



## How to configure reports

### Overview

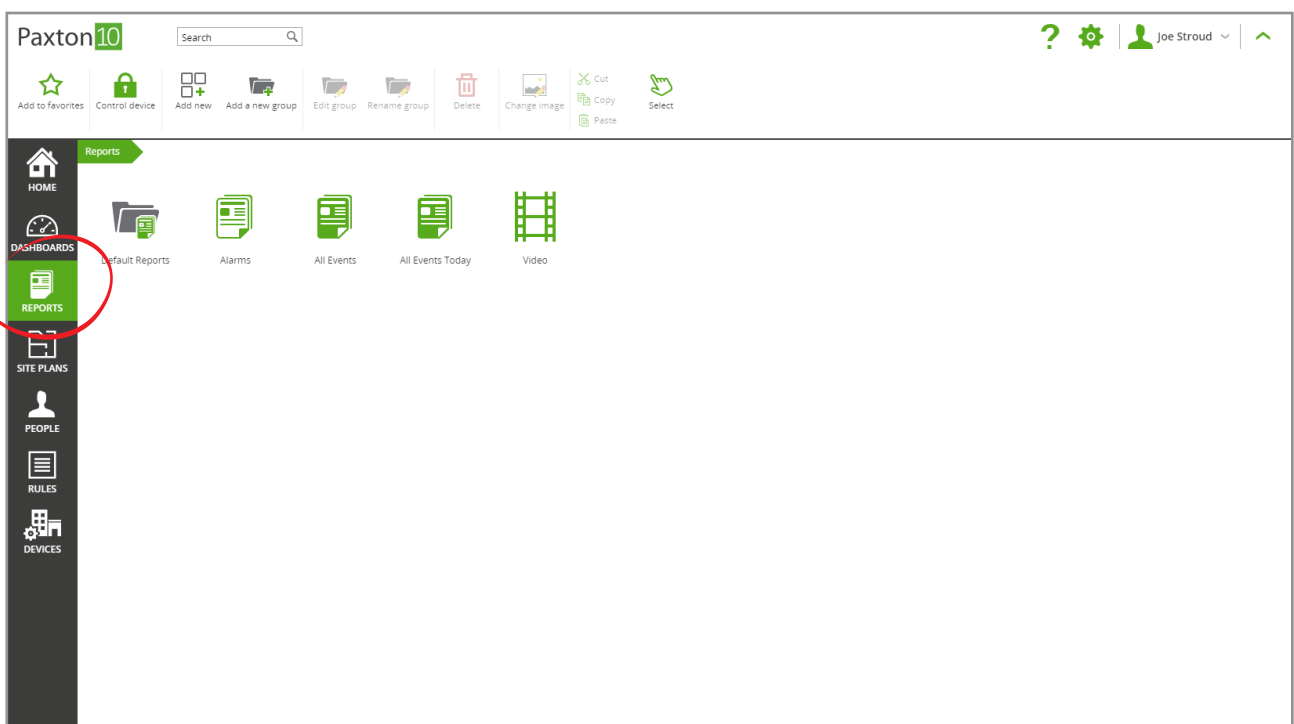
Reports are a way of viewing historical events that have happened in the system.

Whenever something happens; a person scans their token, updates a building permission, or a device goes offline, an event is created. Reports allow these events to be viewed and sorted in different ways that make the information easy to use.

### Opening a report

1. Go to the '**Reports**' section
2. Open the report by clicking on it

The report will list the most recent events and will update automatically as new events occur.



## Customise a report

### Filter events

Filter the events so that the report only shows the information you're interested in.

1. While viewing events, click on the filter buttons in the column headers next to each field

Four filters are available:

- a. **People** – show events for the selected people
- b. **Devices** – show events for the selected devices
- c. **Time** – show events that happened within a specified time period
- d. **Event** – show specific types of events

