

Chapter 3 – Entry-Master System Reports

The **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 and exception attempts)
- Cardholder information provided in a list format, as well as (.csv) data dump

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, there are a few reports that allow you to download a report in (.csv) format, so you can use **Excel** to create custom listings.

Covered in this chapter:

[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

Log into the **Entry-Master** System and click on **Option 2 – Enter Reports Menu**:

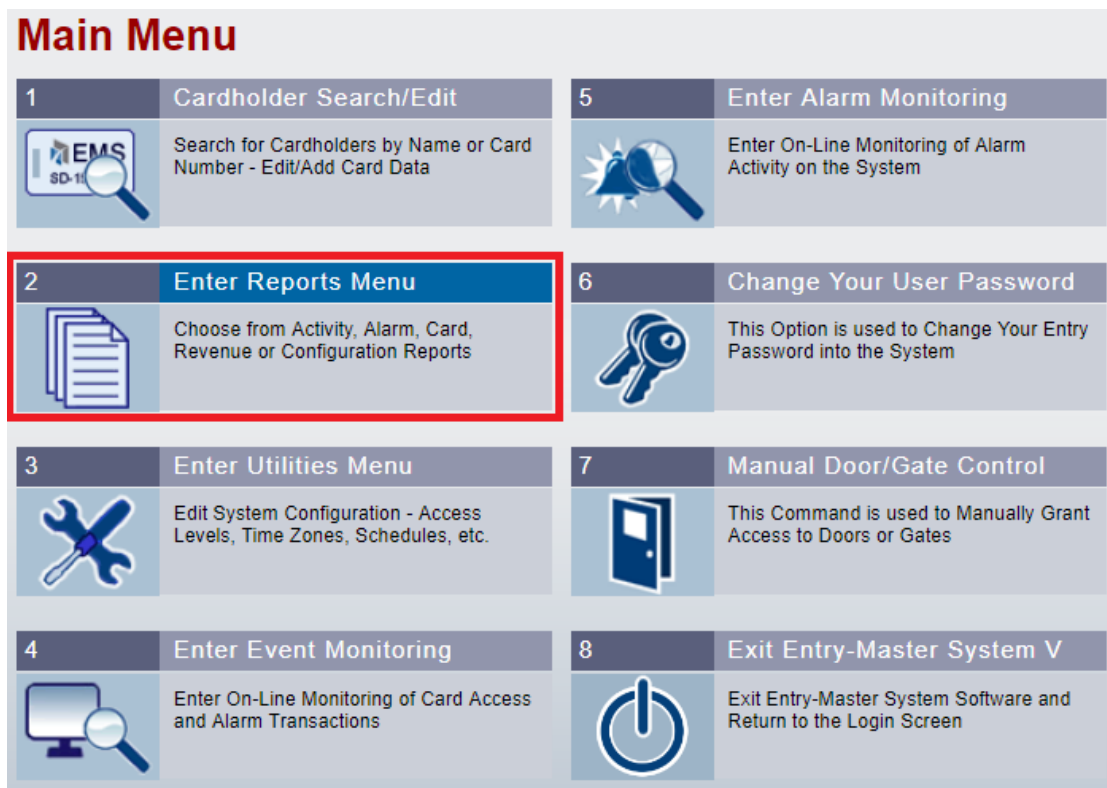


Figure 3-1. Selecting Enter Reports Menu from Main Menu

All of the reports covered in this chapter will come from the *Reports Menu* (Figure 3-2):



Figure 3-2. The Entry-Master Reports Menu

Section 1 – Card Database Reports

The **Card Database Reports** are reports based solely on the **Entry-Master** System Cardholder Database. Some reports ask for additional criteria in order to run a report.

Click **Option 3 – Card Database Reports**; there are fifteen (15) reporting options (see **Figure 3-3** below):

Card Data Reports Menu

















1	Cardholders by User Name  List Current Cardholders Sorted by User Name (Last, First)	9	Cards by License Plate #  This Report Lists All Cardholders Sorted by License Plate Number
2	Cardholders by Card No.  List Current Cardholders Sorted by Card Number	10	Card I/O Status Report  This Report Lists Cardholders by their Current In/Out Status
3	Cardholders by Department  List Current Cardholders Sorted by Department (and then by Name)	11	- Requested I/O Status  This Report Lists Cardholders by Requested In/Out Status
4	- Requested Department  Search for Cardholders in Specific Department(s) - Sorted by Name	12	List All Expired Cards  This Report Lists Cardholders whose Cards have Expired.
5	- Requested User Name  Search for Cardholders with a Specific Name - Sorted by Name	13	List All Confiscate Cards  This Report Lists Cardholders whose Cards have been set to Confiscate
6	- Requested License Plate  Search for Cardholders with a Specific License Plate Number	14	List All Invalid Cards  This Report Lists Cardholders whose Cards have been set to Invalid
7	- Requested User ID #  Search for Cardholders with Specific User Id Number	15	Cardholders by User ID #  List Current Cardholders Sorted by User Id Number (and then by Name)
8	- Requested Access Group  Search for Cardholders with Specific Access Group(s)	16	Return To Reports Menu  Exit Card Data Reports Menu back to Entry-Master Main Reports Menu

Figure 3-3. Entry-Master Card Data Reports Menu

Brief Description of the Card Data Report Options

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).

