PART IV – REPORTS

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Introduction

Overview

The Nexus 220 Software lets you compile Reports on functions and transactions within the Nexus 220 System.

As these Reports are essentially Web Reports, you can compile Reports for one or more Sites over LAN or WAN networks. The Reports Module allows selection of single or multiple Sites, allowing management of both.

You may use the Web Reports Module with Windows® Internet Explorer 7 (and above) or alternatively Firefox 2 (and above).

Starting up the Web Reports Module

*If the Web Server resides on a Port other than Port 80, the URL becomes: http://*localhost**:XX***/220Web/homepage.html. The **XX** highlighted in the URL refers to the new Port number, for example 82, 83 or 84 and so on.*

Open the Nexus 220 Base Application as follows:

1. In Windows®, click **Start**>**All Programs**>**Nexus220**>**Nexus220**.
2. Enter your **Username** and **Password**.

*The default administrator username is **SYSDBA**, and the default password is **masterkey**.*

3. Click the button.
4. From the Menu Bar, select the **Web**>**Web Home Page**.

*Alternately using a separate PC workstation, you may startup the Web Reports Module in your selected browser using the following URL: **http://localhost/220Web/homepage.html**. Replace the term **localhost** with the IP Address for the System's Host PC.*

5. At the Nexus 220 Home Page, select the (Web Reports) Icon.
6. At the Login dialog, enter your **Username** and **Password**.

Figure 1 – Login Dialog

*The default administrator username is **SYSDBA** and the default password is **masterkey**.*

*In the **Webserver.properties** file, disable the Login option, by changing the **report.webserver. enforcelogon=true** entry to **false**.*

7. Click the **Submit** button.

User Interface

General

Display Web Reports correctly by setting your monitor screen resolution to a minimum of 1 024 x 768 pixels.

Set the following when printing Reports displaying graphics:

Internet Explorer

1. *From the Explorer toolbar, select **Tools**>**Internet Options**.*
2. *Select the **Advanced** Tab.*
3. *Scroll down to the **Printing** settings.*
4. *Select the **Print Background Colours and Images** checkbox.*
5. *Click the **OK** button.*

Firefox

1. *From the Firefox toolbar, select **File**>**Print Preview**.*
2. *Click the **Page Setup** button.*
3. *Select the **Format and Options** Tab.*
4. *Under Options, select the **Print Background (Colours and Images)** checkbox.*
5. *Click the **OK** button.*

Nexus 220 Web Reports display as follows:

