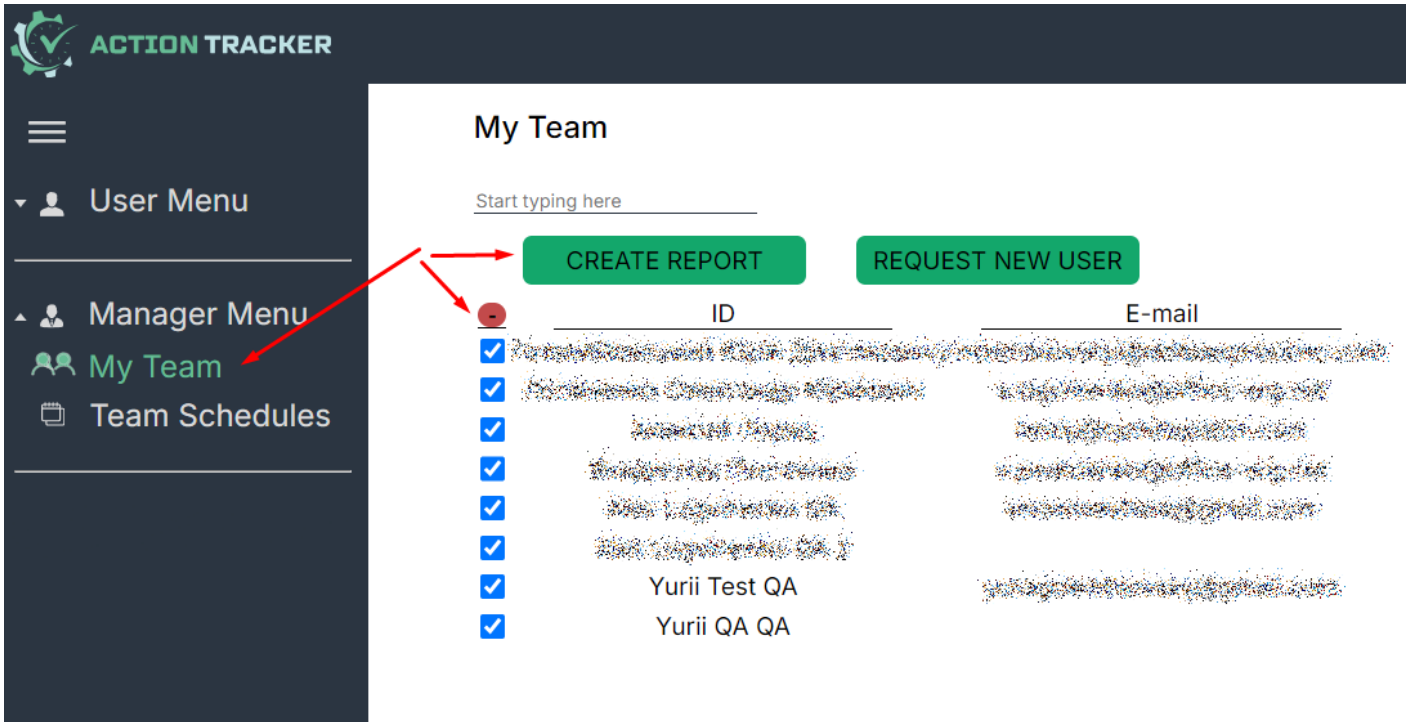


Reports

- [Important note](#)
- [Getting started with Reports](#)

Important note

The Action Tracker system provides functionality that allows you to generate reports on the activity of contractors in a team for a period and download them in pdf and csv formats..



The system implements two types of reports that differ in the logic of calculating the time worked by marks Check-in/Check-out:

- **Hourly Rate** - implies payment by the hour.
- **Fixed Rate** - involves a flat rate of pay

Report Hourly Rate - applies to contractors who have an hourly payment type. You can check which type is set for a contract employee in their profile

Default hours

09:00 AM - 06:00 PM

Payment type

Hourly rate

Timezone

+2

Schedule/Schedule Period Start

[mm/dd/yyyy]

Country/Holiday Schedule

Key features of the report Hourly Rate:

- The total time between the executed Check-in ?? Check-out
- A fixed 1-hour pause is automatically deducted from the total time of the work shift.
- Overtime, are automatically recorded in the report.
- The manager may include unrecorded overtime in the contractors employment schedule.

