

Create a Report in Entrapass Web

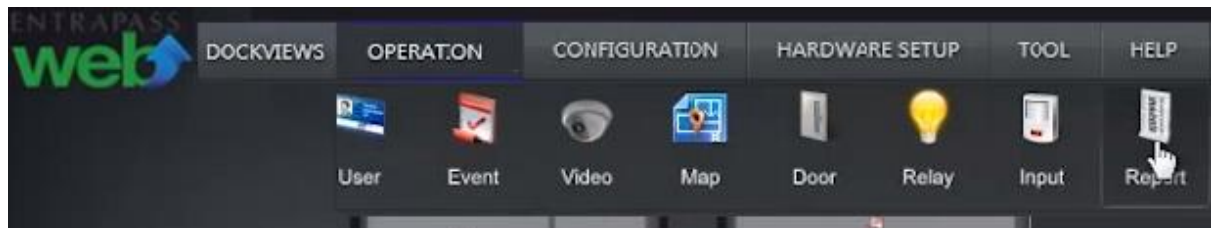
Description

There are four types of reports available:

- * Quick Reports filters events such as access, time, attendance, doors, logins, operations, etc.
- * User List filters cards such as card type, card number, username, company, department, etc.
- * Component List filters access levels, doors, controllers, relays, inputs, etc.
- * Custom Reports schedules and automates future dates.

