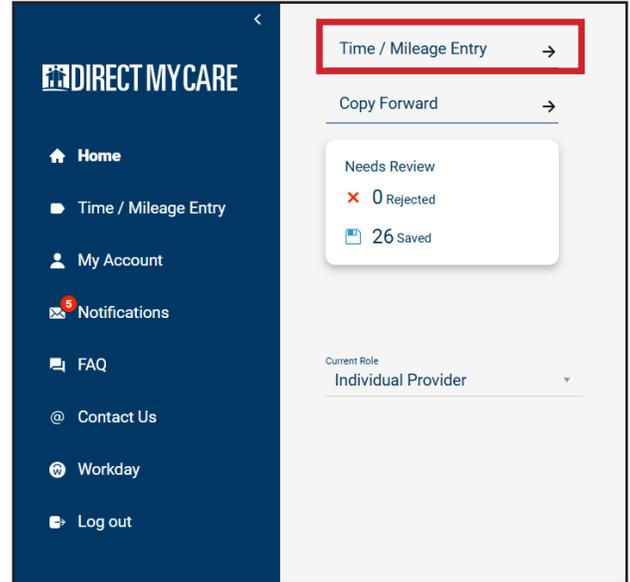


# Ku Darista Wakhtiga & Masaafadda Mayl

gudaha Bogga Intarneetka ee DirectMyCare IP-yada La Nool Macaamiisha

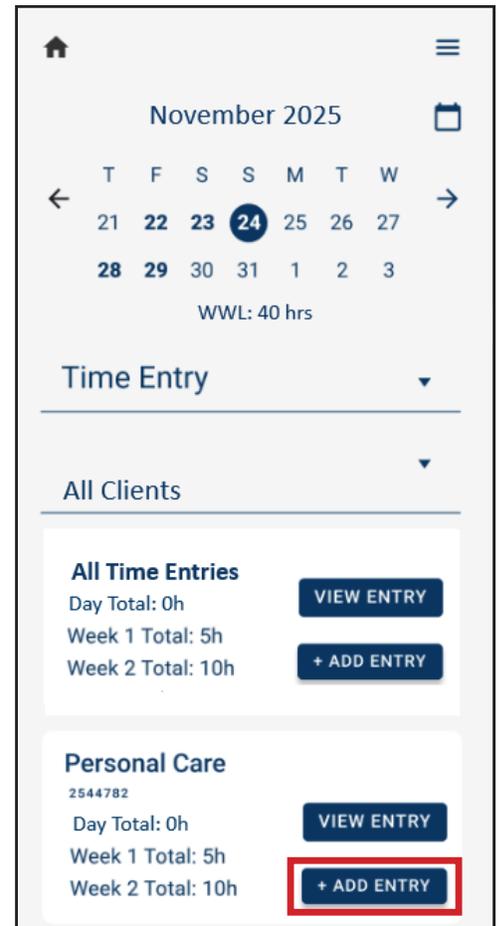
## Time Entry (Gelinta Wakhtiga)

1. Aad [DirectMyCare.com](https://DirectMyCare.com) oo gal bogga intarneetka adigoo gelinaya cinwaankaaga iimaylka iyo eray-sireedkaaga. Dooro **Log In (Gal)** oo waxaa lagu geyn doonaa bogga hore ee websaydka.
2. Dooro **Time/Mileage Entry (Gelinta Wakhtiga/ Masaafadda Mayl)**. (Jaantuska 01)



Jaantuska 01

3. Isticmaal jadwal taariikheedka si aad u doorato taariikhda, (Jaantuska 02)
4. Ka dooro **Time Entry (Gelinta Wakhtiga)** tasmada hoos u dhaadhaca.
5. Haddii ay kuu sugan yihiin wax ka badan hal Macmiil, isticmaal tasmada hoos u dhaadhaca ee labaad si aad u doorato **Macmiilkaada**.
6. U dooro **+ADD ENTRY (KU DAR WAX GELITAAN)** wixii ah nooca adeegga ee la doortay.



Jaantuska 02

7. Xaqiiji in Macmiilkaaga iyo Koodhkaada adeegga ay sax yihiin. Haddii aysan sax ahayn, waxaad ka beddeli kartaa adigoo adeegsanaya tasmada hoos u dhaadhaca. (Jaantuska 03)
8. Haddii diiwaangelinta hawsha loo baahan yahay, isticmaal tasmada hoos u dhaadhaca si aad u doorato hawlaha aad qabatay. (Jaantuska 03)
9. Istimaal tasmada hoos u dhaadhaca si aad u doorato kaaga ah EVV Exception Reason (Sababta Ka Reebitaanka EVV-ga) (ku darista wakhtiga gudaha bogga intarneetka MA AHAN u hoggaansanaanta EVV).
10. Geli wadarta saacadaha ee maalinta iyagoona leh u dhaxeyn wakhti oo ah 15 daqiiqo.
11. Dooro **SUBMIT (GUDBI)** si aad isla markiiba ugu dirto wax gelitaankaada ansixin.

