

welcome to The Envista App

**Pick up shifts. Check your schedule.
Submit hours.**

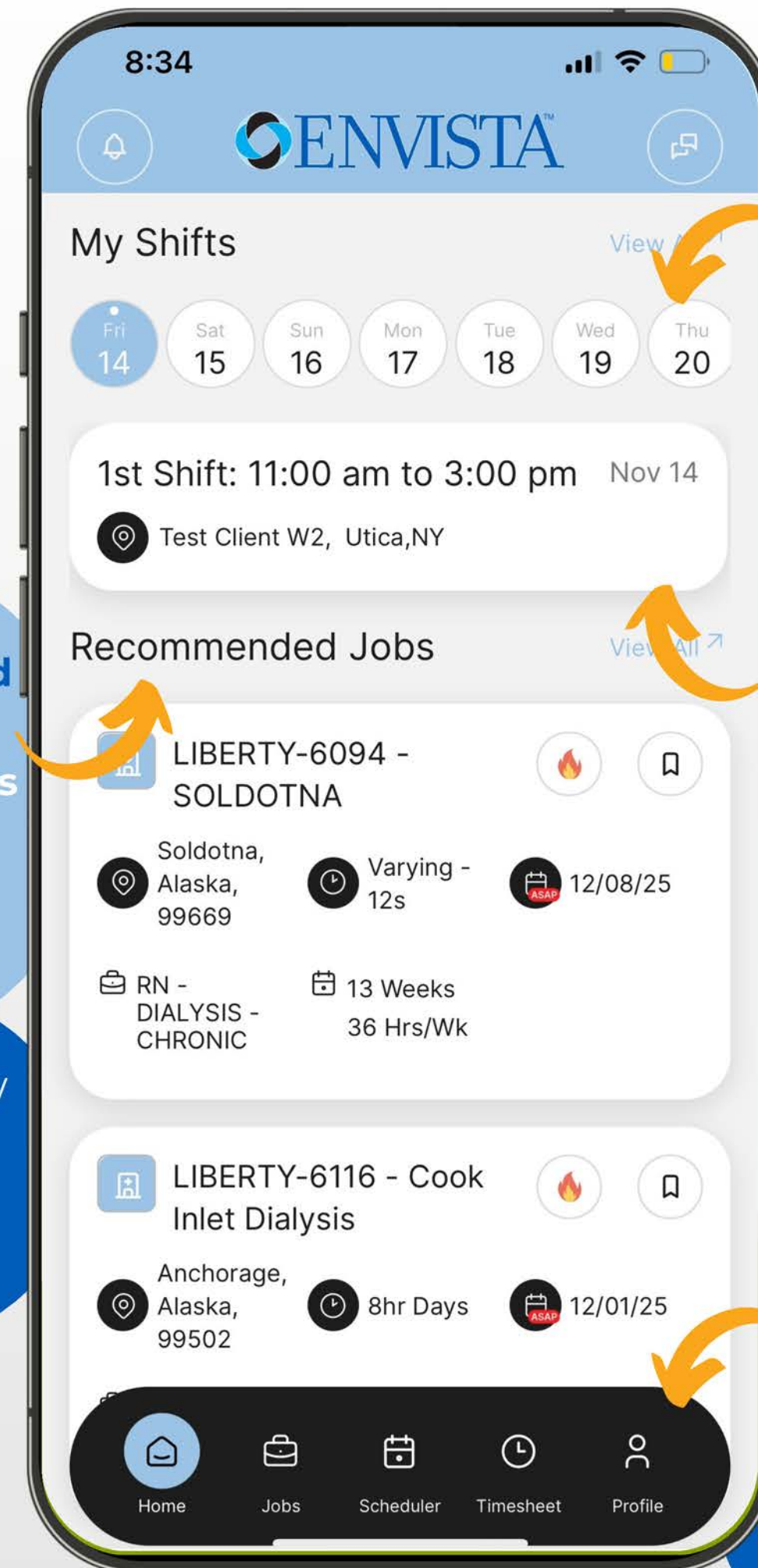
**Everything you need, right on your phone.
No Browser Required.**

**This is your Home screen — your quick
snapshot of everything important for the
week.**

- See your confirmed shifts for the next 7 days in My Shifts
- View Today's Shifts at a glance
- Scroll to see Recommended Jobs tailored to your specialty and location
- Tap any shift or job card for full details

**Use the Menu Bar at the bottom for quick
navigation:**

- Jobs – find and apply to open shifts
- Scheduler – view your calendar
- Timesheets – submit hours
- Profile – update your information



My Shifts shows confirmed shifts scheduled for the next 7 days.

