

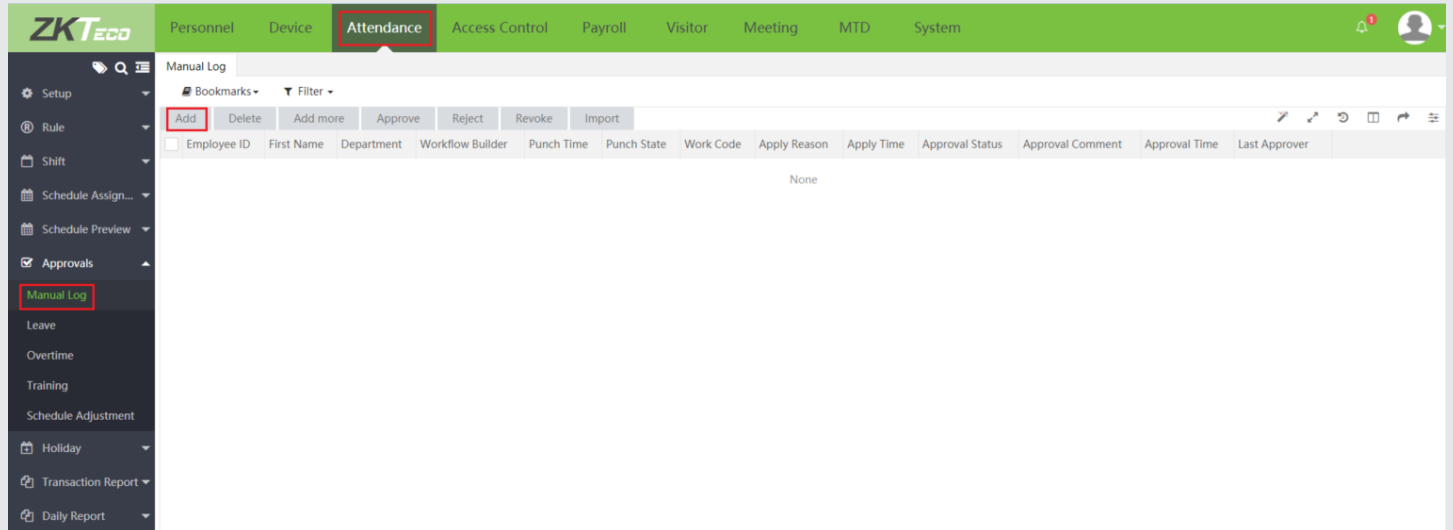
Biotime 8 – How to log manual logs

Here you can add manual logs

Following are steps to take when you add Manual logs

Attendance > Approvals > Manual logs

Click on Add



Choose the Employee you want to add a Manual Log for.

Enter the Date and Time of the log under Punch Time.

Enter the Work Code if applicable.

Enter a reason for why a Manual Log is necessary for reference later.

Choose a Punch State.

If needed, you can upload a supporting document as an attachment.

The 'Add' dialog box contains the following fields and controls:

- Employee***: A dropdown menu.
- Punch Time***: A text input field.
- Punch State***: A dropdown menu with 'Check In' selected.
- Work Code**: A text input field.
- Attachment**: A 'Choose file' button and the text 'No file chosen'.
- Apply Reason**: A large text area for entering the reason.
- Buttons**: 'Confirm' and 'Cancel' buttons at the bottom right.

Select Confirm