

## **Creating a Door Events Report**

This application note explains how to generate a report of all door events.

1. From the Workstation window, click the **Reports** tab and then click the **Quick Report** menu.

🥥 🐙 De	sktops	Status	Operation	Users	Definition	Groups	Devices	Video	System	Report Op	tions
	2		>		2		6	Ð	2	36	50
Quick Report	Custor Report	n Ri t re	eport quest	In/Out Report	In/Out Request	In/Out Adjustmer	Report	state	Archive	Muster Report	Roll call report

- 2. From the Events list, select Door Events.
- 3. Under Event type, click Normal and abnormal events.
- Click the Door tab and select the appropriate doors
   Tip: You can right-click the ListView and search for a particular door.

Event type Normal events	
Normal events	
Abnormal events	
Abooring events	
Normal and abnormal events	
Custom events	
Door	
Door	12 Tree view
Door V Al V (01.01) CV Lebbu Door	Tree view     Mol 033 Controller #147400 Door #3
Door ☑ Al ☑ (01.01) CV Lobby Door ☑ (01.01) CV Lobby Door	(01.03) Controller #14740 Door #3     (01.03) KTahle 1 Ports #3
Image: Constraint of the state of	
Door 2 Al 2 (01.01) CV Lobby Door 2 (01.01.01) CV Lobby Door IN 2 (01.01.02) ATT Lobby Door Out 3 (01.01.02) ATT Lobby Door Out 3 (01.01.02) ATT Lobby Door Out	(01.03) Controller #147400 Door #3     (01.03) K7400 F 1044 F 3     (01.03) K7400 F 1044 F 3     (01.04) Controller #1 Door #4     (01.04) Controller #1 Door #4
Door           ☑ AI           ☑ (01.01) CV Lobby Door IV           ☑ (01.02.01) ATT Lobby Door IV           ☑ (01.01.01) ATT Lobby Door Out           ☑ (01.01.01) ATT Office Door           ☑ (01.01.02) ATT Office Door           ☑ (01.01.02) ATT Office Door	
Door         Image: Control of the state of the sta	(0.1.03) Controller #147.400 Door #3     (0.1.03) (Critoler #147.400 Door #3     (0.1.03) (Critoler #1000 Eoor #4     (0.1.04) Controller #147.400 Door #4     (0.1.04) (Critoler #147.400 Door #147.400 Door #14     (0.1.04) (Critoler #147.400 Door

- 5. Under the **Start/end date** tab select the date and time for the report generation.
- 6. From the Database output type list, select PDF.
- 7. From the Database output process list, select E-mail PDF Report.
- 8. Click Define e-mail parameters.
  - a. Enter the email address of the recipient
  - b. To enter multiple email addresses, separate each address by using a semi-colon (;)
- 9. From the Send to workstation list, select Smartlink Aurrora.
- 10. Click Execute.

Report name Start/e	Time period	Miscellaneous
Start date and time	7/8/2013	▼ 00:00:00
End date and time	7/10/2013	▼ 09:30:20
Output parameters		
Database output type		
PDF		-
Directory		
C:\Program Files (x86)\Kan	tech\Server_GE\Report	
Output filename		
2013_07_10-09_30_20.pdf	f	
Database output process		
E-mail in PDF format		•
	office o mail parameters	
	enne ennai parameters	
Send to workstation		
Send to workstation		•
Send to workstation		•

11. The report is emailed to the recipients.





## DN2126-1015

### Creating a PDF Report for all Cardholders with a Specific Access Level

This application note explains how to generate a PDF report for all card holders who are assigned a specific access level. Multiple reports can be run for different access levels.

#### Requirements:

- EntraPass Workstation
- PDF Printer is installed on the computer (third party)

#### Steps:

- 1. From the Workstation window, click the **Users** tab.
- 2. Click Access level.
- 3. Ensure that the blue bar contains 4 individual bars. This option is only required the first time you run a report.
- 4. In the Gateway/Site list, select a location.
- 5. In the Access level list, select the access level.
- 6. Click the red Link button.

s S	tatus	Operation	Users	Definition	Groups	Devices	Video	System	Report	Options		
idge	Cards Gro	Access Acce	ss level	Visitor	Card ty	pe Day	pass	Batch Operation	Import Export	/ Tenants list		
	Ac Real Access	vay/Site	* (	3	4 4 5	Attwater Employe	office	>			•	French Accès Er English Employe
	Detai	Is Commer	nt									
				Door						Schedule		
	(01.01	.01) ATT Lob	by Door 1	IN			Alwa	ys Valid				
	(01.01	.02) ATT Lob	by Door	Out			Acce	ss Mon To F	ri 7am to 3p	m		
	(01.01	.03) ATT Off	ice Door				Alwa	ys Valid				
	(01.01	.04) ATT Elev	vator				Acce	ss Mon To F	ri 7am to 3p	m		

- 7. Click Print. The status print window opens.
- 8. Click **Print** or **Preview**.

