

TIXTIME

**TEAM
LEADER**



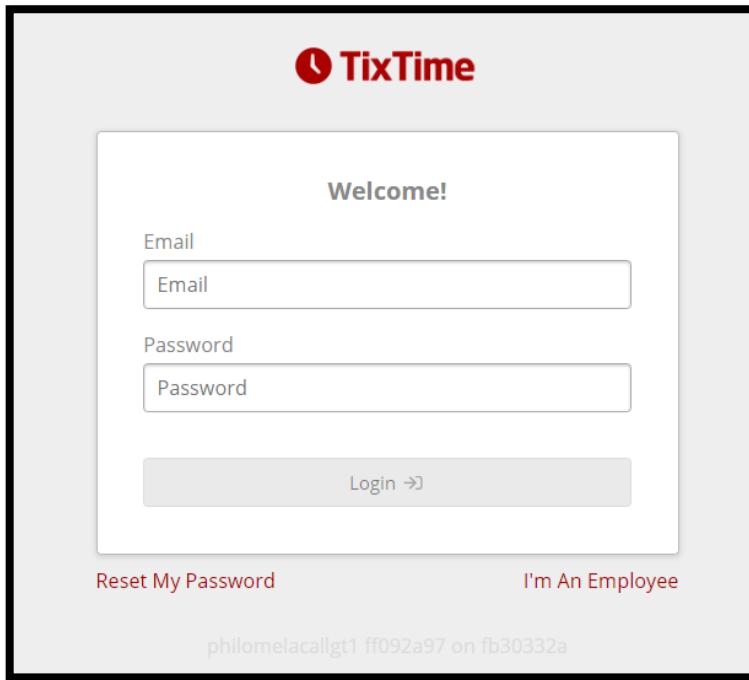
INTRODUCCIÓN

El propósito de este manual para Team Leader es informar de los procedimientos generales para la utilización de TixTime, para que el Team Leader realice su trabajo sin error alguno.

Este manual presenta información pertinente de los aspectos operativos que deben ser seguidos para el funcionamiento óptimo del Team Leader, ayudando a nuestra entidad a tener una operación más efectiva, eficiente y a mantener un estándar en la utilización de TixTime.

TIXTIME

Es la herramienta para la organización y creación de horarios laborales, días de descanso, horarios de break, horarios de lunch y semanas laborales para la empresa. Si se desea acceder a toda esta información será necesario contar con un usuario y contraseña de acceso, los cuales serán proporcionados por el superior a cargo, enviando un correo



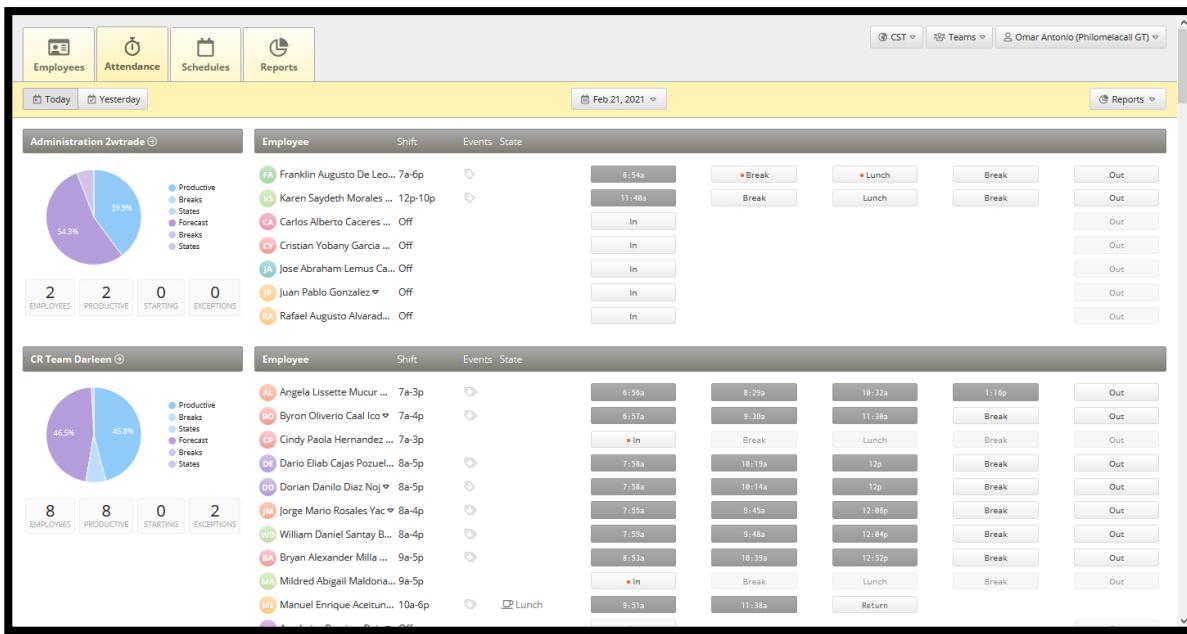
electrónico para ingresar a esta plataforma.

Al ingresar con el usuario y contraseña es de suma importancia **NO COMPARTIRLA CON OPERADORES**, esto para evitar cualquier tipo de inconveniente o fraude realizado por ellos.

Actualmente el sistema se encuentra en idioma inglés, por lo que será necesario contar con una herramienta adicional de traducción de idiomas mientras que el Team Leader se adapta.



Una vez ingresado al sistema el Team Leader podrá visualizar la primera ventana de tixtime la cual aparece de la siguiente manera:



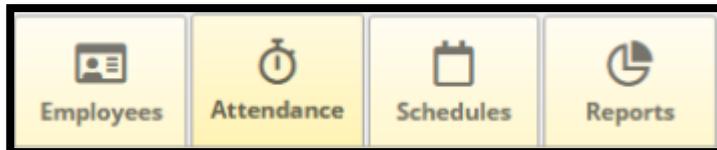
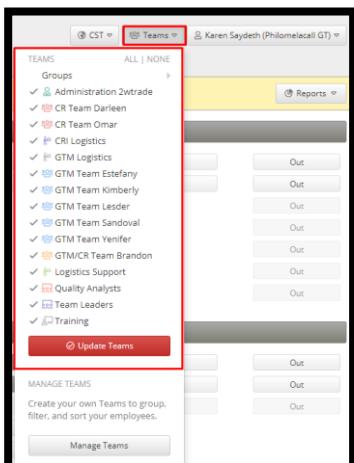
The screenshot shows the Tixtime software interface with two main sections displayed:

- Administration 2wtrade**: Shows a pie chart with 54.3% Productive and 39.9% Breaks. Below it, a summary table shows 2 Employees, 2 Productive, 0 Starting, and 0 Exceptions.
- CR Team Darleen**: Shows a pie chart with 46.5% Productive and 45.8% Breaks. Below it, a summary table shows 8 Employees, 8 Productive, 0 Starting, and 2 Exceptions.

Both sections include a table of employees with their names, shifts, and current states (In, Break, Lunch, Out). To the right of each employee table is a grid of time slots (e.g., 6:54a, 11:48a, etc.) with corresponding event types (Break, Lunch, In, Out).

BARRA DE HERRAMIENTAS

Aparecen las opciones de: Employees, Attendance, Schedules, Time Off, Payroll, Reports y Manage, es importante recalcar que si alguna de estas opciones no está visible es porque el administrador de Tixtime no se encuentra habilitada para el uso del Team Leader.

The screenshot shows the Tixtime software interface with a sidebar on the left containing a list of teams:

- Groups
 - ✓ Administration 2wtrade
 - ✓ CR Team Darleen
 - ✓ CR Team Omar
 - ✓ CRI Logistics
 - ✓ GTM Logistics
 - ✓ GTM Team Estefany
 - ✓ GTM Team Kimberly
 - ✓ GTM Team Leder
 - ✓ GTM Team Sandoval
 - ✓ GTM Team Yenifer
 - ✓ GTM/CR Team Brandon
 - ✓ Logistics Support
 - ✓ Quality Analysts
 - ✓ Team Leaders
 - ✓ Training

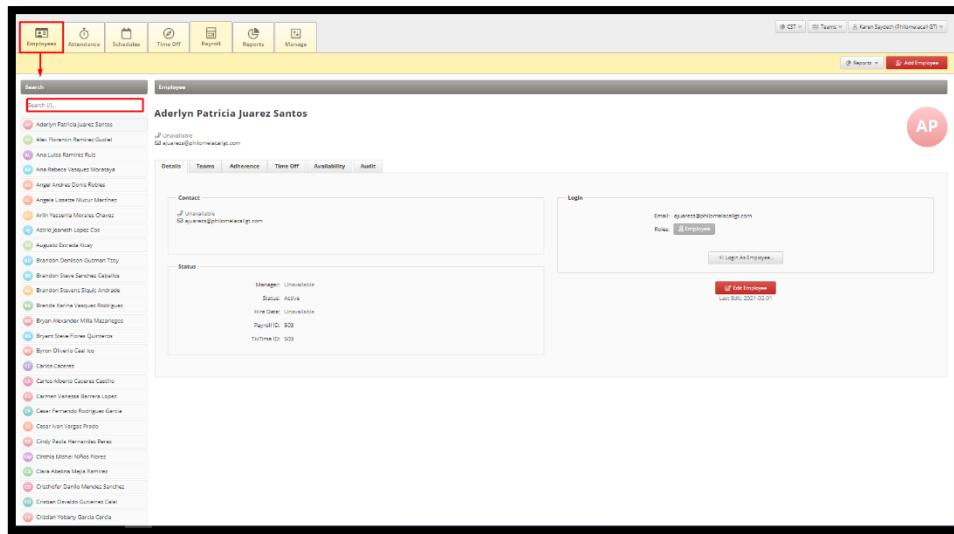
At the bottom of the sidebar is a red button labeled "Update Teams".

- Para visualizar los teams en la ventana principal, deben de seleccionarlos en la opción “Teams” que aparece en la esquina superior derecha, se tiene la opción de agregar o quitar los necesarios y al final el TL presionar la opción “Update Teams”.



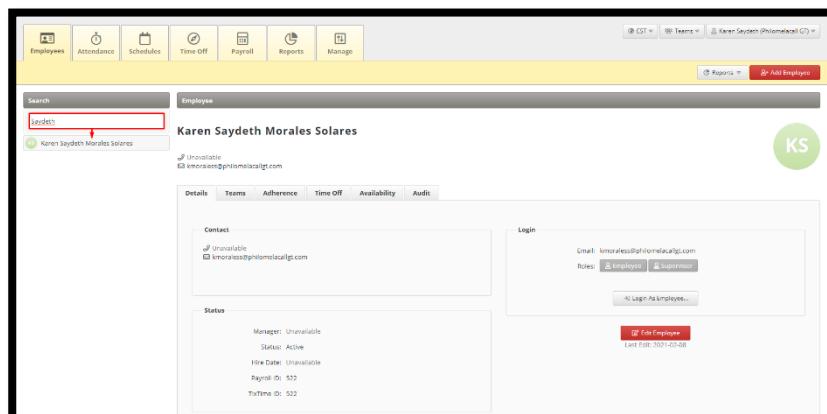
EMPLOYEES

En esta pestaña se encuentra la información de cada uno de los perfiles, fecha de ingreso nombre completo, correo, estatus, el equipo de trabajo al que pertenece y puesto dentro de la Entidad.

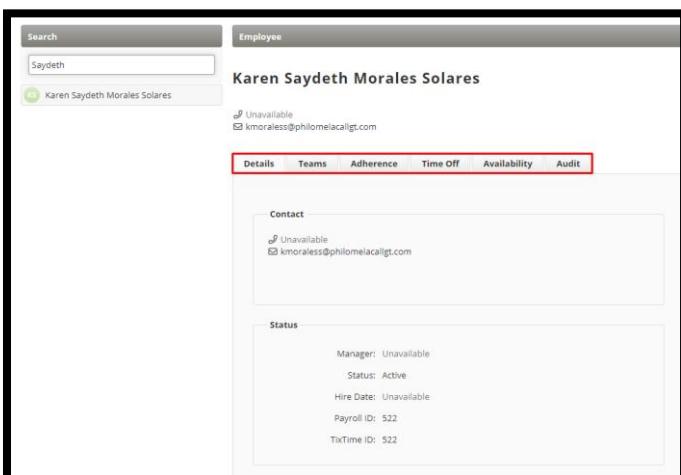


The screenshot shows the 'Employees' section of the software. At the top, there are tabs for Employees, Attendance, Schedules, Time Off, Payroll, Reports, and Manage. Below the tabs, a search bar contains the name 'Aderlyn Patricia Juarez Santos'. The main area displays the profile of 'Aderlyn Patricia Juarez Santos' with details like 'Unavailable' status and email 'ajuarez@philomelacallgt.com'. On the left, a sidebar lists many other employee names. On the right, there's a 'Login' section with the same email and a red button labeled 'Log As Employee'.

Para buscar un empleado en específico se debe escribir el nombre en la barra buscadora



This screenshot shows the same interface as the previous one, but the search bar now contains the name 'Saydeth'. The results show the profile for 'Karen Saydeth Morales Solares' with 'Unavailable' status and email 'kmorales@philomelacallgt.com'. The 'Login' section on the right shows the same information with a red 'Log As Employee' button.



This screenshot shows the detailed profile for 'Karen Saydeth Morales Solares'. The search bar at the top has 'Saydeth' in it. The profile card shows 'Unavailable' status and email 'kmorales@philomelacallgt.com'. Below the card are tabs for Details, Teams, Adherence, Time Off, Availability, and Audit. The 'Details' tab is selected, showing contact information like 'Unavailable' status and email 'kmorales@philomelacallgt.com', and status information like Manager: Unavailable, Status: Active, Hire Date: Unavailable, Payroll ID: 522, and TixTime ID: 522.

La catilla del perfil presenta pestañas, las cuales, al presionar, muestran más información relevante del asesor que se ha buscado. Las opciones son:

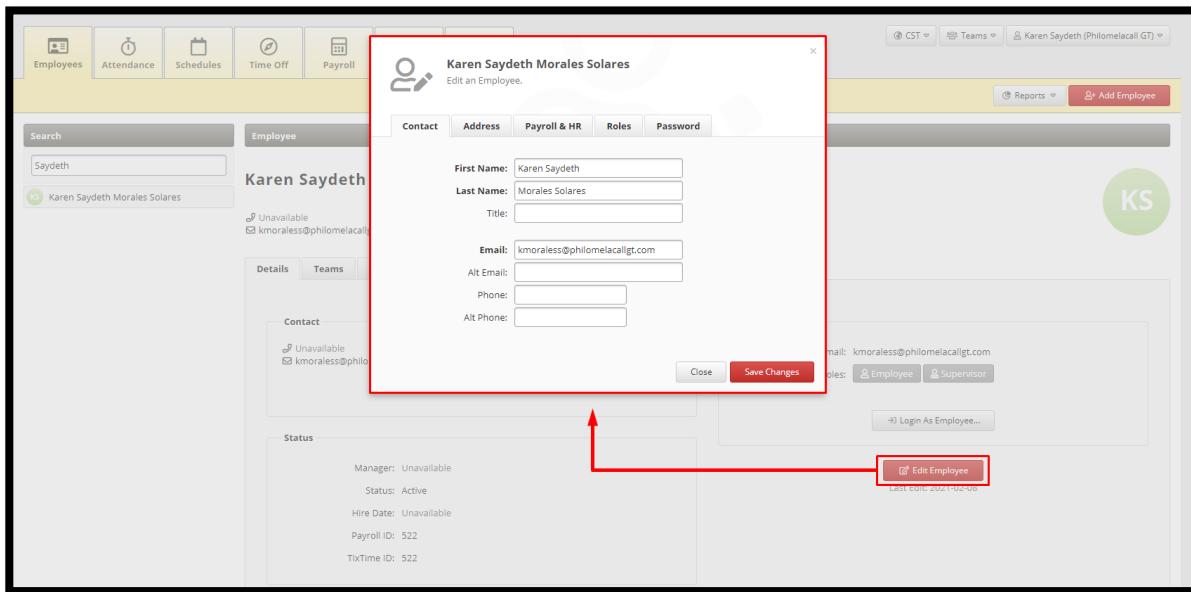
- Details
- Teams
- Adherence
- Time Off
- Availability
- Audit



DETAILS

Se tiene visible la información del empleado, nombre completo, correo electrónico, número de teléfono, estatus del empleado, etc.

Adicional a ello, se observará un botón llamado “**Edit Employee**” que abrirá una ventana en donde mostrará más detalles del perfil y contendrá tres comandos: Contact, Address, Payrol & HR y Login.



CONTACT: Se encuentra información personal del perfil, nombre completo, correo electrónico, correo alternativo, teléfono y teléfono adicional.

ADDRESS: Se podrá visualizar la información de la dirección en donde reside el empleado o ingresarla de ser necesario.

PAYROLL & HR: Permite visualizar el código de Tixtime asignado al perfil, estatus de activo o inactivo en la Entidad, fechas de ingreso y egreso, cumpleaños, etc.

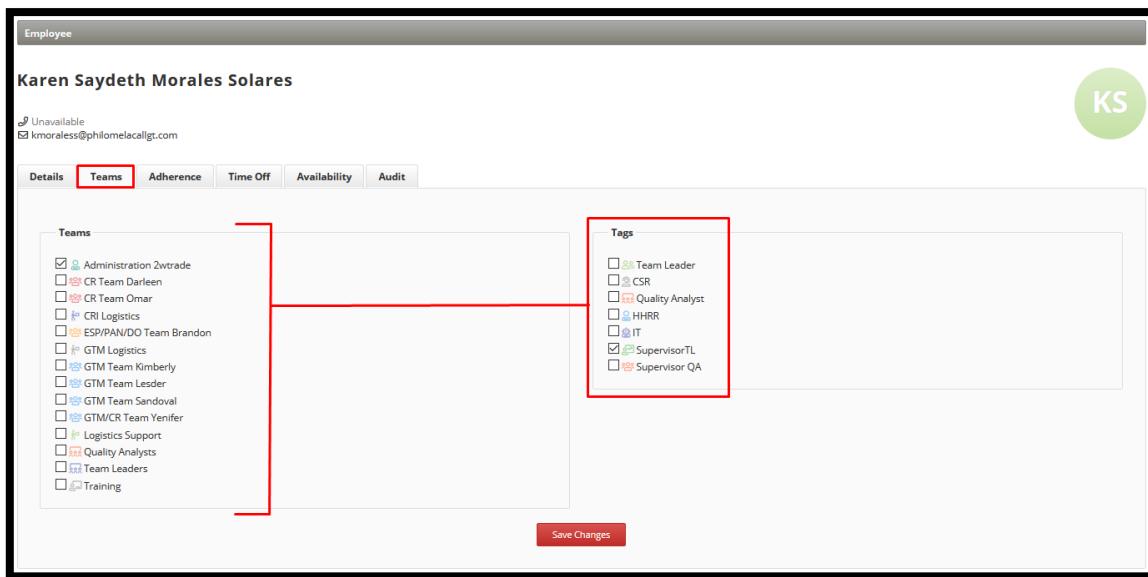
ROLES: Se refiere a los permisos concedidos a un perfil .

