Reports - ExpressTime has developed a multitude of reports associated with Buildings and Services to help you get the most out of your system. The following is a guide to various reports ExpressTime has to offer. Because there are so many reports to choose from we have limited this guide to cover a few of the most popular. We suggest that you take your time and explore all of the reports that we offer in your free time. I'm sure there are several more not listed here that can be an asset to your business

The majority of the reports in ExpressTime is grouped together under Clients/ Personnel / Favorites Reports while the others are placed throughout the program. First, we will discuss the grouped reports and then the miscellaneous reports throughout the program.

To access the following Client / Personnel / Favorites Reports:

Go to the tool bar at Customers or			the top of your screen and select Personnel then Reports.		
Editority-	Becords Depressinsper Search Clear Corr Information duling Building Budget 44 Sun 30	ctions Communication Manag e 0000 Drive Time Su Su Mon 31 8031 Advanced Onho - Port Cho 8032 Advanced Onho - Port Cho	Employees Reports Time Exporting Export to QB Shazam B	ecords ExpressInspections Commu sch Clear Close 0000 Driv ulding Budget etc Sun Mon	

The <u>Client Report</u> tab offers a selection of reports that allows you to see and print reports such as building list, schedule services, budgeted hrs. Vs. actual hrs., employee punches and exceptions to mention a few.

🔞 ExpressTime DataManager								
Q Administration A Customers A Personnel Records Image: ExpressInspections Image: Communication Manager Image: Provide the state of the s								
i Print 🗟 Preview 🔺 Edit	🗋 New 🥜 Clear 🚯 Close	*						
Report Filters	Client Reports Personnel Reports Favorite Reports	Client Reports Personnel Reports Favorite Reports						
From Date 05/11/2015 Thru Date 05/11/2015	Report Name Building Building Budget							
Building Status Active	Building Services Deviding Councils							
Building <all></all>	Building Supply Exception							
Employee Status Active	Building Services Exceptions - Caller ID Mismatch							
Employee <all></all>	Building Services Exceptions - Clocked out Early							
Division (All>	Building Services Exceptions - No Clock By Bldg							
Area (All>	Building Services Exceptions - No Clock By Empl Building Services Exceptions - Scheduled No Show							
Service <all></all>	Building Services Exceptions Scheduled No only							
	Building Services Exceptions Report							
Company <all></all>	Building Services Exceptions Report - Unscheduled							
Work Status <all></all>	Building Services Overlapping Services Report Paging Exception Report							
Work Group <all></all>	Other							
	Payroll							
Use Actual Times	Planner							
Use Scheduled Times	+ Project							
U								

The <u>Personnel Reports</u> tab works on the same principal but gives you information concerning

your employees such as hire and termination dates, employee notes etc...

The <u>Favorite Reports</u> tab is a convenient way of limiting the view of available reports to those most often used. To assign a report as a *favorite*, simply right click on the name of the report and select "Add to Favorites."

Note: If favorites have been selected, then the user will see the favorites tab first upon selection any report window. Both the Customers and Personnel are available by clicking on the appropriate tab header.

👌 ExpressTime DataManager - [ExpressTime Report Builder]								
🔞 🔍 Administration 🙎 Customers 🛛 😫 Personnel 🛛 🚦 Records 🖓 ExpressInspections								
🗐 Communication Manager 🍸 Utilities 😤 View 🕐 Help 🕩 Exit								
🔄 Print	📥 Edit	🗋 Ne	w	🦨 Clear	🕼 Close			
Report Filters Client Reports Personnel Reports Favorite Reports								
			Re	eport Name				
From Date	09/15/2015 💌			Building				
Thru Date	09/15/2015 💌		Supervisor List By Building					
Building Status	Active			By Dates				
Building	<all></all>	•			Report By Hire Date			
				Employee List By				
Employee Status	Active			Employee List By				
Employee	<alb< td=""><td></td><td></td><td colspan="3">Employee List By Date Employed- Detailed</td></alb<>			Employee List By Date Employed- Detailed				
Division	<alb< td=""><td></td><td></td><td colspan="3">Employee List By I-9 Date Employee List By Promotion Date</td></alb<>			Employee List By I-9 Date Employee List By Promotion Date				
Area	<alb< td=""><td>•</td><td></td><td></td><td>Promotion Date w Pay</td><td></td></alb<>	•			Promotion Date w Pay			
Service					List By Training Date			
				Employee List By				
Business Type				Employee List with Hire/Term/Rehire dates				
Company	<alb td="" 💌<=""><td></td><td>Terminated Empl</td><td></td></alb>			Terminated Empl				
Work Status	<alb< td=""><td></td><td></td><td colspan="3">Terminated Employee List</td></alb<>			Terminated Employee List				
Work Group	<alb< td=""><td>•</td><td></td><td colspan="3">Employee</td></alb<>	•		Employee				
· · ·	Use Actual Times			Employee - Audit	•			
	Use Scheduled Times			Employee Detail	•			
	Use Scheduled Times			Employee Notes	•			
				Employee Pay R Employee Payrat				
					t Attendance Report			
				Employee Planne				
				Employee Report - Hire/Term				
					es Caller ID Listing			
				Employee Wallet	-			
			Employee Wallet	Cards - Spanish				
		÷	Employee List					
				Other				
		_		Damata List		1		