To Run an Exceptions Report:

1. Go to the tab, General -> Report.
2. In the category, Detail Genie, select Exceptions.
3. In the field, “Show”, select “All Home” or a personal Hyperfind Query.
4. In the field, “Time Period”, select the range of dates to be included on the report.
5. Go to the tab, “Set Option.” When selecting “Absences” or “Exceptions”, you now have the option to customize the report to include specific information, as shown below:
For an Exception report with an Excel Output (for employee page break)...

1. Select the report, ExceptionsCustom

2. Go to the tab, “Set Options”, then “Email/Schedule Format.” Click on the drop arrow and select “Microsoft Excel Document (.xls)"
3. To generate this report, click on “Email” and enter the recipient’s email information. Once the information has been received, the user can open the file in Microsoft Excel, and manually insert page breaks between employees.
For a Tardy report....
1) In the Exceptions report, go to the tab, Set Options.
2) Under Absences, select None
3) Under Exceptions, remove all entries under Selected Conditions except Late In
4) Select the group of employees and time period/date range
5) Run Report

For Unexcused Absences ....
1) In the Exceptions report, go to the tab, Set Options
2) Under Absences, select Unexcused
3) Under Exceptions, remove all entries under Selected Conditions except Unscheduled.
4) Select the group of employees and time period/date range
5) Run Report

For Early In ....
1) In the Exceptions report, go to the tab, Set Options
2) Under Absences, select None
3) Under Exceptions, remove all entries under Selected Conditions except Early In and Very Early In
4) Select the group of employees and time period/date range
5) Run Report