

# Multi time corrections

The "Multi time corrections" form (Accumulative time correction) allows to place several time corrections for several dates in the same form.

The screenshot shows the 'Sammelzeitkorrektur' form. At the top, there are three buttons: 'Prozess starten', 'Als Entwurf speichern', and 'Journal einblenden'. Below these is a text area labeled 'Bemerkung' containing the text 'Mehrere Zeitkorrekturen notwendig'. Below the text area, it says 'Keine Zeitkorrekturen definiert!' and there is a 'Hinzufügen' button with a mouse cursor pointing to it.

Enter a comment, and then click on the "Add" button. This evokes a line with following fields, which have to be filled in:

date, time from - to, absence reason, comment.

You can add as many correction lines, as you need.

Analogue to the other forms, the journal provides help.

You can start the form either directly, by a click on the "Start process" button, or save it as a draft for further editings, by clicking on the "Save as draft" button.

For detailed description of handling, please see chapter >> Application Forms.

The screenshot shows the 'Sammelzeitkorrektur' form with a table of time corrections. The table has columns for 'Datum', 'von', 'bis', and 'Fehlgrund'. There are three rows of data, each with a 'Hinzufügen' button and a red 'X' icon.

Datum	von	bis	Fehlgrund
01.07.2008	15:45	17:45	Anwesend
01.07.2008	08:00	10:00	Arzt
03.07.2008	11:00	16:15	Dienstgang