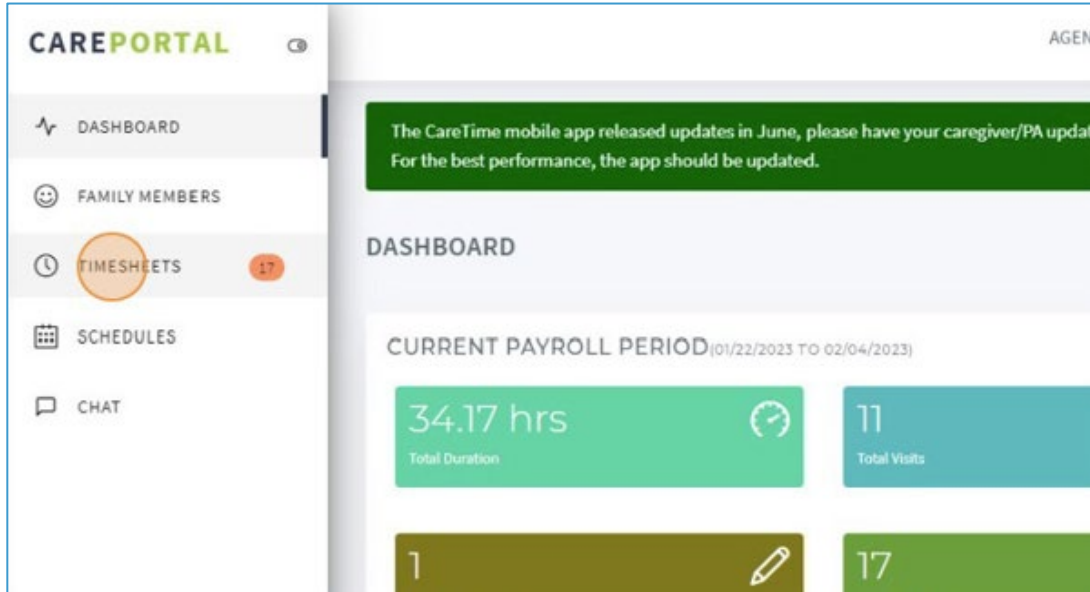
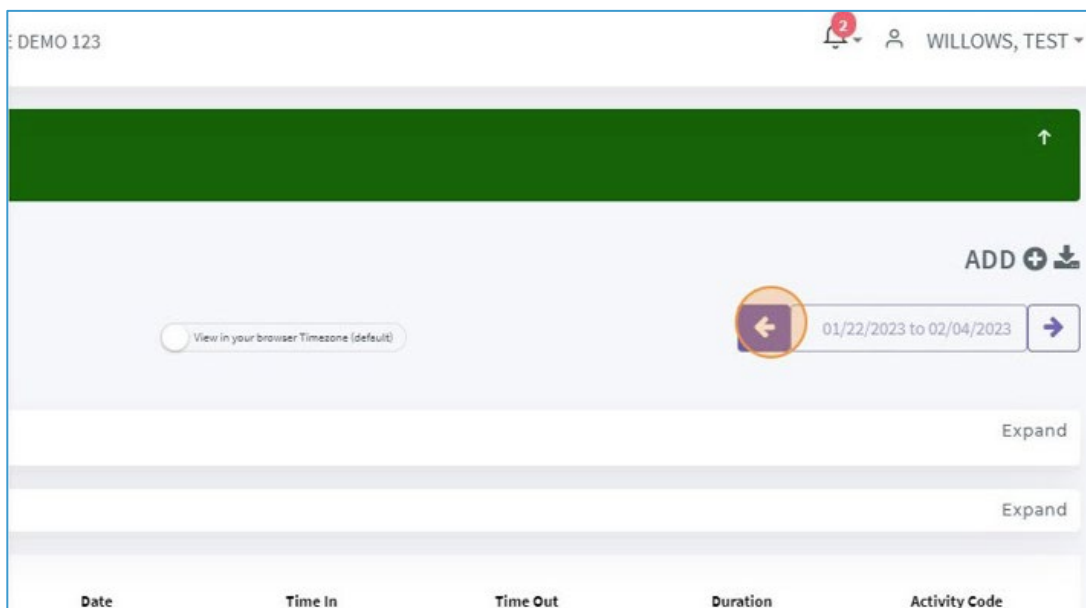


