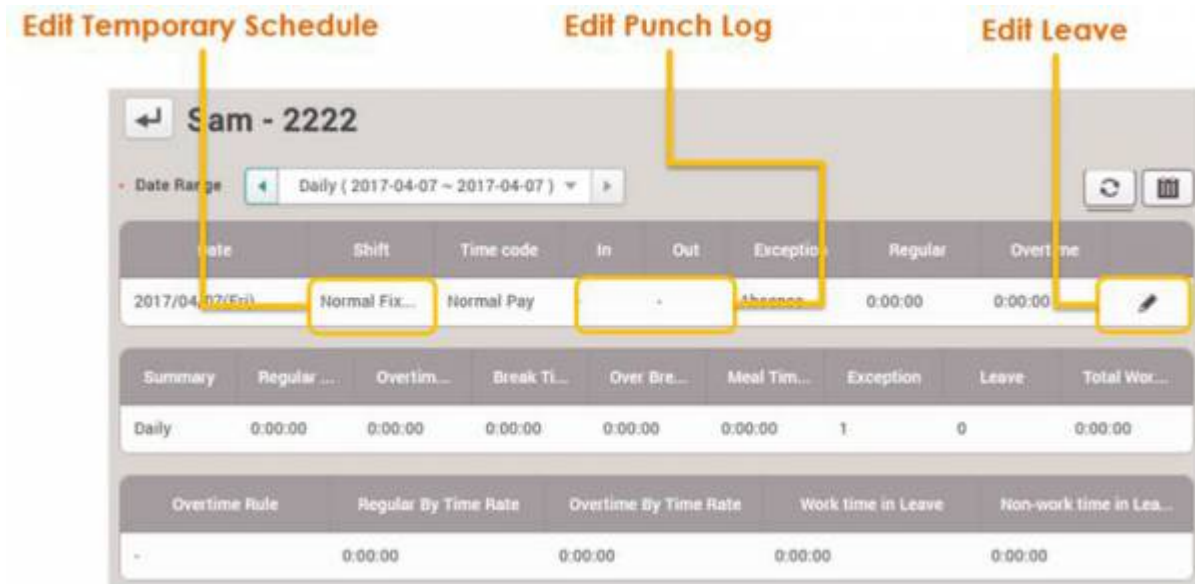

	1
	1
1	1
2	2
	3
1	3
2	5
	5
1	5
2	6

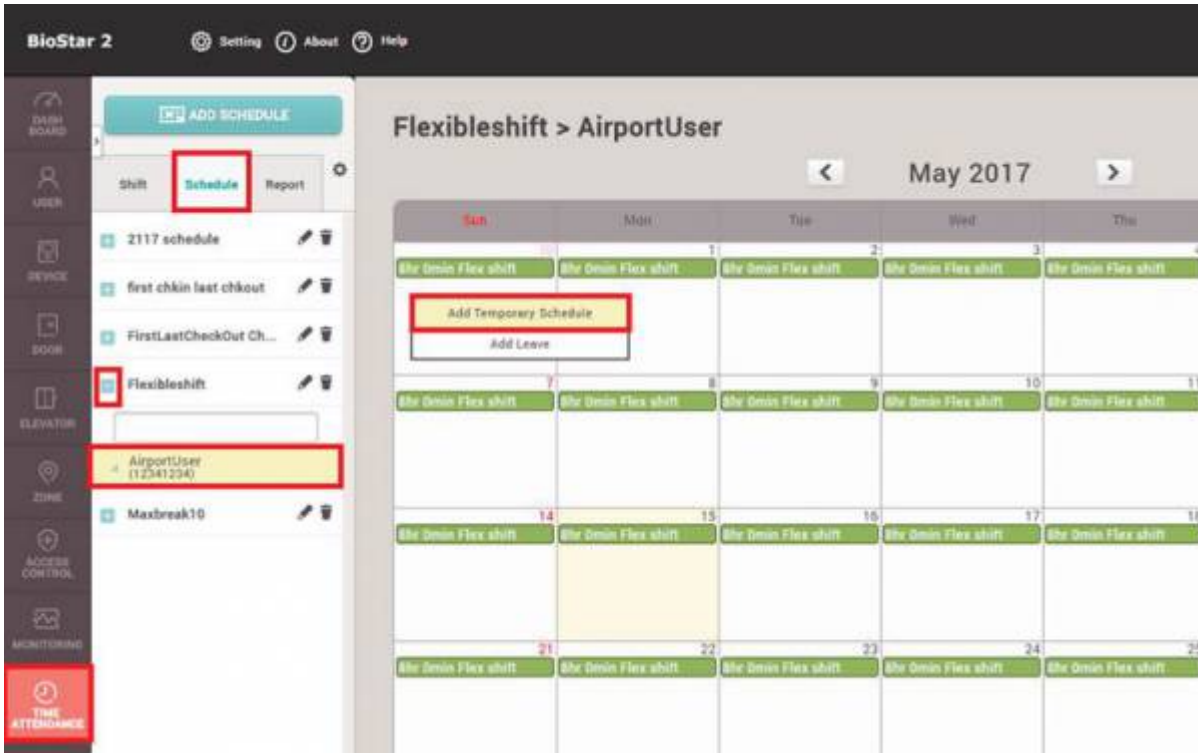
, BioStar 2, , punch log, leave, "temporary, schedule"

