PART 4 – REPORTS

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Web Reports

Overview

The IXP220 Software lets you compile Reports on functions and transactions within the IXP220 System. As these Reports are essentially Web Reports, you can compile Reports for one or more Sites over LAN or WAN networks. The Reports Module allows selection of single or multiple Sites, allowing management of both.

You may use the Web Reports Module, and e-mail reports, with Windows® Internet Explorer 8 (and above) or alternatively Firefox 3 (and above).

*Using IXP220 V1.82 (onwards) lets you connect to Web Modules through a **Secure Socket Layer (SSL)** connection. See Part 5 – Advanced Configuration for information on this feature.*

Starting up the Web Reports Module

*If the Web Server resides on a Port other than Port 80, the URL becomes: http://*localhost**:XX**/220Web/homepage.html. The **XX** highlighted in the URL refers to the new Port number, for example 82, 83 or 84 and so on.*

Open the IXP220 Base Application as follows:

1. In Windows®, click **Start**>**All Programs**>**IXP220**>**IXP220**.
2. Enter your **Username** (**SYSDBA**) and **Password** (**masterkey**).
3. Click the button.
4. From the Menu Bar, select the **Web**>**Web Home Page**.

*Alternately using a separate PC workstation, you may startup the Web Reports Module in your selected browser using the following URL: **http://localhost/220Web/homepage.html**. Replace the term **localhost** with the IP Address for the System's Host PC.*

5. At the IXP220 Home Page, select the (Web Reports) Icon.
6. At the Login dialog, enter your **Username** (**SYSDBA**) and **Password** (**masterkey**).

*From the IXP220 Base Application, **disable the Report's Login** option as follows:*

1. *From the Main Menu, select **File**>**Preference**.*
2. *Select the **Web** Tab.*
3. *Select the **Anyone can View Web Reports** radio button.*
4. *Click the button.*

7. Click the **Submit** button.

User Interface

Display Web Reports correctly by setting your monitor screen resolution to a minimum of 1 024 x 768 pixels.

Set the following when printing Reports displaying graphics:

Internet Explorer

1. *From the Explorer toolbar, select **Tools**>**Internet Options**.*
2. *Select the **Advanced** Tab.*
3. *Scroll down to the **Printing** settings.*
4. *Select the **Print Background Colours and Images** checkbox.*
5. *Click the **OK** button.*

Firefox

1. *From the Firefox toolbar, select **File**>**Print Preview**.*
2. *Click the **Page Setup** button.*
3. *Select the **Format and Options** Tab.*
4. *Under Options, select the **Print Background (Colours and Images)** checkbox.*
5. *Click the **OK** button.*

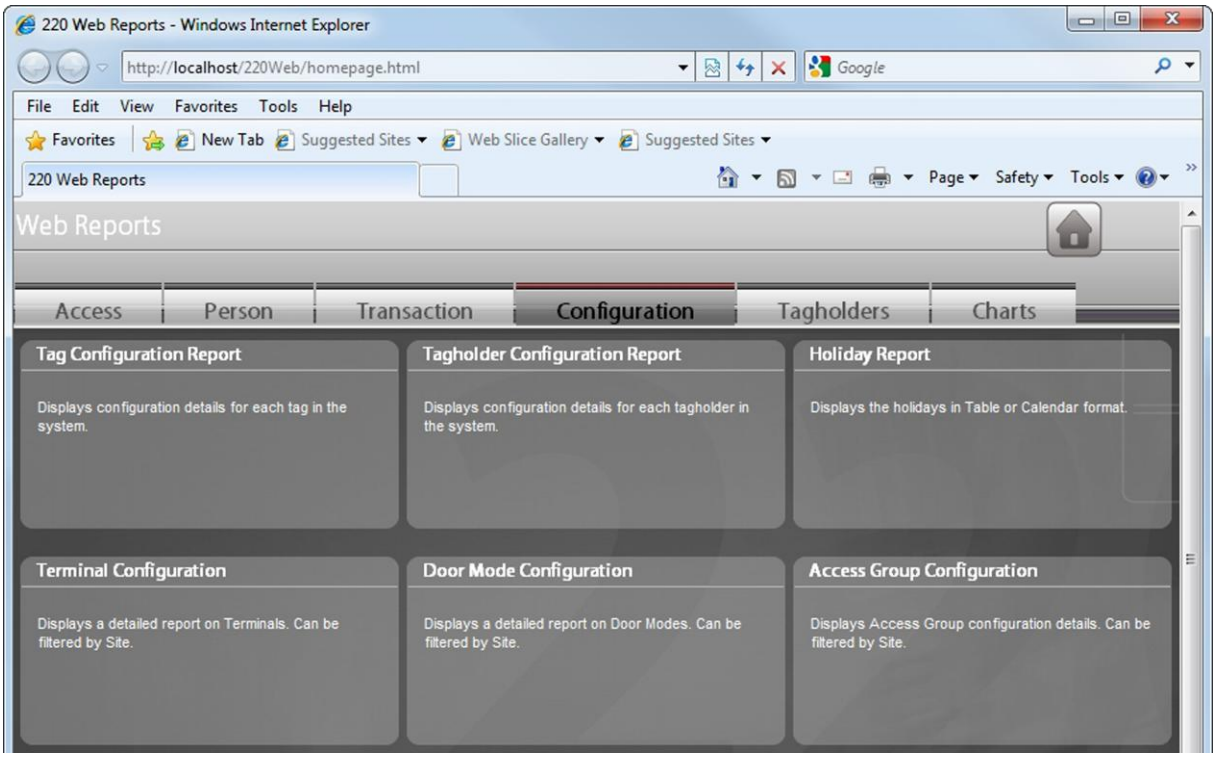

Figure 1 – Web Reports Configuration Tab Selection

On opening of the Web Reports Module, Tabs appear (Access, Person, Transaction, Configuration, Tagholders and Charts). Essentially these Tabs break the Reports into categories for easier selection.
From each of these Tabs, open a chosen Report by selecting the Report's title. Thereafter, select a new Report by selecting the appropriate Tab and selecting another Report's title.

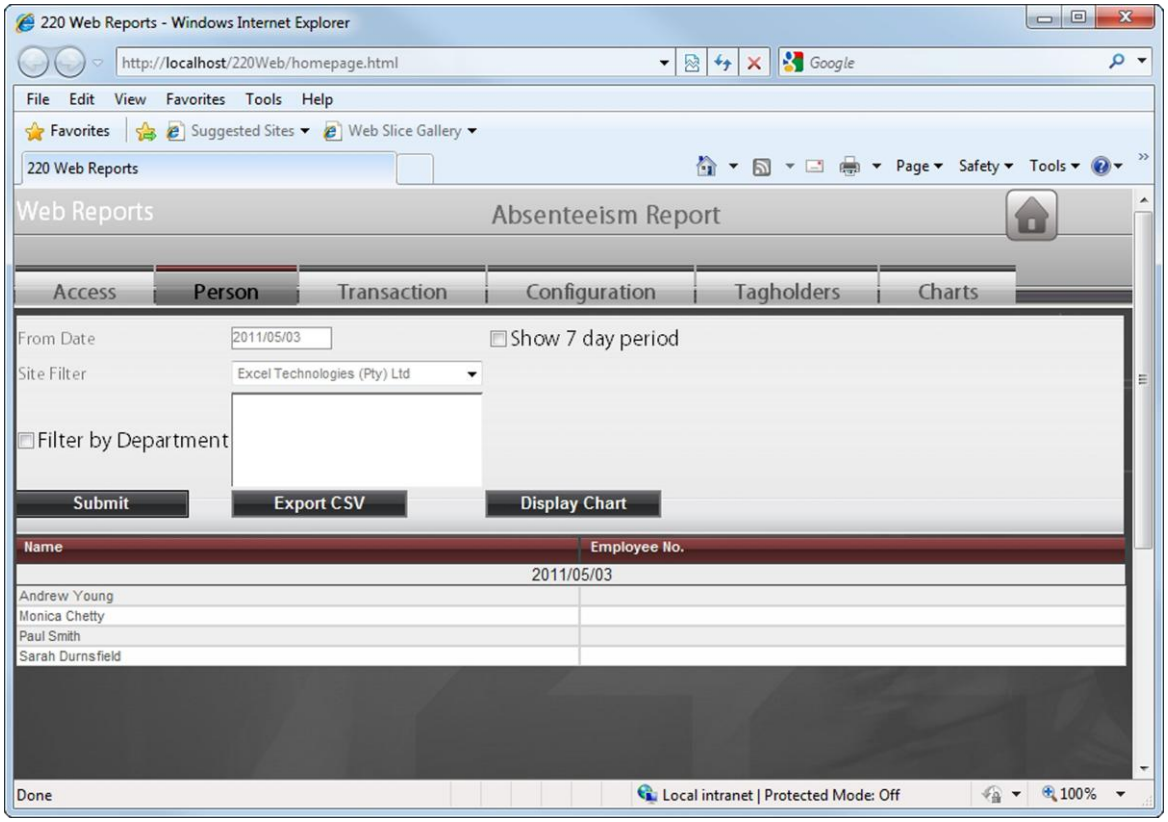

Figure 2 – Typical Report Screen

From within a Report, select parameters using the set of filters displayed on the screen. These filters may consist of information fields (occasionally), drop-down menus, checkboxes or calendars.

