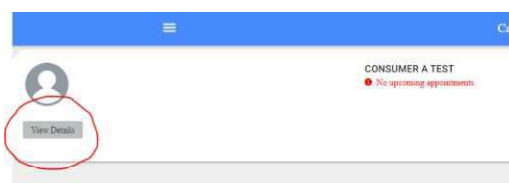# Manually Create a Shift

This process is considered an exception to using live clock in/out.
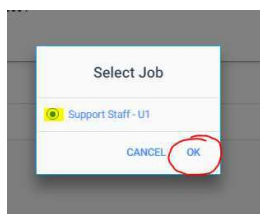
Click the *Care Recipients* tab, then click on *View Details.*(as circled below)

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)

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

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

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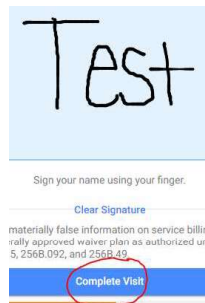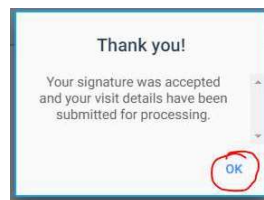
Last is the review screen. If the information entered is accurate click *Verify Visit.*(as circled below)

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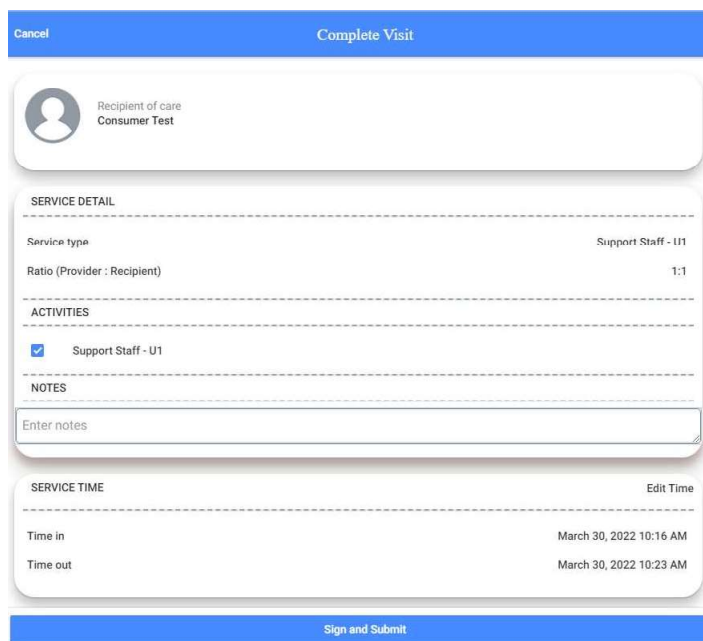

The confirmation screen confirms the visit has been logged, click *OK.*(as circled below):

Edit a Shift

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

Click *Edit* .(as circled below)

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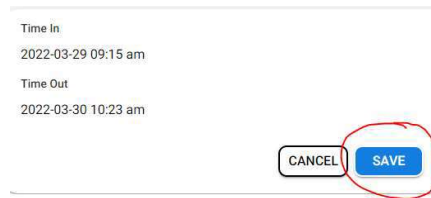
	CANCEL					DONE	
	01	27	07	13			
	02	28	08	14			
2022	03	29	09	15	am		
2021	04	30	10	16	pm		
2020	05	31	11	17			

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

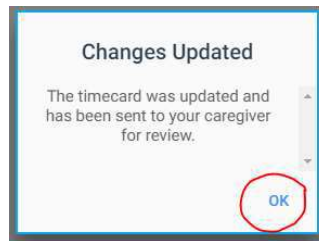Once the scroll is correct click *Done.* (as circled below)

	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):
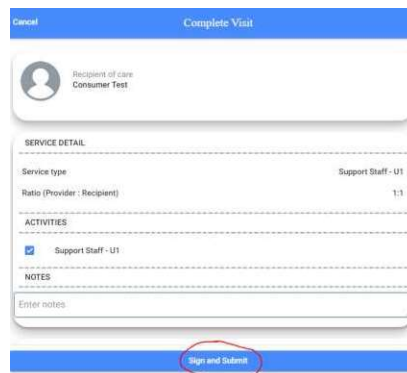
Time In

2022-03-29 09:15 am

Time Out

2022-03-30 10:23 am

CANCEL   SAVE

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

Changes Updated

The timecard was updated and
has been sent to your caregiver
for review.

OK

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

Sign and Submit

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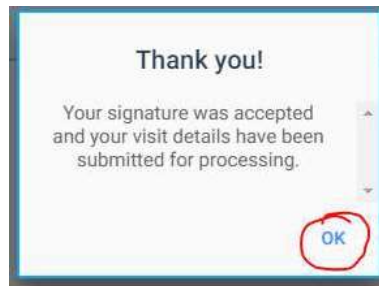
Note: You as a Caregiver needs to sign after every shift you work or edit**