

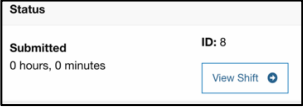
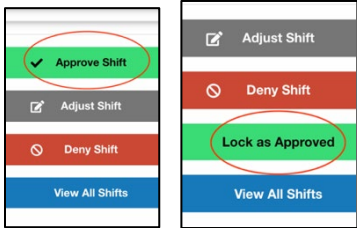



Yooj yim siv **evvie Portal** web app rau koj pom zoo sij hawm ua hauj lwm. FMS Provider twb xa tsab email qhia koj teeb tsa koj qhov **FMSOne** account. Koj yuav tsum muaj **FMSOne** username thiab password koj tiaj siv tau qhov **evvie Portal** web app. Yog koj tsis teeb tsa koj qhov **FMSOne** login, thov rov mus saib daim ntawv taw qhia ua ntej koj nkag tau rau **evvie Portal** web app.

Cia peb taug cov kauj ruam rau kev pom zoo koj cov sij hawm ua hauj lwm.

	Kauj Ruam ua kom Tiav	Yuav Zoo li cas Ntawm qhov Phaj Saib
1	Qhib koj qhov web browser thiab mus raws qhov link rau koj qhov evvie Portal web app. Qhov link raug xa tuaj rau koj hauv ib tsab ntawv caw thiab txais tos email thaum koj sau npe. Sau npe nrog FMSOne .	 <p style="text-align: center;">1 – Phaj Saib Log in</p>
2	Nias lub cim xiav “ View all Shifts ”.	 <p style="text-align: center;">2 – Lub Cim View All Shifts</p>
3	Nhriav lossis saib cov teev npe rau cov sij hawm ua hauj lwm uas Submitted lossis Approved lawm. Nias lub cim View Shift , ntawm cov teev npe, nyob ib sab ntawm cov sij hawm ua hauj lwm uas koj xav pom zoo. Thawj tus neeg pom zoo yuav nrhiav cov sij hawm ua hauj lwm Submitted hloov rau kom pom zoo, ces tus neeg thib ob mam nrhiav cov Approved sij hawm ua hauj lwm los muab tso ua Approval Locked.	 <p style="text-align: center;">3 – Lub Cim View Shift</p>
4	Tom qab saib cov sij hawm ua hauj lwm, mus rau hauv qab qhov phaj saib ces nias lub cim ntsuab Approve Shift lossis lub Lock as Approved .	 <p style="text-align: right;">Lub Cim Approve Sij Hawm Ua Hauj Lwm <i>Lock as Approved Button</i></p>
5	Sau cov lus koj xav sau, ces khij lub cim lees paub lub sij hawm ua hauj lwm. Kauj ruam kawg yog nias lub cim ntsuab Submit Approval lossis Lock as Approved . Lub sij hawm ua hauj lwm approved lossis approval locked. Yog pom zoo lawm, tus neeg thib ob yauv tsum ua kom qhov approval lock tiav ua ntej qhov sij hawm ua hauj lwm ntawd raug xa rau cov neeg them nyiaj.	 <p style="text-align: center;">4 – Lub Chaw Sau Lus thiab Lub Cim Pom Zoo</p>

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.