Viewing/printing reports

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EXPLAINED:

Reports can be generated from the OUTPUT section.

If none are listed, you can press the bottom right plus sign to create.

The most commonly used are Hours Summary, Timecard Report, & Exceptions Report.

When the report does not pop-up, contact support to relink with Adobe or you can still access the report from c:/timeguardian/reports folder. You may also want to check the same folder from your TG server.

Online URL: http://tkb.amano.com/article.php?id=556