

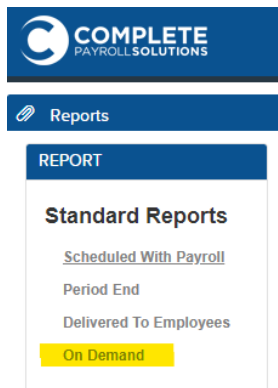
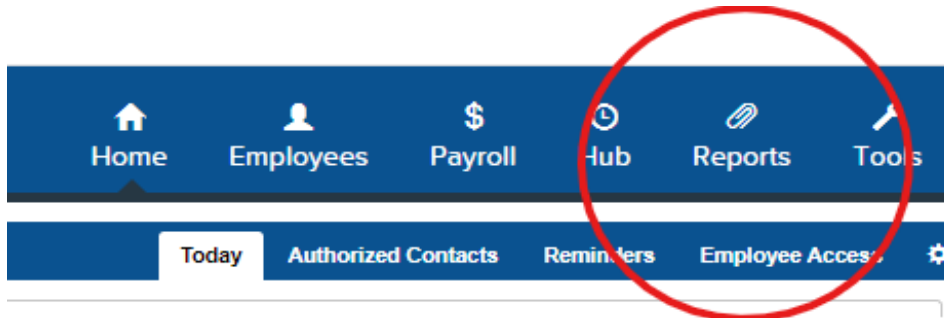
CompleteXpress Date Specific Reports

What is a Date Specific Report AKA Date Range Report?

-It is a report you can create per employee or for all employees within specific dates.

-The Reports for Date Specific are Employee Detail Earnings or Employee Summary Earnings.

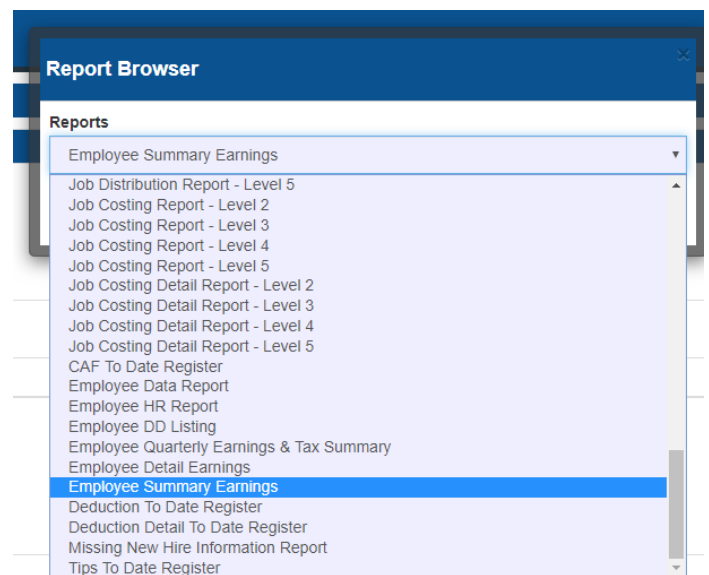
Click on the Reports tab in the top right corner on your Dashboard.



On the left side of the Reports Screen, you will click On Demand.

You will then press in the center left under Report browser. A box will pop up (see photo on right), you will pick what type you would like to run.

After you click , the system will prompt for you to input the dates of your choice. It will also ask what employees or employee you want the report for. If you want to see All employees, please leave the "-1" in both fields, it will look like the picture below. If you only want to generate a specific group of employees their employee number would have to be consecutive. For Example: 1-5 NOT 1,3,5.



Report Browser

Date From:
1/1/2020

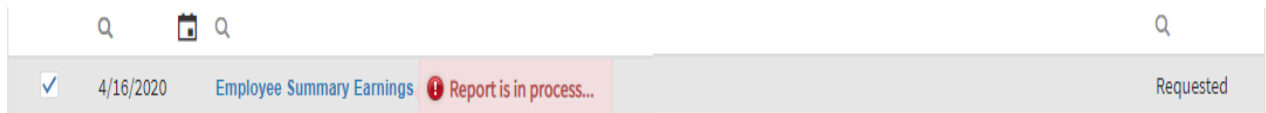
Date To:
4/16/2020

Employee #:
-1

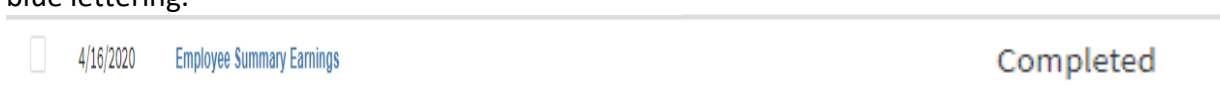
To Employee #:
-1

Close Submit

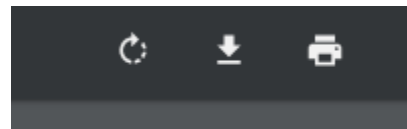
The report will then be requested, which means that the system is building your report. While waiting make sure you go back to dashboard or keep working in the website or you will time out.



After a few moments it will turn white and it will say completed. You then can then click on the blue lettering.



After you click on the report, it will prompt in a new tab where you can save and/or print your report.



All Requested reports will stay until deleted.