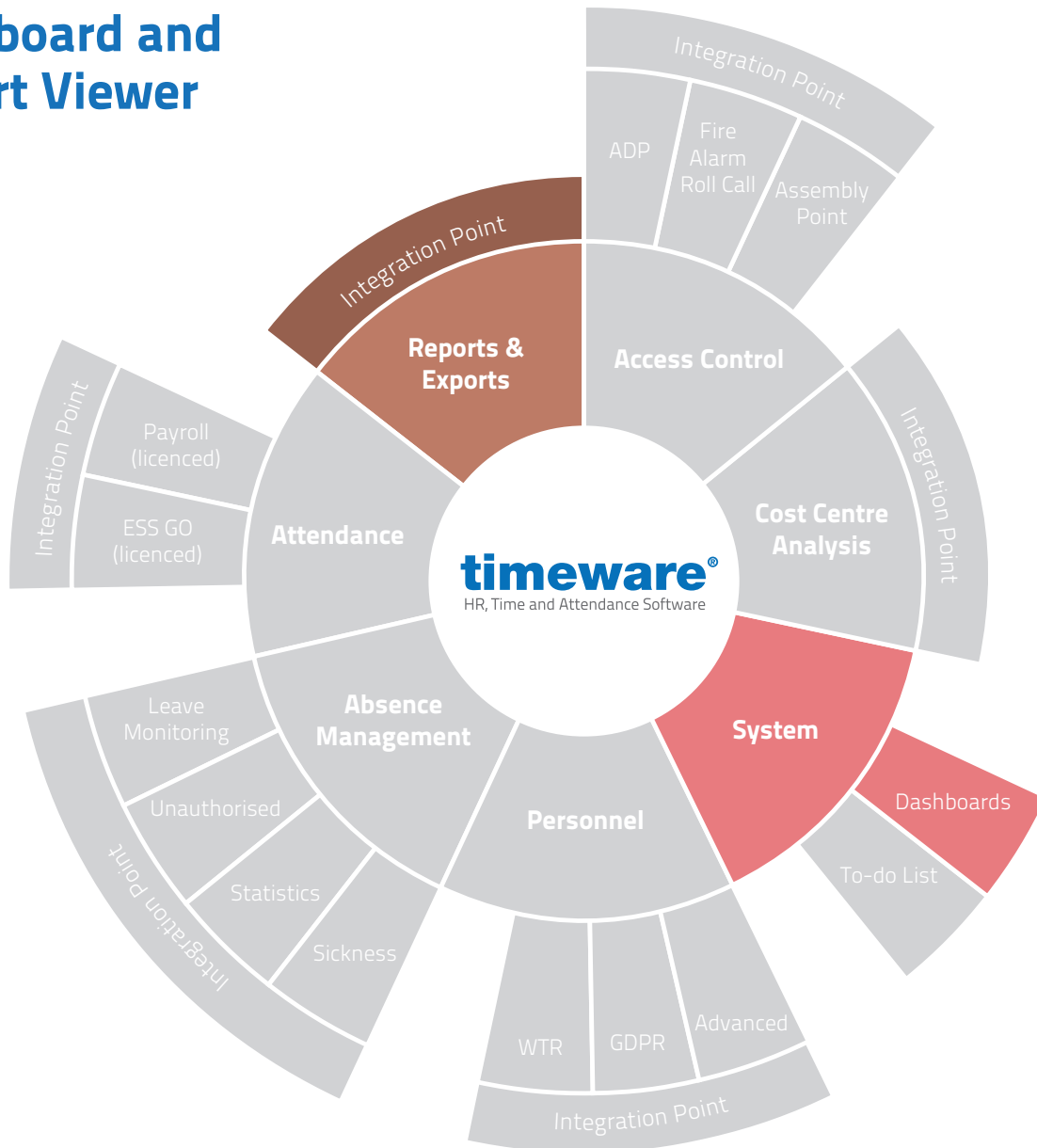


# timeware®

HR, Time and Attendance Software

ON PREMISE  
SOFTWARE

## Training guide: Dashboard and Report Viewer



Certificate No:  
491342025

Company Name: timeware (UK) Ltd.

Registered Office: 3 Fieldhouse Road, Rochdale,  
Greater Manchester, OL12 0AD.

Company Reg. No: 05886806.

Registered in: England.

t2-0856: Copyright NMD³ Ltd

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## Contents

### Course

### Duration

#### **An Introduction to the Dashboard and Report Viewer**

Approximately 30 minutes

### Description

**Understanding the Dashboard and Report Viewer**

**New Application (External to timeware)**

**Understanding Company and Standard Dashboards and Reports**

#### **An Introduction to Dashboards**

Approximately 30 minutes

**Understanding Dashboards**

**Selecting a Dashboard Template**

**Configuring the properties of a Dashboard**

**Running a Dashboard**

#### **An Introduction to Reports**

Approximately 30 minutes

**Understanding Reports**

**Selecting a Report Template**

**Configuring the properties of a Report**

**Running a Report**

#### **Configuring a roll call report**

Approximately 30 minutes

All information pertaining to any personnel record within this document is obtained from a demonstration database and are not details of any individual.

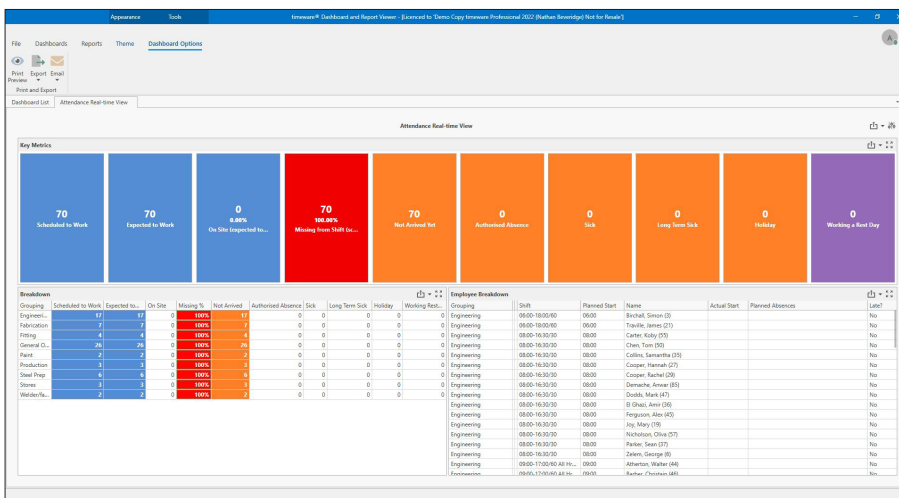
## Understanding the Dashboard and Report Viewer

The Dashboard and Report Viewer is an exciting new module which we've released with the aim of providing the user with as much flexible reporting and information presentation as possible, all the while keeping it easy to use and functional.

With features such as excel reports by default, flexibility to adjust reports to your needs and ease of configuration, the Dashboard and Report Viewer is an excellent addition to timeware® Professional!



