Using Backdate

The purpose of the backdate function is to enter information as if it were the day the information was collected.

Step 1: Check the day and time the information was entered by clicking the pencil under the Entry/ Exit tab.

Figure 1

Step 2: Notice the exact date and time the information was entered. In Figure 2, you can see the entry was entered on 5/28/2016 at 2:21:06 PM.

Figure 2

Step 3: It is a good idea to write the date and time down. You must close this screen to continue into backdate.
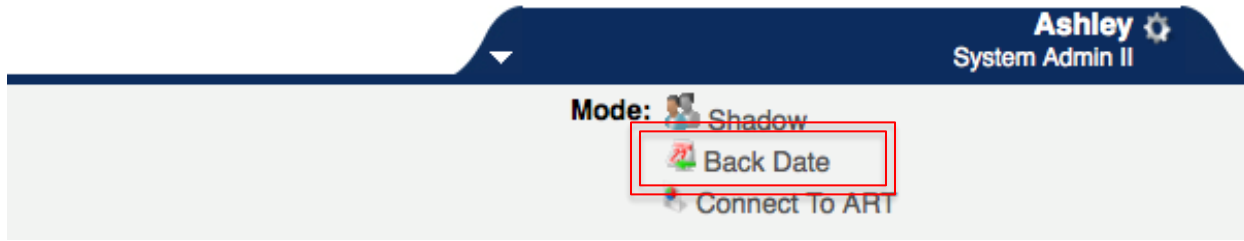
Step 4: Enter the backdate function.

Figure 3

Step 5: The backdate function automatically sets the time to 12:00:00 AM on the day entered. Set the backdate to exact day and time (hour, minute, **and second**) the information was originally entered.
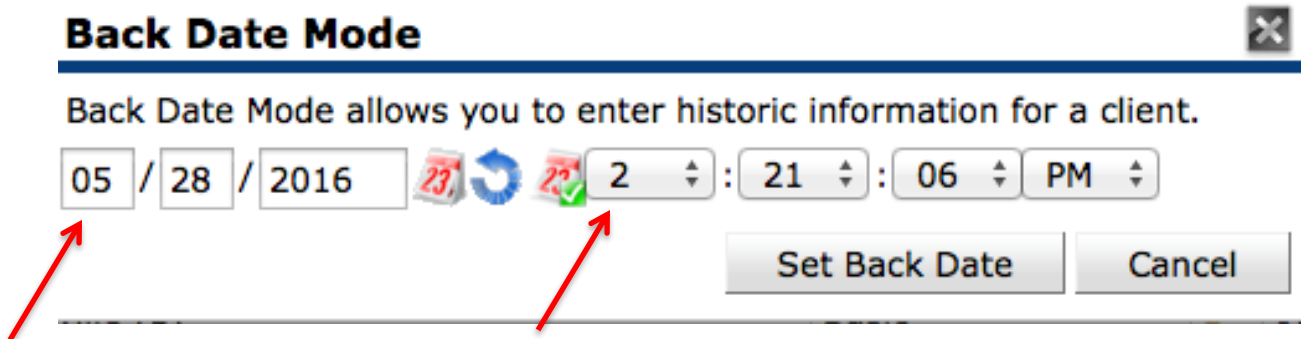

Figure 4