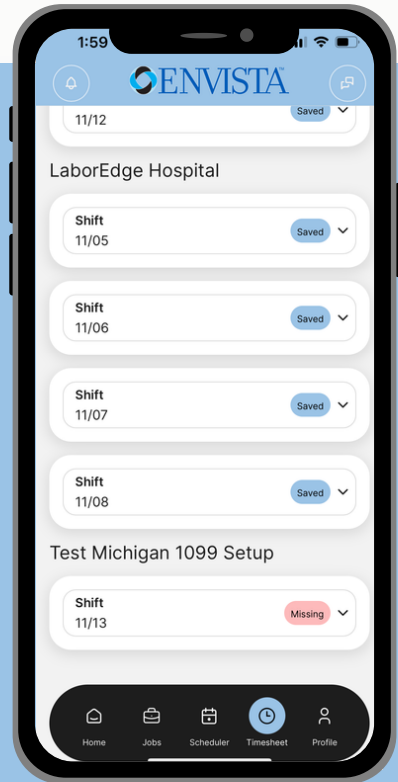


# ENVISTA ACCESS PORTAL CHEAT SHEET

## WEB VIEW VS MOBILE APP



### Mobile App

#### Use it for:

- Viewing Schedule
- Picking up Shifts
- Entering Time

#### Why we love it: IT'S EASY AND FAST TO USE

- No Browser. No Tabs. Just Tap to Login.
- FaceID/Fingerprint Login - in fast/out fast.
- Built for Active Staff

**NOTE: The App does not currently offer Credentialling.**

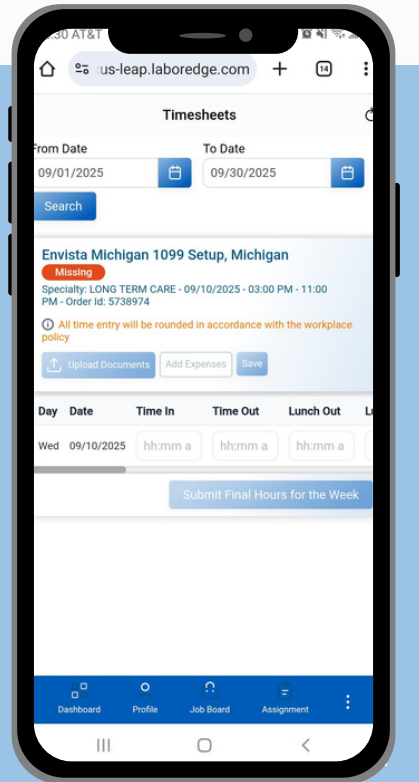
### Web Portal

#### Use it for:

- View Schedule, Pick up Shifts, Enter Time ... AND
- Upload Credentialling and Resumes
- Take Skills Checklists or UNA Exams

#### Why we love it: IT'S FULL SERVICE

- All pre-submittal and pre-name clear work
- Our access point for credentialling - even for Active Temps
- Links to signable documents
- Everything you can do on the App - and more!



### Shift Pickup: App vs Web

**App Navigation:** Click **Jobs** at the bottom. Select **Shifts** at the top to see posted shifts. Adjust filters. Find the shift you want - then tap the **Apply to This Shift** button to request.

**Web Portal Navigation:** Select **Shifts** from the main menu. Find the shift you want - then tap the **APPLY** button to request.

**Key Difference:** In the App, users select Jobs from the bottom menu, then select Shifts at the top. They also must select the shift to see the **Apply** button.

### Timekeeping: App vs Web

**App Navigation:** Tap **Timesheet** → **Log**. Select the shift by double tapping. Enter start, end, lunch (minutes). Tap **Upload Docs** → Take a photo or select from your Gallery. Tap **Save and Upload**. Check **Submit Final Hours for This Week** → Tap **Submit**.

**Web Portal Navigation:** Select **Timesheets** from the main menu. Open the correct week. Enter start, end, lunch (minutes). Click **Upload Documents** → choose photo → **Upload**. Click **Submit Final Hours for the Week** → **Confirm**.

**Key Difference:** For both you must complete a physical time card. In the app, navigate to Log after selecting Timesheet. Also, you can take the photo right from the time card.

