



# **Reports Guide Part 1**

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Products :

WizHR

Wiztes Business Suite

*Wiztec Business Solutions*

## Using Wiztec applications

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## About this guide

This guide was produced for assistance in creating and using the Reporter contained within WizHR and the Wiztec Business Suite.

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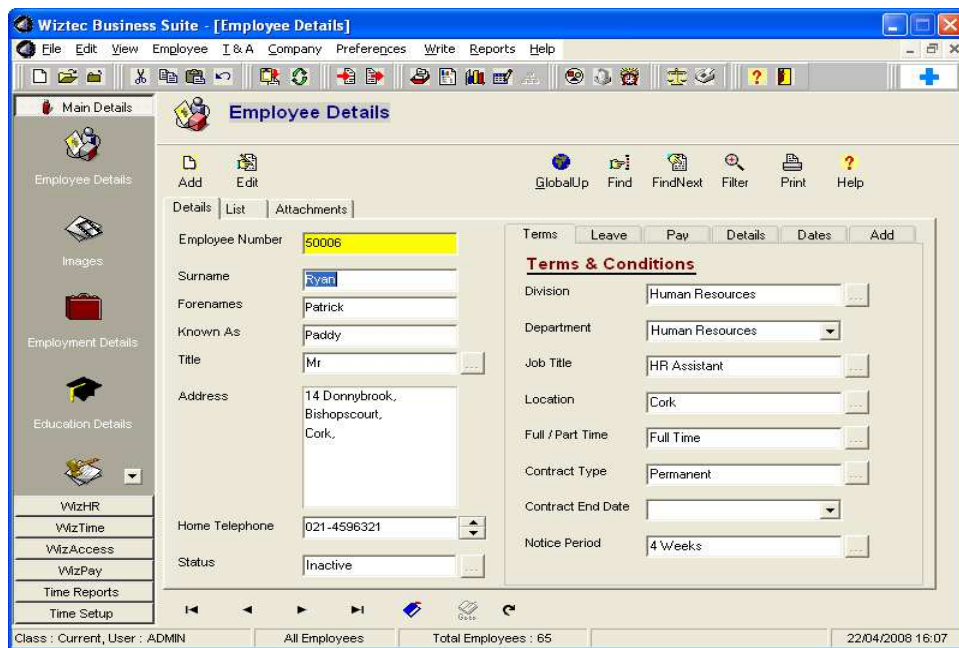
*Issue Date:* 28/08/2014  
*Document Number:* mWizHR050617DOC  
*Program compile date:* na

## Training Manager

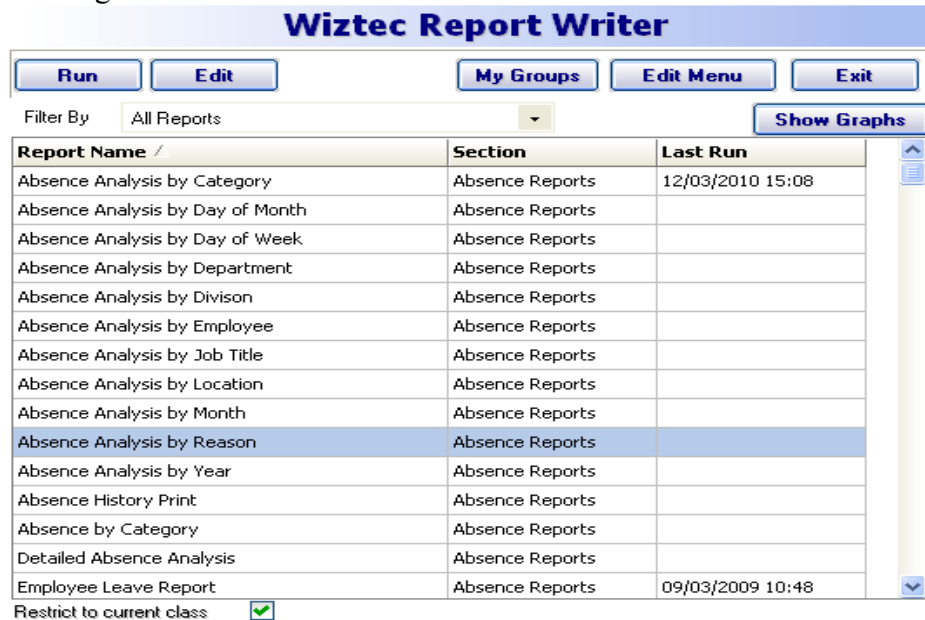
## Using Reports with Wiztec Business Suite

## Opening an Existing Report

1. Open the Wiztec Business Suite and select **REPORTS** from the menu bar.



2. Click on **DISPLAY REPORT/GRAPH**
3. Double click on the **REPORTS** folder and then on the type of report you will be creating.



