

Check Ins

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Historical Reporting

The screenshot shows the A2B Staging application interface. The sidebar on the left contains links to My Dashboard, My Account, Workforce (highlighted), Documents, Finances, Incident Reports, Messages, and Configuration. The top header displays the A2B logo, the word 'Staging', and the user's name 'Adam Debono' with a notification badge showing '9'. The main content area is titled 'Check In Summary' and includes a '< Back' link, an 'Export' button, and filter controls for Date (08/11/2021 to 14/11/2021), a Date dropdown, and a Duty filter. Below the filters, there are two tabs: 'Deliveries' (selected) and 'Amounts'. The table displays data for the period from 8/11/2021 to 14/11/2021, with columns for Date, XL, DD, DoE, Sort, and PCLS. Each row has a 'Details' button.

Date	XL	DD	DoE	Sort	PCLS	
8/11/2021	0	0	0	10:00	0	Details
9/11/2021	0	0	0	00:00	0	Details
10/11/2021	0	0	0	00:00	0	Details
11/11/2021	17	2	0	00:00	120	Details
12/11/2021	0	0	0	00:00	0	Details
13/11/2021	0	0	0	00:00	0	Details
14/11/2021	0	0	0	00:00	0	Details

You are able to report on historical check in data for any date period you wish. On the check ins landing page, there is a summary of data under the heading "This Week". Clicking the "Details" or "This Month" buttons will take you the breakdowns for the current week or month to date respectively.

Once on the summary page, you can choose between two reports:

- "Deliveries" shows a breakdown of all undelivered items
- "Amounts" shows the breakdown of rate data

By default you the summary will be broken down by day, however you can change this to show data for each user. Simply select "User" from the dropdown in the filter bar. The filter bar also contains controls to change the date range, and filter by Duty.

You can select "Details" on any row to view a more detailed breakdown. You can also export the data to either CSV or PDF.