Chapter 3 – The *Entry-Master®* System Reports

T he *Entry-Master®* System provides several types of reports. These reports provide information about every part of the *Entry-Master®* System and help you keep track of system activity.

These reports provide information about the following:

➢ The *Entry-Master®* System configuration details for your location, such as reader listings

➢ All activity on the system, including all access attempts (valid attempts and exception attempts)

➢ Cardholder information provided in a list format

Most reports include several different ways to sort the information requested. However, if there is not a report supplied that provides the information you want, you can create a report using the Custom Reports feature.

Figure 3-0.1 Reports Menu

This chapter is org anized into the following sections:

Section 1 – Card Database Reports

Section 2 – Card System Event Reports

Section 3 – Configuration Reports

Section 4 – Printing and Exporting Reports

Section 5 – Complete Reports Listing

Section 1 – Card Database Reports

The Card Database Reports consist of reports based solely on the *Entry-Master®* System Cardholder Database. Some reports ask for additional criteria in order to run a report. From the *Entry-Master®* System Main Menu, click on the **Reports Menu** link as shown below.
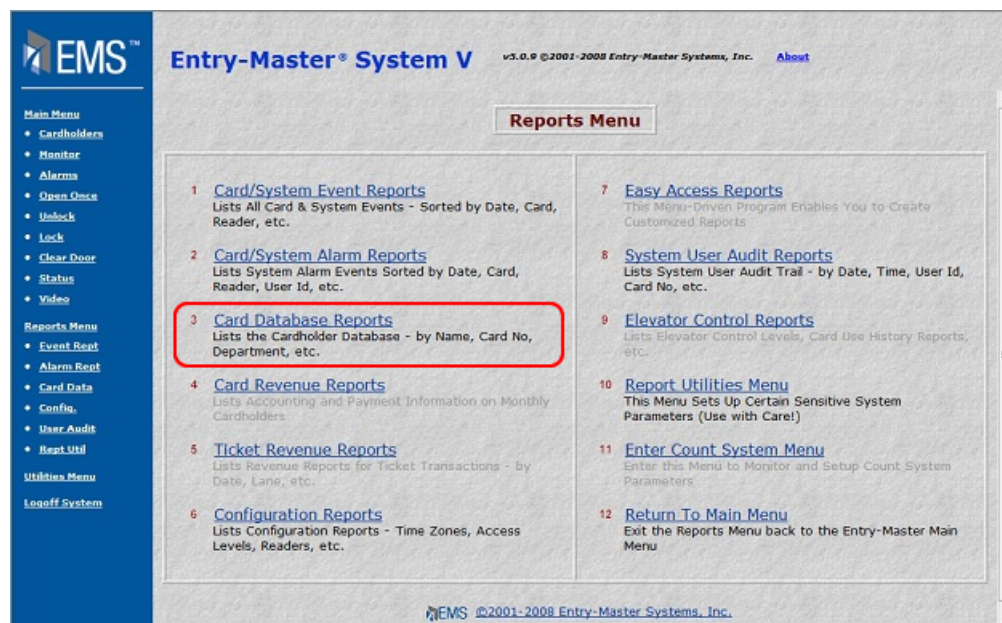

Figure 3-1.1 The *Entry-Master®* Reports Menu

Click on the **Card Database Reports** link and the following figure appears:

Figure 3-1.2 The *Entry-Master*®Card Data Reports Menu

1. **Cardholders by User Name**

   List Current Cardholders sorted by Name (Last, First)

2. **Cardholders by Card No.**

   List Current Cardholders sorted by Card Number

3. **Cardholders by Department**

   List Current Cardholders sorted by Department (and then by Name)

   This report lists ALL cardholders sorted by Department; each individual cardholder will be sorted by Name (Last, First) within each Department. Please note that departments which are spelled differently are considered *different* departments (e.g. a department of "SERVICE & SUPPORT" is considered by the *Entry-Master*® System to be **different** from "SERVICE AND SUPPORT" or "SERVICE &SUPPORT", due to the spacing).

Note... this distinction (this is one of the main reasons that *"Batch Updating"* exists, to "standardize" fields such as Department).