LOGIN: Es la opción que permite editar el usuario y la contraseña del empleado.



TEAMS

En esta sección se puede visualizar el cargo que tiene asignado el perfil y seleccionar o únicamente observar el team al que pertenece.



Karen Saydeth Morales Solares

Unavailable
kmorales@philomelacallgr.com

Details Teams Adherence Time Off Availability Audit

Teams

- Administration 2vtrade
- CR Team Darleen
- CR Team Omar
- CRI Logistics
- ESP/PAN/DO Team Brandon
- GTM Logistics
- GTM Team Kimberly
- GTM Team Lesser
- GTM Team Sandoval
- GTM/CR Team Yenifer
- Logistics Support
- Quality Analysts
- Team Leaders
- Training

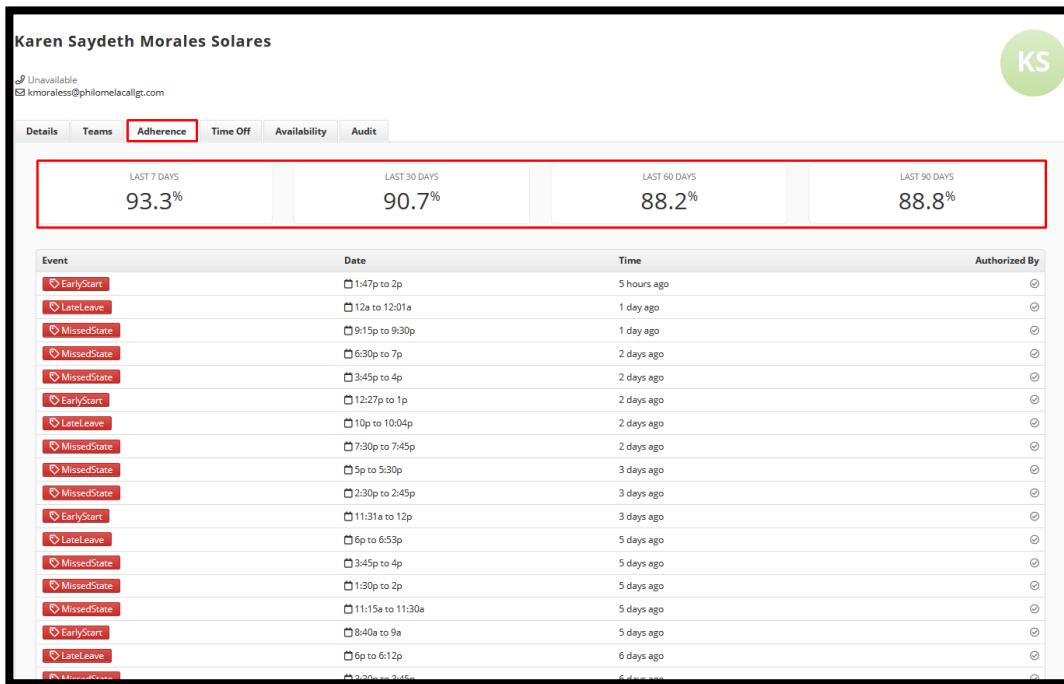
Tags

- Team Leader
- CSR
- Quality Analyst
- HRR
- IT
- SupervisorTL
- Supervisor QA

Save Changes

ADHERENCE

Esta opción permite visualizar la adherencia del empleado y saber si ha realizado las marcaciones en tiempo de forma correcta. Si el usuario cuenta con los permisos, en esta parte se pueden seleccionar marcaciones para ser autorizadas y no afectar la adherencia tanto individual como del grupo al que pertenece.



Karen Saydeth Morales Solares

Unavailable
kmorales@philomelacallgr.com

Details Teams Adherence Time Off Availability Audit

LAST 7 DAYS	LAST 30 DAYS	LAST 60 DAYS	LAST 90 DAYS
93.3%	90.7%	88.2%	88.8%

Event Date Time Authorized By

Event	Date	Time	Authorized By
EarlyStart	1:47p to 2p	5 hours ago	<input type="checkbox"/>
LateLeave	12a to 12:01a	1 day ago	<input type="checkbox"/>
MissedState	9:15p to 9:30p	1 day ago	<input type="checkbox"/>
MissedState	6:30p to 7p	2 days ago	<input type="checkbox"/>
MissedState	3:45p to 4p	2 days ago	<input type="checkbox"/>
EarlyStart	12:27p to 1p	2 days ago	<input type="checkbox"/>
LateLeave	10p to 10:04p	2 days ago	<input type="checkbox"/>
MissedState	7:30p to 7:45p	2 days ago	<input type="checkbox"/>
MissedState	5p to 5:30p	3 days ago	<input type="checkbox"/>
MissedState	2:30p to 2:45p	3 days ago	<input type="checkbox"/>
EarlyStart	11:31a to 12p	3 days ago	<input type="checkbox"/>
LateLeave	6p to 6:53p	5 days ago	<input type="checkbox"/>
MissedState	3:45p to 4p	5 days ago	<input type="checkbox"/>
MissedState	1:30p to 2p	5 days ago	<input type="checkbox"/>
MissedState	11:15a to 11:30a	5 days ago	<input type="checkbox"/>
EarlyStart	8:40a to 9a	5 days ago	<input type="checkbox"/>
LateLeave	6p to 6:12p	6 days ago	<input type="checkbox"/>
MissedState	2:20p to 2:45p	6 days ago	<input type="checkbox"/>



TIME OFF

Esta pestaña permite agregar solicitudes de permisos adicionales que se tengan con el perfil: descanso de día específico, vacaciones, cambio de día off, salidas antes de turno, autorización de entrada tarde, etc. Y lo tienen que realizar en el botón “**Add Request**”.



The screenshot shows the 'Time Off Requests' section of the employee profile. The 'Add Request' button is highlighted with a red arrow.

Create Request
Create a new Time Off Request for an employee.

Employee: Karen Saydeth Morales Solares

Type: (highlighted)

Partial: Full Day

When:

Note:

Create Request
Create a new Time Off Request for an employee.

Employee: Karen Saydeth Morales Solares

Type: (highlighted)

Partial:
AOCL
Birthday off
Early out
Swap day
Time Off
Vacations

When:

Note:

AVAILABILITY

Permite configurar las restricciones de horarios para los empleados que tengan algún permiso especial por compromisos legales, familiares, estudio, etc. Para que el empleado no trabaje en las horas indicadas en TixTime.

Se realiza en el botón “**Add Restriction**”, colocando el día, hora y el motivo solicitado



The screenshot shows the 'Availability' section of the employee profile. The 'Add Restriction' button is highlighted with a red arrow.

Add Restriction
Add an availability restriction.

Employee: Karen Saydeth Morales Solares

Day: (highlighted)

From Time: (highlighted)

To Time: (highlighted)

Valid From: (highlighted)

Valid To: (highlighted)

Comment:

Add Restriction
Add an availability restriction.

Employee: Karen Saydeth Morales Solares

Day: (highlighted)

From Time: (highlighted)

To Time: (highlighted)

Valid From:

Valid To:

Comment:



AUDIT

En esta opción se pueden verificar todos los registros, correcciones y marcaciones que se realicen con cada uno de los empleados. Aunque se desee eliminar algo en esta opción siempre quedará registrado cada cambio. Esta opción es específica para poder realizar auditorías.

Aderlyn Patricia Juarez Santos
AP

 Unavailable
ajuarezs@philomelacallgt.com

[Details](#) [Teams](#) [Adherence](#) [Time Off](#) [Availability](#) [Audit](#)

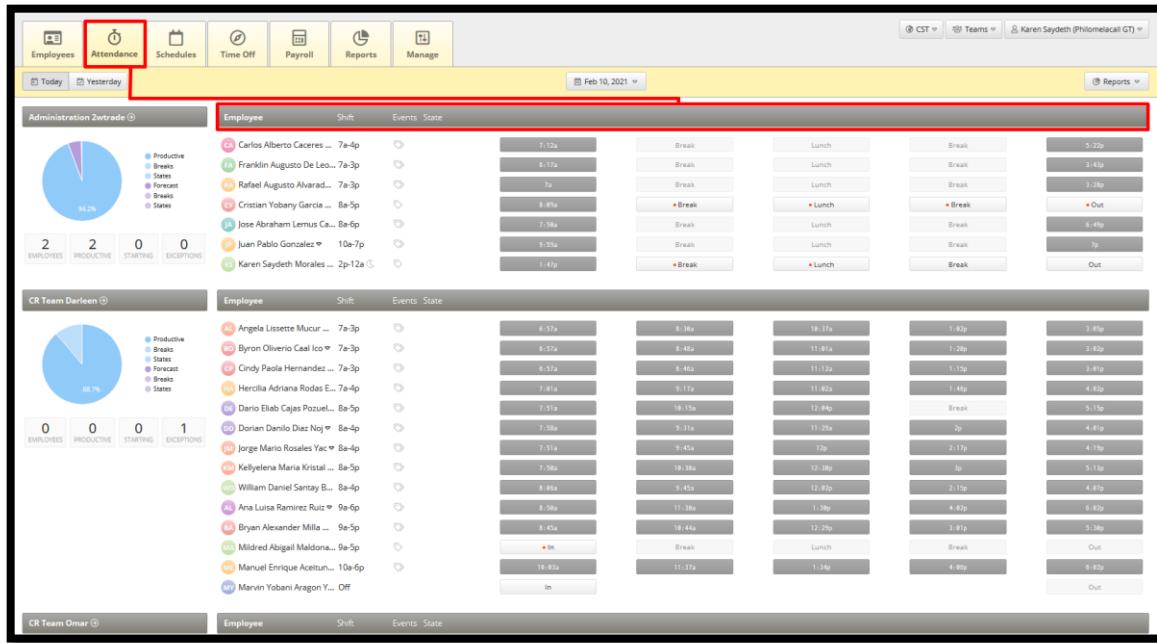
50 of 4773 Audits. [View Detailed Report](#).

Date	Type	Message	User
2021-02-10 15:01:20	Punch	Created: Time Out punch: 2021-02-10 21:01:20 punchable_name: out punchable_id: 0 employee_id: 503	lamado@philomelacallgt.com
2021-02-10 14:57:53	Punch	Created: Default State punch: 2021-02-10 20:57:53 punchable_name: state punchable_id: 0 employee_id: 503	lamado@philomelacallgt.com
2021-02-10 12:59:45	Punch	Created: Break punch: 2021-02-10 18:59:45 punchable_name: shift_state punchable_id: 379522 employee_id: 503	lamado@philomelacallgt.com
2021-02-10 10:42:25	Punch	Created: Default State punch: 2021-02-10 16:42:25 punchable_name: state punchable_id: 0 employee_id: 503	lamado@philomelacallgt.com
2021-02-10 10:11:25	Punch	Created: Lunch	lamado@philomelacallgt.com



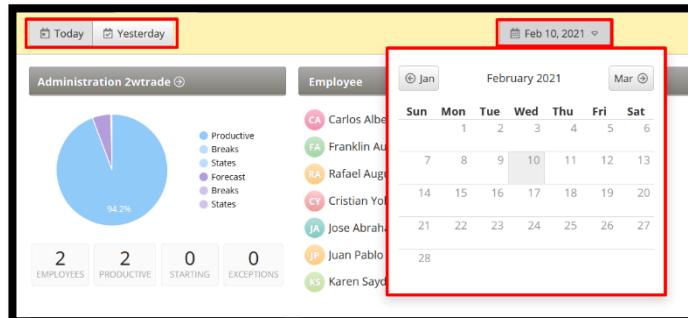
ATTENDANCE

En esta pestaña se podrá observar todas las marcaciones que tenga disponible el empleado, las marcaciones ya tomadas en su tiempo y la hora en que fueron tomados, entre otras opciones.

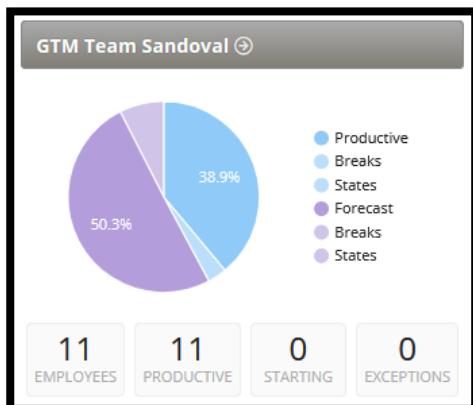


The screenshot shows the Attendance module interface. At the top, there are tabs for Employees, Attendance (highlighted with a red box), Schedules, Time Off, Payroll, Reports, and Manage. Below the tabs, there are date filters for Today, Yesterday, and a date picker set to Feb 10, 2021. The main area is divided into three sections: Administration 2trade, CR Team Darleen, and CR Team Omar. Each section contains a pie chart showing the distribution of employee states (Productive, Breaks, States, Forecast, Breaks, States) and a table of employees with their shift times and event details. A red box highlights the 'Attendance' tab in the top navigation bar.

Cuenta con la opción observar intervalos específicos de tiempos, como: el día actual, un día anterior, o una fecha en específico, seleccionada en el calendario disponible, según la necesidad y las conexiones que se deseen observar.



The screenshot shows the Attendance module interface with a focus on the calendar. At the top, there are date filters for Today, Yesterday, and a date picker set to Feb 10, 2021. Below the calendar, there is a section for 'Administration 2trade' with a pie chart and a table of employees. A red box highlights the date selector in the top right corner.



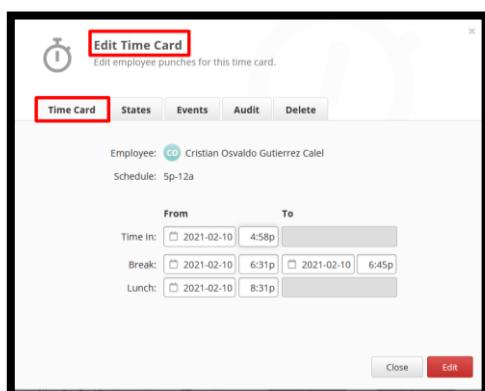
Al lado izquierdo de cada uno de los grupos creados se encuentra una gráfica circular con las indicaciones de los empleados productivos o en un estado en específico.



TIME CARD

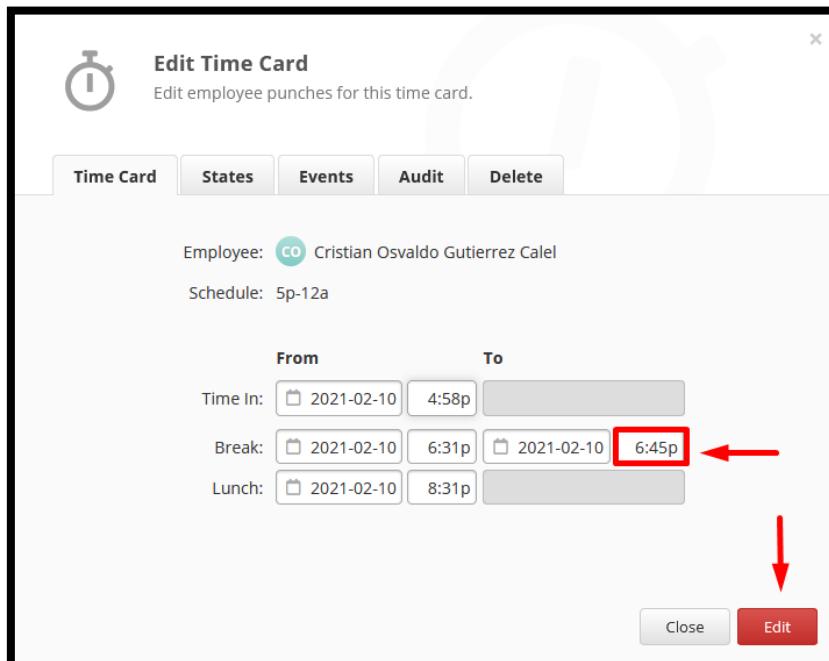
Esta opción se utilizará cuando el empleado presenta algún problema en su marcación y es necesario corregirlo. El TL deberá realizar lo siguiente:

- Buscar el nombre del empleado en la pestaña de Attendance
- Se da un click sobre el marcaje que tenga creado de forma incorrecta o a cualquier marcaje que ya aparezca creado.



en esta parte aparecerán las opciones de
“Edit Time Card”

- En la ventana que aparece, se corrige la hora de la marcación que se encuentra incorrecta y se presiona el botón “Edit”.



- El perfil únicamente deberá actualizar la página para corroborar que el tiempo se encuentre corregido.



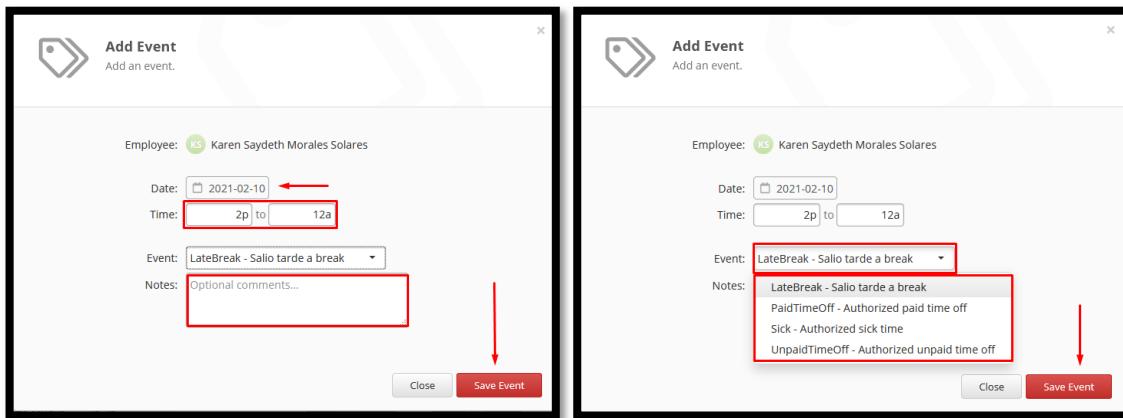
EVENTOS

Esta opción se utilizará cuando un empleado no asista a labores por algún permiso autorizado o por enfermedad, se agrega el evento en TixTime para respaldar su ausencia. El TI deberá realizar lo siguiente:

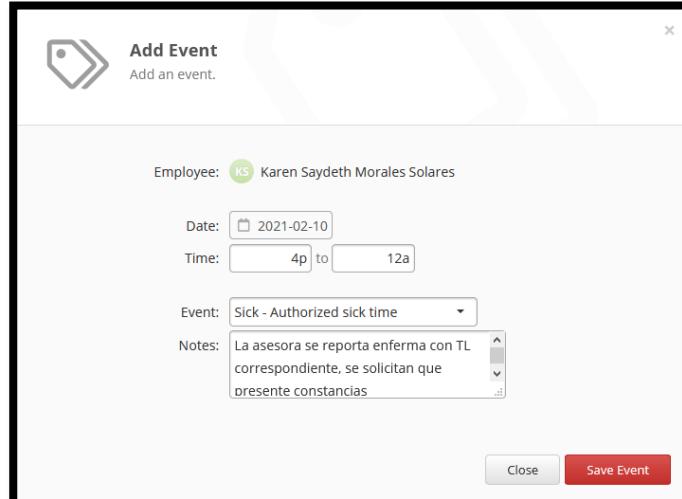
- Buscar el nombre del empleado en la pestaña de Attendance
- Se da un click sobre el nombre del perfil y se selecciona la opción “**Add Event...**”



- En la ventana que aparezca, se ingresará el horario del evento a programar, el tipo de evento y el comentario especificando la autorización brindada, al finalizar se debe presionar “**Save Event**”.



