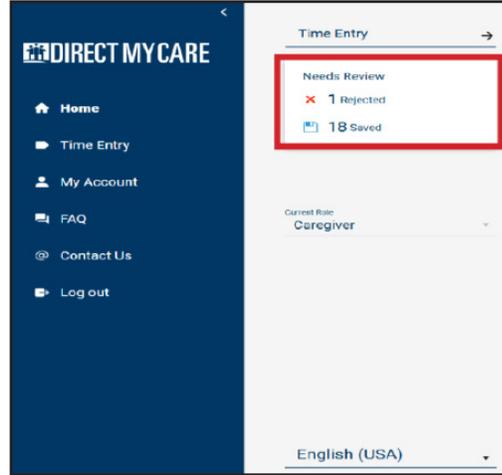


Sixida Gelin-shaqeedka gudaha Bogga Intarneetka ee DirectMyCare

Aad 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.

Gelin-shaqeedyada kujira Xaalka Keydineed

1. Si aad u beddesho ama u tirtirto gelin-shaqeed la keydiyay, dooro sanduuqa **Needs Review (U Baahan Tahay Dib u eegis)** (Jaantuska 01).
2. Dooro **View (Eeg)** ee ku dul-yaala gelin-shaqeedka aad rabto inaad wax ka beddesho (Jaantuska 02).

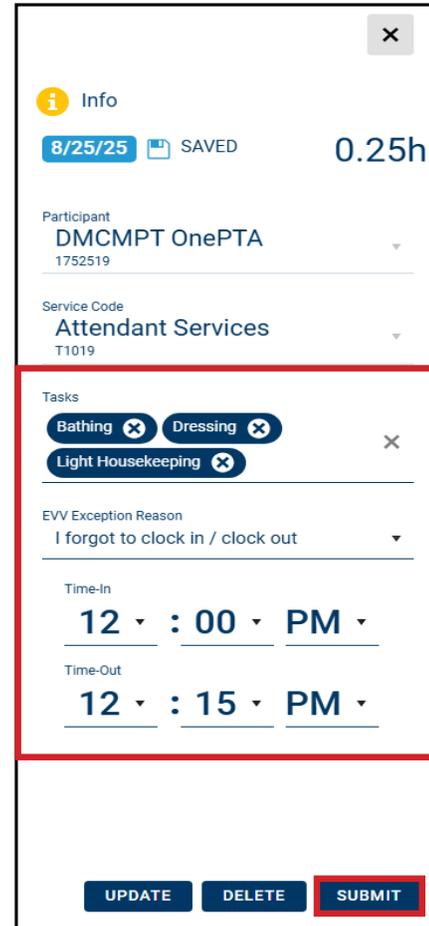


Jaantuska 01



Jaantuska 02

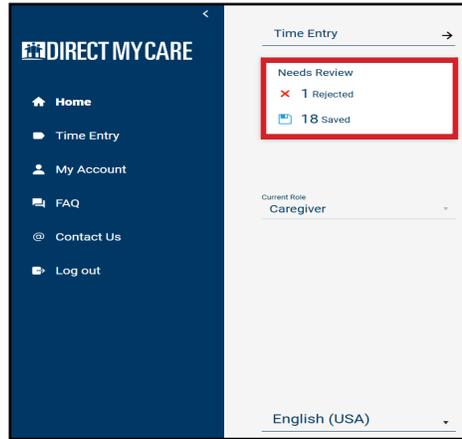
3. Marka aad joogto shaashada faahfaahinta gelin-shaqeedka, waxaad wax ka beddeli kartaa **Tasks (Hawlaha), EVV Exception Reason (Sababta Ka reebitaanka EVV-ga), iyo Time-In/Time-Out (Wakhtiga Aad Soo Gashay/Wakhtiga Aad Ka Baxday)** (Jaantuska 03).
 - Haddii aad u baahan tahay inaad beddesho **Service Code (Koodhka Adeegga)** ama **Shift Date (Taariikhda Gelin-shaqeedka)**, waxaad u baahan tahay inaad **DELETE (TIRTIRTO)** gelin-shaqeedka aad keydisay oo aadna sameysa gelin-shaqeed cusub (Jaantuska 03).
4. Waa inaad doorataa badhanka **SUBMIT (GUDBI)** si aad gelin-shaqeedkaaga ugu dirto ansixin iyo lacag-bixin (Jaantuska 03)



