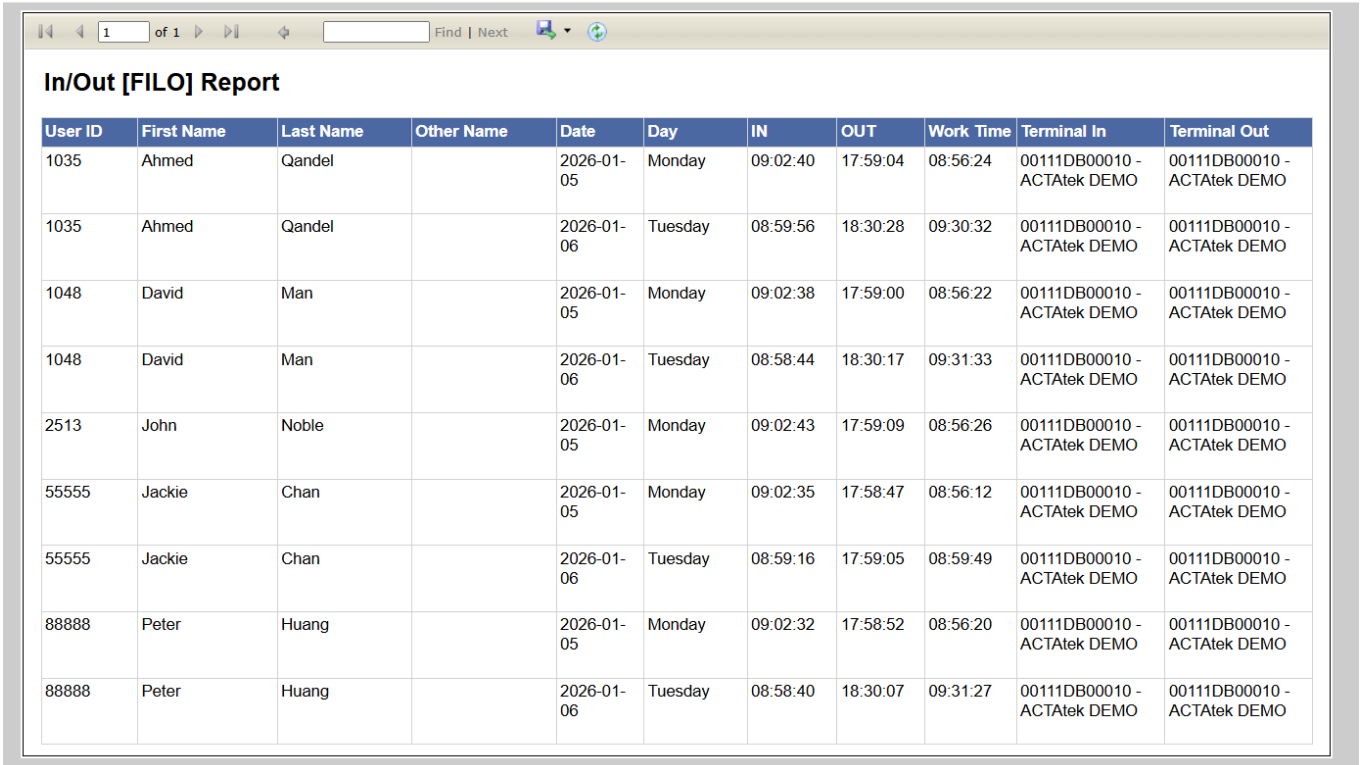


# AMS Reports Examples

This documentation consolidates attendance, time tracking, punctuality, shift adherence, fire evacuation, and roll call data for users recorded in the Access Manager Suite(AMS) between January 5 and January 7, 2026 as examples. It includes:

- **Absent Report:** Daily absence status across three days
- **In/Out Reports (Auto, Detail, FILO):** Timestamped work intervals and total hours
- **Late Report:** Early arrivals and departures relative to scheduled hours
- **Overtime Report:** Time logged beyond standard shift boundaries
- **Fire Report & Roll Call:** Emergency OUT status and end-of-day logout confirmations
- **Shift Report:** Scheduled vs. actual work hours for User.

