



Professional Report Client Setup

The system has a built-in report designer that allows you to create a new report from scratch or to modify any of the default reports. You can change fonts, add your own logo, change header and footer text, add a barcode field to the report, and change the data-base fields that are in the report. The designer is easy to use with the drag and drop interface, the property toolbox, and the standard text edit commands. The layout design of the report is saved as an XML file in the reports directory on the Application Server, but may also be saved externally to the hard drive, network, or removable media so that you can share your report design with another system.

Report Types

The table below lists all of the available reports in the system. Note that some users will not see all of these report types.

#	Report Type Description
	Messages
1	All Messages
2	All Messages from a specific gateway
3	All Messages from a specific controller
4	All Messages from a specific panel
5	All Messages from a specific reader
6	All Messages from a specific monitor point
7	All Messages from a specific control point
8	All Messages generated by a specific cardholder
9	All Messages by a specific type (i.e Access Granted)
10	All messages with search string in the Detail field ("access denied**")
11	All messages from a specific panel AND message type.
12	All messages from a specific monitor point AND message type.
13	All messages from a specific control point AND message type.
14	All messages from a specific reader AND message type. Ex: Access Granted at Front Door
15	All messages from a specific reader and a specific cardholder. Ex: John Smith at Front Door
16	All messages from a specific reader and a specific cardholder and a specific



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	message type. Ex: John Smith at Front Door and Access Grant
17	All messages from a specific gateway and specific message type
18	All messages from a specific controller and specific message type
19	All messages from a specific Gateway AND cardholder
20	All messages from a specific Gateway AND cardholder AND MessageType
21	All messages from a specific controller AND cardholder
22	All messages from a specific controller AND cardholder AND MessageType
23	Last X messages that have occurred
24	Last X messages from a specific gateway
25	Last X messages from a specific controller
26	Last X messages from a specific panel
27	Last X messages from a specific reader
28	Last X messages from a specific monitor point
29	Last X messages from a specific control point
30	Last X messages generated by specific cardholder
31	Last X messages by a specific type (i.e. Access Granted)
32	Last X messages with search string in the Detail field ("access denied")
33	Last X messages from a specific panel AND message type.
34	Last X messages from a specific monitor point AND message type.
35	Last X messages from a specific control point AND message type.
36	Last X messages from a specific reader AND message type.
37	Last X messages from a specific reader and a specific cardholder. Ex: John Smith at Front Door
38	Last X messages from a specific reader object and a specific cardholder and a specific message type. Ex: John Smith at Front Door and Access Grant
39	Last X messages from a specific gateway and specific message type
40	Last X messages from a specific controller and specific message type
41	Last X messages from a specific Gateway AND cardholder
42	Last X messages from a specific Gateway AND cardholder AND message type
43	Last X messages from a specific controller AND cardholder
44	Last X messages from a specific controller AND cardholder AND message type



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45	All Messages from a specific cardholder and message type
46	Last X messages from a specific cardholder and message type
47	All Messages from a specific Access Group
48	All Messages from a specific Access Group and message type
49	Last X Messages from a specific Access Group
50	Last X Messages from a specific Access Group and MessageType
	Cardholders
51	All Cardholders
52	Cardholders with last name of a*
53	Cardholders with first name of a*
54	All Cardholders with a least 1 credential
55	Cardholders with Deactivated Cards with Status Description
56	Cardholders with Active Cards with Status Description
57	Cardholders in an Access Group
58	Cardholders in a Cost Center
59	Cardholders in a Department
60	Cardholders in a Location
61	Cardholders from a State (Work)
62	Cardholders from a State (Home)
63	Cardholders from a City (Work)
64	Cardholders from a City (Home)
65	Cardholders from a Zip Code (Work)
66	Cardholders from a Zip Code (Home)
67	Cardholders from a Address (Work)
68	Cardholders from a Address (Home)
69	Cardholders in a UserGroup
70	Cardholders in an Expiration Reason
71	Cardholders with Activation date between X and Y
72	Cardholders with Deactivation date between X and Y
73	Cardholders with Hire date between X and Y
74	Cardholders with Enabled Vacation date between X and Y
75	Cardholders with Never Expire=True



