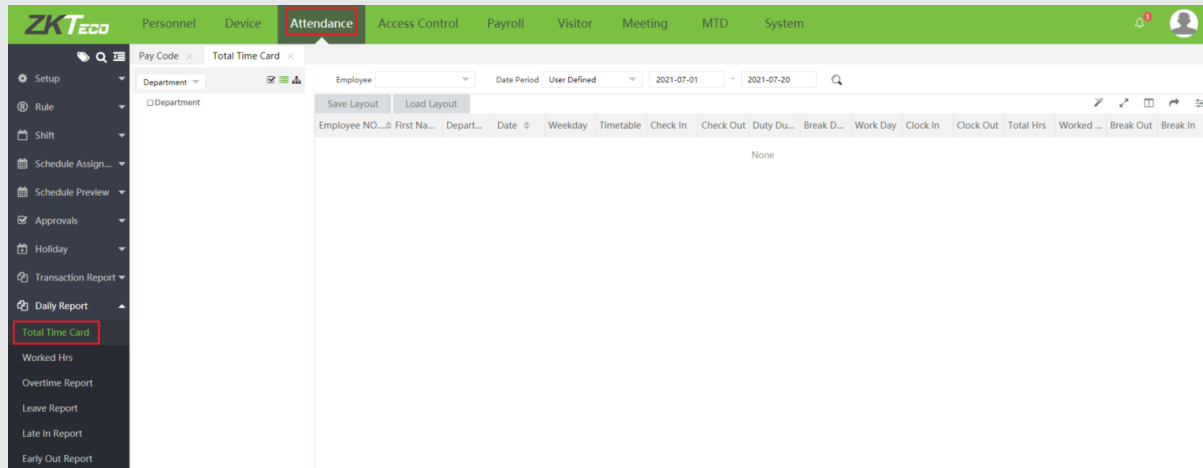


Biotime 8 - How to see who has clocked in on certain days.

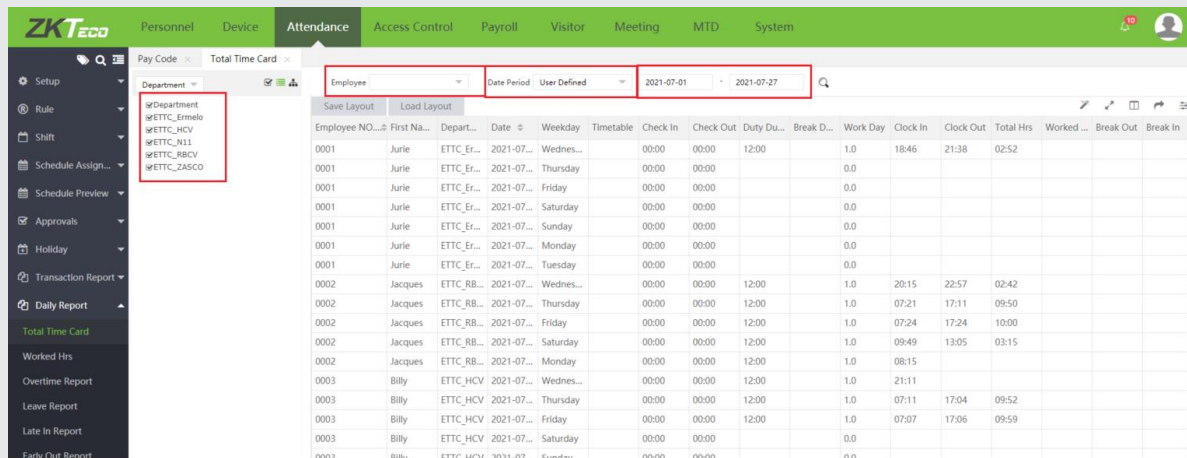
Following are steps to take when you want to see who has clocked in

Attendance > Daily Report > Total Time Card

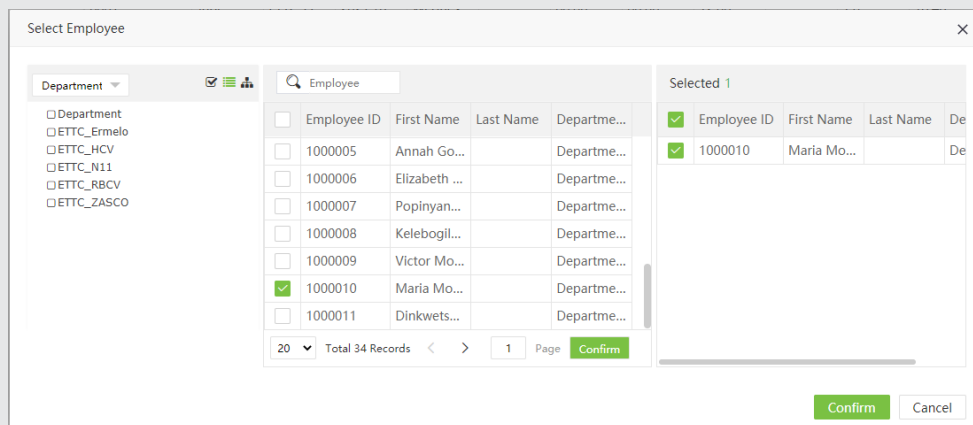


Select the Department on the left-hand side you want to work with.

Click on the drop-down by Employee



Select the user you want the information and click Confirm



Click on the date Period. You can select one pre define date period

Date Period **This month** ▲

- User Defined
- Today
- This week
- This month**
- This year
- Yesterday
- Last week
- Last month
- Last three months
- Last six months
- Last year

If you need for a specific date.

Date Period **User Defined** ▼ 2021-07-01 - 2021-07-31 🔍

Leave the Date period as User-defined and fill the to and from date

Once everything is set up all information click on the



The information will appear as requested.

ZKT_{ECO} Personnel Device **Attendance** Access Control Payroll Visitor Meeting MTD System

Pay Code x Total Time Card x

Department ▼ Employee **Jurie** Date Period **User Defined** 2021-07-01 - 2021-07-31 🔍

Save Layout Load Layout

Employee NO...	First Na...	Depart...	Date	Weekday	Timetable	Check In	Check Out	Duty Du...	Break D...	Work Day	Clock In	Clock Out	Total Hrs	Worked ...	Break Out	Break In
0001	Jurie	ETTC_Er...	2021-07...	Wednes...		00:00	00:00	12:00		1.0	18:46	21:38	02:52			
0001	Jurie	ETTC_Er...	2021-07...	Thursday		00:00	00:00			0.0						
0001	Jurie	ETTC_Er...	2021-07...	Friday		00:00	00:00			0.0						
0001	Jurie	ETTC_Er...	2021-07...	Saturday		00:00	00:00			0.0						
0001	Jurie	ETTC_Er...	2021-07...	Sunday		00:00	00:00			0.0						
0001	Jurie	ETTC_Er...	2021-07...	Monday		00:00	00:00			0.0						
0001	Jurie	ETTC_Er...	2021-07...	Tuesday		00:00	00:00			0.0						
0001	Jurie	ETTC_Er...	2021-07...	Wednes...		00:00	00:00			0.0						
0001	Jurie	ETTC_Er...	2021-07...	Thursday		00:00	00:00			0.0						
0001	Jurie	ETTC_Er...	2021-07...	Friday		00:00	00:00			0.0						
0001	Jurie	ETTC_Er...	2021-07...	Saturday		00:00	00:00			0.0						

If you need to export it, click on the arrow on the top right-hand corner and select your export type.

🔍 ↶ ↷ 🔄 ⌵

- CSV Export
- PDF Export
- Excel Export
- TXT Export