Report screens include an **All Sites** filter, that when selected displays information for all Shared Sites (Shared Sites are described later in this section).

Click on the **Submit** button to view a Report after capturing the filter data.

Report Categories

The categories of Reports available are:

Report Category	Description
Access Reports	Provides access data for all Tagholders at all selected Sites.
Person Reports	Provides transaction data relating to a specific person or persons having access to the Site(s) concerned.
Transaction Reports	Provides data about system occurrences, such as Alarms, Terminal time-outs, frequency of Door access, and so on.
Configuration Reports	Provides data such as Terminals that a given Tagholder has access to, Terminals in each Area and Actions available at each Terminal.
Tagholder Reports	Provides data about Employee and Visitors' Tags, Tags not used, Tag Expiry, and so on.
Charts	Provides a graphic representation of Door Usage.

Table 1 – Report Categories

Access Reports

Under ACCESS REPORTS, the following Reports are available:

Message Board Report

- The Message Board Report shows the latest **IN and OUT Transaction Information for each Tagholder on the selected Site(s)**. The webserver.properties file includes properties for the Message Board Report. These properties help filter the Report and control the Report's refresh rate.
- The Report includes information such as: *Site Name, Department, First Name, Last Name, IN Time/Date* and *OUT Time/Date.*
- Filter the Report by: *Date*, *Site*, and *Department*.

First Access Report

- The First Access Report displays all **Tagholders' First Access transaction for a specific day**.
- The Report includes information such as: *Site*, *First Name*, *Last Name*, *Employee Number*, *Department*, *Door*, *Time* and *Date.*
- Filter the Report by: *Date*, *Site*, *Door*, *Department* and *Person*.

Last Access Report

- The Last Access Report provides information on the **Last Access (in-clockings and/or out-clockings) by a selected person at a selected door during a period from a selected date to the current time**. The webserver.properties file includes properties for this Report that control the Report's refresh rate.
- The Report includes information such as: *Site*, *First Name*, *Last Name*, *Employee Number*, *Department*, *Door*, *Time, Date* and *Reason Code.*
- Filter the Report by: *Date*, *Site*, *Door*, *Department* and *Person.*

Last Access for Day Report

- The Last Access for Day Report displays all **Tagholders' Last Access Transactions for a specific day**.
- The Report includes information such as: *Site*, *First Name*, *Last Name*, *Employee Number*, *Department*, *Door*, *Time, Date* and *Reason Code.*
- Filter the Report by: *Date*, *Site*, *Door*, *Department* and *Person.*

Person Reports

Anti-passback (APB) Zones *are required for accuracy in the* ***Zone Occupancy Report****. The following Reports will run without Anti-passback (APB) Zones (Relaxed or Strict), however, report accuracy is NOT guaranteed.*

- *Hours Worked (Person) Report*
- *Hours Worked Timesheet Report*
- *Access Pattern (Person) Report*
- *Access Pattern (Department) Report*

The ***Hours Worked Report****,* ***Hours Worked Timesheet Report****,* ***Access Pattern Report*** *and* ***Access Pattern (Department) Report*** *support night-shift in the IXP220 V1.82 (onwards) Software release.*

Under **PERSON REPORTS**, the following Reports are available:

Absenteeism Report

- The Absenteeism Report details a list of **Employees absent on a specified date**.
- The Report includes information such as: *Employee Name* and *Employee Number*.
- Filter the Report by: *Date*, *Site, Department* and by *7 Day Period*.

The Department Filter only affects the Chart for this Report, NOT the Report itself.

Person Details Report

- The Person Details Report displays a **detailed record for a selected individual Tagholder**.
- The Report includes information such as: *First Name* and *Last Name*, *ID Number*, *Company*, *Department*, *Employee Number*, transaction *Date* and *Time*, *Door Accessed*, *Event* and *Tag* code. The Report also displays a photo of the employee.
- Filter the Report by: *From Date*, *To Date*, *Site* and *Person*.

Hours Worked (Person) Report

- Report calculates hours worked from the I**N and OUT Transactions of all Zones**.
- The Report includes information such as: *Name*, *Employee Number*, *Date*, *Time*, *Event*, *Terminal*, *Zone* and *Reason*.
- Filter the Report by: *From Date*, *To Date*, *Site* and *Person*.

Hours Worked Timesheet Report

- This Report calculates hours worked of all employees from the I**N and OUT Transactions of all Zones**.
- The Report includes information such as: *Name*, *Company*, *Date*, *Time In*, *Time Out*, *Time Out – Time In*, *Hours in Zone*, *Hours to Now* and *Information*.
- Filter the Report by: *From Date*, *To Date*, *Site*, *Person, Company, Department and Zone*.

Access Pattern Report

- This Report displays a summary of an individual employee's **time in, average time in, time out, average time out and average hours worked**.
- The Report includes information such as: *Date*, *Time In*, *Time Out*, *Time Out – Time In*, *Average Time In* and *Out*, *Average Hours* and *Total Hours*.
- Filter the Report by: *From Date*, *To Date*, *Site* and *Person*.

Access Pattern (Department) Report

- This Report displays a summary of an individual employee's **time in, average time in, time out, average time out and average hours worked (grouped by Department).**
- The Report includes information such as: *Name*, *Company*, *Date*, *Time In*, *Time Out* and *Time Out – Time In*.
- Filter the Report by: *From Date*, *To Date*, *Site, Person*, *Company*, *Department* and *Zone*.

Zone Occupancy Report

- This Report displays a summary of **Tagholders within a specific Zone**.
- The Report includes information such as: *First Name*, *Last Name*, *Employee Number*, *Department*, *Zone*, *Site*, *Time In*, *Date* and *Hours in Zone.*
- Filter the Report by: *Site* and *Zone*.

Transaction Reports

Under **TRANSACTION REPORTS**, the following reports are available:

Tagholder Transaction Report

- This Report displays **all transactions for a Tagholder**.
- The Report includes information such as: *Date*, *Time*, *Name*, *Door*, *Event*, *Tag* and *Reason Code*.
- Filter the Report by: *Date From*, *Date To*, *Daily Time From*, *Daily Time To*, *Site*, *Tagholder*, *Department*, *Company* and *Door*.

Alarm Transaction Report

- The Alarm Report displays all **Alarms generated by the System**.
- The Report includes information such as: *Date*, *Time*, *Source*, *Event*, *Tagholder*, *Acknowledgement*, *Acknowledgement Date*, *Acknowledgement Time* and *Operator*.
- Filter the Report by: *From Date*, *To Date*, *Daily Time From*, *Daily Time To* and *Site*.

Status Transaction Report

- This Report displays all the **status transactions from Controllers and Terminals on a selected date**. That is Terminal timeouts; tables corrupt and Request to Enter/Exit information.
- The Report includes information such as: *Date*, *Time*, *Source*, *Source Address*, *Event* and *Operator*.
- Filter the Report by: *From Date*, *To Date*, *Daily Time From*, *Daily Time To* and *Site*.

Transactions Report

- The Transactions Report displays all **Tagholders transactions on a specific date**.
- The Report includes information such as: *Time*, *First Name*, *Last Name*, *Employee Number*, *Door*, *Event*, *Tag, Zone* and *Reason Code*.
- Filter the Report by: *Date*, *Door*, *Person* and *Site*.

Comms Diagnostic Report

- The Comms Diagnostic Report displays all **diagnostic transactions from IP Terminals for a specific date**.
- The Report includes information such as: *Site Name*, *Time*, *Event*, *Round Trip (milliseconds)*, *Failures* and *Door Name (Reader Fixed Address)*.
- Filter the Report by: *Date, Site, Controller* and *Door.*

Conflicting Controller Comms Report

- The Conflicting Controller Comms Report displays all **conflicting Controller communication transactions reported by IP Terminals**.
- The Report includes information such as: *Date*, *Time*, *Door Name*, *Terminal Logical Address* and *IP Address* (of the Controller who is trying to talk to this IP Door Controller).
- Filter the Report by: *Date* and *Site*.

Configuration Reports

Under **CONFIGURATION REPORTS**, the following reports are available:

Tag Configuration Report

- This Report displays **configuration details for each Tag in the System**.
- The Report includes information such as: *Site*, *Tag Code*, *First Name*, *Last Name*, *Department*, *Level*, *Type*, *Start Date*, *Expiry Date*, *Suspended, Group Site* and *Access Group*.
- Filter the Report by: *Site* and *View Same Tag Code*.

