

# Download SAP

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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

The screenshot shows a navigation bar with the following tabs: Dashboard, Outcomes, Plan Safeguards, SD Safeguards, and Timesheets. The 'Timesheets' tab is active. Below the navigation bar, there is a card for a timesheet titled 'COMHAB - [DEFAULT]'. The card displays the following information: Status: Draft, Service Type: ComHab. At the bottom of the card, there are three buttons: View, Edit, and Submit. The 'Edit' button is highlighted with a red box.

2. Click **Edit**.



# 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](#)

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[Timesheets](#)

COMHAB - [DEFAULT]

Status: Complete

Service Type: ComHab

[View](#)

[Download](#)

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