SWS - Forms in the Report Menu - System Reports - Maintenance Reports - Access Control Card Lookup

Last Modified on 08/01/2024 5:15 pm EDT

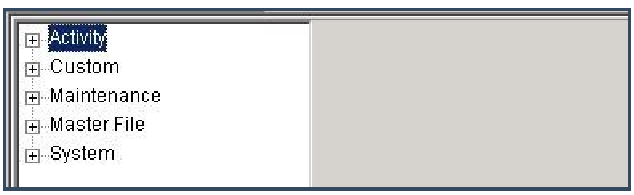
The Access Control Card Lookup report provides a list of specific Access Control Cards detailed in one Report. This list may be useful as a scheduled Report for Customers who utilize Access Control to view when employees have accessed the building.

Generating an Access Control Card Lookup Report

Perform the following steps to generate an Access Control Card Lookup Report:

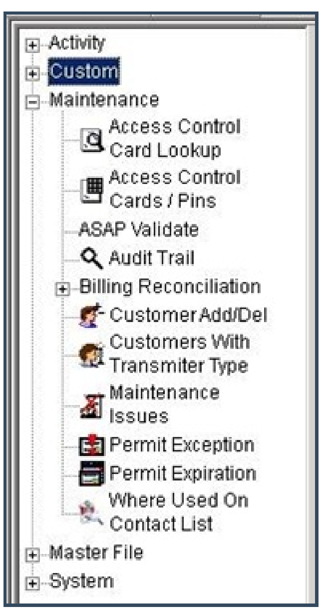
1. Navigate to the Reports menu, and select "System Reports".

   Result: The "System Reports" Navigation Tree displays as shown in the following screenshot:



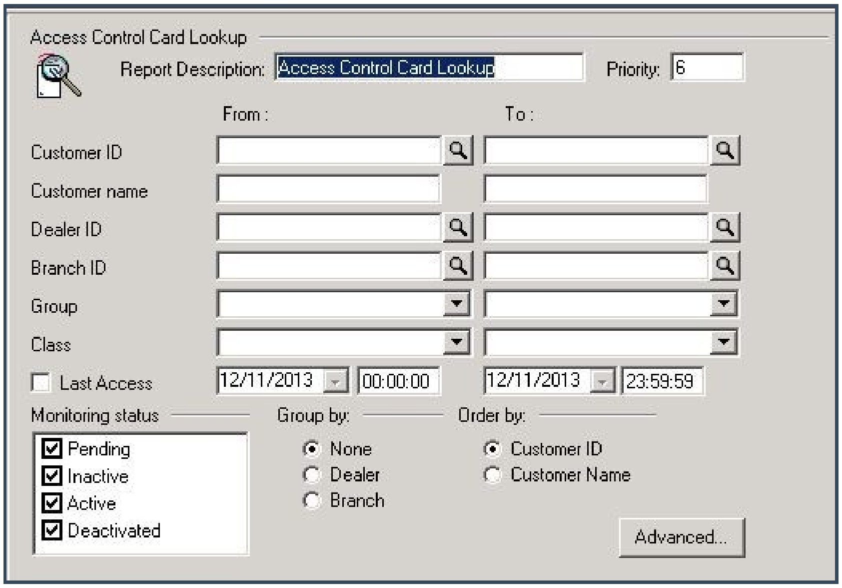
2. Click the "Maintenance" Navigation Tree Node.

   Result: The Maintenance section of the Navigation Tree expands as displayed in the following screenshot:



3. Double-click "Access Control Card Lookup".

Result: The Access Control Card Lookup form displays as shown in the following screenshot:



