TEAMS: Manually Added Punch Times Report

1 Select My Report Profiles on the	
Contextual dropdown menu	😥 📃 ★ 🤊 Search Entry Points 🔍
	Lui My Deport Profiles
	My Keport Queue
2. Type: Manually in the filter	Filter:
3 Select: Manually Added	manually
Dunch Times	⊕ Campus Reports I ⊕ Finance
i unen innes	Human Resources
	terregion terregion
	⊡… Uncategorized ⊡… New
	Benefit COBRA Information
	Warehouse Cycle Count Discrepancy List
	Workers Comp 13 Weeks Invoiced Not Received by Requisitioner
	Purchase Order Vendor Detail
4 Fill in the Manually Added	
Punch Times Questions	Manually Added Punch Times
See example \rightarrow	Start Date:
See chample 7	End Date:
	Organization:
	Profile Name:
5 Select Dequest Deport	
5. Select Request Report	Profile Name:
	<u>R</u> equest Report <u>Add</u> <u>Add</u>
6. Using the down arrow, select	Please Select an Output Type
the output type; Excel.	Report Output Type: Microsoft Excel (XLS)
7. Select OK	
8. Select the Report Queue Tab	
	Report Profiles Report Queue
9. When your report is complete –	
the status will be marked as	Report Profiles Report Queue
"complete"	Refresh Rate: Stopped Befresh Now Befresh
Added Dunch Times" to view	Name Request Date Status Status Hessage
Added Punch limes to view	Producting Added Function Times - ULP-05-4018 UN-86 Complete Report regiser Complete, Report is available.
the report.	