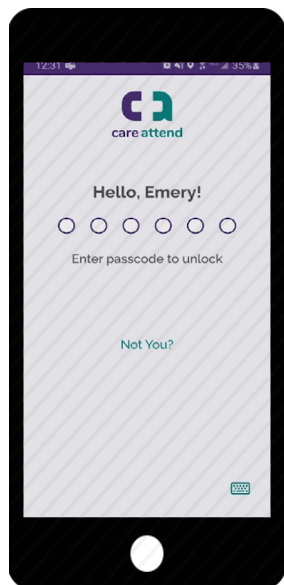# CareAttend: Ending Long-Running Shifts
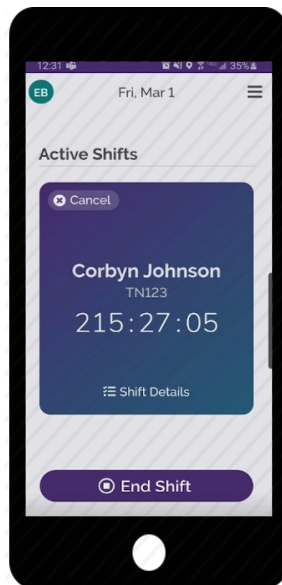
If you forgot to end your shift in CareAttend and it is still running, you can end your shift in two ways.
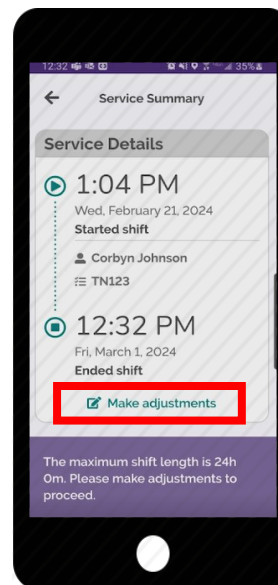
Option 1

1

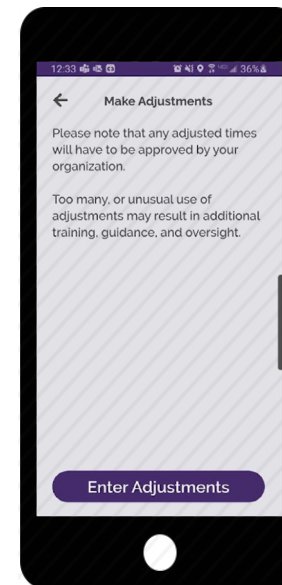Sign into the CareAttend App using your passcode on the unlock screen.
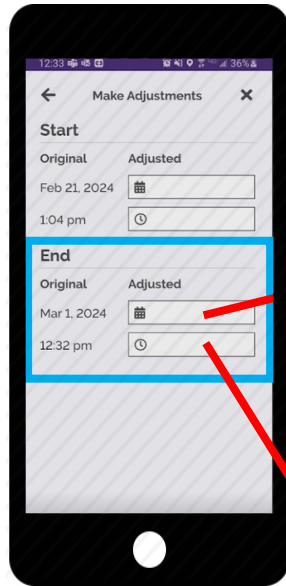
2

Select **"End Shift."**

3

Select "**Make adjustments**."

4

Select "**Enter Adjustments**."
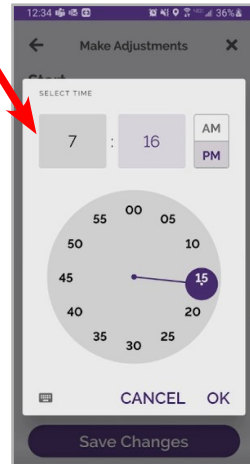
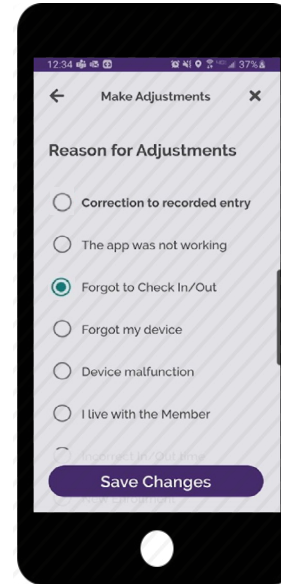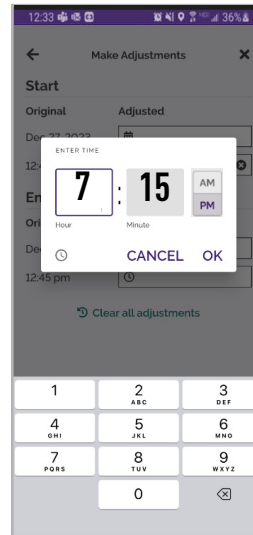EVERY LIFE.   EVERY MOMENT.   EVERY DAY.

