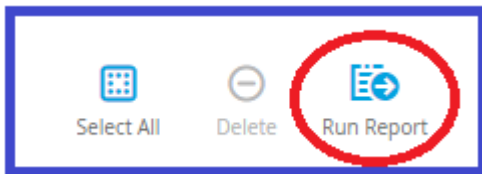


Run Reports

This job aid explains how to run reports.

To run a report:

1. Access the Main Menu > Dataviews & Reports > **Report Library**.
2. Select the **Run Report** icon.



3. In the **Select Report** panel, select a category to display the list of reports that you can run.



4. Select a report and choose **Select**.
5. In the selected report panel, enter the applicable report parameters. Note that many of the parameters are specific to the report you are running, but the following parameters are common to most reports:
 - Timeframe
 - Previous, Current, or Next Pay Period
 - Previous, Current, or Next Schedule Period
 - Week to Date
 - Last Week
 - Yesterday
 - Yesterday, Today, Tomorrow
 - Yesterday plus 6 Days
 - Last 30 Days
 - Current Week
 - Last 90 Days

You can also choose **Select Range** and select the start and end date. Note that the range must be under 365 days.

- Hyperfind

When you select **Select Hyperfind**, the **Locations & Hyperfinds** panel opens. Here you can select from:

- Locations

All Home Locations — Finds current employees assigned to locations to which the manager has access.

- Hyperfinds

All Home — Finds active employees who are part of your employee group.

All Home and Scheduled Job Transfers* — Finds:

In addition to your employee group, this includes employees whose primary job is different, but who are scheduled to transfer into your employee group or location.

- Output format

- PDF

- Excel

- Interactive

Exceptions

to the start or end of a shift, break or meal, as well as absences for each employee within the specified time period.

Timeframe *

Today

Hyperfind *

All Home

Exception Types *

Missed In Punch [+2]

Output Format *

PDF

XLSX

Interactive (Desktop Only)

CSV

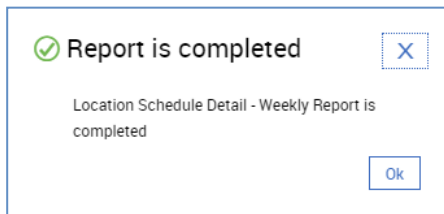
Cancel Run Report

6. Select **Run Report**. The following message appears:

In Progress. Report is running.

7. When the report finished, the following success message appears.

8. Select **OK** to open the report.



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