

Viewing/printing reports

556 [Frank Mateo](#) Tue, Jan 31, 2017 [Time Guardian Series](#), [Time Guardian Series \(TG 5.x, TG Plus 2.x, TG Pro 4.x\)](#), [Time Software/Systems](#) 9 10969

AMANO.

Introduction

Viewing/printing reports

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.

Conclusion

Thank you for your time, and have a great day. As always, feel free to submit ideas on topics you want addressed in the Amano Knowledge Base using the comments feature.

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