


# Time and Attendance

This feature allows to generate basic time and attendance reports. Before using this feature, at least 2 readers must be configured with Clock in and Clock out functions.

 Operator required to have "Reports Read", permissions in order to generate T&A report.

## Create report

Navigate to "Reports Time & Attendance".

Click "Create" button.

Settings ^

Template name \*

Company \_\_\_\_\_ Department \_\_\_\_\_ Title \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

First in - Last out

Report type:  CSV  PDF

### Template Name -

**Select Companies/Departments/Titles** - if field is selected, only those users with selected company/department/title will appear in generated list, otherwise report will contain all users.

**From/To** - selected interval will be used for report generation.

**First In - Last out** - if checked, total time will be calculated between the first clock in access event and the last clock out access event - all access events during the day are ignored. If unchecked, total time will be calculated with intervals - first clock in - first clock, after this interval again first clock in - first clock out. Sum of all of these interval will be shown in "Working hours"

**Report type** - generated report will be downloadable in selected format. Switching format requires to generate new report.