

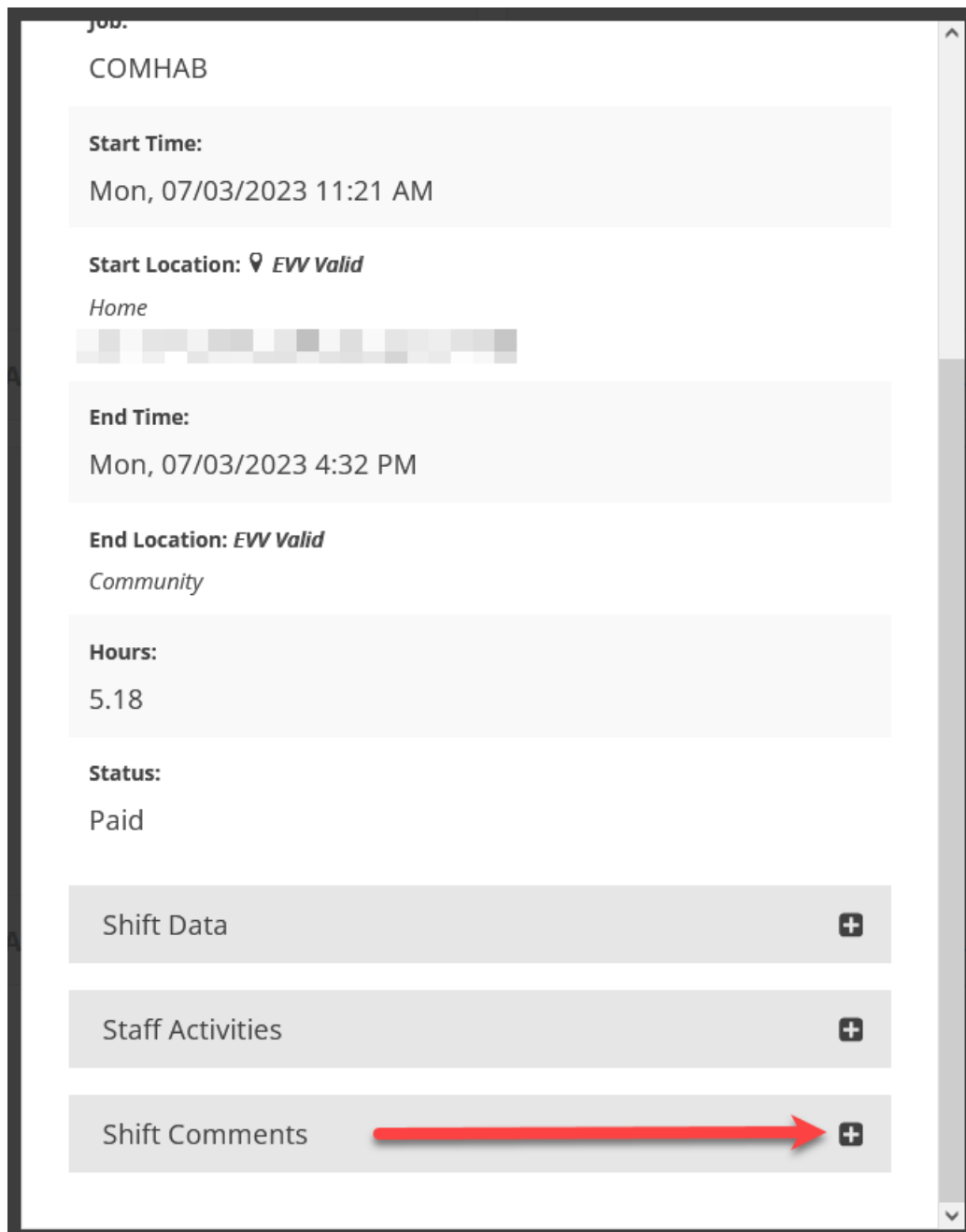
# Viewing Shift Comments

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, 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
<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>					

⊖Revision #3

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

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