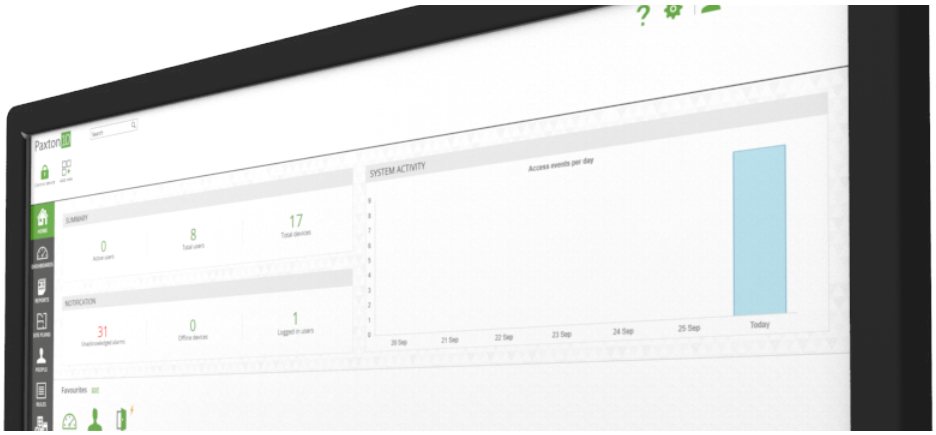


How to configure reports

Overview

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

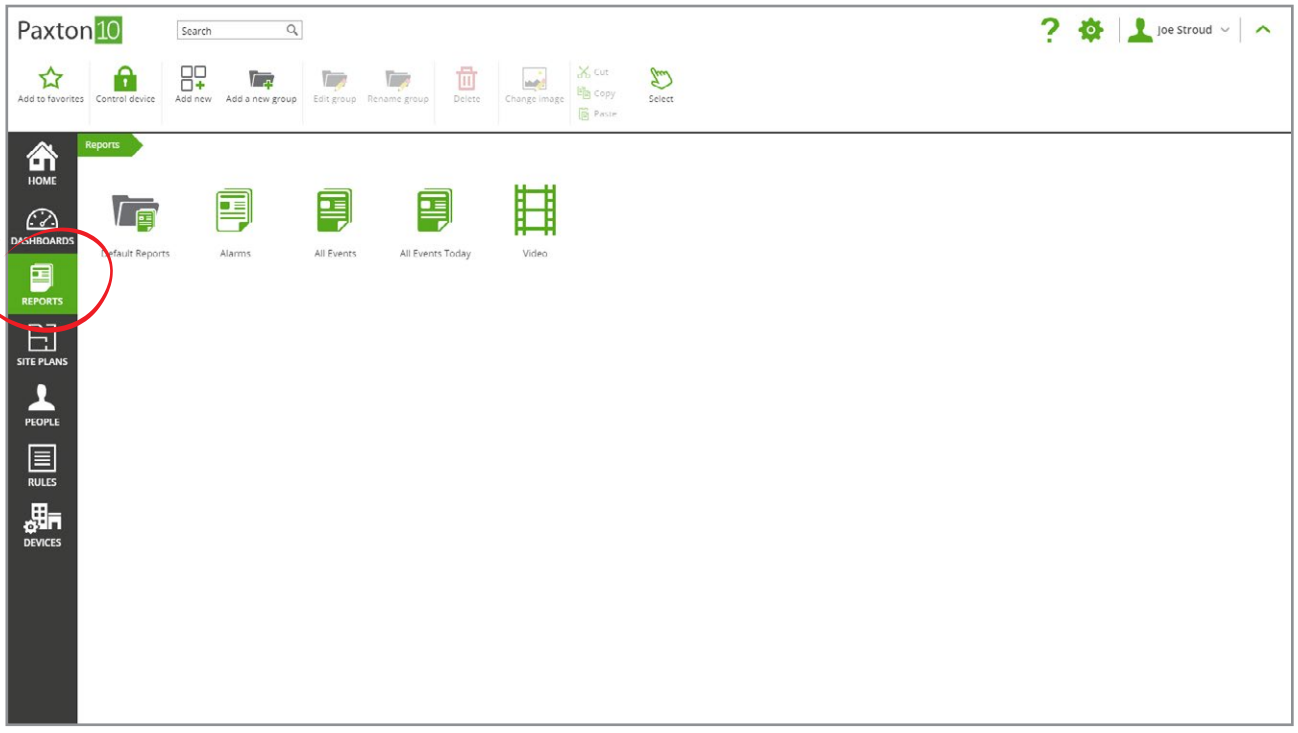
Whenever something happens -- a person scans their token, updates a building permission or a device goes offline -- an event is created. Reports allow these events to be viewed and sorted in different ways that make the information easy to use.