2. Select the **people, devices, time period** and **events** for the report to show

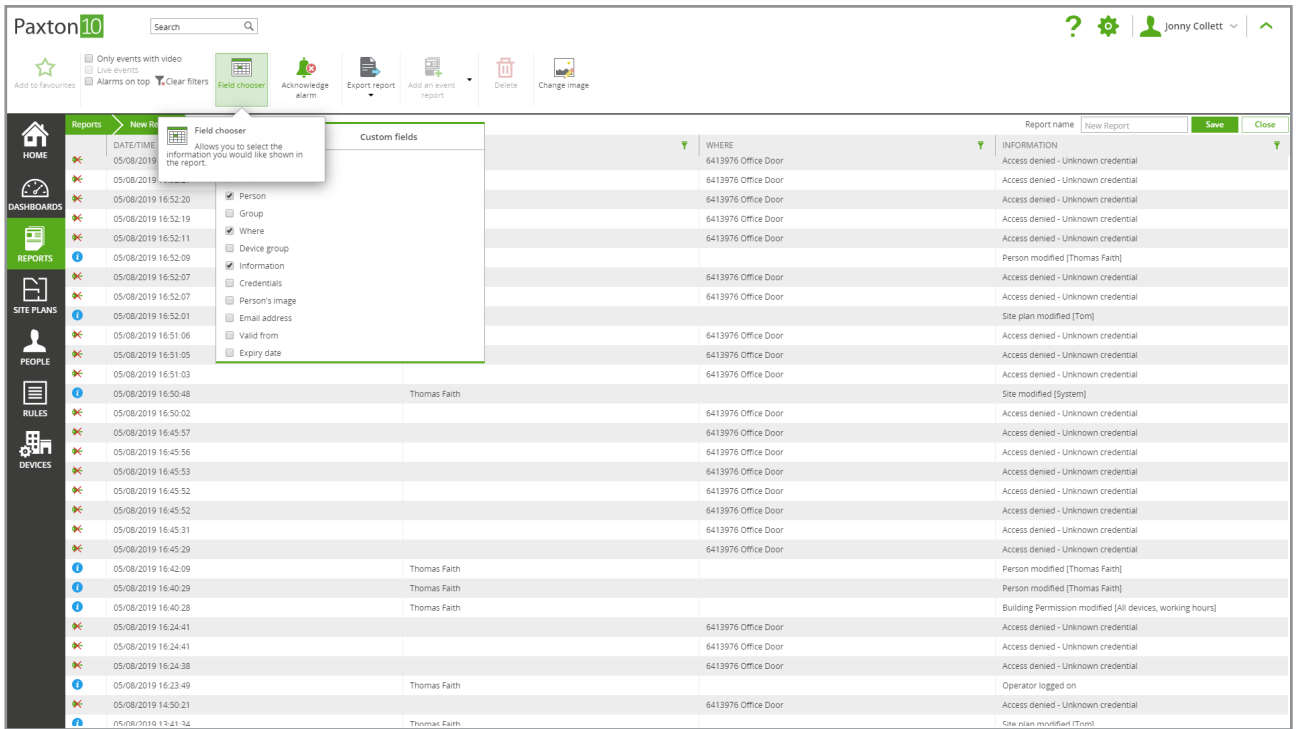
The screenshot shows the Paxton10 software interface. A 'FILTER - NEW REPORT' dialog box is open, allowing users to filter events. The dialog has four tabs: 'People', 'Devices', 'Time', and 'Event'. The 'People' tab is selected, and a list of roles is displayed. The 'Management' role is selected and circled in red. The background shows a list of events with columns for DATE/TIME, PERSON, WHERE, and INFORMATION.

Additionally, check the box in the ribbon next to 'Only events with video' to only show events with video footage associated with them.

### Adding or removing columns

The fields displayed in a report can be changed to display the information that is required.

1. While viewing a report, select 'Field chooser' from the ribbon
2. Check the box next to each field to display in the report

