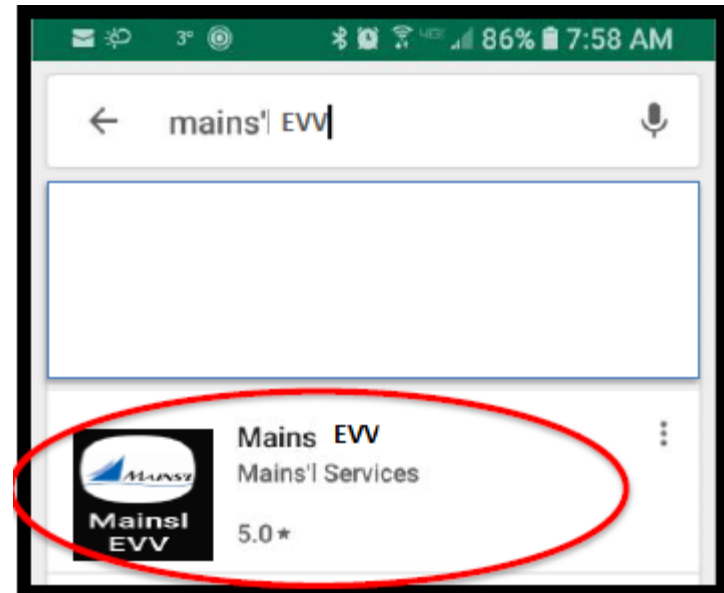Welcome to the Tutorial of Electronic Visit Verification (EVV) for Employees on an Android device.

To start, you must install the Mains'l EVV application on your Android device.
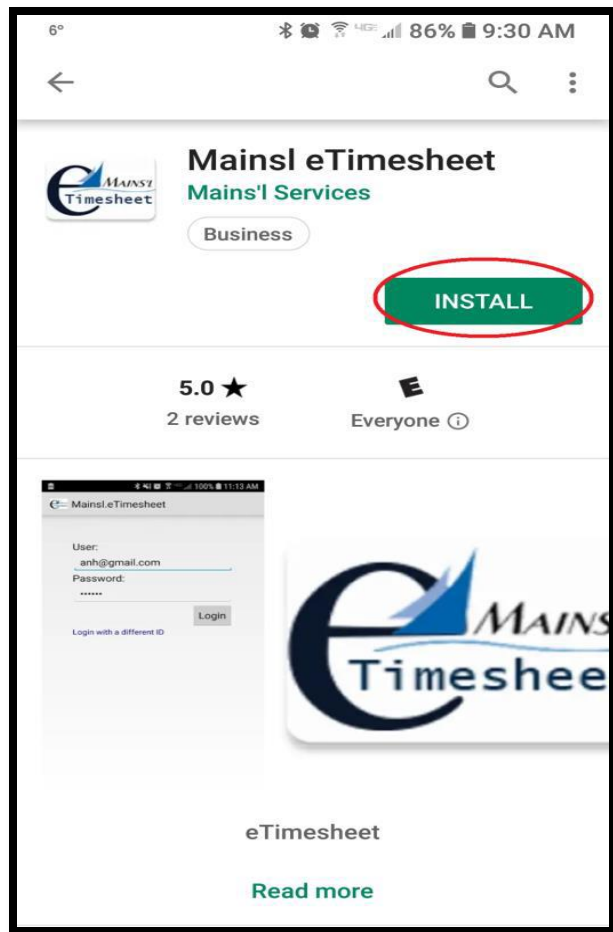
Go to Google Play Store on your device and search for Mainsl EVV.
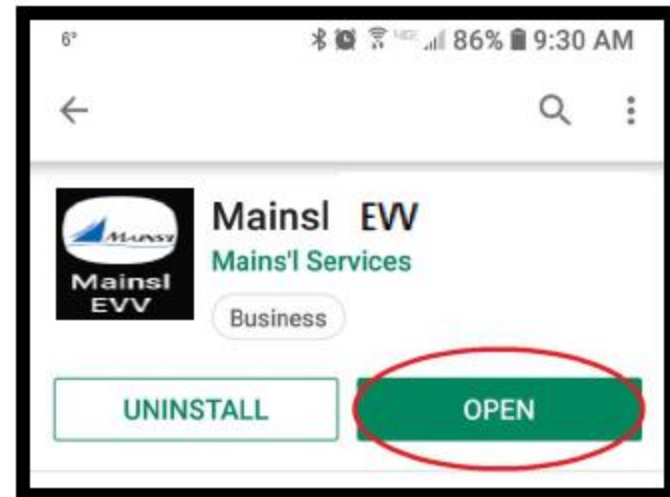
Click on Mainsl EVV.

