

Lesson 14 – Generating & Printing Reports

The Entry-Master® System can produce several reports that describe the system setup, the cardholders that are defined, and the card reader activity. This lesson shows you how to generate and print Entry-Master® System reports.

This lesson describes the basics for generating and printing reports. Some reports prompt for additional information to be supplied (usually a *search string*). Chapter 3, *The Entry-Master® System Reports and Their Functions* on page 125, describes the Entry-Master® reports in more detail and also specifies which reports request additional information.

You should be logged into the Entry-Master® System and the Entry-Master® Main Menu should be displayed on the screen as shown in the next figure. If you are not logged in, see Lesson 1.

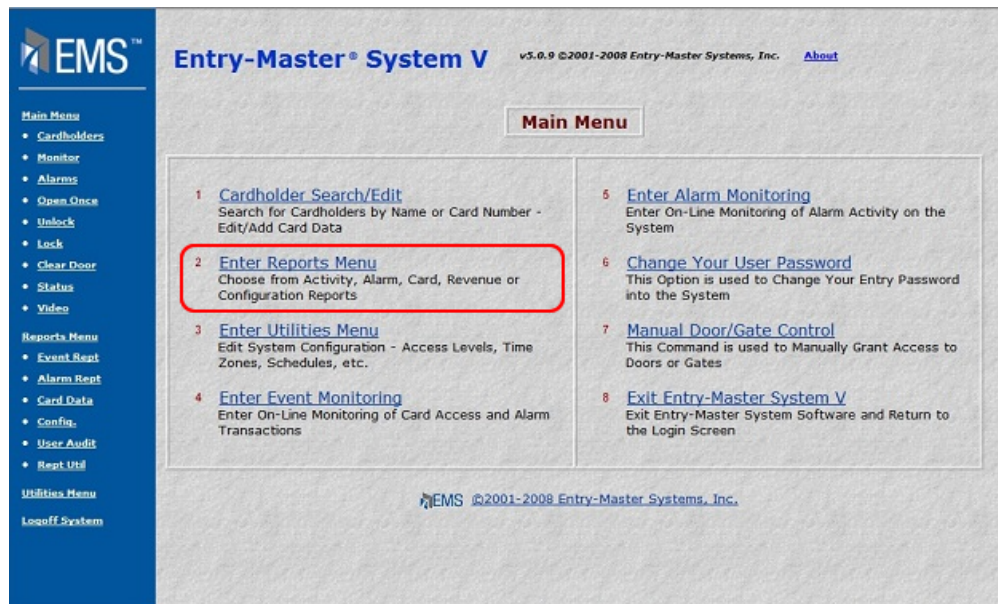


Figure 2-14.1 The Entry-Master® System Main Menu

1. From the Main Menu click on the [Enter Reports Menu](#) link to display the Report Menu shown next.

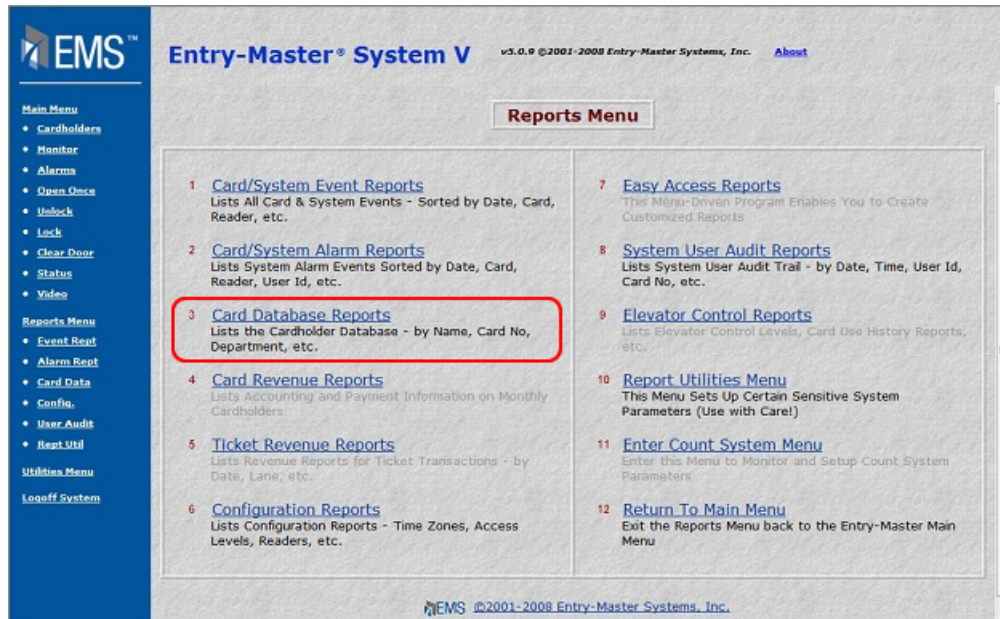


Figure 2-14.2 The Report Menu

2. In this example, we will show you how to print the Cardholders by User Name report. Click on [Card Database Reports](#) link on the Report Menu. The following menu displays:



Figure 2-14.3 Card Data Reports Menu

3. Click on [Cardholder by User Name](#) link. The following window appears:

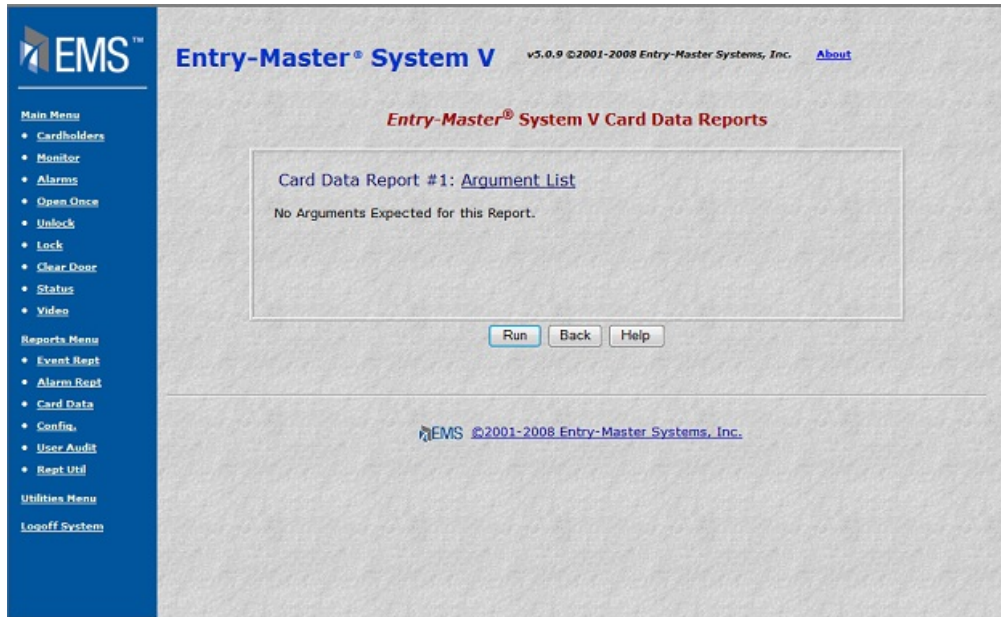


Figure 2-14.4 Cardholder by User Name Run Window

- Click on the Run button to create a report that will display on the screen. A sample report is shown next:

Cardholder Name	Card No.	Issued	Work Phone	License Plate
ADAMS, RACHEL	00033459	03/01/2002	(410) 338-3610	CA DDH 591
ADIR, JOHN	00223461	05/01/2002		
ALEXANDER, GREGORY	00125563	03/01/2002	(410) 338-3504	MD BEA 026
ALLAN, MICHAEL	00125670	03/01/2002	(410) 338-3421	MD FCH 157
AMOS, EDDIE	20445816	09/20/2001	(410) 594-1805	MD BDB-519
ANDERSEN, TWILA	00128650	03/01/2002	(410) 283-8110	MD FMN 725
ANDERSON, MARION	00000511	09/20/2001		
ANDERSON, SEAN	00134740	03/01/2002	(410) 654-8766	UT RRP-790
ANDERSON, MARVIN	00223462	05/01/2002		
ANDREWS, JEREMY	00223460	05/01/2002		
ANSPAD, MARK	00122985	03/01/2002	(410) 338-3166	MD 89848 HD
ANTHONY, SKYE	00122285	03/01/2002	(410) 338-3251	MD DNV 289
ANTONIO, JESUS	01039618	02/01/2002	(410) 519-9984	
ARMSTRONG, JOAN	00124770	03/01/2002	(410) 338-3353	MD YBR 667
ASTAIRE, FRANK	00000812	02/25/2003	(410) 594-1805	
AWID TEST CARD	08101350	06/06/2003		
BAKER, ROBERT	00122776	03/01/2002	(410) 338-3357	MD BMC 807
BANICEK, NOAH	00098804	03/01/2002	(410) 338-3252	MD CYL 093
BANKS, HENRY	00125514	03/01/2002	(410) 338-3251	MD FTK 702

Figure 2-14.5 Sample Cardholder By Name Report

- Click the Print button to send the report to the printer.
- Or, click Close to return to the report window.

For more information about the *Entry-Master®* System reports, see Chapter 3, *The Entry-Master® System Reports*, on page 125.

This chapter has taken you step by step through the procedures for using the basic features of the *Entry-Master®* System. If you have any questions about using the *Entry-Master®* System, contact your authorized *Entry-Master®* Dealer.