

# SmartPss new features --Correct Records

## 1. Forget **Check In or Check Out**

- If employees forget Check In or Check Out, Smartpss supports to correct the missing punch.
- This only work for one punches missing in one day. And if the record was corrected, it will become a normal record.

The screenshot shows the SMART PSS Attendance interface. The 'Exception' column in the main table is highlighted with a red box. The table contains the following data:

Date	Name	User ID	Department	Sign In	Sign Out	Type	Operation
2017-12-04	Jimmy	1	Default Department	Not Sign in	12:00	Absent	[pen icon]
2017-12-05	Jimmy	1	Default Department	Not Sign in	19:20	Absent	[pen icon]
2017-12-06	Jimmy	1	Default Department	Not Sign in	19:02	Absent	[pen icon]
2017-12-04	Rachel	12	Default Department	Not Sign in	12:00	Absent	[pen icon]
2017-12-05	Rachel	12	Default Department	Not Sign in	Not Sign out	Absent	[pen icon]
2017-12-04	Ross	101	Default Department	Not Sign in	Not Sign out	Absent	[pen icon]
2017-12-06	Rachel	12	Default Department	Not Sign in	Not Sign out	Absent	[pen icon]
2017-12-05	Ross	101	Default Department	Not Sign in	Not Sign out	Absent	[pen icon]
2017-12-06	Ross	101	Default Department	Not Sign in	Not Sign out	Absent	[pen icon]

Click the pen icon in right side

The screenshot shows a modal dialog titled 'Abnormality' for correcting a record. The dialog includes the following options:

- Handling type:  Change C...  Day off
- Change type:  Sign in  Change Check
- Remark: Forget to Check In

Buttons for 'OK' and 'Cancel' are at the bottom.

- In Detail Report, the correct log display in the left side.

The screenshot shows the SMART PSS Attendance interface with a detailed report. The 'Sign In' and 'Sign Out' columns for several records are highlighted with red boxes. The table contains the following data:

Department	User ID	Name	Date	TimeZone	Sign In	Sign Out	Late-In	Early Leave Time	OverTime	Absence	Abnormality
Default Department	1	Jimmy	2017-12-04	4 times punch	08:30	12:00					Change Che...
Default Department	1	Jimmy	2017-12-04	4 times punch	13:30	19:36			37m		Change Check(Sign in)
Default Department	1	Jimmy	2017-12-05	Dahua-Oversea	09:00	19:20			51m		Change Che...
Default Department	1	Jimmy	2017-12-06	Flexible ATL	10:00	19:02					Change Che...
Default Department	12	Rachel	2017-12-04	4 times punch	08:30	12:00					Change Che...
Default Department	12	Rachel	2017-12-04	4 times punch	13:30	19:36			37m		
Default Department	12	Rachel	2017-12-05	Dahua-Oversea	Not Sign in	Not Sign out				1d	
Default Department	12	Rachel	2017-12-06	Flexible ATL	Not Sign in	Not Sign out				1d	
Default Department	101	Ross	2017-12-04	4 times punch	Not Sign in	Not Sign out				0.5d	
Default Department	101	Ross	2017-12-05	Dahua-Oversea	Not Sign in	Not Sign out				1d	
Default Department	101	Ross	2017-12-06	Flexible ATL	Not Sign in	Not Sign out				1d	

## 2. Forget Check In and Check Out

- If employees forget Check In & Check Out, Smartpss supports to correct the missing logs to Leave

Notice: Leave Types include Annul Leave, Private Leave, Business Leave and Sick Leave

Date	Name	User ID	Department	Sign In	Sign Out	Type	Operation
2017-12-05	Rachel	12	Default Department	Not Sign in	Not Sign out	Absent	
2017-12-04	Ross	101	Default Department	Not Sign in	Not Sign out	Absent	
2017-12-06	Rachel	12	Default Department	Not Sign in	Not Sign out	Absent	
2017-12-05	Ross	101	Default Department	Not Sign in	Not Sign out	Absent	
2017-12-06	Ross	101	Default Department	Not Sign in	Not Sign out	Absent	

- You can select Leave type and Leave days, the minimal is half day

Date	Name	User ID	Department	Sign In	Sign Out	Type	Operation
2017-12-05	Rachel	12	Default Department	Not Sign in	Not Sign out	Absent	
2017-12-04	Ross	101	Default Department	Not Sign in	Not Sign out	Absent	
2017-12-06	Rachel	12	Default Department	Not Sign in	Not Sign out	Absent	
2017-12-05	Ross	101	Default Department	Not Sign in	Not Sign out	Absent	
2017-12-06	Ross	101	Default Department	Not Sign in	Not Sign out	Absent	

- In Leave Report, it statistics Leave situation in a period.

Date	Name	User ID	Department	Type	Leave(days)	Remark
2017-12-05	Rachel	12	Default Department	Annual leave	1	
2017-12-05	Rachel	12	Default Department	Travel	1	
2017-12-04	Ross	101	Default Department	private affair leave	0.5	
2017-12-05	Ross	101	Default Department	Sick Leave	1	
2017-12-06	Ross	101	Default Department	Sick Leave	1	