

### OVERVIEW

By creating solutions to quickly locate crucial data, DSX has developed reports to assist in data compilation for audits in high accountability situations. Contained in this document are Access Levels by Reader, Card Holder Management Reports, Access Level History & High Security Area (HSA) Logging.

## ACCESS LEVELS BY READER (DEVICE)

When adding or editing an Access Level, a 3rd tab indicates which Access Levels contain a selected Device. Data is displayed in a text box that can be copied and pasted into other applications for storage, printing, or emailing. This View streamlines the ability to locate Access Levels that contain a specific reader/device.



### CARD HOLDER REPORTS: MANAGEMENT REPORTS

Card Holder data can be sorted by different criteria for audit and accountability purposes.

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Exit Locations Card Holder Hardware Badging History Reports Reports Operator	or Setup Help
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Who Is In Card Holder Access Time Zone Company UDF Report Guard Tour Operator Ka Report Report Level Report Report Report Comment Report Report Report	eys Report
RUN REPORT	
Double Click Here To Configure Report	
Operator: Master www.dsxinc.com 4/19/2017	8:31 PM

Figure 3 Selection of Card Holder Reports

Card Holder Report	
Card Holders By Reader Access By Le	evel   Random Code List   Management Reports   All Reader Access
1       Main Building         2       2         2       2         3       Elevators	<ul> <li>✓ Include All Card Holders</li> <li>Separate Report For Each Company</li> <li>Print Card Data</li> <li>Print Ponoe # Data</li> <li>Print Notes</li> <li>Print Notes</li> <li>Print Keys</li> <li>Sort List By Card #</li> <li>Sort List By Card #</li> <li>Sort List By UDF</li> <li>Include Where PassBack Status Is:</li> <li>Zone 1: Either</li> </ul>
Select Printer:	Zone 2: Either
Copies:	Zone 3: Either
Print Preview	Zone 4: Either



I: Main Building         I: Main Building         I: Aring Structure         I: Sale         I: Sale <th>Card Holders   By Reader Access   By Level   Ra</th> <th>ndom Code List Management Reports All Reader Access</th>	Card Holders   By Reader Access   By Level   Ra	ndom Code List Management Reports All Reader Access
Select Printer: [\\DSX-BKS-W7\HP LaserJet P4014/P <sup>∠</sup> ▼ Copies: 1 ▼ Print Preview	I: Main Building         I: Arking Structure         I: Elevators	✓ Include All Card Holders         Number Of People With Activity         Currently On Site         In's And Outs         Activity Summary         Daily Activity         Currently Not On Site         Daily Unused Cards         Most Recent Card Use         Hours:         3
	Select Printer: \\DSX-BKS-W7\HP LaserJet P4014/P <sup>2</sup> Copies: 1 Frint Preview	,

From the Database program: Select: Reports Tab Select: Card Holder Report

TABS WITHIN CARDHOLDER REPORTS:

**CARD HOLDER:** Assembles Card Holders by Location with various search and sort criteria.

BY READER ACCESS: Card Holders sorted by access to a specific reader.

**BY LEVEL:** Reports Card Holders assigned to a specific Access Level.

**RANDOM CODE LIST:** Generates Random Codes for keypad/ PIN applications.

**MANAGEMENT REPORTS:** A variety of Time & Attendance Reports. Daily Unused Cards & Most Recent Card Use require "Save Last Card Read" to be enabled in the DataBase program under Location on the "Yes/No Options Tab".

• Daily Unused Cards: (*Figure 5*) Cards not used within X Hours. Used to ascertain "Who is Not Here". In & Out readers are not required. Presented By Location and sorted by Company.

• Most Recent Card Use: Indicates last Card Use (time/date, location & Door) for each Active Card Holder selected. Presented by Location and sorted by Company.

Figure 5 Daily Unused Cards Report Selection

ALL READER ACCESS REPORTS: Lists all Readers (Devices) accessible by Card Holder and the Time Zones that affect that access. By default, all Card Holders are included, (*Figure 6*) but by deselecting the box, the search engine allows search by Company, Name, UDF, or Card Number to narrow the results (*Figure 7*). This could end up a Company or Department or an individual.



Figure 6 All Card Holders are included by default.

