Viewing and Editing Time

All employee punches are in real time and will show in the program accordingly. There are several places to view and edit punches if necessary.

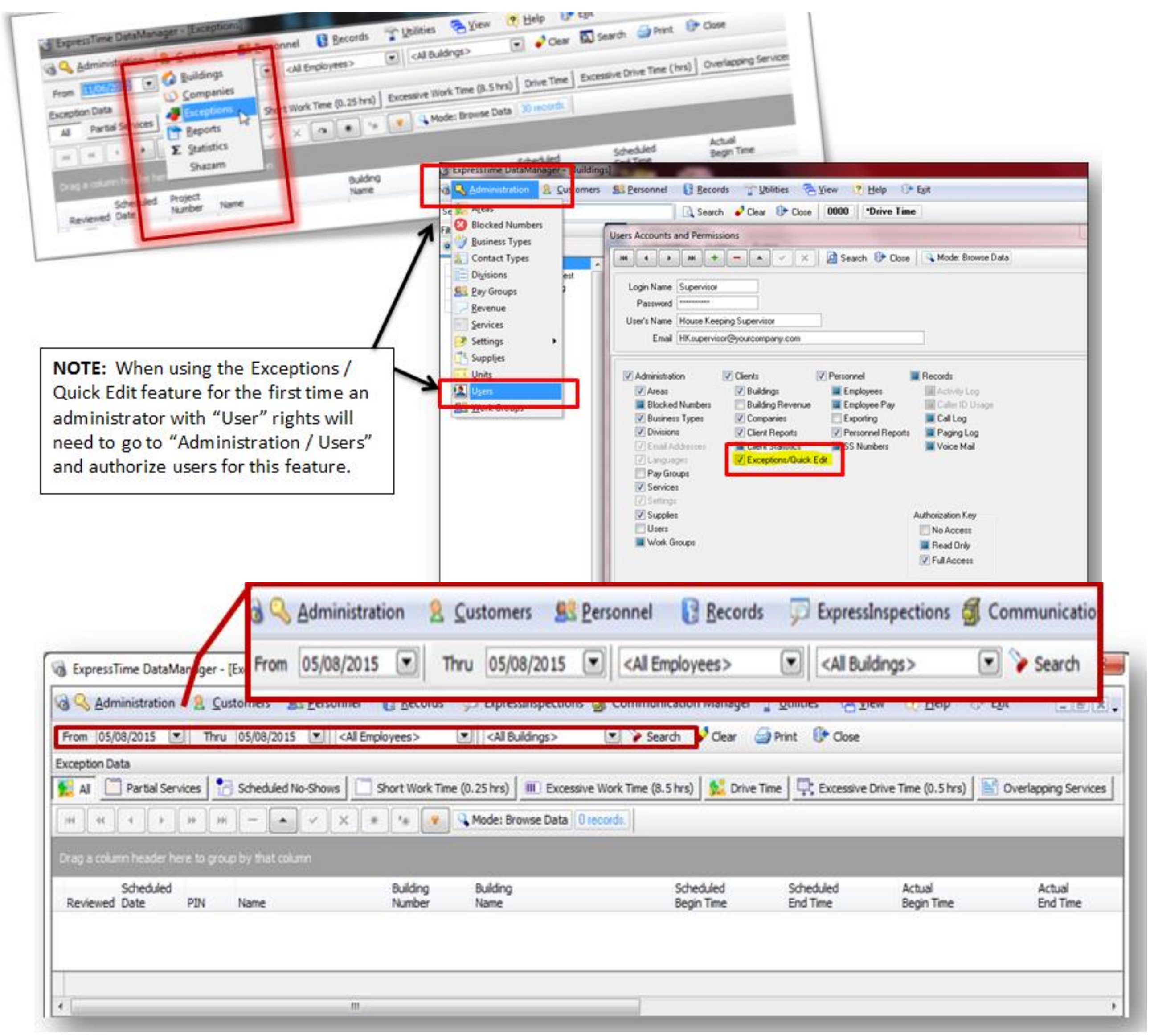
1. View and Edit in the Exceptions/Quick edit screen
2. Run various reports.
3. View and Edit in the Scheduling screen
4. View Call Log.

