

# MSS: Editing Sheet Preferences

Job Aid

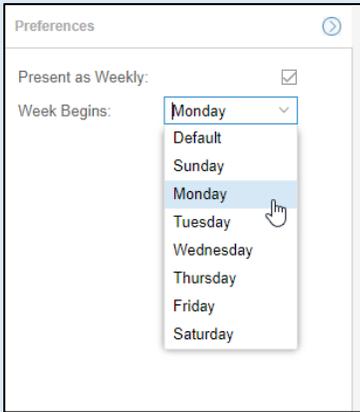
The Preferences feature for Editing Sheets in Manager Self Service (MSS) can be used to adjust the information displayed in the sheet. The Preferences button is displayed in the header of an employee time card page in MSS.

The screenshot shows the MSS interface for an employee named Abraham, Phil. The header includes a 'Preferences' button, which is highlighted with a blue arrow. Below the header, there is a table with columns for Timestamp, Account, Effective, and Description. The table contains two rows of data. Below this, there is a table with columns for Date, Schedules, Punches, Hours, and Workgroups. The table shows data for August 8th and 9th, including start and end times, in/out times, and workgroup information.

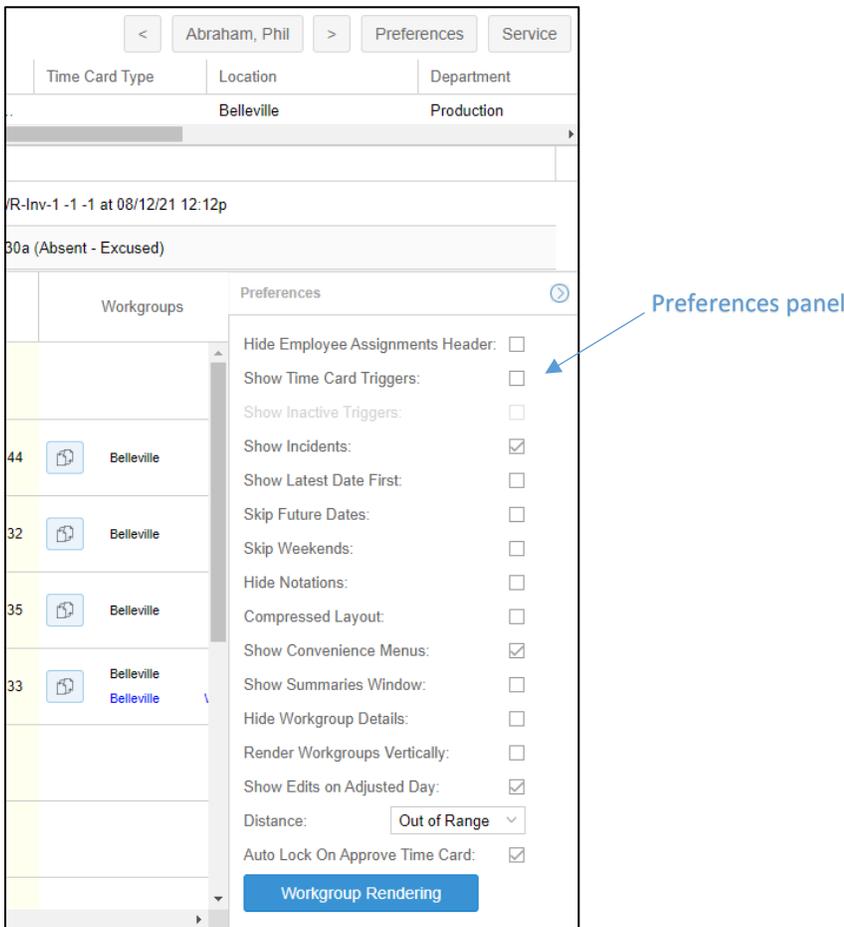
If an employee uses an alternate editing sheet, such as a worksheet, allocation sheet, time sheet or task sheet, click the editing sheet drop-down list and select the Editing Sheet option.

