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'First in & Last out' or 'All In/Out Punches' Options in the Individual Report

Before BioStar 2.7.10, you could see the first in and last out data only in the T&A report. If you wanted to check the user's all in data, then you had to click the 'In' part and see from the pop-up window. However, from BioStar 2.7.10, you can choose the individual report type between 'Check In/Out Only' and 'All In/Out Punches'.

This feature is supported only in the 'Individual' report.

Suprema upgraded this feature to be more user-friendly in the BioStar 2.8.1. **Please check subject 3 if you are using BioStar 2.8.1 or later.**

1. 'Check In/Out Only' option

This is the default option as the former BioStar 2 server.

You can see the first in data and the last out data in the default report.

If you want to check the all in and out data, you need to click 'In' and 'Out' data from the table.

The screenshot shows the BioStar 2.8.1 interface for generating a report. The 'Search Conditions' section includes a 'Filter Conditions' box with 'Name' set to 'Daily Report', 'Report Type' set to 'Individual' (highlighted with a red box), and 'User Group' set to '2(Abraham)'. Below this, the 'Report Period' section shows 'Start Date' and 'End Date' both set to '2019-09-17'. The 'Check In/Out Only' radio button is selected (highlighted with a red box), while 'All In/Out Punches' is unselected. The 'Daily Report' table below shows columns for Date, Name, User ID, Department, Shift, Leave, In, Out, Exception, Regular ho..., Overtime h..., and Total Work ... The 'In' and 'Out' columns for the first row (2019/09/17, Abraham, 2, All Users, ShiftTest1) are highlighted with a red box, showing '08:54:02' and '08:57:52' respectively. The table also shows 'Insufficient wo...' in the Exception column and '0:00:00' in the Regular ho... and Overtime h... columns, with a total work time of '0:03:50'.

Date	Name	User ID	Department	Shift	Leave	In	Out	Exception	Regular ho...	Overtime h...	Total Work ...
2019/09/17	Abraham	2	All Users	ShiftTest1	:	08:54:02	08:57:52	Insufficient wo...	0:00:00	0:00:00	0:03:50
Abraham (2 : All Users)											

Edit Punch Logs

2019/09/17(Tue)

Add

Punch Time	Punch Type	Device	Device ID	
2019/09/17 08:54:02	-	BioStation 2 546833028...	546833028	
2019/09/17 08:54:08	-	BioStation 2 546833028...	546833028	
2019/09/17 08:54:33	-	BioStation 2 546833028...	546833028	
2019/09/17 08:55:44	-	BioStation 2 546833028...	546833028	
2019/09/17 08:57:52	-	BioStation 2 546833028...	546833028	

Ok

Cancel

2. 'All In/Out Punches' option

When you select this option, you can check all in and out data from the individual report. You can see the all in and out data from the top of the report and the summarized data at the bottom. When you click 'In' and 'Out' data from the table, you can see the pop-up and edit the punch logs as before.

Search Conditions

Filter Conditions

Name

Daily Report

Report Type

Individual

Column Setting

User Group

Q

User

3(user3) Q

Save Filter

Report Period

Daily (2019-10-14 ~ 2019-10-14)

☐ Check In/Out Only
 ☒ All In/Out Punches

Update Report

CSV Export

PDF Export

Daily Report

1 / 1

50 rows

Date	Name	User ID	Department	Punch Type	Shift	In	Out	Exception	Regular hours	Overtime hours	Total Work Ho...
user3 (3 : All Us...									0:00:04	0:00:00	0:00:04
user3 (3 : All ...									Insufficient wor...	0:00:04	0:00:00
2019/10/14	user3	3	All Users	None	shift1	10:32:51	-	-	-	-	-
2019/10/14	user3	3	All Users	Check Out	shift1	-	10:34:21	-	-	-	-
2019/10/14	user3	3	All Users	Check In	shift1	10:34:24	-	-	-	-	-
2019/10/14	user3	3	All Users	Check Out	shift1	-	10:34:28	-	-	-	-
2019/10/14	user3	3	All Users	Check In	shift1	10:34:31	-	-	-	-	-

