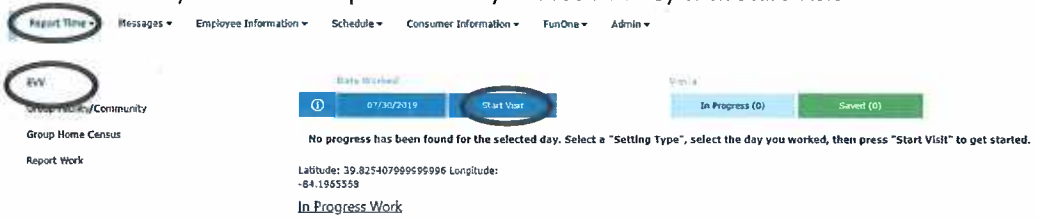
New AccelTrax Quick Guide

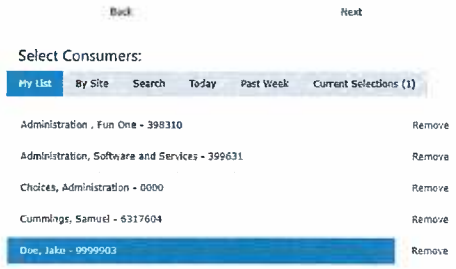
1) Click link to Report Work 2) Choose EVV 3) Click Start Visit

A



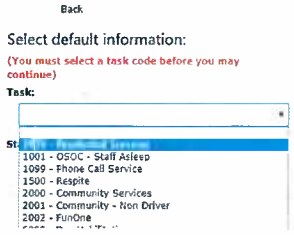
Select or search for consumer then click Next

B



Choose Task and then Next

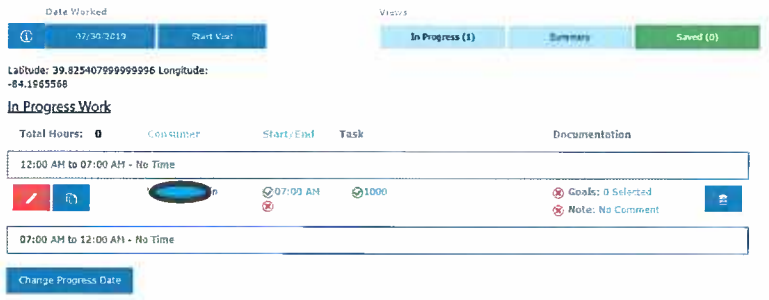
C



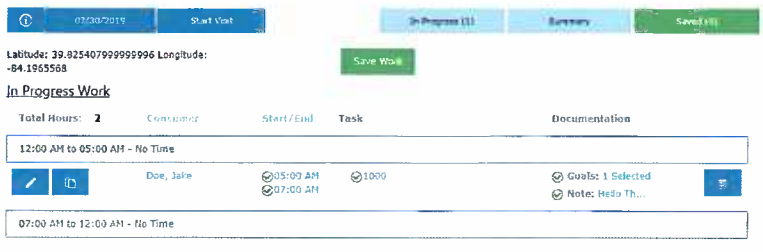
D

If the consumer requires EVV the start time is automatically captured.

When not required it is left blank. The red X means incomplete.



Staff can now conduct services because the needed data is captured. Anytime before leaving staff can update or add missing pieces of documentation

When all required elements are reported employee may select "Save Work"

E