

# Workforce Management

- Check Ins
  - Historical Reporting

# Check Ins

# Historical Reporting

The screenshot shows the 'Check In Summary' page in the A2B Staging application. The sidebar on the left contains links to My Dashboard, My Account, Workforce (selected), Documents, Finances, Incident Reports, Messages, and Configuration. The top header shows the user 'Adam Debono' with a notification badge. The main content area has a 'Back' link, the title 'Check In Summary', and an 'Export' button. Below the title are filters for 'Date' (08/11/2021 to 14/11/2021) and 'Duty'. There are 'Clear' and 'Filter' buttons. The data is presented in a table with two tabs: 'Deliveries' (selected) and 'Amounts'. The table has 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
9/11/2021	0	0	0	00:00	0
10/11/2021	0	0	0	00:00	0
11/11/2021	17	2	0	00:00	120
12/11/2021	0	0	0	00:00	0
13/11/2021	0	0	0	00:00	0
14/11/2021	0	0	0	00:00	0

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.