User Guide

MARS Report Employee/Supervisor/Admin



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ACCESS TO MARS REPORT

1.1 Accessing to MARS Report

				[Report	Administrative								
🌣 Report														
Clear HSave as Net				ecze Date									tions Fields	Fullscre.
•		Export (reeze Date	5	6	7	8	9	10	11	Format Op	otions Fields	
	✓ 🖪 Save	Export (Grid Charts F	reeze Date	5	6	7	8	9	10	11	Format Op	otions Fields	Fullscre.
- Limit: 0 / 3 🕏 📑		Export (Grid Charts F	reeze Date	5	6	7	8	9	10	11	Format Op	otions Fields	Fullscre.
- Limit: 0/3 •	Retrieve	Export (Grid Charts F	reeze Date	5	6	7	8	9	10	11	Format Op	otions Fields	Fullscre.

Figure 1.1

REPORT FEATURE

2.1 Report layout and explanation

🌣 Report								
Employee Superviso	r Admin (b)							(c)
Clear H	▼ 🖪 Save E	xport Grid Charts Fi	reeze Date				Format Options Field	s Fullscre
Limit: 0 / 3 🛛	Retrieve	2 3	4 5	6 7	8 9	10 11	12 13	14 (e)
Claim	> (d) ₂							
Employee	> 4							
Leave	> 6							
Overtime	> 7							
Payroll	> 9							
PE	> 11							
Timecard	12 > 12							

Figure 2.1

- a. Mode report mode tabs selection
- b. Report templates control select and manage report template.
- c. Report tool bar Report feature
- d. Available report list of reports assigned.
- e. Report content selected report will show in this area

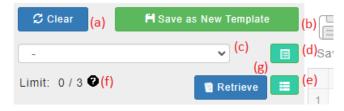
2.2 Report Mode





- 1. Employee mode, show the employee tab if module access granted, report list will refer to the employee control.
- 2. Supervisor mode, show the supervisor tab if module access granted, report list will refer to the supervisor control
- 3. Admin mode, show the admin tab if module access granted, report list will refer to the access group assignment.

2.3 Report Template Control





- a. Clear clear report & template selection
- b. Save as New Template save selected report and report formatting as new template.
- c. Template select option pull report from saved template.
- d. Saved Template button manage saved templates.

- e. Report List button select report for combine.
- f. Combine report limit can combine report up to set limit.
- g. Retrieve Report button pull report base on report selected.

2.4 Report Tool bar







- a. Save save as new template/ update selected template.
- b. Export Export report (print, csv, excel, image), allow to setup password for export.
- c. Grid show report as Grid format.
- d. Chart generate chart from selected report.
- e. Freeze freeze column view when scroll to right.
- f. Date date filter for report base on selected field
- g. Format report column formatting
- h. Option Report display option.
- i. Field manage display column.
- j. Full Screen change report portion to full screen.

2.5 Report Content

Report content will be show in highlighted area.

Clear H Save as New Template	Save Export Grid Char				Format Options Fields
Limit: 1/3 2	1 1 © COMPANY NAME	2 3 \$\$ EMPLOYEE NO \$\$ TITLE	4 © EMPLOYEE NAME © FIRST	5 6 7 NAME © LAST NAME © HIRE DATE	8 9 © REHIRE DATE © ADJUSTED HIRE DATE
Employee Profile Report 1	2 ^a aladii Io-I ii Ioai 3	ter en	producted and a second	ur en la sint	
Employee History Report	4				
Employee Job History Report	6				

Figure 2.5

2.5.1 Change sorting by column

Move pointer to the column header, the icon highlighted below will be show. Click on the icon to change sorting.



Figure 2.6

2.5.2 Change column ordering

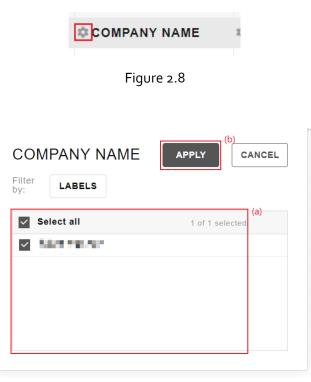
To change ordering of report column, drag and drop the column to desire position.

	1	2	3	4	5	6	7	٤
1	COMPANY NAME	C EMPLOYEE NO		CALC NAME	FIRST NAME	CAST NAME	CHIRE DATE	* REHIRE
2	The set of the	1.00 C	-	All parts in a state of the parts	de se la companya de	and the second second		

Figure 2.7

2.5.3 Filter column

Click on the highlighted icon to filter.



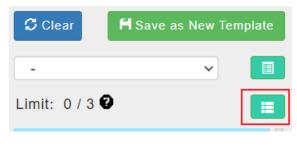


- a. Column value list select value want to filter.
- b. Apply click apply button for apply the filter value.
- c. Cancel discard filter value and close pop up.

HOW TO RETRIEVE REPORT

3.1 Retrieve report from report list button.

1. Click on Report List Button.





2. Pop up a window, show report list table.

Category	-	Report	¢	Sele (a)	ct	\$
Search	•	Search		Sea	arch	
Claim		Claim Details Report			(b)	
Claim		Claim Entitlement Report				
Employee		Employee Profile Report				
Employee		Employee History Report				
Employee		Employee Job History Report				

Retrieve Close

Figure 3.2

- a. Search Enter keywords to search report.
- b. Select checkbox checked indicate report is selected.
- c. Close to close popup window.
- d. Retrieve Pull report base on report selected.
- 3. Select report want to retrieve by clicking on checkbox. Click Retrieve button.
- 4. Report content will show selected report information.

3.2 Retrieve report from side report list.

1. Click on module name from the side report list.

Claim	>
Employee	>
Leave	>
Overtime	>
Payroll	>
PE	>
Timecard	>

Figure 3.3

2. Module name will expand and show report available of the module.





3. Click on report name, report name will be highlighted and indicate the report selected sequence.

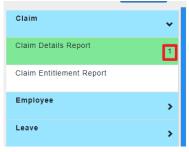


Figure 3.5

4. Click on Retrieve button, to pull the report information base on selected report sequence.

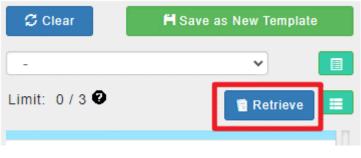


Figure 3.6

HOW TO COMBINE REPORT

4.1 combine report from the report list button.

Select more than one report from Report List popup window. Then click on Retrieve button.