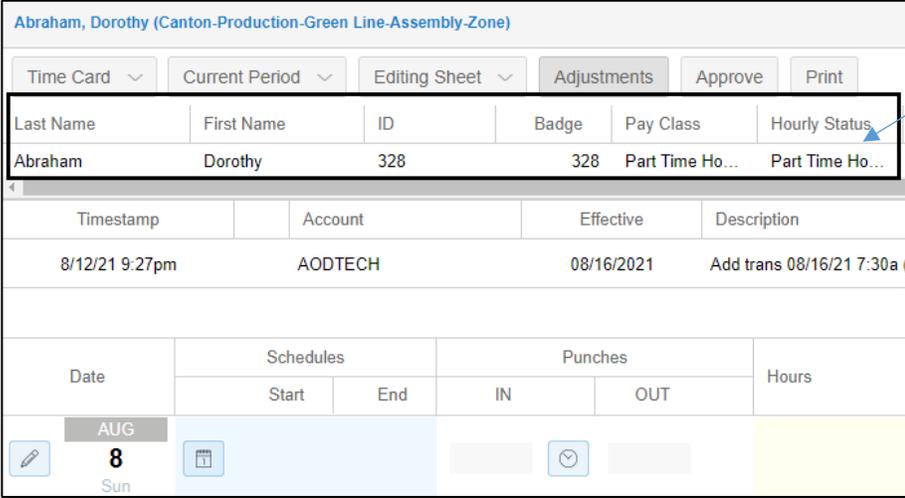
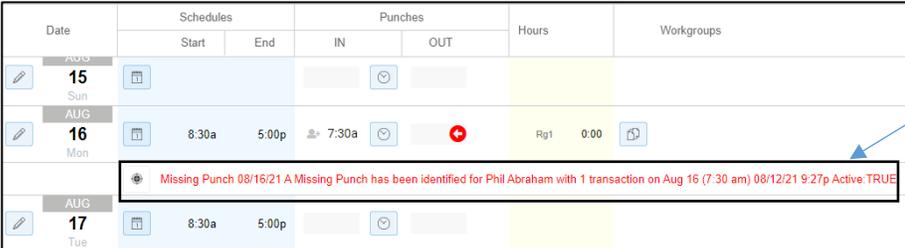
The screenshot shows the MSS interface for an employee named Rachel Kerr. The 'Worksheet' drop-down menu is open, and the 'Editing Sheet' option is selected. Below the menu, there is a table with columns for Last Name, First Name, Badge, and Pay Class. The table contains one row of data for Rachel Kerr. Below this, there is a table with columns for Hours Worked, Location, and Activity. The table shows data for Monday, August 16th, including hours worked and activity information.

Preferences for worksheets and allocation sheets are different from those available in standard editing sheets, task sheets and time sheets. They are limited to selecting the first day of the week to be displayed in the sheet.



The preferences panel opens in the editing sheet page with a selection of check boxes to enable viewing options in the time card.



Preference	Description
Hide Employee Assignments Header	<p>Employee name, ID, badge number, pay class, and hourly status are hidden when this preference is enabled.</p> 
Show Time Card Triggers	<p>Displays details about a time card trigger, such as a missing punch, in the time card when this preference is enabled. Time card triggers are displayed in red text in the time card.</p> 

Show Inactive Triggers

When time card triggers are enabled, inactive triggers can also be enabled to display in the time card. Inactive time card triggers are displayed in gray text in the time card.

