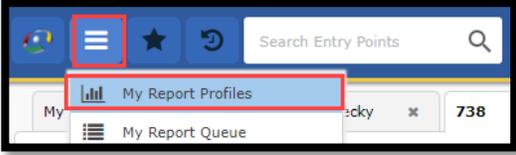
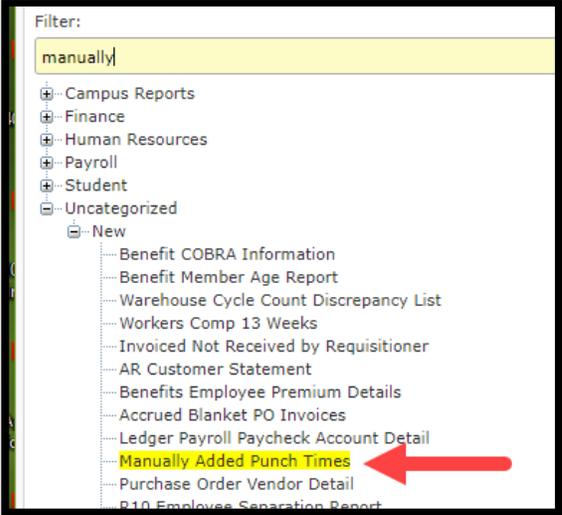
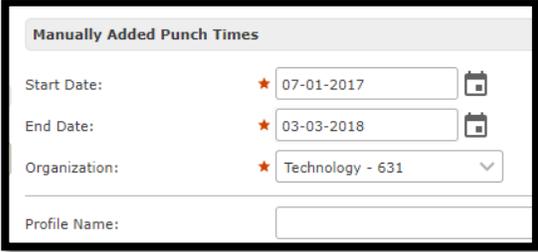
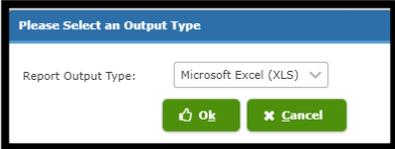
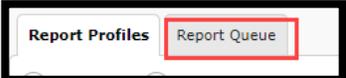


TEAMS: Manually Added Punch Times Report

<p>1. Select My Report Profiles on the Contextual dropdown menu</p>	
<p>2. Type: Manually in the filter field</p> <p>3. Select: Manually Added Punch Times</p>	
<p>4. Fill in the Manually Added Punch Times Questions. See example →</p>	
<p>5. Select Request Report</p>	
<p>6. Using the down arrow, select the output type; Excel.</p> <p>7. Select OK</p>	
<p>8. Select the Report Queue Tab</p>	
<p>9. When your report is complete – the status will be marked as “complete”</p> <p>10. Click on the Title, “Manually Added Punch Times” to view the report.</p>	