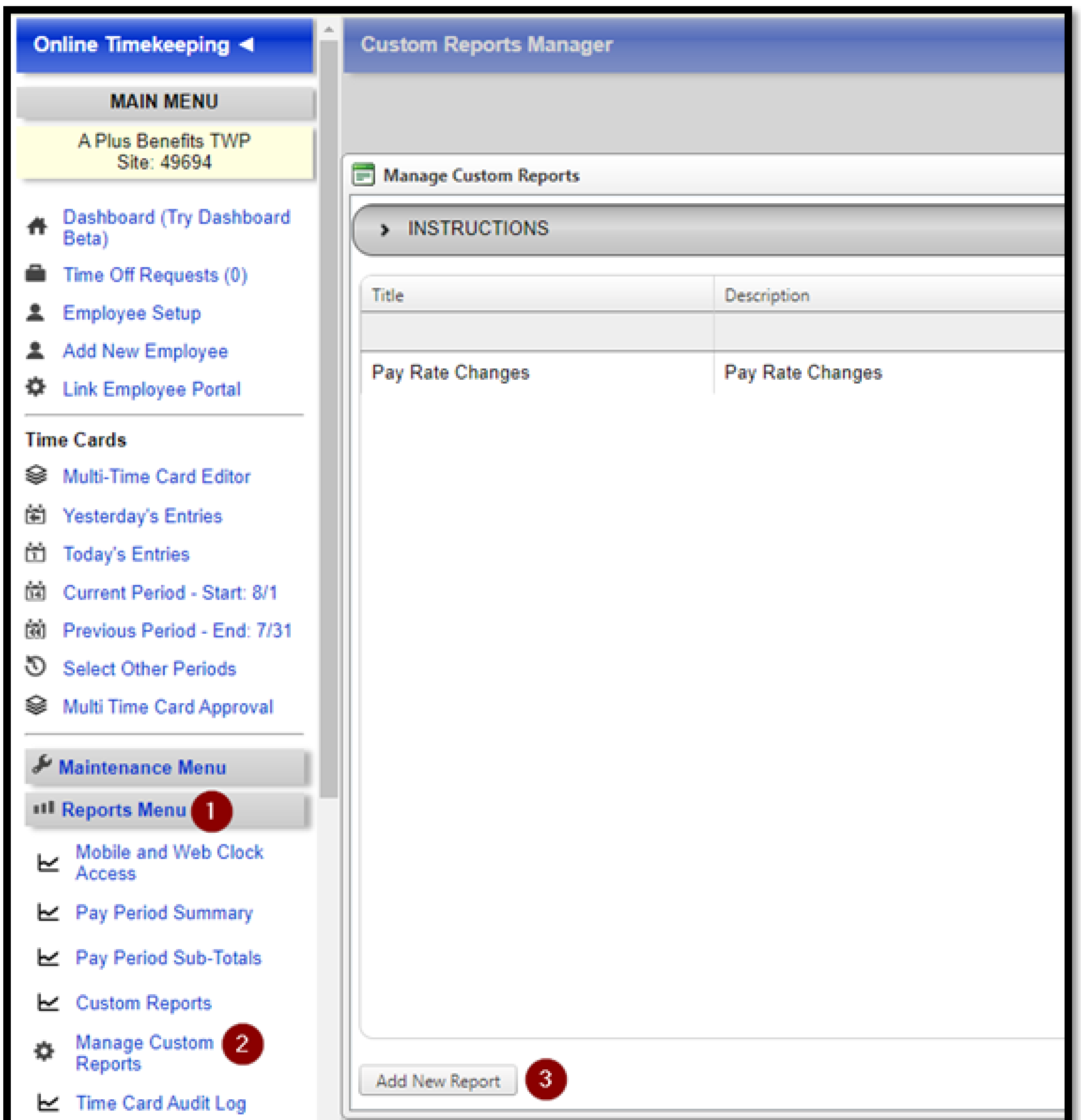
Create Custom Reports

Go to: helpside.com -> Employee -> Timeclock and login with your username and password.

Step 1: Click on **Reports Menu.**

Step 2: Click on **Manage Custom Reports.**

Step 3: Click **Add New Report.**



Step 4: Enter the Report Name

Step 5: Enter the Report Description.

Step 6: Select which fields(s) from the Employee Setup page to include on the report.

