



## Key Benefits

- ⊙ **Completely integrated reporting suite**
- ⊙ **Simple to use, does not require a 3rd party application**
- ⊙ **Template based – (requires no database knowledge)**
- ⊙ **Simplifies reporting & enquiries**
- ⊙ **Reports can be created centrally and distributed**
- ⊙ **Users can create reports**
- ⊙ **Reports can be extracted to:**
  - CSV files
  - HTML files
  - MS-Excel
  - PDF
- ⊙ **Reports can be distributed to E-mail & MyMail groups**



Within My Options, a comprehensive range of reports can be created from employees Time & Attendance data.

These reports can be scheduled to run periodically and distributed to specific users and/or employees via E-mail, or saved to file locations and therefore, be accessible to others.

Examples of Reports that can be created are:

- Sickness and Other Absence Reports.
- Overtime Reports.
- Entitlement Reports.
- Attendance Reports (which can include costs).
- Skill Reports.
- Activity Reports.

**Creation of business reports couldn't be simpler!**

### 5 easy steps

Step 1	Step 2	Step 3	Step 4	Step 5
Choose a template	Select a date range	Choose the employee criteria	Select the template criteria	Distribute /Schedule
SELECT	WHEN	WHO	WHAT	SEND

### Distribution

#### MyMail

- Attach and send to MyOptions users & groups.

#### E-mail

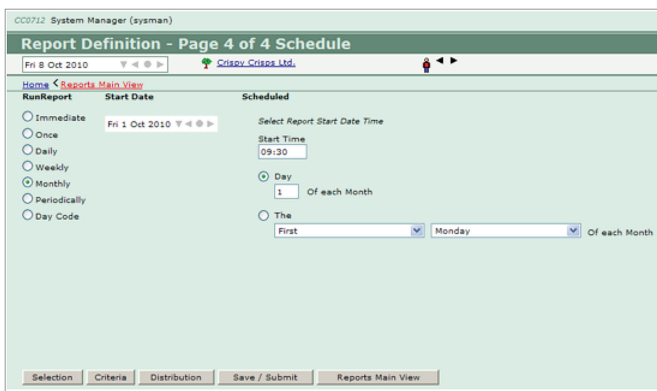
- Attach and send to any email user or group.

#### HTML

- For Intranet publishing.

## Scheduling your Business Reports

With MyOptions reporting you can schedule your reports to run at the following frequency or intervals:



**Immediate** – runs the report at the time and date the submit button is selected.

**Once** – the report can be set to run once at a chosen time and date.

**Daily** – to run the report at a chosen time on a daily basis.

**Weekly** – the report can be scheduled to run on a specific day and time on a weekly basis. It can also be set to run over a certain number of weeks.

**Monthly** – to run the report on a specific day of the month.

**Periodically** – to run the report on a specific day of the period.

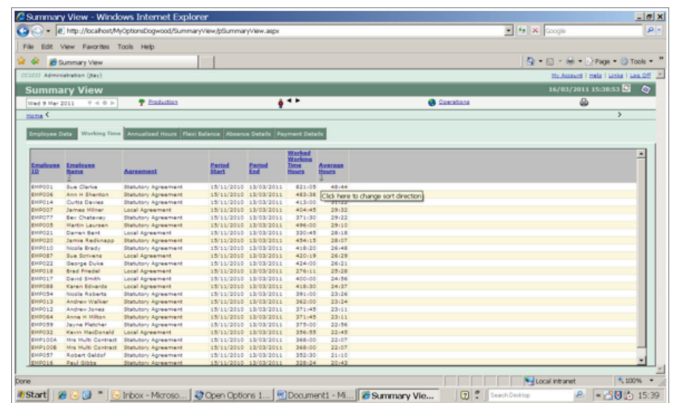
**Day Code** – to run the report on a specific daycode (as defined on the calendar in Open Options).

## Business Templates

Crown has created a comprehensive list of business reporting templates. These templates contain all the necessary low level database “joins” which allow the user to focus on the creation of business reports and requirements rather than needing to look at or more importantly, understand the underlying database structure.

## Summary Views

This feature is particularly useful as it allows users access to a pre-defined series of summary reports that are created specifically and based on their preferences or permissions, thereby effectively removing a whole layer of report building. These reports are then further able to be customised, refined and manipulated quickly and easily by double clicking and selecting other pre-configured fields/criteria contained in the report template.



Workforce Management Systems

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