5

Use this screen to adjust the End date and time back to when you actually finished the shift. When you are done select "**Next**."
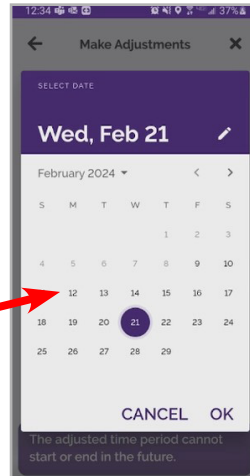
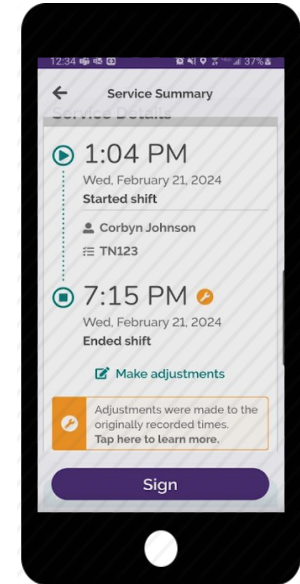Select the **date field** to adjust the date on the calendar.

Select the **time field**, then double tap the hours/minutes field above the clock to type the clock out time.
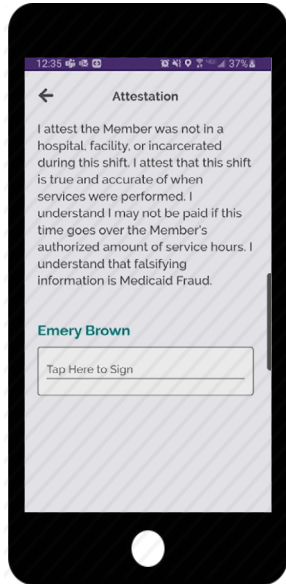
6

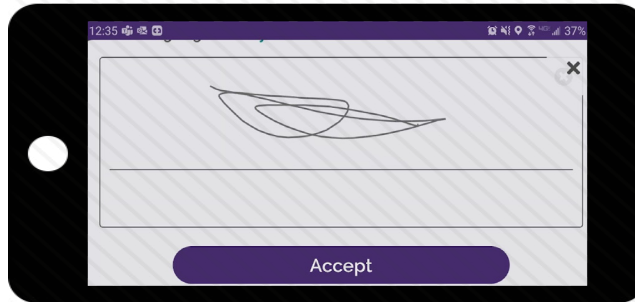Choose "**Forgot to Check In/Out**" as the adjustment reason. Then select "**Save Changes**."

7

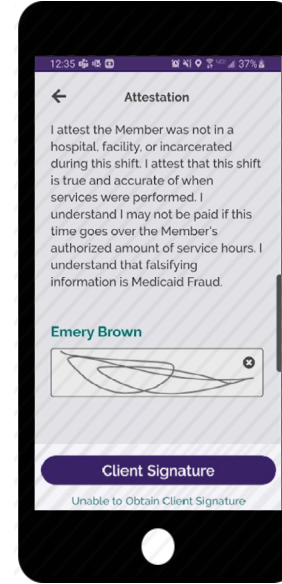Review the Service Summary screen, then select "**Sign**."