BioStar 2.4.1

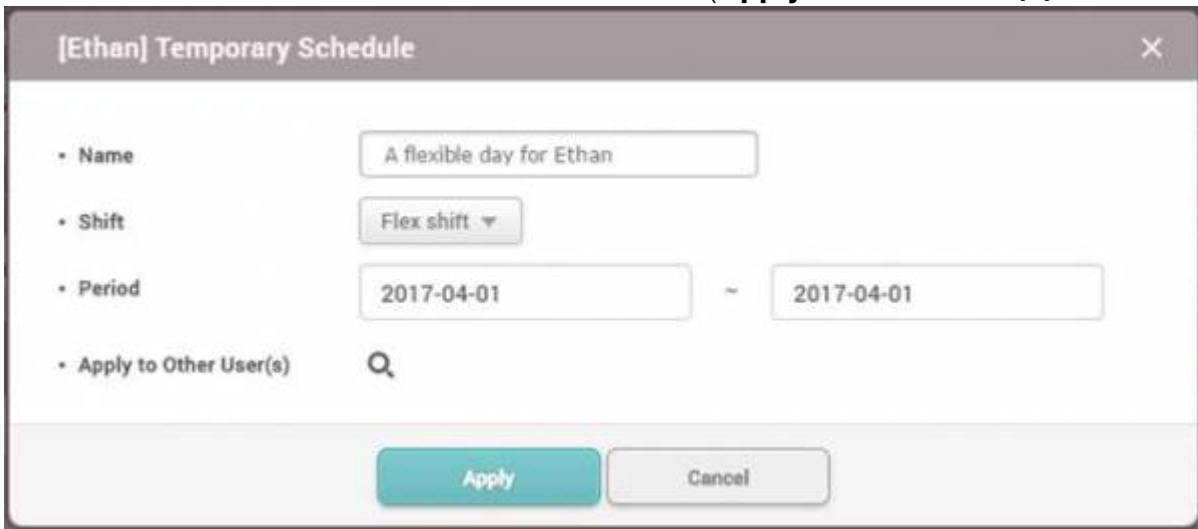


1

1. (Time Attendance) (Schedule)
2. +
- 3.
- 4.
5. 가(Add Temporary Schedule)



- 6. (Name)
- 7. (Shift)
- 8.
- 9. (Apply to Other User(s))



2

- 1. (Time Attendance) (Report)
- 2. (Period), (Report Type), (User Group), (User)
- 3. (Update Report)
- 4. (Shift)

Ethan - 1111

Date Range: Daily (2017-04-01 ~ 2017-04-01)

Date	Shift	Time code	In	Out	Exception	Regular	Overtime
2017/04/0...	06:45 fixd	Normal Pay	-	-	Absence	0:00:00	0:00:00

Summary	Regular ...	Overtim...	Break Ti...	Over Bre...	Meal Time	Exception	Leave	Total Wor...
Daily	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00	1	0	0:00:00