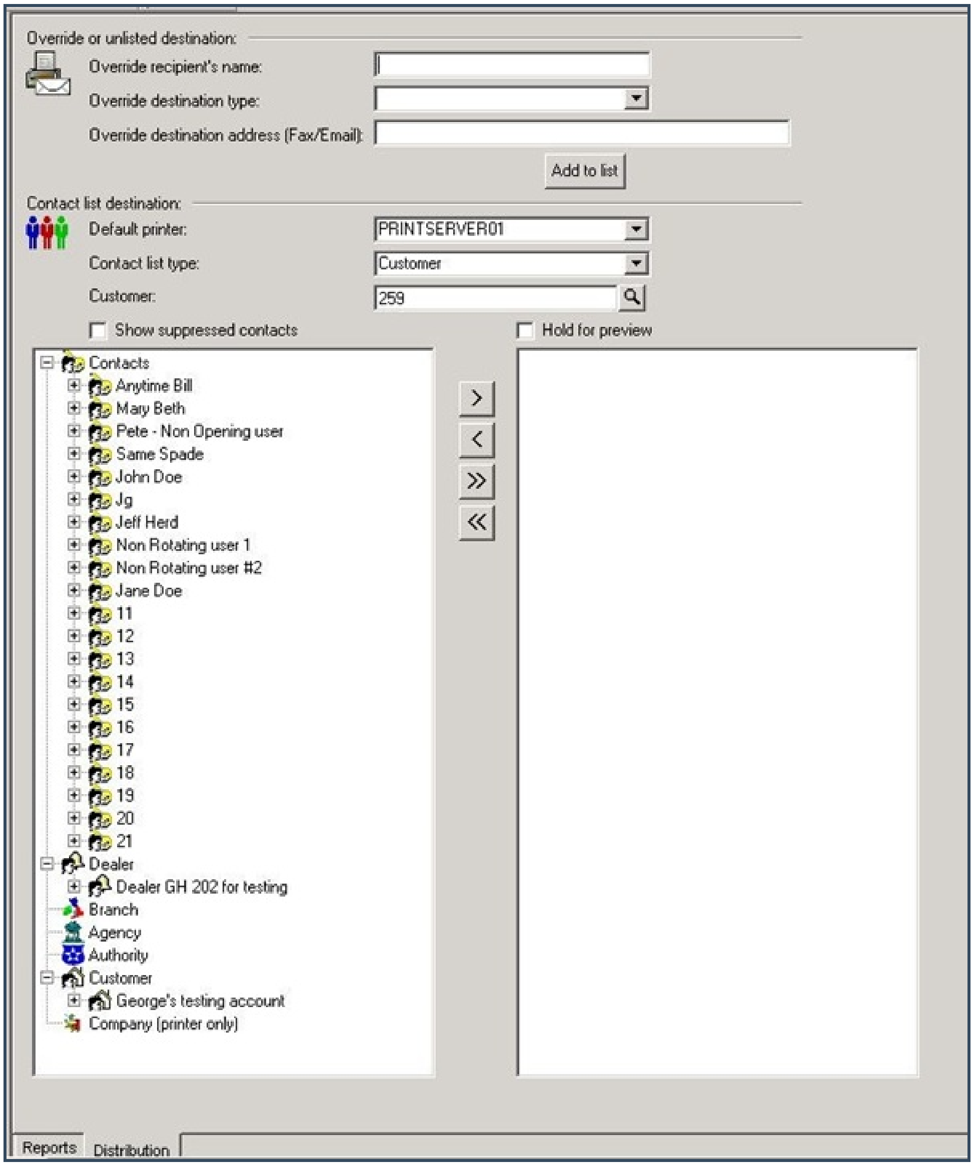
4. If you want, apply any of the following parameters to your Access Control Card Lookup Report:

- Customer ID
- Customer Name
- Dealer ID
- Branch ID
- Group
- Class

5. To run an Access Control Card Lookup Report, enter a beginning value in the "From:" field and an ending value in the "To:" field. The system will report on all items in the selected category that fit between the beginning and ending values.
6. If you want to designate a Last Access date and time range for your Report, select the "Last Access" checkbox, and enter the date and time range.
7. Items in the "Monitoring status" area of the form display as preselected. If you want to exclude any of the listed statuses from your Report, deselect the checkboxes for the status types you want to exclude.
8. If you want to group the signals in your Report by "Dealer" or "Branch", select the grouping you want from the "Group by" area of the form.
9. "Customer ID" displays as preselected in the "Order by:" area of the form. If you want to order your Report by Customer Name, select the "Customer Name" option instead.

10. Once you have entered all the parameters for your Report, click "Next".

    Result: The Distribution Tab displays as shown in the following screenshot:



11. For instructions on distributing your Report, refer to the "System Reports" document.

The Advanced Button

Some Report forms include an Advanced Settings button. Clicking this button results in the display of an Advanced Settings window. Use the "Customer user-defined fields" form in the Tools menu, under Options, and Account Creation/Maintenance to customize Report fields on Advanced Settings windows.

For instructions on how to access and use the form, refer to the "System Reports" document.