MEDsys Mobile Visit Verification Training
Accessing Mobile Visit Verification (MVV)

1. Initial Login

Click on the **MVV** app from your device.

- When the **Staff Initially Logs** into **MVV** they must enter the **MEDsys Code**.
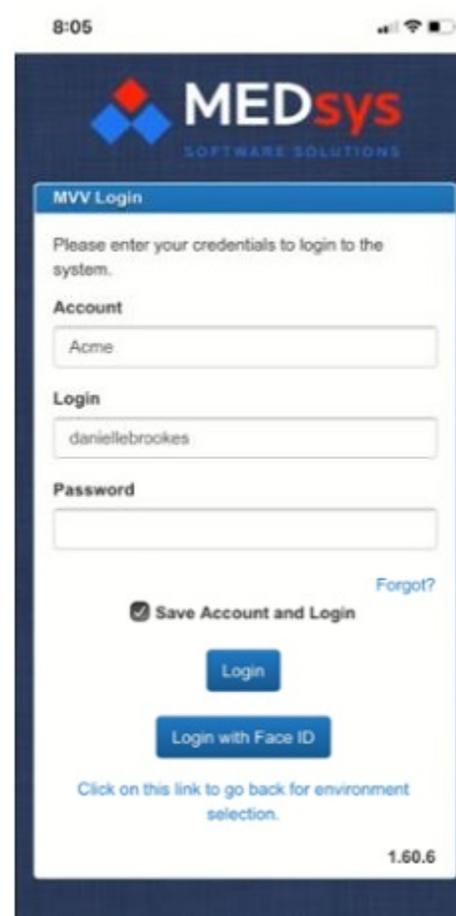
**Please Note:

- Once the **MEDsys Code** has been entered for the **Initial Login** the **Staff** will not be **Required** to enter the **MEDsys Code** again.

2. Enter MEDsys Code

Enter the **MEDsys Code Vin1** and press **Enter**.

3. Mobile Visit Verification (MVV) Login Page

The **MVV Login Page** opens.

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4. Account

Enter the **Account Name**.

5. Login

Enter the **User Login**.

**Please Note:

- The user must have a **Login** for the VinCENT system, and they must be linked to a **Staff** within their system user settings.

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6. Password

Enter the **User Password**.

**Please Note:

- If the user as **Login with Face ID** enabled the user does not have to enter the **Password** just click the **Blue** **Login with Face ID Icon**.

7. Forgot Password Link

Click on the **Forgot? Icon** if the user does not remember their **Password**.
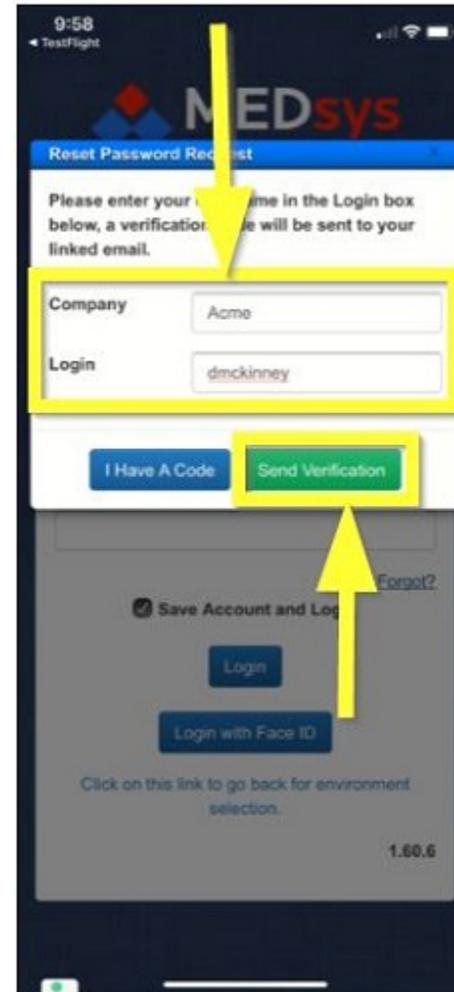
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8. Reset Password Request Box

After clicking on **Forgot?**, the **Reset Password Request Box** opens.