The following will tell you how that is done.

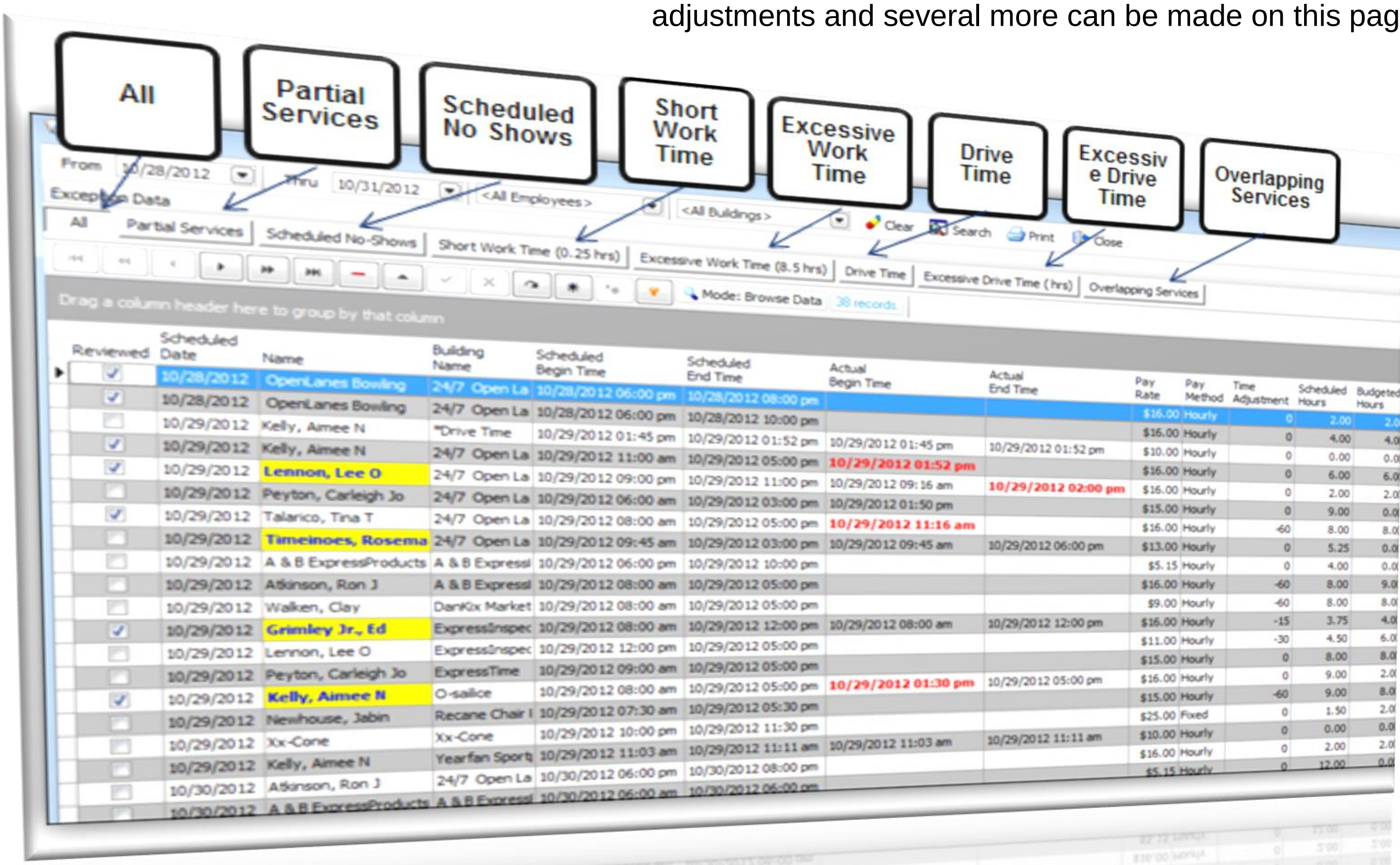
The **Exceptions/Quick Edit** screen groups services and exceptions onto one screen so everything can be viewed and edited in one place eliminating the need to go to multiple screens and or reports.

