

# User Guide

## MARS Report

Employee/Supervisor/Admin



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# ACCESS TO MARS REPORT

## 1.1 Accessing to MARS Report

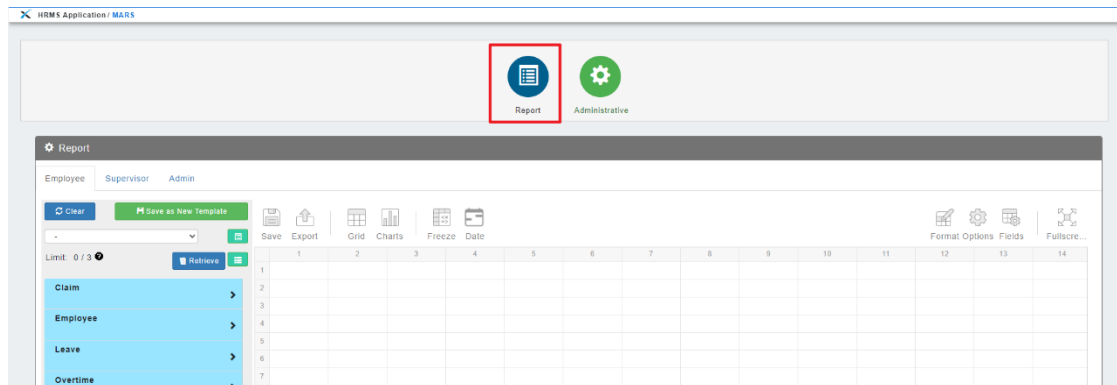


Figure 1.1

## REPORT FEATURE

### 2.1 Report layout and explanation

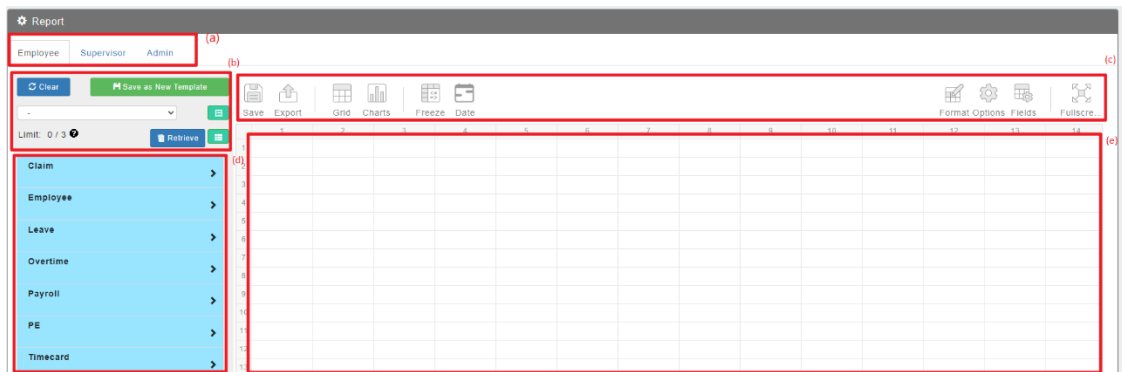


Figure 2.1

- 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

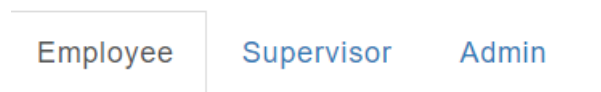


Figure 2.2

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

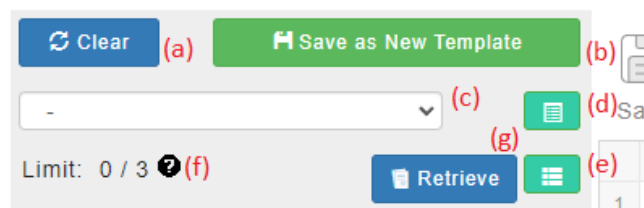


Figure 2.3

- 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



Figure 2.4

- 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.

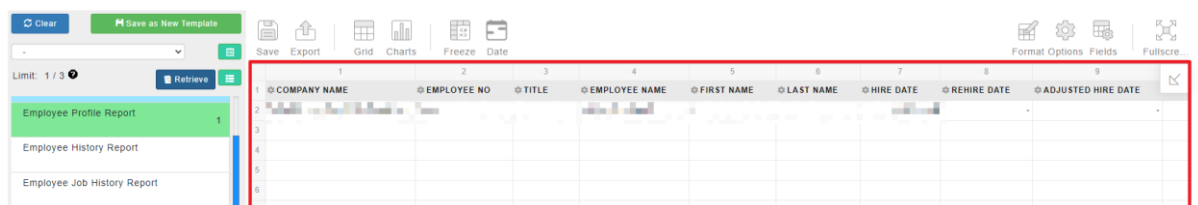


Figure 2.5

### 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.

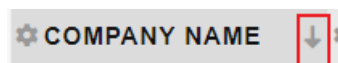


Figure 2.6

### 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	8
	COMPANY NAME	EMPLOYEE NO	COMPANY NAME	EMPLOYEE NAME	FIRST NAME	LAST NAME	HIRE DATE	REHIRE
1								
2								

Figure 2.7

### 2.5.3 Filter column

Click on the highlighted icon to filter.

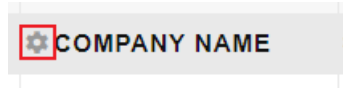


Figure 2.8

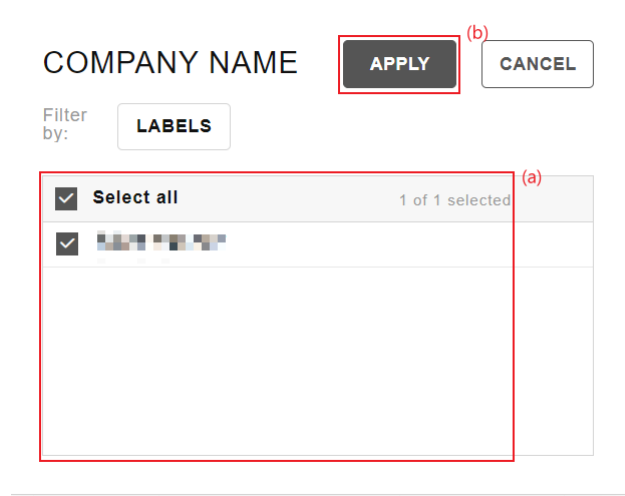


Figure 2.9

- Column value list – select value want to filter.
- Apply – click apply button for apply the filter value.
- 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.

