PART IV – REPORTS

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Introduction

Overview

The ImproNet Software lets you compile Reports on functions and transactions within the ImproNet System. As these Reports are essentially Web Reports, so you can compile Reports for one or more Sites over LAN or WAN networks.

The Reports Software for ImproNet V7.40 onwards allows selection of single or multiple Sites, allowing management of both.

Document Structure

Part IV - Reports uses the following structure:

- First, there is a description of the two **Report Formats** used (namely, Tabbed and Non-tabbed).
- Second, there is a description of the various **Report Categories** available, and the contents of each Report.
- Finally, an example of a **typical Report** from each of the Report Categories is given.

Report Formats

The ImproNet Web Report System includes two types of Report Screen Formats, namely **Tabbed** and **Non-tabbed** Reports. These formats are described next.

Non-tabbed Reports

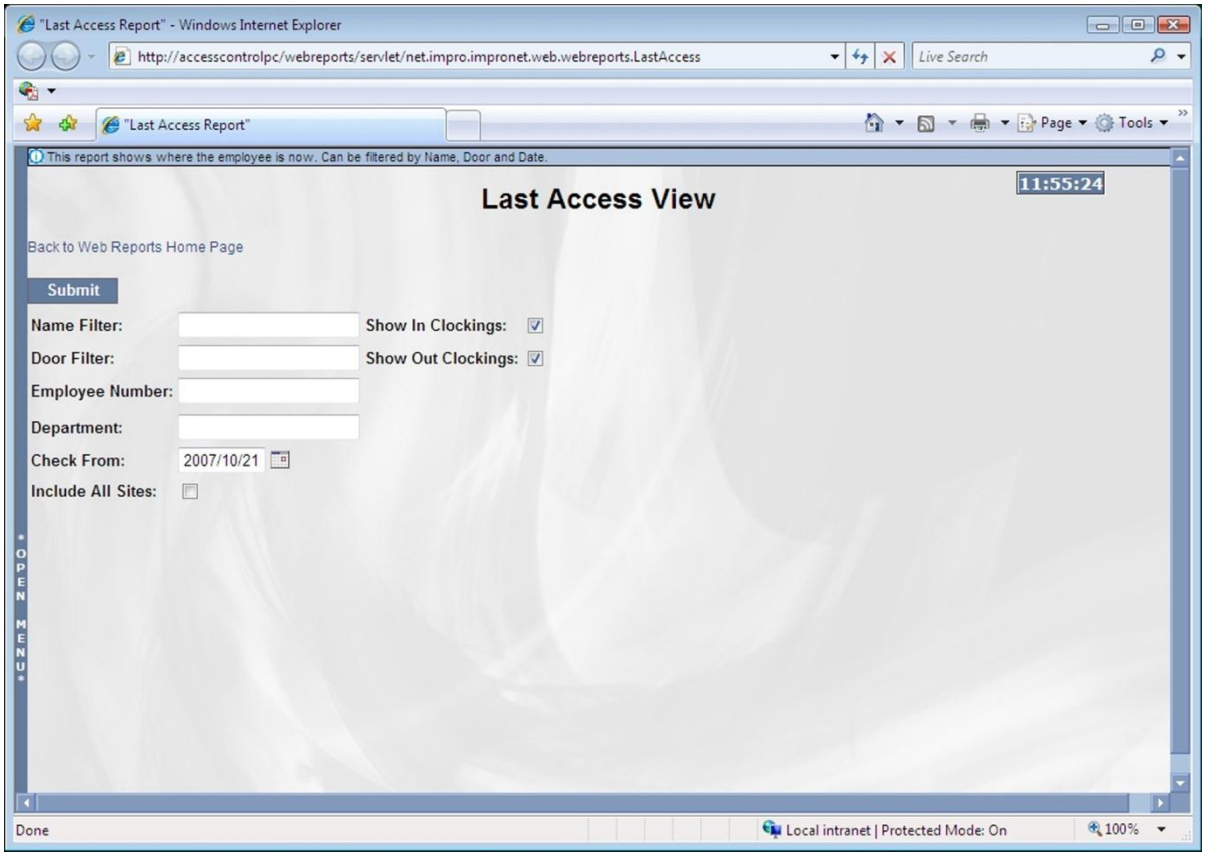


Figure 1 – Typical Non-tabbed Report Screen

In Non-tabbed Reports, select parameters using the set of filters displayed on the screen. These filters may consist of information fields (occasionally), drop-down menus, checkboxes or calendars.

Non-tabbed Report screens include an **Include all Sites** filter checkbox at the top left of the screen. When checked, a drop-down menu displays giving you access to all Shared Sites (Shared Sites are described later in this section).

Clicking on **Back to the Web Reports Home Page** at the top left of the screen, Returns you to the Web Reports Home Page from a Non-tabbed Report.

Click on the **Submit** button to view a report after capturing the filter data.

CSV (Comma Separated Value) Export

*The **CSV Export** button displays after you submit the filter data.*

When exporting a Report to a CSV file, if the results of the Report are greater than 200 000 records, an error occurs. To avoid this, draw smaller Reports when exporting.

Use the **CSV Export** button when exporting Non-tabbed Reports in CSV format.

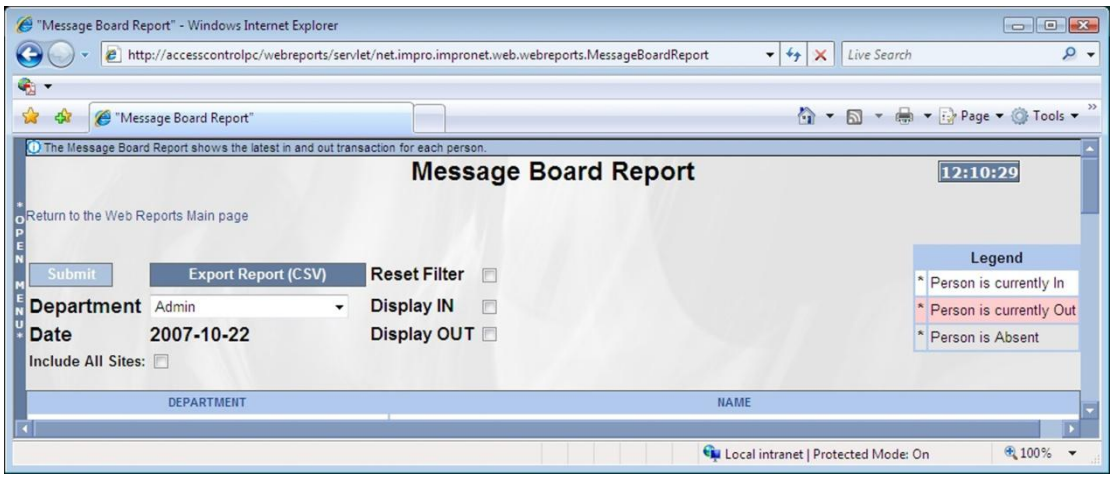


Figure 2 – Non-tabbed Report CSV Export

Tabbed Reports

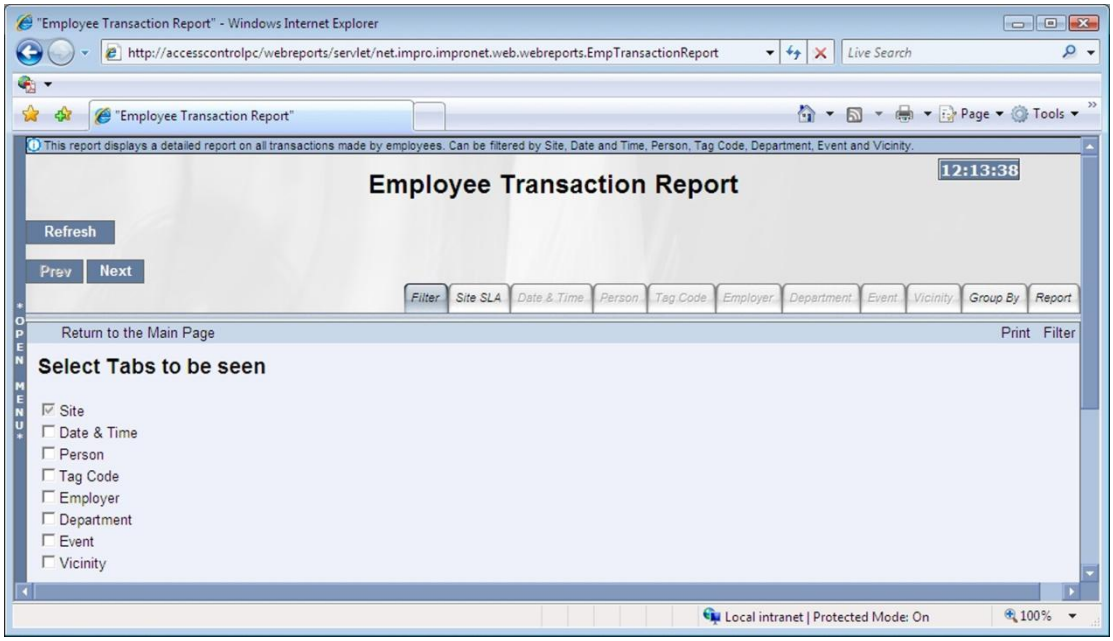


Figure 3 – Typical Tabbed Report Screen

In Tabbed Reports, make your selection of parameters according to a set of tabs displayed on the screen. For ease of reference active Tab Titles appear in black, inactive Tab Titles appear in grey.

Check the appropriate checkbox(es) at the left of the screen under the header **"Select Tabs to be seen"**, converting inactive Tabs to active Tabs.

Using the **Prev** and **Next** buttons, select the required tabs. Then using the fields displayed on the screen, enter data into the various Tab Categories. Change these fields by typing in information (sometimes), or by using drop-down menus, calendars or checkboxes as provided.

Most of the operations available in a Tabbed Report are described under the section Access Reports, Employee Transaction Report on page 21.

*The **Site** field is mandatory when using Tabbed Reports.*

CSV (Comma Separated Value) Export

When exporting a Report to a CSV file, if the results of the Report are greater than 200 000 records, an error occurs. To avoid this, draw smaller Reports when exporting.