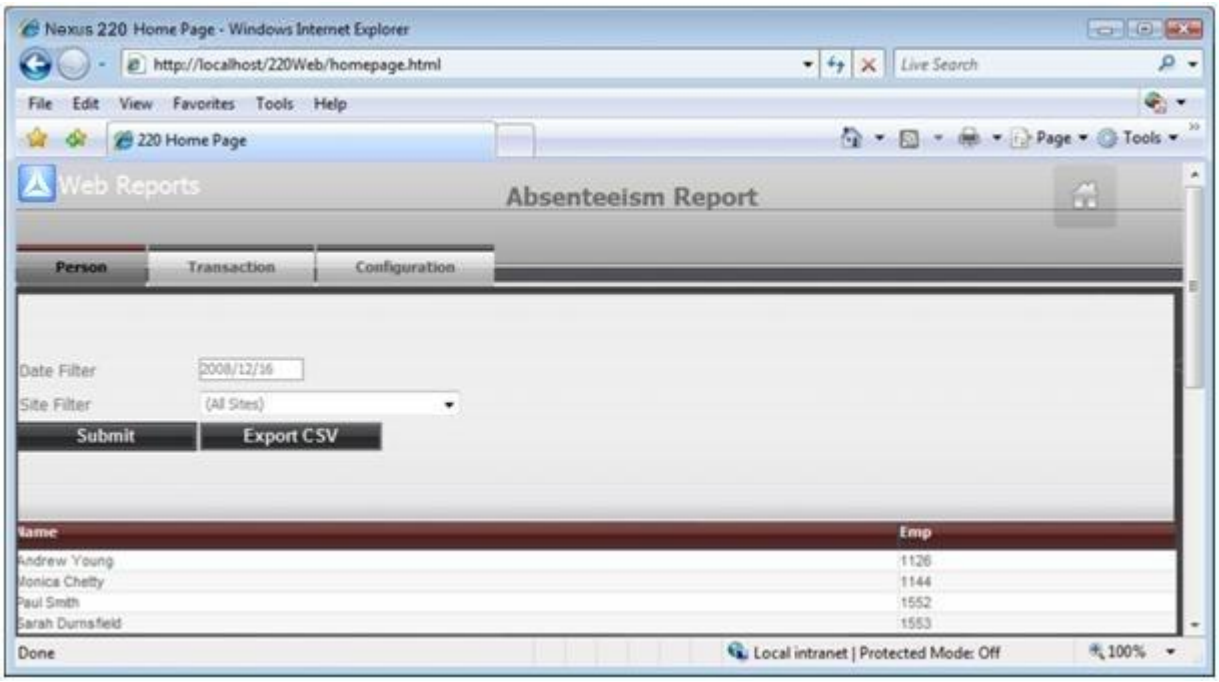

Figure 2 – Typical Report Screen

Select parameters using the set of filters displayed on the screen. These filters may consist of information fields (occasionally), drop-down menus, checkboxes or calendars.

Report screens include an **All Sites** filter, that when selected displays information for all Shared Sites (Shared Sites are described later in this section).

Click on the **Submit** button to view a Report after capturing the filter data.

Report Selection

On opening of the Web Reports Module, three Tabs appear (the Person, Transaction and Configuration Tabs). Essentially these Tabs break the Reports into categories for easier selection.

