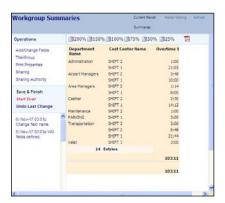# attendance
enterprise 2.0

Custom Report Writer

Are inflexible and cumbersome labor reports making it hard to get exactly the information you need?

The Custom Report Writer makes it easy to choose the format, fields, and how the data is totaled.

Use the Custom Report Writer to define the exact information needed for reports, analysis, and labor management.

The Attendance Enterprise 2.0 Custom Report Writer module makes it easy to create reports that help you track and analyze payroll and labor information. You have the flexibility to create the exact, up-to-the-minute reports you need to effectively manage your workforce.

Create precisely the right report with the flexible Custom Report Writer. Choose the information you want displayed and see the report built on your screen in real time.

- Group information in a way that makes sense to your staff.

- Subtotal reports in a meaningful way.

- Choose the departments and date range to cover.

- Include employee schedule, time card, benefit, or contact information.

- Save the report for future use.

- Make the report available to other users or save it for your own access.

- Refresh an existing report with current information.

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Report Features

The Custom Report Writer is a powerful browser-based tool that can:

- Automatically email reports upon completion.

- Display reports on the screen in PDF format.

- Save time by always having accurate and up-to-date information.

- Build report content by specifying workgroup levels, time periods, fields you want included, and employees that meet a specific condition (such as employees without schedules today).

You build the report in real time and can determine who has the authority to view the information.

Report Security

The Custom Report Writer's built-in security features provide you with the peace of mind you expect when working with sensitive employee information and critical labor data. User permission levels limit access to authorized reports. You can use these security features to:

- Create commonly used reports shared by some users or all users.

- Generate private reports by user to ensure information security.

- Maintain private reports that only specified users can change and view.

Create and automate reports

Track and analyze payroll and labor information

Automatically email reports upon completion

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Employee Attendance Systems

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