Ejemplo:



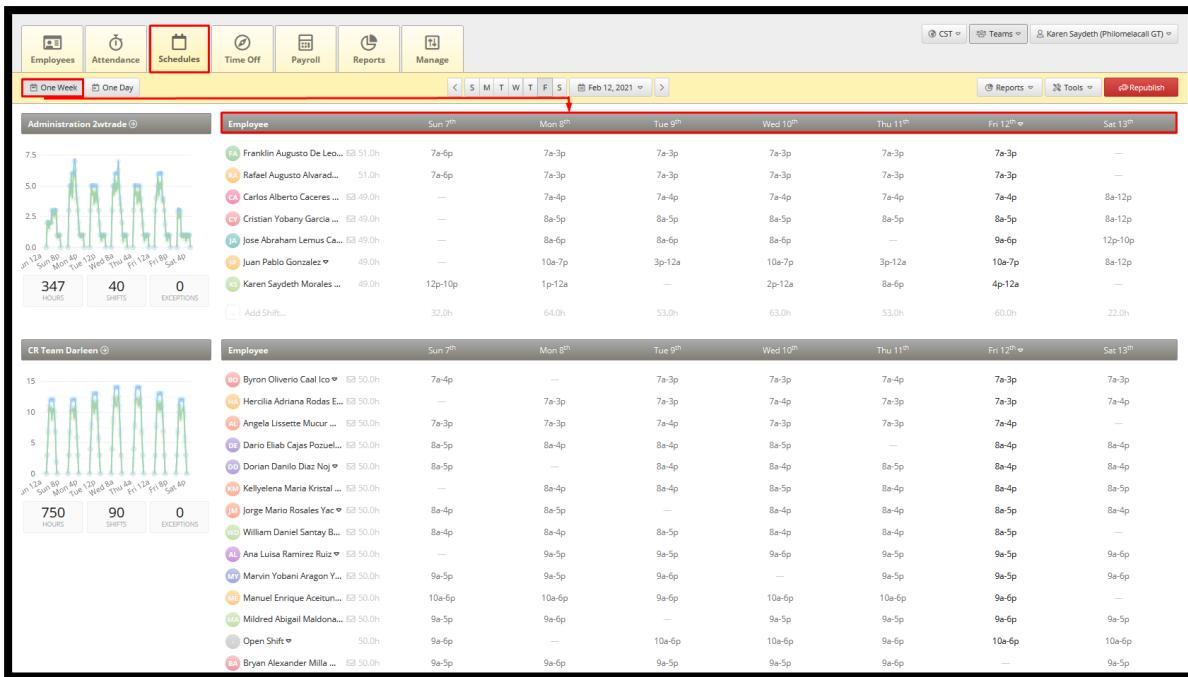
SCHEDULES

Esta pestaña permite visualizar los horarios que se asignan a todos los empleados durante toda la semana laboral, permite crear una nueva semana, editar los horarios de la semana actual de los empleados, etc.

La pestaña "Schedules" cuenta con las siguientes opciones:

ONE WEEK

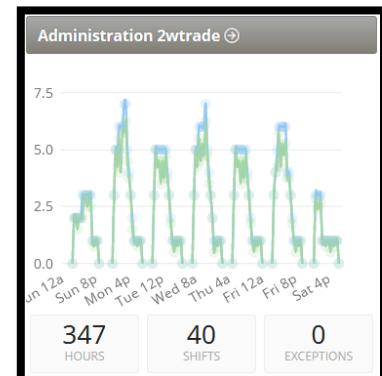
En esta opción se observan todos los empleados y los horarios y días off que tienen asignados durante la semana actualmente laborada.



NOTA: El TL deberá tomar en cuenta que la semana laboral comienza a partir del día domingo y termina los días sábados, por lo tanto, al realizar los horarios de la semana siguiente lo deben hacer los días viernes o sábados a más tardar para que su equipo de trabajo tenga todo listo y sin contratiempos.

GRÁFICAS

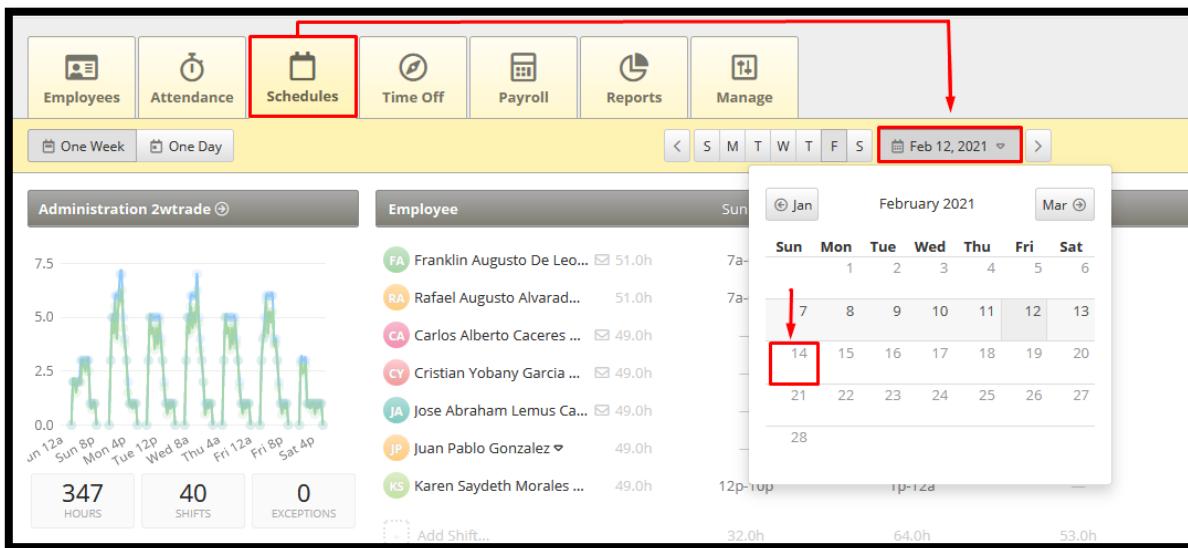
Aparecerán del lado izquierdo de cada uno de los grupos creados y muestra la actividad que se tendrá durante toda la semana, las horas laborales totales, cantidad de turnos, excepciones, etc.



CREACIÓN DE SEMANA LABORAL

El TL deberá seguir los siguientes pasos:

- Debe estar en la pestaña “Schedules”, seleccionar el rango de fecha deseada, en este caso, se tiene que seleccionar desde el día domingo de la siguiente semana.

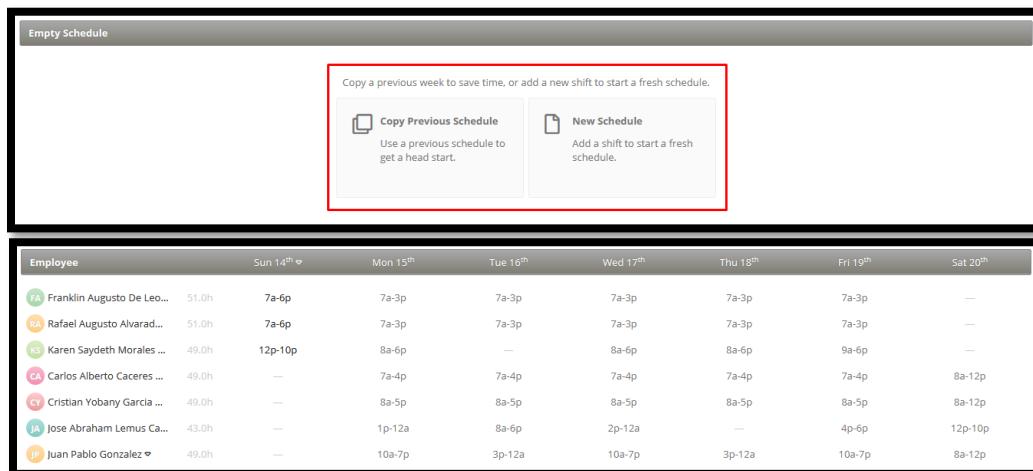


The screenshot shows the software's main dashboard. At the top, there are several tabs: Employees, Attendance, Schedules (which is highlighted with a red box), Time Off, Payroll, Reports, and Manage. Below the tabs, there are buttons for 'One Week' and 'One Day'. The date selector shows 'Feb 12, 2021'. The main content area includes a chart for 'Administration 2wtrade' showing hours worked by day of the week, and a table of employees with their names, profiles, and hours. To the right is a calendar for February 2021, with the 14th highlighted in a red box. At the bottom, there are buttons for 'Add Shift...', '347 HOURS', '40 SHIFTS', and '0 EXCEPTIONS'.

- En la ventana emergente se debe seleccionar cuidadosamente a los perfiles que estarán ingresados en cada grupo

“Copie una semana anterior para ahorrar tiempo o agregue un nuevo turno para comenzar un horario nuevo”.

- 1. Copy Previous Schedules** - Copiar horarios anteriores: al presionar esta opción, los perfiles que se encuentran agregados a ese grupo durante la semana previa se copian automáticamente.

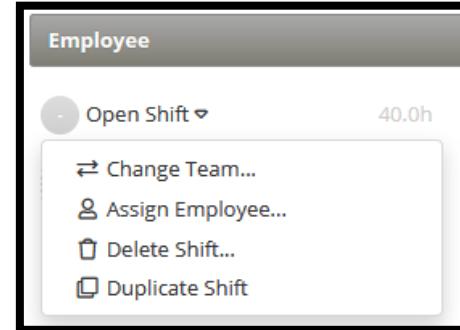


The screenshot shows a modal dialog titled 'Empty Schedule'. It contains two options: 'Copy Previous Schedule' (highlighted with a red box) and 'New Schedule'. Below the dialog is a table of employees with their scheduled shifts for the week of Feb 14-20, 2021. The table includes columns for Employee, Sun 14th, Mon 15th, Tue 16th, Wed 17th, Thu 18th, Fri 19th, and Sat 20th. Each row shows the employee's name, profile, and specific shift details like start and end times.



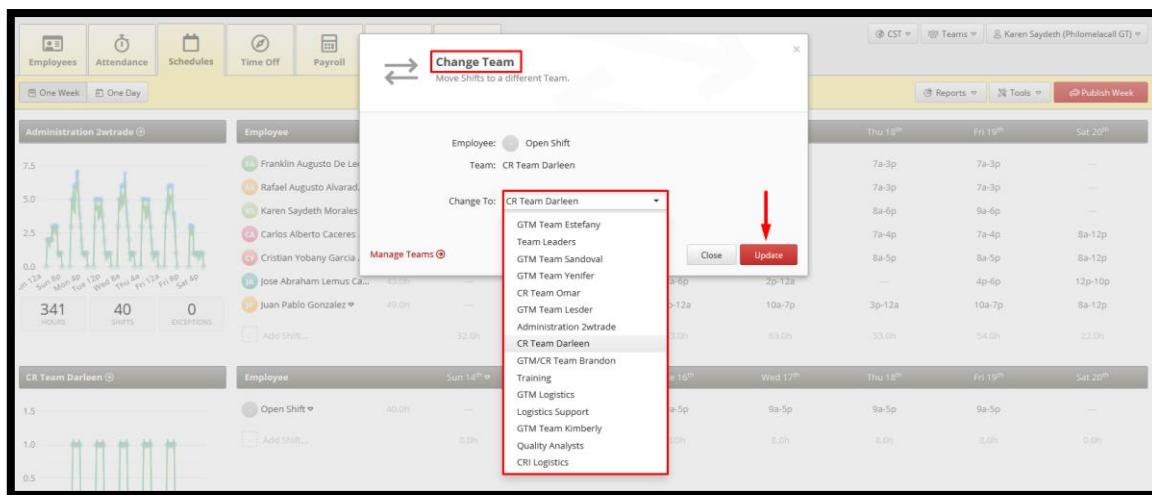
2. New Schedules: Nuevos horarios - agregar turno para comenzar un nuevo horario.

Al presionar esta opción, permitirá al TL agregar a todos los perfiles necesarios al grupo, se selecciona la opción “**Add Shift**” y automáticamente se creará una segunda opción “**Open Shift**” con las siguientes opciones:



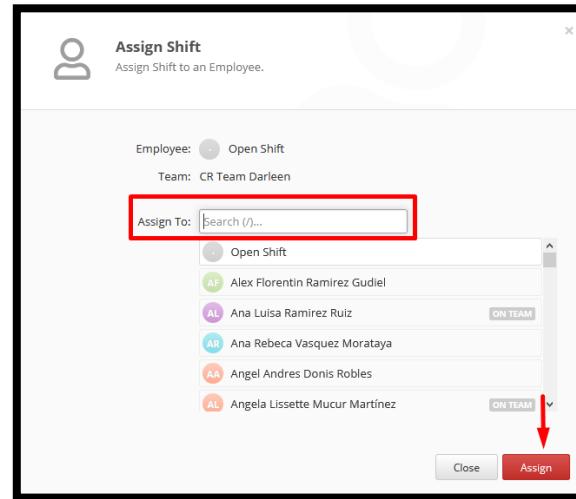
CHANGE TEAM...

Esta opción sirve para definir el grupo en específico al cual pertenecerá el perfil, al finalizar, se selecciona la opción “**Update**” para guardar los cambios.



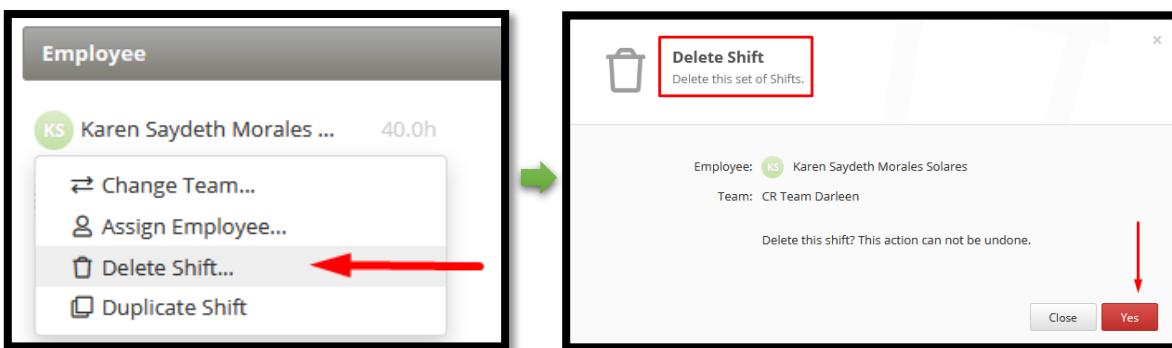
ASSIGN EMPLOYEE...

Se selecciona el nombre del perfil que se desea agregar en el campo “**Assign To**”, y luego se presiona el botón “**Assign**”.



DELETE SHIFT

Esta opción permite borrar por completo el perfil o la cartilla que se encuentra creada. Al presionarlo, aparecerá una ventana emergente para confirmar la acción que se desea indicando: **"Delete this shift? This action can not be undone."** (**¿Eliminar este turno? Esta acción no se puede deshacer**). Para confirmar se debe seleccionar el botón **"Sí"** o bien **"cancelar"**.

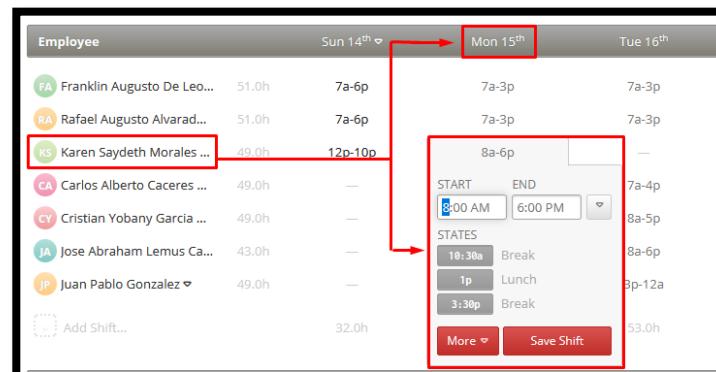


DUPLICATE SHIFT

Esta opción permite duplicar los horarios de un perfil que ya se encuentra creado, para ello se debe presionar el nombre del empleado, seleccionar la opción **"Duplicate Shift"** y automáticamente se crea una cartilla con los horarios iguales, pero con la diferencia que en este perfil se debe de agregar el nombre del empleado.



- Para realizar el cambio de horario en los perfiles se debe seleccionar la hora en la fecha deseada, se realiza el cambio en la opción **"START"** y **"END"** y se presiona el botón **"Save Shift"** o bien únicamente se arrastra uno de los horarios ya creados a esta opción.



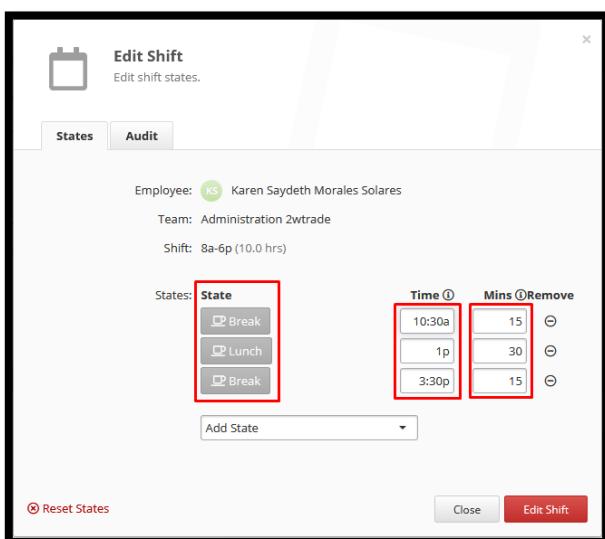
- En la opción anterior, también es posible realizar la corrección de los tiempos proporcionados al empleado como break y lunch. El TL debe tomar en cuenta que estos tiempos son proporcionados por la entidad, por lo tanto, al crear semana tienen que asegurarse que estos tiempos estén asignados adecuadamente a cada uno de los perfiles que se encuentran a cargo.

