


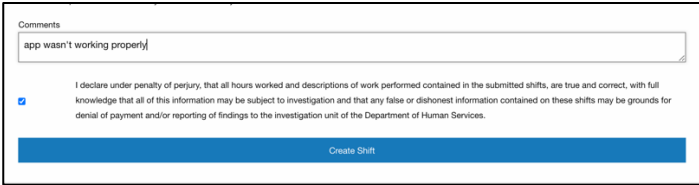


This guide will walk you through creating a manual shift in the **evvie** Portal. If you haven't signed in to the **evvie** Portal yet, refer to the **FMSOne** quick guide for instructions. Manual shifts are not EVV-compliant and should only be used when the service doesn't require EVV or there was a problem with recording the shift using the mobile app.

	Steps to Complete	What it Looks Like on a Screen
1	After signing in to the evvie Portal through your browser on a computer, tablet, or mobile device, click the View All Shifts button.	 <p>1 - View All Shifts Button</p>
2	Click the Create a new Shift Button at the top of the screen.	 <p>2 - Create a new Shift Button</p>
3	<p>You will need to complete all the fields on the create shift form. This includes exception and reason fields for why you couldn't record this shift with the evvie mobile app. You will always need to complete the start/end time fields and time zone fields.</p> <p>The other fields you need to complete can be different depending on who you work for and where you work. The FMS Provider will give you more information on what each field on this form means and which ones you need to complete</p> <p>You should use the comment field at the bottom of the form to explain why the shift is being recorded manually.</p>	 <p>3 - Create Shift Form/Screen</p>
4	<p>After completing all fields, mark the checkbox to certify the shift. The last step is to click the blue Create Shift button. The shift is now in an approved status. The second person will need to view and approval lock the shift before it is finalized and sent to payroll for processing.</p> <p>Manual shifts can also be adjusted and denied like any shifts that were submitted through the evvie mobile app.</p>	 <p>4 - Create Shift Button</p>

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