

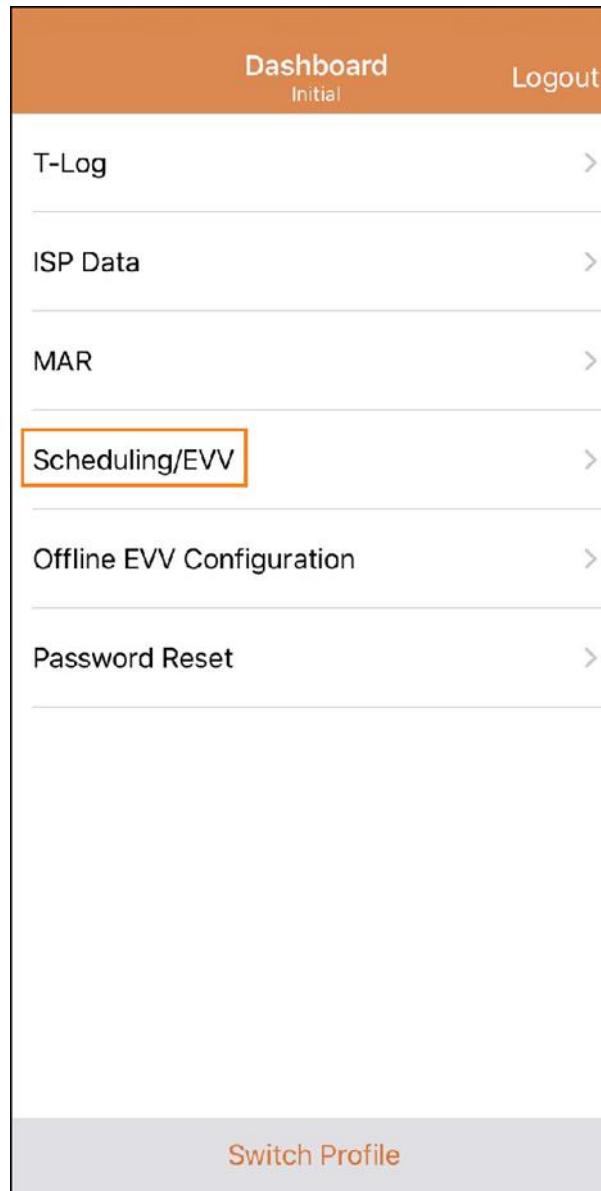
## Uburyo bwo Kugena Ibihe byo Kugenzura Kwinjira/Kugenzura Gusohoka ku bikoresho bya Apple

Ababikoresha bazabasha kwinjira Scheduling module (mu gice cya modire) yifashishwa mu kugena ibihe banyuze ku Dashboard (Igaragaza ryabo ry'ibipimo) iyo Mobile Scheduling (uburyo bwo guteganya igihe k'igikorwa kuri Telefoni Igandanwa) bufunguye ku muntu utanga serivisi.

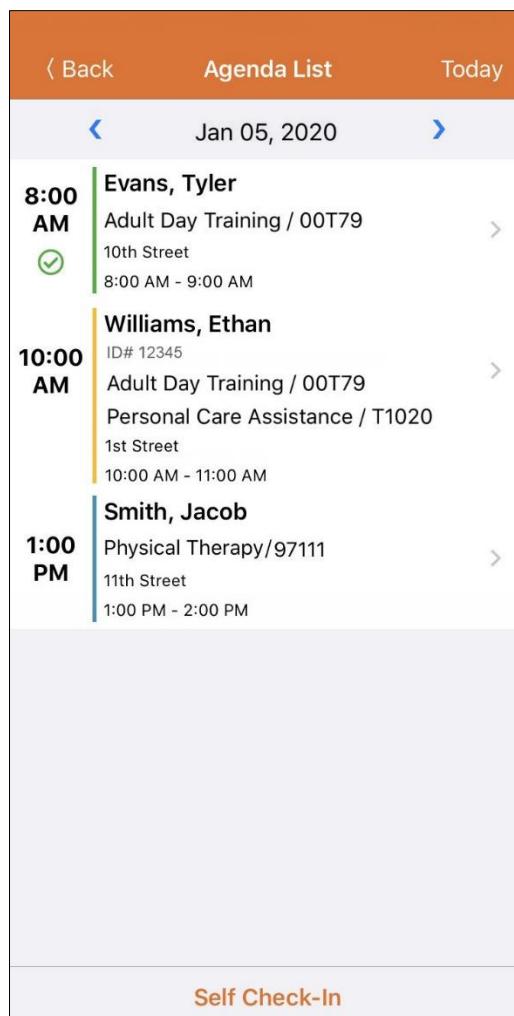
1. Kuri paji yo Login (Kwinjira), andikamo Login Name, Password (Izina Rikoreshwa mu Kwinjira, Ijambobanga), na Provider Code (Kode y'Utanga Serivisi).