Edit Punch Logs

2019/10/14(Mon)

Add

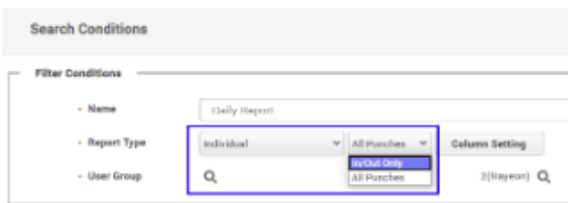
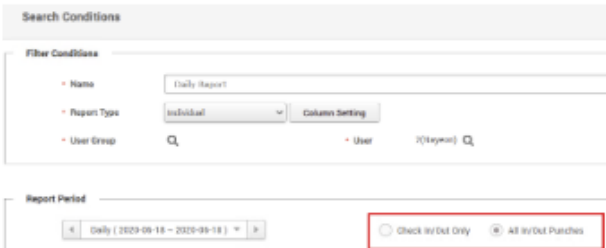
Punch Time	Punch Type	Device	Device ID	
2019/10/14 10:32:51	-	BioStation A2 5 (192.16...	5	
2019/10/14 10:34:21	Check Out	BioStation 2 546832513...	546832513	
2019/10/14 10:34:24	Check In	BioStation A2 5 (192.16...	5	
2019/10/14 10:34:28	Check Out	BioStation 2 546832513...	546832513	
2019/10/14 10:34:31	Check In	BioStation A2 5 (192.16...	5	

Ok

Cancel

3. Moved the options of Individual report for showing In/Out only or All Punches (BioStar 2.8.1 or later)

From BioStar v2.8.1, the options are shown once you click the individual report type in Report Type.

	BioStar v2.8.1 or higher version	BioStar v2.7.10 - v2.8.0
How to generate	Report> Report Type: Individual, All Punches or Check In/Out only	Report> Report Type: Individual>Report Period: All In/Out Punches or Check In/Out only
Options		

[Table 1. How to check All In/Out Punch Data or Check In/Out only for each of the version of BioStar 2]

Search Conditions

Filter Conditions

- Name: Daily Report
- Report Type: Individual ▼

All Punches ▼
In/Out Only
All Punches
- User Group: 2(Nayeon) Q

Column Setting

[Table 2. Big Image : How to check All Punches - BioStar v2.8.1 or higher version]

BioStar 2 Settings Port About Help

DASH BOARD
USER
DEVICE
DOOR
ELEVATOR
ZONE
ACCESS CONTROL
MONITORING
TIME ATTENDANCE

List View Graphic Map View
Event Log
Real-time Log
Device Status
Door Status
Floor Status
Zone Status
Alert History

Event Log

Save Filter Period 1 Day(s) (2020/06/18 00:00 ~ 2020/06/18 23:59)

Date	Door	Device ID	Device
2020/06/18 08:50:40		546833170	BioStation 2 546833170 (192.168.1.1)
2020/06/18 08:50:40		546833170	BioStation 2 546833170 (192.168.1.1)
2020/06/18 08:50:38		270	FaceStation 2 270 (192.168.16.169)
2020/06/18 08:50:38		270	FaceStation 2 270 (192.168.16.169)
2020/06/18 08:37:04		546833170	BioStation 2 546833170 (192.168.1.1)
2020/06/18 08:37:02		270	FaceStation 2 270 (192.168.16.169)
2020/06/18 07:39:15		546833170	BioStation 2 546833170 (192.168.1.1)
2020/06/18 07:39:15		546833170	BioStation 2 546833170 (192.168.1.1)
2020/06/18 07:39:15		270	FaceStation 2 270 (192.168.16.169)
2020/06/18 07:39:14		270	FaceStation 2 270 (192.168.16.169)
2020/06/18 07:38:42		546833170	BioStation 2 546833170 (192.168.1.1)
2020/06/18 07:38:41		270	FaceStation 2 270 (192.168.16.169)

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