PART 4 – REPORTS

Contents

PART 4 – REPORTS **1**

CONTENTS **3**

INTRODUCTION **5**

Overview 5

Starting up the Web Reports Module 5

USER INTERFACE **6**

Non-tabbed Reports 6

Tabbed Reports 7

Report Selection 8

Webreports.properties Settings 10

Selecting the Database 11

Single and Cross-Site Reporting 12

REPORT CATEGORIES **16**

Access Reports 16

Person Reports 18

System Reports 20

Configuration Reports 20

Tagholders' Reports 20

Alarm Arming Reports 22

Custom Reports 22

TYPICAL SAMPLE REPORTS **23**

Access Reports 23

Person Reports 30

System Reports 32

Configuration Reports 32

Tagholders' Reports 33

Alarm Arming Reports 33

Other Reports 33

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.

You may use the Web Reports Module with Windows® Internet Explorer 7 (and above) or alternatively Firefox 2 (and above).

Starting up the Web Reports Module

Open ImproNet Access as follows:

1. In Windows®, click **Start**>**All Programs**>**ImproNet**>**Access**.
2. Enter your **Username** and **Password**.

*The default administrator username is **SYSDBA**, and the default password is **masterkey**. The Password is case-sensitive.*

3. Click the button.
4. From the Menu Bar, select **Reports**>**Web Reports**.
5. From the displayed records, select a **Host**.
6. Click the **OK** button.

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.*

User Interface

If your Web Report does not render correctly, set your monitor screen resolution to 1 024 x 768 pixels.

Set the following when printing Reports displaying graphics:

Internet Explorer

1. *From the Explorer toolbar, select **Tools**>**Internet Options**.*
2. *Select the **Advanced** Tab.*
3. *Scroll down to the **Printing** settings.*
4. *Select the **Print Background Colours and Images** checkbox.*
5. *Click the **OK** button.*

Firefox

1. *From the Firefox toolbar, select **File**>**Print Preview**.*
2. *Click the **Page Setup** button.*
3. *Select the **Format and Options** Tab.*
4. *Under Options, select the **Print Background (Colours and Images)** checkbox.*
5. *Click the **OK** button.*

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

Non-tabbed Reports

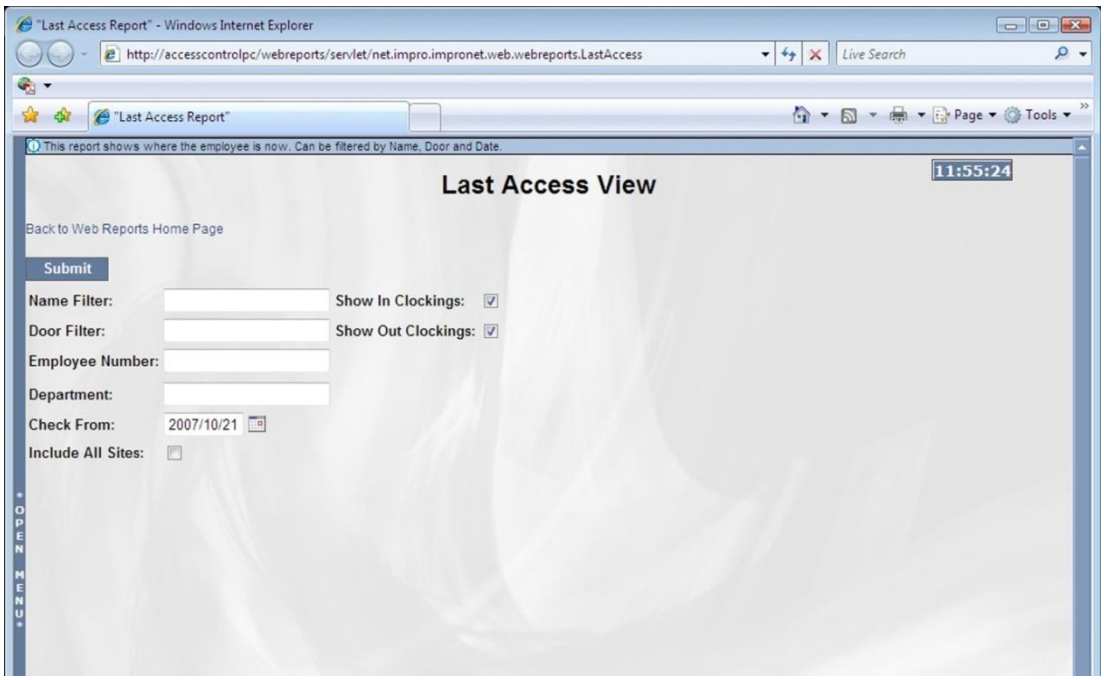


Figure 1 – Typical Non-tabbed Report Screen

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.

Tabbed Reports

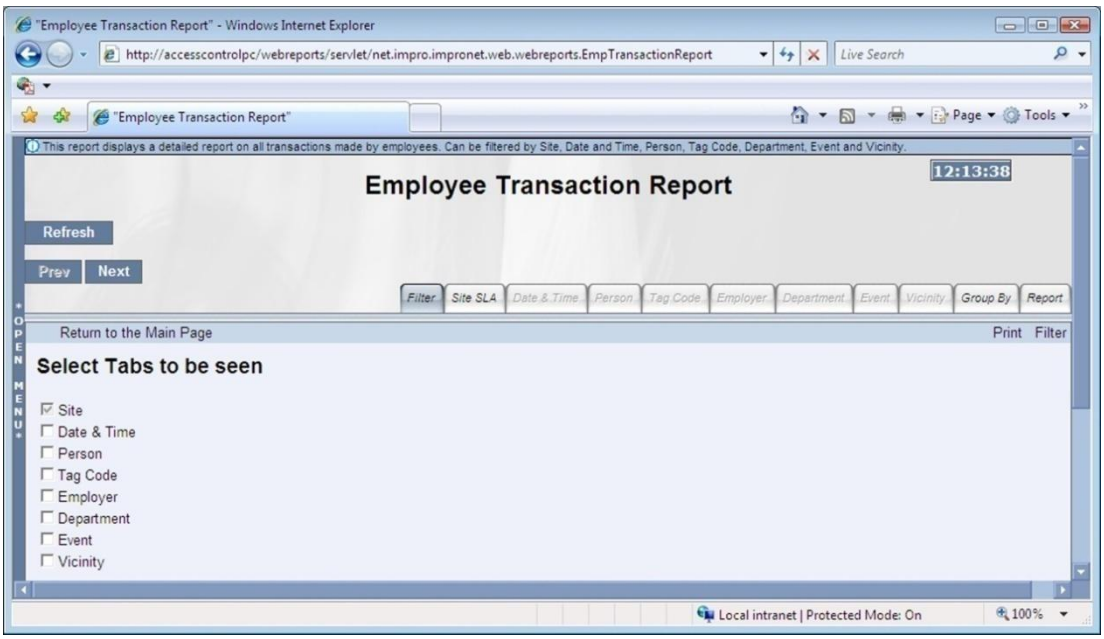


Figure 2 – Typical Tabbed Report Screen

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 16.

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

Report Selection

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

Figure 3 – Web Reports Screen

Selection Using The Web Reports Screen

Select the various categories of Reports using the Menu Bar at the top of the Web Reports screen (see Figure 3).

Once you have chosen a category (for example, Person Reports), a screen showing the Reports in that category displays (see Figure 4).

Figure 4 – Person Reports Screen

Each Report available under Person Reports lists in the Person Reports screen (Figure 4), 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 5).

Figure 5 – Access Report Screen

Selection Using The Reports Menu

*The Reports Menu shown in Figure 6 and Figure 7 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 6).

