

APPOINTMATE COMPANION (MOBILE EVV)

AppointMate's Companion product is an EVV (Electronic Visit Verification) tool that using GPS tracking to allow caregivers to clock in and out when they are at a customer's location. Caregivers must be within a set distance from the consumer's home, based on GPS location, in order to clock in/out of an appointment.

To use AppointMate Companion:

1. Turn your phone's location settings "on" for the browser you choose to use.
2. Go to <https://cga.appointmate.com/companion> on your smart phone or mobile device.
3. Enter your user name and password
 - a. User name is your email address
 - b. Password is the same as you use to log into AppointMate to see your schedule. Call your local office if you do not know this password
4. Click on the left icon that looks like a **calendar**. Your schedule for the day will appear.
5. Next to the customer's name you will see three icons.
6. **Click on the middle icon (a clock with a small "i") to clock in.**
7. Once the caregiver chooses to clock in/out, Companion will prompt the caregiver to enter their 4-digit PIN. *This is the same 4-digit PIN that the caregiver uses to clock in/out of Telephony.*
8. The Companion will indicate that the caregiver has clocked in/out successfully.
9. To clock out, complete steps 1 – 8, changing only step 6. **To clock out, you will instead click on the right icon (a clock with a small "o") to clock out.**
10. Once you clock out, the task application will automatically pop up on your screen. Click on each task, marking shifts as "completed" or "not completed" and then selecting "Done". Your screen will refresh and will now appear with a green check mark next to those tasks you have completed.
11. Close your browser at any time to finish clocking out.