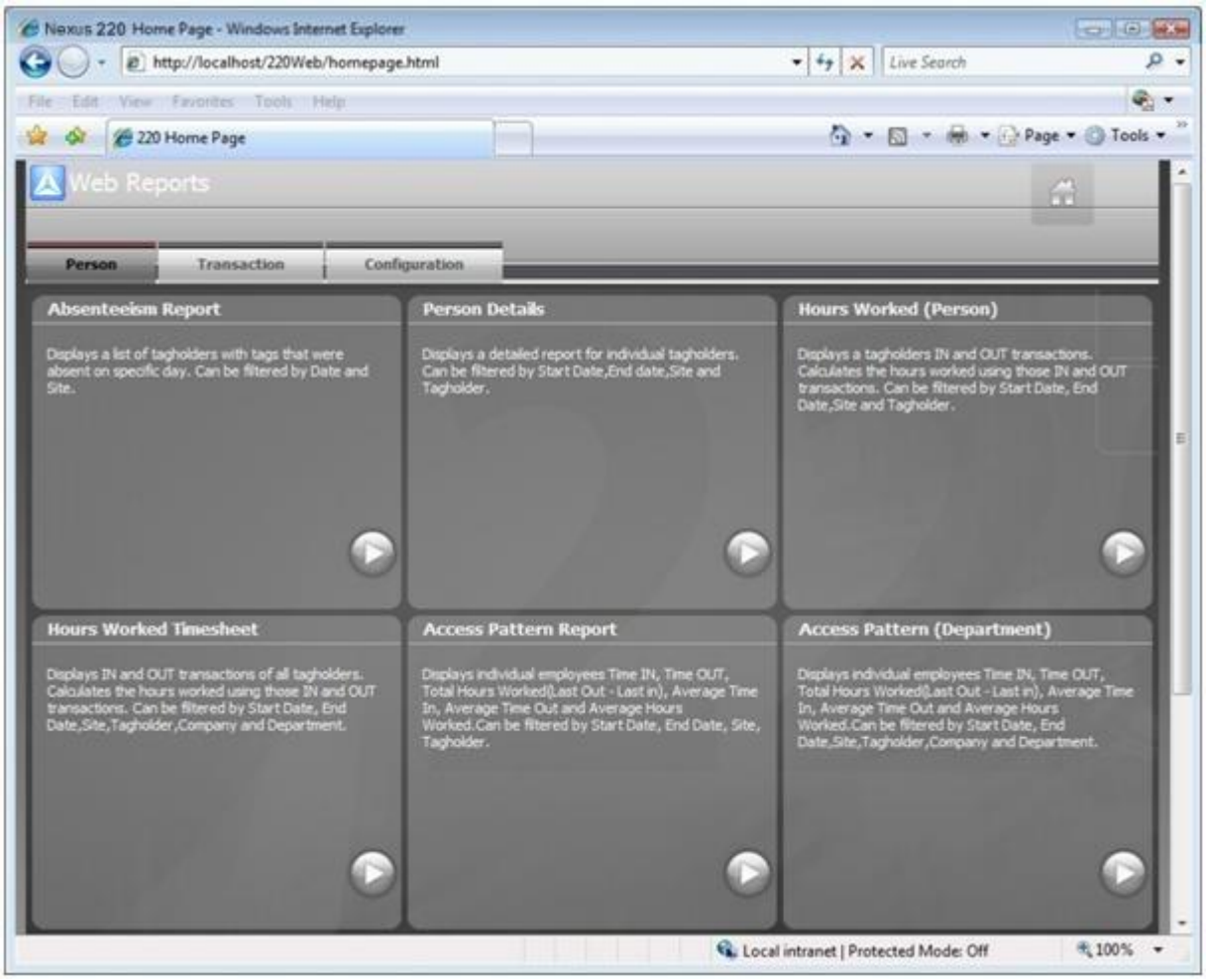

Figure 3 – Web Reports Person Tab Selection

From each of these Tabs, select from the displayed report options by selecting the associated Report's button.

Select a new Report by selecting the appropriate Tab (Person, Transaction or Configuration) and selecting a new Report option.

Report Categories

The categories of Reports available are:

Report Category	Description
Person Reports	Provides transaction data relating to a specific person or persons having access to the Site(s) concerned.
Transaction Reports	Provides data about system occurrences, such as Alarms, terminal time-outs, frequency of door access, and so on.
Configuration Reports	Provides data such as Terminals that a given Tagholder has access to, Terminals in each Area and Actions available at each Terminal.

Table 1 – Report Categories

Person Reports

*To ensure the necessary records display on your Report, before running these **Person Reports**, activate **Anti-passback (APB)** for the Zone:*

- *Hours Worked in APB Zones (Person) Report*
- *Hours Worked in APB Zones (Timesheet) Report*
- *Access Pattern (Person) Report*
- *Access Pattern (Department) Report*

Under **PERSON REPORTS**, the following Reports are available:

Absenteeism Report

- The Absenteeism Report details a list of **Employees absent on a specified date**.
- The Report includes information such as: *Employee Name* and *Employee Number*.
- Filter the Report by: *Date* and *Site*.

Person Details Report

- The Person Details Report displays a **detailed record for a selected individual Tagholder**.
- The Report includes information such as: *First Name* and *Last Name*, *ID Number*, *Company*, *Department*, *Employee Number*, transaction *Date* and *Time*, *Door Accessed*, *Event* and *Tag* code. The Report also displays a photo of the employee.
- Filter the Report by: *From Date*, *To Date*, *Site* and *Person*.

Hours Worked (Person) Report

Night-shift is not supported in the current Nexus 220 Software release.

- Report calculates hours worked from the **IN and OUT Transactions of all Zones**.
- The Report includes information such as: *Name*, *Employee Number*, *Date*, *Time*, *Event*, *Terminal*, *Zone* and *Reason*.
- Filter the Report by: *From Date*, *To Date*, *Site* and *Person*.

Hours Worked Timesheet Report

Night-shift is not supported in the current Nexus 220 Software release.

- This Report calculates hours worked of all employees from the **IN and OUT Transactions of all Zones**.
- The Report includes information such as: *Name*, *Employee Number*, *Date*, *Time*, *Event*, *Terminal*, *Zone* and *Reason*.
- Filter the Report by: *From Date*, *To Date*, *Site*, *Person, Company, Department and Zone*.

Access Pattern Report

- This Report displays a summary of an individual employee's **time in, average time in, time out, average time out and average hours worked**.
- The Report includes information such as: *Date*, *First Transaction*, *Last Transaction*, *Time* (Last Transaction – First Transaction), *Average Time In* and *Out*, *Average Hours at Work* and *Total Time at Work*.
- Filter the Report by: *From Date*, *To Date*, *Site* and *Person*.

Access Pattern (Department) Report

- This Report displays a summary of an individual employee's **time in, average time in, time out, average time out and average hours worked (grouped by Department).**
- The Report includes information such as: *Department*, *Name*, *Company*, *Date*, *First Transaction*, *Last Transaction* and *Time* (Last Transaction – First Transaction).
- Filter the Report by: *From Date*, *To Date*, *Site, Person*, *Company*, *Department* and *Zone*.

Zone Occupancy Report

- This Report displays a summary of **Tagholders within a specific Zone**.
- The Report includes information such as: *First Name*, *Last Name*, *Employee Number*, *Department*, *Zone*, *Site*, *Time In*, *Date* and *Hours in Zone.*
- Filter the Report by: *Site* and *Zone*.