4. **Requested - Department**

    Search for Cardholders in Specific Department(s) - sorted by Name

    This report asks for a Department *"search string"*, in addition to the normal question of where to output the report. The resulting report consists of all cardholders for whom the *"search string"*, typed in by the user, appears **anywhere** within the cardholders' Department field. The report is sorted in the same fashion as **Report #3** above. Note that if using the above example **(Report #3)** of Departments, the user types **"SERV"** into the *"search string"*, then **ALL** of the above departments will appear on the report, sorted and broken down by department and then by name within each department. If the user typed in **"&"** as the *"search string"*, then only "SERVICE & SUPPORT" and "SERVICE &SUPPORT" would appear on the report.

5. **Requested - User Name**

    Search for Cardholders by Name - sorted by Name

    This report asks the user for a Cardholder Name *"search string"*, as in the Department example above. Note that a Cardholder Name *"search string"* of **"MARY"** might result in finding names such as "MARY E. ROBERTS" or "ROSEMARY CLIFTON". In **ALL** reports, the *Entry-Master®* System searches for the occurrence of the *"search string"* **anywhere** within the chosen field.

6. **Requested - License Plate**

    Search for Cardholders with certain License Plate - sorted by Name

    Same as above examples except that the report searches on License Plate Numbers.

7. **Requested – User ID #**

    Search for Cardholders with a specific User ID number

    Same as above examples except that the report searches on the User ID number.

8. **Requested - Access Group**

    Search for Cardholders with specific access group(s)

    Same as above examples except that the report searches on **all** of the access groups for each card holder

9. **Cards by License Plate #**

This report lists all card holders sorted by license plate number

10. Card I/O Status Report

This Report Lists Cardholders by their current In/Out Status

This report lists all cardholders, showing those inside and outside the facility ("muster" report)

11. Requested - I/O Status

This Report Lists Cardholders by Requested In/Out Status

This report is similar to the two aforementioned I/O Status Reports, except that the report asks the end-user which **I/O Status** group he/she would like to view. This enables the end-user to choose only ONE **I/O Status** field, reducing the length of the report.

12. List All Expired Cards

This Report Lists Cardholders who's Cards have Expired.

This report lists all cards, which are Expired as of the *date* the report was obtained.

13. List All Confiscated Cards

This Report Lists Cardholders whose Cards have been set to CONFISCATE

This report is self-explanatory, however it is important to understand *Confiscate Status* and how it differs from **Invalid** status. Confiscate is identical to **Invalid**, except that a Confiscate mode is set by changing the cardholder's **Access Group** field to **"9999"**; **Invalid** status is set by changing the cardholder's **Access Group** field to **"0000"**. Confiscate Status sets off a severe alarm, while **Invalid** only sets off a *regular* alarm.

14. List All Invalid Cards

This Report Lists Cardholders whose Cards have been set to INVALID

See *Confiscate Status* report description above for details on **Invalid** status.

15. Cardholders by User ID #

This Report Lists current cardholders sorted by user ID number

Section 2 – Card System Event Reports

The Card System Event Reports consist of reports based mainly on the *Entry-Master®* Activity Database; however, the reports "pull" information from many other files in the *Entry-Master®* System, including the Cardholder Database File. Each report not only asks the user to choose the "Output" device (i.e. the Screen or the Printer), but also asks the user for a *Date Range* (i.e. a Start Date and an End Date, since ALL Card System Event Reports are based upon events which transpire in chronological order). Some reports will ask for additional information. Event Reports Menu appears as illustrated in the following figure:
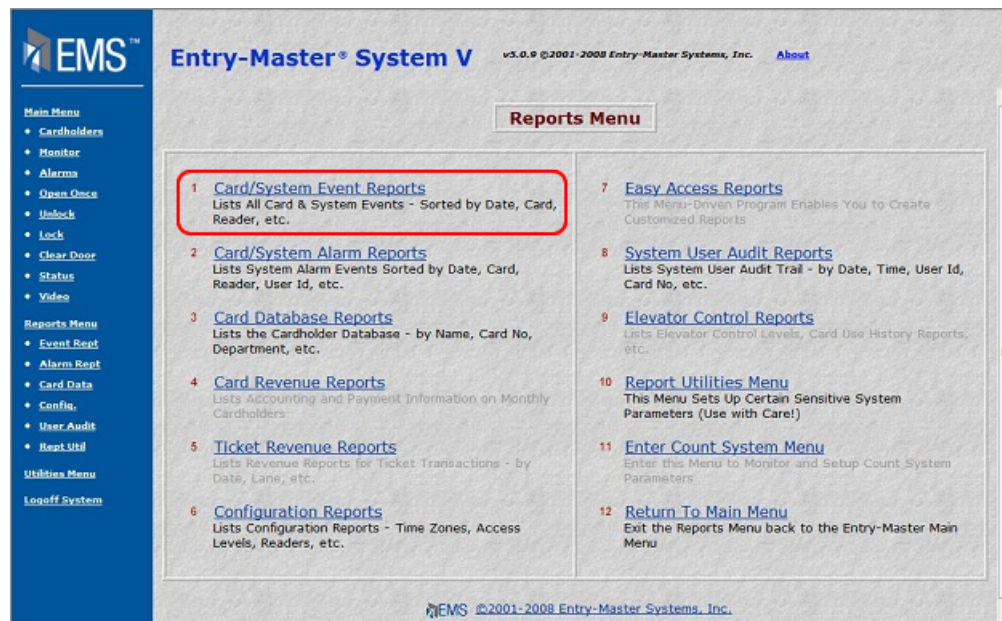