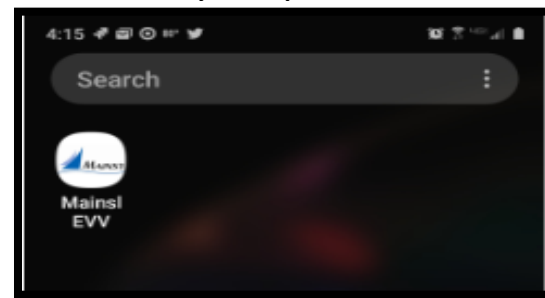# Install and open the application

You must then click on the Install button to add the application to your device.

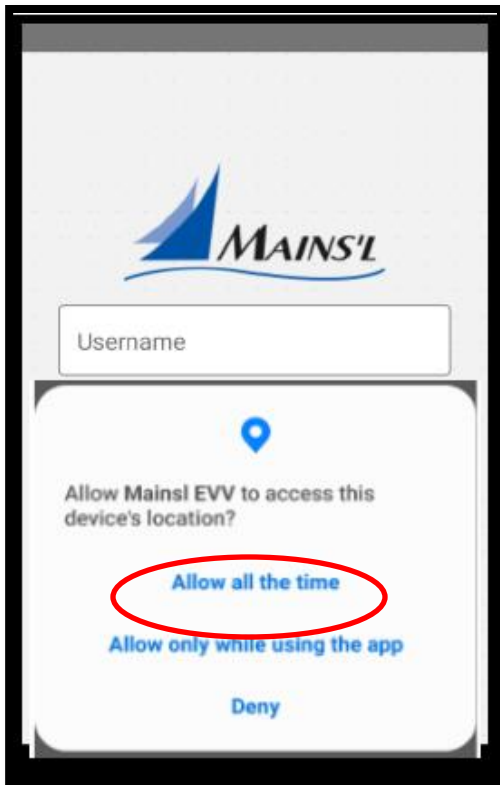Once the application is installed, you will click Open to start using it.

To open the application once installed, click on the icon on the screen of your phone

Allow access to your location

Device location settings must be enabled when using this application.

Once you open the application, your device will ask you to allow the application to use your location, select Allow.

If your device does not ask you to allow Location, you can activate your Locations through the Settings menu on your device. Find the location and activate it.
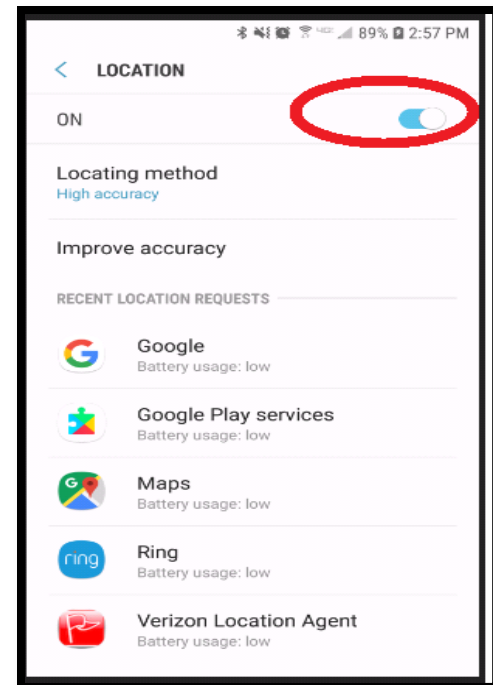
Opening the application

