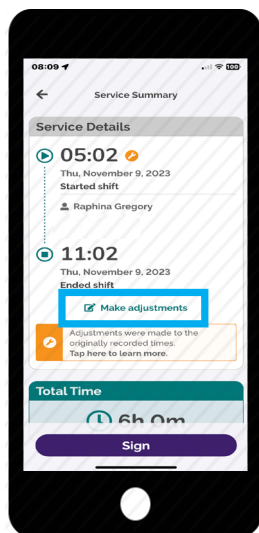


CareAttend Adjusting a Shift

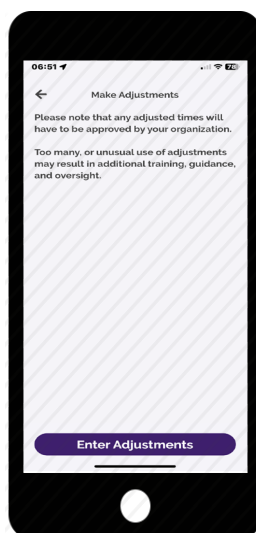
Shift Adjustments

These steps are only if you need to adjust the details of your shift.



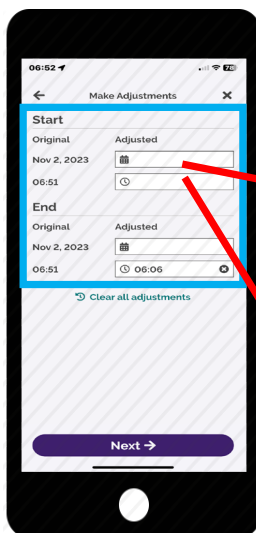
1

If you need to make adjustments to your electronic timecard, select **"Make adjustments"** on the Service Summary screen.



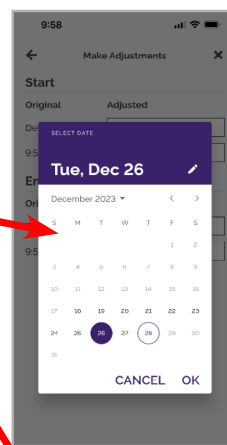
2

Select **"Enter Adjustments."**

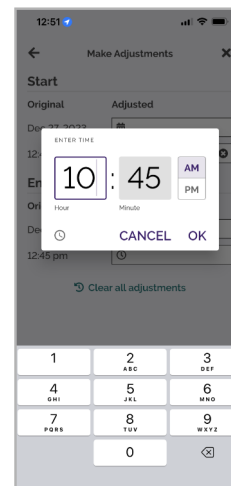
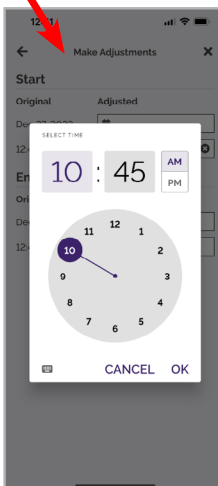


3

Use this screen to adjust Start and/or End dates and times. When you are finished select **"Next."**

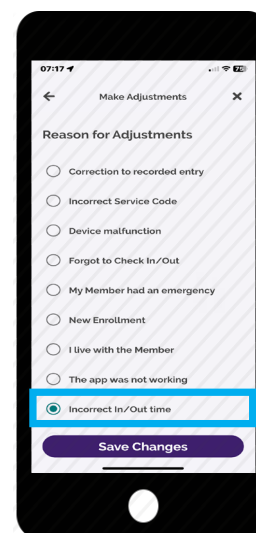


Select the **date field** to choose a different date on the calendar.



4

Select the reason for the adjustment(s), then select **"Save Changes."**



Select the **time field**, then double tap the hours/minutes field above the clock to type in a new clock in/out time.