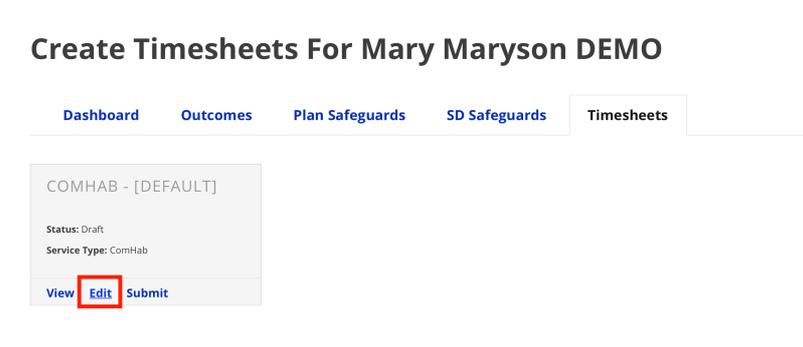# Download SAP

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.

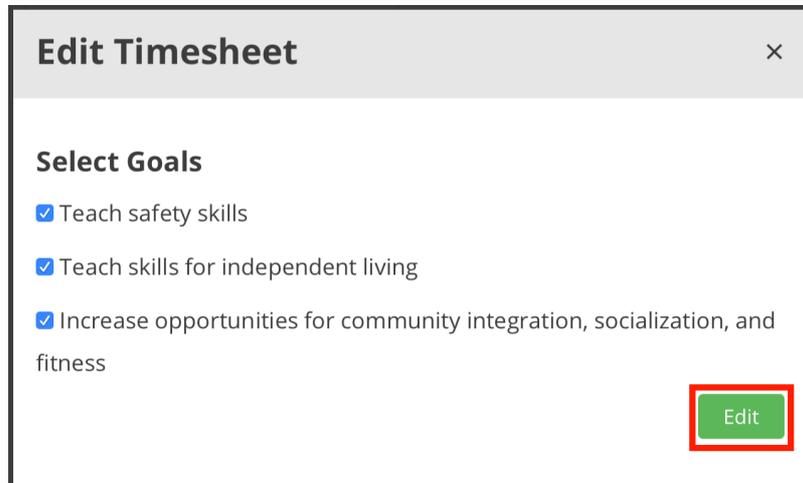There are three ways to download a timesheet:

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

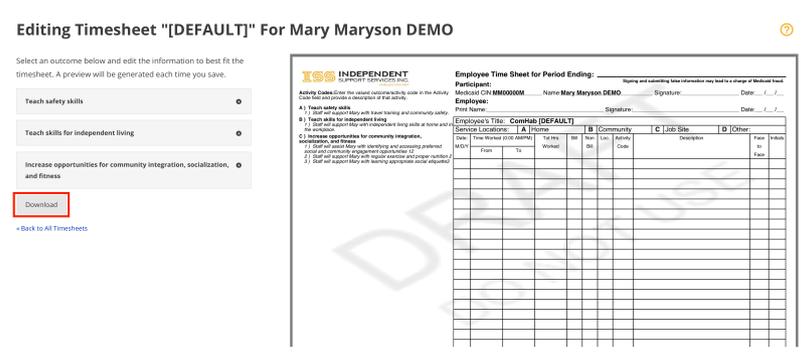## Edit Timesheet Page (Draft timesheets only)

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

2. Click **Edit**.

3. Click **Download**.

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