Search Search Search Claim Claim Details Report Image: Claim Claim Entitlement Report Claim Claim Entitlement Report Image: Claim Claim Entitlement Report Employee Employee Profile Report Image: Claim Entitlement Report	Category +	Report ¢	Selec	ot	4
Claim Claim Entitlement Report Claim Employee Employee Profile Report	Search	Search	Sea	rch	
Employee Employee Profile Report	Claim	Claim Details Report			
	Claim	Claim Entitlement Report			
Employee Employee History Report	Employee	Employee Profile Report			
	Employee	Employee History Report			
Employee Sob History Report	Employee	Employee Job History Report			



4.2 Combine report from the side report list.

Click on multiple report name, make sure selected reports are highlighted.

Limit: 2/3	🔋 Retrieve 📰
Claim	~
Claim Details Report	1
Claim Entitlement Report	2
Employee	>

Figure 4.2

APPENDIX

5.1 Combine multiple reports

Select reports that wanted to combine into a report, up to 3 reports at once

Limit: 2/3 🛛	ieve 🔳
Claim	>
Employee	~
Employee Profile Report	1
Employee History Report	
Employee Job History Report	2
Employee Dependents Report	
Employee Benefit Report	
Employee Job Report	

The reports will be combine follow by its **employee no** and loaded as below after click on Retrieve button.

Clear H Save as New Template	Save Export	Grid Charts	Freeze Date							armat Options Field	- 15 JJ
Limit: 2/3 🔍 📲 Retrieve											
Claim >											
Employee 🗸 🗸											
Employee Profile Report											
Employee History Report											
Employee Job History Report 2					0	Loading data Waiting for the response	nse 0.6				
Employee Dependents Report											
Employee Benefit Report											
Employee Job Report											
Employee Supervisor Report											
C Clear M Save as New Temptate	i t	Grid Charts	Freeze Date							ormat Options Fiel	
C Cites M Save as New Template	Save Export	Grid Charts	Freeze Date	3	4	5	6	7	F	ormat Options Fiel	ts Fullscre
C Clear H Save as New Tenside	Save Export	Grid Charts	PLOYEE NO	3 ©TITLE	© EMPLOYEE NAME	5 ¢FIRST NAME	6 © LAST NAME	© HIRE DATE	8 ©REHIRE DATE	ormat Options Fiel	ts Fullscre
C Clear M Save as New Tensiale	Save Export	Grid Charts	PLOYEE NO	© TITLE	© EMPLOYEE NAME			© HIRE DATE	8 ©REHIRE DATE	ormat Options Fiel	ts Fullscre
C Cear M Cove as New Template - - - Cear Cear - Cear - - - - - - - - - - - - -	Save Export	Grid Charts	PLOYEE NO	© TITLE	© EMPLOYEE NAME			© HIRE DATE	8 ©REHIRE DATE	ormat Options Fiel	ts Fullscre
C Crear Aliver as New Template Claim Claim Employee Formerse Evolutio Based	Save Export	Grid Charts	PLOYEE NO	© TITLE	© EMPLOYEE NAME			© HIRE DATE	8 ©REHIRE DATE	ormat Options Fiel	ts Fullscre
C Crue Microv as New Template - - - Claim Claim Employee Employee 5	Save Export	Grid Charts	PLOYEE NO	© TITLE	© EMPLOYEE NAME			© HIRE DATE	8 ©REHIRE DATE	ormat Options Fiel	ts Fullscre
C Crear Miser as filer Templots Claim Claim Employee Frolile Report 1 Employee Frolile Fro	Save Export	Grid Charts	PLOYEE NO	© TITLE	© EMPLOYEE NAME			© HIRE DATE	8 ©REHIRE DATE	ormat Options Fiel	ts Fullscre
Close Move at New Temploe Move at New Temploe Claim Calaim Employee Employee Fortile Report Employee Claion Employee 2	Save Export Save Export 1 0 COMPANY ARREE 2 4 5 6 7 8 6 10 11 12	Grid Charts	PLOYEE NO	© TITLE	© EMPLOYEE NAME			© HIRE DATE	8 ©REHIRE DATE	ormat Options Fiel	ts Fullscre
Close Move at New Tomplee	Save Export	Grid Charts	PLOYEE NO	© TITLE	© EMPLOYEE NAME			© HIRE DATE	8 ©REHIRE DATE	ormat Options Fiel	ts Fullscre

5.2 Save current report format as new template

Select the **Save as New template** button and a tab will pop up to insert template details as below.

۷)	R	Save Export Grid Cf	arts Freeze Dat	ie .					Fo	rmat Options Fields	Fullsc
t: 2 / 3 🛛 🔹 Rel	lieve 🔳		2	3	4	5	5	7	8	9	
	_	1 © COMPANY NAME	© EMPLOYEE NO	© TITLE	© EMPLOYEE NAME	© FIRST NAME	© LAST NAME	© HIRE DATE	© REHIRE DATE	© ADJUSTED HIRE DATE	
laim	>		1 C C C C C C C C C C C C C C C C C C C	<u> </u>	1002090000	-		1.5			-
		3	10 M	Sa	ve New As		1.00	the second second			
mployee	~	4		Template Na	ime:	_					
nployee Profile Report		5		My template							
ipioyee Profile Report	1	6		Description							
ployee History Report		7									
	_	8		Category:							
ployee Job History Report		9		My templa	ate list	~					
	-	10									
nployee Dependents Report		11			Save Cancel]					
		12									
ployee Benefit Report		13									
		14									
ployee Job Report		15									
nployee Supervisor Report		13									

After successfully saved, the saved template can be found in the drop down as below.

Cloar M Save as New Template	Save Export Grid C	charts Freeze Da							ormat Options Fields
My template list trieva	1 0 COMPANY NAME	2 © EMPLOYEE NO	3 O TITLE	4 © EMPLOYEE NAME	6 © FIRST NAME	6 © LAST NAME	7 © HIRE DATE	8 O REHIRE DATE	9 © ADJUSTED HIRE DATE
Claim >	 Appendix and the second se	6 M.	-	Sector Sector			1.22		
Employee 🗸	4								
Employee Profile Report 1	8								
Employee History Report	7 8								
Employee Job History Report 2	9								
Employee Dependents Report	11								
Employee Benefit Report	12								
Employee Job Report	14								
Employee Supervisor Report	16								

5.3 Freeze column when scrolling

Select the columns that wanted to be freeze as below.

