

# Tellus EVV App Quick Reference Guide


## DOWNLOADING TELLUS EVV

### App Store Download Instructions



#### Android


On your android device, go to the Google Play Store.

1. Open the Google Play Store app  .
2. Search or browse for 'AHCA TELLUS EVV '.
3. Click on the app.
4. Click **<INSTALL>**.
5. Follow the onscreen instructions to complete the transaction and retrieve the app.

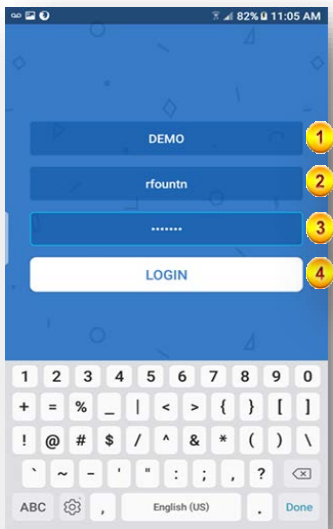






#### IOS

On your iPhone, iPad, or iPod touch, go to the app store and click browse. When you locate the 'AHCA TELLUS EVV ', follow these steps:

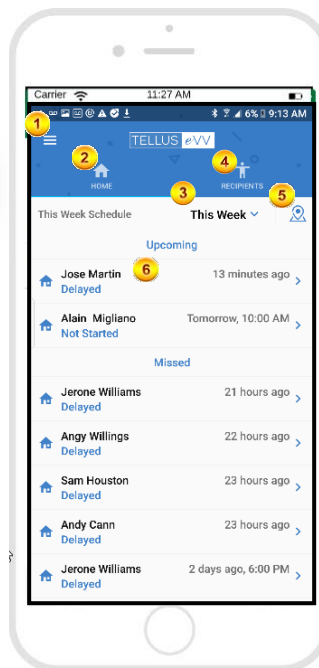
1. Click on the app  .
2. Click **GET** on the right side of the screen, then click **<INSTALL>**.
3. If asked, enter your apple credentials. You can also use **Touch ID** for app purchases.
4. Then the app downloads to your device.







## LOGGING IN



1. Enter **<Account>** 
2. Enter **<User Name>** 
3. Enter **<Password>** 
4. Click **<LOGIN>** 

## HOME SCREEN



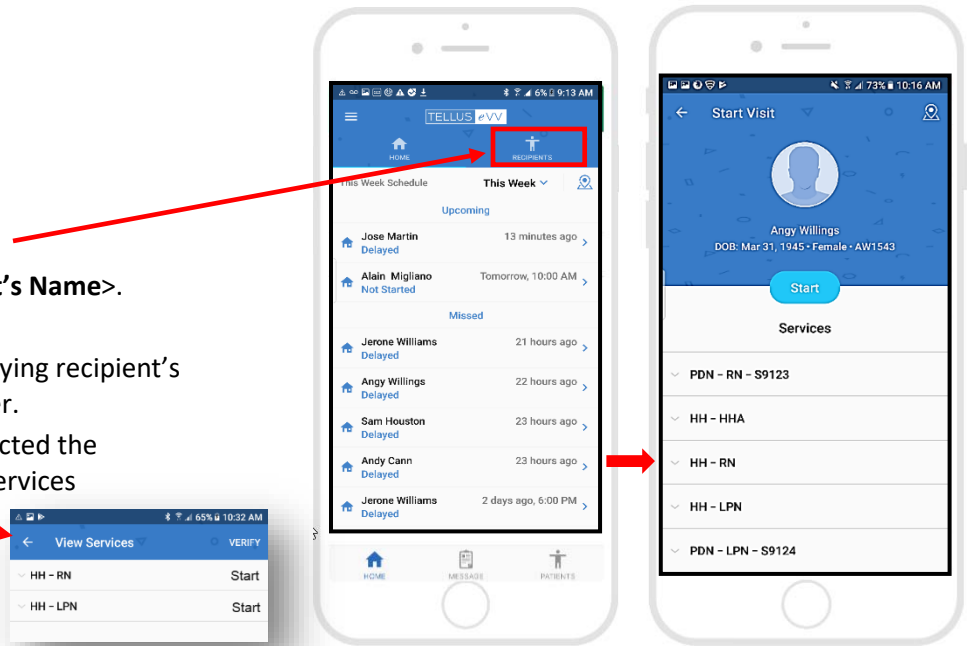
- 1 Settings 
- 2 Home 
- 3 Schedule Period 
- 4 View Recipient 
- 5 Navigation Icon 
- 6 Appointment List 

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## PROCESSING VISITS

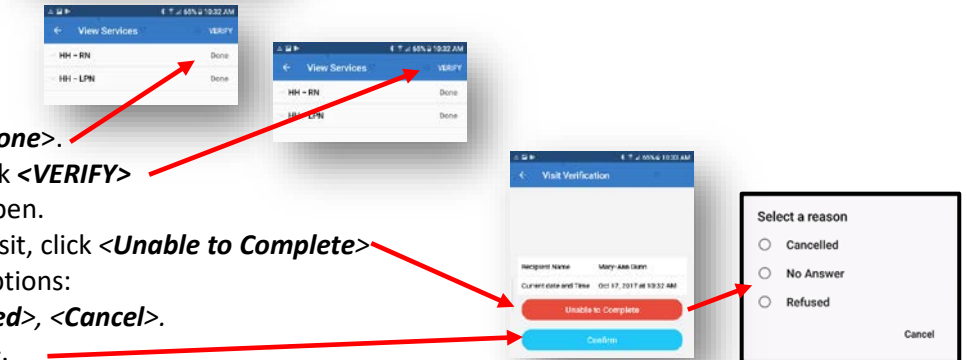
### Starting a Visit

1. Click **<Recipients>** on Home Menu.
2. When screen opens click **<Recipient's Name>**.
3. Click **<Start >**.
4. The **<Start Visit>** Page opens, displaying recipient's name, appointment status and timer.
5. After the start button has been selected the services screen will open with the services that need to be performed.
6. Click **<Start>** to begin session timer.
7. Time will begin counting down.



### Completing a Visit

1. When session is completed click **<Done>**.
2. When all services are complete, click **<VERIFY>**
3. The Visit Verification window will open.
4. If you are unable to complete the visit, click **<Unable to Complete>** pop-up box appears with four (4) options: **<Cancelled>**, **<No Answer>**, **<Refused>**, **<Cancel>**.
5. Click your desired option **<Confirm>**.



### Ending a Visit

1. The **<Recipient Signature>** screen appears with the recipient's name with visit's time and date.
2. Click **<Sign/Unable to sign reason>** if you need to change to person signing or you are unable to get a signature.
3. The **<Select Reason>** window will open.
4. Select the reason.
5. If you can obtain a signature, have them sign on the space provided.
6. Click **<Next>**.
7. You will receive a prompt **<Verify visit successfully>**, click **<Ok>**.
8. Visit is verified.