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76	Cardholders with Temporary=True
77	Cardholders with ADA=True
78	Cardholders with APB Exempt=True
79	Cardholders with PIN Exempt=True
80	Cardholders with a certain Card Status
81	Cardholders with an Issue Code of X
82	Cardholders that have a photo
83	Cardholders with Enable Biometrics=TRUE
84	Cardholders with a PIN
85	Cardholders without a PIN
86	Cardholders with Custom1 of a*
87	Cardholders with Custom2 of a*
88	Cardholders with Custom3 of a*
89	Cardholders with Custom4 of a*
90	Cardholders with Custom5 of a*
91	Cardholders with Custom6 of a*
92	Cardholders with Custom7 of a*
93	Cardholders with Custom8 of a*
94	Cardholders with Custom9 of a*
95	Cardholders with Custom10 of a*
96	Cardholders with Custom11 of a*
97	Cardholders with Custom12 of a*
98	Cardholders with Custom13 of a*
99	Cardholders with Custom14 of a*
100	Cardholders with Custom15 of a*
101	Cardholders with Custom16 of a*
102	Cardholders with Custom17 of a*
103	Cardholders with Custom18 of a*
	Hardware
104	A specific reader on a specific panel with Panel Description, Panel Comm Address, Controller Description, Controller Comm Address, Controller Comm Port (TR), Gateway Description, Gateway IP
105	All readers on a specific panel with Panel Description, Panel Comm Address,



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	Controller Description, Controller Comm Address, Controller Comm Port (TR), Gateway Description, Gateway IP
106	All readers on a specific controller with Panel Description, Panel Comm Address, Controller Description, Controller Comm Address, Controller Comm Port (TR), Gateway Description, Gateway IP
107	All readers on a specific Gateway with Panel Description, Panel Comm Address, Controller Description, Controller Comm Address, Controller Comm Port (TR), Gateway Description, Gateway IP
108	A specific Monitor Point with Panel Description, Panel Comm Address, Controller Description, Controller Comm Address, Controller Comm Port (TR), Gateway Description, Gateway IP
109	All Monitor Points with Panel Description, Panel Comm Address, Controller Description, Controller Comm Address, Controller Comm Port (TR), Gateway Description, Gateway IP
110	All Monitor Points on a specific controller with Panel Description, Panel Comm Address, Controller Description, Controller Comm Address, Controller Comm Port (TR), Gateway Description, Gateway IP
111	All Monitor Points on a specific Gateway with Panel Description, Panel Comm Address, Controller Description, Controller Comm Address, Controller Comm Port (TR), Gateway Description, Gateway IP
112	A specific Control Point with Panel Description, Panel Comm Address, Controller Description, Controller Comm Address, Controller Comm Port (TR), Gateway Description, Gateway IP
113	All Control Points with Panel Description, Panel Comm Address, Controller Description, Controller Comm Address, Controller Comm Port (TR), Gateway Description, Gateway IP
114	All Control Points on a specific controller with Panel Description, Panel Comm Address, Controller Description, Controller Comm Address, Controller Comm Port (TR), Gateway Description, Gateway IP
115	All control points on a specific Gateway with panel description, panel comm address, controller Description, controller comm address, controller comm port (TR), Gateway Description, Gateway IP
116	A specific panel with controller description, controller comm address, controller comm port (TR), Gateway Description, Gateway IP
117	All panels on a specific controller with Controller Description, Controller Comm Address, Controller Comm Port (TR), Gateway Description, Gateway IP
118	All panels on a specific Gateway with Controller Description, Controller Comm



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	Address, Controller Comm Port (TR), Gateway Description, Gateway IP
119	All controllers on a specific Gateway with Controller Description, Controller Comm Address, Controller Comm Port (TR), Gateway Description, Gateway IP, Panel Count, Reader Count, Monitor Point count, Control Point count
120	Specific Gateway with Communication Channels description, Type and controller Description, controller Comm Address
121	All Scan Tables with Controller Description, Controller Comm Address, Controller Comm Port (TR), Gateway Description, Gateway IP
122	Specific Scan Table with list of Inputs that are using it. Return object has Input Type, Input Point, Reader Description, Monitor Point Description, Panel Description, Panel Comm Address, controller description, controller comm address, controller comm port (TR), Gateway Description, Gateway IP
123	All Reader LED with Controller Description, Controller Comm Address, Controller Comm Port (TR), Gateway Description, Gateway IP
124	Specific Reader LED with list of readers that are using it. Return object has Reader Description, Reader Port, Panel Description, Panel Comm Address, Controller Description, Controller Comm Address, Controller Comm Port (TR), Gateway Description, Gateway IP.
	Schedules and Holidays
125	Specific Schedule with Controller Description, Controller Comm Address, Gateway Description, Gateway IP
126	All Schedules with Controller Description, Controller Comm Address, Gateway Description, Gateway IP
127	All Schedules on specific Controller with Controller Description, Controller comm address, Gateway Description, Gateway IP
128	Specific Holiday with Controller Description, Controller Comm Address, Gateway Description, Gateway IP
129	All Holidays with Controller Description, Controller comm address, Gateway Description, Gateway IP
130	All Holidays on specific Controller with Controller Description, Controller comm address, Gateway Description, Gateway IP
131	All Schedules with Controller Description, Controller comm address, Gateway Description, Gateway IP
132	All Schedules on specific Controller with Controller Description, Controller comm address, Gateway Description, Gateway IP



