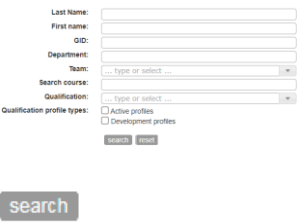




	<p>Navigation Note</p> <h2>How to download 'booking and attendance' report</h2>	<p>IT System Group Account Date 30/06/2021 Owner SGRE HR ORG&DEV WU</p>
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Phase	Explanation	Navigation
Find the users	<ol style="list-style-type: none"> From the main SG Training Web page go to My Group Account Perform a department search by entering search criteria, e.g. department code, cost center, GID. NB! If you are searching for an org. code or cost center, please remember to put in % before to ensure seeing every employee, e.g. %ON EXT Click the search button 	<p>> My Group Account</p> 
Generate the Booking and Attendance Report	<ol style="list-style-type: none"> Select Booking and Attendance in Generate report section Wait for the webpage to load 	<p>Generate report: </p> <p>Booking and Attendance ▼</p>
Adjust Parameters	<ol style="list-style-type: none"> Read the Purpose of the report to make sure of your choice Adjust time period and other parameters if required 	<p>Parameter</p> <p>Begin Date</p> <p><input type="text"/>  until <input type="text"/> </p>
Create Report	<ol style="list-style-type: none"> Click Create Report button 	<p>create report</p>
Download the XLS File	<ol style="list-style-type: none"> Click on the download as xls-File if needed Then either choose Open or Save file 	<p> download as xls-File</p> <p>Open Save ▼</p>