Reports

The predefined report catalog, running a report, and building a custom one.

- The report catalog

The report catalog

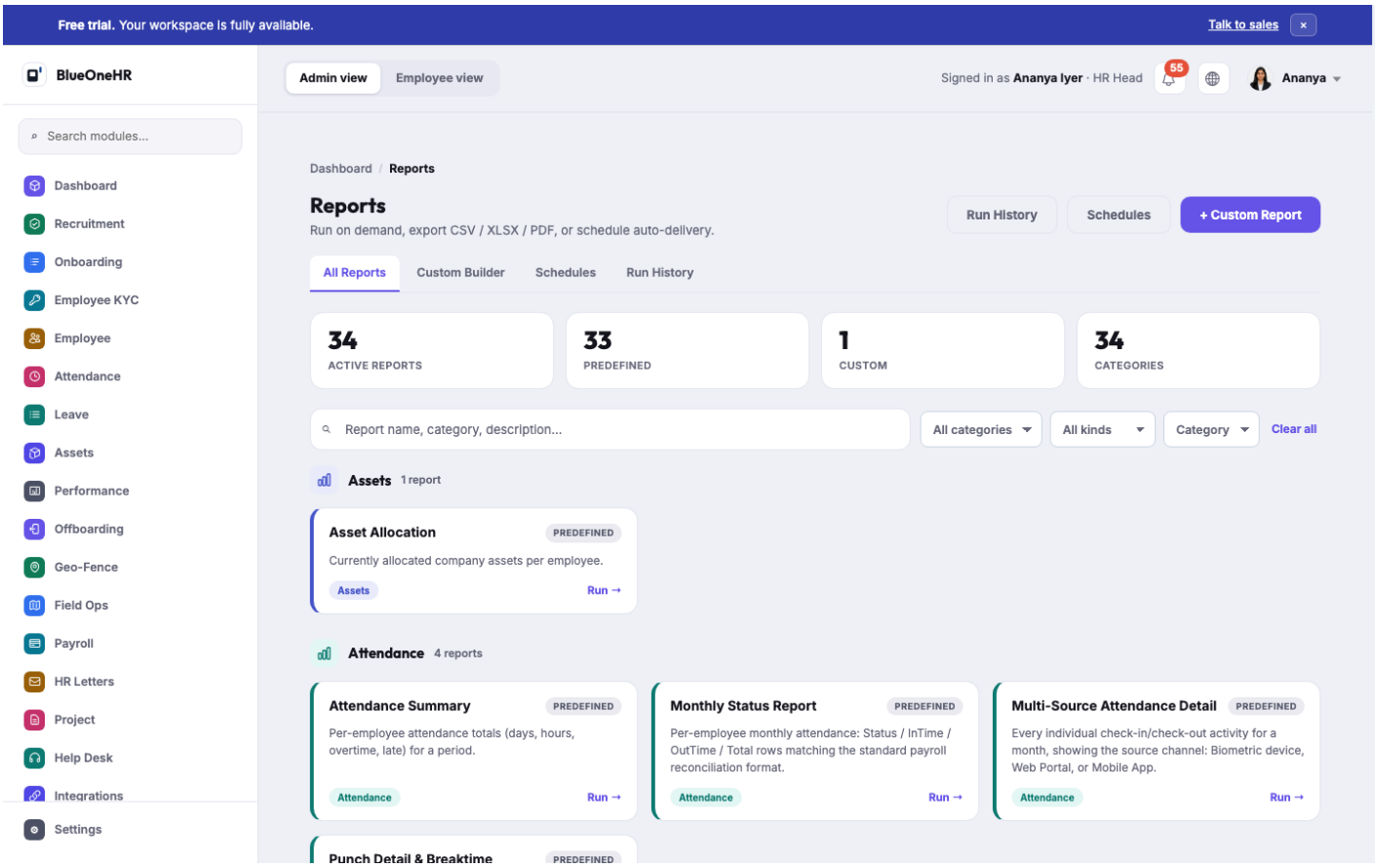
Reports is a catalog of predefined reports, each runnable on demand, exportable as CSV / XLSX / PDF, or schedulable for automatic delivery — plus a custom report builder. Verified live on demo.blueonehr.com, 2026-09-13, signed in as an HR Head: **34 active reports** (33 predefined, 1 custom) across **34 categories**.

https://www.youtube-nocookie.com/embed/Y2IG6xHp_JY

Find your way around Reports: run and export (a tour)

The pieces

Screen	What it is for
All Reports	The full catalog, searchable and filterable by category and kind, each card with a **Run** action.
Custom Builder	Building a report of your own, alongside the predefined ones.
Run History	Past runs of any report.
Schedules	Recurring, automatic delivery of a report.



What predefined reports actually exist

Categories observed include **Assets** (Asset Allocation), **Attendance** (Attendance Summary, Monthly Status Report, Multi-Source Attendance Detail, Punch Detail & Breaktime, and others), and this pass's earlier reconnaissance additionally found categories for Payroll, Compliance, Leave, Onboarding, Offboarding, HR Letters, Compensation/Salary, Finance, Reconciliation, Evidence Vault, Geo-Fence, Field Ops, and general HR (Employee Master, Employee Skills, Probation Due, Team Availability, Upcoming Events). Each predefined report has its own fixed name and description — do not invent a report that was not actually seen in the catalog; if a specific report is needed for a task, check it exists here first.

Not yet documented

The exact output of any individual report (its columns, filters, and what "running" it produces) was not captured in this pass. If a specific report's output needs to be documented precisely, run it and capture the actual result rather than describing it from the catalog card alone.

Related

- Payroll overview and How leave works describe the underlying data several of these reports draw from.