

Welcome to the Employee Electronic Visit Verification Tutorial for an iOS device.

To get started, you must install the Mains'I EVV application on your compatible iOS device.

Go to the App Store and search **Mainsl EVV** and install



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:** you may have to turn off Wi-Fi and switch to cellular service to install the application, if it fails for the first time.



Allow access to the location

Your device Location settings MUST be on when using this app

Once you log in, your device will ask you to allow the application to use your location.

*Click Allow While Using App



If you accidentally clicked Don't allow, go to Settings -> Privacy -> Location services, make sure it's ON. Then, scroll down and look for Mains'I EVV, click on the item and choose While Using the App

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			Kernel Karley Kernel Ke	
Location Services			ALLOW LOCATION ACCESS	
Location Services uses GPS crowd-sourced Wi-Fi hotsp locations to determine your	, Bluetooth, and ot and cell tower approximate		Never	
location. About Location Se	rvices & Privacy	8	Ask Next Time	
Share My Location		>	While Using the App	~
			App explanation: "This app needs location for o users if they are at the place of service."	checking its
Camera	Never	>	•	
eTimeSheet	✓ Never	8	Precise Location	
Maps	While Using	2	Allows apps to use your specific location. With off, apps can only determine your approximate	this setting location.
Siri & Dictation	While Using	×		
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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

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= 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





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

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Vis	sit
Your visit was starte November 17, 2020	ed successfully on 6:35 PM
Worker	18222 - DoNotPay Ever
Participant	DoNot Pay
Service Code	PA
Activities Select one or many service activities that	at apply
Maintaining a safe en	vironment
Communication	
Ability to use telephor	10
Shopping	
Food preparation	
Comments Were there health, safety, welfare issues	/ concerns during the shift?
Notes on concerns	
FINISH	

Visual Work Flow of Activity Documentation

4:33 9 💿 새 🚍 32° 💆	10 🕱 40 al 1					
Visit						
Your visit was sta December 11, 202	rted successfully on 20 4:52 PM					
Worker	1 – Employee Test					
Participant	Client Test-1					
Service Code	ac					
Activities Select one or many service activities that apply						
environment						
Eating and drinking						
Elimination						
Sleeping						
111						

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Visit		Visit		
Your visit was started successfully on December 11, 2020 4:52 PM		Your visit was started successfully on December 11, 2020 4:52 PM		
Elimination		Comments		
Sleeping		Were there health, concerns during th	, safety, wel 1e shift?	fare issues/
Ability to use telepho	one	There were no	concerns to	oday
Responsibility for ov medications	vn			
Other				
		 FINI	ізн visit	
Comments Were there health, safety, welfare issues/ concerns during the shift? There were no concerns today		You can continue mobile phone or minimizing. When you need to return to this app Visit".	e using your other apps i o complete and select,	now by your visit, "Finish
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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

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	INFO: You have to type the current password, to be able to change it. New password must							
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	lf you ha be able	ave no to char	interne ngë yo	et conn ur pass	ection, sword.	you w	ill not	-
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	-	-	-	-	-	-	-	-
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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 iOS Tutorial Thank you!