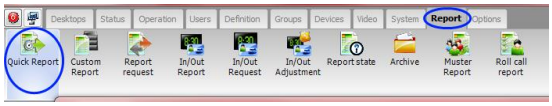
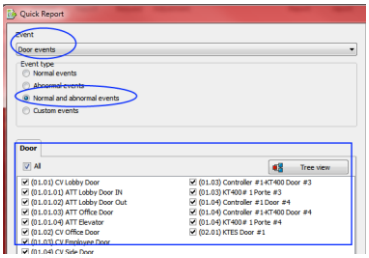
Creating a Door Events Report

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

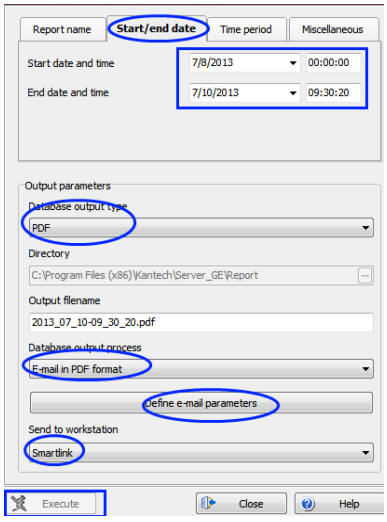
1. From the Workstation window, click the **Reports** tab and then click the **Quick Report** menu.



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



11. The report is emailed to the recipients.

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DN2126-1015

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

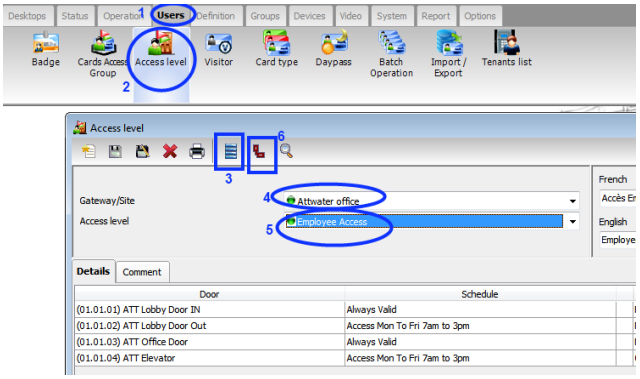
This application note explains how to generate a PDF report for all card holders who are assigned a specific access level. Multiple reports can be run for different access levels.

Requirements:

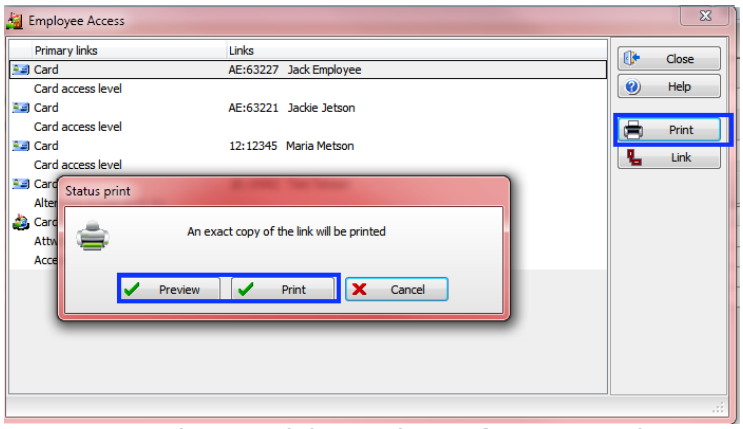
- EntraPass Workstation
- PDF Printer is installed on the computer (third party)

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.



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



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.