Today's Shifts

Recommended Jobs suggests travel assignments matched to your specialty and location.

We'll show you where Per Diem **Shifts** are next!

Your Menu bar allows for easy navigation to **Jobs** (for shift pickup), **Scheduler** (for calendar viewing), **Timesheets** (for time entry and to your **Profile**).

how to pick up Shifts

Use the Envista App to browse open shifts and submit your request.

- Tap **Jobs** from the main menu at the bottom.
- Select **Shifts** at the top of the screen to view available posted shifts.
- Adjust your filters (distance, specialty, etc.) as needed.
- Scroll through the list and find the shift you want.
- Tap the shift to be brought through to details and application.
- Tap **Apply to This Shift** to submit your request.

Your request is immediately sent through to our Scheduling team for confirmation and is visible upon refresh on your Scheduler as an application (in blue).

Tap to **Filter**.

Select **Shifts** here - it should be highlighted blue to indicate you're viewing Per Diem Shifts.

When you find a shift you want to request, just tap through to be brought through to the application screen.

Then click **Apply to This Shift**.

It's that easy!

The image displays the Envista app interface. At the top, there's a status bar with the time 12:01 and signal/battery icons. Below that is the Envista logo. The main menu has two buttons: 'Jobs' and 'Shifts'. The 'Shifts' button is highlighted in blue. To the right of the 'Shifts' button is a 'Distance' filter with a dropdown arrow. Below the menu is a list of shifts. Each shift card includes the employer name, location, shift type, and date. The first two cards are for 'Envista Michigan 1099 Setup' in Grand Rapids, MI, with a shift type of 'LPN/LVN, LONG TERM CARE' and 'RN, LONG TERM CARE (LTC)' respectively. The third card is for 'MVHS REHABILITATION AND NURSING CENTER' in Utica, NY, with a shift type of '2nd Shift: 2:30 pm to 10:30 pm'. A bottom navigation bar contains five icons: Home, Jobs, Scheduler, Timesheet, and Profile. The 'Jobs' icon is highlighted in blue.

view shifts on the Scheduler

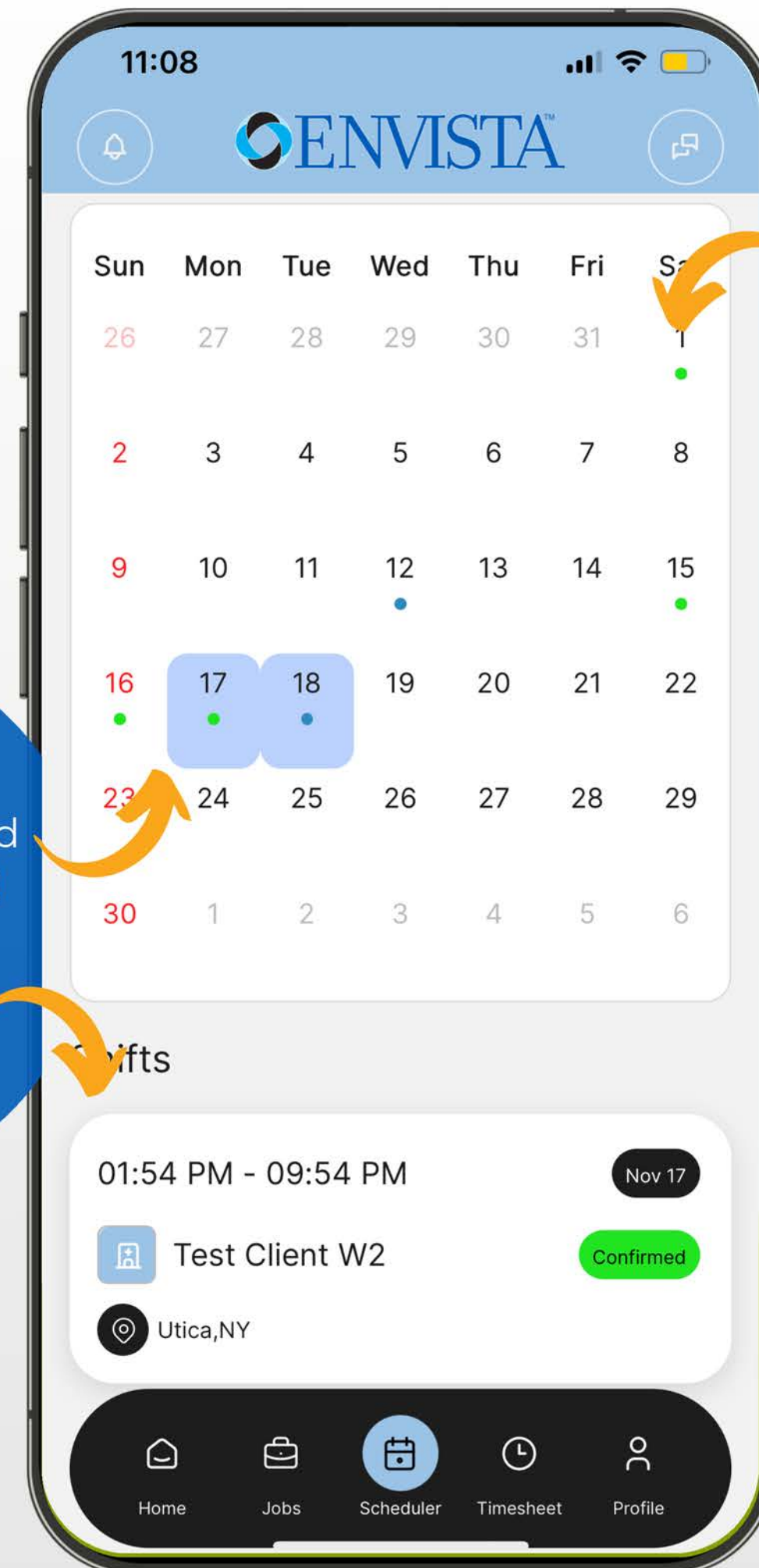
The Scheduler tab is your Envista calendar — all your shifts, any client will be here.