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133	Specific Schedule with links to access level. Access level description and Controller Description, Controller comm address, Gateway Description, Gateway IP
134	Specific Schedule with links to local linkage. Procedure/Trigger description and type and Controller Description, Controller comm address, Gateway Description, Gateway IP
135	Specific Schedule with links to Disable REX1, REX2 in reader table. Reader description and type (rex1/rex2) and Controller Description, Controller comm address, Gateway Description, Gateway IP
	Credential Types/Formats
136	Specific Credential type with Controller Description, Controller comm address, Gateway Description, Gateway IP, Cardformat description
137	Specific Magstripe Format
138	All Magstripe Formats
139	Specific Wiegand Format
140	All Wiegand Formats
	Access Groups
141	Specific Access Group with Access Level Description, Controller Description, Controller comm address, Gateway Description, Gateway IP
142	All Access Groups with Access Level Description, Controller Description, Controller comm address, Gateway Description, Gateway IP
143	Specific Access Group with Cardholder first name, last name, middle name, cardnumbers
	Local Linkage
144	All Procedures with Procedure Actions for Specific Controller with Controller Description, Controller comm address, Gateway Description, Gateway IP
145	All Triggers with Procedure Name and Controller Description, Controller comm address, Gateway Description, Gateway IP
	Special Reports
146	Muster - Selection of "In" and "Out" Readers. From Messages Table, Cardholders that have swiped at "In" Reader that have not swiped at "Out" Reader Today
147	Reader Access - Given a Reader or Readers, who has access to the reader, from which access group, under which access level and schedule
	Admin Reports



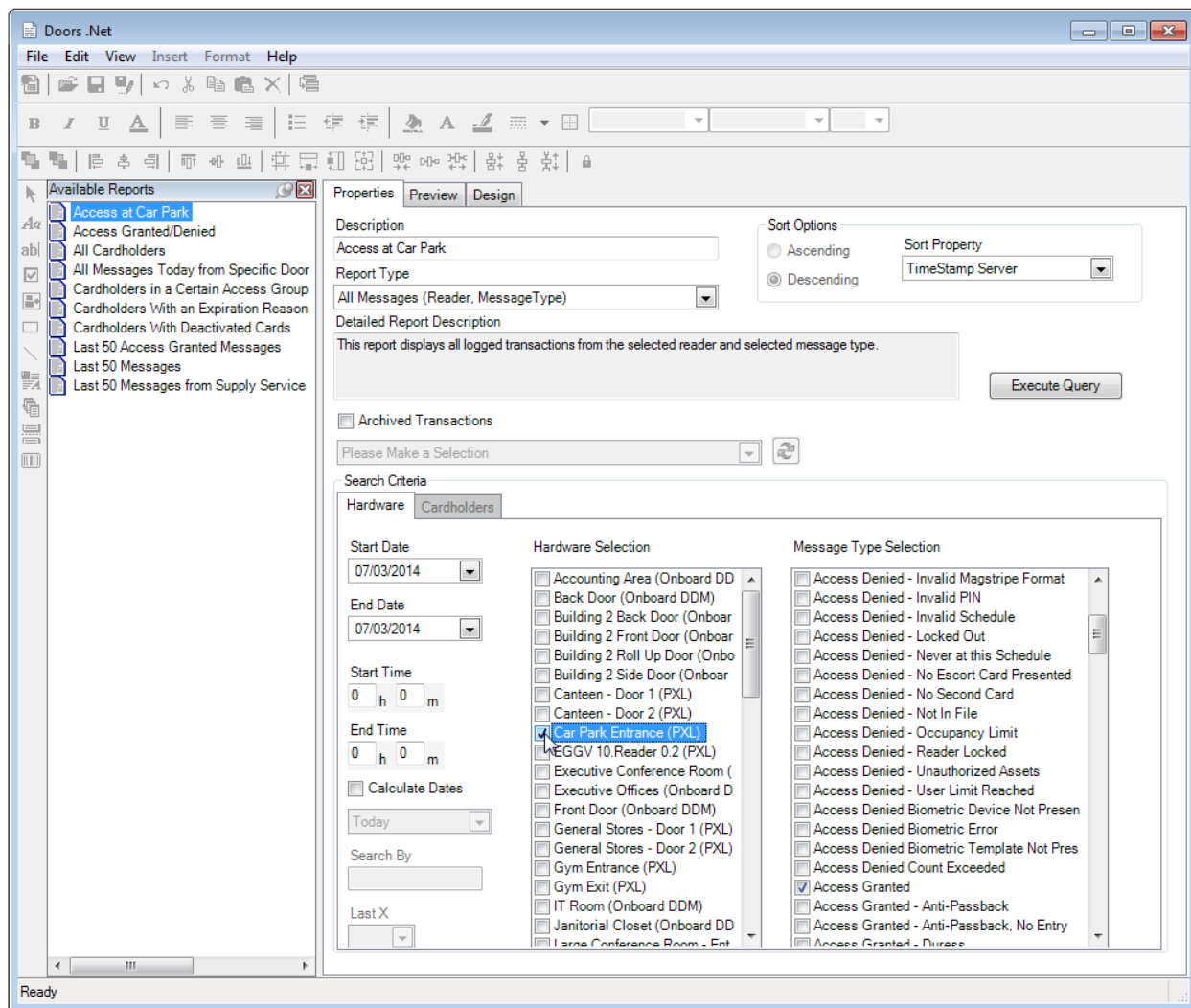
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148	Operator Activity - All User commands issued
149	Operator Activity - All User commands issued by specific user
150	User Sessions - All User Sessions
151	User Sessions - All User Sessions by specific user
152	User Group - Logins
153	Device Types
154	Filters
155	Routing

