

Adding a Comment

STEP 1: Right Click on the In or Out Cell. The **Punch Action** box will appear.

NOTE: Cell **MUST** be populated with a time punch in order for a **Comment** to be added.

The screenshot displays the 'Timecards' application window. The main interface shows a calendar view on the left and a grid of punch actions on the right. The grid has columns for 'Transfer', 'Out', 'Shift', 'Daily', and 'Period'. A 'Punch Actions' dialog box is open, showing details for a punch on 6/29/2015 at 10:00AM. A 'Comments' icon in the dialog is highlighted. A 'Comment' dialog box is also open, showing a list of comment options: 'Approved', 'Company Meeting', 'Decrease QTY Reported', 'Department Shortage', and 'Double Punch'. The 'General Information (Overtime Approved by Manager)' comment is selected. A tooltip for this comment is visible over a cell in the grid. The 'Punch Actions' dialog box contains the following information:

Field	Value
Date:	6/29/2015
Time:	10:00AM
Rounded Time:	6/29/2015 10:00AM GMT-04:00
Override:	Out Punch
Time Zone:	(GMT-05:00) Eastern Time (USA; Canada)
Exceptions:	Early Out
Last Edit Date:	7/02/2015
Edit Made By:	Billings, Thomas

The 'Comment' dialog box shows the following options:

- Approved
- Company Meeting
- Decrease QTY Reported
- Department Shortage
- Double Punch

The 'General Information (Overtime Approved by Manager)' comment is selected. The 'Add' button is highlighted.

STEP 2: Click the **Comments** option in the **Punch Actions** box. The **Comment** box will then appear.

STEP 3: Select the applicable **Comment** (*General Information is always recommended*). You **MUST** also add a **Note** with all Comments. Click **OK**.

STEP 4: To view the **comment(s)**, hover the pointer over the comment icon within a cell. The **Comment** will then be displayed.

