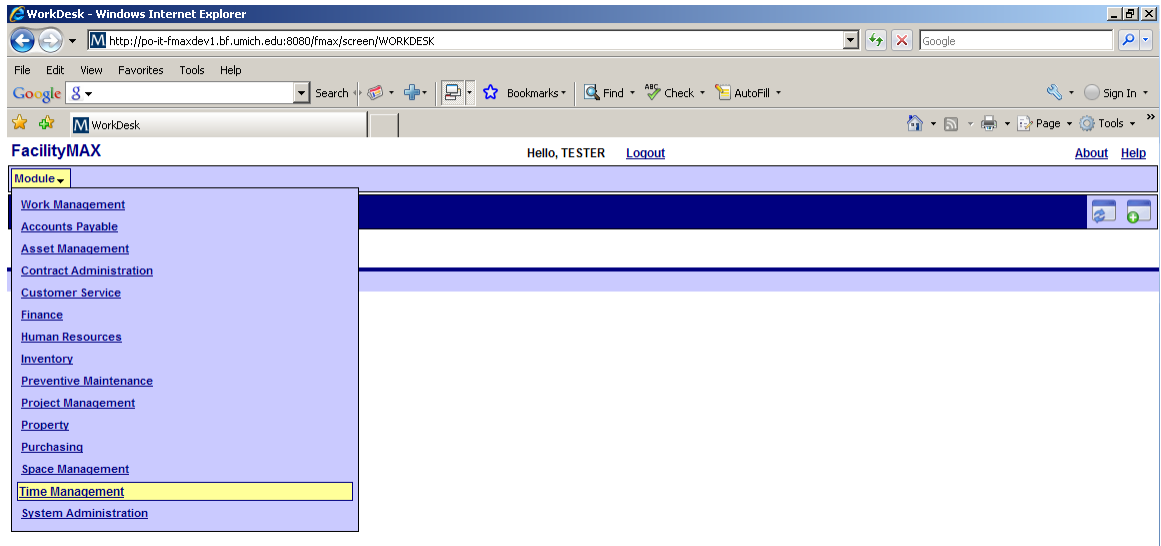


Finding and Editing Timecards Before Posting in FMAX

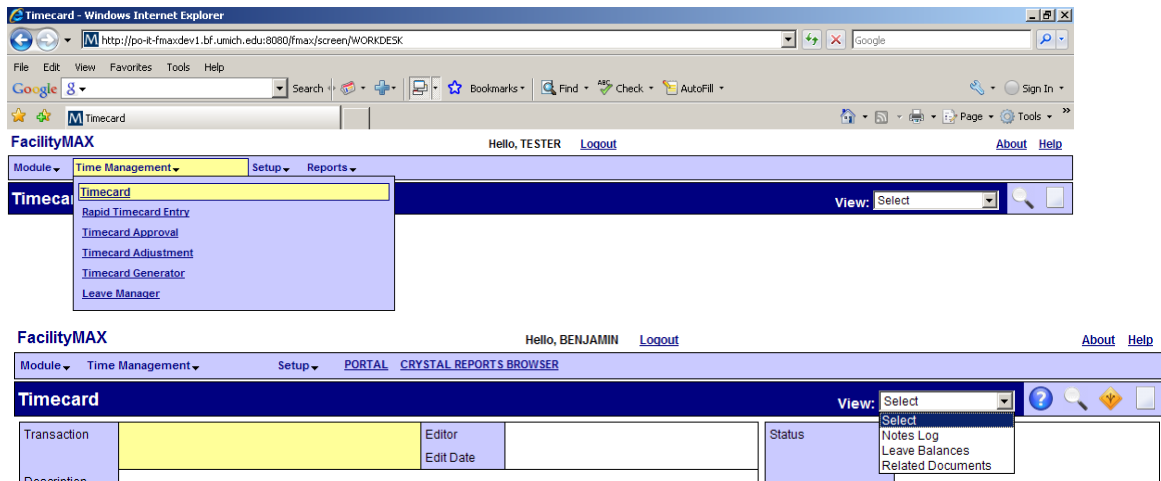
Workdesk Screen:

1. Move the mouse cursor over **Module**
2. Click **Time Management**



Workdesk Screen: (Continued)