**[FILO] Work hours will be calculated between First-In, Last-Out (FILO) time stamps.**



The screenshot shows a web application interface with a table titled "In/Out [FILO] Report". The table has 11 columns: User ID, First Name, Last Name, Other Name, Date, Day, IN, OUT, Work Time, Terminal In, and Terminal Out. The data is organized by date, with two rows for each day (Monday, 2026-01-05 and Tuesday, 2026-01-06). Each row contains the following information: User ID, First Name, Last Name, Other Name, Date, Day, IN time, OUT time, Work Time, Terminal In, and Terminal Out.

User ID	First Name	Last Name	Other Name	Date	Day	IN	OUT	Work Time	Terminal In	Terminal Out
1035	Ahmed	Qandel		2026-01-05	Monday	09:02:40	17:59:04	08:56:24	00111DB00010 - ACTAtek DEMO	00111DB00010 - ACTAtek DEMO
1035	Ahmed	Qandel		2026-01-06	Tuesday	08:59:56	18:30:28	09:30:32	00111DB00010 - ACTAtek DEMO	00111DB00010 - ACTAtek DEMO
1048	David	Man		2026-01-05	Monday	09:02:38	17:59:00	08:56:22	00111DB00010 - ACTAtek DEMO	00111DB00010 - ACTAtek DEMO
1048	David	Man		2026-01-06	Tuesday	08:58:44	18:30:17	09:31:33	00111DB00010 - ACTAtek DEMO	00111DB00010 - ACTAtek DEMO
2513	John	Noble		2026-01-05	Monday	09:02:43	17:59:09	08:56:26	00111DB00010 - ACTAtek DEMO	00111DB00010 - ACTAtek DEMO
55555	Jackie	Chan		2026-01-05	Monday	09:02:35	17:58:47	08:56:12	00111DB00010 - ACTAtek DEMO	00111DB00010 - ACTAtek DEMO
55555	Jackie	Chan		2026-01-06	Tuesday	08:59:16	17:59:05	08:59:49	00111DB00010 - ACTAtek DEMO	00111DB00010 - ACTAtek DEMO
88888	Peter	Huang		2026-01-05	Monday	09:02:32	17:58:52	08:56:20	00111DB00010 - ACTAtek DEMO	00111DB00010 - ACTAtek DEMO
88888	Peter	Huang		2026-01-06	Tuesday	08:58:40	18:30:07	09:31:27	00111DB00010 - ACTAtek DEMO	00111DB00010 - ACTAtek DEMO

[Detail] Work hours will be sum of all time intervals between In, Out time stamps.