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.



Customize a report

Filter events

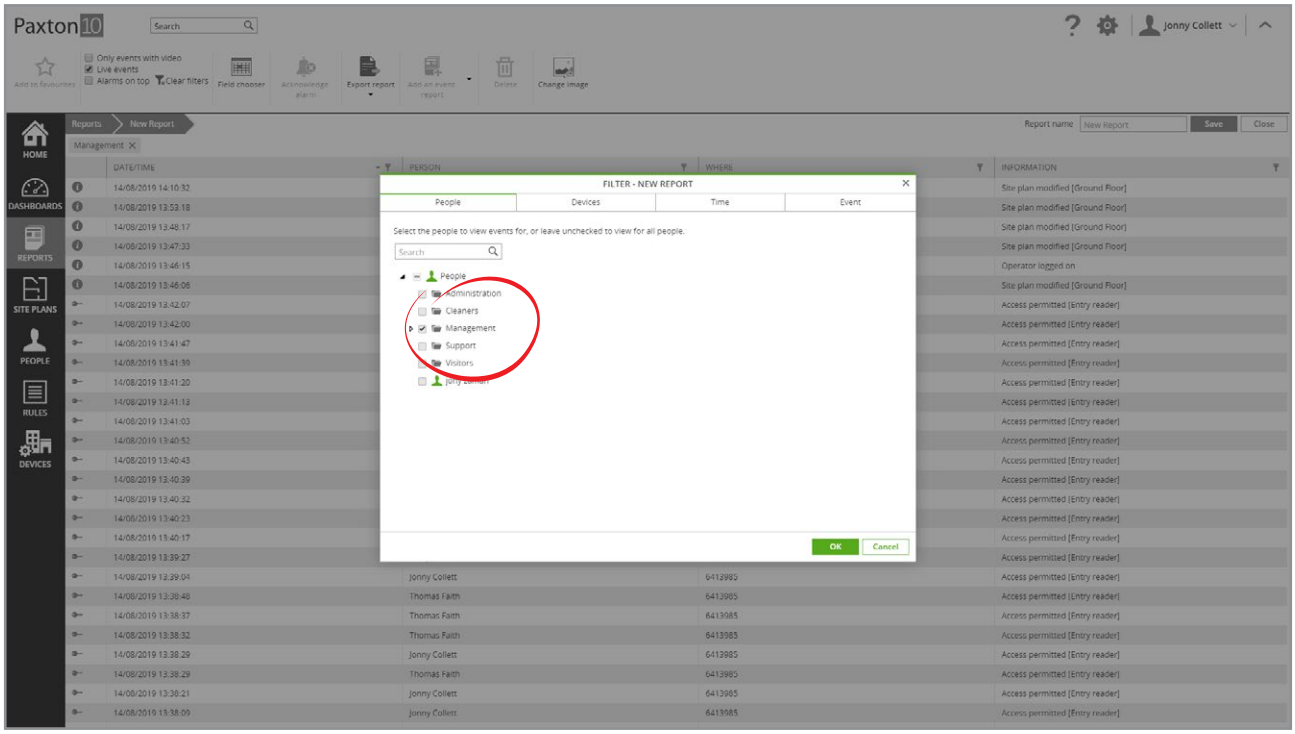
Filter the events so that the report only shows the information you're interested in.