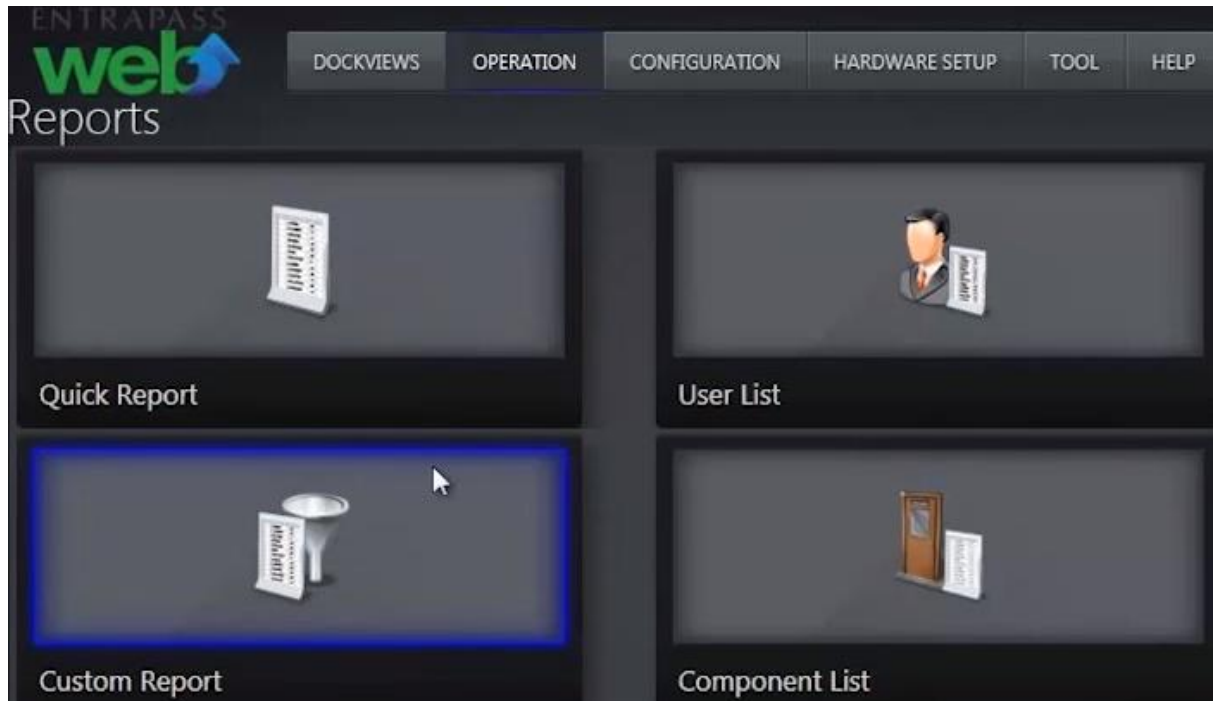
Entrapass Web

1. Navigate to the *Operation* menu and select *Report*

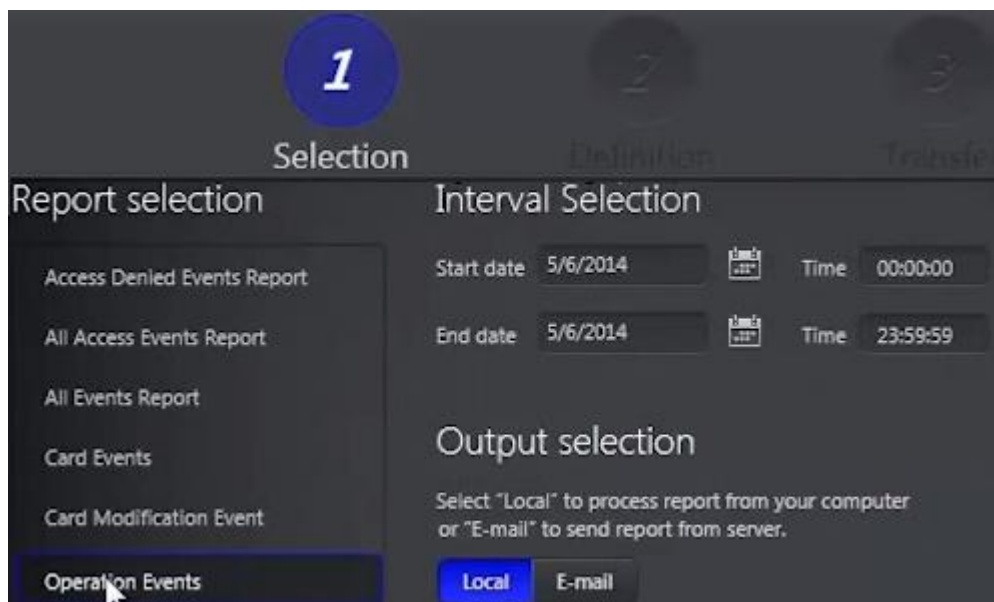


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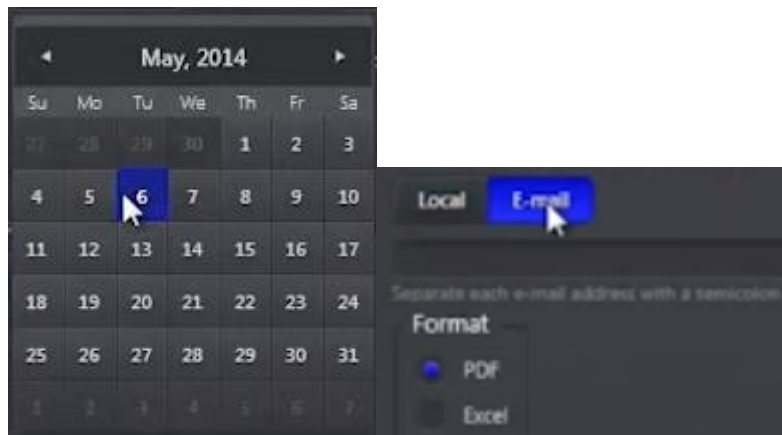
2. Select a Report type.



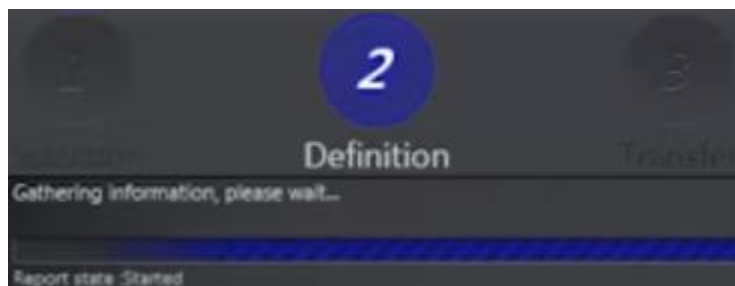
3. Choose filter option for report.



