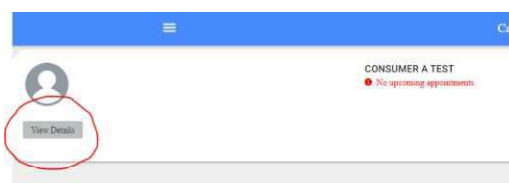


## Manually Create a Shift

This process is considered an exception to using live clock in/out.

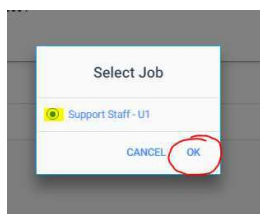
Click the *Care Recipients* tab, then click on *View Details*.(as circled below)



On the Recipient Details screen, click *Add Visit(s)* box that is located in the top right corner.(as circled below)



A prompt to Select Job will appear, select the job you wish to create a timesheet for, then click *OK*. (as circled below)



Next, the Add Time Entry screen appears. Click *Edit Start Time*.(as circled below)

**SERVICE TIME**

Time in 03-30-2022, 11:07 AM [Edit start time](#)

End time 03-30-2022, 12:07 PM [Edit end time](#)

**ACTIVITIES**

Once *Edit Start Time* is dicked, a scroll will appear to select Month, Day, Year, Hour and Minute of your start time.(as below)

CANCEL DONE

01	25		05		
02	26		06		
03	27	2022	07	00	AM
	28	2021	08	01	PM
	29	2020	09	02	

Once the scroll is correct click *Done*.(as circled below)

CANCEL DONE

01	25		05		
02	26		06		
03	27	2022	07	00	AM
	28	2021	08	01	PM
	29	2020	09	02	

Repeat the above steps for the End Time.

You will want to Verify that your time entry is being entered correctly. If correct, click *Review*.(as circled below)

State MN

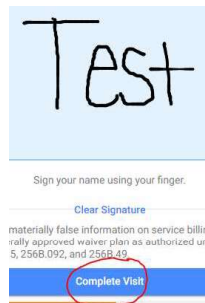
Zip 56304

Review

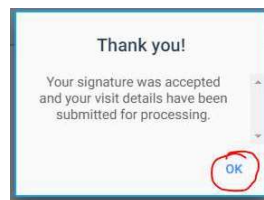
Last is the review screen. If the information entered is accurate click *Verify Visit*.(as circled below)



Sign in the light blue box and click *Complete Visit* (as circled below)

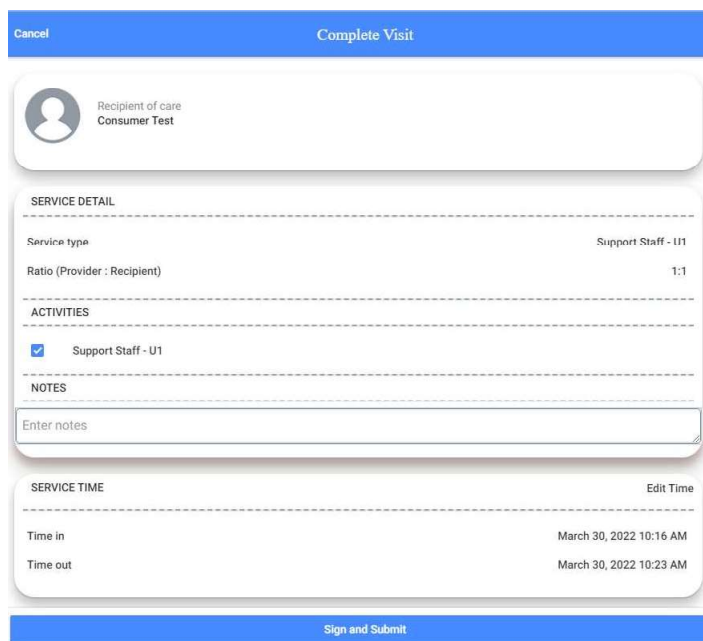


The confirmation screen confirms the visit has been logged, click *OK*.(as circled below):




## Edit a Shift

Shifts can be edited prior to signing from the Complete Visit screen.(as below)