2. Kanda ku mahitamo ya **Scheduling/EVV** (Uburyo bwo Guteganya Ibihe/EVV) ku Dashboard (Igaragaza ry'Ibipimo) ryawe.



3. Ibiri ku ngengabihe birebana n'itariki yihariye bizashyirwa ku rutonde kuri paji y' 'Agenda List' (Urutonde rw'Ibiteganyijwe kuri Ajenda). Ushobora guhindura amatariki ukenze ku twambi tw'ubururu tureba imbere n'utureba inyuma. Igenabihe zizajya mu ibara rya kode hakurikijwe ibi bikurikira:
- Icyatsi kibisi: zarangiye
  - Umuhondo: Ntizirarangira
  - Ubururu: Zemejwe
  - Akamenyetso kavivura k'icyatsi: Zagenzuwe



Time	Client	Service / ID	Address	Time
8:00 AM	Evans, Tyler	Adult Day Training / 00T79	10th Street	8:00 AM - 9:00 AM
10:00 AM	Williams, Ethan	Adult Day Training / 00T79	ID# 12345	Personal Care Assistance / T1020
1:00 PM	Smith, Jacob	Physical Therapy/97111	11th Street	1:00 PM - 2:00 PM

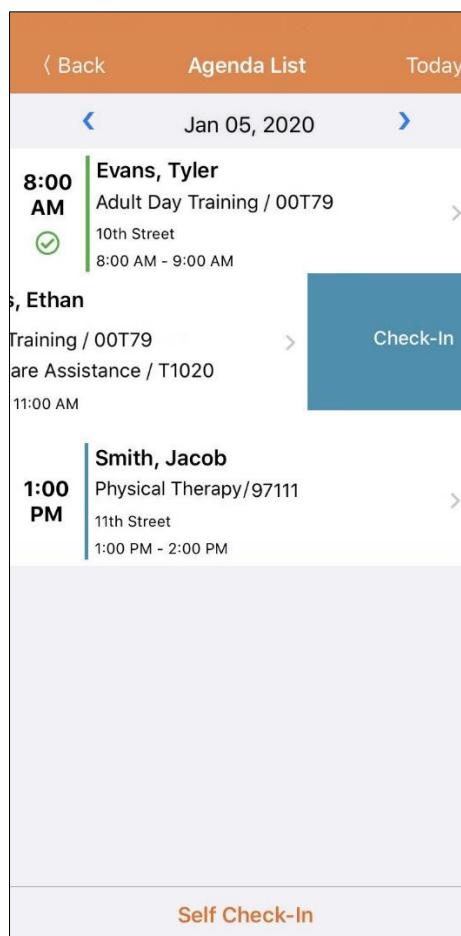
**Self Check-In**

Akadirishya kifashishwa mu Kugenzura kwinjira no Kugenzura Gusohoka ku buturo kamara amasaha 18.

- **Kugenzura Kwinjira**
- **Kugenzura Gusohoka**
- **Kugira igitekerezo wongeramo**
- **Kugenzura**

## Kugenzura Kwinjira

1. Abakoresha bashobora gukanda n'intoki kuri buto ya **Check-In (Kugenzura)** bakanze kuri ajenda kuri paji y' 'Agenda List' (Urutonde rw'libiru kuri Ajenda), cyangwa bakanyereza bagana ibumoso kugira ngo barebe igikorwa gikenewe cyo Check-In (Kugenzura Kwinjira) gisabwa gukorwa kandi bashobora gukanda kuri icyo gikorwa kugira ngo bahite bajya kuri iyo paji.



( Back      Agenda Record  
Jan 05, 2020

**Ethan Williams**  
ID# 12345  
10:00 AM - 11:00 AM  
SCH-DEMO-HEY4N8EYNYUL9

Service 1: Adult Day Training / 00T79  
Service 2: Personal Care Assistance / T1020  
Service 1 Duration: 20 (Minutes)  
Service 2 Duration: 40 (Minutes)  
Program: 1st Street  
Billable: Yes  
IVR Phone: 111-111-1111  
Start Address: 123 Main Street, Anytown, CT 12345, USA  
End Address: 123 Main Street, Anytown, CT 12345, USA

(i)

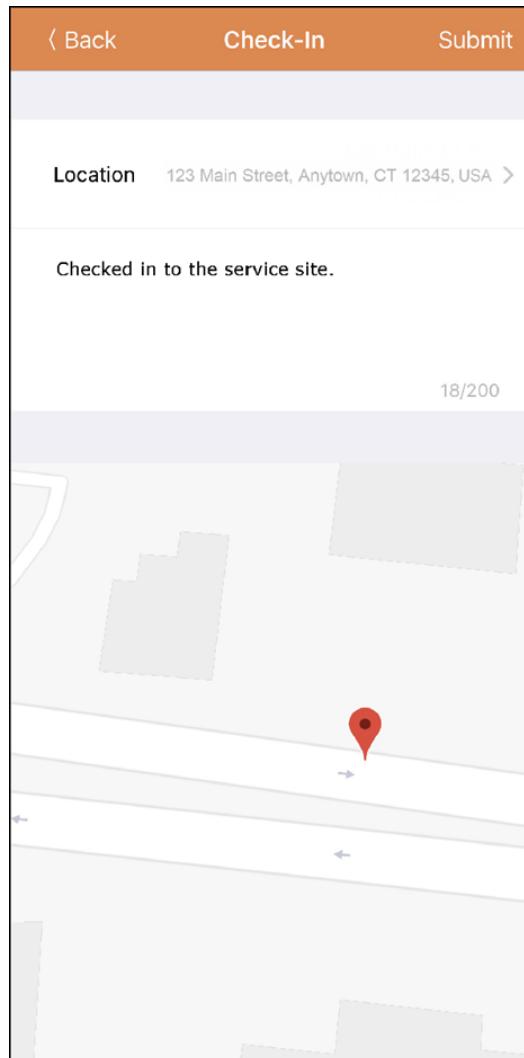
CHECK-IN  
[Check-In](#)