Clear H Save as New Template	Save Export Grid Charts Freeze Date		Format Options Fields Fullscre
.imit: 2 / 3 🛛 📲 Retrieve 🔳	1 2 3 1 © COMPANY NAME © EMPLOYEE NO © TITLE	Freeze Column APPLY CANCEL	7 8 9 IRE DATE \$ADJUSTED HIRE DATE
Claim >	2	Select columns to freeze COMPANY NAME	2007 19 - 19
Employee 🗸	4	EMPLOYEE NO	
Employee Profile Report 1	6	TITLE	
Employee History Report	7	EMPLOYEE NAME	
Employee Job History Report 2	9	FIRST NAME	
Employee Dependents Report	10	LAST NAME HIRE DATE	
Employee Benefit Report	12	REHIRE DATE	
Employee Job Report	13 14	ADJUSTED HIRE DATE	
Employee Supervisor Report	15		
Employee Supervisor Report	10		

The selected freeze column will be stick to the left when scrolling to right.

Clear H Save as New Templat	_		Grid Charts	Freeze Date	,				ormat Options Fields
Limit: 2 / 3 🖗 📑 Retrieve		1 1 EMPLOYEE NO	16 DB LEVEL	17 DOB CLASS	18 © WORK TYPE	19 © JOB EFFECTIVE START DATE	20 © JOB EFFECTIVE END DATE	21 © DEPARTMENT NAME	© DEPARTMENT PATH
Claim	>	2 3802 3 3802		<u>,</u>	an sa di sa di Manadari			122.00	And Andrew States
Employee	~	4							
Employee Profile Report	1	6							
Employee History Report		8							
Employee Job History Report	2	9							
Employee Dependents Report		11							
Employee Benefit Report		13							
Employee Job Report		15							
Employee Supervisor Report		16		_					

5.4 Export current report with password protected

Clear H	Save as New Template		rid Charts	Freeze Date	-					ullscre
Limit: 2/3 🛛	🔋 Retrieve 🗮	Print	16 B LEVEL	17	18	19	20	21	© DEPARTMENT PATH	· K
Claim	>	2 3802 To CSV 3 3802 To Excel		(-1)	221			Sec. 2.	C (24) (24)	22
Employee	~	4 To Image		100		a service and				1
Employee Profile Repo	ort 1	6								
Employee History Repo	ort	8								
Employee Job History I	Report 2	9								
Employee Dependents	Report	11								
Employee Benefit Repo	ort	12								
Employee Job Report		14								
Employee Supervisor F	Report	16								

Select the type of file to export as below

A tab will pop up and allow to insert its file name and password.

× 🖪	Save Export	Grid Charts	Freeze Da	18	19		20	21	Format Options Fields Fullscre
nit: 2/3 🛛 📲	1 EMPLOYEE NO	OB LEVEL	© JOB CLASS	© WORK TYPE	O JOB EFFECTIVE START	DATE	© JOB EFFECTIVE END DATE	DEPARTMENT NAME	© DEPARTMENT PATH
Claim	2 3802		1	500 ST 1		1.0		P 20 - 20	in the second second
Employee	3 3802		4	Exp	oort As	1000	1	and a fail of the	Second Workshop of
±mpioyee 🗸 🗸	4			Filename:					
Employee Profile Report	5			new export					
Employee History Report	7			Password (opt	ional):				
	8			Expand All:					
Employee Job History Report 2	9								
Employee Dependents Report	10				Export Cancel				
Employee Benefit Report	12								
Employee Job Report	14								
	15								

A file will be downloaded through the browser with a password protected .zip file



5.5 Change format of column using Format cells

Format cells	APPLY	CANCEL
CHOOSE VALUE	Choose value	~
Text align	right	
Thousands separator		
Decimal separator		
Decimal places	2	
Currency symbol		
Negative number format	-1	
Null value		
Format as percent	false	

Select Format cells in **Format -> Format cells** as below.

S	ave Export Grid Charts	Freeze Date			Format Opt	ons Fields	Fullscre
	62	63	64	65	S Format		
1	SUPERVISOR OFFICE PHONE	BASIC SALARY	CURRENCY	SALARY EFFECTIVE	5		FEC
2	-	-	Malaysian Ringgit (MYR)		S Conditi	onal formatting	_
3	-	2,643.38	Malaysian Ringgit (MYR)		01/09/2)18	
4	-	8,483.50	Malaysian Ringgit (MYR)		01/08/2)17	
5	-	6,548.22	Malaysian Ringgit (MYR)		01/09/2)18	
6	-	3,463.83	Malaysian Ringgit (MYR)		05/08/2)15	
7	-	8,699.17	Malaysian Ringgit (MYR)		01/07/2)22	
8	-	5,235.88	Malaysian Ringgit (MYR)		01/07/2)22	
9	-	8,480.00	Malaysian Ringgit (MYR)		01/07/2)22	
10	-	3,786.39	Malaysian Ringgit (MYR)		29/10/2)21	
11	-	82,595.07	Malaysian Ringgit (MYR)		01/07/2)22	
12	-	7,046.83	Malaysian Ringgit (MYR)		01/08/2	017	
13	-	6,000.11	Malaysian Ringgit (MYR)		01/07/2)22	
14	-	1,965.65	Malaysian Ringgit (MYR)		01/07/2)22	
15	-	950.00	Malaysian Ringgit (MYR)		29/03/2)15	
16	-	1,000.00	Malaysian Ringgit (MYR)		01/04/2)17	
47							

	Freeze Date				
					K
1 CONTRACTOR OFFICE PHONE	Format cells	APPLY C	ANCEL	ART DATE	SALARY EFFEC
				29/10/2021	
	CHOOSE VALUE	Choose value	\sim	01/09/2018	
				01/08/2017	
	Text align	right		01/09/2018	
		light		05/08/2015	
	Thousands separator	,		01/07/2022	
	Decimal separator			01/07/2022	
	Decimal separator			01/07/2022	
	Decimal places	2	~	29/10/2021	
		-		01/07/2022	
	Currency symbol			01/08/2017	
	Negative number			01/07/2022	
	format	-1		01/07/2022	
	Null value	-		29/03/2015	
				01/04/2017	
	Format as percent	false			

Select the formatting for the chosen value.

SUPERVISOR OFFICE PHONE	Format cells	APPLY CANCEL	ART DATE	SALARY EFFEC
			29/10/2021	
	CHOOSE VALUE	BASIC SALARY (Sum) \sim	01/09/2018	
			01/08/2017	
	Text align	center ~	01/09/2018	
		ound ·		
	Thousands separator	(Space) \checkmark	01/07/2022	
	Decimal separator		01/07/2022	
		. ~	01/07/2022	
	Decimal places	3 ~	29/10/2021	
			01/07/2022	
	Currency symbol	MYR	01/08/2017	
	Positive currency	MYR1 V	01/07/2022	
	format		01/07/2022	
	Negative currency format	MYR-1 \vee	29/03/2015	
	Null value		01/04/2017	
		No salary		
	Format as percent	false \lor		

The cells formatting change as configured.

