

# View & Manage Time Entries

Last Modified on 09/06/2023 8:07 am EDT

A complete record of everyone using the Kiosk to check in and out for **attendance** is stored in the system and managed on the *Time Entries* page. This page is located under the *Programs & Classes (left menu)* > *Facility Attendance card* > *View All Time Entries link*. The page automatically defaults to **Clock Status Incomplete**. Time Entries can be adjusted as needed.

An Owner or Admin has the permissions to view, add, and change time entries.

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Expand/Collapse All

- ✔ View and Edit Time Entries
- ✔ Use the Time Entries Filter
- ✔ Edit Multiple Incomplete Time Entries



Help is just a few clicks away! Go to [Jackrabbit Care Support - Resource Center](#) to select the help option that works best for you.

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