Three menu choices appear at the right of the screen just under the Tabs (see Figure 4). The first of these allows export of the Report file (this is possible for all Reports) in CSV format as follows:

Figure 4 – Report options

1. Click on **Export CSV**.

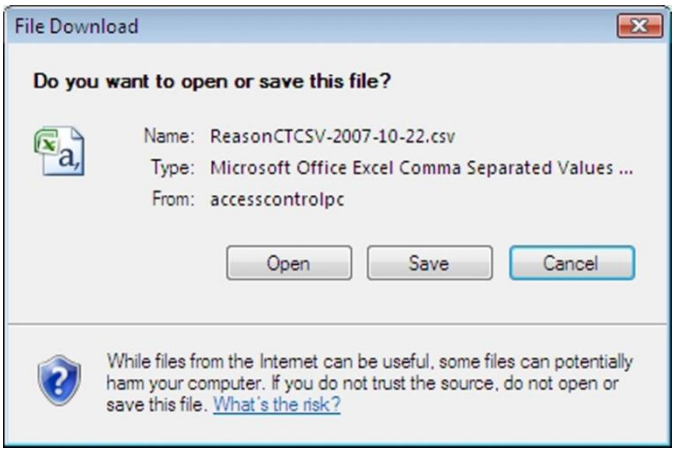


Figure 5 – CSV File Download Dialog

2. Select the button option you want:
   - **Open** – Opening the file causes a screen similar to Figure 6 to display. In this case the file was opened in Microsoft Excel.
   - **Save**
   - **Cancel**
   - **More Info**

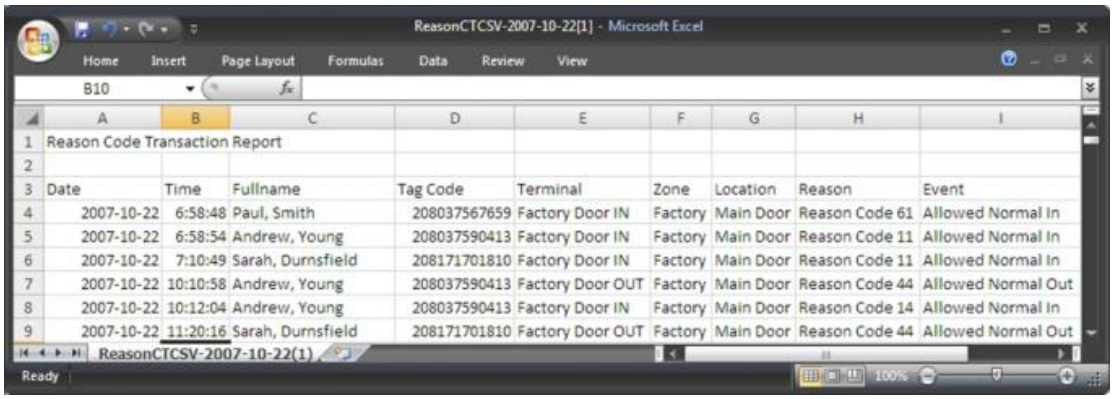


Figure 6 – Employees Report Exported in CSV Format

Print

The second menu choice allows you to print the Report as it appears on the screen.

Figure 7 – Print Option

Click on **Print** (see Figure 7).

Filters

Figure 8 – Filter Tab

1. Return to the Filters screen, by clicking on **Filter** tab (see Figure 8).

Figure 9 – Filters Data Display Option

2. To display data on the Filters used, click on **Filter** (see Figure 9).

This displays Filter data similar to the information shown in Figure 10.

Figure 10 – Filter Data

Single and Cross-Site Reporting

General

Two features in the Reports Software allow data in Web Reports to be limited.
The first is the option to define a Site as **Shared** or **Non-shared**.

If a Site is shared, you can draw up a Report with data from that Shared Site, by connecting to the Web Reports Server of ANY Site.

If a Site is a Non-shared Site, a Report can only be generated for that Site by connecting to that Non-shared Sites Web Reports Server.

The second data-limiting feature is **Operator Security**. Operator Security overrides Shared and Non-shared Sites.

That means that if a Site is configured as a Non-shared Site, and another Site is set to use Operator Security, by connecting to the Web Reports Server of the Site that uses Operator Security, a Report can be drawn up on the Non-shared Site. (If the Operator Security Group that the user belongs to, allows data from that specific Non-shared Site to be viewed).

In short, the Shared and Non-shared Sites selection feature is a simple, fast and easy way to protect a Site's data. Operator Security is a more advanced feature that controls which Reports are accessible, from which Web Reports Server they are accessible, and which Sites data can be seen on the Report. Operator Security is more complex to configure, but offers a customisable way to protect the accessibility of data.

The way that the two features described above are implemented is slightly different for Tabbed and Non-tabbed Reports.

Tabbed Reports

In a Tabbed Report it is compulsory to select a Site. The Report always only shows data for the Site the user selected. Where Shared and Non-shared Sites, and Operator Security come into play, is in the limitation of the Sites available for selection and the Tagholder information that's for display.

Shared and Non-shared Sites

As an example, consider an installation with three Sites, **Site RED**, **Site GREEN** and **Site ORANGE**.

- **Site RED** – Non-shared Site
- **Site GREEN** – Non-shared Site
- **Site ORANGE** – Shared Site

Tagholders from **Site RED** have access to **Site ORANGE**. Tagholders from **Site GREEN** have access to **Site ORANGE**. If a user connects to the Web Reports Server of **Site RED** and draws up an Employee Transaction Report:

- Only **Site RED** and **Site ORANGE** will appear in the Site select drop-down menu (as **Site GREEN** is a Non-shared Site).
- If the user selects **Site RED** from the Site drop-down menu, only information for Employees from **Site RED** will be shown on the department, Employees, Tag (and so on) selection tabs. This is because there are no Employees from **Site GREEN** or **Site ORANGE** that have access to **Site RED**.
- If the user selects **Site ORANGE** from the Site drop-down menu, information for Employees from **Site ORANGE** and Employees from **Site RED**, who have access to **Site ORANGE**, will be shown on the department, Employees, Tag (and so on) selection tabs. **Site GREEN** is a Non-shared Site. This means that information for the Employees from a Non-shared Site will be hidden unless:

  - The user is viewing reports by connecting to the Web Reports Server of that specific Non-shared Site.
  - The user is connected to the Web Reports Server of a Site, where Employees from Non-shared Sites have access.

In the above situation, by connecting to the Web Reports server of **Site GREEN**, the user will get similar results but will see Employees from **Site GREEN** instead of Employees from **Site RED**. If a user is connecting to the Web Reports server of **Site ORANGE**, the user will see the information for Employees from **Site ORANGE** and the Employees from **Site RED** and **Site GREEN** who have access to **Site ORANGE**.

Operator Security

Operator Security works in the same way as the Shared and Non-shared Sites selection feature. The difference is that the Sites which a user's Operator Security Group has access to view become the equivalent of Shared Sites, and those that it does not have access to view become the equivalent of Non-shared Sites.

Non-tabbed Reports

General

It is not mandatory to select a Site for Non-tabbed Reports. This means that the main difference between Tabbed and Non-tabbed Reports is the data that they can display.

Non-tabbed reports can either:

- show data from multiple Sites at the same time (the Tagholder Access Group Configuration Report that shows Access Groups from all Sites), or
- can show a summary of activity on all Sites (the Access Pattern Report shows the first time in and last time out across all Sites, where the first time in could have been on **Site RED** and the last time out could have been on any other Site).

Shared and Non-shared Sites

Taking the same configuration from the example in Tabbed reports:

- **Site RED** – Non-shared Site
- **Site GREEN** – Non-shared Site
- **Site ORANGE** – Shared Site

Tagholders from **Site RED** have access to **Site ORANGE**. Tagholders from **Site GREEN** have access to **Site ORANGE**. If a user connects to the Web Reports Server of **Site RED** and draws a Department Hours Worked in APB Zones Report:

- Only data pertaining to **Site RED** will show. (Departments and Zones defined on **Site RED**, and the transactions that were made on **Site RED**).
- If the user selects the **Include All Sites** check-box, data pertaining to **Site RED** (the Site that the user connected to) and **Site ORANGE** (all Shared Sites) will show. This includes the Employee, Department, Zones (and so on) drop-down menus and the transactions that are used to create the Report.
- Only **Site RED** and **Site ORANGE** will appear in the Site Selection drop-down menu (as **Site GREEN** is a Non-shared Site).
- By selecting a Site from the Site drop-down menu, transactions filter allowing only transactions from the selected Site. The data in the drop-down menus stays as it was.

As with Tabbed Reports, Employees from Non-shared Sites (**Site RED** and **Site GREEN**) will show if they have access to the Site to which the user connects. The user still has to select **Include All Sites** to view this information. Information about a Non-shared Site, that is, the configuration of the Site itself is still not visible. The only data that is visible from a Non-shared Site is the information on Tagholders who have access to a Site for which a user is drawing up a Report.

In the example above, by connecting to the Web Reports server of **Site GREEN**, the user gets similar results, but sees Employees from **Site GREEN** instead of Employees from **Site RED**. If a user connects to the Web Reports Server of **Site ORANGE** to view reports, the user sees information for Employees from **Site ORANGE**, as well as the Employees from **Site RED** and **Site GREEN** who have access to **Site ORANGE**.

Operator Security

Operator Security works in the same way as the Shared and Non-shared Sites selection option. The difference is that the Sites which a user's Operator Security Group has access to view become the equivalent of Shared Sites and those that the user's Operator Security Group does not have access to view become the equivalent of Non-shared Sites.

Reports can, with configuration, use the Operator Security facility. When using Operator Security, you can create Operator Security Groups with access to certain reports only.

Reports can further be configured by Operator Security Group showing only certain data within the Reports concerned.

*When using Operator Security, the **Include All Sites** checkbox on Non-tabbed Reports is **NOT** displayed, and the Site Drop-down menu displays automatically (see the section Non-tabbed Reports on page 6).*

*For an Operator Security Group that does not have access to a given Site, that Site will **NOT** appear in the Site Drop-down menu.*

*If a Site is Non-shared, it will **NOT** appear in the Site Drop-down menu, **unless** the viewer is connected to that Site's Engine.*

Shared Site Selection

If Operator Security is **NOT** used, Reports get filtered as Shared or Non-shared Sites.

Set the Shared Sites property in Access by checking the **Shared Site** checkbox on each individual Site dialog (see Figure 11).

Selecting the appropriate Site icon in the Navigator Pane displays the Site information.

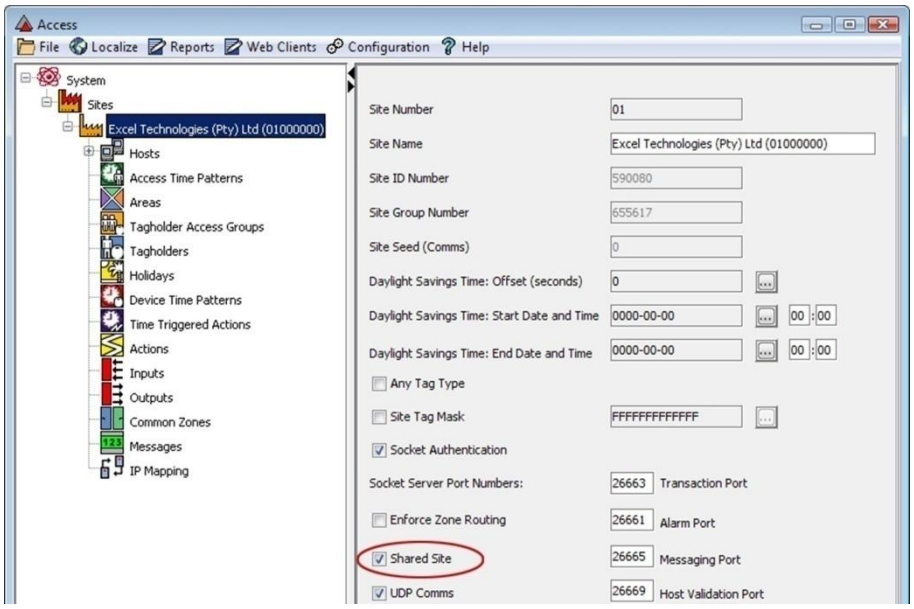


Figure 11 – Shared Site Selection

Report Interface

General

Setting your monitor screen resolution to 1 024 x 768 pixels displays the Web Reports correctly.