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DN2127-1015

Creating a PDF Report for all Cardholder with Specific Access Template

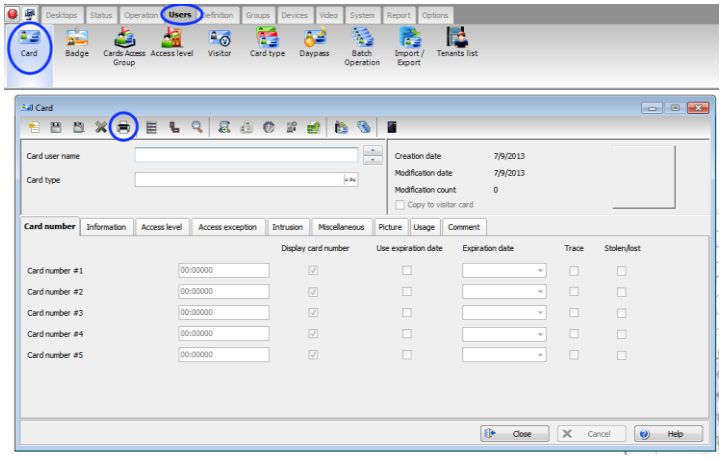
This application note explains how to generate a PDF report for all card holders who have been assigned a specific card access template. You can generate as many reports as required for the different access report templates.

Requirements:

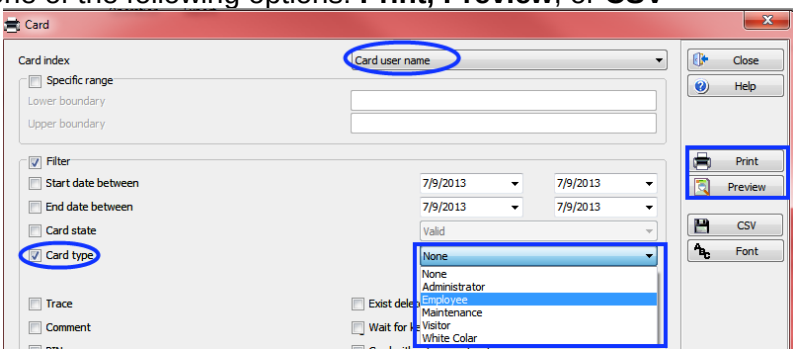
- EntraPass Workstation
- PDF Printer is installed on computer (third party)

Steps:

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



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**



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

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DN2123-1015

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

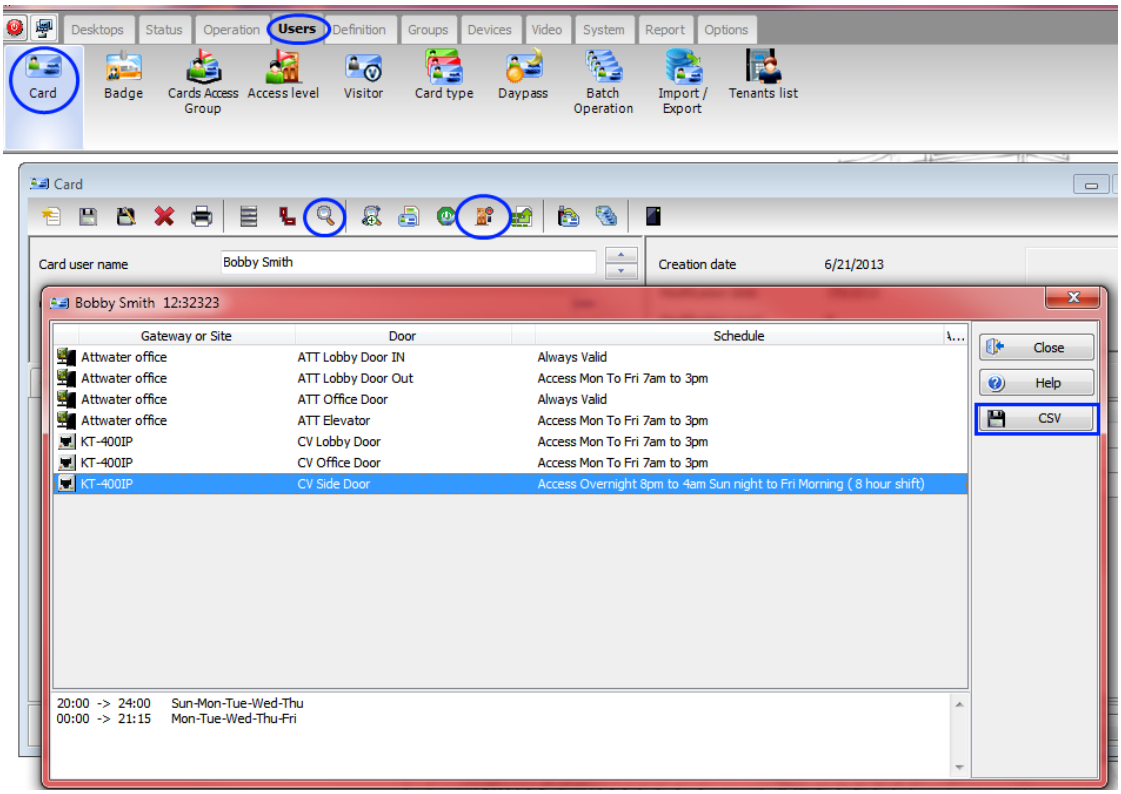
This application note explains how to generate a PDF report of all doors assigned to a card holder.

