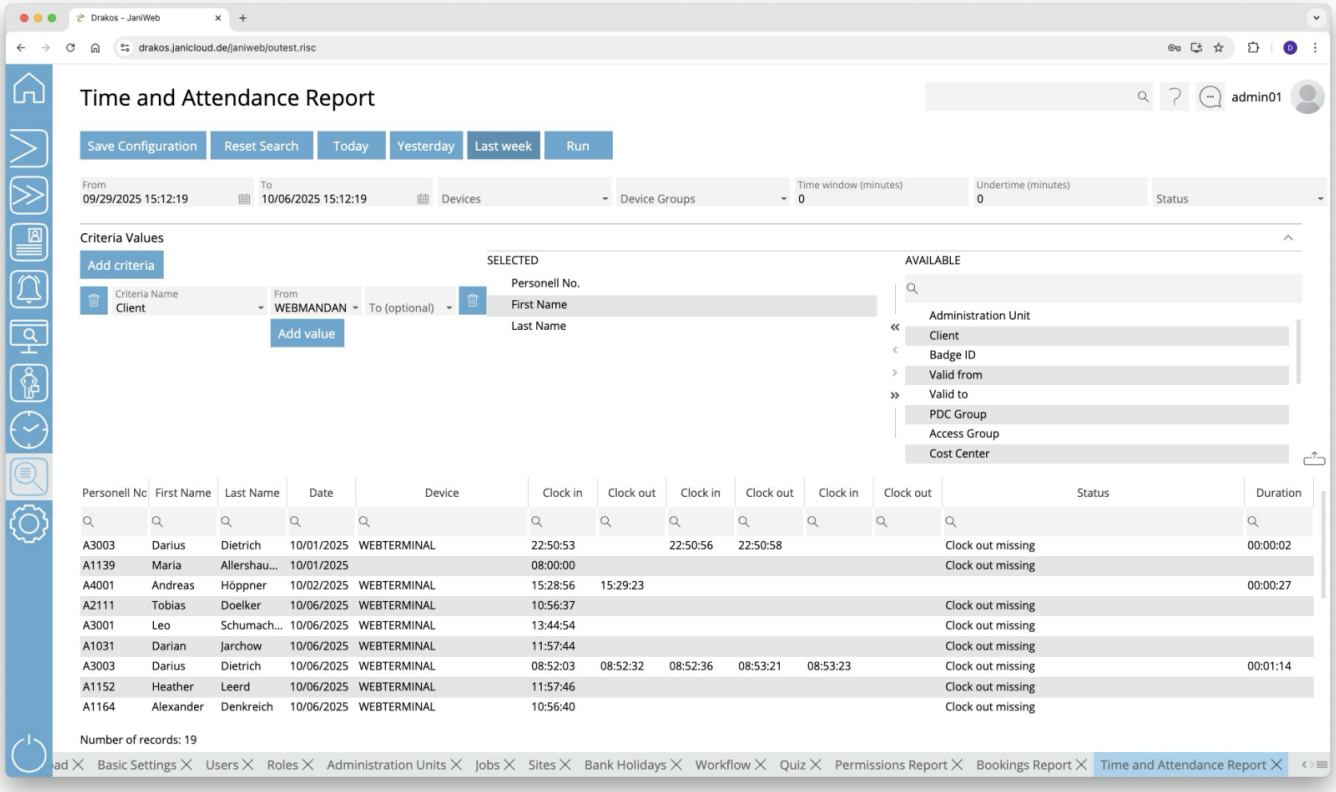
Time and Attendance

Use the menu item *Time and Attendance* to see whether persons have adhered to booking sequence for clock-in and clock-out bookings. If the check fails, a corresponding status message is displayed in the result of the report.



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.
- If you only want to evaluate bookings from certain devices/device groups, you can restrict this using the *Devices/Device Groups* filter.
- Specify a *Period (minutes)* to evaluate related clock-in and clock-out bookings.
- If you want to check whether the length of the working time has been adhered to, you can set the value *Undertime (minutes)*
  - If the working time (difference between clock-in and clock-out bookings) is less than this value, the status *Undertime* is set
- (Optional) Use the additional fields to narrow the report.

- Press *Run* to start the report.

In this report, use criteria and values to define the group of persons to be evaluated and select the data fields to be displayed from a list. To do so, follow these steps:

1. Press *Add criteria.*
2. Select the required criterion from the list field.
3. Press *Add value.*
4. In the field From, select a single value or use both fields to specify a range. You can also specify multiple values for the same criterion (*Add value*).
5. (Optional) Add another criterion with value(s).
6. Drag the data fields (columns) you want to display from the list *Available* to the list *Selected*. Or use the arrow buttons.
7. Press *Run* to start the report.

Logic of criteria and values

- The values within the same criterion are linked logically by OR (one match is sufficient).
- Different criteria are linked logically by AND (all criteria must be met).

Further options with the report

- **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.

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