This section contains information about the types of Reports that a user can access. To access the various Reports:

On the Access Menu Bar, click on **Reports**>**Web Reports**.

Alternately using a separate PC workstation, with Engine running on the Database Server, start up the Module as follows:

1. *Using your Internet browser in the Address Bar, enter the phrase **Localhost** (and if necessary the Port Number).*
2. *At the landing page, select the (Web Reports) icon.*

Figure 12 – Web Reports Screen

Report Selection

Select Reports from either the Web Reports screen or from within any individual Report screen.

Selection from the Web Reports screen

Select the various categories of Reports using the Menu Bar at the top of the Web Reports screen (see Figure 12).

Once you have chosen a category (for example, Person Reports), a screen showing the Reports in that category displays (see Figure 13).

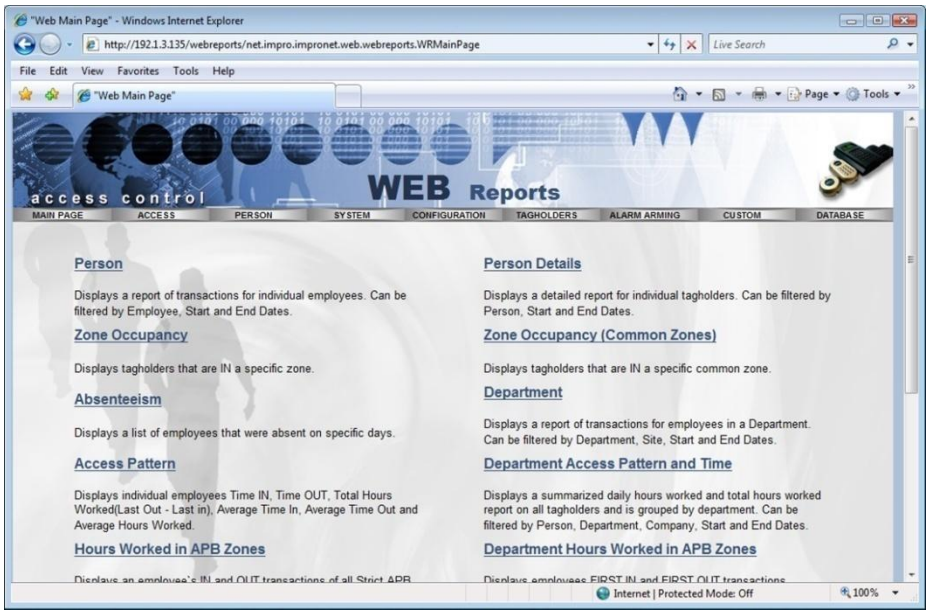


Figure 13 – Person Reports Screen

Each Report available under Person Reports lists in the Person Reports screen (Figure 13), along with a brief description of the attributes of the Report.

Clicking on the required **Report Title** displays the Report. (For example, clicking on Access Reports displays the screen shown in Figure 14).

Figure 14 – Access Report Screen

Reports Menu

*The Reports Menu shown in Figure 15 and Figure 16 is available from **ANY** individual Report screen.*

1. Display the Reports Menu by clicking on Open Menu on the vertical bar at the left of the screen (see Figure 15).

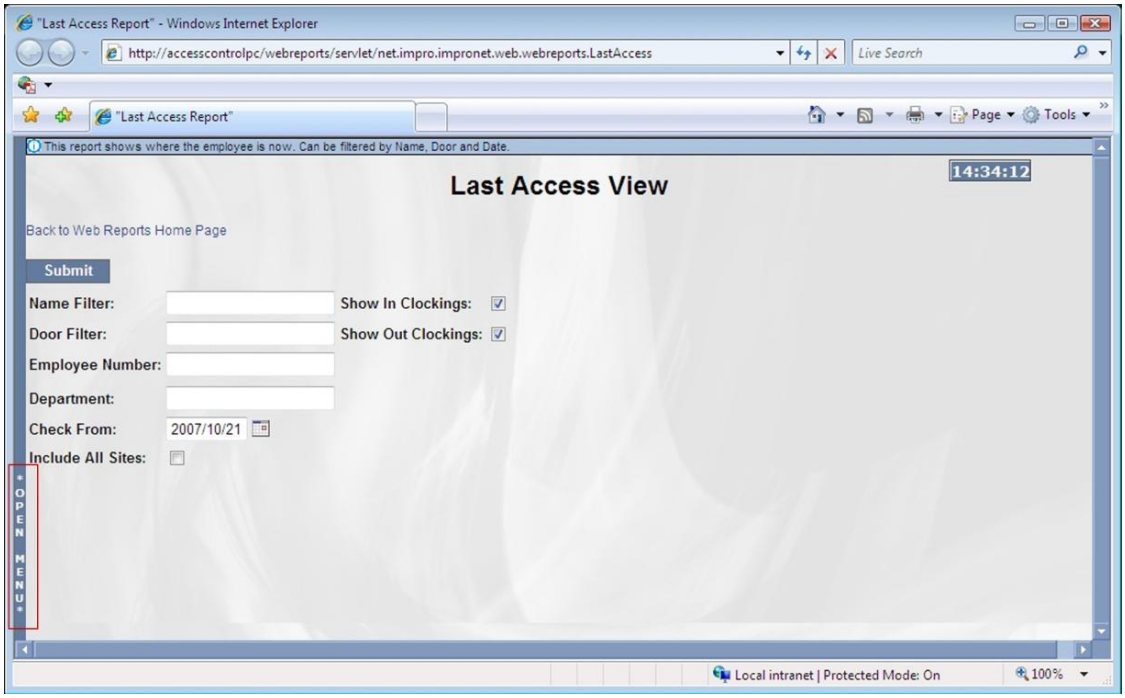


Figure 15 – Open Menu Bar Location

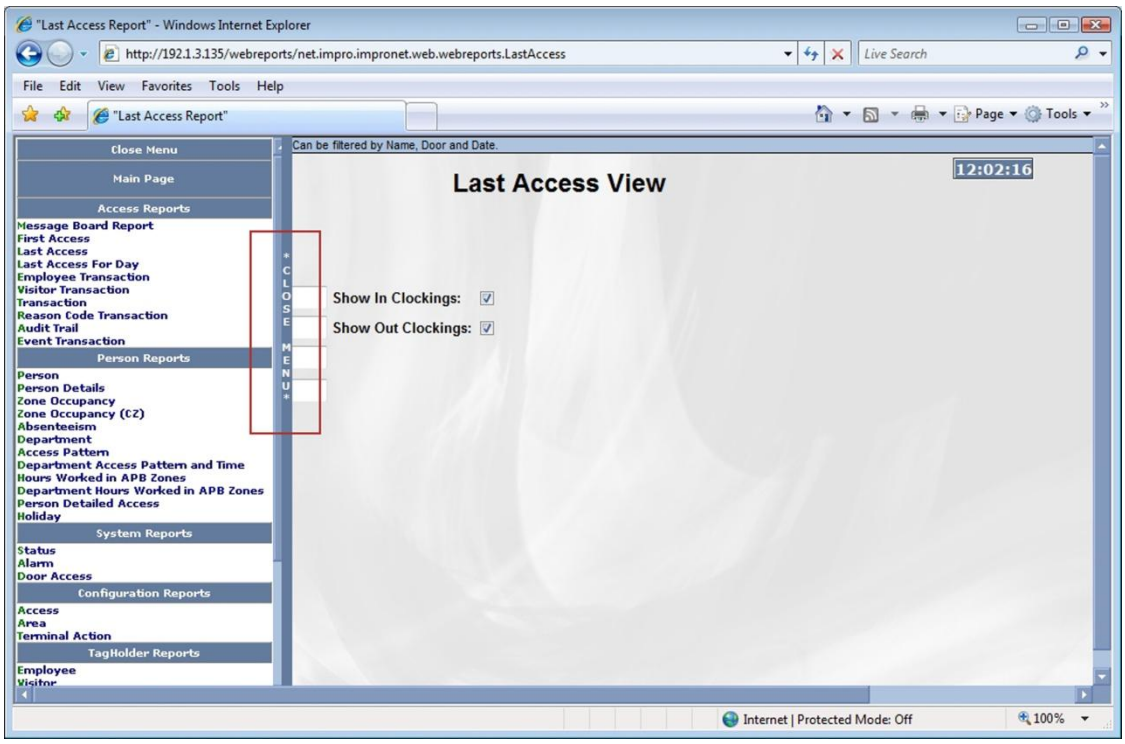
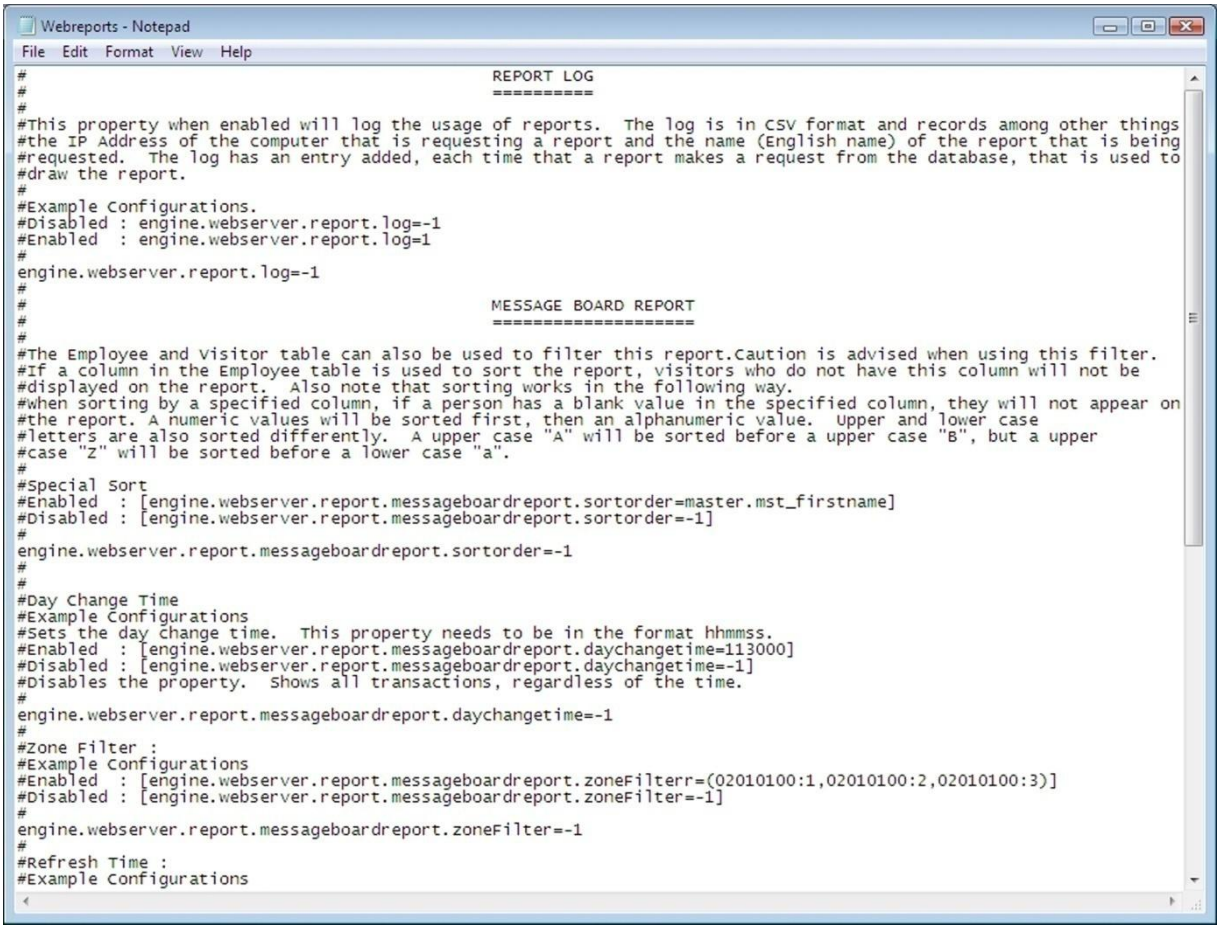


Figure 16 – Close Menu Bar Location

2. Select any Report by clicking on the report title in the Reports Menu.
3. Return to the main Web Reports screen by clicking on Main Page in the Reports Menu.
4. Close the Reports Menu:
   - click on the vertical bar at the right of the menu (highlighted in Figure 16), or
   - click on **Close Menu** at the top of the Report Menu.