Para configurarlo se selecciona la opción “**More**”, luego “**Open Shift Editor...**”
 Al finalizar se presiona “**Edit Shift**” para guardar los cambios.



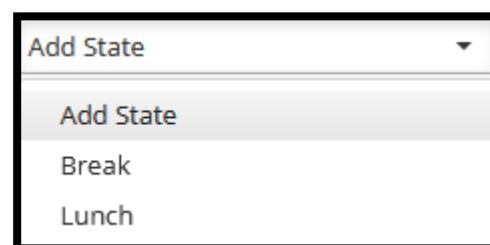
The screenshot shows a software interface for managing employee shifts. On the left, a grid displays employees and their scheduled times. A floating window titled "Edit Shift" is overlaid on the grid, specifically for the shift entry "8a-6p". This window contains fields for "START" (8:00 AM) and "END" (6:00 PM), and a "STATES" section. The "STATES" section includes three items: "10:30a Break", "1p Lunch", and "3:30p Break". Below these are buttons for "More" (highlighted with a red arrow) and "Save Shift". To the right of the main grid, a large green arrow points down to another window titled "Empty Schedule". This window also has a "More" button (highlighted with a red box) and a "Save Shift" button. A vertical menu on the right side of the "Empty Schedule" window is also highlighted with a red box, showing options like "Save Across This Week", "Save Forward This Week", "Save Forward Forever", "Split Shift", "Delete Shift", and "Open Shift Editor...".

En la ventana flotante que aparece brinda la opción de agregar la hora de cada estado agregado y el tiempo que se estará brindando en los siguientes campos:



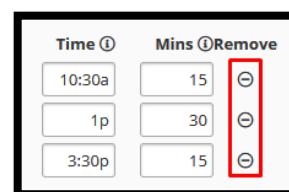
This screenshot shows the "Edit Shift" dialog box. At the top, there's a "States" tab and an "Audit" tab. The "Employee" field is set to "Karen Saydeth Morales Solares". The "Team" field is "Administration 2wtrade". The "Shift" entry is "8a-6p (10.0 hrs)". The "States" section contains three items: "Break" at 10:30a, "Lunch" at 1p, and another "Break" at 3:30p. Below this is a "Time" section with three rows: "10:30a", "1p", and "3:30p". To the right of these are "Mins Remove" fields with values "15", "30", and "15" respectively. At the bottom are "Reset States", "Close", and "Edit Shift" buttons.

- para agregar tiempos o estados, se debe de presionar la opción “Add State” y seleccionar la opción “Break” o “Lunch” dependiendo la necesidad.



This screenshot shows the "Add State" dialog box. It has a title bar "Add State" and a list of options: "Break" and "Lunch".

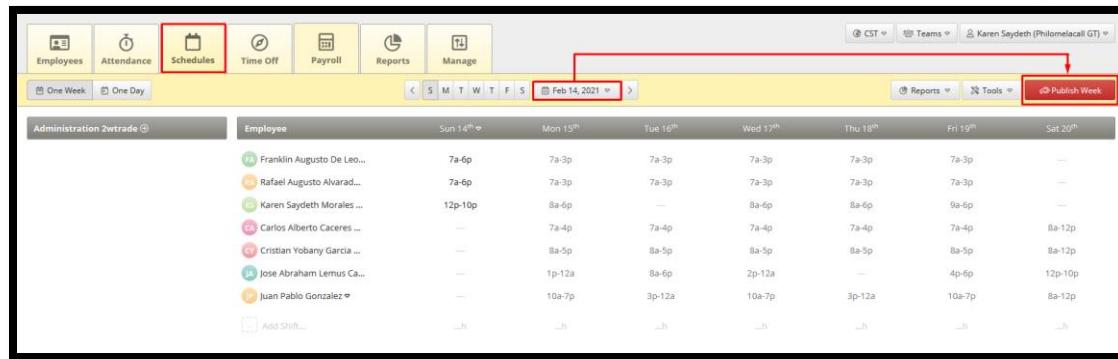
- Al desear quitar uno de los tiempos o estados se debe seleccionar los menos dentro de un círculo que se encuentran al lado de los tiempos



- Para borrar todos los tiempos o estados que se encuentran asignados al perfil se debe seleccionar la opción “**Reset States**”



NOTA: Cuando todos los grupos se encuentran realizados, el Director de Mercado presente revisa todo lo realizado para que se encuentre en orden y publicará la semana en el botón rojo llamado “**Publish Week**”.



The screenshot shows the software's main menu with tabs for Employees, Attendance, Schedules (which is highlighted with a red border), Time Off, Payroll, Reports, and Manage. At the top right, there are icons for CST, Teams, and a user profile. Below the menu is a date picker set to Feb 14, 2021. To the right of the date picker is a red-bordered "Publish Week" button. The main content area displays a grid of employee names and their scheduled work times for the week starting Feb 14, 2021. An "Add Shift..." button is at the bottom left of the grid.

Your Work Schedule

Hey Karen Saydeth,

Your work schedule has been published:

Date	Team	Schedule
Sunday 31st	Administration 2wtrade	12:00pm-10:00pm
Monday 1st	Administration 2wtrade	8:00am-6:00pm
Wednesday 3rd	Administration 2wtrade	8:00am-6:00pm
Thursday 4th	Administration 2wtrade	8:00am-6:00pm
Friday 5th	Administration 2wtrade	9:00am-6:00pm

Times are listed in timezone America/Guatemala.

PS - Click the button to login and see more details. Have an excellent week!

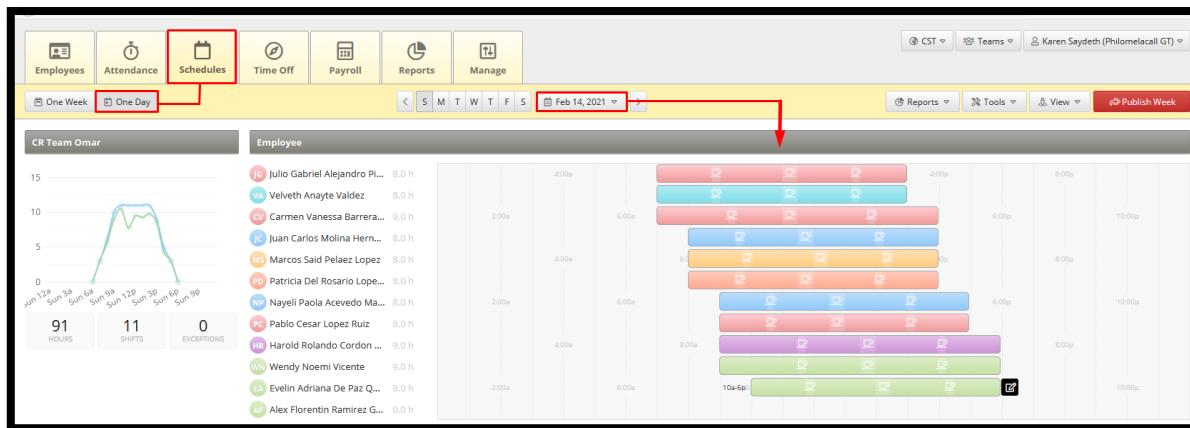
[See My Schedules](#)



ONE DAY

Esta opción también se encuentra dentro de la pestaña de "Schedules" y permite visualizar todos los empleados con los horarios laborales asignados en el día que se tenga seleccionado.

Los estados o tiempos de break y lunch asignados a los perfiles se encuentran en las barras de colores y al posicionar el cursor sobre ellas nos muestran el horario en que deben de tomarlo.



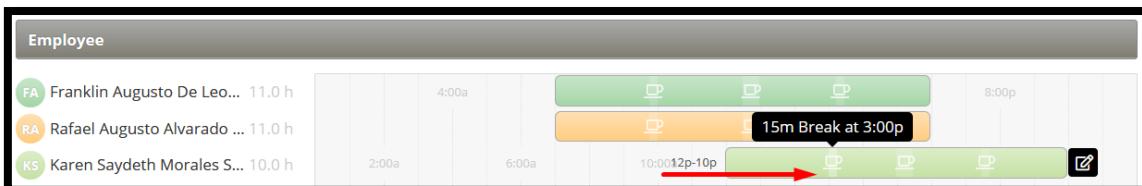

Permite realizar cambios en los tiempos o estados (break y lunch) e incluso la hora e ingreso y egreso del perfil en el ícono seleccionado y mostrará la ventana flotante para editar lo necesario.



- Para realizar el cambio de uno de los estados o tiempos que se encuentren mal ingresados, se puede realizar de igual forma en la opción de “**One Day**”, buscando el nombre del perfil a editar, en la barra de color se arrastra el tiempo a corregir, manteniendo presionado el cursor hasta la hora que se deseada para su corrección.



Al soltar el clic el tiempo queda automáticamente corregido.



REPORTS

La ventana principal de esta pestaña muestra diversas opciones en las cuales se puede trabajar y las formas en las que permite descargar los reportes a generar son los siguientes:

- HTML
- XML
- CSV
- PSV



Employee ID	First Name	Last Name	Manager ID	Manager First Name	Manager Last Name	Status	Email	Phone
503	Aderlyn Patricia	Juarez Santos				Active	ajuarez@philomelacallgt.com	
541	Alex Florentin	Ramirez Gudiel				Active	aramirez@philomelacallgt.com	
653	Ana Luisa	Ramirez Ruiz				Active	aramirez@philomelacallgt.com	
630	Ana Rebeca	Vasquez Morataya				Active	avasquez@philomelacallgt.com	
846	Angel Andres	Donis Robles				Active	adonise@philomelacallgt.com	
789	Angela Lissette	Mucur Martinez				Active	amucur@philomelacallgt.com	
593	Arlin Yessenia	Morales Chavez				Active	amorales@philomelacallgt.com	
603	Astriel Jeaneth	Lopez Cos				Active	alopez@philomelacallgt.com	
871	Augusto	Estrada Xicay				Active	aestrada@philomelacallgt.com	
872	Brandon Denilson	Guzman Tzoy				Active	bguzman@philomelacallgt.com	
595	Brandon Steve	Sanchez Ceballos				Active	bsanchez@philomelacallgt.com	
873	Brandon Stevens	Siquic Andrade				Active	bsiquic@philomelacallgt.com	
790	Brenda Karina	Vasquez Rodriguez				Active	bvasquez@philomelacallgt.com	
856	Bryan Alexander	Milla Mazarriegos				Active	bmilla@philomelacallgt.com	
178	Bryant Steve	Flores Quinteros				Active	bflores@philomelacallgt.com	
146	Byron Oliverio	Caal Ico				Active	bcatal@philomelacallgt.com	
729	Carlos	Caceres				Active	rrhh@PHIOMELACALLGT.COM	
55	Carlos Alberto	Caceres Castillo				Active	recursohumano@philomelacallgt.com	
634	Carmen Vanessa	Barrera Lopez				Active	cbarerra@philomelacallgt.com	
870	Cesar Fernando	Rodriguez Garcia				Active	crodriguez@philomelacallgt.com	

TIPOS DE REPORTES ADHERENCE



Events by Employee

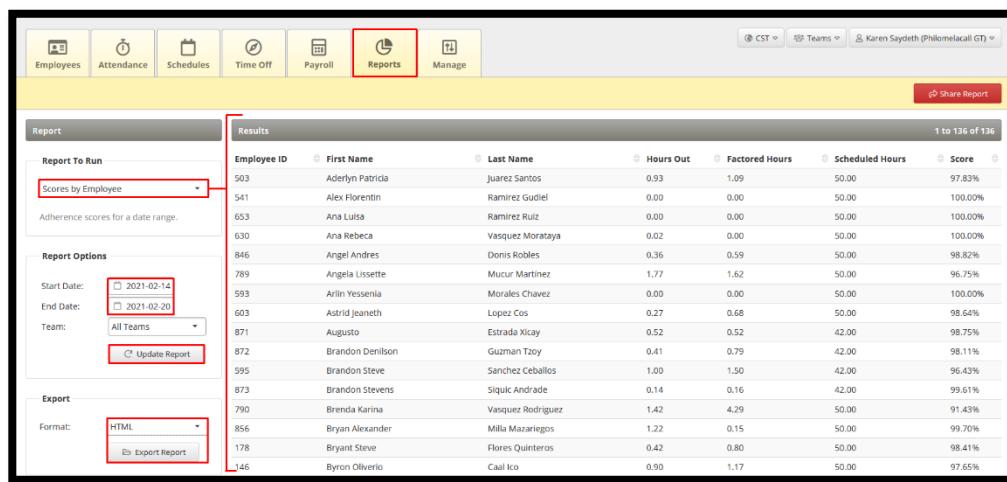
En esta opción se puede verificar todos los eventos que se han creado automáticamente con las marcaciones en los time card de los perfiles, ya sea por ingreso tarde, ingreso temprano, salida tarde, salida temprano, etc. Se coloca la fecha que se desea verificar y al finalizar se presiona el botón “**Update Report**”.

Employee ID	First Name	Last Name	Event	Event Detail	From	To	Hours	Weight	Approved By	Factored Hours
503	Aderlyn Patricia	Juarez Santos	Left Late	LateLeave	2021-02-14	2021-02-14 15:02:40	0.01	0.00		0.00
503	Aderlyn Patricia	Juarez Santos	Over Break	OverState	2021-02-14	2021-02-14 13:16:12	0.04	10.00		0.95
503	Aderlyn Patricia	Juarez Santos	Late Break	LateState	2021-02-14	2021-02-14 12:45:00	0.27	1.00		0.27
503	Aderlyn Patricia	Juarez Santos	Early Lunch	EarlyState	2021-02-14	2021-02-14 12:50:00	0.20	1.00		0.20
503	Aderlyn Patricia	Juarez Santos	Late Break	LateState	2021-02-14	2021-02-14 08:15:00	0.26	1.00		0.26
503	Aderlyn Patricia	Juarez Santos	Started Early	EarlyStart	2021-02-14	2021-02-14 09:52:45	0.12	0.00		0.00
541	Alex Florentin	Ramirez Gudiel	Missed Time Out	MissedTimeout	2021-02-13	2021-02-13 18:00:00	1.00	1.50		1.50
653	Ana Luisa	Ramirez Ruiz	Left Late	LateLeave	2021-02-14	2021-02-14 14:00:00	0.07	0.00		0.00
630	Ana Rebeca	Vasquez Morataya	Left Late	LateLeave	2021-02-14	2021-02-14 14:01:02	0.02	0.00		0.00
846	Angel Andres	Donis Robles	Left Late	LateLeave	2021-02-14	2021-02-14 16:00:00	0.03	0.00		0.00



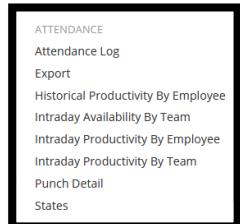
Scores by Employee

En este reporte se puede verificar la Adherencia de los empleados de días en específico o un conjunto de días. Si se desea exportar, se selecciona la fecha deseada, el grupo en específico y se presiona el botón “**Update Report**”, luego se selecciona el formato deseado y se presiona el botón “**Export Report**”.



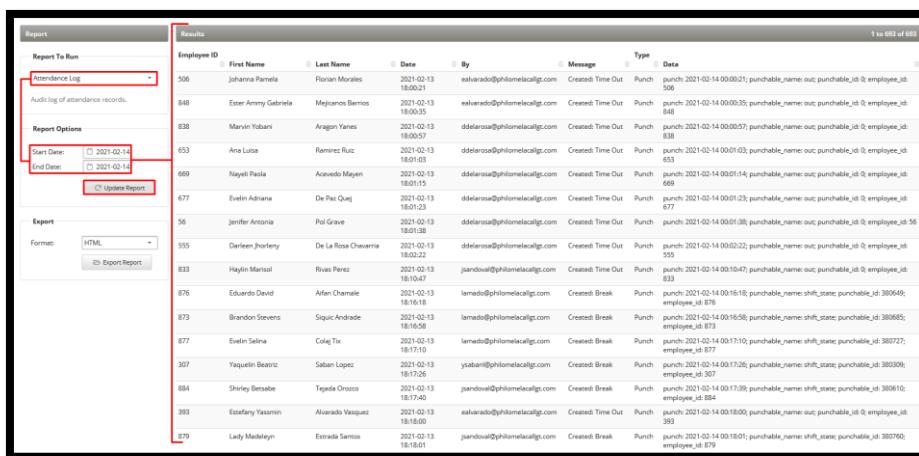
Employee ID	First Name	Last Name	Hours Out	Factored Hours	Scheduled Hours	Score
503	Aderlyn Patricia	Juarez Santos	0.93	1.09	50.00	97.83%
541	Alex Florentin	Ramirez Gudiel	0.00	0.00	50.00	100.00%
653	Ana Luisa	Ramirez Ruiz	0.00	0.00	50.00	100.00%
630	Ana Rebeca	Vasquez Morataya	0.02	0.00	50.00	100.00%
846	Angel Andres	Doris Robles	0.36	0.59	50.00	98.82%
789	Angela Lissette	Murcr Martinez	1.77	1.62	50.00	96.75%
593	Arlin Yesenia	Morales Chavez	0.00	0.00	50.00	100.00%
603	Astrid Jeanneth	Lopez Cos	0.27	0.68	50.00	98.64%
871	Augusto	Estrada Xicay	0.52	0.52	42.00	98.75%
872	Brandon Denilson	Guzman Tzoy	0.41	0.79	42.00	98.11%
595	Brandon Steve	Sanchez Ceballos	1.00	1.50	42.00	96.43%
873	Brandon Stevens	Siquic Andrade	0.14	0.16	42.00	99.61%
790	Brenda Karina	Vasquez Rodriguez	1.42	4.29	50.00	91.43%
856	Bryan Alexander	Milla Mazarriegos	1.22	0.15	50.00	99.70%
178	Bryan Steve	Flores Quinteros	0.42	0.80	50.00	98.41%
146	Byron Oliverio	Caul Ico	0.90	1.17	50.00	97.65%

ATTENDANCE



Attendance Log

Aparece de forma detallada todas las marcaciones en los diferentes tiempos que tiene un perfil. Se selecciona la fecha a verificar y se presiona el botón “**Update Report**”.

