

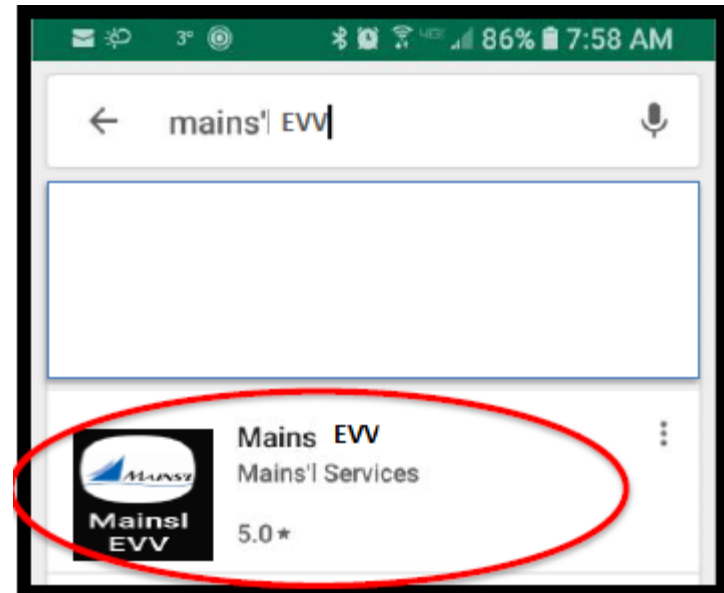


Welcome to the Tutorial of Electronic Visit Verification (EVV) for Employees on an Android device.

To start, you must install the Mains'l EVV application on your Android device.

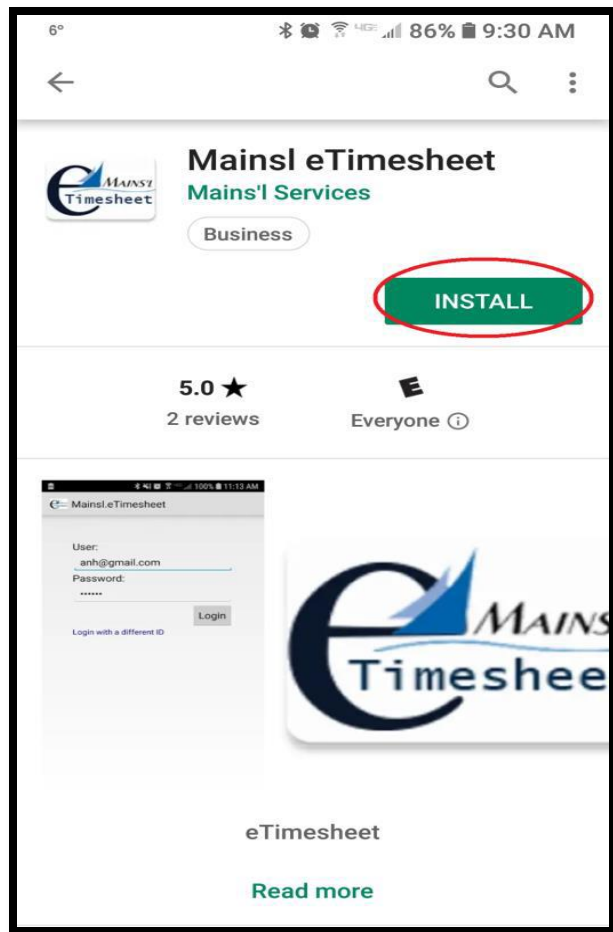
Go to Google Play Store on your device and search for Mains'l EVV.

Click on Mains'l EVV.

