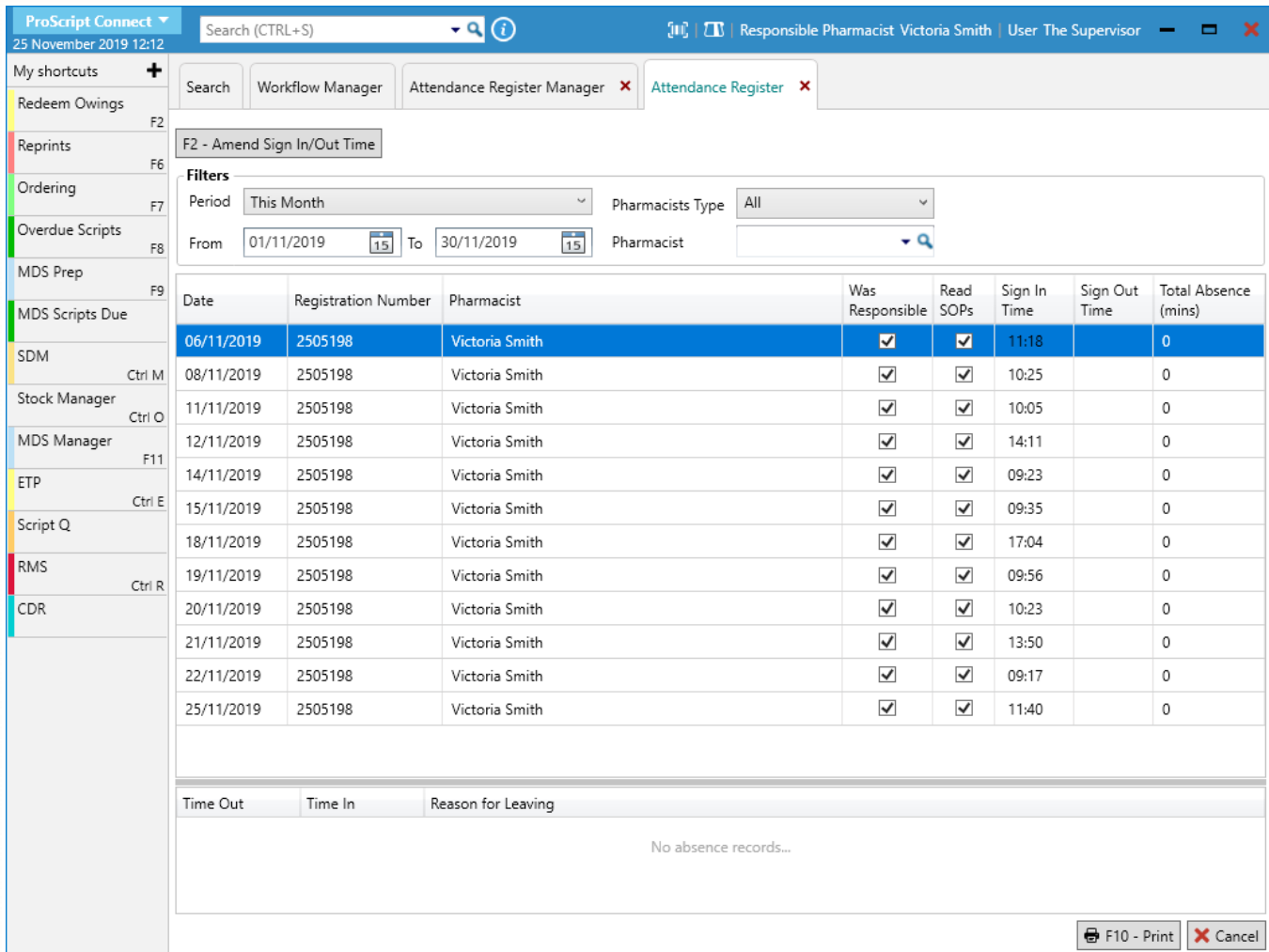# Amending Sign In/Sign Out Times

You can amend the sign in/sign out times for the responsible pharmacist if they have been entered in error.

1. To begin, open the Attendance Register Manager by selecting *Sign In* next to *Responsible Pharmacist* or by selecting the name of the responsible pharmacist that is currently signed in.
2. Select the **[F6 – Show Attendance Register]** button.
3. The Attendance Register displays in a separate window. Use the filters to find the entry that you need to amend.

4. Highlight the entry and select the **[F2 – Amend Sign In/Out Time]** button.
5. The Edit Sign In/Out Details window displays. Complete the *Sign In Time Edit* and/or *Sign Out Time Edit* fields as necessary and provide a reason for the amendment.

6. When you have finished, select the **[F10 -OK]** button.

7. You are returned to the Attendance Register. The *Sign In Time* and/or *Sign Out Time* that you have amended display in the grid with an Edited tag.

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	30 March 2020		Joanne Hibbert-Gorst

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