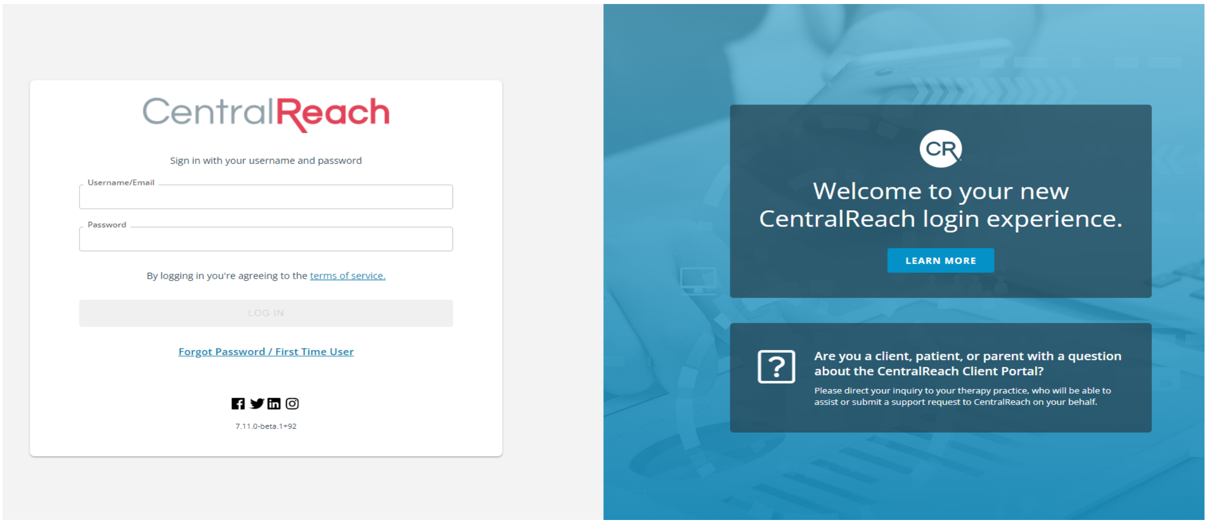
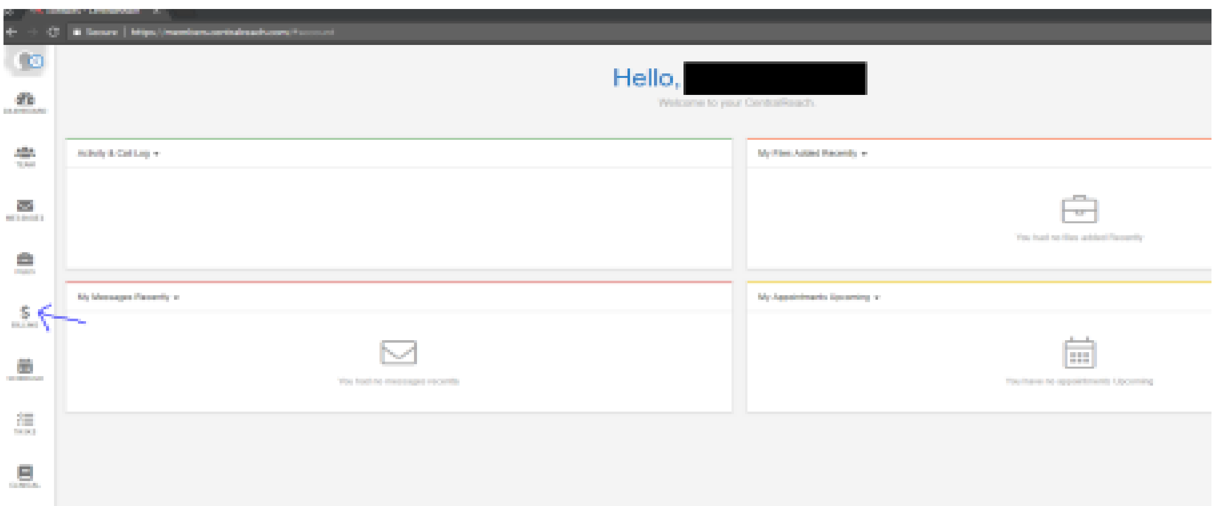
CR-Parents Bulk-Sign Timesheets
Task Analysis 03-2022

