# Odoo Attendance Overview and Log Details

Overview

When entering the **Attendances** application, the Overview dashboard is presented, containing all the check in and check out information for the signed in user. If the user has specific access rights and/or are approvers for specific employees, then those additional employee's check in and check out information is also visible on the Overview dashboard.

Views

To change the view from the default Gantt chart to a list view, click the List icon in the top-right of the dashboard, beneath the user's photo. To switch back to the Gantt chart, click the Gantt button, located next to the List button.

The default view presents the current day's information. To present the information for the Week, Month, or Year, click on the Day button to reveal a drop-down, displaying those other options. Select the desired view, and the dashboard updates, presenting the selected information. To change the Day, Week, Month, or Year presented, click the (left arrow) or (right arrow) buttons on either side of the drop-down menu. To jump back to a view containing the current day, click the Today button. This refreshes the dashboard, presenting information containing the current day's information.

In the Day view, the column for the current hour is highlighted in yellow. If the Week or Month view is selected, the column for the current day is highlighted. If the Year view is selected, the current month is highlighted.
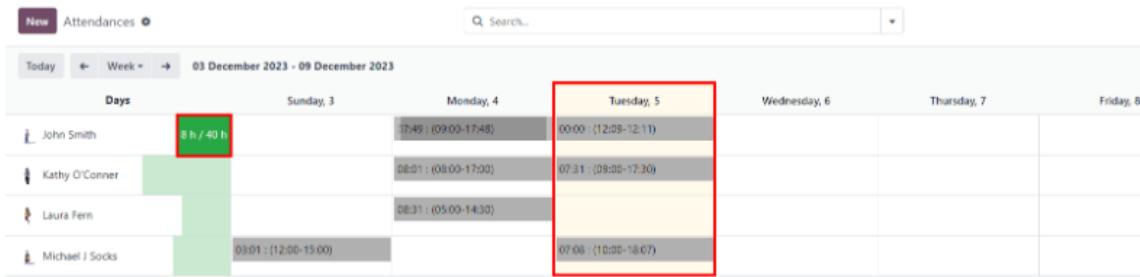
Filters and Groups

To filter the results in the overview dashboard, or to present different groups of information, click the (Toggle Search Panel) button in the right side of the Search bar above the dashboard, and select one of the available Filters or Group By options. Several preconfigured filters and groups are available to choose from, as well as an option to create custom ones.

Filters

The default filters that can be selected are:

- My Attendances: this filter only presents the user's attendance data.
- My Team: this filter presents the attendance data for the user's team.
- At Work: this filter displays the attendance data for everyone currently checked in.
- Errors: this filter displays any entries with errors that need to be resolved.
- Check In: this filter has a drop-down to further select a specific time period. Select the desired time period from the options presented, a specific month, quarter, or year.
- Last 7 days: this filter presents the attendance data for the last seven days.
- Add Custom Filter: create a custom filter using the pop-up that appears when this is selected.

Groups

The default groups that can be selected are:

- Check In: this grouping presents a drop-down menu containing the following time period options: Year, Quarter, Month, Week, and Day. Selected the time period to display all the check-in information, grouped by the selected time period.
- Employee: this group presents the attendance data organized by employee.
- Check Out: this grouping presents a drop-down menu containing the following time period options: Year, Quarter, Month, Week, and Day. Selected the time period to display all the check-out information, grouped by the selected time period.
- Add Custom Group: this option displays a drop-down menu with a variety of options to group the attendance data by, including City, Country, Mode, and IP Address.

Attendance Log Details

To view the detailed check-in/check-out log for a specific employee, click on an entry in the

Odoo captures various time and location details when a user checks in and out. The specific details provided are determined by the method the user checked in and out.

To view the specific check in and/or check out details for an employee, click on an individual entry in the overview dashboard.

A detailed attendance log for the user appears in a pop-up window. To close the detailed attendance log, click the Save & Close button in the bottom-left corner of the form.

The detailed attendance log contains the following information:

Main details

- Employee: the name of the employee.
- Check In: the date and time the employee checked in.
- Check Out: the date and time the employee checked out. This only appears if the employee has checked out.
- Worked Hours: the total amount of time the employee logged for the day, in an hour and minute format (HH:MM). This value calculates all the checks in and check outs for the day, if the employee checked in and out multiple times.
- Extra Hours: any extra hours the employee logged that is beyond their expected working hours.