CHECK-OUT  
[Check-Out](#)

COMMENT  
[Add a comment](#)

VERIFICATION  
[Verify](#)

2. Mu gihe cyo Kugenzura kwinjira, abakoresha bashobora guhitamo aderesi isobanura neza kurusha izindi aho baherereye magingo aya kandi bashobora kongeramo ibitekerezo.



3. Abakoresha basabwa kongeramo Check-In comment (igitekerezo ku gikorwa cyo kugenzura Kwinjira) iyo binjiye atari mu gihe k'iminota 15 y'akadirishya k'ubuturo bugendera ku igenabihe.

Outside 15 minutes window. Check-In Comment Required

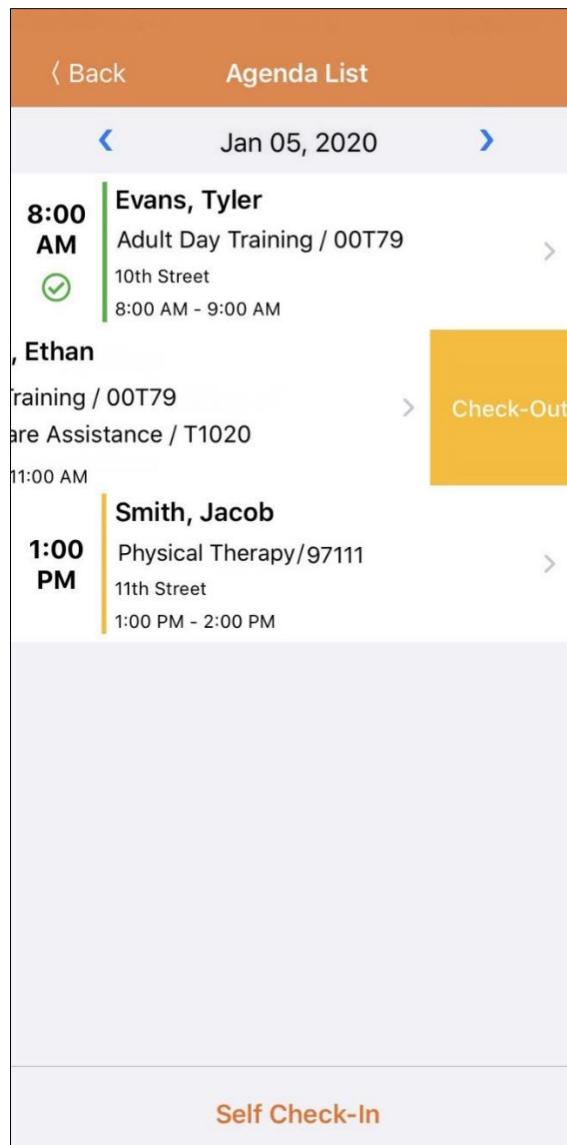
4. Abakoresha bazakira ubutumwa nyuma yo Check-In(Kugenzura Kwinjira) bwemeza ko byagenze neza.

<a href="#">Back</a>	<b>Agenda Record</b> Jan 05, 2020
 <b>Ethan Williams</b> ID# 12345 10:00 AM - 11:00 AM SCH-DEMO-HEY4N8EYNYUL9	
<b>Service 1:</b> Adult Day Training / 00T79 <b>Service 2:</b> Personal Care Assistance / T1020 <b>Service 1 Duration:</b> 20 (Minutes) <b>Service 2 Duration:</b> 40 (Minutes) <b>Program:</b> 1st Street <b>Billable:</b> Yes <b>IVR Phone:</b> 111-111-1111 <b>Start Address:</b> 123 Main Street, Anytown, CT 12345, USA <b>End Address:</b> 123 Main Street, Anytown, CT 12345, USA	
<b>CHECK-IN (MOBILE)</b>	
Time	01/05/2020 10:00 AM
Location	123 Main Street, Anytown, CT 12345, USA
<b>Comment</b> Checked in to the service site.	
<b>CHECK-OUT</b>	
<a href="#">Check-Out</a>	
<b>COMMENT</b>	
<a href="#">Add a comment</a>	
<b>VERIFICATION</b>	
<a href="#">Verify</a>	

