Using a Time Clock to Modify Transactions in TrueTime

What is a Time Clock?
A Time Clock can be used to clock in/out in of TrueTime. It can also be used to submit your time sheets to your supervisor or payroll.

When would I modify a Time Clock transaction for TrueTime?
This would be used if an employee's daily transaction needed to be added, deleted, or changed.
Depending on your Time Clock, employees can clock in using one or more of the following options:

* Biometrics (fingerprint)
* Magnetic Swipe Card
* Bar Code ID Badge
* Proximity Card

Employees can also manually clock in using the keypad and a pin number.

This tutorial will demonstrate the keypad clock in/out method.

To clock in/out using the keypad, push the F1 button.
Key in your pin number on the keypad and press the Enter button.
The Time Clock will display your name along with your current status, and hours for the day/week.

Push the **F1** button to access *My History*.
This will **display** the clock in/out **transactions**.

Highlight the **transaction** and press the **Enter** button to modify.
The arrow keys will allow you to move up or down the list of transactions.

When the transaction is highlighted, press the Enter button to modify the transaction.
Using the arrow and tab keys below, go to the field that needs to be modified.

The number pad can then be used to enter the new time.

The SEL button can be used to switch between AM/PM.

When done modifying the transaction, press the F1 button to save.
The change will now appear on the screen.

In addition to modifying transactions, transactions can be **added** using the F1 button or **deleted** using the F4 button.

This concludes the tutorial.