

BIOSITE

ASSA ABLOY

Generating a Unique Site Visitor Report

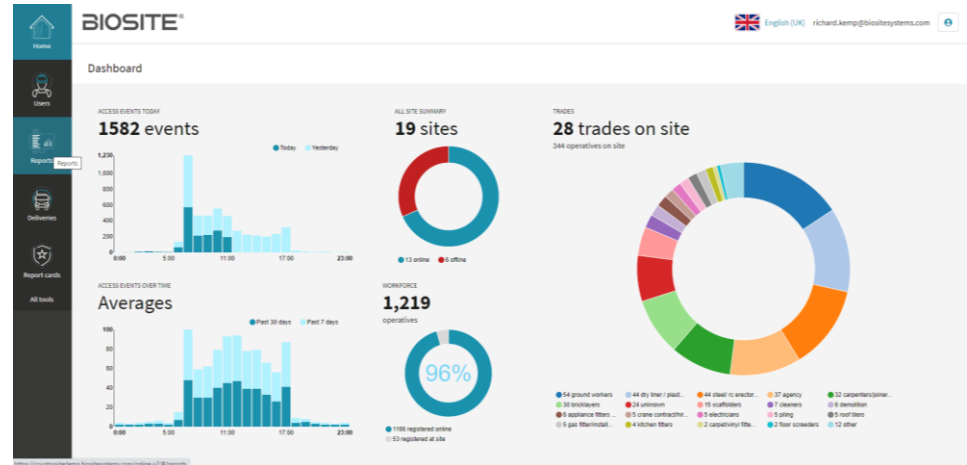
QSG.43.P.N.C

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

Generating a Unique Site Visitor Report

Dashboard

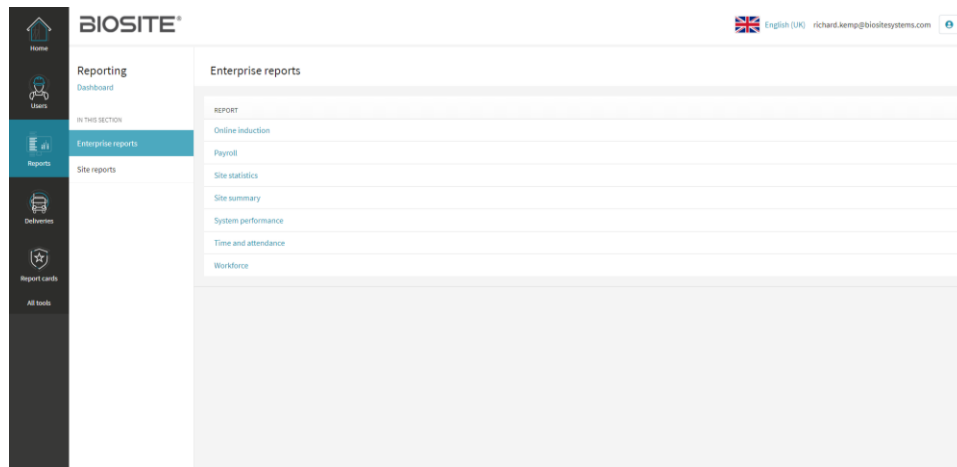
From the dashboard select **reports** from the menu on the left of the screen



Generating a Unique Site Visitor Report

Reports Menu

select **site reports** from the menu on the left of the screen

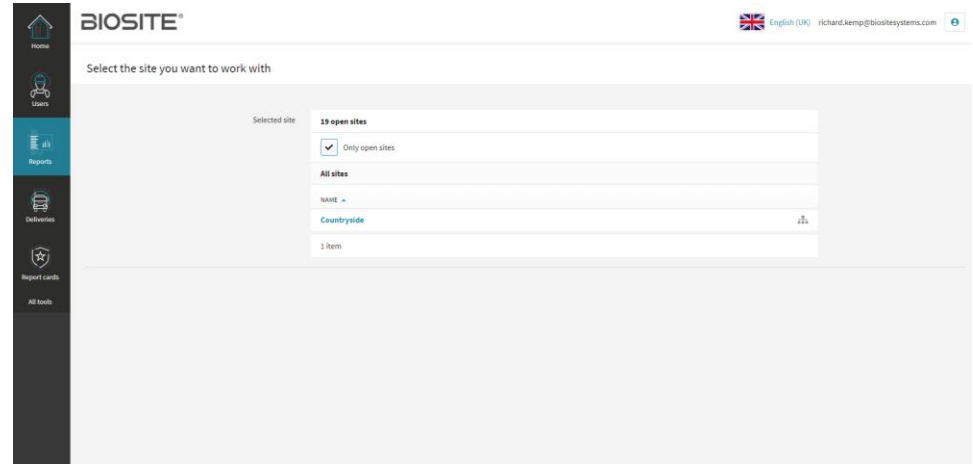


Generating a Unique Site Visitor Report

Reports Menu

Navigate to the site of interest by clicking the blue writing

Countryside



Generating a Unique Site Visitor Report

Site Reports Menu

Select **Time and attendance** from the site reports menu

The screenshot displays 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' section is expanded, showing a list of report types: Site reports, Reporting, Kings Road, Change, IN THIS SECTION, Basic, Time and attendance (highlighted), Carbon, Competency, Advanced, Delivery, Tax, and Legacy. The main content area shows the 'Time and attendance reports' page, which includes a table of available reports.