Once the application is installed, click on the icon to open it. Log in with your username, company code and password. * If the user doesn't have credentials, please contact your company admin for assistance
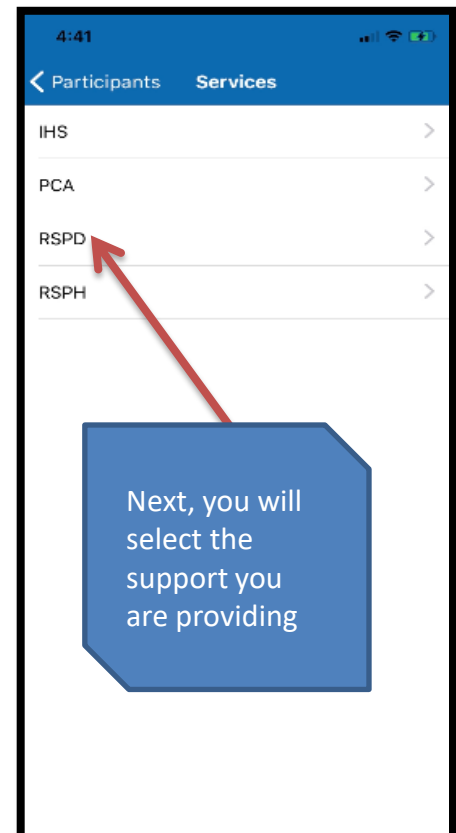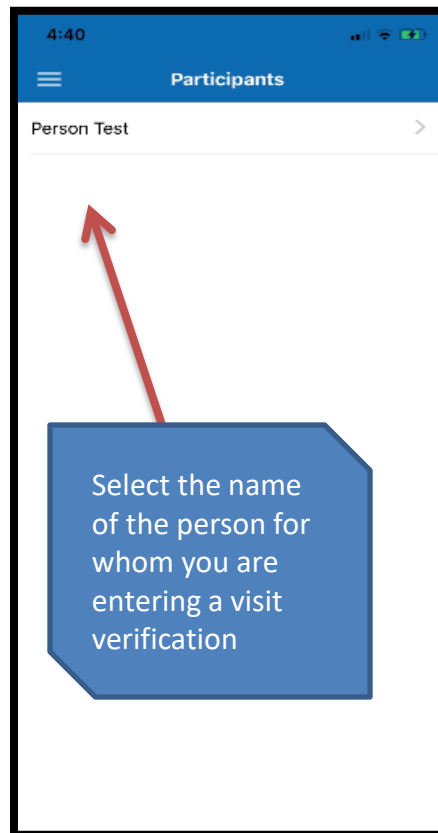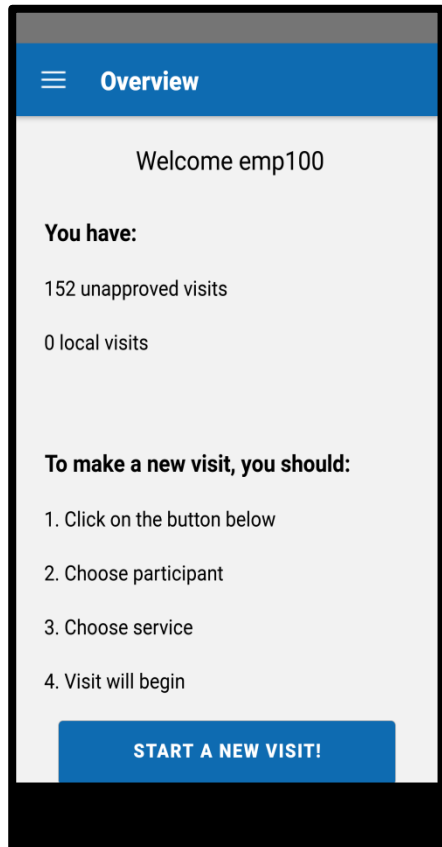
*Please Note – Employee does not have to click "Register New User" as they are already registered

Start your electronic visit verification

Once you are logged in, you will see an overview screen, to start your visit click on Start a New Visit

Overview

Welcome emp100

You have:

152 unapproved visits

0 local visits

To make a new visit, you should:

1. Click on the button below

2. Choose participant

3. Choose service

4. Visit will begin

START A NEW VISIT!

Participants

Person Test

Select the name of the person for whom you are entering a visit verification

---

4:41

< Participants   **Services**

IHS

PCA

RSPD

RSPH

Next, you will select the support you are providing

Activity Documentation

On the next screen you will see the confirmation that your visit has started successfully

Activity Documentation
You will be able to add service documentation to the visit by using the checkboxes under Activities.

The activities listed will be based on the service code selected. In addition to being able to select the activities, you will also be able to enter in Comments for the Visit

You will be able to see and select activities for the visit up until you click the Finish Visit

> You may need to scroll down the screen to see the full list of activities, comment box and Finish Visit button

Finalizing your Electronic Visit Verification

To complete the verification of your visit into the application. You will be able to complete and/or finish selecting your Activities for Documentation.

