

eXPRS Mobile-EVV loogu talagalay Daryeel Bixiyayaasha PSW Sida loo Joojiyo Waqti Shaqo

(v5; 7/16/2019)

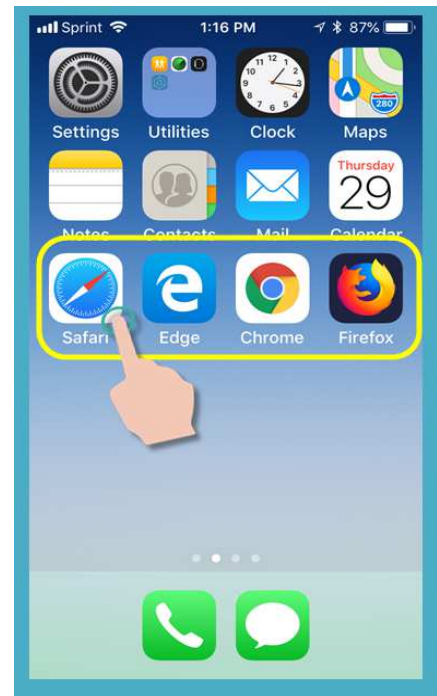
eXPRS Mobile-EVV wuxuu daryeel bixiyayaasha PSW u oggolaadaa in ay isla markiiba galaan waqtiga ay shaqeyeen marka ay bilaabaan (isla markaana joojiyaan) shaqada. **eXPRS Mobile-EVV** waxay macluumaadka waqtiga la shaqeyay oo **qoraal** ah u keydisaa 'saves' website-ka eXPRS si daryeel bixiyayaasha PSW ee aan lahayn in ay gacan ahaan u geliyaan 'manually' ay macluumaadkaasi waqti dambe u geli karaan kaasi oo loogu talagalay EVV. Tani waxay macluumaadka gelinta waqtiga la shaqeyay ka dhigi doontaa mid aad ugu sahlan PSW.

Tilmaamahan la raacayo waxay ku siin doonaan tilmaamo tallaabo-tallaabo loo raacayo oo ku saabsan sida loo isticmaalo **eXPRS Mobile-EVV** si **Loo Joojiyo Waqtiga Shaqada** markaa aad dhammeyso u shaqeynta qofka(dadka & una baahan tahay in aad shaqada ka baxdo "clock out".

Si aad Waqti Shaqo Uga Joojiso eXPRS Mobile-EVV:

1. Marka aad dhammeyso shaqeynta waqtigaaga shaqo, isticmaal qalabkaaga gacanta 'mobile device' (telefoonka casriga ah 'smartphone' iyo tablet-ka), oo bilaw/ka shaqeysii halka internet-ka laga gelo 'internet browser' (sida Safari, Chrome, Firefox, Edge, iwm).

Tilmaamahan la raacayo wuxuu nidaamka Safari u isticmaalayaa tusaale ahaan.

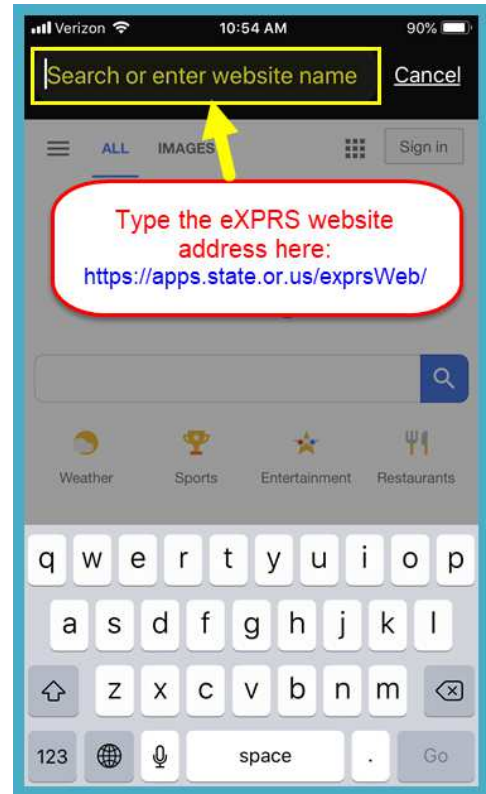


2. Nidaamka internet-ka laga galo 'browser app' ee aad dooratay dhexdiisa, ku qor cinwaanka website-ka ee loogu talagalay eXPRS adiga oo gelinaya daaqadaada wax raadinta ee nidaamka internet-ka laga galo 'browser search window'.

