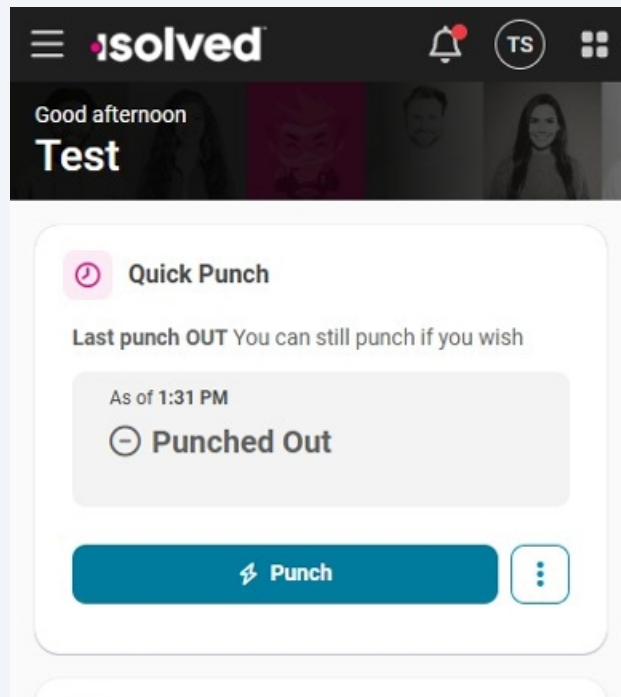


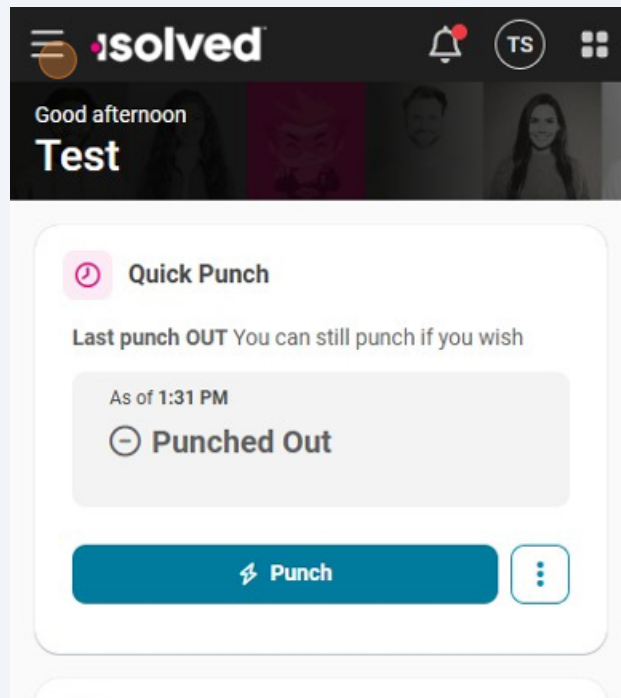
How to Edit Time Card Entries in Adaptive (AEE) from a Mobile Device.



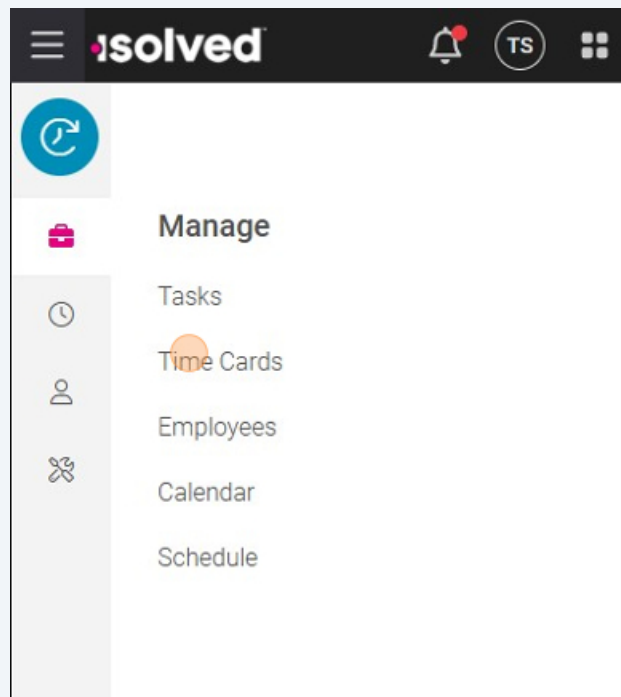
- 1 Navigate to <https://aee.myisolved.com/home>



2 Click Here to open the Menu



3 Tap "Time Cards"



- 4 Search or select the employee from the drop down and click Go

The screenshot shows the 'isolved' mobile application interface. At the top, there's a navigation bar with a menu icon, the 'isolved' logo, a notification bell, a 'TS' badge, and a grid icon. Below this is a home icon and a group of people icon. The main section is titled 'Time Cards'. It features a 'Pay Group' dropdown set to 'All ...' and an 'Employees' dropdown. The 'Employees' dropdown is open, showing a search bar with 'Search Employees' and a list of employees: 'Employee, Demo1', 'Employee, Demo2', 'Employee, New', 'Employee 2, Test', and 'Test, Quick'. A 'GO' button is next to the search bar. Below the dropdowns, there's a 'Welcome to Time Ca' message and a 'Test Manager' profile card with the title 'Supervisor for Ru'.

