

## **HR Online – Reports & Exports Video Transcript**



Admin users can run a series of different reports within the system, powered by internal data such as 'leave requests' and 'timesheets', subcategorising by status – for example we are going to run a report for all timesheets that have been approved. As we can see, these reports give the admin users a detailed breakdown of all the information within the system. All reports are customisable to suit the client, different columns and headers can be modified or added, as well as displaying the client's logo at the top of every report. Reports also have the capability to generate graphs from the data displayed. These reports can be exported from the system in both PDF and CSV file format, allowing the user to manipulate the reports to their current needs.

Timesheets can also be exported directly from the system in CSV format. After entering a valid email address, the system sends an email with the newly created CSV file attached, ready to be imported into the clients 3<sup>rd</sup> party payroll software.