



# SANDATA APP CHEAT SHEET ~ SANDATA APP LOGIN & MISSING CLIENT INSTRUCTIONS

**JBB ACCOUNT NUMBER: STX 81741**

**SUPPORT PHONE NUMBER 855-928-1140**

**WHEN LOGGING IN OR OUT, EVEN IF IT'S AFTER HOURS, TELL THEM IT'S AN EMERGENCY & THEY'LL HELP YOU.**

**WATCH THIS INTRO VIDEO:**

<https://youtu.be/YLk80F2CWgg?si=zOjBdf8lZ7AaQsfZ>

In EVV Sandata APP:

Login to App

○ **TO CLOCK IN (CLOCK OUT WHEN DONE)**

- Hit Client Screen
- At top enter Client ID# or Med ID#
- Hit SEARCH
- See nothing? Then, go to Bottom of screen & click on MISSING CLIENT INFO
- Enter Client's name EVERY TIME & any other needed info

○ **TO COMPLETE A VISIT:**

- Go to UPCOMING TAB
- Click VISIT IN PROGRESS
- Enter notes if needed
- Hit COMPLETE VISIT
- Do Voice Recording or Signature from Client to Verify the visit
- Hit SELECT LOCATION & Select HOME
- Hit CONTINUE
- See Visit Summary
- Hit CONFIRM
- Hit 3 horizontal bars on top left
- Sign out of App at bottom, hit sign out

I have read and understand the above processes. I also understand that I can call the above phone number for help when needed, using the JBB Account number provided.

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Signature of User

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Date