

# Using Custom Reports in Net2

## Overview

Reports in Net2 gathers data from the Net2 database and presents it to you in a logical manner. Custom reports allow you to identify information held on users, doors and access permissions with the assistance of a report wizard. The following application note provides guidance for using the wizard and explains how each section can be used.

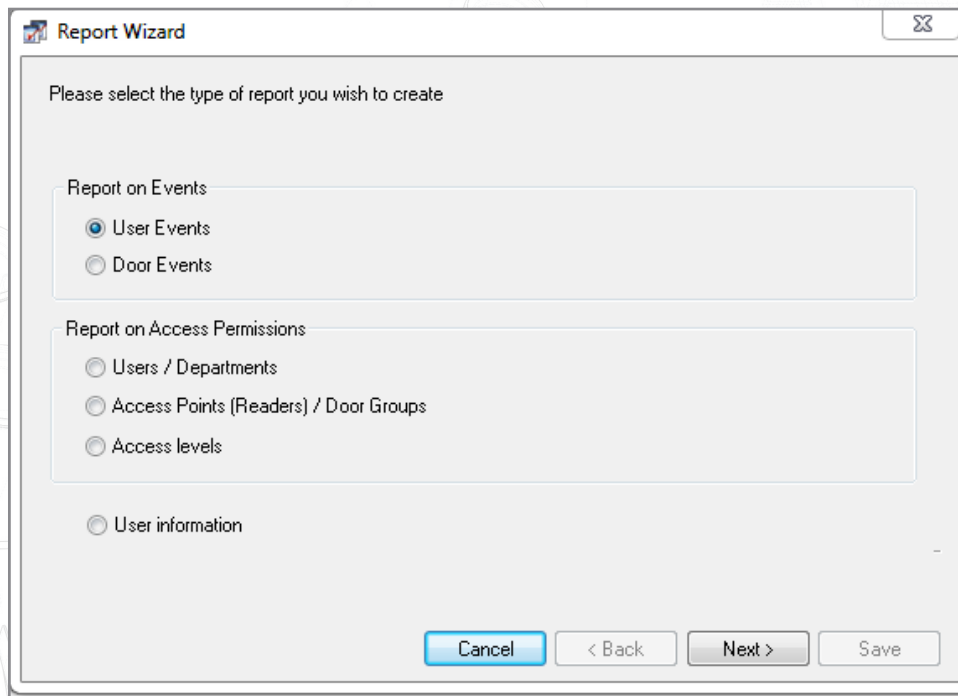


## Using custom reports in Net2

The reporting wizard for Net2 was updated at v5.04 to provide better reporting of the Net2 system contents.

The reports wizard now allows you to report on Events, Access Permissions and User Information.

When opening the reports wizard, you are presented with the following:

A screenshot of a Windows-style dialog box titled "Report Wizard". The dialog has a close button (X) in the top right corner. The main text says "Please select the type of report you wish to create". There are three sections of radio buttons. The first section is "Report on Events" with "User Events" selected. The second section is "Report on Access Permissions" with "Users / Departments" selected. The third section is "User information" which is unselected. At the bottom, there are four buttons: "Cancel", "< Back", "Next >", and "Save".

**Report Wizard**

Please select the type of report you wish to create

**Report on Events**

- ☒ User Events
- ☐ Door Events

**Report on Access Permissions**

- ☒ Users / Departments
- ☐ Access Points (Readers) / Door Groups
- ☐ Access levels

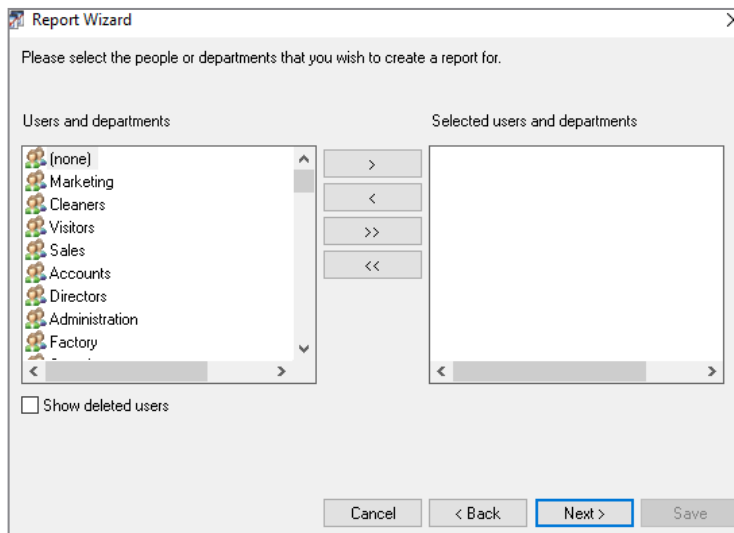
☐ User information

Cancel < Back Next > Save

## Report on Events

Allows you to select the type of event you wish to report on:

