

Accessing and Downloading Shift Reports as Excel

1

Navigate to

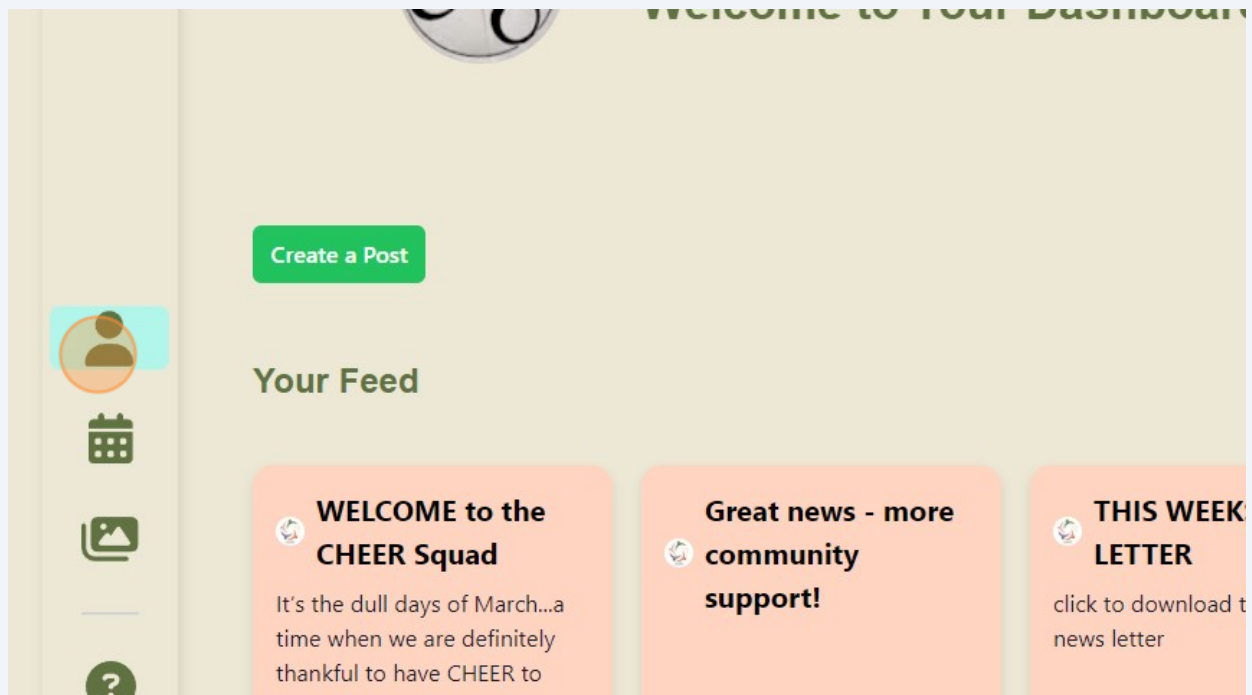
<https://se3350-group-18-415915.uc.r.appspot.com/protected/dashboard>



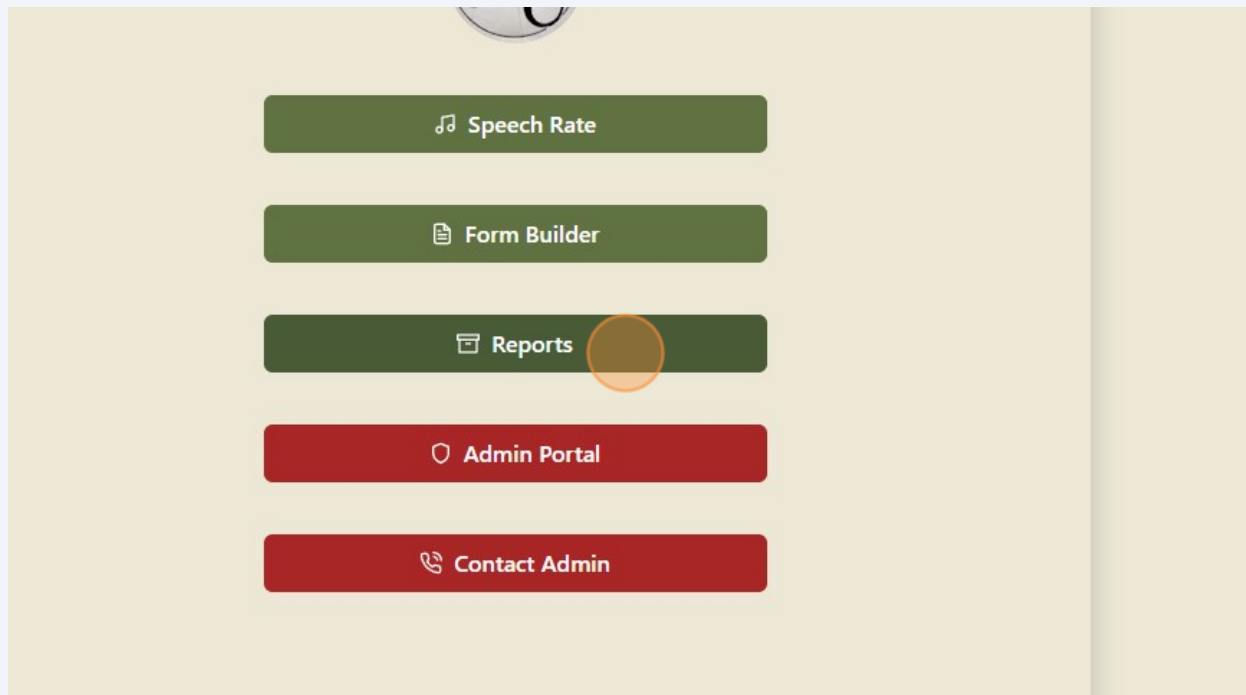
Alert! It has to be on the admin account