Shifts are color-coded so you know your status at a glance:

- **Blue** = Applied
- **Green** = Confirmed

Please note: Requested shifts will appear on the Scheduler in **blue**. They will temporarily disappear from the calendar while pending facility confirmation. Once confirmed they will reappear in green.

All scheduling changes or cancellations still need to be reported by calling (616) 773-2100.



Shifts are represented on the Scheduler as dots and are color-coded.

- Green = confirmed
- Blue = applied

Click a day in the calendar portion and any shifts - confirmed or applied - will show below under **Shifts**.

how to enter Timesheets

Complete a physical timecard - and then log into the Envista App to add and submit hours digitally.

- Print, fill out, and complete your timecard.
- Log in to the Envista App to enter your hours digitally.
- Navigate to **Timesheets** from the main menu.
- Select **Log** at the top of the page.
- Find the shift you need to enter time for and double tap. *(This brings you to the screen shown at right.)*
- Enter your Start Time, End Time, and Lunch (in minutes).
- Attach a photo of the physical timecard by clicking **Upload Documents**. Either take a photo or upload a photo from your gallery - the app will guide you.
- Check the box to **Submit Final Hours for the Week**.
- Click **Submit**

Click **Upload Docs** to add a photo of your paper time card to your digital timesheet.

You can even take a photo from within the app!
No need to snap a photo before logging in!

Enter your Start Time, End Time and Lunch (in minutes) here.

Remember to click the **Submit Final Hours for this week** box before Submitting.

This **does** finalize your time - you won't be able to edit after submitting.

The screenshot shows the 'Add Logs' screen in the Envista App. At the top, the status bar shows 1:59, signal strength, Wi-Fi, and battery. The app header is 'Add Logs' with a back arrow. The main title is 'Test Michigan 1099 Setup' with an info icon. Below this are two time pickers: 'Start Time' set to 08:00 AM and 'End Time' set to 05:00 PM. An arrow points from the 'End Time' picker to the text 'Enter your Start Time, End Time and Lunch (in minutes) here.' Below the time pickers is a 'Charge Hours' section with a text input field labeled 'Hours'. Below that is a 'Lunch (min.)' section with a text input field containing '30'. An 'On Call' toggle switch is to the right. Below these are two summary boxes: 'Total Hours 03.50 hrs' and 'Total Weekly Hours 08.50 hrs'. Below the summary boxes are three buttons: 'Upload Docs' (with a camera icon), 'Add Expenses' (with a plus icon), and 'Add Comments' (with a plus icon). At the bottom, there is a checkbox labeled 'Submit final hours for this week' which is checked, and a large blue 'Submit' button. An arrow points from the 'Upload Docs' button to the text 'Click Upload Docs to add a photo of your paper time card to your digital timesheet.' Another arrow points from the 'Submit' button to the text 'Remember to click the Submit Final Hours for this week box before Submitting.' A third arrow points from the 'Submit final hours for this week' checkbox to the text 'This does finalize your time - you won't be able to edit after submitting.'