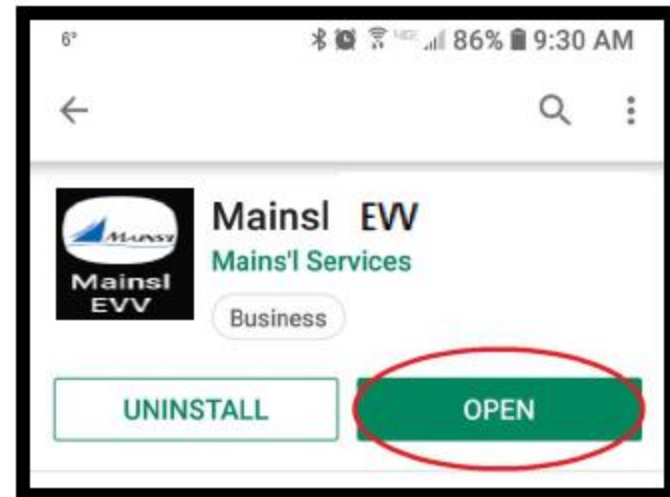


# Install and open the application

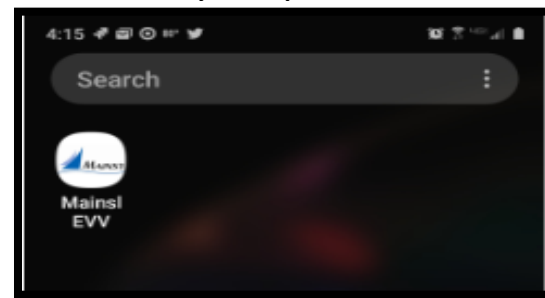
You must then click on the Install button to add the application to your device.



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



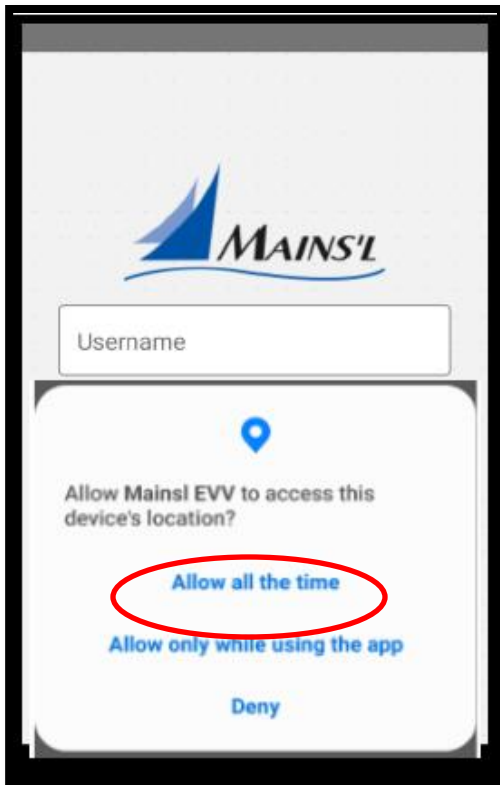
To open the application once installed, click on the icon on the screen of your phone