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Report Properties

Each report has its own set of properties that determine what information is retrieved when the Execute Query button is clicked. These include the Report Type, the Sort Properties, Date range, and specific search criteria based on the report type. You can add as many reports as needed to the system. Since the majority of the reports that deal with messages, cardholders, and hardware devices are unique to your system, providing a huge list of all the possible combinations of reports is not feasible.



The **Description** text box allows you to change the name of the report. This is only used for identification purposes under the Available Reports listing.

The **Report Type** changes the search criteria options for each type of report selected.

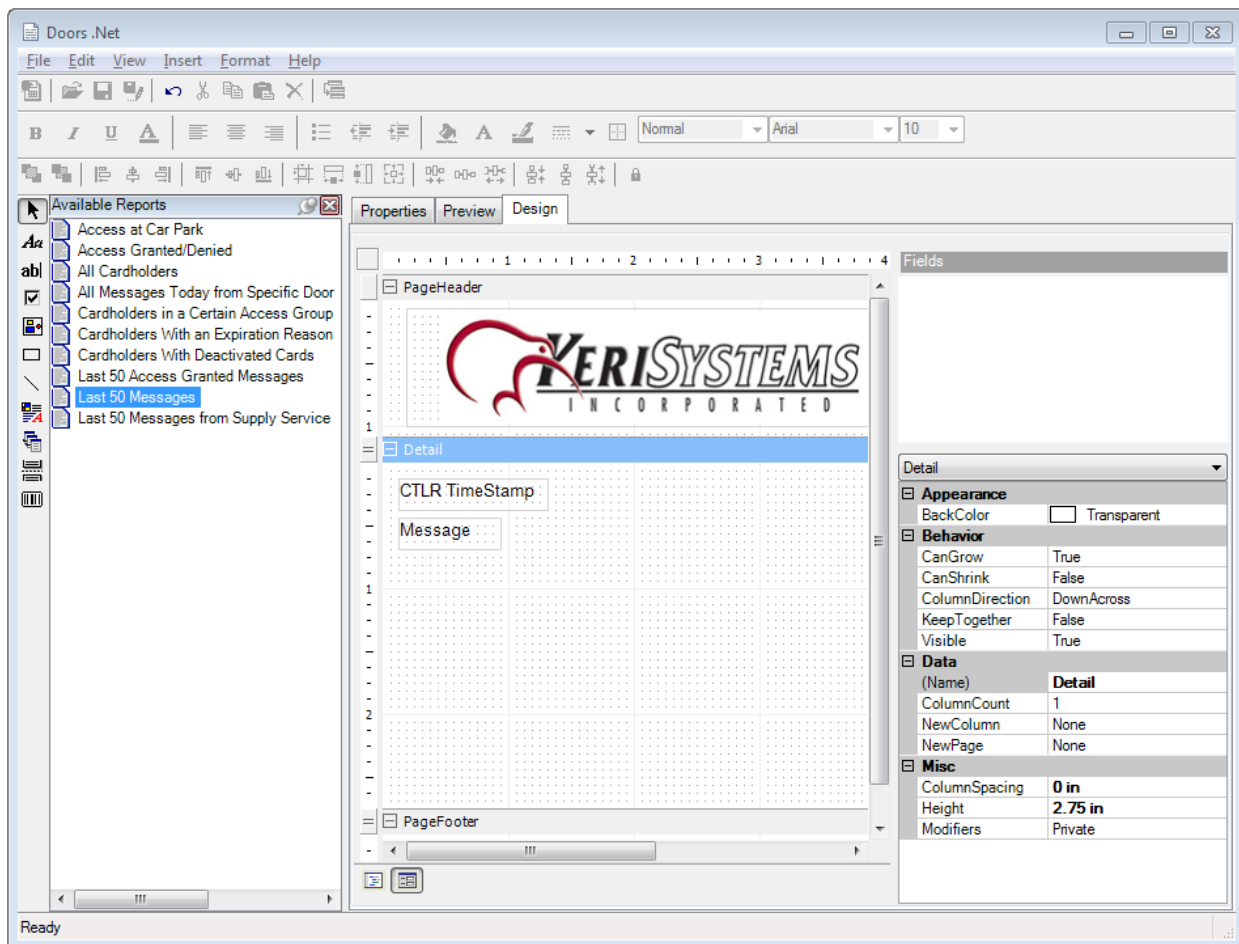
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The **Sort Options** selections will sort the data in Ascending or Descending order based on the Sort Property field.

