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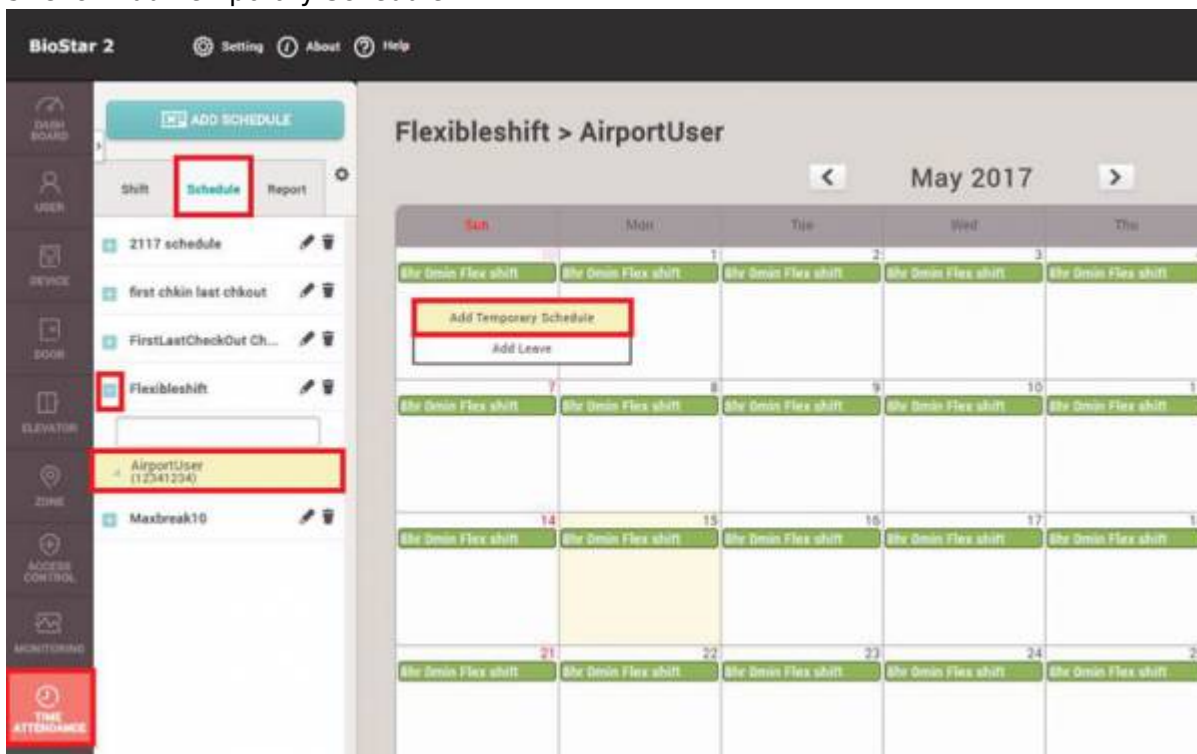
[System Configuration, BioStar 2, T&A, punch log, leave, "temporary, schedule"](#)

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.

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 08:00	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

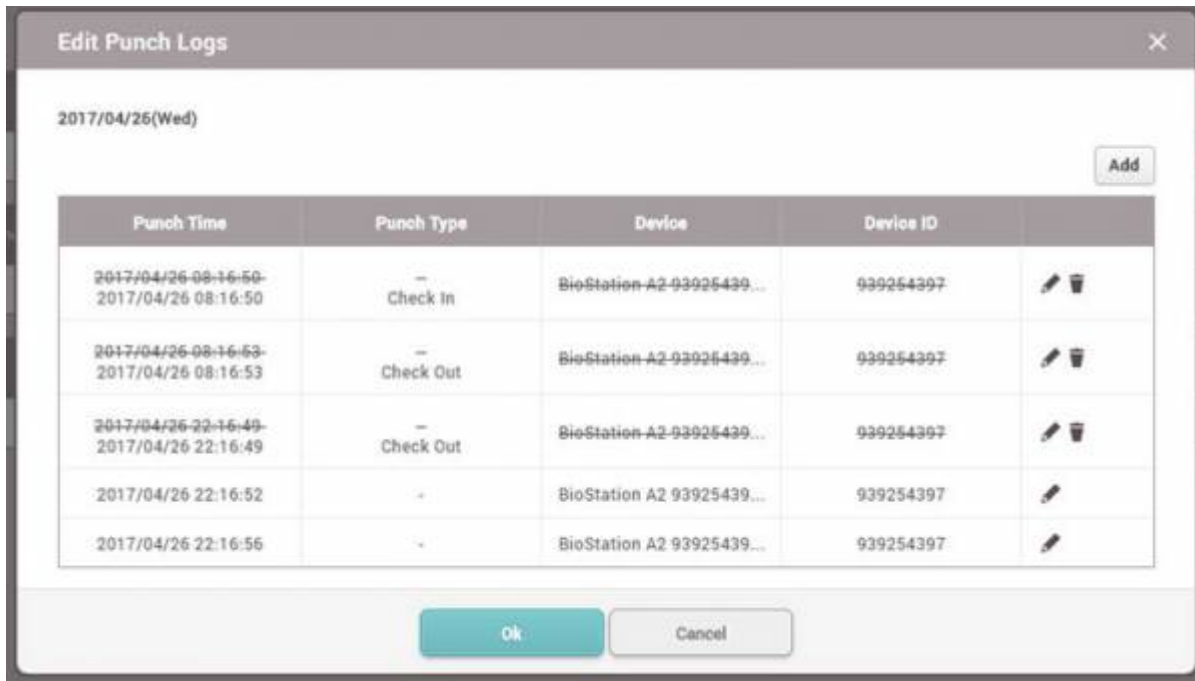
Date Range: Daily (2017-04-26 ~ 2017-04-26)

