

Assessing edit employee puch in records option

1

Navigate to

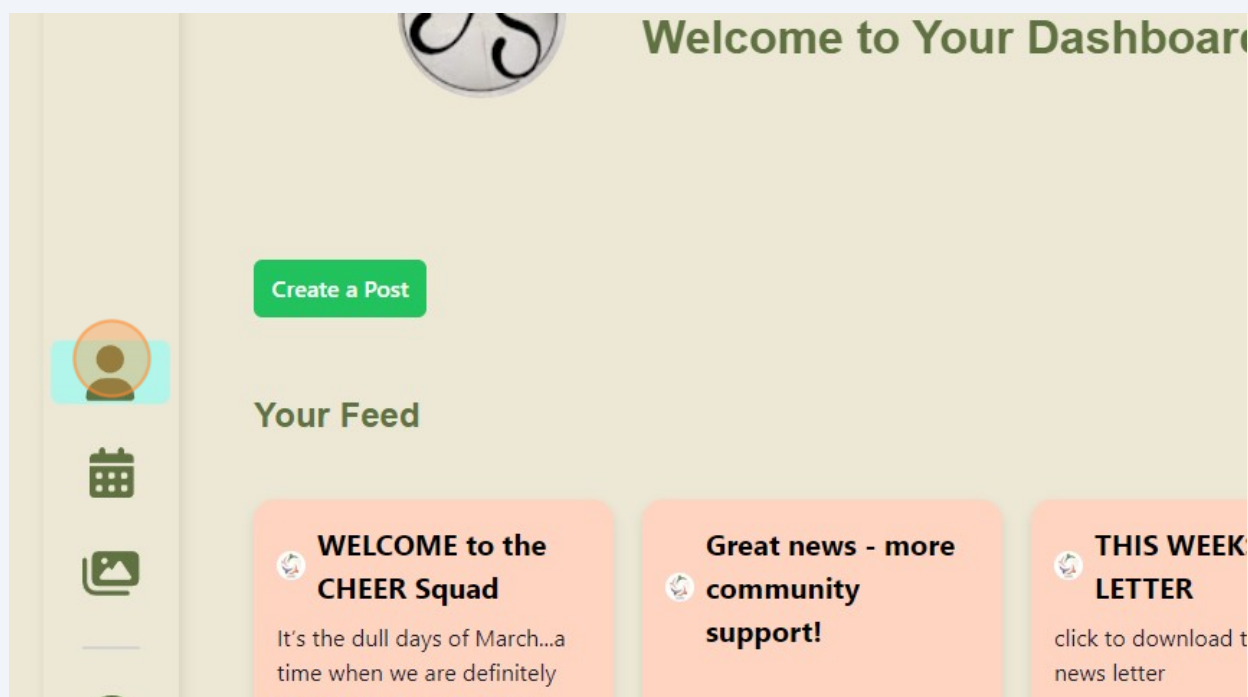
<https://se3350-group-18-415915.uc.r.appspot.com/protected/dashboard>



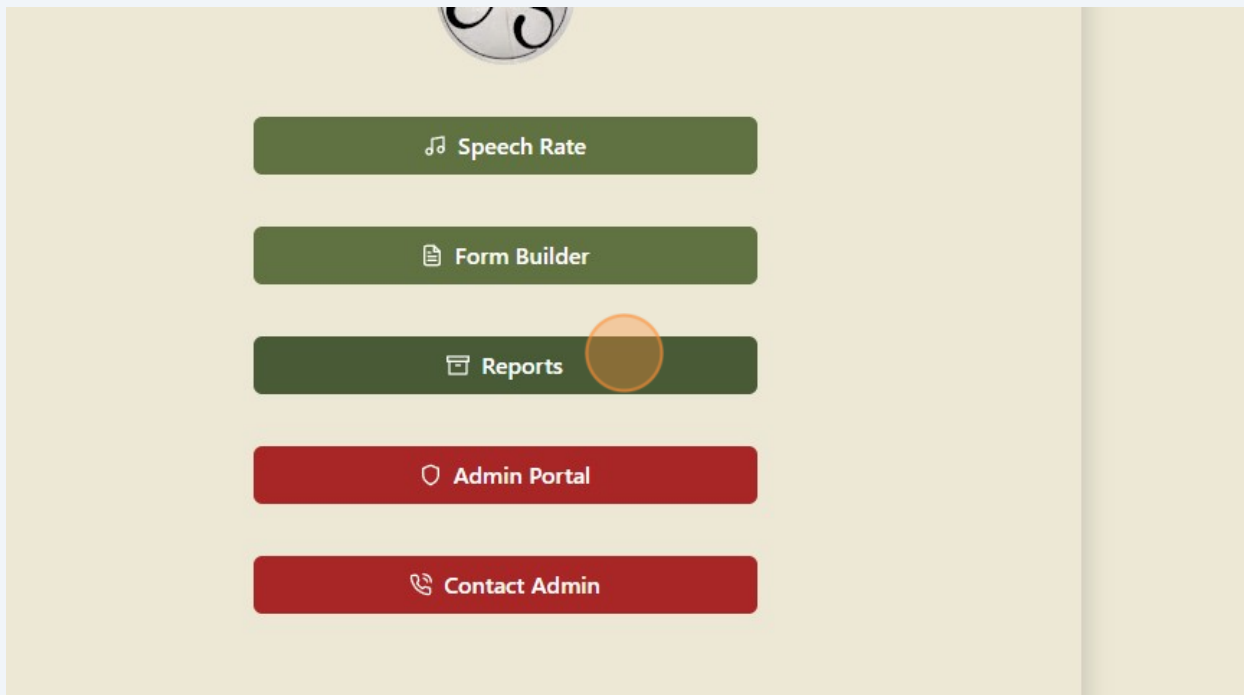
Alert! It has to be on an Admin account.