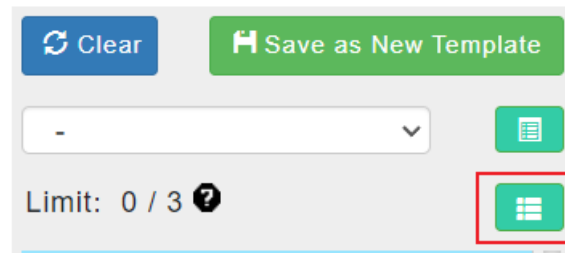


Figure 3.1

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

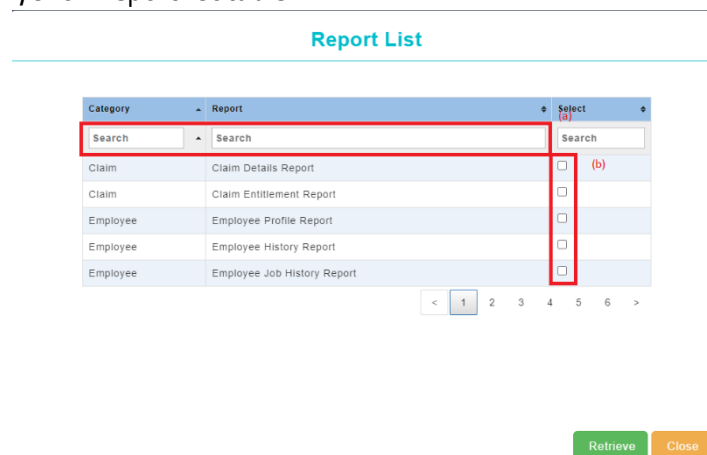


Figure 3.2

- 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.



Figure 3.3

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



Figure 3.4

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

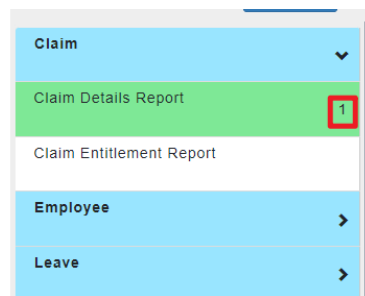


Figure 3.5

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

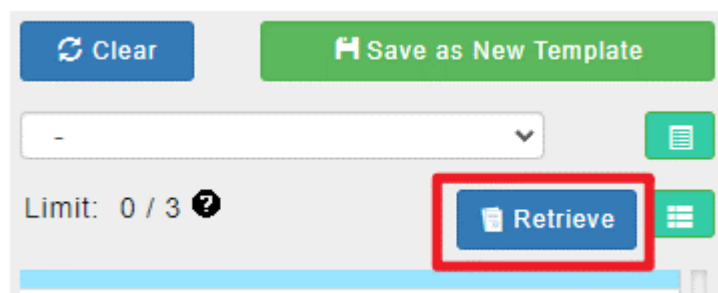


Figure 3.6

## 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.



Figure 4.1

### 4.2 Combine report from the side report list.

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

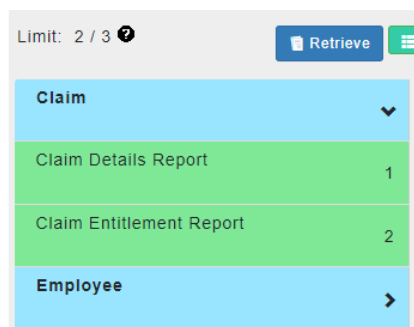
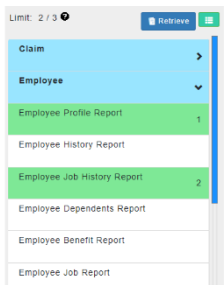


Figure 4.2

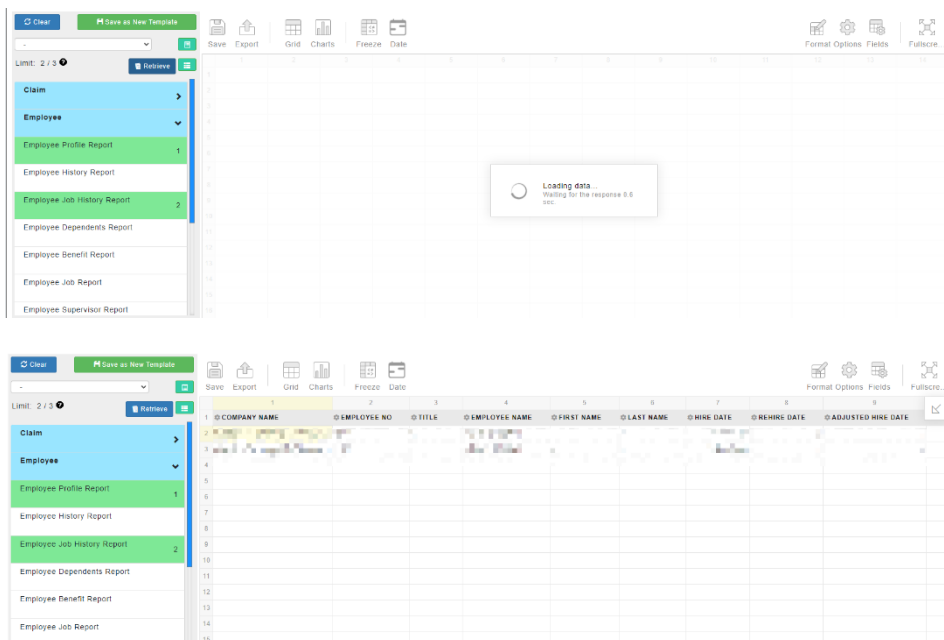
## APPENDIX

### 5.1 Combine multiple reports

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

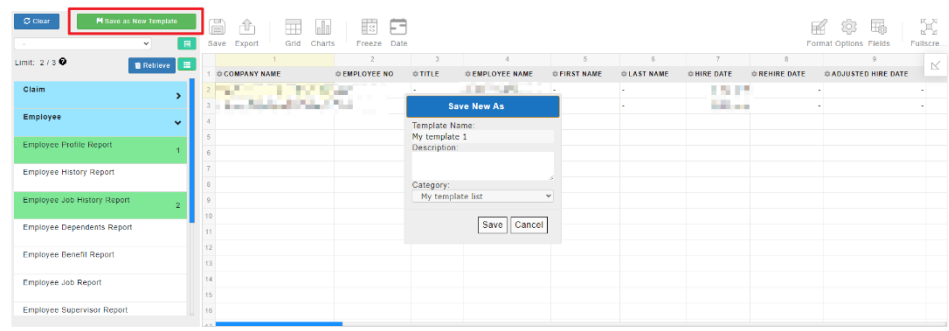


The reports will be combine follow by its **employee no** and loaded as below after click on Retrieve button.