Tagholder Configuration Report

- This Report displays **configuration details for each Tagholder in the System**.
- The Report includes information such as: *Employee Number*, *First Name*, *Last Name*, *Department*, *Company*, *Address*, *Tag Code*, *Start Date*, *Expiry Date*, and *Site*.
- Filter the Report by: *Site.*

Holiday Report

- This Report displays **details of public and other company holidays**.
- The Report includes information such as: *Holidays* (defined during the configuration process).
- Filter the Report by: *Site* and *View (Table or Calendar)*.

Terminal Configuration Report

- This Report displays **a detailed report on Terminals**.
- The Report includes information such as: *Logical Address*, *Fixed Address*, *Enabled*, *Type*, *Type Description* and *Site*.
- Filter the Report by: *Site*.

Door Mode Configuration Report

- This Report displays **a detailed report on Door (Location) Modes**.
- The Report includes information such as: *Number*, *Start Time*, *End Time*, *Mode*, *PIN-code*, *Reason Code*, *Dual Tag*, *Record*, *Alarm Denied*, *LED Mode*, *Finger Mode* and *Site*.
- Filter the Report by: *Site*.

Access Group Configuration Report

- This Report displays **Access Group configuration details**.
- The Report includes information such as: *Site*, *Access Group*, *Pattern Number*, *Day*, *Start Time*, *Duration*, *Access Door* and *Access Floor*.
- Filter the Report by: *Site*.

*Where the Access Group's Pattern Number shows a **(+)** alongside the Pattern Number, clicking the **(+)** displays linked Lift (Elevator) Groups. A **(-)** alongside the Pattern Number shows the Access Group has no connected Lift (Elevator) Groups.*

Reader Configuration Report

- This Report displays **Reader configuration details, including the indicators given on presentation of an Allowed or Denied Tag**.
- The Report includes information such as: *Door Names*, *Logical Address*, *Strike Duration*, *Open Duration*, *DOS Usage*, *Message Mode*, Message *Device Address*, *Time and*

Attendance, *DOS Mode*, *RTE Mode*, *Offline Validation*, *FAR*, *Buzzer Volume*, *Buzzer Duration*, *LED Action* and *LED Duration*.
- Filter the Report by: *Site*.

Door/Lift Configuration Report
- This Report displays **details of each Door or Lift (Elevator) configuration, including the daily operating modes**.
- The Report includes information such as: *Site*, *Door Number*, *Door Name*, *APB, Zone*, *Armed*, *Door PIN*, *In Reader*, *Out Reader*, *Bottom Lift*, *Top Lift*, *Day* and *Mode*.
- Filter the Report by: *Site*.

Door Access Configuration Report
- This Report displays **Door configuration and access details**. Doors (or Lifts (Elevators)) appear on the left of the screen. Clicking a Door (or Lift (Elevator)) displays a list of Tagholders with access to the Door (or Lift (elevator)) and details of the relevant access group.
- The Report includes information such as: *Site*, *Controller*, *Door Names*, *First Name*, *Last Name*, *Access Group*, *Pat Number*, *Day*, *Start Time* and *Duration*.
- Filter the Report by: *Site*.

Triggered Action Configuration Report
- This Report displays **Triggered Action Configuration details**.
- The Report includes information such as: *Site*, *Number, Name*, *Day*, *Start Time*, *Duration*, *Trigger Inputs* and *Action Type*.
- Filter the Report by: *Site* and *Trigger Type*.

IO Device Configuration Report
- This Report displays **configuration information for each Input and Output Device in the System**.
- The Report includes information such as: *Site*, *Device Name*, *Fixed Address*, *Logical Address*, *Unit Name*, *Unit Description* and *Information*.
- Filter the Report by: *Site*.

GSM Configuration Report
- This Report, only available to Administrators, displays **GSM configuration information**.
- The Report includes information such as: *Controller Logical Address*, *Controller Hostname*, *SIM Pin*, *SIM Puk*, *APN*, *APN Username*, *APN Password*, *DDSN Provider*, *DDNS Username*, *DDNS Password* and *PC Hostname*.

Tagholders Reports

Under **TAGHOLDERS REPORTS**, the following reports are available:

Biometric Report
- This Report displays **whether Tagholders have Biometric Templates or not**.
- The Report includes information such as: *First Name*, *Last Name*, *Employee Number*, *Tag Code*, *Tag Type*, *Database Number*, *Template 1 Quality*, *Template 2 Quality* and *Exists.*
- Filter the Report by: *Person*, *Tag*, *Site, Tag has Biometric Template* and *Tag does not have a Biometric Template*.

Tag Expiry Report

- This Report displays **details of Tags either expired or due for expiry**.
- The Report includes information such as: *Site*, *Tag Code*, *Tag Type*, *First Name*, *Last Name*, *ID*, *Expiry Date* and *Expiry Time.*
- Filter the Report by: *Date From*, *Date To* and *Site*.

Charts

Under **CHARTS**, the following reports are available:

Door Usage Chart

- This Report displays a Bar Chart representing **the percentage of allowed transactions per Door (Location)**.
- The Report graphically includes information such as: *the Percentage of Allowed Transactions, Doors, In Transactions* and *Out Transactions.*
- Filter the Report by: *Site*, *Door*, *Date*, *Time from* and *Time To*.

Typical Sample Reports

This section outlines one Report from each category, thus providing insight into the use of the Reports.

Access Reports

Message Board Report

The Message Board Report displays the latest IN and OUT transactions for each Tagholder.

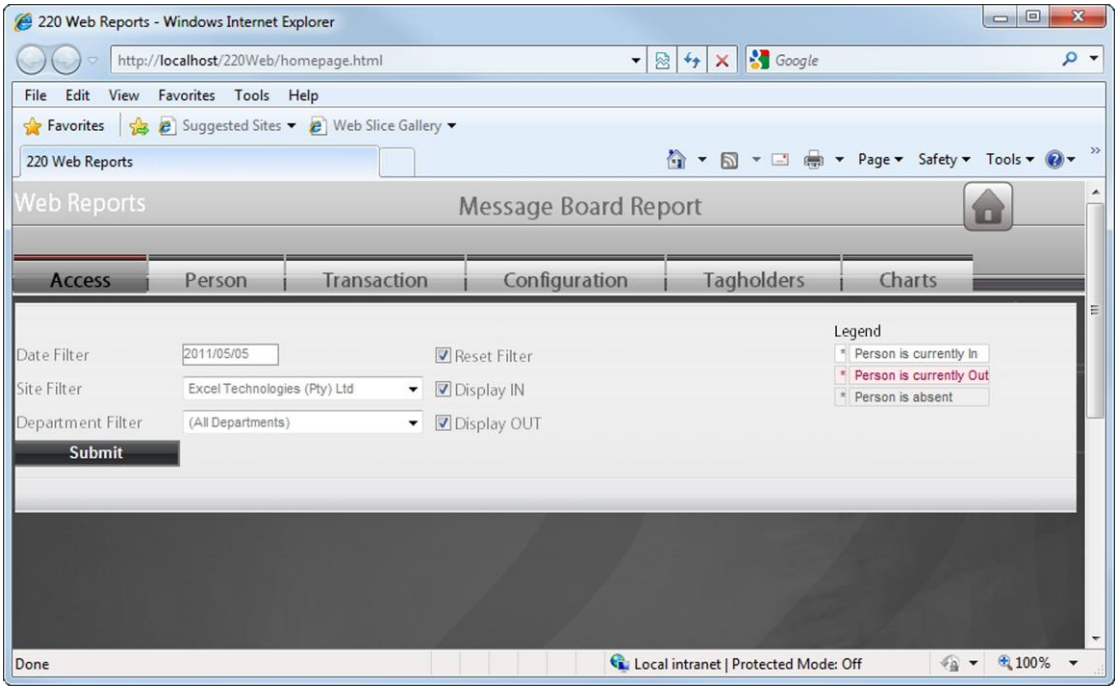

Figure 3 – Message Board Report (Initial Set-up Screen)

1. Select the **Date** from the Date Filter calendar selection tool.

*As you select the **Date**, a calendar selection tool opens. Continue as follows to make your selection:*

1. *Click on the **<<** or **>>** buttons to move between **Years**.*
2. *Click on the **<** or **>** buttons to move between **Months**.*
3. *Finally, select the required date.*

2. Select the **Site** from the **Site Filter** drop-down list.
3. Select the required **Department** from the **Department Filter** drop-down list.
4. Click the **Submit** button.

