

# 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

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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**.

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### 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

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COMHAB - [DEFAULT]

Status: Draft

Service Type: ComHab

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

2. Click **Download Timesheet**.

[DEFAULT] ×

**Status:** Pending Approval

**Service Type:** ComHab

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### 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**.

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COMHAB - [DEFAULT]

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🕒 Revision #2

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