

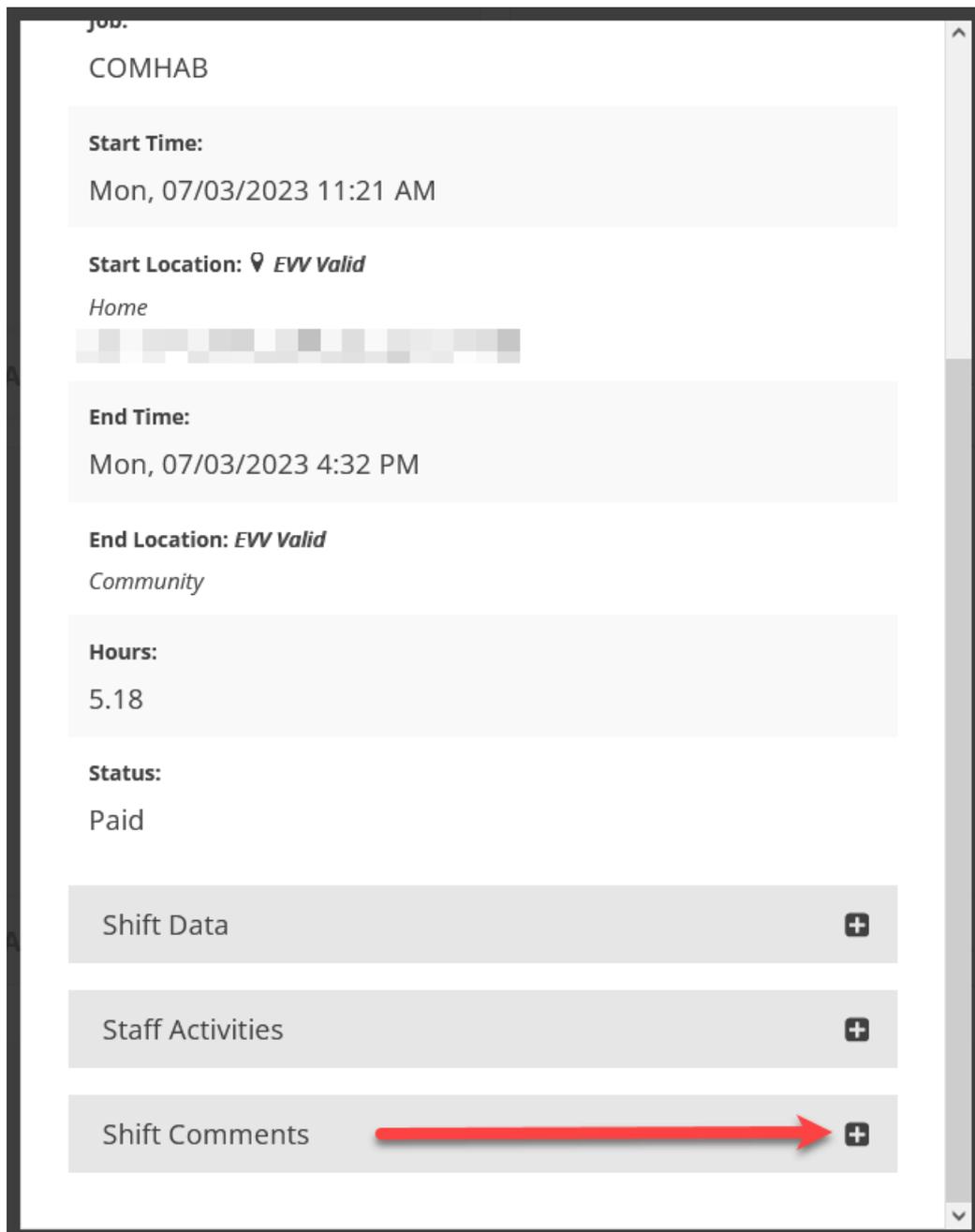
Viewing Shift Comments

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.