IMPORTANT NOTE:

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** the above departments will appear on the report, sorted and broken down by department and then by name within each department

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, **Entry-Master** searches for the occurrence of the "search string" **anywhere** within the 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 Access Groups** for each card holder. It also contains a **Department** filter, and a (.csv) option to **Export to Excel**.

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 (used as a “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 a single 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 Status.

This report is self-explanatory, however it is important to understand that **Confiscate Status** differs from **Invalid** status, in that **Confiscate** sets off a **more severe alarm** than an **Invalid Card**.

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 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. From the *Reports Menu*, Select **Option 1 – Card/System Event Reports**:



Figure 3-4. Entry-Master System Event Reports Menu

All *System Activity Reports* will display (see Figure 3-4 above) with the **Start Date** and **End Date** prompts when any option is selected:

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 and multiple Card Numbers (or 'ALL').

8. Activity by Transaction

List activity for requested transaction device transactions, 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. From the *Reports Menu*, Select **Option 4 – Configuration Reports**:

The *Configuration Reports Menu* displays (**Figure 3-5** below):

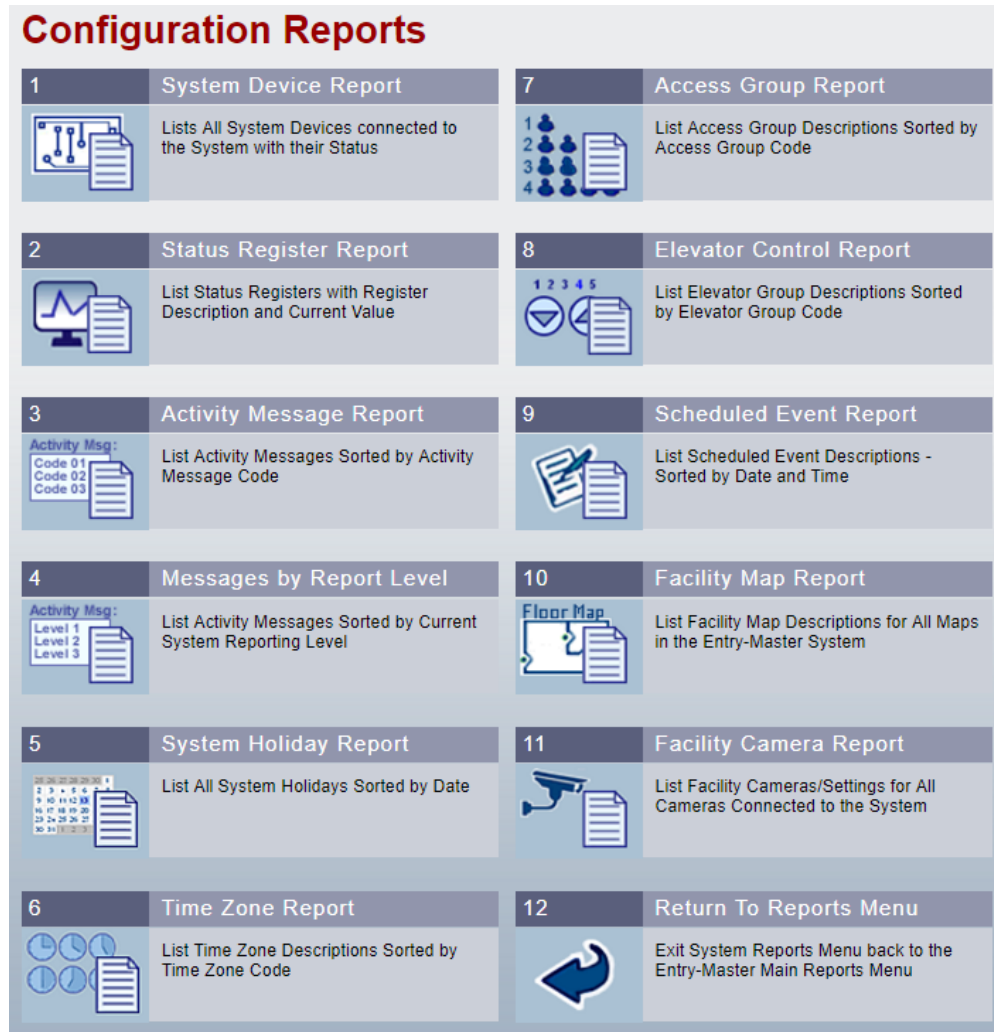


Figure 3-7. Configuration Reports Menu

1. System Device Report

Lists all system devices connected to the system with their status

This report provides 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 enduser 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 (4) 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.