Transaction Reports

Under **TRANSACTION REPORTS**, the following reports are available:

Tagholder Transaction Report

- This Report displays **all transactions for a Tagholder**.
- The Report includes information such as: *Time*, *Name*, *Door*, *Event* and *Tag*.
- Filter the Report by: *Period* and *Site*.

Alarm Transaction Report

- The Alarm Report displays all **Alarms generated by the System**.
- The Report includes information such as: *Date*, *Time*, *Source*, *Event*, *Tagholder*, *Acknowledgement*, *Acknowledgement Date*, *Acknowledgement Time* and *Operator*.
- Filter the Report by: *From Date*, *To Date*, *Daily Time From*, *Daily Time To* and *Site*.

Status Transaction Report

- This Report displays all the **status transactions from Controllers on a selected date**. That is unit timeouts; tables corrupt and Request to Enter/Exit information.
- The Report includes information such as: *Date*, *Time*, *Source*, *Source Address*, *Event* and *Operator*.
- Filter the Report by: *From Date*, *To Date*, *Daily Time From*, *Daily Time To* and *Site*.

Transactions Report

- The Transactions Report displays all **Tagholders transactions on a specific date**.
- The Report includes information such as: *Time*, *First Name*, *Last Name*, *Employee Number*, *Door*, *Event*, *Tag* and *Zone*.
- Filter the Report by: *Date*, *Door*, *Person* and *Site*.

Configuration Reports

Under **CONFIGURATION REPORTS**, the following reports are available:

Tag Configuration Report

- This Report displays **configuration details for each Tag in the System**.
- The Report includes information such as: *Site*, *Tag Code*, *First Name*, *Last Name*, *Department*, *Level*, *Type*, *Start Date*, *Expiry Date*, *Suspended* and *Access Group*.
- Filter the Report by: *Site*.

Tagholder Configuration Report

- This Report displays **configuration details for each Tagholder in the System**.
- The Report includes information such as: *Employee Number*, *First Name*, *Last Name*, *Department*, *Company*, *Address*, *Tag Code*, *Start Date*, *Expiry Date*, and *Site*.
- Filter the Report by: *Site* and *View Same Tag Code*.

Biometric Report

- This Report displays **whether Tagholders have Biometric Templates or not**.
- The Report includes information such as: *First Name*, *Last Name*, *Employee Number*, *Tag Code*, *Tag Type*, *Database Number*, *Template 1 Quality*, *Template 2 Quality* and *Exists.*
- Filter the Report by: *Person*, *Tag*, *Site, Tag has Biometric Template* and *Tag does not have a Biometric Template*.

Holiday Report

- This Report displays **details of public and other company holidays**.
- The Report includes information such as: *Holidays* (defined during the configuration process).
- Filter the Report by: *Site* and *View (Table or Calendar)*.

Terminal Configuration Report

- This Report displays **a detailed report on Terminals**.
- The Report includes information such as: *Logical Address*, *Fixed Address*, *Enabled*, *Type*, *Type Description* and *Site*.
- Filter the Report by: *Site*.

Door Mode Configuration Report

- This Report displays **a detailed report on Door (Location) Modes**.
- The Report includes information such as: *Number*, *Start Time*, *End Time*, *Mode*, *PIN-code*, *Reason Code*, *Dual Tag*, *Record*, *Alarm Denied*, *LED Mode*, *Finger Mode* and *Site*.
- Filter the Report by: *Site*.

Access Group Configuration Report

- This Report displays **Access Group configuration details**.
- The Report includes information such as: *Number*, *Name*, *Pattern Number*, *Day*, *Start Time*, *Duration*, *Access Door* and *Access Floor*.
- Filter the Report by: *Site*.

*Where the Access Group's Pattern Number shows a **(+)** alongside the Pattern Number, clicking the **(+)** displays linked Lift (Elevator) Groups. A **(-)** alongside the Patten Number shows the Access Group has no connected Lift (Elevator) Groups.*

Reader Configuration Report

- This Report displays **Reader configuration details, including the indicators given on presentation of an Allowed or Denied Tag**.
- The Report includes information such as: *Door Names*, *Logical Address*, *Strike Duration*, *Open Duration*, *DOS Input Type*, *Output Mode*, *Device Address*, *TA*, *DOS Mode*, *RTE Mode*, *Offline Validation*, *FAR*, *Buzzer Volume*, *Buzzer Duration*, *LED Action* and *LED Duration*.
- Filter the Report by: *Site*.