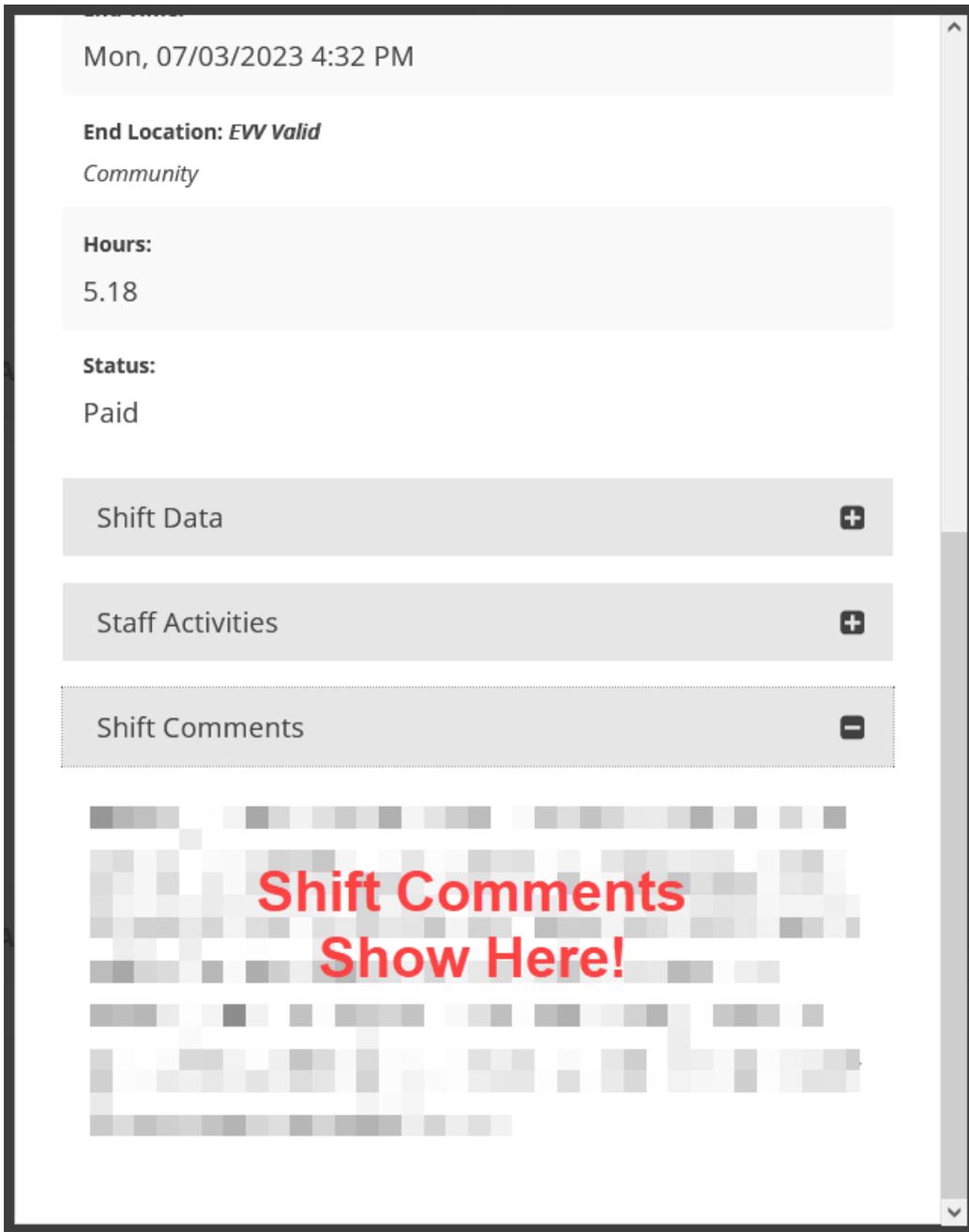
Shift Details Screen

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:



Expanded:



Print/Download PDF

If a comment was added, the *Comments* 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
Participant: [Redacted]					
Employee: [Redacted]					
Employee's Title: COMHAB					
Job Code: [Redacted]					
Shift ID: [Redacted]					
Shift Status: Paid					
EVV Status: EVV Verified Shift					
Start Location: Home					
End Location: Community					
Approved by Circle: [Redacted] - 07/05/2023 01:10:46 PM					
Comments: Shift Comments Show Here!					

⊕Revision #3

★Created Fri, Feb 23, 2024 9:56 PM by [Elizabeth Lukan](#)

✎Updated Fri, Mar 1, 2024 9:43 PM by [Elizabeth Lukan](#)