Navigate to your schedule:

Schedules -> Clinician -> Clinician Calendar

Double-click the visit you wish to complete:

Double-click the blue planned visit and a new page will pop open. From here, find the "Checkin Time" box and click Checkin

Input your Checkin and Checkout times:

Input times in 24-hour format, or you may input as "10a" or "10p". Hit tab after inputting your checkout time and Kantime will automatically convert your time to the correct format. Click continue when you are finished.

Edit Timesheet

Check-In : 10:00

Check-out : 11:00

Edited Hours : 01:00

☐ Payable Hours : 01:00

You are going to do Check-in & Check-out. Do you want to continue?

Continue Close

Completed Visit:

Once you have successfully checked in and out, the visit will appear green. This will let our payroll team know that this visit needs to be processed for payment.

Clinician: Therapist, Test   Phone:

Nov, 2025

Monday	Tuesday	Wednesday	Thursday
Oct 27	Oct 28	Oct 29	Oct 30
Nov 3	Nov 4	Nov 5 Client, Test (1488) 10:00 AM-11:00 AM MASSAGE THERAPY (DSA - CLASS Specialized Therapies & Rq Fees) 42A	Nov 6
Nov 10	Nov 11	Nov 12 Client, Test (1488) 10:00 AM-11:00 AM MASSAGE THERAPY (DSA - CLASS Specialized Therapies & Rq Fees) 42A	Nov 13
Nov 17	Nov 18	Nov 19 Client, Test (1488) 10:00 AM-11:00 AM MASSAGE THERAPY (DSA - CLASS Specialized Therapies & Rq Fees) 42A	Nov 20
Nov 24	Nov 25	Nov 26	Nov 27