Date	Schedules		Punches		Hours	Workgroups
	Start	End	IN	OUT		
Missing Punch 08/11/21 A Missing Punch has been identified for Isaac Allan with 1 transaction on Aug 11 (8:23 am) 08/12/21 11:41a Active:FALSE						
"Called off in time"						
AUG 12 Thu						
AUG 13 Fri	8:30a	5:00p				
AUG 14 Sat						
Unauthorized Time Card 08/14/21 A Unauthorized Time Card has been identified for Isaac Allan with Time Card Approval 08/12/21 11:29a Active:FALSE						
AUG 15 Sun						

Show Inactive Triggers is not available if Show Time Card Triggers is disabled.

**Preferences**

Hide Employee Assignments Header:

Show Time Card Triggers:

Show Inactive Triggers:

Show Incidents

Incidents that result in points added to an employee’s record are displayed with a description and running point balance in the time card on the date they occur if Show Incidents is enabled.

Date	Schedules		Punches		Hours	Workgroups
	Start	End	IN	OUT		
MON 23	8:30	17:00	8:30 13:00	12:30 17:00	RG1 8:00	L1
INCIDENT -1.00 PA Perfect Attendance Running Balance: 0.00						
TUE 24	8:30	17:00	8:30 13:00	12:32 17:02	RG1 8:00	L1
WED 25	8:30	17:00	8:28 13:00	12:29 16:59	RG1 7:45	L1

<p>Show Latest Date First</p>	<p>This feature reverses the order of days displayed in the time card, beginning with the last day of the pay period at the top of the time card display.</p> <table border="1" data-bbox="492 281 1304 655"> <thead> <tr> <th rowspan="2">Date</th> <th colspan="2">Schedules</th> <th colspan="2">Punches</th> <th rowspan="2">Hours</th> </tr> <tr> <th>Start</th> <th>End</th> <th>IN</th> <th>OUT</th> </tr> </thead> <tbody> <tr> <td>AUG 21 Sat</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>AUG 20 Fri</td> <td>8:30a</td> <td>5:00p</td> <td></td> <td></td> <td></td> </tr> <tr> <td>AUG 19 Thu</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>AUG 18 Wed</td> <td>8:30a</td> <td>5:00p</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Date	Schedules		Punches		Hours	Start	End	IN	OUT	AUG 21 Sat						AUG 20 Fri	8:30a	5:00p				AUG 19 Thu						AUG 18 Wed	8:30a	5:00p			
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AUG 19 Thu																																			
AUG 18 Wed	8:30a	5:00p																																	

<p>Skip Future Dates</p>	<p>When this feature is enabled, only the days up to and including the current day of the pay period will be displayed in the time card.</p>
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<p>Skip Weekends</p>	<p>The feature prevents weekend days from being displayed in the time card when enabled.</p> <table border="1" data-bbox="492 852 1385 1255"> <thead> <tr> <th rowspan="2">Date</th> <th colspan="2">Schedules</th> <th colspan="2">Punches</th> <th rowspan="2">Hours</th> </tr> <tr> <th>Start</th> <th>End</th> <th>IN</th> <th>OUT</th> </tr> </thead> <tbody> <tr> <td>AUG 12 Thu</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>AUG 13 Fri</td> <td>8:30a</td> <td>5:00p</td> <td></td> <td></td> <td></td> </tr> <tr> <td>AUG 16 Mon</td> <td>8:30a</td> <td>5:00p</td> <td></td> <td></td> <td></td> </tr> <tr> <td>AUG 17 Tue</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Date	Schedules		Punches		Hours	Start	End	IN	OUT	AUG 12 Thu						AUG 13 Fri	8:30a	5:00p				AUG 16 Mon	8:30a	5:00p				AUG 17 Tue					
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AUG 17 Tue																																			