9. Enter Company & Login

Enter the **Company** and **Login** to have **Email Verification Code** sent to the **Associated Email**.

- Click on the **Green** Send Verification.

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10. Email Sent

11. Verification Code Within Email

Above is an example of a verification code within an email.

The **Email** is **Sent** to the **Email Associated** with the **User**.

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12. Enter Verification Code & New Password

13. Save Account & Login

Enter the **Verification Code Sent** to the **Associated Email Address** with the **New Password**.

> Click on the **Green Reset Password Icon**.

Click **Save Account** and **Login** to save the **Account** and **Login** information for future log ins to the application.

**Please Note:

- The **Password** must be entered each time the application is accessed.

![MEDsys logo] **Mobile Visit Verification Training**
Accessing Mobile Visit Verification (MVV)

14. Login Icon

Click the **Blue** **Login Icon** to log into the application.

15. Login with Face ID

Click on the **Blue** **Login Face ID Icon** to **Login** in using **Face ID**.

- When the **Login with Face ID** is enabled the user has the option to click on the **Blue** **Login Icon** to **Login** or click the **Blue** Icon to **Login with Face ID.**
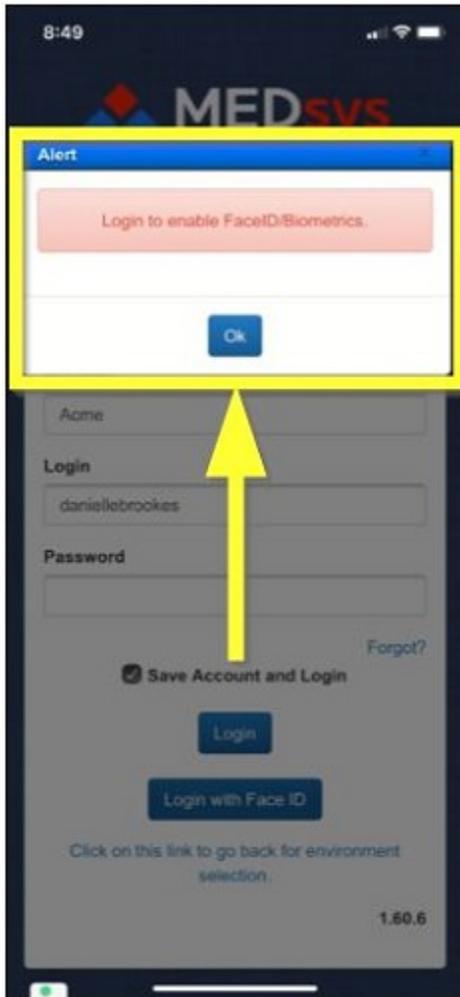
**Please:

- The user must check the **Checkbox** for **Allow FingerPrint/Face Recognition** in **Setting** located in the **MVV** homepage.
- The user is not required to enter the **Password** if **Login with Face ID** is enabled.
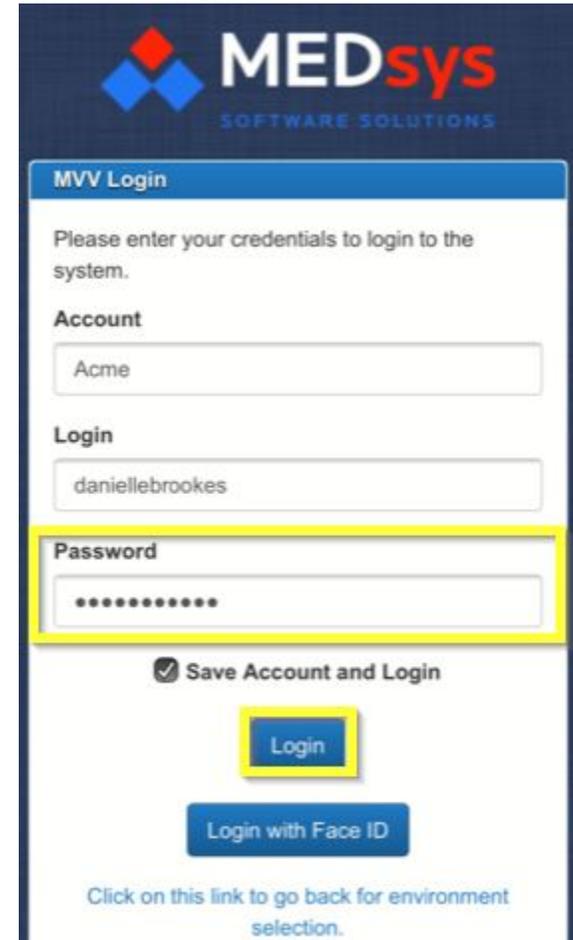
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16. Alert – Login to Enable Face ID/Biometrics

17. Click on Login

Enter **Password** and click **Login** to **Login** into the **Homepage** and or to **Enable Login with Face ID** feature.

If the user clicks on **Login with Face ID** without enabling in **Settings** First this **Alert Message** shows saying,

"**Login to Enable Face ID/Biometrics**".

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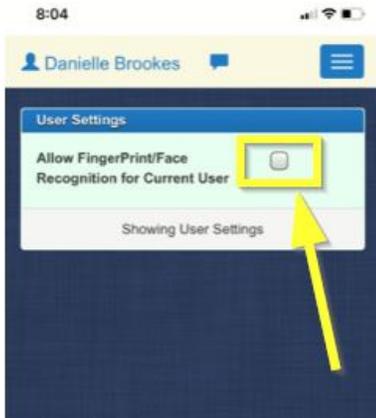
18. MVV Homepage

19. Settings Icon

Click on the **Setting Icon** to open the **User Settings options**.

The **HomePage** opens, click on the **Blue** **Menu Icon** in the upper right-hand corner of the **MVV Home Screen**.
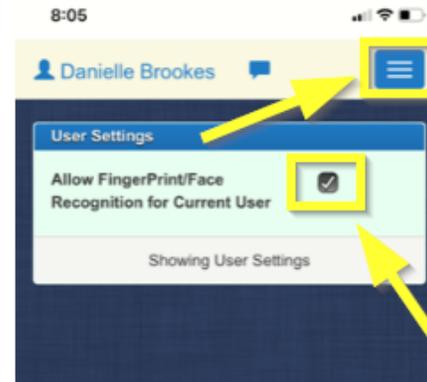
![MEDsys logo] **MEDsys** Mobile Visit Verification Training
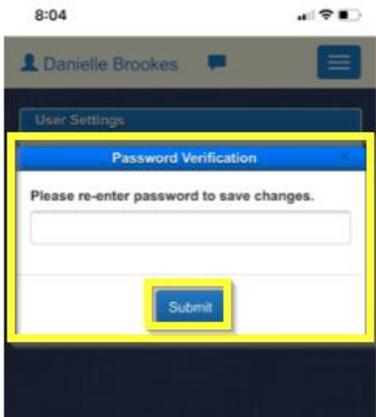Accessing Mobile Visit Verification (MVV)

20. User Settings

The User Settings shows, click on "**Allow FingerPrint/Face Recognition for Current User**" checkbox to enable **Login with Face ID**.

"**Allow FingerPrint/Face ID Recognition for Current User**" shows **Enabled**.