S	ave Export Grid Charts	Freeze Date		Format Options	Fields Fullscre
	62	63	64	65	K
1	SUPERVISOR OFFICE PHONE	BASIC SALARY	CURRENCY	SALARY EFFECTIVE START DATE	SALARY EFFEC
2	-	No salary	Malaysian Ringgit (MYR)	29/10/2021	
3	-	MYR2 643.380	Malaysian Ringgit (MYR)	01/09/2018	
4	-	MYR8 483.500	Malaysian Ringgit (MYR)	01/08/2017	
5	-	MYR6 548.220	Malaysian Ringgit (MYR)	01/09/2018	
6	-	MYR3 463.830	Malaysian Ringgit (MYR)	05/08/2015	
7	-	MYR8 699.170	Malaysian Ringgit (MYR)	01/07/2022	
8		MYR5 235.880	Malaysian Ringgit (MYR)	01/07/2022	
9	-	MYR8 480.000	Malaysian Ringgit (MYR)	01/07/2022	
10	-	MYR3 786.390	Malaysian Ringgit (MYR)	29/10/2021	
11	-	MYR82 595.070	Malaysian Ringgit (MYR)	01/07/2022	
12	-	MYR7 046.830	Malaysian Ringgit (MYR)	01/08/2017	
13	-	MYR6 000.110	Malaysian Ringgit (MYR)	01/07/2022	
14	-	MYR1 965.650	Malaysian Ringgit (MYR)	01/07/2022	
15	-	MYR950.000	Malaysian Ringgit (MYR)	29/03/2015	
16	-	MYR1 000.000	Malaysian Ringgit (MYR)	01/04/2017	
47					

5.6 Add conditional formating using Conditional formatting

Jona	itional for	rmatti	ng +	A	PPLY	CANCEL
Value:	All values	~	Less than	~	0	
ormat:	Arial	~	12px 🗸	Α	73.93	×

Select Conditional formatting in **Format -> Conditional formatting** as below.

Sa	ve Export Grid Charts	Freeze Date			Format Options Fields
	62	63	64	65	S Format cells
1	SUPERVISOR OFFICE PHONE	BASIC SALARY	© CURRENCY	SALARY EFFECTIVE START DATE	Conditional formatting
2		-	Malaysian Ringgit (MYR)	29/10/2021	- F
3		2,643.38	Malaysian Ringgit (MYR)	01/09/2018	- 5
4		8,483.50	Malaysian Ringgit (MYR)	01/08/2017	- 1
5		6,548.22	Malaysian Ringgit (MYR)	01/09/2018	- F
6		8,699.17	Malaysian Ringgit (MYR)	01/07/2022	- F
7		3,463.83	Malaysian Ringgit (MYR)	05/08/2015	- 1
8		5,235.88	Malaysian Ringgit (MYR)	01/07/2022	- F
9		8,480.00	Malaysian Ringgit (MYR)	01/07/2022	- 1
10		3,786.39	Malaysian Ringgit (MYR)	29/10/2021	- :
11	-	82,595.07	Malaysian Ringgit (MYR)	01/07/2022	- 1
12	-	7,046.83	Malaysian Ringgit (MYR)	01/08/2017	- 1
13	-	6,000.11	Malaysian Ringgit (MYR)	01/07/2022	- :
14		1,965.65	Malaysian Ringgit (MYR)	01/07/2022	- [
15		950.00	Malaysian Ringgit (MYR)	29/03/2015	- 1
16		1,000.00	Malaysian Ringgit (MYR)	01/04/2017	- 0
47		Freeze Date			Format Options Fields
					66
	SUPERVISOR OFFICE PHONE	BASIC SALARY	CURRENCY	SALARY EFFECTIVE START DATE	SALARY EFFECTIVE END DATE
			Malaysian Ringgit (MYR)	29/10/2021	
		2,643.38	Malaysian Ringgit (MYR)	01/09/2018	

+

Less than

12px

APPLY

~ 0

A 73.93

CANCEL

 \times

Conditional formatting

Value: All values

Format: Arial

							K
© SUPERVISOR OFFICE PHONE	O BASIC SALA	RY © CURRENC	Y © SALA	RY EFFECTIVE ST	ART DATE	SALARY EFFECTIVE EI	
	Condition	onal formati	ting +	APPLY	CANCEL		
	Value: B	ASIC SALAR \vee	Greater than	~ 3000			
			l .		×		
	Format: Lu	ucida Sans U \vee	13px 🗸	A 73.93			
	Value: B	ASIC SALAR \vee	Less than	~ 2000			
			1		×		
	Format: A	rial 🗸	13px 🗸	A 73.93			
					01/04/2017		

Apply the formatting to the condition stated in as sample below.

The cells that met the conditions with change its formatting as configured.

s	ave Export Grid Charts	Freeze Date			Format Options Fields
	62	63	64	65	66
1	© SUPERVISOR OFFICE PHONE	BASIC SALARY	CURRENCY	SALARY EFFECTIVE START DATE	SALARY EFFECTIVE END DATE
2			Malaysian Ringgit (MYR)	29/10/2021	- F
3	•	2,643.38	Malaysian Ringgit (MYR)	01/09/2018	. s
4		8,483.50	Malaysian Ringgit (MYR)	01/08/2017	- 1
5	•	6,548.22	Malaysian Ringgit (MYR)	01/09/2018	- F
6		8,699.17	Malaysian Ringgit (MYR)	01/07/2022	- F
7		3,463.83	Malaysian Ringgit (MYR)	05/08/2015	- 1
8		5,235.88	Malaysian Ringgit (MYR)	01/07/2022	- F
9		8,480.00	Malaysian Ringgit (MYR)	01/07/2022	- F
10		3,786.39	Malaysian Ringgit (MYR)	29/10/2021	. s
11		82,595.07	Malaysian Ringgit (MYR)	01/07/2022	- 1
12	*	7,046.83	Malaysian Ringgit (MYR)	01/08/2017	- F
13		6,000.11	Malaysian Ringgit (MYR)	01/07/2022	. s
14		1,965.65	Malaysian Ringgit (MYR)	01/07/2022	- [
15	a	950.00	Malaysian Ringgit (MYR)	29/03/2015	- [
16		1,000.00	Malaysian Ringgit (MYR)	01/04/2017	- [

5.7 Calculate total basic salary for all active employee using **Compact form** and charts

Layout options	APPLY
GRAND TOTALS	SUBTOTALS
 Do not show grand totals Show grand totals Show for rows only Show for columns only 	Do not show subtotals Show subtotals Show for rows only Show for columns only
LAYOUT	
Compact form Classic form Flat form	

Select **Compact form** in **Layout options** from Options icon as below.

