

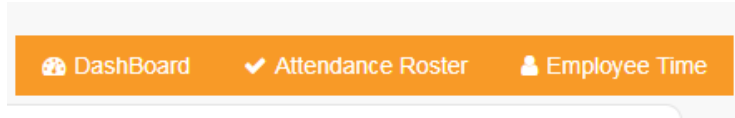


## eVero – Staff Edits

Punching In/Out, Starting and ending Sessions and Recording Outcomes are the three **REQUIRED** steps employees must enter on their phone at the time of service. If for some reason this is not possible, employees have 24 hours to make their own corrections. After 24 hours, employees will be required to come to EEDA to make changes.

To make changes within 24 hours of the service go to: <https://daweb.evero.com/Portal>  
The log in information is the same as your eVero App information.

On the home screen you will see:



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To **add** or **adjust** **punch in/out**  click:

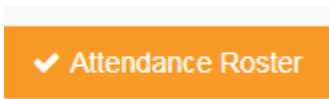
1. On the top of the page you have to select
  - a. the proper pay period,
  - b. the date or date range,
  - c. the program (com hab/respite/extended semp/intensive semp)
2. Click Refresh
3. You will see the record of your hours worked on the screen.

To add a missed punch: click the plus sign on the top right and add the information.

To edit an incorrect time: click on the time and correct the time(s) in the pop up box. Save.

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To **record** or **edit** a **Session** click:



1. On the top of the page fill in the following fields:
  - a. the date or date range
  - b. select the program (com hab/respite/extended semp/intensive semp)

- c. select the individual
2. Click Refresh
3. You will see the record of your sessions

To Add a session: click the plus sign on the top right and enter the information (start/end times)

To Edit a session: click on the incorrect time and adjust as necessary.

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To record or edit a **Daily Note (Outcome)** click:

An orange rectangular button with a white checkmark icon on the left and the text "Attendance Roster" in white font.

1. On the top of the page fill in the following fields:
  - a. the date or date range
  - b. select the program (com hab/respice/extended semp/intensive semp)
  - c. select the individual
2. Click Refresh
3. You will see the record of your sessions

Click on the **BLUE** fraction (1/2, 0/3, 2/4 etc)

Click the blue **VIEW** button

Click on **EDIT** at the bottom of the window

Enter corrections or add information

Save

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**FOR ANY ISSUES – CLICK ON “REPORT AN ISSUE” AND TYPE YOUR ISSUE IN. WE WILL FOLLOW UP WITH THE EMPLOYEE.**

**OR**

**CALL 631-369-7345 EXT 161 (LEAVE A MESSAGE IF THERE IS NO ANSWER). THIS IS THE OFFICE MAIN LINE AND MONITORED DAILY**