Link to Understanding the Dashboard and Report Viewer



Grouping	General	Attendance	General	Attendance	Rate
Company	Department	Shift	Period	Period	Rate
5 AB Manufacturing	Engineering	Birchall, Simon (3)	3 LVP3812	Mon, 21 Mar 2022 06:00-18:00 (4on 4off)	06.00
6 AB Manufacturing	Engineering	Birchall, Simon (3)	3 LVP3812	Tue, 22 Mar 2022 06:00-18:00 (4on 4off)	06.00
7 AB Manufacturing	Engineering	Birchall, Simon (3)	3 LVP3812	Wed, 23 Mar 2022 06:00-18:00 (4on 4off)	06.00
8 AB Manufacturing	Engineering	Birchall, Simon (3)	3 LVP3812	Thu, 24 Mar 2022 06:00-18:00 (4on 4off)	06.00
9 AB Manufacturing	Engineering	Birchall, Simon (3)	3 LVP3812	Fri, 25 Mar 2022 06:00-18:00 (4on 4off)	06.00
10 AB Manufacturing	Engineering	Birchall, Simon (3)	3 LVP3812	Sat, 26 Mar 2022 06:00-18:00 (4on 4off)	06.00
11 AB Manufacturing	Engineering	Birchall, Simon (3)	3 LVP3812	Sun, 27 Mar 2022 06:00-18:00 (4on 4off)	06.00
12		<b>Birchall, Simon (3) Total</b>	<b>LVP3812</b>		<b>22.00</b>
13 AB Manufacturing	Stores	Briggs, Phillip (8)	8 MAN1476	Mon, 21 Mar 2022 08:00-16:30	08.00
14 AB Manufacturing	Stores	Briggs, Phillip (8)	8 MAN1476	Tue, 22 Mar 2022 08:00-16:30	08.00
15 AB Manufacturing	Stores	Briggs, Phillip (8)	8 MAN1476	Wed, 23 Mar 2022 08:00-16:30	08.00
16 AB Manufacturing	Stores	Briggs, Phillip (8)	8 MAN1476	Thu, 24 Mar 2022 08:00-16:30	08.00
17 AB Manufacturing	Stores	Briggs, Phillip (8)	8 MAN1476	Fri, 25 Mar 2022 08:00-16:30	08.00
18 AB Manufacturing	Stores	Briggs, Phillip (8)	8 MAN1476	Sat, 26 Mar 2022 08:00-16:30	08.00
19 AB Manufacturing	Stores	Briggs, Phillip (8)	8 MAN1476	Sun, 27 Mar 2022 08:00-16:30	08.00
20		<b>Briggs, Phillip (8) Total</b>	<b>MAN1476</b>		<b>24.00</b>
21 AB Manufacturing	General Office	Broadhurst, Liz (5)	5 MAN1862	Mon, 21 Mar 2022 09:00-17:00 (No Overtime)	09.00
22 AB Manufacturing	General Office	Broadhurst, Liz (5)	5 MAN1862	Tue, 22 Mar 2022 09:00-17:00 (No Overtime)	09.00
23 AB Manufacturing	General Office	Broadhurst, Liz (5)	5 MAN1862	Wed, 23 Mar 2022 09:00-17:00 (No Overtime)	09.00
24 AB Manufacturing	General Office	Broadhurst, Liz (5)	5 MAN1862	Thu, 24 Mar 2022 09:00-17:00 (No Overtime)	09.00
25 AB Manufacturing	General Office	Broadhurst, Liz (5)	5 MAN1862	Fri, 25 Mar 2022 09:00-17:00 (No Overtime)	09.00
26 AB Manufacturing	General Office	Broadhurst, Liz (5)	5 MAN1862	Sat, 26 Mar 2022 09:00-17:00 (No Overtime)	09.00
27 AB Manufacturing	General Office	Broadhurst, Liz (5)	5 MAN1862	Sun, 27 Mar 2022 09:00-17:00 (No Overtime)	09.00
28		<b>Broadhurst, Liz (5) Total</b>	<b>MAN1862</b>		<b>37.50</b>
29 AB Manufacturing	Engineering	Cosper, Michael (2)	2 BRK2357	Mon, 21 Mar 2022 06:00-14:00(14:00-22:00)22:00-06:00	22.00
30 AB Manufacturing	Engineering	Cosper, Michael (2)	2 BRK2357	Tue, 22 Mar 2022 06:00-14:00(14:00-22:00)22:00-06:00	22.00
31 AB Manufacturing	Engineering	Cosper, Michael (2)	2 BRK2357	Wed, 23 Mar 2022 06:00-14:00(14:00-22:00)22:00-06:00	22.00
32 AB Manufacturing	Engineering	Cosper, Michael (2)	2 BRK2357	Thu, 24 Mar 2022 06:00-14:00(14:00-22:00)22:00-06:00	22.00
33 AB Manufacturing	Engineering	Cosper, Michael (2)	2 BRK2357	Fri, 25 Mar 2022 06:00-14:00(14:00-22:00)22:00-06:00	22.00
34 AB Manufacturing	Engineering	Cosper, Michael (2)	2 BRK2357	Sat, 26 Mar 2022 06:00-14:00(14:00-22:00)22:00-06:00	22.00
35 AB Manufacturing	Engineering	Cosper, Michael (2)	2 BRK2357	Sun, 27 Mar 2022 06:00-14:00(14:00-22:00)22:00-06:00	22.00
36		<b>Cosper, Michael (2) Total</b>	<b>BRK2357</b>		<b>132.00</b>
37 AB Manufacturing	Fitting	Gibbons, Ronald (20)	20 LVP3732	Mon, 21 Mar 2022 08:00-16:30	08.00
38 AB Manufacturing	Fitting	Gibbons, Ronald (20)	20 LVP3732	Tue, 22 Mar 2022 08:00-16:30	08.00
39		<b>Gibbons, Ronald (20) Total</b>	<b>LVP3732</b>		<b>160.00</b>

Please note that it is possible for the NMD3® team to develop customised or bespoke dashboards/ reports for your company. Please contact us on +44 (0)1706 659368 to discuss your exact requirements.

## New Application (External to timeware®)

The Dashboard and Report Viewer is an entirely different application to timeware. It has been written in the latest .NET code which is where we aim the entire timeware® software to be soon.

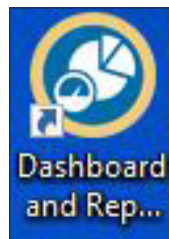
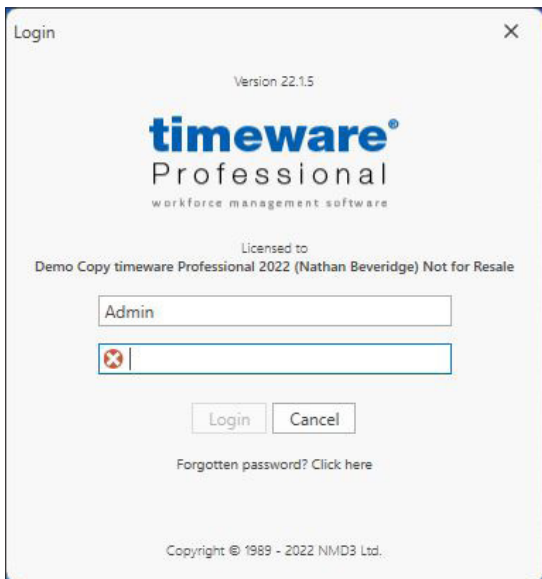
There are currently two ways to install the Dashboard and Report Viewer:

- On upgrading to timeware® 2022 or greater, the Dashboard and Report Viewer will automatically install alongside timeware® and can be accessed via Dashboard and Report Viewer application
- If you have a PC or an interface that does not require the full timeware® software but wants to be able access dashboards/reports then there is a separate installation file solely for the Dashboard and Report Viewer. Example of this would be running a dashboard that refreshes every minute on a TV in your reception for First Aiders on site.

The Dashboard and Report Viewer still uses the same user and a password used within the main timeware® application.



Link to New Application  
(External to timeware®)



## Understanding Company and Standard Dashboards and Reports

timeware® Dashboards and Reports are currently split in to two categories. They are 'Company' and 'Standard'

### Company

These Dashboard and Reports are designed with the intent that they do not respect the user permissions set against a user. While this might seem counter to what may be required, its purpose is to allow a user to run for instance a roll call report for everybody at the company, or someone to run a headcount of all staff when their user isn't configured to see everyone in timeware.

For the most part company dashboards and reports will be permissioned out, with only a few select dashboards/reports enabled depending on your requirements.

<ul style="list-style-type: none"> <li>Category: Company &gt; Absence           <ul style="list-style-type: none"> <li>Absence Bradford Factor</li> <li>Absence Occurrences</li> </ul> </li> <li>Category: Company &gt; Attendance           <ul style="list-style-type: none"> <li>Attendance Daily Costs</li> <li>Attendance Daily Hours</li> <li>Attendance Real-time Summary View</li> <li>Attendance Real-time View</li> </ul> </li> <li>Category: Company &gt; Custom           <ul style="list-style-type: none"> <li>Job Costing Target</li> <li>Job Costing</li> </ul> </li> <li>Category: Company &gt; Personnel           <ul style="list-style-type: none"> <li>Personnel Active Employment</li> <li>Personnel Age and Gender</li> <li>Personnel Ethnicity and Nationality</li> <li>Personnel Headcount by Employment Status</li> <li>Personnel Headcount by Grouping</li> <li>Personnel Starters and Leavers</li> <li>Personnel Training</li> <li>Personnel Upcoming Birthdays</li> </ul> </li> </ul>
--

### Standard

These are your bread-and-butter dashboards and reports. They are ones that respect your user permissions i.e. you can only see Department A + B in timeware, these dashboards/reports will only ever run for Department A + B

<ul style="list-style-type: none"> <li>Category: Standard &gt; Absence           <ul style="list-style-type: none"> <li>Absence Bradford Factor</li> <li>Absence Occurrences</li> </ul> </li> <li>Category: Standard &gt; Attendance           <ul style="list-style-type: none"> <li>Attendance Daily Costs</li> <li>Attendance Daily Hours - Copy</li> <li>Attendance Daily Hours</li> <li>Attendance Real-time Summary View</li> <li>Attendance Real-time View</li> <li>Job Costing Target</li> <li>Job Costing</li> </ul> </li> <li>Category: Standard &gt; Job Costing           <ul style="list-style-type: none"> <li>Job Costing Target</li> <li>Job Costing</li> </ul> </li> <li>Category: Standard &gt; Personnel           <ul style="list-style-type: none"> <li>Personnel Active Employment</li> <li>Personnel Age and Gender</li> <li>Personnel Ethnicity and Nationality</li> <li>Personnel Headcount by Employment Status</li> <li>Personnel Headcount by Grouping</li> <li>Personnel Starters and Leavers</li> <li>Personnel Training</li> <li>Personnel Upcoming Birthdays</li> </ul> </li> </ul>
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## An Introduction to Dashboards

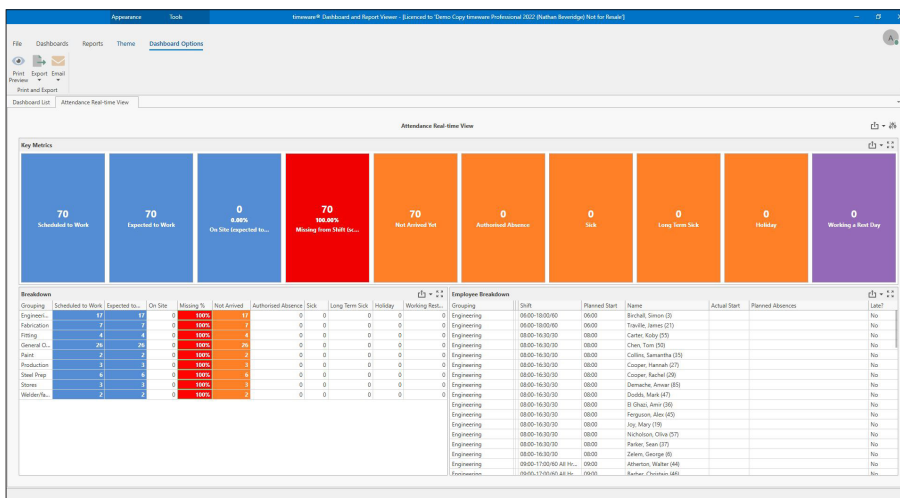
Dashboards are a way to easily display data in a graphical or chart format. They are set by default to refresh every minute and are perfect for use either on a second monitor or on a TV in the reception.

