

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

TECH SVCS FLIGHT OPs **JOB CNTRL** BILLING UTILITIES

Time Card Entry
Open/Edit Job No

Select →

TECH SVCS FLIGHT OPs **JOB CNTRL** BILLING UTILITIES CUSTOMENU

Time Card Entry
Open/Edit Job No

CAFAM System

Clock/Name	JB001	Clock	
Date		Card No	

Enter Employee Clock/Name

TECH SVCS FLIGHT OPs **JOB CNTRL** BILLING UTILITIES CUSTOMENU EXIT

Time Card Entry
Open/Edit Job No

CAFAM System

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

Enter Date to retrieve record and Edit

EDIT ATTENDANCE CLOCK-ON/OFF YES NO

Respond [NO] →

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
			[Time Spent HRS & MINS]		

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

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

OK Delete Cancel

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-