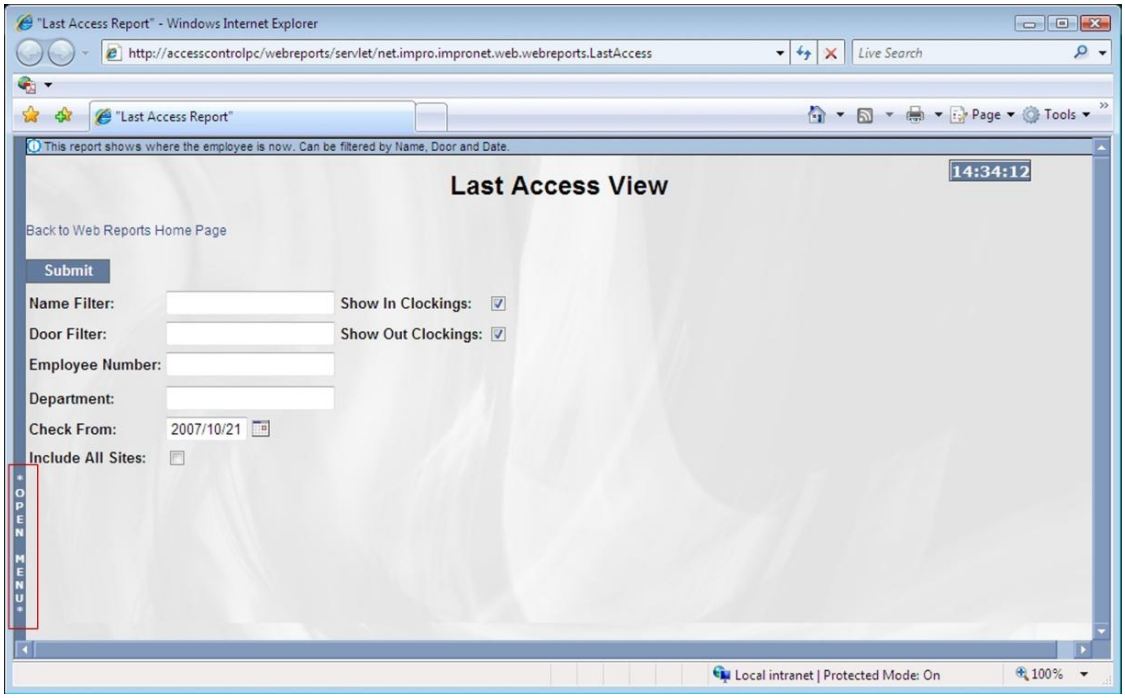


Figure 6 – Open Menu Bar Location

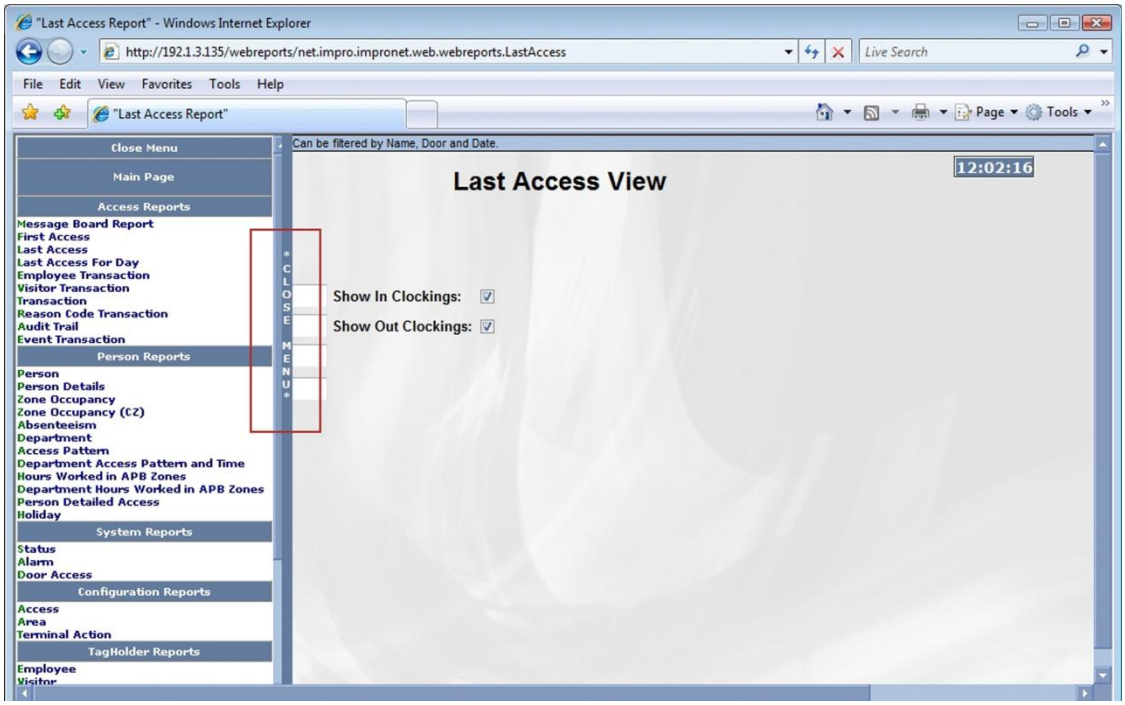
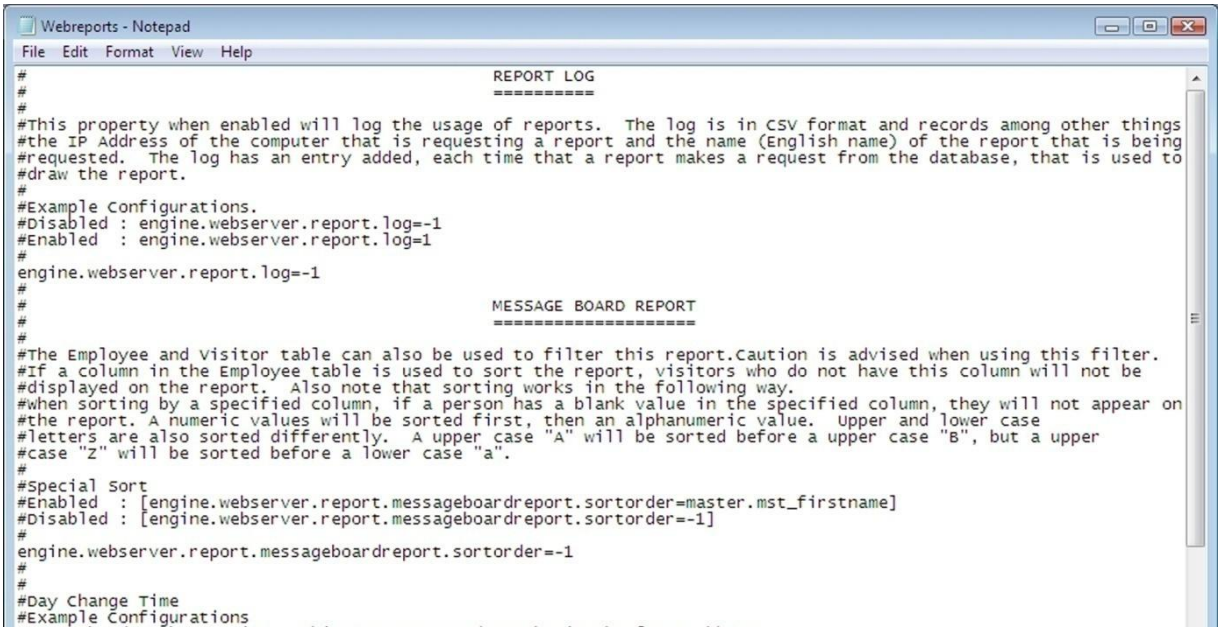


Figure 7 – Close Menu Bar Location

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 7), or
   - click on **Close Menu** at the top of the Report Menu.

Webreports.properties Settings



```
Webreports - Notepad
File Edit Format View Help
#                                                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
```

Figure 8 – Webreports.properties File Screenshot

Settings in the Webreports.properties File (Figure 8) 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.

Selecting the Database

When using an archived Database on which to base your Reports, continue as follows:

1. Using the Menu Bar at the top of the Web Reports screen select the **Database** option.
2. From the drop-down list, select the archived Database on which you can base your Reports (see Figure 9).