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



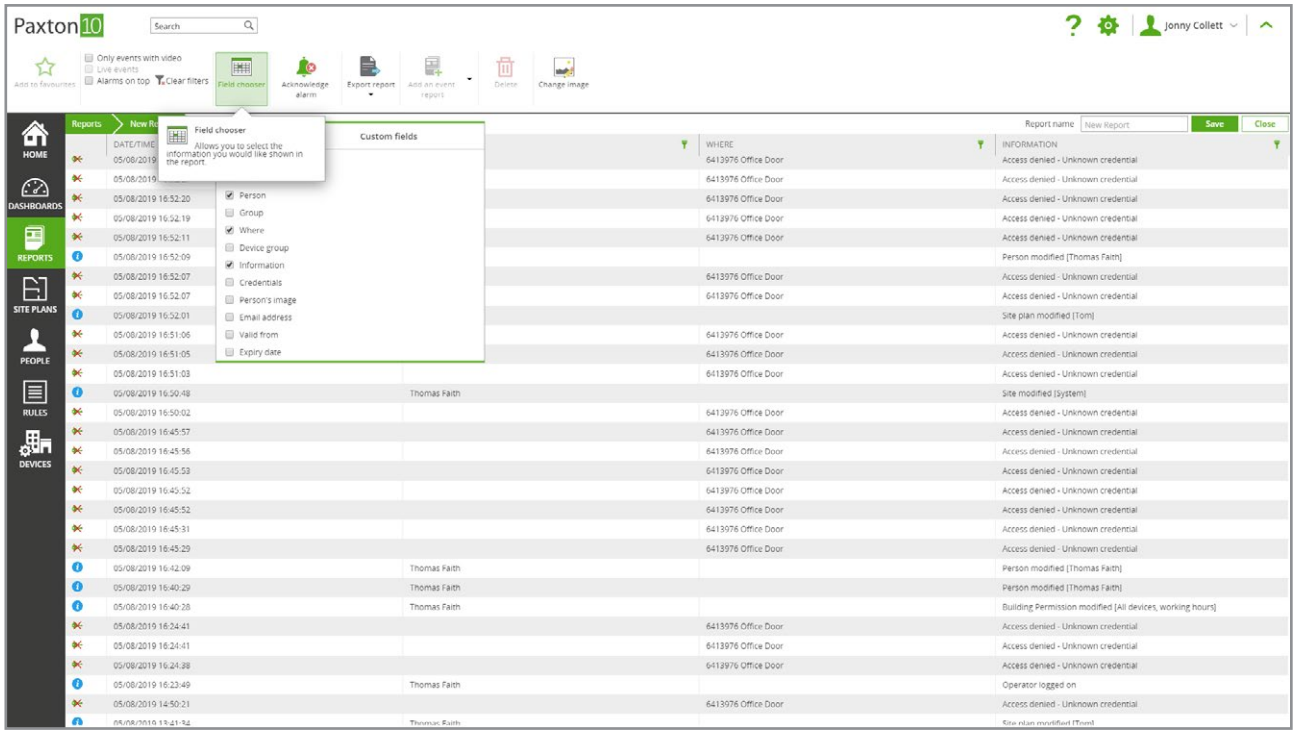
Additionally, check the box in the ribbon next to '**Only events with video**' to only show events with video footage associated with them.