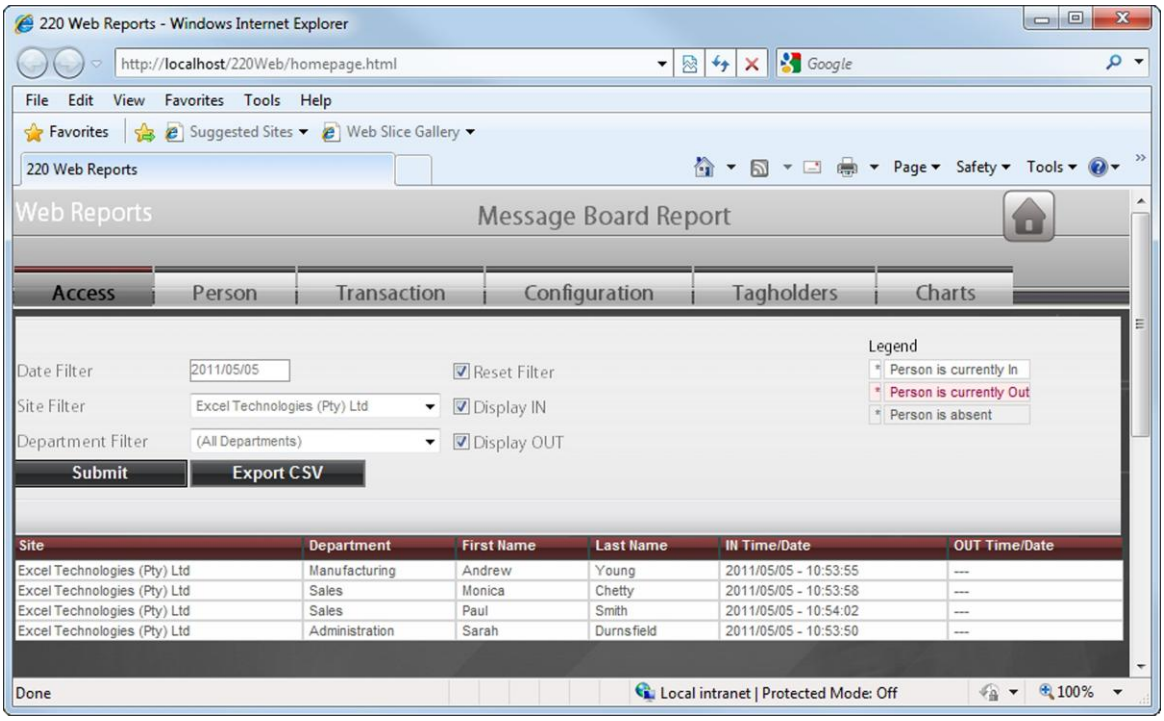

Figure 4 – Message Board Report (Sample)

Export CSV (Comma Separated Value)

*The **Export CSV** button displays after you submit the filter data.*

When exporting a Report to a CSV file, if the results of the Report are greater than 200 000 records, an error occurs. To avoid this, draw smaller Reports when exporting.

Export a Report as follows:

1. Click on the **Export CSV** button.
2. In the **File Download** dialog, select one of the following button options:
   - **Open**—clicking the Open button, opens a screen similar to Figure 5. In this case the file opened using MS Excel.
   - **Save**—clicking the Save button, gives you the option to save the exported data to a location of your choice.

– **Cancel**—clicking the Cancel button, cancels the export process.

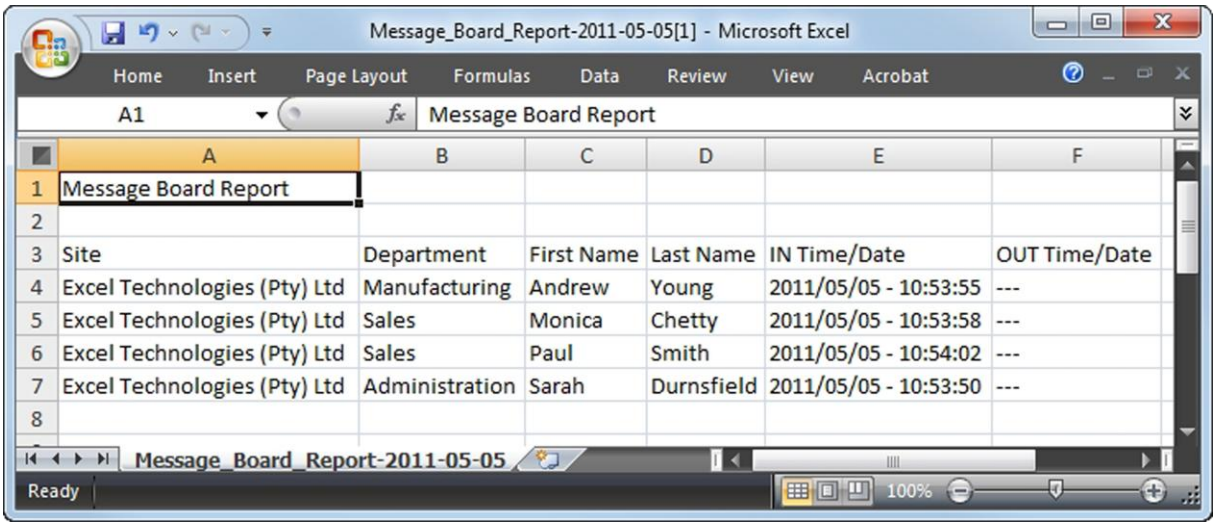

Figure 5 – Message Board Report Exported in CSV Format

Person Reports

Absenteeism Report

The Absenteeism Report displays a list of Employees absent on a specified date.

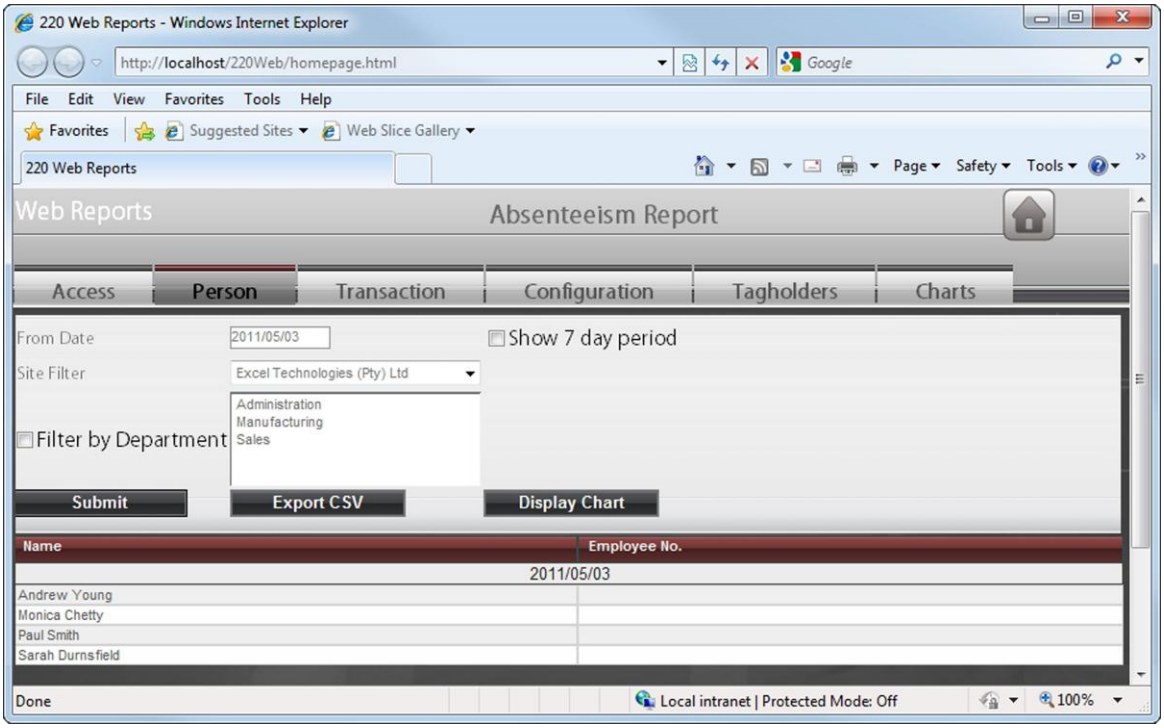

Figure 6 – Typical Absenteeism Report

Transaction Reports

Tagholder Transaction Report

This Report displays the frequency of access at each Door.