Jaantuska 03

Gelin-shaqeedyada kujira Xaalka La Soo Diiday

1. Si aad u beddesho ama u tirtirto gelin-shaqeed la soo diiday, dooro sanduuqa **Needs Review (U Baahan Tahay Dib u eegis)** (Jaantuska 04).
2. Dooro **View (Eeg)** ee ku dul-yaala gelin-shaqeedka aad rabto inaad wax ka beddesho (Jaantuska 05).

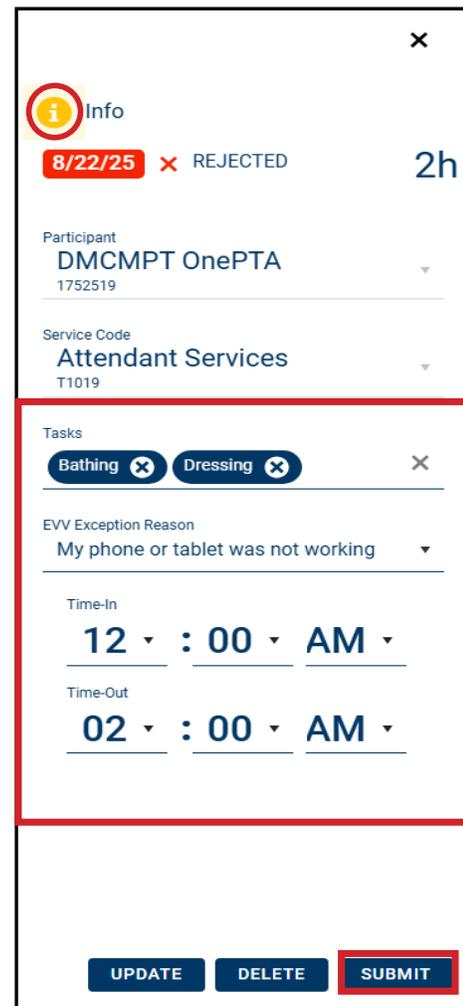


Jaantuska 04



Jaantuska 05

3. Marka aad joogto shaashada faahfaahinta gelin-shaqeedka, waxaad wax ka beddeli kartaa **Tasks (Hawlaha), EVV Exception Reason (Sababta Ka reebitaanka EVV-ga), iyo Time-In/Time-Out (Wakhtiga Aad Soo Gashay/Wakhtiga Aad Ka Baxday)** (Jaantuska 06).
 - Si aad u aragto sababta ka danbeysa in la soo diido gelin-shaqeedka, dooro aykoonka macluumaadka (Jaantuska 06).
 - Haddii aad u baahan tahay inaad beddesho **Service Code (Koodhka Adeegga)** ama **Shift Date (Taariikhda Gelin-shaqeedka)**, waxaad u baahan tahay inaad **DELETE (TIRTIRTO)** gelin-shaqeedka aad keydisay oo aadna sameyso gelin-shaqeed cusub (Jaantuska 06).
4. Waa inaad doorataa badhanka **SUBMIT (GUDBI)** si aad gelin-shaqeedkaaga ugu dirto ansixin iyo lacag-bixin. Doorashada **UPDATE (CUSBOONEYSII) UMA** diri doonto gelin-shaqeedka ansixin iyo lacag-bixin (Jaantuska 06).

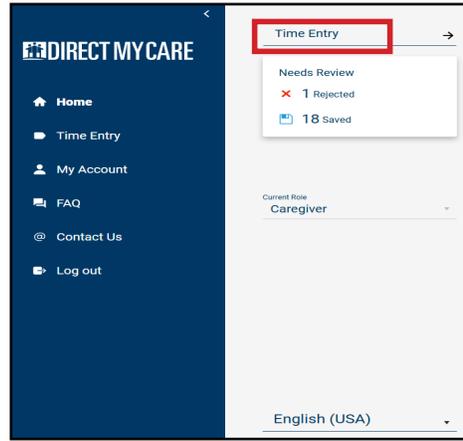


Jaantuska 06

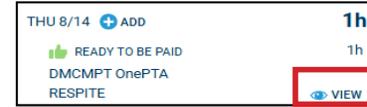
Gelin-shaqeeyada ku jiraan Xaalada U Diyaarsan Lacag-bixinta

Si aad wax ka beddel ugu sameyso gelin-shaqeed ku jirta xaalada Ready to be Paid (Diyaar u ah Lacag-bixinta) waa in marka hore la tirtiro. Marka la tirtiro, dib ugu soo gudbi gelin-shaqeedka oo ay ku qoran yihiin faahfaahinta saxda ah.

