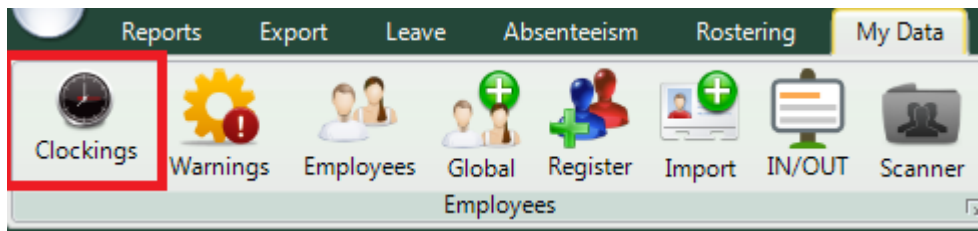


Changing periods on the time entry screen

To change the periods with what you want to work you can do the following. Navigate to the my data tab and click on the clockings button.



When the time entry screen opens you can click on the specific employee that you want to edit.

00001	Stephanus Bekker
00002	Jay Court
00003	Philip Penning
00004	Theunis Coetzee
00005	Anton Labuschange
00006	Theo Penning
00007	Dean Hasset
00008	Matthew Bamard
00009	Sunja van Straaten
00010	Matthew Mac Hattie
00011	Rolene De Witt

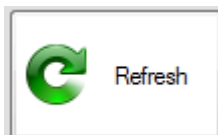
The employee's data will now appear in the centre of the screen. The data is specified by the date period chosen. You can change the period using the "from" and "to" date selectors.

Show All
 Valid Entries
 Invalid Entries
 Modified Entries

From: Wednesday, August 12, 2015
 To: Wednesday, August 19, 2015

Show: Calendar Days
 Only Working Days
 Hide access entries
 Show Extra Values

After changing the dates you will have to press the refresh button for the clocking system to show you the correct data.



You should now be able to see the person's clockings for the chosen period.

2015/08/12 - Wednesday					
2015/8/12-Wed	8:00	IN	Added by Master	Open	TIP Standard (TIP Standard Shift mon-fri)
	17:00	OUT	Added by Master	Open	
2015/08/13 - Thursday					
2015/8/13-Thu	8:00	IN	Added by Master	Open	TIP Standard (TIP Standard Shift mon-fri)
	17:00	OUT	Added by Master	Open	
2015/08/14 - Friday					
2015/8/14-Fri	8:00	IN	Added by Master	Open	TIP Standard (TIP Standard Shift mon-fri)
	17:00	OUT	Added by Master	Open	

