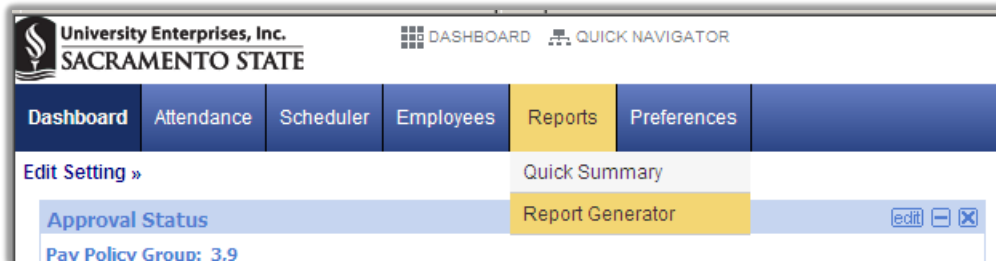


Supervisor – How to Run Reports

The timekeeping system comes with many “pre-configured” reports that are ready for you to select and preview in three easy steps.

1. Select “Reports”, then “Report Generator” from the drop down menu.



2. From the left column under “Public Reports”, select a report to bring up the properties configuration.



3. Select the “Preview” tab to review and print the report.