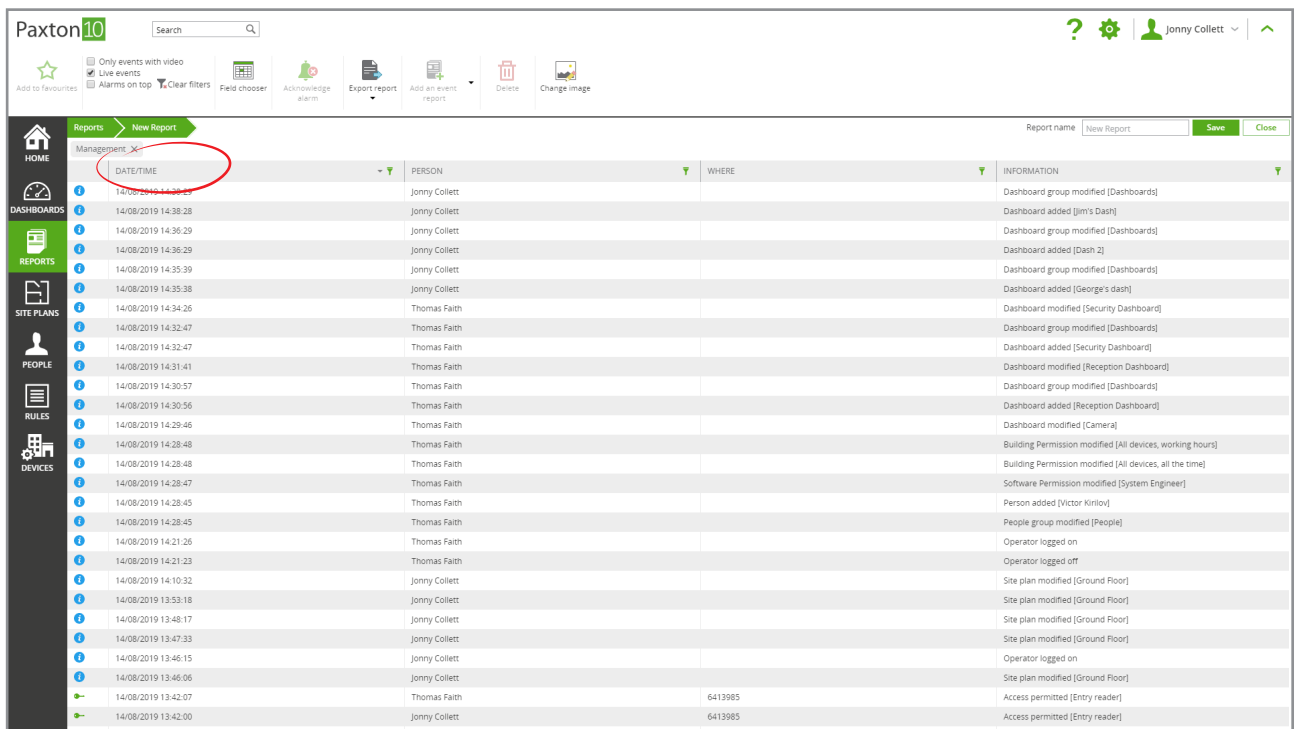


Columns can be dragged by their headers to change the order that they are displayed in the report, and can be re-sized by dragging between 2 columns.

## Sorting of events

The order that events are listed can be changed

1. Click on the title of a column to order the events in alphabetical/chronological order for that column, clicking a second time to reverse the order

