SWS - Forms in the Report Menu - System Reports - Maintenance Reports - Access Control Cards/Pins

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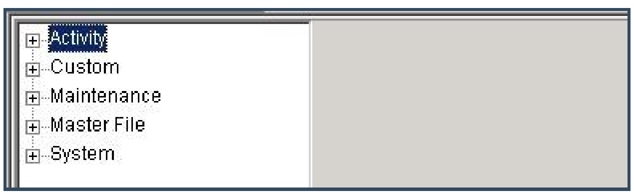
Run an Access Control Cards/Pins Report if you want to view a detailed list of employees at a site with Access Control Cards or Pin Numbers. The Access Control Cards/Pins Report includes the Transmitter ID, the Card ID, the name of the person entrusted with the Card, the Card ID, and the Card Type.

Generating an Access Control Cards/Pins Report

Perform the following steps to generate an Access Control Cards/Pins Report:

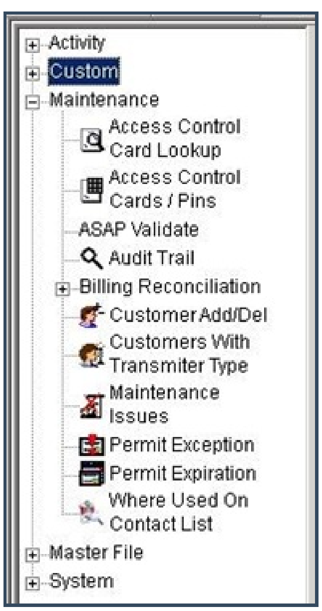
1. Navigate to the Reports menu, and select "System Reports".

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



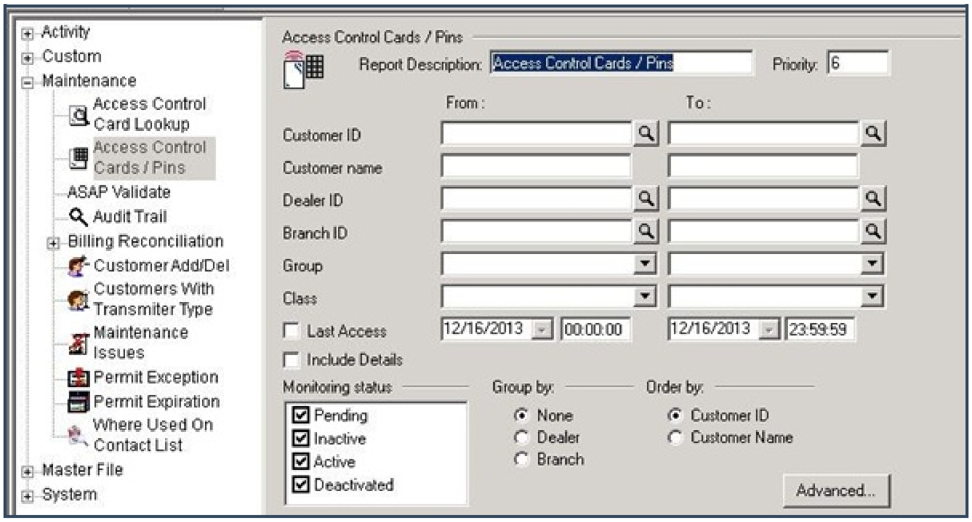
2. Click the "Maintenance" Navigation Tree Node.