### User Events:



**Report Wizard**

Please select the people or departments that you wish to create a report for.

Users and departments

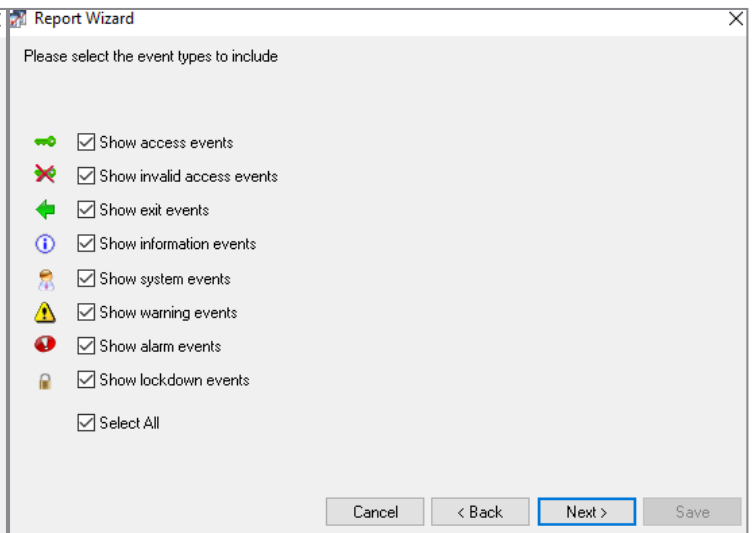
- (none)
- Marketing
- Cleaners
- Visitors
- Sales
- Accounts
- Directors
- Administration
- Factory

Selected users and departments

☐ Show deleted users

Buttons: Cancel, < Back, Next >, Save

### Door Events:

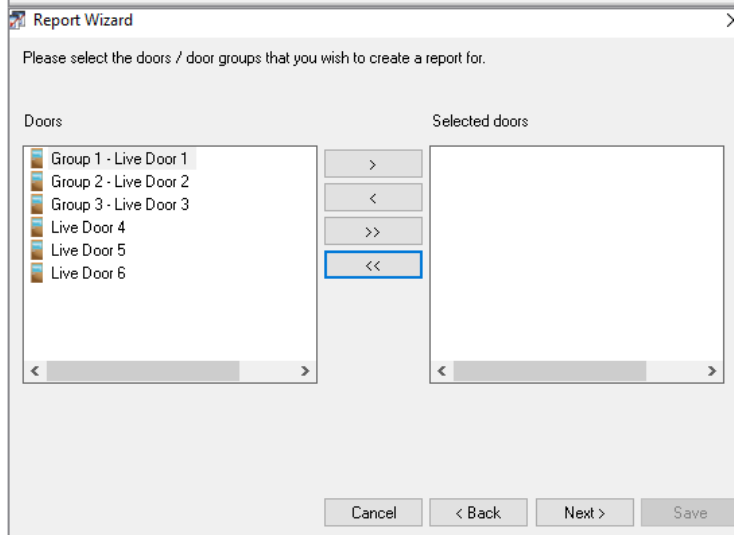


**Report Wizard**

Please select the event types to include

- ☒ Show access events
- ☒ Show invalid access events
- ☒ Show exit events
- ☒ Show information events
- ☒ Show system events
- ☒ Show warning events
- ☒ Show alarm events
- ☒ Show lockdown events
- ☒ Select All