4. Pick the report title you are looking for and click on the **SELECT** button.
5. A report will be generated with the categories you have selected.

WizWork Reporting: C:\WizApps\Server\WIZTIME\database\GLOBAL\Reports\absreas.srw

File Edit View

Page 1 of 1 Zoom 100%

Define Search [Preview Report]

### ABSENCE ANALYSIS BY *Company Name*

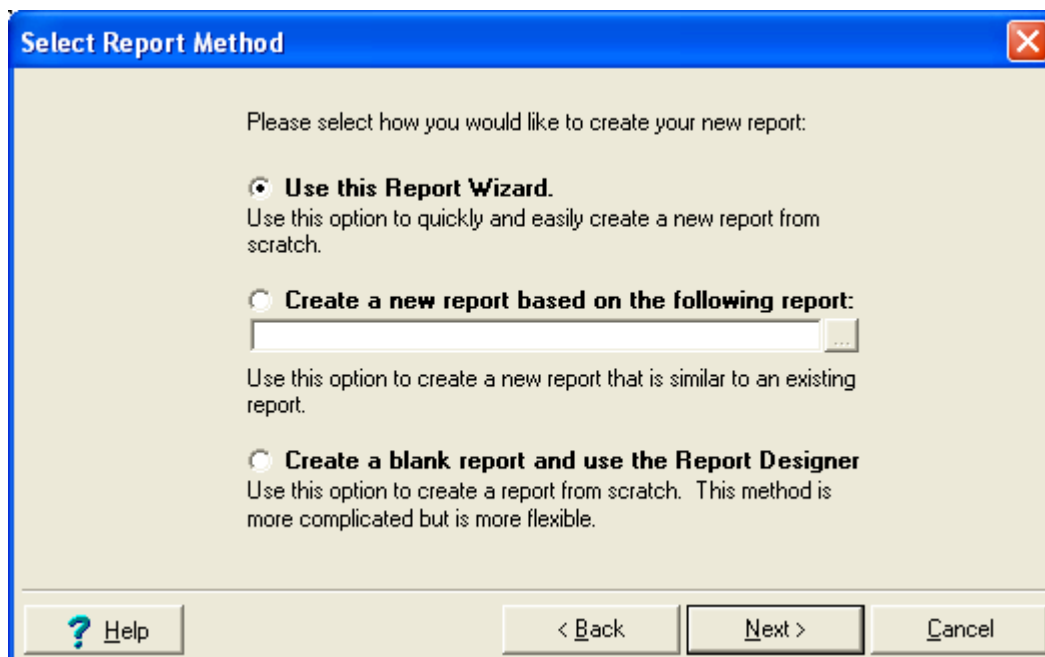
REASON	DURATION	TYPE	CURRENCY	TOTAL COST
	1,793.00	Days	EUR	94,353.17
Agreed	106.00	Days	EUR	2,567.19
Called to Jury Service	26.00	Days	EUR	3,724.70
Career Break	190.50	Days	EUR	7,108.90
Certified Sick Leave	671.50	Days	EUR	40,718.81
Compassionate Leave	158.00	Days	EUR	10,572.69
Exam Leave	134.00	Days	EUR	14,116.91
Flu	179.50	Days	EUR	11,224.42
Force Majeure	10.00	Days	EUR	2,388.47
Marriage	32.00	Days	EUR	10,210.62
Paternity Leave	16.00	Days	EUR	2,769.85
Physical Injury	97.50	Days	EUR	2,992.93
Stomach Bug	46.00	Days	EUR	6,333.31
Time Owed	30.00	Days	EUR	1,567.00
	1.00	Days		148.08
	535.50	Days	EUR	29,337.85
	1.00	Hours	EUR	60.75

