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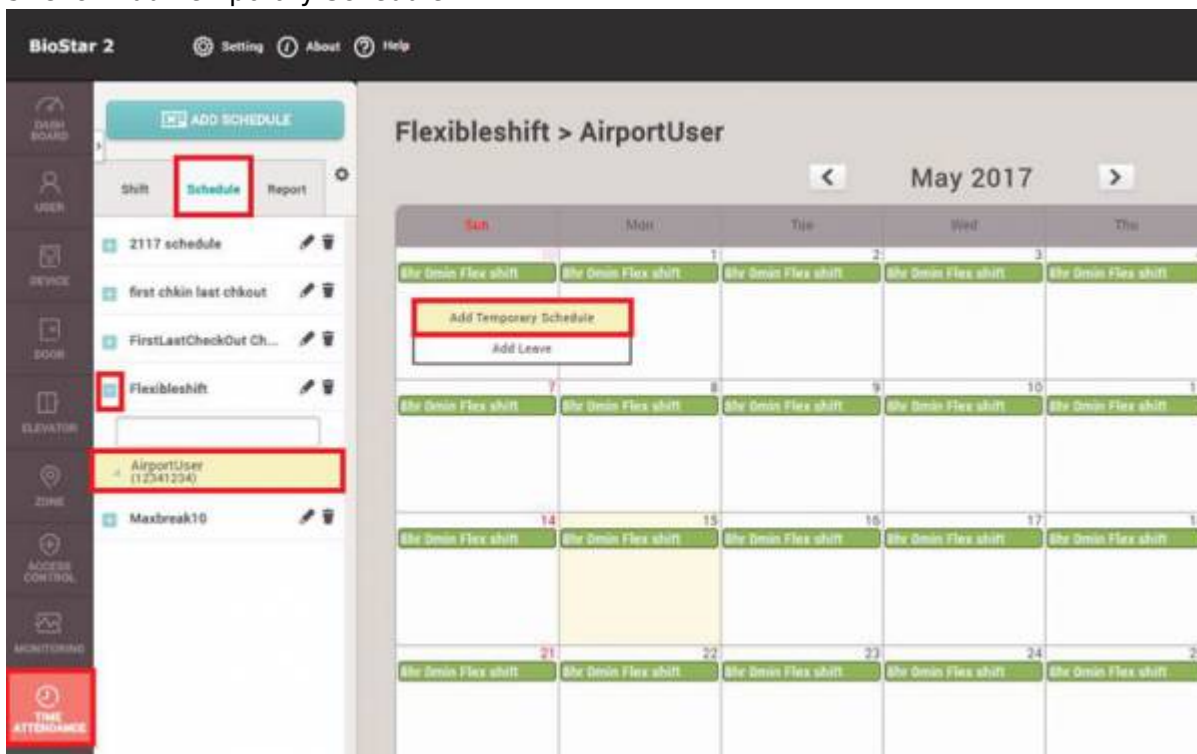
[System Configuration, BioStar 2, T&A, punch log, leave, "temporary, schedule"](#)