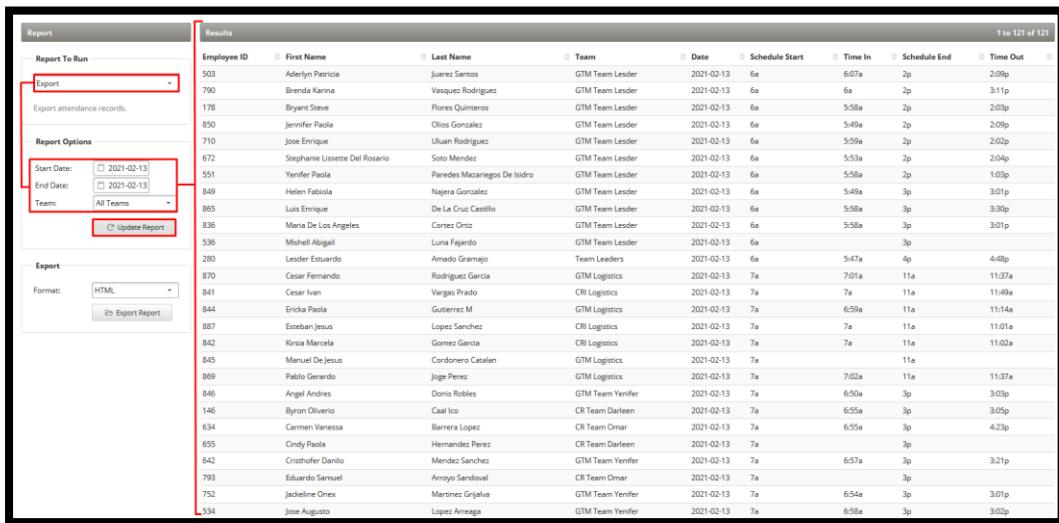


Employee ID	First Name	Last Name	Date	By	Message	Type	Data
506	Johanna Pamela	Rosario Morales	2021-02-13 18:00:21	eavarado@philomelacallgt.com	Created: Time Out	Punch	punch: 2021-02-14 00:00:21; punchable_name: out; punchable_id: 0; employee_id: 506
848	Ester Ammy Gabriele	Mejorano Berrios	2021-02-13 18:00:35	eavarado@philomelacallgt.com	Created: Time Out	Punch	punch: 2021-02-14 00:00:35; punchable_name: out; punchable_id: 0; employee_id: 848
838	Marvin Yobany	Aragon Vane	2021-02-13 18:00:57	ddelarosa@philomelacallgt.com	Created: Time Out	Punch	punch: 2021-02-14 00:00:57; punchable_name: out; punchable_id: 0; employee_id: 838
653	Ana Luse	Ramirez Ruiz	2021-02-13 18:01:03	ddelarosa@philomelacallgt.com	Created: Time Out	Punch	punch: 2021-02-14 00:01:03; punchable_name: out; punchable_id: 0; employee_id: 653
669	Nayeli Paola	Acevedo Mayan	2021-02-13 18:01:05	ddelarosa@philomelacallgt.com	Created: Time Out	Punch	punch: 2021-02-14 00:01:05; punchable_name: out; punchable_id: 0; employee_id: 669
677	Evelyn Adriana	De Pez Quej	2021-02-13 18:01:23	ddelarosa@philomelacallgt.com	Created: Time Out	Punch	punch: 2021-02-14 00:01:23; punchable_name: out; punchable_id: 0; employee_id: 677
56	Jeniffer Antonia	Pol Grava	2021-02-13 18:01:38	ddelarosa@philomelacallgt.com	Created: Time Out	Punch	punch: 2021-02-14 00:01:38; punchable_name: out; punchable_id: 0; employee_id: 56
555	Derleen Jhorely	De La Rose Cheverre	2021-02-13 18:02:22	ddelarosa@philomelacallgt.com	Created: Time Out	Punch	punch: 2021-02-14 00:02:22; punchable_name: out; punchable_id: 0; employee_id: 555
833	Haylin Marisol	Rivas Perez	2021-02-13 18:04:04	jandiso@philomelacallgt.com	Created: Time Out	Punch	punch: 2021-02-14 00:04:04; punchable_name: out; punchable_id: 0; employee_id: 833
876	Eduardo David	Arfin Chemate	2021-02-13 18:16:18	lernedo@philomelacallgt.com	Created: Break	Punch	punch: 2021-02-14 00:16:18; punchable_name: shift_start; punchable_id: 380649; employee_id: 876
873	Brandon Stevens	Siquic Andrade	2021-02-13 18:16:58	lernedo@philomelacallgt.com	Created: Break	Punch	punch: 2021-02-14 00:16:58; punchable_name: shift_start; punchable_id: 380695; employee_id: 873
877	Evelin Selina	Cole Tix	2021-02-13 18:17:10	lernedo@philomelacallgt.com	Created: Break	Punch	punch: 2021-02-14 00:17:10; punchable_name: shift_start; punchable_id: 380727; employee_id: 877
307	Yaqueelin Bearitz	Sabian Lopez	2021-02-13 18:17:26	ysabian@philomelacallgt.com	Created: Break	Punch	punch: 2021-02-14 00:17:26; punchable_name: shift_start; punchable_id: 380309; employee_id: 307
884	Shirley Betzabe	Tegrete Orosco	2021-02-13 18:17:40	jandiso@philomelacallgt.com	Created: Break	Punch	punch: 2021-02-14 00:17:39; punchable_name: shift_start; punchable_id: 380610; employee_id: 884
393	Estefany Yassmin	Alvarado Vasquez	2021-02-13 18:18:00	eavarado@philomelacallgt.com	Created: Time Out	Punch	punch: 2021-02-14 00:18:00; punchable_name: out; punchable_id: 0; employee_id: 393
879	Lady Madelynn	Estrada Samos	2021-02-13 18:18:01	jandiso@philomelacallgt.com	Created: Break	Punch	punch: 2021-02-14 00:18:01; punchable_name: shift_start; punchable_id: 380760; employee_id: 879



Export

Permite exportar todos los registros de asistencia que se han marcado en una fecha o rango específico.

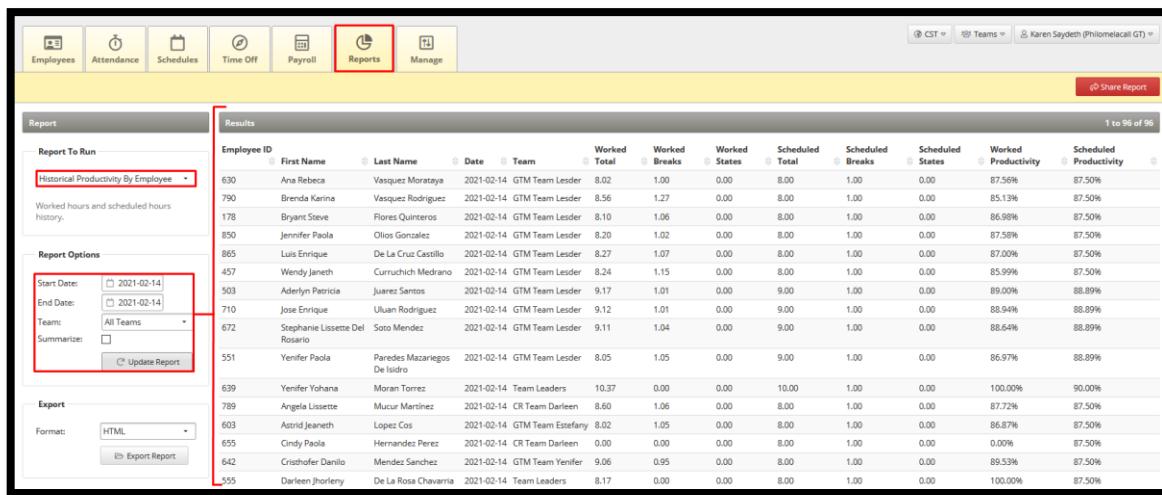


The screenshot shows the 'Attendance' report interface. The 'Report To Run' section is highlighted with a red box, specifically the 'Export' dropdown and the 'Update Report' button. The 'Report Options' section below it also has a red box around the date range and team selection fields. The main 'Results' table displays attendance records for various employees across different teams and dates.

Employee ID	First Name	Last Name	Team	Date	Schedule Start	Time In	Schedule End	Time Out
503	Aderlyn Patricia	Juarez Santos	GTM Team Leader	2021-02-13	6a	6:07a	2p	2:09p
790	Brenda Karina	Vasquez Rodriguez	GTM Team Leader	2021-02-13	6a	6a	2p	3:11p
178	Bryant Steve	Flores Quinteros	GTM Team Leader	2021-02-13	6a	5:58a	2p	2:03p
850	Jennifer Paola	Ollos Gonzalez	GTM Team Leader	2021-02-13	6a	5:49a	2p	2:09p
710	Jose Enrique	Ululen Rodriguez	GTM Team Leader	2021-02-13	6a	5:59a	2p	2:02p
672	Stephanie Lissette Del Rosario	Soro Mendez	GTM Team Leader	2021-02-13	6a	5:53a	2p	2:04p
551	Yenifer Pada	Paredes Mazarriegos De Isidro	GTM Team Leader	2021-02-13	6a	5:58a	2p	1:03p
849	Helen Fabiola	Najera Gonzalez	GTM Team Leader	2021-02-13	6a	5:49a	3p	3:01p
865	Luis Enrique	De La Cruz Castillo	GTM Team Leader	2021-02-13	6a	5:58a	3p	3:00p
836	Maria De Los Angeles	Cortez Ortiz	GTM Team Leader	2021-02-13	6a	5:58a	3p	3:01p
536	Mishell Abigail	Luna Fejardo	GTM Team Leader	2021-02-13	6a	3p		
280	Lester Estuardo	Armedo Grimaldo	Team Leaders	2021-02-13	6a	5:47a	4p	4:48p
870	Cesar Fernando	Rodriguez Garcia	GTM Logistics	2021-02-13	7a	7:01a	11a	11:37a
841	Cesar Ivan	Vargas Prieto	CRI Logistics	2021-02-13	7a	7a	11a	11:49a
844	Ericka Paola	Guzmerez M	GTM Logistics	2021-02-13	7a	6:59a	11a	11:14a
887	Esseban Jesus	Lopez Sanchez	CRI Logistics	2021-02-13	7a	7a	11a	11:01a
842	Kirisia Marcela	Gomez Garcia	CRI Logistics	2021-02-13	7a	7a	11a	11:02a
845	Manuel De Jesus	Cordobes Catalin	GTM Logistics	2021-02-13	7a		11a	
869	Pablo Gerardo	Jorge Perez	GTM Logistics	2021-02-13	7a	7:02a	11a	11:37a
846	Angel Andres	Donis Robles	GTM Team Yenifer	2021-02-13	7a	6:50a	3p	3:03p
146	Byron Oliverio	Caal Ico	CR Team Darleen	2021-02-13	7a	6:55a	3p	3:05p
634	Carmen Vanessa	Barrera Lopez	CR Team Omar	2021-02-13	7a	6:55a	3p	4:23p
655	Cindy Paola	Hernandez Perez	CR Team Darleen	2021-02-13	7a		3p	
642	Cristopher Danilo	Mendez Sanchez	GTM Team Yenifer	2021-02-13	7a	6:57a	3p	3:21p
793	Eduardo Samuel	Arroyo Sandoval	CR Team Omar	2021-02-13	7a		3p	
752	Jaceline Onex	Martinez Grijalva	GTM Team Yenifer	2021-02-13	7a	6:54a	3p	3:01p
534	Jose Augusto	Lopez Arreaga	GTM Team Yenifer	2021-02-13	7a	6:58a	3p	3:03p

Historical Productivity By Employee

En este reporte se observa el historial de horas trabajadas versus las horas programadas de cada perfil. Se puede filtrar por fecha y por teams.



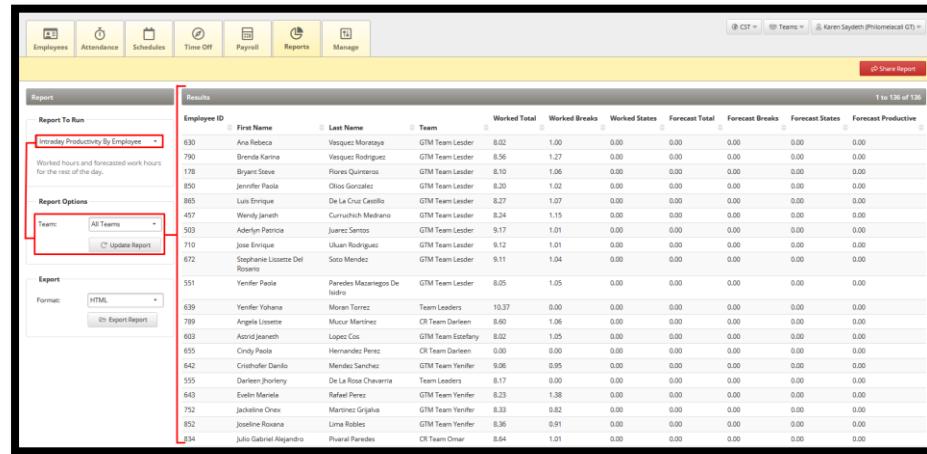
The screenshot shows the 'Reports' tab selected in the navigation bar. The 'Report To Run' section is highlighted with a red box, specifically the 'Historical Productivity By Employee' dropdown and the 'Update Report' button. The 'Report Options' section below it also has a red box around the date range and team selection fields. The main 'Results' table displays productivity data for various employees across different teams and dates.

Employee ID	First Name	Last Name	Date	Team	Worked Total	Worked Breaks	Worked States	Scheduled Total	Scheduled Breaks	Scheduled States	Worked Productivity	Scheduled Productivity
630	Ana Rebeca	Vasquez Morateya	2021-02-14	GTM Team Leader	8.02	1.00	8.00	1.00	0.00	87.56%	87.50%	
790	Brenda Karina	Vasquez Rodriguez	2021-02-14	GTM Team Leader	8.56	1.27	8.00	1.00	0.00	85.13%	87.50%	
178	Bryant Steve	Flores Quinteros	2021-02-14	GTM Team Leader	8.10	1.06	8.00	1.00	0.00	86.98%	87.50%	
850	Jennifer Paola	Ollos Gonzalez	2021-02-14	GTM Team Leader	8.20	1.02	8.00	1.00	0.00	87.58%	87.50%	
865	Luis Enrique	De La Cruz Castillo	2021-02-14	GTM Team Leader	8.27	1.07	8.00	1.00	0.00	87.00%	87.50%	
457	Wendy Janeth	Curuchich Medrano	2021-02-14	GTM Team Leader	8.24	1.15	8.00	1.00	0.00	85.99%	87.50%	
503	Aderlyn Patricia	Juarez Santos	2021-02-14	GTM Team Leader	9.17	1.01	9.00	1.00	0.00	89.00%	88.89%	
710	Jose Enrique	Ululen Rodriguez	2021-02-14	GTM Team Leader	9.12	1.01	9.00	1.00	0.00	88.94%	88.89%	
672	Stephanie Lissette Del Rosario	Soro Mendez	2021-02-14	GTM Team Leader	9.11	1.04	9.00	1.00	0.00	88.64%	88.89%	
551	Yenifer Paola	Paredes Mazarriegos De Isidro	2021-02-14	GTM Team Leader	8.05	1.05	8.00	1.00	0.00	86.97%	88.89%	
639	Yenifer Yohana	Moran Torrez	2021-02-14	Team Leaders	10.37	0.00	10.00	1.00	0.00	100.00%	90.00%	
789	Angela Lissette	Mucur Martinez	2021-02-14	CR Team Darleen	8.60	1.06	8.00	1.00	0.00	87.72%	87.50%	
603	Astrid Jeaneth	Lopez Cos	2021-02-14	GTM Team Estefany	8.02	1.05	8.00	1.00	0.00	86.87%	87.50%	
655	Cindy Paola	Hernandez Perez	2021-02-14	CR Team Darleen	0.00	0.00	8.00	1.00	0.00	0.00%	87.50%	
642	Cristopher Danilo	Mendez Sanchez	2021-02-14	GTM Team Yenifer	9.06	0.95	8.00	1.00	0.00	89.53%	87.50%	
555	Darleen Jhorleny	De La Rosa Chavarría	2021-02-14	Team Leaders	8.17	0.00	8.00	1.00	0.00	100.00%	87.50%	



Intraday Productivity By Employee

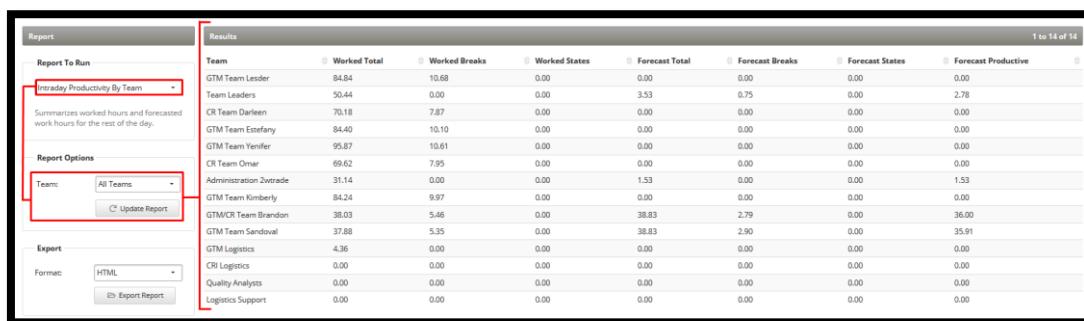
Esta opción permite visualizar la cantidad de horas trabajadas versus las horas programadas en el día laboral, con la diferencia que esta herramienta permite filtrar únicamente por teams.



