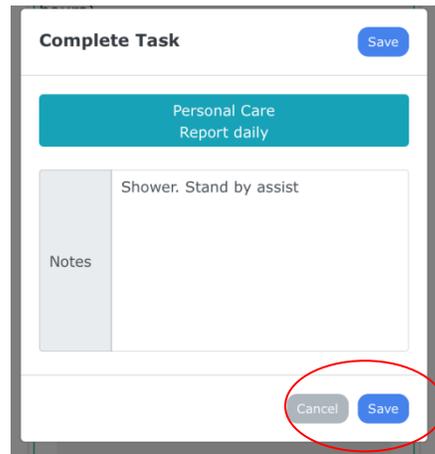
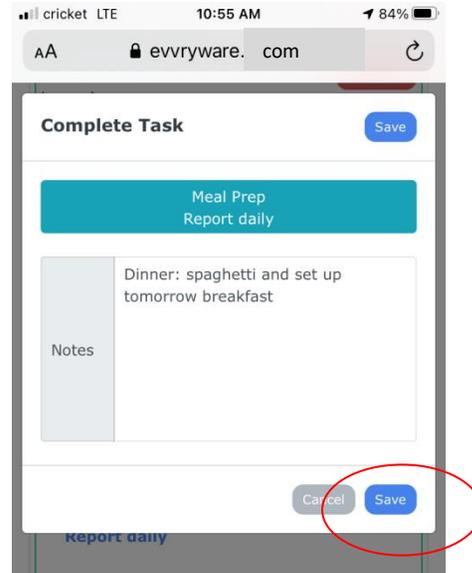
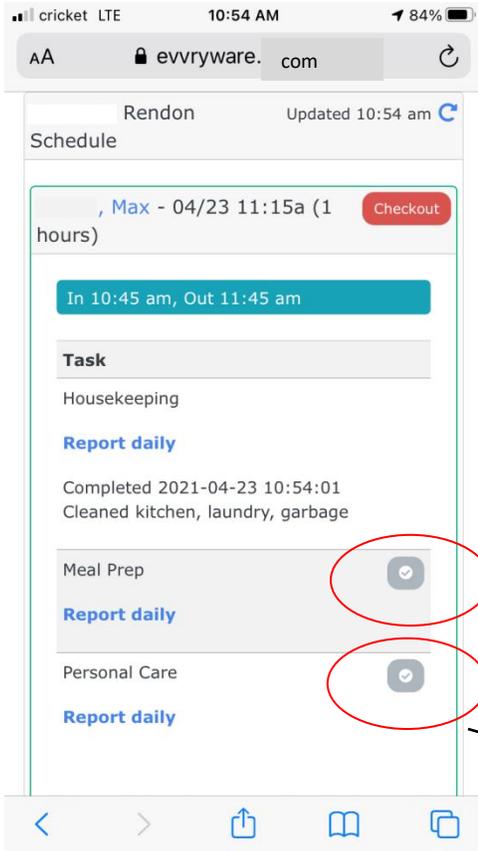


7. Then select "Save"



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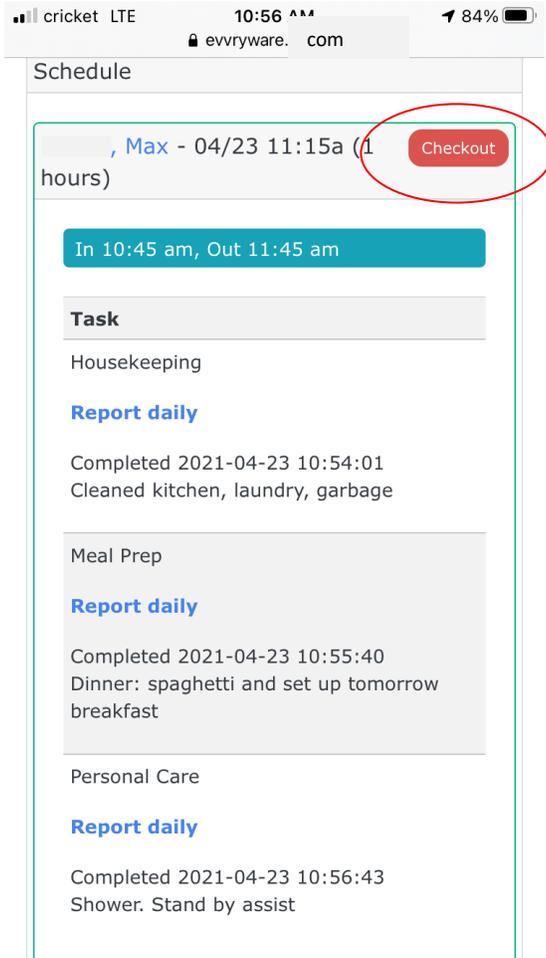
8. Complete this step for all tasks.



