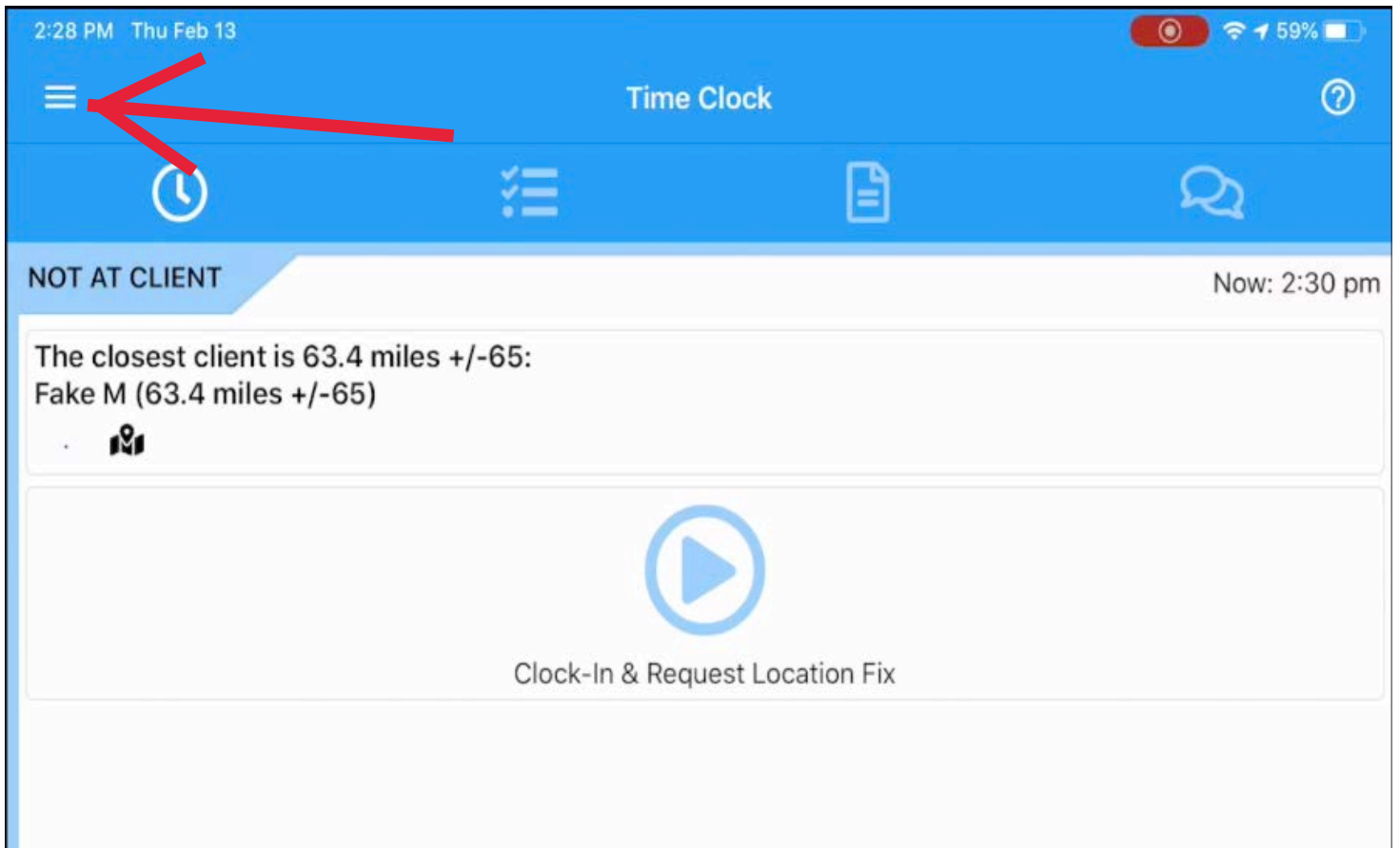


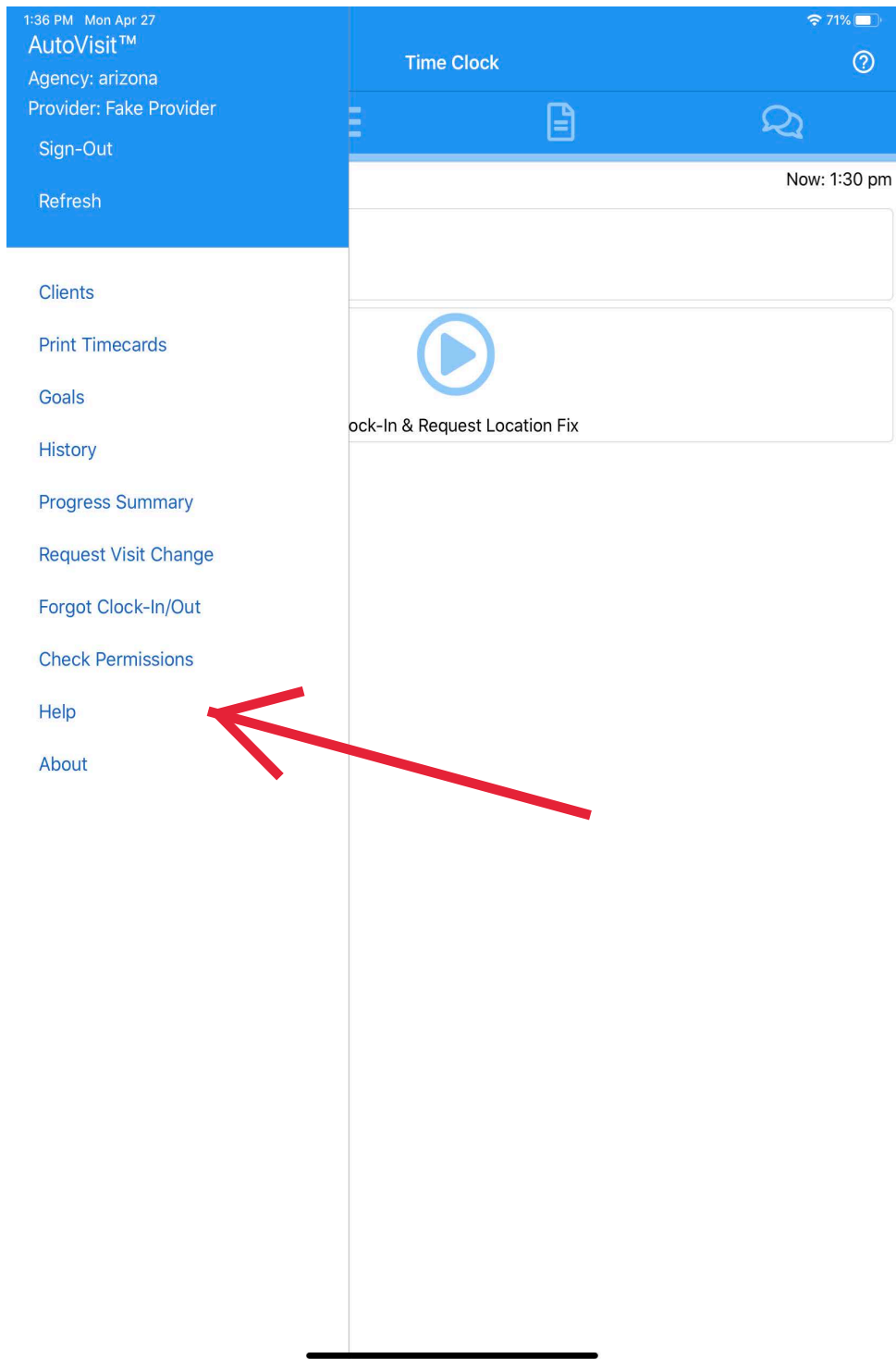
Understanding Provider AutoVisit

For information on how to clock in and out, client location, grading clients etrial goals, forgotten clock ins/outs please visit the help page inside the AutoVisit App.



First, select the menu button at the upper left hand corner of the screen. This is the button that has 3 horizontal stacked lines that the red arrow is pointing to.

Once you have selected the menu button, you will then click the Help button from the drop down list as shown below.



From this Help page, you will be able to watch videos on how to use the AutoVisit App. These videos are very clear and detailed on what you are to do and how to do it. Please review this help page if you have any questions before reaching out to your administrator.



AutoVisit How To Videos

- [Introduction to AutoVisit / EVV](#)
- [Clocking in and out](#)
- [My clients location is not recognized](#)
- [What is difference with a visit vs service](#)
- [I have many services during a visit. What do I do?](#)
- [I forgot to clock-out](#)
- [I forgot to clock in and out](#)
- [I clocked in late. How do I request a change?](#)

AutoVisit™ Help

- [Sign-In](#)
- [Working With The GUI](#)
- [Client/Authorization Details](#)
- [Client Visits](#)
- [Service Notes](#)
- [Timecard](#)
- [Service Approvals](#)
- [Print Timecards](#)
- [Messaging](#)
- [GPS Usage](#)

Sign-In

You must sign-in to use the AutoVisit features. Sign-in credentials are obtained from your agency. These credentials will include:

- Agency Name - an abbreviated name and *not* the full agency name.
- Username - normally your email address.
- Password - the password associated with *Username*.

AutoVisit will store information independently for each Agency Name + Username you sign-in as.

Warning: automatic client visits will *not* be recorded if you are not signed-in.

Working With The GUI

Lists - The user interface contains several lists of data. The data in some of the lists can be refreshed by swiping downward inside the list. Some lists such as Messages allow list items to be deleted. To delete an item:

1. Android – Tap & Hold on the list item until a black command bar appears at the top of the list and tap on *Delete*.
2. iOS – Slide the item to the left then tap on the *Delete* button that appears to the right of the item