

TIME4CARE™ EVV MOBILE APP

A Quick Guide

Download App

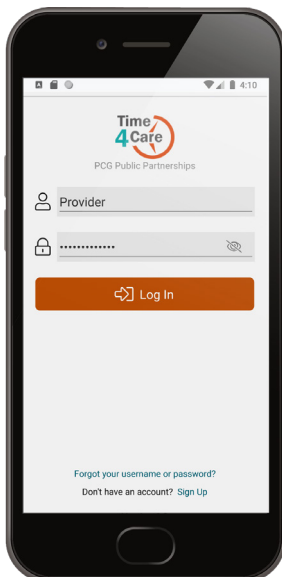
Download the Time4Care App

- 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.

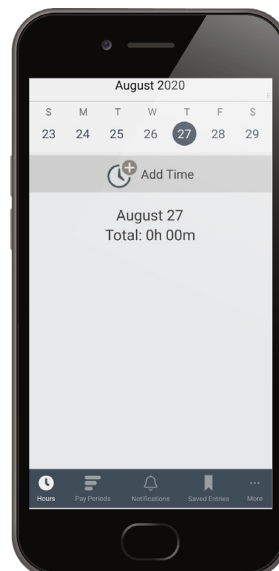
LOG IN OR SIGN UP



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

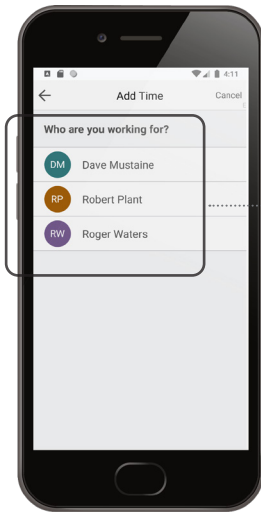
If you do not have an account, you can create one by tapping **Sign up now** on the app login page.

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

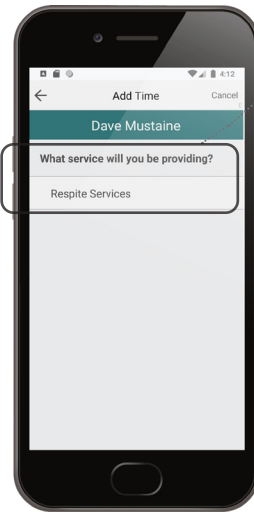
CLOCK-IN AND -OUT TO START AND END TIME RECORDING



01

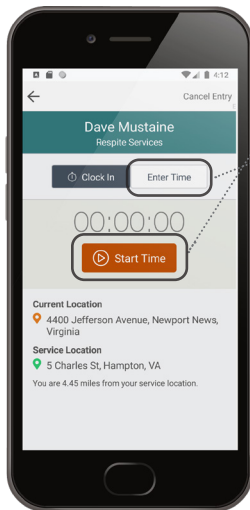
Tap **Add Time** from the **Hours** screen.

Select who you are working for.



02

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

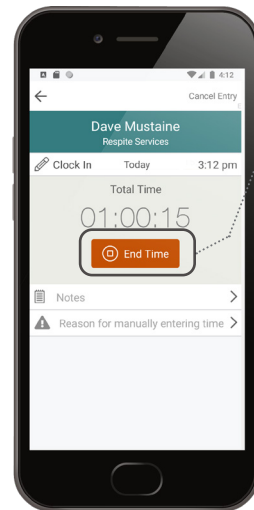


03

Tap **Start Time** to record your visit in real time.

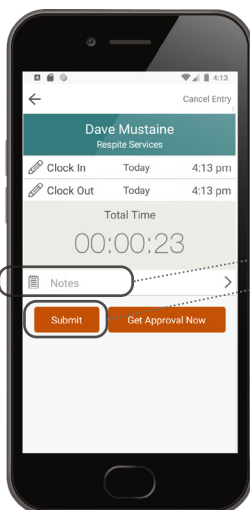
Another option to log hours: **Manually Enter Time**

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

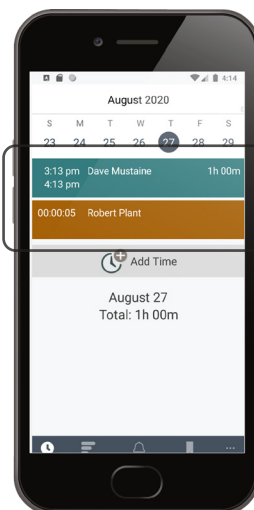
Once your shift is over, select **End Time** to clock-out and finish recording your visit in real time.



05

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

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

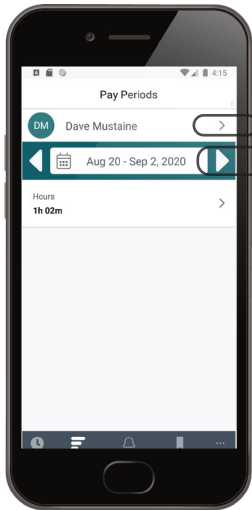


06

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

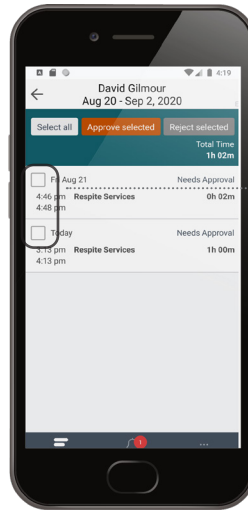
Go to **Pay Periods** screen to view your timesheet.

PAY PERIODS



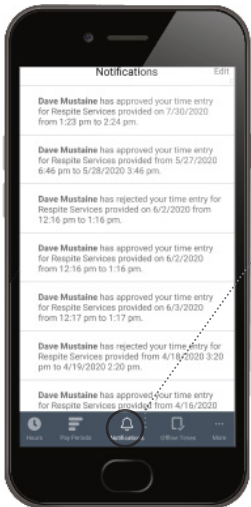
- Tap **arrow next to name** to view time entries for another person.
 - Tap the **right or left arrows next to calendar date** to select another pay period.
- Tap **entry** to view or edit.

APPROVE ENTRIES

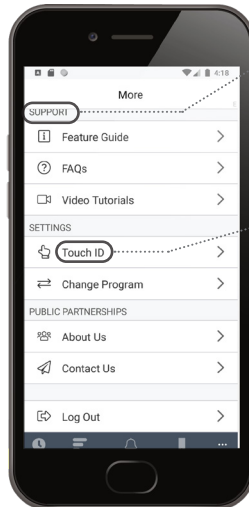


- Select all entries you need to either approve or reject, then tap **Approve Selected** or **Reject Selected**

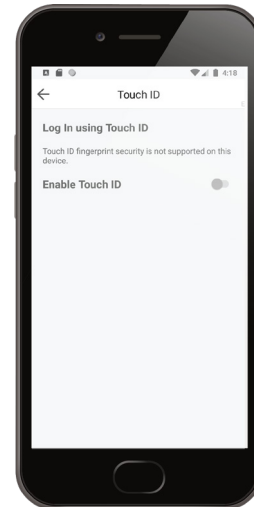
MORE FEATURES



- ### 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