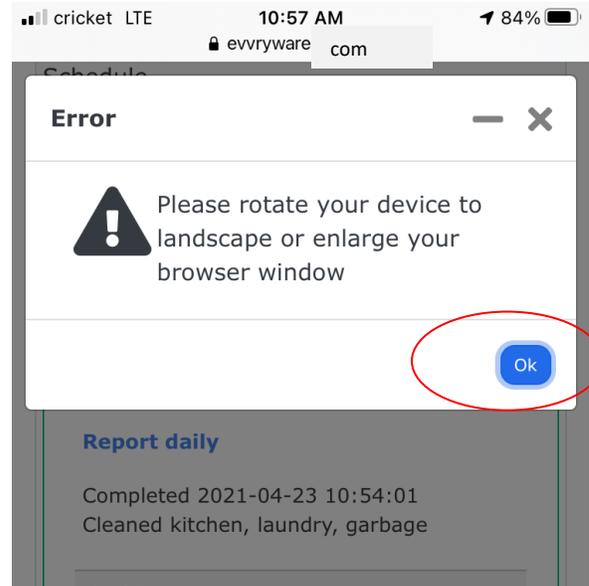
Employee Instruction Tutorial

9. You have completed the task documentation and your screen will look like this:

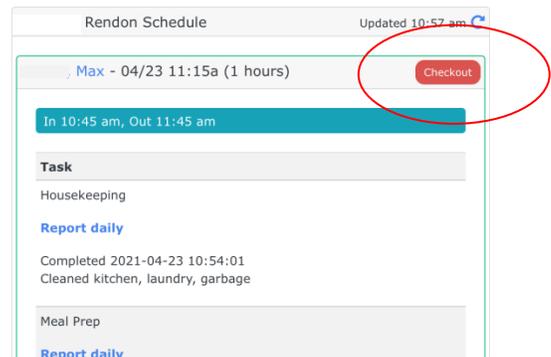
When your shift is over and you are ready to leave, select "checkout".



10. You will now capture signatures. You may receive this message. Select "ok".



11. Rotate your phone sideways. It will take you back to the previous screen:



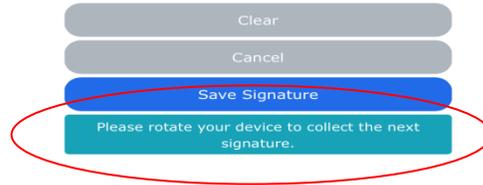
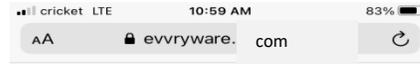
12. Select Checkout again.

Employee Instruction Tutorial

13. CLIENT signs first. (notice date and time are stamped into this capture)



15. You need to rotate your phone again.

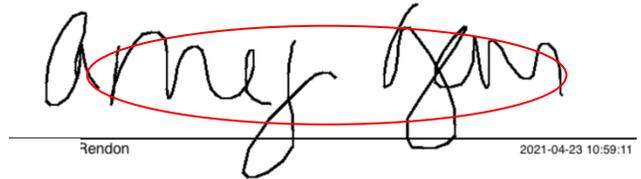


Have them use their finger to sign.

