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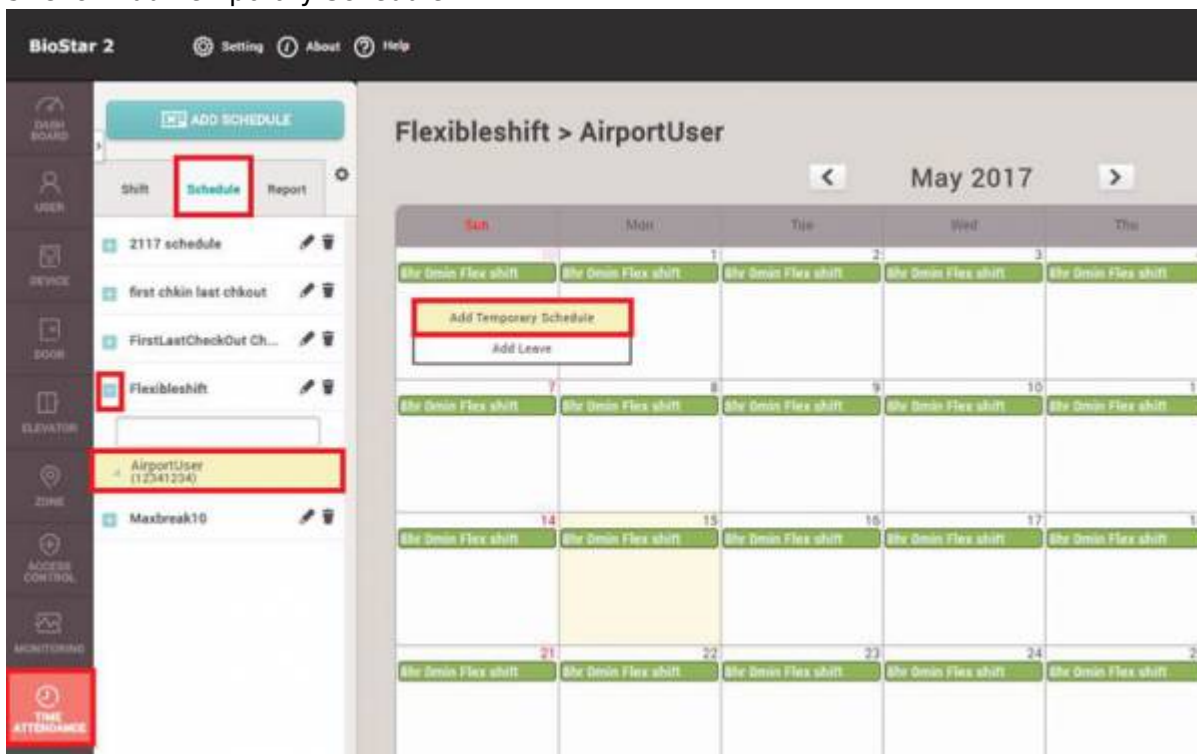
[System Configuration, BioStar 2, T&A, punch log, leave, "temporary, schedule"](#)

How to edit the report

From BioStar 2.4.1, you can edit the temporary schedule, punch log, and leave.

Editing the Temporary Schedule

1. Click on the **Schedule** tab in the **Time Attendance** menu.
2. Click on the + sign left of the Schedule.
3. Select a user.
4. Left click on a day of the calendar.
5. Click Add Temporary Schedule.



6. Enter a desired **Name** for this temporary schedule.
7. Select a preconfigured **Shift**.
8. Select the Period of time range to apply.
9. Use **Apply to Other Users** option to apply to multiple users.

[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

Editing Punch Log

Option 1

1. Click on the **Report** column in the **Time Attendance menu**.
2. Generate a report by selecting **Period, Report Type, User Group/Use** and clicking **Update Report**.
3. Click on a row of the report.

Date	Name	User ID	Department	Shift	Leave	In	Out	Exception	Regular h.	Overtime	Total Work
2017/04/26	Ethan	1111	Admin	First CHKin...	-	2017/04/26 08:00	2017/04/26 22:00	-	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. Click on the item below the **In / Out** column.