## Creating a New Report

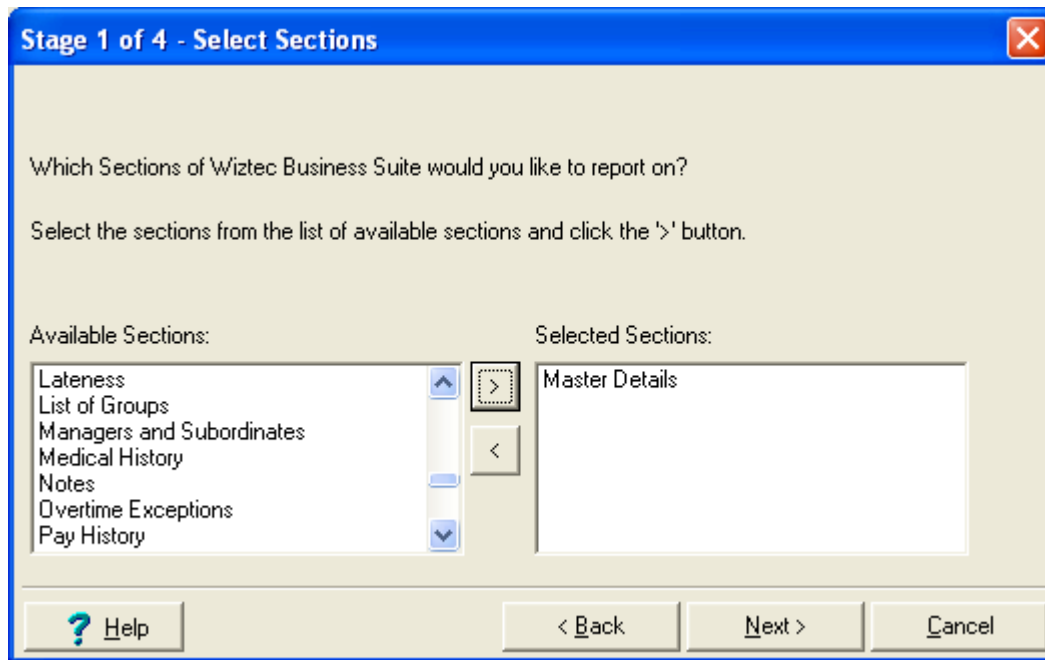
1. Select Reports from the menu bar, and click on CREATE NEW REPORT.
2. The Report Wizard will start, click NEXT to continue.



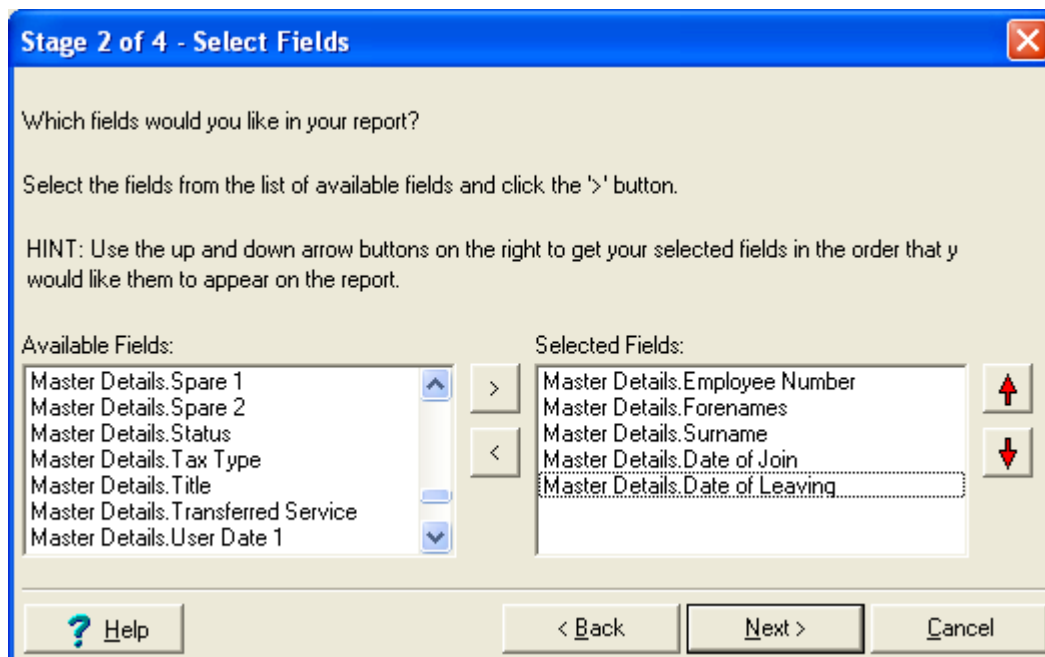
3. The wizard will provide you with 3 options. Select the first option and click on NEXT.



