

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: *EW Valid*
Community

Hours:
5.18

Status:
Paid

Shift Data +

Staff Activities +

Shift Comments -

Shift Comments Show Here!

The screenshot shows a mobile application interface for shift details. It includes a date and time header, an end location section with 'EW Valid' and 'Community', an hours section with '5.18', and a status section with 'Paid'. Below these are three expandable sections: 'Shift Data', 'Staff Activities', and 'Shift Comments'. The 'Shift Comments' section is currently collapsed. A large red watermark 'Shift Comments Show Here!' is overlaid on the bottom half of the screen.

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.