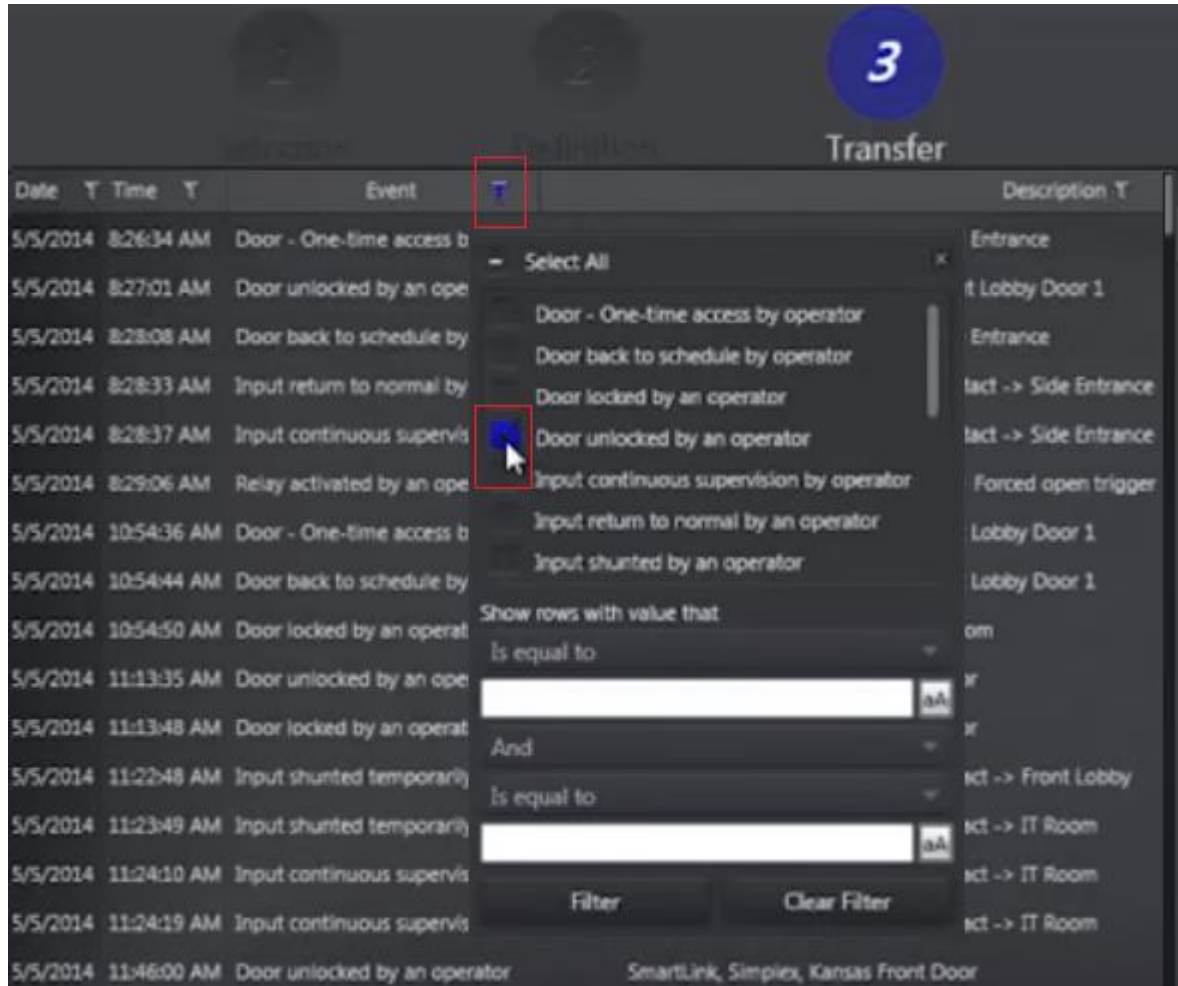
4. Choose a date range for report.
Save report to the computer or send to an email address.



