Add a Time Entry from Within the Database

It's also possible to to record a *Time Entry* while logged into your Jackrabbit database (without launching the Staff Portal). In order to do this, the user must have a Jackrabbit User ID (not just a Staff Portal Login ID) and have appropriate permissions for that *User ID*.

1. Login into your Jackrabbit database.
2. Point to **Staff** in the menu bar, then click**List Active Staff**.
3. Click the staff member's**name**.
4. Click the**Add Time Entry**button.
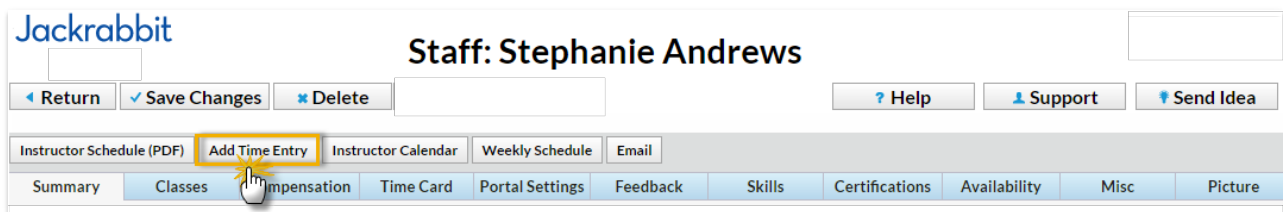
If the staff member has a *Manual In/Out* or a *Clock In/Out* time entry method, the*Add Time Entry* window displays with an In Time and Out Time field.

If the staff member has the*Total Hours* time entry method, the*Add Time Entry* window will offer a*Total Time* field.

After entering time, be sure to click **Save**. If prompted, click **OK**. The entered time will be recorded on the staff member's *Time Card* tab.