Webreports.properties Settings



```
#                                                REPORT LOG
#                                                ==========
#
#This property when enabled will log the usage of reports.  The log is in CSV format and records among other things
#the IP Address of the computer that is requesting a report and the name (English name) of the report that is being
#requested.  The log has an entry added, each time that a report makes a request from the database, that is used to
#draw the report.
#
#Example Configurations.
#Disabled : engine.webserver.report.log=-1
#Enabled  : engine.webserver.report.log=1
#
engine.webserver.report.log=-1
#
#                                                MESSAGE BOARD REPORT
#                                                ====================
#
#The Employee and Visitor table can also be used to filter this report.Caution is advised when using this filter.
#If a column in the Employee table is used to sort the report, visitors who do not have this column will not be
#displayed on the report.  Also note that sorting works in the following way.
#when sorting by a specified column, if a person has a blank value in the specified column, they will not appear on
#the report. A numeric values will be sorted first, then an alphanumeric value.  Upper and lower case
#letters are also sorted differently.  A upper case "A" will be sorted before a upper case "B", but a upper
#case "Z" will be sorted before a lower case "a".
#
#Special Sort
#Enabled  : [engine.webserver.report.messageboardreport.sortorder=master.mst_firstname]
#Disabled : [engine.webserver.report.messageboardreport.sortorder=-1]
#
engine.webserver.report.messageboardreport.sortorder=-1
#
#
#Day Change Time
#Example Configurations
#Sets the day change time.  This property needs to be in the format hhmmss.
#Enabled  : [engine.webserver.report.messageboardreport.daychangetime=113000]
#Disabled : [engine.webserver.report.messageboardreport.daychangetime=-1]
#Disables the property.  Shows all transactions, regardless of the time.
#
engine.webserver.report.messageboardreport.daychangetime=-1
#
#Zone Filter :
#Example Configurations
#Enabled  : [engine.webserver.report.messageboardreport.zoneFilterr=(02010100:1,02010100:2,02010100:3)]
#Disabled : [engine.webserver.report.messageboardreport.zoneFilter=-1]
#
engine.webserver.report.messageboardreport.zoneFilter=-1
#
#Refresh Time :
#Example Configurations
```

Figure 17 – Webreports.properties File Screenshot

Settings in the Webreports.properties File (Figure 17) are as follows:

#REPORT LOG
If = -1 (default) this function is disabled.
If = 1, function is enabled, and a CSV file is created in the ImproNet>Log folder.

This is a log of the following concerning accessing of reports for the current date:
Date; time accessed; time closed; report name; IP address of computer; description of log event; time difference between access and closing times.

#MESSAGE BOARD REPORTS
(This function was moved from the Engine.properties file to Webreports.properties in V7.4 of the ImproNet Software).

#LAST ACCESS REPORT
The refresh rate for this report can be set here; 60 000 = 1 minute.

#DATABASE (FOR MSSQL SERVER ONLY)
This function refers to the DATABASE Tab on the Reports main page. It permits changing from the current database to any ImproNet SQL Server Database on the network.

#CUSTOM REPORTS (DEBUG)
If = -1 (default), this facility is disabled.
If = 1 this facility is enabled. When enabled, the query that is used by a Custom Report is written to the Engine.log file.

Report Categories

The categories of Reports available are:

Report Category	Description
Access Reports	Provides access data for all Tagholders at all selected Sites.
Person Reports	Provides transaction data relating to a specific person or persons having access to the Site(s) concerned.
System Reports	Provides data about system occurrences, such as alarms, Terminal time-outs, frequency of door access, and so on.
Configuration Reports	Provides data such as Terminals that a given Tagholder has access to, Terminals in each Area, and Actions available at each Terminal.
Tagholders Reports	Provides data about Employee and Visitors' Tags, Tags not used, Tag Expiry, and so on.
Alarm Arming Reports	Provides data about Employees with Alarm Arming access rights, Tagholder Access Groups with Alarm Arming access rights and Alarm Arming transactions.
Custom Reports	Reports that can be created by the user according to specific administration needs.
Select Database	This configuration option permits the selection of an archived database to allow the compilation of reports on archived data when required.

Table 1 – Report Categories

Access Reports

Under **ACCESS REPORTS**, the Reports listed below are available.

Message Board Report

NON-TABBED REPORT

Message Board Report shows the latest **IN and OUT Transaction Information** for each Tagholder on the selected Site(s). You may include one or all Sites. And can filter the data by Department, and/or IN and OUT transactions.

Last Access Report

NON-TABBED REPORT

The Last Access Report provides information on the **Last Access** (in-clockings and/or out-clockings) by a selected person at a selected door during a period from a selected date to the current time. You may include one or all Sites. And can filter the data by Name and/or Door, Period (Start and End dates), Employee Number and Department.

Employee Transaction Report

TABBED REPORT

Employee Transaction Report displays a detailed report on **all the Transactions made by Employees**. Filter the data by Site, Date and Time, Person, Tag Code, Department, Event and Vicinity.

Transaction Report

NON-TABBED REPORT

This Report displays **all Tagholders' transactions for a specific date**. You may include one or all Sites. And can filter the data by Name and Door.

Audit Trail Report

NON-TABBED REPORT

The Audit Trail Report displays **all Tagholders' Transactions for a specific date**. You may include one or all Sites. And can filter the data by Period and Audit Type.

Audit Types include:

- User Logon/Logoff
- APB Reset
- Access Time Pattern Edited
- Added a New Employee
- Added a New Visitor
- Area Deleted
- Area Edited
- Deleted Security template
- Deleted User Login
- Deleted User Profile
- Device Time Pattern Edited

Sagem Identify Report

NON-TABBED REPORT

This Report displays **the transactions per Sagem Reader**. You may include one or all Sites. And can filter the data by Department, Serial Number, Start Date and End Date.

First Access Report

NON-TABBED REPORT

The First Access Report displays all Tagholders' **First Access** transaction for a specific day. You may include one or all Sites. And can filter the data by Name, Door, Date, Employee Number and Department.

Last Access for Day Report

NON-TABBED REPORT

The Last Access for Day Report displays all Tagholders' **Last Access Transactions** for a specific day. You may include one or all Sites. And can filter the data by Name, Door, Date, Employee Number and Department.

Visitor Transaction Report

TABBED REPORT

The Visitor Transaction Report displays a detailed Report on all the **Transactions made by Visitors**. Filter the data by Site, Date and Time, Person, Tag Code, Department, Event, and Vicinity.

Reason Code Transaction Report

TABBED REPORT

This Report displays all Employees that have used **Reason Codes**. You may filter the data by Site, Date and Time.

Event Transaction Report

NON-TABBED REPORT

This Report displays which **events where triggered by an input**. You may filter the data by Input Name and Date. You may include one or all Sites.

Person Reports

To ensure the necessary records display on your Report, before running these **Person Reports**, activate **Anti-passback (APB)** for the Zone:

- Hours Worked in APB Zones Report
- Zone Occupancy Report
- Zone Occupancy (Common Zones) Report
- Access Pattern Report
- Department Access Pattern and Time Report
- Department Hours worked in APB Zone Report

Under **PERSON REPORTS**, the following reports are available:

Person Report

NON-TABBED REPORT

The Person Report displays a report of **Transactions for individual Employees**. You may include one or all Sites. And can filter the data by Employee, Start and End Dates.

Zone Occupancy Report

NON-TABBED REPORT

The Zone Occupancy Report displays **Tagholders that are in a specific Zone**. The Report includes a drop-down menu for selection of the required Zone. Include one or all Sites.

Zone Occupancy Reports do NOT make allowance for Interleading Zones.

Absenteeism Report

NON-TABBED REPORT

The Absenteeism Report details a **list of Employees absent on a specified date**. It lists all Employees not present on that date and their Employee Numbers. Include one or all Sites.

Access Pattern Report

NON-TABBED REPORT

This Report displays a selected **individual Employee's Time In, Time Out and Hours at Work (Last Out - First In).** Include one or all Sites. A Summary can be provided.

Hours Worked in APB Zones Report

NON-TABBED REPORT

This report calculates hours worked from the I**N and OUT Transactions of all APB Zones**. You may include one or all Sites. And can filter the data by Employee, Start and End Dates.

Person Detailed Access Report

NON-TABBED REPORT

The Person Detailed Access Report provides **detailed information of all Locations, Zones and Controllers**, and provides a list of Tagholders who have access to them. Include one or all Sites.

Person Details Report

NON-TABBED REPORT

The Person Details Report displays a **detailed Report for a selected individual Tagholder**. You may include one or all Sites. And can filter the data by Person, Start and End Dates.

Zone Occupancy (Common Zones) Report

NON-TABBED REPORT

This report displays **Tagholders currently in the selected Common Zone**. The Report includes a drop-down list to select the required Zone. Include one or all Sites.

Zone Occupancy Reports do NOT make allowance for Interleading Zones.

Department Report

NON-TABBED REPORT

This Report displays **Transactions for Employees in a Department**. You may include one or all Sites. And can filter the data by Department, Site, Start and End Dates.

Department Access Pattern and Time Report

NON-TABBED REPORT

This report is a summary of **Daily Hours Worked and Total Hours Worked, grouped by Department**. You may include one or all Sites. And can filter the data by Person, Department, Company, and Start and End Dates.

Department Hours worked in APB Zone Report

NON-TABBED REPORT

This report is a summary of the, **daily Hours worked in APB Zones**, grouped by Department. You may include one or all Sites. And can filter the data by Employee, Department, Employer, Zone, and Start and End Dates.

Holiday Report

NON-TABBED REPORT

The Holiday Report displays public and other company **holidays** in either Table or Calendar format. You may include one or all Sites.