- Click on the **Blue** Menu Icon in the upper right-hand corner to open **Menu Options**.
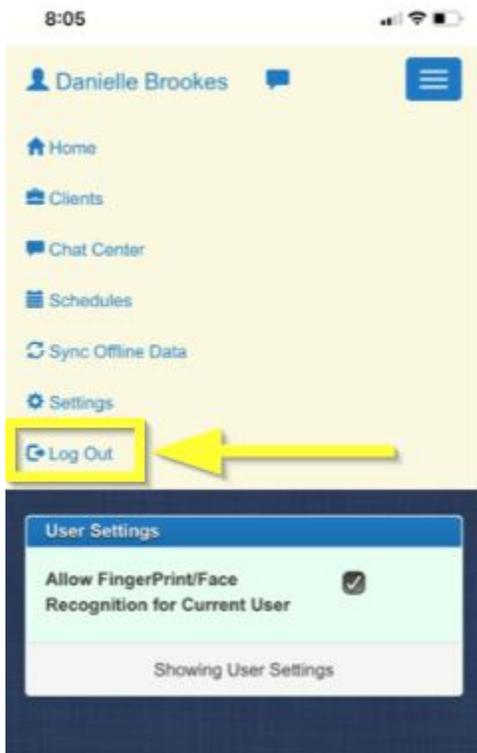
21. Re-Enter Password

After the user checks the **Checkbox** for "**Allow FingerPrint/Face Recognition for Current User**" **Password Verification Box** shows.

- **Re-Enter Password** to **Save Changes**.

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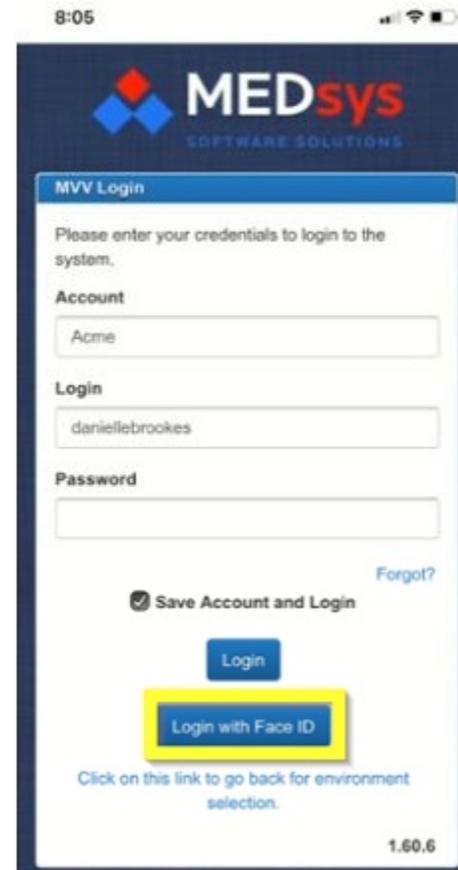Accessing Mobile Visit Verification (MVV)

22. Log Out

Click on the **Log Out Icon** to **Log In** using the **Login with Face ID** feature.

23. Click Login with Face ID

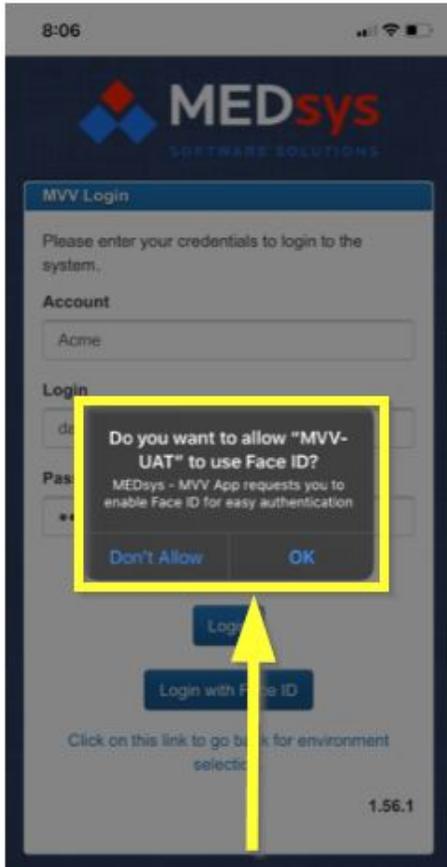Click on the Blue Login with Face ID Icon.

