Adding time

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Adding a missed in/out

To add a missed in or out transaction, navigate to the *Timesheet* view, click on the time cell for the employee, then on the next page simply click *New In/Out* on the left-hand-side actions menu and fill in the manual entry form that appears.

Adding a block of time

To add a completely new block of time simply make a manual entry for the *In* (start of work) transaction and another for the *Out* (end of work) transaction.