

# CODEKS TA Kit - Time Attendance Reports

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Description of different reports  
in the Time Attendance editor



# Description of different reports in the Time Attendance editor

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2023 in Naklo

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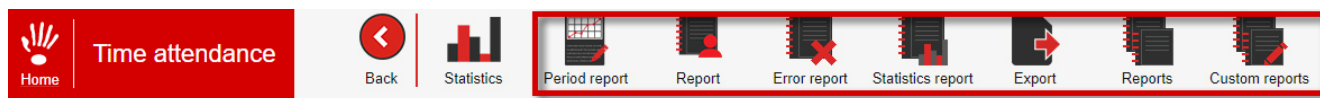
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# 1. Time attendance Reports

In the upper toolbar of the *Time attendance* editor, you will find several icons for creating different reports and data exports.



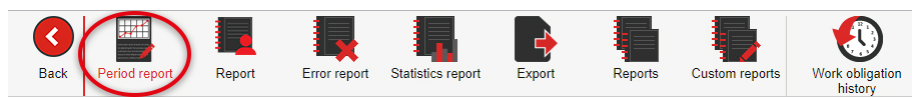
**1.** First, select the users you wish to make a report about from the *List of users*. To select an individual user just click on him in the *List of users* on the left. To select multiple users hold down the SHIFT or CTRL key and click the desired users.

**2.** Click on the icon of the desired report and set the additional settings.

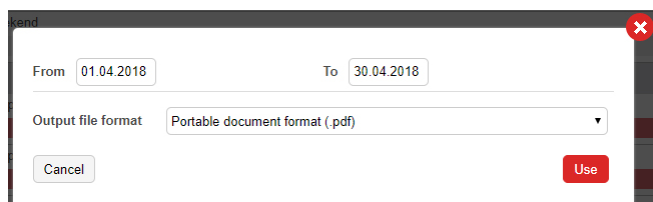
**3.** You can save the newly generated report or view it with a suitable program.

The individual types of reports are described in more detail in the following chapters.

## 1.1. Period Report



The **Period report** displays the recorded hours and the number of iterations of statistics for all users you have selected in the *list of users*.



Before generating the report you can specify the exact period for display and select the output file format (Portable document format (.pdf), Excel Worksheet (.xls), Excel Worksheet (.xlsx), Open document spreadsheet (.ods), Comma separated values (text document - .cvs)).

Period report												
Period: 1. 04. 2018 - 30. 04. 2018												
Personal ID	User	---	Hd	001	0003	OLea	Hou	Lumi	PrivUn	Priv	OLoc	Enr
17	Andreas Babette Development	00:00	16:00	157:55								
		9	2	19								
Sum	173:55	Balance	13:55	Saldo period	05:55	Leave	21/21	Work obligation	168:00	Lunch count	19	Second lunch in hours
Days	19	Transfer	08:00	Overtime	00:00	Stimulation	00:00	Old leave	2/9	Split time	0	00:00
12	Brown Luis Field	00:00	16:00	118:39	07:15	32:00	08:00	00:00	01:17	01:22	31:41	54:08
		9	2	14	1	4	1	1	1	1	20	40
Sum	166:39	Balance	06:39	Saldo period	-01:21	Leave	28/28	Work obligation	168:00	Lunch count	14	Second lunch in hours
Days	19	Transfer	08:00	Overtime	00:00	Stimulation	00:00	Old leave	4/9	Split time	0	00:00
Sum :				00:00	32:00	276:34	07:15	32:00	08:00	00:00	01:17	01:22
				18	4	33	1	4	1	1	1	20
Sum	340:34	Balance	20:34	Saldo period	04:34	Leave	49/49	Work obligation	336:00	Lunch count	33	Second lunch in hours
Days	38	Transfer	16:00	Overtime	00:00	Stimulation	00:00	Old leave	6/18	Split time	0	00:00
<div> <div> <div>Weekend</div> <div>[OLea] Old Leave</div> <div>[Priv] Private</div> </div> <div> <div>[Hd] Holiday</div> <div>[Hou] Using Hours</div> <div>[OLoc] On location</div> </div> <div> <div>[001] Worktime</div> <div>[Lumi] Lunch</div> <div>[Enr] Enroute to client</div> </div> <div> <div>[0003] No Return</div> <div>[PrivUn] Private Unauthorized</div> </div> </div>												

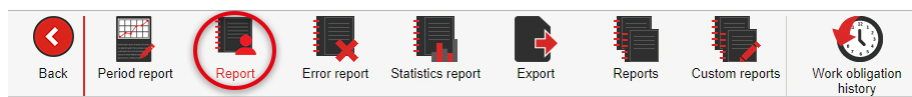
The **Period report** shows the duration and number of repetitions of statistics recorded in the selected period for all the users you selected in the *list of users*.

Next, several values from the Current period summary section are displayed: Total number of hours worked, Number of workdays, Saldo, Saldo for the period, Transfer of overtime hours, the value of overtime and stimulation, number of remaining days of annual and old leave days compared to the allocated values at the beginning of the year, Work obligation, number of repetitions of split working time, the Number of lunches and drives to which each user is entitled.

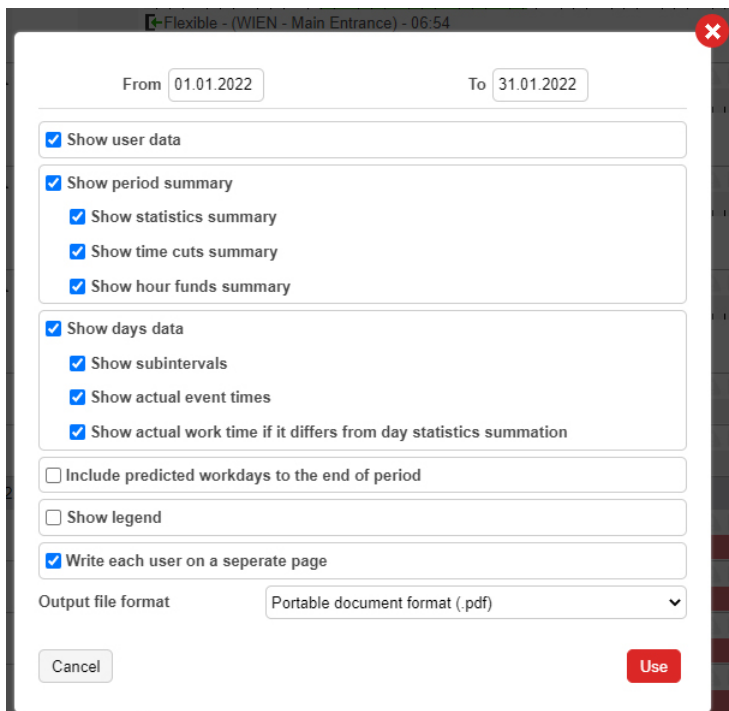
Following the displays for each user, a summary line is displayed with the sums of the listed values for all the users combined.