System Reports

Under **SYSTEM REPORTS**, the following reports are available:

Status Report

TABBED REPORT

This report displays all the **status transactions from Controllers and Terminals on a selected date**. That is Terminal timeouts; tables corrupt and Request to Enter/Exit information. You may filter data by Site, Event, Door, and Logical Address.

Door Access Report

NON-TABBED REPORT

This Report displays the **frequency of access at each Door**. You may include one or all Sites. And can filter the data by Period and Site.

Alarm Report

TABBED REPORT

The Alarm Report displays **all Alarms generated by the System**. You may filter the data by Date and Time, and Site.

Configuration Reports

Under **CONFIGURATION REPORTS**, the reports listed below are available.

Access Report

TABBED REPORT

The Access Report displays all **Locations that a Tagholder/Tag has access to**. You may filter the data by Site, Person, Tag Code, Department, and Vicinity.

Terminal Action Report

NON-TABBED REPORT

This Report displays all **Terminals and their available Actions**. You may include one or all Sites. And can filter the data by Terminal and Event.

Area Report

TABBED REPORT

This Report displays all **Terminals within each Area of a Site**. You may filter the data by Site.

Tagholders' Reports

Under **TAGHOLDERS' REPORTS**, the reports listed below are available.

Employee Report

TABBED REPORT

This report includes details of all **Employees that have valid Tags in the System**. You may filter the data by Site and/or by Department.

Employees without Tags Report

TABBED REPORT

This Report includes details of all **Employees that DO NOT have valid Tags in the System**. You may filter the data by Site and/or by Department.

Employees Tags without Access Report

TABBED REPORT

This Report includes details of **Employees that have NO Tagholder Access Group** assigned to them. You may filter the data by Site and/or by Department.

Tags Not used Report

NON-TABBED REPORT

Lists **Tags NOT used since a selected date**. You may include one or all Sites.

Tagholders Configuration Report

TABBED REPORT

This Report provides detailed information on all the **Tagholder Access Groups**. You may filter the data by Site.

Visitor Report

TABBED REPORT

This Report displays details of **Visitors that have valid Tags in the System**. Filter the data by Site and/or by Department.

Visitors without Tags Report

TABBED REPORT

This Report displays details of **Visitors that DO NOT have valid Tags in the System**. You may filter the data by Site and/or by Department.

Visitors Tags without Access Report

TABBED REPORT

This Report includes details of **Visitors that have NO Tagholder Access Group** assigned to them. You may filter the data by Site and/or by Department.

Tag Expiry Report

NON-TABBED REPORT

Lists details of **Tags that have expired and that will expire as of the current date**. Start and End dates can be specified. Include one or all Sites.

Tagholders Access Group Configuration Report

NON-TABBED REPORT

This Report provides detailed information on **configuration of all the Tagholder Access Groups**. You may include one or all Sites.

Biometric Tag Report

NON-TABBED REPORT

This Report lists valid EMPLOYEE **Tagholders with Biometric Templates**. You may filter the data by Employee and Tag Type. You may include one or all Sites.

Visitor Biometric Report NON-TABBED REPORT

This Report lists valid VISITOR **Tagholders with Biometric Templates**. You may filter the data by Visitor and Tag Type. You may include one or all Sites.

Alarm Arming Reports

Under **ALARM ARMING REPORTS**, the reports listed below are available.

Alarm Arming Access Report NON-TABBED REPORT

This Report displays details of **Tagholders with Alarm Arming rights**. The Report also indicates which Tagholders have PIN-codes and the Tagholder Access Group(s) they belong to. You may filter the data by Person, Access Group and Access Rights. You may include one or all Sites.

Alarm Arming Transactions Report NON-TABBED REPORT

This Report displays details of **all Alarm Arming transactions**. You may filter the Report by Event, Date and Time. You may include one or all Sites.

Alarm Tagholder Access Groups Report NON-TABBED REPORT

This Report displays details of **all Tagholder Access Groups with Alarm Arming rights**. You may include one or all Sites.

Custom Reports

Because of the complexities of this feature, only approved Distributors or Impro Technical Support Staff can design Custom Reports. Therefore, please contact your Impro Distributor for support.

This option provides access to any Custom Reports developed by the user.

Selecting the Database

Using the Menu Bar at the top of the Web Reports screen (see Figure 12) select the **Database** option.

An archived Database on which you can base your Reports can be chosen from the drop-down menu (see Figure 18).

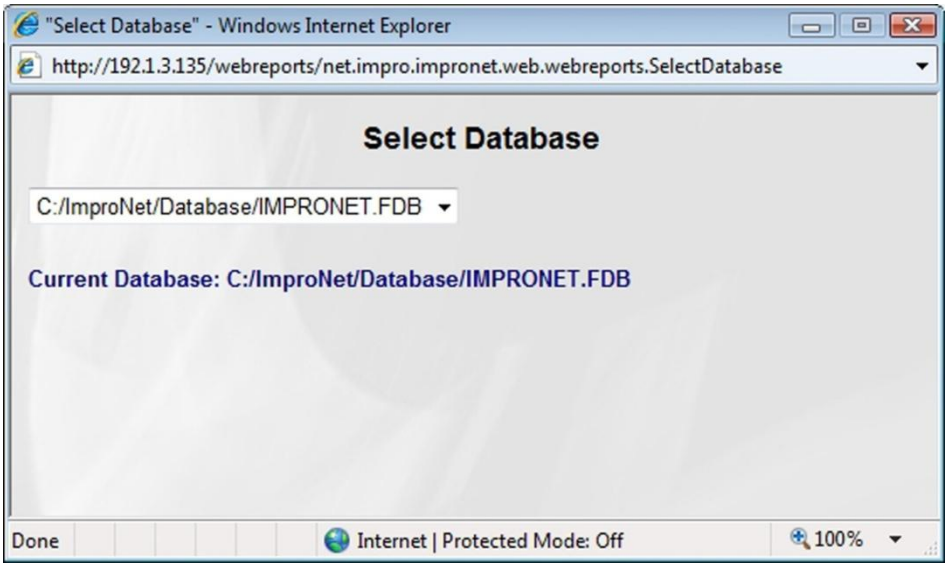


Figure 18 – Select Database Drop-down Menu

Typical Sample Reports

This section outlines one Report from each category, thus providing insight into the use of the Reports.

Access Reports

Employee Transaction Report

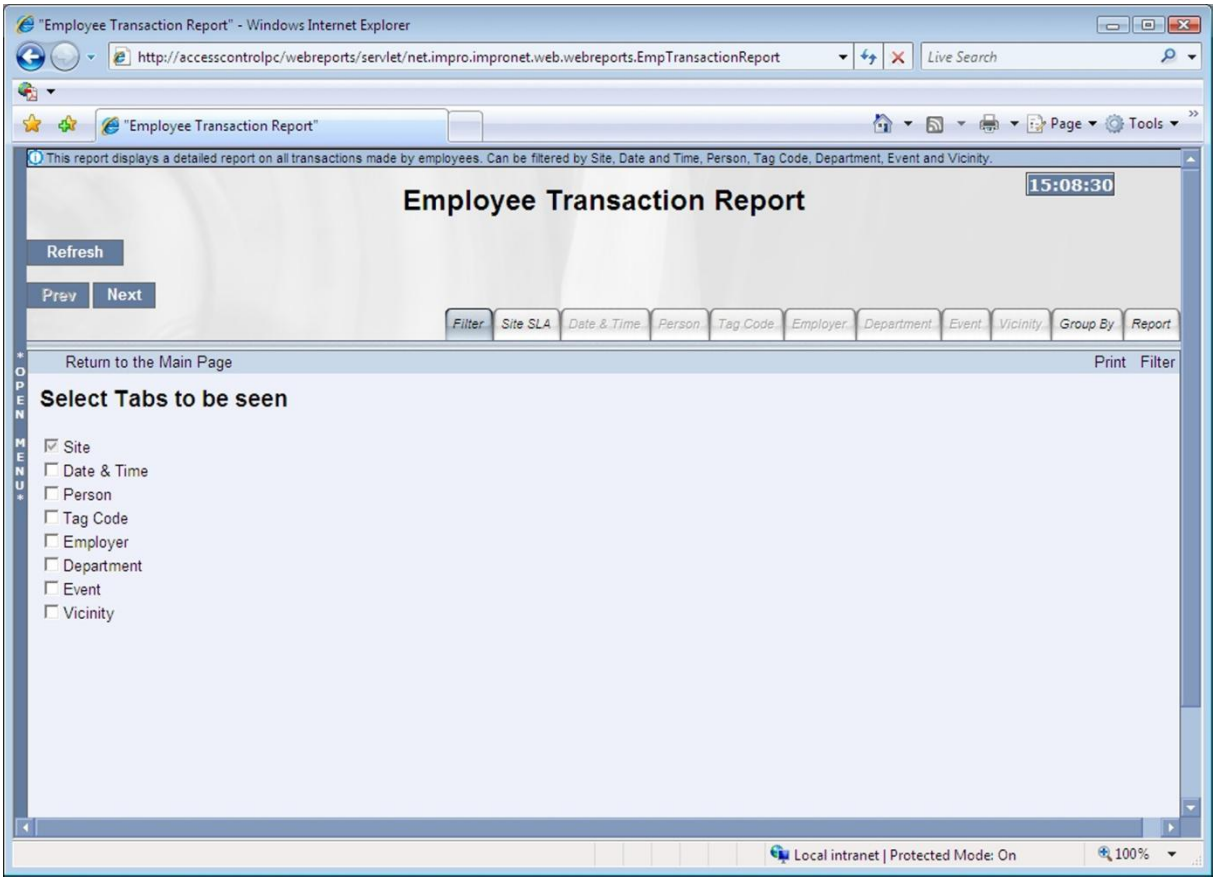


Figure 19 – Employee Transaction Report Initial Set-up Screen

Details of the Tab Filters follow:

Select Site Tab

The Site Tab (Figure 20) allows selection of the Site required, using the Site drop-down list.

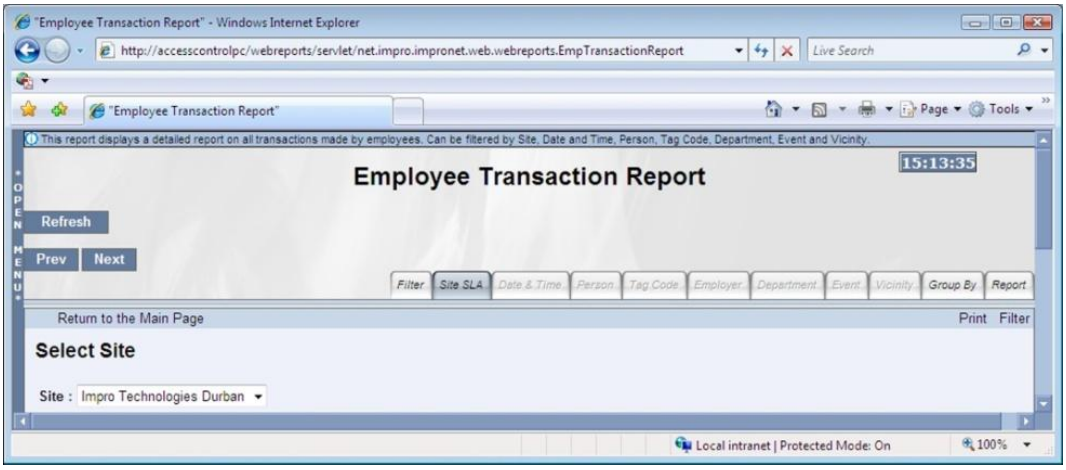


Figure 20 – Site Selection

Date & Time Tab

The Date & Time Tab (Figure 21) allows selection of a date and time range, thus filtering the Report results.

