



Technology From another World

ALIEN WARP∞ HELP FILES



REPORT – STAFF ATTENDANCE

How to Get a Staff attendance / clock-in report

- 1.) Open Alien Software and click on the reports button on the menu bar.
- 2.) Click on the clock-in button in Miscellaneous Reports.
- 3.) Select - date range / Region / Locations and staff member.

The screenshot shows the 'Time and Attendance - AlienWarp' application window. The menu bar includes 'REPORTS', which is highlighted with a box labeled '1'. Below the menu bar is a toolbar with various report categories: 'Live Reports', 'Utility Live Reports', 'Miscellaneous Reports', and 'Local Reports'. The 'Clock In' icon in the 'Miscellaneous Reports' section is highlighted with a box labeled '2'. The main content area is titled 'Clock-In Report' and contains several filter sections: 'Date From' (03 July 2024, 00:00:00), 'To' (03 July 2024, 11:59:59), 'Regions' (Botswana, BSW North Region, North Region, RSA, South Region, Zambia), 'Locations' (All Stores), and 'Staff Members' (Admin (Support), Collette (Masitara), Gift (Keoagile), Mpho (Batthoi)). A box labeled '3' is positioned below these filters, with arrows pointing to the 'Date From', 'Regions', 'Locations', and 'Staff Members' sections, indicating the selection of these parameters.

4.) Run report to view details per staff member.

Clock-In Report - Exceptions

Date From: 01 February 2024 00:00:00
 To: 03 July 2024 11:59:59

Regions: Botswana, BSW North Region, North Region, RSA, South Region, Zambia

Locations: All Stores

Staff Members: All, [1]Admin (Support), [j]Reg (De Kock), [2]Ryan (Swain)

Staff No	Staff Member	Date	Time	Clock Type	Store	Comment
4	Reg De Kock		0.00			
		2024/05/08	14:47	Clock In	NCIO0095	
		2024/05/08	14:48	Clock In	NCIO0095	
		2024/05/08	14:48	Clock In	NCIO0095	
		2024/05/08	14:49	Tea	NCIO0095	
		2024/05/08	14:49	Clock In	NCIO0095	
		2024/05/08	14:49	Lunch	NCIO0095	
		2024/05/08	14:50	Clock In	NCIO0095	
		2024/05/08	14:50	Clock Out	NCIO0095	
		2024/05/08	14:51	Clock Out	NCIO0095	
			0.00 Hrs			

How to view exceptions from the normal hours worked:

- 5) Select the Exceptions tab and complete all fields - Date / Regions / Locations and staff member.
- 6) Run the report to display the line items, line items can be deleted to only display exceptions which can be save.

Time and Attendance - AlienWarp - (V100.5.10) NCI Botswana Tlokeng - Till: NCIO0095

TRANSACTION STOCK PRODUCTS ACCOUNTS FINANCES PROMOS REPORTS ANALYSE TOOLS CONFIGURATION HELP

Custom Dashboard Price History Cashup Clock In Fuel Sales Stock Price History

Live Reports Utility Live Reports Miscellaneous Reports Local Reports

Clock-In Report - Exceptions

Date From: 01 February 2024 00:00:00
 To: 03 July 2024 11:59:59
 Staff Member: Reg (De Kock)

Regions: Botswana, BSW North Region, North Region, RSA, South Region, Zambia

Locations: [Icons]

Store	Terminal	Staffid	Name	Date	Time	Type	Duration	Day Total	Total	Delete	Comment
NCIO	95	4	Reg De Kock	2024/5/8	14:47:00	Clock In				<input type="checkbox"/>	
NCIO	95	4	Reg De Kock	2024/5/8	14:49:00	Tea				<input type="checkbox"/>	
NCIO	95	4	Reg De Kock	2024/5/8	14:49:00	Return	00:00			<input type="checkbox"/>	
NCIO	95	4	Reg De Kock	2024/5/8	14:49:00	Lunch				<input type="checkbox"/>	
NCIO	95	4	Reg De Kock	2024/5/8	14:50:00	Return	00:01			<input type="checkbox"/>	
NCIO	95	4	Reg De Kock	2024/5/8	14:50:00	Clock Out	00:03	00:20		<input type="checkbox"/>	
NCIO	95	4	Reg De Kock	1900/1/1	00:00:01	Clock In				<input type="checkbox"/>	
NCIO	95	4	Reg De Kock	2024/5/8	14:51:00	Clock Out	00:00	00:00	0:20	<input type="checkbox"/>	