Finally, a legend of the all the statistics that appear in the report is displayed at the end of the report.

## 1.2. Report



Use **Report** when you want to display a detailed list of entries and exits for selected users of the period currently displayed in the *Time attendance* editor.



Flexible - (WIEN - Main Entrance) - 06:54

From 01.01.2022 To 31.01.2022

☒ Show user data

☒ Show period summary

☒ Show statistics summary

☒ Show time cuts summary

☒ Show hour funds summary

☒ Show days data

☒ Show subintervals

☒ Show actual event times

☒ Show actual work time if it differs from day statistics summation

☐ Include predicted workdays to the end of period

☐ Show legend

☒ Write each user on a separate page

Output file format: Portable document format (.pdf)

Cancel Use

Before generating the report you can specify the exact period for display and select the output file format (Portable document format (.pdf), Excel Worksheet (.xls), Excel Worksheet (.xlsx), Open document spreadsheet (.ods), Comma separated values (text document - .csv)).

You can also set these additional settings:

Settings	Description
<b>Show user data</b>	If this setting is enabled the users' data will be written on the report.
<b>Show period summary</b>	If this setting is enabled the period summary data (the statistic, time cuts, and/or hour funds summaries) will be displayed on the report.
<b>Show statistics summary</b>	If this setting is enabled the report for each user will also contain the sums of all the statistics registered in the displayed period.
<b>Show time cuts summary</b>	If this setting is enabled the report for each user will also contain the sums of all time cuts registered in the displayed period.
<b>Show hour funds summary</b>	If this setting is enabled the report for each user will also contain the sums of hour funds registered in the displayed period.
<b>Show days data</b>	If this setting is enabled detailed daily data will be displayed on the report (the subintervals, actual events, and/or the actual work time).
<b>Show subintervals</b>	If this setting is enabled the report will also contain the recorded daily intervals within the umbrella intervals.
<b>Show actual events</b>	If this setting is enabled the actual times (as well as the recorded rounded-up times) of the time attendance events will be displayed on the report (the actual events will be marked with an asterisk *).

Settings	Description
<b>Show actual work time if it differs from day statistics summation</b>	If this setting is enabled, the <i>Total</i> column of the report will display all the user's recorded hours, and next to these values the hours which actually count for working hours will be displayed in parentheses. (This setting is used in cases where the user also records working hours, which are not counted in (obligatory) working hours, but in different statistics (or fund).)
<b>Include predicted workdays to the end of period</b>	If this setting is enabled the report for each user will also contain all future days up to the end of the displayed (payroll) period.
<b>Show legend</b>	If this setting is enabled the report will also contain the legend of the displayed statistics.
<b>Write each user on a separate page</b>	If this setting is enabled every user will be displayed on a separate page in the report.

User Anderson Roberto

Period 1. 04. 2018 - 30. 04. 2018

Department Company\Management\Development

Registrska tablica

Timetable Fixed timetable 7-15

Personal ID 17

User card 2685402

Supervisor

User

Administrator

Sum 173:55

Overtime 00:00

Stimulation 00:00

Balance 13:55

Saldo period 05:55

Transfer 08:00

Work obligation 168:00

Leave 21/21

Old leave 2/9

Split time 0

Lunch count 19

Second lunch in hours 00:00

Drive count 19

Statistic 001

Time 157:55

Count 19

----

00:00

9

Hd

16:00

2

USER DATA

PERIOD SUMMARY

DAYS DATA

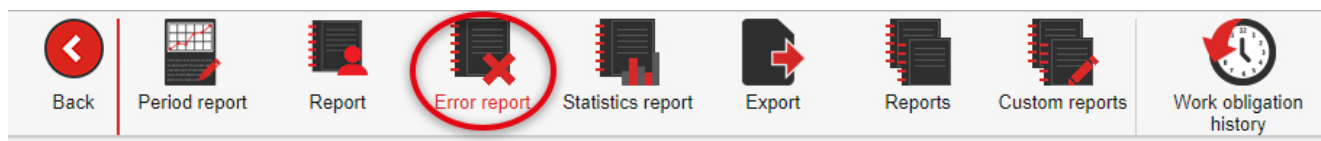
Day Date	Start	End	Total	Statistic
Sun 1. 04. 2018	--:--	--:--	--:--	Weekend
Mon 2. 04. 2018	--:--	--:--	--:--	Holiday
Tue 3. 04. 2018	07:48 Entry	16:00 Exit	08:12	Worktime
Wed 4. 04. 2018	07:46 Entry	16:11 Exit	08:25	Worktime
Thu 5. 04. 2018	07:47 Entry	15:56 Exit	08:09	Worktime
Fri 6. 04. 2018	07:50 Entry	16:22 Exit	08:32	Worktime
Sat 7. 04. 2018	--:--	--:--	--:--	Weekend
Sun 8. 04. 2018	--:--	--:--	--:--	Weekend
Mon 9. 04. 2018	07:57 Entry	15:26 Exit	07:29	Worktime
Tue 10. 04. 2018	07:50 Entry	16:21 Exit	08:31	Worktime
Wed 11. 04. 2018	07:57 Entry	15:25 Exit	07:28	Worktime
Thu 12. 04. 2018	07:47 Entry	16:05 Exit	08:18	Worktime
Fri 13. 04. 2018	07:40 Entry	16:05 Exit	08:25	Worktime
Sat 14. 04. 2018	--:--	--:--	--:--	Weekend

USER DATA

PERIOD SUMMARY

DAYS DATA

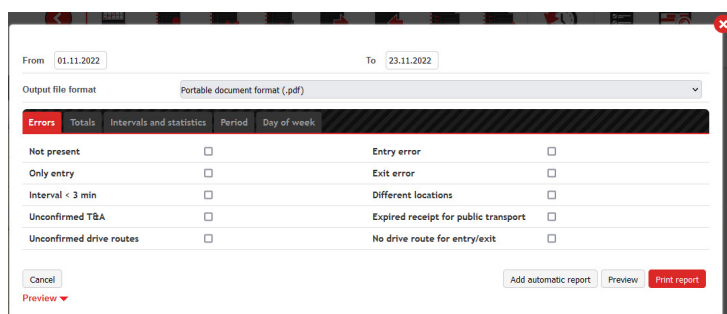
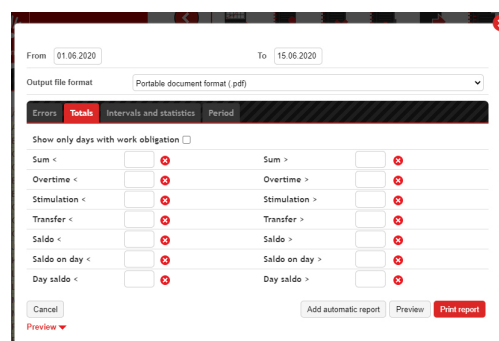
## 1.3. Error Report



The **Error report** offers different filtering options that enable you to display customized reports of various exceptions and deviations in the time attendance registration. **Pay close attention to which settings you have set in each tab because the settings in ALL tabs are taken into account when printing the report!**

The **Error report** also allows you to **preview the errors** <sup>10</sup> found according to the set parameters. **Errors shown in the preview are hyperlinks, and clicking on them opens a new tab, with the Time attendance editor, with the marked user and the day on which the error was found.** This enables faster search and correction of errors in the employees' time registration.