Examples of a few dashboards are:

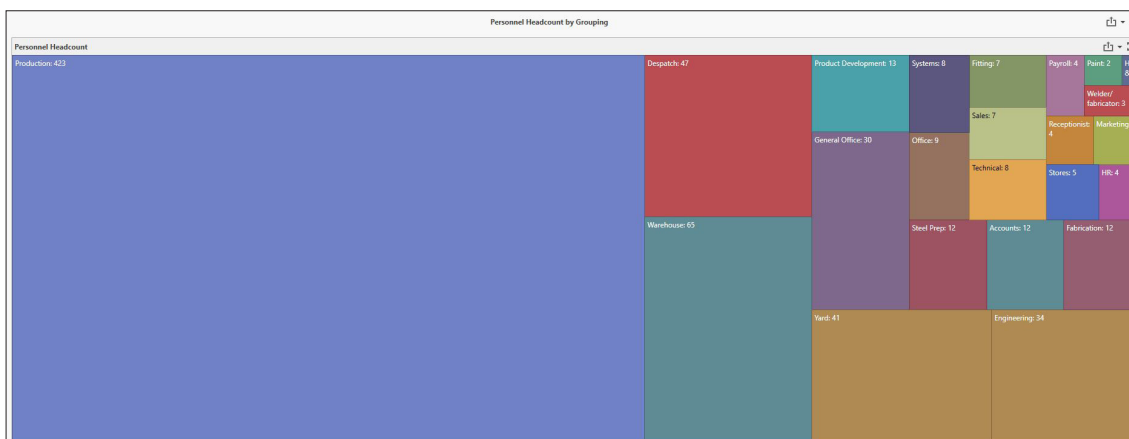
**Attendance Live View** – This Dashboard is designed to provide managers with immediate and up to date information on their staff levels



Link to an Introduction to Dashboards

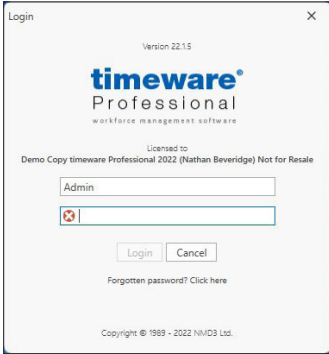


**Personnel Headcount by Grouping** – A quick and easy way to identify headcounts for various groupings within timeware® such as department, group or manager.



## Selecting a Dashboard Template

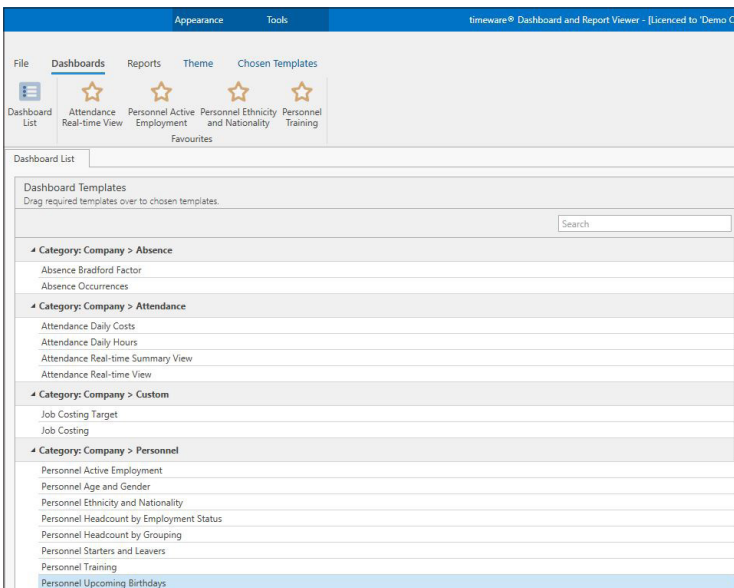
1. Log in to the timeware® Dashboard and Report Viewer



2. On the context menu at the top, select Dashboards and then click Dashboard List



3. You will be presented with two 'columns' which are "Dashboard Templates" and "Chosen Dashboard Templates". The list on the left is all the available dashboards to you.



- When you find a Dashboard you wish to run, left click on the template and drag it over to the right hand side ('Chosen Dashboard Templates'). You'll notice that the right-hand side of the screen will turn green while you are dragging the dashboard. If you see this, you are doing it correctly and just need to let go of the left click.



- You now have a dashboard that can be ran and configured

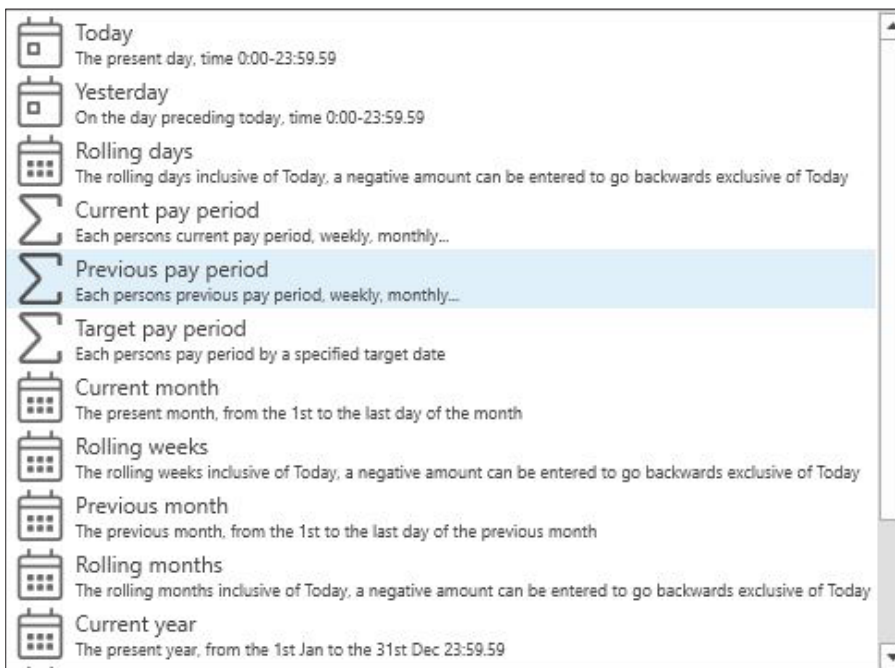
Chosen Dashboard Templates	
	<input type="text" value="Search"/>
Category: Company > Attendance	
	Attendance Real-time View ★
Category: Company > Personnel	
	Personnel Active Employment ★
	Personnel Age and Gender
	Personnel Ethnicity and Nationality ★
	Personnel Headcount by Grouping
	Personnel Training ★
Category: Standard > Attendance	
	Attendance Daily Hours
Category: Standard > Custom	
	Personnel Headcount by Employment Status
	Personnel Headcount by Grouping
	Personnel Starters and Leavers
Category: Standard > Personnel	
	Personnel Ethnicity and Nationality

## Configuring the properties of a Dashboard

1. Highlight the dashboard which you've previously selected in the last step of this tutorial. You'll notice a cog icon. This is the dashboard properties. Click on this to configure the dashboard.