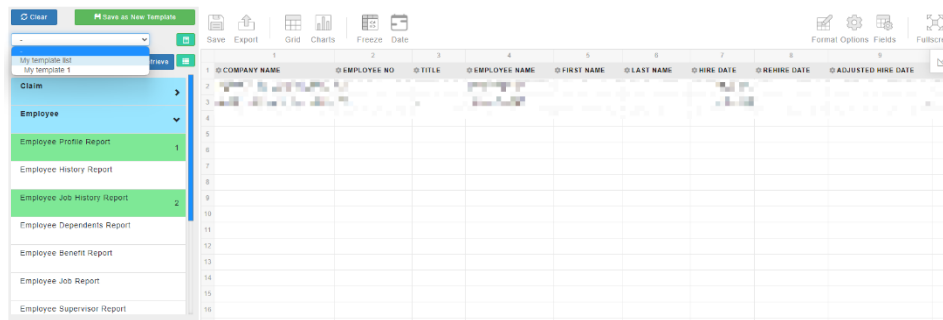


### 5.2 Save current report format as new template

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

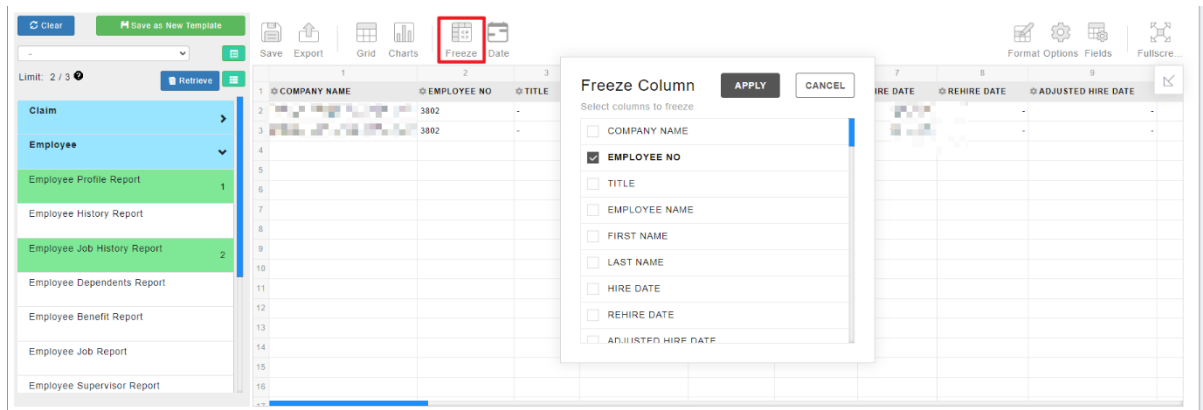


After successfully saved, the saved template can be found in the drop down as below.

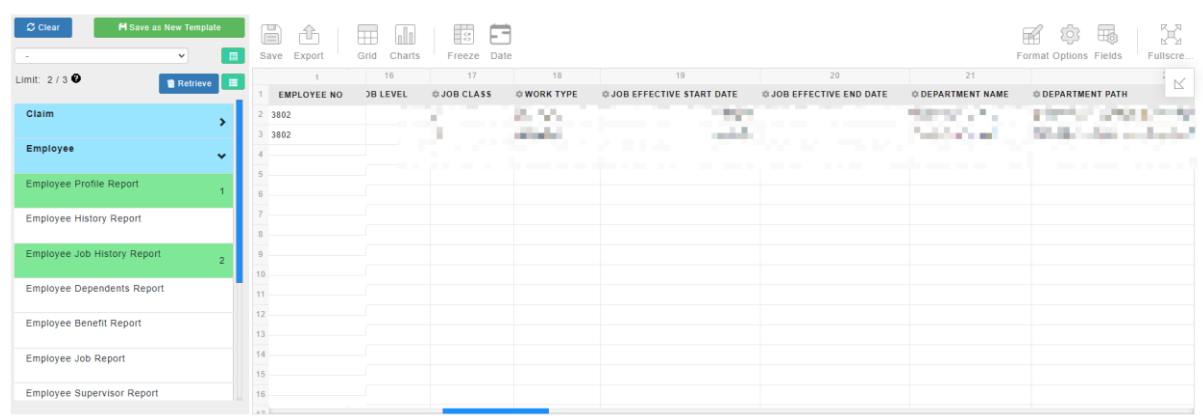


### 5.3 Freeze column when scrolling

Select the columns that wanted to be freeze as below.

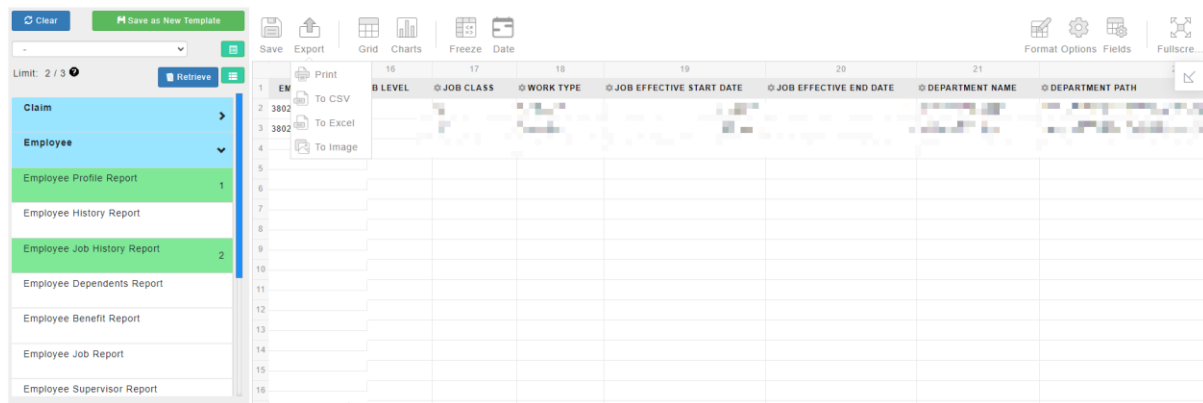


The selected freeze column will be stick to the left when scrolling to right.

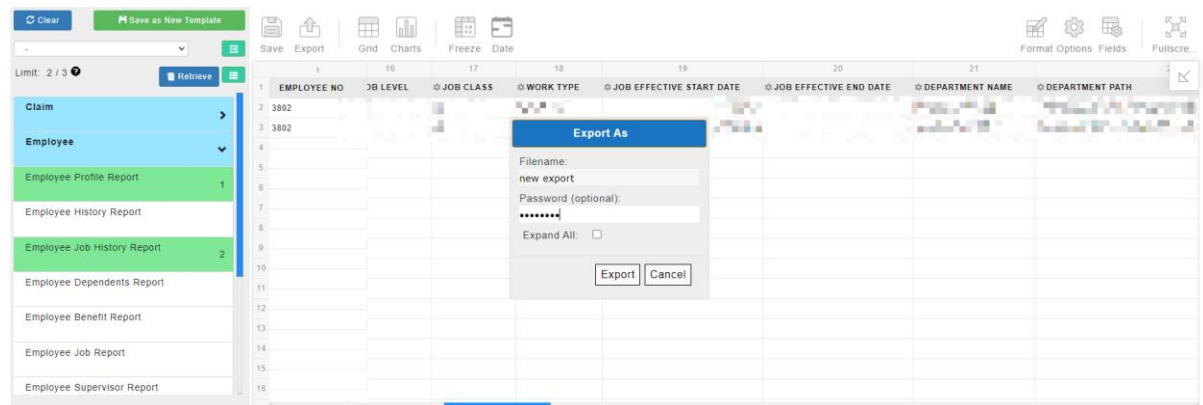


## 5.4 Export current report with password protected

Select the type of file to export as below



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



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.

