

CUSTOM CARD HOLDER REPORTS

OVERVIEW

Custom Reports can be generated by the DSX system. An extensive list of options allow Card Holder information to be sorted and selected to create a report with the desired results. Data is user selected and the report can be printed, viewed, or exported.

All reports can be presented in:

Condensed Format- Prints most common data – approximately 53 Card Holders per page

Full Format- Prints all Card Holder data – approximately 5 Card Holders per page

Deleted Codes will remain on the reports until the change has been downloaded to the designated Location.

The Five Report Tabs represented below are for separate reports.

These report screens do not interact with each other or work in conjunction with each other.

LIST CARD HOLDER TAB

Roster Report

- Select Card Holders by Location &/or Search
- Select Data to Include
- Select Sort Order
- Click on Print Roster button

The Roster Badge Template (created in Database and named “Roster”) size will determine the number of Card Holders per page.

Reference for sizing:

2.0 in W x 2.5 in H = 12 per page

1.5 in W x 2.0 in H = 20 per page

1.0 in W x 1.0 in H = 63 per page

LIST BY READER ACCESS TAB

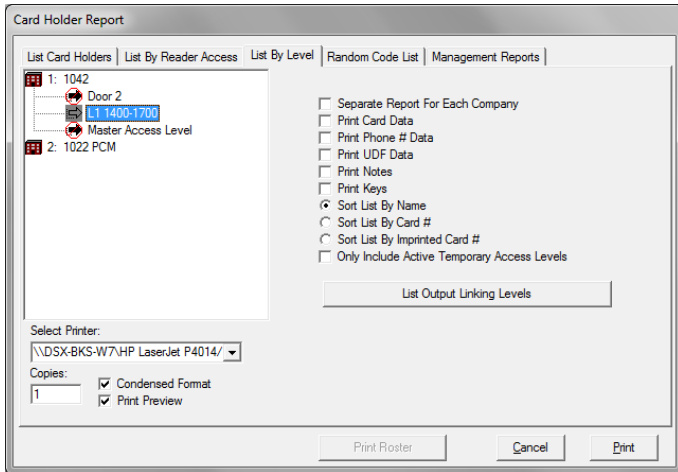
Lists Card Holders with access to a specific door(s).

All doors are automatically excluded until they are selected.


- Select Reader(s) to include
- Select Data to Include
- Select Sort Order


Used primarily in high security applications when the need arises to determine who has access to a certain location.

LIST BY LEVEL TAB (ACCESS OR LINKING LEVEL)



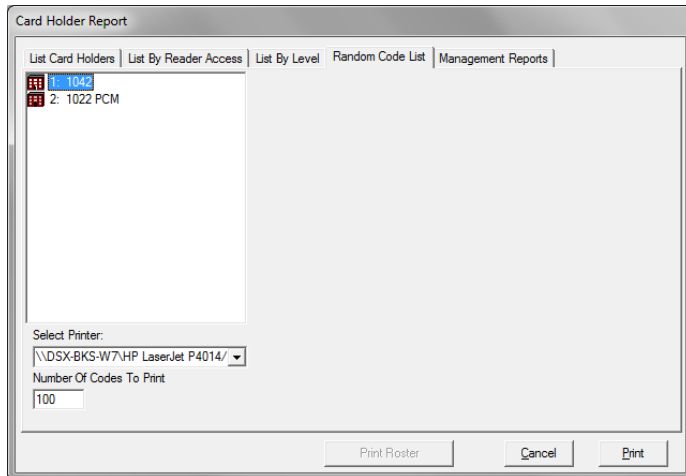
Includes all cardholders that have the selected Access Level or Code. All levels in the selected location are automatically excluded until selected.

- Select Location
- Select Data to include
- Select Sort Order
- To Select specific Linking Level
 1. Click "List Output Linking Levels" button
 2. Double click the desired Location
 3. All Levels will have a  symbol.

To include a level:
Highlight the level
Press the space bar to remove the symbol
- To Select a specific Access Level
 1. Click "List Access Levels" button
 2. Double click the desired Location
 3. All Levels will have a  symbol.

To include a level:
Highlight the level
Press the space bar to remove the symbol

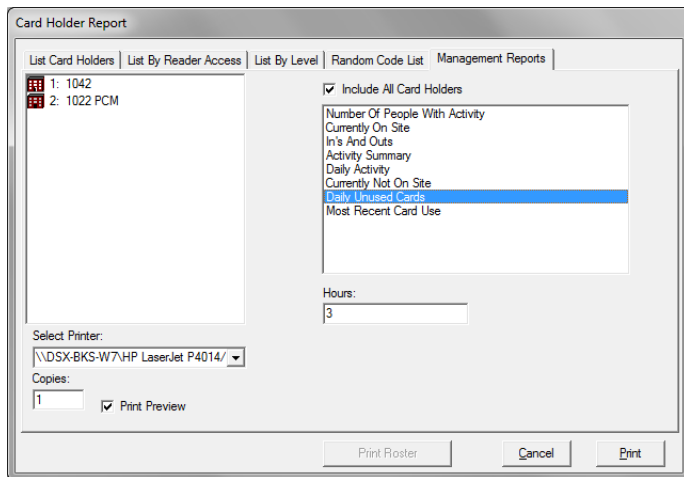
RANDOM CODE GENERATOR TAB



Random Codes can be generated by the system for various uses.

- Select the Location
- Select the number of Codes To Print
- The length random codes is to is set by the "number of digits in a PIN Code" which is found under the Location definition on the Numeric Option Tab.

MANAGEMENT REPORTS TAB



Commonly used to manage employee and contractor time, Management Reports are all based on Time and Attendance. There must be Devices (readers) defined as Time and Attendance In and Out to utilize these reports.

- Select desired report in the window on the right.
- Set start and stop dates

Number Of People With Activity – Reports total number of Card Holders in each company with activity for today (12:00AM - 12:00PM). The report also shows a grand total of cardholders from all companies with activity today.

Currently On Site – Report is sorted by company and identifies the Card Holders that are currently on site with their Card IN time. Also includes the total of Card Holders IN for all Companies.

In's and Out's – Sorted by company and date range, the report details Card Holders name, the date, their card IN and OUT times and the reader locations. Additionally reports the total number of people with activity for each Company and a grand total of all people with activity for all Companies.

Activity Summary – prints a report sorted by company for the range of dates specified. The report displays each card holders name and the total number of hours that card holder was onsite. The report also shows the total number of hours onsite for each company.

Daily Activity – prints a report sorted by company for the range of dates specified. The report shows each card holders name, the day of week and the date, the time of the first card IN and the time of the last card out, followed by the total amount of time the card holder was onsite that day. The report also shows the total number of people with activity for each company and a grand total of all card holders with activity for all companies.

Currently Not On Site - Number of Card Holders currently Not on site – prints a report sorted by company displaying the card holders that are currently Not on site. The report also displays the total number of card holders not IN for each company and a grand total of card holders that are not in for all companies.

Daily Unused Cards – Organized by Company, displays all Card Holders that have not used their card in selected time frame. Search parameters can include more than 720 hours (30 days).

Most Recent Card Use – Sorted by Company to Displays the most recent use of each Card Holder.