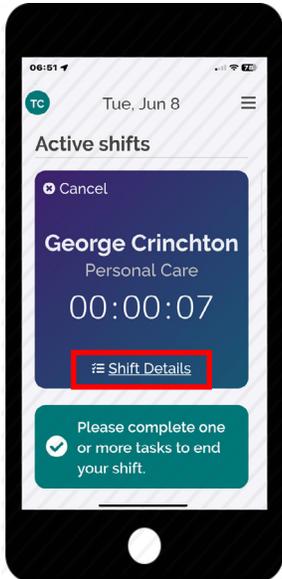


CareAttend: Submitting a shift with tasks

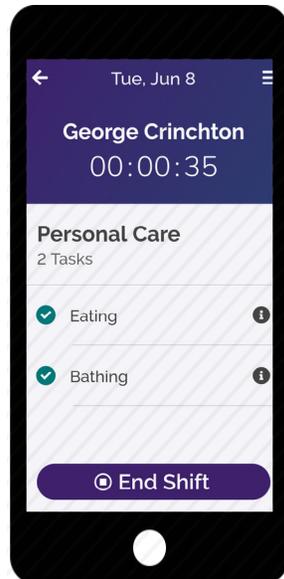
Submit a Shift

IPs are responsible for submitting time through the CareAttend app. Once finished providing care, follow these steps.



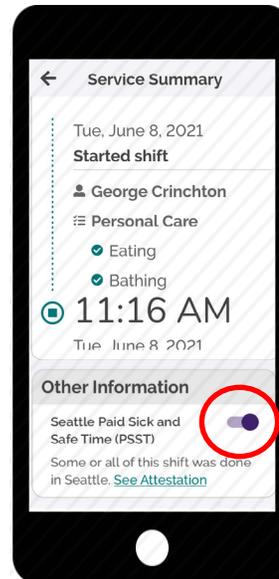
1

To select the tasks you are providing, select **"Shift Details."**



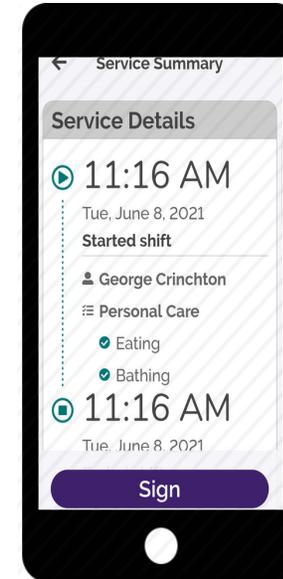
2

Select the tasks you are providing, then select **"End Shift."**



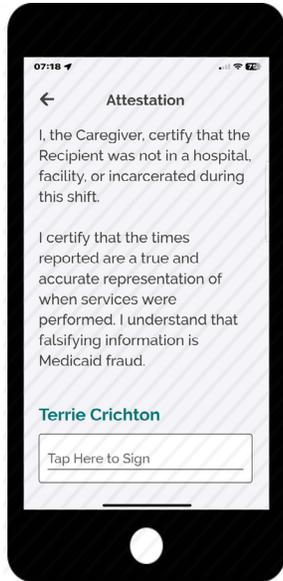
3

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



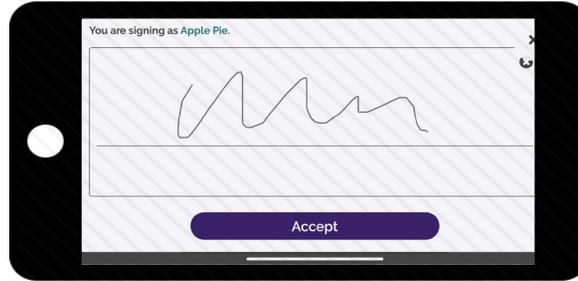
4

Review Service Details and select **"Sign."**



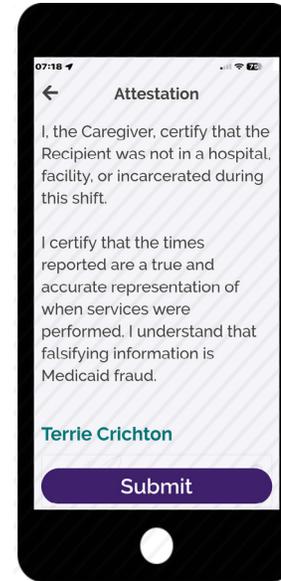
5

Tap inside the signature box and turn your device sideways.



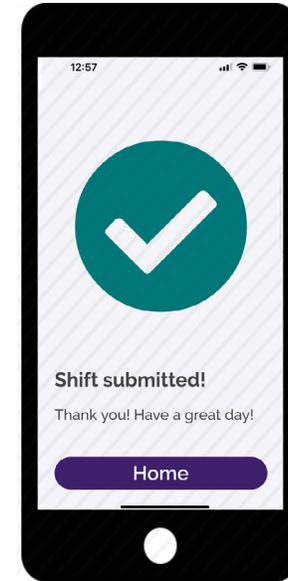
6

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



7

Select **"Submit."**



8

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