

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.

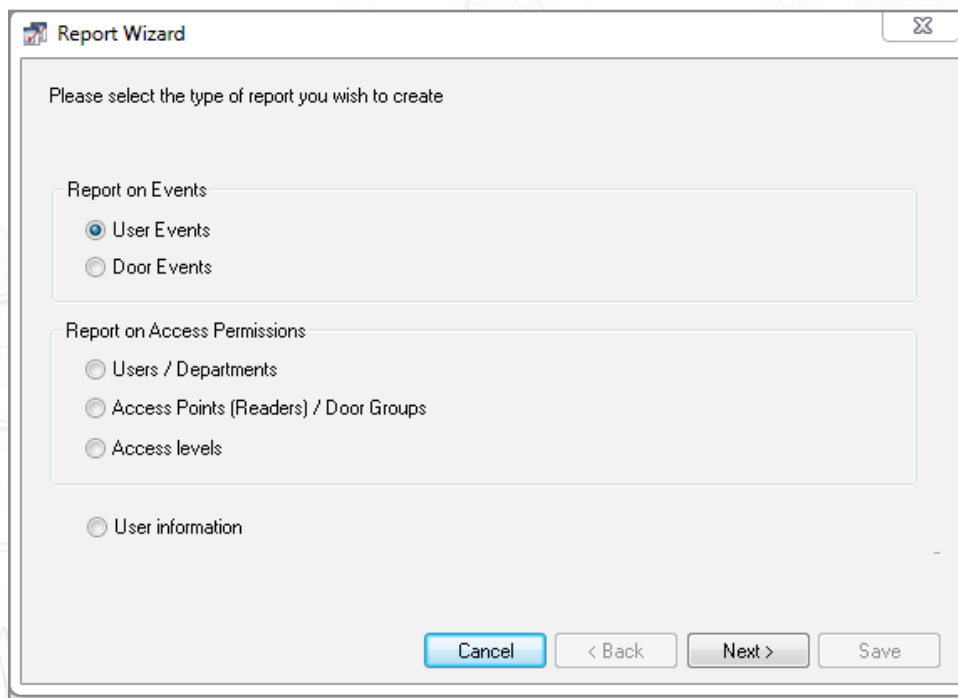


Using custom reports in Net2

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:



Report on Events

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

User Events:

Door Events:

The image displays four sequential screenshots of the 'Report Wizard' application, arranged in a 2x2 grid. Each window has a title bar with 'Report Wizard' and a close button (X).