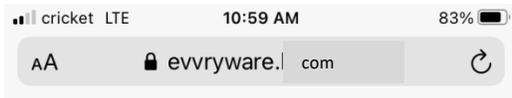


16. YOU sign next.

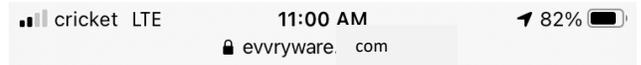
Rendon 10:45 am - 10:58 am



14. Rotate the screen back and select "Save Signature"

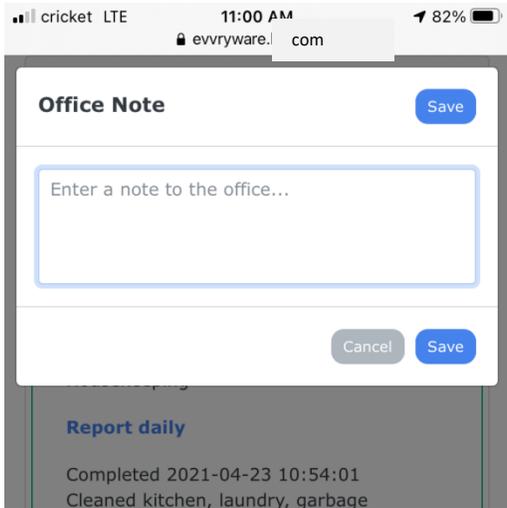


17. Rotate the screen back and select "Save Signature"

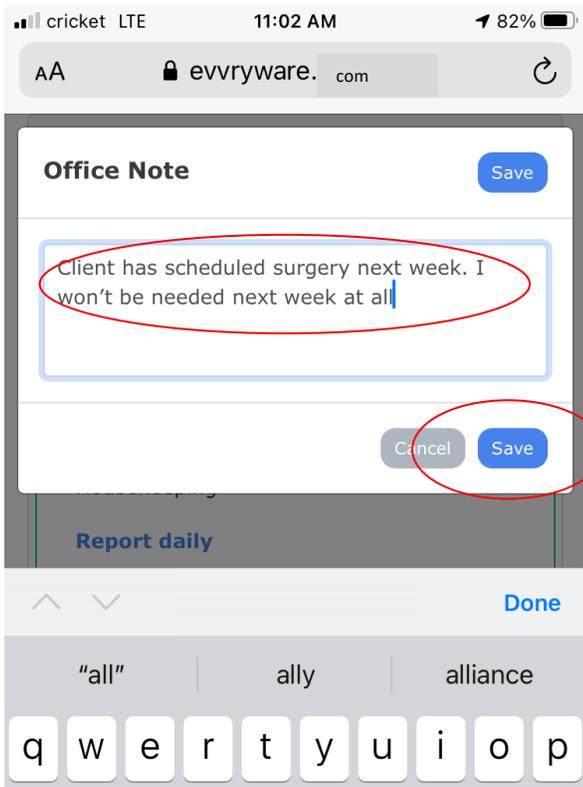


Employee Instruction Tutorial

18. You may add a note to the office. If you were unable to document tasks for any reason, you may add it here.



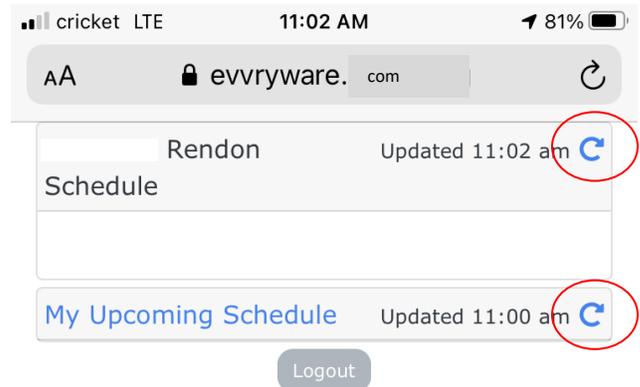
For example:



19. Select "Save"

20. You have completed your visit documentation. Your screen may look like this.

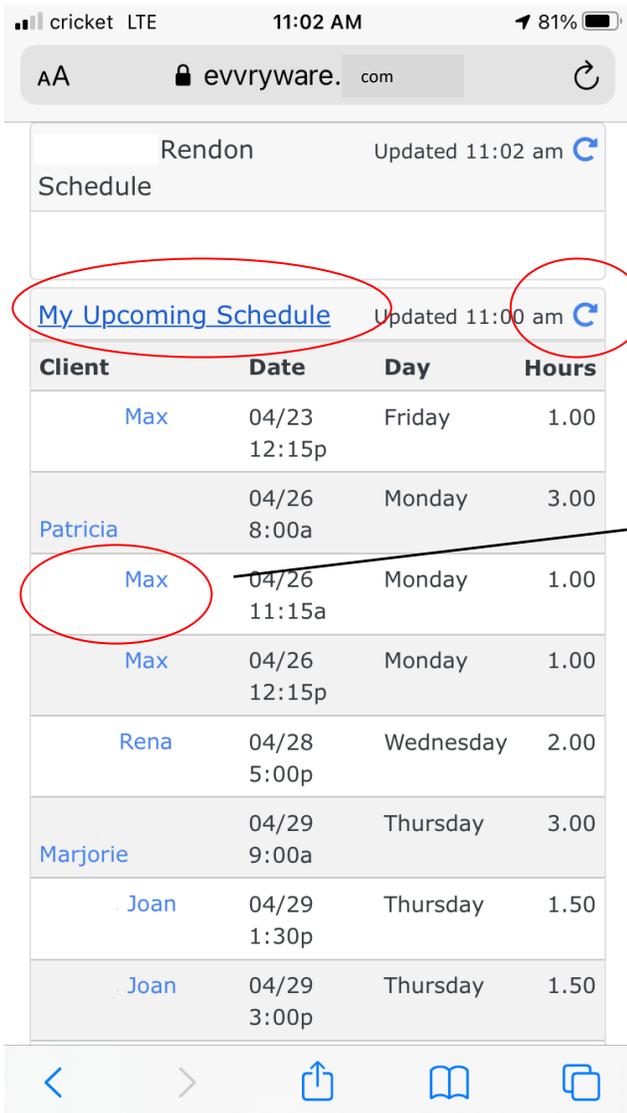
Remember to use the Refresh buttons to get any new shifts.



