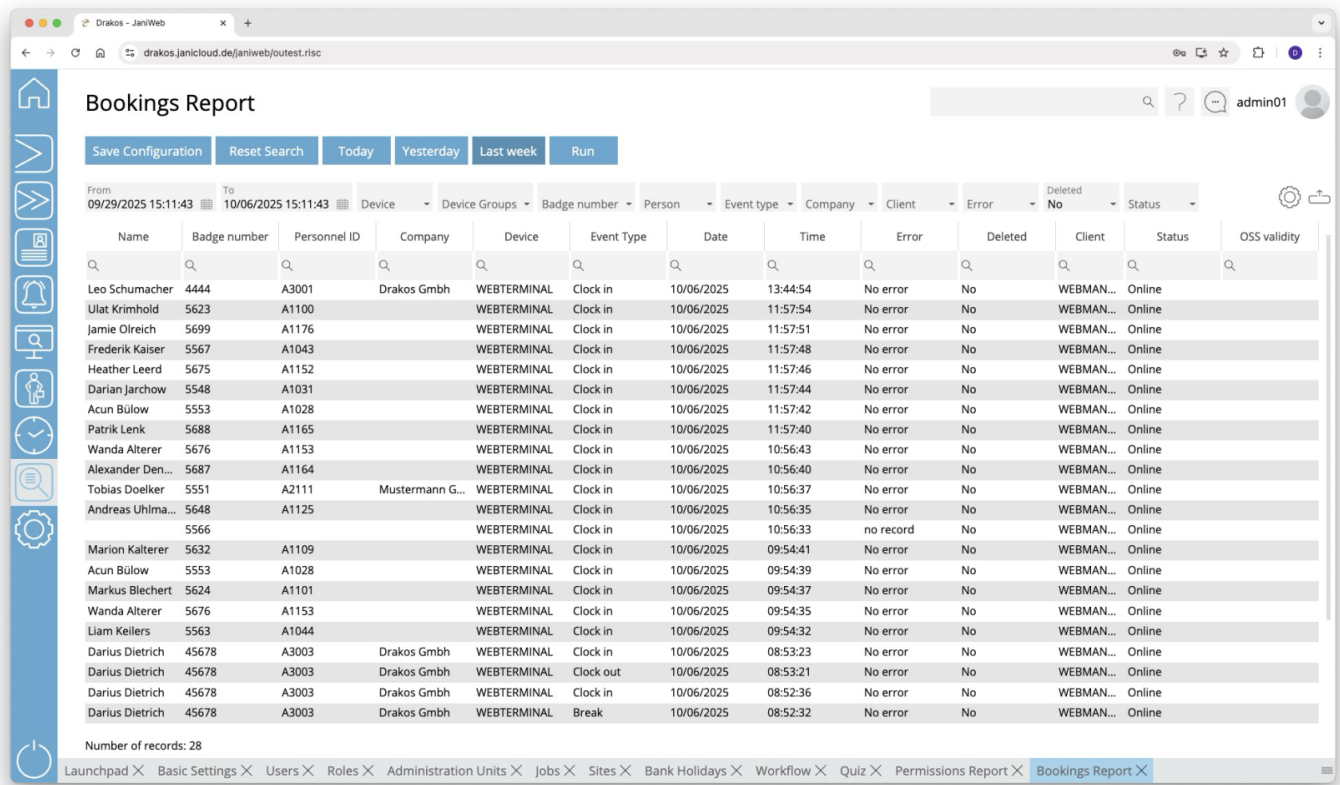


Bookings

Use the menu item *Bookings* to output a booking list. This makes it possible to evaluate which person has booked on a device at a specific point in time.



Bookings Report

Save Configuration Reset Search Today Yesterday Last week Run

From: 09/29/2025 15:11:43 To: 10/06/2025 15:11:43 Device Device Groups Badge number Person Event type Company Client Error Deleted No Status