To get to the “Exceptions” screen go to “Customers” at the top of the page in the data manager and select it from the drop list...

The Exceptions/Quick Edit report can be run for an individual employee or building or for all of them using filters. Select your date range and hit “Search” to access.



Similar to the “Call Log” there are headers at the top of the grid that will allow you to view, sort and manage your exceptions according to type. Also by clicking on the headers in the lower screen you can sort your information even further. All edits such as pay rate changes, missed punches, adjustments and several more can be made on this page.



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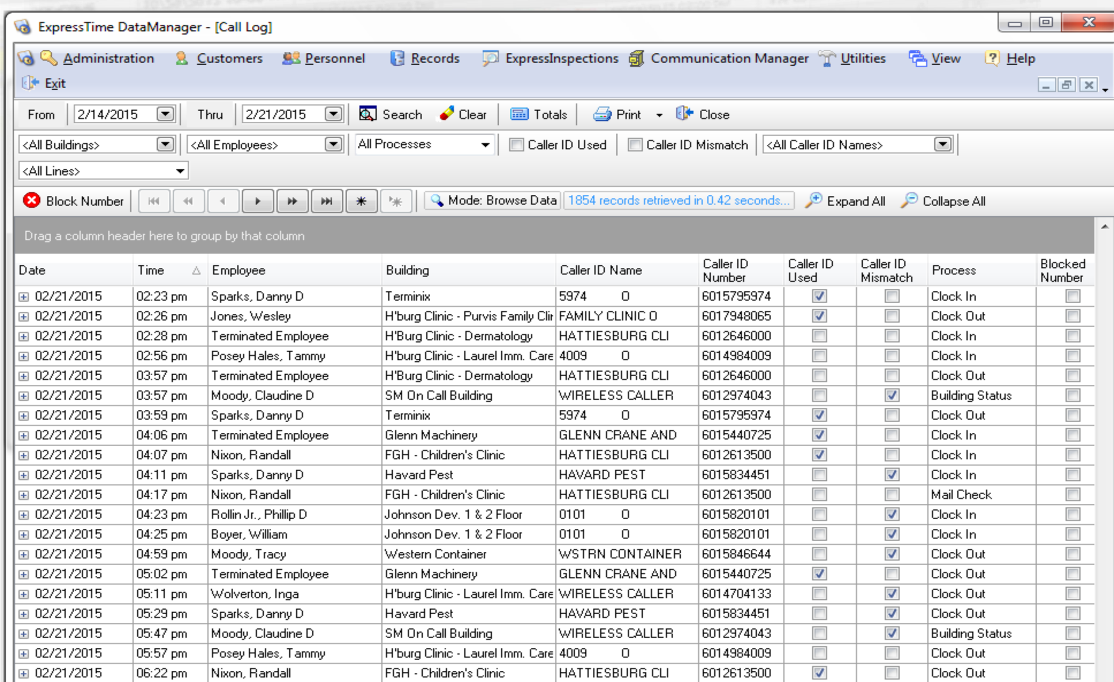
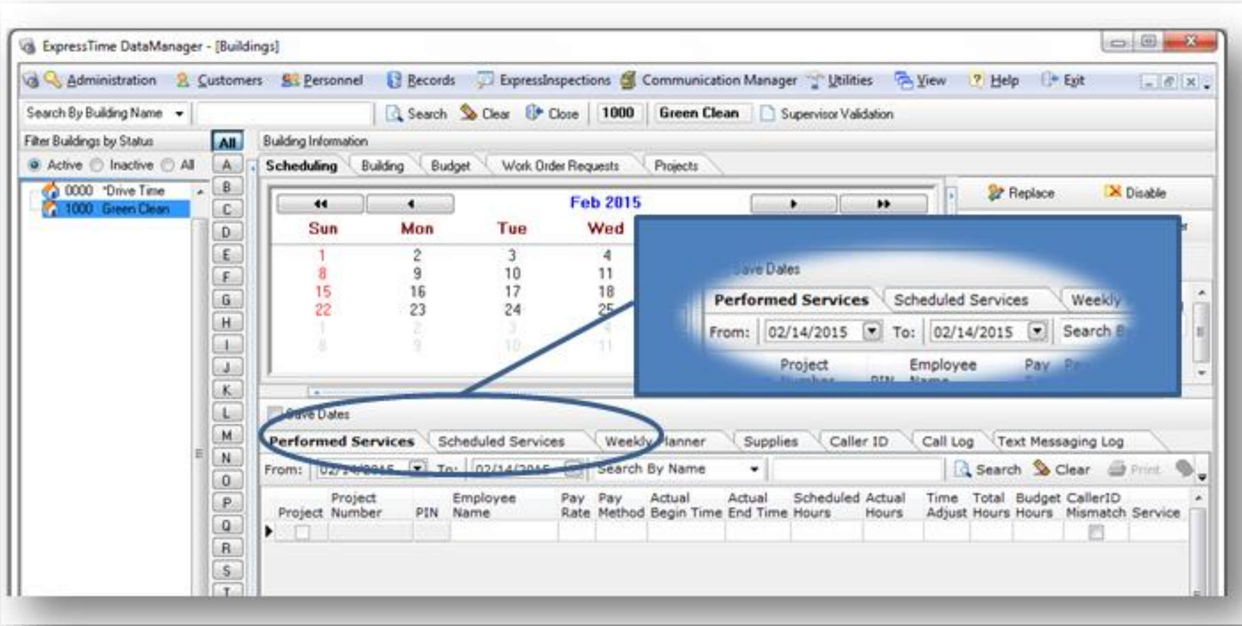
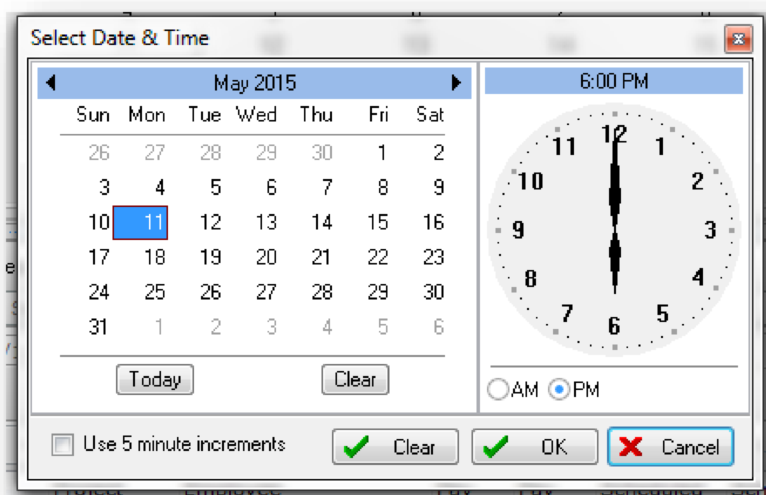


View and Edit in the Scheduling screen



Editing Time in Schedule Services:

To manually enter time for employees who did NOT clock in:



- Go to Customers, Buildings, Scheduling, Scheduled Services
- Select the date on the calendar you need to enter time for
- Select the Building(from list on left), then the Employee's name(under Scheduled Services)
- Click in the Actual Begin Time field.
- Click on the box with dots in it, a clock will appear.
- Left click on the hour you desire, right click on the minutes you desire for your Begin Time.
- Follow the same process for End Time.

NOTE: If your employees are scheduled, their times can be edited in the Exceptions/ Quick Edit screen the same way.

To edit existing time

- Go to Customers, Buildings, Scheduling, Scheduled Services
- Select the date on the calendar you need to edit time for
- Select the Building (from list on left) and the Employee (under Scheduled Services)
- Go to the Actual Begin or Actual End time, whichever needs editing.
- Click on the blue box with dots in it, a clock will appear.
- Left click on the hour you desire, right click on the minutes you desire.