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.



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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.

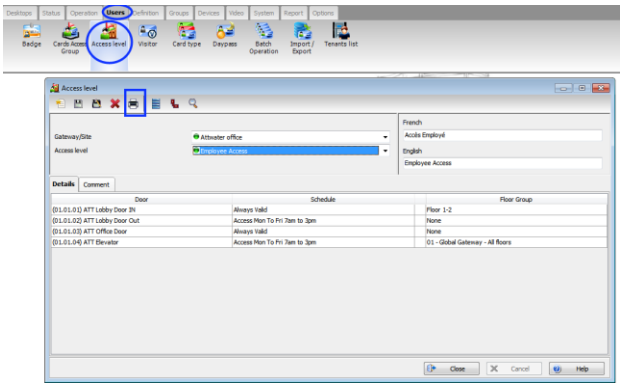
Requirements:

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

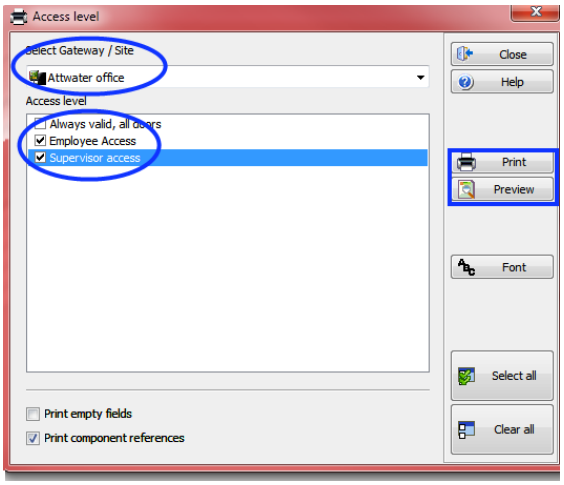
Steps:

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**



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.

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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:

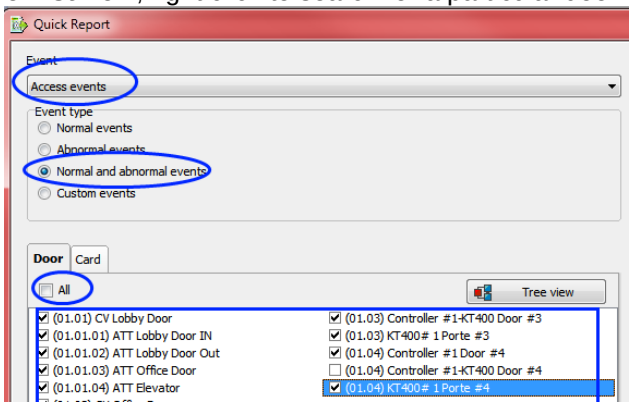
- EntraPass Workstation

Steps:

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

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.