Cinwaanka website-ka eXPRS:

<https://apps.state.or.us/exprsWeb/>

✓ **Pro Tip:** Website-ka eXPRS ku keydsi 'save' meesha aad wax gashato 'Bookmarks' ama Favorites si aad si dhaqso ah ugu dooran karto marka xiga ee aad u baahato in aad isticmaasho **eXPRS Mobile-EVV**.



3. Bogga gelida **eXPRS Mobile-EVV** korkiisa, isticmaal Magacaaga Lagu Gelo "**Login Name**" & **Password-ka** caadiga ah ee eXPRS si aad u gasho.

Kani waa macluumaadka lagu gelo oo la mid ah ka aad u isticmaasho in aad website-ka eXPRS kaga gasho kambiyuutarka.

Taabo GUDBI "**SUBMIT**" si aad u gasho.

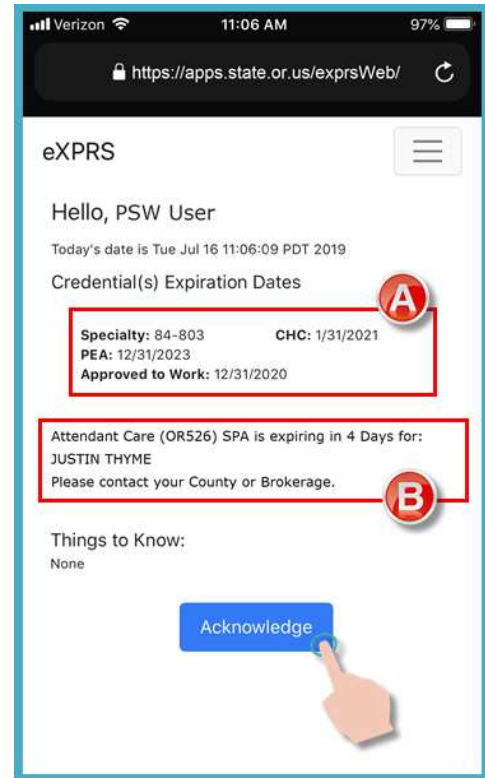


4. Dib u eeg Farriimaha Muhiimka ah.

Macluumaadka ku jira boggaani waxaa ka mid ah ogeysiinta:

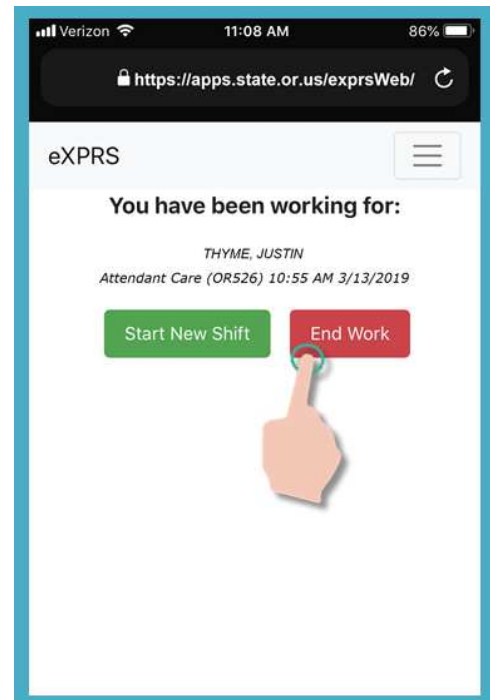
- taariikhda dhicida waqtiga aqoonsiyadaada PSW (*tusaalaha A*),
- ogeysiinta dhicida waqtiga mid ka mid ah ama ka badan oo ah oggolaanshahaaga SPA(*tusaale B*)
- Waxyaabo kale oo **Muhiim ah oo ay tahay In la ogaado.**

Taabo badhanka Aqoonta **"Acknowledge"** si aad u sii wado.

