Staff Here Now Report

This report displays all staff members that have a *Time In* but do not have a *Time Out* recorded for the current day. Incomplete time entries from previous days are not displayed.

1. Go to the **Staff** (menu) > **Staff Reports** > **Staff Here Now Report.**
2. Select a **Location** and/or **Departments** if applicable.
3. Click **Submit**.

Any staff member that clocked in but never clocked out will be displayed in this report.

Save this as a frequently used report! Click the heart (icon) ♡ next to a report name, the heart will change to red ❤ and the report will be listed under the *Reports (menu) > My Reports* for quick and easy access!