- 5 Scroll up to find the date that needs editing.

18	Saturday	No Entries
19	Sunday	No Entries
20	Monday	Hours 07h 00m ▼
21	Tuesday	Hours 00h 11m ▼
22	Wednesday	Hours 00h 00m ▼
23	Thursday	Hours 00h 00m ▼

6 Tap the drop down arrow on the desired date.

hours	10:00a - 4:00p
	
18 Saturday	No Entries
19 Sunday	No Entries
20 Monday	Hours 07h 00m ▼
21  Tuesday	Hours 00h 11m ▼
22 Wednesday	Hours 00h 00m ▼

7 Click "Edit"..



[< Back](#)

Entry Details

 **Hours**

10/17/2025

 Delete

Time

Start Time

Fri 10:00 AM MDT

End Time

Fri 4:00 PM MDT

Duration

06h 00m (*) Duration calculated to server timezone

Labor

 Edit

8 Make the needed changes to the hours.

End Date
10/17/2025 

Start time
10:00 am

End time
04:00 pm

Duration
6

Notes

Labor group  REFRESH

DOT

9 Tap "Save"

DOT
Select 

Labor fields

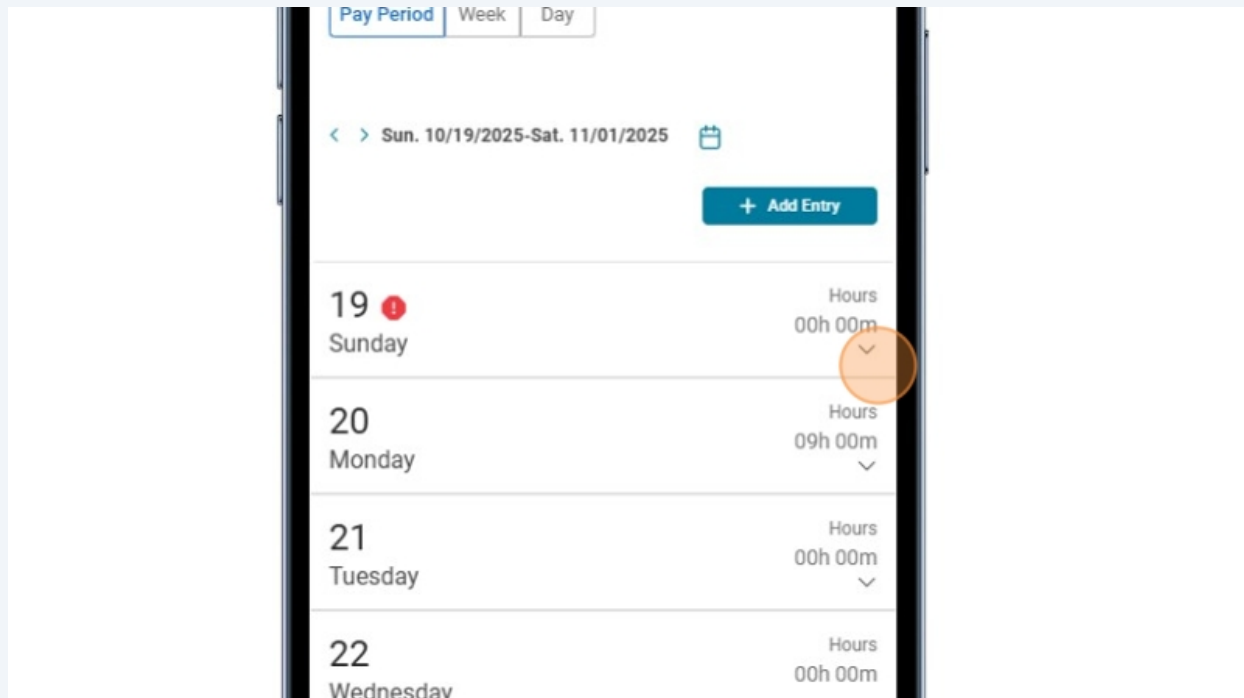
DOT
Select 

CANCEL

SAVE

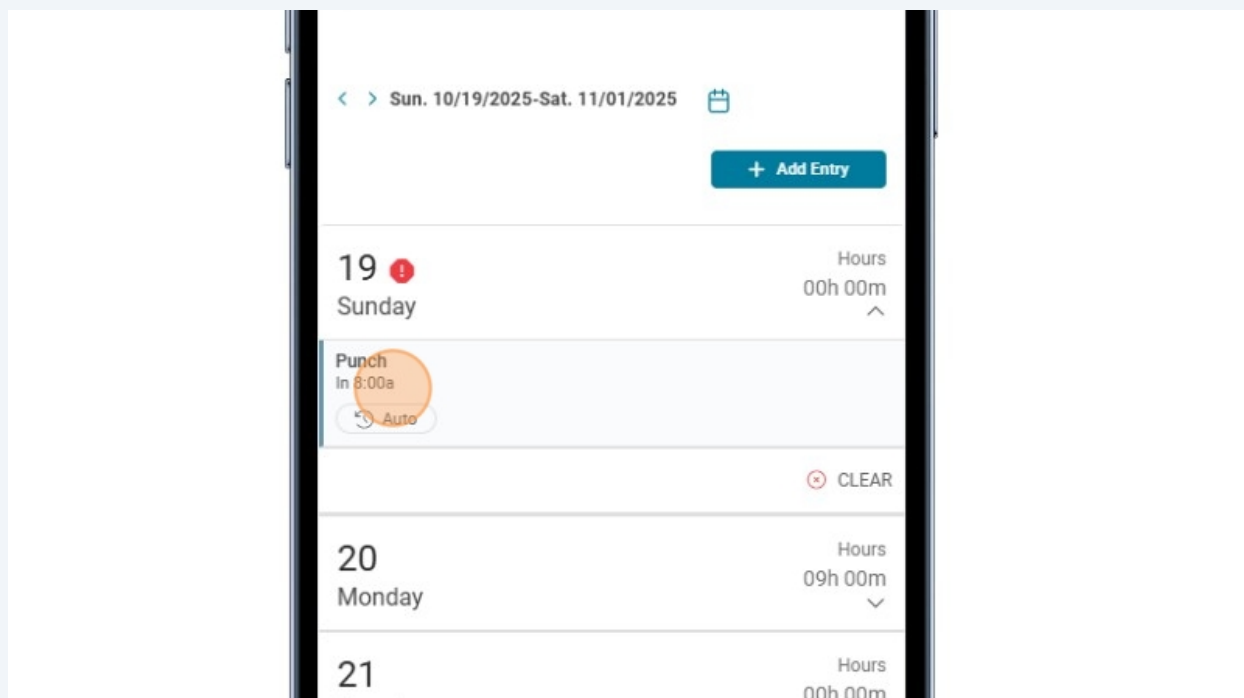
10

If you see the Red Alert you can click on that day to see the error. Usually it will be a Missed Punch

