



AN-106 Main Reports In Elite Reporter

There are a number of report options in the Elite System. The following is a summary of what we consider to be the main reports.

Using these reports you can quickly determine your performance and then closely inspect problem areas should any arise.

Risk Management

Often, this report is first used to gain a quick summary of your performance.

This simple report shows for each location the number of attendances, the expected duration between attendances and the actual duration between attendances.

The time between attendances is often called the *return time* or *loop time*.

This makes it quick and easy to compare locations and performances.

Centre Visits

This is a "running list" of all attendances between a date range. It shows a list of, day, date, time, wand number, minutes since last attended and the location name. It is the best option if you need to provide proof of your attendance at locations. It provides all the detail and can be a large report (many pages).

Options are provided to manage a large number of centres, to select one location or all locations and to select data by job function.

Location Attendance

This report is designed to give a quick graphical picture of your attendances – no other report will as quickly show your trends. Almost instantly you can see how your locations are being attended. It is great for showing trends.

This graphical report shows one location for every day of the month.

A "dot" is placed on a time line showing when a location was attended.

Centre Audit

This shows the location of buttons, and their serial number.

Print this report out and keep a printed record of your button serial numbers.

These are the most common main reports provided by Elite-Reporter - other reports are available.