The **Execute Query** button sends the report parameters to the Application Server. When the query result is returned the Preview and Design tabs will be enabled.

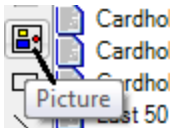
Designing Reports


Once you have executed the report query, you can work with the designer to create a report layout template. The report designer supports adding labels, text boxes, logos, lines, etc. to create unique and professional reports for the end user.

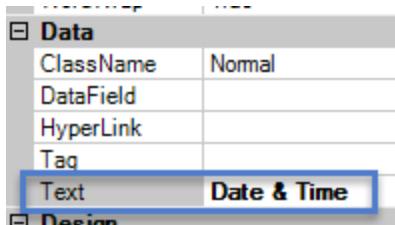


- From the design tab add or change the image in the PageHeader section.
- Click the Picture icon then draw a rectangle in PageHeader section

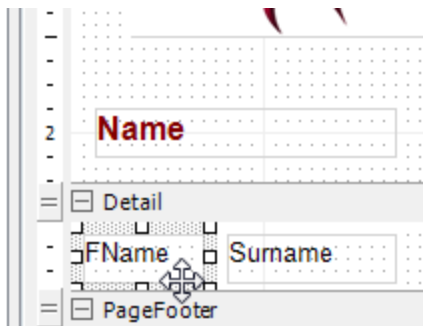
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- You now have to add labels to the header section. These will be static text that describes the data that will appear beneath it in the detail section (for example, date or cardholder).
- Click the label icon  from the toolbar and drag a field into the header section beneath the logo.
- You can rename the labels from their properties (Data >> Text).

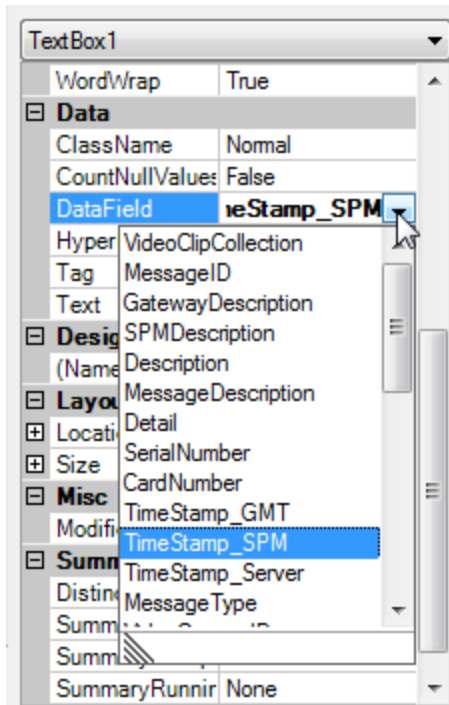


- You then have to add textbox fields to the detail section. Drag the text boxes so they are located directly beneath the label text boxes.

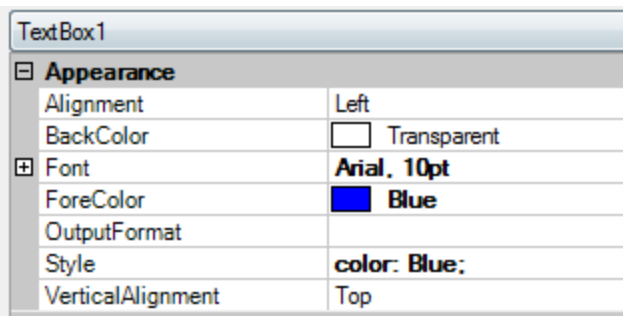


- Click the textbox field icon  in the toolbar.
- In the properties of the textbox fields you have to locate Data >> DataField.
- Select from the drop-down list the specific data that you wish to be displayed. In this example I am looking for the date and time for the events so the correct selection is Timestamp_SPM (which is the controller's time stamp).