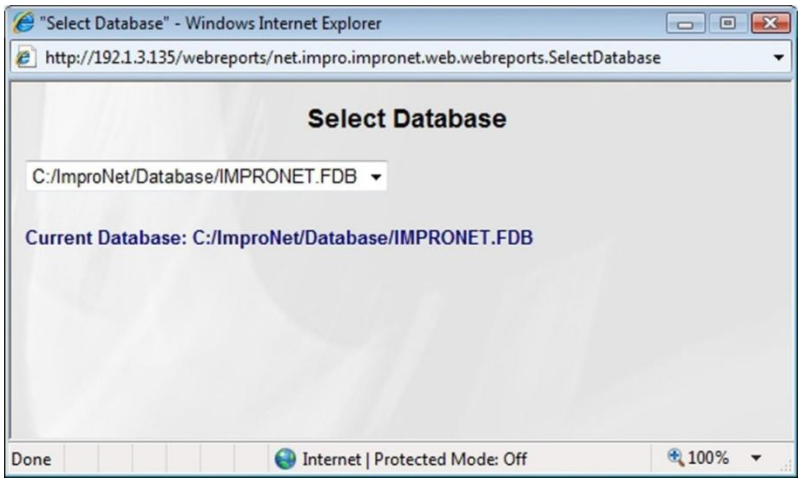


Figure 9 – Select Database Drop-down Menu

Single and Cross-Site Reporting

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

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 10).

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

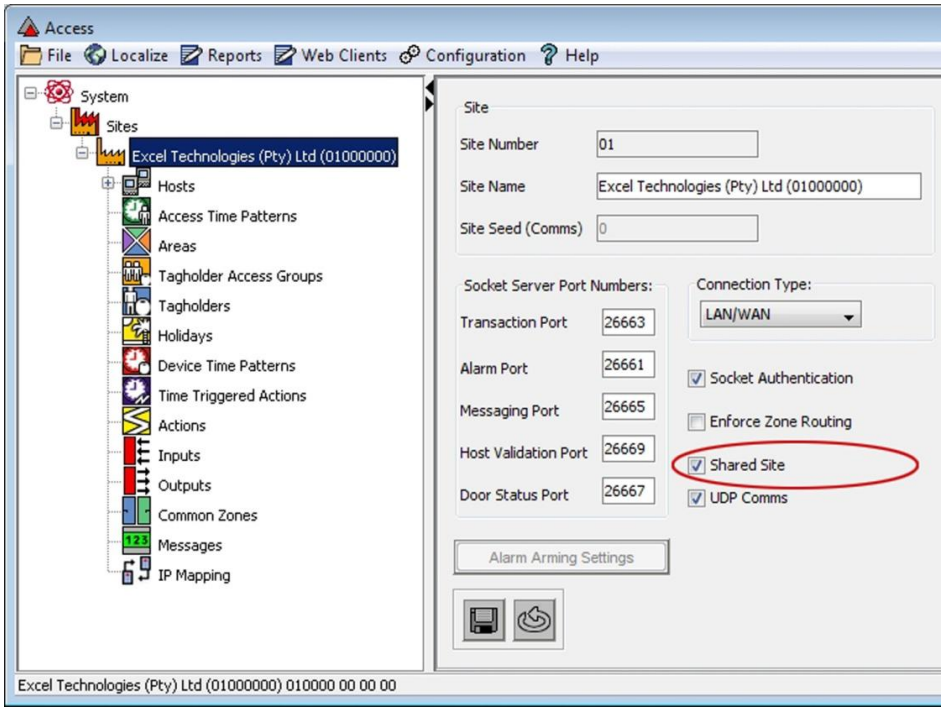


Figure 10 – Shared Site Selection

Report Categories

The available Report categories 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

Message Board Report

- The Message Board (*Non-tabbed)* Report shows the latest **IN and OUT Transaction Information for each Tagholder on the selected Site(s)**.
- Filter the Report by: *Department* and/or *IN* and *OUT transactions* and select whether to *Include all Sites*.

Last Access Report

- The Last Access (*Non-tabbed)* 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**.
- Filter the Report by: *Name* and/or *Door*, *IN* and *OUT transactions,* Period (*Date*), *Employee Number* and *Department* and select whether to *Include all Sites*.

Employee Transaction Report

- The Employee Transaction (*Tabbed*) Report displays a detailed report on **all the Transactions made by Employees**.

- Filter the Report by: *Site*, *Date* and *Time*, *Person*, *Tag Code*, *Department*, *Event* and *Vicinity*.

Transaction Report

- The Transaction (*Non-tabbed*) Report displays **all Tagholders' transactions for a specific date**.
- Filter the Report by: *Name* and *Door* and select whether to *Include all Sites*.

Audit Trail Report

- The Audit Trail (*Non-tabbed*) Report displays **all Tagholders' Transactions for a specific date**.
- Filter the Report by: *Period* and *Audit Type (*including 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 and Device Time Pattern Edited) and select whether to *Include all Sites*.

Sagem Identify Report

- The Sagem Identity (*Non-tabbed*) Report displays **the transactions per Sagem Reader**.
- Filter the Report by: *Department*, *Serial Number*, *Start* and *End Date* and select whether to *Include all Sites*.

First Access Report

- The First Access *(Non-tabbed*) Report displays all **Tagholders' First Access transaction for a specific day**.
- Filter the Report by: *Name*, *Door*, *Date*, *Employee Number* and *Department* and select whether to *Include all Sites*.

Last Access for Day Report

- The Last Access for Day *(Non-tabbed*) Report displays all **Tagholders' Last Access Transactions for a specific day**.
- Filter the Report by: *Name*, *Door*, *Date*, *Employee Number* and *Department* and select whether to *Include all Sites*.

Visitor Transaction Report

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

Reason Code Transaction Report

- The Reason Code Transaction (*Tabbed*) Report displays all Employees that have used **Reason Codes**.
- Filter the Report by: *Site*, *Date* and *Time*.

Event Transaction Report

- The Event Transaction (*Non-tabbed*) Report displays which **events where triggered by an input**.
- Filter the Report by: *Input Name* and *Date* and select whether to *Include 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*

Zone Occupancy Reports do NOT make allowance for Interleading Zones.

Person Report

- The Person (*Non-tabbed*) Report displays **Transactions for individual Employees**.
- Filter the Report by: *Employee* and *Start* and *End Dates* and select whether to *Include all Sites*.

Zone Occupancy Report

- The Zone Occupancy (*Non-tabbed*) Report displays details of **Tagholders in a specific Zone**.
- Filter the Report by: *Zone* and select whether to *Include all Sites*.

Absenteeism Report

- The Absenteeism (*Non-tabbed*) Report details **Employees absent on a specified date**.
- Filter the Report by: *Date* and *Department* and select whether to *Include all Sites*.

Access Pattern Report

- The Access Pattern (*Non-tabbed*) Report displays a selected **individual Employee's Time In, Time Out and Hours at Work (Last Out - First In).**
- Filter the Report by: *Employee* and *Start* and *End Date* and select whether to *Include all Sites*. Alternatively, a *Summary* option is available for viewing.

Hours Worked in APB Zones Report

- The Hours Worked in APB Zones (*Non-tabbed*) Report calculates hours worked from the **IN and OUT Transactions of all APB Zones**.
- Filter the Report by: *Employee* and *Start* and *End Dates* and select whether to *Include all Sites*.

Person Detailed Access Report

- The Person Detailed Access (*Non-tabbed*) Report provides **detailed information of all Locations, Zones and Controllers**, and provides a list of Tagholders with access to them.
- Filter the Report by: *Controller*, *Zone* or *Door* and select whether to *Include all Sites*.

Person Details Report

- The Person Details (*Non-tabbed*) Report displays **all captured details for a selected individual Tagholder**.
- Filter the Report by: *Employee* and *Start* and *End Date* and select whether to *Include all Sites*.

Zone Occupancy (Common Zones) Report

- The Zone Occupancy (Common Zones) (*Non-tabbed*) Report displays **Tagholders currently in the selected Common Zone**.
- Filter the Report by: *Zone* and select whether to *Include all Sites*.

Department Report

- The Department (*Non-tabbed*) Report displays **Transactions for Employees in a specific Department**.
- Filter the Report by: *Department*, *Site*, *Start* and *End Date* and select whether to *Include all Sites*.

Department Access Pattern and Time Report

- The Department Access Pattern and Time (*Non-tabbed*) Report is a summary of **Daily Hours Worked and Total Hours Worked, grouped by Department**.
- Filter the Report by: *Person*, *Department*, *Company*, *Start* and *End Date* and select whether to *Include all Sites*.