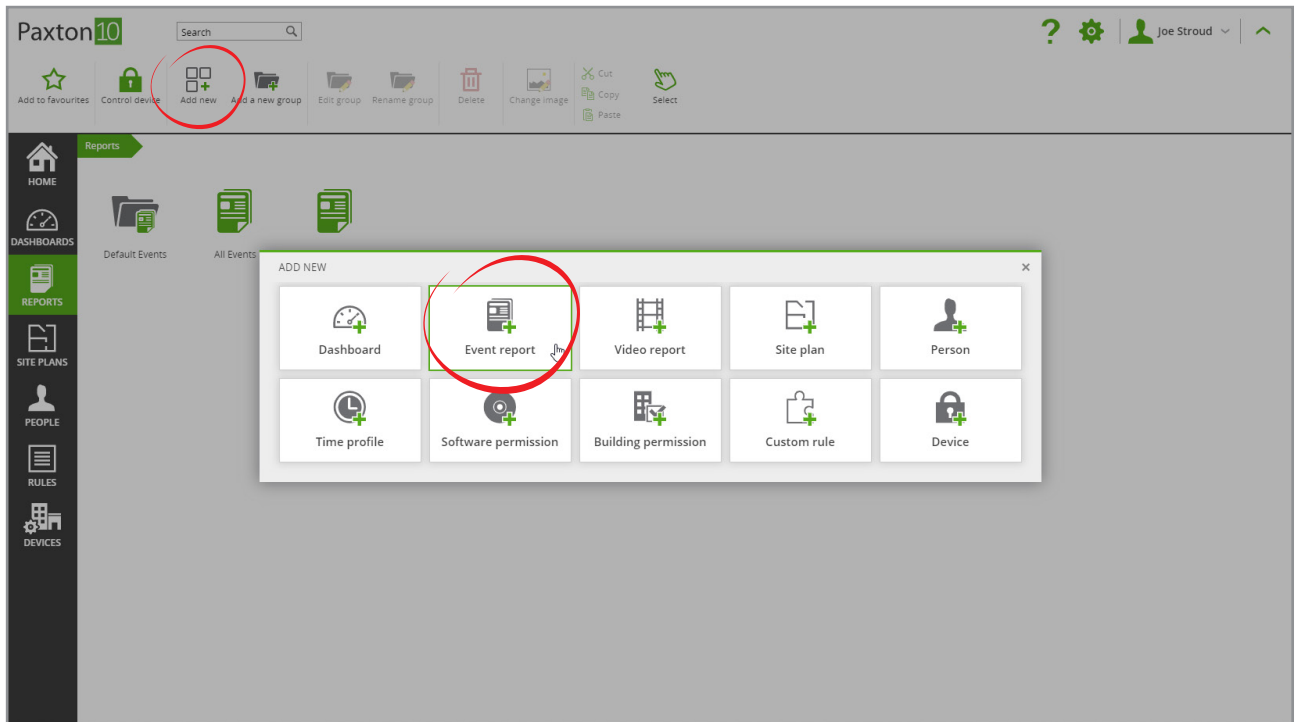


2. Check the box in the ribbon next to 'Live events' to allow the report to continually update with new events as they occur. Scrolling down the screen or sorting by a column other than Date/Time will uncheck this box

	PERSON	WHERE	INFORMATION
14/08/2019 14:38:29	Jonny Collett		Dashboard group modified [Dashboards]
14/08/2019 14:38:28	Jonny Collett		Dashboard added [Jim's Dash]
14/08/2019 14:36:29	Jonny Collett		Dashboard group modified [Dashboards]
14/08/2019 14:36:29	Jonny Collett		Dashboard added [Dash 2]
14/08/2019 14:35:39	Jonny Collett		Dashboard group modified [Dashboards]
14/08/2019 14:35:38	Jonny Collett		Dashboard added [George's dash]
14/08/2019 14:34:26	Thomas Faith		Dashboard modified [Security Dashboard]
14/08/2019 14:32:47	Thomas Faith		Dashboard group modified [Dashboards]
14/08/2019 14:32:47	Thomas Faith		Dashboard added [Security Dashboards]
14/08/2019 14:31:41	Thomas Faith		Dashboard modified [Reception Dashboard]
14/08/2019 14:30:57	Thomas Faith		Dashboard group modified [Dashboards]
14/08/2019 14:30:56	Thomas Faith		Dashboard added [Reception Dashboard]
14/08/2019 14:29:46	Thomas Faith		Dashboard modified [Camera]
14/08/2019 14:28:48	Thomas Faith		Building Permission modified [All devices, working hours]
14/08/2019 14:28:48	Thomas Faith		Building Permission modified [All devices, all the time]
14/08/2019 14:28:47	Thomas Faith		Software Permission modified [System Engineer]
14/08/2019 14:28:45	Thomas Faith		Person added [Victor Kirilov]
14/08/2019 14:28:45	Thomas Faith		People group modified [People]
14/08/2019 14:21:26	Thomas Faith		Operator logged on
14/08/2019 14:21:23	Thomas Faith		Operator logged off
14/08/2019 14:10:32	Jonny Collett		Site plan modified [Ground Floor]
14/08/2019 13:53:18	Jonny Collett		Site plan modified [Ground Floor]
14/08/2019 13:48:17	Jonny Collett		Site plan modified [Ground Floor]
14/08/2019 13:47:33	Jonny Collett		Site plan modified [Ground Floor]
14/08/2019 13:46:15	Jonny Collett		Operator logged on
14/08/2019 13:46:06	Jonny Collett		Site plan modified [Ground Floor]
14/08/2019 13:42:07	Thomas Faith	6412985	Access permitted [Entry reader]
14/08/2019 13:42:00	Jonny Collett	6413985	Access permitted [Entry reader]

## Creating a new report

1. From the ribbon, select 'Add new'
2. Select 'Event report'



3. Select the people, devices, time frame and events for the report to show
4. Select 'OK' to close the window

## Default reports

There are 14 default reports. These reports provide the platform for creating more specific reports.

- **All Events** – List of all events, starting with the most recent
- **All Events Last Week** – All events that happened over the seven days prior to Sunday
- **All Events This Week** – All events that have happened since Monday
- **All Events Today** – All events that have happened today
- **All Events Yesterday** – All events that happened yesterday
- **Expired Tokens** – List of credentials held by people whose expiry date has passed
- **First and Last Events** – List of first and last events by each person today
- **Last Known Position** – Lists the last event for each person
- **List All Users** – List of all people on the system
- **Lost Tokens** – Lists all tokens on the system that are marked as lost
- **Permissions** – Allows you to report on who has permissions, where and when
- **Token Last Used** – List of all valid credentials and the date and time they were last used
- **Unused Tokens** – List of tokens that have not been used in the last 3 months
- **Who's Been in Today** – List of people that have been active today