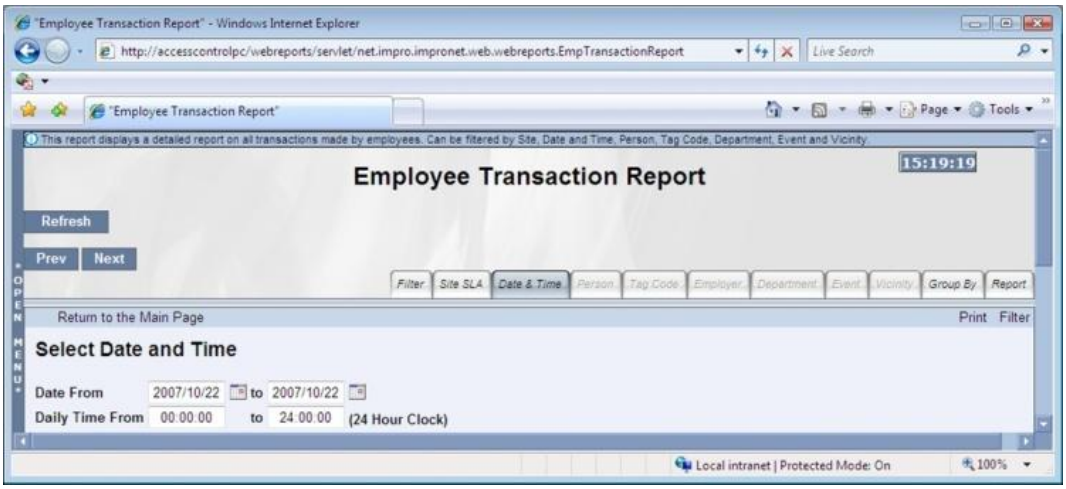


Figure 21 – Select Date and Time Dialog

Display the calendar shown in Figure 22, by clicking on the **Date From** (calendar) button.

Figure 22 – Calendar Dialog

Select the required date, as follows:

1. Click on the or arrowheads to move between **Years**.
2. Click on the or arrowheads to move between **Months**.
3. Finally, select the required date.

Person Tab

The Person Tab allows selection of an Employee (Figure 23) if none is selected; data for all Employees listed is shown.

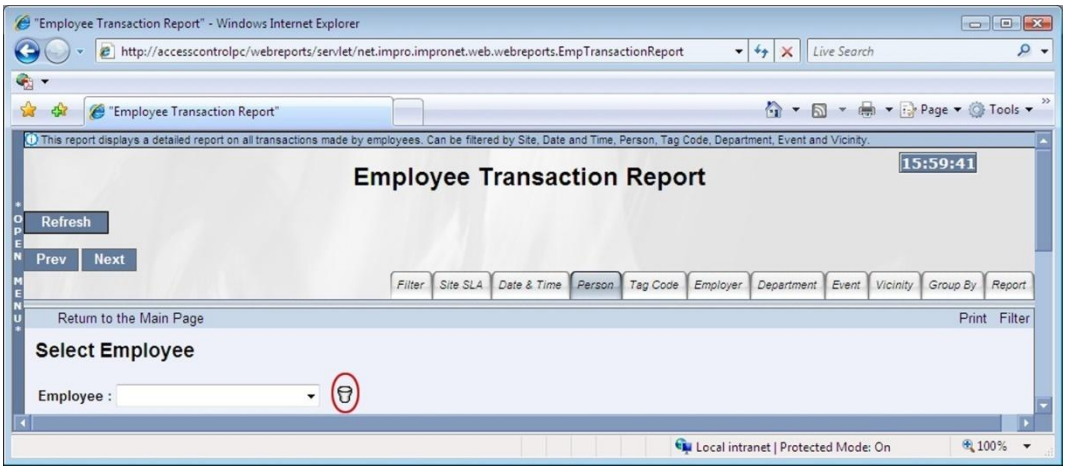


Figure 23 – Employee Selection Screen

Employee Drop-down Menu Filter

The ringed symbol in **Figure 23** opens a drop-down menu filter (see **Figure 24**) for Employees, click on the symbol to open the dialog.

Figure 24 – Employee drop-down Menu Filter

Name Sort By allows sorting (in either Ascending (**ASC**) or Descending (**DESC**) order) by:

- Default
- First Name
- Last Name
- Employee Number

Name Filter By allows filtering by:

- Department
- Employer

Click **Refresh** to update the drop-down menu.

Tag Code Tab

This tab allows the selection of a Tag Code from those displayed (Figure 25).

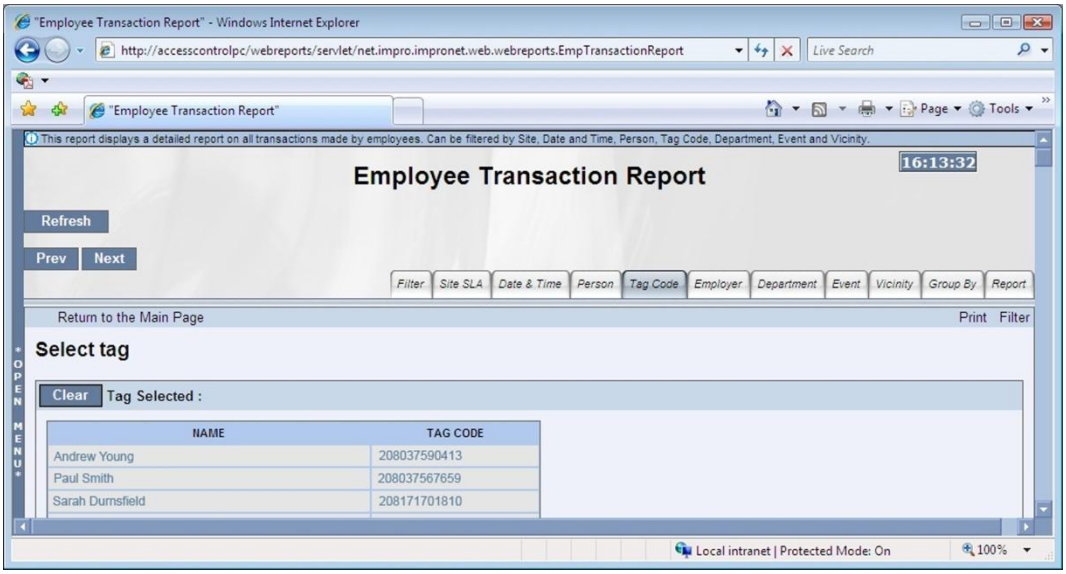


Figure 25 – Tag Code Selection

If an Employee is NOT selected on the Employee Filter screen, all Tag numbers display. If an Employee was selected, only that Employees Tag numbers display.

Employer Tab

The Employer Tab allows selection of an Employer (if applicable) from those displayed (Figure 26).

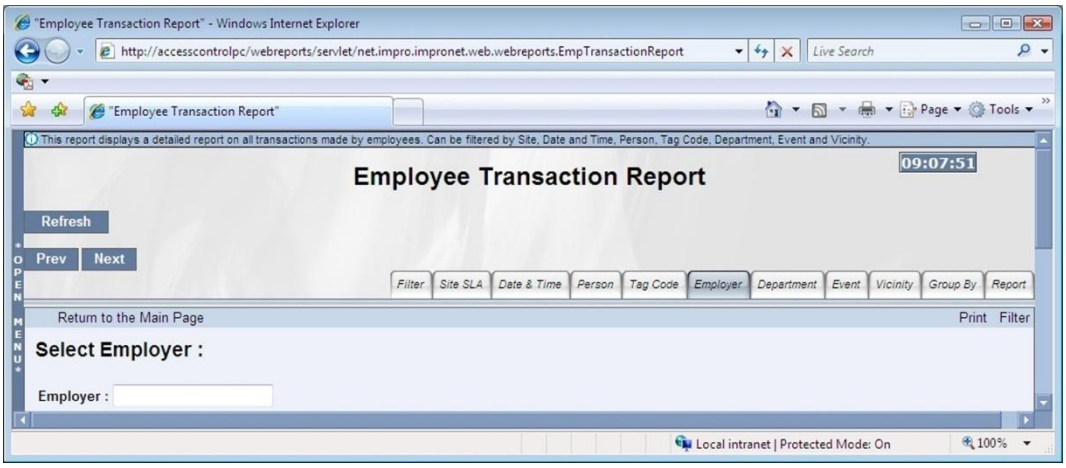


Figure 26 – Select Employer Screen

Department Tab

The Department Tab (Figure 27) allows filtering of data by Department.

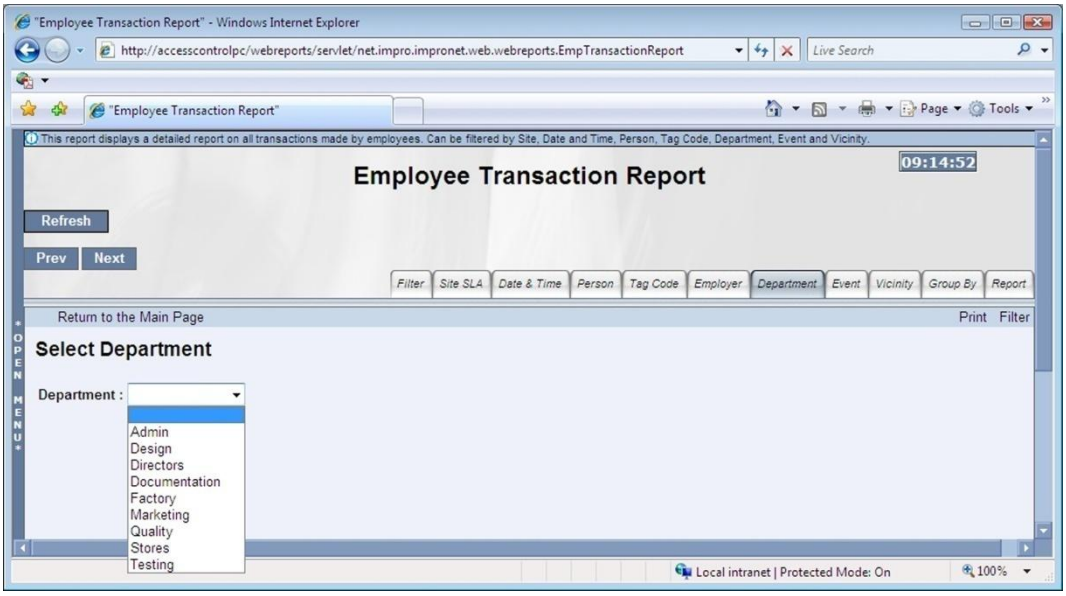


Figure 27 – Department Selection Screen

Event Tab

The Event Tab (Figure 28) allows filtering of data by Event.