Check-In has been successful

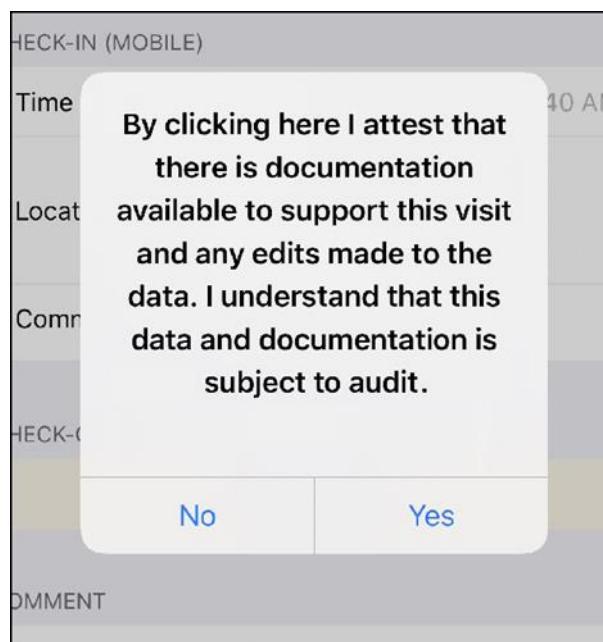
## Kugenzura Gusohoka

- Ihuza rya **Check-Out (Kugenzura Gusohoka)** rifugunguka iyo ukoresha yinjiye. Abakoresha bashobora gukanda n'intoki kuri buto ya **Check-Out (Kugenzura Gusohoka)** bakanze kuri ajenda mu biri kuri paji y' 'Agenda List' (Urutonde rw'Ajenda), cyangwa bakanyereza bagana ibumoso kugira ngo barebe igikorwa gikenewe cyo Check-In (Kugenzura Kwinjira) gisabwa gukorwa kandi bashobora gukanda ku gikorwa kugira ngo bahite bajya kuri iyo paji.



Agenda Record Jan 05, 2020	
 Ethan Williams ID# 12345 10:00 AM - 11:00 AM SCH-DEMO-HEY4N8EYNYUL9	<a href="#">(i)</a>
Service 1: Adult Day Training / 00T79 Service 2: Personal Care Assistance / T1020 Service 1 Duration: 20 (Minutes) Service 2 Duration: 40 (Minutes) Program: 1st Street Billable: Yes IVR Phone: 111-111-1111 Start Address: 123 Main Street, Anytown, CT 12345, USA End Address: 123 Main Street, Anytown, CT 12345, USA	
CHECK-IN (MOBILE)	
Time	01/05/2020 10:00 AM
Location	123 Main Street, Anytown, CT 12345, USA >
Comment	Checked in to the service site.
CHECK-OUT	
<a href="#">Check-Out</a>	
COMMENT	
<a href="#">Add a comment</a>	
VERIFICATION	
<a href="#">Verify</a>	

2. Bakimara gukanda ku ihuza rya **Check-Out (Kugenzura Gusohoka)** ubutumwa bw'ikemezo bwigaragaza mu gihe cyo kugenzura gusohoka iyo **Attestation (Ikemezo)** gifunguye ku muntu utanga serivisi.



3. Mu gihe cyo kugenzura gusohoka, abakoresha bashobora guhitamo aderesi isobanura neza kurusha izindi aho baherereye magingo aya kandi bakagira ibitekerezo bongeramo.

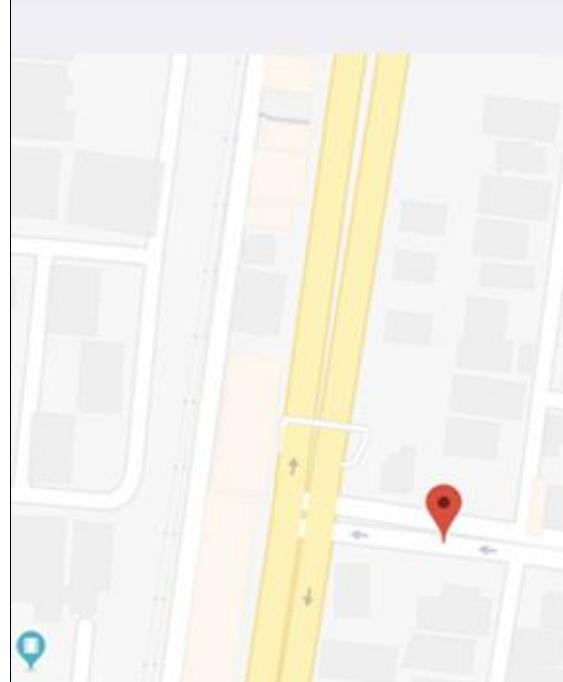
( Back      Check-Out      Submit )

**Location** 123 Main Street, Anytown, CT 12345 >

10

Checking out.