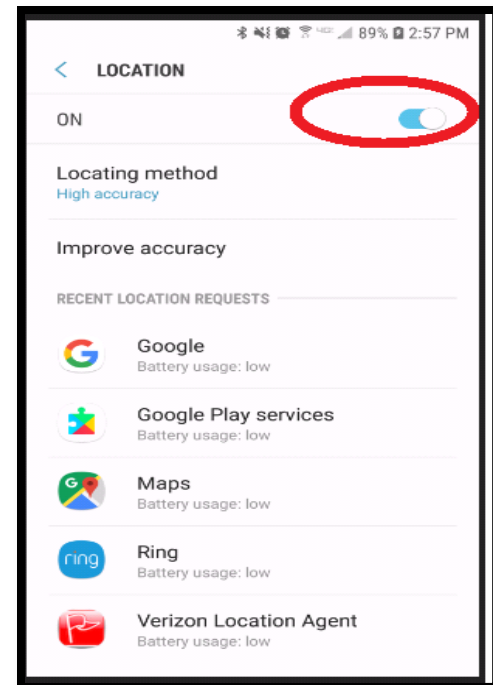
# Allow access to your location

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

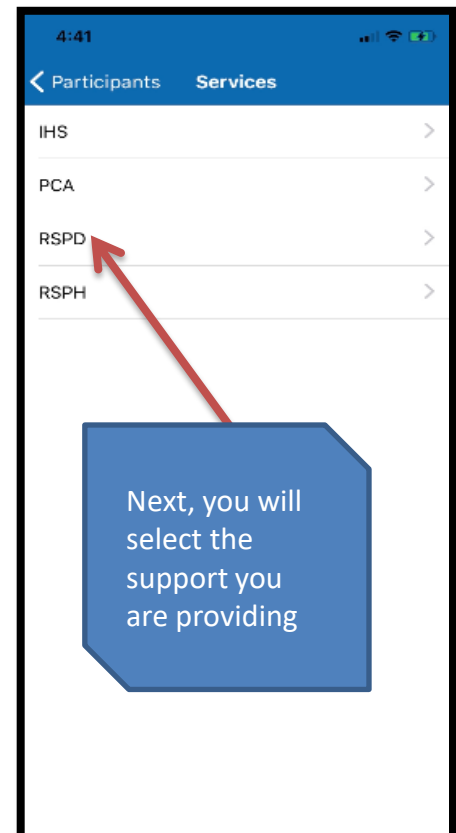
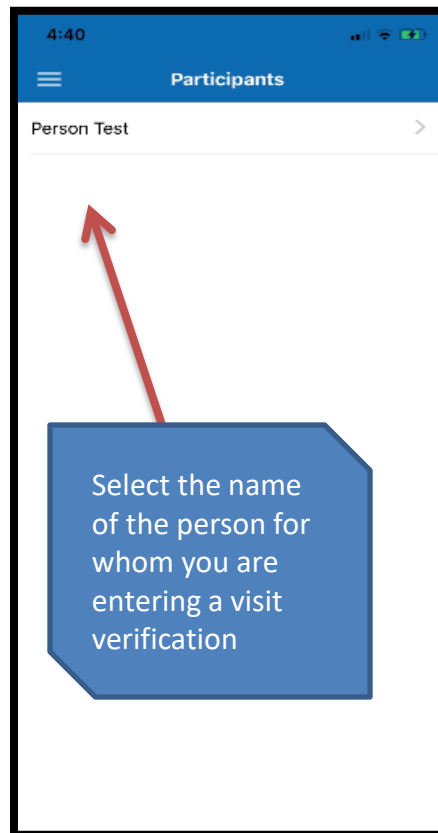
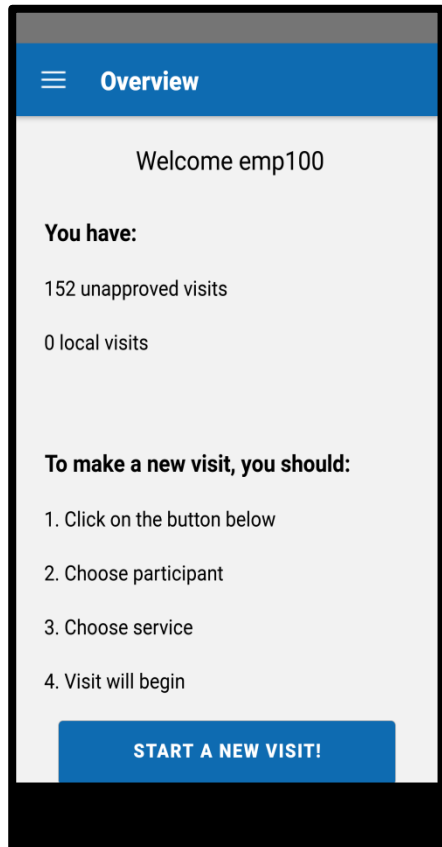
\*Please Note – Employee does not have to click “Register New User” as they are already registered



The image shows a login screen for an application. At the top center is the MAINS'L logo, which consists of a blue stylized sail icon to the left of the text 'MAINS'L' in a serif font. Below the logo are three white input fields with gray borders, each containing a placeholder label: 'Username', 'Company code', and 'Password'. Below these fields is a blue button with the word 'LOGIN' in white capital letters. To the right of the 'Password' field, there is a link that says 'Register as a new user?'. A red arrow points from the text on the left towards this link.

# 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



# 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

The screenshot shows a mobile application interface for a 'Visit' confirmation. At the top, a blue header bar contains the word 'Visit'. Below this, a red oval highlights the text: 'Your visit was started successfully on November 17, 2020 6:35 PM'. The screen is divided into sections for 'Worker' (18222 - DoNotPay Ever), 'Participant' (DoNot Pay), and 'Service Code' (PA). Below these is the 'Activities' section, which includes a list of checkboxes for various tasks: 'Maintaining a safe environment', 'Communication', 'Breathing', 'Ability to use telephone', 'Shopping', and 'Food preparation'. A red arrow points to the 'Activities' header. Below the activities is a 'Comments' section with a text box and a red arrow pointing to it. At the bottom, a blue button labeled 'FINISH VISIT' is visible.