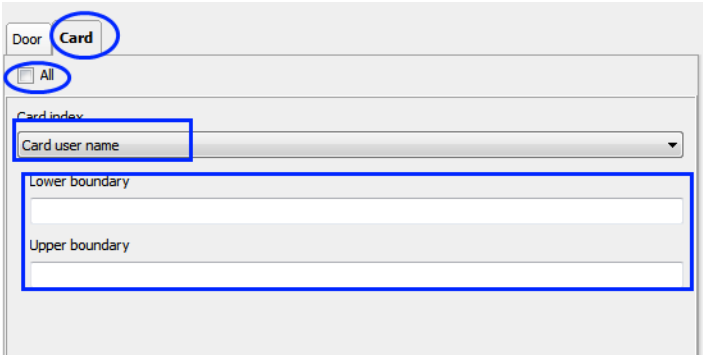
   Tip: From the **ListView**, right click to search for a particular door.



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.



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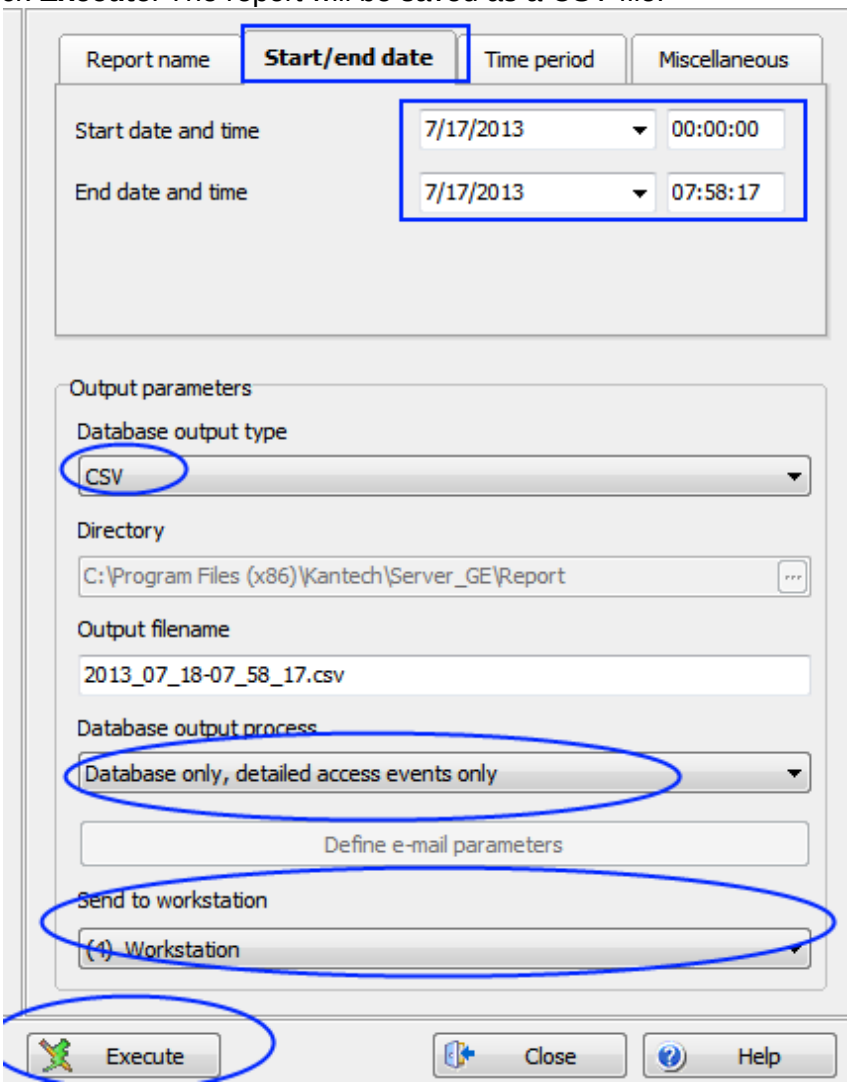
8. On the **Start/End Date** tab, select the date and time to start and end, the report generation.
9. In the **Database output type** list, click **CSV**.
10. In the **Database output process** list, click **Database only, detailed access events only**.
11. In the **Send to workstation** list, click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