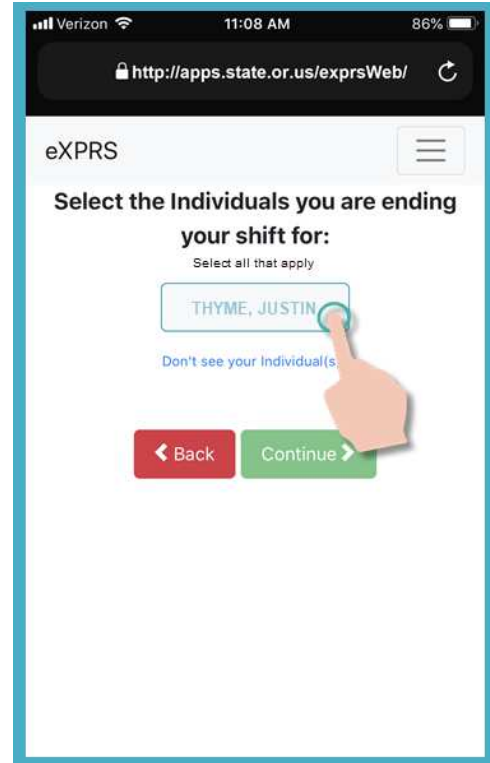


- #### 5. Marka aad si guul leh u gasho, waxaad arki doontaa meeshaada macluumaadka laga helo '*Dashbo*ard' oo leh waqtiga(yada) shaqada ee furan ee aad hadda shaqaynayso.

Si aad u **Joojiso Waqti Shaqo**, taabo badhanka JOOJI SHAQADA **"END WORK"** korkiisa.



6. Shaashada xigta dhexdeeda, taabo magaca si aad u doorato qofka(dadka) aad **Joojinayso Waqtigooda Shaqada.**



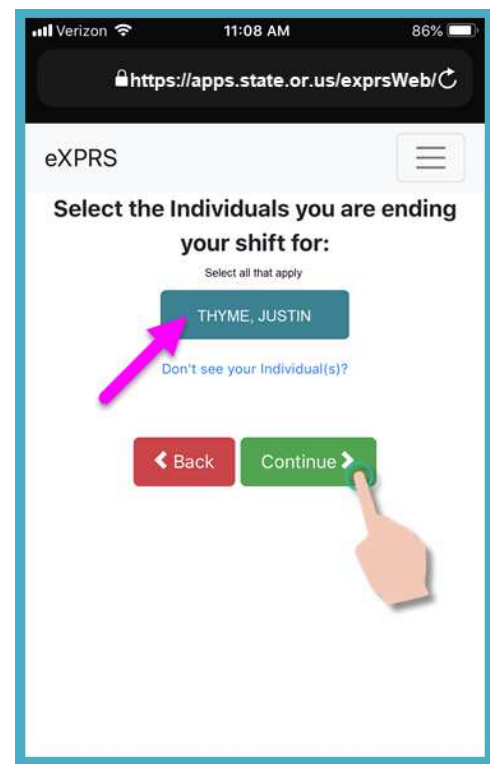
7. Marka aad taabato magaca qofka(dadka), badhanka loogu talagalay iyagu wuxuu **isku beddeli doonaa madow** marka la doorto.

Taabo badhanka Sii wad **“Continue”** si aad ugu gudubto shaashada xigta.

Haddii aad u baahan tahay in aad beddesho qofka halka aad ka joojinayso waqti shaqo ee u aad hayso, isticmaal badhanka Gadaal u noqo **<“Back”** si aad ugu noqoto shaashadihii hore.

HAD IYO JEER isticmaal badhanka Gadaal u noqo <“Back” si aad u noqoto.

Ha isticmaalin badhanka gadal loo soo celiyo ee nidaamkaaga internet-ka laga gelo ‘browser app’.



8. Waxaad hadda arki doontaa shaashada xaqijinta oo muujinaysa qofka(dadka) la doortay ee aad joojinayso waqti shaqo ee u aad hayso.

Taabo badhanka HAA **"YES"** si aad u joojiso waqtigaaga shaqada & shaqada uga baxdo "clock out".

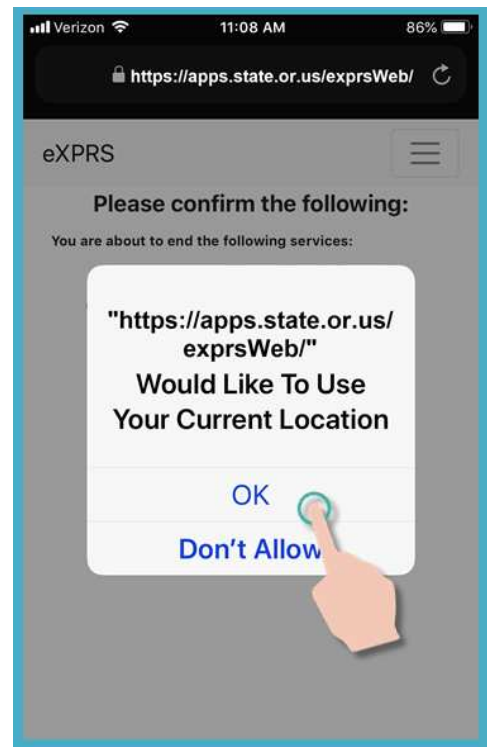
Haddii aadan rabin in aad joojiso waqtiya(ayada) shaqo ama u baahan tahay in aad samayso sixitaano, taabo badhanka Maya **"No"** si aad ugu noqoto shaashadihii hore.



