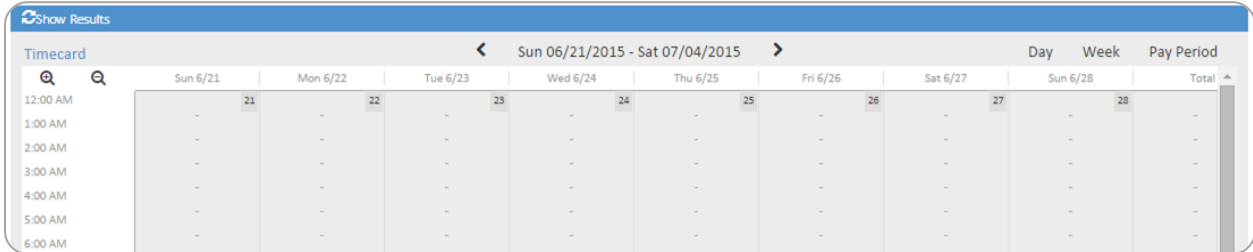## Hours Entry

To enter hours on the time card, follow the steps below:

1. Click on the **Edit** button on the time card to enable editing mode. Once this is done, the **Edit** button changes and now displays **Show Results**.

2. Using the mouse, click (and hold the mouse click) on the time card at the time you wish to add hours, and drag the mouse downward toward the bottom of the time card. This will create a highlighted section of the time card.
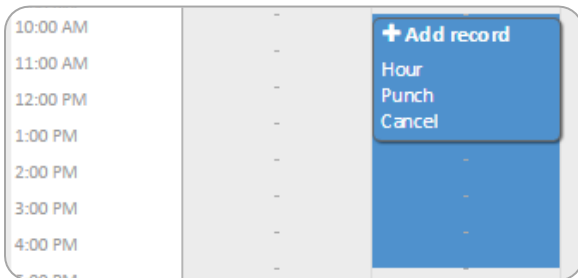
3. Using the mouse, select the "Hour" option.
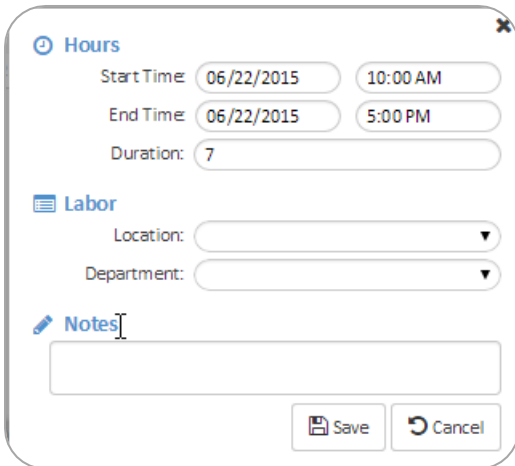
The **Start Time**, **End Time**, and **Duration** will automatically be entered for you based on the area selected earlier in step 2.

4. Enter any labor allocation information that you wish to attach to the hours by using the fields in the **Labor** area.
5. Enter any notes information that you wish to attach to the hours by using the **Notes** field.
6. Click on the **Save** button when finished.

Hours Detail Preview

Once a punch or hour record is created on the time card, details about the record can be viewed by simply holding the mouse over the record on the time card.
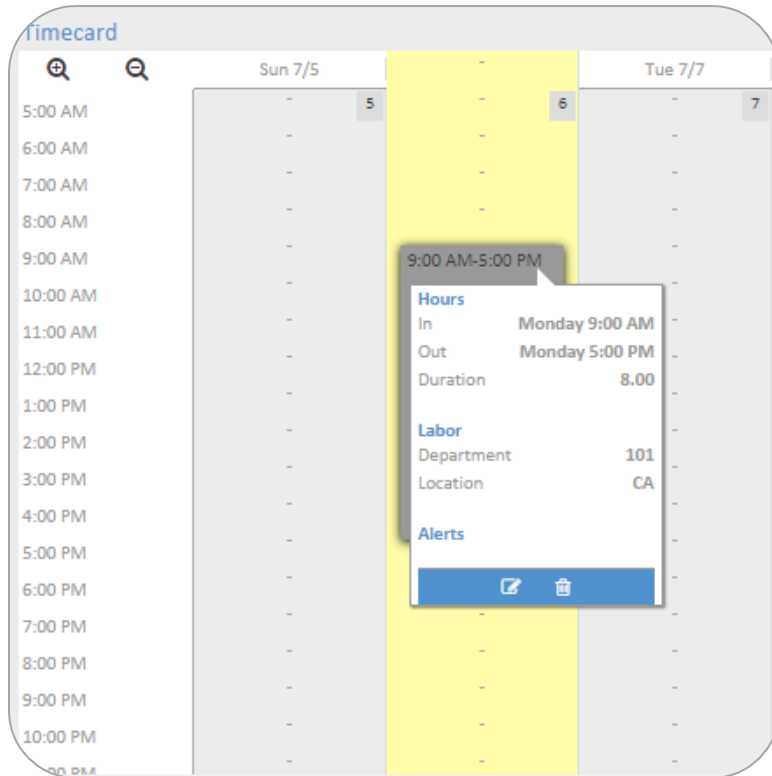
The hours detail preview displays the following:

- Punch In/Out Time
- Duration of hours record
- Labor Details
- Time Card Alerts

Clicking on the ✎ icon opens the record up for editing.

Clicking on the 🗑 icon deletes the hour record from the time card.

Once all of the punch or hour records have been created, click on the **Show Results** button to commit the entries to the time card.

Managing Punch/Hour Records

Once a punch or hour record is committed to the time card, it can be, edited, moved, or copied to another day on the time card. Please follow the steps below:

1. Click on the **Edit** button on the time card to enable editing mode. Once this is done, the **Edit** button changes and now displays **Show Results**.
2. To edit an existing record, click on it with the mouse to open it up. Alternately, clicking and holding on the punch or hour record will open the options to move or copy the record. Drag the punch or hour record to the desired area on the time card. A new menu will appear as shown below.