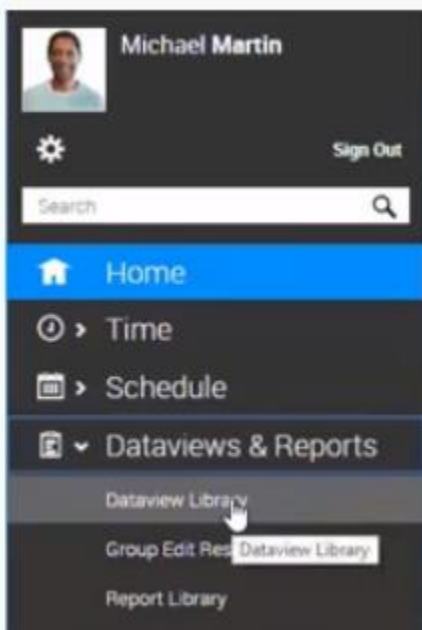



Dataviews provide managers/schedulers with real-time access to operational data and are displayed in an Excel-like format. Dataviews can be sorted, filtered, and grouped in various levels of detail.

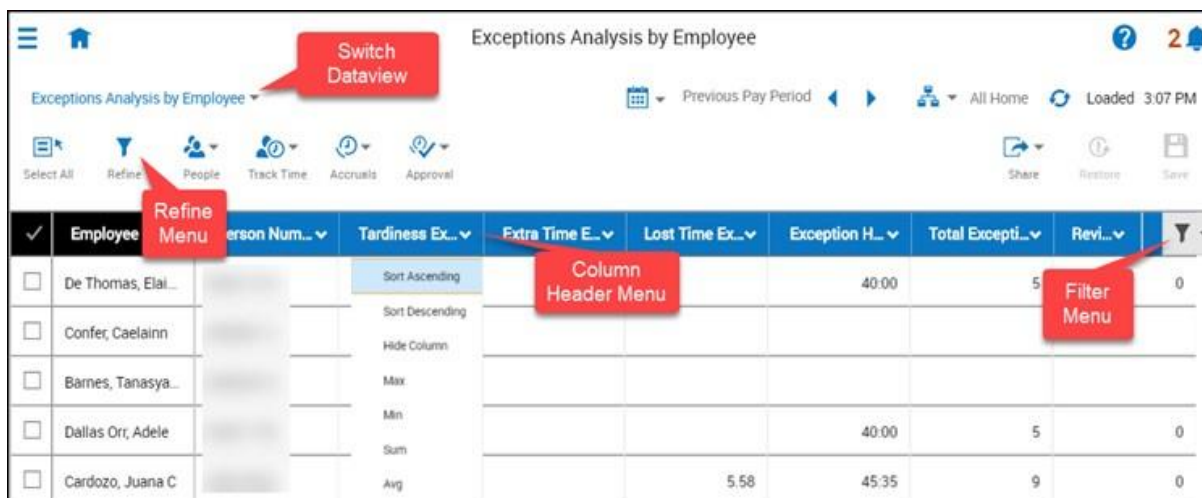
1. Click **Main Menu > Dataviews & Reports > Dataview Library**.



2. On the Dataview Library page, click the name of the Dataview that you want to review.
3. In the Dataview, click **Select Timeframe**  to select the dates that you want to view.
4. Click **Select Location** to select the employees or location in your organization that you want to analyze, for example, All Home.

## Dataview Appearance

The appearance of your Dataview depends on your screen resolution:



Employee	Person Num.	Tardiness Ex.	Extra Time E.	Lost Time Ex.	Exception H.	Total Excepti.	Revi.
<input type="checkbox"/> De Thomas, Elai...		Sort Ascending			40:00	5	0
<input type="checkbox"/> Confer, Caelainn		Sort Descending					
<input type="checkbox"/> Barnes, Tanasya...		Hide Column					
<input type="checkbox"/> Dallas Orr, Adele		Max			40:00	5	0
<input type="checkbox"/> Cardozo, Juana C		Min		5.58	45:35	9	0
		Sum					
		Avg					