27/200



4. Abakoresha basabwa kongeramo Check-Out comment (igitekerezo ku gikorwa cyo kugenzura Kwinjira) iyo basohotse atari mu gihe k'iminota 15 y'akadirishya k'ubuturo bugendera ku igenabihe.

Outside 15 minutes window. Check-In Comment Required

5. Paji y' 'Agenda Record' (Inyandiko Ziri muri Ajenda) zizamera zitya nyuma yo kurangiza Kugenzura Kwinjira no Kugenzura gusohoka.

( Back
Agenda Record
Jan 05, 2020



**Ethan Williams**  
 ID# 12345  
 10:00 AM - 11:00 AM  
 SCH-DEMO-HEY4N8EYNYUL9

Service 1: Adult Day Training / 00T79
(i)

Service 2: Personal Care Assistance / T1020

Service 1 Duration: 20 (Minutes)

Service 2 Duration: 40 (Minutes)

Program: 1st Street

Billable: Yes

IVR Phone: 111-111-1111

Start Address: 123 Main Street, Anytown, CT 12345, USA

End Address: 123 Main Street, Anytown, CT 12345, USA

**CHECK-IN (MOBILE)**

Time	01/05/2020 10:00 AM
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**Location**

Location	123 Main Street, Anytown, CT 12345, USA >
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**Comment**

Comment	Checked in to the service site.
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**CHECK-OUT (MOBILE)**

Time	01/05/2020 11:00 AM
------	---------------------

**Location**

Location	123 Main Street, Anytown, CT 12345, USA >
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**Comment**

Comment	Checking out from site.
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**COMMENT**

[Add a comment](#)

## Kugira Igitekerezo Wongeramo

- Ihuza rya **Add a comment (Kongeramo Igitekerezo)** rituma ukoresha agira igitekerezo yongeramo.

[⟨ Back](#)

**Agenda Record**  
Jan 05, 2020

**Ethan Williams**  
ID# 12345  
10:00 AM - 11:00 AM  
SCH-DEMO-HEY4N8EYNYUL9

Service 1: Adult Day Training / 00T79  
 Service 2: Personal Care Assistance / T1020  
 Service 1 Duration: 20 (Minutes)  
 Service 2 Duration: 40 (Minutes)  
 Program: 1st Street  
 Billable: Yes  
 IVR Phone: 111-111-1111  
 Start Address: 123 Main Street, Anytown, CT 12345, USA  
 End Address: 123 Main Street, Anytown, CT 12345, USA

**CHECK-IN (MOBILE)**

Time	01/05/2020 10:00 AM
Location	123 Main Street, Anytown, CT 12345, USA >
Comment	Checked in to the service site.

**CHECK-OUT (MOBILE)**

Time	01/05/2020 11:00 AM
Location	123 Main Street, Anytown, CT 12345, USA >
Comment	Checking out from site.

**COMMENT**

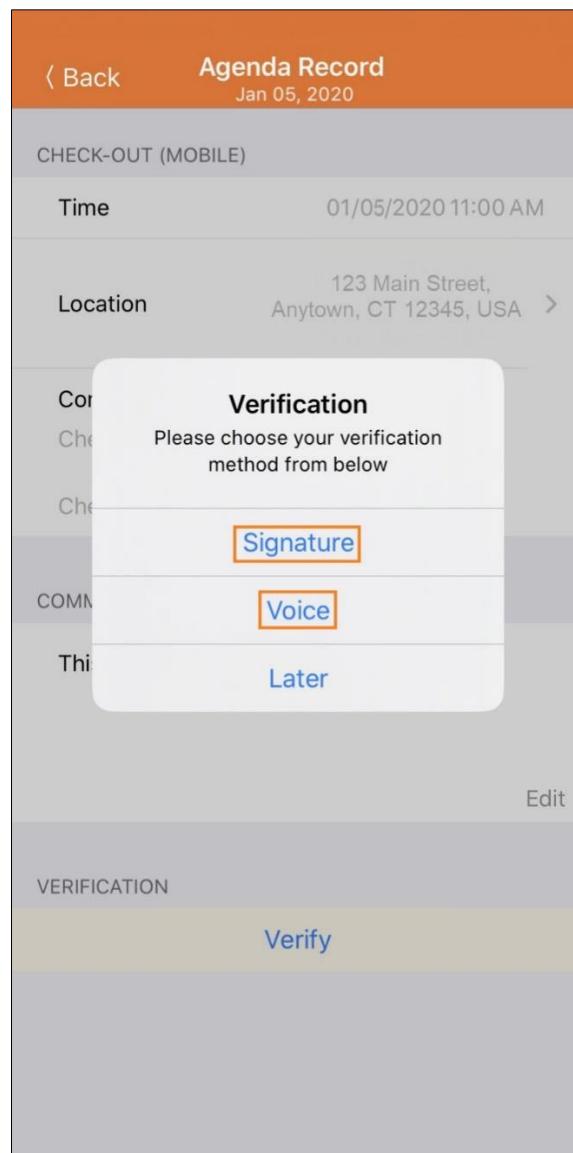
[Add a comment](#)