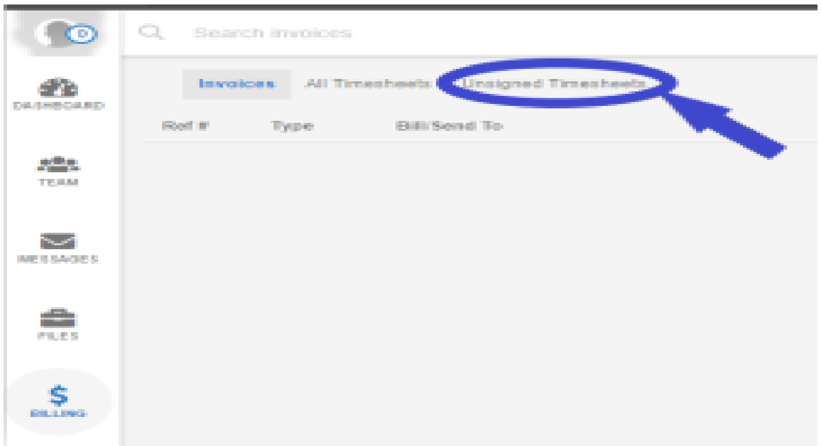
1. Log into Central Reach https://members.centralreach.com



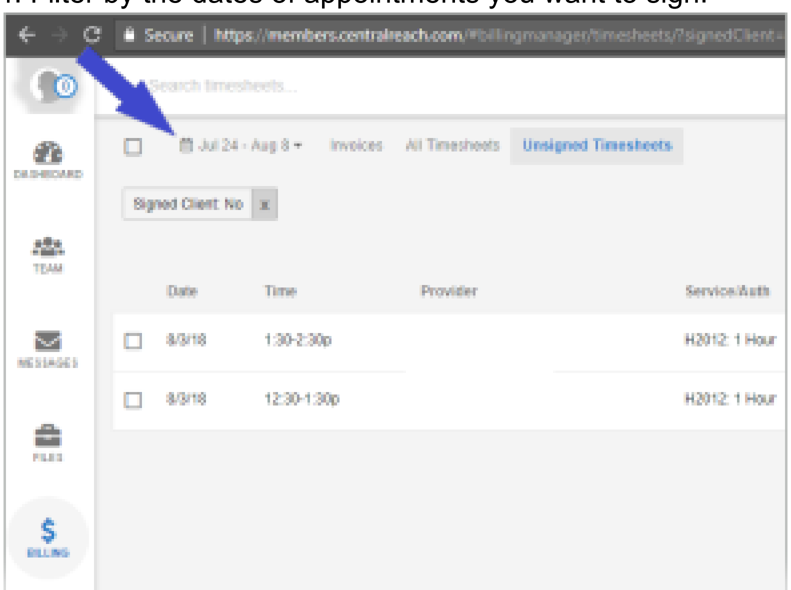
2. You will be brought to your Dashboard- Click Billing.



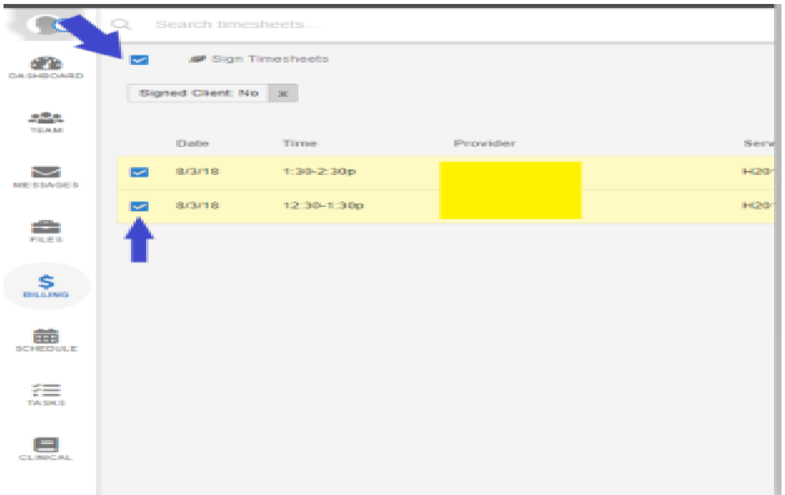
3. Click “Unsigned Timesheets”.