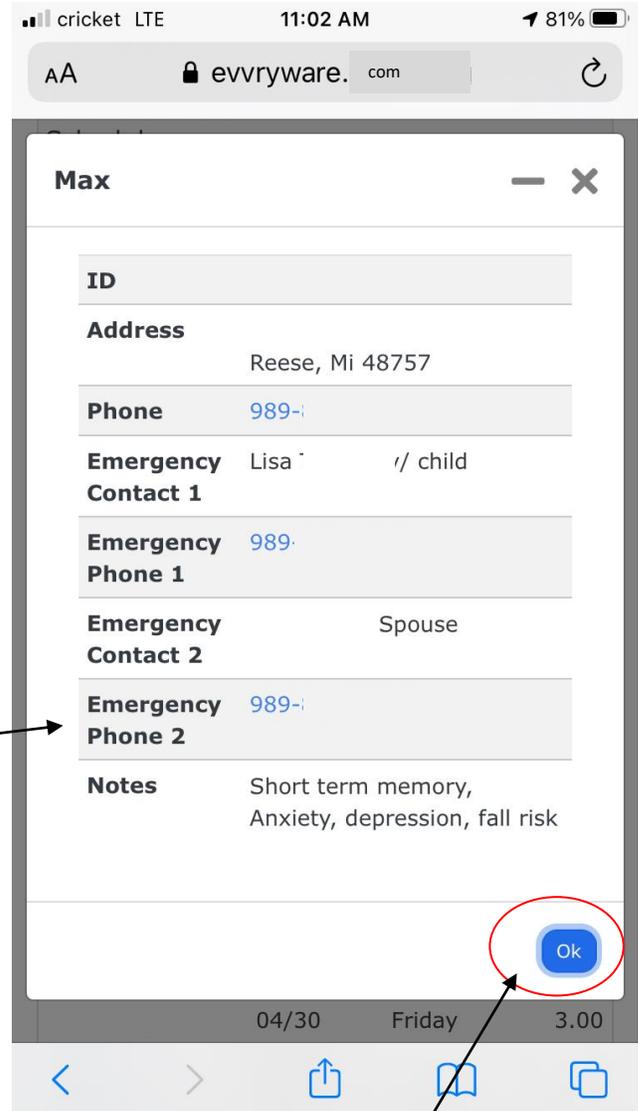
Employee Instruction Tutorial

21. If you select my **Upcoming Schedule**, you will see:

Remember the refresh button will reload your information. The upcoming schedule is for shifts in the future but you can't check in on those yet.



22. If you select the **client name**, you will see client information:



Select "ok" to close this screen and return to the prior screen

Employee Instruction Tutorial

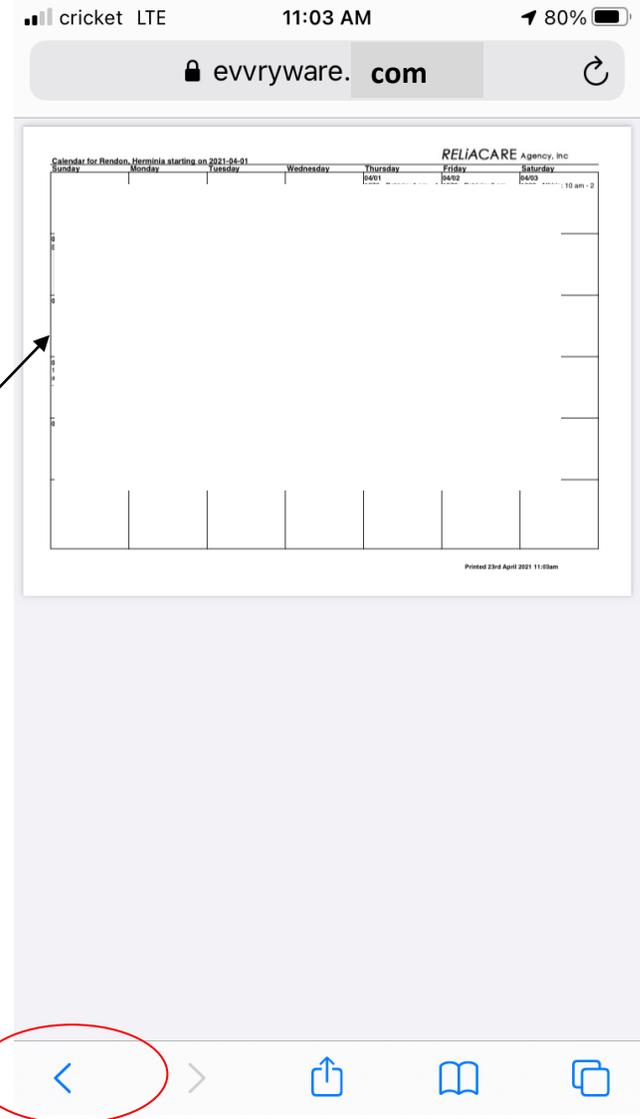
23. There is a calendar link at the bottom of the page:

	12:15p		
Patricia	04/26 8:00a	Monday	3.00
Max	04/26 11:15a	Monday	1.00
Max	04/26 12:15p	Monday	1.00
Rena	04/28 5:00p	Wednesday	2.00
Marjorie	04/29 9:00a	Thursday	3.00
Joan	04/29 1:30p	Thursday	1.50
Joan	04/29 3:00p	Thursday	1.50
Patricia	04/30 8:00a	Friday	3.00
Max	04/30 11:15a	Friday	1.00
Max	04/30 12:15p	Friday	1.00
Total:			19.00
My Current Calendar			

Logout

Clicking My Current Calendar will display this:

Your phone may ask if you would like to download the file. Say Yes to download.