User ID	First Name	Last Name	Other Name	Date	Day	IN	OUT	Work Time	Terminal In	Terminal Out
1035	Ahmed	Qandel		5/1/2026	Monday	09:02:40	12:02:36	02:59:56	00111DB00010 - ACTAtek DEMO	00111DB00010 - ACTAtek DEMO
	Ahmed	Qandel		5/1/2026	Monday	13:58:25	17:59:04	04:00:39	00111DB00010 - ACTAtek DEMO	00111DB00010 - ACTAtek DEMO
<b>Total Time : 07:00:35</b>										
1035	Ahmed	Qandel		6/1/2026	Tuesday	08:59:56	12:04:37	03:04:41	00111DB00010 - ACTAtek DEMO	00111DB00010 - ACTAtek DEMO
	Ahmed	Qandel		6/1/2026	Tuesday	13:55:39	18:30:28	04:34:49	00111DB00010 - ACTAtek DEMO	00111DB00010 - ACTAtek DEMO
<b>Total Time : 07:39:30</b>										
1048	David	Man		5/1/2026	Monday	09:02:38	12:02:32	02:59:54	00111DB00010 - ACTAtek DEMO	00111DB00010 - ACTAtek DEMO
	David	Man		5/1/2026	Monday	13:58:28	17:59:00	04:00:32	00111DB00010 - ACTAtek DEMO	00111DB00010 - ACTAtek DEMO
<b>Total Time : 07:00:26</b>										
2513	John	Noble		5/1/2026	Monday	09:02:43	12:02:40	02:59:57	00111DB00010 - ACTAtek DEMO	00111DB00010 - ACTAtek DEMO
	John	Noble		5/1/2026	Monday	13:58:54	17:59:09	04:00:15	00111DB00010 - ACTAtek DEMO	00111DB00010 - ACTAtek DEMO
<b>Total Time : 07:00:12</b>										
55555	Jackie	Chan		5/1/2026	Monday	09:02:35	12:02:27	02:59:52	00111DB00010 - ACTAtek DEMO	00111DB00010 - ACTAtek DEMO
	Jackie	Chan		5/1/2026	Monday	13:58:18	17:58:47	04:00:29	00111DB00010 - ACTAtek DEMO	00111DB00010 - ACTAtek DEMO
<b>Total Time : 07:00:21</b>										
55555	Jackie	Chan		6/1/2026	Tuesday	08:59:16	12:04:06	03:04:50	00111DB00010 - ACTAtek DEMO	00111DB00010 - ACTAtek DEMO
	Jackie	Chan		6/1/2026	Tuesday	13:55:26	17:59:05	04:03:39	00111DB00010 - ACTAtek DEMO	00111DB00010 - ACTAtek DEMO
<b>Total Time : 07:08:29</b>										
88888	Peter	Huang		5/1/2026	Monday	09:02:32	12:02:07	02:59:35	00111DB00010 - ACTAtek DEMO	00111DB00010 - ACTAtek DEMO
	Peter	Huang		5/1/2026	Monday	13:58:22	17:58:52	04:00:30	00111DB00010 - ACTAtek DEMO	00111DB00010 - ACTAtek DEMO
<b>Total Time : 07:00:05</b>										
88888	Peter	Huang		6/1/2026	Tuesday	08:58:40	12:04:16	03:05:36	00111DB00010 - ACTAtek DEMO	00111DB00010 - ACTAtek DEMO
	Peter	Huang		6/1/2026	Tuesday	13:55:29	18:30:07	04:34:38	00111DB00010 - ACTAtek DEMO	00111DB00010 - ACTAtek DEMO
<b>Total Time : 07:40:14</b>										

**Late Report**

Start[HH:MM] @ 10:00 and Finish[HH:MM] @ 18:00

User ID	First Name	Last Name	Date	Day	IN	IN Early	IN Late	OUT	OUT Early	OUT Late	Terminal In	Terminal Out
1035	Ahmed	Qandel	5/1/2026	Monday	09:02:40	00:57:20	--	17:59:04	00:00:56	--	00111DB00010 - ACTAtek DEMO	-
1035	Ahmed	Qandel	6/1/2026	Tuesday	08:59:56	01:00:04	--	18:30:28	--	00:30:28	00111DB00010 - ACTAtek DEMO	-
1048	David	Man	5/1/2026	Monday	09:02:38	00:57:22	--	17:59:00	00:01:00	--	00111DB00010 - ACTAtek DEMO	-
1048	David	Man	6/1/2026	Tuesday	08:58:44	01:01:16	--	18:30:17	--	00:30:17	00111DB00010 - ACTAtek DEMO	-
2513	John	Noble	5/1/2026	Monday	09:02:43	00:57:17	--	17:59:09	00:00:51	--	00111DB00010 - ACTAtek DEMO	-
55555	Jackie	Chan	5/1/2026	Monday	09:02:35	00:57:25	--	17:58:47	00:01:13	--	00111DB00010 - ACTAtek DEMO	-
55555	Jackie	Chan	6/1/2026	Tuesday	08:59:16	01:00:44	--	17:59:05	00:00:55	--	00111DB00010 - ACTAtek DEMO	-
88888	Peter	Huang	5/1/2026	Monday	09:02:32	00:57:28	--	17:58:52	00:01:08	--	00111DB00010 - ACTAtek DEMO	-
88888	Peter	Huang	6/1/2026	Tuesday	08:58:40	01:01:20	--	18:30:07	--	00:30:07	00111DB00010 - ACTAtek DEMO	-

