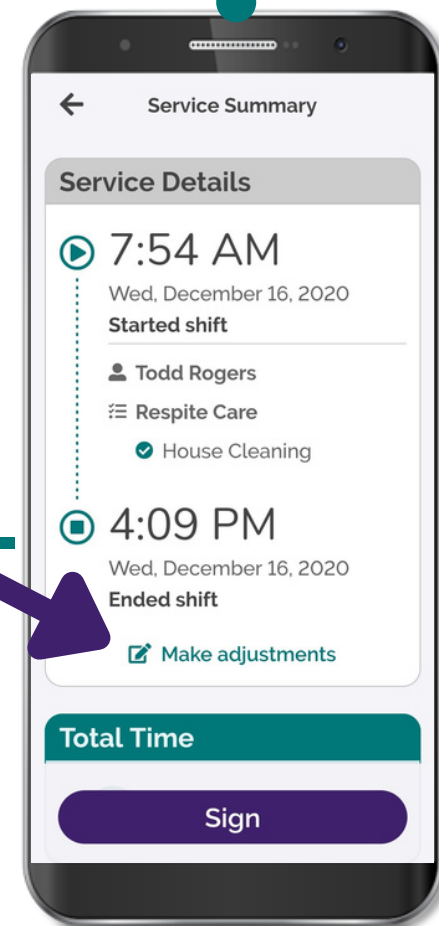


# The CareAttend App

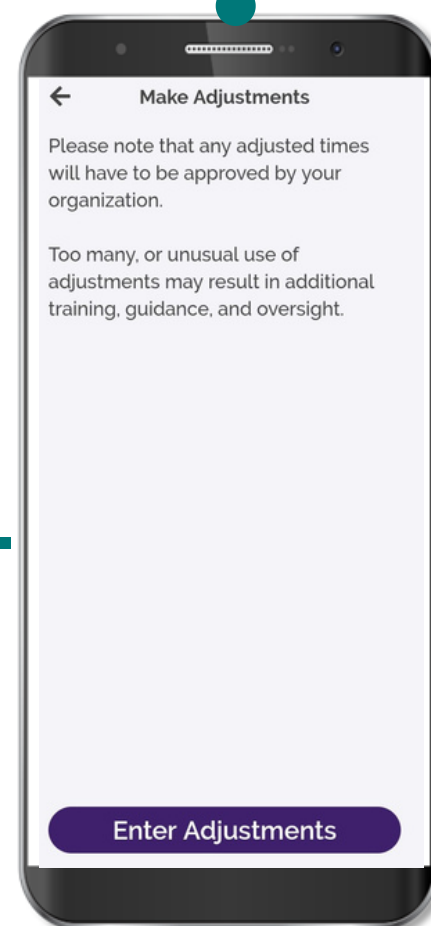
## Adjusting a Shift

If you need to change recorded times, follow these steps



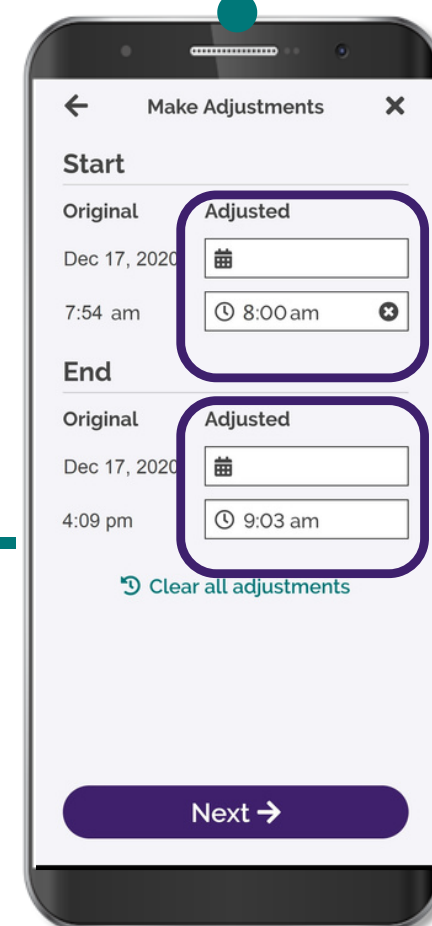
1

In the service summary screen, tap Make Adjustments



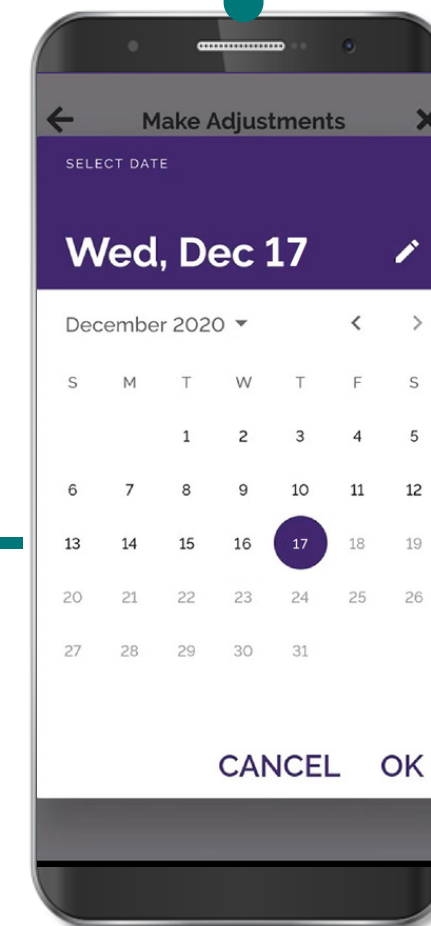
2

Read the Statement and tap "Enter Adjustments"



