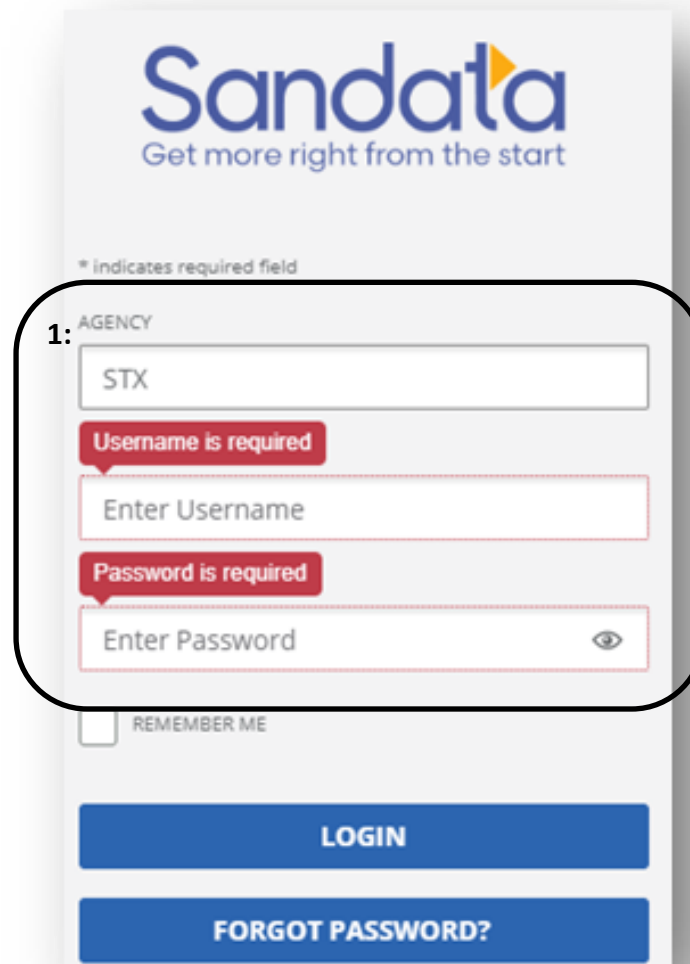# Approving and Viewing existing shifts in EVV

1: Log into the EVV portal on *EVV.Sandata.com* with the proper STX code

2: Click the 2nd tab down on your left to get to the "Visit Maintenance" screen to your left side.

3: Select the "Date Range" where adjustment is needed.

4: Find the "Filter Visits By"

5: Choose the dropdown and select "All Visits." Then "Search".

6: You will now see the existing shifts for the date range entered.

Note - *Only shifts in the "Verified" visit status can be approved.*

Client Name	Employee Name	Service	Visit Date	Call In	Call Out	Call Hours	Adjusted In	Adjusted Out	Adjusted Hours	Visit Status	Do Not Bill	Approved	Actions
6: Hamill, Julio	Lockman, Quentin	LAH Personal Care-SD	01/25/2024	08:00 AM	04:00 PM	08:00	08:00 AM	04:00 PM		Verified	☐	☐	✏
Hamill, Julio	Lockman, Quentin	LAH Personal Care-SD	01/24/2024	08:00 AM	04:33 PM	08:33	08:00 AM	04:33 PM		Incomplete	☐	☐	✏
Hamill, Julio	Lockman, Quentin	LAH Personal Care-SD	01/24/2024	08:00 AM			08:00 AM	10:00 AM	02:00	Omit	☑	☐	✏

7: Now to approve a shift you must check the box under "Approved".

Client Name	Employee Name	Service	Visit Date	Call In	Call Out	Call Hours	Adjusted In	Adjusted Out	Adjusted Hours	Visit Status	Do Not Bill	7: Approved	Actions
Hamill, Julio	Lockman, Quentin	LAH Personal Care-SD	01/25/2024	08:00 AM	04:00 PM	08:00	08:00 AM	04:00 PM		Verified	☐	☐	✎
Hamill, Julio	Lockman, Quentin	LAH Personal Care-SD	01/24/2024	08:00 AM	04:33 PM	08:33	08:00 AM	04:33 PM		Incomplete	☐	☐	✎
Hamill, Julio	Lockman, Quentin	LAH Personal Care-SD	01/24/2024	08:00 AM			08:00 AM	10:00 AM	02:00	Omit	☑	☐	✎

8: A message will pop up "You are going to approve visit(s). Are you sure you want to proceed?" Select "Ok".

You are going to approve visit(s). Are you sure you want to proceed?

8:

CANCEL OK
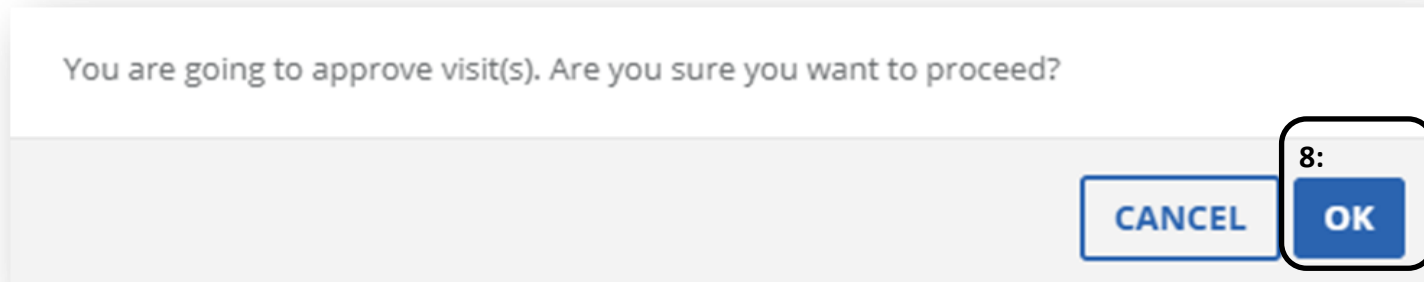
9: Another message will pop up "Success, visit is successfully updated".

You are now done!

9:

✓ **Success**
Visit is successfully updated. ✕