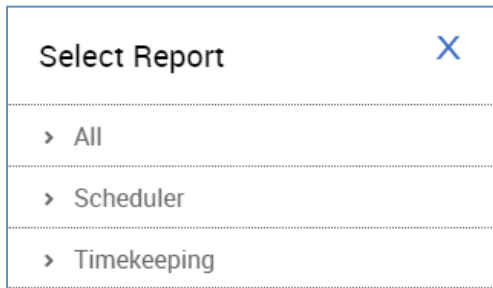




Run Reports

To run a report:

1. Access the Main Menu > Dataviews & Reports > Report Library.
2. Click the **Run Report** icon.
3. In the **Select Report** panel, select a category to display the list of reports that you can run.



The screenshot shows a 'Select Report' dialog box with a close button (X) in the top right corner. Below the title bar, there are three expandable categories, each with a right-pointing chevron: 'All', 'Scheduler', and 'Timekeeping'.

4. Select a report and click **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:

1. **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 click **Select Range** and select the start and end date. Note that the range must be under 365 days.

2. Hyperfind

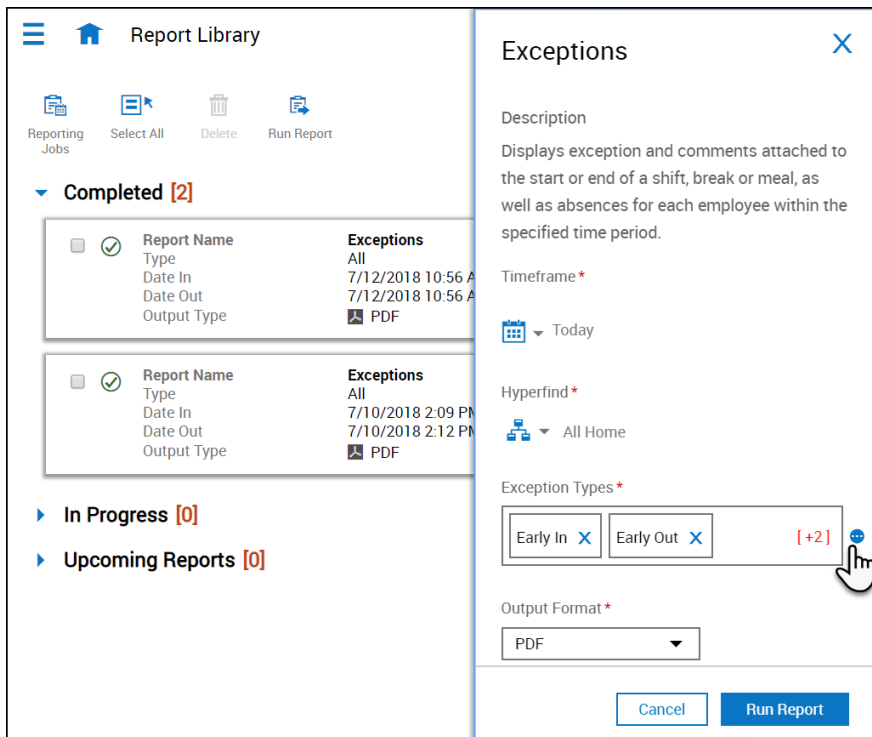
When you click **Select Hyperfind**, the **Locations & Hyperfinds** panel opens. Here you can select from:

- **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.

3. Output format

- PDF
- Excel
- Interactive



The screenshot shows the 'Report Library' interface with a sidebar on the left and a main configuration panel on the right. The sidebar shows 'Completed [2]' reports, including two 'Exceptions' reports. The main panel is titled 'Exceptions' and contains the following fields:

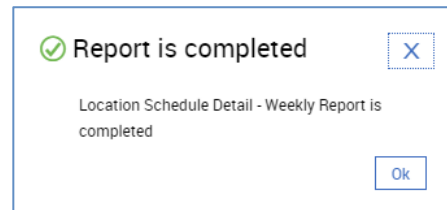
- Description:** Displays exception and comments attached to the start or end of a shift, break or meal, as well as absences for each employee within the specified time period.
- Timeframe*:** Today
- Hyperfind*:** All Home
- Exception Types*:** Early In X, Early Out X, [+2] (with a hand icon pointing to it)
- Output Format*:** PDF

At the bottom of the panel are 'Cancel' and 'Run Report' buttons.

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

In Progress. Report is running.

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



The screenshot shows a success message dialog box with a green checkmark icon. The text inside reads: 'Report is completed' followed by 'Location Schedule Detail - Weekly Report is completed'. There is an 'Ok' button at the bottom right.

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