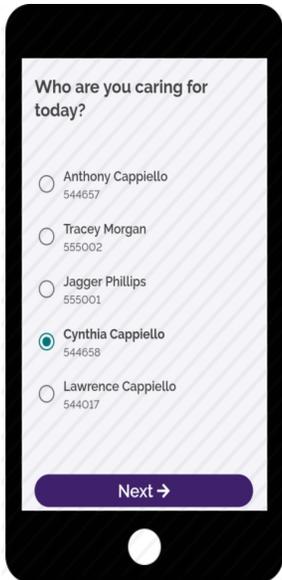


CareAttend: Recording time for Live-in IPs

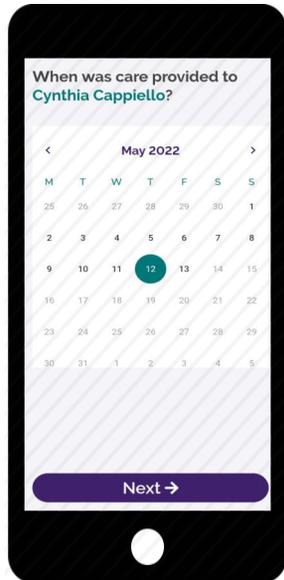
Record a Shift

Live-in IPs are able to record time through the CareAttend app. Once finished providing care, follow these steps.



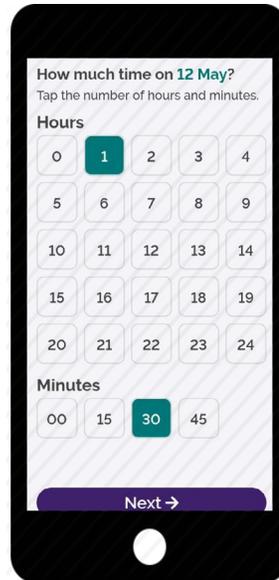
1

Choose the Client you are providing care for and select **"Next."**



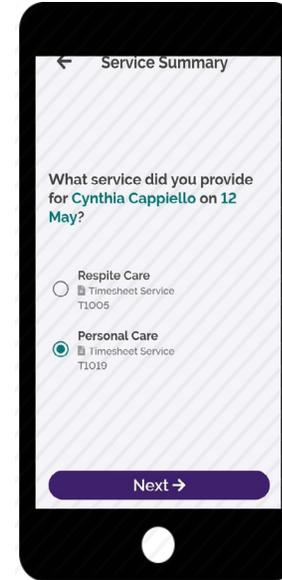
2

Select the date of care on the calendar.



3

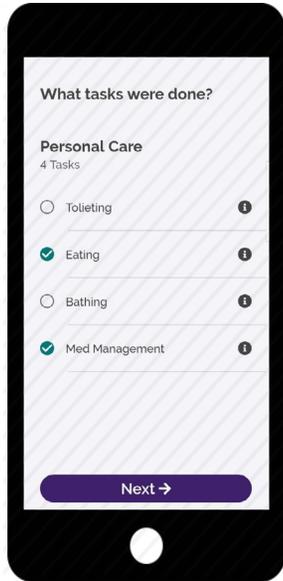
Enter the length of care in hours and minutes.



4

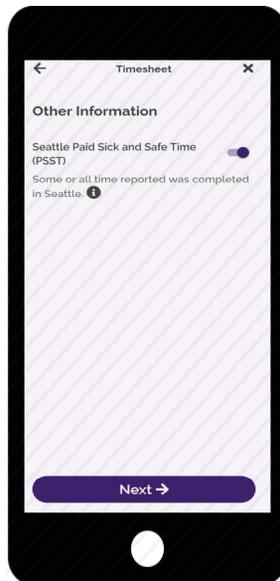
Choose the type of service provided and select **"Next."**

Record a Shift



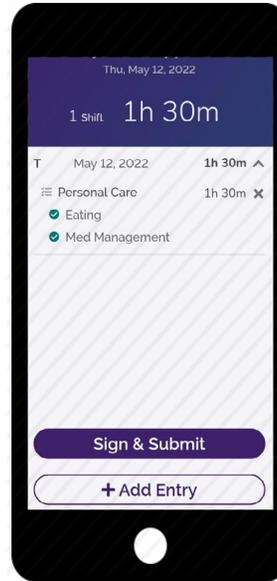
5

Choose the tasks you are providing and select **"Next."**



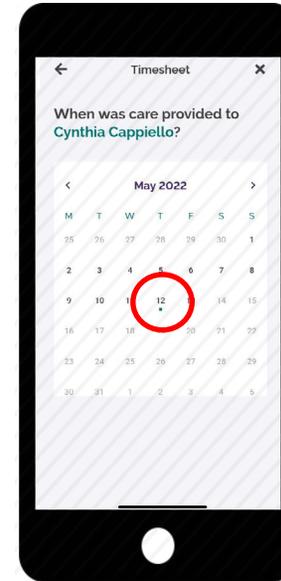
6

If the shift was in Seattle, switch **"PSST toggle"** on.



7

If done, select **"Sign & Submit."**
To add another shift, select **" +Add Entry."**



8

When entering another shift, previous shifts are marked on the calendar.



9

Tap inside the signature box and turn your device sideways.



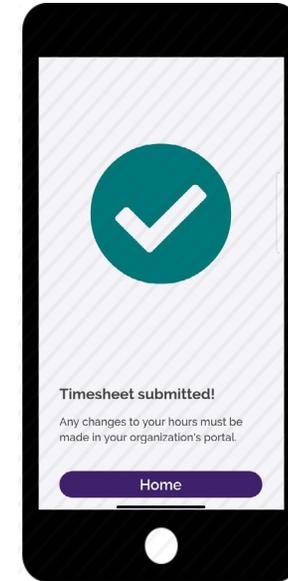
10

Use your finger or stylus to sign your name.
Select "**Accept.**"



11

Select "**Submit.**"



12

Close the app or select **Home** to add a new shift.