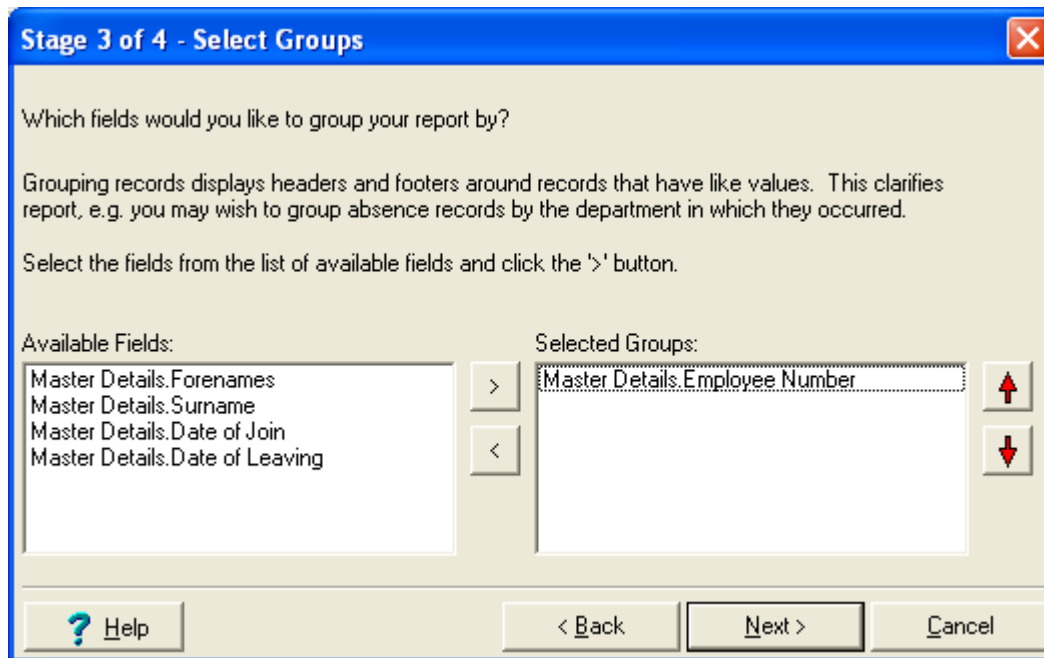
4. Here you need to add the required data field to the selected section on by clicking on them and using the arrow icons in the middle of the table. When you have added the fields that you need, click NEXT.



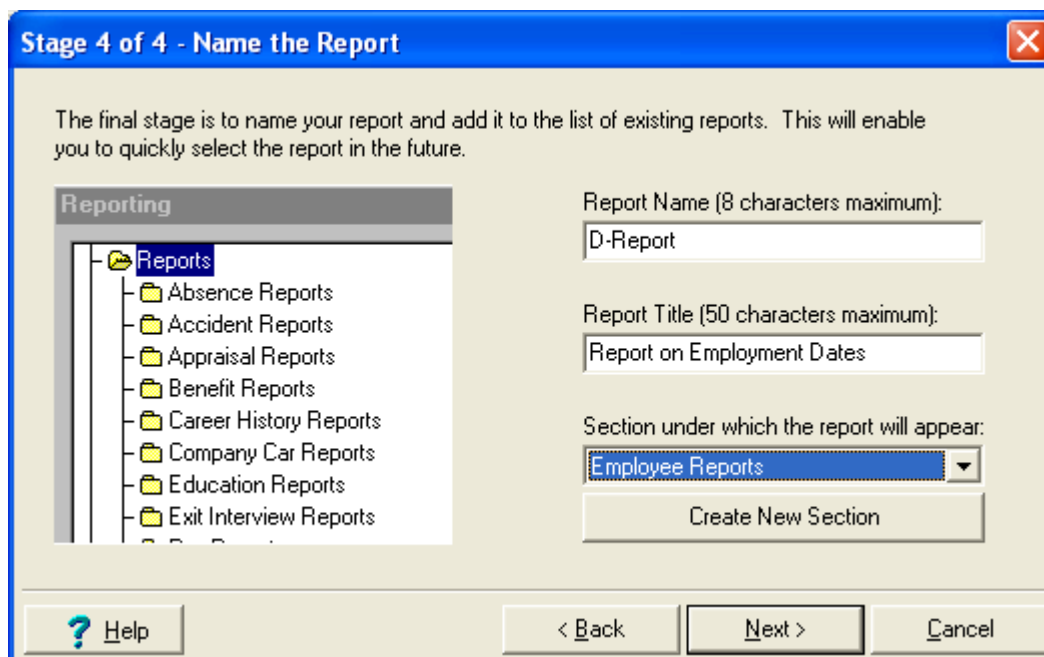
5. Now add the fields you wish to display in the report. Choose from the available field list and add them in the same manner as previously used. Click **NEXT** to continue.