Save

Export

Grid

Charts

Freeze

Date

Format Options

Fields

Fullscreen

	62	63	64	65	66
1	SUPERVISOR OFFICE PHONE	BASIC SALARY	CURRENCY	SALARY EFFECTIVE DATE	PERCENTAGE
2	-	-	Malaysian Ringgit (MYR)	01/09/2018	
3	-	2,643.38	Malaysian Ringgit (MYR)	01/08/2017	
4	-	8,483.50	Malaysian Ringgit (MYR)	01/09/2018	
5	-	6,548.22	Malaysian Ringgit (MYR)	01/09/2018	
6	-	3,463.83	Malaysian Ringgit (MYR)	05/08/2015	
7	-	8,699.17	Malaysian Ringgit (MYR)	01/07/2022	
8	-	5,235.88	Malaysian Ringgit (MYR)	01/07/2022	
9	-	8,480.00	Malaysian Ringgit (MYR)	01/07/2022	
10	-	3,786.39	Malaysian Ringgit (MYR)	29/10/2021	
11	-	82,595.07	Malaysian Ringgit (MYR)	01/07/2022	
12	-	7,046.83	Malaysian Ringgit (MYR)	01/08/2017	
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	
16	-	1,000.00	Malaysian Ringgit (MYR)	01/04/2017	

Save

Export

Grid

Charts

Freeze

Date

Format Options

Fields

Fullscreen

	62	63	64	65	66
1	SUPERVISOR OFFICE PHONE	BASIC SALARY	CURRENCY	SALARY EFFECTIVE DATE	PERCENTAGE
2	-	-	Malaysian Ringgit (MYR)	01/09/2018	
3	-	2,643.38	Malaysian Ringgit (MYR)	01/08/2017	
4	-	8,483.50	Malaysian Ringgit (MYR)	01/09/2018	
5	-	6,548.22	Malaysian Ringgit (MYR)	01/09/2018	
6	-	3,463.83	Malaysian Ringgit (MYR)	05/08/2015	
7	-	8,699.17	Malaysian Ringgit (MYR)	01/07/2022	
8	-	5,235.88	Malaysian Ringgit (MYR)	01/07/2022	
9	-	8,480.00	Malaysian Ringgit (MYR)	01/07/2022	
10	-	3,786.39	Malaysian Ringgit (MYR)	29/10/2021	
11	-	82,595.07	Malaysian Ringgit (MYR)	01/07/2022	
12	-	7,046.83	Malaysian Ringgit (MYR)	01/08/2017	
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	
16	-	1,000.00	Malaysian Ringgit (MYR)	01/04/2017	

Select the formatting for the chosen value.

62

1	SUPERVISOR OFFICE PHONE
2	-
3	-
4	-
5	-
6	-
7	-
8	-
9	-
10	-
11	-
12	-
13	-
14	-
15	-
16	-

Format cells

APPLY

CANCEL

CHOOSE VALUE

BASIC SALARY (Sum)

Text align

center

Thousands separator

(Space)

Decimal separator

.

Decimal places

3

Currency symbol

MYR

Positive currency format

MYR1

Negative currency format

MYR-1

Null value

No salary

Format as percent

false

ART DATE	SALARY EFFEC
29/10/2021	
01/09/2018	
01/08/2017	
01/09/2018	
05/08/2015	
01/07/2022	
01/07/2022	
01/07/2022	
29/10/2021	
01/07/2022	
01/08/2017	
01/07/2022	
01/07/2022	
29/03/2015	
01/04/2017	

The cells formatting change as configured.

Save

Export

Grid

Charts

Freeze

Date

Format Options

Fields

Fullscreen

	62	63	64	65	
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	

## 5.6 Add conditional formatting using Conditional formatting

Conditional formatting
+

APPLY

CANCEL

---

Value:

All values

Less than

0

Format:

Arial

12px

A

73.93

×

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

Save

Export

Grid

Charts

Freeze

Date

Format cells

Conditional formatting

Fullscre...

62	63	64	65	66
SUPERVISOR OFFICE PHONE	BASIC SALARY	CURRENCY	SALARY EFFECTIVE START DATE	DATE
-	-	Malaysian Ringgit (MYR)	29/10/2021	-
-	2,643.38	Malaysian Ringgit (MYR)	01/09/2018	-
-	8,483.50	Malaysian Ringgit (MYR)	01/08/2017	-
-	6,548.22	Malaysian Ringgit (MYR)	01/09/2018	-
-	8,699.17	Malaysian Ringgit (MYR)	01/07/2022	-
-	3,463.83	Malaysian Ringgit (MYR)	05/08/2015	-
-	5,235.88	Malaysian Ringgit (MYR)	01/07/2022	-
-	8,480.00	Malaysian Ringgit (MYR)	01/07/2022	-
-	3,786.39	Malaysian Ringgit (MYR)	29/10/2021	-
-	82,595.07	Malaysian Ringgit (MYR)	01/07/2022	-
-	7,046.83	Malaysian Ringgit (MYR)	01/08/2017	-
-	6,000.11	Malaysian Ringgit (MYR)	01/07/2022	-
-	1,965.65	Malaysian Ringgit (MYR)	01/07/2022	-
-	950.00	Malaysian Ringgit (MYR)	29/03/2015	-
-	1,000.00	Malaysian Ringgit (MYR)	01/04/2017	-

Save

Export

Grid

Charts

Freeze

Date

Format cells

Conditional formatting

Fullscre...

62	63	64	65	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	-
-	8,483.50	Malaysian Ringgit (MYR)	01/08/2017	-
-	6,548.22	Malaysian Ringgit (MYR)	01/09/2018	-
-	8,699.17	Malaysian Ringgit (MYR)	01/07/2022	-
-	3,463.83	Malaysian Ringgit (MYR)	05/08/2015	-
-	5,235.88	Malaysian Ringgit (MYR)	01/07/2022	-
-	8,480.00	Malaysian Ringgit (MYR)	01/07/2022	-
-	3,786.39	Malaysian Ringgit (MYR)	29/10/2021	-
-	82,595.07	Malaysian Ringgit (MYR)	01/07/2022	-
-	7,046.83	Malaysian Ringgit (MYR)	01/08/2017	-
-	6,000.11	Malaysian Ringgit (MYR)	01/07/2022	-
-	1,965.65	Malaysian Ringgit (MYR)	01/07/2022	-
-	950.00	Malaysian Ringgit (MYR)	29/03/2015	-
-	1,000.00	Malaysian Ringgit (MYR)	01/04/2017	-

Conditional formatting

+

APPLY

CANCEL

Value:

All values

Less than

0

Format:

Arial

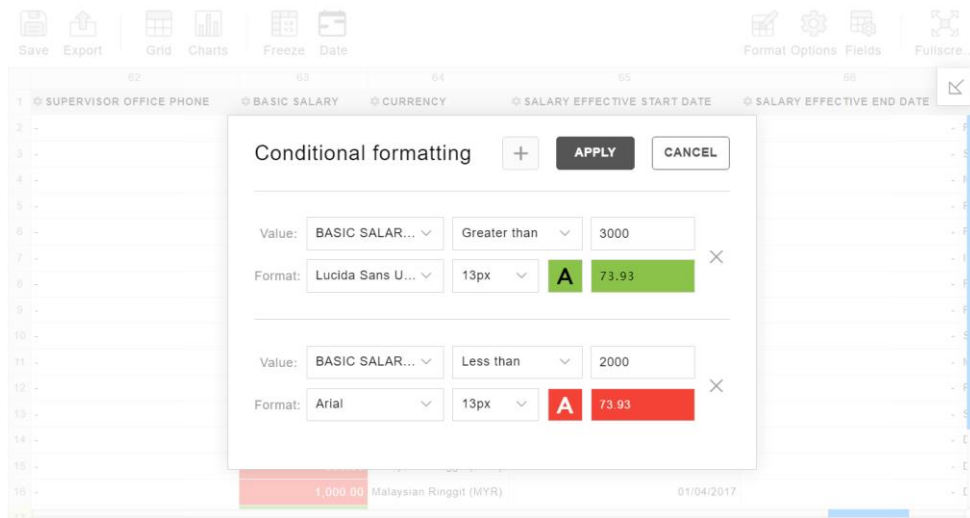
12px

A

73.93

×

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



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

	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	-
3	-	2,643.38	Malaysian Ringgit (MYR)	01/09/2018	-
4	-	8,483.50	Malaysian Ringgit (MYR)	01/08/2017	-
5	-	6,548.22	Malaysian Ringgit (MYR)	01/09/2018	-
6	-	8,699.17	Malaysian Ringgit (MYR)	01/07/2022	-
7	-	3,463.83	Malaysian Ringgit (MYR)	05/08/2015	-
8	-	5,235.88	Malaysian Ringgit (MYR)	01/07/2022	-
9	-	8,480.00	Malaysian Ringgit (MYR)	01/07/2022	-
10	-	3,786.39	Malaysian Ringgit (MYR)	29/10/2021	-
11	-	82,595.07	Malaysian Ringgit (MYR)	01/07/2022	-
12	-	7,046.83	Malaysian Ringgit (MYR)	01/08/2017	-
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	-
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

CANCEL

GRAND TOTALS

☒ Do not show grand totals
 ☐ Show grand totals
 ☐ Show for rows only
 ☐ Show for columns only

SUBTOTALS

☒ 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.

Save

Export

Grid

Charts

Freeze

Date

Format Options

Fields

Fullscreen

Layout options

APPLY

CANCEL

GRAND TOTALS

☐ Do not show grand totals
 ☒ **Show grand totals**
☐ Show for rows only
 ☐ Show for columns only

SUBTOTALS

☐ Do not show subtotals
 ☒ **Show subtotals**
☐ Show for rows only
 ☐ Show for columns only

LAYOUT

☒ **Compact form**
☐ Classic form
 ☐ Flat form

Save

Export

Grid

Charts

Freeze

Date

Format Options

Fields

Fullscreen

	1	2	3	4
1	COMPANY NAME			
2	EMPLOYEE NO			
3	TITLE			
4	EMPLOYEE NAME			
5	FIRST NAME			
6	LAST NAME			
7	PROBATION PERIOD DAYS			
8	RESIGN REASON			
9	AGE YEAR OF SERVICE			
10	ID NEW			
11	ID OLD			
12	GENDER			
13	RACE			
14	RELIGION			
15	NATIONALITY			
16	PHYSICAL CHALLENGE(S)			
17	MARITAL STATUS			

Configure the filters and values.

Save Export Grid Charts Freeze Date Format Options Fields Fullscre...

**Fields**

Drag and drop fields to arrange

All fields

- ☐ ADJUSTED HIRE ...
- ☐ AGE YEAR OF SE...
- ☒ BASIC SALARY
- ☐ CELL PHONE
- ☐ CITY
- ☒ COMPANY NAME
- ☐ CONFIRMATION D...
- ☐ CONTRACT COMP...

Report filters

**EMPLOYEE STATUS**

Drop field here

Columns

**Values**

**COMPANY NAME**

Drop field here

Rows

**EMPLOYEE NO**

Drop field here

Values

**Sum of BASIC SA...**

Drop field here

2,354.43 2,354.43

Save Export Grid Charts Freeze Date Format Options Fields Fullscre...

1	2	3	4	5	6	7	8	9
1	COMPANY NAME							
2	EMPLOYEE NO	Demo Company 1	Total Sum of BASIC SALARY					
9	MY20648	3,786.39	3,786.39					
10	MY20651	2,643.38	2,643.38					
11	MY20720	1,965.65	1,965.65					
12	MY21336	7,046.83	7,046.83					
13	MY26958	950.00	950.00					
14	MY26959	1,000.00	1,000.00					
15	MY26961	2,354.43	2,354.43					
16	MY26964	2,074.37	2,074.37					
17	MY26968	1,611.57	1,611.57					
18	MY27437	900.00	900.00					
19	MY29005	6,000.11	6,000.11					
20	MY5338	82,595.07	82,595.07					
21	Grand Total	153,838.40	153,838.40					

Filter the correct employee status.

Save Export Grid Charts Freeze Date Format Options Fields Fullscre...

**EMPLOYEE STATUS**

Filter by: LABELS

☒ Select all 1 of 2 selected

☒ Confirmed

☐ Resigned

2,354.43 2,354.43

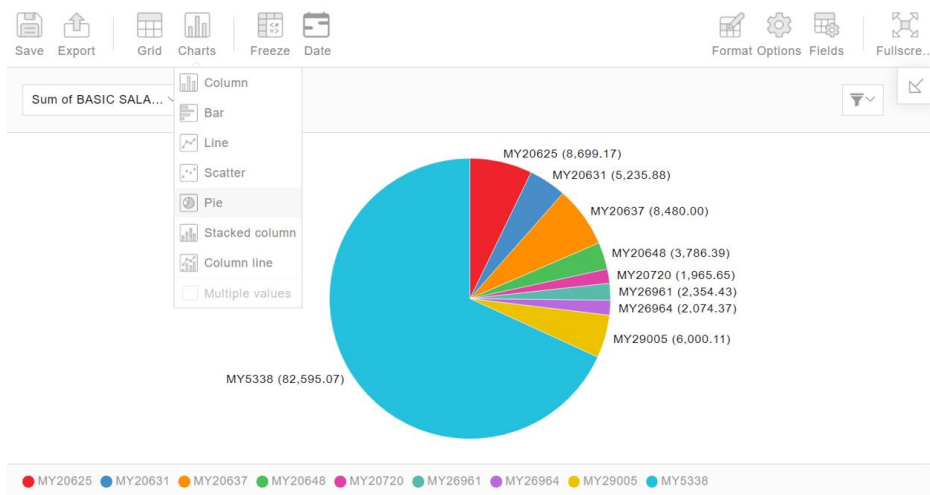
Save Export Grid Charts Freeze Date Format Options Fields Fullscre...