			66
SS	© SUPERVISOR OFFICE PHON		TE O SALARY EFFECTIVE END
		Layout options APPLY CANCEL	10/2021
			39/2018
		GRAND TOTALS SUBTOTALS	
			09/2018
		Do not show grand totals Do not show subtotals Show grand totals Show subtotals	
		Show for rows only Show for rows only	
		Show for columns only Show for columns only	
			10/2021
		LAYOUT	
		Compact form	
		Classic form	
		Flat form	
		1,000.00 Malaysian Ringgit (MYR)	01/04/2017

	Ave Export Grid Charts Freeze Date			Format Options Fields	Fullscre
	1	2	3	4	
1	COMPANY NAME	40			
2	EMPLOYEE NO	z\$z			
3	TITLE	4			
4	EMPLOYEE NAME	\$			
5	FIRST NAME	\$			
6	LAST NAME	\$			
7	PROBATION PERIOD DAYS	\$			
8	RESIGN REASON	\$			
9	AGE YEAR OF SERVICE	۵			
10	ID NEW	\$			
11	ID OLD	\$			
12	GENDER	Φ.			
13	RACE	\$			
14	RELIGION	•			
15	NATIONALITY	Φ.			
16	PHYSICAL CHALLENGE(S)	φ			
47	MADITAL STATUS	~			

Configure the filters and values.

	Fields		Add calculate	ed value 📰	APPLY	CANCE	L		
EMPLOYEE NO O D	Drag and drop fields to arran	ge					_		
	All fields	Repor	rt filters		Columns				
	ADJUSTED HIRE	EMPL	OYEE STATUS		Σ Values				
	AGE YEAR OF SE				COMPANY NA	ME			
			Process Martin Lances		0				
	BASIC SALARY		Drop field here			eld here			
	CELL PHONE	Divis			Maluar		-		
	CITY	Rows			Values				
	COMPANY NAME	EMPL	OYEE NO		Sum of BASIC	CSAΣ∨			
	CONFIRMATION D								
	CONTRACT COMP		Drop field here		Drop fil	eld here			
	CONTRACT COMP								
ē t	2 354 43	2:354.43				Forma	ر فرک at Options	Fields	Fullscr
Save Export	Grid Charts Freeze Date	2.354.43				Forma	t Options	Fields	
Save Export	Grid Charts Freeze Date	2.354.43	4	5	6	Forma			Fullscr
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EMPLOYEE STATUS AND	Grid Charts Freeze Date		4	5	6	Forma 7			D
EMPLOYEE NO C	Grid Charts Freeze Date		4	5	6	Forma 7			D
EMPLOYEE NO CON	Grid Charts Freeze Date	C SALARY	4	5	6	Forma 7			D
EMPLOYEE STATUS AND EMPLOYEE STATUS AND EMPLOYEE NO CONC MY20648 MY20651	Grid Charts Freeze Date	C SALARY 3,786.39	4	5	6	Forma			D
Constant of the second se	Grid Charts Freeze Date	C SALARY 3,786.39 2,643.38	4	5	6	Forma			D
Constant of the second se	Grid Charts Freeze Date 2 3 COMPANY NAME 0 2 3 COMPANY NAME 0 COMPANY NAME	C SALARY 3,786.39 2,643.38 1,965.65	4	5	6	Forma			D
EXPLOYEE STATUS AU 5 AVE EXPORT 1 2 EMPLOYEE NO 0 1 4 MY2054 1 MY2055 1 MY20 1 MY2055 1	Image: Second	C SALARY 3,786.39 2,643.38 1,965.65 7,046.83 950.00 1,000.00	4	5	6	7			D
Image: Save Export Save Export 1 1 2 EMPLOYEE NO © 9 MY20648 10 MY20551 11 MY20720 12 MY21336 13 MY26958 14 MY20859 15 MY26961	Image: Construction of the sector o	C SALARY 3,786.39 2,643.38 1,965.65 7,046.83 950,00 1,000,00 2,384.43	4	5	6	7			D
Image: Construct of the state of t	Grid Charts Freeze Date Grid Charts Freeze Date 1 * - - - - COMPANY NAME ¢ - - - - Demo Company 1 Total Sum of BASI - - - 1,965 6 - <td>C SALARY 3,786.39 2,643.38 1,985.65 7,046.83 950.00 1,000.00 2,354.43 2,074.37</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td></td> <td></td> <td>D</td>	C SALARY 3,786.39 2,643.38 1,985.65 7,046.83 950.00 1,000.00 2,354.43 2,074.37	4	5	6	7			D
Image: Save Expert 1 1 1 1 2 EMPLOYEE NO \$ 9 MY20548 10 MY2051 11 MY20720 12 MY21336 13 MY26958 14 MY26961 15 MY26964 16 MY26968	Grid Charts Freeze Date 2 3 3 COMPANY NAME ¢ 3 Demo Company 1 Total Sum of BASI 3 3,786.39 3 3 2,643.38 4 4 1,965.66 4 4 1,000.00 4 4 2,364.43 4 4 2,074.37 1,611.57 4	C SALARY 3,786.39 2,643.38 1,986.65 7,046.83 950.00 1,000.00 2,354.43 2,074.37 1,611.57	4	5	6	7 7			D
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Save Export EMPLOYEE STATUS AII 1 2 EMPLOYEE NO © 1	Grid Charts Freeze Date 2 3 3 COMPANY NAME ¢ 3 Demo Company 1 Total Sum of BASI 3 3,786.39 3 3 2,643.38 4 4 1,965.66 4 4 1,000.00 4 4 2,364.43 4 4 2,074.37 1,611.57 4	C SALARY 3,786.39 2,643.38 1,986.65 7,046.83 950.00 1,000.00 2,354.43 2,074.37 1,611.57	4	5	6	7 7			D

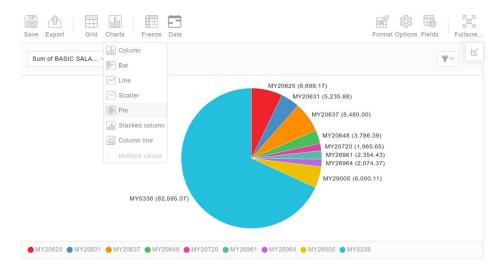
Filter the correct employee status.

