

Reports

kronos version 8.1

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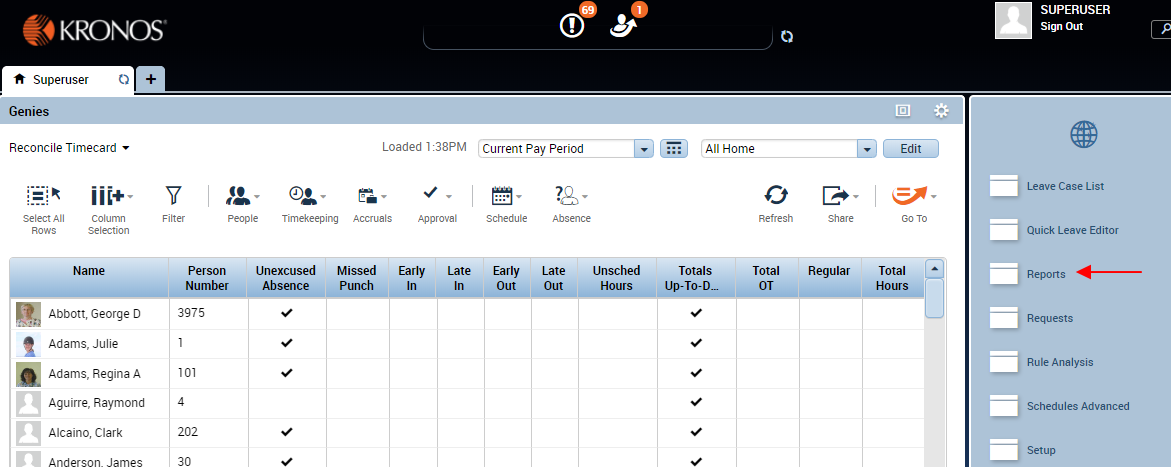
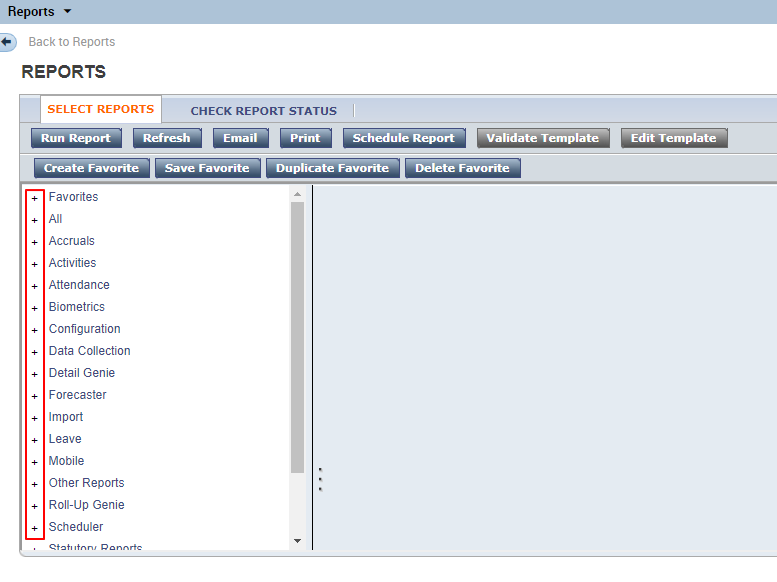
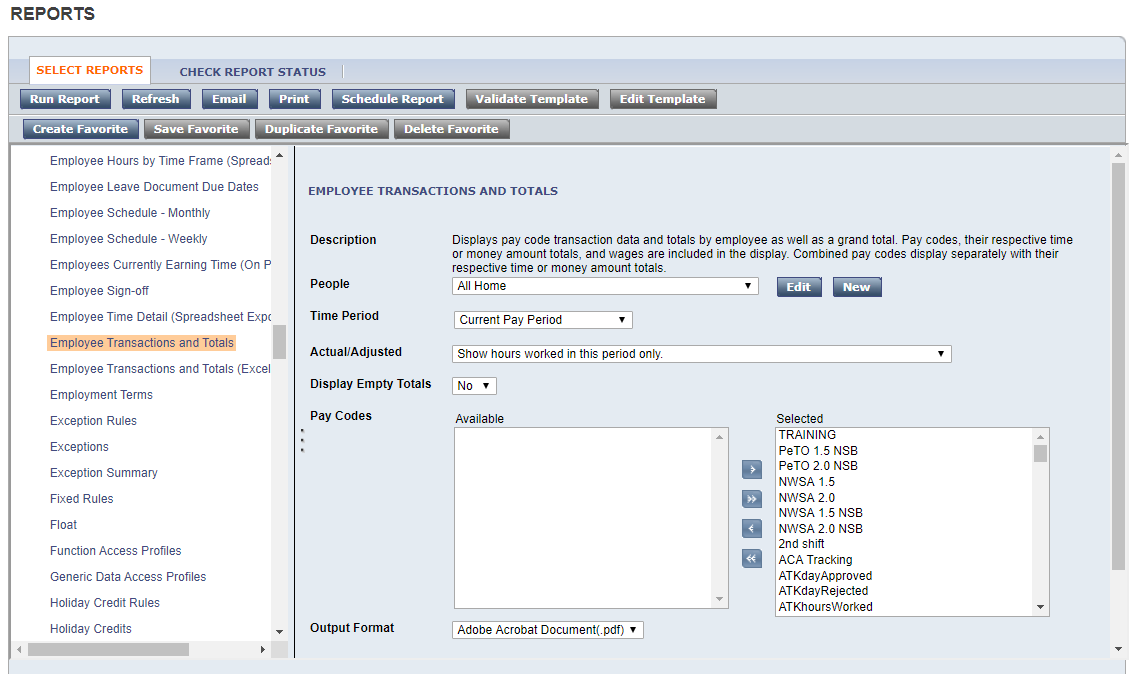
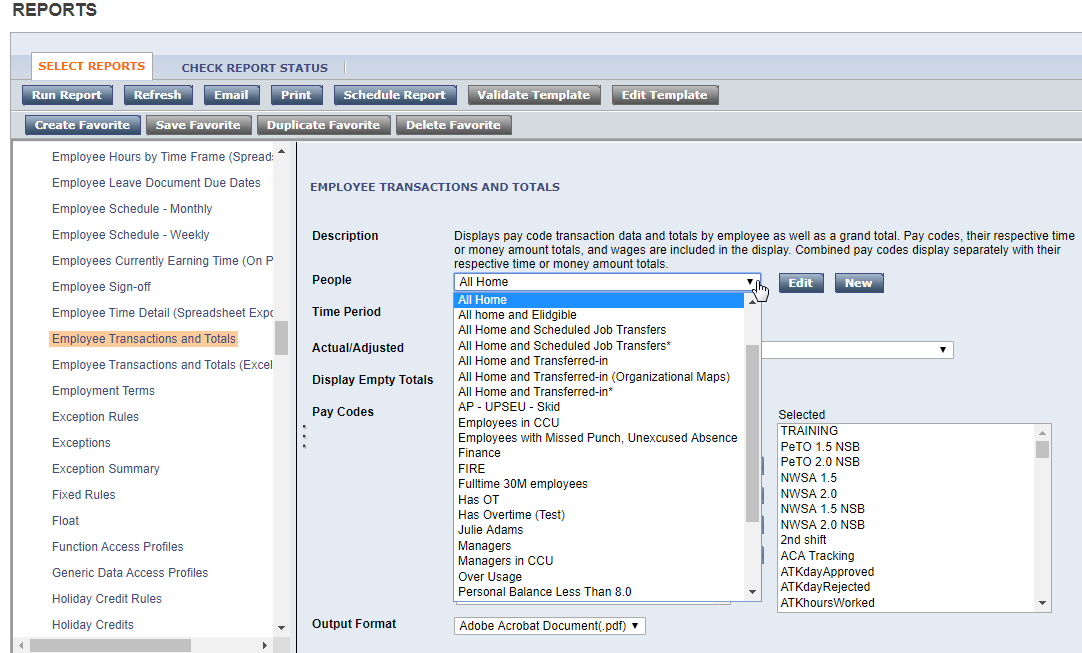
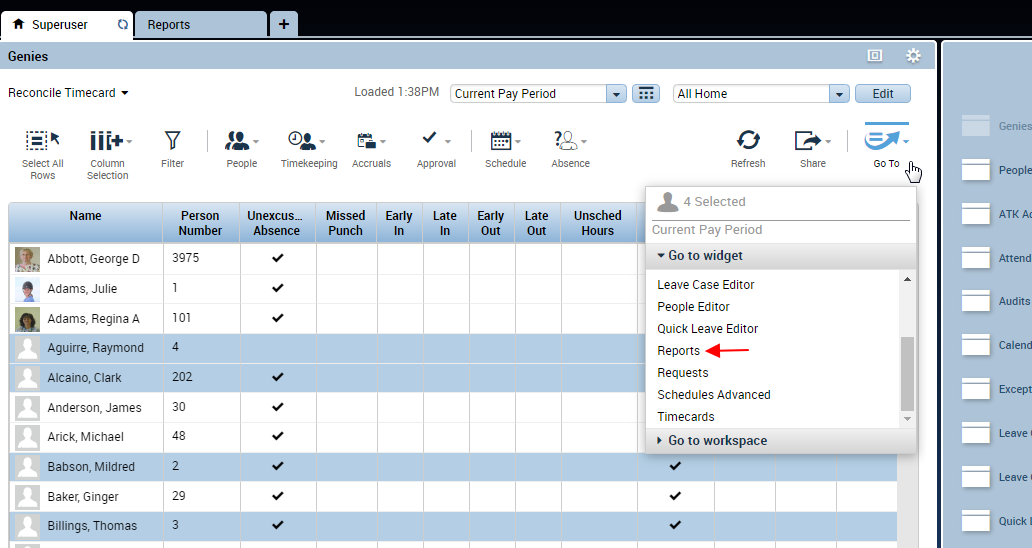
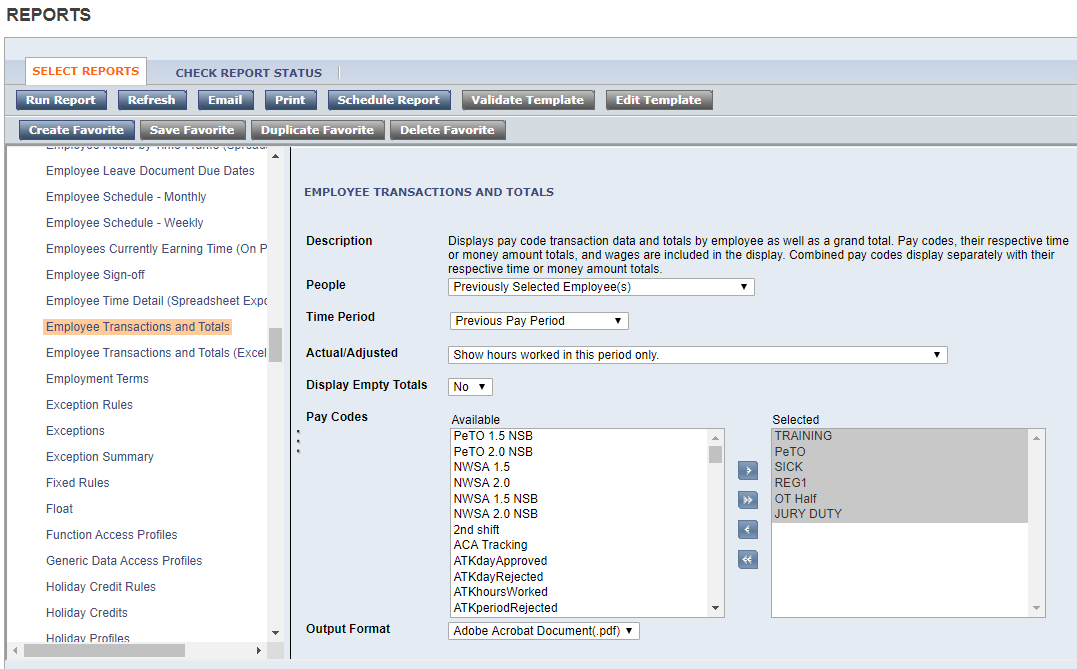
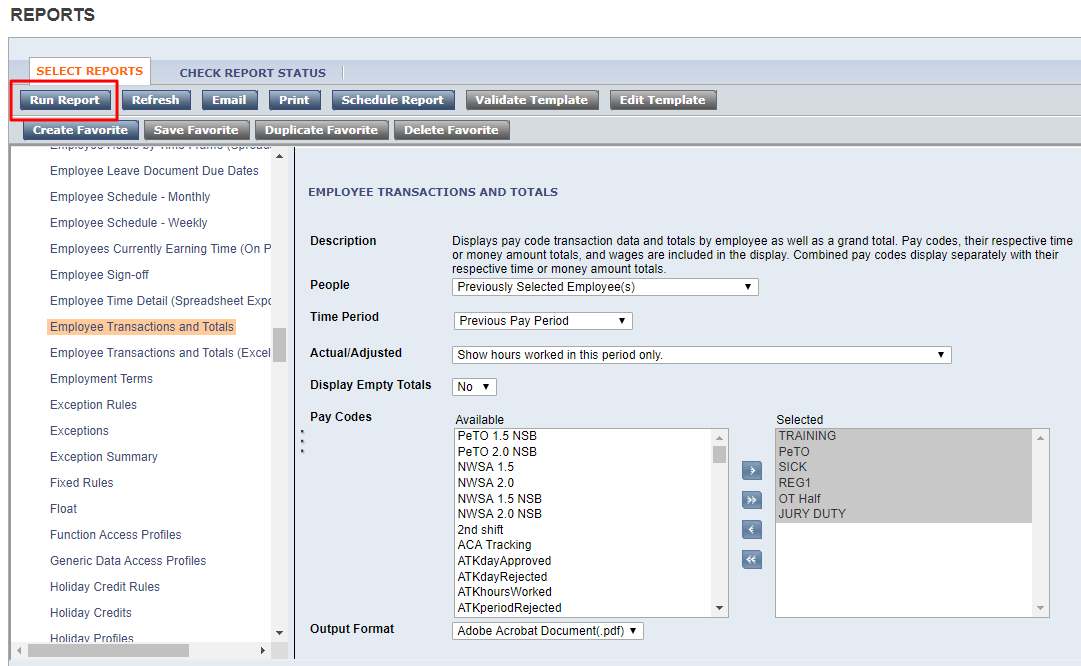
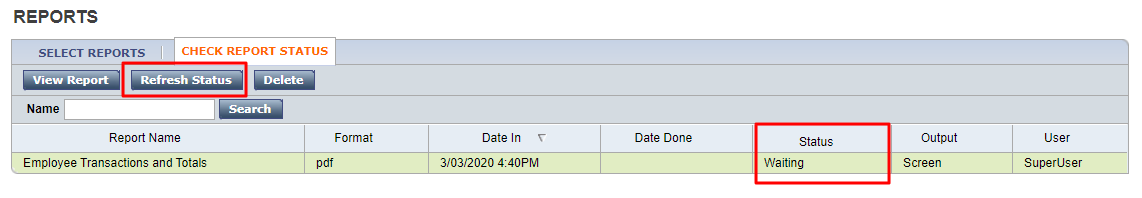
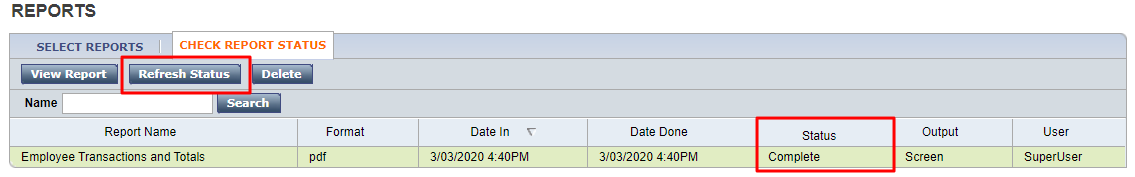
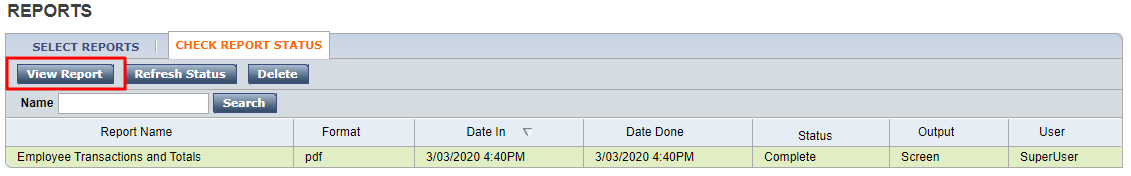
