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**DSX Access Systems, Inc.**

## Custom Card Holder Reports

### Custom Card Holder Reports

The Custom Card Holder Report Writer can create reports listing the system card holders and their information. The reports can include all card holder information as well as all code / card data. The card holders included in the report can be obtained by an almost endless number of searches and search criteria. The data contained in the report is user selected as well as the output of the report which can be printed, viewed and exported.

The Report can be presented in a condensed or full format. The Full Format contains all Card Holder data and prints approximately 5 Card Holders per page. The Condensed Format prints the most common data and can print approximately 53 Card Holders per page.

Codes that have been deleted from the system will continue to display in Card Holder Reports until the changes have been downloaded to the Location from which they are being deleted.

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.

### Card Holder Report

### Roster Report

The List Cardholders Tab can also print a Roster Report. This report can have multiple card holder data and pictures on a single page. The report will use a badge template named Roster and repeat it on a single page as many times as possible. The size of the Roster badge template will determine how many card holders are included on each page.

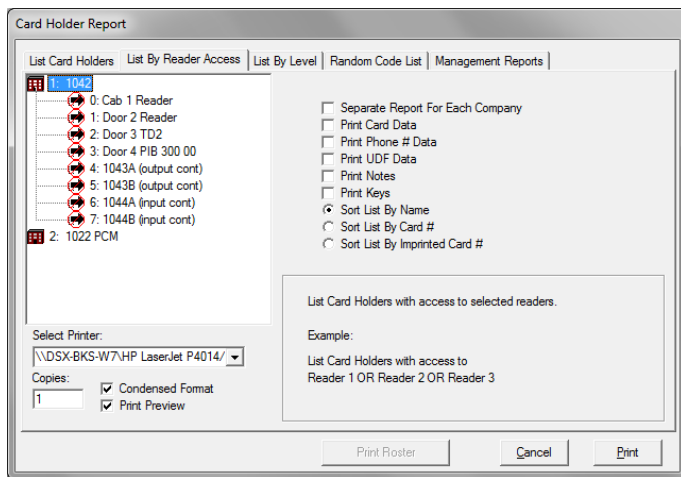
First select which card holders you want to be included in the Roster Report by selecting the location and or doing a search and then click on the Print Roster Report button.

The number of Card Holders per page is determined by the size of the "Roster" Badge Template. Here are a few examples.

Width – 2.00972	Height – 3.19027	= 9 per page
Width – 2.0	Height – 2.5	= 12 per page
Width – 1.5	Height – 2.0	= 20 per page
Width – 1.0	Height – 1.0	= 63 per page

### Card Holder Report by Reader Access

One of the Report Searches is for Card Holders that have access to a specific door(s). Readers selected here will be part of the criteria for this report. The report will only include the card holders that have access to the specified door or doors selected here. By default, the list automatically excludes all readers in the selected location. For example, this could be used to list the people that are allowed through a certain door, or access through any one or more doors in a set of doors that might lead to an area such as a computer room or other high security location.

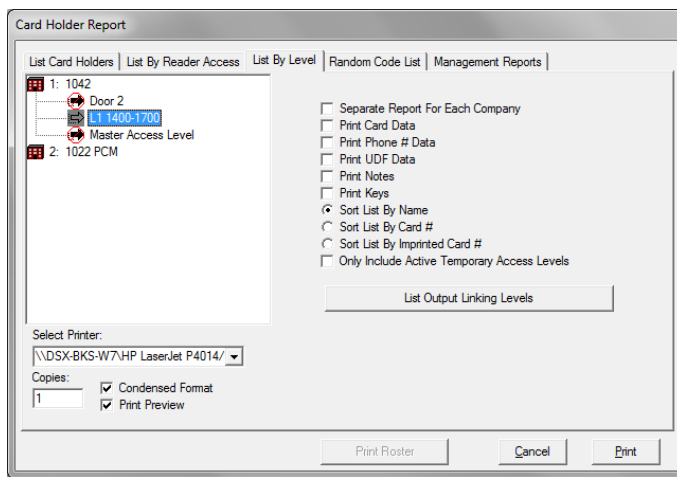


## Card Holder Report by Access Level or Linking Level

Card Holder Reports by Access Level or Linking Level. An Access Level or Linking Level selected here will be part of the criteria for this report. The report will only include those card holders that have this level assigned to their code. By default, the list automatically excludes all levels in the selected location.

