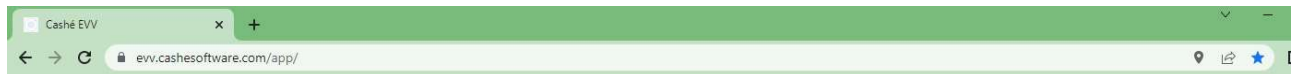


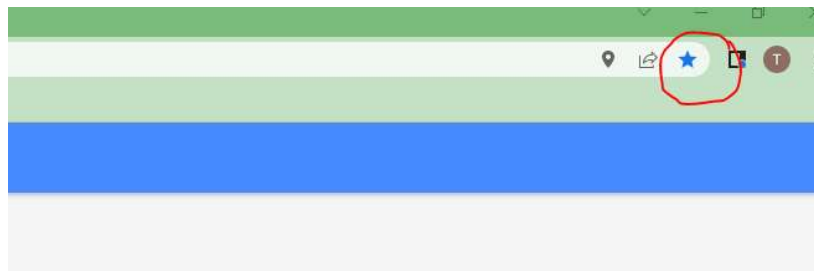
Locate App on a web browser

We suggest using the Google Chrome Web Browser. Copy and paste the **highlighted** website below to the top bar of your web browser of choice.

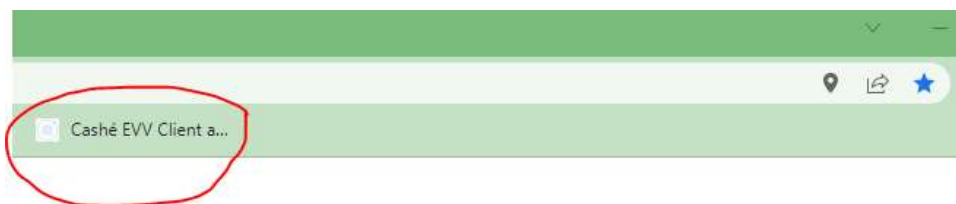
<https://evv.cashesoftware.com/app/>



If you would like to bookmark the website to your browser, click on the Star, a drop down box will appear. Make sure to click *done*. The Star will turn blue once it is saved.

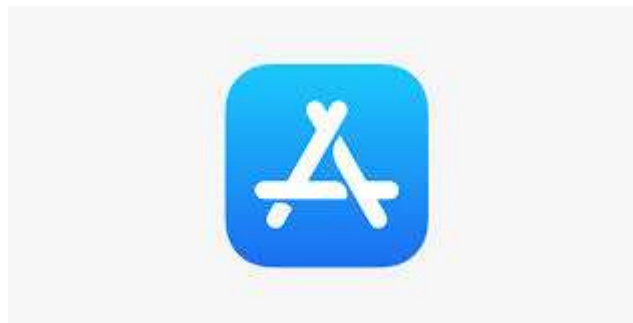


The next time you log in, it should be on the top of the screen under the search bar:

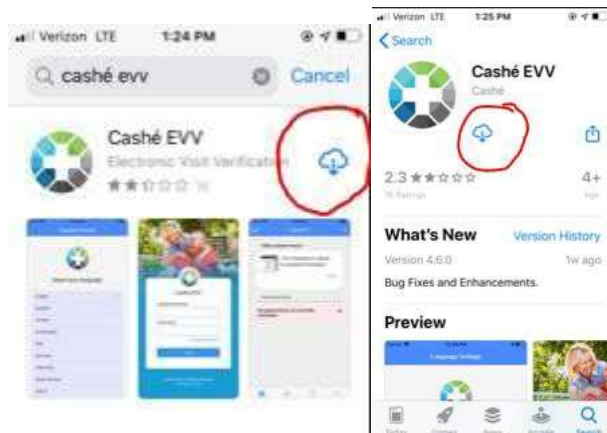


HOW TO DOWNLOAD THE APP ON AN IDEVICE(Apple)

Go to the App Store.(App Store logo below)



In the App Store, search Cashé EVV you will click the download button.(as circled below)