REPORT
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
Weekly access (complete)
Weekly access (summary)

Generating a Unique Site Visitor Report

Time and attendance Reports Menu

Select the **date range**
required

Unique visitors Countryside - Kings Road

Number of unique people that came from each organisation.

 Schedule

 Generate

Save New...

Load 

Dates

Zones

Organisations

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

Start Date

February 2021							
<	Mon	Tue	Wed	Thu	Fri	Sat	Sun
5	01	02	03	04	05	06	07
6	08	09	10	11	12	13	14
7	15	16	17	18	19	20	21
8	22	23	24	25	26	27	28
9	01	02	03	04	05	06	07
10	08	09	10	11	12	13	14

Finish Date

February 2021							
<	Mon	Tue	Wed	Thu	Fri	Sat	Sun
5	01	02	03	04	05	06	07
6	08	09	10	11	12	13	14
7	15	16	17	18	19	20	21
8	22	23	24	25	26	27	28
9	01	02	03	04	05	06	07
10	08	09	10	11	12	13	14


Generating a Unique Site Visitor Report

Time and attendance Reports Menu

Select the **zone**
required

Unique visitors Countryside - Kings Road

Number of unique people that came from each organisation.

 Schedule  Generate

Save New...

Load ▼

[Dates](#) [Zones](#) [Organisations](#)

Zone Options Select which zones to report on.

Filter



☒ Select All

☐ Select None

Main Site



Generating a Unique Site Visitor Report

Time and attendance Reports Menu

Select the
organisations
required

Unique visitors Countryside - Kings Road

Number of unique people that came from each organisation.

 Schedule

 Generate

Save New...


Load ▼

Dates

Zones

Organisations

Organisations Select organisations to be included in the report.

Please note: Only active organisations are selected by default. 

Filter



☒ Select All

☐ Select None

(not in any organisation)



Biosite Systems Ltd



Generating a Unique Site Visitor Report

Time and attendance Reports Menu

Select the
Save New...

Name the report that
has just been
configured

The screenshot shows the 'Unique visitors' report configuration page. A modal dialog titled 'Save Report Options' is open, featuring a text input field for the report name, a 'Save' button, and a 'Cancel' button. The background interface includes tabs for 'Dates', 'Zones', and 'Organisations'. Below the tabs, there is a 'Filter' input, a search icon, and buttons for 'Select All' and 'Select None'. A list of organisations is shown, with 'Biosite Systems Ltd' selected. The top right corner contains 'Schedule' and 'Generate' buttons, and the bottom right has a 'Load' dropdown menu.

Unique visitors Country
Number of unique people that came from es

Save Report Options

Name

Save Cancel

Dates Zones Organisations

Organisations Select organisations to be included in the report

Please note: Only active organisations are selected by default. ⓘ

Filter Q

☒ Select All ☐ Select None

(not in any organisation) ☐

Biosite Systems Ltd ☒

Schedule Generate

Load

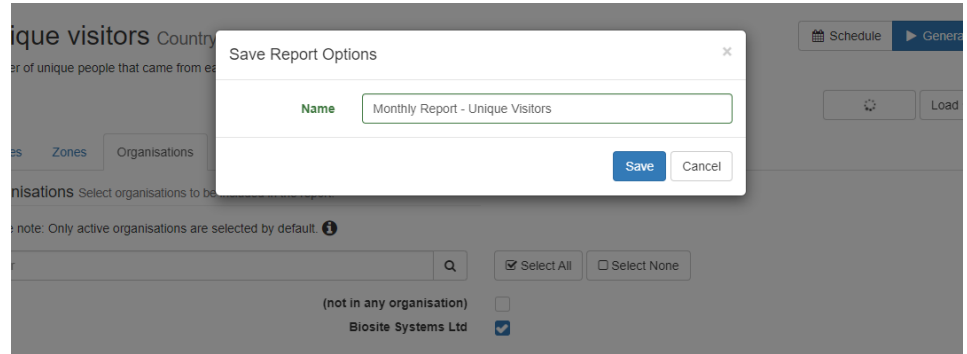
Generating a Unique Site Visitor Report

Time and attendance Reports Menu

Select the
Save New...