Employee ID	First Name	Last Name	Team	Worked Total	Worked Breaks	Worked States	Forecast Total	Forecast Breaks	Forecast States	Forecast Productive	
630	Ana	Rebeca	GTM Team Leader	8.02	1.00	0.00	0.00	0.00	0.00	0.00	
790	Brenda	Karma	GTM Team Leader	8.56	1.27	0.00	0.00	0.00	0.00	0.00	
178	Bryant	Silvia	GTM Team Leader	8.10	1.06	0.00	0.00	0.00	0.00	0.00	
850	Jennifer	Paola	GTM Team Leader	8.20	1.02	0.00	0.00	0.00	0.00	0.00	
865	Luis	Enrique	GTM Team Leader	8.27	1.07	0.00	0.00	0.00	0.00	0.00	
497	Wendy	Janeth	Currinchich Mediana	8.24	1.15	0.00	0.00	0.00	0.00	0.00	
503	Adelyn	Perez	Juarez Serrato	9.17	1.01	0.00	0.00	0.00	0.00	0.00	
710	Jose	Enrique	GTM Team Leader	9.12	1.01	0.00	0.00	0.00	0.00	0.00	
672	Stephanie	Lissette Del	Soto Mendoza	9.11	1.04	0.00	0.00	0.00	0.00	0.00	
551	Tenifer	Padilla	perezdes Mazarangos De Indio	8.05	1.05	0.00	0.00	0.00	0.00	0.00	
639	Yenifer	Yohana	Team Leaders	10.37	0.00	0.00	0.00	0.00	0.00	0.00	
789	Angela	Lissette	CR Team Darleen	8.40	1.06	0.00	0.00	0.00	0.00	0.00	
603	Ariadn	Jenneth	GTM Team Esfary	8.02	1.05	0.00	0.00	0.00	0.00	0.00	
655	Cindy	Poolla	CR Team Darleen	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
642	Cristopher	Daniela	Merino Sanchez	GTM Team Yenifer	0.06	0.05	0.00	0.00	0.00	0.00	0.00
555	Darleen	Shirley	De La Rosa Chavaria	Team Leaders	8.17	0.00	0.00	0.00	0.00	0.00	0.00
643	Evelyn	Morales	Rafael Perez	GTM Team Yenifer	8.23	1.38	0.00	0.00	0.00	0.00	0.00
752	Jacqueline	Ornelas	Martinez Urquia	GTM Team Yenifer	8.33	0.82	0.00	0.00	0.00	0.00	0.00
852	Joseline	Roxana	Lore Robles	GTM Team Yenifer	8.36	0.91	0.00	0.00	0.00	0.00	0.00
334	Julio	Gabriel	Alejandro	Julio Gabriel	8.64	1.01	0.00	0.00	0.00	0.00	0.00

Intraday Productivity By Team

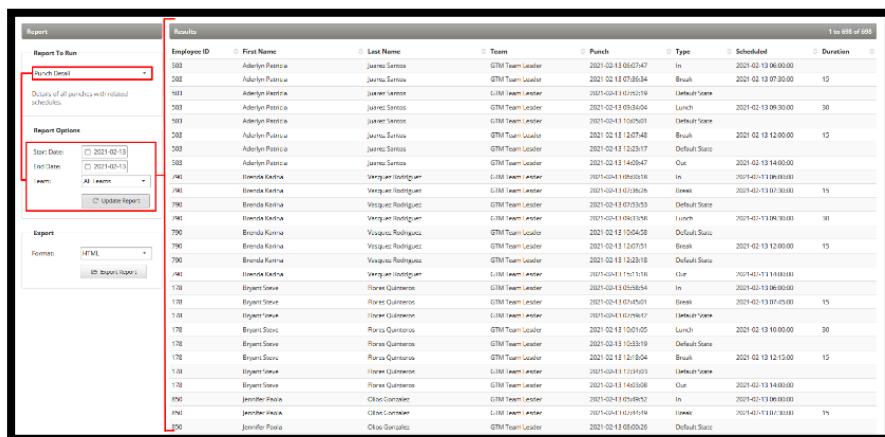
En este reporte se puede verificar la cantidad de horas trabajadas versus las horas programadas durante el día laboral. Pero en resumen por teams.



Team	Worked Total	Worked Breaks	Worked States	Forecast Total	Forecast Breaks	Forecast States	Forecast Productive
GTM Team Leader	84.84	10.68	0.00	0.00	0.00	0.00	0.00
Team Leaders	50.44	0.00	0.00	3.53	0.75	0.00	2.78
CR Team Darleen	70.18	7.87	0.00	0.00	0.00	0.00	0.00
GTM Team Estafary	84.40	10.10	0.00	0.00	0.00	0.00	0.00
GTM Team Yenifer	95.87	10.61	0.00	0.00	0.00	0.00	0.00
CR Team Omar	69.62	7.95	0.00	0.00	0.00	0.00	0.00
Administration Zweirade	31.14	0.00	0.00	1.53	0.00	0.00	1.53
GTM Team Kimberly	84.24	9.97	0.00	0.00	0.00	0.00	0.00
GTM/CR Team Brandon	38.03	5.46	0.00	38.83	2.79	0.00	36.00
GTM Team Sandoval	37.88	5.35	0.00	38.83	2.90	0.00	35.91
GTM Logistics	4.36	0.00	0.00	0.00	0.00	0.00	0.00
CR Logistics	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quality Analysis	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Logistics Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Punch Detail

Muestra de forma detallada todos los tiempos que se han marcado por el perfil, el tiempo de cada uno y las horas en las que fue tomada, se puede seleccionar una fecha en específico para la búsqueda que se desea.



Employee ID	First Name	Last Name	Team	Punch	Type	Scheduled	Duration	Status
582	Adelyn	Perez	GTM Team Leader	2021-02-13 06:07:47	In	2021-02-13 06:00:00		
282	Adelyn	Perez	GTM Team Leader	2021-02-13 07:36:34	Break	2021-02-13 07:30:00	12	
481	Adelyn	Perez	GTM Team Leader	2021-02-14 06:07:19	Default State			
583	Adelyn	Perez	GTM Team Leader	2021-02-14 09:34:04	Lunch	2021-02-13 09:30:00	30	
581	Adelyn	Perez	GTM Team Leader	2021-02-14 09:56:01	Default State			
282	Adelyn	Perez	GTM Team Leader	2021-02-14 12:07:48	Break	2021-02-13 12:00:00	12	
583	Adelyn	Perez	GTM Team Leader	2021-02-14 12:29:17	Default State			
383	Adelyn	Perez	GTM Team Leader	2021-02-14 14:09:47	Out	2021-02-13 14:00:00		
481	Adelyn	Perez	GTM Team Leader	2021-02-14 15:08:16	In	2021-02-14 15:00:00		
781	Brenda	Karma	GTM Team Leader	2021-02-14 16:07:06	Break	2021-02-13 16:00:00	15	
790	Brenda	Karma	GTM Team Leader	2021-02-14 17:07:53	Default State			
791	Brenda	Karma	GTM Team Leader	2021-02-14 18:51:13	Lunch	2021-02-13 18:30:00	30	
790	Brenda	Karma	GTM Team Leader	2021-02-14 19:04:28	Default State			
790	Brenda	Karma	GTM Team Leader	2021-02-14 19:12:51	Break	2021-02-13 12:00:00	15	
790	Brenda	Karma	GTM Team Leader	2021-02-14 12:23:18	Default State			
178	Bryant	Silvia	GTM Team Leader	2021-02-14 17:10:16	Out	2021-02-13 17:00:00		
178	Bryant	Silvia	GTM Team Leader	2021-02-14 19:58:54	In	2021-02-13 19:00:00		
181	Bryant	Silvia	GTM Team Leader	2021-02-14 19:58:51	Break	2021-02-13 19:00:00	15	
181	Bryant	Silvia	GTM Team Leader	2021-02-14 16:09:07	Default State			
178	Bryant	Silvia	GTM Team Leader	2021-02-14 16:09:05	Lunch	2021-02-13 16:00:00	30	
178	Bryant	Silvia	GTM Team Leader	2021-02-14 16:03:19	Default State			
178	Bryant	Silvia	GTM Team Leader	2021-02-14 12:12:04	Break	2021-02-13 12:00:00	12	
181	Bryant	Silvia	GTM Team Leader	2021-02-14 17:10:01	Default State			
178	Bryant	Silvia	GTM Team Leader	2021-02-13 14:03:08	Out	2021-02-13 14:00:00		
180	Jennifer	Paola	GTM Team Leader	2021-02-14 19:58:52	In	2021-02-13 19:00:00		
181	Jennifer	Paola	GTM Team Leader	2021-02-14 16:09:19	Break	2021-02-13 16:00:00	15	
181	Jennifer	Paola	GTM Team Leader	2021-02-14 17:00:00	Default State			



State

En este reporte podremos observar los tiempos que han tomado los perfiles y la cantidad de tiempo que han estado en él.

Report

Report To Run

Hours in each state compared to scheduled hours.

Report Options

Start Date:

End Date:

Team: All Teams

Format:

Results

Employee ID	First Name	Last Name	Team	Date	State	Time	Scheduled
630	Ana	Rebeca	GTM Team Leader	2021-02-14	Default State	7:02	7:00
630	Ana	Rebeca	GTM Team Leader	2021-02-14	Break	0:49	0:50
630	Ana	Rebeca	GTM Team Leader	2021-02-14	Lunch	0:50	0:50
790	Brenda	Karina	GTM Team Leader	2021-02-14	Default State	7:28	7:00
790	Brenda	Karina	GTM Team Leader	2021-02-14	Break	0:39	0:50
178	Bryant	Steve	GTM Team Leader	2021-02-14	Lunch	0:88	0:50
178	Bryant	Steve	GTM Team Leader	2021-02-14	Default State	7:05	7:00
850	Jennifer	Paola	GTM Team Leader	2021-02-14	Default State	7:18	7:00
850	Jennifer	Paola	GTM Team Leader	2021-02-14	Break	0:49	0:50
850	Jennifer	Paola	GTM Team Leader	2021-02-14	Lunch	0:53	0:50
865	Luis	Enrique	GTM Team Leader	2021-02-14	Default State	7:19	7:00
865	Luis	Enrique	GTM Team Leader	2021-02-14	Break	0:41	0:50
865	Luis	Enrique	GTM Team Leader	2021-02-14	Lunch	0:66	0:50
457	Wendy	Janeth	GTM Team Leader	2021-02-14	Default State	7:08	7:00
457	Wendy	Janeth	GTM Team Leader	2021-03-14	Break	0:68	0:50

1 to 297 of 297



AUDIT

AUDIT

- [Daily Log](#)
- [Object Detail Log](#)
- [Object Log](#)

Daily Log

Esta opción permite visualizar el historial de todas las marcaciones realizadas en el time card de los perfiles activos, In, Break, Lunch, Out, etc.

Report

Report To Run

Audit Logs for a day.

Report Options

Date:

Pretty:

Format:

Results

Date	By	Message	Type	Changes
2021-02-13	salvarado@philomelacallgt.com	Created: Time Out	Punch	punch: 2021-02-14 00:00:21; punchable_name: out; punchable_id: 0; employee_id: 506
18:00:21				
2021-02-13	salvarado@philomelacallgt.com	Created: Time Out	Punch	punch: 2021-02-14 00:00:35; punchable_name: out; punchable_id: 0; employee_id: 848
18:00:35				
2021-02-13	didelarosa@philomelacallgt.com	Created: Time Out	Punch	punch: 2021-02-14 00:00:57; punchable_name: out; punchable_id: 0; employee_id: 838
18:00:57				
2021-02-13	didelarosa@philomelacallgt.com	Created: Time Out	Punch	punch: 2021-02-14 00:01:03; punchable_name: out; punchable_id: 0; employee_id: 653
18:01:03				
2021-02-13	didelarosa@philomelacallgt.com	Created: LateLeave	Adherenceevent	eventable_name: punch; eventable_id: 955537; date: 2021-02-13 00:00:00; start: 2021-02-14 00:00:00; end: 2021-02-14 00:01:03; employee_id: 653; approved_by: null; approved_at: null; comment: Left Late
18:01:03				
2021-02-13	didelarosa@philomelacallgt.com	Created: Time Out	Punch	punch: 2021-02-14 00:01:14; punchable_name: out; punchable_id: 0; employee_id: 669
18:01:15				
2021-02-13	didelarosa@philomelacallgt.com	Created: LateLeave	Adherenceevent	eventable_name: punch; eventable_id: 955538; date: 2021-02-13 00:00:00; start: 2021-02-14 00:00:00; end: 2021-02-14 00:01:14; employee_id: 669; approved_by: null; approved_at: null; comment: Left Late
18:01:15				
2021-02-13	didelarosa@philomelacallgt.com	Created: Time Out	Punch	punch: 2021-02-14 00:01:23; punchable_name: out; punchable_id: 0; employee_id: 677
18:01:23				
2021-02-13	didelarosa@philomelacallgt.com	Created: LateLeave	Adherenceevent	eventable_name: punch; eventable_id: 955539; date: 2021-02-13 00:00:00; start: 2021-02-14 00:00:00; end: 2021-02-14 00:01:23; employee_id: 677; approved_by: null; approved_at: null; comment: Left Late
18:01:23				
2021-02-13	didelarosa@philomelacallgt.com	Created: Time Out	Punch	punch: 2021-02-14 00:01:38; punchable_name: out; punchable_id: 0; employee_id: 56
18:01:38				
2021-02-13	didelarosa@philomelacallgt.com	Created: LateLeave	Adherenceevent	eventable_name: punch; eventable_id: 955540; date: 2021-02-13 00:00:00; start: 2021-02-14 00:00:00; end: 2021-02-14 00:01:38; employee_id: 56; approved_by: null; approved_at: null; comment: Left Late
18:01:38				
2021-02-13	salvarado@philomelacallgt.com	Created: 153977	Shift	group_id: 24934; start: null; end: null
18:01:52				
2021-02-13	salvarado@philomelacallgt.com	Created: Break	Shiftstate	shift_id: 153977; state_id: 18; start: 2021-02-20 16:15:00; paid: null; duration: 15
18:01:53				
2021-02-13	salvarado@philomelacallgt.com	Created: Lunch	Shiftstate	shift_id: 153977; state_id: 19; start: 2021-02-20 18:30:00; paid: null; duration: 30
18:01:53				
2021-02-13	salvarado@philomelacallgt.com	Created: Break	Shiftstate	shift_id: 153977; state_id: 18; start: 2021-02-20 20:45:00; paid: null; duration: 15
18:01:53				

1 to 3765 of 3765





Objet Detail Log

Objet Detail Log Esta opción permite al Team Leader realizar una auditoría específicamente a un usuario, y para ello, se debe de ingresar el ID Tixtime del perfil a buscar. Adicional, muestra una lista desplegable de la información que es permitida encontrar.

Report Options	
Object:	Employee
ID:	Employee
Pretty:	EventType Holiday PayrollBreak PayrollGroup PayrollPeriod Punch Restriction Role Shift State SummaryLine Tag Team TeamGroup TimeCard TimeOff TimeOffType
Export	
Format:	

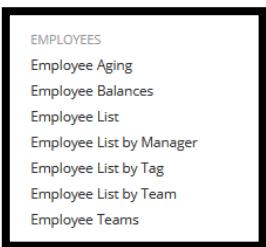
Objet Log

Permite auditar los registros de específicamente un grupo que se esté buscando, ingresando la fecha en específico a buscar.

Report	Results	1 to 25 of 29		
Report To Run				
<input type="text" value="Object Log"/> <div style="border: 1px solid red; padding: 2px;">Object Log</div>				
Audit logs for an object.				
Report Options				
<input checked="" type="checkbox"/> 2021-02-14 <input checked="" type="checkbox"/> 2021-02-14				
<input type="text" value="Employee"/> Employee				
<input checked="" type="checkbox"/>				
	C Update Report			
Export				
<input type="text" value="HTML"/> HTML				
	E Export Report			
Date	By	Message	Type	Changes
2021-02-13 18:03:49	alemus@philonicalcallgt.com	Removed: Team/GTM/CR Team Brandon	Employee	employee_id: 629; team_id: 9
2021-02-13 18:03:49	alemus@philonicalcallgt.com	Added: Team/GTM/Team Esmeralda	Employee	employee_id: 602; team_id: 1
2021-02-13 18:04:08	alemus@philonicalcallgt.com	Removed: Team/GTM/CR Team Brandon	Employee	employee_id: 630; team_id: 9
2021-02-13 18:04:08	alemus@philonicalcallgt.com	Added: Team/GTM/Team Esmeralda	Employee	employee_id: 630; team_id: 1
2021-02-13 18:04:32	alemus@philonicalcallgt.com	Removed: Team/GTM/CR Team Brandon	Employee	employee_id: 629; team_id: 9
2021-02-13 18:04:32	alemus@philonicalcallgt.com	Added: Team/GTM/Team Esmeralda	Employee	employee_id: 629; team_id: 1
2021-02-13 18:04:41	alemus@philonicalcallgt.com	Removed: Team/GTM/CR Team Brandon	Employee	employee_id: 484; team_id: 9
2021-02-13 18:04:41	alemus@philonicalcallgt.com	Added: Team/GTM/Team Esmeralda	Employee	employee_id: 484; team_id: 1
2021-02-13 18:05:02	alemus@philonicalcallgt.com	Removed: Team/GTM/CR Team Brandon	Employee	employee_id: 495; team_id: 9
2021-02-13 18:05:02	alemus@philonicalcallgt.com	Added: Team/GTM/Team Esmeralda	Employee	employee_id: 495; team_id: 1
2021-02-13 18:05:09	alemus@philonicalcallgt.com	Removed: Team/GTM/CR Team Brandon	Employee	employee_id: 485; team_id: 9
2021-02-13 18:05:09	alemus@philonicalcallgt.com	Added: Team/GTM/Team Esmeralda	Employee	employee_id: 485; team_id: 1
2021-02-13 18:05:19	alemus@philonicalcallgt.com	Removed: Team/GTM/CR Team Brandon	Employee	employee_id: 582; team_id: 9
2021-02-13 18:05:19	alemus@philonicalcallgt.com	Added: Team/GTM/Team Esmeralda	Employee	employee_id: 584; team_id: 1
2021-02-13 18:05:33	alemus@philonicalcallgt.com	Removed: Team/CRM Team Odmar	Employee	employee_id: 506; team_id: 3
2021-02-13 18:05:33	alemus@philonicalcallgt.com	Removed: Team/GTM/CR Team Brandon	Employee	employee_id: 506; team_id: 9
2021-02-13 18:05:33	alemus@philonicalcallgt.com	Added: Team/GTM/Team Esmeralda	Employee	employee_id: 506; team_id: 1
2021-02-13 18:06:23	alemus@philonicalcallgt.com	Removed: Team/GTM/CR Team Brandon	Employee	employee_id: 600; team_id: 9
2021-02-13 18:06:23	alemus@philonicalcallgt.com	Added: Team/GTM/Team Esmeralda	Employee	employee_id: 602; team_id: 1
2021-02-13 18:06:33	alemus@philonicalcallgt.com	Removed: Team/GTM/CR Team Brandon	Employee	employee_id: 79; team_id: 9
2021-02-13 18:06:33	alemus@philonicalcallgt.com	Added: Team/GTM/Team Esmeralda	Employee	employee_id: 79; team_id: 1
2021-02-13 18:06:49	alemus@philonicalcallgt.com	Removed: Team/GTM/CR Team Brandon	Employee	employee_id: 593; team_id: 9
2021-02-13 18:06:49	alemus@philonicalcallgt.com	Added: Team/GTM/Team Esmeralda	Employee	employee_id: 593; team_id: 1
2021-02-13 23:28:56	alemus@philonicalcallgt.com	Updated: Grinch Mishel Nilos Flores	Employee	hire_date: 2021-02-06 06:00:00 to 2021-02-08 06:00:00
2021-02-14 16:53:15	drives@philonicalcallgt.com	Updated: David Gamaliel Rivas Celius	Employee	cc: PacificGalapagos to Americas/Guatemala

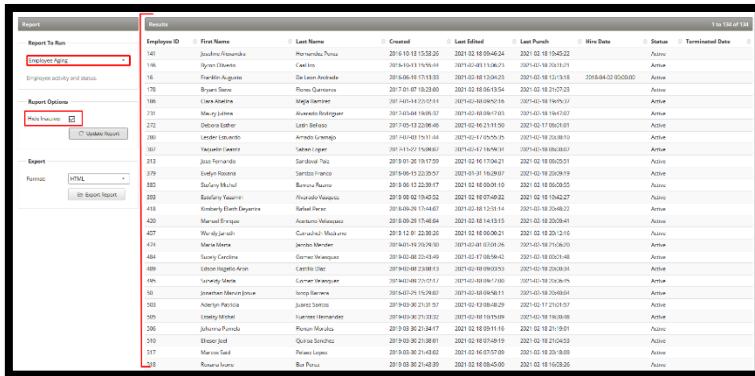


EMPLOYEES



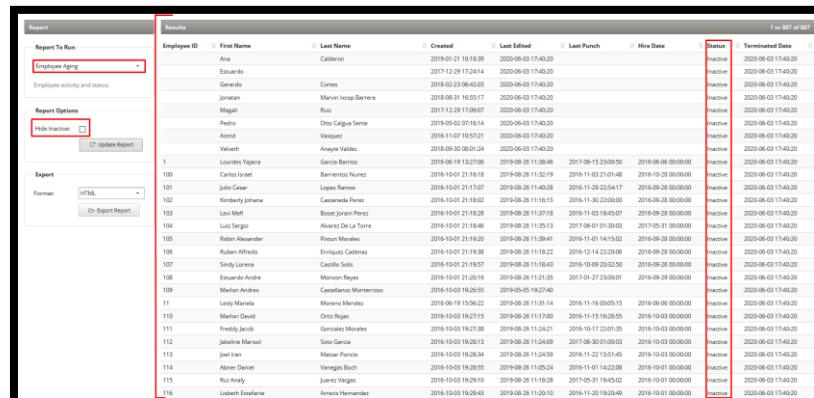
Employee Aging

Se puede visualizar la actividad y el estado de cada empleado.



