



Deleting Punches

| Step | Action |
|------|---|
| 1. | <p>In this example the employee clocked in twice on 09/09/09.</p> <p>Notice there are two row of data for 09/09/09. The duplicate punch is denoted by the red highlighted box on the 1st row of data on 09/09/09.</p> |
| 2. | <p>To delete the extra punch click the Minus Button on row of the incorrect punch.</p>  |
| 3. | <p>Click the Save button.</p>  |
| 4. | <p>End of Procedure.</p> |