

You can only make change to entries BEFORE they are approved!


DASHBOARD
ENTRIES
ACCOUNTS
PROFILE CERTIFICATION
SCHEDULES
AVAILABILITY

With the Entries Tab selected:

1. Select the entries row you need to edit
2. Select the Actions button from the upper right corner
3. Select Edit Entry from the drop down menu

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Id	Service Date	Type	Account Type	Ref.	Cost Center	Client/ Program Name	Service Code	Units	Unit Type	Status
24933	Feb 15, 2017	Punch	Hourly		Price Hourly Services - UT-785	Wicket	PP Direct Support	1.00	Hourly	Pending

 Actions
New Note
New Attachment
Edit Entry
Reject

2

3



Continued on the next page

Editing a Punch – Web

4. Make the necessary changes to the Edit Entry tab
5. Select Save to keep the changes
6. Select Yes in the confirmation window

4

Edit Entry ✕

Entry Type:

Employee Name:

Account Type:

Client:

Service Code:

Service Date:

Remaining Balance:

Check In: Check Out:

Check Out Date:

Diagnostic Code:

Notes:

Attachment: [Add Attachment](#)

Alert ✕

Are you sure you want to add a new punch for **02:00 hours** for **Wicket - 68** for **Feb 15, 2017**?

5

6

A new reference entry is created, related to your original

Status: Rejected

Original entry will be rejected

Reference Entries Showing 1 out of 1 record

Reject	Id	Service Date	Account Type	Ref.	Type	Cost Center	Client/ Program	Employee/ Program	Service Code	Units	Unit Type	Status
	24934	Feb 15, 2017	Employee Service	24933	Punch	Price Hourly Services - UT-785	Wicket	Ironman	PP Direct Support	2.00	Hourly	Pending