Once you have finished your Activities for Documentation you can and select the Finish Visit button

Visual Work Flow of Activity Documentation
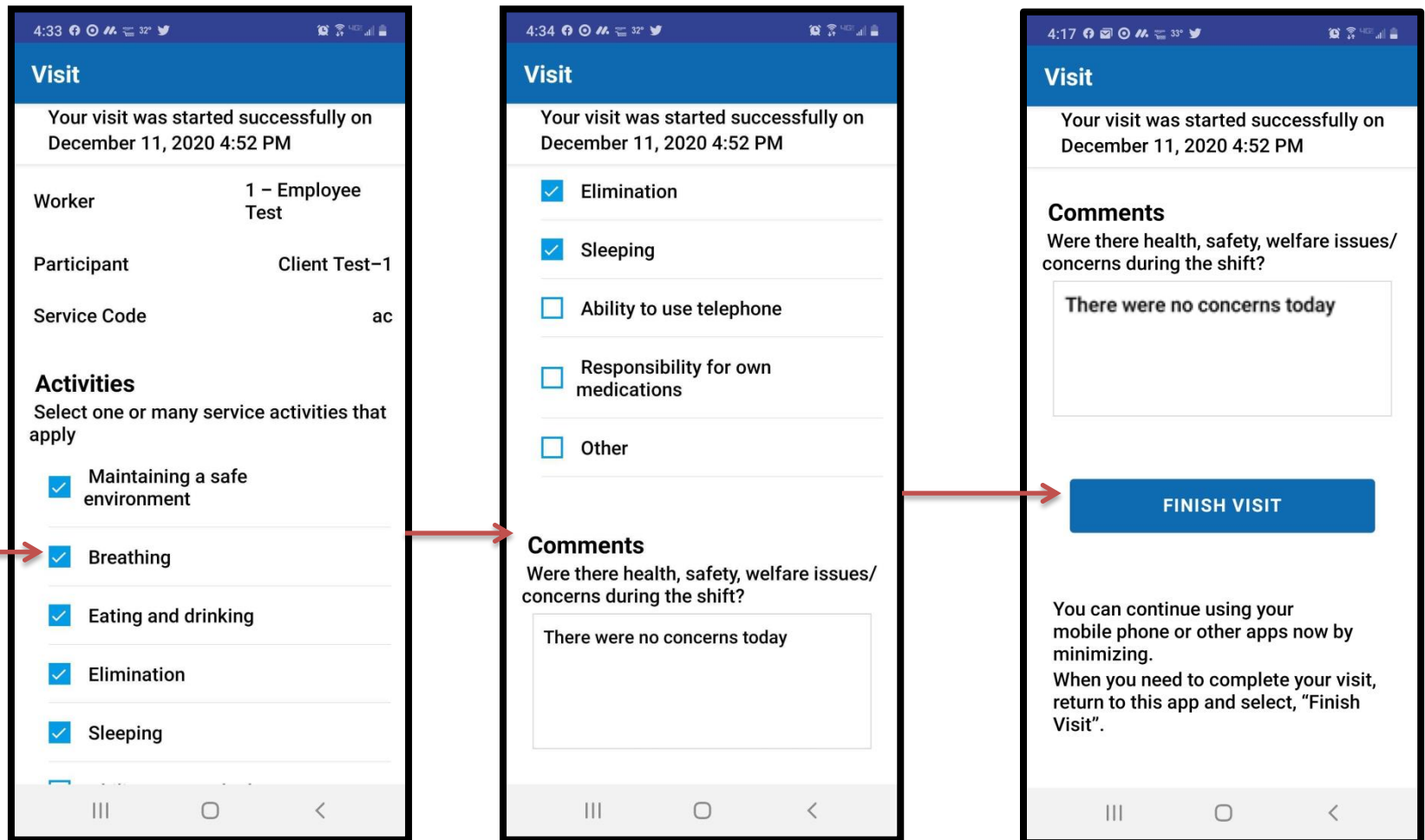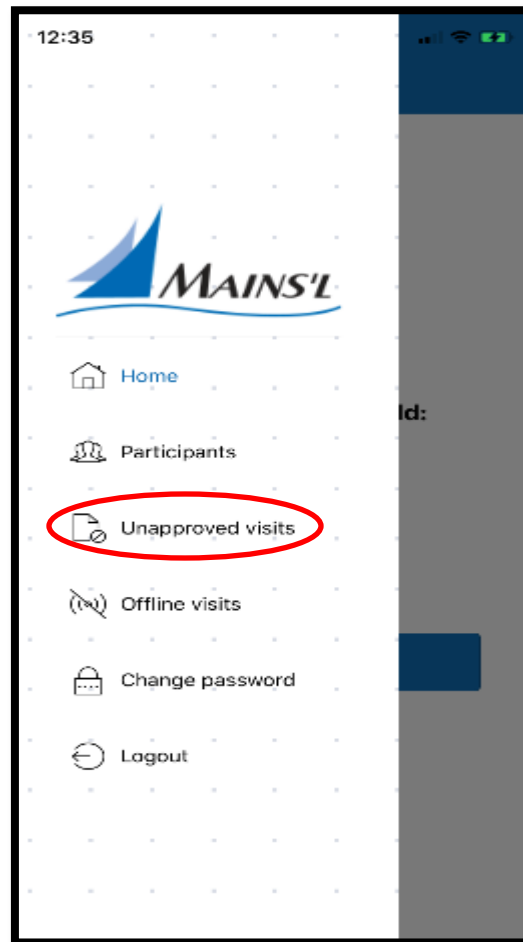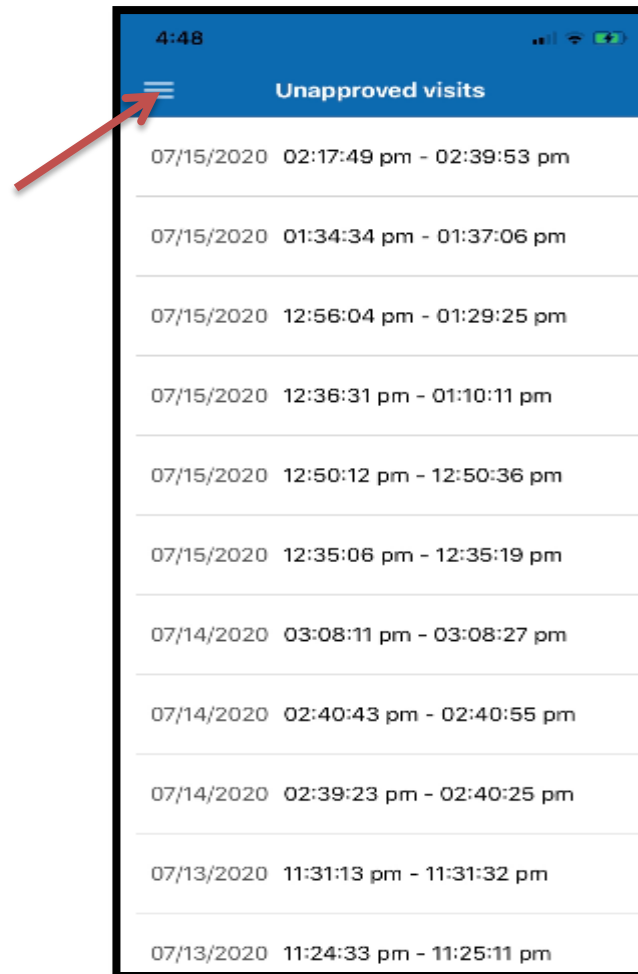
Review of Unapproved Electronic Visit