Figure 3-2.1 The *Entry-Master®* Reports Menu

Activity Report Output Menu displays, along with the Start Date and End Date prompts which occur with ALL Card System Event Reports:

Figure 3-2.2 The *Entry-Master*® Event Report Menu

1. **List System Activity by Date**

   List ALL Activity - Sort by Date and Time

2. **Activity by Date and Time**

   List System Activity for Requested Time Window - Sort by Date & Time

   In addition to asking the user where the report is to be printed (to the screen or printer) and what *Date Range* is desired (**Start Date and End Date**), this report asks the user for a *Time Window*. The *Time Window* allows the user to view a specific period of time, say **8:00 a.m.** until 10:30 a.m. The report asks the user for a **Start Time** and an **End Time** (in the format **HH:MM**, *no seconds*) in MILITARY TIME. The MILITARY TIME requirement (i.e. **14:00** is **2:00 p.m.**) cannot be stressed enough; users who do not recognize and pay attention can get confused and exasperated while attempting to obtain Card System Event Reports. Also note that if a user asks for a *Time Window* from **8:00 a.m.** until **10:00 a.m.**

for **02/10/2002** through **02/13/2002**, the user will obtain a report for system activity from **8-10 a.m.** on the *10th*, **8-10 a.m.** on the *11th*, 8-10am on the *12th* and **8-10 a.m.** on the *13th*.

3. **Activity by Department**

    List System Activity for Requested Departments - Sort by Card Number

    This report functions identically to the **Department** search report in the **Card Database Reports (#4)**, except that instead of listing cardholder data from the cardholder database file, it lists *activity* data from the activity database file and sorts that activity by the cardholders' department(s). The same rules apply to Department *"search strings"* as **Cardholder Report #4**.

4. **Activity by Card Number**

    List System Activity for Requested Card Number(s), Sort by Date & Time

    In addition to asking the user where the report is to be printed (to the screen or printer) and what *Date Range* is desired (**Start Date** and **End Date**), this report asks the user for a *List of Cards* to be reported on. The user can also choose **'ALL'** (which is the **default** option), in which case **ALL** cards will be selected. Otherwise, the user can specify **multiple** cards separated by *commas* (actually, you can use *any* **non-numeric** character, but a comma is the most common choice). The report is sorted by Card Number, then by Date and Time for each Card Number.

5. **List Activity by Device**

    List System Activity for Requested Device, Sort by Date and Time

    This report is identical to **Report #4** above, except that instead of choosing multiple cards, the user can view activity on selected *Devices*. The user may choose **ALL** devices or multiple device numbers separated by *commas*. The report is sorted by Device Number and then by Date and Time for each Device.

6. **Activity by Device & Time**

    List System Activity for Requested Reader(s) within a Time Window

    This report is identical to **Report #5** above except that the user may also choose a specific period of time in which to view system activity on selected device. The rules for the *Time Window* are the same here as for **Report #2**.

7. **Activity by Reader & Card**

    List Activity for Requested Reader and Card Number(s) - Sort by Date

This report allows the user to select **ONE** Reader **(only)** and *multiple* Card Numbers (or **'ALL'**).

8. **Activity by Transaction #**

   List activity for requested transaction device transactions and sorted by date & time.

9. **Pass-Backs by Card Number**

   List All Pass-Back Violations for Requested Card(s) - Sort by Date

   This report is identical to **Report #4**, except that it lists **only Pass-Back** attempts made by the selected cards (or **'ALL'**). For more information on **Anti-Passback**, see *Global Anti-Passback*.

