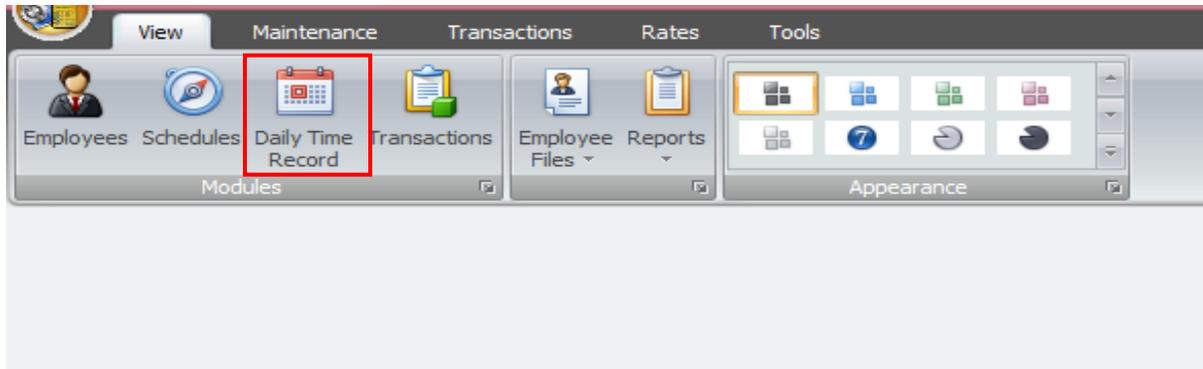


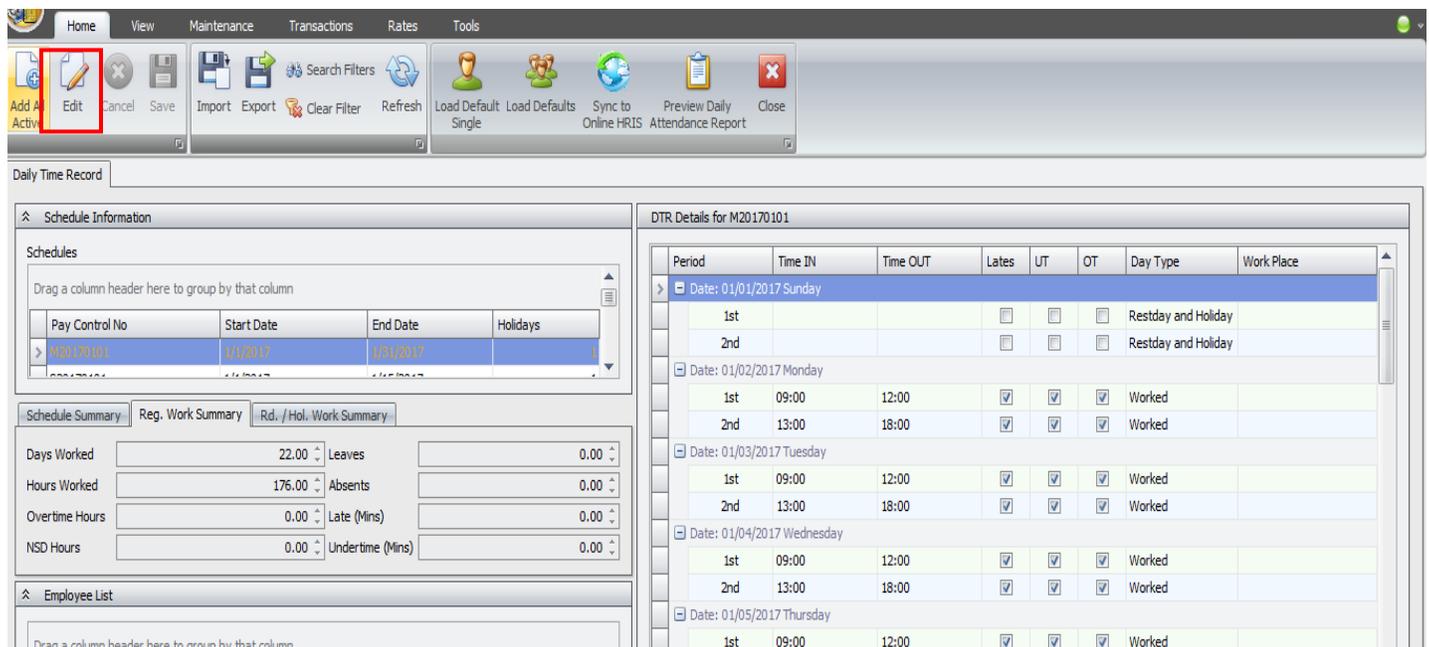


HOW TO CHANGE DAY SCHEDULE IN DAILY TIME RECORD (DTR) USING SHIFT POPUP?

Go to Payroll Menu Bar > View then click Daily Time Record.



DTR window will show, click Edit to modify the schedule per day.



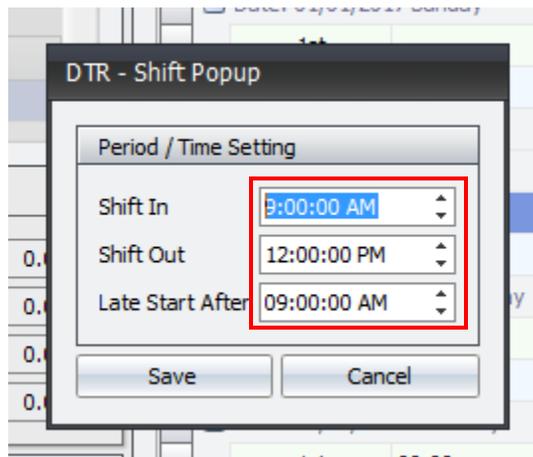
The screenshot shows the 'Daily Time Record' window. The 'Edit' button in the top toolbar is highlighted with a red box. The window displays a table of DTR details for employee M20170101, showing dates from 01/01/2017 to 01/05/2017. The table includes columns for Period, Time IN, Time OUT, Lates, UT, OT, Day Type, and Work Place.

Period	Time IN	Time OUT	Lates	UT	OT	Day Type	Work Place
Date: 01/01/2017 Sunday							
1st			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Restday and Holiday	
2nd			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Restday and Holiday	
Date: 01/02/2017 Monday							
1st	09:00	12:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Worked	
2nd	13:00	18:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Worked	
Date: 01/03/2017 Tuesday							
1st	09:00	12:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Worked	
2nd	13:00	18:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Worked	
Date: 01/04/2017 Wednesday							
1st	09:00	12:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Worked	
2nd	13:00	18:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Worked	
Date: 01/05/2017 Thursday							
1st	09:00	12:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Worked	

In the DTR Details, double click **Date** or **1st/2nd Shift** to show the DTR Pop-up.

Period	Time IN	Time OUT	Lates	UT	OT	Day Type	Work Place
Date: 01/01/2017 Sunday							
1st			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Restday and Holiday	
2nd			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Restday and Holiday	
Date: 01/02/2017 Monday							
1st	09:00	12:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Worked	
2nd	13:00	18:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Worked	
Date: 01/03/2017 Tuesday							
1st	09:00	12:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Worked	
2nd	13:00	18:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Worked	
Date: 01/04/2017 Wednesday							
1st	09:00	12:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Worked	
2nd	13:00	18:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Worked	
Date: 01/05/2017 Thursday							
1st	09:00	12:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Worked	

DTR - Shift Popup will appear.



NOTE:



You can now change or input the new Shift In, Shift Out and Late Start After for the particular Day.