

How to Enter Shifts Manually in the Pavillio EVV App

1. Log in to the Pavillio EVV App using your email address and password (contact AHH to establish this).
2. Once logged in, you are on the EVV app Home Screen.
3. Click the People icon (second from the left).
4. Select the client you want to add visits for, click View Details.
5. Click Add Visits at the bottom of the screen.
6. Select Service (PCA, Homemaking, etc.).
7. Choose date range (up to seven days- adds one shift each day) or a single date.
8. Click Add.
9. Select activities for each shift.
10. Enter something in Notes (this is required can be just "n/a.")
11. Caregiver signs.
12. Select client or responsible party signature (which ever applies in your case):
 - a. If there is a responsible party, select RP name from drop down menu that appears after the Responsible Party button above the signature box is selected.
13. Have the Client or RP sign and enter their PIN.
14. Click Submit!

YouTube Video Demonstration: <https://youtu.be/pPSrb44MNME>