1	2	3	4	5	6	7	8	9
1	COMPANY NAME							
2	EMPLOYEE NO	Demo Company 1	Total Sum of BASIC SALARY					
9	MY20648	3,786.39	3,786.39					
10	MY20651	2,643.38	2,643.38					
11	MY20720	1,965.65	1,965.65					
12	MY21336	7,046.83	7,046.83					
13	MY26958	950.00	950.00					
14	MY26959	1,000.00	1,000.00					
15	MY26961	2,354.43	2,354.43					
16	MY26964	2,074.37	2,074.37					
17	MY26968	1,611.57	1,611.57					
18	MY27437	900.00	900.00					
19	MY29005	6,000.11	6,000.11					
20	MY5338	82,595.07	82,595.07					
21	Grand Total	153,838.40	153,838.40					

Total basic salary for all active employee shown as below.

Save	Export	Grid	Charts	Freeze	Date	Format Options	Fields	Fullscreen...
EMPLOYEE STATUS Confirmed								
1	2	3	4	5	6	7	8	9
COMPANY NAME								
EMPLOYEE NO	Demo Company 1	Total Sum of BASIC SALARY						
MY20625	8,699.17	8,699.17						
MY20631	5,235.88	5,235.88						
MY20637	8,480.00	8,480.00						
MY20648	3,786.39	3,786.39						
MY20720	1,965.65	1,965.65						
MY26961	2,354.43	2,354.43						
MY26964	2,074.37	2,074.37						
MY29005	6,000.11	6,000.11						
MY5338	82,595.07	82,595.07						
Grand Total	121,191.07	121,191.07						
13								
14								
15								

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**

☐ Do not show grand totals

☒ **Show grand totals**

☐ Show for rows only

☐ Show for columns only

**SUBTOTALS**

☐ Do not show subtotals

☒ **Show subtotals**

☐ Show for rows only

☐ Show for columns only

**LAYOUT**

☐ Compact form

☒ **Classic form**

☐ Flat form

Select fields that need to be filter.

Save Export Grid Charts Freeze Date Format Options Fields Fullscre...

COMPANY NAME	EMPLOYEE NO	LEAVE STATUS
Demo Company 1	MY20625	Leave Taken
Demo Company 1	MY5338	Leave Taken
Demo Company 1	MY20720	Leave Rejected
Demo Company 1	MY20637	Leave Taken
Demo Company 1	MY20631	Leave Taken
Demo Company 1	MY20625	Leave Taken
Demo Company 1	MY20720	Leave Rejected
Demo Company 1	MY29005	Leave Taken
Demo Company 1	MY20720	Leave Taken
Demo Company 1	MY20625	Leave Taken
Demo Company 1	MY20622	Leave Taken
Demo Company 1	MY20651	Leave Taken
Demo Company 1	MY20648	Leave Taken
Demo Company 1	MY5338	Leave Taken
Demo Company 1	MY29005	Leave Cancelled

**Fields** APPLY CANCEL

Select and arrange columns

☒ Select all

☒ **COMPANY NAME**

☒ **EMPLOYEE NO**

☒ **LEAVE DATE**

☒ **NO. OF DAYS/HOURS**

☒ **UNIT OF MEASURE**

☒ **LEAVE STATUS**

☐ EMERGENCY LEAVE

☐ EMPLOYEE NAME

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

Save Export Grid Charts Freeze Date Format Options Fields Fullscre...

COMPANY NAME	EMPLOYEE NO	LEAVE STATUS
Demo Company 1	MY20625	Leave Taken
Demo Company 1	MY5338	Leave Taken
Demo Company 1	MY20720	Leave Rejected
Demo Company 1	MY20637	Leave Taken
Demo Company 1	MY20631	Leave Taken
Demo Company 1	MY20625	Leave Taken
Demo Company 1	MY20720	Leave Rejected
Demo Company 1	MY29005	Leave Taken
Demo Company 1	MY20720	Leave Taken
Demo Company 1	MY20625	Leave Taken
Demo Company 1	MY20622	Leave Taken
Demo Company 1	MY20651	Leave Taken
Demo Company 1	MY20648	Leave Taken
Demo Company 1	MY5338	Leave Taken
Demo Company 1	MY29005	Leave Cancelled

**Layout options** APPLY CANCEL

**GRAND TOTALS**

☐ Do not show grand totals

☒ **Show grand totals**

☐ Show for rows only

☐ Show for columns only

**SUBTOTALS**

☐ Do not show subtotals

☒ **Show subtotals**

☐ Show for rows only

☐ Show for columns only

**LAYOUT**

☐ Compact form

☒ **Classic form**

☐ Flat form

	1	2	3	4	5	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**

1	2	3	4	5	6	7	8
1	LEAVE DATE	Total					
2	11/06/2015						
3	12/06/2015						
4	25/06/2015						
5	26/06/2015						
6	29/06/2015						
7	04/01/2016						
8	05/01/2016						
9	06/01/2016						
10	07/01/2016						
11	08/01/2016						
12	11/01/2016						
13	13/01/2016						
14	15/01/2016						
15	16/01/2016						

**Fields**

Drag and drop fields to arrange

All fields

Expand all

- ☒ COMPANY NAME
- ☐ EMERGENCY LEA...
- ☐ EMPLOYEE NAME
- ☒ EMPLOYEE NO
- ☐ FIRST NAME
- ☐ LAST NAME
- ☐ LEAVE CODE
- ☒ LEAVE DATE

Report filters

- COMPANY NAME
- EMPLOYEE NO
- LEAVE STATUS

Columns

- Values
- Drop field here

Rows

- LEAVE DATE
- Drop field here

Values

- Sum of NO. OF DA...  $\Sigma \vee$
- Drop field here

Add calculated value **APPLY** **CANCEL**

1	2	3	4	5	6	7	8
1	UNIT OF MEASURE						
2	LEAVE DATE	Day	Total Sum				
3	04/01/2021	1.00					
4	05/01/2021	1.00					
5	08/01/2021	1.50					
6	09/01/2021	1.00					
7	10/01/2021	1.00					
8	11/01/2021	2.00					
9	12/01/2021	3.00					
10	13/01/2021	3.00					
11	14/01/2021	3.00					
12	15/01/2021	2.00					
13	16/01/2021	1.00					
14	17/01/2021	2.00					
15	18/01/2021	3.00					

**Calculated value**

Leave in Hours

All fields

- LEAVE REMARKS (Count)  $\Sigma \vee$
- LEAVE STATUS (Count)  $\Sigma \vee$
- LEAVE TYPE (Count)  $\Sigma \vee$
- NO. OF DAYS/HOURS (Sum)  $\Sigma \vee$
- UNIT OF MEASURE (Count)  $\Sigma \vee$

☐ Calculate individual values

$\Sigma$   $\vee$   $\times$   $\div$   $\wedge$   $=$   $<$   $>$   $\leq$

$\geq$   $!=$  OR AND IF ABS RD MIN MAX

sum("NO. OF DAYS/HOURS") \* 8

**APPLY** **CANCEL**

Save Export Grid Charts Freeze Date Format Options Fields Fullscre...

