

BIOSITE

ASSA ABLOY

Generating Reports

QSG.11.1.P.N

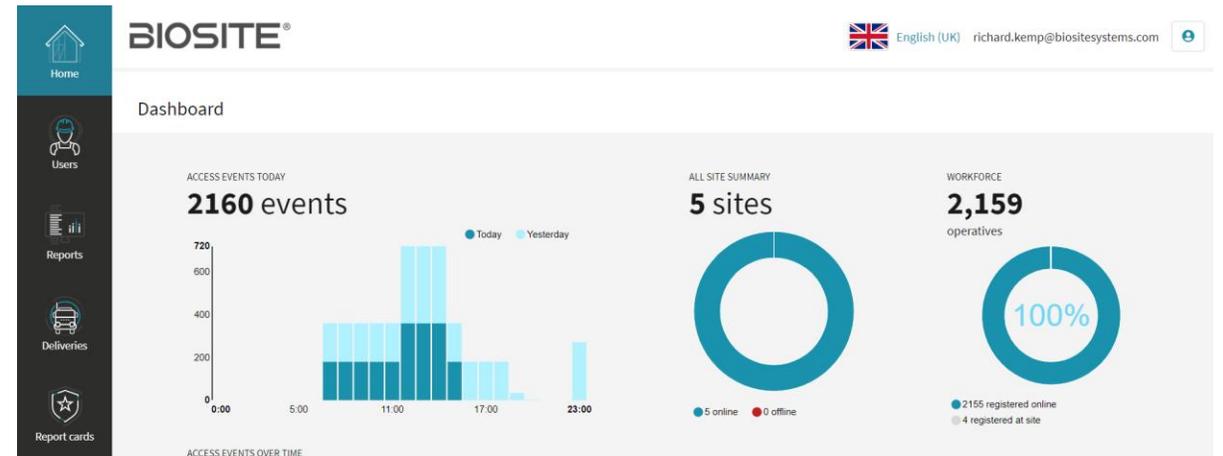
0121 374 2939 (Option 1)
support@biositesystems.com

Generating Reports

Reports Menu

BIOSITE
ASSA ABLOY

From the dashboard select **Reports** from the side menu



Generating Reports

Reports Menu



From the dashboard select **Site reports** from the side menu

The screenshot shows the BIOSITE web application interface. The top navigation bar includes the BIOSITE logo, a language selector for English (UK), and a contact email address: richard.kemp@biositesystems.com. A side menu on the left contains icons for Home, Users, Reports, Deliveries, Report cards, and All tools. The Reports menu is expanded, showing sub-items: Reporting, Dashboard, Enterprise reports, and Site reports. The Enterprise reports sub-item is selected, displaying a list of reports under the heading 'Enterprise reports'. The list includes: Online induction, Payroll, Site statistics, Site summary, System performance, Time and attendance, and Workforce.

REPORT
Online induction
Payroll
Site statistics
Site summary
System performance
Time and attendance
Workforce

Generating Reports

Reports Menu

Click on the section under which your site is located

The screenshot displays the BIOSITE web application interface. On the left is a vertical navigation menu with icons and labels for Home, Users, Reports (highlighted in blue), Deliveries, Report cards, and All tools. The main content area shows the BIOSITE logo at the top left, a language selector (English (UK)) and user profile (richard.kemp@biositesystems.com) at the top right, and a heading "Select the site you want to work with". Below this is a "Selected site" dropdown menu showing "5 open sites" and a checked option for "Only open sites". Underneath is a section for "All sites" with a "NAME" dropdown and a "Demonstration Sites" link with a group icon. At the bottom of this section, it indicates "1 item".

Generating Reports

Reports Menu

Click on a Reports category
e.g. Time and Attendance

Select the Report you would
like to run from the list e.g.
Daily Access (Summary).

Note - This is merely an example. Other categories
such as Carbon can run reports such as a Local
Labour Report

The screenshot shows the BIOSITE web application interface. On the left is a dark sidebar menu with icons and labels for 'Home', 'Users', 'Reports', 'Deliveries', 'Report cards', and 'All tools'. The 'Reports' menu item is highlighted in blue. The main content area shows the 'BIOSITE' logo at the top left, a user profile 'English (UK) richard.kemp@biositesystems.com' at the top right, and a 'Time and attendance reports' section. Below this section is a table with a 'REPORT' header and a list of report options: 'Automatic clockout', 'Daily access (complete)', 'Daily access (summary)', 'Operative total days on site', 'Payroll', 'Site visitors (user types)', 'Total access', 'Total hours worked', 'Unique visitors', and 'Weekly access (complete)'. The 'Daily access (summary)' report is highlighted in blue.

Generating Reports

Reports Menu

You can adjust the filters using the blue tabs at the top.

Examples of the most popular filters are:

- Dates - Filter the date range.
- Organisations - Filter out to certain companies.
- User Fields - Can add any extra fields to the report such as Trade.

Note - Reports are highly customizable and these are only examples

The screenshot displays the BIOSITE web application interface. On the left is a dark sidebar menu with icons for Home, Users, Reports, Deliveries, Report cards, and All tools. The main content area is titled 'Daily access report (summary) Biosite Systems - Drayton Road' and includes a 'Generate' button. Below the title, there are tabs for 'Dates', 'Calculation', 'Organisations', 'Zones', 'Access Groups', 'User Fields', 'Formatting', and 'Access Report'. A 'Date Range' section contains two calendar grids for 'Start Date' (July 2021) and 'Finish Date' (August 2021). The 'Dates' tab is currently selected.

Generating Reports

Reports Menu

Click the blue **Generate** in the top right hand corner of the screen to run the report

The screenshot displays the BIOSITE web application interface. On the left is a dark sidebar menu with icons and labels: Home, Users, Reports (highlighted in blue), Deliveries, Report cards, and All tools. The main content area is white and features the BIOSITE logo at the top left, a language selector (English (UK)) and user email (richard.kemp@biositesystems.com) at the top right, and a 'Daily access report (summary)' for 'Drayton Road'. Below the title is a 'Generate' button and a 'Save New...' button. A 'Date Range' section contains two calendar pickers for 'Start Date' (July 2021) and 'Finish Date' (August 2021). The 'Generate' button is highlighted in blue in the original image.

Support

Biosite provide user support from
7.00am – 6.00pm Monday to Friday (exc.
Public holidays)

Should you need help please contact our
support team

0121 374 2939 (Option 1)
support@biositesystems.com

BIOSITE
ASSA ABLOY