Name	Badge number	Personnel ID	Company	Device	Event Type	Date	Time	Error	Deleted	Client	Status	OSS validity
Leo Schumacher	4444	A3001	Drakos Gmbh	WEBTERMINAL	Clock in	10/06/2025	13:44:54	No error	No	WEBMAN...	Online	
Ulat Krimhold	5623	A1100		WEBTERMINAL	Clock in	10/06/2025	11:57:54	No error	No	WEBMAN...	Online	
Jamie Olreich	5699	A1176		WEBTERMINAL	Clock in	10/06/2025	11:57:51	No error	No	WEBMAN...	Online	
Frederik Kaiser	5567	A1043		WEBTERMINAL	Clock in	10/06/2025	11:57:48	No error	No	WEBMAN...	Online	
Heather Leerd	5675	A1152		WEBTERMINAL	Clock in	10/06/2025	11:57:46	No error	No	WEBMAN...	Online	
Darian Jarchow	5548	A1031		WEBTERMINAL	Clock in	10/06/2025	11:57:44	No error	No	WEBMAN...	Online	
Acun Bülow	5553	A1028		WEBTERMINAL	Clock in	10/06/2025	11:57:42	No error	No	WEBMAN...	Online	
Patrik Lenk	5688	A1165		WEBTERMINAL	Clock in	10/06/2025	11:57:40	No error	No	WEBMAN...	Online	
Wanda Alterer	5676	A1153		WEBTERMINAL	Clock in	10/06/2025	10:56:43	No error	No	WEBMAN...	Online	
Alexander Den...	5687	A1164		WEBTERMINAL	Clock in	10/06/2025	10:56:40	No error	No	WEBMAN...	Online	
Tobias Doelker	5551	A2111	Mustermann G...	WEBTERMINAL	Clock in	10/06/2025	10:56:37	No error	No	WEBMAN...	Online	
Andreas Uhlma...	5648	A1125		WEBTERMINAL	Clock in	10/06/2025	10:56:35	No error	No	WEBMAN...	Online	
	5566			WEBTERMINAL	Clock in	10/06/2025	10:56:33	no record	No	WEBMAN...	Online	
Marion Kalterer	5632	A1109		WEBTERMINAL	Clock in	10/06/2025	09:54:41	No error	No	WEBMAN...	Online	
Acun Bülow	5553	A1028		WEBTERMINAL	Clock in	10/06/2025	09:54:39	No error	No	WEBMAN...	Online	
Markus Blechert	5624	A1101		WEBTERMINAL	Clock in	10/06/2025	09:54:37	No error	No	WEBMAN...	Online	
Wanda Alterer	5676	A1153		WEBTERMINAL	Clock in	10/06/2025	09:54:35	No error	No	WEBMAN...	Online	
Liam Keilers	5563	A1044		WEBTERMINAL	Clock in	10/06/2025	09:54:32	No error	No	WEBMAN...	Online	
Darius Dietrich	45678	A3003	Drakos Gmbh	WEBTERMINAL	Clock in	10/06/2025	08:53:23	No error	No	WEBMAN...	Online	
Darius Dietrich	45678	A3003	Drakos Gmbh	WEBTERMINAL	Clock out	10/06/2025	08:53:21	No error	No	WEBMAN...	Online	
Darius Dietrich	45678	A3003	Drakos Gmbh	WEBTERMINAL	Clock in	10/06/2025	08:52:36	No error	No	WEBMAN...	Online	
Darius Dietrich	45678	A3003	Drakos Gmbh	WEBTERMINAL	Break	10/06/2025	08:52:32	No error	No	WEBMAN...	Online	

Number of records: 28

Launchpad X Basic Settings X Users X Roles X Administration Units X Jobs X Sites X Bank Holidays X Workflow X Quiz X Permissions Report X Bookings Report X

Creating the report

- Specify the time period for which you want to generate the report (*From - To*). Or press *Today*, *Yesterday* or *Last week* to quickly generate a report for the corresponding period.
- (Optional) Use the additional fields to narrow the report.
- Press *Run* to start the report.

Further options with the report

- **Select columns to display:** Press the gear icon. Select which columns you want to display and in which order. Arrange the columns using the mouse or the arrow icons. Press *Apply* to adopt the changes.
- **Search in columns:** Enter text or numbers in the search field (magnifying glass icon) of a column to search for names, personnel numbers, or other criteria. The entries take effect

immediately: the list only displays hits.

- **Export the entire list:** Press the download icon. Select the format in which you want to export the list. The export files are downloaded or displayed depending on the browser/operating system settings. For details on the available export formats, see the [General > Export Formats](#) chapter of this manual.
- **Save report:** For details on saving reports, see the chapter [General > Custom Reports](#).

Button *Reset Selection*

Press *Reset Selection* to reset all fields to their initial value.

TIPS

Double-click the column *Device* of a line to show details about the corresponding device.

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