Red punches and Asterisk in the timecard report

AMANO.

Introduction

Timecard module - what are the red punches mean versus black punches?

- red punches are manual edits and can be flagged from the indicator column when the timecard has been modified
- black punches are raw punches from the timeclock unit / hardware

Timecard REPORT module - what are the asterisks beside the punch time indicate?

- punches with an asterisk (*) beside them are an indicator that the punch were modified and no longer the original data from the clock unit hardware
- since most reports are printed black/white or grayscale - the asterisk is used rather than the red font color

Conclusion

Thank you for your time, and have a great day. As always, feel free to submit ideas on topics you want addressed in the Amano Knowledge Base using the comments feature.

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