Report Fixed Rate - applies to contractors whose payment type is fixed rate. You can check which type is set for a contractor in his profile

Default hours

09:00 AM - 06:00 PM

Payment type

Fixed rate

Timezone

+2

Schedule/Schedule Period Start

Key features of the report Fixed Rate:

- The report takes the hours specified in the contractor`s schedule.
- A fixed pause of 1 hour is automatically deducted from the working hours defined in the employment schedule.
- Overtime, are not recorded in the report.
- Overtime hours are entered manually by the manager.

Important: it is not recommended to generate a report for a period longer than 30 days, especially if you have a large team. This can take a lot of time.


Getting started with Reports


To generate the report, go to the "My Team" section, select the users for whom you want to get the report, and click "Create Report".

The screenshot displays the 'ACTION TRACKER' application interface. On the left is a dark sidebar with a menu containing 'User Menu', 'Manager Menu', 'My Team' (highlighted in green), and 'Team Schedules'. The main area is titled 'My Team' and features a search bar with the placeholder 'Start typing here'. Below the search bar are two green buttons: 'CREATE REPORT' and 'REQUEST NEW USER'. A table lists team members with columns for 'ID' and 'E-mail'. Each row has a blue checkmark in the first column, indicating selection. The last two rows are labeled 'Yurii Test QA' and 'Yurii QA QA'. Red arrows point from the 'My Team' menu item to the 'CREATE REPORT' button and from the selection checkboxes to the 'CREATE REPORT' button.

Specify the reporting period in the next window.

Report setup

Period start: 

Period end: 

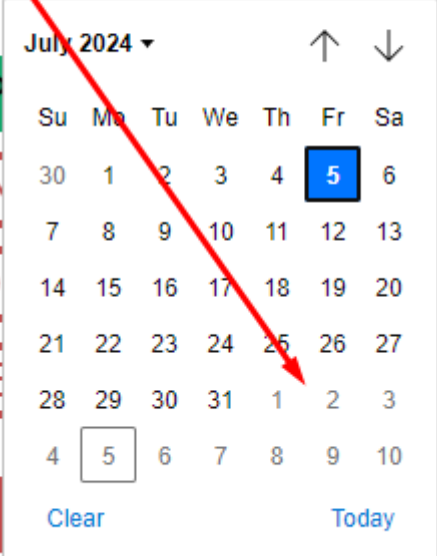
FULL REPORT

LATE ONLY

EARLY ONLY

LATE AND EARLY


Form report




Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

After you select the period, go to the generated report. To do this, press “Form report”.

Report setup

Period start: 

Period end: 

FULL REPORT


LATE ONLY

EARLY ONLY

LATE AND EARLY

Form report

Cancel



In the next window is a report on selected users for the specified period.



DAY	CHECKIN DATA				CHECKOUT DATA				TOTAL PAUSE	EXPECTED WORKTIME	ACTUAL WORKTIME	OVERTIME
	C-IN Date	C-IN Time	C-IN Expected	Late status	C-OUT Date	C-OUT Time	C-OUT Expected	Early Status				
MON, 2025-02-17	2025-02-17	08:56:04	09:00:00	ON TIME	2025-02-17	18:15:16	18:00:00	OK	00:00:00	08:00:00	09:19:12	
TUE, 2025-02-18	2025-02-18	08:55:34	09:00:00	ON TIME	2025-02-18	18:00:38	18:00:00	OK	00:00:00	08:00:00	09:05:04	
WED, 2025-02-19	2025-02-19	08:56:05	09:00:00	ON TIME	2025-02-19	18:00:04	18:00:00	OK	00:00:00	08:00:00	09:03:59	
THU, 2025-02-20	2025-02-20	08:40:42	09:00:00	ON TIME	2025-02-20	18:00:11	18:00:00	OK	00:00:00	08:00:00	09:19:29	
FRI, 2025-02-21	2025-02-21(E)	08:35:23(E)	09:00:00	ON TIME	2025-02-21	18:00:34	18:00:00	OK	00:00:00	08:00:00	09:25:11	
SAT, 2025-02-22	☞ DAY OFF / WEEKENDS								00:00:00	00:00:00	00:00:00	00:00:00
SUN, 2025-02-23	☞ DAY OFF / WEEKENDS								00:00:00	00:00:00	00:00:00	00:00:00
MON, 2025-02-24	2025-02-24	08:57:22	09:00:00	ON TIME	2025-02-25	08:50:53	18:00:00	OK	00:00:00	08:00:00	23:53:31	
TUE, 2025-02-25	2025-02-25	08:50:58	09:00:00	ON TIME	2025-02-26	08:54:27	18:00:00	OK	01:00:00	08:00:00	08:00:00	15:03:29
WED, 2025-02-26	2025-02-26	08:54:42	09:00:00	ON TIME	2025-02-26	09:05:59	18:00:00	EARLY !	01:00:00	08:00:00	00:00:00	00:00:00