Department Hours worked in APB Zone Report

- The Department Hours Worked in APB Zone (*Non-tabbed*) Report is a summary of the, **daily Hours worked in APB Zones, grouped by Department**.
- Filter the Report by: *Employee*, *Department*, *Employer*, *Zone* and *Start* and *End Date* and select whether to *Include all Sites*.

Holiday Report

- The Holiday (*Non-tabbed*) Report displays details of public and other company **holidays**.
- Select whether to *Include all Sites*.

System Reports

Status Report

- The Status (*Tabbed*) 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.
- Filter the Report by: *Site*, *Event*, *Door* and *Logical Address.*

Door Access Report

- The Door Access (*Non-tabbed*) Report displays the **frequency of access at each Door**.
- Filter the Report by: *Period* and *Site* and select whether to *Include all Sites*.

Alarm Report

- The Alarm (*Tabbed*) Report displays **all Alarms generated by the System**.
- Filter the Report by: *Site*, *Date* and *Time.*

Comms Diagnostic Report

- The Comms Diagnostic (*Non-tabbed*) Report displays **all diagnostic transactions from IP Terminals for a specific date**.
- Filter the Report by: *Date, Controller, Door and Logical Address* and select whether to *Include all Sites*.

Configuration Reports

Access Report

- The Access (*Tabbed*) Report displays **all Locations that a Tagholder/Tag has access to**.
- Filter the Report by: *Site*, *Person*, *Tag Code*, *Department* and *Vicinity*.

Terminal Action Report

- The Terminal Action (*Non-tabbed*) Report displays of all **Terminals and their available Actions**.
- Filter the Report by: *Terminal* and *Event* and select whether to *Include all Sites*.

Area Report

- The Area (*Tabbed*) Report displays **all Terminals within each Area of a Site**.
- Filter the Report by: *Site*.

Tagholders' Reports

Employee Report

- The Employee (*Tabbed*) Report includes details of all **Employees that have valid Tags in the System**.
- Filter the Report by: *Site* and/or by *Department*.

Employees without Tags Report

- The Employees without Tags (*Tabbed*) Report includes details of all **Employees that DO NOT have valid Tags in the System**.
- Filter the Report by: *Site* and/or by *Department*.

Employees Tags without Access Report

- The Employees Tags Without Access (*Tabbed*) Report includes details of **Employees that have NO Tagholder Access Group** assigned to them.
- Filter the Report by: *Site* and/or by *Department*.

Tags Not used Report

- The Tags Not Used (*Non-tabbed*) Report Lists **Tags NOT used since a selected date**.
- Select whether to *Include all Sites*.

Tagholders Configuration Report

- The Tagholders Configuration (*Tabbed*) Report provides detailed information on all the **Tagholder Access Groups**.
- Filter the Report by: *Site*.

Visitor Report

- The Visitor (*Tabbed*) Report displays details of **Visitors with valid Tags in the System**.
- Filter the Report by: *Site* and/or by *Department*.

Visitors Without Tags Report

- The Visitors Without Tags (*Tabbed*) Report displays details of **Visitors that DO NOT have valid Tags in the System**.
- Filter the Report by: *Site* and/or by *Department*.

Visitors Tags Without Access Report

- The Visitors Tags Without Access (*Tabbed*) Report includes details of **Visitors that have NO Tagholder Access Group** assigned to them.
- Filter the Report by: *Site* and/or by *Department*.

Tag Expiry Report

- The Tag Expiry (*Non-tabbed*) Report Lists details of **Tags that have expired and that will expire as of the current date**.
- Filter the Report by: *Start* and *End Date* and select whether to *Include all Sites*.

Tagholders Access Group Configuration Report

- Tagholders Access Group Configuration (*Non-tabbed*) Report provides detailed information on **configuration of all the Tagholder Access Groups**.
- Select whether to *Include all Sites*.

Biometric Tag Report

- The Biometric Tag (*Non-tabbed*) Report lists details of valid EMPLOYEE **Tagholders with Biometric Templates**.
- Filter the Report by: *Employee* and *Tag Type* and select whether to *Include all Sites*.

Visitor Biometric Report

- The Visitor Biometric (*Non-tabbed*) Report lists details of valid VISITOR **Tagholders with Biometric Templates**.
- Filter the Report by: *Visitor* and *Tag Type* and select whether to *Include all Sites*.

Alarm Arming Reports

Alarm Arming Access Report

- The Alarm Arming Access (*Non-tabbed*) 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.
- Filter the Report by: *Person*, *Access Group* and *Access Rights* and select whether to *Include all Sites*.

Alarm Arming Transactions Report

- The Alarm Arming Transactions (*Non-tabbed*) Report displays details of **all Alarm Arming transactions**.
- Filter the Report by: *Event*, *Date* and *Time* and select whether to *Include all Sites*.

Alarm Tagholder Access Groups Report

- The Alarm Tagholder Access Groups (*Non-tabbed*) Report displays details of **all Tagholder Access Groups with Alarm Arming rights**.
- Select whether to *Include 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.

Typical Sample Reports

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

Access Reports

Employee Transaction Report

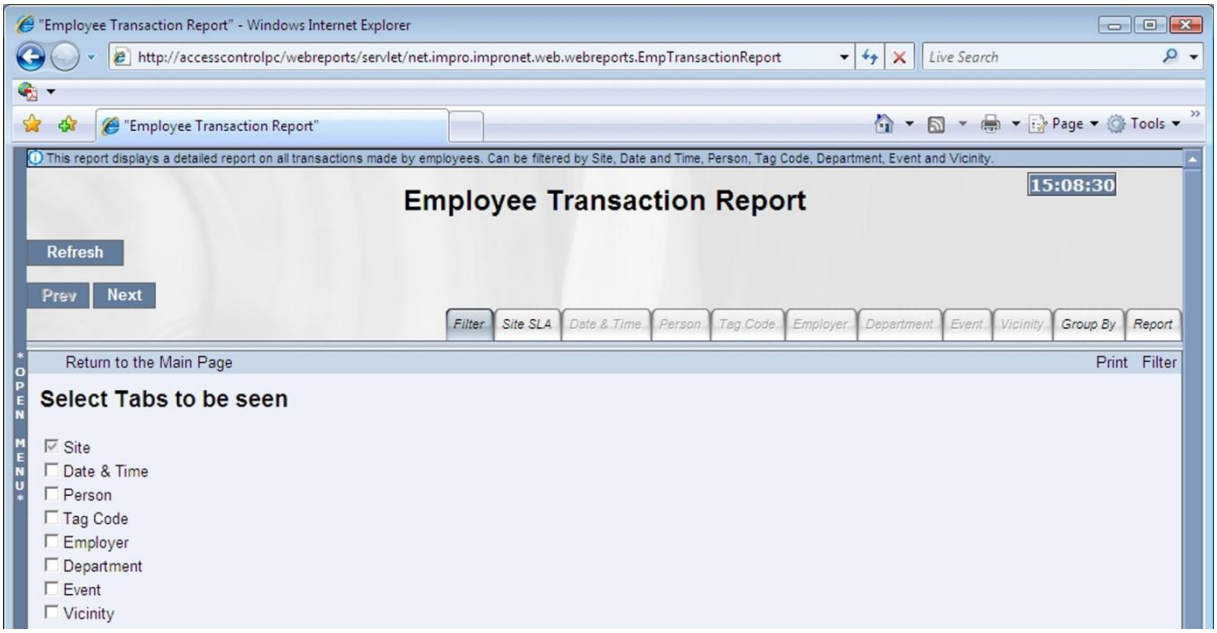


Figure 11 – Employee Transaction Report Initial Set-up Screen

Details of the Tab Filters follow:

Select Site Tab

The Site Tab (Figure 12) allows selection of the Site required, using the Site drop-down list.