9. Iyadoo ay ku xiran tahay sida doorbidista goobta laguugu dhigay qalabkaaga mobile AND adeegsiga shabakadda internetka ee aad isticmaaleysid, waxaa laga yaabaa inaad hesho farriin fariin ah oo ku weydiinaysa inaad xaqijiso meesha aad ku xiran tahay shaqadaada.

Haddii aad hesho farriin soo baxda, taabo **OK** si aad u sii wado.

eXPRS Mobile-EVV ayaa qaban/keydin 'captures' doona sawirka/muuqaalka waqtiga saxda ah 'point-in-time snapshot' ee halka aad joogtid **KALIYA** waqtiga aad **BILAWDO & DHAMMEYSO** waqtigaaga shaqo, kaasi oo ah [mid uu sharciga federaalku uga baahan yahay EVV.](#)

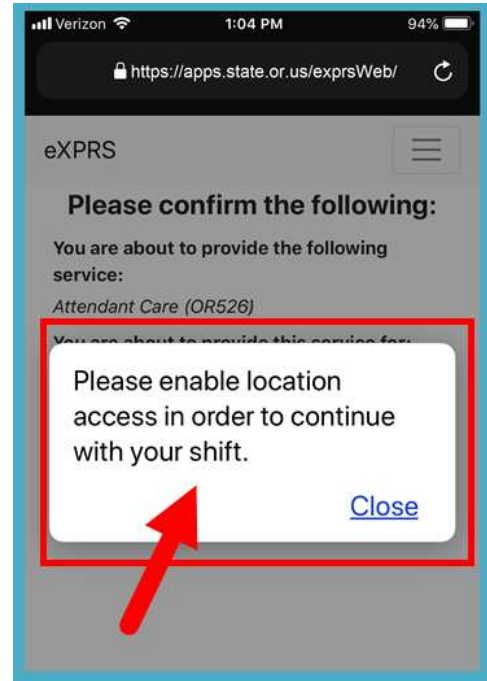


Haddii aadan haysanin adeegyadda goobta si sax ah loogu rakibay qalabkaaga IYO bogga internetka aad isticmaashay eXPRS Mobile-EVV, waxaad heli doontaa fariin qalad ah sida halkan lagu muujiyey.

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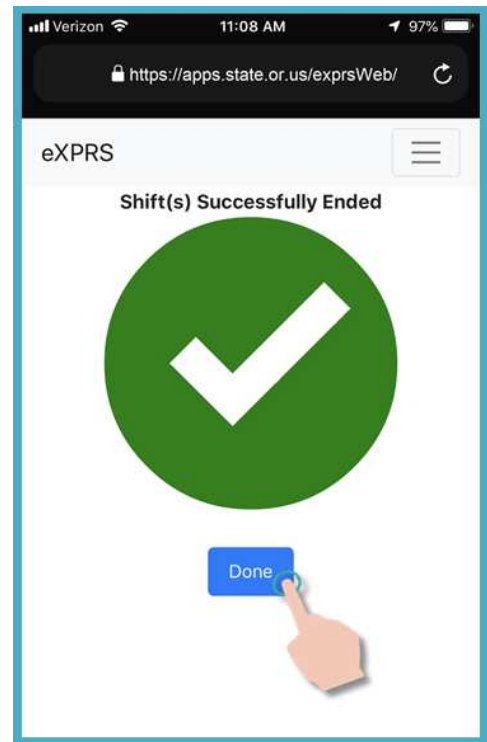
Adeegyada goobta waa in loo beddelaa ON & CODSIGA LACAGTA CINWAANKA IYO barta Internetka ee aad isticmaalayso.

La xari xawaarahaaga mobile ama la tasho tilmaamaha isticmaalka qalab gaar ah haddii aad u baahan tahay gargaar aad ku maareynaysid goobaha goobta goobta qalabkaaga.



10. Haddii aad si guul leh u soo afjartay shaqadaada (ama "dibadda la dhigo") eXPRS Mobile-EVV ayaa kuu xaqiijin doonta adiga oo tusaya calaamada cagaaran ee weyn.

Taabo badhanka buluuga ah.