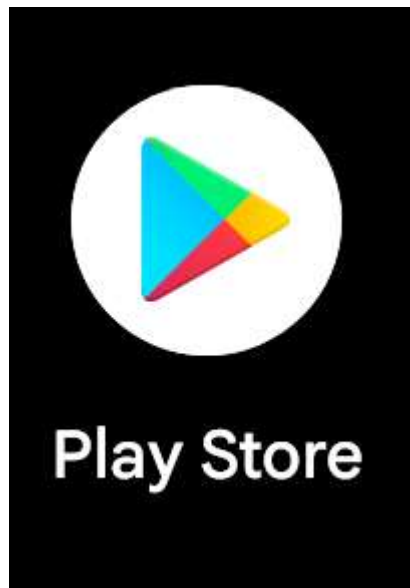


**Once the app is fully downloaded you will be able to enter it by just clicking on the app



DOWNLOAD THE APP ON AN ANDRIOD DEVICE

Go to the Play Store.(Play Store logo below)



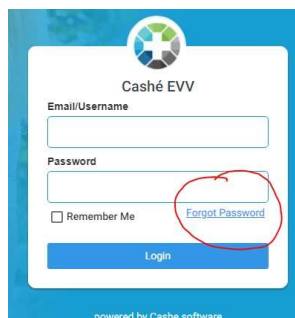
After going into the above app, search Cashe EVV you will click the install button on the Cashe EVV App.(as circled below)



****Once the app is fully downloaded you will be able to enter it by just clicking on the app****

Caregiver Login

Your profile for the EVV app should already be set up with the email address you provided as the username. The guide below assumes use of the iOS/Android app, steps are the same for the desktop version. The 'Forgot Password' link, circled below, is used to generate a temporary password, when you are ready to login.



This temporary password email will come from admin@cashesoftware.com and will be 6 characters with a mix of numbers and letter.(as circled below)



Please type your email address, then the temporary password(case sensitive) into the password section of the log in screen of the app.(as circled below)



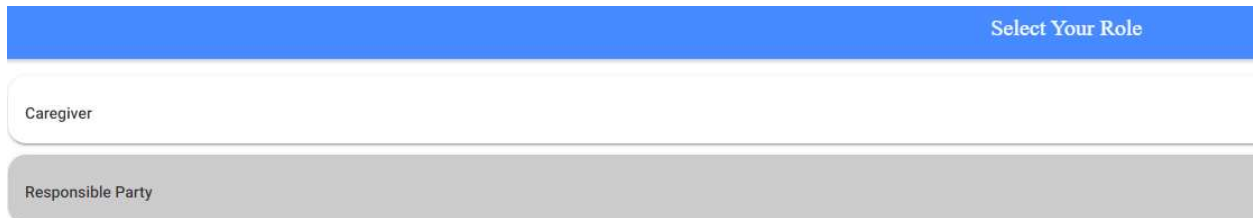
The screenshot shows the 'Cashé EVV' login interface. It features a logo at the top, followed by the text 'Cashé EVV'. Below this are two input fields: 'Email/Username' and 'Password'. The 'Password' field is circled in red. There is also a 'Remember Me' checkbox and a 'Forgot Password' link. At the bottom is a blue 'Login' button.

If the previous step is done correctly the system will prompt to create your own personal password, as below. Your password needs to be at least 6 characters long. We suggest you have at least one number and one capital letter.



The screenshot shows the 'Change Password' screen. It has a logo at the top and the text 'Change Password'. Below this are two input fields: 'New password' and 'Confirm password'. At the bottom are two buttons: 'Proceed' and 'Cancel'.

Note: If you are using the same email address for both your Responsible Party and your Caregiver account within the EVV app, the system will ask you which role you wish to use upon logging into the app, as below. If you wish to switch to another role, log out and back in.



The screenshot shows the 'Select Your Role' screen. It has a blue header with the text 'Select Your Role'. Below this are two buttons: 'Caregiver' and 'Responsible Party'. The 'Responsible Party' button is highlighted in grey.

The Layout of the Tabs: Once you are logged into the app you will notice tabs at the bottom of the screen. Each tab will lead you to another page within the app:



The Home Screen: This is where you will see a list of your timesheets that need to be approved by the Client/Responsible party. You can also see if you have any incomplete timesheets.

Care Recipients: In this tab you will be able to live clock in and out. By clicking on the profile picture to bring up the Recipient Details screen, under Time Entries, you can see all shifts you worked by month and then by day.



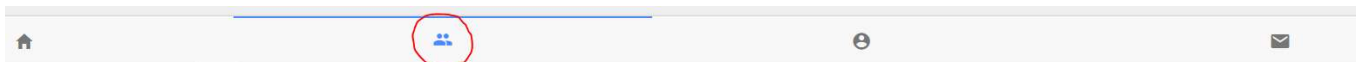
My Profile: In this tab you will see your information and how many hours you have worked for the current week (Sunday to Saturday).



