




View & Manage Time Entries

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The Time Entries page shows attendance for everyone checked in through the [Kiosk](#), marked present when a team member takes attendance in [Class Mode](#) or the [Jackrabbit Care Staff Mobile App](#), or is manually entered on the page itself. Time entries can be adjusted as needed by Owners, Administrators, or Site Administrators. Use the Time Entries page to:

-  Add or edit time entries for team members or children who have forgotten to clock in or out.
-  Make notes on time entries for future reference.
-  See who checked a child out and who updated a time entry.

Access the Time Entries page by going to **Programs & Classes** (left menu) > **Facility Attendance** card > **View All Time Entries**.

Expand/Collapse All

[View Time Entries](#)

[Add Time Entries](#)

[Edit Time Entries](#)
