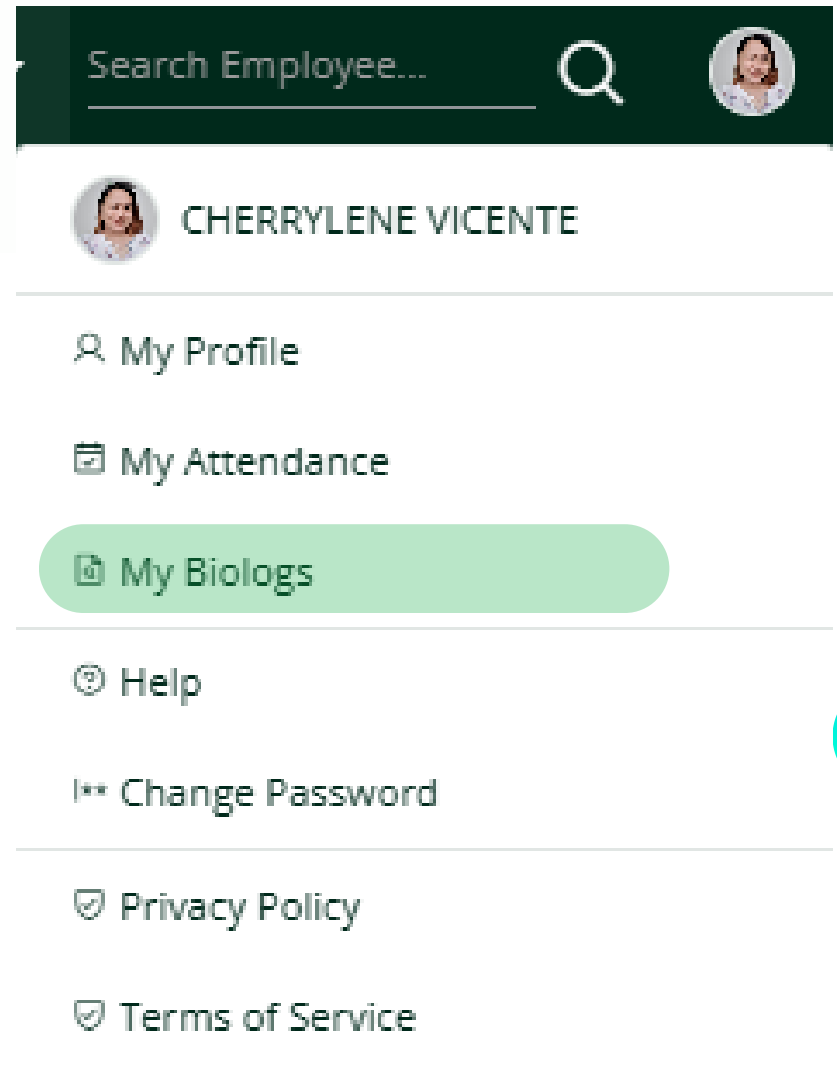


How to View My Biologs?



1

On the upper-right most hand corner, click the drop-down button beside your name.



2

Then Select **My Biologs.**

3

Select date range
(From and To
date) from the
drop-down.

4

Then, hit the **Search**
button.

My Attendance Logs

Track and export your daily attendances
with the exact time in/out, platforms,
location and much more in detail.

 Attendance Logs

 Exported Logs

Name
VICENTE , CHERRYLENE

Biometric ID
509

Date From
06/15/2026



Date To
06/16/2026



 Search

This will then display all your logs, the corresponding date and time for each, and the indicated tagging (that is, whether it is a Log In or a Log Out).

Attendance Logs

 Total 3 logs from 06/15/2026 - 06/16/2026

▼ Expand All

^ Collapse

June 15, 2026 MONDAY



TIME	IN/OUT	LOG DETAILS	LOCATION
08:29 AM	IN	ETC	- from auto push
06:56 PM	OUT	ETC	- from auto push





Why does my Attendance Report show "**NO LOGS**" even if I was present?

Possible Causes:

1

Your biometric Time In and/or Time Out was **not recorded**.

2

Your biometric Time In and/or Time Out was **tagged incorrectly**.

What should you do?



Answer:

File for a Certificate of Attendance (COA) Application

COA serves as proof that the employee reported for work on a certain day, but something went wrong with the biometric device (e.g. biometric malfunction, power outage).