3. Move the mouse cursor over **Time Management**
4. Click **Timecard**





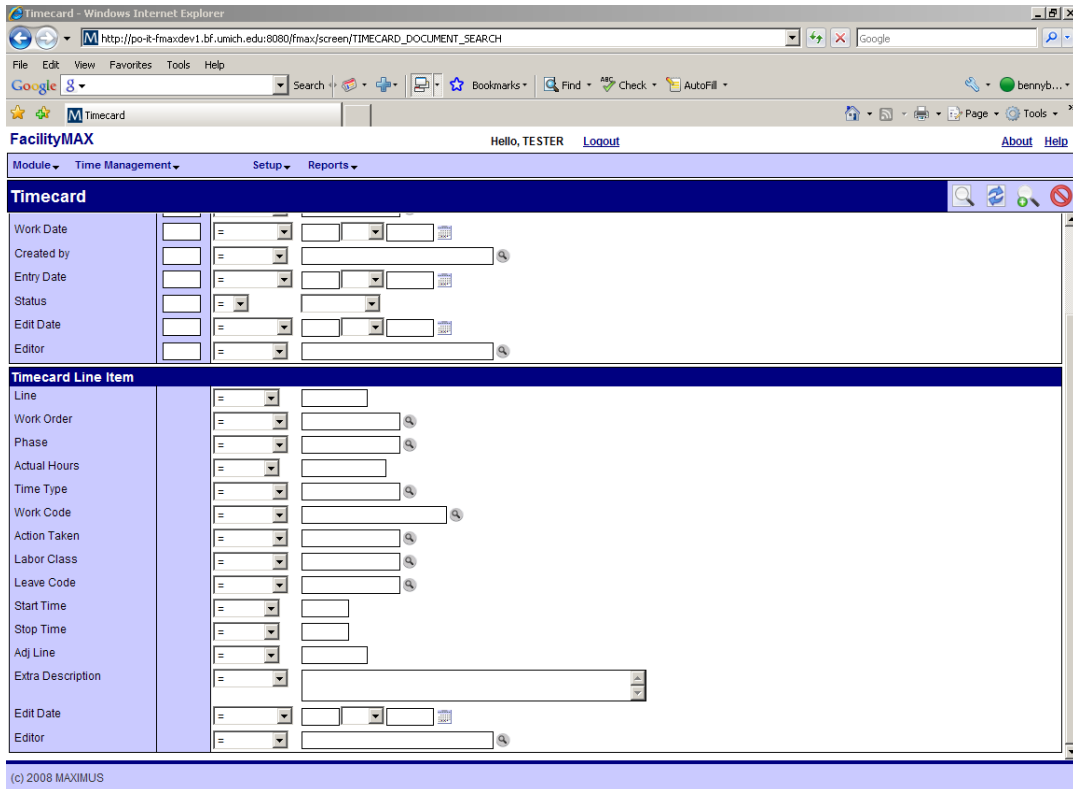
****Note****

The view pull down menu bar is like the view buttons in FMS

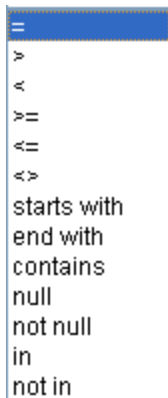
Finding and Editing Timecards Before Posting in FMAX

To Perform a Timecard Search

1. Click the 
2. Pick a select criteria and click the 



3. From the pull down menu pick the select logic:



- * < > : Not Operator- Does NOT include select criteria
- * Null: Blank – No Values
- * In: multiple select criteria, format listed with commas
i.e. shop in M2100, M6500

4. Enter the specific select criteria name to the applicable fields

i.e.



5. Then click  to execute the search

Finding and Editing Timecards Before Posting in FMAX

To Perform a Timecard Search or Query: (Continued)

6. Select the time card you want to view by clicking the transaction number.

Transaction	Shop Person	Work Date	Entry Date	Status
3376170	6533	Jan 08, 2009	Jan 20, 2009	Not Posted
3376168	6533	Jan 07, 2009	Jan 20, 2009	Not Posted
3376098	5680	Dec 31, 2008	Dec 18, 2008	Not Posted
3375951	3530	Dec 31, 2008	Dec 18, 2008	Not Posted
3375938	3508	Dec 31, 2008	Dec 18, 2008	Not Posted
3375885	2954	Dec 31, 2008	Dec 18, 2008	Not Posted

****NOTE****

If you want to refer back to the search results click . To perform a new search, click . To cancel search, click Cancel .

Editing a Timecard:

1. After selecting a time card, click to edit it.

Transaction	3376168	Editor	ROOT	Status	Not Posted
Description					
Shop Person	Employee ID	6533	Total Hours	Non-Leave Hours	8.50
		DIANE MCDONALD	Leave Hours		0.00
	Work Date	Jan 07, 2009	Total Hours		8.50
			Total Cost	Original Cost	\$0.00
				Adjusted Cost	\$0.00
				Total Cost	\$0.00

Line	Time Type	Labor Class	Work Order	Phase	Work Code	Leave Code	Hours	Billing Rate	Line Total	Adj Line
1	2	GEN	NONBILL-2009	A2100	XXXX		8.50	\$0.00	\$0.00	

****Note****

You can edit line items by clicking the line number to the lower left

You can add or delete line items by clicking the at the lower right

2. Remember to click the done flag when finished editing and to return to main time card screen.
3. Click to save or to cancel the revisions.