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 the **Field chooser**

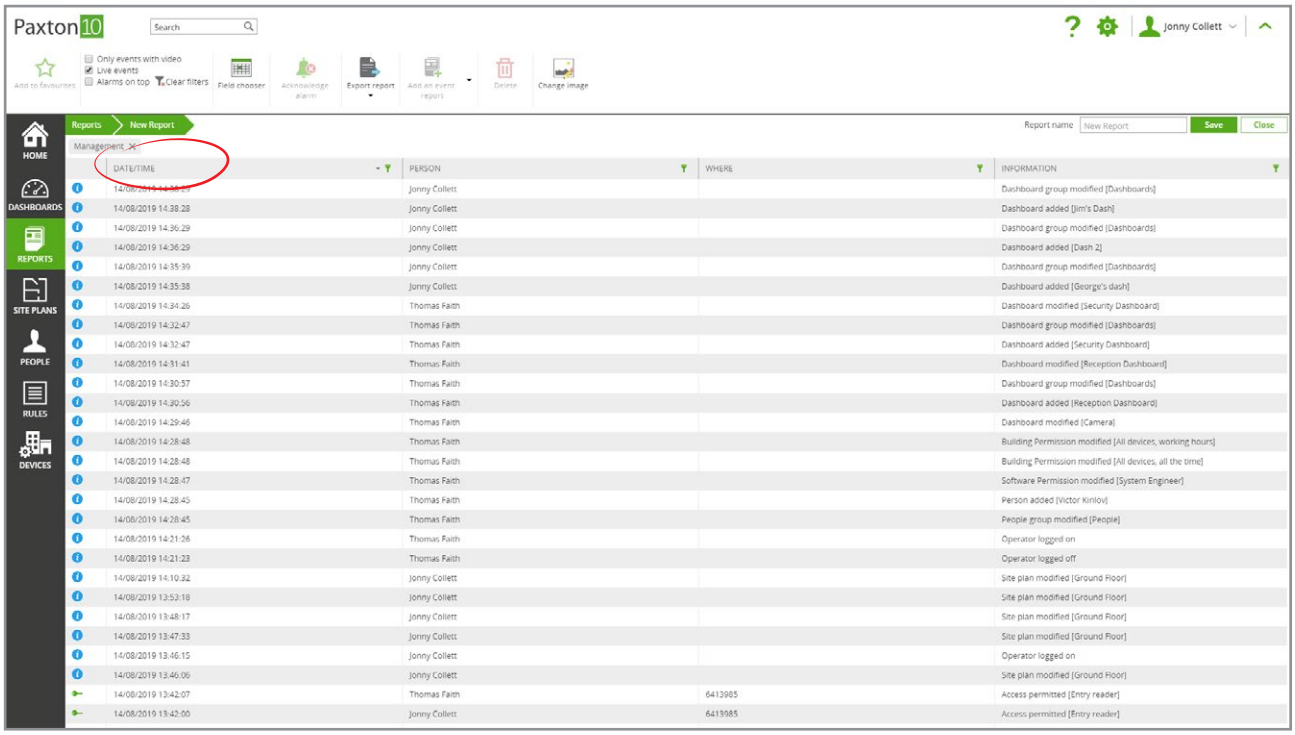
2. Check the box to select the columns to display, then click back on the report to close the window