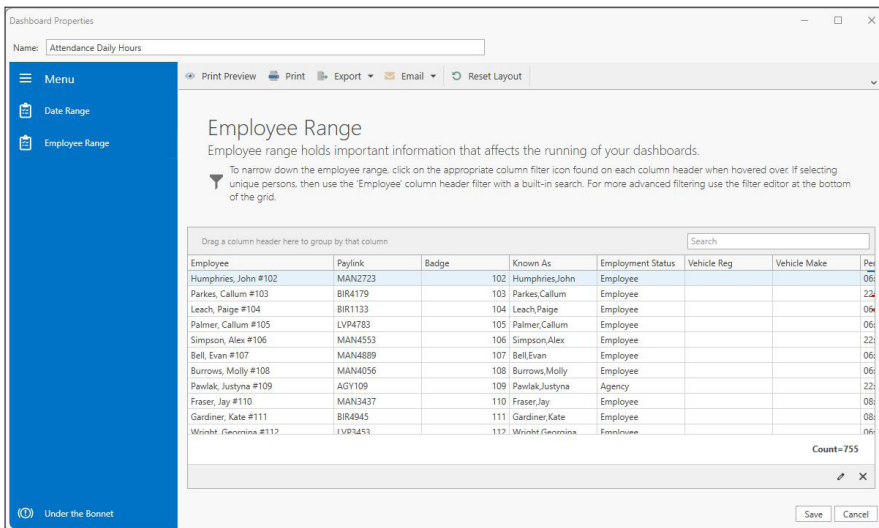


2. The First Screen you will be presented with is "Date Range". This is where you can configure the dates for the dashboard. Please note that not all dashboards contain a date range as some don't require them. Ones that do not require them will have "None" in the range.
3. Change the range type dropdown menu to access a variety of date range options and configure to your preference.



Link to Configuring the properties of a Dashboard

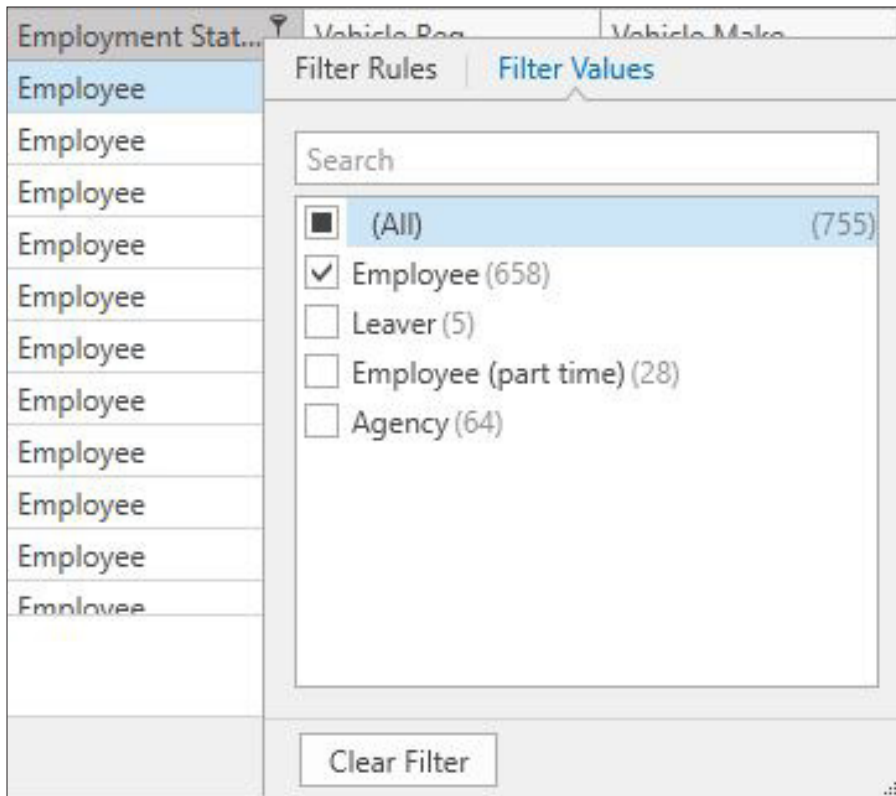
4. The next option on the left-hand side is "Employee Range". This is who you are going to be running the dashboard for. By default its going to show everyone your user can see if running a 'Standard' Dashboard or everyone at the company if running a 'company' Dashboard. You'll notice in the bottom right of the image it says "Count=755". So I know the dashboard is running for 755 employees.



5. To narrow down the employees, firstly highlight the setting you wish to filter by. In my example I'm going to say I don't want to see leavers. I highlight over the "Employment Status" and it prompts me with a little Pin Icon.



6. Click on the pin icon and it will present you with a way to select which options you want to show. In my example I only want to see employees



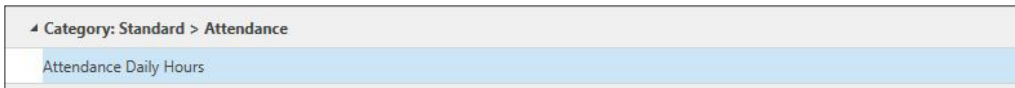
7. Once selected you'll notice that the count in the bottom right of the screen will have changed based off what you selected.



8. You can change as many properties as you require to narrow down your employee range and tailor it to how you require. Once you are happy with your selection, click on Save

## Running a Dashboard

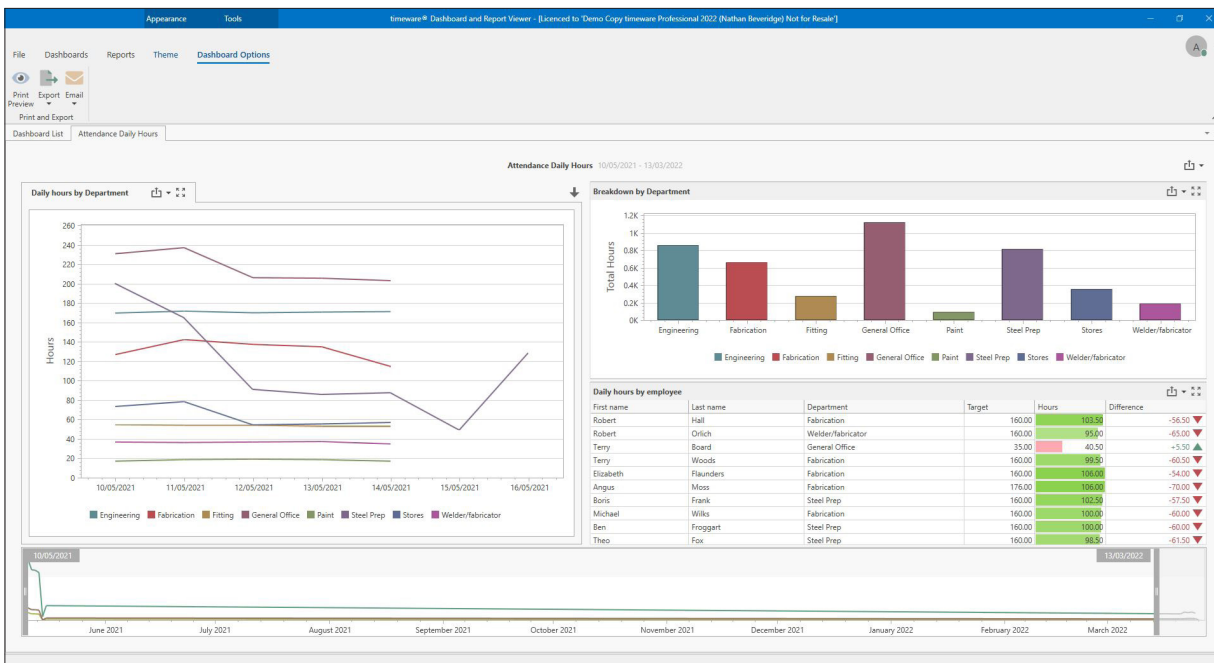
- Once the properties have been configured as per the previous section of this tutorial, you can either double click on the row of the dashboard or you can press the play button when highlighting it



- You've just ran a dashboard!

**YouTube**

Link to Running a Dashboard



## An Introduction to Reports

Our reports have been designed with three things in mind: Flexibility, Ease of Use and Excel by Default. With these core design principles in mind, we've developed a module that should help to make the user experience leaps and bounds better than our previous reporting module.

The vast majority of our customers from our experience prefer excel reports by default so we designed this module around that. It still also retains an option for exporting to PDF if the user requires.

Examples of a few of our reports are:

Attendance Daily Listing – Bread-and-butter attendance report to break down the hours for employees based on a daily level.



