How to edit time and attendance report?

In some case, administrator need to modified time and attendance report for time reporting or payroll purposes. BioStar allows to edit a T&A report and save the modification to the report, but the original data will not be erase. Administrator can be reproduced the report with the original data anytime. There are two types of edit available: Regular Edit and Detail Edit

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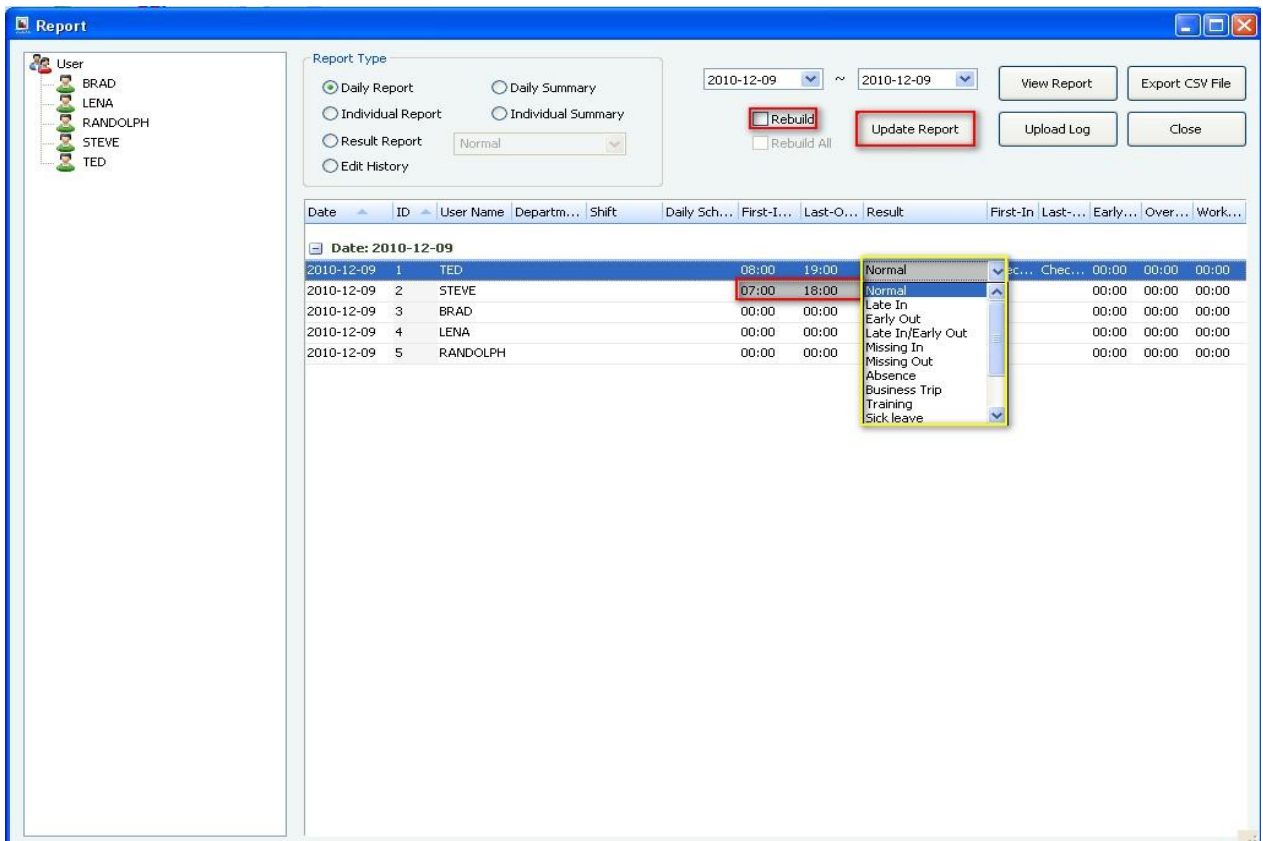**Regular Edit Instruction :** Simply Click the time and edit

➢ Normal Editing is able to modifying each data on the report field directly.

➢ Normal Editing will be marked shade on the report. (Red Box)

➢ You can change T&A result from drop-down list. (Yellow Box)

➢ In normal editing, changed data will not effect to other data of the same day.

Ex) Original : Check-In: 9:00 & Check-Out: 6:00 -> **Total working hour 9 hours**

Changed : Check-In:8:00 & Check-Out: 6:00 -> **Total working hour 9 hours**

To recover an original T&A data

Click the checkbox of '**Rebuild'** and **'Update Report'**

Detail Edit Instruction

: Right-click a cell and click **'Detailed editing'** to open the **'Edit Data'** window.

➢ Detailed Editing enables to adding/deleting/modifying a selected user's T&A records.

➢ Detailed Editing will not mark shade on the report.

➢ Detailed Editing is limited to modify by device's T&A setting.

Ex) Device ID 10288 has four T&A key configuration which are Check-In/Check-Out/In/Out.

Therefore, you can only select one event in the above four events.

➢ In Detailed Editing, changed data will effect to other data of the same day.

Ex) Original : Check-In: 9:00 & Check-Out: 6:00 -> **Total working hour 9 hours**

Changed : Check-In:8:00 & Check-Out: 6:00 -> **Total working hour 10 hours**

To recover an original T&A data

1) Click the checkbox of both '**Rebuild'** and **'Rebuild All'**

2) Click **'Update Report'** to recover an original data

Date	select whether the event occurred on this day or next day
Event	select the type of event
Time	set the time of the event
Device	set the device where the event occurred

2