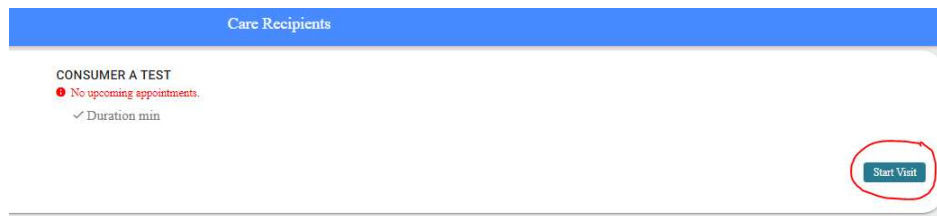
Inbox: In this tab your notifications will pop-up or any messages that the Client/Responsible party sent you. You can also send a message to the client/Responsible party by clicking the paper airplane on the far, top-right side of the page. Feel free to delete notifications or messages by clicking on the garbage can on the far, top-left side of the screen.

Clock In/Out

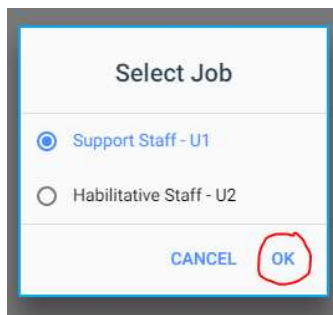
After logging into the app, click the Care Recipients tab from the bottom of the page.



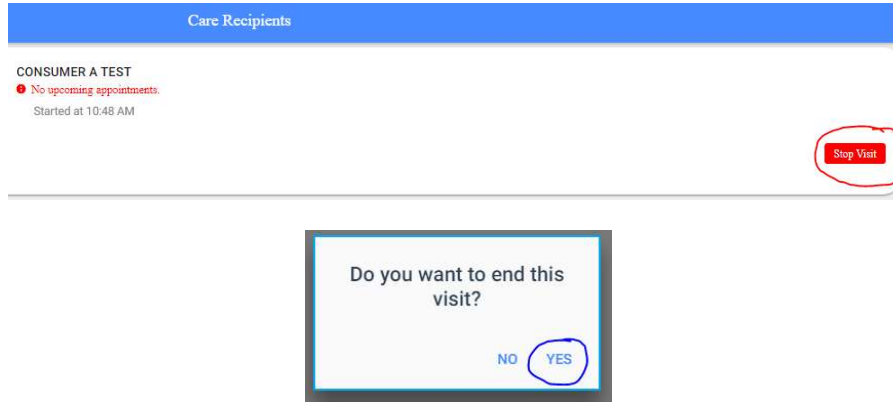
Next, click *Start Visit*. (as circled below)



Then select the applicable job and click *OK*.(as circled below) You are now clocked in.



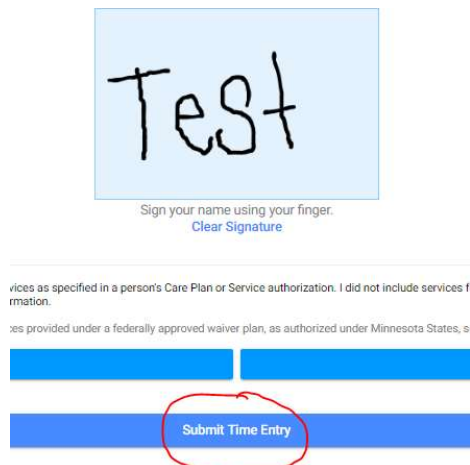
At the end of your shift, return to the Care Recipients tab and click *Stop Visit* in the red box (as circled below, first) and verify that you do want to end the visit by clicking *Yes* (as circled below, second):



Next, the *Complete Visit* page appears. Review the shift making sure the clock in and out times are correct. Then click *Sign and Submit*. (as circled below)



Next is a prompt to sign in the light blue colored box with your finger or your mouse and click on *Submit Time Entry*. (as circled below)



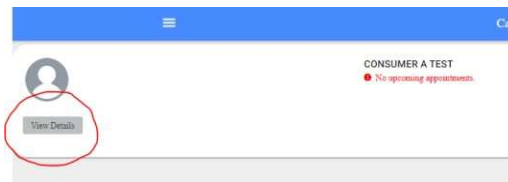
****Note:** You need to sign as a Caregiver after every shift you work stating that you worked that shift*

*****Note:** If you work two different job codes in one day you will need to *Stop Visit* of the current shift, then sign the job as a caregiver. Next, go back to the *Start Visit* screen to start a second visit under a different job code.***

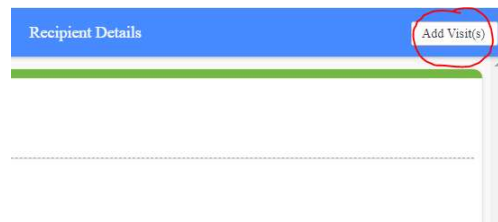
Manually Create a Shift

This process is considered an exception to using live clock in/out.

