

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

There are two types of edit available: Normal Edit and Detail Edit

Regular Edit Instruction : Simply Click the time and edit

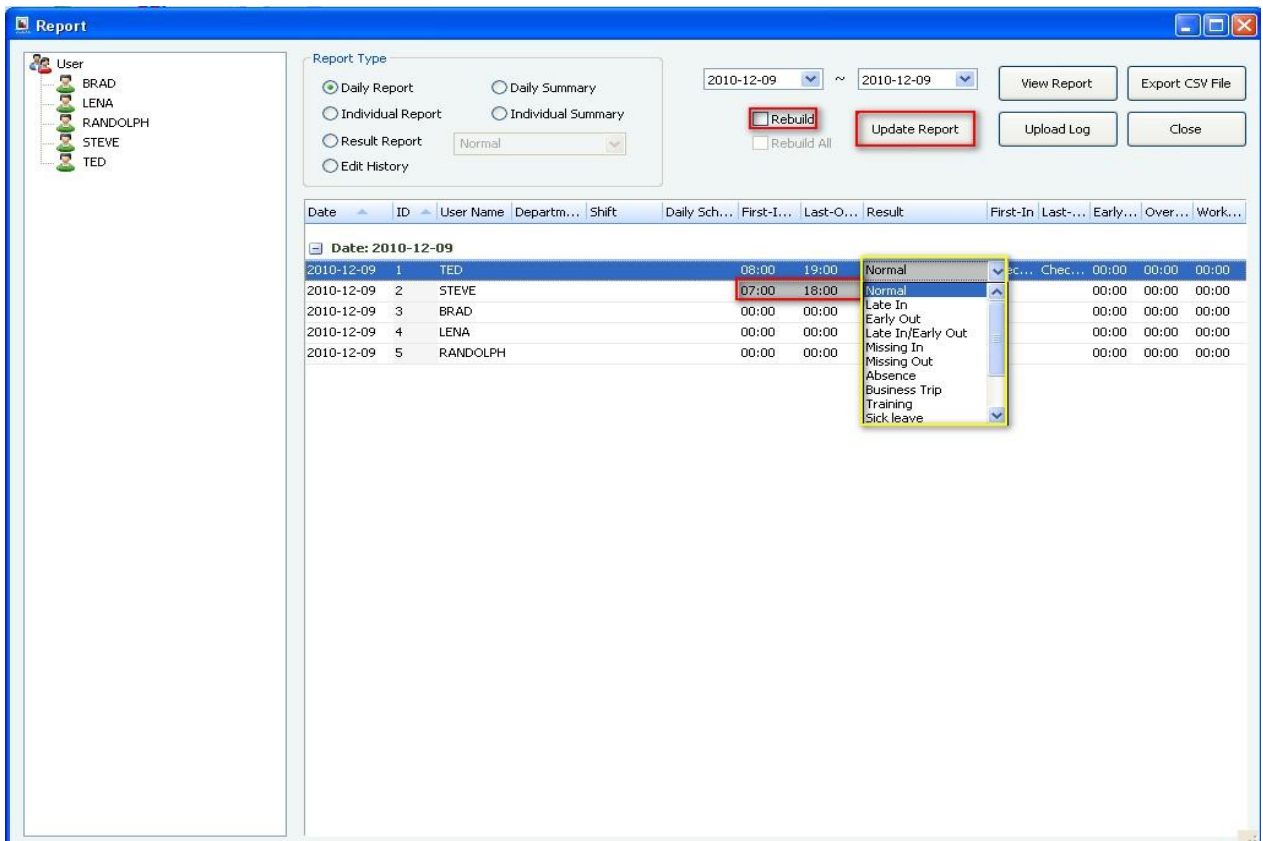
- Normal Editing is able to modifying each data on the report field directly.
- Normal Editing will be marked shade on the report. (Red Box)
- You can change T&A result from drop-down list. (Yellow Box)
- In normal editing, changed data will not effect to other data of the same day.

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**'



The screenshot shows the 'Report' window in BioStar. On the left, a user list includes BRAD, LENA, RANDOLPH, STEVE, and TED. The main area displays a table for the date 2010-12-09. The table has columns for Date, ID, User Name, Departm..., Shift, Daily Sch..., First-I..., Last-O..., Result, First-In, Last..., Early..., Over..., and Work... The data rows are:

Date	ID	User Name	Departm...	Shift	Daily Sch...	First-I...	Last-O...	Result	First-In	Last...	Early...	Over...	Work...
2010-12-09	1	TED			08:00	19:00		Normal					
2010-12-09	2	STEVE			07:00	18:00		Normal			00:00	00:00	00:00
2010-12-09	3	BRAD			00:00	00:00		Late In			00:00	00:00	00:00
2010-12-09	4	LENA			00:00	00:00		Late In/Early Out			00:00	00:00	00:00
2010-12-09	5	RANDOLPH			00:00	00:00		Missing In			00:00	00:00	00:00

A dropdown menu is open over the 'Result' column for the second row (STEVE), showing options: Normal, Late In, Early Out, Late In/Early Out, Missing In, Missing Out, Absence, Business Trip, Training, and Sick leave. The 'Rebuild' and 'Update Report' buttons are highlighted with red boxes in the interface.

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

The screenshot shows a window titled "Detailed editing" with a close button in the top right corner. It contains several input fields and a table. At the top, there are fields for "Date" (2010-12-09), "Name" (TED), "User ID" (1), and "Result" (Non Working day). Below these is a table with columns "Event date", "Event time", "Event", and "Device". The table contains two rows: one for "Check-In" at 08:00:00 and another for "Check-Out" at 19:00:00, both for device 10288. Below the table is a section titled "Event Property" with a red border. It contains four dropdown menus: "Date" (set to "This Day"), "Time" (set to "오후 3:00:00"), "Event" (set to "Check-In"), and "Device" (set to "10288[192.168.]."). Below the "Event Property" section are three buttons: "Add Event", "Edit Event", and "Delete Event". At the bottom of the window, there is a note: "When you change events, you must refresh result list without checking 'Rebuild All'. If you refresh list with 'Rebuild All', all of result data will roll back in selected period."

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