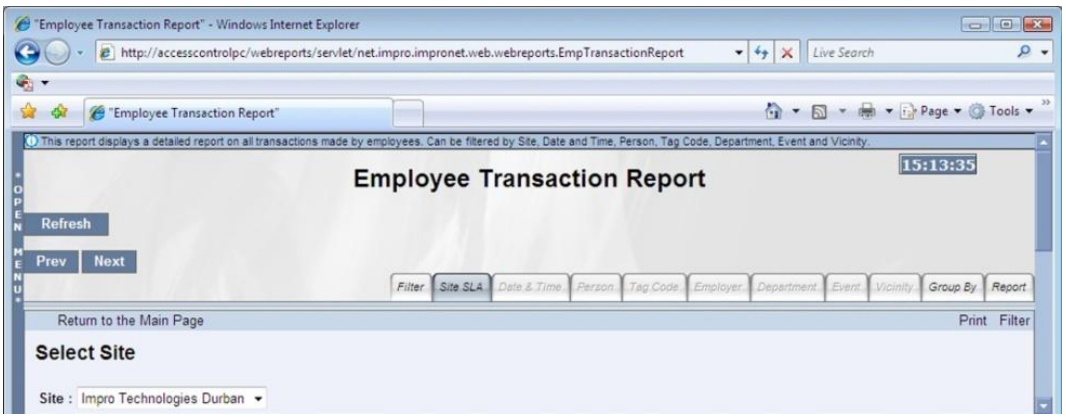


Figure 12 – Site Selection

Date & Time Tab

The Date & Time Tab (Figure 13) allows selection of a date and time range, thus filtering the Report results.

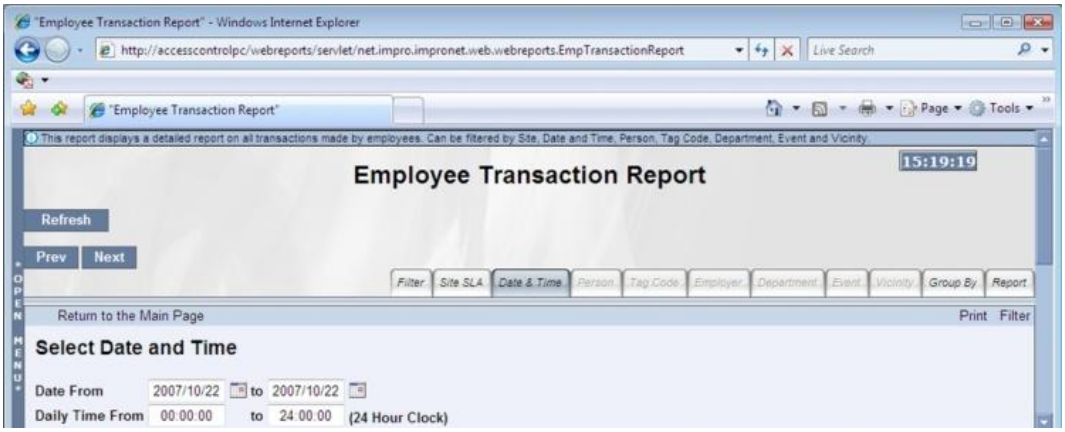


Figure 13 – Select Date and Time Dialog

Display the calendar shown in Figure 14, by clicking on the **Date From** (calendar) button.

Figure 14 – 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 15) if none is selected; data for all Employees listed is shown.

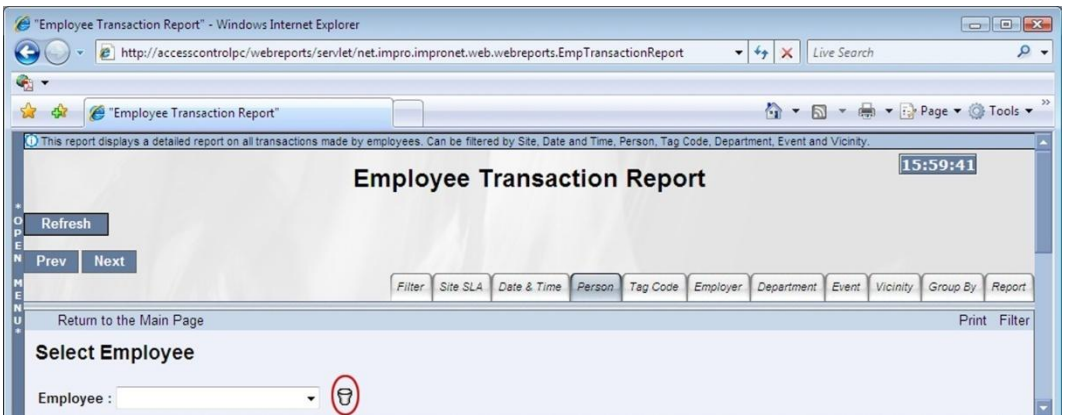


Figure 15 – Employee Selection Screen

Employee Drop-down Menu Filter

The ringed symbol in **Figure 15** opens a drop-down menu filter (see **Figure 16**) for Employees, click on the symbol to open the dialog.

Figure 16 – 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 17).

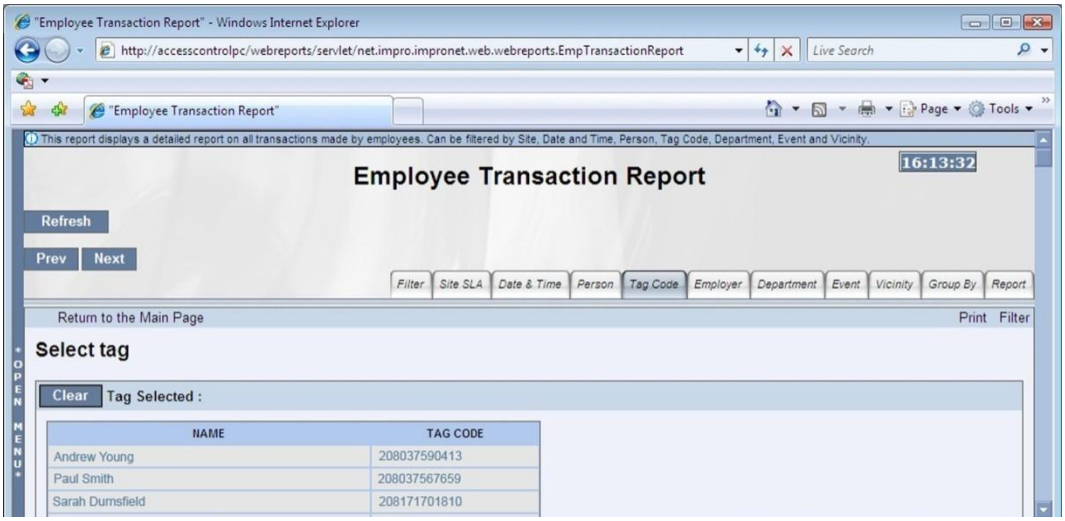


Figure 17 – Tag Code Selection

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 from those displayed (Figure 18).

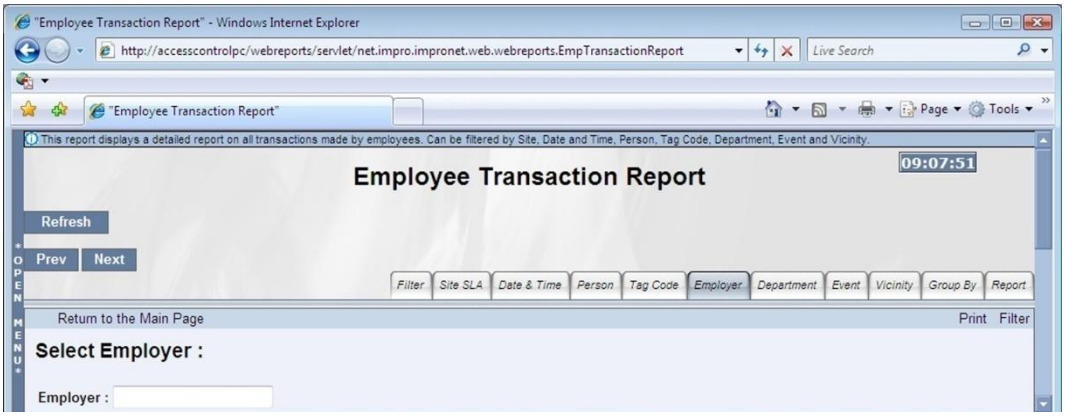


Figure 18 – Select Employer Screen

Department Tab

The Department Tab (Figure 19) allows filtering of data by Department.