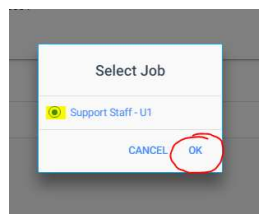
Click the *Care Recipients* tab, then click on *View Details*.(as circled below)



On the Recipient Details screen, click *Add Visit(s)* box that is located in the top right corner.(as circled below)



A prompt to Select Job will appear, select the job you wish to create a timesheet for, then click *OK*. (as circled below)



Next, the Add Time Entry screen appears. Click *Edit Start Time*.(as circled below)

SERVICE TIME

Time in 03-30-2022, 11:07 AM [Edit start time](#)

End time 03-30-2022, 12:07 PM [Edit end time](#)

ACTIVITIES

Once *Edit Start Time* is dicked, a scroll will appear to select Month, Day, Year, Hour and Minute of your start time.(as below)

CANCEL DONE

01	25		05		
02	26		06		
03	27	2022	07	00	AM
	28	2021	08	01	PM
	29	2020	09	02	

Once the scroll is correct click *Done*.(as circled below)

CANCEL DONE

01	25		05		
02	26		06		
03	27	2022	07	00	AM
	28	2021	08	01	PM
	29	2020	09	02	

Repeat the above steps for the End Time.

You will want to Verify that your time entry is being entered correctly. If correct, click *Review*.(as circled below)

State MN

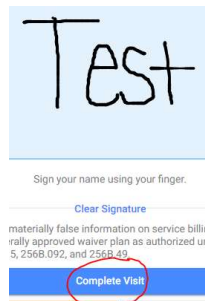
Zip 56304

Review

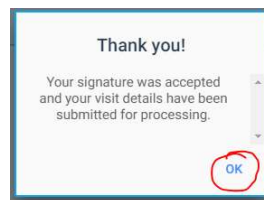
Last is the review screen. If the information entered is accurate click *Verify Visit*.(as circled below)



Sign in the light blue box and click *Complete Visit* (as circled below)



The confirmation screen confirms the visit has been logged, click *OK*.(as circled below):



Edit a Shift

Shifts can be edited prior to signing from the Complete Visit screen.(as below)

Cancel
Complete Visit

Recipient of care
Consumer Test

SERVICE DETAIL

Service type Support Staff - U1

Ratio (Provider : Recipient) 1:1

ACTIVITIES

Support Staff - U1

NOTES

Enter notes

SERVICE TIME Edit Time

Time in March 30, 2022 10:16 AM

Time out March 30, 2022 10:23 AM

Sign and Submit

Click *Edit* .(as circled below)

SERVICE TIME Edit Time

Time in March 30, 2022 10:16 AM

Time out March 30, 2022 10:23 AM

Next, click on the time to be edited.(as circled below)

Time In
2022-03-30 10:16 am
Time Out
2022-03-30 10:23 am

CANCEL SAVE

After the time is clicked, a scroll will appear to select the Month, Day, Year, Hour and Minute of the start/end time.(as below)

	CANCEL			DONE	
	01	27	07	13	
	02	28	08	14	
2022	03	29	09	15	am
2021	04	30	10	16	pm
2020	05	31	11	17	

The scroll goes: Year | Month | Day | Hour | Minute | AM/PM

Once the scroll is correct click *Done*. (as circled below)

	CANCEL			DONE	
	01	27	07	13	
	02	28	08	14	
2022	03	29	09	15	am
2021	04	30	10	16	pm
2020	05	31	11	17	

Once both the Time In and Time Out date are correct click *Save*.(as circled below):

Time In
2022-03-29 09:15 am

Time Out
2022-03-30 10:23 am

CANCEL SAVE

The confirmation screen assures the changes have been made, click *OK*.(as circled below)

Changes Updated

The timecard was updated and has been sent to your caregiver for review.