<p>Hide Notations</p>	<p>If notes have been added to a schedule or messages have been sent on a schedule date, they will appear beneath the day row in the time card. This feature allows you to hide these notations when enabled.</p> <table border="1" data-bbox="492 1381 1385 1671"> <thead> <tr> <th rowspan="2">Date</th> <th colspan="2">Schedules</th> <th colspan="2">Punches</th> <th rowspan="2">Hours</th> </tr> <tr> <th>Start</th> <th>End</th> <th>IN</th> <th>OUT</th> </tr> </thead> <tbody> <tr> <td>AUG 9 Mon</td> <td>8:30a</td> <td>5:00p</td> <td>8:30a 6:00p</td> <td>5:09p</td> <td>Rg2 9:30</td> </tr> <tr> <td colspan="6"> <div style="border: 1px solid black; padding: 5px;"> <p> <span>99</span> "Thank you for working this shift on short notice."  <span>55</span> "I will change this punch to callback style 2" </p> </div> </td> </tr> <tr> <td>AUG 10 Tue</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Date	Schedules		Punches		Hours	Start	End	IN	OUT	AUG 9 Mon	8:30a	5:00p	8:30a 6:00p	5:09p	Rg2 9:30	<div style="border: 1px solid black; padding: 5px;"> <p> <span>99</span> "Thank you for working this shift on short notice."  <span>55</span> "I will change this punch to callback style 2" </p> </div>						AUG 10 Tue					
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AUG 10 Tue																													

Compressed Layout

Enabling the compressed layout will result in less space between day rows in the time card. This allows you to see more days in the time card without having to use the scroll bar.

Date	Schedules		Punches	
	Start	End	IN	OUT
SUN AUG 8				
MON AUG 9	8:30a	5:00p	8:30a 6:00p	5:09p
NOTES	"Thank you for working this shift on short notice." "I will change this punch to callback style 2"			
TUE AUG 10				
WED AUG 11	8:30a	5:00p		
NOTES	"Called off in time"			
THU AUG 12				
FRI AUG 13	8:30a	5:00p		
SAT AUG 14				

Show Convenience Menus

Convenience menus let you adjust schedules and punches directly in the columns.

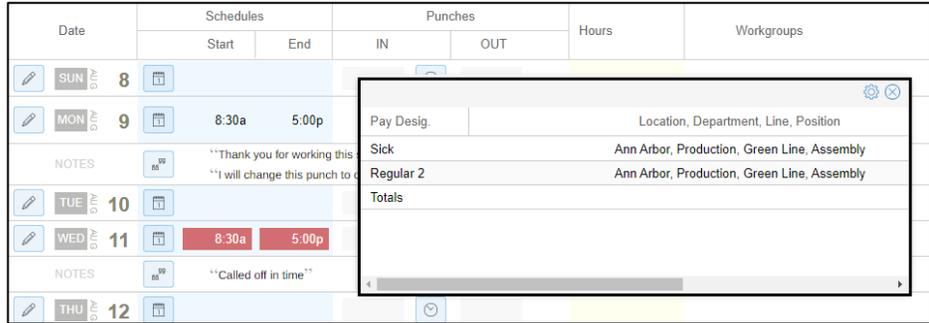
Date	Schedules		Punches	
	Start	End	IN	OUT
FRI AUG 13	8:30a	5:00p		
SAT AUG 14				

If disabled, all adjustments must be performed using the pencil icon.

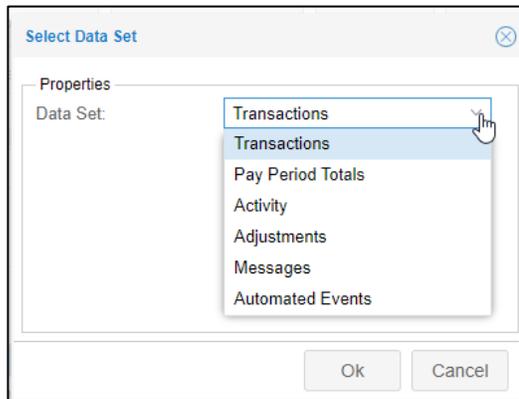
Date	Schedules		Punches	
	Start	End	IN	OUT
AUG 13 Fri	8:00a	4:30p		

**Show Summaries Window**

If enabled this feature will allow the Summaries window to display over the time card. The window's size and placement on the screen can be adjusted. The window can be closed using the  button.