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



3. Double-click the "Access Control Cards/Pins" icon.

Result: The Access Control Cards/Pins form displays as shown in the following screenshot:

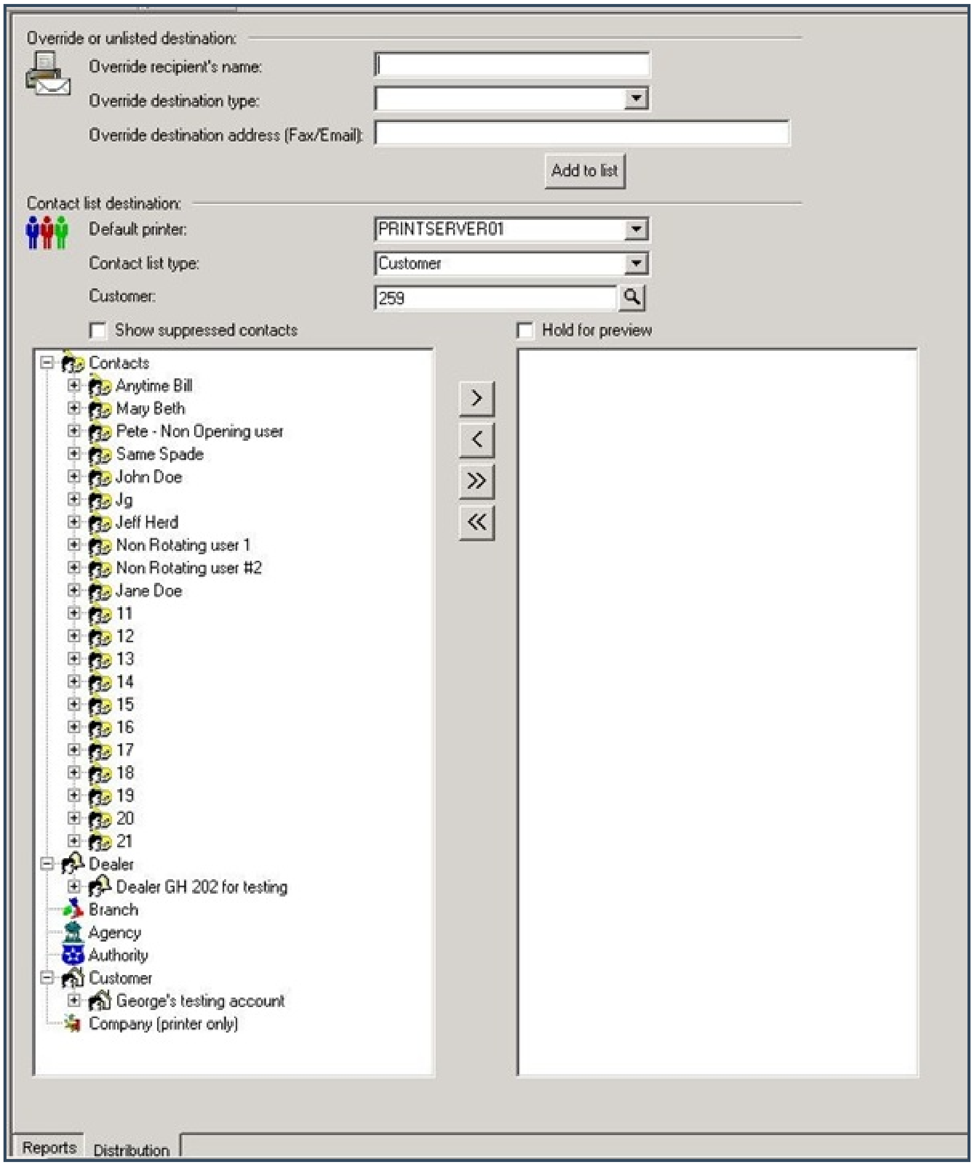


4. If you want, apply any of the following parameters to your Access Control Cards/Pins Report:

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

5. To run an Access Control Cards/Pins 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. If you want to maximize the amount of information that displays in your Report, select the "Include Details" checkbox.
8. 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.
9. If you want to group the signals in your Report by "Dealer" or "Branch", select that grouping option from the "Group by" area of the form.
10. "Customer ID" displays as preselected in the "Order by:" area of the form. If you want to order your Report by "Customer Name" instead of "Customer ID", select the "Customer Name" option.
11. Once you have entered all the parameters for your Report, click "Next".

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



12. 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.