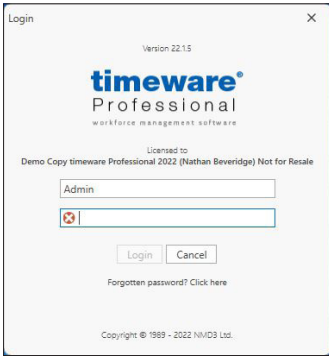
Attendance Daily Listing									
Employee	Department	Groupings	General	Attendance	Bookings	Rate	Rate Hours	Rate Hours Total	
1	AB Manufacturing Engineering	Birchall, Simon (3)	3 LVP3812	Mon, 21 Mar 2022 06:00-18:00 (40n 40P)	06:00	18:00	11:00	11:00	0.00
2	AB Manufacturing Engineering	Birchall, Simon (3)	3 LVP3812	Tue, 22 Mar 2022 06:00-18:00 (40n 40P)	06:00	18:00	11:00	11:00	0.00
3	AB Manufacturing Engineering	Birchall, Simon (3)	3 LVP3812	Wed, 23 Mar 2022 06:00-18:00 (40n 40P)	06:00	18:00	11:00	11:00	0.00
4	AB Manufacturing Engineering	Birchall, Simon (3)	3 LVP3812	Thu, 24 Mar 2022 06:00-18:00 (40n 40P)	06:00	18:00	11:00	11:00	0.00
5	AB Manufacturing Engineering	Birchall, Simon (3)	3 LVP3812	Fri, 25 Mar 2022 06:00-18:00 (40n 40P)	06:00	18:00	11:00	11:00	0.00
6	AB Manufacturing Engineering	Birchall, Simon (3)	3 LVP3812	Sat, 26 Mar 2022 06:00-18:00 (40n 40P)	06:00	18:00	11:00	11:00	0.00
7	AB Manufacturing Engineering	Birchall, Simon (3)	3 LVP3812	Sun, 27 Mar 2022 06:00-18:00 (40n 40P)	06:00	18:00	11:00	11:00	0.00
8	AB Manufacturing Stores	Briggs, Phillip (8)	8 MAN1476	Mon, 21 Mar 2022 08:00-16:30	08:00	16:30	7:45	7:45	0.00
9	AB Manufacturing Stores	Briggs, Phillip (8)	8 MAN1476	Tue, 22 Mar 2022 08:00-16:30	08:00	16:30	7:45	7:45	0.00
10	AB Manufacturing Stores	Briggs, Phillip (8)	8 MAN1476	Wed, 23 Mar 2022 08:00-16:30	08:00	16:30	7:45	7:45	0.00
11	AB Manufacturing Stores	Briggs, Phillip (8)	8 MAN1476	Thu, 24 Mar 2022 08:00-16:30	08:00	16:30	8:00	8:00	0.00
12	AB Manufacturing Stores	Briggs, Phillip (8)	8 MAN1476	Fri, 25 Mar 2022 08:00-16:30	08:00	16:30	7:45	7:45	0.00
13	AB Manufacturing Stores	Briggs, Phillip (8)	8 MAN1476	Sat, 26 Mar 2022 08:00-16:30	08:00	16:30	7:45	7:45	0.00
14	AB Manufacturing Stores	Briggs, Phillip (8)	8 MAN1476	Sun, 27 Mar 2022 08:00-16:30	08:00	16:30	7:45	7:45	0.00
15	AB Manufacturing Stores	Briggs, Phillip (8) Total	MAN1476		38:00	0:00	0:00	0:00	38:00
16	AB Manufacturing Stores	Briggs, Phillip (8) Total	MAN1476		37:35	0:00	0:00	0:00	37:35
17	AB Manufacturing Fitting	Gibbons, Ronald (20)	20 LVP2272	Mon, 21 Mar 2022 08:00-16:30	08:00	16:15	8:00	8:00	0.00
18	AB Manufacturing Fitting	Gibbons, Ronald (20)	20 LVP2272	Tue, 22 Mar 2022 08:00-16:30	08:00	16:15	8:00	8:00	0.00
19	AB Manufacturing Fitting	Gibbons, Ronald (20)	20 LVP2272	Wed, 23 Mar 2022 08:00-16:30	08:00	16:15	8:00	8:00	0.00
20	AB Manufacturing Fitting	Gibbons, Ronald (20)	20 LVP2272	Thu, 24 Mar 2022 08:00-16:30	08:00	16:15	8:00	8:00	0.00
21	AB Manufacturing Fitting	Gibbons, Ronald (20)	20 LVP2272	Fri, 25 Mar 2022 08:00-16:30	08:00	16:15	8:00	8:00	0.00
22	AB Manufacturing Fitting	Gibbons, Ronald (20)	20 LVP2272	Sat, 26 Mar 2022 08:00-16:30	08:00	16:15	8:00	8:00	0.00
23	AB Manufacturing Fitting	Gibbons, Ronald (20)	20 LVP2272	Sun, 27 Mar 2022 08:00-16:30	08:00	16:15	8:00	8:00	0.00
24	AB Manufacturing Fitting	Gibbons, Ronald (20) Total	LVP2272		39:45	0:00	0:00	0:00	39:45
25	AB Manufacturing Fitting	Gibbons, Ronald (20) Total	LVP2272		39:45	0:00	0:00	0:00	39:45
26	AB Manufacturing Fitting	Kennedy, William (14)	14 MAN1654	Mon, 21 Mar 2022 08:00-16:30	08:00	17:15	7:45	7:45	0.00
27	AB Manufacturing Fitting	Kennedy, William (14)	14 MAN1654	Tue, 22 Mar 2022 08:00-16:30	08:00	17:15	7:45	7:45	0.00
28	AB Manufacturing Fitting	Kennedy, William (14)	14 MAN1654	Wed, 23 Mar 2022 08:00-16:30	08:00	17:15	7:45	7:45	0.00
29	AB Manufacturing Fitting	Kennedy, William (14)	14 MAN1654	Thu, 24 Mar 2022 08:00-16:30	08:00	17:15	7:45	7:45	0.00
30	AB Manufacturing Fitting	Kennedy, William (14)	14 MAN1654	Fri, 25 Mar 2022 08:00-16:30	08:00	17:15	7:45	7:45	0.00
31	AB Manufacturing Fitting	Kennedy, William (14)	14 MAN1654	Sat, 26 Mar 2022 08:00-16:30	08:00	17:15	7:45	7:45	0.00
32	AB Manufacturing Fitting	Kennedy, William (14)	14 MAN1654	Sun, 27 Mar 2022 08:00-16:30	08:00	17:15	7:45	7:45	0.00
33	AB Manufacturing Fitting	Kennedy, William (14) Total	MAN1654		11:00	0:00	0:00	0:00	11:00
34	AB Manufacturing Fitting	Kennedy, William (14) Total	MAN1654		11:00	0:00	0:00	0:00	11:00
35	AB Manufacturing Paint	Oldham, Thomas (12)	12 MAN1741	Mon, 21 Mar 2022 08:00-16:30	08:00	17:30	8:00	8:00	0.00
36	AB Manufacturing Paint	Oldham, Thomas (12)	12 MAN1741	Tue, 22 Mar 2022 08:00-16:30	08:00	17:30	8:00	8:00	0.00
37	AB Manufacturing Paint	Oldham, Thomas (12)	12 MAN1741	Wed, 23 Mar 2022 08:00-16:30	08:00	17:30	8:00	8:00	0.00
38	AB Manufacturing Paint	Oldham, Thomas (12)	12 MAN1741	Thu, 24 Mar 2022 08:00-16:30	08:00	17:30	8:00	8:00	0.00
39	AB Manufacturing Paint	Oldham, Thomas (12)	12 MAN1741	Fri, 25 Mar 2022 08:00-16:30	08:00	17:30	8:00	8:00	0.00
40	AB Manufacturing Paint	Oldham, Thomas (12)	12 MAN1741	Sat, 26 Mar 2022 08:00-16:30	08:00	17:30	8:00	8:00	0.00
41	AB Manufacturing Paint	Oldham, Thomas (12)	12 MAN1741	Sun, 27 Mar 2022 08:00-16:30	08:00	17:30	8:00	8:00	0.00
42	AB Manufacturing Paint	Oldham, Thomas (12) Total	MAN1741		48:00	0:00	0:00	0:00	48:00
43	AB Manufacturing Paint	Oldham, Thomas (12) Total	MAN1741		48:00	0:00	0:00	0:00	48:00

Absence Listing – Easily identify absences on the system i.e. holidays, sickness etc.

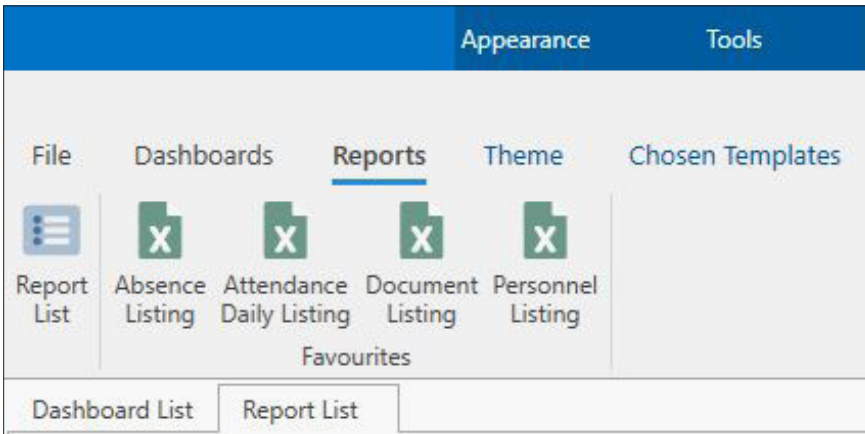
Absence Listing										
Employee ID	First Name	Last Name	Policy	Absence from	Absence to	Entitlement deduction	Absence category	Absence type	Authorisation status	Authorised by
1	Dave	Webb	Production Employee	14/02/2022	18/02/2022	5	Holiday	Holiday Full Day	Approved	Admin
2	Dave	Webb	Production Employee	24/02/2022	28/02/2022	4	Holiday	Holiday Full Day	Approved	Admin
3	Dave	Webb	Production Employee	25/02/2021	25/02/2021	1	Holiday	Holiday Full Day	Approved	Admin
4	Dave	Webb	Production Employee	22/12/2021	22/12/2021	2	Holiday	Holiday Full Day	Approved	Admin
5	Dave	Webb	Production Employee	12/04/2021	12/04/2021	1	Holiday	Holiday Full Day	Approved	Admin
6	Dave	Webb	Production Employee	12/07/2021	16/07/2021	5	Holiday	Holiday Full Day	Approved	Admin
7	Dave	Webb	Production Employee	19/07/2021	19/07/2021	1	Holiday	Holiday Full Day	Approved	Admin
8	Michael	Cooper	Production Employee	04/10/2021	08/10/2021	5	Holiday	Holiday Full Day	Approved	Admin
9	Michael	Cooper	Production Employee	12/04/2021	16/04/2021	5	Holiday	Holiday Full Day	Approved	Admin
10	Michael	Cooper	Production Employee	26/04/2021	30/04/2021	5	Holiday	Holiday Full Day	Approved	Admin
11	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
12	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
13	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
14	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
15	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
16	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
17	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
18	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
19	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
20	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
21	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
22	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
23	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
24	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
25	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
26	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
27	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
28	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
29	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
30	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
31	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
32	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
33	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
34	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
35	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
36	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
37	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
38	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
39	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
40	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
41	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
42	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
43	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
44	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
45	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
46	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
47	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
48	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
49	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
50	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
51	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
52	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
53	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
54	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
55	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
56	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin
57	Michael	Cooper	Production Employee	28/12/2021	28/12/2021	1	Holiday	Holiday Full Day	Approved	Admin

