

# Download SAP

A timesheet can be downloaded anytime after it is created. However, by default, it will be marked with a “Draft” watermark and is not authorized for use. Once a timesheet is approved and has a status of Complete, the watermark is removed and the timesheet is ready to use.

There are three ways to download a timesheet:

- The Edit Timesheet page (Draft timesheets only)
- The View Timesheet window (all statuses)
- Download button (Complete timesheets only)

## Edit Timesheet Page (Draft timesheets only)

1. From the timesheet section, click Edit on the tile of the timesheet you wish to download.

Create Timesheets For Mary Maryson DEMO

Dashboard

Outcomes

Plan Safeguards

SD Safeguards

Timesheets

COMHAB - [DEFAULT]

Status: Draft

Service Type: ComHab

View

Edit

Submit

2. Click **Edit**.

Edit Timesheet

Select Goals

☒ Teach safety skills

☒ Teach skills for independent living

☒ Increase opportunities for community integration, socialization, and fitness

Edit

3. Click **Download**.

Editing Timesheet "[DEFAULT]" For Mary Maryson DEMO

Select an outcome below and edit the information to best fit the timesheet. A preview will be generated each time you save.

Teach safety skills

Teach skills for independent living

Increase opportunities for community integration, socialization, and fitness

Download

Back to All Timesheets

ISS INDEPENDENT

Employee Time Sheet for Period Ending:

Participant: MARYSON DEMO

Employee: MARYSON DEMO

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Employee's Title: ComHab (DEFAULT)

Service Location: A Home B Community C I/DD Site D Other

Task: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Notes: \_\_\_\_\_

Initials: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## View Timesheet window (all statuses)

1. From the timesheet section, click **View** on the tile of the timesheet you wish to download.

## Create Timesheets For Mary Maryson DEMO

[Dashboard](#)[Outcomes](#)[Plan Safeguards](#)[SD Safeguards](#)[Timesheets](#)

COMHAB - [DEFAULT]

Status: Draft

Service Type: ComHab

[View](#) [Edit](#) [Submit](#)

2. Click **Download Timesheet**.

[DEFAULT] ×

**Status:** Pending Approval

**Service Type:** ComHab

[Download Timesheet](#)

### GOALS

- + Teach skills for independent living
- + Increase opportunities for community integration, socialization, and fitness

## Download button (Completed timesheets only)

1. From the timesheet section, click **Download**.

## Create Timesheets For Mary Maryson DEMO

[Dashboard](#)[Outcomes](#)[Plan Safeguards](#)[SD Safeguards](#)[Timesheets](#)

COMHAB - [DEFAULT]

Status: Complete

Service Type: ComHab

[View](#) [Download](#)

🕒Revision #2

★Created Tue, Nov 24, 2020 8:50 PM by [Admin](#)

✎Updated Sat, Dec 14, 2024 1:37 AM by [Admin](#)