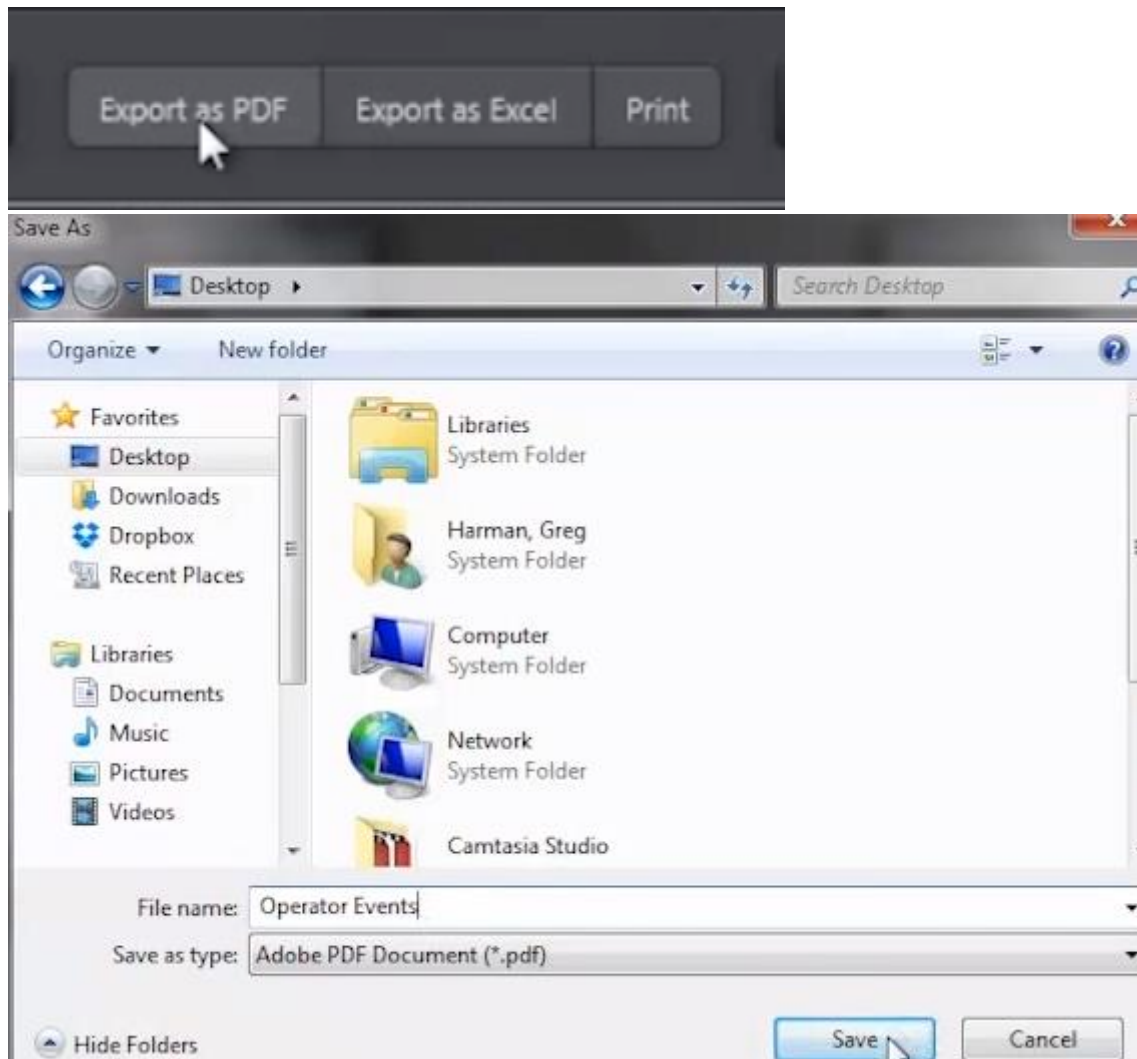
5. Depending on the type and length of report, it may take a few moments to complete.