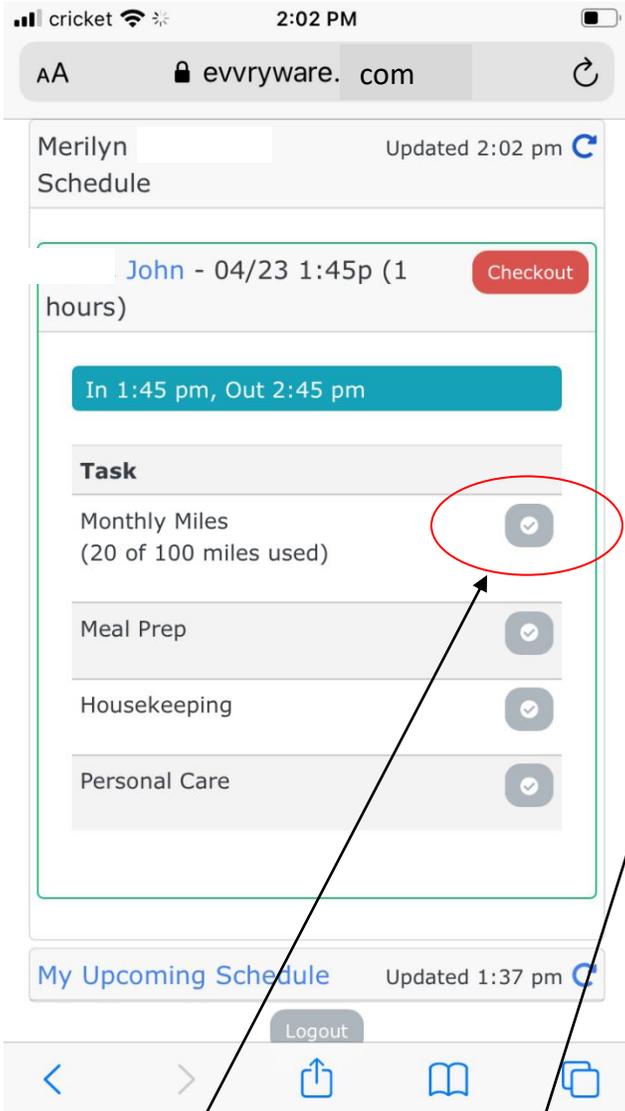


use this arrow to return from the calendar

When you are finished using EVVryware for the day, use the Logout button at the bottom

Employee Instruction Tutorial

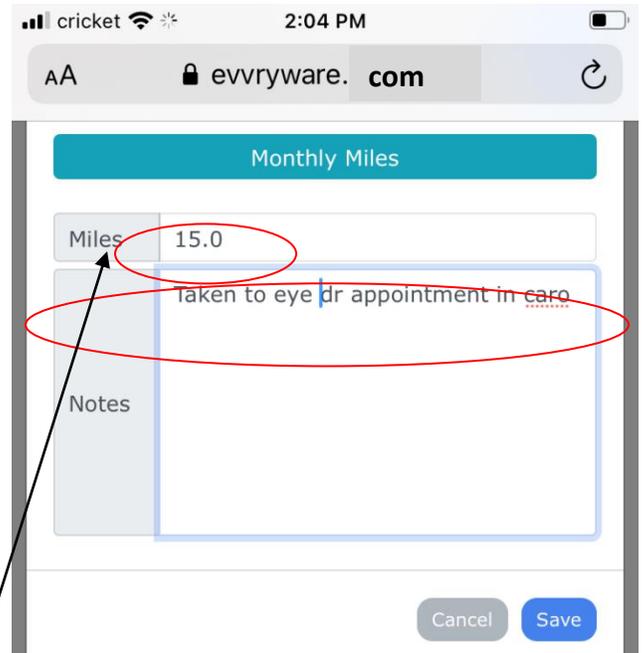
Miles: If the client has approved miles you will document your miles driven in a similar fashion to performing other tasks.



Click the miles task.

Enter the # miles and a description of the trip.

Click Save when complete. Make sure to "Log Out" when you are finished in Evvryware.



The following information will be shown after you enter your miles information.

