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.

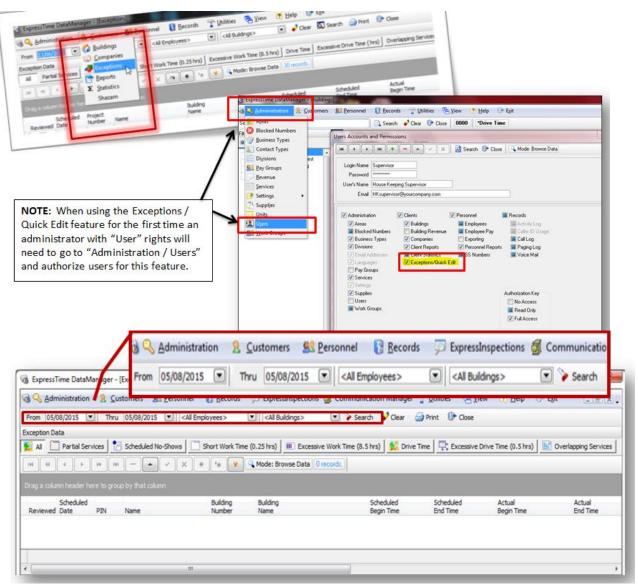
- 1. View and Edit in the Exceptions/Quick edit screen
- 2. Run various reports.
- 3. View and Edit in the Scheduling screen
- 4. View Call Log.

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.

From	De De	18/2012 • ta	Partial Services	Schedu No Sho		me V	ime Ti	rive me Tim	ive	Overlap) Service	ping es	
-14		tial Services	Scheduled No-Shows	Short Work Th	me (0.25 hrs) Excess	sive Work Time (8.5 hrs) Mode: Browse Data	Drive Time Excessive	ch Print Oose	ping Services	~		
	viewed	Scheduled Date	Name	Building Name	Scheduled Begin Time	Scheduled End Time	Actual	Actual				
	9	10/28/2012	OpenLanes Bowling OpenLanes Bowling	24/7 Open La	10/28/2012 06:00 pm	10/28/2012 08:00 pm	Begin Time	End Time	Pay Pay Rate Method	Time Adjustment	Scheduled	
_	PT		Kely, Amee N	24/7 Open La	10/28/2012 06:00 pm	10/28/2012 10:00 pm			\$16.00 Hourly	1	2.00	Ho
1				-Drive Time	10/29/2012 01:45 pm	10/29/2012 01:52 pm	10/29/2012 01:46		\$16.00 Hourly	0	and the second s	
-			Kelly, Aimee N	24/7 Open La	10/29/2012 11:00 am	10/29/2012 05:00 pm	10/29/2012 01:52 pm	10/29/2012 01:52 pm	\$10.00 Hourly	0	0.00	1
-	¥.		Lennon, Lee O	24/7 Open La	10/29/2012 09:00 pm	10/29/2012 11:00 pm	10/29/2012 09:16 m	10/20/2012 00 00	\$16.00 Hourly	0	6.00	
		10/29/2012	Peyton, Carleigh Jo	24/7 Open La	10/29/2012 06:00 am	10/29/2012 03-00 pm	10/29/2012 01:50 pm	10/29/2012 02:00 pm		0		1
	4	10/29/2012	Talarico, Tina T	24/7 Open La	10/29/2012 08:00 am	10/29/2012 05:00 om	10/29/2012 11:16 am		\$15.00 Hourly	0	11144	-
	P3	10/29/2012	Timeinoes, Rosema					10/29/2012 06:00 pm	\$15.00 Hourly \$13.00 Hourly	-60		-
_			A & B ExpressProducts				soleples re opt-5 del	20/23/20 22 00:00 pm	\$5.15 Hourly	0		
	177		Atkinson, Ron J	and the second se	10/29/2012 08:00 am	and the second design of the s			\$15.00 Hourly	-60		_
-	1973		Waken, Clay		10/29/2012 08:00 am				\$9.00 Hourly	-60	10000	-
-					10/29/2012 08:00 am		10/29/2012 08:00 am	10/29/2012 12:00 pm	\$16.00 Hourly	-15	3.75	
	v		Grimley Jr., Ed		10/29/2012 12:00 pm				\$11.00 Hourly	-30	4.50	
			Lennon, Lee O		10/29/2012 09:00 am				\$15.00 Hourly	0		
			Peyton, Carleigh Jo		10/20/2012 09:00 am	10/29/2012 05:00 om	10/29/2012 01:30 pm	10/29/2012 05:00 pm	\$16.00 Hourly	0		
	4		Kelly, Aimee N	O-salice	10/29/2012 08:00 am	10/29/2012 05:30 pm			\$15.00 Hourly	-60		
		10/29/2012	Newhouse, Jabin		10/29/2012 07:30 am 10/29/2012 10:00 pm	10/29/2012 11:30 pm			\$25.00 Fixed	0	and the second se	
-	Deal of	10/29/2012		Xx-Cone	10/29/2012 10:00 pm 10/29/2012 11:03 am	10/29/2012 11:11 am	10/29/2012 11:03 am	10/29/2012 11:11 am	\$10.00 Hourly	0	2.00	
	(-1)	10/29/2012	Kelly, Aimee N	Yearfan Sport	10/29/2012 11:03 am 10/30/2012 06:00 pm	10/30/2012 08:00 pm			\$16.00 Hourly \$5.15 Hourly	0		
-				and Open La	10/30/2012 06:00 pm	Pail and the set and an			22.13 134411			
		10/30/2012	Atkinson, Ron J A & B ExpressProducts	24/7 Openco		10/30/2012 06:00 om						-

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.

