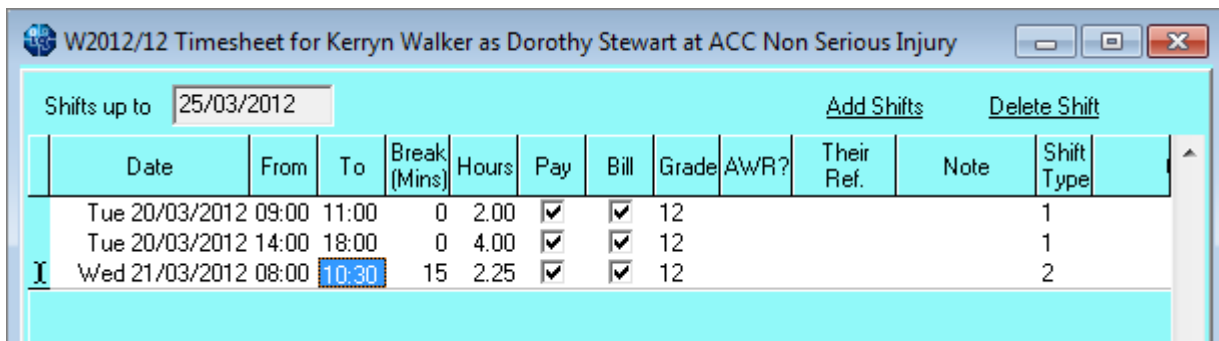




Completing Timesheets - hints for problems

Shifts not for correct time



Date	From	To	Break (Mins)	Hours	Pay	Bill	Grade	AWR?	Their Ref.	Note	Shift Type
Tue 20/03/2012	09:00	11:00	0	2.00	✓	✓	12				1
Tue 20/03/2012	14:00	18:00	0	4.00	✓	✓	12				1
Wed 21/03/2012	08:00	10:30	15	2.25	✓	✓	12				2

The start and end time and the break minutes can be edited to match the timesheets - and keep an accurate record in the database.

It is possible in the Vacancy Diary view to adjust shifts with the mouse - which is a good way to change a morning shift to an evening shift for example.



	Mon 25/6/12	Tue 26/6/12	Wed 27/6/12	Thu 28/6/12	Fri 29/6/12	Sat
7 a.m.						
8 a.m.						
9 a.m.						
10 a.m.		Weenink, Ashlie: ACC H01 Home		Weenink, Ashlie: ACC H01 Home		
11 a.m.						
12 p.m.						
1 p.m.						

Put the mouse on the TOP coloured line of the shift to move the WHOLE shift to another time, hold down and drage to the correct start time. The length of the shift will remain the same.

Put the mouse on the BOTTOM coloured line of the shift to extend or shorten the time. (Use the number buttons on the top right to show the day in 60, 30, 20 etc minute slices.)

You can also can right click on a shift and select **Edit Details** to alter by entering an exact time.

From:

<https://iqxusers.co.uk/iqxhelp/> - iqx

Permanent link:

https://iqxusers.co.uk/iqxhelp/doku.php?id=quick_guides-8&rev=1367316903

Last update: **2017/11/16 21:57**

