



Manager Reports

CA CloudDesk



Step 1: Open HRMS Module

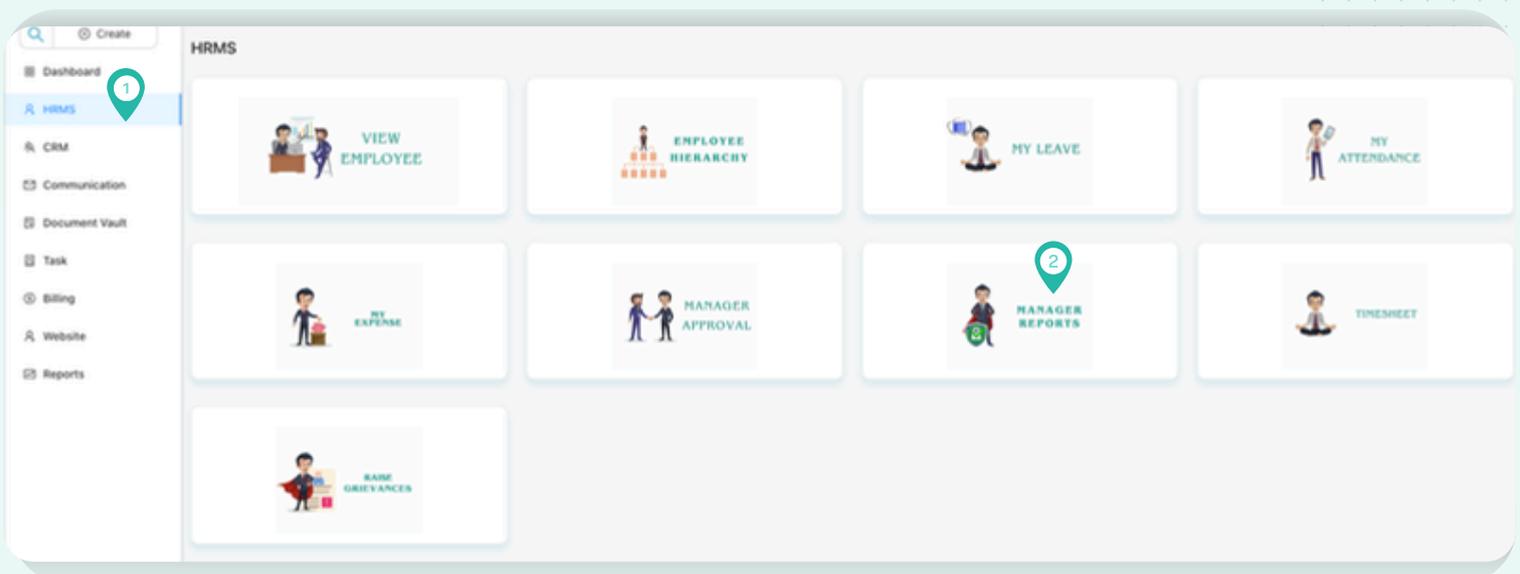
From the CA CloudDesk left navigation menu, go to HRMS and Select [Manager Reports](#) to start the process.



Click on HRMS.



Click on [Manager Reports](#)..



Step 2: Choose Report Type

Select the required tab based on the report you want:

- 1.Task
2. HRMS
3. Timesheet
4. Attendance Summary



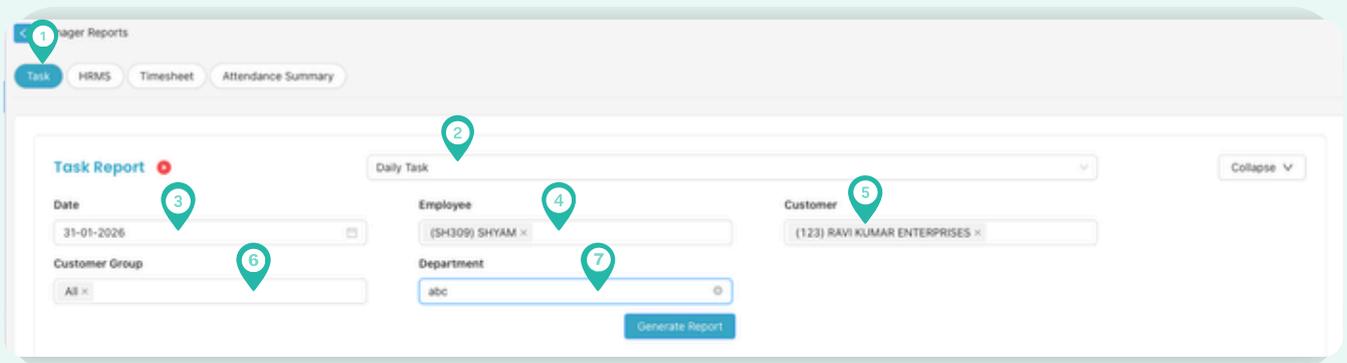
TASK REPORT

Step 3: Apply Task Filters

Select Task Type, Select Date, Employee, Customer, Customer Group, and Department, then click Generate Report.



- 1 Click on Task .
- 2 Click on Task Type.
- 3 Select Date
- 4 Select Employee
- 5 Select Customer
- 6 Select Customer Group
- 7 Select Department



The screenshot shows the 'Manager Reports' interface with the 'Task' tab selected. The 'Task Report' section is active, displaying a 'Daily Task' dropdown menu. Below this, there are input fields for 'Date' (31-01-2026), 'Employee' ((SH309) SHYAM), 'Customer' ((123) RAVI KUMAR ENTERPRISES), 'Customer Group' (All), and 'Department' (abc). A 'Generate Report' button is located at the bottom right of the form. Numbered callouts 1 through 7 are placed over the interface to indicate the steps: 1 points to the 'Task' tab, 2 to the 'Daily Task' dropdown, 3 to the 'Date' field, 4 to the 'Employee' field, 5 to the 'Customer' field, 6 to the 'Customer Group' field, and 7 to the 'Department' field.