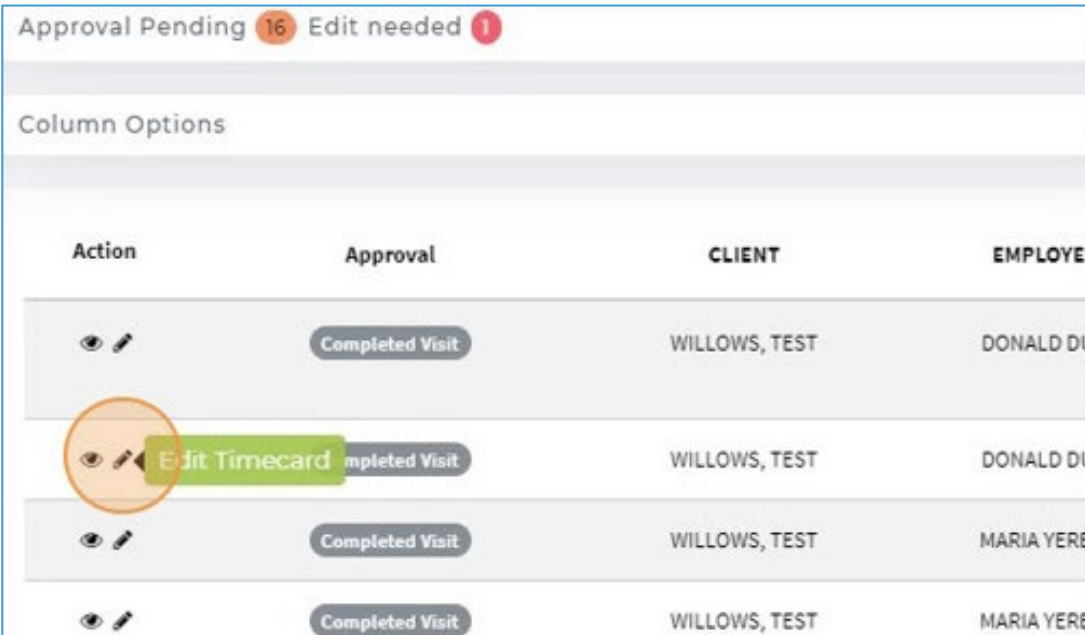
1. Navigate to: careportal.caretimeapp.com/#/dashboard
2. Click on “TIMESHEETS” to review the timecards for your caregivers



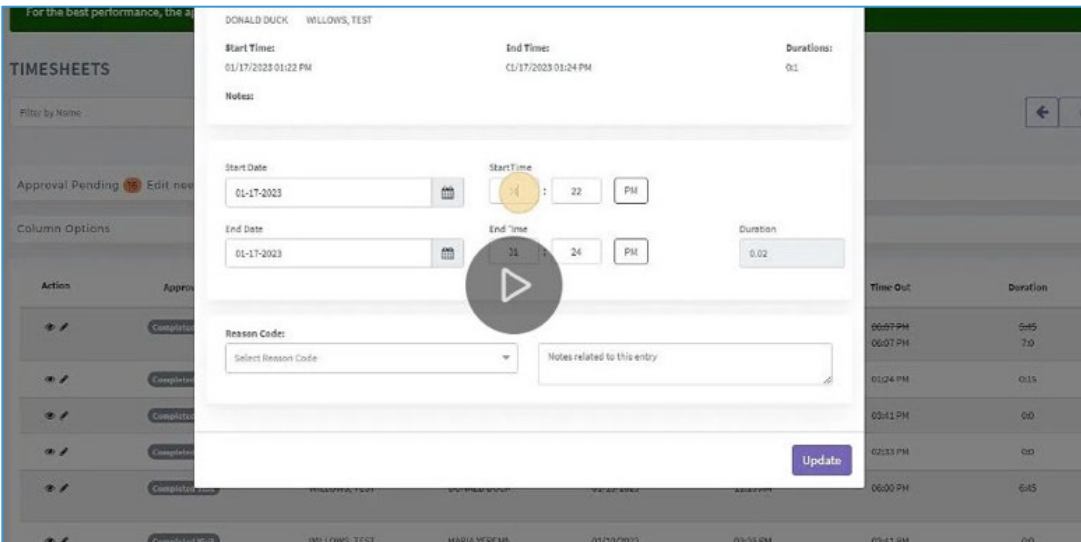
3. Navigate to the pay period that you are looking to edit visits by using the arrows in the top right corner



