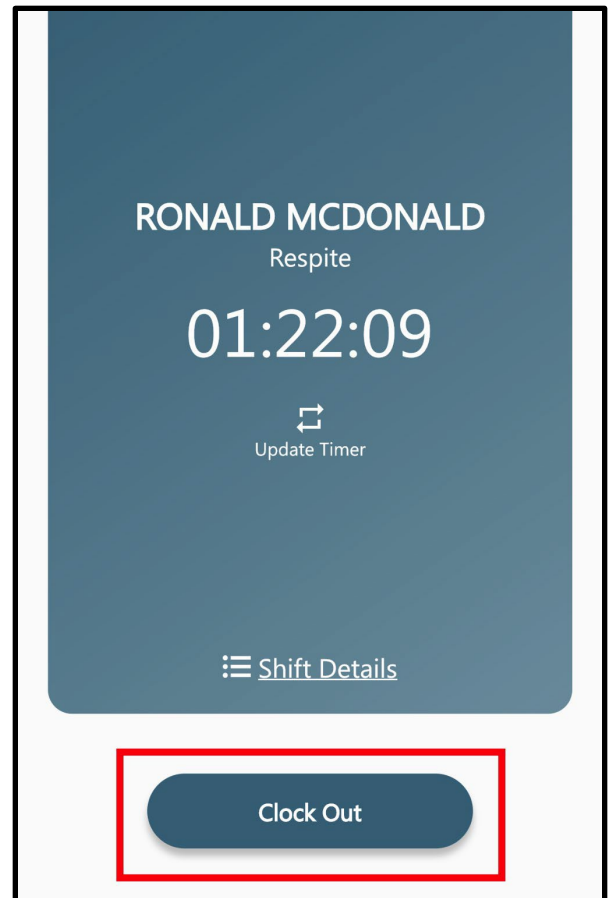


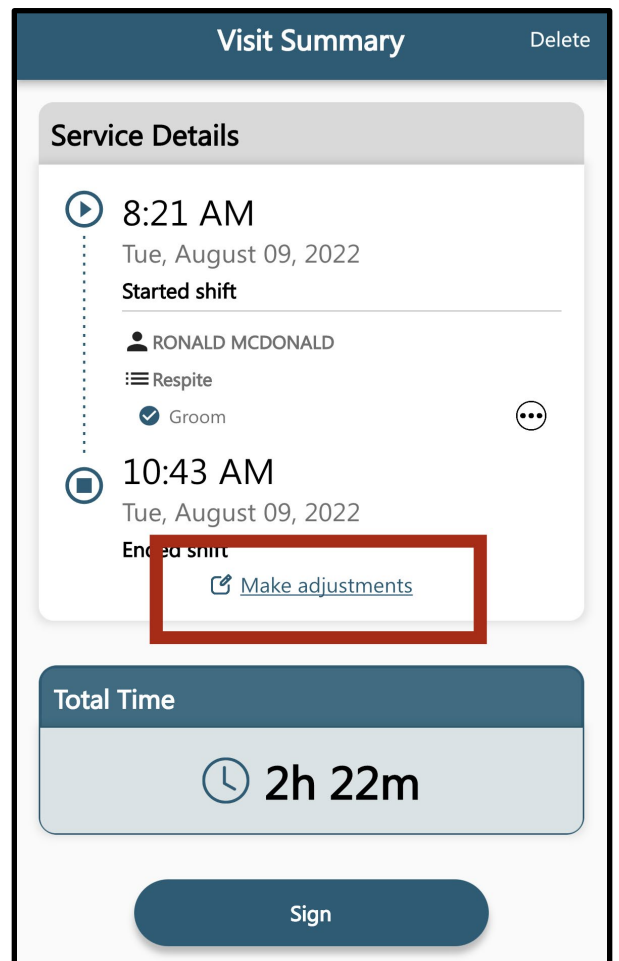
Cómo hacer un ajuste a mi hora de inicio o hora de finalización

1. Mientras esté en la pantalla Active Shifts, continúe y finalice su turno, presionando **Clock Out**

*Si no ves el botón Reloj de salida en la pantalla Active Shifts, asegúrate de haber agregado todas tus tareas haciendo clic primero en Shift Details .



