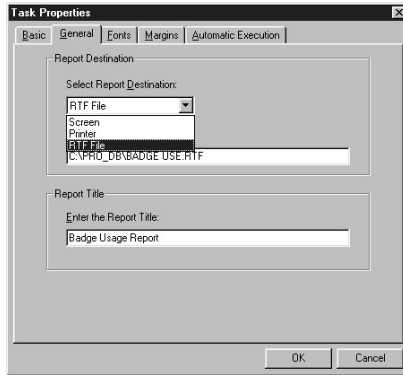


Badge Usage Report

- 🔍 You can quickly verify the badges that are in use and which employees are assigned to which badge.
- ✓ A skip in the numerical order of badges and a blank line in the report indicate a badge number that is available for a new employee.



You define this and other reports as a Task in Attendance Professional. Report tasks print to the screen, to a printer, or to an RTF file.

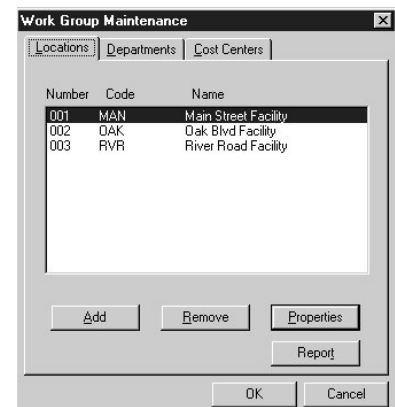
Badge Usage Report			
Badge	Name	ID	LOC-DEPT-CC
1	Baker, Andrea	1001	MAN-ADM-FAC
2	Grant, Omar	1002	MAN-SEC-FAC
3	Watkins, Rodney	1003	MAN-SEC-FAC
4	Yardley, Frank	1004	MAN-SEC-FAC
5	Jardin, Janice	1005	OAK-R&D-ENG
6	Cho, Min-Shih	1006	OAK-R&D-ENG
7	Wallace, Rosalind	1007	OAK-R&D-ENG
8	Hastings, Marvin	1008	OAK-R&D-ENG
9	Keller, Yolanda	1009	RVR-ADM-FAC
10	Valentine, Frank	1010	RVR-SYS-ENG
Total Number of Employees : 10			

Work Group Listing Report

- 🔍 Provides a reference for employees who enter work group numbers or codes but do not have access to the Work Group Maintenance window.
- 🔍 Lets you easily verify your work group names, numbers and codes.
- ✓ Generates a work group listing for any of the three work group levels Attendance Professional supports.

Location Listing		
Number	Code	Name
1	MAN	Main Street Facility
2	OAK	Oak Blvd Facility
3	RVR	River Road Facility
Number of WorkGroups : 3		

Displays your company's work group name in the report title



Work group information is defined in the Work Group Maintenance window.