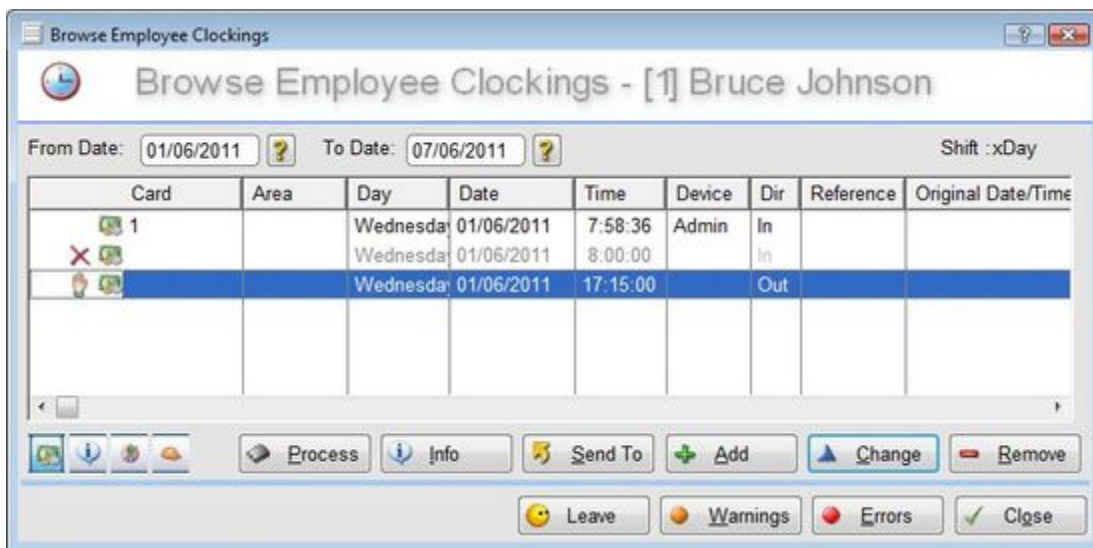
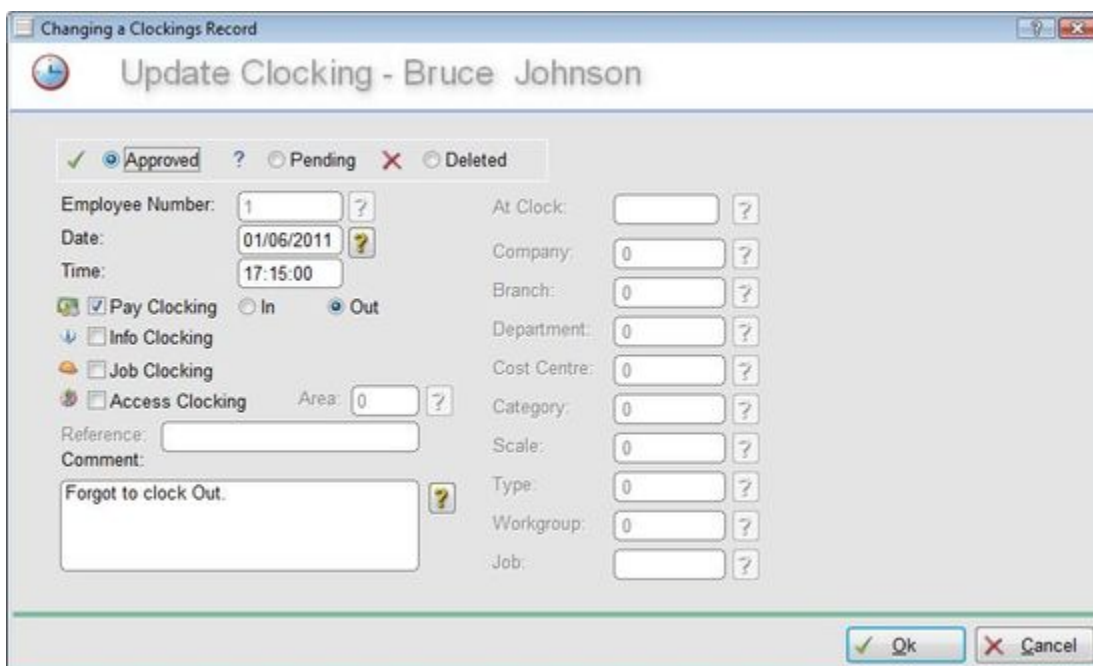


To view an employee's clocking record, proceed as follows:

1. From the *Browse the Employee* window, highlight the required employee and then select the **Clockings** option in the left panel. The *Browse Employee's Clocking's* window will be displayed.



2. Use the **From Date Lookup (?)** button to enable the viewing of the selected employee's clockings from a defined date.
3. If clockings are to be edited, use the **Add**, **Change** or **Remove** buttons as required. The following shows the change option window.



4. Once completed, click on the **Ok** button to save the changes.

[Next: View and Edit an Employee's Daily Hours](#)