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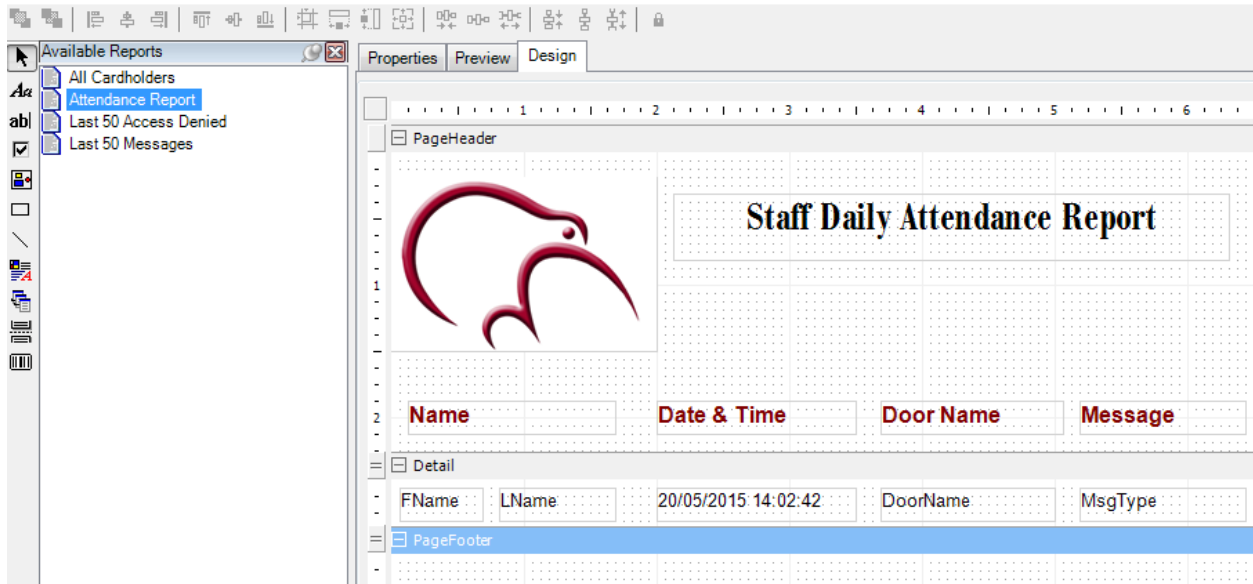


- As you can see from the size of the list, there are many dynamic text fields that you can add to the reports.
- Follow the above steps for creating all the labels and textboxes that you want your report to include.
- When you highlight text you can change the formatting attributes via the toolbar or from the text properties grid.

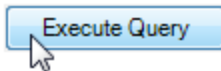


- When you have finished, your detail page should look something similar to this:

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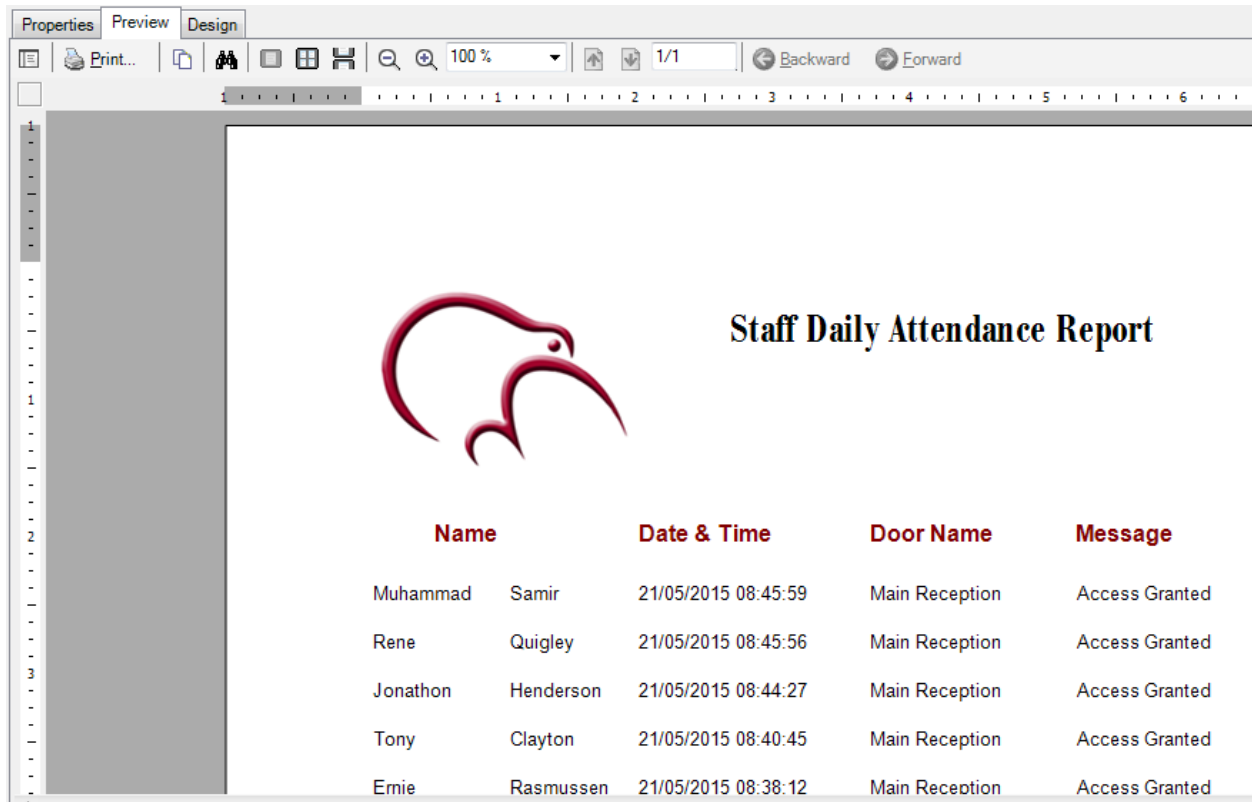


- **Don't forget to save your report/report settings.**
- Return to the Properties page again and click the Execute Query button.



