

How to remove and add columns in Timecards and other Screens

1. To remove simply drag the column off of the top bar to anywhere below.
2. To add it back

The screenshot shows the 'Edit Time Cards' window in Data-Maxx 7. The window has a menu bar (File, Setup, Review, Processes, Reports, Tools, Window, Help) and a toolbar with options like Start Date, End Date, Set, Period Setup, Filters, and Show Inactive Employees. The main area displays a table with columns: ID, Name, Punc..., Clock ID, S..., Date In, Time In, Date Out, Time Out, Clo..., Lunch, Tot..., and Other H... A red dashed arrow points from a yellow box labeled 'Right Click Here, Choose Column Chooser' to the 'Punc...' column header. Another red dashed arrow points from a yellow box labeled 'Click the field you want to add' to a 'Customization' dialog box. A third red dashed arrow points from a yellow box labeled 'Drag it into the headings row.' to the 'Time Out' column header. The 'Customization' dialog box lists various fields: Apprvd Date, Apprvd Date, Apprvd By, Apprvd By, Available to Work, isAllocated, L1, and L2. The bottom of the window shows a status bar with 'Total Records: 1' and buttons for New, Delete, Print, Match Punches, Group, Generate Data, Reset Filters, and Show Approv.

Right Click Here, Choose Column Chooser

Click the field you want to add

Drag it into the headings row.

Customization

- Apprvd Date
- Apprvd Date
- Apprvd By
- Apprvd By
- Available to Work
- isAllocated
- L1
- L2

Total Records: 1

New Delete Print Match Punches Group Generate Data Reset Filters Show Approv

Ready