

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.

NOTE: When using the Exceptions / Quick Edit feature for the first time an administrator with “User” rights will need to go to “Administration / Users” and authorize users for this feature.

| Scheduled Reviewed Date | PIN | Name | Building Number | Building Name | Scheduled Begin Time | Scheduled End Time | Actual Begin Time | Actual End Time |
|--|-----|------|-----------------|---------------|----------------------|--------------------|-------------------|-----------------|
| [Table content is empty in the screenshot] | | | | | | | | |

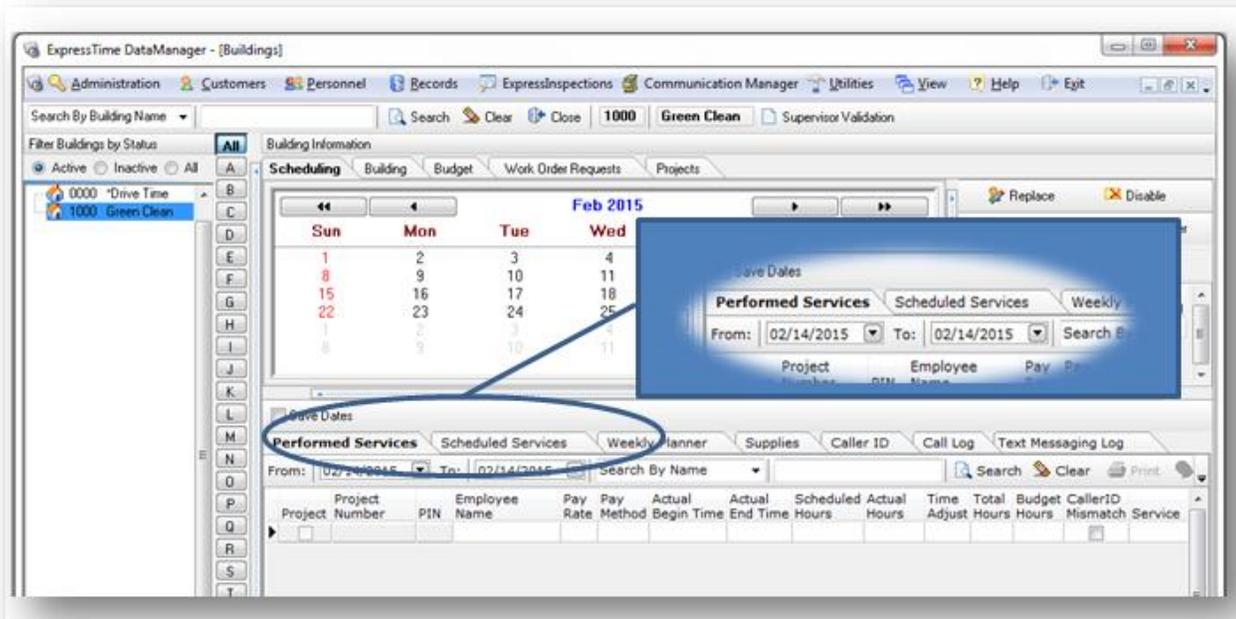
Similar to the "Call Log" there are headers at the top of the grid that will allow you to view, sort and manage your exceptions according to type. Also by clicking on the headers in the lower screen you can sort your information even further. All edits such as pay rate changes, missed punches, adjustments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

The screenshot shows a software interface for managing exceptions. At the top, there are several callout boxes with arrows pointing to specific columns in a grid: "All", "Partial Services", "Scheduled No Shows", "Short Work Time", "Excessive Work Time", "Drive Time", "Excessive Drive Time", and "Overlapping Services". Below these, there are filter buttons for "All", "Partial Services", "Scheduled No-Shows", "Short Work Time (0.25 hrs)", "Excessive Work Time (8.5 hrs)", "Drive Time", "Excessive Drive Time (hrs)", and "Overlapping Services". The main grid has columns for "Reviewed", "Scheduled Date", "Name", "Building Name", "Scheduled Begin Time", "Scheduled End Time", "Actual Begin Time", "Actual End Time", "Pay Rate", "Pay Method", "Time Adjustment", "Scheduled Hours", and "Budgeted Hours".

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.

The screenshot shows a window titled "ExpressTime DataManager - [Call Log]". It has a menu bar with "Administration", "Customers", "Personnel", "Records", "Expressinspections", "Communication Manager", "Utilities", "View", and "Help". Below the menu is a toolbar with "Exit", "From", "Thru", "Search", "Clear", "Totals", "Print", and "Close". There are also filter buttons for "All Buildings", "All Employees", "All Processes", "Caller ID Used", "Caller ID Mismatch", and "All Caller ID Names". The main grid has columns for "Date", "Time", "Employee", "Building", "Caller ID Name", "Caller ID Number", "Caller ID Used", "Caller ID Mismatch", "Process", and "Blocked Number".

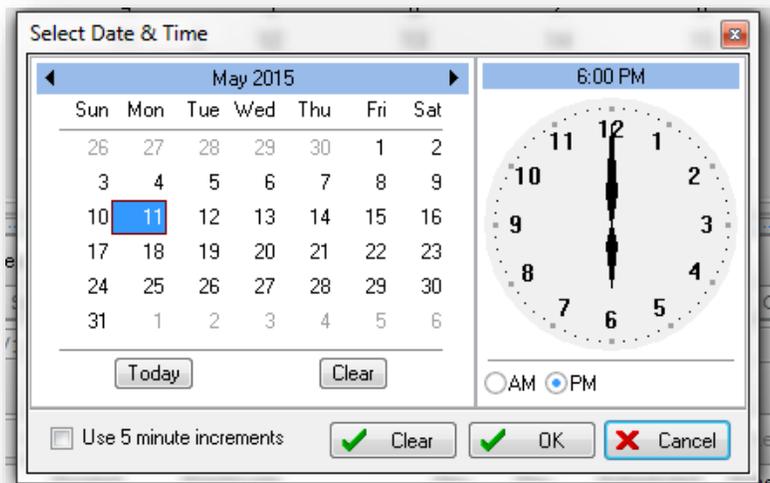
View and Edit in the Scheduling screen



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.