



Filtering Report Contents

Each report has its own set of properties that determine the content and structure of the report. The scope of the report can be narrowed using the folder menu filters in the report page. It is recommended that you make a copy of the report you intend to modify rather than making changes to an existing report. Modifications will affect all users who have access to the report.

Schedules

Operations ▾ Run Report

Report Label ▾ Period ▾ Workgroups ▾

Schedules
Employee schedules suitable for posting **Next Week** **All Workgroups**

Fields ▾ Filter ▾ Destination ▾

Employee, ID Number **Active Employees** **Screen**

Auto Run Schedule ▾ Prior Executions

Not Scheduled to Run **No Saved Copies**

Report Fields

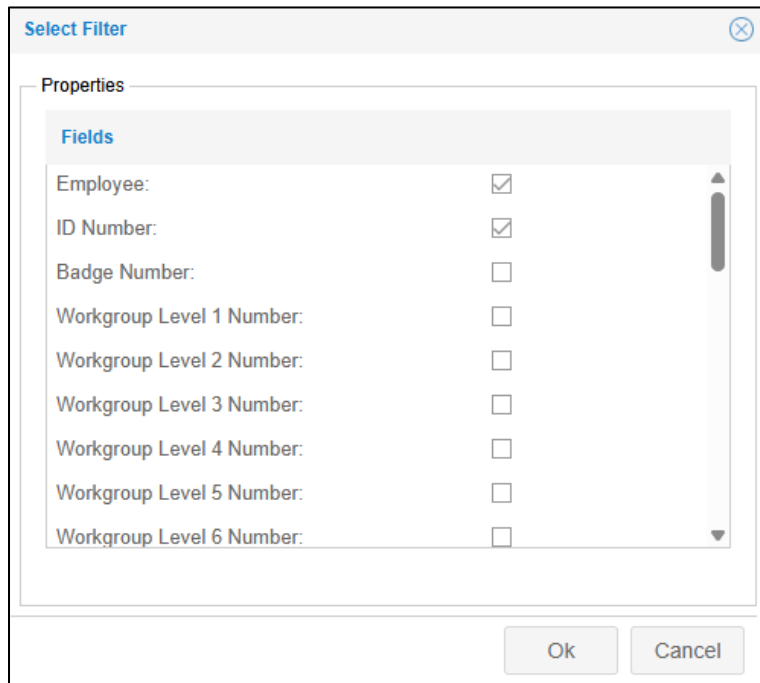
To modify the fields of employee personal information displayed in the report, click the Fields folder button and click Fields.

Fields ▾

Fields

**Full Name (Last, First), ID Number, Badge No.,
Date of Hire**

Enable the check boxes in the Select Filter window to select the employee details you want to appear in the report.

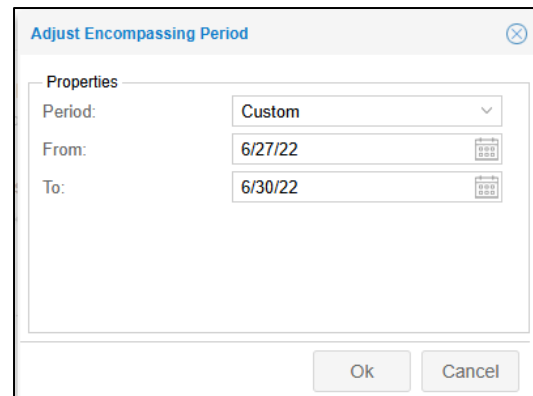
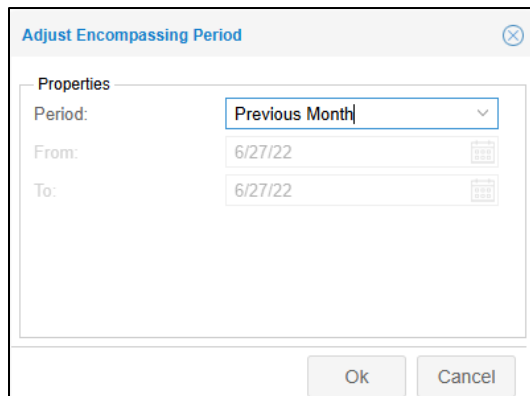


Encompassing Period

To establish the date range of your report, click the Period folder button and click Select Period.

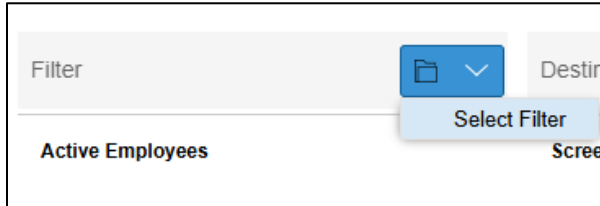


Select from the pre-configured options available in the Adjust Encompassing Period window or set a custom period by selecting Custom in the Period field and entering dates in the From and To fields.