Before generating the report you can specify the exact period for display and select the output file format (Portable document format (.pdf), Excel Worksheet (.xls), Excel Worksheet (.xlsx), Open document spreadsheet (.ods), Comma separated values (text document - .cvs))

Errors	Description
Not present	Displays the days when the user did not register his work (was not present at work).
Only entry	Displays the days when the user did not register an Exit (e.g. they forgot to register going home from work).
Interval < 3 min	Displays intervals which lasted less than 3 minutes.
Unconfirmed T&A	Displays all the payroll periods which have not yet been confirmed by heads of departments. (You can read more about <i>Worktime approval</i> settings in chapter Preferences - Time attendance in main Codeks manual.)
Unconfirmed drive routes	Displays drive routes which were submitted by the user but had not yet been confirmed by the administrator.
Entry error	Displays the days when an error was recorded when the user registered an Entry event.
Exit error	Displays the days when an error was recorded when the user registered an Exit event.
Different locations	Displays the days when the user registered time attendance events at different locations.
* Expired receipt for public transport	Displays users who do not have a valid public transport document. * The setting is displayed only when using the <i>Codeks Distance Table</i> add-on.
No drive route for entry / exit	Displays user's entry or exit events at the location which is not defined in the table of routes.

Totals	Description
Show only days with work obligation	If this setting is enabled, the report will only be set for days when the user's work obligation is greater than 0 (e.g. weekends and holidays will remain unchanged).
Sum	This setting limits the report display according to the total number of recorded work hours in the day.
Overtime	This setting limits the report display according to the number of overtime hours.
Stimulation	This setting limits the report display according to the number of stimulation hours.
Transfer	This setting limits the report display according to the number of transfer hours.
Saldo	This setting limits the report display according to the value of <i>Saldo</i> .
Saldo on day	This setting limits the report display according to the value of <i>Saldo on day</i> (the value of the user's total saldo on a particular day).
Day saldo	This setting limits the report display according to the value of <i>Day saldo</i> (the number of hours the user has added to his total saldo on a particular day).

From: 01.06.2020 To: 15.06.2020

Output file format: Portable document format (.pdf)

Errors Totals Intervals and statistics Period

Interval: Select interval... Statistic: Select statistic...

Cancel Add automatic report Preview **Print report**

From: 01.06.2020 To: 15.06.2020

Output file format: Portable document format (.pdf)

Errors Totals Intervals and statistics Period

Period saldo < Period saldo >

Period sum < Period sum >

Cancel Add automatic report Preview **Print report**

Intervals and statistics	Description
Interval	Displays the days when a user registered a specific interval (or several intervals).
Statistics	Displays the days when a user registered a specific statistic (or several statistics).

Period	Description
Period saldo	This setting limits the report display according to the value of <i>Period saldo</i> .
Period sum	This setting limits the report display according to the value of <i>Period sum</i> .

From: 01.07.2020 To: 02.07.2020

Output file format: Portable document format (.pdf)

Errors Totals Intervals and statistics Period Day of week

Day of week: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday


Other: Holiday, Restday

Exclusive: ☐

Cancel Add automatic report Preview **Print report**

Day of week	Description
Monday	You can limit the error search to specific day of the week.
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
Holiday	You can limit the error search to only include holidays or restdays.
Restday	
	The additional option <b>Exclusive</b> enables you to search for special combinations of days when a specific day of the week was also a holiday or restday.

Clicking the **Print report** button will generate a report in the selected file format. Example of a PDF report:

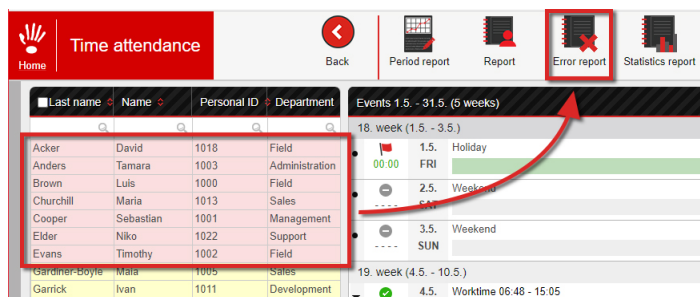


## Report

Date	Start	End	Total	Day saldo	Saldo on day	Error
User: Anderson Roberto Development Card: 2685402						
Mon 9. 04. 2018	07:57 Vhod	15:26 Izhod	07:29	-00:31	08:47	Worktime
Wed 11. 04. 2018	07:57 Vhod	15:25 Izhod	07:28	-00:32	08:46	Worktime
Wed 18. 04. 2018	07:52 Vhod	15:07 Izhod	07:15	-00:45	09:51	Worktime
Thu 19. 04. 2018	07:41 Vhod	15:16 Izhod	07:35	-00:25	09:26	Worktime
Tue 24. 04. 2018	07:57 Vhod	15:25 Izhod	07:28	-00:32	10:56	Worktime
Mon 30. 04. 2018	07:48 Vhod	15:36 Izhod	07:48	-00:12	13:55	Worktime
User: Brown Luis Field Card: 15554393						
Fri 6. 04. 2018	07:55 Vhod (*07:55)	*15:30 Izhod (*00:00)	07:35	-00:25	10:36	Worktime
Thu 12. 04. 2018	07:43 Vhod	16:20 Samodejni izhod	07:15	-00:45	11:04	No Return
Thu 12. 04. 2018	09:27 Malica	09:27 (*00:00)	00:00	00:00	00:00	Lunch
Thu 12. 04. 2018	14:57 Napaka	14:57 (*00:00)	00:00	00:00	00:00	Absent
Tue 17. 04. 2018	07:45 Vhod	15:30 Izhod	07:45	-00:15	11:10	Worktime
Tue 17. 04. 2018	12:24 Delo pri stranki	12:26 (*00:00)	00:02	00:00	00:00	On location
Wed 18. 04. 2018	07:14 Vhod	17:22 Izhod	10:08	02:08	13:18	Worktime
Thu 19. 04. 2018	13:18 Napaka	13:18 (*00:00)	00:00	00:00	00:00	Absent
Fri 20. 04. 2018	13:45 Napaka	13:45 (*00:00)	00:00	00:00	00:00	Absent
User: Christmas Maria Development Card: 2338595						
Fri 13. 04. 2018	08:00 Samodejni vhod (*08:36)	15:13 Izhod	06:37	-01:23	08:23	Worktime