To review the unapproved time sheets, select Unapproved Visits from the menu

This will take you to all your unapproved visit checks.

Note: The user will select the Hamburger menu to go back to the previous menu
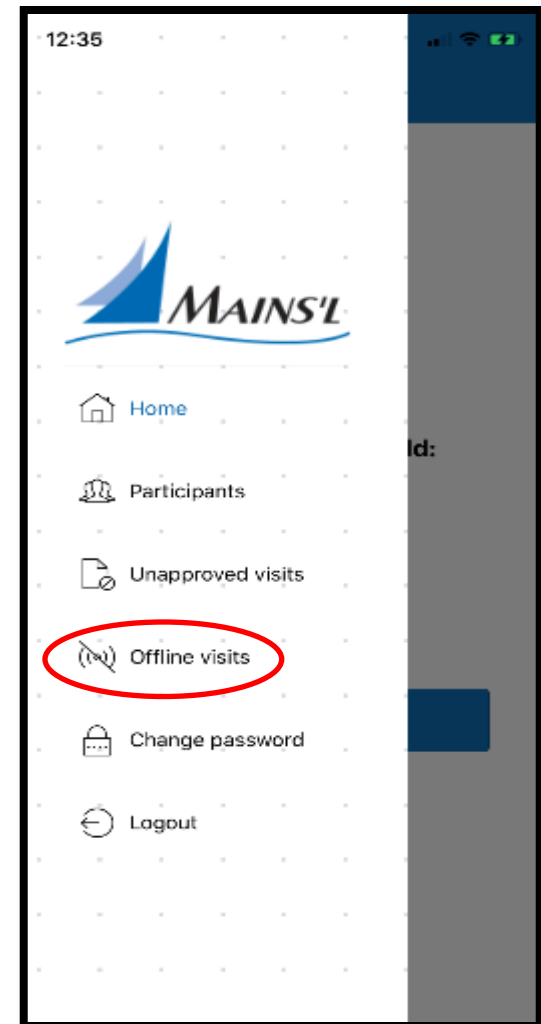
Entering visitor checks when you do not have access to the Internet

You can start and finish your electronic visit verification even when you do not have access to the internet. This is considered an Offline visit

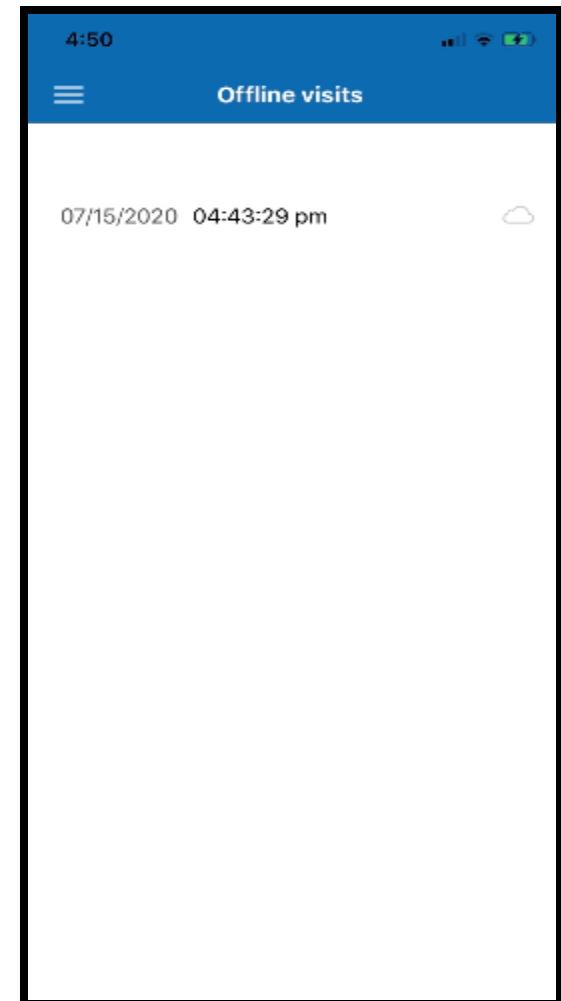To view saved visits while not accessing the Internet

