

# 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.

The screenshot displays the 'Time and Attendance Report' interface. At the top, there are buttons for 'Save Configuration', 'Reset Search', 'Today', 'Yesterday', 'Last week', and 'Run'. Below these are filters for 'From' (09/29/2025 15:12:19), 'To' (10/06/2025 15:12:19), 'Devices', 'Device Groups', 'Time window (minutes)' (0), 'Undertime (minutes)' (0), and 'Status'. The 'Criteria Values' section shows a search for 'Client' with 'WEBMANDAN' selected. A table of results is shown below, with columns for 'Personell No.', 'First Name', 'Last Name', 'Date', 'Device', 'Clock in', 'Clock out', 'Status', and 'Duration'. The table contains 19 records, with some showing 'Clock out missing' status.

Personell No.	First Name	Last Name	Date	Device	Clock in	Clock out	Status	Duration			
A3003	Darius	Dietrich	10/01/2025	WEBTERMINAL	22:50:53	22:50:56	Clock out missing	00:00:02			
A1139	Maria	Allershau...	10/01/2025		08:00:00		Clock out missing				
A4001	Andreas	Höppner	10/02/2025	WEBTERMINAL	15:28:56	15:29:23		00:00:27			
A2111	Tobias	Doelker	10/06/2025	WEBTERMINAL	10:56:37		Clock out missing				
A3001	Leo	Schumach...	10/06/2025	WEBTERMINAL	13:44:54		Clock out missing				
A1031	Darian	Jarchow	10/06/2025	WEBTERMINAL	11:57:44		Clock out missing				
A3003	Darius	Dietrich	10/06/2025	WEBTERMINAL	08:52:03	08:52:32	08:52:36	08:53:21	08:53:23	Clock out missing	00:01:14
A1152	Heather	Leerd	10/06/2025	WEBTERMINAL	11:57:46		Clock out missing				
A1164	Alexander	Denkreich	10/06/2025	WEBTERMINAL	10:56:40		Clock out missing				

## 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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