

Lesson 14 – Generating and 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). See **Chapter 3, Entry-Master System Reports** which describes the reporting functions in more detail and also specifies which reports request additional information.

To access the reporting functions you must be logged into the Entry-Master System (See [Chapter 2 - Lesson 1, Logging into the System](#)).

From the **Main Menu** select **Option 2, Enter Reports Menu**:



Figure 2-14-1. Main Menu – Reports Menu

The **Reports Menu** screen is displayed below (Figure 2-14-2):

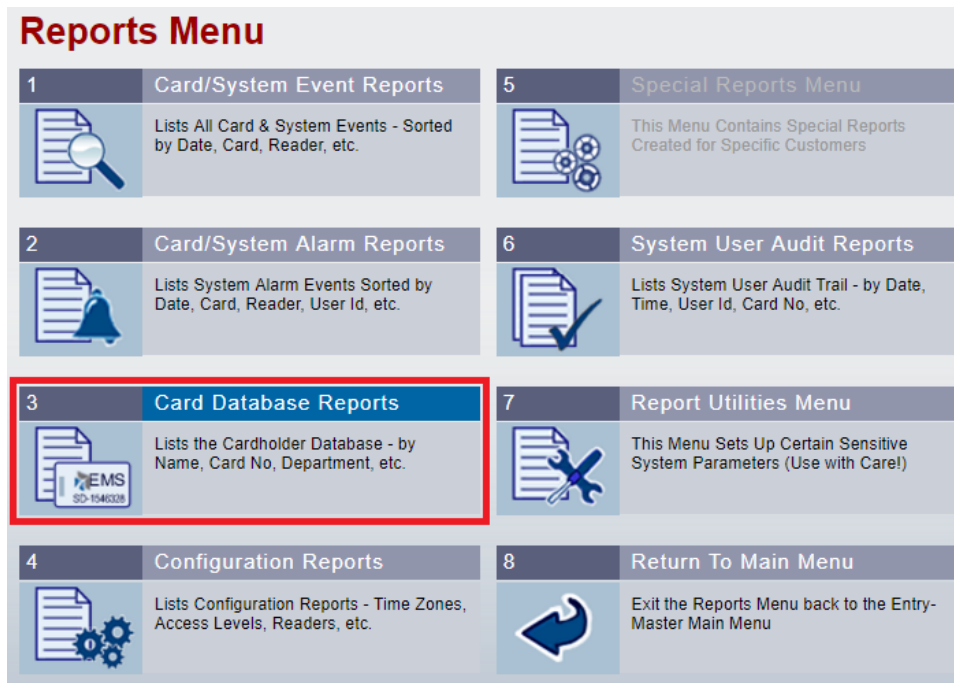


Figure 2-14-2. – Reports Menu

In this example, we will show you how to print the **Cardholders by User Name** report. Click on **Option 3, Card Database Reports** link on the Report Menu (see Figure 2-14-2 above). The following menu will be displayed (Figure 2-14-3 below). Select **Option 1, Cardholders by User Name**:

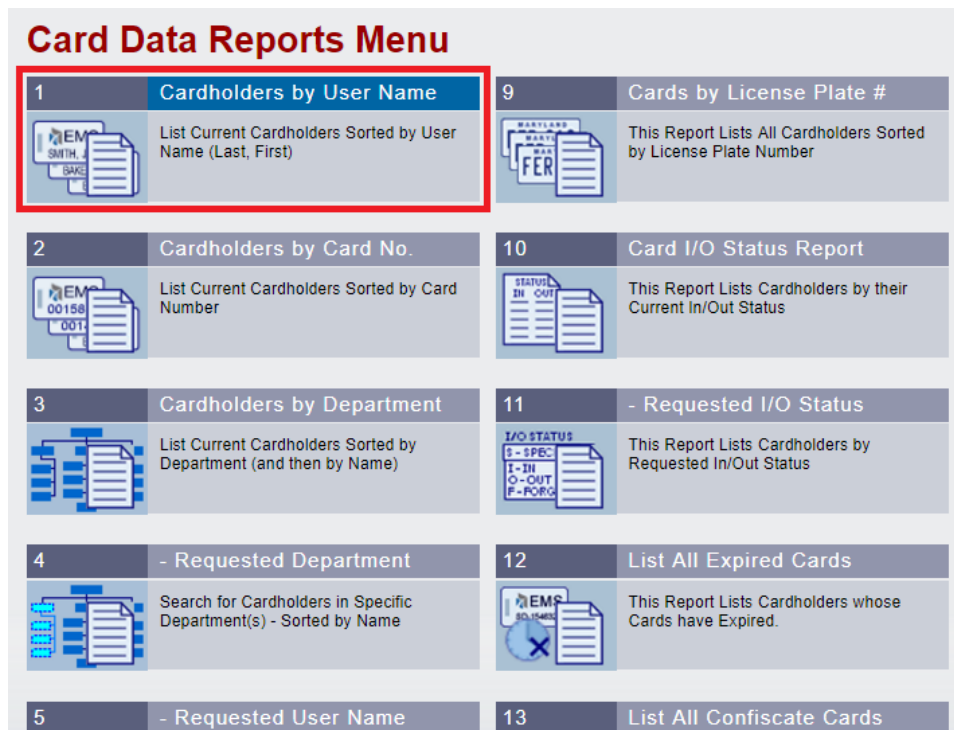


Figure 2-14-3. – Card Data Reports Menu

The **Card Database Report** screen displays (Figure 2-14-4):



Figure 2-14-4. – Card Database Report Screen

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):



Figure 2-14-5. – Card Data Report Screen

Click the **Print** button (**Figure 2-14-5** above) 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**.

This chapter has taken you step by step through the procedures for using only the basic features of the Entry-Master System. If you have any questions about using more complex reporting functions contact your authorized Entry-Master Dealer.