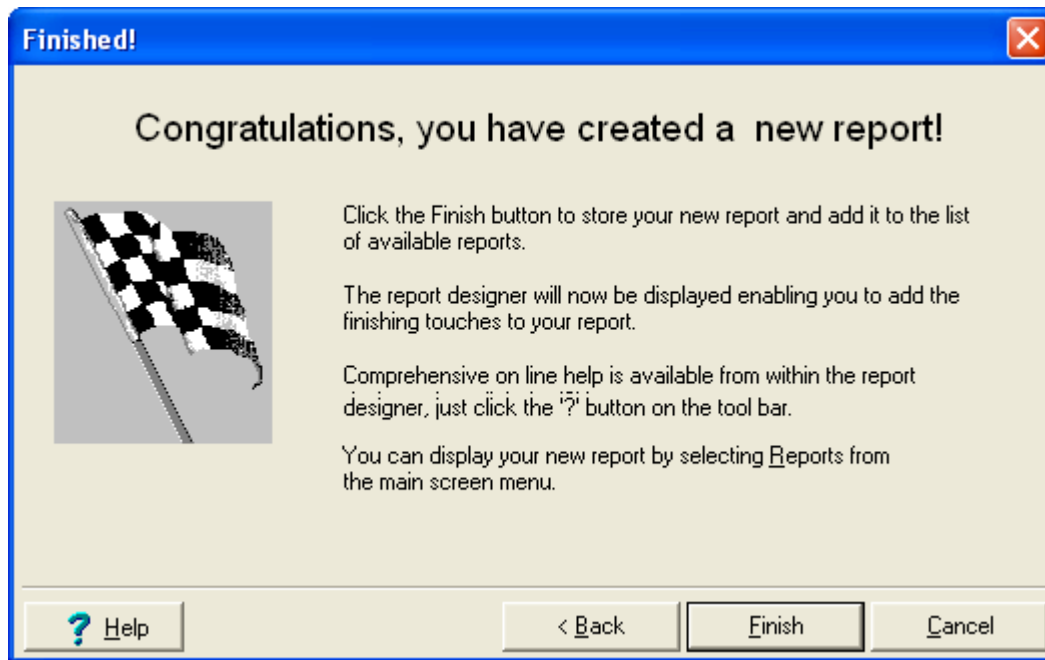
6. You can group your report in order of the fields that you add to the selected groups section in the following screen. If you do not wish to group in any particular order leave the section blank. Click **NEXT** to continue.