COMPANY NAME EMPLOYEE NO LEAVE STATUS

1 2 3 4 5 6 7 8 9

1 LEAVE DATE Total Sum of NO. OF DAYS/HOURS Leave in Hours

2 11/06/2015 1.00 8.00

3 12/06/2015 1.00 8.00

4 25/06/2015 1.00 8.00

5 26/06/2015 1.00 8.00

6 29/06/2015 1.00 8.00

7 04/01/2016 4.00 32.00

8 05/01/2016 1.50 12.00

9 06/01/2016 2.00 16.00

10 07/01/2016 1.00 8.00

11 08/01/2016 3.00 24.00

12 11/01/2016 3.50 28.00

13 13/01/2016 1.00 8.00

14 15/01/2016 1.00 8.00

15 16/01/2016 1.00 8.00

Fields

Drag and drop fields to arrange

All fields Expand all

☒ COMPANY NAME

☐ EMERGENCY LEA...

☐ EMPLOYEE NAME

☒ EMPLOYEE NO

☐ FIRST NAME

☐ LAST NAME

☐ LEAVE CODE

☒ LEAVE DATE

Report filters

COMPANY NAME

EMPLOYEE NO

LEAVE STATUS

Columns

Values

Drop field here

Rows

LEAVE DATE

Drop field here

Values

Sum of NO. OF DA... Σ

Leave in Hours

Drop field here

Save Export Grid Charts Freeze Date Format Options Fields Fullscre...

COMPANY NAME EMPLOYEE NO LEAVE STATUS

1 2 3 4 5 6 7 8 9

1 LEAVE DATE Total Sum of NO. OF DAYS/HOURS Leave in Hours

2 11/06/2015 1.00 8.00

3 12/06/2015 1.00 8.00

4 25/06/2015 1.00 8.00

5 26/06/2015 1.00 8.00

6 29/06/2015 1.00 8.00

7 04/01/2016 4.00 32.00

8 05/01/2016 1.50 12.00

9 06/01/2016 2.00 16.00

10 07/01/2016 1.00 8.00

11 08/01/2016 3.00 24.00

12 11/01/2016 3.50 28.00

13 13/01/2016 1.00 8.00

14 15/01/2016 1.00 8.00

15 16/01/2016 1.00 8.00

Filter the correct status.

Save Export Grid Charts Freeze Date Format Options Fields Fullscre...

COMPANY NAME EMPLOYEE NO LEAVE STATUS

1 2 3 4 5 6 7 8 9

1 LEAVE DATE Day Total Sum of NO. OF DAYS/HOURS Leave in Hours

2 11/06/2015 1.00 8.00

3 12/06/2015 1.00 8.00

4 25/06/2015 1.00 8.00

5 26/06/2015 1.00 8.00

6 29/06/2015 1.00 8.00

7 04/01/2016 4.00 32.00

8 05/01/2016 1.50 12.00

9 06/01/2016 2.00 16.00

10 07/01/2016 1.00 8.00

11 08/01/2016 3.00 24.00

12 11/01/2016 3.50 28.00

13 13/01/2016 1.00 8.00

14 15/01/2016 1.00 8.00

15 16/01/2016 1.00 8.00

LEAVE STATUS

Filter by: LABELS

☒ Select all 1 of 3 selected

☐ Leave Cancelled

☐ Leave Rejected

☒ Leave Taken

Save Export Grid Charts Freeze Date Format Options Fields Fullscre...

COMPANY NAME EMPLOYEE NO LEAVE STATUS

1 2 3 4 5 6 7 8 9

1 LEAVE DATE Day Total Sum of NO. OF DAYS/HOURS Leave in Hours

2 11/06/2015 1.00 8.00

3 12/06/2015 1.00 8.00

4 25/06/2015 1.00 8.00

5 26/06/2015 1.00 8.00

6 29/06/2015 1.00 8.00

7 04/01/2016 4.00 32.00

8 05/01/2016 1.50 12.00

9 06/01/2016 2.00 16.00

10 07/01/2016 1.00 8.00

11 08/01/2016 3.00 24.00

12 11/01/2016 3.50 28.00

13 13/01/2016 1.00 8.00

14 15/01/2016 1.00 8.00

15 16/01/2016 1.00 8.00

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

Save Export Grid Charts Freeze Date Format Options Fields Fullscre...

COMPANY NAME All EMPLOYEE NO All LEAVE STATUS Leave Taken

1	2	3	4	5	6	7	8	9
UNIT OF MEASURE								
2	LEAVE DATE Day	Total Sum						
3	11/06/2015	1.00						
4	12/06/2015	1.00						
5	25/06/2015	1.00						
6	26/06/2015	1.00						
7	29/06/2015	1.00						
8	04/01/2016	4.00						
9	05/01/2016	1.50						
10	06/01/2016	2.00						
11	07/01/2016	1.00						
12	08/01/2016	3.00						
13	11/01/2016	3.50						
14	13/01/2016	1.00	1.00					

LEAVE DATE

Filter by: DATES VALUES AZ ZA

Select all 1927 of 1927 se...

11/06/2015

12/06/2015

25/06/2015

26/06/2015

29/06/2015

APPLY CANCEL

Save Export Grid Charts Freeze Date Format Options Fields Fullscre...

COMPANY NAME All EMPLOYEE NO All LEAVE STATUS Leave Taken

1	2	3	4	5	6	7	8	9
UNIT OF MEASURE								
2	LEAVE DATE Day	Total Sum of NO. OF DAYS/HOURS						
3	11/06/2015	1.00						
4	12/06/2015	1.00						
5	25/06/2015	1.00						
6	26/06/2015	1.00						
7	29/06/2015	1.00						
8	04/01/2016	4.00						
9	05/01/2016	1.50						
10	06/01/2016	2.00						
11	07/01/2016	1.00						
12	08/01/2016	3.00	3.00					
13	11/01/2016	3.50	3.50					
14	13/01/2016	1.00	1.00					