10. **All Exception Activity**

    List ALL Exception Activity - Sort by Date and Time

    This report lists **ALL** *"Exception Activity"*, meaning all violations, malfunctions or *anything* that is not characterized as "normal" operation. The report is sorted by Date and Time.

11. **Exceptions by Card Number**

    List Invalid Activity for Requested Card Number(s), Sort by Date & Time

    This report is identical to **Report #4**, except that it lists only *"Exception Activity"*, meaning all violations, malfunctions or *anything* that is not characterized as "normal" operation. The report is sorted and grouped by Card Number, then sorted by Date and Time within each Card Number group.

12. **Exceptions by Device**

    List All Exception Activity for Requested Device(s) - Sort by Date

    This report is identical to **Report #5**, except that it lists only *"Exception Activity"*, meaning all violations, malfunctions or *anything* that is not characterized as "normal" operation. The report is sorted and grouped by Device, then sorted by Date and Time within each Device group.

13. **Malfunctions by Device**

    List ALL Device Malfunctions (Read Errors, etc.) - Sort by Device

    This report lists all Device "Malfunctions", or equipment problems for **ALL** devices. There is no user input requirement other than where to print the report and of course the *Date Range* desired.

Section 3 – Configuration Reports

The Configuration Reports consist of a variety of reports, each based on different *Entry-Master®* System database files. Each report asks the user to choose the "Output" device (i.e. the Screen or the Printer); NONE of these reports will ask for additional information. The Configuration Reports Menu displays on the following page:

Figure 3-3.1 The *Entry-Master®* Reports Menu

The System Report Output Menu displays next:

Figure 3-3.2 The *Entry-Master*® System Configuration Reports Menu

1. **System Device Report**

    Lists all system devices connected to the system with their status

    This report provides the end-user with a list of all of the reader devices connected to his/her system, along with relative information, such as **I/O Status** (whether it is an **IN** or **OUT** reader), **Nesting Level**, **Anti-Passback** Mode (whether it uses *Active* or *Passive* **Passback** rules), etc.

2. **Status Register Report**

    List Status Registers with Register Description and Current Value

    This report provides the end-user with the current "setup" parameters under which the system is operating. Future versions of the *Entry-Master*® System will allow users to produce a more detailed list of **Status Registers** and their functions.

    Status registers contain very sensitive and site-specific parameters and are not generally for the end-user to alter. Please contact your authorized *Entry-Master*® dealer before altering any status registers.

3. **Activity Message Report**

List Activity Messages Sorted by Activity Message Code

This report provides the end-user with a list of **ALL** *Message Codes* and *Message Descriptions* in the system, sorted by *Message Code* number.

4. **Messages by Report Level**

List Activity Messages Sorted by Current System Reporting Level

This report provides the end-user with a list of **ALL** *Message Codes* and *Message Descriptions* in the system, sorted by *Message Report Level*. This gives the end-user an opportunity to examine the messages in order of their alarm priorities.

5. **System Holiday Report**

List All System Holidays Sorted by Date

6. **Time Zone Report**

List Time Zone Descriptions Sorted by Time Zone Code

7. **Access Group Report**

List Access Group Descriptions Sorted by Access Group Code

8. **Elevator Level Report**

List Elevator Level descriptions sorted by Elevator Level Code

9. **Scheduled Event Report**

List Scheduled Event descriptions sorted by date & time

10. **Facility Map Report**

List Facility Map Descriptions for all maps in the *Entry-Master®* System

Section 4 – Printing and Exporting Reports

When the *Entry-Master®* System displays a requested report the following four buttons also appear on the report:

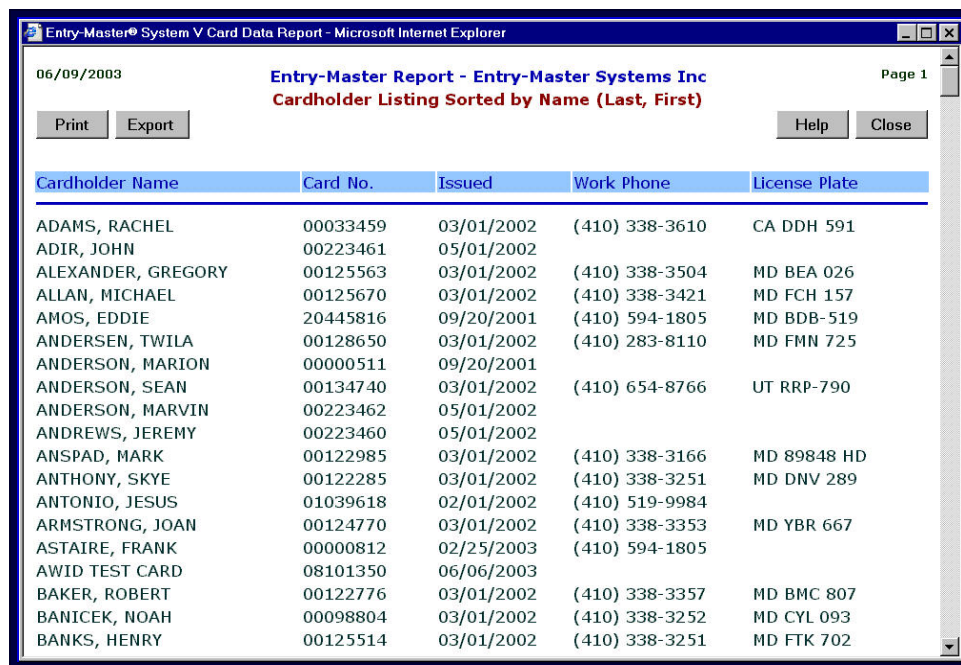| Print	Enables you to send the report to a particular printer.
Export	Allows you export your report results to a word processing or spreadsheet program.
Help	Displays the online help screen that you are currently viewing.
Close	Closes the report window.

Figure 3-4.1 Sample Report

The Print Button - When you click on the Print Button, a print dialog box displays. When you click on OK, your generated report is sent to the designated printer in the same format as displayed on the screen.

The Export Button - To export your report results to a word processing or spreadsheet program, use the following steps:

1. Click on the Export button, the following File Download dialog box appears:
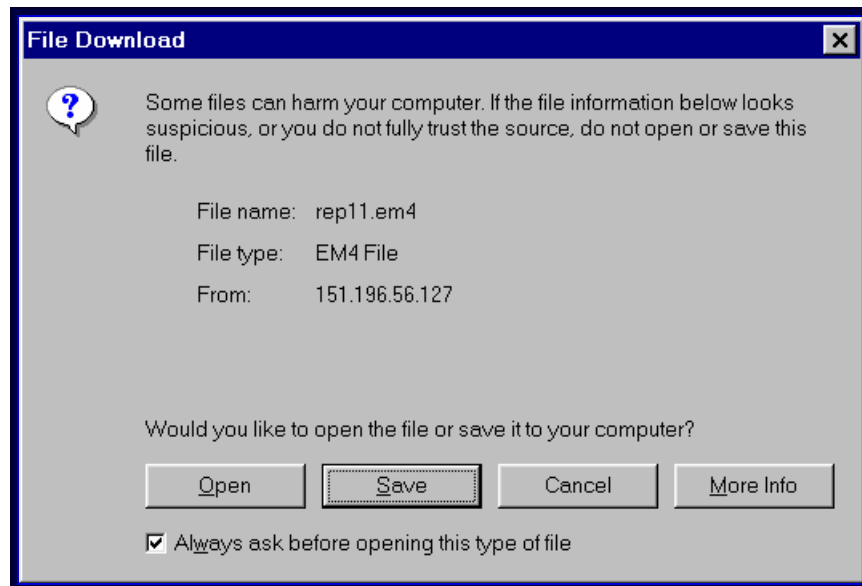
Figure 3-4.2 File Download Dialog Box

To Open the Report in a Word Processing Program:

1. Click on the Open button to export your report directly to a word processing program.

2. After a few moments, your report opens in a word processing document. The format of this file is space-delimited which means that spaces are used to line up the columns.

3. If you wish to save this report as a word processing document, select Save As from the File Menu.

4. Type in a meaningful File name, select an appropriate file type, and click Save. Your report is written to the appropriate directory.

To Open the Report in a Word Processing Program:

1. To open this file in a spreadsheet program, such as Microsoft Excel, do the following:

2. In the File Download dialog box, click on Save and a Save As dialog box appears.

3. The File name and file type (Save as type) fields in this dialog box display with defaulted information. Also, if necessary, you can navigate to a different directory.