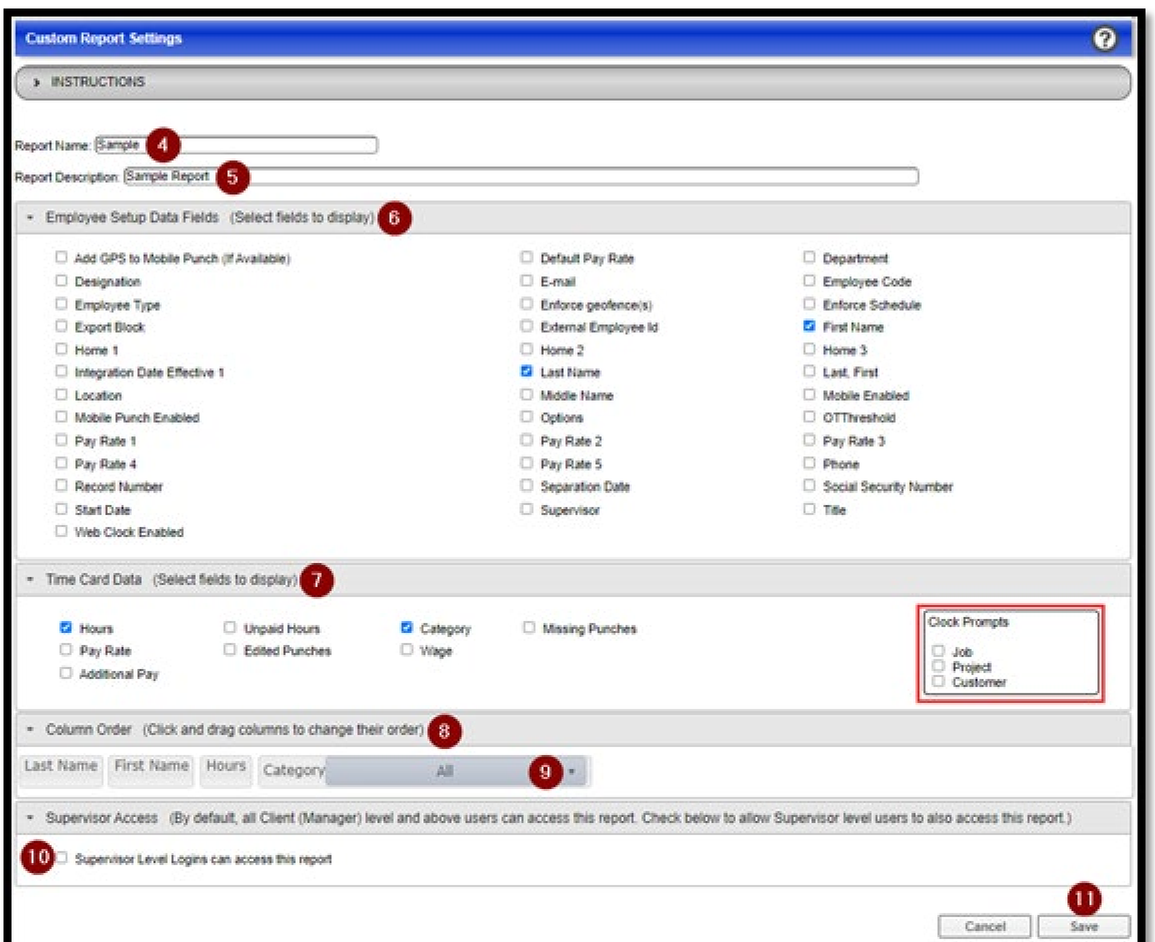
Step 7: Choose which **Time Card Data** To include from the employee. This can also include "Clock Prompts" collected when the employee punches in/out/

Step 8: In the **Column Order,** click and drag the columns into the order that works best for you.

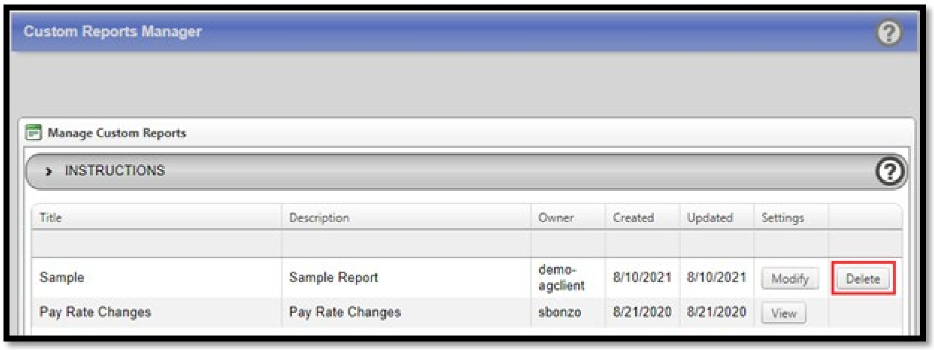
Step 9: Additional filtering is available for those fields with drop down menus.

Step 10: Select **Supervisor Level Logins** to allow supervisors to access and view this report. Supervisors will only be able to view employees based on their visibility permissions.

Step 11: Click **Save.**



You have to option to delete the report after it's been saved by clicking the delete button on the right.



Run Custom Reports

Step 1: Click on **Reports Menu.**

Step 2: Click on **Custom Reports.**

Step 3: Select the date range you would like to run the report for.

Step 4: Select the employees to include on the report.

Step 5: Click on the **Report Name** to run the report.