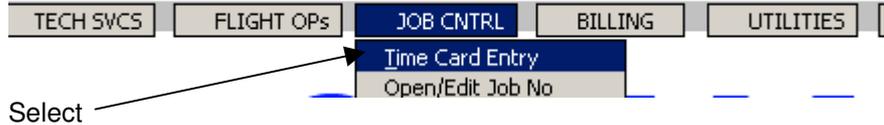


EDITING / DELETING TIME-CARD ENTRIES

Sometimes it may be necessary to Edit or Delete a Time Card entry. These notes set out to explain how to do this

1. RECALL THE ENTRY BY:

- Main Menu



CAFAM System	
Clock/Name	JB001
Date	
Clock Card No	

Enter Employee Clock/Name



CAFAM System			
Name	JOE BLOGGS	Clock	JB001
Date	30/04/2007	Card No	
		Grade	

Enter Date to retrieve record and Edit



CAFAM System																																																	
Name	JOE BLOGGS	Clock	JB001	Grade	1.000	-																																											
Date	30/04/2007	Card No																																															
A'craft	Job No.	Task No/Description			Norm	0/T1	0/T2																																										
<table border="1"> <thead> <tr> <th colspan="10">Editing Previous Times: SELECT LINE</th> </tr> <tr> <th>Name</th> <th>Wdate</th> <th>Regn</th> <th>Worder</th> <th>Descr</th> <th>Ntime</th> <th>Otime</th> <th>Otime</th> <th colspan="2"></th> </tr> </thead> <tbody> <tr> <td>JOE BLOGGS</td> <td>30/04/2007</td> <td>C-EIGG</td> <td>043734/HA</td> <td>00001 /CARRY OUT 4000HR CHECK IAW</td> <td>7.52</td> <td>0.00</td> <td>0.00</td> <td colspan="2"></td> </tr> <tr> <td>JOE BLOGGS</td> <td>30/04/2007</td> <td>C-ABCD</td> <td>043737/JK</td> <td>00002 /CARRY OUT 100HR CHECK A</td> <td>9.09</td> <td>0.00</td> <td>0.00</td> <td colspan="2"></td> </tr> </tbody> </table>										Editing Previous Times: SELECT LINE										Name	Wdate	Regn	Worder	Descr	Ntime	Otime	Otime			JOE BLOGGS	30/04/2007	C-EIGG	043734/HA	00001 /CARRY OUT 4000HR CHECK IAW	7.52	0.00	0.00			JOE BLOGGS	30/04/2007	C-ABCD	043737/JK	00002 /CARRY OUT 100HR CHECK A	9.09	0.00	0.00		
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JOE BLOGGS	30/04/2007	C-ABCD	043737/JK	00002 /CARRY OUT 100HR CHECK A	9.09	0.00	0.00																																										

POP-UP will appear, select the line to Edit or Delete

Name	JOE BLOGGS		Clock	JB001	Grade	1.000
Date	30/04/2007		Card No	N/A		
A'craft	Job No.	Task No/Description	Norm	O/T1	O/T2	
			[Time Spent	HRS &	MINS]	

EDITING PREVIOUS ITEMS

Confirm Screen says "Editing Previous Items"

2. FOLLOW THE PROMPTS ON THE RETRIEVED RECORD AND CHANGE DATA TO EDIT ENTRY AS REQUIRED SUIT.

CAFAM System						
Name	JOE BLOGGS		Clock	JB001	Grade	1.000 -
Date	30/04/2007		Card No	N/A		
A'craft	Job No.	Task No/Description	Norm	O/T1	O/T2	
			[Time Spent	HRS &	MINS]	
C-EIGG	045028/HA	00001 / CARRY OUT 4000HR CHECK IA	7.52	0.00	0.00	

EDITING PREVIOUS ITEMS

On reaching the prompt for the Task, these buttons will appear, including the button [DELETE] to delete the line being Edited

3. DELETE the line using the button if so required

-end-