**Please Note:

- If the user as **Login with Face ID** enabled the user does not have to enter the **Password** just click the **Blue** **Login with Face ID Icon**.

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24. Allow Face ID Pop-Up
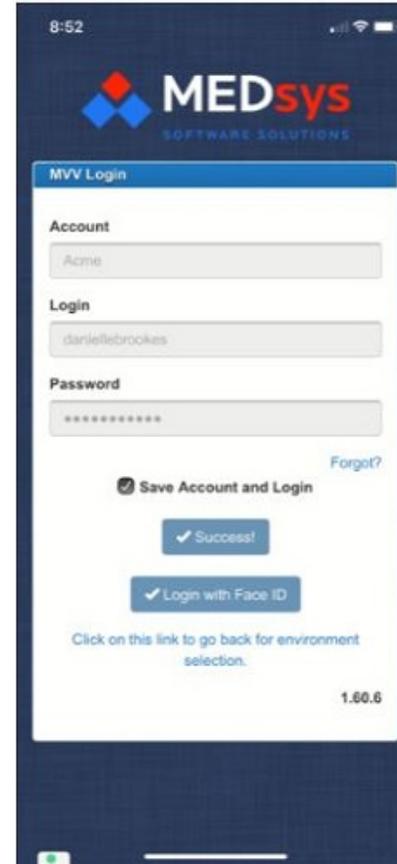

25. Login Successful

Allow Face ID Pop-Up shows asking the user "Do you want to allow MVV-UAT to use Face ID".

- Click on **Ok** to allow **MVV** to use **Face ID**.
- Click on **Don't Allow** and **MVV** will not use **Face ID**.

**Please Note:

- If the user wants to use **Face ID** the user will have to click on **Ok** to **Allow Face ID** or the **Face ID** feature will not work even if it's **Enabled**.

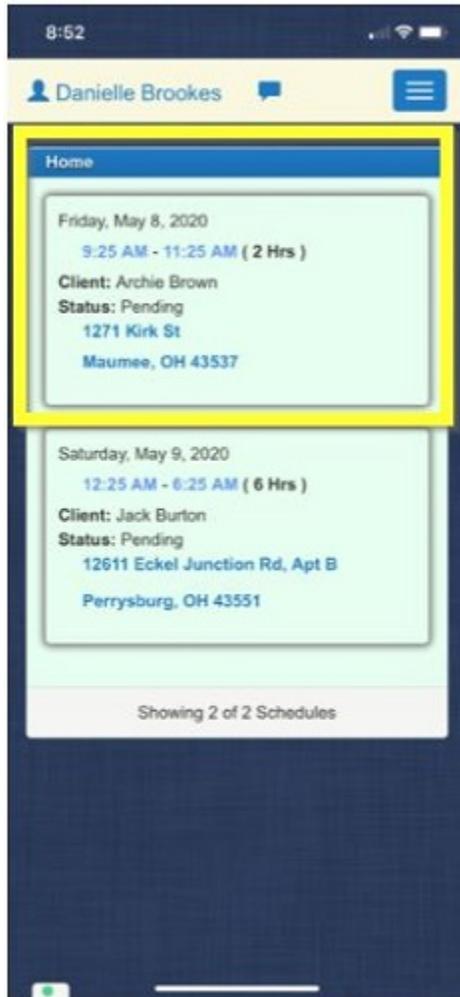Above is an example of a successful login with Face ID.

26. Today's Schedules

The screen defaults to the **Home Screen** which displays **Today's Schedules**.

- The user can only clock in and out for the **Current Day's Schedules**.