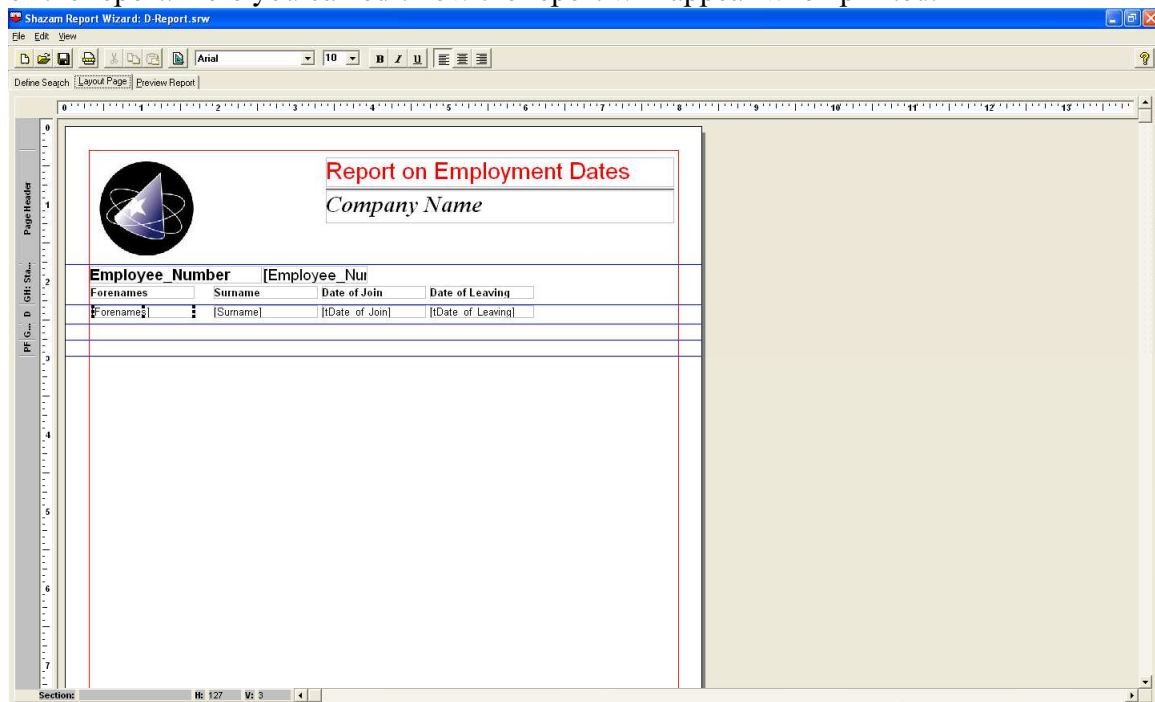
7. The report must be named and given a title. Select which folder you would like the report to appear in future. Click **NEXT** to continue.



8. You have now added your new report to the Wiztec Business Suite. The report will now be generated with the data you previously selected

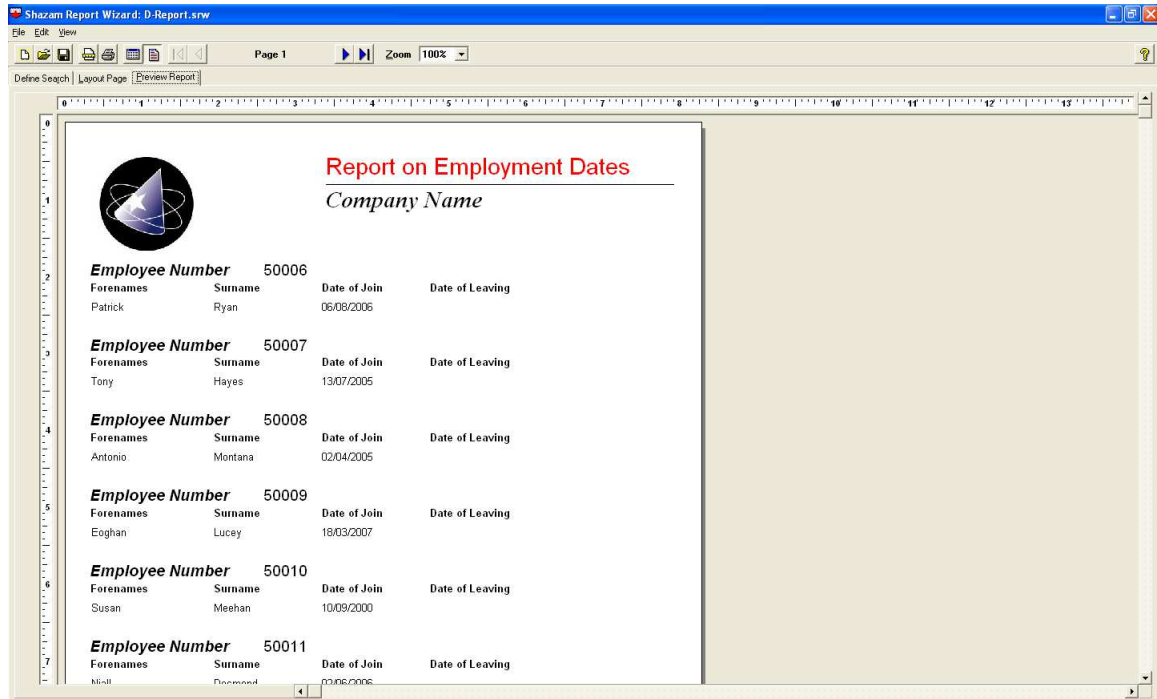


9. The report will open and you will find yourself looking at the LAYOUT PAGE tab of the report. Here you can edit how the report will appear when printed.