## Selecting a Report Template

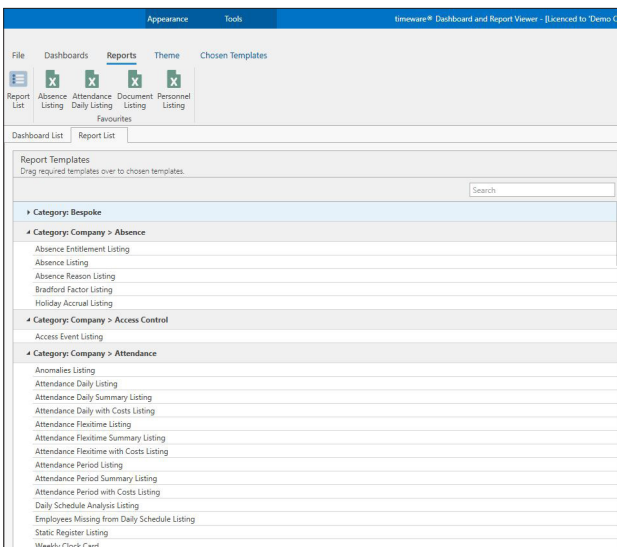
1. Log in to the timeware® Dashboard and Report Viewer



2. On the context menu at the top, select Reports and then click Report List



3. You will be presented with two 'columns' which are "Report Templates" and "Chosen Reports Templates". The list on the left is all the available reports to you.



- When you find a Report you wish to run, left click on the template and drag it over to the right hand side ('Chosen Reports Templates'). You'll notice that the right-hand side of the screen will turn green while you are dragging the Report. If you see this, you are doing it correctly and just need to let go of the left click.

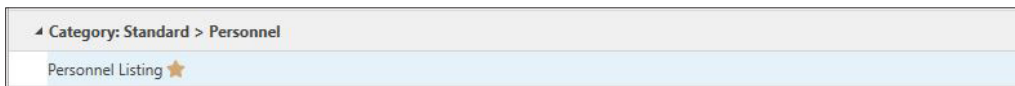


- You now have a Report that can be ran and configured

Chosen Report Templates	
<input type="text" value="Search"/>	
Category: Company > Absence	
Absence Listing ★	
Bradford Factor Listing	
Category: Company > Attendance	
Attendance Daily Listing ★	
Category: Company > Dashboard Companion > Working Time Regulations	
WTR Overview	
Category: Company > Personnel	
Disciplinary Listing	
Document Listing ★	
Employment Listing	
Personnel Listing	
Category: Standard > Personnel	
Personnel Listing ★	

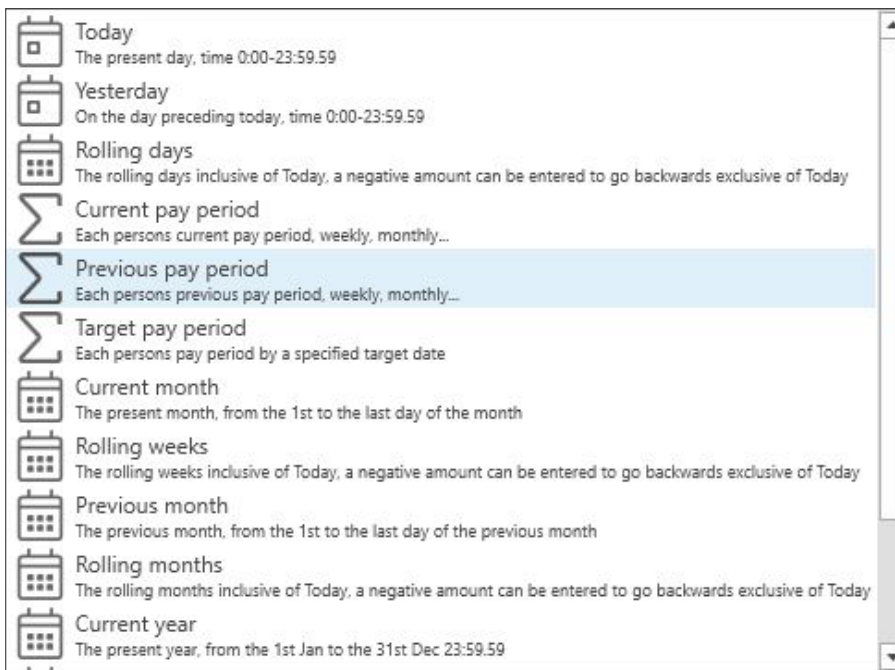
## Configuring the properties of a Report

1. Highlight the Report which you've previously selected in the last step of this tutorial. You'll notice a cog icon. This is the Report properties. Click on this to configure the Report.



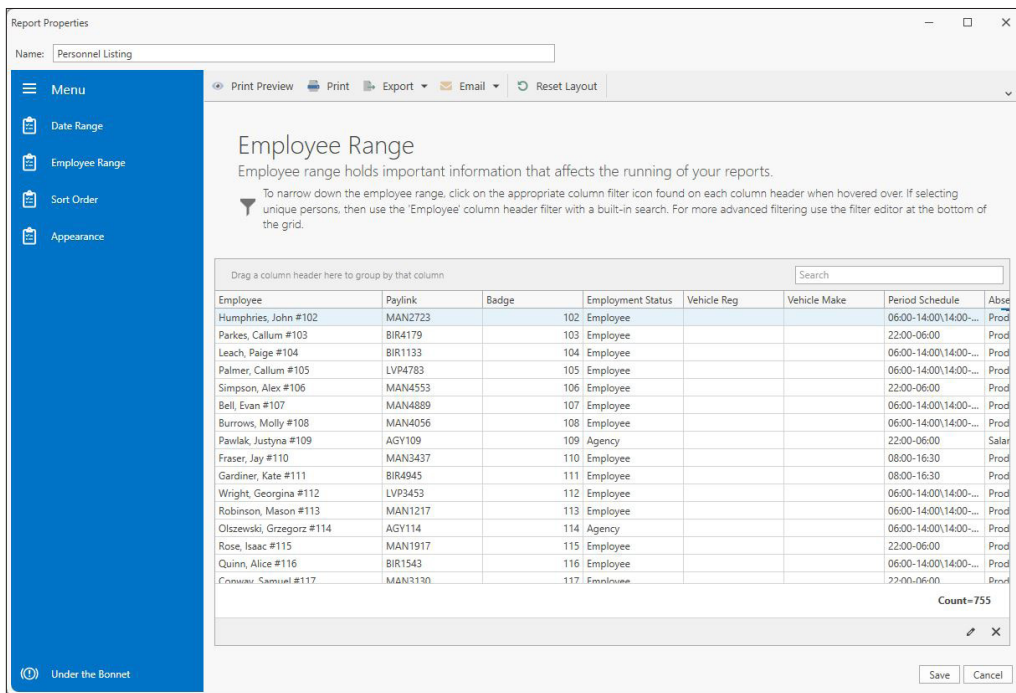
2. The First Screen you will be presented with is "Date Range". This is where you can configure the dates for the report. Please note that not all reports contain a date range as some don't require them. Ones that do not require them will have "None" in the range.

Change the range type dropdown menu to access a variety of date range options and configure to your preference.