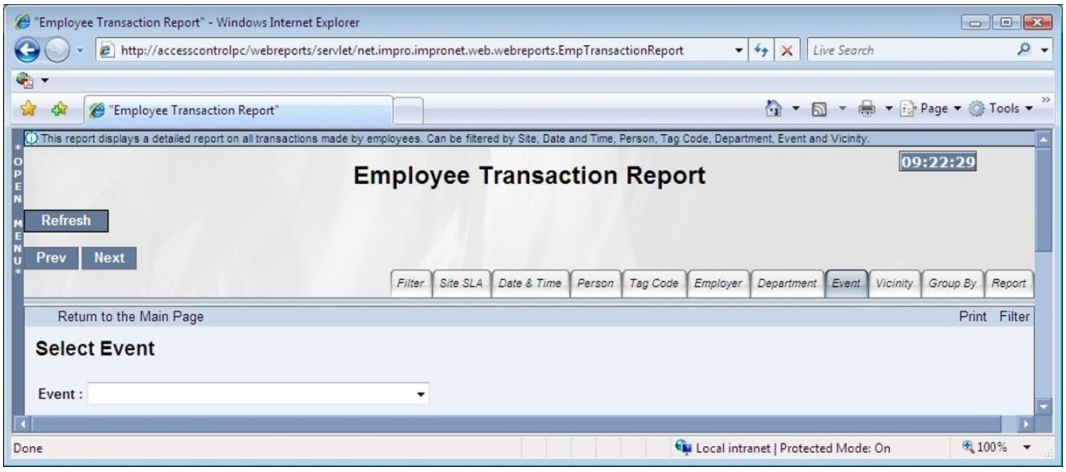


Figure 28 – Event Selection

Vicinity Tab

The Vicinity Tab (see Figure 29) allows filtering of data by specifying a particular Site, Zone and Location (Vicinity).

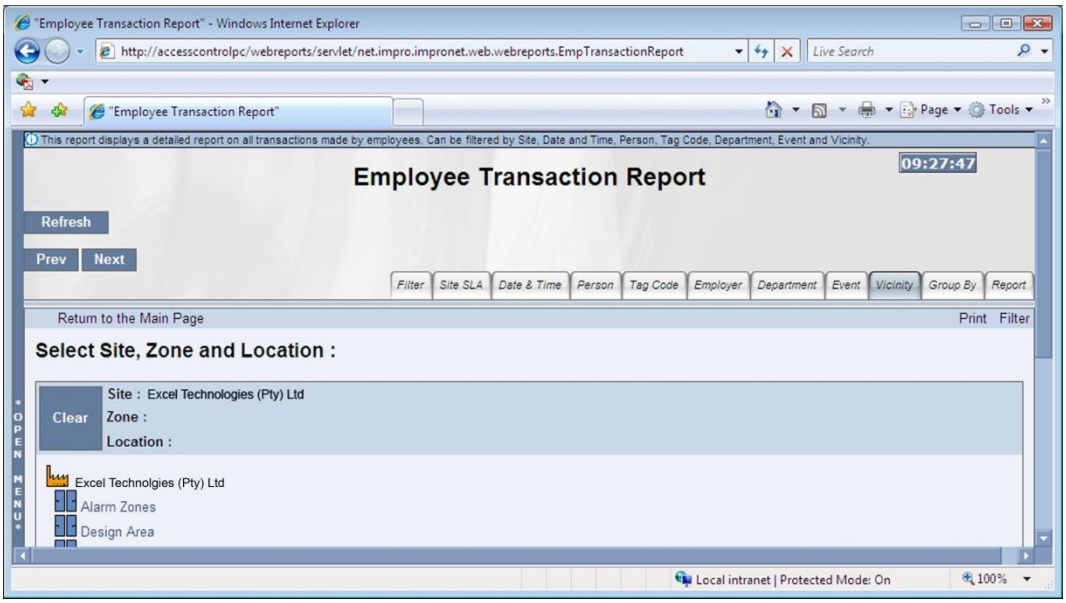


Figure 29 – Vicinity Tab selection

Click on the required Site, Zone, Location (Vicinity or Door).

Group By Tab

The Group By Tab allows the grouping of Employee Transactions by choosing **ONE** of the categories shown in the Figure 30.

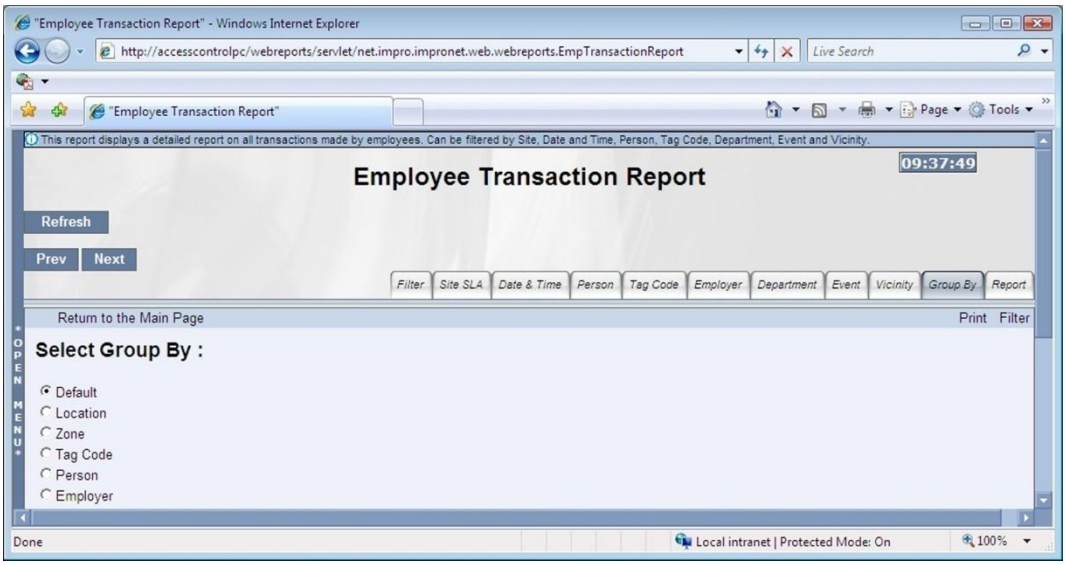


Figure 30 – Group By selection

Report Tab

Clicking on the **Next** button displays the Report.

The filters used in the selection of parameters for the Report shown in Figure 31 were Date, Employee and Location.

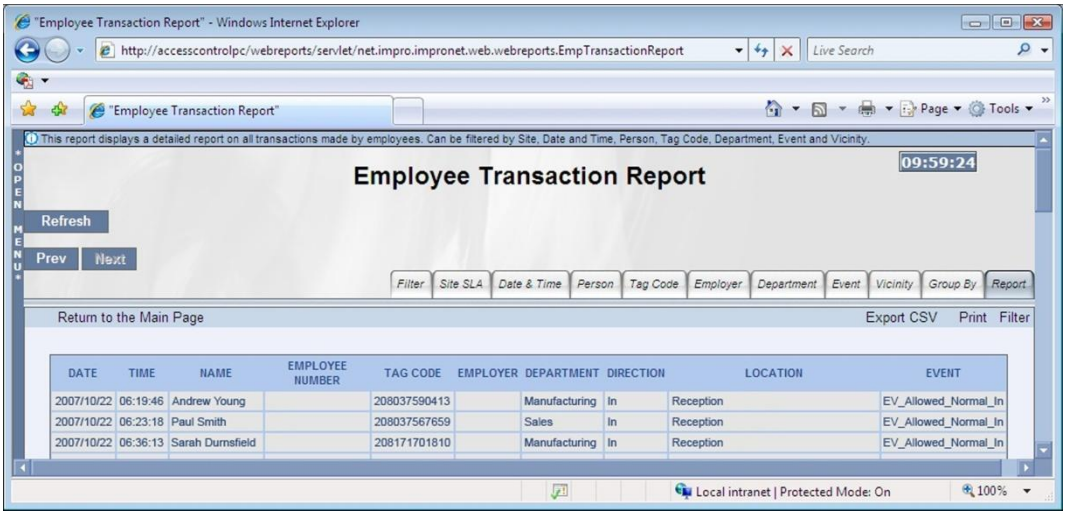


Figure 31 – Sample Employee Transaction Report

The sort order of data in this Report is by **Date**. However, the column headings in this Report also allow the sorting of the data. Click on the required column heading, and the results will display in alphabetical or numerical order as appropriate.

On sorting the data, a triangular symbol displays in the column heading of the sorted column (highlighted in Figure 32).

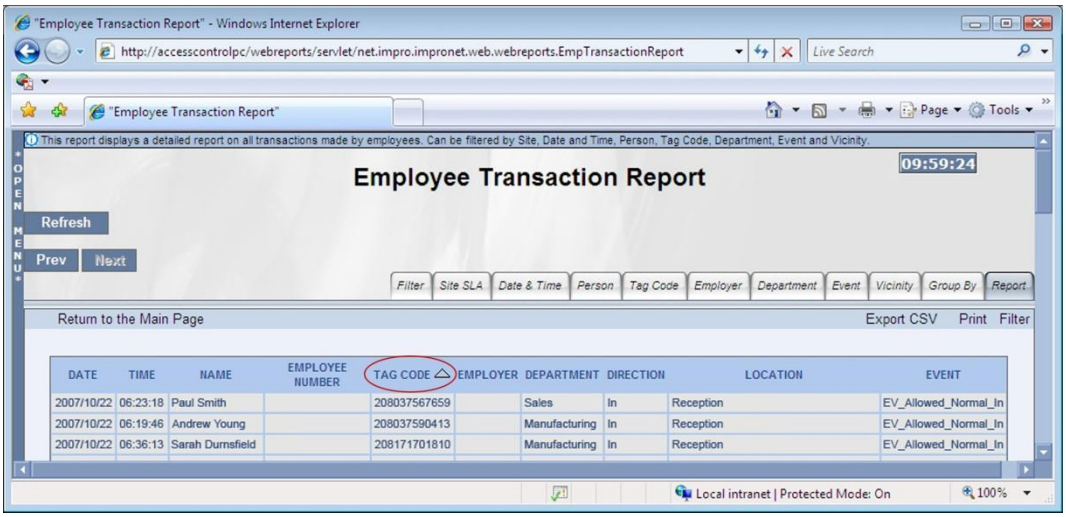


Figure 32 – Data Sorted by Column Heading

Person Reports

Person Details Report

The Person Details Report displays a report of transactions for individual Employees. You may filter the data by Employee, Start and End Dates. Select either the current Site or all Sites.

1. Select the required Person from the drop-down menu.
2. Select the required **Start** and **End** Dates using the calendars provided (see page 29 for details of how to use the calendars).
3. Click on **Submit**.