	Primary links	Links		Close
ê)	Card	AE:63227 Jack Employee		ciobe
	Card access level			Help
-	Card	AE:63221 Jackie Jetson		
	Card access level			Print
-	Card	12:12345 Maria Metson		
	Card access level		<b>1</b>	Link
-	Card Status print			
	Alter			
۵	Card	An exact conv of the link will be printed		
	Attv 🔚	All exact copy of the link will be printed		
	Acce			
		Draview Drint Concel		
		Preview Print Cancel		

9. Select PDF as your printer and then select **Print** to save the report as a PDF file.

**Note:** You must have the PDF software installed to save the report in PDF format. If you select preview, you can print in PDF format from within the report.



## DN2127-1015

### Creating a PDF Report for all Cardholder with Specific Access Template

This application note explains how to generate a PDF report for all card holders who have been assigned a specific card access template. You can generate as many reports as required for the different access report templates.

#### **Requirements:**

- EntraPass Workstation
- PDF Printer is installed on computer (third party)

#### Steps:

- 1. From the Workstation window, click the Users tab and then click Card
- 2. Click Print

		0 # # 6 5	3			
ard user name ard type		[	Creation date Modification date Modification cour Copy to visit	7/9/2013 e 7/9/2013 nt 0 or card		
rd number Information	Access level Access exceptio	n Intrusion Miscellaneous	s Picture Usage (	Comment Expiration date	Trace Stolen los	,
ard number #1	00:00000	2				
rd number #2	00:0000					
rd number #3	00:00000			<b></b>		
ard number #4	00:00000			· · ·		
and number #E	00-00000			· · · · · ·		

- 3. Optional: In the Card index list, click Card user name as the sort criteria
- 4. Under Filter, select the Card Type check box
- 5. Select the appropriate card type that represents the card access template
- 6. Click one of the following options: **Print**, **Preview**, or **CSV**

🚖 Card		×
Card index           Specific range           Lower boundary           Upper boundary	Card user name	Close
Filter	7/9/2013 🔻 7/9/2013 🔻	Print
<ul> <li>End date between</li> <li>Card state</li> </ul>	7/9/2013 ▼ 7/9/2013 ▼ Valid ▼	CSV
Card type	None	PBC Font
Comment	Exist delo Employee     Maintenance     Waint for Je Visitor     White Colar	

7. Select PDF as your printer and then select **Print** to save the report as a PDF file

**Note:** You must have the PDF software installed to save the report in PDF format. If you select preview, you can print in PDF format from within the report **Tip:** You can select the card fields to include in the report



### DN2123-1015

## Creating a PDF Report for all Doors Assigned to a Card Holder

This application note explains how to generate a PDF report of all doors assigned to a card holder.

### Requirements:

EntraPass Workstation

#### Steps:

- 1. From the Workstation window, select the **Users** tab and then click the **Card** menu
- 2. Search for a person using the Find button
- 3. Click the Door Access List button
- 4. Click the column heading to sort by that column
- 5. Click the **CSV** button to export as a CSV file.

Desktops Status Operation	ers Definition Groups Device evel Visitor Card type D	rs Video System Report Options           video         System         Report         Options           avpass         Batch Operation         Import / Export         Tenants list		
Card				
Card user name Bobby Smith		Creation date	6/21/2013	
Attwater office Attwater office Attwater office Attwater office Attwater office KT-400IP KT-400IP	Door ATT Lobby Door IN ATT Lobby Door Out ATT Office Door ATT Elevator CV Lobby Door CV Office Door CV Side Door	Schedule Always Valid Access Mon To Fri 7am to 3pm Always Valid Access Mon To Fri 7am to 3pm Access Mon To Fri 7am to 3pm Access Mon To Fri 7am to 3pm Access Overright 8pm to 4am Sun night to Fri M	۱۰۰۰ (۱۹۹۵) ایستان ا	Close Help CSV
= 20:00 -> 24:00 Sun-Mon-Tue-Wed-Th 00:00 -> 21:15 Mon-Tue-Wed-Thu-Fn	nu i		~	



### DN2124-1015

### Creating a PDF Report for all Doors Assigned to an Access Level

This application note explains how to generate a PDF report of all card holders who have been assigned a specific access level. Reports can be generated for different access levels for each location.