6. You can customize the report if you save it to the computer with *local* option.

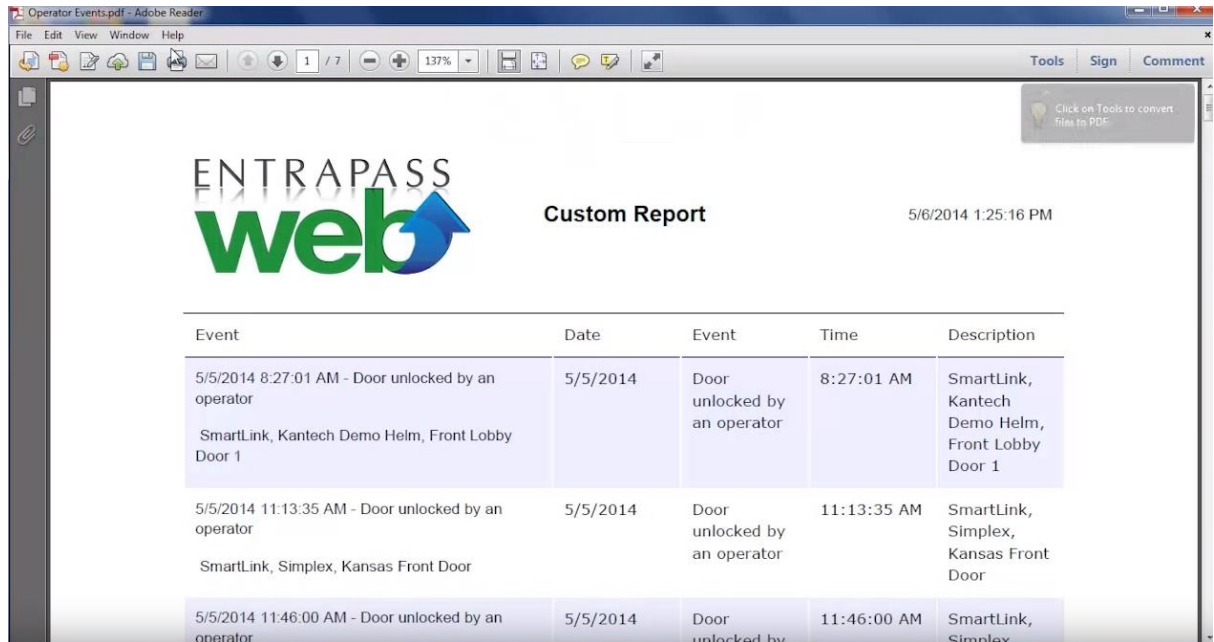


7. Save it the computer as .PDF or .XLS file or print the report.



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8. The report has been created.



The screenshot shows a PDF document titled "Operator Events.pdf" in Adobe Reader. The document features the ENTRAPASS web logo and a "Custom Report" header. The report data is as follows:

Event	Date	Event	Time	Description
5/5/2014 8:27:01 AM - Door unlocked by an operator SmartLink, Kantech Demo Helm, Front Lobby Door 1	5/5/2014	Door unlocked by an operator	8:27:01 AM	SmartLink, Kantech Demo Helm, Front Lobby Door 1
5/5/2014 11:13:35 AM - Door unlocked by an operator SmartLink, Simplex, Kansas Front Door	5/5/2014	Door unlocked by an operator	11:13:35 AM	SmartLink, Simplex, Kansas Front Door
5/5/2014 11:46:00 AM - Door unlocked by an operator	5/5/2014	Door unlocked by	11:46:00 AM	SmartLink, Simplex