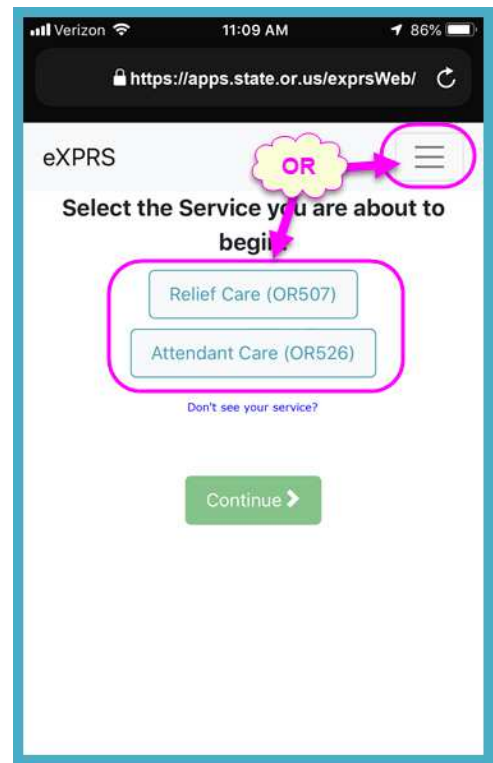


11. Waqtigaagii (*yadaadii*) ayaa hadda dhammaaday & macluumaadka **qoraalka** biilka SD billing ayaa si toos loogu keydiyay 'saved' website-ka **eXPRS Desktop**.

Waxaad hadda dooran kartaa ADEEGYO "SERVICE" si aad u Bilawdo Waqti Shaqo oo Cusub,

AMA ...

Ka bax **eXPRS Mobile-EVV**.



Miyaad Awoodi weyday in aad Waqtigaaga Shaqada ka Joojiso eXPRS Mobile-EVV dhexdiisa marka aad joojisay shaqeynta?

Waxaa laga yaabaa in ay jiraan waqtiyo aadan awoodin in aad waqtigaaga shaqada ka joojiso **eXPRS Mobile-EVV** dhexdeeda marka aad joojiso shaqeynta.

Tusaale: ma jiro internet ama adeega telefoonka gacanta oo laga heli karo adiga oo jooga waqtiga/goobka aad joojisay waqtigeedii shaqo ee aad haysay, baateriga qalabka gacanta ayaa awood beelay/dabkii ka dhammaaday, iwm.

Xaaladahaasi oo kale:

- Isticmaal tallaabooyinka #3 - #9 ee tilmaamay halka sare si aad u **Sida aad Waqtigaaga Shaqada uga Joojiso eXPRS Mobile-EVV** isla **marka aad awoodo.**
AMA
 - Ka gal **eXPRS Desktop** adiga oo ka gelaya kambiyuutar & gacan ahaan u geli 'manually' Dhammaadka Waqtigaaga Shaqada, ka dibna Sababta loo sameeyay ka soo dooro Sababta Isbeddelka Dhammaadka Waqtiga Shaqada **"End Shift Change Reason"** ee meesha hoos loo sii gelayo 'dropdown' uu khuseysa.
- **** Haddii sixitaanada ama hab gacan ahaan loo gelinayo ee waqtiyada Bilawga/Dhammaadka shaqada ee loogu talagalay **qoraalka** biilka EVV SD ee la geliyo loo baahdo, isticmaal tilmaamaha la raacayo ee taageerada Sida loo Saxo Waqtiga Shaqo ee EVV **"How to Correct an EVV Shift"**.

Miyaad ilawday in aad Waqtigaaga Shaqada ka Joojiso eXPRS Mobile-EVV dhexdeeda markii aad joojisay shaqeynta?

Waxaa laga yaabaa in ay jiraan waqtiyo aadan awoodin in aad waqtigaaga shaqo ka joojiso **eXPRS Mobile-EVV** marka aad joojiso shaqeynta ama waxaa dhici karta in aad ilawdo.