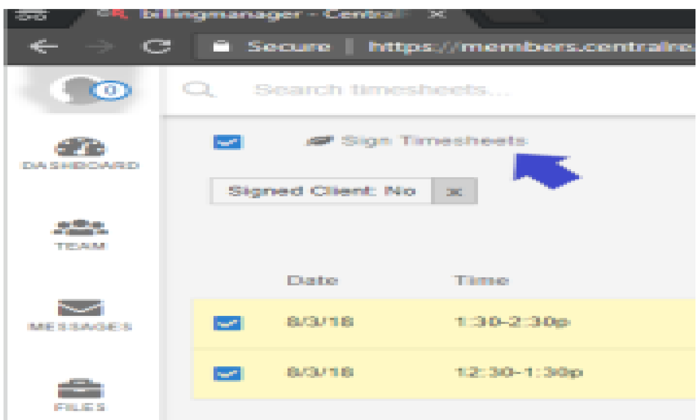
4. Filter by the dates of appointments you want to sign.



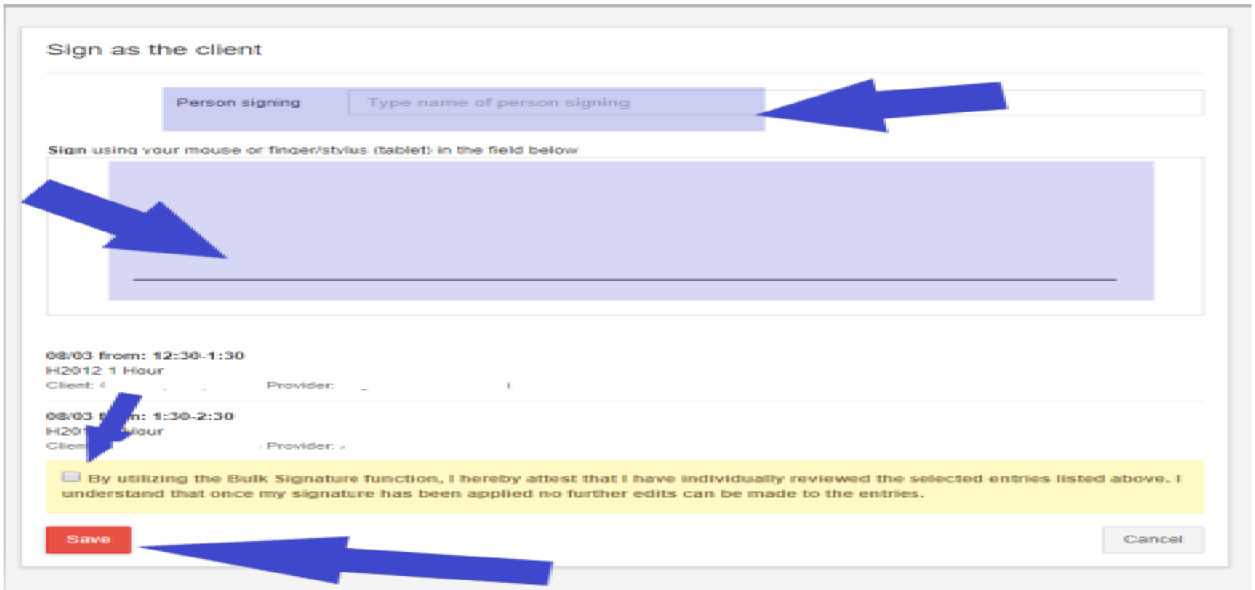
5. Select the individual appointments you want to sign or click for all.



6. Click “Sign Timesheets”.



7. Sign, Accept and Save.



8. Click Continue and you are done signing the timesheets.

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