

Staff Here Now Report



Last Modified on 11/03/2020 12:34 am EST

This report displays all staff that have a Time In but do not have a Time Out for the current day. Incomplete time entries from previous days are not displayed.

1. Go to the **Staff** (menu) > **Time Clock** > **Reports** > **Time Clock** (tab).
2. Click the **Staff Here Now Report**.
3. Select a **Location** and/or **Departments** if applicable.
4. Click **Submit**.

Any staff member that clocked in but never clocked out will be displayed in this report.



Save this as a frequently used report! Click the heart (icon)  next to a report name, the heart will change to red  and the report will be listed under the **Reports** (menu) > **My Reports** for quick and easy access!