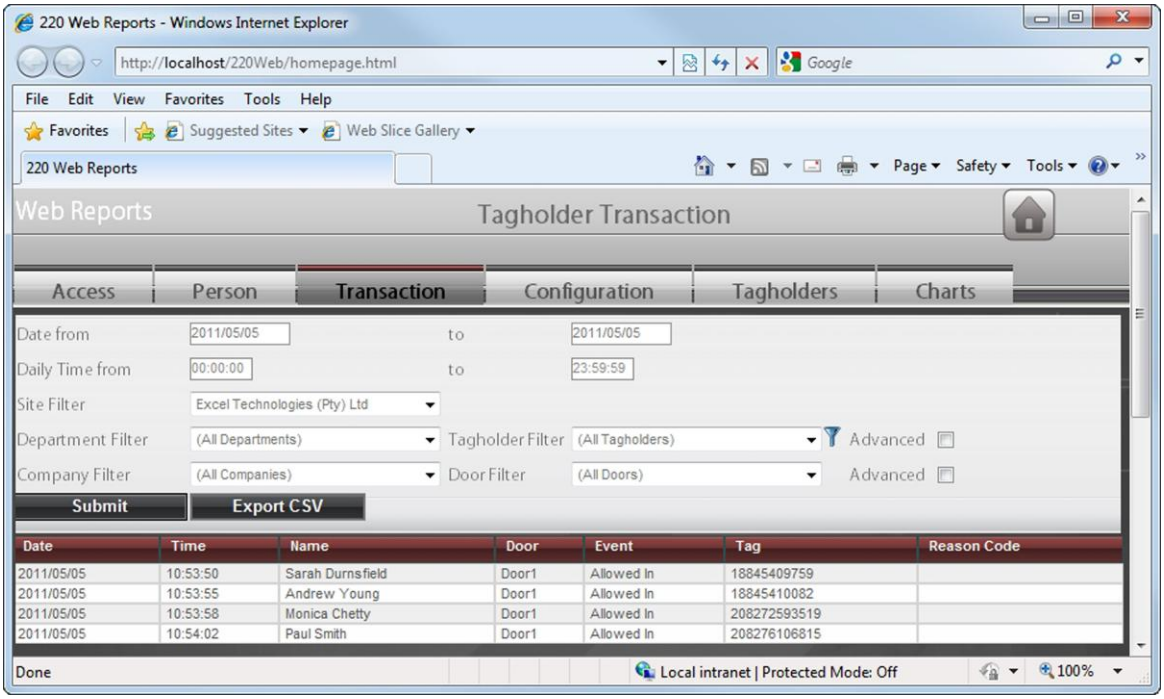

Figure 7 – Typical Tagholder Transaction Report

Configuration Reports

Tagholder Configuration Report

This Report displays configuration details for each Tagholder in the System.

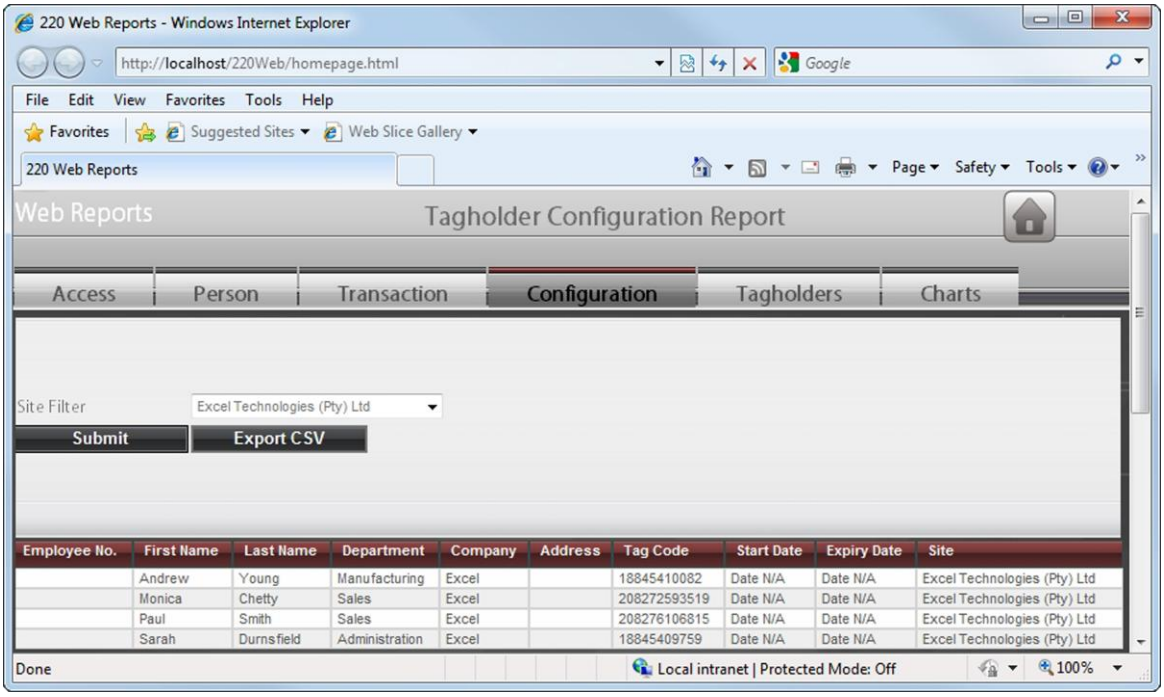

Figure 8 – Typical Tagholder Configuration Report

Tagholders Reports

Tag Expiry Report

This Report gives details of expired Tags as well as Tags that will expire in the future.

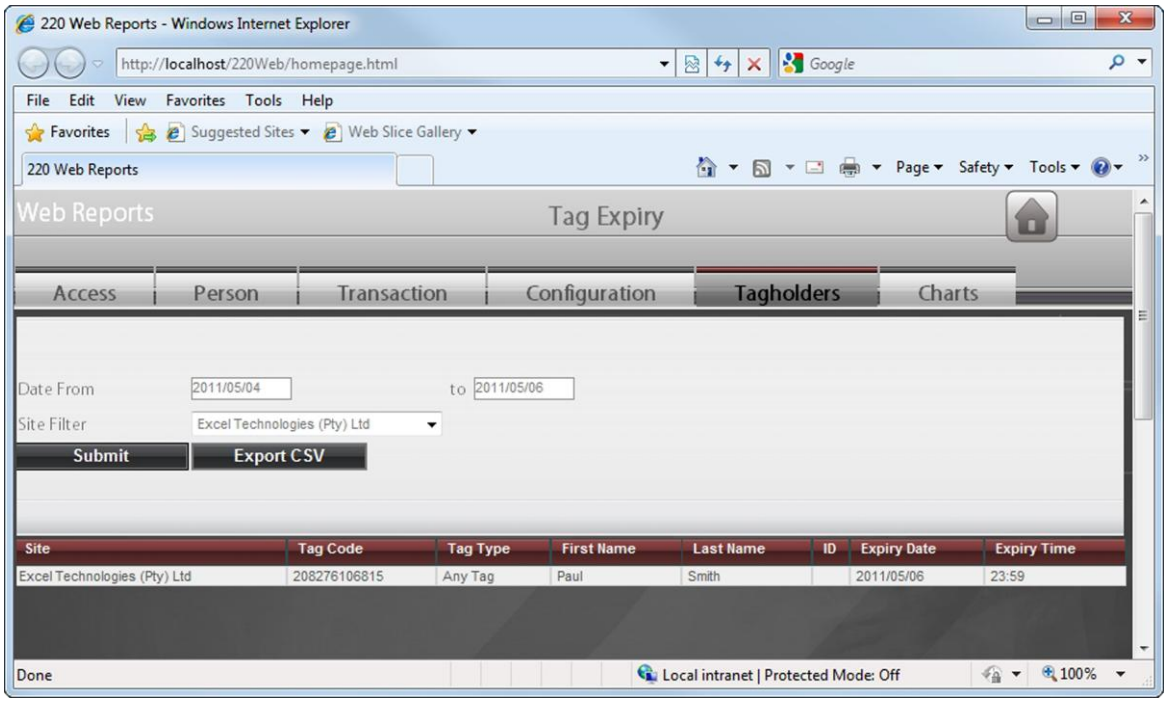

Figure 9 – Typical Tag Expiry Report

Charts

Door Usage Chart

This Report displays the percentage of allowed transactions per Door (Location).