### Over Time Report

User ID	First Name	Last Name	Date	Before Start	After End	Over Time	Terminal In	Terminal Out
1035	Ahmed	Qandel	6/1/2026	0.02	0.5	0.52	00111DB00010 - ACTAtek DEMO	00111DB00010 - ACTAtek DEMO
								<b>Total Time : 0.52</b>
1048	David	Man	6/1/2026	0.03	0.5	0.53	00111DB00010 - ACTAtek DEMO	00111DB00010 - ACTAtek DEMO
								<b>Total Time : 0.53</b>
55555	Jackie	Chan	6/1/2026	0.02	0	0.02	00111DB00010 - ACTAtek DEMO	-
								<b>Total Time : 0.02</b>
88888	Peter	Huang	6/1/2026	0.03	0.5	0.53	00111DB00010 - ACTAtek DEMO	00111DB00010 - ACTAtek DEMO
								<b>Total Time : 0.53</b>

## Absent Report

2026-01-05 - 2026-01-07

User ID	First Name	Last Name	5/1/2026 (Mon)	6/1/2026 (Tue)	7/1/2026 (Wed)
000003	CARLOS	PEREZ	Absent	Absent	Absent
001AAA	001	AAA	Absent	Absent	Absent
002AAA	002	AAA	Absent	Absent	Absent
003AAA	003	AAA	Absent	Absent	Absent
004AAA	004	AAA	Absent	Absent	Absent
005AAA	005	AAA	Absent	Absent	Absent
009	John	Johnson	Absent	Absent	Absent
00C001	00C001		Absent	Absent	Absent
0111	0111	0111	Absent	Absent	Absent
0112	0112	0112	Absent	Absent	Absent
0221	0221		Absent	Absent	Absent
0222	0222	0222	Absent	Absent	Absent
100			Absent	Absent	Absent
1035	Ahmed	Qandel	Present	Present	Absent
10427			Absent	Absent	Absent
1048	David	Man	Present	Present	Absent
11	generaltest		Absent	Absent	Absent
1111			Absent	Absent	Absent
11111			Absent	Absent	Absent
1125	Demo	User	Absent	Absent	Absent
1127	peter	demo	Absent	Absent	Absent
11271	demo	user	Absent	Absent	Absent
11388			Absent	Absent	Absent

**[Auto] Work hours will be sum of all time intervals between In, Out (and other In, Out equivalent, such as Lunch-In, Lunch-Out) time stamps pair.**

