

Deleting Time Entries in the DirectMyCare Web Portal

There may be an occasion where you will need to delete an entry in the DirectMyCare Web Portal. Please follow the instructions here. While your screen may look slightly different from the example below, the steps will remain the same.

Viewing Time Entries

1. Go to DirectMyCare.com and sign in to the web portal by entering your email address and password. Select **Log In** and you will be taken to the home page.
2. Select Time/Mileage Entry to view a calendar and list of services (Fig. 01).
3. On the next screen, you can use the arrows to view weeks forward or back on the calendar to select a day, and you can use the dropdown menu to choose Time Entry or Mileage Entry, if available (Fig. 02).

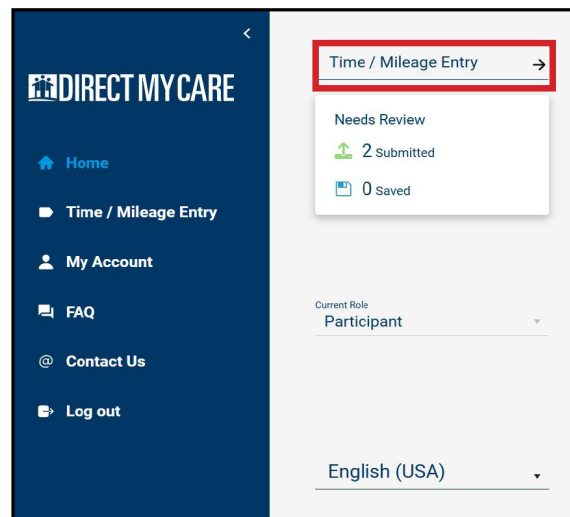


Fig. 01

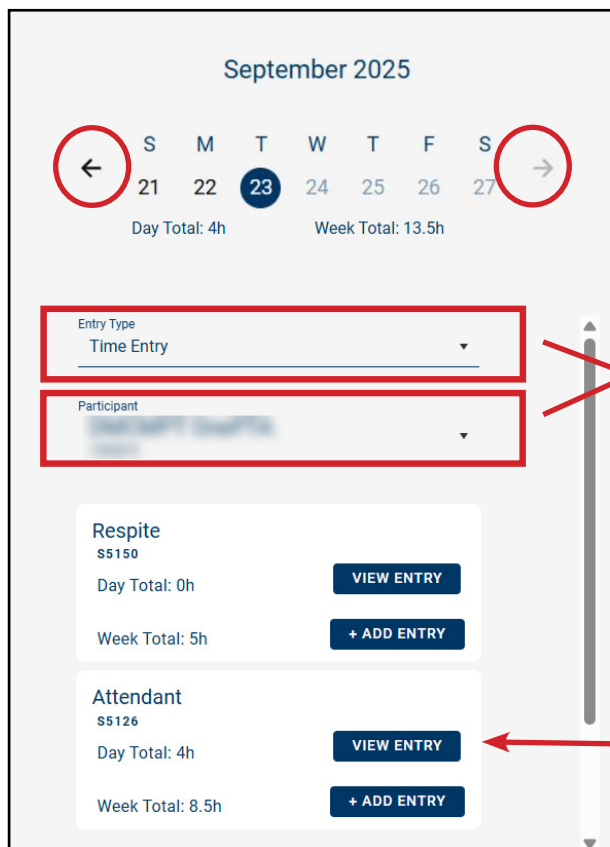


Fig. 02

If you have more than one option, use these dropdown menus to select the entry type and person.

4. After selecting a day, you'll see a list of available service codes. Choose **View Entry** next to any service code to see all time entered for that week. (You may need to scroll down to view the full list.)

You'll see all shifts for the week for that service, along with each shift's status and the total hours (Fig. 03).

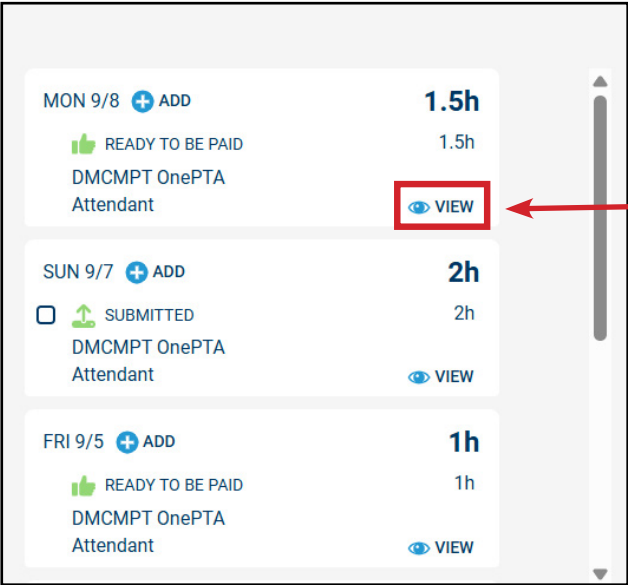


Fig. 03

1. Select the **VIEW** link for shift detail.

Deleting Shifts in Ready to be Paid Status

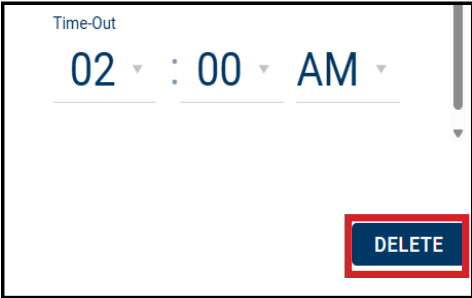


Fig. 04

- 2. To remove the shift, select **DELETE** (Fig. 04). You may have to scroll down to see all shift details and DELETE button.
- 3. In the popup, use the drop-down menu to choose a reason why you are deleting the shift, then select **REMOVE** (Fig. 05).

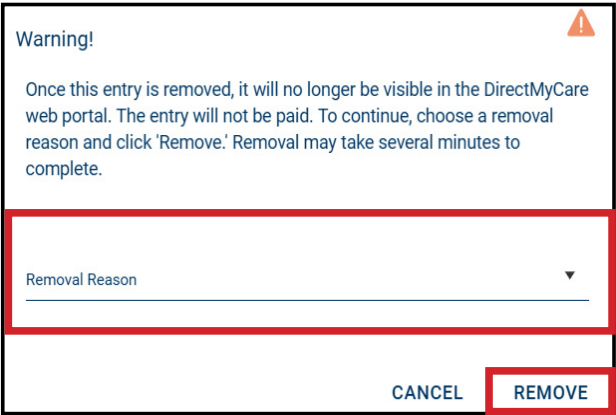


Fig. 05