2. Igitekerezo gishobora guhindurwa nyuma ukenze kuri buto ya **Edit (Guhindura)**.

Agenda Record	
Jan 05, 2020	
CHECK-OUT (MOBILE)	
Time	01/05/2020 11:00 AM
Location	123 Main Street, Anytown, CT 12345, USA >
Comment	Checking out from site.
COMMENT	This service is for Ethan Williams.
<a href="#">Edit</a>	
VERIFICATION	
<a href="#">Verify</a>	

## Kugenzura

1. Buto ya **Verify (Kugenzura)** irafungurwa iyo kugenzura Kwinjira no kugenzura Gusohoka birangiyeye. Gukanda kuri buto ya **Verify (Kugenzura)** bizagaragaza amahitamo abiri yo kugenzura igenabihe. Guhitamo ihuza rya **Signature (Umukono)** bizatuma ukoresha abika umukono kugira ngo akore igenzura maze ahitemo ihuza rya **Voice (Ijwi)** bizatuma ukoresha afata ijwi kugira ngo akore igenzura.



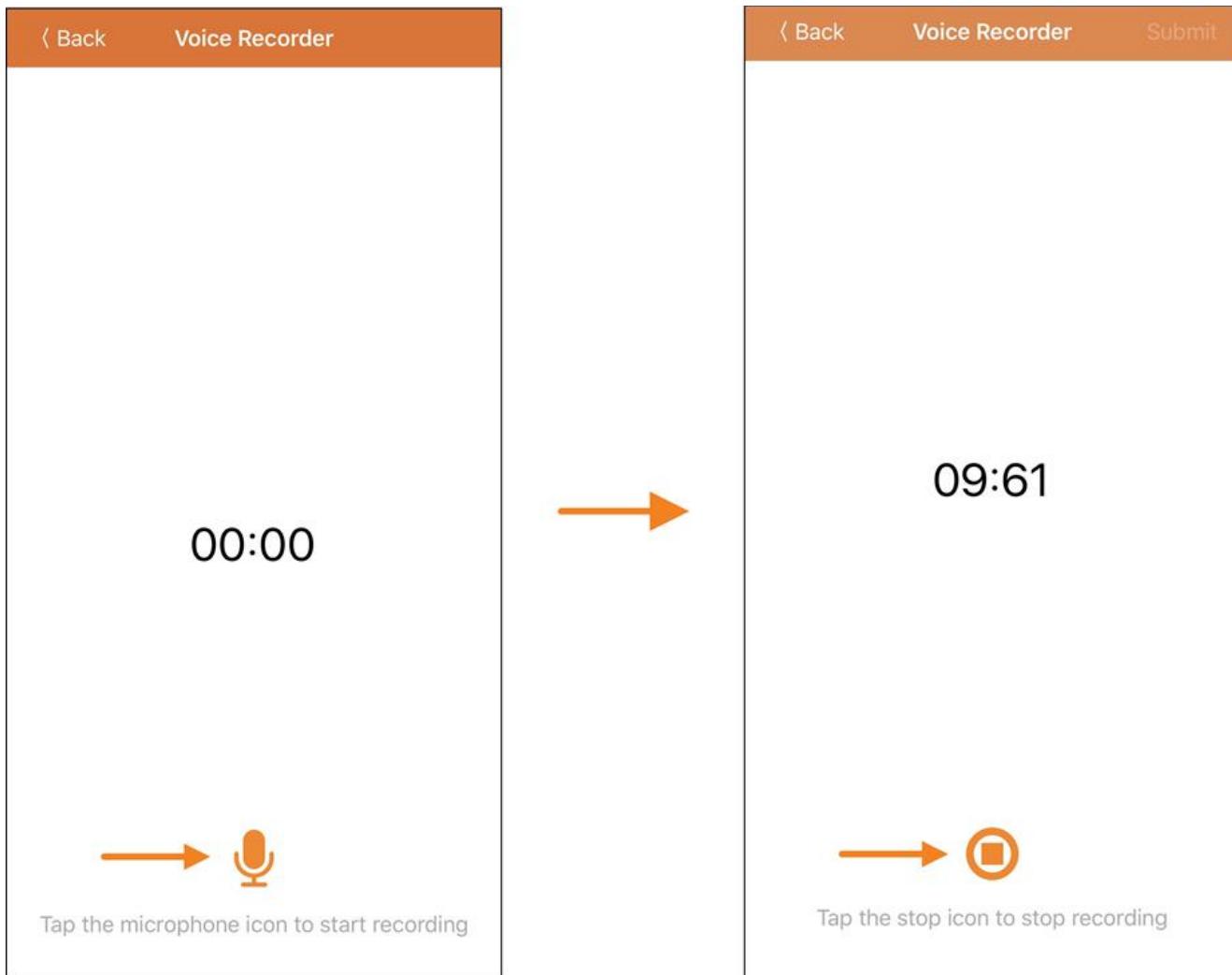
2. Kugira ngo ugenzure umukono, kanda ku ihuza rya **Signature (Umukono)**, paji izirambura aho abakoresha bashobora gushyira umukono. Nyuma yo gushyiramo umukono, abakoresha bashobora kohereza bakoresheje ihuza rya **Submit (Gushyikiriza)**, gusubira inyuma kuri paji bavuyeho bakoresheje buto ya **Back (Inyuma)**, cyangwa gusiba umukono bakoresheje buto ya **Clear (Hanagura)**.