2. Presione **"Make Adjustments"** en la pantalla Resumen de la visita.



- En la pantalla Realizar ajustes, en la sección Ajustado, seleccione la hora junto a "Time In" o "Time Out" para ajustar la hora de inicio o finalización.

* El uso excesivo o inusual del ajuste de tiempo puede resultar en un pago retrasado, capacitación adicional o acción disciplinaria.

The screenshot shows the 'Make Adjustments' screen with a dark blue header containing a back arrow and the title. Below the header, there are two sections: 'Original Time' and 'Adjusted'. The 'Original Time' section lists 'Time In' as 'Tue Aug 9, 8:21 AM' and 'Time Out' as 'Tue Aug 9, 10:43 AM'. The 'Adjusted' section lists 'Time In' as 'Tue Aug 9, 8:21 AM' and 'Time Out' as 'Tue Aug 9, 10:43 AM', with a red box highlighting these entries. Below the adjusted times, the 'Duration' is shown as '2.37 hours'. At the bottom of the screen is a blue rounded button labeled 'Save'.

- Utilice la función de desplazamiento para ajustar su fecha u hora.

*No puede ajustar la hora de inicio más de 48 horas.

The screenshot shows a dialog box with a dark grey background. At the top, it displays 'Time In' as 'Tue Aug 9, 3:00 PM' and 'Time Out' as 'Tue Aug 9, 3:45 PM', with a 'Duration' of '0.75 hours'. Below this, there is a blue circular icon and the text 'Clear all adjustments'. At the bottom, there are 'Cancel' and 'Done' buttons. A date and time picker is shown, with a red box highlighting the date 'Today' (Sun Aug 7) and the time '3:00 PM'. The picker shows the day of the week, the date, and the time in AM or PM format.

5. Seleccione un motivo para su ajuste de tiempo y presione guardar en la parte inferior de la pantalla

Make Adjustments

Original Time

Time In Tue Aug 9, 8:21 AM

Time Out Tue Aug 9, 10:43 AM

Adjusted

Time In Tue Aug 9, 8:00 AM >

Time Out Tue Aug 9, 10:43 AM >

Reason I forgot to clock in / clock out >

Duration 2.72 hours

[Clear all adjustments](#)

Save

10:46 ↗

Choose Reason

I forgot to clock in / clock out

My phone or tablet was not working

The App is not working

I didn't have a phone or tablet

My client had an emergency

I clocked in/out at the wrong time

6. En Visit Summary verás
Una llave naranja junto a la hora que ajustaste.

Ahora puede continuar con la finalización
de su Clock Out presionando **Sign**

**Si necesita realizar otro ajuste, pulse
Tap to adjust debajo de la hora de finalización.

The screenshot shows the 'Visit Summary' screen in a mobile application. At the top, there is a dark blue header with the text 'Visit Summary' and a 'Delete' link on the right. Below the header is a section titled 'Service Details' with a light gray background. This section contains two main entries: 'Started shift' and 'Ended shift'. The 'Started shift' entry is at 8:00 AM on Tue, August 09, 2022, and includes the name 'RONALD MCDONALD', a 'Respite' icon, and a 'Groom' task with a checkmark. The 'Ended shift' entry is at 10:43 AM on Tue, August 09, 2022. Below the 'Ended shift' entry, there is an orange callout box with a wrench icon and the text: 'Adjustments were made to the originally recorded times. Tap to adjust'. At the bottom of the 'Service Details' section is a dark blue bar with the text 'Total Time' and a large clock icon followed by '2h 43m'. At the very bottom of the screen is a dark blue rounded button with the text 'Sign'.