# 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

The screenshot shows a mobile application interface for 'Visit' documentation. At the top, a blue header bar contains the word 'Visit'. Below this, a message states: 'Your visit was started successfully on November 17, 2020 6:35 PM'. The form includes fields for 'Worker' (18222 - DoNotPay Ever), 'Participant' (DoNot Pay), and 'Service Code' (PA). A section titled 'Activities' with the instruction 'Select one or many service activities that apply' contains a list of checkboxes: 'Maintaining a safe environment', 'Communication' (checked), 'Breathing', 'Ability to use telephone' (checked), 'Shopping', and 'Food preparation'. Below the activities is a 'Comments' section with the prompt 'Were there health, safety, welfare issues/ concerns during the shift?' and a text input field labeled 'Notes on concerns'. At the bottom, a blue button labeled 'FINISH VISIT' is circled in red.

4:35

Visit

Your visit was started successfully on November 17, 2020 6:35 PM

Worker 18222 - DoNotPay Ever

Participant DoNot Pay

Service Code PA

**Activities**  
Select one or many service activities that apply

☐ Maintaining a safe environment

☒ Communication

☐ Breathing

☒ Ability to use telephone

☐ Shopping

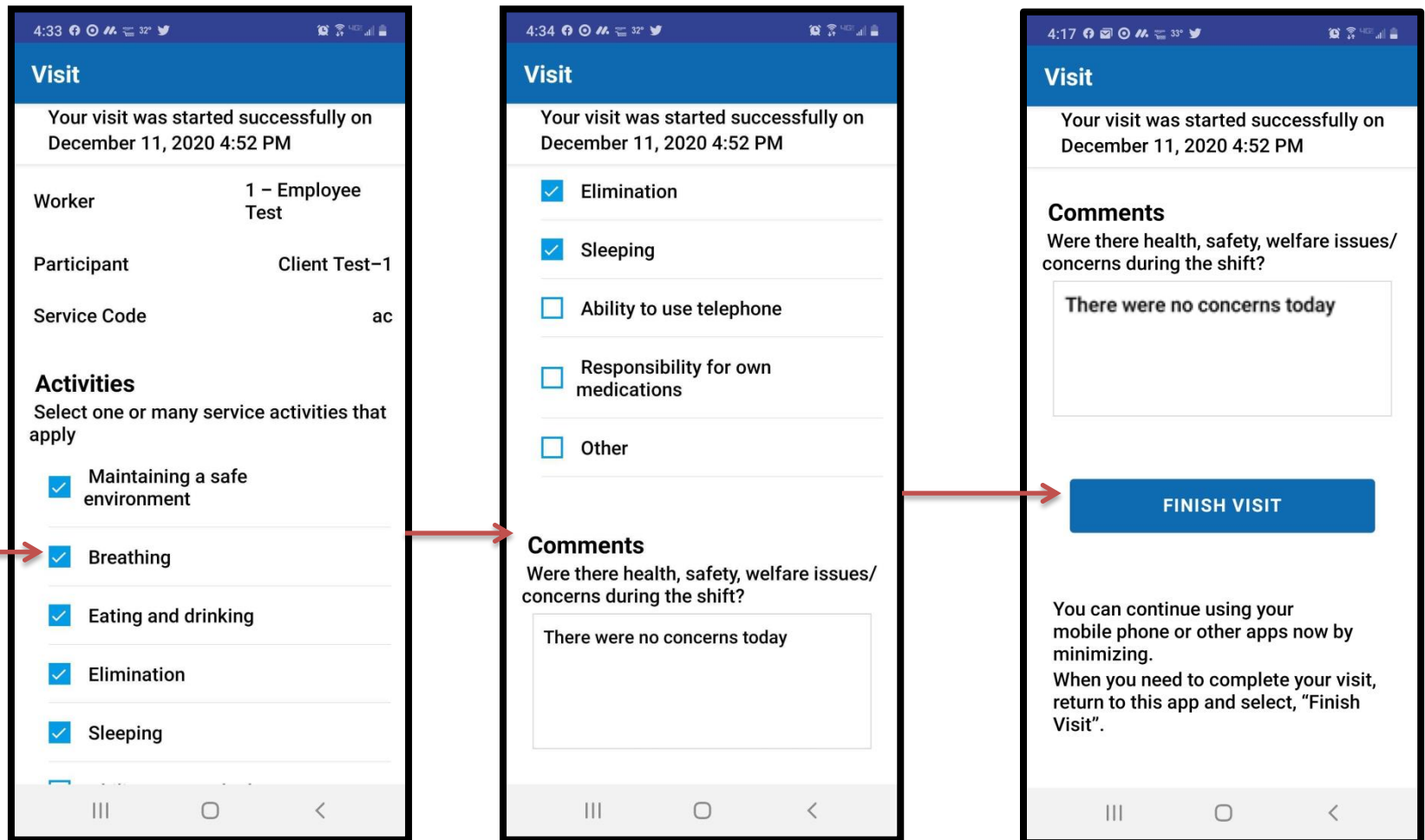
☐ Food preparation

**Comments**  
Were there health, safety, welfare issues/ concerns during the shift?

Notes on concerns

FINISH VISIT

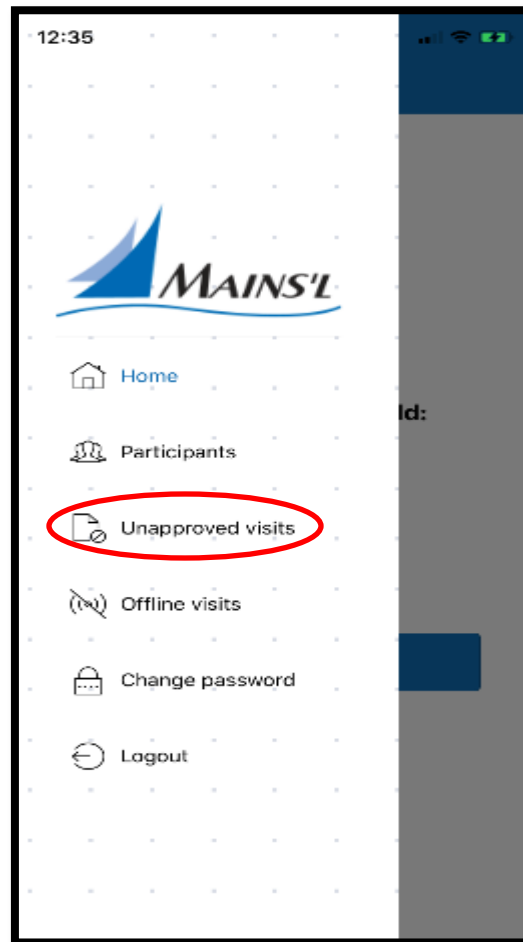
# Visual Work Flow of Activity Documentation