Overtime Rule	Regular By Time Rate	Overtime By Time Rate	Work time in Leave	Non-work time in Leave
-	0:00:00	0:00:00	0:00:00	0:00:00

- 5. (Name)
- 6. (Shift)
- 7.
- 8. (Apply to Other User(s))

[Ethan] Temporary Schedule

- Name: A flexible day for Ethan
- Shift: Flex shift
- Period: 2017-04-01 ~ 2017-04-01
- Apply to Other User(s): [Search Icon]

Apply Cancel

BioStar 2.4

1

- 1. (Time Attendance) (Report)
- 2. (Period), (Report Type), (User Group), (User)
- 3. (Update Report)

Daily Report

Date	Name	User ID	Departme...	Shift	Leave	In	Out	Exception	Regular h...	Overtime ...	Total Wor ...
2017/04/26	Ethan	1111	Admin	First CHKin...	-	2017/04/26 08:...	2017/04/26 22:...	-	8:00:00	1:00:00	13:00:06
2017/04/27	Ethan	1111	Admin	First CHKin...	-	-	-	Absence	0:00:00	0:00:00	0:00:00
2017/04/28	Ethan	1111	Admin	First CHKin...	-	-	-	Absence	0:00:00	0:00:00	0:00:00
2017/04/29	Ethan	1111	Admin	First CHKin...	-	-	-	Absence	0:00:00	0:00:00	0:00:00
2017/04/30	Ethan	1111	Admin	First CHKin...	-	-	-	Absence	0:00:00	0:00:00	0:00:00

4. (In) / (Out)

Ethan - 1111

Date Range: Daily (2017-04-26 ~ 2017-04-26)

Date	Shift	Time code	In	Out	Exception	Regular	Overtime
2017/04/26(W...	First CHKin Las...	Normal Pay	2017/04/26 08:...	2017/04/26 22:...	-	8:00:00	1:00:00

Summary	Regular hours	Overtime ho...	Break Time ...	Over Break T...	Meal Time	Exception	Leave	Total Work ...
Daily	8:00:00	1:00:00	0:00:00	0:00:00	1:00:00	0	0	13:00:06

Overtime Rule	Regular By Time Rate	Overtime By Time Rate	Work time in Leave	Non-work time in Leave
-	8:00:00	2:00:00	0:00:00	0:00:00

5.

Edit Punch Logs

2017/04/26(Wed)

Punch Time	Punch Type	Device	Device ID
2017/04/26 08:16:50 - 2017/04/26 08:16:50	Check In	BioStation A2 93925439...	939254397
2017/04/26 08:16:53 - 2017/04/26 08:16:53	Check Out	BioStation A2 93925439...	939254397
2017/04/26 22:16:49 - 2017/04/26 22:16:49	Check Out	BioStation A2 93925439...	939254397
2017/04/26 22:16:52	-	BioStation A2 93925439...	939254397
2017/04/26 22:16:56	-	BioStation A2 93925439...	939254397

Buttons: Add, Ok, Cancel

가
(Update Report)

(Rebuild Time Card)