2

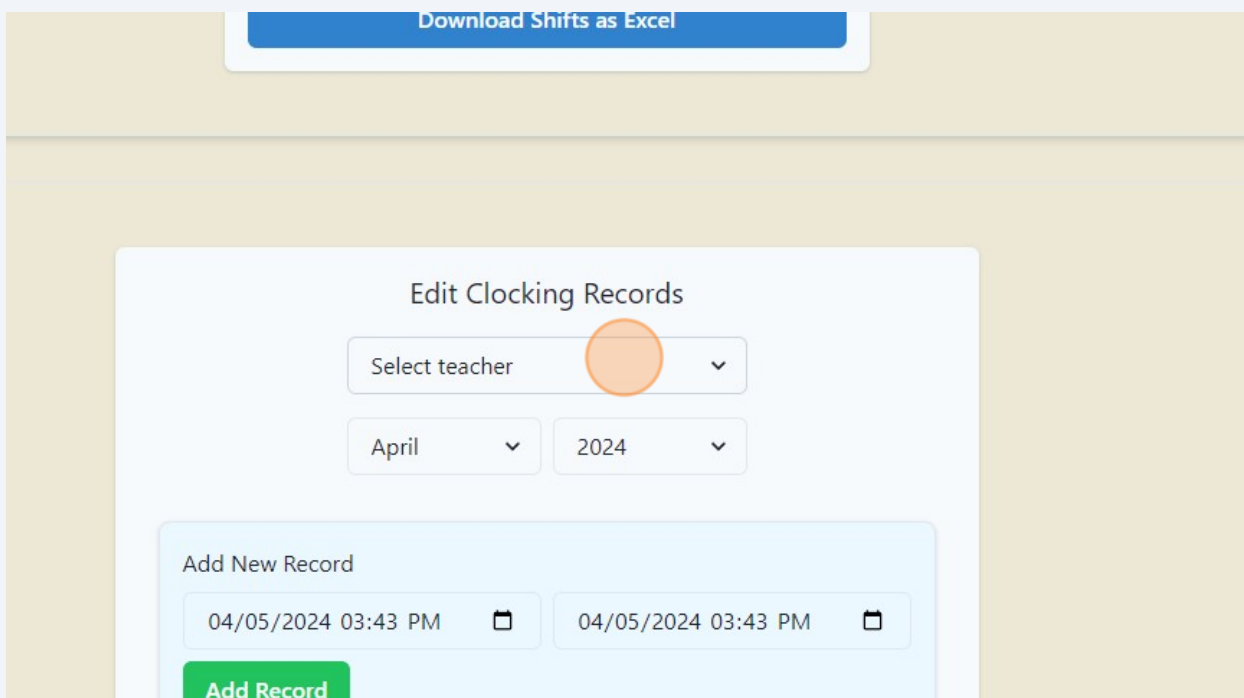
Click here.



3 Click "Reports"



4 Select the teacher by name



5 Select the month

The screenshot shows a web form titled "Edit Clocking Records". At the top, there is a dropdown menu with "ASPIRE007" selected. Below it are two more dropdown menus: "April" and "2024". An orange circle highlights the "April" dropdown. Under these fields, the "Record ID" is displayed as "20240404_194551_added_Hc1j7OTmXaetkmAfuhrPurXYvLC2". Below the ID, there are two date-time entries: "04/04/2024 07:44 PM" and "04/04/2024 11:44 PM", each with a calendar icon. At the bottom of the form are two buttons: a blue "Update" button and a red "Delete" button.

6 select the year

This screenshot shows the same "Edit Clocking Records" form, but with the "2024" dropdown menu open. An orange circle highlights the "2024" dropdown. The dropdown menu is open, showing a list of years from 2024 down to 2019. The year "2024" is currently selected and highlighted in blue. The rest of the form, including the "ASPIRE007" dropdown, the "April" dropdown, the "Record ID", the date-time entries, and the "Update" and "Delete" buttons, remains the same as in the previous screenshot.

7

Here you can edit existing records or add a new record to the database for selected employee.