← 8/13/25 →

Client  
**Gilgamesh Ganymede**  
4007885

Service Code  
**Respite Care**  
T1005

Tasks

EVV Exception Reason

Total Time Worked  
**00 : 00**

**BACK** **SAVE** **SUBMIT**

Jaantuska 03

Time / Mileage Entry →

Needs Review

✗ 0 Rejected

**4 Saved**

Marka aad dooraneyso **SAVE (KEYDI)** waxaad awoodi doontaa inaad mar kale ku aragto gudaha boggaada hore. Wax gelitaanada **LA KEYDIYAY LOOMA** gudbin doono ansixin iyo lacag-bixin. (Jaantuska 04)

Jaantuska 04

12. Marka wax gelintaada la gudbiyo, dib u eeg wax shaashad ka soo bixitaanka ah **Cadeynta** kadibna dooro **OK**. Waxaad heli doontaa xaqiijinta ku saabsan waqtiga aad gudbisay.
13. Waxaad ku arki doontaa wax gelitaanka aad ku dartay gudaha wadartaada maalinlaha ah, iyo sidoo kale wadartaada toddobaadlaha ee socota. (Jaantuska 05) Tani waxay kaa caawin doontaa inaad la socoto xaddidaaddahaaga shaqada ee toddobaadka.

November 2025

← T F S S M T W →

21 22 23 24 25 26 27

28 29 30 31 1 2 3

WWL: 40 hrs

Entry Type  
Time Entry

Client  
**Gilgamesh Ganymede**  
4007885

**Respite Care**  
T1005

Day Total: 5h

Week Total: 5h

**VIEW ENTRY**

**+ ADD ENTRY**

Jaantuska 05

## Wax gelitaanka Masaafada Mayl

1. Isticmaal jadwal taariikheedka si aad u doorato taariikhda, (Jaantuska 06)
2. Ka dooro **Mileage Entry (Gelinta Masaafada Mayl)** tasmada hoos u dhaadhaca.
3. Haddii ay kuu sugan yihiin wax ka badan hal Macmiil, isticmaal tasmada hoos u dhaadhaca ee labaad si aad u doorato **Macmiilkaada**.
4. U dooro **+ADD ENTRY (KU DAR WAX GELITAAN)** wixii ah nooca adeegga ee la doortay.

November 2025

T F S S M T W

21 22 23 24 25 26 27

28 29 30 31 1 2 3

WWL: 40 hrs

Entry Type  
Mileage Entry

Client  
Gilgamesh Ganymede  
4007885

Mileage, Personal Care  
S0215-U1  
Day Total: 0mi VIEW ENTRY  
Week Total: 0mi + ADD ENTRY

Mileage, Other  
S0215-U2  
Day Total: 10mi VIEW ENTRY  
Week Total: 10mi + ADD ENTRY

Jaantuska 06

← 8/13/25 →

Client  
Gilgamesh Ganymede  
4007885

Service Code  
Mileage, Other  
S0215-U2

Comments

Distance  
0 Miles

BACK SAVE SUBMIT

Jaantuska 07

Dooro aykoonka si aad ugu darto qoraal kasta wax gelintan.

5. Isticmaal fallaadhaha u jeeda kor/hoos si aad u geliso tirada saxda ah ee maylaha. (Jaantuska 07)
6. Dooro **SUBMIT (GUDBI)** si aad isla markiiba ugu dirto wax gelitaankaada ansixin. Wax gelitaanada **LA KEYDIYAY LOOMA** gudbin doono ansixin iyo lacag-bixin.

## Wakhti Gelinta Maamulka

1. Isticmaal jadwal taariikheedka si aad u doorato taariikhda, (Jaantuska 08)

2. Ka dooro **Admin Time (Wakhtiga Maamulka)** tusmada hoos u dhaadhaca.

3. U dooro **+ADD ENTRY (KU DAR WAX GELITAAN)** wixii ah nooca adeegga ee la doortay.

November 2025

T F S S M T W  
21 22 23 24 25 26 27  
28 29 30 31 1 2 3

WWL: 40 hrs

Entry Type  
Admin Time

Employer  
CDWA

70 Hour Basic Training  
SA541  
Day Total: 0h VIEW ENTRY  
Week Total: 0h + ADD ENTRY

Paid Time Off (PTO)  
PTO  
Day Total: 5h VIEW ENTRY  
Week Total: 8.5h + ADD ENTRY

Jaantuska 08

4. U geli waqtiga maamulka u dhaxeyn wakhti oo ah 15-daqiqo iyo faallo kasta oo loo baahan yahay. (Jaantuska 09)

5. Dooro **SUBMIT (GUDBI)** si aad isla markiiba ugu dirto wax gelitaankaada ansixin. Wax gelitaanada **LA KEYDIYAY LOOMA** gudbin doono ansixin iyo lacag-bixin.

← 8/13/25 →

Employer  
CDWA

Service Code  
Paid Time Off (PTO)

Comments

Total Time Worked  
05 : 00

BACK SAVE SUBMIT

Jaantuska 09