LEAVE DATE

Filter by: DATES VALUES AZ ZA

Between 01/01/2021 31/12/2021

Clear date filter

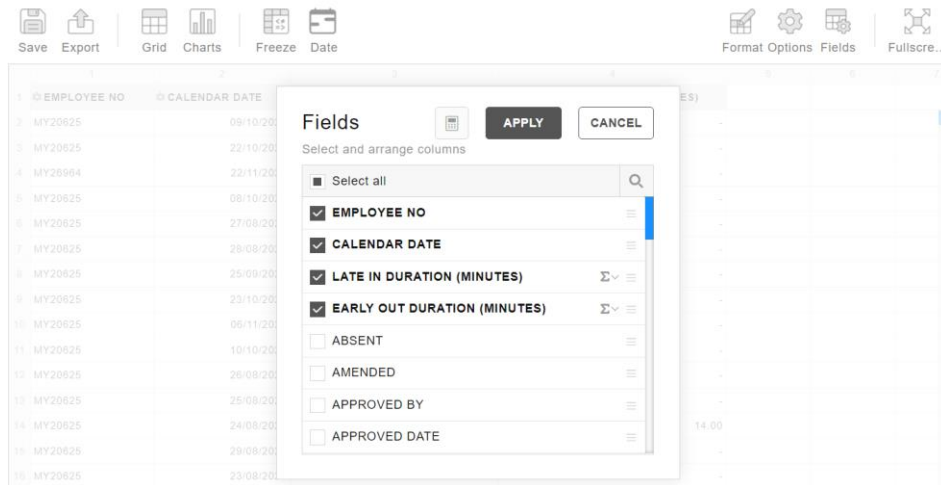
APPLY CANCEL

Save Export Grid Charts Freeze Date Format Options Fields Fullscre...

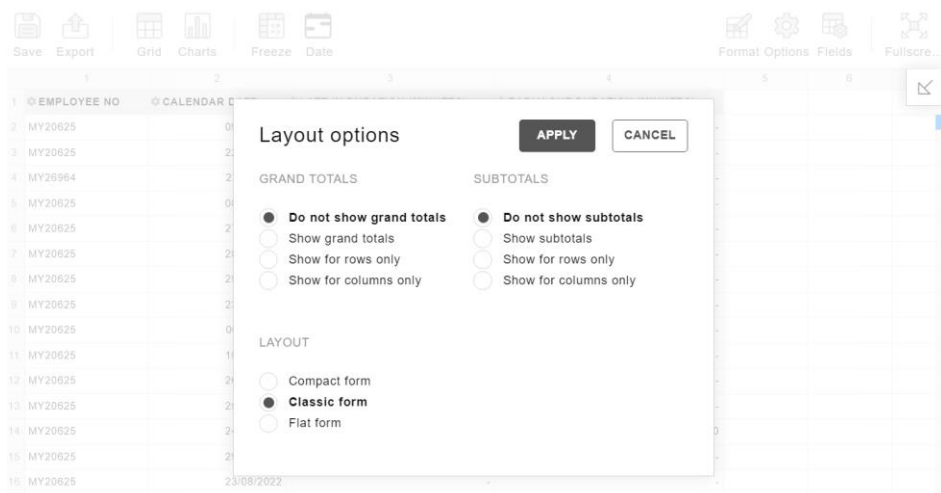
COMPANY NAME All EMPLOYEE NO All LEAVE STATUS Leave Taken

1	2	3	4	5	6	7	8	9
1	LEAVE DATE	Total Sum of NO. OF DAYS/HOURS	Leave in Hours					
332	19/12/2021	1.00	8.00					
333	20/12/2021	4.00	32.00					
334	21/12/2021	4.00	32.00					
335	22/12/2021	5.00	40.00					
336	23/12/2021	5.00	40.00					
337	24/12/2021	5.00	40.00					
338	25/12/2021	1.00	8.00					
339	26/12/2021	1.00	8.00					
340	27/12/2021	2.00	16.00					
341	28/12/2021	6.00	48.00					
342	29/12/2021	6.00	48.00					
343	30/12/2021	4.00	32.00					
344	31/12/2021	4.00	32.00					
345	Grand Total	1,037.50	8,300.00					

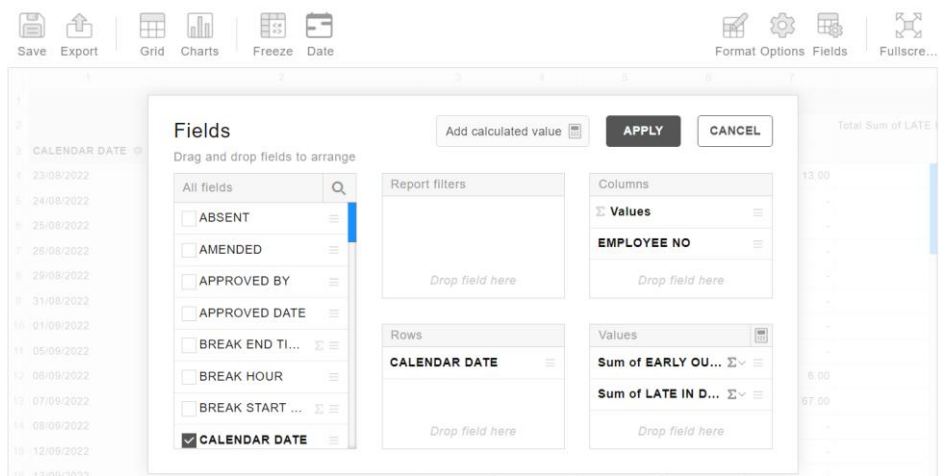
## 5.9 Analyze timecard late in/early out using Classic form, Format cells, and Conditional formatting



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



Configure the filters and values



Add formatting to calculated values cell.

Format cells

APPLY

CANCEL

CHOOSE VALUE

EARLY OUT DURATION (MINUT...

Text align

right

Thousands separator

,

Decimal separator

.

Decimal places

None

Currency symbol

Minutes

Positive currency format

1Minutes

Negative currency format

-1Minutes

Null value

-

Format as percent

false

Format cells

APPLY

CANCEL

CHOOSE VALUE

LATE IN DURATION (MINUT...

Text align

right

Thousands separator

,

Decimal separator

.

Decimal places

None

Currency symbol

Minutes

Positive currency format

1Minutes

Negative currency format

-1Minutes

Null value

-

Format as percent

false

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

Save

Export

Grid

Charts

Freeze

Date

Format Options

Fields

Fullscreen

1	2	3	4	5	6	7
1	EMPLOYEE NO					
2	Total Sum of					Total Sum of LATE
3	CALENDAR DATE					MY5338
4	23/08/2022					13Minutes
5	24/08/2022					-
6	25/08/2022					-
7	26/08/2022					-
8	29/08/2022					-
9	31/08/2022					-
10	01/09/2022					-
11	05/09/2022					-
12	06/09/2022					8Minutes
13	07/09/2022					87Minutes
14	08/09/2022					-
15	12/09/2022					-
16	13/09/2022					-

Conditional formatting

APPLY

CANCEL

Value:

LATE IN DURA...

Greater than

0

Format:

Arial

12px

A

73.93

Value:

EARLY OUT D...

Greater than

0

Format:

Arial

12px

A

73.93

Save

Export

Grid

Charts

Freeze

Date

Format Options

Fields

Fullscreen