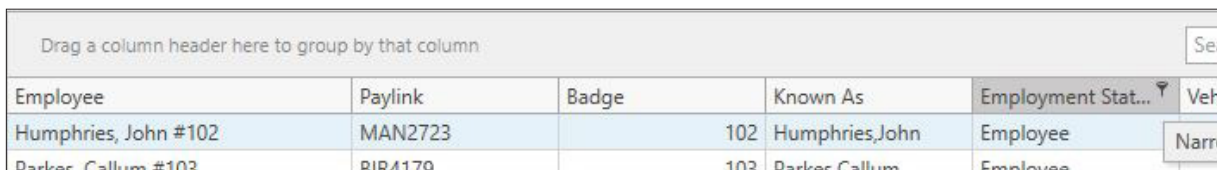


Link to Configuring the properties of a Report

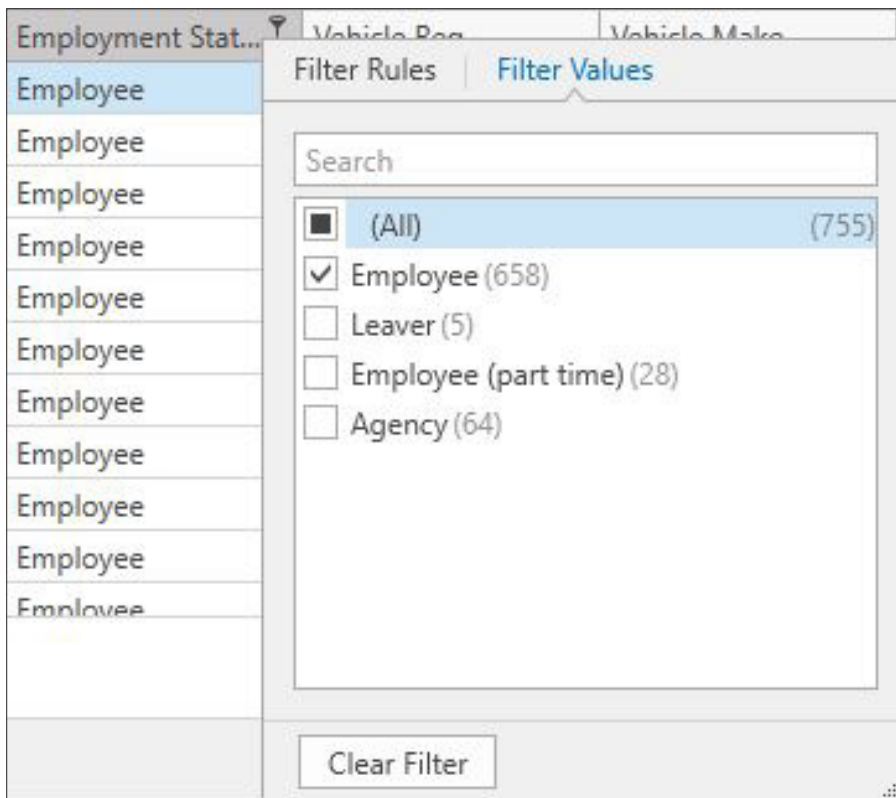
- The next option on the left-hand side is "Employee Range". This is who you are going to be running the report for. By default, it is going to show everyone your user can see if running a 'Standard' Report or everyone at the company if running a 'company' Report. You'll notice in the bottom right of the image it says "Count=755". With that value in mind, I know the report is running for 755 employees.



- To narrow down the employees, firstly highlight the setting you wish to filter by. In my example I'm going to say I don't want to see leavers. I highlight over the "Employment Status" and it prompts me with a little Pin Icon.



5. Click on the pin icon and it will present you with a way to select which options you want to show. In my example I only want to see employees so I tick just employees. You can tick as many as you require!



6. Once selected you'll notice that the count in the bottom right of the screen will have changed based off what you selected.

**Count=658**

- You can change as many properties as you require to narrow down your employee range and tailor it to how you require. All the 'Headers' on the employee range page contain a Pin icon where you can narrow the range down.

Employee	Paylink	Badge	Employment Status	Vehicle Reg	Vehicle Make	Period Schedule
Humphries, John #102	MAN2723	102	Employee			06:00-14:00\14:00-22:00
Parkes, Callum #103	BIR4179	103	Employee			22:00-06:00
Leach, Paige #104	BIR1133	104	Employee			06:00-14:00\14:00-22:00
Palmer, Callum #105	LVP4783	105	Employee			06:00-14:00\14:00-22:00
Simpson, Alex #106	MAN4553	106	Employee			22:00-06:00
Bell, Evan #107	MAN4889	107	Employee			06:00-14:00\14:00-22:00
Burrows, Molly #108	MAN4056	108	Employee			06:00-14:00\14:00-22:00
Pawlak, Justyna #109	AGY109	109	Agency			22:00-06:00
Fraser, Jay #110	MAN3437	110	Employee			08:00-16:30
Gardiner, Kate #111	BIR4945	111	Employee			08:00-16:30
Wright, Georgina #112	LVP3453	112	Employee			06:00-14:00\14:00-22:00
Robinson, Mason #113	MAN1217	113	Employee			06:00-14:00\14:00-22:00
Olszewski, Grzegorz #114	AGY114	114	Agency			06:00-14:00\14:00-22:00
Rose, Isaac #115	MAN1917	115	Employee			22:00-06:00

- The next option on the left hand side is "Sort Order". This can be used to group employees on your reports, for example by department. The order that it will group employees is from the top option downwards, so my example will group by departments, then by the person.

Report Properties

Name: Personnel Listing

Sort Order

Sort order holds important information that affects the running of your reports.

Sort Order

Select order by: Department [X] Ascending

Select then by: Person [X] Ascending

Select then by: Ascending

Select then by: Ascending

Select then by: Ascending

9. The next option to adjust is the "Appearance". This is where the reports come in to their own. By default we've taken the approach that reports should be minimal on what they display, with the option for the user to select or deselect what features they do not want to appear on the reports. You'll notice that by default the Personnel Listing report only comes with "Person" and "Payroll", and when the report is ran that is the only data that shows.

Report Properties

Name:

- ☰ Menu
- 📅 Date Range
- 📅 Employee Range
- 📅 Sort Order
- 📅 Appearance

## Appearance

Appearance holds important information that affects the running of your reports.

Appearance ▲

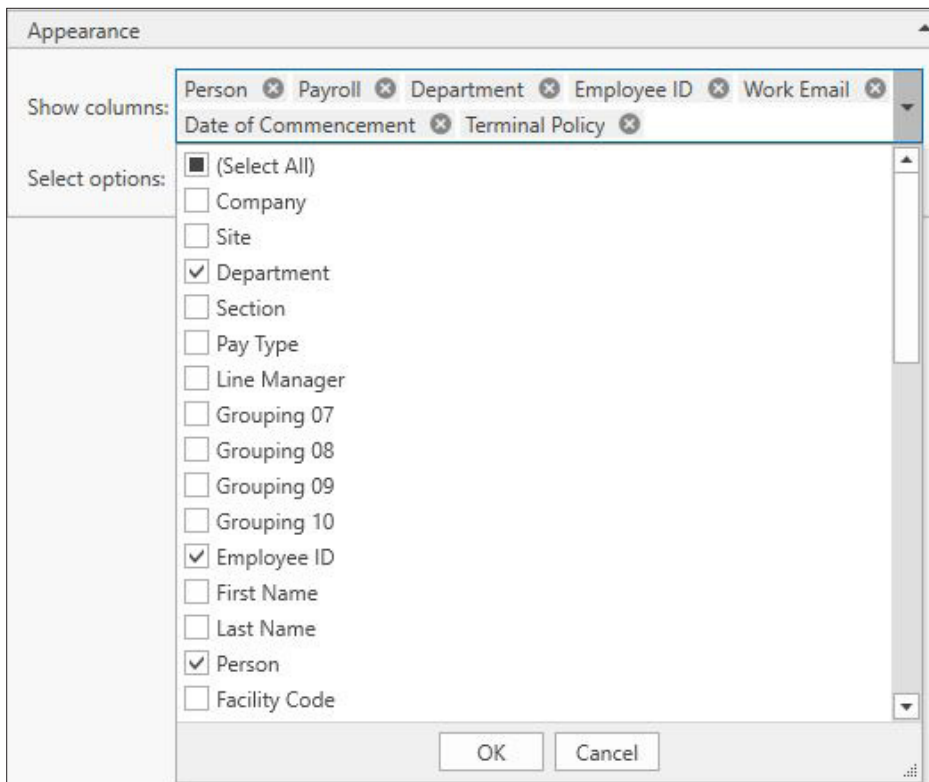
Show columns:

Select options:

	O	R
1	<b>Personnel Listing</b>	
2	<b>Essential</b>	
3	<b>General</b>	
4	<b>Person</b> <span style="float: right;">▼↑</span>	<b>Payroll</b> <span style="float: right;">▼</span>
5	Adamczyk, Agnieszka (370)	AGY370
6	Adamczyk, Artur (675)	AGY675
7	Adams, Ewan (741)	BIR3506
8	Adamska, Krystyna (691)	AGY691
9	Adamski, Olaf (253)	MAN2208
10	Ahmed, Mason (465)	MAN1838

10. You can click on the dropdown and you'll be presented with various options you can tick. Ticking an option will make that appear on the report. In my example I want to select department, employee ID, work email, date of commencement and Terminal Policy

Ticking these options will add them as options to the show columns area as per the image below. If you want to remove any, untick them.