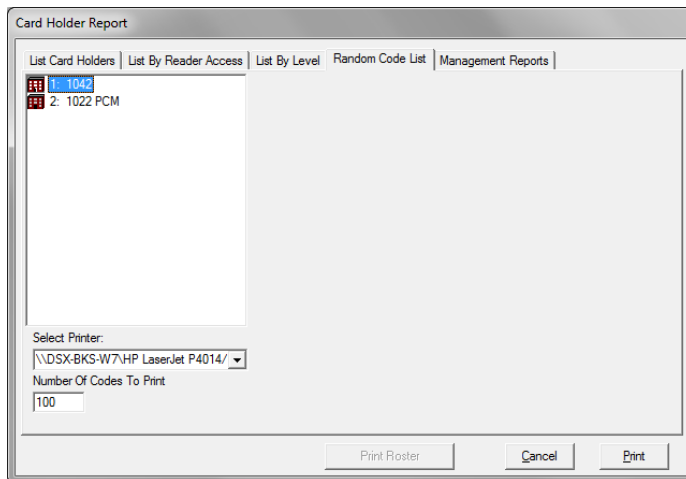
To select a specific Linking Level first click on the button below labeled "List Output Linking Levels". To select a specific level, double click the Location Name in the List. Below the Location Name will extend a list of Linking Levels in that location. Remove the red circle from the selection by highlighting and pressing the spacebar.

To select a specific Access Level first click on the button below labeled "List Access Levels". To select a specific level, double click the Location Name in the List. Below the Location Name will extend a list of Access Levels in that location. Remove the red circle from the selection by highlighting and pressing the spacebar.



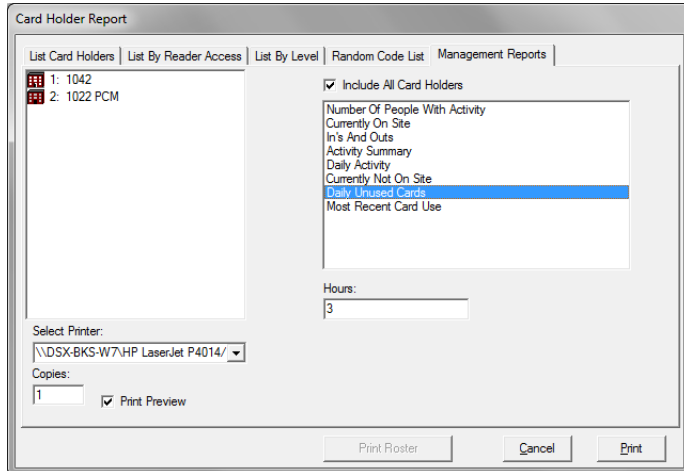
## Random Code Generator

Random Codes can be generated by the system by for various uses. Select the location the codes are to be generated for followed by the number of Codes desired. The length of the random codes is set by the "number of digits in a PIN Code" which is found under the Location definition on the Numeric Option Tab.



## Management Report

Management Reports can greatly assist in the managing of employee and contractor time. Select the Report in the right window and then set the start and stop dates the report should be run for. Management reports are all based on Time and Attendance. There must be Devices (readers) defined as Time and Attendance In and Out. Select the report to be run: Below is a brief description of each.



**Number of people with activity** – prints a report displaying each company and the total number of cardholders in that company with activity for today (12:00AM - 12:00PM). The report also shows a grand total of cardholders from all companies with activity today.

**Number of Card Holders currently on site** – prints a report sorted by company displaying the card holders that are currently on site with their Card IN time. The report also displays the total number of card holders IN for each company and a grand total of card holders that are in for all companies.

**In's and Outs** – prints a report sorted by company for the range of dates selected. It displays each card holders name, the date, their card IN and OUT times and the reader locations. The report also shows a total indicating the 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.

**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** – prints a report sorted by company and displaying the card holders that have not used their card in selected time frame. The search time can be in excess of 720 hrs.

**Most Recent Card Use** – prints a report sorted by company and displays the card holders most recent use.