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DN2134-1015

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

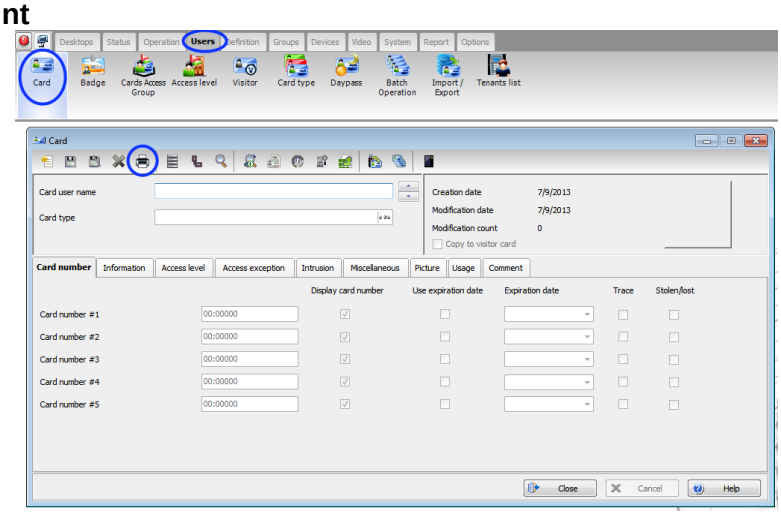
This application note explains how to generate a PDF report for all cardholders with access to a particular door.

Requirements:

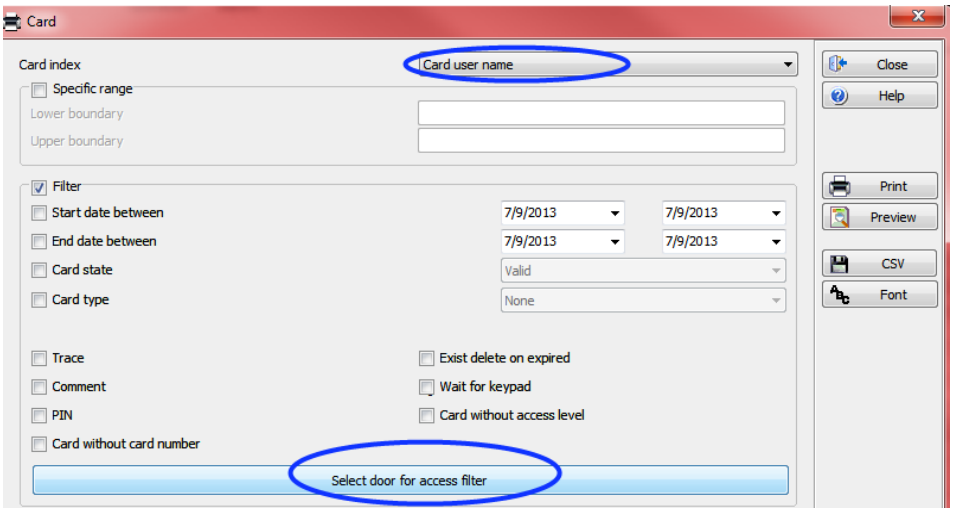
- EntraPass Workstation
- PDF Printer is installed on the computer (third party)

Steps:

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



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



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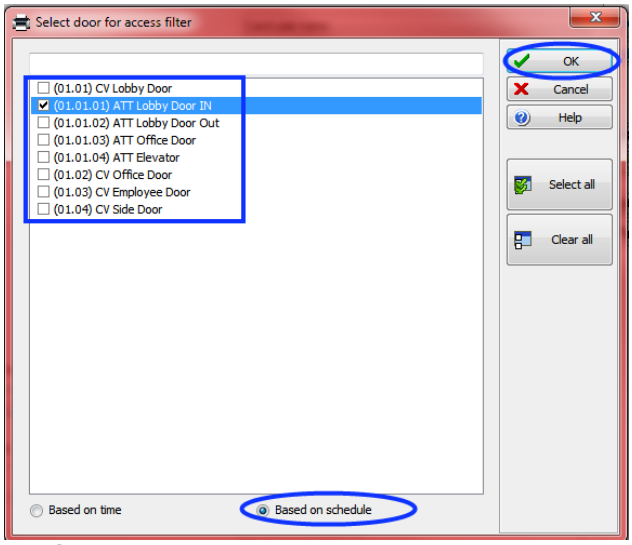
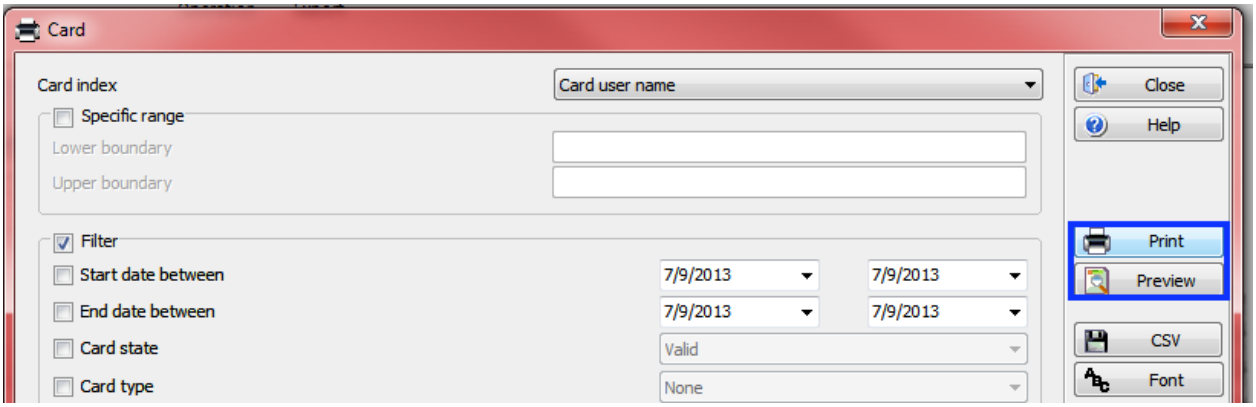
5. Select the appropriate door check box
6. Click **Based on schedule** and click **OK**



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



8. 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

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DN2129-1015

Creating a Report of Access Events for a Specific Cardholder

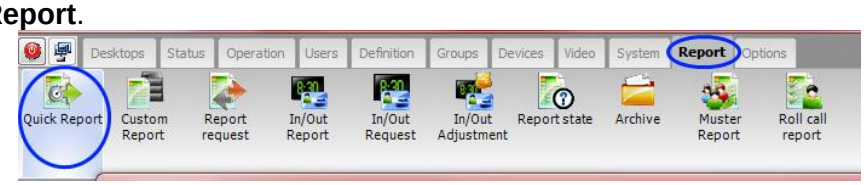
The purpose of this application note is to explain how to generate a PDF report of all events for a specific card holder.

Requirements:

- EntraPass Workstation

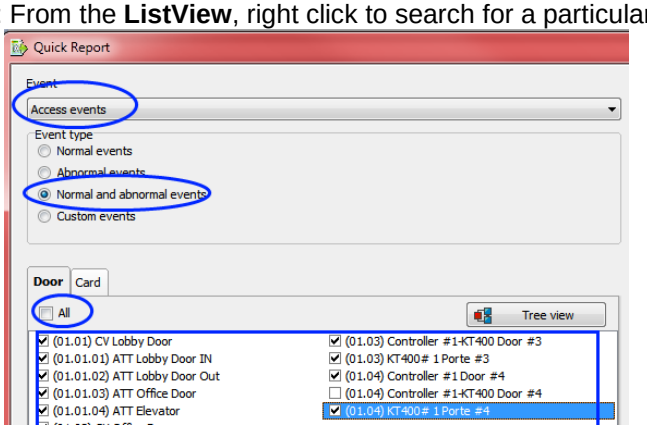
Steps:

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



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.



