Contents

How to Start a Shift ................................................................. 2
How to Finish a Shift ............................................................. 5
EVV MOBILE APPLICATION: How to start and end a shift

How to start a shift

STEPS

STEP 1. LOGIN
STEP 2. RUN VISIT
STEP 3. SELECT MEMBER
STEP 4. SELECT SERVICE BEING PROVIDED
STEP 5. START SHIFT

Step 1. Log in

- After you have downloaded the mobile application and registered (see Downloading and Registering User Guide) you are ready to begin your first shift
- Tap the CellTrak icon on your screen to open
- Once the CellTrak application is open the login screen appears
- Attendant enters his or her password
- Click “Login”

Note: If the password is forgotten, click “Forgot Password” - the challenge questions the attendant set up during the registration process will pop up to begin password reset.
Step 2. Run Visit

- Tap “Run Visit” to start the check-in process

Step 3. Select member

- Select member you are serving
- Tap blue arrow to advance

Note: If the attendant only serves one member, only that member will appear on the list.

Step 4. Select service being provided

- Select service type being provided from list
Step 5. Start visit

- Tap blue start button at bottom of screen
- Your visit has begun!
- Log out and begin your shift tasks
How to finish a shift

**STEPS**

STEP 1. LOGIN  
STEP 2. AUTHORIZATION SIGNATURES  
STEP 3. PROVIDE SIGNATURES  
STEP 4. FINISH VISIT CONFIRMATION  
STEP 5. HOME SCREEN  
STEP 6. ACTIVITY SUMMARY REPORT  
STEP 7. REVIEW ACTIVITY SUMMARY REPORT

**Step 1. Log in**

- Tap the CellTrak icon on your screen to open
- Once the CellTrak application is open, the login screen appears.
- Attendant enters their password
- Click “Login”

*Note: If the password is forgotten, click “Forgot Password” - the challenge questions the attendant set up during the registration process will pop up to begin password reset.*
Step 2. Authorization signatures

- Screen will show when shift started in blue
- Next, select who is available to provide an authorizing signature
- If employer is available to sign off on shift select ‘Yes’, if not select ‘No’

Note: If the employer is not available to sign off on shift now, they will need to do so within the ACESS Online™ portal.

- Attendant should select “Yes” when asked about providing their own signature
- Tap “Finish” when selections are made

Step 3. Provide signatures

- Using finger or stylus sign signature areas
- Tap “Finish”
Step 4. Finish visit confirmation

- You will be prompted to confirm you want to finish the activity. Select “OK”

Step 5. Home screen

- Once finished, the “Home” screen appears
- If you would like to review your activity summary, tap “Run Activity Summary Report”
- Otherwise, log out until your next shift check-in

Step 6. Activity summary report

- If you would like to review a summary of your shifts tap “Run Activity Summary Report”
- Select the date range you want the report to show and tap “Show Report”
Step 7. Review activity summary report

- The report will show all activity for the date range selected.
- If there is an error, the employer may go into ACES$ Online™ portal and modify the entry.