3

Tap the box next to the date or time you need to adjust



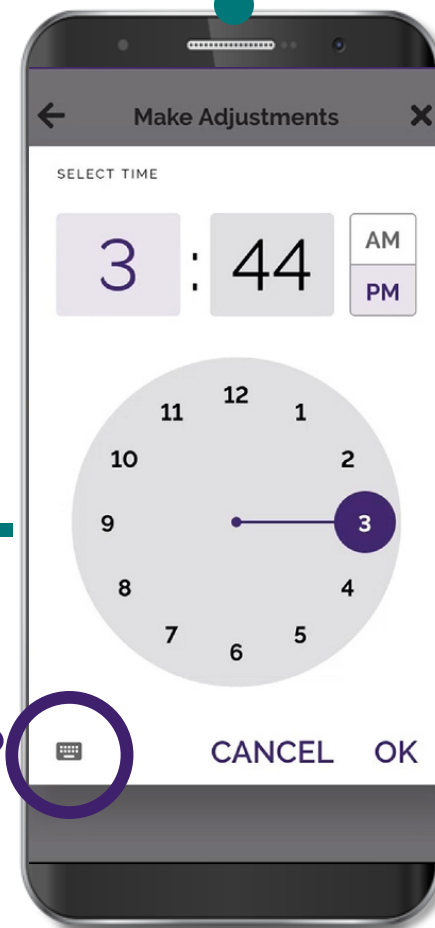
4

Adjust dates by selecting one from the calendar and tapping OK

# The CareAttend App

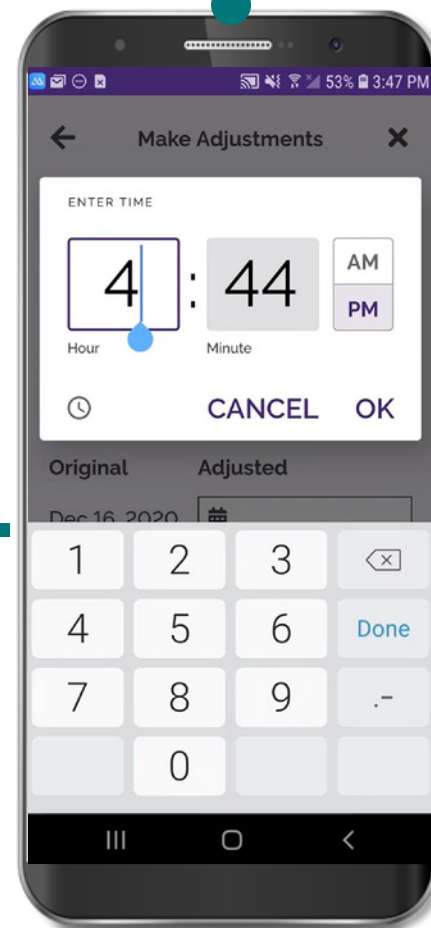
## Adjusting a Shift

If you need to change recorded times, follow these steps



