



Modifying time

Last updated - Jun 02, 2020 at 2:55PM

Web:	https://timedock.com
Email:	info@timedock.com
International:	(+64) 9 444 1384
Local phone:	(09) 444 1384

To shorten or lengthen a time block you'll need to find and delete one or both in and out transactions, and then add a new one/s with the correct DateTime.

1. Click on the time cell from the timesheet view.
2. Locate the *in* or *out* transaction that needs to be modified.
3. Delete the erroneous *in* or *out* transaction.
4. Click New *In/Out* to add a new transaction for the correct date and time.