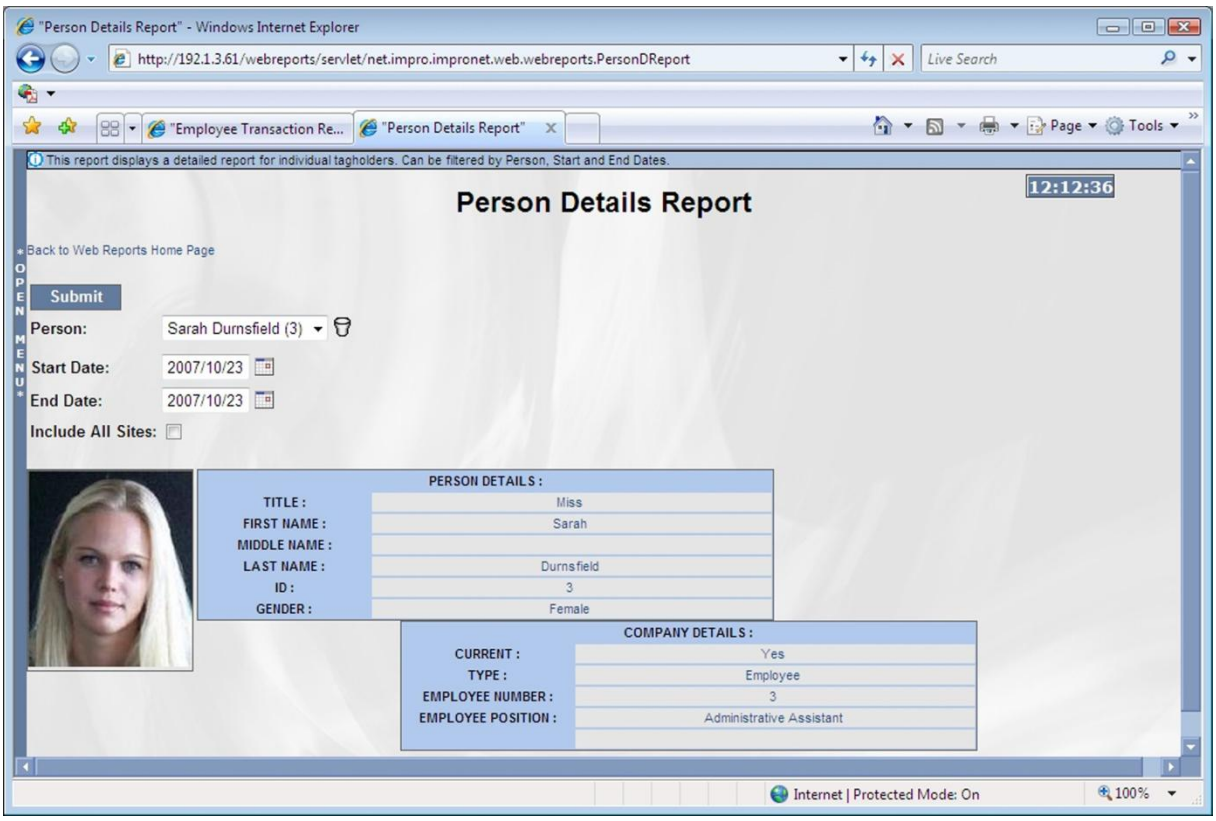


Figure 33 – Typical Person Details Report

System Reports

Door Access Report

Displays how frequently each Door has been accessed (Figure 34). You may filter data by Date. Select either the current Site, or all Sites.

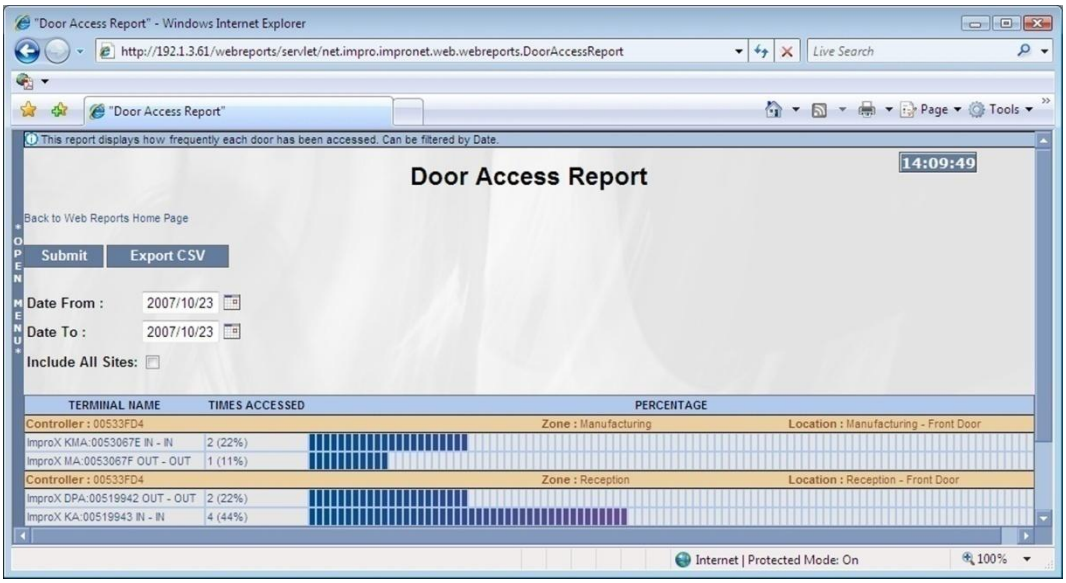


Figure 34 – Typical Door Access Report

Configuration Reports

Access Configuration Report

The Access Configuration Report displays all Locations that a Tagholder has access to. You may filter the data by Site, Person, Tag Code, Department, and Vicinity. Refer to Figure 35.

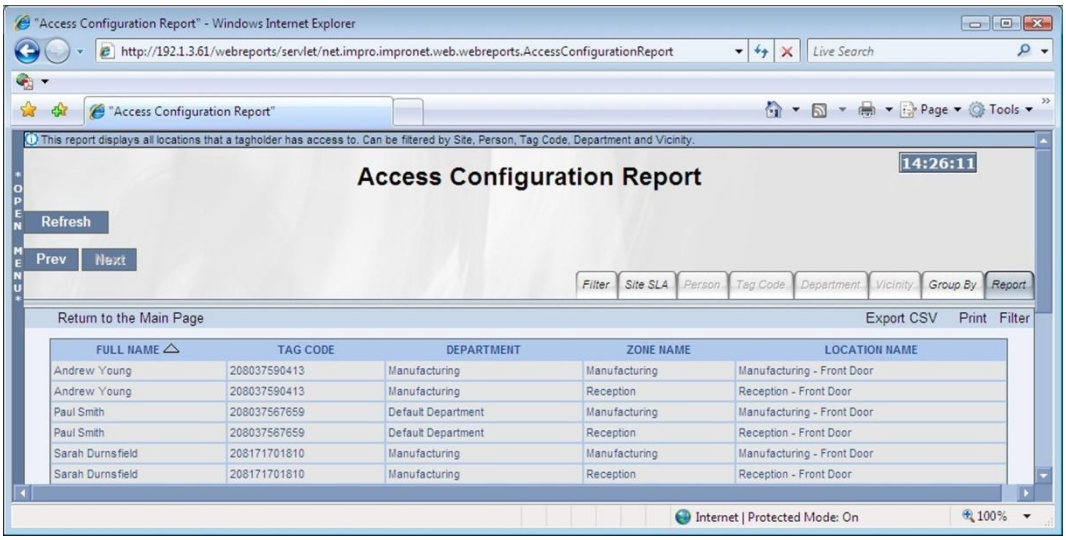


Figure 35 – Access Configuration Report

Tagholders' Reports

Employee Tagholder Report

Figure 36 shows a typical Employee Tagholder Report.

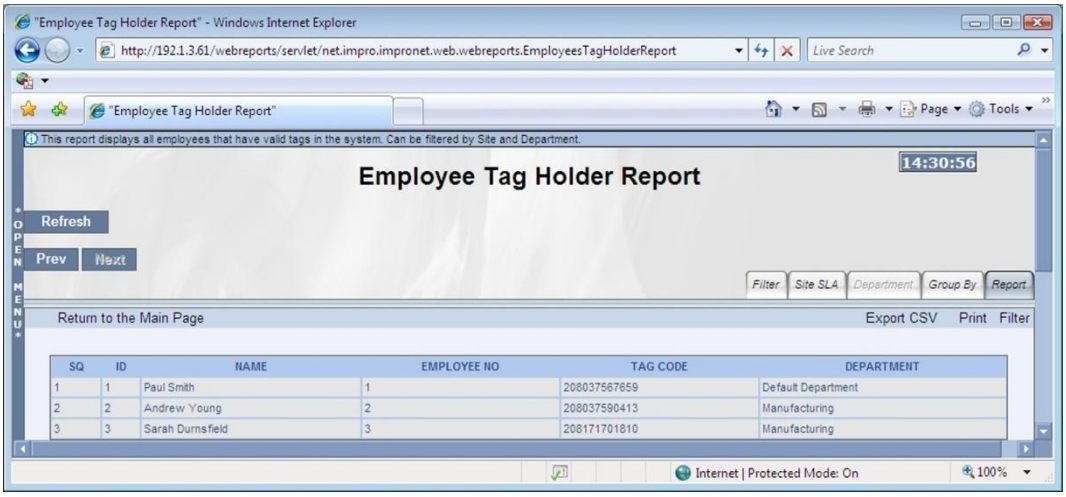


Figure 36 – Typical Employee Report

Alarm Arming Reports

Alarm Arming Access Report

Figure 37 shows a typical Alarm Arming Access Report.

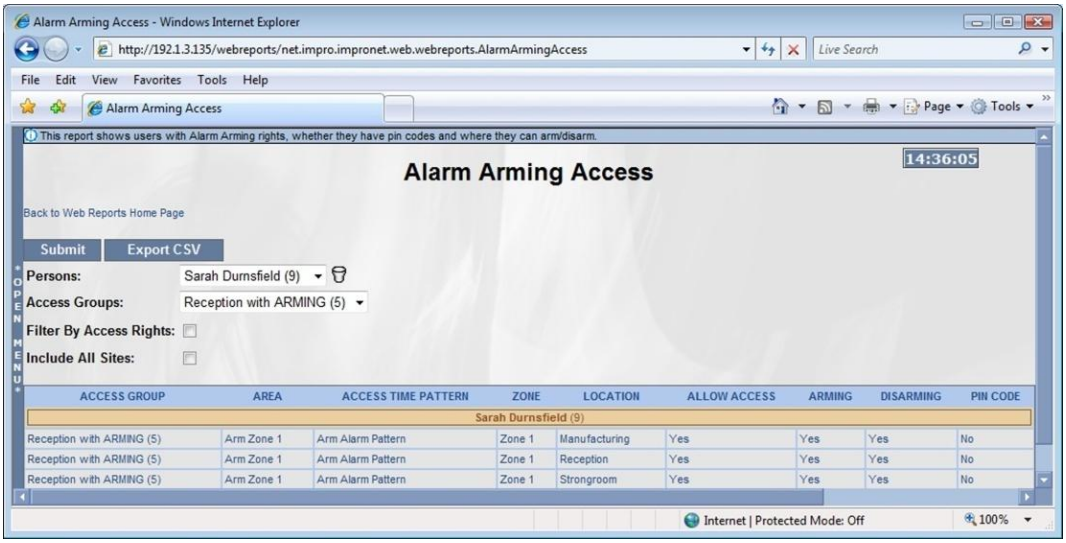


Figure 37 – Typical Alarm Arming Report

Other Reports

The other reports available are all conceptually similar to one or other of the Reports described previously.

USER'S NOTES