OK

Confirm the times are correct and click *Sign and Submit*.(as circled below)

Cancel Complete Visit

Recipient of care
Consumer Test

SERVICE DETAIL

Service type Support Staff - U1

Ratio (Provider : Recipient) 1:1

ACTIVITIES

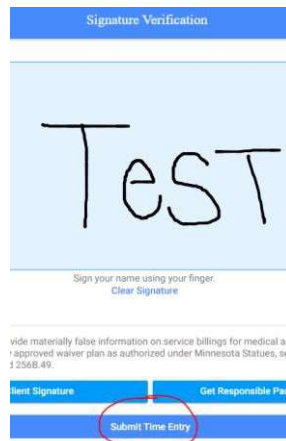
Support Staff - U1

NOTES

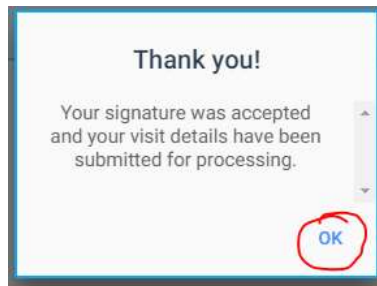
Enter notes

Sign and Submit

Sign in the light blue box and click *Complete Visit*.(as circled below)




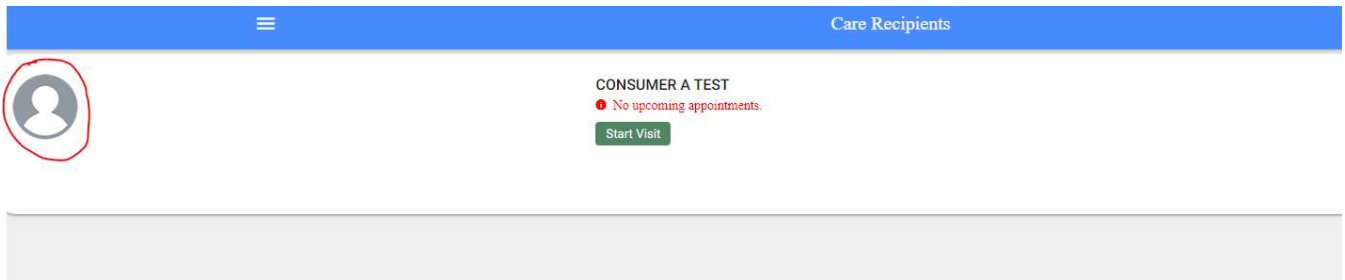
You will know you did this correctly if the Thank You pop up appears. Click *OK* to get you back to the Care Recipients Screen (Example: Circled in red below).



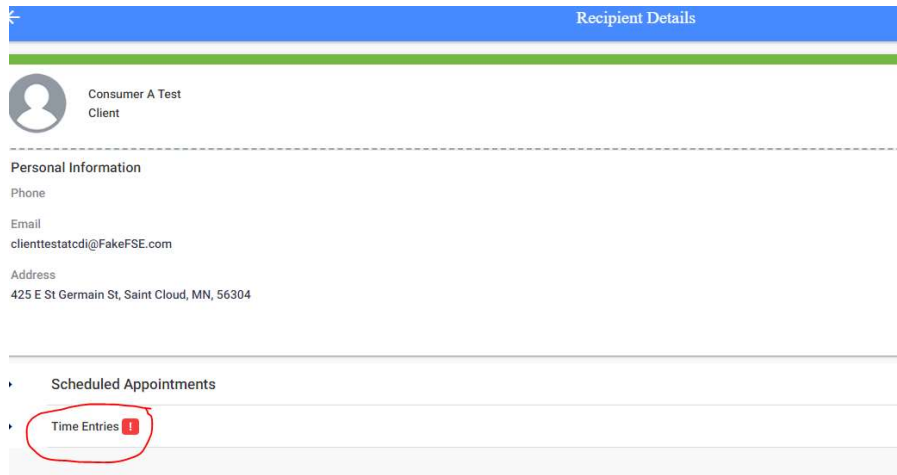
****Note:** You as a Caregiver needs to sign after every shift you work or edit**

Review Previous Shifts-Caregiver

Once in the app go to the second tab  Care Recipients and click on the profile picture (as circled below)



On the Recipient Details screen, click *Time Entries*.(as circled below)



All months that have been worked now appear, click the month to see all shifts per day.

April 2022	25 Timesheets
March 2022	71 Timesheets
February 2022	88 Timesheets
January 2022	88 Timesheets
December 2021	67 Timesheets
November 2021	68 Timesheets
October 2021	64 Timesheets

**Note: You can see where you are at for the current week under My Profile.