

# HOW TO ENTER AND EDIT TIME:

To Get Started Click on Review > Time Cards from menus

**Data:Maxx 7 - [Edit: Time Cards]**

File Setup Review Processes Reports Tools Window Help

Start Date 1/13/2013 End Date 1/19/2013 Set Period Setup Filters ☐ Show Inactive Employees

**Edit Time Cards**

You can filter any row by clicking in the upper right on any of the column header names

ID	Name	Punch Type	S...	Date In	Time In	Date Out	Time Out	Clo...	Lunch	Tot...	Other H...	Job	Extra	Cost Code	Per...
click to enter new Time Card															
160	FULLER, DEBRA	C	Def...	1/14/2013	6:31 AM	1/14/2013	11:39 AM	5.13		5.13					
160	FULLER, DEBRA	I	Def...	1/14/2013	12:09 PM			0.00		0.00					
160	FULLER, DEBRA	C	Def...	1/15/2013	6:35 AM	1/15/2013	11:09 AM	4.57		4.57					
160	FULLER, DEBRA	C	Def...	1/15/2013	11:45 AM	1/15/2013	6:47 PM	7.03		7.03					
160	FULLER, DEBRA	C	Def...	1/16/2013	6:40 AM	1/16/2013	11:57 AM	5.28		5.28					
160	FULLER, DEBRA	C	Def...	1/16/2013	12:28 PM	1/16/2013	7:19 PM	6.85		6.85					
160	FULLER, DEBRA	C	Def...	1/17/2013	6:34 AM	1/17/2013	11:08 AM	4.57		4.57					
160	FULLER, DEBRA	C	Def...	1/17/2013	11:40 AM	1/17/2013	5:33 PM	5.88		5.88					
160	FULLER, DEBRA	C	Def...	1/18/2013	6:33 AM	1/18/2013	11:15 AM	4.70		4.70					
160	FULLER, DEBRA	C	Def...	1/18/2013	11:45 AM	1/18/2013	6:15 PM	6.50		6.50					
160	FULLER, DEBRA	C	Def...	1/19/2013	6:34 AM	1/19/2013	11:18 AM	4.73		4.73					
160	FULLER, DEBRA														

Total: 0.00

New Delete Print Match Punches Group Generate Data Reset Filters ☐ Show Approvals

To Edit Time Click on any where on the grid and use the drop downs or type your information in.

**Data:Maxx 7 - [Edit: Time Cards]**

File Setup Review Processes Reports Tools Window Help

Start Date 5/21/2013 End Date 5/24/2013 Set Period Setup Filters ☐ Show Inactive Employees

**Edit Time Cards**

ID	Name	Punch Type	S...	Date In	Time In	Date Out	Time Out	Clo...	Lunch	Tot...	Other H...	Job	Extra	Cost Code	Per...
1016A	Nickerson, Adam	E	Def...	5/31/2013	7:00 AM	5/31/2013	4:00 PM	9.00		9.00		01-0503-0200			

Total Records: 0

New Delete Print Match Punches Group Generate Data Reset Filters

Enter employee Name or ID

Enter Date In, Time In, Date Out and Time Out. (Time is entered in Military time and is displayed regularly)

Enter Job, Cost Code and any other line entries

After you are done Click anywhere below this line and the time will be entered into the Grid below.