1	ave Export	Grid Charts	reeze Date	Format	Options	Fields	Fullscre
E	Image: Company NAME O EMPLOYEE STA APPLY CANCEL MY20848 3,786.39 Filter LABELS MY20720 1,965.65 Employee No O Labels						
		COMPANY NAME 🌣					
	EMPLOYEE NO 🌼		EMPLOYEE STA APPLY CANCEL				
			Filter				
			by: LABELS				
			Select all 1 of 2 selected				
			Confirmed				
			Resigned				
			82,595.07				
		153,838.40	153,838.40				

S	ave Export	Grid Charts	Freeze Date				Form	at Options Fiel	0° 12	Ç cre
E	MPLOYEE STATUS	Confirmed 🔻 🌣								\ltimes
	1	2	3	4	5	6	7	8	9	
1		COMPANY NAME 🌣								
2	EMPLOYEE NO 🌣	Demo Company 1	Total Sum of BASIC SALARY							
3	MY20625	8,699.17	8,699.17							
4	MY20631	5,235.88	5,235.88							
5	MY20637	8,480.00	8,480.00							
6	MY20648	3,786.39	3,786.39							
7	MY20720	1,965.65	1,965.65							
8	MY26961	2,354.43	2,354.43							
9	MY26964	2,074.37	2,074.37							
10	MY29005	6,000.11	6,000.11							
11	MY5338	82,595.07	82,595.07							
12	Grand Total	121,191.07	121,191.07							
13										
14										
15										

Total basic salary for all active employee shown as below.

Interpret the given data in various chart form



5.8 Summarize leave taken in a year using Classic form

Layout options	APPLY CANCEL
GRAND TOTALS	SUBTOTALS
Do not show grand totals	Do not show subtotals
Show grand totals	Show subtotals
Show for rows only	Show for rows only
Show for columns only	Show for columns only
LAYOUT	
Compact form	
Classic form	
Flat form	

Select fields that need to be filter.

Save Export G	Find Charts Free			Format Options Fields Fullscre.
				QLEAVE STATUS
		Fields 🔳 Apply	CANCEL	
		Select and arrange columns		
		Select all		
		COMPANY NAME	. =	
		EMPLOYEE NO		
		LEAVE DATE		
		NO. OF DAYS/HOURS	$\Sigma \times \equiv$	
		UNIT OF MEASURE		
		LEAVE STATUS		
		EMERGENCY LEAVE		
		EMPLOYEE NAME		

Select **Classic form** in **Layout options** from Options icon as below.

		Freeze Date				
						7 1
© COMPANY NAME	O EMPLOYEE				LEAVE STATUS	
Demo Company 1		Layout options	APPLY	CANCEL	ave Taken	
Demo Company 1	MY5338	Edyour options			ave Taken	
Demo Company 1		GRAND TOTALS	SUBTOTALS		ave Rejected	
Demo Company 1		ā -	8 -		ave Taken	
Demo Company 1		 Do not show grand totals Show grand totals 	 Do not show subtotal Show subtotals 	S	ave Taken	
Demo Company 1		Show for rows only	Show for rows only		ave Taken	
Demo Company 1		Show for columns only	Show for columns on	ly	ave Rejected	
Demo Company 1					ave Taken	
Demo Company 1		1700/2011/201			ave Taken	
Demo Company 1		LAYOUT			ave Taken	
Demo Company 1		Compact form			ave Taken	
Demo Company 1		Classic form			ave Taken	
Demo Company 1	MY20648	Flat form			ave Taken	
Demo Company 1					ave Taken	
Demo Company 1			0.50 Day		eave Cancelled	

		rid Charts Freeze	Date			Forma	t Options Fields	Fullscre
	1	2	3	4	-6	6	7	8 🖂
1	COMPANY NAME	Total Max of LEAVE DATE	Total Sum of NO. OF DAYS/HOURS					
2	▶ Demo Company 1	01/12/2022	4,237.00					
3	Grand Total	01/12/2022	4,237.00					
4								
5								
6								
7								
8								
9								
10								
11								

Configure the filters and values, and add calculated value with new formula by selecting **Add** calculated value