Check in/check out details

The following information appears for both the Check in and Check Out sections.

- Mode: the method with which the attendance information was gathered. Systray is displayed if the employee logged in and out directly from the database, Manual is displayed if the employee logged in and out using an attendance kiosk.
- IP Address: the IP address for the computer the employee used to log in or out.
- Browser: the web browser the employee used to log in or out.
- Localization: the city and country associated with the computer's IP address.
- GPS Coordinates: the specific coordinates when the user logged in or out. To view the specific coordinates on a map, click the → View on Maps button beneath the GPS Coordinates. This opens a map in a new browser tab, with the specific location pointed out.

Open

Employee	🙂 John Doe		Worked Hours	00:20
Check In	03/07/2024 11:34:14		Extra Hours	00:00
Check Out	03/07/2024 11:54:02			

CHECK IN

Mode	Systray		Localisation ?	United States Troy
IP Address	150.221.50.138		GPS Coordinates	42.8895949 , -78.8738501
Browser	chrome			→ View on Maps

CHECK OUT

| Mode | Systray | | Localisation ? | United States Troy |
| IP Address | 150.221.50.138 | | GPS Coordinates | 42.8895995 , -78.8738520 |
| Browser | chrome | | | → View on Maps |

Save & Close   Discard   Remove

Error Entries

Entries that contain an error appear on the overview dashboard in red. In the Gantt view, the entry appears with a red background. If in the List view, the entry text appears in red.

An error typically occurs when an employee has checked in but has not checked out within the last 24 hours, or when an employee has a check in and check out period spanning over 16 hours.

To fix the error, the attendance entry must be modified. Click on the entry to reveal a pop-up containing the details for that particular entry. To modify the Check In and/or Check Out information, click on the Check in or Check Out field and a calendar selector appears. Click on the desired date, then use the time selector beneath the calendar to select the specific time for the entry. When the information is correct, click Apply.
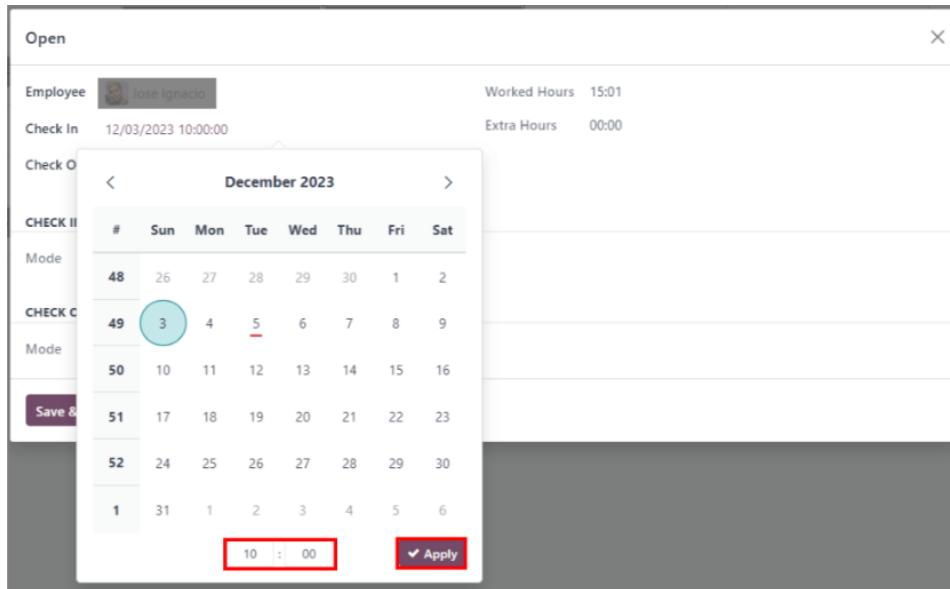
When all the information on the pop-up is correct, click Save & Close. When the entry no longer has an error, the entry appears in gray instead of red.

To delete an entry, click Remove on the pop-up instead of making modifications to the entry.