Door/Lift Configuration Report

- This Report displays **details of each Door or Lift (Elevator) configuration, including the daily operating modes**.
- The Report includes information such as: *Site*, *Door Number*, *Door Name*, *APB Zone*, *Armed*, *Door PIN*, *In Reader*, *Out Reader*, *Bottom Lift*, *Top Lift*, *Day* and *Mode*.
- Filter the Report by: *Site*.

Door Access Configuration Report

- This Report displays **Door configuration and access details**. Doors (or Lifts (Elevators)) appear on the left of the screen. Clicking a Door (or Lift (Elevator)) displays a list of Tagholders with access to the Door (or Lift (elevator)) and details of the relevant access group.
- The Report includes information such as: *Site*, *Controller*, *Door Names*, *First Name*, *Last Name*, *Access Group*, *Pat Number*, *Day*, *Start Time* and *Duration*.
- Filter the Report by: *Site*.

Triggered Action Configuration Report

- This Report displays **Triggered Action Configuration details**.
- The Report includes information such as: *Site*, *Number, Name*, *Day*, *Start Time*, *Duration*, *Trigger Inputs* and *Action Type*.
- Filter the Report by: *Site* and *Trigger Type*.

IO Device Configuration Report

- This Report displays **configuration information for each Input and Output Device in the System**.
- The Report includes information such as: *Site*, *Device Name*, *Fixed Address*, *Logical Address*, *Unit Name*, *Unit Description* and *Information*.
- Filter the Report by: *Site*.

Typical Sample Reports

This section outlines one Report from each category, thus providing insight into the use of the Reports.

Person Reports

Person Details Report

The Person Details Report displays a detailed record for a selected individual Tagholder.

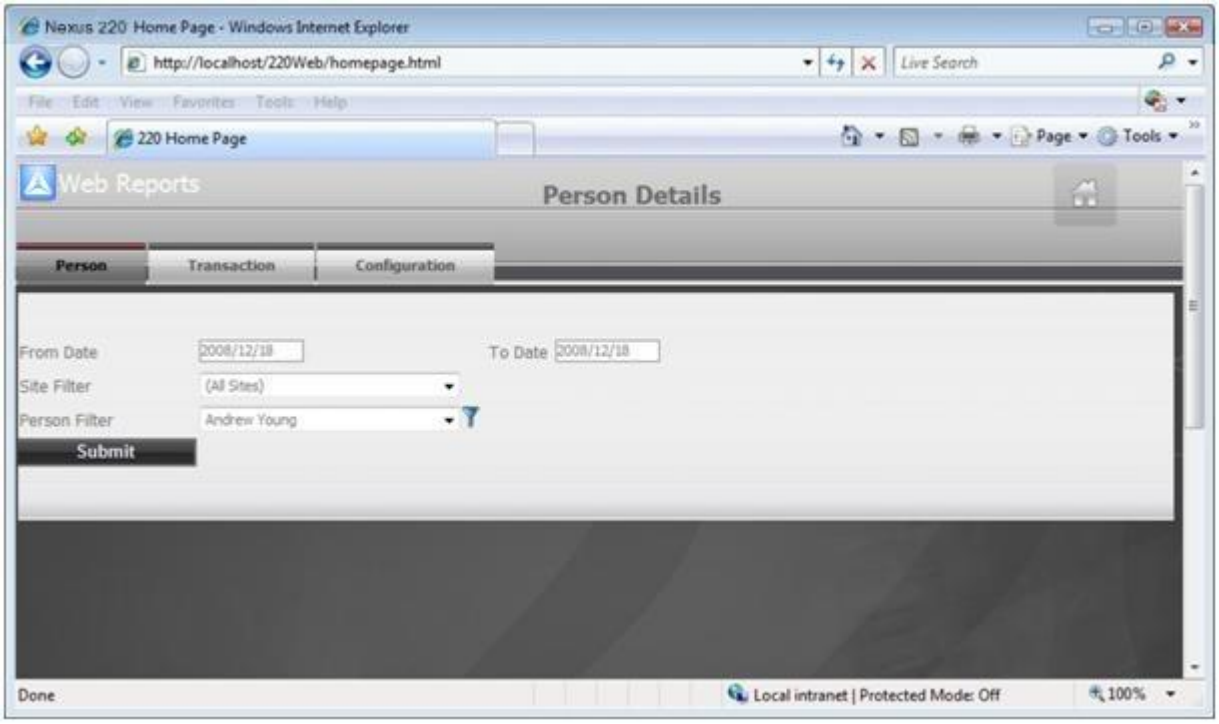

Figure 4 – Personal Details Report (Initial Set-up Screen)

1. Select the required **Start** and **End** Dates using the calendars provided.

Figure 5 – Calendar Dialog

*As you select either the **From Date** or **To Date** text boxes, a calendar selection tool opens. Continue as follows to make your selection:*

1. *Click on the **<<** or **>>** buttons to move between **Years**.*
2. *Click on the **<** or **>** buttons to move between **Months**.*
3. *Finally, select the required date.*

2. Select the **Site** from the Site Filter drop-down list.
3. Select the required **Person** from the Person Filter drop-down list.
4. Click the **Submit** button.