Buttons: Cancel, < Back, Next >, Save



**Report Wizard**

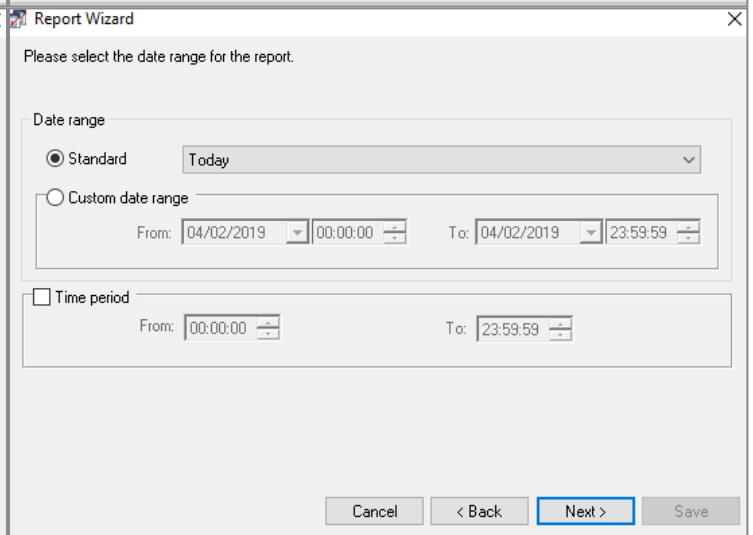
Please select the doors / door groups that you wish to create a report for.

Doors

- Group 1 - Live Door 1
- Group 2 - Live Door 2
- Group 3 - Live Door 3
- Live Door 4
- Live Door 5
- Live Door 6

Selected doors

Buttons: Cancel, < Back, Next >, Save



**Report Wizard**

Please select the date range for the report.