### 1.3.1. The display and use of the Error overview

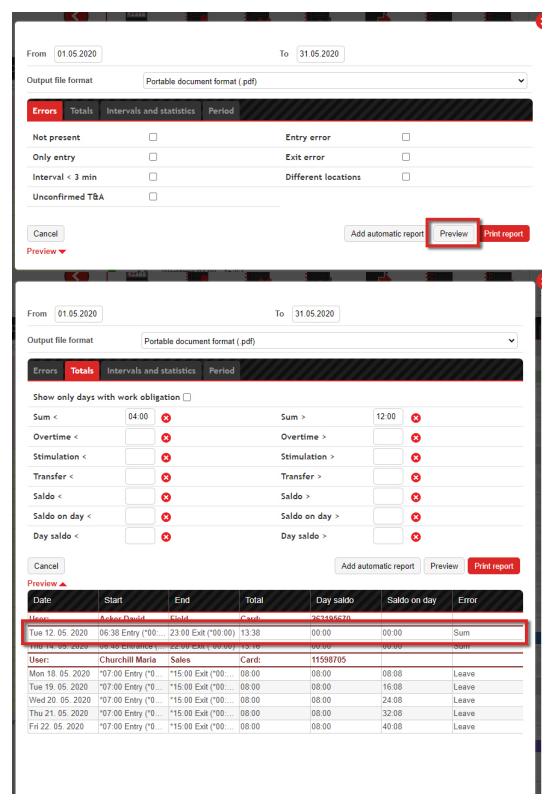
1. First, in the list of users, mark all the users you want to scan with an error report and then click the **Error report** icon.



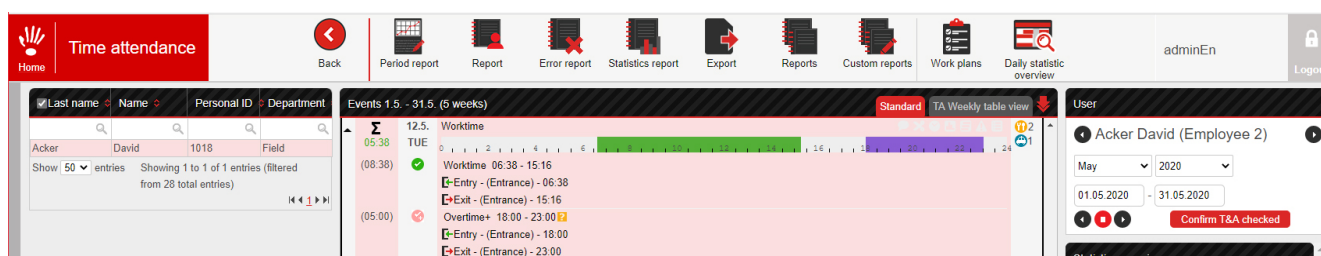
2. In the new pop-up window, first, select the period for display.

3. Then select the desired parameters depending on the registration errors you want to find. Then click the **Preview** button instead of the *Print report* button.

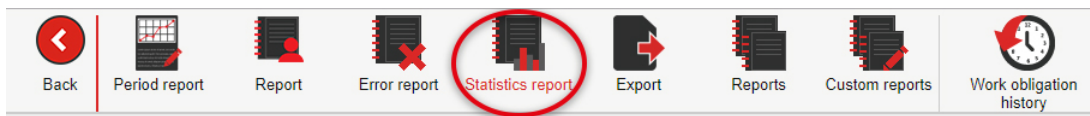
4. In the lower part of the pop-up window, a preview of all errors found according to the selected parameters, in the period currently displayed in the *Time attendance* editor, will be displayed.



5. Double-clicking on an individual record will open a new tab displaying the location of the registration error found. Here you can then easily correct the error.

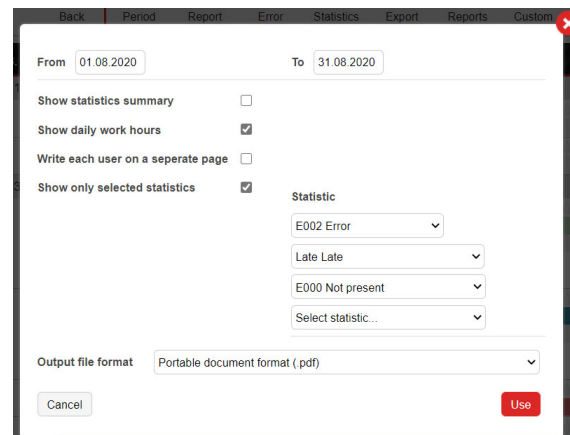


## 1.4. Statistic Report



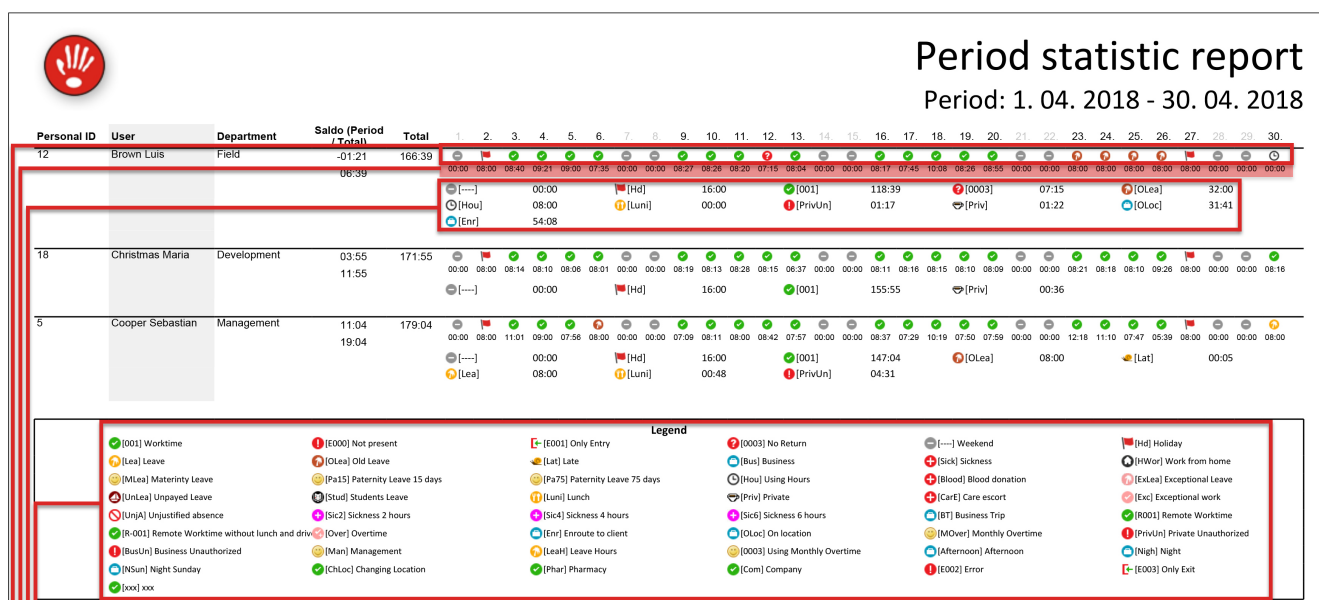
The **Statistics report** graphically displays the recorded daily statistics for the selected period. The report contains a practical graphic visualization of the users' time registration, with which you can easily check, for example, if several users have leave on the same date.

