


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', and 'Team Schedules'. The 'My Team' item is highlighted in green. The main content area is titled 'My Team' and features a search bar with the placeholder text 'Start typing here'. Below the search bar are two green buttons: 'CREATE REPORT' and 'REQUEST NEW USER'. A table of team members is shown below the buttons, with columns for 'ID' and 'E-mail'. The table has a red minus sign icon in the top-left corner and a list of blue checkmarks in the left column, indicating that all team members are selected. The visible team members are 'Yurii Test QA' and 'Yurii QA QA'. Red arrows point from the 'My Team' menu item to the table and from the 'CREATE REPORT' button to the 'CREATE REPORT' button.

Specify the reporting period in the next window.

Report setup

Period start: 

Period end: 

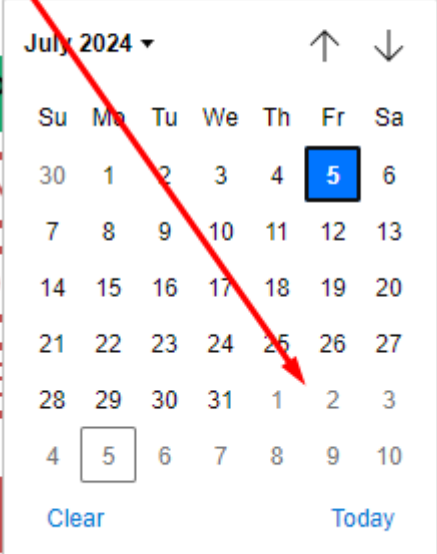
FULL REPORT

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

Revision #15

Created 1 February 2024 09:13:38

Updated 11 September 2025 15:01:29 by ATMan