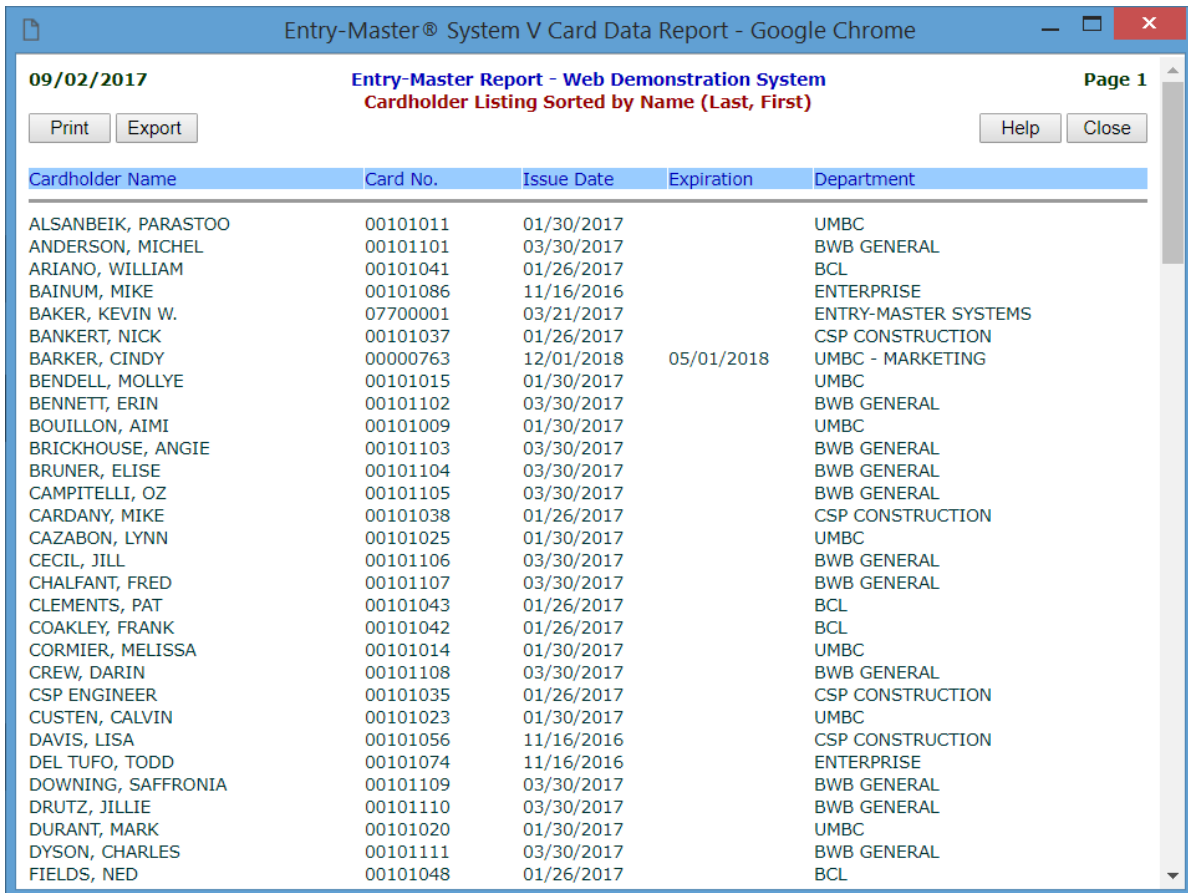


Figure 3-8. Cardholder Listing Sorted by Name

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 - Exports your report results to a text-based format, or a (.csv) format to import into a spreadsheet program.

Section 5 – Complete 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 Activity Code
- 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

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 Report

- 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. Configuration Reports

- 4.1. System Device Report
- 4.2. Status Register Report
- 4.3. Activity Message Report
- 4.4. Messages by Report Level
- 4.5. System Holiday Report
- 4.6. Time Zone Report
- 4.7. Access Group Report
- 4.8. Elevator Level Report
- 4.9. Scheduled Event Report
- 4.10. Facility Map Report
- 4.11. Facility Camera Report

5. System User Audit Reports

- 5.1. Summary Report by Date
- 5.2. Summary Report by User
- 5.3. Summary Report by Card #
- 5.4. Summary Report by File
- 5.5. System/Network Report
- 5.6. Detailed Report by Date
- 5.7. Detailed Report by User
- 5.8. Detailed Report by Card #
- 5.9. Detailed Report by File