Click the  button to adjust the data set displayed in the Summaries window.



**Hide Workgroup Details**

If enabled, the Workgroups column does not appear in the time card.

Hours	Description
Rg1 8:33	
Rg1 8:30	

If disabled, the Workgroups column displays workgroup details.

Hours	Workgroups	Description
Rg1 8:33	 Ann Arbor Line Line Float Forklift 7:59a 4:32p 8:33	
Rg1 8:30	 Ann Arbor Line Line Float Forklift 7:58a 4:28p 8:30	

Render Workgroups Vertically

Workgroup levels are displayed vertically in the Workgroups column of the time card when enabled, rather than horizontally when disabled.



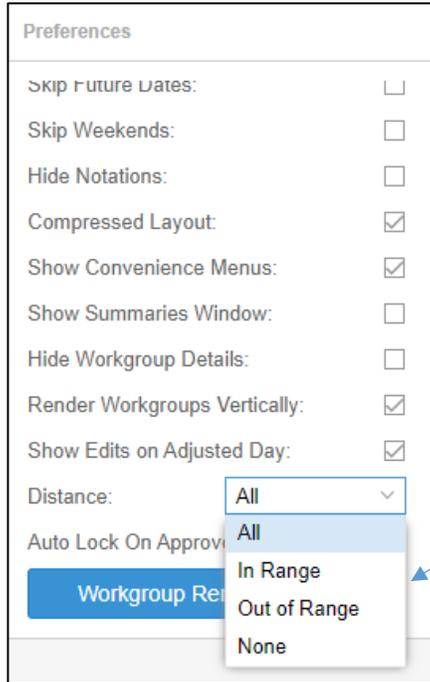
Show Edits on Adjusted Day

Time card edits are displayed beneath the daily transaction in the time card if this feature is enabled.

Date	Schedules		Punches		Hours	
	Start	End	IN	OUT		
WED 08/11	8:30a	5:00p	8:30a	5:00p	Rgt	8:30
ADJUSTMENT Remove trans 08/11/21 8:32a MGR 08/12/21 1:13p ADJUSTMENT Remove trans 08/11/21 5:04p MGR 08/12/21 1:13p ADJUSTMENT Add trans 08/11/21 8:30a AODTECH 08/12/21 3:11p ADJUSTMENT Add trans 08/11/21 5:00p AODTECH 08/12/21 3:12p						

## Distance

Filter the distance notifications displayed on the time card to show in range only or out of range only notifications, both (All) or neither (None).



The screenshot shows a 'Preferences' menu with several options, each with a checkbox. The 'Distance' option is highlighted, and its dropdown menu is open, showing four options: 'All', 'In Range', 'Out of Range', and 'None'. A blue arrow points to the 'In Range' option.

Preference	Checked
Skip Future Dates:	<input type="checkbox"/>
Skip Weekends:	<input type="checkbox"/>
Hide Notations:	<input type="checkbox"/>
Compressed Layout:	<input checked="" type="checkbox"/>
Show Convenience Menus:	<input checked="" type="checkbox"/>
Show Summaries Window:	<input type="checkbox"/>
Hide Workgroup Details:	<input type="checkbox"/>
Render Workgroups Vertically:	<input checked="" type="checkbox"/>
Show Edits on Adjusted Day:	<input checked="" type="checkbox"/>
Distance:	All
Auto Lock On Approval:	<input type="checkbox"/>

Distance notifications occur when an employee has punched within range or out of range according to the work distance rule configured in the database.

