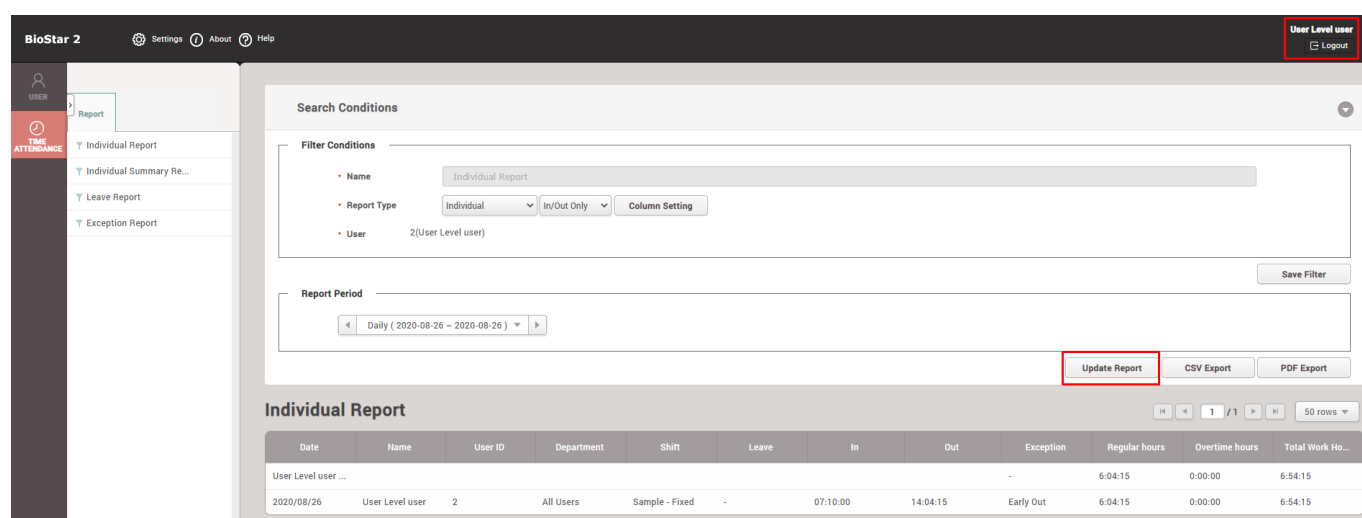


Table of Contents

Improvement to Allow Users With General User Permissions to Update Own TA Reports	1
1. Check if you have set the ID and Password for BioStar 2 login to the User Level user.	1
2. Log in to the BioStar 2 server with a User Level user account.	2
3. Access the Time Attendance menu, set the report conditions, and click the 'Update Report' icon to reflect the current T&A record.	2
4. After the user's T&A record is updated, if the User Level user clicks the 'Update Report' icon again, the user can check the T&A report reflecting the latest record as shown in the blue box.	3

Improvement to Allow Users With General User Permissions to Update Own TA Reports

From BioStar 2.8.5, the Suprema team has improved so that users of the general user level can update their T&A report with the latest records in BioStar 2. In the meantime, in order for general user-level users to check their latest T&A report, the BioStar 2 administrator had to update the user's report first to view it. However, from this version, users at the general user level can check the latest T&A status by clicking the 'Update Report' icon.



The screenshot shows the BioStar 2 web interface. In the top right corner, there is a red box around the 'User Level user' and 'Logout' links. On the left sidebar, there is a 'TIME ATTENDANCE' section with a 'Report' button. The main content area is titled 'Individual Report' and contains a 'Search Conditions' section with filters for Name, Report Type, and User. Below this is a 'Report Period' section with a date range selector. At the bottom right of the search section, there is a red box around the 'Update Report' button, along with 'CSV Export' and 'PDF Export' buttons. Below the search section is a table titled 'Individual Report' with columns: Date, Name, User ID, Department, Shift, Leave, In, Out, Exception, Regular hours, Overtime hours, and Total Work Ho... The table shows data for the date 2020/08/26 for a user named 'User Level user'.