# 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.

## 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.

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

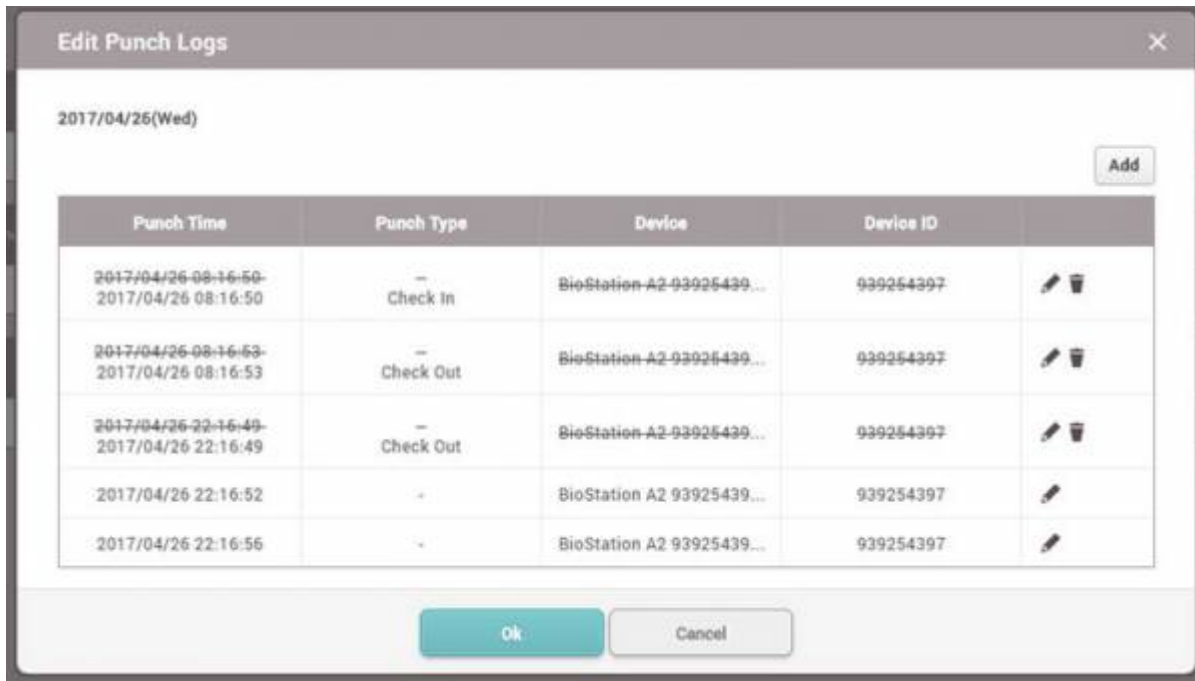
  

Summary	Regular hours	Overtime ho...	Break Time ...	Over Break T...	Meal Time	Exception	Leave	Total Work ...
Daily	8:00:00	1:00:00	0:00:00	0:00:00	1:00:00	0	0	13:00:06

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.



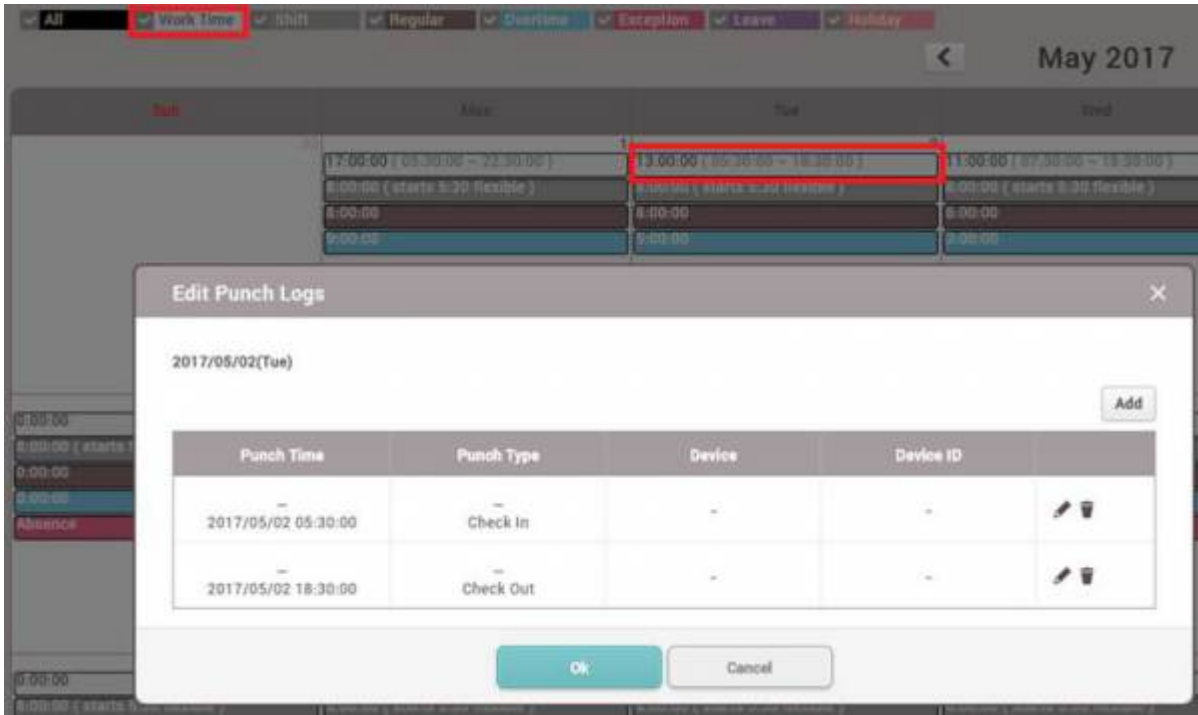
Try checking **Rebuild Time Card** and then click **Update Report** if your report seems out of date