2

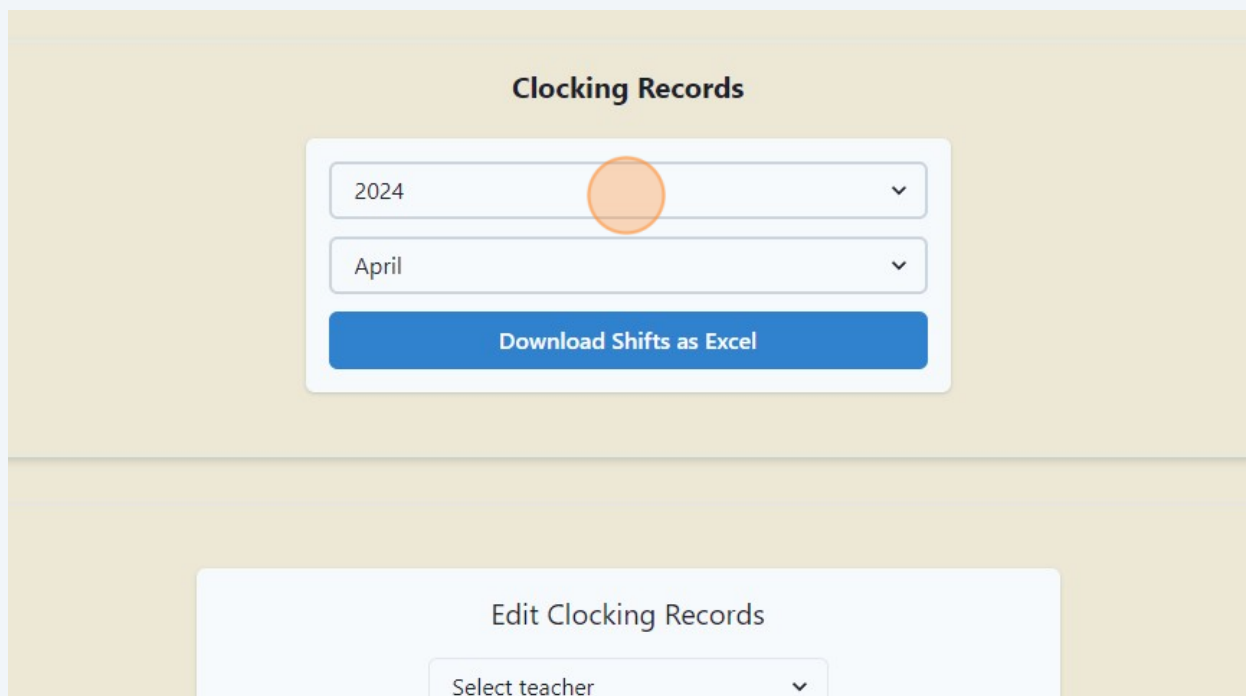
Click here.



3 Click "Reports"



4 select the year



5 Select the month

Clocking Records

2024

April

Download Shifts as Excel

Edit Clocking Records

Select teacher

6 Click "Download Shifts as Excel"

Clocking Records

2024

April

Download Shifts as Excel

Edit Clocking Records

Select teacher

7

This will download an Excel document with 2 sheets. One will be all the records for the month and the other will be the total hours worked by each employee that month.