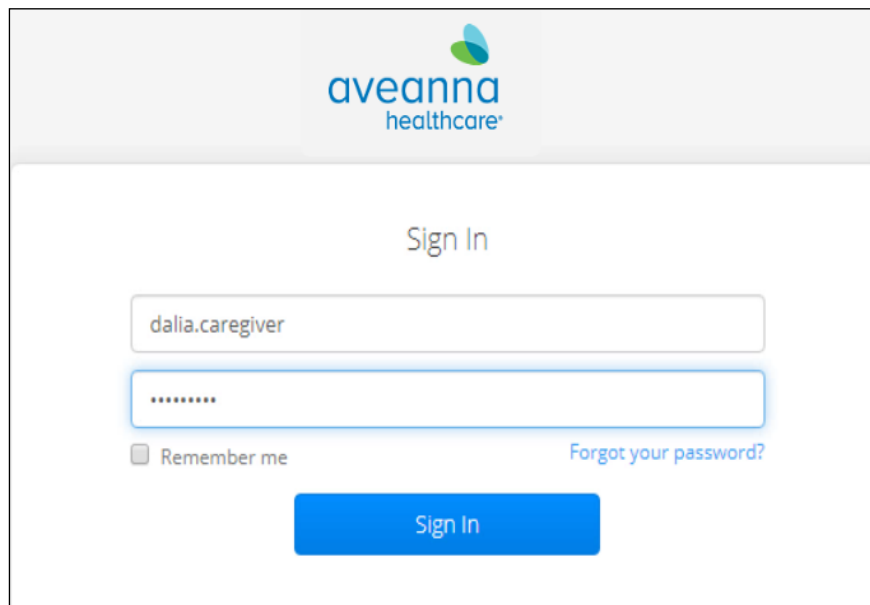



- ◆ Login to WebPortal with your Username and Password
- ◆ Contact your local AveannaCare branch if you do not know your username and/or password
- ◆ Find your local branch at: [aveannasupportservices.com](http://aveannasupportservices.com)



The screenshot shows the AveannaCare Sign In page. At the top is the Aveanna Healthcare logo. Below it is the text "Sign In". There are two input fields: the first contains the username "dalia.caregiver" and the second contains a masked password "\*\*\*\*\*". Below the password field is a checkbox labeled "Remember me" and a link "Forgot your password?". At the bottom is a blue "Sign In" button.

To create a new punch:

1. Select "Add Entry" Button



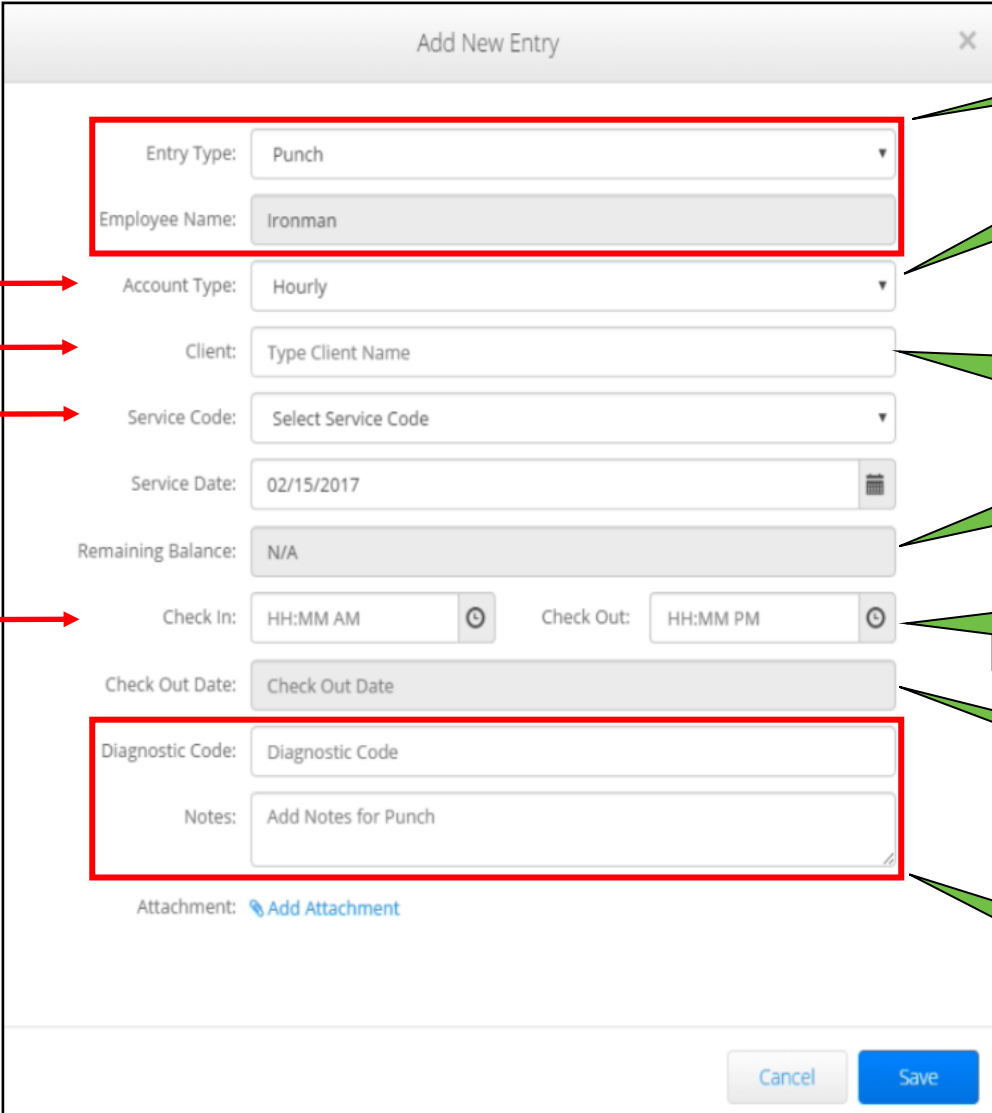
The screenshot shows the AveannaCare Dashboard. On the left is a navigation menu with items: DASHBOARD, ENTRIES, ACCOUNTS, PROFILE CERTIFICATION, SCHEDULES, and AVAILABILITY. The main content area shows "Home > Dashboard". In the top right corner, there is a blue "Add Entry" button highlighted with a red box. A red arrow points from a circled "1" in the step above to this button. Below the button are two summary cards: "Overtime Gauge" for the period 02/12/2017 to 02/18/2017, showing a legend with green (0-30), orange (30-40), and red (40+) indicators; and "Total Hours" for the same period, showing "Approved Hours: 3.00" and "Pending Hours: 0.00".

Continued on the next page

# Creating a Punch – Web

To create a new punch:

2. Select drop down triangle to select “Account Type”
3. Enter client name in “client” field; select appropriate name when it appears
4. Select appropriate service code
5. Select Check-in and Check-out times
6. Review information for accuracy; Select Save



The screenshot shows the 'Add New Entry' form with the following fields and callouts:

- Entry Type:** Punch (dropdown menu, highlighted with a red box and callout 2: "Entry Type & Employee Name fields will be pre-filled")
- Employee Name:** Ironman (text field, highlighted with a red box and callout 2: "Entry Type & Employee Name fields will be pre-filled")
- Account Type:** Hourly (dropdown menu, callout 3: "Only options specifically related to you will appear")
- Client:** Type Client Name (text field, callout 4: "Only relevant service codes for this client will appear")
- Service Code:** Select Service Code (dropdown menu, callout 4: "Only relevant service codes for this client will appear")
- Service Date:** 02/15/2017 (calendar icon)
- Remaining Balance:** N/A (callout: "Remaining Balance field will show total left for the authorization")
- Check In:** HH:MM AM (clock icon) and **Check Out:** HH:MM PM (clock icon) (callout 5: "Enter times manually or used clock icon")
- Check Out Date:** Check Out Date (callout: "Check Out Date automatically populates")
- Diagnostic Code:** Diagnostic Code (text field, highlighted with a red box and callout 6: "Nothing is required for these fields")
- Notes:** Add Notes for Punch (text area, highlighted with a red box and callout 6: "Nothing is required for these fields")
- Attachment:** Add Attachment (link)
- Buttons:** Cancel and Save (callout 6: "Nothing is required for these fields")