( Back	Signature	Clear
		
 Submit		

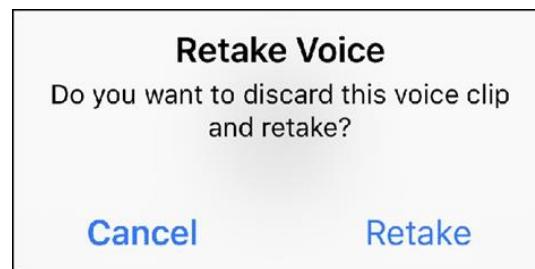
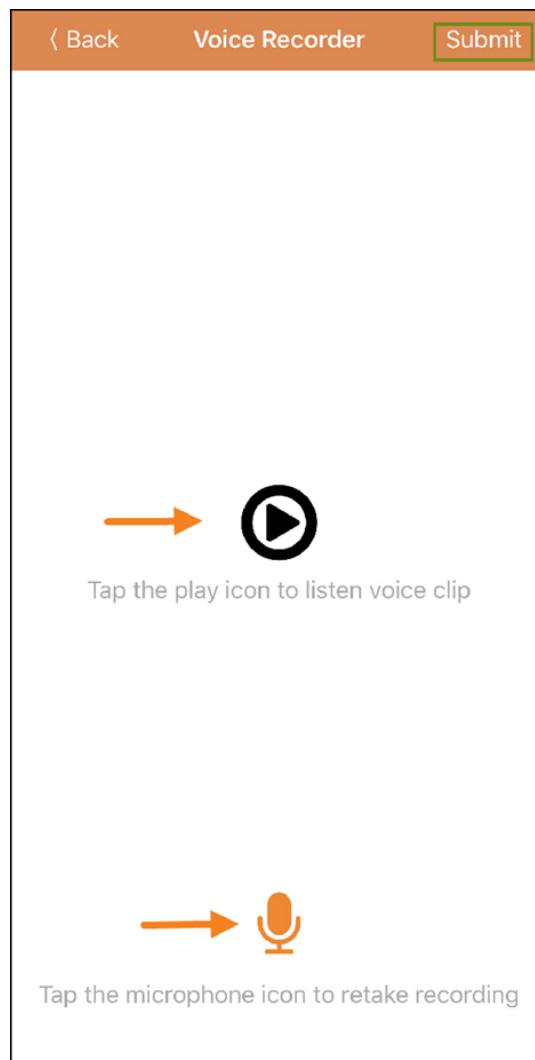
3. Nyuma yo kubika umukono no guhitamo buto ya **Submit (Gushyikiriza)**, ubutumwa bw'igenzura buzagaragara hejuru ku isonga ya paji y' 'Agenda Record' (Inyandiko Ziri muri Ajenda).

Agenda Record Jan 05, 2020	
<span style="color: green;">✓ Verified with Signature</span>	
 <b>Ethan Williams</b> ID# 12345 10:00 AM - 11:00 AM SCH-DEMO-HEY4N8EYNYUL9	
Service 1: Adult Day Training / 00T79 Service 2: Personal Care Assistance / T1020 Service 1 Duration: 20 (Minutes) Service 2 Duration: 40 (Minutes) Program: 1st Street Billable: Yes IVR Phone: 111-111-1111 Start Address: 123 Main Street, Anytown, CT 12345, USA End Address: 123 Main Street, Anytown, CT 12345, USA	
CHECK-IN (MOBILE)	
Time	01/05/2020 10:00 AM
Location	123 Main Street, Anytown, CT 12345, USA >
Comment Checked in to the service site.	
CHECK-OUT (MOBILE)	
Time	01/05/2020 11:00 AM
Location	123 Main Street, Anytown, CT 12345, USA >
Comment Checking out from site.	

4. Kugira ngo ugenzure ukoresheje ijwi, kanda ku ihuza rya **Voice (Ijwi)**, paji yo'Voice Recorder' (Gufata Ijwi) izagaragara. Gukanda ku ishusho rigaragaza indangururamajwi bitangiza gufata ijwi kugira ngo ryifashishwe mu igenzura. Ishusho ryo guhagarika rihagarika gufata amajwi. Ijwi rishobora gufatwa mu gihe kigera ku masegonda 10.



5. Nyuma yo gufata ijwi, ukoresha ashobora kumva ijwi yafashe akanze ku ishusho ryo gukina kandi ashobora gusubira gufata ijwi akanze ku ishusho ry'indangururamajwi. Buto ya **Submit (Gushyikiriza)** izohereza ijwi ryafashwe kugira ngo rigenzurwe.