Before generating the report you can specify the exact period for display and select the output file format (Portable document format (.pdf), Excel Worksheet (.xls), Excel Worksheet (.xlsx), Open document spreadsheet (.ods), Comma separated values (text document - .csv)).



You can also set these additional settings:

Settings	Description
<b>Show statistics summary</b>	If this setting is enabled the report for each user will also contain the sums of all the statistics registered in the displayed period.
<b>Show day statistic sum</b>	If you enable the setting, the report will show the sum of work hours the user has clocked. The sum contains the values of all daily statistics that count work hours.
<b>Write each user on a separate page</b>	If you enable this setting, each user will be written on a separate page in the report.
<b>Show only selected statistics</b>	This setting enables you to only include the selected statistics in the <i>statistic report</i> , that you have selected in the additional fields below which have been displayed when you enabled this setting.



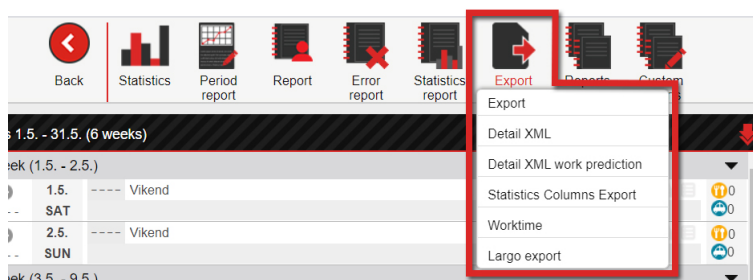
The **Period Statistics Report** displays daily statistics (i.e., icons of daily statistics) for each day in the selected period.

Optionally, it is also possible to print the sum of hours recorded under daily statistics.

Additionally, you can also display the totals of statistics recorded by the user in the selected period. It is possible to print all statistics that are marked to be exported in the *Statistic* editor, or you can manually specify which statistics should be exported on the report (e.g. if you only want to export leave and sick leave absences).

A legend of the statistics exported in this report is added at the end of the report.

## 1.5. Export

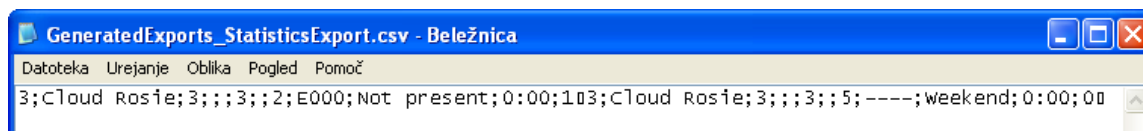


**Export** enables you to export the users' data into different types of reports that can also be imported and processed by a third-party program or application (for example, a payroll program).

The following chapters describe the individual types of exports in more detail.

### 1.5.1. Export

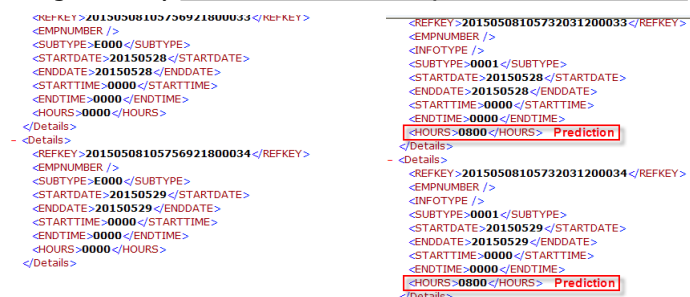
The **Export** exports the same data as the **Period report** in .csv format.



### 1.5.2. Detail XML and Detail XML work prediction

The **Detail XML** creates an XML report of the current status of presence (the number of hours) for selected users, and the **Detail XML work prediction** creates an XML report of predicted presence (number of hours) for selected users. The **work prediction** is based on the user's work obligation. In the xml badge <HOURS>, the presence of the employee is predicted according to his work obligation. This prediction applies to the coming days of the current month. At the end of the month, it is necessary to check the data and adjust them in case of discrepancies.

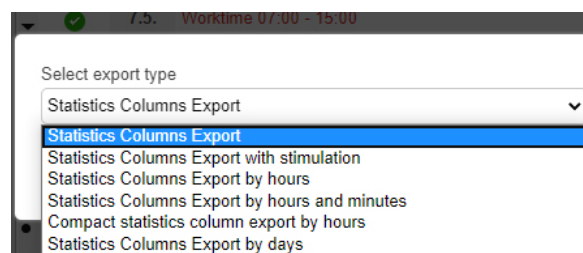
The difference between the **Detail XML** (first image below) and **Detail XML work prediction** (second image below) **in the same month, for the same user**:



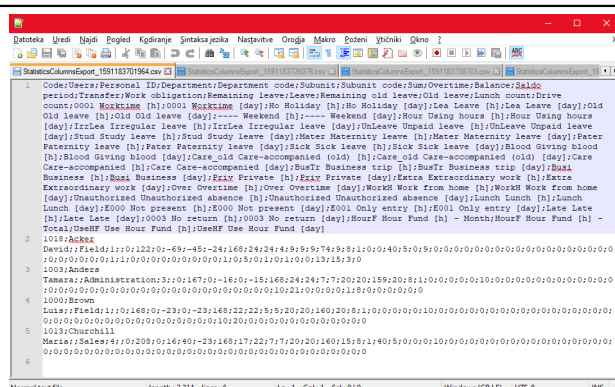
Description of XML tags:  
 <DETAILS> Details for one person, depended of date  
 <REFKEY> Reference key  
 <EMPNUMBER> Employee number  
 <SUBTYPE> subtype or statistic code  
 <STARTDATE> start Date of shift  
 <ENDDATE> End date of shift  
 <STARTTIME> start time of shift  
 <ENDTIME> End time of shift  
 <HOURS> Sum of <STARTTIME> and <ENDTIME>  
 </DETAILS>

