Creating a Punch – Web

aveanna CARE
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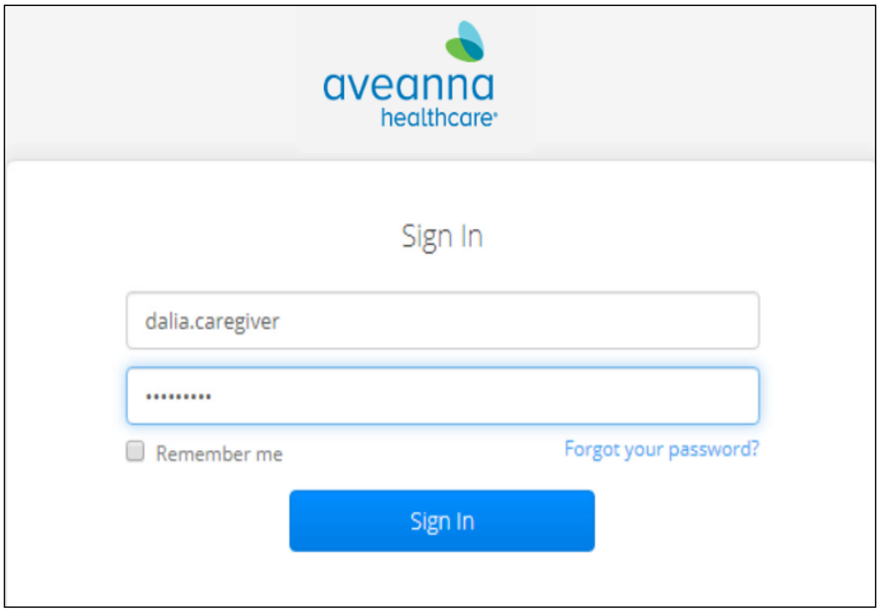
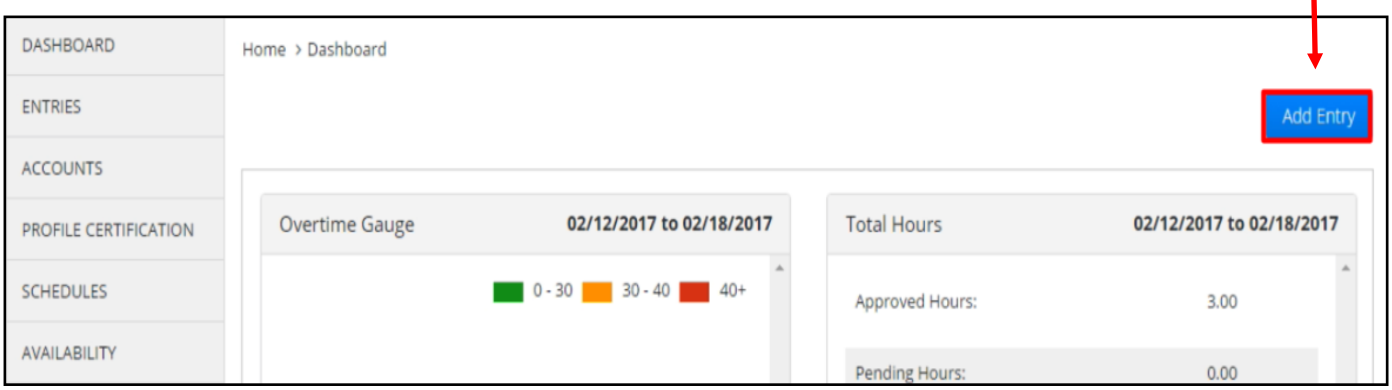
- Login to WebPortal with your Username and Password
- Contact your local AveannaCare branch if you do not know your username and/or password
- Find your local branch at: aveannasupportservices.com



To create a new punch:

1. Select "Add Entry" Button



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To create a new punch:

2. Select drop down triangle to select “Account Type”
3. Enter client name in “client” field; select appropriate name when it appears
4. Select appropriate service code
5. Select Check-in and Check-out times
6. Review information for accuracy; Select Save