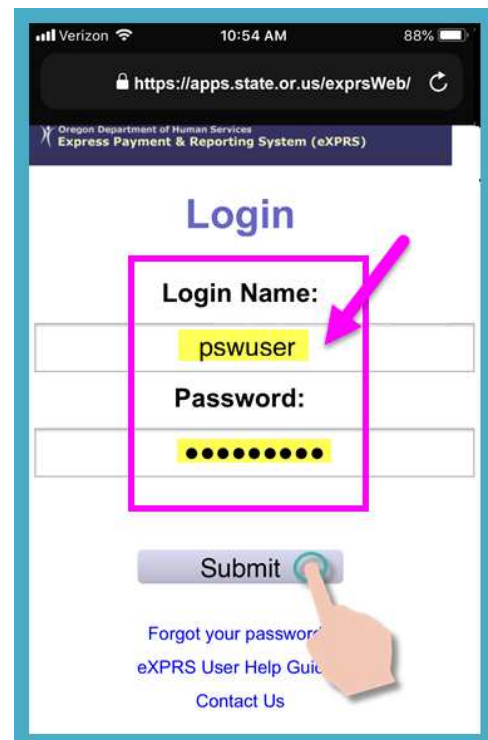
Haddii aad ilawdo in aad Waqti Shaqo ka Joojiso **eXPRS Mobile-EVV** dhexdeeda 24-saacadood ama ka badan laga soo bilaabo waqtiga aad bilawday waqtiga shaqo, **eXPRS Mobile-EVV** waxay kuu tilmaami doontaa in aad joojiso waqtiyadaasi shaqo marka xiga ee aad gasho. **Ma awoodi doontid in aad Bilawdo Waqti Shaqo oo Cusub ilaa aad ka joojinayso dhammaan waqtiyada shaqo ee furnaa in ka badan 24-saacadood.**

Si aad u joojiso waqtiga shaqo ee socday in ka badan 24-saacadood.

1. Bogga gelida **eXPRS Mobile-EVV** korkiisa, isticmaal Magacaaga Lagu Gelo **“Login Name”** & **Password-ka** caadiga ah ee eXPRS si aad u gasho.

Kani waa macluumaadka lagu gelo oo la mid ah ka aad u isticmaasho in aad website-ka eXPRS kaga gasho kambiyuutarka.

Taabo GUDBI **“SUBMIT”** si aad u gasho.

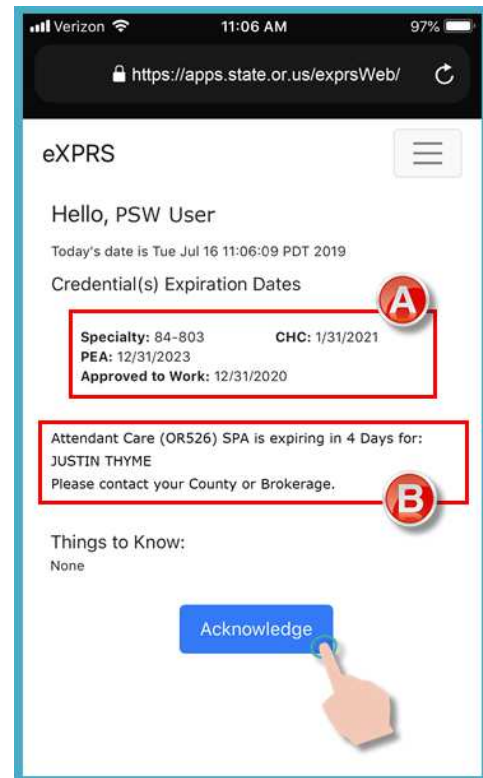


2. Dib u eeg Farriimaha Muhiimka ah.

Macluumaadka ku jira bogga waxaa ka mid ah ogeysiinta:

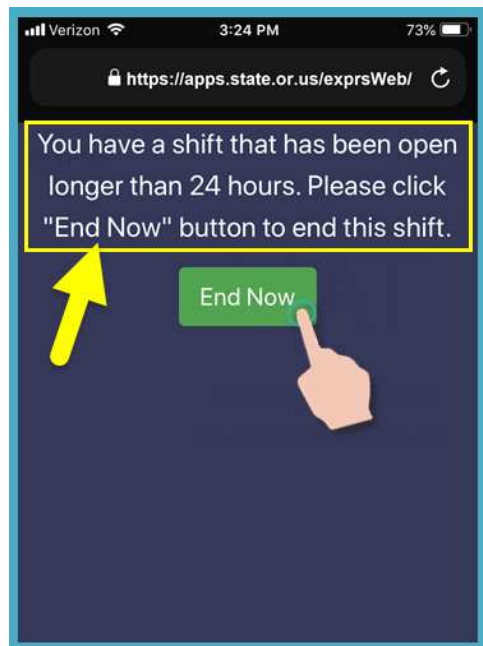
- taariikhda dhicida waqtiga aqoonsiyadaada PSW (*tusaalaha A*),
- ogeysiinta dhicida waqtiga mid ka mid ah ama ka badan oo ah oggolaanshahaaga SPA(*tusaale B*)
- Waxyaabo kale oo **Muhiim ah oo ay tahay In la ogaado.**

Taabo badhanka Aqoonta **"Acknowledge"** si aad u sii wado.



3. Haddii leedahay waqtiyo shaqo ee furnaa/socday in ka badan 24-saacadood, waxaad farriintan heli doontaa marka aad gasho.

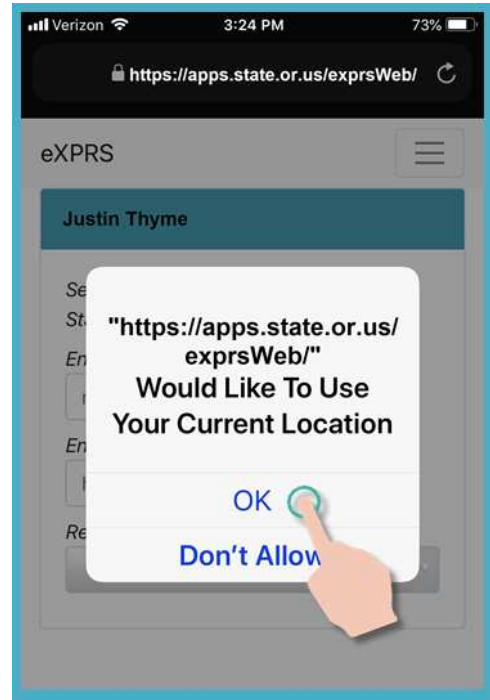
Taabo badhanka Hadda Jooji **"End Now"** si aad u joojiso waqtigaaga(yadaada) shaqada.



4. Iyadoo ay ku xiran tahay sida doorbidista goobta laguugu dhigay qalabkaaga mobile AND adeegsiga shabakadda internetka ee aad isticmaaleysid, waxaa laga yaabaa inaad hesho farriin fariin ah oo ku weydiinaysa inaad xaqiijiso meesha aad ku xiran tahay shaqadaada.

Haddii aad hesho farriin soo baxda, taabo **OK** si aad u sii wado.

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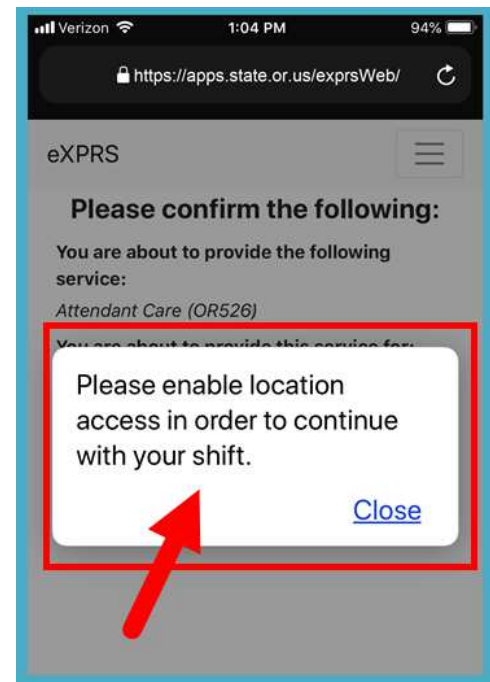


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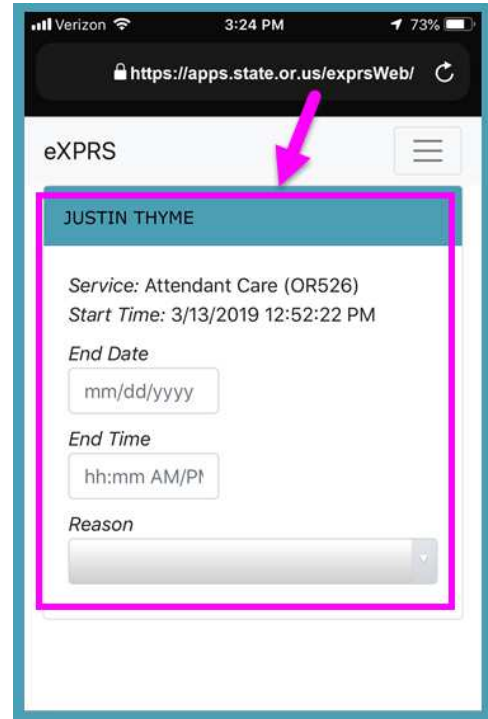
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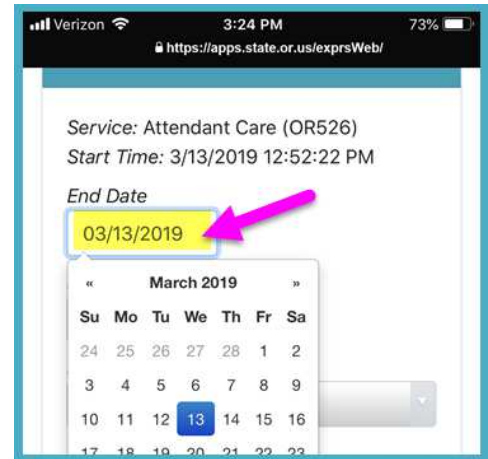
La xari xawaarahaaga mobile ama la tasho tilmaamaha isticmaalka qalab gaar ah haddii aad u baahan tahay gargaar aad ku maareynaysid goobaha goobta goobta qalabkaaga.