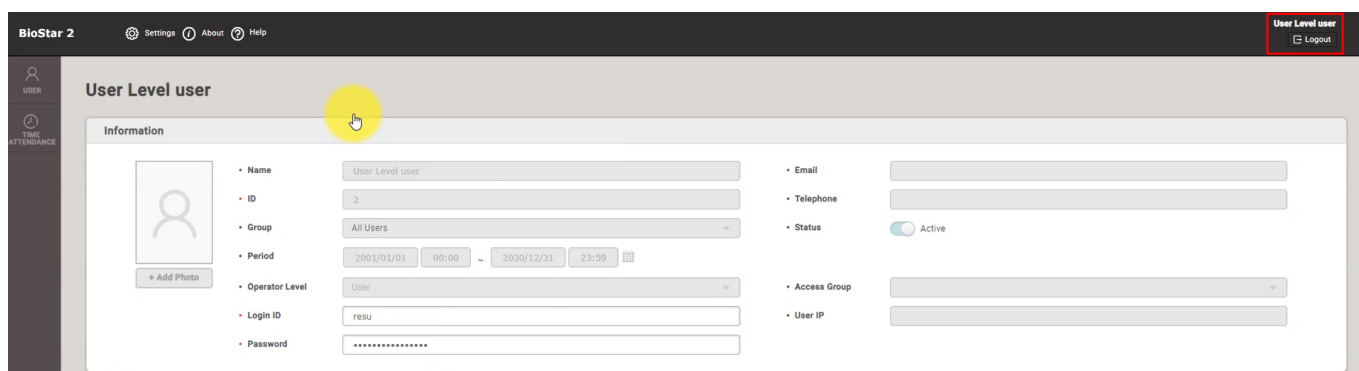
Date	Name	User ID	Department	Shift	Leave	In	Out	Exception	Regular hours	Overtime hours	Total Work Ho...
2020/08/26	User Level user	2	All Users	Sample - Fixed	-	07:10:00	14:04:15	Early Out	6:04:15	0:00:00	6:54:15

You can check the full operation of the improved features in **BioStar 2.8.5** version through following screenshots.

1. Check if you have set the ID and Password for BioStar 2 login to the User Level user.



2. Log in to the BioStar 2 server with a User Level user account.



3. Access the Time Attendance menu, set the report conditions, and click the 'Update Report' icon to reflect the current T&A record.

BioStar 2 Settings About Help

USER **TIME ATTENDANCE** Report

- Individual Report
- Individual Summary Re...
- Leave Report
- Exception Report

Search Conditions

Filter Conditions

- Name: Individual Report
- Report Type: Individual In/Out Only Column Setting
- User: 2(User Level user)

Save Filter

Report Period: Daily (2020-08-26 ~ 2020-08-26)

Update Report CSV Export PDF Export

Individual Report

Date	Name	User ID	Department	Shift	Leave	In	Out	Exception	Regular hours	Overtime hours	Total Work Ho...
2020/08/26	User Level user	2	All Users	Sample - Fixed	-	07:10:00	14:02:56	Early Out	6:02:56	0:00:00	6:52:56

4. After the user's T&A record is updated, if the User Level user clicks the 'Update Report' icon again, the user can check the T&A report reflecting the latest record as shown in the blue box.

BioStar 2 Settings About Help

USER **TIME ATTENDANCE** Report

- Individual Report
- Individual Summary Re...
- Leave Report
- Exception Report

Search Conditions

Filter Conditions

- Name: Individual Report
- Report Type: Individual In/Out Only Column Setting
- User: 2(User Level user)

Save Filter

Report Period: Daily (2020-08-26 ~ 2020-08-26)

Update Report CSV Export PDF Export

Individual Report

Date	Name	User ID	Department	Shift	Leave	In	Out	Exception	Regular hours	Overtime hours	Total Work Ho...
2020/08/26	User Level user	2	All Users	Sample - Fixed	-	07:10:00	14:03:55	Early Out	6:03:55	0:00:00	6:53:55

From:

<http://kb.supremainc.com/knowledge/> -

Permanent link:

http://kb.supremainc.com/knowledge/doku.php?id=en:improvement_to_allow_users_with_general_user_permissions_to_update_own_ta_reports

Last update: 2020/08/28 11:14