OMPANY NAME AIL 🌼 E		TATUS AII 🏟				
LEAVE DATE 🍁 Total	Fields		lated value 🔳	APPLY	CANCEL	
	Drag and drop fields to an					
	All fields Expand all	Report filters		Columns		
	COMPANY NAME	COMPANY NAME		∑ Values		
	EMERGENCY LEA	EMPLOYEE NO				
	EMPLOYEE NAME	LEAVE STATUS		Drop field	here	
				Drop nota		
	EMPLOYEE NO	Rows		Values		
	FIRST NAME					
	LAST NAME	LEAVE DATE		Sum of NO. OF E	/ A <u>∠</u> ∨ =	
	LEAVE CODE					
	LEAVE DATE	≡ Drop field h	ere	Drop field	here	
		8.00				
COMPANY NAME AN IN T	2 Ca	8 00	APPLY	ANCEL		
COMPANY NAME AN IO I	EMPLOYEE NO AR 10 2 IT OF MEASURE 0		APPLY	CANCEL		
COMPANY NAME AR & I	2 Ca 11 OF MEASURE O 2 Total Sum	Iculated value 💼	APPLY	ANCEL		
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COMPANY NAME AN ION 1 1 UNI 2 LEAVE DATE Y O Day 3 04/01/2021 4 05/01/2021	EMPLOYEE NO AU IO 2 IT OF MEASURE O 4 1.00 1.00 LE	Iculated value	APPLY	XANCEL Σ∨ ≡		
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COMPANY NAME AII 0 1 1 UNI 2 LEAVE DATE Y 0 Day 3 04/03/2021 4 05/03/2021 5 09/01/2021 5 09/01/2021 1 0/01/2021 1 1/01/2021	2 Ca 2 Total Sum 1.00 Al 0 1.50 Le 1.00 Le 1.00 Le 1.00 Le 1.00 Le 1.00 Le	Ilculated value ave in Hours ave in Hours ave REMARKS (Count) EAVE STATUS (Count) EAVE TYPE (Count) EAVE TYPE (Count) EAVE TYPE (Count) EAVE TYPE (Count)	APPLY	$\Sigma \lor \equiv$ $\Sigma \lor \equiv$ $\Sigma \lor \equiv$ $\Sigma \lor \equiv$		
COMPANY NAME AII (0) (1 1 1 2 LEAVE DATE Y (0) Day 3 04/03/2021 5 09/01/2021 5 09/01/2021 1 1/01/2021 1 1/01/2021 1 1/01/2021 1 1/01/2021 1 1/01/2021	2 Ca 2 Total Sum 1.00 Al 0 1.50 Le 1.00 Le 1.00 Le 1.00 Le 1.00 Le 1.00 Le	Iculated value ave in Hours I fields EAVE REMARKS (Count) EAVE STATUS (Count) EAVE TYPE (Count)	APPLY	$\Sigma \lor \equiv$ $\Sigma \lor \equiv$ $\Sigma \lor \equiv$		
COMPANY NAME AR 00 1 1 LEAVE DATE Y 0 Day 04/03/2021 05/03/2021 09/01/2021 09/01/2021 1//01/2021 1//01/2021 01/01/2021 01/01/2021	2 Ca 2 Total Sum 1.00 Al 1.00 Al 1.00 LE 1.00 LE 1.00 LE 1.00 LE 1.00 LE 1.00 LE 1.00 LE	Ilculated value ave in Hours ave in Hours ave REMARKS (Count) EAVE STATUS (Count) EAVE TYPE (Count) EAVE TYPE (Count) EAVE TYPE (Count) EAVE TYPE (Count)	APPLY	$\Sigma \lor \equiv$ $\Sigma \lor \equiv$ $\Sigma \lor \equiv$ $\Sigma \lor \equiv$		
COMPANY NAME AII IOI IIIIIIIIIIIIIIIIIIIIIIIIIIIIII	2 Ca 2 Total Sum 1.00 Al 1.00 Al 1.00 Le 1.00 Le 2.00 NC 3.00 UN	Iculated value	APPLY	$\Sigma \lor \equiv$ $\Sigma \lor \equiv$ $\Sigma \lor \equiv$ $\Sigma \lor \equiv$		
COMPANY NAME AIL OL I 1 I 2 LEAVE DATE Y OL 3 04/01/2021 4 05/01/2021 5 09/01/2021 7 10/01/2021 8 11/01/2021 9 12/01/2021 9 12/01/2021 10 13/01/2021 10 13/01/2021	EMPLOYEE NO AN X0 2 Ca Total Sum 1.00 1.50 1.00 1.50 1.00 2.00 3.00 3.00	Iculated value	APPLY C	$\Sigma \lor \equiv$ $\Sigma \lor \equiv$ $\Sigma \lor \equiv$ $\Sigma \lor \equiv$ $\Sigma \lor \equiv$		
1 UNI 2 LEAVE DATE 10 0 000 Day 3 04/07/2021 040 4 05/07/2021 000 5 09/07/2021 000 6 09/07/2021 000	EMPLOYEE NO AN IO 2 Total Sum 1.00 1.50 1.00 2.00 2.00 2.00 2.00 2.00	Ilculated value ave in Hours Ave REMARKS (Count) EAVE STATUS (Count) EAVE TYPE (Count) C. OF DAYS/HOURS (Sum) NIT OF MEASURE (Count) Calculate individual values Calculate individual values		$\Sigma \lor \equiv$ $\Sigma \lor \equiv$ $\Sigma \lor \equiv$ $\Sigma \lor \equiv$ $\Sigma \lor \equiv$ $\Sigma \lor \equiv$		

	Grid Charts Freeze Date				Format Op	ptions Field	s Fulls
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1 1 LEAVE DATE 🌣 Tot	Fields	Add calcu	ulated value 🔳	APPLY	CANCEL		
	Drag and drop fields to arran						
	All fields	Report filters		Columns			
	COMPANY NAME	COMPANY NAME		∑ Values			
	-	EMPLOYEE NO					
	EMERGENCY LEA						
	EMPLOYEE NAME	LEAVE STATUS		Drop	field here		
	EMPLOYEE NO						
	FIRST NAME	Rows		Values			
	LAST NAME	LEAVE DATE		Sum of NO.	OF DA $\Sigma \lor \equiv$		
	LEAVE CODE			Leave in Ho	urs 🧪 📃		
		Drop field h	ere		field here		
	LEAVE DATE						
5 18/01/2016					E	¢; E	R.
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Save Export	Grid Charts Freeze Date	US AII ¢		6			
Save Export	Grid Charts Freeze Date	US AH © 3 4	5	6	Format Op	tions Fields	
COMPANY NAME AII ¢	Grid Charts Freeze Date	US AII ¢	5	6			
COMPANY NAME AIL © COMPANY NAME AIL © 1 LEAVE DATE © Tot 2 11/06/2015	Grid Charts Freeze Date	US All 휴 3 4 ve in Hours	5	6			
COMPANY NAME AIL © 1 1 LEAVE DATE © Tot 2 11/06/2015 3 12/06/2015	Grid Charts Freeze Date	US AII & 3 4 we in Hours 8.00	5	6			
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Image: Company NAME AI Image: Company NAME AI<	Grid Charts Freeze Date EMPLOYEE NO AII ♦ LEAVE STAT 2 tal Sum of NO. OF DAYS/HOURS Leave 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00	US AII © 3 4 3 4 4 6 00 6 00 6 00 6 00 6 00 6 00 12 00 12 00	5	6			
Image: Company name	EMPLOYEE NO AIL © Ease 100 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00	US AII © 3 4 Ve in Hours 8.00 8.00 8.00 32.00 12.00 18.00	5	6			
Image: Company name	Image: Second system Image: Second system Grid Charts Freeze Date EMPLOYEE NO AIL © LEAVE STAT 2 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00	US AII (0) 3 4 Ve in Hours 8.00 6.00 6.00 6.00 7.00 1.00 1.00 1.00 8.00 1.00	5	6			
Image: Provide with the system Image: Provide with the system Save Export COMPANY NAME AIL ≠ 1 1 1 1 1 1 12/06/2015 2 11/06/2015 2 26/06/2015 2 29/06/2015 2 29/06/2015 3 50/01/2016 9 06/01/2016 0 07/01/2016 1 08/01/2016	Image: Construction Image: Construction	US AII (0) 3 4 4 4 4 6 0 1 0 1 1 1 1 1 1 1 1 1 1 1 1 1	5	6			
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Lange Lange COMPANY NAME AII Company NAME AII 1 LEAVE DATE Tot 2 11/06/2015 Tot 3 12/06/2015 25/06/2015 5 26/06/2015 5 6 29/06/2015 5	Image: Construction Image: Construction	US AII (0) 3 4 4 4 4 6 0 1 0 1 1 1 1 1 1 1 1 1 1 1 1 1	5	6			

Filter the correct status.

