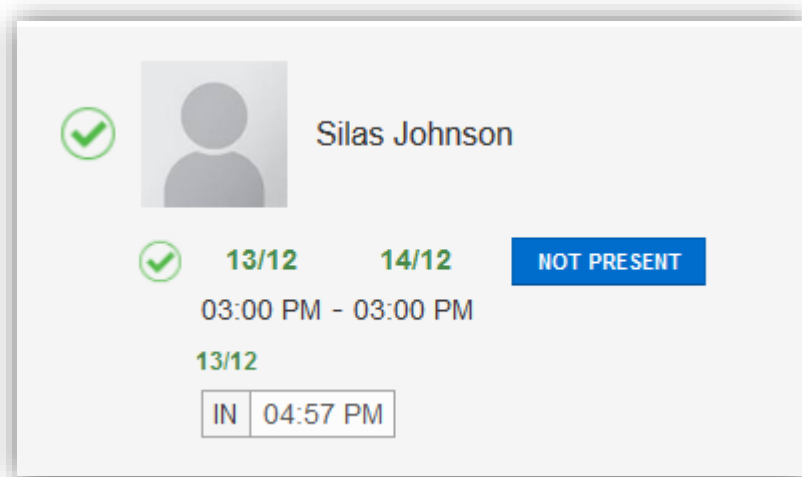# e-Signatures

Signing In and Out for Overnight Care

While overnight care may be booked across several consecutive sessions (ie ending at midnight on the first day and beginning immediately after on the following day), the e-Signature window will group the sessions together as one. This will allow the Parent/Guardian to sign in for the first session and sign out for the last.

When signing in, the sessions will display as below:

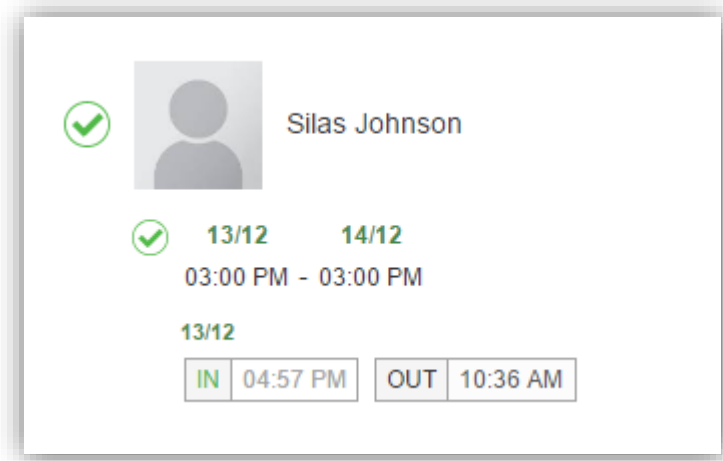- *The above image depicts a session beginning at 3:00pm on 13/12 and ending at 3:00pm on 14/12.*

The sessions appear on the timesheet as below:

The Parent/Guardian will need to sign the child in.

When signing out, the sessions will display as below:

- *The above image depicts a session signed in on 13/12, with a sign out date of 14/12.*

The Parent/Guardian will need to sign the child out.
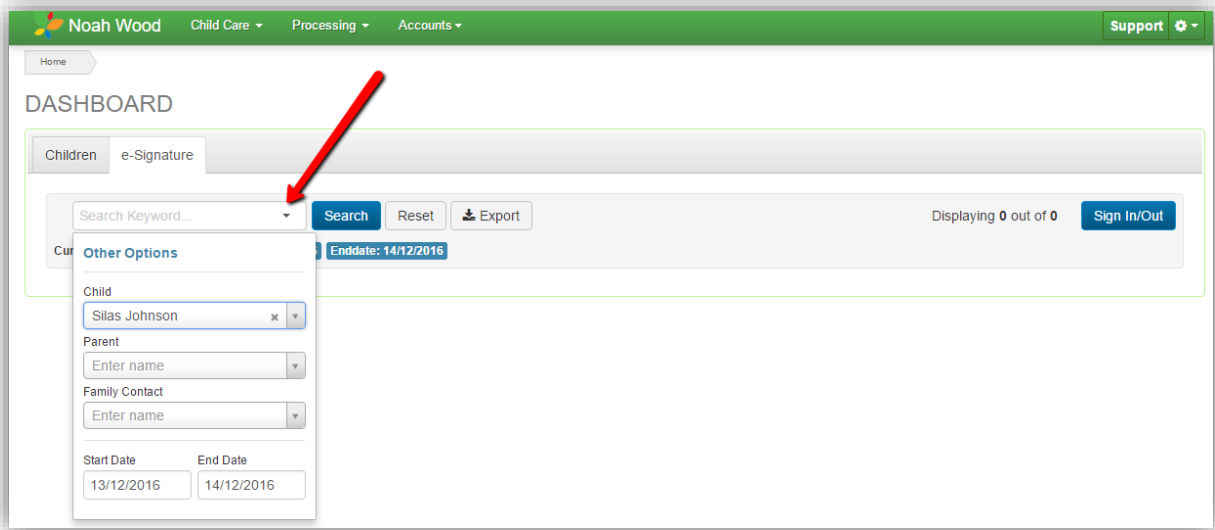
Overnight Signatures on Timesheets
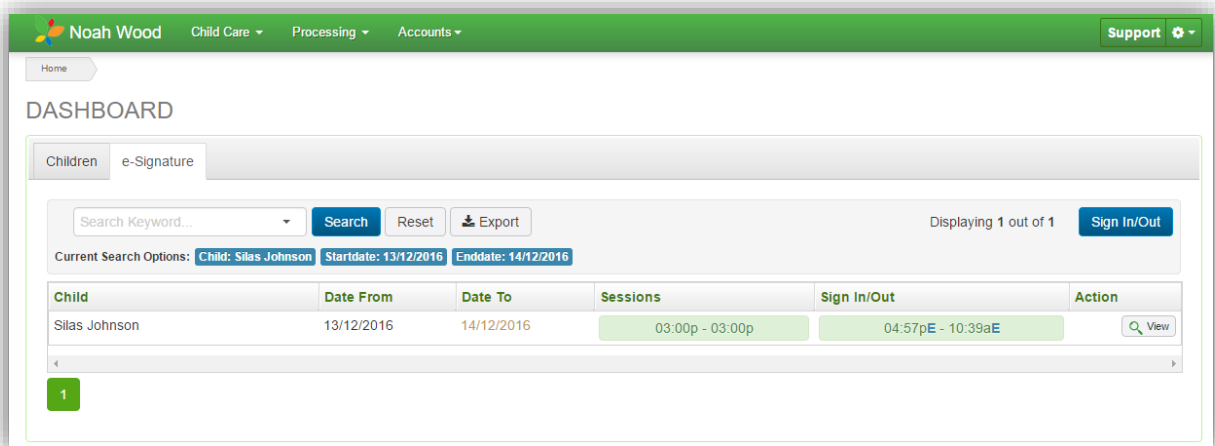
Overnight signatures will appear as below:

The sign in time will appear on the first day and will remain signed in until the day the child was signed out.

Overnight Signatures on the e-Signature Dashboard

To view the data via the Dashboard, you will need to enter the date range of the sessions via the advanced search dropdown and click the *'Search'* button:

The sessions will display as one entry:

Click the 'View' button for further details: