MSITE REPORTS

Time & Attendance Reports

MSite Reports allow the user to run multiple **Time & Attendance** reports with varying levels of detail.

Time & Attendance

Select the **Reports** option in the MSite Toolbar on the left-hand side of the screen. The options for the **Time & Attendance** reports are displayed, covering areas such as:

- Visitor Logs
- Historic site access
- Contractor information

There are different reports available depending on the subject and level of detail required, such as:
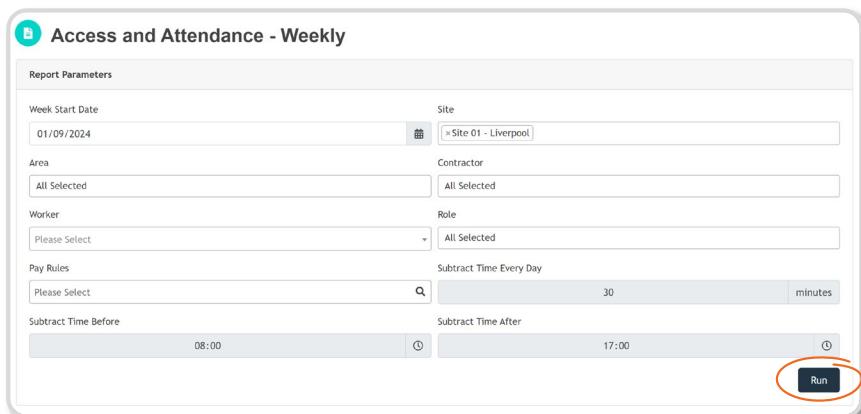
- Monthly
- Weekly
- Detailed

Time and Attendance

Access and Attendance - Detailed
Access and Attendance - Summary
Access and Attendance - Weekly
Contractor on Site - Month View
Contractor on Site - Week View
FILO (First In/Last Out)
Historic Site Attendance
Location Check In Transactions
Roles On Site
Supervisor App Transactions
Trades On Site
Transaction Log
Visitor Log

Once you have selected the required report, enter in the criteria for the report, such as:

- Date Range
- Site
- Contractor

Access and Attendance - Weekly

Report Parameters

Week Start Date	Site
01/09/2024	×Site 01 - Liverpool

Area	Contractor
All Selected	All Selected

Worker	Role
Please Select	All Selected

Pay Rules	Subtract Time Every Day
Please Select	30 minutes

Subtract Time Before	Subtract Time After
08:00	17:00

Run

➤ Then click **Run** to run the report.