4. Type in a meaningful File name, click on Save, and your report is written to the appropriate directory.

    a. Start up your spreadsheet program.

b. In the File menu, select Open.

c. Navigate to the document you saved in the previous step and Open the document.

d. Depending on your spreadsheet's importing capability, it will attempt to convert the file. Using Excel as an example, an Import Wizard screen appears.

e. Make sure that your file type is defined as a Fixed Width file.

f. Click Next and the Import Wizard lets you establish the column widths.

g. If you scroll down the Data preview window, you can view the column headers.

h. Use the report's column headings to line up the columns.

i. Click on Finish and the Import Wizard displays a data format dialog box. Note that Excel slices off any leading zeros for number field. Therefore, you may want to change the data format for some fields to Text. This makes Excel hang on to any leading zeros.

j. Click Finish and your report will display in Excel. For more information on converting and formatting spreadsheets, refer to the appropriate documentation regarding your specific spreadsheet application.

Section 5 – Reports Listing

This section lists all preprogrammed *Entry-Master*® System Reports. Note that, based on the system configuration installed at your location, you may or may not have access to all reports.

1. **Card System Event Reports**
   1.1.   List Activity by Date
   1.2.   Activity by Date and Time
   1.3.   Activity by Department
   1.4.   Activity by Card Number
   1.5.   List Activity by Device
   1.6.   Activity by Device & Time
   1.7.   Activity by Reader & Card
   1.8.   Activity by Transaction #
   1.9.   Pass-Backs by Card Number
   1.10. All Exception Activity
   1.11. Exceptions by Card Number
   1.12. Exceptions by Device
   1.13. Malfunctions by Device
   1.14. Nesting Reports Menu
         1.14.1. Nesting Level Violations
         1.14.2. Nesting Sequence Report
         1.14.3. Calculate Nesting Charges
         1.14.4. Purge Nesting Database
2. **Card/System Alarm Reports**
   2.1.   Alarm Report by Date
   2.2.   Alarm Report, Time Window
   2.3.   Alarm Report by User ID
   2.4.   Alarm Report by Card #
   2.5.   Alarm Report by Location
   2.6.   Alarm Report by Activity
3. **Card Database Reports**
   3.1.   Cardholders by User name
   3.2.   Cardholders by Card No.
   3.3.   Cardholders by Department
   3.4.   Requested by Department
   3.5.   Requested by User Name
   3.6.   Requested by License Plate
   3.7.   Requested by User ID #
   3.8.   Requested by Access Group
   3.9.   Cards by License Plate #
   3.10. Card I/O Status
   3.11. Requested I/O Status
   3.12. List All Expired Cards
   3.13. List All Confiscate Cards
   3.14. List All Invalid Cards

3.15.   Cardholders by User ID #
4. Card Revenue Report
    4.1.   List All Account Numbers
    4.2.   List Cards by Account No.
    4.3.   Requested by Account No.
    4.4.   Requested by Payment Rate
    4.5.   Upload Card User Payments
    4.6.   Payment Summary Report
    4.7.   Payment Detail Report
    4.8.   Delinquent Payment Report
5. **Ticket Revenue Reports**
    (Revenue-Master™ Reports)
    5.1.   Summary by Cashier & Lane
    5.2.   Summary by Cashier & Date
    5.3.   Detailed List by Cashier
    5.4.   Detailed List by Lane
    5.5.   Revenue Exception Reports
        5.5.1. No Charge List by Cashier
        5.5.2. Clear Transaction Report
        5.5.3. Void Transaction Report
        5.5.4. Error Transaction Report
        5.5.5. A/C Power Failure Report
        5.5.6. Cashier Sign-On Report
    5.6.   Hourly Revenue Reports
        5.6.1. Daily Exits by Hour
        5.6.2. Daily Entrances by Hour
        5.6.3. Exit Summary by Hour
        5.6.4. Entrance Summary by Hour
    5.7.   Summary – Amt. of Ticket
    5.8.   Summary – Discount Totals
    5.9.   Enter Revenue Utilities
        5.9.1. Download Revenue Activity
        5.9.2. Download Exceptions
        5.9.3. Download All Revenue
        5.9.4. Revenue Report Utilities
            5.9.4.1. Fee Computer Profile Menu
                5.9.4.1.1. Edit a F/C Profile
                5.9.4.1.2. Move a Profile to F/C
                5.9.4.1.3. Add a New F/C Profile
                5.9.4.1.4. Copy a F/C Profile
                5.9.4.1.5. Delete a F/C Profile
            5.9.4.2. Download Fee Computers
            5.9.4.3. Utilized F/C Address List
            5.9.4.4. Complete F/C Address List
            5.9.4.5. Edit ACI TF-5030 Configuration
            5.9.4.6. List ACI TF-5030 Configuration