### 1.5.3. Statistics Columns Export

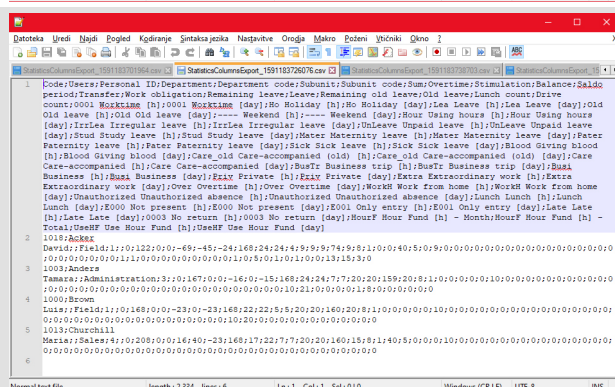
The **Statistics Columns Export** offers several different forms of displaying statistics by columns in .csv text file format:



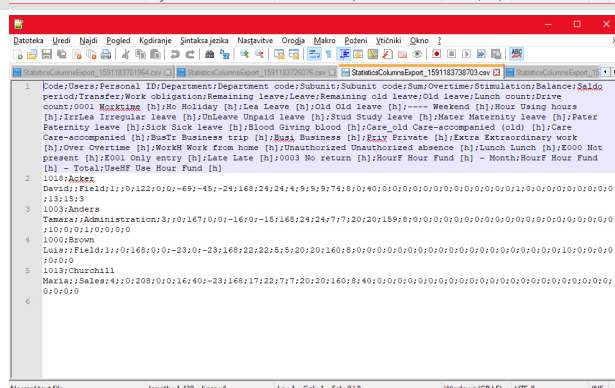
The **Statistics Columns Export** displays the values of statistics by columns in hours and days. The export is created for those statistics that have the **Export** setting enabled in the *Statistics* editor.



The **Statistics Columns Export with stimulation** displays the values of statistics by columns in hours and days, and also displays the value of stimulation. The export is created for those statistics that have the **Export** setting enabled in the *Statistics* editor.



The **Statistics Columns Export by hours** displays the values of statistics by columns in hours. The export is created for those statistics that have the **Export** setting enabled in the *Statistics* editor.

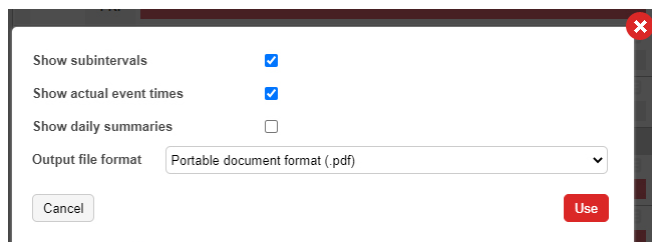




## 1.5.4. Worktime

The **Worktime** export displays data on registered intervals for each individual user in the selected period, and can be printed in any format.

You can also enable some additional settings when exporting:



Settings	Description
<b>Show subintervals</b>	If this setting is enabled the report will also contain the recorded daily intervals within the umbrella intervals.
<b>Show actual event times</b>	If this setting is enabled the actual times (as well as the recorded rounded-up times) of the time attendance events will be displayed on the report (the actual events will be marked with an asterisk *).
<b>Show daily summaries</b>	If this setting is enabled, the report for each user will also include the totals of all statistics that they registered in the selected period.
<b>Output file format</b>	Before generating the report you can specify the exact period for display and select the output file format (Portable document format (.pdf), Excel Worksheet (.xls), Excel Worksheet (.xlsx), Open document spreadsheet (.ods), Comma separated values (text document - .csv)).

An example of the report in PDF format:

Period report													
Personal ID	Export ID	External ID	Employee	Day	Date	Day of week	Start	Start descr	Start locat	Start locat	End	End descr	End locat
1018			Acker David		1. 05. 2020	Fri					0		
1018			Acker David		2. 05. 2020	Sat					0		
1018			Acker David		3. 05. 2020	Sun					0		
1018			Acker David		4. 05. 2020	Mon	06:48	Entry	Company	/	5:15:05	Exit	Company
1018			Acker David		5. 05. 2020	Tue	06:58	Entry	Company	/	5:15:20	Exit	Company
1018			Acker David		6. 05. 2020	Wed	07:00	Entry	Company	/	5:15:02	Exit	Company
1018			Acker David		7. 05. 2020	Thu	07:00	Entry	Company	/	5:15:14	Exit	Company
1018			Acker David		7. 05. 2020	Thu	12:33	Lunch	Company	/	5:13:03		Company
1018			Acker David		7. 05. 2020	Thu	13:03	Lateness	Company	/	5:13:15		Company
1018			Acker David		8. 05. 2020	Fri	07:02	Entry	Company	/	5:15:10	Exit	Company
1018			Acker David		9. 05. 2020	Sat	10:23	Entry	Company	/	5:22:58	Exit	Company
1018			Acker David		10. 05. 2020	Sun					0		
1018			Acker David		11. 05. 2020	Mon	07:10	Entry	Company	/	5:15:10	Exit	Company
1018			Acker David		11. 05. 2020	Mon	12:23	Using Hour	Company	/	5:15:10		Company
1018			Acker David		12. 05. 2020	Tue	06:38	Entry	Company	/	5:15:16	Exit	Company
1018			Acker David		13. 05. 2020	Wed	06:41	Entry	Company	/	5:15:04	Exit	Company
1018			Acker David		14. 05. 2020	Thu	06:48	Entrance	Company	/	5:16:23	Exit	Company
1018			Acker David		14. 05. 2020	Thu	10:04	Private un	Company	/	5:11:23		Company
1018			Acker David		15. 05. 2020	Fri					0		
1018			Acker David		16. 05. 2020	Sat					0		
1018			Acker David		17. 05. 2020	Sun					0		
1018			Acker David		18. 05. 2020	Mon					0		
1018			Acker David		19. 05. 2020	Tue					0		
1018			Acker David		20. 05. 2020	Wed					0		
1018			Acker David		21. 05. 2020	Thu					0		
1018			Acker David		22. 05. 2020	Fri					0		
1018			Acker David		23. 05. 2020	Sat					0		
1018			Acker David		24. 05. 2020	Sun					0		
1018			Acker David		25. 05. 2020	Mon	13:20	Illegal entr	Company	/	5		