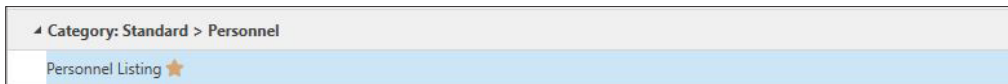


11. Once you are happy with the report properties, click Save in the bottom right.



## Running a Report

- Once the properties have been configured as per the previous section of this tutorial, you can either double click on the row of the report for it to run in excel format or you can press the green excel button when highlighted. Alternatively, you can press the PDF icon to run the report as a PDF.



Link to Running a Report

- You've just ran a report!

	C	L	O	R	V	X	AB
1	<b>Personnel Listing</b>						
2	<b>Essential</b>						
3	<b>Groupings</b>						
4	<b>Department</b>	<b>Employee ID</b>	<b>Person</b>	<b>Payroll</b>	<b>Work Email</b>	<b>Date of Commencement</b>	<b>Terminal Policy</b>
5	Production	370	Adamczyk, Agnieszka (370)	AGY370	Agnieszka.Adamczyk@notused.com	Tue, 4 Jun 2013	Factory Employees
6	Yard	675	Adamczyk, Artur (675)	AGY675	Artur.Adamczyk@notused.com	Wed, 5 May 2021	Factory Employees
7	Production	741	Adams, Ewan (741)	BIR3506	Ewan.Adams@notused.com	Fri, 22 Sep 1995	Factory Employees
8	Health & Safety	691	Adamska, Krystyna (691)	AGY691	Krystyna.Adamska@notused.com	Sat, 27 Mar 2004	Office Access Mon to Fri Only
9	Warehouse	253	Adamski, Olaf (253)	MAN2208	Olaf.Adamski@notused.com	Wed, 8 May 2013	Factory Employees
10	Warehouse	465	Ahmed, Mason (465)	MAN1838	Mason.Ahmed@notused.com	Sat, 28 Jul 2018	Factory Employees
11	Production	441	Akhtar, Owen (441)	MAN1361	Owen.Akhtar@notused.com	Fri, 22 Sep 2017	Factory Employees
12	Production	297	Alexander, Alfie (297)	MAN3498	Alfie.Alexander@notused.com	Thu, 17 May 2018	Factory Employees
13	Production	251	Ali, Sam (251)	MAN4666	Sam.Ali@notused.com	Fri, 9 Aug 2019	Factory Employees
14	Production	341	Allan, Danielle (341)	AGY341	Danielle.Allan@notused.com	Wed, 1 Jun 2011	Factory Employees
15	Warehouse	201	Allen, Dave (201)	LVP1680	Dave.Allen@notused.com	Thu, 11 Feb 2021	Office Access Mon to Fri Only
16	Production	225	Allen, Ellis (225)	BIR1104	Ellis.Allen@notused.com	Wed, 17 Jul 1991	Factory Employees
17	General Office	71	Allen, Lawrence (71)	BIR3791	Lawrence.Allen@notused.com	Mon, 22 Jan 2007	Factory Employees
18	Production	686	Anderson, Archie (686)	MAN3989	Archie.Anderson@notused.com	Tue, 27 Nov 2001	Factory Employees
19	Production	151	Anderson, Jack (151)	BIR1534	Jack.Anderson@notused.com	Fri, 26 Aug 1988	Factory Employees
20	Production	504	Andrews, Jamie (504)	MAN3472	Jamie.Andrews@notused.com	Fri, 8 Jan 1999	Factory Employees
21	Production	580	Archer, Elliot (580)	BIR1956	Elliot.Archer@notused.com	Sat, 26 Mar 1994	Factory Employees
22	Production	622	Armstrong, Louie (622)	BIR2840	Louie.Armstrong@notused.com	Sun, 12 Jun 2016	Factory Employees
23	Production	385	Arnold, Joe (385)	BIR4501	Joe.Arnold@notused.com	Sun, 10 Aug 2014	Factory Employees
24	Warehouse	205	Ashton, Emma (205)	LVP4251	Emma.Ashton@notused.com	Sat, 17 Jul 1999	Factory Employees
25	Engineering	44	Atherton, Walter (44)	MAN3957	Walter.Atherton@notused.com	Tue, 23 Jan 2007	Office Access Mon to Fri Only
26	Production	495	Atkins, Kian (495)	BIR2467	Kian.Atkins@notused.com	Sun, 13 Apr 1997	Factory Employees
27	Production	360	Atkinson, Zachary (360)	BIR2423	Zachary.Atkinson@notused.com	Fri, 25 Dec 2015	Factory Employees
28	Production	736	Austin, Bailey (736)	BIR3794	Bailey.Austin@notused.com	Wed, 5 May 1999	Factory Employees
29	Production	595	Bailey, Craig (595)	MAN1593	Craig.Bailey@notused.com	Thu, 30 Nov 2006	Factory Employees
30	Warehouse	374	Bailey, Harley (374)	BIR2300	Harley.Bailey@notused.com	Sat, 5 Mar 2011	Factory Employees
31	Production	129	Bailey, Molly (129)	BIR2288	Molly.Bailey@notused.com	Mon, 15 Aug 1988	Factory Employees
32	Production	283	Baker, Jodie (283)	BIR3460	Jodie.Baker@notused.com	Sat, 12 Apr 2014	Factory Employees
33	General Office	73	Baker, Tia (73)	MAN3115	Tia.Baker@notused.com	Wed, 24 Jan 2007	Factory Employees
34	General Office	74	Baker, Valentina (74)	MAN1254	Valentina.Baker@notused.com	Thu, 25 Jan 2007	Factory Employees
35	Production	740	Baldwin, Freddie (740)	BIR4952	Freddie.Baldwin@notused.com	Sun, 10 Feb 2013	Factory Employees
36	Production	150	Ball, Isaac (150)	BIR3446	Isaac.Ball@notused.com	Fri, 1 Aug 2003	Factory Employees
37	General Office	89	Ballson, Aaron (89)	MAN4012	Aaron.Ballson@notused.com	Fri, 26 Jan 2007	Factory Employees
38	General Office	82	Banks, Ronnie (82)	MAN1162	Ronnie.Banks@notused.com	Sat, 27 Jan 2007	Factory Employees

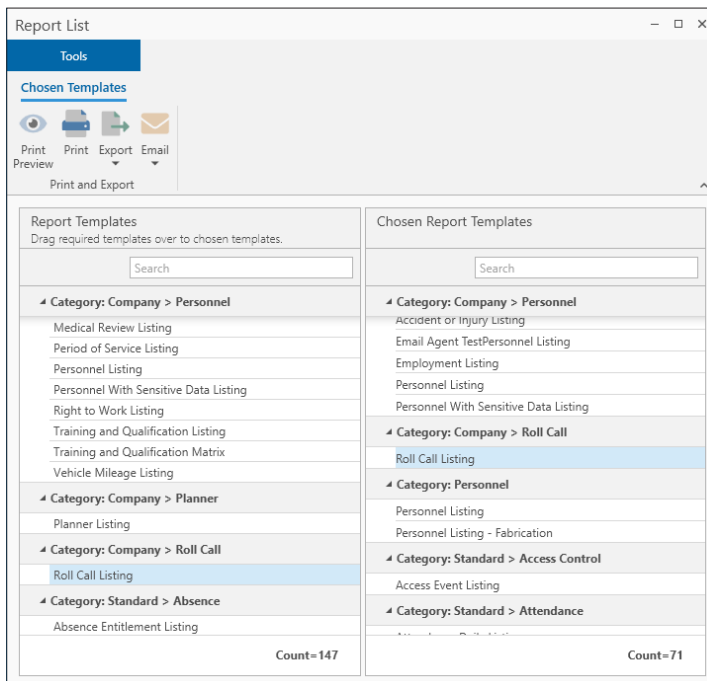
## Configuring a roll call report

The roll call report can provide your company with an up to date and accurate view of employees currently clocked "On-Site" at your company. This can be of great benefit to many a customer and can be emailed automatically in the event of a fire in conjunction with a timeware Fire Alarm Monitor.

1. We will be selecting, configuring, and running the report using all the methods outlined in previous sections of this module. The report to use is called Roll Call Listing found in the Roll Call template section.



Link to Configuring a roll call report



2. Report configuration for the Roll Call Listing is outlined in the Configuring the properties of a report section.

3. Once you are happy with the properties, you can run the report. When the report runs, a menu will appear. This is where you can select which devices you want to take the roll call from. Select the devices you require and then press Next.

Roll Call Listing - Report Range

**Terminals**  
Select terminals you wish to include within your report.

<input type="checkbox"/>	Include terminals that no longer exist	<input type="button" value="Select all"/> <input type="button" value="Deselect all"/>
<input checked="" type="checkbox"/>	GPS	
<input type="checkbox"/>	Employee Self Service	
<input type="checkbox"/>	v12	
<input checked="" type="checkbox"/>	N2	
<input type="checkbox"/>	N2	

4. You will be presented with a list of Zones which may differ based on company. Most roll call reports are to alert customers to who is On-Site/in the building, in which case the IN zone can be used. If you want all employees regardless of where they are to appear, select them all. Press Apply.