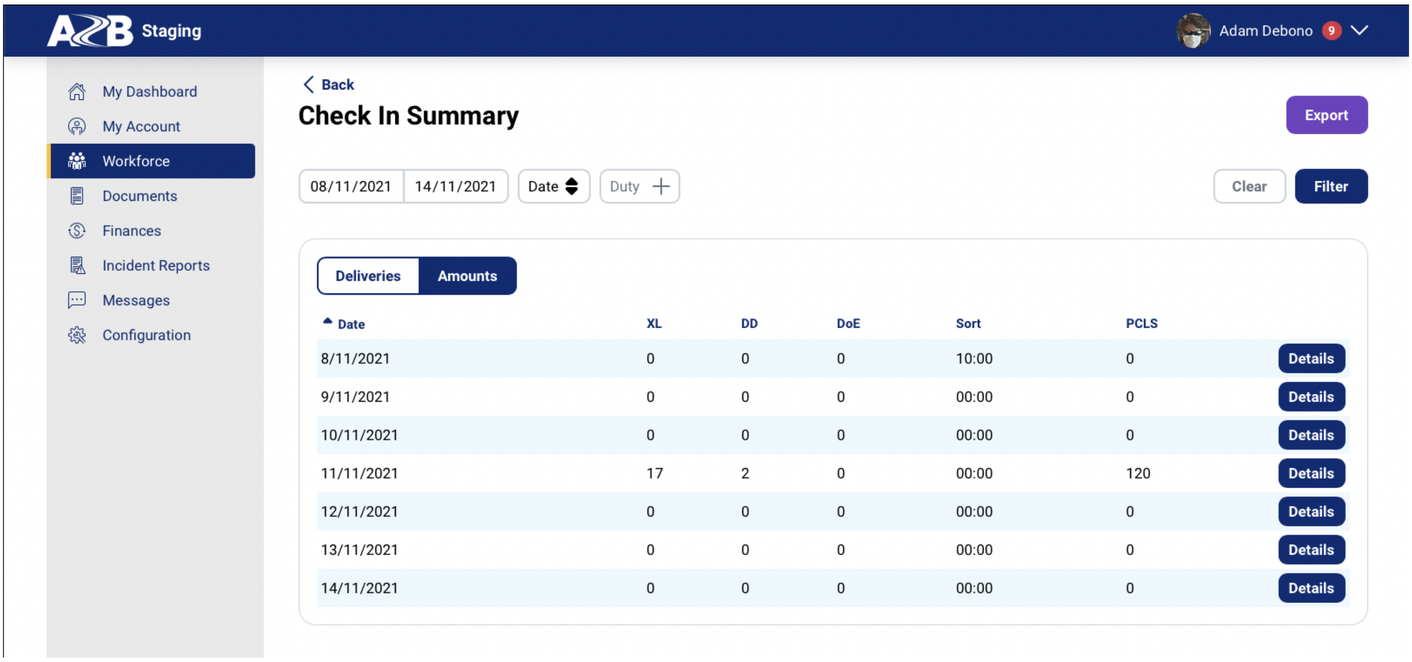
Workforce Management

Check Ins

Historical Reporting



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.