Name the report that
has just been
configured

Click **Save**



Generating a Unique Site Visitor Report

Time and attendance Reports Menu

The saved configuration will display in **blue writing**

To load this configuration click **load** and select from the **dropdown list** that then appears



Schedule



Generate

Monthly Report - Unique Visitors

Save Changes

Save New...

Load ▼



Schedule



Generate

Monthly Report - Unique Visitors

Save Changes

Save New...

Load ▼

Monthly Report - Unique Visitors

Generating a Unique Site Visitor Report

Time and attendance Reports Menu

Click **Generate** to produce the report

A report of unique visitors for the date range will display.

This can be printed, downloaded as a PDF or downloaded as a CSV file.

The screenshot shows the 'Report Unique visitors' interface. At the top, there are icons for print, PDF, CSV, and close, along with a 'Generate' button. The main header area displays the BIOSITE logo and the report title 'Countryside - Kings Road' for the period 'Mon. 1-Feb-2021 to Sun. 28-Feb-2021'. Below this, it specifies 'Unique Site Visitors (Numbers of Unique Visitors)'. A red banner indicates 'Reporting for: all zones.' and a note states 'This table shows the number of unique individuals who have visited the site during the specified period.' The table has two columns: 'Organisation' and 'Workers who Visited'. The data row shows 'Biosite Systems Ltd' with '0' visitors. A 'Total people: 0' is displayed at the bottom right. A footer note reads 'Report produced by BioSite Version 8.104.0 on behalf of Countryside on Tue: 9-Mar-2021 12:23:02.'

Organisation	Workers who Visited
Biosite Systems Ltd	0

Total people: 0

Report produced by BioSite Version 8.104.0 on behalf of Countryside on Tue: 9-Mar-2021 12:23:02.

Generating a Unique Site Visitor Report

Time and attendance Reports Menu

To schedule this saved report click **Schedule**

Select the report from the **Options** drop down menu

The screenshot shows a web application interface with a modal dialog titled "Scheduling Unique visitors". The dialog has a close button (X) in the top right corner. Inside the dialog, there are two dropdown menus: "Options" and "Frequency", both currently showing "-- choose --". Below these dropdowns is a blue "Schedule" button. At the bottom of the dialog, there is a table with three columns: "Options", "Day", and "Frequency". The table is currently empty, displaying the message "No schedules are configured for this report." Below the table is a "Close" button. In the background, partially visible, are buttons for "Schedule" (with a calendar icon), "Generate" (with a play icon), "Save New...", and "Load" (with a dropdown arrow).

Generating a Unique Site Visitor Report

Time and attendance Reports Menu

To schedule this saved report click **Schedule**

Select the report from the **Options** drop down menu

The screenshot shows a web application interface with a modal dialog titled "Scheduling Unique visitors". The dialog has a close button (X) in the top right corner. Inside the dialog, there are two labels: "Options" and "Frequency". The "Options" label is next to a dropdown menu that currently shows "-- choose --" and has a list item "Monthly Report - Unique Visitors" selected. The "Frequency" label is next to an empty input field. Below these fields is a blue "Schedule" button. At the bottom of the dialog, there is a table with three columns: "Options", "Day", and "Frequency". The table is currently empty, and below it, a message states "No schedules are configured for this report." There is a "Close" button in the bottom right corner of the dialog. In the background, partially visible, are buttons for "Schedule", "Generate", "Save New...", and "Load".

Generating a Unique Site Visitor Report

Time and attendance Reports Menu

Select weekly or
monthly from the
Frequency drop down
menu

The screenshot shows a software interface for generating a report. A modal window titled "Scheduling Unique visitors" is open. Inside, there are two main sections. The first section has a label "Options" in green and a dropdown menu currently showing "Monthly Report - Unique Visitors". Below this is a label "Frequency" in red and a dropdown menu showing "-- choose --", with "Weekly" and "Monthly" as visible options. The second section contains a table with headers "Options", "Day", and "Frequency". The table body is empty, with a message "No schedules are configured for this report." below it. A "Close" button is at the bottom right of the modal. In the background, a "Generate" button is visible.

Options	Day	Frequency
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No schedules are configured for this report.

Generating a Unique Site Visitor Report

Time and attendance Reports Menu

The saved report will be emailed to you in line with the frequency selected

Click Close

To stop the report being sent open the schedule and click the **red** bin icon

Scheduling Unique visitors

Options Monthly Report - Unique Visitors

Frequency Monthly

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

Next report via email on **Thu 01/04/2021**.
For **Mon 01/03/2021** to **Wed 31/03/2021**.

New report scheduled!

Schedule

Options	Day	Frequency	
Monthly Report - Unique Visitors	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