Ethan - 1111

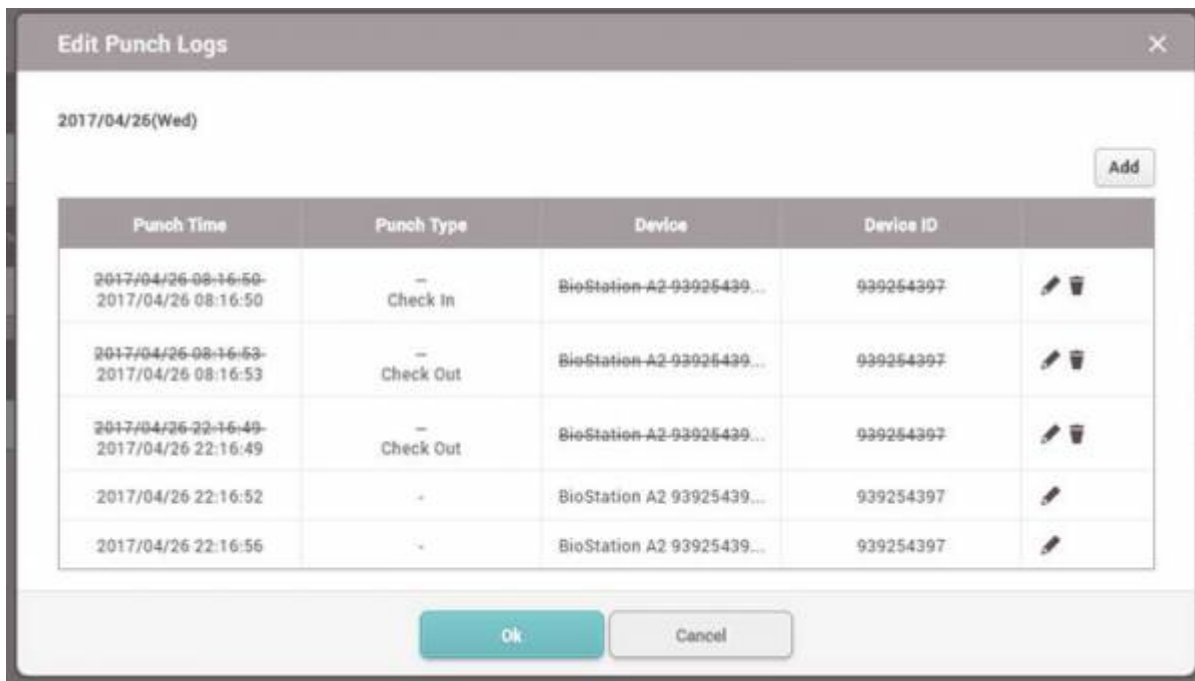
Date Range: Daily (2017-04-26 ~ 2017-04-26)

Date	Shift	Time code	In	Out	Exception	Regular	Overtime
2017/04/26(W...	First CHKin Las...	Normal Pay	2017/04/26 08:00	2017/04/26 22:00	-	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 the punch log by clicking on the pencil.



Try checking **Rebuild Time Card** and then click **Update Report** if your report seems out of date

Option 2

1. Click on the **Report** tab in the **Time Attendance menu**.
2. Generate a report by selecting **Period, Report Type, User Group/Use** and clicking **Update Report**.
3. Click on a row of the report.
4. Click on the calendar icon on the right top corner.



5. Click on the **Work Time** (light grey) item of the day.
6. Edit the punch log by clicking on the pencil.

Editing Leave

Option 1

1. Click on the **Report** column in the **Time Attendance menu**.
2. Generate a report by selecting **Period, Report Type, User Group/Use** and clicking **Update Report**.
3. Click on the pencil icon.



4. Select a **Leave Time Code**.
5. Check **Use Time** only if there is a desired number of hours that should be applied as leave.
 - For instance, a half day leave would be 4 hours.
6. Set **Start Date** and **End Date** if the leave spans over a few days.
7. Use **Apply to Other User** to apply the same setting to multiple users.
8. Leave comments on **Approver Comments** if necessary.

The feature to select leave hours (**Use Time**) was introduced in BioStar 2.4.1.

Option 2

1. Click on the **Report** tab in the **Time Attendance menu**.
2. Generate a report by selecting **Period**, **Report Type**, **User Group/Use** and clicking **Update Report**.
3. Click on a row of the report.
4. Click on the calendar icon on the right top corner.



5. Click on the **Shift** (grey) item of the day.

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. Select a **Leave Time Code**.
7. Check **Use Time** only if there is a desired number of hours that should be applied as leave.
 - For instance, a half day leave would be 4 hours.
8. Set **Start Date** and **End Date** if the leave spans over a few days.
9. Use **Apply to Other User** to apply the same setting to multiple users.
10. Leave comments on **Approver Comments** if necessary.

Edit Leave

cindy(12345)

Date	2017-05-02(Tue)	
Leave	leave	
Use Time	<input checked="" type="checkbox"/>	
Start Date	2017-05-02	End Date 2017-05-02
Leave Hours	08:00	
Apply to Other User(s)	Q	
Approver Comments		

Ok Cancel

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