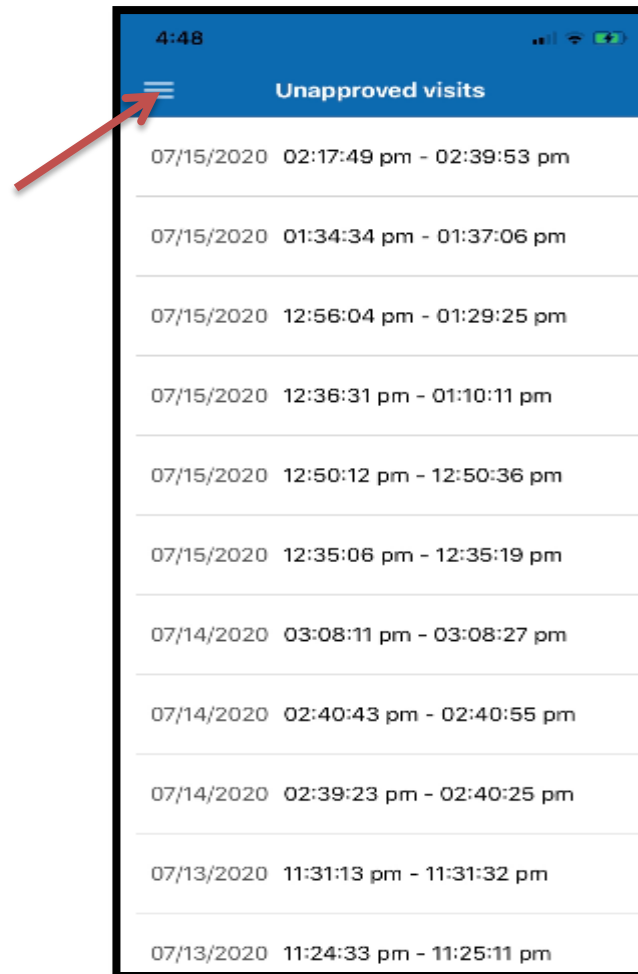
# Review of Unapproved Electronic Visit

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



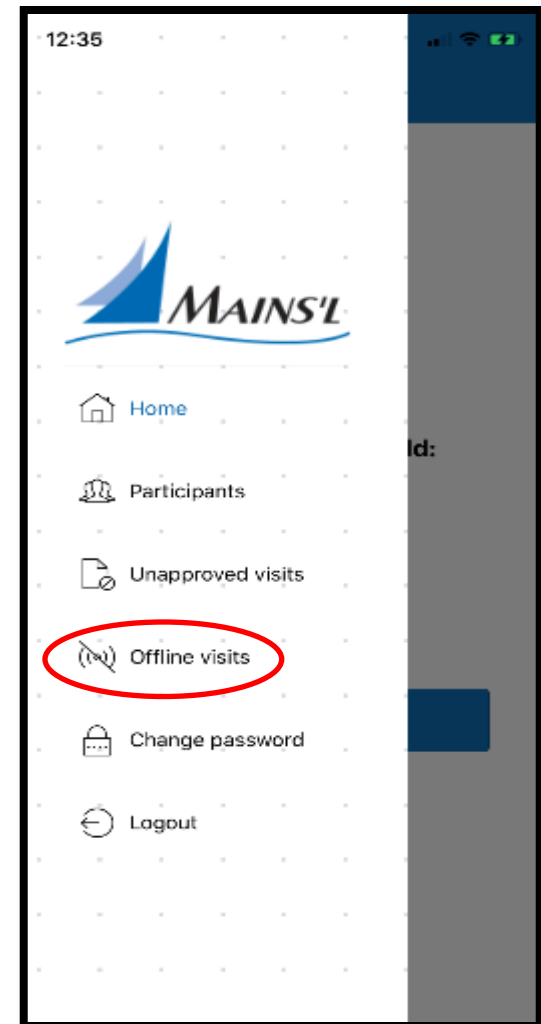
# Entering visitor checks when you do not have access to the Internet

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

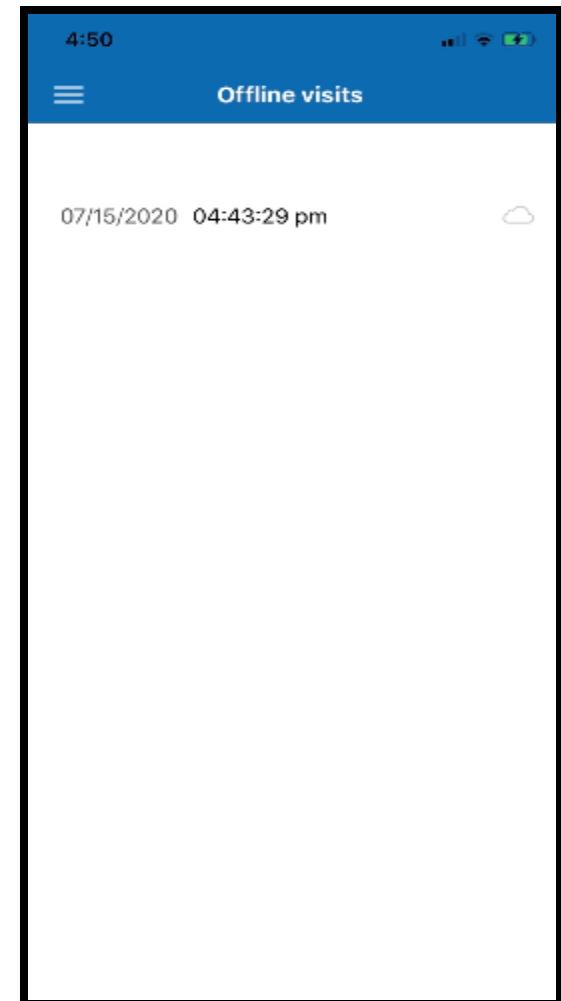
1.Click on the menu

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.