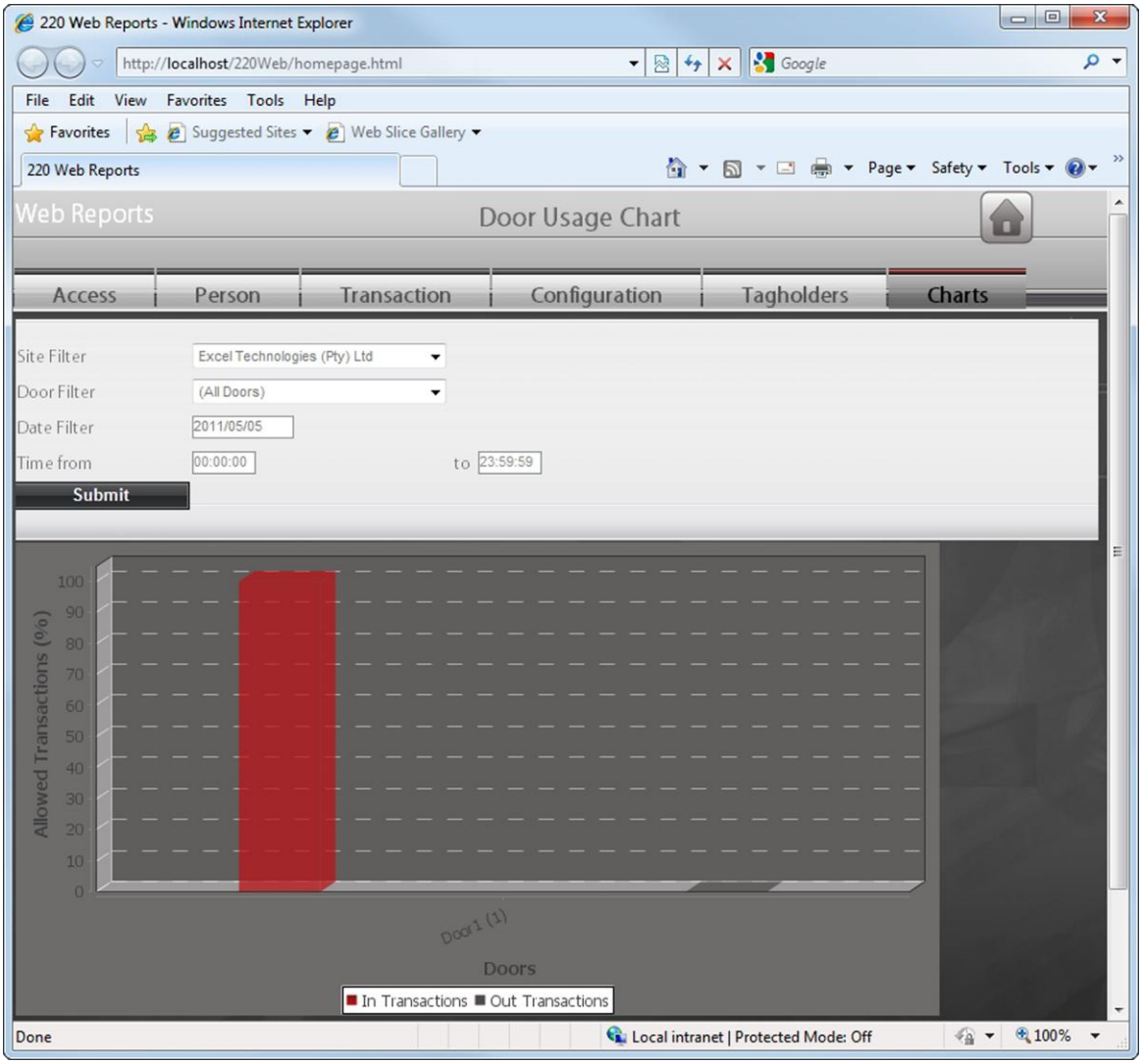

Figure 10 – Typical Door Usage Chart

Other Reports

The other Reports available are all conceptually similar to one or other of the Reports described previously.

E-mail Reports

Overview

The IXP220 Software lets you compile Reports on functions and transactions within the IXP220 System. As these Reports are essentially Web Reports, you can compile Reports for one or more Sites over LAN or WAN networks. The E-mail Reports allows selection of single or multiple Sites, allowing management of both.

You may use the E-mail Reports with Windows® Internet Explorer 8 (and above) or alternatively Firefox 3 (and above).

Starting up E-mail Reports

The following sections show you how to request reports by e-mail.

Requesting the Available Reports List

*You do not need to perform **Requesting the Available Reports List** every time you want to request the available Reports list by E-mail.*

1. Using your preferred e-mail client, create an e-mail message.
2. In the **To** textbox, enter the E-mail Address you configured in **E-mail Account Configuration** (see Part 3 – General Configuration for more information).
3. In the **Subject** textbox, enter the phrase **HELP**.
4. In the body of the E-mail Message, enter the **Password** you configured in **Incoming Configuration** (See Part 3 – General Configuration for more information).
5. Click the **Send** button.

Requesting the Report Request Form

1. Using your preferred e-mail client, create an e-mail message.
2. In the **To** textbox, enter the E-mail Address you configured in **E-mail Account Configuration** (see Part 3 – General Configuration for more information).
3. In the **Subject** textbox, enter either one of the following phrases, ensuring NO space between Menu and number command:
   - **Report Menu1**—has one set of filters for all Reports.
   - **Report Menu2**—has a different set of filters for each Report.
4. In the body of the E-mail Message, enter the **Password** you configured in **Incoming Configuration** (See Part 3 – General Configuration for more information).
5. Click the **Send** button.

Completing the Report Request Form

*The **Report Request Form** expires after 1 hour, or if the base Application closes. Each template can only be used once.*

1. In your e-mail client, select the e-mail with **RE: REPORT REQUEST - Menu** in the subject.
2. Open the message attachment.
3. From the **Report** group, using the checkboxes alongside, select your required report(s):
   - **Absenteeism Report**—filtered by From Date, To Date, Site and Tagholder.
   - **Person Details Report**—filtered by From Date, To Date, Site and Tagholder.
   - **Hours Worked Timesheet Report**—filtered by From Date, To Date, Site, Department and Tagholder.
   - **Access Pattern (Department) Report**—filtered by From Date, To Date, Site, Department and Tagholder.
   - **Zone Occupancy Report**—filtered by Site.
   - **Tagholder Transaction Report**—filtered by From Date, To date, Site, Department and Tagholder.
   - **Transactions Report Report**—filtered by From Date, Site and Tagholder.
   - **Tag Expiry Report**—filtered by From Date, To Date and Site.
4. Continue with either of the following options:

   Steps Specific to Report Menu1
   In the **Filters** group select from the following:

   a. From the **From Date** drop-down list, make your selection.
   b. From the **To Date** drop-down list, make your selection.
   c. From the **Site** drop-down list, make your selection.
   d. From the **Department** drop-down list, make your selection.
   e. From the **Tagholder** drop-down list, make your selection.

   Steps Specific to Report Menu2

   Refer to Completing the Report Request Form, point 3 on page 20 for details of filters by Report.

   a. From the **Absenteeism Report** group, make your selection from the available filters.
   b. From the **Person Details** group, make your selection from the available filters.
   c. From the **Hours Worked Timesheet** group, make your selection from the available filters.
   d. From the **Access Pattern (Department)** group, make your selection from the available filters.
   e. From the **Zone Occupancy Report** group, make your selection from the available filters.
   f. From the **Tagholder Transaction** group, make your selection from the available filters.
   g. From the **Transactions Report** group, make your selection from the available filters.
   h. From the **Tag Expiry** group, make your selection from the available filters.

5. Within the **Authentication** group, complete the **Password** textbox with the Password configured in **Incoming Configuration**. (See Part 3 – General Configuration for more

information.

6. Click the **Generate Request** button.
7. Click the **OK** button at the Windows Internet Explorer dialog.
8. Click the **Allow** button at the Microsoft Office Outlook dialog.

