Digital Economics
Unlock Your Business Growth Potential

odoo Gold Partner

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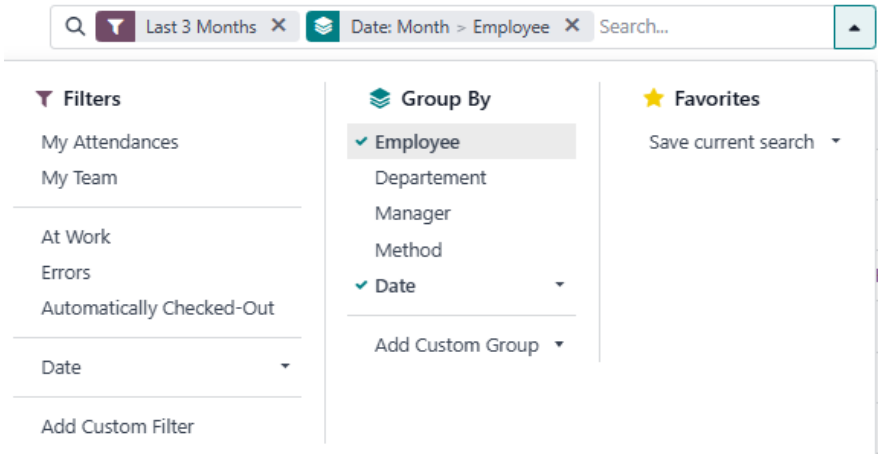
Odoo Attendance Reporting Overview

1. Introduction to Attendance Reporting

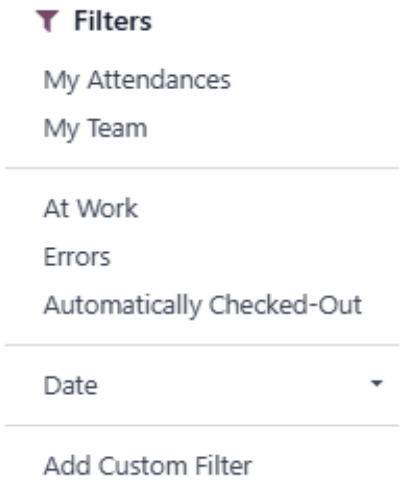
Odoo Attendance Reporting allows users to analyze and view attendance data in a dynamic, organized format. This functionality enables users to manipulate the data by using different views, filters, groups, and measures.

2. Search Bar

The **Search Bar** allows users to filter specific data. It is useful for quickly searching for specific employee attendance records, dates, or other fields relevant to the report.

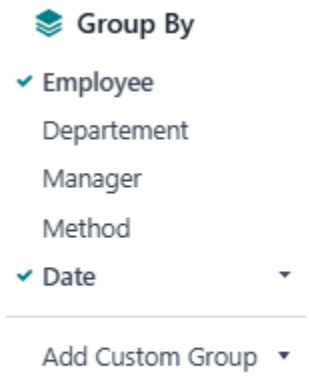


3. Filters



Odoo provides **pre-configured filters** to help narrow down the data, such as:
- **My Attendances**: Displays only the signed-in user's attendance data.
- **My Team**: Displays the attendance data for the logged-in user's team.
- **At Work**: Displays data for all employees currently checked in.
- **Errors**: Filters attendance entries with errors that need to be resolved.
- **Automatically Checked-Out**: Filters employees who have been automatically checked out.
- **Date**: Allows filtering based on a specific date or range.
Users can also create **custom filters** based on their needs.

4. Groups



The **Group By** option allows users to categorize the data in the report. This feature helps organize attendance data by different criteria, such as:
- **Employee: Groups the data by individual employees.