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.

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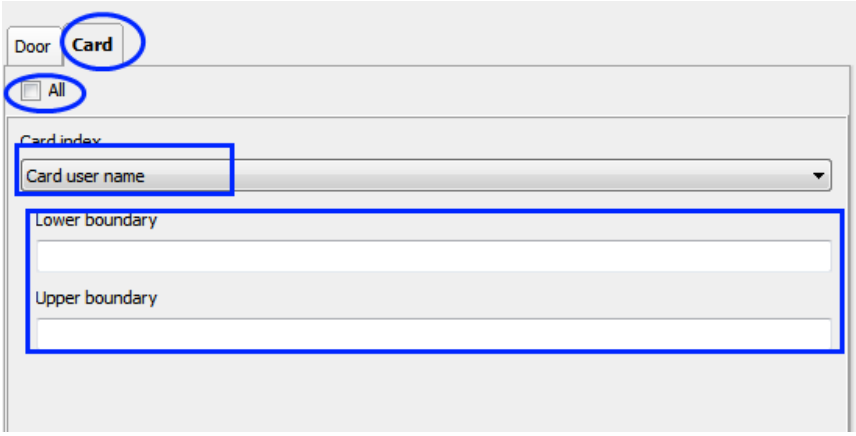
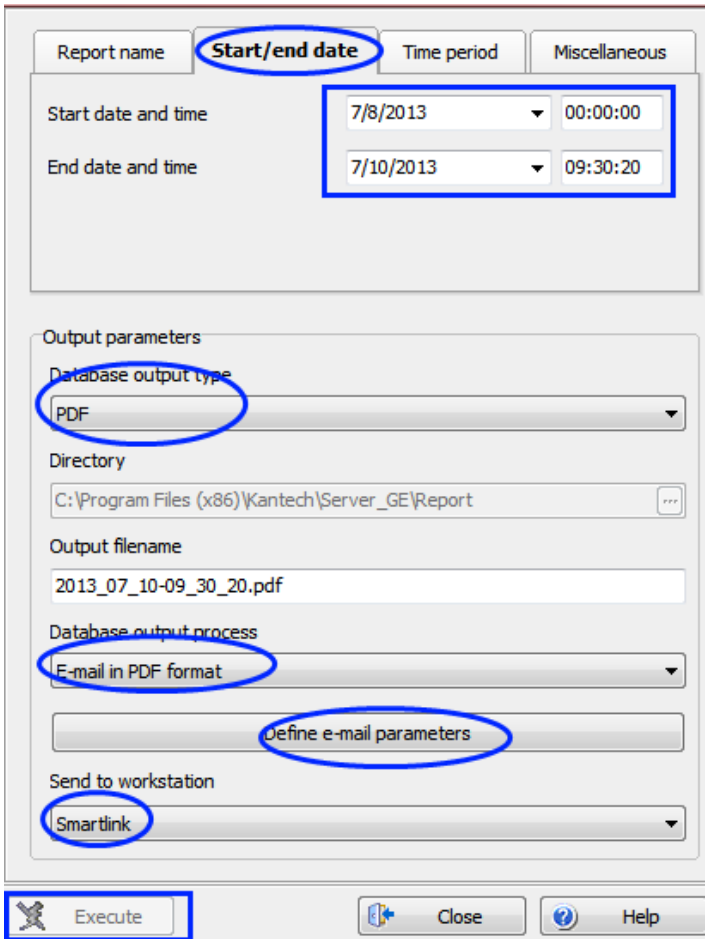
7. In the **Lower boundary** and **Upper boundary** box, enter the card holder name values.



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.



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