



Modifying time

Last updated - Jun 02, 2020 at 2:55PM

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To modify the amount of time recorded for an employee, you'll need to manually edit the individual **IN** or **OUT** entries. Follow the steps below to modify existing entries:

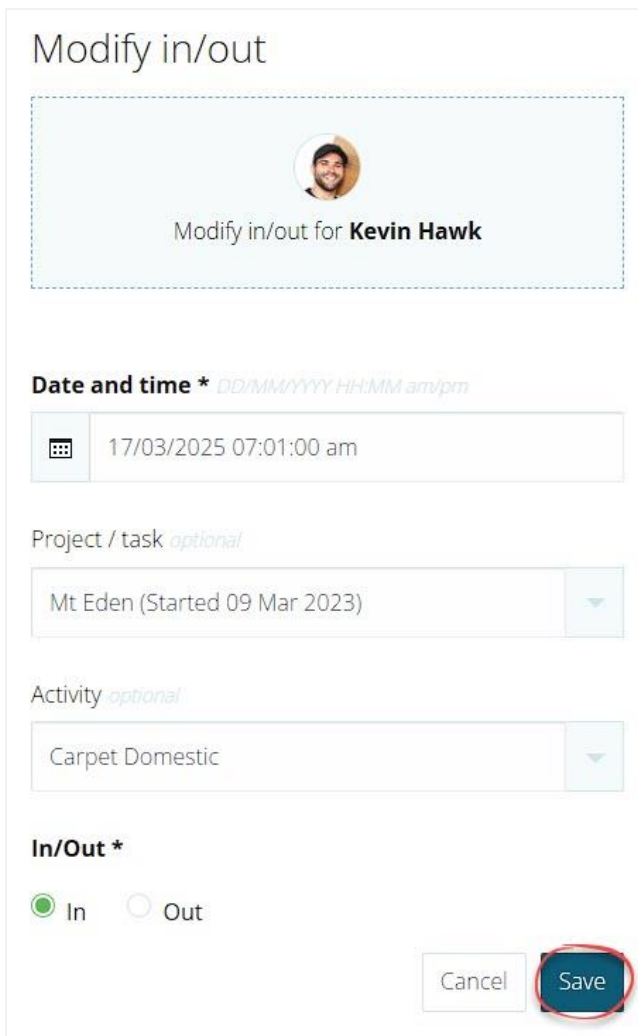
1. Navigate to the **Timesheet** view.
2. Click on the number of hours in the day cell for the employee.



3. Locate the **IN** or **OUT** entry that needs to be modified and then click the **EDIT** button at the right-hand end of the table row.



4. Change the required details and then click the **Save** button.

A screenshot of a 'Modify in/out' form. At the top, it says 'Modify in/out'. Below that is a profile picture of Kevin Hawk and the text 'Modify in/out for Kevin Hawk'. The form has several sections: 'Date and time *' with a calendar icon and the value '17/03/2025 07:01:00 am'; 'Project / task optional' with a dropdown menu showing 'Mt Eden (Started 09 Mar 2023)'; 'Activity optional' with a dropdown menu showing 'Carpet Domestic'; and 'In/Out *' with radio buttons for 'In' (selected) and 'Out'. At the bottom right, there are two buttons: 'Cancel' and 'Save', with the 'Save' button circled in red.