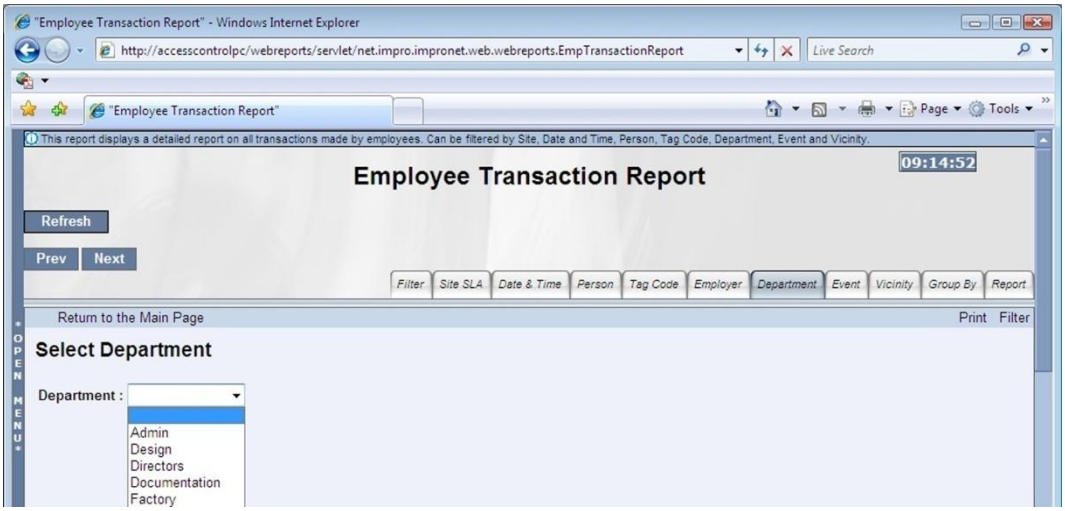


Figure 19 – Department Selection Screen

Event Tab

The Event Tab (Figure 20) allows filtering of data by Event.

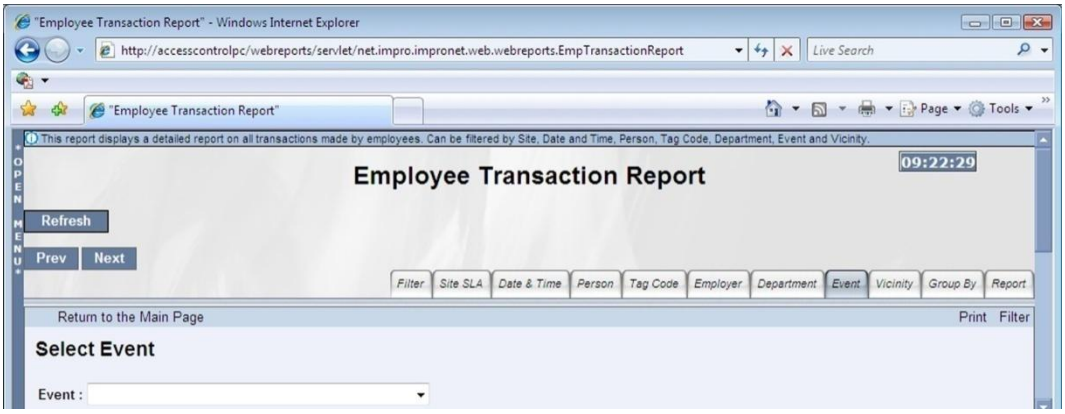


Figure 20 – Event Selection

Vicinity Tab

The Vicinity Tab (see Figure 21) allows filtering of data by specifying a particular Site, Zone and Location (Vicinity).

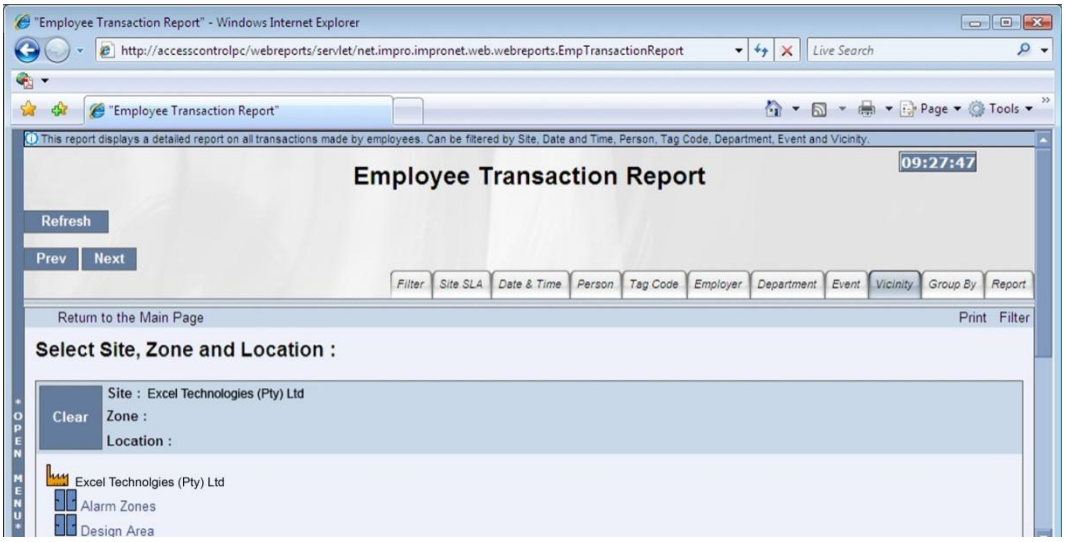


Figure 21 – Vicinity Tab selection

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 22.

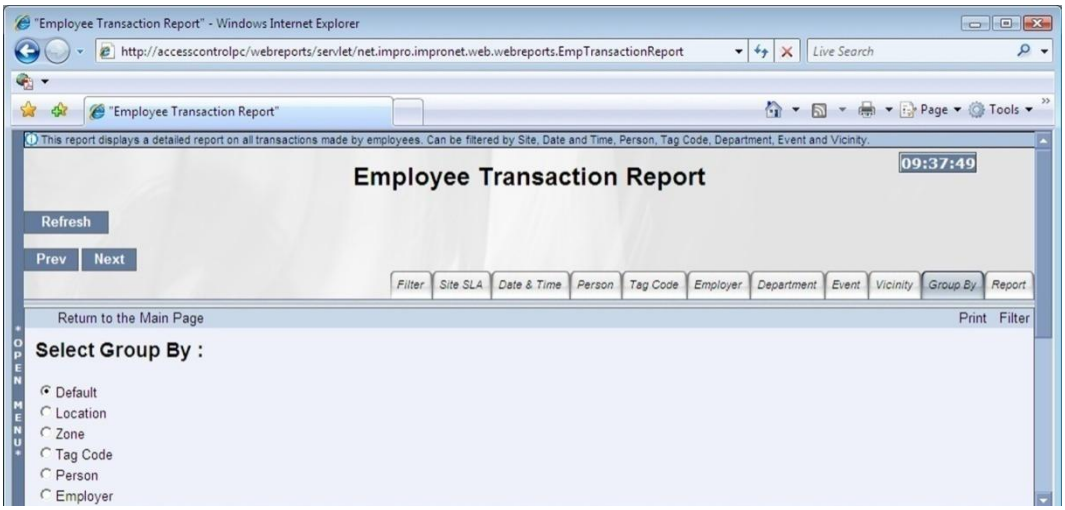


Figure 22 – Group By selection

Report Tab

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

The filters used in the selection of parameters for the Report shown in Figure 23 were Date, Employee and Location.

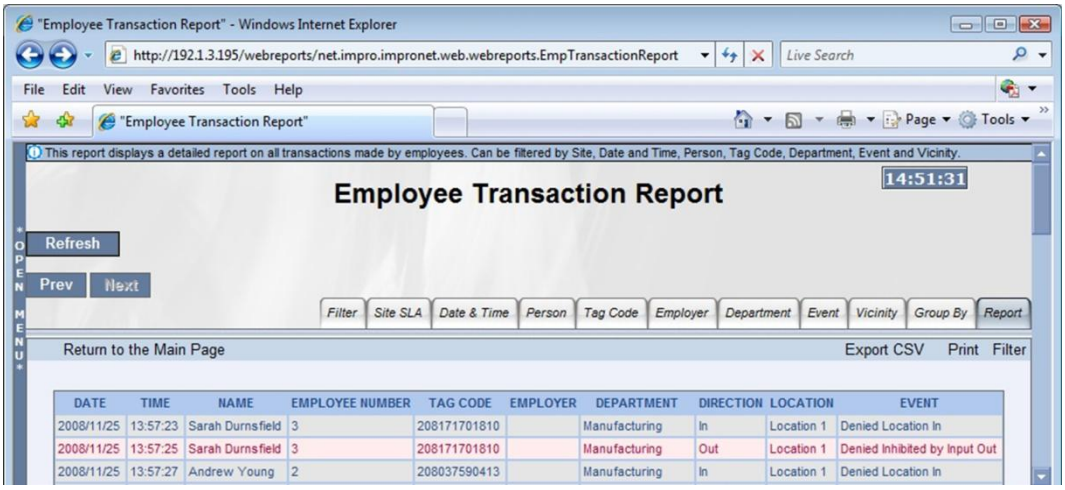


Figure 23 – Sample Employee Transaction Report

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 24).