- Finally, click the Preview tab to go to the preview page and your report will have been generated.

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The screenshot shows a software window with tabs for 'Properties', 'Preview', and 'Design'. The 'Preview' tab is active, displaying a report titled 'Staff Daily Attendance Report'. The report features a red logo on the left and a table of attendance records on the right. The table has four columns: 'Name', 'Date & Time', 'Door Name', and 'Message'. The data rows are as follows:

Name	Date & Time	Door Name	Message
Muhammad Samir	21/05/2015 08:45:59	Main Reception	Access Granted
Rene Quigley	21/05/2015 08:45:56	Main Reception	Access Granted
Jonathon Henderson	21/05/2015 08:44:27	Main Reception	Access Granted
Tony Clayton	21/05/2015 08:40:45	Main Reception	Access Granted
Ernie Rasmussen	21/05/2015 08:38:12	Main Reception	Access Granted

Exporting Reports

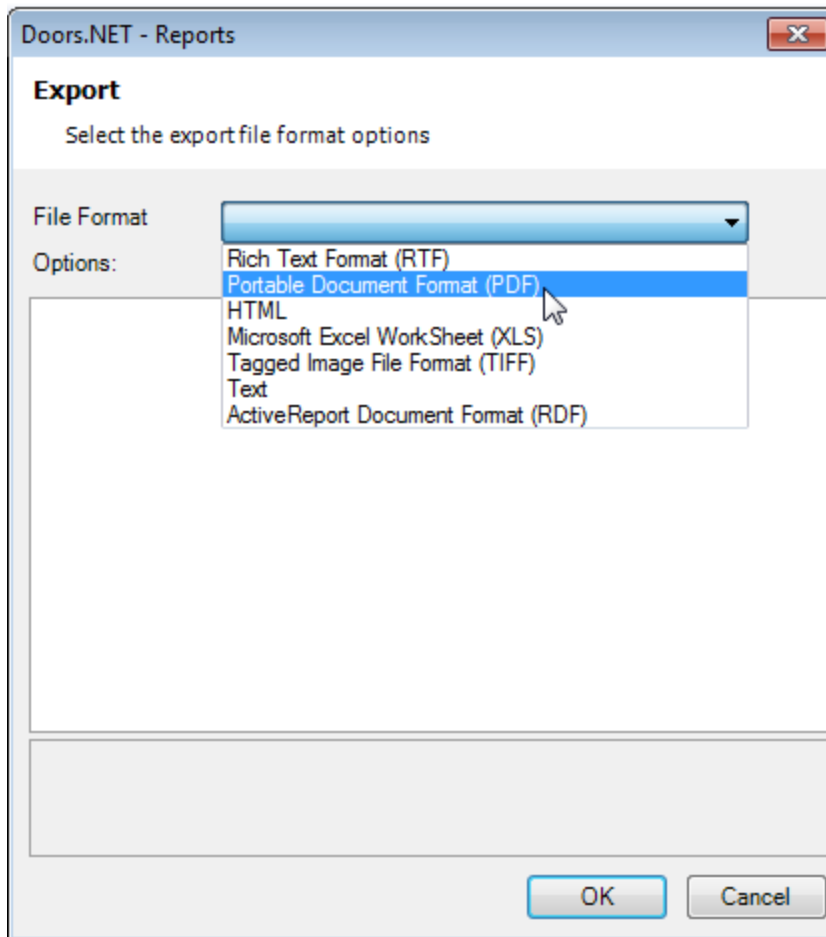
While in the preview mode, you can export the displayed report to a number of different file formats. The following formats are supported for exporting a displayed report:

- Adobe Acrobat PDF
- HTML
- TIFF
- Microsoft Excel
- Rich Text Format
- ASCII text format
- ActiveReport Document Format (RDF)

To export an executed report, perform the following steps:

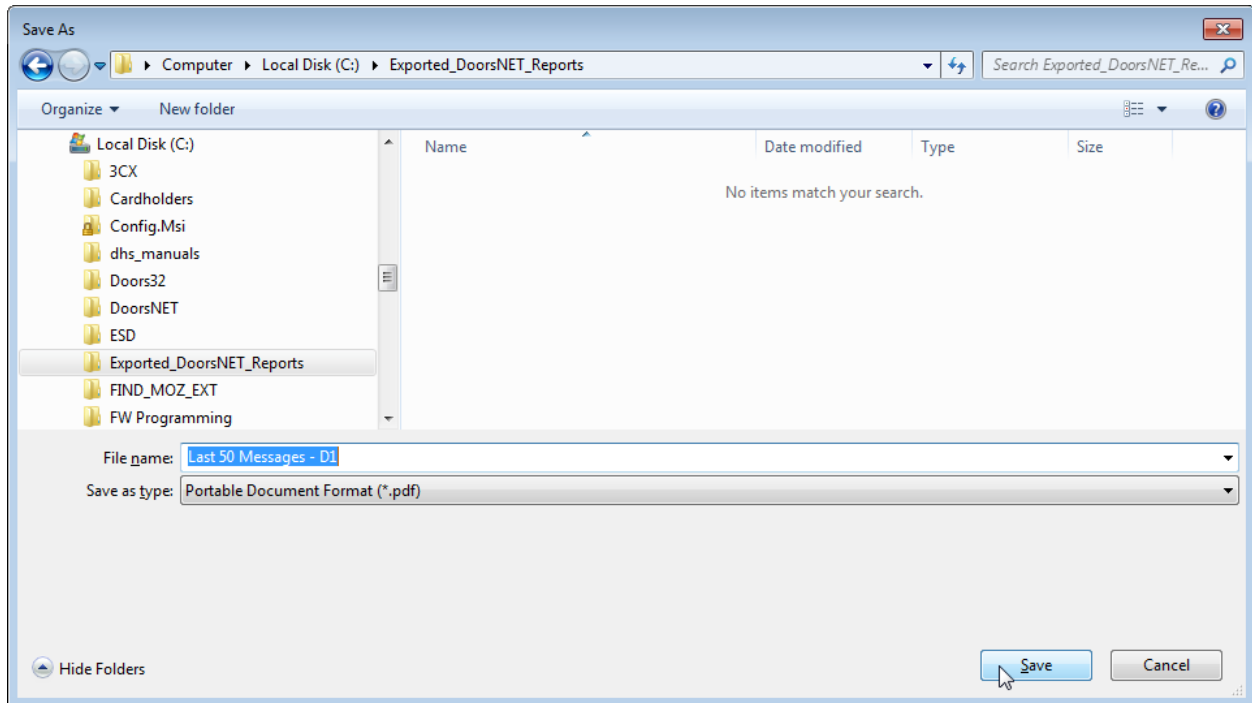
- Click on File >> Export while you are on the Preview page.
- Select one of the supported formats from the File Format drop-down list
- Click the OK button

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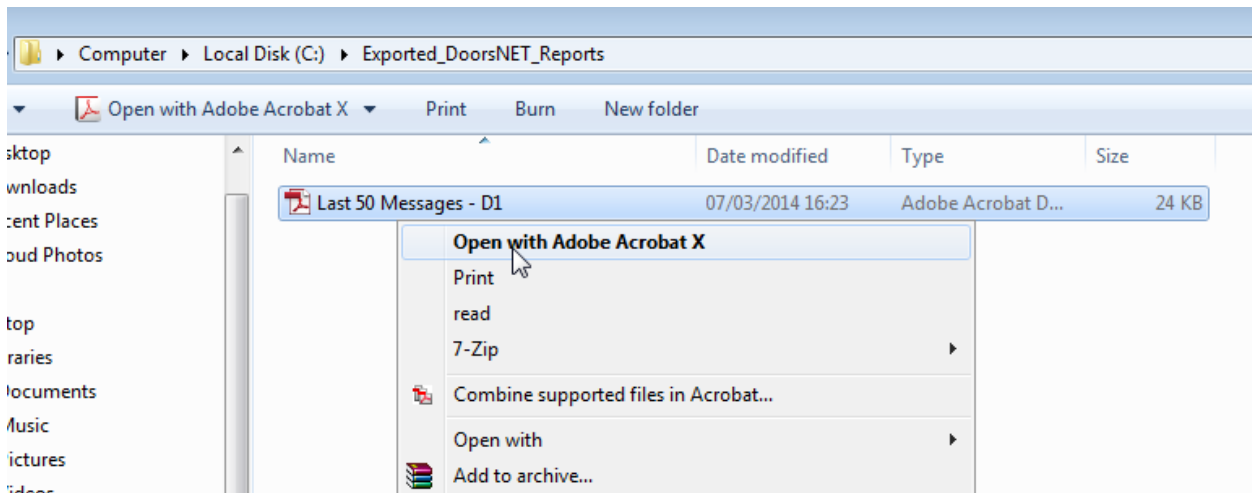


- In the File Name field type in a name for the exported report
- Navigate to the desired location on the PC that you wish to save the file (for example; a USB drive or a folder you have created on the local drive)

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- You will then be able to find the report in the folder location. From there you will be able to view it with the appropriate program such as Adobe Reader (PDF) or Microsoft Word (RTF or Text) or a web browser (HTML).





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