

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

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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:

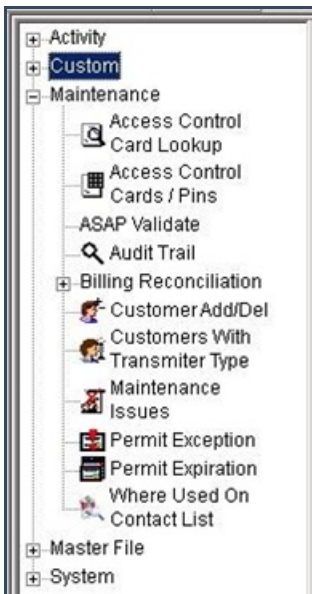
1. Navigate to the Reports menu, and select "System Reports".

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:

The screenshot shows a software window titled "Access Control Card Lookup". At the top, there is a search icon and a "Report Description" field containing "Access Control Card Lookup" and a "Priority" field with the value "6". Below this are two columns of fields labeled "From:" and "To:". The "From:" column contains fields for Customer ID, Customer name, Dealer ID, Branch ID, Group, and Class. The "To:" column contains corresponding fields for Customer ID, Customer name, Dealer ID, Branch ID, Group, and Class. Below these fields is a "Last Access" checkbox, which is currently unchecked. To its right are two date and time pickers: the first shows "12/11/2013" and "00:00:00", and the second shows "12/11/2013" and "23:59:59". At the bottom, there are three sections: "Monitoring status" with four checked checkboxes (Pending, Inactive, Active, Deactivated); "Group by:" with three radio buttons (None, Dealer, Branch); and "Order by:" with two radio buttons (Customer ID, Customer Name). An "Advanced..." button is located at the bottom right of the form.

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:

Override or unlisted destination:

Override recipient's name:

Override destination type:

Override destination address (Fax/Email):

Contact list destination:

Default printer:

Contact list type:

Customer:

Show suppressed contacts Hold for preview

Contacts

- Anytime Bill
- Mary Beth
- Pete - Non Opening user
- Same Spade
- John Doe
- Jg
- Jeff Herd
- Non Rotating user 1
- Non Rotating user #2
- Jane Doe
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- Dealer
 - Dealer GH 202 for testing
- Branch
- Agency
- Authority
- Customer
 - George's testing account
 - Company (printer only)

Navigation buttons: > < >> <<

Reports Distribution

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.