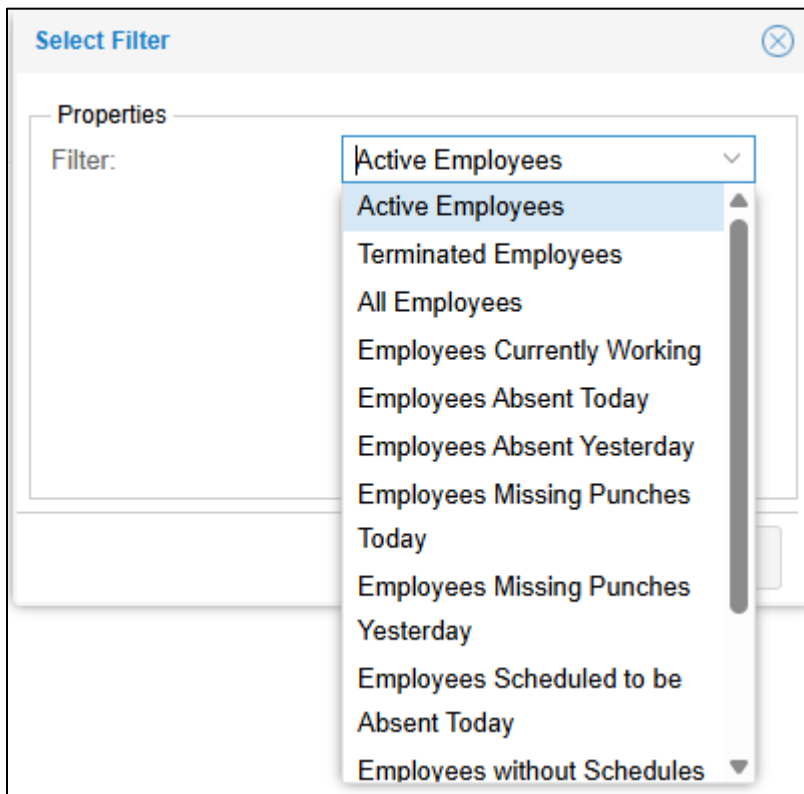


Employees Included

To select a group of employees to include based on the employee's work-related status, such as absent, without a schedule or active, click the Filter folder button and click Select Filter.



Select a work-related status filter to apply to the report.

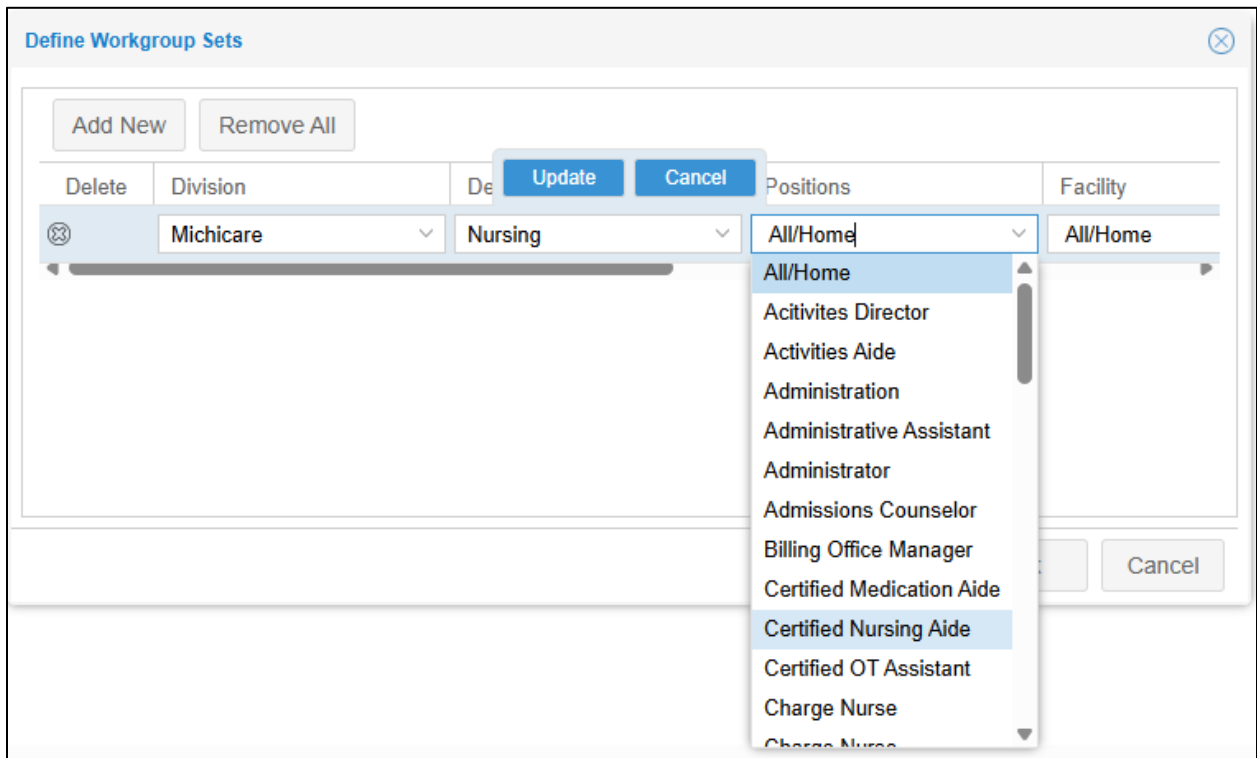


Workgroups Included

To select a group of employees based on a specific workgroup, click the Workgroups folder button and click Select Workgroups.



Select the workgroup levels to define the workgroup you want to view in your report in the Define Workgroup Sets window. Click the Update button to save your selections.



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