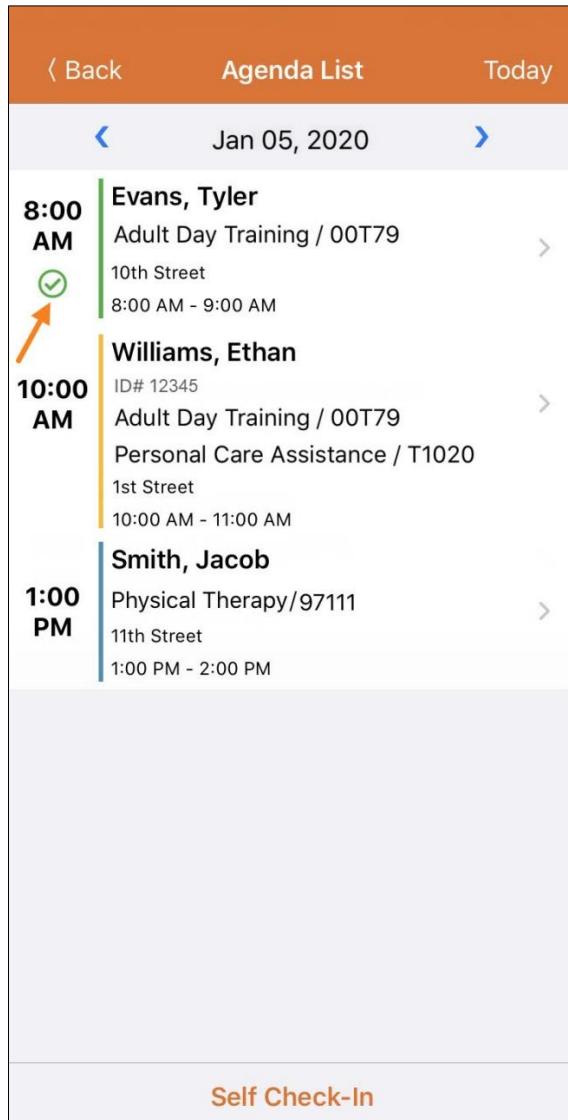
6. Nyuma yo gufata ijwi no guhitamo buto ya **Submit (Gushyikiriza)**, ubutumwa bw'igenzura buzagagaraga hejuru ku isonga ya mugaragaza.

Agenda Record Jan 05, 2020	
<input checked="" type="checkbox"/> Verified with Voice	
<b>Ethan Williams</b> ID# 12345 10:00 AM - 11:00 AM SCH-DEMO-HEY4N8EYNYUL9	
Service 1: Adult Day Training / 00T79 Service 2: Personal Care Assistance / T1020 Service 1 Duration: 20 (Minutes) Service 2 Duration: 40 (Minutes) Program: 1st Street Billable: Yes IVR Phone: 111-111-1111 Start Address: 123 Main Street, Anytown, CT 12345, USA End Address: 123 Main Street, Anytown, CT 12345, USA	
CHECK-IN (MOBILE)	
Time	01/05/2020 10:00 AM
Location	123 Main Street, Anytown, CT 12345, USA
Comment	Checked in to the service site.
CHECK-OUT (MOBILE)	
Time	01/05/2020 11:00 AM
Location	123 Main Street, Anytown, CT 12345, USA
Comment	Checking out from site.

Porogaramu ya Therap isaba uruhushy kugira ngo ifate ijwi yifashisha Voice Verification (mu Gukora Igenzura ry'Ijwi) niba itari ifunguye mbere.

<b>Microphone access denied</b>
In the next screen, you'll be presented with the option to enable microphone access. Once you enable it, you'll need to start over (that is, log into the app again).
<a href="#">Cancel</a>
<a href="#">Enable Microphone Access</a>

7. Igenabihe zagenzuwe ku 'Agenda List' (Rutonde rw'Ajenda) zizaba ziriho akameyetso kavivura k'icyatsi iruhande rwazo.



The screenshot shows the Therap software's Agenda List screen for January 5, 2020. The agenda is organized by time, starting at 8:00 AM. The first appointment is for Evans, Tyler, at 8:00 AM, located at 10th Street. The second appointment is for Williams, Ethan, at 10:00 AM, located at 1st Street. The third appointment is for Smith, Jacob, at 1:00 PM, located at 11th Street. Each appointment includes the client's name, ID, service type, location, and time range. A green checkmark icon is placed next to the 8:00 AM slot, and an orange arrow points from the text "Kavivura k'icyatsi" in the previous slide to this checkmark. At the bottom of the screen, there is a "Self Check-In" button.

Time	Client Name	Service Type	Location	Time Range
8:00 AM	Evans, Tyler	Adult Day Training / 00T79	10th Street	8:00 AM - 9:00 AM
10:00 AM	Williams, Ethan	Adult Day Training / 00T79 Personal Care Assistance / T1020	1st Street	10:00 AM - 11:00 AM
1:00 PM	Smith, Jacob	Physical Therapy/97111	11th Street	1:00 PM - 2:00 PM

**Self Check-In**