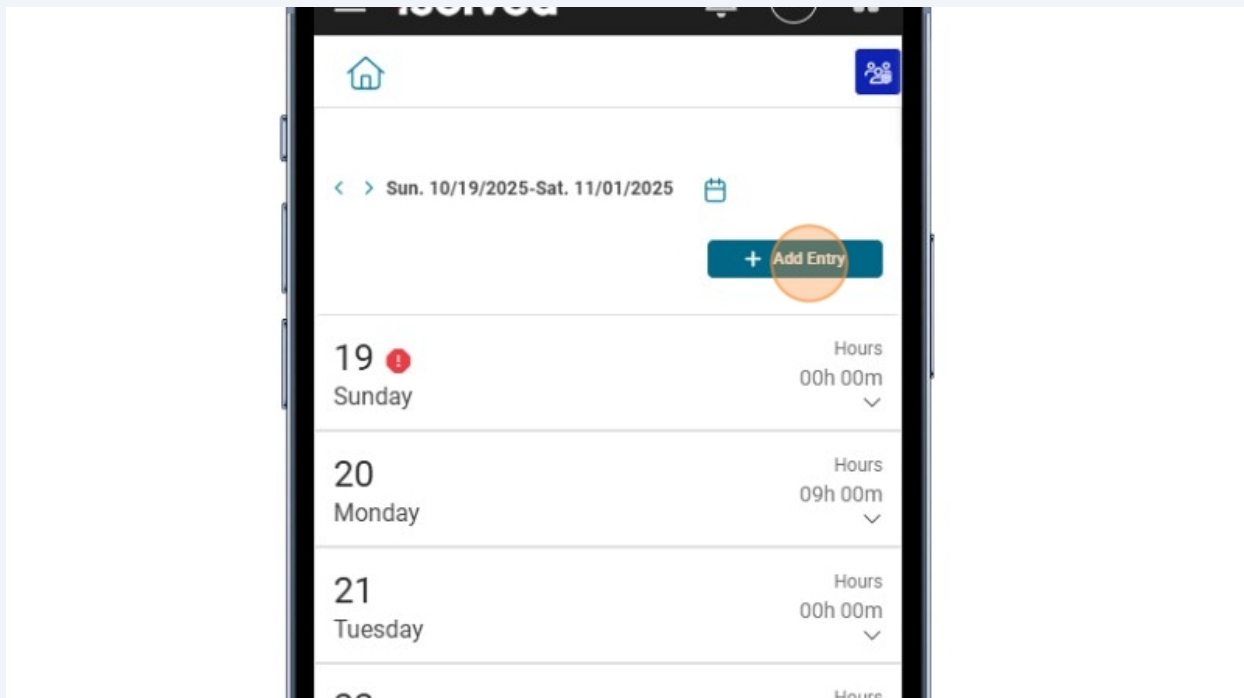


11

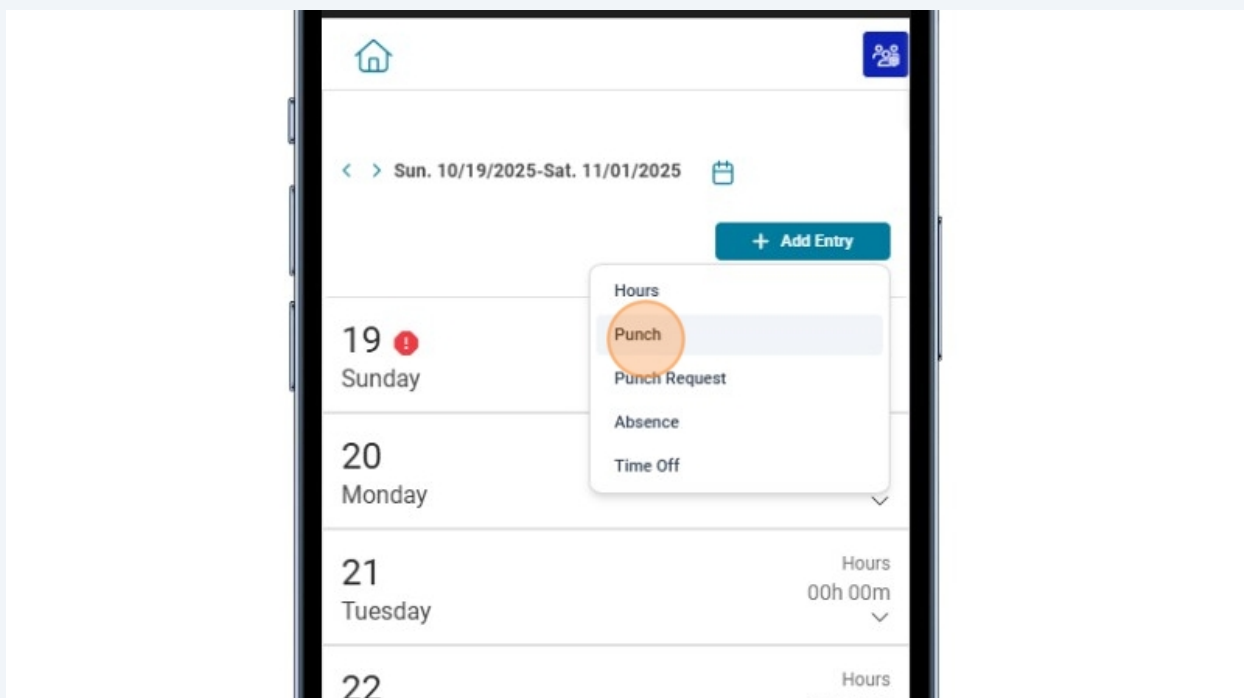
Here you can see there's only one punch for that day.



12 If you need to add a Punch for that day, Click "Add Entry"



13 Click "Punch"



14 Fill out all the info for the punch you need to add.

Date
10/23/2025

Time
04:30 pm

Type
Normal

Mode
Auto

☐ Do Not Round Time

Notes

AA aee.myisolved.com

15 Enter Notes

☐ Do Not Round Time

Notes

Labor group REFRESH

Department
Select

Labor fields
Department

AA aee.myisolved.com

16 Click "Save"

Department

Select

CANCEL

SAVE

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17 Here you can see the full hours on that day.

< > Sun. 10/19/2025-Sat. 11/01/2025

+ Add Entry

19 Sunday	Hours 08h 30m ▼
20 Monday	Hours 09h 00m ▼
21 Tuesday	Hours 00h 00m ▼
22 Wednesday	Hours 00h 00m