Lesson 14 – Generating & Printing Reports

T he *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.
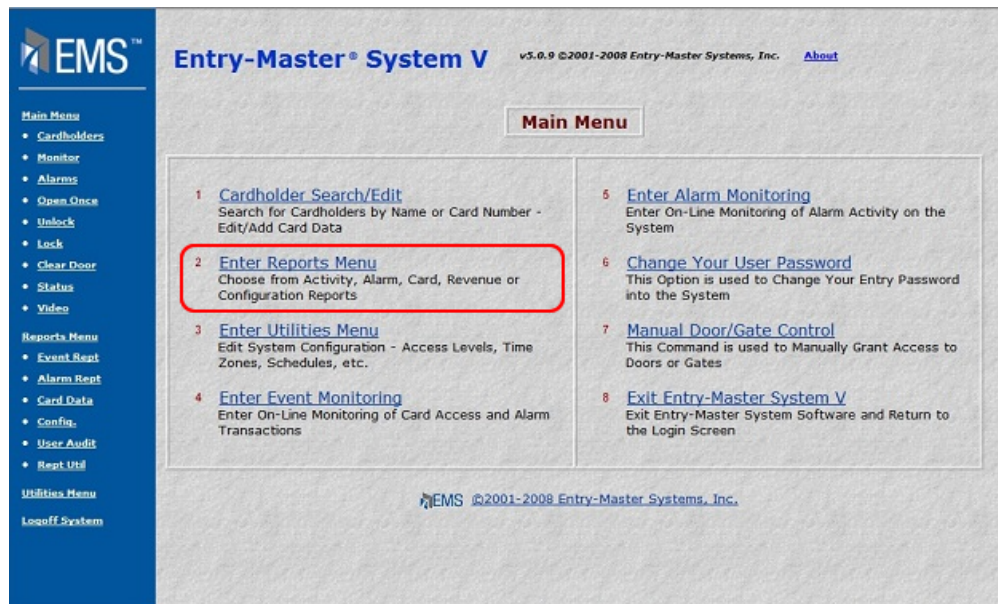

Figure 2-14.1 The *Entry-Master*® System Main Menu

1. From the Main Menu click on the **Enter Reports Menu** link to display the Report Menu shown next.
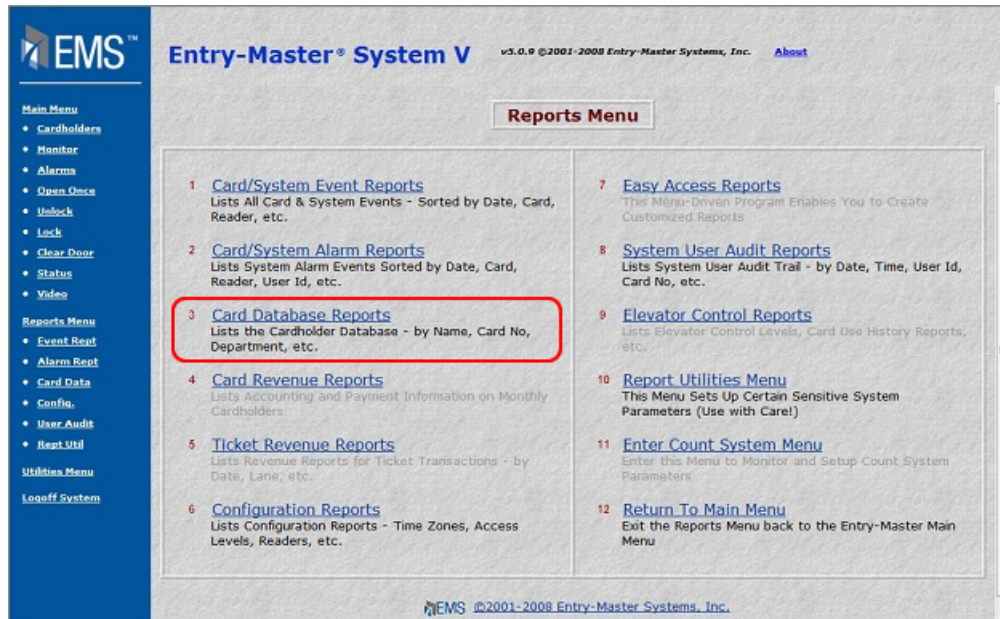
Figure 2-14.2 The Report Menu

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:
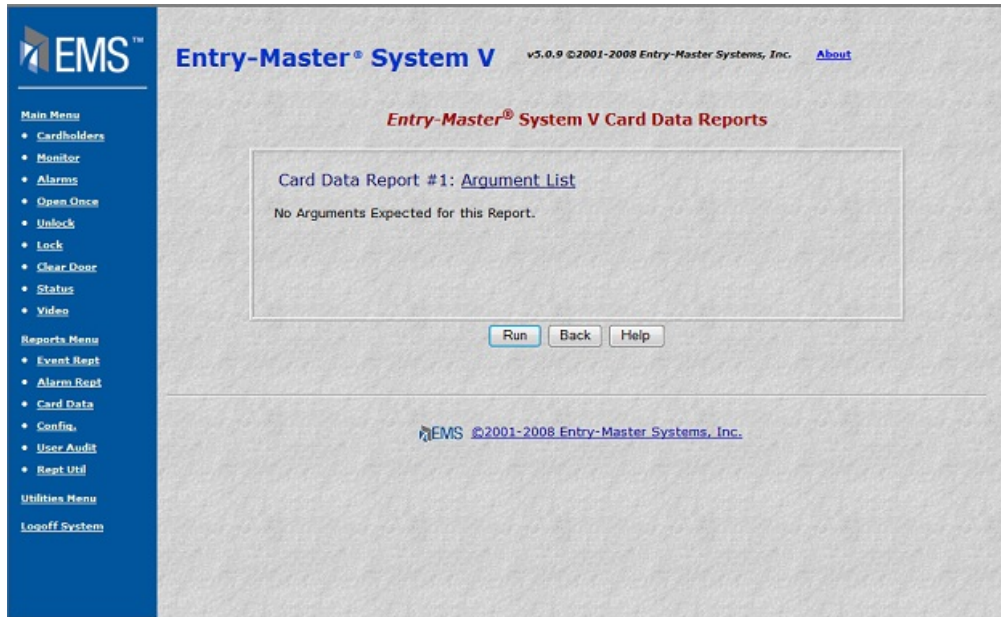
Figure 2-14.4 Cardholder by User Name Run Window

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

Figure 2-14.5 Sample Cardholder By Name Report

5. Click the Print button to send the report to the printer.

6. 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.