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2

8

Tap inside the signature box. Your device screen will turn sideways.
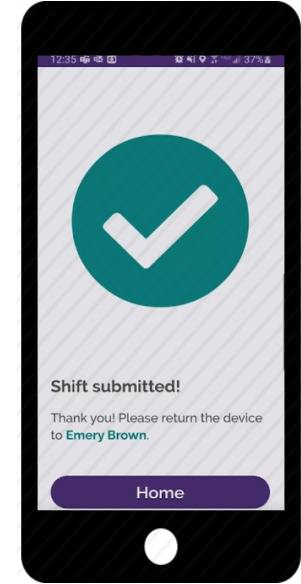
9

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

10

If the individual you provided services for can sign your electronic timecard, select the button to obtain the signature.
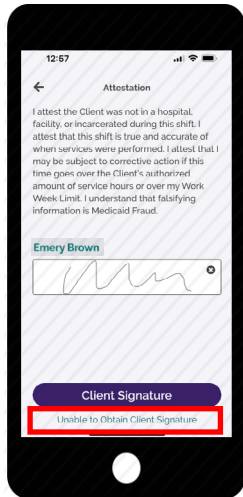
If the individual is unavailable, select the "**Unable to Obtain Signature**" link below the buttonand jump to the next page.
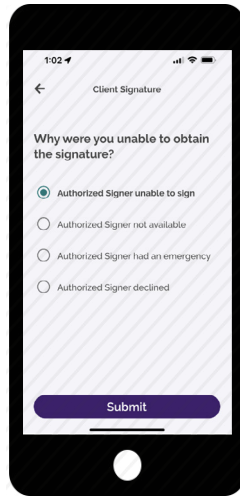
8

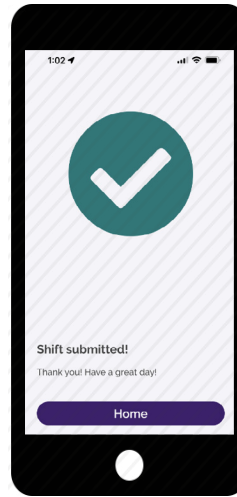Once signed, select "**Submit**."

Your shift has been submitted.

1

If nobody is available at the end of the shift to approve time, select the green words "**Unable to Obtain Client Signature**" which is located underneath the purple button.

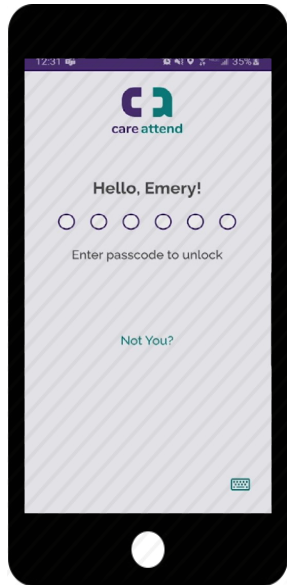**2**

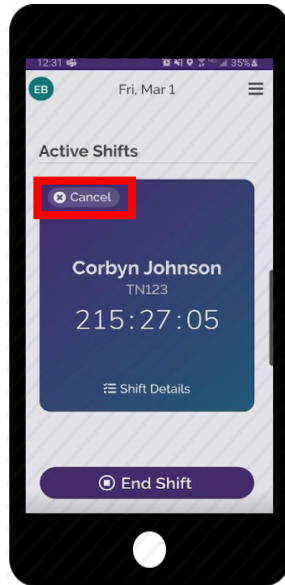Choose a reason why you were unable to obtain a signature and select "**Submit**."

3

Your shift has been submitted!
Approval will need to be obtained in
DirectMyCare.com

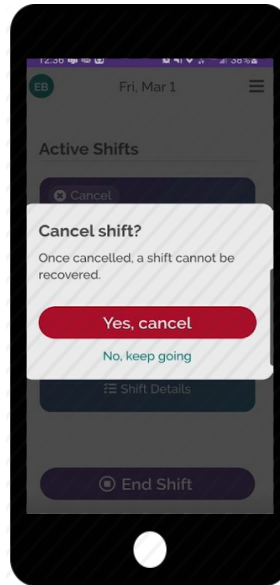EVERY LIFE.   EVERY MOMENT.   EVERY DAY.

1

Sign into the CareAttend App using your passcode on the unlock screen.

2

Select "**Cancel.**"

3

Select "**Yes, cancel.**"

4

Navigate to DirectMyCare.com and "**Log in**."

5

From your homepage, select the **Needs Review** box, then select **View** on the shift you want to change.

6

From the shift details screen, you can adjust **Time-In/Time-Out.**

Select the **SUBMIT** button to send your shift for approval and payment.

EVERY LIFE.   EVERY MOMENT.   EVERY DAY.