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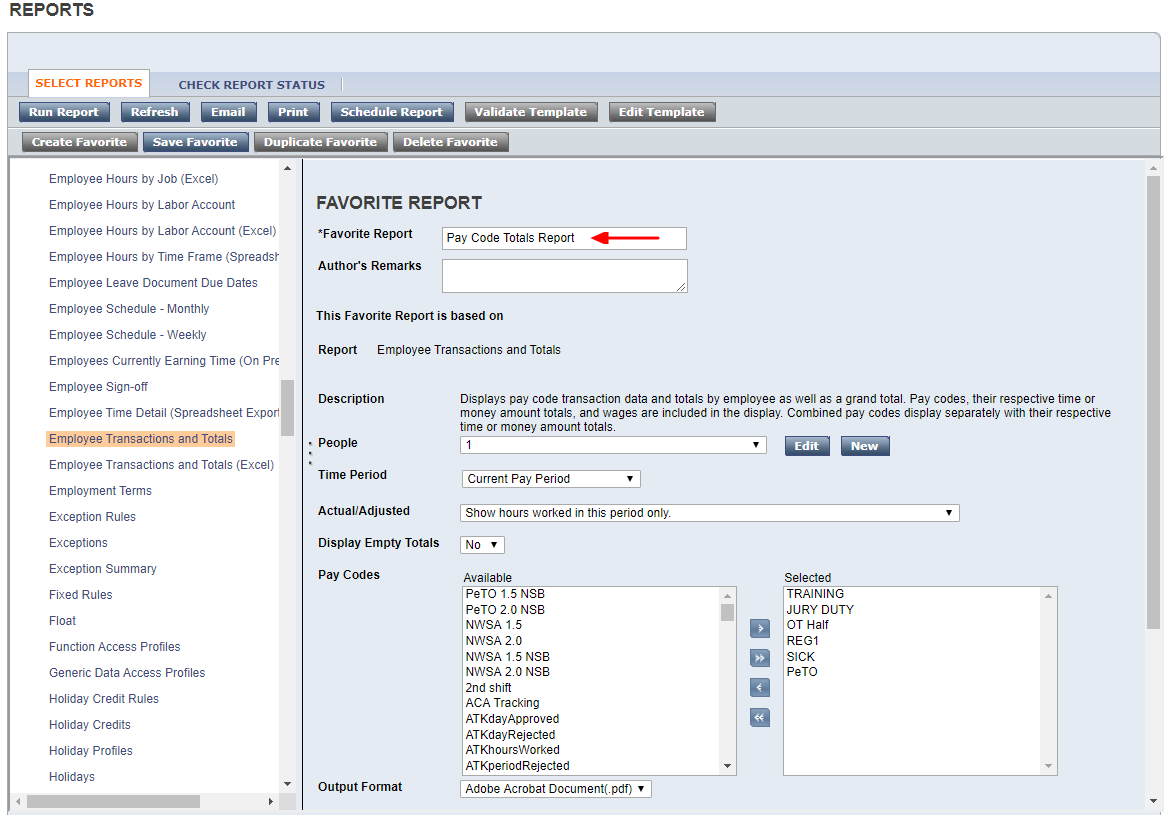
# REPORTS