Figure 7 Search Engine Parameters

#### SAMPLE: DEVICE ACCESS REPORT FOR ONE CARD HOLDER

Image: Control of the state of the stat	Card Holder Report		
Card Holder Device Access List         4/19/2017 12:32:21PM         REPORTNAME: Rusty Gibson Access List         Code       Los:Dex       Derke Name       Time Zone Name         POTUS         1       Gbson, Rusty       247         478561       1:1       Employee Entrance       Employee AM         478561       1:2       East Delivery Door       247         478561       1:3       Swith Door       247         478561       1:3       Swith Door       247         478561       1:3       Monto Office Entry Door       247         478561       1:3       Swith Door       247         478561       1:3       Monto Office Entry Door       247         478561       1:3       Monto Office Entry Door       247         478561       1:3       And Fir South Door       247         478561 <t< th=""><th>🛛 🖨 🏝 100% 🖵 🛛 🕅 🖌 🚺 of 1</th><th>▶ <b>)</b> =  ] <b>#</b></th><th></th></t<>	🛛 🖨 🏝 100% 🖵 🛛 🕅 🖌 🚺 of 1	▶ <b>)</b> =  ] <b>#</b>	
Company         Name         Code         Loc:Dex         Derice Name         Time Zone Name           POTUS	REPORT NAME: Rusty Gibson Act	Card Holder Device Access List	4/19/2017 12:32:21PM
1         Gibson, Rusty         24/7           478561         1:0         Main Entry         24/7           478561         1:1         Employee Entrance         Employee AM           478561         1:2         East Delivery Door         24/7           478561         1:3         South Door         24/7           478561         1:3         South Door         24/7           478561         1:4         West Door         24/7           478561         1:5         North Office Entry Door         24/7           478561         1:5         North Office Entry Door         24/7           478561         1:6         270 Fir East Doliver         24/7           478561         1:6         204 Fir Kast Door         24/7           478561         1:7         2nd Fir Kast Door         24/7           478561         1:7         2nd Fir Kast Door         24/7           478561         1:8         2nd Fir South Door         24/7           478561         1:9         2nd Fir West Door         24/7           478561         1:9         2nd Fir West Door         24/7           478561         1:9         2nd Fir West Door         24/7           E	<u>Company Name Code</u> POTUS	Loc:Dev Device Name	<u>Time Zone Name</u>
· · · · · · · · · · · · · · · · · · ·	1         Gibson, Rusty           478561         478561           478561         478561           478561         478561           478561         478561           478561         478561           478561         478561           478561         478561           478561         478561           478561         478561           478561         478561           478561         478561           478561         478561           478561         478561           478561         478561           478561         478561	1:0       Main Entry         1:1       Employee Entrance         1:2       East Delivery Door         1:3       South Door         1:4       West Door         1:5       North Office Entry Door         1:6       2nd Fir North Door         1:7       2nd Fir Sauth Door         1:8       2nd Fir Swith Door         1:9       2nd Fir West Door	24/7 Employee AM 24/7 24/7 24/7 24/7 24/7 24/7 24/7

Figure 8 Sample Report

# ACCESS LEVEL HISTORY

WinDSX SQL can create a log of all changes to Access Level assignments. Adding, removing, editing and changing definitions will create a log that can be searched and used for reports. This feature is optional and enabled by the DSX Softkey (dsxkeydata.xml).

C DataBase 1: Main Building			
Exit Locations Card Holder Hardw	vare Badging History Reports Reports	Operator Setup Help	Figure 9: Access Level History is found on the
	anna Auvy Aug		History lab in the DataBase program.
History Scheduled DataBase Acc Override History Le Report His	ress vel tory		
RUN REPORT			
Double Click Here To Configure Report			
Operator: Master www.dsxinc.com	4/20/20	017 9:53 AM	

Figure 9 History Tab contains Access Level History

Access Level History	
General View Report	
I: Main Building         I: 2: Parking Structure         I: 3: Elevators	Start Date: 4 /19/2017  Start Time: 0
	Stop Date: 4 /19/2017   Stop Time: 2400
	Unique ID: 17787719
	First Name: Rusty
	Code Number: [478561
	✓ Display Codes
Select Printer: \\DSX-BKS-W7\HP LaserJet P4	1014/I 🗸
Number Of Copies: 1	Preview Print Cancel Build Report

Figure 10 Report Parameters

I	3. A	ccess Leve	el History Repo	rt								_ 🗆 💌 X
	6	🏝 100%	- <b>-</b>   H - 4	1 o	f1		<b>#</b>					<b>X</b>
			Report Range Start Date: 4/19/20 Stop Date: 4/19/20 First Name: Last Name: Unique ID: 177871 Code Number:	117 15:45 117 24:00 719		_	Acces	ss Level I	History	J	4/19/2017	A III
		<u>Time</u> 4/19/2	<u>Record #</u> 17 4:00:36PM 1	<u>First Name</u> Rusty Operator: LocGrp:	Last Gibso Master 1 1	Name m Loc: Dev:	1 0	UDF: LocName: DevName:	Event Add New 17787719 Main Building Main Entry	<u>Code (if displayed)</u> 478561		1
		4/10/2	17 400-2603 6	Durates	C3	-		12Name:	24/7	170561		- 88
		-4/19/2	2	Operator: LocGrp:	Master 1 1	Loc: Dev:	1 3	UDF: LocName: DevName: TzName:	Add Ivew 17787719 Main Building South Door Employee AM	976301		
Т		4/19/2	017 4:00:36PM	Rusty	Gibso	m			Deleted	478561		
			3	Operator: LocGrp:	Master 1 1	Loc: Dev:	1 4	UDF: LocName: DevName: TzName:	17787719 Main Building West Door 24/7			Ŧ

