



# Reviewing modified clock entries

*Last updated - Jul 12, 2024 at 3:05PM*

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Follow these steps to view which time entries have been modified:

1. In your TimeDock web dashboard, navigate to **Export > Custom CSV**.
2. Select a time entry date range, rounding option, and department filter.
3. Select the **Each In/Out** consolidate option.
4. Select the time entry columns you would like to include in your export.
  - a. Ensure you include the **Deleted?** column.
  - b. For creation and modification info, include columns such as **Device/User**, **Modifier Name**, and **Modified Local Time**.
5. Optionally enter a template name to save as a template for future re-use.
6. Click the **Export To CSV** button to download the file.

### Identifying modified time entries:

When an entry is modified, that entry is flagged as deleted and a new entry with the modified details is created to replace it. If the original entry was modified more than a few minutes after it was created, it will include extra details in the **modification columns**.

However, at present there is no automatic way to link the new entries with their originally modified ones.

## See also

- [Custom CSV export](#)