

# TIME4CARE™ EVV MOBILE APP

## A Quick Guide

### Download App

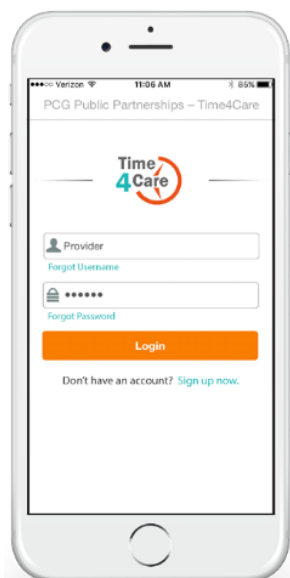
#### Download the Time4Care App

- 1 Go to the **App Store** on your Android or iOS device.
- 2 Tap on **Search**.
- 3 In the search bar, type in: **Time4Care**.
- 4 Download the **Time4Care app**.
- 5 Once the application has downloaded, tap to **open**.

#### Important Points

- ✓ Clock-in and -out in real-time to record time worked.
- ✓ Paper timesheet submission is no longer needed.
- ✓ Location is captured at clock in and clock out.
- ✓ Location is **NOT** tracked during visit.

### LOG IN OR SIGN UP








If you already have a user account for the BetterOnline™ Web Portal, log in to the app with the same username and password.

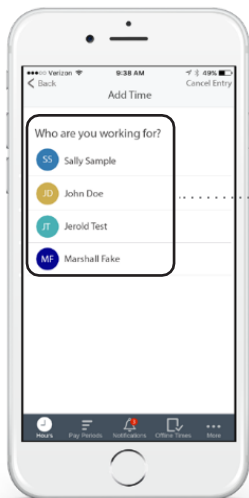
If you do not have an account, you can create one by tapping **Sign up now** on the app login page.

### MENU AND FEATURES



-  **Hours** - manage your daily entries and add your time
-  **Pay Periods** - view all entries grouped by pay period
-  **Notifications** - view important messages
-  **Offline Times** - view entries recorded if offline
-  **More** - access About Us, Contact Us, Touch ID, and Log Out

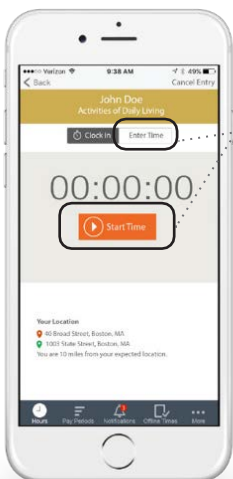
## CLOCK INTO RECORD TIME



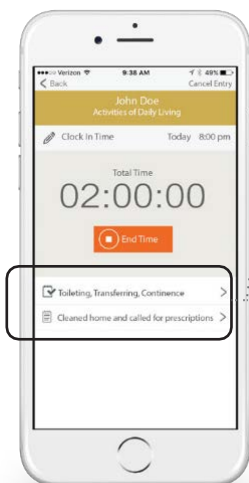
**01**  
Tap **Add Time** from the **Hours** screen.  
Select who you are working for.



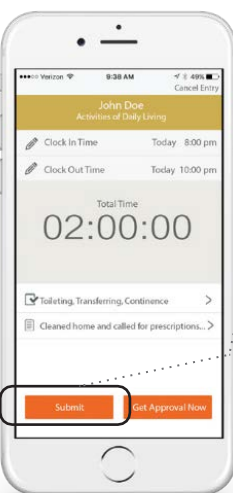
**02**  
Click on the services you will be providing to this person.



**03**  
Tap **Start Time** to record your visit in real time.  
Another option to log hours: **Manually Enter Time**  
*You may select Manually Enter Time if you forgot to clock-in or -out. This will be flagged as non-compliant and your location will not be displayed or captured.*



**04**  
Enter additional visit information by tapping **Activities and Notes** (if required your program).



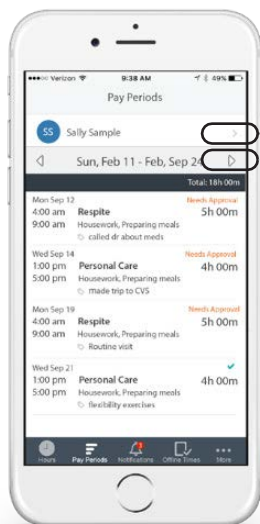
**05**  
Tap **Submit** once you reviewed your visit information.



**06**  
Your entry will be submitted to the pay period and will show on **Hours** screen. Tap **Entry** to edit or view.

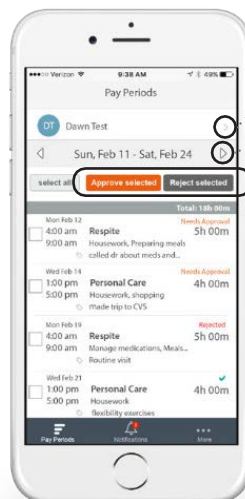
Go to **Pay Periods** screen to view your timesheet.

## PAY PERIODS



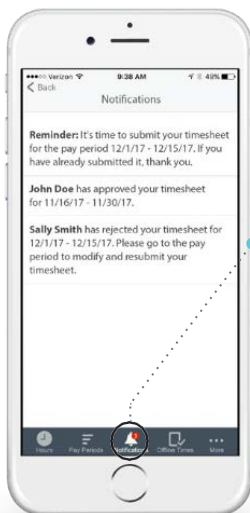
- Tap arrow next to name to view time entries for another person.
- Tap the right or left arrows next to calendar date to select another pay period.
- Tap entry to view or edit.

## APPROVE ENTRIES

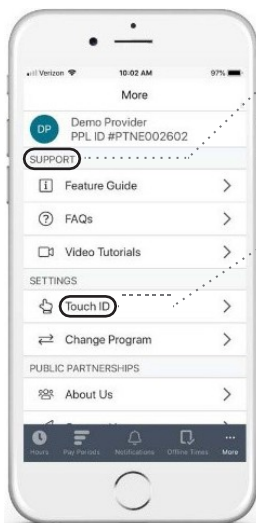


- Tap arrow next to name to view time entries for another person.
- Tap the right or left arrows next to calendar date to select another pay period.
- Select entries you would like to approve, then tap **Approve selected**
- Select entries you would like to reject, then tap **Reject selected**

## MORE FEATURES



- Notifications**
- The number of new notifications will be indicated in a red circle. Tap **Notifications** on the base menu to view notifications..



- More**
- Watch step-by-step instructional videos, read FAQs and view our feature guide in the **Support** Section.
  - Tap **Touch ID** to enable or disable Touch ID login. Touch ID allows you to securely login using your fingerprint (if available on your device)



- Touch ID**
- Tap on **More** on the base menu, to view additional information.
- Tap on each item to view details