

Pickups Report - Group PINs

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This report is great to have printed out if attendance needs to be taken quickly or a device cannot be accessed for clocking in and out.

1. Point to **Clock** and select **Pickup Reports - Group PINs**
2. **Select Group PINs** or leave unselected to print all.
3. Choose **Display Settings** to customize what information you want to show.
4. **Submit**.



You can also access this report from *Manage Group PINs* page by clicking the **Print Group PIN Pickups** button.