Employee ID	First Name	Last Name	Created	Last Edited	Last Punch	Hire Date	Status	Terminated Date
141	Josémarie	Perez	2014-03-15 05:26:36	2007-02-19 16:45:23	2001-02-19 11:10:00	2007-02-19 16:45:23	Active	
142	Ignez	Cesar	2014-03-15 05:26:36	2007-02-19 16:45:23	2001-02-19 11:10:00	2007-02-19 16:45:23	Active	
143	Ricardo	Garcia	2014-03-15 05:26:36	2007-02-19 16:45:23	2001-02-19 11:10:00	2007-02-19 16:45:23	Active	
170	Bruno	Santos	2017-01-07 18:23:39	2007-02-18 08:04:15:54	2001-02-19 21:07:23	2018-04-02 00:00:00	Active	
186	Claire	Aldana	2017-01-04 05:00:14	2007-02-18 08:04:15:54	2001-02-19 21:07:23	2017-01-04 18:05:57	Active	
231	Mary	Jimena	2007-04-04 18:06:37	2007-02-18 08:04:15:54	2001-02-19 18:47:07	2007-04-04 18:06:37	Active	
272	Debra	Beth	2017-01-13 22:06:46	2007-02-19 21:11:00	2001-02-19 21:07:11	2007-01-17 09:01:01	Active	
300	Lester	Leuterio	2014-03-14 05:26:36	2007-02-18 08:04:15:54	2001-02-19 20:59:00	2007-02-18 08:04:15:54	Active	
301	Mark	Reyes	2014-03-14 05:26:36	2007-02-18 08:04:15:54	2001-02-19 20:59:00	2007-02-18 08:04:15:54	Active	
312	Jean	Reyes	2017-01-26 19:17:09	2007-02-19 16:10:21	2001-02-19 09:05:51	2007-02-19 16:10:21	Active	
379	Evelyn	Rosario	2017-01-09 15:22:07	2007-01-31 16:26:19	2001-02-19 20:09:19	2007-01-31 16:26:19	Active	
385	Silvany	Manuel	2017-01-05 15:23:36	2007-02-18 08:00:01	2001-02-19 06:02:55	2007-01-05 15:23:36	Active	
390	Silvany	Yessica	2017-01-09 02:19:45	2007-02-16 07:49:02	2001-02-19 10:46:27	2007-01-09 02:19:45	Active	
418	Kimberly	Elaine	2007-04-26 13:44:47	2007-02-18 12:51:14	2001-02-19 03:08:02	2007-04-26 13:44:47	Active	
420	Marcel	Engana	2017-01-20 19:46:04	2007-02-18 12:51:14	2001-02-19 03:08:02	2007-01-20 19:46:04	Active	
421	Walter	Carmona	2017-01-20 19:46:04	2007-02-18 12:51:14	2001-02-19 03:08:02	2007-01-20 19:46:04	Active	
422	Marco	Reyes	2017-01-20 19:46:04	2007-02-18 12:51:14	2001-02-19 03:08:02	2007-01-20 19:46:04	Active	
431	Marco	Reyes	2017-01-20 19:46:04	2007-02-18 12:51:14	2001-02-19 03:08:02	2007-01-20 19:46:04	Active	
434	Silvany	Cardozo	2017-01-09 02:24:49	2007-02-17 08:56:42	2001-02-19 03:08:48	2007-01-09 02:24:49	Active	
439	Edison	Nigaldi	2017-01-05 08:23:13	2007-02-18 08:00:01	2001-02-19 06:02:55	2007-01-05 08:23:13	Active	
445	Silvany	Maria	2017-01-09 02:19:45	2007-02-16 07:49:02	2001-02-19 10:46:27	2007-01-09 02:19:45	Active	
510	Jeanette	Moreno	2017-01-20 19:46:04	2007-02-18 12:51:14	2001-02-19 03:08:02	2007-01-20 19:46:04	Active	
519	Adriana	Portilla	2017-01-20 19:46:04	2007-02-18 12:51:14	2001-02-19 03:08:02	2007-01-20 19:46:04	Active	
520	Adriana	Portilla	2017-01-20 19:46:04	2007-02-18 12:51:14	2001-02-19 03:08:02	2007-01-20 19:46:04	Active	
526	Julian	Pumilla	2017-01-20 19:46:04	2007-02-18 12:51:14	2001-02-19 03:08:02	2007-01-20 19:46:04	Active	
529	Blaser	Jill	2017-01-20 19:46:04	2007-02-18 12:51:14	2001-02-19 03:08:02	2007-01-20 19:46:04	Active	
537	Marvin	Todd	2017-01-30 21:43:02	2007-02-16 07:57:09	2001-02-19 20:18:00	2007-01-30 21:43:02	Active	
538	Ruthma	Innes	2017-01-30 21:43:02	2007-02-18 08:04:50	2001-02-19 16:29:35	2007-01-30 21:43:02	Active	

- Cuando se vuelve a seleccionar el cuadro para quitar el cheque solo aparecerán los perfiles con el estatus "Inactivo", aparece de forma detallada toda la información del perfil, incluyendo la fecha en que se realizó la baja en el sistema de Tixtime.



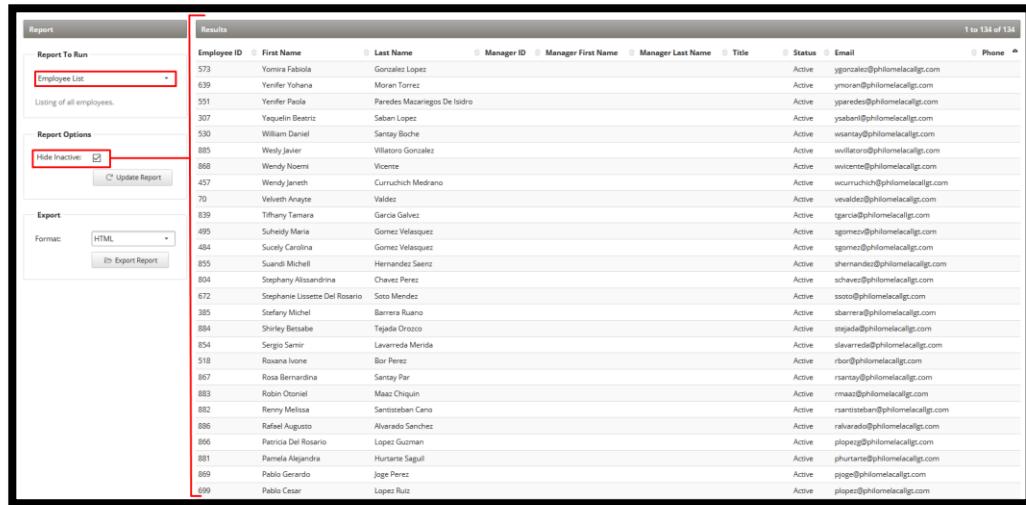
Employee ID	First Name	Last Name	Created	Last Edited	Last Punch	Hire Date	Status	Terminated Date
1	Lourdes	Yagana	2016-09-19 13:27:08	2018-08-26 11:08:48	2017-06-17 23:00:50	2016-08-06 00:00:00	Terminated	2016-09-19 14:02:20
100	Carlos	Israel	2016-10-01 21:16:18	2018-08-26 11:23:19	2016-11-01 21:01:48	2016-10-28 00:00:00	Terminated	2020-06-01 17:40:20
101	Julio	Cesar	2016-10-01 21:17:07	2018-08-26 11:40:28	2016-11-20 22:58:17	2016-10-28 00:00:00	Terminated	2020-06-01 17:40:20
102	Kimberly	Johana	2016-10-01 21:18:02	2018-08-26 11:46:15	2016-11-20 22:00:00	2016-10-28 00:00:00	Terminated	2020-06-01 17:40:20
103	Levi	Metz	2016-10-01 21:18:28	2018-08-26 11:47:18	2016-11-20 18:00:00	2016-10-28 00:00:00	Terminated	2020-06-01 17:40:20
104	Luis	Sergio	2016-10-01 21:18:46	2018-08-26 11:51:53	2017-01-01 01:00:00	2017-01-31 00:00:00	Terminated	2020-06-01 17:40:20
105	Robert	Alexander	2016-10-01 21:19:04	2018-08-26 11:52:10	2016-11-20 18:00:00	2016-10-28 00:00:00	Terminated	2020-06-01 17:40:20
106	Adriana	Alvarez	2016-10-01 21:19:48	2018-08-26 11:52:18	2016-11-20 22:00:00	2016-09-26 00:00:00	Terminated	2020-06-01 17:40:20
107	Sidny	Lorena	2016-10-01 21:19:47	2018-08-26 11:54:02	2016-10-20 23:20:25	2016-09-26 00:00:00	Terminated	2020-06-01 17:40:20
108	Encundo	Annie	2016-10-01 21:20:16	2018-08-26 11:54:05	2017-01-01 27:00:00	2016-09-26 00:00:00	Terminated	2020-06-01 17:40:20
109	Marion	Andres	2016-10-01 19:26:55	2018-08-26 11:54:20	2016-11-01 21:07:40	2016-09-26 00:00:00	Terminated	2020-06-01 17:40:20
110	Lesly	Marilia	2016-09-19 15:56:22	2018-08-26 11:54:34	2016-11-10 00:00:15	2016-09-06 00:00:00	Terminated	2020-06-01 17:40:20
110	Marion	David	2016-10-01 19:27:15	2018-08-26 11:57:00	2016-11-10 16:28:55	2016-10-28 00:00:00	Terminated	2020-06-01 17:40:20
111	Freddy	Jacobo	2016-10-01 19:27:38	2018-08-26 11:57:41	2016-10-30 00:00:00	2016-10-30 00:00:00	Terminated	2020-06-01 17:40:20
112	Jakeline	Marsail	2016-10-01 19:28:13	2018-08-26 11:58:49	2017-06-30 01:00:00	2016-10-30 00:00:00	Terminated	2020-06-01 17:40:20
113	Jean	Ivan	2016-10-01 19:28:34	2018-08-26 11:58:49	2016-11-20 15:57:45	2016-10-28 00:00:00	Terminated	2020-06-01 17:40:20
114	Abner	Daniel	2016-10-01 19:28:55	2018-08-26 11:58:52	2016-11-01 14:22:08	2016-10-28 00:00:00	Terminated	2020-06-01 17:40:20
115	Rut	Analys	2016-10-01 19:29:10	2018-08-26 11:58:52	2017-05-31 19:45:02	2016-10-19 00:00:00	Terminated	2020-06-01 17:40:20
116	Luisam	Esmeralda	2016-10-03 19:29-42	2018-08-26 11:58:52	2016-10-20 19:23:49	2016-10-20 00:00:00	Terminated	2020-06-02 01:40:20



Employee List

Muestra de forma general un listado del personal que se encuentra activo, nombre completo, el código que tienen dentro de Tixtime, y el correo electrónico.

Al tener deseleccionado el cuadro, mostrará la misma información, pero con la diferencia que serán perfiles que se encuentran inactivos.

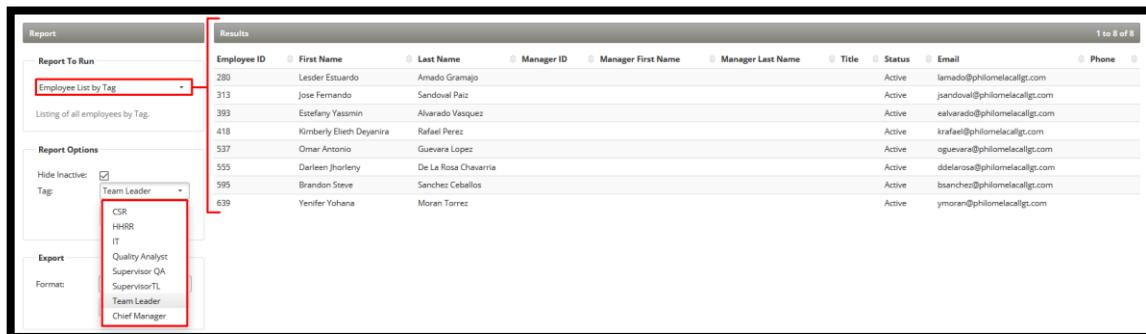


The screenshot shows the 'Report To Run' section with 'Employee List' selected. In the 'Report Options' section, the 'Hide Inactive' checkbox is checked. The 'Results' table lists 134 active employees with columns for Employee ID, First Name, Last Name, Manager ID, Manager First Name, Manager Last Name, Title, Status, Email, and Phone. The first few entries are:

Employee ID	First Name	Last Name	Manager ID	Manager First Name	Manager Last Name	Title	Status	Email	Phone
573	Yomira Fabiola	Gonzales Lopez					Active	ygonzales@phiomelacallgt.com	
839	Yenifer Yohana	Moran Torrez					Active	ymoran@phiomelacallgt.com	
301	Yenifer Paola	Paredes Mazariegos De Isidro					Active	yparedes@phiomelacallgt.com	
307	Yasquelin Beerriz	Saban Lopez					Active	ysabell@phiomelacallgt.com	
530	William Daniel	Santay Boche					Active	wsantay@phiomelacallgt.com	
885	Wendy Javier	Villatoro Gonzalez					Active	willavoro@phiomelacallgt.com	
698	Wendy Noemi	Vicente					Active	wvicente@phiomelacallgt.com	
457	Wendy Janeth	Curruchich Medrano					Active	wcurruchich@phiomelacallgt.com	
70	Velveti Anayte	Valdez					Active	velvated@phiomelacallgt.com	
839	Tiffany Tamara	Garcia Galvez					Active	tgarce@phiomelacallgt.com	
495	Sureidy Maria	Gomez Velasquez					Active	sgomevez@phiomelacallgt.com	
484	Surely Carolina	Gomez Velasquez					Active	sgomez@phiomelacallgt.com	
855	Suandi Michell	Hernandez Saenz					Active	shernandez@phiomelacallgt.com	
804	Stephanie Alessandrina	Chavez Perez					Active	schavez@phiomelacallgt.com	
872	Stephanie Lissette Del Rosario	Soto Mendez					Active	soso@phiomelacallgt.com	
385	Stephany Michel	Barrera Ruano					Active	sbarerra@phiomelacallgt.com	
884	Shirley Betzabe	Tejada Orozco					Active	stejada@phiomelacallgt.com	
854	Sergio Semir	Leverreeda Merida					Active	sleverreeda@phiomelacallgt.com	
518	Roxana Ivonne	Bor Perez					Active	rbor@phiomelacallgt.com	
867	Rosa Bernardino	Santay Par					Active	rsantay@phiomelacallgt.com	
883	Robin Onoriel	Maaiz Chiquin					Active	rmaaz@phiomelacallgt.com	
882	Renny Melissa	Santosobain Cano					Active	rsantosobain@phiomelacallgt.com	
886	Rafael Augusto	Alvarado Sanchez					Active	ralvarado@phiomelacallgt.com	
866	Patricia Del Rosario	Lopez Guzman					Active	plopezg@phiomelacallgt.com	
881	Pamela Alejandra	Hurtarte Sagull					Active	phurtarte@phiomelacallgt.com	
869	Pablo Gerardo	Jorge Perez					Active	pjorge@phiomelacallgt.com	
699	Pablo Cesar	Lopez Ruiz					Active	plopez@phiomelacallgt.com	

Employee List by Tag

Esta opción permite visualizar los datos de los perfiles que se encuentran con las diferentes etiquetas o puestos, adicional a ello, también se podrá observar los perfiles que se encuentran activos e inactivos al seleccionar o deseleccionar el cheque dentro del recuadro.



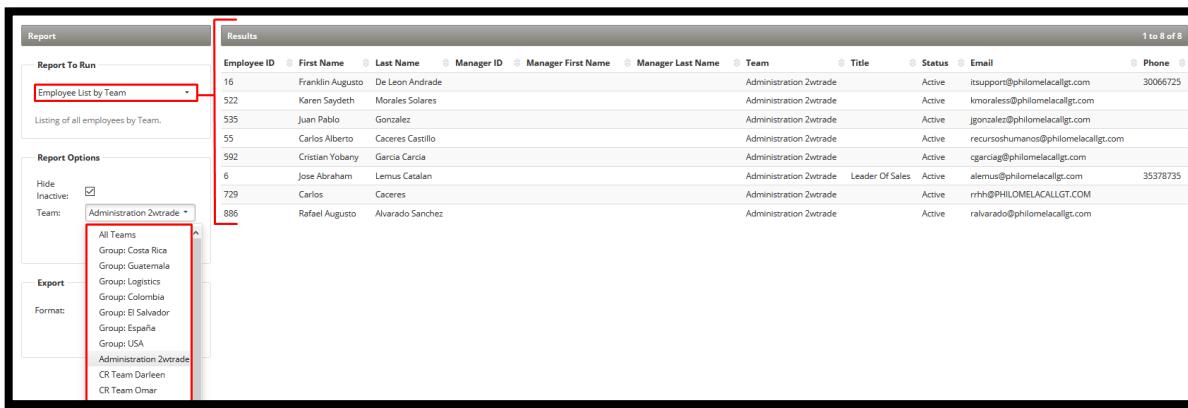
The screenshot shows the 'Report To Run' section with 'Employee List by Tag' selected. In the 'Report Options' section, the 'Hide Inactive' checkbox is checked, and the 'Tag' dropdown is set to 'Team Leader'. The 'Results' table lists 8 profiles with columns for Employee ID, First Name, Last Name, Manager ID, Manager First Name, Manager Last Name, Title, Status, Email, and Phone. The first few entries are:

Employee ID	First Name	Last Name	Manager ID	Manager First Name	Manager Last Name	Title	Status	Email	Phone
280	Lesder Estuardo	Amado Gramajo					Active	lamado@phiomelacallgt.com	
313	Jose Fernando	Sandoval Peiz					Active	jsandoval@phiomelacallgt.com	
393	Estepany Yassmin	Alvarado Vasquez					Active	eaalvarado@phiomelacallgt.com	
418	Kimberly Eileen Deyanira	Rafael Perez					Active	krfael@phiomelacallgt.com	
537	Omar Antonio	Guevara Lopez					Active	oguevara@phiomelacallgt.com	
555	Darleen Jhorleny	De La Rosa Chavarria					Active	ddelarose@phiomelacallgt.com	
595	Brandon Steve	Sanchez Ceballos					Active	bsanchez@phiomelacallgt.com	
639	Yenifer Yohana	Moran Torrez					Active	ymoran@phiomelacallgt.com	



Employee List by Team

Al igual que la opción anterior, se podrá visualizar los perfiles que se encuentran activos o inactivos, pero permitirá filtrarlos por los diversos grupos o teams que se encuentran formados dentro de Tixtime.