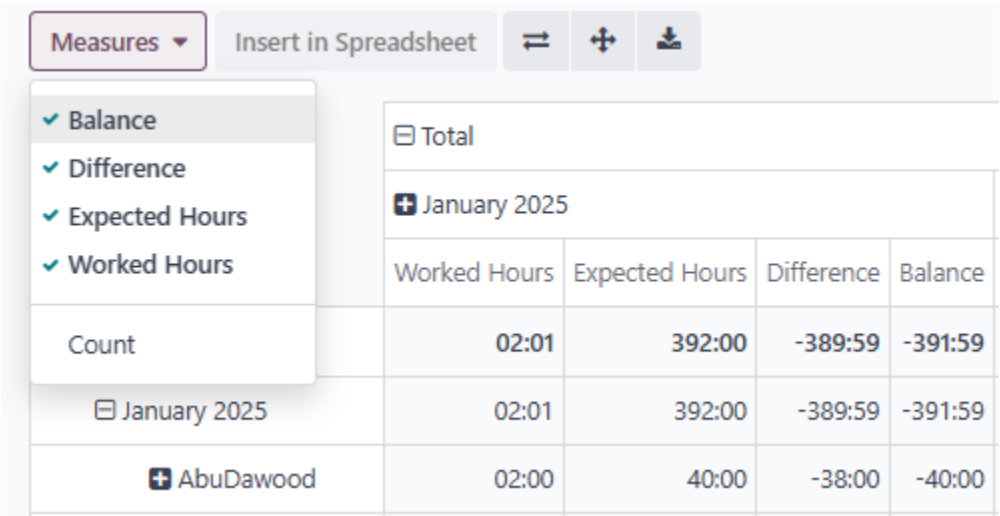
- **Department**: Groups the data by employee departments.
- **Manager**: Groups the data by employees' managers.
- **Method**: Groups the data by the check-in method used (e.g., badge, RFID).
- **Date**: Groups the data by the date of attendance.
- **Add Custom Group**: Create custom grouping based on personalized criteria.

5. Measures

The **Measures** section in Odoo Attendance Reporting allows users to choose which numerical data they want to analyze. These measures represent the key performance indicators (KPIs) for attendance, and users can select the relevant measures to display in the report. The following are some of the available measures for attendance reports:

- **Balance**: Represents the balance of time worked versus the expected time for the employee.
- **Difference**: Displays the difference between the expected hours and the actual worked hours.
- **Expected Hours**: The total number of hours an employee is expected to work.
- **Worked Hours**: The total number of hours an employee has actually worked.
- **Count**: The number of attendance entries or records.

Measures Options



6. Insert in Spreadsheet, Flip Axis, Expand All, and Download

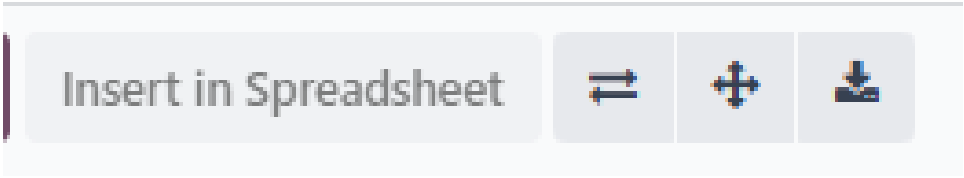
The following features allow users to manipulate the data in the report and work with it more efficiently:

- **Insert in Spreadsheet**: This option allows users to insert the data from the pivot table directly into a spreadsheet for further analysis. It helps in viewing and editing data in a

more detailed, grid-like format.

- **Flip Axis**: The **Flip Axis** feature allows users to swap rows and columns in the pivot table, changing the layout and perspective of the data. This can help in viewing the data from a different angle and making better comparisons.

- **Expand All**: The **Expand All** feature enables users to expand all grouped data entries at once. It reveals all underlying records within the groups, making it easier to view the full dataset without manually expanding each group.

- **Download**: The **Download** option allows users to download the report data in a chosen format (e.g., Excel or CSV). This is useful for exporting the data and sharing it with others or performing additional analysis offline.

Insert in Spreadsheet, Flip Axis, Expand All, and Download