User Interface

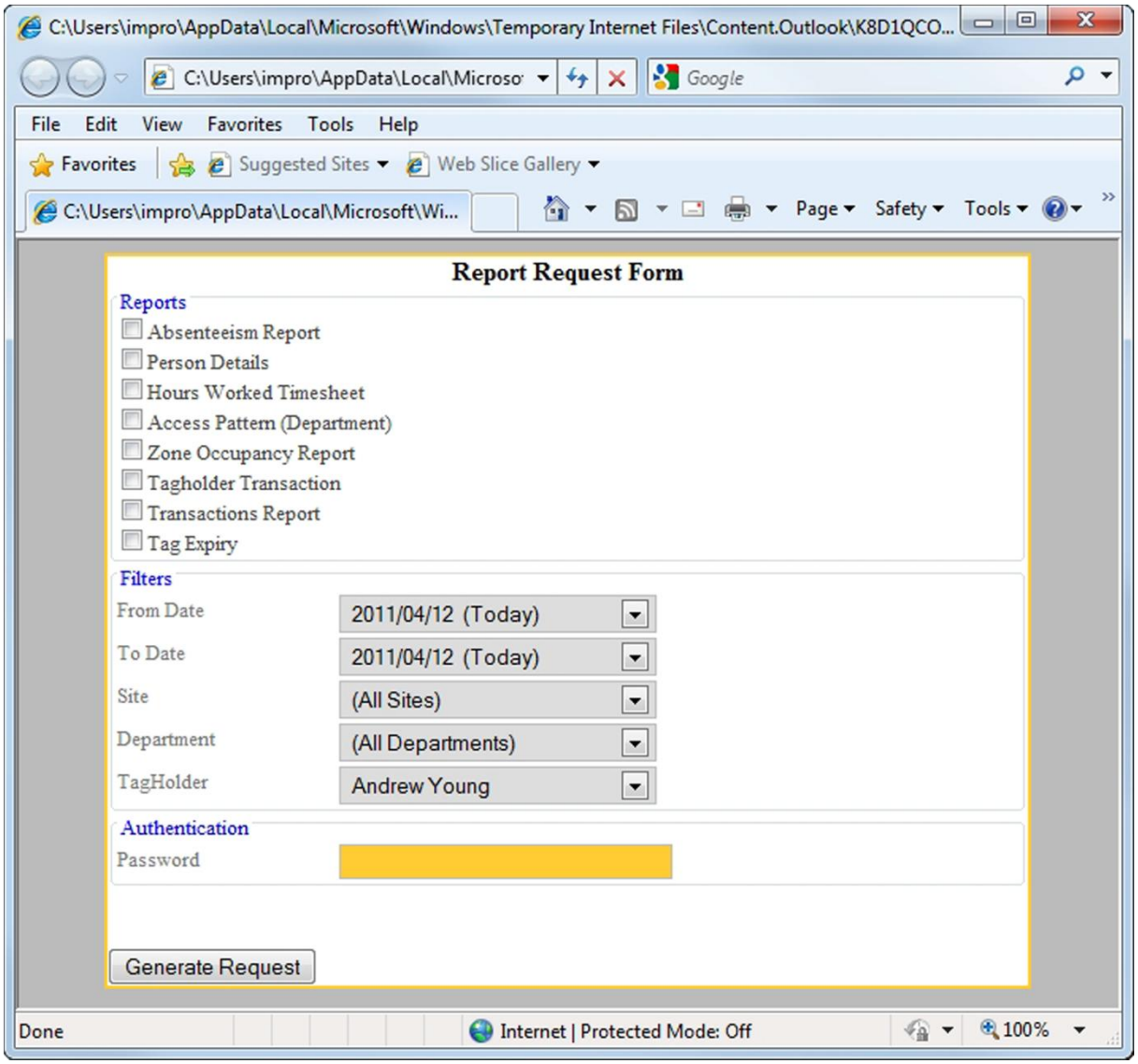

Figure 11 – Report Request Form for Report Menu1

The **Report Request Form** for **Report Menu1** (see Figure 11) has the following groups:

- **Reports Group**—this is where you select the Report(s) you want to run by selecting the suitable checkbox.
- **Filters Group**—this is where you choose which filters to apply by using the drop-down lists.
- **Authentication Group**—this is where you enter your password in the textbox.

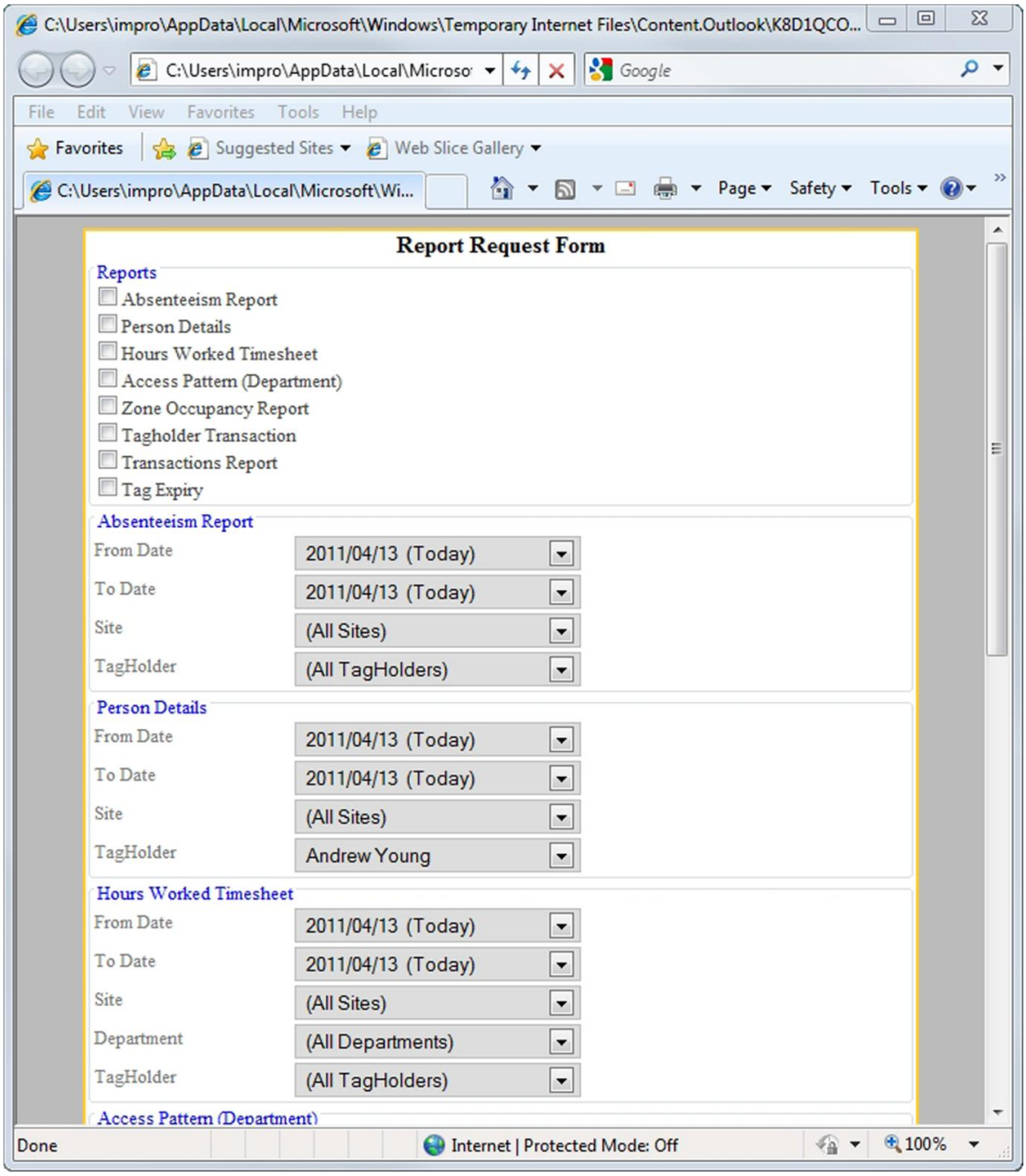

Figure 12 – Report Request Form for Report Menu2

The **Report Request Form** for **Report Menu2** (see Figure 12) has the following groups:

- **Reports Group**—this is where you select the report(s) you want to run by selecting the suitable checkbox.
- **Absenteeism Report Group**—this is where you select the filters for the Absenteeism Report.
- **Person Details Group**—this is where you select the filters for the Person Details Report.
- **Hours Worked Timesheet Group**—this is where you select the filters for the Hours Worked Timesheet Report.
- **Access Pattern (Department) Group**—this is where you select the filters for the Access Pattern (Department) Report.

- **Zone Occupancy Group**—this is where you select the filter for the Zone Occupancy Report.
- **Tagholder Transaction Group** —this is where you select the filters for the Tagholder Transaction Report.
- **Transactions Report Group**—this is where you select the filters for the Transactions Report.
- **Tag Expiry Group**—this is where you select the filters for the Tag Expiry Report.
- **Authentication Group**—this is where you enter your password in the textbox.

Report Categories

Here follows a list of available reports.

Person Reports

Anti-passback (APB) Zones *are required for accuracy in the* ***Zone Occupancy Report****. The following Reports will run without Anti-passback (APB) Zones (Relaxed or Strict), however, Report accuracy is NOT guaranteed.*

- *Hours Worked Timesheet Report*
- *Access Pattern (Department) Report*

The ***Hours Worked Timesheet Report*** *and the* ***Access Pattern (Department) Report*** *support night-shift in the IXP220 V1.82 (onwards) Software release.*

Under **PERSON REPORTS**, the following Reports are available:

Absenteeism Report

- The Absenteeism Report details a list of **Employees absent on a specified date**.
- The Report includes information such as: *Employee Name* and *Employee Number*.
- For Report Menu1 filter the Report by: *From Date, To Date, Site, Department* and *Tagholder*.
- For Report Menu2 filter the Report by: *From Date, To Date,* and *Tagholder.*

Person Details Report

- The Person Details Report displays a **detailed record for a selected individual Tagholder**.
- The Report includes information such as: *First Name* and *Last Name, ID Number, Company, Department, Employee Number,* Transaction *Date* and *Time, Door Accessed, Event* and *Tag* Code. The Report also displays a photo of the employee.
- For Report Menu1 filter the Report by: *From Date, To Date, Site, Department* and *Tagholder*.
- For Report Menu2 filter the Report by: *From Date, To Date, Site* and *Tagholder.*

Hours Worked Timesheet Report

- This Report calculates hours worked of all employees from the **IN and OUT Transactions of all Zones**.

- The Report includes information such as: *Name, Company, Date, Time In, Time Out, Time Out – Time In, Hours in Zone, Hours to Now* and *Information.*
- For Report Menu1 and Report Menu2 filter the Report by: *From Date, To Date, Site, Department* and *Tagholder*.