#### **Requirements:**

- EntraPass Workstation
- PDF Printer installed on computer (third party)

#### Steps:

- 1. From the Workstation window, select the **Users** tab
- 2. Click the Access Level menu
- 3. Click the **Print** button
  - Tip: An access level does not need to be selected at this point



- 4. From the Select Gateway / Site list, select the appropriate location
- 5. Under Access level, select the appropriate check boxes
- 6. Click Print or Preview

🚖 Access level	×
Select Gateway / Site	Close
Access level ∠ Always valid, all obers ∠ Employee Access	
	Print
	font
	Select all
Print empty fields  Print component references	Clear all

7. Choose PDF as your printer and select **Print** to save as a PDF.

**Note:** You must have PDF software installed to save the report in PDF format. If you preview the printer, you can print from within the report in PDF Format.



## DN2128-1015

## Creating a PDF Report of Access Events for a Specific Cardholder

This application note explains how to generate a PDF report of all events for a specific card holder.

### **Requirements:**

• EntraPass Workstation

#### Steps:

1. From the Workstation window, click the **Reports** tab and then click **Quick Report**.

🥥 🚽 Des	ktops S	itatus O	peration	Users	Definition	Groups I	Devices	Video	System	Report Op	tions
	2		•		2.00			3		35	5
Quick Report	Custom Report	Repo	rt Ir st R	n/Out eport	In/Out Request	In/Out Adjustmen	Report t	tstate	Archive	Muster Report	Roll call report

- 2. In the Event list, select Access events.
- 3. Under Event type, click Normal and abnormal events.
- 4. Click the **Door** tab and select the appropriate doors.

Tip: From the ListView, right click to search for a particular door.

🚯 Quick Report	
Event	
Access events	•
Event type	
Normal events	
Abnormal events	
Normal and abnormal events	
Custom events	
Door Card	
	Tree view
(01.01) CV Lobby Door	(01.03) Controller #1-KT400 Door #3
(01.01.01) ATT Lobby Door IN	(01.03) KT400# 1 Porte #3
(01.01.02) ATT Lobby Door Out	(01.04) Controller #1 Door #4
(01.01.03) ATT Office Door	(01.04) Controller #1-KT400 Door #4
(01.01.04) ATT Elevator	(01.04) KT400# 1 Porte #4

- 5. Click the Card Tab and click to clear the All check box.
- 6. In the Card index list, click Card user name.

Tip: You can choose from anyone of the search parameters.

7. In the **Lower boundary** and **Upper boundary** box, enter the card holder name values.

Door Card	
Card index Card user name	•
Lower boundary	
Upper boundary	



- 8. On the **Start/End Date** tab, select the date and time to start and end, the report generation.
- 9. In the Database output type list, click CSV.
- 10. In the **Database output process** list, click **Database only, detailed access** events only.
- 11. In the Send to workstation list, click Laptop Allstate.
- 12. Click Execute. The report will be saved as a CSV file.

Report name	Start/end da	ate	Time period	Miscellaneous
Start date and tin	ne	7/17/2	2013	▼ 00:00:00
End date and time	e	7/17/2	013	<ul><li>▼ 07:58:17</li></ul>
Output parameter	s			
Database output	type			
CSV				
Directory				
C:\Program Files	(x86)\Kantech\S	erver_G	E\Report	[
Output filename				
2013_07_18-07_	_58_17.csv			
2013_07_18-07_ Database output	_58_17.csv			
2013_07_18-07_ Database output	_58_17.csv process detailed access en	vents on	у	>
2013_07_18-07_ Database output Database only, o	_58_17.csv process detailed access e	vents on	у	>
2013_07_18-07_ Database output Database only, o	_58_17.csv process detailed access er Define e	v <b>ents on</b> e-mail par	<b>y</b> ameters	>
2013_07_18-07_ Database output Database only, o Send to workstat	_58_17.csv process detailed access en Define e	vents on e-mail par	<b>y</b> ameters	>
2013_07_18-07_ Database output Database only, o Send to workstat	_58_17.csv process detailed access en Define en ion	vents on -mail par	<b>y</b> ameters	



## DN2134-1015

## Creating a Report for all Cardholders with Access to a Specific Door

This application note explains how to generate a PDF report for all cardholders with access to a particular door.

#### **Requirements:**

- EntraPass Workstation
- PDF Printer is installed on the computer (third party)

#### Steps:

- 1. From the Workstation window, click the **Users** tab and then click **Card**
- 2. Click Print

Card	DE L G		n ar ∋a	<u>ia (a</u>   <b>m</b>						
rd user name rd type				• • • •	Creation date Modification date Modification count Copy to visitor o	7/9/201 7/9/201 0 card	3			
rd number Information	Access level	Access exception	Intrusion Miss	ellaneous Pictu	re Usage Con	nment				
			Display card nu	mber Use e	xpiration date	Expiration date		Trace	Stolen/lost	
rd number #1	00:00	000					Ŧ			
rd number #2	00:00	000					Ŧ			
rd number #3	00:00	000					Ŧ			
rd number #4	00:00	000					Ŧ			
rd number #S	00:00	000					-			