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### In/Out [Auto] Report

Reset Time has been disabled

User ID	First Name	Last Name	Date	Day	IN	OUT	Work Time	Terminal In	Terminal Out
1035	Ahmed	Qandel	5/1/2026	Monday	09:02:40	12:02:36	02:59:56	00111DB00010 - ACTAtek DEMO	00111DB00010 - ACTAtek DEMO
	Ahmed	Qandel	5/1/2026	Monday	13:58:25	17:59:04	04:00:39	00111DB00010 - ACTAtek DEMO	00111DB00010 - ACTAtek DEMO
	Ahmed	Qandel	6/1/2026	Tuesday	08:59:56	12:04:37	03:04:41	00111DB00010 - ACTAtek DEMO	00111DB00010 - ACTAtek DEMO
	Ahmed	Qandel	6/1/2026	Tuesday	13:55:39	18:30:28	04:34:49	00111DB00010 - ACTAtek DEMO	00111DB00010 - ACTAtek DEMO
							<b>Total Time : 14:40:05</b>		
1048	David	Man	5/1/2026	Monday	09:02:38	12:02:32	02:59:54	00111DB00010 - ACTAtek DEMO	00111DB00010 - ACTAtek DEMO
	David	Man	5/1/2026	Monday	13:58:28	17:59:00	04:00:32	00111DB00010 - ACTAtek DEMO	00111DB00010 - ACTAtek DEMO
	David	Man	6/1/2026	Tuesday	08:58:44	08:59:40	00:00:56	00111DB00010 - ACTAtek DEMO	00111DB00010 - ACTAtek DEMO
	David	Man	6/1/2026	Tuesday	12:04:23	13:55:36	01:51:13	00111DB00010 - ACTAtek DEMO	00111DB00010 - ACTAtek DEMO
	David	Man	6/1/2026	Tuesday	17:59:09	18:30:17	00:31:08	00111DB00010 - ACTAtek DEMO	00111DB00010 - ACTAtek DEMO
							<b>Total Time : 09:23:43</b>		
2513	John	Noble	5/1/2026	Monday	09:02:43	12:02:40	02:59:57	00111DB00010 - ACTAtek DEMO	00111DB00010 - ACTAtek DEMO
	John	Noble	5/1/2026	Monday	13:58:54	17:59:09	04:00:15	00111DB00010 - ACTAtek DEMO	00111DB00010 - ACTAtek DEMO
							<b>Total Time : 07:00:12</b>		

1 of 1 Find | Next

### Shift [Auto] Report

User ID / Shift	Date	Day	IN	OUT	Work Time	Terminal In	Terminal Out
(88888) Huang, Peter  DayOffice 09:00:00 AM - 06:00:00 PM	2026-01-05	Monday	09:02:32	17:58:52	7	00111DB00010 - ACTAtek DEMO	00111DB00010 - ACTAtek DEMO
	2026-01-06	Tuesday	08:58:40	18:30:07	7.67	00111DB00010 - ACTAtek DEMO	00111DB00010 - ACTAtek DEMO
	2026-01-07	Wednesday	--	--	0	-	-
	2026-01-08	Thursday	--	--	0	-	-
	2026-01-09	Friday	--	--	0	-	-
	2026-01-10	Saturday	--	--	0	-	-
					<b>Total Time : 14.67</b>		

### Fire Report

User ID	First Name	Last Name	Timestamps	Status	Terminal
1035	Ahmed	Qandel	2026-01-06 06:30:28	OUT	00111DB00010 - ACTAtek DEMO
1048	David	Man	2026-01-06 06:30:17	OUT	00111DB00010 - ACTAtek DEMO
2513	John	Noble	2026-01-05 05:59:09	OUT	00111DB00010 - ACTAtek DEMO
55555	Jackie	Chan	2026-01-06 05:59:05	OUT	00111DB00010 - ACTAtek DEMO
88888	Peter	Huang	2026-01-06 06:30:07	OUT	00111DB00010 - ACTAtek DEMO

**Total ( OUT ) : 5**

### Roll Call Report

User ID	First Name	Last Name	Timestamps	Status	Terminal
2513	John	Noble	5/1/2026 17:59:09	OUT	00111DB00010 - ACTAtek DEMO
55555	Jackie	Chan	6/1/2026 17:59:05	OUT	00111DB00010 - ACTAtek DEMO
88888	Peter	Huang	6/1/2026 18:30:07	OUT	00111DB00010 - ACTAtek DEMO
1048	David	Man	6/1/2026 18:30:17	OUT	00111DB00010 - ACTAtek DEMO
1035	Ahmed	Qandel	6/1/2026 18:30:28	OUT	00111DB00010 - ACTAtek DEMO

**Total ( OUT ) : 5**