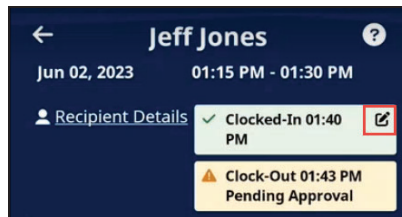# Edit Visit Time

If configured by the Agency, you can edit the time of an EVV Visit that has already been completed.
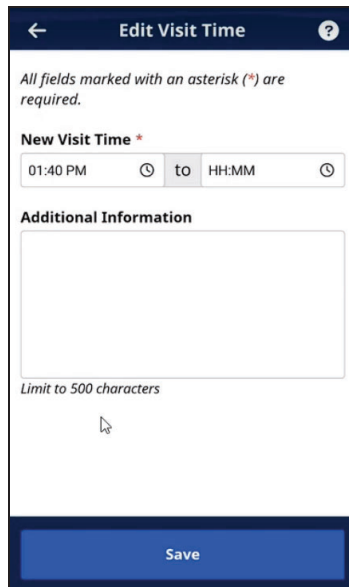
To edit Visit Time,

1. From the *Schedule* page, tap the completed Visit.
2. On the *Visit Details* page, tap the **Edit Visit Time** icon (pencil) on the Clock In message at upper right.

Tap Edit icon

3. On the *Edit Visit Time* page, select the From and To values for the **New Visit Time**.
4. When prompted, select a **Reason** for your change.
5. Provide **Additional Information** to explain your change.
6. When finished, tap **Save**.
7. If prompted, obtain a **Patient Signature**, and **Clock Out**.

Edit Visit Time page

Your Time Edit is submitted to your Agency for approval.