

# EVV Quick Start - Employee

You will receive an email from [MobileAM\\_Admin@sandata.com](mailto:MobileAM_Admin@sandata.com) when approved to START.

Check your Spam/Junk email box.

DO NOT DELETE EMAIL, you will need this for next steps.

## Step 1: Download the App

Download the Sandata App onto your mobile device



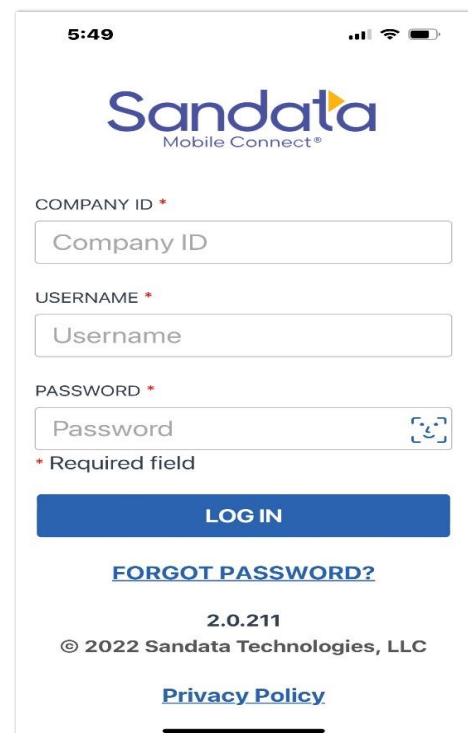
## Step 2: Open the App

Open the Sandata App on your mobile device



Enter Info:

1. Company ID = from the email
2. Username = Your email address
3. Password = Temporary Password from Email
4. **LOG IN**

A screenshot of the Sandata Mobile Connect login screen. At the top, it shows the time 5:49 and signal, Wi-Fi, and battery icons. The Sandata logo is centered, with 'Mobile Connect' underneath. Below the logo are four input fields: 'COMPANY ID \*' with a text box containing 'Company ID', 'USERNAME \*' with a text box containing 'Username', 'PASSWORD \*' with a text box containing 'Password' and a visibility toggle icon. Below the password field is a red asterisk and the text '\* Required field'. At the bottom, there is a blue 'LOG IN' button, a blue link for 'FORGOT PASSWORD?', the version number '2.0.211', the copyright notice '© 2022 Sandata Technologies, LLC', and a blue link for 'Privacy Policy'.

## Step 3: Answer the following Questions

1. Sandata Mobile Connect Would like to access the microphone = **YES**
2. Allow Sandata Mobile Connect to use your location? = **Allow While Using App**
3. Choose your language
4. Choose and Answer your Security Questions. **Be sure to write down your answers.**

#### Step 4: Reset your password

Password MUST have the following:

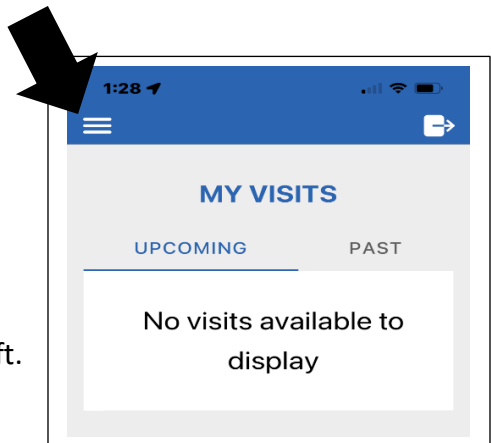
1. Must be 12 Characters long
2. One Upper Case Letter
3. One Lower Case Letter
4. One Number
5. One Special Character (!@%\$)

You are now back to MAIN Sign In Screen. Log IN with new password.

**\*\*Important if you forget your password after 2 try's tap FORGOT Password and follow reset process. This will help you NOT get LOCKED out of account.**

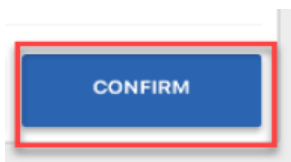
#### Step 5: START Your Visit

1. Choose your client by going to Menu Bar
2. Confirm Client & Tap Continue
3. Tap on the Service you are Providing
4. Personal Care Ser per 15 mins.
5. Tap **START VISIT "Clock IN"**
6. Add TASKS
  - Check off the tasks you will be doing during your shift.



#### Step 6: END Your Visit

When your shift is done you will then go back into app and Tap Complete Visit **"Clock OUT"**



**NEXT:** Pass your phone to the Client who will then complete verification by tapping confirm on all items. Client then signs or uses voice recording to finalize.

**\*\*If client has a Representative, it will be the responsibility of Rep to go into App on there phone and confirm all visits. If they are not available.**

#### **IMPORTANT**

A paper timesheet is still required. Your timesheet MUST match your Clock IN & OUT Times.