

Viewing Shift Comments

If a comment was added by staff on a shift, you can view them in two locations: on the shift details screen and on the Print/Download PDF.

Shift Details Screen

If a comment was added, the *Shift Comments* section will display. Click the plus sign on the right to expand it. The section will **only** display if a comment was added.

Collapsed:

Job.

COMHAB

Start Time:
Mon, 07/03/2023 11:21 AM

Start Location: 📍 *EVV Valid*
Home

End Time:
Mon, 07/03/2023 4:32 PM

End Location: *EVV Valid*
Community

Hours:
5.18

Status:
Paid

Shift Data +

Staff Activities +

Shift Comments +

Expanded:

Mon, 07/03/2023 4:32 PM

End Location: *EVV Valid*

Community

Hours:

5.18

Status:

Paid

Shift Data

+

Staff Activities

+

Shift Comments

-

Shift Comments Show Here!

Print/Download PDF

If a comment was added, theComments section will display below the shift details and above the Staff Activities on the PDF.

Date:M/D/Y	Time Worked (0:00 AM/PM)		Tot Hrs Worked	Method	Signature
	From	To			
07/03/2023	11:21 AM	4:32 PM	5.18 hr	Face to Face	Submitted on 07/03/2023 04:34:40 PM
<div>Participant: </div> <div>Employee: </div> <div>Employee's Title: COMHAB</div> <div>Job Code: </div> <div>Shift ID: </div> <div>Shift Status: Paid</div> <div>EVV Status: EVV Verified Shift</div> <div>Start Location: Home</div> <div>End Location: Community</div> <div>Approved by Circle: - 07/05/2023 01:10:46 PM</div> <div>Comments: Shift Comments Show Here!</div>					

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