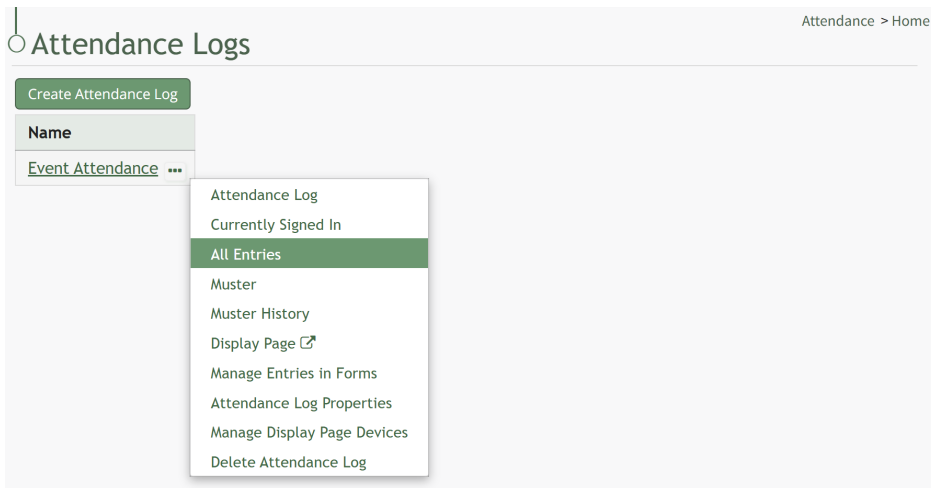
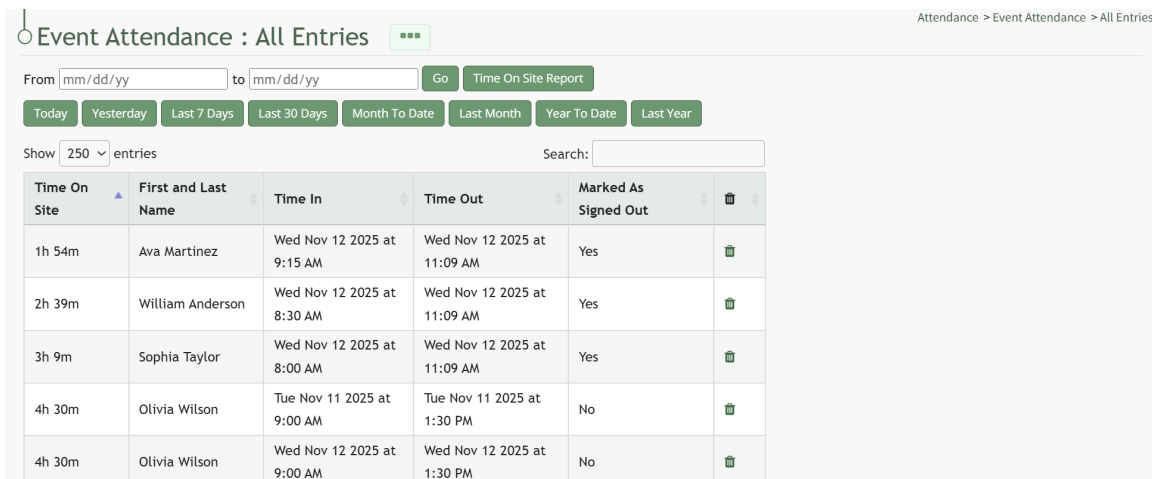


Generate a Time On Site Summary Report

To generate a time on site summary report, open the Attendance Module Home Page from the Main Menu. Click the three-dot icon to the right of the attendance log you wish to generate a time on site summary report for opening the attendance log context menu.



Select All Entries on the context menu to open the All Entries Page.



Click the Time On Site Report button opening the Time on Site Summary Report Modal.

Time On Site Summary Report ✕

Group By *

First and Last Name

From *

11/01/2025

To *

11/30/2025

Create Report Cancel

Select how you would like the time on site information to be grouped from the dropdown menu. Input a start date (From) and an end date (To) that you would like the time on site calculated for. (All fields on the modal are mandatory.)

Click the Create Report button, and a summary of time on site is generated within the Attendance Module.

< Time On Site by First and Last Name Summary Report 11/01/2025 - 11/30/2025

First and Last Name	Total Time On Site	Total Visits	# Days Visited
Ava Martinez	1d 4h 30m	2	2
David Brown	10h 0m	2	2
Emily Davis	10h 0m	2	2
James Miller	15h 30m	2	2
John Smith	9h 30m	2	2
Michael Johnson	14h 30m	2	2
Olivia Wilson	9h 0m	2	2
Sarah Lee	9h 30m	2	2
Sophia Taylor	1d 7h 0m	2	2
William Anderson	1d 6h 0m	2	2

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