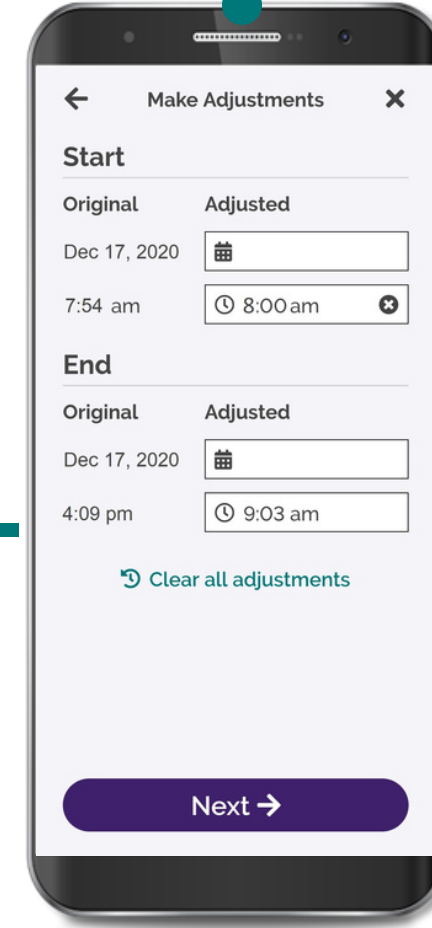
5

Adjust times by moving the clock hands or by tapping the keyboard.



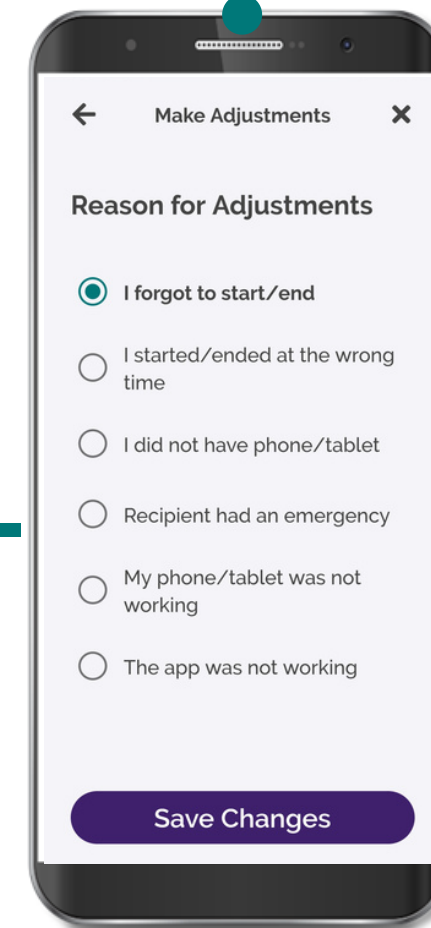
6

Type the new time into the number pad and tap OK



7

Confirm your adjustments by tapping Next



8

Select a Reason for the change and Tap Save Changes