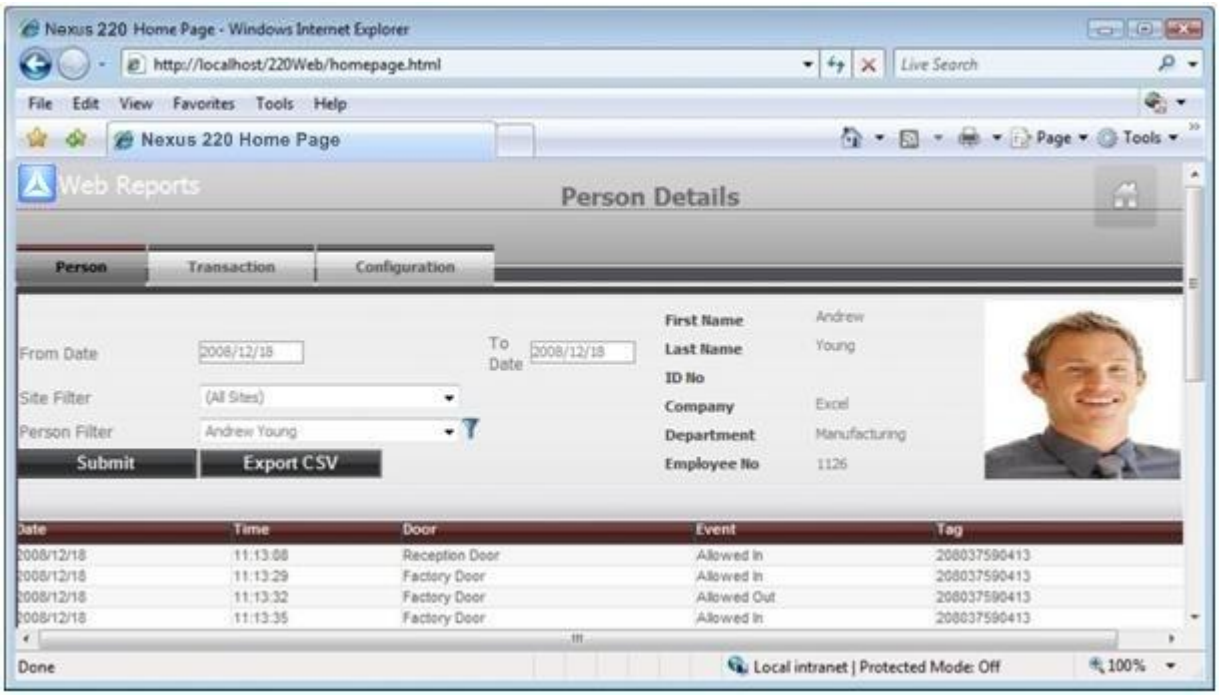

Figure 6 – Personal Details Report (Sample)

Export CSV (Comma Separated Value)

*The **Export CSV** button displays after you submit the filter data.*

When exporting a Report to a CSV file, if the results of the Report are greater than 200 000 records, an error occurs. To avoid this, draw smaller Reports when exporting.

Export a Report as follows:

1. Click on the **Export CSV** button.

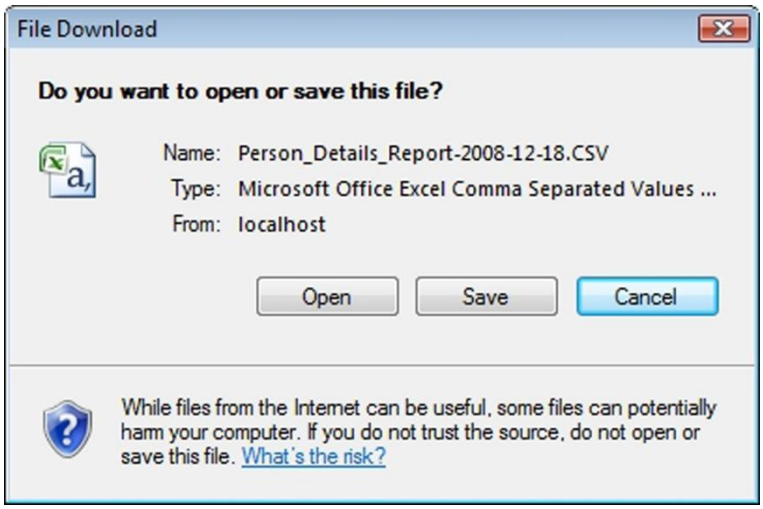

Figure 7 – CSV File Download Dialog

2. In the **File Download** dialog, select one of the following button options:
   - **Open**—clicking the Open button, opens a screen similar to Figure 8. In this case the file opened using MS Excel.
   - **Save**—clicking the Save button, gives you the option to save the exported data to a location of your choice.
   - **Cancel**—clicking the Cancel button, cancels the export process.

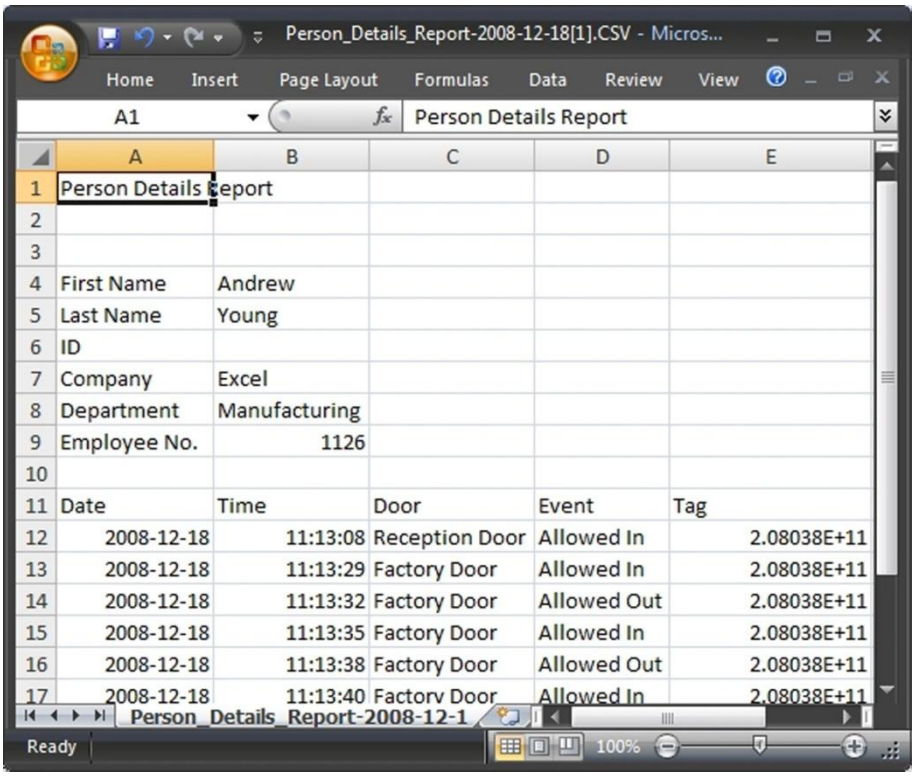

Figure 8 – Person Details Report Exported in CSV Format

Transaction Reports

Tagholder Transaction Report

This Report displays the frequency of access at each Door.