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

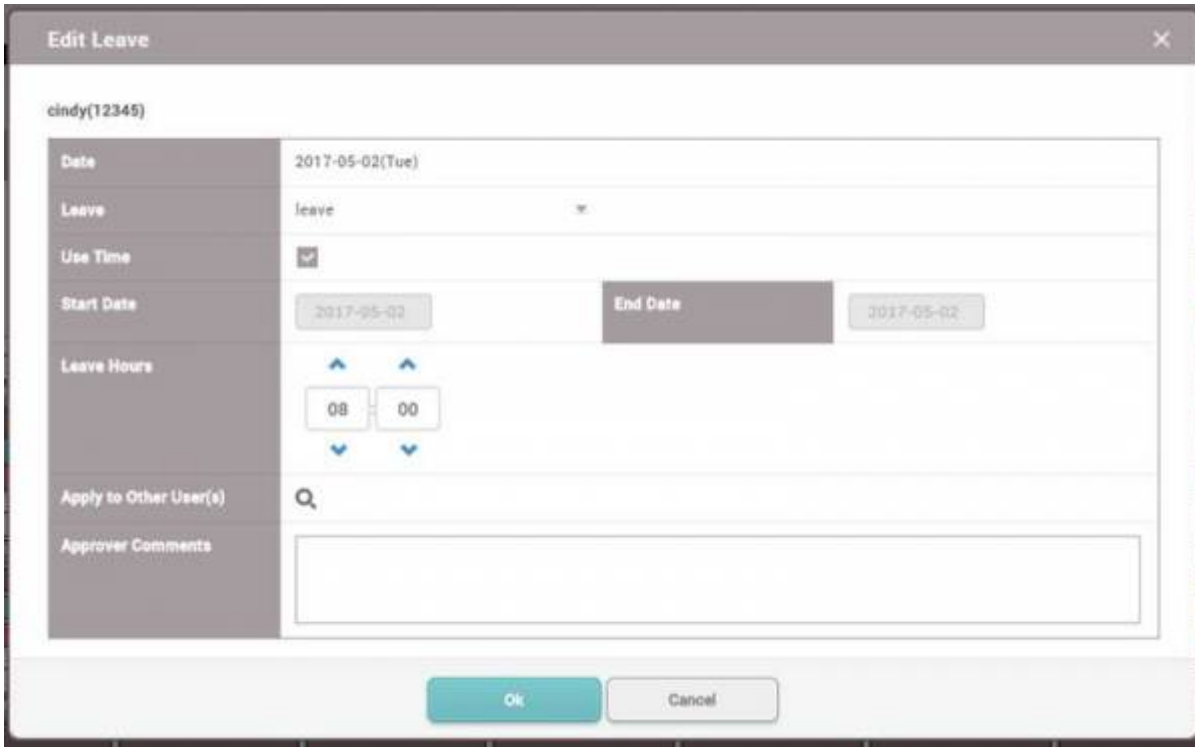
Editing Leave

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.



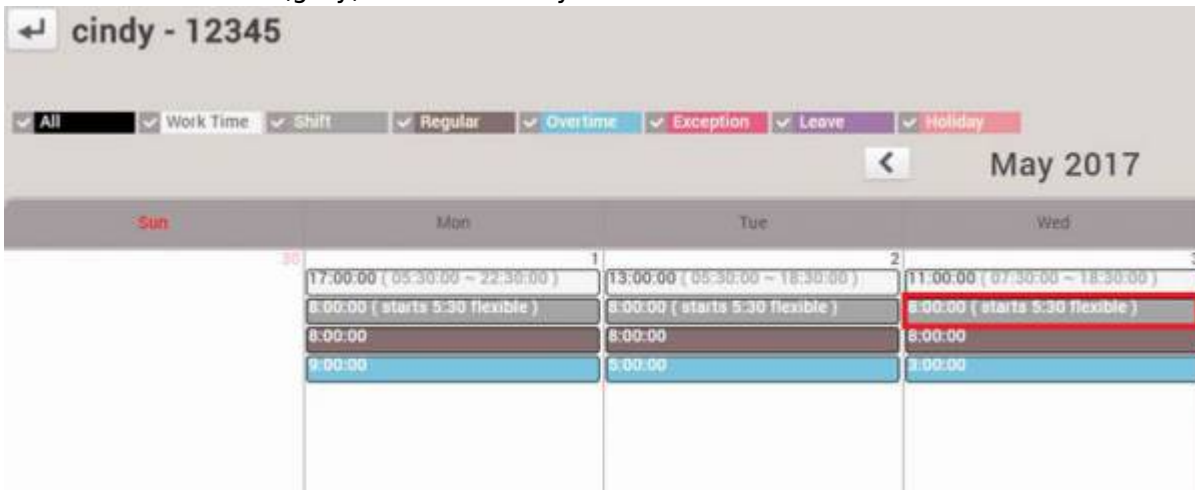
The feature to select leave hours (**Use Time**) was introduced in BioStar 2.4.1.

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: "Date" with value "2017-05-02(Tue)", "Leave" with a dropdown menu showing "leave", "Use Time" with a checked checkbox, "Start Date" with a date picker showing "2017-05-02", "End Date" with a date picker showing "2017-05-02", "Leave Hours" with a spinner showing "08" and "00", "Apply to Other User(s)" with a search icon and an empty input field, and "Approver Comments" with a large empty text area. At the bottom, there are "Ok" and "Cancel" buttons.

From:

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Last update: **2024/08/20 11:01**