### 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** (white) item of the day.
6. Edit the punch logs.



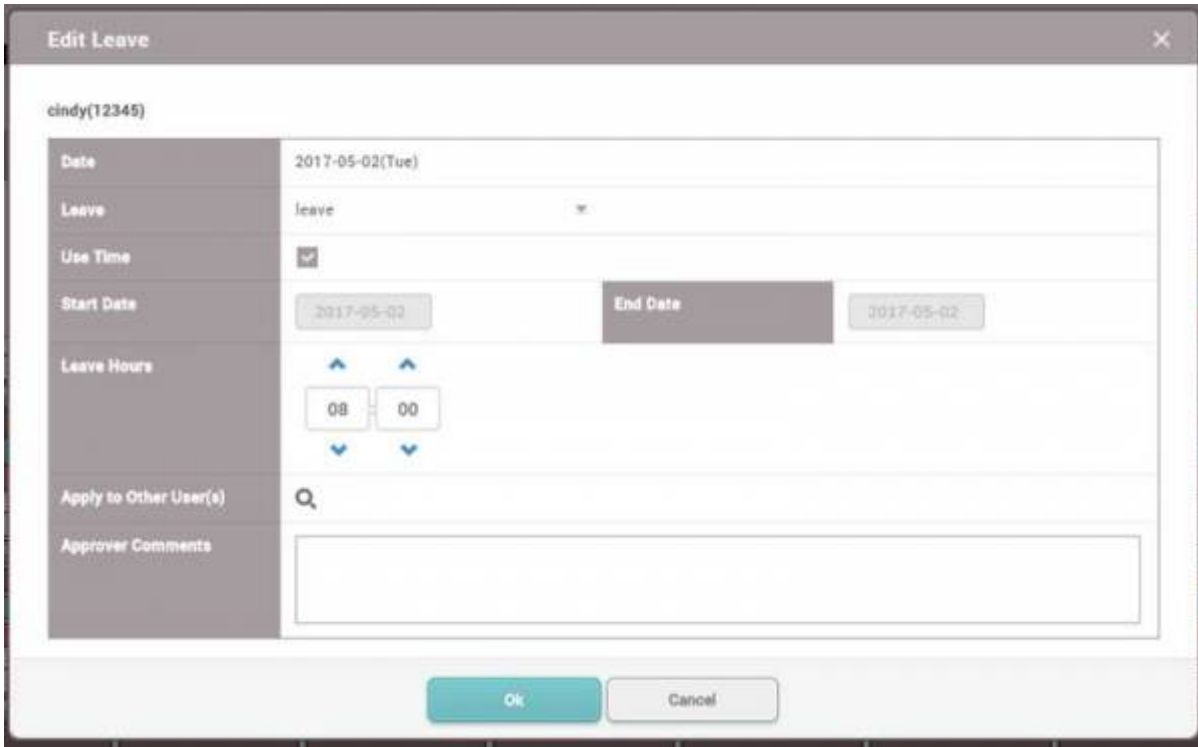
## Editing Leave

### 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.



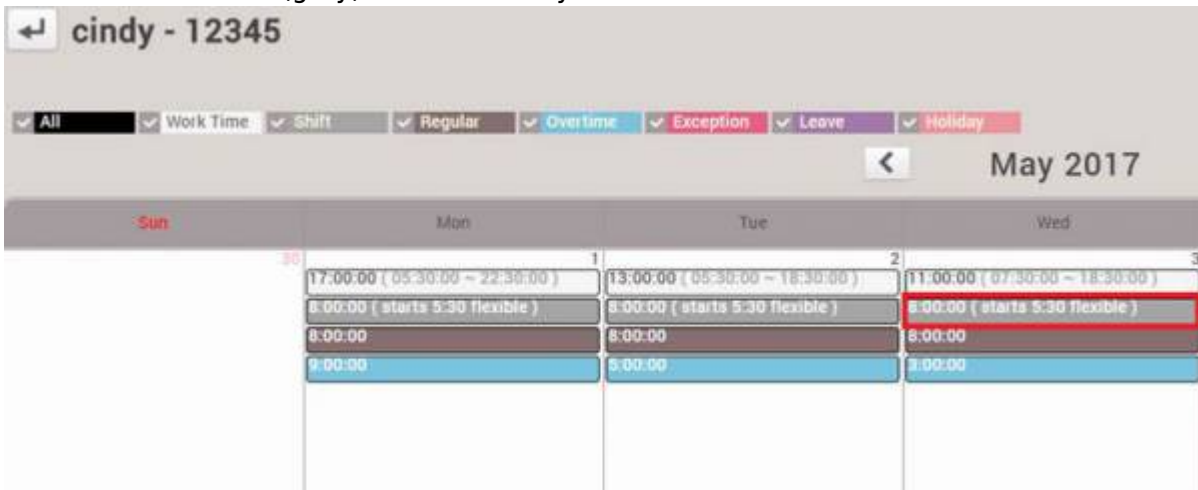
The feature to select leave hours (**Use Time**) was introduced in BioStar 2.4.1.

## 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.



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.

The screenshot shows a dialog box titled "Edit Leave" for user "cindy(12345)". The dialog has a sidebar on the left with labels for "Date", "Leave", "Use Time", "Start Date", "Leave Hours", "Apply to Other User(s)", and "Approver Comments". The main area contains the following fields and controls:

- Date:** 2017-05-02(Tue)
- Leave:** leave (dropdown menu)
- Use Time:**
- Start Date:** 2017-05-02
- End Date:** 2017-05-02
- Leave Hours:** 08:00 (spinners for hours and minutes)
- Apply to Other User(s):** Search field with a magnifying glass icon
- Approver Comments:** Text input area

At the bottom of the dialog are two buttons: "Ok" (highlighted in teal) and "Cancel".

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