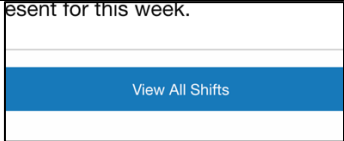
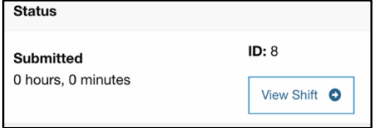
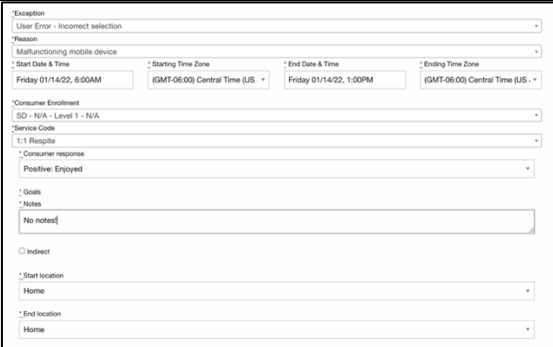
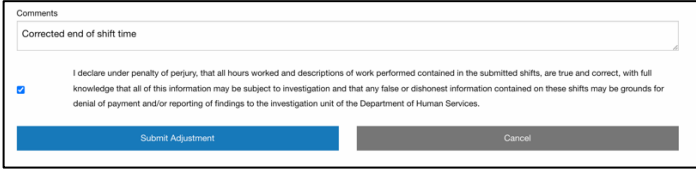


Daim ntawv taw qhia nov yuav pab qhia cov kauj raum rau hloov kho sij hawm hauj lwm hauv qhov **evvie** Portal. Yog koj tsis tau sau npe nkag rau hauv qhov **evvie** Portal, rov mus saib daim **FMSOne** taw qhia ceev rau cov lus qhia ua.

Cia peb taug cov kauj raum rau kev hloov kho sij hawm ua hauj lwm.

	Kauj Ruam ua kom Tiav	Yuav Zoo li cas Ntawm qhov Phaj Saib
1	Tom qab sau npe nkag tau rau hauv evvie Portal ntawm koj qhov browser los ntawm koj lub computer, tablet, lossis mobile device, nias lub cim View All Shifts .	 1 – Lub Cim View all Shifts
2	Nhriav lossis saib cov teev npe kom pom txog lub sij hawm ua hauj lwm koj xav hloov kho, nias lub cim View Shift .	 2 – Lub Cim View Shift
3	Tom qab saib lub sij hawm ua hauj lwm, mus rau hauv qab qhov phaj saib ces nias lub cim xim txho Adjust Shift .	 3 – Lub Cim Adjust Shift
4	Nyob rau nplooj ntawv tom ntej, hloov kho raws li xav tau. Koj yuav tau xaiv ib qho kev zam thiab vim li cas code ua ntej - ces koj hloov kho lwm qhov chaw raws li koj xav tau. Cov ntawv sau yuav tsum yog siv qhia txog txoj hauj lwm/kev tu xyuas, tsis yog rau cov lus hais txog vim li cas koj yuav tsum tau hloov kho. Cov lus ntawd ces qhia tau rau qhov chaw qhia lus hauv qab ntawm daim ntawv.	 4 – Daim Ntawv Hloov Kho Sij Hawm Ua Hauj Lwm
5	Thaum kawg ntawm daim ntawv, nias lub cim kom lees paub kev hloov kho thiab sau qhia rau ntawm lub chaw qhia lus txog vim li cas hloov kho. Cov kauj raum kawg yog nias lub cim xiaiv Submit Adjustment . Kev hloov kho ces yog pom zoo tam sim no los ntawm tus neeg uas tau hloov kho. Tus neeg thib ob yuav tsum saib thiab pom zoo kaw qhov kev hloov ua ntej nws raug xa mus rau cov neeg them nyiaj ua hauj lwm them tuaj.	 5 – Lub Cim Submit Adjustment

Yog koj muaj lus nug ntxiv, thov rov mus saib daim **evvie** Ntaub Ntawv Taw Qhia rau tus Siv lossis tiv tauj koj tus FMS Provider yog xav tau kev pab.