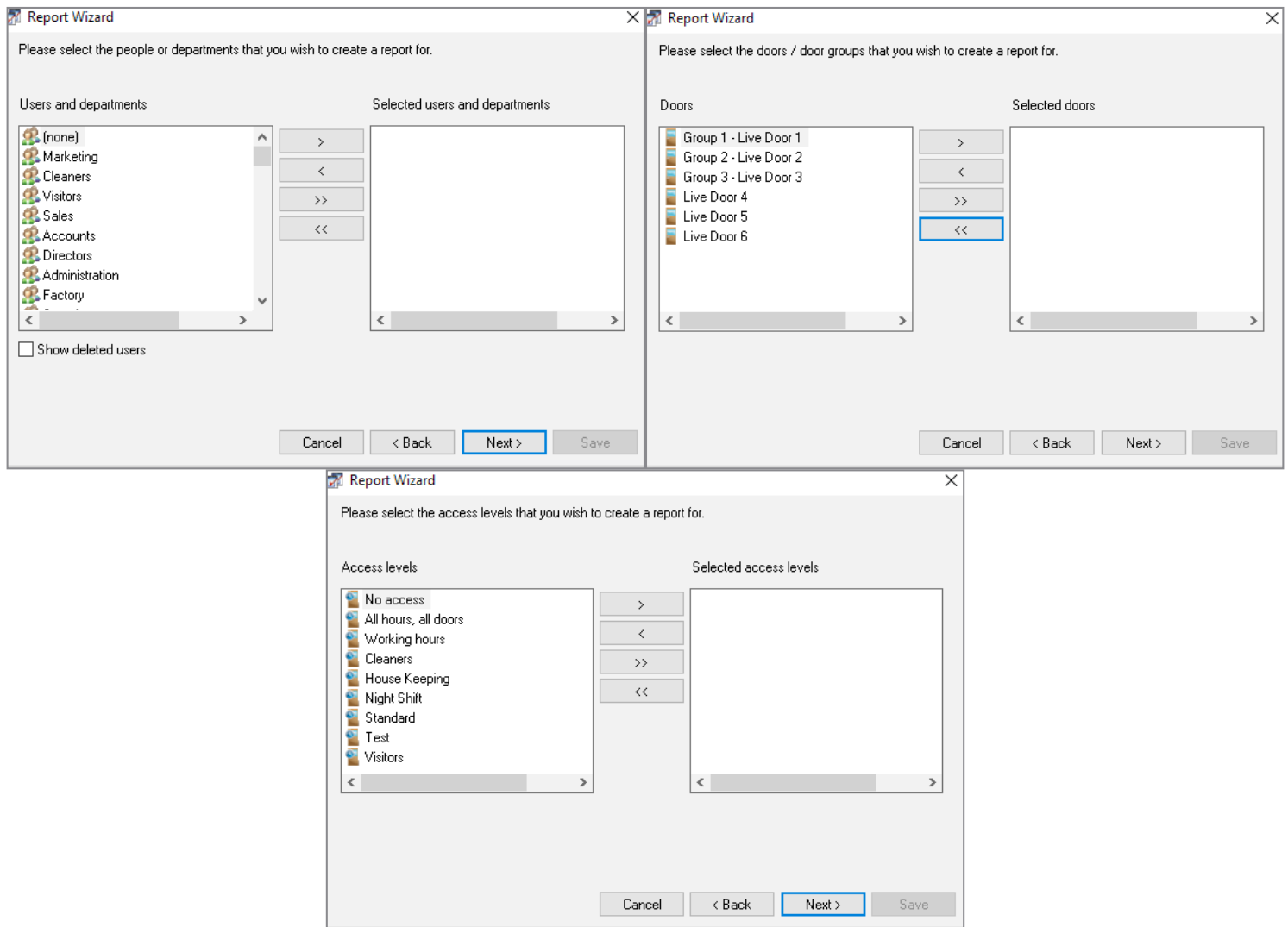
- Top-Left Screenshot:** Titled 'Please select the people or departments that you wish to create a report for.' It features two list boxes: 'Users and departments' on the left and 'Selected users and departments' on the right. The left list contains items like '(none)', 'Marketing', 'Cleaners', 'Visitors', 'Sales', 'Accounts', 'Directors', 'Administration', and 'Factory'. Navigation buttons (>, <, >>, <<) are between the lists. A 'Show deleted users' checkbox is at the bottom left. Buttons for 'Cancel', '< Back', 'Next >', and 'Save' are at the bottom.
- Top-Right Screenshot:** Titled 'Please select the event types to include'. It contains a list of event types with checkboxes: 'Show access events', 'Show invalid access events', 'Show exit events', 'Show information events', 'Show system events', 'Show warning events', 'Show alarm events', and 'Show lockdown events'. A 'Select All' checkbox is at the bottom. Buttons for 'Cancel', '< Back', 'Next >', and 'Save' are at the bottom.
- Bottom-Left Screenshot:** Titled 'Please select the doors / door groups that you wish to create a report for.' It features two list boxes: 'Doors' on the left and 'Selected doors' on the right. The left list contains items like 'Group 1 - Live Door 1', 'Group 2 - Live Door 2', 'Group 3 - Live Door 3', 'Live Door 4', 'Live Door 5', and 'Live Door 6'. Navigation buttons (>, <, >>, <<) are between the lists. Buttons for 'Cancel', '< Back', 'Next >', and 'Save' are at the bottom.
- Bottom-Right Screenshot:** Titled 'Please select the date range for the report.' It has a 'Date range' section with a 'Standard' radio button and a 'Today' dropdown. Below it is a 'Custom date range' section with 'From' and 'To' date and time pickers. A 'Time period' section with 'From' and 'To' time pickers is also present. Buttons for 'Cancel', '< Back', 'Next >', and 'Save' are at the bottom.

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

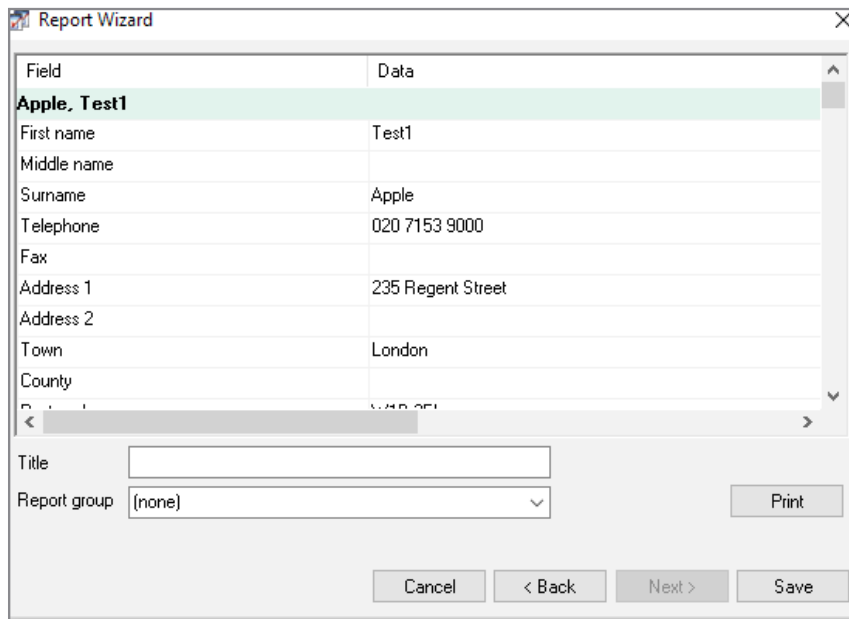
Allows you to see the access permissions according to User & Departments, Access Points (Readers) and Door Groups and Access Levels.



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.



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