Optional: In the Card index list, click Card user name as the sort criteria
 Click Select Door for access filter

Card						
Card index	Card user name	>		•		Close
Specific range					0	Help
Lower boundary						
Upper boundary						
Filter					8	Print
Start date between	7/9/2	• • • • • • • • • • • • • • • • • • • •	7/9/2013	•		Preview
End date between	7/9/2	013 👻	7/9/2013	•		
Card state	Valid			-		CSV
Card type	None			<b>v</b>	ኈ	Font
Trace	Exist delete on e	xpired				
Comment	🔲 Wait for keypad					
PIN PIN	Card without acc	ess level				
Card without card number						
	Select door for access filter	)				



- 5. Select the appropriate door check box
- 6. Click **Based on schedule** and click **OK**



#### 7. Click **Print** or **Preview** To export in CSV file format, click **CSV**

Card							×
Card index	Card u	ser name			•		Close
Specific range						0	Help
Lower boundary							
Upper boundary							
Filter						8	Print
Start date between		7/9/2013	•	7/9/2013	•		Preview
End date between		7/9/2013	•	7/9/2013	-		
Card state		Valid			-		CSV
Card type		None			-	<b>≜</b> c	Font

Select PDF as your printer and then select **Print** to save the report as a PDF file

**Note:** PDF software must be installed to save the report in PDF format. If preview is selected, you can print in PDF format from within the report

Tip: It is possible to select the card fields to include in the report



## DN2129-1015

## Creating a Report of Access Events for a Specific Cardholder

The purpose of this application note is to explain how to generate a PDF report of all events for a specific card holder.

### Requirements:

• EntraPass Workstation

#### Steps:

1. From the Workstation window, click the **Reports** tab and then click **Quick Report**.

🥥 🚽 D	esktops	Status	Operation	Users	Definition	Groups	Devices	Video	System	Report O	otions
6			>	820	22		2	ര	2	-	Ee.
Quick Repor	t Custor Repor	m R t re	eport quest	In/Out Report	In/Out Request	In/Out Adjustmer	Repor	t state	Archive	Muster Report	Roll call report

- 2. In the Event list, select Access Events.
- 3. Under Event Type, click Normal and abnormal events.
- 4. Click the **Door** tab and select the appropriate doors.

Tip: From the ListView, right click to search for a particular door.

🔝 Quick Report	
Event	
Access events	•
Event type	
O Normal events	
Abnormal events	
Normal and abnormal events	
Custom events	
Door Card	
	Tree view
(01.01) CV Lobby Door	(01.03) Controller #1-KT400 Door #3
(01.01.01) ATT Lobby Door IN	(01.03) KT400# 1 Porte #3
(01.01.02) ATT Lobby Door Out	(01.04) Controller #1 Door #4
✓ (01.01.03) ATT Office Door	(01.04) Controller #1-KT400 Door #4
(01.01.04) ATT Elevator	(01.04) KT400# 1 Porte #4

- 5. Click the **Card** Tab and click to clear the **All** check box.
- 6. In the Card index list, click Card user name.

Tip: You can choose from anyone of the search parameters.



7. In the **Lower boundary** and **Upper boundary** box, enter the card holder name values.

Door Card	
Cardindex	
Card user name	•
Lower boundary	
Upper boundary	

- 8. On the **Start/End Date** tab, select the date and time to start and end, the report generation.
- 9. In the Database output type list, click PDF.
- 10. In the Database output process list, click E-mail in PDF format
- 11. Click **Define e-mail parameters** and enter the recipients email address. Separate multiple recipients with a semicolon. Click **Ok**.
- 12. In the Send to workstation list, click Smartlink Aurrora.
- 13. Click **Execute.** The PDF report is sent to the recipients.

Report name Start/en	d date Time period	Miscellaneous
Start date and time	7/8/2013	▼ 00:00:00
End date and time	7/10/2013	▼ 09:30:20
0.4.4		
Output parameters		
PDF		
Directory		
C:\Program Files (x86)\Kante	ch\Server GE\Report	
Output filename		
ouput nename		
2013 07 10-09 30 20 pdf		
2013_07_10-09_30_20.pdf		
2013_07_10-09_30_20.pdf Database output process		
2013_07_10-09_30_20.pdf Database output process E-mail in PDF format		•
2013_07_10-09_30_20.pdf Database output process E-mail in PDF format	ine e-mail parameters	•
2013_07_10-09_30_20.pdf Database output process E-mail in PDF format Oef Send to workstation	ine e-mail parameters	
2013_07_10-09_30_20.pdf Database output process E-mail in PDF format Send to workstation Smartlink	ine e-mail parameters	
2013_07_10-09_30_20.pdf Database output process E-mail in PDF format Oef Send to workstation Smartlink	ine e-mail parameters	