1. Si aad u tirtirto gelin-shaqeedka ku jira xaalada Ready to be Paid (Diyaar u ah Lacag-bixinta), dooro **Time Entry (Gelinta Wakhtiga)** (Jaantuska 07).
2. Dooro **View (Eeg)** ee ku dul-yaala gelin-shaqeedka aad rabto inaad tirtirto (Jaantuska 08).

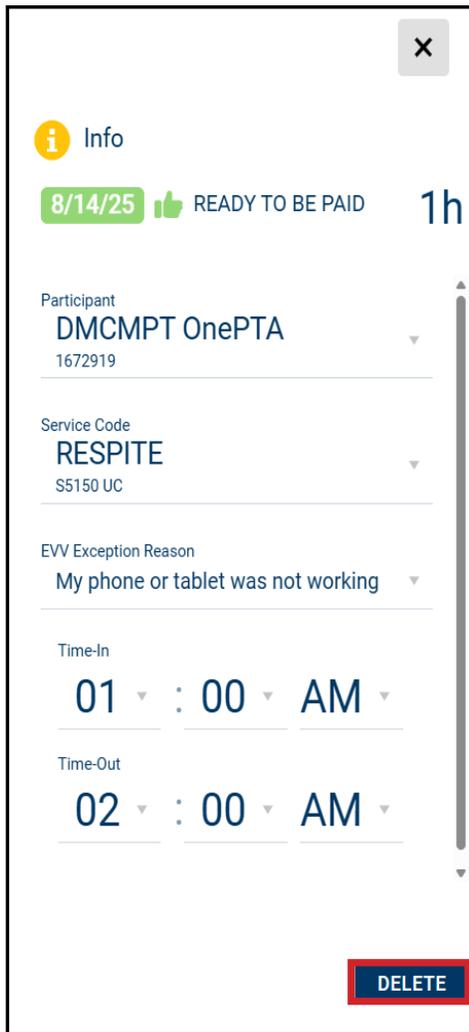


Jaantuska 07

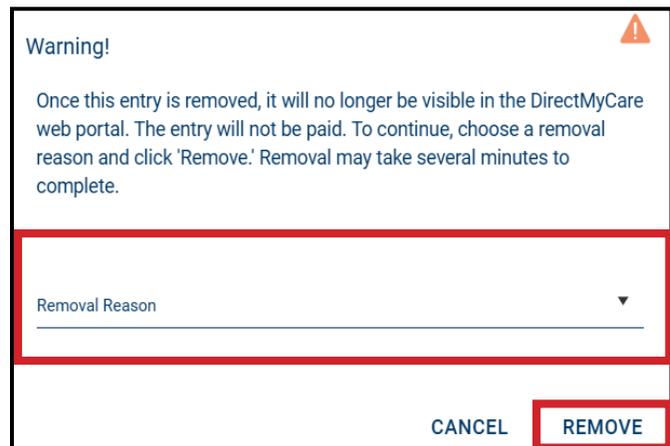


Jaantuska 08

3. Si aad u saarto gelin-shaqeedka, dooro **DELETE (TIRTIR)** (Jaantuska 09).
4. Gudaha wax shaashad kasoo bixitaanka, isticmaal tasmada hoos u dhaadhaca si aad u doorato sababta ka danbeysa inaad tirtirto gelin-shaqeedka, kadibna dooro **REMOVE (SAAR)** (Jaantuska 10).
 - Haddii loo baahdo, soo gudbi gelin-shaqeed cusub oo ay ku qoran yihiin macluumaadka saxda ah.



Jaantuska 09



Jaantuska 10