

# Edit SAP (Broker)

Only Draft timesheets can be edited. To edit a timesheet, follow the steps below.

1. From the timesheets section, click **Edit** on the tile of the timesheet you wish to 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. Modify the checkbox selections if necessary to change which goals/outcomes are included on the timesheet.
3. Click **Edit**.

### Edit Timesheet

Select Goals

☒ Teach safety skills

☒ Teach skills for independent living

☒ Increase opportunities for community integration, socialization, and fitness

**Edit**

4. Expand the attached outcomes to edit the text of the Actions as needed.
5. Click **Save** when done.
6. To navigate back to all timesheets, click **Back to All Timesheets**.

🕒Revision #2

★Created Tue, Nov 24, 2020 8:41 PM by [Admin](#)

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