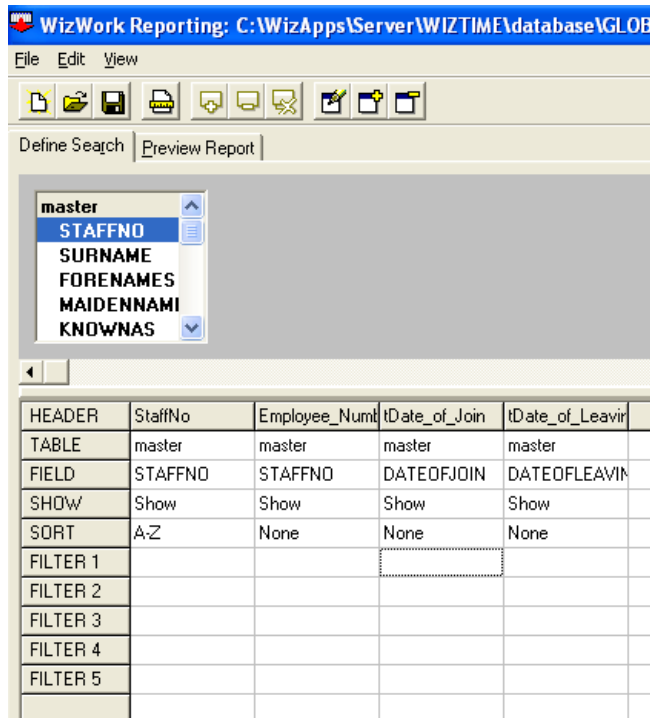


10. To see how the report would look like printed click on the PREVIEW REPORT in the top left hand corner.

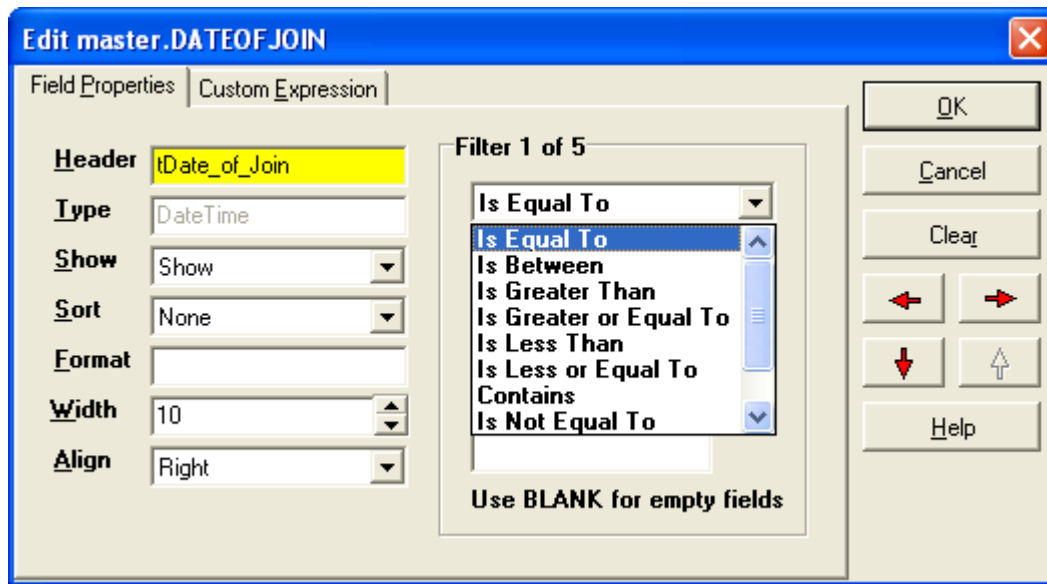




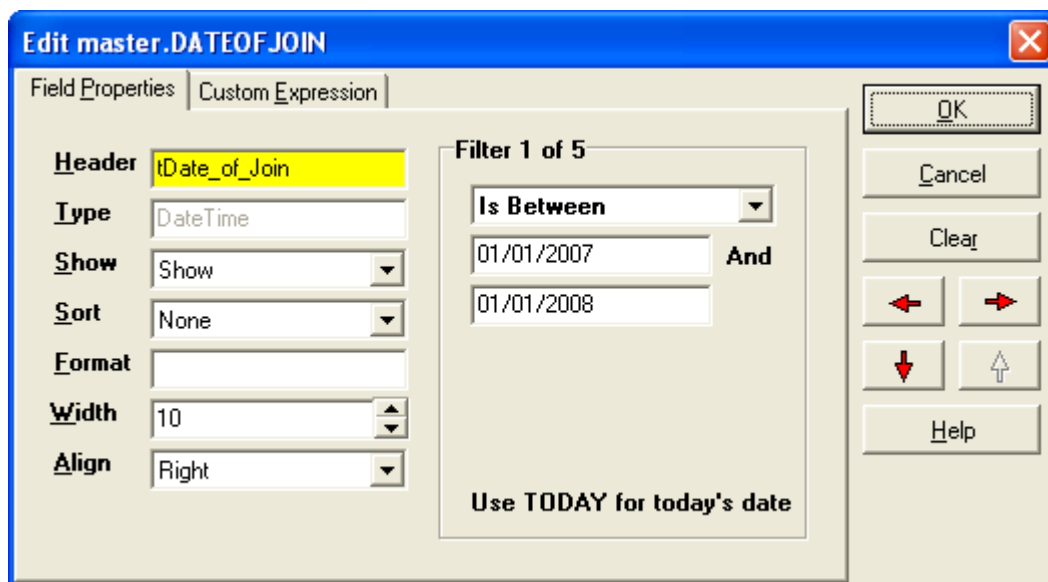
11. If you wish to filter to report so that it shows you data of a certain type or data from a certain time frame click on the DEFINE SEARCH tab. Click on the cell underneath the last field, Filter 1.



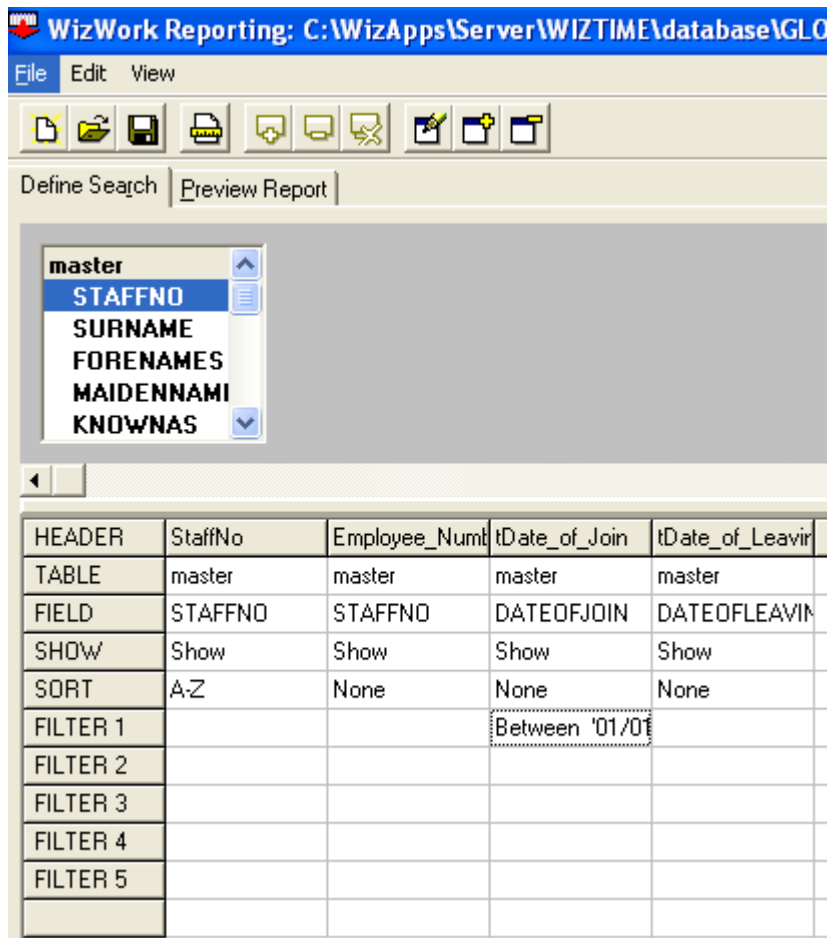
12. This table allows you to filter data. Click on the drop down menu, this gives you the list of filter options available.



13. Here we have filtered the data so that only data between 01/01/2007 and 01/01/2008 is shown in the report.



14. On the table the filter you have created is now visible.



15. To print the report click on **FILE – PRINT REPORT** and click on **OK**.

16. If you wish to save the report go to **FILE – SAVE AS** and the report will be available to you in the existing report file.