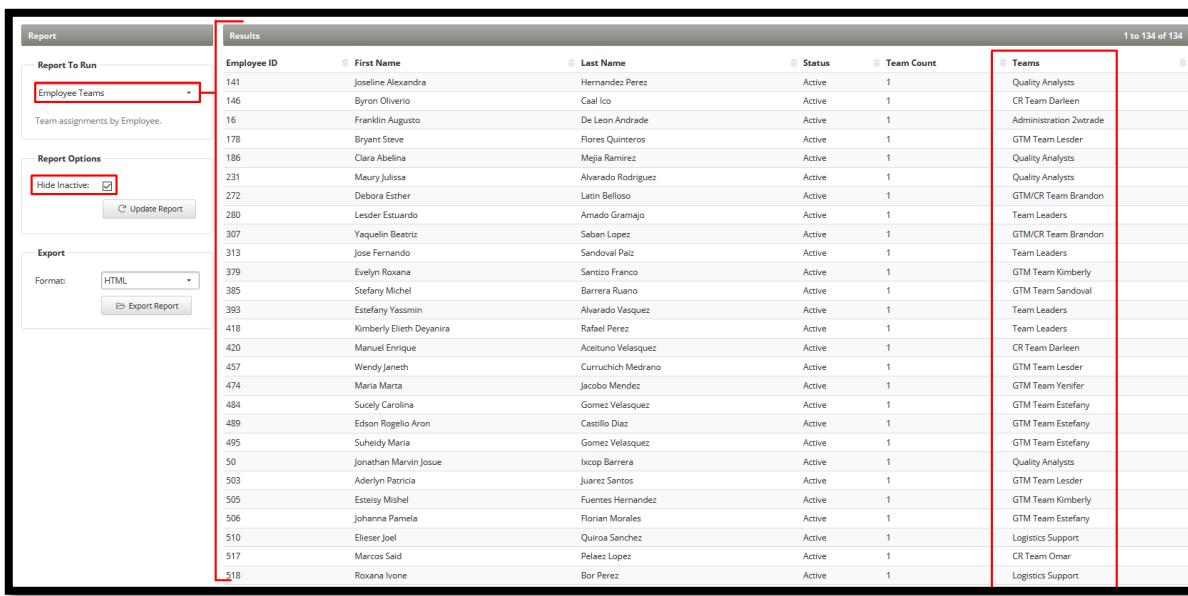


The screenshot shows the 'Report To Run' section with 'Employee List by Team' selected. In the 'Report Options' section, the 'Team' dropdown is set to 'Administration 2wtrade'. The 'Results' table displays 8 records, all belonging to the 'Administration 2wtrade' team. The columns include Employee ID, First Name, Last Name, Manager ID, Manager First Name, Manager Last Name, Team, Title, Status, Email, and Phone.

Employee ID	First Name	Last Name	Manager ID	Manager First Name	Manager Last Name	Team	Title	Status	Email	Phone
16	Franklin Augusto	De Leon Andrade				Administration 2wtrade		Active	itsupport@philomelacallgt.com	30066725
522	Karen Saydeth	Morales Solares				Administration 2wtrade		Active	kmoraless@philomelacallgt.com	
535	Juan Pablo	Gonzalez				Administration 2wtrade		Active	jgonzalez@philomelacallgt.com	
55	Carlos Alberto	Caceres Castillo				Administration 2wtrade		Active	recursohumano@philomelacallgt.com	
592	Cristian Yobany	Garcia Garcia				Administration 2wtrade		Active	cgarieig@philomelacallgt.com	
6	Jose Abraham	Lemus Catalan				Administration 2wtrade	Leader Of Sales	Active	alemus@philomelacallgt.com	35378735
729	Carlos	Caceres				Administration 2wtrade		Active	rrhh@PHILOMELACALLGT.COM	
886	Rafael Augusto	Alvarado Sanchez				Administration 2wtrade		Active	ralvarado@philomelacallgt.com	

Employee List by Team

Aparecen consolidados todos los perfiles que se encuentra activos o inactivos, seleccionando el cheque en el recuadro, con la diferencia que en la última columna se indicará cual es el team al que pertenece.



The screenshot shows the 'Report To Run' section with 'Employee Teams' selected. In the 'Report Options' section, the 'Hide Inactive' checkbox is checked. The 'Results' table displays 134 records across 1 page. The columns include Employee ID, First Name, Last Name, Status, Team Count, and a separate column for Teams. The 'Teams' column lists various teams such as Quality Analysts, CR Team Darleen, Administration 2wtrade, GTM Team Lester, etc.

Employee ID	First Name	Last Name	Status	Team Count	Teams
141	Joseline Alexandra	Hernandez Perez	Active	1	Quality Analysts
146	Byron Oliverio	Caal Ico	Active	1	CR Team Darleen
16	Franklin Augusto	De Leon Andrade	Active	1	Administration 2wtrade
178	Bryant Steve	Flores Quinteros	Active	1	GTM Team Lester
186	Clara Abelia	Mejia Ramirez	Active	1	Quality Analysts
231	Maury Julissa	Alvarado Rodriguez	Active	1	GTM/CR Team Brandon
272	Debora Esther	Batin Belloso	Active	1	Team Leaders
280	Lesder Estuardo	Amado Gramajo	Active	1	GTM/CR Team Brandon
307	Yaqelin Beatriz	Saban Lopez	Active	1	Team Leaders
313	Jose Fernando	Sandoval Palz	Active	1	GTM Team Kimberly
379	Evelyn Roxana	Santizo Franco	Active	1	GTM Team Sandoval
385	Stefany Michel	Barrera Ruano	Active	1	Team Leaders
393	Estefany Yassmin	Alvarado Vasquez	Active	1	Team Leaders
418	Kimberly Elich Deyanira	Rafael Perez	Active	1	Team Leaders
420	Manuel Enrique	Aceituno Velasquez	Active	1	CR Team Darleen
457	Wendy Janet	Curruich Medrano	Active	1	GTM Team Lester
474	Maria Marta	Jacobo Mendez	Active	1	GTM Team Yenifer
484	Sucely Carolina	Gomez Velasquez	Active	1	GTM Team Estefany
489	Edson Rogelio Aron	Castillo Diaz	Active	1	GTM Team Estefany
495	Suhedy Maria	Gomez Velasquez	Active	1	GTM Team Estefany
50	Jonathan Marvin Josue	Ixcop Barrera	Active	1	Quality Analysts
503	Aderlyn Patricia	Juarez Santos	Active	1	GTM Team Lester
505	Esreisy Mishel	Fuentes Hernandez	Active	1	GTM Team Kimberly
506	Johanna Pamela	Florian Morales	Active	1	GTM Team Estefany
510	Eleser Joel	Quirio Sanchez	Active	1	Logistics Support
517	Marcos Said	Pelaez Lopez	Active	1	CR Team Omar
518	Roxana Ivone	Bor Perez	Active	1	Logistics Support



SCHEDULES

SCHEDULES

- Coverage by Team
- Export
- Hours By Employee
- Hours By Team
- States

Coverage by Team

En este reporte podremos observar la cobertura de horario de cada team, desde las 00:00 horas hasta las 23:59.

Report

Report To Run	Coverage by Team
Date:	2021-02-18
Interval:	30 minutes
Team:	All Teams

Results

Interval	Team	Count
12:00a	Administration 2vtrade	0.00
12:30a	Administration 2vtrade	0.00
1:00a	Administration 2vtrade	0.00
1:30a	Administration 2vtrade	0.00
2:00a	Administration 2vtrade	0.00
2:30a	Administration 2vtrade	0.00
3:00a	Administration 2vtrade	0.00
3:30a	Administration 2vtrade	0.00
4:00a	Administration 2vtrade	0.00
4:30a	Administration 2vtrade	0.00
5:00a	Administration 2vtrade	0.00
5:30a	Administration 2vtrade	0.00
6:00a	Administration 2vtrade	0.00
6:30a	Administration 2vtrade	0.00
7:00a	Administration 2vtrade	3.00
7:30a	Administration 2vtrade	3.00
8:00a	Administration 2vtrade	5.00
8:30a	Administration 2vtrade	5.00
9:00a	Administration 2vtrade	3.50
9:30a	Administration 2vtrade	5.00
10:00a	Administration 2vtrade	4.50
10:30a	Administration 2vtrade	4.50
11:00a	Administration 2vtrade	3.00
11:30a	Administration 2vtrade	4.00
12:00p	Administration 2vtrade	5.00
12:30p	Administration 2vtrade	4.00
1:00p	Administration 2vtrade	3.00

Export

En este reporte se pueden observar los horarios laborales y los breaks en rangos de fechas.

Report

Report To Run	Export
Schedule and breaks for a date range.	
Report Options	
Start Date:	2021-02-14
End Date:	2021-02-20
Team:	All Teams

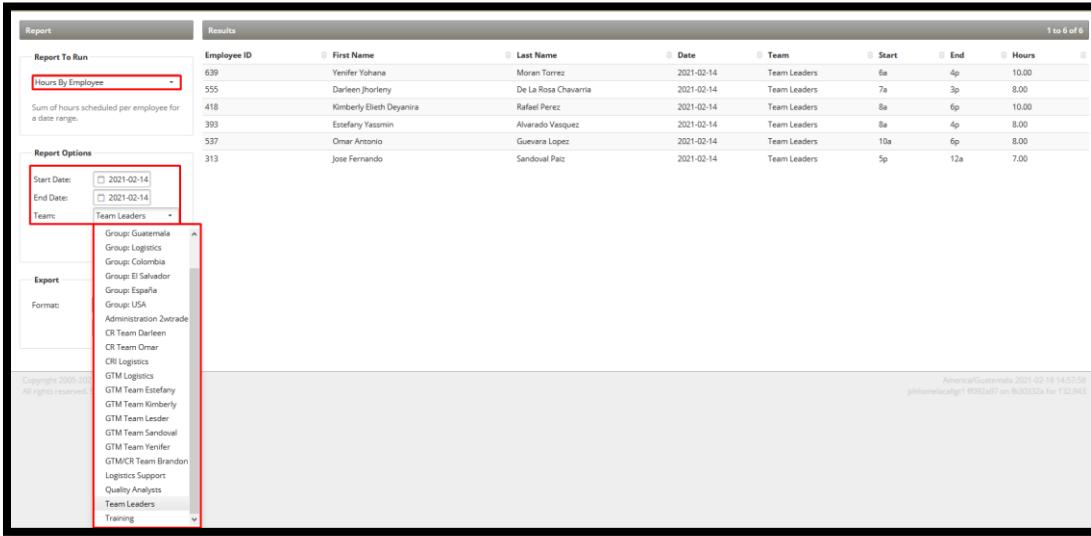
Results

Employee ID	First Name	Last Name	Date	Team	Start	End	Hours
630	Ana Rebeca	Vasquez Morataya	2021-02-14	GTM Team Leader	6a	2p	8.00
790	Brenda Karina	Vasquez Rodriguez	2021-02-14	GTM Team Leader	6a	2p	8.00
178	Bryant Steve	Flores Quinteros	2021-02-14	GTM Team Leader	6a	2p	8.00
850	Jennifer Paola	Olivos Gonzalez	2021-02-14	GTM Team Leader	6a	2p	8.00
865	Luis Enrique	De La Cruz Castillo	2021-02-14	GTM Team Leader	6a	2p	8.00
457	Wendy Jareth	Curnuchich Medrano	2021-02-14	GTM Team Leader	6a	2p	8.00
710	Jose Enrique	Ulian Rodriguez	2021-02-14	GTM Team Leader	6a	3p	9.00
672	Stephanie Lissette Del Rosario	Soto Mendez	2021-02-14	GTM Team Leader	6a	3p	9.00
551	Yenifer Paola	Paredes Mazarriegos De Isidro	2021-02-14	GTM Team Leader	6a	3p	9.00
639	Yenifer Yohana	Moran Torres	2021-02-14	Team Leaders	6a	4p	10.00
503	Alderyn Patricia	Juarez Santos	2021-02-14	GTM Team Leader	6a	3p	9.00
834	Julio Gabriel Alejandro	Pinal Paredes	2021-02-14	CR Team Omar	7a	3p	8.00
70	Velveth Arayte	Valdez	2021-02-14	CR Team Omar	7a	3p	8.00
634	Carmen Vanessa	Barrera Lopez	2021-02-14	CR Team Omar	7a	4p	9.00
642	Cristopher Danilo	Mendoza Sanchez	2021-02-14	GTM Team Yenifer	7a	3p	8.00
643	Evelin Mariela	Rafael Perez	2021-02-14	GTM Team Yenifer	7a	3p	8.00
752	Jackeline Onex	Martinez Grijalva	2021-02-14	GTM Team Yenifer	7a	3p	8.00
852	Joseline Roxana	Lima Robles	2021-02-14	GTM Team Yenifer	7a	3p	8.00
474	Maria Martha	Jacobo Mendez	2021-02-14	GTM Team Yenifer	7a	3p	8.00
854	Sergio Semir	Leverreida Merida	2021-02-14	GTM Team Yenifer	7a	3p	8.00
573	Yomira Fabiola	Gonzalez Lopez	2021-02-14	GTM Team Yenifer	7a	3p	8.00
846	Angel Andres	Doris Robles	2021-02-14	GTM Team Yenifer	7a	4p	9.00
534	Jose Augusto	Lopez Armeaga	2021-02-14	GTM Team Yenifer	7a	4p	9.00
663	Luis Fernando	Juarez Marcos	2021-02-14	GTM Team Yenifer	7a	4p	9.00
857	Maria Fernande	Morales Gonzales	2021-02-14	GTM Team Yenifer	7a	4p	9.00
16	Franklin Augusto	De Leon Andrade	2021-02-14	Administration 2vtrade	7a	6p	11.00
896	Rafael Augusto	Alvarado Sanchez	2021-02-14	Administration 2vtrade	7a	6p	11.00



Hours by Employee

En este reporte podremos verificar la sumatoria de horas programadas del horario laboral de cada empleado.



The screenshot shows a report titled "Hours by Employee". The "Report To Run" section has "Hours By Employee" selected. The "Report Options" section includes "Start Date: 2021-02-14", "End Date: 2021-02-14", and "Team: Team Leaders". The "Export" section lists various team and department names. The "Results" table displays the following data:

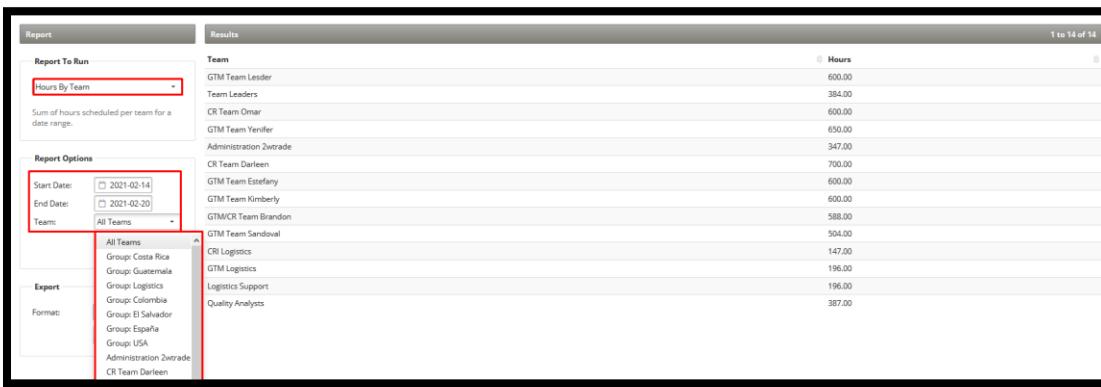
Employee ID	First Name	Last Name	Date	Team	Start	End	Hours
639	Yenifer Yohana	Moran Torrez	2021-02-14	Team Leaders	6a	4p	10.00
555	Darleen Jhorleny	De La Rosa Chavarria	2021-02-14	Team Leaders	7a	3p	8.00
418	Kimberly Eleni Deyanira	Rafael Perez	2021-02-14	Team Leaders	8a	6p	10.00
393	Estefany Yassmin	Alvarado Vasquez	2021-02-14	Team Leaders	8a	4p	8.00
537	Omar Antonio	Guevara Lopez	2021-02-14	Team Leaders	10a	6p	8.00
313	José Fernando	Sandoval Paitz	2021-02-14	Team Leaders	5p	12a	7.00

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AmericanGuatemala 2021-02-18 14:57:58
 philomelacallgt1 R002e97 on fb30332ca for 132.843

Hours by Employee

Permite obtener y verificar la sumatoria de horas programadas del horario laboral, pero con la diferencia que muestra el dato de cada team creado.



The screenshot shows a report titled "Hours by Team". The "Report To Run" section has "Hours By Team" selected. The "Report Options" section includes "Start Date: 2021-02-14", "End Date: 2021-02-20", and "Team: All Teams". The "Export" section lists various team and department names. The "Results" table displays the following data:

Team	Hours
GTM Team Leader	600.00
Team Leaders	384.00
CR Team Omar	600.00
GTM Team Yenifer	650.00
Administration 2vtrade	347.00
CR Team Darleen	700.00
GTM Team Estefany	600.00
GTM Team Kimberly	600.00
GTM/CR Team Brandon	588.00
GTM Team Sandoval	504.00
CRI Logistics	147.00
GTM Logistics	196.00
Logistics Support	196.00
Quality Analytics	387.00