ExpressTime	DataManager	- [Call Log]							
🗟 🔍 Administ	ration 🔒	Customers 🛛 👥 Personnel	🛛 🛐 Records 🛛 💭 ExpressI	Inspections <u> </u> Comm	nunication Mar	ager 👚 L	Jtilities 😽	<u>V</u> iew 🕐 <u>H</u> e	lp
Exit			<u> </u>						L P X
From 2/14/2	015 💌 '	Thru 2/21/2015 💌 🔯	🕽 Search 🛛 🥜 Clear 📔 🛅 Tot	als 📔 🎯 Print 👻 🕕	Close				
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Date	Time ∆	Employee	Building	Caller ID Name	Caller ID Number	Caller ID Used	Caller ID Mismatch	Process	Blocked Number
€ 02/21/2015	02:23 pm	Sparks, Danny D	Terminix	5974 0	6015795974	0.560	Misilatori	Clock In	Number
■ 02/21/2015	02:26 pm	Jones, Wesley	H'burg Clinic - Purvis Family Clir		6017948065	v		Clock Out	
02/21/2015	02:28 pm	Terminated Employee	H'Burg Clinic - Dermatology	HATTIESBURG CLI	6012646000			Clock In	
02/21/2015	02:56 pm	Posev Hales, Tammy	H'burg Clinic - Laurel Imm. Care		6014984009			Clock In	
102/21/2015	03:57 pm	Terminated Employee	H'Burg Clinic - Dermatology	HATTIESBURG CLI	6012646000			Clock Out	
102/21/2015	03:57 pm	Moody, Claudine D	SM On Call Building	WIRELESS CALLER	6012974043		V	Building Status	
02/21/2015	03:59 pm	Sparks, Danny D	Terminix	5974 0	6015795974	V		Clock Out	
02/21/2015	04:06 pm	Terminated Employee	Glenn Machinery	GLENN CRANE AND	6015440725	V		Clock In	
€ 02/21/2015	04:07 pm	Nixon, Randall	FGH - Children's Clinic	HATTIESBURG CLI	6012613500	1		Clock In	
02/21/2015	04:11 pm	Sparks, Danny D	Havard Pest	HAVARD PEST	6015834451		V	Clock In	
£ 02/21/2015	04:17 pm	Nixon, Randall	FGH - Children's Clinic	HATTIESBURG CLI	6012613500			Mail Check	
02/21/2015	04:23 pm	Rollin Jr., Phillip D	Johnson Dev. 1 & 2 Floor	0101 0	6015820101		V	Clock In	
02/21/2015	04:25 pm	Boyer, William	Johnson Dev. 1 & 2 Floor	0101 0	6015820101		V	Clock In	
02/21/2015	04:59 pm	Moody, Tracy	Western Container	WSTRN CONTAINER	6015846644		V	Clock Out	
	05:02 pm	Terminated Employee	Glenn Machinery	GLENN CRANE AND	6015440725	V		Clock Out	
	05:11 pm	Wolverton, Inga	H'burg Clinic - Laurel Imm. Care	WIRELESS CALLER	6014704133		V	Clock Out	
02/21/2015	05:29 pm	Sparks, Danny D	Havard Pest	HAVARD PEST	6015834451		V	Clock Out	
02/21/2015	05:47 pm	Moody, Claudine D	SM On Call Building	WIRELESS CALLER	6012974043			Building Status	
	05:57 pm	Posev Hales, Tammy	H'burg Clinic - Laurel Imm. Care	4009 0	6014984009		(C)	Clock Out	
 02/21/2015 02/21/2015 	05:37 pm	Nixon, Bandall	FGH - Children's Clinic	HATTIESBURG CLI	00110010000	V		Clock Out	

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.

Sel	ect Da	te & Ti	me	-				
•			М	ay 201	5		•	6:00 PM
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	10
	26	27	28	29	30	1	2	11 1 1
	3	4	5	6	7	8	9	·10 2 ·
	10	11	12	13	14	15	16	-9 3-
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	8 1 4
	31	1	2	3	4	5	6	7 6 5
	Today				C	lear		
[Use	5 minul	te incr	ements		/ 0	lear	🗸 OK 🗙 Cancel
-	nojec		cmp	oyee	_	-	n uy	ray ochedared oc

- 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.