Sa		Laboratory Children have	eze Date			Format	Options Field	1.5 2.1
	MPANY NAME AL Ó	EMPLOYEE NO AN IO	LEAVE STATUS AN Ø					
		T OF MEASURE @						
	LEAVE DATE Q Day		LEAVE STATUS	APPLY	CANCEL			
			Filter					
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13/01/2016		1.00				R
Save Export		reeze Date		Format Option	is Fields Ful	lls
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LEAVE DATE	Total Sum of NO. OF DA					
		1.00 8.00				
10/12/2021		4.00 32.00				
3 20/12/2021		4.00 32.00				
3 20/12/2021 4 21/12/2021		E 00 10 00				
3 20/12/2021 4 21/12/2021 5 22/12/2021		5.00 40.00				
3 20/12/2021 4 21/12/2021 5 22/12/2021 6 23/12/2021		5.00 40.00				
3 20/12/2021 4 21/12/2021 5 22/12/2021 6 23/12/2021 7 24/12/2021		5.00 40.00 5.00 40.00				
3 20/12/2021 4 21/12/2021 5 22/12/2021 6 23/12/2021 7 24/12/2021 8 25/12/2021		5.00 40.00 5.00 40.00 1.00 8.00				
3 20/12/2021 4 21/12/2021 5 22/12/2021 6 23/12/2021 7 24/12/2021 8 25/12/2021 9 26/12/2021		5.00 40.00 5.00 40.00 1.00 8.00 1.00 8.00				
3 20/12/2021 4 21/12/2021 5 22/12/2021 6 23/12/2021 7 24/12/2021 8 25/12/2021 9 26/12/2021		5.00 40.00 5.00 40.00 1.00 8.00				
2 19/12/2021 3 20/12/2021 4 21/12/2021 5 22/12/2021 6 23/12/2021 7 24/12/2021 9 26/12/2021 0 27/12/2021 1 28/12/2021		5.00 40.00 5.00 40.00 1.00 8.00 1.00 8.00				
3 20/12/2021 4 21/12/2021 5 22/12/2021 6 23/12/2021 7 24/12/2021 9 26/12/2021 9 26/12/2021 0 27/12/2021 1 28/12/2021		5.00 40.00 5.00 40.00 1.00 8.00 1.00 8.00 2.00 16.00				
3 20/12/2021 4 21/12/2021 5 22/12/2021 6 23/12/2021 7 24/12/2021 9 26/12/2021 0 27/12/2021 1 28/12/2021 2 29/12/2021		5.00 40.00 5.00 40.00 1.00 8.00 2.00 16.00 6.00 48.00				
3 20/12/2021 4 21/12/2021 5 22/12/2021 6 23/12/2021 7 24/12/2021 8 25/12/2021 9 26/12/2021 0 27/12/2021		5.00 40.00 5.00 40.00 1.00 8.00 2.00 16.00 6.00 48.00				

Select the intended date range by selecting **DATES** filter.

5.9 Analyze timecard late in/early out using Classic form, Format cells, and Conditional formatting

Save Export G	irid Charts Freez			Forma	Options Field	s Fullscre
1 DEMPLOYEE NO	D CALENDAR DATE			ES)		
		Fields APPLY	CANCEL			
		Select and arrange columns				
		Select all	Q			
		MPLOYEE NO				
			-			
		CALENDAR DATE				
		LATE IN DURATION (MINUTES)	$\Sigma \lor \equiv$			
		EARLY OUT DURATION (MINUTES)	$\Sigma =$			
		ABSENT				
		AMENDED				
		APPROVED BY				
		APPROVED DATE				

Select Classic form in Layout options from Options icon as below.

3 COYEE NO 25 25 25 25 25 25 25 25 25 25	2 CALENDAR C 0 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	APPLY SUBTOTALS Do not show subtotals Show subtotals Show for columns or	CANCEL		
	21		-		

Configure the filters and values

Fields		Add calculated va	lue 🔳	APPLY	NCEL	
Drag and drop fields to arra	ange					
All fields	Q Report	t filters	C	olumns		
ABSENT	-		Σ	Values		
AMENDED	= 1		E	MPLOYEE NO		
APPROVED BY		Drop field here		Drop field here		
APPROVED DATE						
	Rows		V	alues		
BREAK END TI 2		NDAR DATE	S	um of EARLY OU	$\Sigma \sim =$	
BREAK HOUR	=					
BREAK START D			S	um of LATE IN D	$\Sigma_{\sim} \equiv$	
		Drop field here		Drop field here		
CALENDAR DATE	= []					

Add formatting to calculated values cell.

ormat cells	APPLY CANCEL	Format cells	APPLY CANCEL
CHOOSE VALUE	Early out duration (MIN $\!$	CHOOSE VALUE	LATE IN DURATION (MINUT \
Text align	right ~	Text align	right
Thousands separator	, ~	Thousands separator	,
Decimal separator	. ~	Decimal separator	
Decimal places	None \checkmark	Decimal places	None
Currency symbol	Minutes	Currency symbol	Minutes
Positive currency format	1Minutes \lor	Positive currency format	1Minutes
Negative currency format	-1Minutes \lor	Negative currency format	-1Minutes
Null value	-	Null value	-
Format as percent	false \lor	Format as percent	false

Add **Conditional formatting** for calculated values. And the report will show as below.

			Date									
	EMPLOYEE NO 🌣											
	Total Sum of											al Sum of LATE I
3 CALENDAR DATE	C	Condi	itional	formati	ting	+	APPLY	CAN	ICEL	MY5338		
					0					- 13Mir	utes	
5 24/08/2022												
	1	/alue:	LATE IN I	DURA V	Greate	r than \sim	0					
									×			
	F	ormat:	Arial	\sim	12px	~ A	73.9					
9 31/08/2022												
	1	/alue:	EARLY O	UT D \vee	Greate	r than \sim	0					
									\times	- 6Mir	utes	
	F	ormat:	Arial	\sim	12px	_	73.9	3				
14 08/09/2022												
Save Export	Grid Charts	Freeze 2	Date		3	4		5		ormat Options		Fullscre
1	EMPLOYEE NO \$											
2	Total Sum of EARLY		RATION (M	INUTES)							Tota	I Sum of LATE I
3 CALENDAR DATE	¢				MY20625	MY20637	M	Y26964	MY29005	MY5338		
4 23/08/2022								13Minutes		- 13Min	utes	
5 24/08/2022					14Minu	tes	-			-		
6 25/08/2022						-	-	-		-	-	
7 26/08/2022						-		-		-		
8 29/08/2022						-	-	-		-	-	
9 31/08/2022						-	-	-		-	-	
10 01/09/2022							-	-		-	-	
11 05/09/2022						-		22Minutes		-	-	
12 06/09/2022						-	-	-		- 6Min	utes	
13 07/09/2022						-	-	-		- 67Min	utes	
14 08/09/2022						-	-	-		-	-	
15 12/09/2022						-	-	-		-	-	
16 13/09/2022						-	-	-		-	-	
47 44/00/0000												