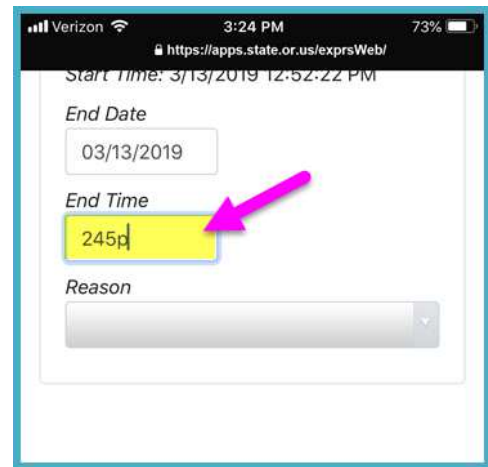
5. Waxaad hadda arki doontaa oo qofka(*dadka*) leh waqtiga shaqo oo furan & isla markaana socday in ka badan 24-saacadood.



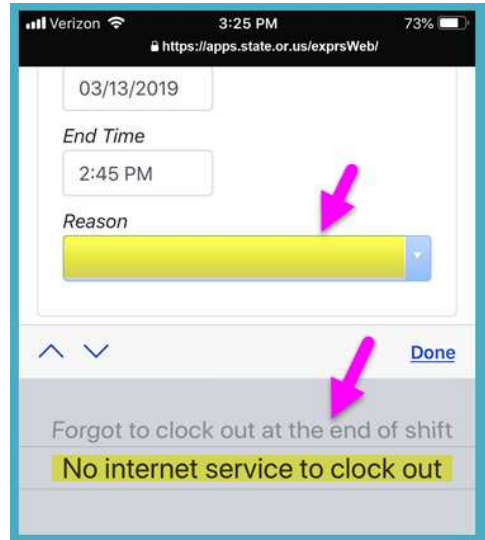
6. Geli DHAMMAADKA TAARIKHDA “END DATE” ee waqtiga shaqo ee ay ahayd in uu joogsado ee loogu talagalay qofka.



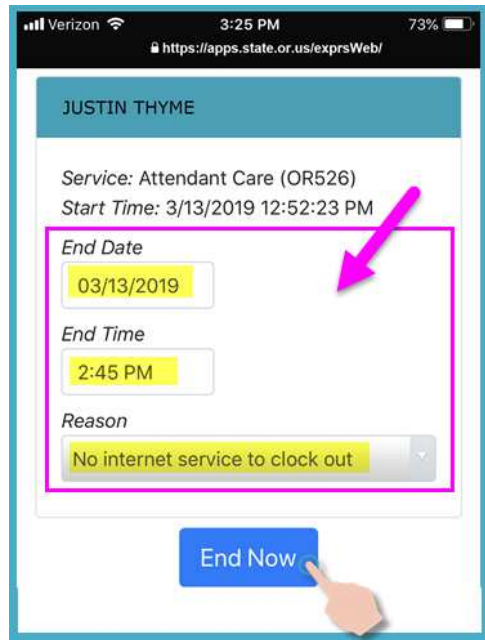
7. Geli DHAMMAADKA WAQTIGA “END DATE” ee waqtiga shaqo ee ay ahayd in uu joogsado ee loogu talagalay qofka.



8. Dooro Sababta JOOGSIGA **“REASON”** adiga oo ka soo dooranaya meesha hoos loo sii gelayo ‘dropdown’ ee loogu talagalay sababta waqtiga shaqo loo joojin waayay markii ah ahayd in la joojiyo.



9. Marka macluumaadka Dhammaadka Waqtiga Shaqada **“End Shift”** la geliyo, taabo badhanka HADDA JOOJI **“END NOW”** si aad joojiso waqtiga shaqo.



10. Waqtigaagii (yadaadii) ayaa hadda dhammaaday, waxaad dooran kartaa Bilaw Waqti Shaqo oo cusub **“Start a new Shift”**, **AMA ...**

Ka bax **eXPRS Mobile-EVV**.