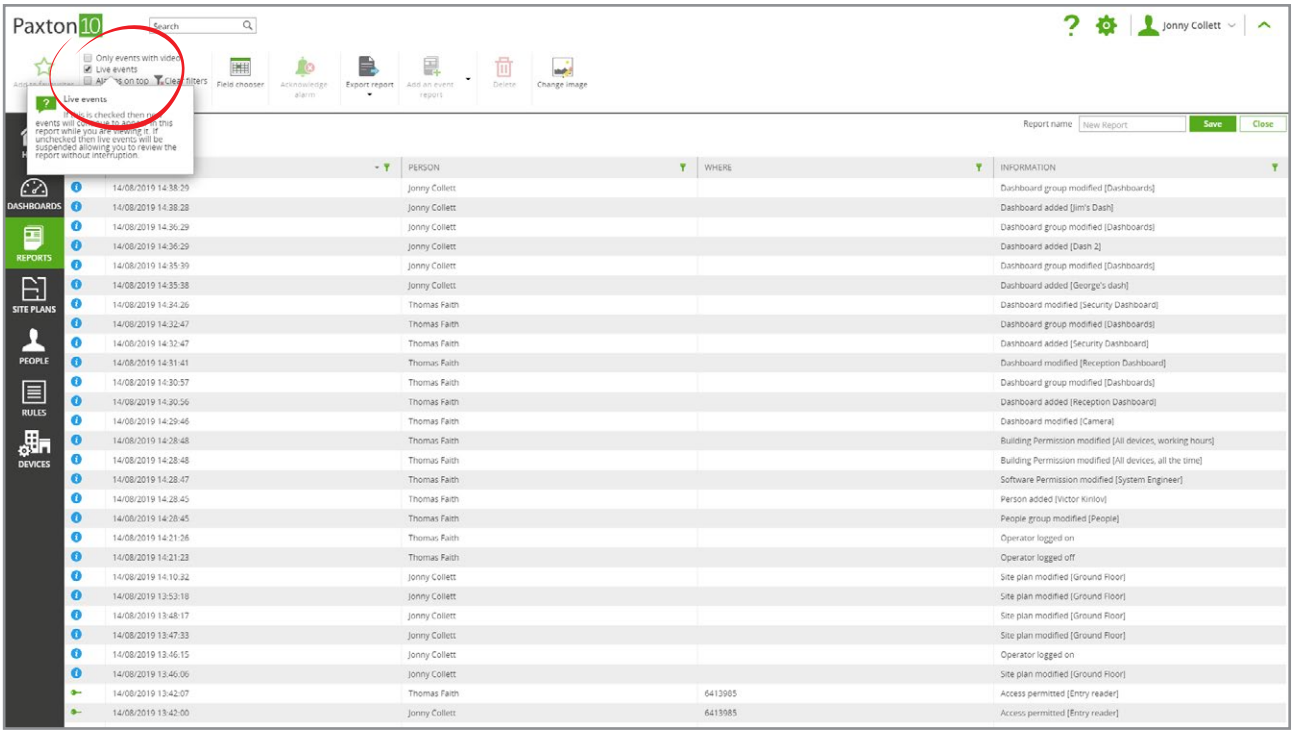
Sorting of events

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



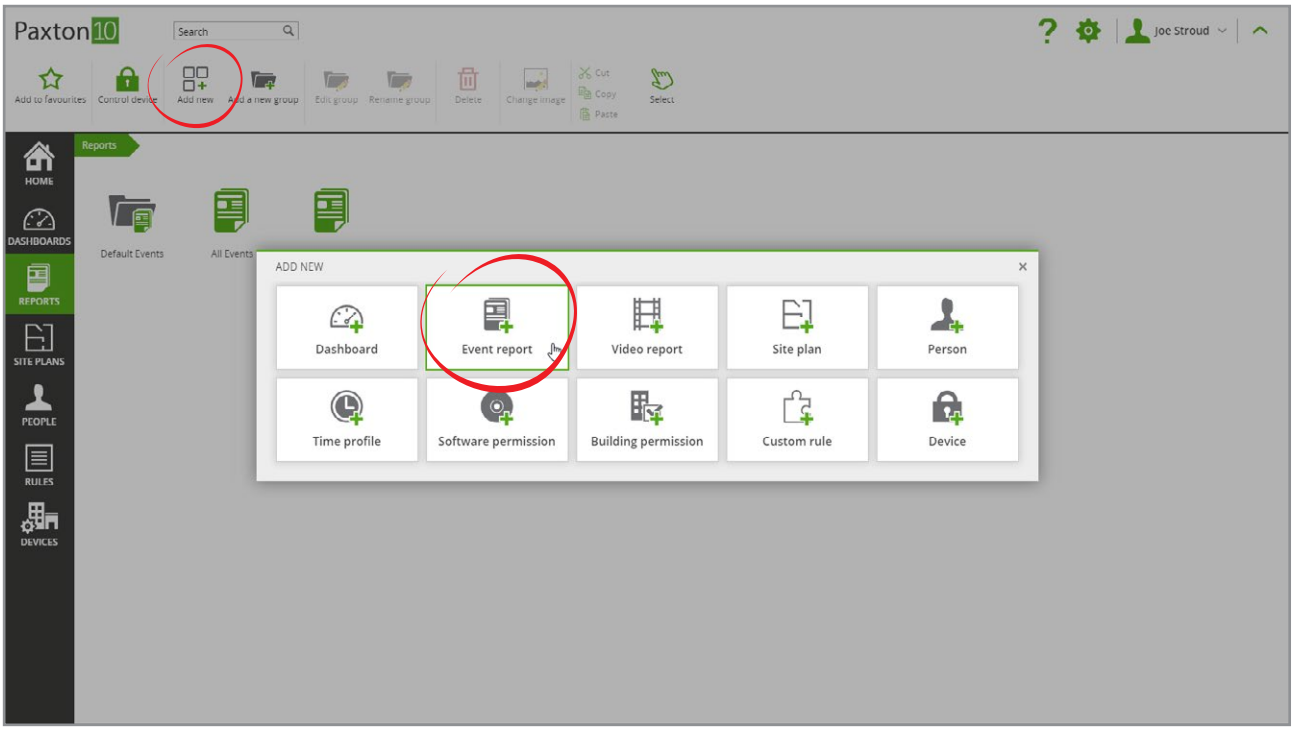
2. Check the box in the ribbon next to '**Live events**' to allow the report to continually update with new events as they occur. Scrolling down the screen or sorting by a column other than Date/Time will uncheck this box