HRMS REPORT



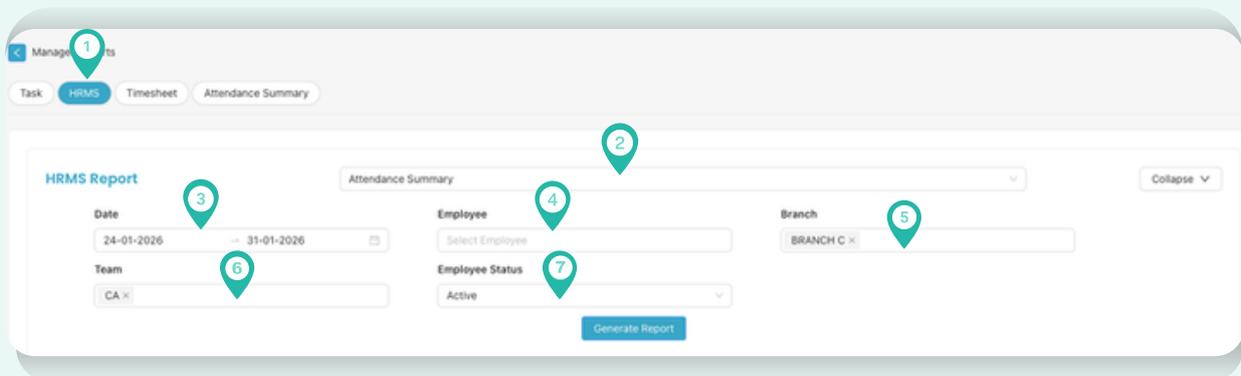
Step 4: Generate HRMS Report

Choose Date Range, Employee, Branch, Team, and Employee Status, then click Generate Report to view attendance-related data.

Click Excel to download the HRMS report for offline use.



- 1 Click on Hrms .
- 2 Select on Summary Type.
- 3 Select Date Range
- 4 Select Employee
- 5 Select Branch
- 6 Select Team
- 7 Select Employee Status.



The screenshot shows a web interface for generating an HRMS report. At the top, there is a 'Manage' button (1) and a 'Task' menu with 'HRMS' selected. Below the menu, there are three tabs: 'HRMS Report', 'Timesheet', and 'Attendance Summary'. The 'HRMS Report' tab is active. The interface includes several input fields: 'Date' (3) with a range from 24-01-2026 to 31-01-2026, 'Employee' (4) with a 'Select Employee' dropdown, 'Branch' (5) with a dropdown showing 'BRANCH C', 'Team' (6) with a dropdown showing 'CA', and 'Employee Status' (7) with a dropdown showing 'Active'. A 'Generate Report' button is located at the bottom of the form. A 'Collapse' button is also visible on the right side of the form.

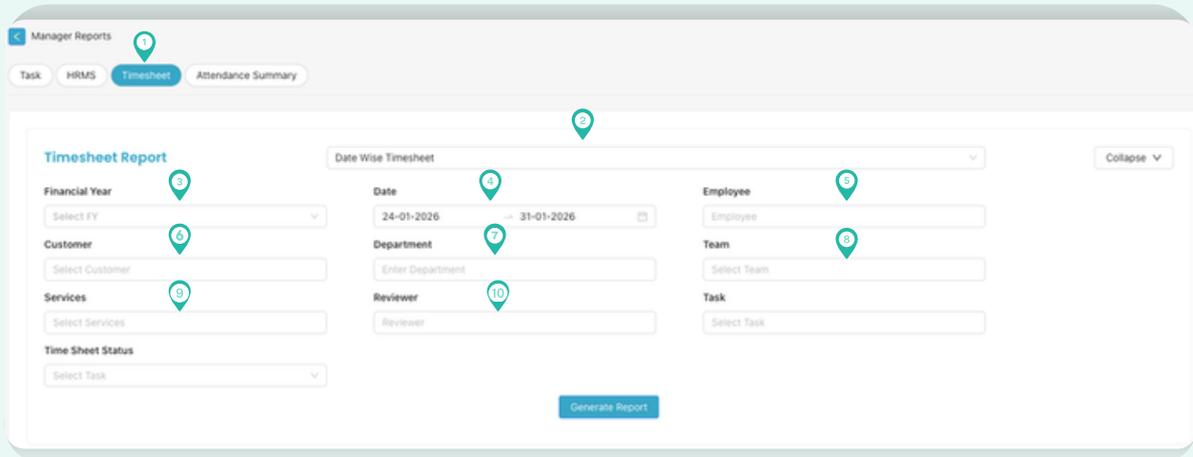
TIMESHEET REPORT

Step 5: Apply Timesheet Filters

Select Financial Year, Date Range, Employee, Customer, Department, Team, Task, Reviewer, and Timesheet Status.

Click Generate Report to view date-wise timesheet entries for employees.

- 1 Timesheet
- 2 Select Timesheet
- 3 Financial Year
- 4 Select Date
- 5 Employee
- 6 Customer
- 7 Enter Department
- 8 Select Team



ATTENDANCE SUMMARY

Select Date Range, Employee, and Year/Month, then the Attendance Summary will be displayed with detailed attendance and work hour analysis..