Date range

☒ Standard Today

☐ Custom date range

From: 04/02/2019 00:00:00 To: 04/02/2019 23:59:59

☐ Time period

From: 00:00:00 To: 23:59:59

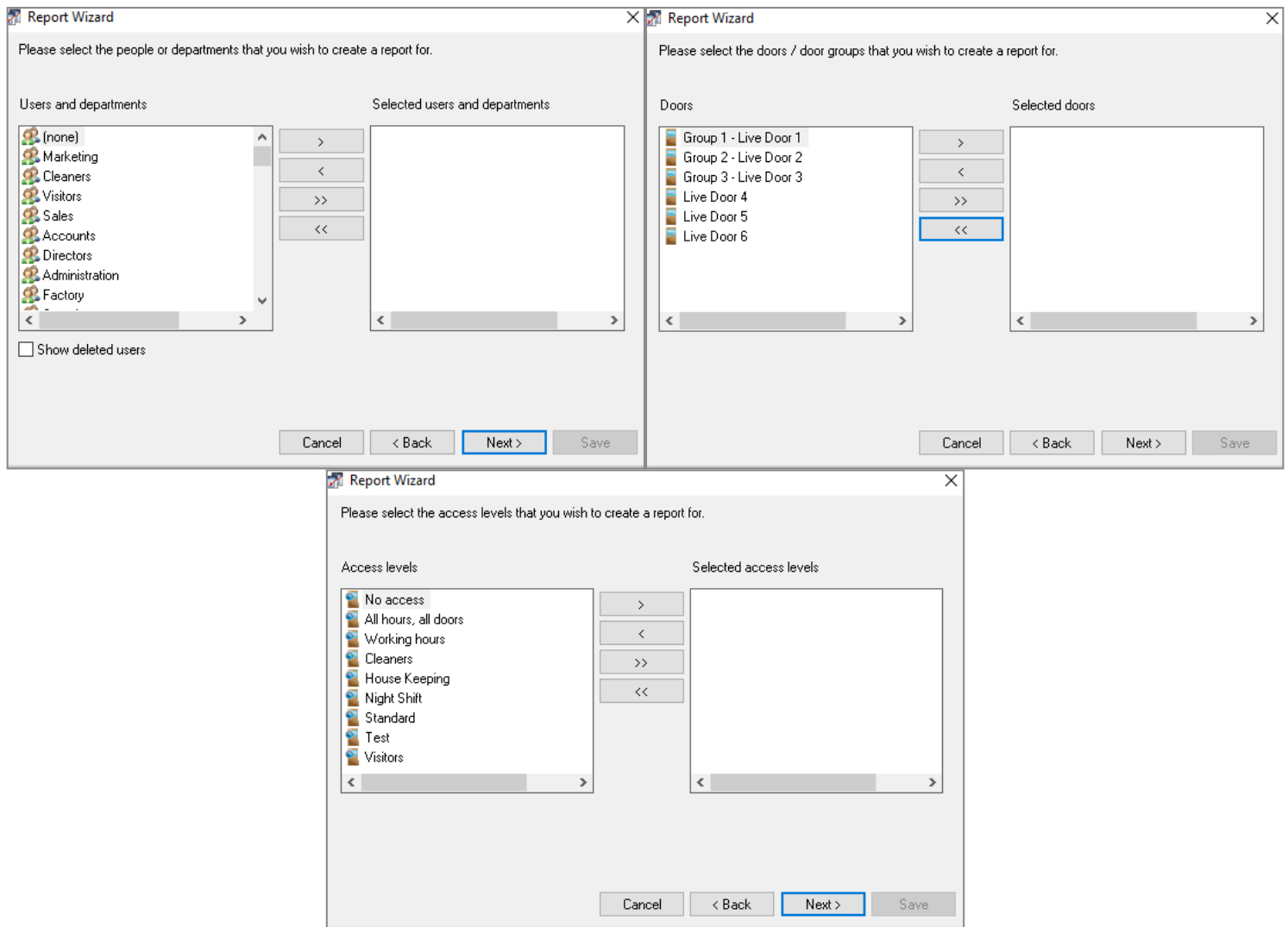
Buttons: Cancel, < Back, Next >, Save

Clicking next will allow you to choose the people and/or doors for the report.

Both Standard and Custom date ranges are available as the last step.

## Report on Access Permissions

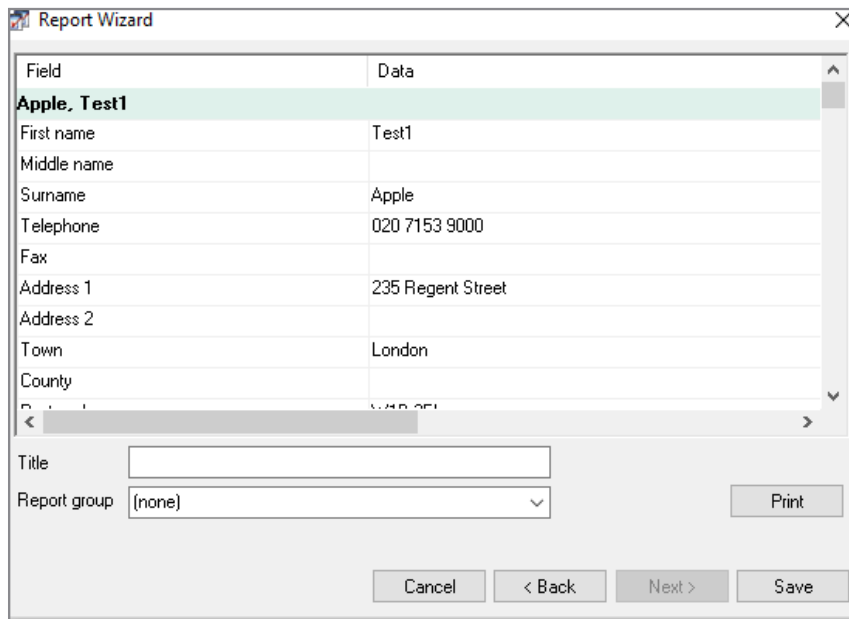
Allows you to see the access permissions according to User & Departments, Access Points (Readers) and Door Groups and Access Levels.



Both Standard and Custom date ranges are available as the last step.

User Information – generates a report on the data held within a user record. Can be run on individual users (1 or many) and/or departments (one or many).

Data held within each record is displayed within a table.



The Report Wizard dialog box displays a table with the following data:

Field	Data
<b>Apple, Test1</b>	
First name	Test1
Middle name	
Surname	Apple
Telephone	020 7153 9000
Fax	
Address 1	235 Regent Street
Address 2	
Town	London
County	
Country	UNITED KINGDOM

Below the table, there are input fields for 'Title' and 'Report group' (set to '(none)'). At the bottom, there are buttons for 'Cancel', '< Back', 'Next >', and 'Save'. A 'Print' button is also present on the right side.

Once complete, the reports can be saved for later reference, printed or exported to PDF or CSV file formats.