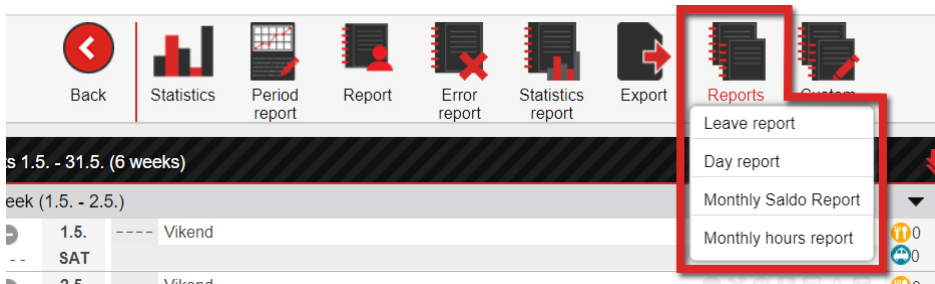
## 1.5.5. Largo export

The **Largo export** is especially adapted for further import and processing in the **Perftech.Largo** system.

1	Code;Users;Personal ID;Department;Department code;Subunit;Subunit code;Sum [h];Overtime [h];Balance [h];Saldo period [h];Transfer [h];Work obligation [h];Remaining leave;Leave;Remaining old leave;Old leave;Lunch count;Drive count;0001 [h];0001 [day];Ho [h];Ho [day];Lea [h];Lea [day];Old [h];Old [day];---- [h];---- [day];Hour [h];Hour [day];IrrLea [h];IrrLea [day];UnLeave [h];UnLeave [day];Stud [h];Stud [day];Mater [h];Mater [day];Pater [h];Pater [day];Sick [h];Sick [day];Blood [h];Blood [day];Care_old [h];Care_old [day];Care [h];Care [day];BusTr [h];BusTr [day];Busi [h];Busi [day];Exiv [h];Exiv [day];Extra [h];Extra [day];Over [h];Over [day];WorkH [h];WorkH [day];Unauthorized [h];Unauthorized [day];Lunch [h];Lunch [day];E000 [h];E000 [day];E001 [h];E001 [day];Late [h];Late [day];0003 [h];0003 [day];HourF [h] - Month;HourF [h] - Total;UseHF [h];UseHF [day]
2	1018;Ackex David;;Field;1;;0;114:08:00:00;-29:52;-05:52;-24:00;120:00;24;24;5;9;9;9;74:08;9;08:00;1;00:00;0;32:00;4;00:00; 5;00:00;0;00:00;0;00:00;0;00:00;0;00:00;0;00:00;0;00:00;0;00:00;0;00:00;0;00:00;0;00:00;0;01:19;1;00:00; ;0;00:00;0;00:00;0;00:00;0;00:30;1;00:00;1;00:00;0;00:12;1;00:00;0;12:35;14:48;02:47;0

You can adjust the values of the displayed statistics using the formulas in the **Largo Export** section of the *Time Registration* tab in the *Preferences* menu.

## 1.6. Reports



Through the **Reports** icon you can access special reports:

- Leave report,
- Day report,
- Monthly Saldo Report,
- Monthly hour report.

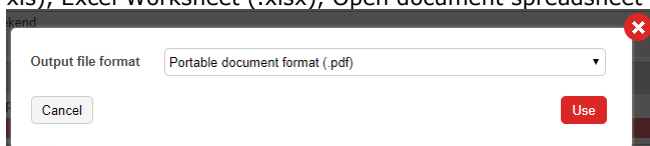
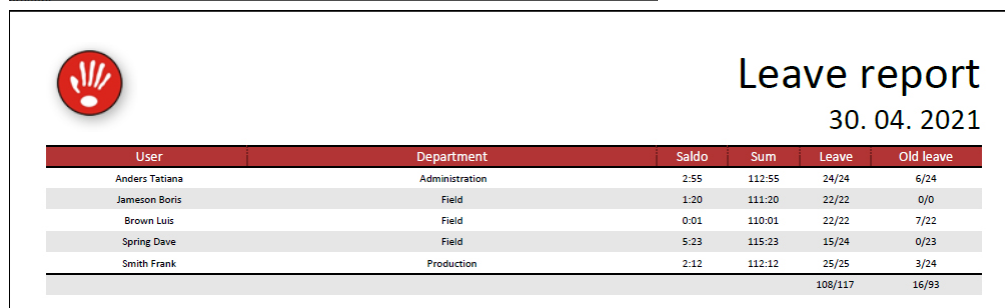
### 1.6.1. Leave report

The **Leave report** displays the current state of used and available leave and old leave days for all selected users.

If you are printing the *Leave report* **for the current month, the report will display the status of leave days on the current day.**

If you are printing the *Leave report* **for any month in the past, the status of leave days on the last day of the month will be displayed.** It is not possible to create a report showing the status of holidays on a particular day in the past for any month in the past.

Before generating the report you can select the output file format (Portable document format (.pdf), Excel Worksheet (.xls), Excel Worksheet (.xlsx), Open document spreadsheet (.ods), Comma separated values (text document - .csv)).

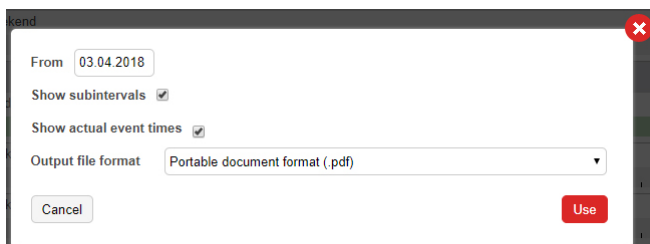
User	Department	Saldo	Sum	Leave	Old leave
Anders Tatiana	Administration	2:55	112:55	24/24	6/24
Jameson Boris	Field	1:20	111:20	22/22	0/0
Brown Luis	Field	0:01	110:01	22/22	7/22
Spring Dave	Field	5:23	115:23	15/24	0/23
Smith Frank	Production	2:12	112:12	25/25	3/24
			108/117		16/93

### 1.6.2. Day report

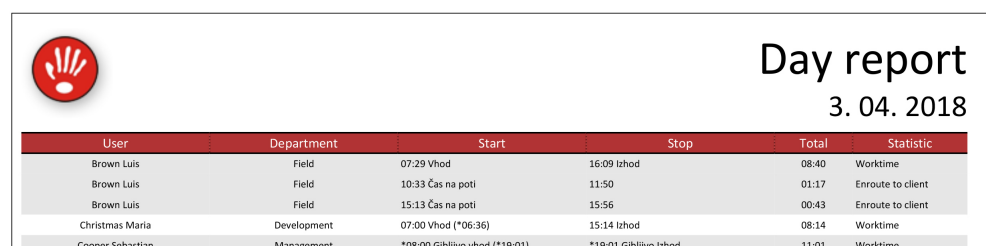
The **Day report** will display all Entry and Exit events as well as the daily statistics on a particular day for all selected users. To generate a *Day report*, first, **set the date to be displayed (From).**

If the **Show subintervals** setting is enabled the report will also contain the recorded daily intervals within the umbrella intervals.