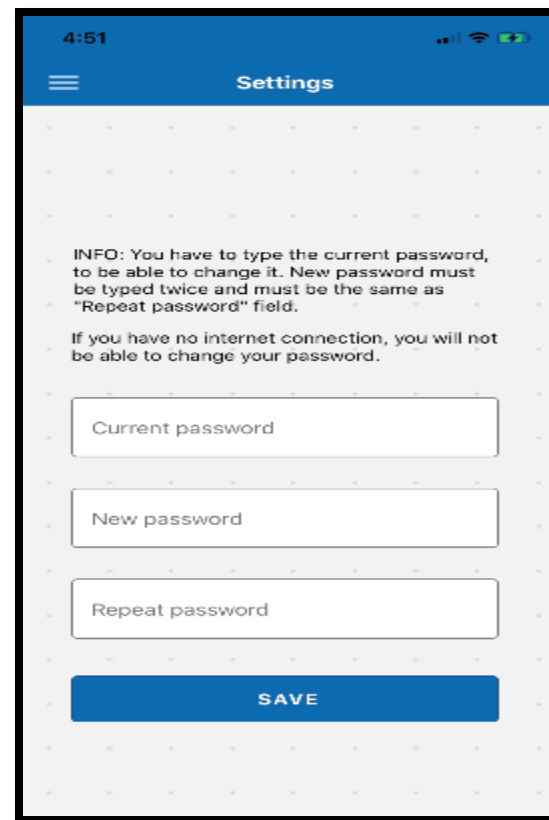
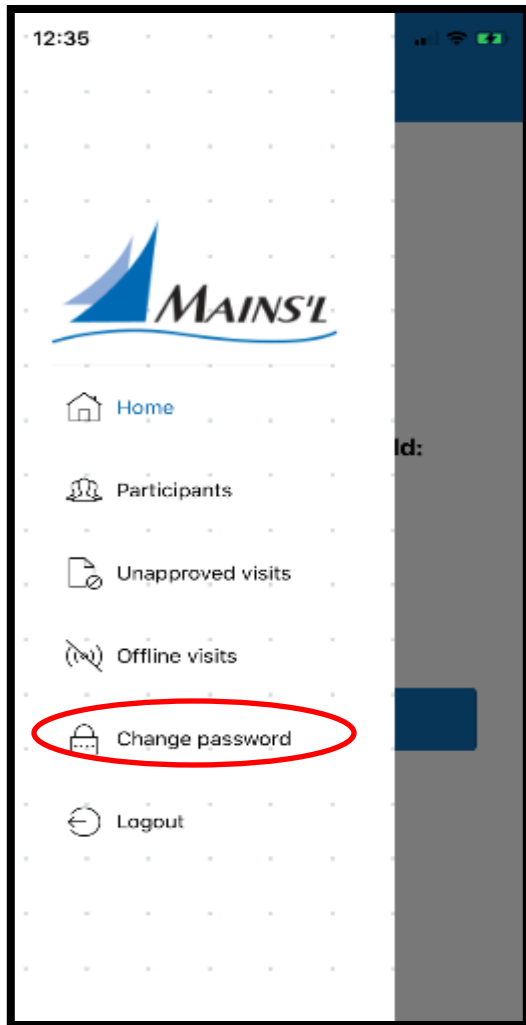
You can only check the verifications of saved visits. There may be several pages to review



# Changing your Password

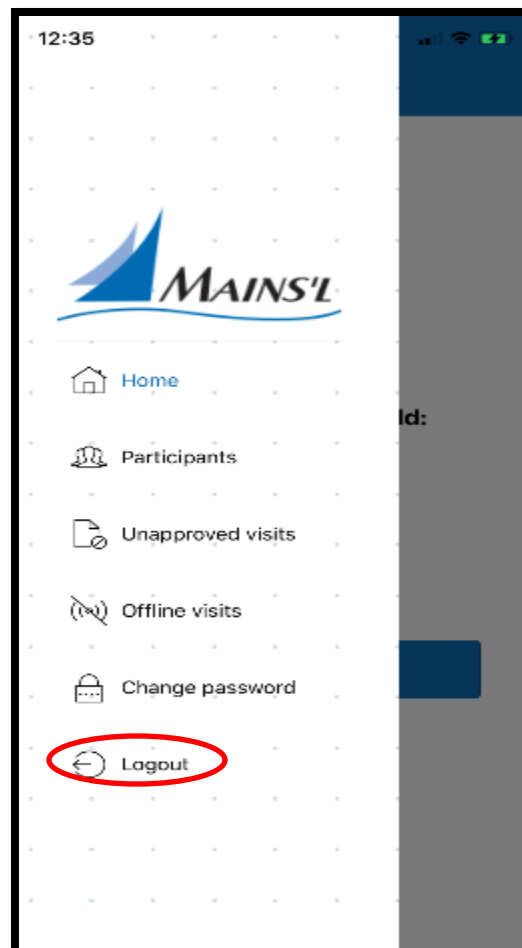
To change your password, select the Change password option

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!