

BIOSITE

ASSA ABLOY

Generating the Automatic Clockout report

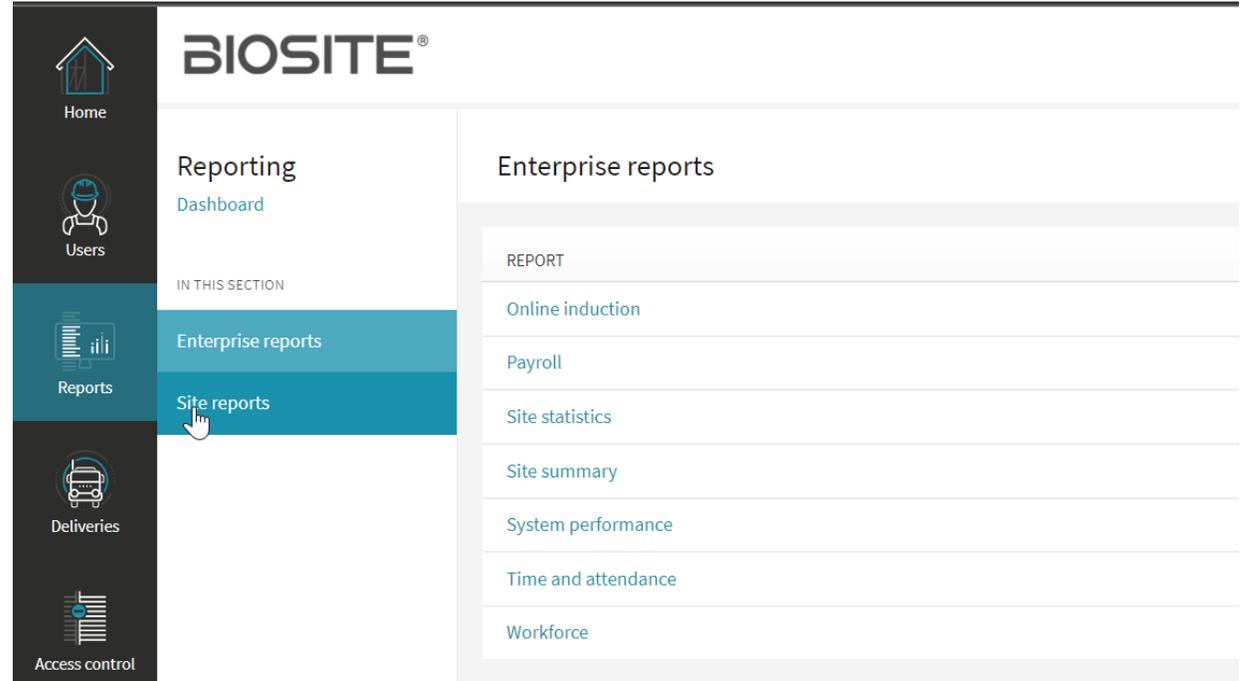
QSG.69.P.N

[0121 374 2939 \(Option 1\)](tel:01213742939)
support@biositesystems.com

Generating the Automatic Clockout report

Dashboard

In the portal click on **Reports** then click **Site Reports**



Generating the Automatic Clockout report

Site Reports

Select your region, then click on your **Site**

Select the site you want to work with

Selected site	3 open sites
	<input checked="" type="checkbox"/> Only open sites
	All sites → Demonstration Sites
	NAME ▲
	London Road
	Meridan Apartment Complex
	Solihull Stadium

Generating the Automatic Clockout report

Automatic Clockout report



Select the **Time and Attendance** section and then click **Automatic Clockout**

The screenshot shows the BIOSITE web interface. The top left corner displays the BIOSITE logo. The main navigation menu on the left includes 'Site reports', 'Meridan Apartment Complex', and 'IN THIS SECTION'. Under 'IN THIS SECTION', the 'Time and attendance' option is highlighted in a teal bar. The right-hand pane shows the 'Time and attendance reports' section with a list of report options: 'REPORT', 'Automatic clockout' (which has a mouse cursor hovering over it), 'Daily access (complete)', 'Daily access (summary)', 'Operative total days on site', 'Payroll', and 'Site visitors (user types)'.

Generating the Automatic Clockout report

Filters

Select a **From** and a **To** date



Automatic clockout report Biosite Systems - Meridan Apartment

Schedule

Complex

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

Save New

Dates Organisations User Fields Formatting

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

Start Date

		November 2021								
		Mon	Tue	Wed	Thu	Fri	Sat	Sun		
44		01	02	03	04	05	06	07		
45		08	09	10	11	12	13	14		
46		15	16	17	18	19	20	21		
47		22	23	24	25	26	27	28		
48		29	30	01	02	03	04	05		
49		06	07	08	09	10	11	12		

Finish Date

		November 2021								
		Mon	Tue	Wed	Thu	Fri	Sat	Sun		
44		01	02	03	04	05	06	07		
45		08	09	10	11	12	13	14		
46		15	16	17	18	19	20	21		
47		22	23	24	25	26	27	28		
48		29	30	01	02	03	04	05		
49		06	07	08	09	10	11	12		

Generating the Automatic Clockout report

Filters

Click on the **Organisations** tab

Select which organisations you would like included in the report

BIOSITE
ASSA ABLOY

Automatic clockout report Biosite Systems - Meridan Apartment

Complex

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

[Dates](#) **Organisations** [User Fields](#) [Formatting](#)

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)	<input type="checkbox"/>
Anderson and Sons	<input checked="" type="checkbox"/>
Armstrong PLC	<input checked="" type="checkbox"/>
Bahringer, Heaney and Tillman	<input checked="" type="checkbox"/>
Becker and Shanahan	<input checked="" type="checkbox"/>
Berge Ltd.	<input checked="" type="checkbox"/>
Biosite	<input checked="" type="checkbox"/>
BKW	<input checked="" type="checkbox"/>

Generating the Automatic Clockout report

Filters

Click on the **User Field** tab

Select which information you would like included in the report e.g **Trade**

BIOSITE
ASSA ABLOY

Automatic clockout report Biosite Systems - Meridan Apartment

Complex

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

Dates Organisations **User Fields** Formatting

User Fields Information to be displayed for each user.

Filter Select All Select None

- Active Training Records
- Any health issues
- Apprentice status
- Apprenticeship completion date
- Apprenticeship level

Generating the Automatic Clockout report

Filters

Click on the **Formatting** tab

Select the format for your report and specify how you would like the time displayed

Click **Generate**

BIOSITE
ASSA ABLOY

Automatic clockout report Biosite Systems - Meridan Apartment

 Schedule  Generate

Complex

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

Save New...

Load ▼

Dates Organisations User Fields **Formatting**

Formatting Options Determine how the report is displayed and printed.

One organisation per table No Yes

Start each table on a new page No Yes

Fractional time format

Generating the Automatic Clockout report

Generate

The report can be printed, downloaded as PDF & CSV

BIOSITE
ASSA ABLOY

Report Automatic clockout report



BIOSITE®
BIOSITE®

Biosite Demonstration – Meridan Apartment Complex
Mon. 1–Nov–2021 to Mon. 29–Nov–2021
Automatic Clockout Report

This report shows the dates and times for when the automatic clockout was applied to users who were still on site during the date range selected.

Anderson and Sons

Name	Automatically Clocked Out Time	Zone Clocked Out From
Isabelle Bailey	3 Nov 2021 09:58:55	Zone 1
	18 Nov 2021 14:07:04	Main Site
Maisie Clark	22 Nov 2021 08:30:28	Welfare (Eating, Rest & SB)

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