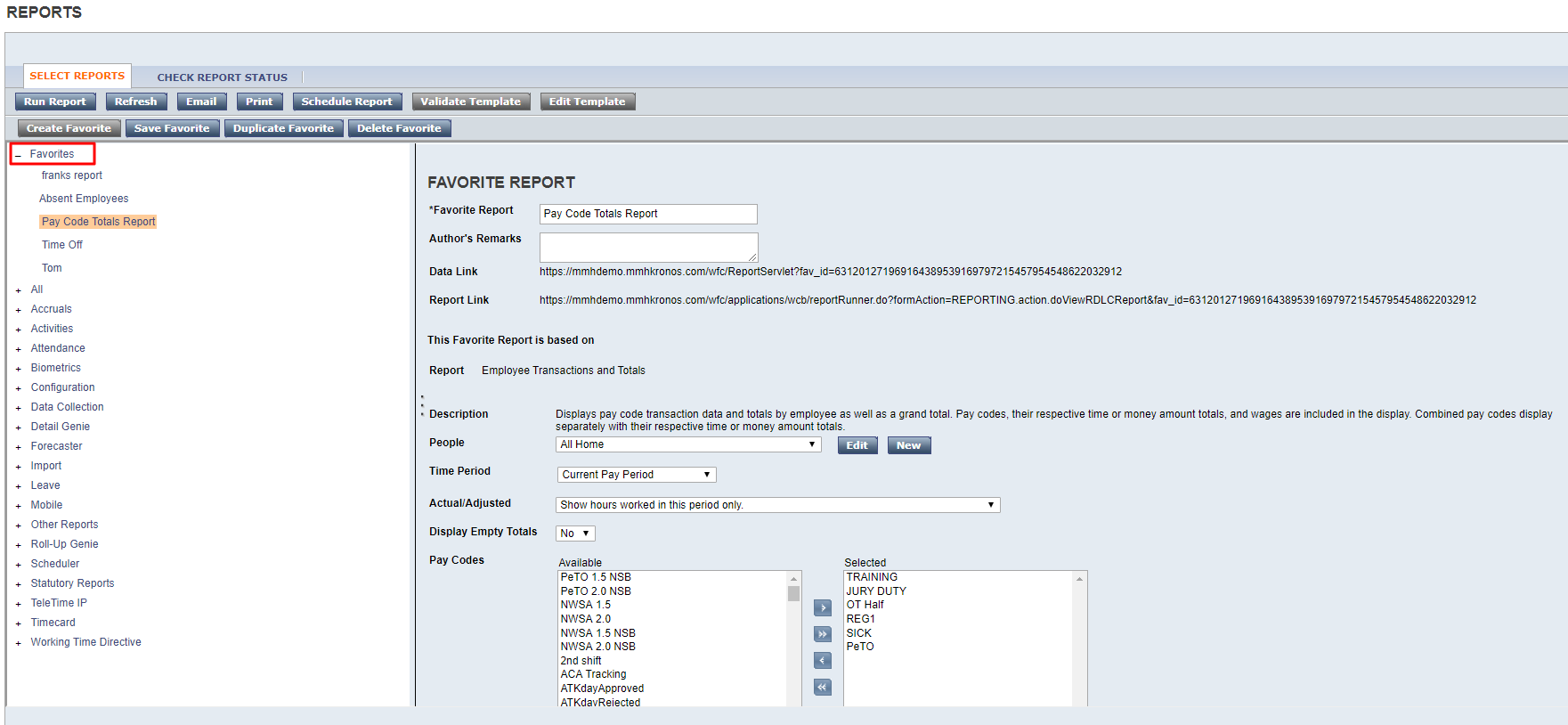
## Running Reports

1. Reports can be accessed by opening the Reports widget from the drawer. 
2. Find the report you wish to run by clicking the + sign to expand the category. Expand the **All** category to see all available reports. 
3. Select a report from the left pane of the screen. The right pane shows a description of the report, as well as other choices that are specific to each report.
4. Determine the employee who will show up in this report by selecting from the **People** dropdown. The choices that appear here are the hyperfinds that you have access to. 
5. To run a report on one person or a specific group of people, find the person or people in any genie. Select the person or people and use the **Go To** button to navigate to Reports. 
6. The **People** field on the report screen now shows **Previously Selected Employees(s)**. 
7. Select the other report settings as needed. Each report has different settings, but most reports require setting the Time Period and the Output Format. To set a custom range of dates, choose **Range of Dates** from the Time Period dropdown.   
     
   Most reports are only available in PDF format. If a report has “(Excel)” or “(Spreadsheet Export)” in the name, you will still need to select **Microsoft Excel Document** from the Output Format dropdown. 
8. When finished, click the **Run Report** button in the top left. 
9. The screen will switch to the **Check Report Status** tab. Click the **Refresh Status** button until the report status changes to Complete.   
     
   
10. Double-click on the report to open it. Or, use the **View Report** button. 
11. The report will open as a PDF or Excel document, depending what choices were available for the Output Format.
12. The report will stay visible on the Check Report Status screen for 3 days. The report can be opened again from this screen by using the View Report button or double-clicking. Keep in mind that this does not re-run the report. Opening a report again from this screen will not pull in any updated information. It will simply display the same exact report over again.