Creating a new report

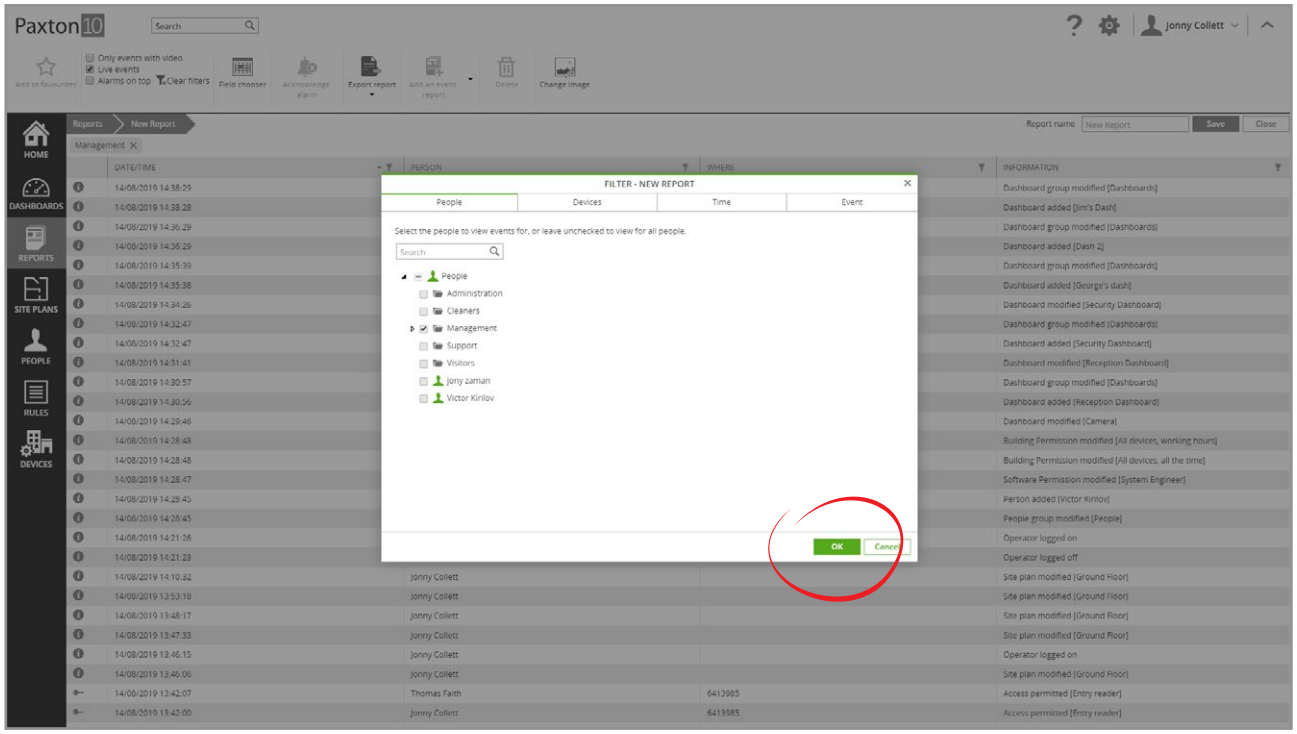
1. From the ribbon, select '**Add new**'

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 has 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 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 accessed one of the doors today

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