
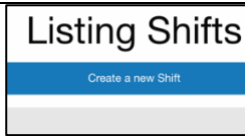

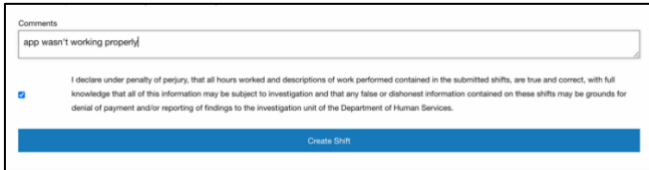


Note: Manual shifts are *not* EVV-compliant and should only be used when the service does not require EVV or there was a problem with recording the shift using the mobile app.

Complete the following steps to create a manual shift in the Evvie Portal.

	Steps	What it Looks Like on a Screen
1	Sign in to the Evvie Portal (via computer, tablet, or mobile device). Click on the View All Shifts button.	 <p>1 - View All Shifts Button</p>
2	Click on the Create New Shift Button at the top of the screen.	 <p>2 - Create New Shift Button</p>
3	<p>To fill out the <i>Create Shift Form</i>, make sure you complete all the necessary fields. These include Start Time, End Time, Consumer Enrollment, Service Code, and the Exception and Reason fields, which explain why the shift wasn't recorded in the Evvie Mobile App.</p> <p>Depending on the Consumer's program, there might be additional fields you need to fill out. If you miss any required fields, the Evvie Portal will alert you.</p>	 <p>3 - Manual Shift Entry Screen</p>
4	<p>Upon completion of all fields, select the checkbox at the bottom of the form to certify the shift. Click on the Create Shift button.</p> <p>The shift is now in <i>Approved</i> status. The second person then reviews and places the shift on Lock as Approved before it is sent to payroll for processing.</p> <p>Manual shifts can also be adjusted and denied like any shift that is submitted through the Evvie Mobile App.</p>	 <p>4 - Comments Box and Create Shift Button</p>

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