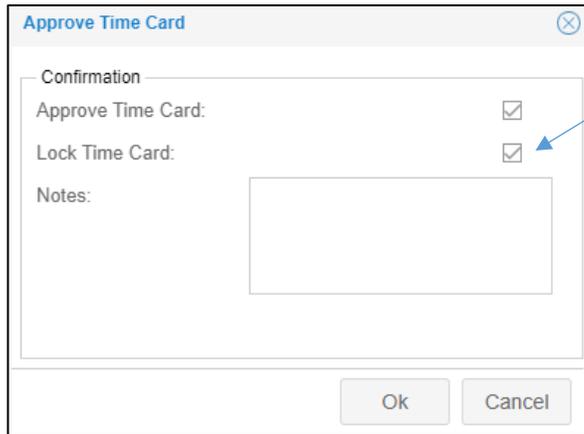


The screenshot shows a time card for Thursday, July 20th. The card displays punch times: 8:00, 16:00, 14:17, and 14:19. A '0.50 TDY' (Tardy) notification is shown. Two 'Corporate Distance' notifications are displayed: 'Corporate Distance 1.50 mls 07/20/17 14:17' and 'Corporate Distance 1.28 mls 07/20/17 14:19'. A blue arrow points to the first notification.

Time	Event
8:00	Punch In
16:00	Punch Out
14:17	Punch In
14:19	Punch Out
0.50 TDY	Tardy
Corporate Distance 1.50 mls 07/20/17 14:17	Distance Notification
Corporate Distance 1.28 mls 07/20/17 14:19	Distance Notification

Auto Lock On Approve Time Card

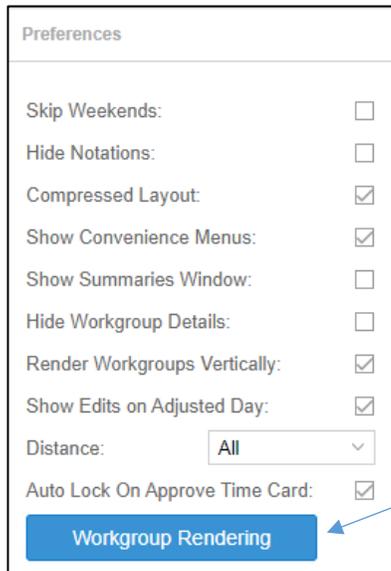
When this feature is enabled, the Lock Time Card check box is enabled in the *Approve Time Card* window.



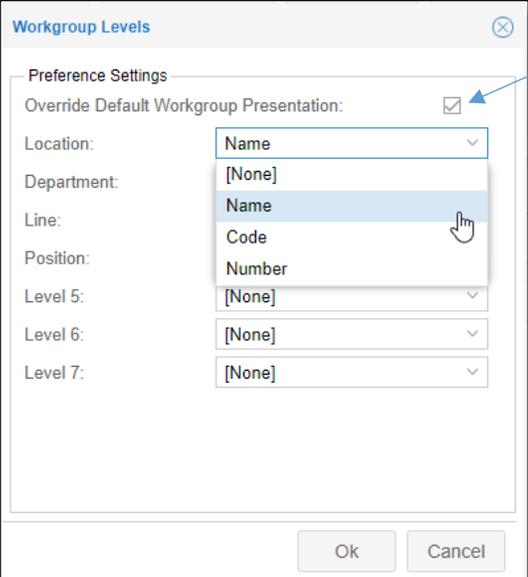
If Auto Lock on Approve Time Card is not enabled, the Lock Time Card check box is not enabled.

Workgroup Rendering

Clicking the Workgroup Rendering button in the Preferences panel, opens a window to adjust how workgroups are displayed in the time card.



Enable the Override Default Workgroup Presentation check box to view workgroup level fields and specify how to render each level.



Workgroup Levels

Preference Settings

Override Default Workgroup Presentation:

Location: Name

Department: [None]

Line: Name

Position: Code

Level 5: [None]

Level 6: [None]

Level 7: [None]

Ok Cancel

Each workgroup level can be set to display either the name, code or abbreviation. If None is selected, the workgroup level is not displayed.

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