

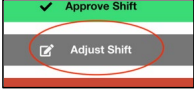
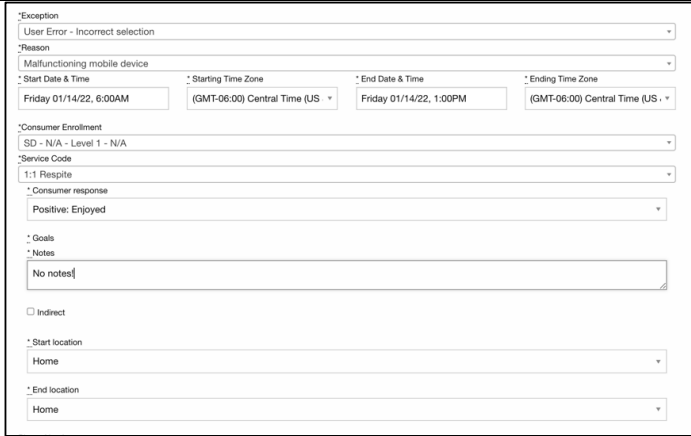
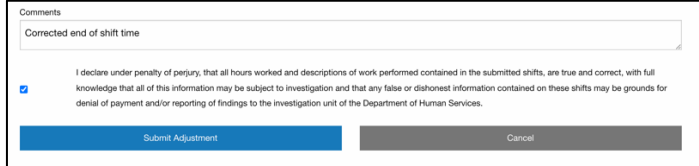


This guide will walk you through adjusting a shift in the **evvie** Portal. If you haven't signed in to the **evvie** Portal yet, refer to the FMS One quick guide for instructions.

Let's walk through some steps for adjusting a shift.

	Steps to Complete	What it Looks Like on a Screen
1	After signing in to the evvie Portal through your browser on a computer, tablet, or mobile device, click the View All Shifts button.	 <p>1- View all Shifts Button</p>
2	Search or browse the list for the shift you need to adjust, then click the View Shift button.	 <p>2- View Shift Button</p>
3	After viewing the shift, scroll to the bottom of the screen and click the grey Adjust Shift button.	 <p>3- Adjust Shift Button</p>
4	On the next page, make adjustments as needed. You will need to select an exception and reason code first – then you can adjust the other fields as you need to. The notes field should be used for notes about the shift/visit, not for comments about why you had to make an adjustment. Those are entered in the comment box at the bottom of the form.	 <p>4- Adjust Shift Screen/Form</p>
5	At the end of the form, mark the check box to certify the shift and enter in a comment about why the adjustment is being made. The last step is to click the blue Submit Adjustment button. The shift is now approved by the person that made the adjustment. The second person will need to view and approval lock the shift before it is sent to payroll for processing.	 <p>5- Check box and Submit Adjustment Button</p>

If you have additional questions, please refer to the **evvie** User Manual or contact your FMS Provider for assistance.