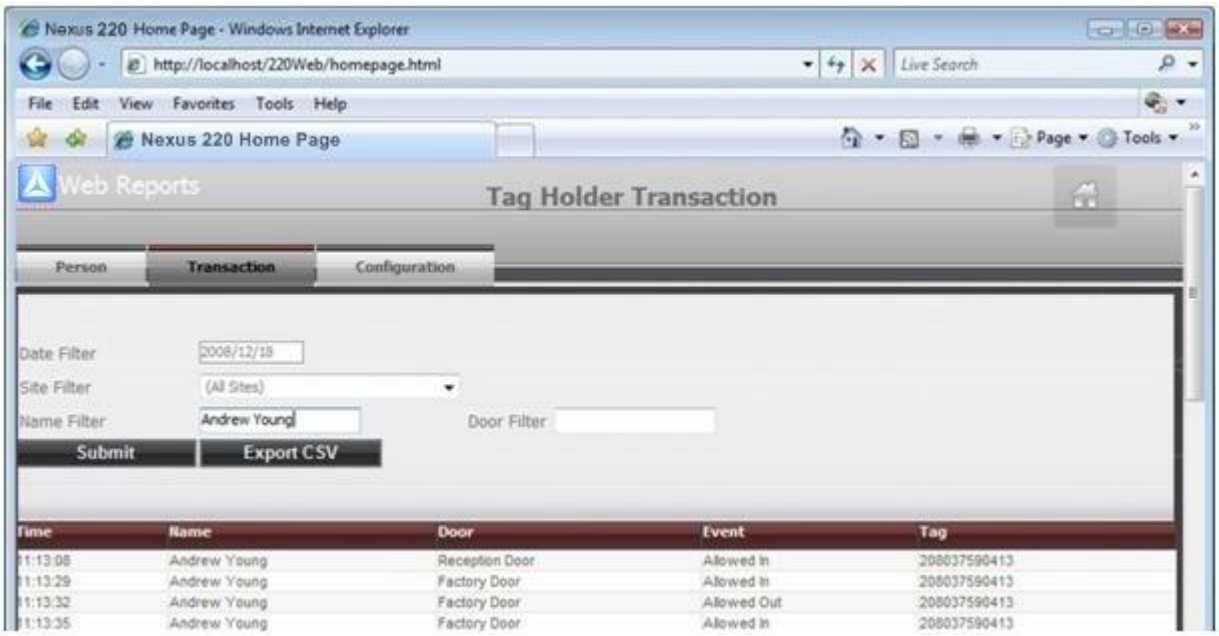

Figure 9 – Typical Tagholder Transaction Report

Configuration Reports

Tag Configuration Report

This Report displays configuration details for each Tag in the System.

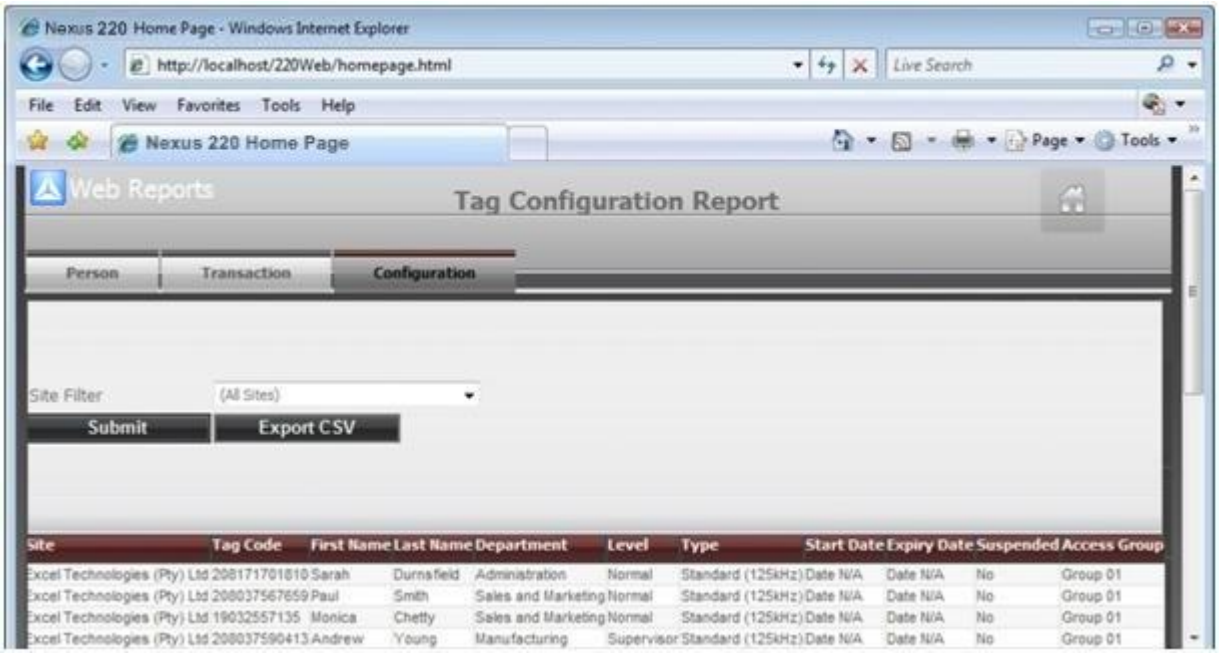

Figure 10 – Tag Configuration Report

Other Reports

The other reports available are all conceptually similar to one or other of the Reports described previously.

USER NOTES

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