If you need to re-run the report, start over from the Select Reports tab.

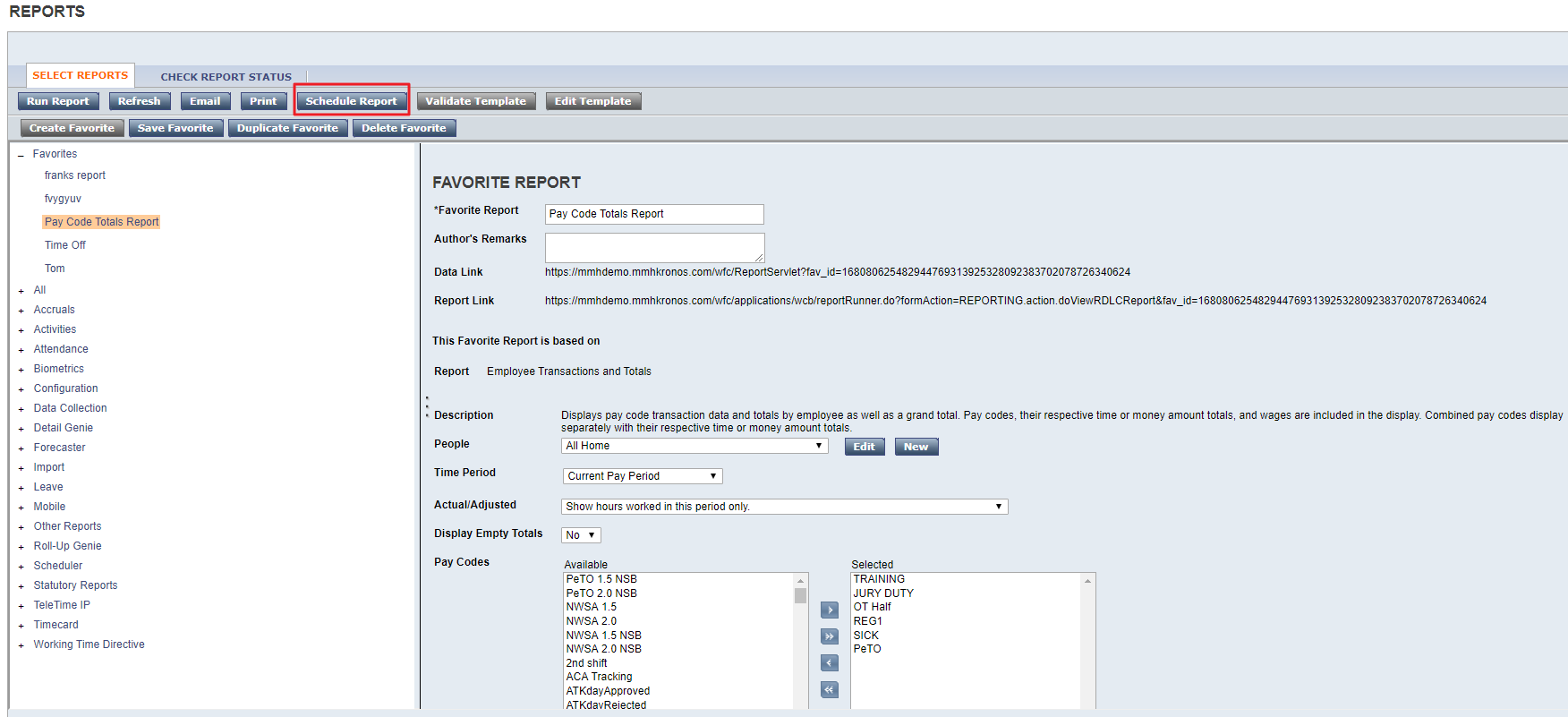
## Creating Favorite Reports

1. When you have the report set the way you want, click the **Create Favorite** button at the top of the screen. In the Favorite Report field, type the name you wish to use to save this favorite report. When finished, click **Save Favorite**.   
   
2. The report now displays when expanding the **Favorites** section at the top of the list of reports.



## Scheduling Reports

1. Reports can also be scheduled to run and even emailed to individuals. Select and set up a report, then use the **Schedule Report** button at the top.



1. Set up the Event Schedule and the Event Output. **Save** when finished.