

BIOSITE

ASSA ABLOY

Scheduling Reports

QSG.12.2.P.N

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Scheduling Reports

Scheduling reports

Once you have set the filters you need for a report (**See Generating Biosite Reports**)

Click **Save New** and name your report.

The screenshot displays the BIOSITE web application interface. On the left is a dark sidebar with navigation icons for Home, Users, Reports, and Deliveries. The main content area is titled 'Automatic clockout report' for 'Biosite Systems - Meridan Apartment Complex'. It includes a 'Schedule' button and a 'Save New...' button with a mouse cursor hovering over it. Below the title are tabs for 'Dates', 'Organisations', 'User Fields', and 'Formatting'. The 'Dates' tab is active, showing two calendar grids for August 2021. The 'Start Date' calendar has the 30th and 31st selected. The 'Finish Date' calendar has the 31st selected.

BIOSITE®

Home

Site reports
Reporting

Meridan Apartment Complex
Change

IN THIS SECTION:

Basic
Time and attendance

Deliveries

Automatic clockout report Biosite Systems - Meridan Apartment Complex

Report on users who were automatically clocked out during the date range selected.

Schedule Generate

Save New... Load

Dates Organisations User Fields Formatting

Date Range Select a range of dates on which to report.

Start Date August 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	26	27	28	29	30	31
31	02	03	04	05	06	07

Finish Date August 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	26	27	28	29	30	31
31	02	03	04	05	06	07

Scheduling Reports

Scheduling reports

Click **Schedule**

Automatic clockout report Biosite Systems - Meridan Apartment Complex

Report on users who were automatically clocked out during the date range selected.

[Auto-Clock Out -MAC](#)

Dates Organisations User Fields Formatting

Date Range Select a range of dates on which to report.

Scheduling Reports

Scheduling reports

Choose the report you just saved in the **Options** field.

Select the **frequency** you want (**Weekly** or **Monthly**).

If weekly, pick the day you would like to receive the report

Scheduling Automatic clockout report ×

Options

Frequency

Options	Day	Frequency	<input type="text"/>	<input type="button" value="Q"/>
No schedules are configured for this report.				

Scheduling Reports

Scheduling reports

The details on when the report will run and what data it will contain will appear for you to confirm.

Click **Schedule**

Scheduling Automatic clockout report ×

Options

Auto-Clock Out -MAC

Frequency

Monthly

Scheduling this will report monthly:

Every 1st around 6.a.m.

Schedule

Next report via email on Wed 01/09/2021.

For Sun 01/08/2021 to Tue 31/08/2021.

Options

Day

Frequency



Auto-Clock Out -MAC

1st

monthly



Close

Scheduling Reports

Managing scheduled reports

Any other schedules for the same report will be shown at the bottom of the window.

Click on the **red bin** to delete the scheduled report and stop receiving emails.

Scheduling Automatic clockout report ×

Options

Auto-Clock Out -MAC

Frequency

Monthly

Scheduling this will report monthly:
Every 1st around 6.a.m.

Schedule

Next report via email on Wed 01/09/2021.
For Sun 01/08/2021 to Tue 31/08/2021.

Options

Day

Frequency



Auto-Clock Out -MAC

1st

monthly



Close

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

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