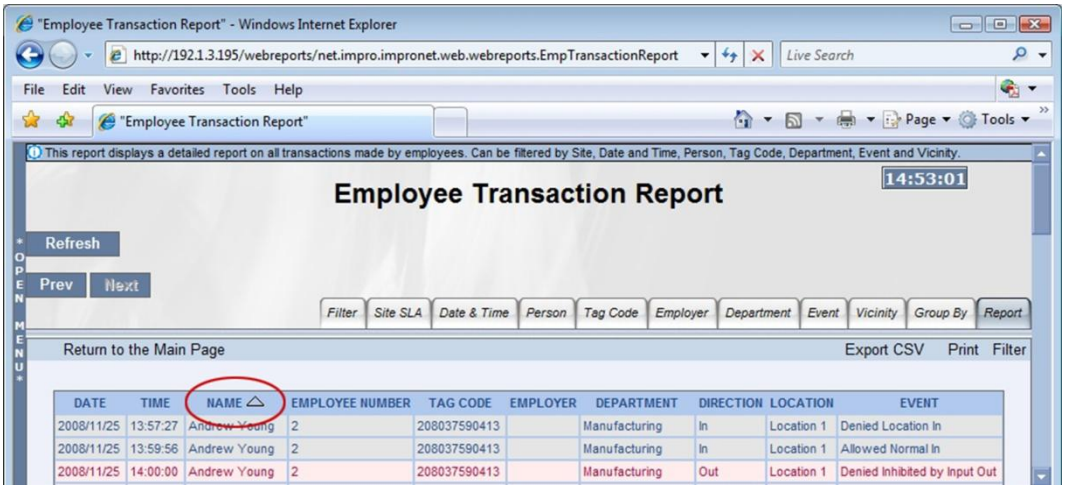


Figure 24 – Data Sorted by Column Heading

Report Menu Bar (Export CSV, Print and Filter)

Three menu choices appear at the right of the screen just under the Tabs. Details of these menu choices follow:

Export CSV (Comma Separated Value)

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.

The Export CSV menu option allows export of the Report file (this is possible for all Reports) in CSV format:

Figure 25 – Report options

1. Click on **Export CSV**.

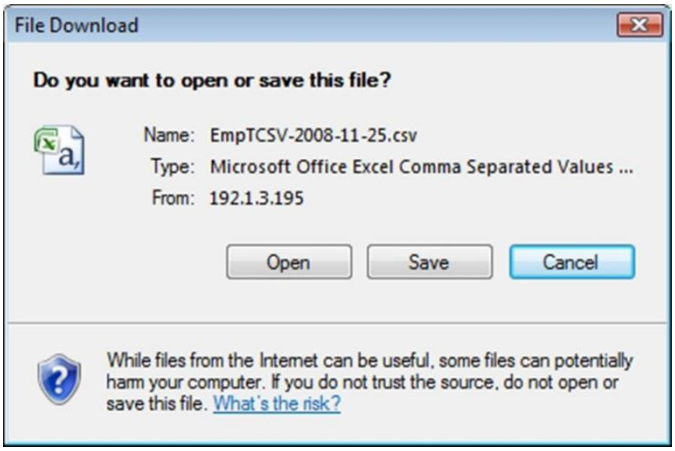


Figure 26 – CSV File Download Dialog

2. Select the button option you want:
   - **Open** – Opening the file causes a screen similar to Figure 27 to display. In this case the file was opened in Microsoft Excel.
   - **Save**
   - **Cancel**

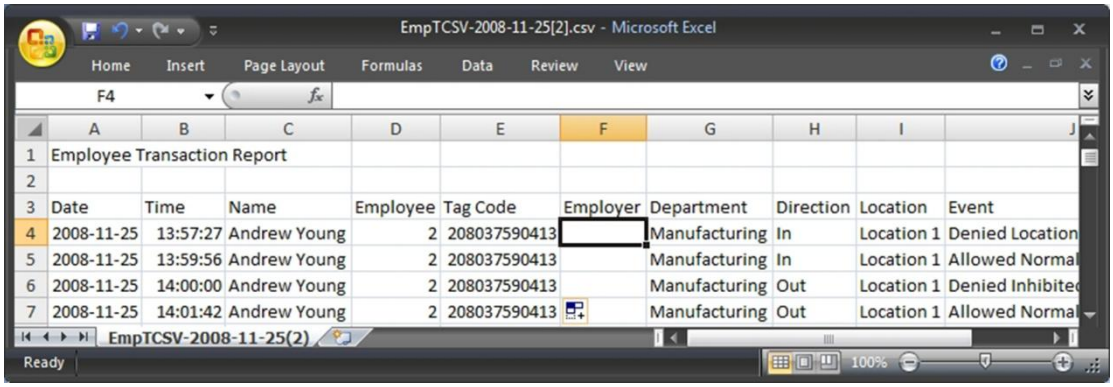


Figure 27 – Employees Report Exported in CSV Format

Print

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

Figure 28 – Print Option

Click on **Print** (see Figure 28).

Filters

Figure 29 – Filter Tab

1. Return to the Filters screen, by clicking on **Filter** tab (see Figure 29).

Figure 30 – Filters Data Display Option

2. To display data on the Filters used, click on **Filter** (see Figure 30).

This displays Filter data similar to the information shown in Figure 31.

Figure 31 – Filter Data

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 24 for details of how to use the calendars).
3. Click on **Submit**.