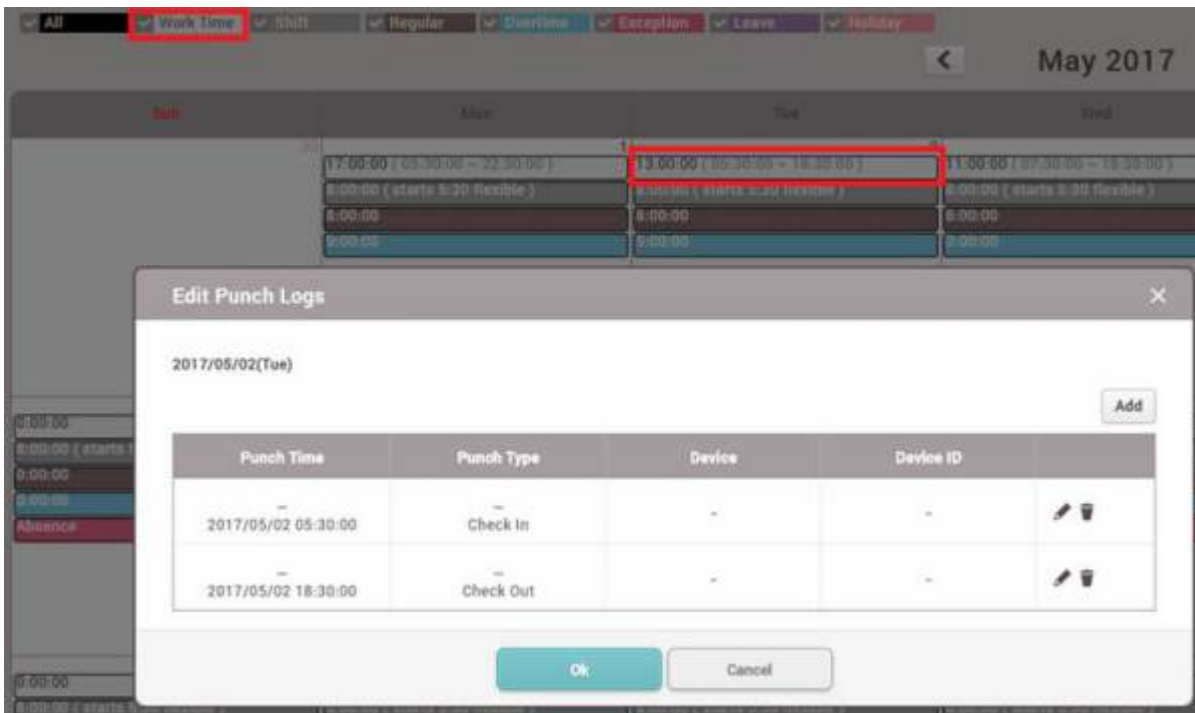
2

- 1. (Time Attendance) (Report)
- 2. (Period), (Report Type), (User Group), (User)
- 3. (Update Report)

- 3.
- 4.



- 5. (Work Time)
- 6.



1

- 1. (Time Attendance) (Report)
- 2. (Period), (Report Type), (User Group), (User)
- 3. (Update Report)

- 3.



- 4. (Leave) (Time Code)
- 5. (Use Time)
- 4
- 6. 가 (Start Date) (End Date)

7. **(Apply to Other User(s))**

8. **(Approver Comments)**

The screenshot shows a dialog box titled "Edit Leave" for user "cindy(12345)". The fields are as follows:

- Date: 2017-05-02(Tue)
- Leave: leave
- Use Time:
- Start Date: 2017-05-02
- End Date: 2017-05-02
- Leave Hours: 08:00
- Apply to Other User(s): Search icon
- Approver Comments: Text area

Buttons: Ok, Cancel

(Use Time) BioStar 2.4.1

2

1. **(Time Attendance)** **(Report)**

2. **(Period), (Report Type), (User Group), (User)**

(Update Report)

3.
4.



5. **(Shift)**

Sun	Mon	Tue	Wed
17:00:00 (05:30:00 ~ 22:30:00)	13:00:00 (05:30:00 ~ 18:30:00)	11:00:00 (07:30:00 ~ 18:30:00)	
8:00:00 (starts 5:30 flexible)	8:00:00 (starts 5:30 flexible)	8:00:00 (starts 5:30 flexible)	
8:00:00	8:00:00	8:00:00	
9:00:00	9:00:00	9:00:00	

- 6. (Leave) (Time Code)
- 7. (Use Time)
- 4
- 8. 가 (Start Date) (End Date)
- 9. (Apply to Other User(s))
- 10. (Approver Comments)

Edit Leave

cindy(12345)

Date: 2017-05-02(Tue)

Leave: leave

Use Time:

Start Date: 2017-05-02 End Date: 2017-05-02

Leave Hours: 08:00

Apply to Other User(s):

Approver Comments:

Ok Cancel

From:
<https://kb.supremainc.com/knowledge/> -

Permanent link:
https://kb.supremainc.com/knowledge/doku.php?id=ko:how_to_edit_the_report

Last update: **2018/08/03 12:42**