1.Click on the menu

2.Select Offline visits

This will show you a list of all visits that are saved and will be synchronized with the system when you are connected to the Internet again.
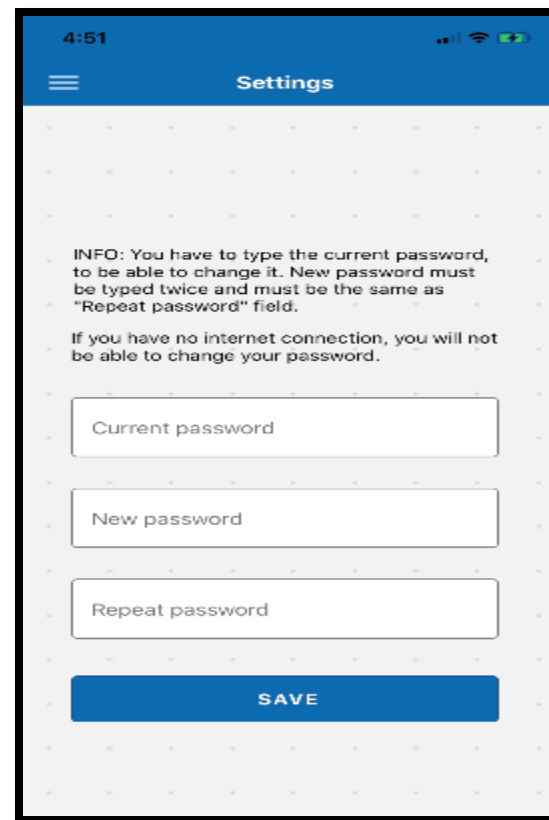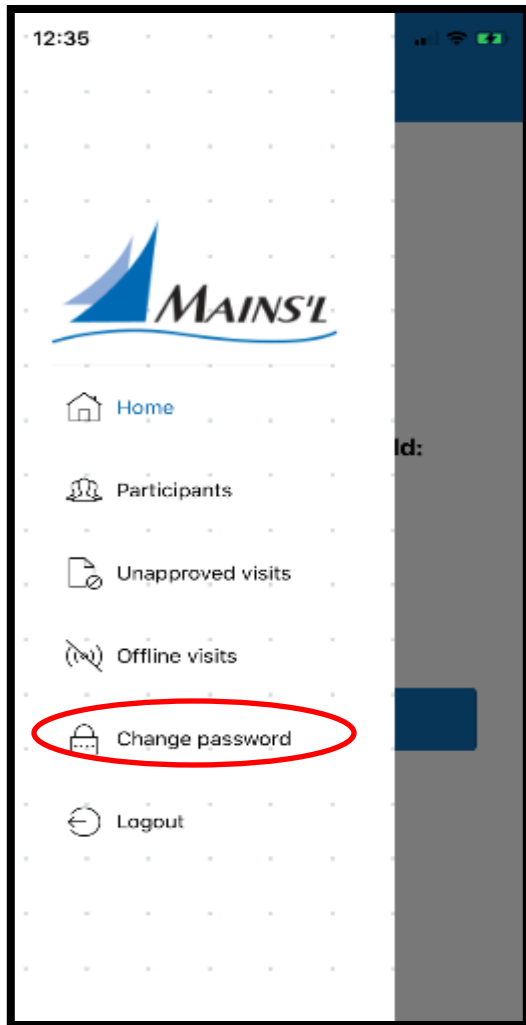
You can only check the verifications of saved visits. There may be several pages to review
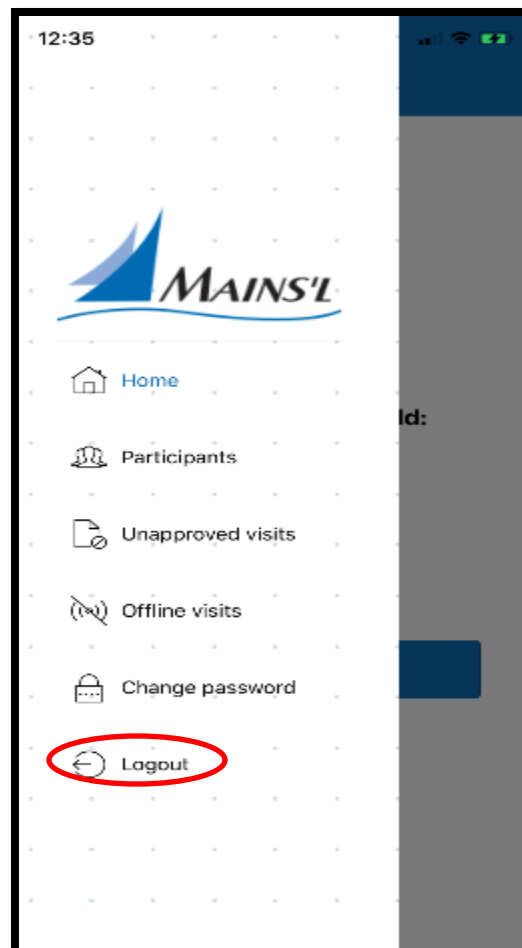
Changing your Password

To change your password, select the Change password option

1. Enter your current password
2. Enter new password
3. Confirm the new password
4. Click on the Save button

Log out of the Application

You can log out of the application at any time by clicking the Log out button at the bottom of the menu

This will conclude the EVV Android Tutorial
Thank you!