The report can be downloaded as a pdf or csv by pressing the button, as shown in the screenshot below.



A new window will open in the browser, which allows you to download the report.

If you want background coloring to be printed as well, press “More settings” and check “Background graphics” in the “Options” section, as shown in the screenshot below.

DAY	CHECKIN DATA				CHECKOUT DATA				TOTAL PAUSE	EXPECTED WORKTIME	ACTUAL WORKTIME	OVERTIME
	C-IN Date	C-IN Time	C-IN Expected	Late status	C-OUT Date	C-OUT Time	C-OUT Expected	Early Status				
MON, 2025-02-17	2025-02-17	08:54:39	09:00:00	ON TIME	2025-02-17	18:07:38	18:00:00	OK	00:56:24	08:00:00	08:16:35	
TUE, 2025-02-18	2025-02-18	09:34:02	09:00:00	LATE ?	2025-02-18	18:02:37	18:00:00	OK	00:58:10	08:00:00	07:30:25	00:00:00
Bad night												
WED, 2025-02-19	2025-02-19	08:57:44	09:00:00	ON TIME	2025-02-19	18:00:26	18:00:00	OK	00:52:58	08:00:00	08:09:44	
THU, 2025-02-20	2025-02-20	08:56:43	09:00:00	ON TIME	2025-02-20	18:00:27	18:00:00	OK	00:57:51	08:00:00	08:05:53	
FRI, 2025-02-21	2025-02-21(E)	08:55:42(E)	09:00:00	LATE ?	2025-02-21	18:00:32	18:00:00	OK	00:50:46	08:00:00	08:00:00	00:14:04
Attack in the night												
SAT, 2025-02-22	DAY OFF / WEEKENDS								00:00:00	00:00:00	00:00:00	00:00:00
SUN, 2025-02-23	DAY OFF / WEEKENDS								00:00:00	00:00:00	00:00:00	00:00:00
MON, 2025-02-24	2025-02-24	09:30:55	09:00:00	LATE ?	2025-02-24	18:08:08	18:00:00	OK	00:56:07	08:00:00	07:41:06	
Overslept due to air raid alert												
TUE, 2025-02-25	2025-02-25	08:47:22	09:00:00	ON TIME	2025-02-25	18:00:00	18:00:00	OK	00:00:00	08:00:00	08:00:00	00:00:00
Overslept due to air raid alert												
WED, 2025-02-26	NO ACTIONS PERFORMED								00:00:00	00:00:00	00:00:00	00:00:00
TOTALS	LATE: 4				EARLY: 1				PAUSE: 05:32:16	EXPECTED: 72:00:00	ACTUALS: 63:43:43	OT: 00:14:04

DAY	CHECKIN DATA				CHECKOUT DATA				TOTAL PAUSE	EXPECTED WORKTIME	ACTUAL WORKTIME	OVERTIME
	C-IN Date	C-IN Time	C-IN Expected	Late status	C-OUT Date	C-OUT Time	C-OUT Expected	Early Status				
MON, 2025-02-17	2025-02-17	08:56:04	09:00:00	ON TIME	2025-02-17	18:15:16	18:00:00	OK	00:00:00	08:00:00	09:19:12	

Print

2 pages

Destination

Save as PDF

Pages

All

Layout

Landscape

More settings

Paper size

Letter

Pages per sheet

1

Margins

Default

Scale

Default

Options

Headers and footers

Background graphics

Save

Cancel