Cancel Complete Visit

 Recipient of care  
 Consumer Test

**SERVICE DETAIL**

Service type Support Staff - U1

Ratio (Provider : Recipient) 1:1

**ACTIVITIES**

Support Staff - U1

**NOTES**

Enter notes

**SERVICE TIME** Edit Time

Time in March 30, 2022 10:16 AM

Time out March 30, 2022 10:23 AM

Sign and Submit

Click *Edit* .(as circled below)



**SERVICE TIME** Edit Time

Time in March 30, 2022 10:16 AM

Time out March 30, 2022 10:23 AM

Next, click on the time to be edited.(as circled below)

Time In  
 2022-03-30 10:16 am  
 Time Out  
 2022-03-30 10:23 am

CANCEL SAVE

After the time is clicked, a scroll will appear to select the Month, Day, Year, Hour and Minute of the start/end time.(as below)

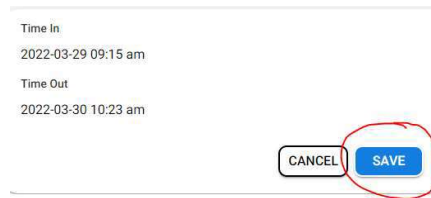
	CANCEL			DONE	
	01	27	07	13	
	02	28	08	14	
2022	03	29	09	15	am
2021	04	30	10	16	pm
2020	05	31	11	17	

The scroll goes: Year | Month | Day | Hour | Minute | AM/PM

Once the scroll is correct click *Done*. (as circled below)

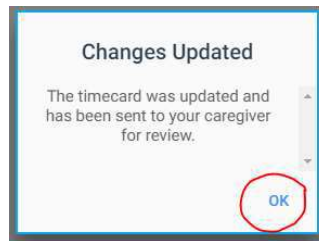
	CANCEL			DONE	
	01	27	07	13	
	02	28	08	14	
2022	03	29	09	15	am
2021	04	30	10	16	pm
2020	05	31	11	17	

Once both the Time In and Time Out date are correct click *Save*.(as circled below):

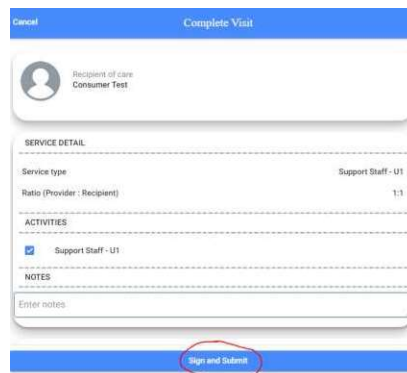


A screenshot of a timecard entry form. It shows two fields: 'Time In' with the value '2022-03-29 09:15 am' and 'Time Out' with the value '2022-03-30 10:23 am'. At the bottom right, there are two buttons: 'CANCEL' and 'SAVE'. The 'SAVE' button is circled in red.

The confirmation screen assures the changes have been made, click *OK*.(as circled below)



Confirm the times are correct and click *Sign and Submit*.(as circled below)

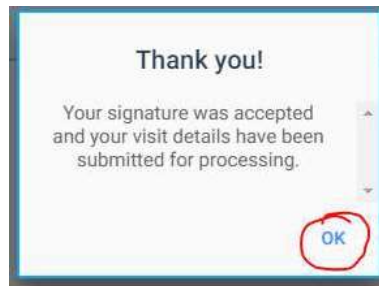


A screenshot of a 'Complete Visit' form. At the top, there are 'Cancel' and 'Complete Visit' buttons. Below is a section for 'Recipient of care' with a profile icon and the name 'Consumer Test'. The 'SERVICE DETAIL' section shows 'Service type' as 'Support Staff - U1' and 'Ratio (Provider : Recipient)' as '1:1'. The 'ACTIVITIES' section has a checked checkbox for 'Support Staff - U1'. The 'NOTES' section has a text input field labeled 'Enter notes'. At the bottom, there is a 'Sign and Submit' button, which is circled in red.

Sign in the light blue box and click *Complete Visit*.(as circled below)



You will know you did this correctly if the Thank You pop up appears. Click *OK* to get you back to the Care Recipients Screen (Example: Circled in red below).



**\*\*Note:** You as a Caregiver needs to sign after every shift you work or edit\*\*