If the **show actual event times** setting is enabled the actual times (as well as the recorded rounded-up times) of the time attendance events will be displayed on the report (the actual events will be marked with an asterisk \*).



Before generating the report you can select the output file format (Portable document format (.pdf), Excel Worksheet (.xls), Excel Worksheet (.xlsx), Open document spreadsheet (.ods), Comma separated values (text document - .csv)).

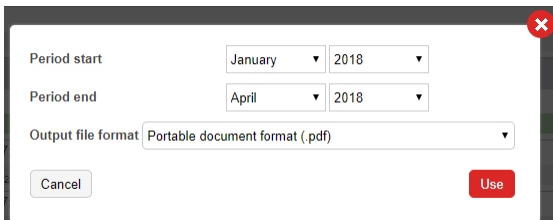



User	Department	Start	Stop	Total	Statistic
Brown Luis	Field	07:29 Vhod	16:09 Izhod	08:40	Worktime
Brown Luis	Field	10:33 Čas na poti	11:50	01:17	Enroute to client
Brown Luis	Field	15:13 Čas na poti	15:56	00:43	Enroute to client
Christmas Maria	Development	07:00 Vhod (*06:36)	15:14 Izhod	08:14	Worktime
Cooper Sebastian	Management	*08:00 Gibljivo vhod (*19:01)	*19:01 Gibljivo Izhod	11:01	Worktime

### 1.6.3. Monthly Saldo Report

The **Monthly Saldo Report** will display the value of *Saldo* for each month as well as the total (sum) value of the period saldo for the selected period.

Before generating the report you can specify the exact period for display and select the output file format (Portable document format (.pdf), Excel Worksheet (.xls), Excel Worksheet (.xlsx), Open document spreadsheet (.ods), Comma separated values (text document - .csv)).





## Monthly Saldo Report

**Work obligation and real hours**

**Employee:** Brown Luis

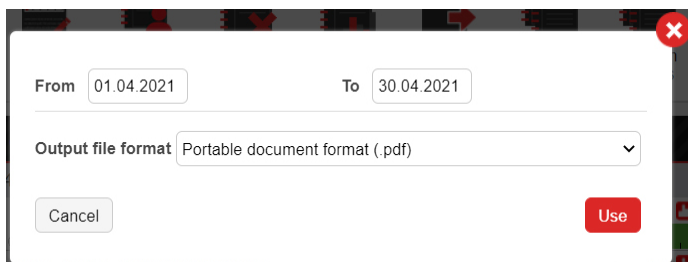
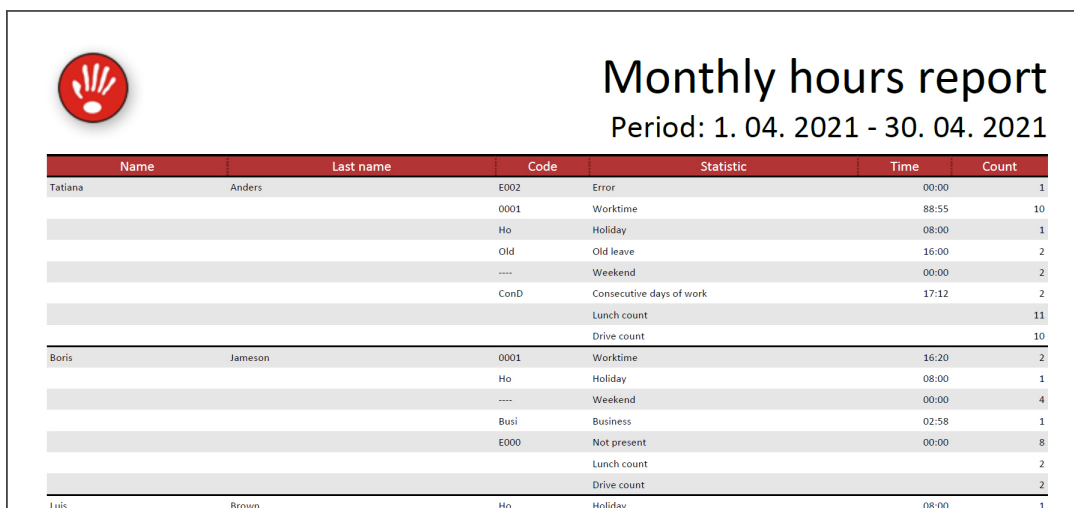
**Department:** Field

Month	Work obligation	Period sum	Saldo period
01.2018	184:00	186:59	02:59
02.2018	160:00	157:31	-02:29
03.2018	176:00	179:49	03:49
04.2018	168:00	166:39	-01:21
Sum	688:00	690:58	02:58

### 1.6.4. Monthly hours report

For each selected user displays, the report **Monthly hours report** displays **all the statistics recorded in a given period**, including their duration and number of repetitions, additionally it also displays the number of lunches and drives in the given period.

When generating the report, you must first specify the date, then you can also select the output file format (Portable document format (.pdf), Excel Worksheet (.xls), Excel Worksheet (.xlsx), Open document spreadsheet (.ods), Comma separated values (text document .cvs)).

Name	Last name	Code	Statistic	Time	Count
Tatiana	Anders	E002	Error	00:00	1
		0001	Worktime	88:55	10
		Ho	Holiday	08:00	1
		Old	Old leave	16:00	2
		----	Weekend	00:00	2
		ConD	Consecutive days of work	17:12	2
			Lunch count		11
			Drive count		10
Boris	Jameson	0001	Worktime	16:20	2
		Ho	Holiday	08:00	1
		----	Weekend	00:00	4
		Busi	Business	02:58	1
		E000	Not present	00:00	8
			Lunch count		2
			Drive count		2
Luis	Brown	Ho	Holiday	08:00	1

## 1.7. Custom report

Custom reports enable you to create a completely customized output report or export data, that can be used for further data processing in third-party programs and applications.

### ATTENTION!

**Defining a new custom report is a very complex process that demands a detailed knowledge of the data structure within the Codeks database. In addition, you must also understand the process of report generating and the elements used in the custom report definition.**

You can read more about **Custom reports** in the documentation of the main Codeks application ([https://jantar.si/pdf/TAKitManual-en\\_V10.pdf](https://jantar.si/pdf/TAKitManual-en_V10.pdf)).