Figure 11 Sample of Access Level History Report for one Card Holder

Figure 10: Parameters for the Reports:

- Card Holder- by name, card number or Unique ID (recommended). Using the Unique ID Number requires a UDF Field that has the Name ID attribute enabled.
- Start Date & Time
- Stop Date & Time

#### To configure the report:

-Enter Start Date & Time of audit period -Enter Stop Date & Time of audit period -Enter the Unique ID. Name or Card Number for the person of interest. If you want the card number to be displayed in the report, check the "Display Code" selection box.

-Select printer desired and number of copies. Alternately, the report can be saved to a file. -Select Print Preview to see the formatted

report on screen

-Click Build Report.

*Figure 11:* Report includes search criteria, Location & Device of readers added or removed as well as the identity of the Operator making the changes.

Sample Report shows Card Holder access to 2 doors being added and 1 door being removed from the Card Holder. All changes to Access Levels are recorded here.

# HIGH SECURITY AREA LOGGING

Activity at Readers (Devices) with a High Security Area (HSA) designation is recorded into the DataBase automatically. During Daily Ops, a log of all Card Holders and Cards with access is recorded and provides a daily snapshot of activity at each HSA reader. Any or all readers may be designated as HSA. The data contained in this report may be queried or exported according to User requirements.



This example shows -Two entries each day -Cardholder Name -One User Defined Field -Card Number -HSA Name, Location & Device number.

Figure 12 Sample HSA Logging DataBase Created by Daily Ops

C DataBase 1: Main Building									
Exit Locations Card Holder H	ardware	Badging	History	Reports	Reports	Opera	tor Set	up Help	
🕀 💵 🔒		R	R.	0					
Time Zone <sup>'</sup> Device Output	Input	Linking Group	Linking Level	) Can	nera				
NAME	DEVIC	TYPE	UNLO	OPE	USE I	D00	REX	TRACE	
Main Entry	0	WE	5	60	True	True	False	False	
Employee Entrance	1	D5	5	60	True	True	False	False	-
East Delivery Door	2	D5	5	60	True	True	False	False	=
South Door	3	D5	5	60	True	True	False	False	
WestDoor	4	D5	5	60	True	True	False	False	
Pharmacy	5	D5	5	60	True	True	False	False	
2nd Flr North Door	6	D5	5	60	True	True	False	False	-
Operator: Master www.dsxinc.com	-	Dev	ice Data	10	4/20/2	017		12:02 PM	

Figure 13 Selection of Reader to Designate as High Security Area (HAS) Reader



Figure 14 Designation of Pharmacy Reader as High Security Area (HSA)

*Figure 13:* To designate a Reader as HSA: From DataBase

- 1. Select the Hardware Tab
- 2. Select the reader to designate
- 3. Enter " ^HSA " into the Wire Tag # field
- 4. Repeat for all other readers to be
- designated as HSA
- 5. Create a new DataBase in SQL
- 6. Name the database CaAccessLog
- 7. Locate the SQL script file named

HighSecurityAreaLog.sql located in the WinDSX\MdbStruc\ folder and run the script against the new database.

8. Close the program. Next in the Shared folder edit the C:\WinDSX\RunData\gDB\_Settings.txt file and locate the keys shown on the **next page**. Make entries on the lines marked Value: Save the file and restart the program.

C:\WinDSX\RunData\gDB\_Settings.txt

Name: HsAlSql Value: Default: Desc: Name of SQL Server for High Security Area Log

Name: HsAlDb Value: Default: Desc: Name of Database on SQL Server for High Security Area Log

Name: HsAlUdf Value: Default: Desc: UDF number stored with High Security Area Log. Unique ID.

This defines the name of the SQL Server where the data will be stored, the database name the data will be stored in (CaAccessLog), and the UDF Number that indicates which UDF data will be stored with the name. The UDF data selection is optional, and if used, should be a unique identifier for a person (Name ID). This will make it easier to differentiate between two people with the same name.

Name: HsAlDb Value: CaAccessLog Default: Desc: Name of Database on SQL Server for High Security Area Log

Name: HsAlUdf Value: 1 Default: Desc: UDF number stored with High Security Area Log. Unique ID.

The above specifies a SQL Server named DSX-SQL2, a database file within the DSX-SQL2 server named CaAccessLog, and UDF 1. The software will connect to DSX-SQL2 using Windows Authentication and store the data in the CaAccessLog database. The data contained in UDF 1 will be stored with each Card Holders name to help provide a positive ID.