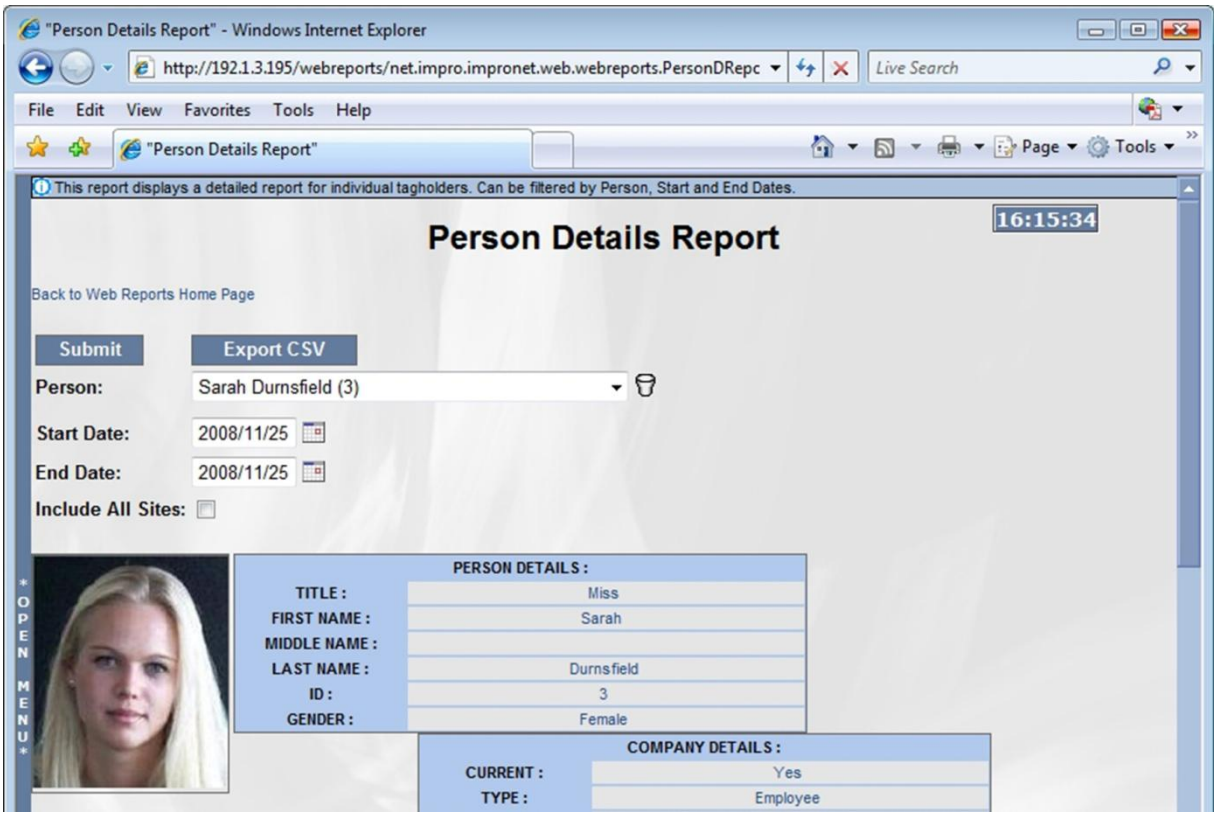


Figure 32 – Typical Person Details Report

CSV (Comma Separated Value) Export

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

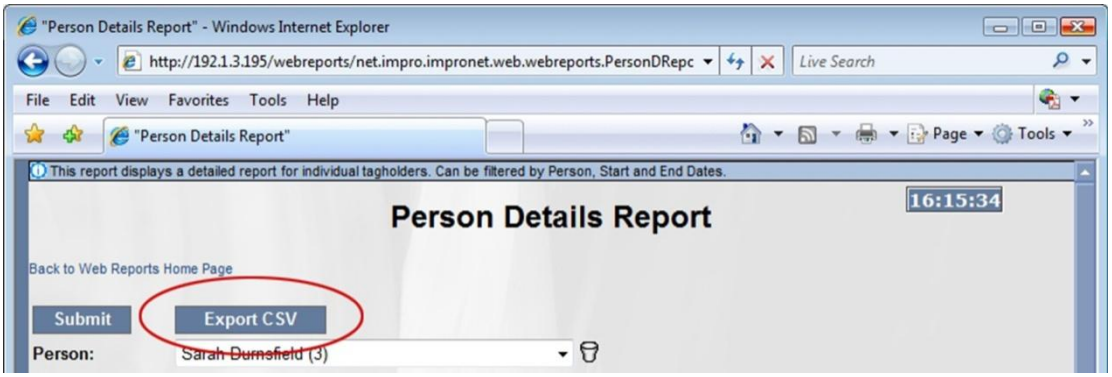


Figure 33 – Non-tabbed Report CSV Export

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.

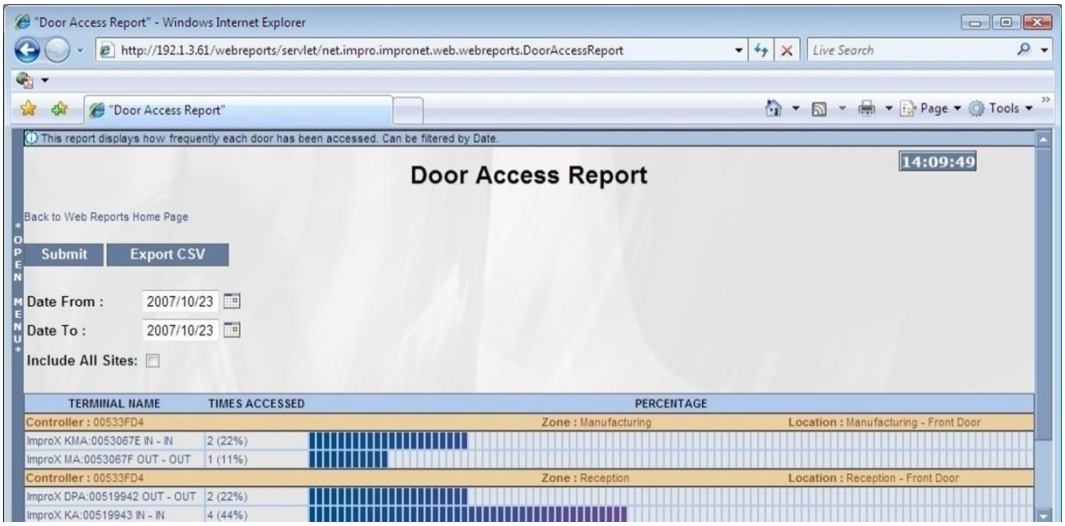


Figure 34 – Typical Door Access Report

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.

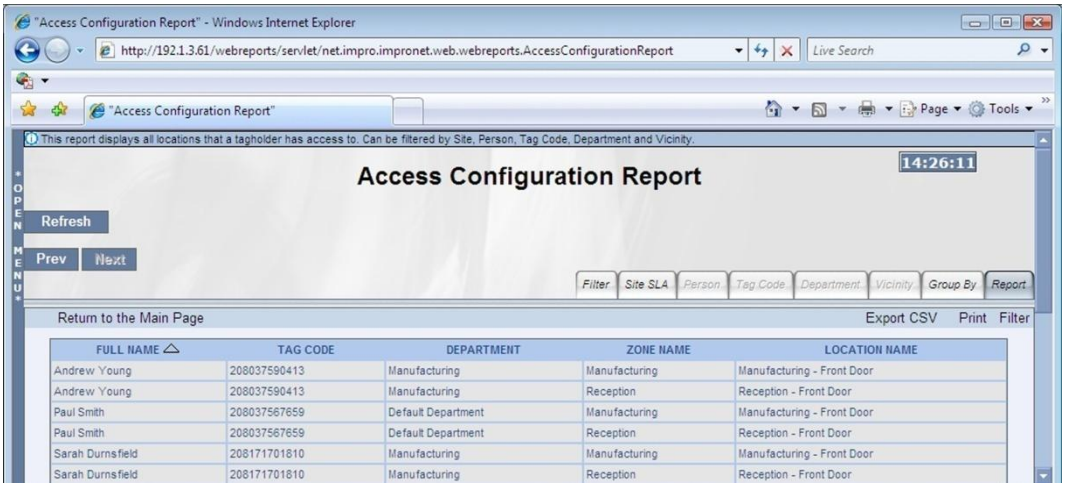


Figure 35 – Access Configuration Report

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.

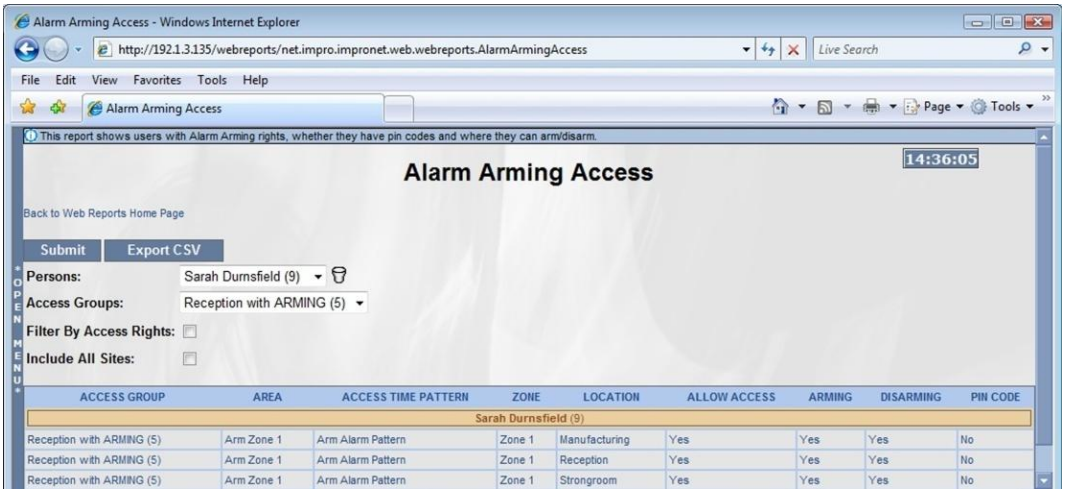


Figure 37 – Typical Alarm Arming Report

Other Reports

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

USER NOTES