

This option enables you to print selected reports to which you have been granted access using the CS Time Configuration module.

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## Requirement

A PDF viewer or web browser plug-in e.g. Adobe Reader.

## Information Displayed

When selecting the **Reports** option, a page will be displayed a list of reports that have been assigned to you.

### Reports

Select a Report and click the Print button

CODE ▾	Report	Date Modified	Time Modified
51	Employee- Name List Report by Employee	04/11/2005	15:19:59
71	Hours- Daily Hours Timesheet Summary by Classifica	24/03/2006	13:29:01
72	Hours- Daily Hours Timesheet Summary by Employee	04/11/2005	15:23:12
79	Hours- Payroll Hours Timesheet by Classification	24/03/2006	14:17:36
80	Hours- Payroll Hours Timesheet by Employee	15/12/2005	9:14:29
84	Leave- Leave by Employee	04/11/2005	15:26:35

 Print

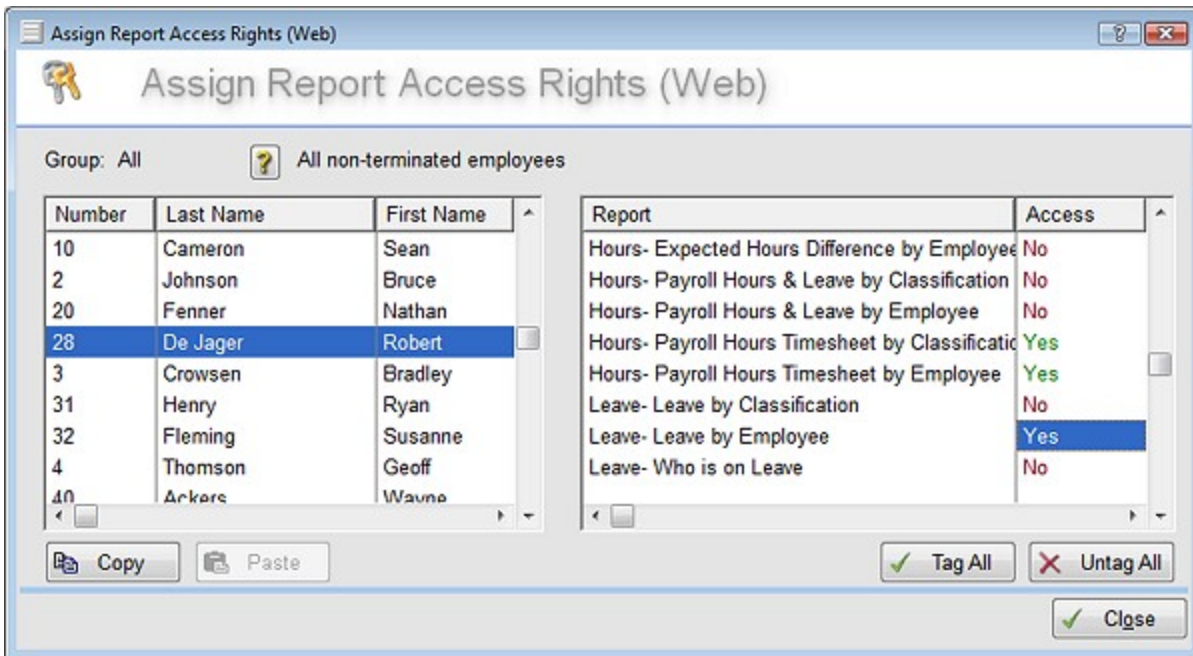
A maximum of 15 records are shown on a page.

Use the **First**, **Previous**, **Next** and **Last** buttons to scroll between the pages.

## Using Reports

### Assigning Reports

Web users are assigned access to reports via the CS Time Configuration module using the **Assign Reports to Users (Web)** option from the **Reports** dropdown menu.



By double-clicking on the current report access status, the report will be enabled (Yes) or disabled (No) for the selected employee in the CS Time Web interface.

### Printing a Report

Select the report in the list you wish to print and then click on the **Print** button.

Depending on the type of report, the next page will require input to define the report parameters.

Report Options

**Destination:**  Screen  Email

**Email Address:**

**Make PDF File**

**Enter Leave Type**

**Show Not Approved**

**Show Pending**

**Show Approved**

**From Date**  dd/mm/yyyy

**To Date**  dd/mm/yyyy

**PrimarySort**  ▼

**Select Employees:**

<div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;">All non-terminated employees</div> <div style="padding: 2px;">           All employees            Department: Department Not            Department: Admin            Department: Development            Department: Support            Department: Technical            Admin &amp; Support Group         </div>	<div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;">-- All Employees in Group --</div> <div style="padding: 2px;">           [40] Ackers, Wayne            [28] De Jaqer, Robert            [20] Fenner, Nathan            [32] Fleming, Susanne            [7] Gibbs, Tracy            [31] Henry, Ryan            [8] Van Der Merwe, Careen         </div>
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✓ Print
✕ Cancel

Select between printing the report to screen or Email. If you have selected email a field to enter the Email Address will become available. When you email a report the report attachment will by default be a text document, but you also have an option to email it as a PDF attachment by selecting **Make PDF File**. A report printed to screen will be printed as a new page in the web browser.

Next select the report options e.g. From date, To Date, Primary Sort, etc.

Note on the **Select Employees** option: you can select a group of employees in the column on the left. All the employees in the group will then be displayed in the column on the right. If you want to print a report for one employee, select the employee name in the column on the right.

**Please Note:** Employee groups or employee selections for reports are limited to the employee who is logged into the web interface and if they are a supervisor, to those employees who fall in their group.

Select the **Print** button to generate the report.

Employee No	Name	From	To	Reason	Shift	Approved	Decision By
20	Fenner, Nath	19/12/11	23/12/11	Paid -	SUPP	Yes	
20	Fenner, Nath	27/12/11	30/12/11	Paid -	SUPP	Yes	
8	Van Der Merw	12/10/11	12/10/11	Sick - Cold	SUPP	Pending	
8	Van Der Merw	27/12/11	27/12/11	Paid -	SUPP	Yes	

Above is an example of a report printed to screen.

Permalink: <http://tinyurl.com/z96a69j>