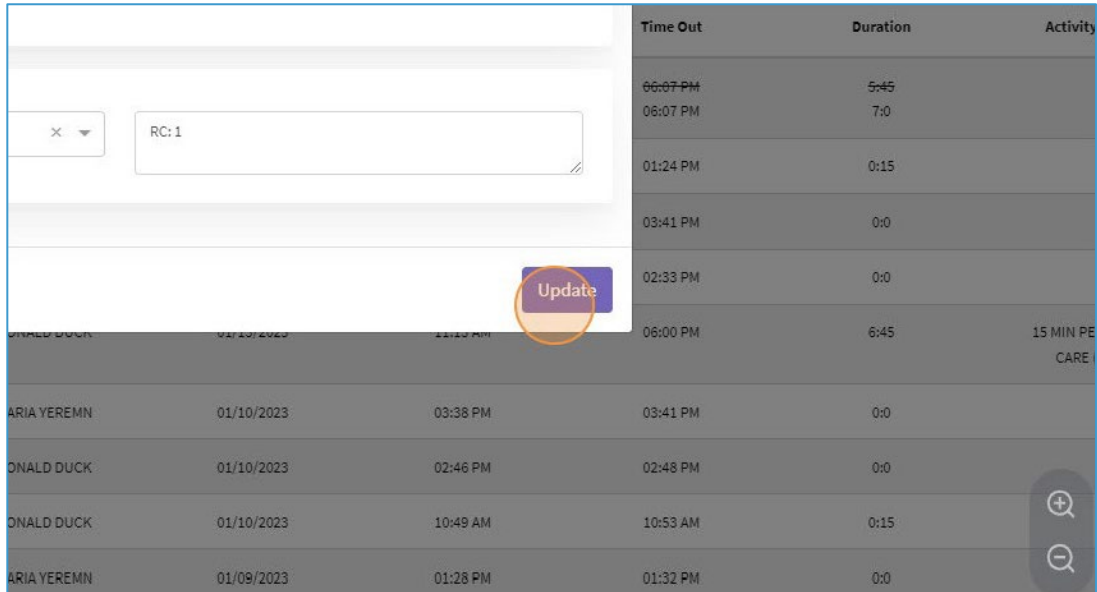
4. To edit the selected visit, click on the pencil icon to the left of the visit.



5. Make the edits you need to the timecard. You can edit the start and end date or time. If your agency requires, enter a reason code for the edit. If needed you can also add a note about the visit.



6. Once you have completed the edits you want to make, click “Update”. The changes will be applied to the timecard.



The screenshot shows a web interface for editing a timecard. On the left, there is a form with a dropdown menu showing 'RC:1'. Below the form is a purple 'Update' button, which is circled in red. To the right of the form is a table with the following columns: 'Time Out', 'Duration', and 'Activity'. The table contains several rows of data, including names like 'DONALD DUCK' and 'ARIA YEREMN', dates, and times. The 'Update' button is positioned over the table, indicating that clicking it will save the changes made in the form.

			Time Out	Duration	Activity
			06:07 PM	5:45	
			06:07 PM	7:0	
			01:24 PM	0:15	
			03:41 PM	0:0	
			02:33 PM	0:0	
			06:00 PM	6:45	15 MIN PE CARE
ARIA YEREMN	01/10/2023	03:38 PM	03:41 PM	0:0	
DONALD DUCK	01/10/2023	02:46 PM	02:48 PM	0:0	
DONALD DUCK	01/10/2023	10:49 AM	10:53 AM	0:15	
ARIA YEREMN	01/09/2023	01:28 PM	01:32 PM	0:0	