Access Pattern (Department) Report

- This Report displays a summary of an individual employee's **time in, average time in, time out, average time out and average hours worked (grouped by Department)**.
- The Report includes information such as: *Name, Company, Date, Time In, Time Out,* and *Time Out – Time In.*
- For Report Menu1 and Report Menu2 filter the Report by: *From Date, To Date, Site, Department* and *Tagholder*.

Zone Occupancy Report

- This Report displays a summary of **Tagholders within a specific Zone**.
- The Report includes information such as: *First Name, Last Name, Employee Number, Department, Zone, Site, Time In, Date* and *Hours in Zone.*
- For Report Menu1 filter the Report by: *From Date, To Date, Site, Department* and *Tagholder*.
- For Report Menu2 filter the Report by: *Site.*

Transaction Reports

Under **TRANSACTION REPORTS**, the following Reports are available:

Tagholder Transactions Report

- This Report displays **all transactions for a Tagholder**.
- The Report includes information such as: *Date, Time, Name, Door, Event, Tag* and *Reason Code.*
- For Report Menu1 and Report Menu2 filter the Report by: *From Date, To Date, Site, Department* and *Tagholder*.

Transactions Report

- The Transactions Report displays all **Tagholders transactions on a specific date**.
- The Report includes information such as: *Time, First Name, Last Name, Employee Number, Door, Event, Tag, Zone* and *Reason Code*.
- For Report Menu1 filter the Report by: *From Date, To Date, Site, Department* and *Tagholder*.
- For Report Menu2 filter the Report by: *From Date, Site,* and *Tagholder.*

Tagholders Reports

Under **TAGHOLDERS REPORTS**, the following Report is available:

Tag Expiry Report

- This Report displays **details of Tags either expired or due for expiry**.
- The Report includes information such as: *Site, Tag Code, Tag Type, First Name, Last Name, ID, Expiry Date* and *Expiry Time.*
- For Report Menu1 filter the Report by: *From Date, To Date, Site, Department* and *Tagholder*.

- For Report Menu2 filter the Report by: *From Date, To Date* and *Site.*

Typical Sample Reports

This section outlines one Report from each category, thus providing insight into the use of the Reports.

Person Reports

Absenteeism Report

The Absenteeism Report displays a list of Employees absent on a specified date.

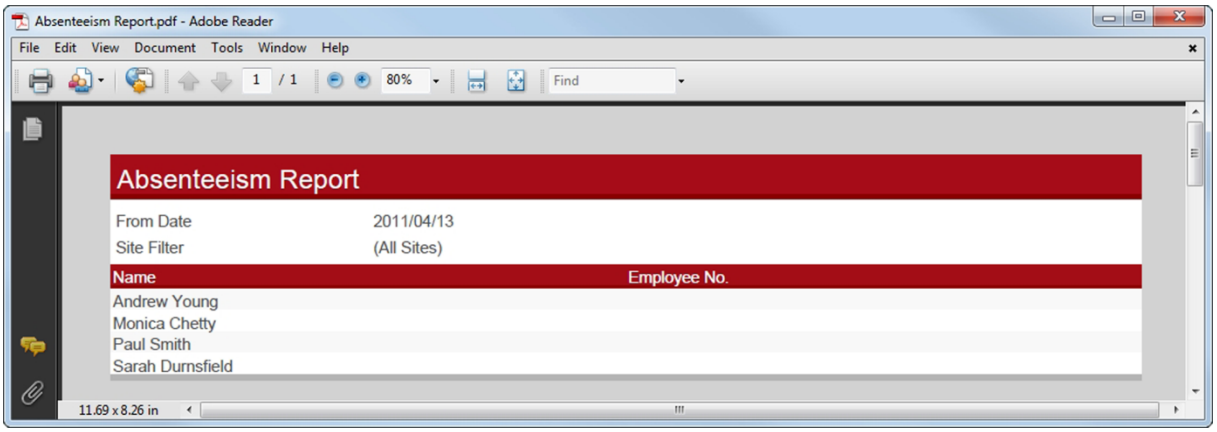

Figure 13 – Typical Absenteeism Report

Transaction Reports

Tagholder Transaction Report

This Report displays the frequency of access at each Door.

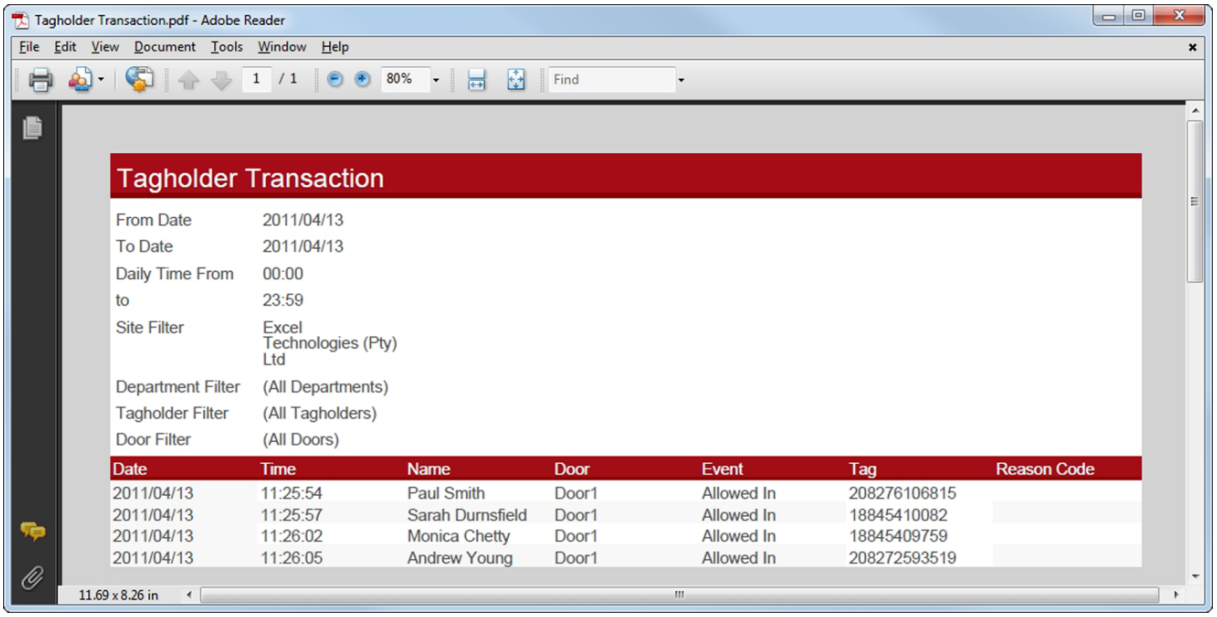

Figure 14 – Typical Tagholder Transaction Report

Tagholders Reports

Tag Expiry Report

This Report gives details of expired Tags as well as Tags that will expire in the future.

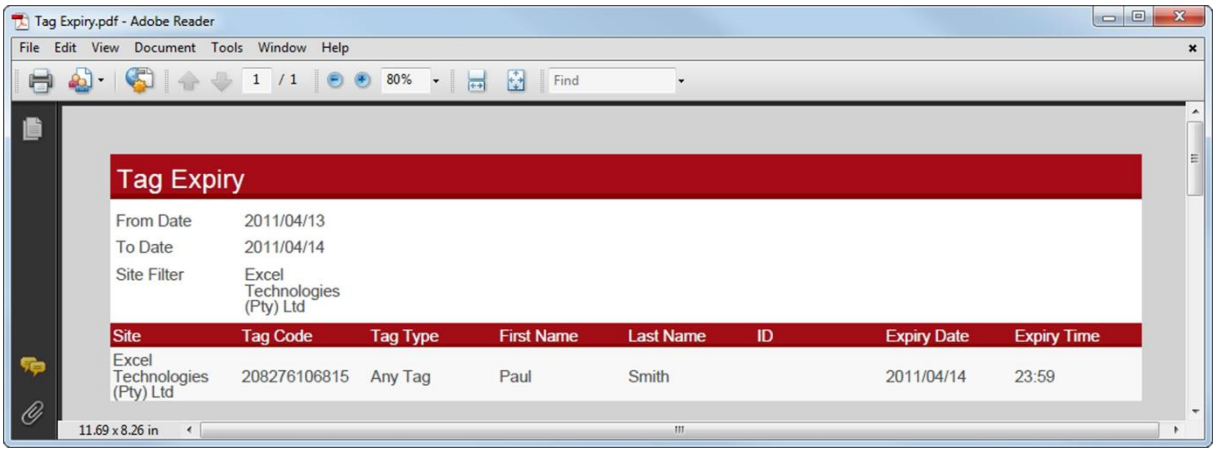

Figure 15 – Typical Tag Expiry Report

Other Reports

The other Reports available are all conceptually similar to one or other of the Reports described previously.

USER NOTES

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